

## **AR9 - RECORD ACCOUNTS RECEIVABLE REIMBURSEMENT**


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Source Document: Departments Invoice for  
Reimbursement Income

Module: Accounts Receivable (AR)

Role: AR Item Processor

Departments prepare invoices for reimbursement, revenue and other income. Reimbursements are amounts received as repayment for the actual cost of goods and services or for other expenditures made on behalf of another entity. Entities are classified as another state agency (interdepartmental), within the same state agency (intradepartmental) or another entity or person (external) . Reimbursement represents the recovery of an expenditure. Below is an example of a reimbursement invoice.



**DEPARTMENT OF  
FINANCE**

EDMUND G. BROWN JR. • GOVERNOR  
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April 04, 2016

Ms. Anh Nguyen, Accounting Administrator I  
Financial Management Branch  
Department of Technology  
P.O. Box 1810  
Rancho Cordova, Ca 95741-1810

Dear Ms. Nguyen:

**February 2016 INVOICE FOR CALSTARS OPERATIONS COSTS**

In accordance with the Memorandum of Understanding for Administrative Support of the CALSTARS System dated August 18, 2014, please verify that the sum of Three Hundred Twenty-Four Thousand Four Hundred Forty-Nine Dollars and Ninety-Two Cents (\$324,449.92) is available for transfer.

This amount is to reimburse the actual costs incurred by Department of Finance (DOF) to operate CALSTARS for the month of February 2016.

DOF will submit a direct transfer request, as authorized in accordance with Government Code section 13295.5, to the State Controller's Office for reimbursement collections as soon as we receive notification of fund availability from the Department of Technology (CalTech).

**Total Amount to be Direct Transferred: \$324,449.92**  
**Document Number# CALS201508**

From: CalTech Appropriation Account:	<b><u>7502-9730-2015- R - 211100</u></b>
	Org Fund FFY Typ Acct#
To: DOF Appropriation Account:	<b><u>8860-0001-2015-001-90-30- F -0001</u></b>
	Org Fund FFY Ref CAT PG Typ Source

If you have any questions, please contact me at (916) 445-0211, extension 2842.

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 will post 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

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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

**2** \*Group Type  Billing

**3** \*Origin ID  Online AR

Control Totals			
<b>5</b> Control	<input type="text" value="324,449.92"/>	<b>4</b> Count	<input type="text" value="1"/>
Entered	0.00	Count	1
Difference	324,449.92	Count	0
Posted	0.00	Count	0

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

Control Data	
*Received	<input type="text" value="04/12/2016"/> *Entered <input type="text" value="04/12/2016"/>
Posted	
Assign	<input type="text"/> User

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

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 Entry Type “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 Funds, we use reason Code MIS but changed the AR Distribution to AR-DUEFUND)
- 6 - Click on **Group Action** tab to verify if the batch is balance

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Group Control	<b>Pending Item 1</b>	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
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Group Unit 8860      Group ID NEXT

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

*Acctg Date 04/04/2016	*As Of Date 04/04/2016	Sequence 1 <span style="float: right;">+ -</span>
1 *Item ID CALS201508      Line <input type="text"/>	Copy Line	
*Business Unit 8860	2 *Customer DEPT750200	TECHDEPT
SubCust1 <input type="text"/>	SubCust2 <input type="text"/>	
3 Amount 32,449.92	*Currency USD	
4 *Entry Type DR ▼	5 Reason MIS	5 *AR Dist AR-DUEFUND
Rate Type <input type="text"/>	<input checked="" type="checkbox"/> Revalue Flg	Entry Event <input type="text"/>
Exchange Rate 1.00000000	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** and **Group ID number** notice 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 for recording AR.

**Top Screenshot:** The interface shows the **Group Action** tab selected. The **Group Unit** is 8860 and the **Group ID** is NEXT. The **Entered** date is 04/12/2016 and the **Status** is Do Not Post. In the **Group Actions** section, the **Balance** button is highlighted with a red '1'. Other buttons include **Delete Group**, **Posting Action** (with an **Action:** field and **OK** button), and **Accounting Entry Actions** (with **Create Entries** and **Delete Entries** buttons). At the bottom, there are **Save**, **Notify**, **Add**, and **Update/Display** buttons.

**Bottom Screenshot:** The interface shows the **Group ID** field set to 2357, highlighted with a blue box and a red '2'. The **Cash Drawer Receipt** button in the **Accounting Entry Actions** section is also highlighted with a blue box and a red '2'. The **Posting Action** section now shows a dropdown menu with 'Do Not Post' selected. The **Group Actions** section contains **Balance** and **Delete Group** buttons. The **Accounting Entry Actions** section contains **Create Entries** and **Delete Entries** buttons. The bottom navigation buttons (**Save**, **Notify**, **Add**, **Update/Display**) are also present.

The **AR Item Processor** will post the accounting entries in the **Accounting Entries** tab. Two lines will populate in the Distribution Lines: User line 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 default). 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 4810000. Click in Alt Account to automatically populate.
- 3 - Enter Fund
- 4 - Enter Reporting Structure
- 5 - Enter Program
- 6 - Enter Appropriation Reference
- 7 - Enter ENY
- 8 - If a project associated with this reimbursement, enter the PC Business Unit, Project ID, and Activity
- 9 - Verify the Budget Date is within the ENY period

Line	GL Unit	*Type	Amount	*Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Program	Approp Ref	ENY	PC Bus Unit	Project	Activity	Budget Date
2	8860	User	-324,449.92	4810000	4810000000		0001	88604560	6785019	001	2015	8860	000000000000653	00000000000000	04/04/2015
102	8860	AR	324,449.92	1240000	0000000000										04/04/2015
Lines 2 DR			324,449.92	Currency USD CR	324,449.92	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 will default to Type: "User". Change the Type from User to AR. See line 3 on page 10

Distribution Lines											Last	
Line	GL Unit	*Type	Amount	*Account	Alt Acct	Affiliate	Fund Affil	Agency Use	Budget Date			
2	8860	User	-324,449.92	4810000	4810000000				03/02/20	+	-	
102	8860	AR	324,449.92	1240000	0000000000				03/02/20	+	-	
Lines 2		DR	324,449.92	Currency USD	CR	324,449.9						

Distribution Lines											Personalize   Find   View 2		First 1-3 of 3 Last	
Line	GL Unit	*Type	Amount	*Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Progra					
2	8860	User	-324,449.92	4810000	4810000000		0001	88604560						
102	8860	AR	324,449.92	1240000	0000000000									
3	8860	User					0001							
Lines 3		DR	324,449.92	Currency USD	CR	324,449.92		Currency USD	Net 0.000					

- 3 (cont'd)** The AR Item Processor continues to populate ChartField values on the newly inserted Line 3
- 4** - Enter the amount, account, fund, program, approp ref, ENY, affiliate, and fund affiliate.
- 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. Submit supporting documents to the **BI/AR Approver** (See AR11 - Approve AR – Reimbursement/Revenue)

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

Group Unit 8860      Group ID 2357 **7**      Budget Details

**Accounting Entries**

Item ID CALS201508      Line      Entry Type DR      Reason MIS  
 Bus. Unit 8860      Customer DEPT750200      SubCust1      SubCust2  
 Amount 324,449.92      Currency USD

Accounting Entries Incomplete      Display Totals Entry

**Distribution Lines**

Line	GL Unit	*Type	Amount	*Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Program	Approp Ref	ENY
2	8860	User	-324,449.92	4810000	4810000000		0001	88604560	6785019	001	2015
102	8860	AR	324,449.92	1240000	0000000000						
<b>3</b>	8860	AR	324,449.92	1240000	0000000000		0001		6785019	001	2015

PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affil	Agency Use	Budget Date		
8860	00000000000653	00000000000000							04/04/2015	+	-
									04/04/2015	+	-
8860	00000000000653	00000000000000				7502	9730		04/04/2015	+	-

**6** Save | Return to Search | Previous in List | Next in List | Notify