



Non-Invoiced Cash Receipts (YC Document Type)

This document is intended for agency end-users who are wanting to post a non-invoiced cash receipt.

Document Type: YC

Central Approval Needed?: Y (DFA's Office of Fiscal Management)

Transaction Codes to Remember:

- FV50 ("Park G/L Account Document")
- FB03 ("Display Document")
- FMCCAVERVIEW ("Overview Values for Cash Control Account Assignments")
- FBL3N ("G/L Account Line Item Display")

The Non-Invoiced Cash Receipts posting process will be handled in MAGIC via journal entries to the General Ledger. The document type that is used in MAGIC for these entries is the YC, which is called the "Revenue Cash Posting" document. Agencies can use the FV50 transaction code or the JV Interface (ZFGL_JV_INTF) transaction codes to perform the steps in the process.

Below are some sample entries that discuss how cash receipt postings will work in MAGIC. Posting a non-invoiced cash receipt/revenue cash posting is a simple one-step process in MAGIC. For the examples below, the creator is a DFA user (DFA is Business Area 1130) and we used DFA data as examples and the 4010000 Revenue GL account ("Sales Tax") as an example.

For the YC postings, the user should always credit a Revenue General Ledger account (a 4xxxxxxx series GL account), a Liability General Ledger account (a 2xxxxxxx series account) or the 12020000 ("Advance to Cafeteria Plans") and debit the 10060000 GL account for the cash side of the entry. No other cash GL account should be used with the YC document type. There are several variations for the YC document type entry: one for posting to an agency fund without a material revenue code, one for posting to an agency fund with a material revenue code, one for posting to the State General Fund (2999000000 fund) and one for using a Liability GL account as the credit side of the entry.

DFA's Office of Fiscal Management (DFA/OFM) will be providing instructions to agencies on the information that needs to be sent in with their non-invoiced cash receipts. Currently, the plan includes a printout of the agency's non-invoiced cash receipt information from a report template via the FBL3N transaction code in MAGIC.

It is also important to understand the rules for each document type. Here are the validation rules for the YC document type:

1. Debits and credits must balance by fund.
2. Cannot cross Business Areas with the YC document type.
3. The Fund number must be greater than or equal to 2999000000.
4. The debit entry (Posting Key 40) must always be to the 10060000 cash GL account ("Cash – Direct Postings").
5. The credit entry (Posting Key 50) must always be to either a Revenue GL account (GL accounts 40000000 through 49999999), a Liability GL account (GL accounts 20000000 through 29999999) or the GL account 12020000 ("Advance to Cafeteria Plans").
6. A Liability GL account (GL accounts 20000000 through 29999999) cannot be used with the 2999000000 State General Fund.
7. An 8xxxxxxx series fund cannot be used with the YC document type.

Example #1 below is an example of how a DFA user (Business Area 1130) might record a non-invoiced cash receipt:

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Cost Center</u>	<u>Fund</u>	<u>Functional Area</u>	<u>Grant</u>
1	YC	D	\$100.00	10060000 - ("Cash - Direct Postings")	1130		3313100000		NRGRANT
2	YC	C	\$100.00	40100000 - ("Sales Tax")	1130	1130000001	3313100000	11300101	NRGRANT

Below is example #2, which illustrates how a DFA user would perform a non-invoiced cash receipt/revenue cash posting to an agency fund using a Material Revenue Code. The entry essentially works exactly like Example #1 except the user fills in the appropriate Material number in the Material field. When this is done, the General Ledger account will automatically overwrite and use the appropriate General Ledger account that is tied to that Material number.

One important item to note is that MAGIC will still require a General Ledger account to be entered on the line with the Material number or the user will receive an error from the system. This error would occur because the system checks the General Ledger Account field before it checks the Material field on a line and the General Ledger Account field is a required field. However, the system will still overwrite whatever value appears in the General Ledger Account field based on the Material number.

Here is Example #2: a sample non-invoiced cash receipt/revenue cash posting to an agency fund with a Material Revenue Code for DFA:

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Cost Center</u>	<u>Fund</u>	<u>Functional Area</u>	<u>Grant</u>	<u>Material</u>
1	YC	D	\$100.00	10060000 - ("Cash - Direct Postings")	1130		3313100000		NRGRANT	
2	YC	C	\$100.00	40100000 - ("Sales Tax")	1130	1130000001	3313100000	11300101	NRGRANT	W13010000051

Below is example #3, which illustrates how a DFA user would perform a non-invoiced cash receipt/revenue cash posting to the 2999000000 State General Fund. The 2999000000 State General Fund uses a shared Business Area – Business Area 1000 – that each state agency will have access to via one Cost Center. In the example below, the user would post a YC document directly to the 2999000000 fund using the one Cost Center that your agency has access to for their 2999000000 fund postings. Since we are using a DFA user in this example, the Cost Center that is used for Business Area 1000 is 1000113000.

Here is Example #3: a sample 2999000000 State General Fund non-invoiced cash receipt/revenue cash posting for DFA:

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Fund</u>	<u>Cost Center</u>	<u>Functional Area</u>	<u>Grant</u>
1	YC	D	\$100.00	10060000 - ("Cash - Direct Postings")	1000	2999000000			NRGRANT
2	YC	C	\$100.00	40100000 - ("Sales Tax")	1000	2999000000	1000113000	NRFA	NRGRANT

For example #4 below, there are some cases where an agency might hold funds on behalf of others or have customer deposits or unclaimed property and the YC could be used in those cases by crediting the appropriate Liability GL account and debiting the 10060000 Cash GL account. Eventually, an invoice transaction would be performed to pay/clear the liability.

Here is Example #4: a sample Liability account YC entry using DFA as the example data:

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Cost Center</u>	<u>Fund</u>	<u>Functional Area</u>	<u>Grant</u>
1	YC	D	\$100.00	10060000 - ("Cash - Direct Postings")	1130	N/A	3313100000	N/A	NRGRANT
2	YC	C	\$100.00	23010000 - ("Funds Held for Others")	1130	N/A	3313100000	N/A	NRGRANT

Posting cash on a YC document for the sale of a Vehicle:

Example #5 below is specifically to be used when an agency sells a vehicle that meets the CAFR Threshold. The entry must debit cash (10060000) and credit Sale of Asset Revenue Code (43260000). The Sale of a non-CAFR Asset would credit Sales Revenue Code (43250000). The account assignment (Fund and Cost Object) for the asset sold must be used in the entry. The account assignment for the asset can be found on the Time-Dependent Tab of the Asset Master Record. The asset number must be used in the "Reference Field" in the YC document.

Here is Example #5: a sample Sale of Vehicle YC entry for DFA:

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Cost Center</u>	<u>Fund</u>	<u>Functional Area</u>	<u>Grant</u>
1	YC	D	\$100.00	10060000 - ("Cash - Direct Postings")	1130		3313100000		NRGRANT
2	YC	C	\$100.00	43260000 - ("Sales of Asset")	1130	1130000001	3313100000	11300101	NRGRANT

Posting cash on a YC document using an Internal Order with a non-grant Grant:

Example #6 below is specifically for agencies that have non-grant Grants and want to use those Internal Orders to post cash with a YC document type. Currently, that includes the following agencies: Department of Health, Department of Environmental Quality, Department of Rehabilitation Services, Department of Employment Security, MEMA and the Office of State Aid Road Construction.

While these non-grant Grants are not real grants, they have a Grant number in MAGIC and some of these agencies may wish to use the Internal Orders that are tied to these "grants" to post a cash receipt. The YC document type should not be used to post cash related to a real Grant. Instead, the YF document type (if it is a grants receipt without a Customer) or the YG document type (if it is a grants receipt with a Customer) would be used.

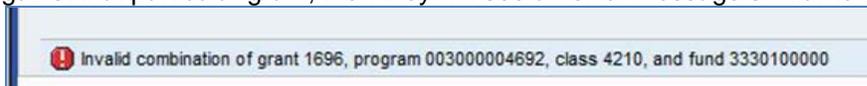
Posting to the General Ledger with an Internal Order is different than using a Cost Center, as when using an Internal Order, the user must enter the Internal Order on both the cash line (the 10060000 GL account in this case) and on the Revenue line. When using a Cost Center with the "NRGRANT" value, obviously, that is not the case as the user only enters the Cost Center on the Revenue line. So, that is a key difference that the user must remember if using an Internal Order with the YC document type. The Internal Order on the cash line will still "derive" the associated values (Business Area, Fund, Grant, Functional Area, etc.), so the user does not have to enter these values. The user should double-check these values to ensure that the correct Fund, Grant, etc is being used.

Example #6 below is just an example with sample data. The agency end-user would need to enter the Internal Order on both lines and hit the "Enter" key to derive the other coding block data and then verify that the correct data is on the specific line(s).

<u>Line</u>	<u>Doc Type</u>	<u>Debit/Credit</u>	<u>Amount</u>	<u>GL Account</u>	<u>Business Area</u>	<u>Order</u>	<u>Fund</u>	<u>Functional Area</u>	<u>Grant</u>
1	YC	D	\$100.00	10060000 - ("Cash - Direct Postings")	1301	3000004575	5331400000	13010106000000PD	2041
2	YC	C	\$100.00	40100000 - ("Sales Tax")	1301	3000004575	5331400000	13010106000000PD	2041

Posting Tips – YC Document using an Internal Order with a non-grant Grant:

- In order to post cash to a non-grant Grant using the YC document, the agency will need to ensure that the grant has the proper Sponsored Class(es) assigned to it.
- For the purposes of posting the YC document type, the 10060000 (“Cash – Direct Postings”) GL account, which is always the cash side of the entry on the YC document type, is assigned to the 4210 Sponsored Class in Grants Management.
- As a result of this, every grant that will have cash posted to it using the YC document type should have Sponsored Class 4210 assigned to it; agencies are strongly encouraged to double-check their grants that receive grant receipt postings to ensure that they have done this.
- If an agency fails to add Sponsored Class 4210 to a grant and then proceeds to attempt to post a YC document against that particular grant, then they will see an error message similar to the message below:



- Agencies can double-check their grants by displaying the grant master record, going to the “Dimensions” tab and double-checking the assigned Sponsored Classes for the grant:

Sponsored Class	Class Type	IDC Relevant	Sponsored Class Description	Valid from	Default
4260	Revenue	<input type="checkbox"/>	Donations		<input type="checkbox"/>
4310	Revenue	<input type="checkbox"/>	Licenses, Fees, and Permits		<input type="checkbox"/>
4320	Revenue	<input type="checkbox"/>	Charges for Sales and Servic...		<input type="checkbox"/>
4321	Revenue	<input type="checkbox"/>	Services between St Agcy		<input type="checkbox"/>
4325	Revenue	<input type="checkbox"/>	Sale of Property		<input type="checkbox"/>
4340	Revenue	<input type="checkbox"/>	Court Assessments & Settlemn...		<input type="checkbox"/>
4350	Revenue	<input type="checkbox"/>	Other		<input type="checkbox"/>

- Because the user must include an Internal Order (a Cost Object) on the cash line of the YC entry when using a non-grant Grant, the user will encounter the below warning message; however, this is not a hard-stop error but just an information message. The user can move past this message by pressing “Enter” on their keyboard.
- The user will likely encounter this message twice when doing a YC posting: once for each cash line on the entry and a 2nd time when the user clicks “Save as Complete” to submit the entry into workflow for approval; each time this appears, the user can press the “Enter” key on their keyboard to proceed past this message.

This is not a hard-stop error but just an informational warning message; the user can tell the difference because this message uses a yellow sign with an exclamation mark rather than a red sign.

