Accounts Receivable
User Procedures

Accounts Receivable
User Procedures

Table of Contents

Chapter 4 User Procedures 3

4.0 Transaction Screens 3

4.1 Receivable List Screen (AR000) 3
4.1.1 Receivable Radio Button 3
4.1.2 Case Button 5
4.1.3 Customer Button 6
4.1.4 Access to Additional AR Screens 7

4.2 Receivable Screen (AR001) 8
4.2.1 Receivables - Control Block (AR001) 9
4.2.2 Receivables - Document Tab (AR001) 11
4.2.3 Receivables - Reference Tab (AR001) 14
4.2.4 Receivables - Reporting Tab (AR001) 17
4.2.5 Receivables - Loan Tab (AR001) 19
4.2.6 Receivables - Items Tab (AR001) 21
4.2.6.1 Receivables - ACCS/MDL (AR001) 23
4.2.7 Receivables - Schedule Tab (AR001) 25
4.2.8 Create Receivable Transactions (AR001) 26
4.2.8.1 Modify Receivable Transactions (AR001) 32
4.2.9 AR001 Screen Edits 34

4.3 AR Bills (AR002) 35
4.3.1 AR Bills - Control Block (AR002) 35
4.3.2 AR Bills - Document Tab (AR002) 37
4.3.3 AR Bills - Bill Items Tab (AR002) 39
4.3.3.1 AR Bills - ACCS/MDL 40

4.4 Receivable Adjustment Screen (AR003) 42
4.4.1 Receivable Block 43
4.4.2 Adjustment Block 44
4.4.3 Adjustment Items Block 46
4.4.4 Applying Adjustments 48
4.4.4.1 Cancel Receivable 49
4.4.4.2 Change ACCS MDL 51
4.4.4.3 Credit Memos 54
4.4.4.4 Debit Memos 57
4.4.4.5 Refer to Treasury for Cross-Servicing 59
4.4.4.6 Refund Due to Customer 61
4.4.4.7 Reopen Receivable Referred to Treasury 63
4.4.4.8 Close Receivable for Rescheduling 65
4.4.4.8.1 Query New Receivable for Rescheduling 67
4.4.4.9 Write-Off Receivable 68

4.5 Bill Adjustment Screen (AR004) 70
4.5.1 Receivable Block 71
4.5.2 Bill Block 73
4.5.3 Bill Adjustment Block 73
4.5.4 Adjustment Items Block 74
4.5.5 Applying Adjustments 77
4.5.5.1 Cancel a Bill 77
4.5.5.2 Change ACCS MDL on a Bill 79
4.5.5.3 Credit Memo 83
4.5.5.4 Assess Late Charges (Dunn) 85
4.5.5.5 Waive Late Charges 88
4.5.6 Modifying Bill Adjustments 90
4.5.7 Screen Edits 90

4.6 Receipt Log 91
4.6.1 Receipt Log (AR006) Screen 91
4.6.2 Enter a Receipt Log Record 94
4.6.3 Modify a Receipt Log Record 95
4.6.4 Delete a Receipt Log Record 96

4.7 Deposit Ticket 96
4.7.1 AR Deposit Ticket Screen (AR007) 96
4.7.2 Deposit Ticket Detail Screen 99
4.7.3 Create a Deposit Ticket 102
4.7.4 Assigning Receipts to a Deposit Ticket 105
4.7.5 Modify a Deposit Ticket 106
4.7.6 Delete a Deposit Ticket 106

4.8 Collections Screen (AR008) 107
4.8.1 Receivable Block 107
4.8.2 Collection Block 109
4.8.3 Collection Bill Items Block 112
4.8.4 Apply Collection 113
4.8.5 Modify Collection 116
4.8.6 Reverse and Apply Non-Sufficient Funds (NSF) Billed Collections 117
4.8.7 Screen Edits 118

4.9 Unbilled Collection Screen (AR009) 118
4.9.1 Receivable Block 119
4.9.2 Unbilled Collections Tab 124
4.9.3 Collection Items Tab 127
4.9.3.1 Collection Items MDL Pop-up 128
4.9.4 Apply Collections to Existing Receivables 129
4.9.6 Modifying an Unbilled Collection 138
4.9.7 Reverse and Apply Non-Sufficient Funds (NSF) Unbilled Collections 139
4.9.8 Reverse an Unbilled Collection 140
4.9.9 Screen Edits (AR009) 141

4.10 Intra-governmental Payment and Collection (IPAC) 142
4.10.1 IPAC Collections Screen (AR010) 142
4.10.2 Enter an IPAC Collection Record 144

Chapter 4 User Procedures

4.0 Transaction Screens

Transaction screens are used for processing of individual transactions or documents within the CBS Accounts Receivable module. Accounts Receivable functionality will be used to generate receivable/bills, apply adjustments, maintain receipt logs, create deposit tickets, record collections, and produce reports. Additional tasks required to support processing and query data may also be performed on various transaction screens. Procedures pertaining to the transaction screens are included in this section of the documentation.

4.1 Receivable List Screen (AR000)

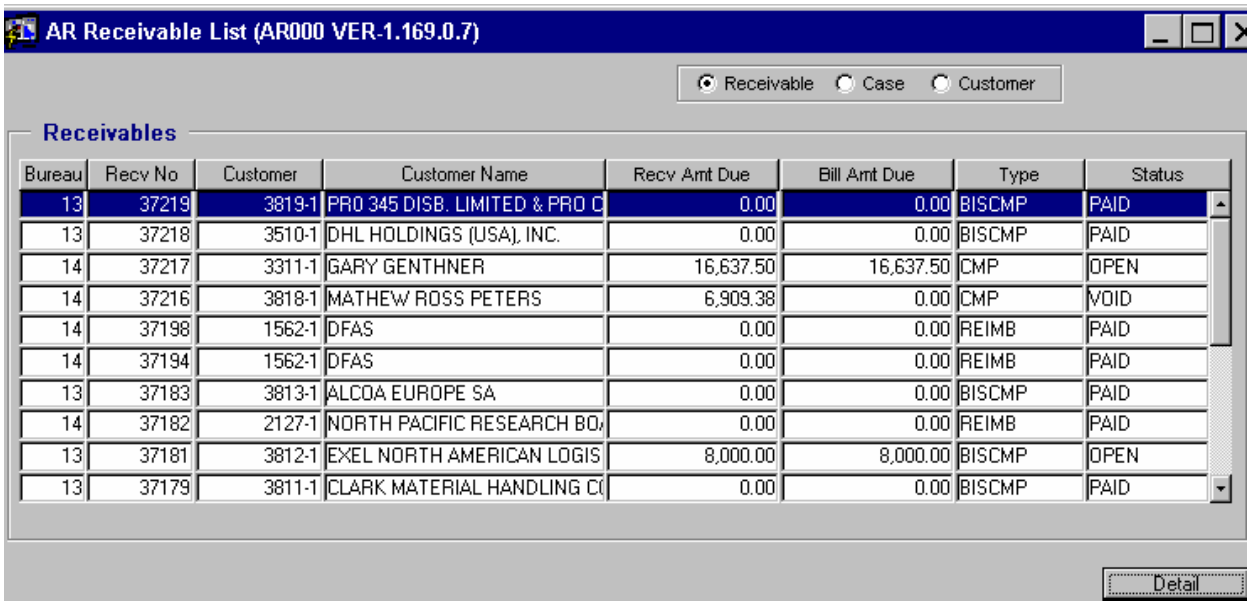
The Receivable List screen is a read-only screen and displays a list of all receivables, customers and cases that have been established in the CBS AR Module. The Receivable List screen displays these selection criteria as three radio buttons labeled Receivable, Case, and Customer. The system will default to the radio button labeled Receivable.

These three radio buttons act to provide a link to various other functional screens through buttons listed at the bottom of the screen. These buttons vary depending on the radio button selected. The user may highlight any record and click on the corresponding buttons to launch the desired functional screen. The functional screen will be populated with the control information based on the record highlighted on the Receivable List screen (AR000).
Specific details related to each radio button are included in the following sub-sections.

4.1.1 Receivable Radio Button

The Receivable Radio Button lists all the receivables that have been established on the Receivable screen (AR001) and other relevant information, such as receivable and bill amount due, etc.

- The AR000 screen, for the Receivable Button, is displayed below:



Bureau	Recv No	Customer	Customer Name	Recv Amt Due	Bill Amt Due	Type	Status
13	37219	3819-1	PRO 345 DISB. LIMITED & PRO C	0.00	0.00	BISCMP	PAID
13	37218	3510-1	DHL HOLDINGS (USA), INC.	0.00	0.00	BISCMP	PAID
14	37217	3311-1	GARY GENTHNER	16,637.50	16,637.50	CMP	OPEN
14	37216	3818-1	MATHEW ROSS PETERS	6,909.38	0.00	CMP	VOID
14	37198	1562-1	DFAS	0.00	0.00	REIMB	PAID
14	37194	1562-1	DFAS	0.00	0.00	REIMB	PAID
13	37183	3813-1	ALCOA EUROPE SA	0.00	0.00	BISCMP	PAID
14	37182	2127-1	NORTH PACIFIC RESEARCH BO/	0.00	0.00	REIMB	PAID
13	37181	3812-1	EXEL NORTH AMERICAN LOGIS	8,000.00	8,000.00	BISCMP	OPEN
13	37179	3811-1	CLARK MATERIAL HANDLING C(	0.00	0.00	BISCMP	PAID

The following fields apply to the Receivable button on AR000 screen:

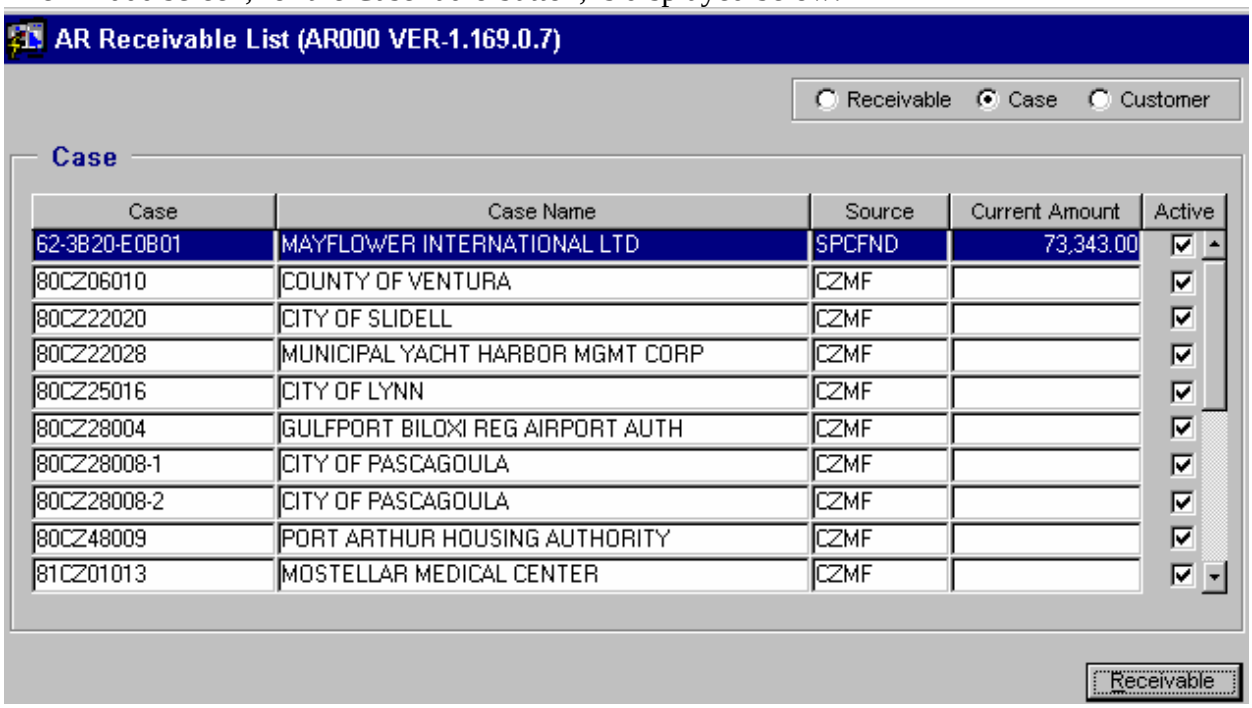
Field Name	Definition	Attributes
Bureau	This field displays the DOC Bureau for which the receivable has been created.	Defaults based on data from AR001 screen.
Recv No.	This field displays the system-generated unique number that has been assigned to the receivable.	Defaults based on information defined on AR001 screen.
Customer	This field displays the system-generated unique customer number and contact number associated with the receivable.	Defaults based on data from AR001 screen.
Customer Name	This field displays the customer name associated with the customer number.	Defaults based on data from the AR001 screen.
Recv Amt Due	This field displays the total amount due for the receivable as of the current date. This amount includes any adjustments and collections that have been applied to date.	Defaults based on data from the AR001 screen.
Bill Amt Due	This field displays the total amount due for all bills in an OPEN status within the receivable, as of the current date. This amount includes any adjustments and collections that have been applied to the open bill(s).	Defaults based on data from the AR001 screen.
Type	This field displays the type of receivable for a receivable record.	Defaults based on data from the AR001 screen.

Field Name	Definition	Attributes
Status	This field displays the current status of the receivable record.	Defaults based on data from the AR001 screen.
Detail Button	Clicking on this button will launch the Receivable Screen (AR001). The screen will display the detailed receivable record.	

4.1.2 Case Button

The Case Radio Button on the Receivable List screen (AR000) lists all the cases that have been established on the Case Information screen (AR058) and other relevant information such as case name and current amount, etc.

The AR000 screen, for the Case radio button, is displayed below:



The following fields apply to the Case button on AR000 screen:

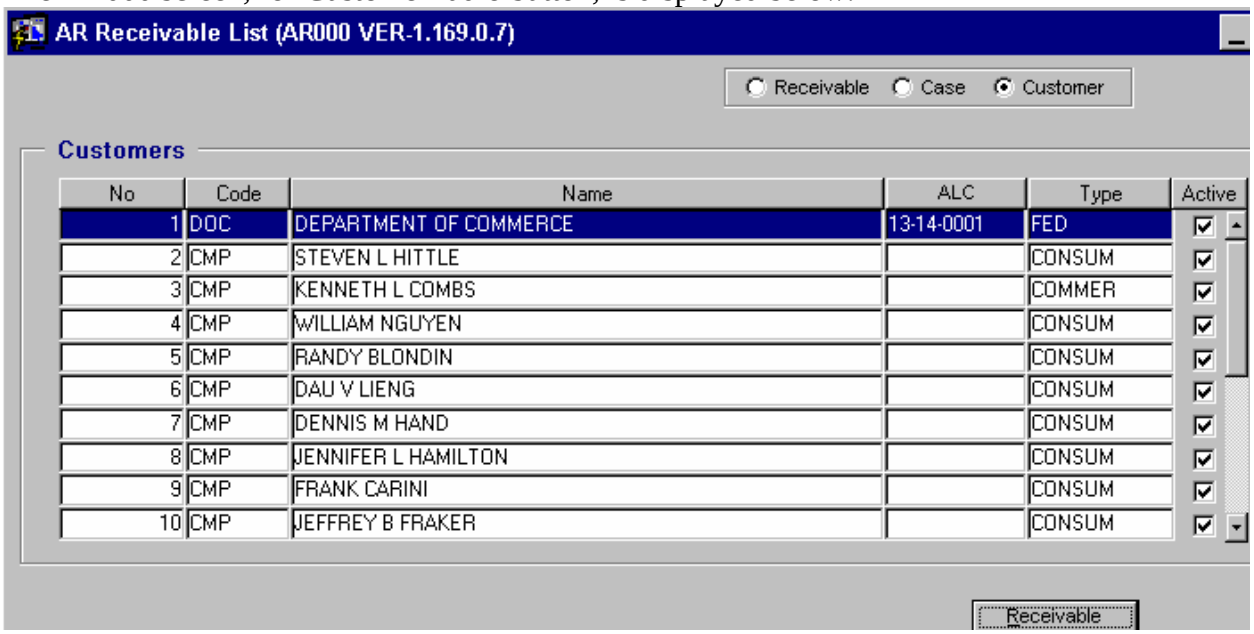
Field Name	Definition	Attributes
Case	This field displays the Case number which has been established in the system. This case number may be linked to more than one receivable record.	Defaults based on data from the AR058 screen.

Field Name	Definition	Attributes
Case Name	This field displays the Case name associated with the Case number.	Defaults based on data from the AR058 screen.
Source	This field displays the program source for which the case has been established.	Defaults based on data from the AR058 screen.
Current Amount	This field displays the amount as defined in the Original Case Amt field of the case.	Defaults based on data from the AR058 screen.
Active	This field displays the status of the case. A check in the box means the Case is active and may be used for processing. An unchecked box means that the Case is inactive and may not be used for processing.	Defaults based on data from the AR058 screen.
Receivable Button	Clicking on this button will display all the receivables that have been associated with the highlighted Case.	

4.1.3 Customer Button

The Customer Radio Button lists all the customers that have been established on the Customer and Contact Maintenance screen (AR070) and other relevant information such as customer number, name and type, etc.

The AR000 screen, for Customer radio button, is displayed below:



The following fields apply to the Customer button on AR000 screen:

Field Name	Definition	Attributes
No.	This field displays the system-generated unique number that is associated with each customer.	Defaults based on data from the AR070 screen.
Code	This field displays the customer code associated with each customer.	Defaults based on data from the AR070 screen.
Name	This field displays the customer name associated with the customer number.	Defaults based on data from the AR070 screen.
ALC	This field displays the Agency Location Code associated with the customer.	Defaults based on data from the AR070 screen.
Type	This field displays the type of customer such as Federal, Commercial, etc.	Defaults based on data from the AR070 screen.
Active	This field displays the status of the Customer. A check in the box means that the Customer is active and may be used for processing. An unchecked box means that the Customer is inactive and may not be used for processing.	Defaults based on data from the AR070 screen.
Receivable Button	Clicking on this button will display all the receivables that have been created for the selected customer.	

4.1.4 Access to Additional AR Screens

The Receivable List (AR000) screen is a read-only screen and can be used for informational purposes, queries, or as a starting point for navigating in the CBS AR Module. Users can navigate to other functional screens, within the Accounts Receivable module, from the Receivable List (AR000) screen by performing the following steps:

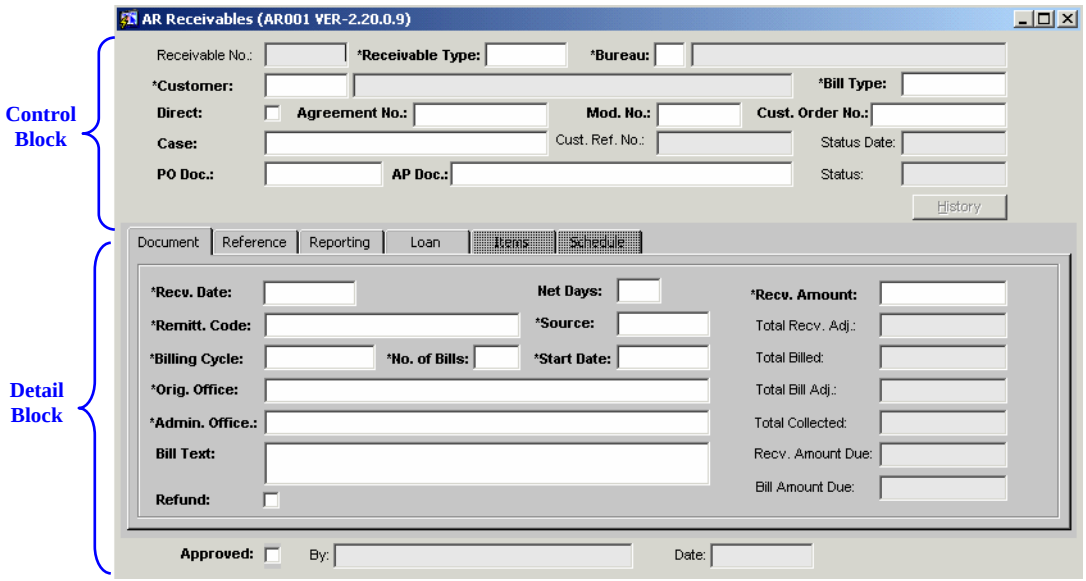
Step	*Action*
1	Select **AR000-Receivable List** menu option. The screen will default to the **Receivable** button and will be populated with receivable records.
2	The column headers on the Receivable List screen allow the user to sort in ascending or descending order when the user clicks on any column header. The Receivable List screen, when first displayed, will be in descending order based on the ***Receivable No.*** column. The user can click once on the ***Receivable No.*** column to sort the list in ascending order.

Step	*Action*
3	Users can perform a query to search for a particular receivable. Click on the **Enter Query** icon and enter available information for the desired receivable in the appropriate columns. Click on the **Execute Query** icon to retrieve all receivable records that match specified query criteria. ***Notes**: If the receivable number is not known but the user has a general idea of the range (such as 39X) the user can use the wildcard to perform the query. The user will click on the **Enter Query** icon. The user will then enter the desired range in the **Recv No.** field followed by a wildcard i.e. '39%' and click on the **Execute Query** icon. In this case, the system will retrieve all receivable records where the receivable number starts with '39.'* *If the Customer number is known but the user does not know the corresponding receivable number, users should click on the Customer button and select the desired customer number. Users can also perform queries for the particular customer number. After specifying the customer number, users click on the Receivable button on the bottom right corner of the screen to display all receivables for the customer. This logic also applies to the CASE radio button.* *Please refer to the Access & Navigation section for additional information related to queries.*
4	The user can use this screen as the starting point for any transaction. After selecting the desired receivable record on this screen, users can easily utilize the button (Detail) at the bottom of the Receivable radio button screen and navigate throughout the system.

4.2 Receivable Screen (AR001)

The Receivable screen drives most of the accounting processes in the Accounts Receivable module, such as creating bills, making adjustments, assessing late charges, *etc*. Using this screen, a user may create a new receivable record, view a receivable record, or modify an existing receivable record. The system supports the calculation, generation, and posting of customer bills based upon billing source, event and/or time period, and type of claim in accordance with agency program requirements. It also supports the establishment and tracking of receivables to be paid under installment plans, including plans for which payments have been rescheduled.

The following is an example of the AR001 screen:



The Receivable screen is divided into two parts. The first part is the control block where the required information for the receivable is entered. This information is referenced on all transaction screens involving the receivable record. The detail block of the screen is divided into the following six tabs: Document, Reference, Reporting, Loan, Items, and Schedule. These six tabs maintain the required information specific to the receivable record, such as the Number of Payments, Payment Cycle, Billing Schedule, Treasury Report on Outstanding Receivables Reporting parameters, *etc*.

4.2.1 Receivables - Control Block (AR001)

The Control Block of the Receivable screen establishes and maintains the general information for a receivable record, which is displayed for all tabs on the Receivable screen. Additionally, most of the information on the Control Block will also be referenced on other transaction screens such as Bills, Adjustments, and Collections.

The following fields apply to the Control Block on AR001 screen:

Field Name	Definition	Attributes
Receivable No.	This field displays the unique number that is assigned to a receivable record. *Note: The receivable number will be displayed on all transaction screens except for AR006 and AR007.*	System-generated.

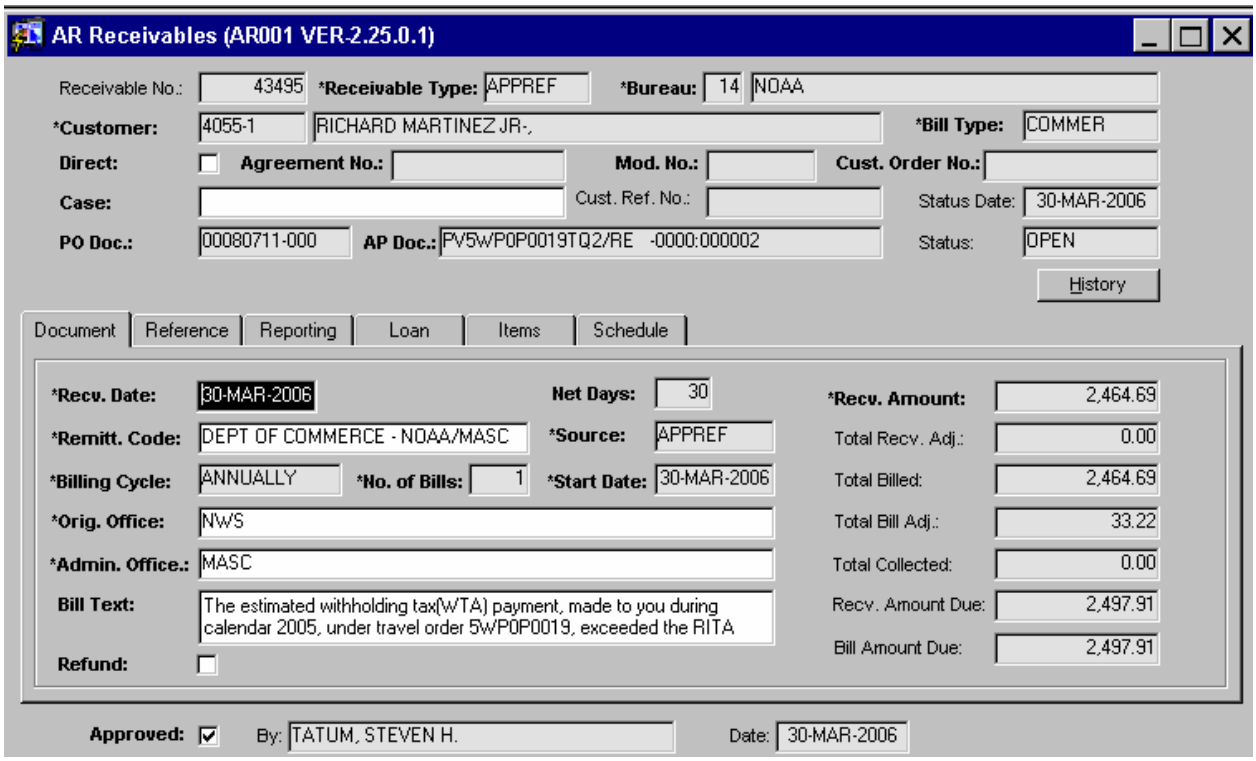
Field Name	Definition	Attributes
Receivable Type	This field displays the receivable type as defined by each bureau. The valid values for this field are established on the AR050-System Maintenance Codes screen. *Note: The information entered on this field will be displayed on AR008.*	**Required.** LOV Available.
Bureau	This field displays the bureau code and name as defined on the Bureau Code screen (GL004). *Note: The Bureau selected on this field will be displayed on all transaction screens except for AR006 and AR007.*	**Required.** LOV Available.
Customer	This field displays the customer number and name for the corresponding receivable record. The valid values for this field are established on the Customer/Contact screen (AR070). *Note: The Customer selected on this field will be displayed on all transaction screens except for AR006 and AR007.*	**Required.** LOV Available.
Bill Type	This field displays the type of bill for the corresponding receivable. Valid values are established on the System Maintenance Codes screen (AR050).	**Required.** LOV Available.
Direct	This field determines if a receivable for a reimbursable project must cite a reimbursable agreement. NOAA will not check this flag.	Optional Do not check.
Agreement No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional.
Modification No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional.
Cust. Order No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional

Field Name	Definition	Attributes
Case	This field displays the case number that is associated with the receivable. The valid values for this field are established on the Case screen (AR058).	Optional. LOV Available.
Cust. Ref No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional
Status Date	This field displays the system date when the receivable status was last updated.	System-generated.
PO Doc	This field displays the purchase order as defined in the Accounts Payable (AP) Module. This field is systematically populated in cases where the TIN Number of the customer selected matches with the TIN Number in the AP Module.	Optional. LOV Available.
AP Doc	If applicable, this field displays the corresponding invoice number as defined in the AP Module for the purchase order selected.	Optional.

4.2.2 Receivables - Document Tab (AR001)

The Document Tab of the Receivable screen maintains information pertaining to the bill(s) that are created for the receivable record. This tab establishes information such as the number of bills to be generated, the billing cycle for the bill payments, the starting date for the billing schedule and other relevant information.

The following is an example of the Document tab on the AR001 screen:



The following fields apply to the Document Tab on the AR001 screen:

Field Name	Definition	Attributes
Recv. Date.	This field displays the date the receivable record was created. The data entered must be in DD-MMM-YYYY format. *Note: Defaults to the current system date. This date can be modified to less than the current system date, but, cannot be future dated.*	System-generated. **Required.**
Net Days	This field displays the number of days available after the Bill Due Date for the customer to pay the bill.	Defaults based on the customer selected.
Recv. Amount	This field displays the total amount of the receivable record as originally approved. This is a numeric field and can hold up to 13 characters (e.g. 99,999,999,999.99)	**Required.**
Remitt Code	This field displays the mailing address where the payment should be remitted. The valid values for this field are established on the Remittance Code screen (AR057).	**Required.** LOV Available.

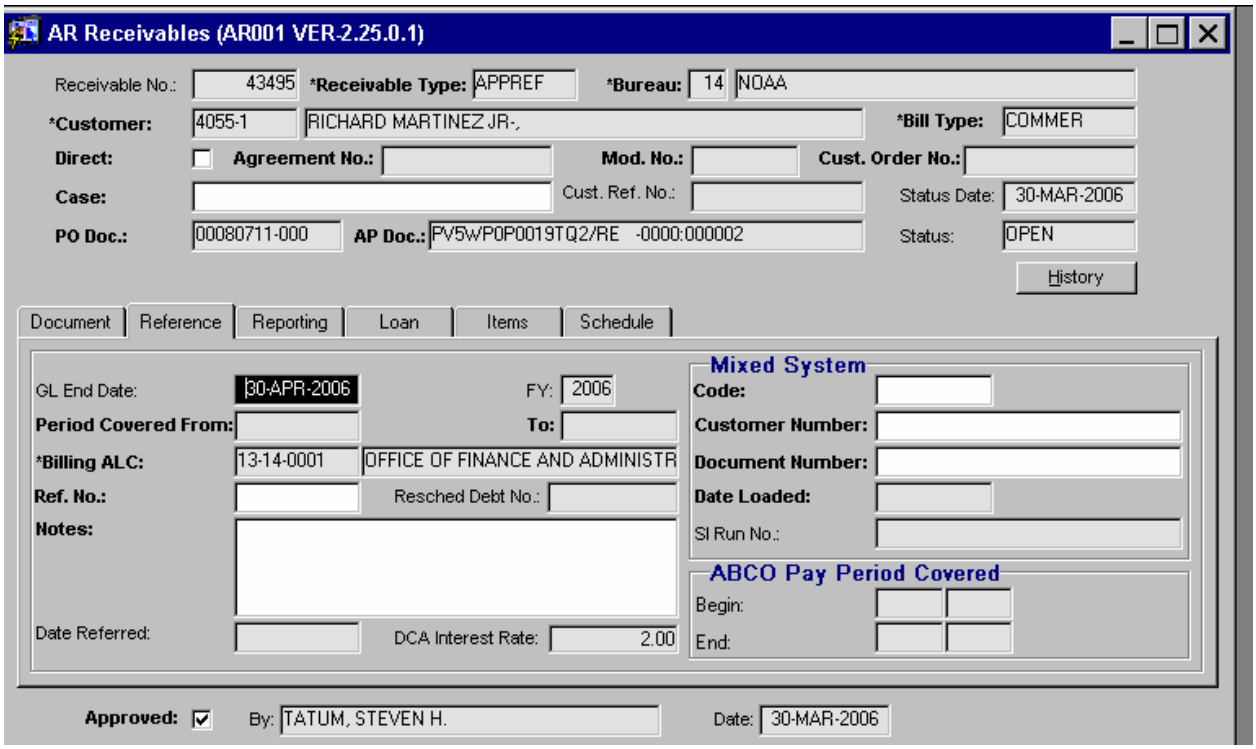
Field Name	Definition	Attributes
Source	This field displays the original program source for which the receivable record has been created. The valid values for this field are established on the System Maintenance Codes screen (AR050).	**Required.** LOV Available.
Billing Cycle	This field displays the billing cycle for the receivable record. The valid values for this field are defined on the System Maintenance Codes screen (AR050). The Billing Cycle defaults based on the value entered on the AR070 Customer Maintenance screen, but can be overridden.	Defaults based on the value established on AR070. LOV Available.
No. of Bills	This field displays the number of bills corresponding to the receivable record. This is a numeric field and can hold up to five characters.	**Required.**
Start Date	This field displays the bill start date for the first bill. The data entered must be in DD-MMM-YYYY format.	**Required.**
Orig Office	This field displays the originating office of the receivable record. Valid values are established on the CBS Office screen (AR056).	**Required.** LOV Available.
Admin Office	This field displays the administrative office of the receivable record. Valid values are established on the CBS Office screen (AR056).	**Required.** LOV Available.
Bill Text	This field displays bill text in addition to the printing templates that should be printed on the bills. This is an alphanumeric field and can hold up to 2000 characters.	Optional.
Refund	This checkbox is checked once the end user processes a receivable adjustment type of "Refund".	System-generated.
Total Recv Adj.	This field displays the total amount of receivable adjustments that has been applied to the receivable record. This amount is calculated from the receivable adjustments created on the Receivable Adjustments screen (AR003).	System-generated.

Field Name	Definition	Attributes
Total Billed	This field displays the total amount of receivable that has been billed to the customer. This amount is calculated from the bills created on the Bills screen (AR002) for this receivable. It includes the Bill Amount for all bills except those with a Status of Pending or Void.	System-generated.
Total Bill Adj.	This field displays the total amount of bill adjustment that has been applied to the corresponding bills(s) for the receivable record. This amount is calculated from the bill adjustments created on the Bill Adjustments screen (AR004) for all bills related to this receivable.	System-generated.
Total Collected	This field displays the total amount of the receivable that has been collected, both billed and unbilled. This amount is calculated from the Total Collected amounts for all collection transactions created on the AR008 Collections screen and the AR009 Unbilled Collections screen associated with this receivable.	System-generated.
Recv. Amount Due	This field displays the total amount due for all bills related to this receivable with a current status of Open, Dispute, Referred, Reopen, or Pending. This amount is system calculated.	System-generated.
Bill Amount Due	This field displays the total amount due for all bills related to this receivable with a current status of Open, Dispute, Referred, or Reopen. This amount is system calculated.	System-generated.

4.2.3 Receivables - Reference Tab (AR001)

The Reference Tab of the Receivable screen maintains other relevant information for the receivable record such as GL End Date and Billing ALC. This tab also captures optional information pertaining to feeder system(s).

The following is an example of the Reference tab on the AR001 screen:



The following fields apply to the Reference Tab on the AR001 screen:

Field Name	Definition	Attributes
GL End Date	This field displays the end date for the general ledger period to which this transaction will post. This field defaults to the open general ledger period which corresponds with the transaction date entered in the Date field. If a receivable is entered with a prior date which has no corresponding open general ledger period, the GL End Date will default to the minimum open general ledger period.	System-generated.
FY	This field displays the fiscal year based on the general ledger period.	System-generated.
Period Covered: From	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional.

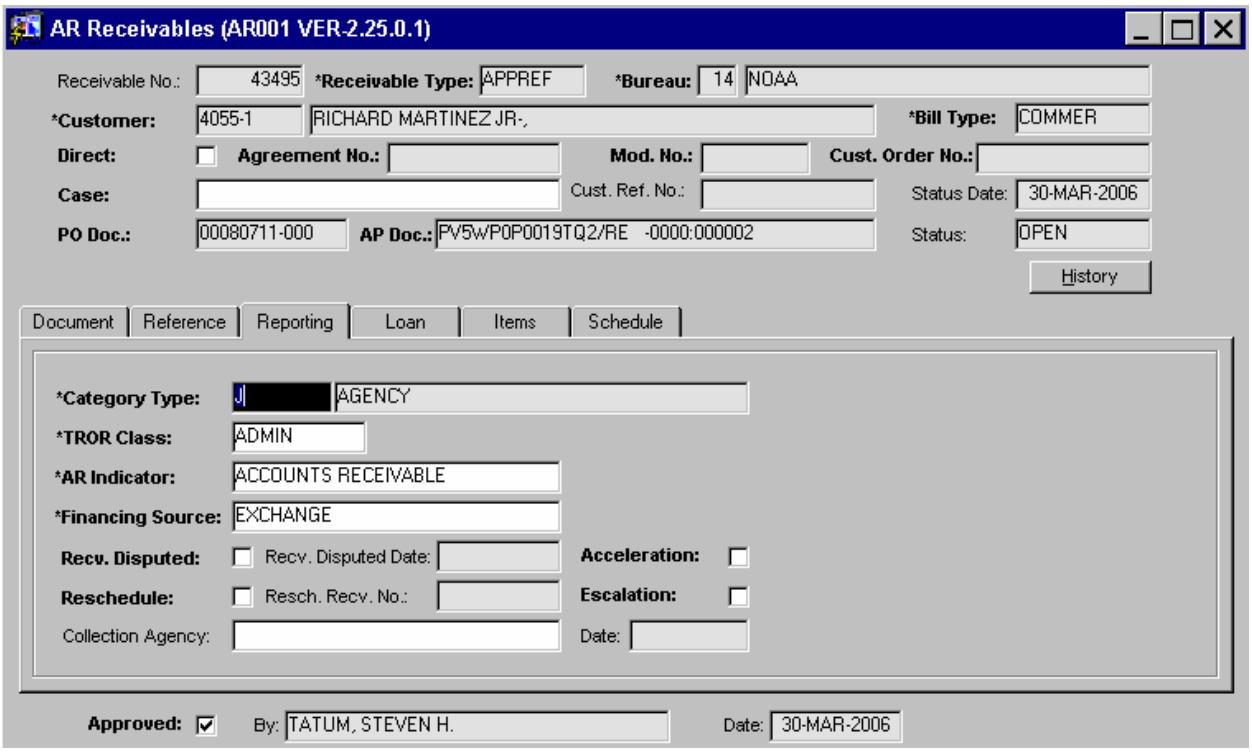
Field Name	Definition	Attributes
Period Covered: To	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional.
Billing ALC	This field displays the agency location code for the bureau issuing the bill. Valid values are established on the Agency Location Code screen (GL060).	**Required.** LOV Available.
Ref. No.	This field is a generic reference field that will allow the user to input related document number or any other information. This is an alphanumeric field and can hold up to 20 characters. *Note: Data in this field will post to Trial.*	Optional.
Resched Debt No.	This field displays the original receivable number on the new receivable record that has been created as a result of rescheduling the original receivable.	System-generated.
Notes	This field displays any notes or special instructions that may have been written for informational purposes. This is an alphanumeric field and can hold up to 2000 characters.	Optional.
Date Referred	This field displays the system date the receivable record was referred to Treasury for collection.	System-generated.
DCA Interest Rate	This field displays the interest rate to be used for the calculation of interest late charges for the life of the receivable. This interest rate is stored based on the rate when interest was assessed the 1st time.	System-generated.
Mixed System: Code	This field is not being used by NOAA.	Optional.
Mixed System Customer Number	This field is not being used by NOAA.	Optional.

Field Name	Definition	Attributes
Mixed System Document Number	This field is not being used by NOAA.	Optional.
Mixed System Date Loaded	This field is not being used by NOAA.	Optional.
ABCO Pay Period Covered	These fields are currently not available	N/A.

4.2.4 Receivables - Reporting Tab (AR001)

The Reporting Tab of the Receivable screen defines the various classifications for the receivable record for the reporting purposes and is mainly used for the TROR Report and Financial Statements.

The following is an example of the Reporting tab on the AR001 screen:



The following fields apply to the Reporting Tab on AR001 screen:

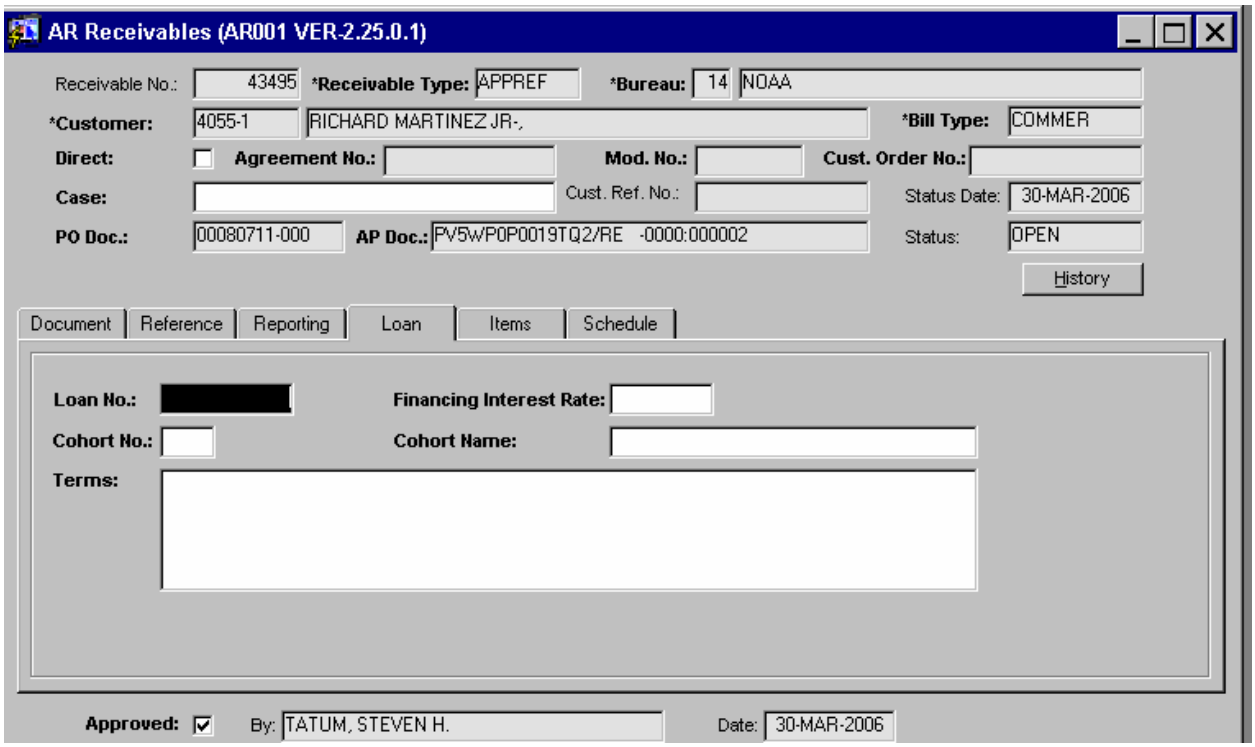
Field Name	Definition	Attributes
Category Type	This field displays the current physical location of the receivable record. The valid values for this field are defined on the System Maintenance Codes screen (AR050).	**Required.** Defaults to 'Agency' but can be overwritten. LOV Available.
TROR Class	This field displays the TROR type of the receivable record so it can be grouped accordingly on the TROR Report. The valid values for this field are defined on the System Maintenance Codes screen (AR050).	**Required.** Defaults to 'Admin' but can be overwritten. LOV Available.
AR Indicator	This field displays the grouping for Financial Statements for the receivable record. The valid values for this field are defined on the FACTS screen (AR059).	**Required.** Defaults to 'Accounts Receivable' but can be overwritten. LOV Available.
Financing Source	This field displays the type of service being provided by the receivable record. The valid values for this field are defined on the FACTS screen (AR059).	**Required.** Defaults to 'Exchange' but can be overwritten. LOV Available.
Recv. Disputed	This field displays the dispute status of the receivable record. A check in this box will indicate that the receivable record has been disputed and no processing will take place until the status is changed.	Optional.
Recv. Disputed Date	This field displays the date the receivable record has been updated with a Dispute status.	System-generated.
Reschedule	This field displays whether the receivable record has been created as a result of rescheduled debt. A check in this box will indicate that the receivable record is a rescheduled debt. The original receivable number can be found on the Resched Debt No field on the Reference Tab.	System-generated.
Resch Recv No	This field displays the new receivable record number on the original receivable record that has been rescheduled.	System-generated.

Field Name	Definition	Attributes
Collection Agency	This field displays the name of the collection agency to be used when the receivable record is referred. The valid values for this field are established on the Collection Agency screen (AR054).	**Required.** LOV Available.
Date	This field displays the system date the collection agency had been selected for the receivable record.	System-generated.
Acceleration	This field displays the clause that has been added to the receivable record. A check in this field indicates that the payee has defaulted on the payments and the total amount is now due in full. This field is for informational purposes only.	Optional.
Escalation	This field displays the clause that has been added to the receivable record. A check in this field indicates the suspended amount for the receivable record is now due in full. This field is for informational purposes only.	Optional.

4.2.5 Receivables - Loan Tab (AR001)

The Loan Tab on the Receivable screen is an informational tab that allows the user enters information relating to the loans program. Currently there is no functionality or logic associated with this tab.

The following is an example of the Loan tab on the AR001 screen:



The following fields apply to the Loans Tab on AR001 screen:

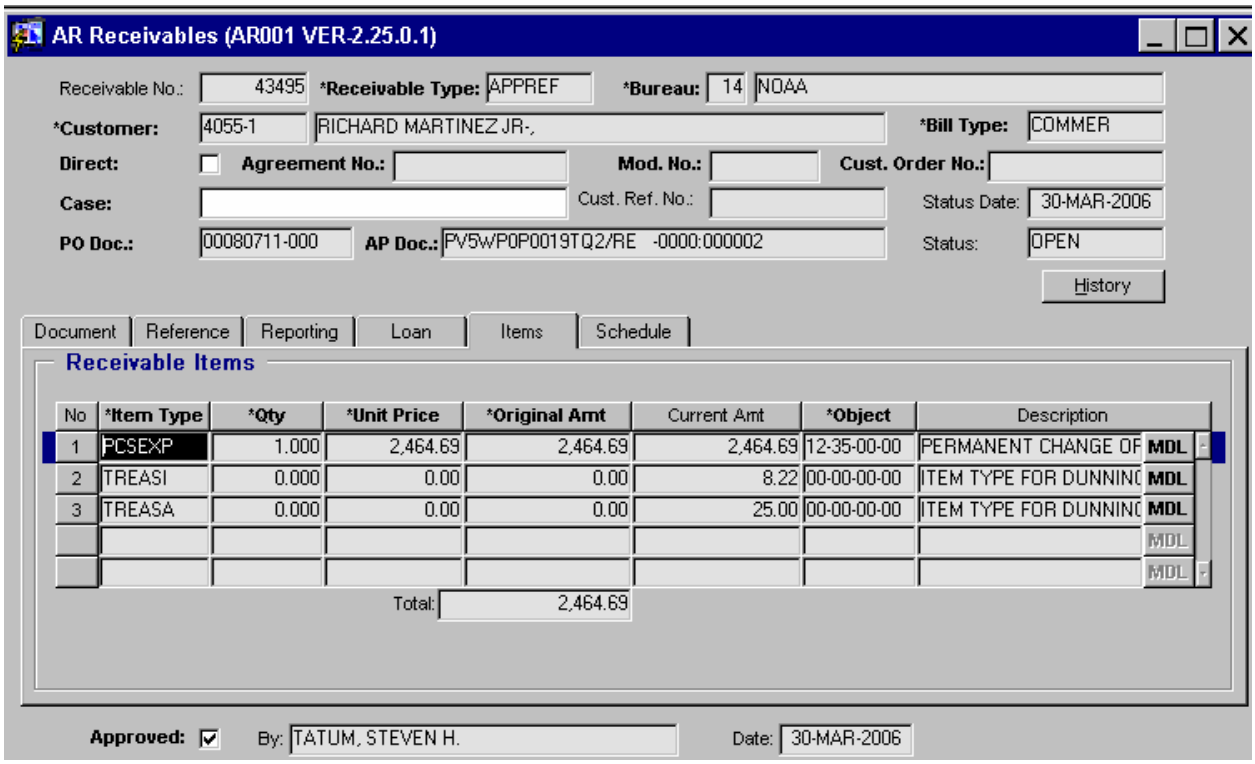
Field Name	Definition	Attributes
Loan No.	This field displays the loan number as assigned by the Program Office or the feeder system, as applicable. This is a numeric field and can hold up to ten characters.	Optional.
Financing Interest Rate	This field displays the interest rate for the loan payment. This is a numeric field and can hold up to six characters, e.g. 9,999.99.	Optional.
Cohort No	This field displays the cohort year in which the funds were appropriated *i.e.* Fund Code Fiscal Year. This is a numeric field and can hold up to four characters.	Optional.
Cohort Name	This field displays the program name under which the loan has been obligated. This is a numeric field and can hold up to 40 characters.	Optional.

Field Name	Definition	Attributes
Terms	This field displays relevant information that may be entered for informational purposes. This is an alphanumeric field and can hold up to 2000 characters.	Optional.

4.2.6 Receivables - Items Tab (AR001)

The Items Tab on the Receivable screen defines the type of service/items provided, for which the receivable record is being created. Additionally, the Items Tab will allow the user to define financing interest, if any. The user will be able to define the object classes relating to the different items on this tab. The user will also access the ACCS from the Items tab by using the MDL Button displayed on this tab.

The following is an example of the Items tab on the AR001 screen:



The following fields apply to the Items Tab on AR001 screen:

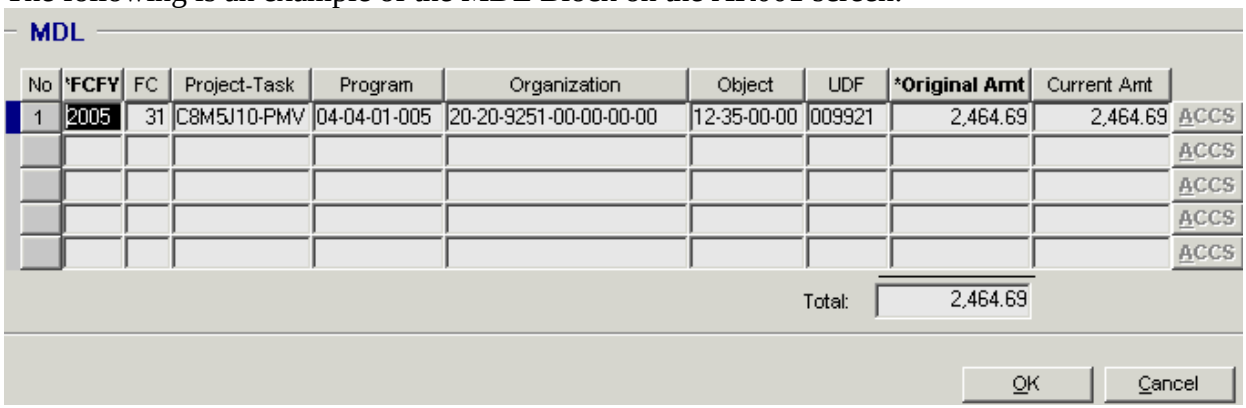
Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each item on the receivable record.	System-generated.
Item Type	This field displays the item type breakdown for the receivable record. The valid values for this field are established on the System Maintenance Codes screen (AR050).	**Required.** LOV Available.
Qty	This field displays the quantity of items for each line item on the receivable record. This is a numeric field and can hold up to 12 characters, e.g. 999,999,999.999.	**Required.**
Unit Price	This field displays the price of each item. If data is entered on the Original Amount field, this field will default based on the information entered in the Qty and Original Amount fields. This is a numeric field and can hold up to 11 characters, e.g., 999,999,999.99.	Optional. (Provided data is entered in the Original Amount field)

Field Name	Definition	Attributes
Original Amt	This field displays the original amount of the line item. If data is entered in the Unit Price field, this field will default based on the information entered in the Qty and Unit Price fields. This is a numeric field and can hold up to 15 characters, e.g., 9,999,999,999,999.99.	Optional.
Current Amt	This field displays the current amount of the line item and will display all adjustment applied to the line item.	System-generated.
Object	This field displays the object class for each line item. The valid values for this field are defined on the Object Class Code screen (GL051-GL054).	**Required.** LOV Available.
Description	This field displays the description of the item type selected.	Defaults based on the Item Type field.
MDL	Clicking on this button will display the Multiple Distribution Line (MDL) Detail screen.	

4.2.6.1 Receivables - ACCS/MDL (AR001)

The MDL Block on the Items Tab defines the ACCS string of the receivable record which, in turn, determines the general ledger impact for that record. The user will be required to enter pertinent information such as Fiscal Year, Fund Code, Project-Task Number, Program Number and Organization Code on the ACCS Code Entry screen (AR090). Once the receivable record has been approved, the ACCS string cannot be modified and will default for corresponding transactions on the adjustments and collection screens.

The following is an example of the MDL Block on the AR001 screen:



The following fields apply to the MDL Block on the AR001 screen:

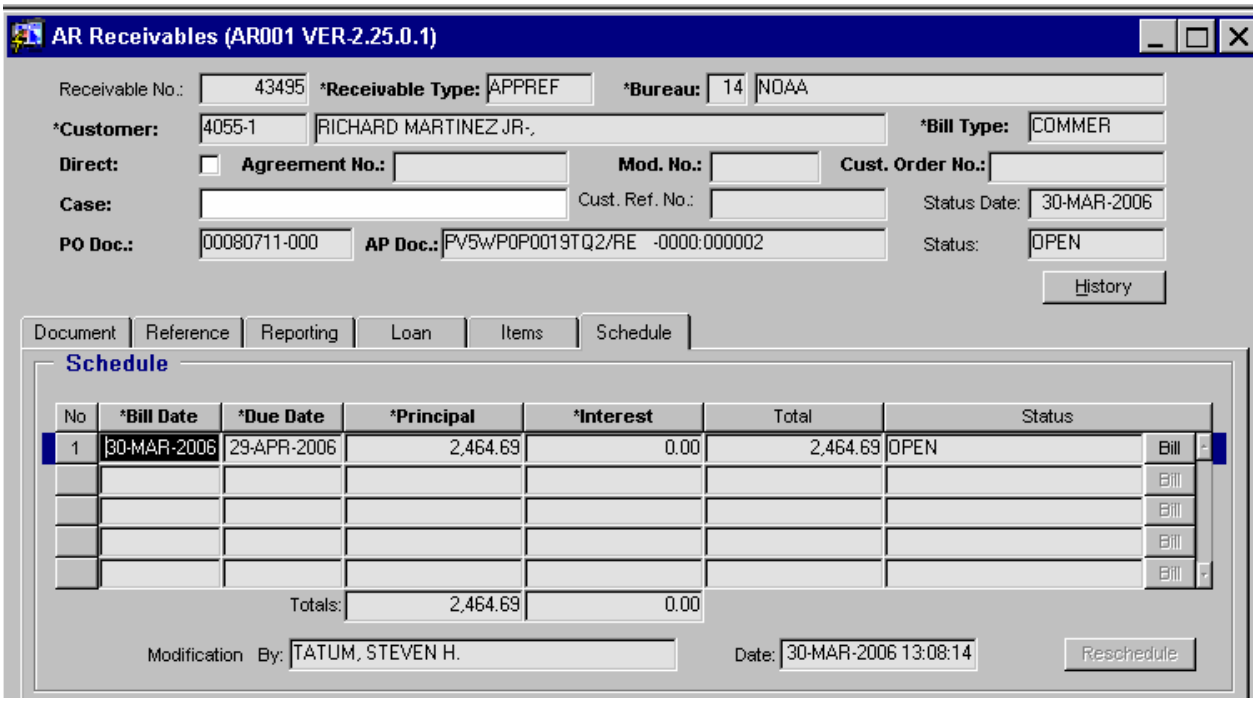
Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each MDL at the line item level.	System-generated.
FCFY	This field displays the Fund Code Fiscal Year for the year funding was approved. *Note: Defaults to the current fund code fiscal year but can be overwritten.*	**Required.**
FC	This field displays the Fund Code for the line item. The valid values for this field are defined on the Fund Code screen (GL013).	**Required.** LOV Available.
Project-Task	This field displays the project number and the task number for the line item. The valid values for this field are defined on the Project Code screen (CM004).	**Required.** LOV Available.
Program	This field displays the program number for the line item. The valid values for this field are defined on the Program Code screen (GL047-GL050).	Defaults based on the Project-Task selected.
Organization	This field displays the organization code of the project selected. The valid values for this field are defined on the Organization Code screen (GL040-GL046).	**Required.** LOV Available.
Object	This field displays the object class at the item level for the current MDL block.	Defaults based on the Object Class defined on Items Tab.
UDF	This is a User Defined Field and can be used as desired. This is a numeric field and can hold up to six characters.	**Required.** Field can be zero filled.
Original Amount	This field displays the original amount of the item. This is a numeric field and can hold up to 13 characters, e.g., 99,999,999,999.99.	**Required.**
Current Amount	This field displays the current amount inclusive of any adjustments for the item.	Defaults based on the Original Amount field.
ACCS	Clicking on this button will launch the ACCS Code Entry screen (AR090) and will allow the user to enter the ACCS information.	

Field Name	Definition	Attributes
Total	This field displays the sum total of all MDL amounts that have been defined for the particular line item.	System-generated.
OK	Clicking on this button will allow the user to exit the screen by saving the data entered.	
Cancel	Clicking on this button will allow the user to exit the screen without saving data entered.	

4.2.7 Receivables - Schedule Tab (AR001)

The Schedule Tab on the Receivable screen defines the billing schedule for a receivable record and is generated once the information on the Items Tab has been entered. The No. of Pays field on the Document Tab will help determine the billing schedule on the Schedule Tab. For example, if the user specifies 15 payments on the Document Tab, the billing schedule will evenly divide the principal amount of receivable into 15 bills/payments with a bill status of Pending.

The following is an example of the Schedule tab on the AR001 screen:



The following fields apply to the Schedule Tab on the AR001 screen:

Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each bill within the receivable.	System-generated.
Bill Date	This field displays the bill start date of each bill.	System-generated.
Due Date	This field displays the bill due date of each bill.	System-generated.
Principal	This field displays the principal amount of each bill.	System-generated.
Interest	This field displays the financing interest amount, if any, of each bill.	System-generated.
Total	This field displays the total amount of a bill.	System-generated.
Status	This field displays the current status of the bill.	System-generated.
Bill	Clicking on this button will launch the Bill screen (AR002) and display the corresponding bill.	
Totals	These fields display the sum total of Principal and Financing Interest, respectively.	System-generated.
Reschedule	This button currently has no functionality.	
Modification By	This field displays the name of the user that last modified the billing schedule.	System-generated.
Date	This field displays the date and the time the billing schedule was last modified.	System-generated.

4.2.8 Create Receivable Transactions (AR001)

In order to create receivable records, users perform the following steps:

Step	*Action*
1	Select **AR001 - Receivables** option from the ***Navigator Menu***.
2	The AR001 screen will launch in an Add mode (user can start entering the information).
3	Double click on the ***Receivable Type*** field and select the desired receivable type from the LOV.

Step	*Action*
4	Double click on the ***Bureau*** field and select the desired bureau from the LOV. The bureau name will default once the user selects the Bureau Code.
5	Double click on the ***Customer*** field and select the desired customer from the LOV. The customer name will default once the user selects the Customer.
6	Double click on the ***Bill Type*** field and select the desired bill type from the LOV.
7	Double click on the ***Case*** field to select a case number, if applicable. *Note: This field may be modified after the record has been approved.*
8	The ***Status Date*** field will default to the current system date and cannot be modified.
9	Double click on the ***PO Doc*** field. If applicable, a list of purchase order(s) will appear if the TIN number of the customer selected matches with the TIN number in the AP Module.
10	If applicable, the ***AP Doc*** field will be populated with the corresponding invoice number when a valid purchase order is selected on the ***PO Doc*** field.
11	The ***Status*** field will default to '*Pending*'. This field cannot be modified but will update as the receivable is processed.
12	Enter a new date in the ***Recv Date*** field if the receivable date is not the current system date. *Note: The Recv Date will default to the current system date. Additionally, the Recv Date field cannot be future dated.*
13	The ***Net Days*** field will default based on the customer selected. Based on the parameters defined on the Bureau Parameters screen (AR055), the ***Net Days*** field will normally default to 30 days for a domestic customer and 45 days for a foreign customer.
14	Enter the receivable amount in the ***Recv Amount*** field. If applicable, the financing interest amount should also be included in this field.
15	Double click on the ***Remitt Code*** field to select the code where the payment should be mailed. The address defined for that code will be printed on all the bills corresponding to the receivable. *Note: This field may be modified after the record has been approved.*
16	Double click on the ***Source*** field to select the program from which the receivable record originated. *Note: The Source field will always default to 'None.'*
17	The ***Billing Cycle*** field will default based on the customer selected in the Control Block.
18	Specify the number of payments (i.e. bills) required for the receivable record. *Note: The No. of Bills field will default to 1 and may be modified.*

Step	Action
19	The ***Start Date*** field will default to the current system date. Double click on the ***Start Date*** field and choose the desired date from the *Choose Date* dialogue box. The ***Start Date*** field will define the bill start date for the first bill corresponding to the receivable record. *Note: The Start Date field can be future-dated. However, this field cannot be back dated without back dating the Recv Date. The Start Date can only be equal to or greater than the Recv Date.*
20	Double click on the ***Orig Office*** field to select the office where the receivable record originated. *Note: This field may be modified after the record has been approved.*
21	Double click on the ***Admin Office*** field to select the office that is responsible for the collection and administrative processing of the receivable record. *Note: This field may be modified after the record has been approved. The Originating and Admin offices can be the same for a receivable record.*
22	***Bill Text*** field is a free form, user defined, text field. Any information entered on this field will be printed on all corresponding bills for the receivable record. *Note: This field may be modified after the record has been approved.*
23	The ***Refund*** checkbox will be checked when the status of the receivable is *Refund*.
24	All the fields that appear on the right side of the Document Tab and listed below the ***Recv Amount*** field are calculated fields. As further processing takes place on the receivable record, these fields will be updated automatically, to reflect collections and adjustments on the individual bills and the receivable. This block of fields can also be referred to as the ***Account Summary*** for the receivable record as it will always display the updated ***Receivable Amount Due*** and ***Bill Amount Due***.
25	Click on the **Reference** Tab.
26	The ***GL End Date*** field will default based on the date entered in the ***Recv. Date*** field. *Note: This field may be modified to any open GL End Date.*
27	The ***FY*** field will default to the fiscal year based on the date entered in the ***Recv Date*** field on the **Document** tab.
28	Double click on the ***Billing ALC*** field to select the agency location code for the bureau selected in the Control block.
29	The ***Ref. No*** field is optional and may be used to record additional pertinent information. *Note: This field may be modified after the record has been approved. This field does post to Trial.*
30	The ***Resched. Debt No*** field is populated by the system and cannot be modified by the user.

Step	*Action*
31	The ***Notes*** field is a free form text field. The user can use this to enter relevant information regarding the receivable record. *Note: This field may be modified after the record has been approved.*
32	The ***Date Referred*** field is populated by the system and reflects the date receivable was referred to Collection Agency. This field cannot be modified by the user.
33	The ***DCA Interest Rate*** field displays the interest rate which is used in calculating the interest late charge(s). The field is populated by the system and displays the interest rate defined on the Bureau Parameters screen (AR055). The ***DCA Interest Rate*** will remain the same for the life of the receivable. *Note: This field cannot be modified by the user.*
34	Click on the **Reference Tab**.
35	The ***Category Type*** field will default to *Agency*. This field defines the physical location of a receivable record and is used to summarize the collections for the record on the TROR Report. *Note: This field may be modified after the record has been approved.*
36	The ***TROR Class*** field will default to *Admin*. This field defines the type of receivable based on the TROR Report. *Note: This field may be modified after the record has been approved.*
37	The ***AR Indicator*** field will default to *Accounts Receivable*. This field defines the type of debt based on the TROR Report. *Note: This field may be modified after the record has been approved.*
38	The ***Financing Source*** field will default to *Exchange*. This field defines the financing source for Financial Statements and other reports. *Note: This field may be modified after the record has been approved.*
39	The ***Recv Disputed*** checkbox is system populated and will be checked (set to Yes) when the receivable status is updated to disputed.
40	The ***Recv Disputed Date*** field is system populated and displays the system date the receivable was marked disputed.
41	The ***Reschedule*** checkbox is system populated and will be checked (set to Yes) for the new receivable record that is created as a result of rescheduling the original receivable.
42	The **Resch. Recv. No**. field will be system generated with the original receivable number if the Reschedule checkbox is checked.
43	The ***Collection Agency*** field displays the collection agency that will be used if the receivable record is referred. *Note: A collection agency can only be specified after the receivable record has been approved.*
44	The ***Date*** field is system populated and displays the system date a collection agency was entered.

Step	*Action*
45	The ***Acceleration*** checkbox is for informational purposes only. A check in this box means that the receivable is being collected under the acceleration clause (*i.e.* the total receivable amount is now due in full).
46	The ***Escalated*** checkbox is for informational purposes only. A check in this box means that the receivable is being collected under the escalation clause (*i.e.* the suspended amount has now become due).
47	The entire **Loans** tab is for informational purposes only and can be skipped.
48	Click on the **Save** icon. Upon saving, the system will also assign a receivable number to the record. Saving the receivable will allow the user to access the Items Tab.
49	Click on the **Items** Tab.
50	Double click on the ***Item Type*** field and select the type of item/service provided. The system will only display the list of items where the corresponding item class is Principal (PRINC) or Financing Interest (FININT). *Note: When No of Bills = 1, User may select more then one item class of Principal. However, when the No of Bills > 1, User may only select one item class of Principal.*
51	Enter the quantity of the item(s)/service(s) provided in the ***Qty*** field. In most instances, the quantity will be one.
52	Enter the unit price of the item/service provided in the ***Unit Price*** field.
53	The ***Original Amount*** field will default based on the information entered in the ***Qty*** and ***Unit Price*** fields. The system will multiply the data in ***Qty*** and ***Unit Price*** fields and display the result in the ***Original Amount*** field. Once the record has been approved, the amount in this column will not change.
54	The ***Current Amount*** field will default based on the information provided in the ***Original Amount*** field. Once the record has been approved, the amount in this column will be updated by the system to reflect any adjustments that have been applied.
55	Double click on the ***Object Class*** field and specify the object class for the particular item type. The object class is maintained at the item level and cannot be modified at the MDL Level. *Note: The object class can be entered manually. If entering manually, the field should be entered in the 99-99-99-99 format.*
56	The ***Description*** field will default with a brief description of the item selected in the Item Type field.
57	Click on the **MDL** Button to enter ACCS information.
58	Click on the **ACCS** Button to access the **ACCS Code Entry** screen (AR090).
59	The ***FCFY*** field will default based on the Recv Date entered on the Document Tab.

Step	*Action*
60	Double click on the ***FC*** field and select the fund where the amounts should be allocated. The users can also manually type in the fund and tab over to the next field. *Note: If entering manually, the field should be entered in 99 formats.*
61	Double click on the ***Project-Task*** field and select the appropriate project. The user can also manually type in the project and task and tab over to the next field. *Note: If entering manually, the field should be entered in 9999999-P99 format.*
62	The ***Program Code*** field will default with the program code associated with the Project-Task selected above.
63	Double click on the ***Organization*** field and select the appropriate organization code. The user can also manually type in the organization code and tab over to the next field. *Note: If entering manually, the field should be entered in 99-99-9999-99-99-99-99 format.*
64	The ***Object Class*** will default based on the Object Class defined on the Items Tab.
65	Enter **0** in the ***UDF*** field. The system will fill in the remaining zeros in the field.
66	Click on the **OK** button to exit out of the ACCS Detail Screen. Click **Yes** in the Confirmation Dialogue box.
67	Enter the amount applicable to the specified MDL on the ***Original Amount*** field. Upon approval of this record, the amount in this column will not change. User can continue defining MDLs until the entire amount specified for the item has been applied towards MDL(s).
68	The ***Current Amount*** field will default based on the amount entered on the ***Original Amount*** field. Once the record has been approved, the amount in this column will be updated by the system to reflect any adjustments that have been applied.
69	The ***Total*** field provides a running total of the amount of the item applied to MDL(s). *Note: The total amount on the MDL screen should be equal to the Original Amount field on the Items Tab. If the amount on the Total field is less than the Original Amount field the system will automatically prompt the user to enter another ACCS string. If the amount on the Total field is greater than the Original Amount field the system generate an error message stating the fact.*
70	Click on the **OK** button to exit out of the MDL Screen. Clicking on **OK** will also prompt the system to run edit checks to ensure that information entered is correct.
71	Click on the **Schedule** Tab.
72	The schedule is automatically generated by the system. This tab will summarize information entered up to this point and present it in the form of a billing schedule. *Note: The number of bills present on the billing schedule directly relate to the data entered in the No of Bills field on the Document Tab.*
73	The ***Bill Date*** field reflects the day the bill will become open (i.e. general ledger impact occurs and bill is available for further processing).

Step	*Action*
74	The ***Due Date*** field reflects the day the bill will become due. The customer will have 30 additional days after the due date to pay the bill in full before the system will start assessing late charges.
75	The ***Principal*** field reflects the amount of receivable that has been specified as principal and will be evenly divided between the numbers of bills present.
76	The ***Interest*** field reflects the amount of receivable that has been specified as financing interest and will be evenly divided between the numbers of bills present.
77	The ***Total*** field reflects the total of each bill including both principal and financing interest amounts.
78	The ***Status*** field will reflect the current status of the bill. The processing logic of a bill status is similar to that of the receivable status.
79	At this point, the receivable record is saved but not approved. Users may want to review the record before approving. Upon approval, users will not be able to make any financial modifications to the record. *Note: Once saved, the receivable record cannot be deleted. However, users can void the receivable by clicking on the **Delete** icon and clicking **Yes** in the Confirmation Dialogue box. The system will update the status of the receivable record to 'Void.' There will be no general ledger impact when the receivable record is voided as general ledger impact only occurs when the receivable record is approved.*
80	After reviewing, click in the ***Approve*** checkbox to approve the receivable. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populate with the user's name and current system date/time. The status of the receivable record will systematically change to *Open*. Additionally, if the bill start date is equal to the current system date, the status of the bill will also change to *Open*.

4.2.8.1 Modify Receivable Transactions (AR001)

Any field on the receivable record can be modified provided the record has not been approved. However, once the receivable record has been approved, only a limited number of fields can be modified.

Sorted based on the five tabs on the Receivable screen, below is a detailed explanation of all fields that can be modified after the record has been approved:

Step	*Action*
1	On the Control block, users can modify the *C**ase*** field. In order to modify, simply double click on the desired field and select the new data. *Note: For all future bills, the system will now reflect the new data.*

Step	*Action*
2	On the Document tab, users can modify the ***Remitt. Code***, ***Orig. Office***, ***Admin. Office*** and ***Bill Text*** fields. In order to modify the first three fields, simply double click on the desired field and select the new data. For the Bill Text field, user can delete or add text as desired. *Note: For all future bills, the system will now reflect the new data.*
3	On the **Reference** tab, the following fields can be modified: ▸ ***Ref. No.*** ▸ ***Notes*** Since the above fields are not required fields, the user can modify any field as applicable.
4	On the **Reporting** tab, the following fields can be modified: ▸ ***Category Type*** ▸ ***TROR Class*** ▸ ***AR Indicator*** ▸ ***Financing Source*** ▸ ***Recv. Disputed*** ▸ ***Collection Agency*** The first four fields relate to the reporting requirements for the receivable record. A change in these fields will affect the future reporting parameters for the receivable record. The ***Recv. Disputed*** and ***Collection Agency*** field will be modified after the receivable has been approved. The ***Recv. Disputed*** field is used to mark the receivable record in disputed status and vice versa. The ***Collection Agency*** field is used to indicate the collection agency being used when the receivable is being referred for collection.
5	Since **Loans** is not a required tab, the user can modify any field as applicable.
6	The system will not allow the user to modify any field on the **Items** tab.
7	On the ***Schedule*** tab, the user can modify the ***Bill Date, Due Date, Principal***, and ***Interest*** fields for an individual bill provided the status of the bill is *Pending*. ▸ ***Bill Date*** - Modify the bill date by double clicking on the field and selecting a new date from the Choose Date Dialogue box. After selecting the new date, save the receivable record. Based on the days specified in the Net Days field, the system will automatically update the Due Date field for the bill. *The bill date cannot be prior to the previous bill's bill date.* ▸ ***Due Date*** - Modify the due date by double clicking on the field and selecting a new date from the Choose Date Dialogue box. After selecting the new date, save the receivable record. *The due date cannot fall after the next bill's due date.* ▸ ***Principal*** - Modify the principal of a bill by either decreasing or increasing the amount. However, the difference of the modification should then be reflected on another pending bill. ***The sum total of the principal column should equal the principal amount on the Items tab.*** ▸ ***Interest*** - Modify the interest of a bill by either decreasing or increasing the amount. However, the difference of the modification should then be reflected on another pending bill. ***The sum total of the interest column should equal the interest amount on the Items tab.***

4.2.9 AR001 Screen Edits

Creating a transaction on the AR001 - Receivable Screen is the first step in the AR Module after the maintenance information has been established. Once the receivable record has been approved and a receivable number has been assigned, this record will become a link for other transaction screens such as Billings, Adjustments, and Collections. Thus, the establishment of an error-free record is very essential.

Listed below are screen edits and trouble shooting tips that will be helpful for establishing a receivable record:

- Users cannot save receivable records until all required fields have been populated.
- A system generated receivable number is assigned after the receivable record has been saved and required data has been entered. Users will be able to query on all the transaction screens by using this number.
- Once saved, receivable records cannot be deleted. However, receivable records can be voided by clicking on the **Delete** icon from the toolbar.
- No. of Pays field on the Document Tab is the determining factor for a one-time bill or a multiple bill receivable.
- Access to Items and Schedule Tabs are disabled until the receivable record is saved.
- *Save* and *Approve* are two distinct features for receivable records.
- For a one-time bill, a receivable may have unlimited Item types for each Item Class, i.e., one-to-many relationship; one Principal can match to Charts, Maps, Graphs etc.
- For a multiple-bill, a receivable may only have one Item type for each Item Class, i.e., one-to-one relation; one Principal may match to either Charts or Maps, not to both.
- Users may modify any information on the receivable record until the point at which the receivable record is approved.
- Upon approval of receivable records, the numbers of fields that can be modified are limited. The fields that can be modified have been indicated in the sections above.
- After approval, the ACCS for receivable records cannot be modified. When applying collections or processing adjustments, the ACCS for a receivable record will be automatically populated by the system.
- Following approval, the billing schedule can only be modified for bills in a Pending status.

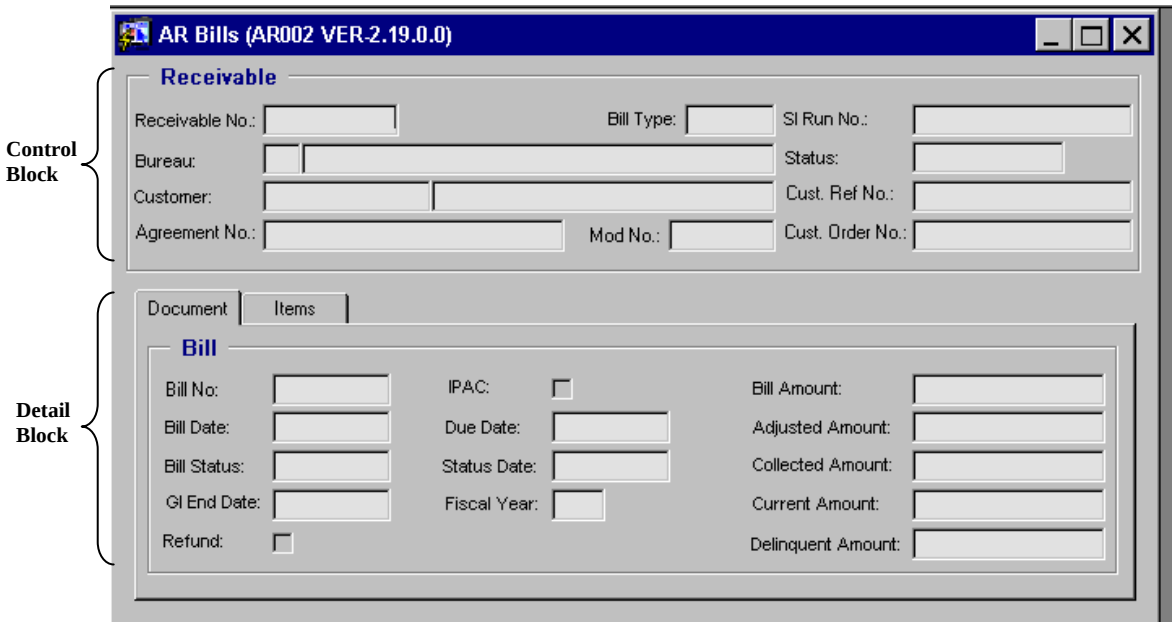
4.3 AR Bills (AR002)

The AR002 Bills screen is for informational purposes only. The fields on this screen cannot be modified. All fields on the AR002 screen are populated based on receivable, collection, and adjustment transactions entered on other screens to show the status of the bill.

The Bills screen is divided into two parts. The first part is the Bills Control Block and is used to view existing bills for a receivable or to manually print a bill. The Detail block of the screen is divided into the following two tabs: the Document tab and the Items tab.

The AR002 Bills screen can be launched in two ways: First, from the Navigation menu, the user can click on Transaction Screen, then click on AR002 and query on the receivable number. Second, from the AR001 Schedule tab, the user can click on Bill and the bill for that receivable number will display.

The following is an example of the AR002 Bills screen:



4.3.1 AR Bills - Control Block (AR002)

The Control Block of the Bills screen displays the required information for the receivable that is established and maintained on the AR001. The information displayed in the Control Block is also displayed for all tabs on the Receivable and Bill screens.

The following fields apply to the Control Block on the AR002:

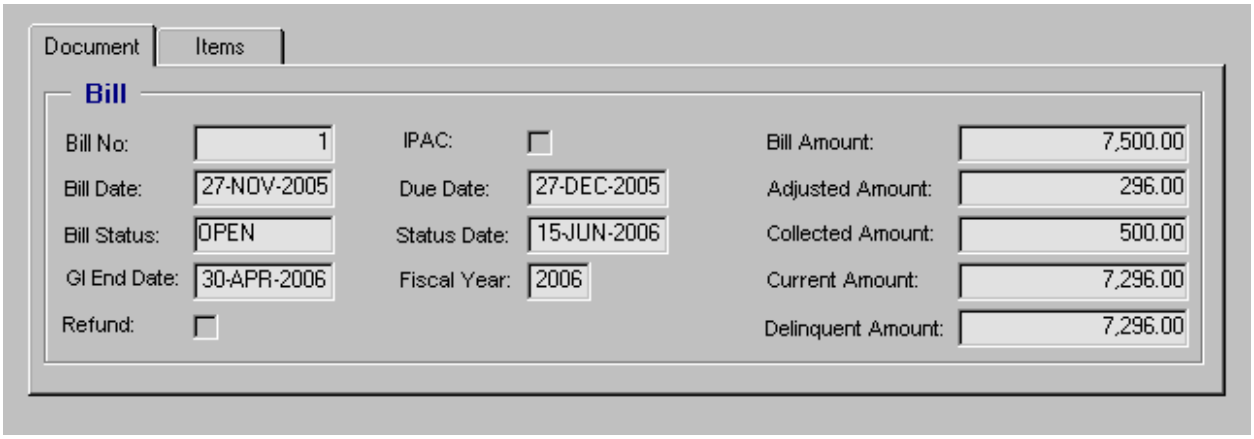
Field Name	Definition	Attributes
Receivable Number	This field displays the unique number that is assigned to a receivable record.	Defaults based on the system generated number from the AR001 screen
Bill Type	This field displays the type of bill for the corresponding receivable. Valid Values are established on the AR050 System Maintenance Codes screen.	Defaults based on data from the AR001 screen
SI Run No.	This field is not currently being populated by the system as NOAA is not using the AR Standard Interface (ARSI).	
Bureau	This field displays the bureau code and name as defined on the Bureau Code screen (GL004).	Defaults based on data from the AR001 screen
Status	This field displays the status of the receivable. This field is systematically updated based on user actions. Pre-defined status codes are: ▸ **Pending**: Saved but not approved. Set as a system default. ▸ **Open**: Approved and available for processing. ▸ **Paid**: Paid in full. ▸ **Void**: Voided prior to approval. ▸ **Cancel**: Cancelled without collections applied. ▸ **Dispute**: Marked as disputed and the system has a temporary hold on further processing. ▸ **Refer**: Referred to Treasury for collection of delinquent amounts. ▸ **Reopen**: Reopened to apply collections. ▸ **Reschd**: Systematically created as a result of rescheduling an outstanding receivable record. ▸ **Write-Off**: Written off (delinquent debt is no longer reflected as an account receivable to the agency); no further collection efforts are being made. *Note: This field is displayed on all transaction screens except for AR006 and AR007.*	Defaults based on the system generated data from the AR001 screen
Customer	This field displays the customer number and name for the corresponding bill record.	Defaults based on data from the AR001 screen

Field Name	Definition	Attributes
Cust. Ref No.:	Used for Reimbursable WIP Projects related to reimbursable agreements.	
Agreement Number	Used for Reimbursable WIP Projects related to reimbursable agreements.	
Mod. No.:	Used for Reimbursable WIP Projects related to reimbursable agreements.	
Cust. Order No.:	Used for Reimbursable WIP Projects related to reimbursable agreements.	

4.3.2 AR Bills - Document Tab (AR002)

The Document Tab of the Bills screen maintains information pertaining to an individual bill record associated with the receivable referenced in the Bills Control Block. This tab displays information such as bill number, bill date, due date, status, bill amount, current amount due, and other relevant information.

The following is an example of the Document tab on the AR002 screen:



The following fields apply to the AR002 Document tab:

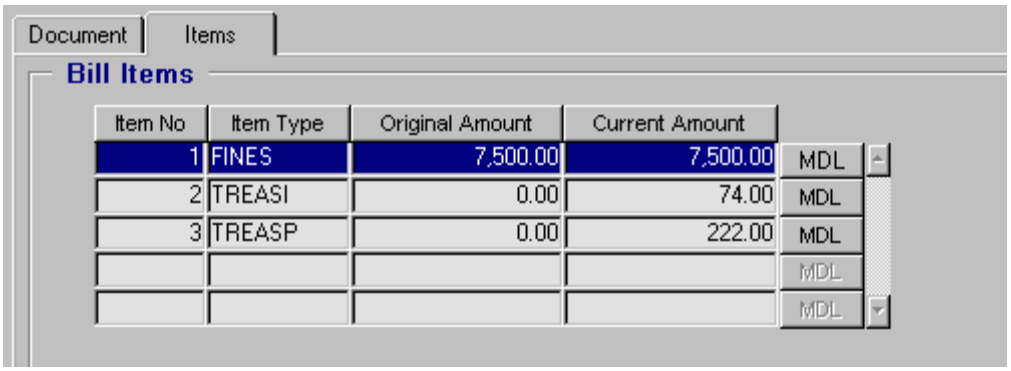
Field Name	Definition	Attributes
Bill Number	This field displays the system generated number assigned to the bill that is linked throughout the system (used for tracking purposes). Bill Numbers are assigned to each receivable beginning with the number 1, based on the number entered in the No. of Bills field on the Document Tab of the AR001 Receivables screen.	Defaults based on data from the AR001 screen
Bill Date	This field displays the effective date of the bill.	Defaults based on data from the AR001 screen
Bill Status	This field displays the current status of the bill. Values are identical to those defined for receivable Status in the AR002 Control Block. (See section 4.3.1)	Defaults based on data from the AR001 screen
GL End Date	This field displays the end date for the general ledger period to which this bill will post to trial. This field defaults to the open general ledger period which corresponds with the bill date entered in the Date field. If a bill is generated with a prior date which has no corresponding open general ledger period, the GL End Date will default to the minimum open general ledger period.	Defaults based on data from the AR001 screen
Refund	This checkbox is checked when a full/partial refund has been issued against this receivable. The status of the receivable will be either 'Refund' or 'Paid'.	System generated
IPAC	This field displays whether or not the receivable is an Intra governmental transaction. If checked, the box indicates that the receivable is an Intra governmental transaction.	Defaults based on data from the AR001 screen
Due Date	This field displays the date payment is due on the bill to avoid assessment of late charges.	Defaults based on data from the AR001 screen
Status Date	This field displays the system date when the bill status was last updated.	Defaults based on data from the AR001 screen

Field Name	Definition	Attributes
Fiscal Year	This field displays the fiscal year the bill was created.	Defaults based on data from the AR001 screen
Bill Amount	This field displays the total amount of the bill record as originally approved in the Schedule Tab of the AR001 Receivables screen.	Defaults based on data from the AR001 screen
Adjusted Amount	This field displays the total amount of all the adjustments (+ or -) to the bill. This amount is calculated from the total Bill Adjustment Amounts for all bill adjustment transactions recorded on the AR004 Bill Adjustments screen.	System-generated
Collected Amount	This field displays the total amount collected on the bill. This amount is calculated from the Total Collected amounts for all collection transactions created on the AR008/AR009 Collection screens.	System-generated
Current Amount	This field displays the portion of the outstanding bill amount which is not yet delinquent.	System-generated
Delinquent Amount	This field displays the portion of the outstanding bill amount which has not been collected by the due date.	System-generated

4.3.3 AR Bills - Bill Items Tab (AR002)

The Items Tab on the Bills screen displays the type of service/items provided and the related bill amount, for which the bill record is being created. This information is populated from the information entered on the Items Tab on the AR001 Receivables screen. The user will also access the MDL screen from the Items Tab by using the MDL Button displayed on this tab.

The following is an example of the Items tab on the AR002 screen:



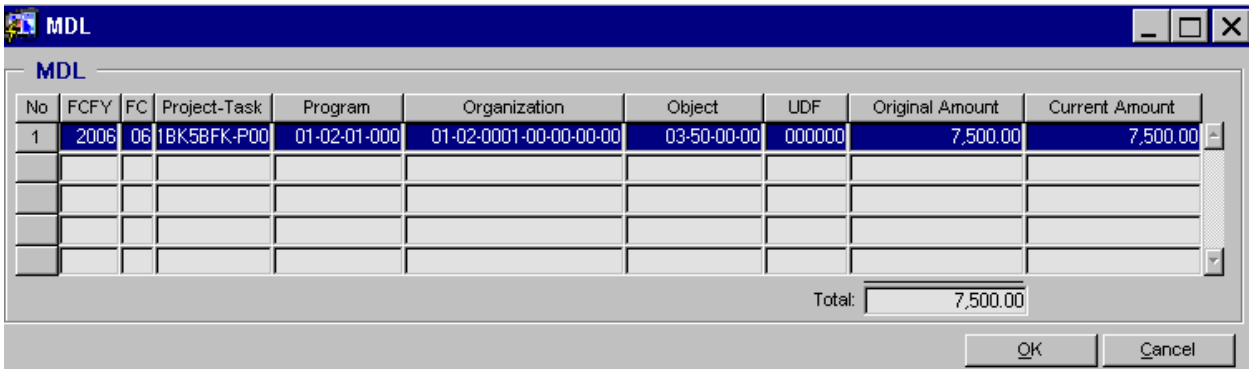
The following fields apply to the AR002 Bill Items Tab screen:

Field Name	Definition	Attributes
Item No	This field displays the sequentially defined number for each item on the bill record.	Defaults based on system-generated data from the AR001 screen
Item Type	This field displays the item type breakdown for the bill record. Valid Values are established on the AR050 System Maintenance Codes screen.	Defaults based on data from the AR001 screen
Original Amount	This field displays the original amount of the line item.	Defaults based on data from the AR001 screen
Current Amount	This field displays the current amount of the line item and takes into consideration all adjustment applied to the line item.	System-generated
MDL	This field displays the detailed breakdown of the DOC Standard Accounting Classification Code Structure (ACCS) on the individual line items assigned to a bill.	Defaults based on data from the AR001 screen

4.3.3.1 AR Bills - ACCS/MDL

The MDL Block on the Items Tab defines the ACCS string for each bill item which in turn determines the general ledger impact for that record. The ACCS contains information such as fiscal year, fund code, project/task number, program number, organization code and object class. The information displayed in the MDL Block on the Bill Items tab is calculated and populated from the Items tab on the AR001 Receivables screen.

The following is an example of the ACCS MDL on the AR001 screen:



The following fields apply to the MDL portion of the AR002 Bill Items tab:

Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each MDL at the line item level.	Defaults based on system-generated data from the AR001 screen
FCFY	This field displays the Fund Code Fiscal Year for the year funding was approved.	Defaults based on data from the AR001 screen
FC	This field displays the Fund Code for the line item. Valid Values are defined on the GL013 Fund Code screen.	Defaults based on data from the AR001 screen
Project-Task	This field displays the project number and the task number for the line item. Valid Values are defined on the CM004 Project Code screen.	Defaults based on data from the AR001 screen
Program	This field displays the program number for the line item. Valid Values are defined on the GL047 through GL050 Program Code screen.	Defaults based on data from the AR001 screen
Organization	This field displays the organization code of the project selected. Valid Values are defined on the GL040 through GL046 Organization Code screen.	Defaults based on data from the AR001 screen
Object	This field displays the object class at the item level for the current MDL block.	Defaults based on data from the AR001 screen
UDF	This is a User Defined Field and can be used as desired.	Defaults based on data from the AR001 screen
Original Amount	This field displays the original amount of the item.	Defaults based on data from the AR001 screen
Current Amount	This field displays the current amount inclusive of any adjustments for the item.	Defaults based on data from the AR001 screen
Total	This field displays the sum total of all MDL amounts that have been defined for the particular line item.	Defaults based on data from the AR001 screen
OK	Clicking on this button will allow the user to exit the screen and return to the Bill Items tab.	Defaults based on data from the AR001 screen
Cancel	Clicking on this button will allow the user to exit the screen and return to the Bill Items tab.	Defaults based on data from the AR001 screen

4.4 Receivable Adjustment Screen (AR003)

The Receivable Adjustment screen (AR003) is used to modify the amount due on a receivable or the status of the receivable. There are ten system maintained receivable adjustment types that are established on the System Types and Codes screen (AR050).

The system will allow the following receivable adjustments types to be processed on this screen:

Receivable Adjustment Type	***Description***
CANCEL	Cancel a receivable/bill
CHGMDL	Change to ACCS MDL (Multiple Distribution Line)
CM	Credit Memo - Decrease amount due from customer
DM	Debit Memo - Increase amount due from customer
REFER	Refer a receivable/bill to Treasury for Cross-Servicing
REFUND	Refund is due the customer
REOPEN	Reopen a receivable referred to Treasury for Cross-Servicing
RESCHD	Close an Open receivable/bill prior to rescheduling the debt.
VOIDRF	Cancel a Refund
WO	Write-off the outstanding amount of the receivable

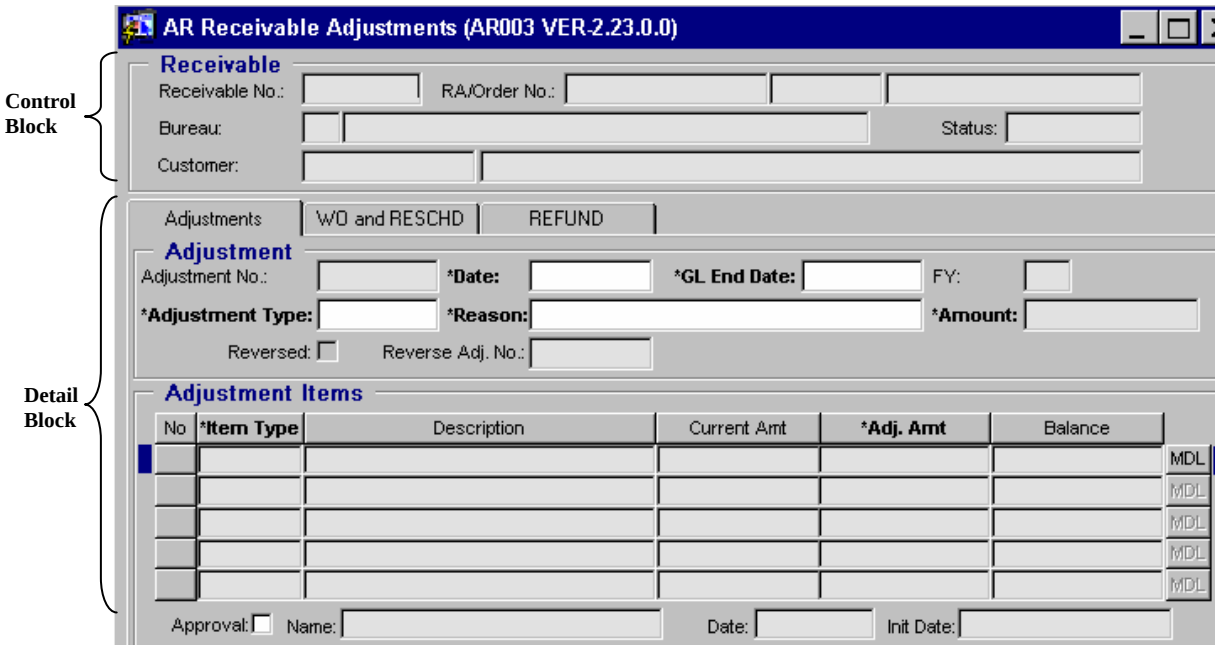
There are two parts to the Receivable Adjustment (AR003) screen. The upper portion of the screen is the control block, which contains basic receivable information. The lower portion of the screen is the detail block, which includes the details applicable to the receivable. The detail block on the Receivable Adjustment screen is divided into two sections: Adjustment and Adjustment Items.

The user must query a receivable number in the Receivable block in order to process a receivable adjustment. The Receivable block is populated by the system when the user queries on an existing receivable. The Receivable block does not allow the user to modify any information.

The Adjustment block contains three tabs: Adjustments, WO and RESCHD, and REFUND. There is associated processing logic for each tab with regards to what adjustment types can be processed. Depending on the type of adjustment selected, the Adjustment Items block is either populated by the system or defined by the user.

The Adjustment Items block consists of detailed line item information about the adjustment. Clicking on the MDL button of a selected line item brings up the MDL detail screen. The MDL detail screen brings up the associated ACCS values.

The following is an example of the Receivable Adjustment (AR003) screen:



4.4.1 Receivable Block

The Receivable Block of the Receivable Adjustment screen defines the basic information for a receivable record such as Bureau Code, Customer Number, Source type and other relevant information. The receivable block information will be populated by the system from the Receivable screen (AR001) and will not allow for any modifications.

The following fields apply to the Receivable block on the Receivable Adjustment (AR003) screen:

Field Name	Definition	Attributes
Receivable No.	This field displays the unique number that is assigned to a receivable record. *Note: The information will be brought forward from the AR001 screen.*	System-generated.
RA/Order No.	Used for Reimbursable Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable User Guide for additional information.*	Optional.
Bureau Code	This field displays the bureau code and name as defined on the GL004 - Bureau Code Maintenance screen. *Note: The information will be brought forward from the AR001 screen.*	System-generated.

Field Name	Definition	Attributes
Status	This field displays the current status of the receivable. *Note: The information will be based on the status displayed in AR001 screen.*	System-generated.
Customer	This field displays the customer/contact number and the customer/contact name for the receivable record. *Note: The information will be brought forward from the AR001 screen.*	System-generated.
Approval	This field displays the approval status of the receivable adjustment record. If checked, the adjustment record is approved.	**Required** to approve the adjustment record.
Name	This field displays the username of the person who approved the adjustment record.	System-generated.
Date	This field displays the system date the adjustment record was approved.	System-generated.
Init. Date	This field displays the system date and time the adjustment record was initially created.	System-generated.

4.4.2 Adjustment Block

The user must be on the applicable tab in order to process the corresponding receivable adjustment type. On the Adjustments tab, the following adjustment types can be selected from the List of Values (LOV): CANCEL, CHGMDL, CM, DM, REFER and REOPEN. On the WO and RESCHD tab, the only adjustment types that can be selected are the RESCHD and the WO. The only adjustment type applicable on the REFUND tab is the REFUND adjustment type and the VOIDRF

Listed below is a detailed description of each field that is displayed on the Adjustment block:

Field Name	Definition	Attributes
Adjustment No.	This field displays the adjustment number for the corresponding receivable. The adjustment number is sequentially assigned by the system.	System-generated.
Date	This field displays the date when the adjustment was processed on the selected receivable. *Note: The data entered must be in DD-MMM-YYYY format.*	**Required.** Defaults to current system date.

Field Name	Definition	Attributes
GL End Date	This field displays the end date for the general ledger period to which this transaction will post to trial. This field defaults to the open general ledger period which corresponds with the transaction date entered in the Date field. If a receivable is entered with a prior date which has no corresponding open general ledger period, the GL End Date will default to the minimum open general ledger period.	System-generated.
FY	This field displays the fiscal year based on the general ledger period.	System-generated.
Adjustment Type	This field displays the type of adjustment applied to the receivable record.	**Required.** LOV Available.
Reason	This field displays the user defined text of why the receivable adjustment was processed.	**Required.** Defaults to N/A (not applicable).
Amount	This field displays the amount of adjustment applied to the receivable record. Depending on the type of adjustment selected, either the system will generate the amount or the amount will be user defined.	**Required.**
Reversed	This functionality refers to the bill adjustment type of 'Prepay' which is not used by NOAA.	Optional
Reverse Adj. No.	This functionality refers to the bill adjustment type of 'Prepay' which is not used by NOAA	Optional

4.4.3 Adjustment Items Block

The Adjustment Items block displays information related to the item type such as the amount available for adjustment, ACCS string and other relevant information.

Listed below is a detailed description of each field that is displayed on the Adjustment Items block:

Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each item on the bill record. *Note: The information will be brought forward from the AR002 screen.*	System-generated.
Item Type	This field displays the item types available for adjustment. Depending on the type of adjustment selected, the system will populate the item information or the field will be user defined. *Note: When applicable, the information will be brought forward from the AR002 screen.*	**Required.**
Description	This field displays a brief description of the item type selected for adjustment.	System-generated.
Current Amt.	This field displays the current amount of the item type available for adjustment. *Note: The information will be brought forward from the AR002 screen.*	System-generated.
Adj. Amt.	This field displays the amount of adjustment that has been applied to the specific item.	**Required.**
Balance	This field displays the current amount due for the bill record after the adjustment has been applied.	System-generated.
MDL Button	Clicking on this field will display the MDL Detail screen.	

Listed below is a detailed description of each field that is displayed on the MDL Block, within the Adjustment Items section:

Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each MDL at the line item level.	System-generated.
FCFY	This field displays the Fund Code Fiscal Year for the year funding was approved. *Note: Except for adjustment type of CHGMDL and DM (creating a new line item of FININT), this information will be brought forward from the AR002 screen.*	**Required.**
FC	This field displays the Fund Code for the line item. The valid values for this field are defined on the Fund Code screen (GL013) character-based CFS. *Note: Except for adjustment type of CHGMDL and DM, this information will be brought forward from the AR002 screen.*	**Required.** LOV Available.
Project-Task	This field displays the project number and the task number for the line item. The valid values for this field are defined on the Project Code screen (CM004). *Note: Except for adjustment type of CHGMDL DM, this information will be brought forward from the AR002 screen.*	**Required.** LOV Available.
Program	This field displays the program number for the line item. The valid values for this field are defined on the Program Code screen (GL047-GL050). *Note: Except for adjustment type of CHGMDL and DM, this information will be brought forward from the AR002 screen.*	Defaults based on the Project-Task selected.
Organization	This field displays the organization code of the project selected. The valid values for this field are defined on the Organization Code screen (GL040-GL046). *Note: Except for adjustment type of CHGMDL and DM, this information will be brought forward from the AR002 screen.*	**Required.** LOV Available.

Field Name	Definition	Attributes
Object	This field displays the object class at the item level for the current MDL block. *Note: Except for adjustment type of CHGMDL and DM, this information will be brought forward from the AR002 screen.*	Defaults based on the Object Class defined on Items Tab.
UDF	This is a User Defined Field and can be used by the user as desired. This is a numeric field and can hold up to six characters. *Note: Except for adjustment type of CHGMDL and DM, this information will be brought forward from the AR002 screen.*	**Required.**
Original Amount	This field displays the original amount at the item level. This is a numeric field and can hold up to 13 characters, e.g., 99,999,999,999.99. *Note: Except for adjustment type of CHGMDL and DM, this information will be brought forward from the AR002 screen.*	**Required.**
ACCS	Clicking on this button will launch the ACCS Code Entry Screen (AR090) and will allow the user to enter the ACCS information. *Note: This button is inaccessible for all adjustment types, except CHGMDL and DM (if adding a new line item of FININT)..*	
Total	This field displays the sum total of all MDL amounts that have been defined for the particular line item.	System-generated.
OK	Clicking on this button will allow the user to exit the screen by saving the data entered.	
Cancel	Clicking on this button will allow the user to exit the screen without saving the data entered.	

4.4.4 Applying Adjustments

As mentioned above, a user can process ten system maintained receivable adjustment types. Prior to allowing the user to process a receivable adjustment, the system performs edits to see if the receivable adjustment type is allowed. The system does not allow a receivable adjustment of any type if any one of the following conditions exists:

- Receivable adjustment flag is not checked on the Receivable tab on the System Types and Codes screen (AR050)

- Adjustment type referenced does not contain a value of 'RECV' or 'ALL' in the Recv/Bill Indicator field on the Adjustment tab on AR050.
- Combination of Source Type, Receivable Type and Adjustment Type is not active on the Receivable Adjustment Type tab on AR050.
- Receivable status is 'CANCEL', 'DISPUTE', 'PENDING' or 'VOID'.
- There is unapproved receivable adjustment transaction pending for this receivable.
- There is unapproved bill adjustment transaction pending for this receivable.
- There is unapproved billed or unbilled collection transaction pending for this receivable.

Described in the sub-sections below are detailed explanations for each adjustment type.

4.4.4.1 Cancel Receivable

The system allows a receivable adjustment type of CANCEL if bills linked to the receivable are in a PENDING and/or CANCEL status. Attempting to cancel a receivable with bills in any other status will cause the following error message to be displayed: "*The receivable cannot be canceled because there are bills linked to the receivable which are not in a pending or cancel status.*"

A CANCEL receivable adjustment type cannot be processed if collections have been applied. The system will display an error message if users attempt to cancel a receivable which has collections applied. The error message will state, "*This receivable cannot be canceled as collections have been applied*." The system will allow a cancel adjustment type if the collections applied have been reversed and the amount collected on the receivable is equal to zero.

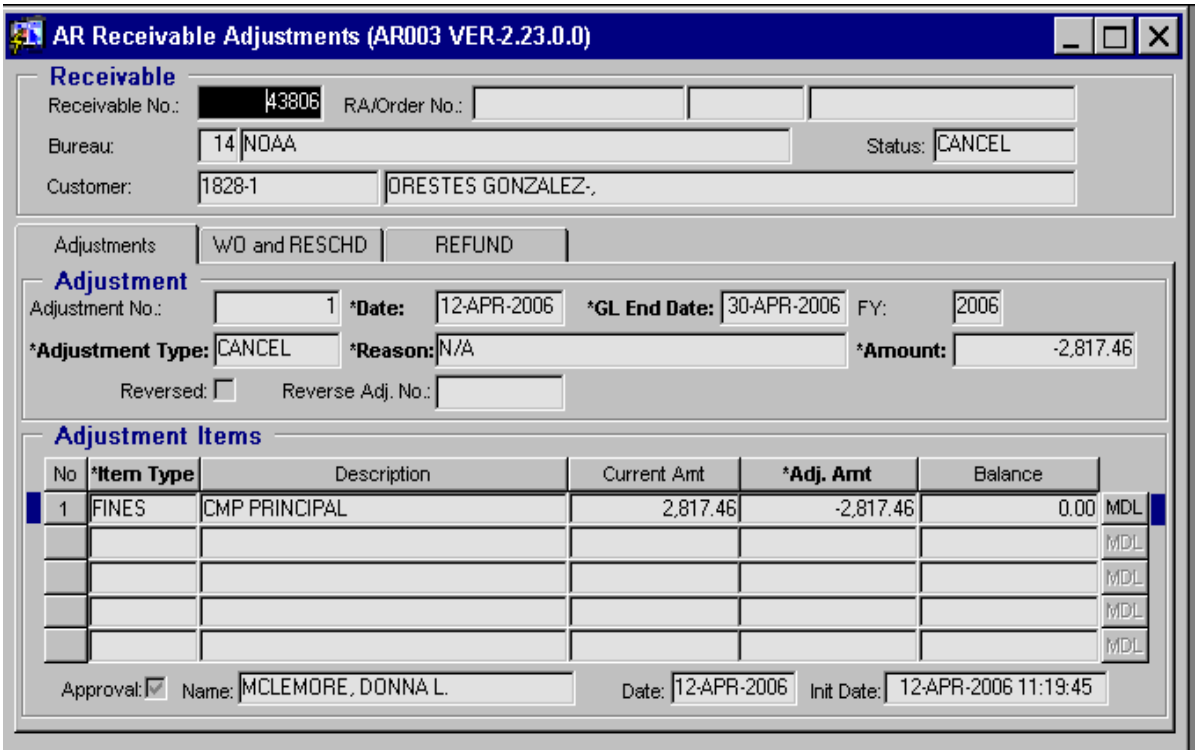
Upon selecting adjustment type of CANCEL, the system will populate a negative amount in the Amount field in the Adjustment block. This amount represents the sum amount of all bills in a PENDING status within the receivable. Information in the Adjustment Items and the MDL block will be populated by the system. This information is brought forward from the receivable record created on the AR001 - Receivable screen. The system will not allow the user to override any values in the Adjustment Items and MDL blocks. The system will update the status on the receivable and bill record(s).

In order to apply an adjustment type of Cancel, users perform the following steps:

Step	***Action***
1	Select **AR003 - Receivable Adjustment** menu option.
2	The AR003 screen will launch in the query mode. Users can enter the receivable number in the ***Receivable No.*** field and click on the **Execute Query** icon.
3	The system will populate data in the Receivable block.

Step	*Action*
4	Click on the ***Adjustment Type*** field on the **Adjustments** tab and select the adjustment type of CANCEL from the LOV. Once the adjustment of CANCEL is selected, the system will populate data in the Adjustment Block. The ***Adjustment No.*** field is updated with a sequentially assigned number. The ***Date, GL End Date, FY, Reason***, and ***Amount*** fields will be populated by the system with default values. *Note: The FY and Amount fields cannot be overridden by the user.*
5	Click on the ***Date*** field to override the default value of the current system date, if applicable. *Note: The Date field cannot be prior to the Recv. Date on the AR001 - Receivable screen or a future date.*
6	Click on the ***Reason*** field to override the default value of N/A, if applicable and enter the reason the receivable is being canceled. *Note: The Reason field can be overridden; however, the system requires a value to be entered.*
7	Click on the ***Approva***l checkbox to approve the record. Click **Yes** on the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will be populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved. *Note: Once the record is approved, the receivable status in the receivable block is updated to 'CANCEL'.*
8	Select the **AR001 - Receivable** menu option and query on the corresponding receivable number. The date in the ***Status Date*** field represents the date the receivable adjustment was approved. *Note: The receivable status will be updated to CANCEL. The amount in the Total Recv. Adj. field will be updated to reflect the amount (negative) of the receivable adjustment.*
9	Click on the **Schedule** tab. *Note: The bill status has been modified from PENDING to CANCEL.*

The following illustrates an adjustment type of CANCEL on the Receivable Adjustment (AR003) screen:



4.4.4.2 Change ACCS MDL

The system only allows a receivable adjustment type of Change MDL (CHGMDL) if the receivable referenced contains bill(s) in a PENDING status. The system will display an error message if the user attempts to process a CHGMDL on a receivable which does not have any bill(s) in a PENDING status. The following error message will be displayed: “This receivables MDLs cannot be changed because this receivable does not have bills in a PENDING status.”

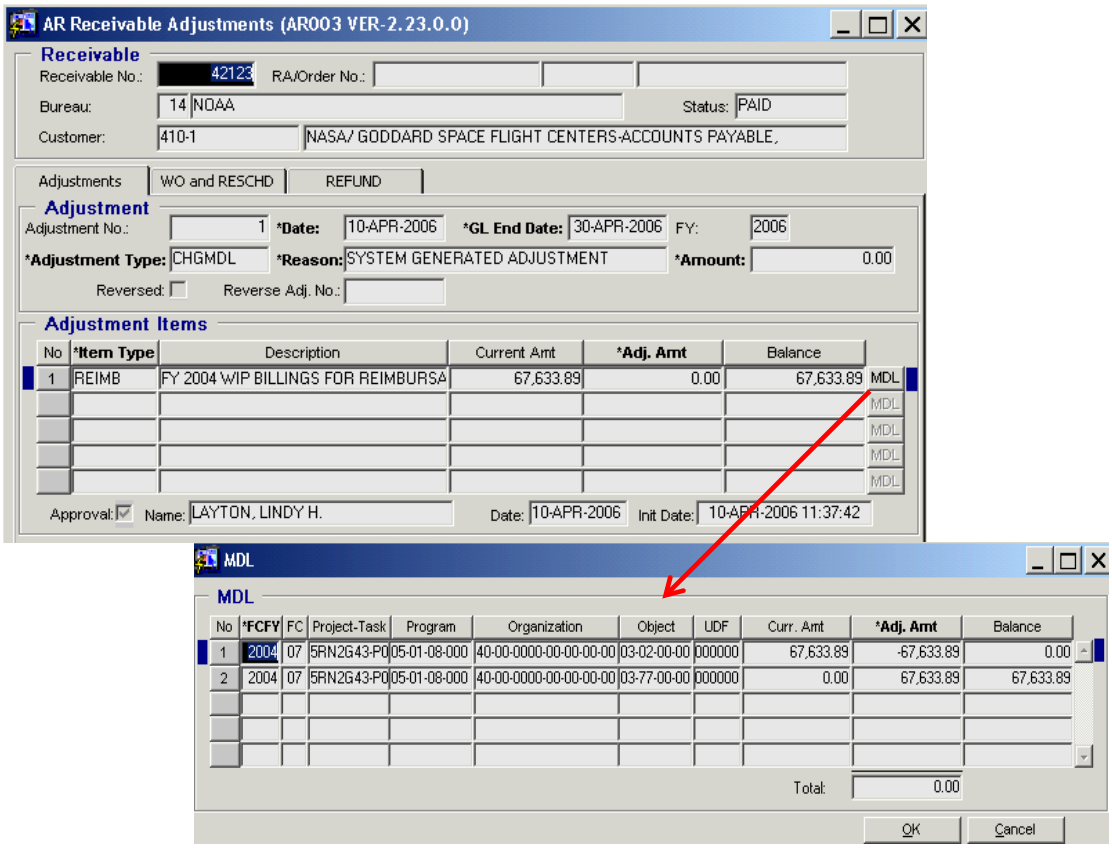
The adjustment type of CHGMDL allows the user to re-distribute the receivable line item amount by either 1) Decreasing the current MDL amount and adding a new MDL, or 2) Re-allocating the receivable amount between current existing MDLs. The net effect of this re-distribution is zero *i.e.* user will not be allowed to change the receivable line item amount. The system will populate the amount field in the Adjustment block with a value of zero. The user will not be allowed to modify this field as the net effect of the CHGMDL adjustment is zero. The system will not allow any modifications to the values in the Adjustment Items block on a CHGMDL. In the MDL block, the user will enter a positive amount if increasing an existing MDL and a negative amount if decreasing an existing MDL. If the user is creating a new MDL, the amount entered by the user will be a positive amount.

In order to apply an adjustment type of CHGMDL, users perform the following steps:

Step	*Action*
1	Refer to Section 4.4.4.1 and follow Steps 1-3. These steps will be the same for each receivable adjustment transaction.
2	Click on the ***Adjustment Type*** field on the **Adjustments** tab and select the adjustment type of CHGMDL from the LOV. Once the adjustment of CHGMDL is selected, the system will populate the following fields in the Adjustment Block: *Note: The Adjustment No. field will be updated by the system with a sequentially assigned number. The Date, GL End Date, FY, Reason, and Amount fields will be populated by the system with default values. The FY and Amount fields cannot be overridden by the user.*
3	Click on the **Date** field to override the default value of the current system date, if applicable. *Note: The Date field cannot be prior to the Recv. Date on the AR001 - Receivable screen or a future date.*
4	Click on the **Reason** field to override the default value of N/A, if applicable and enter the reason for the CHGMDL. *Note: The Reason field can be overridden; however, the system requires a value to be entered.*
5	Click on the **Item Type** field in the Adjustments Items block and select the item type from the LOV. Once the item type is selected the system will populate the Adjustment Item Block. *Note: The system will not allow the user to modify the Current Amt and Balance fields.*
6	Click on the **MDL** Button to launch the MDL Detail screen. The system will populate the values on the existing MDL.
7	Click on the **FC** field. Upon clicking on the FC field, the system will launch the ACCS Code Entry screen (AR090).
8	Double click on the **FC** field and select the fund code where the amount should be reallocated. The user can also manually type in the fund and tab to the Project-Task field. *Note: If entering manually, the data should be entered in 99 formats.*
9	Double click on the **Project-Task** field and select the appropriate project-task. The user can also manually type in the project and task and tab over to the Organization field. *Note: If entering manually, the data should be entered in the 9999999-P99 format.*
10	Based on the Project-Task selected, the **Program** field will default with the associated program code.
11	Double click on the **Organization** field and select the appropriate organization code. The User can also manually type in the organization code and tab over to the next field. *Note: If entering manually, the data should be entered in the 99-99-9999-99-99-99-99 format.*
12	The ***Object Class*** field will default to the object class assigned in the prior MDL. If applicable, double click on the ***Object Class*** field and specify a new object class. User can also manually type in the object class and tab over to the next field. *Note: The Object Class has to be entered in 99-99-99-99 format.*

Step	*Action*
13	Enter **0** in the ***UDF*** field. The system will fill in the remaining zeros in the field.
14	Enter the amount in the ***Adj. Amount*** field. *Note: If there is only one existing MDL, the amount entered must be a negative number. If there is more than one existing MDL, the amount can be either positive or negative. A new MDL requires a positive amount to be entered in this field. The net effect of re-distributing the MDL amounts has to be zero, i.e., the addition of negative and positive amounts must equal zero. The system will update the Balance field*
15	Click on the **OK** button to exit out of the ACCS Code Entry Screen. Click **Yes** in the Confirmation Dialogue box.
16	Click on the **OK** button to exit out of the MDL Screen. *Note: The Total field has to equal zero in order to exit the MDL Detail screen.*
17	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.
18	Select the **AR001 - Receivable** menu option to view the update to the receivable. The system will have updated the MDL distribution for the selected item type. On the **Items tab**, click on the **MDL** button for the corresponding item. The MDL Detail screen will now list the newly added MDL and will also reflect the new MDL amounts on the ***Current Amt*** field. On the ***Original Amt*** field, the system will list the amounts defined when the receivable was created. For example, for the newly added MDL, the original amount field will be zero indicating that the particular MDL was added as a result of an adjustment.

The following illustrates an adjustment to change the ACCS MDL on the Receivable Adjustment (AR003) screen:



4.4.4.3 Credit Memos

The system will allow a receivable adjustment type of Credit Memo (CM) if the referenced receivable has associated bills in a PENDING status. The CM adjustment will reduce the balance on the scheduled (PENDING status) bill(s) within the receivable. The system will only allow the user to enter a negative amount in the Amount field in the Adjustment block.

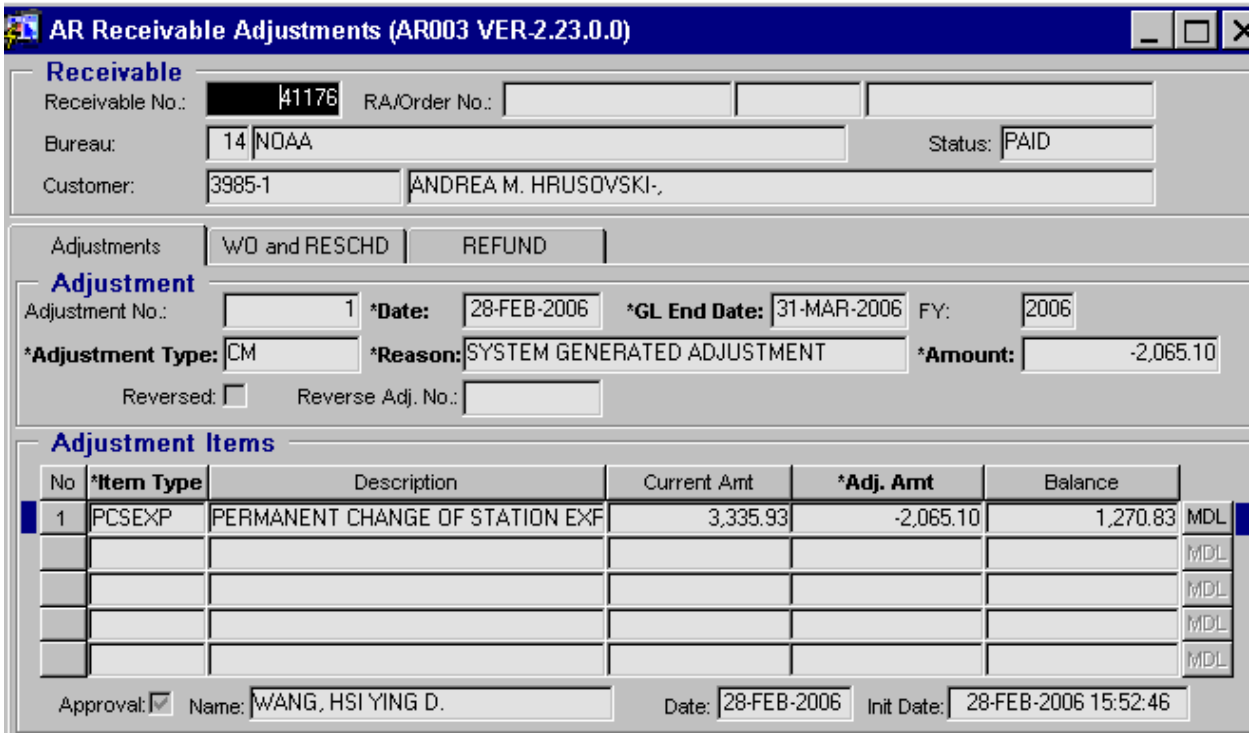
The system will display the balance for each line item of PENDING bill(s) in the current amount field of the Adjustment Items block. The system will only allow the user to enter a negative amount in the Amount field for each line item in the Adjustment Items block. The total amount of the CM adjustment cannot exceed the total in the Adj. Amount in the MDL block. The system will update the schedule of PENDING bills upon approval of the receivable adjustment.

In order to apply an adjustment type of CM, users perform the following steps:

Step	*Action*
1	Refer to Section 4.4.4.1 and follow Steps 1-3. These steps will be the same for each receivable adjustment transaction.
2	Click on the ***Adjustment Type*** field on the **Adjustments** tab and select the adjustment type of CM from the LOV. Once the adjustment of CM is selected, the system populates the following fields in the Adjustment Block: ♦ The ***Adjustment No.*** field will be updated by the system with a sequentially assigned number. ♦ The ***Date, GL End Date, FY***, and ***Reason*** fields will be populated by the system with default values. *Note: The FY field cannot be overridden by the user.*
3	Click on the ***Date*** field to override the default value of the current system date, if applicable. *Note: The Date cannot be prior to the Recv. Date on the AR001 - Receivable screen or a future date.*
4	Click on the ***Reason*** field to override the default value of N/A, if applicable and entered the reason for the credit memo. *Note: The Reason field can be overridden; however, the system requires a value to be entered.*
5	Enter a negative amount in the ***Amount*** field in the Adjustment block.
6	Double - click on the ***Item Type*** field in the Adjustment Items block and select the line item(s) for which the credit memo will be applied. *Note: The system will default the line item values from the values created on the AR001 - Receivable screen.*
7	Enter a negative amount in the ***Adj. Amt.*** field in the Adjustment Items block. *Note: This amount cannot be greater than the amount in the Current Amount field for each line item type. The Balance field will reflect the balance of each line item type once the adjustment has been applied.*
8	Click on the **MDL** button. *Note: The system will populate the MDL values which were created on the AR001 screen. The user will not be able to modify any values in the MDL block.*
9	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.

Step	*Action*
10	Select the **AR001 - Receivable** option from the ***Navigator Menu*** to view updates to a receivable with a single bill: ♦ On the **Document** tab, the system will reflect the amount of the credit memo in the ***Total Recv Adj*** field. The ***Recv. Amount Due*** will reflect the credit memo adjustment (Recv. Amt minus the Recv. Adj. amount.) ♦ On the **Items** tab, in the ***Current Amount*** field, the system will calculate and display the current amount due on the receivable. ♦ On the **Schedule** tab, the amount in the ***Total*** field will be reduced to reflect the amount originally owed less the amount of the credit memo. ♦ On the **Bill** button, the system will reflect the credit memo adjustment by reducing the amount due on the PENDING bill.
11	For a receivable with multiple bills, data on the **Document** and **Items** tabs are updated as indicated in the previous step. Information on the **Schedule** and **Bills** tabs/buttons are updated as follows: ♦ On the **Schedule** tab, the system will distribute the credit memo amount equally between the remaining bills which have a status of PENDING. ♦ On the **Bills** button, the system will reflect the credit memo adjustment by reducing the amount due on each bill in a PENDING status.

The following illustrates a credit memo adjustment on the Receivable Adjustment (AR003) screen:



4.4.4.4 Debit Memos

The system allows a receivable adjustment type of Debit Memo (DM) if the referenced receivable has associated bills in a PENDING status. The DM adjustment will increase the balance on the scheduled (PENDING status) bill(s) within the receivable. The DM adjustment type is used to increase the amount of an existing line item or to create a new line item with the item class of FININT (financing interest).

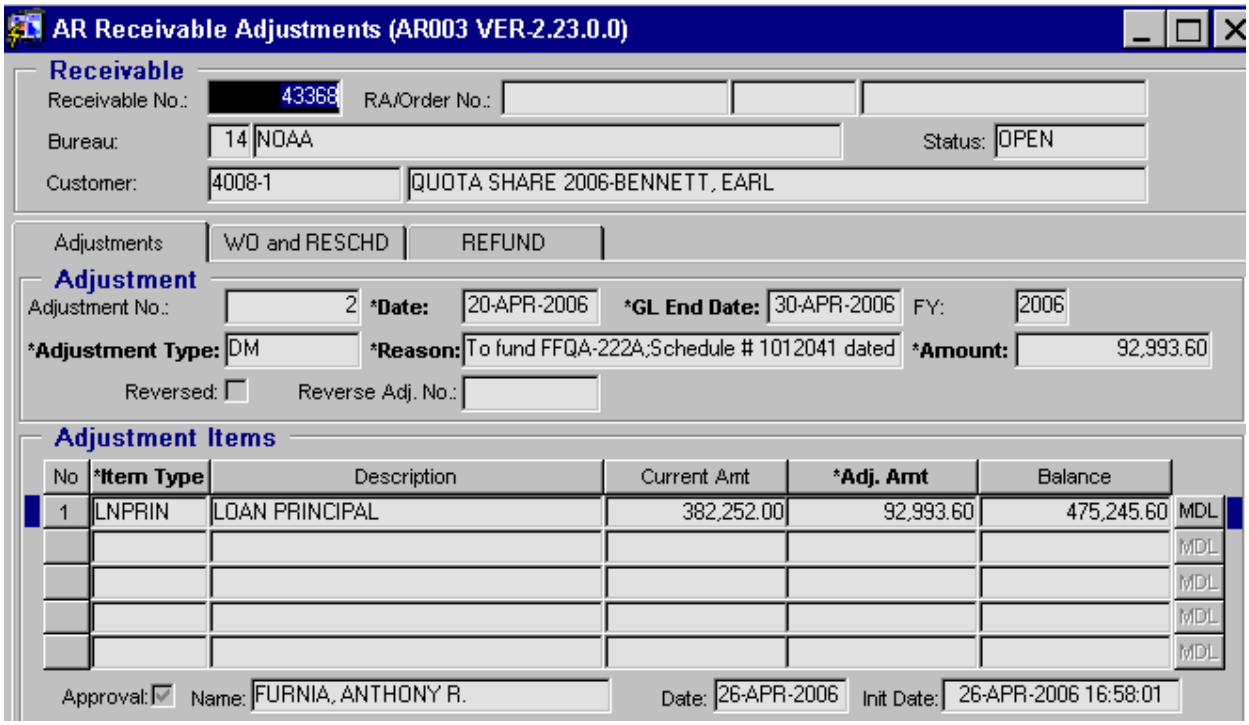
The system will only allow the user to enter a positive amount in the Amount field in the Adjustment block. The system will display the balance for each line item of PENDING bill(s) in the current amount field of the Adjustment Items block. The system will only allow the user to enter a positive amount in the Amount field for each line item in the Adjustment Items block. The system will update the schedule of PENDING bills when the receivable adjustment transaction is approved.

In order to apply an adjustment type of DM, users perform the following steps:

Step	*Action*
1	Refer to Section 4.4.4.1 and follow Steps 1-3. These steps will be the same for each receivable adjustment transaction.
2	Click on the ***Adjustment Type*** field on the **Adjustments** tab and select the adjustment type of DM from the LOV. Once the adjustment of DM is selected, the system populates the following fields in the Adjustment Block: ♦ The ***Adjustment No.*** field will be updated by the system with a sequentially assigned number. ♦ The ***Date, GL End Date, FY***, and ***Reason*** fields will be populated by the system with default values. *Note: The FY field cannot be overridden by the user.*
3	Click on the ***Date*** field to override the default value of the current system date, if applicable. *Note: The Date field cannot be prior to the Recv. Date on the AR001 - Receivable screen or a future date.*
4	Click on the ***Reason*** field to override the default value of N/A, if applicable and entered the reason for the debit memo. *Note: The Reason field can be overridden; however, the system requires a value to be entered.*
5	Enter a positive amount in the ***Amount*** field in the Adjustment block.
6	Double-Click on the ***Item Type*** field in the Adjustment Items block and select the line item(s) for which the debit memo will be applied. If creating a new line item of FININT enter the amount of the financing interest in the Adj. Amt. field and then click on the MDL button to enter the ACCS string. *Note: If processing a DM on an existing line item, the system will default the line item values from the values created on the AR001 - Receivable screen.*
7	Enter a positive amount in the ***Adj. Amt.*** field in the Adjustment Items block. *Note: The Balance field will reflect the balance of each line item type once the adjustment has been applied.*
8	Click on the **MDL** button. *Note: The system will populate the MDL values which were created on the AR001 screen for an existing line item. The user will not be able to modify any values in the MDL block for an existing line item.*
9	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.

Step	*Action*
10	Select the **AR001 - Receivable** option from the ***Navigator Menu*** to view updates to the receivable: ▸ On the **Document** tab, the system will reflect the amount of the debit memo in the Total Recv. Adj. field and increase the amount in the ***Recv. Amount Due*** field by the amount of the debit memo. ▸ On the **Items** tab, the system will update the ***Current Amt*** field by adding the amount in the ***Original Amt*** field to the amount of the debit memo. ▸ On the **Schedule** tab, the system will update the ***Total*** field by adding the amount in the ***Principal and Interest*** field which will not reflect the amount of the debit memo. ▸ On the **Bills** button, the bill record will reflect the debit memo adjustment transaction.

The following illustrates a debit memo adjustment on the Receivable Adjustment (AR003) screen:



4.4.4.5 Refer to Treasury for Cross-Servicing

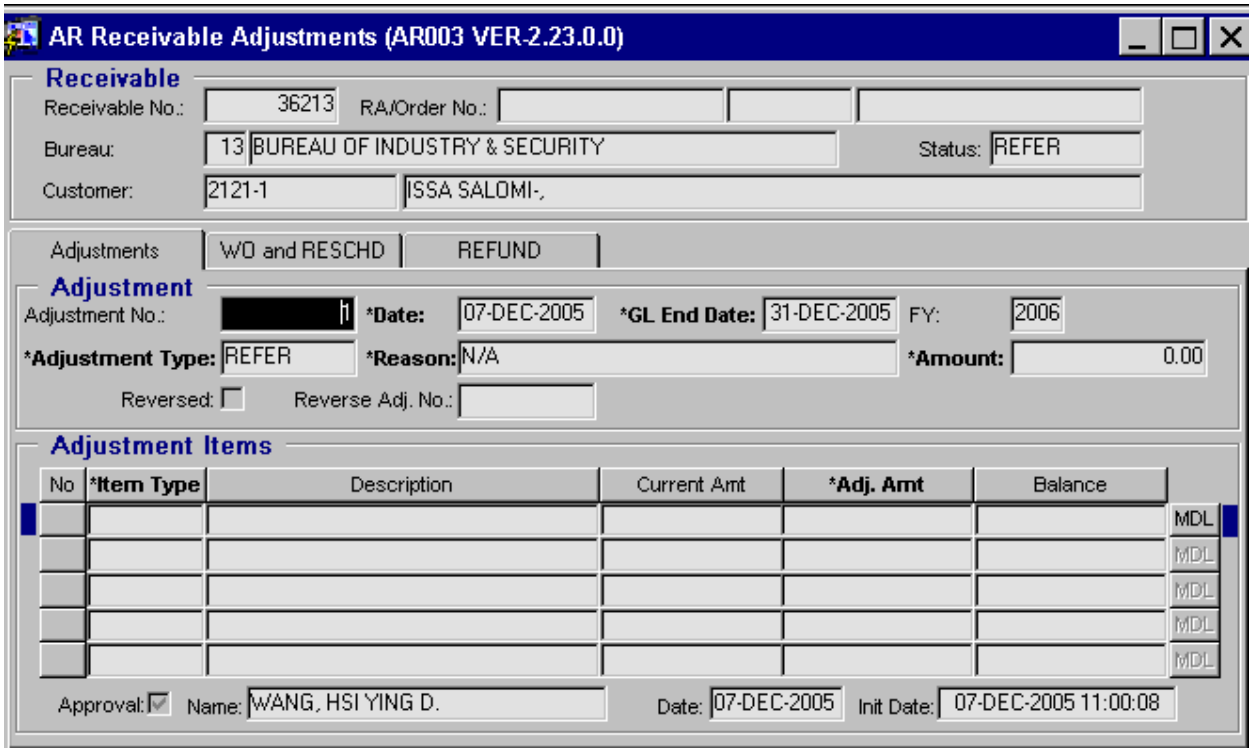
The system allows a receivable adjustment type of REFER if the referenced receivable has associated bills in a PENDING and/or OPEN status. The purpose of the REFER receivable adjustment type is to allow agencies to forward a receivable in its entirety to Treasury for Cross-Servicing. Treasury requires debts that are 180 days delinquent to be referred in order to pursue further collection efforts. The delinquent debt remains on the agency's books until the debt is collected in full, compromised or is written-off. This adjustment type does not modify the amount of the receivable.

The system will not assess any DCA charges on any bills in a REFER status during the regular dunning process. The system requires users to modify fields on the approved receivable record on AR001 - Category and Collection Agency on the Reporting tab. The system updates the receivable status and associated bills with a status of REFER once the transaction is approved.

In order to apply an adjustment type of REFER, users perform the following steps:

Step	***Action***
1	Refer to Section 4.4.4.1 and follow Steps 1-3. These steps will be the same for each receivable adjustment transaction
2	Click on the ***Adjustment Type*** field on the Adjustments tab and select the adjustment type of REFER from the LOV. Once the adjustment of REFER is selected, the system will populate the following fields in the Adjustment Block: ▸ The ***Adjustment No.*** field will be updated by the system with a sequentially assigned number. ▸ The ***Date, GL End Date, FY***, and ***Reason*** fields will be populated by the system with default values. ▸ The ***Amount*** field will be populated by the system with a value of zero. *Note: The FY field cannot be overridden by the user.*
3	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.
4	Select the **AR001 - Receivable** option from the ***Navigator Menu*** to view the updates to the receivable. ▸ On the **Reporting** tab, the system will update the ***Date*** field with the date the receivable adjustment transaction was approved. ▸ On the **Reference** tab, the system will populate the ***Date Referred*** field with the date the receivable adjustment transaction was approved. ▸ On the **Schedule** tab, the system will update the bill(s) to REFER. ▸ On the **Bill** button, the system will update the **Status** of the bill(s) to REFER.

The following illustrates an adjustment to refer a receivable to Treasury on the Receivable Adjustment (AR003) screen:



4.4.4.6 Refund Due to Customer

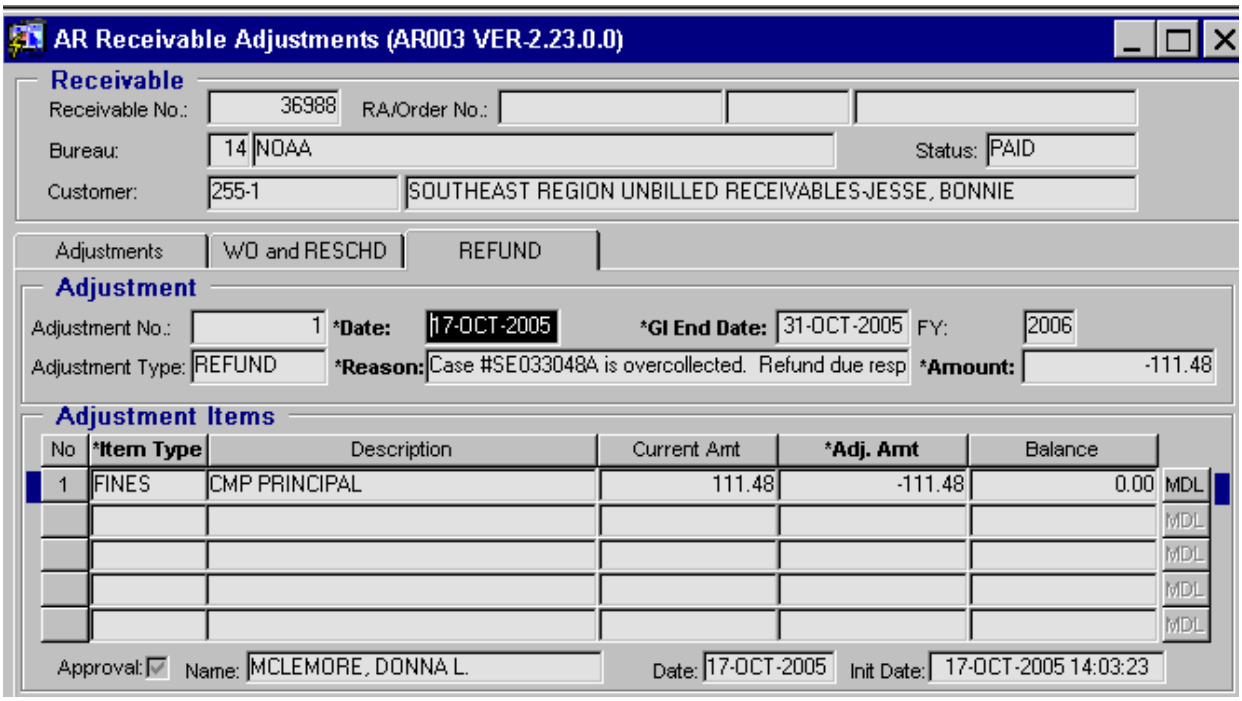
In order to process an adjustment type of REFUND, the receivable must be in a PAID status. If the receivable is in any other status, user will receive an error message. The error message will state, “Receivable status is not PAID. Refunds may only be processed on PAID receivable records.” The system will only allow the user to enter a negative amount in the Amount field in the Adjustment block. A receivable adjustment type of REFUND is used in the following scenario: 1) NOAA receives money 2) NOAA deposits this money in their account, 3) Upon research, it is determined the money was sent to NOAA in error or the money was owed to NOAA but the amount received was more than the amount owed; 4) NOAA must refund the money.

Note: If the user must void a refund prior to the refund being disbursed in the Accounts Payable (AP) module, the user would query on the receivable number and click on + (add a record) icon on the toolbar. The system would then respond with, “Do you want to cancel the refund bill?” The user would then respond with yes and the system would generate an adjustment type record of ‘VOIDRF’

In order to apply an adjustment type of REFUND, users perform the following steps:

Step	*Action*
1	Refer to Section 4.4.4.1 and follow Steps 1-3. These steps will be the same for each receivable adjustment transaction.
2	Click on the ***Adjustment Type*** field on the **Refund** tab and select the adjustment type of REFUND from the LOV. Once the adjustment of REFUND is selected, the system will populate the following fields in the Adjustment Block: ▸ The ***Adjustment No.*** field will be updated by the system with a sequentially assigned number. ▸ The ***Date, GL End Date, FY***, and ***Reason*** fields will be populated by the system. *Note: The FY field cannot be overridden by the user.*
3	Double - Click on the ***Item Type*** field in the Adjustment Items block and select the Item Type for Refund for which the refund will be issued. *Note: The system will populate the Item Type values in the Adjustment Items block from the values created on the AR001 - Receivable screen.*
4	Enter a negative amount in the ***Amount*** field in the Adjustment Items block. *Note: The negative amount in both Amount fields (Adjustment and Adjustment Items block) must equal. The system will display an error message if the amounts do not agree. The message displayed will state," Detail amounts do not equal control amounts, unable to process."*
5	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.
6	Select the **AR001 - Receivable** option from the ***Navigator Menu*** to view the updates to the receivable by the system. ▸ On the **Receivable** block, the system will update the ***Status*** to REFUND. ▸ On the **Document** tab, the system will populate the amount of the refund in the ***Total Recv. Adj.*** field. ▸ On the **Items** tab, the ***Current Amt*** field will be updated to reflect the amount of the refund. ▸ On the **Schedule** tab, the system will create a new bill for the amount of the refund and the bill Status of REFDUE. ▸ On the **Bill** button, the system will display the ***Status*** of REFDUE on the new bill and the ***Amount*** of the refund.

The following illustrates a refund adjustment on the Receivable Adjustment (AR003) screen:



4.4.4.7 Reopen Receivable Referred to Treasury

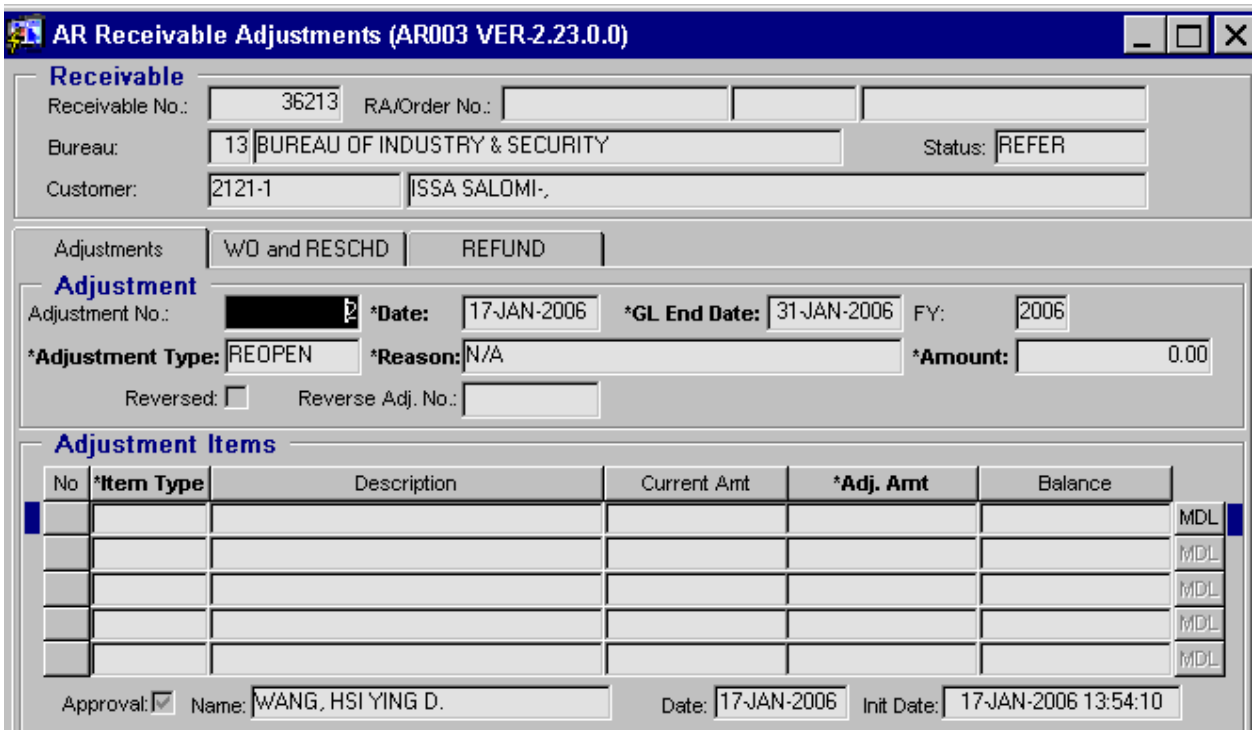
The system will allow an adjustment type of REOPEN if the referenced receivable is in a REFER status. The purpose of the REOPEN status is for the receivables status to be updated to OPEN and also to update the associated bills status to OPEN for further processing in the system.

Once the REOPEN adjustment transaction is approved, the system will resume assessing DCA charges on the bill(s). The system will resume the assessment of DCA charges from the last date the dunning process was generated. This receivable adjustment is only to modify the status of the receivable and the associated bill(s). This adjustment type will not modify the amount of the receivable or the associated bill(s).

In order to apply an adjustment type of REOPEN, users perform the following steps:

Step	*Action*
1	Refer to Section 4.4.4.1 and follow Steps 1-3. These steps will be the same for each receivable adjustment transaction
2	Click on the ***Adjustment Type*** field on the Adjustments tab and select the adjustment type of REOPEN from the LOV. Once the adjustment of REOPEN is selected, the system will populate the following fields in the Adjustment Block: ▸ The ***Adjustment No.*** field will be updated by the system with a sequentially assigned number. ▸ The ***Date, GL End Date, FY,*** and ***Reason*** fields will be populated by the system with default values. ▸ The ***Amount*** field will be populated by the system with a value of zero *Note: The FY and Amount fields cannot be overridden by the user.*
3	Click on the ***Date*** field to override the default value of the current system date, if applicable. *Note: The Date field cannot be prior to the Recv. Date on the AR001 - Receivable screen or a future date.*
4	Click on the ***Reason*** field to override the default value of N/A, if applicable. *Note: The Reason field can be overridden; however, the system requires a value to be entered.*
5	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.
6	Select the **AR001 - Receivable** option from the ***Navigator Menu*** to view the updates to the receivable by the system ▸ The status in the Receivable block will be updated to OPEN. ▸ The status of the bill(s) will be updated to OPEN on the Schedule tab.

The following illustrates an adjustment on the Receivable Adjustment (AR003) screen, to reopen a receivable previously referred to Treasury:



4.4.4.8 Close Receivable for Rescheduling

The system will allow a receivable adjustment type of Reschedule (RESCHD) if the referenced receivable has associated bills in a PENDING and/or OPEN status. An adjustment type of RESCHD can only be processed on a receivable where the number of associated bills is greater than one. The system will create an exact replica of the original receivable record; except the amount of the receivable is summed into one line item and the new receivable record will be unapproved. The new receivable record is unapproved as to allow the user to modify certain fields.

In the Receivable block, the user will be able to modify the Case field. The system will default the Recv. Date to the current system date but can be modified. The Start Date field will default to the current system date + one but can be modified. The bill start date cannot be before the receivable date. The amount of the rescheduled receivable will be system derived and will equal the sum of all PENDING and OPEN bills on the original receivable record; however, the user may modify the amounts.

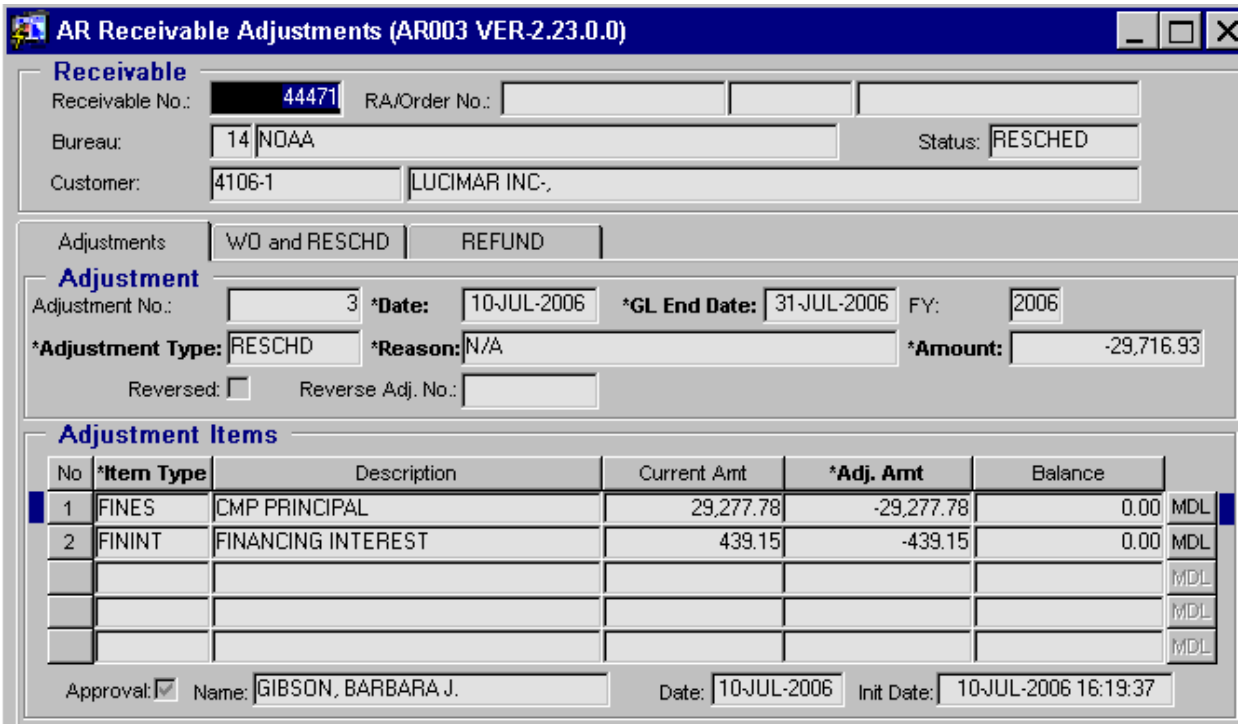
The system will reference the original receivable record on the rescheduled receivable and the rescheduled receivable on the original receivable record. The receivable number of the rescheduled receivable will be noted on the Reporting tab in the Resch. Debt No. field on the original receivable. The receivable number of the original receivable will be noted on the Reference tab in the Resched. Debt No. field on the rescheduled receivable. Both receivables are

linked with this reference. The system will update the status of the original receivable and the associated bill with a status of PAID once the rescheduled receivable is approved.

In order to apply an adjustment type of RESCHD, users perform the following steps:

Step	*Action*
1	Refer to Section 4.4.4.1 and follow Steps 1-3. These steps will be the same for each receivable adjustment transaction.
2	Click on the ***Adjustment Type*** field on the **WO and RESCHD** tab and select the adjustment type of RESCHD from the LOV. Once the adjustment of RESCHD is selected, the system will populate the following fields in the Adjustment Block: ▸ The ***Adjustment No.*** field will be updated by the system with a sequentially assigned number. ▸ The ***Date, GL End Date, FY,*** and ***Reason*** fields will be populated by the system with default values. ▸ The ***Amount field*** will be populated by the system with a negative amount which is the sum of all associated bills. ▸ The system will populate all values in the ***Adjustment Items*** block and the ***MDL*** block. *Note: The FY and Amount fields cannot be overridden by the user.*
3	Click on the ***Date*** field to override the default value of the current system date, if applicable. *Note: The Date field cannot be prior to the Recv. Date on the AR001 - Receivable screen or a future date.*
4	Click on the ***Reason*** field to override the default value of N/A, if applicable. *Note: The Reason field can be overridden; however, the system requires a value to be entered.*
5	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.
6	Select the **AR001 - Receivable** option from the ***Navigator Menu*** to view the updates to the receivable by the system ▸ The ***Status*** in the Receivable block will be updated to RESCHD. ▸ The amount in the ***Recv Amt*** column on the **Document tab** will be updated with a negative amount which equals the receivable amount. ▸ The amount in the ***Recv Amt Due*** column on the **Document** tab will be equal to zero. ▸ On the **Items** tab, the ***Current Amt*** field will be equal to zero for all receivable line items. ▸ On the **Items** tab, in the MDL block, the ***Current Amt*** field will be equal to zero for all receivable line items. ▸ On the **Schedule** tab, all ***Amount*** fields will be equal to zero on all bills. ▸ The **Status** of all bills will be updated to RESCHD. ▸ On the **Reporting** tab, the system will populate the ***Resch. Recv. No.*** with the shell receivable created by the system.

The following illustrates an adjustment to close a receivable for rescheduling on the Receivable Adjustment (AR003) screen:



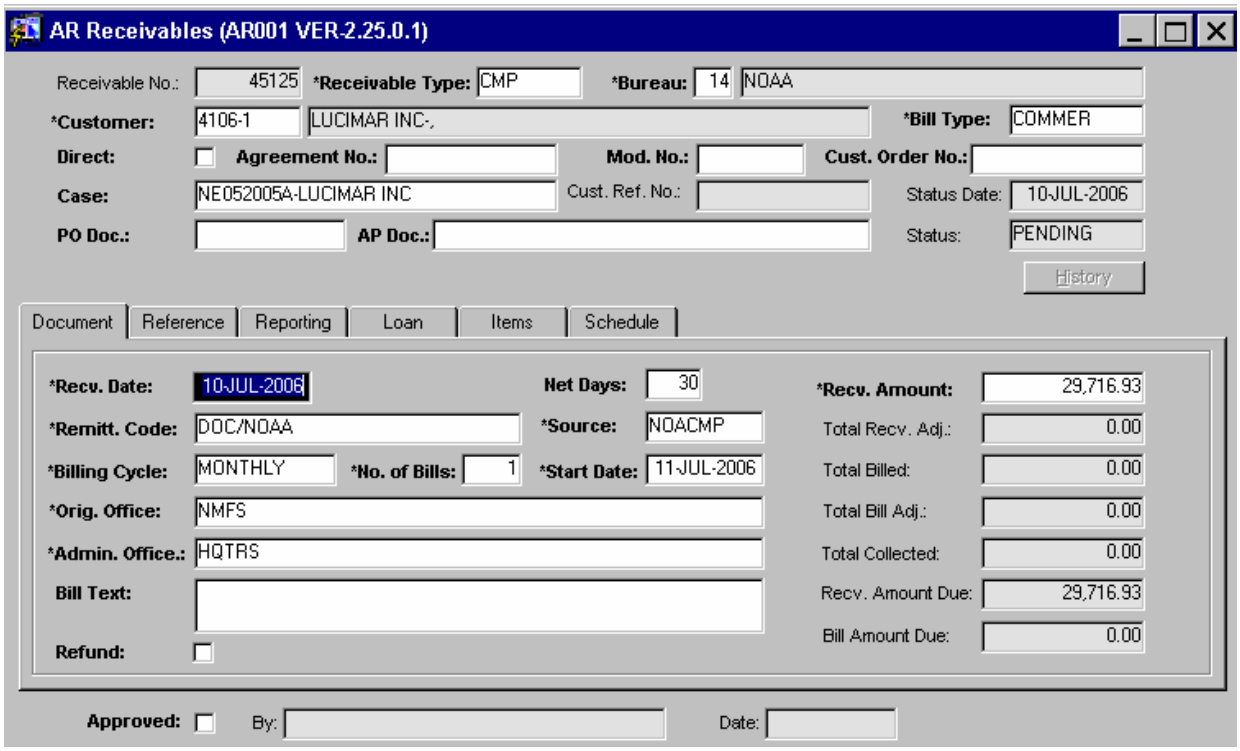
4.4.4.8.1 Query New Receivable for Rescheduling

To query on the new unapproved receivable record created by the system, user will perform the following steps:

Step	*Action*
1	Select the **AR001 - Receivable** option on the ***Navigator Menu***.
2	Query for the receivable record that has been rescheduled.
3	Click on the **Reporting** tab. On the ***Resch. Recv. No.*** field the system will populate the number of the new receivable record created by the system.
4	Click on the ***Recv No.*** field and query for the new receivable. The new receivable record will be in a PENDING status with the amount due of the original receivable. The following fields will be populated by the system: ▸ On the **Reference** tab, the ***Resched. Debt No.*** contains the receivable number of the original receivable record. ▸ On the **Reference** tab, the ***Notes*** field includes the following message, "*This receivable is generated from reschedule bill adjustment process.*" ▸ On the **Reporting** tab, the system will check the ***Reschedule*** checkbox.
5	Enter data in the field(s) which need to be modified.

Step	*Action*
6	Click on the **Approval** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.

The following illustrates a new unapproved receivable record (AR001) which is created by the system during the receivable adjustment process:



4.4.4.9 Write-Off Receivable

The system allows a receivable adjustment type of Write-Off (WO) if the referenced receivable has associated bills in a PENDING and/or OPEN status. The purpose of the receivable adjustment type of WO is for the agency to write-off the receivable from their books.

The debt had been referred to Treasury and Treasury was unable to fully collect the debt. The delinquent debt has now been returned to the agency as uncollectible. If the agency is not going to pursue any further collection efforts, the user will process a receivable adjustment type of WO. When the adjustment type of WO is processed, the receivable in its entirety will be written off.

This includes all bills within the receivable regardless of whether all the associated bills are delinquent or not. If the receivable has multiple bills associated, some bills may even be in a PENDING status while others are delinquent. This adjustment type can only be processed as a

receivable adjustment, since the system will create approved bill adjustment transactions to write-off all associated bills within the receivable.

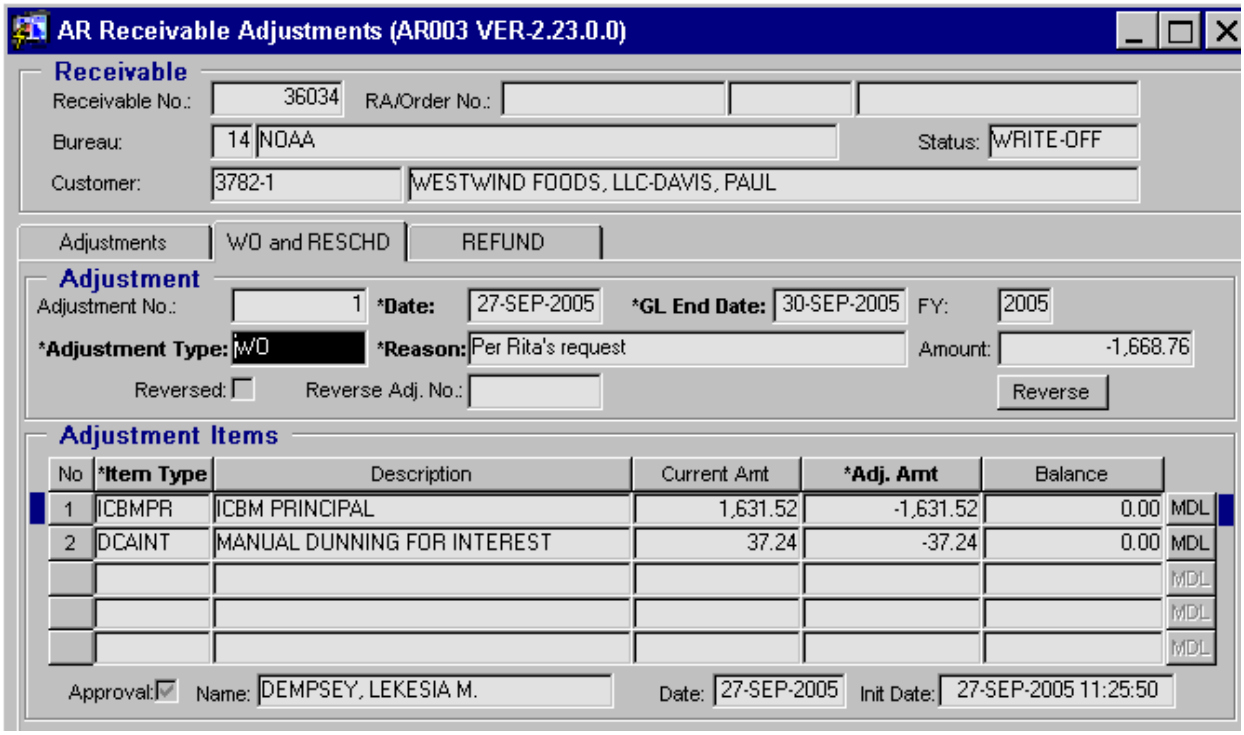
Once a receivable adjustment transaction of WO has been processed, the receivable and associated bill will have a zero balance. The system will not allow the user to process any further activity on this receivable or bill.

To write-off a receivable, users perform the following steps:

Step	***Action***
1	Refer to Section 4.4.4.1 and follow Steps 1-3. These steps will be the same for each receivable adjustment transaction
2	Click on the ***Adjustment Type*** field on the **WO and RESCHD** tab and select the adjustment type of WO from the LOV. Once the adjustment of WO is selected, the system will populate the following fields in the Adjustment Block: ▸ The ***Adjustment No.*** field will be updated by the system with a sequentially assigned number. ▸ The ***Date, GL End Date, FY,*** and ***Reason*** fields will be populated by the system with default values. ▸ The ***Amount*** field will be populated by the system with a negative amount which is the sum of all associated bills. ▸ The system will populate all values in the ***Adjustment Items*** and ***MDL*** blocks. *Note: The FY and Amount fields cannot be overridden by the user.* *Users cannot modify any values in the Adjustment Items and the MDL blocks.*
3	Click on the ***Date*** field to override the default value of the current system date, if applicable. *Note: The Date field cannot be prior to the Recv. Date on the AR001 - Receivable screen or a future date.*
4	Click on the ***Reason*** field to override the default value of N/A, if applicable. *Note: The Reason field can be overridden; however, the system requires a value to be entered.*
5	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.
6	The system will display another Confirmation Dialogue box which states: *"Approving this record will write-off the entire receivable and bill. Do you wish to proceed?"*
7	Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populate with the Username and current system date/time.

Step	*Action*
8	Select the **AR001 - Receivable** option from the ***Navigator Menu*** to view the updates to the receivable by the system ▸ The ***Status*** in the Receivable block will be updated to WRITE-OFF. ▸ The amount in the ***Recv Amt Due*** and the ***Bill Amount Due*** column on the **Document** tab will be equal to zero. ▸ On the **Schedule** tab, the ***Status*** of all bills will be updated to WRITE-OFF. ▸ On the **Bill** tab, the ***Status*** of the bill will be WRITE-OFF and the ***Current Amount*** column will contain a value of zero.

The following illustrates a write-off adjustment on the Receivable Adjustment (AR003) screen:



4.5 Bill Adjustment Screen (AR004)

The Bill Adjustment screen is used to process adjustments on current open bills corresponding to individual receivable records. The system will allow for the following adjustments on this screen:

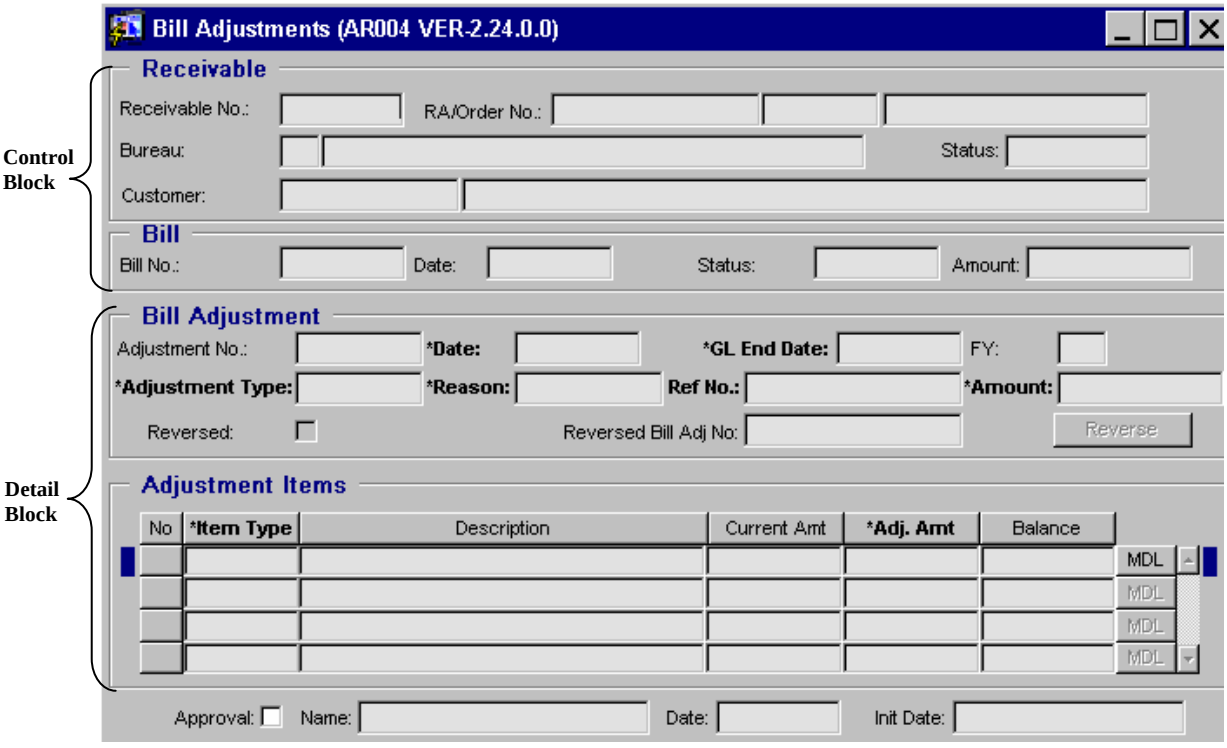
Bill Adjustment Type	*Description*
CANCEL	Cancel a bill in an Open status.
CHGMDL	Change the ACCS MDL for a bill in an Open status.
CM (Credit Memo)	Reduce the bill amount due for a bill in an Open status.

DUNN	Manually applied or system generated late charges assessed to a delinquent bill in an Open status.
WAIVE	Waive late charges assessed (manual or system generated) on a delinquent bill in an Open status.

There are two parts to the Bill Adjustment (AR004) screen. The upper portion of the screen is the control block which contains two sections. The first is the Receivable block which references the control information of a receivable record. The second is the Bill block references the control information for bills pertaining to the corresponding receivable record.

The lower portion of the screen is the detail block, with details applicable to the bill. The detail block on the Bill Adjustment screen is divided into two sections: Bill Adjustment and Adjustment Items. The Bill Adjustment block allows the user to specify the type of adjustment and the adjustment amount. The Adjustment Items block displays the item information for the bill towards which the adjustment is being applied. Depending on the type of adjustment selected, the Bill Adjustment and Adjustment Items blocks may be either system generated or user-defined.

The following is an example of the Bill Adjustment (AR004) screen:



4.5.1 Receivable Block

The Receivable Block of the Bill Adjustment screen defines the basic information for a receivable record such as Bureau Code, Customer Number, Status and other relevant

information. The control information will feed directly from the Receivable screen (AR001), and will not allow for any modifications.

Listed below is a detailed description of each field that is displayed on the Receivable Block for the receivable record:

Field Name	Definition	Attributes
Receivable No.	This field displays the unique number that is assigned to a receivable record. *Note: The information will be brought forward from the AR001 screen.*	System-generated.
RA/Order No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	System-generated.
Bureau Code	This field displays the bureau code and name as defined on the GL004 - Bureau Code Maintenance screen. *Note: The information will be brought forward from the AR001 screen.*	System-generated.
Status	This field displays the current status of the receivable. *Note: The information will be based on the status displayed in AR001 screen.*	System-generated.
Cust No.	This field displays the customer/contact number and the associated customer/contact name for the receivable record. *Note: The information will be brought forward from the AR001 screen.*	System-generated.
Approval	This field displays the approval status of the adjustment record. If checked, the bill adjustment record is approved.	**Required** to approve the adjustment record.
Name	This field displays the username of the person who approved the adjustment record.	System-generated.
Date	This field displays the system date the adjustment record was approved.	System-generated.
Init. Date	This field displays the system date and time the adjustment record was initially created.	System-generated.

4.5.2 Bill Block

The Bill block displays the control information of each individual bill corresponding to the receivable record selected.

Listed below is a detailed description of each field that is displayed on the Bill block:

Field Name	Definition	Attributes
Bill No.	This field displays the bill number corresponding to the receivable record and towards which the adjustment is being apply.	System-generated.
Date	This field displays the bill start date for the associated bill record.	System-generated.
Status	This field displays the bill status for the associated bill record.	System-generated.
Amount	This field displays the original amount, exclusive of any collection or adjustment, for the associated bill record.	System-generated.

4.5.3 Bill Adjustment Block

The Bill Adjustment block allows the user to specify the type and the amount of adjustment to be applied to the bill record. Depending on the adjustment selected, the adjustment amount will be either systematically generated or user defined.

Listed below is a detailed description of each field that is displayed on the Bill Adjustment block:

Field Name	Definition	Attributes
Adjustment No.	This field displays the adjustment number for the corresponding bill. The adjustment number is sequentially assigned by the system.	System-generated.
Date	This field displays the date when the adjustment was applied to the corresponding bill. *Note: The data entered must be in DD-MMM-YYYY format.*	**Required.** Defaults to the current system date.
GL End Date	This field displays the end date for the general ledger period. The date on this field will default to the minimum open general ledger period based on the Date field.	System-generated.

Field Name	Definition	Attributes
FY	This field displays the fiscal year based on the general ledger period.	System-generated.
Adjustment Type	This field displays the following adjustments that can be applied to the bill record: ▸ CANCEL ▸ CHGMDL ▸ CM ▸ DUNN ▸ WAIVE	**Required.** LOV Available.
Reason	This field displays the reason for the application of adjustment.	**Required**
Ref No.	This field is for informational purposes and post to trial.	Optional
Amount	This field displays the amount of adjustment applied to the bill record. Depending on the type of adjustment selected, this amount will be either system generated or user defined.	**Required.**

4.5.4 Adjustment Items Block

The Adjustment Items block displays information related to the item type such as the amount available for adjustment, ACCS string and other relevant information.

Listed below is a detailed description of each field that is displayed on the Adjustment Items block:

Field Name	Definition	Attributes
No	This field displays the sequentially defined number for each item on the bill record.	System-generated
Item Type	This field displays the item types available for adjustment. Depending on the type of adjustment selected, either the system will populate the item information or the field will be user defined. *Note: When applicable, the information will be brought forward from the AR002 screen.*	**Required.**
Description	This field displays a brief description of the item type selected for adjustment.	System-generated.

Field Name	Definition	Attributes
Current Amt.	This field displays the current amount of the item type available for adjustment. *Note: The information will be brought forward from the AR002 screen.*	
Adj. Amt.	This field displays the amount of adjustment that has been applied to the specific item.	**Required.**
Balance	This field displays the current amount due for the bill record after the adjustment has been applied.	System-generated.
MDL Button	Clicking on this field will display the MDL Detail screen.	

Listed below is a detailed description of each field that is displayed on the MDL Block:

Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each MDL at the line item level.	System-generated.
FCFY	This field displays the Fund Code Fiscal Year for the year funding was approved. *Note: Except for adjustment type of CHGMDL and DUNN, this information will be brought forward from the AR002 screen.*	**Required.**
FC	This field displays the Fund Code for the line item. The valid values for this field are defined on the Fund Code screen (GL013) character-based CFS. *Note: Except for adjustment type of CHGMDL and DUNN, this information will be brought forward from the AR002 screen.*	**Required.** LOV Available.
Project-Task	This field displays the project number and the task number for the line item. The valid values for this field are defined on the Project Code screen (CM004) . *Note: Except for adjustment type of CHGMDL and DUNN, this information will be brought forward from the AR002 screen.*	**Required.** LOV Available.

Field Name	Definition	Attributes
Program	This field displays the program number for the line item. The valid values for this field are defined on the Program Code screen (GL047-GL050). *Note: Except for adjustment type of CHGMDL and DUNN, this information will be brought forward from the AR002 screen.*	Defaults based on the Project-Task selected.
Organization	This field displays the organization code of the project selected. The valid values for this field are defined on the Organization Code screen (GL040-GL046). *Note: Except for adjustment type of CHGMDL and DUNN, this information will be brought forward from the AR002 screen.*	**Required.** LOV Available.
Object	This field displays the object class at the item level for the current MDL block. *Note: Except for adjustment type of CHGMDL and DUNN, this information will be brought forward from the AR002 screen.*	Defaults based on the Object Class defined on Items Tab.
UDF	This is a User Defined Field and can be used by the user as desired. This is a numeric field and can hold up to six characters. *Note: Except for adjustment type of CHGMDL and DUNN, this information will be brought forward from the AR002 screen.*	**Required.**
Original Amount	This field displays the original amount at the item level. This is a numeric field and can hold up to 13 characters, e.g., 99,999,999,999.99. *Note: Except for adjustment type of CHGMDL and DUNN, this information will be brought forward from the AR002 screen.*	**Required.**
Total	This field displays the sum total of all MDL amounts that have been defined for the particular line item.	System-generated.
OK	Clicking on this button will allow the user to exit the screen by saving the data entered.	
Cancel	Clicking on this button will allow the user to exit the screen without saving the data entered.	

4.5.5 Applying Adjustments

As mentioned above, a user can apply five types of adjustments to a bill record. Before allowing the user to apply any bill adjustment, the system will run the following validations:

- Verify there are no unapproved transactions for the corresponding receivable on Receivable Adjustment (AR003), Bill Adjustment (AR004), Collections (AR008), and Unbilled Collections (AR009) screen.
- Verify the bill is in an OPEN status.
- Verify the combination of Source Type, Bill Type, Item Type, and Adj. Type is active on the Bill Item Adj Type tab of System Types and Codes screen (AR050).

Described in the sub-sections below is detailed explanation of each adjustment type.

4.5.5.1 Cancel a Bill

The adjustment type of 'Cancel' allows the user to cancel any bill in an OPEN status. The system will perform the following validations before processing an adjustment type of cancel:

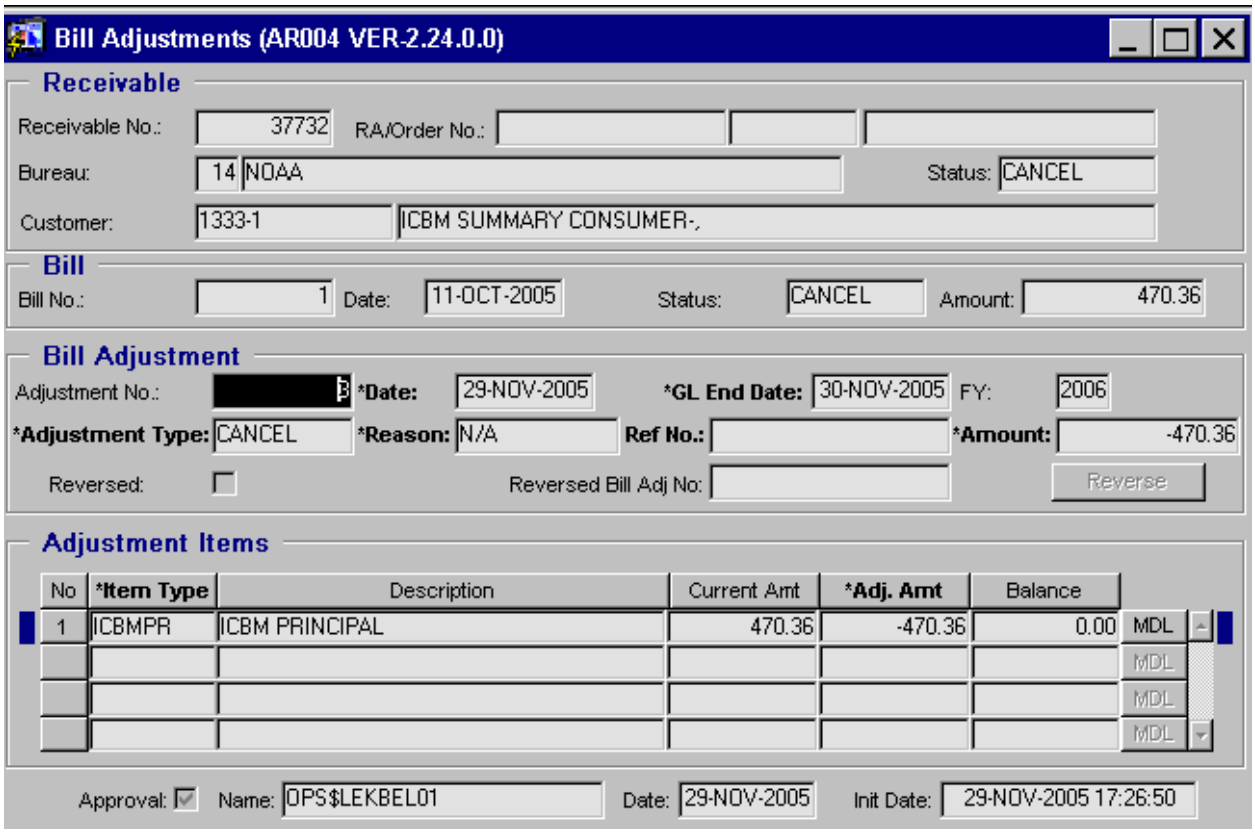
- Verify there is no collection applied to the bill record.
- Verify there are no late charges assessed on the bill record. If there are any late charges, the user will have to waive these charges before canceling the bill record.

In order to record an adjustment to cancel a bill, users perform the following steps:

Step	*Action*
1	Select the **AR004 - Bill Adjustment** option on the ***Navigator Menu***.
2	The AR004 screen will launch in the query mode for users to enter the ***Receivable No.*** field and execute the query.
3	The system will populate the Receivable and Bill block with control information for each, respectively.
4	Click on the ***Bill No.*** field and scroll up or down for the desired bill number.
5	In the Bill Adjustment block, click on the ***Adjustment No.*** field. The following fields will default: ▸ The ***Date*** field defaults to the current system date. ▸ ***GL End Date*** field defaults to the current general ledger period. ▸ ***FY*** field defaults to the current fiscal year. ▸ ***Reason*** field defaults to N/A.
6	The ***Adjustment No.*** field is system generated and sequential within each bill record. *Note: The system allows users to apply multiple adjustments to a bill record.*
7	The **Date** field will default to the current system date but can be modified. *Note: The Date field cannot contain a future date.*

Step	*Action*
8	Double click on the ***Adjustment Type*** field and select CANCEL from the LOV. The following fields will default: ▸ The ***Amount*** field defaults with a negative number equal to the current bill amount due. ▸ The entire Adjustment Items block will be populated with the item information for the specific bill. ▸ Click on the **MDL** button. The MDL will be the same as defined on the Receivable screen (AR001). *Note: None of the fields listed above can be modified.*
9	For adjustment type of Cancel, the system generates all required information. At this point, the bill adjustment is ready to be approved.
10	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.
11	Upon approval, the ***Status*** of the bill record is updated to CANCEL on the Bill screen (AR002)
12	On the **Schedule** tab of Receivable screen (AR001), the following updates will occur: ▸ The ***Status*** of the bill record will update to CANCEL. ▸ The system will create a new bill with a status of PENDING and a bill date of system date + 1. ▸ The ***Status*** of the receivable record continues to reflect OPEN.
13	For a one-time receivable, canceling the single bill related to the receivable record indicates that the user intends to cancel the entire receivable. For this reason, during the approval process for adjustment types of Cancel on a one-time receivable, the system prompts users to confirm that they want to cancel the entire receivable. ▸ If the user selects **Yes**, the system automatically generates an entry on the Receivable Adjustment screen (AR003) to cancel the receivable. On the Receivable screen (AR001), the status of the receivable record is updated to CANCEL. ▸ If the user selects **No**, the system cancels the corresponding bill and creates a new bill with a PENDING status and a bill date of the system date + 1.

The following illustrates an adjustment to cancel a bill on the Bill Adjustment (AR004) screen:



4.5.5.2 Change ACCS MDL on a Bill

The adjustment type of CHGMDL (Change MDL) allows the user to re-distribute bill line item amounts by:

1) Decreasing the current MDL amount and adding a new MDL
2) Re-allocating the receivable amount between current existing MDLs.

The second scenario assumes that more than one MDL exists for the corresponding receivable record. The system will not allow users to change the bill line item amount (net effect of the re-distribution must equal zero).

The system verifies that the net effect of the adjustment is zero before processing MDL adjustment types

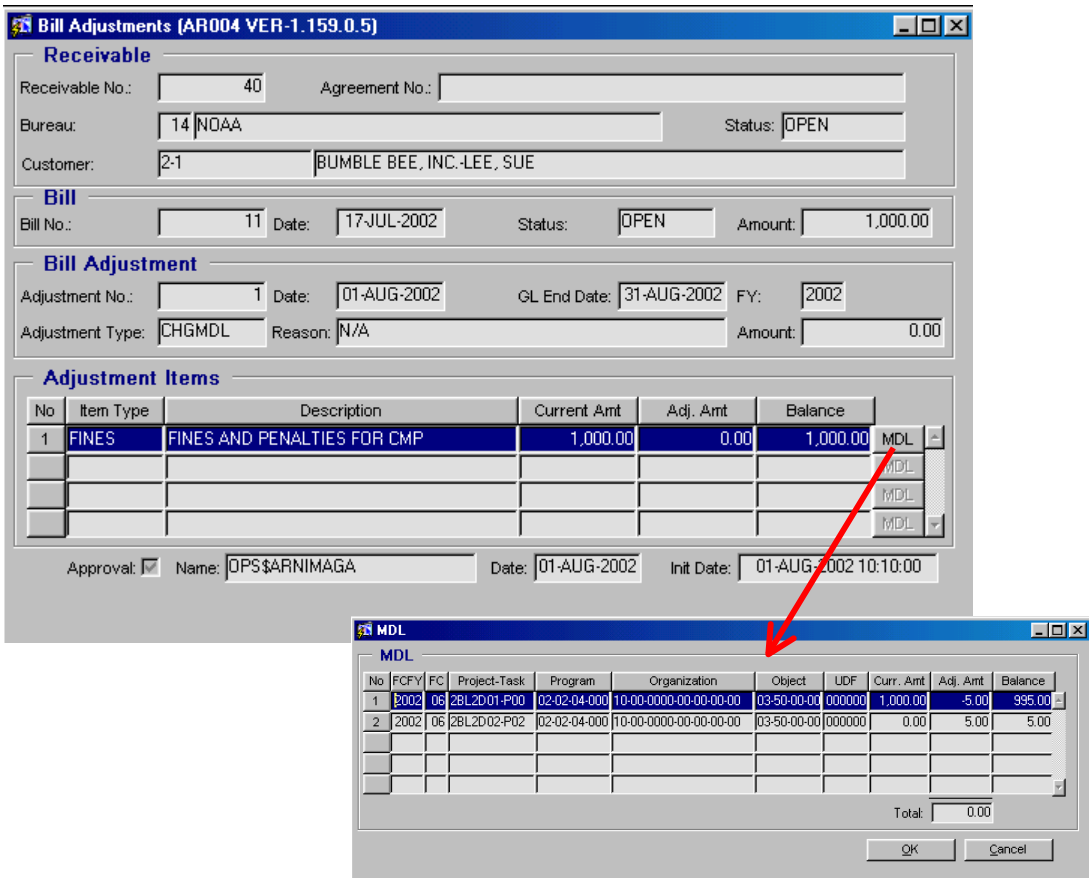
In order to record an adjustment to change the ACCS MDL, users perform the following steps:

Step	*Action*
1	Refer to Section 4.5.5.1 and follow Steps 1-7. These steps have to be followed every time the user enters a new adjustment type with the exception of 'WAIVE'.
2	Double click on the ***Adjustment Type*** field and select CHGMDL from the LOV.
3	If applicable, enter the ***Reason*** for changing the ACCS string of the bill record.
4	The ***Amount*** field defaults to zero and cannot be modified as the user is simply re-distributing the bill line item amount between MDL(s).
5	In the Adjustment Items block, double click on the ***Adjustment Type*** field and select the item for which the MDL amount is to be re-distributed. *Note: The system will not allow the user to approve a CHGMDL adjustment for system generated dunning transaction. The system will generate an error message displaying the entire ACCS string as invalid.*
6	The system will not allow the user to modify the ***Current Amt, Adj. Amt***, and ***Balance*** fields.
7	Click on the **MDL** Button to launch the MDL Detail screen.
8	For the desired MDL that needs to be modified, click on the ***Adj. Amt*** field and enter a negative amount to be re-distributed. *Note: The system will not allow the user to enter a negative amount greater than the amount displayed in the Current Amount field.*
9	Upon entering the adjustment amount, the ***Balance*** field will update to reflect the remaining amount available on the existing MDL.
10	The next step is for the user to apply the adjustment amount to a different MDL by using one of the following options: 1) Apply amount to an existing MDL (Step 11 and skip to Step 20) 2) Define a new MDL (Steps 12-20)
11	When transferring money between existing MDLs for the bill record (applying adjustment amount to an existing MDL) users perform the following: ‣ Click on the **MDL** button to access the MDL Detail screen. ‣ Enter a negative amount in the ***Adj. Amt*** field for the MDL that needs to be reduced. ‣ Enter a positive amount in the ***Adj. Amt*** field for the MDL that needs to be increased. *Note: Users can move amounts between as many MDLs as desired but the sum total of positive and negative amounts must equal zero.*
12	Click on the ***FCFY*** field which will default to the current fiscal year.
13	Click on the ***FC*** field to launch the ACCS Code Entry screen (AR090).

Step	*Action*
14	Double click on the ***FC*** field and select the fund code amounts should be allocated to. The user can also manually type in the fund and tab over to the next field. *Note: If entering manually, the data should be entered in 99 format.*
15	Double click on the ***Project-Task*** field and select the appropriate project. The user can also manually type in the project and task and tab over to the next field. *Note: If entering manually, the data should be entered in the 9999999-P99 format.*
16	Based on the Project-Task selected, the ***Program*** field will default with the associated program code.
17	Double click on the ***Organization*** field and select the appropriate organization code. The user can also manually type in the organization code and tab over to the next field. *Note: If entering manually, the data should be entered in the 99-99-9999-99-99-99-99 format.*
18	The ***Object Class*** field will default to the object class assigned in the prior MDL. If applicable, double click on the Object Class field and specify a new object class. The user can also manually type in the object class and tab over to the next field. *Note: The Object Class has to be entered in 99-99-99-99 format.*
19	Enter **0** in the ***UDF*** field. The system will fill in the remaining zeros in the field.
20	Click on the **OK** button to exit out of the ACCS Code Entry Screen. Click **Yes** in the Confirmation Dialogue box.
21	Enter the amount of bill line item that is being allocated to the new MDL. *Note: The net effect of re-distributing the MDL amounts has to be zero, i.e., the addition of negative and positive amounts have to equal zero.*
22	The ***Balance*** field for the new MDL will now reflect the same amount as entered on the Adj. Amt field assuming user only intends to add one new MDL. *Note: The system will allow the user to enter unlimited number of MDLs so long as the net effect of this re-distribution is zero.*
23	Click on the OK button to exit out of the MDL Screen. *Note: The Total field has to equal zero in order to exit the MDL Detail screen.*
24	At this point, the adjustment record is ready to be approved. Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.
25	Upon checking the Approval checkbox, the system prompts the user to confirm that a corresponding receivable adjustment will be created. Click **Yes** in the Confirmation Dialogue box. *Note: If the user clicks **No,** the system will not approve the bill adjustment transaction.*

Step	*Action*
26	For every adjustment type of CHGMDL, the system automatically generates a corresponding adjustment on the Receivable Adjustment screen (AR003) due to the fact that MDL is defined for a receivable record and reflected on the corresponding bill record. Adjusting the MDL for a bill record also updates the corresponding receivable record.
27	On the Receivable screen (AR001), the system updates the MDL distribution for the selected item type. ▸ On the **Items** tab, click on the MDL button for the corresponding item. ▸ The MDL Detail screen will now list the newly added MDL and also reflects the new MDL amounts on the ***Current Amt*** field. ▸ On the ***Original Amt*** field, the system will list the amounts as defined when the receivable was created. For example, for the newly added MDL, the original amount field will be zero indicating that the particular MDL was added as a result of an adjustment.

The following illustrates an adjustment to change the ACCS MDL on the Bill Adjustment (AR004) screen:



4.5.5.3 Credit Memo

The adjustment type of CM (Credit Memo) allows the user to reduce the bill amount due for a bill in an OPEN status. The system will perform the following validations before processing an adjustment type of credit memo:

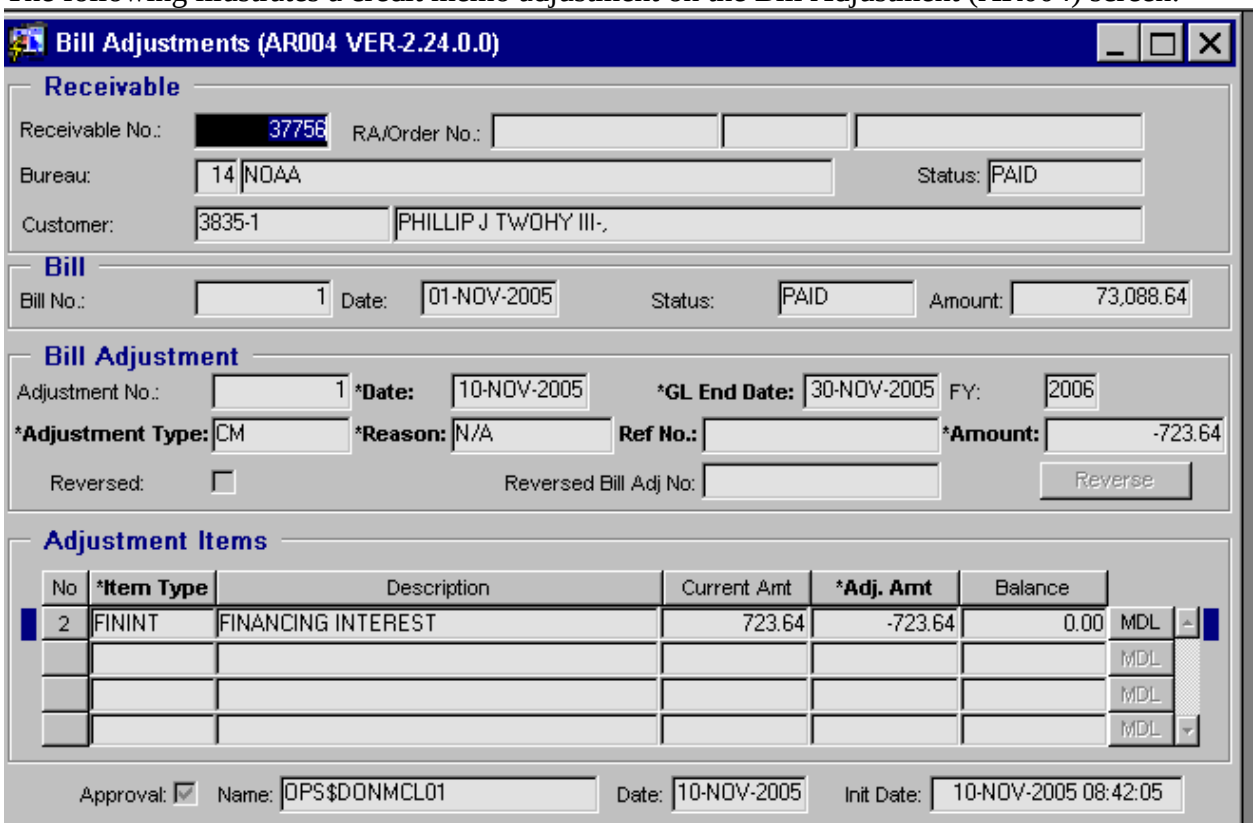
- Verify there are no late charges assessed on the bill record. If there are any late charges, the user will have to waive these charges before applying the credit memo to the bill record.
- Verify the adjustment amount is a negative amount.

In order to record an adjustment for a credit memo, users perform the following steps:

Step	***Action***
1	Refer to Section 4.5.5.1 and follow Steps 1-7. These steps have to be followed every time the user enters a new adjustment.
2	Double click on the ***Adjustment Type*** field and select CM from the LOV.
3	If applicable, enter the reason for applying a credit memo to the bill record.
4	Enter the amount of reduction for the bill record in the ***Amount*** field. *Note: The amount entered should be negative. System will not allow the user to enter a negative amount greater than the bill amount due.*
5	In the Adjustment Items block, double click on the ***Item Type*** field and select the item towards which the negative amount has to be applied.
6	The ***Description*** field will default with a brief description of the item, selected above, as defined on the System Types and Codes screen (AR050).
7	The ***Current Amt*** field will default to the current amount due for the item selected.
8	Enter a negative amount in the ***Adj. Amt*** field. This amount should be the same as entered above in the ***Amount*** field of Bill Adjustment block.
9	The ***Balance*** field will reflect the balance of the bill record after the adjustment has been applied.
10	The MDL Detail screen will be populated by the system and brought forward from the Receivable screen (AR001).At this point, the adjustment record is ready to be approved.
11	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.

Step	*Action*
12	For a multiple-bill receivable the system will update the Receivable screen (AR001) as follows: ▸ On the **Schedule** tab, the system will distribute the credit memo amount equally between the remaining bills that have a status of Pending. ▸ The original bill record towards which the credit memo adjustment was applied will continue to reflect the original bill amount. However, the general ledger impact of the overall receivable record will be correct. ▸ On the **Document** tab, the ***Total Bill Adj.*** field will reflect the negative amount of adjustment. The ***Recv. Amount Due*** field will remain the same, however, the ***Bill Amt. Due*** field will reflect the new amount due.
13	For a one-time receivable, the system will update the Receivable screen (AR001) and the Receivable Adjustment screen (AR003) as follows: ▸ On the **Receivable Adjustment screen (AR003)**, the system will automatically generate an approved credit memo transaction. ▸ On the ***Document*** tab, the ***Total Recv. Adj*** and ***Total Bill Adj.*** fields will reflect the negative amount of adjustment. The ***Recv. Amount Due*** and ***Bill Amount Due*** fields will both be reduced to reflect the credit memo. The ***Total Bill Adj.*** fields will reflect the sum total of all bill adjustments if more than bill adjustment has been applied to the receivable record. ▸ If the credit memo adjustment changes the receivable amount due to zero the system will update the status of the receivable record to PAID.

The following illustrates a credit memo adjustment on the Bill Adjustment (AR004) screen:



4.5.5.4 Assess Late Charges (Dunn)

The adjustment type of Dunn allows the user to assess dunning to bill record in an OPEN status by adding new item type of DCAADM, DCAINT, and DCAPEN. The system will allow the user to assess dunning both manually and systematically. The systematic dunning will be assessed through the use of Dunning Batch Process screen (AR200) and will be automatically executed nightly. Please refer to Section 5.1 for further details on the batch process.

Manual dunning provides the user with the flexibility of assessing late charges without adhering to the rules for systematic dunning, for example, the bill record does not have to be delinquent. There is no correlation between systematic and manual dunning, for example, the system will allow the user to assess manual dunning even if late charges have been assessed systematically.

The following validations will be run before a manual dunning transaction is processed:

- Verify the item type(s) being added have item class of DCAADM, DCAINT, or DCAPEN.
- Verify the adjustment amount is greater than zero.

In order to record adjustments to assess late charges, users perform the following steps:

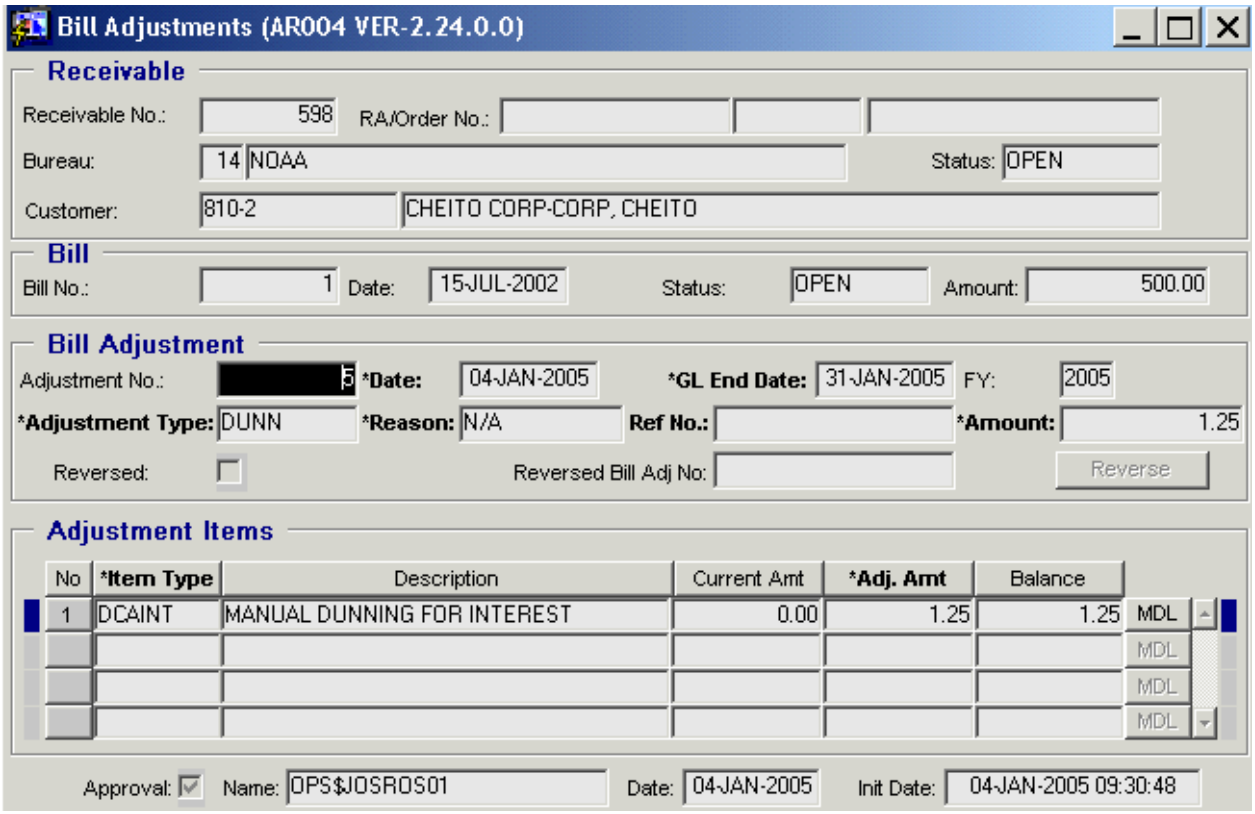
Step	***Action***
1	Refer to Section 4.5.5.1 and follow Steps 1-7. These steps have to be followed every time the user enters a new adjustment.
2	Double click on the ***Adjustment Type*** field and select Dunn from the LOV.
3	If applicable, enter the reason for applying a manual dunning to the bill record.
4	Enter the amount of dunning to be applied to the bill record in the ***Amount*** field. If applying more than one late charge, the amount entered must be a sum of all late charges.
5	In the Adjustment Items block, click on the ***Item Type*** field and select the desired late charge from the LOV. *Note: The list of values will only display items where the corresponding item class is DCAADM, DCAINT, or DCAPEN.*
6	The ***Description*** field will default with a brief description of the item, selected above, as defined on the System Types and Codes screen (AR050).
7	The ***Current Amt.*** field will default to zero due to the fact that the current item type did not exist at the point in which the receivable record was created. This field cannot be modified.
8	For the current item type, enter the amount of dunning that needs to be applied on the ***Adj. Amt.*** field. If adding more than one type of late charge, refer above to Step 5 and enter the corresponding adjustment amount. *Note: The sum total of Adj. Amt. fields should equal the Amount field in the Bill Adjustment block.*

Step	*Action*
9	For each item added, the user needs to specify corresponding MDL information.
10	Click on the **MDL** Button to enter ACCS information.
11	The ***FCFY*** field will default to the current fiscal year.
12	Double click on the ***FC*** field. The system will launch the ACCS Code Entry screen (AR090).
13	Double click on the ***FC*** field again to select the fund the late charges should be assessed to. The user can also manually type in the fund and tab over to the next field. *Note: If entering manually, the data should be entered in numeric format.*
14	Double click on the ***Project-Task*** field and select the appropriate project. The user can also manually type in the project and task and tab over to the next field. *Note: If entering manually, the data should be entered in the 9999999-P99 format.*
15	Based on the Project-Task selected, the ***Program*** field will default with the associated program code.
16	Double click on the ***Organization*** field and select the appropriate organization code. The user can also manually type in the organization code and tab over to the next field. *Note: If entering manually, the data should be entered in the 99-99-9999-99-99-99-99 format.*
17	Double click on the ***Object Class*** field and select the appropriate object class. The user can also manually type in the object class and tab over to the next field. *Note: If entering manually, the data should be entered in the 99-99-99-99 format.*
18	Enter **0** in the ***UDF*** field. The system will fill in the remaining zeros in the field.
19	Click on the **OK** button to exit out of the ACCS Code Entry Screen. **Click Yes** in the Confirmation Dialogue box. The system will return the user to the MDL Detail screen.
20	On the MDL Detail screen, enter the dunning amount applied in the ***Adj. Amt.*** field. *Note: The amount entered on the Adj. Amt. field should be the same as entered on the Adj. Amt. field on the Adjustment Items block.*
21	If more than one late charge is being applied, repeat Steps 10-20 to enter the corresponding MDL information.
22	The bill adjustment can be approved, once the corresponding MDL information has been entered for all applicable late charge items.
23	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.

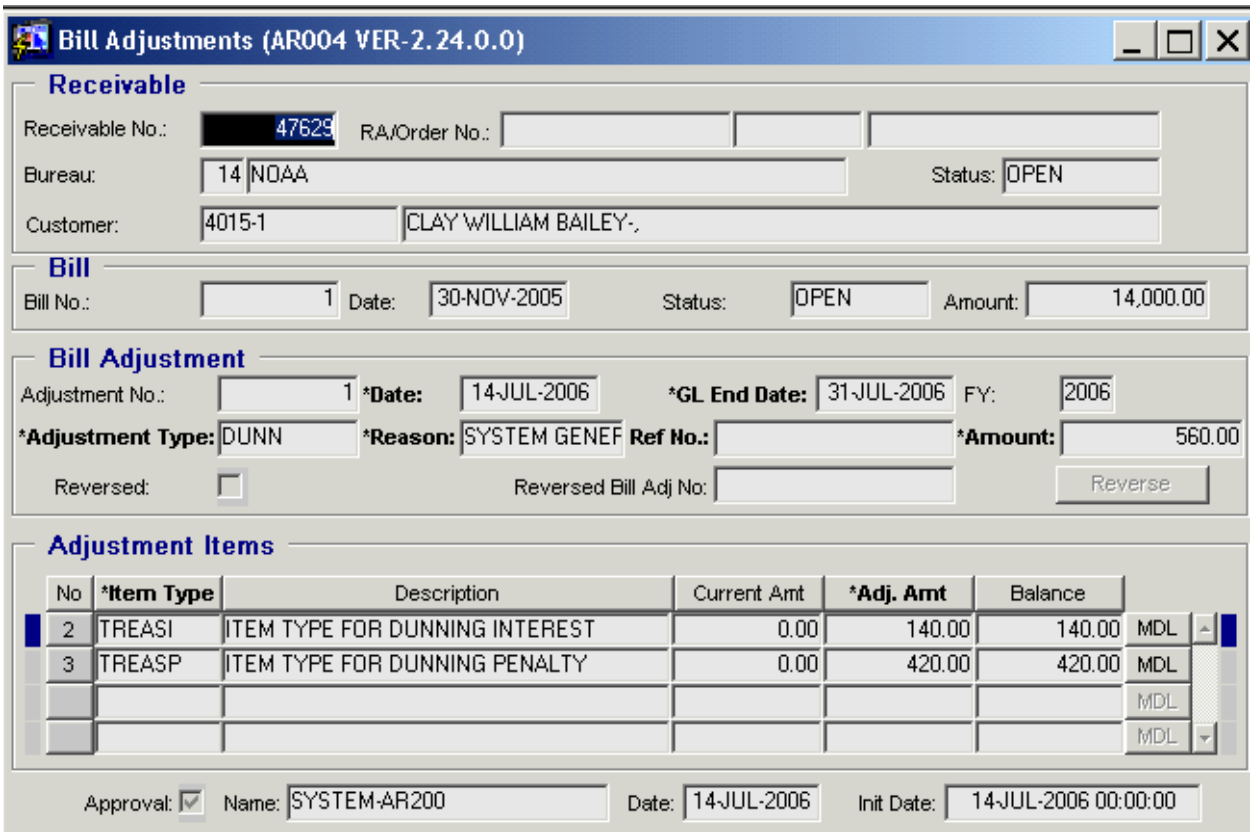
Step	*Action*
24	▸ For a system generated dunning transaction the system will follow the same process as described above except for: The ***Fund Code*** will default from the Bureau Parameters screen (AR055). ▸ The ***Project-Task, Program, Organization***, and ***Object Class*** fields will be zero fill. ▸ The ***Reason*** field, on the Bill Adjustment block, displays "*System generated dunning*" ▸ The name of the approver on the ***Approve*** field will be "*System-AR200*"
25	Once dunning has been assessed, the system will update the Bill screen (AR002) to reflect the new item(s) added for the specific bill record.
26	On the Receivable screen (AR001), the system perform the following updates: ▸ On the **Document** tab, the system will increase the ***Total Bill Adj.*** field to reflect the dunning assessed for the bill record. The ***Total Bill Adj.*** field will reflect a sum total of all bill adjustments if more than one bill adjustment has been applied to the receivable record. ▸ The system will increase the ***Recv. Amount Due*** and ***Bill Amount Due*** fields to reflect dunning. ▸ On the ***Items*** tab, the system will now reflect the late charge item(s) as added on the Bill Adjustment screen (AR004) with the corresponding current amount.

The following illustrations reflect manual and system-generated adjustments to assess dunning on the Bill Adjustment (AR004) screen:

Manual Dunning:



System-Generated Dunning:



4.5.5.5 Waive Late Charges

The adjustment type of Waive allows the user to waive any late charges that might have been assessed either manually or systematically on a bill record with an OPEN status. Additionally, the user will be required to waive the late charges, if any, when attempting to cancel or apply credit memo to a bill record in an OPEN status.

The system will perform the following validations before processing an adjustment type of waive:

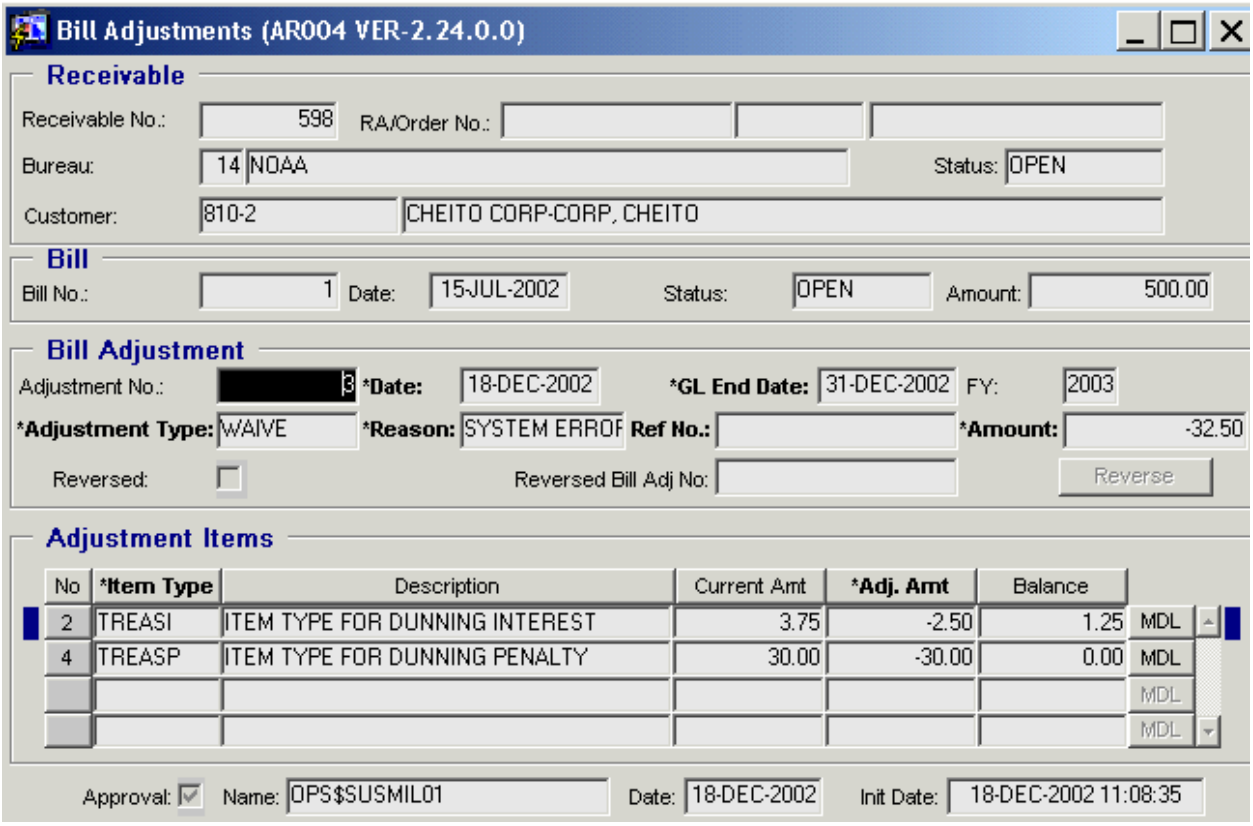
- Verify the item type(s) being waived has an item class of DCAADM, DCAINT, or DCAPEN.
- Verify the adjustment amount is a negative amount.

In order to record an adjustment to waive late charges, users perform the following steps:

Step	***Action***
1	Enter the Receivable No and click on the Execute Query icon on the toolbar.
2	Place the cursor in the Bill Adjustment block on the ***Adjustment Type*** field. Click the + (Add a record) icon on the toolbar and then double click and select *WAIVE* from the LOV.

Step	*Action*
3	If applicable, enter the ***Reason*** for waiving the current late charges assessed on the bill record.
4	Enter the ***Amount*** of late charge that needs to be waived for the bill record. If waiving more than one late charge, the amount entered must be a sum of all late charges. Additionally, the amount entered must be a negative amount.
5	In the Adjustment Items block, click on the ***Item Type*** field and select the desired late charge from the LOV. *Note: The list of values will display any late charges (DCAADM, DCAINT, DCAPEN, TREASA, TREASI, and TREASP) that have been assessed to the bill record.*
6	The ***Description*** field will default with a brief description of the item, selected above, as defined on the System Types and Codes screen (AR050).
7	For the selected late charge item, enter the amount that needs to be waived on the ***Adj. Amount*** field. *Note: The amount entered must be equal to the amount entered on the Amount field in the Bill Adjustment block.*
8	The ***Balance*** field will display the new item amount due on the bill record after the bill adjustment is approved.
9	Click on the **MDL** Button. The MDL Detail screen will be populated with the corresponding ACCS string of the item type. If waiving late charges assessed by the system, the ACCS string will reference Fund 70 with the additional ACCS string zero-filled. If waiving late charges assessed manually, the system will reference the ACCS string entered by the end user. The system will also populate the amount of adjustment amount specified on the Adjustment Items block. *Note: If waiving more than one late charge item, repeat Steps 5-9 until all applicable items have been selected. In this scenario, the sum of Adj. Amount field in the Adjustment Items block should equal the Amount field in the Bill Adjustment block.*
10	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. The ***Init. Date*** field will list the date the adjustment record was first created and saved but not approved.
11	Upon approval, the system will update the Bill screen (AR002) to reflect the new bill amount due.
12	The system also updates the Receivable screen (AR001) as follows: ▸ On the **Document** tab, the system will decrease the ***Total Bill Adj.*** field to reflect the bill adjustment applied to the receivable record. The ***Total Bill Adj.*** field will reflect a sum total of all bill adjustments if more than one bill adjustment has been applied to the receivable record. ▸ The system will decrease the ***Recv. Amount Due*** and ***Bill Amount Due*** fields to reflect the late charges that have been waived. ▸ On the **Items** tab, the system will reflect the late charge item(s) with the new amount due.

The following illustrates an adjustment to waive late charges on the Bill Adjustment (AR004) screen:



4.5.6 Modifying Bill Adjustments

A bill adjustment transaction can be modified so long as the record has not been approved. Once approved, the bill adjustment record cannot be modified, deleted, or reversed. However, before approval, the user can make as many modifications as desired. In fact, if desired, the user can also change the adjustment type by selecting a different value. The system will prompt the user to confirm the action and will automatically delete information entered for the original adjustment type.

4.5.7 Screen Edits

Listed below are screen edits and trouble shooting tips that will be helpful while applying a bill adjustment:

- The system will not allow the user to apply bill adjustments if there are unapproved transactions on Receivable Adjustment (AR003), Bill Adjustment (AR004), Collections (AR008), and Unbilled Collections (AR009) screen for the corresponding receivable.

- In order to apply bill adjustment, the corresponding bill record must be in an OPEN status.

- The combination of Source Type, Bill Type, Item Type, and Adj. Type must be active on the Bill Item Adj Type tab of System Types and Codes screen (AR050).
- In order to cancel a bill or apply credit memo, there must be no collections applied or late charges assessed on the corresponding bill record.
- There is no correlation between manual and system generated dunning transaction.
- The system will only allow the user to waive late charges where the corresponding *item class* is DCAADM, DCAINT, or DCAPEN.
- When canceling a bill, under any given scenario, the system will always provide the user with an option of creating a new pending bill where the bill date will be system date + 1.
- A bill adjustment of credit memo simply reduces the current bill amount due. This adjustment type does not change the receivable amount due.

4.6 Receipt Log

The Receipt Log is used to track and record receipts entered into the system. Receipts include various types of payments such as cash, checks, credit cards, lockbox receipts, etc. The Receipt Log is the point of entry in the system and is required prior to creating a deposit ticket and applying collection.

The receipt is first recorded in the Receipt Log (AR006), processed as part of the Deposit Ticket (AR007) and applied as (Billed) Collections (AR008), Unbilled Collections (AR009), or a combination of both. A receipt may be entered in detail (one-to-one relationship) or as a summary level (group multiple receipts in a single entry) on this screen.

4.6.1 Receipt Log (AR006) Screen

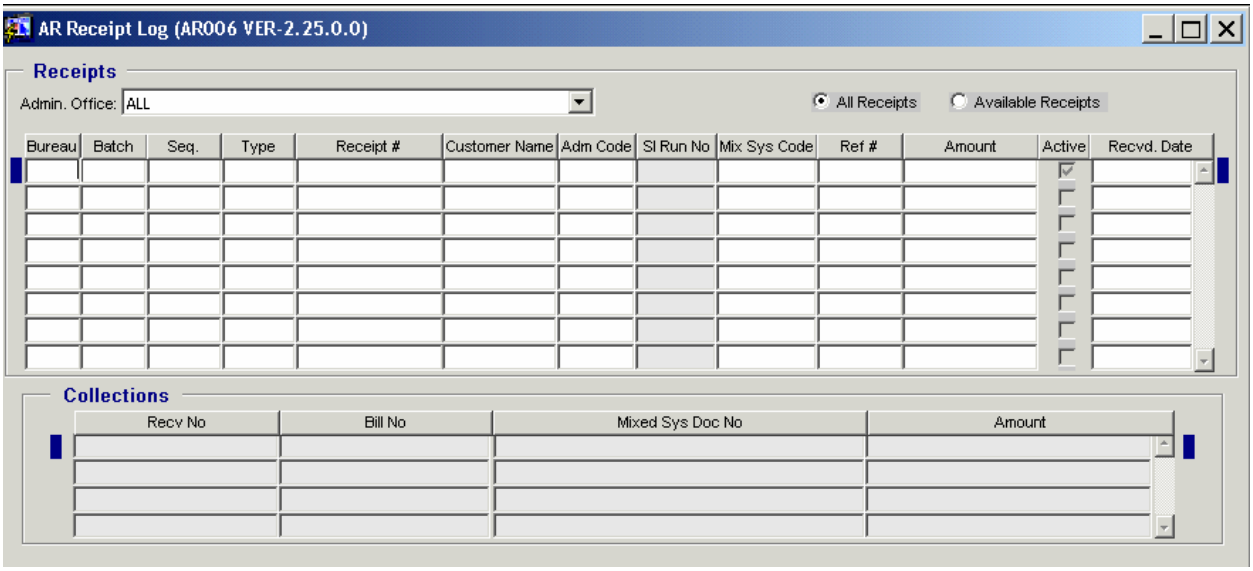
When users first enter the Receipt Log screen, the system defaults to the value of *ALL* from the Admin (Administrative) Office drop down list with the focus on the radio button labeled All Receipts. Users can narrow the display by selecting a different Admin Office from the drop down list. The valid values from which end users can select with the exception of the default value *ALL*, are established on the CAMS Office screen (AR056).

The Admin Office default value of *ALL* displays all receipts currently in the system regardless of which Administrative Office entered the receipt. By selecting a specific Admin Office, users will be able to view all receipt records for that specific Administrative Office.

Users also have the option of clicking on the radio button to view Available Receipts only. Upon clicking on the Available Receipts radio button, the system will display those receipts not assigned to a deposit ticket. Use of the Available Receipts radio button will list all the receipts available to be assigned in the system or, if a specific office is selected, the receipts for that Admin Office.

Multiple receipts can be viewed at the same time. Users can sort receipts in ascending or descending order by clicking on any of the column headings.

The Receipt Log (AR006) screen is displayed below:



Note: The Collections Block above is not being used by NOAA. If NOAA were using a Standard Interface for some of their receipts (feeder systems – CMP, ICBM, Loans, and etc.,) the external file would populate this screen with applicable receipt information.

The following fields apply to the Receipt Log (AR006) Screen:

Field Name	Definition	Attributes
Bureau	This field displays the code that uniquely identifies a bureau. The valid values for this field are established on GL004 - Bureau Code Maintenance Screen.	**Required** LOV Available
Batch	This field displays the batch number . The batch number is used 1) to group a series of receipts to be deposited; 2) for reporting purposes; 3) for cash control and 4) for reconciliation. This is an alphanumeric field and can hold up to six characters.	**Required**
Seq.	This field displays the sequence number that is used to differentiate between receipt items in a batch. This is a numeric field and can hold up to eight characters.	**Required**

Field Name	Definition	Attributes
Type	This field displays the type of payment received. For example, Cash, Check, etc. The valid values for this field are established on AR050 - System Types and Codes Maintenance Screen on the Deposit Ticket button.	**Required** LOV available
Receipt #	This field displays the receipt number which can be used to reference the check number or credit card account number. This is an alphanumeric field and can hold up to thirteen characters.	**Required**
Customer Name	This field displays the name of the customer who sent the payment. User may enter any customer name or select from the list of values. The system does not perform an edit on this field. This is an alphanumeric field and can hold up to 80 characters.	**Required** LOV Available
Adm Code	This field displays the Administrative Code which entered the receipt. The valid values for this field were established on the AR056 - CAMS Office Maintenance screen.	**Required** LOV Available
SI Run No.	This field is not being used by NOAA.	Optional
Mix. Sys. Code	This field is not being used by NOAA.	Optional
Ref #	This field displays any additional information for reference regarding the receipt. This is a numeric field and can hold up to ten characters.	Optional
Amount	This field displays the dollar amount of the receipt entered. This field will allow the amount entered to be positive, negative, or equal to zero. This is a numeric field and requires the format of 99,999,999,990.00.	**Required**
Active	This field displays the status of the Receipt Log record. *Note: If checked, this box indicates that the receipt log record is available for use in the system. If it is not checked, the receipt log record is not available for use in the system.*	**Required** to activate the Receipt Log record.

Field Name	Definition	Attributes
Recvd. Date	This field displays the date the receipt was entered into the Receipt Log. *Note: This field does not modify the date when the record is labeled inactive.*	Defaults based on the system date the record was last activated.

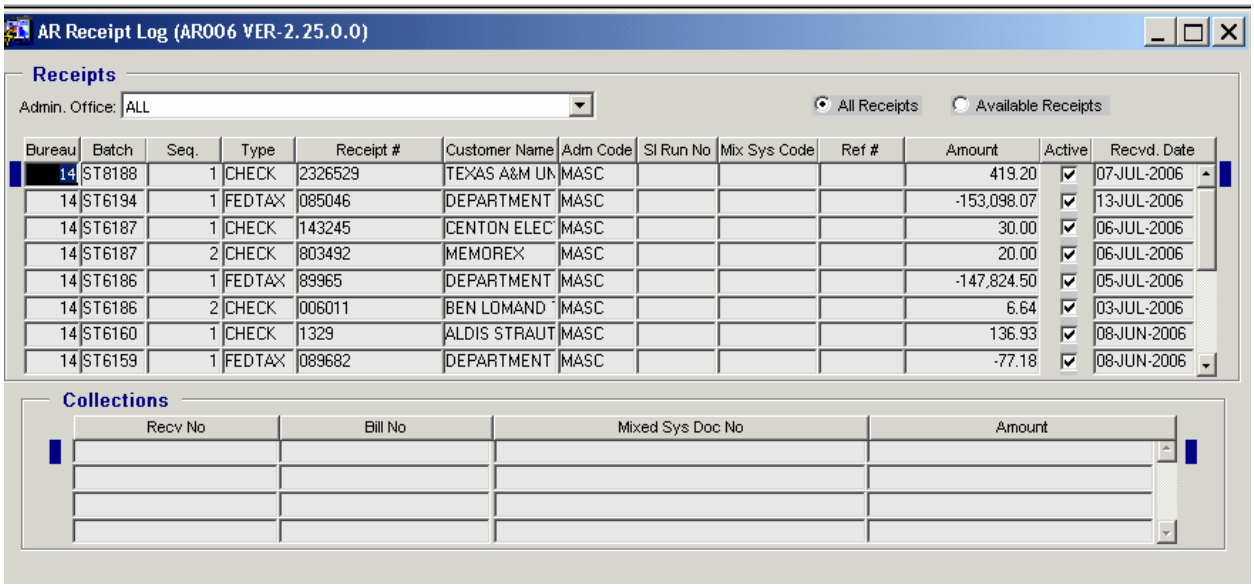
4.6.2 Enter a Receipt Log Record

To enter a receipt in the Receipt Log (AR006) screen, users perform the following steps:

Step	*Action*
1	Double click on the **AR006 - Receipt Log** option on the *Navigator Menu*. The Receipt Log screen is displayed.
2	Click on the **Add a Record** icon (+) on the toolbar or select **Record, Insert** from the drop down menu. A blank row on the Receipt Log screen is displayed.
3	Enter the ***Bureau Code***. User can double-click on this field and select from a List of Values (LOV) or manually enter the Bureau Code. *Note: The system requires the combination of the Bureau Code, Batch number and the Sequence number to be unique. If users attempt to enter the same combination on a different record, the system will display the following error message:* ***"The batch no. and the seq. no. exist. Cannot duplicate batch no. and seq. no. within a bureau."***
4	Enter a ***Batch number***. This is a user defined field used to group receipts within a bureau.
5	Enter a ***Sequence number***. This is a user defined field used to group receipts within a batch.
6	Enter the ***Type*** of receipt. User can double-click on this field and select from a LOV or manually enter the receipt type.
7	Enter Receipt #. This is a user defined field used to identify the receipt.
8	Enter the ***Customer Name***. This is the name of the person who sent the receipt. User can double-click on this field and select from a LOV or manually enter a customer name. *Note: The system does not perform an edit on this field against the customers established on the AR070 - Customer and Contact Maintenance screen.*
9	Enter the ***Adm Code***. This is the Administrative Office entering the receipt. User can double-click on this field and select from a LOV or manually enter the Administrative Office.
10	Enter the ***Amount*** of the receipt.
11	Click in the ***Active*** checkbox to activate the record. The Active Date will be system generated with the current system date.
12	Click on the **Save** icon on the toolbar.

Step	*Action*
13	If applicable, continue following the above steps to add additional receipt log records. If complete, click on the **Exit** icon located on the toolbar to return to the Navigator menu.

The following is an example of the AR006 screen with a Receipt Log entry:



4.6.3 Modify a Receipt Log Record

A receipt log record can be modified on the Receipt Log (AR006) screen once the record has been activated as long as the receipt has not been assigned to a deposit ticket.

Users perform the following steps in order to modify a Receipt Log record:

Step	*Action*
1	Double-click on the **AR006 - Receipt Log** option on the ***Navigator Menu*** to open the Receipt Log screen.
2	Highlight the Receipt Log record to be modified.
3	Click the ***Active*** checkbox to deactivate the record. The fields that may be modified will be enabled (white).
4	Click or tab to the appropriate field(s) and modify the data.
5	Click on the ***Active*** checkbox to reactivate the receipt log record. The Active Date will be system generated with the current system date.
6	Click on the **Save** icon on the toolbar.
7	Click on the **Exit** icon located on the toolbar to return to the Navigator menu.

4.6.4 Delete a Receipt Log Record

An existing receipt may be deleted if it has not been assigned to a deposit ticket. To delete an existing Receipt record, users perform the following steps:

Step	*Action*
1	Double-click on the **AR006 - Receipt Log** option on the ***Navigator Menu*** to open the Receipt Log screen.
2	Highlight the receipt record to be deleted on this screen.
3	Click the ***Active*** checkbox to deactivate the record.
4	Click the **Delete a Record** (X) icon on the toolbar.
5	Click **Yes** in the confirmation box is to delete records from the database. The receipt log record will be permanently deleted from the Receipt Log screen. *Note: If users do not want this record to be removed from the database, click either 'No' or 'Cancel' to return to the Receipt Log screen.*
6	Click on the **Exit** icon located on the toolbar to return to the ***Navigator Menu***.

4.7 Deposit Ticket

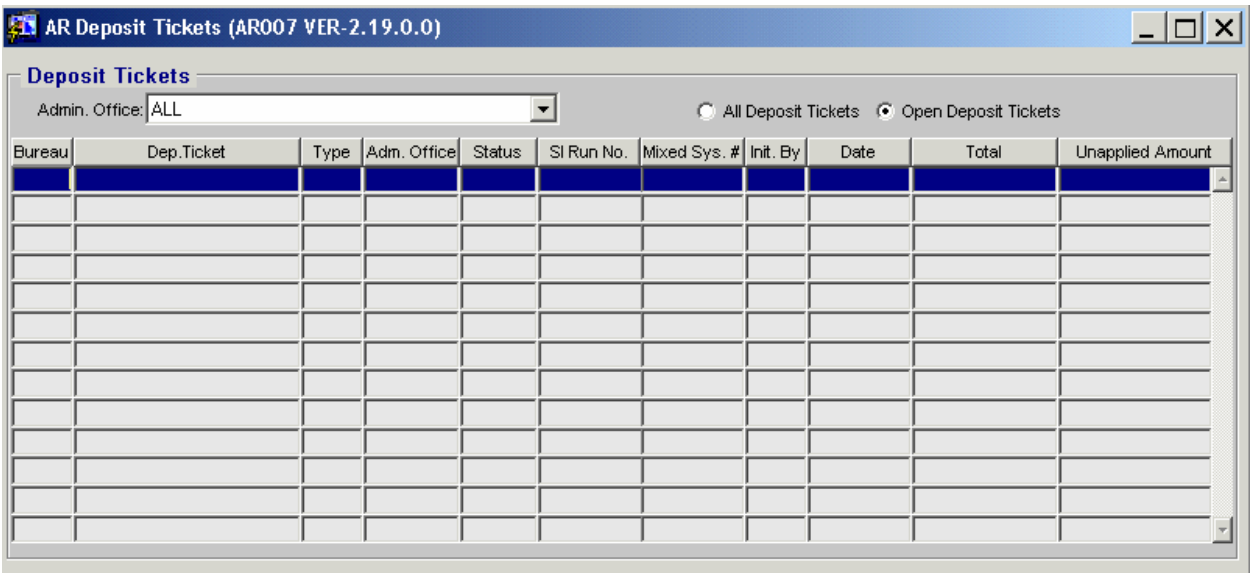
The Deposit Ticket (AR007) screen is used to assign available receipts that have been entered on the Receipt Log (AR006) screen to a deposit ticket. The receipt is first recorded in the Receipt Log (AR006), assigned to a deposit ticket on the Deposit Ticket screen (AR007) and then applied as a collection to a bill on the Collection screen (AR008) or as an unbilled collection on the Unbilled Collection screen (AR009).

Users may assign a single receipt or multiple receipts to a deposit ticket. A deposit ticket is created in the system for receipts received at the Finance Offices, Line Offices, at the banks processing lockbox transactions, IPAC Collections, and from the feeder (external) systems. The Deposit Ticket information is carried forward on both Collection screens (AR008 or AR009).

4.7.1 AR Deposit Ticket Screen (AR007)

The Deposit Ticket screen displays all the deposit tickets currently established in the system. A user will access this screen to verify that a deposit ticket record has been established, the status of the deposit ticket, the amount of the deposit ticket, etc. When the user first enters the Deposit Ticket list screen, the system defaults to the value of *ALL* from the Admin. (Administrative) Office drop down list with the focus on the radio button labeled *Open Deposit Tickets*.

The Deposit Ticket (AR007) List screen is displayed below:



There is a direct relationship between the Admin Office field and the radio buttons labeled *All Open Deposit Tickets* and *All Deposit Tickets*, as to which records will be displayed. The Admin Office default of *ALL* displays all the Deposit Ticket records currently in the system. Users can select a specific Admin Office which limits the deposit tickets displayed to those for that Admin. Office.

The radio button labeled *All Open Deposit Tickets* displays all deposit tickets with a status of *OPEN* based on the Admin Office selection. If the user clicks on the radio button labeled *All Deposit Tickets*, the system will display all deposit tickets, regardless of the status, based on the Admin Office selection.

Deposit Ticket records cannot be created, modified or deactivated on this screen, as it is for display only purposes. Multiple Deposit Tickets can be viewed at the same time. Users can sort the Deposit Ticket records in ascending or descending order by clicking on any of the column headers. User can double-click anywhere on a particular Deposit Ticket to access the Detail Record screen for that deposit ticket.

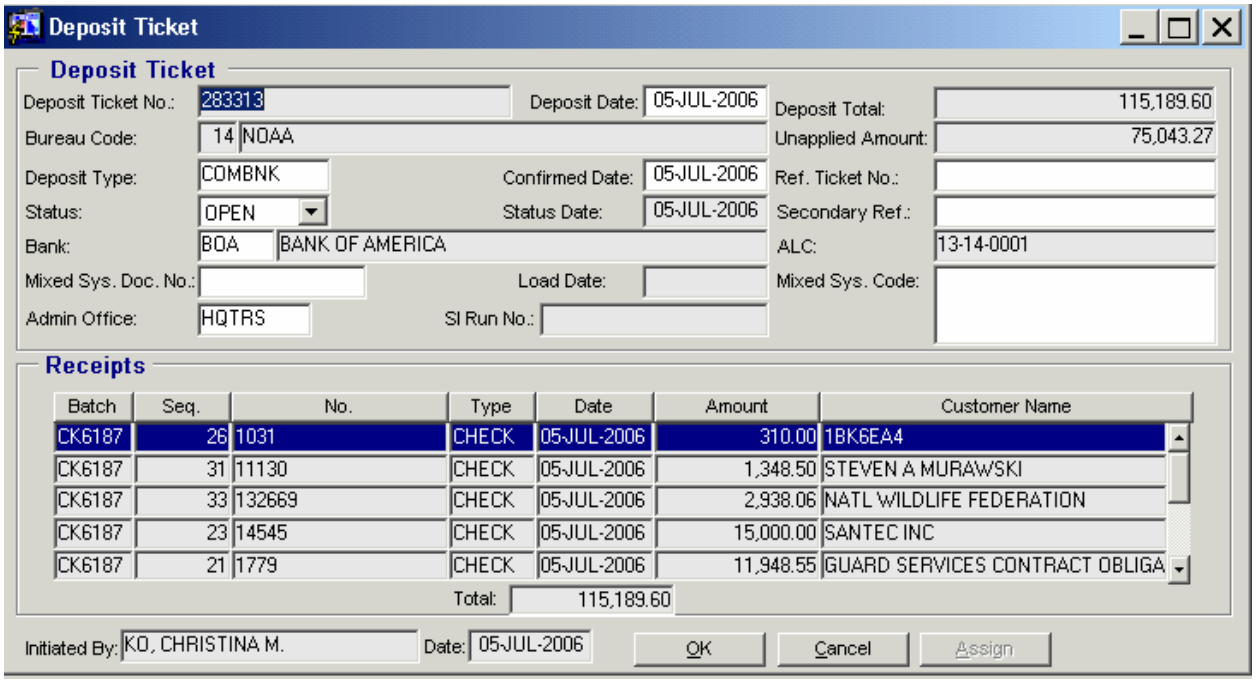
The following fields apply to the Deposit Ticket (AR007) List Screen.

Field Name	Definition	Attributes
Bureau	This field displays the code that uniquely identifies a bureau.	Defaults based on the Deposit Ticket Detail Screen.
Deposit Ticket	This field displays the preprinted number on the SF-215-Deposit Ticket.	Defaults based on the Deposit Ticket Detail Screen.

Field Name	Definition	Attributes
Type	This field displays the type of deposit. For example, Commercial, Fed Reserve, IPAC, Lockbox, etc.	Defaults based on the Deposit Ticket Detail Screen.
Admin Office	This field displays the Administrative Office where the Deposit Ticket was processed.	Defaults based on the Deposit Ticket Detail Screen.
Status	This field displays the status of the Deposit Ticket.	Defaults based on the Deposit Ticket Detail Screen.
SI Run No.	This field is not being used by NOAA	
Mixed Sys #	This field is not being used by NOAA.	
Initialized By	This field displays the name of the user who created the Deposit Ticket.	Defaults based on the Deposit Ticket Detail Screen.
Date	This field displays the date the Deposit Ticket was entered into the system.	Defaults based on the Deposit Ticket Detail Screen.
Total	This field displays the total dollar amount of all the receipts assigned on this deposit ticket.	Defaults based on the Deposit Ticket Detail Screen.
Unapplied Amount	This field displays the dollar amount of the deposit ticket that has not been applied to a collection.	Defaults based on the Deposit Ticket Detail Screen.

4.7.2 Deposit Ticket Detail Screen

Users can access detailed information for a specific Deposit Ticket from the AR Deposit Ticket Screen (AR007) by double-clicking anywhere on a particular record or line. The following is an illustration of the Deposit Ticket Detail screen:



The following fields apply to the Deposit Ticket (AR007) Detail Screen:

Field Name	Definition	Attributes
Deposit Ticket No.	This field displays the unique preprinted number on the SF215 - Deposit Ticket or the SF5515 - Debit Voucher. The Deposit Ticket/Debit Voucher number is used as follows: 1) Group a series of receipts to be deposited 2) Reporting purposes 3) Cash control 4) Reconciliation This is an alphanumeric field and can hold up to 15 characters. Preprinted SF-215 Deposit Ticket/SF5515 – Debit Voucher numbers are six characters; however, the deposit ticket number for the system generated IPAC process exceeds the six characters.	**Required**

Field Name	Definition	Attributes
Deposit Date	This field displays the date the deposit is created in the system. This is an alphanumeric field and requires the format of DD-MMM-YYYY.	**Required**
Deposit Total	This field displays the total dollar amount of all receipts assigned to the Deposit Ticket. This field will allow the amount entered to be positive, negative, or equal to zero. Numeric field which requires the format of 99,999,999,990.00. This field is required to change the status of the deposit ticket from PENDING to OPEN	**Required** .
Bureau Code	This field displays a unique code that identifies a bureau. Valid Values are established on GL004 - Bureau Code Maintenance Screen.	**Required**
Unapplied Amount	This field displays the sum of all receipts assigned to this deposit ticket which have not been applied to a collection. The amount in this field is calculated by the system. This field initially defaults to the amount in the Deposit Total field. This field has to equal zero, before modifying the status to **Closed**.	System Generated.
Deposit Type	This field displays the type of deposit. For example, Commercial Bank, Lockbox, IPAC, etc. Valid Values are established on AR050 - System Types and Codes Maintenance Screen on the Deposit Ticket button.	**Required** LOV available.
Confirmed Date	This field displays the date that Treasury confirmed the amount of the deposit ticket into the bureaus' funds. This is an alphanumeric field which requires the DD-MMM-YYYY format. This field is required to change the status of the deposit ticket from OPEN to CLOSED.	**Required**
Reference Ticket Number	This field displays the ticket number used to track a non-sufficient fund (NSF) check back to its original Deposit Ticket number. Valid Values are established on AR007 - Deposit Ticket screen. This field is required for NSF Receipt Types.	Optional

Field Name	Definition	Attributes
Status	This field displays the status of the Deposit Ticket. The default status is *PENDING*. The following values are system maintained: *PENDING*, *OPEN*, *CLOSED* and *VOID*.	**Required** Drop down list available
Status Date	This field displays the date of the last time the status of the Deposit ticket was changed. The Status Date defaults to the current system date.	System Generated
Secondary Reference Number	This field displays additional information which relates to this deposit ticket number, if applicable. This is an alphanumeric field and can hold up to 10 characters	Optional
Bank Code	This field displays the unique code that identifies a bank. The valid values for this field are established on AR051 - Bank Information Maintenance screen.	**Required** LOV available
Bank Name	This field displays the full name of the bank associated with the Bank Code. This field will be populated by the system once the bank code is entered.	System Generated
ALC	This field displays the Agency Location Code (ALC) designated by Treasury to credit funds to the appropriate bureau. The ALC field will be populated by the system upon selecting the Bank Code. The ALC relationship to the Bank is established on the AR051- Bank Information Screen.	System Generated
Mixed System Number	This field is not being used by NOAA.	
Load Date	This field is not being used by NOAA.	
Mixed System Code	This field is not being used by NOAA.	
Admin Office	This field displays the Administrative Office Code where the Deposit Ticket was processed. The valid values for this field are established on AR056 - CAMS Office maintenance screen.	**Required** LOV available
Initialized By	This field displays the name of the user who entered the deposit ticket into the system. The system will populate this field once the Deposit Ticket is saved.	System Generated

Field Name	Definition	Attributes
Date	This field displays the date the Deposit Ticket was entered into the system. The system will populate this field with the current system date once the Deposit Ticket is saved. This Date field is not updated by the system when the record is labeled inactive.	System Generated Defaults based on the system date the record was last activated.

4.7.3 Create a Deposit Ticket

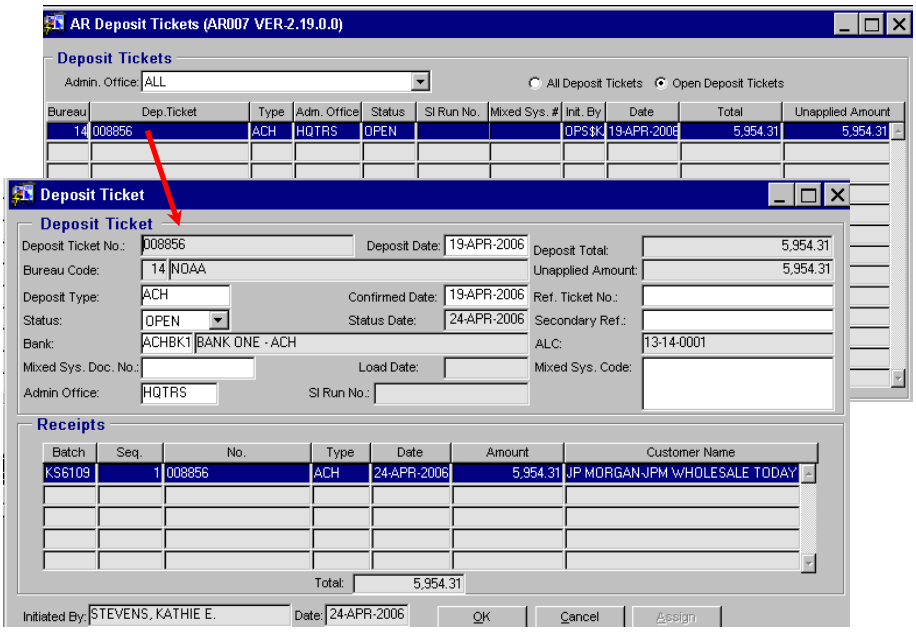
Users perform the following steps in order to establish a Deposit Ticket record:

Step	*Action*
1	Double click on the **AR007 - Deposit Ticket** option on the ***Navigator Menu***. The Deposit Ticket List (AR007) screen is displayed.
2	Click on the **Add a Record** icon (+) on the toolbar. A blank Deposit Ticket Detail screen will be displayed.
3	Enter a ***Deposit Ticket Number***. The Deposit Ticket Number is the preprinted number from the SF-215 (Deposit Ticket). This field is used to enter the preprinted number from the SF-5515 (Debit Voucher). *Note: The deposit ticket/debit voucher number must be a unique number. If users attempt to enter a deposit ticket/debit voucher number which already exists, the system will display the following error message:* ***"This deposit ticket no. already exists. System does not allow duplicate deposit ticket numbers."***
4	Enter a ***Deposit Date***. The Deposit Date is the date the deposit ticket was created. Defaults to the current system date.
5	Enter the ***Deposit Total***. The Deposit Total is the total dollar amount of all the receipts assigned to this Deposit Ticket. *Note: The Deposit Total can be a positive, negative, or equal to zero.*
6	Enter the ***Bureau Code***. User can double-click on this field and select from a List of Values (LOV) or manually enter the Bureau Code. The system will populate the Bureau Name when the Bureau Code is entered.
7	Enter the ***Deposit Type***. User can double-click on this field and select from a List of Values (LOV) or manually enter the Deposit Type.
8	Enter the ***Confirmed Date***. The confirmed date is the date that Treasury confirmed the amount of the deposit ticket was credited to the bureaus' account. User can enter the date in the format of DD-MMM-YYYY or double-click on this field to display a calendar with the current date. This date can be changed by pressing the << or >> buttons to change the year or the < or > to change the month. Click OK when the date has been selected.

Step	*Action*
9	Enter the ***Reference Ticket No***. field with additional information for this deposit ticket, if applicable. *Note: User can double-click on this field and select from a List of Values (LOV) or manually enter the referenced deposit ticket number* *This field is required for a Receipt Type of NSF, attempting to bypass this field, will display the following error message: "**Reference number is required when Deposit Ticket Type = NSF**."*
10	Click on the **Down arrow** and select the Status of the deposit ticket. *Notes: The default status of a deposit ticket is PENDING. If users attempt to modify the status to OPEN before applying any receipts to the deposit ticket, the system will display the following error message, **"You cannot change the deposit ticket to OPEN as no receipts have been assigned to this deposit ticket."*** *Once receipts have been applied to the deposit ticket, users may modify the status from PENDING to OPEN. Once all receipts have been assigned and applied to collections, users can modify the status from OPEN to CLOSED as long as the Unapplied Amount equals zero and the Confirmation Date is entered. If users attempt to modify the status from OPEN to CLOSED without the above conditions met, the system will display the following error message: **"You cannot change deposit ticket to be closed because net collections does not equal deposit ticket total**."* *The status of VOID is used when the deposit ticket was entered into the system in error. User can modify the status to VOID as long as no receipts have been assigned. If receipts have been assigned to the deposit ticket, the system will display the following error message, **"Please remove all receipts before you change the status to Void."** User will highlight the receipt record and click on the Cancel button. The system will display a warning," By canceling out of this you will lose the changes you have made. Are you sure you wish to cancel?" If user clicks on Yes, the system will remove the receipt record from the deposit ticket screen and reassign the receipt record to the Available Receipts screen. User will then be able to modify the status to VOID.*
11	Enter the ***Secondary Reference Number***, if applicable. This field can be used to add any additional information related to the deposit ticket.
12	Enter the ***Bank***. User can double-click on this field and select from a List of Values (LOV) or manually enter the Bank The system will populate the Bank Name and the corresponding Agency Location Code once the Bank is entered.
13	Enter the ***Admin. Office***. User can double-click on this field and select from a List of Values (LOV) or manually enter the Admin. Office.
14	Click on the disk **(Save)** icon on the toolbar.
15	Click the **Assign** button and select the receipts applicable to the Deposit Ticket. *Notes: Please refer to Section 4.7.4 for additional information related to assigning receipts.*

Step	*Action*
16	Change the ***Status*** field to *OPEN*. *Note: If user assign receipts to the deposit ticket and attempt to modify the status from PENDING to OPEN when the deposit ticket total does not agree with the sum of the assigned receipts, the system will display the following error message: "**Deposit Total does not match Receipts Total." Users' are prohibited from modifying the status until the Deposit Ticket Total matches the Receipts Total.***
17	Click on the **Save** icon on the toolbar.
18	Click on the **Exit** icon located on the toolbar to return to the *Navigator Menu*.

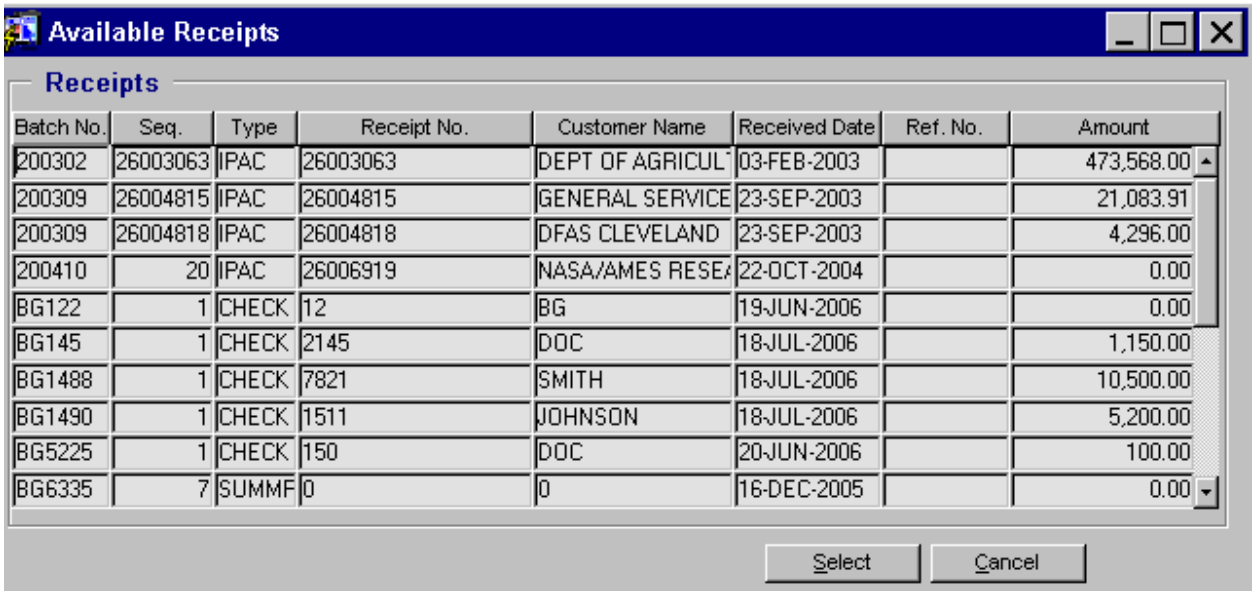
The following illustrates the relationship between a specific record on the deposit ticket screen with the corresponding deposit ticket detail:



4.7.4 Assigning Receipts to a Deposit Ticket

Receipts must be entered on the Receipt Log screen (AR006) prior to assigning receipts to a Deposit Ticket. The Available Receipts list screen displays all the receipts that have not been assigned to a deposit ticket.

The following is an example of the Available Receipts screen:



Users will perform the following steps to assign receipts:

Step	*Action*
1	On the Deposit Ticket (AR007) screen, click the **Assign** button to access the **Available Receipts Screen**.
2	Highlight the receipt record(s) to be assigned to this deposit ticket. *Note: Select multiple records by holding down the Shift button and highlighting multiple records or holding down the Control key (Ctrl) while clicking on each selected record.*
3	Click on the **Select** button. The system will populate the Receipts section of the Deposit Ticket detail screen with the selected records.
4	If users select an available receipt record in error it can be unassigned by highlighting the record(s) and clicking on the **Delete a Record** (**X**) icon from the toolbar. *Note: The receipt record is removed from the deposit ticket screen and will be available to be reassigned to another deposit ticket. The system will not change the amount in the Deposit Total field which was entered by the user.*

4.7.5 Modify a Deposit Ticket

After receipts are assigned to a deposit ticket, various fields may be modified. The Deposit Ticket status determines which fields are available for modification. Users cannot modify any fields on Deposit Tickets with a *VOID* status.

Users will perform the following steps to modify deposit tickets:

Step	*Action*
1	Double-click on the **AR007 - Deposit Ticket** option on the *Navigator Menu* to open the Deposit Ticket List screen.
2	Highlight the Deposit Ticket record to be modified on the list screen and double-click on that record. The system will launch the Deposit Ticket Detail screen which will be populated with the information for the highlighted record.
3	Click or tab to position cursor in the appropriate field(s) and modify the data.
4	Modify the ***Status*** of the deposit ticket, if applicable.
5	Click on the **Save** icon on the toolbar.
6	Click on the **Exit** icon located on the toolbar to return to the *Navigator Menu*.

4.7.6 Delete a Deposit Ticket

Deposit Tickets may be deleted if receipts have not been assigned or collections have not been made against the Deposit Ticket. To delete an existing deposit ticket record, users will perform the following steps:

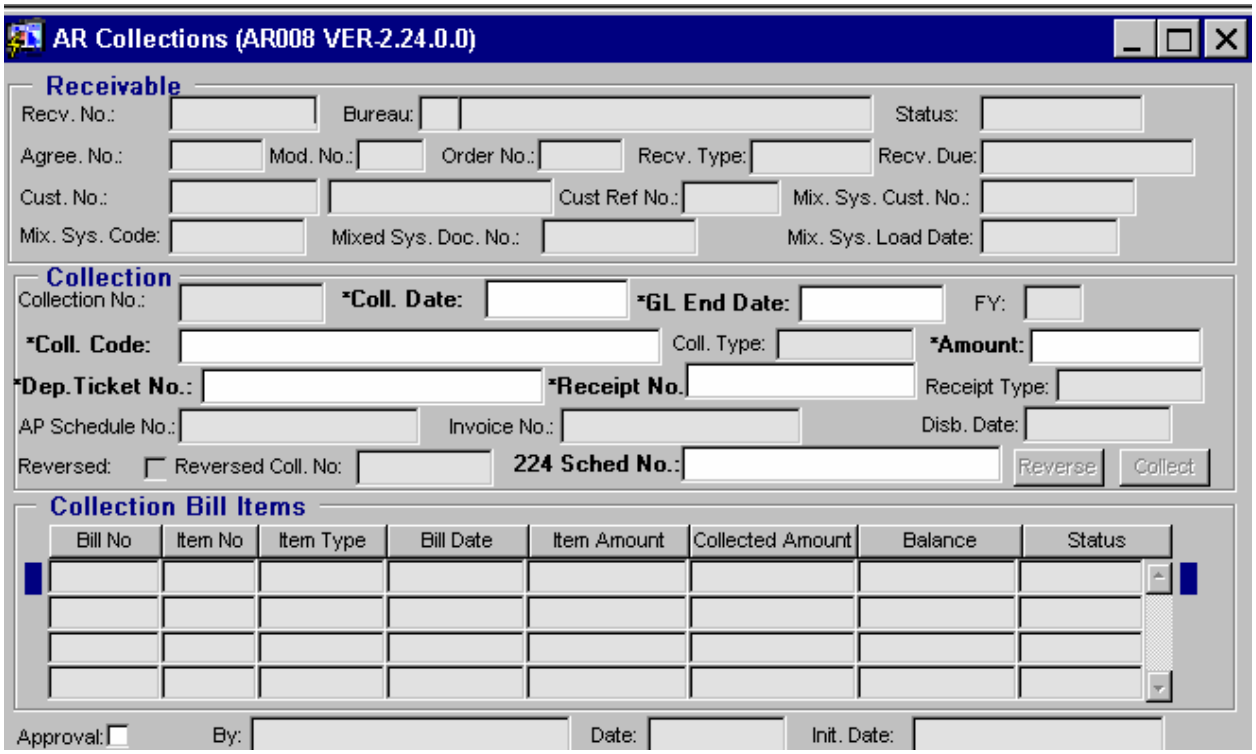
Step	*Action*
1	Double-click on the **AR007 - Deposit Ticket** option on the *Navigator Menu* to open the Deposit Ticket List screen.
2	Highlight the Deposit Ticket record to be deleted on this screen. The status of the Deposit Ticket must be *'Pending'*.
3	Click the **Delete a Record** (**X**) icon on the toolbar.
4	Click **Yes** in the confirmation box to delete the record from the database. *Note: If users do not want the record to be deleted from the database, click either 'No' or 'Cancel' to return to the Deposit Ticket screen.*
5	Click on the **Exit** icon located on the toolbar to return to the ***Navigator Menu***.

4.8 Collections Screen (AR008)

The Collections screen is used to assign deposit tickets and their associated receipts to a billed receivable. The Collections screen allows the user to create and approve collections, edit unapproved collections, and reverse existing approved collections.

The Collections screen is divided into three sections: the Receivable block, the Collection block, and the Collection Bill Item block. The Receivable block references the control information for the receivable record. The Collection block records specific collection information and links the collection record to a specific deposit ticket and receipt. The Collection Bill Items block displays the distribution of the collection amount as applied to the bill(s) for the selected receivable record. This block is populated by the system based on the priority parameters established in the Collection Application Sequence on the Bureau Parameters screen (AR055). Based on those priority parameters the system will apply the collection amount to specific item classes without any intervention by the user.

The following is an example of the AR Collections (AR008) screen:



4.8.1 Receivable Block

The Receivable Block of the Collections screen displays the basic information of a receivable record such as the Bureau Code, Customer Number, Status and other relevant information. The control information will be brought forward from the Receivable screen (AR001) and does not allow for modifications.

Listed below is a detailed description of each field that is displayed on the Receivable Block for the receivable record:

Field Name	Definition	Attributes
Receivable No.	This field displays the unique number that is assigned to a receivable record. *Note: The information is brought forward from the AR001 screen.*	System-generated.
Bureau	This field displays the bureau code and name as defined on the GL004 - Bureau Code Maintenance Screen. *Note: The information is brought forward from the AR001 screen.*	System-generated.
Status	This field displays the status of the receivable as updated by the system based on the transactions processed by the user. *Note: The information is based on the status displayed in AR001 screen.*	System-generated.
Agree. No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional
Mod. No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional
Order No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional
Recv Type	This field displays the receivable type as defined for the receivable record. *Note: The information is brought forward from the AR001 screen.*	System-generated.
Recv. Due	This field displays the receivable amount due for the record. *Note: The information is brought forward from the AR001 screen.*	System-generated.

Field Name	Definition	Attributes
Cust. No.	This field displays the customer number and the associated customer name corresponding to the receivable record. *Note: The information is brought forward from the AR001 screen.*	System-generated.
Cust. Ref. No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional
Mixed Sys. Cust No	This field is not being used by NOAA.	
Mixed Sys. Code	This field is not being used by NOAA.	
Mixed Sys. Doc No	This field is not being used by NOAA	
Mixed Sys. Load Date	This field is not being used by NOAA	
Approval	This field displays the approval status of the collection record. If checked, the collection record is approved.	**Required** to approve the collection record.
By	This field displays the username of the person who approved the collection record.	System-generated.
Date	This field displays the system date the collection record was approved.	System-generated.
Init. Date	This field displays the system date and time the collection record was initially created.	System-generated.

4.8.2 Collection Block

The Collections block links the deposit ticket and the receipt information to the receivable record. This tab also provides other information such as, Collection Date, GL End Date, and Fiscal Year.

Listed below is a detailed description of all fields that are displayed on the Collections block:

Field Name	Definition	Attributes
Collection No.	This field displays the unique number that is assigned to each collection record. This is a system assigned sequential number within the receivable record.	System-generated.

Field Name	Definition	Attributes
Coll. Date	This field displays the system date the collection record was applied. *Note: The data entered must be in DD-MMM-YYYY format.*	**Required.**
GL End Date	This field displays the end date for the general ledger period to which the collection transaction will post. The date on this field will default to the minimum open general ledger period based on the Date field.	System-generated.
FY	This field displays the fiscal year based on the General Ledger End Date field.	System-generated.
Coll. Code	This field displays the code of the agency in order to provide the physical location of the collection. The valid values for this field are system maintained on the System Types and Codes screen (AR050).	**Required.** LOV Available.
Coll. Type	This field displays the type of collection being applied to the receivable record. *Note: For collections applied from this screen, this field will always default to 'Billed.' For collections applied from the AR009 Unbilled Collection screen, this field will default to 'Unbilled'.*	System-generated.
Amount	This field displays the amount of the receipt that was applied as collection towards the receivable record. This is a numeric field and can hold up to 13 characters, e.g., 99,999,999,999.99.	**Required**
Dep. Ticket No.	This field displays the deposit ticket number that is assigned to the receivable record. The valid values for this field are established on the Deposit Ticket screen (AR007).	**Required.** LOV Available.
Receipt No.	This field displays the receipt number that is assigned to the deposit ticket selected. The valid values for this field are defined on the Receipt Log screen (AR006).	**Required.** LOV Available.
Receipt Type	This field displays the receipt type as established for the selected receipt on the Receipt Log screen (AR006).	System-generated.

Field Name	Definition	Attributes
AP Schedule No.	This field displays the vendor payment information as established in the Accounts Payable module. This is an alphanumeric field and can hold up to 20 characters. *Note: This field is only enabled when a refund has been processed and is used for tracking purposes to link AR/AP transactions.*	Optional.
Invoice No.	This field displays the vendor payment information as established in the Accounts Payable module. This is an alphanumeric field and can hold up to 20 characters. *Note: This field is only enabled when a refund has been processed and is used for tracking purposes to link AR/AP transactions.*	Optional.
Disb. Date	This field displays the vendor payment information as established in the Accounts Payable module. *Note: This field is only enabled when a refund has been processed and is used for tracking purposes to link AR/AP transactions. The data entered must be in DD-MMM-YYYY format.*	Optional.
Reversed	This checkbox displays the status of the collection record. A check in this field signifies that the current collection record was systematically generated as a result of a prior record that was reversed.	System-generated.
Reverse Coll. No	This field displays the collection record number of the systematic record that was created as a result of a reversal. This will be displayed on the original collection record.	System-generated.
224 Sched. No.	This field displays the SF224 Ref. No. created as part of the SF224 Report Enhancement Effort. This field is used only by the Funds Management Branch for cash reconciliation purposes when applicable.	Optional
Reverse Button	Clicking on this button will reverse the current collection record. This button will be grayed out if the collection record is not approved.	

Field Name	Definition	Attributes
Collect Button	Clicking on this button will apply the amount specified as collection towards the receivable record.	

4.8.3 Collection Bill Items Block

The Collection Bill Items block displays the individual line item(s) of a bill that have collections applied. The Collection Bill Items block is system generated and cannot be modified. This block displays information corresponding to existing bills. Collections are applied based on the item class priorities as defined in the Collection Application Sequence on the Bureau Parameters screen (AR055). If there has not been any collections applied this block will not contain any data.

Listed below is a detailed description of all the fields displayed on the Collection Bill Items block receivable record:

Field Name	Definition	Attributes
Bill No	This field displays the number of the bill to which the collection is being applied. *Note: The information is brought forward from the AR001 screen.*	System-generated.
Item No	This field displays the sequentially assigned number for each item on the receivable record. *Note: The information is brought forward from the AR001 screen.*	System-generated.
Item Type	This field displays the item type breakdown for each outstanding bill(s). *Note: The information is brought forward from the AR001 screen.*	System-generated.
Bill Date	This field displays the start date of the bill to which the collection has been applied. *Note: The information is brought forward from the AR001 screen.*	System-generated.
Item Amount	This field displays the amount of the item that is outstanding for the corresponding bill. *Note: The information is brought forward from the AR001 screen.*	System-generated.
Collected Amount	This field displays the amount of collection that has been applied to the specific item type.	System-generated.
Balance	This field displays the amount of the item that is outstanding.	System-generated.

Field Name	Definition	Attributes
Status	This field displays the status of the bill(s) to which the collection has been applied.	System-generated.

4.8.4 Apply Collection

On the Collections screen (AR008), the user is able to apply a collection towards an approved receivable record. In order to apply a collection to a receivable record, a bill must exist in an OPEN status. The user will not be able to enter/modify an ACCS string as this information is stored from the receivable/bill record entered on the AR001/AR002 screen. Additionally, the user must have the deposit ticket and corresponding receipt information in order to apply the collection.

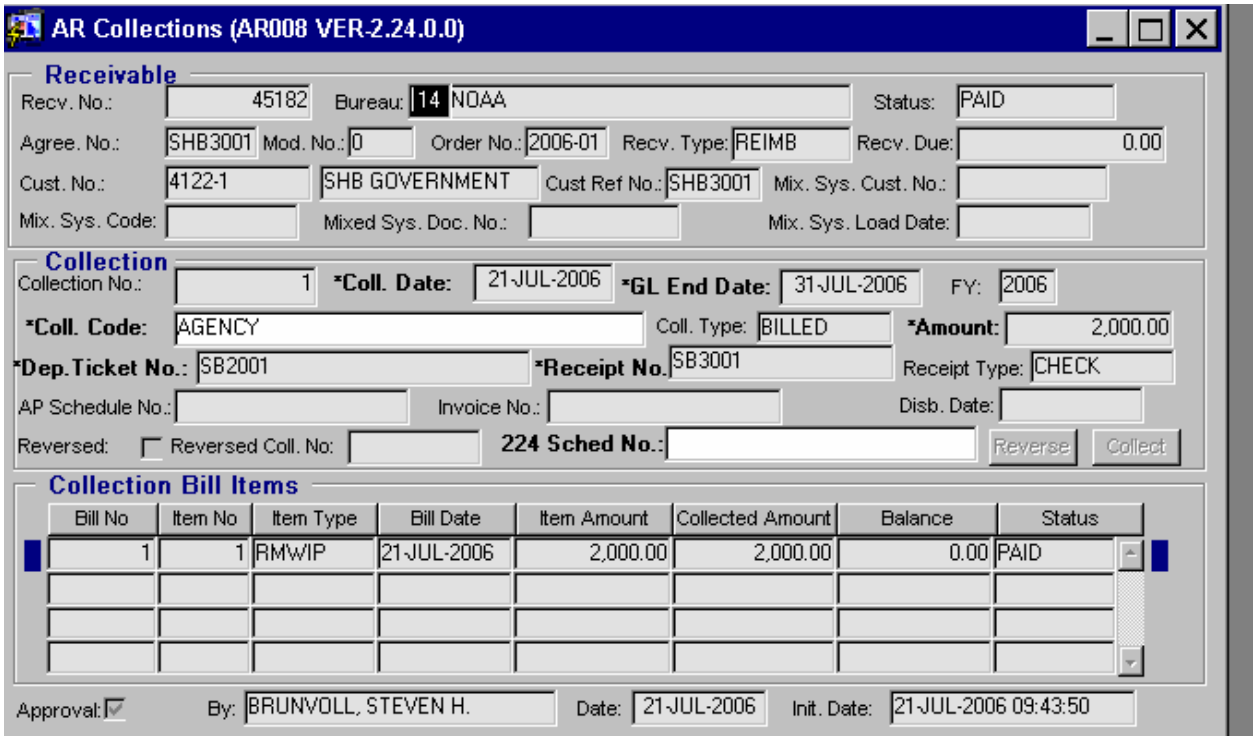
In order to apply a collection to a receivable record, the user will perform the following steps:

Step	*Action*
1	Select the **AR008 - Collections** option on the ***Navigator Menu*** to launch the screen.
2	The screen will launch in a query mode. Query on the ***Recv. No*** field in order to locate the desired receivable.
3	The Receivable block will be populated with the information established on the Receivable screen (AR001) based on the receivable record queried. *Note: The user will not be able to modify any fields in the Receivable Block.*
4	In the Collection block, click on the ***Coll. Date*** field. The following fields will default: ▸ ***Coll. Date*** will default to the current system date. ▸ ***GL End Date*** will default to the end date of the current general ledger period. ▸ ***FY*** will default to the current fiscal year. ▸ ***Coll. Code*** will default to 'Agency'. ▸ ***Coll. Type*** will default to 'Billed.'
5	The ***Collection No.*** field is system generated and is sequential within each receivable record. A collection number will be assigned when the user saves the collection record. *Note: The system will allow the user to apply multiple collections to a receivable record.*
6	The ***Coll. Date*** field defaults to the current system date. The user can overwrite this date; however, the date entered cannot be prior to the Deposit Ticket Date. *Note: The Date field cannot be future dated. Additionally, the Date field cannot be prior to the Receivable Date as established on the Receivable screen (AR001).*
7	The ***GL End Date*** and ***FY*** fields will default based on the date entered in the ***Coll. Date*** field. *Note: The **GL End Date** and **FY** fields are both system-generated. The **GL End Date** can be overwritten, if applicable. The **FY** field cannot be modified.*
8	Double click on the ***Coll. Code*** field to select the desired collection code for the receivable record if different than the default value of 'Agency'.

Step	*Action*
9	The ***Coll. Type*** field will default to BILLED and cannot be modified.
10	Double click on the ***Dep. Ticket*** field to select a valid deposit ticket. The system will launch the Deposit Ticket screen (AR007) and list all of the deposit tickets with a status of OPEN. Highlight the desired deposit ticket and click the **Select** button.
11	Double click on the ***Receipt No.*** field to select a valid receipt. The system will launch the Receipt Log screen (AR006) and list all of the receipts that have been previously assigned to the deposit ticket selected above. Highlight the desired receipt and click the **Select** button.
12	The ***Receipt Type*** field will default based on the receipt selected and cannot be modified.
13	The ***Amount*** field will default to the amount of the receipt selected above. In cases where the ***Amount*** field is not equal to the receipt amount, the system will prompt the user to confirm the amount. *Note: The system will not allow the user to apply collections in the amount greater than the Bill Amount Due as calculated on the Receivable screen (AR001).*
14	The ***AP Schedule No.*** field is user defined and will be grayed out for billed collections. *Note: The system will allow the user to enter applicable Vendor Payment information when processing Refunds.*
15	The ***Invoice No.*** field is user defined and will be grayed out for billed collections. *Note: The system will allow the user to enter applicable Vendor Payment information when processing Refunds.*
16	The ***Disb. Date*** field is user defined and will be grayed out for billed collections. *Note: The system will allow the user to enter applicable Vendor Payment information when processing Refunds.*
17	At this point, all of the required information necessary to apply a collection has been entered. Click the **Collect** button to apply collections to the receivable record. The system will generate a confirmation dialogue box prompting the user to confirm this action. Click on the **Yes** button.
18	The system will automatically populate the Collection Bill Items block with information pertaining to outstanding bills.
19	Depending on the collection priority defined on the Bureau Parameters screen (AR055), the system will apply the collections in the following order: ▸ If applicable, the collection will first be applied to all late charges (penalty, administrative fee and interest, respectively), that have been assessed on delinquent bill(s). ▸ If applicable, the collection will secondly be applied to financing interest on the outstanding bill(s). ▸ The collections will then apply to the principal of the earliest outstanding bill and so forth until the entire collection amount is distributed.

Step	*Action*
20	Click on the ***Approval*** checkbox to approve the record. Click **Yes** in the Confirmation Dialogue box. The ***Name*** and ***Date*** fields will automatically populated with the user's name and current system date/time. *Note: The collection will not actually be applied until the record is approved.*
21	Upon approval, the ***Unapplied Amount*** field on the Deposit Ticket screen (AR007) will be reduced by the amount of collection applied to the receivable record.
22	Upon approval, the following updates will occur on the Bill screen (AR002): ▸ If the bill has been paid in full, the status of the bill is updated to PAID. ▸ If there is a partial payment, the bill amount is updated to reflect the new amount due and the status will remain OPEN.
23	Upon approval, the following updates will occur on the Receivable screen (AR001): ▸ On the **Schedule** tab, the status of the bill will update in the same manner as described on Step 22. ▸ On the **Document** tab of the Receivable screen (AR001), the ***Total Collected*** field will display a sum of the amount of collection applied to the receivable record. Additionally, the ***Recv Amount Due*** and ***Bill Amount Due*** fields will be updated to reflect the new amount due. ▸ If the applied collection amount equals the receivable amount due, the status of the receivable is also updated to PAID.

The following is an illustration of a completed AR Collection (AR008) screen:



4.8.5 Modify Collection

Modifications can be made on the Collection screen (AR008) only to unapproved collection transactions.

In order to modify an unapproved collection record, the user will perform the following steps:

Step	*Action*
1	On the Collections block, the user can modify the ***Coll. Code, Dep. Ticket No., Receipt No.***, and ***Amount*** fields before the record is approved. In order to use a different deposit ticket, the user will simply double click on the ***Dep. Ticket No.*** field and select a new deposit ticket. The system will automatically delete the data entered in the ***Receipt No.*** and ***Amount*** fields. The user will then select a new receipt and specify the amount for collection. *Note: Please refer to Section 4.8.4 (Steps 10 and 11) for details on how to select a deposit ticket and receipt)*
2	If the user changes the collection amount, the system updates the Collections Items block accordingly.
3	If the user erroneously applied a collection, an unapproved collection record can be deleted. In order to delete an unapproved record: ▸ Click on the Collection block and select the applicable ***Collection No*** ▸ Click on the **Delete a Record** (**X**) icon. ▸ The system will display a confirmation dialogue box confirming that the user intends to delete the collection record. Click **Yes** in the Confirmation Dialogue box.
4	The user can apply multiple collections to a receivable record. In order to apply a new collection ▸ Query for the desired receivable ▸ Click on the Collection block and select the applicable ***Collection No*** ▸ Click on the **Add a Record** (+) icon. ▸ The system will display blank Collection and Collection Bill Items blocks. At this point, the user can continue as if they were creating the first collection record. *Note: Please refer to Section 4.8.4 for additional information*
5	The user should not leave an unapproved record on this screen as the system will not allow further processing until the collection transaction has been approved.

4.8.6 Reverse and Apply Non-Sufficient Funds (NSF) Billed Collections

The system will allow the user to reverse a collection record that has been approved. In order to reverse an applied collection to the receivable record, the user will perform the following steps:

Step	*Action*
1	The system will allow the user to reverse any collection record applied to the receivable record.
2	Query the receivable record and select the collection record to be reversed, by focusing on the ***Collection No.*** field
3	Click on the **Reverse** button on the Collections block. The system will generate a Confirmation Dialogue box. Click **Yes** in the Confirmation Dialogue box.
4	The system will automatically generate a new collection record that is the reversal of the prior record. On the new collection record, the ***Reversed*** checkbox will be checked and the ***Amount*** field will display a negative amount for collection. The new collection number is system-generated by incrementing the last collection number by one. *Note: Partial reversal of collection record is not allowed by the system.*
5	On the original collection record, the ***Reversed Coll. No.*** field will be populated with the new collection record number.
6	Click on the ***Approval*** checkbox to approve the new collection record that was created as a result of the reversal. Click **Yes** in the Confirmation Dialogue box. The system will populate the ***Name, Date***, and ***Init Date*** fields with user name, current system date, and the initial date, respectively.
7	Upon approval, the ***Unapplied Amount*** field on the Deposit Ticket screen (AR007) will be increased by the collection record amount that was reversed.
8	On the Receivable screen (AR001) and Bill screen (AR002), if the Bill ***Status*** had changed to PAID as a result of the original collection, it will now update to OPEN.
9	The system will allow the user to delete the reversed collection record provided the record has not been approved. Select the applicable record in the ***Collection No.*** field and click on the **Delete a Record** (**X**) icon.
10	The system will allow the user to apply NSF collections by following the same steps defined in Section 4.8.4 for Applying Collections. ▸ On the Collections block, ensure that the ***Receipt Type*** is NSF and the ***Amount*** is negative. ▸ On the Receivable screen (AR001) and Bill screen (AR002), if the Bill ***Status*** had changed to PAID as a result of the original collection, it will now update to OPEN as a result of applying NSF collection. *Note: The NSF collection amount cannot exceed the amount of previously applied collection(s)*

4.8.7 Screen Edits

The following screen edits apply to the AR Collections (AR008) screen:

- Multiple collection records can be assigned to each receivable record.
- Once approved, a collection record cannot be modified or deleted.
- In order to process a collection transaction, the bill on the receivable record must be in an OPEN status.
- Before applying a receipt on the Collections screen, a receipt must be recorded on the Receipt Log Screen (AR006) and assigned to a deposit ticket on the Deposit Ticket Screen (AR007).
- The system will not allow the user to apply collections in an amount greater than the Bill Amount Due.
- The system will not allow the user to apply a collection transaction if there is an unapproved transaction on other transaction screens for that record.
- The system will not allow partial reversals.
- The amount of a negative collection cannot exceed the amount of the original collection applied.

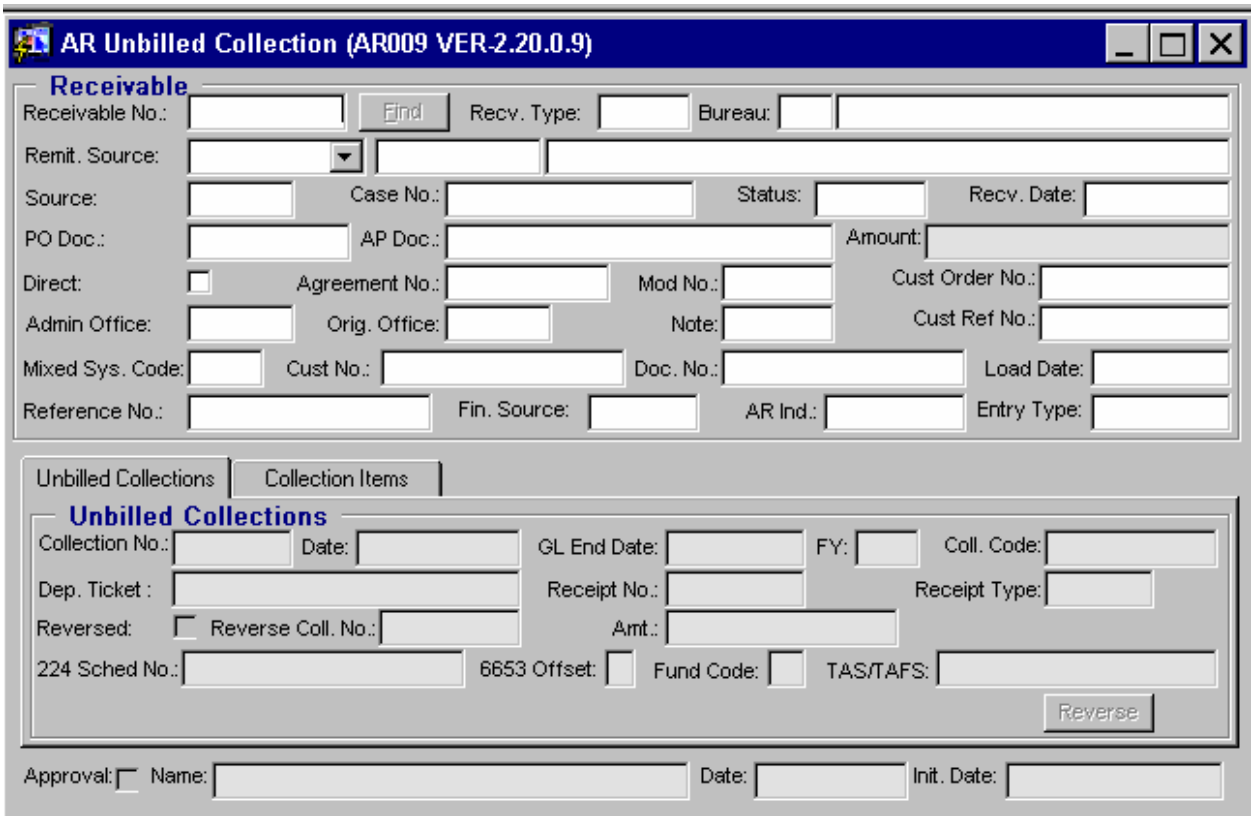
4.9 Unbilled Collection Screen (AR009)

The Unbilled Collection Screen is used to assign deposit tickets that have associated receipts that were received as a result of an unbilled bill/receivable. This screen allows the user to apply unbilled collections towards receivable records created on the Receivable screen (AR001), referred to as an existing receivable, or create a new receivable record, referred to as a miscellaneous receivable.

The Unbilled Collection Screen is divided into two sections: the Receivable block and the Unbilled Collections block. The Receivable block references control information of a receivable record. For an existing receivable, this information will default from the receivable record created on the Receivable screen (AR001). For a miscellaneous receivable, the control information will be specified by the user on this screen. The Unbilled Collections block is divided into two tabs: Unbilled Collections and Collection. The Unbilled Collections tab records specific collection information and links the collection record to a deposit ticket and receipt. For both an existing or miscellaneous receivable, the information will be specified on this screen itself.

The Collection Items tab displays the information, by item and MDL, for the collection record. For an existing receivable, the system will pull in the line item and MDL information as created on the Receivable screen (AR001). If there is more than one item type, the system will allow the user to select the item for which the collection will be applied. For a miscellaneous receivable, the user will have to specify the item and MDL information on this screen.

The following is an example of the Unbilled Collections screen (AR009):



4.9.1 Receivable Block

The Receivable Block of the Unbilled Collections screen defines the basic information for a receivable record such as Bureau Code, Customer Number, Source Type, and other relevant information. For an existing receivable, the control information will be populated directly from the Receivable screen (AR001), whereas, for a miscellaneous (unbilled collection) receivable the user will have to define all required information.

Listed below is a detailed description of each field that is displayed on the Receivable Block, for both, existing and miscellaneous receivable records:

Field Name	Definition	Attributes
Receivable No.	This field displays the unique number that is assigned to a receivable record. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	System generated.
Find Button	Clicking on this button will display a list of all receivable records in an *OPEN* status that have been established on the Receivable screen (AR001). This button will be used to access an existing receivable.	
Recv Type	This field displays the receivable type which will always be 'MISC' for a miscellaneous (unbilled collection) receivable. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	System maintained.
Bureau	This field displays the bureau code and name as defined on the Bureau Parameter screen (AR055). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** LOV Available.
Remit. Source	This field displays the source of remittance. The system defined values are: Customer, Vendor, or Employee. The valid values for customers are established on Customer/Contact screen (AR070). The valid values for vendors and employees are established on Vendor Maintenance screen (PM002) and Employee Maintenance screen (GL029), respectively. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	System maintained. System defaults to Customer.
Source	This field displays the original program source for which the receivable record has been created. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** System defaults to NONE. LOV Available.

Field Name	Definition	Attributes
Case No.	This field displays the case number if applicable associated with the receivable. *Note: For an existing receivable, this information may be brought forward from the AR001 screen.*	Optional. LOV available
Status	This field displays the status of the receivable as updated by the system based on the user actions. *Note: For a miscellaneous receivable, the system will default to 'Pending.' Upon approval of record it will be updated to 'Paid.' For an existing receivable, this information will be based on the status displayed in AR001 screen.*	System-generated.
Recv. Date	This field displays date the miscellaneous receivable record was created. *Note: This field can be modified but not future-dated. This date cannot be before the Recv. Date on the corresponding receipt log record applied to this record..* *For an existing receivable, this information will be brought forward from the AR001 screen.*	Defaults to the current system date.
PO Doc	This field displays the purchase order as defined in the AP Module. The system will generate a list of valid purchase orders (obligations), if the TIN number of the AR customer on the receivable matches the TIN Number of the vendor in the AP Module. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	Optional. LOV Available.
AP Doc	This field may display the corresponding invoice number as defined in the AP Module for the purchase order selected. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	Optional. LOV Available.

Field Name	Definition	Attributes
Amount	This field displays the receivable amount for the record. For a miscellaneous record, the amount in this field will default to zero and may not be modified since this is an unbilled collection. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	System-generated.
Direct	This field is not used by NOAA.	Optional
Agreement No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional.
Mod No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional.
Cust Order No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional
Admin. Office	This field displays the administrative office of the receivable record. The valid values for this field are established on the CAMS Office screen (AR056). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** LOV Available.
Orig. Office	This field displays the originating office of the receivable record. The valid values for this field are established on the CAMS Office screen (AR056). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** LOV Available.

Field Name	Definition	Attributes
Note	This field displays any notes or special instructions that may have been written for informational purposes. This is a free form text field which is alphanumeric and can hold up to 2000 characters.	Optional.
Customer Ref No.	Used for Reimbursable WIP Projects related to reimbursable agreements. *Note: Please refer to the NOAA Reimbursable Agreements User Guide for additional information.*	Optional.
Mixed Sys. Code	This field is not being used by NOAA.	Optional.
Cust No	This field is not being used by NOAA.	Optional.
Doc No	This field is not being used by NOAA.	Optional.
Load Date	This field is not being used by NOAA.	Optional.
Reference No.	This field displays information used to track related transactions from other modules. *Note: The data in this field will post to Trial.*	Optional
Financing Source	This field displays the type of service being provided by the receivable record. The valid values for this field are defined on the FACTS Information screen (AR059). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** Defaults to 'Exchange' LOV Available.
AR Indicator	This field displays the grouping for Financial Statements for the receivable record. The valid values for this field are defined on the FACTS Information screen (AR059). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** LOV Available.
Entry Type	This field displays data for records inserted via the manual transfer/carryover transfer process for reimbursable.	**Required** Defaults to 'Direct' and cannot be modified by the end user.

Field Name	Definition	Attributes
Approval	This field displays the approval status of the unbilled collection record. If checked, the record is approved.	**Required** to approve the collection record.
Name	This field displays the user name of the person who approved the collection record.	System-generated.
Date	This field displays the system date the collection record was approved.	System-generated.
Init. Date	This field displays the system date and time the collection record was initially created.	System-generated.

4.9.2 Unbilled Collections Tab

The Unbilled Collections Tab links the deposit ticket and the receipt log information to the receivable record. This tab also provides for other relevant information such as, Collection Date, GL End Date, and Fiscal Year.

Listed below is a detailed description of all fields that are displayed on the Unbilled Collections tab for, both, existing and miscellaneous receivable record:

Field Name	Definition	Attributes
Collection No.	This field displays the unique number that is assigned to each collection record for the receivable record.	System-generated.
Date	This field displays the date the collection record was applied. *Note: The data entered must be in DD-MMM-YYYY format.*	**Required.** Defaults to the current system date but can be modified.
GL End Date	This field displays the end date for the general ledger period. The date on this field will default to the minimum open general ledger period based on the Date field. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	System-generated.

Field Name	Definition	Attributes
FY	This field displays the fiscal year based on the general ledger period. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	System-generated.
Coll. Code	This field displays the physical location of the collection that is applied to the receivable record. The valid values for this field are defined on System Types and Codes screen (AR050).	**Required.** Defaults to Agency LOV Available.
Dep. Ticket	This field displays the deposit ticket number that is assigned to the receivable record. The valid values for this field are established on the Deposit Ticket screen (AR007).	**Required.** LOV Available.
Receipt No.	This field displays the receipt number that is assigned to the deposit ticket selected. The valid values for this field are defined on the Deposit Ticket screen (AR007).	**Required.** LOV Available.
Receipt Type	This field displays the receipt type for the receipt number selected.	Defaults based on the Receipt No. field.
Reversed	This checkbox displays the status of the collection record. A check in this field will signify that the current collection record is a result of a prior record that was reversed.	System-generated.
Reverse Coll. No	This field displays the collection record number that was created as a result of reversing a prior record. On the original collection record, this field will display the new number of the collection record that was created as a result of the reversal.	System-generated.
Amt.	This field displays the amount of receipt that was applied as an unbilled collection. This is a numeric field and can hold up to 13 characters, e.g., 99,999,999,999.99.	User defined.
224 Sched No.	This field displays the SF224 Ref. No. created as part of the SF224 Report Enhancement Effort. This field is used only by the Funds Management Branch for cash reconciliation purposes when applicable	Optional

Field Name	Definition	Attributes
6653 Offset	This field displays a checkbox created as part of the Third Party Payment Enhancement. This field is used only by the Funds Management Branch for cash reconciliation purposes when applicable.	**Required** Defaults to 'N'.
Fund Code	This field displays the 2 digit Third Party Fund Code created as part of the Third Party Payment Enhancement. This field is used only by the Funds Management Branch for cash reconciliation purposes when applicable	Optional **Required** when 6653 Offset equals 'Y'.
TAS/TAFS	This field displays the Third Party TAS/TAFS created as part of Third Party Payment Enhancement. This field is used only by the Funds Management Branch for cash reconciliation purposes when applicable Note: Treasury Agency Symbol (TAS) and Treasury Agency Fund Symbol (TAFS).	Optional **Required** when value is not null in Fund Code field.
Reverse	Clicking on this button will reverse the current collection record. This button will be grayed out if the collection record has not been approved.	

4.9.3 Collection Items Tab

The Collection Items tab allows the user to specify the items and corresponding MDL to which the unbilled collection is being applied. For an existing receivable, the system will populate this information from the data entered on the Receivable screen (AR001). For a miscellaneous receivable, the system will allow the user to specify the item type and MDL.

Listed below is a detailed description of all the fields displayed on the Collection Items Tab for, both, existing and miscellaneous receivable records:

Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each item on the receivable record.	System-generated.
Item Type	This field displays the item type breakdown for the receivable record. The valid values for this field are established on the System Types and Codes screen (AR050). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** LOV Available.
Description	This field displays the description of the item type selected.	Defaults based on the Item Type field.
Amount	This field displays the amount of unbilled collection applied to the receivable record. This is a numeric field and can hold up to 13 characters, e.g., 99,999,999,999.99.	User defined.
Object	This field displays the object class for each line item. The valid values for this field are defined on the Object Class Code screen (GL051-GL054). *Note: For an existing receivable, this information will be brought forward from AR001 screen.*	**Required.** LOV Available.
MDL Button	Clicking on this button will display the MDL Detail screen.	

4.9.3.1 Collection Items MDL Pop-up

Listed below is a detailed description of all the fields displayed on the MDL pop-up for existing and miscellaneous receivable records:

Field Name	Definition	Attributes
No.	This field displays the sequentially defined number for each MDL at the line item level.	System-generated.
FCFY	This field displays the Fund Code Fiscal Year for the year funding was approved. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** Defaults based on the date selected in Recv Date field.
FC	This field displays the Fund Code for the line item. The valid values for this field are defined on the Fund Code screen (GL013). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** LOV Available.
Project-Task	This field displays the project number and the task number for the line item. The valid values for this field are defined on the Project Code screen (CM004). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** LOV Available.
Program	This field displays the program number for the line item. The valid values for this field are defined on the Program Code screen (GL047-GL050). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** LOV Available.
Organization	This field displays the organization code of the project selected. The valid values for this field are defined on the Organization Code screen (GL040-GL046). *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.** LOV Available.
Object	This field displays the object class at the item level for the current MDL block.	Defaults based on the Object Class defined on Items Tab.

Field Name	Definition	Attributes
UDF	This is a User Defined Field which should be zero-filled for AR transactions. *Note: For an existing receivable, this information will be brought forward from the AR001 screen.*	**Required.**
Original Amount	This field displays the original amount at the item level. This is a numeric field and can hold up to 13 characters, e.g., 99,999,999,999.99.	**Required.**
ACCS	Clicking on this button will launch the ACCS Code Entry Screen (AR090) and will allow the user to enter the ACCS information.	
Total	This field displays the sum total of all MDL amounts that have been defined for the particular line item.	System-generated.
OK	Clicking on this button will allow the user to exit the screen by saving the data entered.	
Cancel	Clicking on this button will allow the user to exit the screen without saving the data entered.	

4.9.4 Apply Collections to Existing Receivables

On the Unbilled Collections screen (AR009), users apply unbilled collection to receivable records created on the Receivable screen (AR001). In order to apply an unbilled collection, the corresponding bill(s) must be in a *PENDING* status. The system will not allow users to apply unbilled collections if the bill status is *OPEN*.

A typical use of this screen for an existing receivable will be when customers make an overpayment on regular billing/installment payments.

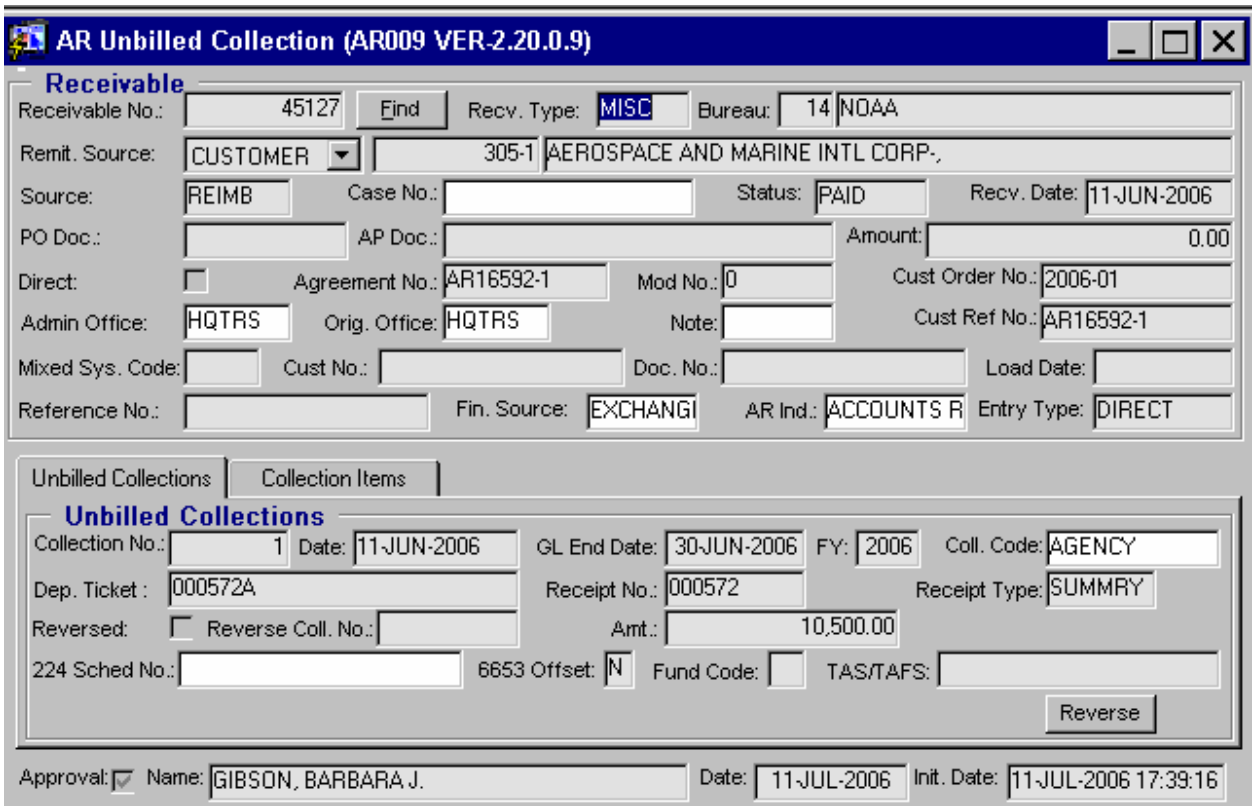
Users perform the following steps to apply unbilled collections to an existing receivable:

Step	*Action*
1	Double click on the **AR009 - Unbilled Collections** option on the ***Navigator Menu***.
2	The screen will launch in an open mode. In order to reference an existing receivable: ▸ Click on the **Delete a Record** (**X**) icon from the toolbar. ▸ Click **Yes** in the Confirmation Dialogue box.
3	The screen will now be in the query mode. Click on the **Find** button and the system will generate a list of all receivable records with a status of *OPEN*.
4	Highlight the desired receivable record and click on **Select** button.

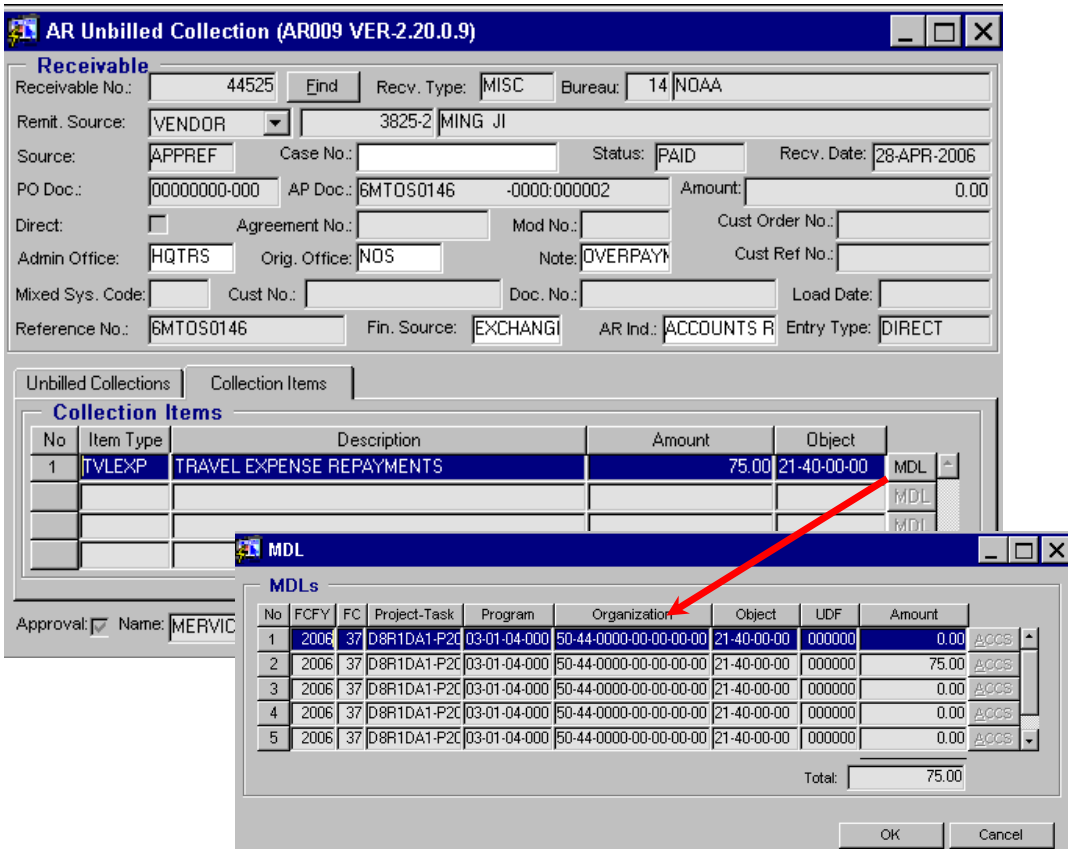
Step	Action
5	The system will populate the Receivable Block on the AR009 screen with the information established on the AR001 screen for the receivable record selected. *Note: Users cannot modify any fields in the Receivable Block except for the Note field.*
6	The ***Collection No.*** field is system generated and is sequential within each receivable record. A collection number will be assigned when the user saves the unbilled collection record. *Note: For an existing receivable, users can apply multiple unbilled collections.*
7	When the screen is launched, the focus of the cursor will be on the ***Date*** field in the **Unbilled Collections** tab. The **Date** field defaults to the current system date. The user can overwrite this date; however, the date entered cannot be prior to the Deposit Ticket date. *Note: The Date field cannot be prior to the Receivable Date field from the Receivable Block, or future dated.*
8	The ***GL End Date*** and ***FY*** fields will default based on the current system date. *Note: The **FY** field cannot be modified.*
9	The **Coll. Code** field will default to 'AGENCY'. Double click on the ***Coll. Code*** field to select the collection code for the receivable record if different than the default value.
10	Double click on the ***Dep. Ticket*** field to select a valid deposit ticket. The system will launch the AR007 - Deposit Ticket screen and list all deposit tickets with an *OPEN* status. Highlight the desired deposit ticket and click the **Select** button.
11	Double click on the ***Receipt No.*** field to select a valid receipt. The system will launch the AR006 - Receipt Log screen and list all the receipts that have been assigned to the deposit ticket selected above. Highlight the desired receipt and click the **Select** button.
12	The ***Receipt Type*** field will default based on the receipt selected.
13	The ***Amt*** field will default to the amount of the receipt selected. User's can override the amount derived by the system. When the amount entered is not equal to the receipt amount, the system will prompt the user to confirm the amount.
14	Click on the **Collection Items Tab** to specify the item types for unbilled collection.
15	Double click on the ***Item Type*** field. The system will generate a list of valid values of the Available Receivable Items. This list will display all the items with corresponding object classes that have been established on the Receivable screen (AR001). Highlight the desired item type and click **OK**.
16	On the **Collection Items** tab, the system will populate the following fields after the Item type has been selected: ***Description, Object Class***, and the complete ***MDL***. *Note: The system will not allow users to modify any of the above fields.*
17	Enter the amount of collection in the ***Amount*** field. *Note: In order to approve the record, the Amt field on Unbilled Collections and in the Amount field on Collection Items tab must equal.*

Step	*Action*
18	Review the information entered as all fields that allow for modification can be changed before the record is approved. *Note: Once approved, users cannot make modifications to the record.*
19	Click on the ***Approval*** checkbox and click **Yes** in the Confirmation Dialogue box to approve the record. Upon approval, the ***Name*** and ***Date*** fields will be populated with the user's name and current system date/time.
20	On the Deposit Ticket screen (AR007), the ***Unapplied Amount*** will be reduced by the amount of unbilled collection applied to the existing receivable record.
21	On the Collections screen (AR008), system will automatically generate a collection record for the unbilled amount where the ***Coll. Type*** field will be Unbilled.
22	On the **Document** tab of the Receivable screen (AR001), the Account Summary block will be updated and the ***Total Collected*** field will display the amount of unbilled collection applied to the receivable record. Additionally, the ***Recv Amount Due*** field will reflect the receivable amount as reduced by the unbilled collection applied.
23	On the **Schedule** tab of the Receivable screen (AR001), the bill balances for the pending bills will be updated to reflect the collection. The unbilled collection will be first applied to the last pending bill in the billing schedule and will continue applying to all remaining pending bills until the entire amount is distributed. Following will be the effect of an unbilled collection to a receivable record with multiple bills: ▸ The Unbilled collection is equal to the Bill amount; the bill status of the last Pending bill will be updated to PAID. ▸ The Unbilled collection is less than the Bill amount; the bill status will continue to be PENDING. ▸ The Unbilled collection is greater than the Bill amount; the system will first apply the collection towards the entire amount of the last pending bill and update the status to PAID. The remaining collection will be applied towards the second to last bill and so on, until the entire amount is distributed. ▸ For each bill on the Bill screen (AR002), the ***Total Collected*** field will reflect the amount of unbilled collection applied and the ***Current Amount*** field will reflect the bill amount as reduced by the unbilled collection applied.

The following illustrates the Unbilled Collections tab on the AR Unbilled Collections (AR009) screen:



The following illustrates the Collections Item tab and MDL pop-up on the AR Unbilled Collections (AR009) screen:



4.9.5 Applying Collections to Miscellaneous Receivable

The AR009 - Unbilled Collections screen will allow the user to apply an unbilled collection towards a remit source of customer, vendor, or employee by creating a receivable record referred to as a miscellaneous (unbilled collection) receivable. Essentially, the system will allow the user to create a receivable record in order to apply the unbilled collection. As such the user will, both, create a receivable record and apply the collection, on one screen. Creating a miscellaneous record is very similar to creating receivable record on AR001 - Receivable screen.

Users perform the following steps to create a miscellaneous receivable record:

Step	***Action***
1	Select the **AR009 - Unbilled Collections** screen from the ***Navigator Menu*** to launch the screen.
2	The screen will open in the add mode and the focus of the cursor will be on the ***Bureau*** field.

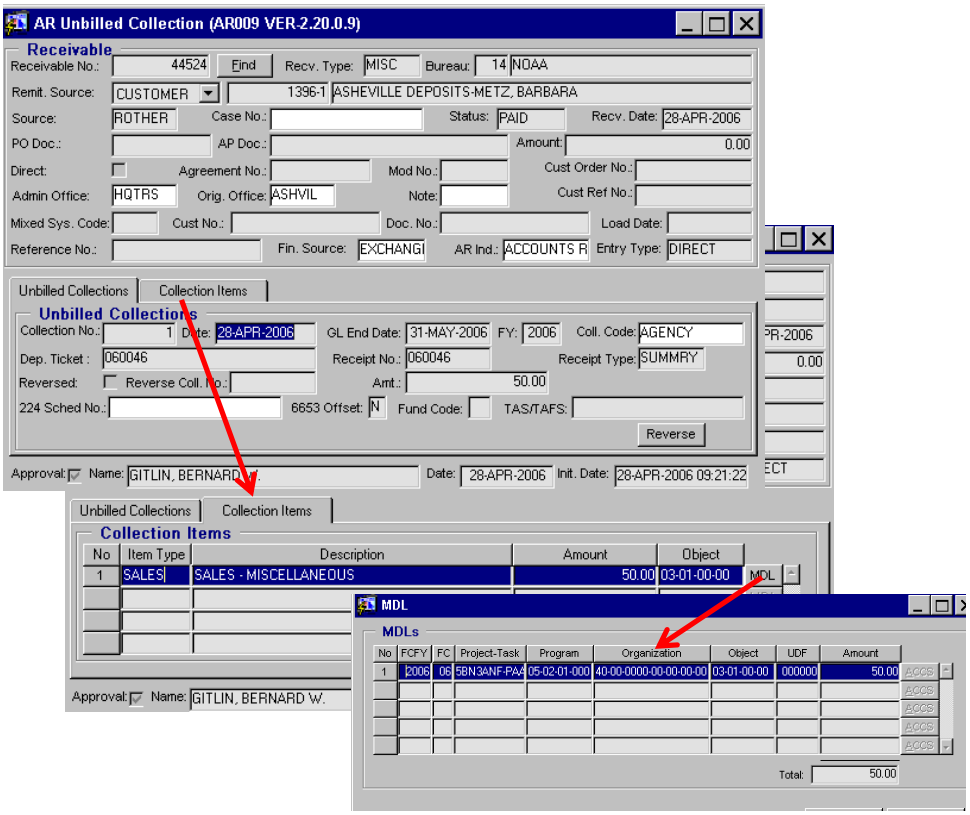
Step	*Action*
3	The unique receivable number will be assigned when the user enters all the required data and saves the record.
4	The ***Recv. Type*** field will default to *'MISC'* and cannot be modified.
5	Double click on the ***Bureau*** field and select the desired bureau code. The bureau name will be systematically populated after the bureau code is selected.
6	Click on the down arrow in the ***Remit. Source*** field and select the source of payment. Depending on the remit source selected, the system will display the corresponding list of values. For the remit source of customer, the list of values will display the customers established on Customer/Contact screen (AR070). For the remit source of vendor, the list of values will display the vendors established on the Vendor screen (PM002). For the remit source of employee, the list of values will display the employees established on the Employee screen (GL029). *Note: The system will default to the remit source of CUSTOMER.*
7	Double click on the next field and select the corresponding customer, vendor, or employee depending on the remit source selected. When selecting a customer the system will prompt the user to confirm that unbilled collection is being applied even though open bills exist for the customer. *Note: If the user selects a vendor or an employee that has also been established as a customer, the system will then prompt the user to use the remit source of customer and select the corresponding customer. The system will use the taxpayer identification or the social security number as the common link between the tables.*
8	Double click on the ***Source*** field and select the appropriate program source. *Note: The system will default to the source type of 'NONE.'*
9	If applicable, double click on the ***Case No*** field and select the desired case number.
10	The ***Status*** field will default to '*PENDING'* and cannot be modified. Once an unbilled collection has been applied and the record has been approved, the status will systematically update to '*PAID'*.
11	The ***Recv. Date*** field will default to the current system date but can be modified. *Note: The Receivable Date field will not allow a date in the future.*
12	Double click on the ***PO Doc*** field. A list of purchase order(s) will appear if the TIN number of the customer selected matches with a vendor TIN in the AP Module.
13	If applicable, the ***AP Doc*** field will be populated with the corresponding invoice number when a valid purchase order is selected on the PO Doc field.
14	The ***Note*** field is a free form text field. The user can use this to enter relevant information regarding the receivable record that will be of use for other users. *Note: This field can be modified after the receivable record has been approved.*

Step	*Action*
15	The ***Amount*** field will default to zero and cannot be modified. *Note: The purpose of creating a receivable record from this screen is to apply the unbilled collection.*
16	The ***Financing Source*** field will default to *'EXCHANGE'* and can be modified. In order to select a different value, simply double click on the Financing Source field and select the appropriate financing source.
17	Double click on the ***Admin Office*** field and select the administrative office that is responsible for processing the receivable record.
18	The ***AR Indicator*** field will default to '*ACCOUNTS RECEIVABLE'* and can be modified. In order to select a different value, simply double click on the AR Indicator field and select the appropriate indicator.
19	Double click on the ***Org Office*** field and select the originating office.
20	The ***Collection No.*** field is system generated and is sequential within each receivable record. A collection number will be assigned when the user saves the unbilled collection record. *Note: For a miscellaneous receivable, the system will only allow one unbilled collection for each record; therefore it is set to 1.*
21	The Collection **Date** field will default to the current system date but can be modified. *Note: The following edits related to the Date field are: 1) The date cannot be future-dated, 2) The date cannot be prior to the Deposit Ticket Date, 3) The date cannot be prior to the Receivable Date*
22	The ***GL End Date*** and ***FY*** fields will default based on the date entered in the Date field which will be the current system date. Hence, the GL End Date will be the current open GL period and the current fiscal year. *Note: The FY field cannot be modified.*
23	The ***Coll Code*** will default to 'A*GENCY'*. In order to modify, simply double click on the field and select the desired value from the LOV.
24	Double click on the ***Dep. Ticket*** field to select a valid deposit ticket. The system will launch the AR007 - Deposit Ticket screen and list all the deposit tickets with a status of *OPEN*. Highlight the desired deposit ticket and click the 'Select' button.
25	Double click on the ***Receipt No.*** field to select a valid receipt. The system will launch the AR006 - Receipt Log screen and list all the receipts that have been assigned to the deposit ticket selected above. Highlight the desired receipt and click the **Select** button.
26	The ***Receipt Type*** field will default based on the receipt selected.
27	The ***Amt*** field will default with the unapplied amount from the receipt selected above. User may modify this amount and enter the desired amount. When the Amt field is not equal to the receipt amount, the system will prompt the user to confirm the amount.

Step	*Action*
28	Click on the **Collection Items** Tab to specify the item types for unbilled collection.
29	Double click on the ***Item Type*** field and select the desired item. The system will only display the list of items where the corresponding *item class* is Principal (PRINC) or Financing Interest (FININT). *Note: The system will allow the user to specify multiple items.*
30	The ***Description*** field will default based on the item selected in the ***Item Type*** field.
31	Enter the ***Amount*** of unbilled collection being applied to the item selected.
32	Double click on the ***Object Class*** field and specify the object class for the particular item type. The Object Class is maintained at the item level and cannot be modified at the MDL Level. *Note: The Object Class has to be entered in 99-99-99-99 format.*
33	Click on the **MDL** Button to enter ACCS information.
34	Click on the **ACCS** Button to access the ACCS Code Entry screen (AR090).
35	The ***FCFY*** field will default to the current fiscal year. *Note: The FCFY field can be modified but may not be future-dated*
36	Double click on the ***FC*** field and select the fund where the amounts should be allocated. The user can also manually type in the fund and tab over to the next field. *Note: If entering manually, the data should be entered in 99 format.*
37	Double click on the ***Project-Task*** fields and select, or enter, the appropriate project. *Note: If entering manually, the data should be entered in the 9999999-P99 format.*
38	The ***Program*** field will populate based on the Project-Task code specified.
39	Double click on the ***Organization*** field and select, or enter, the appropriate organization code. *Note: If entering manually, the data should be entered in the 99-99-9999-99-99-99-99 format.*
40	The ***Object Class*** will populate based on the Object Class defined on the Collection Items Tab.
41	Enter 0 in the ***UDF*** field. The system will fill in the remaining zeros in the field.
42	▸ Click on the **OK** button to exit out of the ACCS Detail Screen. A confirmation dialogue appears with the following message: "*Do you wish to save the changes you have made*?" ▸ Click on **Yes** to return to the MDL block and click on **OK** to return to Collection Items tab *Note: Responding **No** in the confirmation dialogue box returns to the Collection Items tab without saving information. A response of **Cancel** exits to allow additional changes in the ACCS detail screen.*

Step	*Action*
43	Enter the amount of the item that applies to this MDL on the ***Original Amount*** field. Once the record has been approved, the amount in this column will not change. User can continue defining MDLs until the entire amount specified for the item has been applied towards MDL(s).
44	The ***Total*** field provides a running total of the amount of the item that has been applied to MDL(s). *Note: The total amount on the MDL screen should be equal to the Original Amount field on the Collection Items Tab. If the amount on the Total field is less than the Original Amount field the system will automatically prompt the user to enter another ACCS string. If the amount on the Total field is greater than the Original Amount field the system generates an error message.*
45	Click on the **OK** button to exit out of the MDL Screen. *Note: The system edits the data entered.*
46	Review the information entered as all fields that allow for modification can be changed before the record is approved. Once approved, the user will not be able to make modifications to the miscellaneous receivable record.
47	Click on the ***Approval*** checkbox to approve the record and respond **Yes** on the Confirmation Dialogue box to approve the record. The ***Name*** field will be populated with the User name and the ***Date*** field will be populated with the current system date and time. The status of the receivable record will change to *PAID*.
48	On the Deposit Ticket screen (AR007), the ***Unapplied Amount*** will be reduced by the amount of unbilled collection applied to the miscellaneous record.
49	On the Collections screen (AR008), the system will display the unbilled collection record where the ***Coll. Type*** field will be 'Unbilled.'

The following illustrates both tabs and the MDL pop-up on the AR009 screen:



4.9.6 Modifying an Unbilled Collection

Modifications can be made on the Unbilled Collection screen (AR009) if the record has not been approved. Users perform the following steps to modify unbilled collections:

Step	*Action*
1	On the **Receivable Block**, modifications are dependent upon the type of receivable record. For an existing receivable, users are not permitted to make modifications as this information is brought forward from the Receivable screen (AR001). On a miscellaneous receivable record, users can modify any field within the Receivable Block.
2	On the **Unbilled Collections** tab, users can modify the ***Coll. Code, Dep. Ticket, Receipt No***, and ***Amt*** fields before the record is approved. In order to use a different deposit ticket, users double click on the ***Dep. Ticket*** field and select a new deposit ticket. The system automatically deletes data entered in the ***Receipt No*** and ***Amt*** field for users to select a new receipt and specify the unbilled collection amount.
3	On the **Collections Items** tab, modifications are dependent upon the type of receivable record. For an existing receivable, users can only modify the ***Amount*** field if it matches the amount specified on the Unbilled Collections tab. Users always have the option of selecting a different item type, if more than one item type was specified on the Receivable screen (AR001).

Step	*Action*
4	For a miscellaneous receivable record, users can specify entirely new information on the Collections Items tab by double clicking in the desired field and select a different value.
5	For a miscellaneous receivable record, if the modifications to the Collections Items tab involve specifying new items and new MDL, the user will put the focus of the cursor on the ***Item Type*** field and click on the **Delete a Record** (X) icon from the toolbar. The system will generate a confirmation dialogue box asking if the user intends to delete the Item and corresponding MDL. Click **Yes** to specify new information.
6	Users should not leave records unapproved on this screen, for an existing receivable, as the system will not allow further processing until the unbilled collection transaction has been approved. If the user erroneously applied an unbilled collection, this collection record can be deleted. In order to delete an unapproved record, position the cursor on the ***Collection No*** field on the **Unbilled Collections** tab. Then on the **Delete a Record** (X) icon. The system will generate a confirmation dialogue box asking if the user intends to delete the collection record. Click **Yes** to delete the record.

4.9.7 Reverse and Apply Non-Sufficient Funds (NSF) Unbilled Collections

The system will allow the user to apply negative and Non-Sufficient Funds (NSF) collections on the Unbilled Collection screen. Users perform the following steps to apply negative unbilled collections:

Step	*Action*
1	The system will allow the user to apply negative collections to a miscellaneous receivable record. In order to apply negative collections, follow the same steps in Section 4.9.5 (Applying Collections to Miscellaneous Record). When entering the collection amount in the **Amt** field of **Unbilled Collections** tab, ensure that it is a negative amount.
2	For an existing receivable, the user can apply negative collections provided an unbilled collection has been applied in the past, *i.e. the system will not allow application of negative collection if there has been no prior application of unbilled collection.* In order to apply negative collections, follow the same steps in Section 4.9.4 (Applying Collections to an Existing Record). When entering the collection amount in the **Amt** field of **Unbilled Collections** tab, ensure that it is a negative amount. *Note: The amount of negative collection cannot exceed the amount of unbilled collection applied in the past.*
3	For an existing receivable, the system will allow the user to recognize an NSF collection. However, in order to apply a NSF (negative) collection on the Unbilled Collection screen, there must be a prior application of collection on this screen for the specific receivable record. In order to apply NSF collections, follow the same steps in Section 4.9.4 (Applying Collections to an Existing Record). On the **Unbilled Collections** tab, ensure that the ***Receipt type*** is *NSF* and the ***Amount*** is negative. *Note: The amount of NSF collection cannot exceed the amount of unbilled collection applied in the past.*

Step	*Action*
4	For an NSF collection to an existing receivable the system will update the status of the bill. On the Receivable screen (AR001) and Bill screen (AR002), if the Bill status had updated to *PAID* as a result of the original collection, it will now update to *PENDING*.

4.9.8 Reverse an Unbilled Collection

The system will allow the user to reverse a collection record that has been approved for both existing and miscellaneous receivable record. Users perform the following steps to reverse unbilled collections:

Step	*Action*
1	The system will allow the user to reverse the last collection record applied to a receivable record.
2	Query the receivable record for which the collection record is to be reversed.
3	Click on the **Reverse** button on the **Unbilled Collections** tab. Click **Yes** in the confirmation dialogue box.
4	The system will automatically generate a new collection record that is the reversal of the prior record. On the new collection record, the ***Reversed*** checkbox will be marked and the Amount field will display a negative amount for collection. *Note: Partial reversal of collection record is not allowed by the system.*
5	On the old collection record, the ***Reverse Coll No*** field will be populated with the new collection record number. The new collection number is system-generated by incrementing the last collection number by one.
6	System will allow the user to delete the new reversal collection record provided the record has not been approved. Position the cursor in the ***Collection No.*** field and simply click on the **Delete a Record** (X) icon from the toolbar.
7	Click in the ***Approval*** checkbox to approve the new collection record created as a result of the reversal. Click **Yes** in the confirmation dialogue box. The system populates the **Name, Date**, and **Init Date** fields with user name of the **Approver**, current system date of the approval date, and the system date the record was initially reversed, respectively.
8	On the Deposit Ticket screen (AR007), the ***Unapplied Amount*** field will be increased by the collection amount that was reversed.
9	On the Receivable screen (AR001) and Bill screen (AR002), if the Bill status had updated to *PAID* as a result of the original collection, it will now update to *OPEN*.
10	On the Collection screen (AR008), the system will display the reversed unbilled collection where the ***Collection Type*** will be *UNBILLED*.

4.9.9 Screen Edits (AR009)

- Before applying a collection on the Unbilled Collections screen, a receipt must be recorded on the Receipt Log Screen (AR006) and assigned to a deposit ticket on the Deposit Ticket Screen (AR007).

- The miscellaneous receivable record created on this screen is also referenced on the AR001 - Receivable screen (only if a Receivable Adjustment type of 'Refund' has been processed on this collection) and the AR008 – Collection screen. On the AR001 screen the miscellaneous receivable record can be identified by the Receivable Type of 'MISC' with a check in the Refund checkbox on the bottom left portion of the Detail Block. On the AR008 screen the miscellaneous receivable record can be identified by the Collection Type of 'Unbilled' in the Collection Block.

- The application of an unbilled collection towards an existing receivable is not a pre-payment of open bills. The system considers this as a pre-payment of bills which are not yet due (status of 'Pending') and applies unbilled collection at the receivable level. Bills are impacted as a result of applying the collection.

- Only one unbilled collection record can be applied towards the miscellaneous record that is created.

- Multiple unbilled collection records can be applied towards a receivable record that has been established by the end user on the Receivable screen (AR001).

- In order to apply an unbilled collection to an existing receivable the system performs an edit to determine there are no bills in an '*OPEN*' status for the corresponding receivable record.

- Users cannot apply unbilled collection amounts which exceed the Receivable Amount Due.

- For an existing receivable record, the system will not allow an unbilled collection transaction if there is an unapproved transaction on other functional screens for that record.

- System will allow NSF collections on this screen provided an unbilled collection has been applied to the existing receivable record.

- System will allow a negative collection on a miscellaneous receivable record.

- For an existing receivable record, the system will display the unbilled collection record on the Collections screen (AR008) where the collection type is Unbilled.

4.10 Intra-governmental Payment and Collection (IPAC)

The IPAC system is the process that agencies use to perform electronic intra-governmental payments and collections. The IPAC system provides a means for standardized intra-governmental collections, payments and adjustment transactions which allow billing agencies to pay or collect from a customer agency.

There are three conditions which must be established on the AR070 – Customer/Contact Maintenance Screen in order for receivable records to be processed through the automated CFS IPAC system. The conditions are: 1) The Customer Type must = *'FED'*, 2) The GOALS checkbox must be checked, 3) The bill type for the Federal customer must be SF-1080/SF-1081). If these conditions are met, the receivable record created on the AR001 screen will be populated on the AR010 - IPAC Collections screen. The IPAC process is initiated upon recording the confirmation number (Document Reference Number from the IPAC system) on the AR010 - IPAC Collections screen. The system generates entries on multiple screens as part of the automated CFS IPAC process:

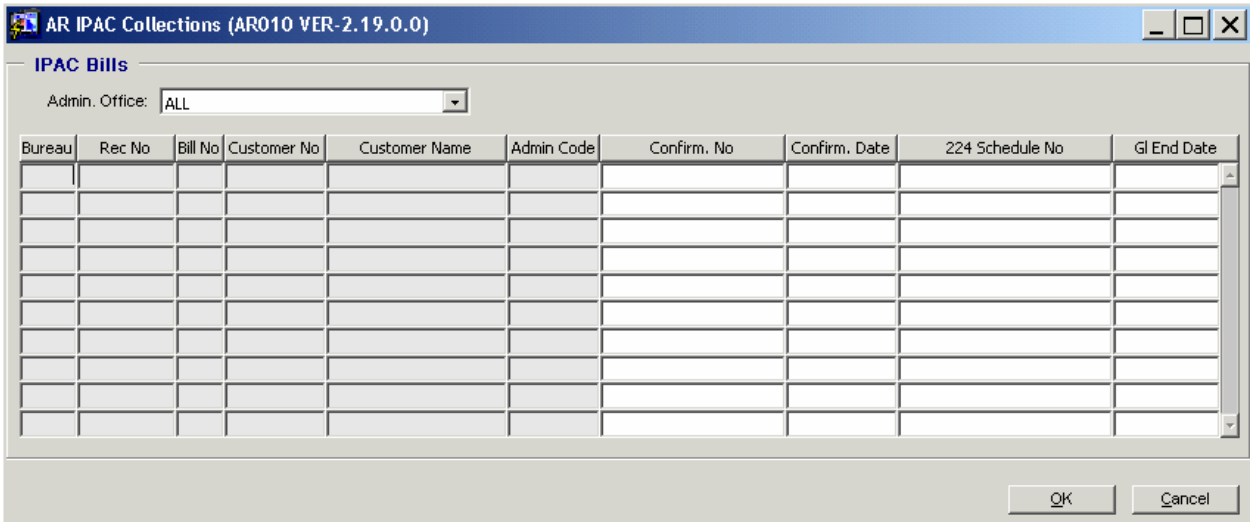
- AR006 Receipt
- AR007 Deposit Ticket
- AR008 Collections

4.10.1 IPAC Collections Screen (AR010)

The IPAC Collection screen is used to track receivables which will be processed through the CFS IPAC system. When the user accesses this screen, the system will refresh the screen with applicable receivables (Federal Customer Type, collection via GOALS, SF-1080/SF-1081 Bill Types). The system does not store values on this screen. Once IPAC receivables have been processed (canceled or paid) in the system, the receivable(s) will no longer be displayed on this screen. Upon first entering this screen users will notice the system defaults to the value of *ALL* from the Admin (Administrative) Office drop down list. Users can narrow the display by selecting a different Admin Office from the drop down list. Values from which users can select, with the exception of the default *ALL*, are established on the CAMS Offices screen (AR056).

The IPAC Collection screen consists of ten columns which are: Bureau, Rec. No., Bill No., Customer No., Customer Name, Admin Code, Confirm No., Confirm Date, 224 Schedule No. and GL End Date. The values displayed in the first six columns are brought forward from the AR001 - Receivables screen and cannot be modified by the user. In order to process the IPAC collection, the user will enter the Document Reference Number from the IPAC system in the Confirm. No. field. The system will populate the current system date in the Confirm. Date field and the GL End Date corresponding to the Confirm Date. These two fields can be modified, but, cannot be future dated. The 224 Schedule No. is an optional field.

The IPAC (AR010) Collection screen is displayed below:



The following fields apply to the IPAC (AR010) Collection screen:

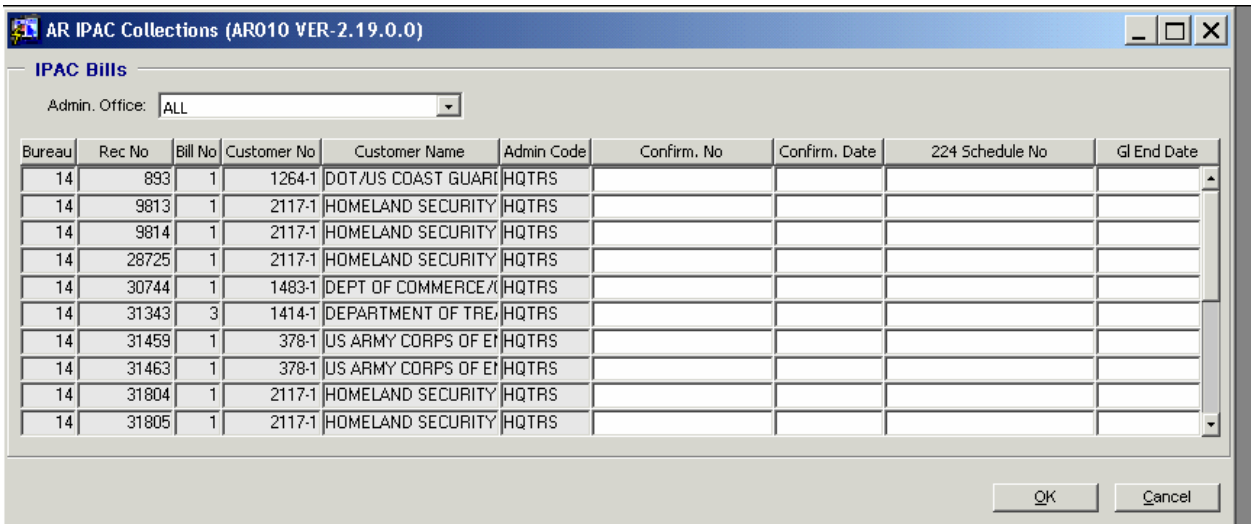
Field Name	Definition	Attributes
Bureau	This field displays the code that uniquely identifies a bureau. The valid values for this field are established on GL004 - Bureau Code Maintenance Screen.	Defaults based on the information entered on the AR001 - Receivable Screen.
Recv. No.	This field displays the sequentially defined unique number that is assigned to a receivable record.	Defaults based on the information entered on the AR001 - Receivable Screen.
Bill No.	This field displays the sequentially defined number for the bill within the receivable.	Defaults based on the information entered on the AR001 - Receivable Screen.
Customer No.	This field displays the sequentially defined unique number that is assigned to the customer.	Defaults based on the information entered on the AR001 - Receivable Screen.
Customer Name	This field displays the corresponding customer name associated with customer number.	Defaults based on the information entered on the AR001 - Receivable Screen.

Field Name	Definition	Attributes
Admin. Code	This field displays the administrative office of the receivable record.	Defaults based on the information entered on the AR001 - Receivable Screen.
Confirm No.	This field displays the Document Reference Number for this receivable on the IPAC transaction cited by Treasury. This is a character field and can hold up to eight characters.	**Required**
Confirm Date	This field displays the date the IPAC transaction was confirmed by Treasury.	System - generated Defaults to the current system date but can be overwritten.
224 Schedule No.	This field displays the schedule number of the 224 transaction. This field would only be used by the Funds Management Branch for cash reconciliation purposes.	Optional
GL End Date	This field displays the end date for the general ledger period to which this transaction will post. This field defaults to the open general ledger period which corresponds with the transaction date enter in the Date field. If a Confirmation Date is entered with a prior date which has no corresponding open general ledger period, the GL End Date will default to the minimum open general ledger period.	Defaults based on the GL End Date.

4.10.2 Enter an IPAC Collection Record

To enter a record on the IPAC Collection (AR010) screen, users perform the following steps:

Step	*Action*
1	Select the **AR010 - IPAC Collection** option from the *Navigator Menu*.
2	Select the receivable record to apply the IPAC collection.
3	Enter the ***Confirm. No.*** *Note: This equates to the Document Reference Number on the IPAC transaction.*
4	Tab to the **Confirm. Date** field. The system will default the Confirmation Date to the current system date and the GL End Date field will be populated with the minimum open GL period. *Note: The Confirmation Date field can be modified.*

Step	*Action*
5	Repeat steps 2 through 4, if processing multiple IPAC transactions at this time.
6	The **224 Schedule No**. field is optional and is only used by the Funds Management Branch for cash reconciliation purposes.
7	Click the **OK** button.

The following is an example of the AR010 screen populated with IPAC (receivable) records: