

FV50: JE Process for Cash Receipts Using the Assignment and Value Date Fields
 Process Details and Narrative Instructions by Andrew Powers, Treasury | 02.07.17

AS-IS PROCESS

- Bank:** Cash/Checks post the same day they are deposited to the bank, while Credit Card activity posts two business days later than the day it was processed.
- Bureau:** When a bureau uses a single journal entry to record Cash/Check and Credit Card activity on a single Posting Date, all activity is posted to their revenue G/L for that Posting Date.
- SAP:** SAP’s auto clearing process applies the Posting Date to every line in the journal entry. If two line items will post to the bank account on different dates – such as Cash/Checks vs Credit Cards – these items *should* be listed in separate journal entries. Listing them in the same journal entry will make the items post on the same Posting Date, with the Credit Card activity having an incorrect Posting Date, requiring manual reconciliation.
- Example:** In the example below, all funds were entered for activity on the posting date January 3, so all revenue will be recorded to the bureau’s revenue G/L for January 3. Cash/Checks will match the bank’s Posting Date and will auto reconcile in SAP. Credit Cards activity will not post until January 5, so the Credit Card activity will not clear automatically in SAP and will require manual intervention.

To have all activity cleared automatically, two separate journal entries would need to be created – one for the Cash/Checks and one for the Credit Card activity.

Posting date, applied to all items in this JE

Park G/L Account Document: Company Code COP1

Tree on | Company Code | Simulate | Save as completed | Post | Editing options

Basic Data | Details

Document Date: 01/03/2017 | Currency: USD
 Posting Date: 01/03/2017 | Period: 7
 Reference: Exp. Cash & CC
 Doc. Header Text: Example of Cash/Checks,CC
 Document Type: CR
 Doc. currency
 Company Code: COP1 | City of Portland U.S.A.

Amount Information
 Total Dr.: 0.00 USD
 Total Cr.: 0.00 USD

0 Items (Screen Variant : COP-FV50)

Item	S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment	F	P	C	B	Text	Value date	Partner Fund
		111011		Debit	100.00	1000					Deposit -Cash/Check		
		111042		Debit	200.00	897654321					Transactions - CC		
		456789		Cred...	100.00	1000					Deposit -Cash/Check		
		456789		Cred...	200.00	8987654321					Transactions - CC		

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TO-BE PROCESS

To enable SAP's auto reconciliation function to work without requiring bureaus to create separate journal entries to differentiate Cash/Check from Credit Cards, the Value Date field is being introduced to clear Credit Card items.

The Value Date is individualized for each line item in the journal entry, with a default value of the current date. By using the Value Date for Credit Cards, items that post on different days can be included in the same journal entry and still clear automatically. The Value Date is not needed for Cash/Check items; the related GL accounts will continue to auto reconcile using the Posting Date.

Using the As-Is example, Cash/Check and Credit Card activity for January 3 can be input on the same journal entry with Posting Date of January 3 and the revenue listed as one total. The Value Date for the Cash/Check and the day's revenue can be left blank.

Since the Credit Card activity will post two days later, a Value Date of January 5 is entered in the Value Date field for the Credit Card activity line. SAP will auto clear all of these items based on their respective Value Dates.

Value Date, applied to only this item

S...	G/L acct	Short Text	D/C	Amount in doc. curr.	Assignment	F	P	C	B	Text	Value date	Partner Fund
	111011		Debit	100.00	1000					Deposit -Cash/Check		
	111042		Debit	200.00	897654321					Transactions - CC	01/05/2017	
	456789		Cred...	300.00						Rev-Cash/Check/CC		

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If there are many items for one journal entry, it may be easier to use the Excel Journal Entry Mass Upload Template which can be found on the City of Portland website.

Value Date is a field in this template, and functions the same as manually entering each line in the Journal Entry in SAP. Any Value Date field left blank in the template will default to the current day. A Value Date is entered for any item that will post on a different date.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
DR/CR	G/L Accou	Amount	Cost	Inte	WB	Fun	Bus	Gra	Fun	Text	As:	As	Ea	EF	Value date	Sal	Sal	Ma	Assignment
40	111011	100								Deposit -Cash/Check									1000
40	111042	200								Transactions - CC				1/5/2017					8987654321
50	456789	300								Rev-Cash/Check/CC									

Value Date, applied to only this item