12000001 Accounts Receivable Reconciliation Training

Accounts Receivable Reconciliation Training Objectives

- ➢ Understand why the reconciliation is needed

- ➢ Gain an understanding of how and where the accounting for Accounts Receivable happens

- ➢ Learn the steps to do the reconciliation

- ➢ Learn how to complete the reconciliation form

- ➢ Learn best practices for Accounts Receivable processing

Reconciliations Overview

➢ Accounts Receivable vs Unbilled AR

  ➢ At state year-end the Accounts Receivable and Unbilled AR are added together for the CAFR amount of Accounts Receivable

  ➢ State year-end reflects the accrual of Receivables with RA journals (YAR) as it relates to accrued expenditures (YAE)

  ➢ If Unbilled AR is created through Customer (revenue) Contracts no YAR entry is needed at state year-end

Reconciliations Overview

➢ Previous vs. Current System (Edison)

  ➢ Legacy (STARS) system did not record receivables until manually recorded at state year-end

  ➢ Edison system reflects all receivables as they are created through the Billing and AR modules

  ➢ Can be related to Customer (revenue) Contracts

  ➢ Can be on-line entries in Edison – not associated to Customer (revenue) Contracts

Reconciliations Overview

➢ Why do Reconciliations?

- ➢ Required to be submitted quarterly by F&A Division of Accounts

- ➢ Recommend doing monthly

- ➢ Keeps agency aware of outstanding receivables

- ➢ Required 12000001 – Accounts Receivable

- ➢ Required 11120001 – Unbilled AR

- ➢ Required 35000700 – On Customers Account

Reconciliations Overview

➤Why do Reconciliations?

> ➢ Serves an important part of the Internal Control environment as it is a detective procedure to identify issues and errors that may have occurred in billing and drawing of funds.

> ➢ Identify incorrect accounting entries posted.

> ➢ Identify unapplied or missing deposits.

> ➢ Manage uncollectible receivables.

Current System (Edison) Accounting

A temporary bill from TN_GR03 is approved and an Invoice Item is created – the accounting is (BI Jrnl):

Debit to AR   **12000001**

Credit to Unbilled AR   **11120001**

A deposit is entered and payment predictor is used to match the payment to the open Invoice Item – the accounting is normally (AR Jrnl):

Debit to Cash   **10000000**

Credit to AR   **12000001**

Current System (Edison) Accounting

OR ….An On-Line Invoice Item is created – the accounting is normally (BI Jrnl):

Debit to AR   **12000001**

Credit to Revenue   **6XXXXXXX**

A deposit is entered and payment predictor is used to match the payment to the open Invoice Item – the accounting is normally (AR Jrnl):

Debit to Cash   **10000000**

Credit to AR   **12000001**

Current System (Edison) Accounting

➢ What happens if my Customer pays more than I have billed?

➢ Or the agency looks at the billing amount and then draws more than the billed amount?

➢ Answer to both questions – an entry is made to put the overpaid or overdrawn amount on the Customer's Account – an OA Item is created as part of the Deposit – the accounting that occurs:

Debit to Cash   10000000

Credit to Liability Acct   35000700

Current System (Edison) Accounting

➤ So how is that OA – On the Customer's Account amount resolved?

1) The next draw made to that Customer could be reduced by the OA existing amount if a grant

OR

2) The next regular billing to the Customer could be recorded in Edison for the full amount, however the billing which goes to the Customer would be reduced.

Current System (Edison) Accounting

➤ The next grant deposit would be short of the amount that had been billed, so an Accounts Receivable for that Invoice Item would remain.

➤ This open balance for the grant customer or on-line billing would be closed with the open OA (on the Customer's account) by the use of a maintenance worksheet.

➤ Accounting would be:

Debit to Liability Acct   35000700
Credit to AR   12000001

Current System (Edison) Accounting

Keep in mind that all amounts put on the Customer's Account, 35000700, need to be cleared as soon as possible.

Amounts put on the Customer's Account:

➢ **might come from an overpayment or overdrawn amount**

➢ **might be funds received before a statistical journal/billing is processed**

➢ **might be recorded and research needed by the agency to determine where the funds need to be applied**

Current System (Edison) Accounting

Prepaid Notes on AR 12000001 Accounting:

33901	33901		33901	
ACT becomes BIL	Revenue Recognition		Revenue Recognition	
CN01708884 Journal from Customer Contract/Grant & Revenue Recognition	occurs with CN Journal		occurs with CN Journal	
Dated 08/12/2014	Debit	Credit	Debit	Credit
68060000 revenue	11120001 Unbilled AR		68060000 Nongovernmental Revenue	
	957.61			(957.61)
			This entry recognizes the Nongov Revenue	
	33901		**33901**	
33901	BIL on TN_GR03 Query and is Approved		BIL on TN_GR03 Query and is Approved	
Inv 0000510736 dtd 8/14/14	Single Action ran & becomes Zero Dollar Item		Single Action ran & becomes Zero Dollar Item	
957.61	Debit	Credit	Debit	Credit
BIL becomes BLD	11120001 Unbilled AR		12000001 Accounts Receivable	
BIO1711152 Journal 08/14				
offsetting entries both in the BI Journal	957.61	(957.61)	957.61	(957.61)
GL Activity at this point on Unbilled AR & AR	1,915.22	(957.61)	0	0
Utilization as of the Billed	33901		33901	
Invoice Date Produces a	Utilization of the Billing from Inv 510736		Utilization of the Billing from Inv 510736	
2nd CN Journal from Grants	CN Journal created automatically by Edison		CN Journal created automatically by Edison	
CN017111275 Journal	Debit	Credit	Debit	Credit
Reduces Advanced on	11120001 Unbilled AR		35000048 Advanced Liability	
Billed Date 08/14/2014		(957.61)	957.61	
GL Activity at this point on Unbilled AR	1,915.22	(1,915.22)	This entry reduces Liability 35XXXXX Account	
Final result of Unbilled	0	0		

Reconciliation Overview

What should be done?

➢ Compare to the General Ledger

 ➢ **By using the Trial Balance TN_GL048 query**

➢ Compare to a subsystem module

 ➢ **By using combination of TN_AR18C query and TN_AR21**

 ➢ **Or By using AR Aging report AR300003**

➢ Compare to an identified internal system of record

 ➢ **Excel or Other Accounting System, if agency has**

12000001 Accounts Receivable

Step 1 – Run TN_GL048_TRIAL_BALANCE_ACCT

➢ If you only have one fund

➢ Run for current state year beginning Period 0 to Period needed

Query Name	TN_GL048_TRIAL_BALANCE_ACCT	Search
*Description	Trial Bal- All CFs-By-Acct	

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	31603
FUND_CODE	11000
FISCAL_YEAR	2018
ACCOUNTING_PD_BEG	0
ACCOUNTING_PD_TO	3
ACCOUNT	12000001

12000001 Accounts Receivable

- ➢ Step 1 – Results TN_GL048_TRIAL_BALANCE_ACCT for current year
- ➢ Subtotal the values and identify them
- ➢ Ignore any Project information

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Unit	Ledger	Fund	Dept	Account	Location CF	Program	User Code	Bonds	Project	Affiliate	Fund Affil	Year	Period	Sum Total Amt
	31603	ACTUALS	11000		12000001								2018	1	$ (23.76)
	31603	ACTUALS	11000		12000001								2018	2	$ 3,215.19
	31603	ACTUALS	11000		12000001								2018	3	$ 1,781.76
										Trial Balance for FY18 Periods 1-3				$ 4,973.19

12000001 Accounts Receivable

Step 2 – Run TN_GL048_TRIAL_BALANCE_ACCT

➢ If prior state year has not rolled, run for prior state year beginning Period 0 to Period 998

Query Name	TN_GL048_TRIAL_BALANCE_ACCT	Search
*Description	Trial Bal- All CFs-By-Acct	

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	31603
FUND_CODE	11000
FISCAL_YEAR	2017
ACCOUNTING_PD_BEG	0
ACCOUNTING_PD_TO	998
ACCOUNT	12000001

12000001 Accounts Receivable

- Step 2 – Results TN_GL048_TRIAL_BALANCE_ACCT for prior state year (if prior year not closed)
- Subtotal the values and identify them
- Ignore any Project information

Unit	Ledger	Fund	Dept	Account	Location CF	Program	User Code	Bonds	Project	Affiliate	Fund Affil	Year	Period	Sum Total Amt
31603	ACTUALS	11000		12000001								2017	0	$ 39,974.42
31603	ACTUALS	11000		12000001					ABGOVMARTSK0008			2017	0	$ (33,213.66)
31603	ACTUALS	11000		12000001								2017	1	$ 1,301.03
31603	ACTUALS	11000		12000001								2017	2	$ 1,275.79
31603	ACTUALS	11000		12000001								2017	3	$ 1,296.49
31603	ACTUALS	11000		12000001								2017	4	$ (8,232.78)
31603	ACTUALS	11000		12000001								2017	5	$ 705.27
31603	ACTUALS	11000		12000001								2017	6	$ 2,683.80
31603	ACTUALS	11000		12000001								2017	7	$ 193.05
31603	ACTUALS	11000		12000001								2017	8	$ (1,046.57)
31603	ACTUALS	11000		12000001								2017	9	$ 7,453.39
31603	ACTUALS	11000		12000001								2017	10	$ (464.63)
31603	ACTUALS	11000		12000001								2017	11	$ 1,781.76
31603	ACTUALS	11000		12000001								2017	12	$ 2,250.11
									Trial Balance for FY17 Periods 0 - 998					$ 15,957.47

12000001 Accounts Receivable

Step 3 –Combine the results of the TN_GL048 queries

(If prior state year has not rolled, add the results of the Step 1 and 2 together) (ignore Project information)

	Unit	Ledger	Fund	Dept	Account	Location CF	Program	User Code	Bonds	Project	Affiliate	Fund Affil	Year	Period	Sum Total Amt
1	Unit	Ledger	Fund	Dept	Account	Location CF	Program	User Code	Bonds	Project	Affiliate	Fund Affil	Year	Period	Sum Total Amt
2	31603	ACTUALS	11000		12000001								2017	0	$ 39,974.42
3	31603	ACTUALS	11000		12000001					ABGOVMARTSK0008			2017	0	$ (33,213.66)
4	31603	ACTUALS	11000		12000001								2017	1	$ 1,301.03
5	31603	ACTUALS	11000		12000001								2017	2	$ 1,275.79
6	31603	ACTUALS	11000		12000001								2017	3	$ 1,296.49
7	31603	ACTUALS	11000		12000001								2017	4	$ (8,232.78)
8	31603	ACTUALS	11000		12000001								2017	5	$ 705.27
9	31603	ACTUALS	11000		12000001								2017	6	$ 2,683.80
10	31603	ACTUALS	11000		12000001								2017	7	$ 193.05
11	31603	ACTUALS	11000		12000001								2017	8	$ (1,046.57)
12	31603	ACTUALS	11000		12000001								2017	9	$ 7,453.39
13	31603	ACTUALS	11000		12000001								2017	10	$ (464.63)
14	31603	ACTUALS	11000		12000001								2017	11	$ 1,781.76
15	31603	ACTUALS	11000		12000001								2017	12	$ 2,250.11
16										Trial Balance for FY17 Periods 0 - 998					$ 15,957.47
17															
18	Unit	Ledger	Fund	Dept	Account	Location CF	Program	User Code	Bonds	Project	Affiliate	Fund Affil	Year	Period	Sum Total Amt
19	31603	ACTUALS	11000		12000001								2018	1	$ (23.76)
20	31603	ACTUALS	11000		12000001								2018	2	$ 3,215.19
21	31603	ACTUALS	11000		12000001								2018	3	$ 1,781.76
22										Trial Balance for FY18 Periods 1-3					$ 4,973.19
23															
24										Trial Balance at end of Period 3 in FY18					$ 20,930.66

12000001 Accounts Receivable

Step 4 – Run TN_AR18C_ALL_OPEN_ITEMS_FD_SC on the current date (date you are running the reports – not for quarter end)

Schedule Query

Run Control ID TN_AR18C_ALL_OPEN_ITEMS_FD_SC   Report Manager   Process Monitor   Run

Query Name TN_AR18C_ALL_OPEN_ITEMS_FD_SC   Search

*Description All Open Items by Fund &Source

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	31603
ACCOUNTING_DT	2017-11-17

12000001 Accounts Receivable

- ➢ Step 4 –Results of TN_AR18C_ALL_OPEN_ITEMS_FD_SC
- ➢ If you have multiple funds, separate by fund and subtotal
- ➢ This gives one the results of the AR on the current date the query was ran

TN_AR18C_ALL_OPEN_ITEMS_FD_SC ran on 11/17/2017

Unit	Customer	Name	Item ID	Item Balance	Acctg Date	Contract	Source	Fund
31603	GR0000000000040	DEPARTMENT OF HOMELAND SECURITY	769076	$ 1,159.15	6/30/2017	ICESLOT16	GRANTS	11000
31603	GR0000000000040	DEPARTMENT OF HOMELAND SECURITY	779355	$ 3,215.19	8/7/2017	ICESLOT16	GRANTS	11000
31603	GR0000000000040	DEPARTMENT OF HOMELAND SECURITY	794661	$ 896.90	10/1/2017	ICESLOT16	GRANTS	11000
31603	GR0000000000055	US DRUG ENFORCEMENT ADMINISTRATION	774378	$ 1,290.24	7/1/2017	OCDETF2017	GRANTS	11000
31603	GR0000000000055	US DRUG ENFORCEMENT ADMINISTRATION	792786	$ 1,781.76	9/1/2017	OCDETF2017	GRANTS	11000
31603	GR0000000000055	US DRUG ENFORCEMENT ADMINISTRATION	793216	$ 2,088.96	10/6/2017	OCDETF2017	GRANTS	11000
				$ 10,432.20	AR at 11/17/20/17			

12000001 Accounts Receivable

Step 5 – Run TN_AR21_ACCOUNT_ANALYSIS

Run for each period past the period one is trying to back into the results – for this example we are trying to get to the balance at the end of period 3, so we need 4 & 5.

Query Name	TN_AR21_ACCOUNT_ANALYSIS	Sea
*Description	BI, AR, GL Entries for Account	

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	31603
ACCOUNT	12000001
FISCAL_YEAR	2018
ACCOUNTING_PERIOD	4

Query Name	TN_AR21_ACCOUNT_ANALYSIS	Search
*Description	BI, AR, GL Entries for Account	

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	31603
ACCOUNT	12000001
FISCAL_YEAR	2018
ACCOUNTING_PERIOD	5

12000001 Accounts Receivable

Step 5a – From results of query TN_AR21_ACCOUNT_ANALYSIS

➢ Add the results together and create pivot table.

➢ Put Unit and Acctg Date on the Row and Data Source in the Column and Amount in the Data field (don't forget to change from count to sum).

➢ AR represents Items closed, BI represents new Items billed.

Sum of Amount		DataSource		
Unit	Acctg Date	AR	BI	Grand Total
31603	10/1/2017		$3,429.18	$3,429.18
	10/6/2017		$2,088.96	$2,088.96
	10/10/2017	-$1,090.96		-$1,090.96
	10/31/2017	-$2,348.54	$2,348.54	$0.00
	11/2/2017	-$12,393.36		-$12,393.36
	11/7/2017	-$2,532.28		-$2,532.28
Grand Total		-$18,365.14	$7,866.68	-$10,498.46

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Step 6 – Combine TN_AR18C_ALL_OPEN_ITEMS_FD_SC and TN_AR21_ACCOUNT_ANALYSIS balances

$10,432.20	TN_AR18C_ALL_OPEN_ITEMS_FD_SC as of 11/17/2017
$10,498.46	Take the Grand total of the Dates past the desired quarter end from Query TN_AR21 from the previous stap)
	This gives you all the AR that has been closed and the new Billing that has occurred to date 11/17/2017
	Reverse the Grand total sign (if amount is a credit, change it to a debit or if amount is a debit, change it to a credit)
$20,930.66	This sum gives you the AR at the date desired (end of period 3 or 9/30/2017)

Compare to General Ledger Results

Trial Balance for FY17 Periods 0 - 998					$ 15,957.47
Project	Affiliate	Fund Affil	Year	Period	Sum Total Amt
			2018	1	$ (23.76)
			2018	2	$ 3,215.19
			2018	3	$ 1,781.76
Trial Balance for FY18 Periods 1-3					$ 4,973.19
Trial Balance at end of Period 3 in FY18					$ 20,930.66

12000001 Accounts Receivable

Certification of Account Reconciliation

<div style="text-align:right">Finance & Administration Division of Accounts</div>

Fund: 11000	*Select from dropdown list*
Edison Account Number: 12000001 Accounts receivable	*Select from dropdown list*
Agency: ███████████	*Select from dropdown list*
Date Completed: 18-Jan-18	
Fiscal Quarter: 2nd Oct-Dec	*Select from dropdown list*
State Fiscal Year: 2018	

	Email:	Tel:
Prepared by: ██████████	Peggy.Naifeh@tn.gov	615-837-5300
Reviewed by: ██████████	Robert.Angle@tn.gov	615-837-5173

	Amount
General Ledger (GL) Balance	$ 1,641,148.98
Agency Internal Records Balance *(Please describe below)*	1,641,148.98
Difference to Reconcile, Reclassify, or Correct	$ -

Description of agency internal records balance (e.g., independent system, edison submodule, statement, or report)

Edison TN_AR18C, Edison TN_AR21

Reconciling item(s) and transaction details

	Amount
1.	$ -
2.	-
3.	-
4.	-
5.	-

Attach list for additional items or explanations and include in the total of reconciling items

	Amount
Total of Reconciling Items	$ -
Unreconciled Balance (SHOULD BE -0-)	$ -

12000001 Accounts Receivable

or this way

which should

produce same results

Certification of Account Reconciliation | Finance & Administration Division of Accounts

Fund: 11000 — Select from dropdown list

Edison Account Number: 12000001 Accounts receivable — Select from dropdown list

Agency: ▉ — Select from dropdown list

Date Completed: 11/9/2017

Fiscal Quarter: 1st Jul-Sep — Select from dropdown list

State Fiscal Year: 2018

Prepa▉ Email: jai.sawlani@tn.gov Tel: 615-532-9738

Revie▉ Email: Alicia.reynolds@tn.gov Tel: 615-741-9442

	Amount
General Ledger (GL) Balance	$ 20,930.66
Agency Internal Records Balance *(Please describe below)*	20,930.66
Difference to Reconcile, Reclassify, or Correct	$ -

Description of agency internal records balance (e.g., independent system, edison submodule, statement, or report)

Review of Aging report in Edison AR module (Report AR30003)

Reconciling item(s) and transaction details

	Amount
1.	$ -
2.	-
3.	-
4.	-
5.	-

Attach list for additional items or explanations and include in the total of reconciling items

Total of Reconciling Items	$ -
Unreconciled Balance (SHOULD BE -0-)	$ -

Date 11-13-17

By signing above, I certify that the completed reconciliation certification for the account listed is an accurate and verifiable representation of the stated balance and has been prepared and reviewed by accounting personnel employed by this agency. Identified discrepancies will be corrected within 60 days of the above quarter end.

12000001 Accounts Receivable

Step 7 Another way of comparing from the AR module is to run the AR Aging by Chartfield to the current date and compare your AR Aging report to the results of query TN_AR18C_ALL_OPEN_ITEMS_FD_SC on that same date to identify by Customer and Invoice Item where differences may be.

❖ **Can run to a specific quarter end date in time.**

❖ **If agency has multiple funds, this report combines amounts**

Take note: If there are any Open Invoice Amounts that are on the AR Aging by Chartfield report in which the Customers are State Agencies, one could have an in-correct rate set on the Customer (revenue) Contract.

12000001 Accounts Receivable

Step 7 - AR Aging by Chartfield by specific BU at date desired.

Navigation: FSCM> Accounts Receivable> Receivable Analysis> Aging> Aging by Chartfield – this will give you a PDF report by Customer ID

Department of
Finance &
Administration

```
                                                      PeopleSoft Receivables
Report ID:  AR30006                                   AGING BY CHARTFIELD                              Page No.  1
Aging ID: SHARE/STDRD                                      30-SEP-2017                                 Run Date 11/17/2017
Chartfield Parameters  ACCOUNT = 12000001                                                             Run Time 07:39:58
Display Option: Include All
Business Unit: 31603
```

				Entry			Total Selected				
Item	Line	As of	Type	Reason	Terms	Amount	>30	30-60	60-90	<90	

ACCOUNT 12000001

Customer ID GR0000000000040   Customer Name   DEPARTMENT OF HOMELAND SECURIT

Item	Line	As of	Type	Terms	Amount	>30	30-60	60-90	<90
0000768743	0	06/30/2017	IN	NET30	1,090.96			1,090.96	
0000769076	0	06/30/2017	IN	NET30	1,159.15			1,159.15	
0000779355	0	08/07/2017	IN	NET30	3,215.19	3,215.19			

Total DEPARTMENT OF HOMELAND SECURIT   5,465.30   3,215.19   2,250.11

Customer ID GR0000000000055   Customer Name   US DRUG ENFORCEMENT ADMINISTRA

Item	Line	As of	Type	Terms	Amount	>30	30-60	60-90	<90
0000718329	0	11/30/2016	IN	NET30	2,683.80				2,683.80
0000727295	0	01/18/2017	IN	NET30	879.69				879.69
0000739798	0	03/08/2017	IN	NET30	1,088.43				1,088.43
0000740154	0	03/10/2017	IN	NET30	1,658.88				1,658.88
0000743523	0	03/23/2017	IN	NET30	1,781.76				1,781.76
0000747971	0	04/13/2017	IN	NET30	1,413.12				1,413.12
0000758632	0	05/26/2017	IN	NET30	1,781.76				1,781.76
0000772747	0	07/17/2017	IN	NET30	1,105.92		1,105.92		
0000774378	0	07/01/2017	IN	NET30	1,290.24			1,290.24	
0000792786	0	09/01/2017	IN	NET30	1,781.76	1,781.76			

Total US DRUG ENFORCEMENT ADMINISTRA   15,465.36   1,781.76   1,105.92   1,290.24   11,287.44

Totals for ACCOUNT 12000001   **20,930.66**   4,996.95   1,105.92   3,540.35   11,287.44

Total Receivables Due	>30	30-60	60-90	<90
	4,996.95	1,105.92	3,540.35	11,287.44

January 2019

12000001 Accounts Receivable

Step 8 – Comparisons

➢ If same, you have reconciled the General Ledger balance to the Accounts Receivable and Billing sub-modules in Edison.

➢ If different – first look for any journals with budget errors by running the following two queries only looking for errors on account 12000001:

TN_GL33_EDIT_ERRORS_HDR – validate no errors exist on the header level for account 12000001

TN_GL13_BUDGET_EXCEPTIONS – validate no budget errors exist on journals for account 12000001

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Step8 continued – If different, normal month end AR & BI queries to run:

To validate that no AR/BI journals are pending:

TN_GL15_AR_NOT_POSTED – validate that no AR journals are pending

TN_GL15A_AR_PAY_NOT_POSTED – validate that there are no Item payment deposits which have not posted

TN_GL_15B_DJ_NOT_COMPLETE – validate that no Direct Journals are incorrectly posted

TN_GL15C_VAL_DEP_ITEM_ACTIVITY – validate that there are no incorrectly posted deposits

TN_GL18_BI_NOT_POSTED – validate that there are no invoices which have never made it to the GL from billing

TN_GL18A_BI_NOT_POSTED_TO_AR – validate that all BI journals have processed to AR

TN_GR25_BI_NO_JRNL_GEN – validate that no BI journals exist which have not journal generated

TN_GL26_AR_NO_JRNL_GEN – validate that no AR journals exist which have not journal generated

TN_GL27_AR_NO_DIRECT_JRNL – validate that no Direct Journals exist which have errors & have not posted

TN_GL27A_AR_NOT_JRNL_GEN – validate that no AR journals exist which have not posted to GL
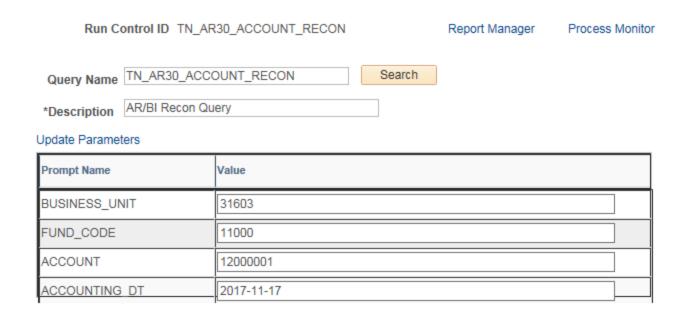
TN_GL27B_AR_DEPOSIT_SUSPENSE – validate that no AR deposits are in suspense

TN_GR40_AR_DIR_JRNL_NOT_POSTED – validate that all Direct Journals have posted

12000001 Accounts Receivable

Step 9 If you are still out of balance:

➢ Run query TN_AR30_ACCOUNT_RECON

Run Control ID TN_AR30_ACCOUNT_RECON   Report Manager   Process Monitor

Query Name TN_AR30_ACCOUNT_RECON   Search

*Description AR/BI Recon Query

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	31603
FUND_CODE	11000
ACCOUNT	12000001
ACCOUNTING_DT	2017-11-17

12000001 Accounts Receivable

Step 9 continued – Take results of TN_AR_30_ACCOUNT_RECON to a pivot table – put Item ID in the row, Source in the column, Amount in the Data and do a value filter to remove the zero amounts

	A	B	C	D
	Account	12000001 ⫧		
	Sum of Sum Amount	**Source** ⫧		
	Item ID ▾	**AR**	**BI**	**Grand Total**
	477023	$530.62	-$530.62	$0.00
	477024	-$530.62	$530.62	$0.00
	479236	-$7,805.50	$7,805.50	$0.00
	494200	-$2,696.53	$2,696.53	$0.00
	499455	-$9,570.19	$9,570.19	$0.00
	506992	-$536,344.84	$536,344.84	$0.00
	507170	-$6,134.87	$6,134.87	$0.00
	508900	-$3,380.03	$3,380.03	$0.00
	509039	-$3,126.35	$3,126.35	$0.00
	512704	$542,479.71	-$542,479.71	$0.00

Value Filter (Item ID)

Show items for which

Sum of Sum Amount ▾ | is not between ▾ | -.01 | and | .01

OK   Cancel

12000001 Accounts Receivable

Step 9 continued – Take results of TN_AR_30_ACCOUNT_RECON to a pivot table – put Item ID in the row, Source in the column, Amount in the Data and do a value filter to remove the zero amounts – this should equal to the amounts on the open items or Items by Customer ID – normally this is equal to the amount on AR on the date the query was run; however it can assist with finding reconciling values.

	Account	12000001			
2					
3	Sum of Sum Amount		Source		
4	Customer	Item ID	AR	BI	Grand Total
5	⊟ GR0000000000040	769076		$1,159.15	$1,159.15
6		779355		$3,215.19	$3,215.19
7		794661		$896.90	$896.90
8	GR0000000000040 Total			$5,271.24	$5,271.24
9	⊟ GR0000000000055	774378		$1,290.24	$1,290.24
10		792786		$1,781.76	$1,781.76
11		793216		$2,088.96	$2,088.96
12	GR0000000000055 Total			$5,160.96	$5,160.96
13	Grand Total			$10,432.20	$10,432.20

12000001 Accounts Receivable

Step 10 Complete the Reconciliation Form

➢ Don't leave Description field blank; explain how agency did comparison to general ledger.

➢ Save as signed PDF file.

➢ Send by to individual on or before due date.

➢ Identify any reconciling items and work diligently to resolve them.

Certification of Account Reconciliation	Finance & Administration Division of Accounts

Fund: 11000   *Select from dropdown list*

Edison Account Number: 12000001 Accounts receivable   *Select from dropdown list*

Agency: ███████████   *Select from dropdown list*

Date Completed: 11/9/2017

Fiscal Quarter: 1st Jul-Sep   *Select from dropdown list*

State Fiscal Year: 2018

Prepared by: ███████████   Email: jai.sawlani@tn.gov   Tel: 615-532-9738

Reviewed by: ███████████   Email: Alicia.reynolds@tn.gov   Tel: 615-741-9442

	Amount
General Ledger (GL) Balance	$ 20,930.66
Agency Internal Records Balance *(Please describe below)*	20,930.66
Difference to Reconcile, Reclassify, or Correct	$ -

Description of agency internal records balance (e.g., independent system, edison submodule, statement, or report)

Review of Aging report in Edison AR module (Report AR30003)

Reconciling item(s) and transaction details

	Amount
1.	$ -
2.	-
3.	-
4.	-
5.	-

Attach list for additional items or explanations and include in the total of reconciling items

Total of Reconciling Items	$ -
Unreconciled Balance (SHOULD BE -0-)	$ -

Department Controller or Budget /Fiscal Officer   Date

███████████   11-13-17

Accounts Receivable

Best Practices for Accounts Receivable:

1) Approve the temporary billings from TN_GR03 on a daily basis and draw those funds and record the deposits and use Payment Predictor to close the open Invoice Item amounts.

2) When entering Customer (revenue) Contracts make sure that ***the correct "Rate Set" and correct Customers are used***.

3) Review the Billing on a daily basis for allowable expenditures

Best Practices for Accounts Receivable:

4) Review the available balances in the Federal system(s) and compare the Billing Limit and Billing History to what was awarded and balance of funds left to draw down

5) Review the 12000001 Accounts Receivable and the 35000700 On the Customer's Account on a weekly basis

6) If agency believes that AR is not going to be receivable, follow F&A Policy # 23 Accounts Receivable – Recording, Collection, and Write-offs

Accounts Receivable

20 – 20 Hindsight Hints:

> ➢ If agency has multiple funds, be sure to run the queries for all funds

> ➢ At state year-end, remember to clear the "On the Customer's Account" activity in the correct state year

> ➢ Quarterly reconciliations are due 45 days after the quarter end date

>> ➢ 12000001 – due to Mary Goins

>> ➢ 35000700 – due to Jeong Robinson

12000001
Accounts Receivable

Questions ???????