



SOLUTION WALKTHROUGH FOR BILLING/ACCOUNTS RECEIVABLES JULY 2016 RELEASE

DATE: TUESDAY, NOVEMBER 10, 2015

TIME: 1:00PM – 4:00PM

LOCATION: 2000 EVERGREEN STREET, SACRAMENTO, CA 95815

ROOM: JADE/SAPPHIRE AUDITORIUM

Facilitators:	CMO – Steve Johnson Business Team – Lilia Leal/Mark Galvez Accenture – Venkat Nagiseti/Akanksha Gupta
Meeting Purpose:	Solution Walkthrough for Billing/Accounts Receivables July 2016 Release
Type of Meeting:	

AGENDA TOPICS/MINUTES

#	Topic	Presenter	Duration
1	Introduction	Michael Muth	4 Min
2	Overview/Objectives	Steve Johnson	4 Min
3	Billing/Accounts Receivables Benefits/Key Terms	Steve Johnson	4 Min
4	Create Maintain Customers Overview	Steve Johnson	5 Min
5	Generate Invoice Terms/Generate and Adjust Invoice	Steve Johnson	10 Min
6	Interagency Billing	Steve Johnson	10 Min
7	AR Overview/Enter Maintain Receivables	Steve Johnson	5 Min
8	Collect Receivables	Steve Johnson	20 Min
9	Process and Adjust Payments	Steve Johnson	24 Min
10	Technology Considerations	Steve Johnson	4 Min
11	System Demonstration	Mark Galvez	71 Min
12	Thank You's & Dismissal	Michael Muth	2 Min

QUESTIONS AND ANSWERS

Q1: Do you have to recreate a customer in AP?	A1: Need to create customer for vendor and AR. You can convert customer data base into AR module as customers.
Q2: Our third dunning letter told customer they were being referred to legal. Will that happen with FI\$Cal letters?	A2: FI\$Cal has one dunning letter and one standard letter. It includes all overdue items with timeline and codes.
Q3: Would all revenue go through the AR module?	A3: Yes. All cash receipts are posted in the AR module.
Q4: All payments are coded in collections. Will that be the system deposit? Will it go to the journal payment next?	A4: First you prepare the deposit. The Payment Processor captures the information. The Approver attaches the accounting information.
Q5: What is the miscellaneous receipt?	A5: A Miscellaneous Receipt is a receipt that doesn't have an outstanding receivable.
Q6: What about negative payments in AR?	A6: For example, AR is established at \$100 and payment is \$25 payment – The predictor does not handle it, because the amounts do not match. A Job Aid will be



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	available to help departments walk through this. FI\$Cal recommends that departments look at the bottom of the half sheet for negative payroll ARs.
Q7: You mentioned earlier – confidential user – Do you have to be assigned that role to be a confidential user?	A7: Yes. Only confidential users can unmask information in the System. When entering customer information, you do not need to be assigned a confidential role.
Q8: Dues from AR...is it part of the AR module or the General Ledger module?	A8: General Ledger.
Q9: Does the System require a Taxpayer Identification Number (TIN)?	A9: TINs are not required in the AR module.
Q10: Is there an upload capability in the current system to FI\$Cal for vendors?	A10: There is a conversion task that will allow you to upload your customers to FI\$Cal. You will be able to come in to validate your customers.
Q11: Is information put onto screen (form) from the requesting document?	A11: Yes. You can use your own format for information to upload to FI\$Cal.
Q12: You were talking about abatement and revenues earlier...What are we talking about now?	A12: Abatement. For Abatements, it is a five-digit code. This is how you know that this is an Abatement AR/Bi.
Q13: When is this transaction finalized?	Q13: The process runs, and if all is correct, the transaction is finalized. Processes run four times per day in AR. Once it has been put through FI\$Cal's final process, the transaction is considered final.
Q14: I am trying to understand when an invoice is complete.	Q14: It is considered final when put through the final invoice process. Change the invoice status to ready in the System, and click on the process monitor, to view the status. Go to the report manager, click PDF, and click Print.
Q15: Are we using EFITS with FI\$Cal?	A15: Yes. You will still follow the old process for EFITS.
Q16: Can we transfer the information from the AP module into the Accounts Receivable/Billing module?	A16: No, you will have to create your own customers. You will create vendors in the AP module and customers in the AR module. You can convert your customers into the AR module if you have your own database of customers.

OPEN ITEMS

None.	