Office of the Chief Financial Officer

*Integrated Financial Management Program*

# *Core Financial*

# *Course Name: Customer and Account Management*

# *Module 3: Receivables/Account Management*

# *XSFC Data Packet*

National Aeronautics and Space Administration

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**TOPIC 1: Dunning Process**

**ACTIVITY 1: Run and Execute Dunning Process**

Run Dunning list for delinquent debt. Execute the process to calculate interest and penalty. View dunning letters for the customers.
**Note:** Interest and Penalty calculation is cumulative.

| FIELD | DATA |
|---|---|
| Transaction Code to view Customer Master Record | FD03 |
| Customer | See XSFC RAM Supplemental Sheet |
| Company Code | NASA |
| **Select** | **Enter** |
| **Correspondence Tab** | **Review Dunning Data** |

**Note:** If you do not see the **Correspondence tab**, click on **COMPANY CODE DATA**.

| | |
|---|---|
| Transaction Code | F150 |
| Run On | Current Date |
| **Select** | **Enter** |
| **Select** | **Parameter Tab** |
| Identification | TRAIN |
| Dunning Date | Current Date |
| Documents Posted Up To | Current Date |
| Company Code | NASA |
| Customer | *See XSFC RAM Supplemental Sheet* |
| **Select** | **Enter** |
| **Select** | **Free Selection Tab** |
| Field Name | BSID-GSBER (Business Area) |
| Values | 62 |
| **Select** | **Status Tab/Save** |
| Schedule | Select |
| Start Immediately | Select |
| Schedule | Select |
| When message says "Schedule completed successfully" | Click **Enter** |
| ZRFI_AR_Dunning (Program Field) Note: Report displayed | Click "**Back"** button |
| <Select> | Sample Printout |
| Output Device | LOCL or SAPWIN |
| <Select> | Print Preview " " |

| | |
|---|---|
| Sample Print Out | Select |
| Continue | Select |
| Cancel | Select |
| Schedule Dunning Run | Select |
| Start Immediately | Select checkbox |
| Schedule | Select |

Press ENTER until you see message: **Dun. Selection is Complete.**

| | |
|---|---|
| Dunning History | Select |
| Continue | Select |
| Company Code | NASA |
| Customer | |

**NOTE:** To complete activity, refer to the Run Dunning Process user procedure within the OLQR.

**TOPIC 1: Dunning Process**

**ACTIVITY 2: Post Interest, Penalty or Administrative Charges**

The dunning process is complete. Post interest and penalty for your customer invoice. Interest as shown on the dunning run is $6.00 and penalty is $2.00. **In step 1**, post Interest (as shown on the dunning run $6.00). **In step 2**, post $2.00 in penalty fees.
Note: In reality some of the interest would have been already been recorded.
Note: Park only if you want to practice Parking and then Post.

| FIELD | DATA |
|---|---|
| Transaction Code | FB70 |
| **Select** | **Enter** |
| Customer | *See XSFC RAM Supplemental Sheet* |
| Sp. G/L | Z |
| Text | Interest for period-1340.0000 |
| Invoice Date | Current Date |
| Amount | $6.00 |
| **Select** | **Payment Tab** |
| Bline Date | Current Date |
| **Select** | **Basic Data Tab** |
| 1st line item G/L Account | 5310.0000 |
| D/C | Credit |
| Amount | $6.00 |
| Business Area | 62 |
| Fund Center | 62-MSFC |
| Fund | Non1435 |
| 2nd line item G/L Account | 5991.0000 |
| D/C | Debit |
| Amount | 6.00 |
| Business Area | 62 |
| Fund Center | 62-MSFC |
| Fund | NON1435 |
| 3rd line item G/L Account | 2980.0000 |
| D/C | Credit |
| Amount | 6.00 |
| Business Area | 62 |
| Fund Center | 62-MSFC |
| Fund | NON1435 |
| **Select** | **Enter** |
| **Select** | **Simulate** |
| **PARK/POST** | **PARK/POST** |

Write down your document number: _____

| New Transaction | New Transaction |
|---|---|
| Customer | *See XSFC RAM Supplemental Sheet* |
| Sp. G/L | Y |
| Text | Interest for period-1340.0000 |
| Invoice Date | Current Date |
| Amount | $2.00 |
| **Select** | **Payment Tab** |
| Bline Date | Current Date |
| **Select** | **Basic Data Tab** |
| 1st line item G/L Account | 5320.0000 |
| D/C | Credit |
| Amount | $2.00 |
| Business Area | 62 |
| Fund Center | 62-MSFC |
| Fund | Non1099 |
| 2nd line item G/L Account | 5991.0000 |
| D/C | Debit |
| Amount | 2.00 |
| Business Area | 62 |
| Fund Center | 62-MSFC |
| Fund | NON1099 |
| 3rd line item G/L Account | 2980.0000 |
| D/C | Credit |
| Amount | 2.00 |
| Business Area | 62 |
| Fund Center | 62-MSFC |
| Fund | NON1099 |
| Bline Date | Current Date |
| **Select** | **Enter** |
| **Select** | **Simulate** |
| **PARK/POST** | **PARK/POST** |

**NOTE:** To complete activity, refer to the Post Interest, Penalty or Administrative user procedure within the OLQR.

**TOPIC 2: Manage Accounts**

**ACTIVITY 1: Analyze Delinquent Bills and Record Allowance for Doubtful Account**

Use the aged bill report and customer account balance information to analyze bills and record the allowance account by Fund and Fund Center.
Analysis has been done and it has been determined What the amount will be.

- This is the first time the allowance account has been recorded

- You will have to complete the first four lines below if this is the first time the computer you are using goes to the **FB50** screen. After the first time, the DocType will appear on the screen.

NOTE: Park only to practice , then Post document.

| TRANSACTION CODE | FB50 |
|---|---|
| SELECT | Settings |
| CLICK | Editing Options |
| SELECT | Doc.Type Opt |
| SELECT | Document Type Ready For Input |
| **FIELD** | **DATA** |
| Doc. Date | Current Date |
| Text | Allow for doubtful Acct - Appropriated |
| Doc.type | AR |
| 1st line item G/L Account | 6720.0000 |
| D/C | Debit |
| Amount in doc. Curr. | $200.00 |
| Business Area | 62 |
| Funds Center | 62-TRAVEL |
| Fund | SAT422002D |
| 2nd line item G/L Account | 1319.0000 |
| D/C | Credit |
| Amount in doc. Curr. | $200.00 |
| Business Area | 62 |
| Funds Center | 62-TRAVEL |
| Fund | SAT422002D |
| **Select** | **Enter** |
| **Select** | **Simulate** |
| **PARK/POST** | **PARK/POST** |

Write down your document number_____

| Doc. Date | Current Date |
|---|---|
| Shrt Text | Allow for doubtful Acct- Non- |

| | |
|---|---|
| | Appropriated |
| Doc.type | AR |
| G/L Account | 5329.0000 |
| D/C | Debit |
| Amount in doc. Curr. | $3.00 |
| Business Area | 62 |
| Funds Center | 62-MSFC |
| Fund | NON1099 |
| 1st line item G/L Account | 1369.0000 |
| D/C | Credit |
| Amount in doc. Curr. | $3.00 |
| Business Area | 62 |
| Funds Center | 62-MSFC |
| Fund | NON1099 |
| 2nd line item G/L Account | 2980.0000 |
| D/C | Debit |
| Amount in doc. Curr. | $3.00 |
| Business Area | 62 |
| Funds Center | 62-MSFC |
| Fund | NON1099 |
| 3rd line item G/L Account | 5991.0000 |
| D/C | Credit |
| Amount in doc. Curr. | $3.00 |
| Business Area | 62 |
| Funds Center | 62-MSFC |
| Fund | NON1099 |
| **Select** | **Enter** |
| **Select** | **Simulate** |
| **PARK/POST** | **PARK/POST** |

**In Training we will POST this document so that we can perform follow on exercises. In the Production System you will PARK the document and HQ will POST it.**

**NOTE:** To complete activity, refer to the Record Allowance for Doubtful Accounts user procedure within the OLQR.

**ACTIVITY 2: Write Off Bad Debt**

Treasury informs NASA there is no further action they can take to collect delinquent debt. The debt was routed for write off approval and was approved for write off. Make an entry to write off the bad debt. Notify Treasury to generate 1099C.

| FIELD | DATA |
|---|---|
| Transaction Code | F-30 |
| Document Date | Current Date |
| Type | WO |
| Company Code | NASA |
| Currency/Rate | USD |
| Doc. Header Text | Write off bad debt – Appropriated Debt |
| Clearing Text | Write off of bad debt |

**Note:** Leave **Transfer Posting with Clearing** checked.

| | |
|---|---|
| 1st line item Pstky | 40 |
| Account | 1319.0000 |
| **Enter** | **Enter** |
| Amount | $125 |
| Funds Center | 62-TRAVEL |
| Fund | SAT422002D |
| **Select** | **More** |
| Business Area | 62 |
| **Select** | **Enter** |
| **Select** | **Choose Open Items** |
| Account | *See XSFC RAM Supplemental Sheet* |
| Normal OI | Check ✔ |
| **Select** | **Process Open Items** |
| **Select** | **Partial Payments Tab** |
| Payment Amount | $125 |
| **Select** | **Enter** |
| Confirm | "Not assigned" equals zero |
| **Post** | **Post** |

Write down your document number_____

**NOTE:** To complete activity, refer to the Write Off Bad Debts user procedure within the OLQR.