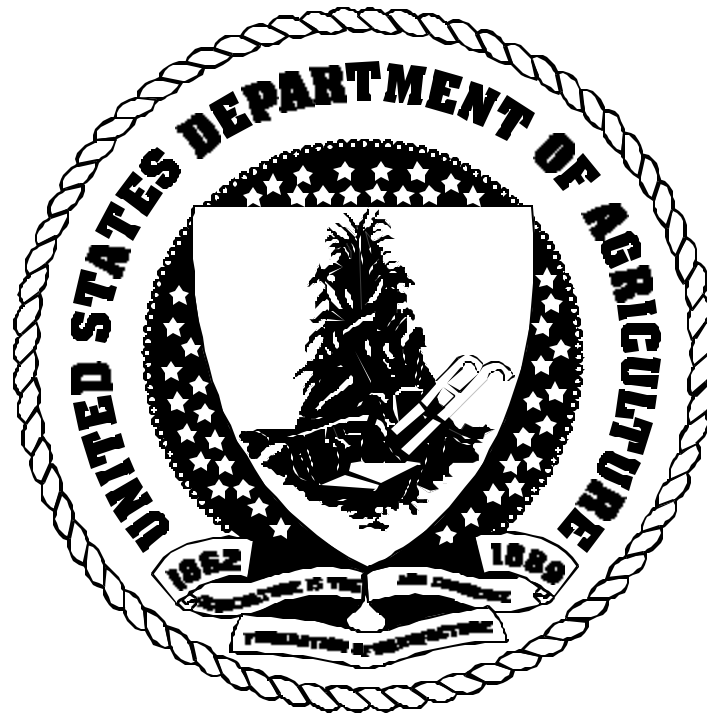


*Foundation Financial Information System*



Accounts Receivable  
Quick Reference Guide

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## Accounts Receivable Overview

ABCO personnel at the NFC will perform the data entry for all of ARS' billing and cash receipt documents. These documents will enter FFIS through an interface. Therefore, although you will never directly enter accounts receivable documents, you can view the FFIS Accounts Receivable inquiry tables updated, with the accounting information from these accepted interfaced documents.

Billing Document Clone (A1)

**FFIS uses this document to:**

- Record billed amounts for services rendered (Agency Billings)
- Record expenditure refunds for amounts billed for agency overpayments
- Record billed amounts for miscellaneous billings (non-employee)

**The A1 updates the following tables:**

- Accounts Receivable Header Table (ARHT)
- Accounts Receivable Line Table (ARLT)
- Document Cross Reference Table (DXRF)
- Vendor Document Cross Reference Inquiry Table (VXRF)
- General Ledger tables
- Budget Execution tables

A1 Header Screen

```
COMMND:          DOCID:          05/16/01 13:59:24
STATUS:          BATID:          SEC2:
H-
                BILLING DOCUMENT

DOC DATE:        ACCTG PD:        TRANS TYPE:    BUDGET FYS:
ACTION:          DOCUMENT TOTAL:  SERVICE DATE:
FUND:           DOC TYPE:        COMMENTS:
  BILL PRINT FLAG:  COLLECTION DUE DATE:    INTEREST RATE:
  TEXT TYPE:       AGREEMENT NUMB:    WAIVER FLAG:
  PAYER CODE:      REF DOC #:
  PAYER NAME:
  ADDRESS:

                CITY:          STATE:    ZIP:        -
CAUSE OF OVERPAY:          CASE HISTORY FLAG:
```

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER

# A1 Line Screen

COMMND:	DOCID:	05/16/01 14:00:41	
STATUS:	BATID:	SEC2:	000-000 OF 000
01-			
LINE NO:	BFYS:		FUND:
BUD ORG/SUB:	PROGRAM:		REV SRCE/SUB:
COST ORG/SUB:	BOC/SUB:		JOB NUMBER:
RPTG CAT:	CLOSED BFYS:		CLOSED FUND:
INTEREST RATE:	TRANS TYPE:	GL ACCT:	TEXT TYPE:
AMOUNT:	I/D:	DESC:	
RATE CODE:	SERVICE DATE:	QTY:	LN ITM:
REF DOC:	REF LN:	ADVANCE NUM:	TRAV TYPE:
SOURCE:	TYPE OF OVERPAYMENT:	ACTION OUT:	
02-			
LINE NO:	BFYS:		FUND:
BUD ORG/SUB:	PROGRAM:		REV SRCE/SUB:
COST ORG/SUB:	BOC/SUB:		JOB NUMBER:
RPTG CAT:	CLOSED BFYS:		CLOSED FUND:
INTEREST RATE:	TRANS TYPE:	GL ACCT:	TEXT TYPE:
AMOUNT:	I/D:	DESC:	
RATE CODE:	SERVICE DATE:	QTY:	LN ITM:
REF DOC:	REF LN:	ADVANCE NUM:	TRAV TYPE:
SOURCE:	TYPE OF OVERPAYMENT:	ACTION OUT:	

Cash Receipt Document Clone (A2, A3)

**FFIS uses this document to:**

- Record the collection of funds

**The A2 and A3 update the following tables:**

- Accounts Receivable Header Table (ARHT)
- Accounts Receivable Line Table (ARLT)
- Outstanding Billing Documents Table (OBDT)
- Accounts Receivable Case History Line Table (ARCL)
- Cash Receipt Header Table (CRHT)
- Cash Receipt Line Table (CRLT)

A2, A3 Header Screen

```
COMMND:          DOCID:          05/16/01 14:04:21
STATUS:          BATID:          SEC2:
H-
                CASH RECEIPT DOCUMENT

    DOC DATE:    ACCTG PD:        ACTION:
BUDGET FYS:    FUND:            TRANS TYPE:
CASH ACCT:    DEP NUMBER:       DOC TYPE:
BILL FUND:    DOCUMENT TOTAL:
DISB OFFICE:  ACCOMPLISHED DATE:
REF DOC #:
```

A--\*HD37-TYPE BATID/DOCID & PRESS ENTER



A2, A3 Line Screen

```

COMMND:                DOCID:                05/16/01 14:05:31
STATUS:                BATID:                SEC2:                000-000 OF 000
01-
  LINE NO:             REF TC:             REF NUMBER:             REF LINE:
  BFYS:               FUND:              TRANS TYPE:            BUDGET ORG/SUB:
PROGRAM:             REV SRCE/SUB:            COST ORG/SUB:
BOC/SUB:             JOB NUMBER:            RPTG:              TRAV TYPE:
GL ACCT:             CLOSED BFYS:            CLOSED FUND:
ADV NUM:             CHECK NUMBER:            ADV:              ACT OUT:
VND/PRV:             AMOUNT:                I/D:              P/F:
AGR NUM:             DESCRIPTION:
02-
  LINE NO:             REF TC:             REF NUMBER:             REF LINE:
  BFYS:               FUND:              TRANS TYPE:            BUDGET ORG/SUB:
PROGRAM:             REV SRCE/SUB:            COST ORG/SUB:
BOC/SUB:             JOB NUMBER:            RPTG:              TRAV TYPE:
GL ACCT:             CLOSED BFYS:            CLOSED FUND:
ADV NUM:             CHECK NUMBER:            ADV:              ACT OUT:
VND/PRV:             AMOUNT:                I/D:              P/F:
AGR NUM:             DESCRIPTION:
  
```