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.

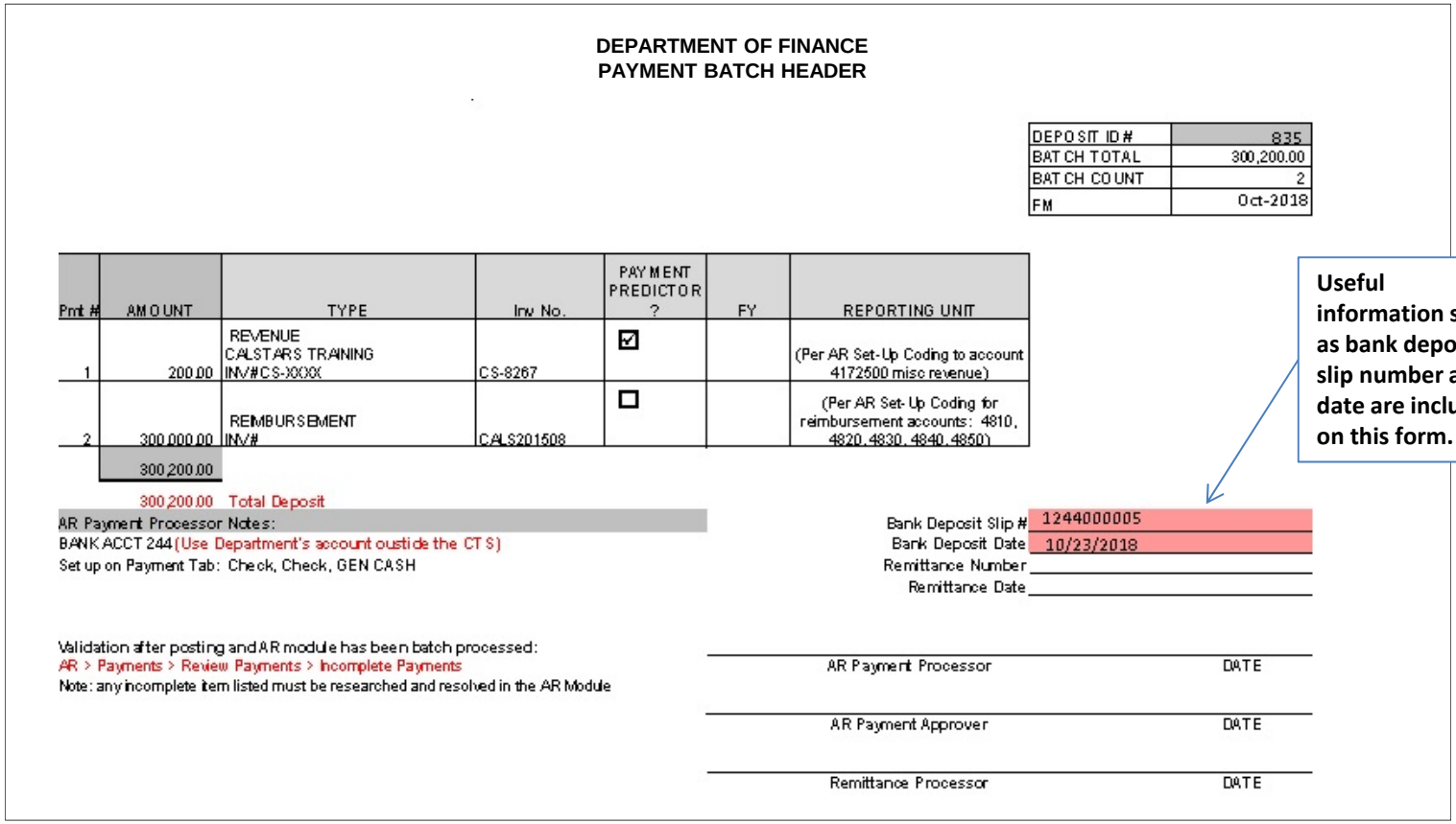
Departments will use their existing business processes to deposit receipts to their bank prior to posting in FI$Cal.

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

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

Pmt #	AMOUNT	TYPE	Inv No.	PAYMENT PREDICTOR ?	FY	REPORTING UNIT
1	200.00	REVENUE CALSTARS TRAINING INV#CS-XXXX	CS-8267	☑		(Per AR Set-Up Coding to account 4172500 misc revenue)
2	300,000.00	REIMBURSEMENT INV#	CALS201508	☐		(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 oustide the CTS)
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.

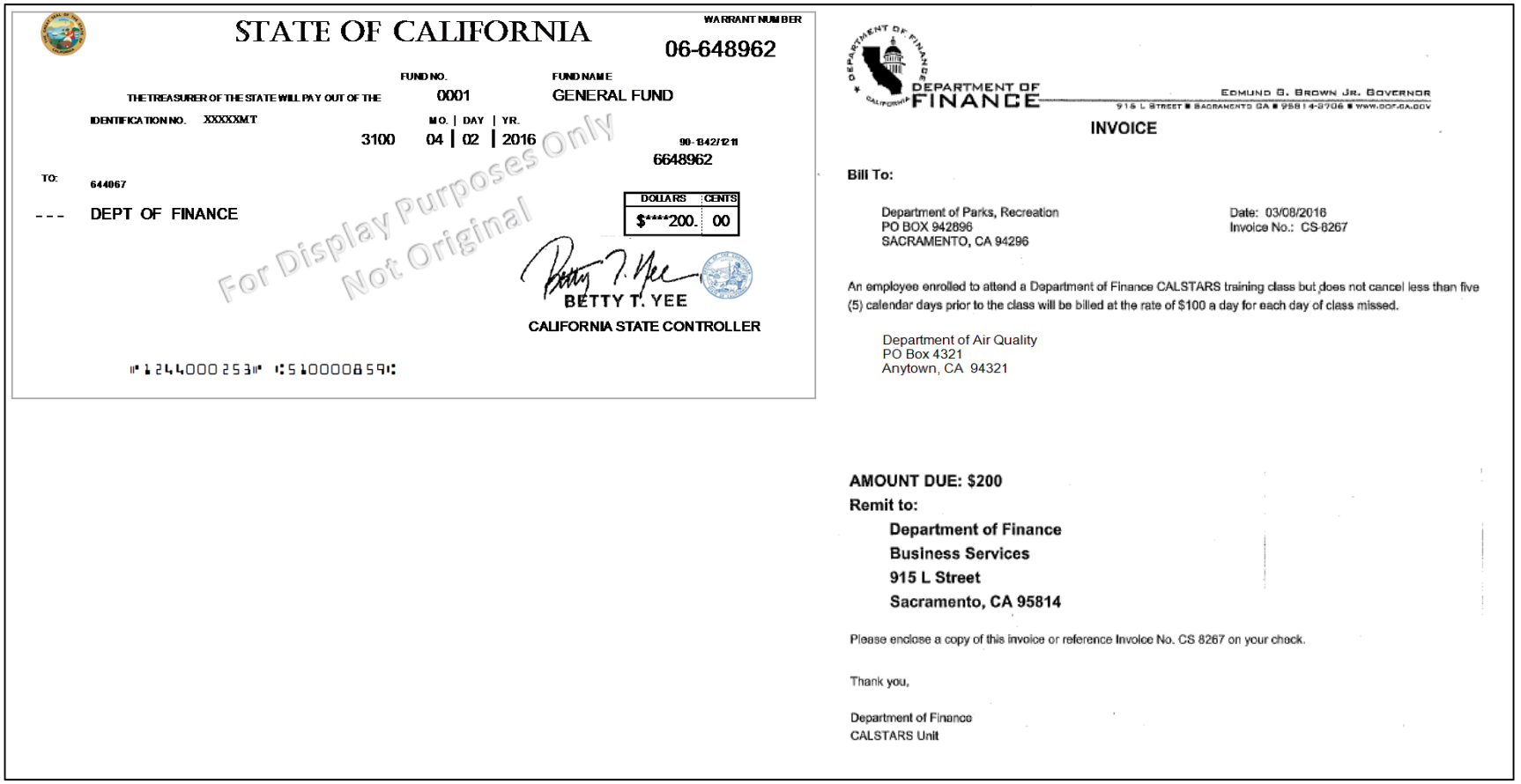
Validation after posting and AR module has been batch processed:
AR > Payments > Review Payments > Incomplete Payments
Note: any incomplete item listed must be researched and resolved in the AR Module

AR Payment Processor DATE

AR Payment Approver DATE

Remittance Processor DATE

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



STATE OF CALIFORNIA

WARRANT NUMBER 06-648962

FUND NO. 0001 FUND NAME GENERAL FUND

THE TREASURER OF THE STATE WILL PAY OUT OF THE

IDENTIFICATION NO. XXXXXMT

MO. | DAY | YR. 3100 04 | 02 | 2016

90-1342/1211

6648962

TO: 644067

--- DEPT OF FINANCE

DOLLARS $****200. CENTS 00

For Display Purposes Only
Not Original

BETTY T. YEE

CALIFORNIA STATE CONTROLLER

⑈ 1244000253⑈ ⑆510000859⑆

DEPARTMENT OF FINANCE

EDMUND G. BROWN JR. GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

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.

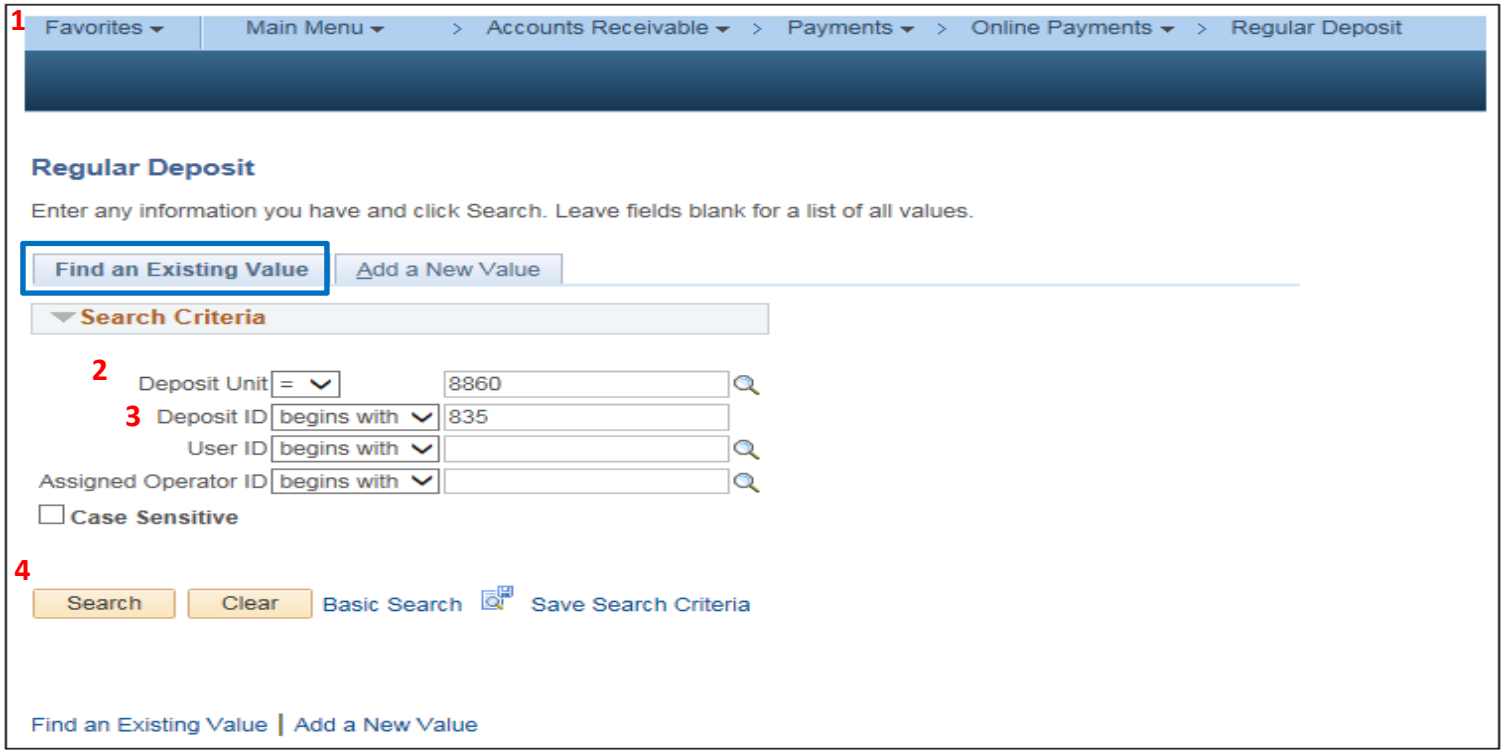
Thank you,

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).

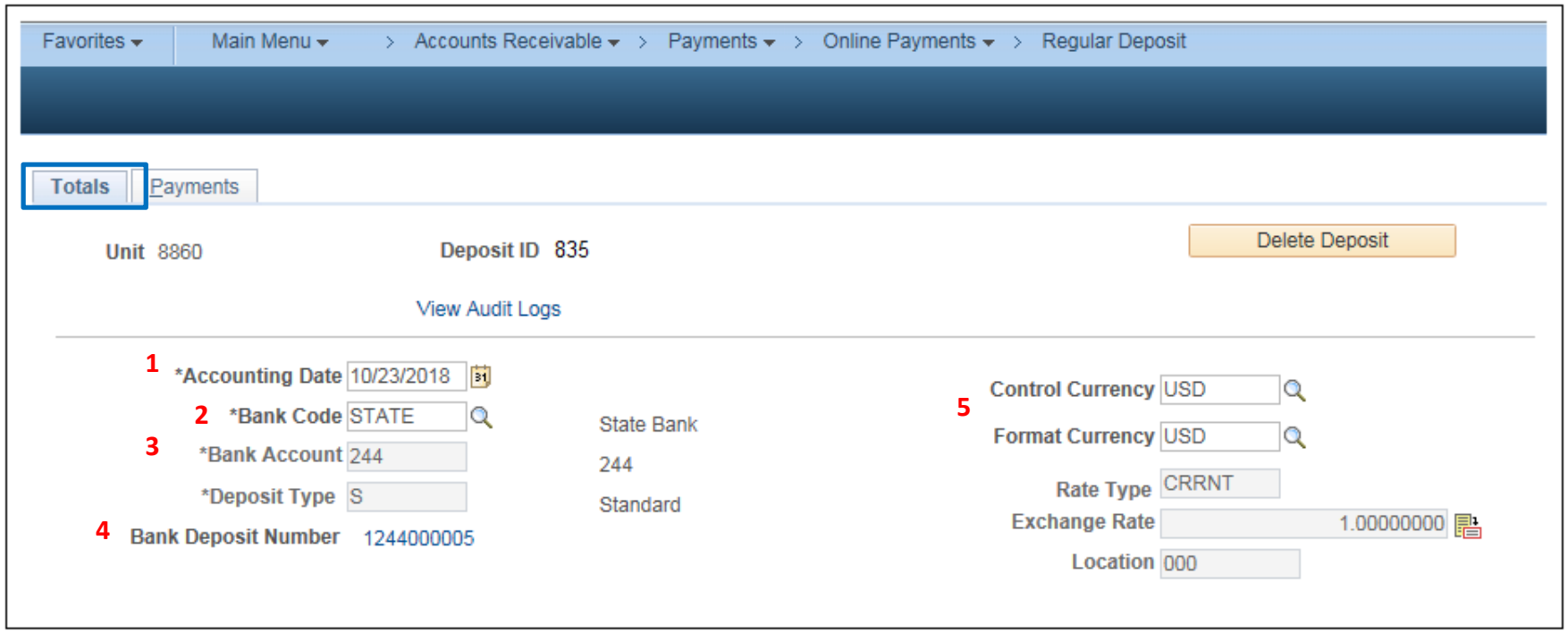
The **AR Payment Processor** will find an existing AR Deposit Entry in the AR Module. Steps are:

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



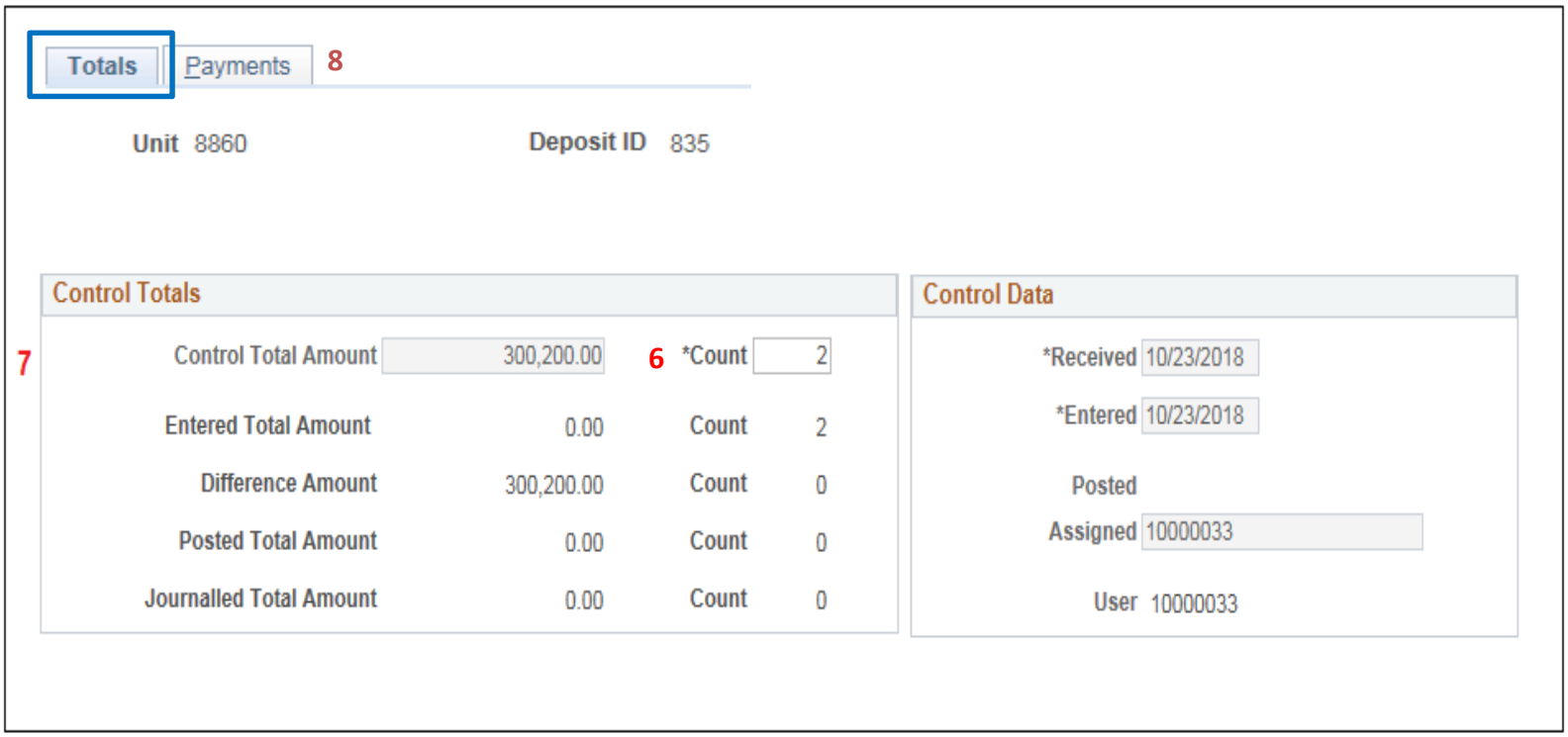
The **AR Payment Processor** will verify that the prepopulated fields in the **Totals** tab matches the deposit slip:

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



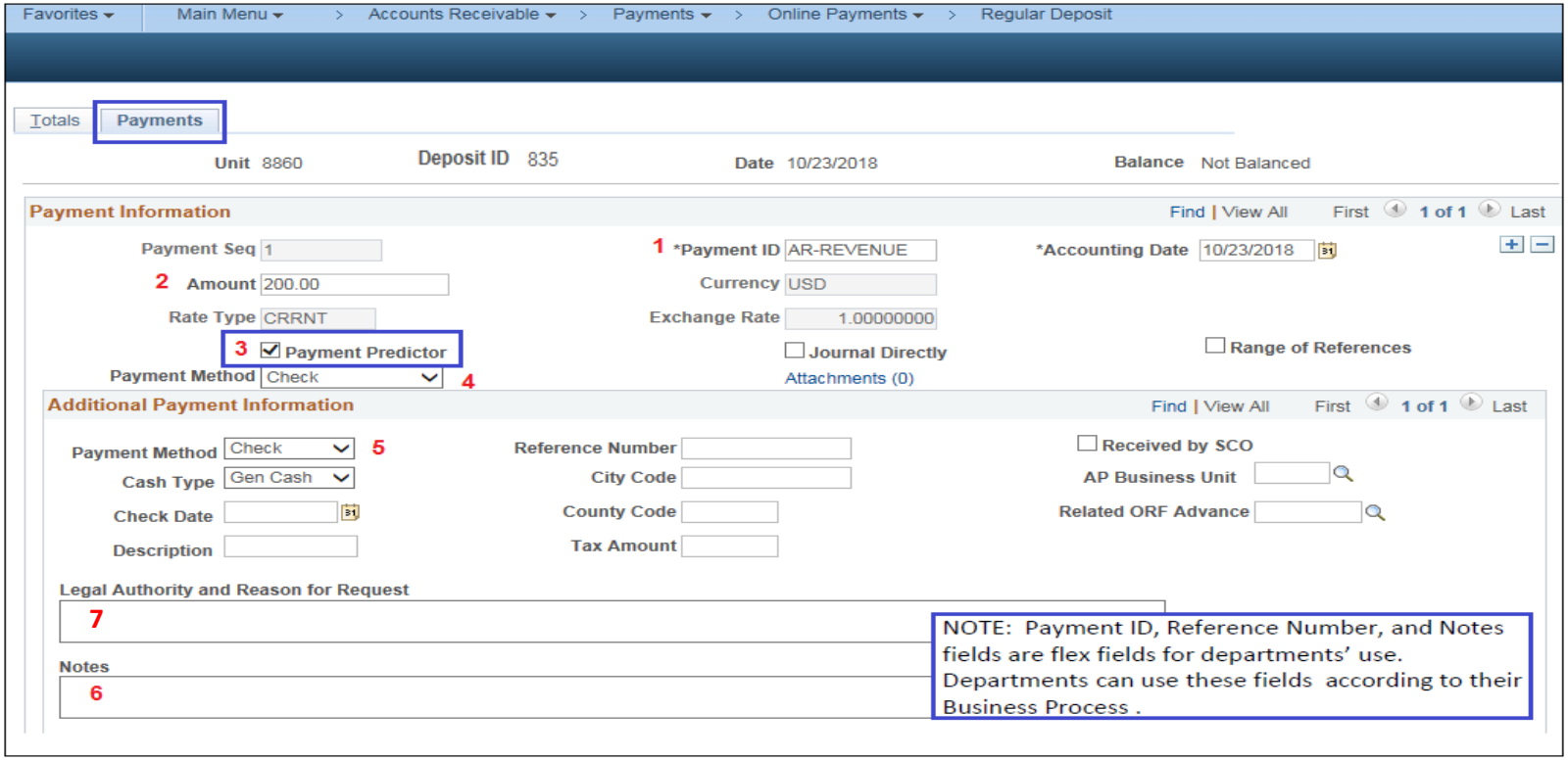
The **AR Payment Processor** will verify the information in the Control Totals section of the Totals tab and update as necessary:

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



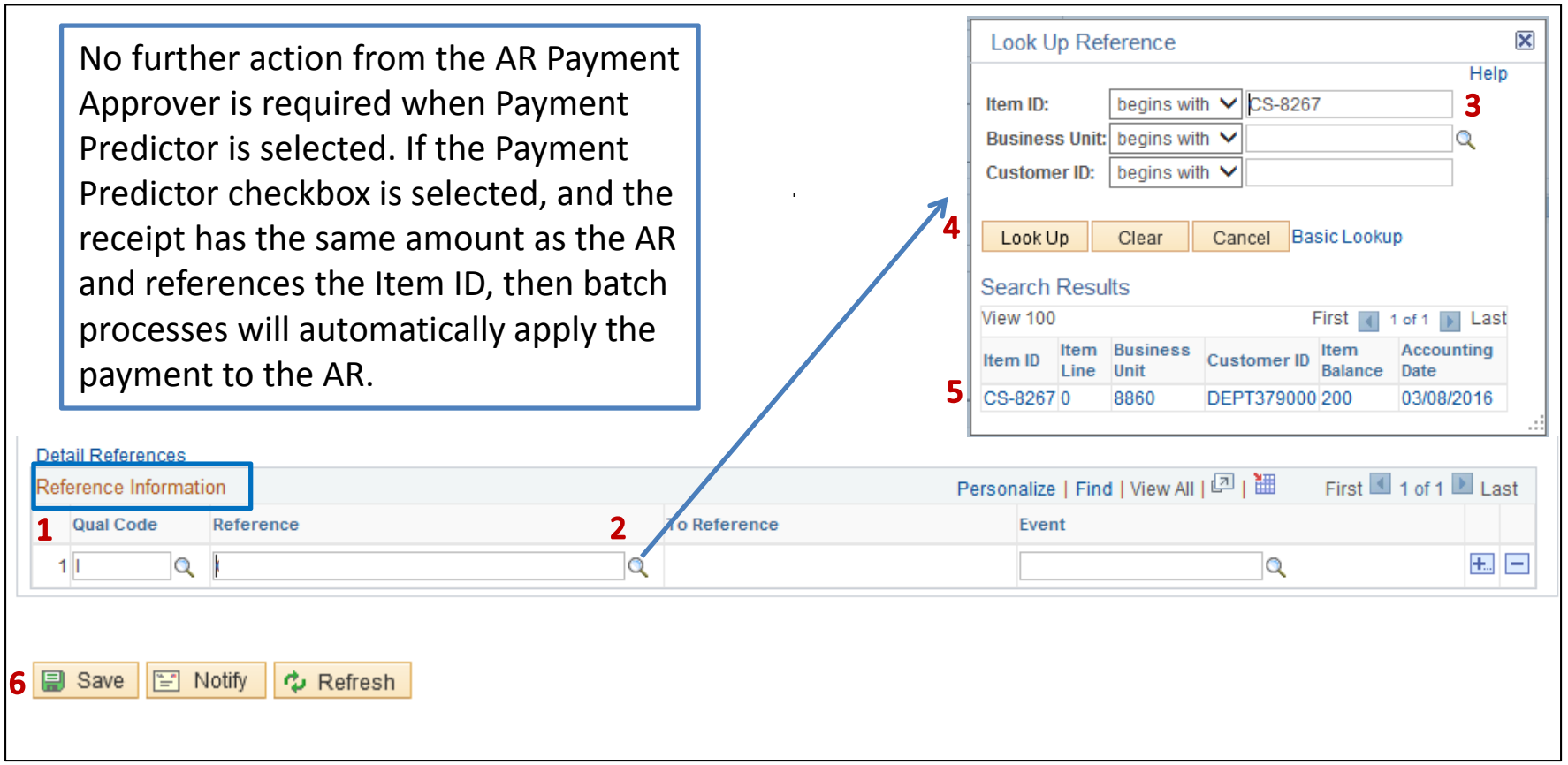
For the first payment of the deposit, the **AR Payment Processor** will post the following fields on the **Payments** tab:

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



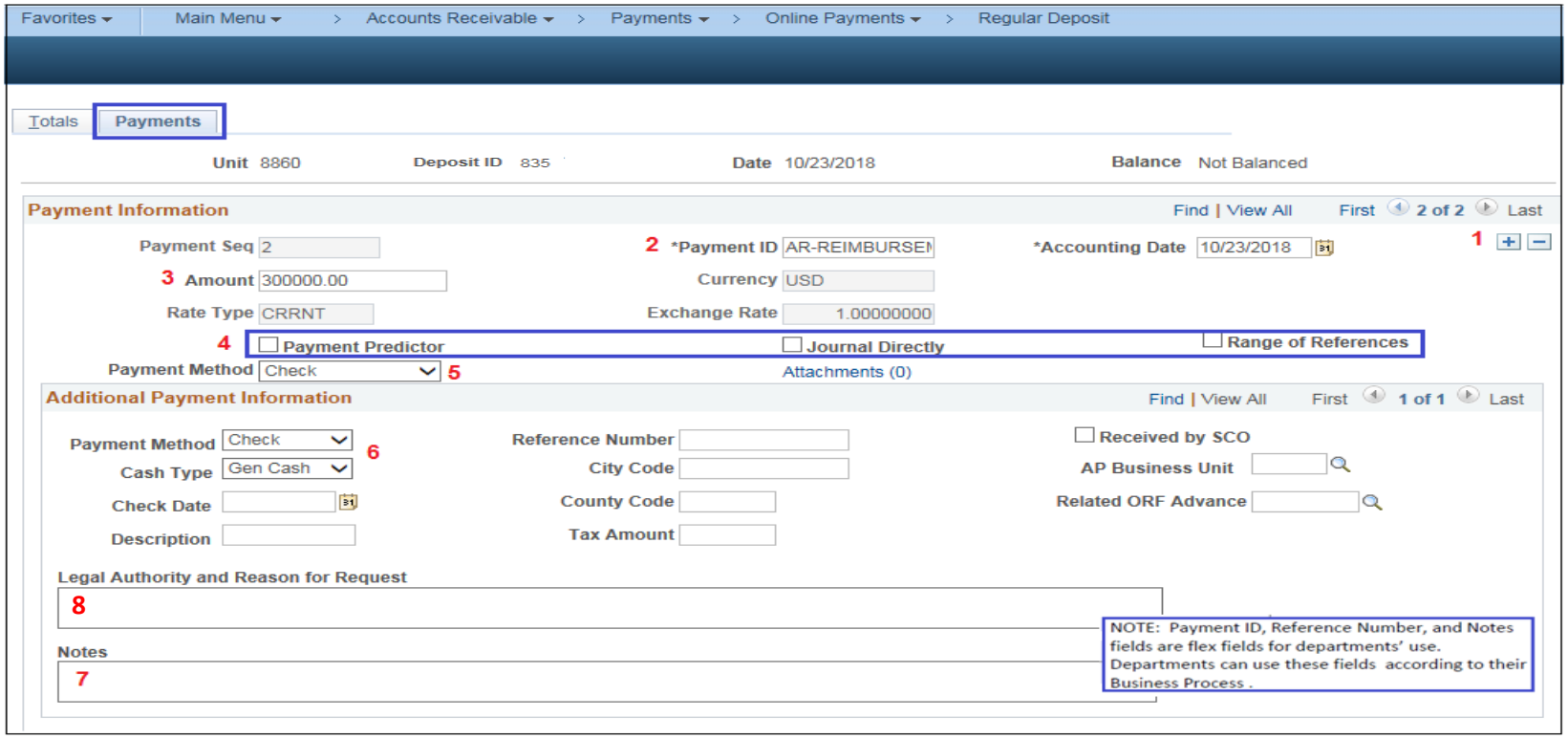
Use the scroll bar to scroll down to the Reference Information:

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



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



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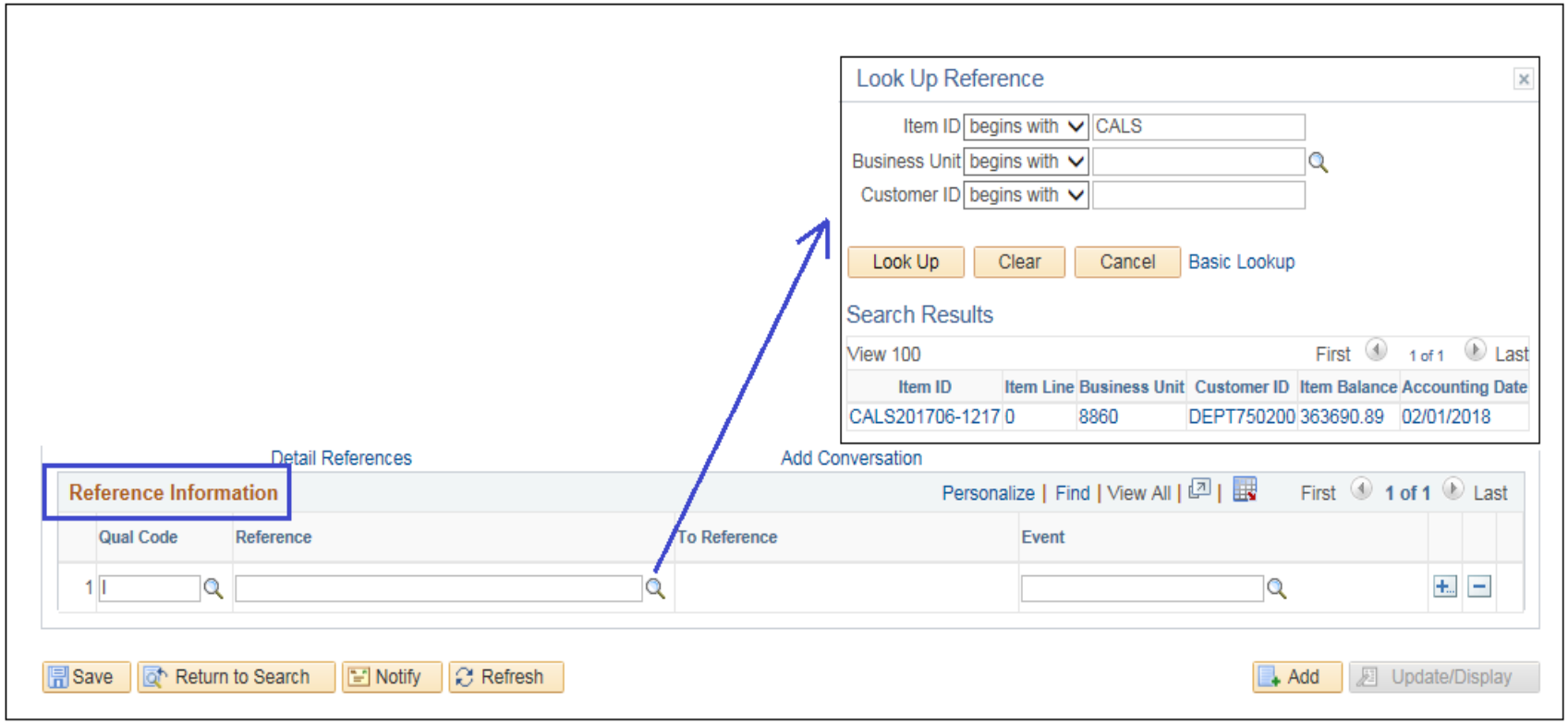
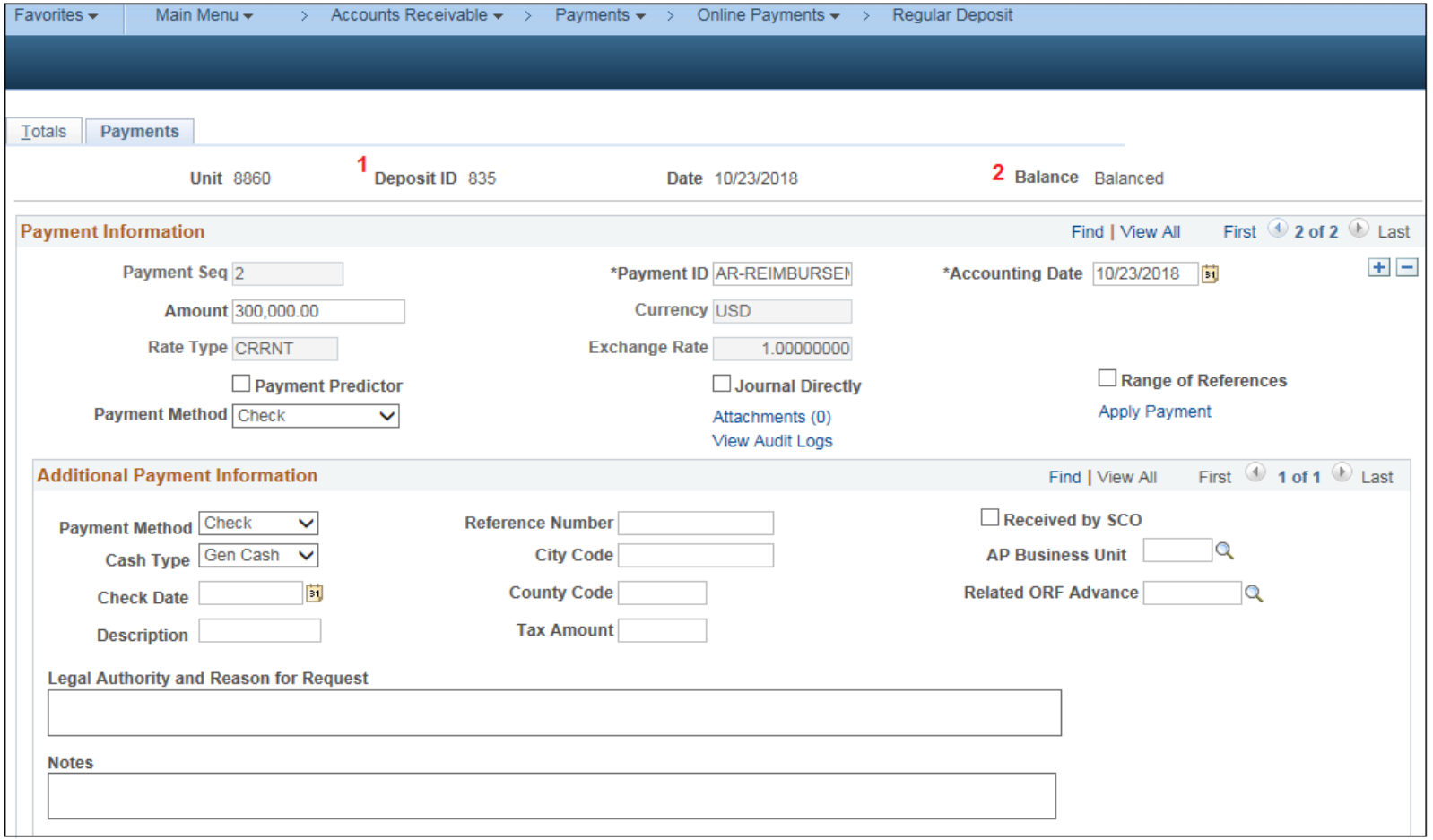
1 - Enter "I" in the Qual Code field
2 - Click the Look Up tool next to the Reference field.
3 - Enter the AR in in Item ID field
4 - Select "Look Up"
5 - Select the item found in the Search Results
6 - Select Save



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



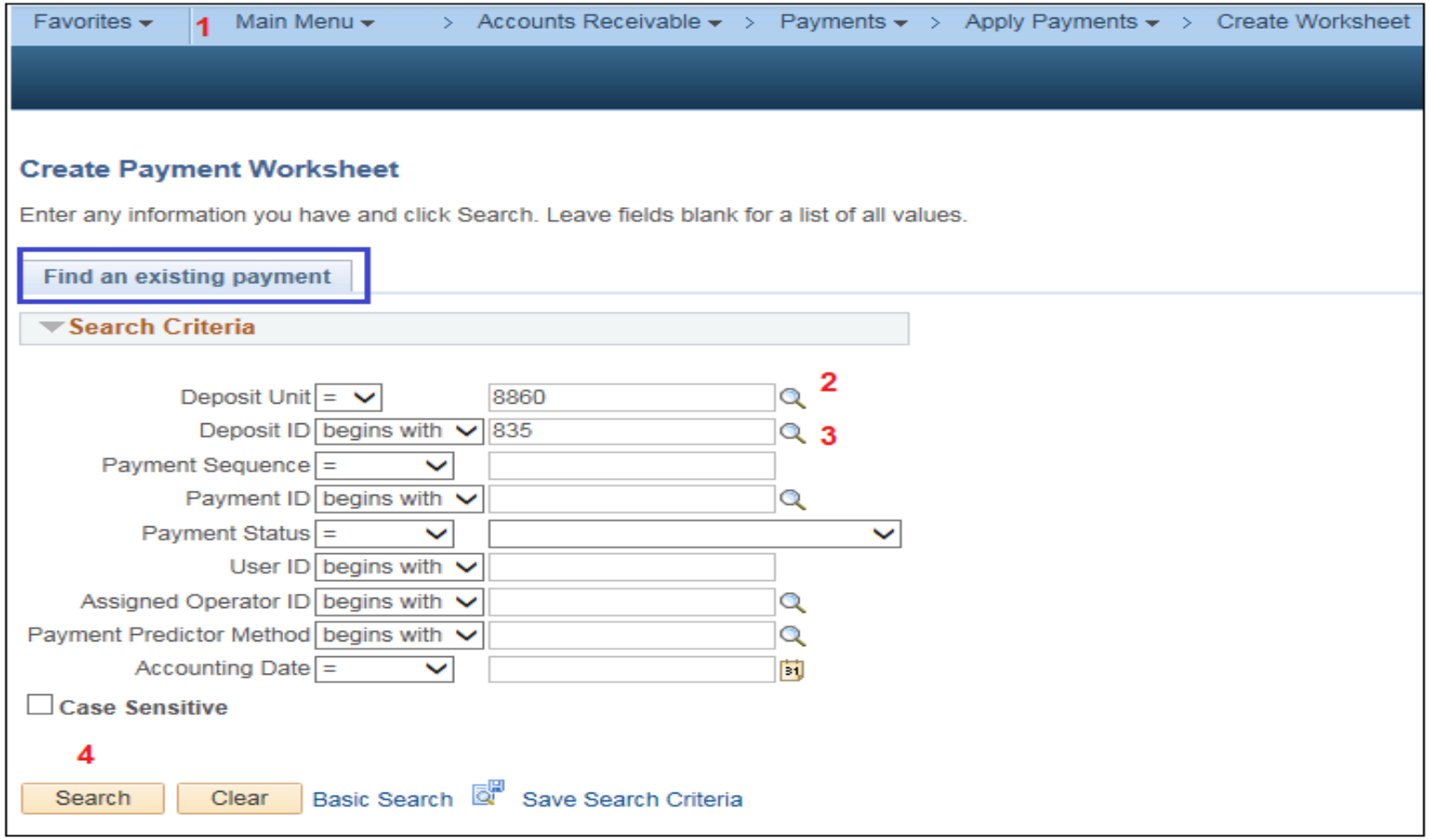
The final step for the **AR Payment Processor** will be to create a worksheet for payment number 2 of $300,000.00:

1 - Navigate to Accounts Receivable>Payments>Apply Payments>Create Worksheet

2 - Enter Deposit Unit

3 - Enter Deposit ID

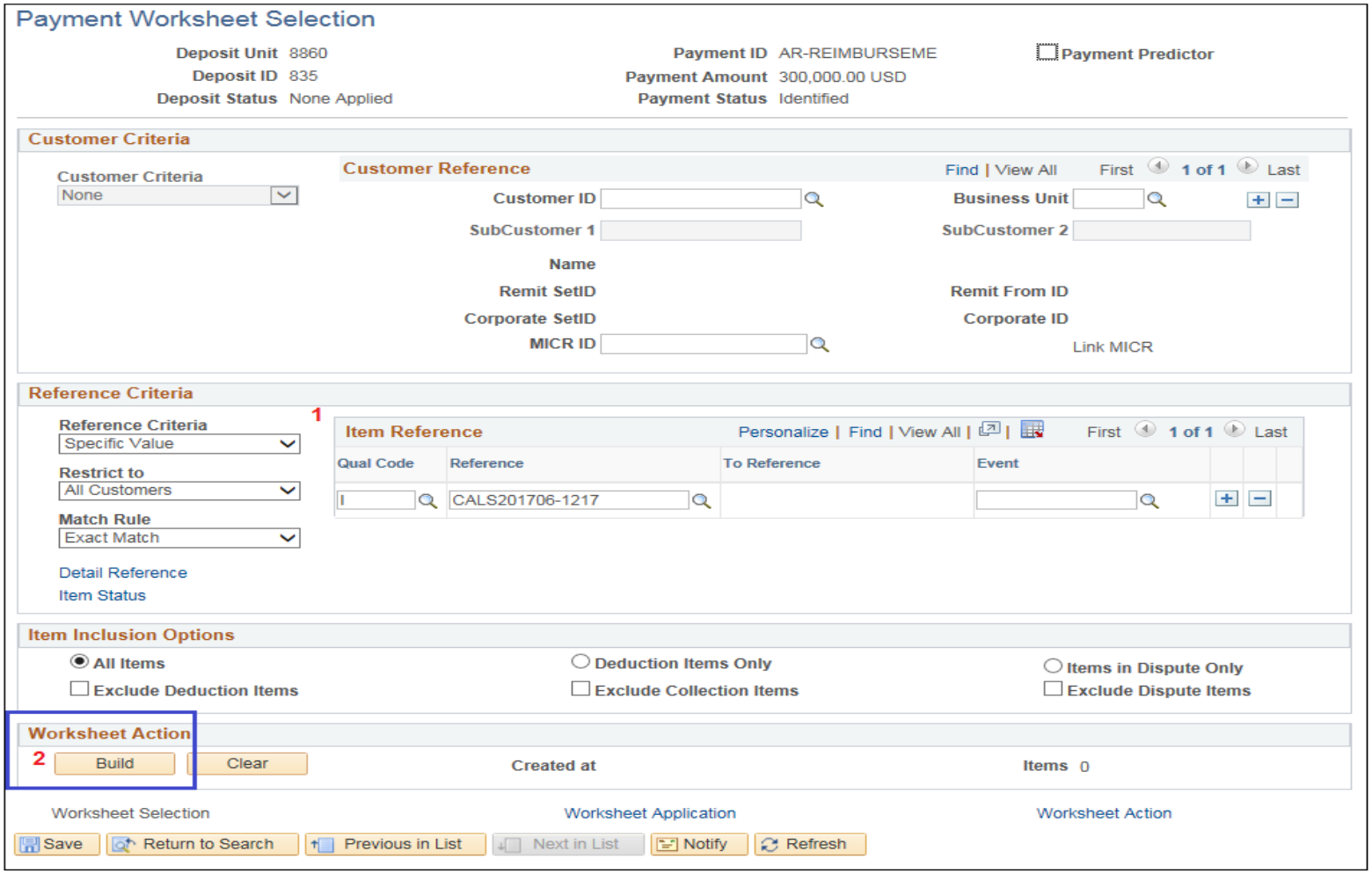
4 - Select Search and click on the payment sequence associated with the partial payment



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

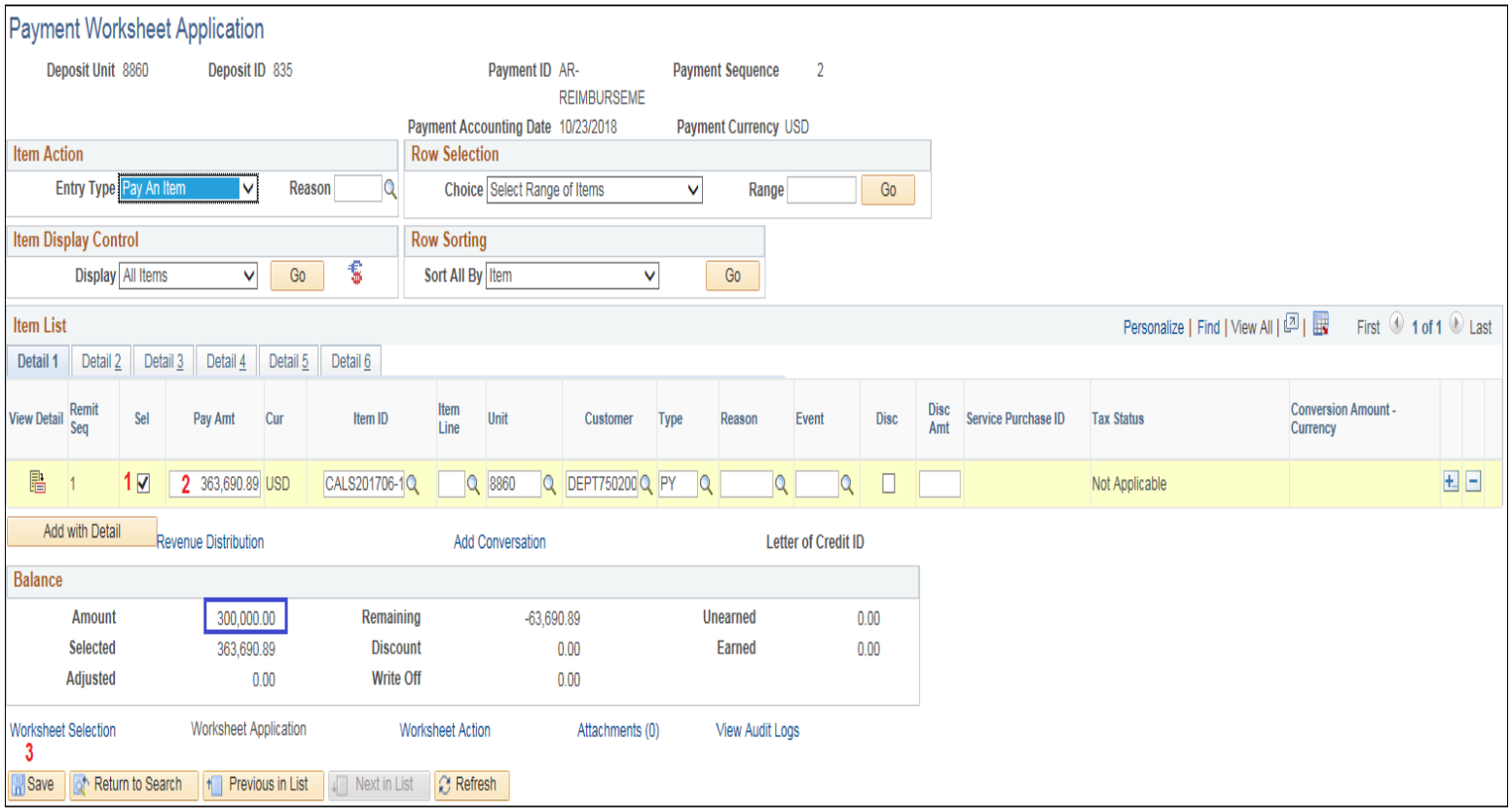


In the Payment Worksheet Application:

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

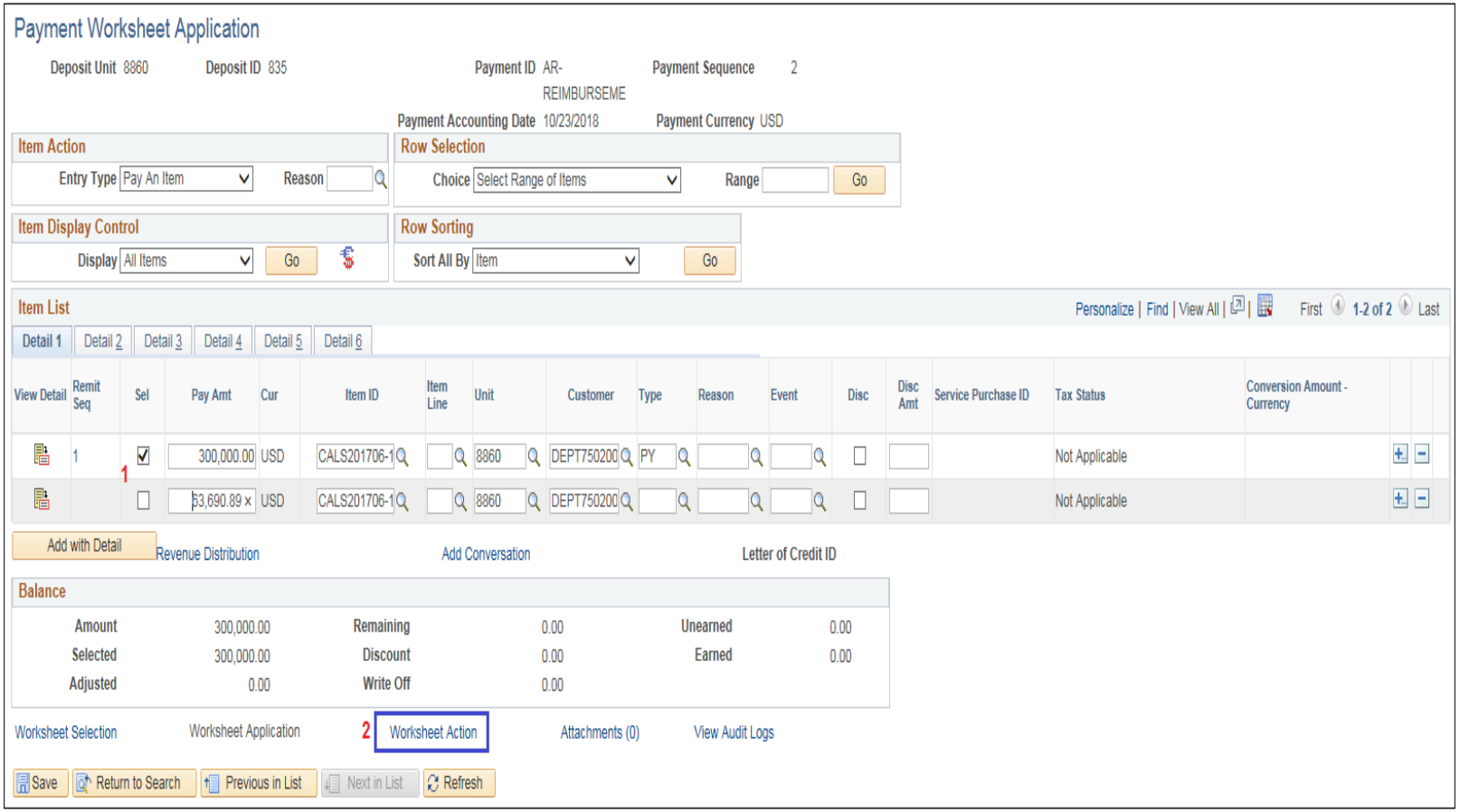
3 - Click Save



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.

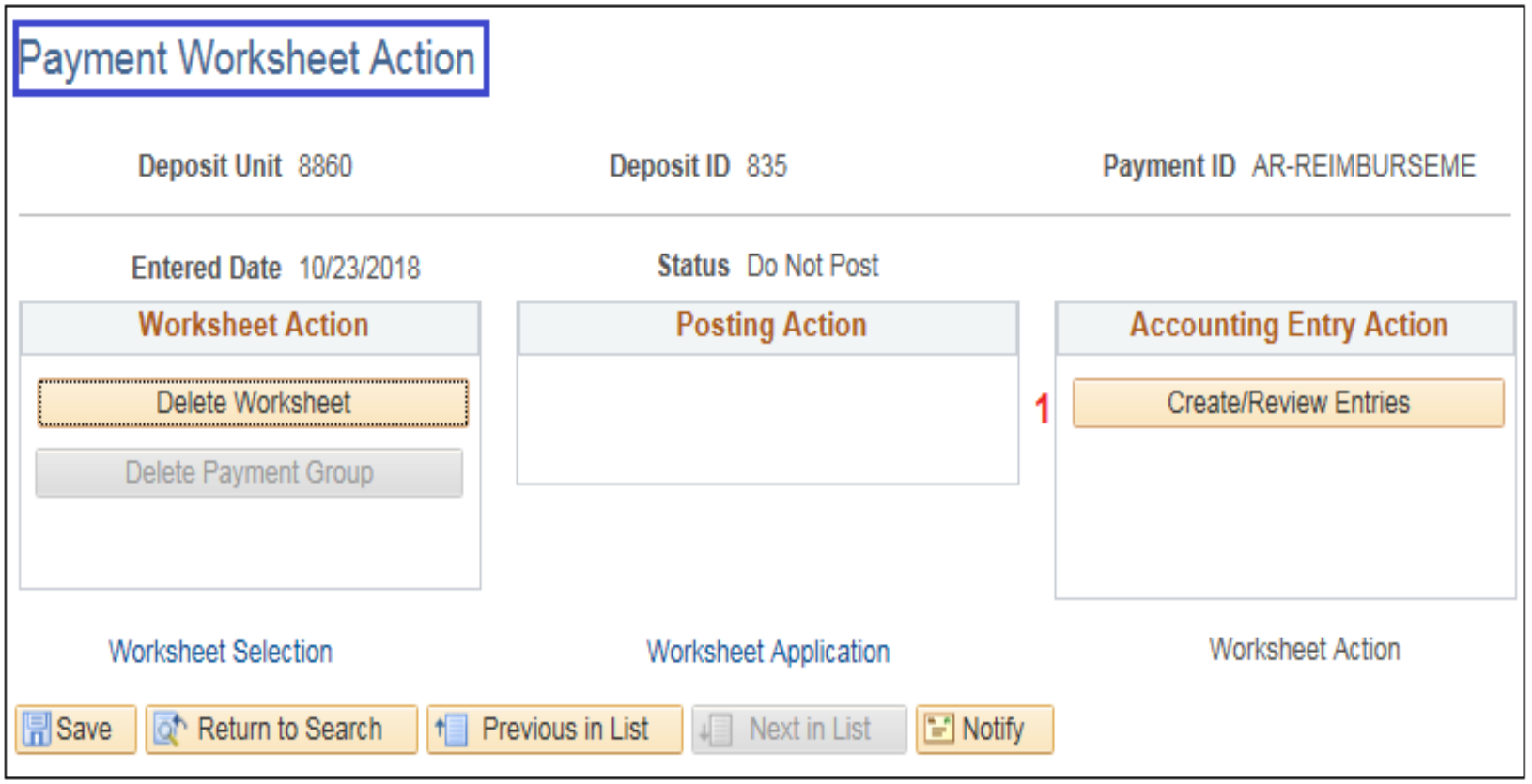
2 - Select Worksheet Action



In the Payment Worksheet Action:

1 - Select Create/Review Entries

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

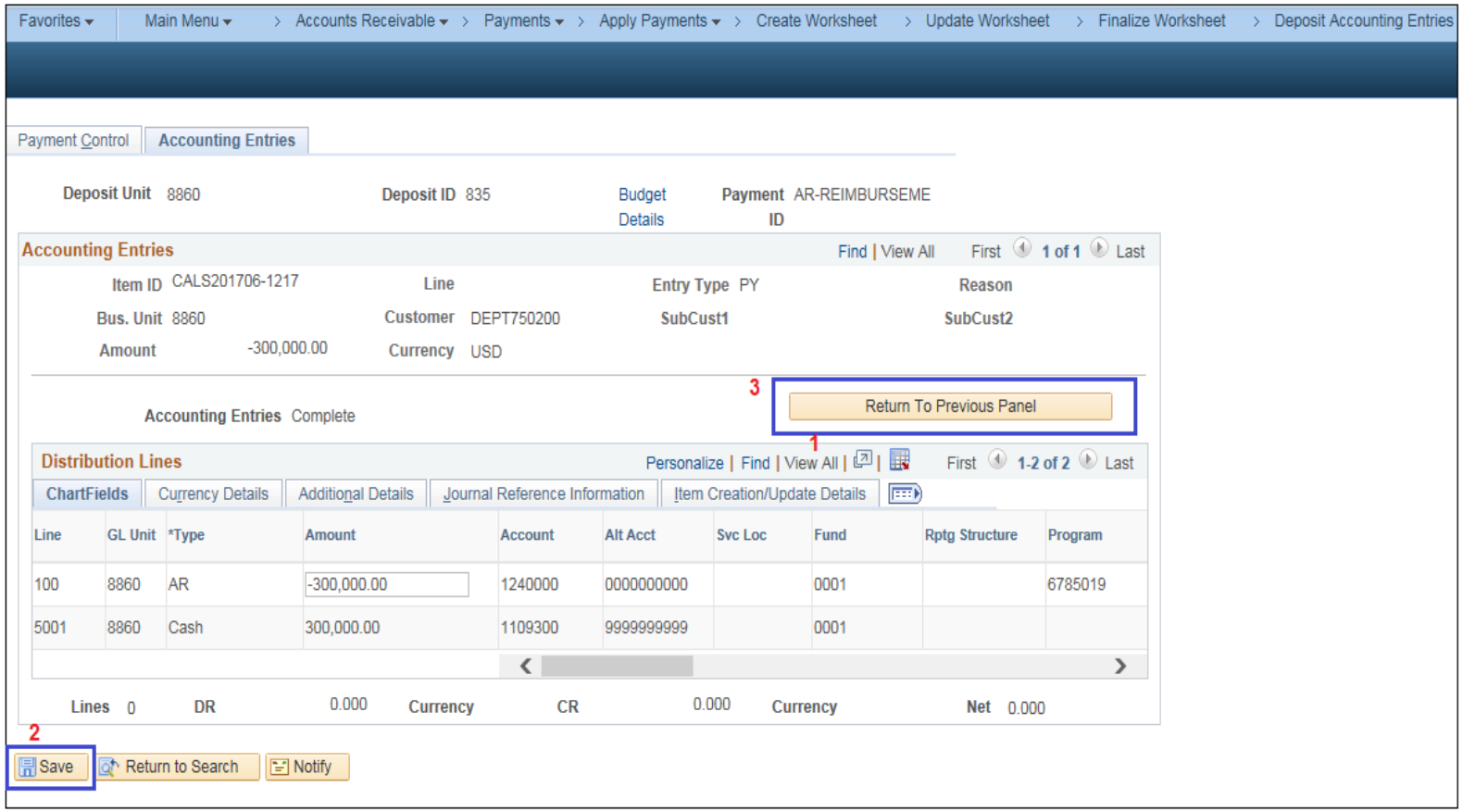


The below screen will appear with the system generated entries.

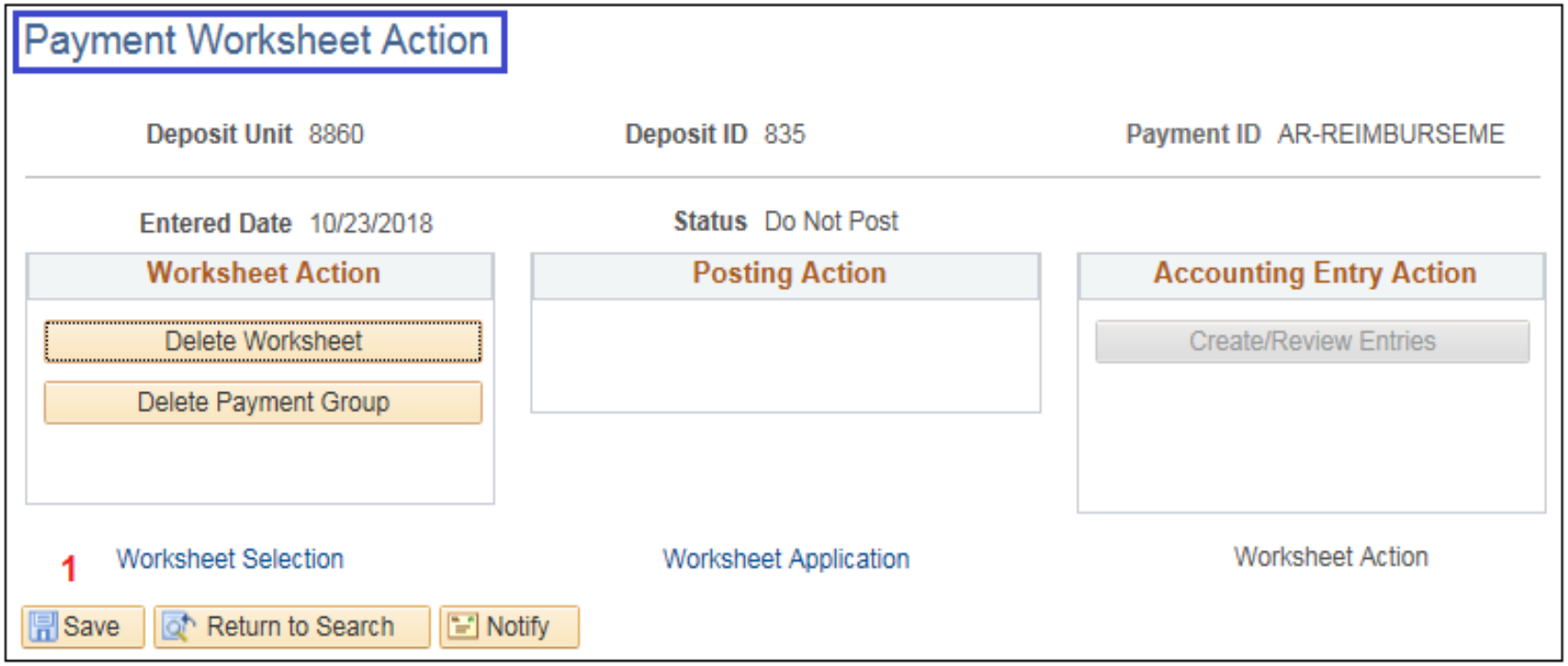
1 - Click View All to see all distribution lines

2 - Click Save

3 - Click Return To Previous Panel



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