



FI\$Cal

Financial Information System for California

Wave 2 – User Acceptance Testing (UAT) Scenario Workshop – Accounts Receivable (AR)

February 10, 2015

Agenda

- Purpose and Expected Outcome
- Wave 1 UAT Scenarios
 - Functionality Introduction
 - Review Related UAT Scenarios
 - Collect Additional UAT Scenarios
- Wave 2 UAT Scenarios
 - Functionality Introduction
 - Review Related UAT Scenarios
 - Collect Additional UAT Scenarios
- Next Steps

Purpose and Expected Outcome

- Purpose:
 - Purpose of this workshop is to assist Departments with task BUSN242 by reviewing the UAT Scenarios for Wave 1 and Wave 2 functionality.

- Expected Outcome:
 - Conduct workshops and capture feedback for additional departmental UAT Scenarios.

Set Up and Maintain Customers Key Terms

Term	Definition
Customer	An entity which receives goods or services from a department and/or owes money to the State.
Customer Contact	Individual or unit associated with a customer that the department may interact with for Billing and Accounts Receivable purposes.
Customer Hierarchy	A tiered-structure formed from linking customers in one or more levels of parent-child relationships.
Customer ID	A unique value/identifier assigned to a customer for tracking a customer profile in the system.

Set Up and Maintain Customers Overview

- The Set Up and Maintain Customers business process is an integral part of the Accounts Receivable function, and supports key activities, such as Creating Invoices, Tracking Receivables, Recording Receipts, and Collecting on Receivables.
- In FI\$Cal, the setup of a Customer Record is required to create Customer Contracts (including for bills related to Project Costing), Generate Invoices, and Track Receivables.
- A Customer Record is not required to simply record receipt of miscellaneous (non-receivable related) payments.

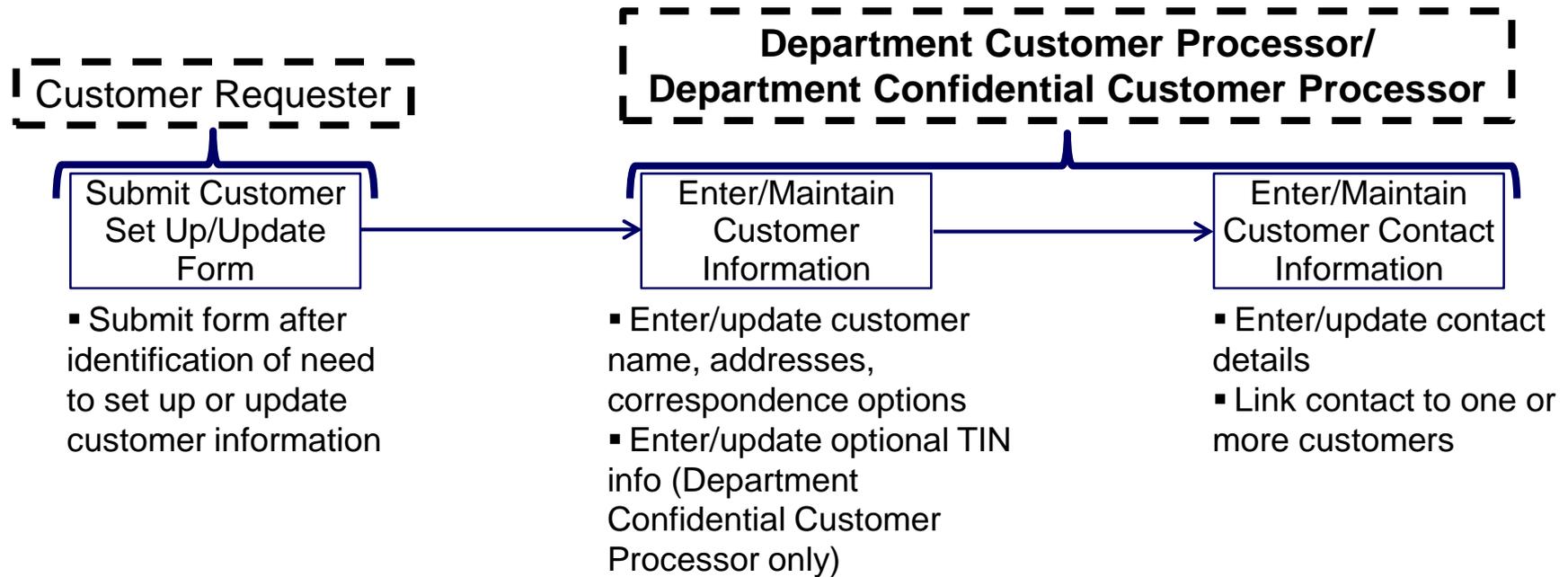
Set Up and Maintain Customers Overview

- Customers will be set up and maintained by departments in department-specific customer files.
- A department's customer file may contain many types of customers, such as:
 - External entities and individuals
 - State departments/agencies
 - Local governments
 - Federal agencies
 - State employees

Set Up and Maintain Customers Overview

- Parent-child relationships may be established to link one customer to another customer to form a customer hierarchy for tracking purposes.
- Multiple addresses and contacts may be associated with a single customer.
- A Taxpayer Identification Number (TIN) for a customer may be stored in FI\$Cal.
 - Confidential Users within the Departments can choose to mask the TIN when entering and updating customer records.

Set Up 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

Set Up 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: NEXT General Info Links: [...More](#)

*Status: Copy From Customer Level:

*Date Added: *Since: *Type:

*Name 1: *Short Name:

Name 2:

Currency Code: Rate Type:

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
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Grants Management Sponsor

Consolidation Business Unit:

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
<input type="text" value="TEAM"/>	<input checked="" type="checkbox"/>	

[+](#) [-](#)

Set Up and Maintain Customers

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

FI\$Cal

Appropriation of budget not required for reimbursement agreements

Support Teams [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | 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 [+](#) [-](#)

Description: 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: [Q](#) Language Code:

Physical Nature: Where Performed:

Alternate Name 1: Alternate Name 2:

Country: [Q](#) United States

Address 1:

Address 2:

Address 3:

City: In City Limit [View Phone Information](#)

County: Postal:

State: [Q](#)

Set Up 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 1 of 1 Last

*Effective Date:	<input type="text" value="04/09/2014"/>	*Status:	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"/>

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

Term	Definition
Invoice	A record of goods sold or services provided to a customer.
Pro Forma Invoice	A draft print/output of an in progress invoice. This may be used for reviewing billing charges before finalizing the bill for invoicing.
Credit Invoice	A complete reversal of a finalized invoice. A credit invoice is assigned a new invoice number and is linked to the original invoice.
Rebill Invoice	A new invoice generated to adjust a finalized invoice. The rebill is assigned a new invoice number and is linked to the credit and the original invoice.
Voucher	An electronic transaction created for the processing of vendor invoices, employee expenses, and/or adjustments.

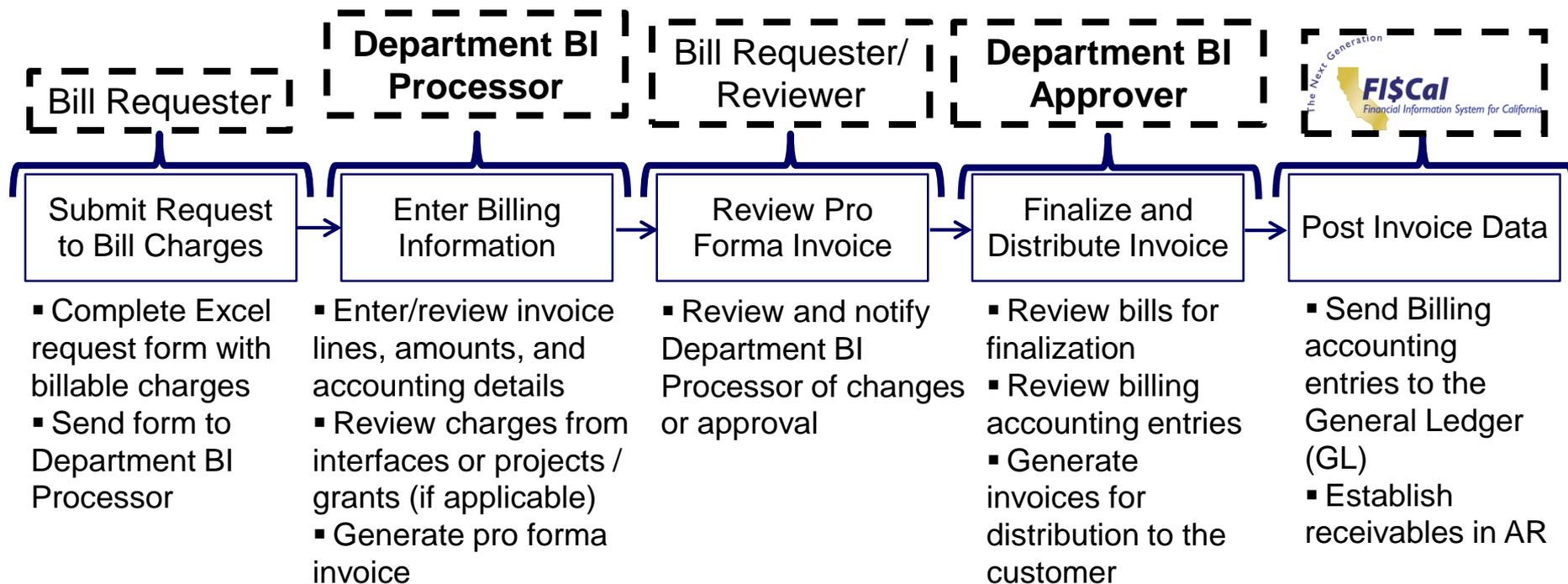
Generate and Adjust Invoices Overview

- The Generate and Adjust Invoices business process supports the creation of invoices from billable charges and any adjustments of finalized invoices within the Billing (BI) Module.
 - Customers must be established in FI\$Cal prior to creating and adjusting invoices.
 - Billable charges may be manually entered or interfaced into the Billing Module.
- Billable charges from projects and grants will be integrated with the FI\$Cal Billing module through Customer Contract functionality, allowing project and grant charges to flow into the Billing Module for invoice generation.

Generate and Adjust Invoices Overview

- Invoices finalized within the Billing Module become outstanding receivables in the Accounts Receivable Module.
 - Payments and collection activities for invoices are tracked within the AR module.

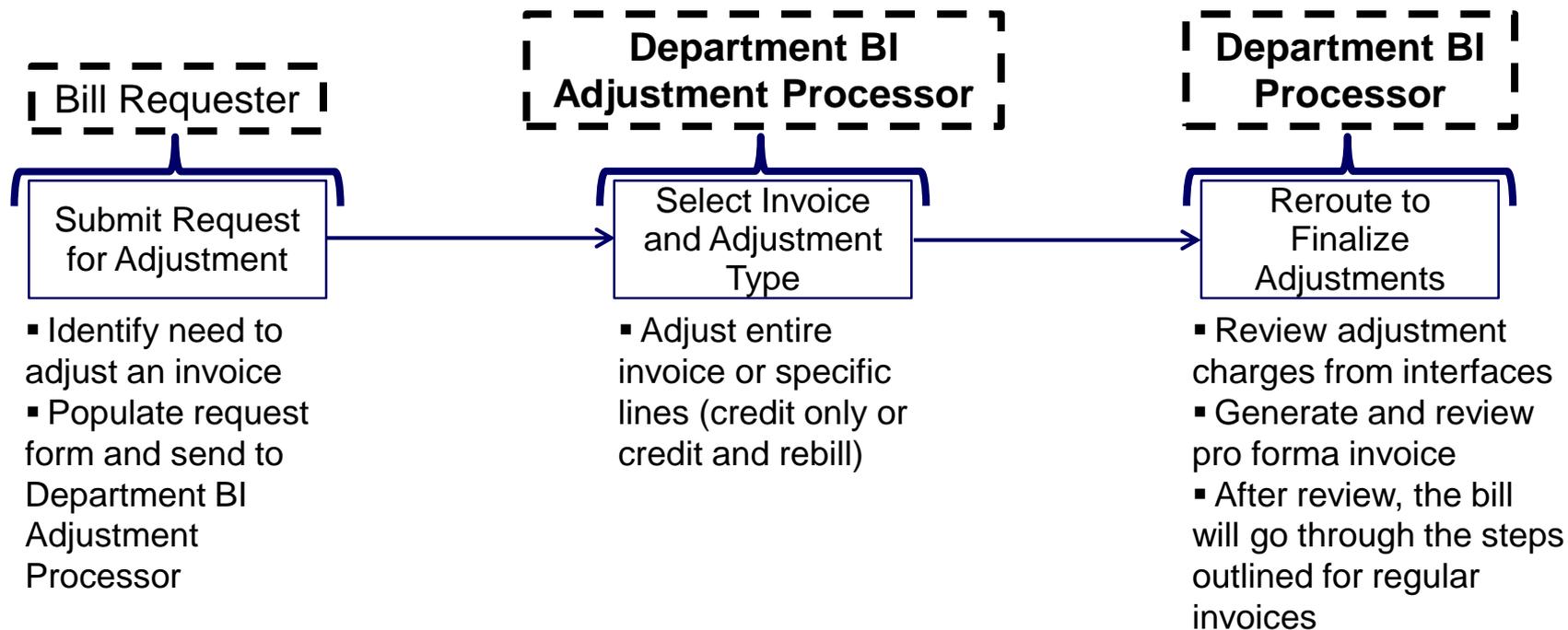
Generate Invoices Flow



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

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

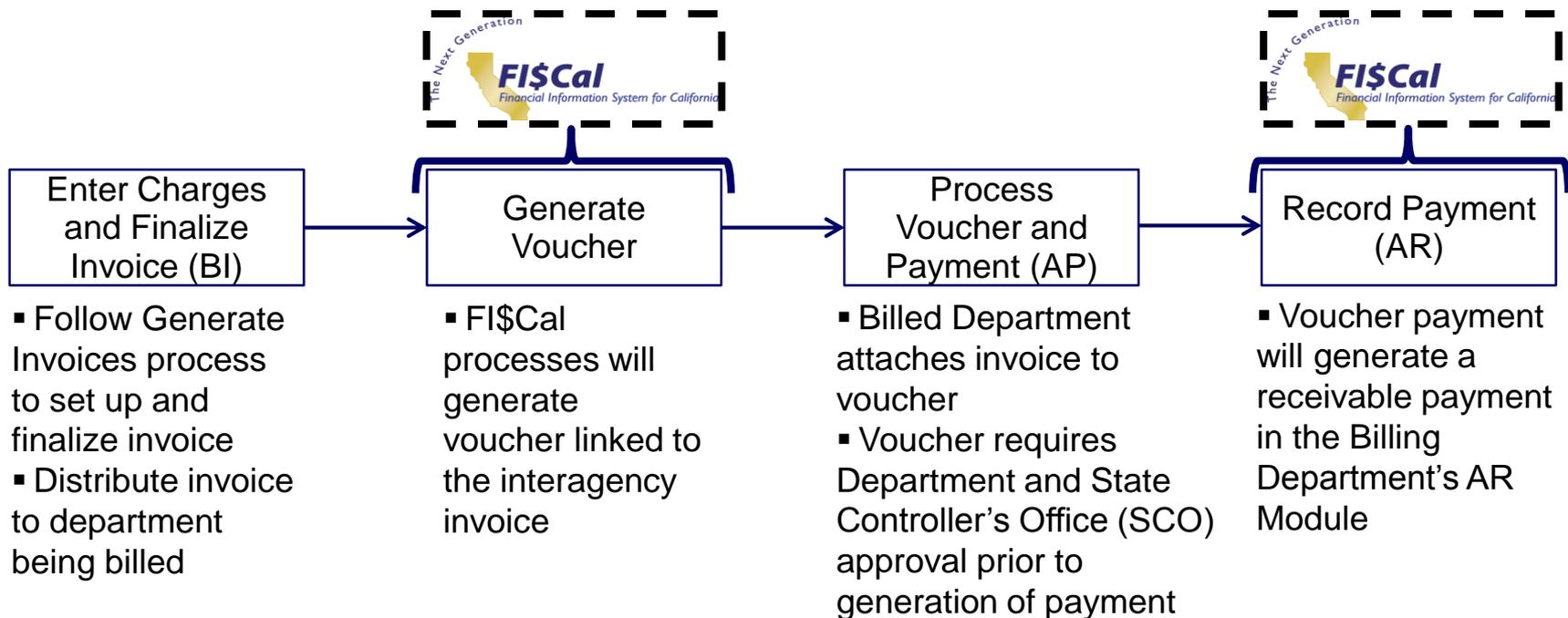
Interagency Billing Overview

- Interagency Bills will be recorded and generated in FI\$Cal for departments that are in FI\$Cal.
 - Billing Departments:
 - Billing Departments in FI\$Cal will set up Billed Departments as Customers. If the Billed department is also in FI\$Cal, then the Billed Department Customer will be flagged for interagency billing processing.
 - Billing a FI\$Cal department from FI\$Cal Billing will result in the creation of a voucher in FI\$Cal Accounts Payable for the Billed Department.
 - Billed Departments:
 - Departments will process system-generated vouchers for interagency invoices from FI\$Cal departments.
 - Departments will record vouchers for interagency invoices from non-FI\$Cal departments.

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
- Scenario 3: FI\$Cal department receiving interagency invoices from a non-FI\$Cal department for Direct Transfers or Non-Direct Transfers
- Scenario 4: Non-FI\$Cal department billing a Non-FI\$Cal department
 - Continue existing process outside of FI\$Cal

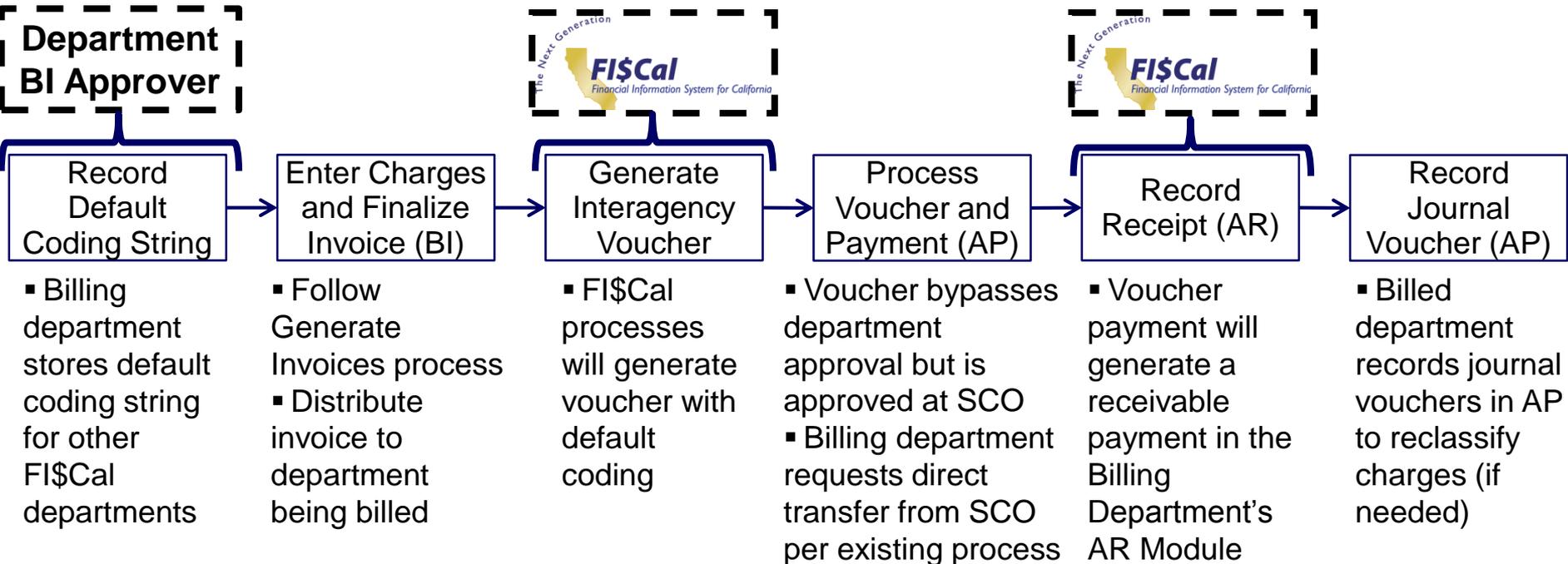
Interagency Scenario 1A: FI\$Cal Dept. Billing FI\$Cal Dept. – Non-Direct Transfers



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

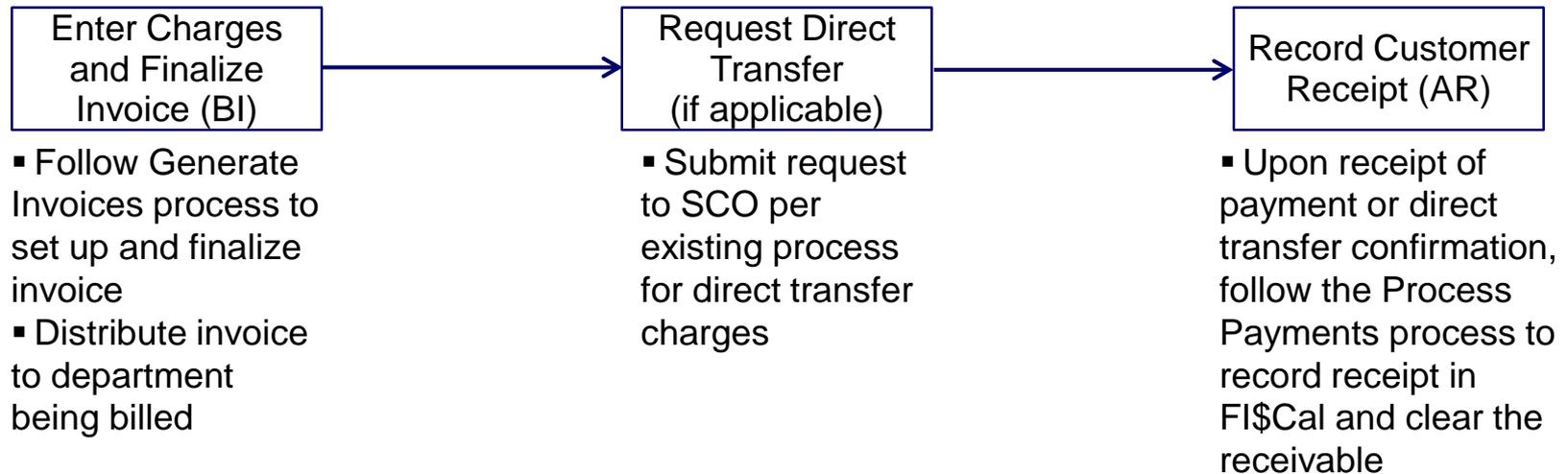
Interagency Scenario 1B: FI\$Cal Dept. Billing FI\$Cal Dept. – Direct Transfers



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.

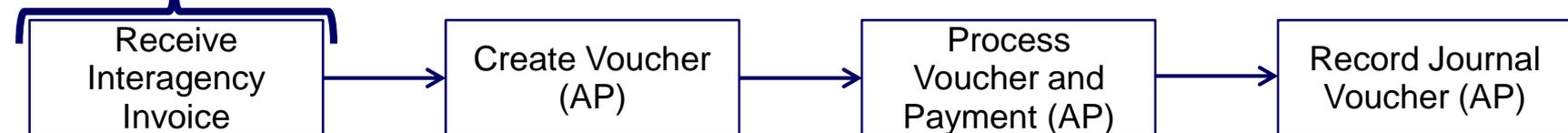


Key Impacts

- 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

Interagency Scenario 3: FI\$Cal Dept. Billed by Non-FI\$Cal Dept.

Department AP Processor



- Receive or download interagency invoice from non-FI\$Cal department
- Follow offline department review processes, as applicable

- Create voucher in AP
- Voucher can be created with default or specific coding
- Select manual payment method for direct transfers
- Select warrant payment method for non-direct transfers

- Voucher(s) is routed through appropriate department and SCO approvals

- If regular voucher is created with default coding, reclassify using a journal voucher (if applicable)
- Journal vouchers are routed through appropriate approvals

Key Impacts

- Billed department receives interagency invoice or downloads invoice from billing department per existing process
- Voucher can be created through online entry, interface, or Excel spreadsheet upload
- Journal voucher can be used to reclassify coding from a regular voucher

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:	<input type="text" value="NEW"/>	Invoice Date:	<input type="text" value="04/09/2014"/>	Cycle ID:	<input type="text" value="DAILY"/>
*Type:	<input type="text" value="LG"/>	Source:	<input type="text"/>	*Frequency:	<input type="text" value="Once"/>
*Customer:	<input type="text" value="DOJ0800048"/>	SubCust1:	<input type="text"/>	SubCust2:	<input type="text"/>
<i>Tony Stark</i>					
*Invoice Form:	<input type="text" value="SERVHDR"/>	From Date:	<input type="text" value="3/1/2014"/>	To Date:	<input type="text" value="3/31/2014"/>
Accounting Date:	<input type="text" value="04/09/2014"/>	Pay Terms:	<input type="text" value="NET0"/>	Pay Method:	<input type="text" value="Check"/>
Remit To:	<input type="text" value="STATE"/>	Bank Account:	<input type="text" value="175"/>		
Sales:	<input type="text" value="DEFAULT"/>	Bill Inquiry Phone:	<input type="text" value="916-324-5090"/>		
Credit:	<input type="text" value="ANALYST"/>	Collector:	<input type="text" value="DOJREIMB"/>		
Bill:	<input type="text" value="DOJREIMB"/>	Billing Authority:	<input type="text"/>		
Go to:	Header Info 2	Address	Copy Address		
Notes	Express Entry				
Summary	Bill Search	Line Search	Navigation:	<input type="text" value="Header - Info 1"/>	<div style="border: 1px solid gray; padding: 2px;"> Page Series Prev Next </div>

Generate and Adjust Invoices

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

FI\$Cal

[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	To Date:	03/31/2014
Unit of Measure:	EA	Line Type:	REV	<input checked="" type="checkbox"/> Accumulate	
Unit Price:	100.0000	Tax Code:		<input type="checkbox"/> Tax Exempt	
Gross Extended:	300.00	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				

Generate and Adjust Invoices

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

FI\$Cal

[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

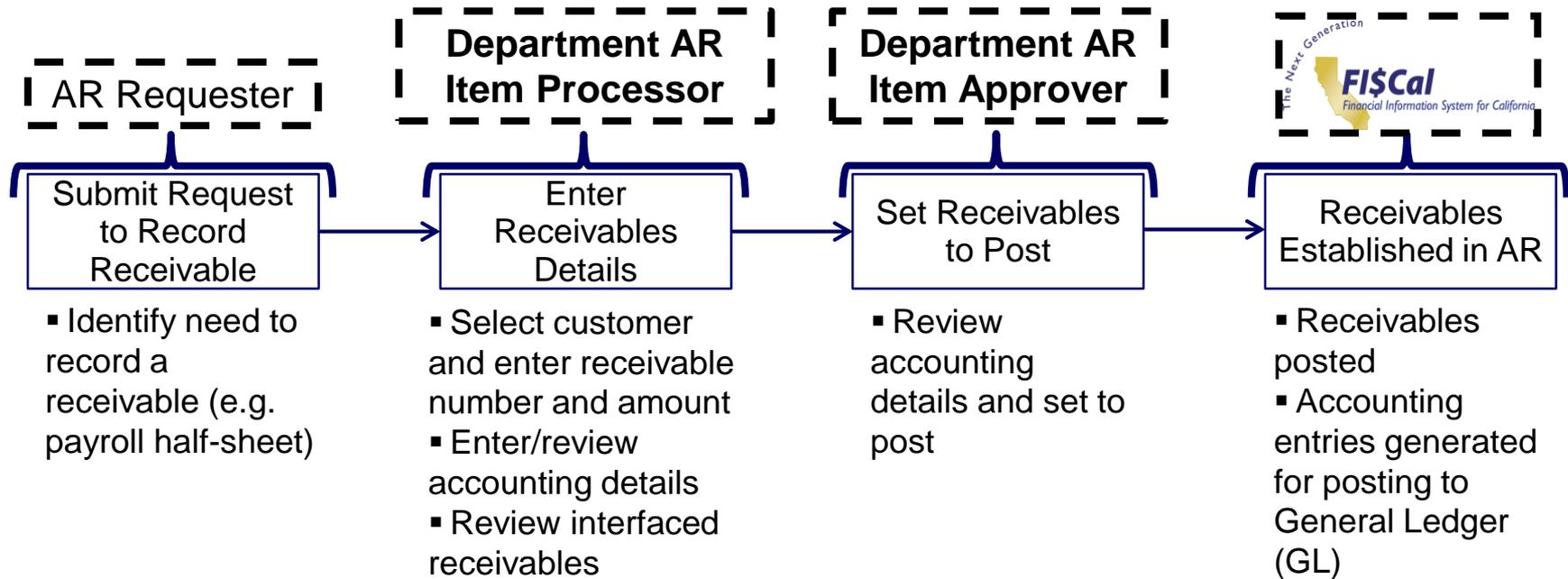
Enter and Maintain Receivables Key Terms

Term	Definition
Receivable	A claim against a debtor, such as a person, business, or governmental entity for money owed to the State.

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.

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)

Enter and Maintain Receivables

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

FI\$Cal

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

Group Unit: 0820 **Group ID:** NEXT

***Accounting Date:**

***Group Type:** Billing

***Origin ID:** Online AR

Control Totals

Control:	<input type="text" value="550.00"/>	*Count:	<input type="text" value="1"/>
Entered:	0.00	Count:	1
Difference:	550.00	Count:	-1
Posted:	0.00	Count:	0

Currency

Control: ***Format:**

Control Data

***Received:** ***Entered:**

Posted:

Assign: **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		

Enter and Maintain Receivables

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

FI\$Cal

[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"/>

Enter and Maintain Receivables

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

FI\$Cal

[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	SubCust1:
Amount: 550.00 Currency: USD	SubCust2:

Consolidated Invoice

Unit: 

Invoice:

User Amounts

1:

2:

3:

4:

5:

6:

7:

8:

User Date

Pay Period: 03/31/2014 

Refund Request: 

Sent to FTB 1: 

Sent to FTB 2: 

User Text

1:

2:

3:

4:

5:

Enter and Maintain Receivables

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

FI\$Cal

[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:** **SubCust2:**
Amount: 550.00 **Currency:** USD

Accounting Entries: Complete **Display Totals:** Entry

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

Process Payments Key Terms

Term	Definition
Bank Deposit	Monies received by the departments and placed into the Treasurer's account at an approved depository bank within the Centralized Treasury System.
System Deposit	A system transaction consisting of one or more customer payments used for balancing and processing purposes.
Receivable Payment	A receipt that is meant to be applied to a customer's open receivable balance.
Miscellaneous Receipt	A customer payment that is not related to an open receivable. Referred to as a Direct Journal Payment in FI\$Cal.

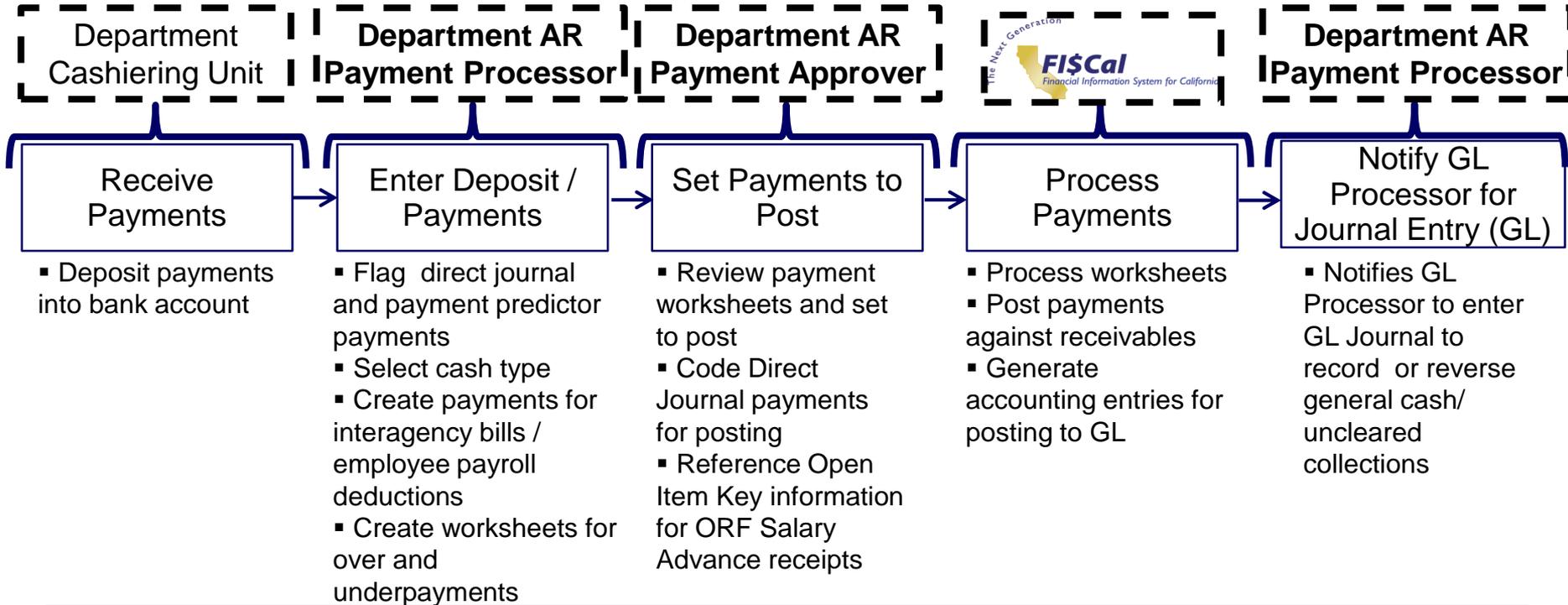
Process Payments Key Terms

Term	Definition
Customer Conversation	Documentation of an interaction with a customer or a collection activity. A Customer Conversation may include details on payments and/or receivable collection activities.
Payment Predictor	System process that applies payments against receivables based on configured rules and reference information associated with the payment (for example, Invoice ID).
Payment Worksheet	Method for applying a customer payment to a customer's open receivable balance.
Non-Sufficient Fund (NSF) Payment	Customer check payment that failed to clear the deposit into a bank account. Also may be referred to as a dishonored check.

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.

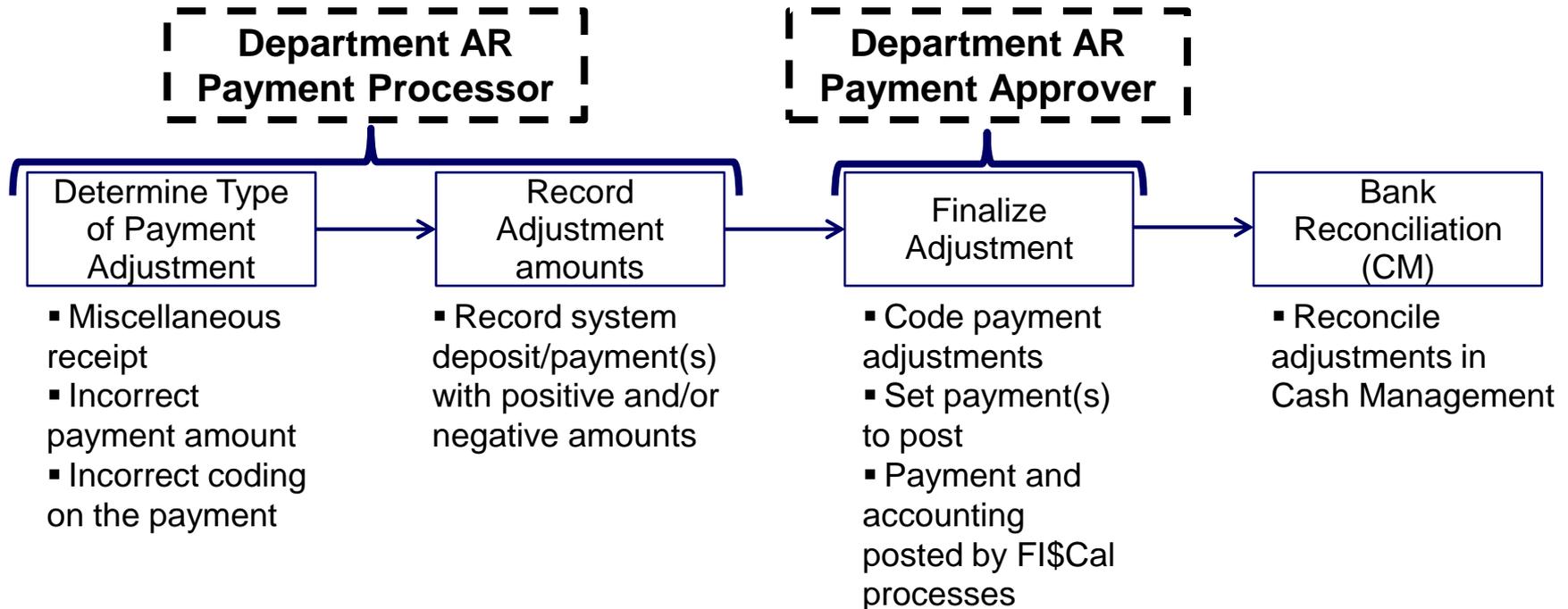
Process Payments



Key Impacts

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

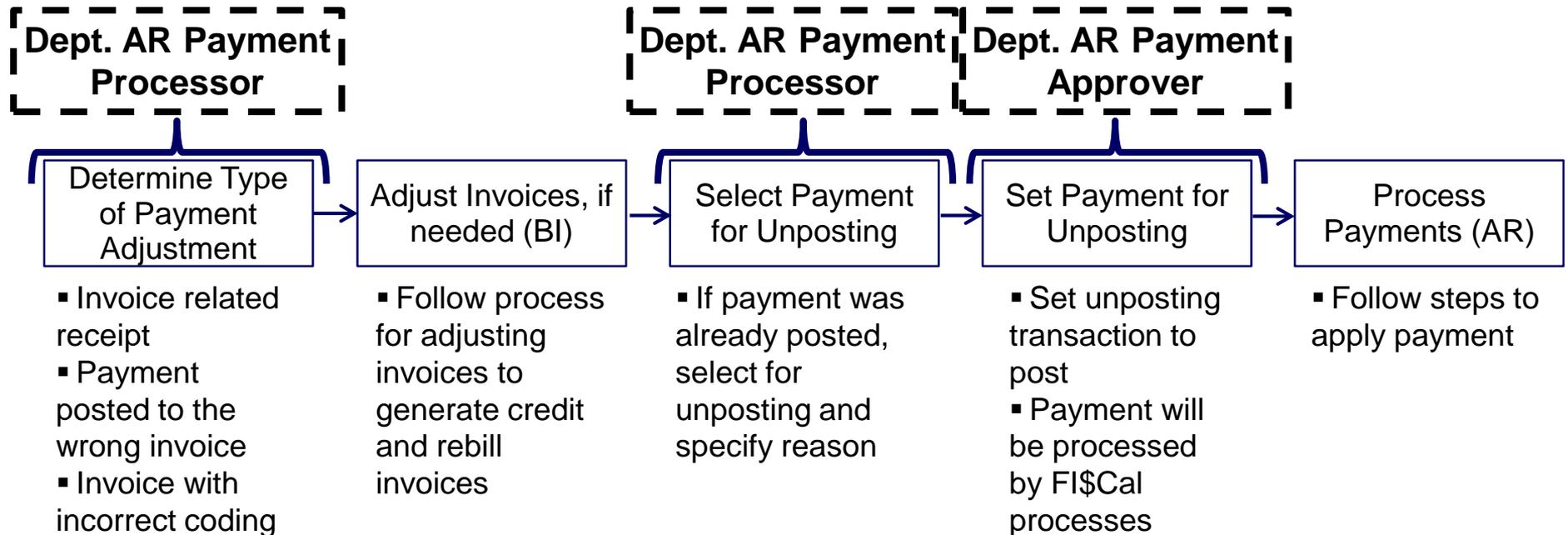
Payment Adjustments – Misc. Receipts



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 State Treasurer's Office (STO) or State Controller's Office (SCO) will need to follow the existing processes

Payment Adjustments – Receivables

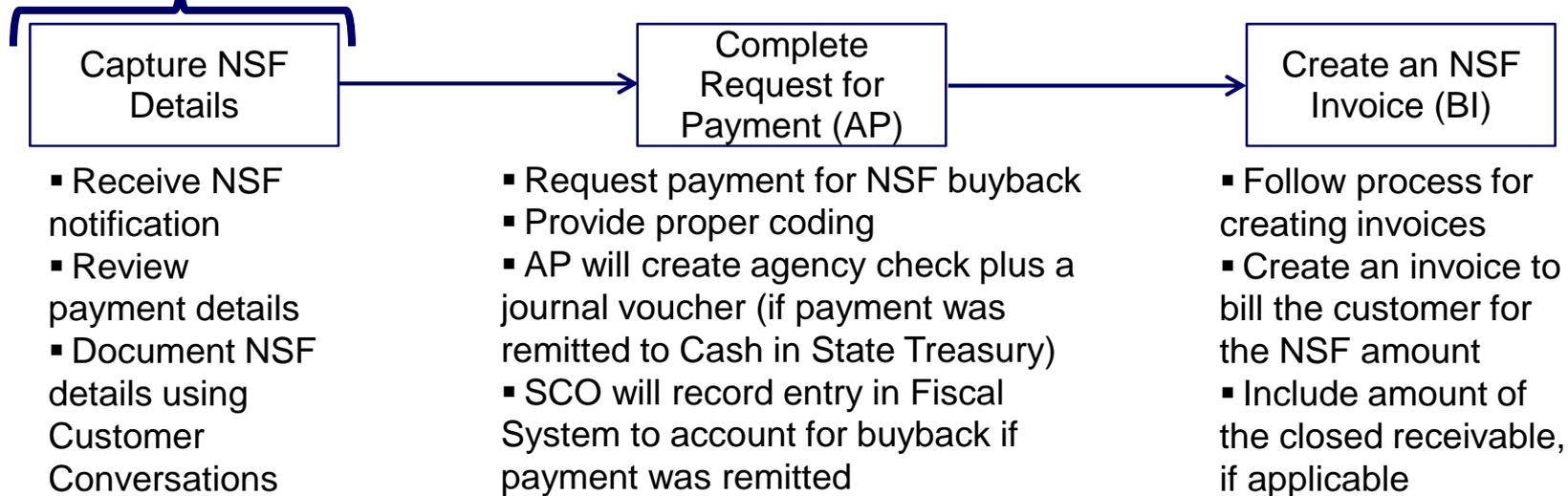


Key Impacts

- 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

Process NSF Payments

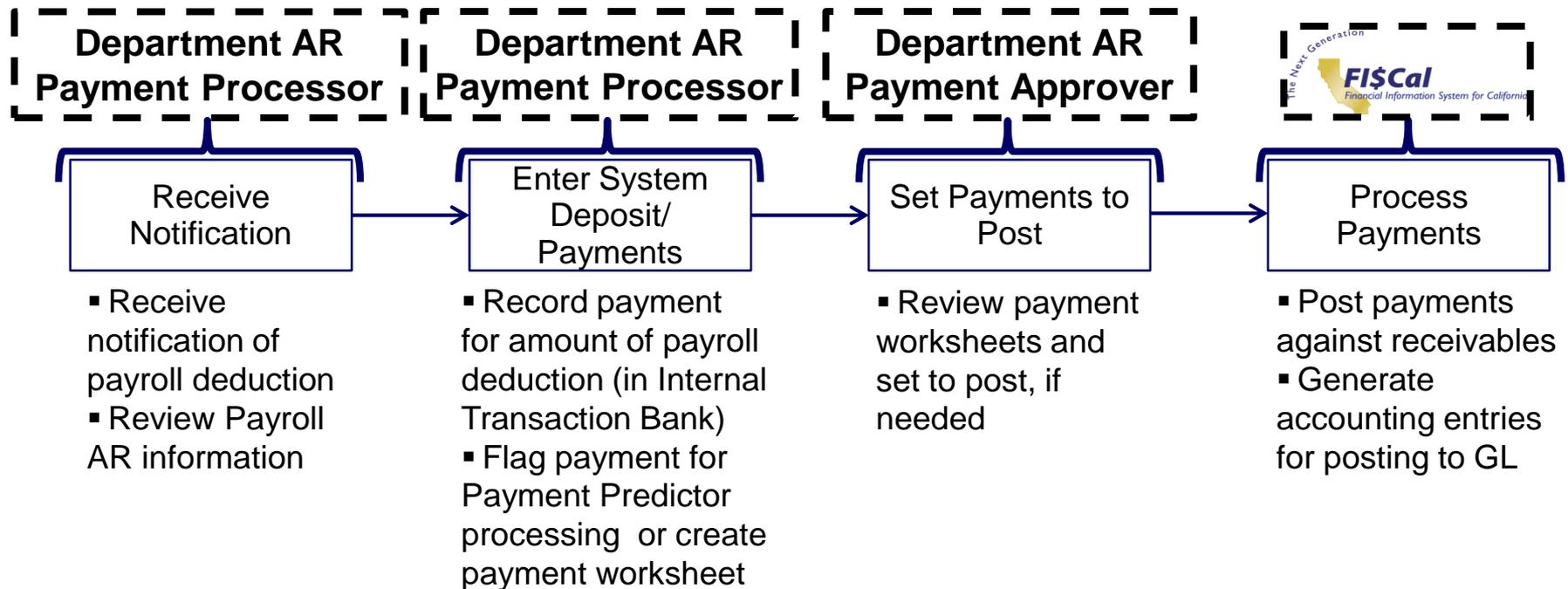
Department AR
Payment Processor



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

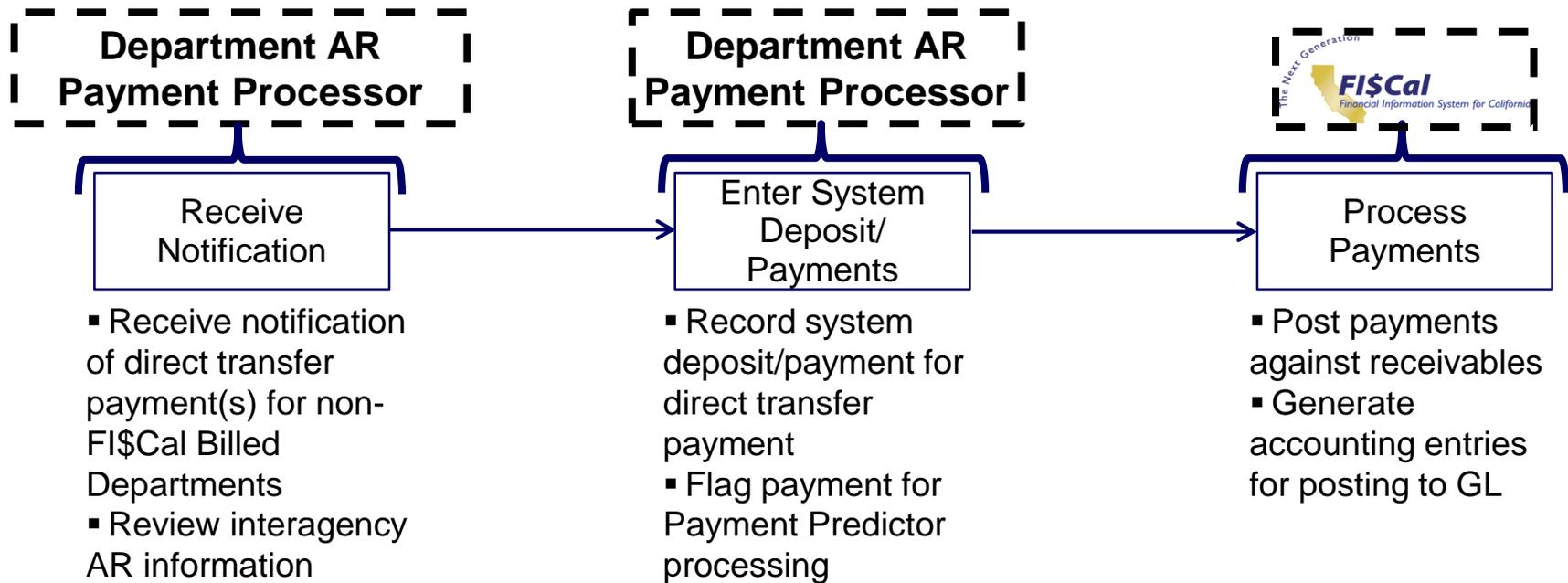
Process Payroll Deduction Payments



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
- FI\$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

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
- FI\$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

Process Payments - Deposits

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

FI\$Cal

Unit: 0820 Deposit ID: NEXT

*Accounting Date:
 *Bank Code: State Bank
 *Bank Account: 175
 *Deposit Type: Regular
 Bank Deposit Number:

Control Currency:
 Format Currency:
 Rate Type:
 Exchange Rate:
 Identifier:

Control Totals			
Control Total Amount:	<input type="text" value="750.00"/>	*Count:	<input type="text" value="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

Control Data	
*Received:	<input type="text" value="04/09/2014"/> <input type="button" value="📅"/>
*Entered:	<input type="text" value="04/09/2014"/> <input type="button" value="📅"/>
Posted:	
Assigned:	<input type="text" value="Z_FUNC_SUPER_USER"/> <input type="button" value="🔍"/>
User:	Z_FUNC_SUPER_USER

Process Payments - Deposits

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

FI\$Cal

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: *Payment ID: *Accounting Date:

Amount: Currency:

Rate Type: Exchange Rate:

Payment Predictor Journal Directly Range of References

Payment Method: Attachments (0)

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

Payment Method: Reference Number: Received by SCO

Cash Type: City Code:

Check Date: County Code:

Description: Tax Amount:

Notes

Customer Information Find | First 1 of 1 | Last

Customer ID: Business Unit:

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](#)

FI\$Cal

Totals | **Payments**

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

Payment Information Find | View All First 2 of 2 Last

Payment Seq: *Payment ID: *Accounting Date:

Amount: Currency:

Rate Type: Exchange Rate:

Payment Predictor Journal Directly Range of References

Payment Method: Attachments (0)

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

Payment Method: Reference Number: Received by SCO

Cash Type: City Code:

Check Date: County Code:

Description: Tax Amount:

Notes

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

Remit From: DOJ0800028 Remit SetID: 0820

Name: Philip J. Fry

Process Payments – Receivable Payments

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

FI\$Cal

Payment Worksheet Selection

Deposit Unit: 0820 **Payment ID:** SWTPAY1001 **Payment Predictor**
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 1 of 1 Last

Customer ID: **Business Unit:**

Name: Tony Stark

Remit SetID: 0820 **Remit From ID:** DOJ0800048

Corporate SetID: 0820 **Corporate ID:** DOJ0800048

MICR ID: [Link MICR](#)

Reference Criteria

Reference Criteria: Specific Value **Item Reference** [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Qual Code	Reference	To Reference
<input type="text"/>	<input type="text" value="SWTITEM0001"/>	

Restrict to: All Customers

Match Rule: Exact Match

[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

Process Payments – Receivable Payments

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

FI\$Cal

Payment Worksheet Application

Deposit Unit: 0820 Deposit ID: 159 Payment ID: SWTPAY1001 Payment Sequence: 1
 Payment Accounting Date: 04/09/2014 Payment Currency: USD

Item Action

Entry Type: Reason:

Item Display Control

Display:

Row Selection

Choice: Range:

Row Sorting

Sort All By:

Item List Personalize | Find | View All | | | First 1 of 1 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6										
View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt			
	1	<input checked="" type="checkbox"/>	550.00	USD	SWTITEM0001		0820	DOJ08000	PY		<input type="checkbox"/>			<input type="button" value="+"/>	<input type="button" value="-"/>

Revenue Distribution 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		

Process Payments – Misc. Receipts

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 Last

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		0001	2013	4144500	4144500000

Total

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

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](#) 1-2 of 2 [Last](#)

ChartFields	Currency Details	Budget	Journal Reference Information								
Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Reference	Fund	ENY	Account	Alt Acct	Progr	
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

Collect Receivables Key Terms

Term	Definition
Dunning Letters	Collection letters sent to a customer, on a defined schedule, to collect for overdue receivables.
Customer Statements	A report of open item balances (e.g. receivables, credit memos, on account payments) for an individual customer.
Overdue Charges	An additional charge to a customer for not paying a receivable prior to the receivable's due date.
Disputes	A customer disagreement regarding an invoice charge from a department. Receivables in FI\$Cal can be marked as in dispute.
Write-off	Process of clearing bad debt/discharging accounts receivable based on a set of approvals.

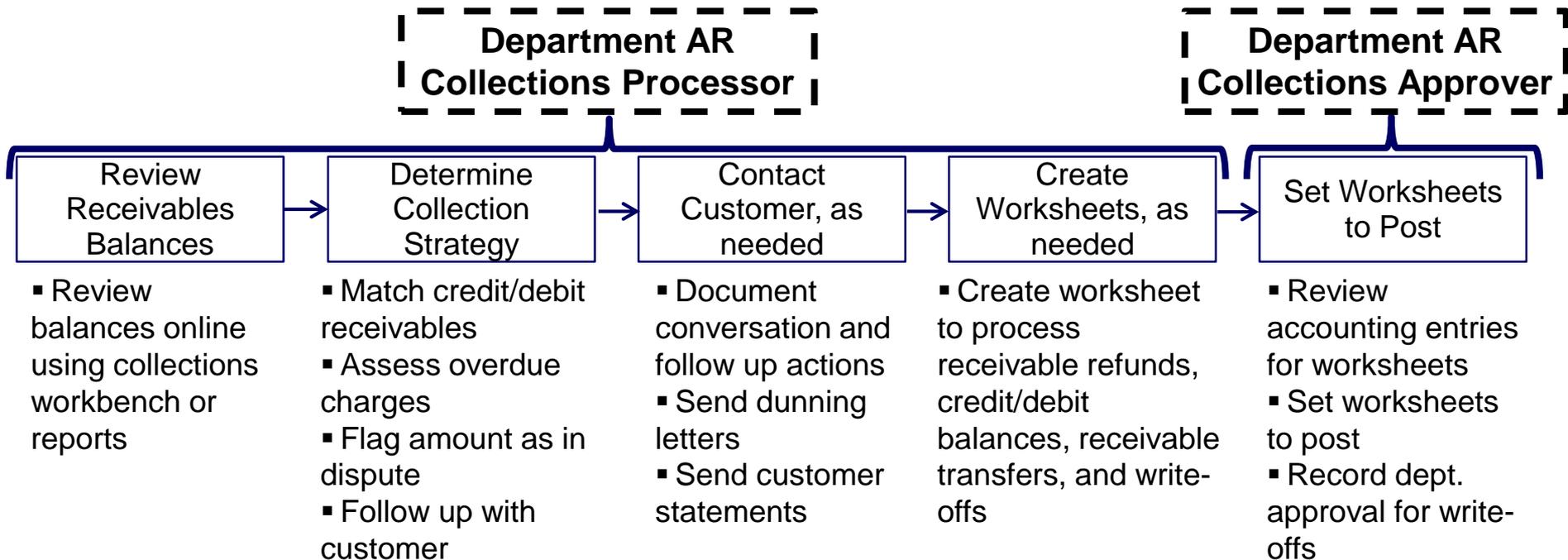
Collect Receivables Key Terms

Term	Definition
Receivables Maintenance Worksheet	System functionality used to apply credit and debit receivables against each other, initiate customer credit balance refunds, and process write-offs.
Refunds	A credit balance that is paid back to a customer.

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 customer statements
 - Generating dunning letters
 - Assessing overdue charges
 - Processing refunds to customers
 - Writing off uncollectable receivables

Collect Receivables – General

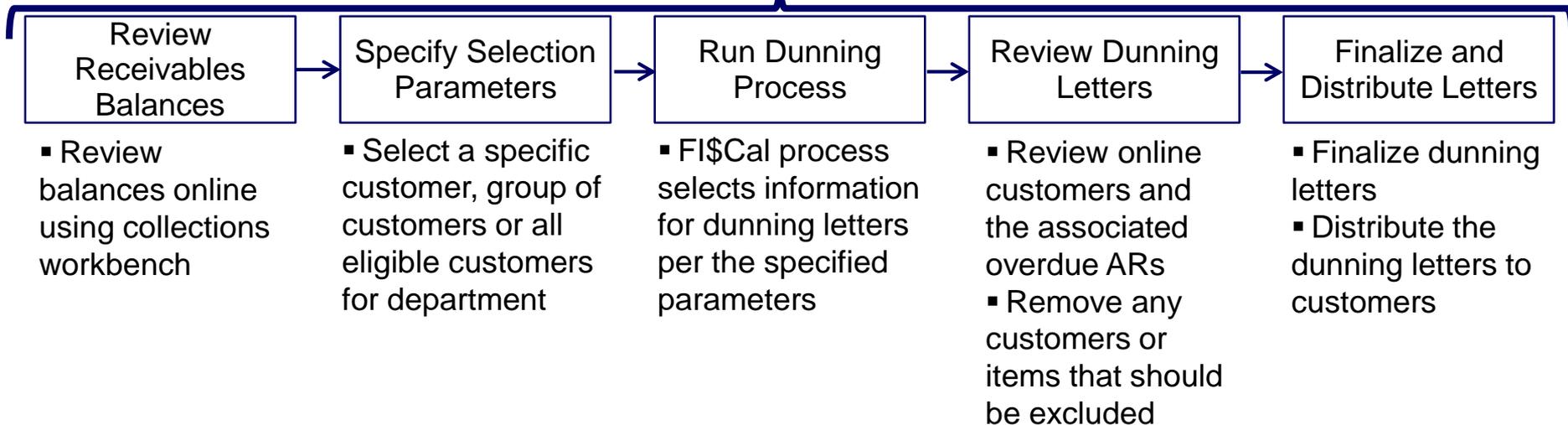


Key Impacts

- 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

Generate Dunning Letters

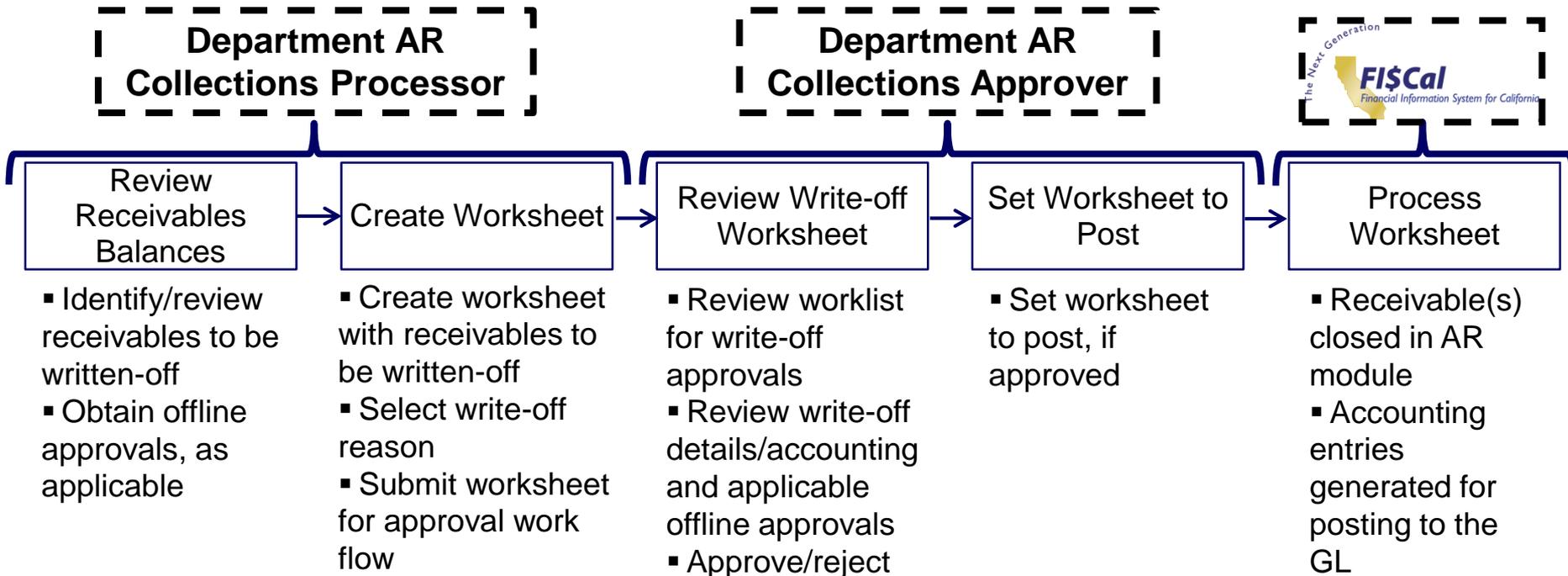
Department AR Collections Processor



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

Process Write-offs



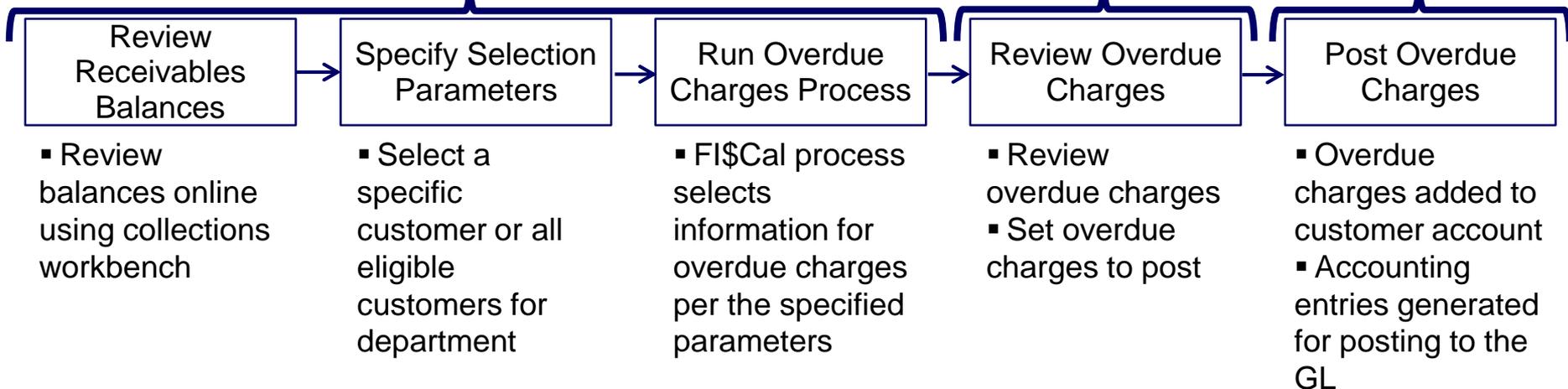
Key Impacts

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

Assess Overdue Charges

Department AR Collections Processor

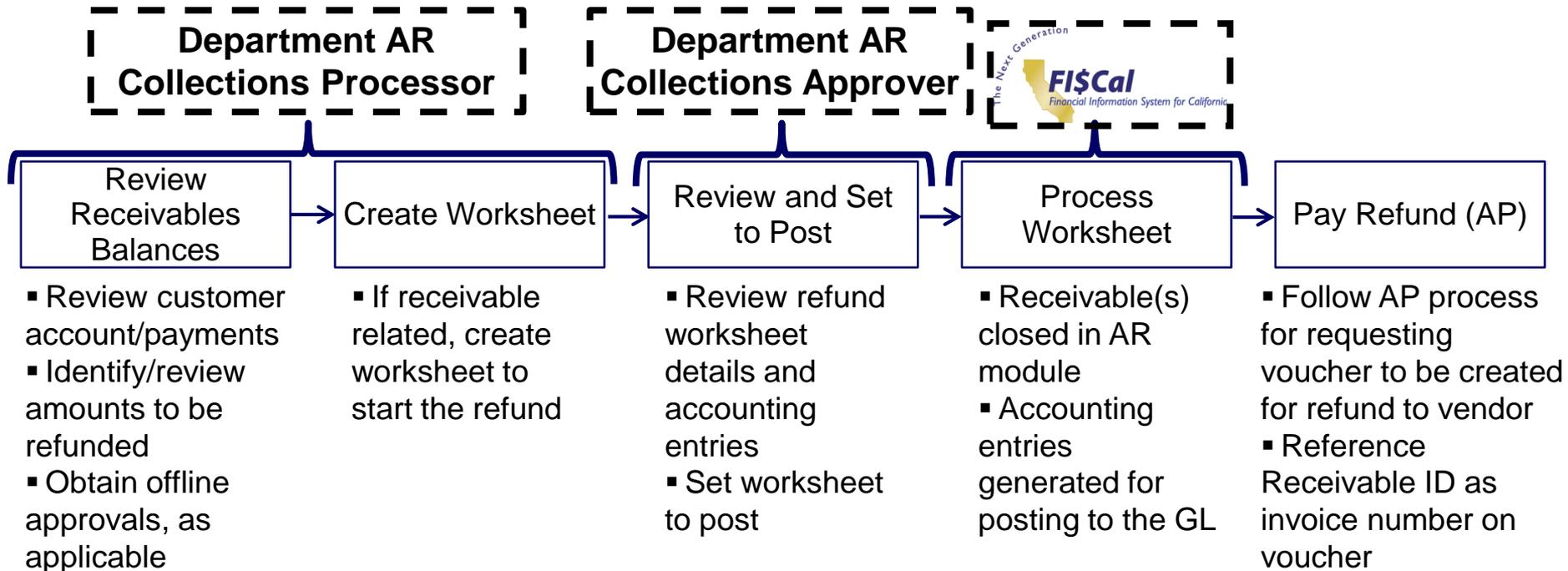
Department AR Collections Approver

Key Impacts

- Overdue charges generated per configured overdue charge rates
- Overdue charges are included on dunning letters
- Specific customers can be excluded from being assessed overdue charges

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

Wave 1 UAT Scenarios

Business Process	UAT Scenario	Brief Description
AR1 - Setup and Maintain Customers	Create a Customer	Create two customers for billing and receivables. One will have a TIN and represent an employee.
AR2 - Generate and Adjust Invoices	Create a Simple Invoice	Create a simple invoice and set it to Ready status. Invoices should be created within both templates.
AR2 - Generate and Adjust Invoices	Finalize an Invoice	Run the bill finalization processes to generate PDFs of the invoices.
AR3 - Enter and Maintain Receivables	Create a Receivable Group with Employee ARs	Create a receivable group within the AR Module that has multiple Employee receivables and a credit memo.
AR4 - Process Payments	Create a Miscellaneous Receipt Payment (Remitted)	Create a deposit to represent a payment that is to be remitted to Cash in State Treasury. Classify the payment as a Miscellaneous Receipt and finalize it.
AR4 - Process Payments	Apply a Full Payment to a Receivable	Create a deposit with a full payment to a receivable using the internal transaction bank. Create a payment worksheet and apply the payment to the receivable.

Wave 2 UAT Scenarios

Business Process	UAT Scenario	Brief Description
AR1 - Setup and Maintain Customers	Create a Customer Contact	Create multiple contacts with an association to one customer (with one contact being the primary contact). Edit customer contact information. Delete a customer contact.
AR1 - Setup and Maintain Customers	Generate Customer Extract Files	Generate customer extract files for department to load into their external system.
AR2 - Generate and Adjust Invoices	Create an Interagency Customer	Create an interagency customer representing a Wave 1 Department.
AR2 - Generate and Adjust Invoices	Generate Pro Forma Invoice	Generate Pro Forma Invoices in both templates.
AR2 - Generate and Adjust Invoices	Create a Complex Invoice	Create a complex invoice and set it to Ready status. Invoices should be created within both templates.
AR2 - Generate and Adjust Invoices	Adjust an Invoice	Make an adjustment to a finalized invoice.

Wave 2 UAT Scenarios

Business Process	UAT Scenario	Brief Description
AR2 - Generate and Adjust Invoices	Create Non-Direct Transfer Bill	Create a non-direct transfer interagency bill for a Wave 1 Department.
AR2 - Generate and Adjust Invoices	Create Direct Transfer Bill	Enter direct transfer coding and create a direct transfer interagency bill for a Wave 1 Department.
AR2 - Generate and Adjust Invoices	Create Direct Transfer Bill with Coding Errors	Create a Direct Transfer Bill that has direct transfer coding errors. The Create Direct Transfer Invoice allows for the coding of the invoice including BU and Fund Affiliate fields.
AR2 - Generate and Adjust Invoices	Update Direct Transfer Bill Coding Errors	Update Direct Transfer coding to correct direct transfer coding errors.
AR2 - Generate and Adjust Invoices	Create an Invoice from Customer Contracts	Create an invoice from charges that were collected from Customer Contracts.
AR2 - Generate and Adjust Invoices	Finalize an Invoice from Customer Contracts	Finalize an invoice from charges that were collected from Customer Contracts.

Wave 2 UAT Scenarios

Business Process	UAT Scenario	Brief Description
AR2 - Generate and Adjust Invoices	Process invoice adjustments for billable charges interface files	Receive and process a billable charges interface file that adjusts finalized invoices.
AR3 - Enter and Maintain Receivables	Inquire on Receivables	Inquire on receivables within the AR Module including one that came from the Billing Module. In addition, show how to view outstanding receivables for a customer without having to generate a report.
AR3 - Enter and Maintain Receivables	Process Inbound AR Interface Files	Receive and process an inbound AR interface file. Set receivables to post.
AR4 - Process Payments	Record an Employee Payroll Deduction to an Employee AR	Create a deposit and payment for an employee payroll deduction using the internal transaction bank and apply it to an open Employee AR.

Wave 2 UAT Scenarios

Business Process	UAT Scenario	Brief Description
AR4 - Process Payments	Split a Customer Payment to an AR Payment and a Miscellaneous Receipt	Create a deposit and split a customer payment into a receivable payment and a miscellaneous receipt payment.
AR4 - Process Payments	Create a Miscellaneous Receipt Payment (Not Remitted)	Create a deposit to represent a payment that is not to be remitted to Cash in State Treasury (e.g. NSF or overpayment to be refunded). Classify the payment as a Miscellaneous Receipt, code it a department's CTS Fund, and finalize it.
AR4 - Process Payments	Create a Customer Conversation for a Customer Payment	Create a Customer Conversation for a customer payment and reference a Payment ID within the conversation. Mimic an NSF payment conversation.
AR4 - Process Payments	Apply a Partial Payment to a Receivable	Create a deposit with a partial payment to a receivable. Create a payment worksheet and apply the payment to the receivable.
AR4 - Process Payments	Apply an Overpayment to a Receivable	Create a deposit with an overpayment to a receivable. Create a payment worksheet and apply the payment to the receivable. Create an on account payment for the customer.

Wave 2 UAT Scenarios

Business Process	UAT Scenario	Brief Description
AR4 - Process Payments	Record an Interagency Direct Transfer Payment	Create a deposit and apply a direct transfer payment to a direct transfer bill associated with a non-FI\$Cal Billed Department.
AR4 - Process Payments	Create a Deposit with Uncleared Collections GL Journal Entry	Create a deposit with payments that represent unidentified payments. Record a GL Journal Entry for Uncleared Collections. Complete the payments and then reverse the GL Journal Entry for Uncleared Collections.
AR4 - Process Payments	Record ORF Salary Advance Recovery	Create a deposit with a payment to an ORF Salary Advance and reference an open item key.
AR4 - Process Payments	Correct Coding for a Miscellaneous Receipt Payment	Create a 0 dollar deposit to reverse coding for a miscellaneous receipt payment and code it to the correct coding.
AR4 - Process Payments	Correct a Payment Applied to an Incorrect Receivable	Reverse a payment applied to an incorrect receivable and apply it to a correct receivable.
AR4 - Process Payments	Inquiring on a Deposit and a Payment	Test script will inquire on a deposit and a payment.

Wave 2 UAT Scenarios

Business Process	UAT Scenario	Brief Description
AR4 - Process Payments	Complete Payment that was not Applied through Payment Predictor	Complete a payment that was not able to be applied through Payment Predictor.
AR4 - Process Payments	Record receipt and Generate Remittance Report	Record a miscellaneous receipt and set it to post. Generate the remittance report and review the output.
AR4 - Process Payments	Process Receipts from AP Automatic Deposit Creation Process	Verify that a direct transfer voucher payment from a FI\$Cal Billed Department records and applies a receipt for a direct transfer receivable within the FI\$Cal Billing Department.
AR4 - Process Payments	Generate Remittance Report	Generate the remittance report and review the output.
AR5 - Collect Receivables	Update an Open Receivable	Update an open receivable in the AR Module.
AR5 - Collect Receivables	Write off a Receivable	Write off a receivable that is overdue/not available for collection.

Wave 2 UAT Scenarios

Business Process	UAT Scenario	Brief Description
AR5 - Collect Receivables	Generate Dunning Letter for a Customer	Generate a dunning letter for a customer with overdue receivables.
AR5 - Collect Receivables	Apply a Credit to a Receivable	Create a maintenance worksheet to apply a customer credit to an open receivable for that customer.
AR5 - Collect Receivables	Create an On Account Payment Refund	Create a maintenance worksheet to refund a customer on account overpayment.
AR5 - Collect Receivables	Generate Summary AR Report	Generate the Summary AR Report of receivables within the AR Module.
AR5 - Collect Receivables	Generate AR Aging Report	Generate the AR aging report and review the output.
AR5 - Collect Receivables	Generate Customer Statements	Generate customer statements for customers with overdue receivables.
AR5 - Collect Receivables	Generate Outbound AR Extract Files	Generate outbound AR extract files for department to load into their external system.

Wave 2 UAT Scenarios – DGS Specific

Business Process	UAT Scenario	Brief Description
AR2 - Generate and Adjust Invoices	DGS Departmental Only: Process ABMS interface files	Receive and process an ABMS interface file. Verify that bills are created within the billing module.
AR2 - Generate and Adjust Invoices	DGS Departmental Only: Finalize an ABMS Interfaced invoice	Finalize a bill created by an ABMS interface file.
AR2 - Generate and Adjust Invoices	DGS Departmental Only: Adjust an invoice through an ABMS interface file	Receive and process an ABMS interface file that adjusts a finalized invoice. Verify that the adjustment bill is created within the billing module.
AR2 - Generate and Adjust Invoices	DGS Departmental Only: Reclassify invoice coding from parent project to a child project	Create a GL Journal Entry to reclassify invoice coding from a parent project to a child project.
AR2 - Generate and Adjust Invoices	DGS Departmental Only: Create a Prepayment Invoice from Customer Contracts	Create a prepayment invoice from Customer Contracts.

Wave 2 UAT Scenarios – DGS Specific

Business Process	UAT Scenario	Brief Description
AR2 - Generate and Adjust Invoices	DGS Departmental Only: Generate Direct Transfer to SCO file	Generate Direct Transfer to SCO extract files for SCO to load direct transfer data into their system.
AR2 - Generate and Adjust Invoices	DGS Departmental Only: Generate Direct Transfer to CALSTARS files	Generate Direct Transfer to CALSTARS extract files for CALSTARS to load direct transfer data into their system.
AR2 - Generate and Adjust Invoices	DGS Departmental Only: Generate Invoice for Web Portal Report	Generate the Invoice for Web Portal report and review the output.
AR4 - Process Payments	DGS Departmental Only: Process Receipts from AR Automatic Deposit Creation Process	Receive and process an AR Automatic Deposit Creation Interface file. Verify that receipts are generated and applied to direct transfer receivables for non-FI\$Cal Billed Departments only.

UAT Scenarios

- Collect Additional UAT Scenarios
 - Open dialogue to solicit additional UAT Scenarios for usage during UAT
 - *AR1 – Setup and Maintain Customers*
 - *AR2 – Generate and Adjust Invoices*
 - *AR3 – Enter and Maintain Receivables*
 - *AR4 – Process Payments*
 - *AR5 – Collect Receivables*

Next Steps

- Review and Complete the AR Scenarios as part of the BUSN242 Response Template due **Friday, February 27, 2015**

Question and Answer



FI\$Cal Project Information:

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

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

fiscal.cmo@fiscal.ca.gov