

# Accounts Receivable Basic Concepts

Version 2.1  
January 2014

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FAMIS Services  
The Texas A&M University System



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# Session I

## Customers

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# Session I - Customers

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## Purpose

To describe how to create customers in Accounts Receivable.

## Objectives

Enable you to:

- Define terminology
- Search the customer file
- Describe the customer number schema
- Define customer alias capability
- Define the control flags for use with the customers

# Customers

## Definition

Those who purchase goods or services from the institution.

## Purpose

To identify those who owe payment for goods or services received from the institution.

### Customer Attributes:

Customer Name  
Customer Address  
Customer Phone  
Customer Type

### Customer Types:

CP Corporation  
IN Individual  
NP Non Profit Organization  
PT Other TAMUS Parts  
RF Research Foundation  
SP Sponsored Research

### Screen 603 – Customer Add/Modify

603 Customer Add/Modify		09/10/12 14:37	
AZ-ANIMAL CLINIC		FY 2013 CC 02	
Screen: ____	Customer: 6xxxxxxxxxx0		
Name: AZ-ANIMAL CLINIC_____			
Billing		Alternate	
Address: 4444 W WEST BLVD_		Address: _____	
_____			
City: FORT WORTH_____	State: TX	City: _____	State: ____
Zip: 76107_____	Country: ____	Zip: _____	Country: ____
Phone: 817-777-1111	Ext: ____	Phone: _____	Ext: ____
<b>Customer Type: CP</b>	Retention Months: 18	SPR Sponsor ID: _____	
Bill Type: 1	Bill Frequency: M	Credit Limit: 0.00_____	
* ----- * System Information * ----- *			
Established: 10/03/2006		Outstnd. Bal: 0.00	Freeze Flag: N
Last Activity: 07/03/2012		Deposit Held: 0.00	Delete Flag: N
Last Invoice: G125741		Last Billed: Drop Flag: N	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp			



# Customer Number

---

## Definition

13-digit identifier for a customer.

## Purpose

To uniquely identify a customer.

### EXAMPLES:

13 numbers	TAES	<u>0621133400000</u>
2 alpha characters	D.L. Smith	<u>UN56700106100</u>
11 numbers		

## Format

### Customers

Customer number formats generally appear as:

#### Option 1

UN + Universal Identification Number (UIN) of customer

Example: **UN**101001234

#### Option 2

68 + a unique number (**No SSN**)

Example: **68**4443222212

### Federal

Federal Identification Number of customer (if less than 13 digits, may begin or end with user-defined sequence of numbers).

Example: 1234567891023

### Other Agencies

Part/Agency Number (2 digits) + Subsidiary Ledger Account Number (6 digits) + Support Account Number (5 digits)

Example: **02**55555511111

### SPR Customer

SPR     Sponsor ID is 0000187

FRS     Accounts Receivable customer ID is SP00001870000

# Name Search

## Definition

Search of AR for customer by name rather than by customer number.

## Purpose

- Access customer number when all you have is customer name
- Check to see if the customer already exists in the system

## Basic Information

### Customer Search Process

Any screen with a **Customer** field can be used to search for a specific customer. Since Screen 602 is a search screen, you would enter the customer's name in the **Customer** field to view the desired information.

After advancing to a screen, an asterisk (\*) can be entered in the **Customer** field to access the customer file list in alphabetical order. Any portion of the customer name can be included in the **Customer** field; FAMIS will use the available data to match what is on the customer file list.

After searching through the displayed list, if the specified customer is located, tab to the space next to the customer's name, type an "X," and press <ENTER>. This will place the customer information on the screen currently in use, and when you advance to other screens this information will pass to these screens.

### Screen 602 – Customer Name Search

602 Customer Name Search				09/10/12 14:39	
				FY 2013 CC 02	
Screen:	___	Customer:	ANIMAL		
	Name	Customer	Drop	Alias	City State
_	ANIMAL & BIRD HEALTH CARE CENT	68xxxxxxxx00	N	N CHERRY HILL	NJ
_	ANIMAL AID	68xxxxxxxx00	N	N TALLAHASSEE	FL
_	ANIMAL AID CLINIC SOUTH	68xxxxxxxx00	N	N ELKHART	IN
_	ANIMAL ALLEY VETERINARY HOSPIT	68xxxxxxxx00	N	N SAGINAW	MI
_	ANIMAL ALTERNATIVES	68xxxxxxxx00	N	N TAMPA	FL
_	ANIMAL AND BIRD HOSPITAL OF CL	68xxxxxxxx00	N	N CLEARWATER	FL
_	ANIMAL AND BIRD HOSPITAL OF DE	68xxxxxxxx00	N	N DEL MAR	CA
_	ANIMAL AND BIRD MEDICAL CENTER	68xxxxxxxx00	N	N PALM HARBOR	FL
_	ANIMAL AND EXOTIC MEDICAL CENT	68xxxxxxxx00	N	N LUTZ	FL
_	ANIMAL ARK ANIMAL HOSPITAL	68xxxxxxxx00	N	N FRANKLIN	TN
_	ANIMAL ARK PET HOSPITAL INC.	68xxxxxxxx00	N	N ERIE	PA
_	ANIMAL ARK PET HOSPITAL, INC.	68xxxxxxxx00	N	Y ERIE	PA
_	ANIMAL ARK VETERINARY CLINIC	68xxxxxxxx00	N	N BALDWINVILLE	NY
_	ANIMAL CANCER IMAGING CENTER	68xxxxxxxx00	N	N CANTON	MI
_	ANIMAL CARE @ TWIN LAKES CENTE	68xxxxxxxx00	N	N JACKSONVILLE	FL
** More Customers **					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help EHelp					



# Customer Flags

---

## Definition

Data elements used to set controls.

## Purpose

To define limits on customer activity.

## Basic Information

### Types

Freeze Activity

Delete

Drop

### Valid Values

N (No)            Flag turned off

Y (Yes)           Flag turned on

### Screen 643 – Customer Flag Set / Reset

643 Customer Flag Set/Reset		LAGRANGE VETERINARY HOSPITAL		09/10/12 14:45	
				FY 2013 CC 02	
Screen: ____	Customer: 6804113400000	Invoice: ____	Account: ____		
Customer Flags					
N	FREEZE this Customer				
N	DELETE this Customer				
N	DROP this Customer (must be deleted first)				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Hmenu Help			EHelp Warns		

## Customer Flags (cont'd)

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### **Customer Freeze Activity Flag**

Used to restrict invoice activity for a customer.

**Function:**

System does not accept any requests for new invoice activity for customer.

**Setting:**

Manually set in real time.

### **Customer Delete Flag**

Used to indicate that no further invoice activity can be processed for a customer.

**Function:**

Restricts new invoices and maintenance transactions against a customer.

**Special Processing:**

- Customer cannot have any outstanding invoices
- All invoices must be paid and reconciled or voided

### **Customer Drop Flag**

Used to identify customer to be purged.

**Function:**

Physically removes customer from file at month end.

**Setting:**

Delete flag must be set to "Y."



# Quiz - Customers

---

## 1. Match the following terms with their definitions:

- |                     |   |
|---------------------|---|
| ___ Customer        | A. Data elements used to set controls                               |
| ___ Customer Flags  | B. Another name for the same customer                               |
| ___ Customer File   | C. Anyone to whom you make or record a payment                      |
| ___ Customer Number | D. Search of AR for customer by name rather than by customer number |
| ___ Name Search     | E. Thirteen-character identifier for a customer                     |
| ___ Customer Alias  | F. Stores descriptive and dollar data for a customer                |

## 2. What screen is used to freeze a customer?

\_\_\_\_\_

## 3. Name one advantage of customer alias?

\_\_\_\_\_

**4. Reference Screen M61 to answer the following questions:**

**Menu M61 – Accounts Receivable Menu**

```

M61 Accounts Receivable Menu                                03/21/11 10:20
                                                            FY 2011 CC AM
Screen: ____ Customer: _____ Invoice: _____

*----- Update -----*                                *----- Inquiry -----*
603 Customer Add/Modify                                    602 Customer Name Search
604 Customer Comments                                    605 Customer System Information
607 Customer Alias Maintenance                            632 Invoices by Customer
608 Customer Number Modify                                633 Invoices by Billing Dept.
610 Invoice Create                                          634 Invoice Line Items by Acct
611 Additional Line Item Entry                            635 Invoice Display
612 Line Item Adjust                                       636 Invoice Line Item Display
615 Post Line Item Payments                               637 Invoices by Invoice Number
616 Search Invoices & Post Payments                       638 Invoices by SPR Project
617 Retention/Disallowance Maint                          *---- Batch Information ----*
620 Invoice Header Modify                                  624 Processed Batches
621 Transfer Invoice to New Customer                      627 Transactions by Batch
640 Credit Invoice                                          630 Batch Open
641 Credit Invoice Line Item                               M62 A/R System Controls
643 Customer Flag Maintenance

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
Hmenu Help EHelp
    
```

- \_\_\_\_\_ A. What screen would you use to view the results of a name search in which there was more than one match?
- \_\_\_\_\_ B. What screen is used to create customers?
- \_\_\_\_\_ C. Which screen would you reference to find out a customer's alias?

**5. True or False:**

- \_\_\_\_\_ If a customer flag is set to "N" the flag is turned off.
- \_\_\_\_\_ There can be different customer number formats.



# Session II

## Invoices

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# Session II – Invoices

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## Purpose

To describe how to create invoices in AR.

## Objectives

Enable you to:

- Define terminology
- Create/modify/delete invoices
- Inquire on the status of an invoice

# Invoice

---

## Definition

The record of the bill that is sent to the customer itemizing the goods or services received.

## Purpose

Helps track the goods or services sold and amount of required payment.

## Basic Information

Invoices in FAMIS are records of an accounting event only. FAMIS does not print an invoice; however, Past Due Notices can be prepared and printed to send to customers.

### Invoice Types

DP	Departmental
IN	Insurance
SP	Sponsored Research

### Invoice Number

Each invoice has a unique seven character/digits identifier. The first character, usually a letter, is called the Invoice Prefix, followed by six digits.

### Invoice Prefixes

Each prefix is used to group like invoices together and give sight recognition to the type of invoices. The “R” and “Z” prefixes have special meaning and usage in the system.

Examples of the invoice prefixes, set on Screen 681, are:

Value	Meaning
O	All general invoices
C	CSC
P	Physical Plant
T	Centrex/Telecom
S	Stores
B	Transportation/etc.
L	Large Animal
Q	From IDT/AB form
SPR Billing Related	
R	Reg SPR Invoices
Z	SPR Invoices that DO NOT Create a Receivable

# Invoice Create

Creating an invoice begins on Screen 610, where the header information is entered.

## Screen 610 – Invoice Create

610 Invoice Create		04/07/09 08:22	
Screen: ____ Customer: _____		Invoice: _____	
		FY 2009 CC 01	
* ----- Invoice Information ----- *      * -- Override Bill to Information -- *			
Billing Dept: FAPC_		Name: _____	
Invoice Type: DP		Address: _____	
Due Date: 04/04/2009		_____	
Bill Period Begin: 03/05/2009		_____	
Bill Period End: _____		City: _____ State: ____	
Customer PO: _____		Zip: _____ Country: ____	
Customer Acct: _____		Phone: _____ Ext: ____	
Customer Proj: _____			
Work Order: _____			
SPR Project: _____			
Sponsors Bill Seq: _____			
Suppress Past Due: _			
Transactions:      0 Amount:      0.00      Batch: JAC001      Date: 04/07/2009			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help    EHelp      617      Warns			

After successfully entering the invoice header information, the Line Item Entry pop-up window will appear as shown below. Invoice items from both State and Local accounts may be entered for the same customer.

At least one line item must be entered before an invoice number can be assigned.

## Screen 610 – Line Item Entry Pop-Up Window

* ----- Line Item Entry ----- *				
	Account	Sale Date	Ref	Amount
Ln: 1	273001 00000 0594	03/05/09__	_____	150000.00
	Desc: HSC/ROUND ROCK _____			
	Cost Ref 1: _____ 2: _____ 3: _____			
Ln: 2	_____	_____	_____	_____
	Desc: _____			
	Cost Ref 1: _____ 2: _____ 3: _____			
Ln: 3	_____	_____	_____	_____
	Desc: _____			
	Cost Ref1: _____ 2: _____ 3: _____			
	More Lines (Y/N) _			
	PF7-Backward   PF8-Forward   PF12-Cancel      Total: _____			

# Invoice Header Modify

---

## Definition

Invoice header information can be changed after the invoice has been created. This is a special screen available to modify the information on the original invoice header.

## Purpose

To provide a mechanism to modify or change the original invoice header.

## Basic Information

### Attributes:

Billing Department

Invoice Type

Due Date

Customer PO Number

Once an invoice is created using [Screen 610](#) (Invoice Create), you may modify or correct the header information using [Screen 620](#) (Invoice Header Modify).

### Screen 620 – Invoice Header Modify

620 Invoice Header Modify		04/07/09 09:29	
		FY 2009 CC 02	
Screen: ____ Invoice: Q008729			
Customer: 0nnnnnnnnnnn0		02 BIOLOGY ART ARTSON	
* ----- Invoice Information ----- *		* -- Override Bill to Information -- *	
Billing Dept: BIOL_	Name: _____		
Invoice Type: DP	Address: _____		
Due Date: 09/04/2008	_____		
Bill Period Begin: _____	_____		
Bill Period End: _____	City: _____ State: ____		
Customer PO: _____	Zip: _____ Country: ____		
Customer Acct: _____	Phone: _____ Ext: ____		
Customer Proj: _____			
Work Order: _____			
SPR Project: _____			
Sponsors Bill Seq: ____			
Past Dues Sent: 1_			
Suppress Past Due: _			
Transactions: 0	Amount: 0.00	Batch: _____	Date: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			



# Line Item Adjustment

## Definition

A modification to an invoice line item amount, not a payment or credit.

## Purpose

To modify the dollar amount recorded on the line item.

## Basic Information

This screen is used to adjust an amount, not to record a payment.

### Adjustments Available:

D (Debit)	Increase Line Item Amount
C (Credit)	Reduce Line Item Amount

You can use [Screen 612](#) to increase or decrease a previously entered invoice line item amount. The amount necessary to increase/decrease is entered in the **Amount** field and the appropriate D/C value must be chosen.

### Screen 612 – Line Item Adjust

612 Line Item Adjust		04/07/09 08:33	
		FY 2009 CC AM	
Screen: ____ Invoice: F101872 Line: 01			
Date: 05/04/2009		Transaction Type: C (Charge)	
Ref: _____			
Amount: 1500.00			
Description: ADJUST AMOUNT ERROR			
D/C: D      D - Increase Line Amount			
C - Reduce Line Amount			
-----			
Current Line Item Status			
-----			
Customer:			
Acct Number:			
Description:			
Cost Ref 1:                      2:                      3:			
Posted Date:		Amount: 0.00	
Sale Date:		Paid Amount: 0.00	
Transactions:      0    Amount:      0.00    Batch: JAC001    Date: 04/07/2009			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help		EHelp                      Warns	



# Invoice Payment

## Definition

Payments made to the institution, based on an invoice sent for goods or services received.

## Purpose

To record the payment for goods or services received.

## Basic Information

- C Pay Line Item
- D Reverse Payment on Line Item

### Screen 615 – Post Line Item Payment

615 Post Line Item Payments		04/07/09 08:34	
		FY 2009 CC AM	
Screen: ____ Invoice: F101872 Line: 02			
Date: 05/04/09		Transaction Type: P (Payment)	
Ref/Check Nbr: 2344			
Check Date: 05/01/09			
Amount: 2000.00			
Description: HSC			
D/C: C		C - Pay line item	
		D - Reverse Payment on line item	
----- Current Line Item Status -----			
Customer: HSC/ROUND ROCK			
Acct Nbr:			
Desc: HSC			
Net Due: 0.00			
Posted Dt:		Amt: 0.00 Retained: 0.00	
Sale Dt:		Paid Amt: 0.00 Disallow: 0.00	
Transactions: 0		Amount: 0.00 Batch: JAC001 Date: 04/07/2009	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help		EHelp Warns	

OR

### Screen 616 – Search Invoices and Post Payments

616 Search Invoices and Post Payments		05/14/09 17:12	
HTR/ROUND ROCK		FY 2009 CC AA	
Screen: ____ Customer: 2nnnnnnnnnn0 Invoice: A100002 Invoice Search: _			
Net Invoice Amount Due: 10009.99			
Enter 'Y' to pay Net Amount Due: Y Check No: 1234 Check Date: 05/04/2009			
		Net Amt Pay line Amount	
Line	Account	Description	Due Amount Paid
1	347003 00000 0488	BAG	10000.00 -
2	347003 00000 0437	GOLF CLUBS	9.99 -
** End of Line Items **			
Transaction: 33		Amount: 905529.61 Batch: ARP001 Date: 05/14/2009	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help		EHelp Back Fwd Warns	

## Invoice Payment (cont'd)

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## Session III

# Credit Invoices

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# Session III – Credit Invoices

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## **Purpose**

To describe how to create credit invoices in Accounts Receivable.

## **Objectives**

Enable you to:

- Define terminology
- Identify screens used for Credit Invoices

# Credit Invoices

## Definition

Credit issued to a customer on an invoice.

## Purpose

To record credit given to a customer on goods or services received.

Functionality is the same for Credit Invoices as for Invoices except that the accounting is a credit instead of a debit. After successfully entering the Credit Invoice Header information, the Line Item Entry pop-up window appears.

### Screen 640 – Credit Invoice Create

640 Credit Invoice Create		04/07/09 08:35	
		FY 2009 CC AM	
Screen: ____	Customer: 2nnnnnnnnnn0	Invoice: F101873__	
* ----- Invoice Information ----- *		* -- Override Bill to Information -- *	
Billing Dept: FAPC_	Name: _____		
Invoice Type: DP	Address: _____		
Due Date: 05/04/2008	_____		
Bill Period Begin: _____	_____		
Bill Period End: _____	City: _____	State: ____	
Customer PO: _____	Zip: _____	Country: ____	
Customer Acct: _____	Phone: _____	Ext: ____	
Customer Proj: _____			
Work Order: _____			
SPR Project: _____			
Sponsors Bill Seq: _____			
Suppress Past Due: _			
Transactions: 0 Amount: 0.00 Batch: JAC001 Date: 04/07/2009			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp		617	Warns

### Screen 641 – Credit Line Item Create

641 Credit Line Item Create		04/07/09 08:35	
		FY 2009 CC AM	
Screen: ____	Customer: HTR/ROUND ROCK__	Invoice: F101573__	
***** Credits *****			
Account: 273000 00000 0295			
Ref: _____			
Sale Date: 05/04/2009			
Amount: 450.00_____			
Description: RETURN_____			
Cost Ref 1: _____ 2: _____ 3: _____			
Transactions: Amount: Batch: JAC001 Date: 04/07/2009			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			Warns

# **Session IV**

## **Accounts Receivable Special Topics**

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# Session IV – AR Special Topics

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## Purpose

To extend understanding of the Accounts Receivable related functions.

## Objectives

Enable you to:

- Explain Past Due Notices
- Review Processing AR Data
- Understand the AR System Controls

## Past Due Letter

## Definition

Letter printed to be sent to the customer indicating that the payment owed to the institution is overdue.

## Purpose

To remind the customer that payment is due to the institution.

## Basic Information

Past Due Notices are generated with the end of month processing and pulled based on invoice date.

You can create different notices based on **Invoice Type**. In the following example, there is a specific notice created for all the invoices under the type of DP (Department). You may also create “escalating” notices for each Invoice Type beginning with **Past Due Number=01** and then **Past Due Number=02**, etc.

## Special Topics (cont'd)

Each time a Past Due Notice is sent, the Past Due Notice number is displayed on Screen 620 for the particular invoice.

### Screen 683 – Past Due Letter Text Maintenance

683 Past Due Letter Text Maintenance		03/21/11 10:53
		FY 2011 CC 02
Screen: _____	Invoice Type: <b>DP</b>	
	Past Due Number: <b>3</b>	Delete: _
<p>Text: Our records indicate the following receivable(s)has been overlooked. This is a <b>third request</b>. Please forward your payment to: Sales &amp; Receivables, Financial Management Operations, MS6000, Texas A &amp; M University, College Station, Texas 77843-6000.</p> <p>If you have CREDIT invoices or have sent payment, please call (979)847-8888 or email ar5@tamu.edu.</p> <p>Customers with invoices 120 days past due or older may be placed on State Warrant Hold in accordance with the State's Accounting Policy Statement (APS 028).</p>		
<p>* Please enter text in UPPER and LOWER case. ** To leave a blank line, put an '*' in the first column.</p>		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHlp		

## Processing Dollar Data

Sequence	Process
1	Organize source documents
2	Open a session
3	Post transactions
4	Reconcile the session
5	Close the session
6	Review results of processing

## Session / Batch

### Definition

A control mechanism to track real-time posting of a group of financial transactions.

### Purpose

To provide an online audit trail for reconciliation purposes.

## Basic Information

### Screen 630 – AR Batch Initialize

630 AR Batch Initialize		04/07/09 09:12	
		FY 2009 CC 02	
Screen: ____			
Session Reference: ARC001		Session Date: 04/07/09__	
Session Status: O		Acct Feed: Y	
Bank: 0001__			
Description: AR Invoice Payments			
User ID Override: N			
Batch Balancing Information			
Transactions		Amount	
Expected Totals:	____	Receipts:	0.00
Processed Totals:	0	Disburse:	0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

To review AR Batches use [Screen 624](#) and [Screen 627](#).

## Accounts Receivable System Controls

Menu M62 lists all the screens that are available for the AR System Controls Screen.

### M62 – AR System Controls

M62 AR System Controls		04/06/09 08:10	
		FY 2009 CC 02	
Screen: ____	Customer: _____	Invoice: _____	
*----- System Controls -----*			
680 AR Control Record			
681 Invoice Prefix Create			
682 Invoice Prefixes - Last Number Used			
683 Past Due Letter Text Maintenance			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

## Special Topics (cont'd)

Screen 680 controls the processing in Accounts Receivable. The values entered on this screen determine the accounting methods used to post and reconcile the receivables.

**This screen is maintained and updated by FAMIS Services.  
The information is campus specific.**

### Screen 680 – Accounts Receivable Control Record

680 Accounts Receivable Control Record		04/06/09 08:12	
Screen: ____		FY 2009 CC 02	
<b>Cash or Accrual(C/A): A</b>			
Payments as Receipts or JEs(R/J): J			
If JEs - GL Cash clearing Account: 00xxxxxx10			
<b>3rd digit of 06X for payments: 2</b>			
	Asset or Liability Acct Cntl	Single GL or use Map Code	If Single GL - enter 6 digit GL
Receivables (asset)	1300	M	_____
Over Payments (Liability)	2130	M	_____
Deposits (Liability)	2500	M	_____
3rd digit of 06X for Receivables: 5			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

- Since FAMIS uses the accrual accounting method, the only option for the **Cash or Accrual** field is "A."
- Receipt or Journal Entry option determines the general ledgers credited and debited for the receivables.
- A transaction code of "062" will indicate **payment**, and transaction code of "065" will indicate a **receivable**.

### Invoice Prefix

Screen 681 is used by **FAMIS Services** to set up a new invoice prefix for each TAMUS member.

This screen is maintained and updated by **FAMIS Services**.  
The information is campus specific.

#### Screen 681 – Invoice Prefix Create

```
681 Invoice Prefix Create                                04/06/09 08:14
                                                    FY 2009 CC 02

Screen: ____ Invoice Prefix: _ (A-Z or 0-9)

Last Number Used: ____
Delete Prefix: _

-----
Note: A 'Last Number Used' of 999999 forces ALL invoices
to be manually assigned by the operator
-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
```

### Invoice Prefixes – Last Invoice Number Used Table

Screen 682 allows the user to view the prefixes and numbers of the most recent invoice numbers used in the system. This screen is useful before creating invoices on Screen 610.

Some prefixes are reserved for special invoices. For example:

- I Insurance
- R Sponsored Research

#### Screen 682 – Invoice Prefixes – Last Number Used

682 Invoice Prefixes - Last Number Used						05/22/12 09:27
						FY 2012 CC 02
Screen: ____						
Prefix	Last Number	Prefix	Last Number	Prefix	Last Number	
A	999999	N	999999	1	999999	
B	999999	P	999999	2	999999	
C	999999	Q	999999	5	999999	
D	999999	R	015530	6	999999	
E	999999	S	999999	7	999999	
F	999999	T	999999			
G	999999	U	999999			
H	999999	V	999999			
I	999999	W	999999			
K	999999	X	001142			
L	999999	Z	905200			
M	999999	0	999999			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Hmenu Help EHelp						

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Revised: 1/23/2014 10:04 AM