



Government of Samoa

**Ministry of Finance
Accounts Receivable**

18th July 2012

Trainers:

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System Support Team**

Training Objectives:

The purpose of this training is to provide the attendees with the following knowledge;

1. The operational process of creating and approving AR invoices and Credit Notes
2. How to enter receipts and apply against invoices
3. How to perform enquiries and run reports on Accounts Receivable

Training Outcome

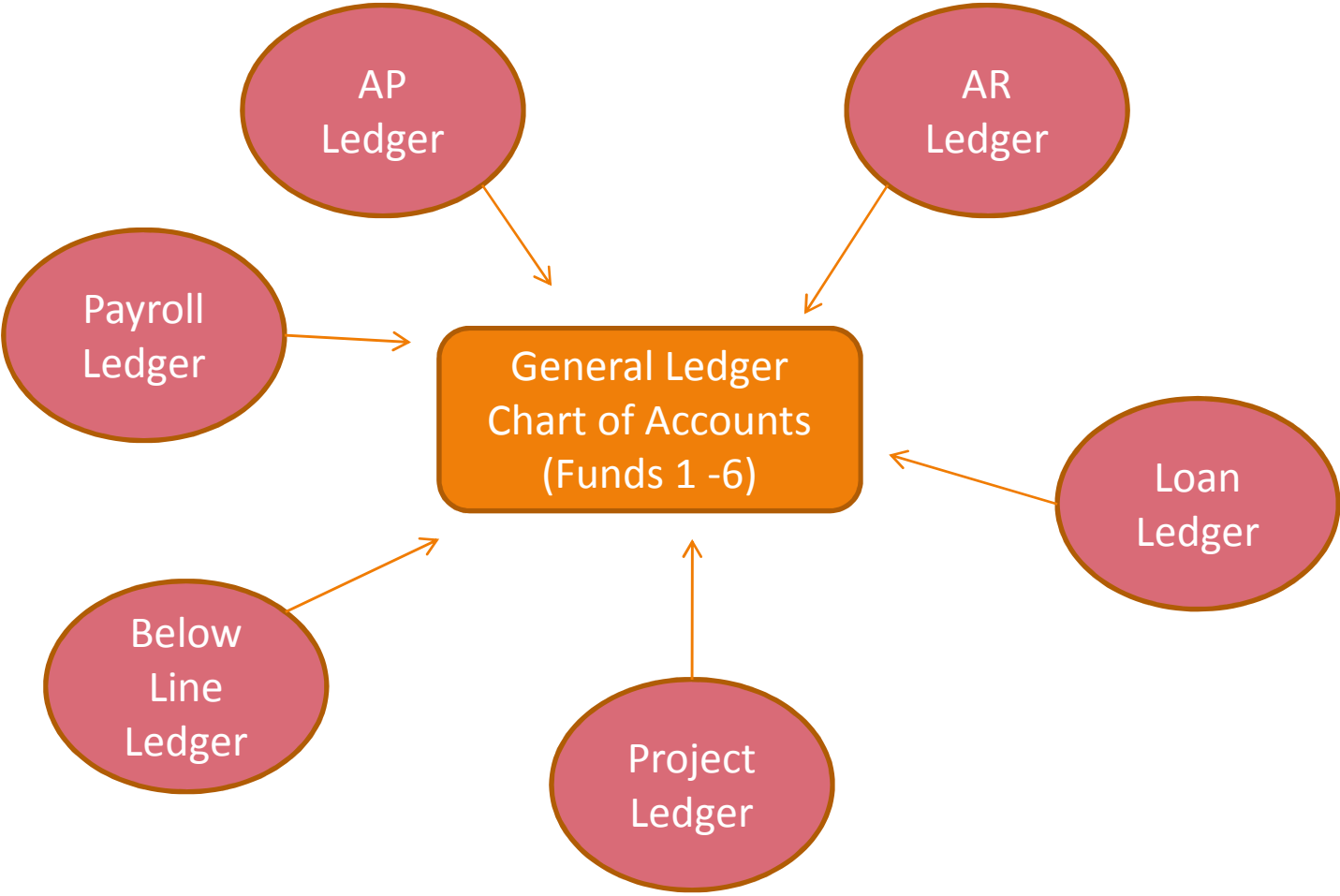
It is expected that an understanding of the Accounts Receivable processes will enable attendees to;

1. Perform the operational processes of the Accounts Receivable as required within their day to day role.
2. Be able to assist or train other system users.

Topics

1. Overview of Finance One Ledger Setup
2. AR Chart Management
3. Creation of AR invoices and Credit Notes
4. Receipting
5. AR Enquiry
6. Unapplied Credits Report
7. Apply Outstanding Transactions
8. Age Analysis Report
9. Reconciling Employee Debtors

FINANCE ONE LEDGER SETUP



GENERAL LEDGER STRUCTURE

General Ledger “GL”

▪ Primary Ledger contains information on flows (expenses & revenue) and stocks (assets, liabilities, capitals)

▪ Ledger Naming Structure

Ledger code (a)	Actual /Budget (b)	Financial Year (c)
XX	XXX	XX
GL	ACT	11

Code	Description
ACT	Actual
OBD	Original Budget
RBD	Revised Budget
COM	Commitments
CSH	Cash

Financial Year	Dates
10	01/07/2009-30/06/2010
11	01/07/2010-30/06/2011
12	01/07/2011-30/06/2012

▪ Chart – GLCHART

▪ GL Account Structure

Fund-Sub	Output-Management	Unit-Natural	Account
X- XXXX-	XXX-	XXXXXX	

SUBSIDIARY LEDGER

Accounts Receivable

- Ministry maintains its own ledger.

Ministry	Ministry Code	AR Ledger
Finance	FI	ARFIACT
Foreign Affairs	FT	ARFTACT
Works	WI	ARWIACT

- Perpetual ledger where data rolls over from year to year with accounts having opening balances each year.
- At the end of each year a copy is taken of the ministry AR ledger and named ARFIACxx e.g. ARFIAC11 is for Financial Year 2010-2011)

AR Chart Management

- Each ministry creates and maintains its own Chart of Accounts.

Ministry	AR Chart
Finance	ARFICHT
Foreign Affairs	ARFTCHT
Works	ARWICHT

- Debtor code structure

1. **Type of debtor** (numerical) (alphabetical reference particularly relates to GOS employee debtors, and
2. **AR code.** (numerical) (where a GOS employee are the debtor, the employee number)

E.g. X XXXXXX

- LOG IN
- Open AR Officer – Workplace
- Debtor Account Maintenance
- Invoice Processing and Credit Notes

- LOG IN
- Open Cashier – Workplace
- Receipt Processing and Apply
- Bank Deposit Prints

- Aged Analysis Report
- Unapplied Credits Report
- AR Enquiry
- Employee Debtor Enquiry

QUESTIONS?



SYSTEM SUPPORT

For Finance One support please contact the System Support team on telephone 34398 or by emailing f1support@mof.gov.ws.

Please assist us by ensuring that you do not contact individual staff members within the Ministry of Finance Accounting and Financial Services team in relation to support calls.

Directing all support calls to our System Support team will ensure that all calls are logged in Service Request Desk in order that the Systems team can:

- Respond in a timely and effective way;
- Monitor and manage the cause and resolution of all support issues being raised; and
- Ensure your support call is directed to the person best-placed to resolve your issue