



Government of the U.S. Virgin Islands

Posting Payment Entries to Munis Using the New Deposit Slips

Payment Entry Module Instructions

Objective

This document provides comprehensive instructions on utilizing the “Payment Entry” module of the Munis ERP system to record transaction details from the newly implemented deposit slips.

Overview

To support the automation, timely completion of the bank reconciliation process and ensure the accuracy of the Statement of Cash, collectors across all agencies are expected to:

1. Make all deposits to the bank within 24 hours of receipt of funds (SOPP 119).
2. Post all revenues into the Munis / ERP system within 24 hours of receipt (SOPP 105).

All agencies are required to utilize the deposit slips provided by the Department of Finance (*pictured below*):

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GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

Deposit Slip

Daily Summary of Collections or Batch Sequence No. _____ Deposit No. 39010001 ERP Bank No. 010010

DEPT No: _____ Loc/dept: _____ Agency: _____ Island: _____ Deposit Date: _____ 20 _____

First Bank Virgin Islands

Verification by Division of Treasury Reconciliation/ Audit Section		Cash: _____	Total Checks <input type="text"/>
Audited By _____	Date of Collection _____	Checks: _____	
Date _____	Collector's Signature _____	Total \$: _____	
		Bank Validation	

⑈ 390 1000 1 ⑈ 12 22 16 7 28 5 1 ⑈ ? 1 9 ⑈ 1 ⑈ 33 2035 ⑈ 1 5

Deposit slips should be entered into Munis within 24 hours of their receipt. The new deposit slips contain deposit numbers that automatically link entries in Munis to the corresponding bank transactions, enhancing the efficiency and accuracy of bank reconciliation.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Using this Manual

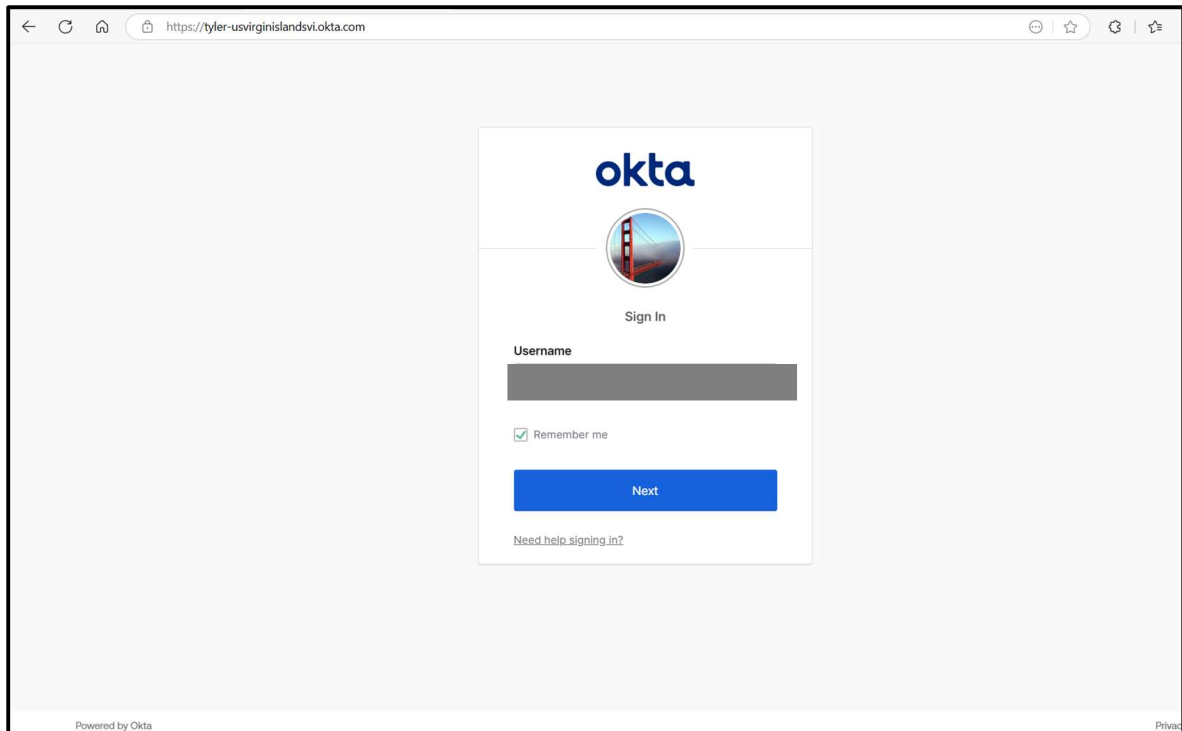
The process of entering each payment on the deposit slip in the Payment Entry module is outlined in Steps 1 – 20 of the *Procedure* section of this manual.

Please note that Steps 1 – 20 will have to be repeated for every payment shown on the deposit slip.

Procedure

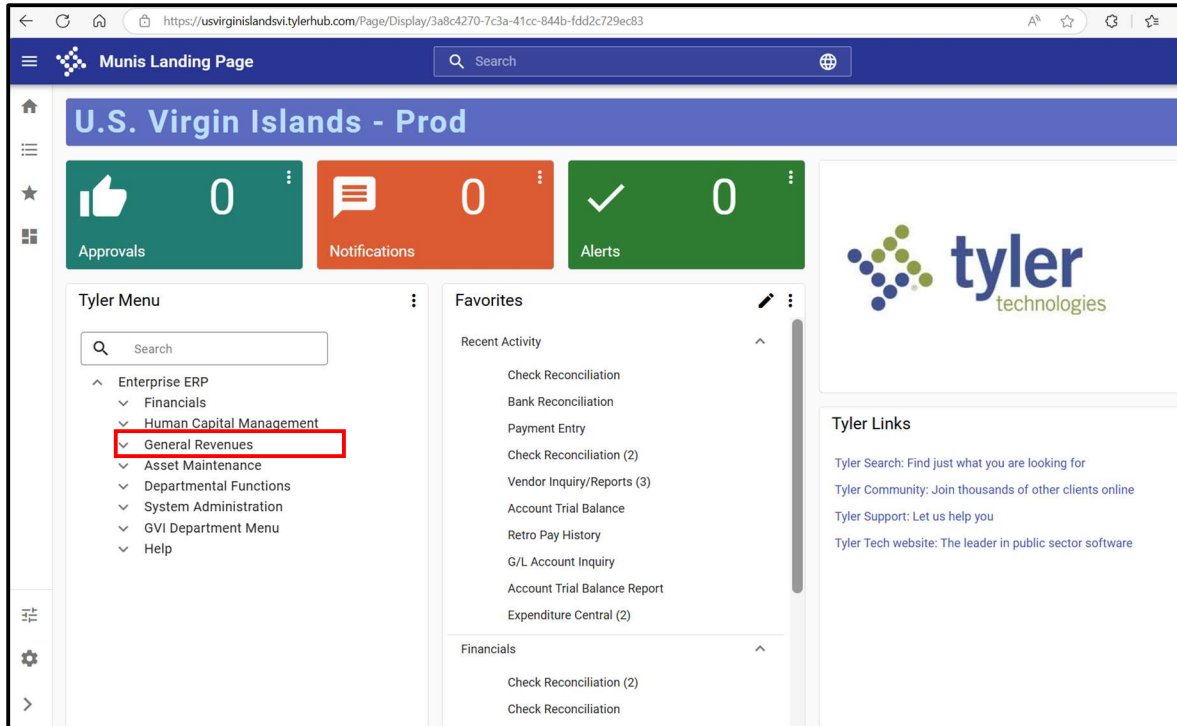
Please follow the steps below to enter transaction details into Munis using the deposit slips:

1. Log into Munis using your individual username and password:



2. Open the Payment Entry program:

Click General Revenues > Payment Processing > Payment Entry



- Batch numbers are automatically populated when you enter the Payment Entry module. Record the pre-populated batch number on the relevant deposit slip:

❖ **Payment Entry**

Close
Search
Browse
Add
Update
View All
Content Find
Resume Batch
View-Rev
Output-Rel
Deposit Rpt
Settlement
Update Deposits

Payment Entry

Batch Information

Batch Number 80408607

Entry Date 06/27/2025

Processing Date 06/27/2025

Batch numbers are automatically populated in Munis – enter this number onto the deposit slip

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GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

Deposit Slip

Daily Summary of Collections
or Batch Sequence No. _____

Deposit No. 39010001 ERP Bank No. 010010

Deposit Date: _____ 20 ____

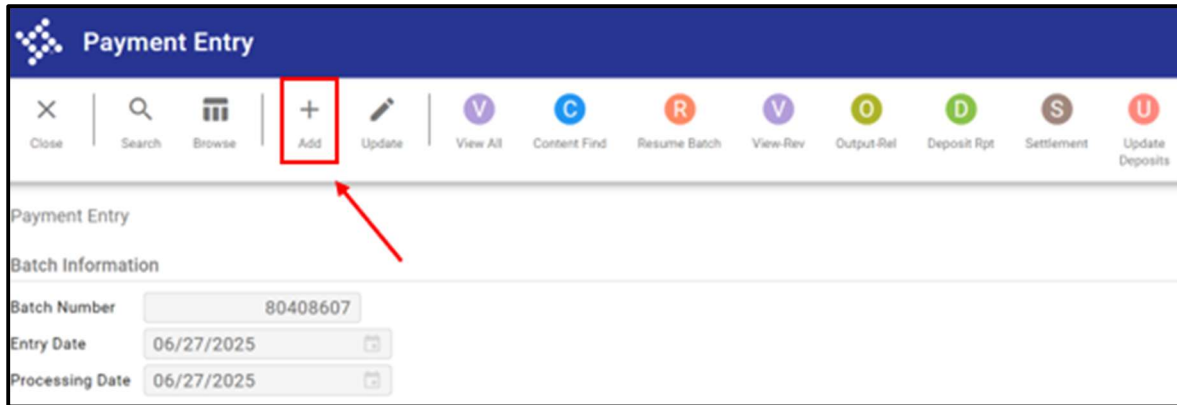
DEPT No: _____ Loc/dept: _____ Agency: _____ Island: _____

First Bank Virgin Islands

<p style="font-size: 10px;">Verification by Division of Treasury Reconciliation/ Audit Section</p>		<p>Cash: _____</p> <p>Checks: _____</p> <p>Total \$: _____</p>	<p style="font-size: 10px;">Total Checks</p> <div style="border: 1px solid #ccc; width: 40px; height: 20px; margin: 5px auto;"></div>
<p>Audited By _____</p> <p>Date _____</p>	<p>Date of Collection _____</p> <p>Collector's Signature _____</p>	<p>Bank Validation</p>	

⑆ 3 9 0 1 0 0 0 1 ⑆ ⑆ 2 2 1 6 7 2 8 5 ⑆ ⑆ 7 1 9 ⑆ ⑆ 3 3 2 0 3 5 ⑆ ⑆ 1 5

4. Click "Add" to enter the transaction details from the deposit slip:



5. Enter the deposit number from the deposit slip into the "Default Deposit" field:

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Deposit Slip

Daily Summary of Collections
or Batch Sequence No. _____

Deposit No. 39010001 ERP Bank No. 010010

Deposit Date: _____ 20 _____

DEPT No: _____ Loc/dept: _____ Agency: _____ Island: _____

First Bank Virgin Islands

<p>Verification by Division of Treasury Reconciliation/ Audit Section</p> <p>_____</p> <p>Audited By _____</p> <p>Date _____</p>	<p>_____</p> <p>Date of Collection _____</p> <p>Collector's Signature _____</p>	<p>Cash: _____</p> <p>Checks: _____</p> <p>Total \$: _____</p>	<p>Total Checks _____</p> <p>Bank Validation</p>
--	---	--	--

⑈ 390 1000 ⑈ ⑈ 2 2 1 6 7 2 8 5 ⑈ 7 1 9 ⑈ ⑈ 3 3 2 0 3 5 ⑈ ⑈ 5

Payment Entry

Close Accept Cancel

Payment Entry > /

Batch Number: 80409225

Entry Date: 07/07/2025

Processing Date: 07/07/2025

Clerk: _____

Effective Date: 07/07/2025

GL Effective Date: 07/07/2025

GL Year/Period: 2025 | 10 | JUL

Description: _____

Department: 3901

Life Cycle Step: 10 - In Proof/Initial

Deposits

Default Deposit: _____ + Overrides

Batch Totals

Number of Items: _____

Total Amount: _____

Batch Options

Receipt Option: NO RECEIPTS

Auto Validate?

Bank Code: _____

Bank Account: _____

0 of 0 |< < > >| Processing Date.

6. Click on "Overrides" to enter the suffix of the relevant payment method. Do not click on the "+" button:

The screenshot shows the 'Payment Entry' form with the following fields and values:

- Batch Number: 80409225
- Entry Date: 07/07/2025
- Processing Date: 07/07/2025
- Clerk: [Redacted]
- Effective Date: 07/07/2025
- GL Effective Date: 07/07/2025
- GL Year/Period: 2025 | 10 | JUL
- Description: [Redacted]
- Department: 3901
- Life Cycle Step: 10 - In Proof/Initial

Under the 'Deposits' section, the 'Default Deposit' field is empty, and the '+ Overrides' button is highlighted with a red box and a red arrow pointing to it.

Under the 'Batch Totals' section, the 'Number of Items' and 'Total Amount' fields are empty.

Under the 'Batch Options' section, the 'Receipt Option' is set to 'NO RECEIPTS', and the 'Auto Validate?' checkbox is unchecked. The 'Bank Code' and 'Bank Account' fields are empty.

At the bottom of the form, there is a navigation bar with '0 of 0' items, navigation arrows, and the text 'Processing Date.'.

7. Manually enter the suffix of the applicable payment method in the “Deposit Reference” field.

In the example below, the Deposit Number is 10000 and the payment method is Credit Card. Therefore, the “Deposit Reference” field should contain “**10000CC**”.

Note: Only add a suffix for the payment method for this transaction, not for all the transactions on the deposit slip:

Deposit Overrides

Back | Accept | Cancel

Payment Entry > Deposit Overrides > ✎

Deposit Tender Type	Pre/Suffix	Deposit Reference
BANK XFER	BX	10000
CASH		10000
CHECK		10000
CREDIT CARD	CC	10000CC
E-CHECK	EC	10000
MANUAL BANK PMT	MP	10000
MULTIPLE	MU	10000
OTHER	OT	10000
WIRE TRANSFER	WT	10000

8. Update the "GL Effective Date" field to the match the deposit date on the deposit slip. The "Effective Date" can be the same as the "GL Effective Date":

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Deposit Slip

Daily Summary of Collections
or Batch Sequence No. _____

Deposit No. 39010001 ERP Bank No. 010010

Deposit Date: _____ 20 _____

DEPT No: _____ Loc/dept: _____ Agency: _____ Island: _____

First Bank Virgin Islands

Verification by Division of Treasury Reconciliation/ Audit Section		Cash: _____	
Audited By	Date of Collection	Checks: _____	Total Checks
Date	Collector's Signature	Total \$: _____	<input type="text"/>
		Bank Validation	

⑈ 3 9 0 1 0 0 0 1 ⑈ ⑈ 2 2 1 6 7 2 8 5 ⑈ ⑈ 7 1 9 ⑈ ⑈ 3 3 2 0 3 5 ⑈ ⑈ 1 5

Payment Entry

Close Accept Cancel

Payment Entry > /

Batch Number 80409225

Entry Date 07/07/2025

Processing Date 07/07/2025

Clerk _____

Effective Date 07/07/2025

GL Effective Date 07/07/2025

GL Year/Period 2025 10 JUL

Description _____

Department 3901

Life Cycle Step 10 - In Proof/Initial

Deposits

Default Deposit _____ + Overrides

Batch Totals

Number of Items _____

Total Amount _____

Batch Options

Receipt Option NO RECEIPTS

Auto Validate?

Bank Code _____

Bank Account _____

9. Enter relevant details regarding the transaction into the “Description” field:

The screenshot shows the 'Payment Entry' form with the following fields and values:

- Batch Number: 80409225
- Entry Date: 07/07/2025
- Processing Date: 07/07/2025
- Clerk: [Redacted]
- Effective Date: 07/07/2025
- GL Effective Date: 07/07/2025
- GL Year/Period: 2025 | 10 | JUL
- Description: [Redacted]
- Department: 3901
- Life Cycle Step: 10 - In Proof/Initial

A red box highlights the 'Description' field, and a red arrow points to it from the right.

10. To see a list of the department codes for all government agencies, click on the three dots on the further right hand side of the “Department” field:

The screenshot shows the 'Payment Entry' form with the following fields and values:

- Batch Number: 80409225
- Entry Date: 07/07/2025
- Processing Date: 07/07/2025
- Clerk: [Redacted]
- Effective Date: 07/07/2025
- GL Effective Date: 07/07/2025
- GL Year/Period: 2025 | 10 | JUL
- Description: [Redacted]
- Department: 3901
- Life Cycle Step: 10 - In Proof/Initial

A red box highlights the three dots on the right side of the 'Department' field, and a red arrow points to it from the right.

11. Select the code of the relevant agency from this list:

The screenshot shows the 'Department Code Help' window with the following table:

Department	Name
02	all
1	IRB VENDOR
1001	LEGISLATURE STT
1002	LEGISLATURE STX
1031	LAW REVISION COMMISSION STT
1101	DEPT OF JUSTICE STT
1102	DEPT OF JUSTICE STX
1111	Test Creation
1201	SUPERIOR COURT STT
1202	SUPERIOR COURT STX
1203	SUPERIOR COURT STJ
1211	SUP COURT-INSPECTION LANE STT
1212	SUP COURT INSPECTION LANE-STX
1301	JUDICIAL COUNCIL STT
1302	JUDICIAL COUNCIL STX
1400	SUPREME COURT OF THE V I
1401	SUPREME COURT - STT
1402	SUPREME COURT - STX

A red arrow points to the list of department codes. A red text box with the text "Select the relevant department code from the list" is positioned to the right of the list.

12. Click Accept to move on to the next stage of the posting process:

The screenshot shows a 'Payment Entry' form with a blue header bar. At the top left of the header bar, there are three buttons: 'Close' (with an 'X' icon), 'Accept' (with a checkmark icon), and 'Cancel' (with an 'X' icon). The 'Accept' button is highlighted with a red rectangular box. A red arrow points from the 'Accept' button down to the 'Payment Entry' breadcrumb text. Below the header bar, the form contains several fields: 'Batch Number' (80409225), 'Entry Date' (07/07/2025), 'Processing Date' (07/07/2025), 'Clerk' (redacted), 'Effective Date' (07/07/2025), 'GL Effective Date' (07/07/2025), 'GL Year/Period' (2025 | 10 | JUL), 'Description' (empty), 'Department' (3901), 'Life Cycle Step' (10 - In Proof/Initial), and 'Default Deposit' (empty) with an 'Overrides' button.

13. Uncheck the “20 - Real Estate” option and select the “1-General Billing & Misc Cash” option from the “Category” drop-down list.

If the transaction belongs under a specialty classification, select the appropriate category instead of the “1-General Billing & Misc Cash” option:

Payment Entry [Gov't of the U.S. Virgin Islands]

Close | Enter Receipts | Customer | GB Invoice | Business License | Bankruptcy | Payment Plan | SSN/FID | Quick Entry | Scan Bill | Preferences | View Batch

Payment Entry [Gov't of the U.S. Virgin Islands] > 🔍

Find Bills

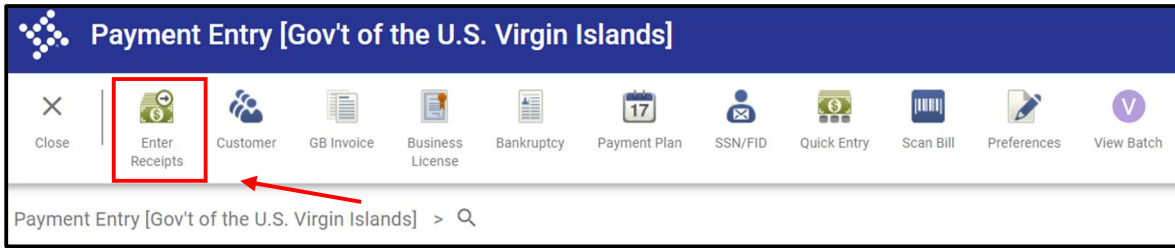
Category Year Bill Number

1 - General Billing & Misc Cash [Go]

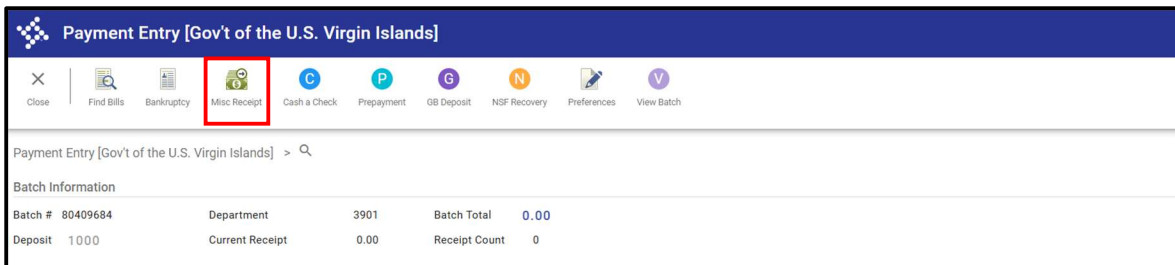
- 1 - General Billing & Misc Cash
- 20 - Real Estate
- 21 - Deferred Tax
- 22 - Tax Sale
- 23 - Tax Lien
- 24 - Tax Deed
- 25 - Personal Property
- 30 - Motor Vehicle
- 35 - Motor Vehicle Decals

Batch #	80409246	Department	3901	Batch Total	0.00
Deposit	39016813	Current Receipt	0.00	Receipt Count	0

14. Click on “Enter Receipts” in the menu bar:

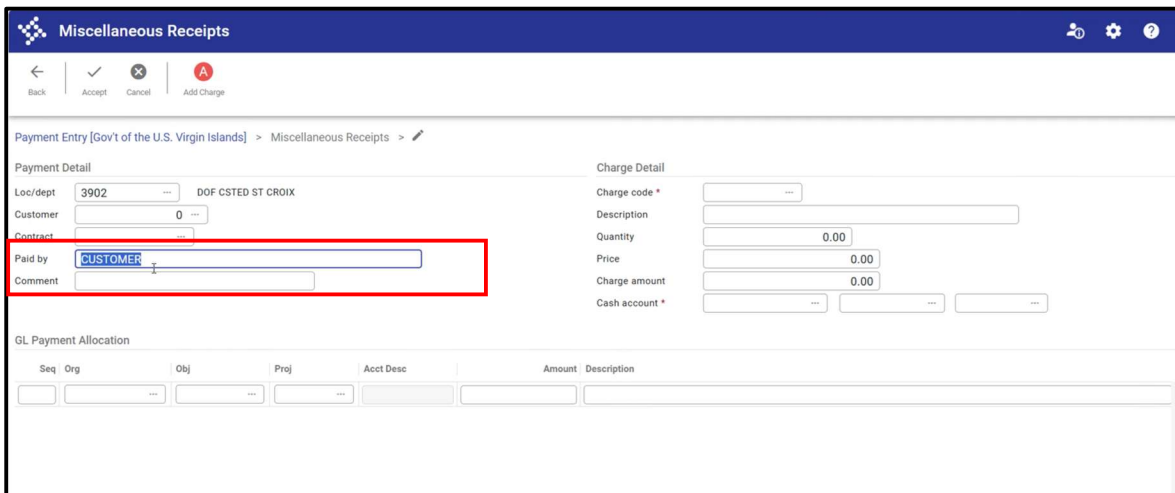


15. Click on “Misc Receipts” in the menu bar and verify that the previously entered departmental code is displayed on the screen:



Additionally, ensure that the relevant details are filled in the “Paid By” and “Comment” fields. Please note, the “Paid By” field is **MANDATORY**.

Ex. “Paid By” – John Doe



16. In the "Charge Code" field, enter the respective charge code assigned by DOF then press the "TAB" key on your keyboard:

The screenshot shows a software interface for 'Miscellaneous Receipts'. At the top, there is a navigation bar with a back arrow, 'Accept', 'Cancel', and 'Add Charge' buttons. Below this is a breadcrumb trail: 'Payment Entry [Gov't of the U.S. Virgin Islands] > Miscellaneous Receipts >'. The main form is divided into two sections: 'Payment Detail' on the left and 'Charge Detail' on the right. In the 'Payment Detail' section, fields include 'Loc/dept' (3902), 'Customer' (0), 'Paid by' (CUSTOMER), and 'Comment'. In the 'Charge Detail' section, the 'Charge code *' field is highlighted with a red box and a red arrow points to it. Other fields in this section include 'Description', 'Quantity' (0.00), 'Price' (0.00), 'Charge amount' (0.00), and 'Cash account *'. At the bottom, there is a 'GL Payment Allocation' table with columns for 'Seq', 'Org', 'Obj', 'Proj', 'Acct Desc', 'Amount', and 'Description', which is currently empty.

17. Verify that the auto-populated 'Cash Account' field is accurate based on the selected Charge Code. Update the field if necessary.

Also, verify the populated Org, Obj, and Project Code (if applicable). Update the field(s) if necessary. Please note, expense org/obj codes cannot be utilized for payment entries.

If the mapping is incorrect, promptly contact the Department of Finance after updating the cash account on this screen:

The screenshot displays the 'Miscellaneous Receipts' application interface. At the top, there is a navigation bar with a back arrow, 'Accept', 'Cancel', and 'Add Charge' buttons. Below this, the breadcrumb trail reads 'Payment Entry [Gov't of the U.S. Virgin Islands] > Miscellaneous Receipts >'. The main content area is divided into two sections: 'Payment Detail' and 'Charge Detail'.
In the 'Payment Detail' section, the 'Loc/dept' field is set to '3902' with a dropdown arrow, and the text 'DOF CSTED ST CROIX' is displayed. The 'Customer' field contains '0'. The 'Paid by' field is set to 'CUSTOMER'.
The 'Charge Detail' section includes fields for 'Charge code *', 'Description', 'Quantity' (0.00), 'Price' (0.00), and 'Charge amount' (0.00). The 'Cash account *' field is highlighted with a red box and contains three empty dropdown menus.
At the bottom, the 'GL Payment Allocation' section features a table with columns for 'Seq', 'Org', 'Obj', 'Proj', 'Acct Desc', 'Amount', and 'Description'. The 'Org', 'Obj', and 'Proj' columns in the first row are highlighted with a red box.

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GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

Deposit Slip

Daily Summary of Collections
or Batch Sequence No. _____

Deposit No. 39010001 **ERP Bank No. 010010**

DEPT No: _____ Loc/dept: _____ Agency: _____ Island: _____

Deposit Date: _____ 20 _____

First Bank Virgin Islands

Verification by Division of Treasury Reconciliation/ Audit Section		Cash: _____ Checks: _____ Total \$: _____	Total Checks <input style="width: 100px; height: 20px;" type="text"/> Bank Validation
Audited By _____ Date _____	Date of Collection _____ Collector's Signature _____		

⑆ 39010001 ⑆ ⑆ 22167285 ⑆ ⑆ 719 ⑆ ⑆ 332035 ⑆ ⑆ 15

18. The payment amount goes into the "Price" field:

Miscellaneous Receipts

Back | Accept | Cancel | Add Charge

Payment Entry [Gov't of the U.S. Virgin Islands] > Miscellaneous Receipts >

Payment Detail Loc/dept: 3902 --- DOF CSTED ST CROIX Customer: 0 --- Contract: --- Paid by: CUSTOMER Comment:	Charge Detail Charge code *: --- Description: _____ Quantity: 0.00 Price: 0.00 Charge amount: 0.00 Cash account *:
---	--

GL Payment Allocation

Seq	Org	Obj	Proj	Acct Desc	Amount	Description

19. Click Accept to progress to the payment methods screen:

Miscellaneous Receipts

Back Accept Cancel Add Charge

Payment Entry [Gov't of the U.S. Virgin Islands] > Miscellaneous Receipts >

Payment Detail

Loc/dept: 3902 ... DOF CSTED ST CROIX
Customer: 0 ...
Contract: ...
Paid by: CUSTOMER
Comment:

Charge Detail

Charge code *: ...
Description: ...
Quantity: 0.00
Price: 0.00
Charge amount: 0.00
Cash account *: ...

GL Payment Allocation

Seq	Org	Obj	Proj	Acct Desc	Amount	Description

20. Make sure to select the correct payment method along with relevant details of the transaction:

The screenshot shows the 'Payment Entry [Gov't of the U.S. Virgin Islands]' application. A 'Tender Payment' modal is open, displaying the following information:

- Batch Information:** Batch # 80408607, Deposit 10000, Department, Current Receipt.
- Payment Information:** View Receipts (1), Total Amount \$70.00, Add Another Payment button.
- Tender Information:** Total Tendered \$0.00, Change Due \$0.00.
- Amount:** 70.00
- Payment Method:** CREDIT CARD (highlighted with a red box and arrow).
- Deposit:** 3901662BCC
- Credit Card Details:** Card Number field.
- Additional Information:** Paid By Customer (Select Customer), Payment Memo (CUSTOMER).

If it is a check, please enter the check number. Please note, this field is **“MANDATORY”**.

Ex: 1234 (no leading zeros)

The screenshot shows the 'Payment Entry [Gov't of the U.S. Virgin Islands]' application. A 'Tender Payment' modal is open, displaying the following information:

- Batch Information:** Batch # 80409694, Deposit 10000, Department 3901, Current Receipt 0.00, Batch T Receipt.
- Payment Information:** View Receipts (1), Total Amount \$100.00, Add Another Payment button.
- Tender Information:** Total Tendered \$0.00, Change Due \$0.00.
- Amount:** 100.00
- Payment Method:** CHECK
- Deposit:** 10000
- Check Details:** Check Number (highlighted with a red box), Bank Code.
- Additional Information:** Paid By Customer (Select Customer), Payment Memo (CUSTOMER).
- Summary Table:**

Payment Method	Tender Amount	Deposit
		10000

21. Once finished, click on “Complete Transaction”. Repeat Steps 1 - 20 for any additional payment(s) included on the deposit slip:

Payment Entry [Gov't of the U.S. Virgin Islands]

Back | Accept | Cancel | Attach

Batch Information

Batch #	Department	3901	Batch T
80409994			
Deposit	Current Receipt	0.00	Receipt
10000			

Amount
Payment Method CHECK
Deposit 10000
Check Details
Check Number
Bank Code
Additional Information
Paid By Customer Select Customer
Payment Memo CUSTOMER

Payment Method	Tender Amount	Deposit
	10000	

Add Tender **Delete Tender**

Print Options

Output summary receipt
 Output individual receipts
 Validate
 Email receipt
 Email receipt without printing

Printer
Copies 0

Complete Transaction

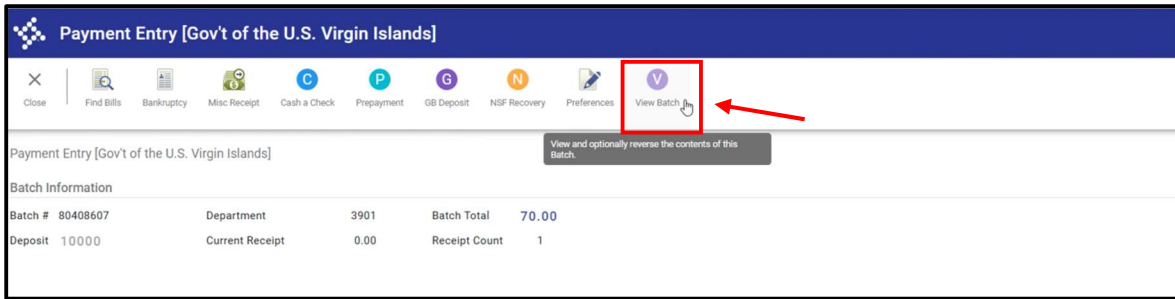
22. After entering the final payment, click on the “Back” button:

The screenshot displays the 'Payment Entry [Gov't of the U.S. Virgin Islands]' application. The top navigation bar includes a 'Back' button, which is highlighted with a red box, along with 'Accept', 'Cancel', and 'Attach' buttons. The main content area is divided into a left sidebar and a central form. The sidebar shows 'Batch Information' with 'Batch # 80408607' and 'Deposit 10000'. The central form is titled 'Tender Payment' and contains the following sections:

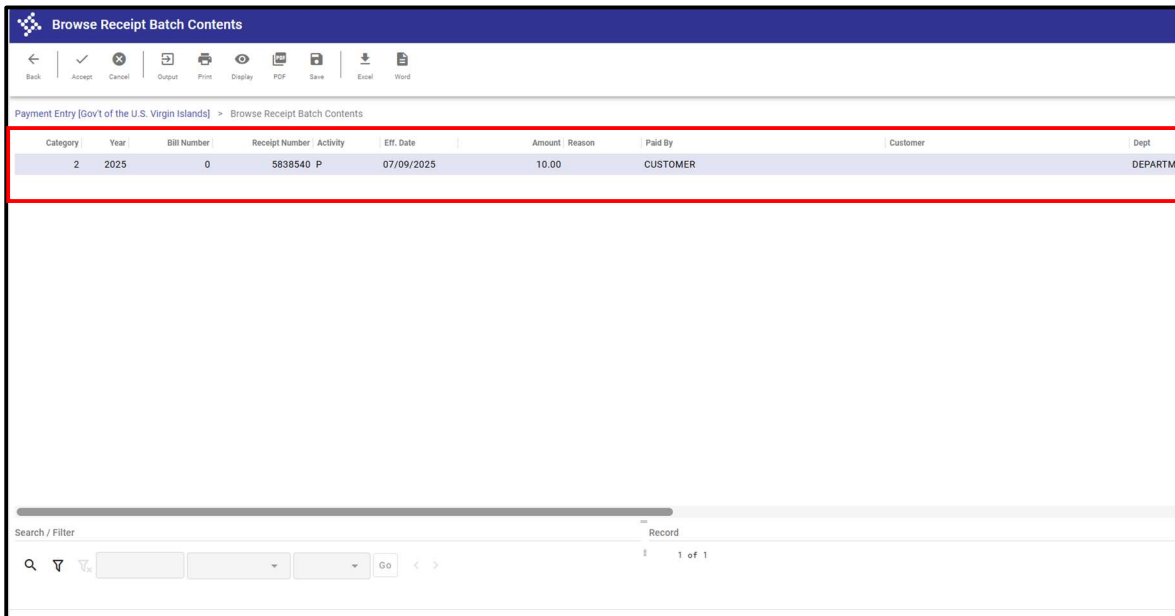
- Payment Information:** Includes a 'View Receipts (1)' link and a 'Total Amount \$70.00'.
- Tender Information:** Shows 'Total Tendered \$0.00' and 'Change Due \$0.00'.
- Form Fields:** 'Amount' is set to 70.00, 'Payment Method' is CREDIT CARD, and 'Deposit' is 39016628CC.
- Credit Card Details:** Includes a 'Card Number' field.
- Additional Information:** Features a 'Paid By Customer' dropdown set to 'Select Customer' and a 'Payment Memo' field containing 'CUSTOMER'.

23. For every transaction entered, please provide the appropriate documentation based on the transaction type by clicking on the “View Batch” button:

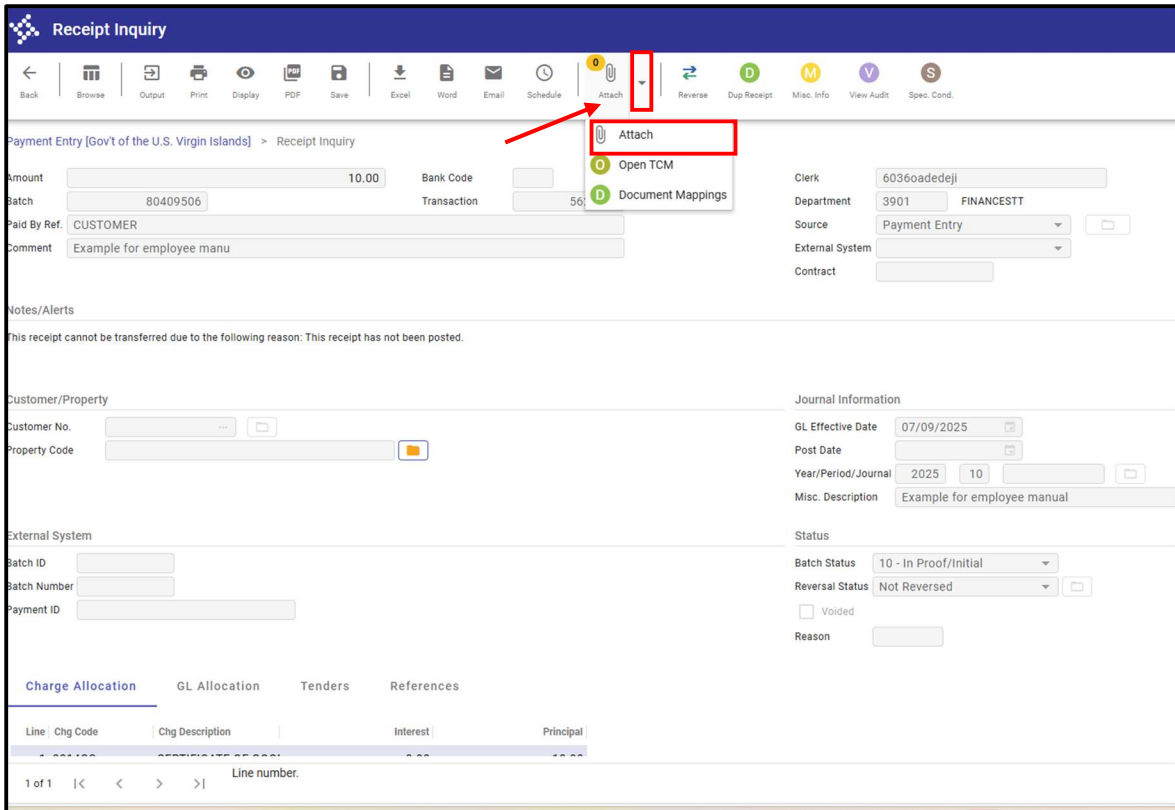
- a. For Cash / Checks, upload deposit slip images
- b. For Credit Cards / Tele-checks, upload settlement reports
- c. For Wires, upload wire confirmations



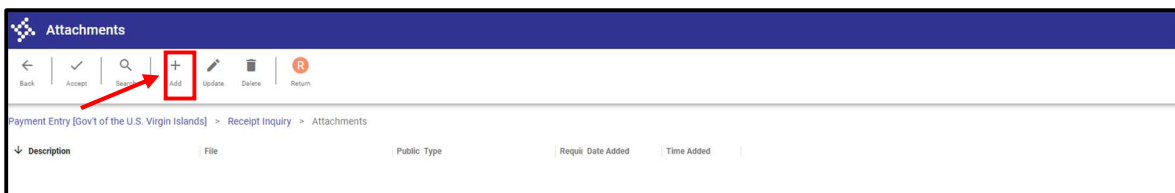
24. After clicking the "View Batch" button, a single transaction or list of transactions in the batch will be displayed. Click on the relevant transaction:



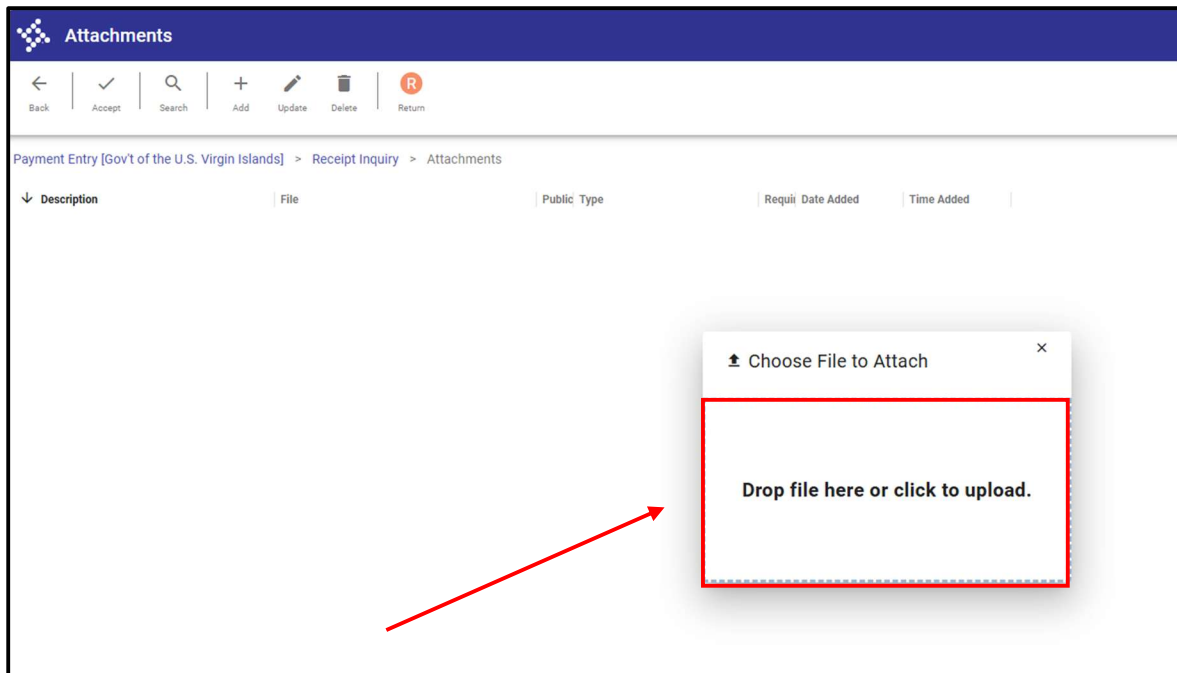
25. Click on the drop-down arrow next to the “Attach” button and select the first option to submit the supporting evidence for the selected transaction:



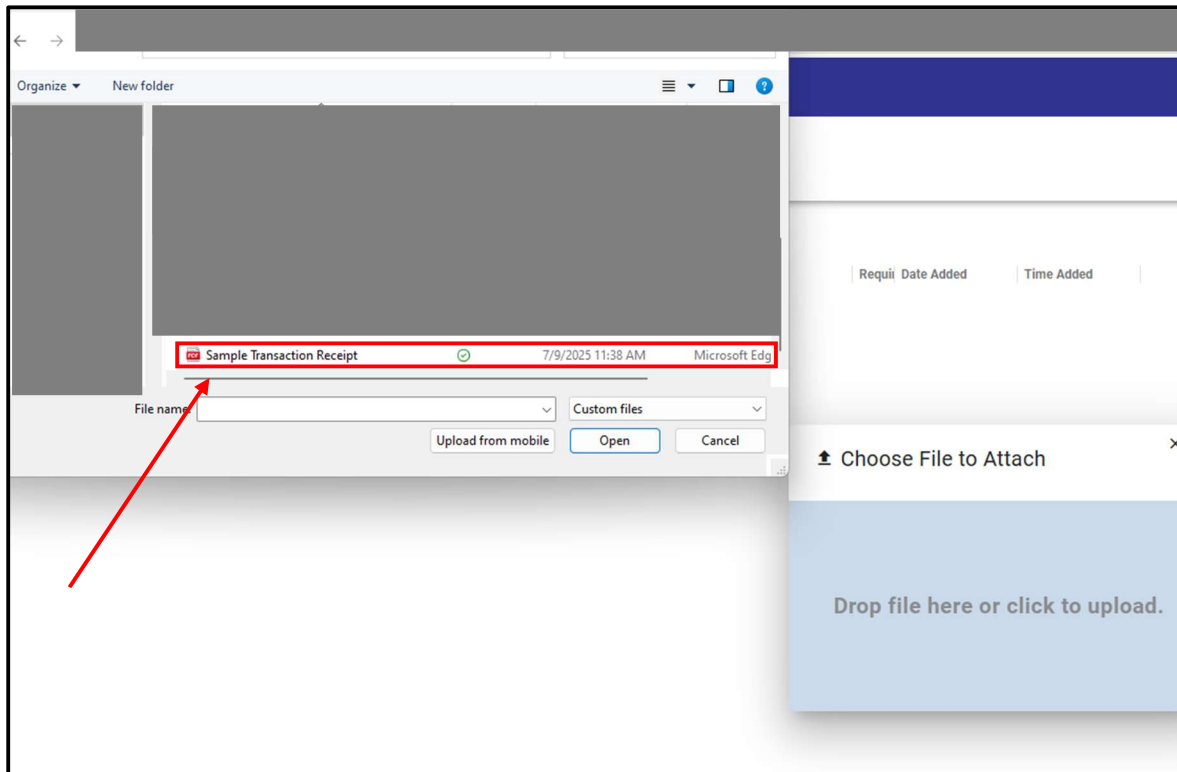
26. Click on “Add” and then the “Choose File to Attach” pop-up menu will appear:



27. Click on “Drop file here or click to upload” to upload the document from your device:



28. Select the relevant document and upload it by clicking on “Open”. Please note that the supporting document must be in PDF format:



29. Enter a description of the attached supporting document in the “Description” field and then click on “Accept”:

The screenshot shows a web form titled "Attachment File Attributes". At the top left, there is a logo and the title. Below the title is a navigation bar with three buttons: "Back", "Accept", and "Cancel". The "Accept" button is highlighted with a red box, and a red arrow points to it from the right. Below the navigation bar is a breadcrumb trail: "Payment Entry [Gov't of the U.S. Virgin Islands] > Receipt Inquiry > Attachments > Attachment File Attributes >". Below the breadcrumb trail is a text prompt: "Please enter a brief description (30 characters or less) for this Munis Attachment file." Below this prompt is a text input field labeled "Description", which is also highlighted with a red box. A red arrow points to this field from the right. Below the input field is a section with a checkbox and the text: "Also, by default this file is considered 'private' and can only be viewed by Munis users. To change this setting and allow for 'public' viewing of this file, check this box." Below this is a checkbox labeled "File can be viewed by non-Munis users". At the bottom of the form, there is a footer text: "A description to be used for this file is required".

30. A summary of the key details of the uploaded file will appear. Click on “Accept”:

Attachments

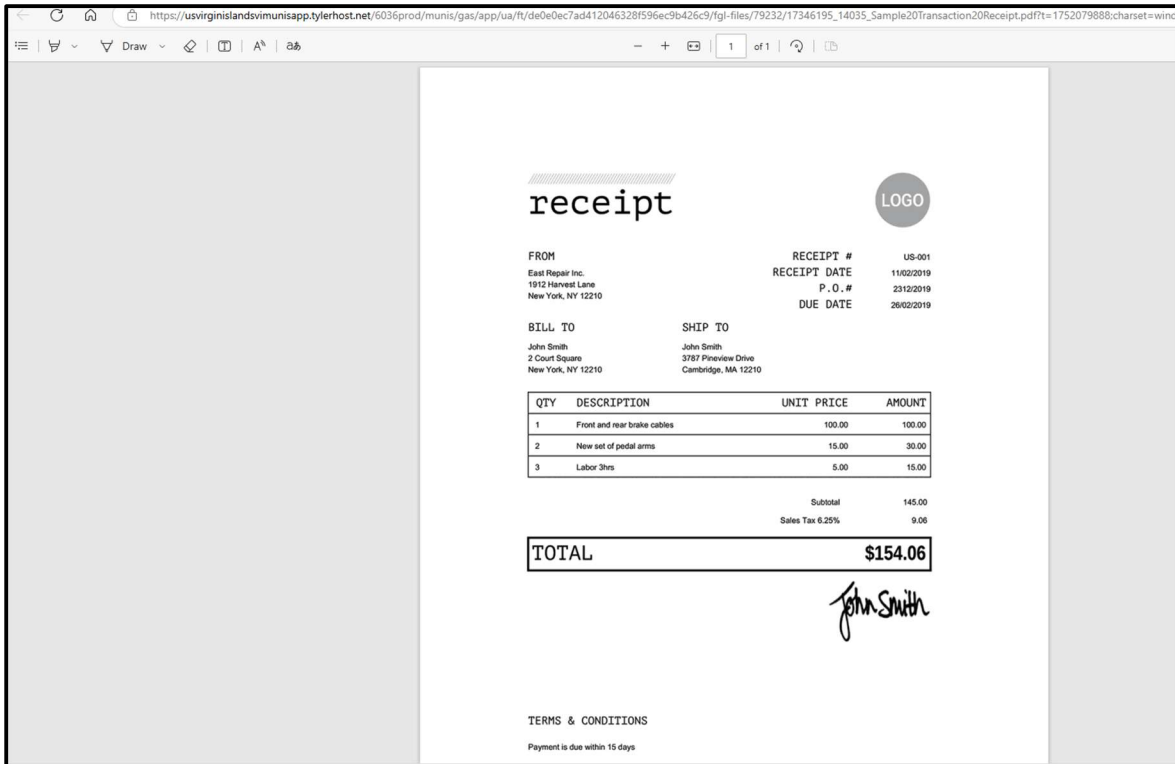
Back Accept Search Add Update Delete Return

Payment Entry [Gov't of the U.S. Virgin Islands] > Receipt Inquiry > Attachments

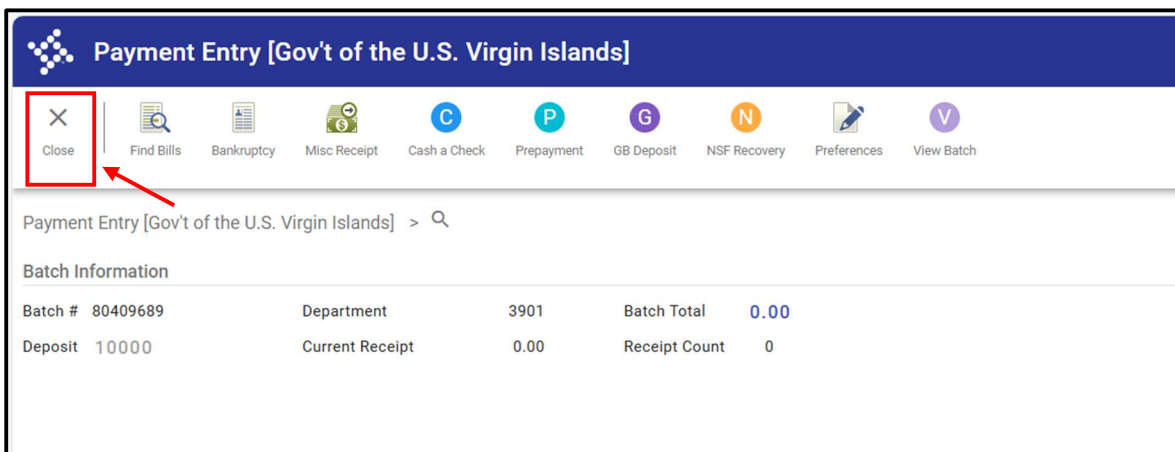
Description	File	Public Type	Req'd	Date Added	Time Added
Example for employee manual	Sample Transaction Receipt.pdf	<input type="checkbox"/> General	<input type="checkbox"/>	07/09/2025	12:51:29

Brief description of attached file.

31. Depending on the browser used, a webpage displaying the uploaded file may appear on your screen:



Close down the webpage with the uploaded document and toggle back to the window you selected in step 23. Click on "Close" and this will take you back to the main page of the Payment Entry module:



32. Once you are back on the main page of the Payment Entry module, select “Deposit Rpt”:

The screenshot displays the 'Payment Entry' module interface. At the top, there is a navigation bar with several icons and labels: Close, Search, Browse, Add, Update, Delete, View All, Content Find, Resume Batch, View-Rev, Output-Rel, Deposit Rpt (highlighted with a red box and a red arrow), Settlement, and Update Deposits. Below the navigation bar, the main content area is divided into several sections:

- Payment Entry**: The main title of the module.
- Batch Information**: A section containing various fields for batch details, including:
 - Batch Number: 80409246
 - Entry Date: 07/07/2025
 - Processing Date: 07/07/2025
 - Clerk: [Redacted]
 - Effective Date: 07/07/2025
 - GL Effective Date: 07/07/2025
 - GL Year/Period: 2025, 10, JUL
 - Description: [Redacted]
 - Department: 3901
 - Life Cycle Step: 10 - In Proof/Initial
- Deposits**: A section showing the default deposit as 39016813, created on 07/07/2025, with an 'Overrides' button.
- Batch Totals**: A section showing the number of items as 0 and a total amount field.
- Batch Options**: A section with a 'Receipt Option' dropdown set to 'NO RECEIPTS', an 'Auto Validate?' checkbox, and fields for 'Bank Code' and 'Bank Account'.

33. Select “Cash Account” under “Print sequence” and verify that the cash account is correct. If so, proceed to Step 34. If not, return to Step 16:

Deposit Report [Gov't of the U.S. Virgin Islands]

Back | Accept | Cancel

Payment Entry > Deposit Report [Gov't of the U.S. Virgin Islands] > ✎

Report criteria

Range type * Entry Date

Date range * 07/07/2025 to * 07/07/2025

BL year/period * to *

Deposit number

Batch number 80409246

Clerk

Vendors * Selected (0)

Print sequence

- Cash account
- Batch
- Clerk
- Deposit
- Department
- AR Code

Print options

Include AR Code, Department and Fund

Processing summary

Record selected 0

Record printed 0

34. Click on “Back” in the menu bar to return to the main page of the Payment Entry module:

Deposit Report [Gov't of the U.S. Virgin Islands]

Back | Accept | Cancel

Payment Entry > Deposit Report [Gov't of the U.S. Virgin Islands] >

Report criteria

Range type * Entry Date

Date range * 07/07/2025 to * 07/07/2025

Bl. year/period *

Deposit number

Batch number 80409246

Clerk

Vendors * Selected (0)

Print sequence

Cash account

Batch

Clerk

Deposit

Department

AR Code

Print options

Include AR Code, Department and Fund

Processing summary

Record selected 0

Record printed 0

35. Click on “Output Ref”.

Ensure all the check boxes are checked and click on the following:

Accept > Save > Ok > Yes

The screenshot displays the 'Payment Entry' application window. The top toolbar contains several icons: Close, Search, Browse, Add, Update, Delete, View All, Comment Find, Resume Batch, View-Rev, **Output-Ref** (highlighted with a red box and a red arrow), Deposit Rpt, Settlement, and Update Deposits. The main area is divided into sections: 'Batch Information' with fields for Batch Number (80409246), Entry Date (07/07/2025), Processing Date (07/07/2025), Clerk, Effective Date (07/07/2025), GL Effective Date (07/07/2025), GL Year/Period (2025, 10, JUL), Description, Department (3901), and Life Cycle Step (10 - In Proof/Initial); 'Deposits' with Default Deposit (39016813) and Overrides; 'Batch Totals' with Number of Items (0) and Total Amount; and 'Batch Options' with Receipt Option (NO RECEIPTS), Auto Validate? checkbox, Bank Code, and Bank Account.

36. Click on “View All” to review the entries you have made and ensure that the relevant fields are correct:

The screenshot shows the 'Payment Entry' application interface. The top toolbar contains several icons: Close, Search, Browse, Add, Update, Delete, View All (highlighted with a red box and a red arrow), Content Find, Resume Batch, View-Rev, Output-Rel, Deposit Rpt, Settlement, and Update Deposits. The main form is divided into several sections:

- Batch Information:** Batch Number (80409246), Entry Date (07/07/2025), Processing Date (07/07/2025), Clerk (redacted), Effective Date (07/07/2025), GL Effective Date (07/07/2025), GL Year/Period (2025, 10, JUL), Description, Department (3901), and Life Cycle Step (10 - In Proof/Initial).
- Deposits:** Default Deposit (39016813) with an 'Overrides' button and 'Created 07/07/2025'.
- Batch Totals:** Number of Items (0) and Total Amount.
- Batch Options:** Receipt Option (NO RECEIPTS), Auto Validate? checkbox, Bank Code, and Bank Account.

37. Once you click on “View All”, you will see a list of all entries that you have entered. If you need to edit a particular entry, simply left-click on it and follow the necessary steps outlined earlier in this document to make any changes:

The screenshot shows a web application interface titled "Browse Accounts Receivable Batches". At the top, there is a navigation bar with icons for Back, Accept, Cancel, Output, Print, Display, PDF, Save, Excel, and Word. Below the navigation bar, the breadcrumb "Payment Entry > Browse Accounts Receivable Batches" is visible. The main content is a table with the following columns: Number, Clerk, Effective Date, Year, Period, Lifecycle Step, # Items, Total Amount, Department, and Default Deposit. The table contains 16 rows of data. At the bottom, there is a search/filter section with a search icon, a filter icon, a search input field, a dropdown menu, a "Go" button, and a record count indicator showing "1 of 2648".

Number	Clerk	Effective Date	Year	Period	Lifecycle Step	# Items	Total Amount	Department	Default Deposit
80393882	6036bcarty	11/22/2024	2025	2	In Proof/Initial	1	-29.50	3901	39012722
80395243	6036kldavid	12/10/2024	2025	3	In Proof/Initial	2	0.00	2301	45004406535
80396266	6036annhodge	12/05/2024	2025	3	Approved	1	81,686.86	2301	40001583872
80396269	6036annhodge	12/05/2024	2025	3	Approved	1	137,984.74	2301	40001583872
80396272	6036annhodge	12/05/2024	2025	3	Approved	1	18,446.05	2301	40001583872
80396278	6036annhodge	12/05/2024	2025	3	Approved	1	18,446.15	2301	40001583872
80396606	6036lestephane	10/21/2024	2025	1	In Proof/Initial	1	5,132.98	2702	REFERENCE#24102100324800
80397913	6036cgeorges	12/20/2024	2025	3	In Proof/Initial	2	0.00	1101	DOJ12202024
80398313	6036eetodman	01/28/2025	2025	5	In Proof/Initial	0	0.00	5201	0017004297429
80398337	6036cvegas	02/04/2025	2025	5	In Proof/Initial	2	500.00	8102	626-25/1535-2/4/25
80398438	6036fireed	11/27/2024	2025	2	In Proof/Initial	15	6,885.03	3701	37012002 \$6,885.03
80398441	6036fireed	11/27/2024	2025	2	In Proof/Initial	16	5,301.42	3701	37012002 \$5,301.42
80398442	6036fireed	11/27/2024	2025	2	In Proof/Initial	16	4,093.38	3701	37012002 \$4,093.38

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