

ACCOUNTS RECEIVABLE SETUP AND USE

LOGON AND MENU SELECTION

1.1 Enter your assigned name, District number, password and fiscal year.

Note: Fiscal year defaults to the current fiscal year as indicated from the server's date.

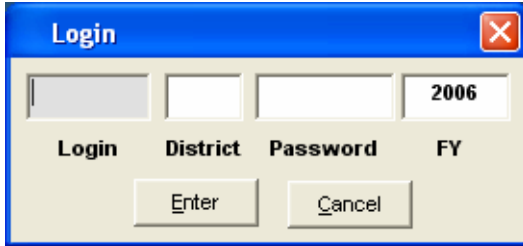


Illustration 1.1

1.2 Select *General Ledger, Accounts Receivable*, for all client maintenance and A/R functions.

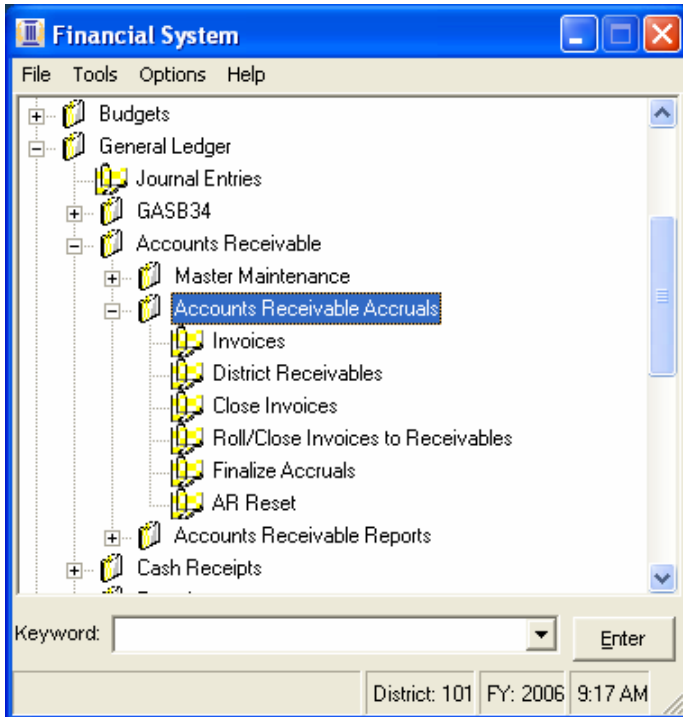


Illustration 1.2

ACCOUNTS RECEIVABLE MASTER MAINTENANCE – CLIENT MAINTENANCE

See Section 2 in the Invoicing Setup & Use training walkthrough.

ACCOUNTS RECEIVABLE MASTER MAINTENANCE – CLIENT GROUPING

See Section 3 of the Invoicing Setup & Use training walkthrough.

ACCOUNTS RECEIVABLE MASTER MAINTENANCE – TERMS MAINTENANCE

See Section 4 of the Invoicing Setup & Use training walkthrough.

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ACCOUNTS RECEIVABLE ACCRUALS – DISTRICT RECEIVABLES

NOTE: After June 30 of each year, the Invoicing application is no longer available for that (prior) fiscal year; any unfinished Invoices must be entered in the Accounts Receivable Program.

- 5.1 Select the *District Receivables* application from the *Accounts Receivable Accruals* menu and double-click it or highlight it and use the Enter key.
- 5.2 The *Receivable Maintenance* screen will appear; you will have several options. The **Add, Update, Void** and **Exit** buttons are all arrayed across the bottom of the screen.

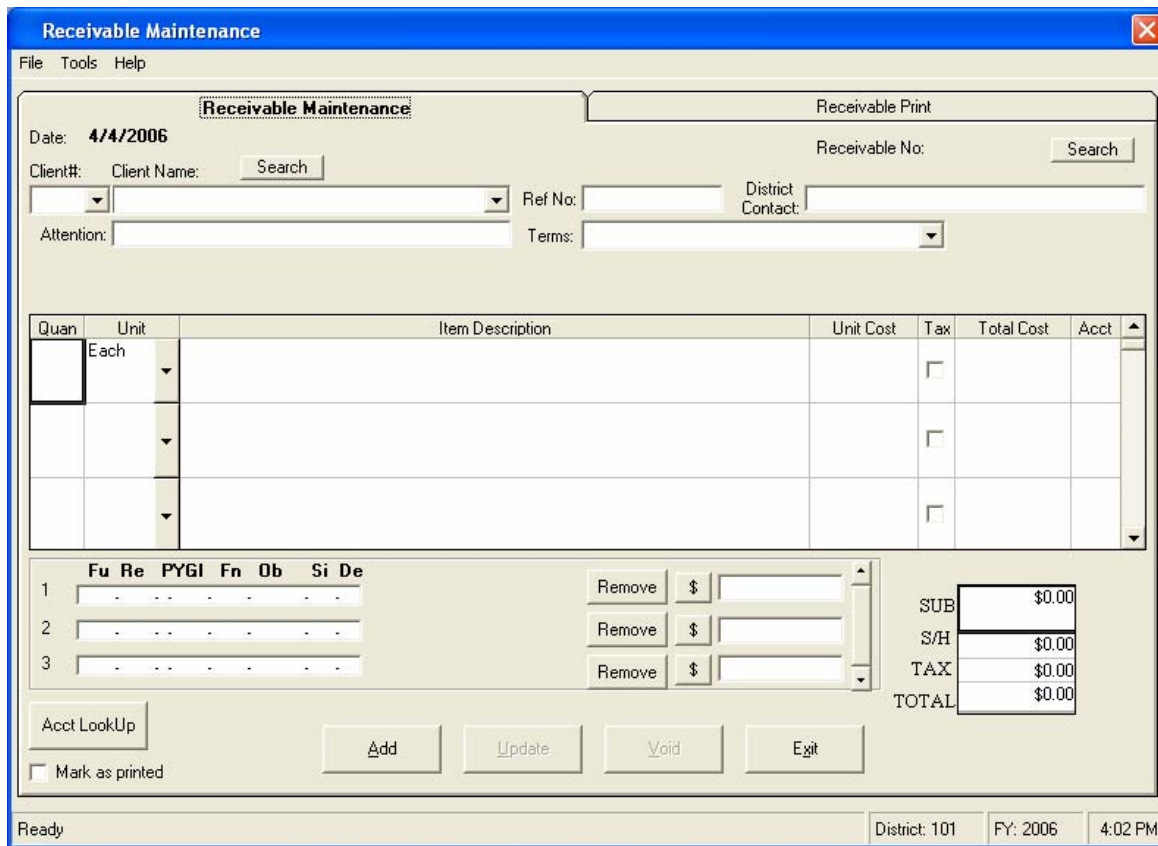


Illustration 3.2

- 5.3 To add a new receivable to the system, fill in the information in the screen. Start by choosing a client name or number from the drop-down menus titled *Client Name* and *Client #* respectively.
- 5.4 Use the *Attention* field for the name of a contact at the Client's place of business.
- 5.5 The *Ref No:* field may be used for any purpose. You may want to assign an internal number other than the Receivable number and enter it here, or it may be left blank.
- 5.6 Choose a *Term* from the drop down menu. Terms are not required to be filled in, and may be left blank.

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- 5.7 If Client questions should be referred to a specific individual at the District, it may be wise to put that person's name in the *District Contact* field. Once again, this may also be left blank.
- 5.8 The main section of the receivable is modeled after the Purchase Order and Requisition screens. Fill in a *Quantity*, type of *Unit*, and *Description* for the item. Next, input a per-*Unit Cost*. This will automatically generate a Total Cost. If you charge sales tax on the item, check the *Tax* box; the application will automatically account for the tax in the next section. Add items until you are ready to account for them.
- 5.9 Enter an account code into the appropriate fields (fund, resource etc.) If you do not know the specific account codes that are available, you may click the **Acct LookUp** button to obtain a list of usable accounts. Selection from the list is as simple as double clicking the account, which will close the screen, return to the Receivable module and fill in the account line with the one you selected.
- 5.10 Sometimes when collecting from clients, sales tax is involved. This is due any time finished goods are sold to a client. Enter a check mark in the sales tax column, simply by clicking in the box available. The system will automatically calculate and *account for the sales tax*. The sales tax line displayed with the rest of the accounts may not be modified by the user, except to change the description lines for which the box is checked. This is so that the correct amount is placed in the proper account for payment to the Franchise Tax Board (FTB).
- 5.11 Sales tax, as of this writing, will be collected and held in object 9581, in the General Fund (0100). **Tip:** *Only send in the sales tax when the receivable has been collected. This will reduce the risk of already having sent in the tax if you must cancel or void an receivable.*
- 5.12 Click the **Add** button to enter the receivable into the system. Please note that Receivables are not automatically printed. There are two reasons for this: first, once a receivable has been printed, it cannot be **Voided**, it may only be **Closed**. Second, many users want to print Receivables as a batch, and not one at a time. *If you wish to print the Receivable once it's been entered, check the **Print After Add** box on the lower left-hand corner of the screen.*
- 5.13 Once a Receivable has been created, and before it's been printed, it may be modified. Search for the Receivable and load it into the *Receivable Maintenance* screen. Make the changes desired, and then click **Update**.
- 5.14 If the Receivable that has been loaded needs no changes, but you would like to enter a new one, click the **New** button. This will reset the screen and allow a new Receivable to be created.
- 5.15 Continue to enter Receivables until finished; use the **Exit** button to return to the main menu.

ACCOUNTS RECEIVABLE ACCRUALS – PRINTING RECEIVABLES

- 4.1 You'll note that the Receivable application has an additional tab on it that says *Receivable Print*. (Illustration 4.1)
- 4.2 Entering the *Receivable Print* tab, search for unprinted Receivables simply by leaving all the criteria blank and clicking **Search**. Alternately, you may select specific criteria such as *Receivable number*, *Client number*, *Client Name*, or *Date*.
- 4.3 The grid will fill with Receivables that match the criteria that were selected. Receivables in the grid may be highlighted individually and **Previewed** or **Printed**, or multiple Receivables may be selected and **Previewed**

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or **Printed**. *Note: If the **Show Printed Only** box has been checked, any preview or print of those Receivables will have the watermark **Reprint** displayed across the top of the form.*

Receivable No.	Date Entered	Print Date	Client #	District Contact	Status
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Illustration 4.1

4.4 If you wish to remove the highlight from rows, use the **Clear All** button at the bottom of the screen. **Exit** will close the program.

ACCOUNTS RECEIVABLE REPORTS

5.1 There are three main reports that are used in conjunction with the A/R and Invoicing functions: **Receivable Summary Report**, **Accounts Receivable Report**, and **Receivables Cross Reference Report**.

5.2 The **Receivable Summary Report** is used to view the Receivables set up for the fiscal year. It is important to note that it will show receivables for the year that is currently logged into. *If you wish to see Receivables for the prior fiscal year (presuming that you are trying to close the books) you must log into that year.*

5.3 Options for the report include displaying voided receivables, open only or having it page break by client. The default settings are to display all receivables, with the exception of those voided, without page breaks. The report may also be selected by client, date, A/R number, and further filtered by account.

5.4 In order to run a report for either the Accounts Receivable or Invoices, select the **Accounts Receivable** report. (Illustration 5.4)

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Accounts Receivables and Invoice Report

File Help

Select Report

Invoices Only Receivables Only Invoices And Receivables Comments: _____

Reference Number(s)

Invoice No: From: 0 To: 9999999

Receivable No: From: To: Show Open Only

Additional Search Criteria - Applies To INVOICES

Date Range: 07/01/2005 To 06/30/2006

Client Number: _____

Client Name: _____

Account Selection

	Fu	Resource	PY	Goal	Function	Object	Site	Department

Account Selections: You can use the wildcard symbols ? and * to stand for variable characters within the account code fields. The ? stands for a single character. The * symbol stands for any number of characters.

Generate Report Cancel

Ready District: 101 FY: 2006 3:23 PM

Illustration 5.4

5.5 Select the criteria for the report; this may be Invoices, Receivables or a combination of both, from a specific numeric, client or date range. Account selection may be used as well to further narrow the search for items. The default report will return all Invoices and/or Receivables matching the criteria whether open or closed. To only view those items that remain open, check the *Show Open Only* box.

5.6 The **Receivables Cross Reference Report** is used to display the Invoice and the corresponding Receivable that closed the Invoice and recorded the asset and revenue in the appropriate fiscal year.

Receivables Cross Ref Report

File Help

Report Criteria:

Receivable No. From: To: Invoice No. Invoice Date 7/1/2005 4/5/2006 Client No. Client Name

Generate Report Exit

Status: Ready District: 101 FY: 2006 9:29 AM

Illustration 5.6

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GENERAL LEDGER – CASH RECEIPTS

- 6.1 Enter the *General Ledger* menu option from the *Financial System* Screen.
- 6.2 Select *Cash Receipts*, and from the drop down menu that appears, choose *Deposits (SACS)*.
- 6.3 Double left-click the *Deposits (SACS)* menu option. This will open the *District SACS Deposit* screen.
- 6.4 Left-click on the **Add New Deposit** button to enter the *Deposit Type* screen.

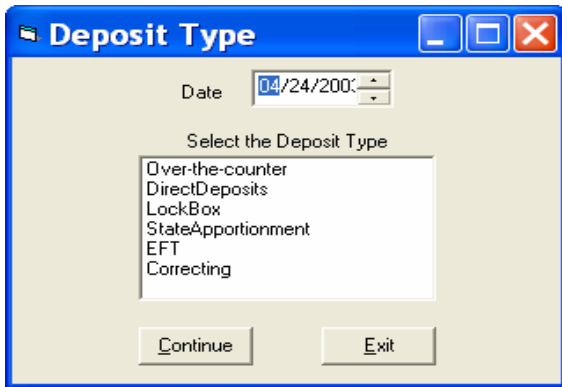


Illustration 6.4

- 6.5 Select the date that you want in the *Date* field using the up/down buttons.
- 6.6 Choose the deposit type in the *Select the Deposit Type* field.
- 6.7 Left-click the **Continue** button. This will open the *SACS Deposit Permit* screen.

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The screenshot shows the 'SACS Deposit Permit' application window. At the top, it displays 'District: 101' and 'Date: 04/05/2006'. The 'Ref Type' is set to 'Acct'. The 'AccountCode' field is populated with 'Fu Re P Gl Fn Ob Si De'. The 'Amount' field is empty, and the 'Description' and 'CurrencyType' fields are also empty. There are 'Account Lookup', 'Done', and 'Delete' buttons. Below this is a table with columns: Fu, Re, PY, Gl, Fn, Ob, Si, De, Amount, Description, In/Ac, Ln, PF, Type, Currency, Ck#. The table is currently empty. At the bottom, there is a 'By: bguenther' field, a 'Type: Over-the-counter' field, a 'Deposit Total' field showing '\$0.00', and a 'Currency Type Subtotals' table with rows for Cash, Checks, Warrants, and Total Deposit. There are also 'Submit Deposit' and 'Cancel' buttons, and a 'Print Deposit Transmittal Form' checkbox.

Illustration 6.7

- 6.8 There is a drop-down menu containing four different Ref Types. These are: Acct (account), AR (accounts receivable), Inv (invoice) or Batch. Each of these has its own distinct function.
- 6.9 Entering a reference type of Acct is as straightforward as typing in the Account Code, entering the Amount, Description, and Currency Type.
- 6.10 The Account Lookup button will assist in selecting available revenue, expense or balance sheet accounts to enter. (See Illustration 6.10)
- 6.11 With the *Allow Wild-Cards* box checked, any number may be input and searched on.

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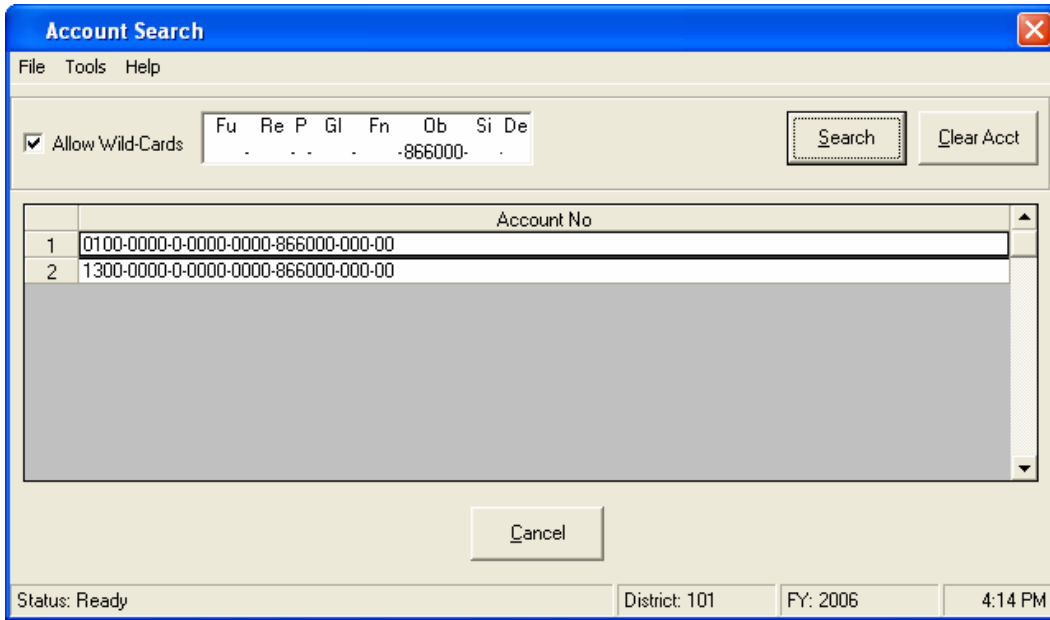


Illustration 6.10

6.11 Enter the account code in the *AccountCode* field. If you make a mistake, you may either retype the code or hit the **Clear Account** button to return all fields to blanks. Choose an account from the search grid and double-click it. This will cause the screen to close and will fill the account line on the deposit screen with the selected account.

6.12 Moving to the *Amount* field, enter the amount in dollars and cents (no need for the currency sign). Continue on to the *Description* field and enter a description. Lastly, choose a currency type for this single line only from the drop down menu in the *Currency Type* field. **IMPORTANT:** *The currency type is used to help prepare the County Deposit Transmittal for you. While currency types can be changed in the transmittal screen, it saves time to correctly designate them here.*

6.13 Left-click the **Done** button. This will enter the line into the deposit and return you to the **SACS Deposit Permit** screen.

6.14 Invoices or Receivables being deposited have their own reference types. Select the appropriate type, input the A/R or Invoice number and click **Search**.



Illustration 6.14

6.15 The Receivable or Invoice screen will appear with the selected Receivable or Invoice loaded. (See Illustration 6.15)

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Receivable # 50003 Detail

Receivable: **50003** Receivable Date: **6/30/2005** Status: **0**

Client: **Beatrix Potter** Finalize All Lines

Ln	Fu	Re	PY	Gl	Fn	Ob	Si	De	Amount	TaxAmount	Payments	DepositAmt	Status
1	1	0100-0000-0-0000-0000-869900-000-00							\$500.00	\$500.00	\$0.00	\$0.00	
2	2	0100-0000-0-0000-0000-958100-000-00							\$0.00	\$39.38	\$0.00	\$0.00	

Original Invoice Total: **\$539.38** Open Balance Total: **\$539.38** Deposit Amt: **\$0.00**

CurrencyType: * Only VERIFIED if this is an "Over-the-counter" type of deposit

Illustration 6.15

6.16 Enter the amount for each line in the *DepositAmt* field in the grid. Choose a status for that line – this may be either (P)artial or (F)inal. Alternately, the *Finalize All Lines* box may be checked which will then receive the entire amount for the line and mark it (F)inalized.

6.17 Select a *Currency Type* from the drop down menu, and when finished, click **Done**.

6.18 The user may select lines from the deposit and edit or delete them. Once the deposit is completed and the user has verified amounts and accounts, left-click the **Submit Deposit** button.

6.19 A pop-up message box appears asking the user to record the deposit as #XXXXXX.

The deposit will automatically generate a deposit report. Print this for the District’s records.

6.20 After printing the SACS deposit report, the system will also generate a **County Transmittal Report**. (Illustration 6.20)

6.21 The fund from the SACS input will automatically translate into the County Fund on the transmittal. If changes to the monetary type need to be made, the Adjusted Amounts grid should be used. Simply manually input the correct amounts next to the currency type in the Amount column. The application will not let the Adjusted Amounts differ in total from the SACS Amounts.

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Deposit Transmittal Form

Deposit Number:

Prepared By:

SACS Amounts		Adjusted Amounts	
Pay Method	Amount	Pay Method	Amount
Check	539.38	Check	539.38
Currency	0.00	Coin	0.00
Dir Dep-Misc	0.00	Currency	0.00
Miscellaneous	0.00	Dir Dep-BOW	0.00
Total	539.38	Dir Dep-BOA	0.00
		Dir Dep-Misc	0.00
		Total	539.38

Line	Account (4 Char.)	Fund (4 Char.)	Subclass (5 Char.)	Budget Year	Amount	Line Reference (10 Char.)
1	1435	9999	60001		539.38	

Print Cancel

Illustration 6.20

6.22 Users may also enter custom data into the *Line Reference* field in the lower grid.

Adjusted Amounts	
Pay Method	Amount
Check	339.38
Coin	200.00
Currency	0.00
Dir Dep-BOW	0.00
Dir Dep-BOA	0.00
Dir Dep-Misc	0.00
Total	539.38

Illustration 6.22

6.23 Click **Print** when everything has been adjusted or prepared satisfactorily.

NOTE: If you enter Deposits on the SACS system before presenting them to the County, you can save time and duplicated effort by printing the County Transmittal off and submitting it to the County Treasurer. This will also speed up the posting of deposits on the COE side.

PREPARING DEPOSITS USING BATCHES

7.1 One of the options available on the Deposit is to submit a Batch. This is a group of receipts that have come in from a Site, or that have been prepared at the District Office. Each group that was prepared received a batch number. To deposit, simply select the *Ref Type* of Batch, and input the Batch number from the Batch report. This will select all of the receipts in that batch and load the deposit grid with them. Receipts may be updated here if the amounts differ from the report.

7.2 Multiple batches may be loaded and submitted. The remainder of the procedure follows the regular deposit submission.