

AR13 - RECORD COLLECTION – BILLED AR (DIRECT TRANSFER)

Source Document: SCO Journal Entry
 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 departments for services provided. The payments are recorded using the SCO's Notice of Transfer journal entry which is a document used by the SCO, in lieu of issuing a warrant, to record expenditures normally between state departments.

Refer to the eLearning course list for AR training on other receipt collections such as unbilled receipts and payments received from customers.

The **Source Documents** for applying payments for billed AR direct transfers are:

1. Departments Payment Batch Header
2. SCO Notice of Transfer Journal Entry

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An example of the **Payment Batch Header** shown below shows a direct transfer payment. The AR Payment Processor will use the Payment Predictor process to apply the payment.

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.

DEPARTMENT OF FINANCE COLLECTION SUMMARY AND AR PAYMENT ACCOUNTING ENTRIES FOR FISCAL							
						DEPOSIT ID #	492
						BATCH TOTAL	324,449.92
						BATCH COUNT	1
						FM	Apr-10
DIRECT BILLING INVOICE PAYMENTS							
Pmt #	BUS UNIT	Amount	SCO JE #	JE Date	AR Item #	PAYMENT PREDICTOR?	
1	7502	324,449.92	DOF2015140	4/8/2016	CALS201508	<input checked="" type="checkbox"/>	
TOTAL		324,449.92					
AR Payment Processor Notes:							
Look up AR item if needed before posting the deposit:							
AR > Customer Account > Item Info > View/Update Item Details							
						4/14/2016	
AR Payment Processor						DATE	
Bank Account = 0000							
Set up on Payment Lab: EFT, Fund Trf, Gen Cash							
Select Payment Predictor							
						N/A for Payment Predictor	
AR Payment Approver						DATE	
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							

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Below is an example of the SCO journal entry used to record the payment.

MAIL CODE 8860															
ROUTE TO AGENCY												STATE CONTROLLER'S OFFICE		DOCUMENT NO	
DEPT OF FINANCE												DIVISION OF ACCOUNTING		DOF2015140	
REPORT NO: FC-145-10-D												SACRAMENTO, CALIFORNIA		DATE: 04/08/2016	
TC-39 NOTICE OF TRANSFER															
FUND	AGCY	FY	REF/ITEM	FEDERAL CATALOG	CT	PG	EL	COM	TSK	TYP	SOURCE	ACCOUNT NO	DEBITS	CREDITS	
-----DESCRIPTION-----															
9730												8000	324,449.92		
9730	7502	2015								Q		000	324,449.92		
9730	7502	2015								R		0211100	324,449.92		
								FEB 2016			CALS201508	1140		324,449.92	
9730														324,449.92	
FROM FUND TECHNOLOGY SRVS REVOLVING FUND													324,449.92		
0001												1140	324,449.92		
0001												9010		324,449.92	
0001	8860	2015	001							C		000	324,449.92		
0001	8860	2015	001			30				C		000	324,449.92		
0001	8860	2015	001			90	30			F	0001	000	324,449.92		
								FEB 2016			CALS201508			324,449.92	
TO FUND GENERAL FUND													324,449.92		
TOTALS												324,449.92	324,449.92		
REASON FOR ABOVE ACTION															
9N IN ACCORDANCE WITH THE GOVERNMENT CODE SECTION 13295.5															
TO TRANSFER FROM THE AGENCY'S APPROPRIATION TO THE															
DEPARTMENT OF FINANCE TO RECOVER REIMBURSABLE COSTS FOR															
SERVICES PROVIDED.															

The **AR Payment Processor** will create the deposit entry in the AR Module. Steps are:
Navigate to: Accounts Receivable>Payments>Online Payments>Regular Deposit

- 1 - Enter your Business Unit in the **Add a New Value** tab
- 2 - Click Add

The screenshot shows the 'Regular Deposit' form in the FI\$Cal system. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'FI\$Cal' logo is visible on the left. Below the breadcrumb trail, the title 'Regular Deposit' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being the active tab. Below the tabs, there are two input fields: 'Deposit Unit' with the value '8860' and a search icon, and 'Deposit ID' with the value 'NEXT' and a search icon. Below these fields, the number '2' is followed by a highlighted 'Add' button.

The **AR Payment Processor** will post the following fields on the **Totals** tab:

- 1 - Enter Accounting Date (SCO Journal Entry date)
- 2 - Enter "STATE" for Bank Code
- 3 - Enter "0000" for Bank Account
- 4 - Enter "R" for Regular Deposit
- 5 - Enter the SCO Document Number for Bank Deposit Number
- 6 - Enter "USD" for Control Currency

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

FI\$Cal

Totals Payments

Unit: 8860 Deposit ID: NEXT Delete Deposit

<p>1 *Accounting Date: 04/08/2016 </p> <p>2 *Bank Code: STATE State Bank</p> <p>3 *Bank Account: 0000 0000</p> <p>4 *Deposit Type: R Regular</p> <p>5 Bank Deposit Number: DOF2015140</p>	<p>6 Control Currency: USD </p> <p>Format Currency: USD</p> <p>Rate Type: CRRNT</p> <p>Exchange Rate: 1.00000000 </p> <p>Identifier: <input type="text"/></p>
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The **AR Payment Processor** will continue to enter information in the **Controls Total** section of the Totals tab:

7 – Enter the **Control Total Amount** (should tie to the Report of Collection Batch Total)

8 – Enter **Count**

9 – Click on the **Payments** tab at the top

The screenshot shows the 'Payments' tab selected in the 'Totals' section. Below the tabs is the 'Control Totals' section with the following data:

Control Totals			
Control Total Amount:	7	<input type="text" value="324449.92"/>	*Count: 8 <input type="text" value="1"/>
Entered Total Amount:		0.00	Count: 1
Difference Amount:		0.00	Count: -1
Posted Total Amount:		0.00	Count: 0
Journalled Total Amount:		0.00	Count: 0

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

- 7 - Enter "I" in the Qual Code field
- 8 - Click the Look Up tool next to the Reference field.
- 9 - Enter the AR in Item ID field
- 10 - Select "Look Up"
- 11 - Select the item found in the Search Results
- 12 - Click Save

No further action from the AR Payment Approver is required when Payment Predictor is selected. FISCAL applies payments against receivables based on configured rules and reference information associated with the payment.

The screenshot shows the 'Reference Information' section of the AR13 interface. The 'Qual Code' field contains '1' and the 'Reference' field is empty. The 'Look Up' button is highlighted with a red '8'. A blue box highlights the 'Reference Information' section, and a blue arrow points from the 'Look Up' button in the 'Look Up Reference' dialog to the 'Look Up' button in the 'Reference Information' section. The 'Look Up Reference' dialog is open, showing the 'Item ID' field with 'CAL S' and a red '9'. The 'Search Results' table shows one result: CALS201508 0, 8860, DEPT750200, 324449.92, 04/05/2016. The 'Look Up' button in the dialog is highlighted with a red '10'. The 'Save' button in the 'Reference Information' section is highlighted with a red '12'.

Item ID	Item Business Line Unit	Customer ID	Item Balance	Accounting Date
CALS201508 0	8860	DEPT750200	324449.92	04/05/2016

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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 process is now complete for this type of transaction.

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

FI\$Cal

Totals Payments

Unit: 8860 Deposit ID: **1** 492 Date: 04/14/2016 Balance: **2** Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq: 1 *Payment ID: DOF2015140 *Accounting Date: 04/08/2016

Amount: 324,449.92 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Electronic Fund T Attachments (0) View Audit Logs

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method: Fund Trf Reference Number: Received by SCO

Cash Type: Gen Cash City Code: County Code: Tax Amount:

Check Date: Description:

Notes