

Payment Collection Overview

jBilling

jBilling is the State of Arizona’s current payment processing application used to process credit card and ACH transactions for the sale of products, goods, or services. Automated AFIS deposit documents (CRWP) are created in jBilling and interfaced daily to AFIS to deposit funds with the State. This guide is used to provide an overview of the jBilling application and the reconciliation process with AFIS financial balances.

Please refer to tutorial videos on the ADOA ASET website at <https://aset.az.gov/jBilling-training> for more training on jBilling application. For additional information and training, please email digital.gov@azdoa.gov.

Applications

The three system applications used to reconcile transactions are:

1. **jBilling** – Captures the credit card transaction information and generates file for AFIS CRWP documents when credit card transactions are settled
2. **AFIS** – CRWP deposit documents are housed and automatically reconciled based on the agency’s initial setup
3. **Bank of America (B of A) ClientLine** – Credit card transaction details

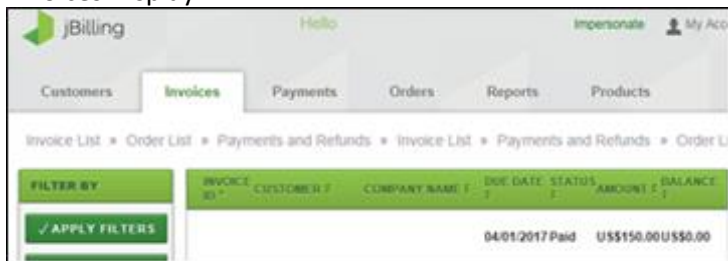
Below is an overview of each application and tools that can be used for reconciliation.

jBilling

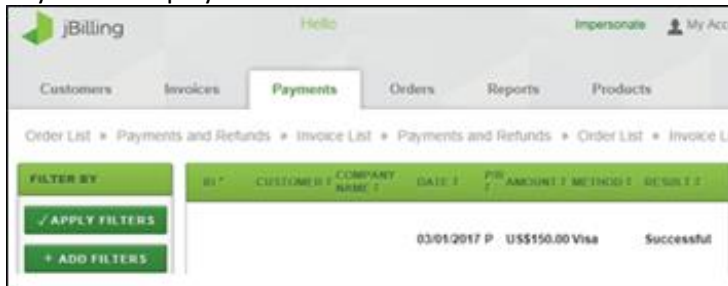
Invoices, Payments, and Orders Tabs

In the jBilling application, there are several tabs available to use when researching transactions. The “Filter By” section can be used to search for certain transactions. When the transaction appears, click on the result to see the details.

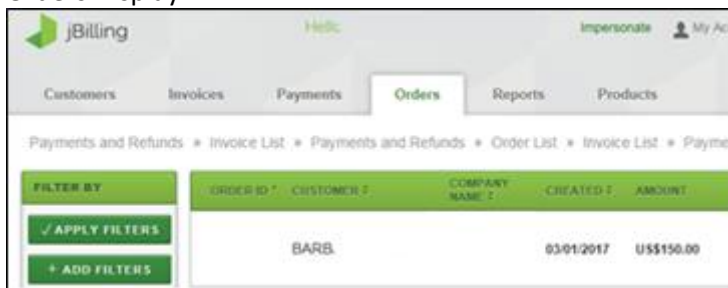
Invoices Display



Payments Display



Orders Display

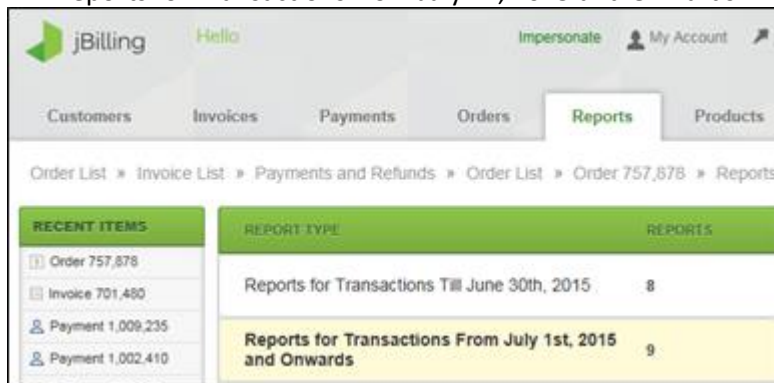


Reports Tab

Reports are available in jBilling for agencies to utilize.

Once on the Reports tab, the agency can select the appropriate Report Type:

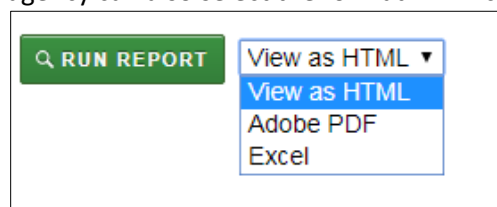
- Reports for Transactions till June 30th, 2015 (Legacy AFIS)
- Reports for Transactions from July 1st, 2015 and Onwards



After the Report Type is selected, these are the available reports:

REPORT NAME
ACH Returns ach_returns.jasper
Batch Detail batch_detail.jasper
Batch Orders batch_orders.jasper
Batch Summary batch_summary.jasper
Order Detail order_detail.jasper
GAO Refunds refunds.jasper

Select a report and enter the search criteria in the fields that appear on the bottom right of the screen. The agency can also select the format in which the report is produced. The default format is HTML.



jBilling Login Assistance

If you need assistance logging into jBilling, please contact the ADOA Service Desk Attn: User Provisioning at ServiceDesk@azdoa.gov or 602-364-4444, Option 3.

AFIS

GAO W-100 – Product Parameters Form

The GAO W-100 Product Parameters Form specifies the accounting information that should be linked to agency's product/service. This form is completed during the initial setup and can be updated by the agency as needed. For updates or more information regarding the GAO W-100, please contact the GAO AFIS Operations at AFIS.Operations@azdoa.gov.

Cash Receipt Web Portal (CRWP) Document

A file contains CRWP documents is generated from jBilling for credit card transactions that are successfully settled and interfaced to AFIS daily. The CRWP document is the deposit document posted in AFIS and is populated with AFIS COA's from the initial setup on the product parameter form. The document groups and totals the transactions by product code into one accounting line in AFIS for the business day.

There are four Document ID prefixes used for CRWP documents. The different document prefixes were created to accommodate the different settlement dates of each payment type.

<u>Document ID Prefix</u>	<u>Transaction Types</u>
DA*	American Express
DV*	Visa and MasterCard
DD*	Discover and Discover Dinner
DB*	ACH/E-Check

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	CRWP			DA0000002849	No	1	New	Draft	Held	12/1/17	afisbat	\$50.00	Yes
<input type="checkbox"/>	CRWP			DB0000000455	No	1	New	Draft	Held	12/1/17	afisbat	\$196.00	Yes
<input type="checkbox"/>	CRWP			DD0000001671	No	1	New	Draft	Held	12/1/17	afisbat	\$10.00	Yes
<input type="checkbox"/>	CRWP			DV0000011970	No	1	New	Draft	Held	12/1/17	afisbat	\$966.00	Yes

Note: The Visa, MasterCard, and Discover deposits will appear as one line amount on the Treasurer's Office bank statement. American Express deposits will appear as a separate line. The CRWP documents are generated around 4 p.m. each business day. The Treasurer's Office sends the bank statements related to the CRWP documents earlier that morning around 8 a.m. To verify the deposit, the *Bank Deposit Date* on the CRWP should be the same date as the *Statement Report for Account **** as of Date*. The agency will submit and print all CRWP documents that reconcile with the bank statement and send/bring the documentation to Treasurer's Office Front Desk for deposit.

Bank of America ClientLine

Bank of America ClientLine

ClientLine provides the detailed transaction information that make up the debit and credit totals on the bank statement.

- Enter the Hierarchy ID. This should be given to the agency by the Treasurer's Office.
- Change the Hierarchy Level to Location. Click **OK**.
- Select the Start Date and it will pull in the transactions within the 7-day range. Click **Submit**.

Submitted Transactions		Card Usage		Batch Summary	
Currency	Date	Count	Amount	Average Ticket	
USD	05/30	78	51,490.00	660.13	
USD	05/31	78	50,410.00	646.28	
USD	06/01	53	34,030.00	642.08	
USD	06/02	35	23,050.00	658.57	
USD	06/03	10	5,870.00	587.00	
USD	06/04	7	4,220.00	602.86	
USD	06/05	0	0.00	0.00	
Grand Total		261	169,070.00	647.78	

Bank Deposits Summary		Funded Batches							
Currency	Funded Date	Net Sales	Paid by Others	Adjustments	I/C Charges	Service Charges	Fees	Chargebacks / Reversals	Deposit
USD	05/30/2017	8,570.00	(650.00)	0.00	0.00	0.00	0.00	0.00	7,920.00
USD	05/31/2017	51,490.00	(9,490.00)	0.00	0.00	0.00	0.00	0.00	42,000.00
USD	06/01/2017	50,410.00	(5,860.00)	0.00	0.00	0.00	0.00	0.00	44,550.00
USD	06/02/2017	34,030.00	(4,650.00)	0.00	0.00	0.00	(12,156.25)	0.00	17,223.75
USD	06/03/2017	23,050.00	(3,180.00)	0.00	0.00	0.00	0.00	0.00	19,870.00
USD	06/04/2017	5,870.00	0.00	0.00	0.00	0.00	0.00	0.00	5,870.00
USD	06/05/2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total		173,420.00	(23,830.00)	0.00	0.00	0.00	(12,156.25)	0.00	137,433.75

Under the **Bank Deposits Summary** section, the Deposit column will match the bank statement deposit amount. The funded date in ClientLine will match deposit date on the bank statement. Bank statements are generated based on business days.

ClientLine Information

If your agency needs information on obtaining or coordinating ClientLine information, please contact the Treasurer’s Office at banking@aztreasury.gov.

Treasurer’s Office Bank Statement

The agency should be set up to receive automatic email from the Treasurer’s Office every morning of their bank statement(s). The bank statement is a summary of the banking debit and credit transactions that consist of deposits, chargebacks, fees, etc. The bank statement will include the last four of the bank account as well as the deposit date the statement was generated for. The ‘Generated’ date is the date the statement was printed and not the date funds were deposited into the State’s servicing account. If agencies are having issues receiving their statements or have any questions, please contact the Treasurer’s Office at AgencyDeposit@aztreasury.gov.

Example of Treasurer’s Office Bank Statement

Office of the Arizona State Treasurer	
Statement Report for Account xxxxxxxx as of 28 November 2017	
Bank of America, N.A.	
Generated 29 November 2017	
Account xxxxxxxx	
CLOSING LEDGER	0.00
OPENING AVAILABLE BALANCE	0.00
COLLECTED BALANCE	0.00
1 DAY FLOAT	0.00
2 OR MORE DAYS FLOAT	0.00
TOTAL CREDITS	ITEMS: 1 6,685.00
TOTAL DEBITS	ITEMS: 1 6,685.00
--- CREDITS ---	
Amount	Description
6,685.00	ACH PREAUTHORIZED CREDIT
	BOFA MERCH SVCS DES:DEPOSIT ID:
	INDN:
	REF1:
	REF2: 000000000000
6,685.00	1 CREDIT PRINTED
--- DEBITS ---	
Amount	Description
6,685.00	ZBA DEBIT
	ZBA TRANSFER TO xxxxxxxx0985
	REF1:
	REF2: 000001000985
6,685.00	1 DEBIT PRINTED

Each of the line items on the bank statement is made up of different accepted payment types or transactions that occurred within a 24-hour period. **This is a bank statement that includes transactions over the weekend.**

Office of the Arizona State Treasurer		
Statement Report for Account xxxxxxxx as of 27 November 2017		
Bank of America, N.A.		
Generated 28 November 2017		
Account xxxxxxxx		
CLOSING LEDGER		0.00
OPENING AVAILABLE BALANCE		0.00
COLLECTED BALANCE		0.00
1 DAY FLOAT		0.00
2 OR MORE DAYS FLOAT		0.00
TOTAL CREDITS	ITEMS: 3	10,392.00
TOTAL DEBITS	ITEMS: 1	10,392.00
--- CREDITS ---		
Amount	Description	
3,723.00	ACH PREAUTHORIZED CREDIT BOFA MERCH SVCS DES:DEPOSIT INDN: REF1: REF2:	
3,599.00	ACH PREAUTHORIZED CREDIT BOFA MERCH SVCS DES:DEPOSIT INDN: REF1: REF2:	
3,070.00	ACH PREAUTHORIZED CREDIT BOFA MERCH SVCS DES:DEPOSIT INDN: REF1: REF2:	
10,392.00	3 CREDITS PRINTED	
--- DEBITS ---		
Amount	Description	
10,392.00	ZBA DEBIT ZBA TRANSFER TO xxxxxxxx0985 REF1: REF2: 000001000985	
10,392.00	1 DEBIT PRINTED	