

## **AR16 - RECORD COLLECTION – UNBILLED RECEIPT (MISCELLANEOUS RECEIPTS)**

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Source Document: Departments Payment Batch Header  
Check Copy

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

## AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts )(cont'd)

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This training describes the recommended procedures for recording collections of unbilled revenue, reimbursement, and abatement receipts. The AR Payment Processor will perform the steps necessary for recording the receipts by using the **Direct Journal** function.

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

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

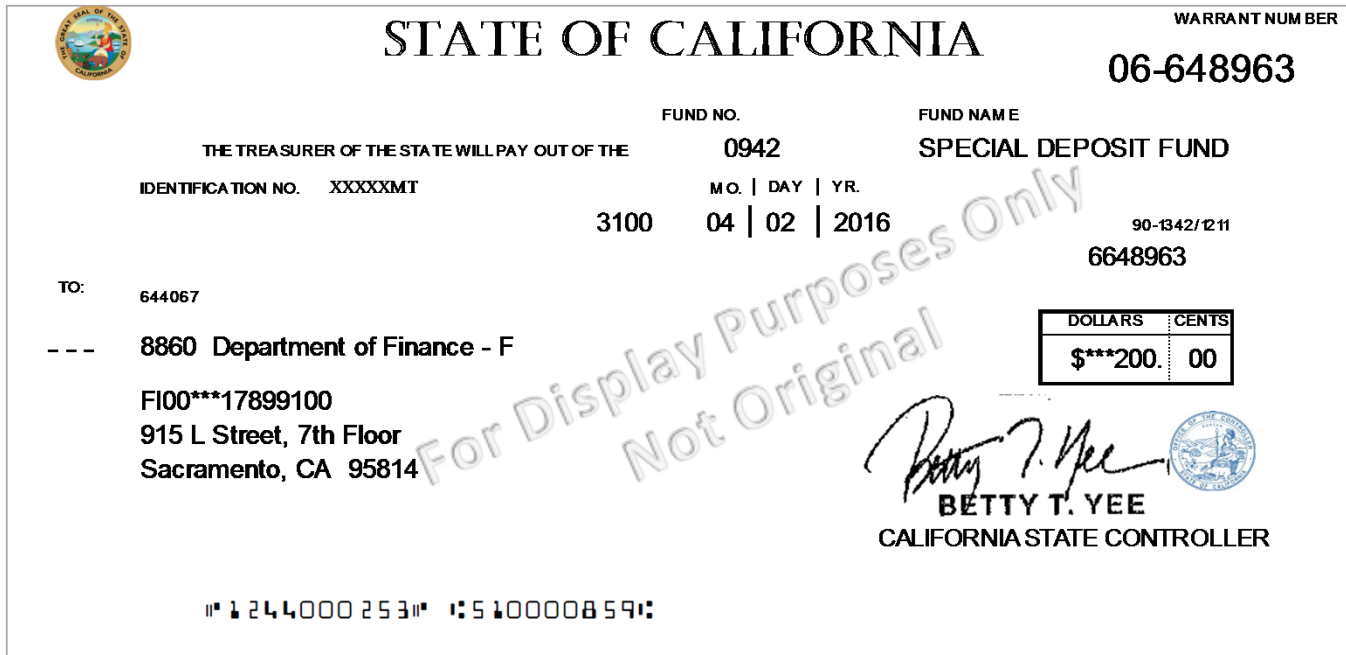
The **Source Documents** for recording miscellaneous receipt bank deposits are:

1. Departments Payment Batch Header
2. Copy of check



AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts )(cont'd)

An example of another source document includes a copy of the incoming check.



**STATE OF CALIFORNIA** WARRANT NUMBER **06-648963**

THE TREASURER OF THE STATE WILL PAY OUT OF THE **FUND NO. 0942** **FUND NAME SPECIAL DEPOSIT FUND**

IDENTIFICATION NO. XXXXXMT **M.O. | DAY | YR. 3100 04 | 02 | 2016** **90-1342/1211 6648963**

TO: 644067

--- 8860 Department of Finance - F

F100\*\*\*17899100

915 L Street, 7th Floor

Sacramento, CA 95814

DOLLARS	CENTS
\$\$\$200.	00

*Betty T. Yee*  
**BETTY T. YEE**  
CALIFORNIA STATE CONTROLLER

⑈ 1 244000 253 ⑈ ⑆ 5 10000859 ⑆

AR15 - Record Collection – Unbilled Receipt (Uncleared Collections – CTS Fund) (cont'd)

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 the existing system generated AR Regular Deposit. Steps are:

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

The screenshot shows the 'Regular Deposit' search interface. At the top, a breadcrumb trail is highlighted with a red '1' and a blue box: 'Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit'. Below this, the title 'Regular Deposit' is followed by the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A red '2' and a blue box highlight the 'Find an Existing Value' tab. Below the tabs is a 'Search Criteria' section with four input fields: 'Deposit Unit' (set to '=') with '8860' entered, 'Deposit ID' (set to 'begins with') with '941' entered, 'User ID' (set to 'begins with'), and 'Assigned Operator ID' (set to 'begins with'). A 'Case Sensitive' checkbox is also present. At the bottom, a red '3' and a blue box highlight the 'Search' button. Other buttons include 'Clear', 'Basic Search', and 'Save Search Criteria'.

AR15 - Record Collection – Unbilled Receipt (Uncleared Collections – CTS Fund) (cont'd)

The **AR Payment Processor** will verify the information in the following fields on the **Totals** tab:

- 1 - Accounting Date (Bank deposit date)
- 2 - Bank Code is "STATE"
- 3 - Bank Account is the CTS account
- 4 Deposit Type
- 5 - Bank Deposit Number
- 6 - Control and Format Currency

The screenshot shows the 'Regular Deposit' page in the AR Payment Processor. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Totals' tab is selected and highlighted with a blue box. Below the breadcrumb trail, there are two tabs: 'Totals' and 'Payments'. The 'Totals' tab is active. The page displays the following information:

- Unit: 8860
- Deposit ID: 941
- View Audit Logs (link)
- Delete Deposit (button)

The main form contains the following fields:

- 1 \*Accounting Date: 11/19/2018
- 2 \*Bank Code: STATE (State Bank)
- 3 \*Bank Account: 244 (244)
- 4 \*Deposit Type: S (Standard)
- 5 Bank Deposit Number: 1244000005
- Control Currency: USD
- 6 Format Currency: USD
- Rate Type: CRRNT
- Exchange Rate: 1.00000000
- Location: 000

The **AR Payment Processor** will continue to enter information in the **Controls Total** section of the Payments tab:

- 7** - Check the **Control Total Amount** (should tie to the Report of Collection Batch Total)
- 8** - Enter the total **Count**
- 9** - Click on the **Payments** tab at the top

**9**

Totals
Payments

Control Totals			
Control Total Amount:	<b>7</b>	475.00	*Count <b>8</b>
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

AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts )(cont'd)

For unbilled revenue, the **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the **Journal Directly** checkbox
- 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

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** and **Payments** tabs are visible at the top left.
- Metadata fields include: Unit 8860, Deposit ID 941, Date 11/19/2018, and Balance Not Balanced.
- Payment Information** section contains:
  - Payment Seq: 1
  - Amount: 200.00 (annotated with '2')
  - Rate Type: CRRNT
  - Payment Predictor:
  - Payment Method: Check (annotated with '4')
  - \*Payment ID: REVENUE-MISC (annotated with '1')
  - Currency: USD
  - Exchange Rate: 1.00000000
  - Journal Directly (annotated with '3')
  - Range of References:
  - Attachments (0)
- Additional Payment Information** section contains:
  - Payment Method: Check (annotated with '5')
  - Cash Type: Gen Cash (annotated with '5')
  - 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]
- Notes**: [text box] (annotated with '6')

A red circle highlights a '+' button in the top right corner of the Payment Information section. A blue box highlights the 'Journal Directly' checkbox. Another blue box highlights the 'Payment Method' and 'Cash Type' dropdowns. A final blue box contains a note:

NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process.



## AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts )(cont'd)


Using the scroll bar, scroll back to the top of the page and click the **+** sign to add a new payment.

For unbilled reimbursement, the **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Journal Directly checkbox
- 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

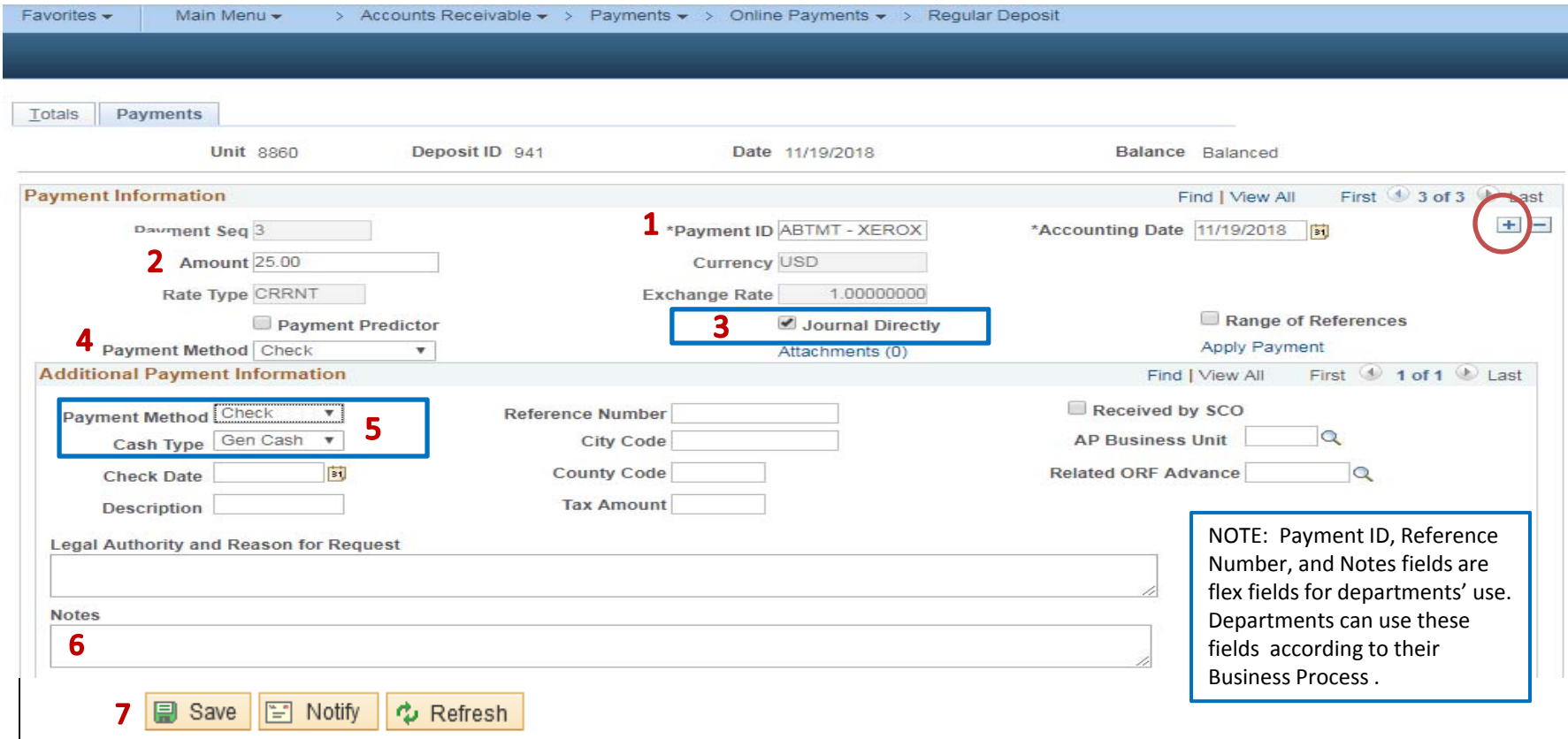
The screenshot displays the 'Payments' tab in the AR16 software. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The 'Payments' tab is selected and highlighted with a blue box. Below the breadcrumb trail, the following information is displayed: Unit 8860, Deposit ID 941, Date 11/19/2018, and Balance Not Balanced. The 'Payment Information' section contains the following fields: Payment Seq (2), Amount (250.00), Rate Type (CRRNT), Payment Method (Check), Payment ID (REIMB - TRNG), Accounting Date (11/19/2018), Currency (USD), Exchange Rate (1.00000000), and a checked 'Journal Directly' checkbox. A red circle highlights a '+' sign in the top right corner of the 'Payment Information' section. The 'Additional Payment Information' section contains the following fields: 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. A blue box highlights the 'Payment Method' and 'Cash Type' fields. A 'Notes' field is located at the bottom left, with a red '6' next to it. A blue box highlights the 'Notes' field. A note box on the right side of the screen 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.'

## AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts )(cont'd)

Using the scroll bar, scroll back to the top of the page and click the  sign to add a new payment.

For unbilled abatements, the **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Journal Directly checkbox
- 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 – Click Save



The screenshot displays the 'Payments' tab in the AR16 software. The interface includes a navigation bar at the top with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Accounts Receivable > Payments > Online Payments > Regular Deposit'. Below this, there are tabs for 'Totals' and 'Payments'. The main form area is titled 'Payment Information' and contains several sections:

- Payment Information:** Fields for 'Payment Seq' (3), 'Amount' (25.00), 'Rate Type' (CRRNT), 'Payment Method' (Check), 'Payment Predictor' (checkbox), 'Currency' (USD), 'Exchange Rate' (1.00000000), '\*Payment ID' (ABTMT - XEROX), and '\*Accounting Date' (11/19/2018). A red box highlights the '+ -' button in the top right corner.
- Additional Payment Information:** Fields for 'Payment Method' (Check), 'Cash Type' (Gen Cash), 'Check Date', 'Description', 'Reference Number', 'City Code', 'County Code', 'Tax Amount', 'Received by SCO' (checkbox), 'AP Business Unit', and 'Related ORF Advance'. A blue box highlights the 'Payment Method' and 'Cash Type' dropdowns.
- Legal Authority and Reason for Request:** A text area for providing legal justification.
- Notes:** A text area for entering notes or relevant information.

At the bottom of the form, there are three buttons: 'Save', 'Notify', and 'Refresh'. A red box highlights the 'Save' button.

**NOTE:** Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process.

AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts )(cont'd)

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

- 1 - The deposit will show “Balanced” when the payments match the control totals

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

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Totals Payments

Unit 8860 Deposit ID 941 Date 11/19/2018 **1** Balance Balanced

**Payment Information** Find | View All First 3 of 3 Last

Payment Seq 3 \*Payment ID ABTMT - XEROX \*Accounting Date 11/19/2018

Amount 25.00 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

Payment Predictor  Journal Directly  Range of References

Payment Method Check Attachments (0) Apply Payment  
View Audit Logs

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

Payment Method Check Reference Number

Cash Type Gen Cash City Code

Check Date County Code

Description Tax Amount

Received by SCO

AP Business Unit

Related ORF Advance

Legal Authority and Reason for Request

Notes

AR16 - Record Collection – Unbilled Receipts (Miscellaneous Receipts )(cont'd)

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Submit Bank Deposit Report of Collection and supporting documents to the AR Payment Approver to approve the deposit.

See AR17 – Approve Collection Unbilled Receipt-Uncleared Collection