



**FI\$Cal**

*Financial Information System for California*

# BUSN221c – Overdue Charging Configuration Workshop

*February 5, 2015*

# Agenda

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- Department Configuration Workshop Objectives and Outcome
- Department Task Definitions
- Demonstration of Department Configuration Task Functionality
- Walkthrough of Department Configuration Task
- Next Steps

# Configuration Workshop Objectives and Outcomes

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## Objectives:

- Define configuration values to support FI\$Cal Accounts Receivable functionality
- Produce configuration data entry spreadsheets for each configuration build work unit
- Validate configuration data entries with key business users, project management, and where applicable, department stakeholders

## Outcome:

- Configuration build will be the basis for what configuration values will be loaded into the FI\$Cal system for Billing.

**Configuration:  
Set-up values within the application.**

# Department Task Definitions

<b>Term</b>	<b>Definition</b>
<b>Accounts Receivable</b>	A claim against a customer (debtor), such as a person, business, or governmental entity for money owed to the state.
<b>Entry Reason</b>	An additional classification of an entry type. Entry Reasons may define a lower level of entry types for tracking and reporting purposes.
<b>Overdue Charge</b>	An additional charge to a customer for not paying a receivable prior to the receivable's due date.

# Walkthrough of Department Configuration Functionality

## ■ Overdue Charge Entry Reasons

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Receivables](#) > [Options](#) > [Entry Type](#)



[Entry Type](#) | [Entry Reason](#)

SetID: 6360    Entry Type: OC    Overdue Charges

Entry Reason Detail    Personalize | Find | View All |  |     First  1-3 of 3  Last

	*Entry Reason	*Description	Short Description		
1	ADMIN	Administrative Charge	Admin		
2	FIN	Finance Charge	Finance		
3	PNLTY	Penalty	Penalty		

# Walkthrough of Department Configuration Functionality

## ■ Overdue Charges

Favorites ▾ | Main Menu ▾ > Set Up Financials/Supply Chain ▾ > Product Related ▾ > Receivables ▾ > Credit/Collections ▾ > Overdue Charging



Setup 1

Setup 2

SetID:	6360	Overdue Charge ID:	PEN
<b>Overdue Charge ID Definition</b>			
*Effective Date:	01/01/1901 	*Status:	Active   
*Description:	Penalty	*Overdue Charge Type:	Penalty 
Short Description:	Penalty	<input type="checkbox"/> Create Charge by Item Line	
<input checked="" type="checkbox"/> Create Overdue Charge Document		<input type="checkbox"/> One Time Charge Flag	
<input checked="" type="checkbox"/> Create A Group To Post Charges		<input type="checkbox"/> Assign Once Per Item	
<input checked="" type="checkbox"/> Include Prior Charges		*Overdue Charge Rate Type:	Percentage 
*Overdue Charge Rate Type:	Percentage	Percent:	5.0000000 
Days Between Charges:	30 	Grace Days:	
*Days in Calculation Year:	365 	*Field Name:	ACCOUNTING_DT 
Entry Type:	OC	*Entry Reason:	PNLTY 

# Walkthrough of Department Configuration Functionality

## ■ Overdue Charges

[Favorites](#) > [Main Menu](#) > [Set Up Financials/Supply Chain](#) > [Product Related](#) > [Receivables](#) > [Credit/Collections](#) > [Overdue Charging](#)



[Setup 1](#) | [Setup 2](#)

SetID: 6360      Overdue Charge ID: PEN

**Overdue Charge ID Definition** Find | View All    First 1 of 1 Last

Effective Date: 01/01/1901      Status: Active

Add An Item

Minimum Item Charge:       Currency: USD

Minimum Business Unit Charge:       Currency: USD

**Item Exclusion Options**

- Exclude Collection Items
- Exclude Disputed Items
- Exclude Credit Items
- Exclude Deduction Items
- Exclude Items < Amount
- Currency

**Cancel Document Options**

- Cancel Collection Customer
- Customer Is In Dispute
- Document Has Credit Total
- Document Total < Amount
- Currency

# Walkthrough of Department Configuration Task

## ■ Let's discuss the **Department Configuration Task!!**

Field Name	Business Unit	Overdue Charge Transaction Type	Description	Entry Reason	Description
<b>Field Type</b>	Character	Character	Character	Character	Character
<b>Field Length</b>	4	5	30	5	30
<b>Description</b>	Represents the current 4-digit organization code for your department.	This will be used to represent an Overdue Charge transaction recorded in the AR Module	Description for the Overdue Charge Transaction Type.	An additional classification of the Overdue Charge Transaction Type. Entry Reasons may define a lower level of the Overdue Charge Transaction Types for tracking and reporting purposes.  Overdue Charge Entry Reasons can be used to track the different types of overdue charges for past due receivables.	Description for the Overdue Charge Entry Reason.
<b>Comments</b>		For each Overdue Charge Entry Reason, the OC Transaction Type value should be repeated within this column	For each Overdue Charge Entry Reason, the Overdue Charges value should be repeated within this column	An Overdue Charge Transaction Type may have none, one, or multiple Entry Reasons. If there are additional Entry Reasons for the Overdue Charge Transaction Type beyond the standard values provided, populate the Entry Reason value within this column. <u>If no additional Entry Reasons are needed, or if your department does not generate overdue charges for outstanding receivables, then input "Not Applicable" within row 10 in this column.</u>	Dependent on whether there is an Entry Reason configuration request
<b>Required ?</b>	Yes	Yes	Yes	Yes	Yes
Standard		OC	Overdue Charges	ADMIN	Administrative Charge
Standard		OC	Overdue Charges	FIN	Finance Charge
Standard		OC	Overdue Charges	PNLTY	Penalty
1		OC	Overdue Charges		
2		OC	Overdue Charges		

# Walkthrough of Department Configuration Task

## ■ Let's discuss the Department Configuration Task!!

Field Name	Business Unit	Overdue Charge ID	Description	Overdue Charge Type	Include Prior Charges?	Overdue Charge Rate Type	Percent/Amount for Overdue Charge	Days Between Charges
Field Type	Character	Character	Character	Character	Character	Character	Number	Number
Field Length	4	5	30	N/A	1	N/A	24	4
Description	Represents the current 4-digit organization code for your department.	Identifies the type of an overdue charge.	Description for the Overdue Charge ID.	Notes whether the overdue charge is an Administrative, Finance, or Penalty charge.	Notes whether an overdue charge can be applied to previously generated overdue charge amounts.	Notes whether the overdue charge is based off of a percent or a fixed amount.	Notes the dollar amount or percent for calculating an overdue charge for an item.	Represents the number of days between creating overdue charges for an item.
Comments	<u>If your department does not generate any overdue charges for outstanding receivables, please enter "Not Applicable" in Cell B10.</u>	Can be a maximum of 5 alphanumeric characters.		This classification is used for reporting purposes.	Values are either Y for Yes or N for No.			
Required ?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Example	0820	ADMIN	Admin Charge	Administrative	N	Fixed Amount	\$5.00	30
Example	0820	FIN	Finance Charge	Finance	Y	Percent	2%	30
Example	0820	PNLTY	Penalty	Penalty	N	Fixed Amount	\$25.00	30
1								
2								

# Next Steps

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- Complete the BUSN221c Department Configuration Task
- Attend AR Support Sessions if you have any questions on the BUSN221c Department Configuration Task

# Question and Answer

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