

Revenue Processing Desk Procedure Manual

**Commonwealth of Pennsylvania
Office of the Budget**

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Introduction

The Commonwealth of Pennsylvania receives money in the physical form of cash, checks and money orders and in the electronic form of Electronic Funds Transfers (EFT) and Automated Clearing Houses (ACH). The Department of Revenue (DOR) maintains the Central Commonwealth Depository Facility in Harrisburg to process checks and money orders for all Commonwealth Agencies within the Harrisburg area and regional offices that do not utilize a local bank. DOR uses Image Cash Letter (ICL) functionality in the Transaction Management System (TMS) to transmit images to the bank for standard checks and money orders. ICL is a faster, more efficient method to deposit Commonwealth checks and money orders and accelerates the Treasury receipt process. Non-standard checks are forwarded to the bank via courier and will continue to be receipted by Treasury in the current timeframe.

The Department of Transportation (PennDOT) maintains another depository facility which only processes cash, checks and money orders sent directly to the facility. Checks and money orders processed at the PennDOT depository facility are submitted to the bank every hour using ICL electronic transfer. Cash, checks and money orders that cannot be scanned are transported by courier to the bank for deposit.

These procedures describe the process of recording revenue information in the Commonwealth's SAP accounting records, forwarding checks from agency locations to the Central Depository Facility in a secure manner, transmitting accurate revenue information to Treasury for receipt and adjusting or correcting revenue information, when necessary. Most agencies under the Governor's jurisdiction currently enter revenue information into SAP manually; however, select agencies are sending revenue information to SAP via interface files directly.

1.0 Revenue Deposit with Remittance

1.1 Purpose

The purpose of this section is to outline the activities used to process revenue when an Agency has received checks or money orders. Agencies must record a revenue journal entry in SAP and generate a control document to forward the monies to the DOR Central Depository facility for deposit. Control documents are maintained for checks and money orders processed at the PENNDOT Depository facility.

Payments received for Accounts Receivable customers within SAP should be processed in accordance with the "Accounts Receivable – Receipt Processing Manual." Payments received that represent a return of money to an Agency as a result of an illegal, erroneous or duplicate payment should be processed in accordance with the "Refund of Expenditures Processing Manual".

1.2 Process Description

The process begins when an Agency receives checks and/or money orders for licenses, fees, assessments, fines, penalties, reimbursements, sales of goods or services, contributions, or other revenue. The Agency must review the checks and money orders for the following criteria: valid payee, valid date, written amount agrees with number amount, item has appropriate signature, item is payable at a US bank or payable in US dollars. An item that fails any of the criteria must be returned to the original source for replacement.

The Agency must sort valid checks and money orders into Standard and Non-standard categories. Non-standard items include international checks, checks with illegible bank routing and transit numbers, money orders with perforations that obliterate amounts or account numbers and any check/money order that would require special handling for collection. Checks that are torn should also be processed as non-standard. Checks and money orders drawn on US banks are considered Standard items and can easily be processed via ICL.

The size of any one deposit batch must be limited to no more than 500 checks and money orders. If more than 500 checks and money orders are received, the Agency needs to create separate deposit batches. The agency must run a calculator tape or utilize a previously produced system report to confirm the amount and number of items in each deposit batch.

When the checks have been sorted into the properly sized batches, the Agency must identify the account codes required to post a revenue journal entry in SAP. Data elements required to post a journal entry include: General Ledger (GL) account, amount, SAP Fund, Business Area, Cost Object - (Cost Center, Order or WBS Element), and Value Date. A document type and valid bank code must also be selected.

Bank Codes are three characters and are used when posting a revenue journal entry in SAP to describe the type of revenue being posted and to determine which bank the funds will be deposited. The bank code is always listed in the document header text of a journal entry.

It is important for a user to use the correct bank code when posting a journal entry so that the revenue flows properly depending on whether it is cash, checks (standard/non-standard), a non-remittance item, investment, or a special activity used for an agency. If a bank code is not used, the journal entry could possibly sit in SAP as an open item and could cause reconciliation issues at month end. Refer to Appendix A for valid bank codes.

The journal entry required to post revenue would be:

debit: Cash-in-Transit account

credit: revenue GL account(s)

A separate Cash-in-Transit line is required for every change in Business Area and/or Fund.

After the revenue journal entry is posted in SAP, the agency prints a Deposit Transit Slip from SAP and endorses each check and money order with the control number identified on the Deposit Transit Slip. The Agency endorsement is to be placed on the back of each check within 1.5" of the trailing edge and include the text "Commonwealth of PA" or specific Agency name, "For Deposit Only" and the control number.

A Deposit Transit Slip package is then assembled and must include the following: Deposit Transit Slip, endorsed checks and money orders, calculator tape/report identifying each individual check amount and total amount. The completed Deposit Transit Slip package is sent to the Commonwealth Central Depository Facility at Brookwood Street.

Upon receipt, DOR sorts Deposit Transit Slip packages into Standard and Non Standard categories. DOR scans an image of each item in a Standard deposit batch. Standard deposit items are then transmitted to the bank electronically via ICL. DOR encodes and images each item in a Non-standard deposit batch. Nonstandard deposit items are then sent to the bank via courier. DOR provides confirmation of items and method of transmission to bank.

The Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit) monitors timeliness of items forwarded to the DOR depository facility and corrects any deposit errors related to amount, category or account and bank codes to ensure that timely information is forwarded to Treasury.

1.3 Process Flow Diagram – [Appendix K](#)

1.4 Process Inputs

- Checks and Money Orders to be deposited

1.5 Process Outputs

- Deposit Transit Slip
- Received Revenue

1.6 Policy and Standard Guiding Practices

- MD 305.11 – Depositing check, money orders and cash
- MD 305.2 – Standard Check Endorsement
- MD 305.5 – Cash Management
- MD 310.29 – Using Value Date

1.7 Roles and Responsibilities

Role	Responsibilities in This Process
Agency	<ul style="list-style-type: none"> ▪ Determine checks and money orders represent Commonwealth “Revenue” not “Refund of Expenditures” ▪ Review checks and money orders for valid criteria ▪ Sort checks and money orders into Standard and Non-standard categories ▪ Organize checks and money orders into deposit batches ▪ Identify applicable SAP account codes for each deposit batch ▪ Enter revenue journal entries into SAP ▪ Print Deposit Transit Slips from SAP ▪ Endorse checks and money orders ▪ Send Deposit Transit Slip, calculator tape and endorsed checks and money orders to DOR for deposit ▪ Utilize SAP to monitor Treasury receipt
Department of Revenue	<ul style="list-style-type: none"> ▪ Send image to bank for ICL deposit ▪ Send actual item to bank for deposit via courier ▪ Confirm ICL and courier deposit amounts

Role	Responsibilities in This Process
Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit)	<ul style="list-style-type: none"> ▪ Monitor revenue postings in SAP ▪ Monitor deposit confirmation exception report ▪ Correct errors in SAP to match confirmed deposit ▪ Notify Agencies when errors have been corrected ▪ Forward confirmed deposit data to Treasury for receipt
Treasury	<ul style="list-style-type: none"> ▪ Receipt confirmed deposit data on timely basis ▪ Send file of Treasury receipted data to IES
Integrated Enterprise System (IES)	<ul style="list-style-type: none"> ▪ Process file of Treasury receipted data to update SAP and create Cash posting journal entry

1.8 Procedure

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<p>1. Receive checks and money orders and review any supporting documentation to determine if items should be processed as "Revenue" or as a "Refund of Expenditure".</p> <p>To process a "Refund of Expenditure" refer to the <i>Refund of Expenditure Processing</i> procedure manual.</p>	<ul style="list-style-type: none"> ▪ Agency 	
<p>2. Review "Revenue" checks and money orders for valid criteria:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Valid Payee <input checked="" type="checkbox"/> Valid date (date within acceptance range if expiration date noted on check) <input checked="" type="checkbox"/> Amounts agree (written words match numbers in box). If money order amount is faint, write amount above and circle <input checked="" type="checkbox"/> Proper signature <input checked="" type="checkbox"/> Payable at US bank or payable in US\$ <input checked="" type="checkbox"/> Item is legible <input checked="" type="checkbox"/> Check is not torn. 	<ul style="list-style-type: none"> ▪ Agency 	

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
 Banking information is legible at the bottom of the check. Failed items must be returned to originator for replacement.		
3. Sort checks and money orders into Standard and Non-standard categories. <ul style="list-style-type: none"> • Standard deposit items include checks and money orders drawn on US banks with legible bank routing numbers, transit numbers, and legible amounts. • Non-Standard deposit items include international checks, checks with illegible bank routing and transit numbers, money orders with perforations that obliterate amounts or account numbers, checks that are torn and any check/ money order that would require special handling for collection. 	<ul style="list-style-type: none"> ▪ Agency 	
4. Organize items into deposit batches of no more than 500 checks and money orders.	<ul style="list-style-type: none"> ▪ Agency 	
5. Summarize items in deposit batch using calculator tape if system report is not available. Each check amount must be listed individually and total of batch provided.	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ Calculator tape or system report (individual items and total)
6. Identify applicable account codes in SAP <ul style="list-style-type: none"> • General Ledger account • SAP Fund(s) • Business Area(s) • Cost Object(s) <ul style="list-style-type: none"> • Cost Center • Order • WBS element • Value Date 	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ Utilize SAP crosswalk tables to find appropriate code ▪ Y_DC1_32000278 ▪ MD 310.29
7. Post a revenue journal entry in SAP using FB50 . (Separate journal entries are required for Standard deposit items and Non-Standard deposit items. Refer to Appendix A for bank codes and Appendix D for transaction FB50 <ul style="list-style-type: none"> • Use bank code 87T for Standard deposit batch or bank code 871 for Non-Standard deposit batch • Use Document Type SQ 	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ Bank Codes--Appendix A ▪ FB50-Appendix D

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<ul style="list-style-type: none"> A separate Cash in Transit detail line is required for each change in Business Area and/or Fund 		
<p>8. Print Deposit Transit Slip.</p> <p>Refer to Appendix F for transaction ZF_DEPOSIT</p> <ul style="list-style-type: none"> Select check box for Non-Standard deposit if processing a non-standard deposit batch <p>Note: If a mistake is identified after the Deposit Transit Slip is printed use ZF_CANCEL to cancel the deposit transit slip. Refer to Appendix G for ZF_CANCEL</p>	<ul style="list-style-type: none"> Agency 	<ul style="list-style-type: none"> ZF_DEPOSIT - AppendixF ZF_CANCEL - AppendixG
<p>9. Endorse checks and money orders on reverse side within 1.5 "of trailing edge. Do NOT utilize area reserved for financial institutions.</p> <p>Endorsement must include the following:</p> <ul style="list-style-type: none"> FOR DEPOSIT ONLY Commonwealth of PA or specific agency Control number from Deposit Transit Slip (RT number) 	<ul style="list-style-type: none"> Agency 	<ul style="list-style-type: none"> MD 305.2 Standard Check Endorsement
<p>10. Send Deposit Transit Slip, calculator tape or system report, endorsed checks and money orders to DOR depository facility at Brookwood Street.</p>	<ul style="list-style-type: none"> Agency 	
<p>11. Scan and process Deposit Transit Slips and deposit batch items.</p> <ul style="list-style-type: none"> Deposit error/exceptions are identified and reported to the Revenue Unit for correction. <p><i>Refer to Revenue Exception Processing Procedure Manual</i></p>	<ul style="list-style-type: none"> DOR 	<ul style="list-style-type: none"> TMS
<p>12. Send deposit to bank</p> <ul style="list-style-type: none"> Standard deposit items (image) are sent via ICL multiple times throughout the day. Nonstandard deposit items (physical checks and money orders) are sent via courier at end of day. 	<ul style="list-style-type: none"> DOR 	<ul style="list-style-type: none"> ICL Courier
<p>13. Confirm ICL and courier deposit amounts</p> <ul style="list-style-type: none"> Generate TMS Deposit Confirmation file for ICL deposits Forward non-standard deposit tickets and stamped Deposit Transit Slip to the Revenue Unit 	<ul style="list-style-type: none"> DOR 	<ul style="list-style-type: none"> TMS. Deposit Transit Slip

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
14. Update SAP with confirmed deposit information. <ul style="list-style-type: none"> • SAP program processes TMS Deposit Confirmation file at established intervals throughout the day. Revenue Unit will manually update Non-Standard deposit information <i>Refer to Revenue Exception Processing Procedure Manual</i>	<ul style="list-style-type: none"> ▪ IES ▪ Revenue Unit 	<ul style="list-style-type: none"> ▪ ZF_REFTABLE
15. Process confirmed deposit data for Treasury <ul style="list-style-type: none"> • SAP program runs at established intervals throughout the day. 	<ul style="list-style-type: none"> ▪ IES 	<ul style="list-style-type: none"> ▪ ZFI_T_REF_ACCDOC (Y_DC1_32000179)
16. Confirm completeness and accuracy of output for Treasury. Correct any errors and organize output and forward to Treasury at scheduled intervals throughout the day. <i>Refer to Revenue Exception Processing Procedure Manual for exception processing</i>	<ul style="list-style-type: none"> ▪ Revenue Unit 	
17. Receipt confirmed deposit data on a timely basis	<ul style="list-style-type: none"> ▪ Treasury 	
18. Send file of Treasury receipted data to IES	<ul style="list-style-type: none"> ▪ Treasury 	
19. Process Treasury file to update cash posting	<ul style="list-style-type: none"> ▪ IES 	
20. Monitor Treasury receipt via cash posting documents. Use FB03 to view the Cash Clearing Document. Refer to Appendix C for transaction FB03	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ FB03 - AppendixC

1.9 Alternate Scenarios for this Procedure

The following provides an alternate procedure to the Revenue Deposit with Remittance:

- Checks and money orders that represent customer payments for billings recorded in SAP must be processed in accordance with the “Accounts Receivable– Receipt Processing procedure manual”.
- Checks and money orders that represent return of money to an Agency as a result of an illegal, erroneous or duplicate payment should be processed in accordance with the “Refund of Expenditures Processing Manual”.

2.0 Revenue Deposit without Remittance

2.1 Purpose

The purpose of this section is to outline the activities required to process revenue when an Agency has received the funds via an electronic format and must record a revenue journal entry in SAP. Electronic transactions may occur on a predetermined scheduled or require user intervention to accomplish the transfer. A variety of tools and notification procedures provide the agency with detailed and summarized information for recurring revenue streams. Treasury may also notify agencies when non-recurring revenue is banked, but agencies should not rely on Treasury for notification of recurring electronic revenue.

Electronic payments received for Accounts Receivable customers within SAP should be processed in accordance with the "Accounts Receivable – Receipt Processing Manual." Electronic payments received that represent a return of money to an Agency as a result of an illegal, erroneous or duplicate payment should be processed in accordance with the "Refund of Expenditures Processing Manual".

2.2 Process Description

The process begins when an Agency receives notification from a bank or other source that electronic funds for licenses, fees, assessments, fines, penalties, reimbursements, sales of goods or services, contributions, or other revenue have been transferred or will soon be transferred to a Treasury account. Treasury has also authorized several agencies with numerous regional locations throughout Pennsylvania to deposit revenue at the local banks and wire revenue funds to a Treasury account on a periodic basis, for example, PENNDOT Regional Driver Licensing centers and Department of Human Services State Hospitals.

The Agency must identify the account codes required to enter a revenue journal entry in SAP. Data elements required to post a journal entry include: General Ledger (GL) account, amount, SAP Fund, Business Area, Cost Object – (Cost Center, Order or WBS Element), and Value Date. A document type and bank code must also be selected. The journal entry debits the Cash-in-Transit account and credits the revenue GL account(s). A separate Cash-in-Transit line is required for every change in Business Area and/or Fund.

IES will process data for Treasury for all the non-remittance journal entries. SAP runs a program at established intervals throughout the day that will:

1. Collect the information from the journal entries
2. Create a file for the journal entries
3. Send a file to Treasury

See: Revenue Processing Schedule – [Appendix B](#)

This information will be collected and retained on the REF_ACC_DOC table in SAP.

When the information is collected it puts the journal entry in a "blank" status on the table.

Once the file is created, it puts the journal entry into a "R" status which means "ready for Treasury".

When the file is sent to Treasury the status changes to "F" which means "file sent to Treasury".

2.3 Process Inputs

- Notification from Financial Institution

- Wire transfers

2.4 Process Outputs

- Data for Treasury
- Receipted Revenue

2.5 Policy and Standard Guiding Practices

- MD 310.29 – Using Value Date
- MD 305.5 – Cash Management

2.6 Roles and Responsibilities

Role	Responsibilities in This Process
Agency	<ul style="list-style-type: none"> ▪ Receive notification of transfer from bank or other acceptable source ▪ Determine electronic funds represent Commonwealth “Revenue” and not “Refund of Expenditures” ▪ Identify applicable SAP account codes for each electronic transaction ▪ Enter revenue journal entries into SAP ▪ Utilize SAP to monitor Treasury receipt
Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit)	<ul style="list-style-type: none"> ▪ Monitor revenue postings in SAP ▪ Correct errors in SAP ▪ Notify Agencies when errors have been corrected ▪ Forward data to Treasury for receipt for corrections posted into SAP
Treasury	<ul style="list-style-type: none"> ▪ Receipt revenue data on timely basis ▪ Generate file containing receipted data ▪ Send file of Treasury receipted data to IES
Integrated Enterprise System (IES)	<ul style="list-style-type: none"> ▪ Process file of Treasury receipted data to update SAP and create Cash posting journal entry

2.7 Procedure

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<p>1. Receive notification from Financial Institution or external system and reviews any supporting documentation to determine if electronic funds should be processed as “Revenue” or as “Refund of Expenditure”.</p> <p>To process a “Refund of Expenditure” refer to the <i>Refund of Expenditure Processing</i> procedure manual.</p>	<ul style="list-style-type: none"> ▪ Agency 	<p>Wells Fargo</p>
<p>2. Organize information and identify applicable account codes in SAP</p> <ul style="list-style-type: none"> • General Ledger account • Amount • SAP Fund(s) • Business Area(s) • Cost Object(s) <ul style="list-style-type: none"> • Cost Center • Order • WBS element • Value Date 	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ Utilize SAP crosswalk tables to find appropriate code ▪ Y_DC1_32000278 ▪ MD 310.29
<p>3. Post a revenue journal entry in SAP using FB50</p> <p>Refer to the Appendix D for transaction FB50</p> <ul style="list-style-type: none"> • Refer to Appendix A for appropriate bank code. • Use Document Type SV • A separate Cash-in-Transit detail line will be required for each change in Business Area and/or Fund 	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ FB50 - Appendix D ▪ Appendix A – Bank Codes
<p>4. Process data for Treasury</p> <ul style="list-style-type: none"> • SAP program runs at established intervals throughout the day. 	<ul style="list-style-type: none"> ▪ IES 	<ul style="list-style-type: none"> ▪ ZFI_T_REF_ACCDOC (Y_DC1_32000179)

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
5. Receipt electronic revenue data on a timely basis	<ul style="list-style-type: none"> ▪ Treasury 	
6. Send file of Treasury receipted data to IES	<ul style="list-style-type: none"> ▪ Treasury 	
7. Process file of Treasury receipted data to update SAP and create Cash posting journal entry	<ul style="list-style-type: none"> ▪ IES 	
8. Monitor Treasury receipt via cash posting documents. Use FB03 to view the Cash Clearing Document. Refer to Appendix C for transaction FB03	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ FB03 - Appendix C

2.8 Alternate Scenarios for this Procedure

- Federal Drawdown through Cash Drawdown System (CDS).

3.0 Revenue Cash Deposit

3.1 Purpose

The purpose of this section is to outline the activities required to process revenue when an Agency receives actual cash instead of checks or money orders, deposits the cash at a local bank and records a journal entry in SAP. Cash cannot be processed at the Central Commonwealth Depository facility. Cash must be deposited in a local bank, which has an authorized Treasury account.

3.2 Process Description

The process begins when an Agency receives actual cash as in return for payment of licenses, fees, assessments, fines, penalties, reimbursements, sales of goods or services, contributions, or as other revenue. The Agency must count the cash, prepare a bank deposit slip and take the cash and bank deposit slip to a local Treasury designated bank for deposit. The bank provides a receipted copy of the bank deposit slip. NOTE: Cash must be secured at all times and maintained in a locked environment overnight to prevent possible theft.

The Agency must identify the account codes required to enter a revenue journal entry in SAP. Data elements required to post a journal entry include: General Ledger (GL) account, amount, SAP Fund, Business Area, Cost Object - (Cost Center, Order or WBS Element), and Value Date. A document type and valid bank code must also be selected. The journal entry debits the Cash-in-Transit account and credits the revenue GL account(s). A separate Cash-in-Transit line is required for every change in Business Area and/or Fund. The agency must maintain the receipted bank deposit slips in secure location in accordance with Commonwealth accounting document retention requirements.

After the revenue journal entry is posted in SAP, the Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit) monitors the journal entries and corrects any errors related to account and bank codes to ensure that timely information is forwarded to Treasury.

3.3 Process Inputs

- Cash
- Bank Deposit Slip

3.4 Process Outputs

- Receipted Bank Deposit Slip
- Data for Treasury
- Receipted Revenue

3.5 Policy and Standard Guiding Practices

- MD 305.11 – Depositing check, money orders and cash
- MD 310.29 – Using Value Date
- MD 305.5 – Cash Management

3.6 Roles and Responsibilities

Role	Responsibilities in This Process
Agency	<ul style="list-style-type: none"> ▪ Receive cash from customer, taxpayer, etc. ▪ Determines cash represents Commonwealth “Revenue” and not “Refund of Expenditures” ▪ Count cash ▪ Prepare Bank Deposit Slip ▪ Send messenger to bank with deposit ▪ Obtain receipted bank deposit slip ▪ Identify applicable SAP account codes ▪ Enter revenue journal entries into SAP ▪ Record SAP document number on receipted bank deposit slip ▪ Retain receipted bank deposit slip in secure location in accordance with document retention guidelines or scan a copy of the bank deposit slip and attach to the journal entry posted in SAP. ▪ Utilize SAP to monitor Treasury receipt
Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit)	<ul style="list-style-type: none"> ▪ Monitor revenue postings in SAP ▪ Correct errors in SAP ▪ Notify Agencies when errors have been corrected ▪ Forward data to Treasury for receipt
Treasury	<ul style="list-style-type: none"> ▪ Receipt revenue data on timely basis ▪ Generate file containing receipted data ▪ Send file of Treasury receipted data to IES
Integrated Enterprise System (IES)	<ul style="list-style-type: none"> ▪ Process file of Treasury receipted data to update SAP and create Cash posting journal entry

3.7 Procedure

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<p>1. Receive cash and review any supporting documentation to determine if it should be processed as “Revenue” or “Refund of Expenditures”</p> <p>Refer to procedure manual <i>Processing Refund of Expenditures</i> to process refunds.</p>	<ul style="list-style-type: none"> ▪ Agency 	

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
2. Count cash and prepare summary report calculator tape	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ calculator
3. Prepare bank deposit ticket	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ bank deposit ticket
4. Take cash and Bank Deposit Slip to Treasury designated bank	<ul style="list-style-type: none"> ▪ Agency 	
5. Receipt Bank Deposit Slip	<ul style="list-style-type: none"> ▪ Bank 	
6. Organize information and identify applicable account codes in SAP <ul style="list-style-type: none"> • General Ledger account • SAP Fund(s) • Business Area(s) • Cost Object(s) <ul style="list-style-type: none"> • Cost Center • Order • WBS element • Value Date 	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ Utilize SAP crosswalk tables to find appropriate code ▪ Y_DC1_32000278 ▪ MD 310.29
7. Post a revenue journal entry in SAP using FB50 Refer to the Appendix D for transaction FB50 <ul style="list-style-type: none"> • Use Bank Code 850 • Use Document Type SV • Separate Cash-in-Transit detail lines are required for each change in Business Area and/or Fund 	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ FB50 - Appendix D
8. Record SAP document number on receipted bank deposit slip and retain in accordance with Commonwealth retention schedule or scan a copy of the bank deposit slip and attach to the journal entry in SAP.	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ MD 305.11

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
9. Process data for Treasury SAP program will run at established intervals throughout the day.	<ul style="list-style-type: none"> ▪ IES 	<ul style="list-style-type: none"> ▪ ZFI_T_REF_ACCDOC (Y_DC1_32000179)
10. Confirm completeness and accuracy of output for Treasury. Organize output and forwards to Treasury at scheduled intervals throughout the day. Refer to Revenue Exception Processing Procedure Manual	<ul style="list-style-type: none"> ▪ Revenue Unit 	
11. Receipt electronic revenue data on a timely basis	<ul style="list-style-type: none"> ▪ Treasury 	
12. Send file of Treasury receipted data to IES	<ul style="list-style-type: none"> ▪ Treasury 	
13. Process file of Treasury receipted data to update SAP and create Cash posting journal entry	<ul style="list-style-type: none"> ▪ IES 	
14. Monitor Treasury receipt via cash posting documents. Use FB03 to view the Cash Clearing Document. Refer to Appendix C for transaction FB03	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ FB03 - Appendix C

4.0 Revenue Interface Direct to SAP

4.1 Purpose

The purpose of this section is to outline the activities required when an agency receives cash, checks, money orders or notification of electronic revenue. The agency records the related information in an Agency system and sends an XML file to update SAP instead of posting the information into SAP manually. The receipt and processing of revenue XML files is coordinated by Integrated Enterprise System (IES). Certain agency XML files are sent multiple times per day, while other agency XML files are sent once per day. Agencies currently sending XML files to SAP include Agriculture, Attorney General, DCNR, PHEAA, DPH, SERS, L&I, LDP, PA Courts and DOR.

4.2 Process Description

Since agency business processes and systems differ based upon revenue stream, the sequence of performing the tasks may not be standardized. However, Agencies must perform the following tasks identified in Section 1, *Revenue Deposit with Remittance*, of this manual when processing checks and money orders:

- Review checks and money orders for valid criteria and return failed items to originator for replacement.
- Update account/information on agency system.
- Sort checks and money orders into Standard and Non Standard categories.
- Organize deposit batches limited to 500 items.
- Run calculator tapes or utilize system reports that identify the amount and number of items in each deposit batch.
- Endorse checks and money orders.

Agencies must ensure that the XML file contains all required fields to post a revenue journal entry in SAP including General Ledger (GL) accounts, amount, SAP Fund, Business Area, Cost Object – (Cost Center, Order or WBS Element), Value Date, document type and valid bank code.

Agencies may choose to print Deposit Transit Slips from SAP or generate Deposit Transit Slips from the Agency system. Each agency generated Deposit Transit Slip must include a unique 8 digit agency control number that begins with Business Area. The agency must ensure controls exist to prevent the use of duplicate numbers.

A Deposit Transit Slip package is assembled and includes the following: Deposit Transit Slip, endorsed checks and money orders, calculator tape/report identifying each individual check amount and total amount. The Deposit Transit Slip package is sent to the Commonwealth Central Depository Facility at Brookwood Street.

DOR sorts Deposit Transit Slip packages into Standard and Non Standard categories. DOR scans and images each item in a Standard deposit batch. Standard deposit items are transmitted to the bank electronically via ICL. DOR encodes and images each item in a Non-standard deposit batch. Nonstandard deposit items are sent to the bank via courier. DOR provides confirmation of items and method of transmission to bank.

The Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit) monitors timeliness of items forwarded to the Commonwealth Central Depository Facility and corrects any deposit errors related to amount, category or account and bank codes to ensure timely information is forwarded to Treasury.

Agencies may also include data in the XML file to post revenue journal entries for electronic revenue, cash deposits and adjustment memorandums. Files that include agency control numbers utilize different SAP document types.

4.3 Process Inputs

- XML file
- SAP Deposit Transit Slip or Agency Deposit Transit Slip
- Checks and money orders

4.4 Process Outputs

- Data for Treasury
- Receipted Revenue

4.5 Policy and Standard Guiding Practices

- MD 305.11 – Depositing check, money orders and cash
- MD 305.2 – Standard Check Endorsement
- MD 310.29 – Using Value Date
- MD 305.5 – Cash Management

4.6 Roles and Responsibilities

Role	Responsibilities in This Process
Agency	<ul style="list-style-type: none"> ▪ Receive checks or money orders from customer, taxpayer, etc. ▪ Determine if the cash, checks or money orders represent Commonwealth “Revenue” or “Refund of Expenditures” ▪ Review checks and money orders for valid criteria ▪ Sort checks and money orders into Standard and Non-standard categories ▪ Organize checks and money orders into deposit batches ▪ Enter revenue data into Agency system ▪ Print Deposit Transit Slips from SAP or Agency System ▪ Endorse checks and money orders ▪ Send Deposit Transit Slip, calculator tape and endorsed checks and money orders to DOR for deposit ▪ Send XML file to IES ▪ Utilize SAP to monitor Treasury receipt

Role	Responsibilities in This Process
Department of Revenue (DOR)	<ul style="list-style-type: none"> ▪ Send images to bank for ICL deposit ▪ Send actual items to bank for deposit via courier ▪ Confirm ICL and courier deposit amounts
Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit)	<ul style="list-style-type: none"> ▪ Monitor revenue postings in SAP ▪ Monitor deposit confirmation exception report ▪ Correct errors in SAP to match confirmed deposit ▪ Notify Agencies when errors have been corrected ▪ Forward confirmed deposit data to Treasury for receipt
Treasury	<ul style="list-style-type: none"> ▪ Receipt revenue data on timely basis ▪ Generate file containing receipted data ▪ Send file of Treasury receipted data to IES
Integrated Enterprise System (IES)	<ul style="list-style-type: none"> ▪ Process XML file to post revenue journal entry in SAP ▪ Process file of Treasury receipted data to update SAP and create Cash posting journal entry

4.7 Procedure

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<p>1. Receive cash and review any supporting documentation to determine if it should be processed as "Revenue" or "Refund of Expenditures"</p> <p>Refer to procedure manual <i>Processing Refund of Expenditures</i> to process refunds.</p>	<ul style="list-style-type: none"> ▪ Agency 	
<p>2. Review "Revenue" checks and money orders for valid criteria:</p> <ul style="list-style-type: none">  Valid Payee  Valid date (date within acceptance range if expiration date noted on check)  Amounts agree (written words match numbers in box). If money order amount is faint, write amount above and circle.  Proper signature  Payable at US bank or payable in 	<ul style="list-style-type: none"> ▪ Agency 	

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<p>US\$</p> <p> Item is legible</p> <p> Check is not torn.</p> <p> Banking information is legible at the bottom of the check.</p> <p>Failed items must be returned to originator for replacement.</p>		
3. Update account/customer information in Agency system.	▪ Agency	▪ Agency System
4. Organize items into deposit batches of no more than 500 checks and money orders.	▪ Agency	
5. Summarize items in deposit batch using calculator if system report not available. Each check amount must be listed individually and total of batch provided.	▪ Agency	▪ Calculator tape or system report (individual items and total)
6. Create and send XML revenue interface file to IES.	▪ Agency	▪ Standard XML file format for revenue interface (INTF 439)
7. Process XML revenue interface file and post revenue journal entries in SAP IDOC errors are corrected by the Office of Comptroller Operations, Bureau of Quality Assurance.	▪ IES	
<p>8. Print Deposit Transit Slip from SAP or Agency System.</p> <p>Refer to Appendix F for transaction ZF_DEPOSIT.</p> <ul style="list-style-type: none"> • Select check box for Non-Standard deposit if processing a non-standard deposit batch <p>Note: If a mistake is identified after the Deposit Transit Slip is printed use ZF_CANCEL to cancel the deposit transit slip. Refer to Appendix G for ZF_CANCEL.</p>	▪ Agency	<ul style="list-style-type: none"> ▪ ZF_DEPOSIT - Appendix F ▪ ZF_CANCEL - Appendix G

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<p>9. Endorse checks and money orders on reverse side within 1.5 "of trailing edge. Do NOT utilize area reserved for financial institutions.</p> <p>Endorsement must include the following:</p> <ul style="list-style-type: none"> • FOR DEPOSIT ONLY • Commonwealth of PA or specific agency • Control number from Deposit Transit Slip 	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ MD 305.2 - Standard Check Endorsement
<p>10. Send Deposit Transit Slip, calculator tape or agency system report, endorsed checks and money orders to DOR depository facility at Brookwood Street.</p>	<ul style="list-style-type: none"> ▪ Agency 	
<p>11. Scan and process Deposit Transit Slips and deposit batch items.</p> <ul style="list-style-type: none"> • Deposit error/exceptions are identified and reported to the Revenue Unit for correction. <p>Refer to <i>Revenue Exception Processing Procedure Manual</i> for further guidance in this area.</p>	<ul style="list-style-type: none"> ▪ DOR 	<ul style="list-style-type: none"> ▪ TMS
<p>12. Send deposit to bank.</p> <ul style="list-style-type: none"> • Standard deposit items (image) are sent via ICL multiple times throughout the day). • Nonstandard deposit items (physical checks and money orders) are sent via courier at end of day. 	<ul style="list-style-type: none"> ▪ DOR 	<ul style="list-style-type: none"> ▪ ICL ▪ Courier
<p>13. Confirm ICL and courier deposit amounts.</p> <ul style="list-style-type: none"> • Generate TMS Deposit Confirmation file for ICL deposits. • Forward manual deposit tickets and stamped Deposit Transit Slip to the Revenue Unit. 	<ul style="list-style-type: none"> ▪ DOR 	<ul style="list-style-type: none"> ▪ TMS. ▪ Deposit Transit Slip
<p>14. Update SAP with confirmed deposit information.</p> <ul style="list-style-type: none"> • SAP program processes TMS Deposit Confirmation file at established intervals throughout the day. 	<ul style="list-style-type: none"> ▪ IES ▪ Revenue Unit 	<ul style="list-style-type: none"> ▪ ZF_REFTABLE

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<ul style="list-style-type: none"> The Revenue Unit manually updates Non-Standard deposit information. Refer to <i>Revenue Exception Processing Procedure Manual</i> for further guidance in this area.		
15. Process confirmed deposit data for Treasury. <ul style="list-style-type: none"> SAP program runs at established intervals throughout the day. 	<ul style="list-style-type: none"> IES 	<ul style="list-style-type: none"> ZFI_T_REF_ACCDOC (Y_DC1_32000179)
16. Confirm completeness and accuracy of output for Treasury. Organize output and forward to Treasury at scheduled intervals throughout the day. Refer to <i>Revenue Exception Processing Procedure Manual</i> for further guidance on exception processing.	<ul style="list-style-type: none"> Revenue Unit 	
17. Receipt confirmed deposit data on a timely basis.	<ul style="list-style-type: none"> Treasury 	
18. Send file of Treasury receipted data to IES.	<ul style="list-style-type: none"> Treasury 	
19. Process Treasury file to update cash posting.	<ul style="list-style-type: none"> IES 	
20. Monitor Treasury receipt via cash posting documents. Use FB03 to view the Cash Clearing Document. Refer to Appendix C for transaction FB03.	<ul style="list-style-type: none"> Agency 	<ul style="list-style-type: none"> FB03 – Appendix C

5.0 Adjustment Memos

5.1 Purpose

The purpose of this section is to outline the activities required to correct or adjust revenues already deposited and receipted by Treasury. An adjustment is required when the original revenue deposit was posted to a clearing/default/unallocated account, to an incorrect budget period, to an incorrect revenue GL account, Business Area or SAP fund. Clearing, default and unallocated accounts are generally temporary in nature and are used to deposit moneys more efficiently. Clearing accounts should not maintain significant balances over an extended period of time.

5.2 Process Description

The process begins when an Agency identifies the need to correct revenue account information through the review of SAP reports, agency system reports, bank reports, detailed user analysis or notification from another trusted source. The agency must identify the following:

1. Original revenue posting in SAP including account codes and dates;
2. Reason the original revenue posting must be adjusted
3. New/revised account code information.

Data elements required to post a journal entry include: General Ledger (GL) account, amount, SAP Fund, Business Area, Cost Object, (Cost Center, Order number or WBS Element) and Value Date. Usually, the journal entry debits or decreases the clearing/incorrect revenue account and credits or increases the new/correct revenue account. The value date entered on the adjustment document should be the same as the value date on the original revenue posting. If the date of the original revenue posting is not known, the value date should match the date of the agency system report, bank report or detailed user analysis. The value date will default to the current date if no other information can be determined about the original deposit. Fund availability must be confirmed when adjusting material amounts.

After the revenue journal entry is posted in SAP, the Revenue Unit monitors the journal entries and correct any errors related to account codes to ensure that timely information is forwarded to Treasury.

5.3 Process Inputs

- Various agency system reports
- SAP reports
- Bank reports
- User analysis documentation

5.4 Process Outputs

- Data for Treasury
- Receipted Revenue

5.5 Policy and Standard Guiding Practices

- MD 310.29 – Using Value Date

5.6 Roles and Responsibilities

Role	Responsibilities in This Process
Agency	<ul style="list-style-type: none"> ▪ Identify original revenue posting information in SAP ▪ Identify reason original posting must be adjusted ▪ Identify new/revised revenue posting information in SAP ▪ Park or Post adjusting journal entry in SAP ▪ Utilize SAP to monitor Treasury receipt
Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit)	<ul style="list-style-type: none"> ▪ Monitor parked and posted adjusting documents in SAP ▪ Review parked documents for appropriate coding and adequate balance before posting ▪ Correct coding and document errors ▪ Notify Agencies when errors have been corrected ▪ Forward data to Treasury for receipt
Treasury	<ul style="list-style-type: none"> ▪ Receipt adjusting data on timely basis ▪ Generate file containing receipted data ▪ Send file of Treasury receipted data to IES
Integrated Enterprise System (IES)	<ul style="list-style-type: none"> ▪ Process file of Treasury receipted data to update SAP and create Cash posting journal entry

5.7 Procedure

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
1. Identify incorrect revenue posting or revenue posted to a temporary account in SAP <ul style="list-style-type: none"> • SAP document number • Amount • Account codes • Value date Refer to Appendix C for transactions FB03	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ FB03 - Appendix C ▪ FBL3 - Appendix H

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
and Appendix H for FBL3		
2. Identify correct revenue information to be posted.	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ Agency system reports, bank reports ▪ SAP crosswalk tables
3. Organize information and identify applicable account codes in SAP <ul style="list-style-type: none"> • General Ledger account • SAP Fund(s) • Business Area(s) • Cost Object(s) <ul style="list-style-type: none"> • Cost Center • Order • WBS element Value Date	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ Utilize SAP crosswalk tables to find appropriate code: ▪ Y_DC1_32000278 ▪ MD 310.29 – Using Value Date in SAP
4. Post or park an adjusting journal entry in SAP using FB50 or FV50 <ul style="list-style-type: none"> • Use Document Type AM – Adjustment Memo (Must document reason for adjustment, source of information or actual document #, if applicable) Refer to Appendix D for transaction FB50 Refer to Appendix I for transaction FV50	<ul style="list-style-type: none"> ▪ Agency 	<ul style="list-style-type: none"> ▪ FB50 - Appendix D ▪ FV50 - Appendix I
5. Review parked AM document types and post. Use transactions ZFBV0 and/or FBV0	<ul style="list-style-type: none"> ▪ Revenue Unit 	<ul style="list-style-type: none"> ▪ ZFBV0 - Appendix J ▪ FBV0 - Appendix J
6. Process data for Treasury SAP program will run at established intervals throughout the day.	<ul style="list-style-type: none"> ▪ IES 	<ul style="list-style-type: none"> ▪ ZFI_T_REF_ACCDOC (Y_DC1_32000179)
7. Confirm completeness and accuracy of output for Treasury. Organize output and forward to Treasury at scheduled intervals throughout the day. <i>Refer to Revenue Exception Processing Procedure Manual</i>	<ul style="list-style-type: none"> ▪ Revenue Unit 	
8. Receipt electronic revenue data on a timely	<ul style="list-style-type: none"> ▪ Treasury 	

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
basis		
9. Send file of Treasury receipted data to IES	▪ Treasury	
10. Process file of Treasury receipted data to update SAP and create Cash posting journal entry	▪ IES	
11. Monitor Treasury receipt via cash posting documents. Refer to Appendix C for transaction FB03	▪ Agency	▪ FB03 - Appendix C

6.0 Debit Memorandums

6.1 Purpose

The purpose of this section is to outline the activities required to process reductions to revenue accounting records when an Agency, Treasury, or the Bank determines that revenue data forwarded to Treasury is incorrect or has not completed successfully through the banking process.

Debit Memorandums are documents prepared by Comptroller Operations to decrease (debit) revenue previously credited to Treasury's accounting records. These memorandum are posted to SAP to ensure the accounting records of both systems agree. Debit memorandums are also sent from Wells Fargo to Treasury for returned checks and returned items. Treasury initiates the file transfer of these debit memorandums to the returned check and returned items clearing accounts. The types of debit memorandums can be divided into four categories:

1. Return of dishonored checks and electronic items from the bank – refer to Returned Checks or Returned Items Procedure Manual
2. Deposit discrepancies
3. Downward adjustment to an electronic deposit
4. Duplicate receipts

Debit memorandums in categories 1 and 2 are initiated by the bank. Category 3 items are identified by the Agency/Comptroller or by Treasury. Category 4 items are identified by the Agency/comptroller or by Treasury.

Refer to Section 7 of this manual, *NSF checks and wires*, for procedures related to Category 1. Refer to the *Revenue Exception Processing Procedure Manual* or the *Returned Items Procedure Manual* for procedures related to deposit discrepancies.

6.2 Process Description – Agency/Comptroller identified

The process begins when an Agency/Comptroller becomes aware that a previously receipted revenue entry requires adjustment or deletion due to the following reasons: incorrect amount, cancelled wire or federal draw, reversal of a credit card payment, a duplicate posting in SAP, a duplicate posting in Treasury records or other Treasury error identified in the reconciliation process. The Agency/Comptroller identifies the original receipted document, Treasury receipt date and applicable account codes. A request for debit memo, which includes original document number, Treasury receipt date, applicable account codes and reason for the request, is forwarded to the Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit) which posts an SW document that flows through to Treasury on a file.

An SW document would be manually posted for deposit discrepancies and for downward adjustments to an electronic deposit.

If there is a duplicate receipt for a non-remittance document or the total amount of a non-remittance document needs reversed for any reason, then a reversal of the document is an acceptable way to create the debit memo. By reversing the document in SAP, it will provide the reversal document with a SW document type and it will provide a new RT (revenue transmittal) number.

6.3 Process Inputs

- Request to debit previously receipted electronic revenue account record

6.4 Process Outputs

- Debit Memorandum
- Updated accounting records

6.5 Policy and Standard Guiding Practices

- MD 310.29 – Using Value Date

6.6 Roles and Responsibilities

Role	Responsibilities in This Process
Agency /Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit)	<ul style="list-style-type: none"> ▪ Identifies need for debit correction to a previously receipted revenue document ▪ Agency will Notify the Revenue Unit by e-mail that a debit memorandum is required to adjust accounting records ▪ Monitor cash postings in SAP
Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit)	<ul style="list-style-type: none"> ▪ Posts Debit Memorandum to SAP
Treasury	<ul style="list-style-type: none"> ▪ Receipts Debit Memorandum ▪ Updates Treasury accounting records

6.7 Procedure

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
1. Identify need for debit correction to a previously receipted revenue document. <ul style="list-style-type: none"> • Document Number (RT) • Amount • account code • bank code • reason for debit • Treasury Receipt date Refer to Appendix C for transaction FB03	<ul style="list-style-type: none"> ▪ Agency/Comptroller/Treasury 	<ul style="list-style-type: none"> ▪ FB03 - Appendix C ▪ Revenue Reconciliation
2. Send debit request email to Revenue Unit with applicable	<ul style="list-style-type: none"> ▪ Agency/Treasury 	

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
information.		
3. Review debit request for completeness and accuracy.	<ul style="list-style-type: none"> ▪ Revenue Unit 	
4. Prepare Debit Memorandum	<ul style="list-style-type: none"> ▪ Revenue Unit 	<ul style="list-style-type: none"> ▪ FB50 - Appendix D– (SW Document) ▪ FB08 – Appendix L
5. Monitor Treasury receipt via cash posting documents. Use FB03 to view the Cash Clearing Document. Refer to Appendix C for transaction FB03.	<ul style="list-style-type: none"> ▪ Agency 	FB03 - Appendix C

7.0 NSF Checks, Wires and Other Returned Items

7.1 Purpose

The purpose of this section is to outline the activities required to process nonsufficient funds (NSF) checks, wires and other items returned from the bank. This includes returns for closed accounts, nonsufficient funds, international checks not payable against a US bank or in US dollars, and “refer to maker” items.

7.2 Process Description

The process begins when the bank identifies a NSF check, wire or other returned item(s). Wells Fargo sends a debit memorandum to the Commonwealth through the Treasury Department. A file flows thru to SAP from Treasury to a returned clearing account for the amount of the debit memorandum. For NSF checks, the bank returns the checks along with a debit advice to the Treasury Department. For NSF wires the bank returns a debit advice to the Treasury Department.

For checks originally deposited through the Dept. of Transportation Depository Facility Comptroller’s office has no involvement in their process. PennDot has access to their own files that will show their returned checks.

The Revenue Unit verifies that the total of the Wells Fargo batch for a particular day agrees with the returned checks for the same day. The Revenue Unit reviews the agency endorsement on the back of the checks and sort them into the following batches: DOR Tax Groups, NSF checks to be returned to agencies, checks missing endorsements, and foreign checks.

The Revenue Unit prepares an adjustment memorandum (AM) to correct the revenue GL account that was originally credited. Refer to section 5, *Adjustment Memorandum*, of this manual to prepare the AM.

NSF checks are sent to the agency originally depositing the monies so the agency can initiate recovery. Checks missing the endorsement are endorsed by the Revenue Unit and submitted for redeposit (refer to Section 1, *Revenue Deposit with Remittance*). Foreign checks are processed as nonstandard items in the Revenue unit.

For more detailed instruction on returned checks or returned items please refer to [“Returned Check Procedure Manual”](#) or [“Returned Items Procedure Manual”](#).

7.3 Process Inputs

- Debit Advice from Bank

- Debit file from Treasury

7.4 Process Outputs

- Adjustment Memorandum
- Updated accounting records

7.5 Policy and Standard Guiding Practices

- MD 310.29 – Using Value Date

7.6 Roles and Responsibilities

Role	Responsibilities in This Process
Bank	<ul style="list-style-type: none"> ▪ Identifies NSF check, wire or other returned item(s) ▪ Prepares debit advice and sends to the Treasury Department
Treasury	<ul style="list-style-type: none"> ▪ Receipts Debit Memorandum ▪ Updates Treasury accounting records ▪ Sends a debit file to update the returned check clearing account.
Office of Comptroller Operations, Bureau of Accounting and Financial Management, General Accounting, Revenue and Cash Management (Revenue Unit)	<ul style="list-style-type: none"> ▪ Verify accuracy of DM ▪ Returns incorrect items to Treasury ▪ Researches NSF items and other returned items ▪ Prepares AM ▪ Distributes checks and notifies the agency of NSF and other returned items ▪ Redeposits checks with missing endorsements ▪ Process the foreign checks as a nonstandard deposit in SAP
Office of Comptroller Operations, Bureau of Accounts Payable, Exception Processing	<ul style="list-style-type: none"> ▪ Handles all NSF ACH's or wires
Agency	<ul style="list-style-type: none"> ▪ Initiates steps to recover funds

7.7 Procedure

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
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Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
1. Identify NSF check, wire or other returned item(s) Sends debit advice to the Treasury Department.	▪ Bank	
2. Sends a file to the returned clearing accounts.	▪ Treasury	
2. Verify the accuracy of the DM on Wells Fargo. <ul style="list-style-type: none"> • Total checks, wires and other returned items (use the encoded amount for checks). 	▪ Revenue Unit	▪ Adding Machine/Calculator
3. Sort checks and other supporting documentation as follows: <ul style="list-style-type: none"> • DOR Tax Groups • Checks to be returned to the agencies • Checks missing endorsement • Foreign checks 	▪ Revenue Unit	▪ Wells Fargo check images
4. Identify revenue GL accounts originally credited by using: <ul style="list-style-type: none"> • RT/RE number • Tax ID • Deposit date • Endorsement Refer to Appendix C for transaction FB03	▪ Revenue Unit	<ul style="list-style-type: none"> ▪ Wells Fargo check images ▪ FB03 - Appendix C

<p>5. Post adjusting journal entry in SAP using FB50. Refer to Appendix D for transaction FB50.</p> <ul style="list-style-type: none"> • Debit original revenue GL account • Credit Return Check Clearing account (2121240) <p>Refer to section 5, <i>Adjustment Memorandum</i>, of this procedure manual for further instruction</p>	<ul style="list-style-type: none"> ▪ Revenue Unit 	<ul style="list-style-type: none"> ▪ FB50 - Appendix D ▪ MD 310.29
<p>6. Send NSF checks and other supporting documentation to the agency.</p>	<ul style="list-style-type: none"> ▪ Revenue Unit 	
<p>7. Initiate steps to recover funds.</p>	<ul style="list-style-type: none"> ▪ Agency 	

8.0 Sending SAP Revenue Data to Treasury

8.1 Purpose

The purpose of this section is to outline the activities to send SAP revenue data to Treasury for receipt using an electronic interface.

8.2 Process Description

The process begins when an SAP program (7630) runs on a predetermined schedule (see [Appendix B](#)) to select certain documents from the REF_ACC_DOC table in SAP (all SAP without remittance revenue documents as well as exceptions for SAP with remittance revenue documents). The selected documents populate ZFI_T_REF_ACCDOC with a status of "R" which means the documents are ready to be sent to Treasury. A separate detail line is populated in the table for each line of the journal entry where the GL maps to a commitment item that begins with 4* or 6*.

Upon completion of program 7630, another SAP program (3324) identifies items on table ZFI_T_REF_ACCDOC and changes the status to "F" which means the items were sent on a file to Treasury on a predetermined schedule. The table also updates the document number with an RT/RE number.

8.3 Process Inputs

- Confirmed deposit for checks
- Posted journal entry for electronic revenue deposit
- Posted journal entry for adjustment memo

8.4 Roles and Responsibilities

Role	Responsibilities in This Process
Integrated Enterprise System (IES)	<ul style="list-style-type: none"> Maintains 7630 and 3324 programs
Treasury	<ul style="list-style-type: none"> Receipts revenue data on timely basis Generates file containing receipted data Sends file of Treasury receipted data to IES
IES	<ul style="list-style-type: none"> Processes file of Treasury receipted data to update SAP and create Cash posting journal entry

8.5 Procedures

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<p>1. Process data for Treasury.</p> <p>SAP program runs at established intervals throughout the day to select items from BKPF table that meet the following criteria:</p> <ul style="list-style-type: none"> Doc type SV Doc type SK Doc type SJ Doc type SR Doc type SQ and bank code 872 or 87H Doc type SQ and bank code 871 or 87T INFT_0439_REV_REV Doc type KW Doc type RN and bank code 874 Doc type DI with user ID FI_OBJ_0034 or "Insurance Lockbox" Doc type DZ with user ID FI_OBJ_0045 or "PUC Assessment Lockbox" Doc type DZ for FB08 – 874 Reverse payment 	<ul style="list-style-type: none"> IES 	<ul style="list-style-type: none"> Program DFS 7630 Intf_0488 - Collection

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
<ul style="list-style-type: none"> ▪ Doc type DW ▪ Doc type DW and bank code “87N FHWA” ▪ Doc type DW and bank code “324 MC” ▪ Doc type DW and bank code “324 VISA” ▪ Doc type DW and bank code “324 AMEX” ▪ Doc type DW and bank code “324 DISC” ▪ Doc type AM ▪ Doc type SG ▪ Doc type SF ▪ Doc type SW ▪ Doc type AW ▪ Doc type SN ▪ Doc type SS <p>Loan documents:</p> <ul style="list-style-type: none"> ▪ Doc type DW for F110 – 294 loans ▪ Doc type DW for FF68 – 294 LN wire ▪ Doc type DW for FNM3 – 294 <p>Reverse Loan Repayment</p> <ul style="list-style-type: none"> ▪ Doc type DZ for FNM3 – 294 Reverse Loan Repayment ▪ Doc type DZ for FZNB – 294 Repost Loan Repayment ▪ Doc type DA – 294 Adjust Loans 		
<p>2. SAP program adds selected items to the REF_ACCDOC table, generates an 8 digit control number (RT95XXXXXX, REXXXXXX, or AMXXXXXX) if none exists, updates the status from “Blank “to “R” to indicate “Ready for Treasury”.</p>	<ul style="list-style-type: none"> ▪ IES 	<ul style="list-style-type: none"> ▪ Program DFS 7630 ▪ ZFI_T_REF_ACCDOC (Y_DC1_32000179)
<p>3. SAP program updates REF_ACCDOC table and changes status to “F” to indicate the file was sent to Treasury.</p>	<ul style="list-style-type: none"> ▪ IES 	<ul style="list-style-type: none"> ▪ Program DFS 3324 Intf_0149 – Create File ▪ ZFI_T_REF_ACCDOC (Y_DC1_32000179)
<p>4. Receipt revenue data on a timely basis.</p>	<p>Treasury</p>	

Procedure Steps	Department/ Role Responsible	System, Forms, and Documents (Tools) Used
5. Send file of Treasury receipted data to IES.	▪ Treasury	
6. Process file of Treasury receipted data to update SAP and create Cash posting journal entry.	IES	
7. Monitor Treasury receipt via cash posting documents. Refer to Appendix B for transaction FB03	Agency	FB03 - Appendix C

Appendix A – Bank Codes

Bank Code	Bank	Activity	Business Areas	Description
850	Fulton	Cash deposit	All	Deposit coin/currency in local bank
87L	Wells Fargo	ACH Concentration	13,18,26,38,67	DMVA homes, Lottery, LCB stores, State Parks, Vital Stats
87T	Wells Fargo	Check Deposit	All	Standard checks processed at Brookwood by Revenue
871	Wells Fargo	Check Deposit	All	Standard checks processed at Brookwood by Revenue
872	Wells Fargo	Check Deposit	13,18,24,30,38,78,81	Non-standard checks processed at Brookwood by Revenue
87H	Wells Fargo	Check Deposit	13,18,24,30,38,78,81	Standard checks processed at ROC by PENNDOT
	Wells Fargo			Non-standard checks processed at ROC by PENNDOT
294	Wells Fargo	ACH, Wires, Refunds	24,31,33,78	Loans
324	PNC	ACH, Wires, Refunds	14,18,35,38,78,79	Default electronic transfers PNC
324	PNC	ACH, Wires, Refunds	All	SAP Advancement Accounts
434	Other	ACH, Wires, Refunds	73	TAP Guaranteed
454	Other	ACH, Wires, Refunds	73	TAP Investment
874	Wells Fargo	ACH, Wires, Refunds	All	Default electronic transfers Wachovia
878	Wells Fargo	ACH, Wires, Refunds	65	Fund 168 (Gaming)
879	Wells Fargo	ACH, Wires, Refunds	12	Fund 064
944	Wells Fargo	ACH, Wires, Refunds	31	911
	Wells Fargo			
	Wells Fargo			
87P	Wells Fargo	EFT Revenue Tax Payments	18	Business Trust Fund Taxes
87N	Wells Fargo	EFT Request for Federal Funds	All	Federal Funds

Appendix B – Revenue Processing Schedule

	Collection	Create File	File to Treasury
Non-Loans	8:45 AM	8:55 AM	9:00 AM
Non-Loans	12:45 PM	12:55 PM	1:00 PM
Non-Loans	3:45 PM	3:55 PM	4:00 PM
Loans	5:45 PM	8:55:00 AM Next Day	9:00:00 AM Next Day

Appendix C – FB03 – Display Document

Used to look up documents that were posted in SAP. (SQ, SV, KS, KW doc types)

Reference no.: RT or RE number

If screen is displayed for the document number:

Document number: 14* or 109* document number that had been posted

After entering the RT or RE or the document number, hit enter

Document will be displayed

If screen is not shown: click on Document List

Enter Document number: enter document number posted (14* for revenue, 109* for refunds)

Execute

Document will be displayed

To display RE for RN doc type – access Y_DC1_32000179 (REF_ACCDOC table), put in

RN# (5103XXXXXX)

Execute

To see a receipted document:

In Reference Number: put in 14* or 109* document number or put in RT95* or RE94* (SQ, SV, KS, KW doc types)

-put in CR(Invoice #) – (RN doc type)

Either enter or execute depending on screen set-up

A CC document will show up if the document was receipted by Treasury.

Appendix D – FB50 – Posting for revenue

Posting Checks that have a GL beginning with a 4.

Header information:

Document Date – Stamped date that we receive the check

Doc. Header Text – 87T or 871 if posting checks and 874 if ACH/Wire with a description of what is being posted

Document Type – SQ for checks and SV for ACH/Wires

Body Information:

G/L acct (1003000), Debit, Amount in doc.curr, Fund, Budget Period, Business Area

G/L acct, Credit, Amount in doc.curr, Fund, Cost Center, Budget Period, Order, Business Area, Value date

Business Area is the first two digits of the Cost Center

Simulate

Post

Write down the 14* number provided

Note – SECA Checks – Header text should read – 87T SECA Pay date, Line Text should read – Who the

Check is from, check # and Pay date

Appendix E – FB65 – Posting refunds of expenditures

Posting Checks that have a General Ledger beginning with a 6

Header Information:

Vendor number – use vendor number provided or 599502 if no vendor number is give

Document date – Stamped date that we received the check

Doc Type - KS for checks or a KW for ACH/Wires

Amount – total amount of checks from adding machine tape or totaled spreadsheet

Text – 87T or 871 if posting checks and 874 if ACH/Wire with a description of what is being posted

Address and Bank Data:

Name – Name on the check or Name of agency if using 599502

Address – From check

City – use vendor's city or Harrisburg if unknown

Postal Code – Zip Code

Region – PA. Enter, Enter

Details Tab:

Header Text - 87T, 871 or 874 with description

Body information:

GL, always a credit, Amount in doc.curr., Cost center, Fund, WBS element, Budget Period, Order,

Value Date is the oldest invoice date, Text, Earmarked funds, Earmarked funds: Document item

Simulate

Post

Write down 109* number provide

Appendix F – ZF_DEPOSIT – Create Revenue Deposit Transit Slip

To deposit posted checks

Doc Count - the number of checks from adding machine tape or spreadsheet

Document Type - SQ (revenue) or KS (refund)

FI Document number - the number written after posting a FB50 (14*) or FB65 (109*) transaction

Non-Standard – Check if posting a non-standard check (871 document)

Test Run Box – Check

Execute

Review to see that the deposit amount is correct

Click green circle with back arrows on it twice

Test Run box – Remove check mark

Execute

Collect deposit slip from printer

Cut off the top portion and recycle

Bottom half with number of checks and amount will get paper clipped with checks

Stamp check with the RT number provided on the paper

Scan back-up and checks (if applicable)

Attach to the document numbers in SAP

Appendix G – ZF_CANCEL – Delete ZFI_T_REF_ACCDOC

Needed to cancel a RT or RE that was printed and that the checks have not gone to Department of Revenue

SAP Document Number - Original Document number (14* or 109*)

RE/RT Document Number - Original RE/RT number

Document Type – SQ or KS

Test Run - Check

Execute

Verify correct document

Green circle with white arrows back

Test Run – Un-check

Execute.

Appendix H – FBL3 – Display G/L Account Line Items

Used to look up documents that were posted to a particular G/L account.

G/L account

Status: Click on All items: put in a date range

Execute

This will display all entries to the requested G/L account number for the date range given

Can filter for different values, funds, etc.

Appendix I – FV50 – Parking Revenue Adjustments

Document Date – The date that an adjustment memorandum is needed.

Doc. Header Text – A short description of the adjustment.

Document Type – AM

Debit – Enter the GL, Cost Center and Fund. You will possibly need the Order and Earmarked funds. Enter the Business area (first two numbers of the Cost Center). The Value date is the date of the transaction being adjusted. Lastly, enter a description of the adjustment in the text field.

Credit – Enter the GL, Cost Center and Fund. You will possibly need the Order and Earmarked funds. Enter the Business area (first two numbers of the Cost Center). The Value date is the date of the transaction being adjusted. Lastly, enter a description of the adjustment in the text field.

Simulate

Park the document by clicking the Disk on the top Toolbar.

Write down the assigned document number.

Use FB03 to view document and to attach backup to the document.

Send an e-mail to OB, REV_Revenue_Adjustments requesting that your parked document needs to be posted. If you have not attached backup to your document, make sure you attach it to your e-mail so the poster will understand the reason for the adjustment.

Appendix J – ZFBV0 – List of Parked Documents

Take out entered by employee ID

Document number – AM number

Execute

If ready to post without verifying:

 Check white box

 Click post simultaneously

If need to verify:

 Double click on AM number

 Post

FBV0 – Post Parked Documents

Doc. Number – AM number

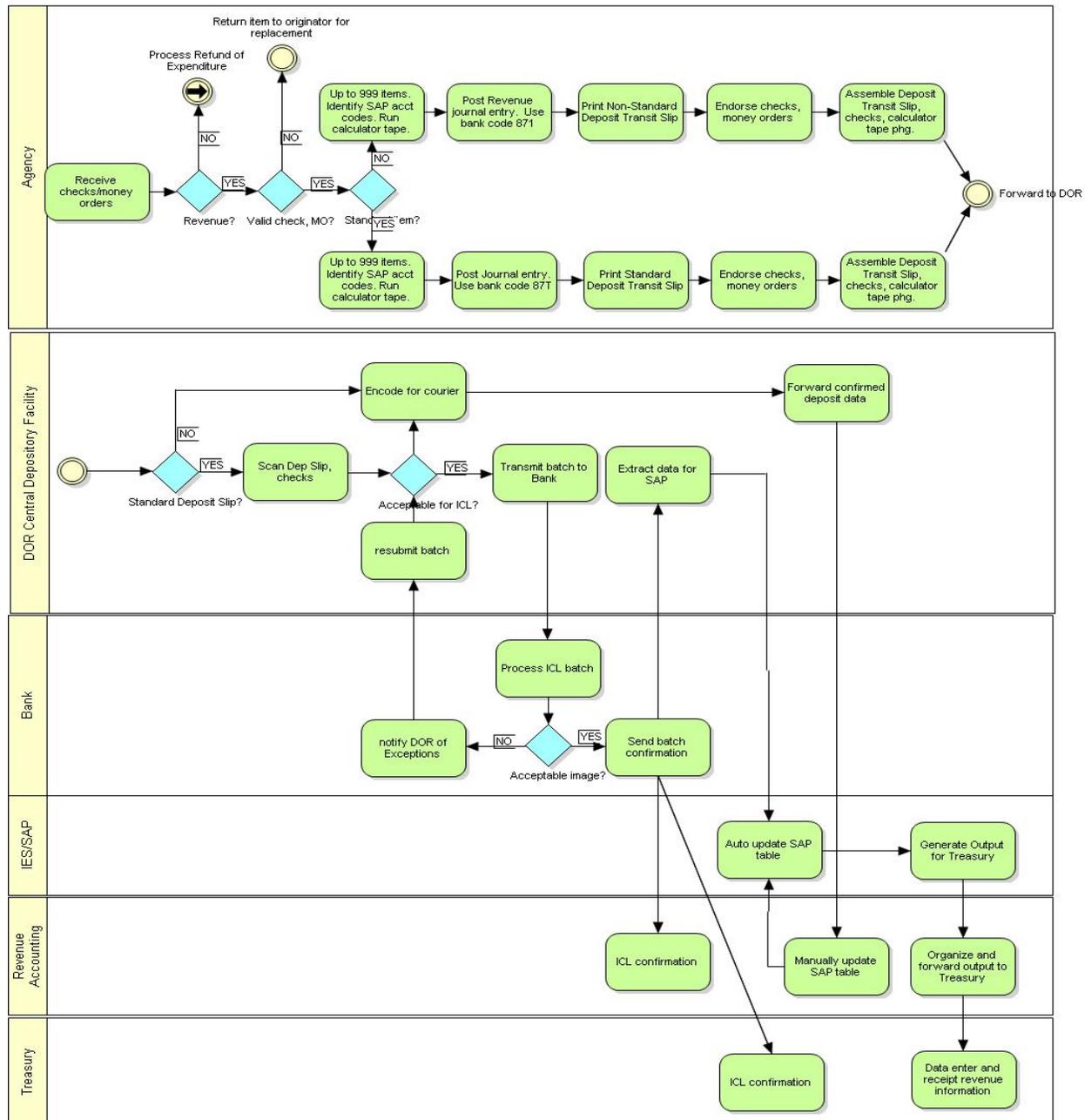
Enter

Verify posting

Post

Appendix K – Revenue Deposit with Remittance Flow Chart

IP-010 Revenue Deposit With Remittance



Appendix L – FB08 – Reverse Document

Reverse Document: Header Data

Display before reversal
 Document list
 Mass Reversal

Document Details

Document Number
 Company Code
 Fiscal Year

Specifications for Reverse Posting

Reversal Reason
 Posting Date Tax Reporting Date
 Posting Period

Check management specifications

Void reason code

Enter the Document Number, Reversal Reason, Posting Date, and Posting Period. Select Display before reversal. After verifying the document, go back a screen using the green Back icon  and click on Post. 

Appendix M – FBR2 – Post Document

Enter the Original Document number. Enter

Change the posting date to today's date – Hit Enter.

Double click on the first line of the posting that you need to change. Enter the amount that the line was supposed to be.

Click on the Display Overview Icon

Double click on the next line that needs to be changed. Enter the amount that the line was supposed to be.

Click on the Display Overview Icon.

Repeat until you have changed all the lines that needed to be modified.

Check to see that the Debits and Credit are correct and equal zero

Post.

Write down the new posting number.

Scan your backup for the entry and attach using FB03.