

AR12 - RECORD COLLECTION – BILLED AR (BANK DEPOSIT)

Source Document: Copy of Customer Check or Money Order
Departments Invoice for Billed AR
Departments Payment Batch Header

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

This training describes the recommended procedures for recording collections of billed Accounts Receivable (AR). Collections for items previously billed are recorded in the AR module. The AR Payment Processor will record and apply payments received from customers. These payments are applied to invoices using the Worksheet process. However, for payments in full, the Payment Predictor can be used as an option; in which case, the system will automatically create and finalize the worksheet.

In this training, the AR Payment Processor will use Payment Predictor to apply a payment in full; and use worksheet to apply a partial payment.

Refer to the eLearning course list for AR training on other receipt collections such as unbilled receipts and direct transfers.

Departments will use their existing business processes to deposit receipts to their bank prior to posting in FI\$Cal.

The **Source Documents** for applying payments for billed AR bank deposits are:

1. Departments Payment Batch Header
2. Copy of Customer check or money order and the departments invoice for billed AR

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

The Department of Finance prepares a **Payment Batch Header** report to document details of the customer payments that will be posted in FI\$Cal. An example of the Payment Batch Header shown below shows two billed receipts: \$200 that will be applied using Payment Predictor and \$300,000 that will be applied using the Worksheet Application.

NOTE: Payment Predictor applies payments against receivables based on configured rules and reference information associated with the payment and generally may be used when a payment amount matches the AR amount. Worksheets are used to apply full or partial payments towards all AR's.

**DEPARTMENT OF FINANCE
PAYMENT BATCH HEADER**

DEPOSIT ID #	835
BATCH TOTAL	300,200.00
BATCH COUNT	2
FM	Oct-2018

Print #	AMOUNT	TYPE	Inv No.	PAYMENT PREDICTOR ?	FY	REPORTING UNIT
1	200.00	REVENUE CALSTARS TRAINING INV#CS-300X	CS-8267	<input checked="" type="checkbox"/>		(Per AR Set-Up Coding to account 4172500 misc revenue)
2	300,000.00	REMBURSEMENT INV#	CAL \$201508	<input type="checkbox"/>		(Per AR Set-Up Coding for reimbursement accounts: 4810, 4820, 4830, 4840, 4850)
	300,200.00					

300,200.00 Total Deposit

AR Payment Processor Notes:
 BANK ACCT 244 (Use Department's account outside the CT S)
 Set up on Payment Tab: Check, Check, GEN CASH

Bank Deposit Slip # 1244000005

Bank Deposit Date 10/23/2018

Remittance Number _____

Remittance Date _____

Useful information such as bank deposit slip number and date are included on this form.

Validation after posting and AR module has been batch processed:
 AR > Payments > Review Payments > Incomplete Payments
 Note: any incomplete item listed must be researched and resolved in the AR Module



AR Payment Processor DATE


AR Payment Approver DATE

Remittance Processor DATE

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

Below are examples of source documents such as a customer check and departments invoice for billed accounts receivable.

		STATE OF CALIFORNIA		<small>WARRANT NUMBER</small> 06-648962					
<small>THE TREASURER OF THE STATE WILL PAY OUT OF THE</small>		<small>FUND NO.</small> 0001	<small>FUND NAME</small> GENERAL FUND						
<small>IDENTIFICATION NO. XXXXXMT</small>	<small>M.O. DAY YR.</small> 3100 04 02 2016	<small>90-842/1211</small> 6648962							
<small>TO:</small>	644067	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><small>DOLLARS</small></td> <td style="text-align: center;"><small>CENTS</small></td> </tr> <tr> <td style="text-align: center;">\$****200</td> <td style="text-align: center;">00</td> </tr> </table>				<small>DOLLARS</small>	<small>CENTS</small>	\$****200	00
<small>DOLLARS</small>	<small>CENTS</small>								
\$****200	00								
--- DEPT OF FINANCE	 BETTY T. YEE <small>CALIFORNIA STATE CONTROLLER</small>								
<small>⑆ 1 244000253⑆ ⑆ 5 10000859⑆</small>									

		<small>EDMUND G. BROWN JR. GOVERNOR</small> DEPARTMENT OF FINANCE	
		<small>915 L STREET ■ SACRAMENTO CA ■ 95814-8706 ■ WWW.DOF.CA.GOV</small>	
INVOICE			
Bill To:			
Department of Parks, Recreation PO BOX 942896 SACRAMENTO, CA 94296		Date: 03/08/2016 Invoice No.: CS-8267	
An employee enrolled to attend a Department of Finance CALSTARS training class but does not cancel less than five (5) calendar days prior to the class will be billed at the rate of \$100 a day for each day of class missed.			
Department of Air Quality PO Box 4321 Anytown, CA 94321			
AMOUNT DUE: \$200			
Remit to:			
Department of Finance Business Services 915 L Street Sacramento, CA 95814			
Please enclose a copy of this invoice or reference Invoice No. CS 8267 on your check.			
Thank you,			
Department of Finance CALSTARS Unit			

In this training exercise, we will assume that a Deposit Slip entry process has been completed and the corresponding AR Regular Deposit has been created in FI\$Cal (refer to job aid FI\$Cal.389).

The **AR Payment Processor** will find an existing AR Deposit Entry in the AR Module. Steps are:

- 1 - Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 - Enter your “Deposit Unit” in the **Find an Existing Value** tab
- 3 - Enter the “Deposit ID” in the **Find an Existing Value** tab
- 4 - Click Search

1 Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

2 Deposit Unit = ▾ 8860 🔍

3 Deposit ID begins with ▾ 835 🔍

User ID begins with ▾ 🔍

Assigned Operator ID begins with ▾ 🔍

Case Sensitive

4 Search Clear Basic Search 🔍 Save Search Criteria

Find an Existing Value | Add a New Value

The **AR Payment Processor** will verify that the prepopulated fields in the **Totals** tab matches the deposit slip:

- 1 - Verify the Accounting Date (Bank deposit date)
- 2 - Verify that "STATE" is selected for Bank Code
- 3 - Verify that the Bank Account reflects the correct CTS account
- 4 - Verify that the Bank Deposit Number matches the Deposit Slip number
- 5 - Verify "USD" is selected for Control Currency and Format Currency fields

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

Totals | Payments

Unit 8860 Deposit ID 835 Delete Deposit

[View Audit Logs](#)

<p>1 *Accounting Date <input type="text" value="10/23/2018"/></p> <p>2 *Bank Code <input type="text" value="STATE"/></p> <p>3 *Bank Account <input type="text" value="244"/></p> <p>*Deposit Type <input type="text" value="S"/></p> <p>4 Bank Deposit Number <input type="text" value="1244000005"/></p>	<p>State Bank</p> <p>244</p> <p>Standard</p>	<p>5 Control Currency <input type="text" value="USD"/></p> <p>Format Currency <input type="text" value="USD"/></p> <p>Rate Type <input type="text" value="CRRNT"/></p> <p>Exchange Rate <input type="text" value="1.00000000"/></p> <p>Location <input type="text" value="000"/></p>
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The **AR Payment Processor** will verify the information in the Control Totals section of the Totals tab and update as necessary:

- 6 - Update the Total Count
- 7 - Verify the Control Total Amount (should tie to the Deposit Slip)
- 8 - Click on the Payments tab at the top

Unit 8860 Deposit ID 835

Control Totals		Control Data	
Control Total Amount	300,200.00	*Count	2
Entered Total Amount	0.00	Count	2
Difference Amount	300,200.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0
		*Received	10/23/2018
		*Entered	10/23/2018
		Posted	
		Assigned	10000033
		User	10000033

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

For the first payment of the deposit, the **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Payment Predictor box (recall from slide 3 that the first payment is using payment predictor)
- 4 - Select “Check” for Payment Method
- 5 - Under the Additional Payment Information, select “Check” for Payment Method and “Gen Cash” for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box
- 7 - Optional – Legal Authority and Reason for Request

The screenshot displays the AR Payment Processor interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The interface is divided into several sections:

- Totals**: Unit 8860, Deposit ID 835, Date 10/23/2018, Balance Not Balanced.
- Payment Information**:
 - Payment Seq: 1
 - Amount: 200.00
 - Rate Type: CRRNT
 - Payment Method: Check (annotated with 4)
 - *Payment ID: AR-REVENUE (annotated with 1)
 - *Accounting Date: 10/23/2018
 - Currency: USD
 - Exchange Rate: 1.00000000
 - Payment Predictor (annotated with 3)
 - Journal Directly
 - Range of References
 - Attachments (0)
- Additional Payment Information**:
 - Payment Method: Check (annotated with 5)
 - Cash Type: Gen Cash
 - Check Date: [calendar icon]
 - Description: [text box]
 - Reference Number: [text box]
 - City Code: [text box]
 - County Code: [text box]
 - Tax Amount: [text box]
 - Received by SCO
 - AP Business Unit: [text box]
 - Related ORF Advance: [text box]
- Legal Authority and Reason for Request**: [text box] (annotated with 7)
- Notes**: [text box] (annotated with 6)

A blue-bordered note box at the bottom right contains the following text: "NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process."

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

Use the scroll bar to scroll down to the Reference Information:

- 1 - Enter "I" in the Qual Code field
- 2 - Click the Look Up tool next to the Reference field.
- 3 - Enter the AR in in Item ID field
- 4 - Select "Look Up"
- 5 - Select the item found in the Search Results
- 6 - Save

No further action from the AR Payment Approver is required when Payment Predictor is selected. If the Payment Predictor checkbox is selected, and the receipt has the same amount as the AR and references the Item ID, then batch processes will automatically apply the payment to the AR.

The screenshot shows the 'Detail References' window with the 'Reference Information' section highlighted. A 'Look Up Reference' dialog box is open, showing search criteria and results. The 'Look Up Reference' dialog box has the following fields and controls:

- Item ID: begins with [CS-8267] (Step 3)
- Business Unit: begins with []
- Customer ID: begins with []
- Buttons: Look Up, Clear, Cancel, Basic Lookup (Step 4)
- Search Results table (Step 5):

Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date
CS-8267	0	8860	DEPT379000	200	03/08/2016

The 'Reference Information' section in the main window has the following fields:

- Qual Code: 1 (Step 1)
- Reference: [] (Step 2)
- Item Reference: []
- Event: []

At the bottom of the window, there are buttons for Save, Notify, and Refresh (Step 6).

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

Using the scroll bar, scroll back to the top of the page:

- 1 - Select the **+** to add the second payment
- 2 - Enter Payment ID
- 3 - Enter Amount
- 4 - DO NOT CLICK on Payment Predictor or Journal Directly boxes, this payment will use the Payment Worksheet
- 5 - Select “Check” for Payment Method
- 6 - Under the Additional Payment Information, select “Check” for Payment Method and Gen Cash for Cash Type
- 7 - Optional – document notes or relevant information in the Notes box
- 8 - Optional – Legal Authority and Reason for Request

The screenshot displays the AR12 Record Collection interface. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Payments' tab is selected. The main header shows: Unit 8860, Deposit ID 835, Date 10/23/2018, and Balance Not Balanced. The 'Payment Information' section includes: Payment Seq 2, Amount 300000.00, Currency USD, Rate Type CRRNT, Exchange Rate 1.00000000, *Payment ID AR-REIMBURSE, *Accounting Date 10/23/2018, and a '+1' button. There are checkboxes for Payment Predictor, Journal Directly, and Range of References. The 'Payment Method' is set to 'Check'. The 'Additional Payment Information' section includes: Payment Method 'Check', Cash Type 'Gen Cash', Reference Number, City Code, County Code, Tax Amount, Received by SCO, AP Business Unit, and Related ORF Advance. The 'Legal Authority and Reason for Request' field is empty. The 'Notes' field contains a single line of text. A blue box highlights the 'Legal Authority and Reason for Request' and 'Notes' fields, with a note stating: 'NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process.'

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

Use the scroll bar to scroll down to the Reference Information:

- 1 - Enter "1" in the Qual Code field
- 2 - Click the Look Up tool next to the Reference field.
- 3 - Enter the AR in in Item ID field
- 4 - Select "Look Up"
- 5 - Select the item found in the Search Results
- 6 - Select Save

The screenshot displays the AR12 software interface. A 'Look Up Reference' dialog box is open, showing search criteria for Item ID, Business Unit, and Customer ID. The Item ID field contains 'CAL S'. Below the dialog box, the 'Reference Information' table is visible, with the 'Qual Code' field containing '1'. A blue arrow points from the 'Look Up' button in the dialog box to the search icon in the 'Reference' field of the table.

Look Up Reference

Item ID begins with CAL S

Business Unit begins with

Customer ID begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Item ID	Item Line	Business Unit	Customer ID	Item Balance	Accounting Date
CALS201706-1217 0		8860	DEPT750200	363690.89	02/01/2018

Reference Information

Qual Code	Reference	To Reference	Event
1			

Save Return to Search Notify Refresh Add Update/Display

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

Using the scroll bar, scroll back to the top of the page:

- 1 - After clicking Save, the NEXT functionality of FI\$Cal will assign a unique Deposit ID.
- 2 - The deposit will show “Balanced” when the payments match the control totals

The screenshot displays the 'Regular Deposit' form in the FI\$Cal system. The breadcrumb trail at the top indicates the path: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The form is divided into several sections:

- Totals / Payments:** Unit 8860, **1** Deposit ID 835, Date 10/23/2018, **2** Balance Balanced.
- Payment Information:** Payment Seq 2, Amount 300,000.00, Rate Type CRRNT, Payment Method Check. Includes fields for *Payment ID (AR-REIMBURSE), *Accounting Date (10/23/2018), Currency (USD), Exchange Rate (1.00000000), and checkboxes for Payment Predictor, Journal Directly, and Range of References. Buttons for Attachments (0), View Audit Logs, and Apply Payment are also present.
- Additional Payment Information:** Payment Method Check, Cash Type Gen Cash, Check Date, Description, Reference Number, City Code, County Code, Tax Amount, AP Business Unit, and Related ORF Advance.
- Legal Authority and Reason for Request:** A large text area for providing legal justification.
- Notes:** A text area for additional remarks.

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

The final step for the **AR Payment Processor** will be to create a worksheet for payment number 2 of \$300,000.00:

- 1 - Navigate to Accounts Receivable>Payments>Apply Payments>Create Worksheet
- 2 - Enter Deposit Unit
- 3 - Enter Deposit ID
- 4 - Select Search and click on the payment sequence associated with the partial payment

Create Payment Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an existing payment

Search Criteria

Deposit Unit = **2**

Deposit ID begins with **3**

Payment Sequence =

Payment ID begins with

Payment Status =

User ID begins with

Assigned Operator ID begins with

Payment Predictor Method begins with

Accounting Date =

Case Sensitive

4

[Basic Search](#) [Save Search Criteria](#)

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

In the Payment Worksheet Selection, scroll down to Worksheet Action:

- 1 - Confirm the Item Reference matches the billed AR that you wish to apply the payment towards
- 2 - Select Build

Payment Worksheet Selection

Deposit Unit 8860 Payment ID AR-REIMBURSEME Payment Predictor
Deposit ID 835 Payment Amount 300,000.00 USD
Deposit Status None Applied Payment Status Identified

Customer Criteria

Customer Criteria: **Customer Reference** Find | View All First 1 of 1 Last

Customer ID Business Unit SubCustomer 1 SubCustomer 2

Name
Remit SetID Remit From ID
Corporate SetID Corporate ID
MICR ID Link MICR

Reference Criteria

Reference Criteria: **Item Reference** Personalize | Find | View All | | First 1 of 1 Last

Restrict to: Match Rule:

Qual Code	Reference	To Reference	Event
<input type="text"/>	<input type="text" value="CAL201706-1217"/>	<input type="text"/>	<input type="text"/>

Detail Reference
Item Status

Item Inclusion Options

All Items Deduction Items Only Items in Dispute Only
 Exclude Deduction Items Exclude Collection Items Exclude Dispute Items

Worksheet Action

2 Created at Items 0

Worksheet Selection Worksheet Application Worksheet Action

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

In the Payment Worksheet Application:

- 1 - Confirm that the “Sel” box is checked for the AR you are building the worksheet for (your department may have multiple AR’s per customer)
- 2 - The Pay Amt shows the total balance of the AR, change this to the amount of the payment
- 3 - Click Save

Payment Worksheet Application

Deposit Unit 8860 Deposit ID 835 Payment ID AR- Payment Sequence 2
 REIMBURSEME
 Payment Accounting Date 10/23/2018 Payment Currency USD

Item Action

Entry Type Pay An Item Reason

Row Selection

Choice Select Range of Items Range Go

Item Display Control

Display All Items Go

Row Sorting

Sort All By Item Go

Item List Personalize | Find | View All | First 1 of 1 Last

Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Service Purchase ID	Tax Status	Conversion Amount - Currency
	1	<input checked="" type="checkbox"/>	2 363,690.89	USD	CALS201706-1		8860	DEPT750200	PY						Not Applicable	

Add with Detail Revenue Distribution Add Conversation Letter of Credit ID

Balance

Amount	300,000.00	Remaining	-63,690.89	Unearned	0.00
Selected	363,690.89	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs

3

Save
Return to Search
Previous in List
Next in List
Refresh

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

In the Payment Worksheet Application:

- 1 - In the Item List, 2 line items now appear – the line item for the payment amount and a line item for the remaining balance. Do NOT select the check box for the remaining balance.
- 2 - Select Worksheet Action

Payment Worksheet Application

Deposit Unit 8860 Deposit ID 835

Payment ID AR- Payment Sequence 2

REIMBURSEME

Payment Accounting Date 10/23/2018 Payment Currency USD

Item Action

Entry Type Pay An Item Reason

Row Selection

Choice Select Range of Items Range Go

Item Display Control

Display All Items Go

Row Sorting

Sort All By Item Go

Item List Personalize | Find | View All | | First 1-2 of 2 Last

View Detail	Remit Seq	Set	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Service Purchase ID	Tax Status	Conversion Amount - Currency
	1	<input checked="" type="checkbox"/>	300,000.00	USD	CALS201706-1		8860	DEPT750200	PY						Not Applicable	
		<input type="checkbox"/>	3,690.89 x	USD	CALS201706-1		8860	DEPT750200							Not Applicable	

Add with Detail

Revenue Distribution

Add Conversation

Letter of Credit ID

Balance

Amount	300,000.00	Remaining	0.00	Unearned	0.00
Selected	300,000.00	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

Worksheet Selection Worksheet Application 2 Worksheet Action Attachments (0) View Audit Logs

Save

Return to Search

Previous in List

Next in List

Refresh

In the Payment Worksheet Action:

- 1 - Select Create/Review Entries

FI\$Cal auto-generates the accounting entries based on the billed AR

Payment Worksheet Action

Deposit Unit 8860 Deposit ID 835 Payment ID AR-REIMBURSEME

Entered Date 10/23/2018 Status Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<input type="button" value="Delete Worksheet"/>		1 <input type="button" value="Create/Review Entries"/>
<input type="button" value="Delete Payment Group"/>		

Worksheet Selection Worksheet Application Worksheet Action

AR12 - Record Collection – Billed AR (Bank Deposit)(cont'd)

The below screen will appear with the system generated entries.

- 1 - Click View All to see all distribution lines
- 2 - Click Save
- 3 - Click Return To Previous Panel

The screenshot displays the AR12 system interface. At the top, a breadcrumb trail shows: Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet > Update Worksheet > Finalize Worksheet > Deposit Accounting Entries. Below this, there are tabs for 'Payment Control' and 'Accounting Entries'. The 'Accounting Entries' section shows details for Deposit Unit 8860, Deposit ID 835, Budget Details, and Payment AR-REIMBURSEME ID. It includes a table for Accounting Entries with columns: Item ID (CALS201706-1217), Line, Entry Type (PY), and Reason. Below this is a 'Return To Previous Panel' button, highlighted with a red '3'. The 'Distribution Lines' section is below, with a 'View All' button highlighted with a red '1'. It contains a table with columns: Line, GL Unit, *Type, Amount, Account, Alt Acct, Svc Loc, Fund, Rptg Structure, and Program. At the bottom, there is a 'Save' button highlighted with a red '2', along with 'Return to Search' and 'Notify' buttons. A summary row at the bottom shows: Lines 0, DR 0.000, Currency, CR 0.000, Currency, Net 0.000.

Line	GL Unit	*Type	Amount	Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Program
100	8860	AR	-300,000.00	1240000	0000000000		0001		6785019
5001	8860	Cash	300,000.00	1109300	9999999999		0001		

Summary: Lines 0, DR 0.000, Currency, CR 0.000, Currency, Net 0.000

In the Payment Worksheet Action:

- 1 - Select Save

Submit the Bank Deposit Report of Collection and supporting documents to the AR Payment Approver to approve the applied payments. See AR14 - Approve Collection – Billed AR

Payment Worksheet Action

Deposit Unit 8860 Deposit ID 835 Payment ID AR-REIMBURSEME

Entered Date 10/23/2018 Status Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<p>Delete Worksheet</p> <p>Delete Payment Group</p>		<p>Create/Review Entries</p>

1 Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify