Revenue Processing --> Company Processes, Payments & Voiding

Voided Owner Amounts - Subsequent Apply DO Run:

- Owner Amounts related to Voided actions will roll forward during the next time Apply DO is run. This includes:
  - Source = Void
    - IE Owner Amounts --> Directly related to payment being voided
  - Source = Backup/Withholding
    - IE Regulatory Owner Amounts tangentially linked to payment being voided
- Upon roll foward, all Owner Amounts will be picked up and re-accounted for per DO Journal Component setup. This is where the Void No Accounting flag is helpful, as it lets us understand which Owner Amounts rolled into their ***original*** payment Accounting Date vs. which ones were newly created in their ***original*** payment Accounting Date --> This drives accounting patterns.
- **Voided Owner Amounts must be picked up by an Apply DO run prior to being eligible to be transferred, suspended or released.**
  - Thus, it's recommended that clients run through Company Process Control one non-close time during the month, so that Owner Amounts that were voided (or transferred, released, suspended) can be picked up and accounted for.

Owner Amounts Updates - Void Action Occurs:

- Owner Amounts are updated in place
- **Source** = Void
- **Status** = Suspense (if Suspense Code Populated) or Ready to Pay (if "Make Available for Payment" box is check
- **Suspense Code Reason** = Populated if voided to Suspense (follows Suspense Code Value)
- **Void No Accounting** = TRUE where From Prior Period flag was TRUE on Owner Amounts prior to Void
- All Owner Amounts directly linked to payment being voided with Source = Backup/Withholding are deactivated (Government BUWH flag = FALSE)
- Any Owner Amounts of Source = Backup/Withholding that are tangentially linked to a payment being voided, IE Government BUWH flag = TRUE and Royalty Owner # = BA # of owner being Voided, are "Reopened"
  - Status = Ready to Pay and Net = original Net * -1)
  - These are BUWH owners amounts linked to the regulatory entity

Asset Process Control

Check Input

Adjustments (OMA/MMA)

Distribution PPAs

Run by Accounting Date -- Accounting Date of 4 sources must match Company Accounting Date

The Clear Division Orders process purges any results created from later processes. This process is only required when a DO or asset level data needs to be changed

Company Process Control

Owner Amounts

Clear Division Orders

Apply Division Orders

The Apply DIvision Order process takes data from Asset Processing, CI Processing, Adjustments (OMA/MMA) and Dist PPA Processing and distributes to owners (creates Owner Amounts). Additionally, Owner Amounts from prior Accounting Dates may roll forward --> Release/Transfer/Suspense DO Actions + Void in Revenue + Owners reaching minimum payment amount

The first step of the Apply Division Orders process creates Payable Results. These are "well" Level results taken from Accounting Results (Asset), CI Translated Results (CI), MMAs (Adjustments) and Pending Payables (Dist PPA). These are then distributed to the owner level via the assoicated Division Order.

Payable Results

Owner Netting

The Owner Netting process nets any Open AR invoices against any WI owners who are set up to be netted and have reached minimum payment threshhold. Owner Amounts of Source = Owner Netting are generated.

Payments Results are generated for each individual Owner that reaches a "Ready to Pay" Owner Amount Status. For clients with W Financials, this does not correspond to the actual payment/check, but it does provide a good understanding during which Revenue Runs an Owner reached payment theshhold and ultimately generated an AP Invoice

Payments Results

DO Journal Interface

The DO Journal Interface process journalizes all owner amounts into the correct accounts based upon DO Journal Components (Journal Entries or AP Invoices.).

Financial Interface

The Financial Interface process interfaces all data generated from DO Journal Results into Financials. AP Invoices are created for Owners that have a status of Ready To Pay. A sinlge Journal Entry is created to account for all internal revenue/expenses + various entries related to external entites. This process is the point of "**No Return**". Once run the Accounting Date must be completed.

DO Bank Interface

The DO Bank Interface marks any records with a status of "Ready to Pay" to "Paid" in the Revenue Module (Owner Amounts). The actual payments must be created and released from the financial module. This process also signifies the end of an accounting cycle and allows future accounting cycles to be run. If this process is not run, then the Apply DO/DO Journal Interface will not create the necessary records for financials to pick up.

AP Invoices

All Revenue AP Invoices that were created via the Financial Interface process can be found in the Accounts Payable --> AP Invoices screen (filtering for Source = DO Journal Interface)

Revenue Payments

After AP Invoices have been created, revenue payments associated with these AP Invoices must be created before they can be released. Revenue Payments are created in the Accounts Payable --> Revenue Payments screen. After creation, they need to be submitted.

Revenue Payments Approved

Once the Revenue Payments have been created and submitted, they need to be approved by the appropriates users. This step is dependant upon setup --> There is an auto-approve feature. Once fully approved, the Revenue Payments will be in a Status of "Pending". At this point the GL entry has been made (Credit cash/Debit Royalty Payable)

Release Payments

Once the Revenue Payments have been approved, they can be released. This is done in the Accounts Payable --> Release Revenue Payments screen.

Payment Log Details

The Payment Log Details screen holds all files generated from the Release Revenue Payments process. In a given process, 3 files will be generated. 1 ACH formatted file (NACHA) and 2 Revenue Remittance Detail files (DAT files; split by payment type) to be uploaded to EnergyLink

Voiding in the Revenue module is done via the Disbursements --> Void Payments screen. Each record in the Void Payments screen corresponds one to one with a record in the Payments Results (Revenue module) and the AP Invoices screen. When users Void in Revenue, they are "reactivating" Owner Amounts linked to a payment. Using Owner #, Payment Due Date (IE Revenue Accounting Month) and Net Amount, users can check the record to void. To void to Suspense, users would populate the Suspense Code dropdown and leave the "Make Available for Payment" box unchecked. To void to pay (uncommon), users would mark the "Make Available for Payment" box checked and leave the Suspense Code dropdown blank. The Void Reason dropdown can be used to identify why something is being voided. Once everything is populated correctly, users will hit the "Void Payments" button -- This will update Owner Amounts and Payments Results (desrcribed above)

Void Payments

Voiding in Revenue

If the void cannot be handled in Financials (IE funds cannot be repaid to the same owner), then the Revenue AP Invoice needs to be voided. This will void out all GL entries related to the entry (which then will be reaccounted for later on). To void the AP Invoice, users can open the AP Invoice and click the "Void" Button. This will create a "Void AP Invoice" (original Voucher # + "V1"), which will need to be submitted in order for it to post.

AP Invoices

If the funds need to move owners or be placed into suspense while research is done on actual ownership or to find an owners address, then we need to void in Financials ***and*** in Revenue

Owner is unknown

Address is unknown

Funds need to be transferred/put into Suspense

Once the master data is updated, then the "normal" Financial Revenue Payment steps can be followed

Update Interest Owner Role

Bad Address - Now known

Incorrect Payment Type/Account Info

If the Payment Type was wrong (ACH vs. Check), then the Payment Type of the AP Invoice also needs to be updated

Why a payment is voided dictates what needs to be done next. Depending on the reason, we may need to void back into the Revenue module or we can handle everything within Financials.

Reason for Void?

When the Revenue Payment Void completes, it reopens all AP Invoices linked to that Revenue Payment. Here is where a decision needs to be made for what happens next.

AP Invoices

If the same owner needs to be repaid and the check was voided due to incorrect master data, then all can be handled in Financials.

This is done via the Accounts Payable --> Revenue Payments screen. Users check the payment to void and then specify the accounting date for which they want it associated with. This accounting date is when the entry (credit Royalty Payable/Debit Cash) will hit the GL. Once voided, a "Void Revenue Payment" voucher (original Payment Voucher # + V1) is created, which will need to be submitted in order for it to post

Void Revenue Payment

Revenue Payment Void Required.