



Accounts Receivable Training

December 2015

The Receipt Process

- Receipt Creation
- Remittance
- Reconciliation

Receipt Creation

Open the Receipts Window using AR User responsibility

For the budget type (Recurrent, Development, Deposit...)

- Receipts

Enter Receipt Header Details

Enter the Proper Receivable Activity

- Exchequer Release, Sale of Tender, RD Cheques, Other AIA

Receipt Status will be Confirmed

Remittance

Batch Multiple receipts and remit to the bank account

Use the remittance window

- Remittance

Enter Remittance Header Details

- Make Sure the Deposit No matches the bank statement line reference

Enter Remittance Line Details

- Manual Create
- Query the receipt lines and select the ones to remit

Receipt Status will be Remitted

Reconciliation

Refer the Reconciliation
Discussion

Receipt Status will be
Cleared

...Continued

Receipt Accounting

- Cash (on hand)-6580101 XX
- EXQ Release/Provisioning A/C-9910201 XX

Remittance Accounting

- Cash in Transit-6580104 XX
- Cash (on hand)-6580101 XX

Reconciliation Accounting

- Recurrent Bank A/C-6530101 XX
- Cash in Transit-6580104 XX

Reversing Receipts

Cases

- Receipts made by mistake due to receivable activity, budget type, reference number, amount etc

Overview of Pre-Reconciliation

Invoicing

Invoice Validation

Invoice Accounting

- Expenditure/Imprest/Under the line Items xx
- AP xx

Invoice Payment

- AP xx
- Cash Clearing xx
- The Status of the payment is Negotiable

Bank Reconciliation

Overview



Bank Reconciliation Overview

Receive Bank Statement

- Manual
- Online

Load and Import

Perform Bank Reconciliation

- Manual
- Auto

Review Results

Create Journal Entries and Post to GL

Bank Statement Loading

Bank Statement Loading

Use this statement to load Bank statement to cash management

- View > Requests > Submit Single Request
- Select “Bank Statement Loader”
- Enter the Bank Account Details
- Submit

Bank Statement Sections

- Bank Statement Header
- Bank Statement Lines

Bank Statement Importing

Bank Statement Import

- Import the Bank Statement to the Bank Statement tables
- Use this programme to validate the loaded bank statements
- View > Requests > Single Requests
- Select “Bank Statement Import”
- Enter Bank Account Details
- Submit

Bank Statement Reconciliation

Bank Statement Reconciliation (Manual/Auto)

- Manual Reconciliation: Check and Compare each bank statement lines against the cash book (IFMIS) payments or receipts
- Auto Reconciliation: The Auto Reconciliation Programme runs to compare transactions in bank statements viz a viz the IFMIS transactions

Bank Statement Loading in Mass

- Optionally the Loading can be done for all statements sent by the bank
- Use the “GOK IFMIS Bank Statement Loader (All Files)” program to load multiple bank statement files

Bank Statement Reconciliation-Manual

Manual

- Go to the Bank Statement Window
- Bank Statements > Bank Statements and Reconciliation
- Select and open the Bank Account and the specific bank statement to reconcile
- Review each line in IFMIS with the corresponding Bank Statement line and reconcile

Bank Statement Reconciliation-Auto

Auto Reconciliation

- View > Requests
- Select “Auto Reconciliation” Programme
- Enter the Bank Account Details and Statement to reconcile
- Enter the proper GL Date
- Submit
- Review the programme completion

Thank You

Q and A