

## Step-by-Step Procedure

The step-by-step procedure outlined on the following pages references and is demonstrated using energy assistance. The same process is utilized if applying water assistance funds.

To apply Crisis Assistance Funds, see page 45.

### Part 1: Recording Federal Energy Assistance Funds

Upon receiving the Federal monies designated for Energy Assistance, record the check in NorthStar using a miscellaneous transaction.

In the **Cashiering** module, open the **Cashiering Entry** table.

From the **Cash Receipts** tab, click the **Add** icon to begin a new batch.

The **Batch Name** will auto-populate.

Enter a **Batch ID**.

**Process Date** defaults to the current date.

Leave all other fields with the default setting.

Click **OK** to save.

#### Cashiering > Cashiering Entry

The screenshot shows the 'Cash Processing (BROWSE)' window with the 'Cash Receipts' tab selected. A table displays one record with the following details:

Batch Name	Batch ID	Station	Cashier
aenfelt1	EA Test	slave	aenfelt

The 'Batch Information' form on the right is highlighted with a red box and contains the following fields:

- Batch Name: aenfelt1
- Batch I.D.: EA Test
- Process Date: 2019-07-25
- Station: slave
- Bank Group: 10
- Print Receipt:
- Reverse LP:
- Cashier: aenfelt
- Select Cash Drawer button

The 'More Information' section at the bottom right includes:

- In Use: 0
- Journal: 0
- Journal By: [empty field]
- Journal Number: [empty field]
- Locked:

The status bar at the bottom left shows a green dot and the text 'Ready'.

Move to the **Cash Maintenance** tab.

Select the **Cash Entry** tab

Click the **Miscellaneous Transactions** tab.

Click the **Add** icon.

**Customer Number** remains blank.

Select the **Transaction Code** for Energy Assistance from the dropdown menu.

The **Revenue G/L Account** auto-populates as these were linked during the creation of the Transaction Code.

Enter the full **Amount** of the check received from the government for Energy Assistance.

Click **OK** to save.

Cash Processing (BROWSE)

Cash Receipts **Cash Maintenance** Verification Listing Journal Print Post

**Cash Entry** Add Many

**Receipt (BROWSE)**

1 of 1

Date: 2019-07-25 Batch Name: aenfelt1 Entry: 1 **INCOMPLETE**

Agency #: 0 Station: slave Type: 1 Apply

Receipt #: 1943751 Name on Receipt: Receipt Printed:

Account Payments **Miscellaneous Transactions** Method of Payment

**Miscellaneous Cash Payments (BROWSE)**

1 of 1

Browse Record Details

**Miscellaneous Cash Payment Entry**

Customer Number:

Transaction Code: 25 ENERGY ASSISTANCE HELD

Revenue G/L Account: 135 4630.232.00.0.0500

ENERGY ASSISTANCE HELD

Amount: 2000.00

**Miscellaneous Totals** Balance: 2000.00

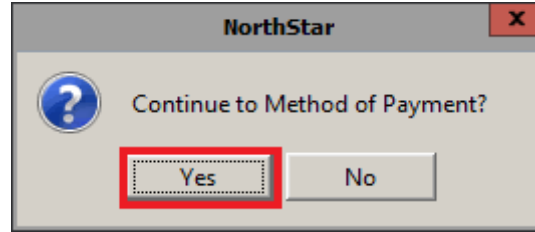
Ready

**Receipt Totals** Amount Owing: 2000.00 Amount Tendered: 0.00 Change: -2000.00

Ready

A pop-up window appears.

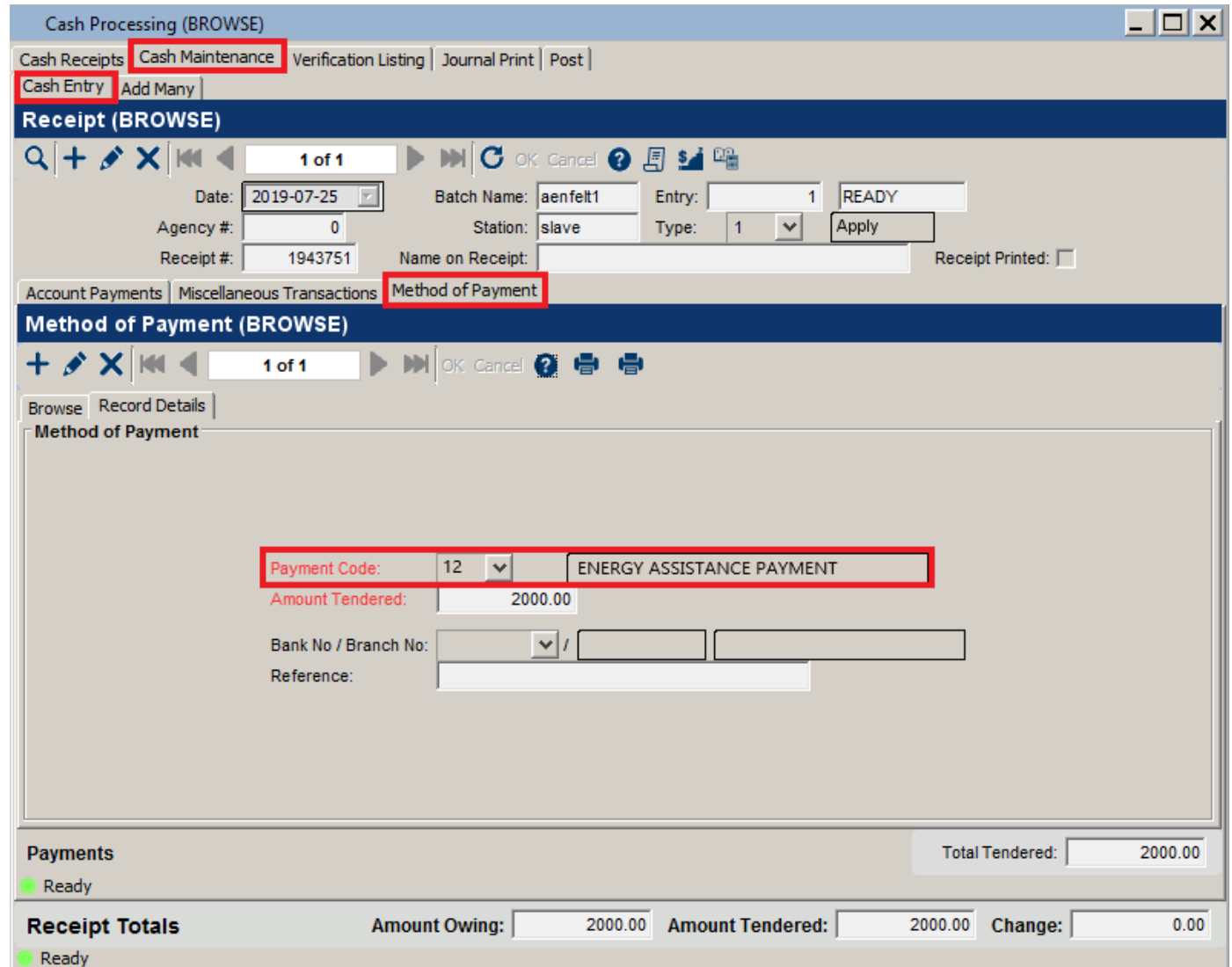
Click **Yes** to auto-transition to the Method of Payment table.



### Method of Payment table

Select the **Payment Code** associated with Energy Assistance from the dropdown menu.

Click **OK** to save.



Move to the **Verification Listing** tab.

Click the **Edit** icon.

Select the **Batch** for verifying.

Click **OK** to run the verification.

Cash Processing (BROWSE)

Cash Receipts | Cash Maintenance | **Verification Listing** | Journal Print | Post

**Verification Print (FIND)**

Verification Print Options:

Cashier:

Batch Name	Cashier	Batch I.D.
aenfelt1	aenfelt	EA Test

Batch Name:

Customer:

Receipt No:

Summary And Deposits:

Summary Only:

Include Deposit Sheet:

**OK** Cancel

The Verification Report appears.

Review the verification report. Make sure the funds will post to the correct G/L Account.

**Save** and/or **Print** based on Utility procedure.

Click **Close** when done.

Cash Processing (BROWSE)

Print Save Cancel Close

Results Status Erlog

Batch Name : aenfelt1 EA Test Cashier: aenfelt Amy Enfelt Bank G

07/25/2019 1 1943751 aenfelt1 Apply 200

Cust #	Miscellaneous Item	G/L Account
25	ENERGY ASSISTANCE HELD	4630.232.00.0.0 ENERGY ASSISTANCE HELD

Payment By : 12 ENERGY ASSISTANCE PAYMENT 2000.00

Batch Summary 1 Entries in aenfelt1 EA Test Cashier: aenfelt Amy Enfelt

Payment By : 12 ENERGY ASSISTANCE PAYMENT	2000.00
Tendered :	2000.00
Change :	0.00
Balance :	2000.00
Misc. Items: 25 ENERGY ASSISTANCE HELD	2000.00
Total :	2000.00

Advance to the **Journal Print** tab.

Click the **Edit** icon.

Select the **Batch** to Journal Print.

Click **OK** to print the journal.

Cash Processing (BROWSE)

Cash Receipts | Cash Maintenance | Verification Listing | **Journal Print** | Post

**Journal Print (FIND)**

Journal Print Options:


Cashier:

Batch Name:

Batch Name	Cashier	Batch I.D.
aenfelt1	aenfelt	EA Test

Deposits:

Include Deposit Sheet:

 **OK** Cancel

Review the Journal Print report. Make sure the funds will post to the correct G/L Account.

Save and/or Print based on Utility procedure.

Click Close when done.

Cash Processing (BROWSE)

Print Save Cancel Close

Results Status Erlog

ALWAYS ON UTILITIES CASH RECEIPTS JOURNAL 00032053 aenfelt 0

Process-Date Entry Name on Receipt Receipt # Login Tend

Ap Customer Account No. Balance Payment Deposit Ne

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Batch Name : aenfelt1 EA Test Cashier: aenfelt Amy Enfelt Bank G

07/25/2019 1 1943751 aenfelt1 Apply 200

Cust #	Miscellaneous Item	G/L Account
25	ENERGY ASSISTANCE HELD	4630.232.00.0 ENERGY ASSISTANCE HELD
Payment By :	12 ENERGY ASSISTANCE PAYMENT	2000.00

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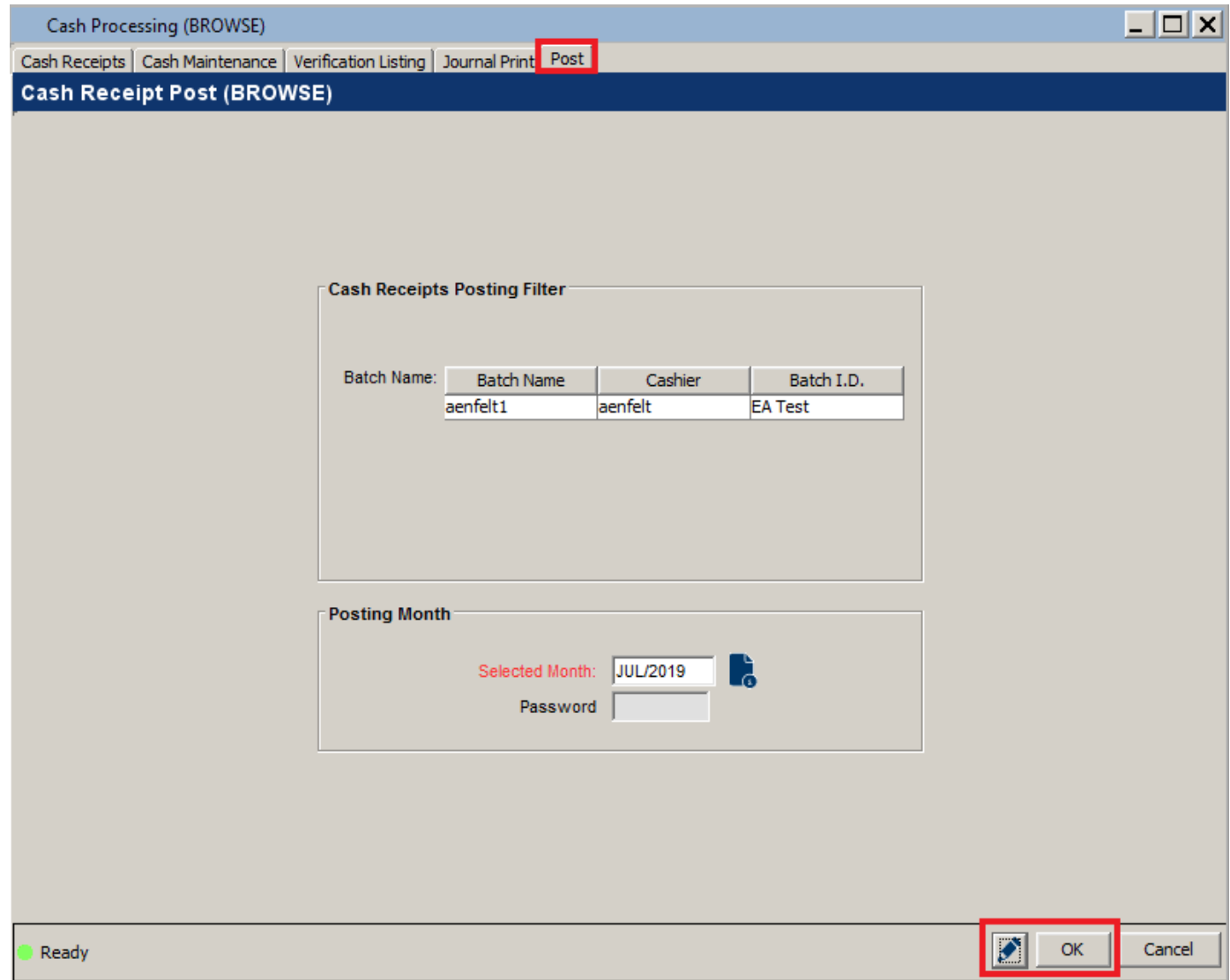
Batch Summary 1 Entries in aenfelt1 EA Test Cashier: aenfelt Amy Enfelt

Payment By :	12 ENERGY ASSISTANCE PAYMENT	2000.00
	Tendered :	2000.00
	Change :	0.00
	Balance :	2000.00
Misc. Items: 25	ENERGY ASSISTANCE HELD	2000.00
	Total :	2000.00

Move to the **Post** tab.

Click the **Edit** icon.

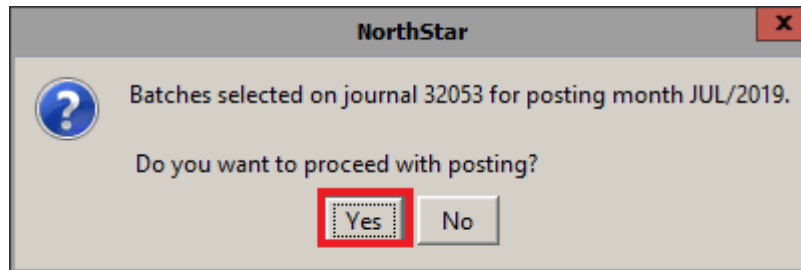
Click **OK** to begin the posting process.





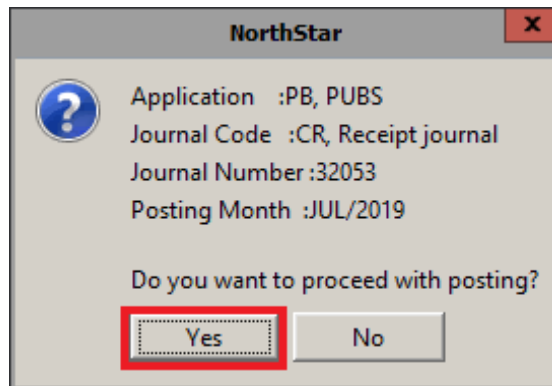
A Pop-up window appears.

Click **Yes** to proceed with the posting process.

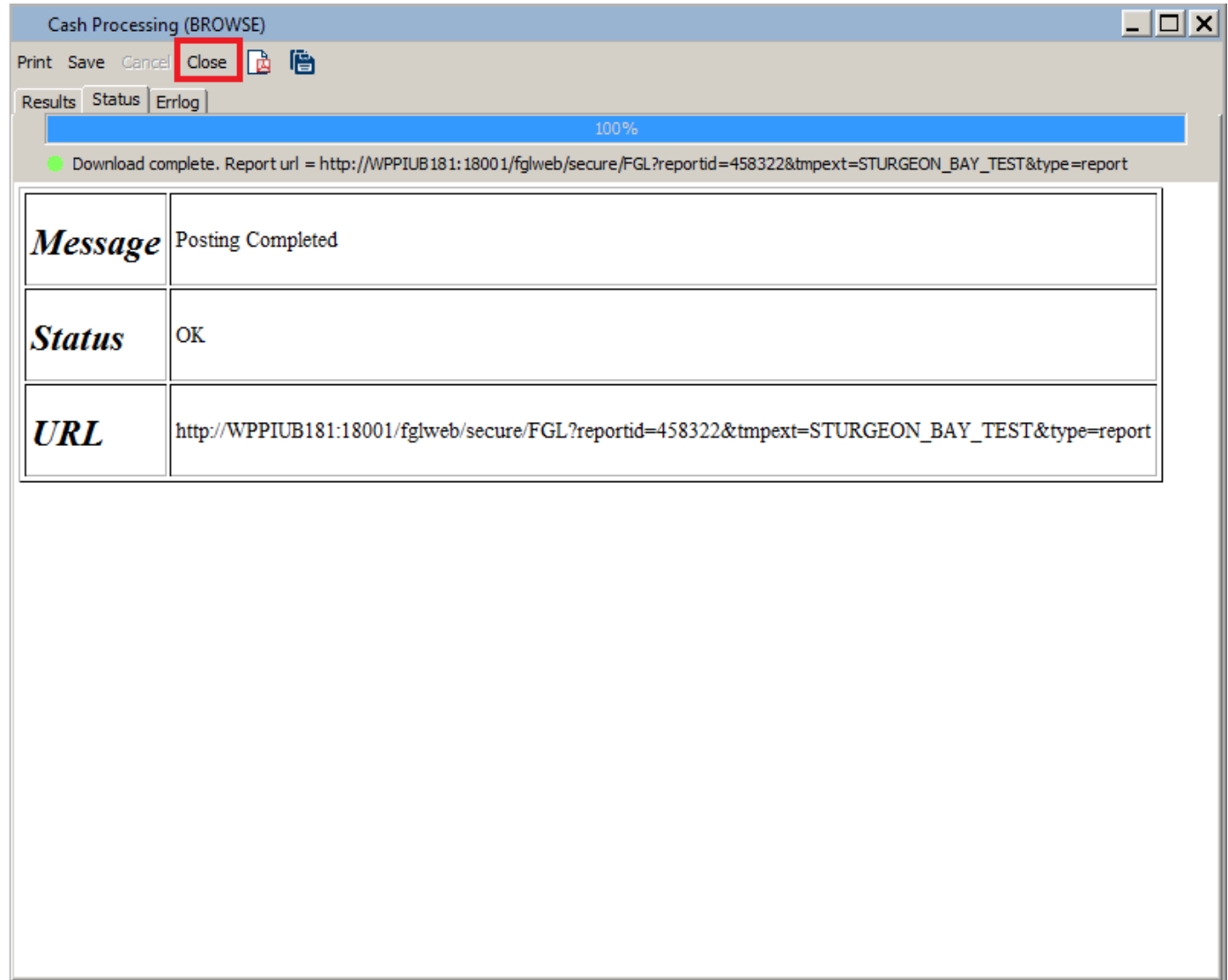


A second Pop-up window appears.

Click **Yes**, again, to proceed with posting the journal.



The Cash Processing screen will appear. Click **Close** when it has successfully completed.



The screenshot shows a web browser window titled "Cash Processing (BROWSE)". The window has a menu bar with "Print", "Save", "Cancel", and "Close" (the "Close" button is highlighted with a red box). Below the menu bar are tabs for "Results", "Status", and "Errlog". A blue progress bar at the top indicates "100%". Below the progress bar, a green dot indicates "Download complete. Report url = http://WPPIUB181:18001/fglweb/secure/FGL?reportid=458322&tmpext=STURGEON\_BAY\_TEST&type=report".

<b>Message</b>	Posting Completed
<b>Status</b>	OK
<b>URL</b>	http://WPPIUB181:18001/fglweb/secure/FGL?reportid=458322&tmpext=STURGEON_BAY_TEST&type=report