

- The following Desk Aid instructs users how to locate Credit Card/E-Check EFT Deposits and how to complete Deposit Adjustments.
- As often as daily, the State Treasurer’s Office will process EFT Deposits in SMART on behalf of Agencies for their Credit Card and E-Check revenue.
- The State Treasurer’s Office deposits these monies into ‘Credit Card Clearing Funds’ that have been designated for each Agency.
- The State Treasurer’s Office has created SpeedCharts under each Business Unit that receives Credit Card monies. These SpeedCharts are **NOT** to be modified or inactivated by the Agency.
- The naming convention for the SpeedChart is as follows: TRC##### or TRD#####. The ‘C’ indicated receiving monies, the ‘D’ indicates credit card fees. The last five numbers of the SpeedChart are the last five digits of the Merchant ID being used. So for example, TRC10511 would indicate monies being received for the Merchant ID ending in 10511. TRD10511 would indicate a fee was assessed for the Merchant ID ending in 10511.
- If an Agency has questions regarding their Credit Card/E-Check SpeedChart(s), please contact the State Treasurer’s Office at (785) 296-3615.

- There is no automatic notification that a Credit Card Deposit has been processed in SMART. It is the Agency's responsibility to search for and adjust these transactions daily.
- Each Agency is responsible for reconciling this Deposit with their Credit Card/E-Check transaction report.
- Credit Card fees will be charged to the 'Credit Card Clearing Fund' monthly.
- It is the Agency's responsibility to move their monies out of the 'Credit Card Clearing Fund'; this is done via Deposit Adjustment in SMART.
- Accounts and Reports uses the 'STO Approval' to approve Deposit Adjustments.
- Deposit ID and Payment ID for Agency initiated transactions are Agency assigned. The naming convention used in the Desk Aid is encouraged for tracking purposes but is not required.
- The two Agency roles involved with this process are: KAR_AGY_DEPOSIT_PROCESSOR and KAR_AGY_ADMIN

Step 1: Search for your Credit Card Deposit Navigate to: Accounts Receivable>Payments>Online Payments>Regular Deposit

- A. Enter Business Unit.
- B. Deposit Type 'E'.
- C. Posting Status 'Complete'.
- D. Agency Approval Flag 'Approved'.
- E. STO Approval Flag 'Approved'.
- F. STO Approval Date 'Today's Date'.

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Use Saved Search: ▼

Deposit Unit:	=	▼	<input type="text" value="26400"/>	🔍
Deposit ID:		begins with ▼	<input type="text"/>	
Deposit Type:		begins with ▼	<input type="text" value="E"/>	🔍
User ID:		begins with ▼	<input type="text"/>	🔍
Assigned Operator ID:		begins with ▼	<input type="text"/>	🔍
Posting Status:	=	▼	<input type="text" value="Complete"/>	▼
Posted Date:	=	▼	<input type="text"/>	📅
Agency Approval Flag:	=	▼	<input type="text" value="Approved"/>	▼
Agency Approved Date:	=	▼	<input type="text"/>	📅
STO Approval Flag:	=	▼	<input type="text" value="Approved"/>	▼
STO Approval Date:	=	▼	<input type="text" value="06/07/2010"/>	📅

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria
Delete Saved Search

[Find an Existing Value](#) | [Add a New Value](#)

Step 2: Open your Deposit – Totals Tab

- A. The Deposit ID is the date/time the Deposit was created.
- B. The 'Assigned' field is populated with 'UC4' (this identifies the transaction has been interfaced into SMART).
- C. The Control Total Amount is the total of all Merchant ID Payments minus fees, if applicable.
- D. The Control Count is the total number of Merchant ID Payments reflected on the Deposit.

Totals
Payments
Accounting Entries

Unit: 26400 Deposit ID: 1004210730

*Accounting Date:

*Bank Code: ST BANK

*Bank Account: 999911

*Deposit Type: EFT

Control Currency:

Format Currency:

Rate Type:

Exchange Rate:

Control Totals

Control Total Amount:	8,000.00	*Count:	2
Entered Total Amount:	8,000.00	Count:	2
Entered Cash Amount:	0.00	Count:	0
Entered Check Amount:	0.00	Count:	0
Entered EFT Amount:	8,000.00	Count:	2
Entered Ret CHK Amount:	0.00	Count:	0
Difference Amount:	0.00	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	8,000.00	Count:	2

Control Data

*Received:

*Entered:

Posted:

Assigned:

User: KAR_SUPERUSER

Comments

Agency Deposit Approval

Not Approved Approved

Approved Date: 06/07/2010

User ID: KAR_AGY_ADMIN

STO Deposit Approval

Not Approved Approved Return to Agency

Approved Date: 06/07/2010

User ID: KAR_CEN_APPR_TREASURER

Step 3: Open your Deposit – Payments Tab

- A. Click the 'View All' link in the 'Payment Information' section. This will display all Payments for the Deposit.
- B. Each Payment represents one Merchant ID; note that the Payment ID is the last 5 digits of the Merchant ID.

Totals
Payments
Accounting Entries

Unit: 26400 Deposit ID: 1004210730 Date: 04/21/2010 Balance: Balanced

Payment Information Find | View 1 | First | 1-2 of 2 | Last

Seq: 1 Payment ID: 10701 Accounting Date: 04/21/2010

Amount: 7,000.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Electronic Fund Transfer

Customer Information Find | First | 1 of 1 | Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

Reference Information Customize | Find | View All | First | 1 of 1 | Last

Qual Code	Reference	To Reference	Event
1			

Seq: 2 Payment ID: 03881 Accounting Date: 04/21/2010

Amount: 1,000.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Electronic Fund Transfer

Customer Information Find | First | 1 of 1 | Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR




Detail References

Step 3: Open your Deposit – Accounting Entries Tab

C. Note that the Payment Amount(s) are negative.

D. Note that the 'Department' and 'Program' ChartFields are blank, this is due to the 'Account' used.

E. Note that the 'Account' is '220210'.

Totals		Payments		Accounting Entries												
Unit: 26400		Deposit ID: 1004210730														
Accounting Entries															Customize Find View All 	First  1-2 of 2  Last
Payment Sequence	Payment Amount	Journal Directly	Department	Fund Code	Budget Unit	Program Code	Account	PC Business Unit	Project	Activity	Category	Subcategory	Service Location	Agency		
1	1	-7000.000	<input checked="" type="checkbox"/>		9430	9400	220210									
2	2	-1000.000	<input checked="" type="checkbox"/>		9430	9400	220210									

Step 4: Create a Deposit Adjustment – Totals Tab

- A. Note that the Deposit Type is 'A' – Adjustment.
- B. Note that the Control Total Amount is \$0.00.
- C. Note that the Control Count is '4'. This is because for every one line in need of adjusting, two are created.
- D. Note that the Deposit ID is 1004081932ADJ (Original Deposit ID with ADJ added).

Regular Deposit

Find an Existing Value
Add a New Value

Deposit Unit:

Deposit ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Totals
Payments
Delete Deposit

Unit: 26400 Deposit ID: 1004210730ADJ

*Accounting Date:

*Bank Code: ST BANK

*Bank Account: 999911

*Deposit Type: Adjustment

Control Currency:

Format Currency:

Rate Type:

Exchange Rate:

Control Totals			Control Data		
Control Total Amount:	0.00	*Count: 4	*Received:	<input type="text" value="06/07/2010"/>	
Entered Total Amount:	0.00	Count: 1	*Entered:	<input type="text" value="06/07/2010"/>	
Entered Cash Amount:	0.00	Count: 0	Posted:		
Entered Check Amount:	0.00	Count: 1	Assigned:	<input type="text" value="KAR_SUPERUSER"/>	
Entered EFT Amount:	0.00	Count: 0	User:	KAR_SUPERUSER	
Entered Ret CHK Amount:	0.00	Count: 0			
Difference Amount:	0.00	Count: 3			
Posted Total Amount:	0.00	Count: 0			
Journalled Total Amount:	0.00	Count: 0			

Comments

Name and Phone Number Required

Agency Deposit Approval

Not Approved
 Approved

Approved Date:

User ID:

STO Deposit Approval

Not Approved
 Approved
 Return to Agency

Approved Date:

User ID:

Daily Release Approved

Step 4: Create a Deposit Adjustment – Payments Tab

E. Note that there are 4 payments. Payment ID '10701-ADJ1' and '10701-ADJ2' adjust the original Payment ID '10701'.

Totals		Payments	
Unit: 26400	Deposit ID: 1004210730ADJ	Date: 06/07/2010	Balance: Balanced
Payment Information Find View 1 First 1-4 of 4 Last			
Seq: 1	*Payment ID: 10701-ADJ1	*Accounting Date: 06/07/2010	+ -
Amount: -7,000.00	Currency: USD	Rate Type: CRRNT	Exchange Rate: 1.00000000
<input type="checkbox"/> Payment Predictor	<input checked="" type="checkbox"/> Journal Directly	<input type="checkbox"/> Range of References	
Payment Method: Check	Total Number of Checks: 1		
Customer Information Find First 1 of 1 Last			
Customer ID: <input type="text"/>	Business Unit: <input type="text"/>	+ -	
SubCustomer 1: <input type="text"/>	SubCustomer 2: <input type="text"/>		
Name: <input type="text"/>			
Remit From: <input type="text"/>	Remit From SetID: <input type="text"/>		
Corporate: <input type="text"/>	Corporate SetID: <input type="text"/>		
MICR ID: <input type="text"/>	Link MICR: <input type="text"/>		
Detail References			
Reference Information Customize Find View All First 1 of 1 Last			
Qual Code	Reference	To Reference	Event
1			+ -
Payment Information Find View 1 First 1-4 of 4 Last			
Seq: 2	*Payment ID: 10701-ADJ2	*Accounting Date: 06/07/2010	+ -
Amount: 7,000.00	Currency: USD	Rate Type: CRRNT	Exchange Rate: 1.00000000
<input type="checkbox"/> Payment Predictor	<input checked="" type="checkbox"/> Journal Directly	<input type="checkbox"/> Range of References	
Payment Method: Check	Total Number of Checks: 1		
Customer Information Find First 1 of 1 Last			
Customer ID: <input type="text"/>	Business Unit: <input type="text"/>	+ -	
SubCustomer 1: <input type="text"/>	SubCustomer 2: <input type="text"/>		
Name: <input type="text"/>			
Remit From: <input type="text"/>	Remit From SetID: <input type="text"/>		
Corporate: <input type="text"/>	Corporate SetID: <input type="text"/>		

Step 4: Create a Deposit Adjustment – Payments Tab

F. Note that there are 4 payments. Payment ID '03881-ADJ1' and '03881-ADJ2' adjust the original Payment ID '03881'.

Seq: *Payment ID: *Accounting Date: + -

Amount: Currency: Rate Type: Exchange Rate:

Payment Predictor Journal Directly Range of References

Payment Method: Total Number of Checks:

Customer Information Find First 1 of 1 Last + -

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name: _____

Remit From: _____ Remit From SetID: _____

Corporate: _____ Corporate SetID: _____

MICR ID: Link MICR

Detail References

Qual Code	Reference	To Reference	Event	
1				+ -

Seq: *Payment ID: *Accounting Date: + -

Amount: Currency: Rate Type: Exchange Rate:

Payment Predictor Journal Directly Range of References

Payment Method: Total Number of Checks:

Customer Information Find First 1 of 1 Last + -

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name: _____

Remit From: _____ Remit From SetID: _____

Corporate: _____ Corporate SetID: _____

MICR ID: Link MICR

Step 5: Create Accounting Entries Navigate to: Accounts Receivable>Payments>Direct Journal Payments>Create Accounting Entries

A. Locate the Deposit

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Deposit Unit: =

Deposit ID: begins with

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All First 1-4 of 4 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date
26400	1004210730ADJ	1	10701-ADJ1	KAR SUPERUSER	KAR SUPERUSER	No Dist	06/07/2010
26400	1004210730ADJ	2	10701-ADJ2	KAR SUPERUSER	KAR SUPERUSER	No Dist	06/07/2010
26400	1004210730ADJ	3	03881-ADJ1	KAR SUPERUSER	KAR SUPERUSER	No Dist	06/07/2010
26400	1004210730ADJ	4	03881-ADJ2	KAR SUPERUSER	KAR SUPERUSER	No Dist	06/07/2010

Step 5: Create Accounting Entries

B. Create and Complete Accounting Entries for Payment Sequence 1: This accounting reverses the original accounting for Payment 10701. You can manually enter the accounting or use the SpeedChart associated to the Merchant ID. In this instance the SpeedChart would have been TRC10701.

Accounting Entries
Deposit Control

Unit: 26400 Deposit ID: 1004210730ADJ Payment: 10701-ADJ1 Seq: 1

Amount: -7,000.00 USD

Complete Budget Status: Entry Event:

SpeedChart Key

Distribution Lines

ChartFields
Currency Details
Budget
Journal Reference Information

	GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account	PC Business Unit	Project	Activity
1	1 26400	7,000.00	USD		9430	9400		220210			
2	101 SOKBU	-7,000.00	USD		9430	9400		110100			
3	103 26400	-7,000.00	USD		9430	9400		110100			
4	104 SOKBU	7,000.00	USD		9430	9400		110100			

4 Lines Total Debits: 14,000.00 Currency: USD Total Credits: 14,000.00 Currency: USD Net 0.00

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

[Accounting Entries](#) | [Deposit Control](#)

Step 5: Create Accounting Entries

C. Create and Complete Accounting Entries for Payment Sequence 2: This accounting places the money into the corrected accounting for payment 10701.

Accounting Entries
Deposit Control

Unit: 26400 Deposit ID: 1004210730ADJ Payment: 10701-ADJ2 Seq: 2

Amount: 7,000.00 USD ⚡

Complete Budget Status: Entry Event: 🔍

SpeedChart Key 🔍

Distribution Lines

ChartFields
Currency Details
Budget
Journal Reference Information
⏪ ⏩

	GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account	PC Business Unit	Project	Activity
1	1 26400	-7,000.00	USD	2642660202	2092	2060	21000	421100			
2	101 SOKBU	7,000.00	USD	2642660202	2092	2060	21000	110100			
3	103 26400	7,000.00	USD		2092	2060		110100			
4	104 SOKBU	-7,000.00	USD		2092	2060		110100			

4 Lines Total Debits: 14,000.00
Currency: USD Total Credits: 14,000.00
Currency: USD Net 0.00

Save
🔍 Return to Search
⬆️ Previous in List
⬇️ Next in List
📧 Notify
🔄 Refresh

Accounting Entries | [Deposit Control](#)

Step 5: Create Accounting Entries

D. Create and Complete Accounting Entries for Payment Sequence 3: This accounting reverses the original accounting for payment 03881.

Accounting Entries
Deposit Control

Unit: 26400 Deposit ID: 1004210730ADJ Payment: 03881-ADJ1 Seq: 3

Amount: -1,000.00 USD ⚡

Complete Budget Status: Entry Event: 🔍

SpeedChart Key 🔍

Distribution Lines

ChartFields
Currency Details
Budget
Journal Reference Information
🔍

	GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account	PC Business Unit	Project	Activity
1	1 26400	1,000.00	USD		9430	9400		220210			
2	101 SOKBU	-1,000.00	USD		9430	9400		110100			
3	103 26400	-1,000.00	USD		9430	9400		110100			
4	104 SOKBU	1,000.00	USD		9430	9400		110100			

4 Lines Total Debits: 2,000.00
Currency: USD
Total Credits: 2,000.00
Currency: USD
Net 0.00

[Accounting Entries | Deposit Control](#)

Step 5: Create Accounting Entries

E. Create and Complete Accounting Entries for Payment Sequence 4: This accounting places the money into the corrected accounting for payment 03881.

Accounting Entries

Deposit Control

Unit: 26400 Deposit ID: 1004210730ADJ Payment: 03881-ADJ Seq: 4

Amount: 1,000.00 USD ⚡

Complete Budget Status: Entry Event: 🔍

SpeedChart Key 🔍

Distribution Lines

ChartFields

Currency Details

Budget

Journal Reference Information

⌂

	GL Unit	Line Amount	Currency	Dept	Fund Code	Bud Unit	Program Code	Account	PC Business Unit	Project	Activity
1	1 26400	-1,000.00	USD	2642101410	2269	2030	01030	421100			
2	101 SOKBU	1,000.00	USD	2642101410	2269	2030	01030	110100			
3	103 26400	1,000.00	USD		2269	2030		110100			
4	104 SOKBU	-1,000.00	USD		2269	2030		110100			

4 Lines Total Debits: 2,000.00 Currency: USD Total Credits: 2,000.00 Currency: USD Net 0.00

Save

🔍 Return to Search

⬆️ Previous in List

⬆️ Next in List

📧 Notify

🔄 Refresh

[Accounting Entries](#) | [Deposit Control](#)

Step 6: Review and Agency Approve the Deposit Navigate to: Accounts Receivable>Payments>Online Payments>Regular Deposit

A. Locate the Deposit and Review the Accounting

Totals		Payments		Accounting Entries											
Unit: 26400				Deposit ID: 1004210730ADJ											
Accounting Entries															
Payment Sequence	Payment Amount	Journal Directly	Department	Fund Code	Budget Unit	Program Code	Account	PC Business Unit	Project	Activity	Category	Subcategory	Service Location	Agency	
1	1	7000.000	<input checked="" type="checkbox"/>		9430	9400		220210							
2	2	-7000.000	<input checked="" type="checkbox"/>	2642660202	2092	2060	21000	421100							
3	3	1000.000	<input checked="" type="checkbox"/>		9430	9400		220210							
4	4	-1000.000	<input checked="" type="checkbox"/>	2642101410	2269	2030	01030	421100							

Step 6: Review and Agency Approve the Deposit

B. Agency Approve the Deposit

Totals
Payments
Accounting Entries

Unit: 26400
Deposit ID: 1004210730ADJ
Delete Deposit

*Accounting Date:

*Bank Code: ST BANK

*Bank Account: 999911

*Deposit Type: Adjustment

Control Currency:

Format Currency:

Rate Type:

Exchange Rate:

Control Totals		
Control Total Amount:	0.00	*Count: 4
Entered Total Amount:	0.00	Count: 4
Entered Cash Amount:	0.00	Count: 0
Entered Check Amount:	0.00	Count: 4
Entered EFT Amount:	0.00	Count: 0
Entered Ret CHK Amount:	0.00	Count: 0
Difference Amount:	0.00	Count: 0
Posted Total Amount:	0.00	Count: 0
Journalled Total Amount:	0.00	Count: 4

Control Data	
*Received:	<input type="text" value="06/07/2010"/>
*Entered:	<input type="text" value="06/07/2010"/>
Posted:	
Assigned:	<input type="text" value="KAR_SUPERUSER"/>
User:	KAR_SUPERUSER

Comments

Name and Phone Number Required

Agency Deposit Approval

Not Approved Approved

Approved Date: 06/07/2010

User ID: KAR_AGY_ADMIN

STO Deposit Approval

Not Approved Approved Return to Agency

Approved Date:

User ID:

In the scenario shown in this Desk Aid an Agency received a total of \$8000 from the Credit Card Deposit. The Deposit consisted of two payments, each payment represents a Merchant ID from which monies were received.

The screen-shots simply move money from the clearing accounting line used to originally deposit the monies into one Agency defined accounting line (per payment). An Agency may wish to distribute that one clearing line into several Agency defined accounting lines. Just keep in mind that the first line of the adjustment must reverse the original clearing accounting line(s). All subsequent lines are Agency defined accounting.

The original balance in the Credit Card Clearing Fund is \$0.00. When the Treasurer completes this deposit you must record the \$8000.00 as Revenue.

Adjustment 1 of 4: Reverses the \$7000 out of the Clearing Fund

Adjustment 2 of 4: Places the \$7000 in Agency defined Accounting as Revenue

Adjustment 3 of 4: Reverses the \$1000 out of the Clearing Fund

Adjustment 4 of 4: Places the \$1000 in Agency defined Accounting as Revenue

The overall effect of this transaction is \$8000 in Revenue for Agency defined Accounting.

The Credit Card Clearing Fund balance is back to \$0.00.