

**Office of Coastal Restoration and Management
Cash Management Policy**

From: Vickie Amedee
To: Joyce Parker
Date: 7/21/00 10:38AM
Subject: Office procedures for handling revenue

Application Fee Checks:

- (1) Stamp the P # on them
- (2) Record receipt in permit database
- (3) Give check to Steve Chustz

Permit Processing Checks:

- (1) Stamp receipt date on check
- (2) Write P# on check (if it isn't already printed on it)
- (3) Record receipt in permit database
- (4) Make copy of check for the permit analyst
- (5) Give check to Steve Chustz

Mitigation Checks:

- (1) Stamp receipt date on check
- (2) Write P# on check (if it isn't already printed on it)
- (3) Record receipt in permit database
- (4) Make copy of check for the permit analyst
- (5) Give check to Jim Holcombe

Enforcement/Penalty Checks:

- (1) Stamp receipt date on check
- (2) Write P# on check (if applicable)
- (3) Record receipt in permit database (if applicable)
- (4) Make copy of check for enforcement analyst
- (5) Give check to Steve Chustz

Consistency Checks:

Give check to Consistency Section (Chris Seifert/Jeff Harris/Brian Marcks)

Checks for copying charges:

Give check to Sharon Duncan (Administrative Secretary)

HOW JIM HOLCOMBE HANDLES CHECKS

1. The Joint Public Notice Coordinator brings the check to my office.
2. I access the Accounts Receivable Menu through SONRIS.
3. I then access the invoice page and enter the appropriate information, a separate page for each check.
4. I access the transmittal report and print it out.
5. I make copies of the transmittal report and checks.
6. I hand-carry the transmittal report and original checks downstairs to accounting, handing them to either Nam Pham or Joyce Parker.

BUTTONS:

1. **Retrieve Payments** - Retrieves all payments that have not been flagged for deposit.
2. **Flag Payments** - Sets each payment with the checkbox checked as flagged in the database. Inserts the PIV number into the payment record.
3. **PIV Report** - Creates a report of all flagged payment items for a specific PIV number.
4. **Open Items Report** - Creates a report of payments not deposited.

IPS PAYMENTS BLOCK:

The only field that can be changed is the Deposit Flag. A check should appear in the box beside each payment that is to be deposited. Payments that should not be deposited must NOT have a check in the Deposit Flag checkbox .

HOW TO CREATE A PIV:

1. Input PIV number, district code, effective deposit date and revenue category code at the top of the screen (PIV block).
2. Click the **RETRIEVE PAYMENTS** button. This will retrieve all payments for the given revenue category code that are eligible to be deposited for this district.
3. Be sure that all the payments **AND ONLY THE PAYMENTS TO BE DEPOSITED** are checked, by clicking in the Dep Flag box.
4. Click the **FLAG PAYMENTS** button. This will update the payment records in the database so that the PIV number is inserted into the payment record thereby associating the payment to the PIV.
5. Click the **PIV REPORT** button to get a printout of PIV details.

HOW TO INQUIRE/UPDATE A PIV:

1. Enter query mode. (Toolbar icon or Query ->Enter).
2. Enter the desired PIV number.
3. Execute the query. (Toolbar icon or Query ->Execute).

These three steps will display the PIV requested. If you need to update the PIV, follow steps 2 thru 5 listed under HOW TO CREATE A PIV above.

NOTE: A PIV report for an existing PIV may be viewed/printed via the Accounting menu.

HOW TO PRODUCE AN PIV REPORT

This report is a listing of all payments that have a DEPOSIT_FLAG set to 'Y'.

It is started by pressing the PIV REPORT button on the PIV screen or by choosing PIV Report from the Accounting Reports Menu. A report parameter screen will be displayed. Enter the PIV NUMBER for the report needed and click on the 'Submit Query' button.

Microsoft Internet Explorer

Address: http://ns_method/cg-bin/wcp60.exe?AR3002_p

Submit Query

Report Parameters

Enter values for the parameters

PIV NUMBER 123456789

NSC

