

**SUNGARD**<sup>®</sup> PUBLIC SECTOR

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ONESolution<sup>™</sup> 

**Santa Cruz  
Cash Receipt  
Upload Process  
End User Guide**

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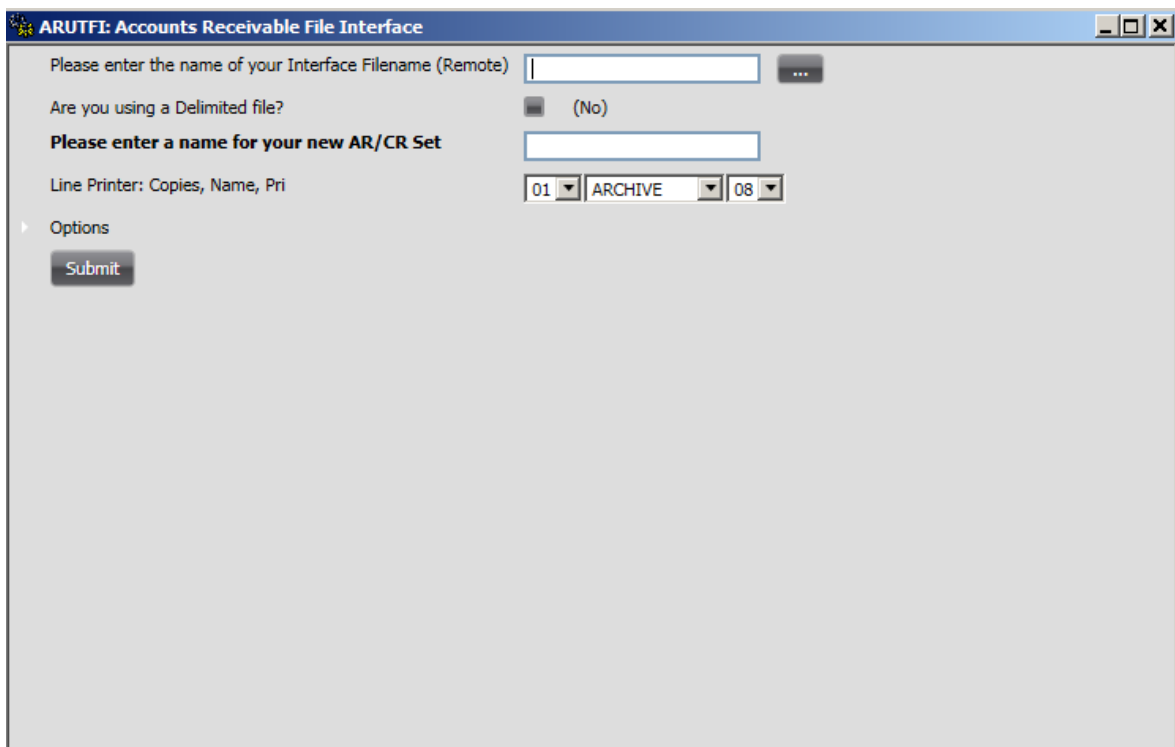
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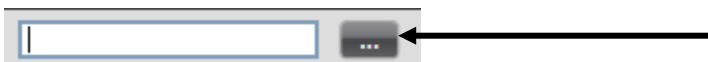
## Section 1: Process to Upload Cash Receipt Transactions

Departments will populate **Tab 1** of the **Affidavit and Record of Deposit** excel template, save as csv, and then upload the Cash Receipt transactions into ONESolution where the Cash Receipt transactions will then be put through approvals and distributed to the General Ledger. The step by step process is as follows:

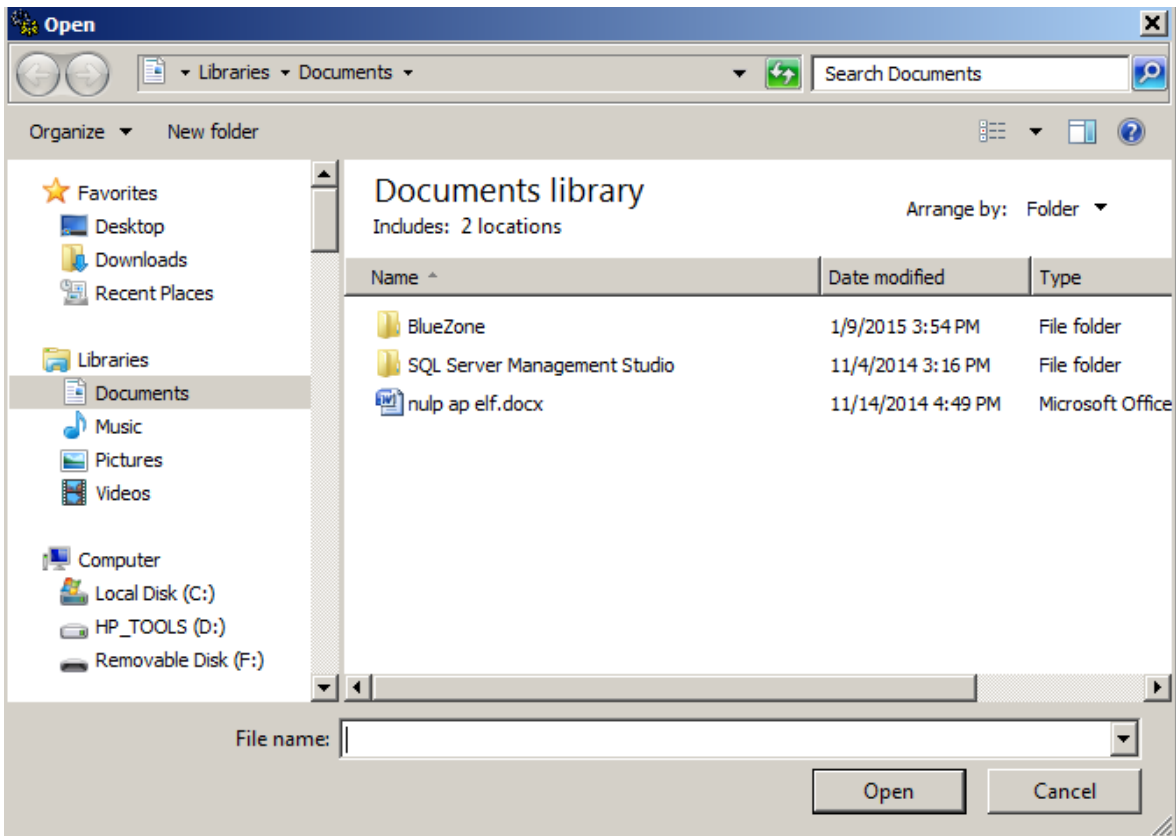
1. Populate Tab 1 of the **Affidavit and Record of Deposit** excel template.  
\*This will automatically populate tab 2 of the template. Do **NOT** edit any data on tab 2\*
2. Save tab 2 as **CSV** (ignore tab error message).
3. Open **ARUTFI (Upload AR/CR Transaction Utility)**.



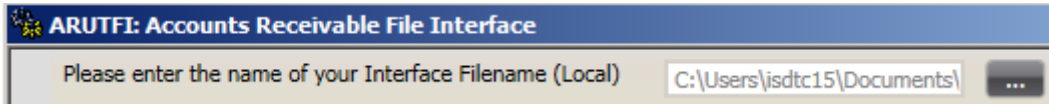
4. The end user will click on this icon (box with 3 dots):



5. This will open a browse page where the end user will be able to search for and select the saved CSV file that they want to upload into ONESolution.



6. Once they have selected the correct CSV file they want to upload, it will populate like the below example:

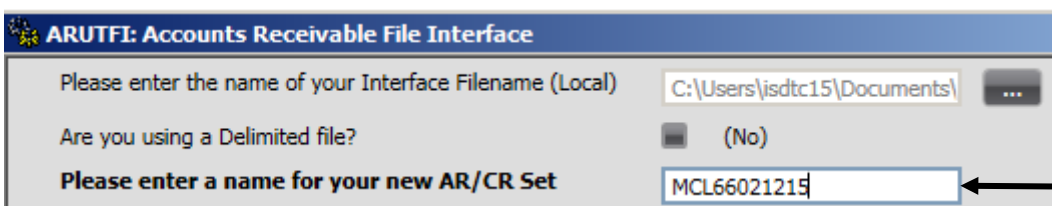


7. Ignore the below question. Not applicable to Santa Cruz upload process.



8. Enter in the **Set ID (Set Name)** you would like to assign to the Cash Receipt Set you are uploading into ONESolution:

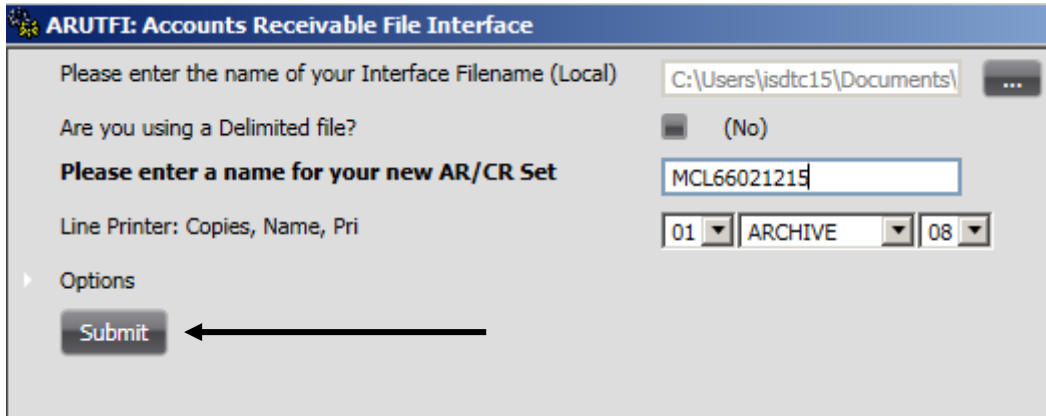
- The **CR Set ID** format will be as follows: Initials of the end user (3 characters), dept code (2 digits), date (6 digits).
- Example: Mackensie Clara Lundeen, Dept 66, February 2nd, 2015 = MCL66020215
- If you create multiple sets per day add a suffix at the end of the set ID, i.e. MCL66020215A, MCL66020215B etc.



9. The line printer will default to ARCHIVE. Do not edit this field.

Line Printer: Copies, Name, Pri 01 ▾ ARCHIVE ▾ 08 ▾

10. Click **Submit**.



**ARUTFI: Accounts Receivable File Interface**

Please enter the name of your Interface Filename (Local)  ...

Are you using a Delimited file?  (No)

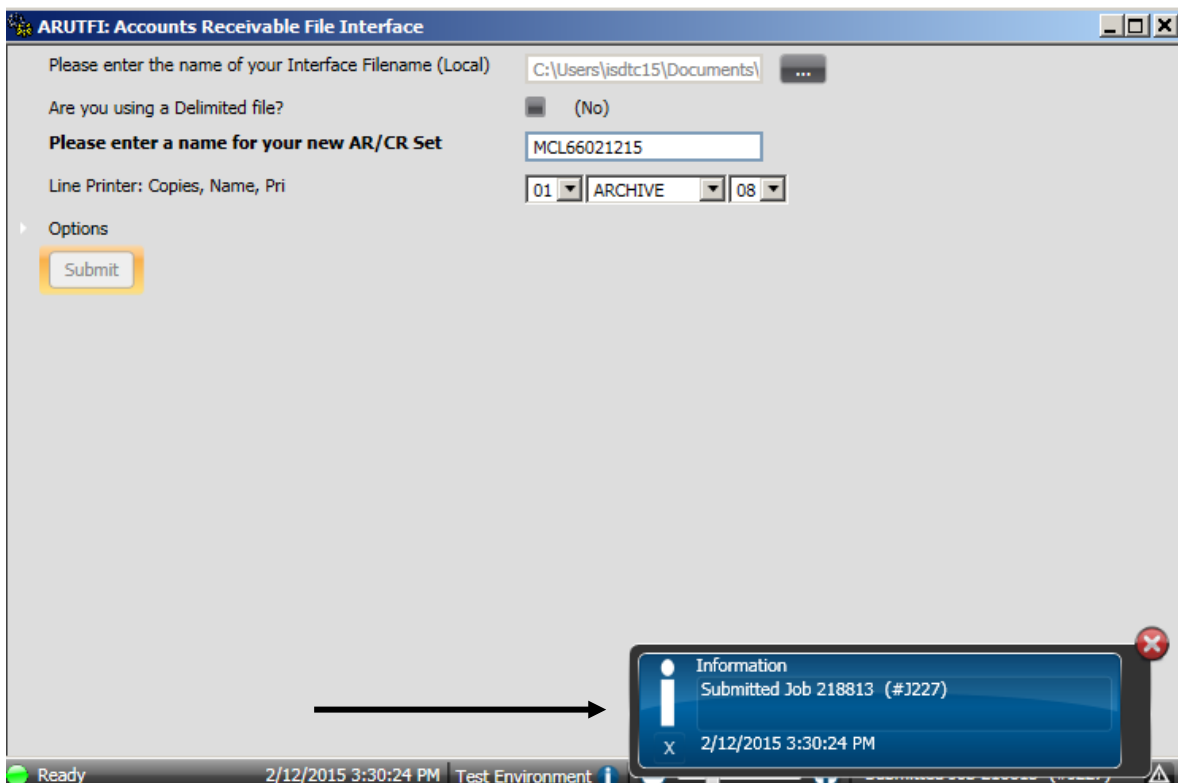
**Please enter a name for your new AR/CR Set**

Line Printer: Copies, Name, Pri 01 ▾ ARCHIVE ▾ 08 ▾

Options

**Submit** ←

11. The following **message** will appear in the bottom right corner:



**ARUTFI: Accounts Receivable File Interface**

Please enter the name of your Interface Filename (Local)  ...

Are you using a Delimited file?  (No)

**Please enter a name for your new AR/CR Set**

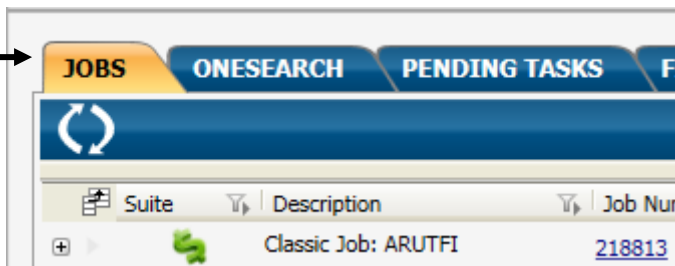
Line Printer: Copies, Name, Pri 01 ▾ ARCHIVE ▾ 08 ▾

Options

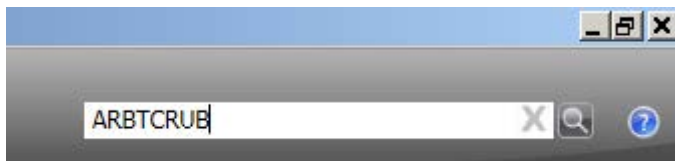
Information  
 Submitted Job 218813 (#J227)  
 2/12/2015 3:30:24 PM

Ready 2/12/2015 3:30:24 PM Test Environment

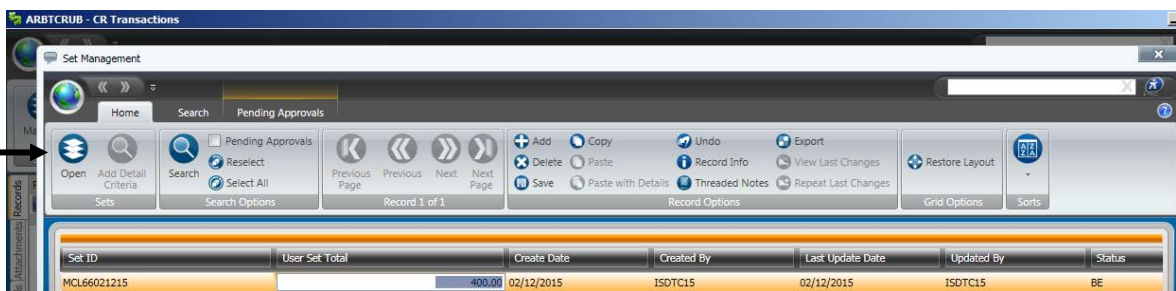
12. Navigate to the **Jobs tab** on your **Desktop** and wait until the Job completes successfully.



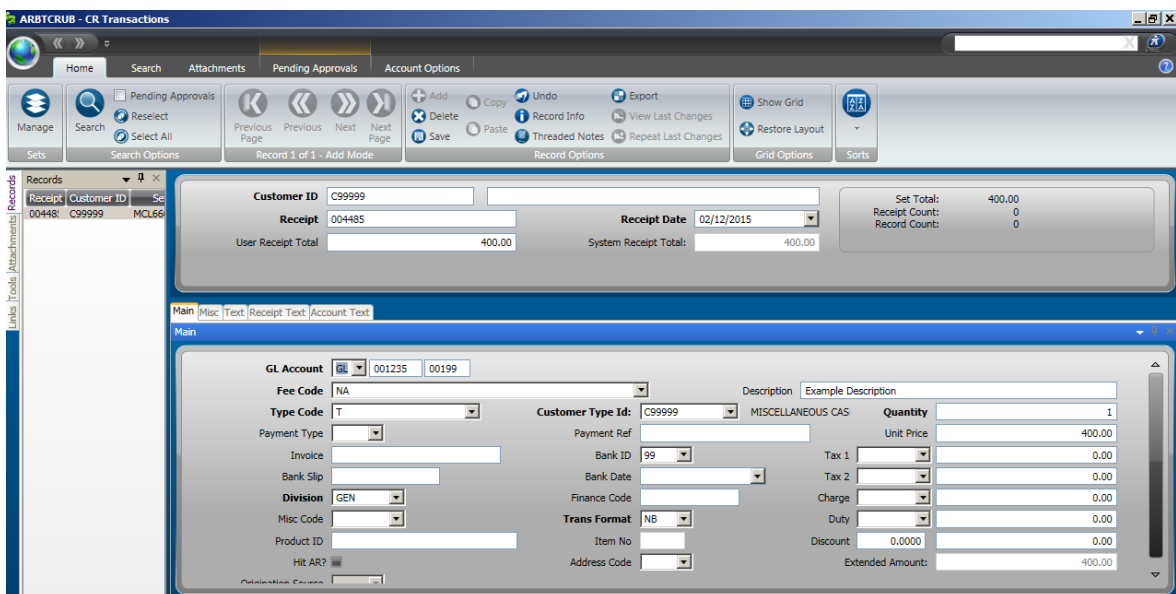
13. Once the Job completes successfully, navigate to the **Search bar** at the top of your **Desktop**, type **ARBTCRUB**, and hit the **Enter** button on your keyboard:



14. Click on the Set you just loaded and then click on the **Open button** in the top left corner.



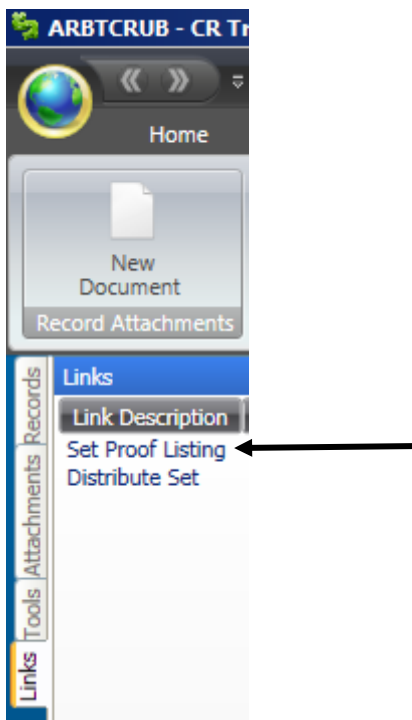
15. The below screen will open:



## Section 2: Running a Batch Proof Report

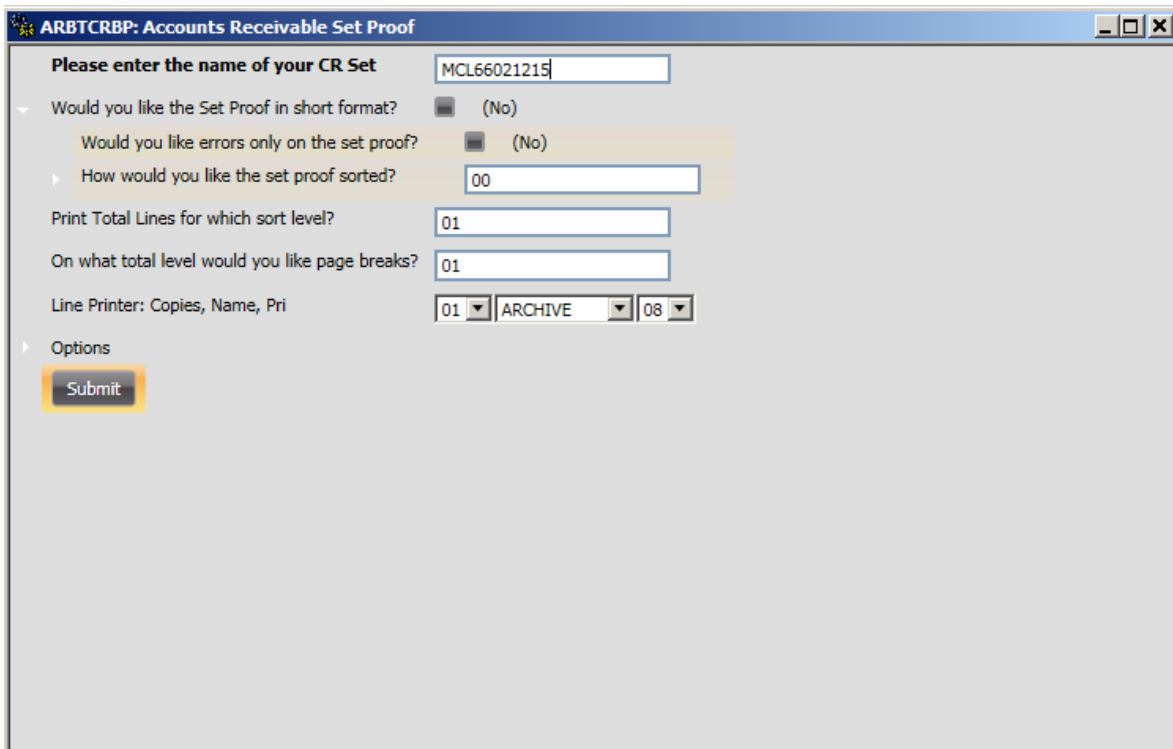
Running a **Set Proof Listing** or **Batch Proof Report** will produce a Proof Report that lists all the transactions within your Cash Receipt Set. This report will identify any errors within your batch that need to be corrected.

1. Click on the **Links** tab on the lefthand side of the screen. Then clickon the **Set Proof Listing** link.



2. The following window will appear. The CR Set ID field will autopopulate, as will all other necessary fields. There is no need to edit any field on this screen. Click **Submit** to run your **Batch Proof Report**.





**ARBTCRBP: Accounts Receivable Set Proof**

Please enter the name of your CR Set:

Would you like the Set Proof in short format?  (No)

Would you like errors only on the set proof?  (No)

How would you like the set proof sorted?

Print Total Lines for which sort level?

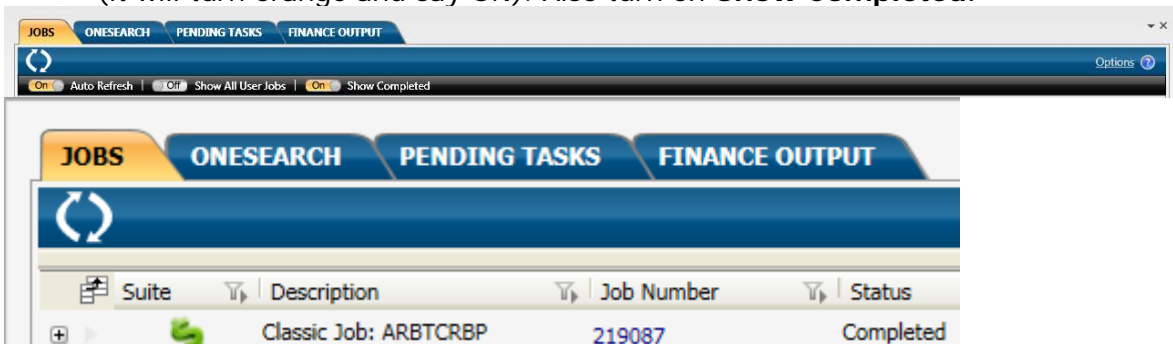
On what total level would you like page breaks?

Line Printer: Copies, Name, Pri

Options

**Submit**

1. Navigate to your **Jobs tab** on your **ONESolution Desktop** and click on the options button, then turn on **Auto Refresh** by clicking on the button next to it (it will turn orange and say ON). Also turn on **Show Completed**.

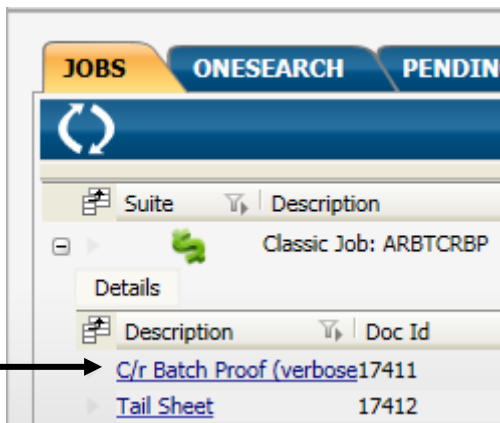


**JOB** | ONESEARCH | PENDING TASKS | FINANCE OUTPUT

Auto Refresh  | Show All User Jobs  | Show Completed

Suite	Description	Job Number	Status
+	Classic Job: ARBTCRBP	<a href="#">219087</a>	Completed

2. Once the Job completes, click on the + sign to expand out and view your **Batch Proof Report**.  
\* Ignore the **Tail Sheet Report**

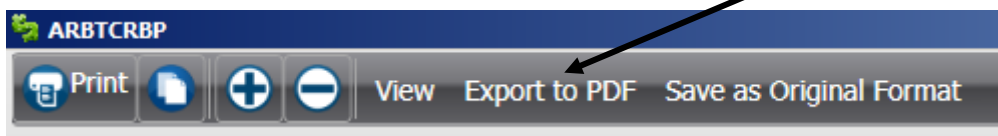


3. Click on the **Batch Proof Report** link to open it and review the data:

Santa Cruz County PROOF C / R B A T C H P R O O F (Verbose) TESTING Page 1  
 THU, FEB 12, 2015, 3:59 PM --req: ISDTC15---leg: GL JL--loc: ONSITE---job:219087 J231-----prog: AR450 <2.22>--report id: ARCRBFPVB

GL Account / JL Account Amount	Echo GL Account Description	Fin Code	Receipt Prep ID	AR Reference	Pay & Bk	Tax Cd	Amt	Rec#
ID & Text Ptr & Format	Name	Rel. Cd.	Ref Dt	PO Reference	Bk Slip#	Disc. Amt	Chg. Cd	Amt Hit
Div & Type & Misc & Post Code	Fee Code		Due Dt	Product ID	Dep. Dt.			A/R?
-----								
001235-00199	COURTS-EMINENT TO TRANSFER GL		004478			99		0.00
600.00	Testing	ISDTC15	02/11/15					1
C99999	MISCELLANEOUS CASH RECEIPTS							N
GEN T	NA					0.00		0.00
-----								
System Total								
Total for Cash CA			0.00					
Total for Credit Card CC			0.00					
Total for Check CK			0.00					
Total for Other OT			0.00					
Total for Wire Deposit WI			0.00					
Total for Unspecified ' '			600.00					
-----								
Set ID: TESTING	System Computed Total:	600.00	User Computed Total:	600.00	TOTALS MATCH			
GRAND TOTAL	System Computed Total:	600.00	User Computed Total:	600.00	TOTALS MATCH			
Final Budget Check								
No Budget Errors								

4. Click on **Export to PDF** and save the Batch Proof Report to your Desktop. You will be attaching this to your Cash Receipt Set.



5. Once the report is saved to your Desktop, navigate back to your Set on the **ARBTCRUB** screen:

ARBTCRUB - CR Transactions

Home Search Attachments Pending Approvals Account Options

Manage Search Reselect Select All Search Options

Pending Approvals

Previous Page Previous Next Next Page Record 1 of 1 - Add Mode

Add Copy Undo Export

Delete Record Info View Last Changes

Save Paste Threaded Notes Repeat Last Changes

Show Grid Restore Layout

Grid Options Sorts

Records

Receipt Customer ID C99999

00448: C99999 MCL66

Customer ID: C99999

Receipt: 00448

Receipt Date: 02/12/2015

User Receipt Total: 400.00

System Receipt Total: 400.00

Set Total: 400.00

Receipt Count: 0

Record Count: 0

Main Misc Text Receipt Text Account Text

Main

GL Account: 001235 00199

Fee Code: NA

Type Code: T

Customer Type Id: C99999

Description: MISCELLANEOUS CAS

Quantity: 1

Unit Price: 400.00

Payment Type: [Dropdown]

Payment Ref: [Dropdown]

Bank ID: 99

Bank Date: [Dropdown]

Finance Code: [Dropdown]

Trans Format: NB

Item No: [Dropdown]

Address Code: [Dropdown]

Invoice: [Text]

Bank Slip: [Text]

Division: GEN

Misc Code: [Dropdown]

Product ID: [Text]

Hit AR?: [Dropdown]

Tax 1: [Dropdown] 0.00

Tax 2: [Dropdown] 0.00

Charge: [Dropdown] 0.00

Duty: [Dropdown] 0.00

Discount: 0.0000

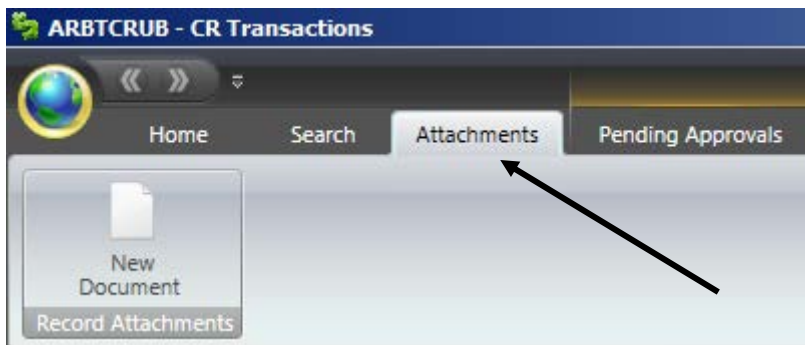
Extended Amount: 400.00

## Section 3: Attaching Documents to the Cash Receipt Set

The process to attach documentation to your Cash Receipt Set is listed below. There will be specific documents that you will be required to attach. You can also attach any other documentation that you feel might be relevant to your Cash Receipt Set. The required documentation you need to attach:

- Affidavit
- Half Sheet
- Batch Proof Report

1. Click on the **Attachments tab** at the top:



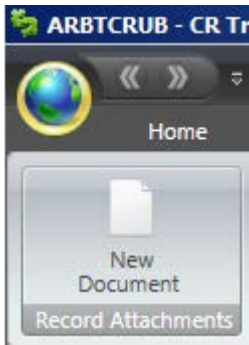
If you don't have the **Attachments Tab**, do the following:

- a. Click on the **Globe** icon on the top left hand corner of the screen and select **Settings**

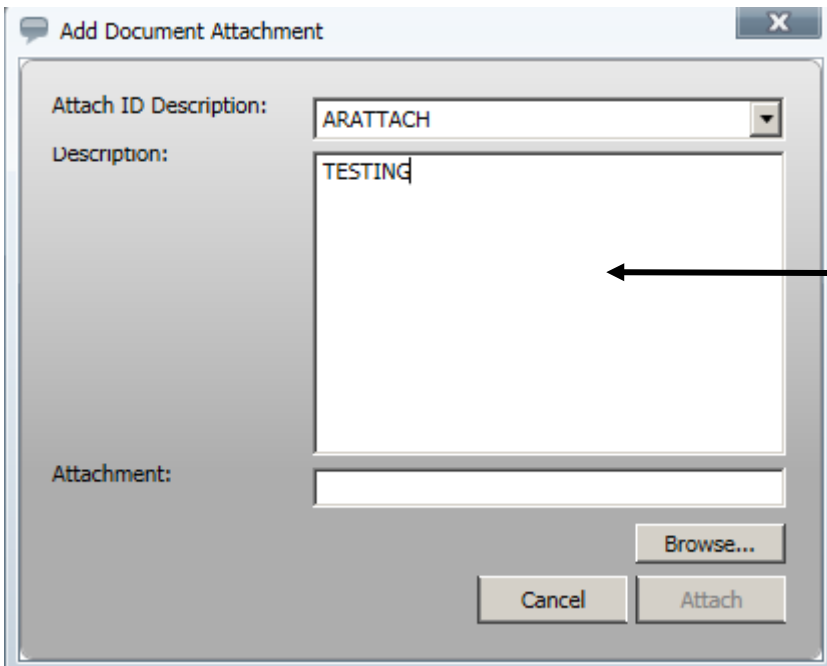


- b. On the window that pops up, select tab **Preferences**, go to Show Attachments and set it to **Enable**.
- c. Then hit **Apply Settings** at the bottom of the window

2. Then click on the New Document icon:

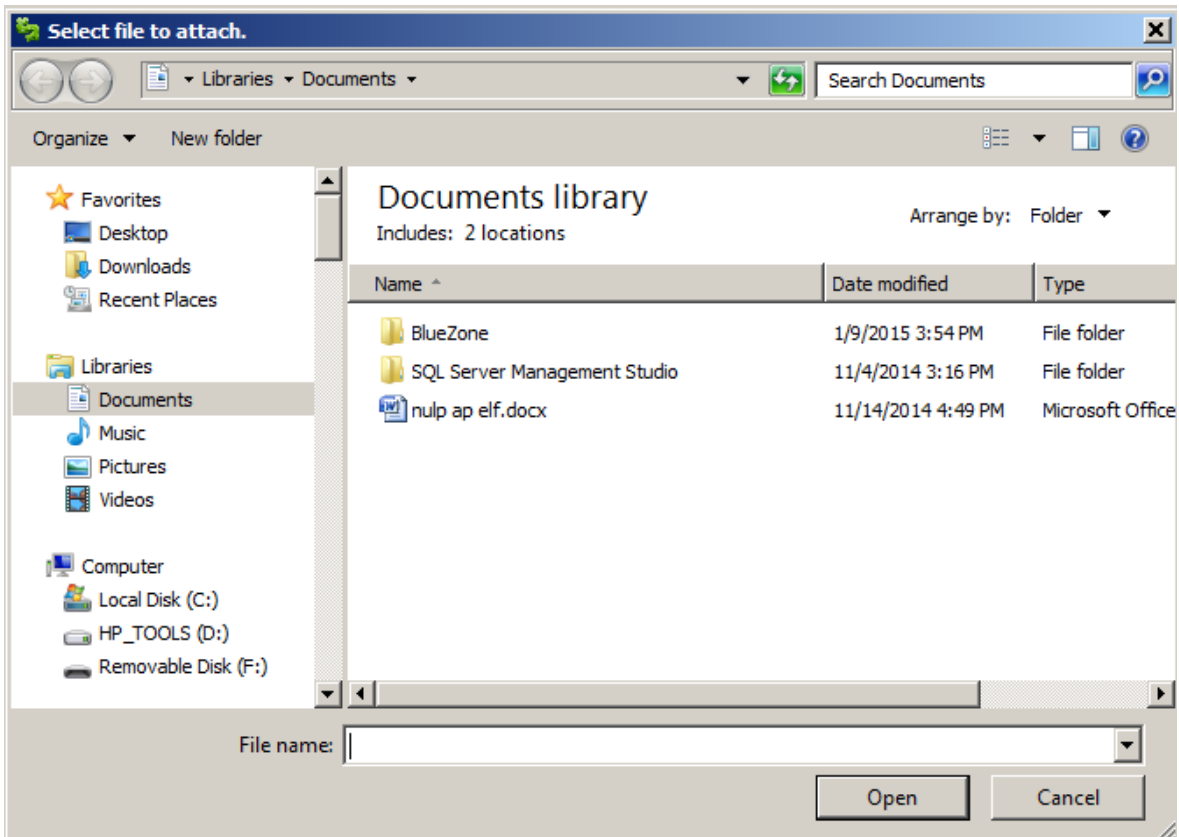


3. The below screen will appear. Enter a Description into the description box:

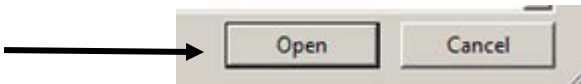


4. Click on the **Browse button** to browse for the file you wish to attach and select it:

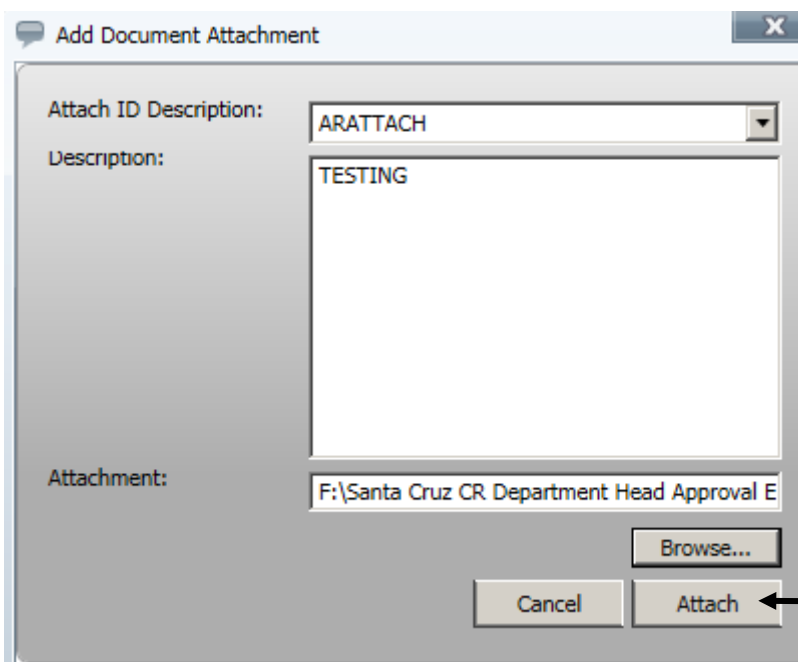




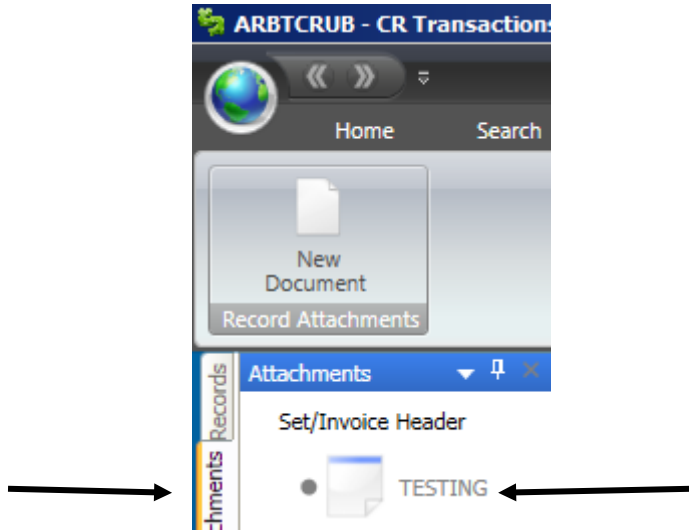
5. Once you have selected the document, click Open.



6. Once you have clicked **Open**, the following screen will appear. Click **Attach**.



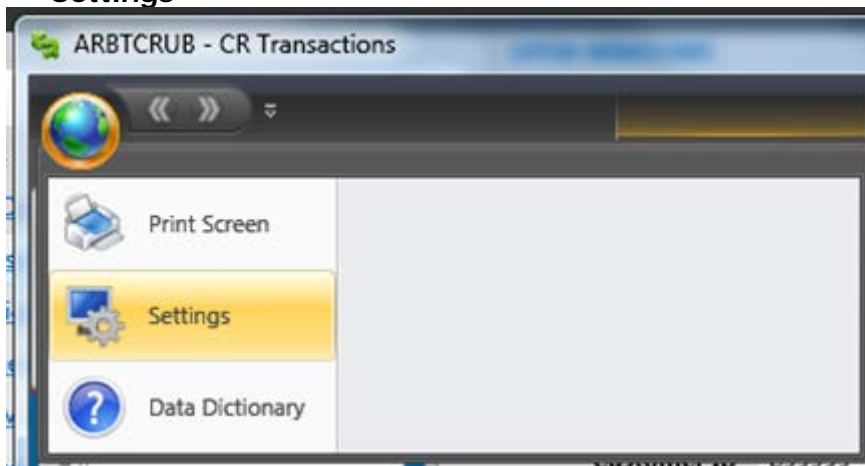
7. The **ARBTCRUB** screen will reopen. Click on the **Attachments** tab on the lefthand side of the ARBTCRUB screen. The document you attached will appear as an icon with the description you had entered previously.



## Section 4: Approving Cash Receipt Transactions

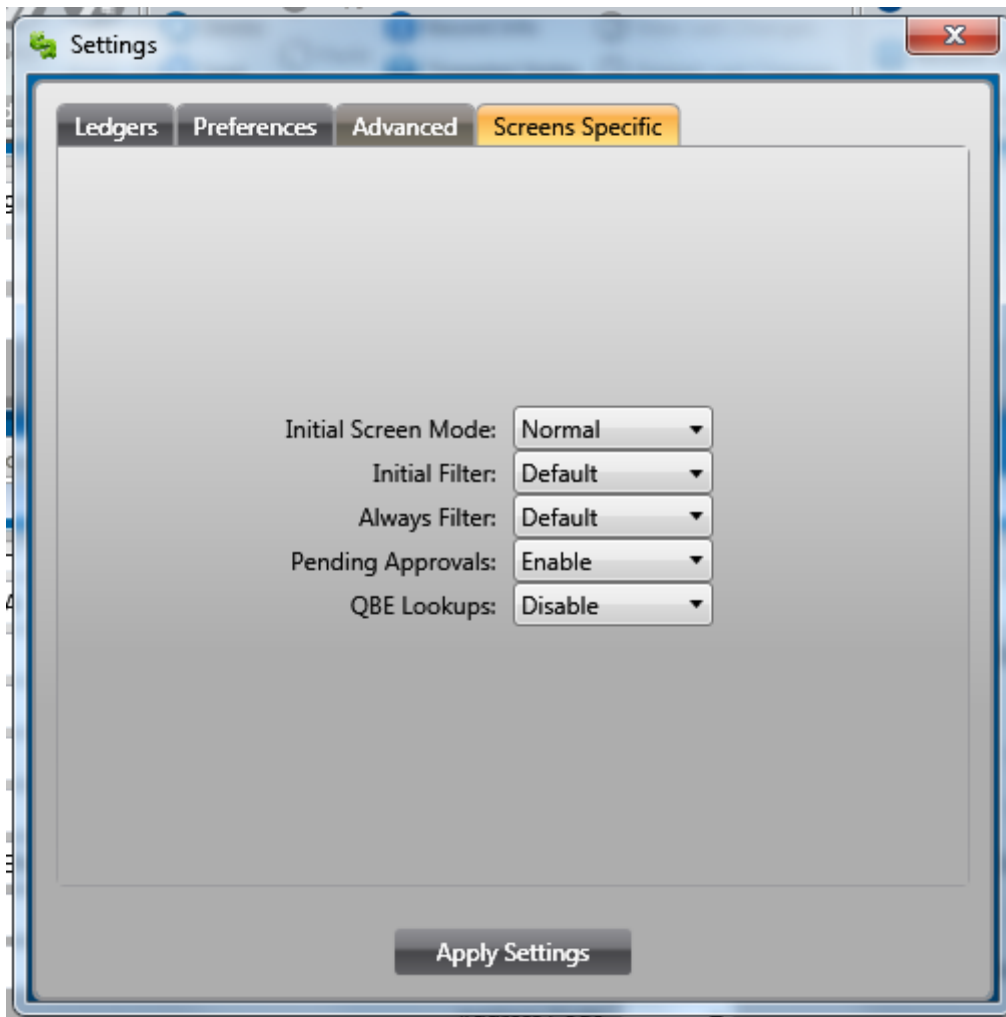
Before a user can approve their set, the approval option must be activated. This is a one time set up and is done as follows:

1. Click on the **Globe** icon on the top left hand corner of the screen and select **Settings**

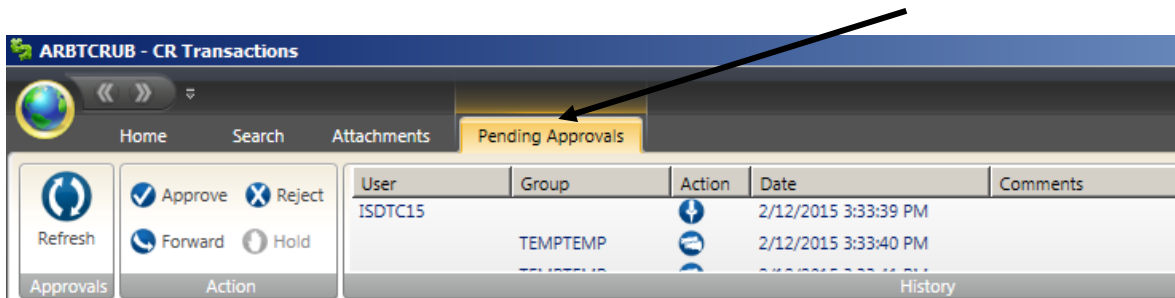


On the window that pops up, select tab **Screens Specific**, go to pending approvals and set it to **Enable**. Then hit **Apply Settings** at the bottom of the window

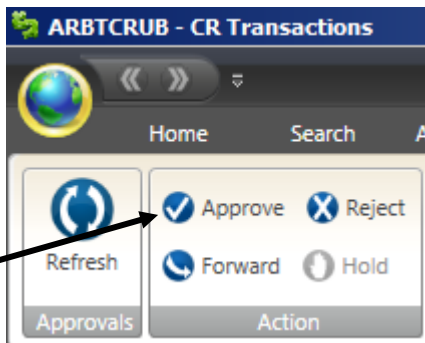




2. Once you have attached all relevant documentation and have verified all the data within the Set, you now need to approve your Cash Receipt transactions. Navigate to the **Pending Approvals** tab at the top of the screen:



3. Click the Approve icon:



4. Upon your approval, the Cash Receipt transactions will be electronically routed to the following entities so that they can review and approve your Set:
  - **Department Head**
  - **Treasurer**
  - **Controller**
5. Your portion of this process is now complete.

