

## **AR10 - RECORD ACCOUNTS RECEIVABLE REVENUE**

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Source Document: Departments Invoice for Revenue Income

Module: Accounts Receivable (AR)

Role: AR Item Processor

Departments prepare invoices for reimbursement, revenue and other income. Revenues are typically the proceeds collected from taxes, licenses, fees, or investment earnings and provide the major source of state government financing.

Revenue 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 is posting 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

The screenshot shows the 'Group Entry' interface. Step 1 highlights the breadcrumb navigation: 'Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry'. Step 2 shows two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected and highlighted with a blue border. Below the tabs are two input fields: 'Group Unit: 8860' and 'Group ID: NEXT', each with a magnifying glass icon. Step 3 points to an orange 'Add' button at the bottom of the form.

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

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

Group Unit: 8860      Group ID: NEXT

\*Accounting Date: **1** 03/08/2016

\*Group Type: **2** B Billing

\*Origin ID: **3** OBILL Online AR

Currency Control: **6** USD \*Format: USD

Control Totals			
Control:	<b>4</b> 200.00	*Count: <b>5</b>	1
Entered:	0.00	Count:	1
Difference:	200.00	Count:	0
Posted:	0.00	Count:	0

Control Data			
*Received:	04/13/2016	*Entered:	04/13/2016
Posted:			
Assign:	10001401	User:	10001401

Group Status

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

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 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 Appropriation, we use reason Code MIS but changed the AR Distribution to AR-DUEAPPR)
- 6 - Click on **Group Action** tab to verify if the batch is balance

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Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
Group Unit:	8860	Group ID:	NEXT		
<b>Pending Item Entry</b> <span style="float: right;">Find   View All First 1 of 1 Last</span>					
*Acctg Date:	<input type="text" value="03/08/2016"/>	*As Of Date:	<input type="text" value="03/08/2016"/>	Sequence:	1
*Item ID:	<b>1</b> <input type="text" value="CS-8267"/>	Line:	<input type="text"/>	Copy Line	
*Business Unit:	<input type="text" value="8860"/>	*Customer:	<b>2</b> <input type="text" value="DEPT379000"/>	PARKS	
SubCust1:	<input type="text"/>	SubCust2:	<input type="text"/>		
Amount:	<b>3</b> <input type="text" value="200.00"/>	*Currency:	<input type="text" value="USD"/>		
*Entry Type:	<b>4</b> <input type="text" value="DR"/>	Reason:	<b>5</b> <input type="text" value="MIS"/>	*AR Dist	<b>5</b> <input type="text" value="AR-DUEAPPR"/>
Rate Type:	<input type="text"/>	<input checked="" type="checkbox"/> Revalue Flg		Entry Event:	<input type="text"/>
Exchange Rate:	<input type="text" value="1.00000000"/>				

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** notice and **Group ID number** 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

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
Group Unit:	8860	Group ID:	NEXT		
Entered:	04/13/2016	Status:	Do Not Post		
Group Actions		Posting Action		Accounting Entry Actions	
1	Balance			Create Entries	Delete Entries
	Delete Group				

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
Group Unit:	8860	Group ID:	1333		
Entered:	04/13/2016	Status:	Do Not Post		
Group Actions		Posting Action		Accounting Entry Actions	
	Balance			3	Create Entries
	Delete Group				Delete Entries

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← 2 →

The **AR Item Processor** will post the accounting entries in the **Accounting Entries** tab. Two lines will populate in the Distribution Lines, User and AR line.

Fill in the **User Line** with the appropriate chartfield values. Steps are:

- 1 - The amount is already populated
- 2 - Enter Appropriation Reference
- 3 - Enter Fund
- 4 - Enter ENY
- 5 - Change Account (4143500 is the defaulted account). 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 4172500. Click in Alt Account to automatically populate. Enter additional chartfields as appropriate for your department.
- 6 - Verify the Budget Date is within the ENY period

Distribution Lines										
Personalize   Find   View All    										
ChartFields   Currency Details   Additional Details   Journal Reference Information 										
Line	GL Unit	*Type	1 Amount	2 Approp Ref	3 Fund	4 ENY	5 *Account Alt Acct		Rptg Structure	6 Budget Date
2	8860	User <input type="text" value="User"/>	-200.00	001 <input type="text" value="001"/>	0001 <input type="text" value="0001"/>	2015 <input type="text" value="2015"/>	4172500 <input type="text" value="4172500"/>	0000000000 <input type="text" value="0000000000"/>	<input type="text" value=""/>	03/08/2 <input type="text" value="31"/>
102	8860	AR	200.00				1240100 <input type="text" value="1240100"/>	0000000000 <input type="text" value="0000000000"/>	<input type="text" value=""/>	03/08/2 <input type="text" value="31"/>

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 (line 3) will default to Type: "User". Change the Type from User to "AR". See line 3 on page 9

Distribution Lines								Personalize   Find   View All	
ChartFields		Currency Details		Additional Details		Journal Reference Information			
Line	GL Unit	*Type	Amount	Agency Use	Affiliate <b>1</b>	Fund Affil	<b>2</b>		
2	8860	User	-200.00				+ -		
102	8860	AR	200.00				+ -		

Distribution Lines								Personalize   Find   View 2	
ChartFields		Currency Details		Additional Details		Journal Reference Information			
Line	GL Unit	*Type	Amount	Approp Ref	Fund	ENY	*Account		
2	8860	User	-200.00	001	0001	2015	4172500		
3	8860	User <b>3</b>		001	0001	2015			
102	8860	AR	200.00				1240100		

- 3 (cont'd) The AR Item Processor continues to populate the ChartField values on the newly inserted line 3
- 4 - Enter the amount, account, ENY, affiliate, and fund affiliate. The rest of the ChartField values are automatically populated when you copied the User line
- 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
- 8 - Submit supporting documents with the Group ID number to the AR Item Approver

Group Unit: 8860      Group ID: **7** 1343

**Accounting Entries** Find | View All    First

Item ID: CS-8267      Line:      Entry Type: DR      Reason: MIS  
 Bus. Unit: 8860      Customer: DEPT379000      SubCust1:      SubCust2:  
 Amount: 200.00      Currency: USD

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Accounting Entries: Incomplete      Display Totals: Entry

**Distribution Lines** Personalize | Find | View 2 |

Line	GL Unit	*Type	Amount	Approp Ref	Fund	ENY	*Account	Affiliate	Fund Affil		
2	8860	User	-200.00	001	0001	2015	4172500				+ -
<b>3</b>	8860	AR	200.00 <b>4</b>	001	0001 <b>4</b>	2015	<b>4</b> 240100 <b>4</b>	3790 <b>4</b>	0001		+ -
102	8860	AR	200.00				1240100				+ <b>5</b> -

**6**  Save  Return to Search  Notify

The **AR Item Approver** will approve the Item

See AR11 - Approve AR – Reimbursement/Revenue