

FCC CUSTOMER PAYMENTS

Your customers make payments to Farm Credit Canada (FCC) through your business, but unfortunately the money isn't yours to keep - it must be forwarded to FCC.

Here's two ways to track the activity in agrē. As always, you may want to check with your accountant to see which method they prefer.

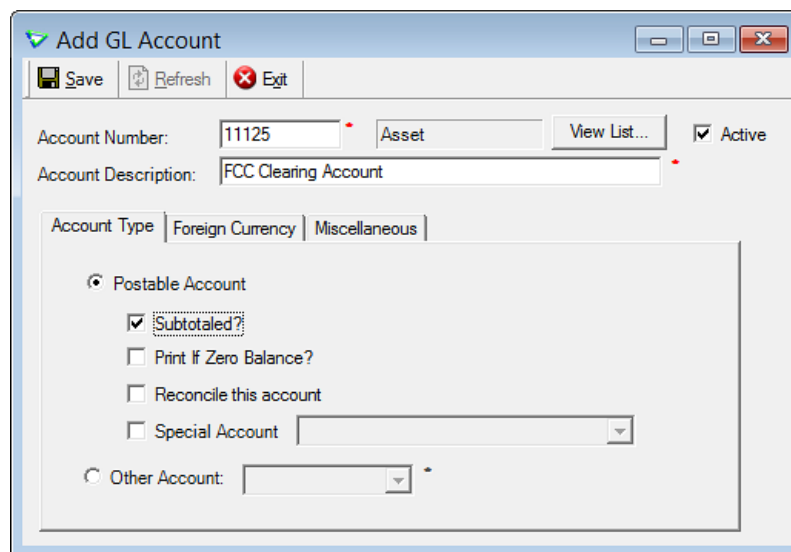
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One-Time Setup Tasks

Tasks for Both Methods

Create a new GL account called **FCC Clearing Account**.



Help

Refer to **Adding GL Accounts** in online Help.

Create a new refundable AR payment type called **Payment to FCC**.

Add AR Payment Type

Save Refresh Exit

Description: Active

Show on Bank Deposits

Refundable?

Print Cheque:

Round to nearest 5ct

GL Account:

Show Amt. Tendered/Change Due on payment?

External Code:

GL Accounts by Location:

Location	GL Account
Dog River	11125 - FCC Clearing Account
Edmonton	11125 - FCC Clearing Account
St. Albert	11125 - FCC Clearing Account
> Stony Plain	11125 - FCC Clearing Account

Add Account

Help Refer to *Adding AR Payment Types* in online Help.

Tasks for Method #1 only

Create a new AP payment type called **Direct Payment**. This payment type indicates the funds will be taken directly from the bank account.

Add AP Payment Type

Save Refresh Exit

Description: Type: Cheque EFT Other

Active

GL Accounts by Location:

Location	GL Account	Accrual Account	Print Cheque #?	Prefix Cheque No	Next Cheque No
Dog River	10100 - Bank Account	11111 - Clearing Accou	<input type="checkbox"/>		
Edmonton	10100 - Bank Account	11111 - Clearing Accou	<input type="checkbox"/>		
St. Albert	10100 - Bank Account	11111 - Clearing Accou	<input type="checkbox"/>		
> Stony Plain	10100 - Bank Account	11111 - Clearing Ac	<input type="checkbox"/>		

Add Account

Help Refer to *Adding AP Payment Types* in online Help.

Create a new supplier account called **FCC Payments**.

Supplier Code: Generate supplier number automatically Active

Supplier Name: Primary Phone:

Supplier Alias: Secondary Phone:

Address: Mobile:

City: Province: Toll Free No.:

Postal Code: Country: Fax:

AP Account: Email:

Characteristics: Website:

AWSA No.:

GST No.:

This is a trucking / delivery company Mapping Code:

Help Refer to *Adding Suppliers* in online Help.

Processing a Customer's FCC Payment

A customer makes a \$2500 payment to FCC and needs a payment receipt.

Method #1: Using Return Funds

1. Accept a *Lump Sum Payment* listing the payment type used by the customer [for example: cheque].

Accept Payments for: Carter, Alexander (00183)

Save Start Over Run Account Activity Run Statement Exit

Customer: **Carter, Alexander (00183)**
Box 14
Dog River, SK S0K 1T9
306.552.1903

Comments: **Payment to FCC**

Payment Process: Lump Sum Payment Pay for Selected Items

Location:


Payment Date:

Payment Received:

Payment Type:

The customer's chargeable balance is reduced by the amount of the FCC payment, but you'll take care of that shortly.

- Print the customer's payment receipt.



TSL Custom Ag & Fuel Inc.
 762 Riggel Road
 Dog River, SK S9H 1A0
 Phone: 306.555.1625
 Fax: 306.555.5261
 Toll Free: 800.123.4567

Payment Receipt

Alexander Carter (00183)
 Box 14
 Dog River, SK S0K 1T9

Receipt Number: DPMT207
 Date of Payment: Jul 22, 2016
 Payment Type: AR Customer Cheque
 Amount Received: **\$2,500.00**

Payment to FCC

Payment Applied To	Date	Original Amount	Payment Applied	Total Applied
			\$2,500.00	\$2,500.00

- On the customer account, do a **Return Funds** using the payment type **Payment to FCC**, select the payment amount, and save.

Return Funds To: Carter, Alexander (00183)

Save Start Over Run Statement Exit

Date: Jul 22, 2016 Tracking #:

Location: Dog River Comment: Payment #DPMT207 forwarded to FCC

Payment Type: **Payment to FCC**

Unapplied Credits

Date	Type	Reference	Unapplied Amount	Return in Full	Amount
Jun 21, 2016	Payment	DPMT203	\$18.50	<input type="checkbox"/>	
> Jul 22, 2016	Payment	DPMT207	\$2,500.00	<input checked="" type="checkbox"/>	\$2,500.00

View Item Total Refund: \$2,500.00

comment is optional but makes for a nice audit trail on the customer statement

This “zeros out” the extra funds on the customer’s account and returns their chargeable balance to what it was before the FCC payment.

4. **Deposit** the customer cheque into the bank, either by bank deposit or journal entry. Don't worry, the funds won't be there for long; FCC will be withdrawing them soon.

5. Add a new **purchase invoice** for supplier **FCC Payments**, including a *non-inventory* purchase row posting to the FCC Clearing Account for the same amount as the customer payment/refund. Use the customer's Payment Receipt Reference # as the PI Reference #.

6. Make a payment to FCC Payments with **Direct Payment** (the AP payment type that takes the funds directly from the bank account).

optional comment

Purchase Invoice	Invoice Date	Due Date	Total Amount	Amount Outstanding	Credit	Include	Amount Paying
> DPMT207	Jul 22, 2016	Aug 22, 2016	\$2,500.00	\$2,500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$2,500.00

7. Make the arrangements with FCC (outside of agrē) to have the funds withdrawn from the bank account.

The supplier account will provide you with the information about all payments made to FCC.

Date	Type	Reference	Amount
> Jul 22, 2016	Payment	PMT079	(\$2,500.00)
Jul 22, 2016	Purchase Invoice	DPMT207	\$2,500.00

Method #2: Using an Account Adjustment

This method is very similar to the one above, but involves an account adjustment instead of returning the funds to the customer.

It uses AR transactions only so the audit trail it creates is not as detailed and may not be as clear to follow when you need to track something down at a later date (but no AP transactions means you won't need to setup a new AP payment type or a new supplier).

1. Accept a **Lump Sum Payment** listing the payment type used by the customer [for example: cheque].
2. Print the customer's payment receipt.
3. Deposit the customer's cheque into the bank, either by bank deposit or journal entry.
4. Process the payment to FCC outside of agrē.
5. On the Customer Account create an **Account Adjustment** for the *positive* amount of the payment (a charge to offset the credit from the payment) and use the **Bank Account GL** – this will remove the FCC payment funds out of the bank account and return the customer's chargeable balance to what it was before the FCC payment.

Customer Account Adjustment for: Carter, Alexander (00183)

Save Refresh Exit

Adjustment Date: Jul 22, 2016

Due Date: Jul 22, 2016

Adjustment amount: \$2,500.00

GL Account: 10100 - Bank Account

Payment to FCC #DPMT207

Interest

Charge interest on this

Interest Rate: 2.00%

Chargeable Date: Jul 23, 2016

Positive number will be a charge, negative number will be a credit

same amount as the payment

bank account GL

***Why use an account adjustment to increase the customer's balance?
An invoice would artificially inflate the value of the customer's sales.***

6. Apply the customer's FCC payment to the adjustment you just created.

The screenshot shows a software window titled "Apply Credits for: Carter, Alexander (00183)". The window has a menu bar with "Save", "Start Over", "Auto Apply", "Run Statement", and "Exit".

Under "Unapplied Credits", there is a table with the following data:

	Apply	Date	Type	Reference	Current Balance
>	<input checked="" type="checkbox"/>	Jul 22, 2016	Payment	DPMT207	\$2,500.00

Below the table are buttons for "Select All", "Deselect All", and "View Item".

Under "Apply to", there is a table with the following data:

	Date	Due Date	Type	Reference	Outstanding	Apply	Apply Amount
>	Jul 22, 2016	Jul 22, 2016	Adjustment	DADJ017	\$2,500.00	<input checked="" type="checkbox"/>	\$2,500.00

Below the table are buttons for "View Item".

Summary statistics at the bottom right:

- Available Credits (Selected): \$2,500.00
- Credits Applied: \$2,500.00