

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

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	CAL201508	<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							
Bank Account = 9999						4/14/2016	
Set up on Payment Tab: EFT, Fund Trf, Gen Cash						AR Payment Processor	DATE
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							

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												TC-39		DATE: 04/08/2016			
												SACRAMENTO, CALIFORNIA					
												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																	
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						
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:

- 1 - Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 - Click Add

The screenshot shows the 'Regular Deposit' form in the FI\$Cal system. At the top, a breadcrumb trail reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The FI\$Cal logo is visible on the left. Below the breadcrumb, the title 'Regular Deposit' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are two input fields: 'Deposit Unit: 8860' and 'Deposit ID: NEXT'. Both fields have a magnifying glass icon to the right. A blue box highlights the 'Deposit Unit' field, labeled with a red '2'. Below the input fields, there is an 'Add' button, which is highlighted with a blue box and labeled with a red '3'. A red '1' is placed to the left of the breadcrumb trail.

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 "9999" 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

<p>1 Accounting Date: <input type="text" value="04/08/2016"/> <input type="button" value="Calendar"/></p> <p>2 *Bank Code: <input type="text" value="STATE"/> <input type="button" value="Search"/> State Bank</p> <p>3 *Bank Account: <input type="text" value="9999"/> <input type="button" value="Search"/> 9999999</p> <p>4 *Deposit Type: <input type="text" value="R"/> <input type="button" value="Search"/> Regular</p> <p>5 Bank Deposit Number: <input type="text" value="DOF2015140"/></p>	<p>6 Control Currency: <input type="text" value="USD"/> <input type="button" value="Search"/></p> <p>Format Currency: <input type="text" value="USD"/></p> <p>Rate Type: <input type="text" value="CRRNT"/></p> <p>Exchange Rate: <input type="text" value="1.00000000"/> <input type="button" value="Refresh"/></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 a software interface with two tabs at the top: 'Totals' and 'Payments'. The 'Payments' tab is selected and highlighted with a blue border, and a red '9' is positioned to its right. Below the tabs is a section titled 'Control Totals' with a light blue header. This section contains a table with five rows of data. The first row is highlighted in light blue and contains the following text: '7 Control Total Amount: 324449.92 8*Count: 1'. The remaining rows are: 'Entered Total Amount: 0.00 Count: 1', 'Difference Amount: 0.00 Count: -1', 'Posted Total Amount: 0.00 Count: 0', and 'Journalled Total Amount: 0.00 Count: 0'. The numbers 7 and 8 in the first row correspond to the steps listed in the text above.

Control Totals			
7	Control Total Amount:	324449.92	8*Count: 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

AR13 - Record Collection – Billed AR (Direct Transfer)(cont'd)

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
- 4 - Select “Electronic Fund Transfer” for Payment Method
- 5 - Under the Additional Payment Information, select “Fund Trf” for Payment Method and Gen Cash for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box

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

FISCAL

Totals **Payments**

Unit: 8860 Deposit ID: NEXT Date: 04/14/2016 Balance: Not Balanced

Payment Information Find | View All First 1 of 1 Last

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

Amount: **2** 324449.92 Currency: USD

Rate Type: CRR1 Exchange Rate: 1.00000000

3 Payment Predictor Journal Directly Range of References

Payment Method: **4** Electronic Fund T Attachments (0)

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

Payment Method: **5** Fund Trf Reference Number: Received by SCO

Cash Type: Gen Cash City Code:

Check Date: County Code:

Description: Tax Amount:

Notes

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

AR13 - Record Collection – Billed AR (Direct Transfer)(cont'd)

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 displays the 'Reference Information' section of the AR13 interface. 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 'Reference' field in the main interface. Red numbers 7-12 are placed near the corresponding UI elements.

Look Up Reference dialog:

- Item ID: begins with [CAL] **9**
- Business Unit: begins with []
- Customer ID: begins with []
- Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results table:

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

Reference Information section:

- Qual Code: **7** [I]
- Reference: **8** []
- To Reference: []
- Event: []
- Buttons: **12** Save, Notify, Refresh

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](#)



[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:	<input type="text" value="1"/>	*Payment ID:	<input type="text" value="DOF2015140"/>	*Accounting Date:	<input type="text" value="04/08/2016"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Amount:	<input type="text" value="324,449.92"/>	Currency:	<input type="text" value="USD"/>			
Rate Type:	<input type="text" value="CRRNT"/>	Exchange Rate:	<input type="text" value="1.00000000"/>			
<input checked="" type="checkbox"/> Payment Predictor		<input type="checkbox"/> Journal Directly		<input type="checkbox"/> Range of References		
Payment Method:	<input type="text" value="Electronic Fund T"/> ▼	Attachments (0)	View Audit Logs			

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

Payment Method:	<input type="text" value="Fund Trf"/> ▼	Reference Number:	<input type="text"/>	<input type="checkbox"/> Received by SCO
Cash Type:	<input type="text" value="Gen Cash"/> ▼	City Code:	<input type="text"/>	
Check Date:	<input type="text"/>	County Code:	<input type="text"/>	
Description:	<input type="text"/>	Tax Amount:	<input type="text"/>	

Notes