

AR9 - RECORD ACCOUNTS RECEIVABLE REIMBURSEMENT

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 <small>915 L STREET ■ SACRAMENTO CA ■ 95814-3705 ■ WWW.DOF.CA.GOV</small>
<p>April 04, 2016</p> <p>Ms. Anh Nguyen, Accounting Administrator I Financial Management Branch Department of Technology P.O. Box 1810 Rancho Cordova, Ca 95741-1810</p> <p>Dear Ms. Nguyen:</p> <p>February 2016 INVOICE FOR CALSTARS OPERATIONS COSTS</p> <p>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.</p> <p>This amount is to reimburse the actual costs incurred by Department of Finance (DOF) to operate CALSTARS for the month of February 2016.</p> <p>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).</p> <p>Total Amount to be Direct Transferred: <u>\$324,449.92</u> Document Number# <u>CALS201508</u></p> <p>From: CalTech Appropriation Account: <u>7502-9730-2015- R - 211100</u> <small>Org Fund FFY Typ Acct#</small></p> <p>To: DOF Appropriation Account: <u>8860-0001-2015-001-90-30- F -0001</u> <small>Org Fund FFY Ref CAT PG Typ Source</small></p> <p>If you have any questions, please contact me at (916) 445-0211, extension 2842.</p>	

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

The screenshot shows the 'Group Entry' interface. At the top, a breadcrumb trail is highlighted in blue: 'Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry'. Below this, the title 'Group Entry' is displayed. Two buttons are visible: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box and labeled '2'. Below the buttons, there are two input fields: 'Group Unit: 8860' and 'Group ID: NEXT', both with search icons. At the bottom, an orange 'Add' button is highlighted with a red box and labeled '3'.

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** 31

*Group Type: **2** Billing

*Origin ID: **3** Online AR

Control Totals

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

Currency

Control: **6** USD *Format: USD

Control Data

*Received: 31 *Entered: 31

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

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

*Item ID: **1** CALS201508 Line: Copy Line

*Business Unit: 8860 *Customer: **2** DEPT750200 TECHDEPT

SubCust1: SubCust2:

Amount: **3** 324,449.92 *Currency: USD

*Entry Type: **4** DR Reason: **5** MIS *AR Dist **5** AR-DUEFUND

Rate Type: Revalue Flg Entry Event:

Exchange Rate: 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** 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

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

Group Unit: 8860 Group ID: NEXT

Entered: 04/12/2016¹⁶ Status: Do Not Post

1 **Group Actions**

Balance (highlighted)

Delete Group

Posting Action

Accounting Entry Actions

Create Entries

Delete Entries

Save Notify Add Update/Display

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

Group Unit: 8860 **Group ID: 1331** (highlighted)

Entered: 04/12/2016 Status: Do Not Post

2 **Cash Drawer Receipt** (highlighted)

Group Actions

Balance

Delete Group

Posting Action

Accounting Entry Actions

3 Create Entries (highlighted)

Delete Entries

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 - Enter Appropriation Reference
- 3 - Enter Fund
- 4 - Enter ENY
- 5 - 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.
- 6 - Enter Program
- 7 - Enter Reporting Structure
- 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

The screenshot shows the 'Distribution Lines' interface with two tabs: 'Additional Details' and 'Journal Reference Information'. The 'Additional Details' tab is active, showing a table with columns: Line, GL Unit, *Type, Amount, Approp Ref, Fund, ENY, *Account, and Alt Acct. The 'Journal Reference Information' tab is also visible, showing columns: Program, Rptg Structure, Budget Date, PC Bus Unit, Project, and Activity. Red numbers 1 through 9 are placed over the interface to indicate the steps described in the text.

Line	GL Unit	*Type	Amount	Approp Ref	Fund	ENY	*Account	Alt Acct
2	8860	User	-324,449.92	001	0001	2015	4810000	481000000

Program	Rptg Structure	Budget Date	PC Bus Unit	Project	Activity
6785019	88604560	04/04/2015	8860	0000000000000653	0000000000000000

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

*Type	Amount▲	*Account	Alt Acct	Budget Date▼	Affiliate	Fund Affil
AR	324,449.92	1240000	000000000	04/04/2015	1	
User	-324,449.92	88604560				

2 + -

Distribution Lines Personalize | Find | View 2 | First 1-3 of 3 Last

Line	GL Unit	*Type	Amount▲	Rptg Structure▲	Approp Ref	Fund	ENY	*Account	Alt Acct
102	8860	AR	324,449.92		001	0001	2015	1240000	000000000
2	8860	User	-324,449.92	88604560	001	0001	2015	4810000	481000000
3	8860	User			001	0001	2015		

3 + -

- 3 (cont'd) The AR Item Processor continues to populate 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. Submit supporting documents to the **AR Item Approver** (See AR11 - Approve AR – Reimbursement/Revenue)

Group Unit: 8860 Group ID: **7** 1331

Distribution Lines Personalize | Find | View 2 | First 1-3 of 3 Last

ChartFields Currency Details Additional Details Journal Reference Information

Line	GL Unit	*Type	Amount▲	Rptg Structure▲	Approp Ref	Fund	ENY	*Account	Alt Acct
102	8860	AR	324,449.92	<input type="text"/>	001	0001	2015	1240000	000000000
2	8860	User ▼	-324,449.92	88604560	001	0001	2015	4810000	481000000
3	8860	AR 3 ▼	324,449.92 4	<input type="text"/>	001	0001	2015	1240000	000000000

Program	Budget Date▼	PC Bus Unit	Project	Activity	Affiliate	Fund Affil	
6785019	04/04/2013	<input type="text"/>	000000000000653	<input type="text"/>			5
6785019	04/04/2013	8860	000000000000653	0000000000000000	<input type="text"/>		
6785019	04/04/2013	8860	000000000000653	0000000000000000	7502	9730	

6 Save Return to Search Notify