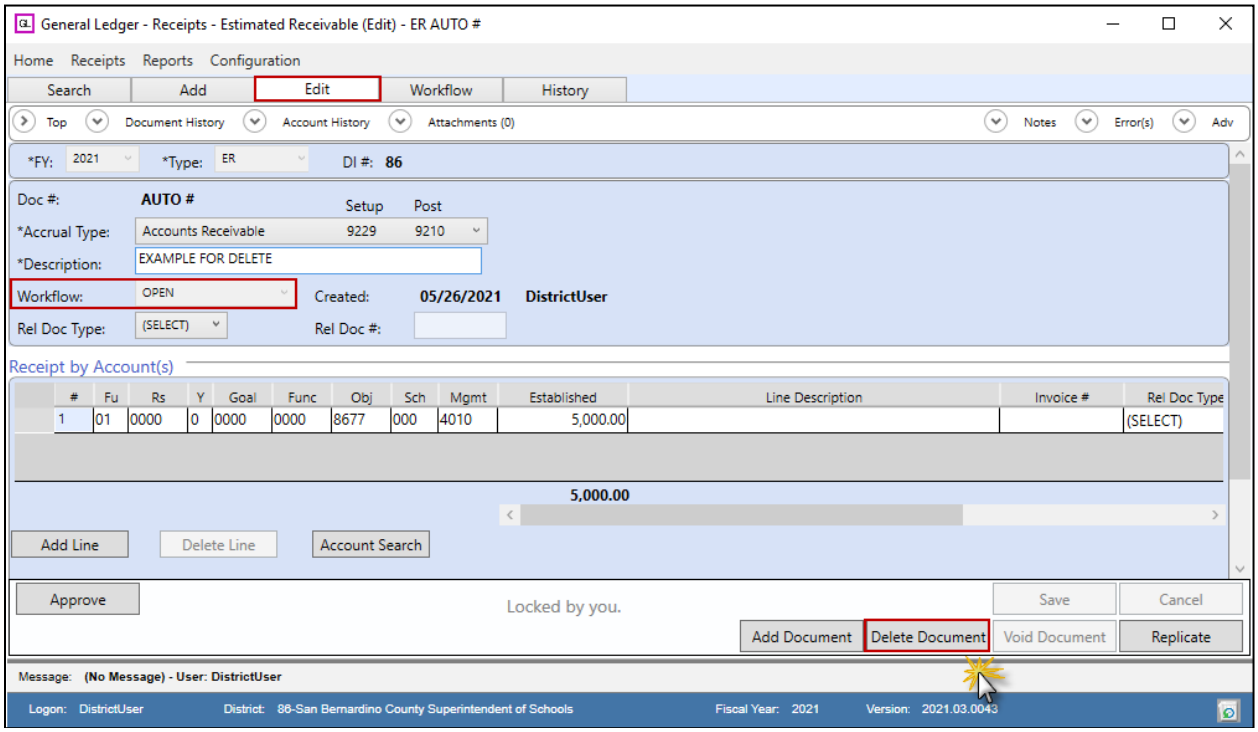
General Ledger – Accounts Receivable Helpful Hints

In this document, the Estimated Receivable (ER) setup year is referred to as FY1, and the fallout year is FY2.

Deleting an ER:

Documents in an Open status can be deleted.

In Estimated Receivable > Edit, click [Delete Document] found in the lower right section of the screen.



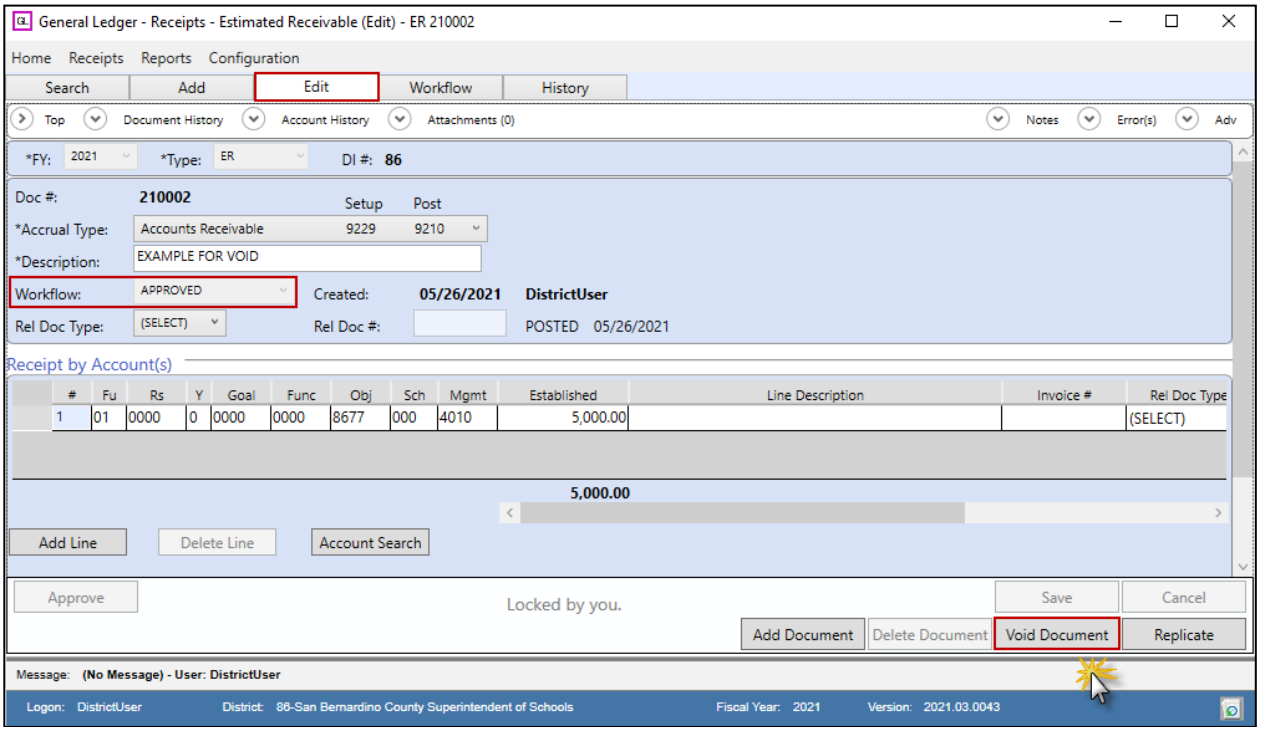
Voiding an ER:

Once a document has been Approved, an ER number is assigned and is available to be voided. Voiding an ER offsets posted transactions in FY1.

In Estimated Receivable > Edit, click [Void Document] found in the lower right section of the screen.

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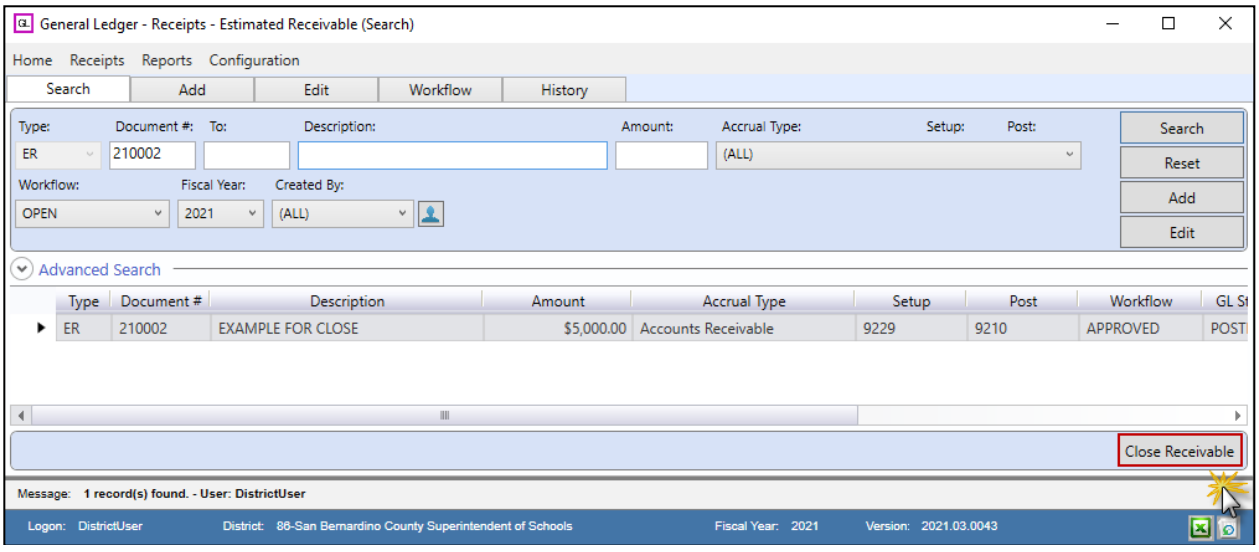
General Ledger – Accounts Receivable Helpful Hints



Closing an ER:

Once the setup of ERs is closed or a receipt has been made against an ER, the document is no longer available to void. To relieve the remaining setup amount (fallout to FY 2), close the ER.

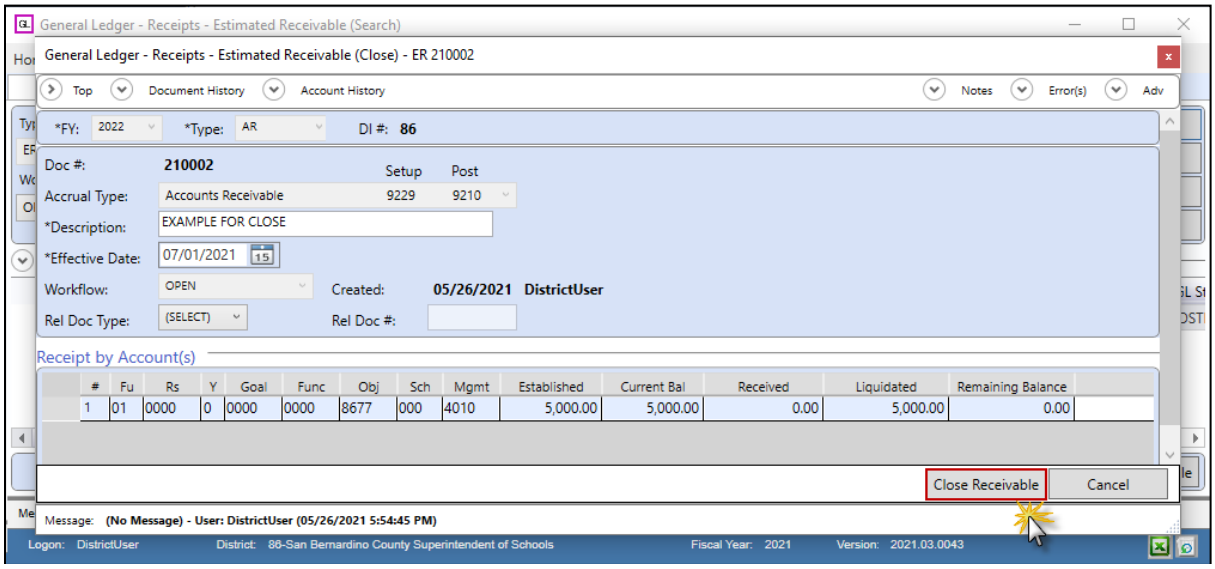
In Estimated Receivable > Search, select document and click [Close Receivable] found in the lower right section of the screen.



Complete the required fields on the Estimated Receivable (Close) screen and click on [Close Receivable]

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General Ledger – Accounts Receivable Helpful Hints

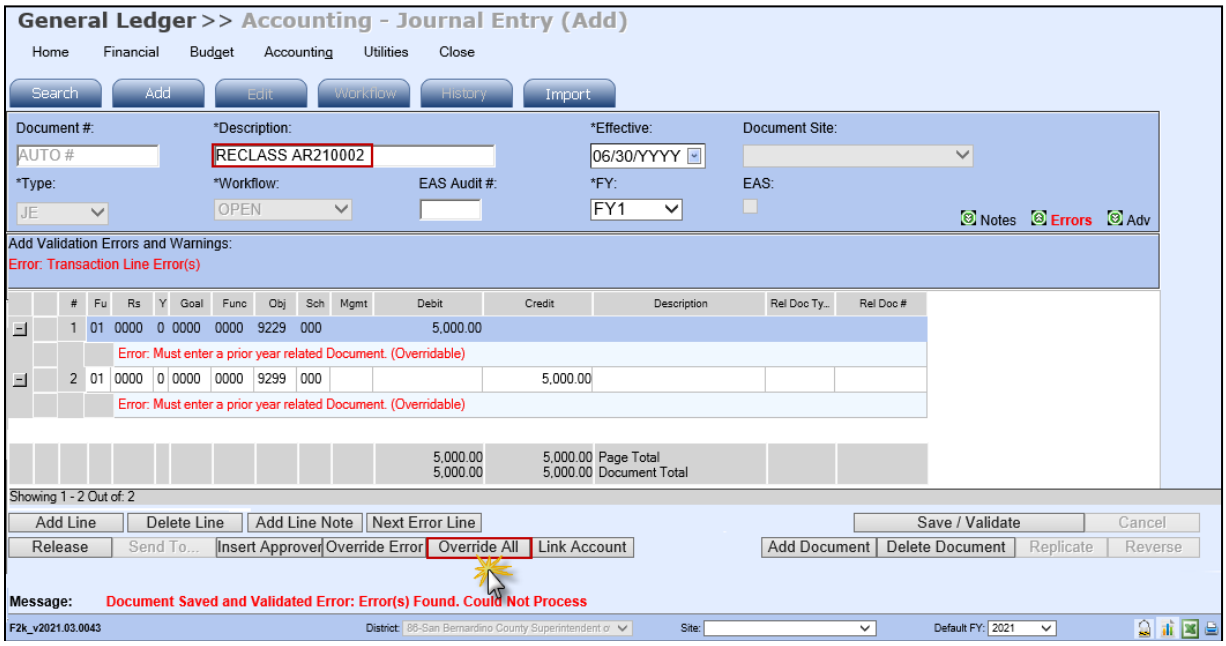


Referencing an ER on a Journal Entry:

Updates to the General Ledger transactions to reflect the new Accounts Receivable application related document types are not yet complete. To reference an ER on a Journal Entry (JE), the ER reference should be entered on the JEs description so that the transaction is associated to the ER instead of using the related document fields as a reference. This process should be followed so that the JE is tied to the accrual in the EduReports Financial Accruals Report.

The following formats are acceptable: ER190008, ER-190008, ER 190008

When the JE is saved, an Overridable Transaction Line Error(s) displays requiring a prior year related document be entered. To clear these errors, click [Override All], then click [Save/Validate] or [Release].

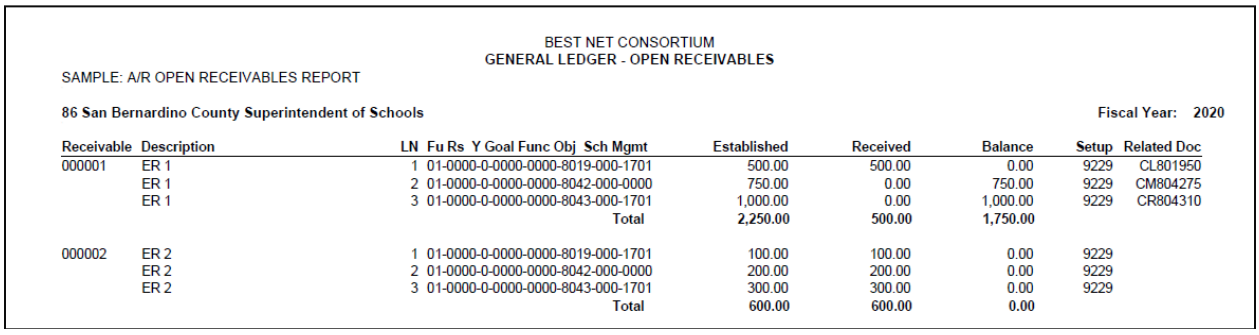


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General Ledger – Accounts Receivable Helpful Hints

Open Receivables Report

The Open Receivables report provides a listing of Estimated Receivables with an Approved status that have a remaining established balance for the criteria entered. Approved Estimated Receivables are documents that have not been fully received or closed.



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GENERAL LEDGER - OPEN RECEIVABLES

SAMPLE: A/R OPEN RECEIVABLES REPORT

86 San Bernardino County Superintendent of Schools **Fiscal Year: 2020**

Receivable	Description	LN	Fu Rs Y Goal Func Obj Sch Mgmt	Established	Received	Balance	Setup	Related Doc
000001	ER 1	1	01-0000-0-0000-0000-8019-000-1701	500.00	500.00	0.00	9229	CL801950
	ER 1	2	01-0000-0-0000-0000-8042-000-0000	750.00	0.00	750.00	9229	CM804275
	ER 1	3	01-0000-0-0000-0000-8043-000-1701	1,000.00	0.00	1,000.00	9229	CR804310
			Total	**2,250.00**	**500.00**	**1,750.00**		
000002	ER 2	1	01-0000-0-0000-0000-8019-000-1701	100.00	100.00	0.00	9229	
	ER 2	2	01-0000-0-0000-0000-8042-000-0000	200.00	200.00	0.00	9229	
	ER 2	3	01-0000-0-0000-0000-8043-000-1701	300.00	300.00	0.00	9229	
			Total	**600.00**	**600.00**	**0.00**		

Receivable - Receivable document number

Description - Document description

Ln - Account line sequence number

Account - Account number

K12: Fund - Resource - Year - Goal - Function - Object - School - Management

College: Fund - Life Span - Program - Sub Program - Object - Type

Established - Established amount for each account

Received - Amount received as of the time and date of the report

Balance - Remaining balance

Setup - Setup accrual object

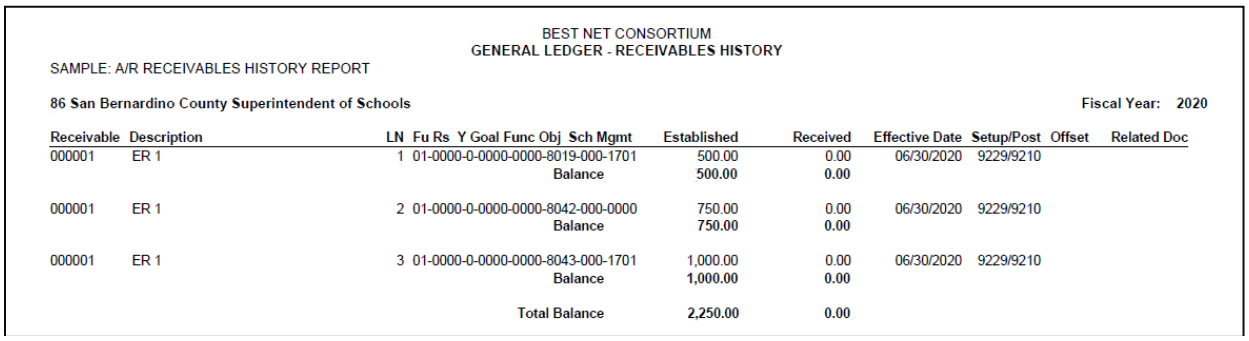
Related Doc (Related Document Number) - Related document type and Number

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General Ledger – Accounts Receivable Helpful Hints

Receivables History Report

The Receivables History Report provides the history of an Estimated Receivable and associated receipts. This report displays the established balance by account, received amount by receipt as well as line descriptions, effective dates, setup and post objects, and related document reference.



BEST NET CONSORTIUM
GENERAL LEDGER - RECEIVABLES HISTORY

SAMPLE: A/R RECEIVABLES HISTORY REPORT

86 San Bernardino County Superintendent of Schools **Fiscal Year: 2020**

Receivable	Description	LN	Fu Rs Y Goal Func Obj Sch Mgmt	Established	Received	Effective Date	Setup/Post	Offset	Related Doc
000001	ER 1	1	01-0000-0-0000-0000-8019-000-1701	500.00	0.00	06/30/2020	9229/9210		
			Balance	**500.00**	**0.00**				
000001	ER 1	2	01-0000-0-0000-0000-8042-000-0000	750.00	0.00	06/30/2020	9229/9210		
			Balance	**750.00**	**0.00**				
000001	ER 1	3	01-0000-0-0000-0000-8043-000-1701	1,000.00	0.00	06/30/2020	9229/9210		
			Balance	**1,000.00**	**0.00**				
			Total Balance	**2,250.00**	**0.00**				

Receivable - Receivable document number

Description - Document description

Account - Account number

K12: Fund - Resource - Year - Goal - Function - Object - School - Management

College: Fund - Life Span - Program - Sub Program - Object - Type

Established - Established amount for each account. Displays liquidation amount for receipt records, as applicable

Received - Amount received

Balances - Established and received balances by receivable

Effective Date - Effective date for receivable and receipt

Setup/Post - Setup and post objects

Offset - Offset object which is used to post receipts that exceed receivable established balance or liquidated amounts associated with Closed receipt records, as applicable

Related Doc (Related Document Number) - Related document type and number selected for document

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