

MONTH-END CONSOLIDATION

MVD Accounting – Finance Bureau

This task consists of the monthly processing of payment consolidations and Electronic Fund Transfers (EFT).

Code of Iowa requires the county treasurers to transfer funds collected on behalf of the State for the previous month by the 10th day of the following month. Month-end consolidation must be submitted to the Treasurer of the State by the 9th of each month (or the last working day before the 9th) so all moneys not retained for deposit by the counties are remitted to the Treasurer of the State by the 10th.

Processing Note: If handwritten adjustments to printed paper reports from ARTS were made to the daily product transaction report used for Daily Balancing, the same adjustments need to be made to the monthly product transaction report. Most common would be insufficient funds (NSF) or Adjusted Journal Entries (AJE). These can be made to the report by hand after printing. If no adjustments were made, skip this step.

Each county has their own record keeping document, typically a spreadsheet, that is used for recording balances from accounting reports.

Important: Processes, reports and spreadsheets may vary among counties. The process provided in this document is a general best-practice process and may be modified as needed to fit the needs of each county.

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Summary of Steps: Printing the Product Transaction and Inquiry Reports

The Product Transaction and Product Inquiry reports provide detailed information, with totals, that are needed for the balancing and retention of funds.

To calculate the amount of county retained funds: "Review" - "Preview" = county retained funds.

Product Transaction Report (Optional):

- 1. ARTS Menu \rightarrow Cash Drawer \rightarrow Inquiry \rightarrow Product Transaction Inquiry
 - a. Select the **Posted** button and input desired dates in the "**From**" and "**Through**" fields.
 - b. Select Search.
- 2. **Print** the results that appear in **Product Transaction Inquiry** screen (optional to print).

Product Inquiry Report (Optional):

- 1. ARTS Menu \rightarrow Finance \rightarrow Inquiry \rightarrow Product Inquiry
- 2. Input desired dates in the *Transaction Date section* in the "From" and "Through" fields and select **Search**.
- 3. **Print** the detailed transaction results that appear in the **Product Inquiry** window (optional to print).

Summary of Steps: Month-End Consolidation Procedures

This process shows consolidated totals for each type of transaction. The final total will be the amount used in the <u>Electronic Funds Transfer</u> (ELT). Ensure the **Motor Vehicle Profile** is being used.

- 1. ARTS Menu \rightarrow Finance \rightarrow Consolidation \rightarrow Month-End Consolidation
 - a. Account Group = Desired County (DL Retention for Issuance counties).
 - b. Verify the date range.
- 2. Select desired Primary- Account Group.
- 3. Highlight Primary County Account Group and select Review.
- 4. Select each Revenue Group and select Print (this is an optional step).
- 5. Remove Miscellaneous Group.
- 6. View account totals and **print** the report.
- 7. Compare to county monthly spreadsheet totals.
- 8. Balance each group to the monthly county spreadsheet.



Note: Break into groups such as Motor Vehicle, Tax, Recorder, Organ Donor, etc.

- 9. **Print** a copy of the spreadsheet for retention.
 - a. 5% Organ Donor Fund donations require an Adjusted Journal Entry (AJE). *This is an optional step.* Not all counties take part in Organ Donor Fund Donation. This total is automatically totaled in ARTS. For detailed steps, see Organ Donor Donation on page 4.
 - b. Close window.

Summary of Steps: EFT Transfer Process

Follow the procedures below to send funds to the state, electronically, each month. Funds are due by the 9th to adhere to Iowa Code.

- 1. ARTS Menu \rightarrow Finance \rightarrow Consolidation \rightarrow Month End Consolidation
- 2. Select the **Primary Account Group** by clicking to highlight it.
- 3. Select **Consolidate** on the Month End Consolidation window.
- 4. Select Consolidate again on the Consolidation Confirmation window.
- 5. Select "Yes" on confirmation pop-up.
- 6. Select the **County Account Group** by clicking to highlight it.
 - a. If an AJE is done for Organ Donor, print to reflect adjustments.
 - b. Cancel to return to Month End Consolidation and select Consolidate.
- 7. Select Consolidate again on the Consolidation Confirmation window.
- 8. Verify total amount matches the amount on the county spreadsheet.
- 9. Select Request EFT. Ensure the bank is selected. Leave the request date as the 10th of the month.
- 10. Ensure the amount matches the County spreadsheet total and select Request.
- 11. **Select** "*Yes*" and "*OK*" in the 2 pop-up boxes that appear.
- 12. Will be returned to Consolidation Confirmation window. Select Consolidate.
- 13. Select "Yes" on confirmation pop-up.
- 14. Verify on the Month End Consolidation window:
 - a. Account Group = \$0.00
 - b. Moneys have been sent to the state.
 - c. Date of Consolidation displays.

Note: If total is not correct, go back through paperwork to find error and make appropriate adjustment(s).



Organ Donation Adjustment (Optional):

- 1. ARTS Menu→ Finance→ Adjusted Journal Entry. This step is done only if necessary.
 - a. Location: Verify county primary location is selected
 - b. Reason: Select Organ Donation Adjustment
 - c. As of Date: Select last day of the month of consolidation
- 2. Transaction Account Posting field:

Row 1:

- a. Financial Unit field: Input County Account Group
- b. GL Account # field: Select 999999-600-012 (County Organ Donation)
- c. Debit field: Input amount being remitted back to fund

Row 2:

- d. Financial Unit field: is County Account Group
- e. GL Account # field: Select 874900-994-552 (Organ and Tissue Donation)
- f. Credit field: Input the amount being remitted back to the fund
- g. Comment field: This field is optional but suggested to note reason for adjustment.
- 3. Check "Generate Receipt on Save" box and Save.
- 4. On the Adjusted Journal Entry Confirm: Select Yes.
- 5. **Print** a copy of the adjusted journal entry for records and **Close.**



Detailed Procedures: Printing the Product Transaction Report (Optional)

1. ARTS Menu \rightarrow Cash Drawer \rightarrow Inquiry \rightarrow Product Transaction Inquiry

🗯 Arts (Console	(Production)											_		×
<u>C</u> onsole	View	Work Management	Reports	PWD	Finance	Drivers Reports	Drivers	Customer	Cash Drawer APS	<u>T</u> ools <u>\</u>	<u>N</u> indow	<u>H</u> elp			
Fast Path		✓ Go							Activity Manage	er					
									Inquiry		•	CD Acti	vity In	quiry	
									Miscellaneous T	ransaction		Product	t Trans	action In	quiry
									Payment Manag	jer		Stateme	ent Inq	luiry	
									Reports		- F 🔳				
									Void Statement		- 8				
											_				

2. Input the desired dates in the "From" and "Through" fields and select Search.

						 _
Product Transaction Inquiry					-6	
Search Results						
Location	12.24					
Adair - Primary	-					
Cash Drawer						
Source System						
Product						
Uner Name	1000					
New years						
Posted Date	Through		_			
+ 2/1/2019 12:00 AM	2/28/2019 11:	59 PM	-			
-						
Include Voided Statements/P	roducts					



3. **Print** the results that appear in **Product Transaction Inquiry** window. After printing, close window by click the **Cancel** button.

earch Results					
Search Filter: [Include Voided Statements/Products] = T a 2/1/2019 12:00 AM' AND [Through] = '2/20/	alse' AND [L 2019 11:59 P	ocation] = 'Adi M'	air - Primary' AND [F	rom] =	17 Records Selected
Product	# of Entries	Amount			
Collegiate - UI Plate Fee - Renew Personalized Plate	-1	\$5.00			
County Plate Fee - Initial Non-Personalized Plate	20	\$0.00			
County Plate Fee - Renew Non-Personalized Plate	56	\$0.00			
County Plate Fee - Renew Personalized Plate	1	\$5.00			
Fee For New Registration - Regular Vehicle	10	\$2,211.70			
Misc - County Recorder ETF	2	\$141.04			
Persons With Disabilities Plate Fee - Initial Non-Personaliz	1	\$0.00			
Postage For Plates		\$3.00			
Postage For Stickers	5	\$5.00			
Registration - General	65	\$6,860.50			
Registration - Regular Trailer	5	\$150.00			
Registration - Small Trailer	12	\$240.00			
Registration - Travel Trailer	1	\$50.00			
Registration Penalty Fee	20	\$206.00			
Replacement Title Fee	1	\$25.00			
SI Recording Fee	э	\$30.00			
Title Fee	9	\$225.00			

Note: If handwritten adjustments were made to the daily product transaction report used for Daily Balancing, the same adjustments need to be made to the monthly product transaction report. Most common would be insufficient funds (NSF) or Adjusted Journal Entries (AJE). These can be made to the report by handwriting the adjustments after printing. If no adjustments were made, skip this step.



Detailed Procedures: Printing the Product Inquiry Report (Optional)

1. ARTS Menu \rightarrow Finance \rightarrow Inquiry \rightarrow Product Inquiry

🗯 Arts (Console	(Production)		_		_								-	
<u>C</u> onsole	View	Work Management	Reports	PWD	Finance	Drivers Reports	Drivers	Customer	Cash Drawer	APS	<u>T</u> ools	<u>W</u> indow	<u>H</u> elp		
Fast Path		- Go			Adjus	sted Journal Entry									
					Cons	olidation	•								
					Escro	w	•								
					Fines		•								
					Inqui		•	Account Gr	oup Inquiry						
					Journ	al Entry Export		GL Account	t Inquiry						
					NSF		+	Journal Entr	y Inquiry						
					Refur	nd	•	Product Inq	luiry						
					Repo	rts	- F 🔚								
					Reve	nue Distribution	- 88								
					Web	Processing	•								
					_										

2. Select (User's) County Account Group on the Month-End Consolidation window.

ARTS Console (Pre-Prod)						-	
onsole View Work Manageme	nt VRT Reports PWI	D Plate	Merge Customer	MCS	Inventory	Finance	Drivers Report
Product Inquiry						6	- 0 <mark> ×</mark>
Search Results							
Account Group Adair - Primary - Account Group							
Source System							
Product							
Transaction Date							
Prom 2/1/2019 12:00 AM	Through • 28/28/2019 11:59 PM						
include Fully Voided Statemer	nta						
			Search	Reset	F	hint]	Cancel



3. Input desired dates in the Transaction Date section in the "From" and "Through" fields. Select Search.

onsole V	lew Work Man	agement	VRT	Reports	PWD	Plate	Merge Customer	MCS	Inventory	Finance	Drivers Repor
ast Path		• Go			_			_			
Product	t Inquiry									-	- • • ×
Search J	Results										
Accourt	nt Group										
Adair -	Primary - Account	Group		54							
Source	System										
_				•.)							
Produc											
-			10	10							
From	m		Thro	ugh		1001					
From	m	100	Thro	ugh		- 22 - 3					
+ 2/1	/2019 12:00 AM		* EV 28	/2019 11:5	9 PM						
17 Jack	ode Eully Voided S	Internents	-			_					
	age cany renord o										

4. **Print** the detailed transaction results that appear in the **Product Inquiry** window. After printing, close window by click the **Cancel** button.

Product Inquinu		_				1	
Product Inquiry						100	
Search Results							
Search Filter: [Through] = '2/28/2019 11:59 PM' AND [Fin Statements] = 'False' AND [Account Group	om] = '2/1/20' p] = 'Adair - P	19 12:00 rimary	AM' AND [k	oup'	/oided	17 Rec	ords Selected
Product	# of Entries	Debit	Credit	Total			
Collegiate - UI Plate Fee - Renew Personalized Plate	1	\$0.00	\$5.00	\$5.00			
County Plate Fee - Initial Non-Personalized Plate	20	\$0.00	\$0.00	\$0.00			
County Plate Fee - Renew Non-Personalized Plate	56	\$0.00	\$0.00	\$0.00			
County Plate Fee - Renew Personalized Plate	1	\$0.00	\$5.00	\$5.00			
Fee For New Registration - Regular Vehicle	20	\$0.00	\$2,211.70	\$2,211.70			
Misc - County Recorder ETF	2	\$0.00	\$141.04	\$141.04			
Persons With Disabilities Plate Fee - Initial Non-Personaliz	1	\$0.00	\$0.00	\$0.00			
Postage For Plates	1	\$0.00	\$3.00	\$3.00			
Postage For Stickers	5	\$0.00	\$5.00	\$5.00			
Registration - General	130	\$0.00	\$6,860.50	\$6,860.50			
Registration - Regular Trailer	15	\$0.00	\$150.00	\$150.00			
Registration - Small Trailer	36	\$0.00	\$240.00	\$240.00			
Registration - Travel Trailer	3	\$0.00	\$50.00	\$50.00			
Registration Penalty Fee	40	\$0.00	\$206.00	\$206.00			
Replacement Title Fee	4	\$0.00	\$25.00	\$25.00			
SI Recording Fee	6	\$0.00	\$30.00	\$30.00			
Title Fee	36	\$0.00	\$225.00	\$225.00			
	377	\$0.00	\$10,157.24	\$10,157.24			
							Export

Note: If handwritten adjustments were made to the daily product transaction report used for Daily Balancing, the same adjustments need to be made to the monthly product transaction report. Most common would be insufficient funds (NSF) or Adjusted Journal Entries (AJE). These can be made to the report by handwriting the adjustments after printing. If no adjustments were made, skip this step.

Detailed Procedures: Month-End Consolidation Process

6/7/2024



This process shows consolidated totals for each type of transaction. The final total will be the amount used in the Electronic Funds Transfer (ELT).

- Drivers Reports Drivers Dealer Customer Cash Drawe 1 **Consolidation Inquiry Daily Consolidation** EE. Escrow EFT Request Fines Inquiry Month End History Journal Entry Export Refund Reports 3 **Revenue Distribution** Web Processing
- 1. ARTS Menu→ Finance→Consolidation→Month-End Consolidation

2. Select the desired county in the **Primary Account Group** on the **Month-End Consolidation** window and confirm the date range is for the desired period.

Note: The date range will be greyed out. If not correct, close the window and contact the Help Desk for support.

Important: DL Retention is listed in the Account Group for counties that issue DL.

Adjusted Journal Entry (AJE) for the DL Retention is automatically done each month. The user will not have to manually enter this information.

Account Group			Target Acc	ount Group		
Adair - Account Group			State - TR	- Account G	roup	
Dates (As of)		۲				
From Date	Through Date	EFT Grou	q	12.00		
2/1/2019 12:00 AM	2/28/2019 11:59 PM	*			Continue	



3. Use the **"+" symbol** to expand the **County Group** to see the **Primary Account Group**.



4. Single-click to highlight the row and select the **Primary Account Group.**

onsole Vie	w Work Manag	gement	VRT	Reports	PWD	Plate I	Merge	Customer	MCS	Inventory	y Finance	Drivers R	epoi
ast Path		• Go											
Month En	d Consolidation	ţ									6		*
Account Gri	oup							Target Accor	unt Grou	P			
+ Adair - Prin	nary - Account Gro	up			- GL	Accounts	5	Adair - Acco	ount Gro	oup			
Dates (As o	0												
From Date		The	ough D	ate		EFT Gr	oup						
2/1/2019	12:00 AM	* 2/2	8/2019	11:59 PM	¥					Cont	inue		
Account G	roup		La	st Consolida	ation	Cons	olidated	d As of	Debit	cr	edit	Total	*
MUR	in - Account Group		1/-	4/2019		12/31	1/2010		\$1	,302.00	\$1,302.00	\$0.00	=
	Adair - Primary - A	ccount Gr	eup 1/							,004.00	\$299,287.12	\$298,283.17	

5. Select **Review**.

Providence in the second se	Go							-
Month End Consolidation								×
Account Group				Target Acco	ount Group			
Adair - Primary - Account Group		- <u>GL</u>	Accounts	Adair - Acc	ount Group			
Dates (As of)								- 1
From Date	Through Date		EFT Group					
2/1/2019 12:00 AM	2/28/2019 11:59 PM	-	L		- C	ontinue		
Account Group	Last Consolida	rtion	Consolidate	1 As of	Debit	Credit	Total	-
🖨 Adair - Account Group	1/4/2019		12/31/2018		\$1,302.00	\$1,302.00	\$0.00	20
Adair - Primary - Acco	unt Group 1/4/2019		12/31/2018		\$1,004.00	\$299,287.12	\$298,283.12	

6. Ensure the **County Account Group** is highlighted and select **Review**.

ast Path · Go	WKT Reports PWD	nate merge Customer	INICS INVEND	ory Pinance	Drivers Nepo
Month End Consolidation					
Account Group		Target Acc	ount Group		
Adair - Account Group	♥ GL	Accounts State - TR	- Account Group	þ	
Design (design)					
Dates (As of)	and Date	EET Course			
From Date Th	ough Date	EFIGroup			
2/1/2019 12:00 AM	28/2019 11:59 PM *		• Co	ntinue	
Account Group	Last Consolidation	Consolidated As of	Debit	Credit	Total A
Gi Adair - Account Group	1/4/2019	12/31/2018	\$2,306.00	\$300,589.12	\$298,283.12
Adams - Account Group	1/3/2019	12/31/2018	\$0.00	\$0.00	\$0.00
Allamakee - Account Group	2/1/2019	1/31/2019	\$0.00	\$0.00	\$0.00
Appanoose - Account Group	2/1/2019	1/31/2019	\$0.00	\$0.00	\$0.00
Audubon - Account Group	1/4/2019	12/31/2018	\$0.00	\$0.00	\$0.00
Benton - Account Group	1/2/2019	12/31/2018	\$0.00	\$0.00	\$0.00
Black Hawk - Account Group	1/9/2019	12/31/2018	\$0.00	\$0.00	\$0.00
Boone - Account Group	2/1/2019	1/31/2019	\$0.00	\$0.00	\$0.00
Bremer - Account Group	1/3/2019	12/31/2018	\$0.00	\$0.00	\$0.00
Buchanan - Account Group	1/8/2019	12/31/2018	\$0.00	\$0.00	\$0.00
Buena Vista - Account Group	2/1/2019	1/31/2019	\$0.00	\$0.00	\$0.00
Butler - Account Group	1/3/2019	12/31/2018	\$0.00	\$0.00	\$0.00
E Calhoun - Account Group	2/1/2019	1/31/2019	\$0.00	\$0.00	\$0.00
Carroll - Account Group	1/2/2019	12/31/2018	\$0.00	\$0.00	\$0.00
E- Cass - Account Group	1/7/2019	12/31/2018	\$0.00	\$0.00	\$0.00
E Cedar - Account Group	1/4/2019	12/31/2018	\$0.00	\$0.00	\$0.00
E Cerro Gordo - Account Group	2/1/2019	1/31/2019	\$0.00	\$0.00	\$0.00
Cherokee - Account Group	1/4/2019	12/31/2018	\$0.00	\$0.00	\$0.00
- Chickasaw - Account Group	2/1/2019	1/31/2019	\$0.00	\$0.00	\$0.00
Clarke - Account Group	1/2/2019	12/31/2018	\$0.00	\$0.00	\$0.00
Eley - Account Group	1/4/2019	12/31/2018	\$0.00	\$0.00	\$0.00
Elevton - Account Group	1/3/2019	12/31/2018	\$0.00	\$0.00	\$0.00 *

7. Select each **Revenue Group** and select the **Print** button (optional).

an again and							10	LOU
Servenue Pre	eview							
Account Group Adair - Account Group								
GL Account		Debits	Cred	its	Total (Cr - Dr)		
a Tevenue Group: Departme	ent of Revenue							
E Pevenue Group: DOT -Re	gistration Reven	iue						
E Pevenue Group: DOT -Rep	placement Title	Revenue						
I Fevenue Group: DOT -Sp	ecial Plates Reve	enue						
	a Decembra							
Fevenue Group: DOT -Titl	e roevenue							
Fevenue Group: DOT -Titl	e revenue							
If Pevenue Group: DOT -Tit	e roevenue							
I fevenue Group: DOT -Titl	e revenue							
E Pevenue Group: DOT -Tit	e rovenue							
Pevenue Group: DOT -Tit	e rovenue							
Bievenue Group: DOT -Tit	e rovenue							
Prvenue Group: DOT -Tit	e rovenue							
Alevenue Group: DOT -Tit	e rovenue							
🖲 Hevenue Group: DOT -Tri	e rowende							
Breenue Group: DOT -Tit	e rowende							
I Sevenue Group: DOT -TR	e rovende							
I Sovenue Group: DOT -TR	e ravenue							
E Sovenue Group: DOT -TR	e rovende							
I Sovenue Group: DOT -TR	e rovende							
I Sevenue Group: DOT -TR	e rovende							
Breenue Group: DOT -TRI	e rovende							
E Provenue Group: DOT -TR	e rovende							
Breenue Group: DOT -Tri	e rovende							

- 8. Select and **remove** the Miscellaneous Group.
- 9. **Compare** totals to your county spreadsheet to reconcile GL Accounts and disbursements.

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 For counties requesting 5% Organ Donor Fund donation, complete an Adjusted Journal Entry (AJE) following steps below. If county does not do Organ Donor Fund Donation, close windows and skip to EFT Transfer Process (next section).

Console	View	Work Management	VRT	Reports	PWD	Plate	Merge Customer	MCS	Inventor	Finance	Drivers Reports	Dri ers	Dealer	Custom
Fast Path		• Go								Adju	isted Journal Entry	1		
										Con	solidation			
										EFT				
										Esch	DW			
										Fine	5			
										Inqu	iry			
										Jour	nal Entry Export			
										NSF				
										Refu	ind			
										Rep	orts			
										Reve	enue Distribution			
										Wet	Processing			

a. Menu→ Finance→ Adjusted Journal Entry

- b. Location field: Verify county primary location is selected
- c. Reason field: Select Organ Donation Adjustment
- d. As of Date fields: Select last day of the month of consolidation

Console V	ew Work Mar	nagement	VRT	Reports	PWD	Plate	Merg	ge Customer	MCS	Invento
Fast Path		- Go								
Adjusted Jou	irnal Entry									•
			Reas	ion				As Of Date		
Location										



e. Transaction Account Posting field:

Row 1:

- i. Financial Unit field: Input the County Account Group
- ii. GL Account # field: Select 999999-600-012 (County Organ Donation)
- iii. **Debit** field: Input the amount that is being remitted back to the fund. 5% total is listed on the consolidation report.

Console View	Work Manag	ement	VRT	Reports	PWD	Plate	Merg	ge Customer	MCS	Inventor
Fast Path		- Go								
Adjusted Journal	Entry									• ×
Location			Reas	ion				As Of Date		
Adair - Primary		-	+ Orga	n Donation	Adjustm	ent	•	+ 2/28/2019	3:16 PM	
Transaction A	count Posting									
Financial	Unit	GL Acco	unt #	Des	cription		Del	bit	Credit	
Adair - Acc	ount Gr 💌 S	999999 -	600 - 0	12 💌 Cou	inty - Org	gan Dona		\$0.20		
Adair - Acc	ount Gr T	and the later	994 - 5	- Ore	an and T	Distance Dist			_	\$0.201

Row 2:

- i. Financial Unit field: is the County Account Group
- ii. GL Account # field: Select 874900-994-552 (Organ and Tissue Donation)
- iii. **Credit** field: Input the amount being remitted back to the fund. 5% total is listed on the consolidation report

Console View Work Ma	anagement VRT Re	ports PWD Plate	Merge Customer	MCS Inventor
Fast Path	- Go			
Adjusted Journal Entry				
Location	Reason		As Of Date	
Adair - Primary	👻 🔶 Organ D	onation Adjustment	 \$ 2/28/2019 	3:16 PM 👻
Transaction Account Pos	iting			
Financial Unit	GL Account #	Description	Debit	Credit
Adair - Account Gr	· 9999999 - 600 - 012	County - Organ Dona.	\$0.20	
Adair - Account Gr.	· 874900 - 994 - 552	 Organ and Tissue Do. 		\$0.20



iv. **Comment** field: This field is optional but suggested to note the reason for the adjustment

Add Bow Delete Bow Declaration]
Comment	_	Generate R	eceipt On Save
February 2019 - County 5% given back to Organ Donor Fund	~		

v. Check the "Generate Receipt on Save" box and select Save

Add Row Delete Row Product Calculator			
Comment	0	Generate Re	aceipt On Save
February 2019 - County 5% given back to Organ Donor Fund	2	Save	Cancel

vi. An Adjusted Journal Entry – Confirm box will appear. Select Yes





vii. Use the **print** icon to print a copy of the adjusted journal entry for county monthly records/reports and close the Adjusted Journal Receipt window. Once closed, the process is complete.



viii. Close windows.

Detailed Procedures: EFT Transfer Process

Follow the procedures below to send funds to the state, electronically, each month. Funds are due by the 9th in order to adhere to Iowa Code.

1. ARTS Menu→Finance→Consolidation→ Month End Consolidation



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2. Ensure County **Account Group** is highlighted (single-click).



If an adjusted journal entry (AJE) is completed for Organ Donor, it will show on the Review screen. Print the **Review/Preview** again to reflect the adjustments. Retain a copy with the monthly reports.

3. Select **Consolidate** button on the Month End Consolidation window.

			-
Preview	Review	Consolidate	Cancel

- 4. Select **Consolidate** a second time in the confirmation window. Consolidate all primary groups to the County Group.
- 5. Select "**Yes**" to the pop up window.
- 6. Verify total amount matches the amount on the County spreadsheet.



7. Select **Request EFT** button.

Month End Consol	idation 💿 🖸
Account Group	Target Account Group
Admir - Account Group	Git Accounts State - TR - Account Group
Dates (As of) From Date	Through Date EFT Group
2/1/2019 12:00 AM	Consolidation Confirmation
Account Group	Account Group From Date Through Date Adar: Account Group \$2/12019 12:00:00 AM 22/22/2019 11:93:90 PM Office Add Account Group \$7/1404 Pm PM \$7/1404 Pm PM
	Account Group Dobits Gredits Total (Cr + Dr)
	Adeir - Account Group \$1,302.00 \$0.20 (\$1,301.80)
	Ader - Prreary - Ac 5872.00, 5289,516 \$2288,647.86
	Ader - Prrwary - AC 5872.80, 5289,516 \$2288,647.86 \$227,73.80 \$2299,516 \$2287,445.26
	Ader - Primary - AC 5872.89, 5289,538 \$2888,647.86 \$2,773.86 \$289,518 \$288,647.36 \$2,773.86 \$289,518 \$287,945.26 Pasting Method Command \$287,945.26

The EFT Request window will appear.

8. Ensure the bank is selected. Leave the request date as the 10th. The amount is the dollar amount to be sent to the state. Select **Request.**

This will be the da	ate the EFT request is processed.
EFT Amount may	y not equal total consolidation amount.
NOT Include	d: Money collected for Pin Pad
transactions inc	luding the Pin Pad convenience fe
Bank Account	
First National Bank (A	Account #: 8888) (Reference #: <no) -<="" td=""></no)>
Request Date	Amount
3/10/2019	\$287.345.26

9. In the *EFT Request – Confirm* window, select **Yes.**



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10. In the EFT Request Submitted window, select OK.



11. The user will be taken back to the Consolidation Confirmation window. Select **Consolidate.**

dair - Account Group			From Date ◆2/1/2019 12:00	00:00 AM	Through Date +2/28/2019 11:59:59 PM	1
Include All Account	Groups -	View Pin P	Pad 📝 View E	Pay 🗸 V	/iew IAPS Electronic	
Account Group	Debits	Credits	Total (Cr - Dr)			
Adair - Account Group	\$1,302.00	\$0.20	(\$1,301.80)			
Adair - Primary - Ac	\$871.80	\$289,518	\$288,647.06			
Posting Method	\$2,173.80 Commen	\$289,519	\$287,345.26			
Posting Method @ Aggregate Matched	\$2,173.80 Commen	\$289,519	\$287,345.26			

12. In the *Consolidation Confirmation – Confirm* window, Select **Yes**.





13. The user will be returned to the *Month End Consolidation – Confirm* window.



Verify:

- A. Account Group line is \$0.00
- B. Moneys have now been sent to the state
- C. Date of Consolidation displays

Note: If total is not correct, go back through paperwork to find error and make appropriate adjustment(s).