

**Office of Management and Finance
Classification of Revenue**

PROCEDURE NAME: MONITORING DEPOSITS IN TRANSIT/CLASSIFICATION OF REVENUE

PURPOSE: To verify receipt at Treasurer's Office and classify revenue.

RESPONSIBILITY

ACTION

ACCOUNTANT 2

1. Access DOA/ISIS system (See procedure EXP1 00) .
2. Inquiry on the Open Deposit Items Table (ODIT)
 - a. In the action field enter "N" for new
 - b. In the table ID field enter "ODIT"
 - c. Press enter
 - d. The screen will display the ODIT table.
 - e. In the action field enter "S" for scan.
 - f. Tab to the deposit agy (agency) field and enter the appropriate agency number
 - g. Press enter
 - h. The table will populate with information for requested agency
 - I. If any amount is in the remaining amount field (denotes document is unclassified) print this screen. To print either press "ctrl n" or select "file" "print screen". Click "ok" or press "enter ."
 - j. For additional deposits make sure an "R" is in the action field and press enter'; Repeat step I. for printing process .
3. Pull from pending file all documents that appear on the ODIT screen with a balance in the remaining amount field. Check deposit amount against amount on the ODIT table printouts. If amounts do not match,
 - a. For deposits done by people at the agency (Office of Conservation, Lafayette District

RESPONSIBILITY

ACTION

Office, Monroe District Office and Shreveport District Office) contact the office and ask them to check the deposit to insure the amount is correct. If amount is correct, continue with step B.

- b. Contact the State Treasurer's Office, ask them to check the deposit amount listed on the ODIT table. Give them the agency number, deposit number, amount listed on ODIT, and amount shown on deposit ticket. If document has not been processed ask them to correct it on the deposit number. If document is processed, a debit or credit memo will be needed.

4. Prepare a "C1 " document in GFS (Governmental Financial System) as follows:

- a. Access "SUSF" (document suspense file inquiry table)
- b. In the action field enter "S"
- c. Tab to the function field and enter "NEW"
- d. Tab to line 00
- e. Tab to the document id field
- f. In the tran (transaction) field enter "C1"
- g. In the agcy (agency) field enter the appropriate agency number
- h. In the number field enter the deposit number .
The number is the agency number followed by the six digit preprinted deposit number .
- I. Press enter

RESPONSIBILITY

ACTION

5. The screen will display the "C1 " document header.
 - a. Tab to the acct prd (accounting period) field and enter the "fiscal month" and "fiscal year"
 - b. Tab to the document total field and enter the amount to be classified.
 - c. Press enter

6. The screen will display the body of the "C1" document.
 - a. On line 01, Tab to agy field and enter the appropriate agency number
 - b. In org (organization) field enter the appropriate organization number
 - c. Tab to the rev src (revenue source) field and enter the appropriate revenue source code
 - d. In the sub rev (sub revenue) field enter the appropriate sub revenue code if applicable
 - e. Tab to the rept cat (reporting category) field and enter the appropriate reporting category if applicable.
 - f. Tab to description field and enter appropriate data if applicable.
 - g. Tab to amount field and enter the appropriate amount.

7. Repeat step 8 for each additional lines of coding.

NOTE: If more than six lines of coding are needed, tab to the end of line six and press enter.

8. Press "F8" or enter "ED" in the function

RESPONSIBILITY

ACTION

field to edit document for errors.

11. If no errors are detected, the status field will reflect "PEND1 ". If error message appears at the bottom of the screen, make correction and edit document again. Continue until status field reflects "PEND1".

12. Print all screens of the document. To print, either press "ctrl N" or select "file" "print screen". Click "ok" or press "enter". Hit enter for next page and repeat printing process

13. To exit document hit the "home" key and in the function field enter "e" for end. Hit "enter".

14. Send "C1 " document with documentation to agency approver .

ACCOUNTANT MANAGER 2

15. Verify that the "C1" document is coded properly. If errors are detected return to Accountant 2 for corrections. If no errors are detected go to SUSF and enter the following information :

- a. In the action field enter "S"
- b. Tab to line 00
- c. Tab to document id field
- d. In the tran field enter "CR "
- e. In agy field enter the appropriate agency number
- f. Press enter
- g. SUSF will display all "CR" documents for that agency
- h. Press "home".
- i. Enter "S" in action field

RESPONSIBILITY

ACTION

- j. Tab to any spot on the line of the document to be approved
- l. Press enter
- m. Hit function key "F12" to approve document
- n. Hit function key "F9" to run document
- o. Hit function key "F3" to end document and return to SUSF

17. Return documents to Accountant 2

NOTE: The following steps are for classification of a return of appropriations document.

ACCOUNTANT 2

- 18. Follow steps 6-14 above with the exception of entering coding in the revenue source and sub revenue field. Coding must be entered in the object, sub object, and Vendor ID fields. The coding should be the same as when the money was expended. A copy of coding (copy of the payment voucher where payment was requested) should be attached to the document