

# AR10 - RECORD ACCOUNTS RECEIVABLE REVENUE

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Source Document: Departments Invoice for Revenue Income

Module: Accounts Receivable (AR)

Role: AR Item Processor

Departments prepare invoices for reimbursement, revenue and other income. Revenues are typically the proceeds collected from taxes, licenses, fees, or investment earnings and provide the major source of state government financing.

Revenue invoices that are generated from the Billing Module are automatically created as receivables in the AR Module. Invoices that are generated outside of FI\$Cal will be entered as in the AR Module by the AR Item Processor.

In this example, the AR Item Processor is posting an invoice generated outside of FI\$Cal. Before posting the invoice, the AR Item Processor has to verify if the customer account (Customer ID number) is set up. To create a customer, see instructions in AR8 – Create Customer for Non-Employee. If the customer is a state agency, submit a request to the FI\$Cal Service Center so the customer can be established for statewide use. If this is an external customer, the department will set it up.

The **AR Item Processor** will post an accounts receivable by creating an Item. Steps are:

- 1 - Navigate to Accounts Receivable>Pending Items>Online Items>Group Entry
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 - Click Add

1

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Pending Items ▾ > Online Items ▾ > Group Entry

**FI\$Cal**

### Group Entry

2

Find an Existing Value **Add a New Value**

Group Unit  🔍

Group ID  🔍

3

Add

The **AR Item Processor** will create the **Group Control**. Steps are:

- 1 - Enter the date of the invoice
- 2 - Enter B for Group Type
- 3 - Enter OBILL for Origin ID
- 4 - Enter the total of the batch
- 5 - Enter the count of the batch
- 6 - Enter USD for the Currency Control
- 7 - Click on the **Pending Item 1** tab to enter the accounts receivable item

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Pending Items ▾ > Online Items ▾ > Group Entry

**FISCal**

**7**

Group Control **Pending Item 1** Pending Item 2 Pending Item 3 Accounting Entries Group Action

Group Unit 8860 Group ID NEXT

**1** \*Accounting Date 03/06/2018

**2** \*Group Type B  Billing

**3** \*Origin ID OBILL  Online AR

Control Totals			
<b>5</b> Control	200.00	<b>4</b> *Count	1
Entered	0.00	Count	1
Difference	200.00	Count	0
Posted	0.00	Count	0

Currency	
<b>6</b> Control	USD <input type="text"/> *Format USD <input type="text"/>

Control Data	
*Received	03/06/2018 <input type="text"/> *Entered 03/06/2018 <input type="text"/>
Posted	
Assign	<input type="text"/> User 10013031

Group Status	
Edit Status	Edited
Balanced	No
Posting Status	Not Posted
Accounting Entries	Not Balanced
Posting Action	Do Not Post

Save Notify Add Update/Display

The **AR Item Processor** will create the Accounts Receivable Item in the **Pending Item 1** tab. Steps are:

- 1 - Enter the Item ID by using the invoice number
- 2 - Enter Customer ID number
- 3 - Enter the amount of the item
- 4 - Enter DR for positive AR
- 5 - Enter MIS for Reason (Depending upon your department's configuration, you may need to change the AR Distribution Code. For Finance, we identify MIS for AR-Revenue. Since this is a Due From Other Appropriation, we use reason Code MIS but changed the AR Distribution to AR-DUEAPPR)
- 6 - Click on **Group Action** tab to verify if the batch is balance

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Pending Items ▾ > Online Items ▾ > Group Entry

**FISCal**

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Group Control Pending Item 1 Pending Item 2 Pending Item 3 Accounting Entries **Group Action**

Group Unit 8860 Group ID NEXT

Pending Item Entry Find | View All First 1 of 1 Last

\*Acctg Date 03/06/2018 \*As Of Date 03/06/2018 Sequence 1

**1** \*Item ID CS-8267 Line Copy Line

\*Business Unit 8860 **2** \*Customer DEPT379000 PARKS

SubCust1 SubCust2

**3** Amount 200.00 \*Currency USD

**4** \*Entry Type DR **5** Reason MIS \*AR Dist AR-DUEAPPR

Rate Type Revalue Flg Entry Event

Exchange Rate Attachments (0)

The **AR Item Processor** will verify if the batch is in balance in the **Group Action** tab. Steps are:

- 1 - Click Balance
- 2 - If the batch is in balance the **Cash Drawer Receipt** notice and **Group ID number** will appear. If not, an error message will appear and the AR Item Processor will need to correct the error.
- 3 - Click **Create Entries** to bring you to the **Accounting Entries** tab

The image displays two screenshots of the AR Item Processor interface, illustrating the steps to verify a batch is in balance and create accounting entries.

**Step 1:** In the **Group Action** tab, the **Balance** button is highlighted.

**Step 2:** If the batch is in balance, the **Group ID** number (2358) and the **Cash Drawer Receipt** notice will appear.

**Step 3:** Click **Create Entries** to bring you to the **Accounting Entries** tab.

The **AR Item Processor** will post the accounting entries in the **Accounting Entries** tab. Two lines will populate in the Distribution Lines, User and AR line.

Fill in the **User Line** with the appropriate chartfield values. Steps are:

- 1 - The amount is already populated
- 2 - Change Account (4143500 is the defaulted account). Prior to changing the account, delete the Alt Acct value first. Delete the Account value and change to the appropriate revenue account. In our example, the appropriate revenue account is 4172500. Click in Alt Account to automatically populate. Enter additional chartfields as appropriate for your department.
- 3 - Enter Fund
- 4 - Enter Appropriation Reference
- 5 - Enter ENY
- 6 - Verify the Budget Date is within the ENY period

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action							
Group Unit 8860	Group ID 2358	Budget Details										
<b>Accounting Entries</b>												
Item ID CS-8267	Line	Entry Type DR	Reason MIS									
Bus. Unit 8860	Customer DEPT379000	SubCust1	SubCust2									
Amount 200.00	Currency USD											
Accounting Entries Complete      Display Totals Entry												
<b>Distribution Lines</b>												
Line	GL Unit	*Type	Amount	*Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Program	Approp Ref	ENY	Budget Date
2	8860	User	-200.00	4172500	0000000000		0001			001	2017	03/06/21
102	8860	AR	200.00	1240100	0000000000							03/06/21
Lines 2	DR		200.00	Currency USD CR		200.00	Currency USD	Net	0.000			

Fill the **AR Line** with the appropriate chartfield values. Steps are:

- 1** - The AR line should include the Affiliate and Fund Affiliate to identify the Due From information. However, since the Affiliate field is blocked off, the AR Item Processor will need to add a line by copying the User line
- 2** - On the User line, click the + button to insert a line. Click View All to see all lines
- 3** - The new line (line 3) will default to Type: "User". Change the Type from User to "AR". See line 3 on page 9

**Distribution Lines** Personalize | Find | View All | [?] | [Grid] | [Last]

ChartFields | Currency Details | Additional Details | Journal Reference Information | Item Creation/Update Details | [Menu]

Line	GL Unit	*Type	Amount	Affiliate <b>1</b>	Fund Affil	Agency Use	Budget Date	<b>2</b>
2	8860	User	-200.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	03/06/21	[+] [-]
102	8860	AR	200.00		<input type="text"/>	<input type="text"/>	03/06/21	[+] [-]

**Distribution Lines** Personalize | Find | View All | [?] | [Grid] | First | 2-3 of 3 | Last

ChartFields | Currency Details | Additional Details | Journal Reference Information | Item Creation/Update Details | [Menu]

Line	GL Unit	*Type	Amount	*Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Progra
102	8860	AR	200.00	1240100	0000000000	<input type="text"/>		<input type="text"/>	
3	8860	User <b>3</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0001	<input type="text"/>	



- 3 (cont'd) The AR Item Processor continues to populate the ChartField values on the newly inserted line 3
- 4 - Enter the amount, account, ENY, affiliate, and fund affiliate. The rest of the ChartField values are automatically populated when you copied the User line
- 5 - Delete the original AR line (line 102) by clicking the minus sign at the end of the line (this is the line where the affiliate field is blocked for entering a value)
- 6 - Click Save
- 7 - Note the Group ID number on the source document
- 8 - Submit supporting documents with the Group ID number to the AR Item Approver

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit 8860      Group ID 2358 **7**      Budget Details

**Accounting Entries** ▶ Last

Item ID CS-8267	Line	Entry Type DR	Reason MIS
Bus. Unit 8860	Customer DEPT379000	SubCust1	SubCust2
Amount 200.00	Currency USD		

Accounting Entries Incomplete      Display Totals Entry      ⚡      🖋

**Distribution Lines** ▶ Last

Line	GL Unit	*Type	Amount	*Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Program	Approp Ref	ENY	Affiliate	Fund Affil	
2	8860	User	-200.00	4172500	0000000000		0001			001	2017			⊕ ⊖
102	8860	AR	200.00	1240100	0000000000				<b>4</b>					⊕ ⊖ <b>5</b>
<b>3</b>	<b>3</b> 8860	AR	200.00	1240100	0000000000		0001			001	2017	3790	0001	⊕ ⊖

Lines 3      DR      400.00      Currency USD      CR      200.00      Currency USD      Net 200.000

Save | Return to Search | Notify

The **BI/AR Approver** will approve the Item

See AR11 - Approve AR – Reimbursement/Revenue