

64 DOCUMENT RECORD INQUIRY SCREEN

Close Dates, Penny Balances, Negative A/R Balances, etc.

Transactions that post to the Document Financial table can be viewed on the 64 Document Record Inquiry screen. SFMS refers to these transactions as “doc supported”. The 28A Transaction Code Decision Profile screen indicates when a transaction code posts to the DF table. When an agency establishes a doc supported transaction with a split RTI it creates two or more classes under one suffix.

Payments to Doc Supported Document/Suffix/Class

Normally, when a payment or adjustment is applied to a doc supported receivable, the document/suffix numbers are put in the Ref Doc/Sfx fields and F4-Edit is selected to bring in the coding of the original suffixes. However, when a split RTI was used to create the original receivable or other document, pressing F4-Edit will generally bring in the coding of the first “child” class and likely bring in errors on the 518 Split Transaction Inquiry screen. Please do not F4-Edit to bring in the coding from the Ref Doc/Sfx. *As more agencies set up accounts receivables with RTIs, SFMS is seeing more payments inappropriately applied only to the first class “RTI child”. If agencies have been able to appropriately make payments to doc supported A/Rs with multiple classes using F4-Edit, please provide examples to SFMS.*

When a payment is posted against a doc supported document with multiple classes, the “RTI parent” coding is needed to split the payments properly to the classes. Hopefully an invoice has been generated providing the “parent” coding to use on the transaction and instructions to press F10-Save. Do not F4-Edit to bring in the coding from the Ref Doc/Sfx.

Penny Balances on one or more Classes

Penny balances may remain on Accounts Receivable document classes for AC, AI, AF, AK, AM and AR doc types. Currently, a document will only get a close date added if the Document/Suffix/Class balance is zero.

There is a way to post a transaction to a single class created by an RTI in order to bring the balance to zero. The document class is not a field available on the transaction entry screen. However, an agency can post a subsequent transaction individually to each document class or “RTI child” when all the coding on the transaction matches the coding on the original “child” transaction **except the RTI field must be “D”**. Put the Document/Sfx numbers in the Ref Doc/Sfx fields. The RTI field must be a “D” because we do not want the transaction to split again. The agency should F10-Save the transaction. Do not F4-Edit to bring in the coding of the Ref Doc/Sfx.

1. There may be a single penny on one class. In this case the document suffix does not net to \$0.00 **and** there are zero balances on one or more classes. An agency can post a subsequent transaction to a document class or “RTI child” as described above. The analyst may need to write up a work request to put a consistent close date on the class if the transaction is not made in the same fiscal month as the transactions that brought the other classes to zero.
2. There may be a \$+0.01 on one class and \$-0.01 on another class or something similar. In these instances the document suffix nets to \$0.00, but two or more classes have balances **and** there are **no** classes with zero balances. Enter transactions as described above.
3. There may be offsetting balances on some classes, the document suffix nets to zero **and** there are zero balances on one or more classes. The agency can post a subsequent transaction to specific document classes or “RTI children” as noted above. The analyst may need to write up a work request to put consistent close dates if transactions directly to classes with offsetting entries are not made in the same fiscal month as the transactions that brought the other classes to zero.

SFMA cannot move Account Event table transactions to the Inactive Account Event (INAE) table if the related Document Financial records do not have a close dates on the 64 ~~screen~~ (Document ~~Financial table record~~Record Inquiry screen). The SFMA archive program cannot archive Document Financial table records when the suffix classes have inconsistent close dates.

Close Date

Close Dates are added to the 64 Screen documents based on the Doc Type.

1. Modifiers: The system adds close dates to documents with modifiers in a variety of ways.
2. Account Receivables and other documents that do not allow modifiers are closed by DAFJ620. The program adds a Close Date using the last day of the fiscal month of the transaction that brings the document to zero. Currently, a document is eligible to be closed if the Document/Suffix/Class balance is zero in the current fiscal month and in seven prior fiscal months, a total of 8 months.

Negative A/R Balance on Classes

On the first Wednesday after Month End Close, the DAFJ620 Populate DF Close Date program runs. This program creates close dates for documents such as Accounts Receivables and Travel Advances that qualify and also generates a list of Negative A/R Documents. The SFMS Report Accountant reviews the report and emails each SFMS Agency Analyst a list of negative A/R's that are on the 64 Screen for their agency. Each Negative A/R needs to be reviewed to determine what action should be taken. The analysts notify the agencies and work with them to clear these negative A/R balances. In addition to valid Negative A/R's there could be offsetting penny balances, or offsetting balances that are greater than a penny.

Clean-Up Process

The document suffix may not net to zero between the classes, but has an insubstantial balance remaining on one class. The agency may not be able to post a transaction to the document/suffix/class. Request the agency add a suffix to the original doc supported document and enter a transaction that offsets the balance. If that is not possible, request that the agency include the original AR doc/sfx number in the Ref Doc field of a new A/R Document. SFMS writes up a work request to put consistent close dates on all the classes and the offsetting entry in order to keep the documentation together.