



South Carolina Enterprise Information System

# LESSON 6: MANAGING REVENUE AND ACCOUNTS RECEIVABLE PROCESSES

STATE INFORMATION  
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

# Lesson 6 Learning Objectives

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- Upon completion of this lesson, you should be able to:
  - Record revenue in the proper fiscal year.
  - Understand the CGO and STO year-end revenue and deposit requirements.
  - Review Accounts Receivable balances.
  - Review and clear all undeposited cash amounts.

# Key Terms and Concepts

- 🌀 Receipt Date – The date **received** by the agency.
- 🌀 Deposit Date – This is the date of the **Bank Validation** noted on the bank deposit slip.

## SCEIS Terms

- 🌀 Document Date = **Bank Validation** = Deposit Date  
– So the STO can match the deposit.
- 🌀 Posting Date – Determines which fiscal year the transaction will post.



# Key Transactions

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- 🌀 F-04 - Post with Clearing: Header Data
- 🌀 FBL3N - G/L Account Line Item Display
- 🌀 FBL5N - Customer Line Item Display

# Revenue at Year-End

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- ① All cash received by June 30<sup>th</sup> must be posted to the prior fiscal year.
  
- ① The posting date determines which fiscal year the revenue is posted. For example:
  - All revenue received in the agency **as of June 30** must have a posting date of 6/30/2010 or prior to post to 2010.
  
  - All revenue received as of June 30, but deposited in July must have a posting date of 6/30/2010 to post to 2010.
  
  - All revenue received after June 30 must have a posting date of 07/01/2010 or after and must post to 2011.

# Revenue at Year-End cont.

| Received Date | Bank Validation Date | Document Date | Posting Date            |
|---------------|----------------------|---------------|-------------------------|
| 6/28          | 6/29                 | 6/29          | 6/29<br>Period 12, 2010 |
| 6/29          | 6/30                 | 6/30          | 6/30<br>Period 12, 2010 |
| 6/30          | 7/1                  | 7/1           | 6/30<br>Period 12, 2010 |
| 6/30          | 7/7                  | 7/7           | 6/30<br>Period 12, 2010 |
| 7/1           | 7/2                  | 7/2           | 7/2<br>Period 1, 2011   |

# Revenue at Year-End cont.

- ① Deposits for Period 12 (FY2010), and Period 01 (FY2011), must be deposited on separate deposit slips and entered as separate transactions in SCEIS.
- ① Agencies must deposit all cash on hand that was receipted as of June 30, 2010, as Period 12 of FY2010 revenues and will have until **10:30 a.m. July 6<sup>th</sup> or 7<sup>th</sup>** to enter the bank deposit in SCEIS for approval by the STO.
- ① All deposit slips transmitted for FY2010 pertaining to Period 12 of FY2010 must be received in the State Treasurer's Office not later than **10:30 a.m. July 6<sup>th</sup> or 7<sup>th</sup>, 2010.**

# Revenue at Year-End cont.

- If a bank deposit has been validated after Tuesday, July 7, 2010, you must contact the STO if you need that deposit recorded in Period 12, FY09-10. This should be a rare exception, as revenue deposited on or after July 1, 2010 should be recorded as FY2011 revenue.
- It is not necessary to contact the STO prior to submitting deposits for Refund of Expenditure or Refund of Travel for FY2010. Use Period 12 on these deposits and submit them in the normal manner until July 16<sup>th</sup>.

# Revenue at Year-End, cont.

- ④ All deposits received 7/1 and after must have a posting date of 7/1 or after.
- ④ There is only one exception – refunds of expenditures.
- ④ Refunds of expenditures can be posted as a prior year receipt after 6/30, since these will post as a reduction of a prior year expenditure, not revenue.
- ④ Refunds of expenditures for the prior year must use a posting date of 6/30.

# Post with Clearing F-04

Document Edit Goto Extras Settings Environment System Help

Post with Clearing: Header Data

Choose open items Acct model

|                 |                      |                |                                     |               |                                     |
|-----------------|----------------------|----------------|-------------------------------------|---------------|-------------------------------------|
| Document Date   | <input type="text"/> | Type           | <input checked="" type="checkbox"/> | Company Code  | <input checked="" type="checkbox"/> |
| Posting Date    | 04.06.2008           | Period         | <input type="checkbox"/>            | Currency/Rate | <input checked="" type="checkbox"/> |
| Document Number | <input type="text"/> | Translatn Date | <input type="text"/>                | Cross-CC no.  | <input type="text"/>                |
| Reference       | <input type="text"/> |                |                                     |               |                                     |
| Doc.Header Text | <input type="text"/> |                |                                     |               |                                     |
| Clearing text   | <input type="text"/> |                |                                     |               |                                     |

Transaction to be processed

- Outgoing payment
- Incoming payment
- Credit memo
- Transfer posting with clearing

First line item

PstKey  Account  SGL Ind  TType

# Revenue at Year-End cont.

- If a deposit validated by the bank as of June 30, 2010 has not been recorded by the STO by July 16<sup>th</sup>, it will be necessary to record this deposit as a FY2011 transaction and the Agency must contact the Central State Financial Reporting Division of the CGO for appropriate adjustments in accordance with GAAP requirements.
- Agencies are reminded that the year-end cutoff for FY2010 revenue is subject to audit and the Agency must maintain documentation to support the cutoff.

# Revenue at Year-End cont.

- ④ Funds classified for GAAP purposes as part of the "Zero-Balance Clearing Fund" (see Appendix A-2 of the GAAP Closing Procedures Manual) should have a zero balance at the end of the fiscal year.
- ④ If your Agency deposited cash during the previous fiscal year into such a fund, you must transfer all remaining balances to the proper funds and general ledger codes before the end of Period 12, FY2010.
- ④ Transactions to transfer such balances must be entered on or before July 16<sup>th</sup>.

# Revenue at Year-End cont.

- Cash balances remaining in Earmarked, Restricted, and Federal funds after July 31, 2010 will be brought forward into the new year.
- Cash balances for the previous fiscal year accounts will be pooled with new fiscal year cash balances during July for the extended period 12 and period 1.
- Transactions will not overdraft cash accounts if there is available cash in either or both fiscal years.



# Accounts Receivable at Year-end

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- ④ Accounts receivable balances need to be reviewed at year-end to ensure balances are appropriate and the detail AR balance with the GL.
- ④ A listing of AR GL balances can be viewed by using T-code **FBL3N**.
- ④ If you know the customer number, use T-code **FBL5N** to display individual AR balances.

# G/L Account Line Item Display – FBL3N

### G/L Account Line Item Display

    Data Sources

**G/L account selection**

G/L account  to    
Company code SC01 to  

**Selection using search help**

Search help ID   
Search string   
 Search help

**Line item selection**

**Status**

Open items  
Open at key date   
 Cleared items  
Clearing date   
Open at key date   
 All items  
Posting date

**Type**

Normal items  
 Noted items  
 Parked items

**G/L Account Number (2)**

G/L account no. in chart of accounts | G/L account description in chart of accounts

G/L account   
Chart of Accounts    
Maximum No. of Hits

   

**List Output**

Layout   
Maximum number of items

# G/L Account Line Item Display – FBL3N cont.

|            |  |  |
|------------|--|--|
| 1300010000 | SC01 ACCOUNTS RECEIVABLE - CURRENT                   |  |
| 1300011000 | SC01 ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS RECEIVABLE |  |
| 1300020000 | SC01 ACCOUNTS RECEIVABLE - IDT                       |  |
| 1300500000 | SC01 SHORT TERM CREDIT CARD RECEIVABLE               |  |
| 1390010000 | SC01 INTERFUND RECEIVABLES                           |  |

# G/L Account Line Item Display – FBL3N cont.



Program Edit Goto System Help

**G/L Account Line Item Display**

Data Sources

**G/L account selection**

G/L account [ ] to [ ] [↔]  
Company code [ ] to [ ] [↔]

**Selection using search help**

Search help ID [ ]  
Search string [ ]  
[↔] Search help

**Line item selection**

**Status**

Open items  
Open at key date [ ]

Cleared items  
Clearing date [ ]  
Open at key date [ ]

All items  
Posting date [ ]

**Type**

Normal items  
 Noted items  
 Parked items

**G/L Account Number (1)**

G/L account no. in chart of accounts | G/L account description in chart of accounts

G/L account [ ]  
Chart of Accounts [ ]  
Maximum No. of Hits [ 500 ]

[✓] [↔] [i] [✕]

# G/L Account Line Item Display – FBL3N cont.

Multiple Selection: G/L account

Single Value: G/L account

1300010000

1300020000

Range: G/L account

|                      |   |                      |
|----------------------|---|----------------------|
| <input type="text"/> | . | <input type="text"/> |
| <input type="text"/> | . | <input type="text"/> |
| <input type="text"/> | . | <input type="text"/> |
| <input type="text"/> | . | <input type="text"/> |

# G/L Account Line Item Display – FBL3N cont.

G/L Account Number (1) 2 Entries found

| G/L account no. in chart of accounts | G/L account                        |
|--------------------------------------|------------------------------------|
| 1300010000                           | SC01 ACCOUNTS RECEIVABLE - CURRENT |
| 1300020000                           | SC01 ACCOUNTS RECEIVABLE - IDT     |

# G/L Account Line Item Display – FBL3N cont.

Program Edit Goto System Help

**G/L Account Line Item Display**

Data Sources

G/L account selection

G/L account  to

Company code  to

Selection using search help

Search help ID

Search string

**Line item selection**

Open items

Open at key date

Cleared items

Clearing date  to

Open at key date

All items

Posting date  to

Type

Normal items

Noted items

Parked items

List Output

Layout

Maximum number of items



# G/L Account Line Item Display – FBL3N cont.



## G/L Account Line Item Display

Navigation icons: Home, Back, Forward, Refresh, Print, Copy, Paste, Undo, Redo, Zoom, etc. | Selections | Dispute Case

G/L Account                    1300010000    ACCOUNTS RECEIVABLE - CURRENT  
 Company Code                SC01

| St                       | Assignment | DocumentNo | BusA       | Type | Doc. Date | PK         | Amount in local cur. | LCurr  | Tx  | Clrng doc. | Text                                |
|--------------------------|------------|------------|------------|------|-----------|------------|----------------------|--------|-----|------------|-------------------------------------|
| <input type="checkbox"/> |            | 20080331   | 2000000426 | H910 | DR        | 03/31/2008 | 01                   | 70.00  | USD |            | Inv. #800040 Darlington cty schools |
| <input type="checkbox"/> |            | 20080331   | 2000000427 | H910 | DR        | 03/31/2008 | 01                   | 55.00  | USD |            | Inv. #800039                        |
| <input type="checkbox"/> |            | 20080331   | 2000000428 | H910 | DR        | 03/31/2008 | 01                   | 140.00 | USD |            | Inv. #800043                        |
| *                        |            |            |            |      |           |            |                      | 265.00 | USD |            |                                     |
| ** Account 1300010000    |            |            |            |      |           |            |                      | 265.00 | USD |            |                                     |

G/L Account                    \*                    \*  
 Company Code                \*

| St  | Assignment | DocumentNo | BusA | Type | Doc. Date | PK | Amount in local cur. | LCurr  | Tx  | Clrng doc. | Text |
|-----|------------|------------|------|------|-----------|----|----------------------|--------|-----|------------|------|
| *** |            |            |      |      |           |    |                      | 265.00 | USD |            |      |

# G/L Account Line Item Display – FBL3N cont.

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data

|                         |            |                    |          |            |
|-------------------------|------------|--------------------|----------|------------|
| Customer                | 4000220    | Timothy Dillinger  | G/L Acc  | 1300010000 |
| CoCode                  | SC01       | 1405 Cameron Court |          |            |
| State of South Carolina | Wilmington |                    | Doc. No. | 2000000427 |

Line Item 1 / Invoice / 01

|        |       |     |
|--------|-------|-----|
| Amount | 55.00 | USD |
|--------|-------|-----|

Additional Data

|            |                          |              |                       |
|------------|--------------------------|--------------|-----------------------|
| Bus. Area  | H910                     |              |                       |
| Disc. base | 55.00                    | Disc. amount | 0.00 USD              |
| Payt Terms | 0001                     | Days/percent | 0 0.000 % 0 0.000 % 0 |
| Bline Date | 03/31/2008               | Invoice ref. | / / 0                 |
| Pmnt Block | <input type="checkbox"/> |              |                       |
| Contract   | /                        | Flow Type    |                       |
| Assignment | *                        |              |                       |
| Text       | Inv. #800039             |              | Long text             |

# Display Customer Line Items – FBL5N

Program Edit Goto System Help

Customer Line Item Display

Data Sources

**Customer selection**

Customer account  to

Company code sc01 to

**Selection using search help**

Search help ID

Search string

Search help

**Line item selection**

**Status**

Open items

Open at key date 06/07/2008

Cleared items

Clearing date  to

Open at key date

All items

Posting date  to

**Type**

Normal items

Special G/L transactions

Noted items

Parked items

Vendor items

**List Output**

Layout

Maximum number of items

# Display Customer Line Items – FBL5N cont.

**Customer Line Item Display**

Customer 3161000  
Company Code SC01

Customer 3401000  
Company Code SC01

Name Richland School District 1  
City Columbia

| St                       | Assignment                            | DocumentNo | Typ | Doc. Date  | S | DD                                  | Amt in loc. cur. | LCurr | Clrng doc. | Text         |
|--------------------------|---------------------------------------|------------|-----|------------|---|-------------------------------------|------------------|-------|------------|--------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> * | 2000000428 | DR  | 03/31/2008 |   | <input checked="" type="checkbox"/> | 140.00           | USD   |            | Inv. #800043 |
| *                        | <input checked="" type="checkbox"/>   |            |     |            |   |                                     | 140.00           | USD   |            |              |
| ** Account 3401000       |                                       |            |     |            |   |                                     | 140.00           | USD   |            |              |

Customer 4000220  
Company Code SC01

Name Timothy Dillinger  
City Wilmington

| St                       | Assignment                            | DocumentNo | Typ | Doc. Date  | S | DD                                  | Amt in loc. cur. | LCurr | Clrng doc. | Text         |
|--------------------------|---------------------------------------|------------|-----|------------|---|-------------------------------------|------------------|-------|------------|--------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> * | 2000000427 | DR  | 03/31/2008 |   | <input checked="" type="checkbox"/> | 55.00            | USD   |            | Inv. #800039 |
| *                        | <input checked="" type="checkbox"/>   |            |     |            |   |                                     | 55.00            | USD   |            |              |
| ** Account 4000220       |                                       |            |     |            |   |                                     | 55.00            | USD   |            |              |

Customer \*

Company Code \*

Name \*

City \*

| St  | Assignment | DocumentNo | Typ | Doc. Date | S | DD | Amt in loc. cur. | LCurr | Clrng doc. | Text |
|-----|------------|------------|-----|-----------|---|----|------------------|-------|------------|------|
| *** |            |            |     |           |   |    | 265.00           | USD   |            |      |

# Display Customer Line Items – FBL5N cont.

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data

|                         |            |                    |          |            |
|-------------------------|------------|--------------------|----------|------------|
| Customer                | 4000220    | Timothy Dillinger  | G/L Acc  | 1300010000 |
| CoCode                  | SC01       | 1405 Cameron Court |          |            |
| State of South Carolina | Wilmington |                    | Doc. No. | 2000000427 |

Line Item 1 / Invoice / 01

|        |       |     |
|--------|-------|-----|
| Amount | 55.00 | USD |
|--------|-------|-----|

Additional Data

|            |                          |              |                       |
|------------|--------------------------|--------------|-----------------------|
| Bus. Area  | H910                     |              |                       |
| Disc. base | 55.00                    | Disc. amount | 0.00 USD              |
| Payt Terms | 0001                     | Days/percent | 0 0.000 % 0 0.000 % 0 |
| Bline Date | 03/31/2008               | Invoice ref. | / / 0                 |
| Pmnt Block | <input type="checkbox"/> |              |                       |
| Contract   | /                        | Flow Type    |                       |
| Assignment | *                        |              |                       |
| Text       | Inv. #800039             |              | Long text             |

# Display Undeposited Cash – FBL3N



- ④ The “**Undeposited Cash**” account 100001000X **must be \$-0-** (cleared out) at year-end.
- ④ Funds are first deposited into this account, then verified by the STO.
- ④ Once verified by the STO, they are moved to the 1000030000 “Cash Deposits” account.
- ④ Funds in the **Undeposited Cash** account means the **STO has not been able to match your bank deposit or you have not completed the transaction.**
- ④ There are no longer “Green Deposit” slips.
- ④ To review Undeposited Cash receipts, use **FBL3N**.

# Display Undeposited Cash – FBL3N cont.

Program Edit Goto System Help

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account  to

Company code  to

Selection using search help

Search help ID

Search string

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date  to

Open at key date

All items

Posting date  to

Type

Normal items

Noted items

Parked items

List Output

Layout

Maximum number of items

# Display Undeposited Cash – FBL3N cont.

| G/L Account Line Item Display   |            |            |      |      |            |    |                      |       |    |            |      |
|---|------------|------------|------|------|------------|----|----------------------|-------|----|------------|------|
| St  | Assignment | DocumentNo | BusA | Type | Doc. Date  | PK | Amount in local cur. | LCurr | Tx | Clrng doc. | Text |
|   |            | 4600000175 | H710 | ZF   | 04/28/2008 | 40 | 6,061.00             | USD   |    |            |      |
|   |            | 4600000176 | H710 | ZF   | 04/15/2008 | 40 | 449.79               | USD   |    |            |      |
|   |            | 4600000192 | H710 | ZF   | 05/20/2008 | 40 | 77.90                | USD   |    |            |      |
|   | 00000000   | 1200000089 | H710 | SK   | 01/11/2008 | 40 | 430.00               | USD   |    |            |      |
|   | 00000000   | 1200000395 | H710 | SK   | 04/09/2008 | 40 | 409.46               | USD   |    |            |      |
| *   |            |            |      |      |            |    | 7,428.15             | USD   |    |            |      |
| ** Account 1000010000   |            |            |      |      |            |    | 7,428.15             | USD   |    |            |      |
| G/L Account                   *                   *<br>Company Code               * |            |            |      |      |            |    |                      |       |    |            |      |
| St  | Assignment | DocumentNo | BusA | Type | Doc. Date  | PK | Amount in local cur. | LCurr | Tx | Clrng doc. | Text |
| ***   |            |            |      |      |            |    | 7,428.15             | USD   |    |            |      |

# Lesson 6 Summary

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- 🌀 You should now be able to:
  - Record revenue in the proper fiscal year.
  - Understand the CGO and STO year-end revenue and deposit requirements.
  - Review Accounts Receivable balances.
  - Review and clear all undeposited cash amounts.