CHAPTER 4

ACCOUNTING FOR REVENUE

SCOPE

This chapter provides information on the laws, approved forms, reports, and procedures used in the accounting for revenue received by state agencies. Specific instructions and examples are given for the various types of revenue and deposit transactions. Other related transactions summarized include refunds of expenditure, refunds of revenue, returned checks, and debit/credit memos.

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4.1   STATUTORY AUTHORITY

4.1.1   Daily Deposit Law

Indiana Code (IC) 5-13-6-1(b) states in part: "all public funds collected by state officers . . . shall be deposited with the treasurer of state, or an approved depository selected by the treasurer of state, not later than the business day following the receipt of the funds . . . Deposits do not relieve any state officer from the duty of maintaining a cashbook under IC 5-13-5-1."

IC 5-13-4-20 defines public funds as "all fees and funds of whatever kind or character coming into the possession of any public officer by virtue of that office."

IC 35-44.2-2 notes that failure to deposit public funds as required is a Class A misdemeanor. "However, the offense is a Level 6 felony if the amount involved is at least seven hundred fifty dollars ($750), and a Level 5 felony if the amount involved is at least fifty thousand dollars ($50,000)."

IC 5-13-6-1(f) states: "An office of: (1) the department of natural resources; or (2) the department of state revenue; that is detached from the main office of the department is not required to deposit funds on the business day following receipt if the funds on hand do not exceed five hundred dollars ($500). However, the office must deposit the funds on hand not later than the business day following the day that the funds exceed five hundred dollars ($500)."

IC 5-13-6-1(g) states: "The following are not required to deposit funds on the business day following receipt if the funds on hand do not exceed five hundred dollars ($500): (1) An office of the legislative branch of state government . . . However, the funds on hand must be deposited not later than the business day following the day that the funds exceed five hundred dollars ($500)."

4.1.2   Cash Book

IC 5-13-5-1 states: "(a) Every public officer who receives or distributes public funds shall: (1) keep a cashbook into which the public officer shall enter daily, by item, all receipts of public funds; and (2) balance the cashbook daily to show funds on hand at the close of each day. (b) The cashbook is a public record and is open to public inspection in accordance with IC 5-14-3. (c) A person who violates this section is subject to criminal prosecution under IC 35-44.2-2-2."

IC 35-44.2-2-2 notes that failure to follow this directive is a Class B misdemeanor.

4.1.3 Bonding Authority

IC 5-4-1-15.1(a) states: "Whenever it is necessary, the appropriate administrative officer of any department or agency of the state may cover deputies or employees of the department or agency by individual bonds, or blanket bonds, or a crime insurance policy endorsed to cover the faithful performance of duties. The administrative officer shall determine the amount of the insurance policy, individual bond, or blanket bond obtained under this section." Management should consider the materiality of monies collected, susceptibility to theft, and other relevant factors when determining which employees should be bonded.

4.2 ACCOUNTING THEORY

Until such time as all agencies are required to fully utilize the Accounts Receivable module, thereby recognizing all known revenues expected to be received by the state, our official recognition of revenues is on the cash basis. Revenues are recognized when received and deposited, either with the Treasurer of State or in an approved bank as allowed by law. This does not preclude any agency's option to utilize the Accounts Receivable module to the fullest extent.

4.3 INTERNAL CONTROLS

4.3.1 PeopleSoft Roles

Separation of duties is critical to internal control for receipt, recording, and deposit of collections in any form. Care must be taken to assure that all monies received are deposited timely and in full and amounts recorded accurately. PeopleSoft roles designed to provide this assurance are shown in flow charts on the [PeopleSoft website](#)*. Those with workflow approvals are responsible for certifying the accuracy of all information on the document they are approving.*

4.3.2 Basic Internal Control Procedures for Handling of Receipts

- *Resources permitting, mail possibly containing checks, money orders, or cash should be opened by two people.*

- *Money received should be recorded at time of receipt. Checks should also be restrictively endorsed and date stamped upon receipt. This should occur upon opening the mail or otherwise receiving the instrument (check).*

- *Considering the materiality of collections and the size of the agency, the complete listing of collections received should be made by a person independent of the duties of processing the receipts or making deposits. Editing of the listing should be restricted to initial recorder and the reconciler.*

- *All receipts, licenses or other accountable items must be pre-numbered or sequentially numbered by computer when issued. Documents should be used in sequential order. If the volume warrants, a separate numeric series should be used for different revenue sources.*

- *Licenses, permits, goods for sale, invoices, etc., are considered accountable items for which a corresponding deposit must be made.*

- *Receipts should be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. Licenses, permits, etc., should be issued timely.*

- *Collections must be deposited intact. Deposits are to be made within the next business day in compliance with IC 5-13-6-1.*

- *Safeguard the collections through locked drawers, cabinets or safes, particularly during breaks, lunchtime, and overnight. Cash receipts books, licenses, etc., should be inaccessible to unauthorized persons.*

- *Collections and other accountable items should reconcile to the bank statements and the agency's cash book. There is no authority for an agency to maintain an "over" or "short" fund.*

- *The duties of collecting monies, processing the receipt, license, permit, etc., preparing and making deposits, and performing reconciliations should be segregated to the fullest extent possible considering the size of the agency and the materiality of collections.*

- *Supporting documentation for monies received must be maintained and made available for audit to provide supporting information for the validity and accountability of monies received. Documents must be filed in such a manner as to be readily accessible, or otherwise reasonably attainable, upon request during an audit.*

4.4   BUSINESS PROCESSES

4.4.1   Accountability for Collections

Each agency is responsible for establishing procedures to attain a high level of accountability for funds collected and for ensuring that these funds are deposited with the Treasurer of State, or other approved depository, in accordance with state statute.

4.4.1.1   Receipts

Some method of recording receipts of money must be utilized for all money received. If the volume is not extremely high, the simplest and most effective method is to issue an official receipt (either prescribed or approved by the State Board of Accounts) to each person paying in money to the state agency.

For a greater volume of collections, the State Board of Accounts may approve a substitute method of accounting for the revenue -- cash registers, cash books, the validating of documents, the use of data processing cash listings, etc. Any system other than the issuance of prescribed cash receipt forms must have State Board of Accounts approval.

Official receipts should be consecutively pre-numbered, whether paper or electronic. If a paper form, the agency clerk must complete in ink the date, entity or person submitting payment, description, and indication of the form of payment. Official receipt forms have three copies, the original for the payer, the second copy to be retained with the agency's ROC, and the third copy to remain intact in the receipt book.

All three copies of a **_voided_** receipt must remain intact in the receipt book. These may be stapled together. All copies must be defaced. If an electronic receipt system is used, voided receipt numbers must not be used for subsequent receipts.

Regardless of the receipting method, the agency should always be able to trace an **_individual_** receipt from a payer to the corresponding Report of Collection. If no receipts on file, agency must maintain either a copy of the check or note details from the check with their copy of the ROC. In the event of a lost deposit by the bank or carriers, it will be the agency's responsibility to contact the payers and recreate the deposit.

All checks should be restrictively endorsed by the first agency employee receiving the checks.

4.4.1.2 Cash Book (Cash Receipts Journal)

If money is received on a regular basis, some type of cash book (paper or electronic) is required by Indiana Code (See 4.1.2). This cash book must list the revenue by classification and amount in detail. Noting cash and checks separately is helpful for reconciliation to the final Report of Collection. The cash book may include the receipt number or daily summaries from a source document or data processing listing. The amount deposited with the Treasurer of State and the corresponding PeopleSoft Deposit ID must also be shown on the cash book. The process of issuing a receipt and posting the cash receipts journal can be incorporated into one function. Only actual collections of money, whether it be cash, check or money orders, must be included in the cash book. This is a method of assuring that these monies reconcile with the actual deposits with the TOS. Corrections, wire transfers and other bank to bank transfers wouldn't be necessary to include, as no one in the agency physically receives or handles money in these cases.

Since there is no standard cash book (also referred to as a cash receipts journal) prescribed for state agencies, all types of internal cash books or journals must be approved in writing by the State Board of Accounts. Send proposed cash books to Formapproval@sboa.in.gov for SBOA approval. An example of the minimum requirements for a Cash Book is included in the Appendices of this chapter, 4.5.2.

4.4.1.3 Reconciliation Procedures

Reconcile deposits with the cash book or receipts book to assure that all funds received were deposited. It is recommended that this be reconciled daily as approved ROCs are returned to the agency. The reconciler should be a person other than the initial cash book entry maker or ROC preparer/deposit courier. The reconciler should not have physical access to the money received.

4.4.2 Deposits with Treasurer of State

The Treasurer of State (TOS) is the receiver and custodian of all state revenue. All state departments and agencies must make deposits to the TOS or submit records of deposits made to the credit of the treasury in an approved depository. State agencies shall not maintain funds outside of the PeopleSoft accounting system without specific statutory authority. In addition to cash and checks, money received includes, but is not limited to, bank deposit receipts for money deposited to an outside bank account, bank credit memoranda, wire transfer receipts for letters of credit, and ACH totals.

4.4.2.1 Report of Collections

Prior to making a deposit with the TOS, an agency staff member must enter certain financial deposit information into the PeopleSoft system and print a Report of Collection (ROC). Each deposit, and the related ROC, will be assigned a separate deposit ID number by PeopleSoft. Only one user is permitted for each deposit ID. Transactions can be summarized or detailed, depending upon the agency's individual requirements. If details of individual transactions are maintained in a system outside of PeopleSoft, totals

only could be included on the ROC; however, the practice of including detail on the system is strongly encouraged. Deposits related to "open items" (previously recorded in AR) can be included in the same deposit as collections not previously identified.

When all entries are completed, the ROC will remain in a "pending" status until approved by TOS. Unidentified checks (checks for which the revenue source cannot easily be identified) should be deposited along with other receipts; these unidentified amounts will remain in a Cash Control Account (see 4.4.3) until the type of receipt can be identified by the agency and applicable accounting information entered into PeopleSoft.

When the ROC is completed and saved as pending, print two (2) copies to take to the TOS for deposit. The TOS will review and approve the deposit in PeopleSoft as described in 4.4.2.2.

CAUTION: Do not assign your partially completed deposit to someone else to complete. You are responsible for the deposit and, as such, you should complete and print the ROC. Don't begin a deposit if you can't finish it the same day.

4.4.2.1.1 Forms of Deposits Reported on a ROC – PeopleSoft Payment Methods

- *CASH - The total dollar amount of all U.S. Treasury bills and coins included in the deposit.*

- *CHECKS - The total dollar amount of all checks included with the report of collections.*

- *DEPOSITS IN BANK -- The total amount of all bank deposits made to the credit of the TOS in outside banks, with evidence of deposit included with the ROC. Agencies depositing directly into approved bank accounts outside the TOS must enter their agency number (and circle it) in the upper left hand corner of all bank deposit slips prior to making deposits at the bank. This will allow the TOS to contact the agency if they discover a deposit that does not correspond to an PeopleSoft generated ROC. After making the deposit in the bank, the agency must forward an PeopleSoft ROC and bank receipt of deposit to the TOS not later than the next business day following receipt of funds. Upon verification, the TOS will enter into the PeopleSoft system a deposit identifier number from their independent system. Once approved, a deposited amount cannot be modified in that particular PeopleSoft deposit ID.*

- *WIRE TRANSFERS, ACH, EFT - Each electronic fund transfer transaction requires a separate ROC, with the total amount (and type) of the wire transfer documented on the ROC. If Wire, EFT or ACH transfers are made to the TOS bank accounts on behalf of the agency, the agency should follow the same procedures as in the previous paragraph. The TOS will verify the ROC amount to the bank transfer information prior to entering the deposit identifier number and approving the deposit in the PeopleSoft system. If, after a 30 day holding period of the ROC, no evidence of actual deposit exists, the TOS will "Deny" the ROC in the system and notify the agency.*

- *LOCKBOX - The total amount of all lockbox account deposits included on the ROC. This information may be entered through an interface with bank provided information or manual entry.*

- *DEBIT/CREDIT – Reserved for subsequent adjustments made to a deposit, TOS notifies agency of such adjustment; agency includes with next ROC if net is positive amount. If net would be negative when included with other Payment Methods, the adjustment must be entered on a separate ROC. TOS sequence number should be noted.*

- *NSF – A Not-Sufficient-Funds returned check will be immediately entered on the PeopleSoft system by the TOS as a negative deposit to the business unit. When the BU receives notification of an NSF from the TOS, the BU will make the direct journal entries in order that the correct funds, accounts, etc. be charged and, if receivables are maintained, the amount is added back to the receivable. No ROC will be generated for an NSF transaction. To record revenue when the NSF is recollected, see 5.4.5.3.*

- *TOTAL – The Grand Total on the ROC must equal the total of all deposits submitted with the ROC.*

4.4.2.1.2   Calculator Tape for Checks

Prepare a calculator tape directly from the "face" of the checks in the deposit, verifying that the total amount agrees with the total as calculated on the ROC. Large numbers of checks for the same amount should be grouped and the group total only added in the tape with a note on the tape margin describing the group. For example: 200 @ $10.00 describing a group total of $2,000; 185 @ $5.00 describing a group total of $925.00. Money orders should be grouped separately to aid in tracking and accounting for the deposit. Make each tape at least three inches long and fasten with a paper clip or rubber band (if a large bundle).

If more than one check is included in the deposit, prepare a duplicate tape and bring both to the TOS when making the deposit.

4.4.2.2   TOS Deposit Approval

Upon receiving the deposit, while the agency courier is waiting, the office of the TOS will verify that the amount of the cash, checks, deposit slips or other evidence of receipt are the exact amounts as shown on the ROC and in the PeopleSoft system. If verified, the TOS will enter into the PeopleSoft system a deposit identifier number from their independent system and select "Approved". The TOS agent will initial the agency copy of the ROC for the agency records. If the deposit is not verified, the TOS will select "Deny" and give the ROC and a signed receipt for the cash/checks to the depositor to return to the agency for correction.

Once approved, a deposited amount cannot be modified in the particular deposit ID. A sequential document number and transaction date will be stamped onto the ROC form (TOS copy) in the top right section of the form labeled "For Treasurer Use Only".

Note: The TOS deposit window closes at 3:00 p.m. each workday.

4.4.2.3   Discovery of Errors on Deposit after Approval by TOS

The TOS reconciles cash received to entries made on their separate system at the end of each day. If an agency error of an incorrect dollar amount is discovered on a deposit (unreconciled item), the agency contact will be notified to correct the error. Corrections should be made as described in 4.4.2.1.1 DEBIT/CREDIT and in the example below. It is imperative that an agency devote immediate attention to the resolution of an error in the report of collections in order to facilitate the daily balancing of processed collections between the Treasurer of State system and PeopleSoft.

Example: Both the BU and the TOS incorrectly entered/approved a deposit for $10,000 that was actually $1,000. The bank notified TOS of the error; TOS notified the BU that a DR ROC for $9,000 must be created.

Solution: Enter a new deposit in AR, creating a new ROC

- *Reference the initial Deposit ID on the Payment Line in the new deposit*
- *Take the ROC to TOS; TOS will approve, using ZERO for an approval code*
- *Open new deposit; make correct chart field entries, using two lines for each correction*
- *DR (+) error line chart fields, to remove this original CR*
- *CR (-) correct chart fields*

4.4.3 Accounting Information Entry

Fund and account details can be completed after the TOS has entered an identifier number and approved the deposit. Any monies deposited, but not yet identified to funds and accounts, will be held in a Cash Control account. This information should be completed as soon as possible after making a deposit with the TOS. This includes any debits/credits made to the ROC and NSF notifications.

As noted in 4.4.2.1, unidentified checks should be deposited along with other receipts; these unidentified amounts will remain in the Cash Control Account until the type of receipt can be identified by the agency and applicable accounting information entered into PeopleSoft. As amounts are identified and accounted for, they should be marked as "complete" by the AR Accounting Approver in order that they will be included in the overnight automatic posting by the system. It is critical that this information on all deposits be entered timely, preferably within one business day of making the deposit.

At the end of each week, determine if any amounts are still in the Cash Control account due to accounting information not completed and complete these transactions as soon as possible.

4.4.4 Agency Specific Processes

Various agencies with branches in other areas of the state have a variety of arrangements designed to provide maximum accountability of funds collected.

4.4.4.1 Temporary outside Deposit Accounts

Agencies located outside of the downtown Indianapolis area may be depositing daily in local banks as a temporary measure for convenience. Agencies using such accounts shall submit, at least monthly, a PeopleSoft generated ROC with a check attached equal to the total and payable to the Treasurer of State. The proper preparation of the ROC must include the date the monies were received at the agency office in the description section. A cash receipts journal should be maintained at the agency for referencing the supporting revenue source documentation to the bank deposit and to the ROC. Entry of the check number which transmitted the collections to the Treasurer should also be recorded.

4.4.4.2 Lockbox Systems

Lockbox systems are an efficient means of processing high-volume, repeating types of revenue transactions. The revenue, which generally involves agency issuance of statements of amounts due, is mailed directly to the financial institution by the payer. Data entry is performed by the bank using scanning devices to record information such as date, amount, and payer. According to parameters established by the bank and the unit, the bank may reject transactions with incomplete or incorrect information. Within one business day, the bank has recorded the deposit to the treasury account and performed the data entry. The bank then forwards to the agency a lockbox notice of deposit, the processed documents, a report listing a count of items processed and total amount entered, and rejected documents with checks attached.

The lockbox revenue must be entered into the agency accounting records, which would involve classifying transactions and posting the batch totals to the cash receipts journal. The agency is responsible for reviewing the processed documents.

After processing the ROC through PeopleSoft, the ROC and attached notice of deposit form issued by the bank is submitted to the TOS as described in 4.4.2.

The lockbox bank accounts are established in the name of the state treasury and monitored by office of the Treasurer of State, with bank account statements delivered to the office of the Treasurer. The TOS must approve all such accounts.

4.4.4.3   Electronic Funds Transfer

The most common source of electronic funds transfer deposit is a federal grant. An electronic funds transfer may be received through a wire transfer, EFT, or through an automated clearing house (ACH) transaction.

Each electronic funds transfer transaction must be listed on a separate ROC and may not be combined with other agency receipts. It is important that the ROC for an electronic funds transfer be processed as described in 4.4.2.1.1. Upon initiation of the transfer, the ROC should be immediately delivered to the Treasurer of State's office. Upon notification from the bank that the funds have been received, the Treasurer of State will process the report of collections as in 7.4.2.2.

For additional information in obtaining and drawing federal funds, see Chapter 7, Federal Financial Assistance.

4.4.5   Accounting for Other Receipts

Other than original revenue collections, a variety of other receipts are also handled by agency personnel.

4.4.5.1   Refunds of Expenditure

Refunds of Expenditure are adjustments of amounts previously paid. If collection of an overpayment or a rebate is received, the receipt is considered a refund of expenditure. Refunds of expenditure include collections of overpayments made to a vendor or contractor, payment received from the vendor for credit for defective or returned items, a rebate or other discount remitted by the vendor. Return of an SDO travel advance from an employee would also be a refund of expenditure and should be credited (CR) to your 115xxx account for your business unit's SDO Advance Receivable.

Refunds of expenditure may also be collections which offset an additional agency expense which had been unanticipated by the agency's budget. An example of the latter situation is a receipt for the cost of producing and distributing certain public information requested. As with any other deposit of funds, the ROC form is used to report the refund of expenditures in the same manner as other receipts.

4.4.5.1.1   Recording Refunds of Expenditure

When entering the chart fields for a refund of an expenditure on an ROC, the accounting entry would be a reduction (credit) of the expenditure account originally charged (5xxxxx).

If the original expenditure was charged to a federal grant program, either directly or indirectly, be sure to reduce the corresponding expense charged to the federal grant in the PeopleSoft projects module.

If a rebate in the form of a credit (or credit card) is received from a vendor, it should not be recorded until used. When the credit is used, a zero dollar General Ledger entry should be made to credit Account 444100 and debit the correct expense account that reflects the item that was purchased.

4.4.5.2 Refunds of Revenue

Although a refund of revenue is actually a process for paying monies out, a discussion is included in this chapter due to the relationship of such disbursements to money previously deposited and recorded on a ROC. The refund may occur due to an overpayment made or the agency's rejection of a transaction.

4.4.5.2.1 Recording Refunds of Revenue

When entering the refund in the PeopleSoft AP voucher process, the transaction should reference the original deposit and document the calculation of the overpayment or other reason for refund. The reference to the original deposit should include the Deposit ID and date. A debit (+) to the original account (4xxxxx) which was credited (-) to record the original receipt is the acceptable accounting entry.

4.4.5.3 Accounting for Returned Checks from Outside Parties -- NSF

When a check previously deposited by a ROC is returned to the Treasurer of State because of insufficient funds in the payer's account, the agency which receives the check must take necessary action to collect the amount due. As described in 4.4.2.1.1, The TOS will process a negative receipt to AR; including the correct chart fields. When an agency collects on a returned check, the agency submits the collection together with a new ROC to the NSF chart fields and Payment Type. Do not use the NSF Payment Type.

4.4.5.4 Monetary Donations

If an agency has statutory authority to accept donations, the donation should be deposited in a fund designated for that purpose. If an agency does not have statutory authority to accept donations, the donation should be deposited in the General Fund. A revenue account in the 463xxx series should be used.

4.4.6 Bank Debit/Credit Memos

Occasionally, the bank may discover an error in a deposit. In this case, the bank will issue either a debit or credit memo to document the decrease or increase, respectively, to the TOS account to correct the error. See 4.4.2.3 above for business processes to adjust for such errors.

4.5 APPENDICES

4.5.1 Revenue Accounts

All account codes are six digit numbers which classify the accounting transactions. The first digit of all revenue objects is the number "4", followed by a digit which signifies the following major categories of revenue. The last four digits represent the specific type of transaction (4XXXXX):

40 - Adjustments, such as prior period adjustments to revenue.

41 - Non-exchange revenues, such as taxes, for which no direct exchange is given for monies received.
42 - Exchange revenues, such as fees, licenses (Excluding sales).
43 - Sales and rental revenues.
44 - Grant revenue.
45 - Fines and penalties.
46 - Forfeiture, abandoned property, donations.
47 - Other revenue, such as retirement fund contributions, lottery distributions, etc.

4.5.2   Cash book example

See 4.4.1.2. The example below was created by the State Board of Accounts. It contains fields and instructions that are considered minimum requirements of a cash book. Agencies may add fields to suit agency needs. Agency cash books should be sent to Formapproval@sboa.IN.gov for State Board of Accounts review and approval.

AGENCY CASH BOOK (CASH RECEIPTS JOURNAL)

INSTRUCTIONS:

1. Record cash, check, money order, etc. at point of initial receipt (i.e. opening of the mail, or physical collection of monies). Mail should be opened and money amounts entered into the cash book by two people, resources permitting.

2. Both mail openers/money receivers should initial the entry in the cash book, verifying accuracy of the entry (Agency Users 1 and 2). Checks should be restrictively endorsed and date stamped at receipt.

3. ROC preparation and deposit of the monies with the Treasurer of State should be made by someone other than those who initially recorded monies received in cash book. ROC preparer and deposit courier can be the same person. ROC preparer/deposit courier should not have edit access

4. The TOS approved ROC should be reviewed and reconciled against the cash book entries. Reconciler should not be the money receiver or the ROC preparer/deposit courier.

5. Reconciler (Agency User 3) should verify all receipts were deposited by initialing the cash book and recording the Deposit ID for each receipt.

6. Access to cash book should be restricted to initial money receivers and reconciler. ROC creator/deposit courier should not have edit access to cash book.

SBOA Note: The cash book can be modified to suit agency needs. The default cash book is the minimum information needed.

Date Received	Fund Type (Check, Cash, etc.)	Amount	Check or Document No.	Name of Payor	Transaction Description	Funds Received by: Agency User 1	Funds Received by: Agency User 2	Daily Total	Deposit ID	Deposit Date	Deposit Amount and Deposit ID Reconciled By: Agency User 3

4.5.3   Accounts Receivable PeopleSoft Delivered & Custom Reports and Queries

The following delivered and custom reports are located in PeopleSoft:

Report/Name	Purpose	Data Prerequisite	PeopleSoft Navigation
ROC Listing by Deposit Status - SOIAR050	Shows status of TOS acceptance of deposits	ROC accepted/denied by TOS; Wire Transfer funds received by TOS	Accounts Receivable> Payments>Reports>
Payment Detail - AR20002	Detail of deposits for each Deposit ID		Accounts Receivable> Payments>Reports>
Payment Summary - AR20003	Totals and status of each Deposit ID		Accounts Receivable> Payments>Reports>

ROC Report - SOIAR018	To print ROC to use as deposit slip at TOS	Entry of deposit amounts	Accounts Receivable> Payments>Reports>
AR Unposted Balance Report - SOIAR055	Shows TOS approved but unposted due to Direct Journals not completed/approved.		Accounts Receivable> Payments>Reports>
Aging by Chartfield Rpt - AR30006	Aging by chartfield for full AR/Billing agencies to reconcile AR Account 142010	Items and payments must be entirely processed to AR	Accounts Receivable>Receivables Analysis>Aging

The following PeopleSoft Public Queries may assist agencies in finding deposits with missing accounting lines or needing agency completion:

Query									
Select	**Query Name**	**Descr**	**Owner**	**Folder**	**Edit**	**Run to HTML**	**Run to Excel**	**Run to XML**	**Schedule**
☐	SOIAR_TOS_APPRD_NO_ACCTNG	TOS Approved but No Accounting	Public		Edit	HTML	Excel	XML	Schedule
☐	SOIAR_TOS_APPRVD_NEED_COMPLETD	ROC Approved by TOS Need Compl	Public		Edit	HTML	Excel	XML	Schedule

Personalize | Find | View All | First 1-2 of 2 Last