

**SmartStream®**

**Accounts Receivable/Billing**

**Remittance Processing**

## Making a deposit

### Deposit

Fill in the following fields

- Bank: (flashlight) Wachovia-DS
- Bank Account: (flashlight) MUSC General Deposit Sweep
- Deposit Date: Date of the deposit (10/30/03)
- Deposit Slip Number: tab through (000019)
  - The account is set up to a slip number automatically
- Effective Date: It will populate the field with today's date
- Assign to: It will populate the field with user.
- Deposit amount: enter the total amount of deposit (\$58,833.87)
- Remittance count: enter the number of remittances the deposit contains (2)

Activity Windows

File Edit Options Settings Window Help

Deposit - WACHOVIA-DS, 200327274566, 10/30/2003, 000019

Main View

Bank: WACHOVIA-DS Bank Account: 200327274566  
Deposit Date: 10/30/2003 Deposit Slip Number: 000019  
Status: Effective Date: 10/30/2003 Comments:  
Assign To: THOMSON  
Deposit Amount: 58,833.87 Remittance Count: 2  
Clearance Status:

Calculated Balances

Amount:	0.00	Count:	0
Difference:	58,833.87	Difference:	2

Remittance Number	Qualifier	Amount Status	Alternate ID Type	Alternate Identifier	Receivable Document
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Ready Zoom Available

Start Novell GroupWise - Ma... SmartStream - VRemote Production Applications Microsoft Word - Remit... Activity Windows - W... 3:39 PM

Save

## Creating a Remittance Applying deposit

### Remittance

Fill in the following fields

- Number: Use billing document number (AR257 and AR261)
  - If it is a partial payment you can use AR261-1, AR261-2 for next payments
- Qualifier: 1
- Amount: amount of payment on remittance
  - AR257-\$8,833.87 (full payment) and AR261-\$50,000 (partial payment)
- Bank: (flashlight) Name of bank deposit was made at (Wachovia-DS)
- Bank Account: (flashlight) Account deposit was made into (MUSC General Deposit Sweep)
- Deposit date: (flashlight) Date deposit was made (10/30/03)
- Slip Number: (flashlight) Slip number of deposit (000019)

Activity Windows

File Edit Options Settings Window Help

Remittance - AR257.1

Number:  Qualifier:   
Amount:  Clearance Status:   
Status:  Comments:

**Deposit and Account Information**

**Deposit**

Bank:  Bank Account:   
Deposit Date:  Slip Number:   
Bank Branch:

**Receivable Account Identification**

Alternate ID Type:  Alternate Identifier:   
Document:  Account:   
Recv. Entity:  Name:   
 Allocate Using Algorithm

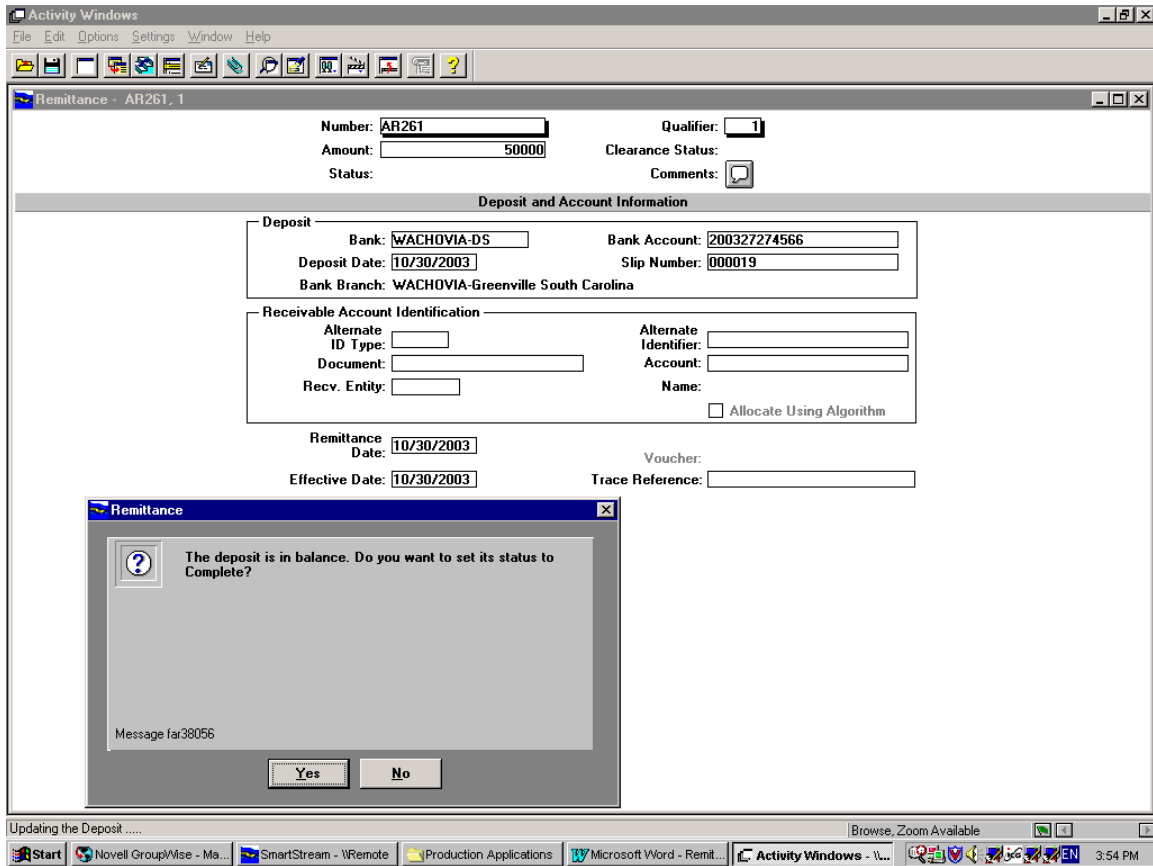
Remittance Date:   
Effective Date:  Voucher:   
Trace Reference:

Ready Browse, Zoom Available

Start Novell GroupWise - Ma... SmartStream - WRemote Production Applications Microsoft Word - Remit... Activity Windows - \... 3:52 PM

Save

Do a (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> etc.) remittance for each number of remittances associated with the deposit.



Save

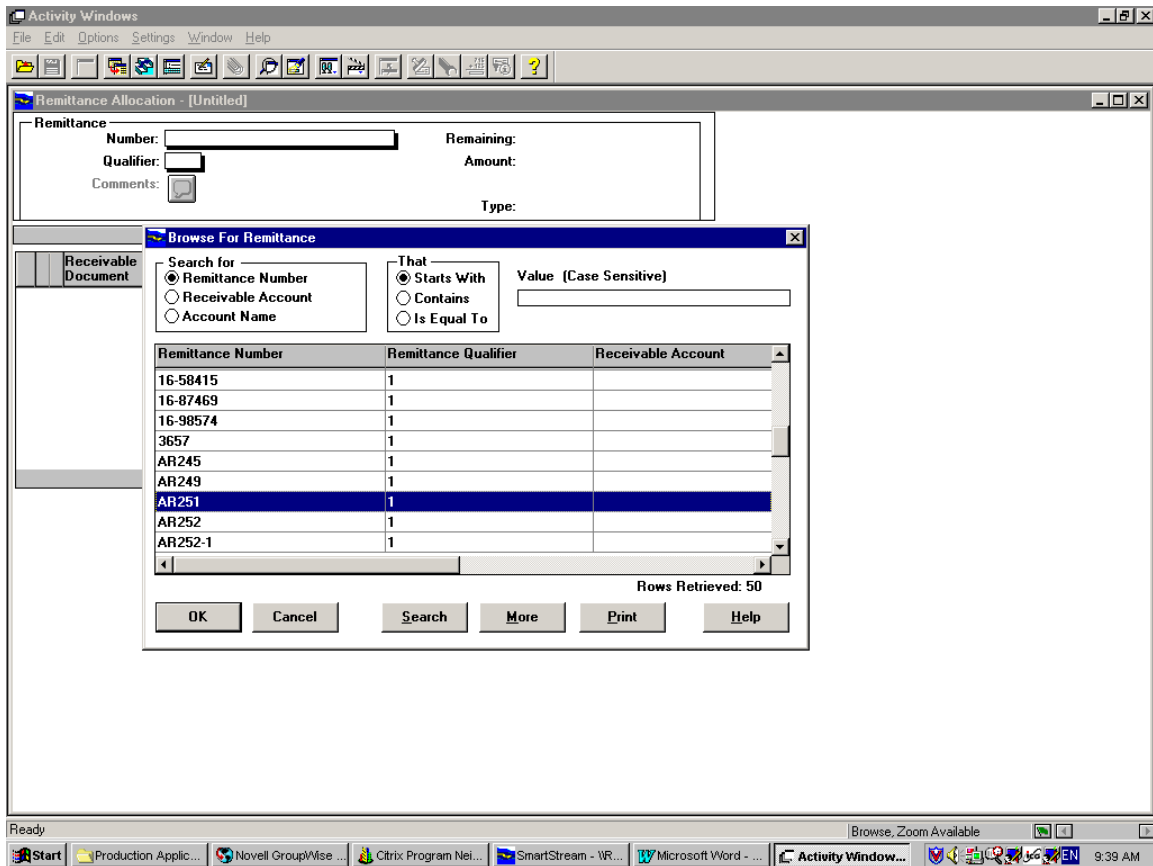
Once you have complete all of the remittances for the deposit, a screen will pop up stating the deposit is in balance. It will ask you if you want to change the status to complete. Click Yes

# Allocating Remittances

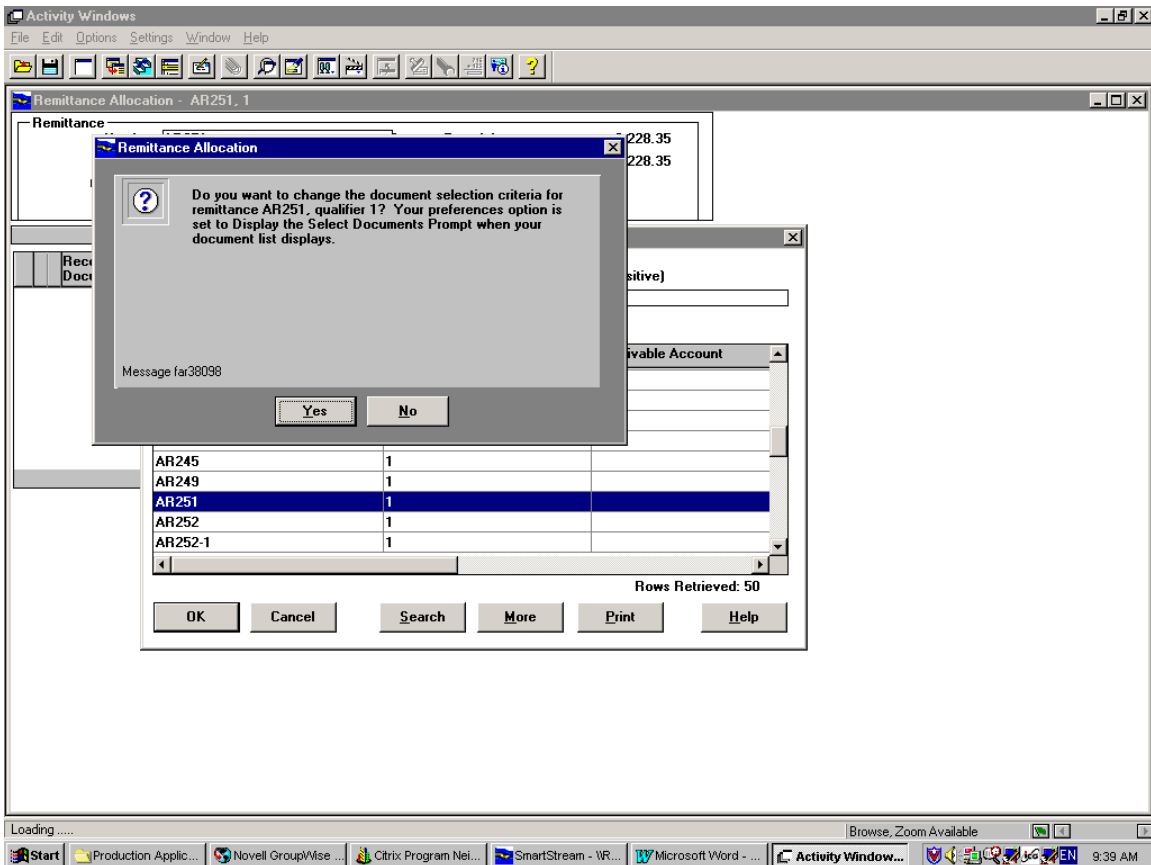
## Remittance Allocation

Fill in the following fields

- Number: (flashlight) choose which remittance to allocate AR251
- Click OK



A pop up screen will appear.  
Click No



A list of receivable documents will appear.  
 Choose the receivable document the remittance is paying on.  
 Type in the amount of the remittance in current allocated.

Activity Windows

File Edit Options Settings Window Help

Remittance Allocation - AR251, 1

Remittance  
 Number: AR251 Remaining: 2,228.35  
 Qualifier: 1 Amount: 2,228.35  
 Comments:   
 Type: Check

Document List

	Receivable Document	Document Remaining	Curr	Current Allocated	Allowed Discount	Available Discount	Disc Ear
<input type="checkbox"/>	16PCP112	0.00 USD		7714.06	0	0	
<input type="checkbox"/>	16PCP114	2,362.74 USD		275.95	0	0	
<input type="checkbox"/>	AR245	50,266.26 USD		50000	0	0	
<input type="checkbox"/>	AR249	6,720.21 USD		10000	0	0	
<input checked="" type="checkbox"/>	AR251	2,228.35 USD		2228.35	0	0	
<input type="checkbox"/>	AR252	8,926.21 USD		0	0	0	
<input type="checkbox"/>	AR257	8,833.87 USD		0	0	0	
<input type="checkbox"/>	AR258	8,393.72 USD		0	0	0	

Ready | Field Comments Available

Start | Production Applic... | Novell GroupWise ... | Citrix Program Nei... | SmartStream - WR... | Microsoft Word - ... | Activity Window... | 9:41 AM

Click on the Binoculars to choose other options such as chargeback or write offs.

**Remittance Allocation - AR252.1**

Remittance  
 Number: **AR252**  
 Qualifier: **1**  
 Comments:

Type: Check

Receivable Document	Document Remaining	Curr	Current Allocated	Allowed Discount	Available Discount	Discr Ear
AR252	8,926.21	USD	0	0	0	
AR257	8,833.87	USD	0	0	0	
AR258	8,393.72	USD	0	0	0	
AR259	524.68	USD	0	0	0	
AR260	0.00	USD	1124.8	0	0	
AR261	132,075.87	USD	0	0	0	
AR262	10,177.57	USD	0	0	0	
AR263	6,195.96	USD	0	0	0	

View different groups of information about this window | Field Comments Available

Start | Production Applic... | Novell Group/Wise... | Citrix Program Net... | SmartStream - WR... | Microsoft Word - ... | Activity Windows... | 9:47 AM

A pop up screen will appear.  
Click Yes

The screenshot shows a software window titled "Remittance Allocation - AR251\_1". The window contains a form with the following fields:

- Number: AR251
- Qualifer: 1
- Comments: [empty]
- Remaining: 0.00
- Amount: 2,228.35
- Type: Check

Below the form is a "Document List" table:

	Receivable Document	Document Remaining	Curr	Current Allocated	Allowed Discount	Available Discount	Discc Ear
<input type="checkbox"/>	16PCP112	0.00	USD	7714.06	0	0	
<input type="checkbox"/>	16PCP114	2,362.74	USD	275.95	0	0	
<input type="checkbox"/>	AR245	50,266.26	USD	50000	0	0	
<input type="checkbox"/>	AR249	6,720.21	USD	10000	0	0	
<input checked="" type="checkbox"/>	AR251	0.00	USD	2228.35	0	0	
<input type="checkbox"/>	AR252						
<input type="checkbox"/>	AR257						
<input type="checkbox"/>	AR258						

A pop-up dialog box titled "Remittance Allocation" is displayed over the table. It contains the following text:

Do you want to complete the allocation now? Receivables considers the allocation balanced because the remaining amount is zero.

Message far38086

Buttons: Yes, No

The taskbar at the bottom shows the Start button and several open applications: Production Applic..., Novell GroupWise..., Citrix Program Nei..., SmartStream - VR..., Microsoft Word - ..., Activity Window..., and a system tray with the time 9:43 AM.

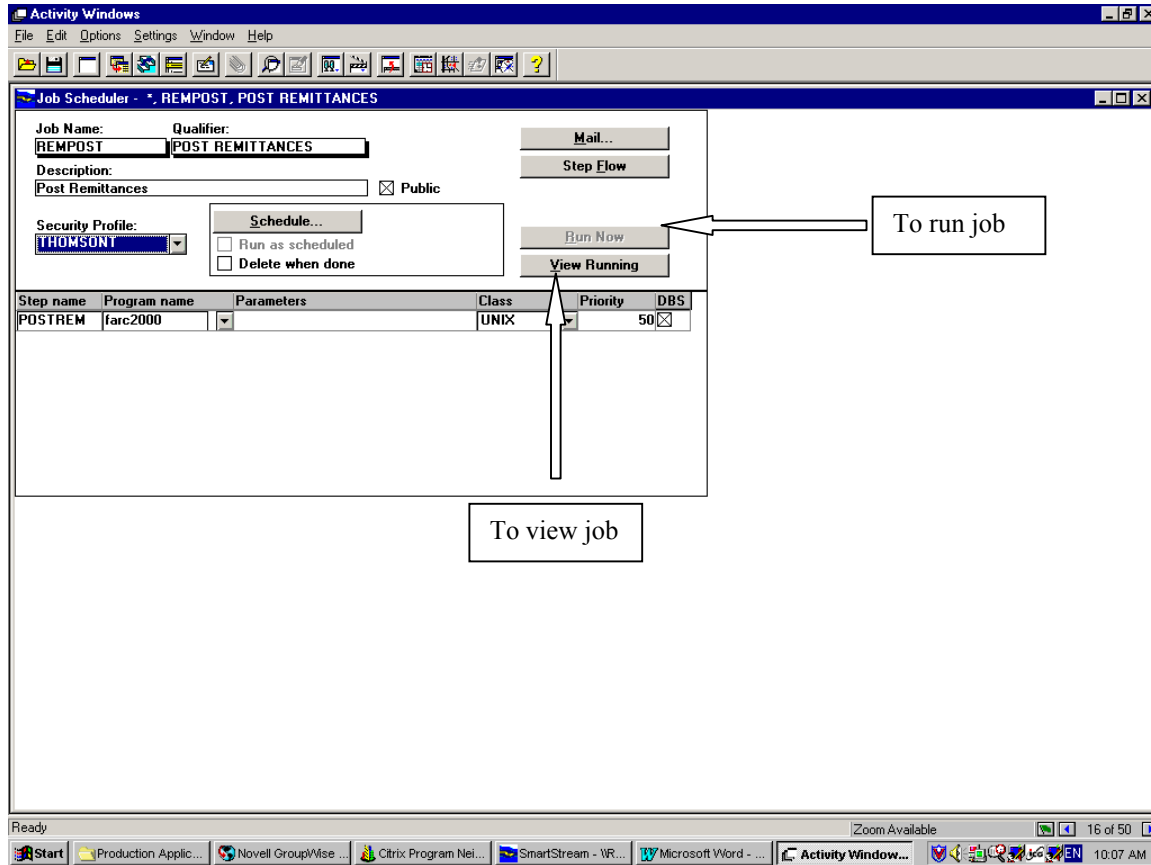
# Posting Allocations

Job scheduler  
Click on search  
Choose REMPOST  
Click OK

The screenshot shows the 'Job Scheduler' application window. The main window has fields for Job Name, Qualifier, Description, and Security Profile. A 'Schedule...' button is visible. A modal window titled 'File Open For Job Scheduler' is open, displaying a search results table. The table has columns for User ID, Job Name, Job Qualifier, and Job Description. The row for 'REMPOST' is selected. Below the table are buttons for OK, Cancel, More, Select All, Print, Copy, and Help.

User ID	Job Name	Job Qualifier	Job Description
*	EDPOSEND		PD EXTRACT AND SEND
*	FCTABLE	UPDATE	UPDATE DISTRIBUTION TABLE
*	FUNDSCNT	BUILDDISTRIBUTION	Build Funds Control Distribution Table
*	LEDGER	LOADJOURNALS	Load Ledger Balances
*	LEDGER	POSTING	Post to Ledger
*	POSTAR	POST	Post AR journals to Ledger
*	REMPOST	POST REMITTANCES	Post Remittances
*	TBLDMCCU	TBMCCU	Trial Balance By Ledger Distrib MCCU

Click on Run Now



Click on view running to check when job is complete.

# Posting Remittance Allocations to Ledger

Job Scheduler

Click on Search to find job.

Highlight the POSTAR

Click OK

The screenshot displays the 'Job Scheduler - [Untitled]' application window. The main window has a menu bar (File, Edit, Options, Settings, Window, Help) and a toolbar. The main area contains fields for 'Job Name', 'Qualifier', 'Description', 'Security Profile', and 'Public' checkbox, along with buttons for 'Mail...', 'Step Eflow', 'Schedule...', and 'Run Now'. A 'File Open For Job Scheduler' dialog box is open in the foreground, featuring a search table and a list of jobs.

Field	Operator	Value (Case Sensitive)	Add
			Delete
			Clear
			Search

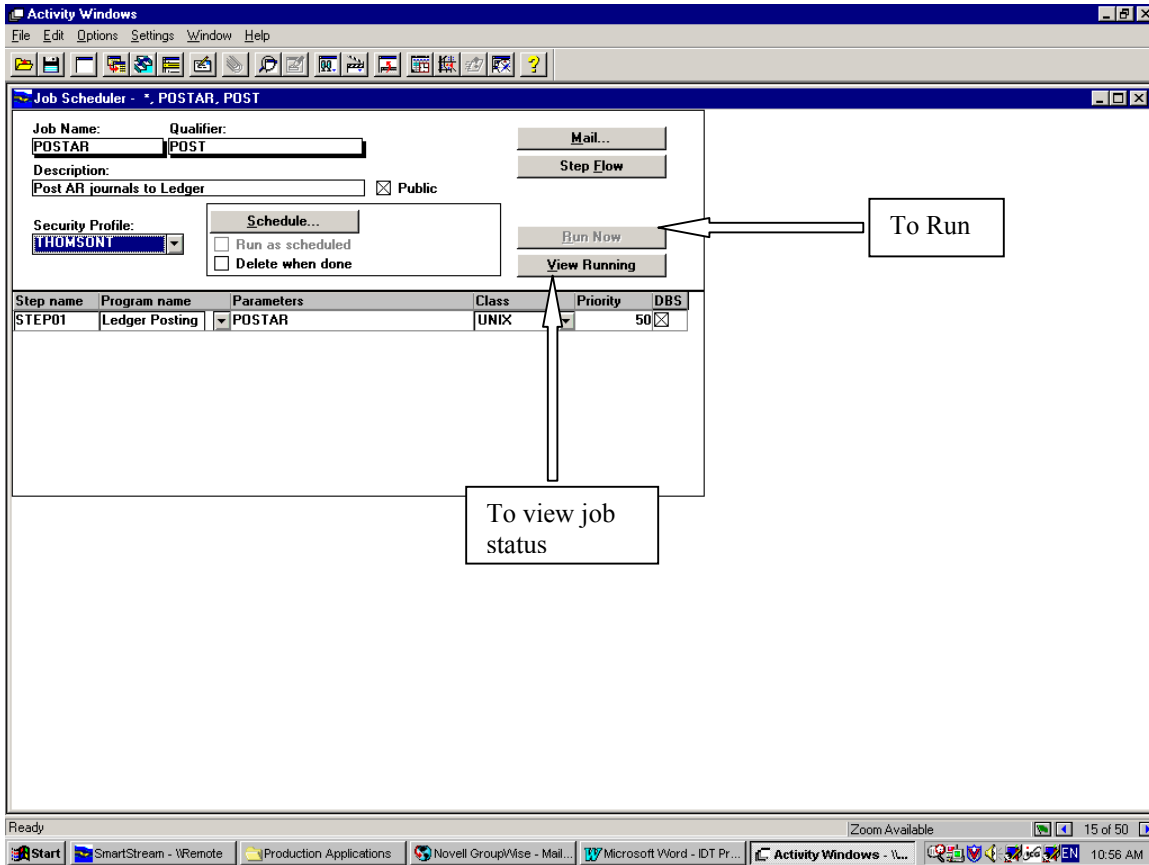
User ID	Job Name	Job Qualifier	Job Description
*	EDPOSEND		PO EXTRACT AND SEND
*	FCTABLE	UPDATE	UPDATE DISTRIBUTION TABLE
*	FUNDSCNT	BUILDDISTRIBUTION	Build Funds Control Distribution Table
*	LEDGER	LOADJOURNALS	Load Ledger Balances
*	LEDGER	POSTING	Post to Ledger
*	POSTAR	POST	Post AR journals to Ledger
*	REMPPOST	POST REMITTANCES	Post Remittances
*	TBLDMCCU	TBMCCU	Trial Balance By Ledger Distrib MCCU

Rows Retrieved: More

Buttons: OK, Cancel, More, Select All, Print, Copy, Help

Taskbar: Start, SmartStream - VRemote, Production Applications, Novell GroupWise - Mail..., Microsoft Word - IDT Pr..., Activity Windows - V..., 10:53 AM

Click Run now



Click on View Running to find out when job is finished running.