



One state. One system.

# Billing-AR Business Process Workshop (BPW)

July 2017 Departmental Release



# Agenda

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

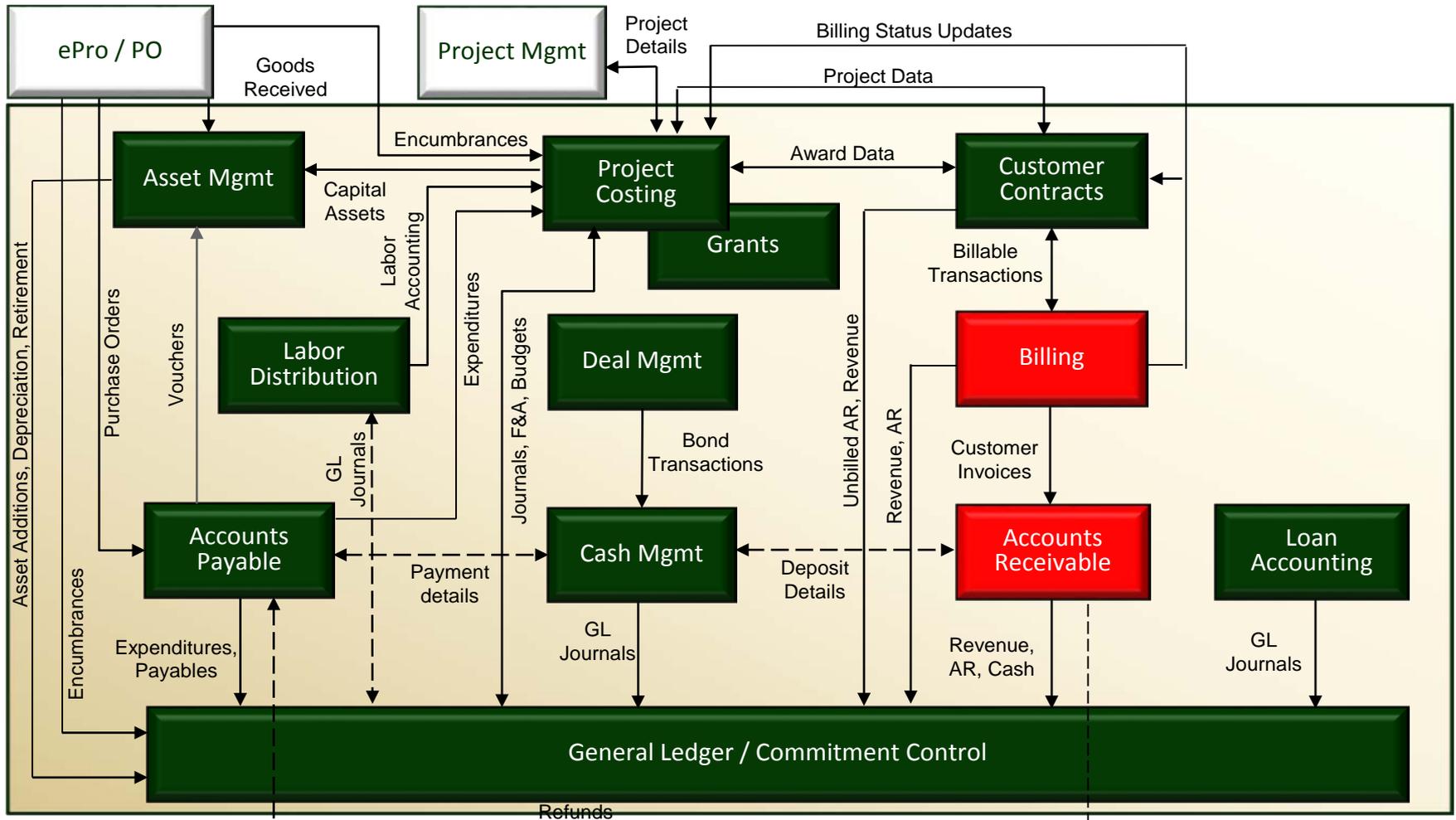
# Accounts Receivable Module Impacts

- The STO/SCO Release has the following impacts for FI\$Cal Departments:
  - Deposit Slips will be created and reported to STO in FI\$Cal
    - Departments should keep paper deposit forms as a backup
  - AR payment processing will include SCO approval
  - Cash Clearing
  - Cash Validation will occur during deposits
  - Offset processing
  - Departments will be using FI\$Cal for write offs (maintenance worksheets)
    - Departments will use the Billing (BI) module to provide supporting documentation for the write off process
    - SCO will review/approve department activity in the BI module as part of the write off approval process
  - Direct Transfer interface is retired

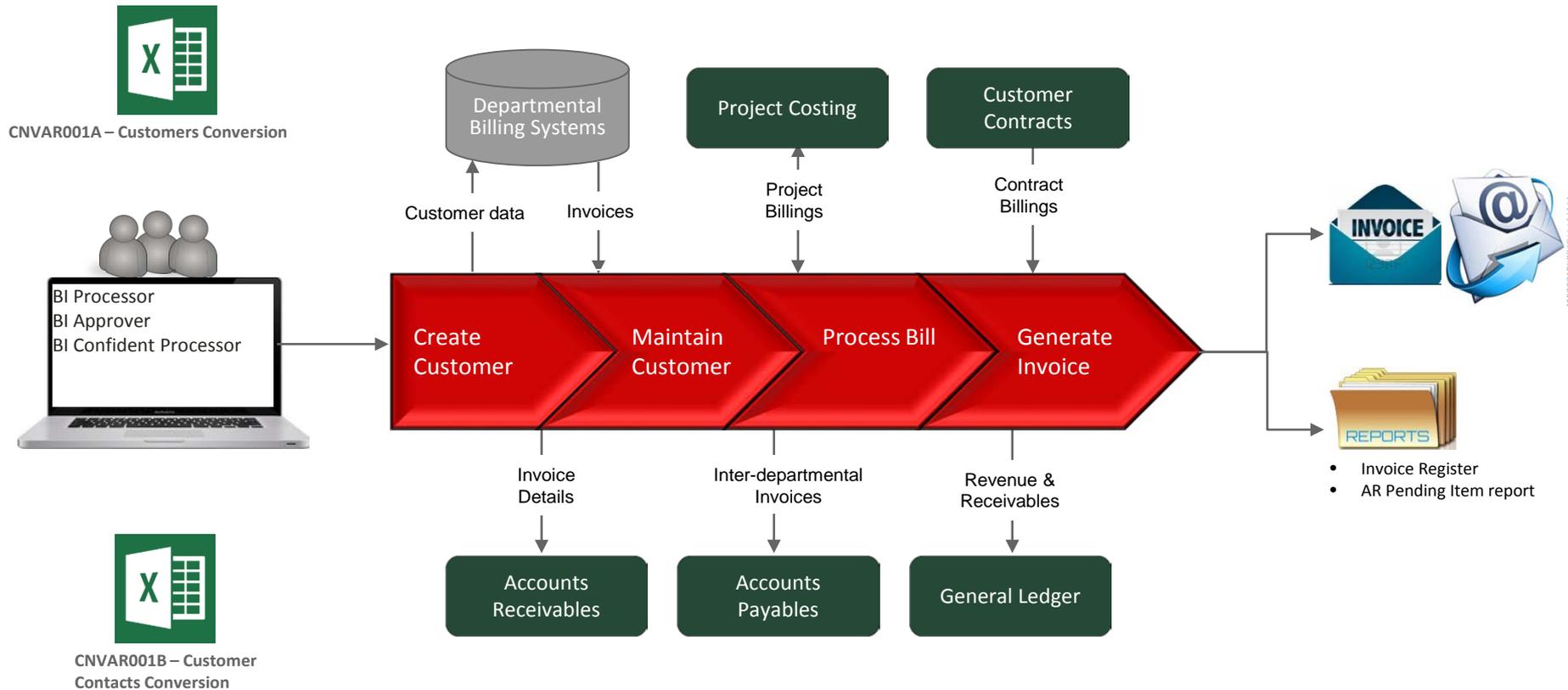
# AR Module Impacts Continued

- FI\$Cal will become the state's Book of Record.
- Commitment Control in FI\$Cal will become the state's appropriation ledger, control of appropriations will be strictly enforced by the SCO.

# FI\$Cal Solution – Accounting



## FI\$Cal Billing (BI) Module



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

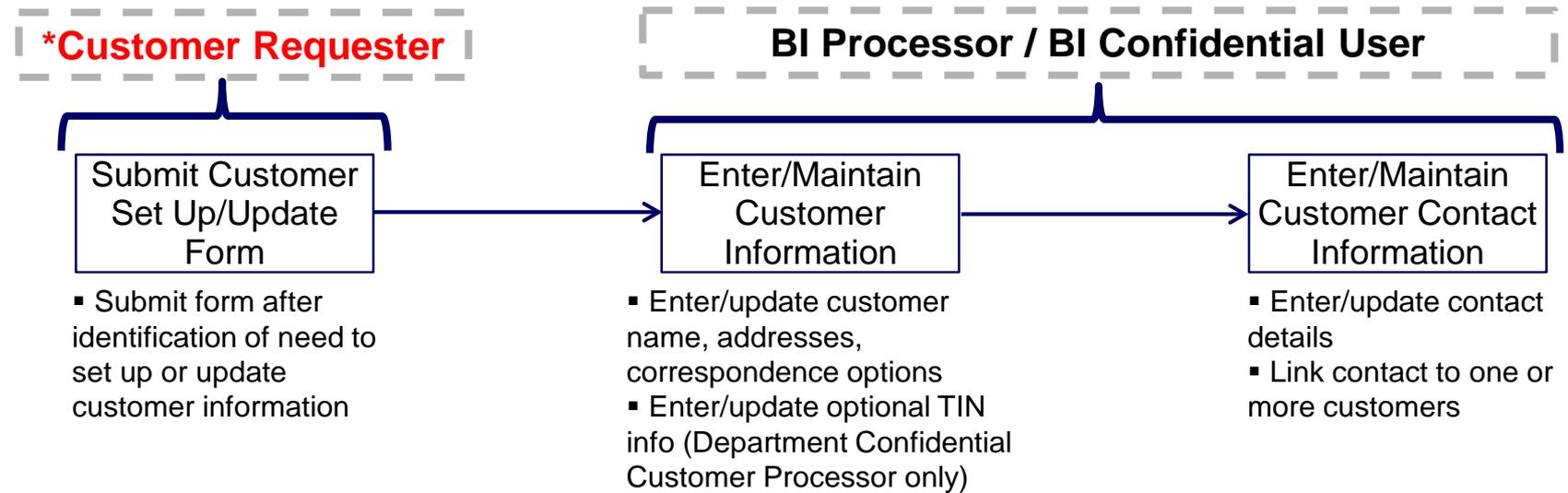
# BI Department Approver Roles

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

# BI Confidential User Role

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

# Create & Maintain Customers



## Key Impacts

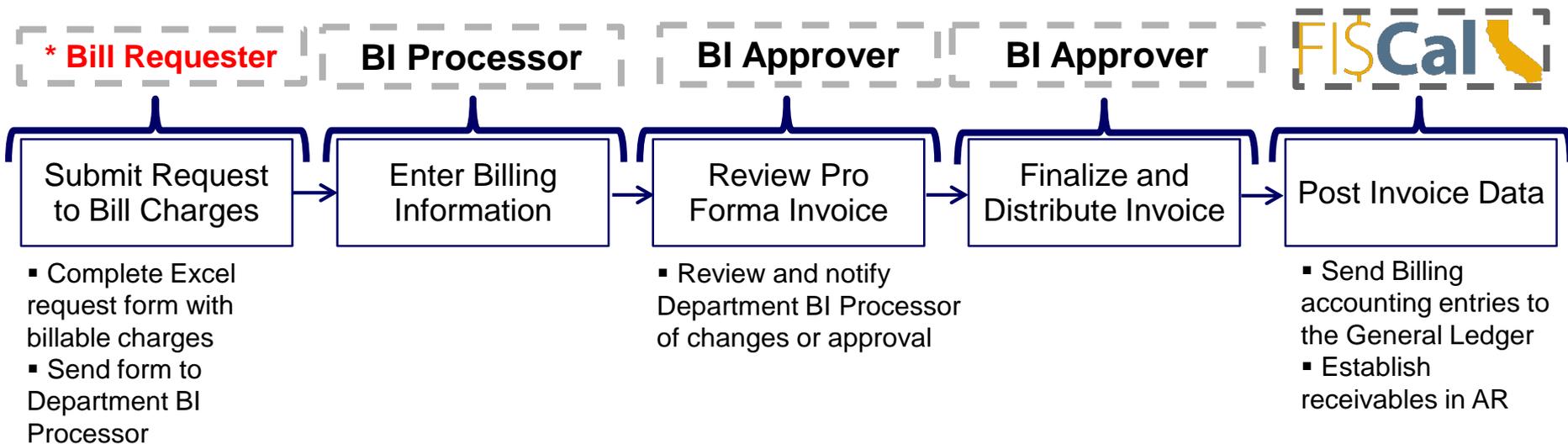
- Standard FI\$Cal form will be used for requesting/updating customer information
- TIN information will be entered by the Department Confidential Customer Processor Role
- Employees with outstanding payroll ARs will need to be set up as customers
- Customer parent-child relationships may be established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

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

# Generate & 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 Invoice Flow

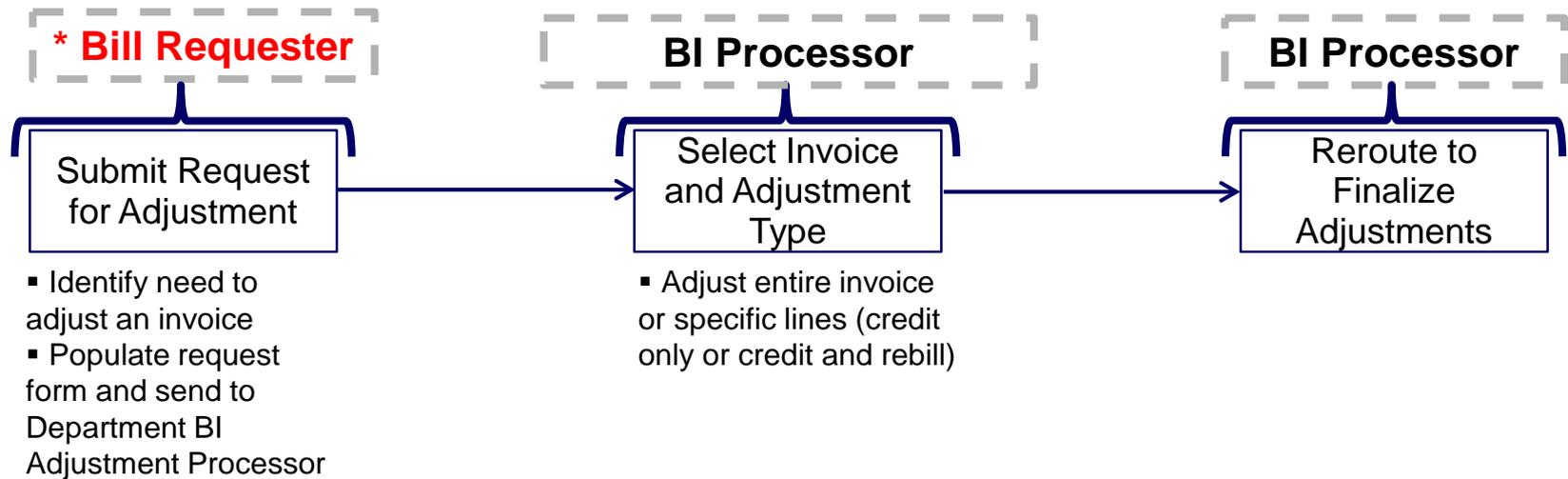


## Key Impacts

- 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.

# Adjust Invoice Flow



## Key Impacts

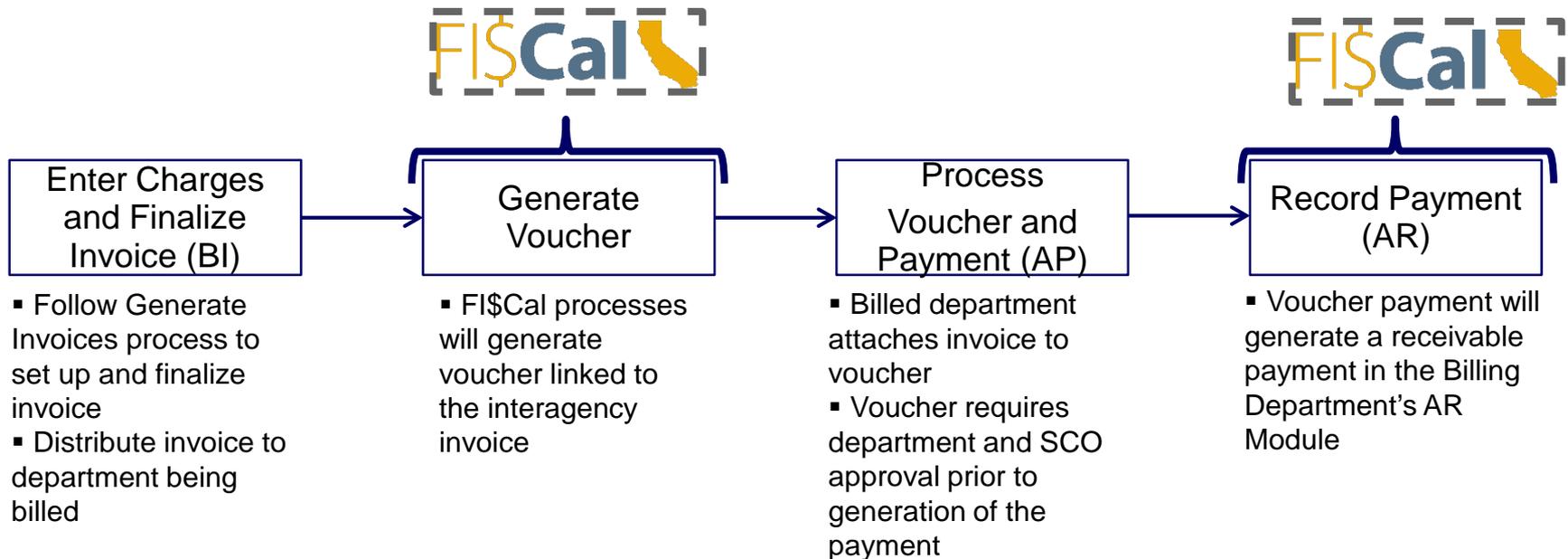
- Standard FI\$Cal form will be used for requesting invoice adjustments
- Department BI Adjustment Processor role is needed to initiate adjustment of finalized invoices if adjustment charges are initiated online within the Billing module
- Adjusted invoices are linked to original invoices in the system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

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

# 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

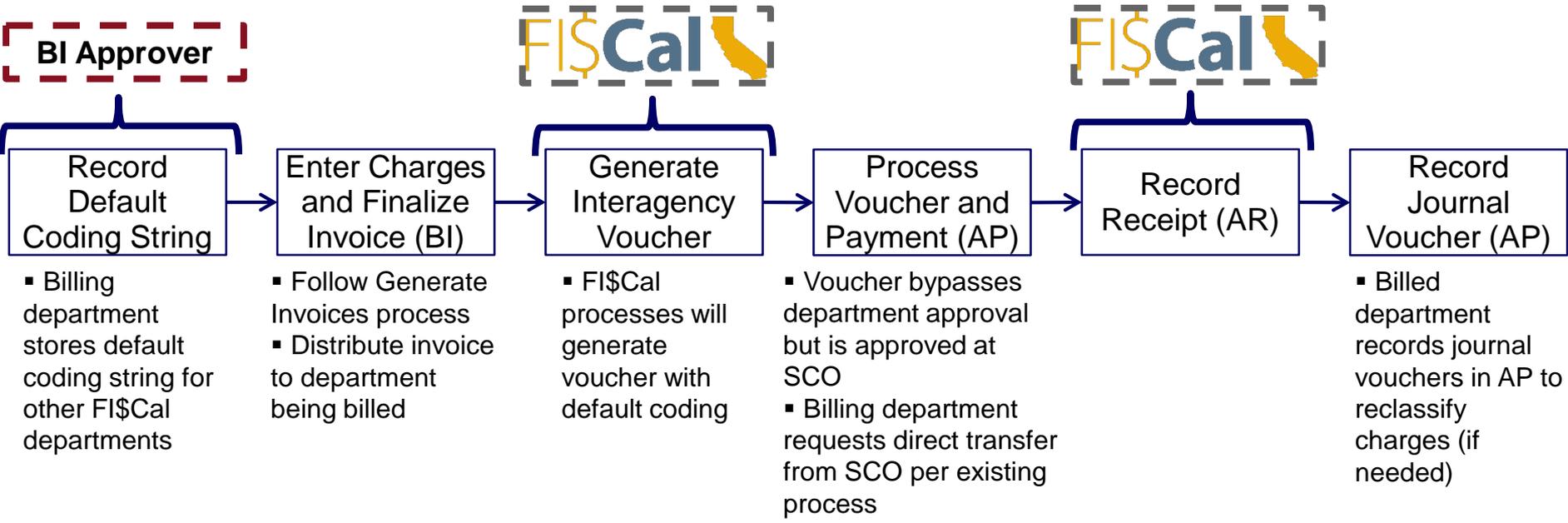
# FI\$Cal Dept. Billing FI\$Cal Dept. – Non-Direct Transfers



## 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

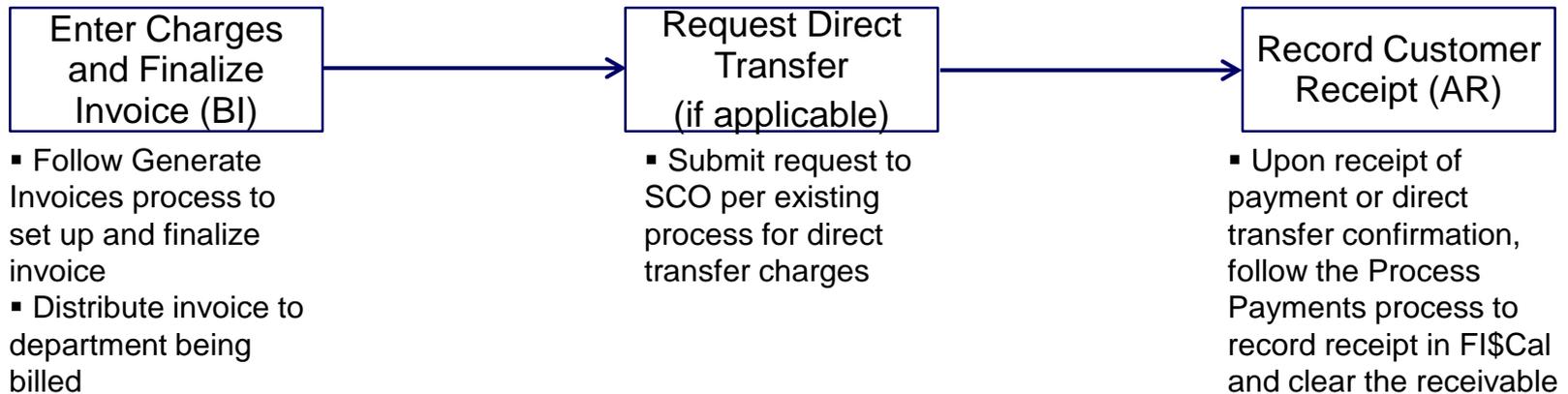
# FI\$Cal Dept. Billing FI\$Cal Dept. – Direct Transfer



**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

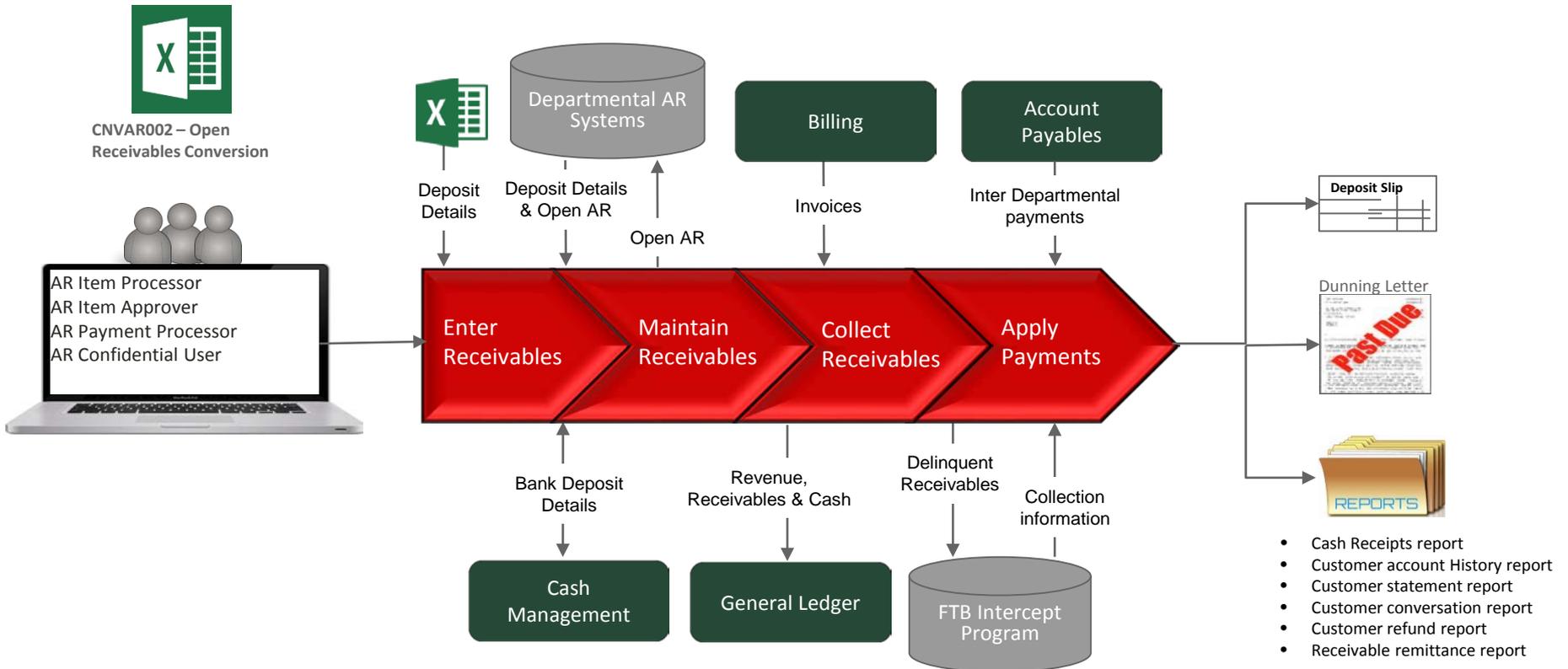
# FI\$Cal Dept. Billing Non-FI\$Cal Dept.



## **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.

## FI\$Cal Accounts Receivable (AR) Module



# Enter & Maintain Receivable 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.

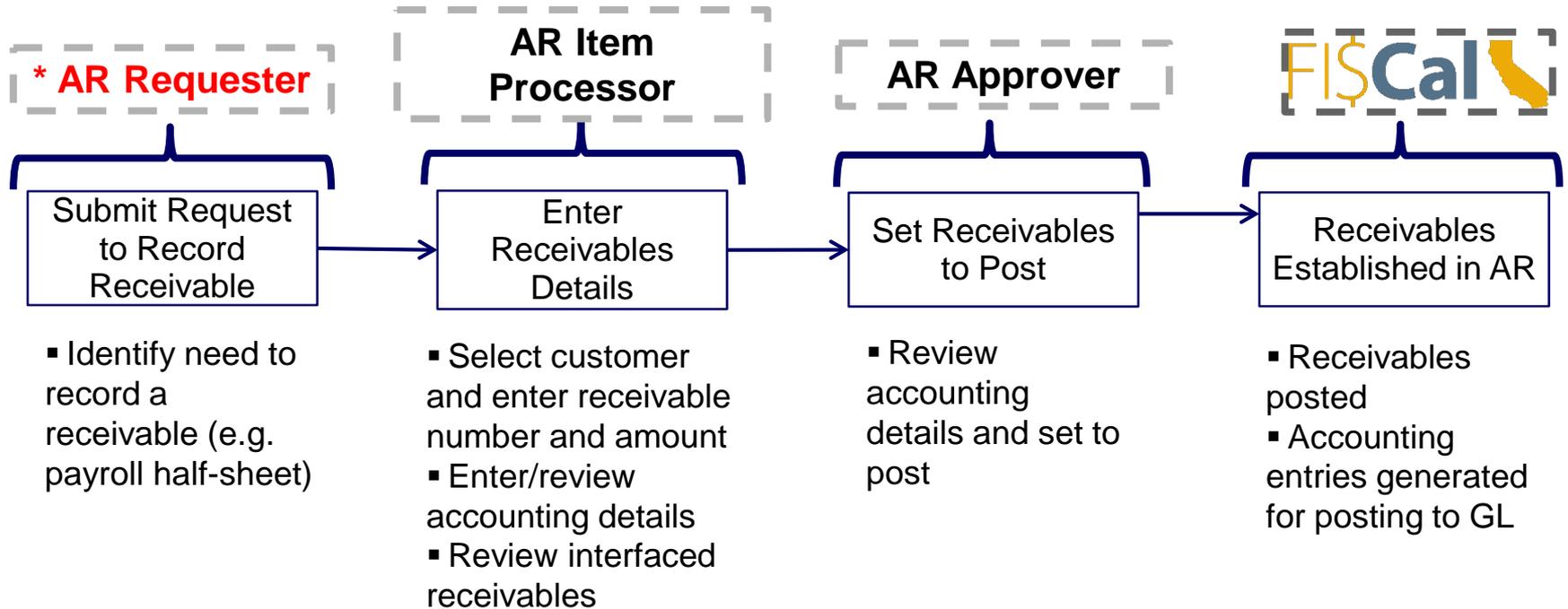
# Receivables Department Roles

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

# AR Approver Roles

FI\$Cal End-User Role	Description
<b>AR Approver</b>	<p>End user who:</p> <ul style="list-style-type: none"> <li>• Updates receivables items and sets them to post. End user will correct posting errors for receivable items</li> <li>• 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.</li> <li>• 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.</li> </ul>

# Enter & 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**

# Process Payments Overview

- The Process Payments business process for Accounts Receivable supports the recording and application of monies received directly into the CTS Accounts 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.
- Some types of regular deposits will require approval from the SCO.

# SCO Approval

## **Regular Deposit Payments requiring SCO approval**

- Zero Dollar Payments Deposits with CTS or State Funds
- Negative Regular Deposits.
- Direct Journal Payments with GL Business Unit different from Deposit Unit.
  - when departments record a remittance on behalf of another department
- Direct Journal Payments that credits Cash (Asset) account on User line.
- Direct Journal Payments that debits Revenue account on User line.
- Direct Journal Payments that credits Expense account on User line.

# Process Payments Department Roles

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

# AR Approver Roles

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

# Deposit Slip User Role

<b>FI\$Cal End-User Role</b>	<b>Description</b>
<b>Department Deposit Slip Processor</b>	The department end user in the department's cashiering unit who processes deposit slips.

# Deposit Slips Overview

- Currently, departments send paper copies of deposit slips or use the Electronic Deposit Forms (EDF) to create and print their deposit slip forms to report their deposits to the STO.
- FI\$Cal will be replacing the EDF functionality. FI\$Cal Departments will now be able to record deposit slip information, generate the deposit slip number, and print the deposit slip in FI\$Cal.
- Each deposit slip has specific deposit and bank account information that is passed through the banking system so that the STO, the State Controller's Office (SCO), and the banks are able to easily associate deposits with the department that deposited them.

# Deposit Slips Overview

- AR Deposit Slip Functionality
  - Departments will still have the ability to determine their location codes
  - Departments will still be able to enter 'Agency only' information on their deposit slips
  - Deposit Slips still contain the detail that the STO needs for statistics and to compute banking fees
- The combination of deposit type, CTS account, location code, and bank account will be used to configure what the departments see on the deposit slip entry page.
- The STO will maintain any configuration related to deposit slips.
- Deposits requiring approval from the STO such as Supplemental Deposits, will not be posted to the General Ledger until they are approved by the STO.
  - These deposits will remain on hold until the STO takes action on them.

# Departmental Compliance

## **Compliant Departments**

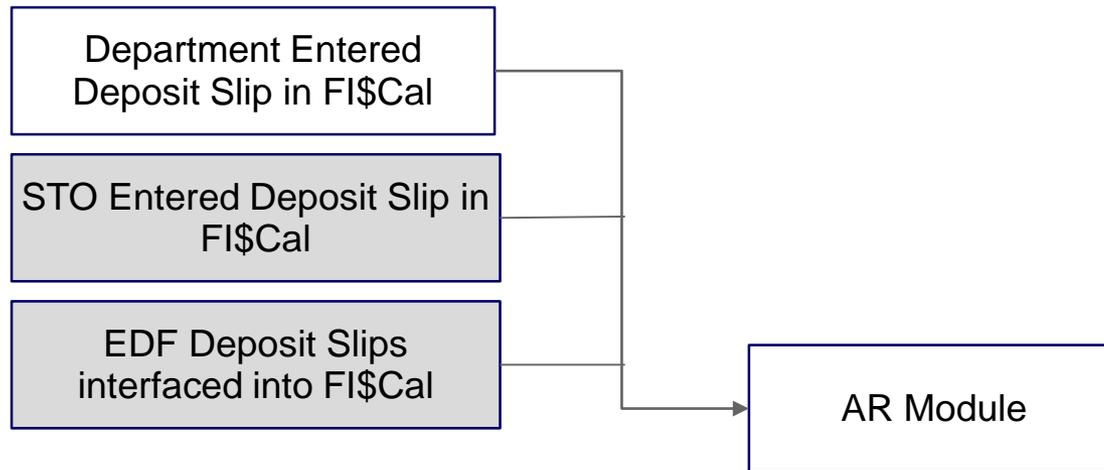
- take their deposits to the banks in a timely manner so they have the ability to record and remit that money in the GL the same day and record the deposit on the CTS bank statement table that same day

## **Non-Compliant Departments**

- are those that create deposits and don't take it to the bank in a timely manner. These deposits will be subject to STO's bank reconciliation before it records in the GL and can be remitted or appear on the CTS bank statement table

# Deposit Slips into FI\$Cal

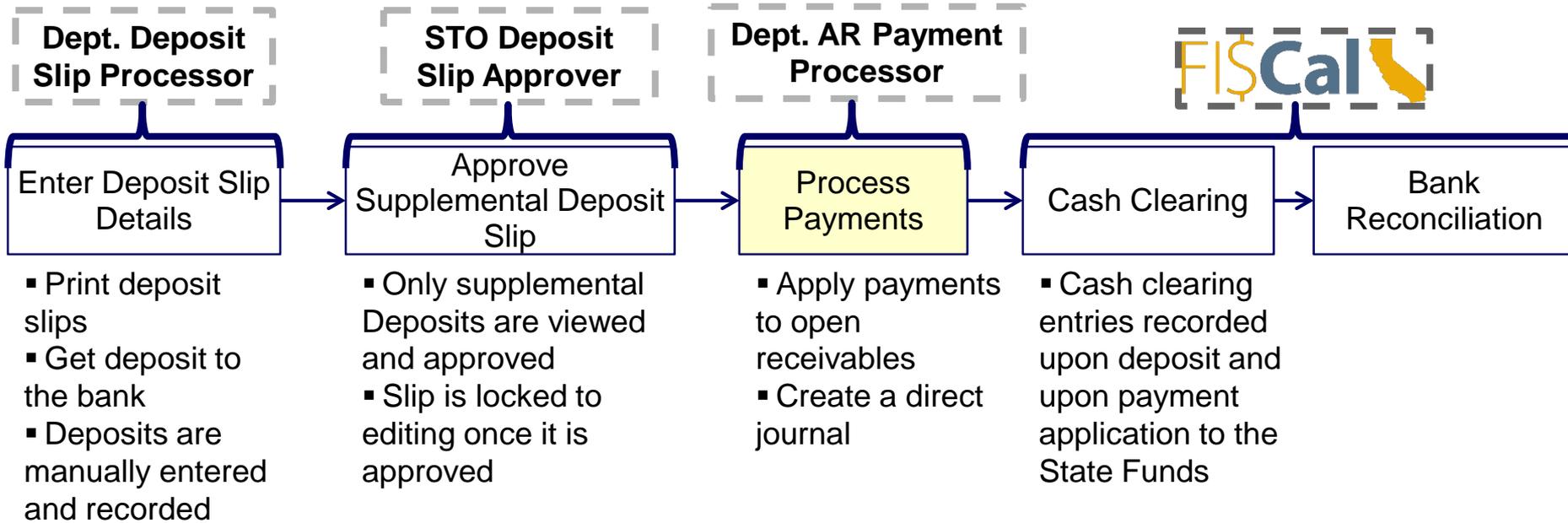
With the 2017 STO/SCO Release, FI\$Cal is now the Book of Record. All Deposit Slips will now be recorded or interfaced into FI\$Cal.



## Key Impacts

- For FI\$Cal Departments, Deposit slips no longer need to be entered into EDF
- For Non-FI\$Cal Departments, EDF or paper deposit submissions to STO will still be used

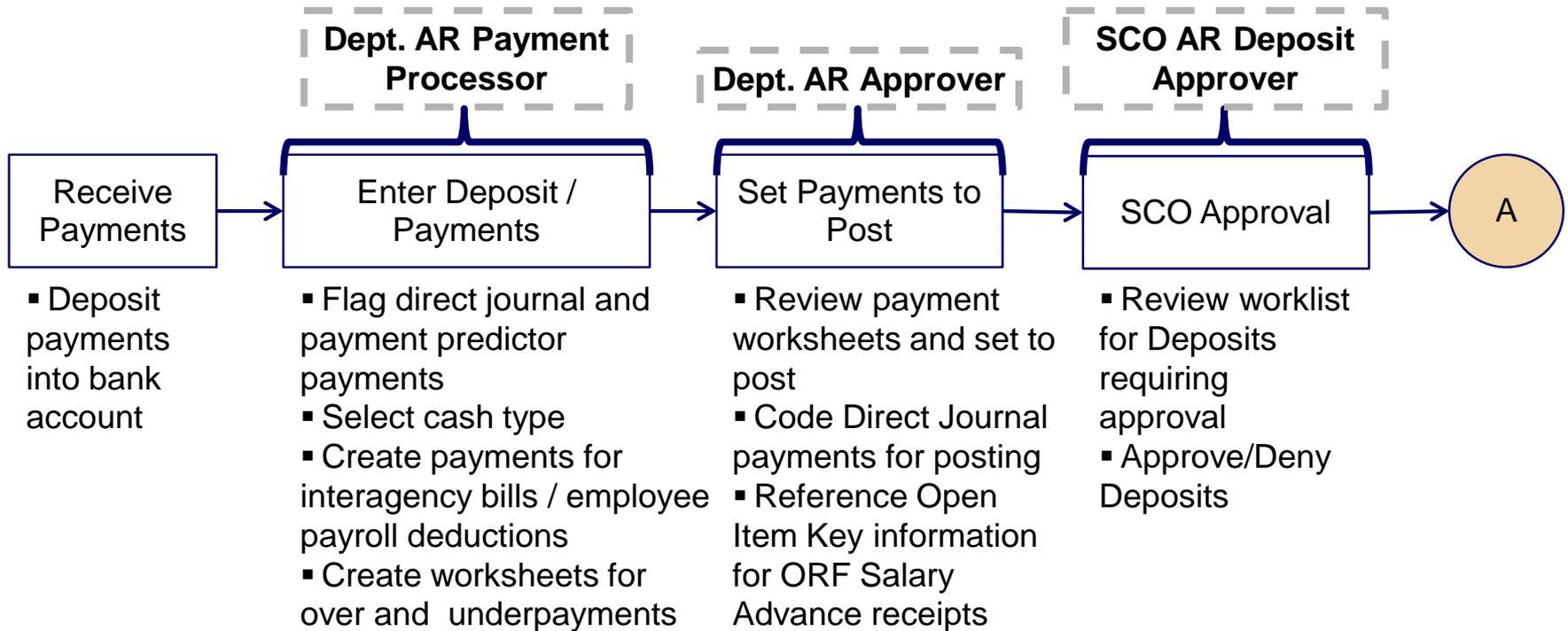
# Dept Deposit Slip Processing



## Key Impacts

- Departments will record Depository Bank Account details along with the Centralized Treasury System (CTS) Bank Account details while recording deposits in FI\$Cal.
- Location codes will allow departments to identify the money being deposited.
- STO reserves the right to delay cash clearing until reconciliation (Compliance)

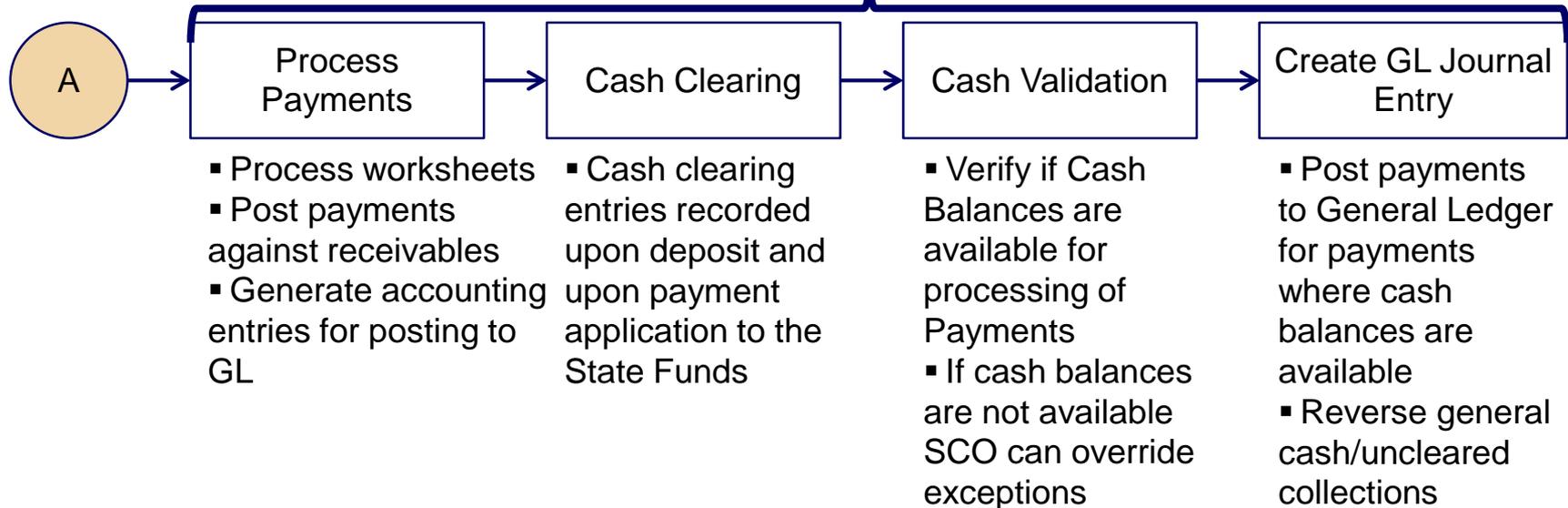
# Process Payments



## Key Impacts

- 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)

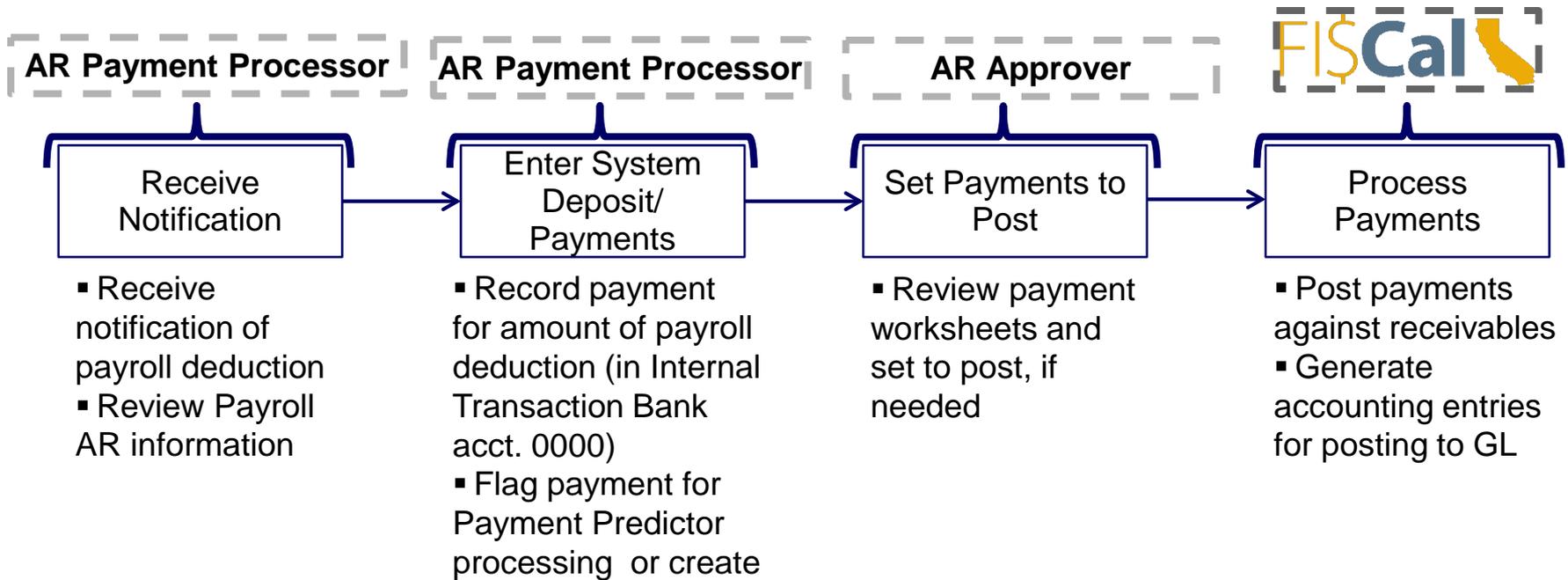
# Process Payments



## Key Impacts

- No longer need to Notify GL Processor to generate GL Journal Entry, this process has been automated as part of Cash Clearing.
- Cash Validation will validate sufficient cash when trying to adjust payments between funds.

# Process Payroll Deduction Payments

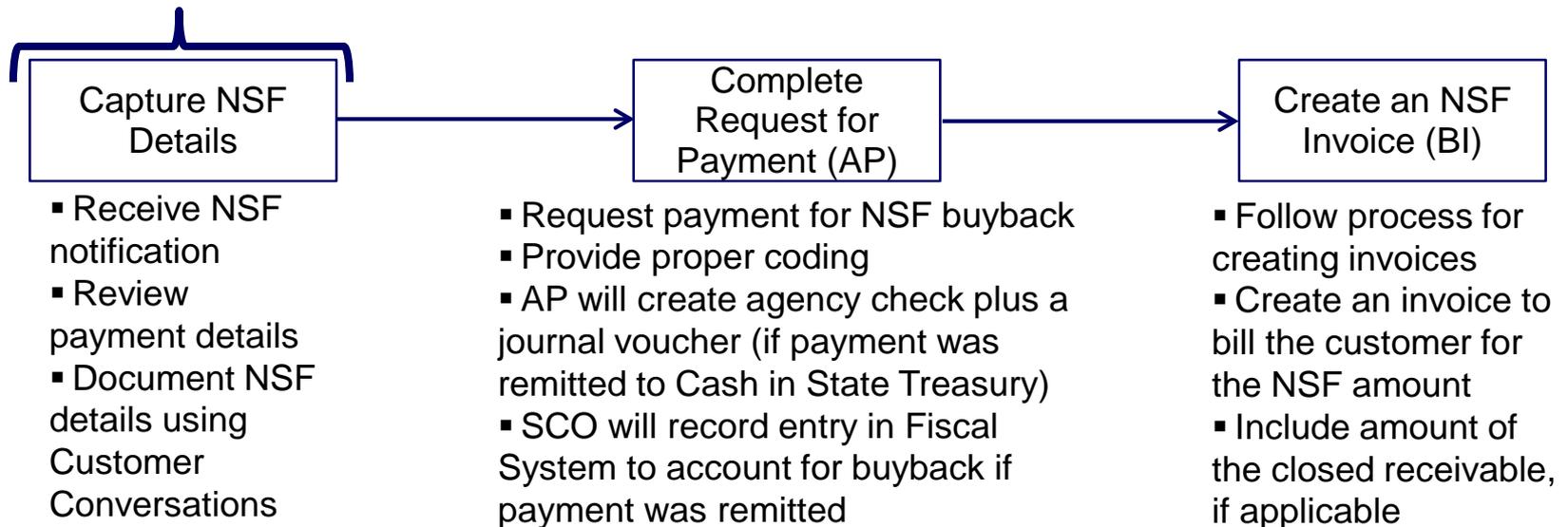


## Key Impacts

- 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. 0000
- FI\$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

# Process NSF Payments

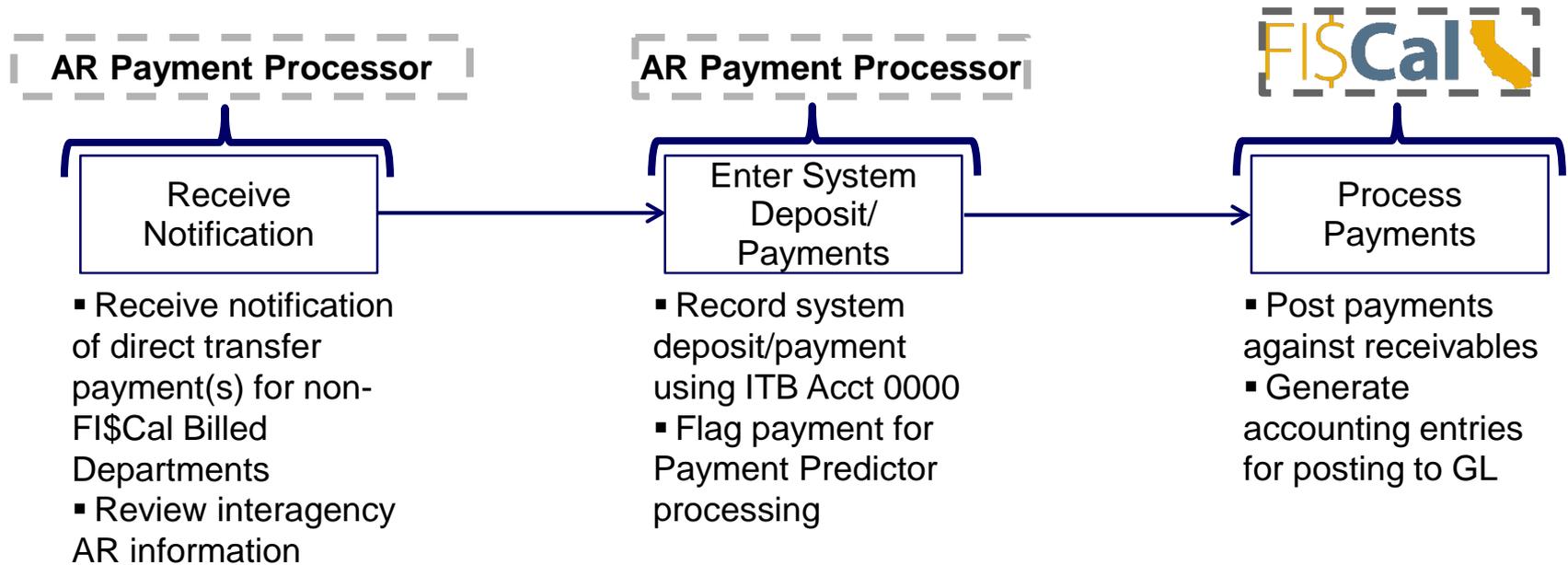
## AR Payment Processor



### 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

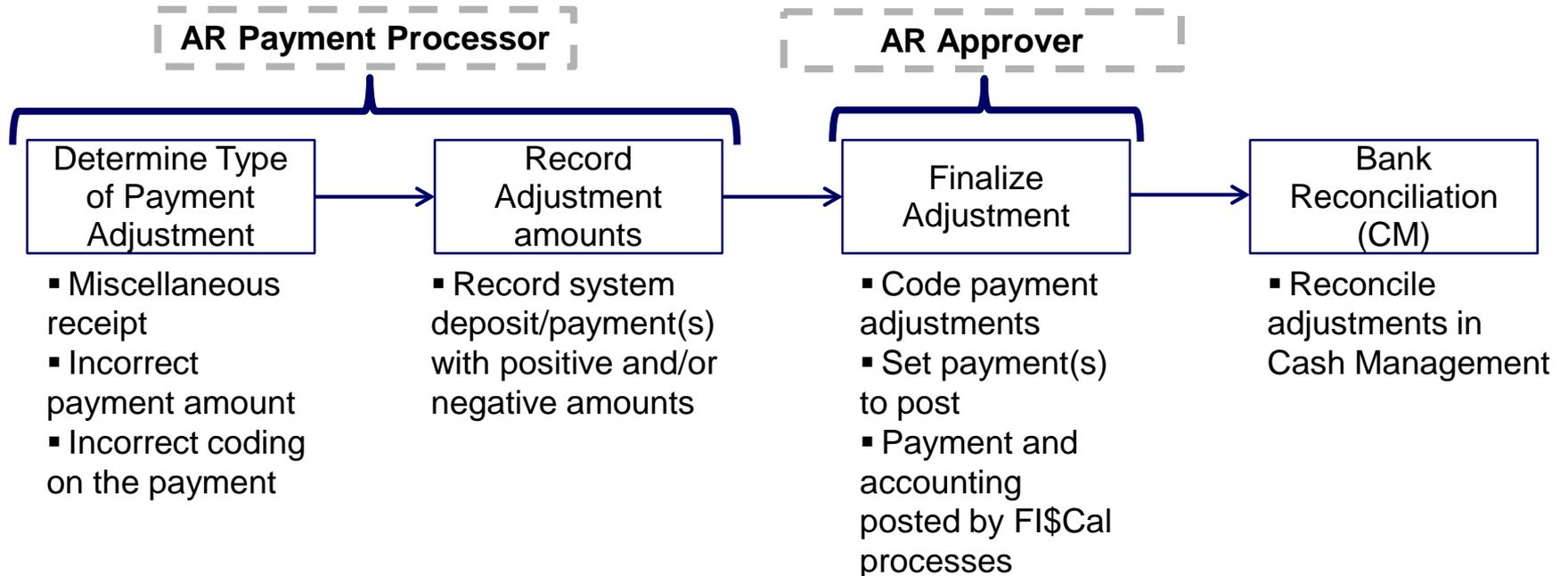
# Process Direct Transfer Payments (Online)



## 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 0000
- FI\$Cal AR Payment Predictor functionality streamlines payment application by using receivable reference(s) on the payment to clear corresponding outstanding receivable(s)

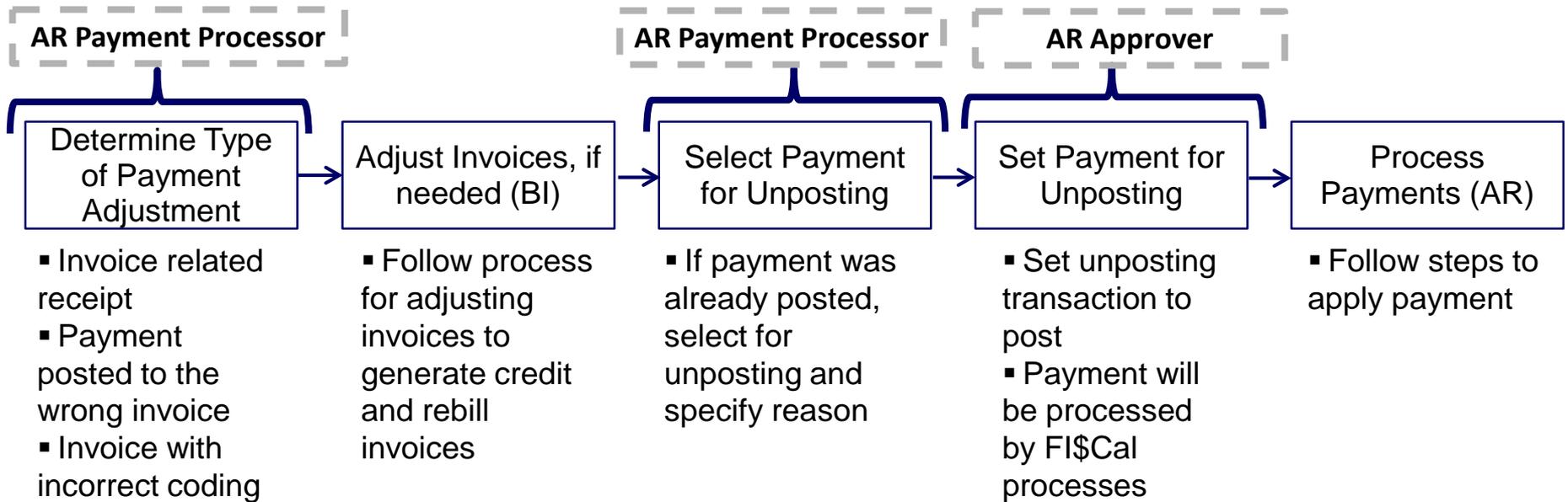
# Payments Adjustments – Misc. Receipts



## 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 Adjustment – Receivables



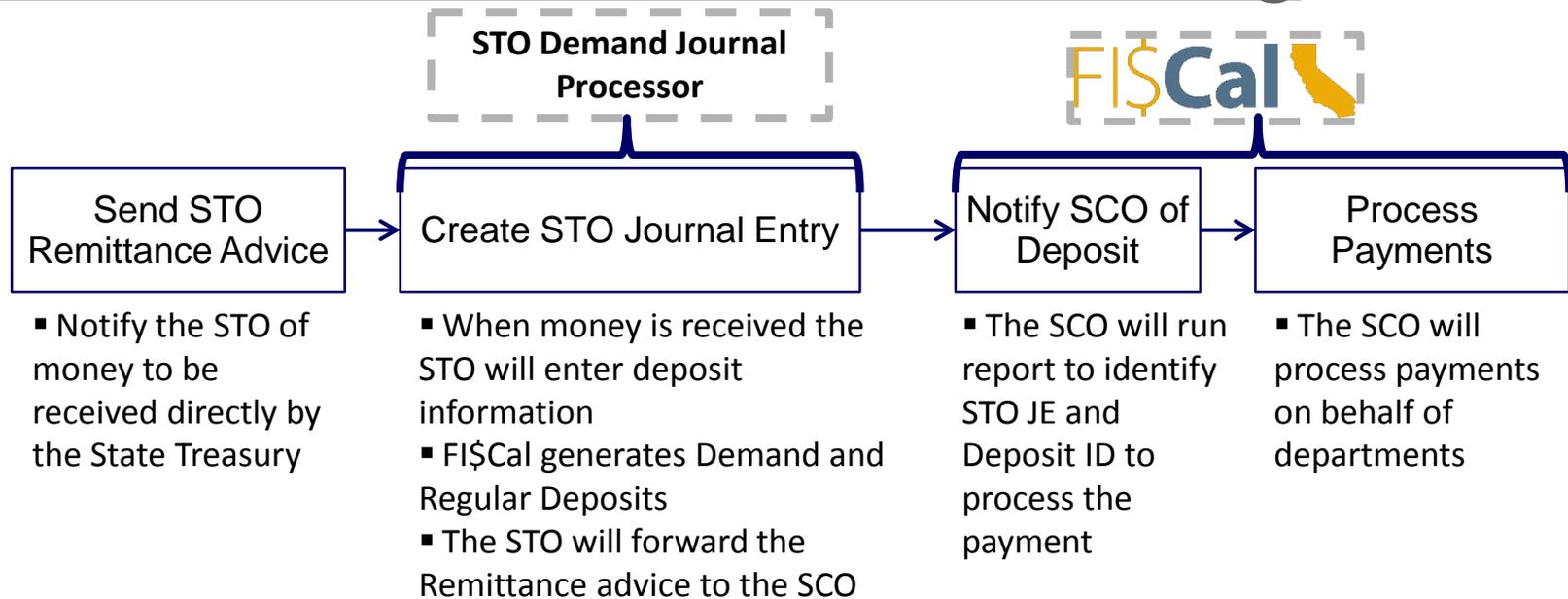
## Key Impacts

- 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

## Direct Remittance to State Treasury

- The Direct Remittance business process for Accounts Receivable supports the recording and application of monies received directly into the State Treasury in the FI\$Cal Accounts Receivable module.
- Departments will provide the STO with a Remittance Advice for money being received on their behalf
  - Such as in the case of a federal drawdown
- The STO will record the deposits for the departments
- The SCO will apply the payments against these deposits

# Remittance Advice Processing



## Key Impacts

STO will use the custom STO Journal Entry to key in the journals for any deposits.  
 Direct Remittances are now entered as payments in FI\$Cal.  
 SCO will notify Departments that their payment has been processed.

# 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
  - Offset Processing delinquent items
  - Writing off uncollectable receivables

# Collect Receivables - General

**AR Item Processor**

**AR Approver**

**Review Receivables Balances**

- Review balances online using collections workbench or reports

**Determine Collection Strategy**

- Match credit/debit receivables
- Assess overdue charges
- Flag amount as in dispute
- Follow up with customer

**Contact Customer, as needed**

- Document conversation and follow up actions
- Send dunning letters
- Send customer statements

**Create Worksheets, as needed**

- Create worksheet to process receivable refunds, credit/debit balances, receivable transfers, and write-offs

**Set Worksheets to Post**

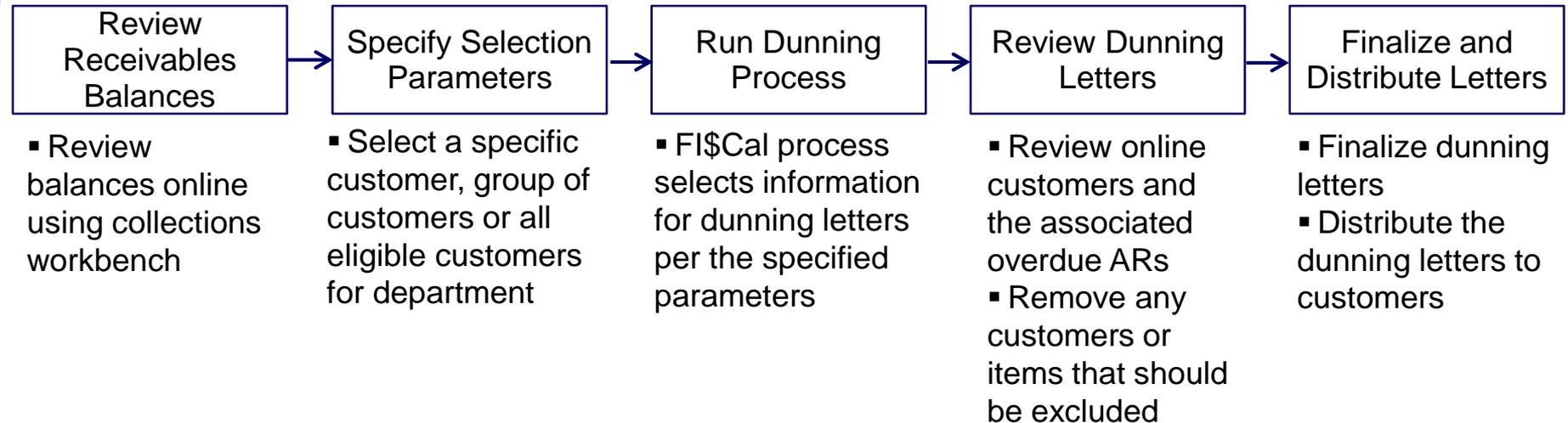
- Review accounting entries for worksheets
- Set worksheets to post
- Record dept. approval for write-offs

**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

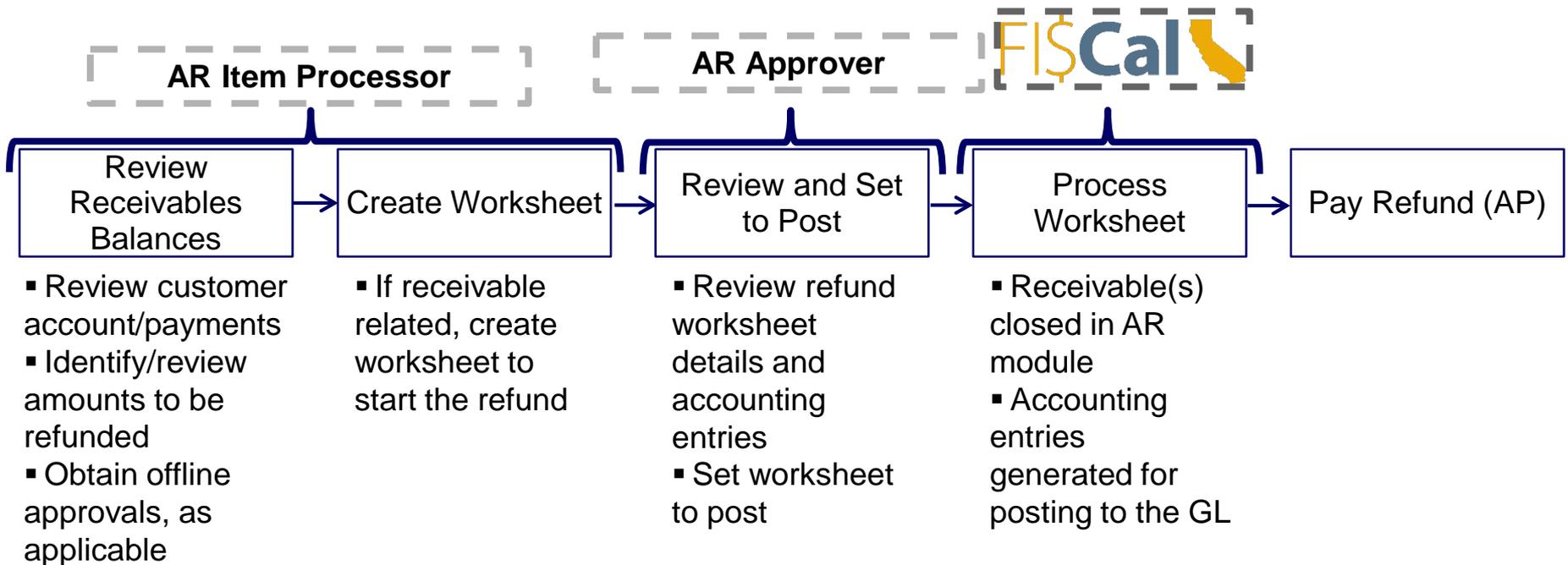
## AR Item Processor



### 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

# 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

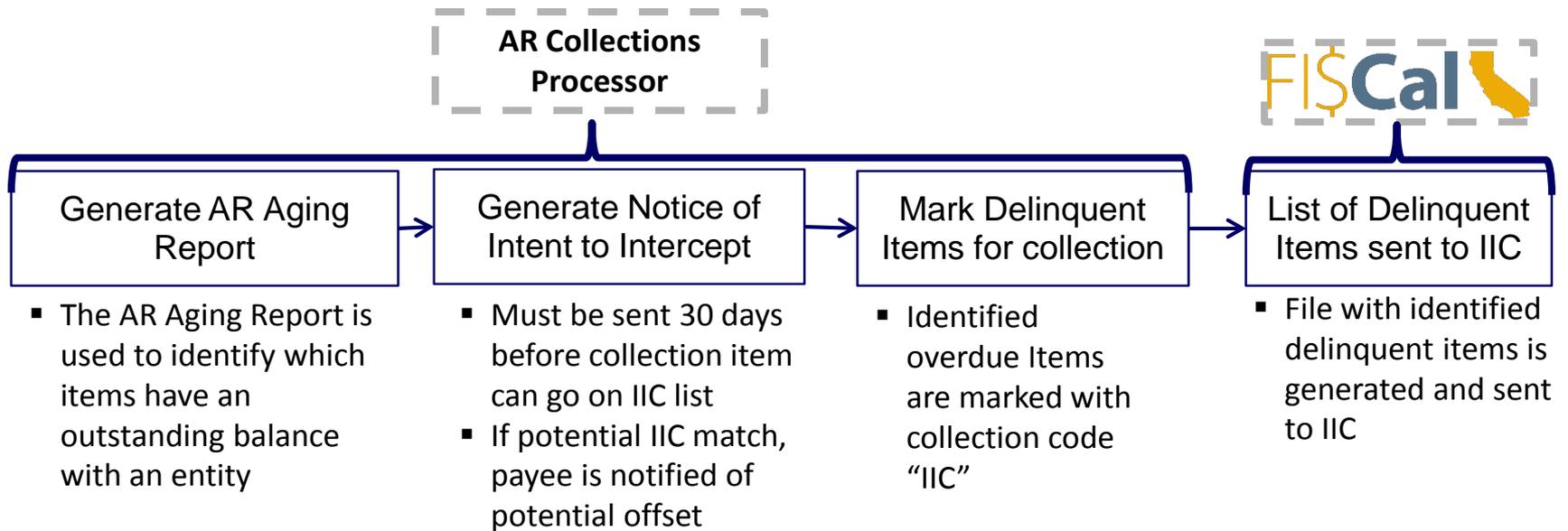
# Offset Processing Overview

- Offset Processing utilizes the FTB's Interagency Intercept Collections Program (IIC) to automatically settle delinquent items in AR with payment to the supplier.
  - If a customer has a receivable due to a state department and also has a payable from the State in form of tax returns, Lottery or Unclaimed Property, the program will offset the payable to settle the outstanding receivables
- Participating departments need to send their respective outstanding delinquent receivables to IIC to leverage this program.
- When a new claim is issued (Tax return, Lottery or Unclaimed Property), the warrants are first matched to determine if there are any delinquent items that need to be settled - if not, the warrant is issued to the payee.

# Offset Processing Overview

- Offset Processing utilizes the Interagency Intercept Collection Program (IIC) to automatically settle delinquent items in AR with payment to the supplier
  - If a customer has a receivable due to a state department and also has a payable from the State in form of tax returns, Lottery or Unclaimed Property, the program will offset the payable to settle the outstanding receivables
- Participating departments need to send their respective outstanding delinquent receivables to IIC to leverage this program
- When a new claim is issued (Tax return, Lottery or Unclaimed Property), the warrants are first matched to determine if there are any delinquent items that need to be settled - if not, the warrant is issued to the payee

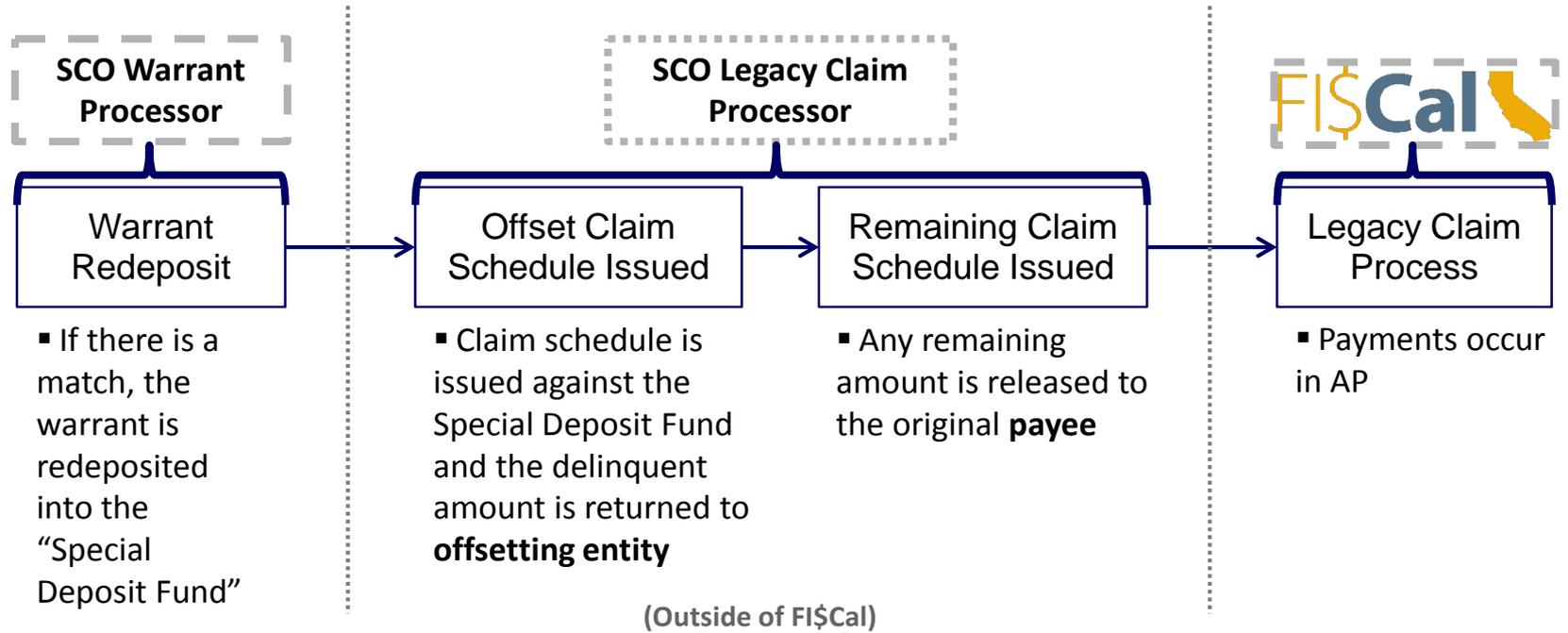
# Identify Delinquent Items



## Key Impacts

- If 30 days have passed after the Notice of Intent to Intercept without payment from payee, the new process in FI\$Cal will allow department user to mark items for collection that need to be sent to IIC.
- SCO and FTB utilizes the IIC (Interagency Intercept Collections Program) to identify delinquent items to deduct payment from individual's personal income tax refunds, unclaimed property, and lottery winnings
- Department is responsible for the IIC process as described in the IIC brochure and SAM manual

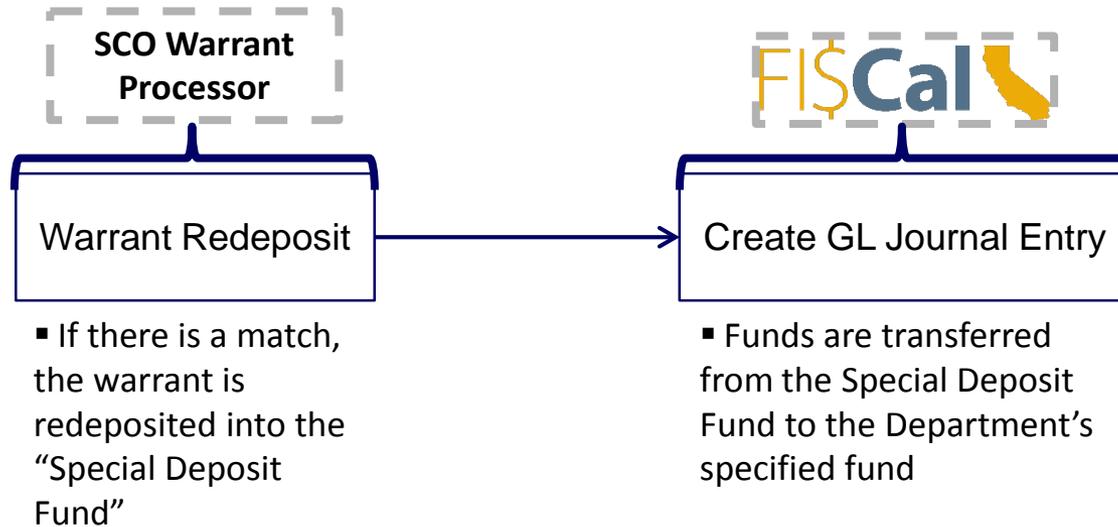
# Offset Settlement by SCO Legacy Claim



## Key Impacts

- FI\$Cal Departments will receive a warrant and will need to create a manual deposit in FI\$Cal

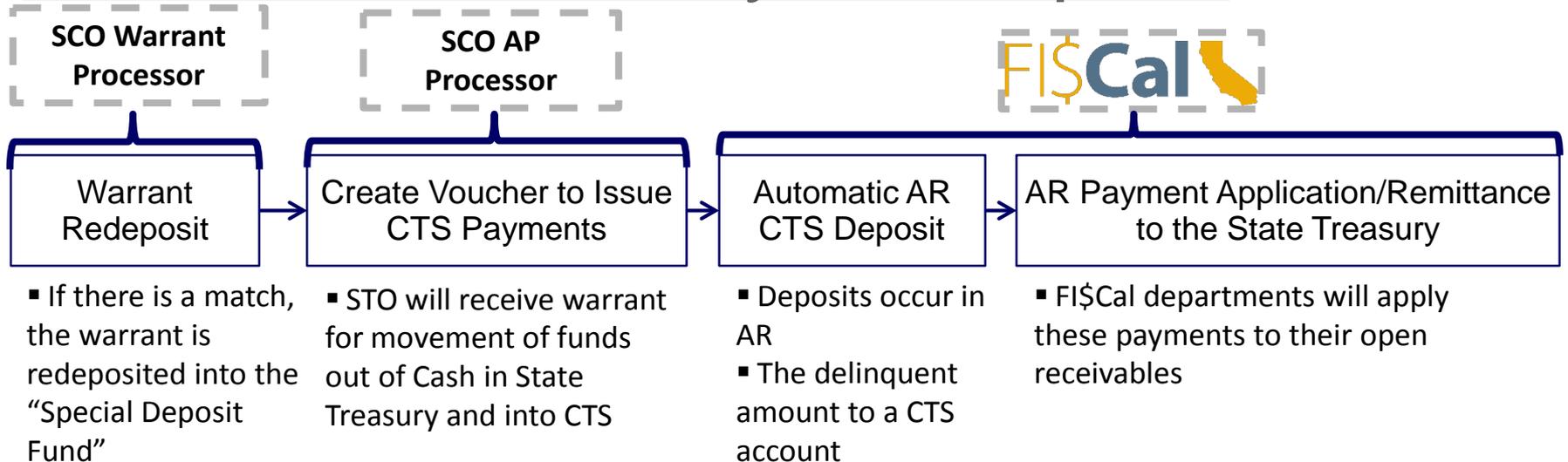
# Offset Settlement by GL Journal Entry



## Key Impacts

- FI\$Cal Departments will need to manually close their accounts receivables if using this option

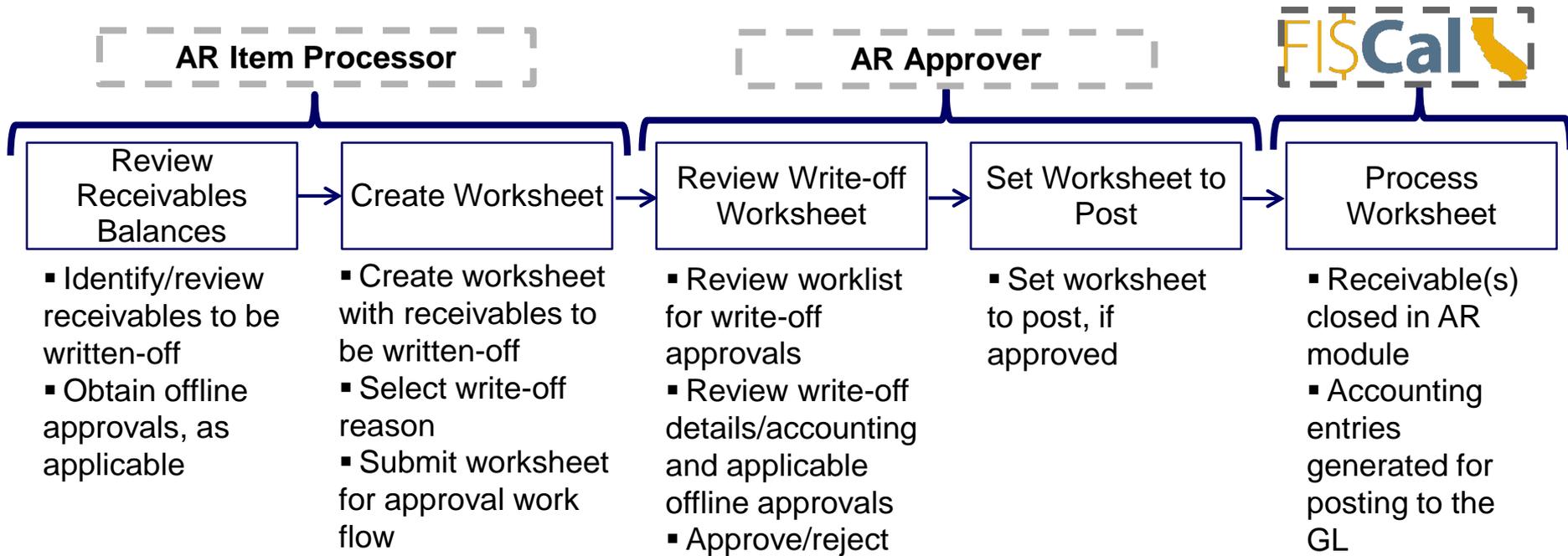
# Offset Settlement by AR Deposit



## Key Impacts

- On creation of an offset deposit, FI\$Cal Department users will have to apply appropriate amounts to delinquent receivables OR direct journal coding to account for the payment amount

# Process Write-offs



## Key Impacts

- All write-off transaction are routed to the Department AR Collections Approver. Additional approvals, as needed, must be obtained offline per the existing process.
- SCO will review/approve department activity in the BI module as part of the write off approval process

# 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 (TECH727) –January
  - Change Workshop (READ720) –February/March
  - End-User Training (TRNG706) –May through June
  - User Support Labs (TRNG713) –July

# 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/](http://www.dof.ca.gov/FISCal_resources/)

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

[fiscal.cmo@fiscal.ca.gov](mailto: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



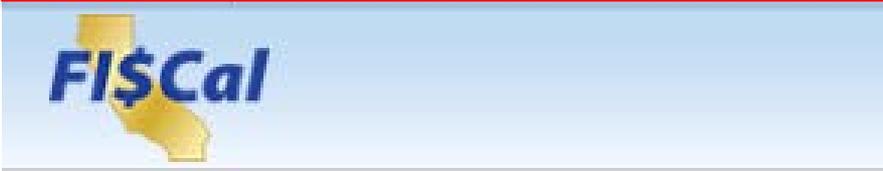
# Billing/Accounts Receivable (BI/AR)

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

# Appendix B

# Create & Maintain Customers

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



## General Information

SetID:

Customer ID:

**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 & 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: Active    [Copy From Customer](#)    Level: F  
 \*Date Added: 04/09/2014    \*Since: 04/09/2014    \*Type: I

\*Name 1: Tony Stark    \*Short Name: T  
 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
<input type="checkbox"/> Indirect Customer	<input type="checkbox"/> Grants Management Sponsor

Consolidation Business

**Federal Attributes**

Federal Customer    Trading Partner Code:     Disbursing Off

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 & Maintain Customers

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

**FI\$Cal**

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"/>	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:  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 & Maintain Customers

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

**FI\$Cal**

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

SetID: 0820    Customer ID: DOJ0800048    Tony Stark

**Customer Bill To Options** Find | View All    First 1

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

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

- 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 & Adjusting 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:	
Tony Stark					
*Invoice Form:	SERVHDR	From Date:	3/1/2014	To Date:	3/31/2014
Accounting Date:	04/09/2014	Pay Terms:	NET0	Pay Method:	Check
Remit To:	STATE	Bank Account:	175		
Sales:	DEFAULT	Bill Inquiry Phone:	916-324-5090		
Credit:	ANALYST	Collector:	DOJREIMB		
Bill:	DOJREIMB	Billing Authority:			

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 & 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				

- 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 & 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 & 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		

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

**Payment Terms**

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

**Reference Information**

PO Ref:		PO Line:		BOL:	
Order No:		Document:		Line Item:	
Contract:		L/C ID:		Case No:	

## 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 & Maintain Receivables

Favorites ▾ | Main Menu ▾ > Accounts Receivable ▾ > Pending Items ▾ > Online Items ▾ > Group Entry

**FISCal**

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:	<input type="button" value="+"/> <input type="button" value="-"/>
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 & Maintain Receivables

Navigation: 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:  
 Amount: 550.00      Currency: USD      SubCust2:

Accounting Entries: Complete      Display Totals:  ⚡ ✎

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

ChartFields | Currency Details | Additional Details | Journal Reference Information 

Line	GL Unit	Ledger Grp	Ledger	*Type	Amount	Reference	Fund	ENY	*Account	At
2	0820	MODACCRL	MODACCRL	User ▾	-550.00	<input type="text"/>	0001	2013	4122600	4
102	0820	MODACCRL	MODACCRL AR		550.00	<input type="text"/>	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

**FI\$Cal**

Totals | Payments

Unit: 0820    **Deposit ID: NEXT**   

\*Accounting Date: 04/09/2014 

\*Bank Code: STATE  State Bank

\*Bank Account: 175  175

\*Deposit Type: R  Regular

Bank Deposit Number: 1175100015

Control Currency: USD 

Format Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000 

Identifier:

Control Totals			
Control Total Amount:	750.00	*Count:	1
Entered Total Amount:	0.00	Count:	1
Difference Amount:	0.00	Count:	-1
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data	
*Received:	04/09/2014 
*Entered:	04/09/2014 
Posted:	
Assigned:	Z_FUNC_SUPER_USER 
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

[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: 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  
 Check Date: 04/09/2014  
 Description:    City Code:    County Code:    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	

## 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

# 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](#)

**Payment Seq:** 2    **\*Payment ID:** MISCPAY2001    **\*Accounting Date:** 04/09/2014 [BT](#)  
**Amount:** 200.00    **Currency:** USD  
**Rate Type:** CRRNT    **Exchange Rate:** 1.00000000  
 **Payment Predictor**     **Journal Directly**     **Range of Refer**

**Payment Method:** Check    **Attachments (0)**

**Additional Payment Information** [Find](#) | [View All](#) [First](#)

**Payment Method:** Cash    **Reference Number:**      **Received by SCO**  
**Cash Type:** Gen Cash    **City Code:**   
**Check Date:**  [BT](#)    **County Code:**   
**Description:**     **Tax Amount:**

**Notes**

**Customer Information** [Find](#) [First](#)

**Customer ID:** DOJ0800028 [Q](#)    **Business Unit:** 0820 [Q](#)  
**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

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

**Reference Criteria**

Reference Criteria: Specific Value ▾      Item Reference      Personalize | Find | View All | [Print] [Grid]      First 1 of 1 Last

Qual Code	Reference	To Reference
	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

- 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](#)

**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

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"/>	

   [Revenue Distribution](#)    [Add Conversation](#)    Letter of Credit ID:

**Balance**

Amount:	550.00	<b>Remaining:</b>	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 – Receivable

[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 La

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 	2011 	4144500 	4144500000	

← ||| →

**Total**

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

**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.

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

- 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



## 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: =    
 Deposit ID: begins with   
 Payment Sequence: =   
 Payment ID: begins with   
 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



**Payment Control** **Options** Action

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.

# Creating A Payment

**Key Points:**

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

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

**FI\$Cal**

Payment Control | Options | **Action**

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

Action: Do Not Post

<b>Group Action</b> Delete Unpost	<b>Posting Action</b> Action: <b>Batch Standard</b> ▾ OK	<b>Accounting Entry Actions</b> Review Unpost Now
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**Save** | Return to Search | Notify

Payment Control | Options | Action

# Demonstration



# Discussion

