

MCPS Receipts Process

Purpose:

An overview of the steps for the MCPS Receipt Process for timely data entry in FMS.

Process Summary:

1. Receive receipts from MCPS customers. FMS receipt payment types are ACH, wire transfers, checks, credit card payments, money orders and cash.
 - a. ACH payments are deposited directly to the bank account for the General Fund from state, local and federal sources.
 - b. Cash, checks and money orders are received by the mail or in person. Retirees, employees on leave and active employees use checks, money orders and cash to pay their invoice amount. MCPS schools and offices will submit cash or checks to run a program or reimburse a MCPS budget account. Outside customers submit payments on open invoices. Checks, money orders and cash are also received for insurance claims and ECA fees.
 - c. Schools submit payments for open invoices through iReceivable.
 - d. Credit card payments are received for ECA fees, Summer School, eLearning and various other programs.
 - e. Authorized payroll deductions on active employees are also processed by A/R. Sources for payroll deduction include payment for non-resident tuition, reimbursement on health and life insurances costs and reimbursement for overused leave.
2. Organize and group receipts.
 - a. The cash accountant downloads the previous business day activity from M & T Bank. The source of the ACH or wire is identified on the download. If the source of the receipt is State or Federal, a copy of the download is forwarded to the grants accountant who identifies the grant(s) for the receipt.
 - b. The FMS Account Assistant III (CR Clerk) collects checks, money orders and cash payments.
 - c. The IT Staff from the Division of Controller will download the school payments using iReceivable. The data is used to prepare a NACHA file which is transmitted to the bank. The IT Staff member emails the CR clerk with the control totals.

- d. A MCPS office unit will submit receipts and the back-up for payments by credit card, check, money order and cash.
 - e. The payroll accountant runs a report listing the payroll deduction for employees. The information is accumulated towards the end of the month to post against the open invoice amount.
 3. The CR Clerk groups and preps the different receipts.
 - a. Receives the bank report from the cash accountant. The back-up is support for ACH receipts from Montgomery County. The CR clerk will follow-up with the fiscal specialist from the Division of Construction for posting receipts on construction projects.
 - b. Receives the bank report from the grants accountant identifying the FMS account for a State, Federal or Other source grant.
 - c. Mail is opened. Remittance advices with checks and money order payments are prepped for data entry.
 - d. Check, money order and cash receipts are received directly from the retiree or employee. ECA Unit and other MCPS offices submit checks, money orders and cash to the CR clerk.
 - e. Credit card receipts.
 4. Receipts are posted to FMS AR Cash Receipts Clerk module. Separate FMS receipt batches are created for:
 - a. ACH & Wire Receipts.
 - b. Check and money order payments that are processed against open invoices.
 - c. Cash receipts.
 - d. Miscellaneous receipts for items not invoiced.
 - e. Credit card payments. The payments are processed and matched to the back-up from the credit card provider (Online School Management Systems).
 - f. Remote deposits from other MCPS Offices Units (ex: ECA, Summer School, Central Records, etc.)
 5. The CR clerk runs FMS reports and verifies against the processed receipts. The CR Clerk also runs a report to verify the iReceivable payments from MCPS schools. The iReceivable payment is matched against the previous day email contains the control totals.
 6. The CR clerk will document receipts that could not be processed. Reasons for not posting the receipt are that the FMS account could not be identified or the receipt could not be matched against the source. The CR clerk will email the office unit for the backup in order to post the receipt.

7. The CR clerk will deposit checks using the remote deposit. Cash and checks are deposited to the bank on Fridays and the last business day of the month.
8. The CR Clerk will follow-up on any unanswered emails on receipts that could not be processed. The goal is to have all of the unidentified receipts processed by the end of the month.
9. The payroll accountant runs an Oracle Discoverer report listing the payroll deductions from active employees for billings for non-resident tuition, EBP benefit billings and long-term leave. The report is forwarded to the AR Specialist.
10. The AR Specialist or staff will use the back-up to prepare credit memos.
11. The AR Specialist or staff will post the credit memo against the open invoices.
12. The daily activity processed to the FMS AR Cash Receipts Clerk module and MCPS AR module are posted to the FMS General Ledger.