



# Accounts Receivable Records



## Accounts Receivable Subsidiary Ledger (9S)

Accounts receivable are amounts due from another State fund or entity for goods or services furnished by the state. Accounts receivable are used to record revenues earned when an agency provides services or goods, assesses taxes, or issues fines. The funds are legally owed to an agency or department, but not yet collected, so it is recorded as revenue for cash not yet received. Accounts receivable transactions in FLAIR are recorded as:

- TR90 = Accounts Receivable
- TR91 = Memo Accounts Receivable

When a receivable is input into FLAIR, it is recorded on the Accounts Receivable Subsidiary Ledger (9S).

Accurate AR reporting is critical for accurate financial statements. To maintain their Accounts Receivables, agencies must establish policies and procedures. This includes monitoring the 9S File and appropriately recording transactions so that 9S records are cleared from the file in a timely manner.

## Things to Consider

- Some accounts receivable may not have a statute of limitations or expiration.
- Accounts receivable that have multiple lines that net to zero may need to be deleted.
- The sum of all records on the 9S File should reconcile to the balance of accounts receivable General Ledgers.
- When reviewing reports, look for:
  - atypical balances,
  - records for less than \$1.00,
  - negative amounts, or
  - records created in a previous fiscal year.

### **TOOLS**

FLAIR Reports  
DARR01

IW Reports  
Receivable Balances  
Receivable Detail  
ACCRVBL Table

## Monitoring Records on the Accounts Receivable Subsidiary Ledger (9S)

1. Using a report listed in the Tools box, identify existing accounts receivable records and balances.
2. Use the following questions to determine if action is needed:



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### Is the record valid?

- Is it eligible for write-off processing? (Bankruptcy, Deceased, Statue of limitations)
- Does this record have an atypical balance?
- Have you received the funds and not cleared the AR?

### Is the record complete?

- Are all the fields on the record complete, such as Contract and Other Cost Accumulator?
- Is the description clearly recorded?

### Is the record accurate?

- Has the correct debtor been identified?
- Is the transaction recorded to the correct FLAIR account code?

3. If you answered no to any of the questions above, action needs to be taken. You may need to:
- Delete a record** – For invalid records, items should be deleted from the 9S File. This will create accounting entries that may require further corrections. Agency will need to determine if record may be deleted, or if the write-off process is necessary. For guidance on how to delete 9S records, please see Section 606.10 of the FLAIR Procedures Manual. Contact the Bureau of Financial Reporting for guidance on the write-off process.
  - Update information** – For incomplete or inaccurate records, updates to the 9S File may be necessary. See Section 606.10 of the FLAIR Procedures Manual for instructions to update AR records.

For more information on how to manage Agency data, please see the Data Management Project website at <https://myfloridacfo.com/division/aa/state-agencies/data-management-project>