



FI\$Cal

Financial Information System for California

Billing-AR Business Process Workshop (BPW)

July 2016 Departmental Release

Agenda

- BPW Objectives
- What you should Take away
- Billing / AR Department User Roles
- Business Process covered in Billing
 - Detailed End User Role Description
 - Process Overview
 - Demonstration
- Business Process covered in Accounts Receivable (AR)
 - Detailed End User Role Description
 - Process Overview
 - Demonstration

Agenda

- Change Impact Activity
- Next Steps

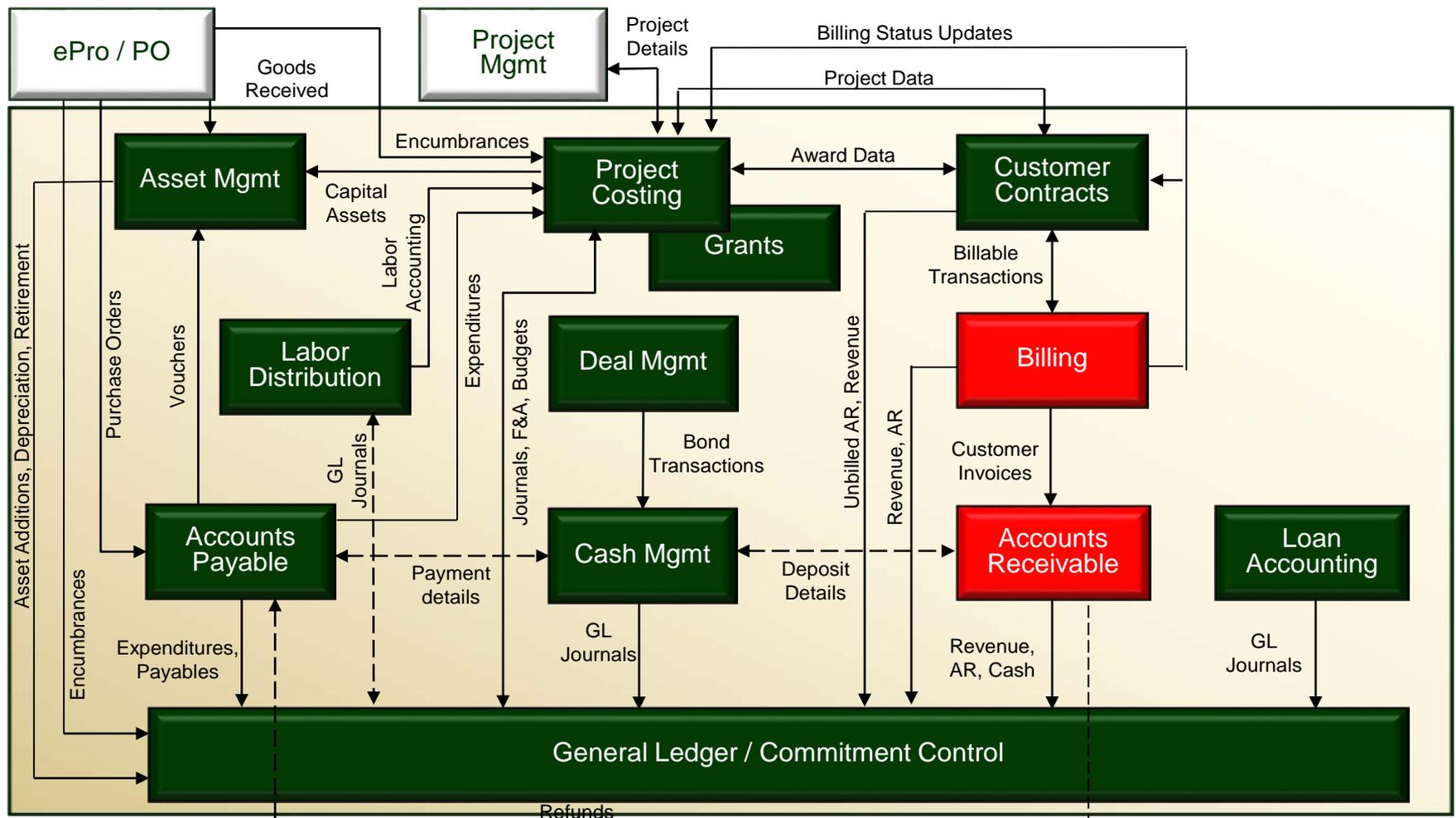
BPW Objectives

- The Business Process Workshops allow participants to :
 - Gain an understanding of the new FI\$Cal processes and end-user roles
 - Understand the next steps in the implementation phase
 - Know how to get assistance from FI\$Cal

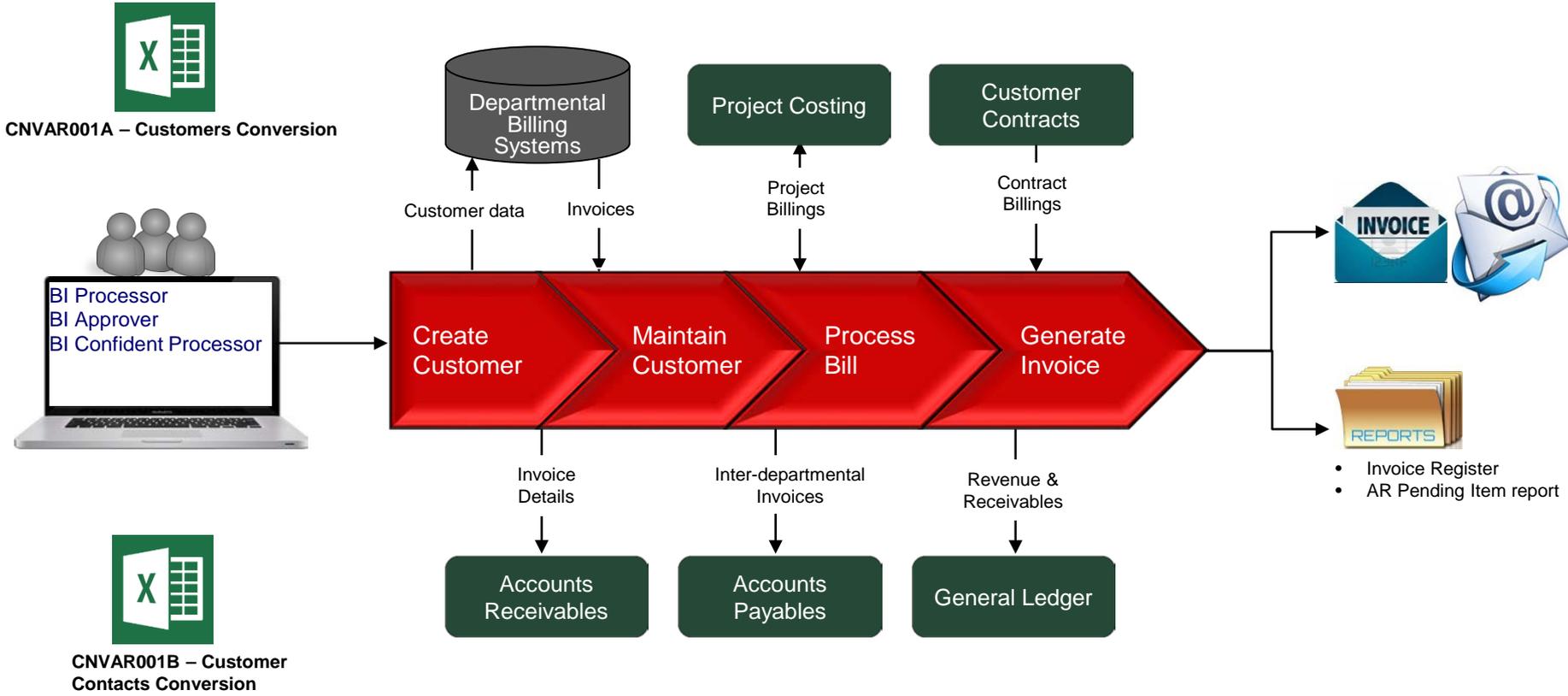
What You Should Take Away

- Materials from today's session:
 - Business Process Workshop Presentation
 - Change Impact Tool
- Understanding of the new FI\$Cal processes, the next steps, and the support available from FI\$Cal

FI\$Cal Solution - Accounting



FI\$Cal Billing (BI) Module



Create and Maintain Customers Overview

- Customer setup is required to generate invoices and track receivables and is an integral part of billing and accounts receivable function
- In FI\$Cal, Departments only need to create Customers once.
- Multiple addresses and contacts may be associated with a single customer
- A department's customer file may contain many types of customers
- Parent-child relationships may be established to link one customer to another customer
- A Taxpayer Identification Number (TIN) for a customer may be stored in FI\$Cal.
- A customer record is not required to simply record receipt of miscellaneous (non-receivable related) payments

Billing (BI) - Department Roles

FI\$Cal End-User Role	Description
BI Processor	<p>End User who:</p> <ul style="list-style-type: none"> - Adds, updates and inactivates customer data. However, user will not have an access to customer confidential data - Creates bills and Invoices, also updates billing data and set bills to ready status - Corrects billing interface errors - Adjusts finalized invoice. Create a credit or rebill of the invoice - Runs inquiries and reports on customer and Billing data for a Business Unit.

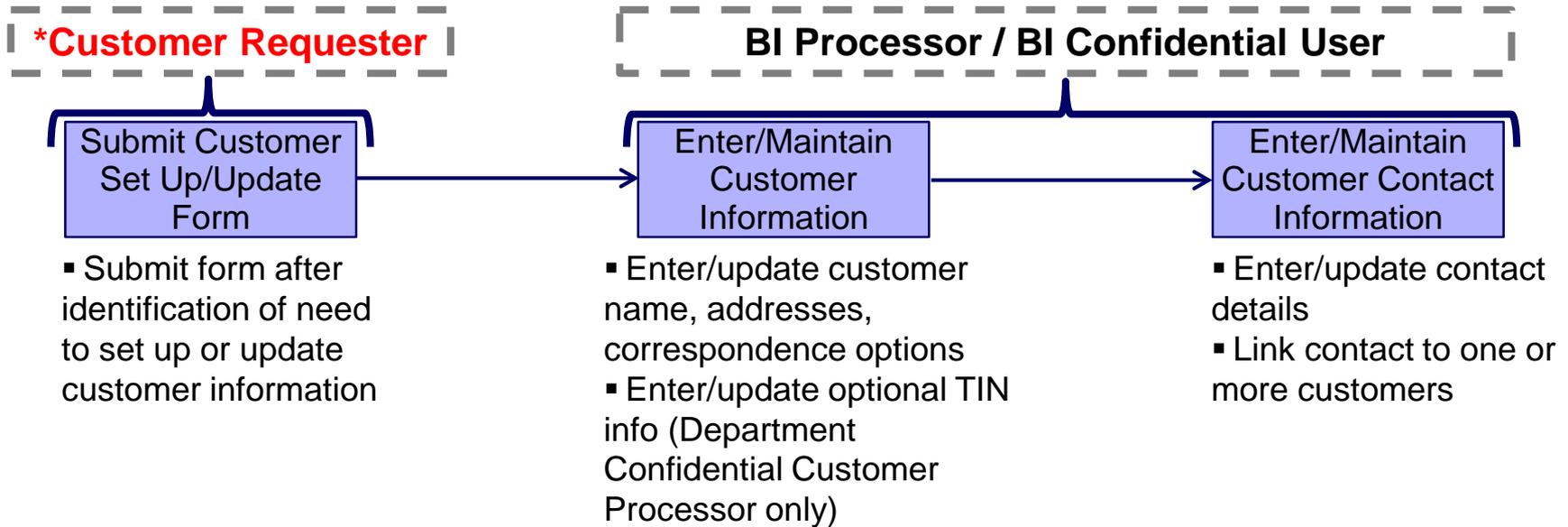
BI Department Approver Roles

FI\$Cal End-User Role	Description
BI Approver	<p>End user who:</p> <ul style="list-style-type: none"> - Sets the status of Invoice to Ready and runs finalization processes - Runs and inquires reports on Billing and customer data. User will not have an access to confidential information.

BI Confidential User Role

FI\$Cal End-User Role	Description
BI Confidential User	<p>The Department end user who:</p> <ul style="list-style-type: none"> - Performs Customer Processor responsibilities, as well as adds, updates, and views customer Social Security Numbers (SSNs) or customer Taxpayer Identification Numbers (TINs) - Runs all Billing reports with confidential information. This role only needs to be assigned once.

Create and Maintain Customers

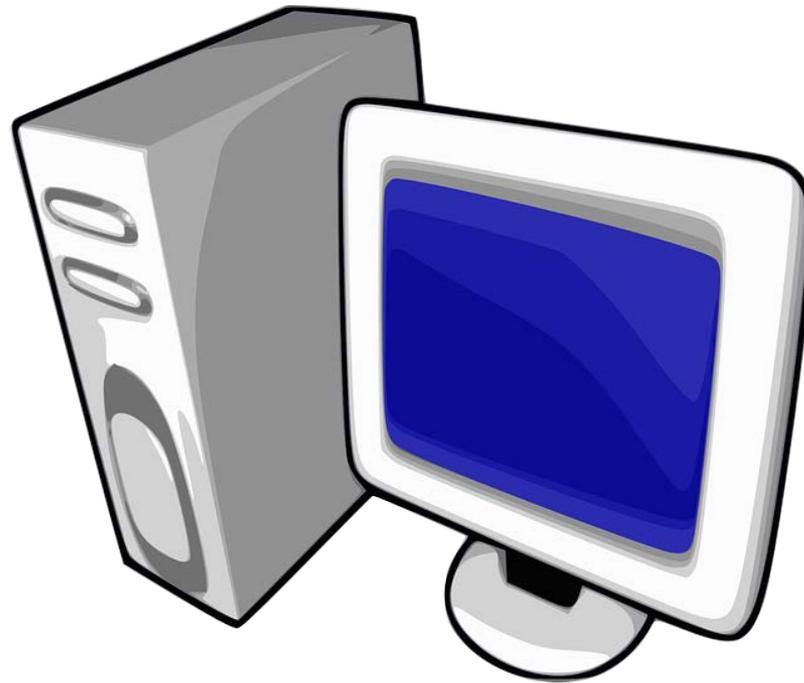


Key Impacts

- Standard FI\$Cal form will be used for requesting/updating customer information
- TIN information will be entered by the Department Confidential Customer Processor Role
- Employees with outstanding payroll ARs will need to be set up as customers
- Customer parent-child relationships may be established for reporting purposes

* Customer Requester is not a FI\$Cal role

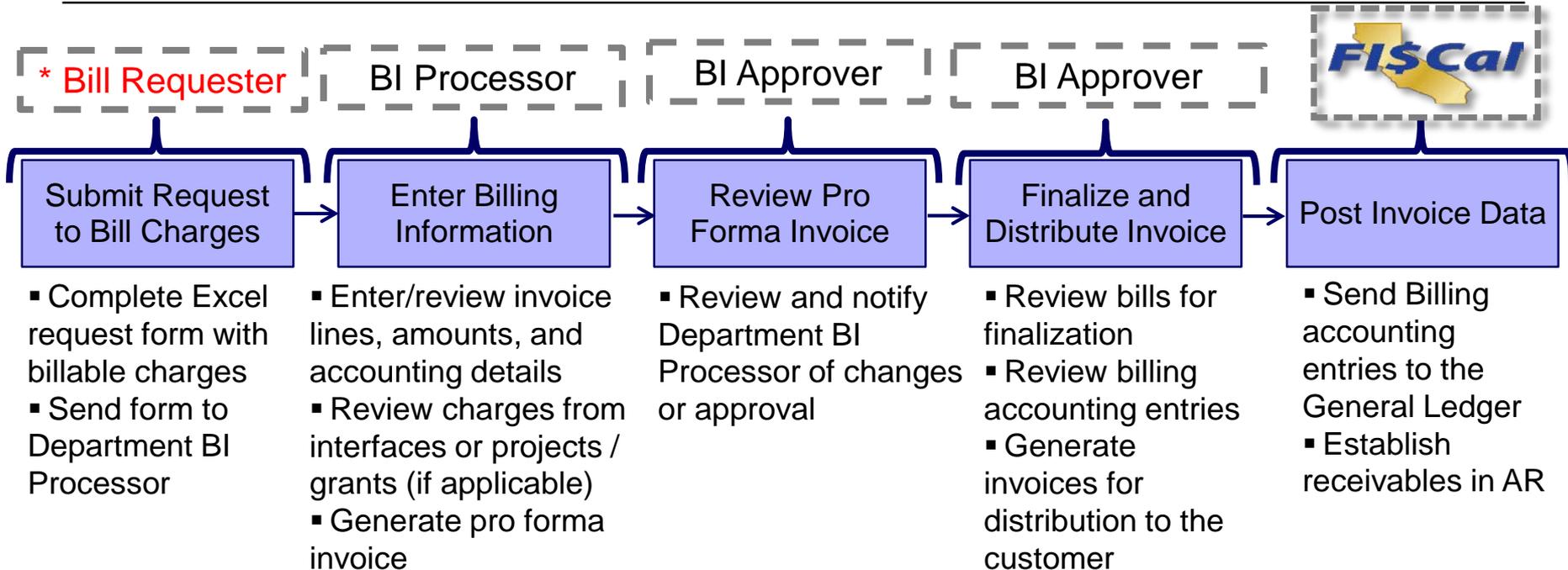
System Demonstration



Generate and Adjust Invoices Overview

- The Generate and Adjust Invoices business process supports the creation of invoices from billable charges and the subsequent adjustment of finalized invoices within the Billing module.
 - Customers must be established in FI\$Cal
 - Billable charges may be manually entered or interfaced
 - Billable charges from Projects and Grants will be integrated with the FI\$Cal Billing module, allowing the charges to flow into the Billing module for invoice generation
- Invoices finalized within the Billing module become outstanding receivables in the Accounts Receivable (AR) module.
 - Payments and collection activities for invoices are tracked within the AR module.

Generate Invoices Flow

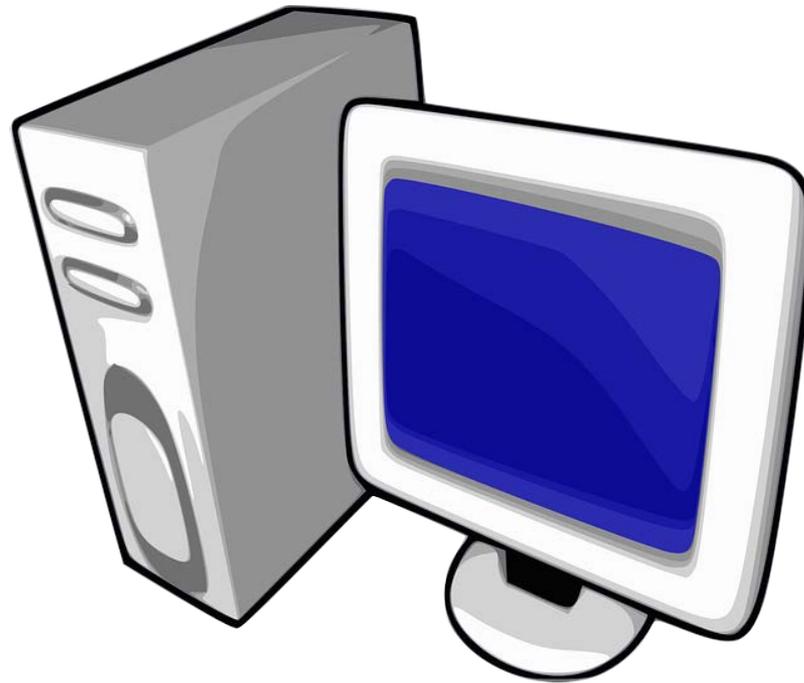


Key Impacts

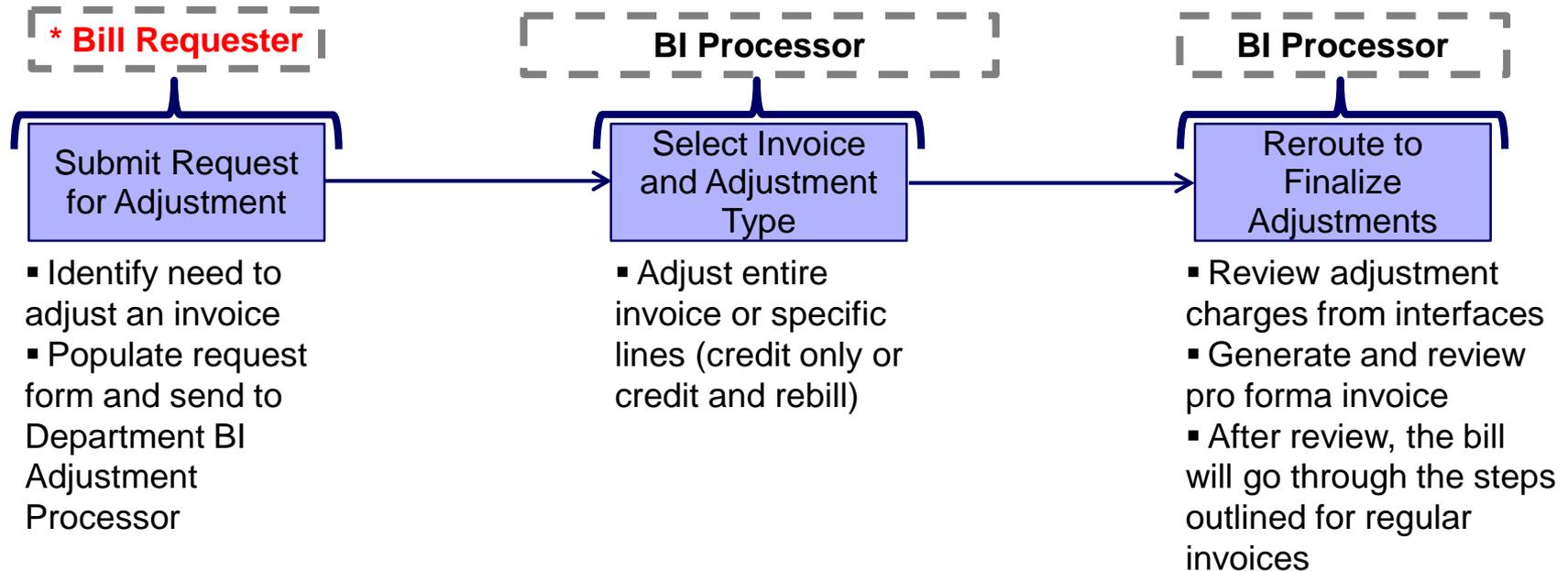
- Standard FI\$Cal Excel form will be used for requesting invoices
- Billable charges may be entered or interfaced into FI\$Cal
- Invoices generated from FI\$Cal will send accounting information to the General Ledger and establish receivables in AR

*** Bill Requester is not a FI\$Cal role.**

Demonstration



Adjust Invoices Flow

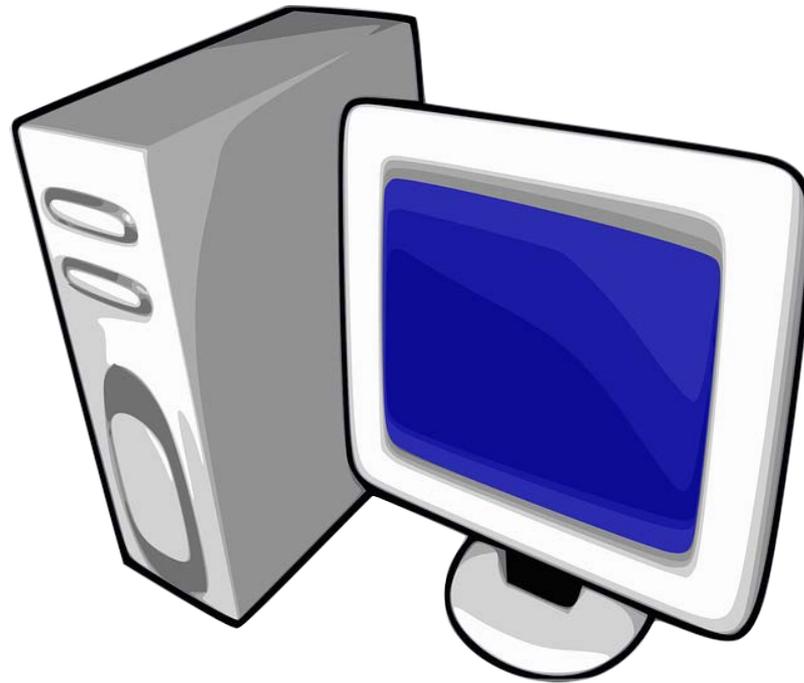


Key Impacts

- Standard FI\$Cal form will be used for requesting invoice adjustments
- Department BI Adjustment Processor role is needed to initiate adjustment of finalized invoices if adjustment charges are initiated online within the Billing module
- Adjusted invoices are linked to original invoices in the system for tracking purposes

***Bill Requestor is not a FI\$Cal role**

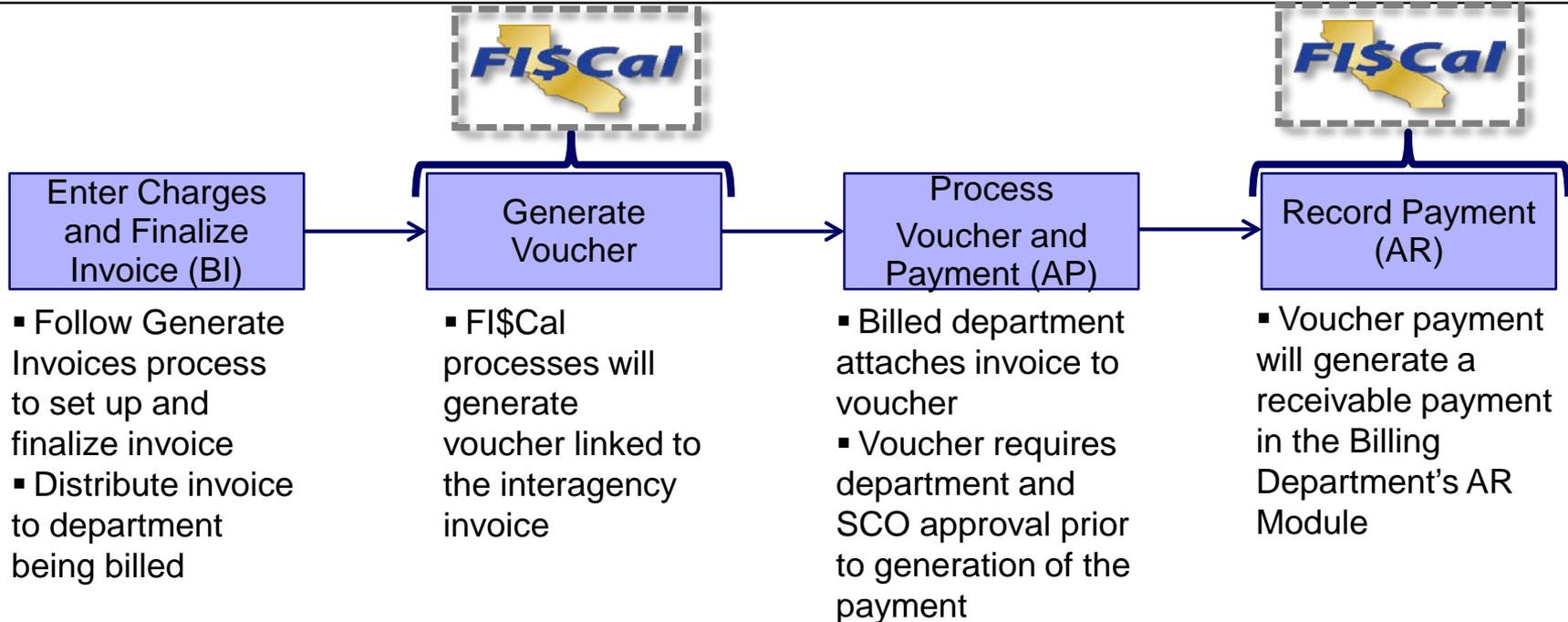
Demonstration



Interagency Billing Scenarios Summary

- Scenario 1: FI\$Cal department billing another FI\$Cal department
 - 1A: Non-Direct Transfer Charges
 - 1B: Direct Transfer Charges
- Scenario 2: FI\$Cal department billing a non-FI\$Cal department for Direct Transfers or non-Direct Transfers

Interagency Scenario 1A: FI\$Cal Dept. Billing FI\$Cal Dept. – Non-Direct Transfers



Key Impacts

- Interagency customers of FI\$Cal departments which are also FI\$Cal departments will be flagged for FI\$Cal interagency billing processing
- Vouchers for interagency billing reference the interagency invoice number
- Voucher is routed through appropriate departmental and SCO approvals
- Voucher payment generates a receivable payment in the Billing Department's AR Module

Interagency Scenario 1B: FI\$Cal Dept. Billing FI\$Cal Dept. – Direct Transfers

BI Approver

Record Default Coding String

- Billing department stores default coding string for other FI\$Cal departments

Enter Charges and Finalize Invoice (BI)

- Follow Generate Invoices process
- Distribute invoice to department being billed

Generate Interagency Voucher

- FI\$Cal processes will generate voucher with default coding

Process Voucher and Payment (AP)

- Voucher bypasses department approval but is approved at SCO
- Billing department requests direct transfer from SCO per existing process

Record Receipt (AR)

- Voucher payment will generate a receivable payment in the Billing Department's AR Module

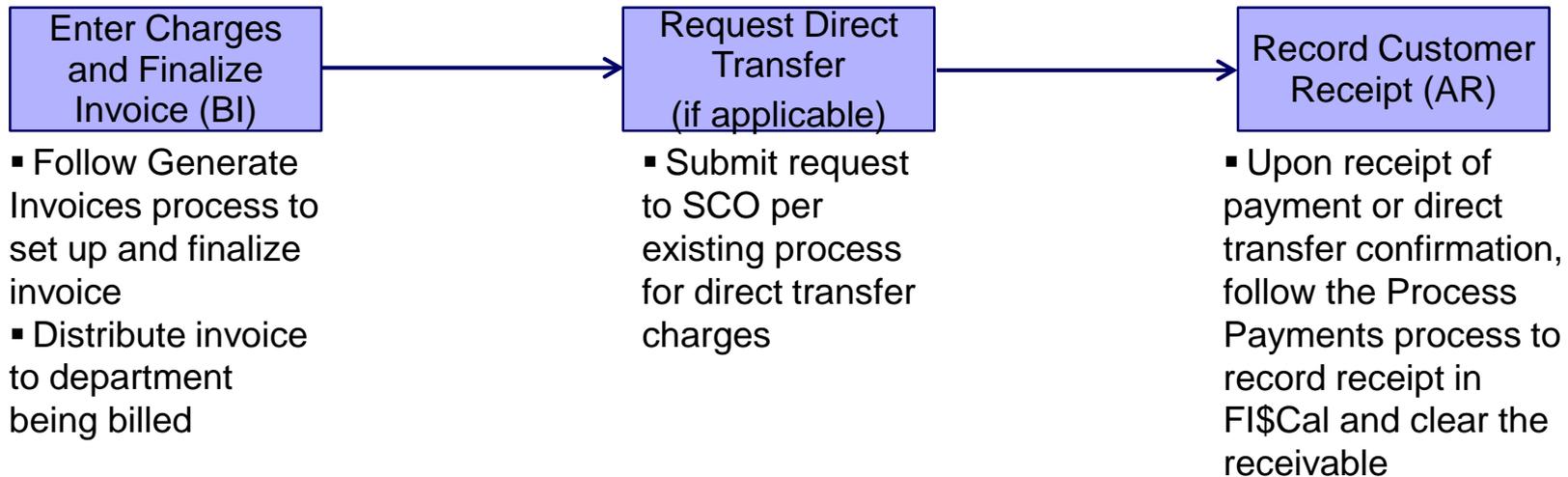
Record Journal Voucher (AP)

- Billed department records journal vouchers in AP to reclassify charges (if needed)

Key Impacts

- Default coding for FI\$Cal department customers stored in FI\$Cal by billing department
- Direct transfer vouchers bypass departmental approval but are approved by SCO
- Billed departments can view direct transfer vouchers on inquiry screens in FI\$Cal
- Billing department requests direct transfer in SCO Fiscal per existing process
- Voucher payment generates a receivable payment in the Billing Department's AR Module

Interagency Scenario 2: FI\$Cal Dept. Billing Non-FI\$Cal Dept.



Key Impacts

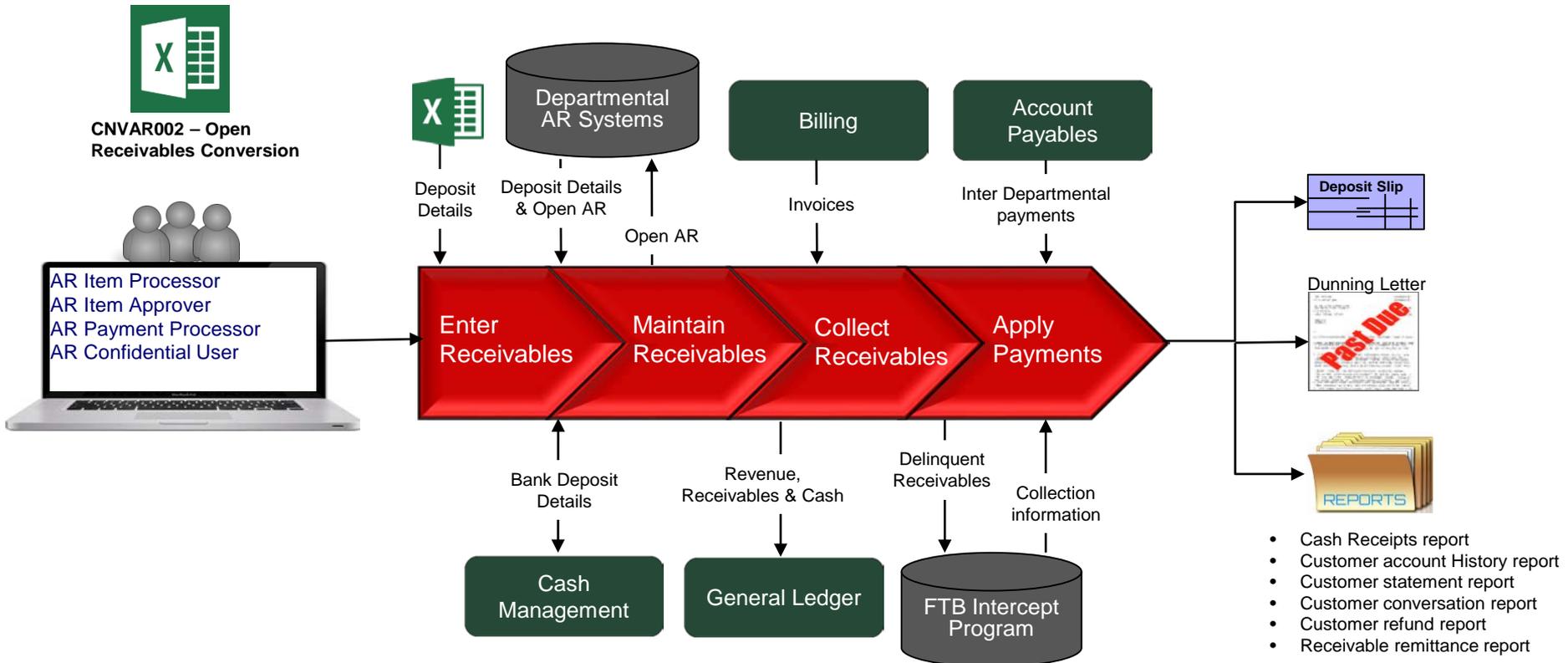
- Interagency customers which are not using FI\$Cal (i.e. non-FI\$Cal departments) will not be flagged for FI\$Cal interagency billing processing
- Billing department requests direct transfer in SCO Fiscal per existing process

Discussion

www.PSDgraphics.com



FI\$Cal Accounts Receivable (AR) Module



Enter and Maintain Receivables Overview

- The Enter and Maintain Receivables business process supports the creation and tracking of receivables within the FI\$Cal Accounts Receivable module.
 - Receivables are created by the system for customer invoices generated in FI\$Cal.
 - Receivables can be established directly in the FI\$Cal AR module if an invoice does not need to be generated.

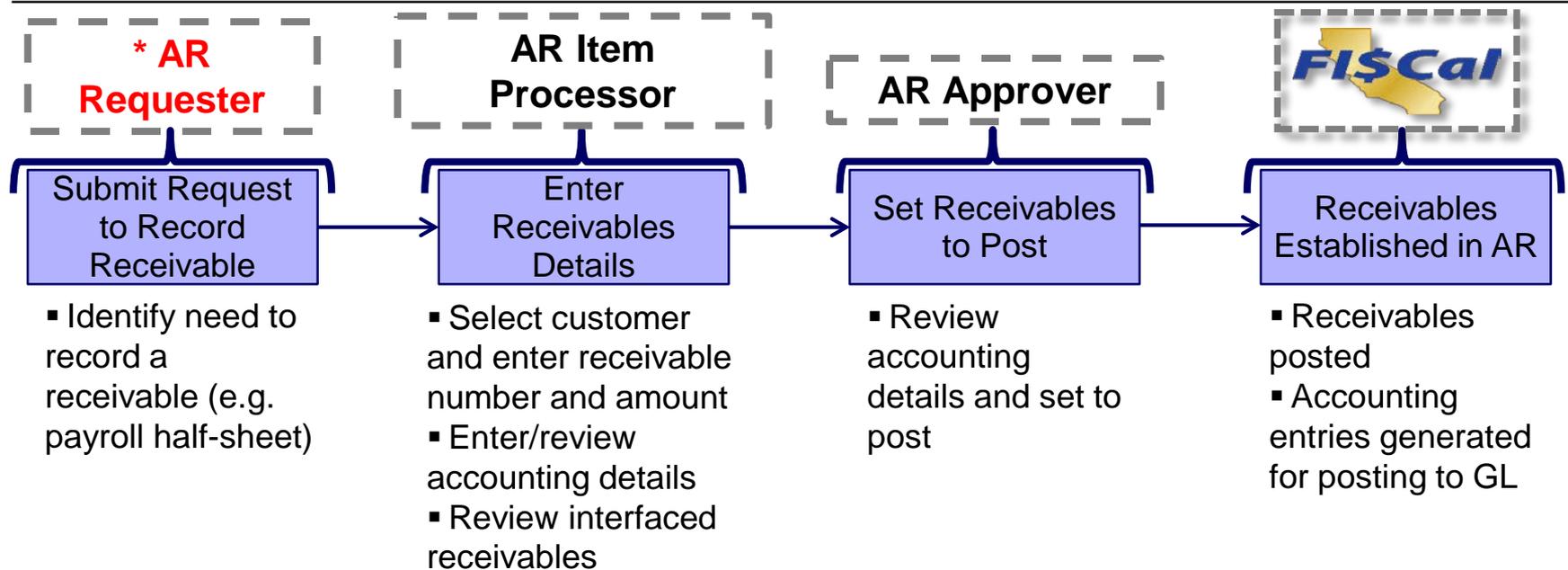
Receivables Department Roles

FI\$Cal End-User Role	Description
AR Item Processor	<p>End user who:</p> <ul style="list-style-type: none"> - Creates and updates receivable Item inside the AR module, but will not be able to set them to post; - Generates dunning letters, customer conversations, - Updates the status of posted receivables, applies adjustment to receivables, reclassifies receivables and writes off the receivable balances. User will not be able to set worksheets to post. - Runs Inquiries and reports on receivables and customer payment data. But will not have an access to confidential data.

AR Approver Roles

FI\$Cal End-User Role	Description
AR Approver	<p>End user who:</p> <ul style="list-style-type: none"> - Updates receivables items and sets them to post. End user will correct posting errors for receivable items - Reviews deposit and payment data. User also updates accounting information for payments and sets them to post. Will enter accounting distribution prior to posting miscellaneous receipts payments. - The department end user who reviews and approves or denies write-off requests and posts refund transactions. This end user sets worksheets to post, such as Maintenance Worksheets and Transfer Worksheets.

Enter and Maintain Receivables

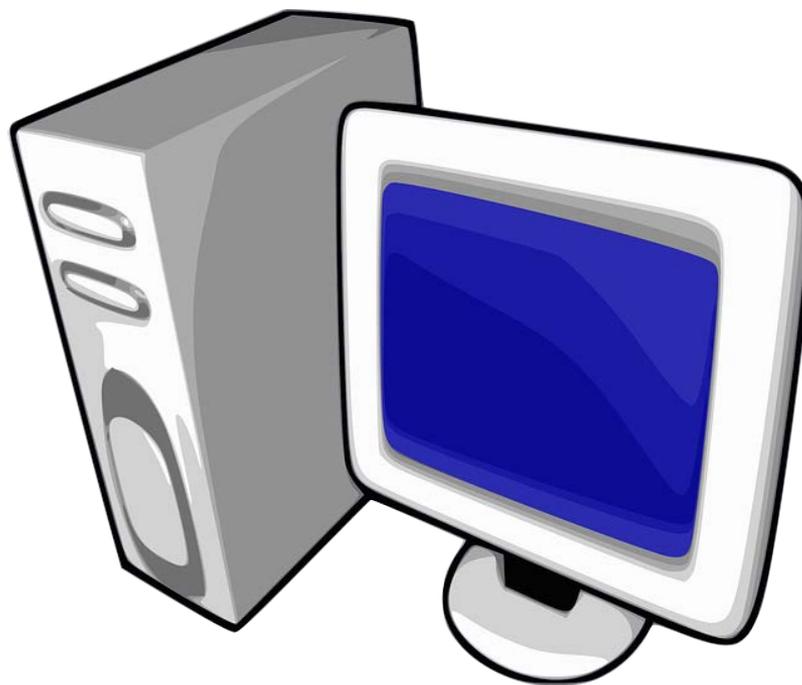


Key Impacts

- Invoices from the Billing Module are automatically created as receivables in the FI\$Cal AR Module
- A customer must be set up in FI\$Cal before a receivable can be entered for that customer (including employees)

**AR Requester is not a FI\$Cal role*

Demonstration



Process Payments Overview

- The Process Payments business process for Accounts Receivable supports the recording and application of customer payments in the FI\$Cal Accounts Receivable module.
- Departments will apply customer payments against invoices or code payments to specific accounting classifications for non-receivable-related payments.
- Payments can be entered directly in FI\$Cal or they can originate from an external system and be interfaced into FI\$Cal.
- Deposits recorded in the Accounts Receivable module will be integrated with the Cash Management module for the Bank Reconciliation process.

Process Payments Department Roles

FI\$Cal End-User Role	Description
AR Payment Processor	<p>The Department end user who:</p> <ul style="list-style-type: none"> - Enters deposit and payment data - Applies payment to the Invoices - Runs inquiry and reports on payment data. But will not have an access to confidential information.

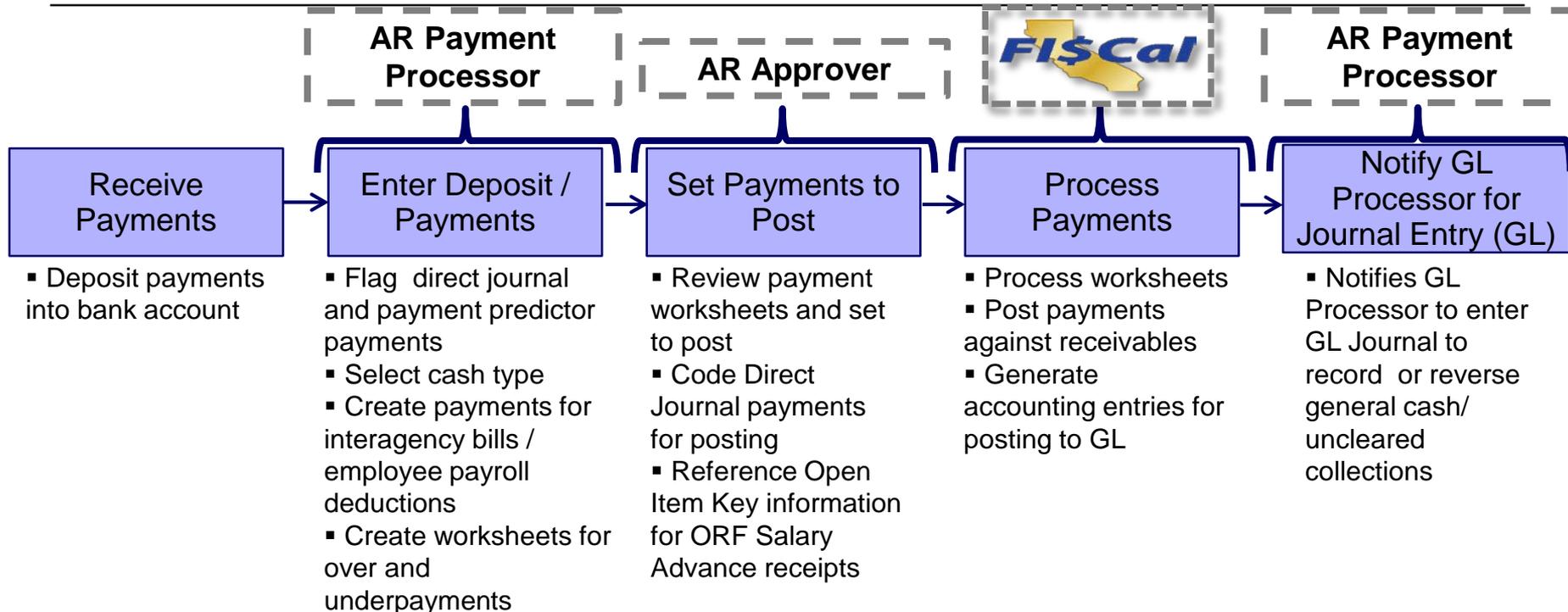
AR Approver Roles

FI\$Cal End-User Role	Description
AR Approver	<p>End user who:</p> <ul style="list-style-type: none"> - Reviews and approves write-off requests and post refund transactions. - Sets maintenance and transfer worksheet to post - Runs and inquires reports on receivables and payment data. User will not have an access to confidential information.

AR Confidential User Role

FI\$Cal End-User Role	Description
AR Confidential User	<p>End user who:</p> <ul style="list-style-type: none"> - Access confidential purchasing, accounts payable, and vendor information - Access accounts receivable reports with confidential information. - The Confidential User role is shared by Purchasing, Accounts Payable and Accounts Receivable. This role only needs to be assigned once.

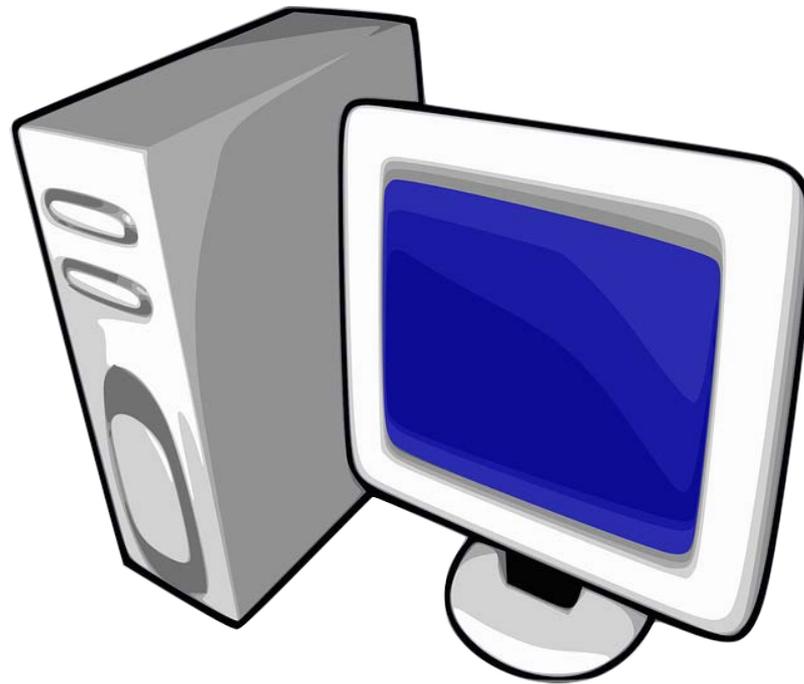
Process Payments



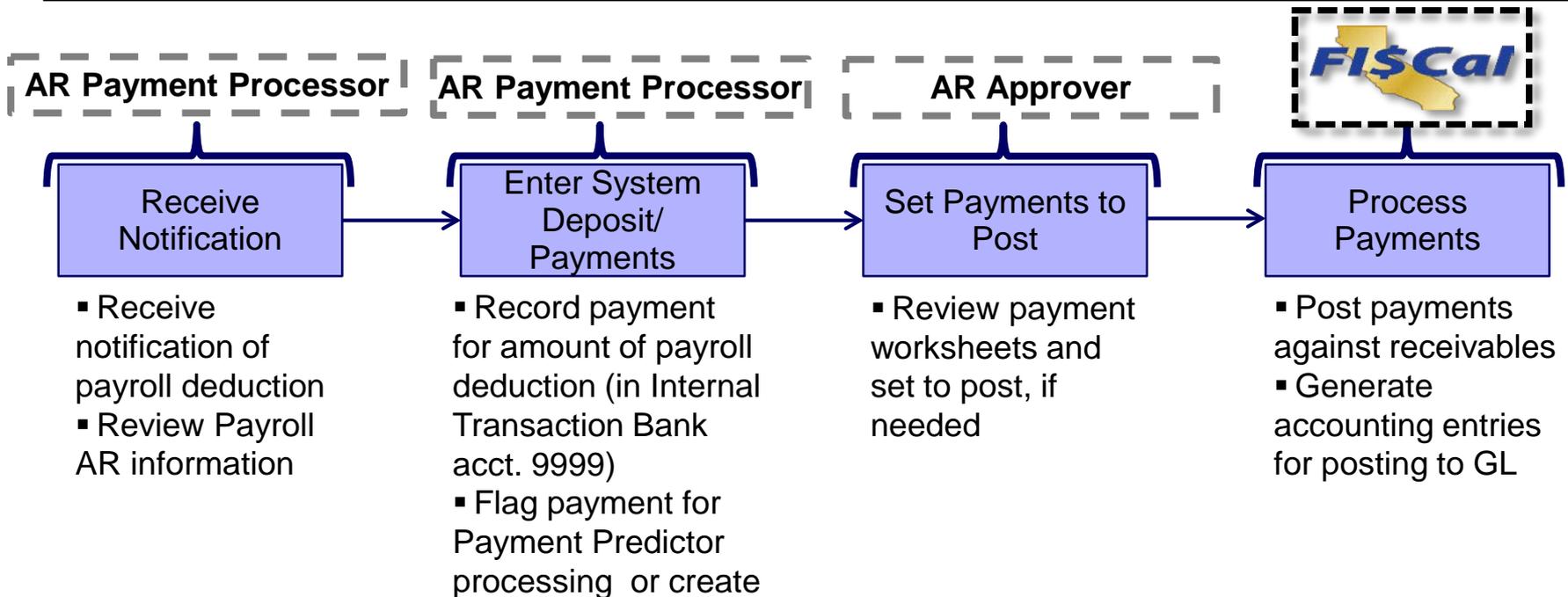
Key Impacts

- Departments continue to use EDF and eFITs processes outside of FI\$Cal
- Dept. AR Payment Approver role is needed to post and code miscellaneous payments.
 - This includes referencing Open Item Keys for ORF Salary Advance Receipts.
- Journal entries need to be submitted to record or reverse general cash/uncleared collections (as applicable)

Demonstration



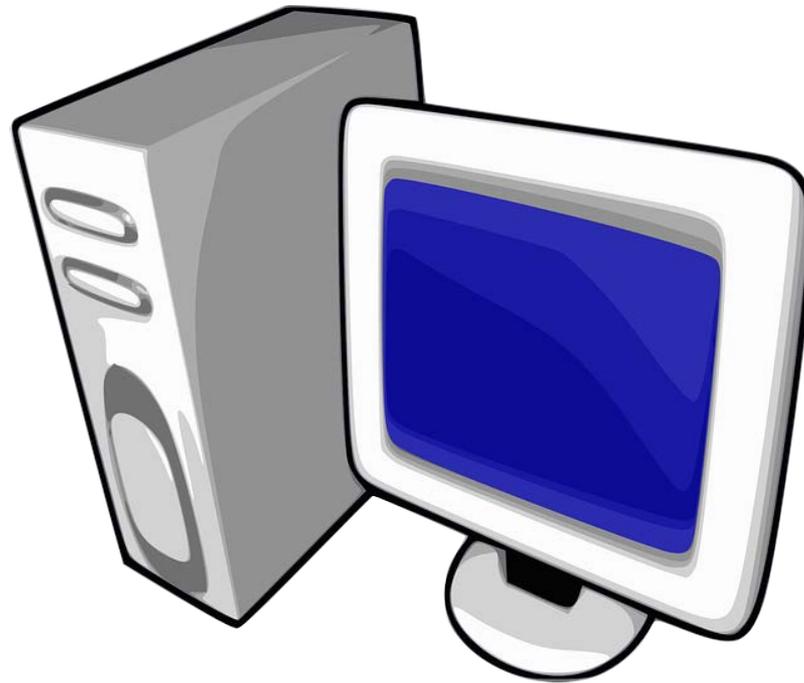
Process Payroll Deduction Payments



Key Impacts

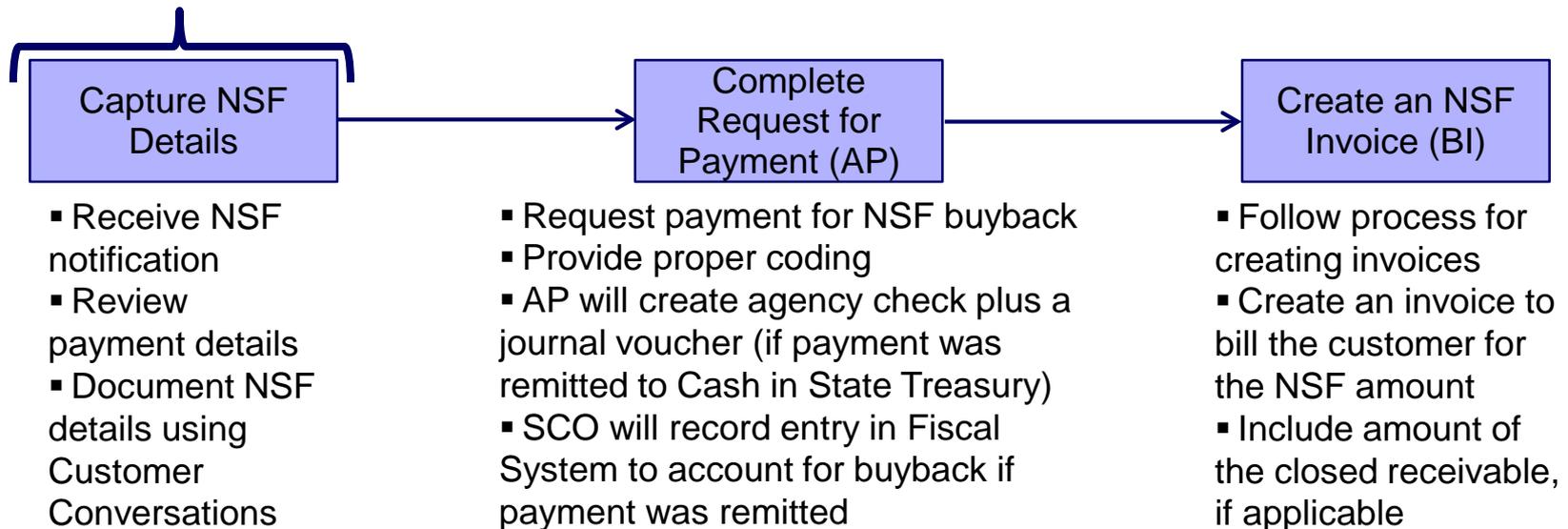
- Departments use existing process for receiving payroll deduction notifications
- Payroll deduction receipts will be recorded in FI\$Cal AR to clear out outstanding Payroll receivables using Internal Transaction Bank Acct. 9999
- FI\$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

Demonstration



Process NSF Payments

AR Payment Processor



Key Impacts

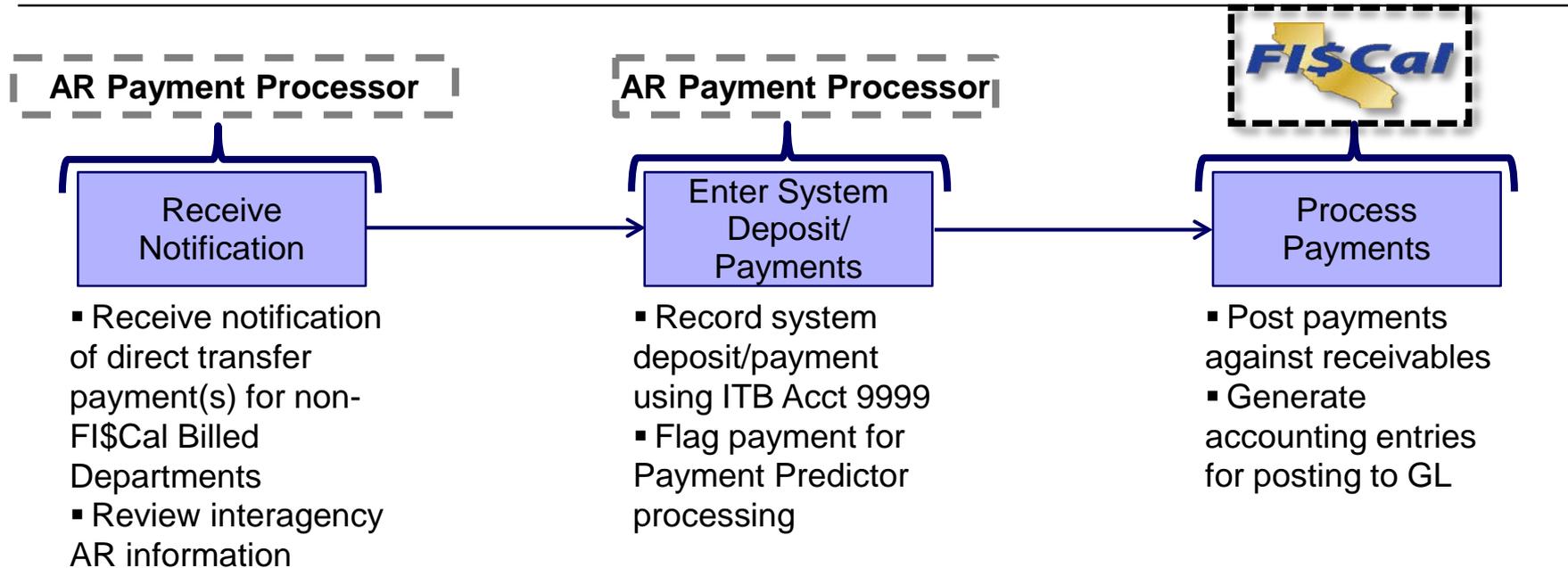
- NSF details recorded in Customer Conversations for tracking and reporting purposes
- Departments buyback NSFs through agency checks created by using the AP module
- SCO will record entry in Fiscal System to account for buyback if payment was remitted

Discussion

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Process Direct Transfer Payments (Online)



Key Impacts

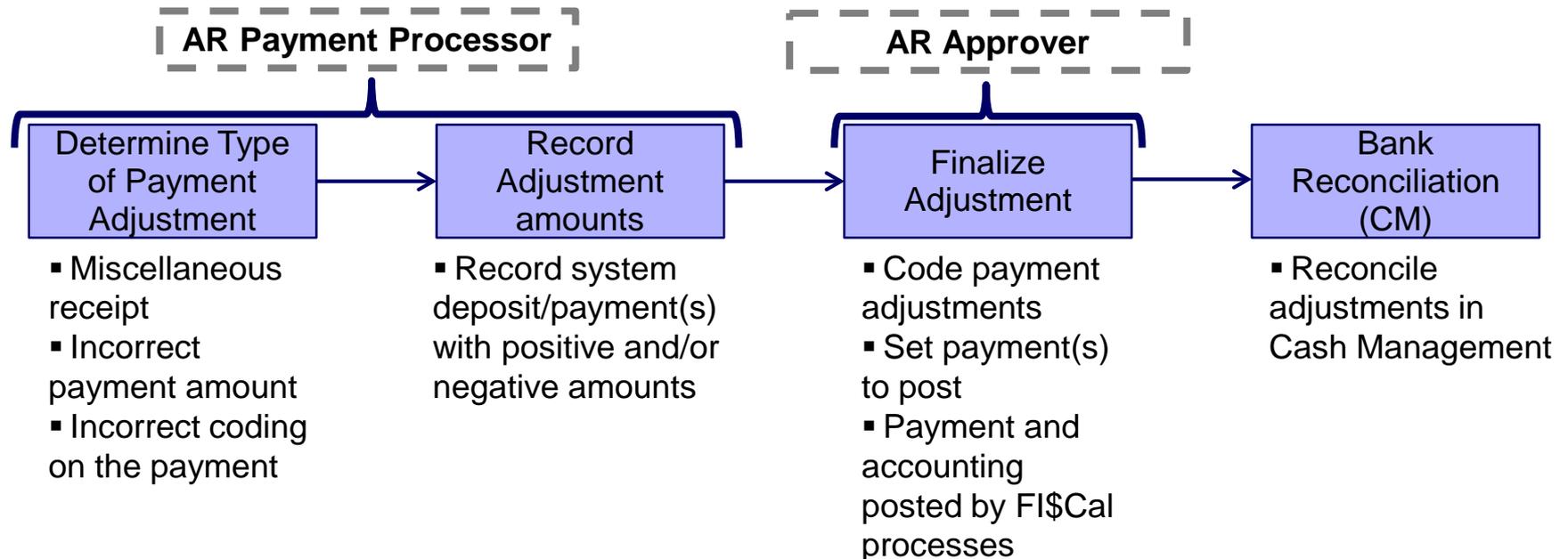
- Departments use existing process for receiving direct transfer notifications
- Direct transfer receipts will be recorded in FI\$Cal AR to clear out outstanding interagency receivables using Internal Transaction Bank Acct 9999
- FI\$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

Discussion

www.PSDgraphics.com



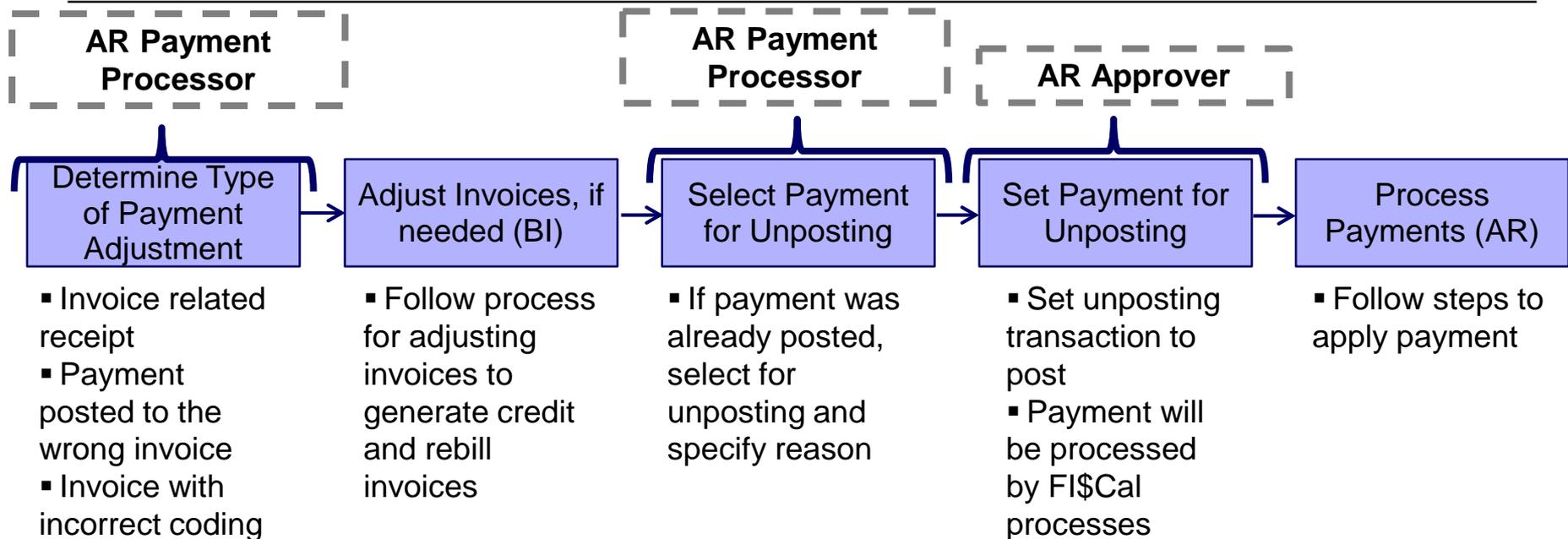
Payment Adjustments – Misc. Receipts



Key Impacts

- Customer payments recorded in the Accounts Receivable module are integrated with the Cash Management module for the bank reconciliation process in FI\$Cal
- Any adjustments requiring updates to transactions at STO or SCO will need to follow the existing processes

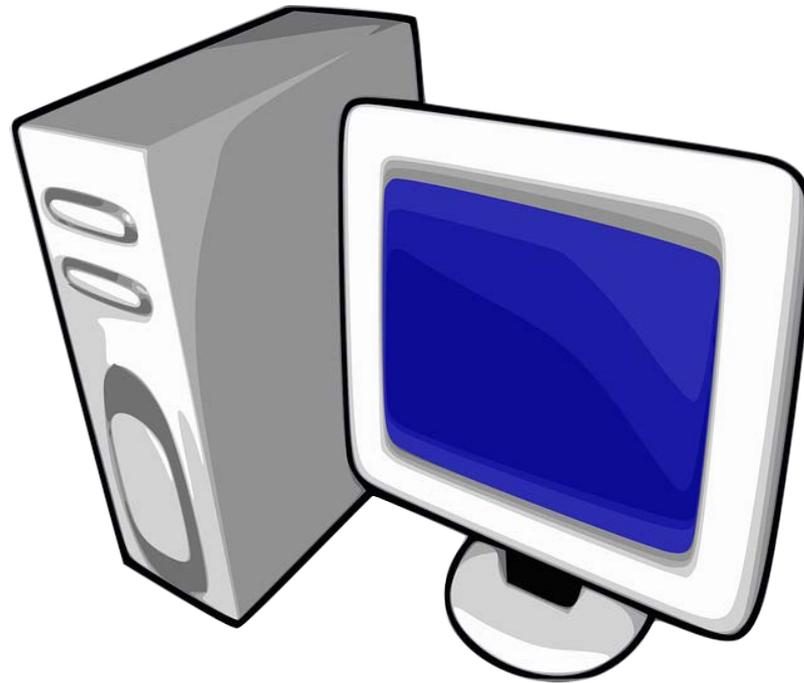
Payment Adjustments – Receivables



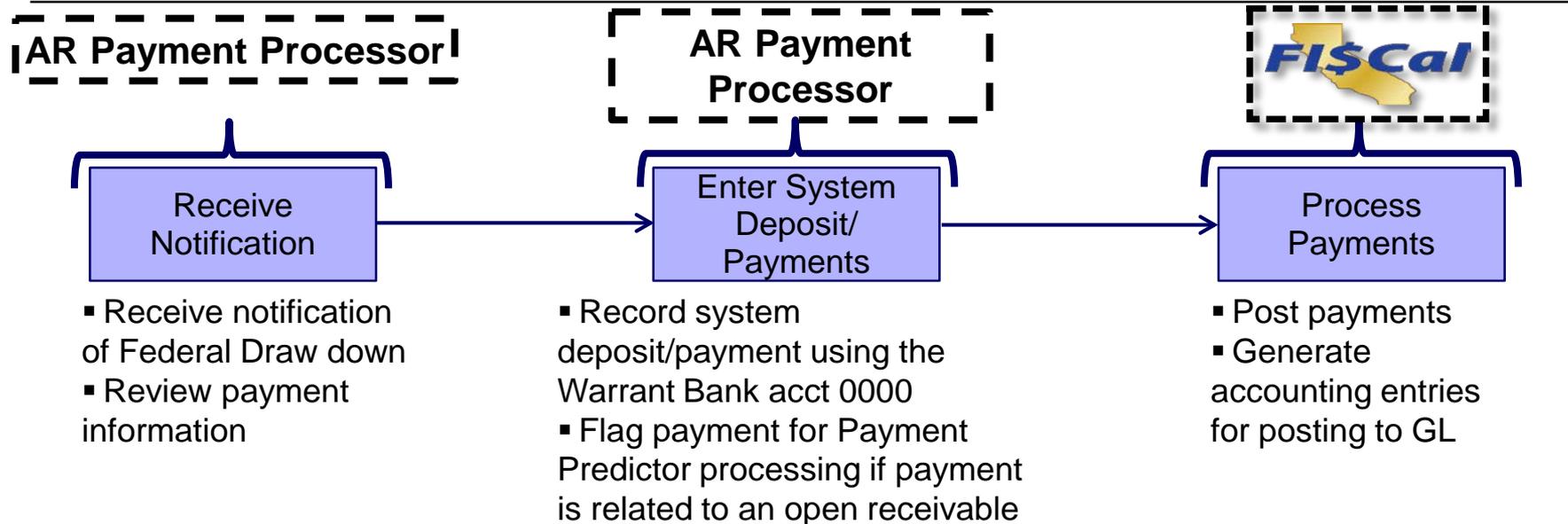
Key Impacts

- Payments posted to the wrong invoice can be unposted and reposted
- Adjustment invoices are linked to the original invoice
- Any adjustments requiring updates to transactions at STO or SCO will need to follow the existing processes

Demonstration



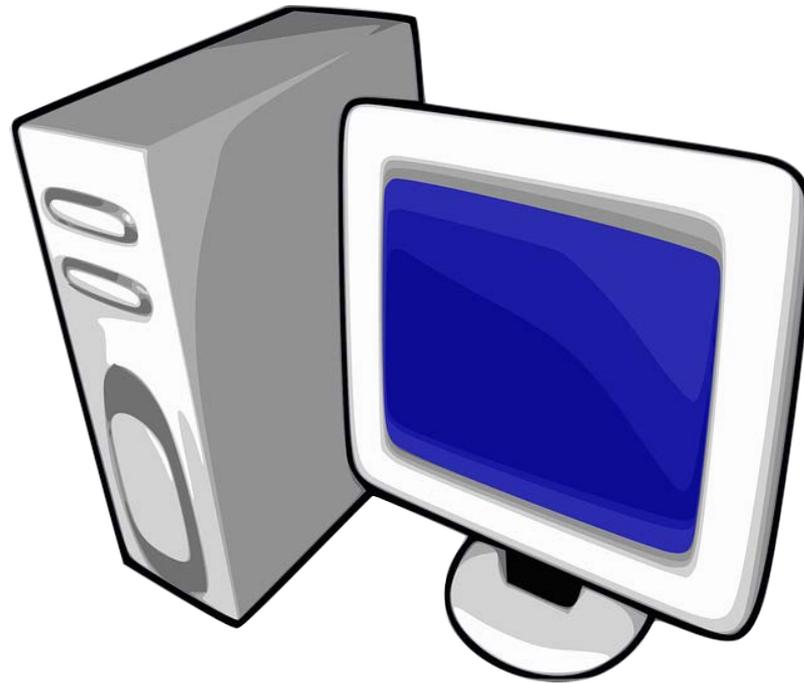
Process Federal Wires



Key Impacts

- Departments use existing process for receiving Federal Payment notifications.
- Federal receipts will be recorded in FI\$Cal AR to clear out outstanding receivables if applicable using the Warrant Bank account 0000.
- FI\$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s).

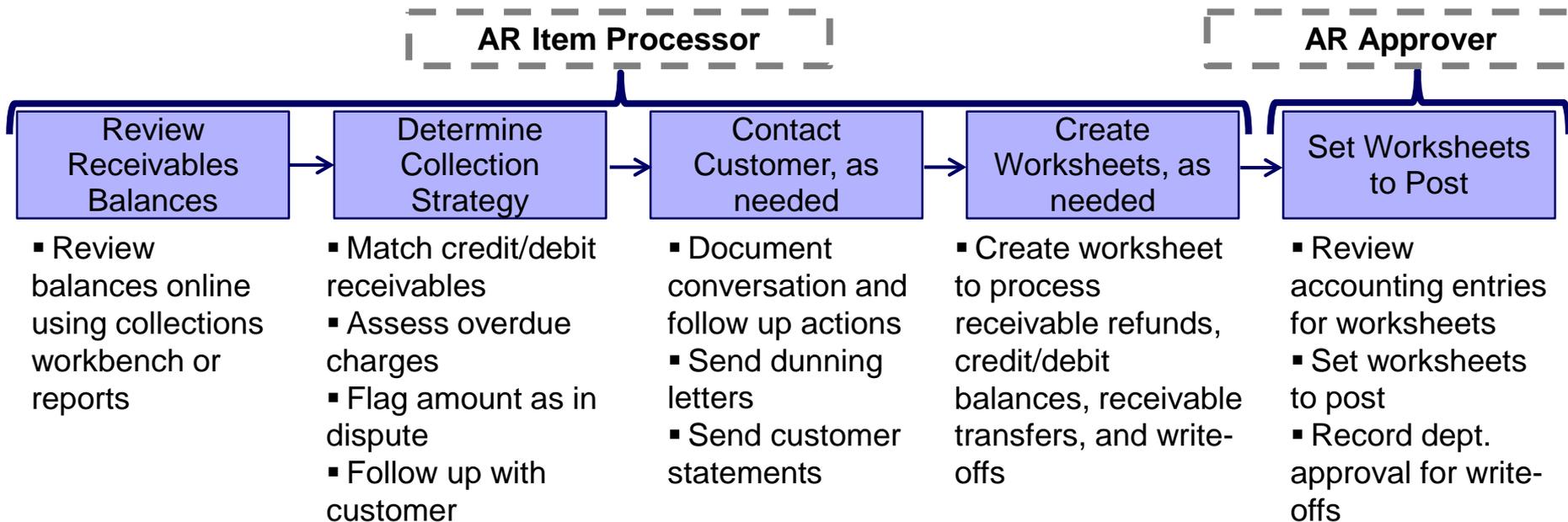
Demonstration



Collect Receivables Overview

- The Collect Receivables process supports collections of receivables from customers (including departments, private entities, and employees) in the FI\$Cal AR module, including:
 - Reviewing customer account and balance information
 - Aging and reporting on receivables
 - Documenting customer conversations and notes
 - Tracking receivables as being in dispute/sent to collections
 - Generating dunning letters
 - Assessing overdue charges
 - Processing refunds to customers
 - Writing off uncollectable receivables

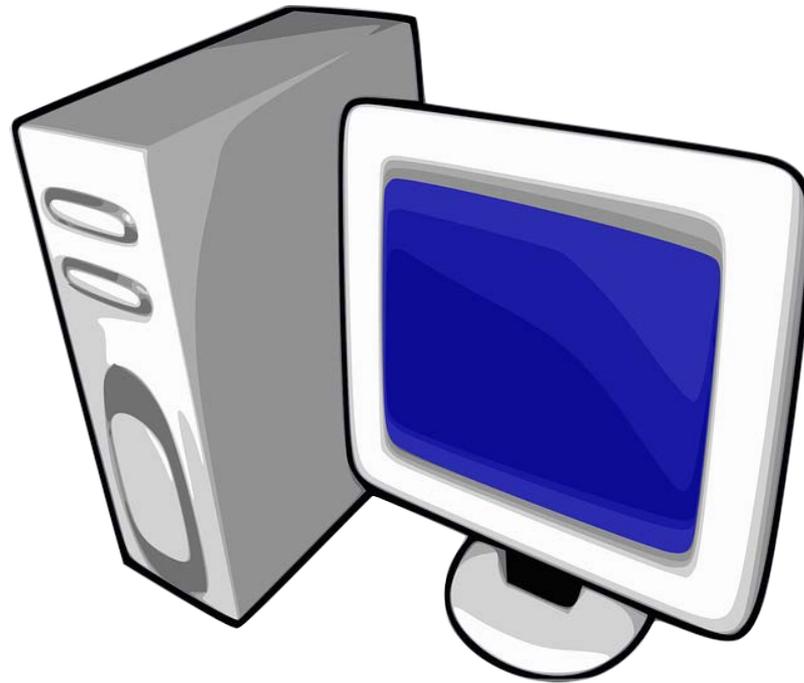
Collect Receivables – General



Key Impacts

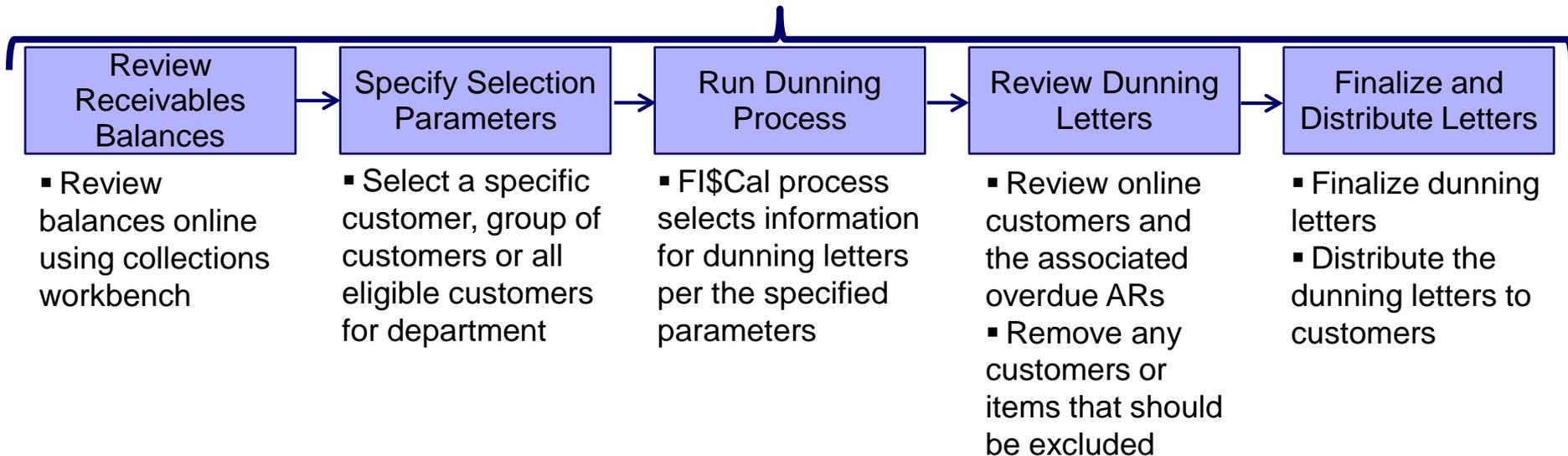
- Department AR Collection Approver role is needed to set transactions with accounting entries to post
- Proper approvals need to be obtained outside of FI\$Cal, as applicable, for write-offs and refunds

Demonstration



Generate Dunning Letters

AR Item Processor



Key Impacts

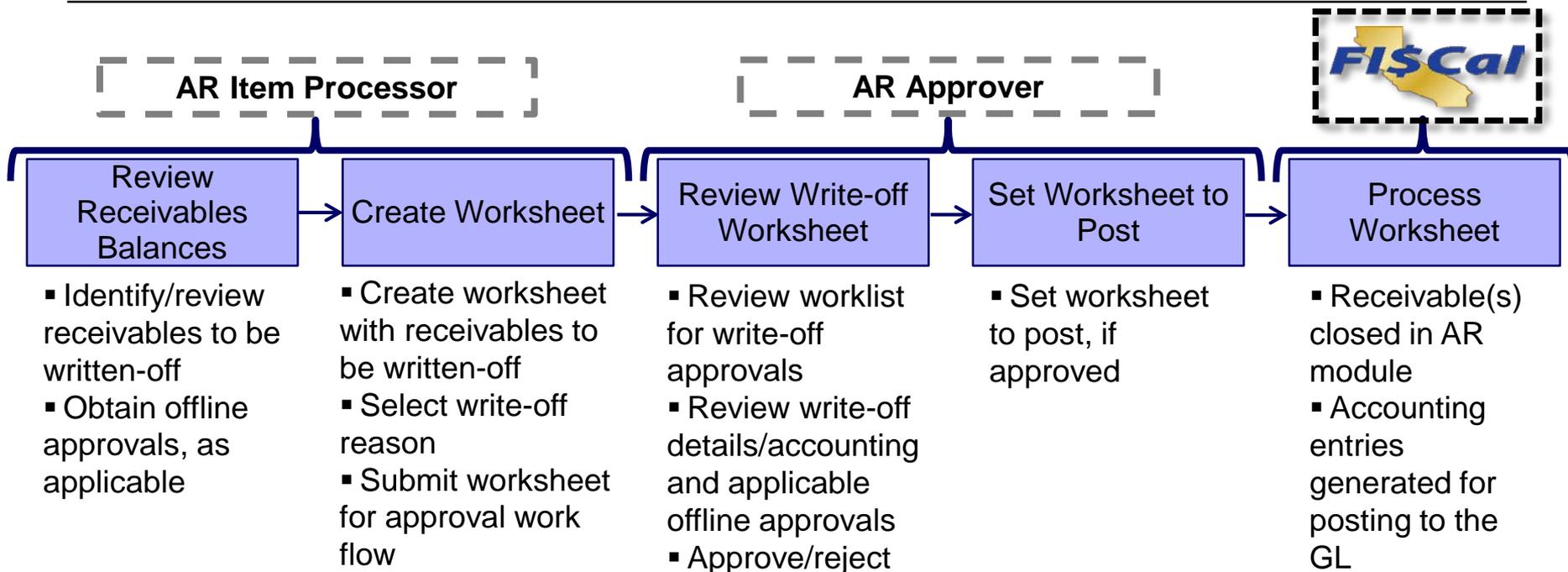
- Dunning letters are created at the customer level, with one letter per customer for all their overdue receivables for a particular cycle
- Dunning letters can be created on configurable intervals (30 days, 60 days, etc.)
- Specific customers can be excluded from receiving dunning letters

Discussion

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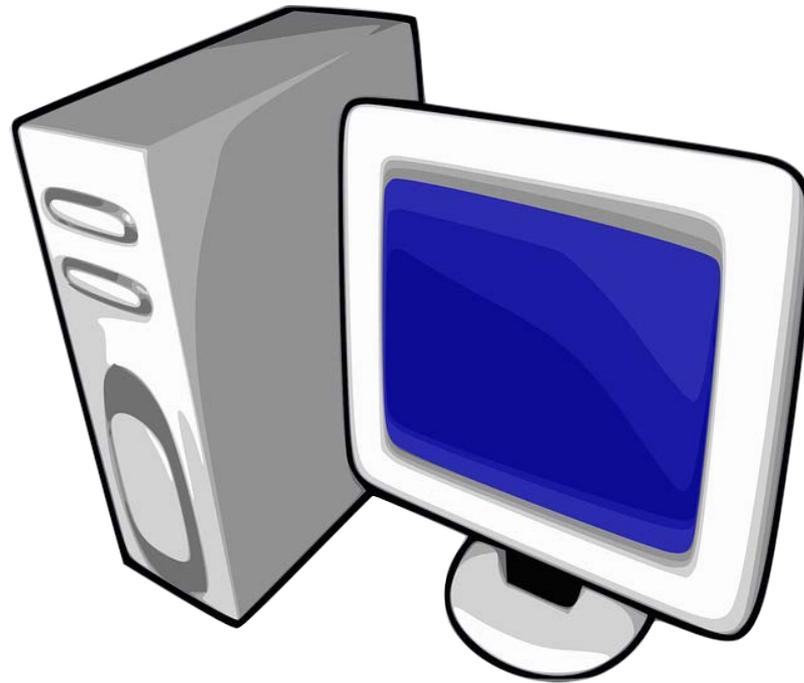
Process Write-offs



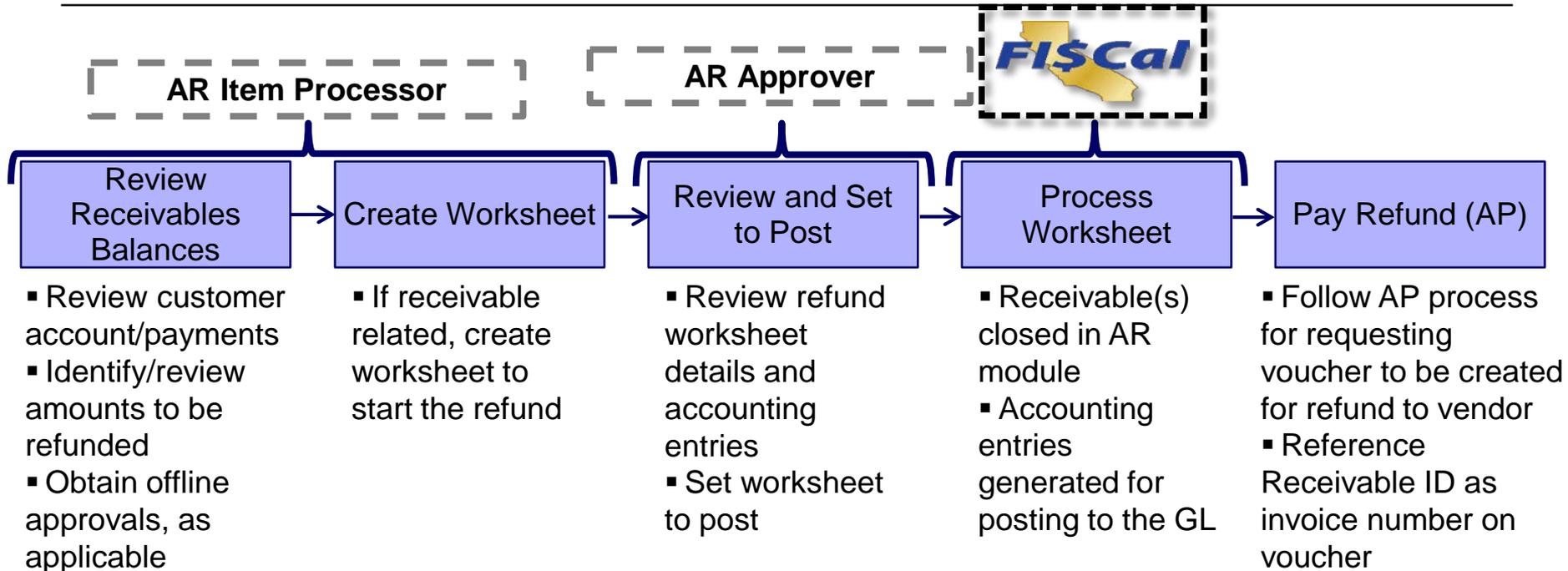
Key Impacts

- All write-off transactions are routed to the Department AR Collections Approver. Additional approvals, as needed, must be obtained offline per the existing process.

Demonstration



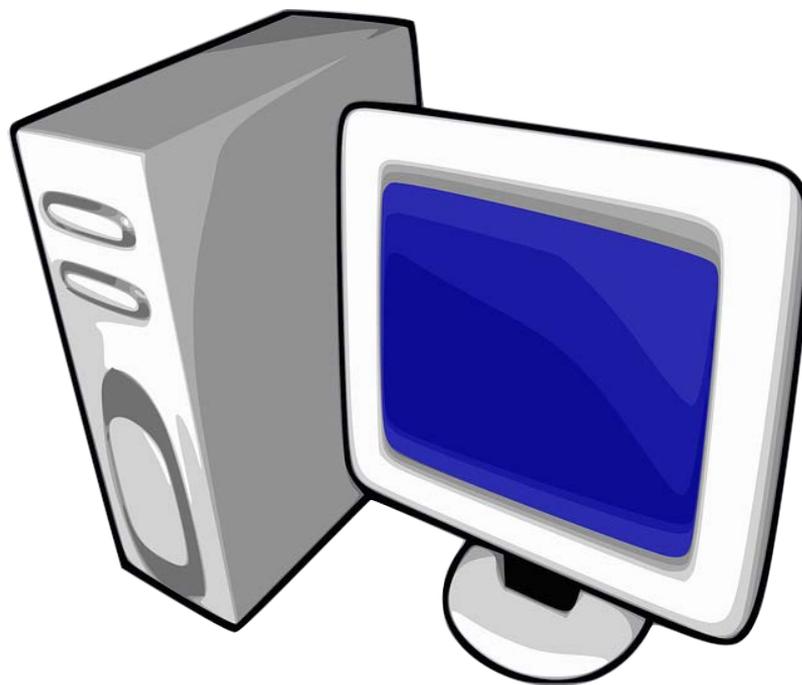
Process Refunds – Credit ARs



Key Impacts

- Refunds for credit receivables are recorded in the FI\$Cal AR module
- Refund payments to customers must be processed via the FI\$Cal AP module

Demonstration



Change Impact Activity

- Description:
 - A walkthrough with the FI\$Cal team to assist departments to complete example change impacts
 - Departments will have the understanding on how to complete the remainder of the tool on their own
 - At your table, discuss how the FI\$Cal business processes and related change impacts may affect your department
 - Document three impacts in your BPW Change Impact Tool
- Roles:
 - Facilitator – Helps lead the discussion with your department on the FI\$Cal business processes and change impacts
 - Recorder(s) – Captures the department-specific impacts from the activity in your BPW Change Impact Tool
- Tool:
 - Change Impact Tool – Excel document for departments to identify and document the changes in People, Process, Technology, and Communication that will arise from the implementation of FI\$Cal business processes

Next Steps

- Share BPW materials at your department
- Complete the BPW Change Impact Tool
 - BUSN625: Identify Department-Specific Change Impacts
- Review with your FI\$Cal CMO Department Readiness Coordinator
 - Identify and work on updating internal department policies, processes, and documentation
- Prepare for:
 - Role Mapping Workshop (TECH617) – Early March
 - Change Workshop (READ616) – Late May/Early June
 - End-User Training (TRNG606) – May through July
 - User Support Labs (TRNG612) – August

Next Steps

- **Role Mapping Workshop** – Workshop to review the FI\$Cal Role Mapping Template, answer any questions about the roles presented in BPWs, and begin assigning end-user roles.
- **Change Workshop** – Workshop to help prepare managers and supervisors for conversations with department end users on the new FI\$Cal business processes and their FI\$Cal end-user roles.
- **End-User Training** – Training for department end users that will need to use the System in their assigned FI\$Cal end-user roles.
- **User Support Labs** – Sessions for end-users to bring real life examples to FI\$Cal for transaction assistance from FI\$Cal Subject Matter Experts.



More Information Can be Found at...



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

http://www.dof.ca.gov/FISCal_resources/

or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix A

- Create and update customer information form



FD_FRMAR001-Customer Request Form.x

- Create and adjust invoice form



FD_FRMAR002
Invoice Creation and

Billing/Accounts Receivable (BI/AR)

Summary Role	FI\$Cal End-User Roles Assigned
BI Processor	Department Customer Processor, Department BI Processor, BI Adjustment Processor, BI Viewer, BI Reporter, Customer Viewer
AR Item Processor	Department AR Item Processor, Department AR Collections Processor, AR Viewer, AR Reporter, Customer Viewer
AR Payment Processor	Department AR Payment Processor, AR Viewer, AR Reporter, Customer Viewer
BI/AR Approver	Department BI Approver, Department AR Item Approver, Department AR Collections Approver, Department AR Payment Approver, AR Viewer, AR Reporter, Customer Viewer
BI/AR Confidential User	Department Confidential Customer Processor, Confidential User <i>Note:</i> This role is appended to any other AR/BI role to allow access to confidential Accounts Payable information

Appendix B

Create and Maintain Customer

Favorites ▾ Main Menu ▾ > Customers ▾ > Customer Information ▾ > General Information



General Information

[Find an Existing Value](#)

[Add a New Value](#)

SetID:

STATE 

Customer ID: NEXT



Add

Key Points:

1. General information page is used to enter, review or edit customer names and addresses.
2. 'Add a New Value' tab enables you to create a new customer. Once you click the tab, Set ID field will auto populate based on the User Login ID and customer ID is defaulted to 'NEXT'. This will auto assign the next available customer ID.
3. In case, the customer you are creating is an employee or agency enter EMP+[Employee ID] as Customer ID.
4. Once the required information is entered, click the 'Add' button.

Create and Maintain Customers

[Favorites](#) > [Main Menu](#) > [Customers](#) > [Customer Information](#) > [General Information](#)



[General Info](#) | [Bill To Options](#) | [Ship To Options](#) | [Sold To Options](#)

SetID: 0820 Customer ID: NEXT General Info Links: [...More](#)

*Status: Active Copy From Customer Level: Re
 *Date Added: 04/09/2014 *Since: 04/09/2014 *Type: Ind

*Name 1: Tony Stark *Short Name: Ton
 Name 2:
 Currency Code: USD Rate Type: CRRNT

Roles

<input checked="" type="checkbox"/> Bill To Customer Bill To Selection	<input checked="" type="checkbox"/> Correspondence Customer Correspondence Selection
<input checked="" type="checkbox"/> Ship To Customer Ship To Selection	<input checked="" type="checkbox"/> Remit From Customer Remit From Selection
<input checked="" type="checkbox"/> Sold To Customer Sold To Selection	<input checked="" type="checkbox"/> Corporate Customer Corporate Selection
<input type="checkbox"/> Broker Customer	<input type="checkbox"/> Consolidation Customer Consolidation Business
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Grants Management Sponsor

Federal Attributes

Federal Customer Trading Partner Code: Disbursing Office
 Appropriation Symbol Not Required for Reimbursable Agreements

Support Teams Personalize | Find | View All | First 1 of 1 Last

Team Code	Default	Description
TEAM	<input checked="" type="checkbox"/>	

- In General Info tab, fill the required fields: Customer name, Short name, Type, Currency Code and Rate type.
- 'Since' field specifies if the customer existed before the date it is actually added.
- Check 'Bill to customer' to process invoices for the customer
- 'Remit from Customer' to Process payments from the customer
- Corporate customer is selected by default while creating a new customer. If not selected that the customer must be assigned to a corporate customer or parent.

Create and Maintain Customers

[Favorites](#) > [Main Menu](#) > [Customers](#) > [Customer Information](#) > [General Information](#)

FI\$Cal

Appropriate symbol not required for non-billable agreements

[Support Teams](#) Personalize | Find | View All | First 1 of 1 Last

Team Code	Default	Description
TEAM	<input checked="" type="checkbox"/>	Support Team

[Address Locations](#) Find | View All First 1 of 1 Last

*Location:
 Bill To Primary Broker Primary
 Ship To Primary Indirect Primary
 Sold To Primary Correspondence Address

RFID Enabled VAT Default VAT Service Treatment Setup

[Address Details](#) Find | View All First 1 of 1 Last

*Effective Date: *Status:
 Tax Code: Language Code:
 Physical Nature: Where Performed:
 Alternate Name 1: Alternate Name 2:

Country: United States
 Address 1:
 Address 2:
 Address 3: [View Phone Information](#)
 City: In City Limit
 County: Postal:
 State:

Key Points:

- Fill the team code and support team responsible for assisting the customer.
- Primary Location of marked as 1. Customer may have different billing, ship to and postal addresses.
- Effective dates captures the date when the addresses are active for the customer. This date cannot be prior to Since date.
- Add the address

Create and Maintain Customers

[Favorites](#) > [Main Menu](#) > [Customers](#) > [Customer Information](#) > [General Information](#)

FI\$Cal

[General Info](#) | **[Bill To Options](#)** | [Ship To Options](#) | [Sold To Options](#)

SetID: 0820 Customer ID: DOJ0800048 Tony Stark

Customer Bill To Options Find | View All | First

*Effective Date:	<input type="text" value="04/09/2014"/>	*Status:	<input type="text" value="Active"/>
Currency Code:	USD	Rate Type:	CRRNT
Responsibilities:			
Credit Analyst:	<input type="text" value="ANALYST"/>	Collector:	<input type="text" value="DOJREIMB"/>
AR Specialist:	<input type="text" value="ARSPCLST"/>	Bill Inquiry Phone:	<input type="text" value="916-324-5090"/>
Billing Specialist:	<input type="text" value="DOJREIMB"/>	Billing Authority:	<input type="text"/>

Billing Options	Billing Consolidation Data
<input checked="" type="checkbox"/> Direct Invoicing <input type="checkbox"/> Federal Highway File <input type="checkbox"/> Prompt for Billing Currency *Freight Bill Type: <input type="text" value="Shipping"/>	Consolidation Key: <input type="text"/> SetID: <input type="text"/> Customer ID: <input type="text"/>
Bill Type: <input type="text"/> Billing Cycle Identifier: <input type="text"/> Invoice Form: <input type="text" value="SERVHDR"/> Bill By Identifier: <input type="text"/> AR Distribution Code: <input type="text" value="AR-REVENUE"/> Hold Number of Days: <input type="text"/>	Blanket Purchase Orders Blanket PO Number: <input type="text"/> Start Date: <input type="text"/> End Date: <input type="text"/>
	Order Management Options <input type="checkbox"/> Purchase Order Required

Key Points:

- Bill to tab captures customer's billing address.
- Defaults values set up on the customer default onto specific billing or accounts receivable transactions in the system
- The accounting entry for the receivable line on a bill/receivable can be defaulted based on the customer record.
- Similarly, enter the fields for Ship to and Sold to tabs.

Generate and Adjust Invoices

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Standard Billing](#)



Header - Info 1 | [Line - Info 1](#)

Unit: 0820 Invoice: NEXT Pretax Amt: 0.000 USD

Status:	NEW	Invoice Date:	04/09/2014	Cycle ID:	DAILY
*Type:	LG	Source:		*Frequency:	Once
*Customer:	DOJ0800048	SubCust1:		SubCust2:	
<div style="border: 1px solid red; padding: 2px;"> From Date: 3/1/2014 To Date: 3/31/2014 </div>					
*Invoice Form:	SERVHDR	Pay Terms:	NET0	Pay Method:	Check
Accounting Date:	04/09/2014	Bank Account:	175		
Remit To:	STATE	Bill Inquiry Phone:	916-324-5090		
Sales:	DEFAULT	Collector:	DOJREIMB		
Credit:	ANALYST	Billing Authority:			
Bill:	DOJREIMB				

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)
[Notes](#) [Express Entry](#)

Summary [Bill Search](#) [Line Search](#) Navigation: Header - Info 1

Page Series
[Prev](#) [Next](#)

- Key Points:**
- Invoice Header captures a variety of information, such as Customer, Invoice Form, Remit to Address, From Date/To Date, Bill Inquiry Phone etc.
 - Invoice ID numbering is configurable
 - Status field captures if the invoice is in progress or ready to be finalized

Generate and Adjust Invoices

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Standard Billing](#)

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[Header - Info 1](#) | [Line - Info 1](#)

Unit: 0820 **Bill To:** DOJ0800048 **Pretax Amt:** 300.00 USD
Invoice: NEXT Tony Stark Max Rows: 5

Bill Line Find | View All First 1 of 1 Last

Seq: 1 **Line:** **Net Extended:** 300.00
Table: ID **Identifier:** SERVICES **Description:** Services Provided

Quantity: 3.0000 **From Date:** 03/01/2014
Unit of Measure: EA **To Date:** 03/31/2014
Unit Price: 100.0000 **Line Type:** REV Accumulate
Gross Extended: 300.00 **Tax Code:** Tax Exempt
Exempt Cert:

Less Discount:	0.00
Plus Surcharge:	0.00
Net Extended:	300.00
VAT Amount:	0.00
Tax Amount:	0.00
Net Plus Tax:	300.00

- Key Points:**
- Invoice can have one or more invoice lines to capture the different charges
 - Identifier (Charge Codes) can be configured, along with Unit of Measure and Unit Price. These Charge Codes can default accounting for the bill line too.
 - Tax Codes will be available for selection on an invoice line

Generate and Adjust Invoices

[Favorites](#) > [Main Menu](#) > [Billing](#) > [Maintain Bills](#) > [Standard Billing](#)

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[Header - Info 1](#) | [Line - Info 1](#) | **[Acctg - Rev Distribution](#)**

Unit: 0820 Bill To: DOJ0800048 Pretax Amt: 300.00 USD
 Invoice: LG-00000025 Tony Stark Max Rows: 5

Bill Line Find | View All First 1 of 1 Last

Seq: 1 Line: Net Extended: 300.00
 Identifier: SERVICES Description: Services Provided

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

[Acctg Information](#) | [Reference Information](#)

Code	Reference	Fund	ENY	Account	Alt Acct	Program	Project	Rptg Struc
+ -		0001	2013	4900000	4900000000			08203000

Percent: 100.00 Amount: 300.00 Gross Extended: 300.00

- Key Points:**
- User may define the accounting distribution for each invoice line. Multiple distributions may be associated with a single bill line.
 - ChartField coding can be defaulted from the Identifier (Charge Code) configuration

Enter and Maintain Receivables

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

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[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

Group Unit: 0820 Group ID: NEXT

*Accounting Date: 04/09/2014

*Group Type: B Billing

*Origin ID: OBILL Online AR

Control Totals			
Control:	550.00	*Count:	1
Entered:	0.00	Count:	1
Difference:	550.00	Count:	-1
Posted:	0.00	Count:	0

Control Data			
*Received:	04/09/2014 <input type="text"/>	*Entered:	04/09/2014 <input type="text"/>
Posted:			
Assign:	Z_DEPT_AF <input type="text"/>	User:	Z_DEPT_AR_ITEM_PROC

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

Key Points:

- Group Control page captures the total counts and amounts of the receivables that will be set up as part of the group
- Control Count and Amount are used to determine if the group is in balance or not
- Group Status should be 'Balanced'. Unbalanced group cannot be set to post

Enter and Maintain Receivables

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

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[Group Control](#) | **[Pending Item 1](#)** | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

Group Unit: 0820 Group ID: NEXT

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

*Acctg Date:	<input type="text" value="04/09/2014"/>	*As Of Date:	<input type="text" value="04/09/2014"/>	Sequence:	1
*Item ID:	<input type="text" value="SWTITEM0001"/>	Line:	<input type="text"/>	Copy Line	
*Business Unit:	<input type="text" value="0820"/>	*Customer:	<input type="text" value="DOJ0800048"/>	Tony Stark	
SubCust1:	<input type="text"/>	SubCust2:	<input type="text"/>		
Amount:	<input type="text" value="550.00"/>	*Currency:	<input type="text" value="USD"/>		
*Entry Type:	<input type="text" value="DR"/>	Reason:	<input type="text" value="BA"/>	*AR Dist	<input type="text" value="AR-REVENUE"/>
Rate Type:	<input type="text"/>	<input checked="" type="checkbox"/> Revalue Flg			
Exchange Rate:	<input type="text" value="1.00000000"/>				

Payment Terms

Terms:	<input type="text" value="NET30"/>	Due Date:	<input type="text"/>	Due Days:	<input type="text"/>
Disc Amt:	<input type="text"/>	Disc Date:	<input type="text"/>	Disc Days:	<input type="text"/>
Disc Amt 1:	<input type="text"/>	Disc Date 1:	<input type="text"/>	<input type="checkbox"/> Always Allow Discount	

Reference Information

PO Ref:	<input type="text"/>	PO Line:	<input type="text"/>	BOL:	<input type="text"/>
Order No:	<input type="text"/>	Document:	<input type="text"/>	Line Item:	<input type="text"/>
Contract:	<input type="text"/>	L/C ID:	<input type="text"/>	Case No:	<input type="text"/>

- Key Points:**
- Key receivable details can be captured on the Pending Item 1 page, such as Item ID (i.e. Receivable number), Customer, Amount, Terms
 - PO References and Contracts can be associated with the Item

Enter and Maintain Receivables

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

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[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | **[Pending Item 3](#)** | [Accounting Entries](#) | [Group Action](#)

Group Unit: 0820 Group ID: NEXT

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

Item ID:	SWTITEM0001	Line:	
Business Unit:	0820	Customer:	DOJ0800048
Amount:	550.00	Currency:	USD
		SubCust1:	
		SubCust2:	

Consolidated Invoice

Unit:

Invoice:

User Amounts

1:

2:

3:

4:

5:

6:

7:

8:

User Date

Pay Period:

Refund Request:

Sent to FTB 1:

Sent to FTB 2:

User Text

1:

2:

3:

4:

5:

Key Points:

- Additional information such as a Pay Period for Employee Receivables may be recorded on the Pending Item 3 tab.

Enter and Maintain Receivables

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)



[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | **Accounting Entries** | [Group Action](#)

Group Unit: 0820 Group ID: 365

Accounting Entries Find | View All First 1 of 1 Last

Item ID: SWTITEM0001 Line: Entry Type: DR Reason: BA
 Bus. Unit: 0820 Customer: DOJ0800048 SubCust1:
 Amount: 550.00 Currency: USD SubCust2:

Accounting Entries: Complete Display Totals:

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

Line	GL Unit	Ledger Grp	Ledger	*Type	Amount	Reference	Fund	ENY	*Account	AI
2	0820	MODACCRL	MODACCRL	User	-550.00		0001	2013	4122600	4
102	0820	MODACCRL	MODACCRL	AR	550.00		0001		1100100	1

Lines: 2 DR: 550.00 Currency: USD CR: 550.00 Currency: USD Net: 0.000

Key Points:

- Accounting Entries for the receivable are entered on the Accounting Entries tab.
- Speed Type configuration can be leveraged to default accounting for the User Defined Line.

Process Payments - Deposits

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



Totals | **Payments**

Unit: 0820 **Deposit ID:** NEXT

*Accounting Date: 04/09/2014  Control Currency: USD 

*Bank Code: STATE  State Bank Format Currency: USD

*Bank Account: 175  175 Rate Type: CRRNT

*Deposit Type: R  Regular Exchange Rate: 1.00000000 

Bank Deposit Number: 1175100015 Identifier:

Control Totals				Control Data	
Control Total Amount:	750.00	*Count:	1	*Received:	04/09/2014 
Entered Total Amount:	0.00	Count:	1	*Entered:	04/09/2014 
Difference Amount:	0.00	Count:	-1	Posted:	
Posted Total Amount:	0.00	Count:	0	Assigned:	Z_FUNC_SUPER_USER 
Journalled Total Amount:	0.00	Count:	0	User:	Z_FUNC_SUPER_USER

Key Points:

- Deposit ID is system assigned. Bank Deposit ID is used to record the Bank Deposit Number. Identifier is used to record the Location Code for the deposit.
- Bank Code/Account and Deposit Type are configured values that will be selected for each deposit
- Control Total Amounts are compared against entered total amount and count

Process Payments - Deposits

Key Points:

- Payment ID is a free-form field that can be used to capture an identifier for the payment (e.g. check number, journal ID, etc.)
- Payment Predictor or Journal Directly flags can be set for each payment
- Additional payment information can be recorded for reporting purposes
- Cash Type notes the final Cash Account associated with the payment. If recorded to General Cash and a State Fund, then the payment will be reclassified as Cash in State Treasury
- One or more Customer or Item (Invoice) references can be selected for a payment

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

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[Totals](#) | [Payments](#)

Unit: 0820 Deposit ID: NEXT Date: 04/09/2014 Balance: Not Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq: 1 *Payment ID: SWTPAY1001 *Accounting Date: 04/09/2014

Amount: 550.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Check Attachments (0)

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

Payment Method: Check Reference Number: 1254 Received by SCO

Cash Type: Gen Cash City Code:

Check Date: 04/09/2014 County Code:

Description: Tax Amount:

Notes

Customer Information Find First 1 of 1 Last

Customer ID: DOJ0800048 Business Unit: 0820

Remit From: DOJ0800048 Remit SetID: 0820

Name: Tony Stark

Detail References

Reference Information Personalize | Find | View All | First 1 of 1 Last

Qual Code	Reference	To Reference
1	SWTITEM0001	

Process Payments - Deposits

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

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Totals Payments

Unit: 0820 Deposit ID: 159 Date: 04/09/2014 Balance: Not Balance

Payment Information Find | View All | First

Payment Seq: 2 *Payment ID: MISCPAY2001 *Accounting Date: 04/09/2014

Amount: 200.00 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of Re

Payment Method: Check Attachments (0)

Additional Payment Information Find | View All | First

Payment Method: Cash Reference Number:

Cash Type: Gen Cash City Code:

Check Date: County Code:

Description: Tax Amount:

Notes

Customer Information Find | First

Customer ID: DOJ0800028 Business Unit: 0820

Remit From: DOJ0800028 Remit SetID: 0820

Name: Philip J. Fry

Key Points:

- Additional payment information can be recorded for reporting purposes
- Cash Type notes the final Cash Account associated with the payment. If recorded to General Cash and a State Fund, then the payment will be reclassified as Cash in State Treasury
- Customer reference information can be provided for the miscellaneous payment, but is not required
- Item/Invoice reference information fields are grayed-out/disabled for Direct Journal payments

Process Payments – Receivable Payments

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

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Payment Worksheet Selection

Deposit Unit: 0820 **Payment ID:** SWTPAY1001 Payment Precedence
Deposit ID: 159 **Payment Amount:** 550.00 USD
Deposit Status: None Applied **Payment Status:** Identified

Customer Criteria

Customer Criteria: Customer Items
Customer Reference [Find](#) | [View All](#) [First](#)

Customer ID:	DOJ0800048	Business Unit:	0820
Name:	Tony Stark	Remit From ID:	DOJ0800048
Remit SetID:	0820	Corporate ID:	DOJ0800048
Corporate SetID:	0820	MICR ID:	
MICR ID:		Link MICR	

Reference Criteria

Reference Criteria: Specific Value
Restrict to: All Customers
Match Rule: Exact Match

Item Reference [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) [First](#) 1 of 1

Qual Code	Reference	To Reference
	SWTITEM0001	

[Detail Reference](#)
[Item Status](#)

Item Inclusion Options

All Items Deduction Items Only Items in Dispute Only
 Exclude Deduction Items Exclude Collection Items Exclude Dispute Items

Worksheet Action

 Created at: **Items:** 0

Key Points:

- Customer and Reference information will be populated on the payment worksheet if entered on the payment level. If not on the payment, this information can be updated on the payment worksheet as well.
- Build button generates the worksheet based on the references provided

Process Payments – Receivable Payments

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Update Worksheet](#)

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Payment Worksheet Application

Deposit Unit: 0820 Deposit ID: 159 Payment ID: SWTPAY1001 Payment S
 Payment Accounting Date: 04/09/2014 Payment C

Item Action
 Entry Type: Reason:

Item Display Control
 Display:

Row Selection
 Choice: Range

Row Sorting
 Sort All By:

Item List Personalize | Find | View All |

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason
	1	<input checked="" type="checkbox"/>	550.00	USD	SWTITEM0001		0820	DOJ08000	PY	

 Revenue Distribution Add Conversation Letter of Credit ID:

Balance

Amount:	550.00	Remaining:	0.00	Unearned:	0.00
Selected:	550.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Key Points:

- Based on the reference information, items can be selected for payment application
- User can select/deselect items as required if more than one item is available for selection
- Remaining amount on the worksheet must be zero to post the worksheet

Process Payments – Misc. Receipts

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

FI\$Cal

[Accounting Entries](#) | [Deposit Control](#)

Unit: 0820 Deposit ID: 159 Payment: MISCPAY2001 Seq: 2

Amount: 200.00 USD ⚡ ⓧ

Complete Entry Event: 🔍

Budget Status:

[Distribution Lines](#) Personalize | Find | View All | 📄 📅 First 1 of 1

[ChartFields](#) | [Currency Details](#) | [Budget](#) | [Journal Reference Information](#)

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Reference	Fund	ENY	*Account	Alt Acct
1	1 0820 🔍	Speed Type	-200.00	USD	<input type="text"/> 🔍	0001 🔍	2013 🔍	4144500 🔍	4144500

Total

Lines: 1	Total Debits: 0.00	Currency: USD	Total Credits: 200.00	Currency: USD	Net: -200.00
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Key Points:

- One or more accounting classifications can be entered for the Direct Journal
- Speed Types can be configured / set up to default classification that is commonly used
- Salary Advance payments should reference Open Item Keys
- If coding is to a State Fund and Cash Type is General Cash, then the payment will be reclassified to Cash in State Treasury

Process Payments – Misc. Receipts

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries



Accounting Entries | Deposit Control

Unit: 0820 Deposit ID: 159 Payment: MISCPAY2001 Seq:

Amount: 200.00 USD

Complete Entry Event:

Budget Status:

Distribution Lines Personalize | Find | View All |  |  | Fir

ChartFields	Currency Details	Budget	Journal Reference Information							
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Reference	Fund	ENY	Account		
1	1 0820	Speed Type	-200.00	USD		0001	2013	4144500	4144500000	
2	2 0820	Speed Type	200.00	USD		0001		1109300	0000000000	

Total											
Lines:	2	Total Debits:	200.00	Currency:	USD	Total Credits:	200.00	Currency:	USD	Net:	0.00

Key Points:

- The Cash accounting entries are defaulted from the bank set up. This cash entry will be reclassified based on the Cash Type and Fund coding for the payment
- Mark the Complete flag to enable the Direct Journal for posting. The receipt will be available for posting once it has passed budget checking.

Correcting a Payment

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Receivables Update](#) > [Unpost Groups](#) > [Payment Group](#)

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Payment Group

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Deposit Unit: = [3970] 2
 Deposit ID: begins with [ROC-0035]
 Payment Sequence: = [5]
 Payment ID: begins with [ROC-0035-05]
 Payment Type: = []
 Entered Date: = []
 Posted Date: = []
 Assigned Operator ID: begins with []

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Group Unit	Group ID	Payment Type	Origin ID	Entered Date	Posted Date	Assigned Operator ID
3970	ROC-0035	5	ROC-0035-05	3970	243	Payment	PS_AR	08/05/2015	09/16/2015	10003644

Key Points:

1. Identify the payment that needs to be Unposted.
2. On the Payment Group page, enter the required search criteria and click on 'Search'.
3. This will display the Search result with the payment that needs to be unposted.
4. Click on the search result to open the payment.

Correcting a Payment

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Receivables Update ▾ > Unpost Groups ▾ > Payment Group



Unit: 3970 Group ID: NEXT Description: Unpost Groups

Keep Original Document Type

Unpost Reason: Wrong Invoice

Accounting Date: Edit Accounting Date

Key Points:

1. Verify the Payment under Payment Control Tab.
2. Open the 'Options' Tab and select the reason for Correcting the Payment.

Correcting a Payment

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Receivables Update](#) > [Unpost Groups](#) > [Payment Group](#)



[Payment Control](#) | [Options](#) | [Action](#)

Unit: 3970 **Unpost Group ID:** NEXT **Description:** Unpost Groups **Accounting Date:** 08/05/2015

Action: Do Not Post

Group Action

Delete Unpost

Posting Action

Action: Batch Standard OK

Accounting Entry Actions

Review Unpost Now

 Save
 Return to Search
 Notify

[Payment Control](#) | [Options](#) | [Action](#)

Key Points:

1. Open action tab, select 'Batch Standard' and press OK.
2. Then Save the page.