

## Accounts Receivable Best Practices

Below are some issues and solutions that can ensure a smoother and more efficient closing. Please consider the following as 'Best Practices' in eliminating errors.

**Issue:** Using the same item IDs with multiple Distribution Codes.

**Solution:** Create a new *Item Id* when a new *Distribution Code* is used. I.e.: If the Item Id was created with a Distribution Code ending with (19) FY2019, you should not create a Debit (DR) or Credit (CR) with Distribution Code ending with (20) FY2020. **Instead, create a new Item Id as an Invoice (IN) with the current Fiscal Year's Distribution Code.**

**Issue:** During Fiscal Year-End when two periods are open (Per 12 and Per 1), Batch Processing fails when the Accounting Date for an AR Open Item is created for Period 1 and a Payment/Deposit is applied using a prior Period 12 Accounting Date. E.g.: Item Accounting Date is 07/01/20xx, which is Period 1 and Payment/Deposit date is 06/30/20xx, which is Period 12.

**Solution:** Make sure that the Payment/Deposit Accounting date is always greater than the Open Item Accounting Date. E.g.: Open Item date of 07/01/2019 (FY20) and Payment/Deposit Id with 07/02/2019 (FY20).

**Note:**

- When Booking revenue make sure the Distribution Code is for the correct Budget Period (last two digits of the distribution code).
  - New Distribution Codes should be created for each new Fiscal Year if you need to book revenue for the current year.
  - Be sure to submit a request to [FSCM@sao.ga.gov](mailto:FSCM@sao.ga.gov) to inactivate old distribution codes for closed Items.
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