

# OCT Create & Post Payment and Check Lots

Module: PSCD // Process: Payments.

Transactions Used: FP05, FP25.

## Overview

Payments received are posted into PSCD using check lots and payment lots.

### Check Lots (see section A)

- For posting checks
- Require a check number
- Debit the bank clearing account
- 111011 WF General Deposits

### Payment Lots (see section B)

For posting ACH and wire payments

Debit bank clearing account

111012 WF General – EFT In

The check/payment lot is a two-step process; the first step is to create the lot and the second step is to post it. The posting instructions are listed under section C.

When the check/payment lot posts, if the system is able to identify the contract object where the payment belongs based on the data entered, the payment will be posted to the account—either clearing a receivable or as a credit on account. If the system cannot identify a contract object for the payment, the payment will post to a clarification account.

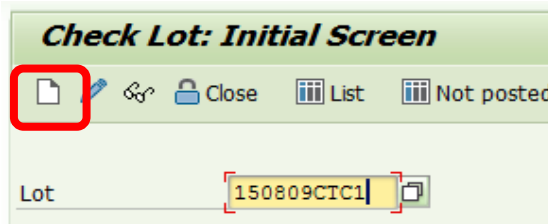
# OCT Create & Post Payment and Check Lots

Module: PSCD // Process: Payments.

Transactions Used: FP05, FP25.

## A. Creating a Check Lot

1. Enter transaction code **FP25**.
2. Enter a Lot number



The lot number convention is YYMMDDCTC#:

- YY: Year
- MM: Month
- DD: Day
- CT: Office for Community Technology
- C: Check lot
- #: Lot number, starting with 1 for the first lot of the day; subsequent lots in the same day would use next number, 2, 3, 4, etc.

Examples:

First lot for Sept. 3, 2015: 150903CTC1

Second lot for Sept. 3, 2015: 150903CTC2

**NOTE:** The check lot number is used to reference the lot and is needed when trying to identify a payment or for reconciliation.

If you enter an incorrect lot number, the system will still be able to process it. However, keeping a consistent numbering convention is the best practice. If no items have been added to it, you can back out of the screen and renumber it. However, if items have been posted to it, proceed with closing and posting the lot.

# OCT Create & Post Payment and Check Lots

Module: PSCD // Process: Payments.

Transactions Used: FP05, FP25.

**Check Lot Create: Default Entries and Status**

☰ New items

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Control Information

Lot	150809CTC1	Status	Payments can still be added
Search term			
Additional info			
Items	0	Items specified	
Debit total	0.00	Debit specified	
Credit total	0.00	Credit specified	

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Specifications for posting documents

Document Type	PI	Posting Date	08/09/2015	Document Date	08/09/2015
Reconciliation Key	150809CTC1	Currency	USD	Exchange rate	

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Specifications for posting items for check deposit and check clearing

Check clrngAcct	111011	Value date	08/07/2015	<input checked="" type="checkbox"/> No Posting for Check Deposit
Company Code	COP1	Business Area	ZCTR	<input checked="" type="checkbox"/> Line item
		Profit Center		

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Specifications for selecting and clearing open items

Clearing Reason	01	Selection Cats.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Specifications for Entry

Line Layout	SAP	Hold
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3. Click Create

4. The header screen for the check lot will appear. Complete the following (most of this will default in):

- Document Type: PI ( Payment In)
- Reconciliation key: Same as check lot #
- Posting Date: Same date as when the checks will be deposited at the bank

**NOTE:** The posting date must reflect the date that the checks will be deposited at the bank. This helps with the bank reconciliation process.

- Currency: USD
- Document Date: Today's date
- Exchange rate: Blank
- Check clrngAct: 111011 (select from dropdown)
- Company Code: COP1
- Value date: Date the checks were **received**

**NOTE:** The correct value date is critical. The system will use this date in determining when to charge interest. The date must reflect when the payment was received, not when it is processed.


- Business area: ZCTR
- No Posting for Check Deposit
- Line item
- Clearing Reason: 01
- Line Layout: SAP

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Transactions Used: FP05, FP25.







**Check Lot Create: Default Entries and Status**

 New items

Control Information

Lot	150809CTC1	Status	Payments can still
Search term			
Additional info			
Items	0	Items specified	
Debit total	0.00	Debit specified	
Credit total	0.00	Credit specified	

**Check Lot Create: Payments**


 Details  Delete item  Change item  Last item  Screen variant  Payments

Default values and status

Lot	150809CTC1	Debit total	0.00
Bank cdlg acct	111011	Credit total	0.00
Company Code	COB1	Items	0






Payments

S..	Payment amount	1	Selection Value 1	2	Sel...	Check number	Usage Text	Item	Value Date	C	C
<input type="checkbox"/>	100.00	0	91020324			1			08/07/2015	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	225.00	0	91020325			2			08/07/2015	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	335.00	0	91020326			3			08/07/2015	<input type="checkbox"/>	<input type="checkbox"/>

Lot  

Status

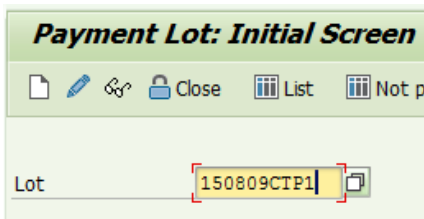
No further payments can be added or deleted

5. Click *New items* 
6. Enter each check as follows:
  - Payment amount: Amount of check
  - Selection Cat.: O for contract object
  - Selection Value: Contract object number
  - Check number
  - Value date: The date the check was received
7. Once all checks have been entered, Click *Save* 
8. Click the green back arrow twice to return to the Initial Screen.
9. If you will continue to add checks to the lot during the day, you can exit and return when you have additional checks.  
To return to the lot:
  - Enter T-code FP25
  - Enter the Lot # (should default in)
  - Click *Change* 
  - Click *New items* 
  - Continue with steps 6-8.
10. Once the lot is complete for the day, close the lot by clicking "Close" at the initial screen 
11. Once the lot is closed, no additional payments can be entered—see status message on lot.

# OCT Create & Post Payment and Check Lots

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**Payment Lot: Initial Screen**

Close List Not p

Lot 150809CTP1

**NOTE:** The payment lot number is used to reference the lot and is needed when trying to identify a payment or for reconciliation.

If you enter an incorrect lot number, the system will still be able to process it. If no items have been added to it, you can back out of the screen and renumber it. However, if items have been posted to it, proceed with closing and posting the lot.

## Manual Process:

1. Assemble the following items in a Approval Packet for posting
  - a. SAP Hard Copy of the Header Data Screen (Default Entries and Status)
  - b. Original Checks included in the check lot (Count and Amount should match what is showing on the Header Data Screen)
2. Forward the Approval Packet to Revenue Division Accounting for posting

## B. Creating a Payment Lot

1. Enter transaction code **FP05**.
2. Enter a Lot number

The lot number convention is YYMMDDCTP#:

- YY: Year
- MM: Month
- DD: Day
- CT: Office for Community Technology
- P: Payment lot
- #: Lot number, starting with 1 for the first lot of the day; subsequent lots in the same day would use next number, 2, 3, 4, etc.

Examples:

First lot for Sept. 3, 2015: 150903CTP1

Second lot for Sept. 3, 2015: 150903CTP2

# OCT Create & Post Payment and Check Lots

Module: PSCD // Process: Payments.

Transactions Used: FP05, FP25.

**Payment Lot Create: Default Entries and Status**

iii New items

Control Information

Lot	150809CTP1	Status	Payments can still be added
Search term			
Additional info			
Items	0	Items specified	
Debit total	0.00	Debit specified	
Credit total	0.00	Credit specified	

Specifications for posting documents

Document Type	PI	Posting Date	08/09/2015	Document Date	08/09/2015
Reconciliation Key	150809CTP1	Currency	USD	Exchange rate	

Specifications for posting items on the bank clearing account

Bank clrg acct	111012	Value date	08/07/2015	<input checked="" type="checkbox"/> Line item
Company Code	COP1	Business Area	ZCTR	
		Profit Center		

Specifications for selecting and clearing open items

Clearing Reason	01	Selection Cats.	0		
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Specifications for Entry

Line Layout	SAP	
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3. Click **Create**

4. The header screen for the payment lot will appear. Complete the following (most of this will default in)

- Document Type: PI ( Payment In)
- Reconciliation key: Same as payment lot #
- Posting Date: Same date as when the payments posted to our bank account.

**NOTE:** The posting date must reflect the date that the payment posted to the bank. This helps with the bank reconciliation process.

- Currency: USD
- Document Date: Today's date
- Exchange rate: Blank
- Check clrngAcct: 111012 (select from dropdown)
- Company Code: COP1
- Value date: Date the payments were **received**

**NOTE:** The correct value date is critical. The system will use this date in determining when to charge interest. The date must reflect when the payment was received, not when it is processed.

- Business Area: ZCTR
- Profit Center: Blank
- Line item: Check  Line item
- Clearing Reason: 01
- Line Layout: SAP

# OCT Create & Post Payment and Check Lots

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Transactions Used: FP05, FP25.

### Payment Lot Create: Payments

Details Delete item Change item Last item Screen variant Payments

Default values and status

Lot	150809CTP1	Debit total	0.00
Bank clrg acct	111012	Credit total	0.00
Company Code	COP1	Items	0

Payments

S..	Payment amount	1 Selection Value 1	2 Selection Value 2	Usage Text	Item	Value Date	C	C
<input type="checkbox"/>	125.000	91020326				08/07/2015		
<input type="checkbox"/>	22.500	91020322				08/07/2015		
<input type="checkbox"/>	445.000	91020325				08/07/2015		




### Payment Lot: Initial Screen

Close List Not posted

Lot

Status

No further payments can be added or deleted

5. Click New items 
6. Enter each payment as follows:
  - Payment amount
  - Selection Cat.: O for contract object
  - Selection Value: Contract object number
  - Value date: The date the payment was received
7. Once all payments have been entered, Click Save 
8. Click the green back arrow twice to get back to the Payment Lot: Initial Screen.
9. Close the lot by clicking  Close
10. Once the lot is closed, no additional items can be added. See the Status on the payment lot screen.

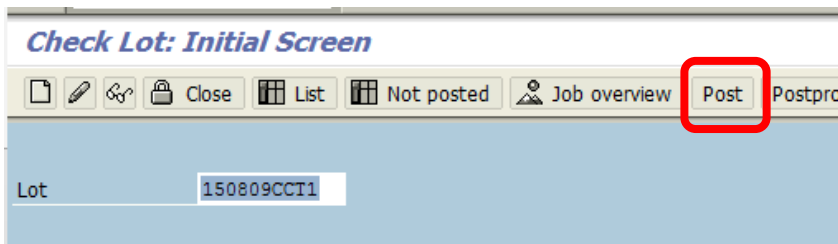
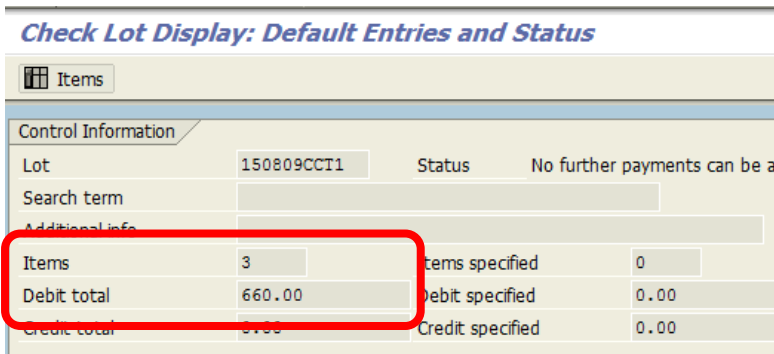
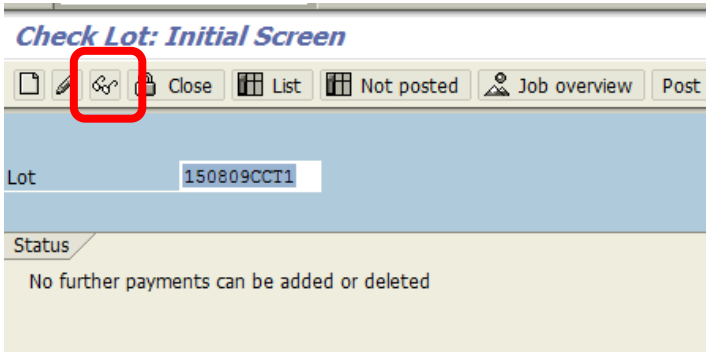
#### Manual Process:

1. Assemble the following items in a Approval Packet for posting
  - a. SAP Hard Copy of the Header Data Screen (Default Entries and Status)
  - b. Copies of ACH Notice from Treasury (Count and Amount should match what is showing on the Header Data Screen)
2. Forward the Approval Packet to Revenue Division Accounting for posting

# OCT Create & Post Payment and Check Lots


Module: PSCD // Process: Payments.

Transactions Used: FP05, FP25.





## C. Posting a Check or Payment lot

The same process is used to post a check lot and a payment lot but different transaction codes are used. The example provided is for a check lot.

1. Enter transaction code:
  - FP25 for a check lot
  - FP05 for payment lot
2. Enter the check/payment lot to be posted.
3. Click  to review the lot header.

**TIP:** The lot header contains the total amount of the lot and the number of items.

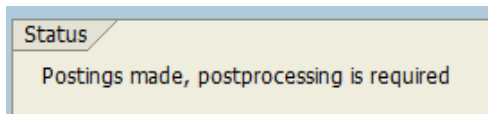
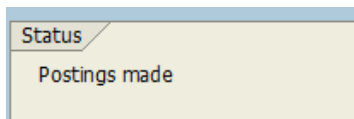
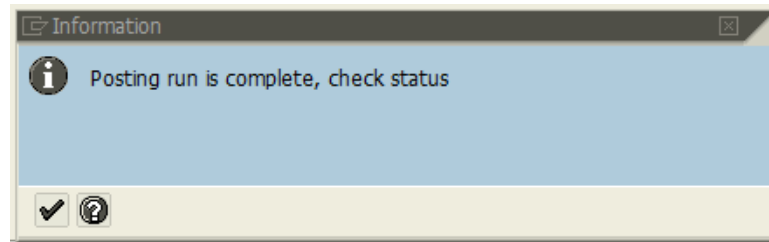
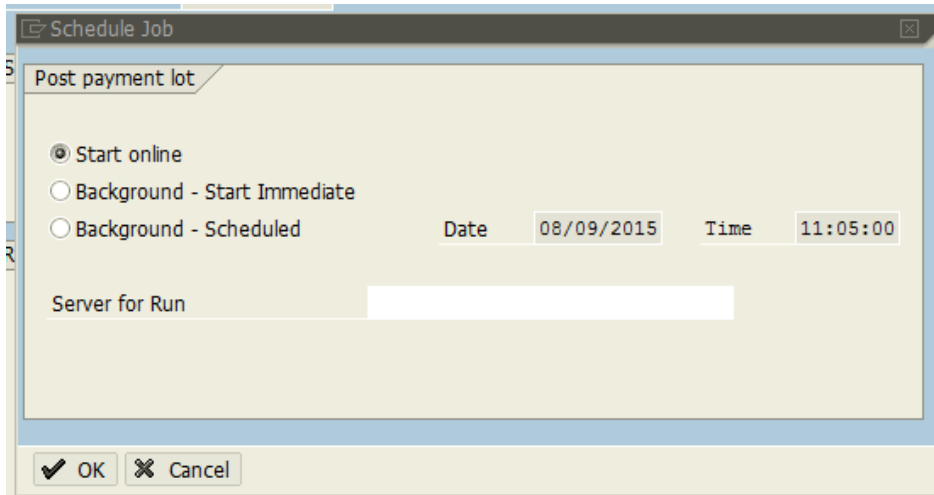
4. If you want to look at the items contained in the list, click  Items.
5. Click the green back-arrow  to get back to the Check Lot: Initial Screen.
6. To post the lot, click *Post*.

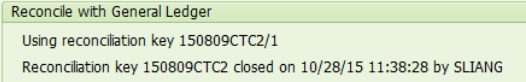


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7. A pop-up box will appear asking you to schedule the job. Select  Start online and click
8. A pop-up box will appear telling you that the posting run is complete and to check the status. Click
9. View the Status of the lot.
  - a. If the status says "Postings Made", then everything posted okay and you are done.
  - b. If the status says "Postings Made, postprocessing is required," then further action is required.
    - i. Click Assign New Reconciliation Key
    - ii. Extra 2 digits (usually "/1") are automatically assigned after the existing Lot Number. Verify and click Green Check
    - iii. Reconcile with General Ledger Section displays "Using reconciliation key YYMMDDCTC#/1 / Reconciliation key YYMMDDCTC# closed on MM/DD/YY HH:MM:SS by your User ID."  

    - iv. See D. below for processing items sent to clarification.

# OCT Create & Post Payment and Check Lots

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Transactions Used: FP05, FP25.

**Check Lot: Initial Screen**

Close List Not posted Job overview Post **Postprocess**

Lot 150809CTC2

Status  
Postings made, postprocessing is required

**Worklist: Payment lot**

**Clarify** Status Details

**Clarification Cases**

Stat	Proc	Status Name	Name of processing status	Lot
		Free		150809CTC2

Last message No assignment of amount 1,000.00- USD possible...

**Item Clarify: Details and Selections**

Posting document Post Post online Post with default

Lot 150809CTC2 Item 1 Pymnt amnt 1,000.00 USD

Payment Data Selections Note to Payee **Clarification** Clarif. Note Posting Data

De...	Business P...	Contract Acct	Contract	Add.Specification	Partial Amt	Due by 08/19/15
		91	20325		0.0	

## D. Processing items in clarification lot

Payments that the system could not process because of an incorrect contract object are sent to clarification. Items can also be sent to clarification deliberately. For example, if a payment is received where part of the payment belongs to OCT and part of it belongs to another Bureau, the OCT portion will be posted to the contract object while the other Bureau's portion will be sent to clarification.

Items in clarification can be process directly from the payment/check lot or via transaction code **FPCPL**.

From the payment/check lot

1. From the payment/check lot screen, click **Postprocess**
2. Select the item to be processed by click on the square to the far left of the item; the item should be highlighted.
3. Click **Clarify**
4. Verify the "Last message" displays "No assignment of amount XXXX.XX- USD possible..."
5. Enter the correct contract object number.

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**Worklist: Payment lot**

Clarify    Lock    Status    Details    Print    Choose    Save    Status

**Clarification Cases**

Stat...	Proc...	Status Name	Name of processing status	Lot	Item 1	Selection Value 1
✓		Completed		150809CTC2	1 0	91020325

✓ Document 101000000120 was posted

5. Click *Post* button. **Post**
6. The Status Name change to indicate that the item is completed and the document number will display at the bottom of the screen.