

# 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** → **Cash Drawer** → **Inquiry** → **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** → **Finance** → **Inquiry** → **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 [Electronic Funds Transfer](#) (ELT). Ensure the **Motor Vehicle Profile** is being used.

1. **ARTS Menu** → **Finance** → **Consolidation** → **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**→**Finance**→**Consolidation**→ **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.

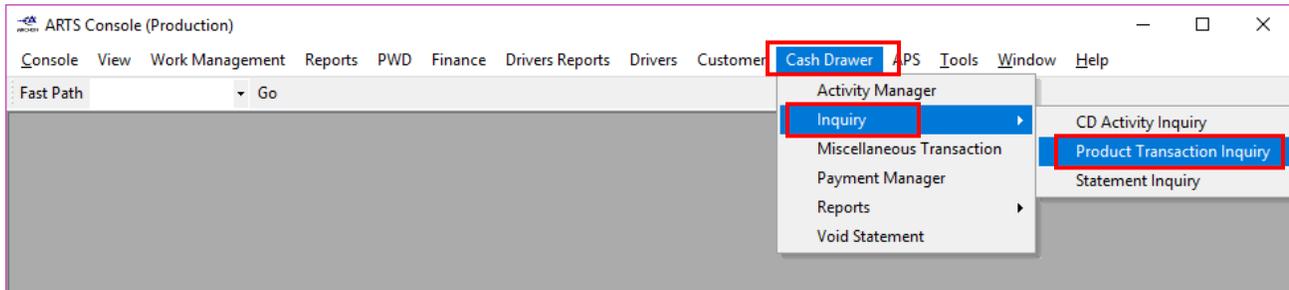
*Note: If total is not correct, go back through paperwork to find error and make appropriate adjustment(s).*

### Organ Donation Adjustment (Optional):

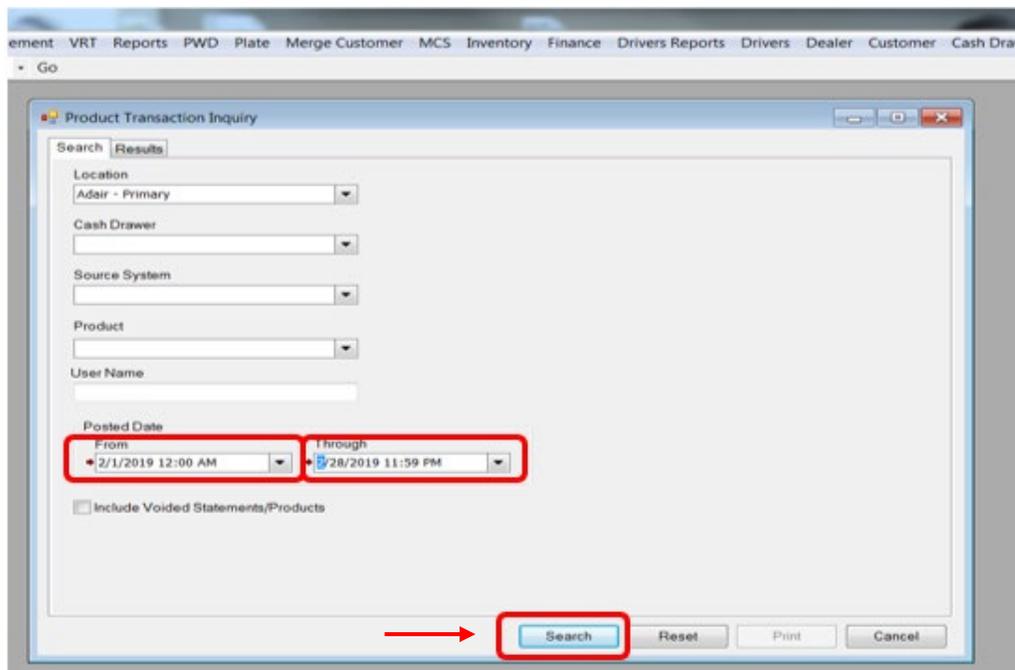
1. **ARTS Menu** → **Finance** → **Adjusted Journal Entry**. *This step is done only if necessary.*
  - a. **Location:** Verify county primary location is selected
  - b. **Reason:** Select Organ Donation Adjustment
  - c. **As of Date:** Select last day of the month of consolidation
  
2. Transaction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



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



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

The screenshot shows the 'Product Transaction Inquiry' window with a search filter and a table of results. The search filter is: [Include Voided Statements/Products] = 'False' AND [Location] = 'Adair - Primary' AND [From] = '2/1/2019 12:00 AM' AND [Through] = '2/28/2019 11:59 PM'. 17 Records Selected.

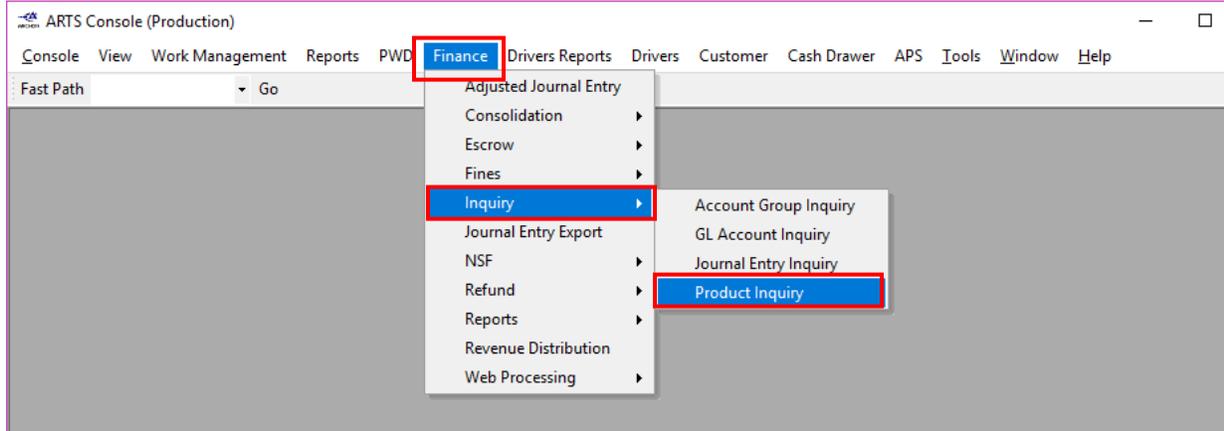
Product	# of Entries	Amount
Collegiate - UI Plate Fee - Renew Personalized Plate	1	\$5.00
County Plate Fee - Initial Non-Personalized Plate	20	\$0.00
County Plate Fee - Renew Non-Personalized Plate	56	\$0.00
County Plate Fee - Renew Personalized Plate	1	\$5.00
Fee For New Registration - Regular Vehicle	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	1	\$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
S1 Recording Fee	3	\$30.00
Title Fee	9	\$225.00
	213	\$10,157.24

The 'Print' button at the bottom of the window is highlighted with a red box.

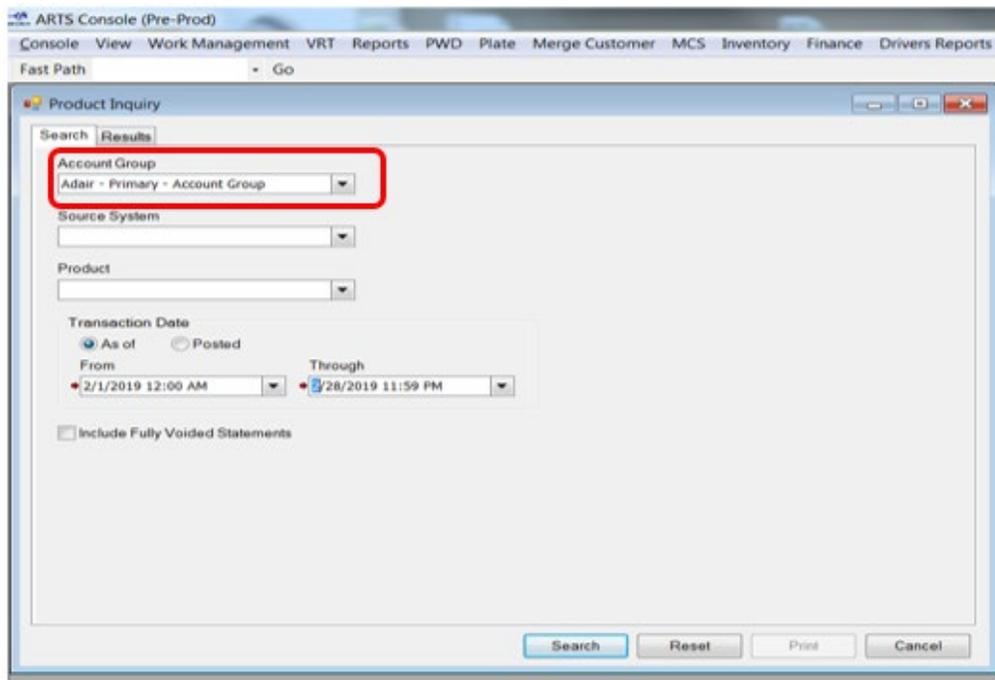
**Note:** If handwritten adjustments were made to the daily product transaction report used for Daily Balancing, the same adjustments need to be made to the monthly product transaction report. Most common would be insufficient funds (NSF) or Adjusted Journal Entries (AJE). These can be made to the report 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 → Finance → Inquiry → Product Inquiry



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



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

ARTS Console (Pre-Prod)

Console View Work Management VRT Reports PWD Plate Merge Customer MCS Inventory Finance Drivers Reports

Fast Path Go

Product Inquiry

Search Results

Account Group: Adair - Primary - Account Group

Source System:

Product:

Transaction Date

As of ( ) Posted ( )

From: 2/1/2019 12:00 AM

Through: 2/28/2019 11:59 PM

Include Fully Voiced Statements

Search Reset Print Cancel

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

ARTS Console (Pre-Prod)

Console View Work Management VRT Reports PWD Plate Merge Customer MCS Inventory Finance Drivers Reports

Fast Path Go

Product Inquiry

Search Results

Search Filter: [Through] = '2/28/2019 11:59 PM' AND [From] = '2/1/2019 12:00 AM' AND [Include Fully Voiced Statements] = 'False' AND [Account Group] = 'Adair - Primary - Account Group' 17 Records Selected

Product	# of Entries	Debit	Credit	Total
Collegiate - UJ Plate Fee - Renew Personalized Plate	1	\$0.00	\$3.00	\$3.00
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

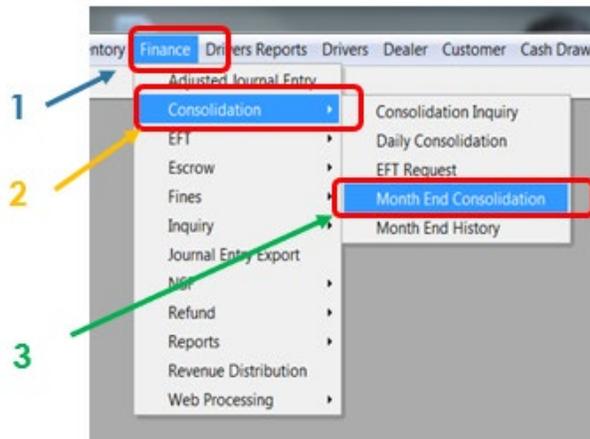
Search Reset Print Cancel

**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

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

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

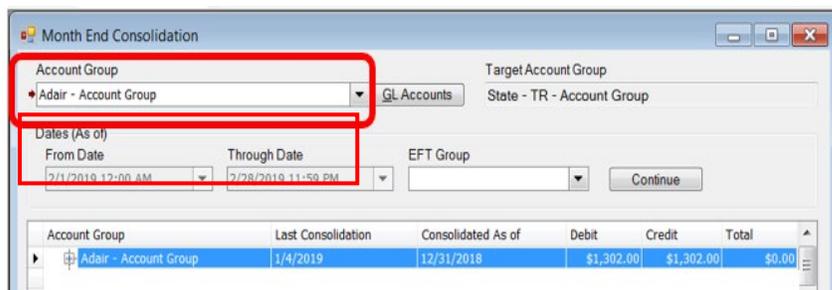


2. Select the desired county in the **Primary Account Group** on the **Month-End Consolidation** window and confirm the date range is for the desired period.

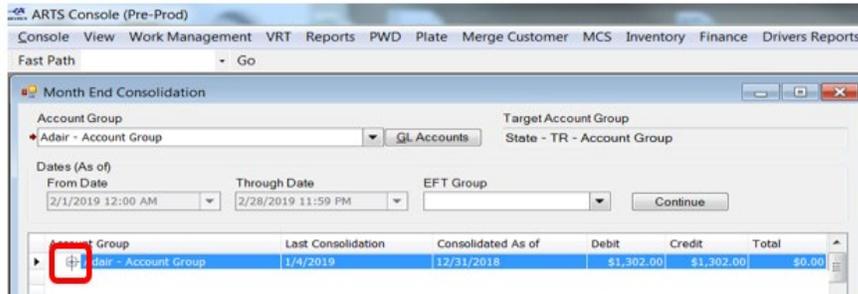
**Note:** The date range will be greyed out. If not correct, close the window and contact the Help Desk for support.

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

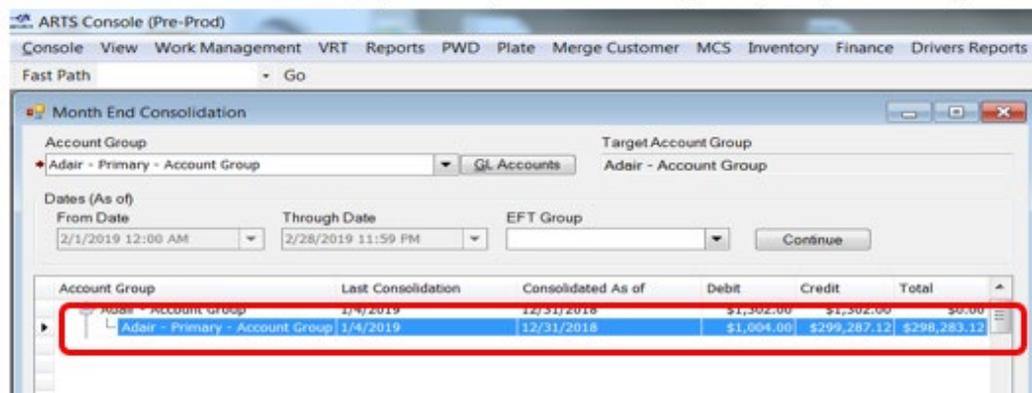
**Adjusted Journal Entry (AJE) for the DL Retention is automatically done each month. The user will not have to manually enter this information.**



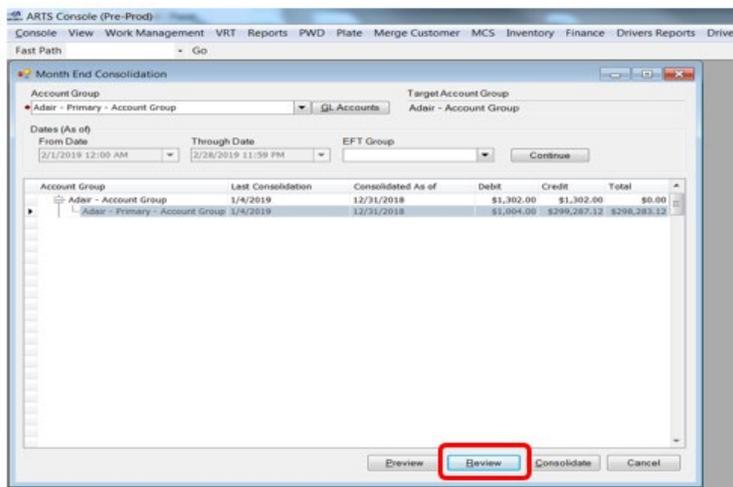
- Use the “+” symbol to expand the **County Group** to see the **Primary Account Group**.



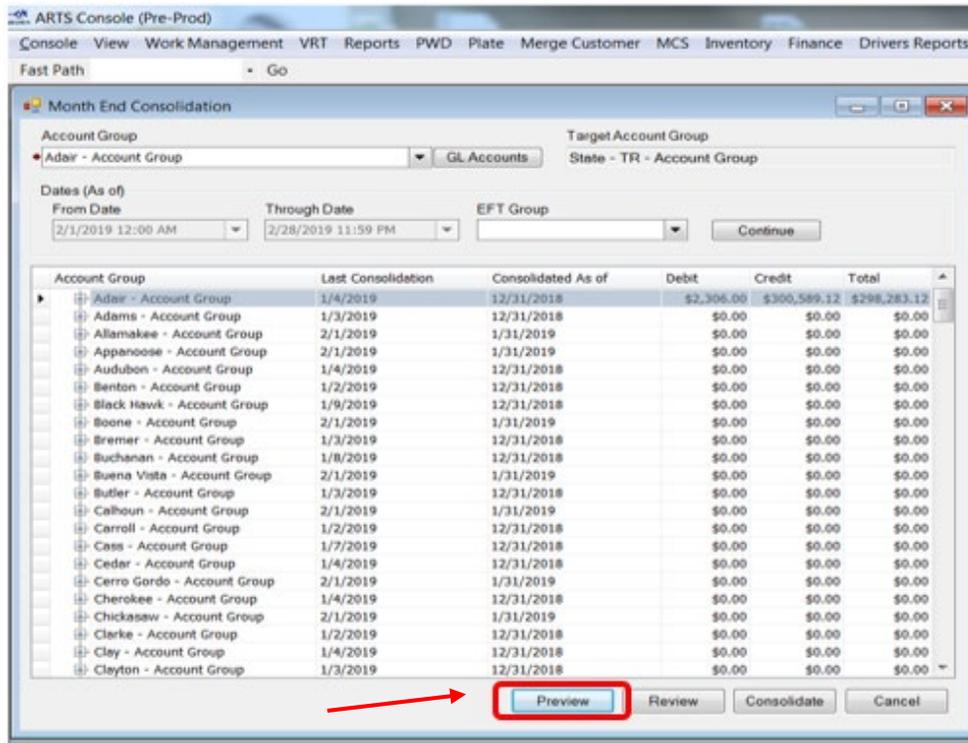
- Single-click to highlight the row and select the **Primary Account Group**.



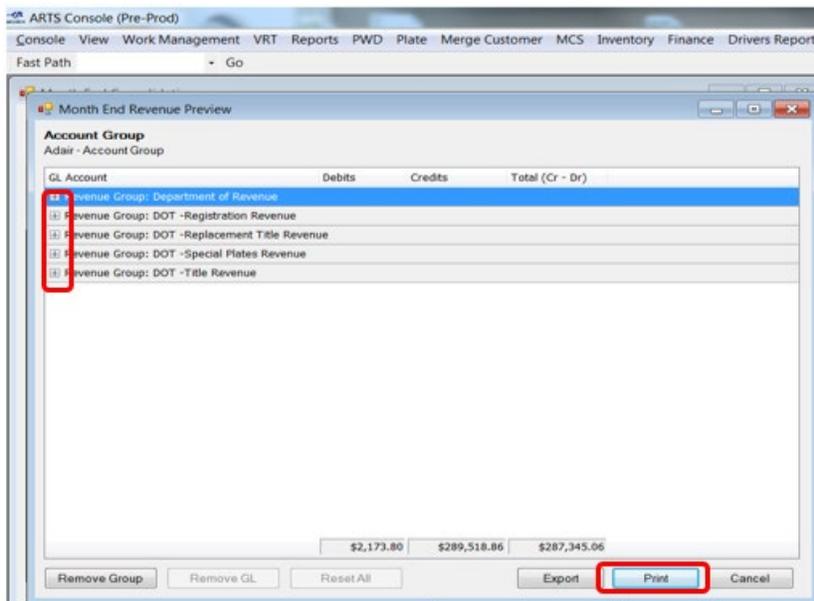
- Select **Review**.



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



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

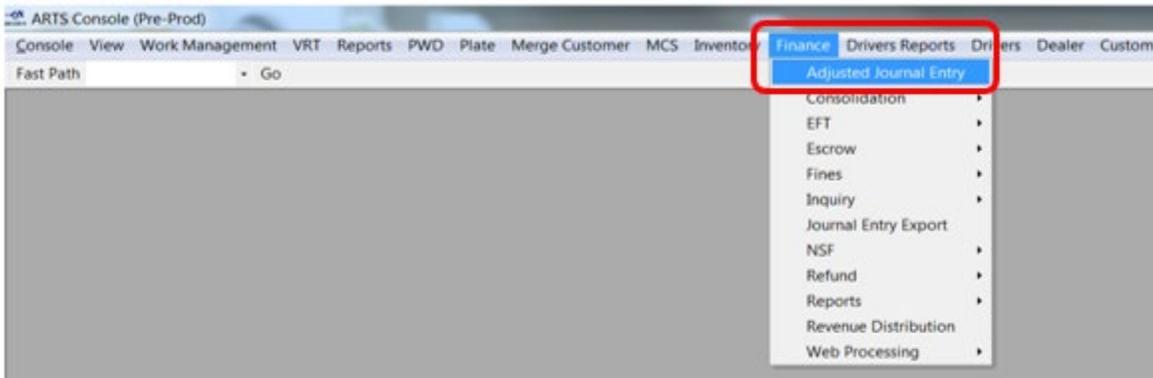


8. Select and **remove** the Miscellaneous Group.

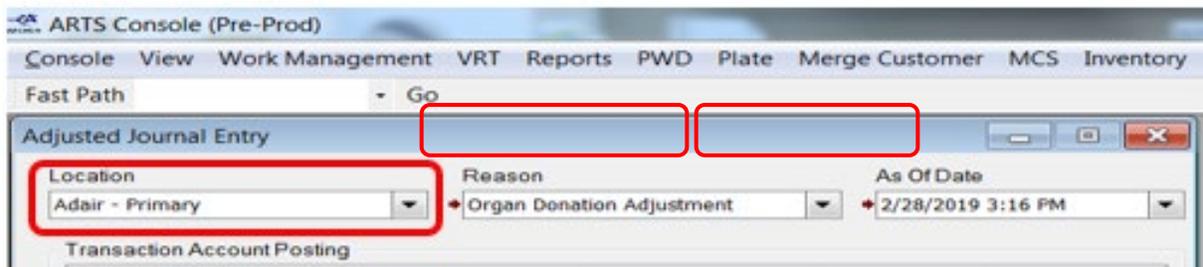
9. **Compare** totals to your county spreadsheet to reconcile GL Accounts and disbursements.

10. 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).

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



e. Transaction Account Posting field:

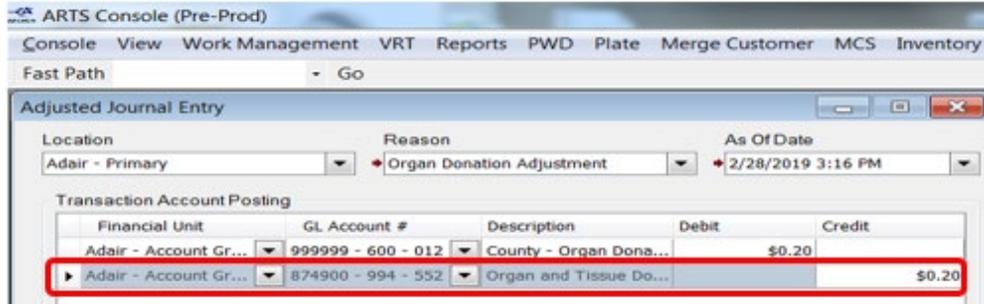
Row 1:

- 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.

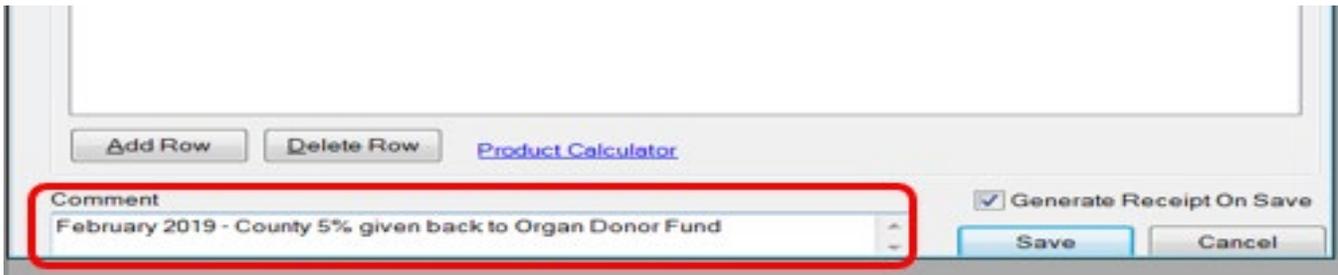


Row 2:

- 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

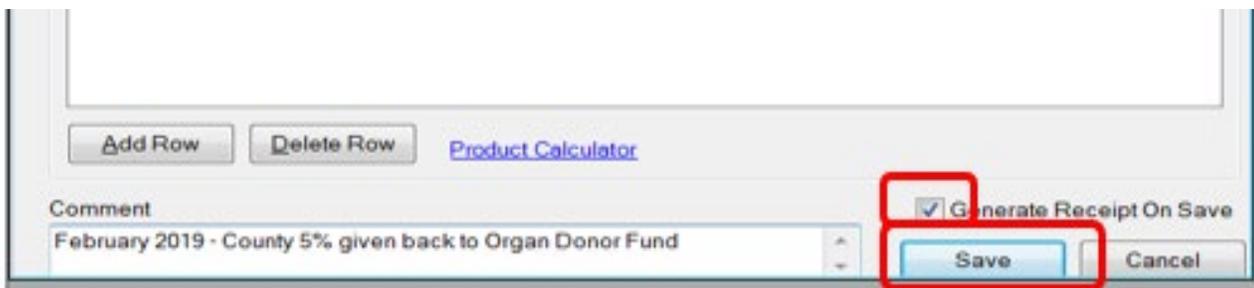


- iv. **Comment** field: This field is optional but suggested to note the reason for the adjustment



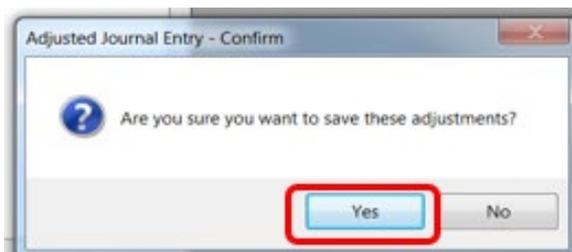
A screenshot of a software interface. At the top, there are buttons for 'Add Row', 'Delete Row', and a link for 'Product Calculator'. Below these is a text input field labeled 'Comment' containing the text 'February 2019 - County 5% given back to Organ Donor Fund'. To the right of the comment field is a checked checkbox labeled 'Generate Receipt On Save'. Below the checkbox are 'Save' and 'Cancel' buttons. A red box highlights the comment field.

- v. Check the “Generate Receipt on Save” box and select **Save**



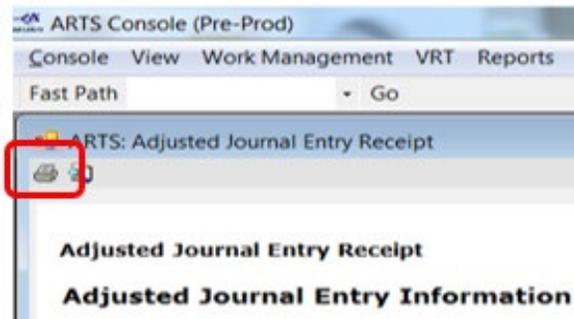
A screenshot of the same software interface as above. The 'Generate Receipt On Save' checkbox is checked. The 'Save' button is highlighted with a red box.

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



A screenshot of a confirmation dialog box titled 'Adjusted Journal Entry - Confirm'. The dialog contains a question mark icon and the text 'Are you sure you want to save these adjustments?'. At the bottom, there are 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

- 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.

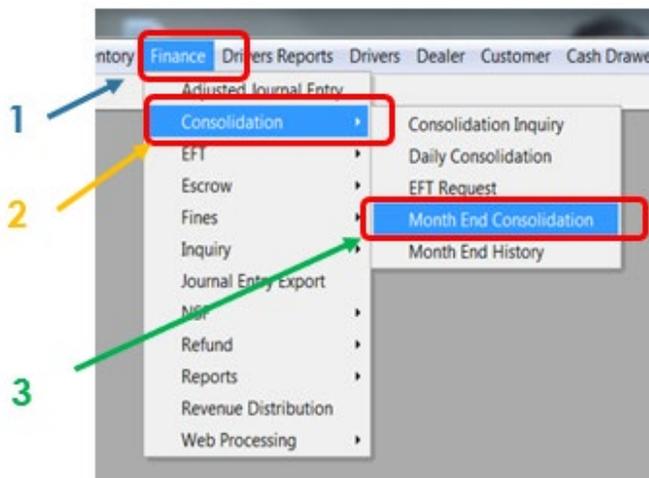


- viii. Close windows.

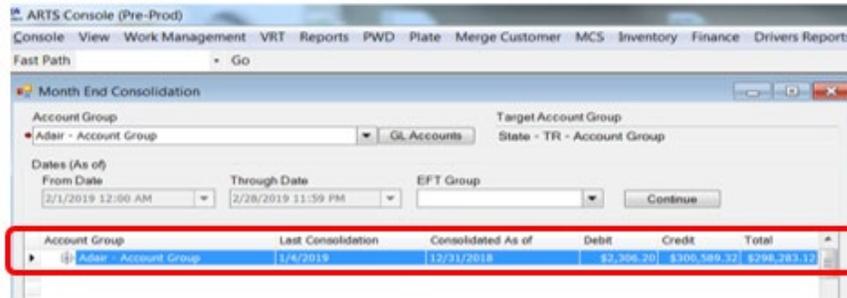
## Detailed Procedures: EFT Transfer Process

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



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



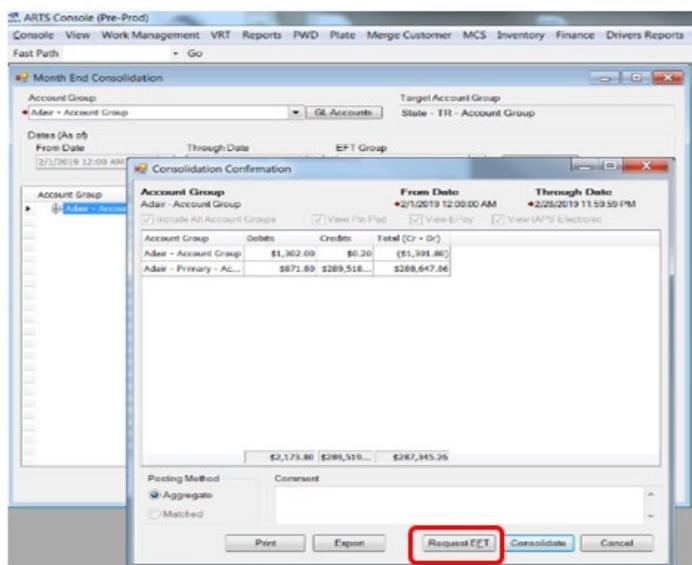
If an adjusted journal entry (AJE) is completed for Organ Donor, it will show on the Review screen. Print the **Review/Preview** again to reflect the adjustments. Retain a copy with the monthly reports.

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



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.

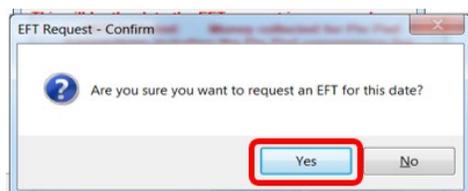


The **EFT Request** window will appear.

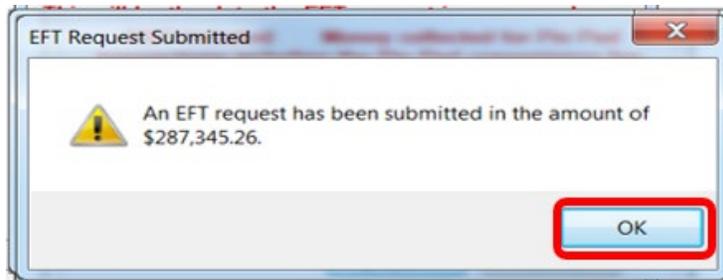
8. Ensure the bank is selected. Leave the request date as the 10th. The amount is the dollar amount to be sent to the state. Select **Request**.



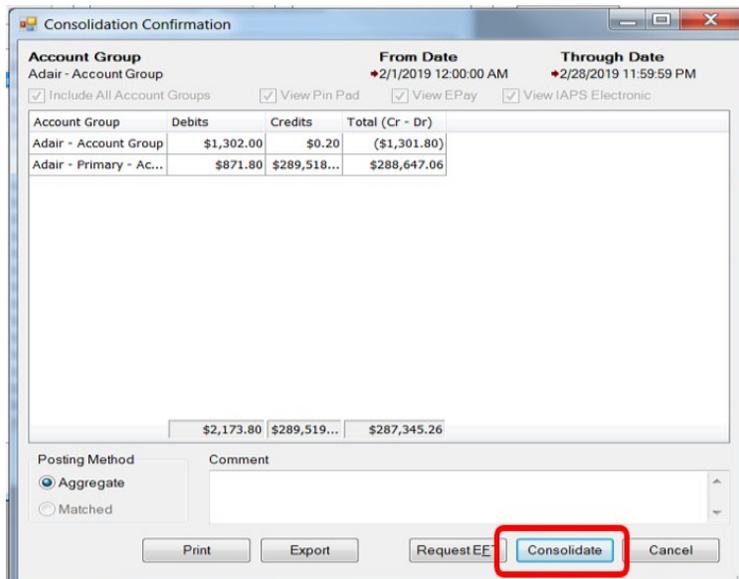
9. In the *EFT Request – Confirm* window, select **Yes**.



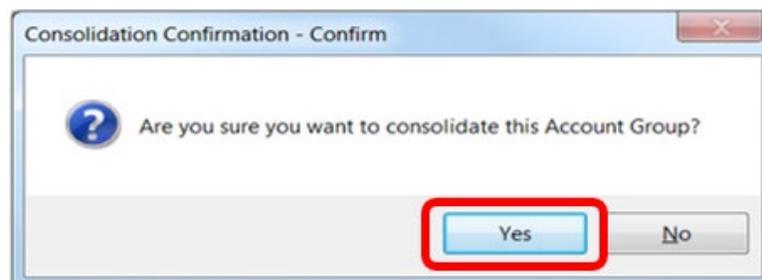
10. In the *EFT Request Submitted* window, select **OK**.



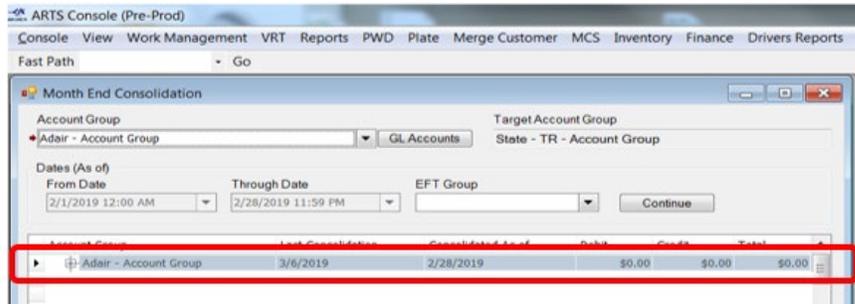
11. The user will be taken back to the Consolidation Confirmation window. Select **Consolidate**.



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



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



Verify:

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

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