



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED.

Telephone No 92-28600-16  
Website <http://www.mof.gov.jm>  
Email [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE AND THE PUBLIC SERVICE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

September 15, 2016

Circular No.24  
File No. 107/022  
Public Expenditure Policy Coordination Division

Permanent Secretaries  
Heads of Departments

**Re: Lodgment of Public Funds Collected by Ministries and Departments**

The attention of Permanent Secretaries and Heads of Departments is invited to the attached guidelines relating to Lodgment of Public Funds collected by Ministries and Departments under the Central Treasury Management System (CTMS).

In keeping with the central role of the Accountant General's Department, funds collected by Ministries and Departments as expenditure credits, advance recoveries, appropriations-in-aid and miscellaneous revenue must be lodged to the Accountant General for Miscellaneous Revenue bank account. The funds lodged shall be distributed by the Accountant General's Department to the relevant bank accounts, as shown below:

1. Expenditure credits and advance recoveries to be transferred to the Central Payment Bank Account for the relevant head;
2. Appropriations-in-aid to be transferred to the Central Appropriations-in-aid Bank Account for the relevant head; and
3. Miscellaneous revenue to be transferred to the Consolidated Fund.

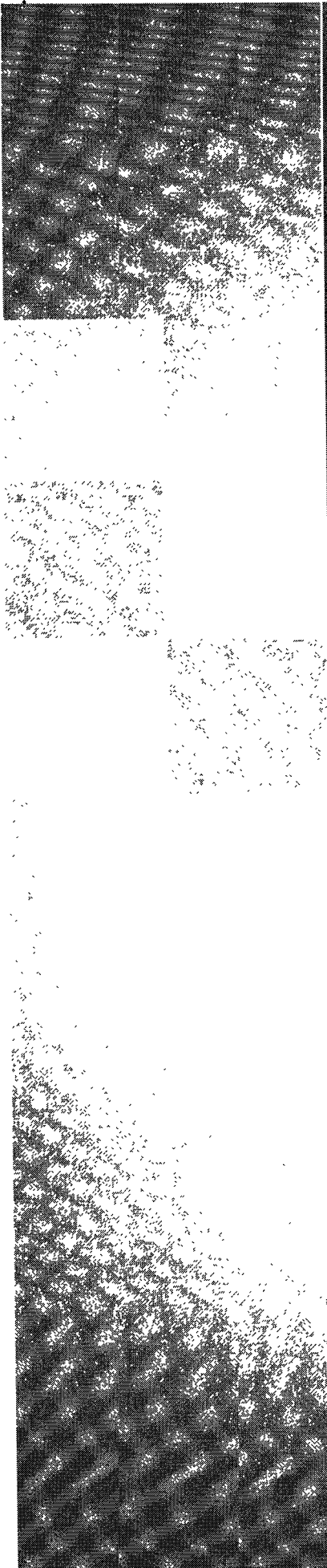
This Circular takes effect on October 1, 2016.

Permanent Secretaries, Principal Receivers of Revenues and Heads of Departments must ensure that this circular is brought to the attention of all relevant officers.

Everton McFarlane  
Financial Secretary (Assigned)

## SUMMARY - RECEIPTS AND LODGEMENTS

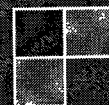
MINISTRY/DEPARTMENT	TREASURY
1. Receipt - Cashier <ul style="list-style-type: none"> <li>a. Expenditure Credits (No change)</li> <li>b. AIA Receipts (No change)</li> <li>c. Advance Recoveries (Post under GL #8001)</li> <li>d. Miscellaneous Revenue receipts (No change)</li> <li>e. Deposit Receipt (No change)</li> </ul>	1. NO ENTRY
2. Lodgement –Cashier <ul style="list-style-type: none"> <li>a. Use Receipt Processor to do Lodgement</li> <li>b. Update Lodgement</li> <li>c. Print Lodgement Voucher</li> <li>d. Take Lodgement Voucher at (c) to Bank with cash and cheques</li> <li>e. lodge (a), (b), (c) and (d) to AG Misc Rev Bank</li> <li>f. Lodge (d) to Deposit Bank Account</li> <li>g. Scan Lodgement Voucher at (e) and e-mail to AGD</li> </ul>	2. Receive e-mail with scanned e-mail re lodgement voucher
3. Upload Lodgement to TMM <ul style="list-style-type: none"> <li>a. Upload lodgement at 2( e) to AGD using CTMS Treasury Upload screen (formerly CTMS Payment Selection screen)</li> <li>b. Verify lodgement re3(a)</li> </ul>	3. Lodgements Uploaded <ul style="list-style-type: none"> <li>a. Open Verify Lodgement Screen</li> <li>b. Check Lodgement at (a) against the AGMR Online BNS Banking</li> <li>c. Click Verify Lodgement if 3(b) is okay</li> <li>d. Update by Opening the Batch Processing Program and click “Post Lodgement”</li> </ul>
4. NO ENNTRY	5. Distribution of Lodgement <ul style="list-style-type: none"> <li>a. Use RTGS To Transfer AIA Receipts from AGMR to AIA BOJ Bank Account</li> <li>b. Use RTGS To Transfer Expenditure Credits and Advance Recoveries to CPA Bank Account</li> <li>c. Use RTGS To Transfer Misc. Revenue Receipts from AGMR to Consolidated Fund</li> </ul>



# PROCEDURES FOR LODGEMENT OF PUBLIC FUNDS

October 18, 2016

MINISTRY OF FINANCE AND THE PUBLIC  
SERVICE



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## 1. INTRODUCTION

- 1.1. All cash collected by the MDAs in respect of expenditure credits advance recoveries, Appropriations-in-aid and Miscellaneous Revenue must with effect from **October 1, 2016** be lodged to the Accountant General for Miscellaneous Revenue Bank Account (AGMRBA) as shown below:

	Bank of Nova Scotia (BNS)
Bank Account name	Accountant General for Miscellaneous Revenue
Bank Account number	631-18
Branch	Scotia Center, Duke & Port Royal Streets

- 1.2. This document provides the procedures relating to this change.

## 2. RECEIPTS IN JAMAICAN CURRENCY

- 2.1. MDAs cashier shall receive public funds such as advance recoveries, expenditure credits, Appropriations-in-aid receipt, deposit receipt etc. using the FinMan Receipt Processor applying the appropriate event which will result in the following entries:

### FP11, 12, 21, 22, 31 and 32 – Expenditure Heads

Cash Account	3030	Debit	
Expenditure Control Account	8001		Credit
Appropriations-in-aid Control	7002		Credit

### FP45 –Departmental Deposits

Cash Account	3030	Debit	
Deposit Control Account	4021		Credit

### FP90 Miscellaneous Revenue

Cash Account	3030	Debit	
Miscellaneous Revenue Control Account	4007		Credit

- 2.2. Advance Recoveries must not be posted as an expenditure credit based on the revised Departmental Advances Procedures.

## 3. RECEIPTS IN FOREIGN CURRENCY

- 3.1. Cashier on receipt of foreign currency notes must:

- Ensure that the notes are valid ;
- Foreign currency notes that are defaced, torn or suspected of being invalid must not be accepted.
- Foreign currency coins must not be accepted;
- Draw manual receipt using the General Receipt Book for valid foreign currency notes tendered. (NB. The FinMan Receipt Processor must not be used for generating receipt in respect of foreign currency notes);

- (e) The amount and type of foreign currency received must be clearly stated on the manual receipt;
- (f) Lodge the foreign currency received separately to the Accountant General for Miscellaneous Revenue Bank Account by manually preparing the relevant lodgement voucher;
- (g) Following lodgement to the bank at (3.1)(e) , the cashier must do the following:
  - (i) State on the copy manual receipt in the General Receipt Book the Jamaican dollar equivalent credited by the bank ;
  - (ii) Post manual receipt at (3.1)(d) in the FinMan system for the Jamaican dollar equivalent using the manual receipt number as the voucher number. **(NB Do not print the receipt)**, The receipt must be certified, authorized and posted and shall make the following entry:
 

Cash Account	3030	Debit	.	.
Expenditure Control Account	8001	.	Credit	.
Appropriations-in-aid Control Account	7002	.	Credit	.
  - (iii) Use Receipt Processor as per (4.1) to lodge on the system the amount lodged at (3.1) (f). (NB. No lodgement voucher is to be printed and the lodgement on the system must match the actual manual lodgement made at (3.1) (f).
  - (iv) Upload lodgement to the Treasury as per (4.1)

#### 4. LODGEMENT

- 4.1. All lodgements must be done using the lodgement event in the Receipt Processor. The use of the Transfer Processor for lodgement must be discontinued. (See FinMan Lodgement Manual attached).
- 4.2. All cash collected by the MDAs at (2.1) **except those for Departmental Deposits** must be lodged to the Accountant General for Miscellaneous Revenue Bank Account (AGMRBA) as shown at (1.1).
- 4.3. Lodgements to the AGMRBA and Departmental Deposits Bank Account must be batched and lodged according to the relevant financial pattern i.e.

11	Recurrent -Voted
12	Recurrent –Statutory
21	Capital A –Voted
22	Capital A -Statutory
31	Capital B -Voted
32	Capital B -Statutory
45	Deposit - Deposit
90	Miscellaneous Revenue

- 4.4. Lodgements to Departmental Deposits and any other special fund must continue to be lodged to the relevant bank account until they have been incorporated under the CTMS.
- 4.5. Lodgements to the AGD Miscellaneous Revenue Bank Account must be done using the lodgement form generated by the Receipt Processor. The Form shall state the following:-
- (a) Ministry/Department name and number
  - (b) BNS Consolidated Cash Plan (CCP) Agent Number (See Appendix B)
  - (c) Lodgement total
- 4.6. Lodgements shall be made at any BNS branch for credit to the AGMRB Account # 50765/631-18.
- 4.7. Funds lodged to the (AGMRBA) through the Receipt Processor must be posted to the general ledgers below under the relevant financial pattern: (NB. Users will be required in the FinMan system to select the relevant general ledger account to be debited.

**Expenditure & Advance Recoveries**

Warrant Balance Control	3009	Debit		FP11,12,21,
Cash Account	3030		Credit	22,31,32

**AIA Lodgements**

AIA Balance Control	3008	Debit		FP11,12,21,
Cash Account	3030		Credit	22,31,32

**Miscellaneous Revenue**

Lodgement to Miscellaneous Revenue Bank Account	4008	Debit		FP 90
Cash Account	3030		Credit	

- 4.8. All lodgement vouchers made at (4.5) , must be scanned within 24 hours of lodgement and e-mailed to the AGD at the following email address:

[ntr@treasury.gov.jm](mailto:ntr@treasury.gov.jm)

- 4.9. Unidentified Lodgements particularly those for which no scanned lodgement voucher are received shall be transferred by the AGD in full to the Consolidated Fund.

## 5. UPLOAD LODGEMENTS TO THE TMM

- 5.1. Following the physical lodgements to the AGMRBA the cashier must use the “CTMS Treasury Upload” screen (formerly CTMS Payment Selection) to upload the lodgement to the Treasury Management (TMM). Thereafter the “Send to Treasury” screen must be used in order for the lodgement to be picked up in the TMM.
- 5.2. Where (5.1) is **not** executed, the system will not allow the “Send to Treasury” of any payment until same is executed.
- 5.3. The uploads at (5.1) require verification by the relevant officer at the Treasury. This shall be done only after the AGMR bank account is checked to see that the amount shown on the Web Portal is actually credited to the bank account.
- 5.4. Where the amount credited on the bank statement is greater than that shown on the Web Portal the AGD shall execute the verification but generate a Credit Memo which must be examined and cleared as soon as possible.
- 5.5. Where the actual amount credited on the bank statement is less than that shown on the Web Portal the AGD shall execute the verification but generate a Debit Memo which must be examined and cleared as soon as possible.
- 5.6. Following verification, the system will automatically generate the following entries:

Accountant General for Miscellaneous Revenue Bank Account	4008	Debit	
Expenditure Control Account	8001		Credit
Appropriations-in-aid Control	7002		Credit
Miscellaneous Revenue Control Account	4007		Credit

- 5.7. The AGD based on (5.6) shall transfer from the AGMRBA the appropriate amount to the relevant bank account as shown below:

Expenditure Credits amount including Advances	Transfer to Central payments Bank Account
Appropriations-in-aid lodgements	Transfer to Appropriations- in-aid Bank Account
Miscellaneous revenue lodgements	Transfer to Consolidated Fund

- 5.8. The following journal must be done following the transfer of funds at (5.7):

Central Payment Account	3060	Debit	
Appropriations-in-aid Bank Account	3064	Debit	
Consolidated Fund Bank Account	3010	Debit	
Accountant General for Miscellaneous Revenue Bank Account	4008		Credit



## 6. APPROPRIATIONS IN AID PAID BY ACCOUNTANT GENERAL DEPARTMENT

- 6.1. AIA such as Traffic Ticket, Finger Print and Police Certificate shall continue to be paid by TAJ to the AGD.
- 6.2. The AGD shall instead of paying the amount collected at (6.1) to the CPA shall pay the amount to the AIA BOJ Bank account (**i.e. Account Number 202843**) for credit to the relevant head. The following journal shall be made to reflect the AIA amount deposited:

Appropriations-in-aid Bank Account	3064	Debit		
Appropriations-in-aid Control Account	7002		Credit	

- 6.3. Based on advice from the AGD of the lodgement at (6.2), MDA shall make the following journal entry:

Warrant Balance Control Account	3009	Debit		
Appropriations-in-aid Control Account	7002		Credit	

## 7. APPROPRIATIONS IN AID PAID BY MDA TO THE CPA

- 7.1. AIA held by MDA in Deposit and other approved bank accounts must be paid over when required must **not** be paid into the CPA Bank Account but must be transferred to AIA BOJ Bank Account as follows:

Name	Accountant General for Central Appropriations-in-aid Bank Account
Account Number	202843

- 7.2. The AGD on receipt of the amount at (7.1) shall in respect of the relevant head make the following journal entry:

Appropriations-in-aid Bank Account	3064	Debit		
Appropriations-in-aid Control Account	7002		Credit	

- 7.3. On advice from the AGD regarding the receipt of the amount at (7.1), MDA must make the following journal entry:

Warrant Balance Control Account	3009	Debit		
Appropriations-in-aid Control Account	7002		Credit	

## 8. APPROPRIATIONS- IN AID COLLECTED AND SPENT BY OUTSTATIONS AND AGENCIES

8.1. Outstations such as Bodles, Fisheries, and JDF etc. shall continue to collect and utilise AIA up to the limit approved by the Estimate of Expenditure.

8.2. Outstations that collect and utilise AIA, must submit to their parent Ministry a Monthly Statement of AIA Collected and spent for the month. The Ministry shall incorporate this in its books by the following journal entry:

Expenditure Control Account	8001	Debit	
Appropriations-in-aid Control Account	7002		Credit

8.3. AIA amount collected by outstation in excess of the sum approved in the Estimates of Expenditure must be lodged to the Accountant General for Miscellaneous Revenue Bank Account for transfer to the Consolidated Fund.

## 9. MISCELLANEOUS REVENUE COLLECTED BY OUTSTATIONS

9.1. Outstations that lodge directly to the Accountant General for Miscellaneous Revenue Bank Account shall continue to do so but must execute the following functions:

(a) The Lodgement Form must state the following:-

- (i) Ministry/Department name and number
- (ii) The Outstation Name and Number
- (iii) BNS Consolidated Cash Plan (CCP) Agent Number
- (iv) The Miscellaneous Revenue Description and Code
- (v) Lodgement total

(b) The lodgement at (8.1)(a) must be scanned within 24 hours of lodgement and e-mailed to the AGD at the following email address:

**ntr@treasury.gov.im**

(c) The AGD on receipt of the lodgement at (9.1) must make the following journal in the TMM:

Miscellaneous Revenue Bank Account	4008	Debit	
Departmental and Other Miscellaneous Revenue Control Account	4007		Credit

(d) The scanned lodgement e-mailed at (9.1) (b) must be copied to the parent Ministry vide an e-mail address stipulated by the said Ministry.

(e) The Ministry shall on receipt of the e-mail at (9.1) (d ) must make the following journal entry under Financial Pattern 90:

Lodgement to Miscellaneous Revenue Bank Account	4008	Debit	
Departmental and Other Miscellaneous Revenue Control Account	4007		Credit

## 10. PAYMENT OF APPROPRIATIONS- IN AID AND MISCELLANEOUS REVENUE BY THIRD PARTIES

10.1. Third parties that are authorised by a Ministry/Department to make payment of Miscellaneous Revenue and Appropriations-in-aid through electronic transfer must :

- (i) Effect payment to the Miscellaneous Revenue Bank Account – BNS 631-18;
- (ii) Immediately following the transfer, the third part must advise the Ministry (i.e. In the manner directed by the Ministry) and the AGD through e-mail [ntr@treasury.gov.im](mailto:ntr@treasury.gov.im) of the amount transferred , its nature and purpose.

10.2. Where a third party is effecting payment by direct lodgement, ministry/department must provide them with a modified lodgement voucher form that must have the following information:

Lodgement Date
Name of Payer
TRN
Ministry/Department name
Ministry/Department Org. Code
Financial Pattern
Misc. Rev/AIA Code
BNS/CCP Agent Number
Lodgement Total

10.3. Funds transferred electronically or lodged directly to Miscellaneous Revenue Bank Account must be accounted for by the AGD as follows:-

Accountant General for Miscellaneous Revenue Bank Account	4008	Debit	
Appropriations-in-aid Control	7002		Credit
Miscellaneous Revenue Control Account	4007		Credit

10.4. The AGD based on (10.3) shall transfer from the AGMRBA the appropriate amount to the relevant bank account as shown below:

Appropriations-in-aid lodgements	Transfer to Appropriations- in-aid Bank Account
Miscellaneous Revenue lodgements	Transfer to Consolidated Fund

10.5. The following journal must be done after the transfer of funds at (10.4):

Appropriations-in-aid Bank Account	3064	Debit	
Consolidated Fund Bank Account	3010	Debit	
Accountant General for Miscellaneous Revenue Bank Account	4008		Credit

10.6. MDA shall make the following journal entry in the FinMan in respect of (10.1) and 10.2)

FP 11, 21, 31			
Warrant Balance Control Account	3009	Debit	
Appropriations-in-aid Control Account	7002		Credit
FP 90			
Accountant General for Miscellaneous Revenue Bank Account	4008	Debit	
Miscellaneous Revenue Control Account	4007		Credit

## 11.AIA PAYMENTS

11.1. Payments to be made from AIA funds must be done using Fund Source Code (i.e. **1010**). When this payment is uploaded to the Treasury, the AIA code will cause the TMM to check the MDA's AIA fund Balance for available funds (i.e. Treasury GL#3064). If funds are available the payment will be transferred to the payee's bank account. If there are no funds or inadequate funds the payment will be rejected and the MDA advised accordingly by the AGD.

11.2. Where AIA payments are rejected the MDA have the option of cancelling the payment on the portal or allowing it to stay on the system until AIA funds becomes available through lodgements at (4.5).

11.3. AIA payments made by AGD from the AIA bank Account will automatically be posted in the FinMan system as follows:

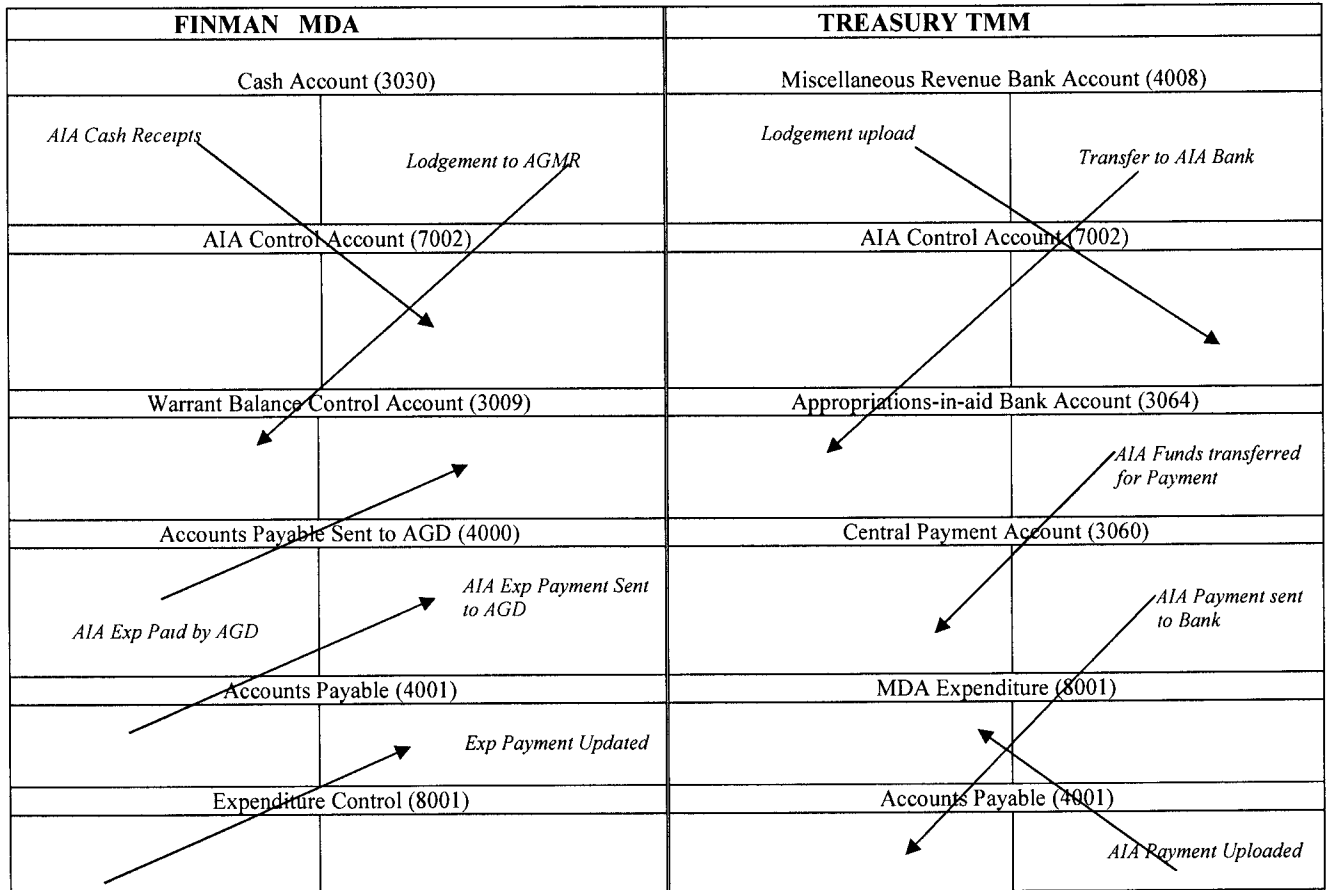
Accounts Payable Sent to AGD	GL#4000	Debit	
Appropriations-in-aid Balance Account	GL#3008		Credit

11.4. MDA must effect a monthly reconciliation between their Books and that of the Treasury as follows:

MDA - FinMan		AGD - TMM
Warrant Balance GL#3009	=	(1) Approved Warrant (GL # 0009) (2) Plus AIA Control (GL# 7002) (3) Less MDA Expenditure GL#8001)

- 11.5. An automatic reconciliation program is to be provided on the FinMan system is to be developed and release in respect MDA books with that of the TMM at the AGD.

## 12. APPROPRIATIONS-IN AID RECEIPTS AND PAYMENTS DIAGRAM



# FINMAN LODGEMENT USER MANUAL



**Ministry of Finance and the  
Public Service**

**September 26, 2016**

## LODGMET MANUAL

The process of creating a lodgment voucher on the FinMan system has been revised and simplified. Users are no longer required to load each receipt individually in the transfer processor and clear each to a lodgment voucher. The process is explained in detail below. The system can also now generate a lodgment slip that can be used to make lodgments to BNS.

### CREATING A LODGMET

1. Open the receipt processor and select the lodgment event

The screenshot shows a window titled "Receipt Processor (Finyear: 1) - Test Database". Inside, there is a form with the following fields and values:

Lodgment	Voucher	Status	Fin. Year
90	Miscellaneous Revenue	New	2016/2017
Period	Date		
6	2016-Sep-12		
Description	Lodgment for XXXXX		
(CQ:AAA001-desc)			
Vouch. Total	Accumulated		
Source of Funds			
Submit		Copy	

2. As usual, typing zero (0) and enter will prompt the system to generate the next available voucher number
3. Complete the header for the lodgment to include Financial Pattern, Period and date, description, source of funds, and an arbitrary voucher total (the system will decide what the voucher total will be based on the receipts added).
4. Lodgments must be grouped based on their source of funds, for example, receipts with source of funds 1010 for AIA must be lodged by itself, and receipts with SOF 1000 should be lodged by itself.
5. After the header is complete click the submit button. The following message will be displayed:

The screenshot shows a small dialog box titled "Receipts". It contains the text "Select Receipt Vouchers?" and two buttons: "Yes" and "No".

6. Select yes. This will load a new screen with the list of available receipts that matches the date, financial pattern and source of funds. Only receipts that match the selected SOF, FP and the selected lodgment date will be available for selection.

The screenshot shows a window titled "Receipt Processor (by year) - Test Database". It contains a table with columns: Event, Voucher Num, Description, Amount, and Pay. The table lists several receipts, including payments for irrevocable orders, CUG cellphones, and participant course fees. At the bottom, there are buttons for "Select All", "Un-Select", "Submit", and "End".

Event	Voucher Num	Description	Amount	Pay
112	CCRT2031867	PAYMENT FOR IRREVOCABLE ORDER	\$500.00	X
112	RV1901010	PAYMENT FOR IRREVOCABLE ORDER	\$500.00	X
112	RV1901011	PAYMENT FOR CUG CELLPHONE	\$1,000.00	X
112	RV1901012	PAYMENT FOR OLD CUG PHONE	\$1,000.00	X
112	RV1901013	PARTICIPANT COURSE FEES OF \$3000 US	\$367,800.00	X
112	RV1901014	PARTICIPANT COURSE FEES OF \$1800 US	\$222,480.00	X
112	RV1901032	RECEIPTS	\$500.00	

7. The screen will always default to Bank account GL 3010. The user has the option to the GL if necessary, for example, lodgments for Miscellaneous Revenue will need to be changed to GL 4008.
8. From the list of receipts presented the user will select the receipts that make up the lodgment. Each time a receipt is selected, it accumulates in the field marked Selected Receipts.
9. When all receipts have been selected that is to be lodged, click submit. This will create the lodgment voucher.

The screenshot shows a window titled "Receipt Processor (by year) - Test Database". It contains a form with fields for "Voucher", "Status", "Fin. Pattern", "Period", "Date", "Description", "Vouch. Total", and "Accumulated". Below the form, there is a table with columns: Line, Account Code, and Amount. The table lists several lines of data, including amounts of \$500.00, \$1,000.00, and \$367,800.00. At the bottom, there are buttons for "Void Voucher", "Delete Voucher", "Delete Line", "Append", "Edit", "Find", "Zoom", "Print", and "End".

Line	Account Code	Amount
1	90-00-00-000-00-0000-00-7999-00-00-00-4008-00-0000000000-00000-0000-100536	\$500.00
2	90-00-00-000-00-0000-00-7999-00-00-00-4008-00-0000000000-00000-0000-103556	\$500.00
3	90-00-00-000-00-0000-00-7999-00-00-00-4008-00-0000000000-00000-0000-100029	\$1,000.00
4	90-00-00-000-00-0000-00-7999-00-00-00-4008-00-0000000000-00000-0000-110276	\$1,000.00
5	90-00-00-000-00-0000-00-7999-00-00-00-4008-00-0000000000-00000-0000-000200	\$367,800.00



## LODGMENT SLIP

The FinMan can also generate a lodgment slip to be taken to the bank. The lodgment slip can be generated with the requisite cheque information, as well as provide space to enter cash. For cheque numbers to be generated on the lodgment slip however, it first requires that the system knows these cheque numbers. These are entered on the receipts by the cashier in the description field. It must also be entered in a specific format as shown below.

Receipt Processor (Finyear -1)-Test Database

Other Receipts	Voucher	Status	Fin. Year: 2016-2017
Fin. Pattern	90	Period	6
Description	CQ-BNS123456-PAYMENT RECEIVED FOR XXXXX		
(CQ:AAAC01-desc)			
Vouch. Total	Accumulated		

Below the word “Description” the cheque format is displayed and an example shown in the description field. Using this format the system will be able to populate the lodgment slip with the cheque number as well as the amount. Where a receipt has no cheque and it is selected as a part of the lodgment, it will be calculated as part of the total cash section of the lodgment form. See sample below.

Bank & Account No :BNS Account # 50765 63118

09/Sep/2016

CCP No: AGD Treasury Deposits 2016

CHEQUES

Cheque No	Amount	Cheque No	Amount
NCB2627171	9,789.79	NCB0063155	255,698.63
NCB805712E	60,254.75	BNS015055	8,000.00
BNS017911	1,500.00	BNS013987	42,368.99
BNS017499	34,699.91	BNS006627	43,217.32
BNS019794	26,497.42	BNS016252	32,630.42
BNS006454	16,292.32	BNS006453	20,939.33
NCB159790E	36,625.09	NCB5541627	31,960.88
BNS022602	7,849.44	NCB9029979	27,243.93
		SUB TOTAL	655,568.22

CASH

Denomination	Number	Amount
\$5,000.00		
\$1,000.00		
\$500.00		
\$100.00		
\$50.00		
Coins		
SUB TOTAL		9,013.00

GRAND TOTAL

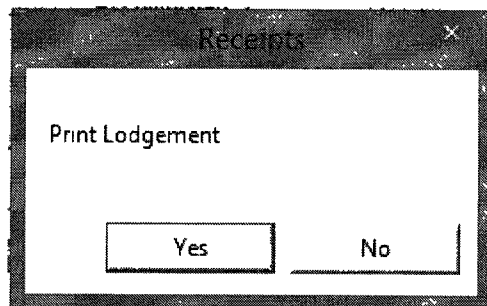
664,591.22

Prepared By : \_\_\_\_\_ Checked By : \_\_\_\_\_

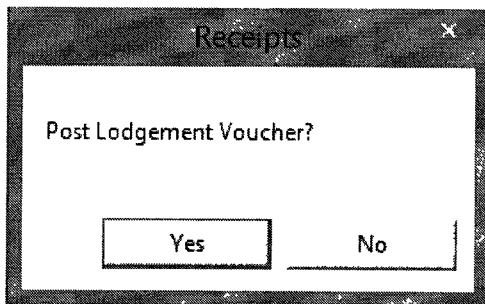
## Printing Lodgment Form

To print the lodgment slip, the lodgment must be at the “Posted” status. The user creating the lodgment can bring the voucher to status Posted by clicking the Print option.

1. With lodgment loaded in the receipt processor click print. The following message will appear.



2. Select yes. You will be prompted with another option to post the lodgment voucher.

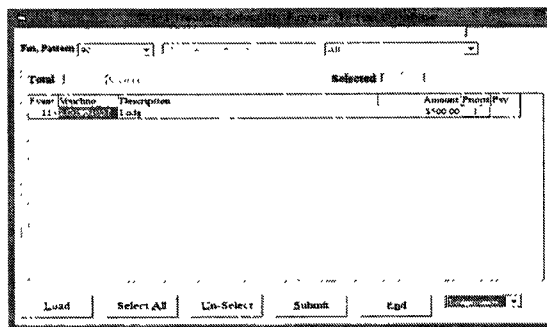


3. If you select “Yes” it will change the status of the voucher to “Posted” and the lodgment slip will be generated. If you select “No” the voucher will remain at status new and it will print the normal lodgment voucher.

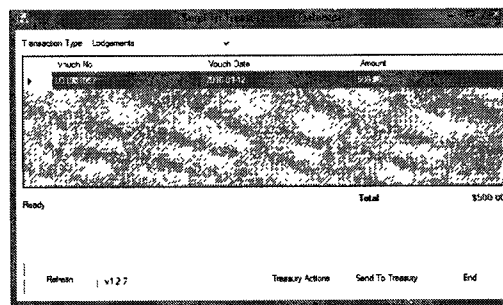
### **Uploading Lodgments to the Treasury**

Effective October 1, 2016, Ministries and Departments will be required to upload the lodgment vouchers to the Treasury. This is done using the same processors as is used for uploading payments to the Treasury. This is necessary to assist the Treasury in reconciling lodgments on their bank statements as well as to update the Treasury Management Module (TMM) general ledgers efficiently.

1. Once the lodgments have been updated they become available to be sent to Treasury.
2. Using the CTMS Payment Selection (renamed CTMS Treasury Selection), lodgments can be selected and queued for upload.



3. First, switch the selection type from Payment to Lodgment seen at the bottom right of the screen.
4. Next select the relevant financial pattern then Load. All lodgment that have been updated and not yet uploaded will be populated on screen.
5. Select and submit them. Lodgments are now in the Send to Treasury screen.



6. Change the type from Payments to Lodgments and upload in the normal manner using web portal credentials.
7. Lodgment sent to Treasury will not be shown on the Web Portal as do payments. Instead they will be made available to the Treasury Recon Officer for verification against the bank account.

## VERIFYING LODGMENTS – TREASURY USER

Lodgments uploaded to the Treasury by Ministries and Departments will not immediately create double entries in the TMM. Instead they will be pooled and await verification from the Treasury user that the lodgments are indeed in the bank account.

1. To view lodgments uploaded by MDAs, in the TMM open Verify MDA Lodgments under the posting menu.

1 lodgments found

Dept. No.	Voucher	Bank	Date	Description	Amount	Select
10000	LO180105	113	2016-09-12	Lodge	500.00	

Select All

Refresh Verify End

2. All lodgments to be verified will be populated on screen. The MDA will be identifiable by its head number.
3. Using the head number, the date, and the amount of the lodgment, the user will be able to identify these amounts on the bank statement.
4. All MDA lodgments will generate their assigned CCP number on the lodgment form in FinMan. The banks will capture the CCP number. The Treasury will be able to print a report from BNS online Portal that shows a breakdown of the activities for the relevant CCP numbers. Comparing this report to FinMan lodgment uploads received from MDAs, the Treasury will be able to easily reconcile.
5. When the user agrees the amount on the bank statement, select the lodgment and click verify.
6. Next open the Batch Processing program and select "Post Lodgment". This will update the relevant TMM general ledgers with the amount of the lodgments.

Batch Processing (Treasury) - TMM - 10/10/16

TREASURY

Post Incoming	RePost Reverted	Post Lodgment	Revert Payment	Manual Payment	Cancel Payment	Fund Imprest
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