Federal Draw Process

This guide walks you through steps for Entering and Maintaining Customers, Pending Items, Applying Payments, Maintenance Worksheets, Statements, Inquiries/Reviews and Reports related to these functions.

State of Vermont
Department of Finance & Management
VISION Federal Draw Process

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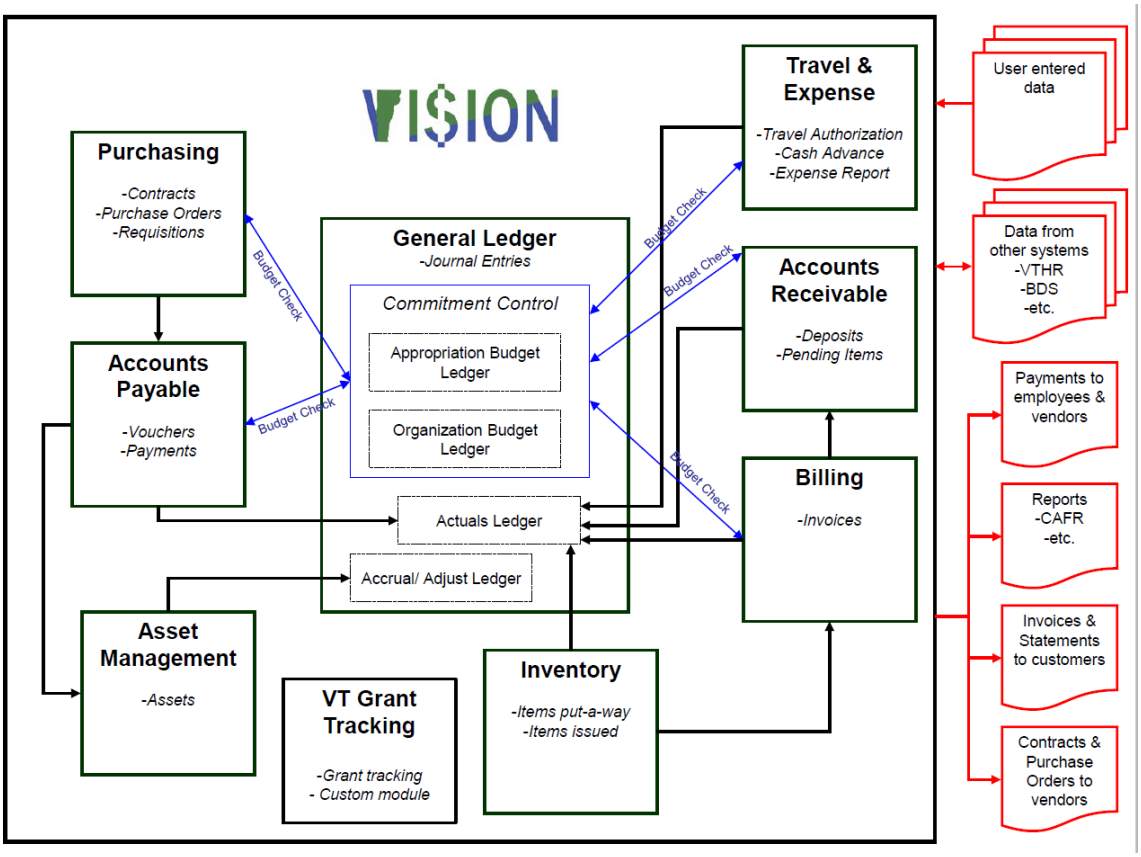
Introduction to Federal Draw Process

Overview of VISION Financial System



Frequently asked Questions

- **How should I handle an outstanding deposit entered in my business unit by someone that is not in my department?**

- The State Treasurer's Office receives federal draw funds into the State's bank account. In turn, they process a customer deposit on behalf of the department who the funds are intended for. You should verify that the deposit is valid for your BU, that the correct customer number was used, and follow the instructions in the Federal Draw Process Manual located on the VISION Manuals page to complete the federal draw process.

Helpful Hints

- **I'm trying to enter a refund in July for items sent back to the vendor in June but I keep getting a "spending authority over budget" budget check error. Why?**
  You are getting that budget check error because expenditures for the current year are not sufficient to offset the refund. VISION allows refunds to be processed only when there are sufficient current year expenditures to offset the refund. Resolving this error is a two-step process. First, change the expense account to revenue account **485000** – Prior Year Refund of Expenditures. Second, when there are sufficient expenditures to offset the refund, you must do an ONL journal entry. The refund must be moved from the revenue account to the appropriate expenditure account, debit (+) revenue and credit (-) expense. When the ONL journal entry successfully budget checks and posts, expenditures are reduced and spending authority is increased by the amount of the refund. For more information refer to VISION Procedure #6.
  http://finance.vermont.gov/sites/finance/files/documents/Pol_Proc/VISION_Proc/FIN-
  Important note...because this refund is for an expenditure posted in the prior fiscal year, the PY prefix on the Invoice Number and PY in the Journal Class fields must be used on these transactions.

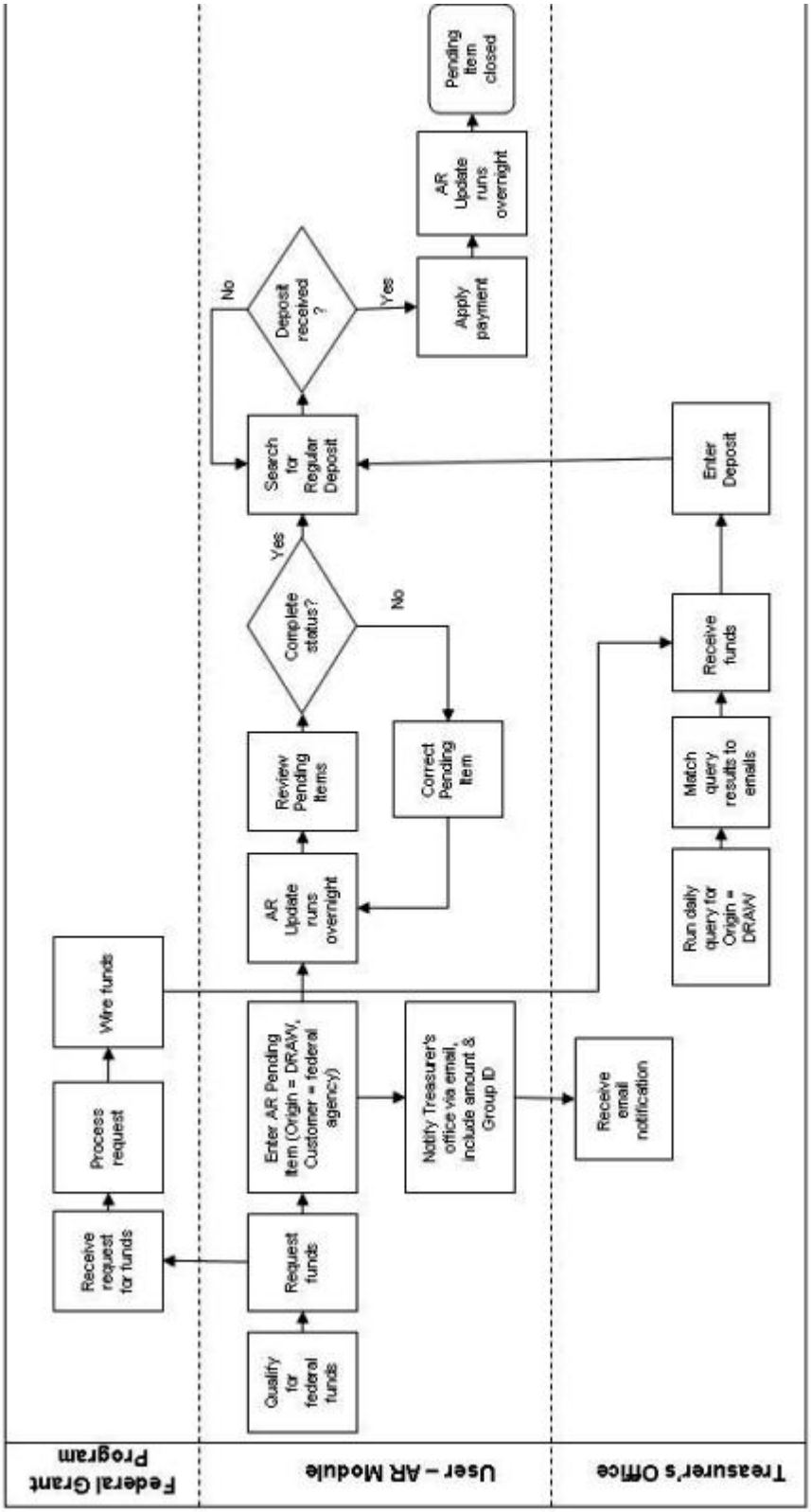
- **I have entered a pending group and I am now trying to inquire on the group but I am receiving the following error message: No matching values were found.** To view groups that have posted through ARUPDATE the Navigation is: Accounts Receivable> Receivables Update> Posting Results-Pending Items> All Items W/Detail.

- **Why did my pending group error with this error message: 1CUST?** If you received this error message, you most likely will find that the customer was made inactive. If the customer was made inactive by mistake, request that the customer be changed back to active. Once the customer is active again set your group to batch standard. Once the ARUPDATE process runs overnight the pending group should post to the customers account.

- **Why did my pending group error with this message: ITDUP?**
  The pending item errored as a duplicate because the pending item used in the group already exists. The ARUPDATE process checks for duplicates when posting pending items to customer's accounts. Online A/R pending items result in Duplicate Item errors when the same Item ID, Line and Customer Id are used on more than one A/R pending item group. To correct the error follow the exercise Inquire and Fix Online A/R Pending Item that did not post due to a "Duplicate Item" Error in this manual.

- **What do I do when I have an incorrect customer # when applying payment on a Federal Draw deposit?**
  If incorrect customer # was entered by the Treasurer's Office, do not build the worksheet. Contact the Treasurer's Office @ TRE.ServicesAccounting@Vermont.Gov and they will correct the deposit using the correct customer. Once the correction is made, continue processing the payment.

Federal Draw Flowchart



Federal Draw Business Process

Situation when this function is used: In order for a department to receive Federal funds electronically (Draws or Wires) they should follow the Federal Draw process outlined below as well as the Cash Management Policy for Federal Funds found on the Finance & Management Web Site: http://finance.vermont.gov/sites/finance/files/documents/Pol_Proc/Fin_Mgt_Policies/FIN-Policy_2_Fed_Cash_Mgmt.pdf

Process Flow:

- Department request's federal funds,(initiates federal draw).
- Department enters A/R Pending Item to a US Federal Agency customer on the same day as the money is drawn (**Origin ID: DRAW - Fed Draws**)
- The department informs the Treasurer's Office of the Amount and Group ID for the draw through an e-mail to TRE.ServicesAccounting@Vermont.Gov
- Treasurer's Office runs daily query listing pending items that processed through ARUPDATE overnight with a complete status.
- Department should verify the next day to assure groups have posted without errors.
- The Treasurer's Office enters a regular deposit when the money is received in the State's bank account.
- The department completes deposit by continuing with apply payment worksheet and posts the deposit to the customer's account. ARUPDATE runs overnight posting payment to the customer's account.

Steps for unposting a pending group. Example: posted wrong dollar amount or wrong customer, etc.:

- Pending groups can only be unposted within the current open period or within the 1st 5 business days of the new month.
- Send an e-mail to Finance Support listing the BU, group # and explanation of why the group needs to be unposted.
- Group is unposted by Finops and department is notified and given the group # assigned to the unpost group.
- Department notifies Treasurer's Office stating the original pending group # and the group # unposted. Department also let's Treasurer's office know if a new group # is entered, as well as the unpost group #.
- These steps help the Treasurer's office match money that comes in, to the proper pending groups.

Deposit ID Number Format for Draw, ACH & Wires

This format only applies to departments where there is no deposit ticket involved. **This numbering scheme is not used for departments which use a deposit ticket. If you're a department that uses a deposit ticket always use the 10 digit Deposit Id number assigned on the bottom left of deposit ticket.**

Note: Do not enter the word NEXT in the deposit Id field. Use the numbering scheme listed below.

Departments are to use the following numbering scheme:

First 4 numbers are BU (no leading zero)
A variable (see below)
The date the money was deposited at the bank (MMDDYY)

This produces an 11 digit Deposit ID. If there are more than one of a particular type of deposit in a day, add an "A", "B", etc at the end of the ID.

Deposit ID Variable Codes
D = Depository Account Back Acct# 5240113051 (Wire)

F = Fed Fund Account Bank Acct # 5240112764 (Federal Draw deposits are started at the Treasurer's office. Once the first step of the deposit is entered, it is the department's responsibility to Apply a Payment worksheet.)

C = Office of Child Support-Incoming Account
S = Credit Card Settlement Account Bank Acct# 5240192039
W = Credit Card Online Account Bank Acct# 5240598138

Example: Deposit for Business Unit 01110, Federal money is received into the State's Bank account on March 7, 2007 and it is the second one for that day.

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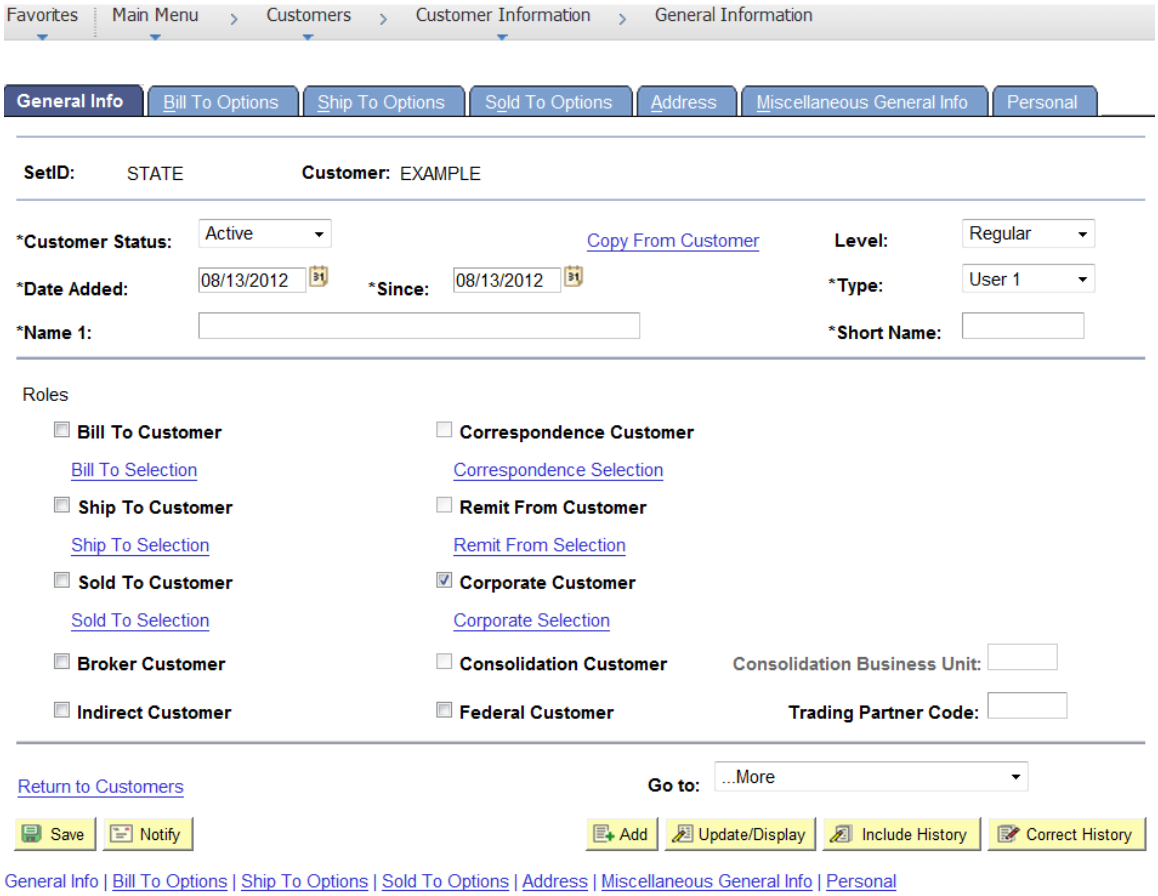
If you have any questions, contact the State Treasurer's Office at TRE.ServicesAccounting@Vermont.Gov

Customer Pages and Descriptions

General Info page



Customer Status – Defaults as active. You cannot post pending items to inactive customer accounts. Account information, however, appears on the customer pages and remains part of historical information.

Date Added & Since – Enter the date when you established this customer in the system. You can also specify that the customer has been a customer since a certain date, which may or may not be the date added. The current date appears by default for both fields. In add mode, you can change the effective date for all matching effective-dated customer records by changing the Date Added field.

*** Name 1 -** Enter the customer's primary name. When a customer's name changes, you can enter the new name and still maintain a record of the previous name. When you overwrite the value in the Name 1 field, the original value appears adjacent to the General Information - Additional General Info page's Name 2 field as Frmr Name1 (former name 1). When you change the value in the Name 1 field a second time, Frmr Name 2 (former name 2) appears adjacent to the Name 3 field on the General Information - Additional General Info page.

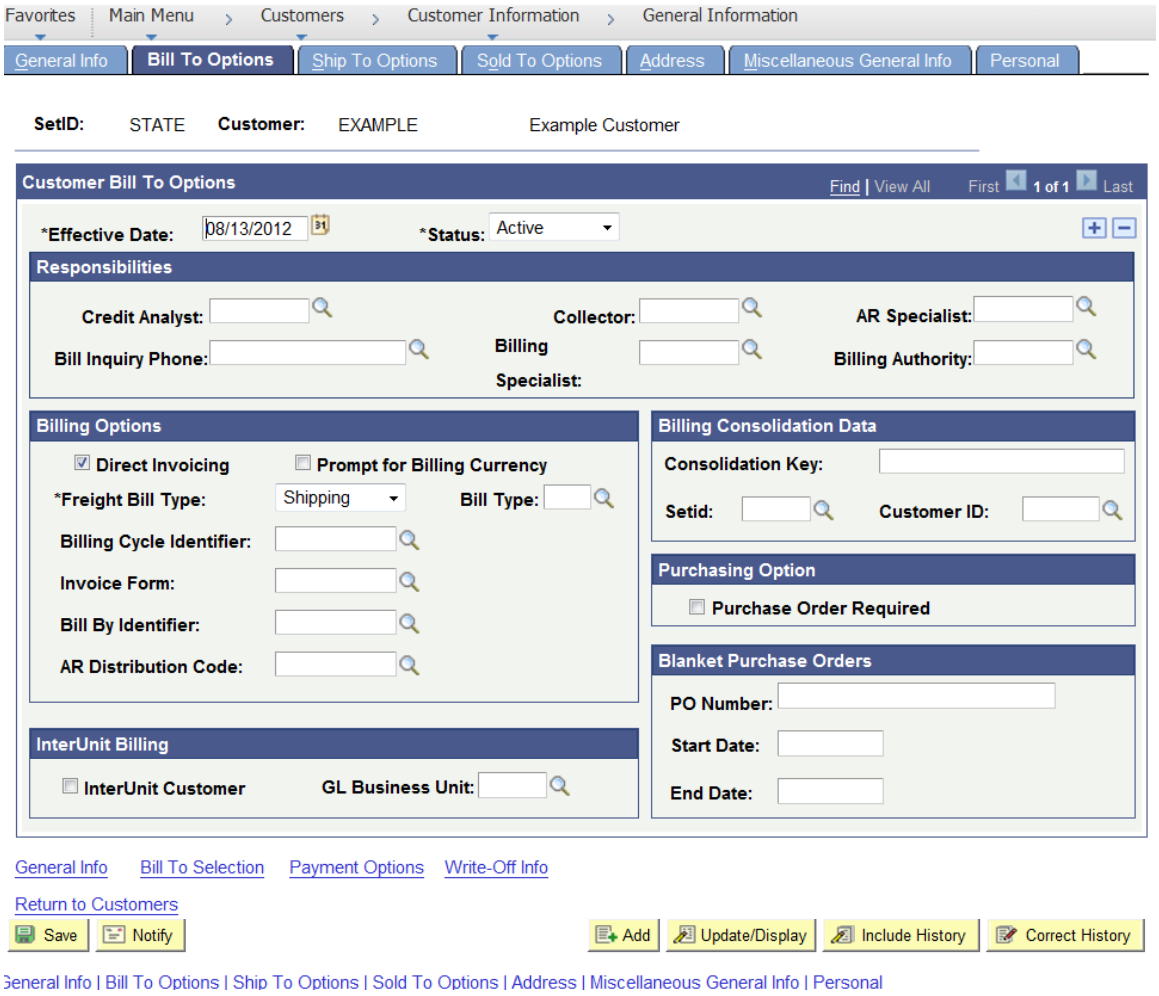
Level- Defaults as regular accept default.
Type- Defaults as User 1 accept default.

Short Name - Enter a name to appear on pages when there is not room for the full name. The system populates this field with the first ten characters of the Name 1 field.

*** Bill To Customer** – Select bill to Customer. When you select this check box, the system designates the customer as a correspondence and a remit from customer, and makes those check boxes available. Only bill to customers can be correspondence or remit from customers.

- **Mandatory field descriptions are marked with an asterisk *.**
- **All other fields on this page are not required/or used at this time.**

Bill To Options page

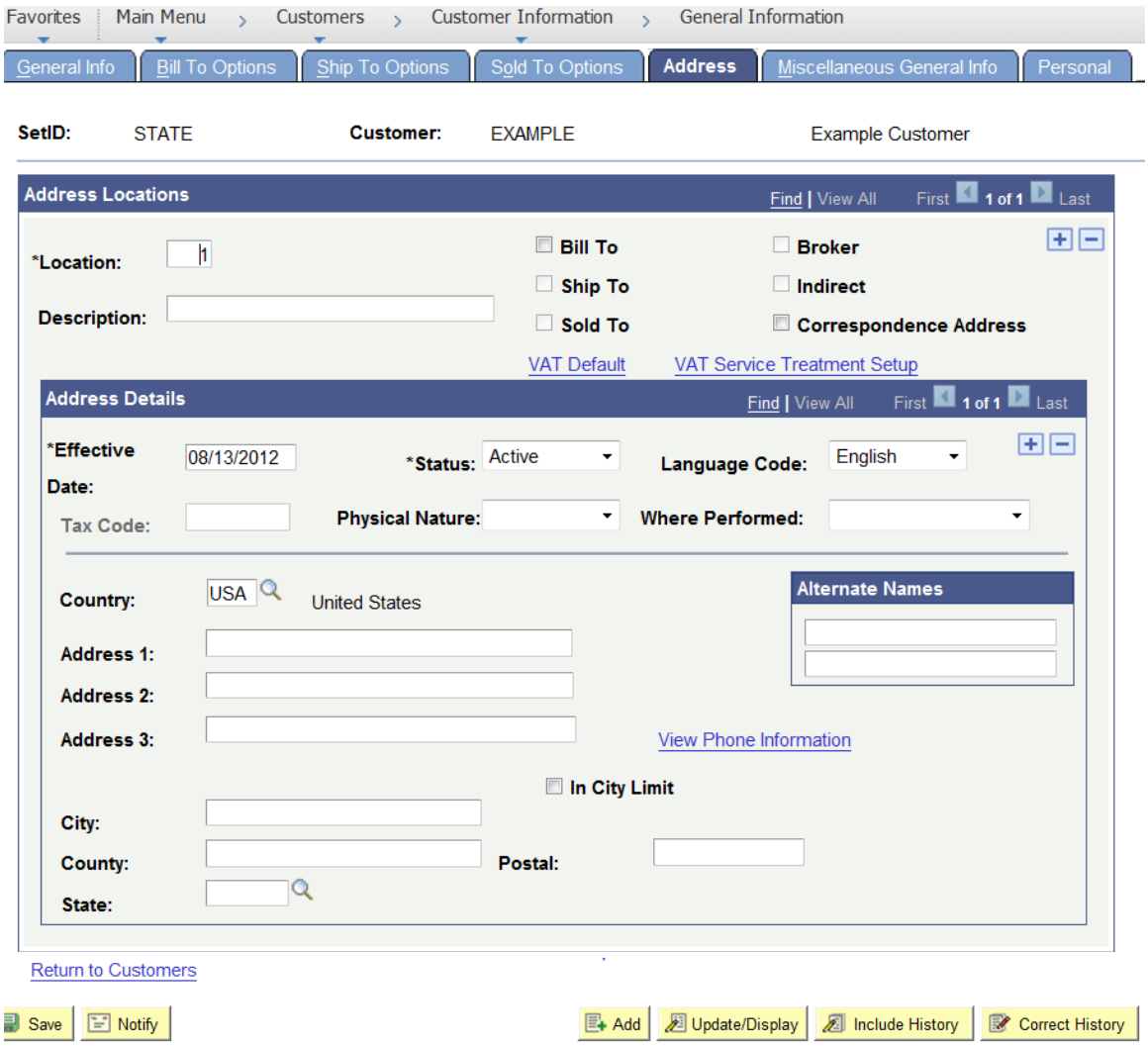


Below are the fields required all other fields accept default:

*** Credit Analyst and Collector** - Credit Analyst and Collector are required fields for bill to customers.

- **Mandatory Field descriptions with an asterisk *.**

Address



Location - The primary location—indicated by a *1*—is the address that you use most often when you contact the customer.

*** Bill To -** Select bill to address. You must also select one address as the primary bill to address. Once you select the bill to box the primary box will display. Select the primary box.

Effective Date – Defaults with current date accept default.

Status – Defaults as Active accept default.

Country – Defaults as USA accept default

*** Address 1** –Enter appropriate address (required field)

Address 2 – Additional line

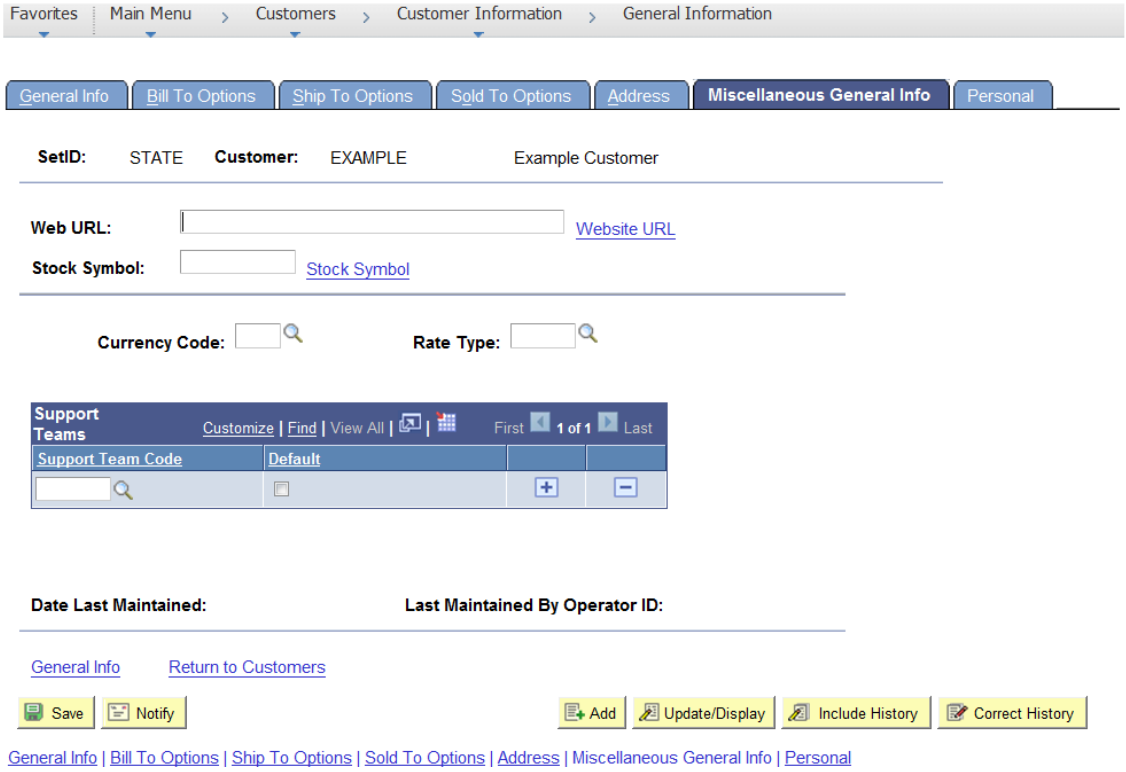
Address 3 – Additional line

*** City** – Enter appropriate data

County – Not a required field can be left blank
*** State** – Enter appropriate data or select valid value
*** Postal** – Enter appropriate zip code.

Note: Address is a required field (Address 1 field).

Miscellaneous General Info

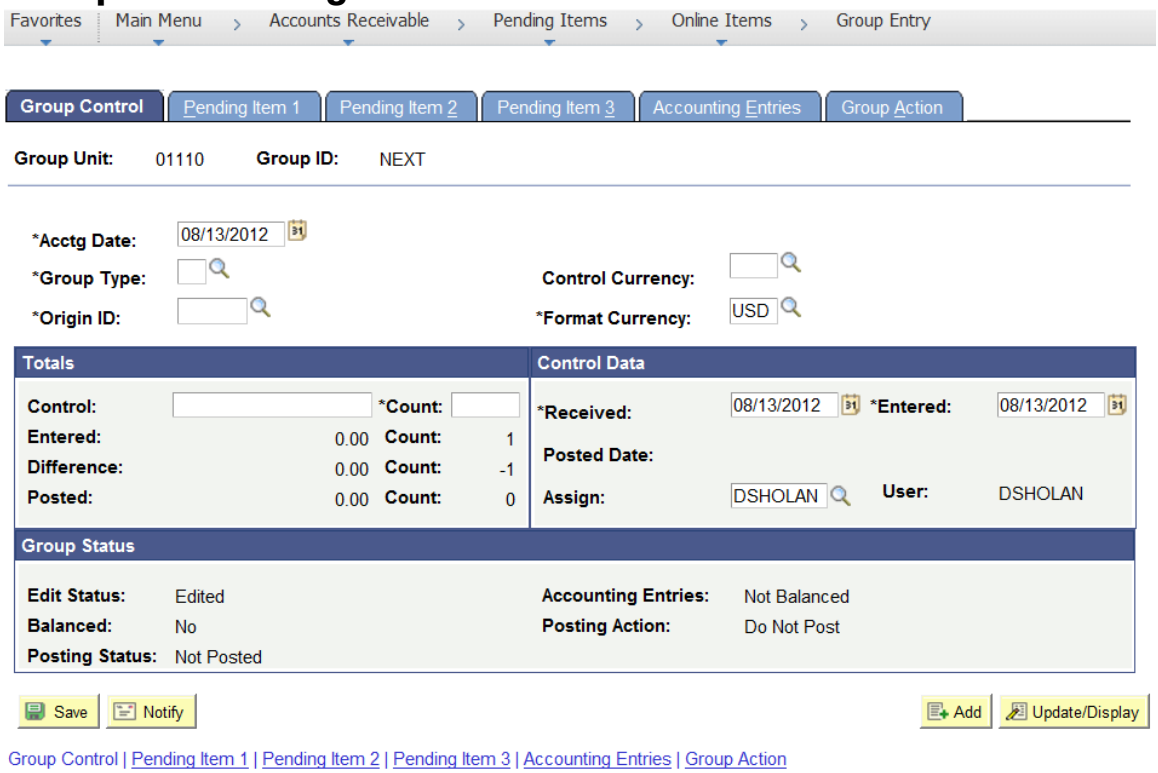


*** Currency Code** – Field is mandatory. Enter **USD**
*** Rate Type** – Enter or Select **CRRNT** for Current
*** Support Team Code –** Select Valid Value – Most departments will have only one selection for example: Dept of Finance = FM
*** Default –** Select the default box.

- **Field descriptions with an asterisk are mandatory fields.**

On-Line Pending Item Entry Pages with Descriptions

Group Control Page



Acctg Date - Defaults with current date. Do not change this date.
*** Group Type** – Select B – Billing
*** Origin ID** – Select **DRAW** – Federal Draw Downs or **WIRE** for Wire Transfers
*** Control Currency** – Select or enter **USD**
Format Currency – Defaults as **USD** accept default
*** Control** – Enter total amount
*** Count** – Enter how many lines (accounting lines)
Received – Defaults with current date accept default
Entered - Defaults with current date accept default
Assign – Defaults with your UserId accept default
User – Defaults with UserID of the last person to change page.
Edit Status - Indicates whether pending items have been edited. *Edited* indicates that pending items have been edited. (Most online groups have a status of *Edited.*)

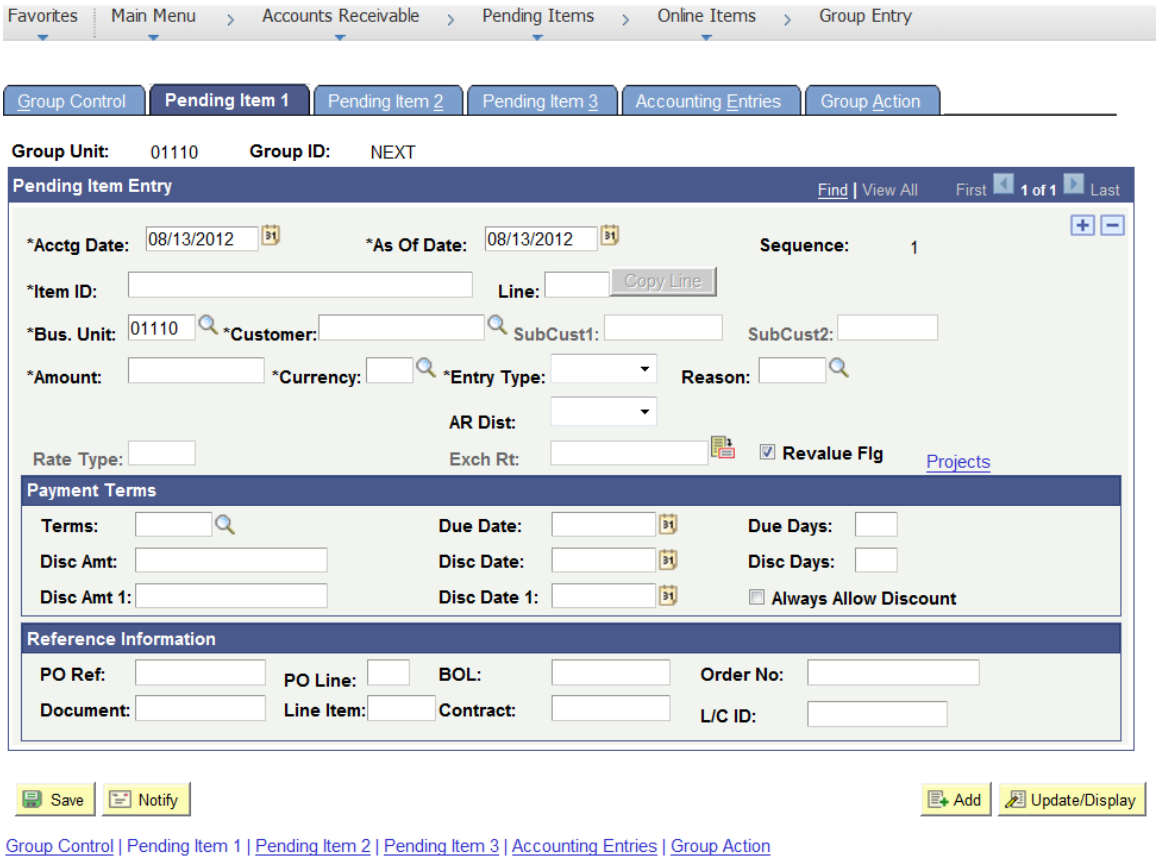
Balanced - Indicates that the system has balanced the online group. If *No,* the pending item group has not yet been processed by the Receivable Update process and the group may not actually be out of balance. To determine if a group is really out of balance, click the Balance button on the Group Action page.

Posting Status - Indicates whether pending items have been posted. *Not Posted* indicates that the groups have not yet been processed by the Receivable Update process. After Receivable Update runs, the posting status is either *Errors* or *Complete.*

Accounting Entries - Indicates whether accounting entries for pending items are *Balanced* or *Not Balanced.*

Posting Action - Displays action on the Group Action page: *Do Not Post* or *Batch Standard.*

Pending Item 1 page



Accounting Date and As of Date – defaults in with the date from the previous page (Group Control). Dates should not be changed. Accept defaults.

*** ItemID** – It is recommended that you create a set of sequential tracking numbers for the Item ID field. These should be unique within each customer and business unit. When ARUPDATE process runs overnight it checks the Item Id, Line and Customer number for a business unit and if all three are identical to original item posted, you will receive an item duplicate error for that line.

The Treasurer's Office will use the same Item ID on the payments page of the regular deposit entry, which will facilitate the posting of the payment to the customer account against the proper Item ID line.

During the Receivable Update process, the Group ID to post is checked to see if accounting entries already exist from a previous transaction with the same Business Unit, Customer, Item ID, and Sequence Number combination. If the system finds that entries do already exist, you are likely to receive a processing error and the transaction will not post to customers account.

*** Business Unit** – this defaults in from the Group Control Page

*** Customer** – Enter valid customer # or select from drop down list.

*** Amount** – Enter dollar amount for that line.

*** USD** – Automatically defaults from Group Control Page

*** Entry type** – Depends on business unit setup Example:

- CR
- GR
- RF
- WR
- CRGR
- Credit Memo
- Grants
- Refund of Expenditure
- Wire
- GRREF

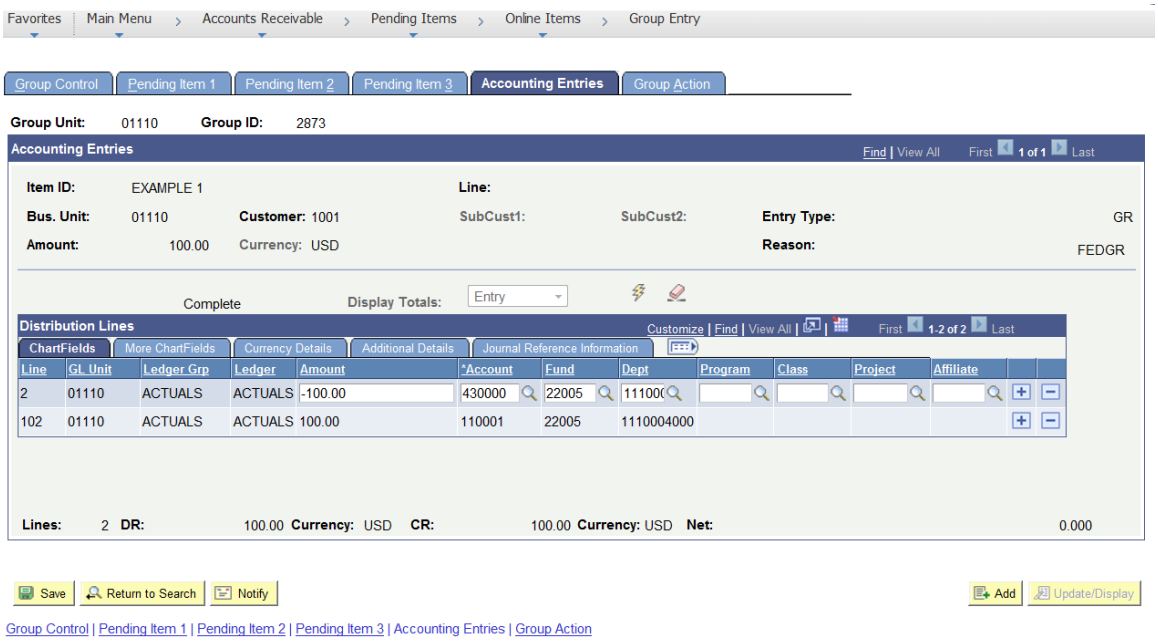
*** Reasons** – Select valid value. Selections are determined from the entry type that is chosen.

*** AR Dist –** Defaults and is determined by the selection of entry type and reason. Accounting entries will default when you create accounting entries from this distribution and if they are not the correct accounting entries you can override the defaults with the correct chartfields.

Terms – Not a required field only selection is DUR Due upon Receipt.

- **Field descriptions with an asterisk are mandatory fields.**

Accounting Entries Page

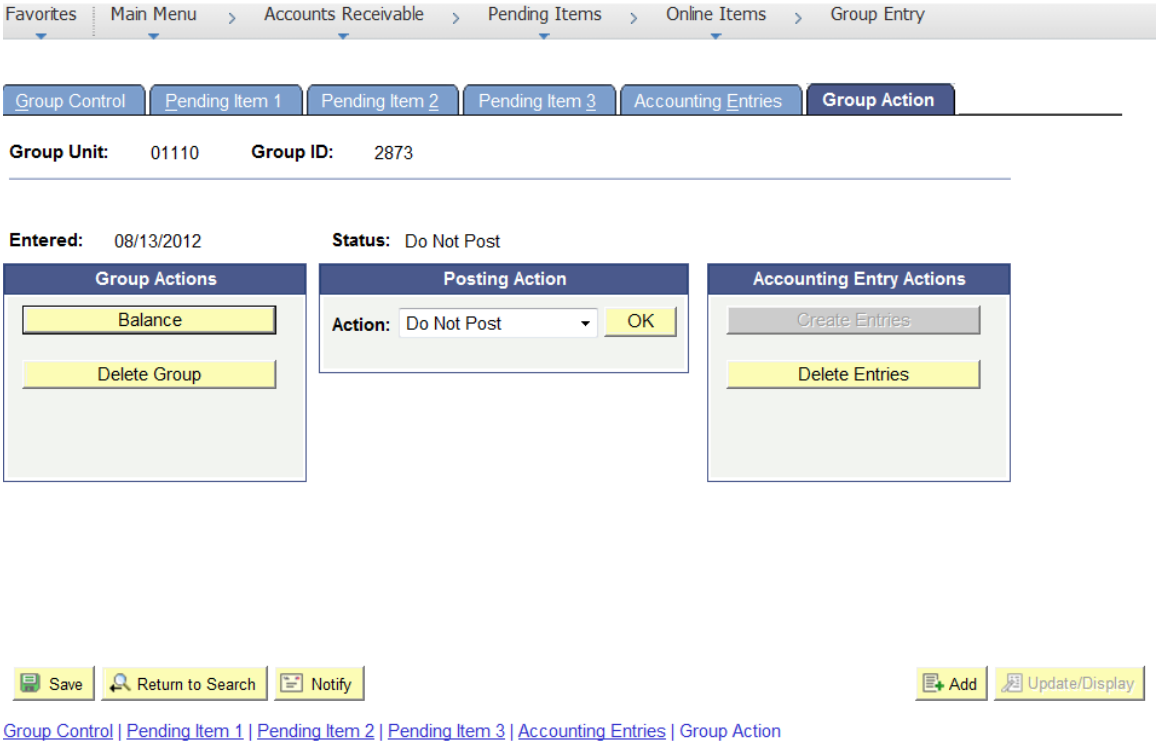


Account – Accept default or enter valid value
Fund – Accept default or enter valid value
Dept – Accept default or enter valid value
Program – If required enter valid value
Class – If required enter valid value
Project – If required enter valid value
Affiliate – If required enter valid value

- Any changes to the defaulted fields will roll down to the AR row.

- Mandatory Chatfield's are **Account, Fund, and DeptID**. Any other Chartfield's are department specific requirements.

Group Action Page



Group Action

- **Balance** – Button assures that pending item is in balance-once selected click on the Group Control page. At the bottom left of page shows the status of the pending item.
- **Delete Group** – This button will delete the entire group.

Posting Action

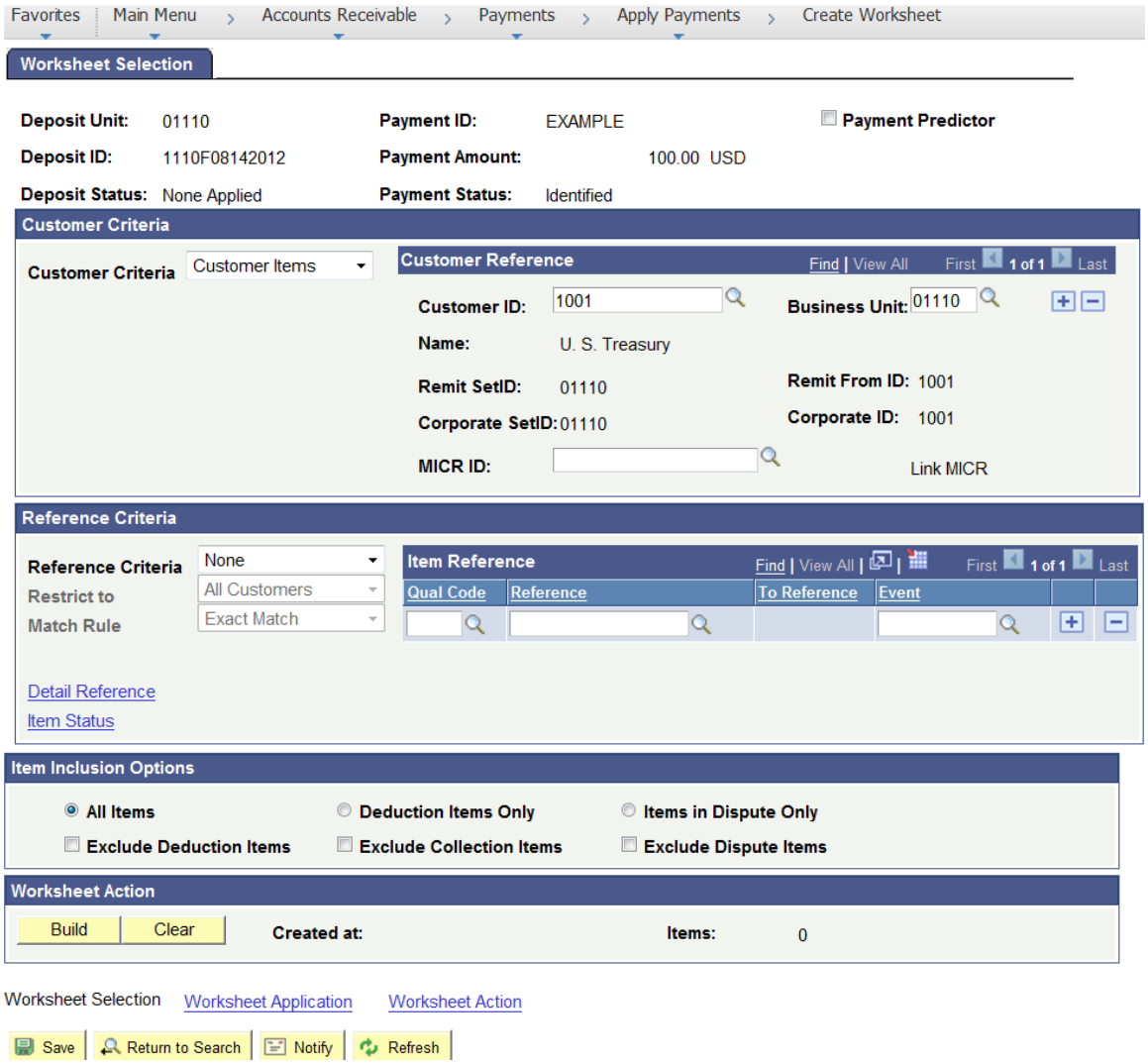
- **Do Not Post –** Defaults
- *** Batch Standard –** By selecting batch standard then click OK this changes the status of the group from Do Not Post to Batch Standard. ARUPDATE batch process that runs overnight will only pick up groups that have a status of Batch Standard.

Accounting Entry Actions

- **Create Entries** – Generates accounting entries online for entire group (lines/rows) instead of creating accounting entries one line/row at a time.
- **Delete Entries** – Deletes all accounting entries within the group.

Payment Worksheet and Descriptions

Worksheet Selection



Below are the fields required when processing a payment worksheet for Federal Draw.

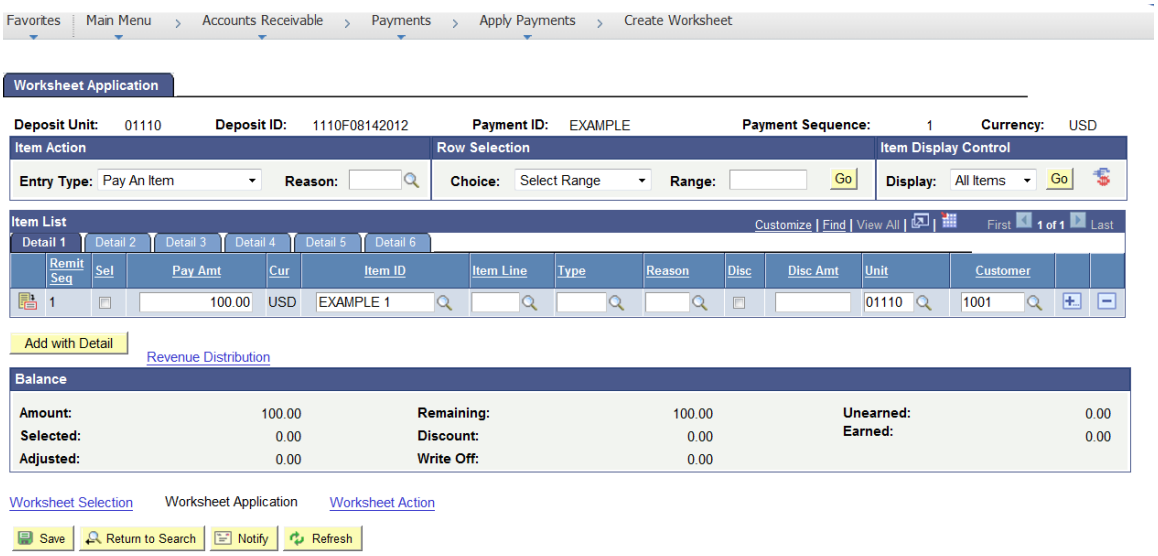
*** Customer Id –** Verify customer. Accept default if correct**.**

*** Business Unit –** Verify business unit. Accept default if correct**.**

Refresh Button – Clicking the refresh button will populate the name of the Customer.

Build Button – Clicking this button will create your worksheet and bring you to the Worksheet Application Page.

Worksheet Application



Item Action

- **Entry Type –** Defaults as Pay An Item. Accept default

Item List

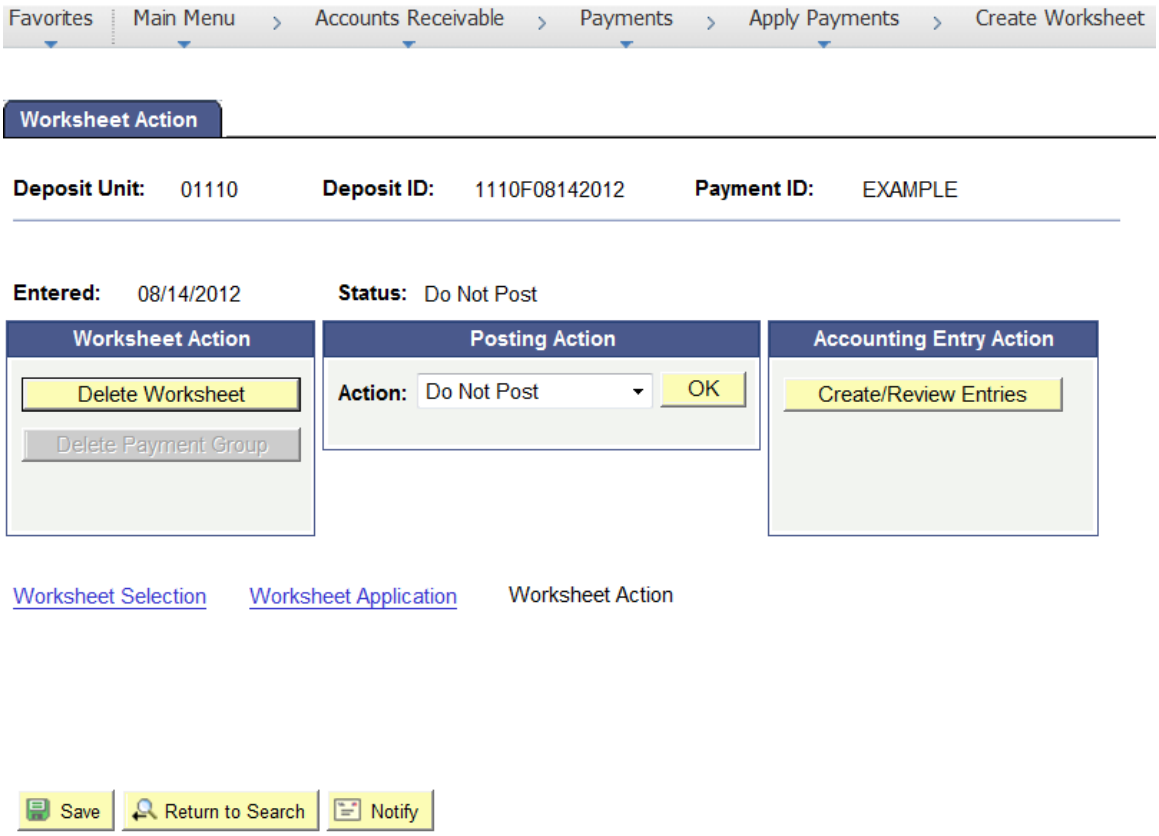
- This section shows all open items that exist for customer.
- **Sel Column** – Select checkbox for the item(s) that payment is to be applied.

Balance

- **Pay Amount –** Pay amount is based on what was entered on the pending item 1 page of the pending group. Accept default amount or if payment is partial, change the amount of the item to the amount of payment, tab out of the field and a new line is added representing the balance for that item.
- **Selected –** totals for each line selected. Net result the selected amount should equal the Total of Amount once all lines are selected.
- **Adjusted –** totals any lines that are adjustments
- **Remaining –** total amount of payment. Amount decreases when selecting lines to apply payment. Net result once you completed your worksheet the remaining amount should be zero.
- **Discount -** not currently used by SOV
- **Write off –** totals amount of write offs
- **Unearned –** not currently used by SOV
- **Earned –** not currently used by SOV

Select the item that you want to apply this payment to by checking the box to the left of the item.

Worksheet Action



Worksheet Action

- **Delete Worksheet –** Once you build a worksheet and you do not want to continue the worksheet this button will delete the worksheet.
- **Delete Payment Group -** Click to delete the accounting entries only that you create. Accounting entries are created through ARUPDATE process so the only time you will use this function is if your payment worksheet errors.

Posting Action

- **Do Not Post –** Defaults - Saves the changes to the group, but no posting occurs. Select this option to change the posting option for a group set to *Batch Standard,* if the group has not been processed yet, and you do not want it included in the next ARUPDATE process.
- **Batch Standard –** Click Ok - Changes the Status to Batch Standard and Receivable Update will pick up the group when the next scheduled batch job runs. This occurs daily through an evening batch process.

Drop Down Selections for On-Line Pending Items

Group Type:	B – Billing
Origin ID:	**DRAW – Federal Draw Downs**
	ON_AR – Miscellaneous Online Receivables
	REFND – Refund of Expenditure
	WIRE – Wire Transfers
Control Currency:	USD – US Dollar
Entry Types/Reasons:	CR – Credit Memo - CRED
	CRGR – Grants Credit Memo - GRREF
	GR – Grants - FEDGR
	RF – Refund of Expenditure - MUNI – OTHER – SCHL
	WR – Wire - WIRE
AR Dist:	AR-CR – Credit Memo
	GR-AR – Federal Grant
	GRNT – Grants Draw
	RF-AR – Refund of Expenditure (Major)
	WR-AR – Wire

Entry Types and Entry Reasons

An Entry Type categorizes the pending items that create or update posted items within the system. The Receivable Update program uses the pending items you supply to create or update items and to maintain customer balances. Examples of entry types are debit memos, credit memos, payments, prepayments and, on account payments. When a pending item enters the system, the Entry Type field defines what kind of pending item it is. An Entry Type can be qualified by an Entry Reason, which is a means of further categorizing your pending items. Account payments or deductions, are created behind the scenes as the result of commands performed during online processing. When you apply a payment, for example, the system generates several different kinds of pending items for you, each with their own entry type.

Distribution Codes

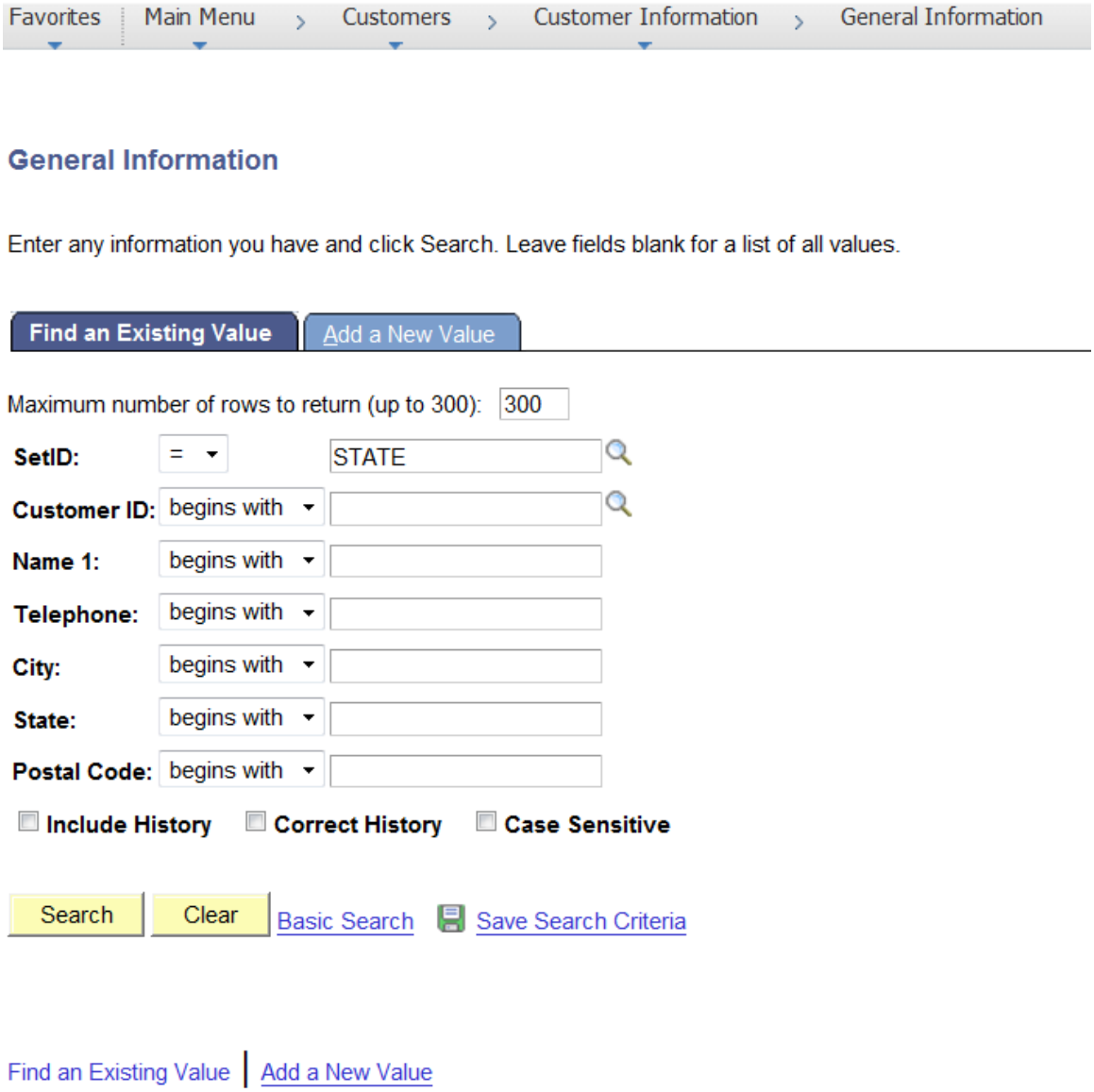
Distribution codes simplify the process of generating accounting entries by defining a valid combination of ChartField values. The Entry Type and Reason you use determines your accounting distribution. Each entry type and reason is set up with an account number and fund related to the situation. Ex: Federal Grant GR/FEDGR defaults the dist code of GR-AR and this drives the accounting information that defaults when you create the accounting entries. In this example the accounting entries that default are Account # 430000 and Fund # 22005.

Enter A New Customer For a Federal Draw

Possible situations when this function is used: Create a Customer to allow the processing of receivables (DRAWS). (Departments entering customers for Federal draws use the next Fed customer# Ex: 1001 next # will be 1002.)

To find next available Federal Customer # follow the navigation below:

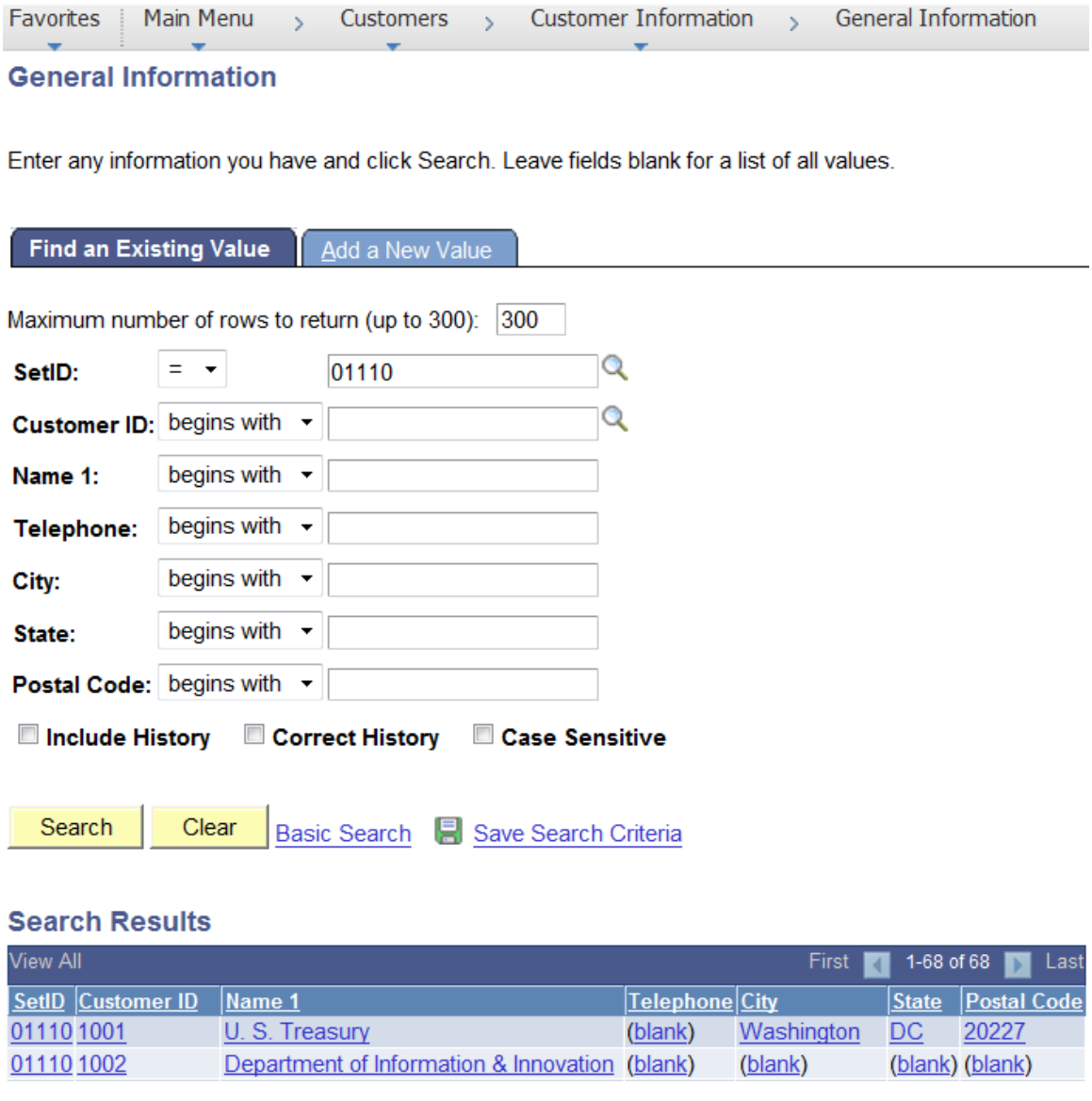
Navigation: Customers> Customer Information> General Information



Enter SetID

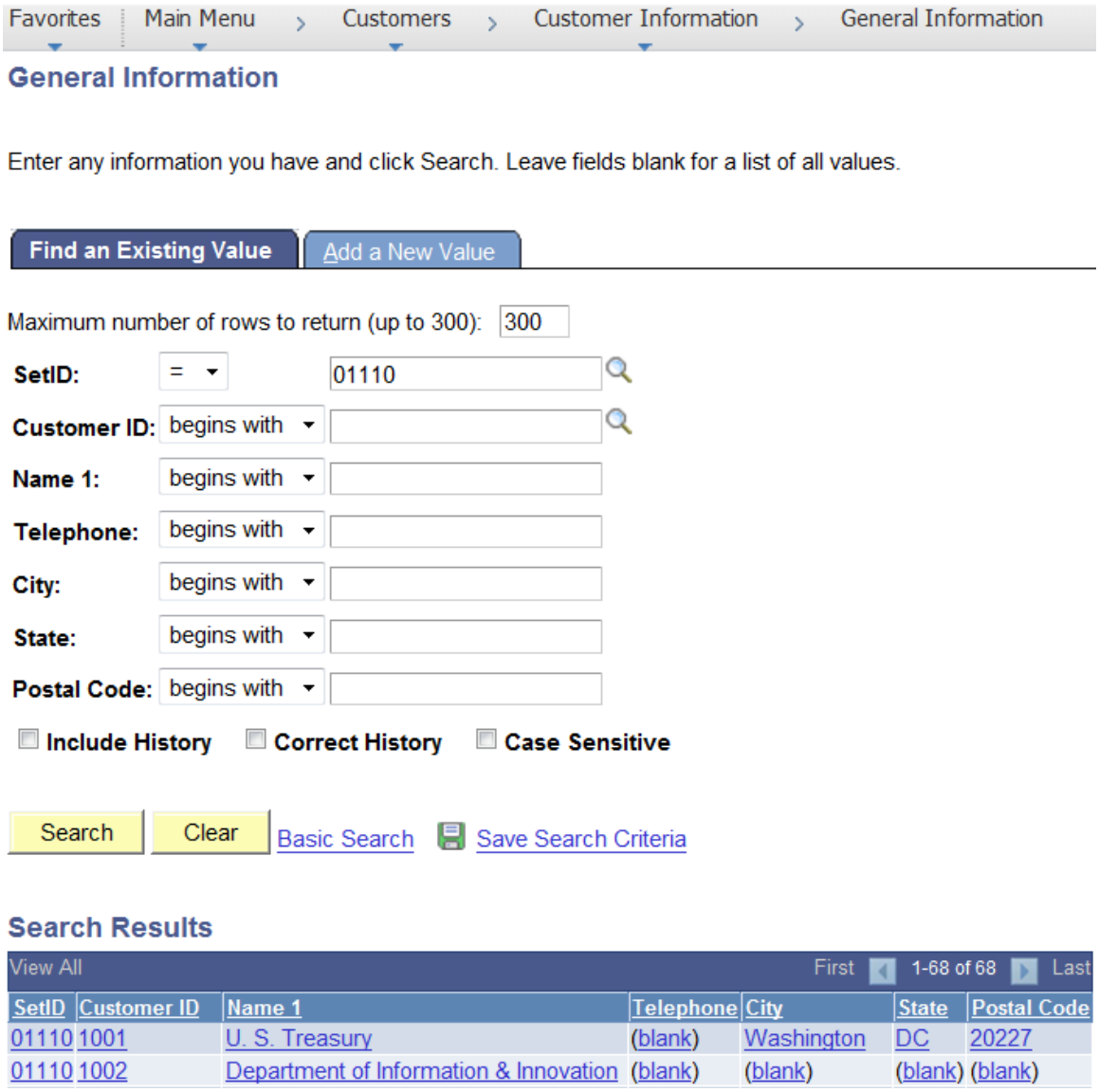
- Defaults with STATE – Enter your Business Unit (Do not use the Setid of STATE)

Click Search

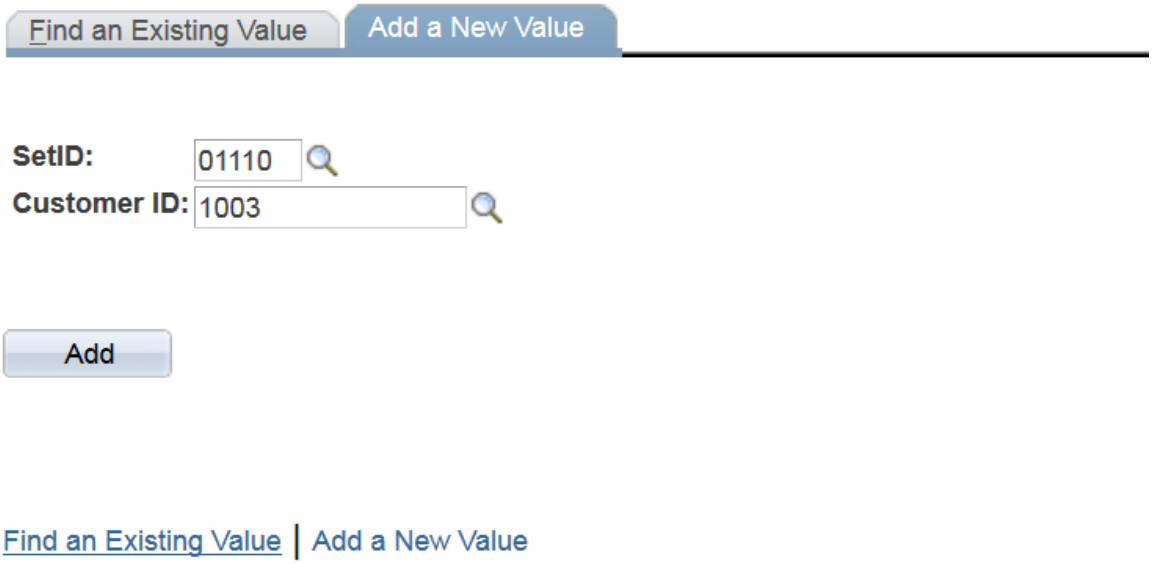


Customer listing will display. The next available Federal customer # in this example is 1003. So now you are ready to enter the next customer #.

The General Information Page opens to Find an Existing Value tab.



Click on the Add a New Value tab



Enter SetID

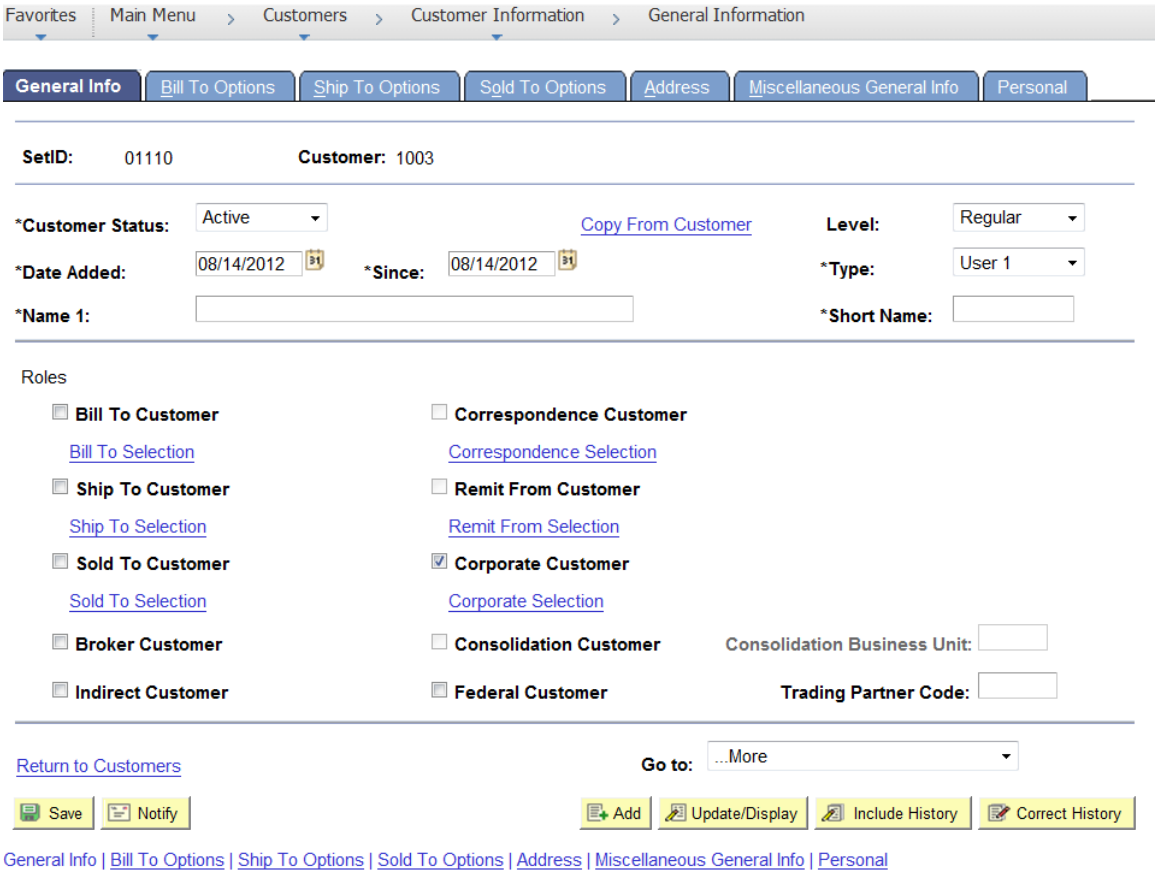
- Defaults with **STATE** – **Do not use STATE**
- Enter customer(s) under appropriate **Business Unit**

Enter Customer ID

- Enter next Fed ID customer #.

Click the ADD button

The Customer General Info page displays.



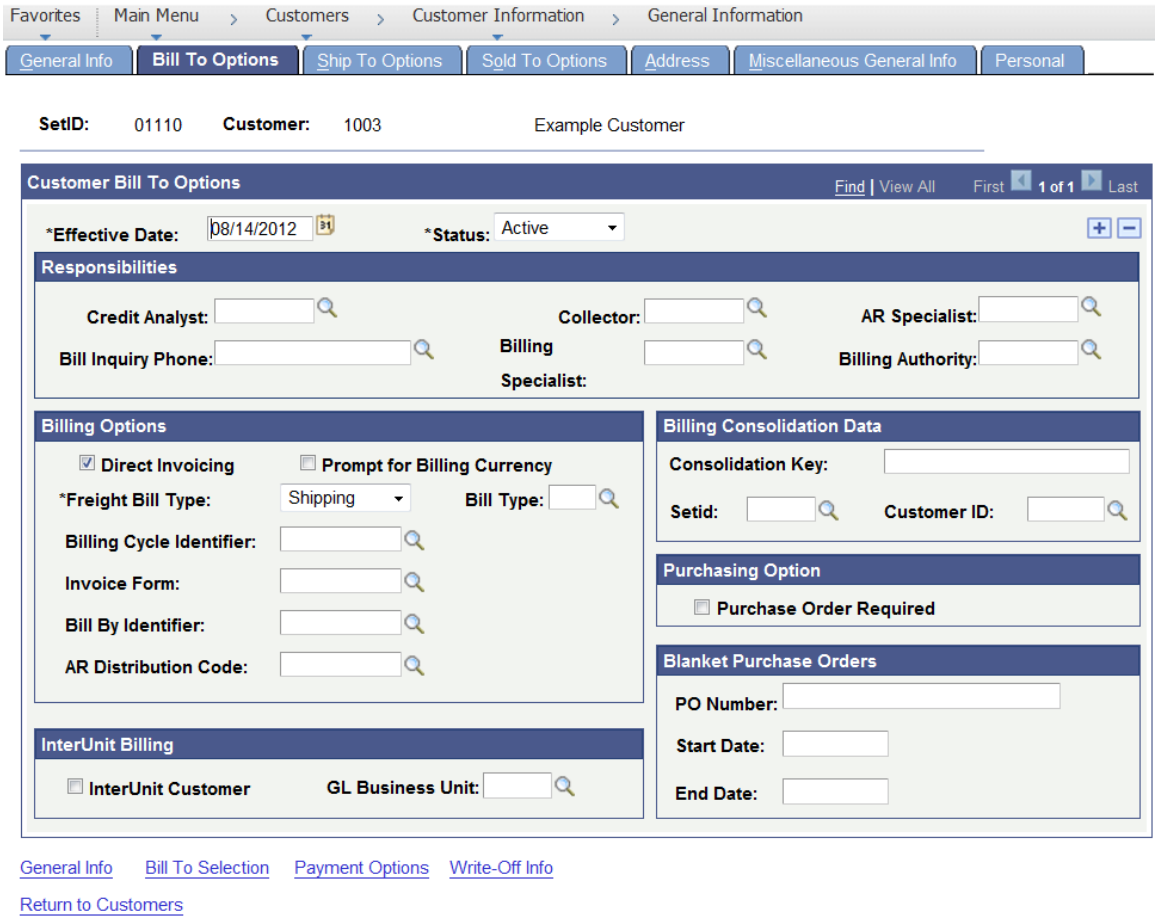
Enter Name 1 (Customer Name)

- Tab out and Short Name will automatically display
- Check the box beside Bill To Customer (Correspondence Customer, Remit From Customer and Corporate Customer will automatically select)

For Federal Draw process, all other fields on this page are not currently used.

Click on the Bill To Options Tab

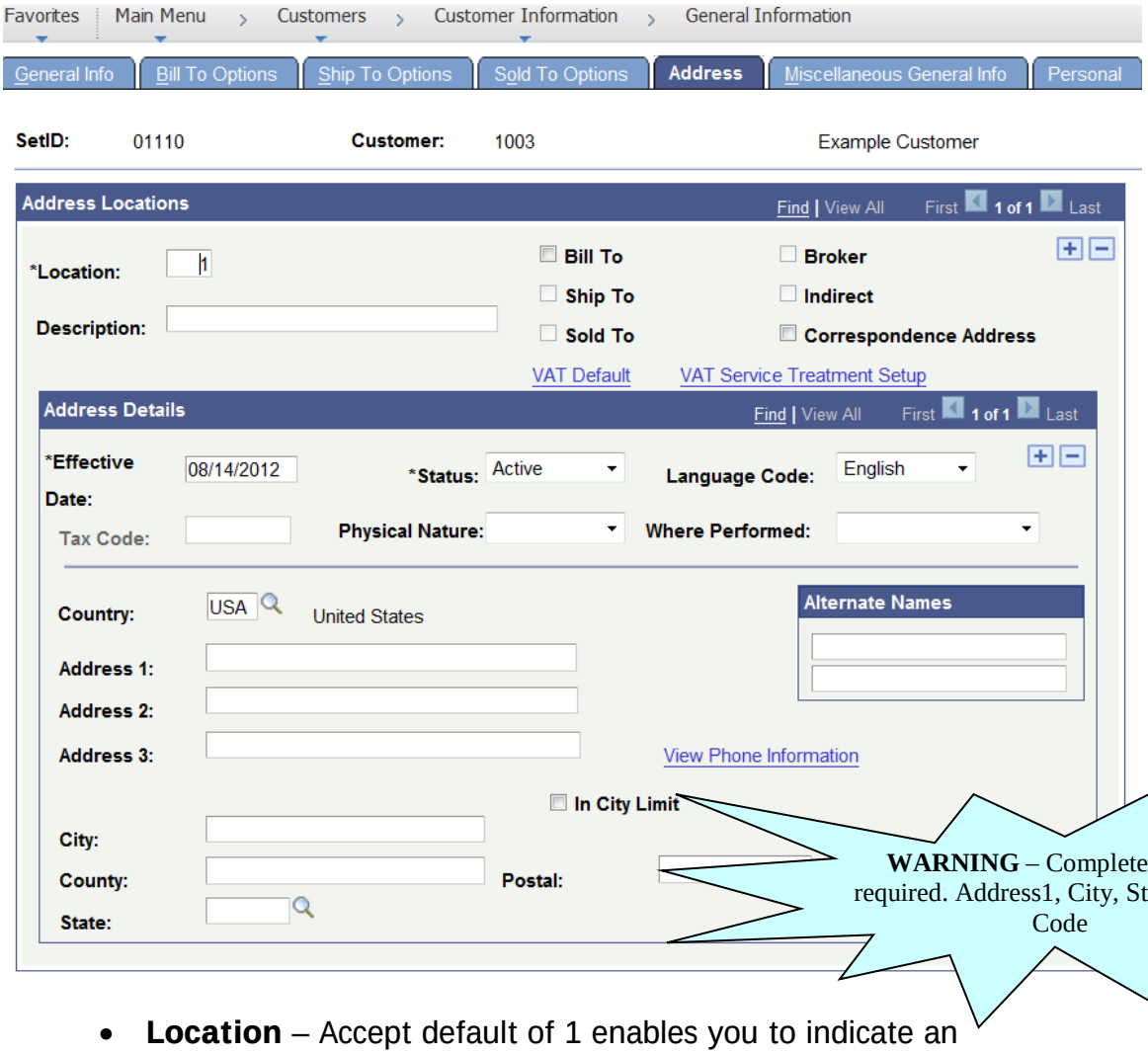
The Bill To Options page displays.



- **Effective Date** - Accept Current Date default
- **Status** – Accept Active Default
- **Credit Analyst**– Enter or select appropriate credit analyst.
- **Collector** – Enter or select appropriate collector.

Click on the Address Tab

The Address Page displays

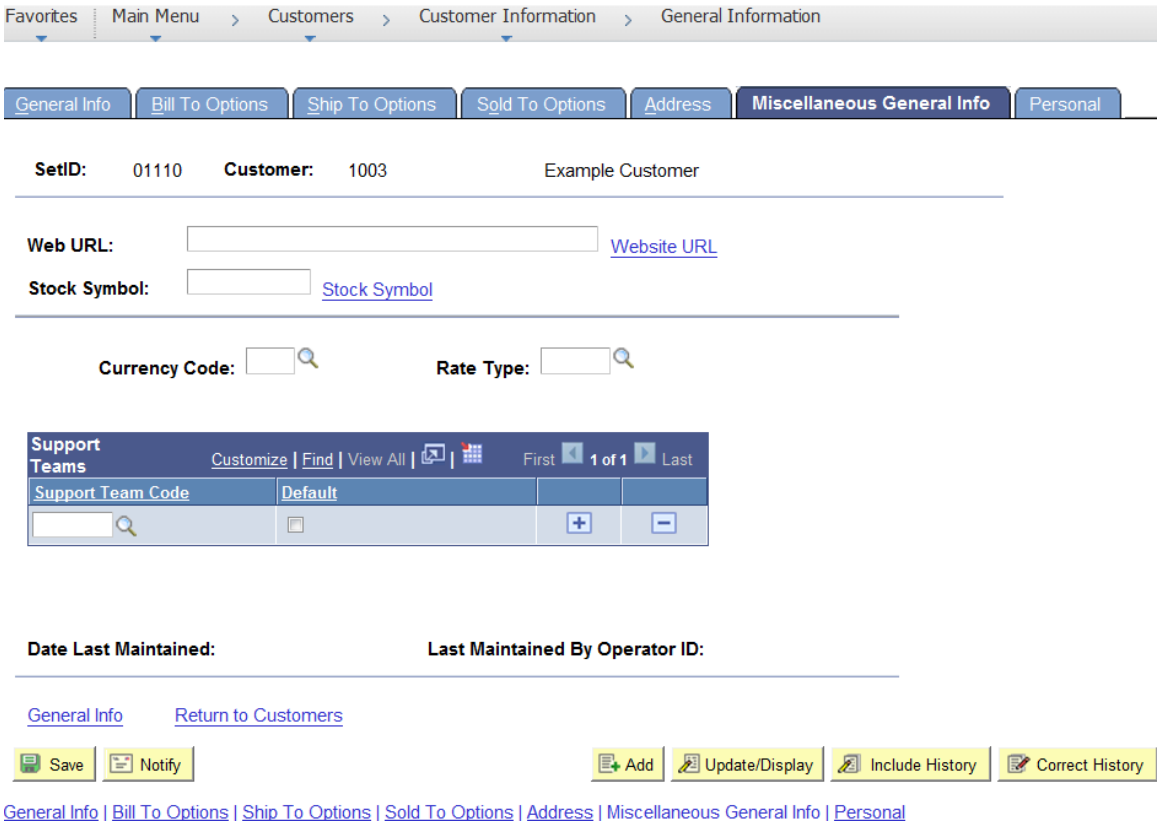


- **Location** – Accept default of 1 enables you to indicate an organization's different address types—for example, one to receive bills, another for shipping, a third for postal deliveries. Each address has a different location number. Every customer's role must have a primary location, which the system uses on all pages that display a customer address. The primary location—indicated by a *1*—is the address that you use most often when you contact the customer, and may be different from the customer's main address.
- **Enter Description** – enter appropriate location description (not mandatory)
- **Select Bill To** – select Bill To – page updates with Primary Field Checkbox.
- **Ship To** – Primarily used by department of BGS
- **Sold To –** Primarily used by department of BGS

- **Select Primary** – select primary box (Primary Box populates when Bill To is selected)
- **Effective Date** – leave as default ,Current Date
- **Status** – leave as default , Active
- **Country** – leave as default USA or click on magnifying glass and choose a valid value
- **Address 1** – Enter appropriate Customer Street Address
- **Address 2** – Enter appropriate data if applicable
- **Address 3** – Enter appropriate data if applicable
- **Enter City, State, Postal** – Enter appropriate city, state, and zip for the Customer
- **County** – Leave Blank

Click on the Miscellaneous General Info Tab

The Miscellaneous General Info page displays.



- **Currency Code** - **USD**
- **Rate Type** – **CRRNT**
- **Support Team Code** – enter appropriate support team code or select a valid value by clicking on the magnifying glass
- **Default** – Select default Box

Click Save

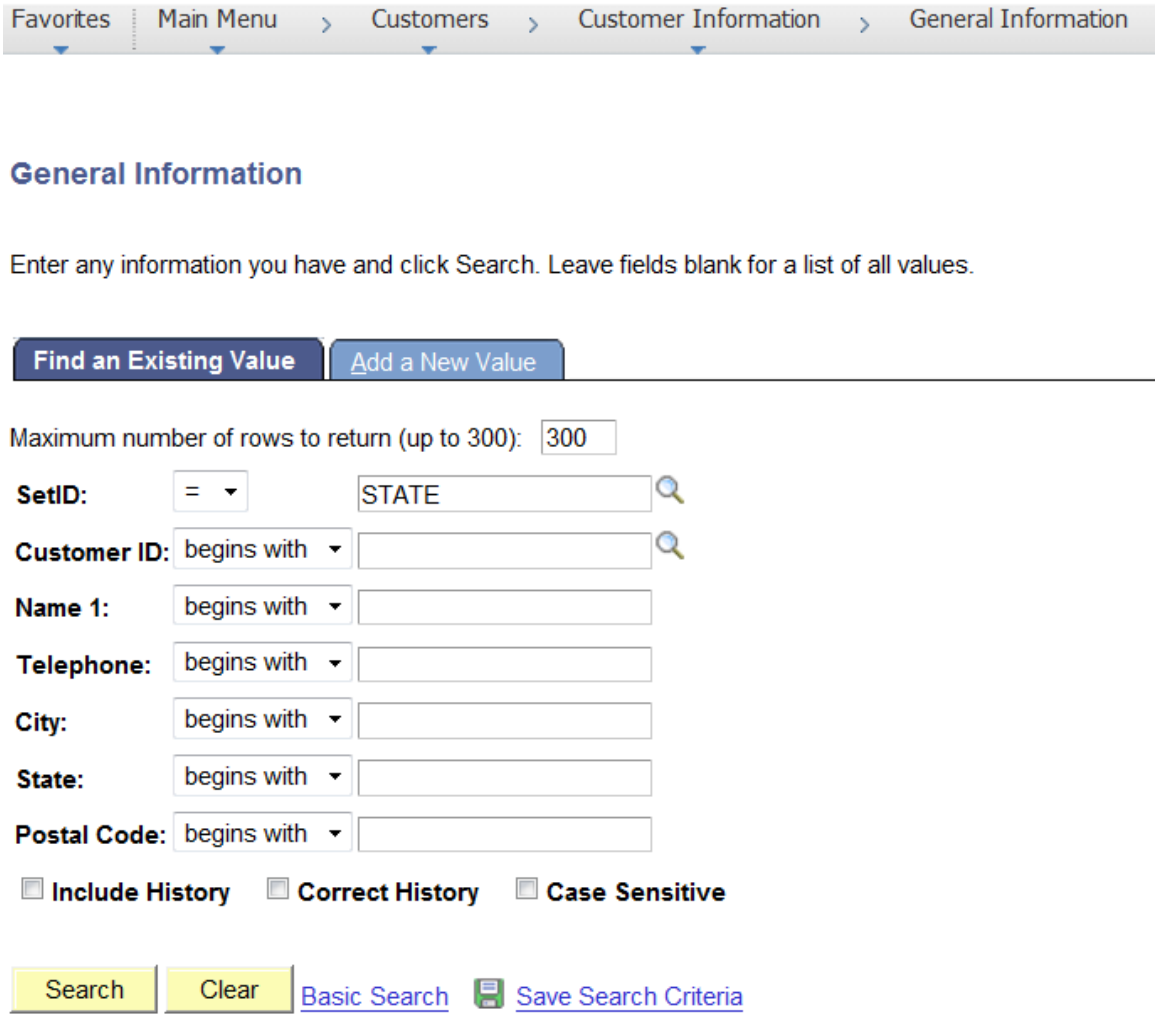
CUSTOMER ADD IS COMPLETE

Maintain/Update Customer Name and/or Address

Possible situations when this function is used: An error was made, or a Customer has a name and/or address change, so the Customer information needs to be updated.

Navigation: Customers > Customer Information > General Information

The General Information page displays as Find an Existing Value.



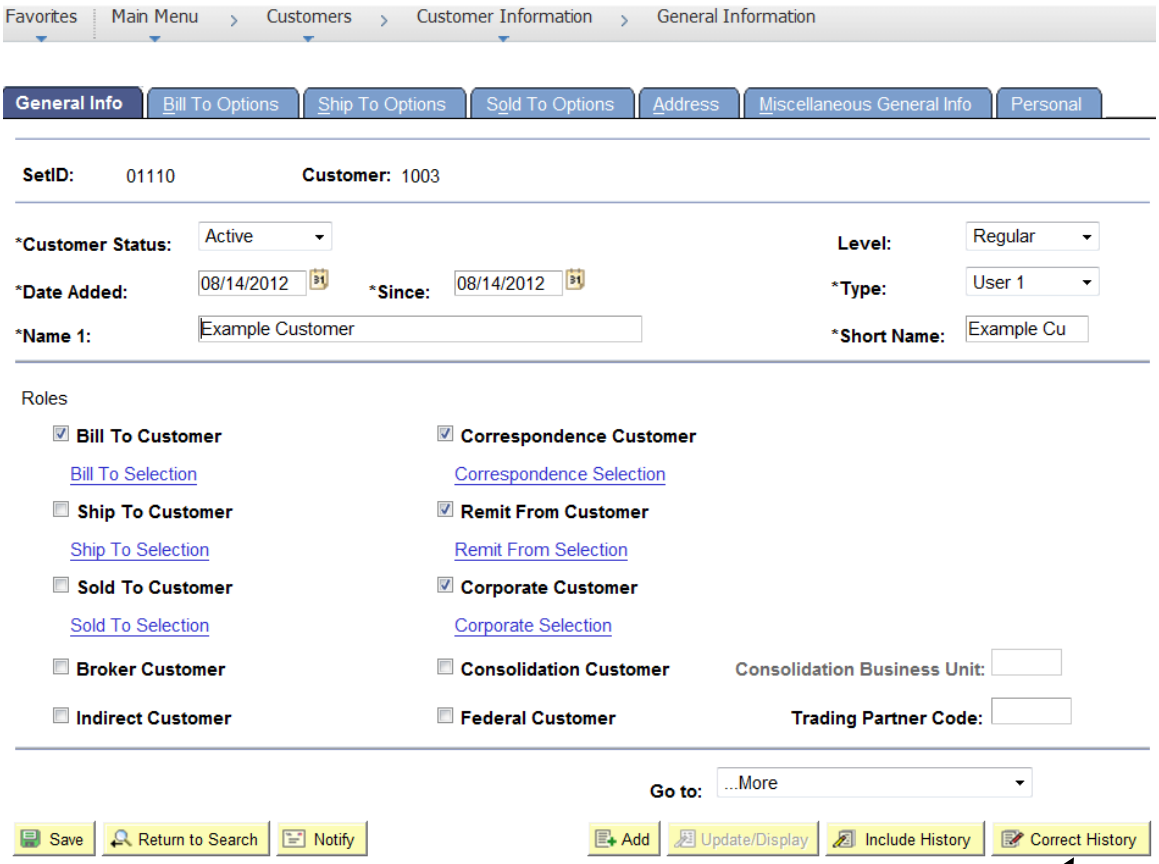
Enter SetID

- Defaults as STATE (Do not leave as STATE)
- enter the appropriate business unit or SETID

Enter Customer ID

- Enter appropriate Customer ID

Click the Search button



WARNING

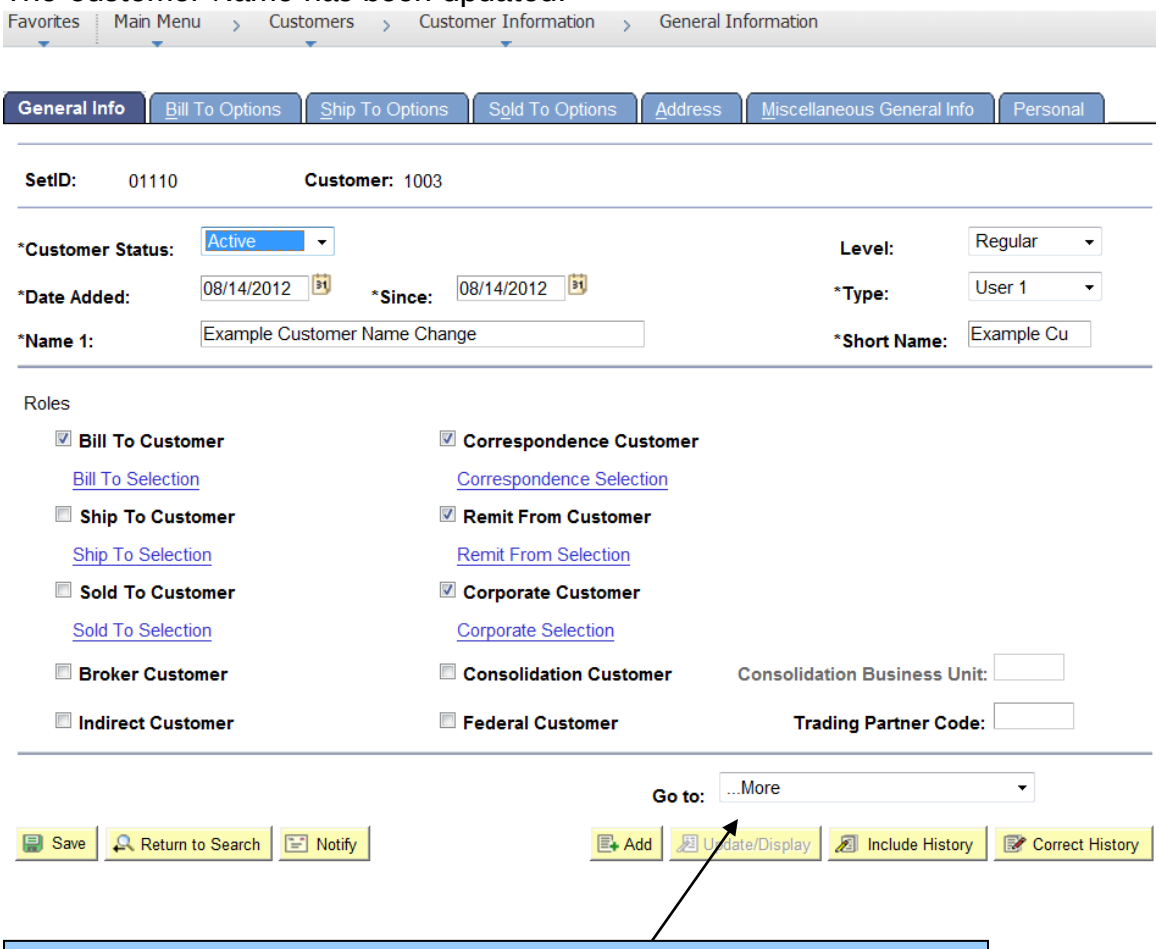
Changing certain fields within the customer pages requires you to use Correct History. If you tried changing one of those fields without selecting or clicking on the **Correct History** button you will receive the following error message:
Cannot change current or history records unless in Correction mode.

Enter Name 1 (New / Corrected Name 1)

- New Name.
- Original Name will drop to a Former Name 1 field

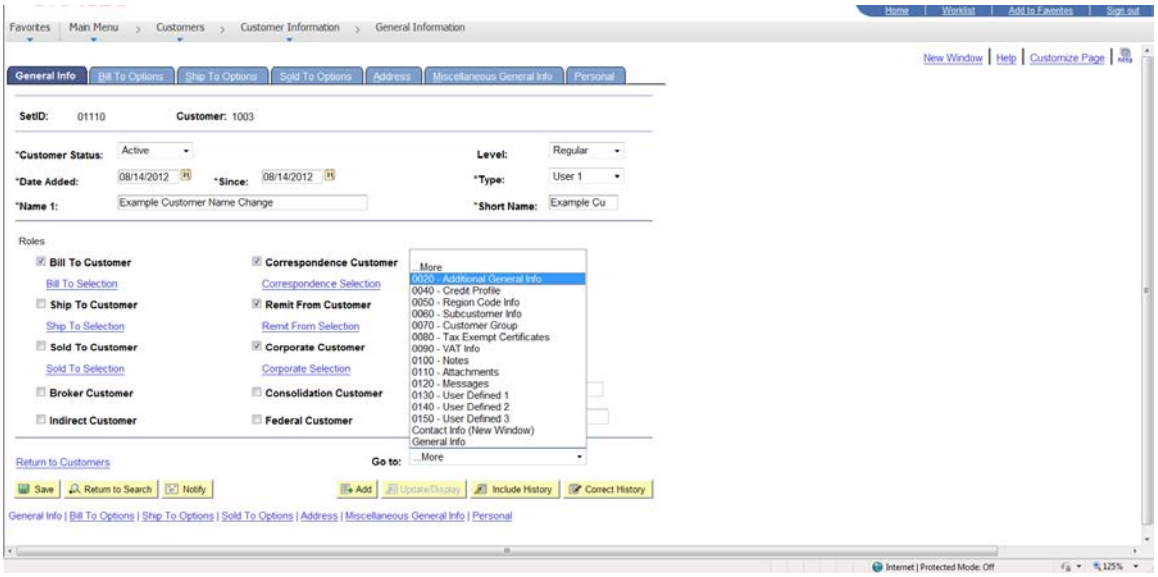
Click on the Save Button

The Customer Name has been updated.



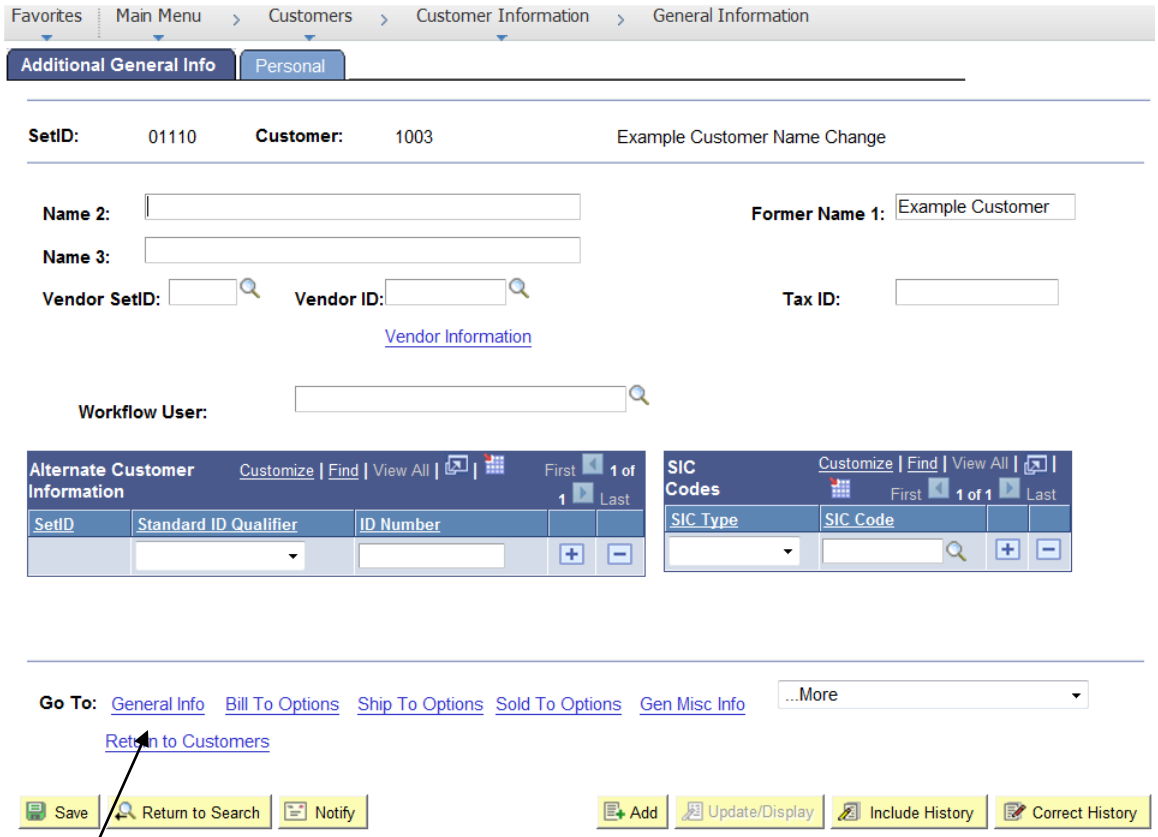
To view the Name 2, Name 3 and Former Name fields:

- Click on **Go To** drop down arrow
- Select 0020 - Additional General Info



A list of options will display. To view the Former Name 1 field:

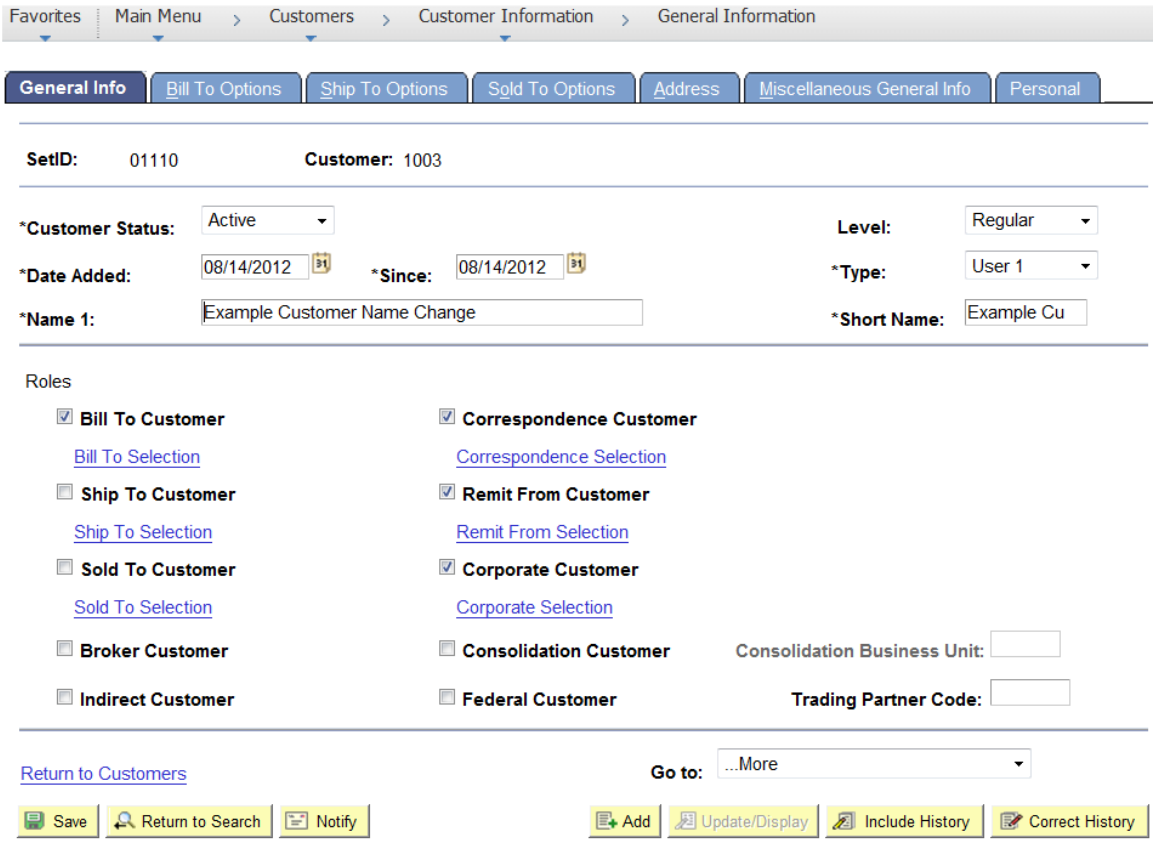
Select 0020 - Additional General Info



Additional General Info page is displayed. Former Name 1 field displays the original Customer Name 1.

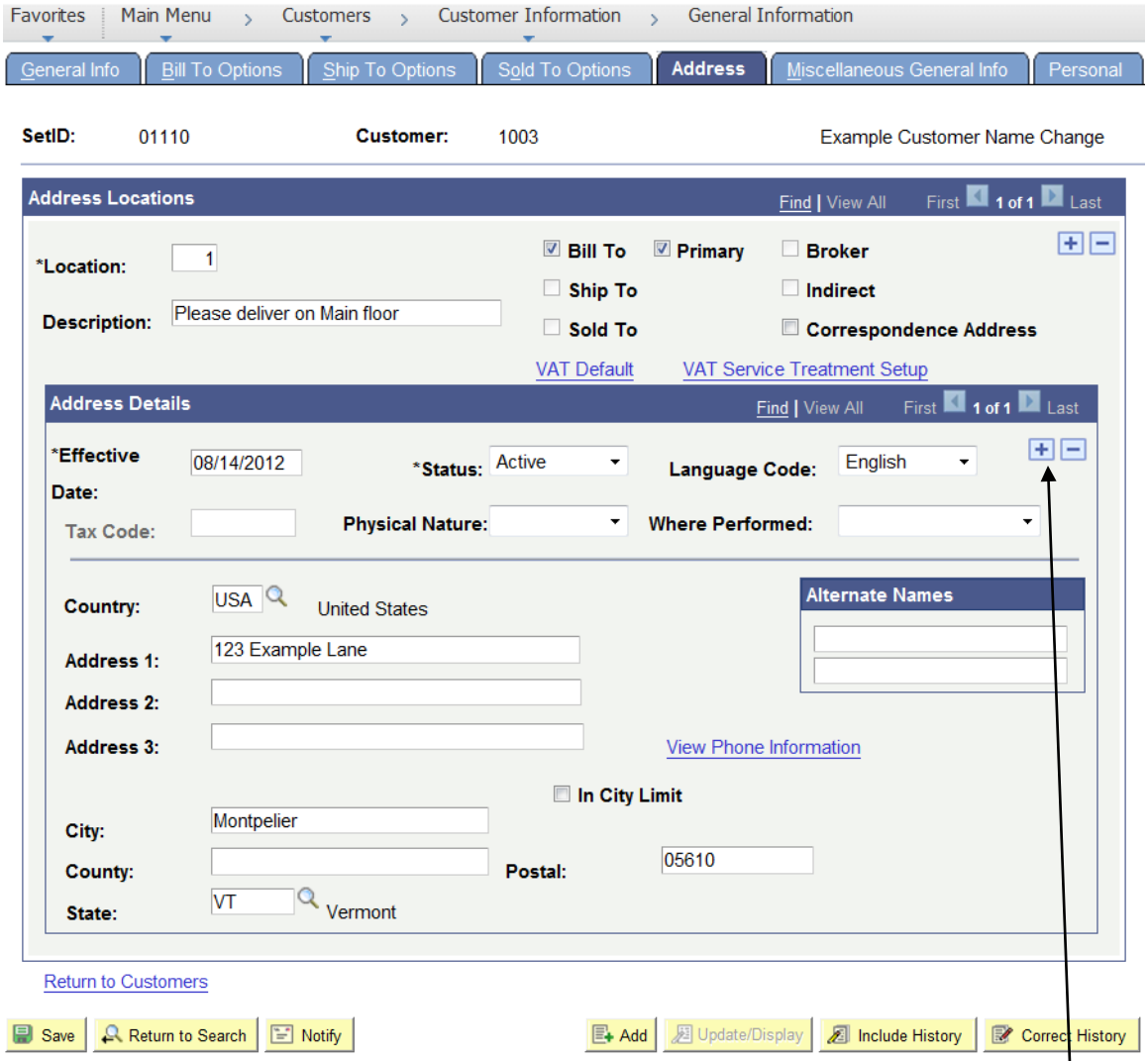
Click Link – General Info will take you back to the General Info Page.

General Info page is displayed.

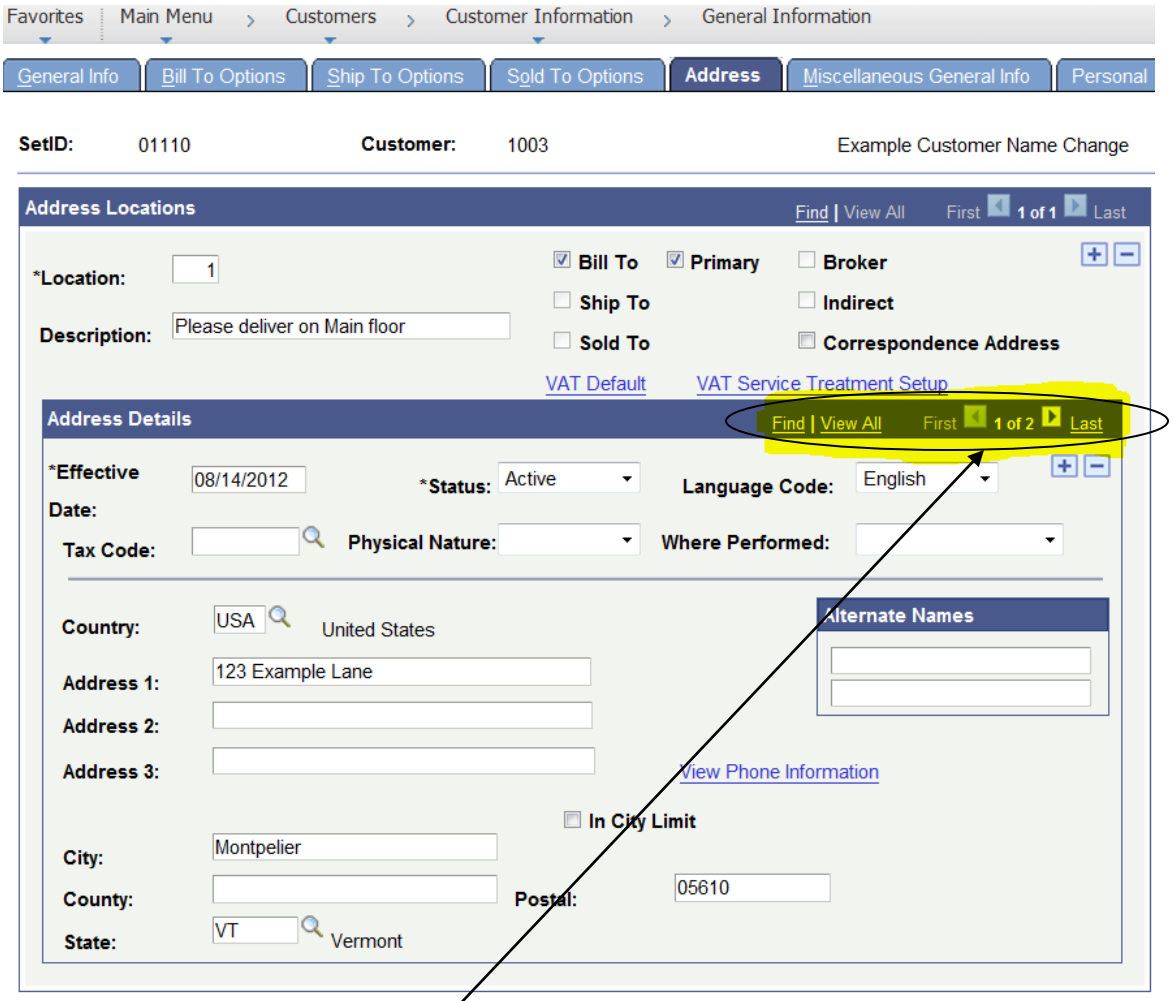


Click on Address tab.

Address Page is displayed. To make a change to the customer address follow the navigation below..



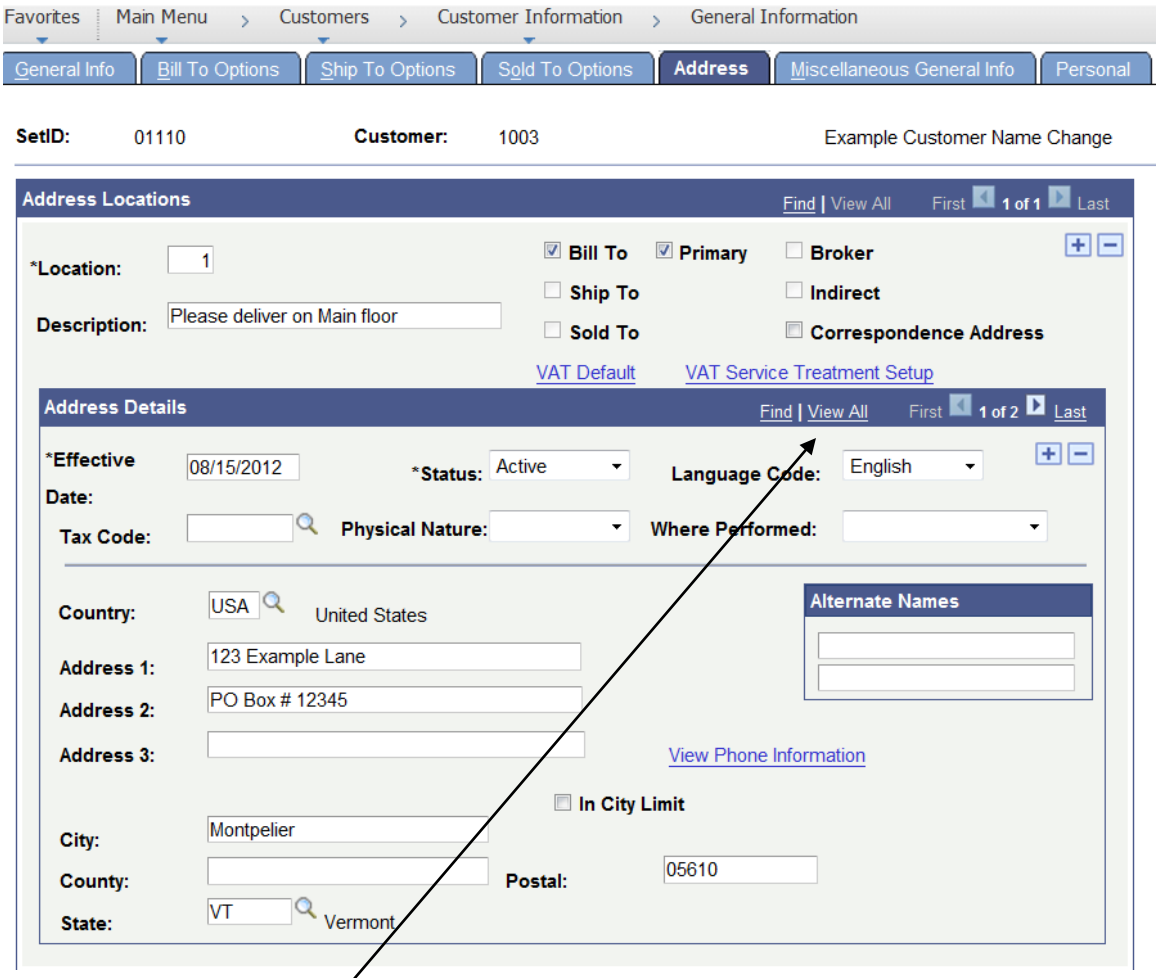
Add new effective dated row in the Address Details by clicking the + sign button.



A new row is created with a new effective date (current date). In the above screen shot you now see 1 of 2. The original address populates in the new effective dated row.

Make the appropriate change to the Address.

Save the page – the Address is updated.



Page is refreshed with new customer address.

Click on View All

Favorites | Main Menu > Customers > Customer Information > General Information

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal

SetID: 01110 **Customer:** 1003 Example Customer Name Change

Address Locations Find | View All First 1 of 1 Last

*Location: 1

Description: Please deliver on Main floor

☑ Bill To ☑ Primary ☐ Broker
☐ Ship To ☐ Indirect
☐ Sold To ☐ Correspondence Address

VAT Default VAT Service Treatment Setup

Address Details Find | View 1 First 1-2 of 2 Last

*Effective Date: 08/15/2012 *Status: Active Language Code: English

Tax Code: Physical Nature: Where Performed:

Country: USA United States

Address 1: 123 Example Lane

Address 2: PO Box # 12345

Address 3:

Alternate Names

View Phone Information

☐ In City Limit

City: Montpelier

County:

Postal: 05610

State: VT Vermont

*Effective Date: 08/14/2012 *Status: Active Language Code: English

Tax Code: Physical Nature: Where Performed:

Country: USA United States

Address 1: 123 Example Lane

Address 2:

Address 3:

Alternate Names

View Phone Information

☐ In City Limit

City: Montpelier

County:

Postal: 05610

State: VT Vermont

Page is displayed with both effective dated rows.

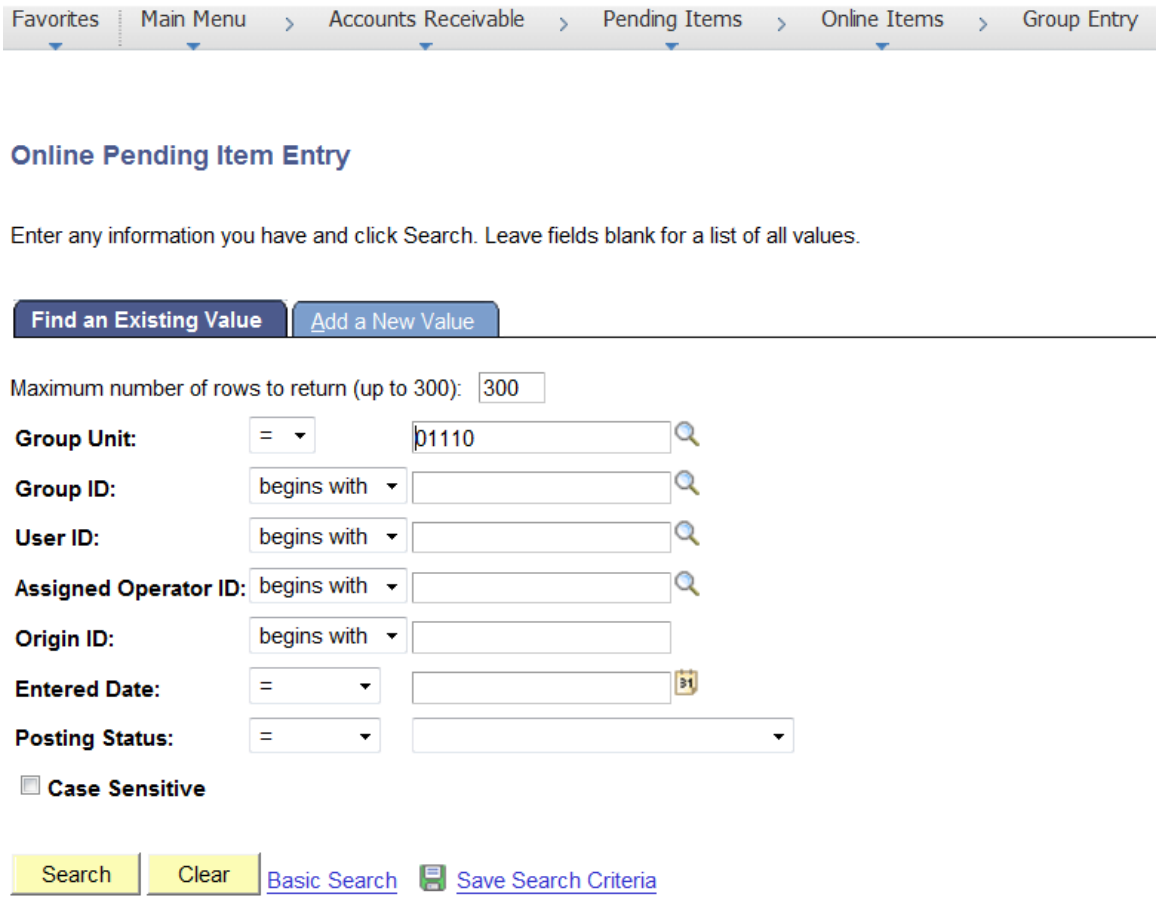
MAINTAINING CUSTOMER IS COMPLETE

Enter Online A/R Pending Item in the Accounts Receivable Module

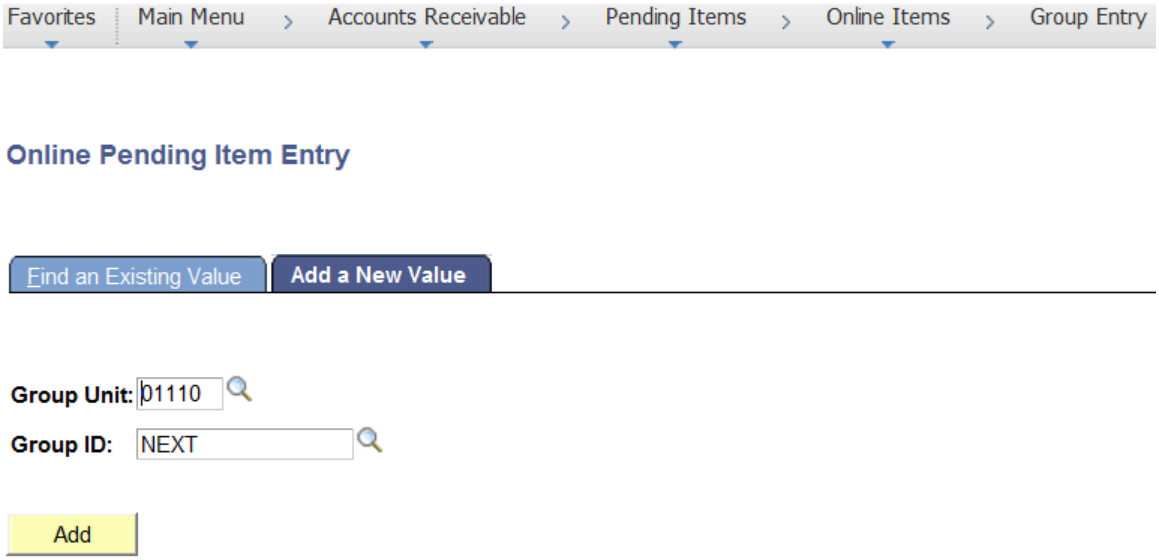
Possible situations when this function is used: To create an accounts receivable item for a customer. Reasons for entering a pending item are: Grants, Federal Draws, Wires, Refund of Expenditures and Miscellaneous Receivables.

Navigation: Accounts Receivable > Pending Items > Online Items > Group Entry

The Online Pending Item Entry page opens.



Click on Add a New Value Tab



Your default BU will appear in the Group Unit field.

Group Unit

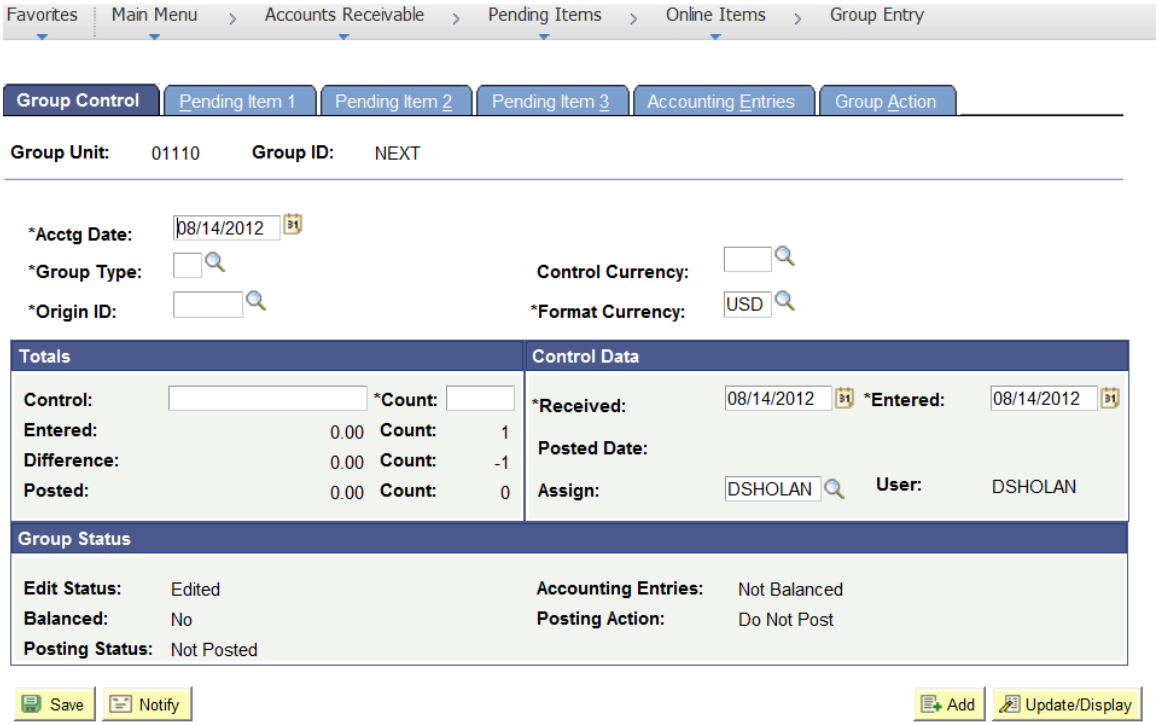
- leave as default **or**
- enter the appropriate business unit

Group ID

- leave as NEXT (System will assign the next sequential number)

Click the ADD button

The Group Control page displays.

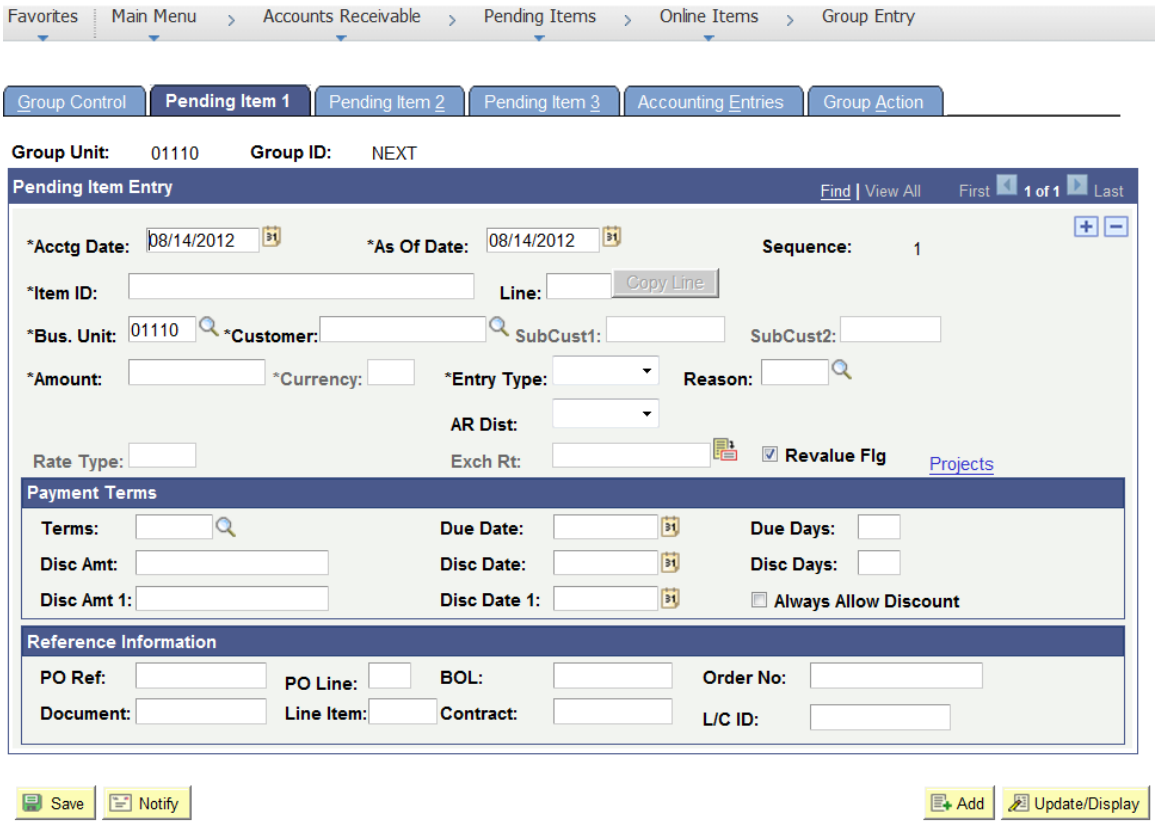


Enter Information on Group Control Page

- **Accounting Date** – Leave default of Current Date (never change)
- **Group Type** – Enter or select type **B** (Billing)
- **Origin ID** – Enter or select appropriate Origin ID
  - **DRAW** – Federal Draw Downs
  - ON_AR – Misc. Online Receivables
  - REFND – Refund of Expenditure
  - **WIRE** – Wire Transfer
- **Control Currency** – Enter **USD**
- **Format Currency** – Accept default of USD
- **Control**– Enter the appropriate dollar amount (total amount billed)
- **Count** – Enter the appropriate Control Count (# of lines on pending item)
- **Received Date** – Leave default of Current Date
- **Entered Date** – Leave default of Current Date

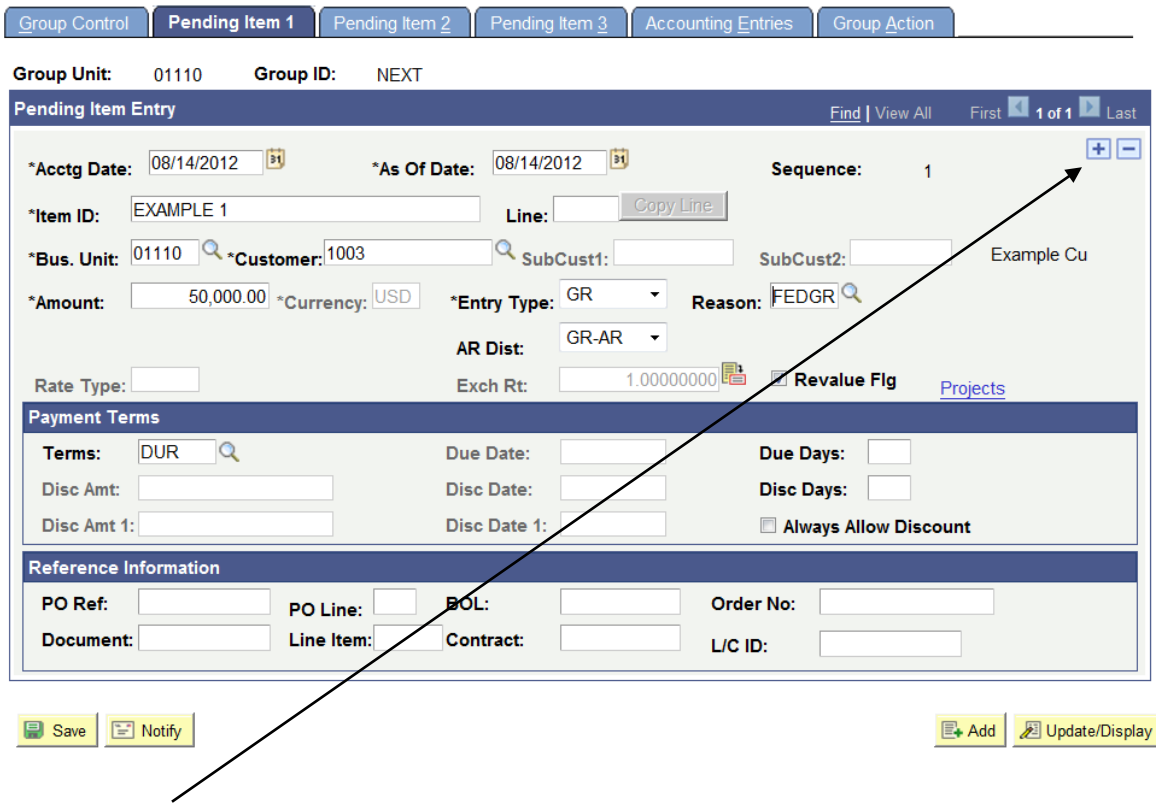
Click on the Pending Item 1 Tab

The Pending Item 1 page displays.

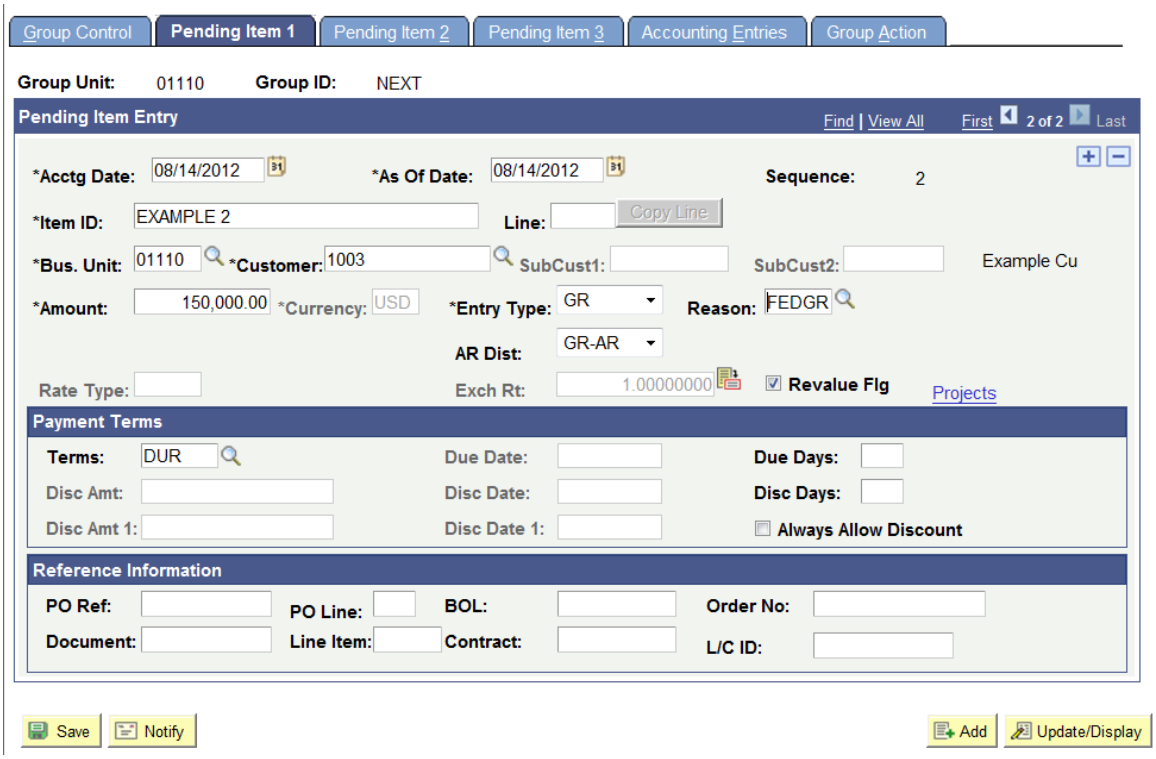


- **Accounting Date and As of Date** – Accept default (Never change) These dates default from the Accounting date on the Group Control page.
- **Item ID** - Enter appropriate Item ID (This field is checked for duplicates through the ARUPDATE Batch process which posts the pending item on the customers account) Assign a numbering scheme to assure duplicates are not entered. When ARUPDATE process runs it checks the ItemId, Line and Customer number for a business unit and if all three are identical to original item posted, you will receive an Item duplicate error for that line.
- **Line** – Enter appropriate sequential line # (not a required field) Line field is used if the itemID for each line is the same. ARUPDATE processes looks for an identical itemID, Line and Customer before it considers an item as a duplicate.
- **Customer**– Enter appropriate Customer ID
- **Amount** – Enter amount associated to Item
- **Entry Type –** Enter appropriate Entry Type or select valid value
- **Reason –** Enter appropriate Reason or select valid value
- **AR Dist –** Defaults in when you select Reason

COPY LINE BUTTON – This feature is used if you are entering multiple lines with the same Item ID using the line numbering field.

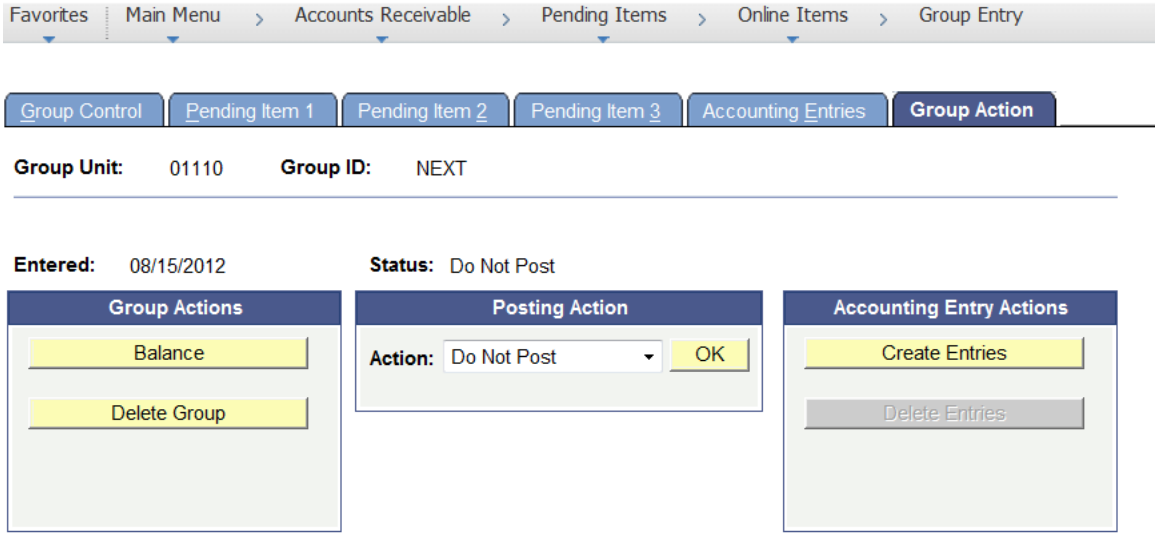


Click on button to insert a new row. When all additional rows are entered:



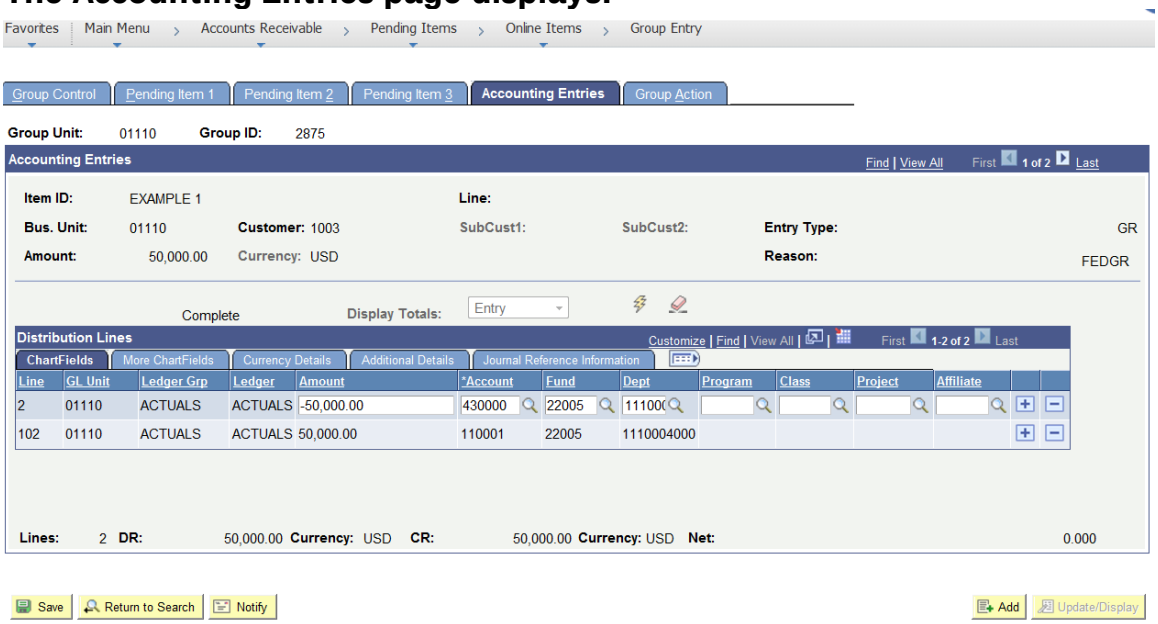
Click on the Group Action Tab

The Group Action page displays.



Click Create Entries button

The Accounting Entries page displays.



Group ID number is assigned. Some chartfields will default. Even though these chartfields default you can manually change the defaults to the appropriate Chartfields. Remember the fields that are mandatory are: Account, Fund and Dept.

Enter appropriate Chartfield info:

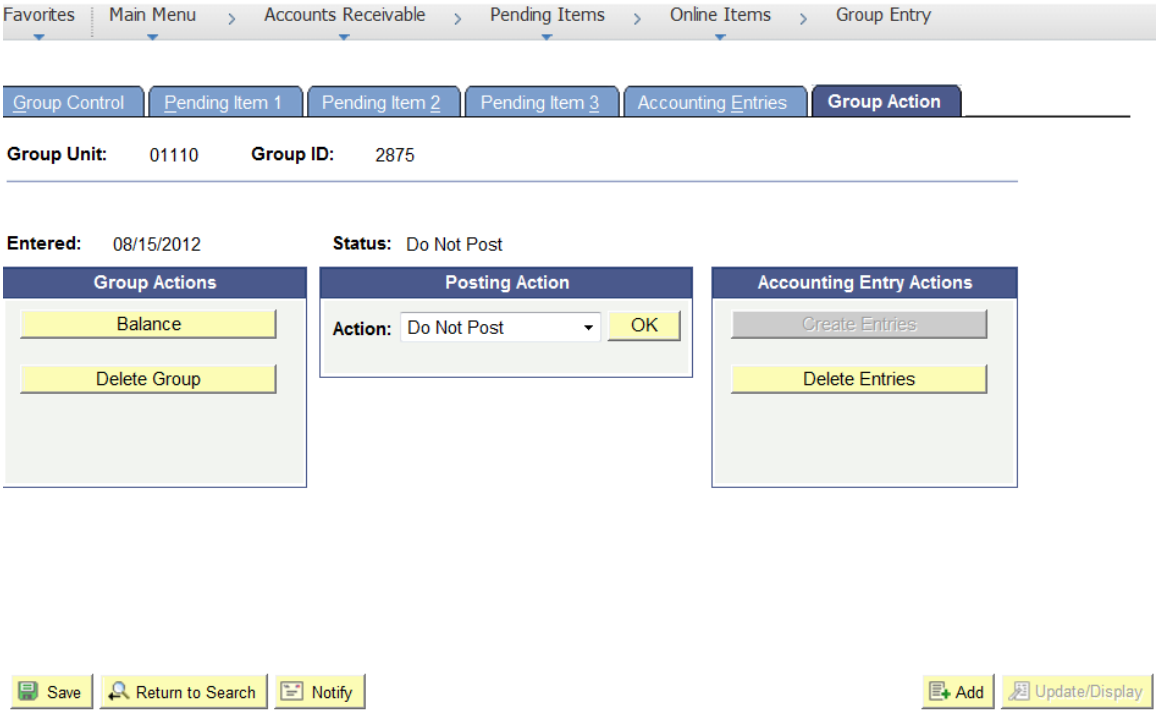
- **Account –** Leave as default or enter appropriate account
- **Fund –** Leave as default or enter appropriate fund
- **Dept -** Leave as default or enter appropriate Dept ID
- **Program, Class & Project Grant –** Leave as default or enter appropriate Program, Class or Project/ Grant

Click Save

Chartfield information entered carries to the debit side of the entry.

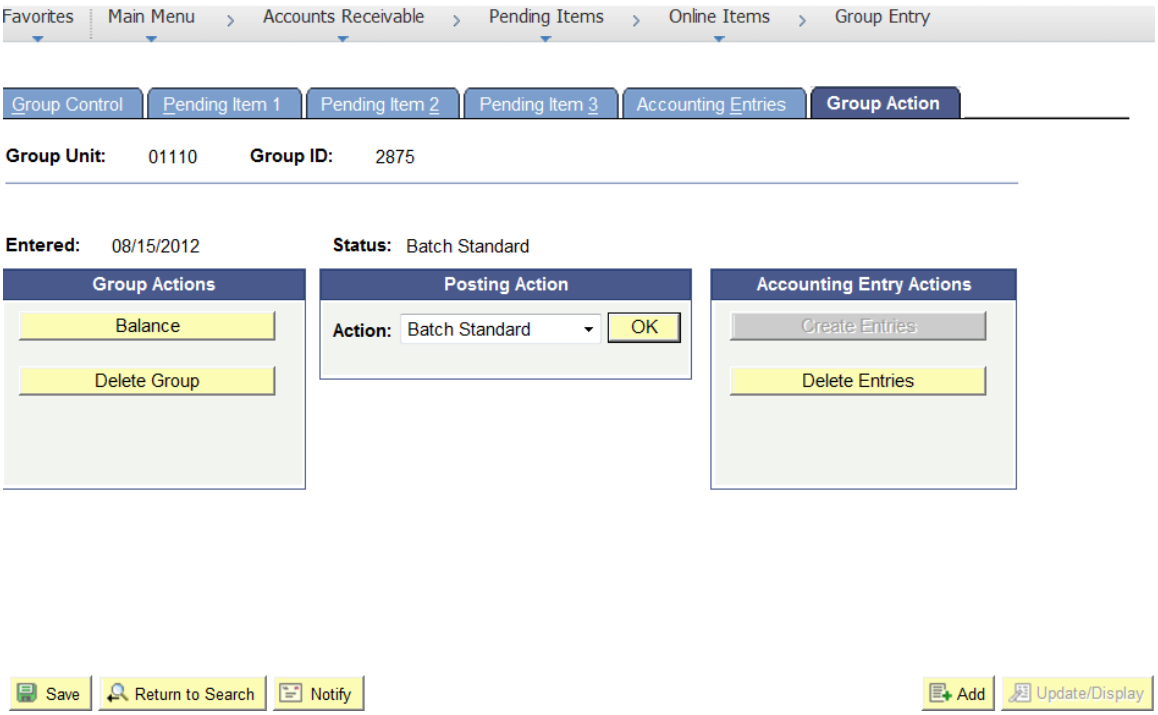
Click the Group Action tab.

The Group Action page opens



Select the drop down arrow in Action field: under the Posting Action section of the page.

- **Select Batch Standard**
- **Click OK button**



The Status changes from Do Not Post to Batch Standard

Note: Once pending item is set to Batch Standard the overnight batch process (ARUPDATE) runs and posts group(s) to customer's accounts.

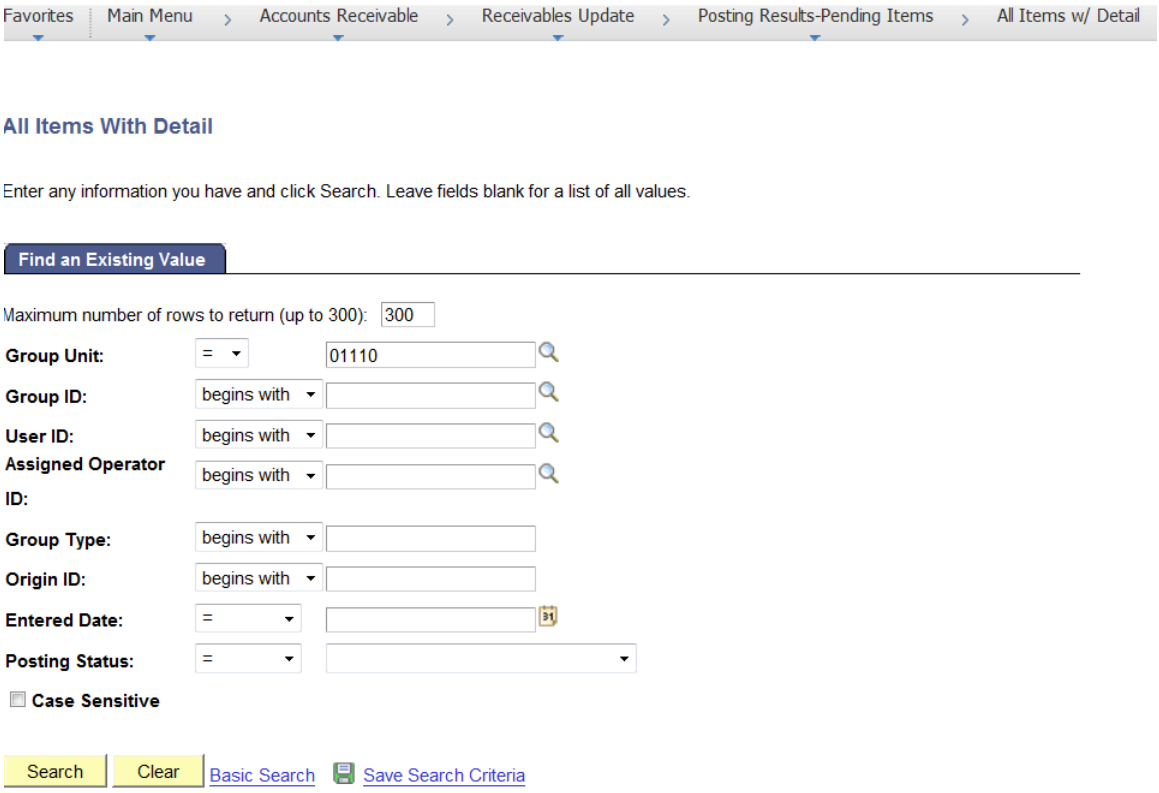
ENTERING A PENDING GROUP IS COMPLETE

Review Posting Results-Pending Items

Possible situations when this function is used: This review is used to check the status of pending Group. This is one way you can check a pending Group after it has processed through ARUPDATE which runs overnight.

Navigation: Accounts Receivable> Receivables Update> Posting Results-Pending Items> All Items w/Detail

All Items with Detail page opens.



You can search using all or some of the fields listed above. In this **example** we know the Group Id #.

Group Unit

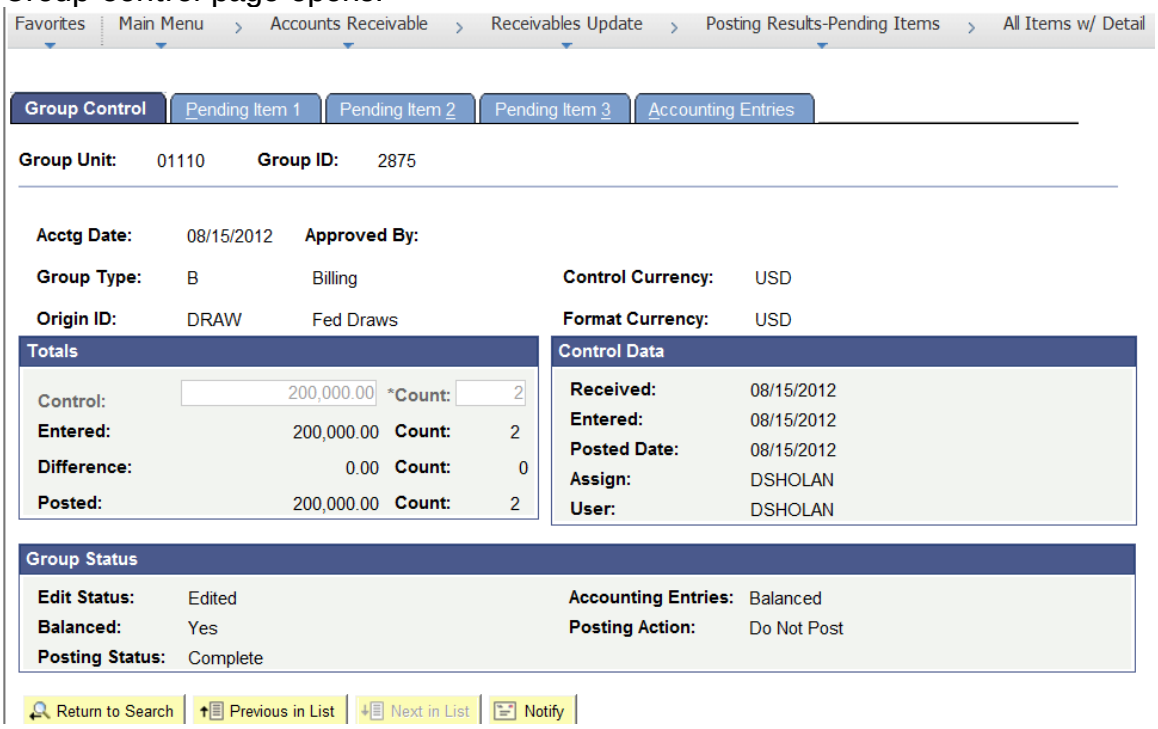
- Leave as default **or**
- Enter group unit

Group Id

- Enter group id

Click the search button

Group Control page opens.



Group Status

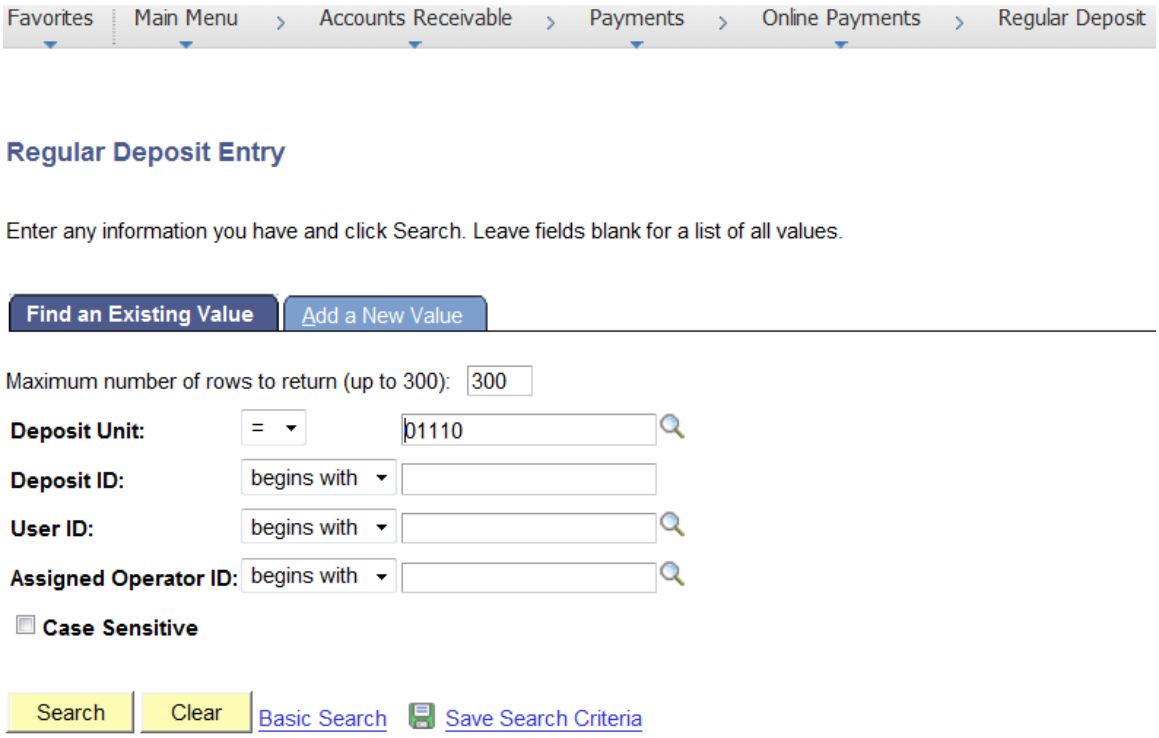
- **Edit Status –** Edited
- **Balanced –** Yes
- **Posting Status**
  - Complete (group posted to customer account with no errors.)
  - Error (group is in error click on the pending item 1 tab and click the error info button to find what the error message is. To correct error follow instructions listed in this manual under Inquire and Fix Online A/R Pending Item that did not post due to a "Duplicate Item" Error.
- **Accounting Entries –** Balanced
- **Posting Action -** Do not Post (once a group posts to customer account the posting Action changes from Batch Standard to Do not Post)

REVIEW POSTING RESULTS-PENDING ITEMS IS COMPLETE

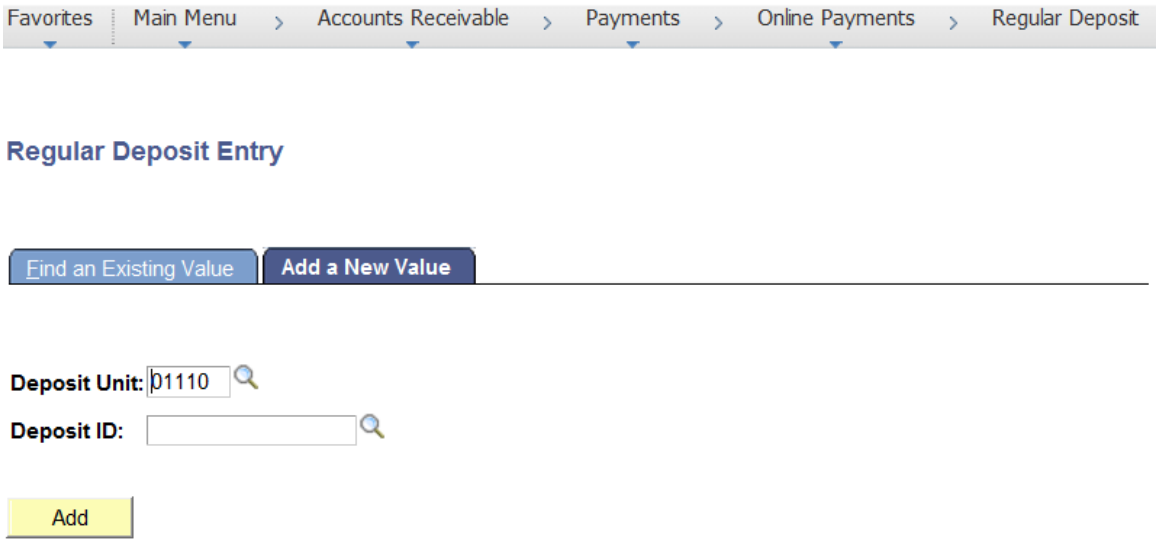
Enter Federal Draw Deposit this portion is done by the Treasurer's Office

Possible situations when this function is used: Customer deposits are used to apply payments to customer's accounts in the Accounts Receivable module**. For a federal draw the regular Deposit is entered by the Treasurer's Office once the money is received, and Treasurer's Office confirms that a pending item was entered and posted in VISION by department.**

Navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit



Click on the Add a New Value Tab



Your default BU will appear in the Business Unit field.

Enter Business Unit

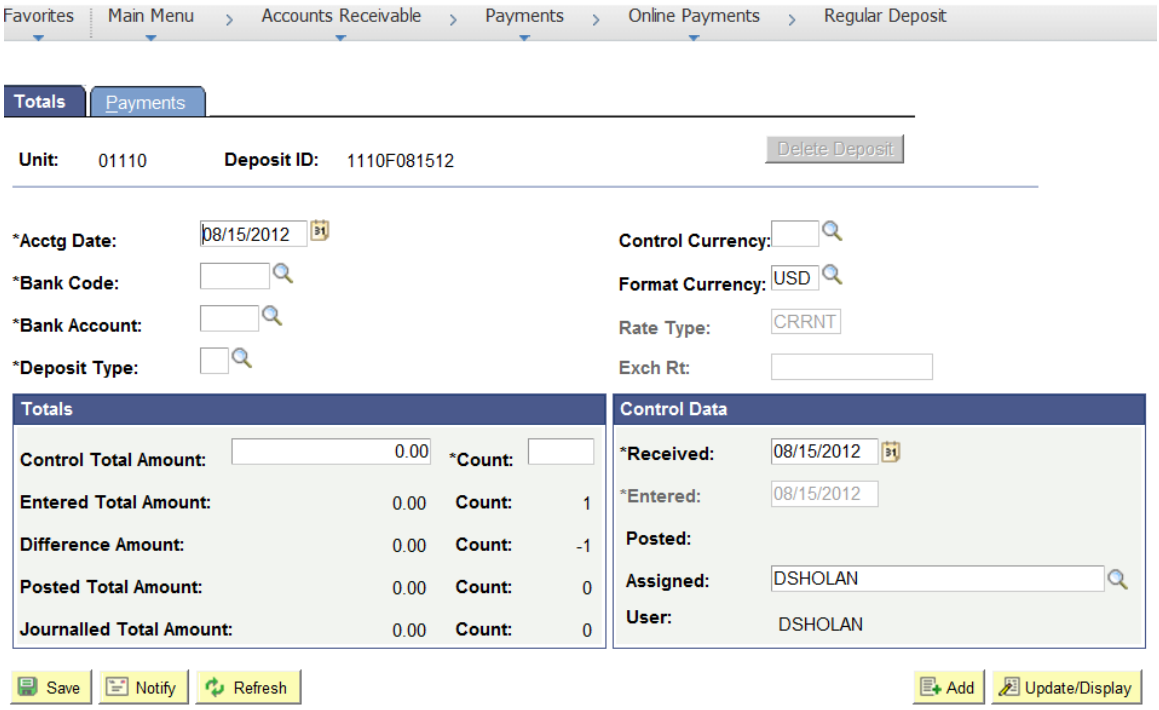
- Enter appropriate business unit if a Business unit does not default.

Enter Deposit ID

- Enter appropriate Deposit ID (example: 1110F081512)

Click the ADD button

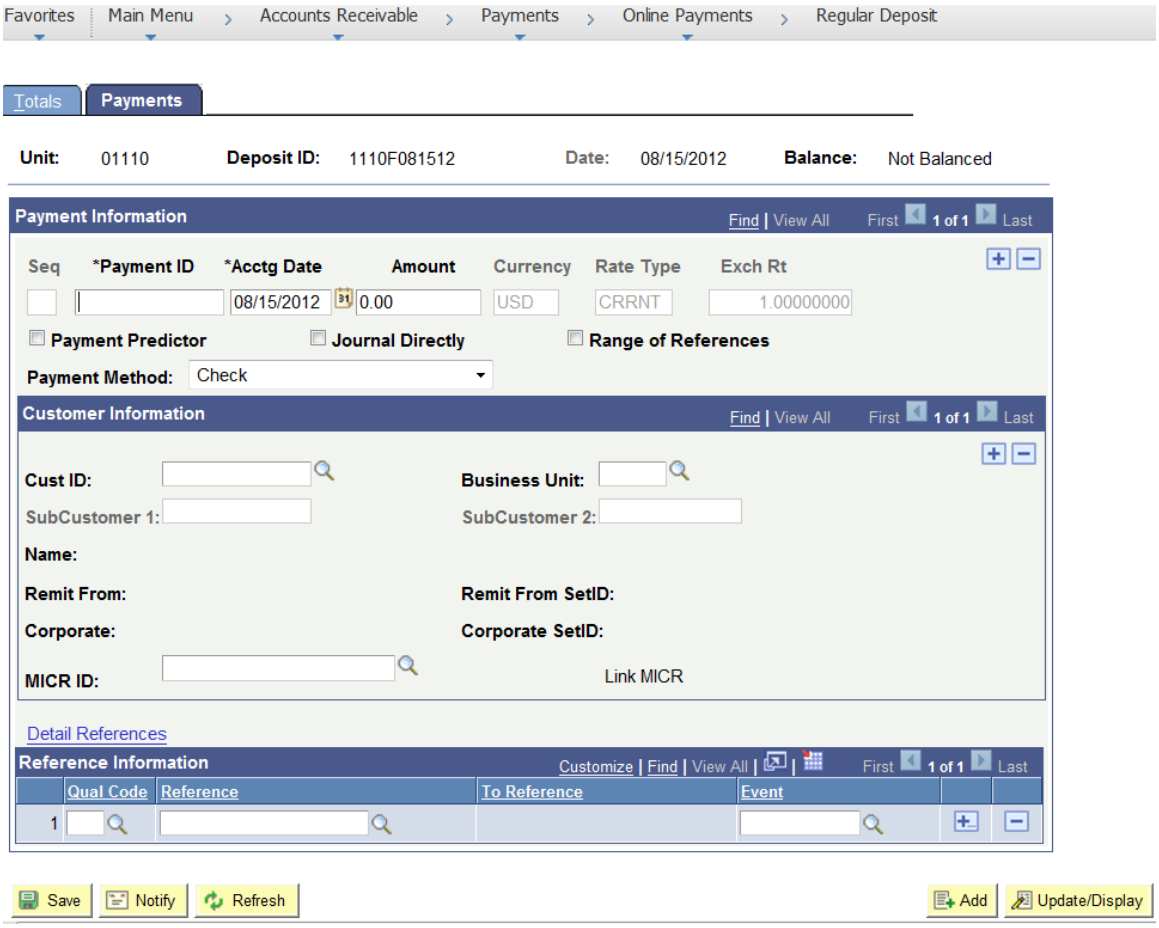
The Totals Page displays.



- **Accounting date** – Accept current date default
- **Entered date** – Accept current date default (field is grayed out)
- **Received date** – Date the money hit the bank
- **Bank Code** - Enter Bank Code
- **Bank Account -** Enter Bank Account
- **Deposit Type -** Enter Deposit Type (or deposit type defaults according to the Bank Code and Bank Account that's selected).
- **Control Currency -** USD
- **Control Total -** Enter Control Total (This is the total amount of Draw.)
- **Count -** Enter Count (This is the number of payment lines you will enter in the deposit)

Click on the Payments Tab

The Payments page is displayed.



Payment Information

- **Payment ID** - Enter Payment ID for first payment line (Treasurer's Office uses the itemID from the pending group.)
- **Acctg Date** – Defaults in from the totals page
- **Amount** – Enter Amount for first payment line
- **Currency** – Defaults in from the totals page
- **Journal Directly** – Not used for Customer deposits
- **Payment Method** – defaults as Check accept default

Customer Information

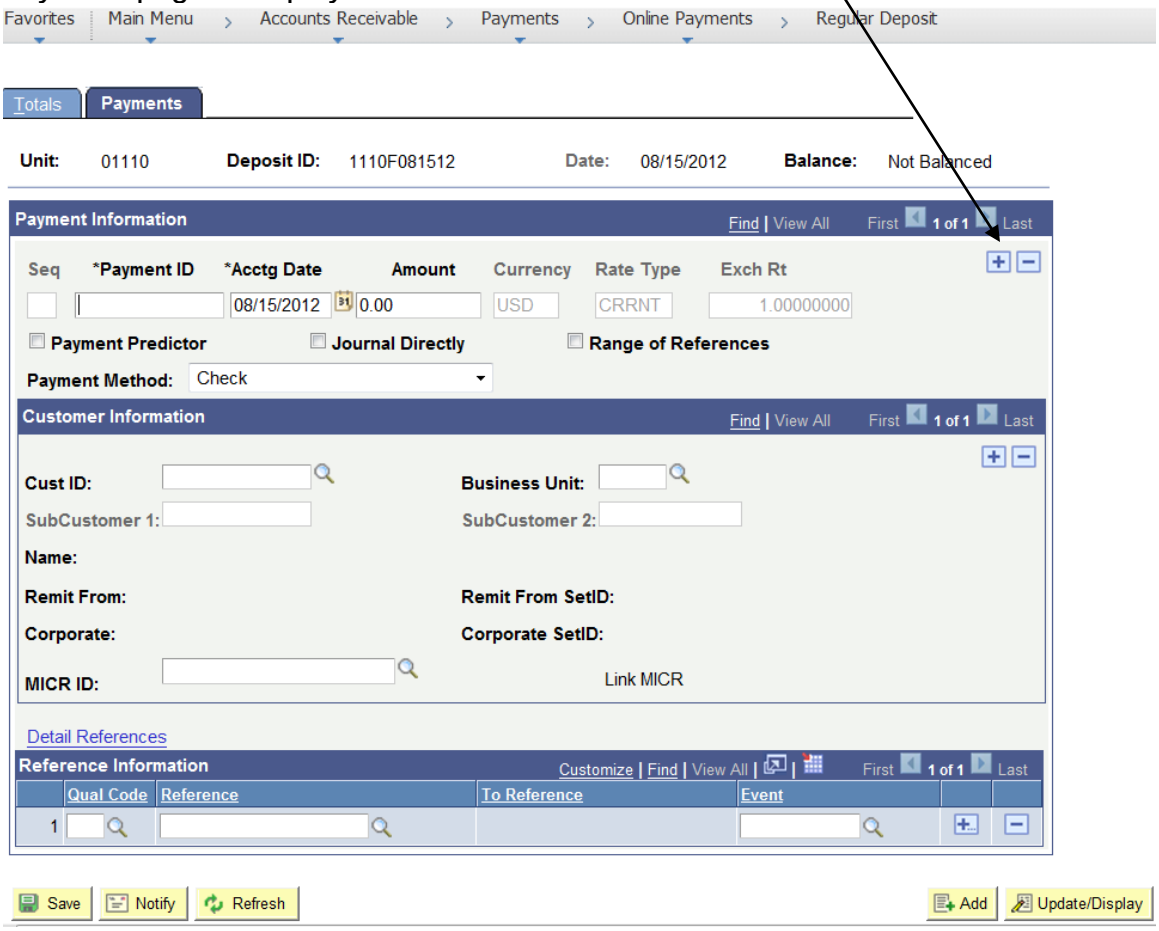
- **Cust ID –** Enter Cust ID
- **Business Unit –** Enter your billing Business Unit

Click on the Refresh button and the Customer Name and Remit From (and Corporate) Customer ID and SetID(and Corporate) default into the Customer Information section.

- **Insert a New Row by Clicking on the icon at the TOP right of the page**

Note: It is important to click the appropriate to insert a row. This page is divided into three sections and allows rows to be inserted in each section.

Payment page is displayed.



Payment Information

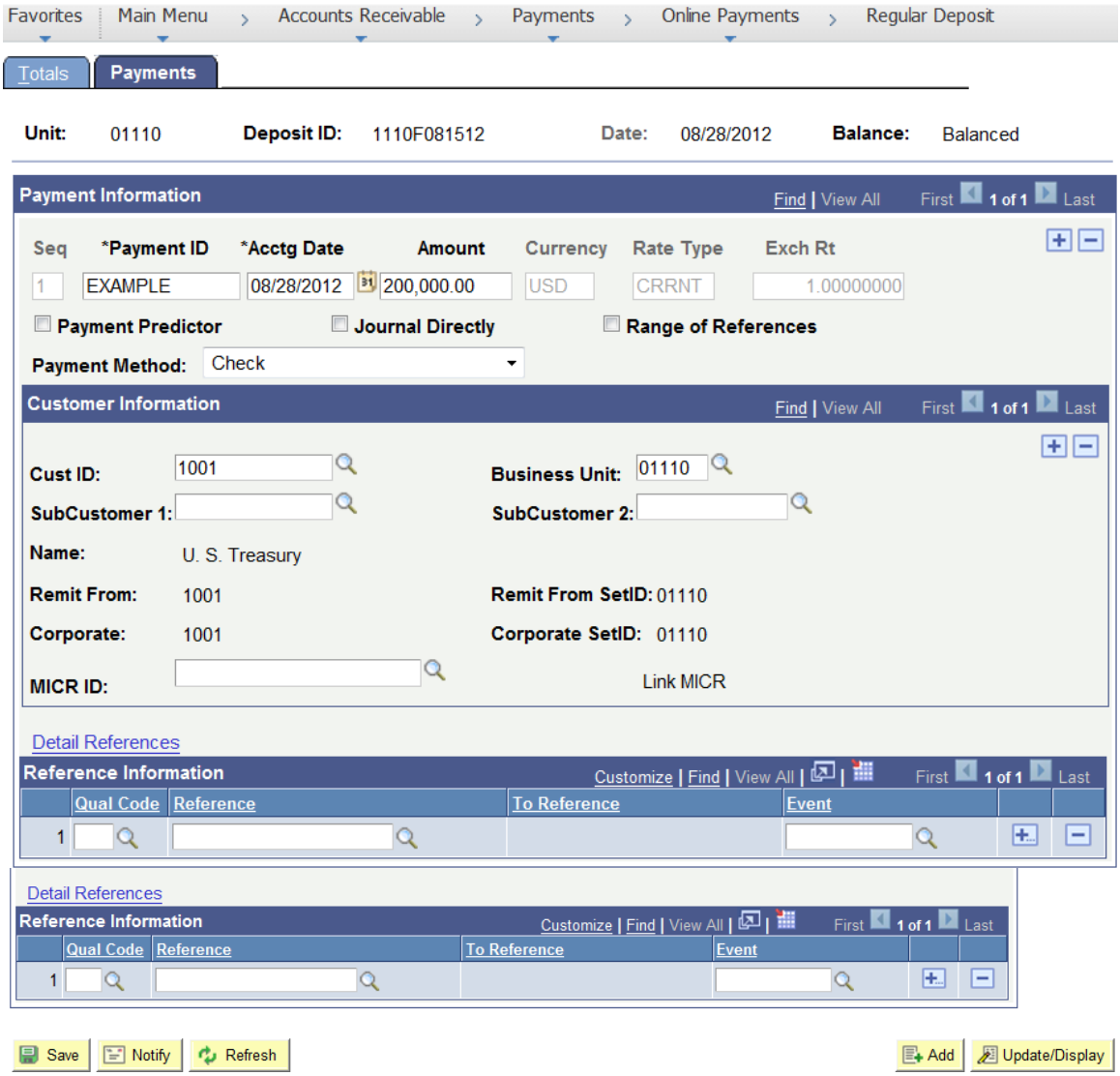
- **Payment ID** - Enter Payment ID
- **Acctg Date** – Defaults in from the totals page
- **Amount** – Enter Amount for each payment line
- **Currency** – Defaults in from the totals page
- **Journal Directly** – for customer deposits **DO NOT** select
- **Payment Method** – defaults as Check accept default

Customer Information

- **Cust ID –** Enter Cust ID
- **Business Unit –** Enter your Business Unit

Click on the Refresh button and the Customer Name and Remit From (and Corporate) Customer ID and SetID (and Corporate) default into the Customer Information section.

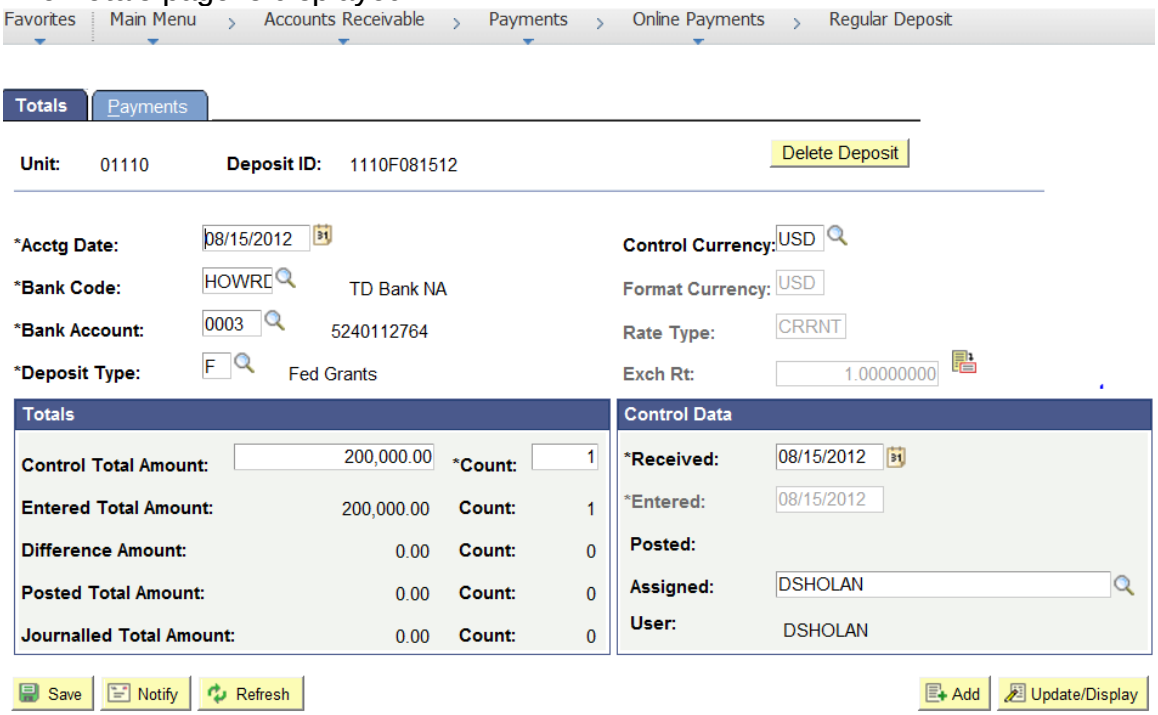
Click the Save Button at the bottom left side of the page



NOTE: The deposit should now be Balanced (see the upper right corner of the Payments Tab)

Click on the Totals Tab

The Totals page is displayed.



NOTE: The Control Total Amount and Count and the Entered Total Amount and Count are the same. There should be no Difference Amount or Count. If there is, review totals and payment lines to find the difference and correct it.

REGULAR CUSTOMER DEPOSIT IS COMPLETE

Next step is completed by departments. Each department is responsible for building a payment worksheet, selecting items where the payment(s) are to be applied, and select Batch Standard to post the deposit to the customers account.

Apply Deposit to Customer Account

Possible situations when this function is used: After the Treasurer's Office enters the deposit for your federal draw, you must apply the deposit to the customer's account by creating a payment worksheet to complete the final step in the federal draw process. There are a few different ways that departments can identify deposits the Treasurer's Office enters for their business unit.

Note: To inquire if the Treasurers Office entered a deposit. There are three options:

1. Run the VT_CASH_RECEIPT_JOURNAL Query selecting the criteria of "not posted".
2. Run VT_MER_DEPOSITS_NOT_POSTED Query. If the Treasurer's office entered a deposit it would appear in this query.
3. Navigate to: Accounts Receivable> Payments> Apply Payments> Create Worksheet

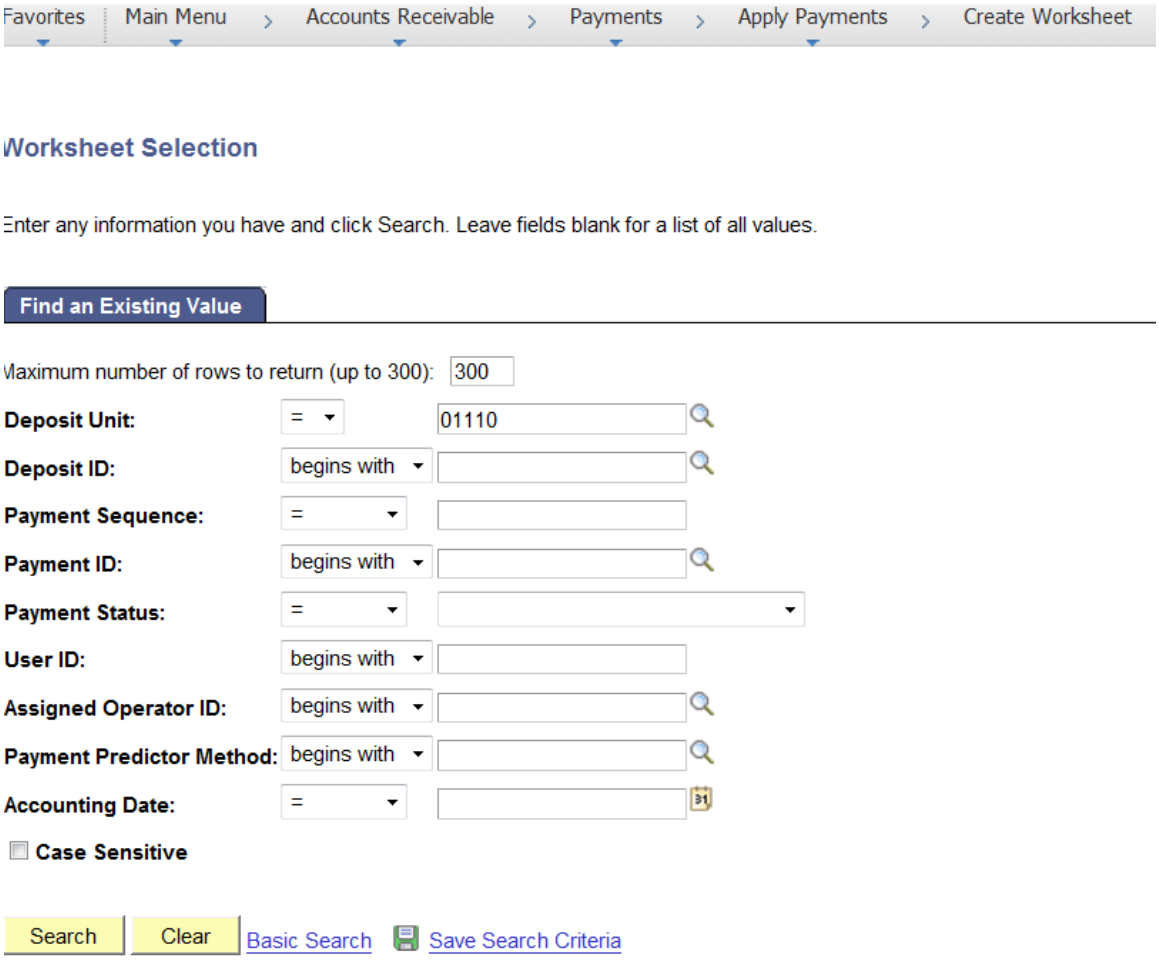
Once you have found the deposit you are ready to proceed with the next step, which is applying the payment to the customer's account.

Overview: During the payment process, you match payments with existing items to close open items. You can create a payment worksheet to facilitate this process. If you determine that you need to make changes, you can clear the selection criteria and rebuild the worksheet at any time prior to posting. You can create a payment worksheet for a payment once the deposit containing that payment has been entered into the system. If you attempt to build a worksheet for a customer that has no open items, the resulting worksheet is blank.

Navigation and step by step instructions on next page.

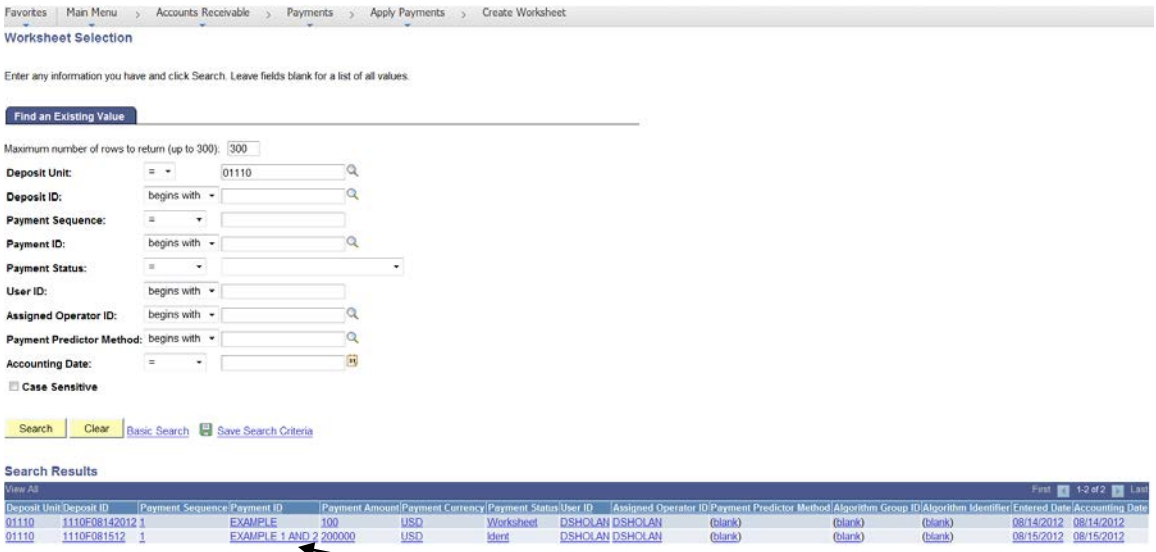
Navigation: Accounts Receivable > Payments > Apply Payments > Create Worksheet

Worksheet Selection page displays.



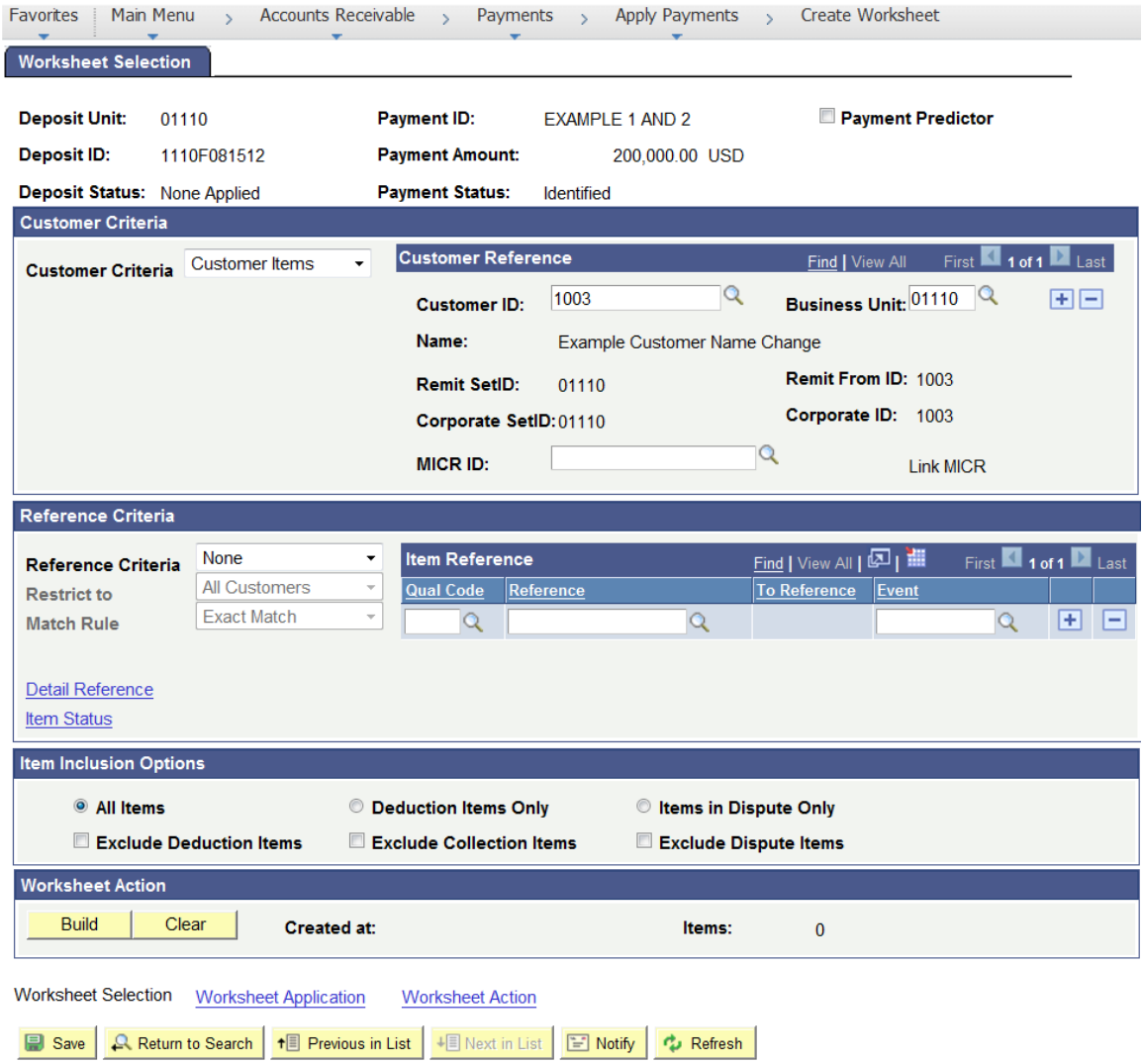
- **Deposit Unit** – Enter Deposit Unit or accept default
- **Deposit ID** – Enter Deposit ID

Click on Search Button



Click on the deposit you want to post payment.

The Worksheet Selection page displays.



- **Deposit Status -** Defaults None Applied
- **Customer Criteria** –Populates as Customer Items
- **Customer ID** – Defaults (verify that correct customer defaults)
- **Business Unit** - Defaults (verify correct business unit defaults)

Scroll to the lower section of the page.

Reference Criteria

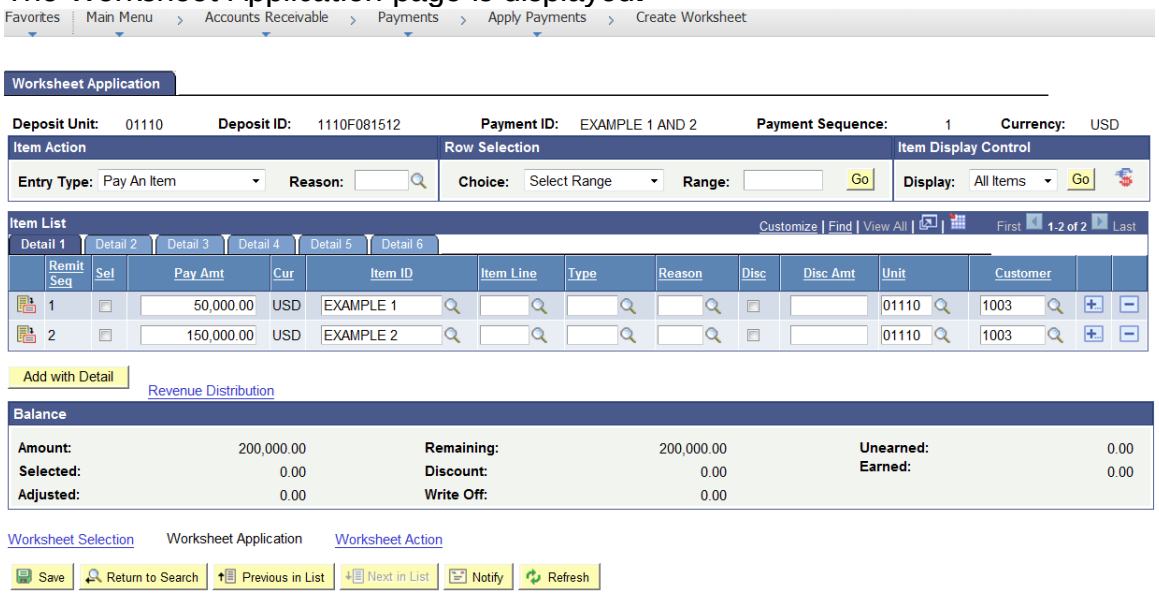
- Accept defaults no intervention is required**.**

Item Inclusion Options

- **All Items –** defaults as selected accept default

Click the Build Button.

The Worksheet Application page is displayed**.**



Worksheet is comprised of all open items that exist on the customer's account.

Item Action

- **Entry Type –** Defaults as Pay An Item, accept default

Item List

- This section shows all open items that exist for customer.

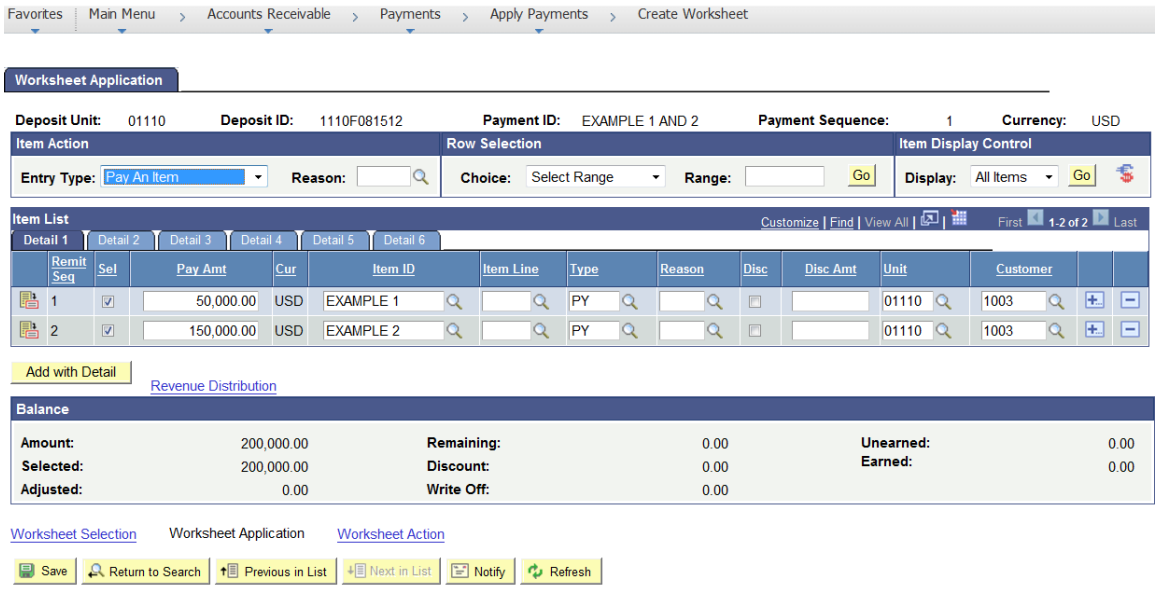
Balance

- **Amount –** Defaults amount of payment line selected
- **Selected –** totals for each line selected. The selected amount should equal the Total of Amount once all lines are selected.
- **Adjusted –** totals any lines that are adjustments
- **Remaining –** total amount of payment. Amount decreases when selecting lines to apply payment. Once the worksheet is completed the remaining amount should be zero.
- **Discount -** not currently used by SOV
- **Write off –** totals amount of write offs
- **Unearned –** not currently used by SOV
- **Earned –** not currently used by SOV

Select the item that you want to apply this payment to by checking the box to the left of the item.

Save the Page.

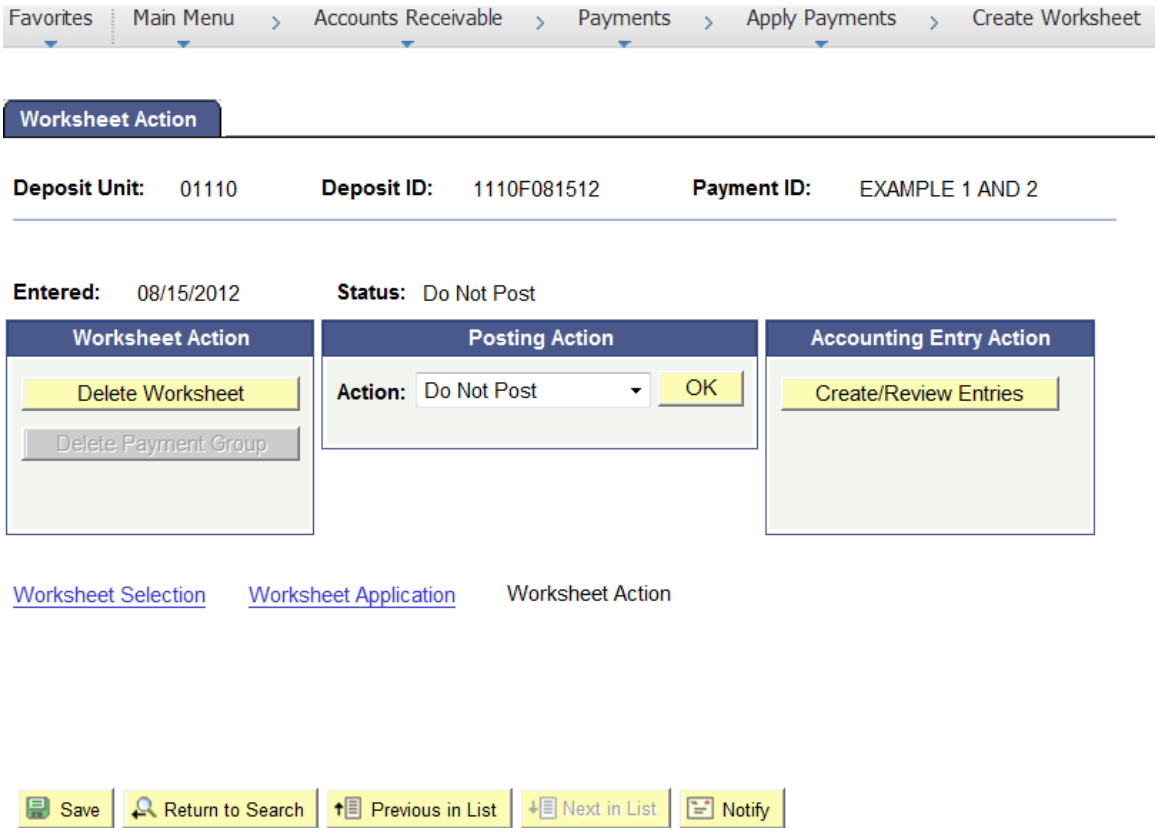
Note: To apply a partial payment: Pending item entered for 150.00 and customer only paid 100.00. To apply payment, in the pay amount field erase the amount. Example 150.00 is the full amount of the bill. Erase the amount and type in the amount of payment 100.00 click the refresh button and the balance will drop down to a new line for future payment.



The Remaining amount is now $0 and the Selected amount is now = to the payment Amount in the Balance section of the page. Before you can proceed to the next step of the worksheet you need to have a balanced worksheet.

Click on the Worksheet Action link at the bottom of the page.

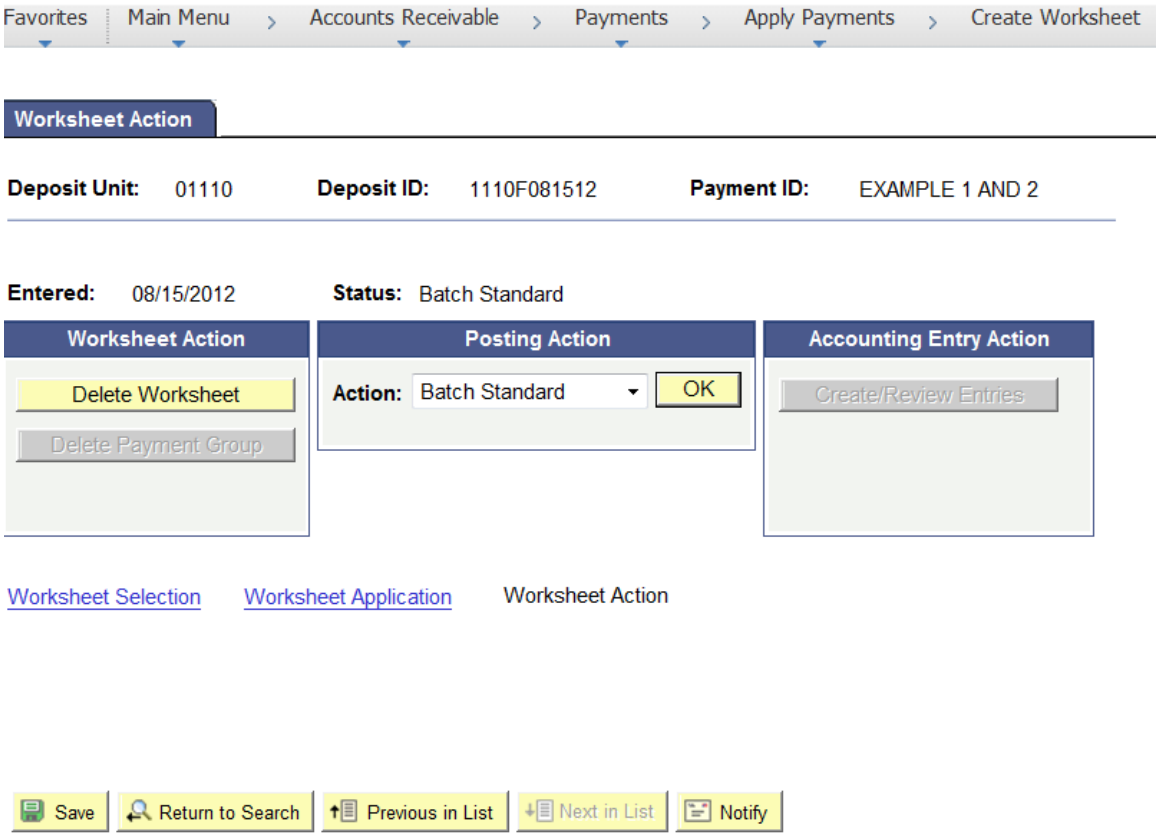
The Worksheet Action page is displayed.



Status – defaults as **Do Not Post**

Click on the drop down arrow in the Posting Action section of the page

Select Batch Standard and Click OK



Now that a worksheet has been built for this deposit and set to Batch Standard the batch process (ARUPDATE) will run overnight and post payment to the customer account.

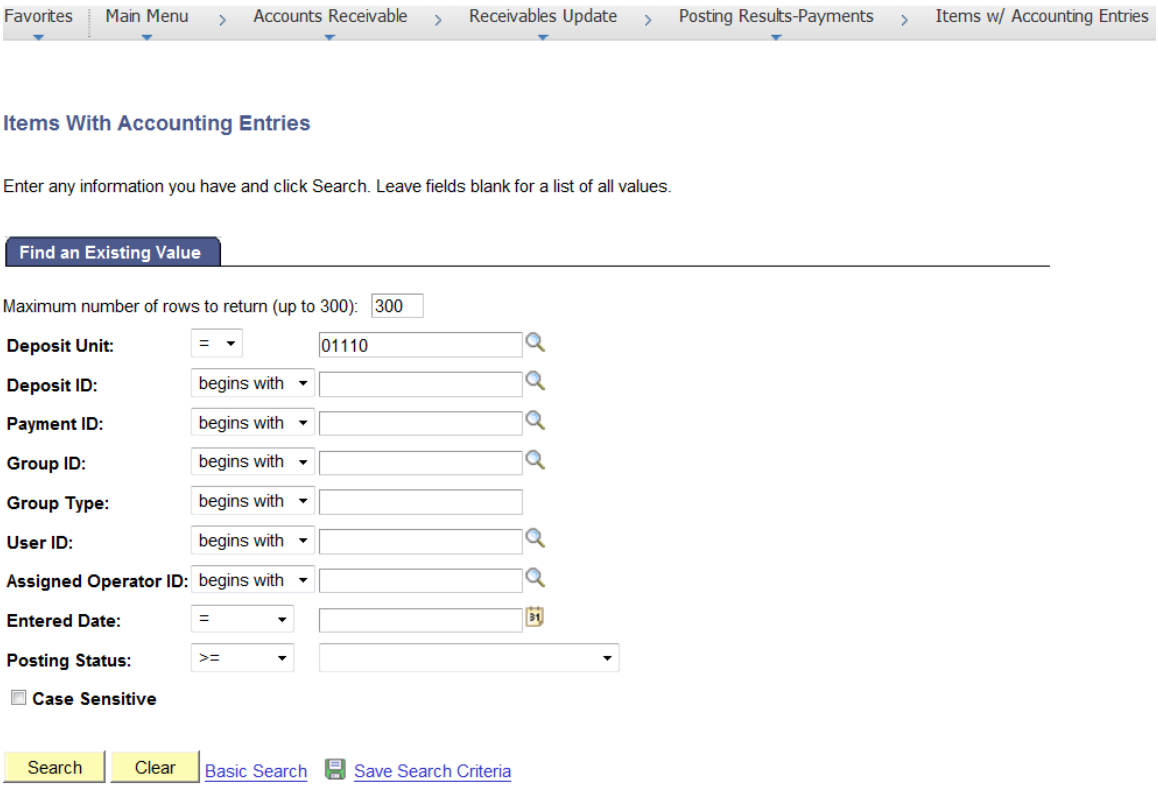
APPLY DEPOSIT TO CUSTOMER ACCOUNT IS COMPLETE

Review Posting Results-Payments

Possible situations when this function is used: Review can be used to check status of payments once ARUPDATE runs overnight. There are many ways to verify a deposit posted without errors. You can also run the Month End Queries.

Navigation: Accounts Receivable> Receivable Update> Posting Results-Payments> Items w/Accounting Entries

Item with Accounting Entries page is displays



You can search using all or some of the fields listed above. In this **example** we know the Deposit #.

Deposit Unit

- Leave as default **or**
- Enter deposit unit

Deposit Id

- Enter Deposit Id

Click the search button

Favorites | Main Menu > Accounts Receivable > Receivables Update > Posting Results-Payments > Items w/ Accounting Entries

Payment Control | Payment 1 | Payment 2 | Payment 3 | Accounting Entries

Deposit Unit: 01110 **Deposit ID:** 1110F081512 **Payment ID:** EXAMPLE 1 AND 2

Acctg Date: 08/15/2012 **Approved By:** DSHOLAN

Group Type: P Payment **Control Currency:**

Origin ID: PS_AR PS_AR **Format Currency:** USD

Totals

Control:	-200,000.00	*Count:	2
Entered:	-200,000.00	**Count:**	2
Difference:	0.00	**Count:**	0
Posted:	-200,000.00	**Count:**	2

Control Data

Received:	08/15/2012
Entered:	08/15/2012
Posted Date:	08/15/2012
Assign:	DSHOLAN
User:	DSHOLAN

Group Status

Edit Status:	Edited	**Accounting Entries:**	Balanced
Balanced:	Yes	**Posting Action:**	Do Not Post
Posting Status:	Complete		

Return to Search | Notify

Note: If deposit consists of 1 payment line when you click the search button it will display the screen above. If you have a deposit with more than one payment line see screen shot below. You will get a search results for each line. Click on lines you want to view.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Deposit Unit:	=	01110
Deposit ID:	begins with	UC000571
Payment ID:	begins with	
Group ID:	begins with	
Group Type:	begins with	
User ID:	begins with	
Assigned Operator ID:	begins with	
Entered Date:	=	
Posting Status:	>=	

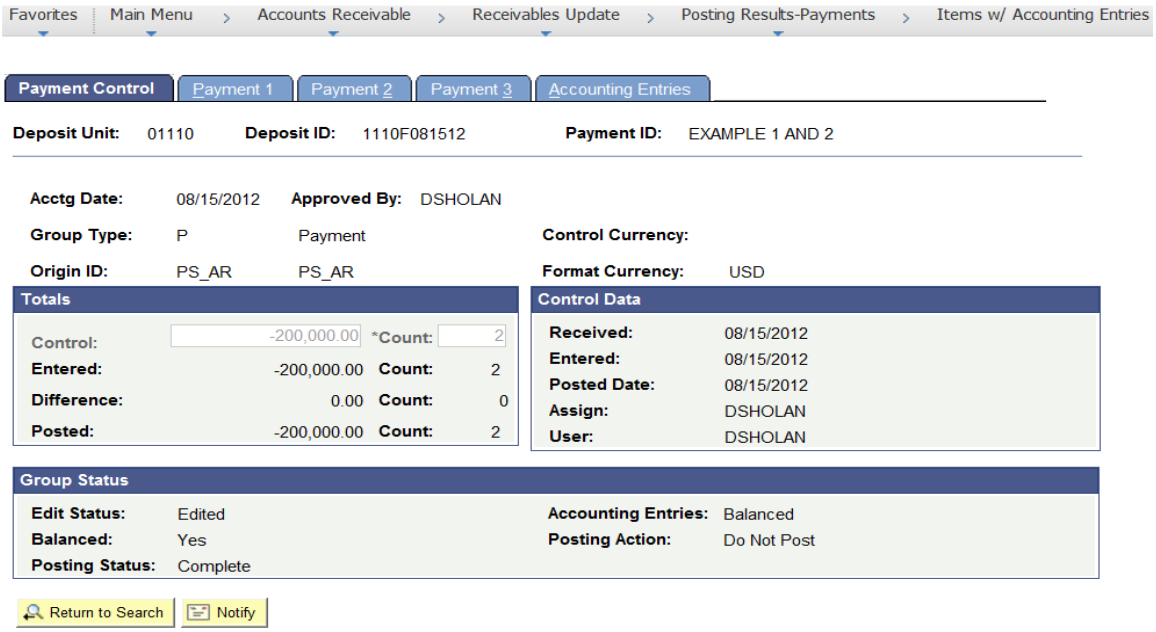
☐ **Case Sensitive**

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Deposit Unit	Deposit ID	Payment ID	Group Unit	Group ID	Group Type	User ID	Assigned Operator ID	Entered Date	Posting Status	Posted Date
01110	UC000571	01152/34014	01110	2793	P	SFULLER	SFULLER	05/03/2012	Complete	05/03/2012
01110	UC000571	01154/2268	01110	2795	P	SFULLER	SFULLER	05/03/2012	Complete	05/03/2012
01110	UC000571	01168/140296	01110	2794	P	SFULLER	SFULLER	05/03/2012	Complete	05/03/2012



- **Edit Status –** Edited
- **Balanced –** Yes
- **Posting Status**
  - Complete (payment posted to customer account with no errors.)
  - Error (payment is in error click on the payment 1 tab and click the error info button to find what the error message is. To correct error navigate to Correct Posting Errors: Accounts Receivable > Receivables Update > Correct Posting Errors > Payments
- **Accounting Entries –** Balanced
- **Posting Action -** Do not Post (once a payment posts to customer account the posting Action changes from Batch Standard to Do not Post)

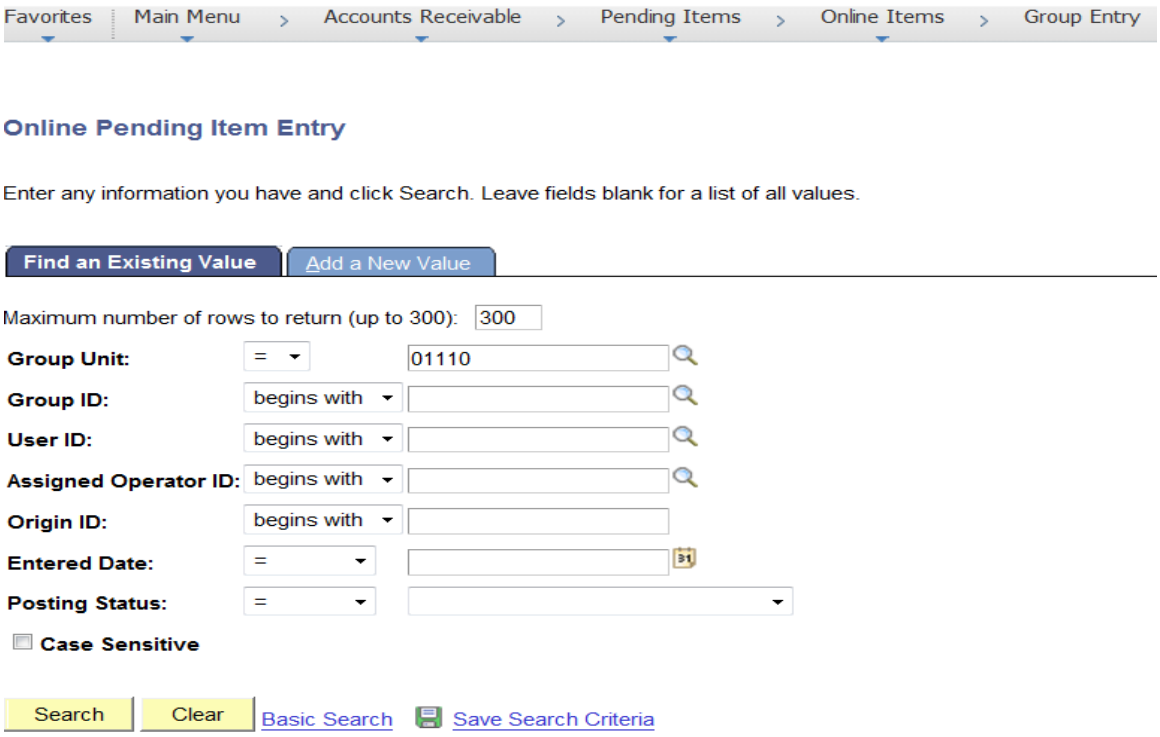
REVIEW POSTING RESULTS-PAYMENTS IS COMPLETE

Enter an Online A/R Credit Pending Item

Possible situations when this function is used: To Create a Credit to a customers account for item(s) that may have been overcharged or entered twice. Once a Credit pending group has posted you will be required to enter a maintenance worksheet in order to close item. See Maintenance Worksheet section of manual for more information.

Navigation: Accounts Receivable > Pending Items > Online Items > Group Entry

The Online Pending Item Entry page displays.



Click on the Add a New Value Tab

Group Unit

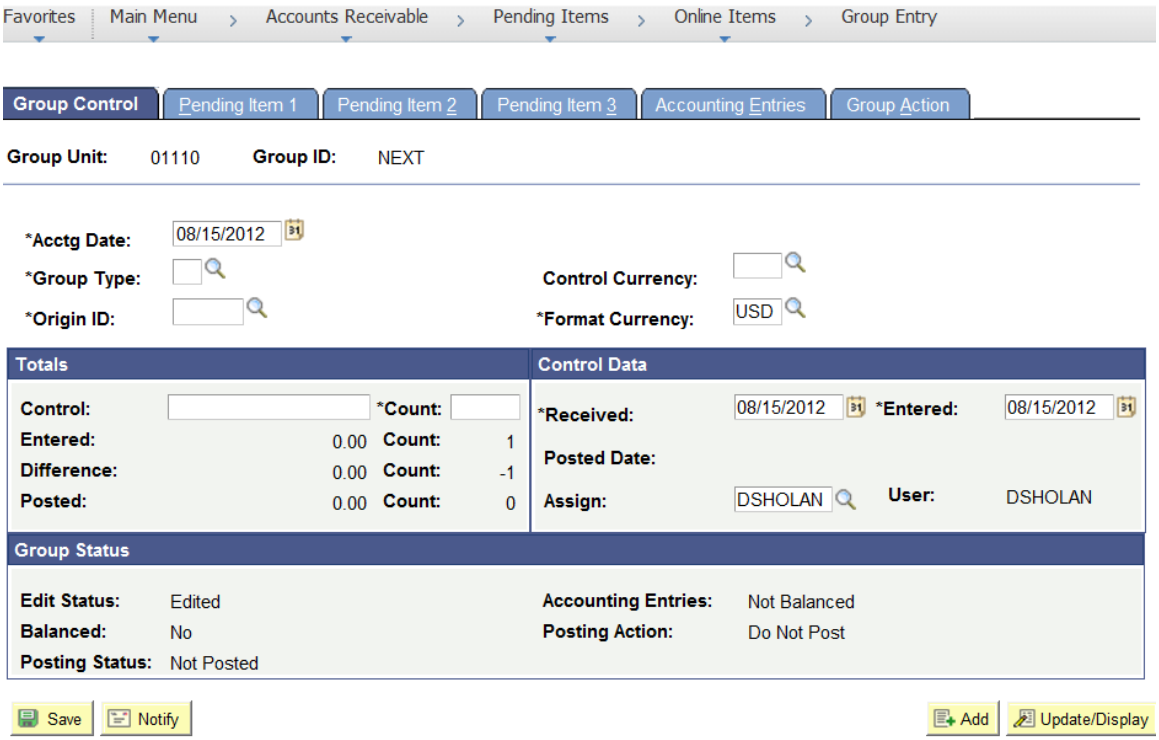
- leave as default **or**
- enter the appropriate Group Unit

Group ID

- Defaults as **NEXT**, accept default – system will assign the next sequential number.

Click the ADD button

The Group Control page displays.

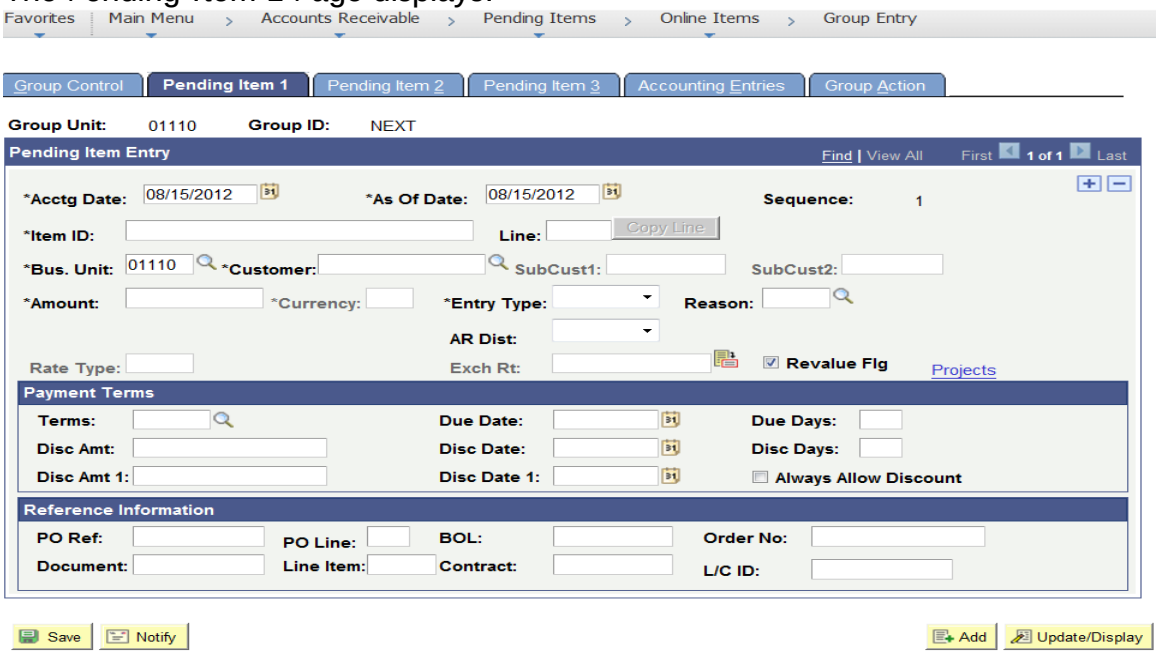


Enter Information on Totals Page

- **Accounting Date** – Leave default of **Current Date**
- **Group Type** – Enter type **B** - Billing
- **Origin ID** – Enter Origin ID (**DRAW**) from list of valid values.
- **Control Currency** – Enter **USD**
- **Control Total Amount** – Enter total Credit dollar amount - make sure to add credit sign (-)
- **Count** – Enter Count (# of lines on pending item)
- **Entered Date** – Leave default of Current Date
- **Received Date** – Leave default of Current Date

Click on the Pending Item 1 Tab

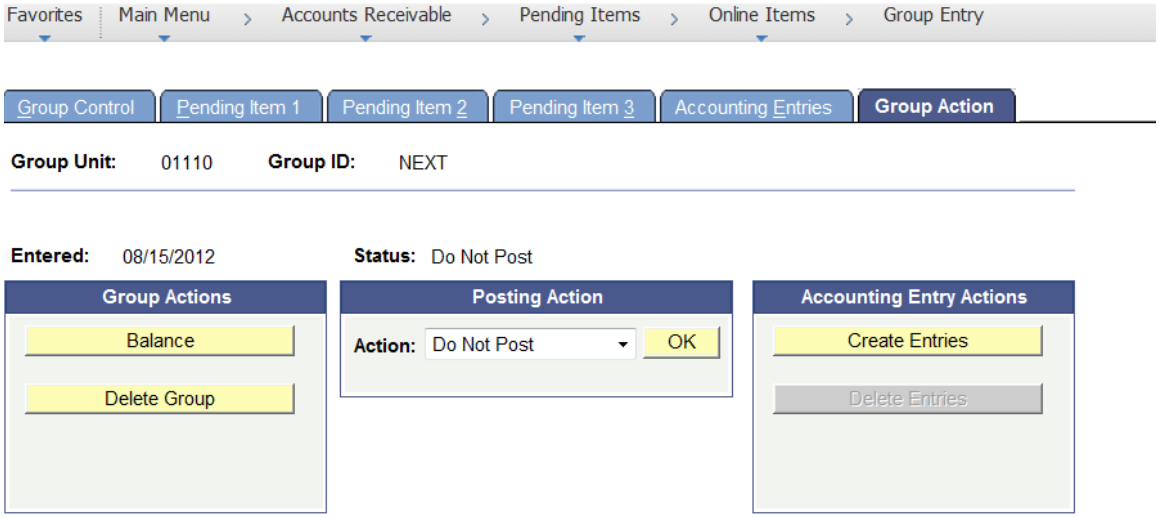
The Pending Item 1 Page displays.



- **Acctg Date** – defaults from Group control – never change
- **As of Date** – defaults from Group control – never change
- **Item ID** - Enter appropriate Item ID (This field allows up to 30 Alpha/Numeric characters). Make sure the Item Id is unique to avoid a duplicate item error.
- **Line** – Enter appropriate sequential line # (not a mandatory field)
- **Customer**– Enter appropriate Customer ID (once you tab out of field the customer short name will appear to the right of the page.
- **Amount** – Enter Credit Amount
- **Entry Type –** Enter Credit Entry Type
- **Reason –** Enter Credit Reason
- **AR Dist –** Defaults in when you tab out of Reason field

Click on the Group Action Tab

The Group Action page displays.

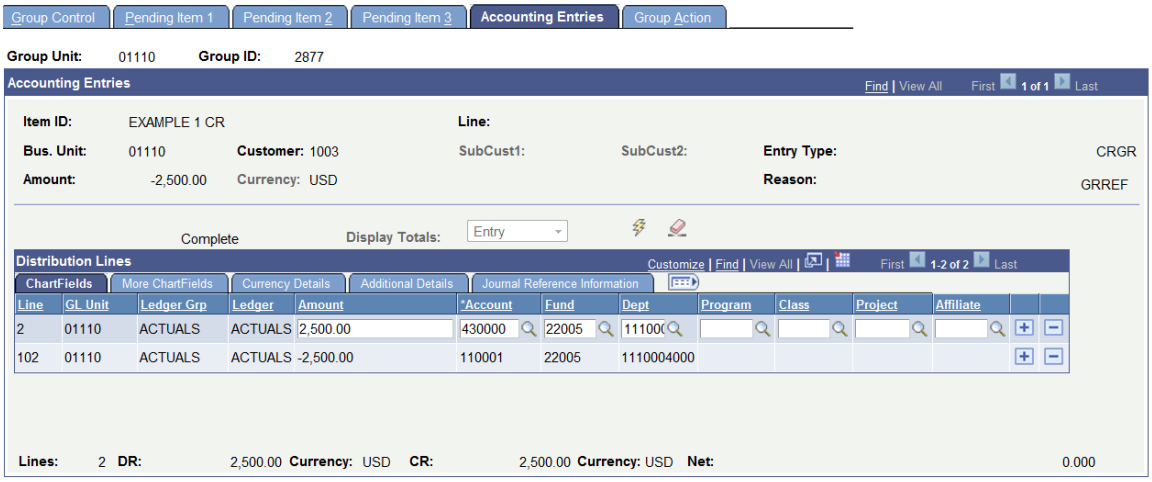


Click on the Create Entries button in the Accounting Entry Actions section of page. This button creates accounting entries for all lines of the pending group and takes you to the Accounting Entries Tab as seen below.

If you only have a few lines you can create the accounting entries by clicking on the Accounting Entries tab instead of the Group Action Tab. For each line you will need to click on the icon to create accounting entries.

For this example the Create Entries button was selected.

The Accounting Entries page displays.



Enter appropriate Chartfield info: What defaults for accounting entries is determined by Entry type and Reason that was chosen on the Pending Item1 page. The mandatory fields are Account, Fund and Dept.

Note: It is very important that when entering a credit pending group against an original group the same accounting entries are used that were on the original pending group.

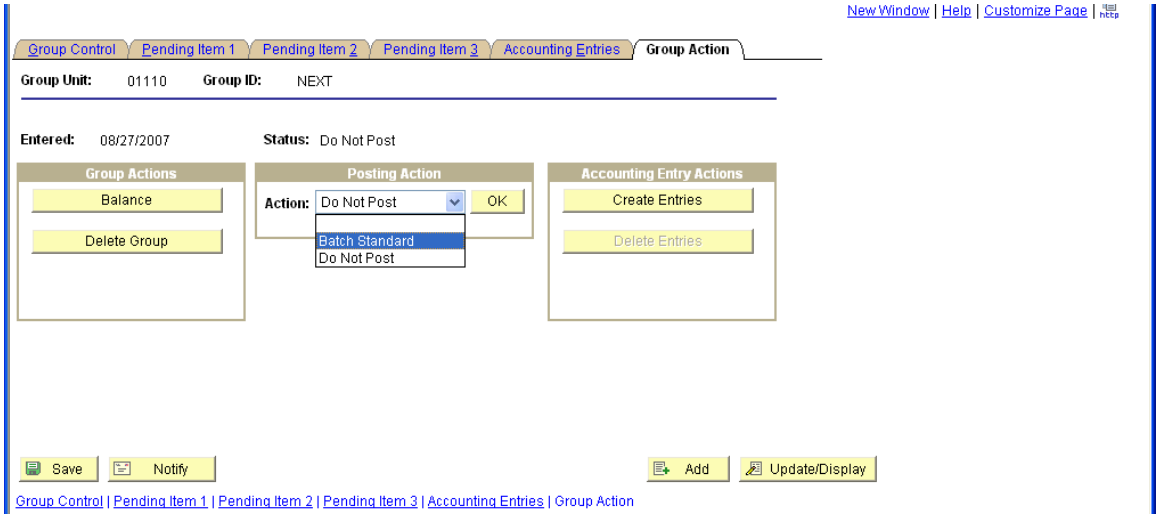
- **Account –** Leave as default or enter appropriate revenue account
- **Fund –** Leave as default or enter appropriate fund
- **Dept –** Leave as default of enter appropriate Department ID (Dept ID)
- **Program** – Enter or select valid value if required
- **Class** – Enter or select valid value if required
- **Project** – Enter or select valid value if required.

Click Save

A new Group ID is assigned and chartfield information entered carries to the credit side of the entry.

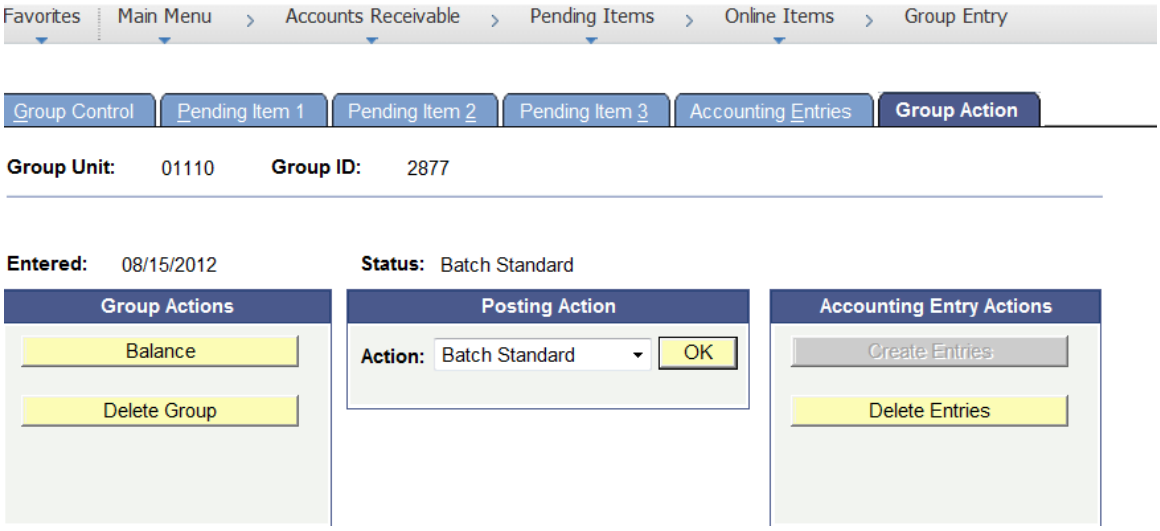
Click the Group Action tab.

The Group Action page displays.



Select the drop down arrow for the Action: under the **Posting Action** section of page.

- **Select Batch Standard**
- **Click on the OK button**
- **Click the Save Button**



The Status changes from Do Not Post to Batch Standard. The AR Pending Item group is set to post the next time the ARUPDATE process runs, which is a nightly batch process.

Note: Entering a credit pending item does not automatically close out the pending item. Credit will post to the customers account as an open item. To match both open items a maintenance worksheet needs to be entered. See instructions on next page for creating a maintenance worksheet.

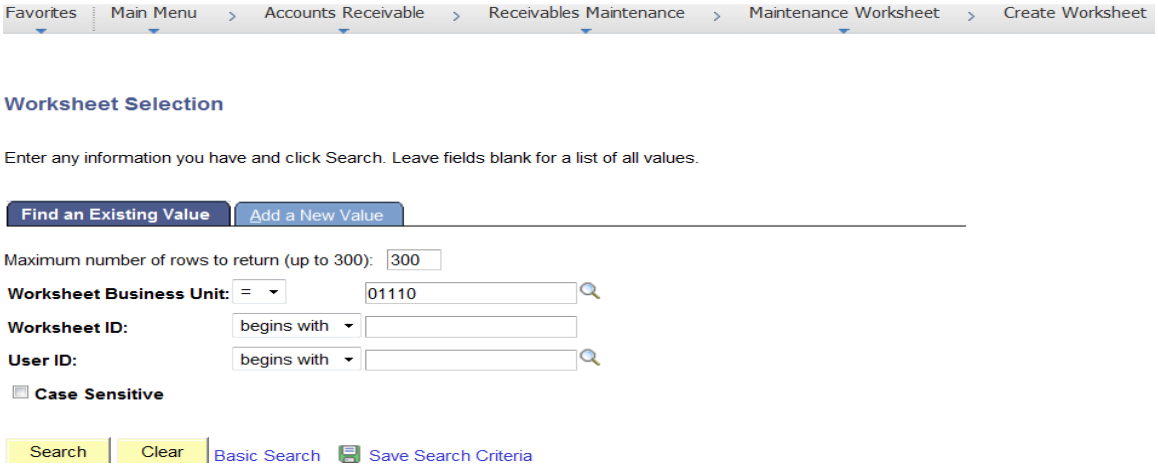
ENTER AN ONLINE A/R CREDIT PENDING ITEM IS COMPLETE

Create a Maintenance Worksheet

Possible situations when this function is used: When there are open and offsetting items posted to a customer's account in the Accounts Receivable module that need to be matched in order to close customer's item.

Navigation: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

The Worksheet Selection page displays.



Click the Add a New Value Tab.

The Worksheet Selection page displays to add a new value.

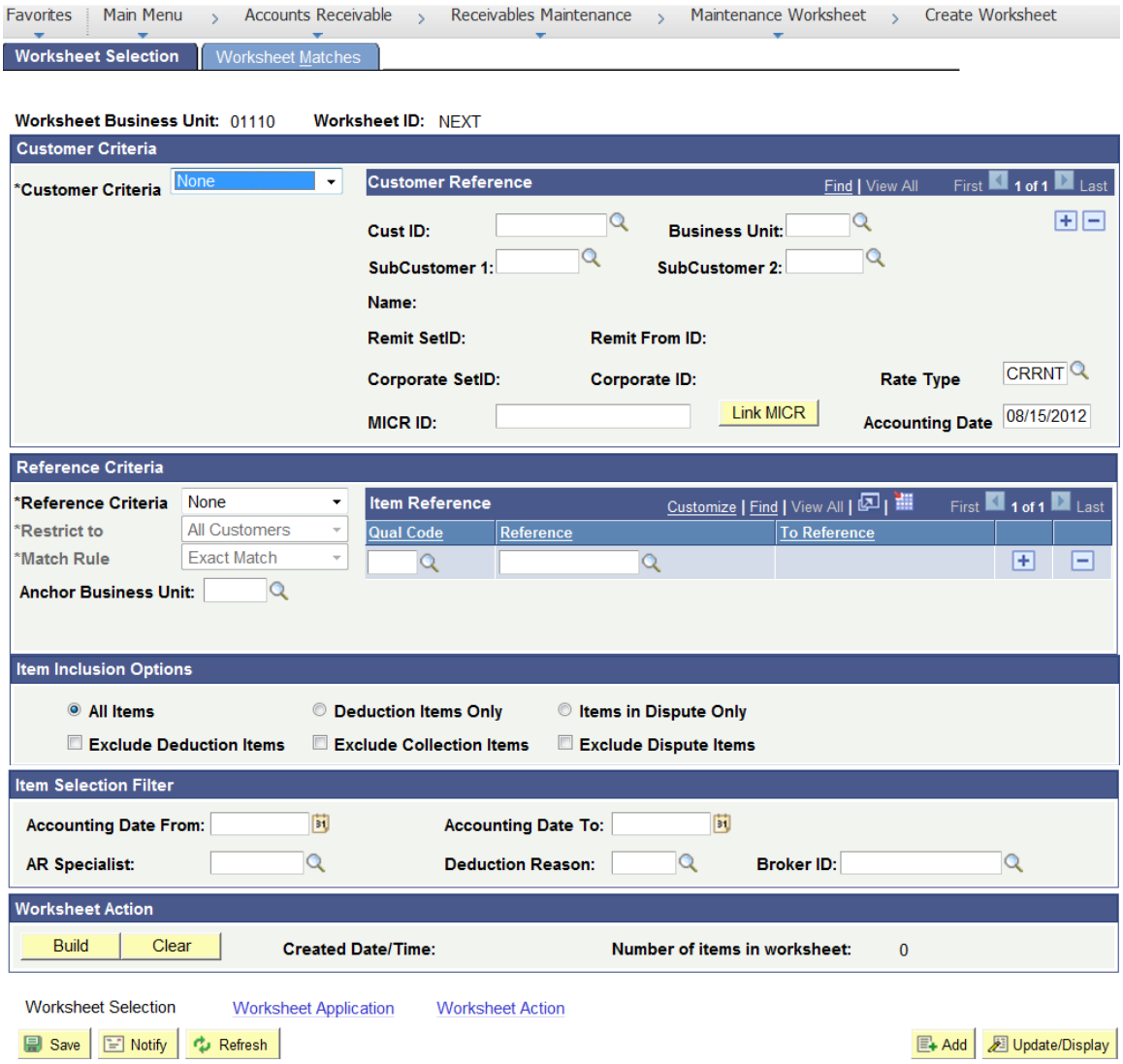
Enter Worksheet Business Unit

- Leave as default **or**
- Enter the appropriate business unit

Enter Worksheet ID

- Leave as default **NEXT**

Click the Add button



In the Customer Reference section of the page:

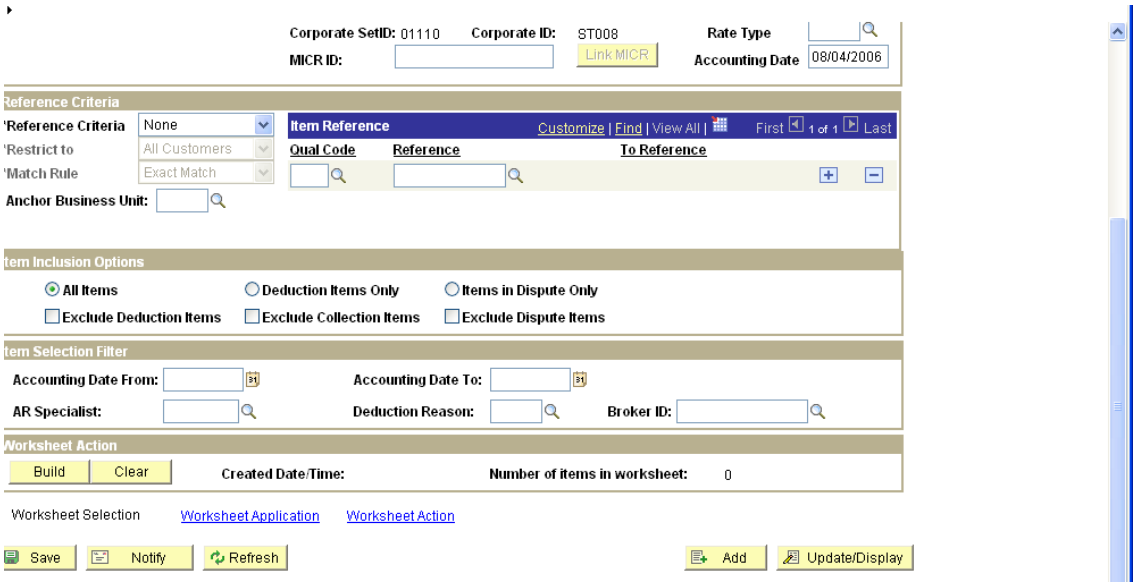
Cust ID

- Enter Customer ID

Business Unit

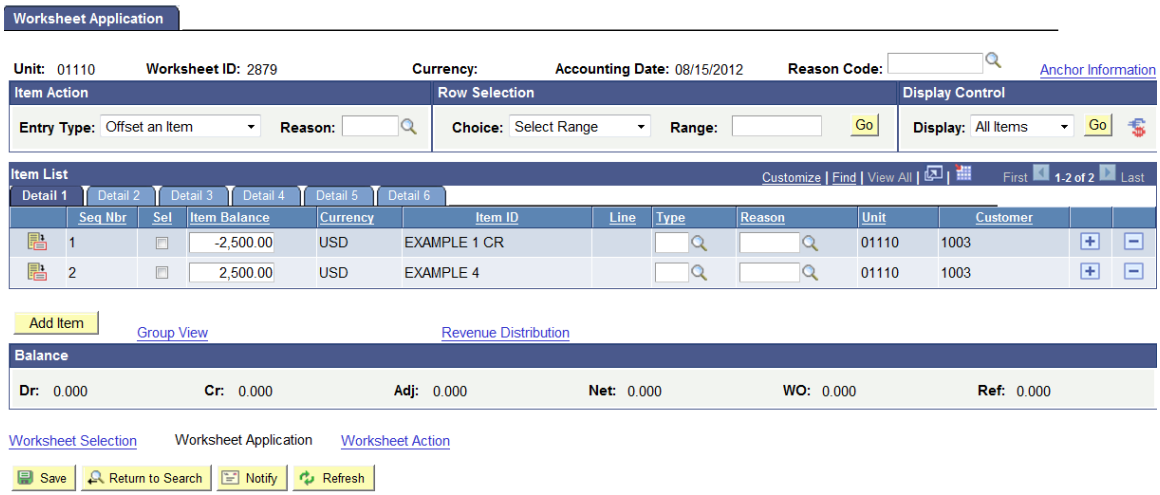
- Enter Business Unit

Click on the Refresh button located at bottom of page (use scroll bar to right) – Customer Name, etc will default into the Customer Reference section of the page.



In the Worksheet action section of the page (lower left)

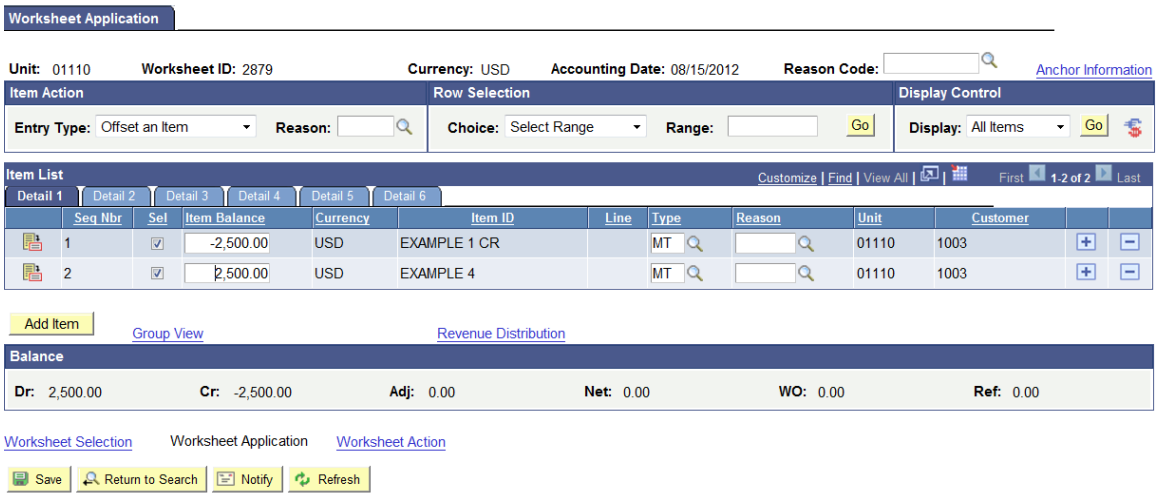
Click the Build button



The Worksheet Application page opens with all open items for Customer 1003 in BU 01110. Since both lines in this example are items the Entry Type defaults with Offset an Item.

Select the boxes to the left of the items you are matching up to close.

Click on Refresh button located at bottom of page.

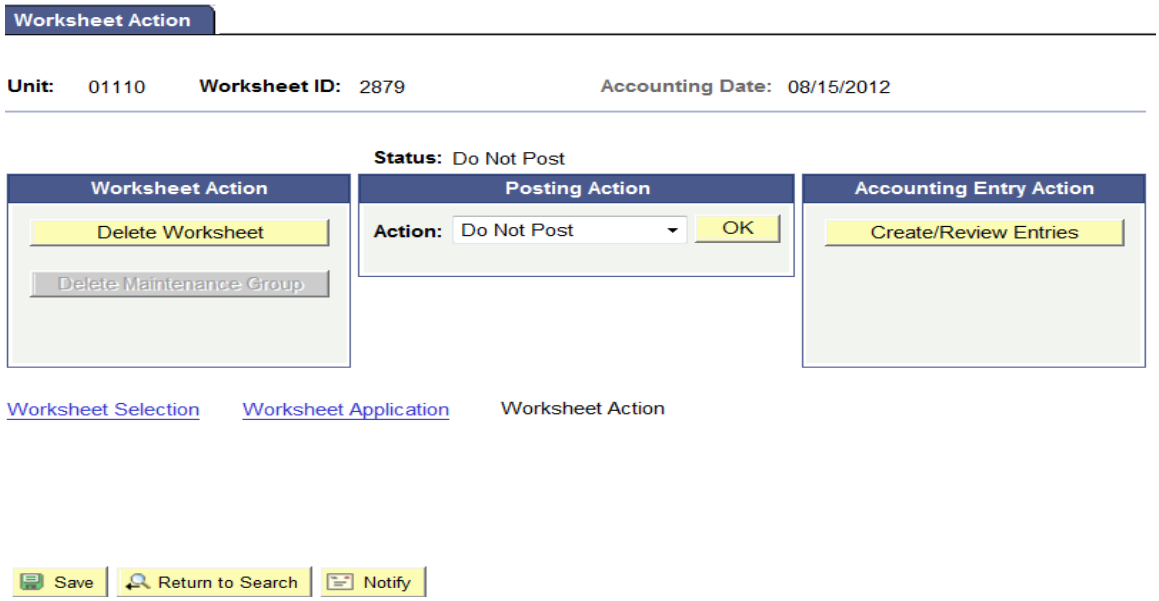


Page is refreshed and Type populates for both items.

Click on Save Button (bottom left section).

Click on the Worksheet Action link at the bottom of the page.

The Worksheet Action page displays. Status is Do Not Post

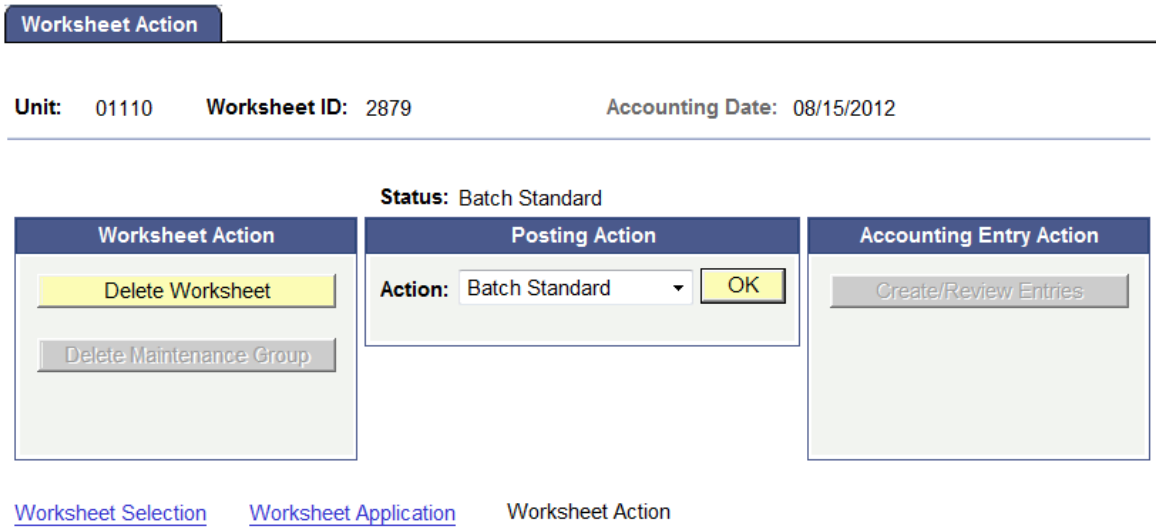


Select the drop down arrow for the Action: under the Posting Action section of the page.

- **Select Batch Standard**

Click on the OK button

Click Save Button



The Status changes from Do Not Post to Batch Standard. The Maintenance Worksheet group is set to post the next time the ARUPDATE process runs in a nightly batch process. Once ARUPDATE has run and the group is posted the item on the customers account will be closed.

MAINTENANCE WORKSHEET IS COMPLETE

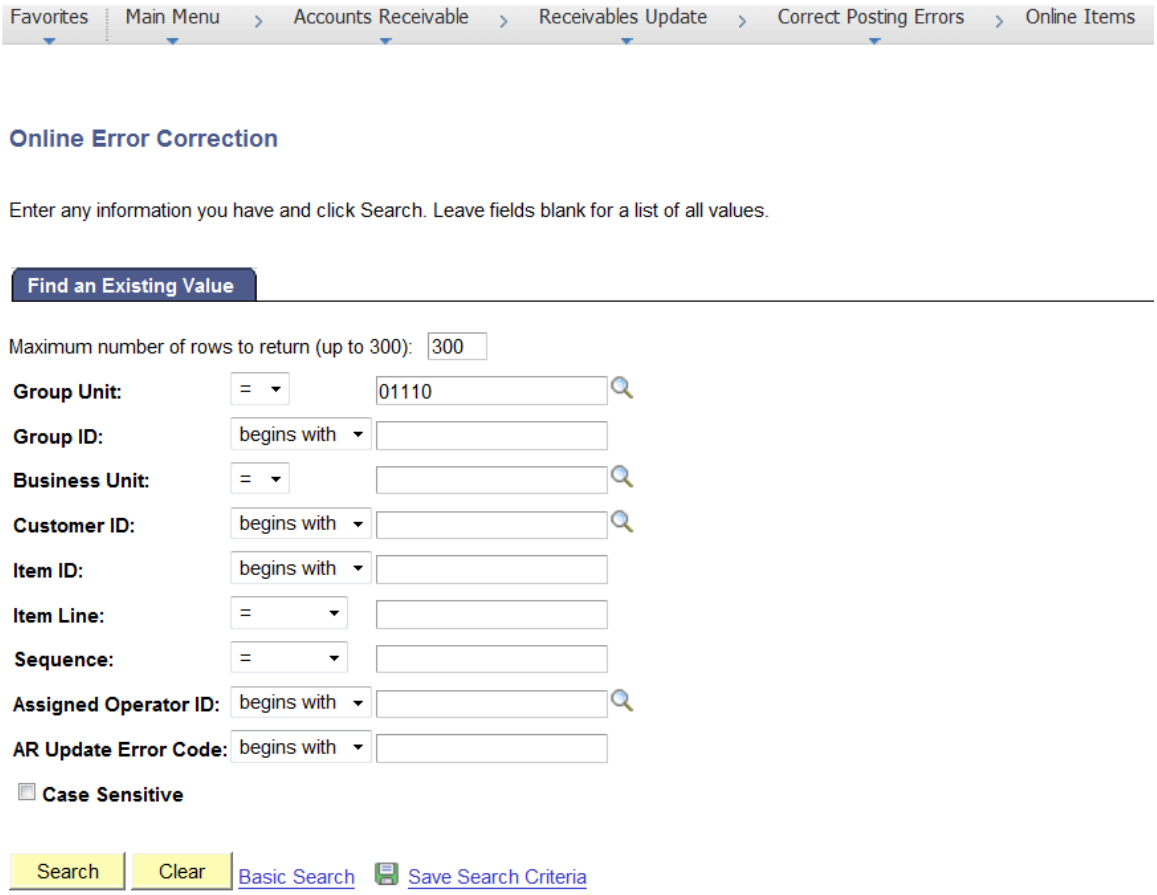
Inquire and Fix Online A/R Pending Item that did not post due to a "Duplicate Item" Error

Possible situations when this function is used: Online A/R pending items result in Duplicate Item errors when the same Item ID, Line and Customer Id are used on more than one A/R pending item group. This is determined through the ARUPDATE process which checks for duplicates when posting items to customer's accounts. All items need to be fixed and posted within the current month or the first five days of the new month. (There are a few other ways to check for errors: Inquire on Groups Not Set to Post (instructions in manual), or you could run a query VT_MER_PENDING_ITEM_NOT_POSTED.)

Online Pending Items with Duplicate Item Error

Navigation: Accounts Receivable > Receivables Update > Correct Posting Errors > Online Items

The Online Error Correction page opens.



Group Unit

- Leave as default **or**
- Enter Group Unit

Group ID

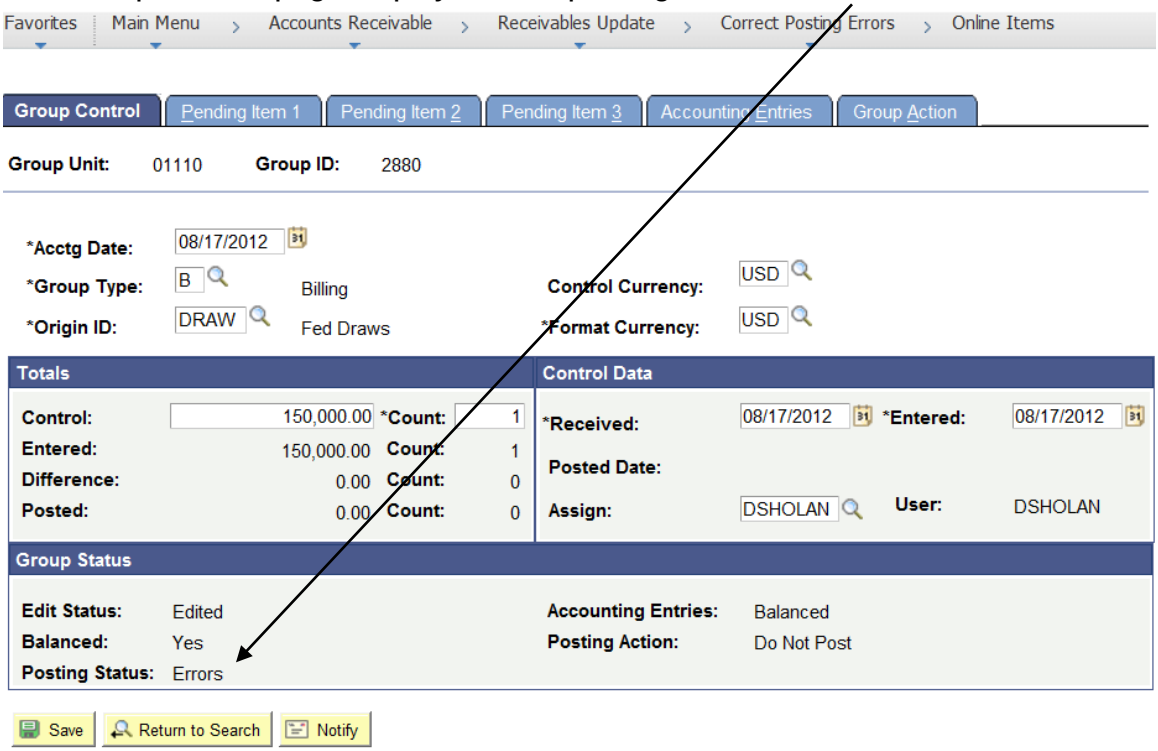
- Leave blank to search for all groups in error OR
- Enter Group ID

Click the Search button

Search Results will return all Groups in error or if there is only one group in error it will take you right to the group control component page.

If there is more than one group Select the Group by clicking on it.

The Group Control page displays. The posting Status = Errors



Click on the Pending Item 1 Tab

The Pending Item 1 page displays.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Correct Posting Errors > Online Items

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 01110 Group ID: 2880

Pending Item Entry — Find | View All — First 1 of 1 Last

*Acctg Date: 08/17/2012 *As Of Date: 08/17/2012 Sequence: 1

*Item ID: EXAMPLE 1 Line: Copy Line Posted

*Bus. Unit: 01110 *Customer: 1003 SubCust1: SubCust2: Example Cu

*Amount: 150,000.00 *Currency: USD *Entry Type: GR Reason: FEDGR

AR Dist: GR-AR Error Info Error Code: ITDUP

Rate Type: Exch Rt: 1.00000000 Revalue Flg Projects

Payment Terms

Terms: DUR Due Date: Due Days:

Disc Amt: Disc Date: Disc Days:

Disc Amt 1: Disc Date 1: Always Allow Discount

Reference Information

PO Ref: PO Line: BOL: Order No:

Document: Line Item: Contract: L/C ID:

Save | Return to Search | Notify

Click on the Error Info button in the Pending Item Entry section of the page.

A message will display with a description of the error.

Message

Duplicate Item. (6035,5)

Action: This pending item is a duplicate of a pending item in another group being posted. If the Don't Post Duplicate Entries check box is selected on the Entry Type page, deselect it, or delete the duplicate entry on the Pending Item 1 page

OK

Click OK

The Pending Item 1 page is displayed

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 01110 Group ID: 2880

Pending Item Entry — Find | View All — First 1 of 1 Last

*Acctg Date: 08/17/2012 *As Of Date: 08/17/2012 Sequence: 1

*Item ID: EXAMPLE 1 Line: Copy Line Posted

*Bus. Unit: 01110 *Customer: 1003 SubCust1: SubCust2: Example Cu

*Amount: 150,000.00 *Currency: USD *Entry Type: GR Reason: FEDGR

AR Dist: GR-AR Error Info Error Code: ITDUP

Rate Type: Exch Rt: 1.00000000 Revalue Flg Projects

Payment Terms

Terms: DUR Due Date: Due Days:

Disc Amt: Disc Date: Disc Days:

Disc Amt 1: Disc Date 1: Always Allow Discount

Reference Information

PO Ref: PO Line: BOL: Order No:

Document: Line Item: Contract: L/C ID:

Save | Return to Search | Notify

Change the Item ID to be unique and tab out of field.

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

Group Unit: 01110 Group ID: 2880

Pending Item Entry — Find | View All — First 1 of 1 Last

*Acctg Date: 08/17/2012 *As Of Date: 08/17/2012 Sequence: 1

*Item ID: EXAMPLE 12 Line: Copy Line Posted

*Bus. Unit: 01110 *Customer: 1003 SubCust1: SubCust2: Example Cu

*Amount: 150,000.00 *Currency: USD *Entry Type: GR Reason: FEDGR

AR Dist: GR-AR

Rate Type: Exch Rt: 1.00000000 Revalue Flg Projects

Payment Terms

Terms: DUR Due Date: Due Days:

Disc Amt: Disc Date: Disc Days:

Disc Amt 1: Disc Date 1: Always Allow Discount

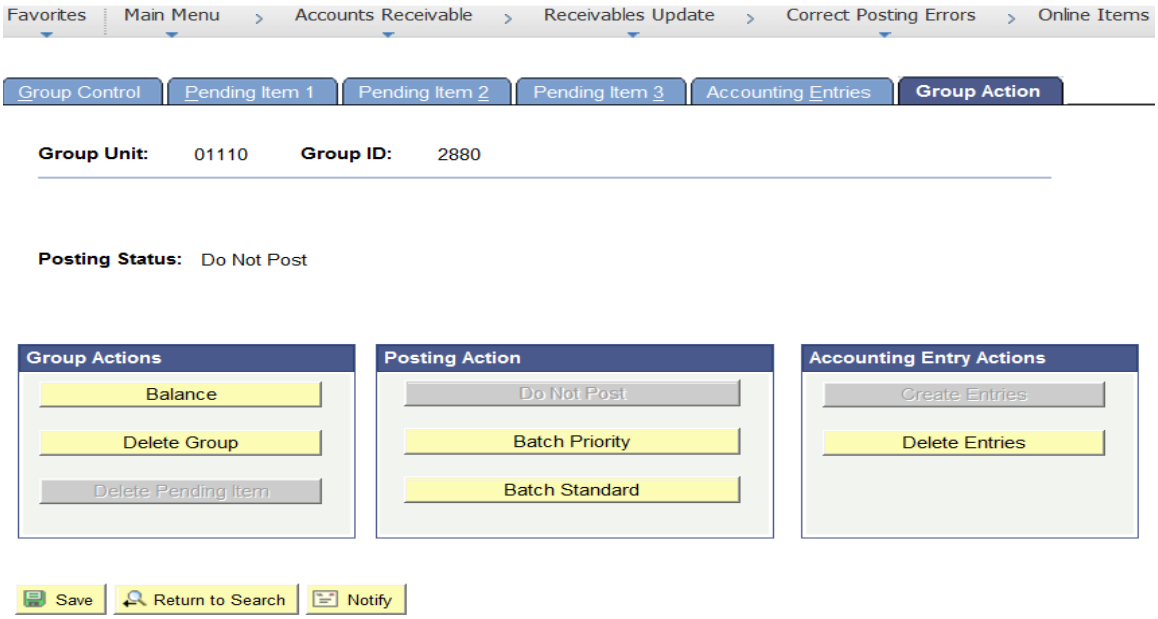
Reference Information

PO Ref: PO Line: BOL: Order No:

Document: Line Item: Contract: L/C ID:

Save | Return to Search | Notify

Save the page.
Click on the Group Action tab.



Select Batch Standard

Click Save

The Status changes from Do Not Post to Batch Standard. The AR Pending Item group is set to post the next time the ARUPDATE process runs. ARUPDATE is a batch process that runs overnight.

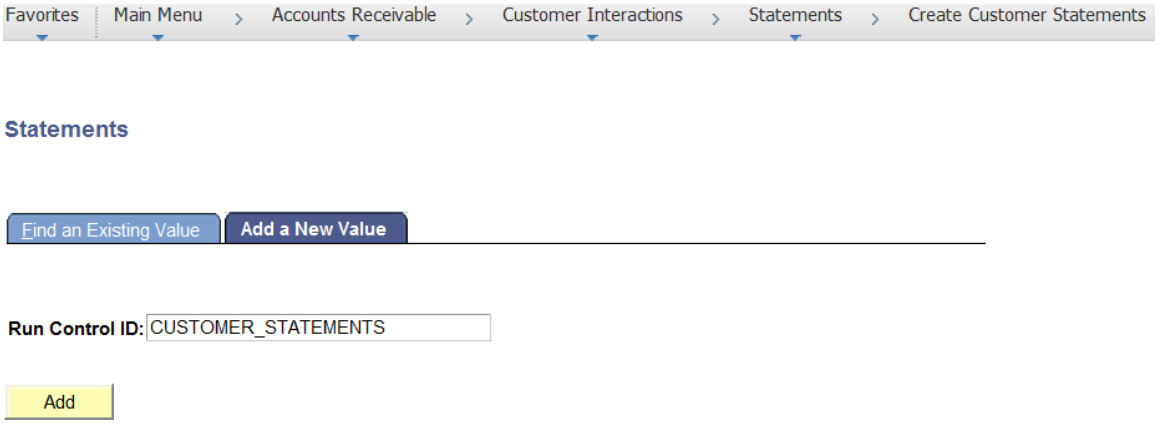
INQUIRE AND FIX UNPOSTED ONLINE PENDING ITEM WITH DUPLICATE ITEM ERROR IS COMPLETE

Run and Print Customer Statements

Possible situations when this function is used: Customer Statements are Crystal reports that can be run at any time. They list all open receivables for each customer by business unit, and are intended to be sent to customers monthly as a collection tool.

Navigation: Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

The Statements page opens.



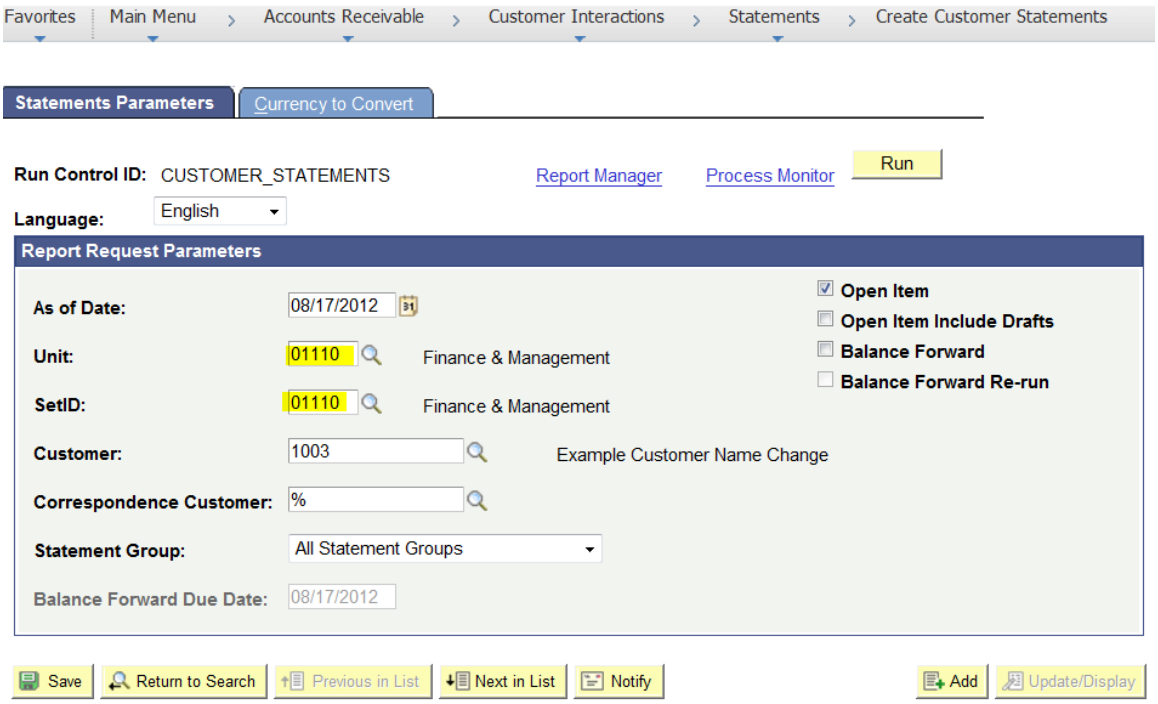
Click the Add A New Value Tab.

Enter Run Control ID

- Enter Run Control ID

Click the Add button

The Statements Parameters page opens.

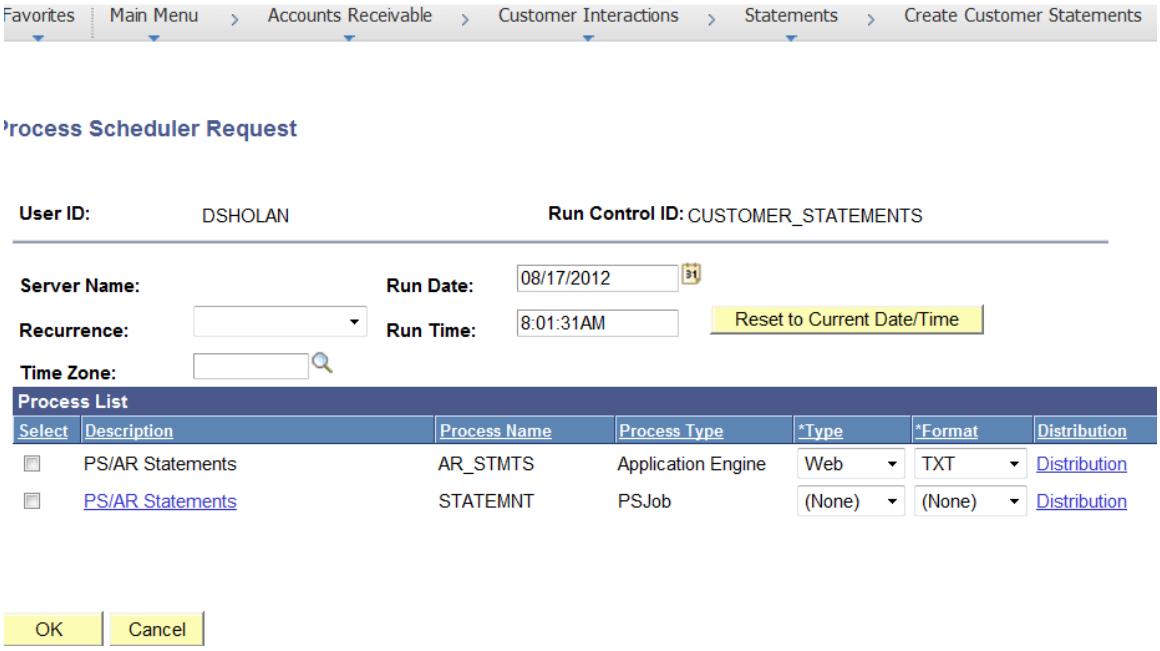


- **As of Date** - Enter appropriate As of Date
- **Unit** - Enter appropriate Business Unit
- **Set ID –** Enter appropriate Business Unit or SetID
- **Customer –** Leave blank for all % will default OR enter appropriate customer ID
- **Correspondence Customer –** Leave blank for all % will default
- **Statement Group –** All Statement Groups
- **Balance Forward Due Date –** When deselect Balance Forward date is not available
- **Open Item** – Select
- **Balance Forward –** Deselect

Note: When the Balance Forward box is deselected the Balance Forward Due Date field is grayed out.

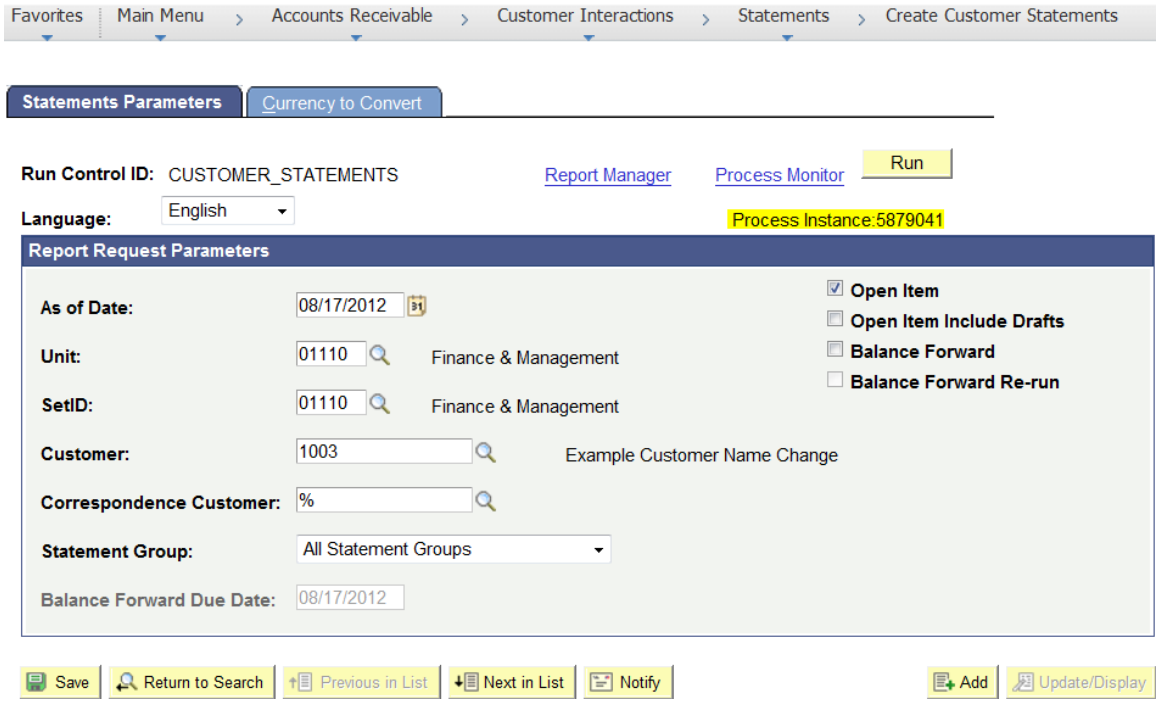
Click the Run button

The Process Scheduler Request page opens.



Check select box PS/AR Statements - Process Name AR_STMTS

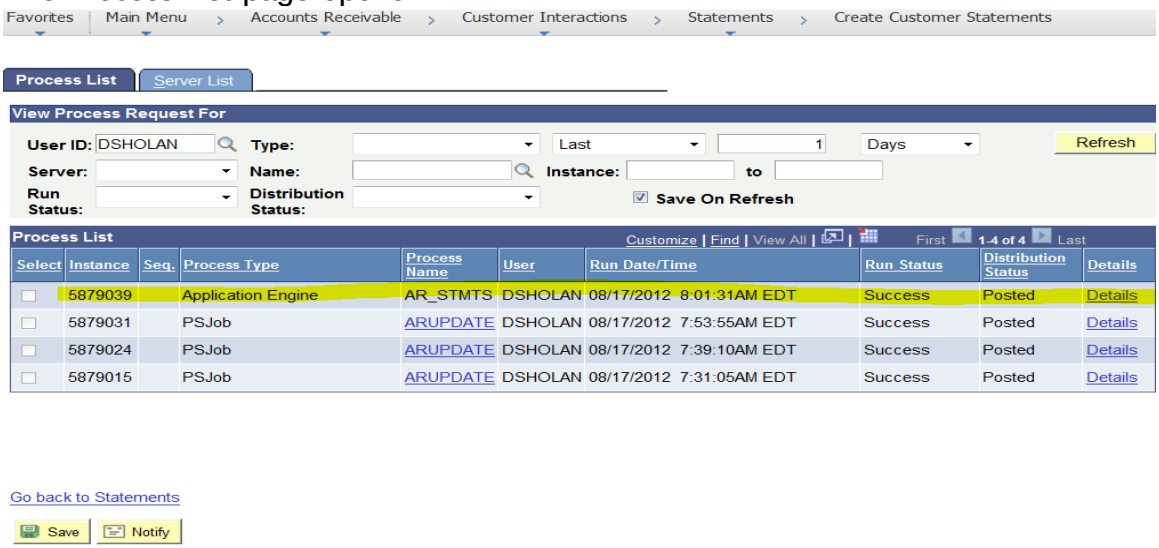
Click the OK button.



You are returned to the Statements Parameters page.

Click on the link for the Process Monitor (top right)

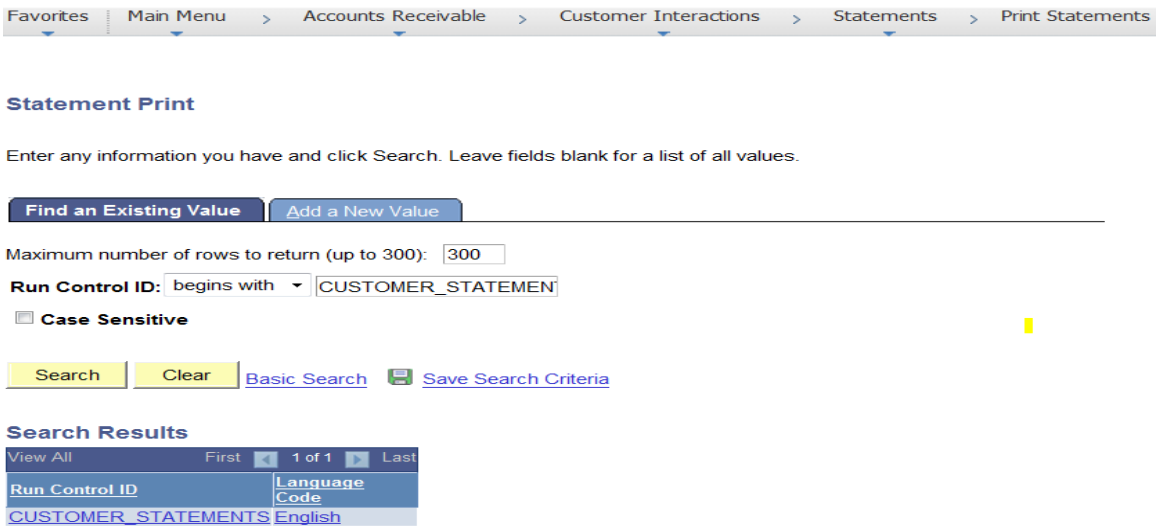
The Process List page opens.



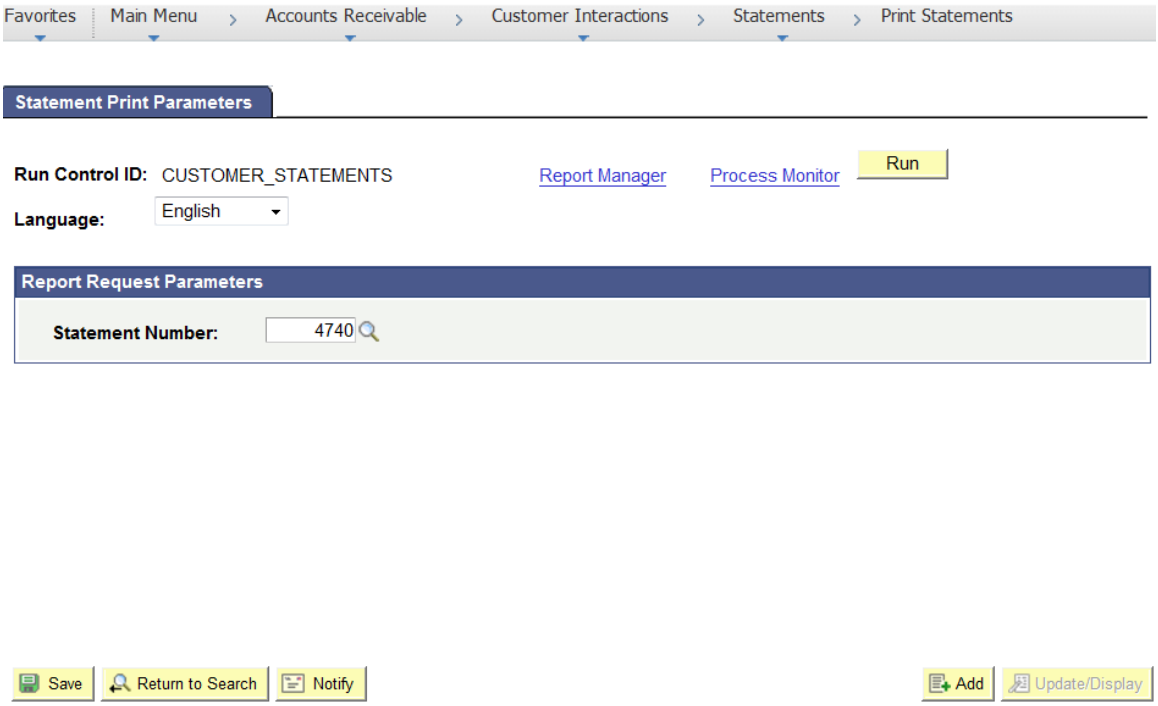
Click Refresh button until Run Status = Success and Distribution Status = Posted.

To Print Statement see Navigation below:

Navigation: Accounts Receivable> Customer Interactions> Statements> Print Statements

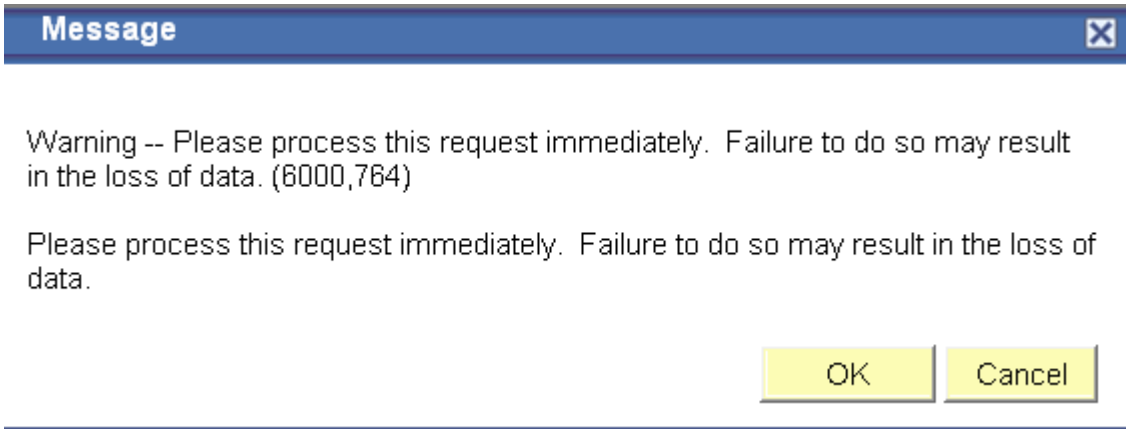


Find an Existing Value Tab use the same run control as used for running the Statement Process.



By using the same run control as the Statement process the statement # will automatically populate on the page**.**

Click on the Run Button

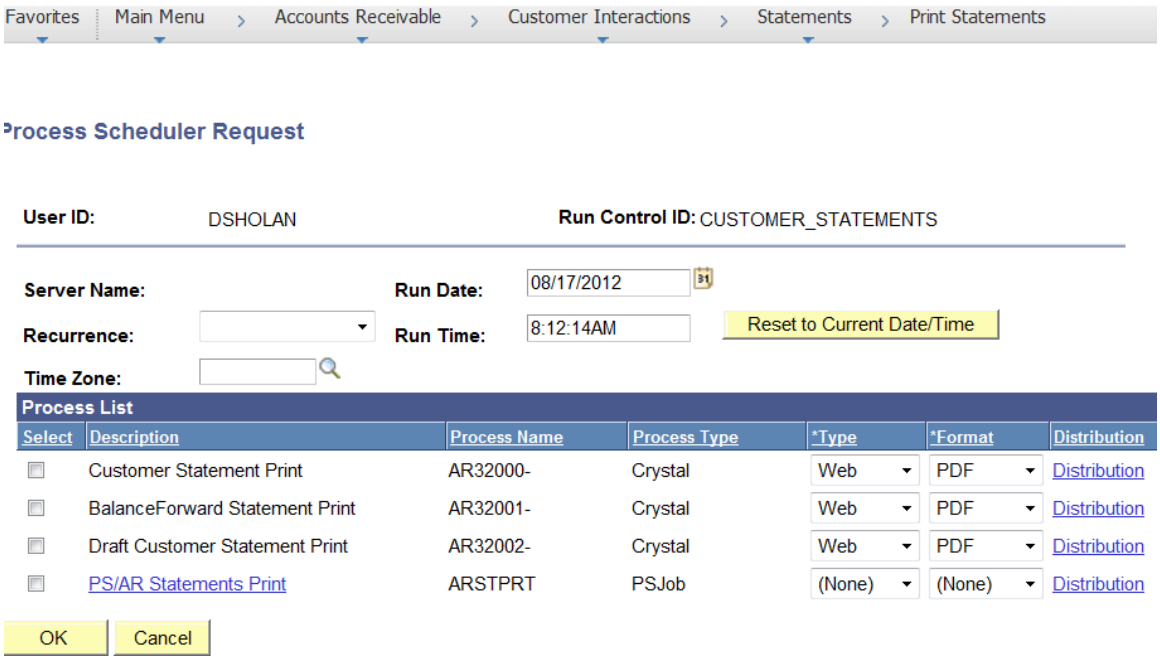


If you received this warning message

Click OK

This is only a warning message.

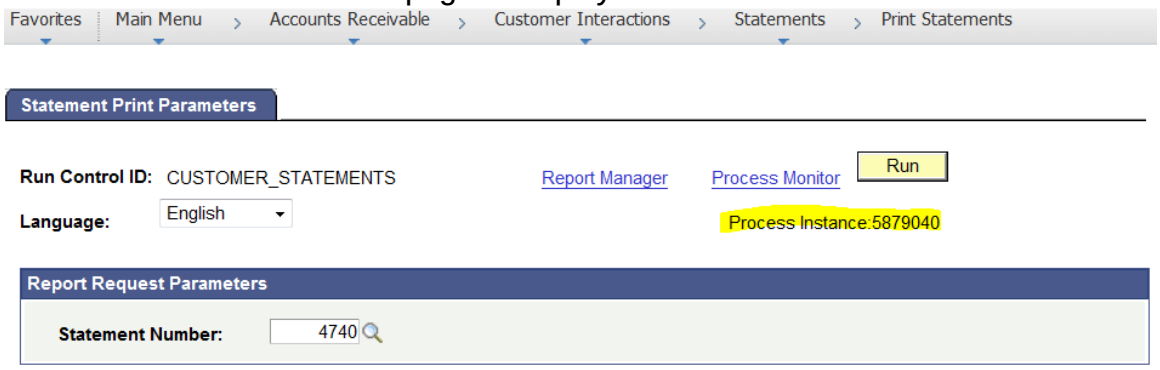
Process Scheduler Request page is displayed



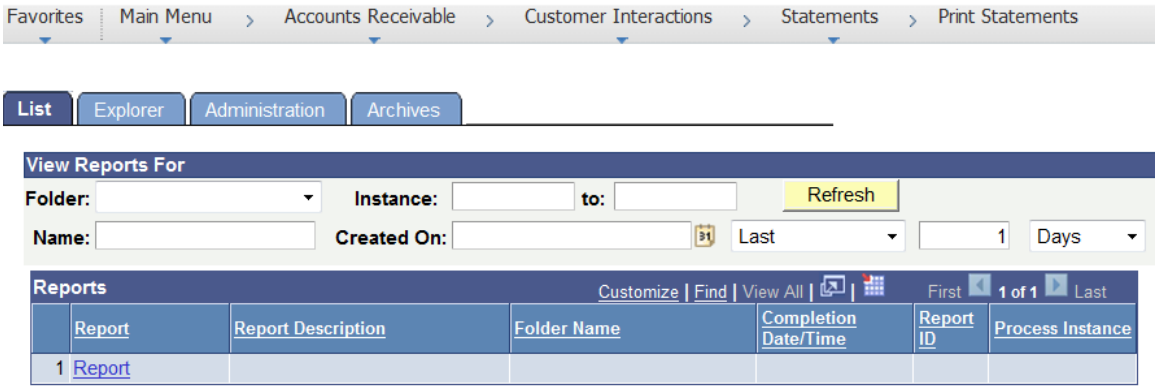
Select the box for Customer Statement Print

Click OK

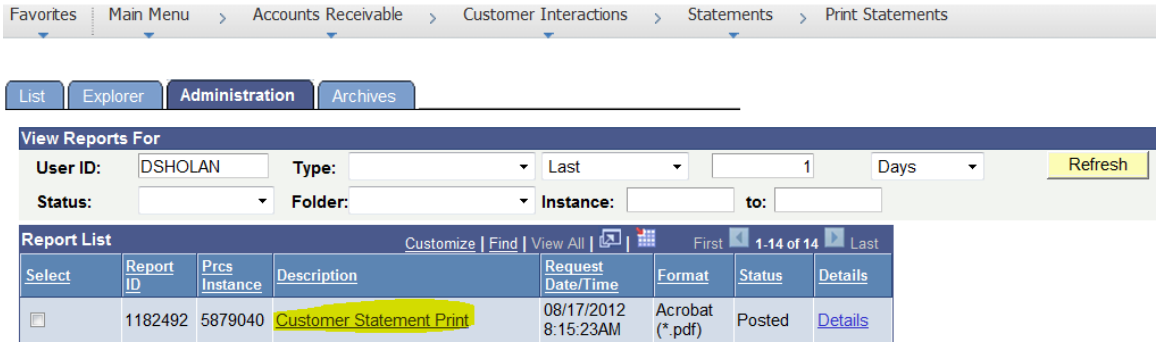
Statement Print Parameters page is displayed



Click on the Report Manager link (top middle)



Click on the Administration tab.



Click on the link for the appropriate report.

Dept of Finance & Management

Statement Number: 4,741
Statement Date: 8/17/2012

Customer Number: 1003

Send payment to: Dept of Finance & Management
VISION 75693 or Unemp Comp 73813
6 Baldwin Street
Montpelier, VT 05633

Example Customer Name Change
123 Example Lane
PO Box # 12345
Montpelier, VT 05610

Invoice Date	Invoice ID and Line	Entry Type	Item Activity	Amount Due	Document	Payment	Discount
Customer: Example Customer Name Change							
17.Aug.2012	EXAMPLE 12	Grants		150,000.00			
		Total for Example Customer Name Change		150,000.00			
		Total for 01110		150,000.00			
		Statement Total		150,000.00			

	Future	0 - 30	31 - 60	61 - 90	Over 90	Total
No. of Items		1				1
Amount		150,000.00				150,000.00 USD

We appreciate your business. If you have questions about your account, please call Agency of Administration, Accounting at 828-1034

Report will open, to print, click on the print icon (top left).

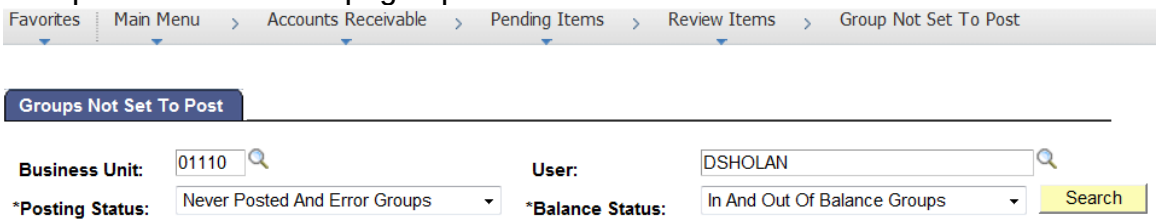
RUN AND PRINT CUSTOMER STATEMENTS IS COMPLETE

Review Pending Items Groups Not Set To Post

Possible situations when this function is used: Review Pending Items Groups Not Set To Post is used to view groups that are in error or have not yet been set to post.

Navigation: Accounts Receivable> Pending Items> Review Items> Group Not Set To Post

Groups Not Set To Post page opens.



Business Unit

- Leave as default **or**
- Enter business unit

User

- Leave as default **or**
- Erase name and leave blank (by leaving field blank you will get all users who enter under the Business Unit).

Posting Status

- Leave as default **or**
- Select valid value from drop down

Balance Status

- Leave as default **or**
- Select valid values from drop down

Click the Search Button

Groups Not Set To Post page opens with listing of groups
Post Status Column shows the post status of the group which would either be not posted or error.

Favorites | Main Menu > Accounts Receivable > Pending Items > Review Items > Group Not Set To Post

Groups Not Set To Post

Business Unit: 01110 **User:**
***Posting Status:** Never Posted And Error Groups ***Balance Status:** In And Out Of Balance Groups Search

***Group Amount Switch:** To Be Posted

Groups Not Set to Post Customize | Find | View All | First 1 of 1 Last

	Group ID	Type	Origin ID	Acctg Date	Post Status	Assigned	To Be Posted	Currency
	2881	B	DRAW	08/17/2012	Not Posted	DSHOLAN	100.00	USD

Totals

Total: 1 **Total Amount:** 100.00 **Currency:** USD

Clicking on the Show Item Detail button beside group Id # allows you to access the group. The group can be completed and set to post, or can be deleted if it should not post.

Group Control Page opens.

Favorites | Main Menu > Accounts Receivable > Pending Items > Review Items > Group Not Set To Post

Group Control | Group Action

Group Unit: 01110 **Group ID:** 2881

***Acctg Date:** 08/17/2012
***Group Type:** B Billing **Control Currency:** USD
***Origin ID:** DRAW Fed Draws ***Format Currency:** USD

Totals

Control:	100.00	***Count:**	1
Entered:	100.00	**Count:**	1
Difference:	0.00	**Count:**	0
Posted:	0.00	**Count:**	0

Control Data

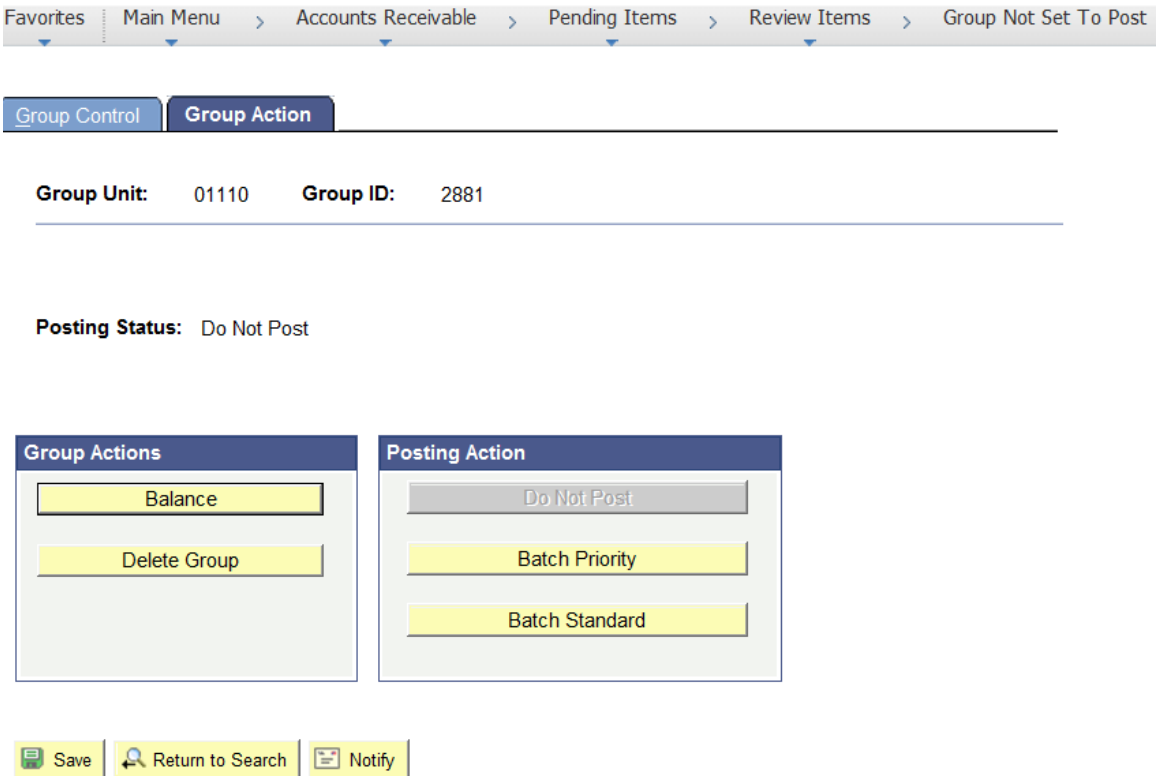
***Received:** 08/17/2012 ***Entered:** 08/17/2012
Posted Date:
Assign: DSHOLAN **User:** DSHOLAN

Group Status

Edit Status: Edited **Accounting Entries:** Balanced
Balanced: No **Posting Action:** Do Not Post
Posting Status: Not Posted

Save | Return to Search | Notify

Click on the Group Action Tab.



Click on Batch Standard Button if you want to post the group, or click Delete Group if you want to delete the group.

If you selected Batch Standard, Group will pick up in the next ARUPDATE process that is run as a nightly batch process.

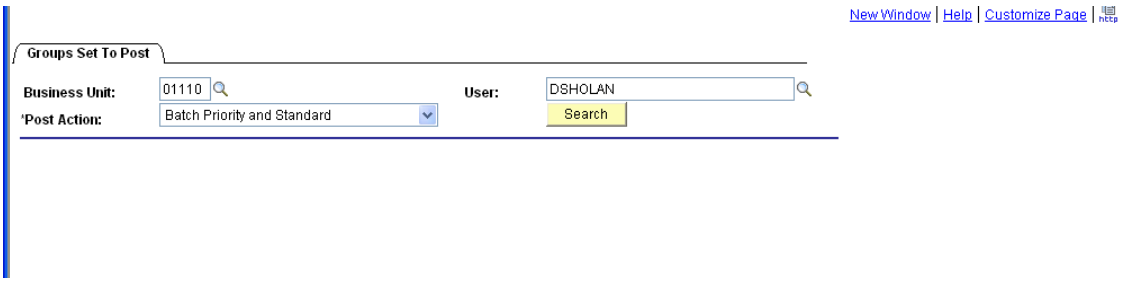
REVIEW GROUPS NOT SET TO POST IS COMPLETE

Review Pending Items Groups Set To Post

Possible situations when this function is used: Review Pending Items Groups Set to Post allows you to view groups at Batch Standard and is ready for posting. ARUPDATE will run overnight and post the groups to the customer's account.

Navigation: Accounts Receivable> Pending Items> Review Items> Groups Set To Post

Groups Set To Post page opens.



Business Unit

- Leave as default **or**
- Enter business unit

User

- Leave as default **or**
- Erase name and leave blank (by leaving field blank you will get all users who enter under the Business Unit).

Posting Status

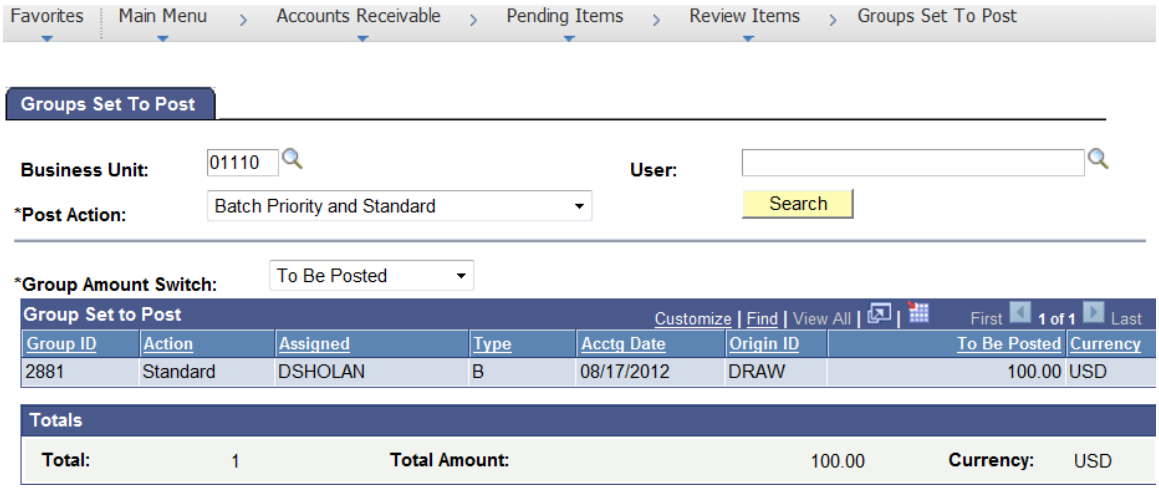
- Leave as default **or**
- Select valid value from drop down

Balance Status

- Leave as default **or**
- Select valid values from drop down

Click the Search Button

Groups Set To Post page displays all groups set to post



This is another way you can determine if a group had been set to Batch Standard and ready to be picked up in the ARUPDATE batch process.

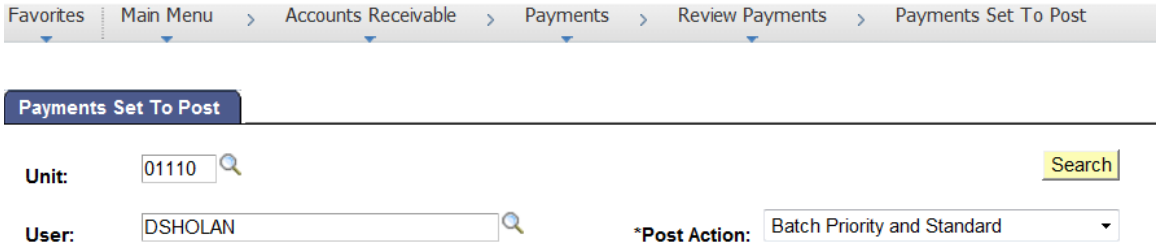
REVIEW GROUPS SET TO POST IS COMPLETE

Review Payments Set To Post

Possible situations when this function is used: Review Payments Set to Post is used to view payments that have the post action Batch Standard and are ready for posting. ARUPDATE will run overnight and post the groups to the customer's account.

Navigation: Accounts Receivable> Payments> Review Payments> Payments Set to Post

Payments Set To Post page opens.



Unit

- Leave as default **or**
- Enter the appropriate business unit

User

- Leave as default **or**
- Erase name and leave blank (by leaving field blank you will get all users who enter under the Business Unit).

Posting Action

- Leave as default **or**
- Select valid value from drop down

Click the Search Button

Payments Set to Post page displays. These payments will be picked up in the next ARUPDATE batch process which runs overnight and posted to the customer account.

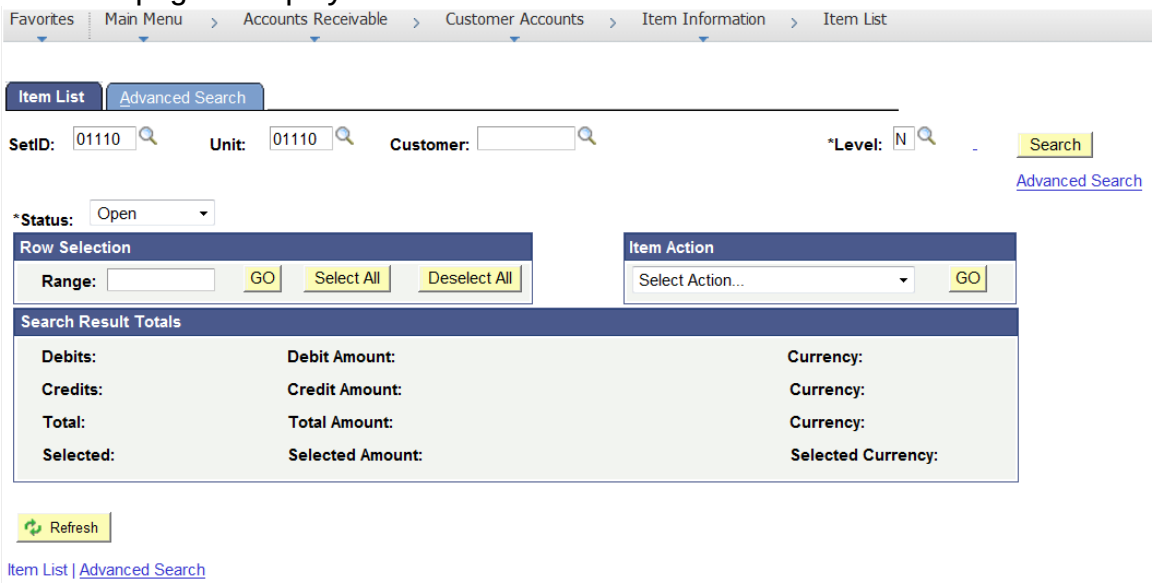
REVIEW PAYMENTS SET TO POST IS COMPLETE

Review Item List

Possible situations when this function is used: Review Item information in several statuses. Use the Item List to search for items for a specified customer or business unit. You can also generate a list of items spanning multiple customers based on the search parameters that you entered. You can use inquiry pages to look up customer balances and various summaries of other receivable activity at the business unit level.

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item List

Item List page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

- Enter valid value **or**
- Select value

Customer

- Enter valid value **or**
- Select value

Status

- Defaults as Open – Depending on what information you are looking for choose a valid value – All, Closed, Collection, Deduction, Dispute, Doubtful, Last Conv, and Past due

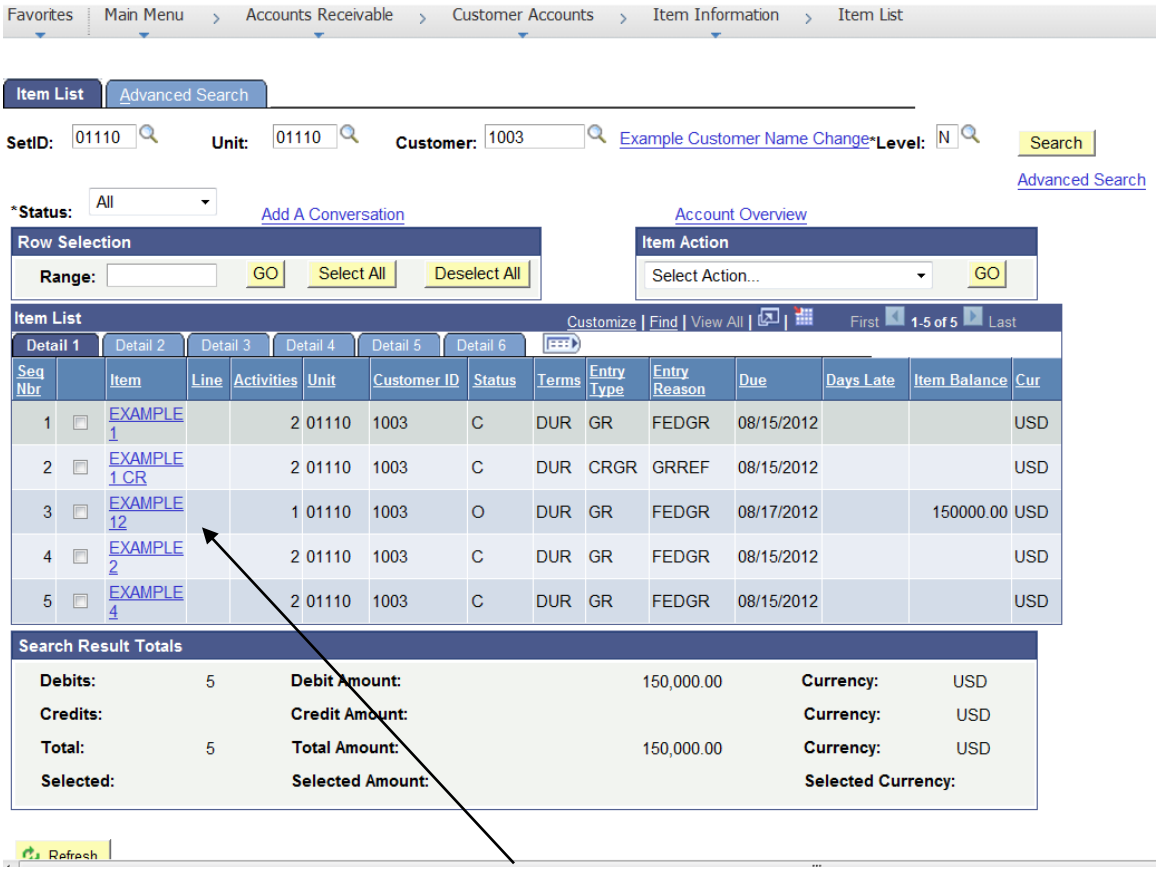
Item Action

- Defaults as Select action accept default **or**
- Choose a valid value

For this example the Status of All is chosen.

Click Search Button

Item List page is displayed



By clicking on any of the hyperlinks you can drill down to a new page. A component page will display see example below:

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Unit: 01110 Customer: 1003 Example Customer Name Change

Item ID: EXAMPLE 12 Line: Days Late: Status: Open

Accounting Date: 08/17/2012 Entry Type: GR Billing Unit:

Balance: 150,000.00 USD Entry Reason: FEDGR Original Amount: 150,000.00 USD

AR Distribution Code: GR-AR

Discount Options

Due Date: 08/17/2012 Due Days:

Terms: DUR Discount Days:

Discount Amount: Date:

Discount Amount 1: Date 1:

Always Allow Discount

As Of Date: 08/17/2012 Posted: 08/17/2012

Payment/Draft Options

Payment Method: Check Pay By Credit Card

Draft Type: Preapproved?

Direct Debit Profile ID: Create Document?

One Item per Draft?

Customer Relations

Dispute Reason: Date:

Dispute Amount:

Deduction Reason: Date:

Doubtful

Collection Code: Date:

Analyst: FM FM

Collector: FM Agency of Administration, Accounting

Sales Person: FM FM

AR Specialist:

Other Options

Revaluation Flag Available for Netting

Split | Item Action | Add A Conversation

OK | Cancel | Apply | Refresh

Component page is displayed. By clicking on customer Hyperlink will drill down to the customer address. See example below:

Favorites | Main Menu > Customers > Customer Information > General Information

General Info | Bill To Options | Ship To Options | Sold To Options | Address | Miscellaneous General Info | Personal

SetID: 01110 Customer: 1003

*Customer Status: Active Level: Regular

*Date Added: 08/14/2012 *Since: 08/14/2012 *Type: User 1

*Name 1: Example Customer Name Change *Short Name: Example Cu

Roles

Bill To Customer — Correspondence Customer

Bill To Selection — Correspondence Selection

Ship To Customer — Remit From Customer

Ship To Selection — Remit From Selection

Sold To Customer — Corporate Customer

Sold To Selection — Corporate Selection

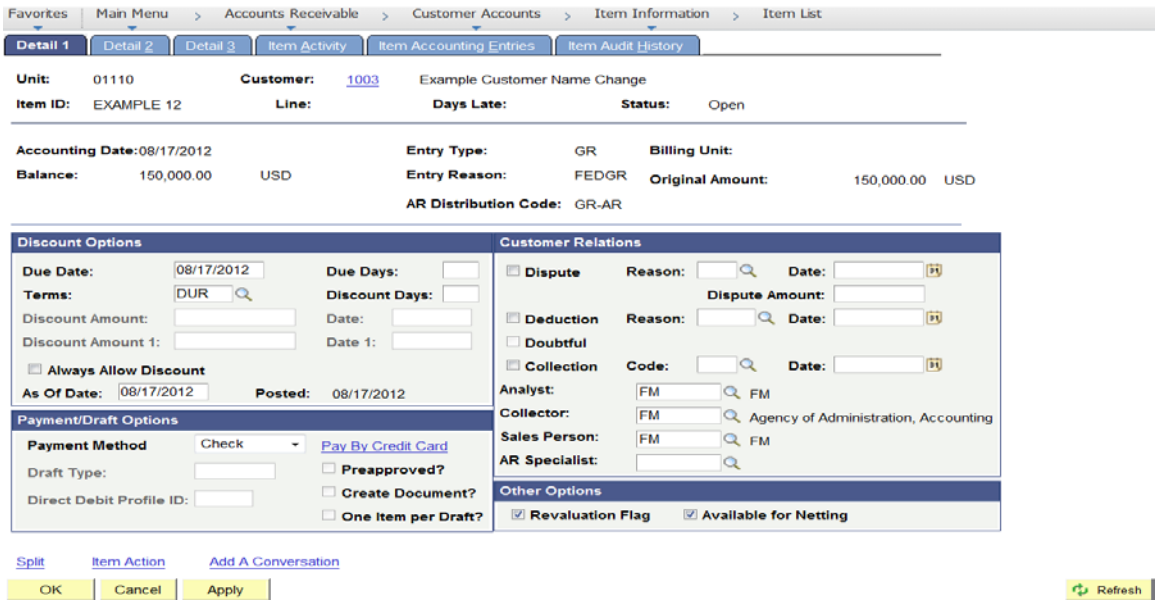
Broker Customer — Consolidation Customer — Consolidation Business Unit:

Indirect Customer — Federal Customer — Trading Partner Code:

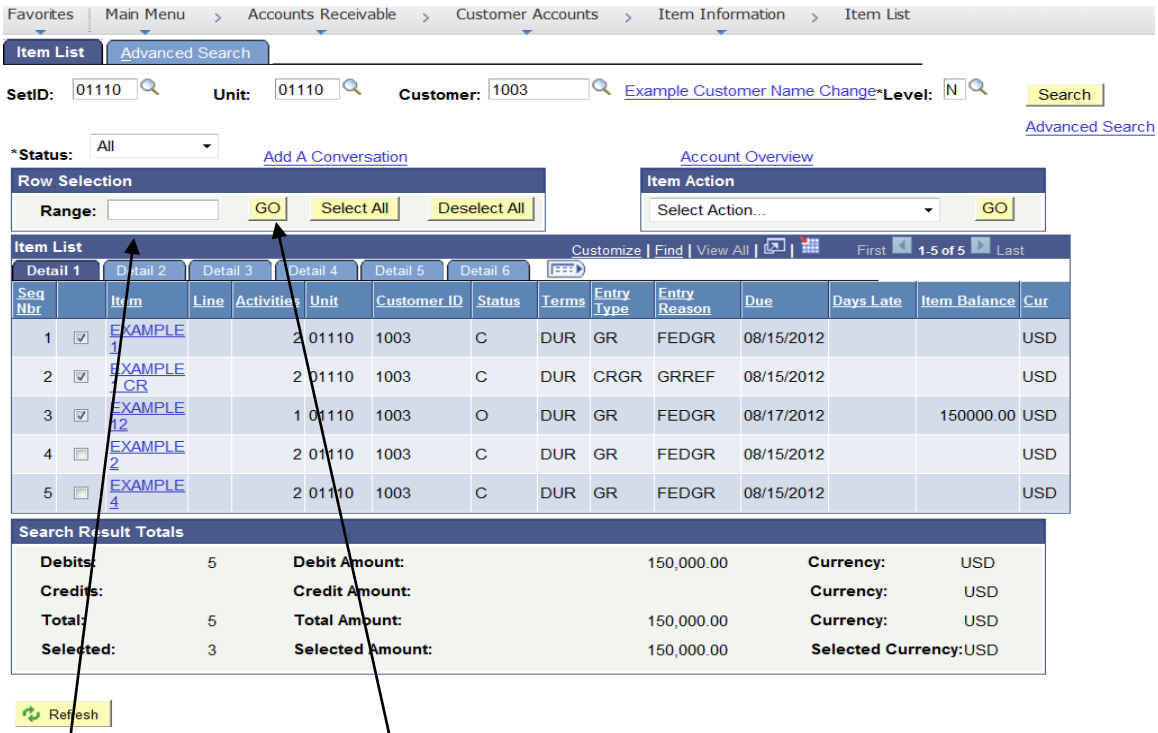
Go to: ...More

Save | Return to Search | Notify | Add | Update/Display | Include History | Correct History

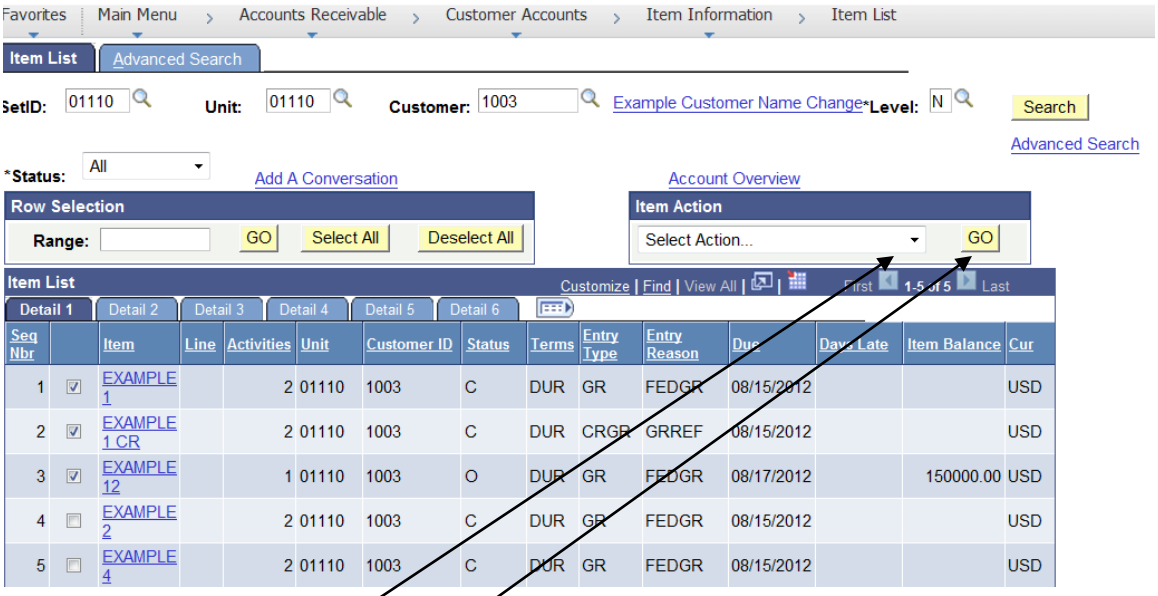
Customer component page is displayed in a new window. In order to get back to the Item list page close the customer window.



Click the OK button and this will take you back to Item List Page.



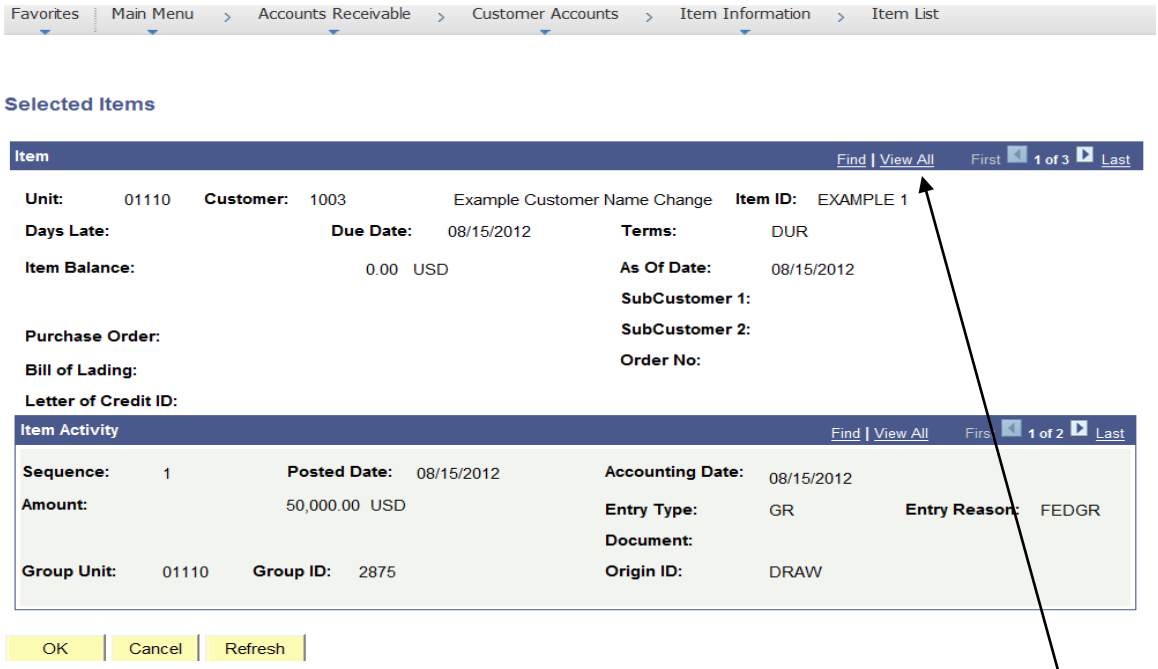
Item list page is displayed. To look at activity for more than one item at a time you can select a range of lines: for example: **in the Row selection Range field enter 1-3 and click GO**



Page is displayed with lines 1-3 selected. To select all lines click on the Select All button, to deselect all, click on the Deselect all button.

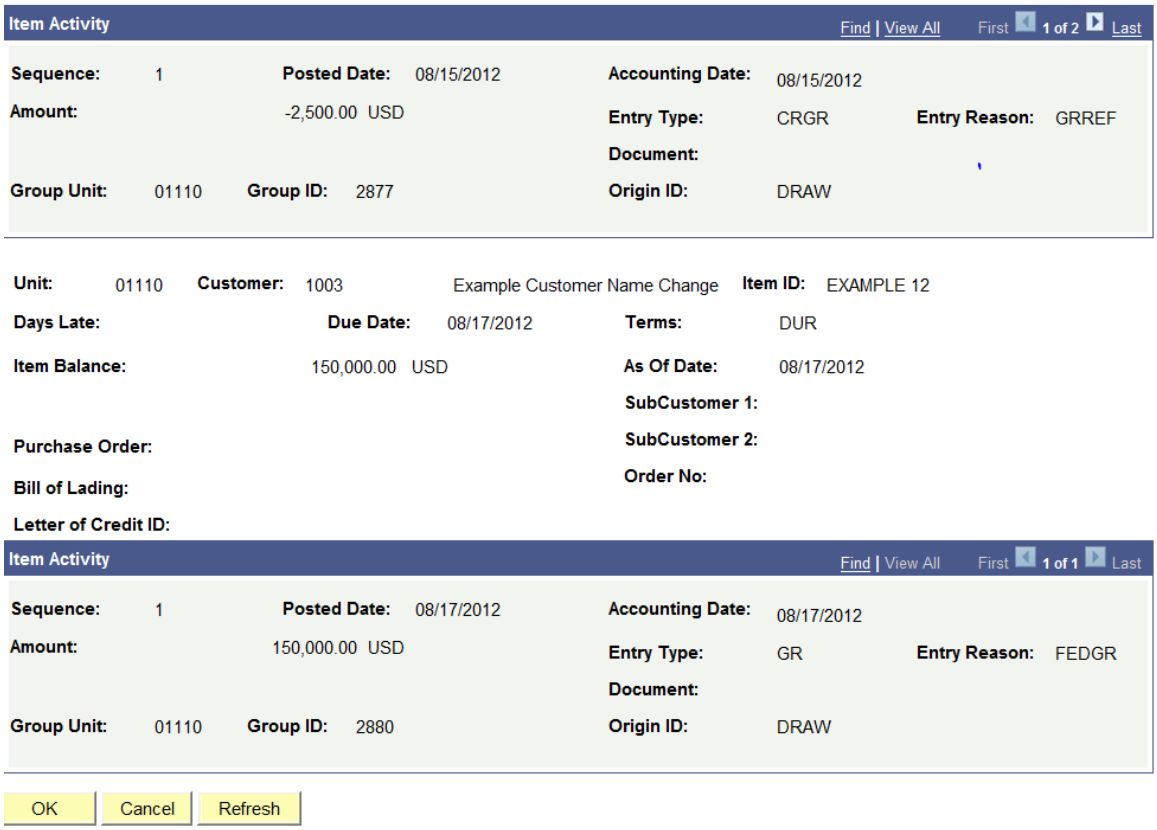
Now that you have the lines selected, to view the activity for those lines, in the item Action section of the page, drop down select **View Items and Item Activity**

Click GO



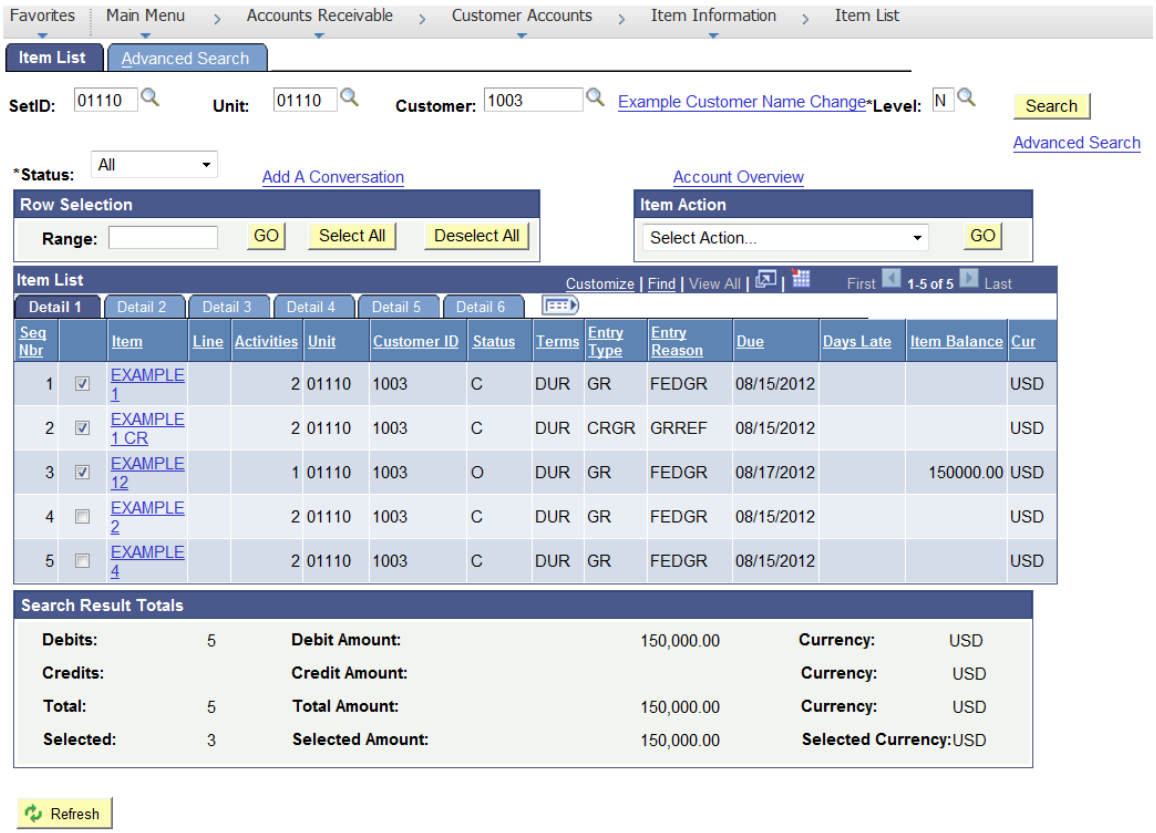
Selected Items page is displayed. To view all selected items click on the view all link.

By using the scroll bar will allow you to view all three items that were selected. This view shows you the pending item. If you want to drill down to the payment for each line click on the View all link for each line will drill down further to the payment line where you can view both pending group and payment. See Screen shot below:



Click the OK Button.

Item list page is displayed.



Most of the review pages drill down in many ways. Depending on what information you are looking for depends on which review you will find most helpful.

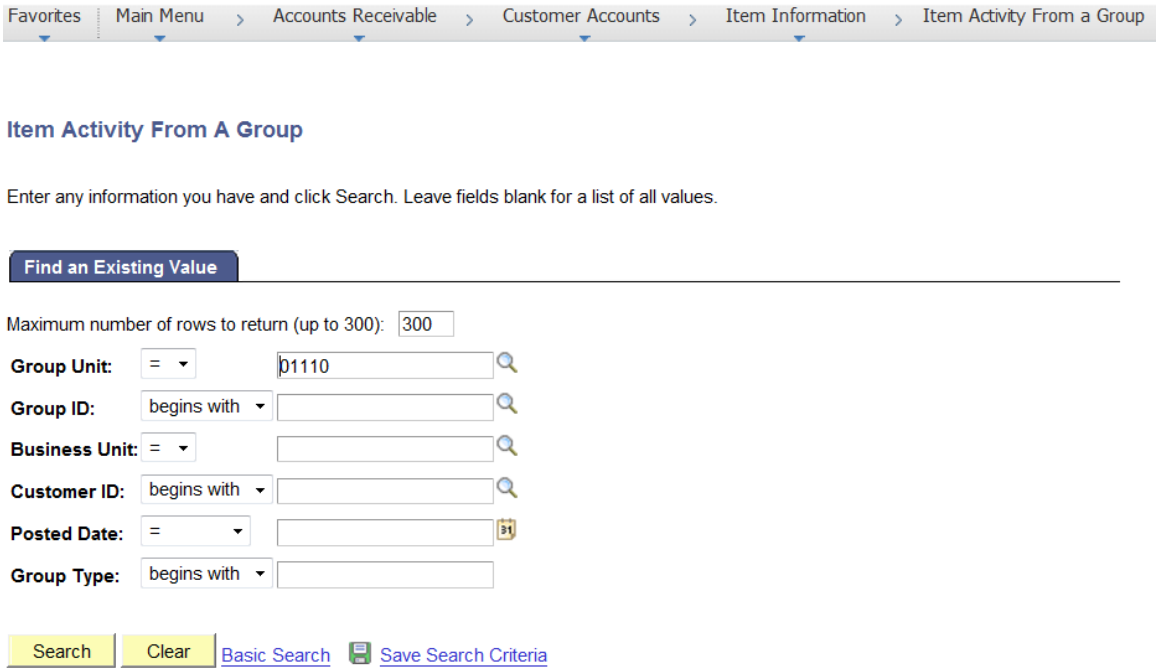
ITEM LIST IS COMPLETE

Review Item Activity From a Group

Possible situations when this function is used: View activity for all items in a group.

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Group

Item Activity From a Group Page is displayed



Group Unit

- Accept Default or
- Enter/Select Valid value

Group ID

- Enter Group # or
- Leave Blank

Business Unit

- Accept Default or
- Enter/Select Valid value

Customer ID

- Enter/Select Valid value or
- Leave Blank

Posted Date

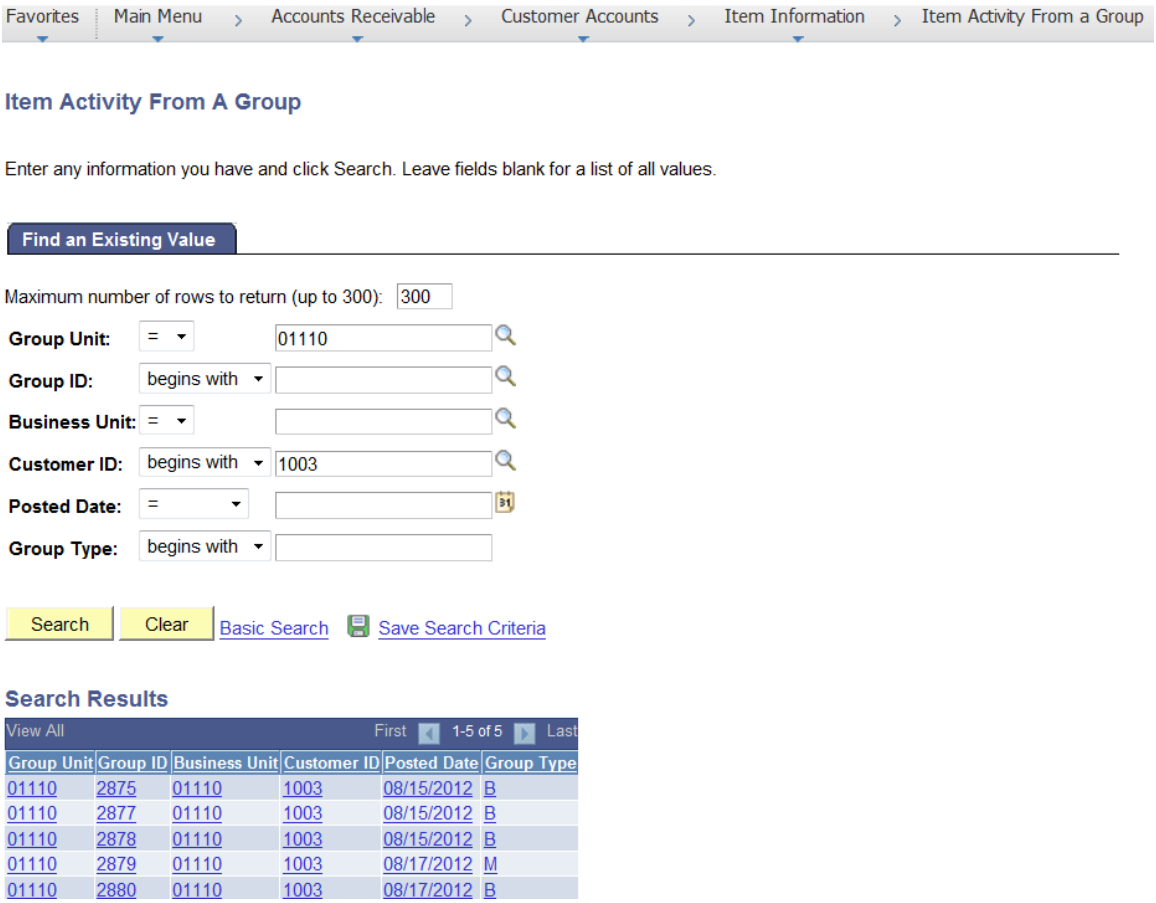
- Enter Valid Value or
- Leave blank

Group Type

- Leave Blank (B- Billing)

Click the Search Button

Search Results for Item Activity From a Group page is displayed.



Click on group you want to view

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Group

Item Activity From A Group

Group Unit: 01110 **Posted Date:** 08/15/2012

Group ID: 2878

***Display Customer Switch:** Customer ID ***Display Amount Switch:** Entry Amount

Item Activities Customize | Find | View All | First 1 of 1 Last

	Unit	Customer ID	Item ID	Item Line	Entry Type	Reason	Entry Amount	Currency
1	01110	1003	EXAMPLE 4		GR	FEDGR	2,500.00	USD

Total Items: 1 **Group Amount:** 2,500.00 **Currency:** USD

Save | Return to Search | Previous in List | Next in List | Notify

Item Activity From A Group page is displayed

Click on the Drop down field for Display Customer Switch and select Customer Name

Page is displayed with customer's name vs customer Id.

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Group

Item Activity From A Group

Group Unit: 01110 **Posted Date:** 08/15/2012

Group ID: 2878

***Display Customer Switch:** Customer Name ***Display Amount Switch:** Entry Amount

Item Activities Customize | Find | View All | First 1 of 1 Last

	Unit	Customer ID	Item ID	Item Line	Entry Type	Reason	Entry Amount	Currency
1	01110	Example Customer Name Change	EXAMPLE 4		GR	FEDGR	2,500.00	USD

Total Items: 1 **Group Amount:** 2,500.00 **Currency:** USD

Save | Return to Search | Previous in List | Next in List | Notify

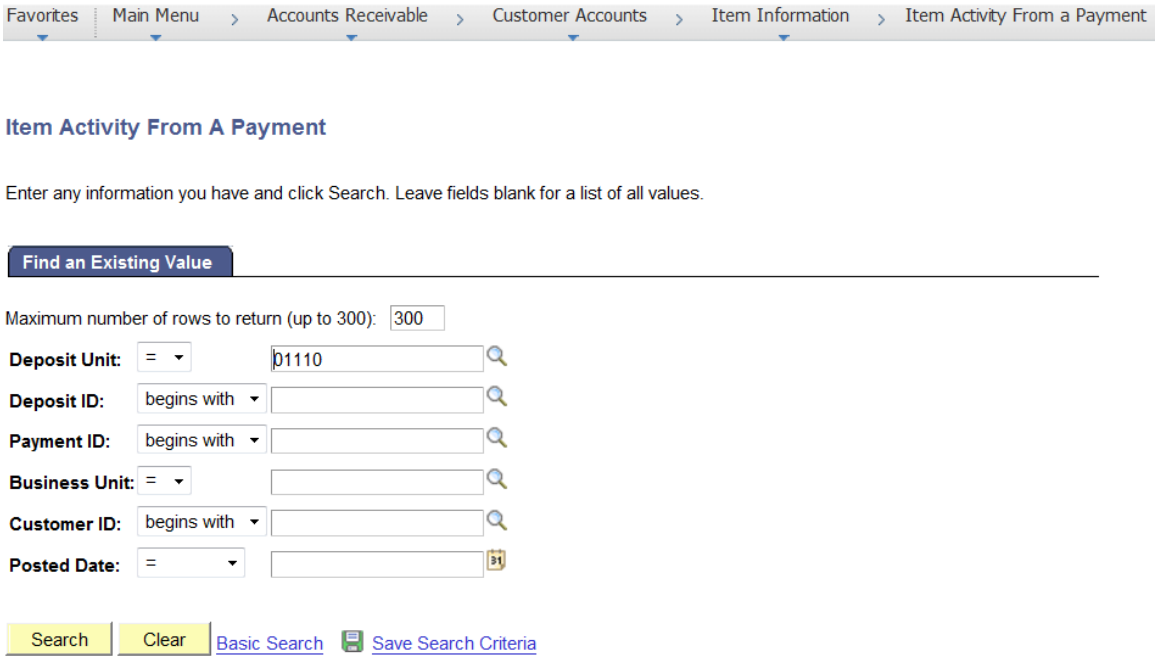
ITEM ACTIVITY FROM A GROUP IS COMPLETE

Review Item Activity From a Customer Payment

Possible situations when this function is used: View items that were paid by a payment after the Receivable Update process (ARUPDATE) posted the payment. Once the payment has been posted, you cannot return to the payment worksheet to view how it was applied.

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Payment

Item Activity From a Payment Page is displayed



Deposit Unit

- Accept Default or
- Enter/Select Valid value

Deposit ID

- Enter Group # or
- Leave Blank

Business Unit

- Accept Default or
- Enter/Select Valid value

Customer ID

- Enter/Select Valid value or
- Leave Blank

Posted Date

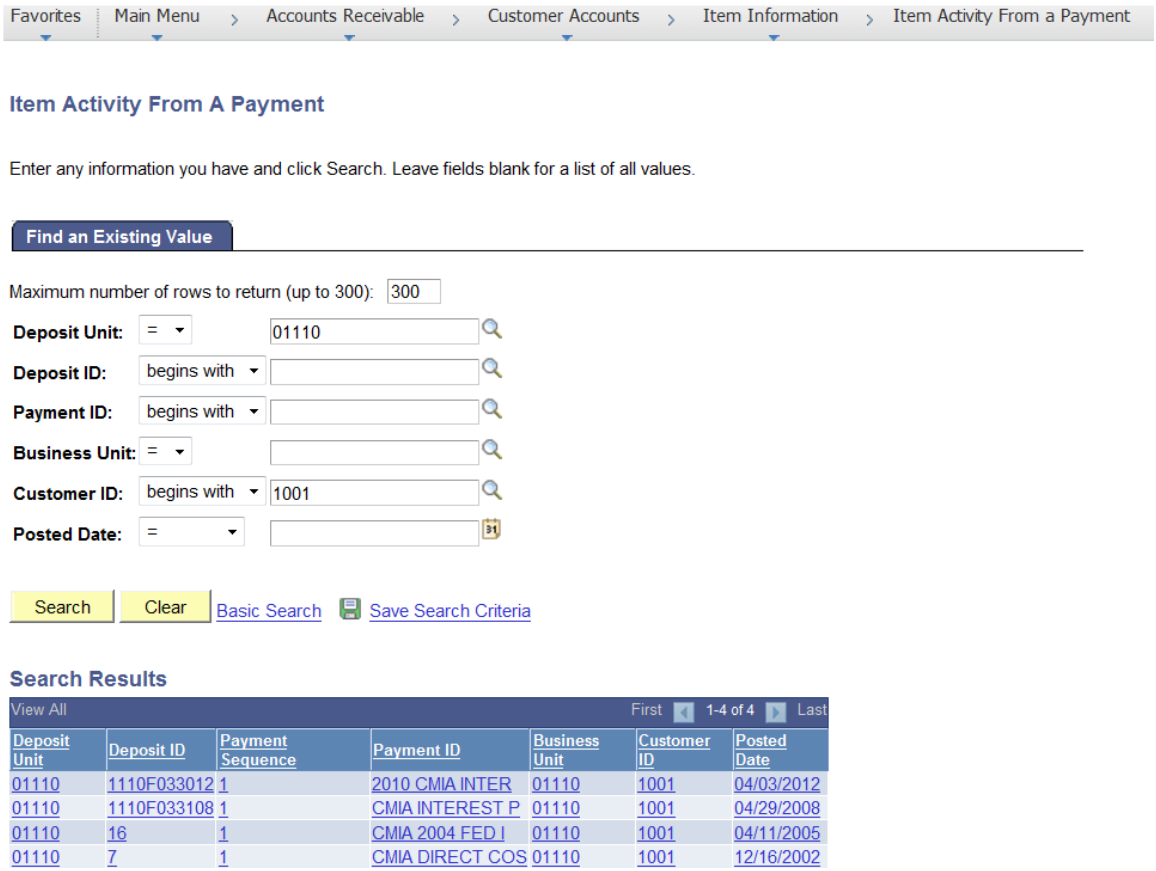
- Enter Valid Value or
- Leave blank

Group Type

- Leave Blank (B- Billing)

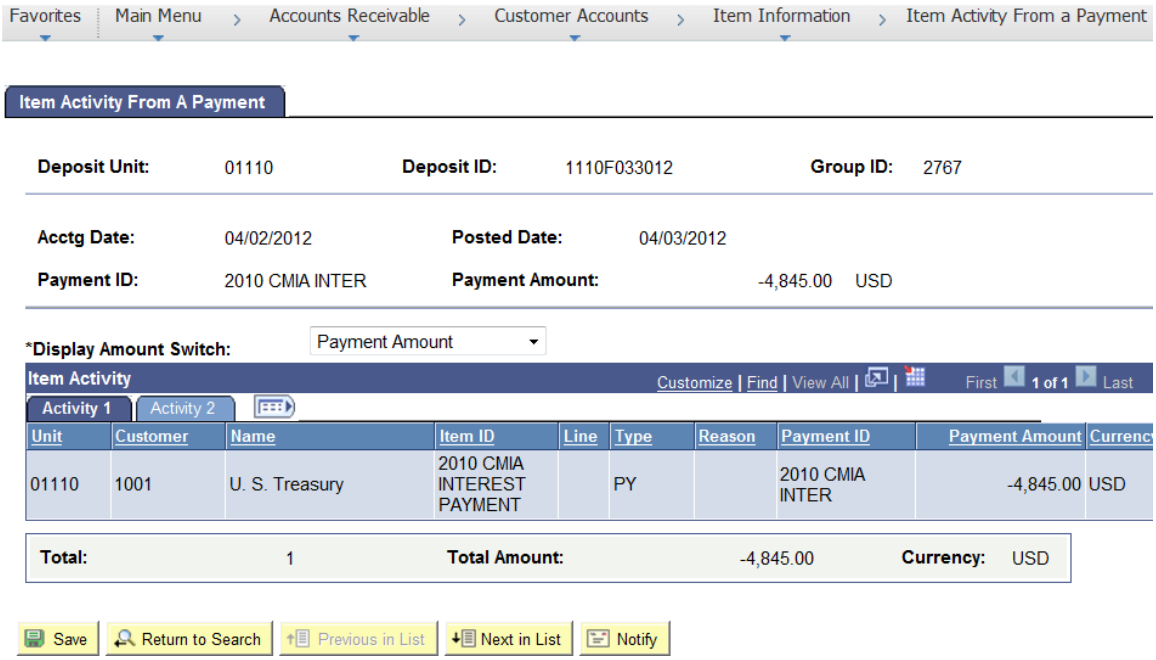
Click the Search Button

Search Results for Item Activity From a Payment page is displayed.



Click on Deposit you want to view

Item Activity From A Payment is displayed



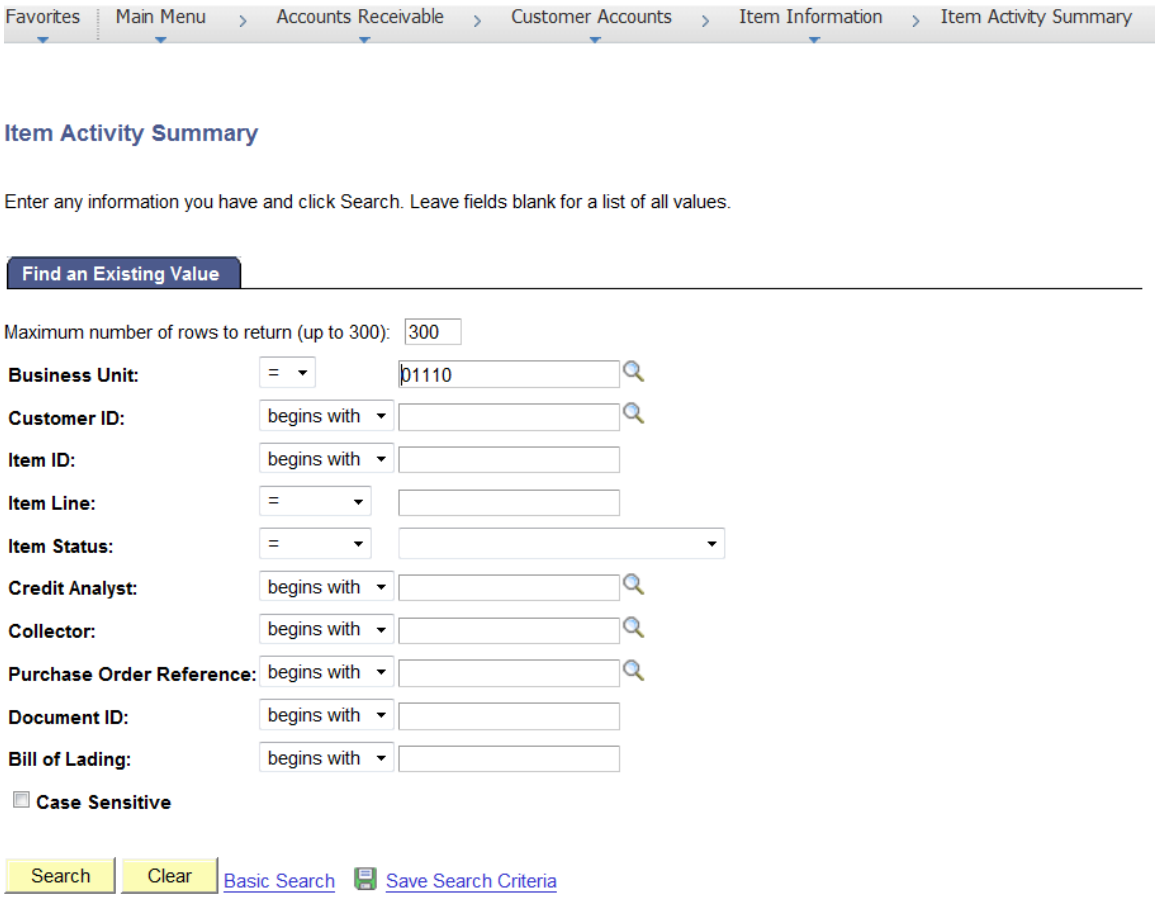
ITEM ACTIVITY FROM A PAYENT IS COMPLETE

Review Item Activity Summary

Possible situations when this function is used: View a single-line summary of each item-related activity.

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item Activity Summary

Item Activity Summary Page is displayed



Business Unit

- Accept Default or
- Enter/Select Valid value

Customer Id

- Enter/Select Valid value or
- Leave Blank

Item ID

- Enter valid item id or
- Leave blank

Item Line

- Enter Valid Item Line # or
- Leave blank

Item Status

- Choose either Open or close from drop down or
- Leave blank

Credit Analyst

- Select valid value or
- Leave blank

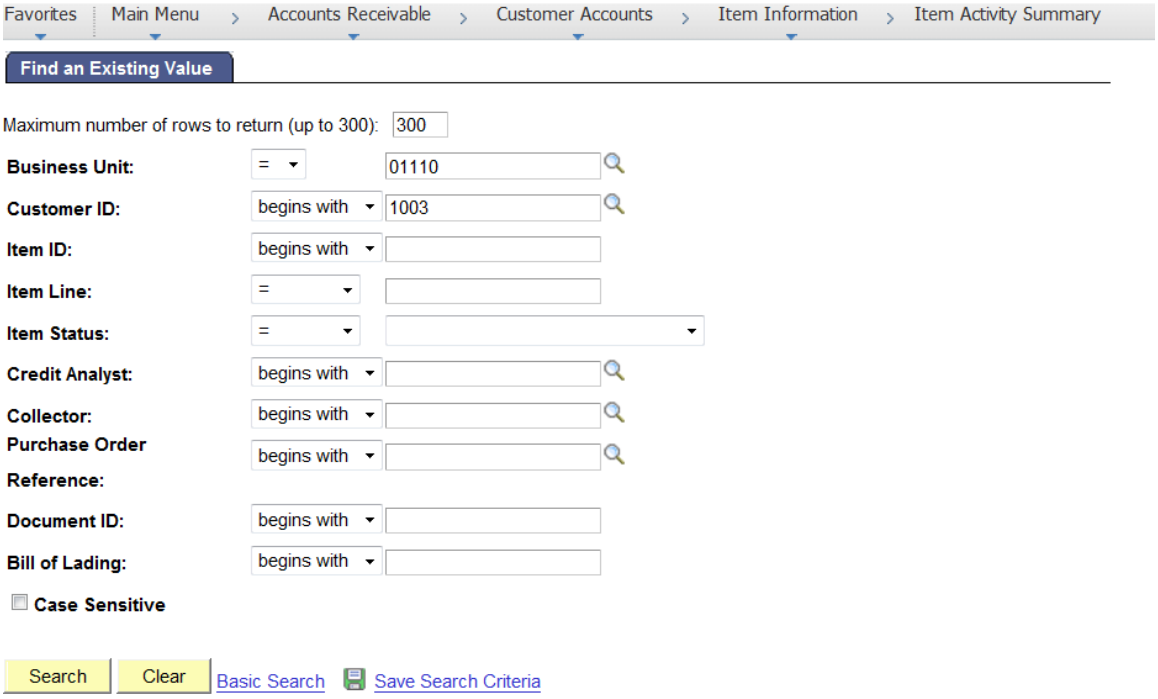
Collector

- Select valid value or
- Leave blank

The rest of the fields are not used at this time.

Click the Search Button

Search Results for Item Activity Summary page is displayed.



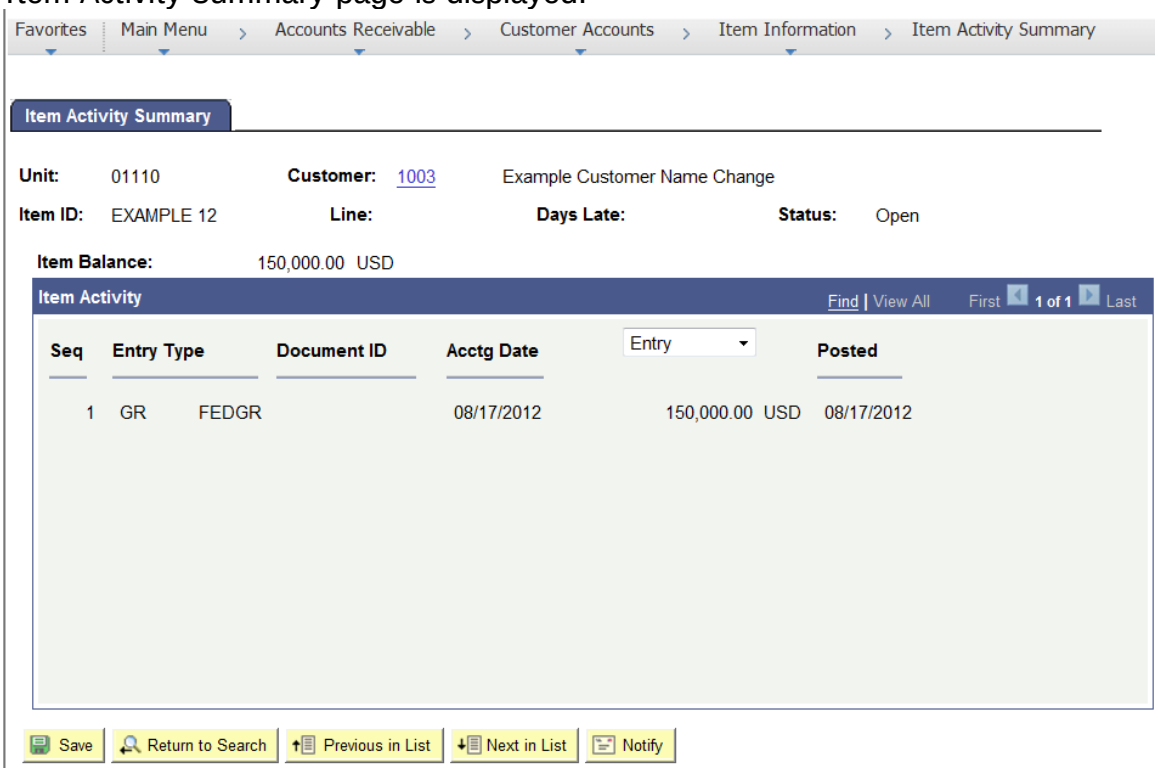
Search Results

View All — First 1-5 of 5 Last

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
01110	1003	EXAMPLE 1	0	Closed	FM	FM	(blank)	(blank)	(blank)
01110	1003	EXAMPLE 1 CR	0	Closed	FM	FM	(blank)	(blank)	(blank)
01110	1003	EXAMPLE 12	0	Open	FM	FM	(blank)	(blank)	(blank)
01110	1003	EXAMPLE 2	0	Closed	FM	FM	(blank)	(blank)	(blank)

Click on Item Id you want to view

Item Activity Summary page is displayed.



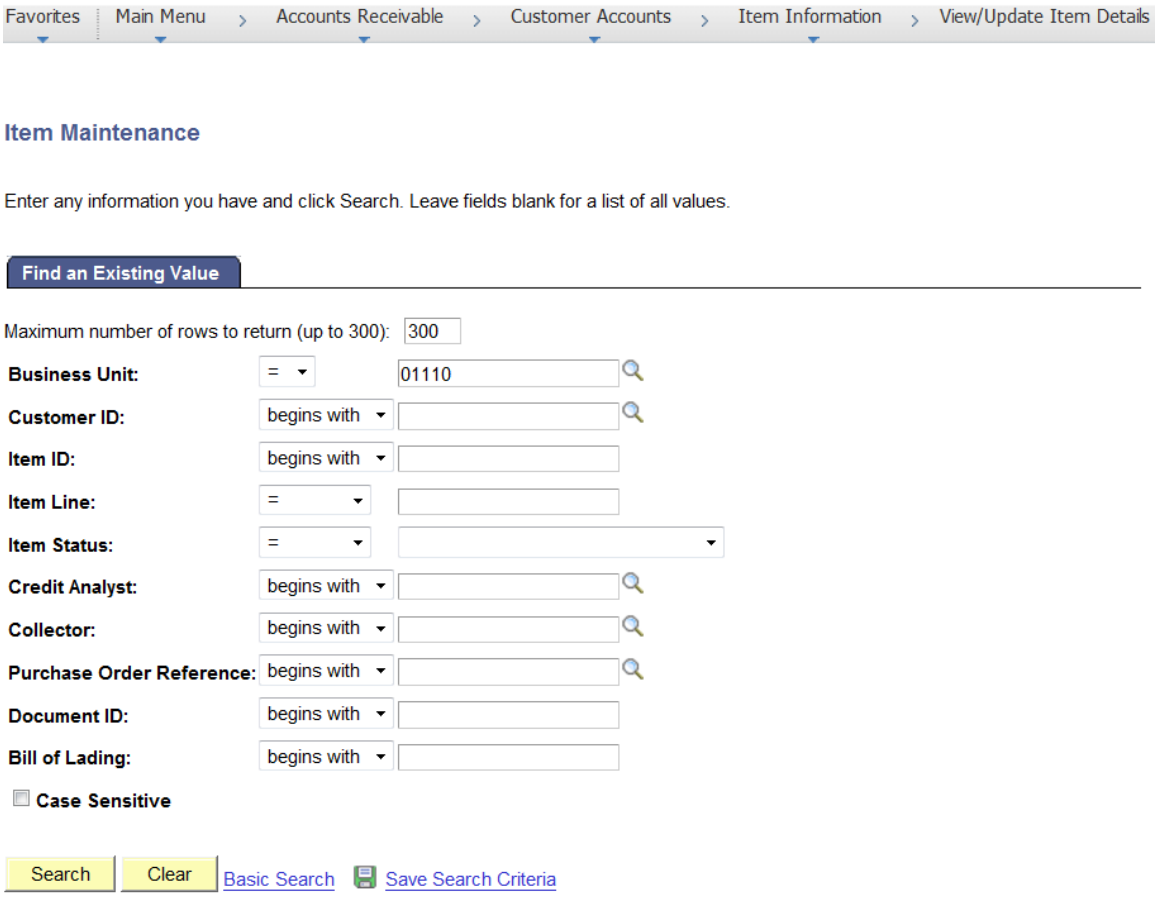
ITEM ACTIVITY SUMMARY IS COMPLETE

View/Update Item Details

Possible situations when this function is used: View an item through Item List. Changes can be made to the Analyst, Collector and Sales Person fields.

Navigation: Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

Item Maintenance page is displayed



Enter information in the following fields. The more fields you fill in reduces the return data.

Business Unit

- Accept Default or
- Enter/Select Valid value

Customer ID

- Enter Customer # or
- Select Valid Value

Item Id

- Enter Item ID or
- Leave Blank

Item Line

- Enter Line # or
- Leave Blank

Item Status

- Enter/select Status or
- Leave Blank

Credit Analyst

- Enter/select or
- Leave Blank

Collector

- Enter/ Select or
- Leave Blank

The rest of the fields are not used at this time.

Click the Search Button

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > View/Update Item Details

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit:	=	01110
Customer ID:	begins with	1003
Item ID:	begins with	
Item Line:	=	
Item Status:	=	
Credit Analyst:	begins with	
Collector:	begins with	
Purchase Order Reference:	begins with	
Document ID:	begins with	
Bill of Lading:	begins with	

☐ **Case Sensitive**

Search | Clear | Basic Search | Save Search Criteria

Search Results

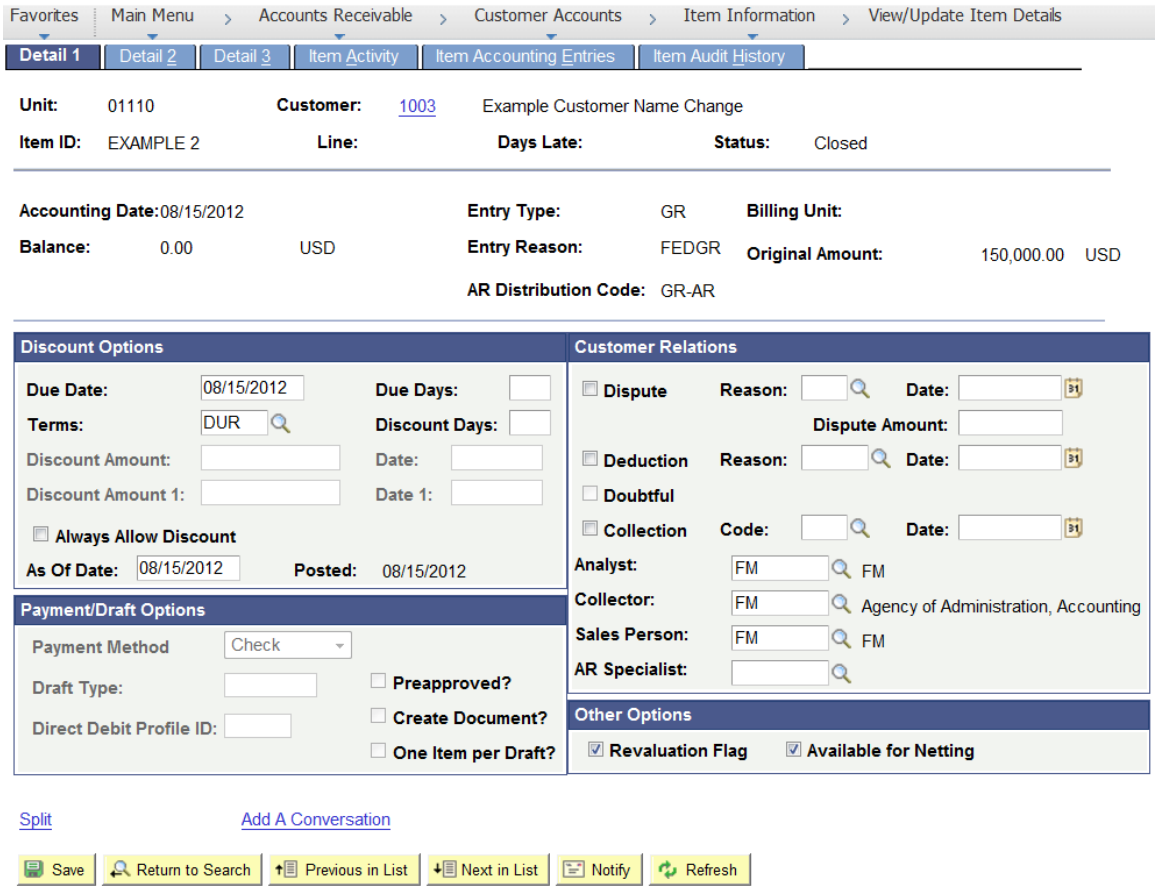
View All — First 1-5 of 5 Last

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
01110	1003	EXAMPLE 1	0	Closed	FM	FM	(blank)	(blank)	(blank)
01110	1003	EXAMPLE 1 CR	0	Closed	FM	FM	(blank)	(blank)	(blank)
01110	1003	EXAMPLE 12	0	Open	FM	FM	(blank)	(blank)	(blank)
01110	1003	EXAMPLE 2	0	Closed	FM	FM	(blank)	(blank)	(blank)
01110	1003	EXAMPLE 4	0	Closed	FM	FM	(blank)	(blank)	(blank)

Search results for criteria entered

Click on Item you want to view/update

Component page is displayed.



Detail 1 tab is the only page that you can use to make a change to an item. The fields that you can change are: **Analyst, Collector and Sales Person**. To make the change choose a valid value and **Click Save Button**

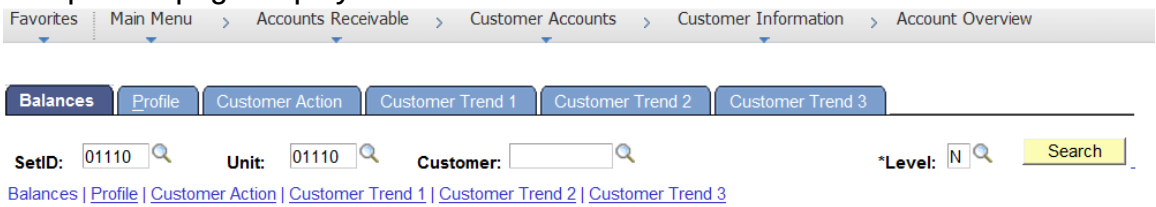
VIEW/UPDATE ITEM DETAILS IS COMPLETE

Customer Account Overview

Possible situations when this function is used: View various customer balances, the most recent item and payment activity. Click hyperlinks to view detailed data. The tabs and hyperlinks most useful are: Tabs: Balances and Profile, hyperlinks: Item ID, Payment and Balance.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Account Overview

Component page displays



Balances and Profile tabs are the only tabs with information.

SetId

- Enter the appropriate business unit

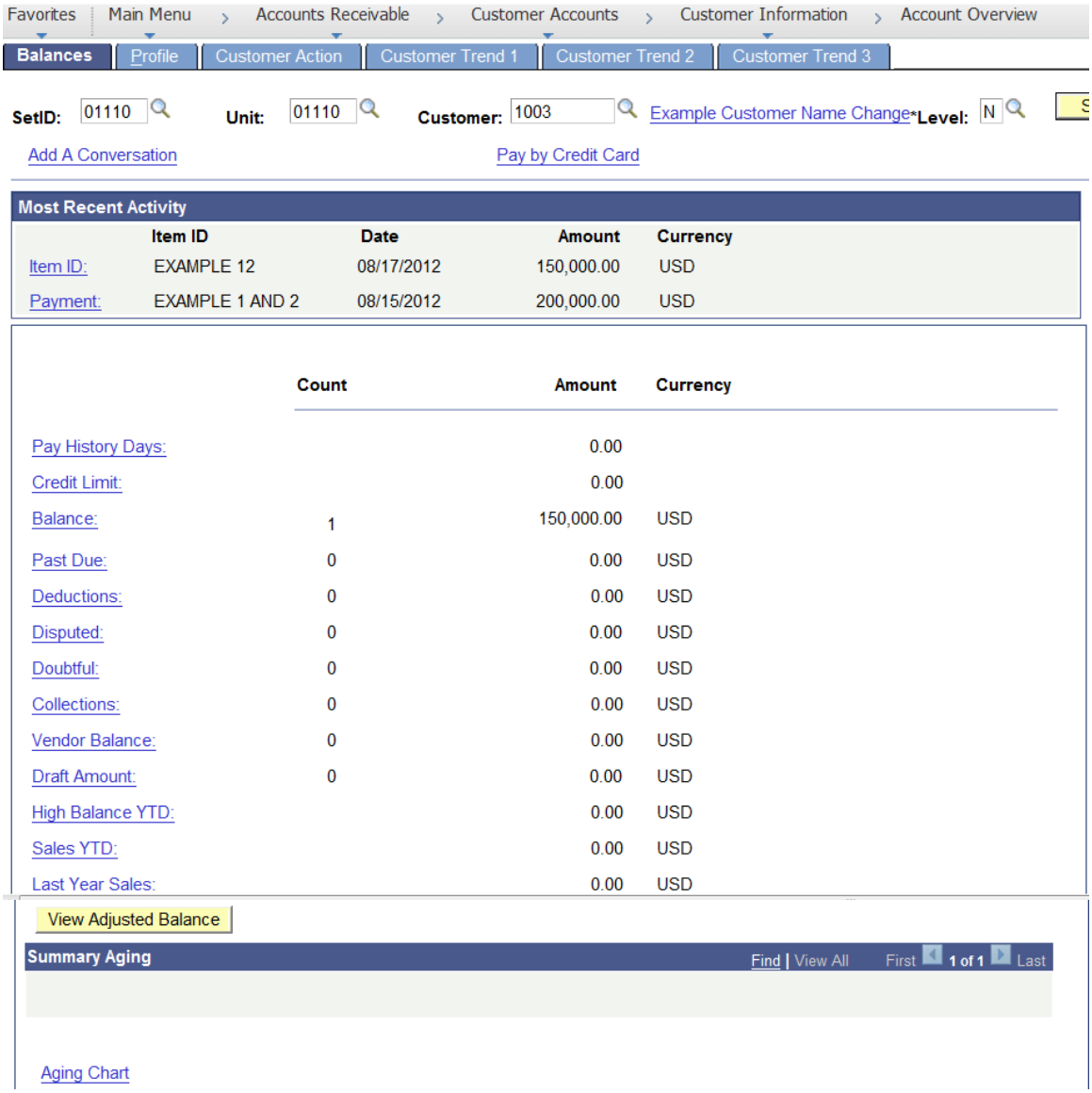
Unit

- Enter the appropriate business unit

Customer

- Select valid value from drop down **or**
- Enter valid customer

Click the Search Button



Balances Page is displayed. There are several ways to view information on this page depending on what information you are looking for. Clicking on the hyperlinks (example) allows you to drill down to another page. For Example:

Most Recent Activity

Item ID

- Displays the most recent item for the customer, the item date, and amount. Clicking on the hyperlink will allow you to drill down to another component page for further information. See Example below:

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

For detailed instructions for this component page see View/Update Item Details.

Payment

- Displays the most recent payment for the customer, the payment date, and amount.

tem Activity From A Payment

Payment ID: EXAMPLE 1 AND 2 **Payment Amount:** -200,000.00 **Currency:** USD

***Display Amount Switch:** Payment Amount

Item Activity Customize | Find | View All | First 1-2 of 2 Last

Unit	Customer	Name	Item ID	Line	Entry Type	Reason	Payment Amount	Currency
01110	1003	Example Customer Name Change	EXAMPLE 1		PY		-50,000.00	USD
01110	1003	Example Customer Name Change	EXAMPLE 2		PY		-150,000.00	USD

Total Items: 2 **Total Amount:** -200,000.000 **Currency:** USD

OK Cancel

Click OK or Cancel will take you back to Balances Page

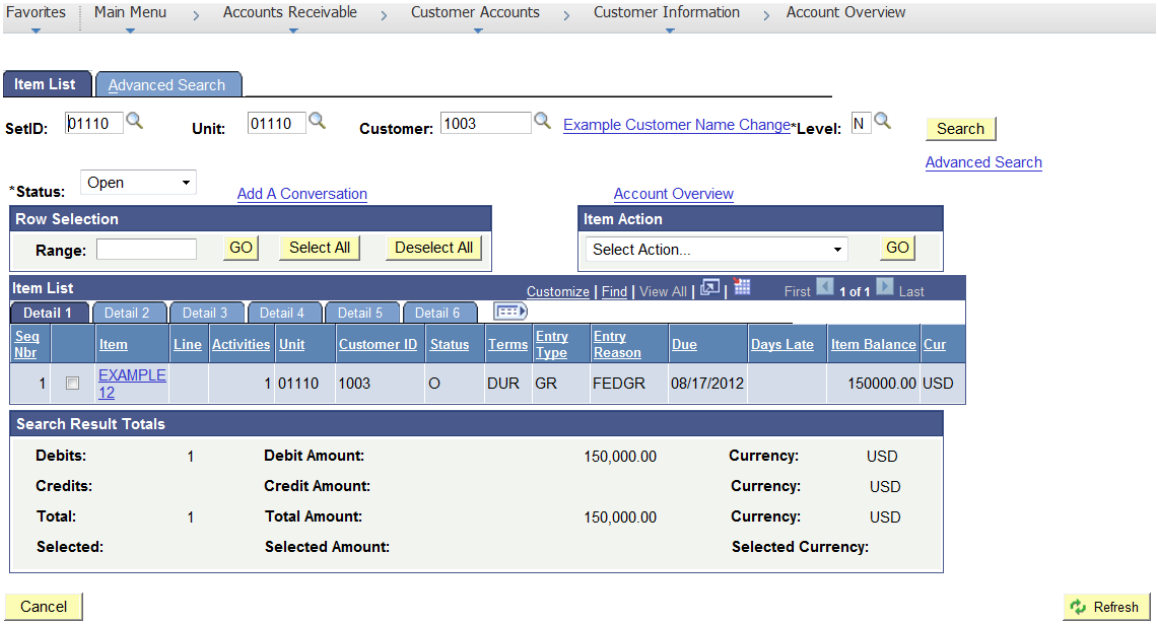
To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Payment

Reviewing Customer Balances

Balance

- Displays the total receivables balance and the number of items that make up the balance.



Clicking the Cancel button will take you back to Balances Page

Clicking the Refresh button will refresh the page if you choose to change any of the default fields.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item List

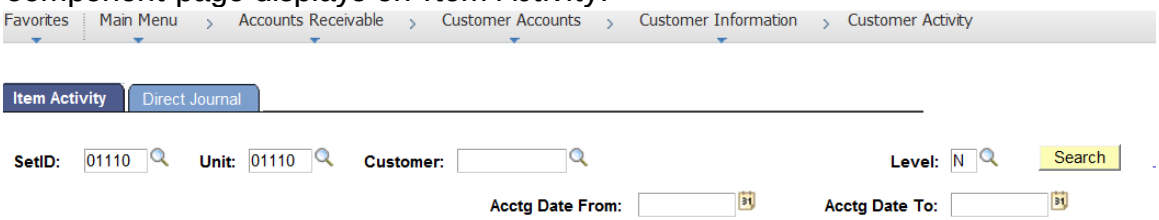
CUSTOMER ACCOUNT OVERVIEW IS COMPLETE

Customer Activity

Possible situations when this function is used: To view customer activity for a specific customer and date range. The system sorts the activities in the Item Activity 1 grid by business unit, customer ID, accounting date, and entry type. Depending on what information you are looking for determines which Activity tab you would view.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Customer Activity

Component page displays on Item Activity.



Item Activity

SetID

- Enter valid value **or**
- Select value

Unit

- Enter valid value **or**
- Select value

Customer

- Enter valid value **or**
- Select value

Acctg Date From

- Enter from date

Acctg Date To

- Enter To date

Click Search Button

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Item Activity | Direct Journal

SetID: 01110 Unit: 01110 Customer: 1003 Example Customer Name Change Level: N Search

Acctg Date From: 07/01/2012 Acctg Date To: 08/31/2012

Item Activity — Customize | Find | View All | First 1-9 of 9 Last

Activity 1 | Activity 2 | Activity 3 | Activity 4 | Activity 5 | Activity 6

Acctg Date	Item ID	Line	Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
08/15/2012	EXAMPLE 1 CR	0	CRGR	GRREF	-2500.00	USD	01110
08/15/2012	EXAMPLE 2	0	GR	FEDGR	150000.00	USD	01110
08/15/2012	EXAMPLE 1	0	GR	FEDGR	50000.00	USD	01110
08/15/2012	EXAMPLE 4	0	GR	FEDGR	2500.00	USD	01110
08/15/2012	EXAMPLE 4	0	MT		-2500.00	USD	01110
08/15/2012	EXAMPLE 1 CR	0	MT		2500.00	USD	01110
08/15/2012	EXAMPLE 2	0	PY		-150000.00	USD	01110
08/15/2012	EXAMPLE 1	0	PY		-50000.00	USD	01110
08/17/2012	EXAMPLE 12	0	GR	FEDGR	150000.00	USD	01110

Component page is displayed on Item Activity tab. Item Activity portion of page the Activity 1 tab is displayed.

Activity 1 and 2 tabs allow you to drill down further by clicking on the hyperlinks under the ItemID Column.

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Unit: 01110 Customer: 1003 Example Customer Name Change

Item ID: EXAMPLE 12 Line: Days Late: Status: Open

Accounting Date: 08/17/2012 Entry Type: GR Billing Unit:

Balance: 150,000.00 USD Entry Reason: FEDGR Original Amount: 150,000.00 USD

AR Distribution Code: GR-AR

Discount Options

Due Date: 08/17/2012 Due Days:

Terms: DUR Discount Days:

Discount Amount: Date:

Discount Amount 1: Date 1:

Always Allow Discount

As Of Date: 08/17/2012 Posted: 08/17/2012

Payment/Draft Options

Payment Method: Check Pay By Credit Card

Draft Type: Preapproved?

Direct Debit Profile ID: Create Document?

One Item per Draft?

Customer Relations

Dispute Reason: Date:

Dispute Amount:

Deduction Reason: Date:

Doubtful

Collection Code: Date:

Analyst: FM FM

Collector: FM Agency of Administration, Accounting

Sales Person: FM FM

AR Specialist:

Other Options

Revaluation Flag Available for Netting

Split Item Action Add A Conversation

OK Cancel Apply Refresh

Clicking the Cancel or OK button takes you back to Item Activity page.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Item Activity | Direct Journal

SetID: 01110 Unit: 01110 Customer: 1003 Example Customer Name Change Level: N Search

Acctg Date From: 07/01/2012 Acctg Date To: 08/31/2012

Item Activity — Customize | Find | View All | First 1-9 of 9 Last

Activity 1 | Activity 2 | Activity 3 | Activity 4 | Activity 5 | Activity 6

Acctg Date	Item ID	Line	Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
08/15/2012	EXAMPLE 1 CR	0	CRGR	GRREF	-2500.00	USD	01110
08/15/2012	EXAMPLE 2	0	GR	FEDGR	150000.00	USD	01110
08/15/2012	EXAMPLE 1	0	GR	FEDGR	50000.00	USD	01110
08/15/2012	EXAMPLE 4	0	GR	FEDGR	2500.00	USD	01110
08/15/2012	EXAMPLE 4	0	MT		-2500.00	USD	01110
08/15/2012	EXAMPLE 1 CR	0	MT		2500.00	USD	01110
08/15/2012	EXAMPLE 2	0	PY		-150000.00	USD	01110
08/15/2012	EXAMPLE 1	0	PY		-50000.00	USD	01110
08/17/2012	EXAMPLE 12	0	GR	FEDGR	150000.00	USD	01110

Click on Activity 2 tab

Activity 2 page displays

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Item Activity | Direct Journal

SetID: 01110 Unit: 01110 Customer: 1003 Example Customer Name Change Level: N Search

Acctg Date From: 07/01/2012 Acctg Date To: 08/31/2012

Item Activity — Customize | Find | View All | First 1-9 of 9 Last

Activity 1 | Activity 2 | Activity 3 | Activity 4 | Activity 5 | Activity 6

Acctg Date	Item ID	Customer	Activities	Posted Date	As Of Date	Group Type	Origin ID	Group Unit	Group ID	Sub Group ID
08/15/2012	EXAMPLE 1 CR	1003	1	08/15/2012	08/15/2012	B	DRAW	01110	2877	
08/15/2012	EXAMPLE 2	1003	1	08/15/2012	08/15/2012	B	DRAW	01110	2875	
08/15/2012	EXAMPLE 1	1003	1	08/15/2012	08/15/2012	B	DRAW	01110	2875	
08/15/2012	EXAMPLE 4	1003	1	08/15/2012	08/15/2012	B	DRAW	01110	2878	
08/15/2012	EXAMPLE 4	1003	2	08/17/2012	08/15/2012	M	PS_AR	01110	2879	99999
08/15/2012	EXAMPLE 1 CR	1003	2	08/17/2012	08/15/2012	M	PS_AR	01110	2879	99999
08/15/2012	EXAMPLE 2	1003	2	08/15/2012	08/15/2012	P	PS_AR	01110	2876	
08/15/2012	EXAMPLE 1	1003	2	08/15/2012	08/15/2012	P	PS_AR	01110	2876	
08/17/2012	EXAMPLE 12	1003	1	08/17/2012	08/17/2012	B	DRAW	01110	2880	

This page displays more information/columns. Depending on the information you are looking for determines which tab you would use.

Activity 2 tab allows you to drill down by clicking on the hyperlinks under the ItemID Column.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

Activity 3 - 6

Pages have various columns that display. All Activity tabs consist of the ItemId column that you can drill down to component page Navigations:

Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

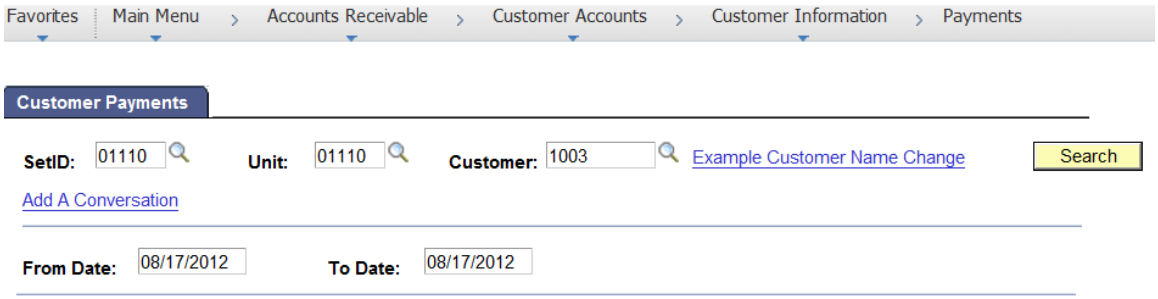
CUSTOMER ACTIVITY IS COMPLETE

Review Customer Payments

Possible situations when this function is used: View customer payments at a high or low level of detail by date range.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Payments

Customer Payments page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

- Enter valid value **or**
- Select value

Customer

- Enter valid value **or**
- Select value

From Date

- Enter From date

To Date

- Enter To date

Click Search Button

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payments

Customer Payments

SetID: 01110 **Unit:** 01110 **Customer:** 1003 Example Customer Name Change Search

Add A Conversation

From Date: 07/01/2012 **To Date:** 08/17/2012

Past Due: 0.00 USD Balance: 150,000.00 USD

***Display Amount Switch:** Entry

Payment Details Customize | Find | View All | First 1 of 1 Last

		Unit	Deposit ID	Seq	Payment ID	Acctg Date	Entry Amount	Currency
1		01110	1110F081512	1	EXAMPLE 1 AND 2	08/15/2012	-200,000.00	USD

Totals

Payment Count: 1 **Total:** -200,000.00 USD

Click on opens a new page and shows you payment information

Item Activity From a Payment page is displayed

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Payment

Item Activity From A Payment

Deposit Unit: 01110 **Deposit ID:** 1110F081512 **Group ID:** 2876

Acctg Date: 08/15/2012 **Posted Date:** 08/15/2012

Payment ID: EXAMPLE 1 AND 2 **Payment Amount:** -200,000.00 USD

***Display Amount Switch:** Payment Amount

Item Activity Customize | Find | View All | First 1-2 of 2 Last

Activity 1 | Activity 2

Unit	Customer	Name	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
01110	1003	Example Customer Name Change	EXAMPLE 1		PY		EXAMPLE 1 AND 2	-50,000.00	USD
01110	1003	Example Customer Name Change	EXAMPLE 2		PY		EXAMPLE 1 AND 2	-150,000.00	USD

Total: 2 **Total Amount:** -200,000.00 **Currency:** USD

Save | Return to Search | Notify

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item Activity From a Payment

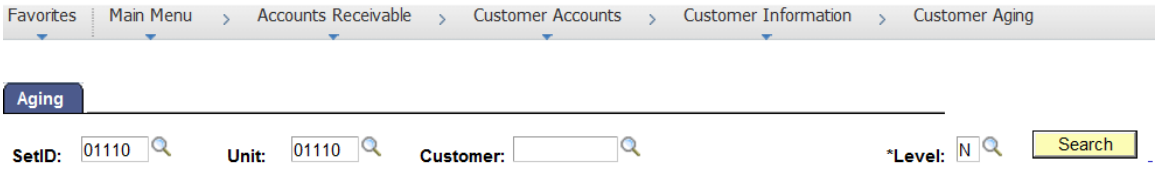
CUSTOMER PAYMENT IS COMPLETE

Review Customer Aging

Possible situations when this function is used: View aged accounts. You must run the Aging process to view information on this page.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Customer Aging

Aging page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

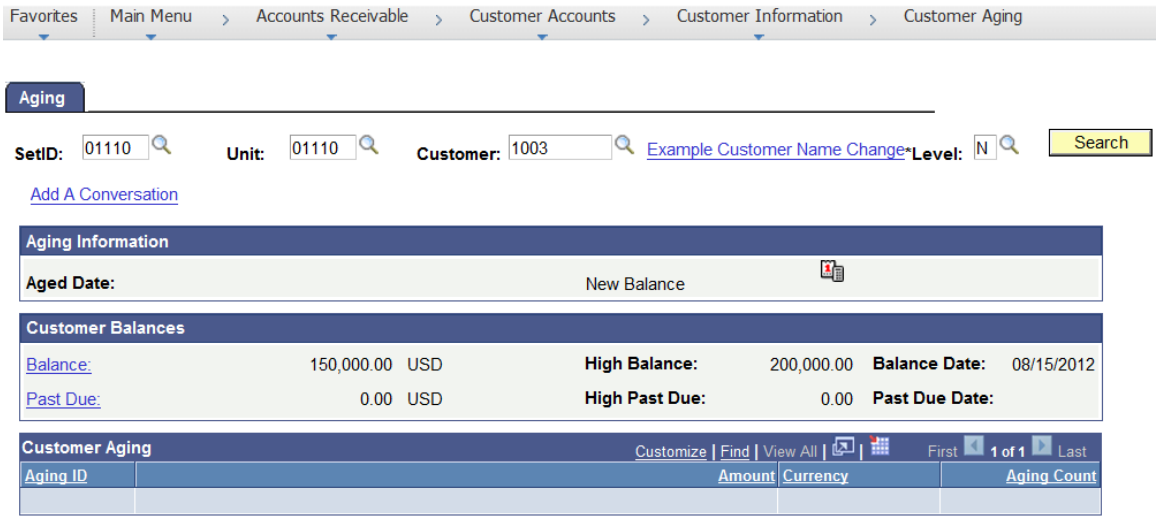
- Enter valid value **or**
- Select value

Customer

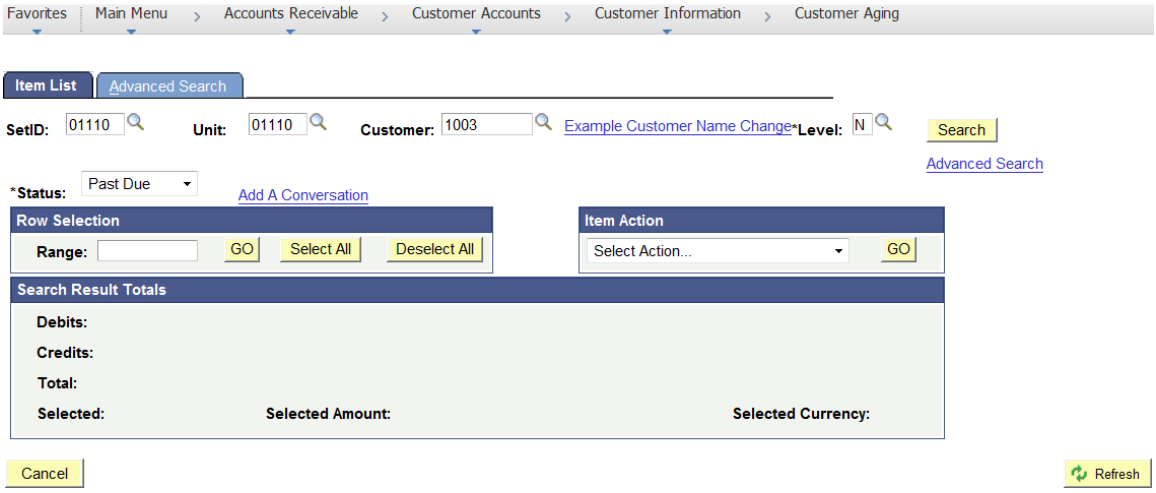
- Enter valid value **or**
- Select value

Click Search Button

Aging page is displayed



Click on Past Due hyperlink



Item List page is displayed, this customer does not have any outstanding data. If this customer did have aged data it would appear on this page.

To navigate directly to this page use the following navigation:

Accounts Receivable> Customer Accounts> Item Information> Item List

To run the Aging Process, see detail instructions listed in table of contents.

Click the Cancel button to return to Aging Page or Click the Refresh Button if any of the field selections are changed.

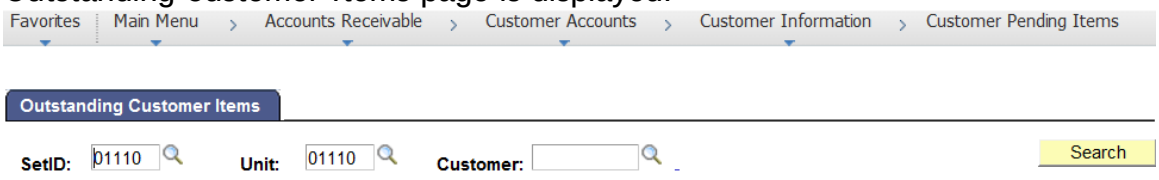
REVIEW CUSTOMER AGING IS COMPLETE

Review Customer Pending Items

Possible situations when this function is used: View information about pending items for all maintenance and billing.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Customer Pending Items

Outstanding Customer Items page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

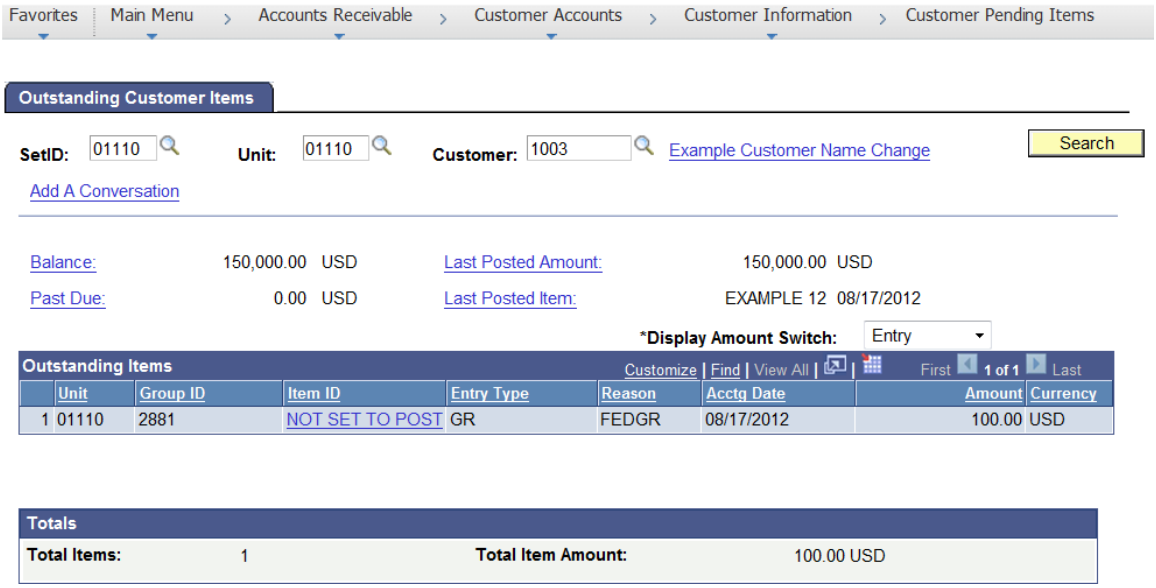
- Enter valid value **or**
- Select value

Customer

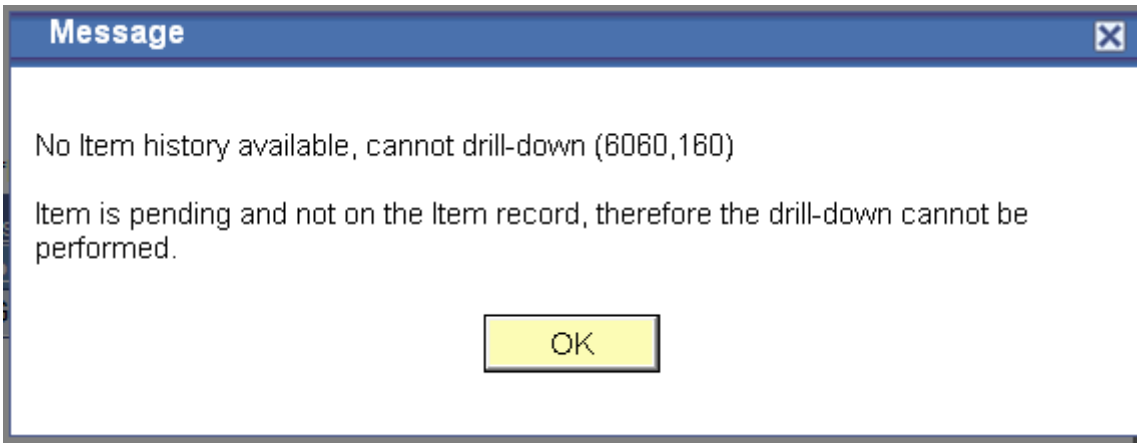
- Enter valid value **or**
- Select value

Click Search Button

Outstanding Customer Items page is displayed



Clicking on any of the hyperlinks will allow you to drill down to a new page. For this example click Item Detail hyperlink.



This particular customer has no outstanding items**.**

Click OK

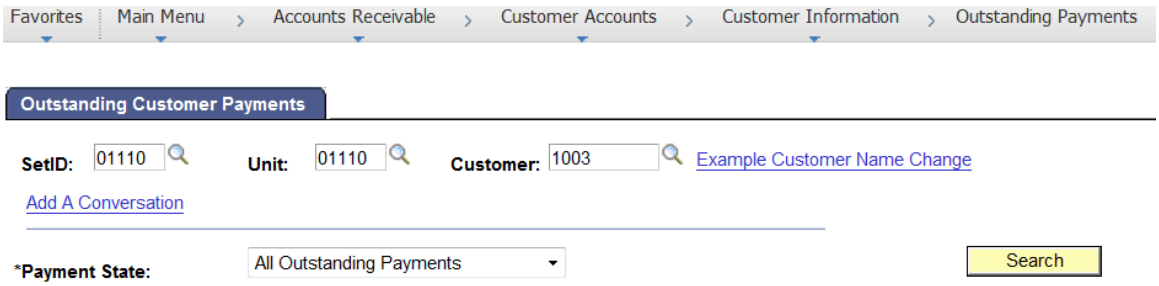
REVIEW CUSTOMER PENDING ITEMS IS COMPLETE

Review Outstanding Payments

Possible situations when this function is used: View payments received, their identification, and their status in the processing cycle.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Outstanding Payments

Outstanding Customer Payments page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

- Enter valid value **or**
- Select value

Customer

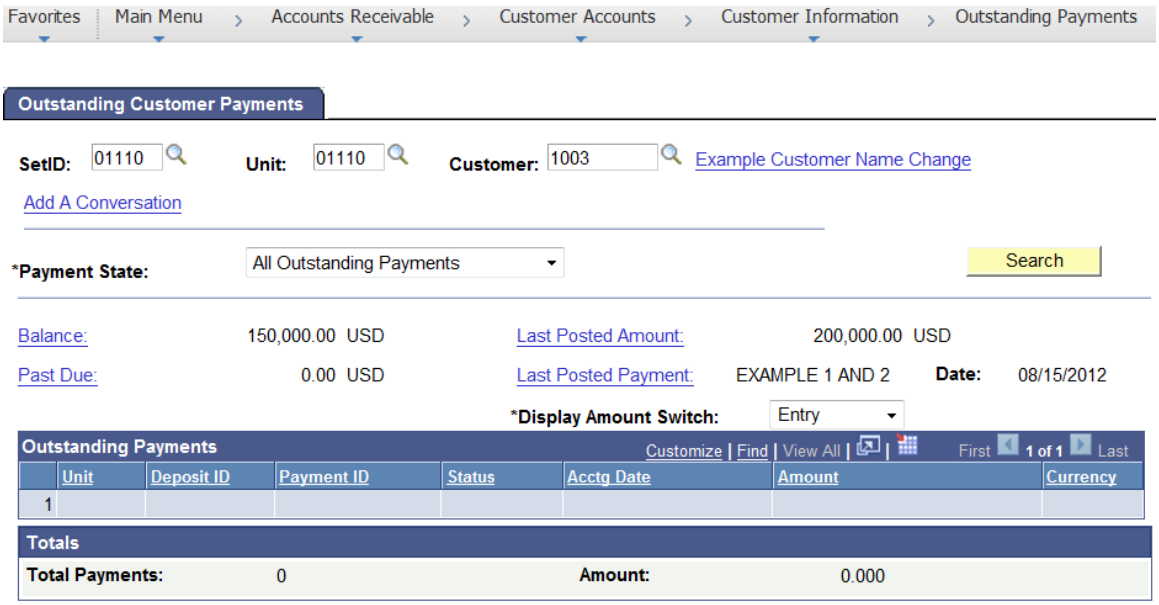
- Enter valid value **or**
- Select value

Payment State

- Select valid Value
  - All Outstanding payments
  - Payments In Process Only
  - Unapplied Payments Only

Click Search Button

Outstanding Customer Payments page is displayed



There are no outstanding payments for this customer.

You can also search by other Payment State:

- **Unapplied Payments Only**
- **Payments in Process Only**

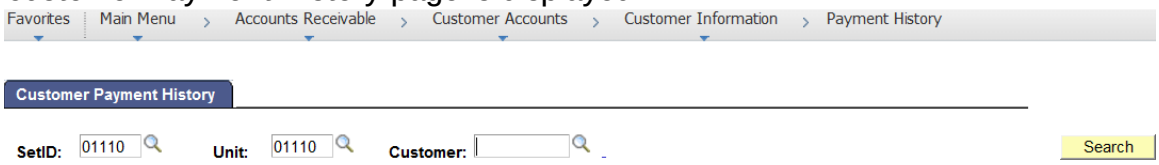
REVIEW OUTSTANDING PAYMENTS IS COMPLETE

Review Payment History

Possible situations when this function is used: View payment history and balance information.

Navigation: Accounts Receivable> Customer Accounts> Customer Information> Payment History

Customer Payment History page is displayed.



SetID

- Enter valid value **or**
- Select value

Unit

- Enter valid value **or**
- Select value

Customer

- Enter valid value **or**
- Select value

Click Search Button

Customer Payment History page is displayed

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payment History

Customer Payment History

SetID: 01110 **Unit:** 01110 **Customer:** 1003 Example Customer Name Change Search

Add A Conversation

Customer Information

Customer ID Numbers			**Year-to-date Sales:**	0.00	USD		
Credit Limit:	0.000	**Date:**	**Last Year Sales:**	0.00	USD		
Balance:	150,000.00	USD	**High Balance:**	200,000.00	USD	**Balance Date:**	08/15/2012
Past Due:	0.00	USD	**High Past Due:**	0.00		**Past Due Date:**	

Payment Performance Customize | Find | View All | First 1 of 1 Last

Fiscal Year	Period	Weighted Average Days	Amount	Currency
		0.000	0.000	

Totals

Overall Weighted Average Days: 0.00 **Basis:** 0.000

Click on Balance hyperlink

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payment History

Item List | Advanced Search

SetID: 01110 **Unit:** 01110 **Customer:** 1003 Example Customer Name Change ***Level:** N Search

Advanced Search

***Status:** All Add A Conversation Account Overview

Row Selection

Range: GO Select All Deselect All

Item Action

Select Action... GO

Item List Customize | Find | View All | First 1-5 of 5 Last

Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6

Seq Nbr		Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1		EXAMPLE 1		2	01110	1003	C	DUR	GR	FEDGR	08/15/2012			USD
2		EXAMPLE 1 CR		2	01110	1003	C	DUR	CRGR	GRREF	08/15/2012			USD
3		EXAMPLE 12		1	01110	1003	O	DUR	GR	FEDGR	08/17/2012		150000.00	USD
4		EXAMPLE 2		2	01110	1003	C	DUR	GR	FEDGR	08/15/2012			USD
5		EXAMPLE 4		2	01110	1003	C	DUR	GR	FEDGR	08/15/2012			USD

Search Result Totals

Debits:	5	**Debit Amount:**	150,000.00	**Currency:**	USD
Credits:		**Credit Amount:**		**Currency:**	USD
Total:	5	**Total Amount:**	150,000.00	**Currency:**	USD
Selected:		**Selected Amount:**		**Selected Currency:**	

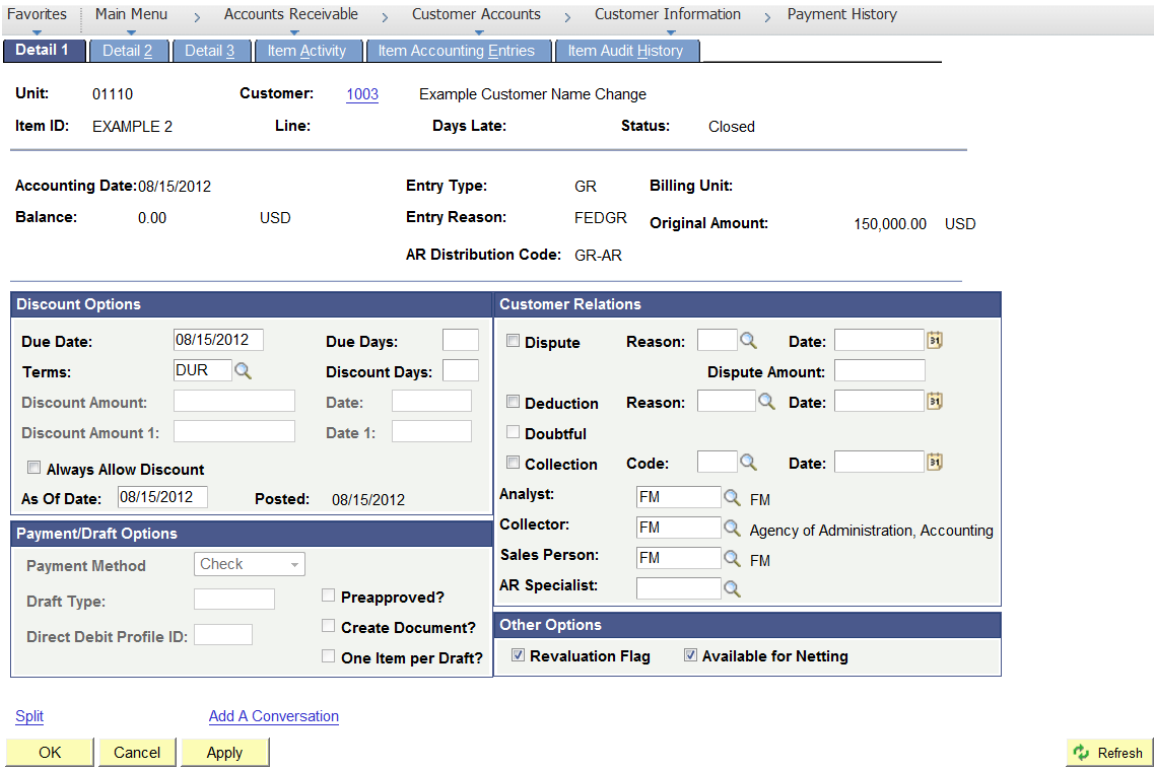
Cancel Refresh

To navigate directly to this page use the following navigation:

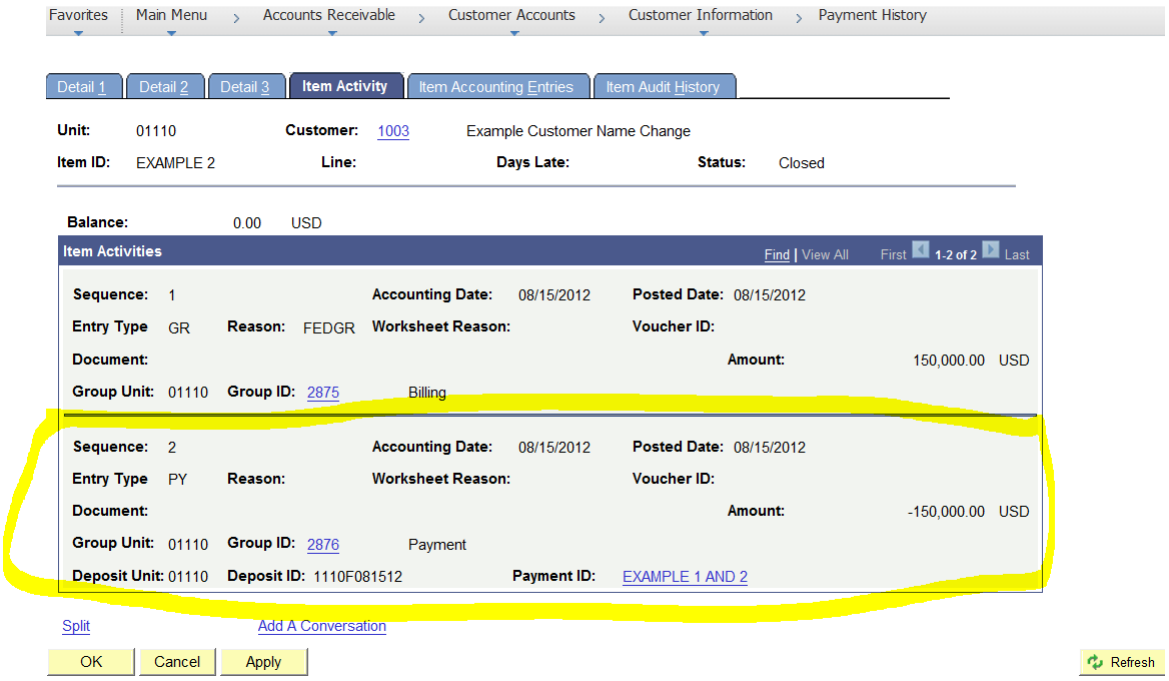
Accounts Receivable> Customer Accounts> Item Information> Item List

Change Status from Open to ALL

Select a hyperlink in the Item Column.



Click the Item Activity Tab



Highlighted section above shows the payment made against this pending group.

CUSTOMER PAYMENT HISTORY IS COMPLETE

Report Pending Item by Entry Date

Possible situations when this function is used: The Pending Item by Entry Date is an SQR report that can be run at any time. It will list all pending groups and maintenance worksheets entered for the date criteria for each day.

Navigation: Accounts Receivable > Pending Items > Reports > Pending Item by Entry Date

Click the Add A New Value Tab.

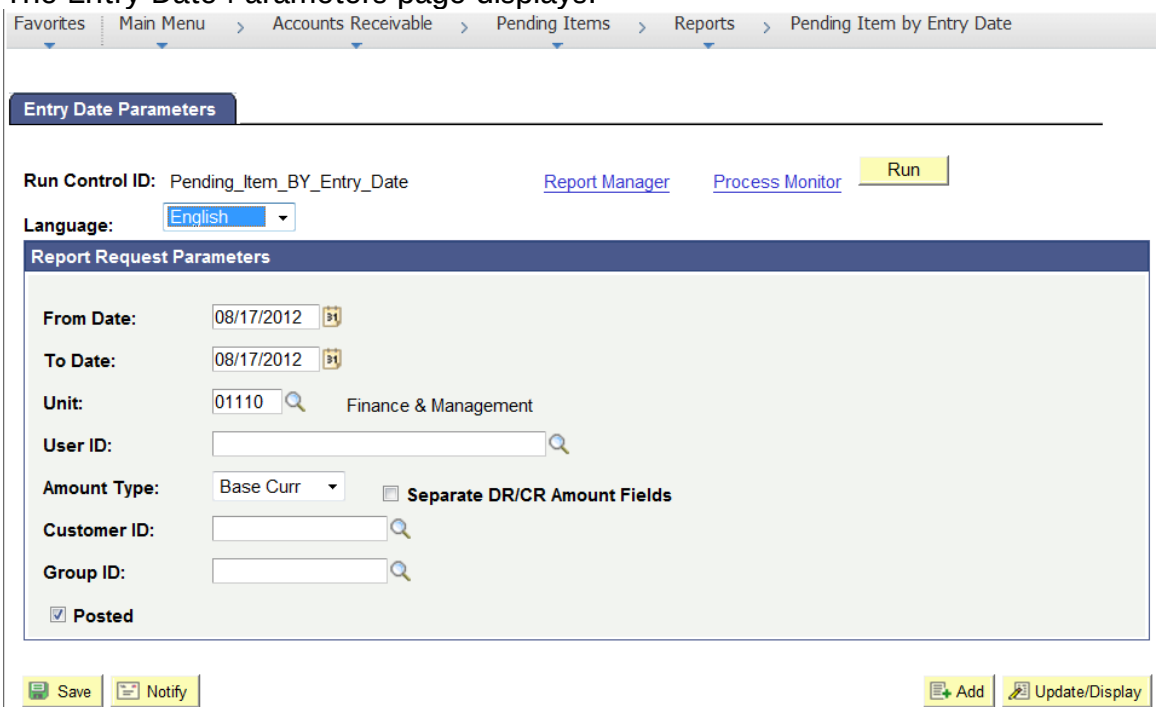
The Pending Item by Entry Date page opens.

Enter Run Control ID

- Enter the appropriate Run Control ID – run controls are operator specific. When creating a run control, you use the underscore key to indicate a space between words.
- Ex: Pending_Item_By_Entry_Date

Click the Add button

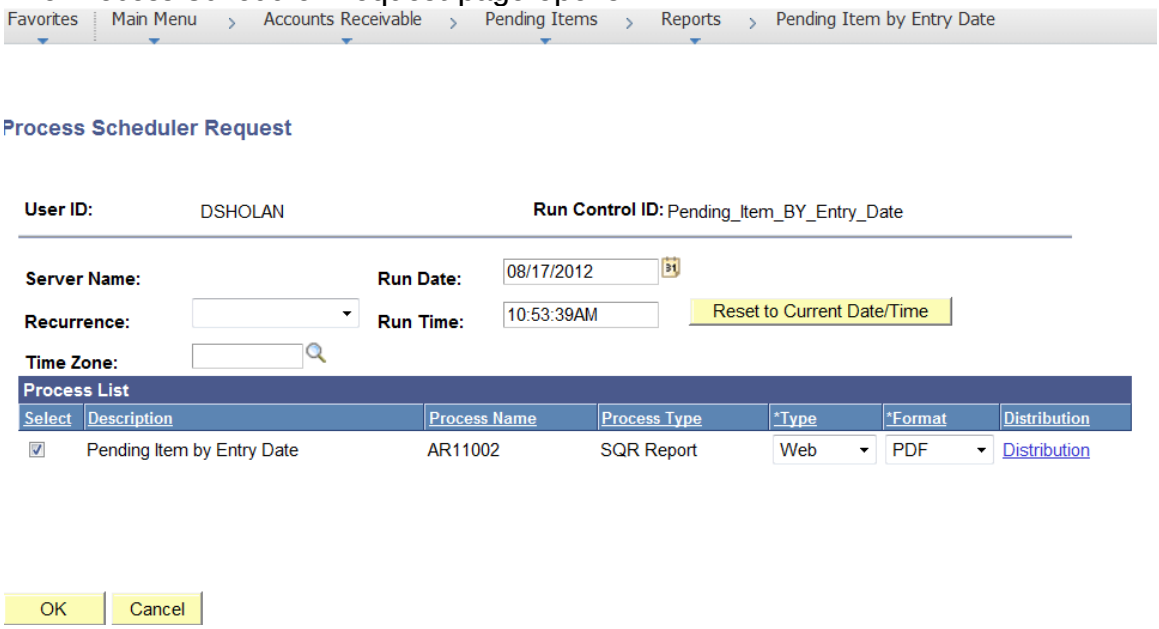
The Entry Date Parameters page displays.



- **From Date** - Enter appropriate From Date for the report
- **To Date -** Enter appropriate To Date for the report
- **Unit** – accept default or change to appropriate Business Unit
- **User ID** – Blank for all or enter a specific Operator ID
- **Amount Type –** Base Curr accept default
- **Customer ID –** Leave blank for all OR enter Customer ID to create report for just one customer
- **Group ID –** Blank or enter a valid group number for just one group
- **Posted –** Selected accept default
- **Separate DR/CR Amount Fields -** Select

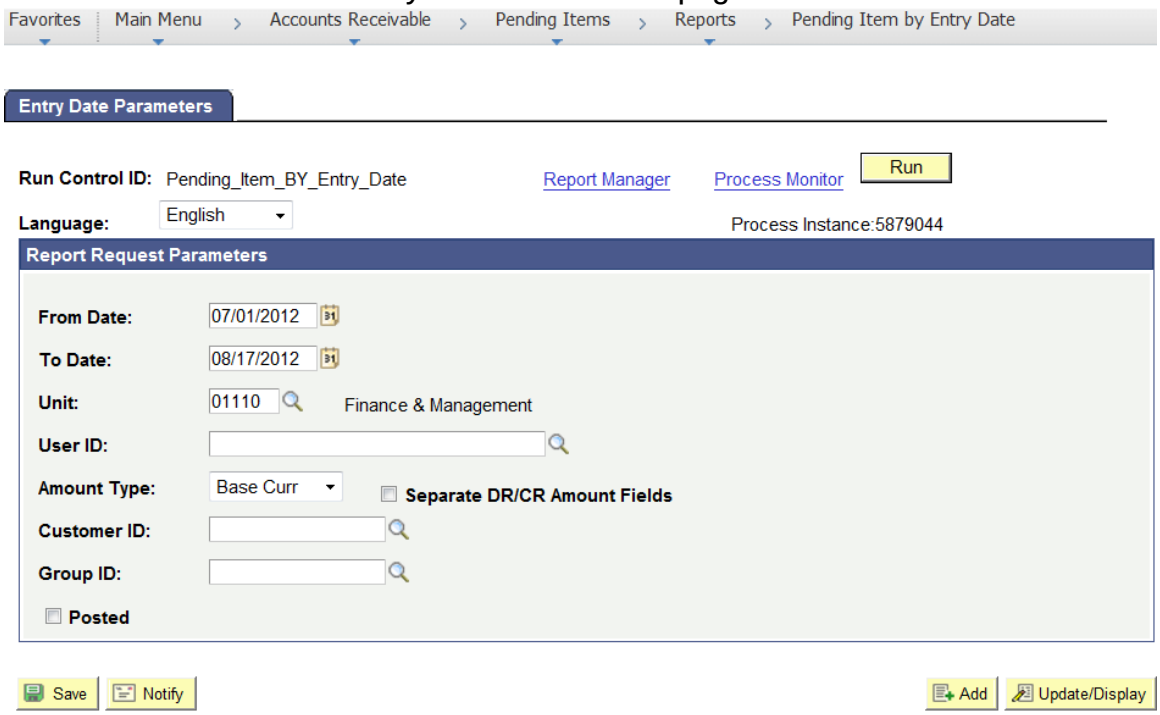
Click Run Button

The Process Scheduler Request page opens.



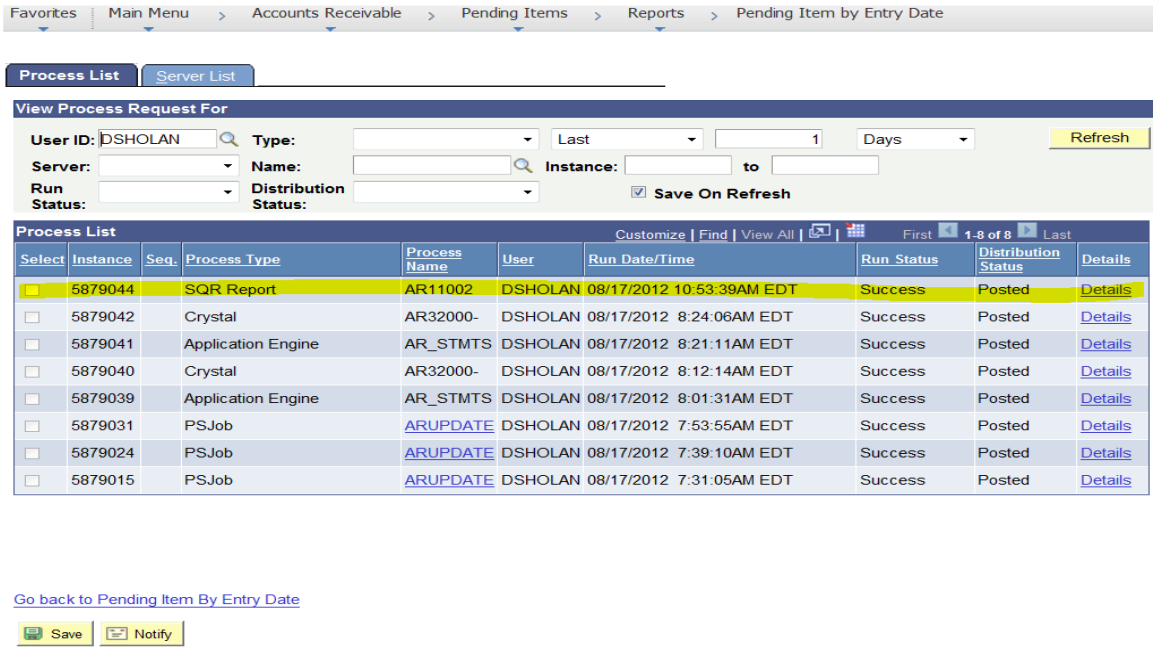
Click OK

You are returned to the Entry Date Parameters page.



Click on the link for the Process Monitor (top right)

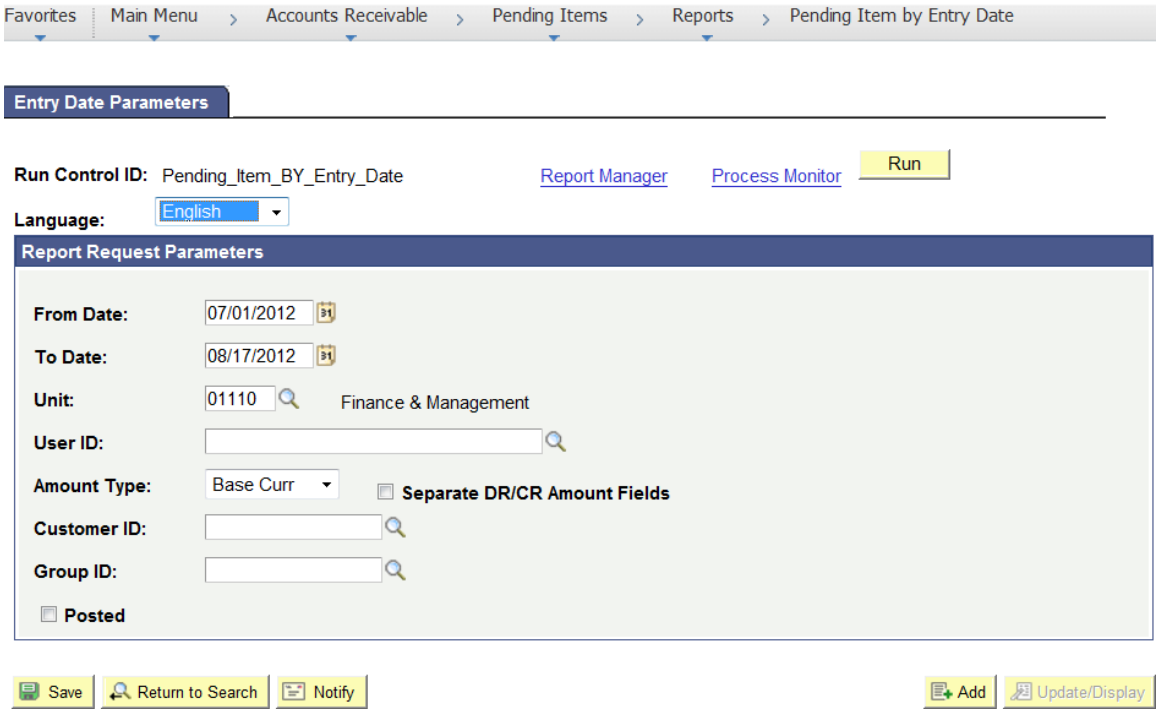
The Process List page opens.



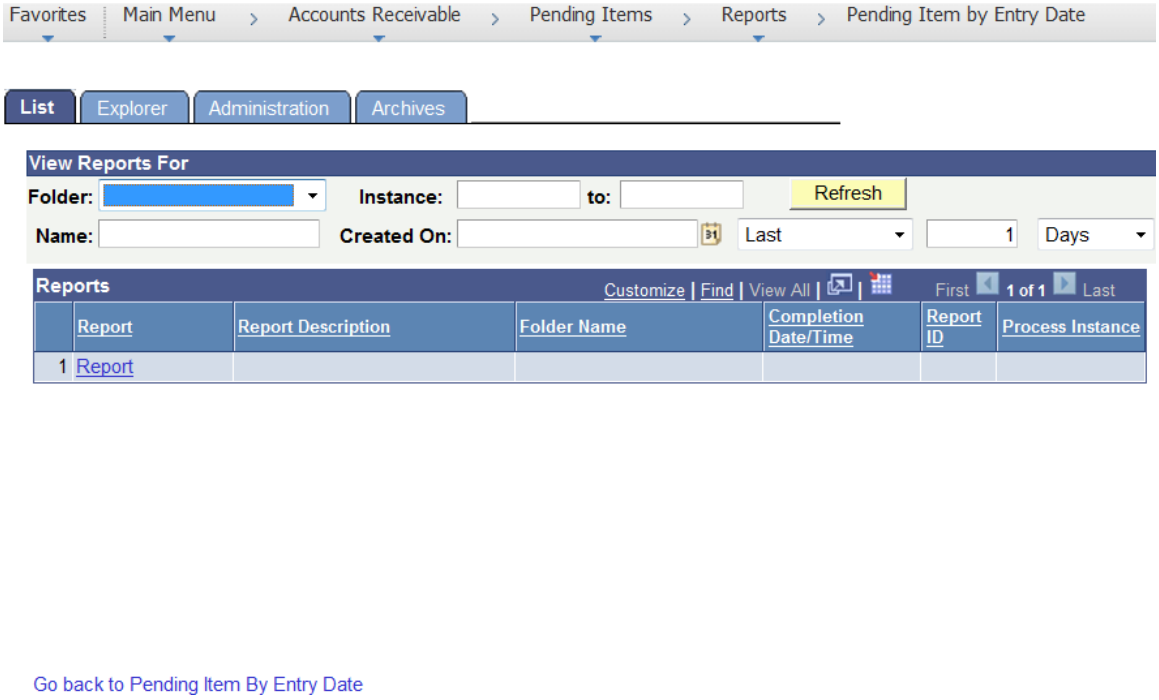
Click on the **Refresh** button until Run Status = Success and Distribution Status = Posted.

Click on the Go back to Pending Item By Entry Date link (bottom left)

You are returned to the Entry Date Parameters page.



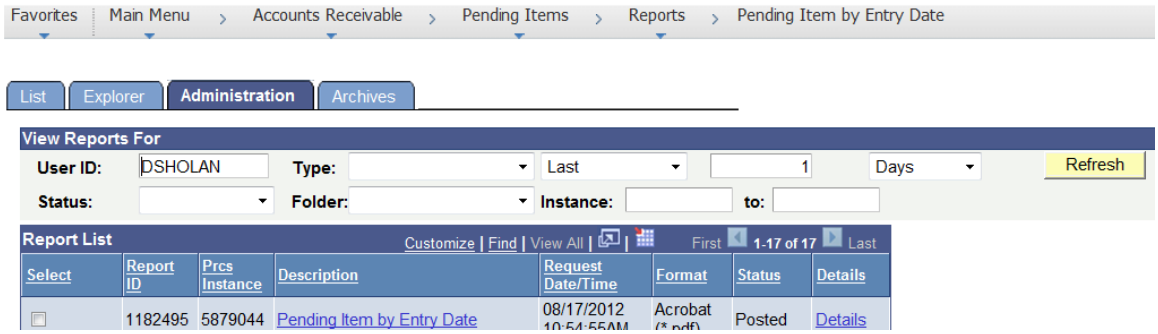
Click on the Report Manager link (top middle)



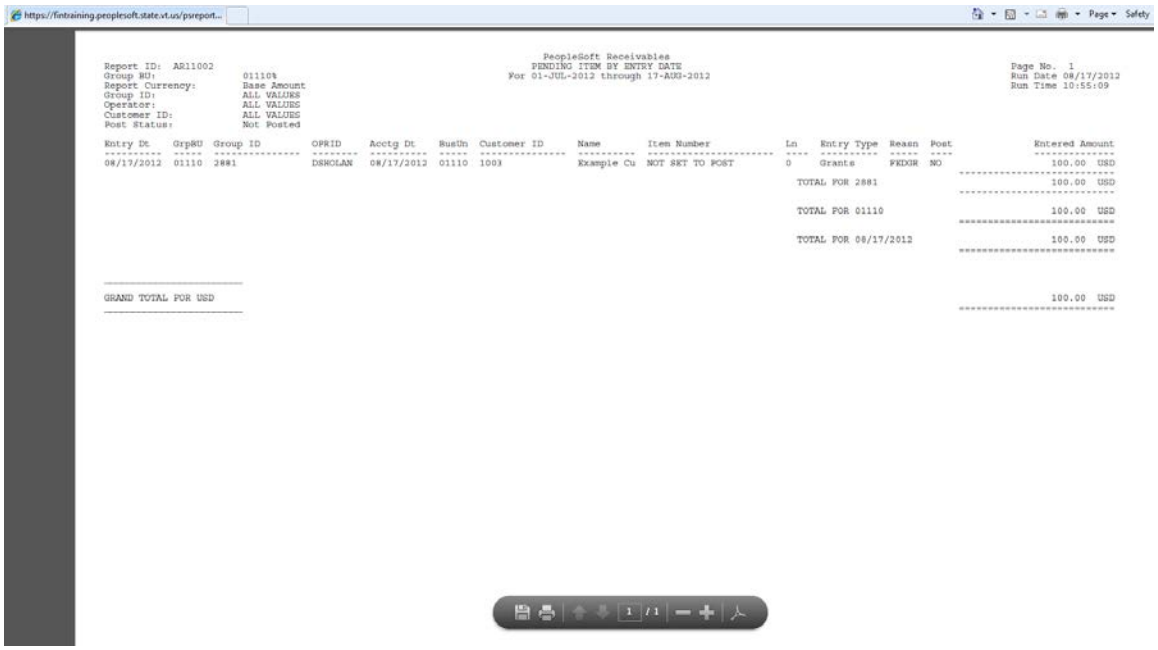
Go back to Pending Item By Entry Date

Click on the Administration tab.

Administration page displays.



Click on the link for the appropriate report.



https://fintraining.peoplesoft.state.vt.us/psreport...

Report ID: AR11002
Group BU: 01110%
Report Currency: Base Amount
Group ID: ALL VALUES
Operator: ALL VALUES
Customer ID: ALL VALUES
Post Status: Not Posted

PeopleSoft Receivables
PENDING ITEM BY ENTRY DATE
For 01-JUL-2012 through 17-AUG-2012

Page No. 1
Run Date 08/17/2012
Run Time 10:55:09

Entry Dt	GrpBU	Group ID	OPRID	Acctg Dt	BusUn	Customer ID	Name	Item Number	Ln	Entry Type	Reasn	Post	Entered Amount
08/17/2012	01110	2881	DSNOLAN	08/17/2012	01110	1003	Example Cu	NOT SET TO POST	0	Grants	FEDGR	NO	100.00 USD
								TOTAL FOR 2881					100.00 USD
								TOTAL FOR 01110					100.00 USD
								TOTAL FOR 08/17/2012					100.00 USD

GRAND TOTAL FOR USD 100.00 USD

Your report will open so that you can print it by clicking on the print icon (top left).

PENDING ITEM BY ENTRY DATE REPORT IS COMPLETE

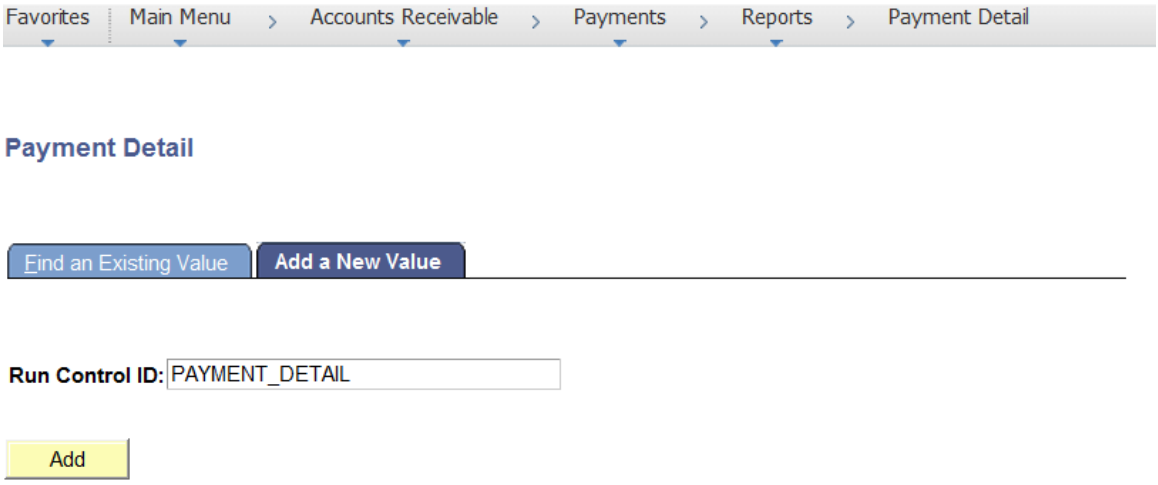
Run the Payment Detail Report

Possible situations when this function is used: The Payment Detail Report is an SQR report that can be run at any time. It lists payment detail for deposits to customer's accounts.

Navigation: Accounts Receivable > Payments > Reports > Payment Detail

Click the Add A New Value Tab.

The Payment Detail page displays.



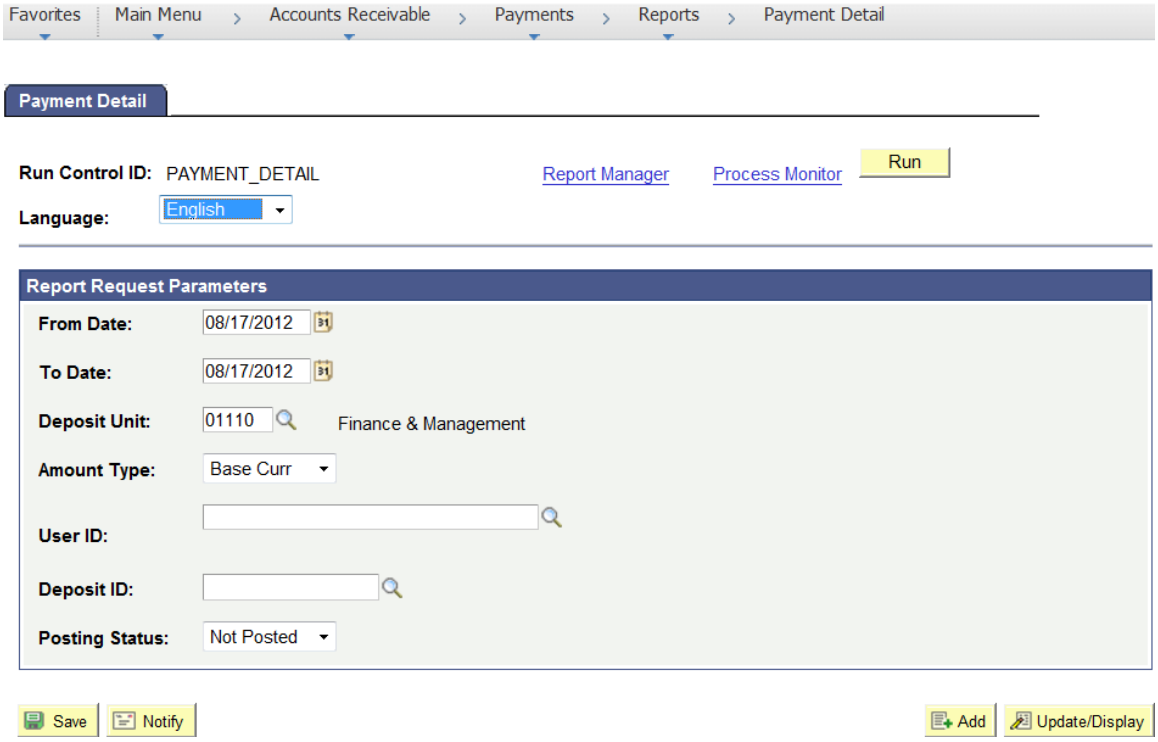
Example run control: PAYMENT_DETAIL

Enter Run Control ID

- Enter the appropriate Run Control ID

Click the Add button

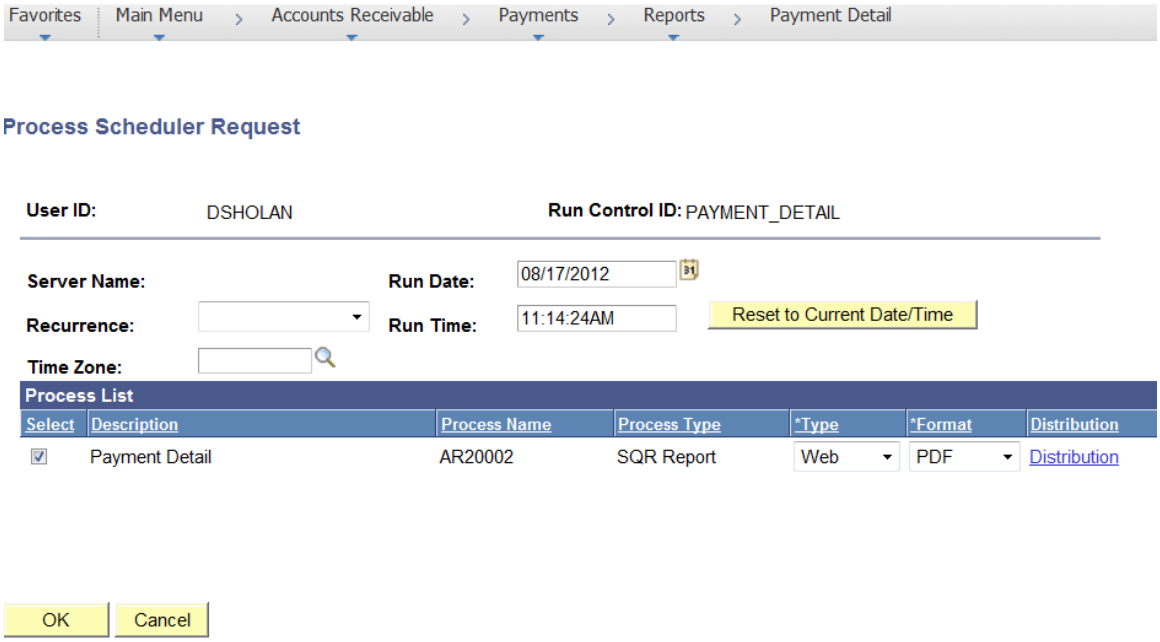
The Payment Detail page displays.



- **From Date** - Enter appropriate From Date for the report
- **To Date -** Enter appropriate To Date for the report
- **Deposit Unit** - Enter appropriate Business Unit
- **Amount Type** – Defaults as Base Curr, accept default
- **User ID –** Blank or enter valid value
- **Deposit ID –** Blank or enter a specific deposit (this field would be used to run report for one deposit).
- **Posting Status –** defaults as Not Posted choose appropriate status (All, Not Posted, Completely or Partial.)

Click Run button

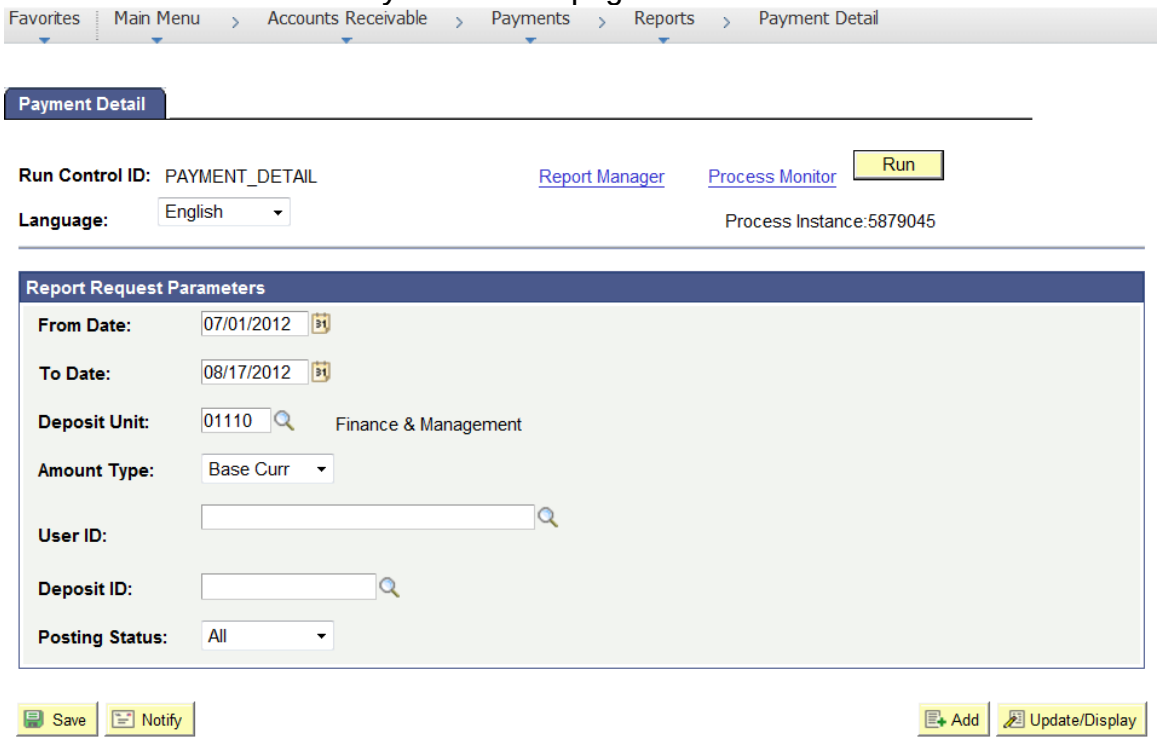
The Process Scheduler Request page displays.



Payment Detail is already selected.

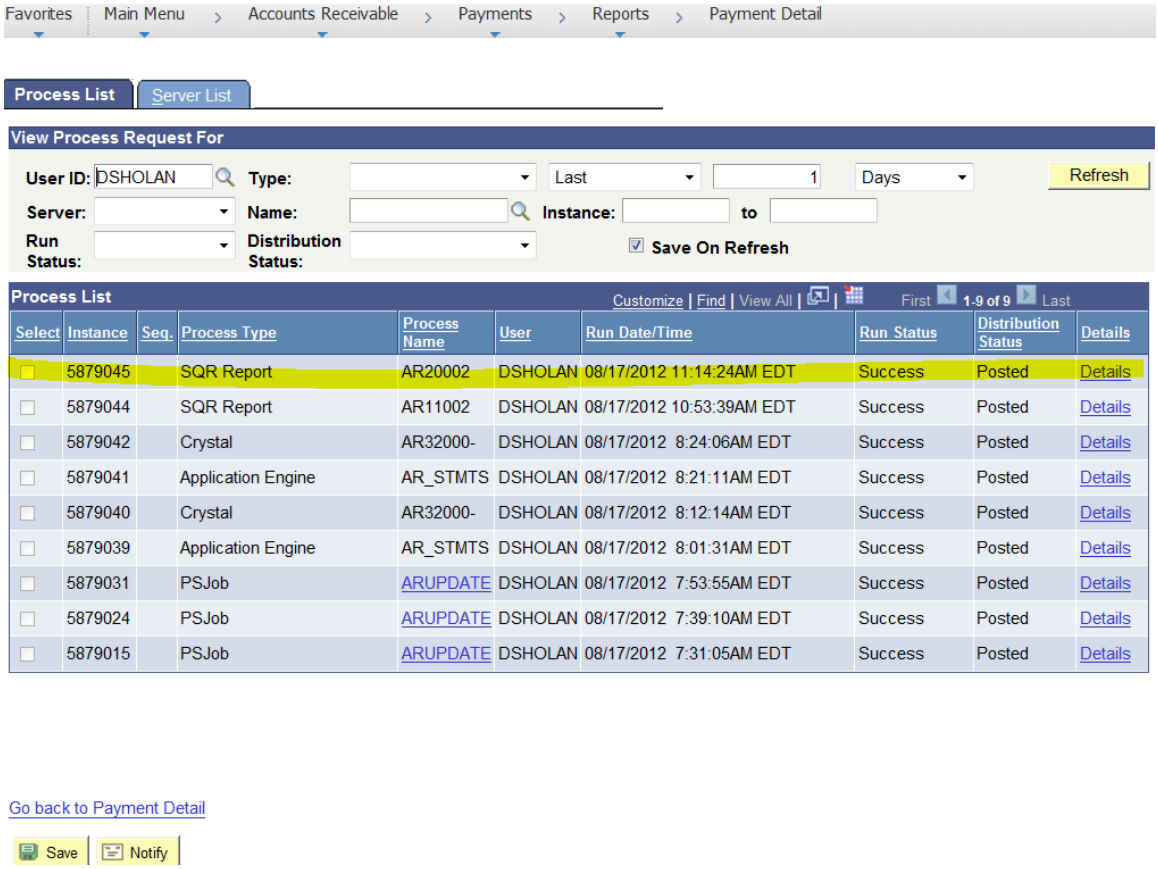
Click OK button.

You are returned to the Payment Detail page.



Click on the link for the Process Monitor (top right)

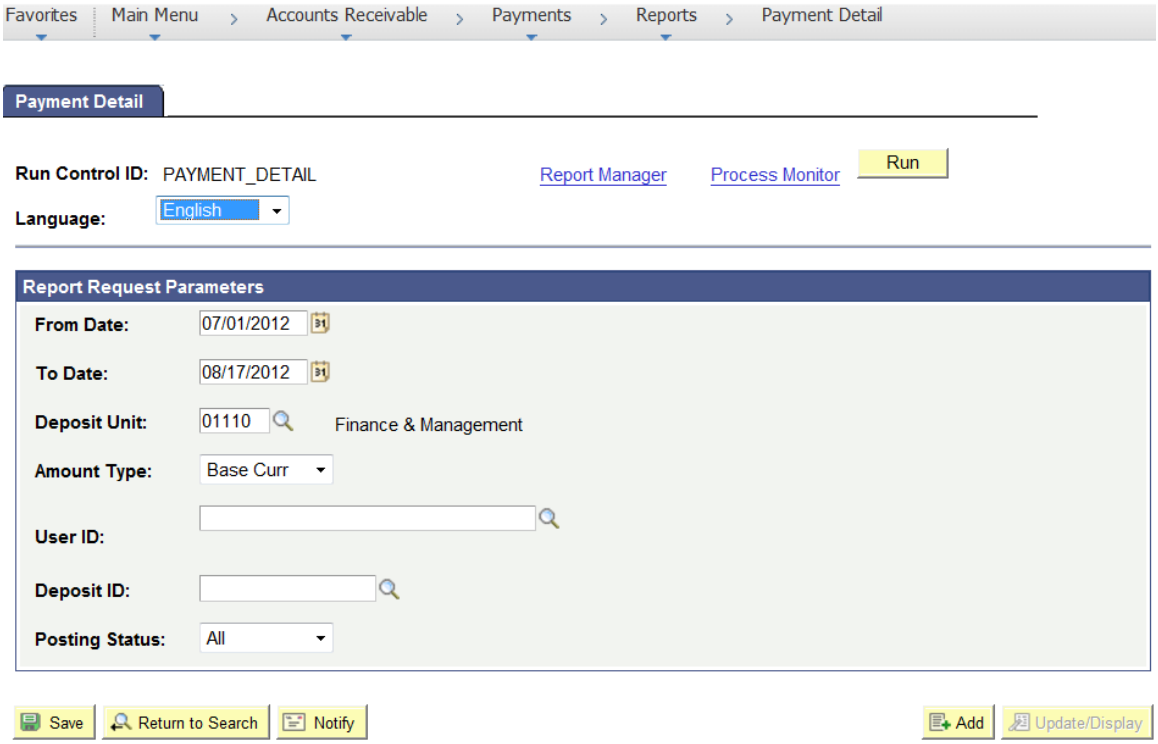
The Process List page is displayed.



Click on Refresh button until Run Status = Success and Distribution Status = Posted.

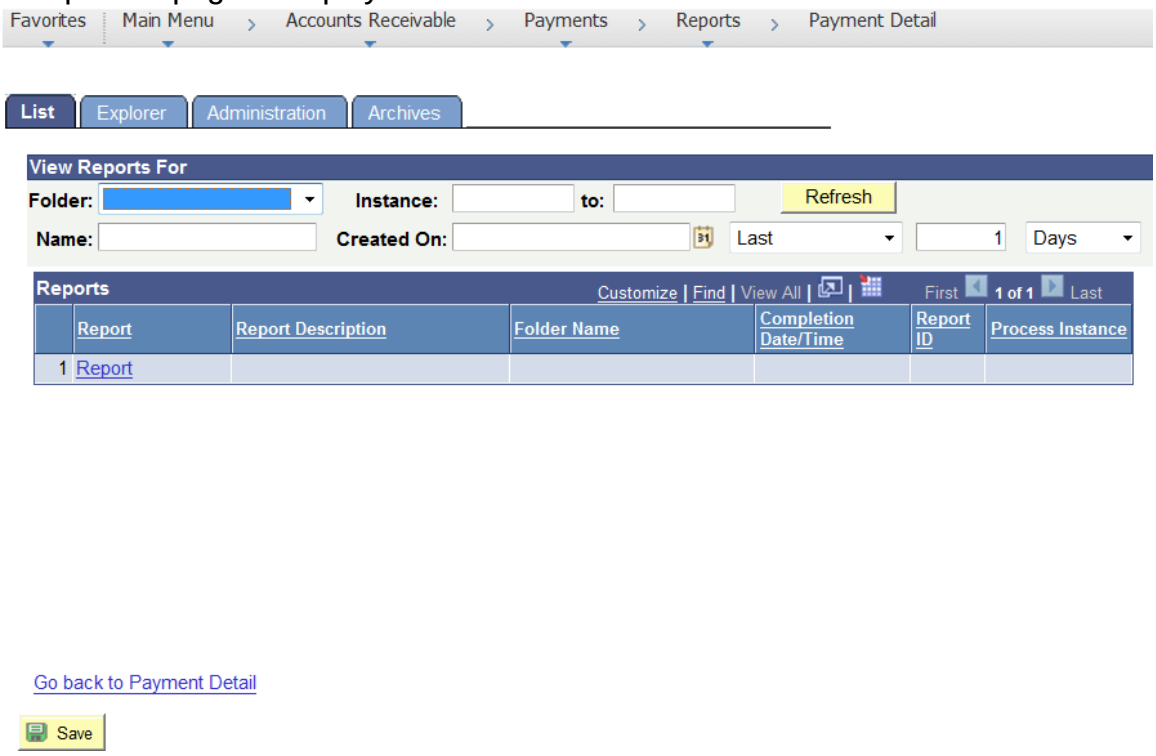
Click on the Go back to Payment Detail link (bottom left)

You are returned to the Payment Detail page.

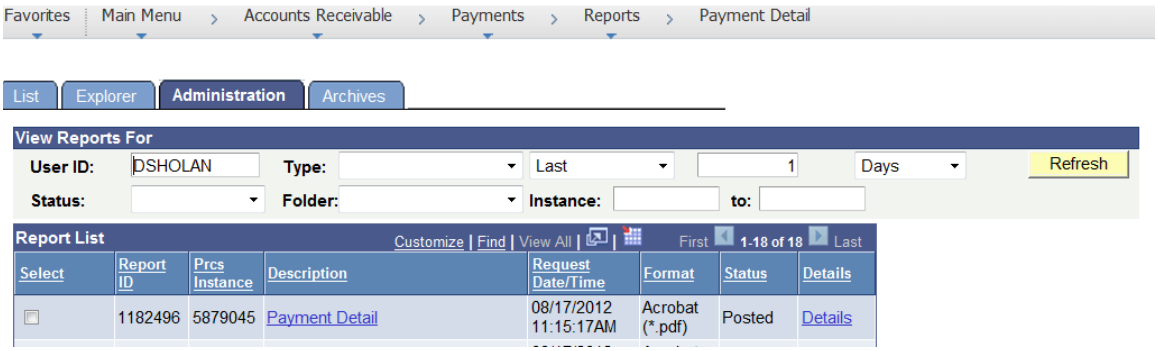


Click on the Report Manager link (top middle)

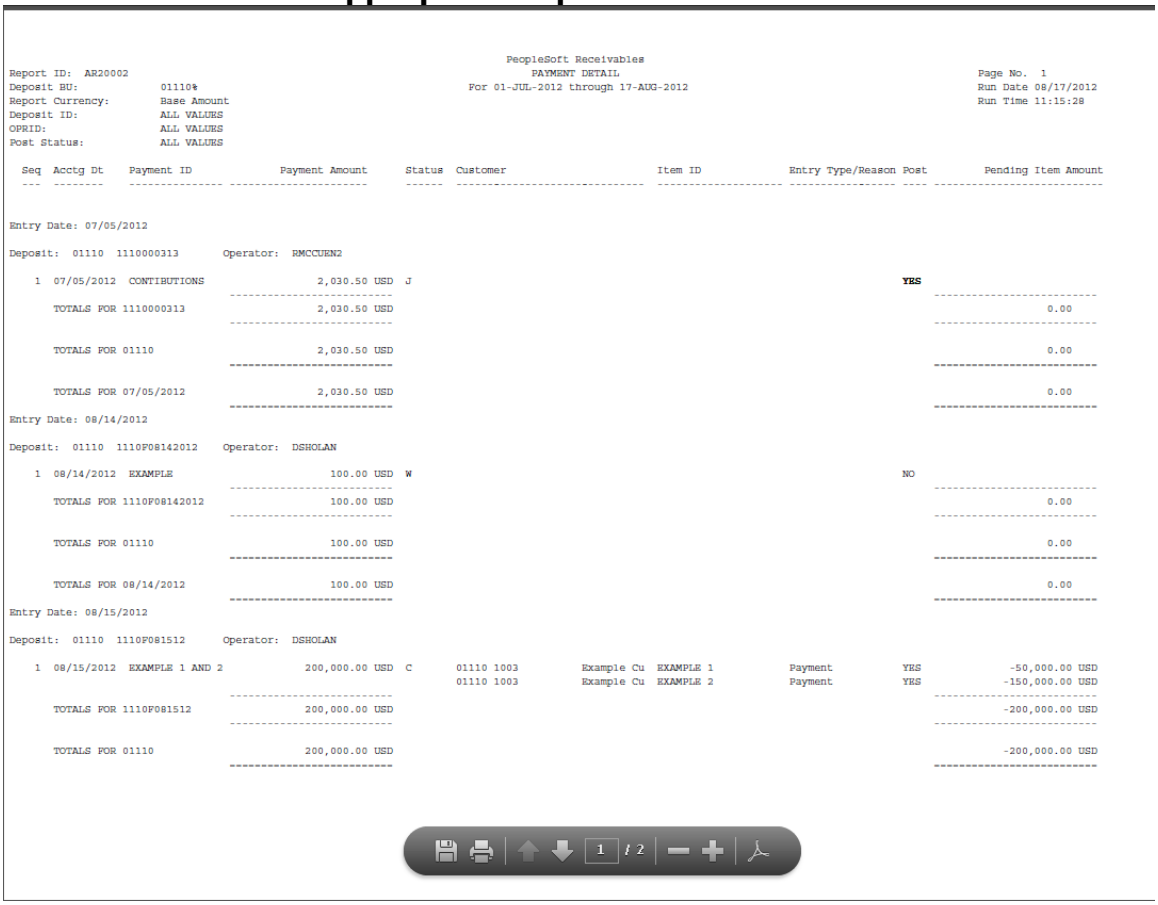
Component page is displayed.



Click on the Administration tab.



Click on link for the appropriate report.



```
                                                                    PeopleSoft Receivables
Report ID:  AR20002                                                      PAYMENT DETAIL                                                                    Page No.  1
Deposit BU:              01110%                                   For 01-JUL-2012 through 17-AUG-2012                                                   Run Date 08/17/2012
Report Currency:         Base Amount                                                                                                                    Run Time 11:15:28
Deposit ID:              ALL VALUES
OPRID:                   ALL VALUES
Post Status:             ALL VALUES

  Seq  Acctg Dt    Payment ID              Payment Amount      Status  Customer                        Item ID             Entry Type/Reason Post        Pending Item Amount
  ---  --------    --------------- ----------------------      ------  ------------------------------  ------------------- ----------------- ----  ---------------------------


Entry Date: 07/05/2012

Deposit:  01110  1110000313       Operator:  RMCCURN2

    1  07/05/2012  CONTIBUTIONS                 2,030.50 USD  J                                                                                YES
                                   ---------------------------
       TOTALS FOR 1110000313                    2,030.50 USD                                                                                                          0.00
                                   ---------------------------

       TOTALS FOR 01110                         2,030.50 USD                                                                                                          0.00
                                   ---------------------------

       TOTALS FOR 07/05/2012                    2,030.50 USD                                                                                                          0.00
                                   ---------------------------
Entry Date: 08/14/2012

Deposit:  01110  1110F08142012    Operator:  DSHOLAN

    1  08/14/2012  EXAMPLE                        100.00 USD  W                                                                                NO
                                   ---------------------------
       TOTALS FOR 1110F08142012                   100.00 USD                                                                                                          0.00
                                   ---------------------------

       TOTALS FOR 01110                           100.00 USD                                                                                                          0.00
                                   ---------------------------

       TOTALS FOR 08/14/2012                      100.00 USD                                                                                                          0.00
                                   ---------------------------
Entry Date: 08/15/2012

Deposit:  01110  1110F081512      Operator:  DSHOLAN

    1  08/15/2012  EXAMPLE 1 AND 2              200,000.00 USD  C       01110 1003          Example Cu  EXAMPLE 1           Payment           YES            -50,000.00 USD
                                                                         01110 1003          Example Cu  EXAMPLE 2           Payment           YES           -150,000.00 USD
                                   ---------------------------
       TOTALS FOR 1110F081512                   200,000.00 USD                                                                                                       -200,000.00 USD
                                   ---------------------------

       TOTALS FOR 01110                         200,000.00 USD                                                                                                       -200,000.00 USD
                                   ---------------------------
```

Your report will open. To print report, click on the print icon.

PAYMENT DETAIL REPORT IS COMPLETE

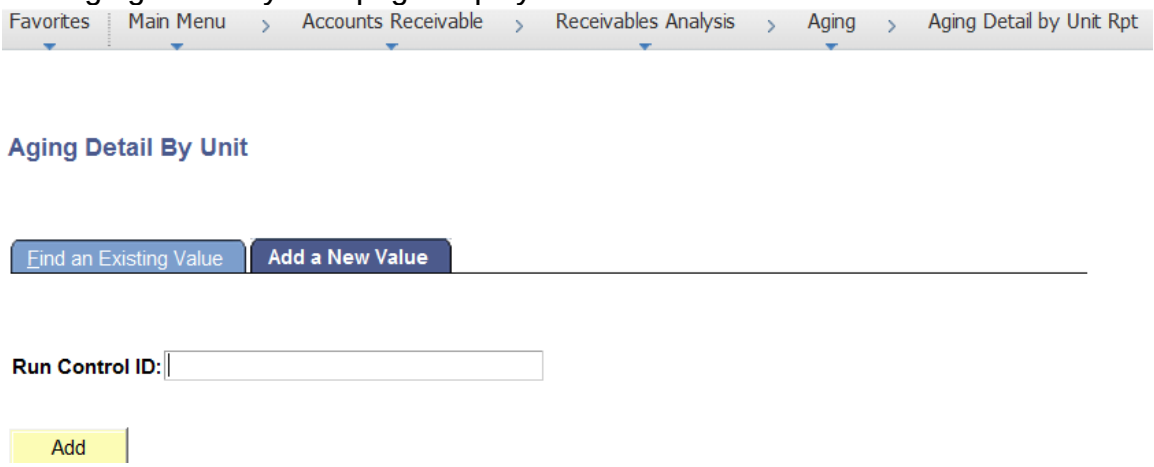
Run the Aging Detail by Business Unit Report

Possible situations when this function is used: The Aging Detail by Business Unit is an SQR report that can be run at any time. It will list the detail by Business Unit of the balances for all customers with open receivables. Report should be run for month end.

Navigation: Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

Click the Add A New Value Tab

The Aging Detail by Unit page displays.

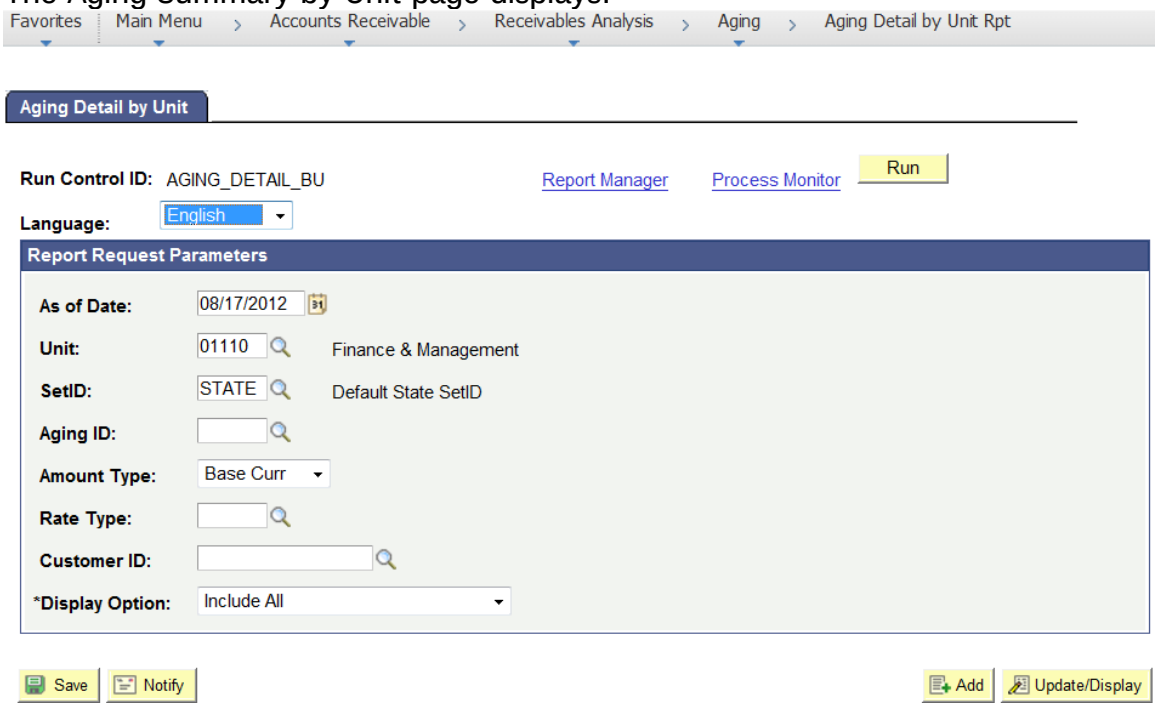


Enter Run Control ID

- Enter the appropriate Run Control ID (Example: AGING_DETAIL_BU)

Click the Add button

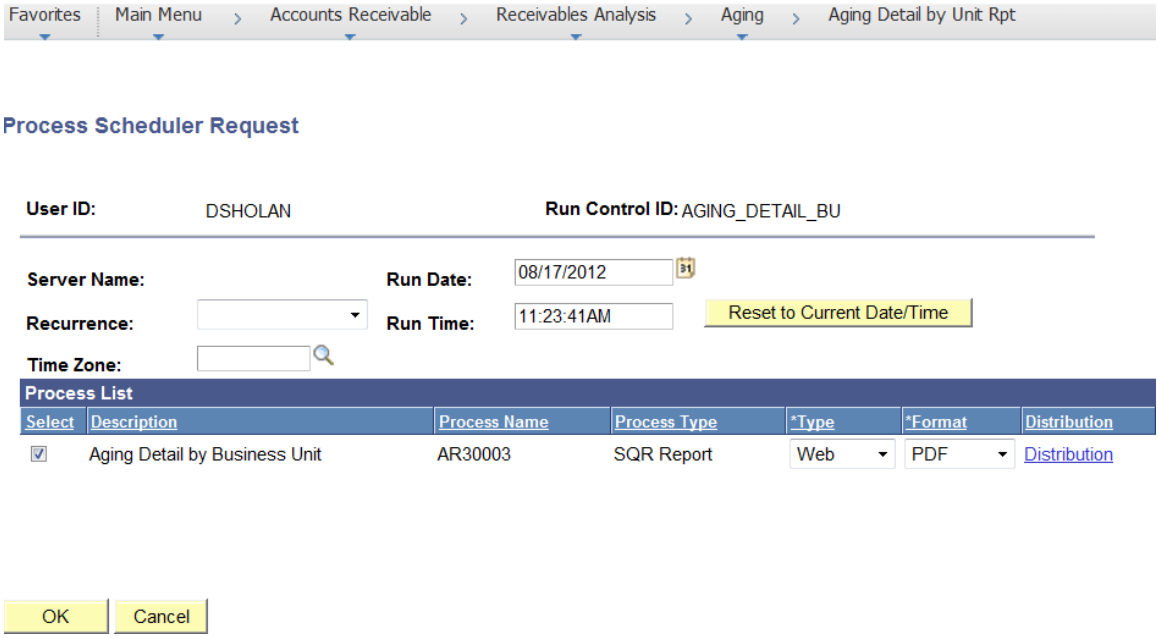
The Aging Summary by Unit page displays.



- **As of Date** - Enter appropriate As Of Date for the report
- **Unit -** Enter appropriate Business Unit
- **Set ID** - Enter appropriate Set ID
- **Aging ID –** Enter STD
- **Amount Type –** Defaults, accept default Base Curr
- **Rate Type –** Blank
- **Customer ID –** Leave blank for all
  or enter Customer ID to create report for just one customer
- **Display Options –** Include All defaults accept default

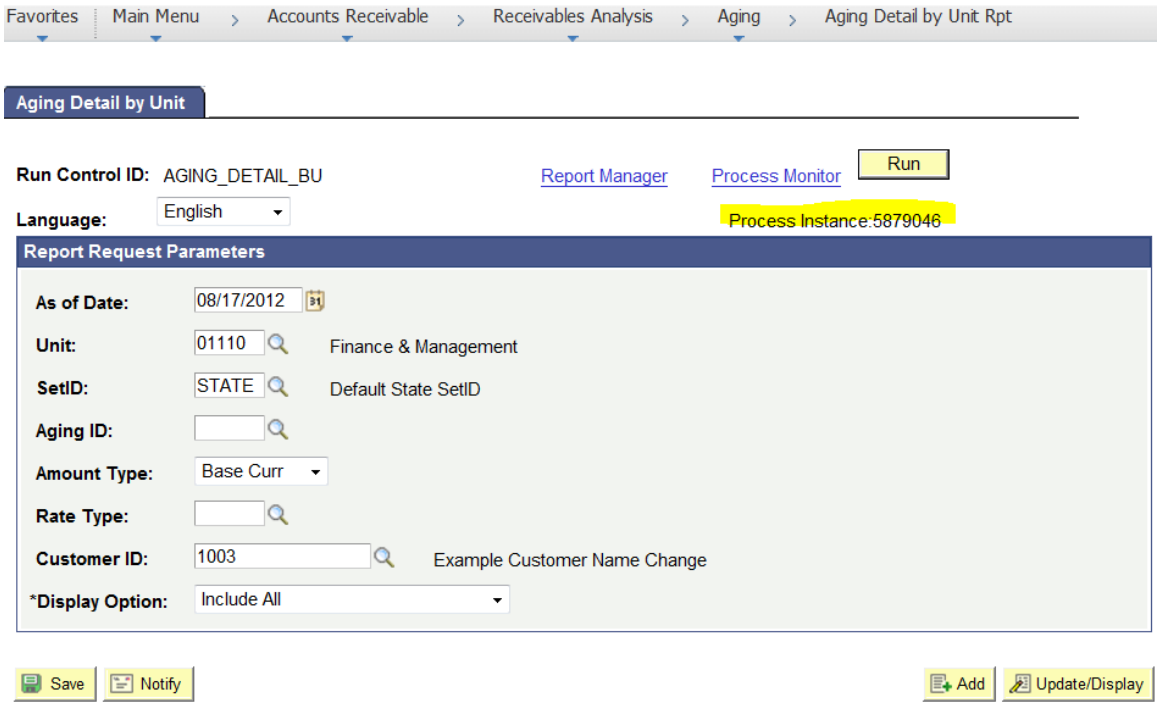
Click Run button located top right of page

The Process Scheduler Request page opens.



Process List – Selected to run Aging Detail by Business Unit (accept selection)
Click OK button.

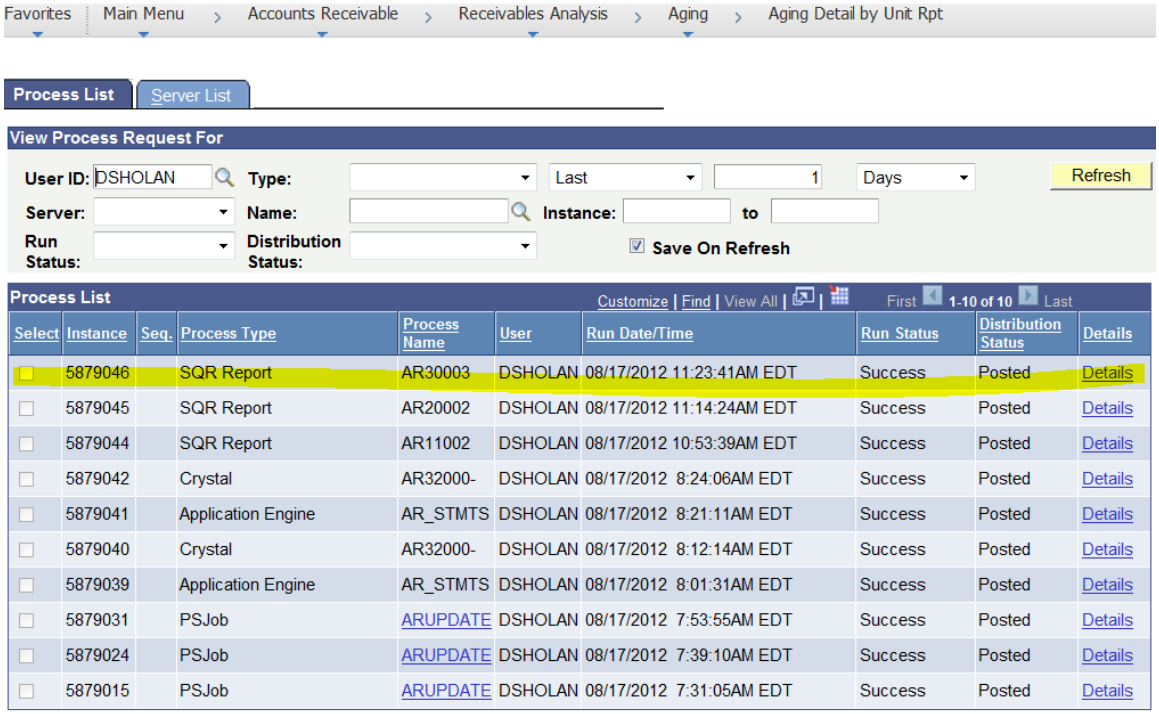
You are returned to the Aging Detail by Unit page.



A process instance number displays.

Click on the link for the Process Monitor (top right)

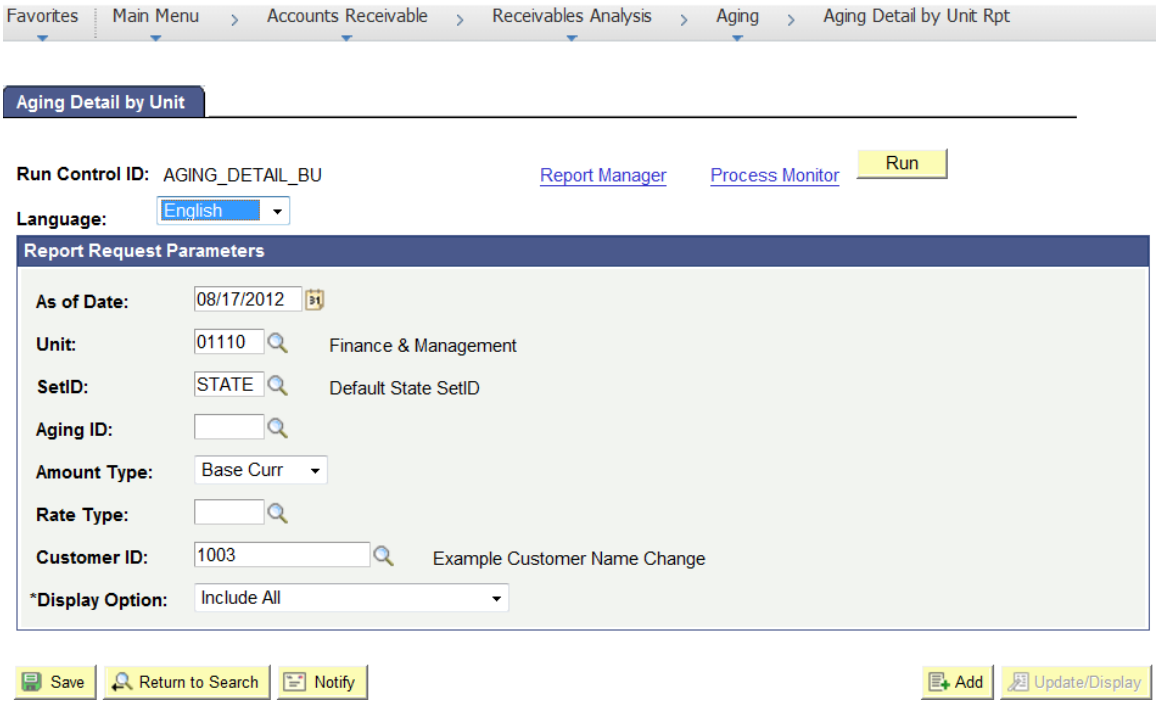
The Process List page displays.



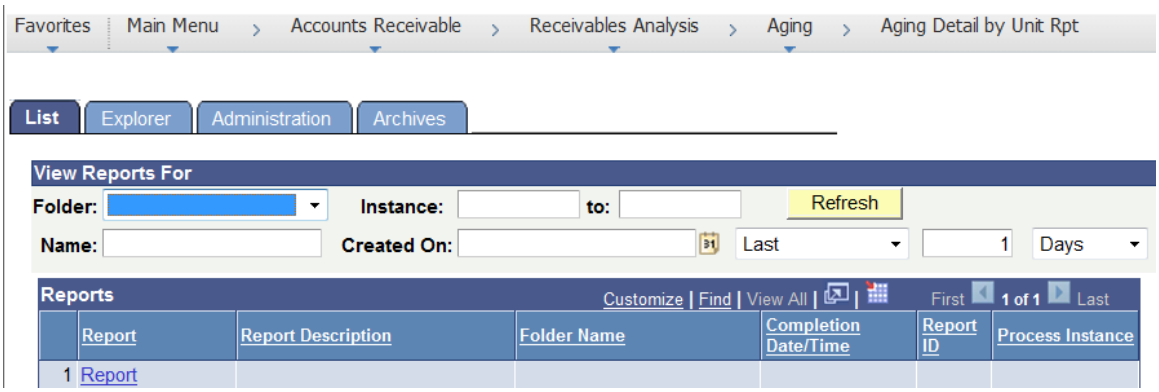
Click **Refresh** button until Run Status = Success and Distribution Status = Posted.

Click on the Go back to Aging Detail By Unit link (bottom left)

You are returned to the Aging Detail by Unit page.

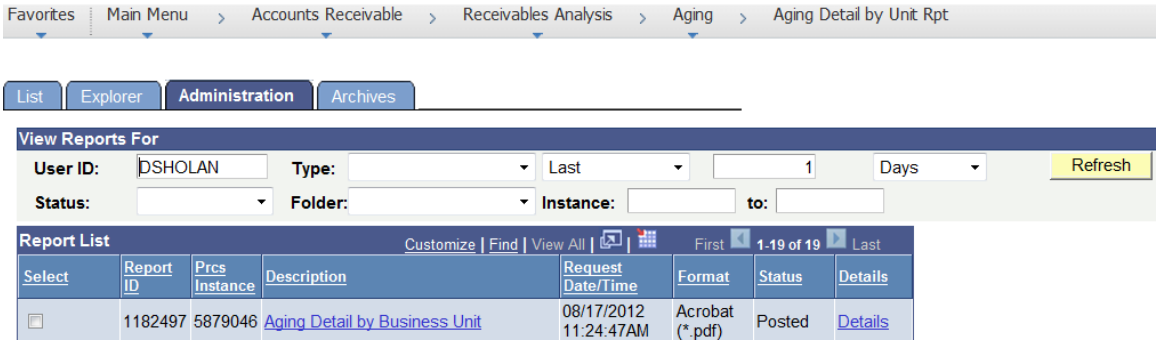


Click on the **Report Manager** link (top middle)



Component page is displayed

Click on the **Administration** tab.



Click the refresh button until you have a Status of Posted.

Click on the link under Description field for the appropriate report.

```
                                                                    PeopleSoft Receivables
Report ID:  AR30003                                            AGING DETAIL BY BUSINESS UNIT                                   Page No.  1
Aging Id:   STATE/                                                  as of 17-AUG-2012                                          Run Date 08/17/2012
Currency    Base Currency                                                                                                      Run Time 11:25:01
Rate Type:

Item       Line As Of      Rnt Typ/Rsn Terms Document    Cur Amount                                                          Other
---------- ---- ---------- ----------- ----- ---------- --- ---------------- -------------- -------------- -------------- -------------- ---------------

01110           1003            Example Customer Name Change   Montpelier         VT

EXAMPLE 12     0 08/17/2012 GR FE       DUR               USD      150,000.00     150,000.00
                                                                 ---------------------------------------------------------------------------------------
               Total   Example Customer Name Change               150,000.00     150,000.00

                                                                 ---------------------------------------------------------------------------------------
      Total 01110                                                 150,000.00     150,000.00
                                                                 ---------------------------------------------------------------------------------------
```

Report displays on monitor. To print report, click the print icon (top left) of page.

AGING DETAIL BY BUSINESS UNIT REPORT IS COMPLETE

QUERIES

Below is a list of queries for Accounts Receivable. Of course, you should always run the VT_MER queries often to assure all data has processed successfully. Below is a short list of AR queries. Here is the link from the Finance & Management Web Site for a complete listing of AR queries.
http://finance.vermont.gov/training-and-support/vision-manuals/reporting-manual

Navigation: Reporting Tools> Query Viewer

A short list AR queries

VT_MER_DEPOSITS_NOT_POSTED	Dep. not Dir Jrnls &not posted
VT_MER_GROUPS_NOT_POSTED	Groups not yet posted
VT_MER_GROUPS_POSTED_NOT_JG	Groups posted not jg
VT_AR_ACCRUED_CUST_RECEIVABLES	AR Accrued Customer Receivable
VT_AR_ACCRUED_CUST_REC_DRILL	AR Accrued Customer Receivable
VT_AR_CUSTOMER_DEPS	Customer Deposits
VT_AR_CUSTOMER_DEPS_QUERY	Customer Deposits
VT_AR_CUST_OPEN_ITEMS	Customer open items for BU
VT_AR_DIRECT_JOURNALS	Direct Journals View
VT_AR_DIRECT_JRNLS_DEPOSIT	AR Direct Journals Deposit
VT_AR_DIRECT_JRNLS_DEP_DRILL	AR Direct Jrnls Dep Drilldown
VT_AR_DIRECT_JRNLS_QUERY	Direct Journals View
VT_AR_DIR_JRNL_BKACCT	dir jrnls w/prmpt bk acct & bu
VT_AR_DIR_JRNL_BK_PROMPT	dir jrnls bk acct prmpt no bu
VT_AR_JOURNAL_DRILLDOWN	customer deps not direct jrnls
VT_AR_OPEN_ITEMS_BU_AND_CUST	AR open items to be matched.
VT_AR_PENDING_ITEM_QUERY	VT AR Pending Item Query