



## 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 and Management**  
**September 2022**

## Revisions to Manual

### **September 2022**

- Updated bank information

### **April 2019**

- Manual finalized

### **December 2018**

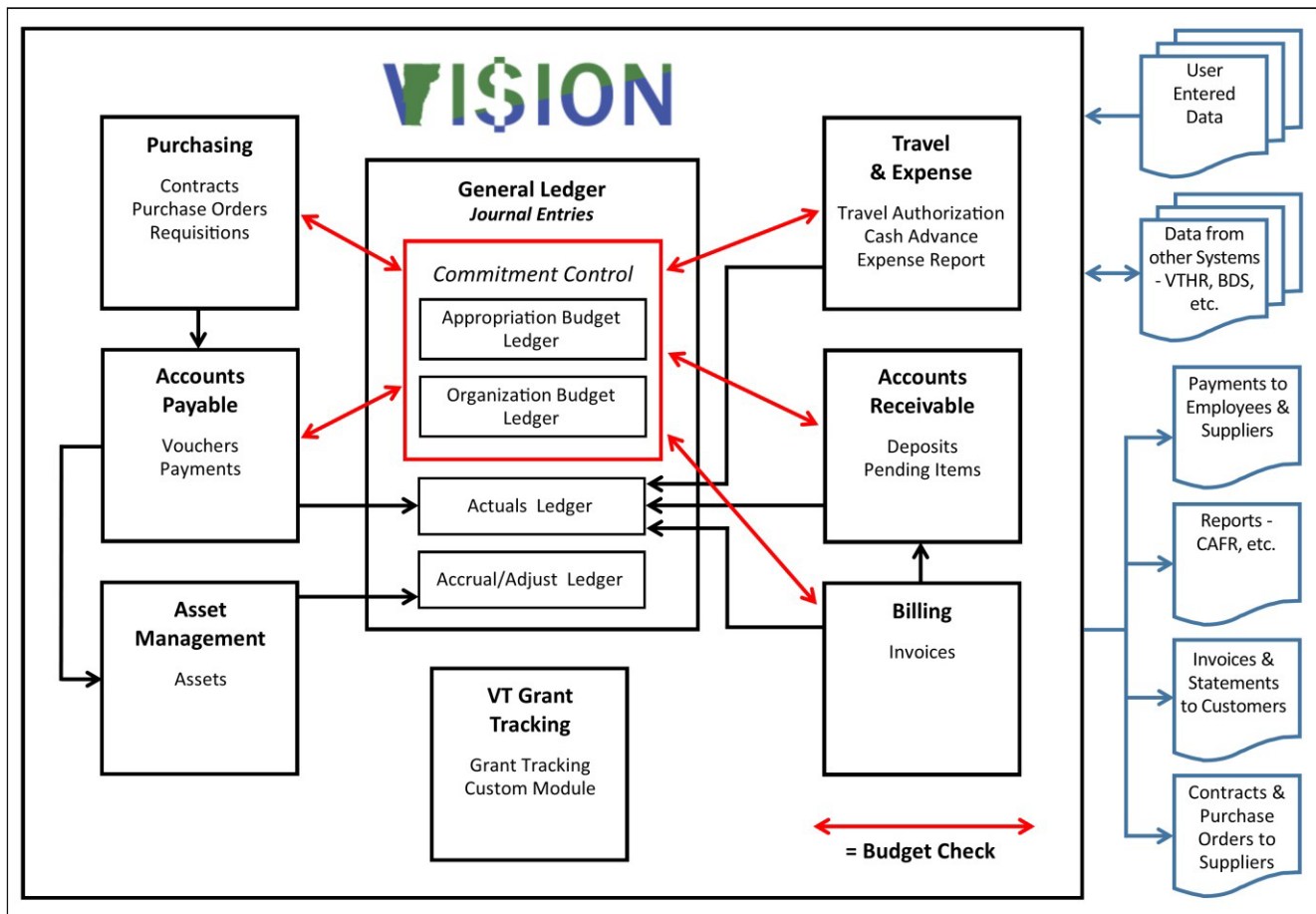
- Manual written

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# Introduction to Federal Draw Process

## Overview of VISION Financial System



## Frequently Asked Questions & Helpful Hints

### **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 [Enter Federal Draw Deposit](#) exercise.

### **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 go to the following **Navigation**: Accounts Receivable > Receivables Update > Posting Results-Pending Items > All Items W/Detail. For more information, there is an exercise entitled Review Posting Results-Pending Items in the Accounts Receivable manual.

### **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 customer's account.

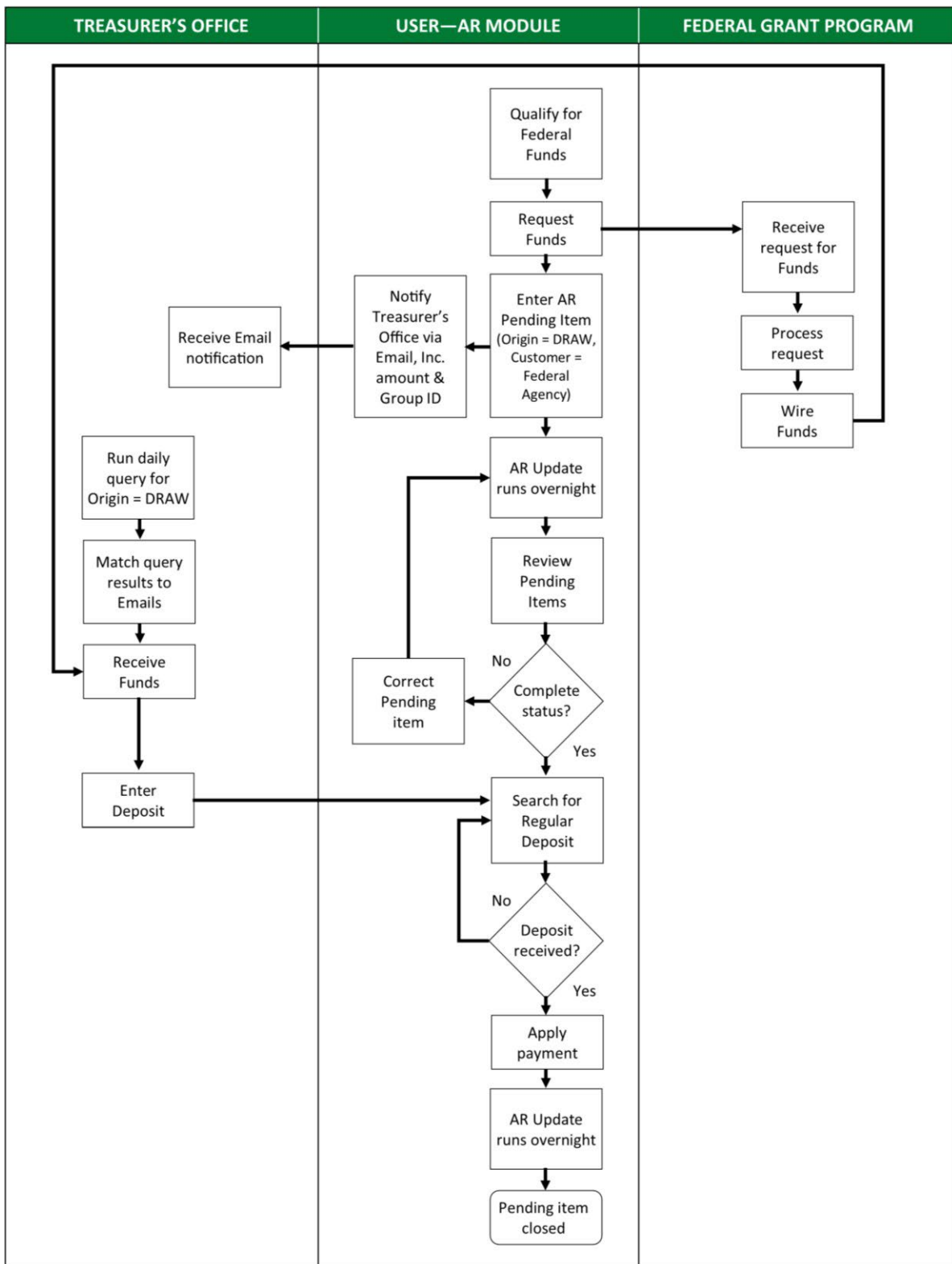
### **Why did my pending group error with this message: ITDUP?**

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 in the Accounts Receivable Manual entitled, Inquire and Fix Online A/R Pending Item that did not post due to a "Duplicate Item" Error.

### **What do I do when I have an incorrect customer # when applying payment on a Federal Draw deposit?**

If an incorrect customer # was entered by the Treasurer's Office, do not build the worksheet. Contact the Treasurer's Office @ [TRE.CashMgmt@Vermont.Gov](mailto:TRE.CashMgmt@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](http://finance.vermont.gov/sites/finance/files/documents/Pol_Proc/Fin_Mgt_Policies/FIN-Policy_2_Fed_Cash_Mgmt.pdf)

### Process Flow:

- Department requests 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.CashMgmt@Vermont.Gov](mailto:TRE.CashMgmt@Vermont.Gov)
- Treasurer's Office runs a daily query listing pending items that processed through ARUPDATE overnight with a complete status
- The 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 the 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 Un-Posting a Pending Group:

Example: Posted the wrong dollar amount or to the wrong customer, etc.

- Pending Groups can only be unposted within the current open period or within the 1<sup>st</sup> five 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
- The Group is unposted by Finops and the department is notified and given the Group # assigned to the un-post group
- The department notifies the Treasurer's Office stating the original Pending Group # and the Group # unposted. The department also lets the Treasurer's office know if a new Group # is entered, as well as the Un-Post 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 deposit "type" in the same day, add an "A", "B", etc. at the end of the ID.

### Deposit ID Variable Codes

- **D = Depository Account Back Acct# XXXXXX0493** (*Wire*)
- **F = Fed Fund Account Bank Acct# XXXXXX0451** (*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# XXXXXX2039**
- **W = Credit Card Online Account Bank Acct# XXXXXX0519**

### Example:

A 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.

**The Deposit ID# used would be: 1110F030707A**

For any questions, contact the State Treasurer's Office at [TRE.CashMgmt@Vermont.Gov](mailto:TRE.CashMgmt@Vermont.Gov)



## Customer Pages and Descriptions

**Navigation:** Receivables WorkCenter > Links pagelet > Customer Accounts > General Information

The **General Info** page displays:

The screenshot shows the 'General Info' tab for a customer account. The page includes several sections: 'General Info Links' at the top right, a main form area with fields for \*Status, \*Date Added, \*Since, \*Name 1, Name 2, Currency Code, and Rate Type, and a 'Roles' section with checkboxes for various customer types. The 'Federal Attributes' section is at the bottom. Numbered callouts 1 through 5 point to specific fields: 1 points to \*Status, 2 points to \*Date Added, 3 points to \*Name 1, 4 points to Level, and 5 points to \*Type.

SetID	STATE	Customer ID	1016
<b>General Info Links</b>			
*Status: Active		Level: Regular	
*Date Added: 07/29/2014		*Type: User 1	
*Since: 07/29/2014		*Short Name: U. S. Fish	
*Name 1: Example Customer Name Change			
Name 2:			
Currency Code: USD		Rate Type: CRRNT	
<b>Roles</b>			
<input checked="" type="checkbox"/> Bill To Customer Bill To Selection			
<input type="checkbox"/> Ship To Customer Ship To Selection			
<input type="checkbox"/> Sold To Customer Sold To Selection			
<input type="checkbox"/> Broker Customer			
<input type="checkbox"/> Indirect Customer			
<input checked="" type="checkbox"/> Correspondence Customer Correspondence Selection			
<input checked="" type="checkbox"/> Remit From Customer Remit From Selection			
<input checked="" type="checkbox"/> Corporate Customer Corporate Selection			
<input type="checkbox"/> Consolidation Customer			
Consolidation Business Unit:			
<b>Federal Attributes</b>			
<input type="checkbox"/> Federal Customer			
Trading Partner Code:		Disbursing Office:	
<input type="checkbox"/> Appropriation Symbol Not Required for Reimbursable Agreements			

1. **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
2. **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
3. **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 Name 1 field is reserved as history on the Miscellaneous General Information page - Name 2 field as Former Name1 (former name 1). When you change the value in the Name 1 field a second time, Former Name 2 (former name 2) appears below to the Former Name 1 field on the Miscellaneous General Information page
4. **Level** - Defaults as regular accept default
5. **Type** - Defaults as User 1 accept default

6. **Currency Code** - Enter USD

7. **Rate Type** - Enter CRRNT

8. **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 if the field is blank

9. **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

#### General Info page - Support Teams

10. **Support Team Code** - Select Valid Value – Most departments will have only one selection for example: Dept. of Finance = FM, you must select a Default

## General Info page - Address Locations

The screenshot displays two forms: 'Address Locations' and 'Address Details'. The 'Address Locations' form has a search bar with '1' and a description 'U.S. Fish and Wildlife Service'. It includes checkboxes for 'Bill To', 'Ship To', and 'Sold To', each with a 'Primary' option. There are also checkboxes for 'Broker', 'Indirect', and 'Correspondence Address'. The 'Address Details' form includes fields for 'Effective Date' (10/22/2018), 'Tax Code', 'Physical Nature', 'Alternate Name 1', 'Country' (USA), 'Address 1' (11 Lincoln St), 'Address 2', 'Address 3', 'City' (Essex Junction), 'County', 'State' (VT), 'Postal' (05452), 'Status' (Active), 'Language Code' (English), 'Where Performed', and 'Alternate Name 2'. A 'View Phone Information' link is also present. Red circles with numbers 11 through 21 point to specific fields: 11 points to the 'Location' dropdown, 12 to the 'Bill To' checkbox, 13 to the 'Effective Date' field, 14 to the 'Status' dropdown, 15 to the 'Country' dropdown, 16 to the 'Address 1' field, 17 to the 'Address 2' field, 18 to the 'City' field, 19 to the 'County' field, 20 to the 'State' dropdown, and 21 to the 'Postal' field.

- 11. **Location** - The primary location—indicated by a 1—is the address that you use most often when you contact the customer.
- 12. **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.
- 13. **Effective Date** - Defaults with current date accept default.
- 14. **Status** - Defaults as Active accept default.
- 15. **Country** - Defaults as USA accept default
- 16. **Address 1** - Enter appropriate Bill to address (required field)
- 17. **Address 2 & Address 3** - Additional lines
- 18. **City** - Enter appropriate data
- 19. **County** - Not a required field can be left blank
- 20. **State** - Enter appropriate data or select valid value
- 21. **Postal** - Enter appropriate zip code.

**Note: Address is a required field.**

## Bill To Options page

The screenshot shows the 'Bill To Options' page for a customer. At the top, there are tabs for 'General Info', 'Bill To Options', 'Ship To Options', 'Sold To Options', and 'Miscellaneous General Info'. Below the tabs, the page displays customer information: 'SetID STATE', 'Customer ID 1016', and 'Example Customer Name Change'. The 'Customer Bill To Options' section includes fields for '\*Effective Date' (11/27/2018), '\*Status' (Active), 'Currency Code' (USD), and 'Rate Type' (CRRNT). The 'Responsibilities' section contains fields for 'Credit Analyst' (BGS), 'Collector' (BGS), 'AR Specialist', 'Billing Specialist', 'Bill Inquiry Phone', and 'Billing Authority'. A red circle with the number '22' is placed over the 'Credit Analyst' and 'Collector' fields, with red arrows pointing to them. Below this, the 'Billing Options' section includes checkboxes for 'Direct Invoicing', 'Federal Highway File', 'Prompt for Billing Currency', and 'Electronic Invoice', along with a '\*Freight Bill Type' dropdown (Shipping) and a 'Bill Type' field. The 'Billing Consolidation Data' section has fields for 'Consolidation Key', 'SetID', and 'Customer ID'. The 'Blanket Purchase Orders' section includes a 'Blanket PO Number' field and 'Start Date' and 'End Date' fields. The 'Order Management Options' section has checkboxes for 'Purchase Order Required' and 'Disable Prices on Receipt'.

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

**\*All other fields accept default.**

## On-Line Pending Item Entry Pages with Descriptions

### Group Control Page

The screenshot shows the 'Group Control' page with the following fields and sections highlighted by numbered callouts:

- 1**: \*Accounting Date (11/21/2018)
- 2**: \*Group Type (B)
- 3**: \*Origin ID (DRAW)
- 4**: Control (USD)
- 5**: \*Format (USD)
- 6**: Control (0.00)
- 7**: \*Count (0)
- 8**: \*Received (11/21/2018)
- 9**: \*Entered (11/21/2018)
- 10**: Assign (E TEST)
- 11**: User (E TEST)
- 12**: Edit Status (Edited)
- 13**: Balanced (No)
- 14**: Posting Status (Not Posted)
- 15**: Accounting Entries (Not Balanced)
- 16**: Posting Action (Do Not Post)

1. **Accounting Date** - Defaults with current date. Do not change this date.
2. **Group Type** - Select B = Billing
3. **Origin ID** - Select **DRAW** - Federal Draw Downs or **WIRE** for Wire Transfers
4. **Control** - Select or enter **USD**
5. **Format** - Defaults as **USD**, accept default

#### Control Totals section:

6. **Control** - Enter total amount
7. **Count** - Enter how many lines (*accounting lines*)

#### Control Data section:

8. **Received** - Defaults with current date, accept default
9. **Entered** - Defaults with current date, accept default
10. **Assign** - Defaults with your UserID, accept default
11. **User** - Defaults with UserID of the last person to change page.

#### Group Status section:

12. **Edit Status** - *Edited* indicates that pending items have been edited. (*Most online groups have this status*)
13. **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 "truly" out of balance, click the Balance button on the Group Action page*)
14. **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*)
15. **Accounting Entries** - Indicates whether accounting entries for pending items are *Balanced* or *Not Balanced*.
16. **Posting Action** - Displays action on the Group Action page: *Do Not Post* or *Batch Standard*.

## Pending Item 1 page

The screenshot shows the 'Pending Item 1' page in a software application. The page has a tabbed interface at the top with 'Pending Item 1' selected. Below the tabs, there's a 'Group Unit' field set to '01110'. The main section is titled 'Pending Item Entry' and contains several input fields. Red circles with numbers 1 through 6 are overlaid on the page, with arrows pointing to specific fields: 1 points to the '\*Acctg Date' field, 2 points to the '\*Item ID' field, 3 points to the '\*Business Unit' field, 4 points to the '\*Customer' field, 5 points to the 'Amount' field, and 6 points to the '\*Currency' field. Other fields visible include '\*As Of Date', 'Line', 'Sequence', 'SubCust1', 'SubCust2', '\*Entry Type', 'Rate Type', 'Exchange Rate', 'Reason', '\*AR Dist', 'Attachments (0)', 'Revalue Flg', 'Payment Terms', 'Terms', 'Due Date', 'Due Days', 'Disc Amt', 'Disc Date', 'Disc Days', 'Always Allow Discount', 'Reference Information', 'PO Ref', 'PO Line', 'BOL', 'Order No', 'Document', 'Line Item', 'Contract', 'L/C ID', 'Case No', 'SP ID', 'Item Creation/Update Details', 'Created On', 'Last Modified On', 'Created By', and 'Modified By'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

1. **Acctg Date** and **As of Date** - Defaults in with the date from the previous page (*Group Control*). Do not change these dates, accept defaults
2. **Item ID** - 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 # 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
3. **Business Unit** - Defaults in from the Group Control Page
4. **Customer** - Enter valid customer # or select from drop down list
5. **Amount** - Enter dollar amount for that line
6. **Currency** - **USD** (defaults from *Group Control Page*)

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

Group Unit 01110 Group ID NEXT

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

\*Acctg Date [ ] \*As Of Date [ ] Sequence 1  
 [ ] [ ] Copy Line [ ] [ ]

\*Item ID [ ] Line [ ]

\*Business Unit 01110 \*Customer [ ]  
 SubCust1 [ ] SubCust2 [ ]

Amount [ ] \*Currency [ ]  
 \*Entry Type [ ] Reason [ ] \*AR Dist [ ]  
 Rate Type [ ] ☒ Revalue Flg

Exchange Rate [ ] Attachments (0)

Payment Terms

Terms [ ] 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 [ ] Case No [ ]  
 SP ID [ ]

Item Creation/Update Details

Created On 11/21/2018 8:05AM Last Modified On 11/21/2018 8:05AM  
 Created By ETEST Modified By ETEST

[ Save ] [ Notify ] [ Add ] [ Update/Display ]

**7. Entry Type** - Depends on business unit setup (*options below*)

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

**8. Reason** - Select valid value (*Selections are determined from the entry type that is chosen*)

**9. AR Dist** - Defaults (*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

## Accounting Entries Page

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

Group Unit 01110      Group ID 4136

**Accounting Entries** Find | View All First 1 of 2 Last

Item ID FEES102418      Line 1      Entry Type WR      Reason WIRE  
 Bus. Unit 01110      Customer ST012      SubCust1      SubCust2  
 Amount 500.00      Currency USD

Accounting Entries Complete      Display Totals Entry

**Distribution Lines** Personalize | Find | View All | First 1-2 of 2 Last

ChartFields | Currency Details | Additional Details | Journal Reference Information | Item Creation/Update Details

Line	GL Unit	Ledger Grp	Ledger	*Type	Amount	*Account	Fund	Dept	Program
2	01110	ACTUALS	ACTUALS	User	-500.00	462500	63089	1110002000	
102	01110	ACTUALS	ACTUALS	AR	500.00	110001	63089	1110002000	

Lines 2      DR      500.00      Currency USD      CR      500.00      Currency USD      Net 0.000

Save | Return to Search | Notify | Add | Update/Display

### 1. Distribution Lines (scroll to see more fields):

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



## Group Action Page

The screenshot shows the 'Group Action' page with the following elements:

- Navigation Tabs:** Group Control, Pending Item 1, Pending Item 2, Pending Item 3, Accounting Entries, Group Action (selected).
- Form Fields:**
  - Group Unit: 01110
  - Group ID: NEXT
  - Entered: 11/21/2018
  - Status: Do Not Post
- Section 1: Group Actions** (indicated by red circle 1 and arrow):
  - Balance
  - Delete Group
- Section 2: Posting Action** (indicated by red circle 2 and arrow):
  - Action: Do Not Post (dropdown menu)
  - OK
- Section 3: Accounting Entry Actions** (indicated by red circle 3 and arrow):
  - Create Entries
  - Delete Entries
- Buttons:**
  - Save, Notify (bottom left)
  - Add, Update/Display (bottom right)

### 1. Group Action

- **Balance** - This 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

### 2. Posting Action

- **Do Not Post** - Defaults
- **Batch Standard** - Select 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

### 3. 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

### Payment Worksheet Selection

The screenshot shows the 'Payment Worksheet Selection' interface. At the top, it displays 'Deposit Unit 01110', 'Deposit ID EXAMPLE1', 'Deposit Status None Applied', 'Payment ID EXAMPLE1', 'Payment Amount 150.00 USD', and 'Payment Status Identified'. There is also a 'Payment Predictor' checkbox.

**Customer Criteria**

Customer Criteria: Customer Items (dropdown)

**Customer Reference**

Customer ID: ST002 (callout 1 points to this field)

Name: Dept of Information & Innovation

Remit SetID: 01110

Corporate SetID: 01110

MICR ID: (empty field)

Business Unit: 01110 (callout 2 points to this field)

Remit From ID: ST002

Corporate ID: ST002

Link MICR

**Reference Criteria**

Reference Criteria: None (dropdown)

Restrict to: All Customers (dropdown)

Match Rule: Exact Match (dropdown)

Detail Reference

Item Reference

Qual Code: (empty field)

Reference: (empty field)

To Reference: (empty field)

**Item Inclusion Options**

☒ All Items ☐ Deduction Items Only ☐ Items in Dispute Only [Advanced Inclusion Options](#)

☐ Exclude Collection Items ☐ Exclude Deduction Items ☐ Exclude Dispute Items

**Worksheet Action**

Build (callout 4 points to this button) Clear

Created at: (empty field)

Items: 0

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Previous in List Next in List Notify Refresh (callout 3 points to this button)

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

1. **Customer ID** - Verify customer. Accept default if correct
2. **Business Unit** - Verify business unit. Accept default if correct
3. **Refresh Button** - Clicking the refresh button will populate the name of the Customer
4. **Build Button** - Clicking this button will create your worksheet and bring you to the Worksheet Application Page

## Payment Worksheet Application

The screenshot shows the 'Payment Worksheet Application' interface. At the top, there are fields for Deposit Unit (01110), Deposit ID (EXAMPLE1), Payment ID (EXAMPLE1), Payment Sequence (1), and Payment Currency (USD). Below this is the 'Item Action' section with 'Entry Type' set to 'Pay An Item' and 'Reason' set to 'Go'. The 'Item Display Control' section shows 'Display' set to 'All Items' and 'Go'. The 'Row Selection' section has 'Choice' set to 'Select Range of Items' and 'Range' set to 'Go'. The 'Row Sorting' section has 'Sort All By' set to 'Item' and 'Go'. Below these is the 'Item List' section with tabs for Detail 1 through Detail 6. The 'Item List' table has columns: View Detail, Remit Seq, Sel, Pay Amt, Cur, Item ID, Item Line, Unit, Customer, Type, Reason, Disc, Disc Amt, Service Purchase ID, and Tax Status. The first row shows 'Sel' as checked, 'Pay Amt' as 150.00, 'Cur' as 01110, 'Item ID' as ST002, and 'Tax Status' as Not Applicable. Below the 'Item List' is the 'Balance' section with columns: Amount, Selected, Adjusted, Remaining, Discount, Write Off, Unearned, and Earned. The first row shows 'Amount' as 150.00, 'Selected' as 0.00, 'Adjusted' as 0.00, 'Remaining' as 150.00, 'Discount' as 0.00, 'Write Off' as 0.00, 'Unearned' as 0.00, and 'Earned' as 0.00. Red callouts 1 through 10 point to specific elements: 1 points to 'Entry Type', 2 points to 'Sel', 3 points to 'Amount', 4 points to 'Selected', 5 points to 'Adjusted', 6 points to 'Remaining', 7 points to 'Discount', 8 points to 'Write Off', 9 points to 'Unearned', and 10 points to 'Earned'.

### Item Action section:

1. **Entry Type** - Defaults as "Pay An Item", accept default

### Item List section - This section shows all open items that exist for customer:

2. **Sel Column** - Select checkbox for the item(s) that payment is to be applied

### Balance section:

3. **Amount** - This is the pay amount and 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
4. **Selected** - Totals for each line selected. Net result the selected amount should equal the Total of Amount once all lines are selected
5. **Adjusted** - Totals any lines that are adjustments
6. **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
7. **Discount** - Not currently used by SOV
8. **Write off** - Totals amount of write offs
9. **Unearned** - Not currently used by SOV
10. **Earned** - Not currently used by SOV

## Payment Worksheet Action

**Payment Worksheet Action**

Deposit Unit 01110      Deposit ID EXAMPLE1      Payment ID EXAMPLE1

Entered Date 11/20/2018      Status Do Not Post

**Worksheet Action**

Delete Worksheet

Delete Payment Group

**Posting Action**

Action: Do Not Post      OK

**Accounting Entry Action**

Create/Review Entries

Worksheet Selection      Worksheet Application      Worksheet Action

Save      Return to Search      Previous in List      Next in List      Notify

### 1. 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

### 2. 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** - Select 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

### 3. 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

## Drop Down Selections for On-Line Pending Items

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

**WorkCenter navigation:** Accounts Receivable WorkCenter > Links Pagelet > Customer Accounts > General Information

**Navigator Menu navigation:** Customer Information > Customers > Customer Information > General Information

The **General Information** page displays:

**General Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

SetID =

Customer ID

Name 1

Name 2

Telephone

City

State

Postal Code

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. **SetID** - Defaults with **STATE** – **Enter your Business Unit** (Do not use the SetID of STATE)
2. Click **Search**

A customer listing displays:

**General Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

SetID =

Customer ID

Name 1

Name 2

Telephone

City

State

Postal Code

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

[View All](#) [First](#) [1-70 of 70](#) [Last](#)

SetID	Customer ID	Name 1	Name 2	Telephone	City	State	Postal Code
01110	1001	U. S. Treasury	(blank)	(blank)	Washington	DC	20227
01110	1002	Agency of Digital Services	(blank)	(blank)	Montpelier	VT	05602

The next available Federal customer # in this example is 1003. You are now ready to enter the next customer #.

On the **General Information** Page – Click on the **Add a New Value** tab:

**General Information**

[Find an Existing Value](#) [Add a New Value](#)

SetID

Customer ID

[Add](#)

3. **SetID** - Defaults with **STATE** – Do not use STATE – Enter customer(s) under appropriate Business Unit
4. **Enter Customer ID** - Enter next Fed ID customer #
5. Click **Add**

The **Customer General Info** page displays:

The screenshot shows the 'Customer General Info' page. At the top, there are tabs: 'General Info' (selected), 'Bill To Options', 'Ship To Options', 'Sold To Options', and 'Miscellaneous General Info'. Below the tabs, the 'SetID' is 01110 and the 'Customer ID' is 1003. There are 'General Info Links' on the right. The main form area includes fields for '\*Status' (Active), '\*Date Added' (10/24/2018), '\*Since' (10/24/2018), 'Copy From Customer', 'Level' (Regular), '\*Type' (User 1), and '\*Short Name'. Below these are 'Name 1', 'Name 2', 'Currency Code', and 'Rate Type'. The 'Roles' section has checkboxes for 'Bill To Customer', 'Ship To Customer', 'Sold To Customer', 'Broker Customer', 'Indirect Customer', 'Correspondence Customer', 'Remit From Customer', 'Corporate Customer', and 'Consolidation Customer'. The 'Federal Attributes' section has checkboxes for 'Federal Customer' and 'Appropriation Symbol Not Required for Reimbursable Agreements'. The 'Support Teams' section has a table with columns 'Team Code', 'Default', and 'Description'. The 'Default' checkbox is highlighted with a red box.

6. **Name 1** - Enter customer name - Short Name will automatically display once you save
7. **Currency Code** - USD
8. **Rate Type** - CRRNT
9. **Roles** - Check the box beside Bill to Customer (Correspondence Customer, Remit from Customer and Corporate Customer will automatically select)

**Support Teams section:**

10. **Team Code** - Enter support team code or select a valid value by clicking on the [Magnifying Glass](#)
11. **Default** - Select **Default** box

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



Scroll to the **Address Locations & Address Details** section of the **General Info** page:

**Address Locations** Find | View All First 1 of 1 Last

\*Location  ☒ Bill To ☒ Primary ☐ Broker ☐ Primary  
☐ Ship To ☐ Primary ☐ Indirect ☐ Primary  
☐ Sold To ☐ Primary ☐ Correspondence Address

☐ RFID Enabled VAT Default VAT Service Treatment Setup

**Address Details** Find | View All First 1 of 1 Last

\*Effective Date  \*Status   
Tax Code  Language Code   
Physical Nature  Where Performed   
Alternate Name 1  Alternate Name 2

Country    
Address 1   
Address 2   
Address 3   
City  ☐ In City Limit  
County  Postal   
State

**WARNING**  
Complete address is required  
Address1, City, State and Zip Code

General Info Links

12. **Location** - Accept the default of 1. Different #'s enable you to indicate an organization's different address Example, one address to receive bills, another for shipping, a third for postal deliveries. Each address has a different location #. 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 differ from the customer's main address
13. **Enter Description** - Enter appropriate location description (*Not Mandatory*)
14. **Select Bill To** - Select the **Bill To** checkbox
15. **Ship To/Sold To** - Primarily used by department of BGS
16. **Select Primary** - Select the **Primary** checkbox
17. **Effective Date** - Leave as default (Current Date)
18. **Status** - Leave as default (Active)
19. **Country** - Leave as default (USA) or click on **Magnifying Glass** to change
20. **Address 1** - Customer Street Address
21. **Address 2 / Address 3** - Enter if applicable
22. **Enter City, State, Postal** - Enter city, state, and zip for the Customer
23. **County** - Leave Blank
24. Click on the **Bill To Options** tab

The **Bill to Options** page displays:

General Info | **Bill To Options** | Ship To Options | Sold To Options | Miscellaneous General Info

SetID 01110    Customer ID 1003    Example Test Customer

Customer Bill To Options    Find | View All    First 1 of 1 Last

\*Effective Date 10/12/2018    \*Status Active

Currency Code USD    Rate Type CRRNT

**Responsibilities**

Credit Analyst FM    Collector FM

AR Specialist    Bill Inquiry Phone

Billing Specialist    Billing Authority

**Billing Options**

☒ Direct Invoicing  
☐ Federal Highway File  
☐ Prompt for Billing Currency  
☐ Electronic Invoice

\*Freight Bill Type Shipping

Bill Type

Billing Cycle Identifier

Invoice Form

Bill By Identifier

AR Distribution Code

Hold Number of Days

**Billing Consolidation Data**

Consolidation Key

SetID

Customer ID

**Blanket Purchase Orders**

Blanket PO Number

Start Date

End Date

**Order Management Options**

☐ Purchase Order Required  
☐ Disable Prices on Receipt

**InterUnit Billing**

☐ InterUnit Customer

GL Business Unit

**Immediate Payment Options**

☐ Immediate Payment Required

Deposit Percent

Reference Qualifier Code    Aging ID

**25. Effective Date** - Accept Current Date default

**26. Status** - Accept Active Default

**27. Credit Analyst** - Enter or select appropriate credit analyst

**28. Collector** - Enter or select appropriate collector

**29.** Click **Save** at the bottom of the page

**Customer Add is Complete**

## Enter Online Federal Draw Pending Item

**Possible situations when this function is used:** To create a pending item for a Federal Draw customer.

**Work Center navigation:** Accounts Receivable WorkCenter > Links Pagelet > Pending Items > Online Group Entry

**Navigator Menu navigation:** Accounts Receivable > Pending Items > Online Items > Group Entry

The **Group Entry** page displays, click on the **Add a New Value** tab:



The screenshot shows the 'Group Entry' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are two input fields: 'Group Unit' with the value '01110' and a magnifying glass icon, and 'Group ID' with the value 'NEXT' and a magnifying glass icon. At the bottom left, there is a yellow 'Add' button with a red border.

1. **Group Unit** - Leave as default or enter the appropriate business unit
2. **Group ID** - Leave as NEXT (System will assign the next sequential number)
3. Click **Add**

The **Group Control** page displays:

Group Control		Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
Group Unit 01110		Group ID NEXT				
*Accounting Date 01/22/2019						
*Group Type B		Billing				
*Origin ID DRAW		Fed Draws				
<b>Control Totals</b>						
Control	1,500.00	*Count	1			
Entered	0.00	Count	1			
Difference	1,500.00	Count	0			
Posted	0.00	Count	0			
<b>Group Status</b>						
Edit Status	Edited	Accounting Entries		Not Balanced		
Balanced	No	Posting Action		Do Not Post		
Posting Status	Not Posted					
Save          Notify		Add          Update/Display				

4. **Accounting Date** - Leave default of Current Date (never change)
5. **Group Type** - Enter or select type **B** (Billing)
6. **Origin ID** - Enter or select appropriate **Origin ID = DRAW** - Federal Draw Downs
7. **Control Currency** - Enter **USD**
8. **Format Currency** - Accept default of USD
9. **Control** - Enter the appropriate dollar amount (total amount billed)
10. **Count** - Enter the appropriate Control Count (# of lines on pending item)
11. **Received Date** - Leave default of Current Date
12. **Entered Date** - Leave default of Current Date
13. Click on the **Pending Item 1** tab

The **Pending Item 1** page displays:

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

Group Unit 01110      Group ID NEXT

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

\*Acctg Date 10/22/2018        \*As Of Date 10/22/2018        Sequence 1

\*Item ID       Line      

\*Business Unit 01110        \*Customer

SubCust1       SubCust2

Amount       \*Currency

\*Entry Type       Reason        \*AR Dist

Rate Type       ☒ Revalue Flg

Exchange Rate        Attachments (0)

---

**Payment Terms**

Terms        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       Case No

SP ID

---

**Item Creation/Update Details**

Created On 10/22/2018 3:25PM      Last Modified On 10/22/2018 3:25PM


Created By ETEST      Modified By ETEST

- 14. Accounting Date and As of Date** - Accept default (Never change) These dates default from the Accounting date on the Group Control page
- 15. Item ID** - Enter appropriate Item ID (This field is checked for duplicates through the ARUPDATE Batch process which posts the pending item on the customer's account) Assign a numbering scheme to assure duplicates are not entered. When ARUPDATE process runs 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
- 16. Line** - Enter appropriate sequential line # (not a required field) Line field is used if the Item ID for each line is the same. ARUPDATE processes looks for an identical Item ID, Line and Customer before it considers an item as a duplicate.
- 17. Customer** - Enter appropriate Customer ID
- 18. Amount** - Enter amount associated to Item
- 19. Entry Type** - Enter GR (Grants) or WR (Wire)
- 20. Reason** - Enter FEDGR (Grants) or WIRE (Wires)
- 21. AR Dist** - Defaults in when you select Reason

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

Group Unit 01110 Group ID 4194

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

\*Acctg Date 01/22/2019 \*As Of Date 01/22/2019 Sequence 1 

\*Item ID 1110F012219 Line 1 Copy Line


\*Business Unit 01110 \*Customer 1001 Treasury

SubCust1 SubCust2

Amount 1,500.00 \*Currency USD

\*Entry Type GR Reason FEDGR \*AR Dist GR-AR

Rate Type

Exchange Rate 1.00000000  Attachments (0) View Audit Logs

☒ Revalue Flg

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 Case No

SP ID

Item Creation/Update Details

Created On 01/22/2019 12:34PM Last Modified On 01/22/2019 12:41PM

Created By ETEST Modified By ETEST


 Save  Notify  Add  Update/Display

22. Click on the  icon to insert a new row

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

Group Unit 01110 Group ID 4194

Pending Item Entry Find | View All First 2 of 2 Last

\*Acctg Date 01/22/2019 \*As Of Date 01/22/2019 Sequence 2 

\*Item ID 1110F012219 Line 2 Copy Line


\*Business Unit 01110 \*Customer 1001 Treasury

SubCust1 SubCust2

Amount \*Currency USD

\*Entry Type Reason \*AR Dist

Rate Type ☒ Revalue Flg

Exchange Rate 1.00000000  Attachments (0)

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 Case No

SP ID

Item Creation/Update Details

Created On 01/22/2019 12:43PM Last Modified On 01/22/2019 12:43PM

Created By ETEST Modified By ETEST

 Save  Notify  Add  Update/Display

23. Click **Save**

24. Click on the **Group Action** tab

The **Group Action** page displays:

25. Click **Create Entries**

The **Accounting Entries** page displays:

A Group ID number is assigned.

**Note:** 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.

26. **Account** - Leave as default or enter appropriate account

27. **Fund** - Leave as default or enter appropriate fund

28. **Dept** - Leave as default or enter appropriate Dept ID

29. **Program, Class & Project Grant** - Leave as default or enter appropriate Program, Class or Project/ Grant

30. Click **Save** - Chartfield information entered carries to the debit side of the entry

31. Click the **Group Action** tab

The **Group Action** page displays:

The screenshot shows a web application interface for the 'Group Action' page. At the top, there is a navigation bar with tabs: 'Group Control', 'Pending Item 1', 'Pending Item 2', 'Pending Item 3', 'Accounting Entries', and 'Group Action' (which is selected). Below the navigation bar, the page displays 'Group Unit 01110' and 'Group ID 4194'. The 'Entered' date is '01/22/2019' and the 'Status' is 'Batch Standard'. There is a 'Cash Drawer Receipt' link. The main area is divided into three panels: 'Group Actions' with buttons 'Balance' and 'Delete Group'; 'Posting Action' with a dropdown menu set to 'Batch Standard' and an 'OK' button (highlighted with a red box); and 'Accounting Entry Actions' with buttons 'Create Entries' and 'Delete Entries'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

**32. Action - Select Batch Standard**

**33. Click [OK](#)**

**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.

**WorkCenter navigation:** Accounts Receivable WorkCenter > Links Pagelet > Receivables Update > Posting Results-Pending Items

**Navigator Menu navigation:** Accounts Receivable > Receivables Update > Posting Results-Pending Items

The **All Items w/ Detail** page displays:

**All Items w/ Detail**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Group Unit = 01110

Group ID begins with 3999

User ID begins with

Assigned Operator ID begins with

Group Type begins with

Origin ID begins with

Entered Date =

Posting Status =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

**Search** Clear Basic Search Save Search Criteria

1. **Group Unit** - Leave as default or Enter Group Unit
2. **Group ID** - Enter Group ID
3. Enter any other known information to narrow your search
4. Click **Search**

The **Group Control** page displays:

<a href="#">Group Control</a>   <a href="#">Pending Item 1</a>   <a href="#">Pending Item 2</a>   <a href="#">Pending Item 3</a>   <a href="#">Accounting Entries</a>			
Group Unit 01110		Group ID 3999	
Accounting Date 03/24/2017		Approved By	
Group Type B	Billing		
Origin ID DRAW	Fed Draws		
<b>Totals</b>		<b>Currency</b>	
Control	15,606.00	*Count	1
Entered	15,606.00	Count	1
Difference	0.00	Count	0
Posted	15,606.00	Count	1
		<b>Control Data</b>	
		Received 03/17/2017	
		Entered 03/24/2017	
		Posted 03/24/2017	
		Assign User	
<b>Group Status</b>			
Edit Status	Edited		
Balanced	Yes		
Posting Status	Complete		
		Accounting Entries	Balanced
		Posting Action	Do Not Post
<a href="#">Return to Search</a>   <a href="#">Previous in List</a>   <a href="#">Next in List</a>   <a href="#">Notify</a>			

#### 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\***

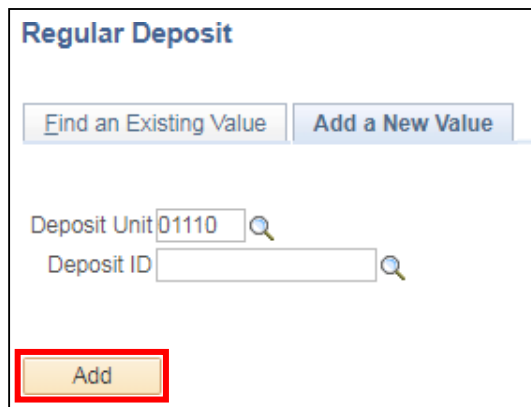
**Possible situations when this function is used:** Customer deposits are used to apply payments to customer's accounts in the Accounts Receivable module.

**Note:** For a Federal Draw the Regular Deposit is entered by the Treasurer's Office once the money is received, and the Treasurer's Office confirms that a pending item was entered and posted in VISION by department.

**WorkCenter navigation:** Accounts Receivable WorkCenter > Links Pagelet > Payments > Regular Deposit

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

The **Regular Deposit** page displays, click on the **Add a New Value** tab:



1. **Business Unit** - Enter appropriate business unit if a Business unit does not default
2. **Deposit ID** - Enter appropriate **Deposit ID** (example: 1110F0122219)
3. Click **Add**

The **Totals** page displays:

The screenshot shows the 'Totals' page of a software application. At the top, there are tabs for 'Totals' and 'Payments'. Below the tabs, the 'Unit' is '01110' and the 'Deposit ID' is 'TESTING\_PP'. There is a 'Delete Deposit' button. A 'View Audit Logs' link is also present. The main form area contains several fields: '\*Accounting Date' (01/22/2019), '\*Bank Code' (PEOP3), '\*Bank Account' (0003), and '\*Deposit Type' (F). To the right, there are fields for 'Control Currency' (USD), 'Format Currency' (USD), 'Rate Type' (CRRNT), and 'Exchange Rate' (1.00000000). Below these are two sections: 'Control Totals' and 'Control Data'. The 'Control Totals' section has a table with rows for 'Control Total Amount', 'Entered Total Amount', 'Difference Amount', 'Posted Total Amount', and 'Journalled Total Amount', each with a corresponding 'Count'. The 'Control Data' section has fields for '\*Received' (01/22/2019), '\*Entered' (01/22/2019), 'Posted', 'Assigned' (ETEST), and 'User' (ETEST). At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

4. **Accounting Date** - Accept current date default
5. **Bank Code** - Enter Bank Code
6. **Bank Account** - Enter Bank Account
7. **Deposit Type** - Enter Deposit Type (or deposit type defaults according to the Bank Code and Bank Account that's selected)
8. **Control Currency** - USD
9. **Control Total Amount** - Enter the total amount of the draw
10. **Count** - Enter Count (This is the number of payment lines you will enter in the deposit)
11. **Received** - Date the money hit the bank
12. **Entered** - Accept current date default (field is grayed out)
13. Click on the **Payments** tab

The **Payments** page displays:

The screenshot shows the 'Payments' page with the following details:

- Payment Information:**
  - Payment Seq: 1
  - Amount: 1,500.00
  - Rate Type: CRRNT
  - Payment Predictor: ☒
  - Payment Method: Check
  - \*Payment ID: 1110F012219
  - Currency: USD
  - Exchange Rate: 1.00000000
  - \*Accounting Date: 01/22/2019
  - Journal Directly: ☐
  - Range of References: ☐
- Customer Information:**
  - Customer ID: 1001
  - Business Unit: 01110
  - Remit From: 1001
  - Remit SetID: 01110
  - Name: U. S. Treasury
  - Corporate: 1001
  - Corporate SetID: 01110
  - SubCust1:
  - SubCust2:
  - MICR ID:
  - Link MICR:
- Reference Information:**
  - Table with columns: Qual Code, Reference, To Reference.
- Buttons:** Save, Notify, Refresh, Add, Update/Display.

**13. Payment ID** - Enter for 1<sup>st</sup> pymt line (Treasurer's Office uses the Item ID from the pending group)

**14. Accounting Date** - Defaults in from the totals page

**15. Amount** - Enter Amount for first payment line

**16. Currency** - Defaults in from the totals page

**17. Payment Predictor** - Defaults as checked. Note: This must remain checked if using Payment Predictor functionality

**18. Journal Directly** - Not used for Customer deposits

**19. Payment Method** - Defaults as Check, accept default

**20. Customer ID** - Enter Cust ID

**21. Business Unit** - Enter your billing Business Unit

**22. Click Refresh** - Customer Name and Remit From (and Corporate) Customer ID and SetID (and Corporate) default into the Customer Information section

**Note:** If you need to Insert a New Row, click on the + icon at the TOP right of the page UNDER the Payment Information section It is important to click the appropriate + icon to insert a row. This page is divided into three sections and allows rows to be inserted in each section.

**23. Click Save**

The deposit should now be **Balanced**:

The screenshot shows the 'Totals' tab selected. At the top, 'Unit 01110', 'Deposit ID 1110F081518', and 'Date 11/15/2018' are displayed. The 'Balance' field is highlighted with a green box and contains the text 'Balanced'. Below this, the 'Payment Information' section includes fields for Payment Seq (1), Amount (200,000.00), Rate Type (CRRNT), and Payment Method (Check). The 'Customer Information' section includes Customer ID (1001), Business Unit (01110), and Remit From (1001). The 'Reference Information' section is at the bottom with a table for Qual Code, Reference, and To Reference.

24. Click on the **Totals** tab

The **Totals** page displays:

The screenshot shows the 'Totals' page. The 'Control Totals' section is highlighted with a green box. It contains a table with the following data:

Control Totals	Amount	Count
Control Total Amount	200,000.00	1
Entered Total Amount	200,000.00	1
Difference Amount	0.00	0
Posted Total Amount	0.00	0
Journalled Total Amount	0.00	0

The 'Control Data' section shows the following information:

- \*Received: 11/15/2018
- \*Entered: 11/15/2018
- Posted: [ ]
- Assigned: ETEST
- User: ETEST

**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 a difference, review totals and payment lines to find the difference and correct it.**

### Regular Customer Deposit is Complete

*\*Next step(s) are 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 customer's account. \**

## Applying a Federal Draw Deposit Using Payment Predictor

**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. Payment Predictor automates the process of applying Payments to open Customer Account Items in Accounts Receivable. Payment Predictor is used when there is reference information on the Payment that identifies the appropriate Items that are intended for payment. This eliminates manual creation of Payment Worksheets to apply payments to the Customer Account.

To inquire if the Treasurer's Office entered a deposit - Run the **VT\_MER\_DEPOSITS\_NOT\_POSTED** Query. 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:** Payment Predictor is a process that creates Payment Worksheets automatically. There are several features of a payment that are important for the process to function properly. Payment Predictor processes payments:

- From a Deposit which has a **Balance Status = Balanced**
- **Payment Predictor** flag needs to be selected

For Federal Draw Deposits, the Business office will need to update the Deposit with reference information that will be used to automatically select items to match to the payments.

The screenshot displays the 'Payment Predictor' interface. At the top, there are tabs for 'Totals' and 'Payments'. Below these, a header bar shows 'Unit 01110', 'Deposit ID TESTING\_PP', 'Date 01/22/2019', and 'Balance Balanced'. The main section is titled 'Payment Information' and includes fields for 'Payment Seq' (1), 'Amount' (1,500.00), 'Rate Type' (CRRNT), 'Payment Method' (Check), '\*Payment ID' (1110F012219), 'Currency' (USD), 'Exchange Rate' (1.00000000), and '\*Accounting Date' (01/22/2019). A red box highlights the 'Payment Predictor' checkbox, which is checked. Below this is the 'Customer Information' section with fields for 'Customer ID' (1001), 'Business Unit' (01110), 'Remit From' (1001), 'Name' (U. S. Treasury), 'Corporate' (1001), 'SubCust1', 'SubCust2', 'MICR ID', and 'Link MICR'. At the bottom, the 'Reference Information' section is highlighted with a red box. It contains a table with columns 'Qual Code', 'Reference', and 'To Reference'. The first row has '1' in the 'Qual Code' column. Below the table are buttons for 'Save', 'Notify', and 'Refresh'. The bottom of the interface shows 'Totals | Payments' and 'Add | Update/Display' buttons.

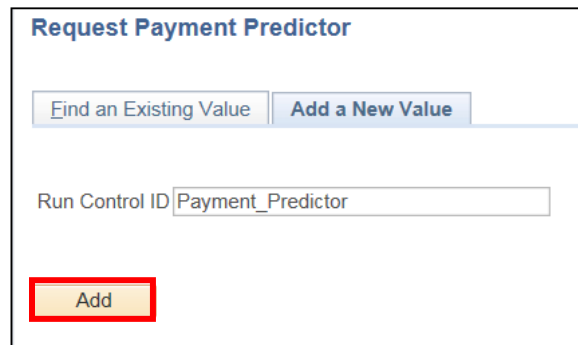
**Reference Information section:**

1. **Qual Code** - Defaults as "I" (Leave as is)
2. **Reference** - Enter the appropriate Item ID # be used when Running Payment Predictor. Using the **Magnifying Glass** will limit your search if you are unsure of the Item ID
3. Click **Save** - You can now run Payment Predictor

**WorkCenter navigation:** Accounts Receivable WorkCenter > Links pagelet > Payments > Request Payment Predictor

**Navigator Menu navigation:** Accounts Receivable > Payments > Apply Payments > Request Payment Predictor

The **Request Payment Predictor** page is displays, use Find an Existing Value if a run control is already configured or click on the **Add a New Value** tab:

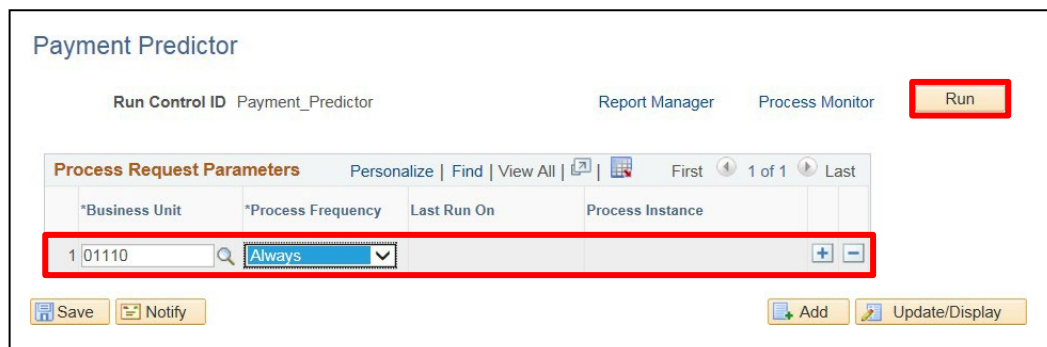


The 'Request Payment Predictor' dialog box has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs is a text field labeled 'Run Control ID' containing the text 'Payment\_Predictor'. At the bottom left, there is a red-bordered button labeled 'Add'.

4. **Run Control ID** – Enter a Run Control ID

5. Click **Add**

The **Payment Predictor Run Control** page displays:



The 'Payment Predictor' page shows the 'Run Control ID' as 'Payment\_Predictor'. It has links for 'Report Manager' and 'Process Monitor', and a red-bordered 'Run' button. Below is a 'Process Request Parameters' section with a table. The first row is highlighted with a red border:

*Business Unit	*Process Frequency	Last Run On	Process Instance
1 01110	Always		

At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

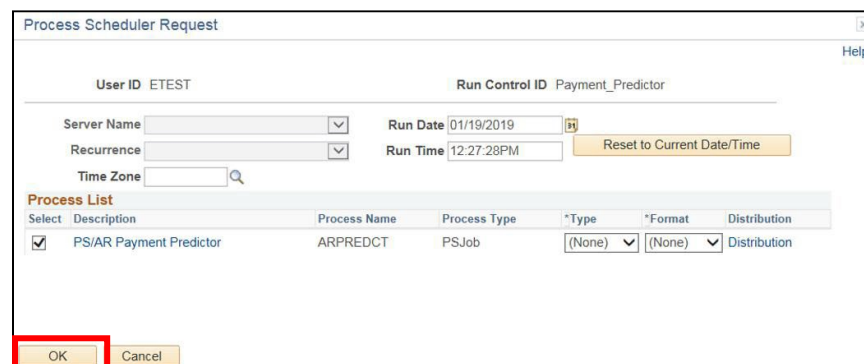
Enter run control parameters to process the selected deposits:

6. **Business Unit** - Enter Business Unit or select from the drop down

7. **Process Frequency** - Select **Always**

8. Click **Run**

The **Process Scheduler Request** page displays:



The 'Process Scheduler Request' dialog box shows 'User ID' as 'ETEST' and 'Run Control ID' as 'Payment\_Predictor'. It has fields for 'Server Name', 'Run Date' (01/19/2019), 'Recurrence', 'Run Time' (12:27:28PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the 'Run Time' field. Below is a 'Process List' table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Payment Predictor	ARPREDC	PSJob	(None)	(None)	Distribution

At the bottom are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red border.

9. Click **OK**



You are returned to the **Payment Predictor** page:

The screenshot shows the 'Payment Predictor' application. At the top, there's a 'Run Control ID' field with the value 'Payment\_Predictor'. To the right are links for 'Report Manager', 'Process Monitor' (highlighted with a red box), and a 'Run' button. Below this, the 'Process Instance' is listed as '9473265'. A section titled 'Process Request Parameters' contains a table with columns: \*Business Unit, \*Process Frequency, Last Run On, and Process Instance. The first row shows '01110' for Business Unit and 'Always' for Process Frequency. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

10. Click on the **Process Monitor** link

The **Process Request** page displays:

The screenshot shows the 'Process Request' page. It has tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with various filters: User ID (E TEST), Type, Last, 1 Days, Server, Name, Instance From, Instance To, Run Status, and Distribution Status. A 'Refresh' button is highlighted with a red box. Below the filters is a 'Process List' table. The table has columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row shows a process named 'ARPREDCT' with a 'Run Status' of 'Success' and a 'Distribution Status' of 'Posted'. The 'Run Status' and 'Distribution Status' columns are highlighted with a green box. At the bottom, there are buttons for 'Save' and 'Notify', and a link to 'Go back to Request Payment Predictor'.

11. Click **Refresh** until the ARPREDCT process has a **Run Status = Success** and **Distribution Status = Posted**

Payment predictor has now created a **Payment Worksheet** set to Batch Standard and is ready to process.

**WorkCenter navigation:** Accounts Receivable WorkCenter > Links Pagelet > Payments > Apply Payment

**Navigator Menu navigation:** Accounts Receivable > Payments > Apply Payments > Create Worksheet

The **Create Worksheet** page displays:

**Create Payment Worksheet**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an existing payment](#)

**Search Criteria**

Deposit Unit: [01110]  
Deposit ID: [begins with]  
Payment Sequence: [1]  
Payment ID: [begins with]  
Payment Status: [Applied]  
User ID: [begins with]  
Assigned Operator ID: [begins with]  
Payment Predictor Method: [begins with]  
Accounting Date: [11/01/2019]

☐ Case Sensitive  
Limit the number of results to (up to 300): [300]

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**  
View All

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier
01110	1110010919	1	1110010919A-15000	USD	Ident	KJAKUISH	KJAKUISH	ITEM_REF	(blank)	(blank)	(blank)
01110	TESTING_PP	1	1110F012219-1500	USD	Applied	ETEST	ETEST	ITEM_REF	#REFS	ITEMREF	(blank)
01110	TSAR27112618	1	UNPOST	45	USD	Ident	WTUCKER	WTUCKER	(blank)	(blank)	(blank)

**12. Deposit Unit** - Enter the deposit business unit to locate payment worksheets created by payment predictor

**13. Click Search**

The Search Results display a list of payments which are not applied that match the search criteria. Select a payment from the test data by clicking on the link displayed in the list.

The **Payment Worksheet Selection** page displays:

**Payment Worksheet Selection**

Deposit Unit: 01110  
Deposit ID: TESTING\_PP  
Deposit Status: Partially Applied

Payment ID: 1110F012219  
Payment Amount: 1,500.00 USD  
Payment Status: Applied

☐ Payment Predictor

**Customer Criteria**

Customer Criteria: [Customer Items]  
Customer Reference: [Customer ID: 1001]  
Business Unit: [01110]  
Name: U. S. Treasury  
Remit SetID: 01110  
Corporate SetID: 01110  
MICR ID: [Link MICR]

**Reference Criteria**

Reference Criteria: [Specific Value]  
Restrict to: [All Customers]  
Match Rule: [Exact Match]  
Detail Reference: [Item Status]

**Item Reference**

Qual Code	Reference	To Reference
I	1110F012219	

**Item Inclusion Options**

☒ All Items  
☐ Deduction Items Only  
☐ Items in Dispute Only  
☐ Exclude Collection Items  
☐ Exclude Deduction Items  
☐ Exclude Dispute Items

**Worksheet Action**

[Build](#) [Clear](#) [Created at](#) [Items 0](#)

Worksheet Selection [Worksheet Application](#) [Worksheet Action](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

The Customer and invoice information from the Payment has been populated on the Worksheet Selection page as note by the green highlights above.

**14. Click the Worksheet Action link**

The **Payment Worksheet Action** page displays:

**Payment Worksheet Action**

Deposit Unit 01110      Deposit ID TESTING\_PP      Payment ID 1110F012219

Entered Date 01/22/2019      Status Batch Standard

**Worksheet Action**

Delete Worksheet

Delete Payment Group

**Posting Action**

Action: Batch Standard      OK

**Accounting Entry Action**

Create/Review Entries

Worksheet Selection      Worksheet Application      Worksheet Action

Save      Return to Search      Previous in List      Next in List      Notify

**Note:** The Posting Action is set to a value of Batch Standard. This payment has been applied and will post the next time ARUPDATE is run. Any payments that are not exactly matched will create a Payment Worksheet which can be processed in the same manner as described in the [Apply a Federal Draw Deposit to Customer Account Not Using Payment Predictor](#) section of the Accounts Receivable training manual.

**Applying a Federal Draw Deposit Using Payment Predictor is Complete**

## Apply a Federal Draw Deposit to Customer Account Not Using Payment Predictor

**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.

To inquire if the Treasurer's Office entered a deposit, there are three options:

1. Run **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.

**WorkCenter navigation:** Accounts Receivable WorkCenter > Links Pagelet > Payments > Create Payment Worksheet

**Navigator Menu:** Accounts Receivable > Payments > Apply Payments > Create Payment Worksheet

The **Create Payment Worksheet** page displays:

**Create Payment Worksheet**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an existing payment](#)

**Search Criteria**

Deposit Unit = 01110

Deposit ID begins with

Payment Sequence =

Payment ID begins with

Payment Status =

User ID begins with

Assigned Operator ID begins with

Payment Predictor Method begins with

Accounting Date =

☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. **Deposit Unit** - Enter Deposit Unit or accept default
2. **Deposit ID** - Enter Deposit ID (if known, otherwise leave blank)
3. Click **Search**

## Search Results display:

**Create Payment Worksheet**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an existing payment

**Search Criteria**

Deposit Unit: 01110  
Deposit ID begins with:   
Payment Sequence:   
Payment ID begins with:   
Payment Status:   
User ID begins with:   
Assigned Operator ID begins with:   
Payment Predictor Method begins with:   
Accounting Date:   
☐ Case Sensitive  
Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1 of 3 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status	User ID	Assigned Operator ID	Payment Predictor Method	Algorithm Group ID	Algorithm Identifier	Entered Date	Accounting Date	Bill To Customer
01110	2120052012	1	EXAMPLE B 25	USD	Ident	DBROCHU DBROCHU	(blank)	(blank)	(blank)	(blank)	(blank)	12/04/2018	12/04/2018	(blank)
01110	EXAMPLE	1	EXAMPLE 25	USD	Ident	ETEST ETEST	(blank)	(blank)	(blank)	(blank)	(blank)	12/10/2018	12/10/2018	(blank)
01110	TSAR27112618	1	UNPOST 45	USD	Ident	WTUCKER WTUCKER	(blank)	(blank)	(blank)	(blank)	(blank)	11/26/2018	11/26/2018	(blank)

### 4. Click on the **Deposit** you want to post payment

The **Payment Worksheet Selection** page displays:

**Payment Worksheet Selection**

Deposit Unit: 01110  
Deposit ID: EXAMPLE  
Deposit Status: None Applied

Payment ID: EXAMPLE  
Payment Amount: 25.00 USD  
Payment Status: Identified

☐ Payment Predictor

**Customer Criteria**

Customer Criteria: Customer Items

Customer Reference

Customer ID: ST025  
Business Unit: 01110

Name: Judiciary  
Remit SetID: 01110  
Corporate SetID: 01110  
MICR ID:   
Remit From ID: ST025  
Corporate ID: ST025  
Link MICR

**Reference Criteria**

Reference Criteria: None  
Restrict to: All Customers  
Match Rule: Exact Match  
Detail Reference: Item Status

**Item Reference**

Personalize | Find | View All | First 1 of 1 Last

Qual Code:   
Reference:   
To Reference:   
+ -

**Item Inclusion Options**

☒ All Items  
☐ Deduction Items Only  
☐ Items in Dispute Only  
☐ Exclude Collection Items  
☐ Exclude Deduction Items  
☐ Exclude Dispute Items  
Advanced Inclusion Options

**Worksheet Action**

Build Clear  
Created at:   
Items: 0

Worksheet Selection:   
Worksheet Application:   
Worksheet Action:   
Save Return to Search Previous in List Next in List Notify Refresh

**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)

**Reference Criteria** - Accept defaults no intervention is required

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

### 5. Click **Build** under the Worksheet Action section of the page

The **Worksheet Application** page displays:

**Payment Worksheet Application**

Deposit Unit: 01110    Deposit ID: EXAMPLE    Payment ID: EXAMPLE    Payment Sequence: 1    Payment Currency: USD

Payment Accounting Date: 12/10/2018

**Item Action**  
 Entry Type: Pay An Item    Reason: [Search]    Choice: Select Range of Items    Range: [Go]

**Item Display Control**  
 Display: All Items    Go    Row Sorting: Sort All By: Item    Go

**Item List**    Personalize | Find | View All | [Go]

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Service Purchase ID	Tax Status
1			23,106.00	USD	FY1901110_ST		01110	ST025						Not Applicable

**Balance**

Amount	Selected	Adjusted	Remaining	Discount	Write Off	Unearned	Earned
25.00	0.00	0.00	25.00	0.00	0.00	0.00	0.00

**Worksheet Selection**    Worksheet Application    Worksheet Action    Attachments (0)    View Audit Logs

Save    Return to Search    Previous in List    Next in List    Refresh

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

**Item Action** section:

- **Entry Type** - Defaults as **Pay an Item**, accept default

**Item List** section:

- This section shows all open items that exist for customer

**Balance** section:

- **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:

**Payment Worksheet Application**

Deposit Unit 01110 Deposit ID EXAMPLE Payment ID EXAMPLE Payment Sequence 1 Payment Currency USD

Payment Accounting Date 12/10/2018

**Item Action**  
Entry Type Pay An Item Reason

**Row Selection**  
Choice Select Range of Items Range Go

**Item Display Control**  
Display All Items Go

**Row Sorting**  
Sort All By Item Go

**Item List**

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Service Purchase ID
	1	<input checked="" type="checkbox"/>	25.00	USD	FY1901110_ST		01110	ST025	PY				
		<input type="checkbox"/>	23,081.00	USD	FY1901110_ST		01110	ST025					

Add with Detail Revenue Distribution Add Conversation Letter of Credit ID

**Balance**

	Amount	25.00	Remaining	0.00	Unearned	0.00
Selected	25.00		Discount	0.00	Earned	0.00
Adjusted	0.00		Write Off	0.00		

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs

**Save** Return to Search Previous in List Next in List Refresh

**Note:** To apply a partial payment: Pending items total 23,106.00 and customer only paid 25.00. To apply payment, in the pay amount field erase the amount. Example: 23,106.00 is the full amount of the bill. Erase the amount and type in the amount of payment 25.00 click the refresh button and the balance will drop down to a new line for future payment.

6. Click **Save**

In the **Balance** section - The Remaining amount is now 0.00 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** - The Worksheet Action page is displayed.

**Payment Worksheet Action**

Deposit Unit 01110 Deposit ID EXAMPLE Payment ID EXAMPLE

Entered Date 12/10/2018 Status Do Not Post

**Worksheet Action**  
Delete Worksheet  
Delete Payment Group

**Posting Action**  
Action: Do Not Post OK

**Accounting Entry Action**  
Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Previous in List Next in List Notify

**Status** - Defaults as **Do Not Post**

7. Click on the drop-down arrow in the **Posting Action** section of the page - select **Batch Standard**

8. Click **OK**



Payment Worksheet Action		
Deposit Unit 01110	Deposit ID EXAMPLE	Payment ID EXAMPLE
Entered Date 12/10/2018	<b>Status</b> Batch Standard	
<b>Worksheet Action</b> Delete Worksheet Delete Payment Group	<b>Posting Action</b> Action: Batch Standard ▼ OK	<b>Accounting Entry Action</b> Create/Review Entries
Worksheet Selection	Worksheet Application	Worksheet Action
Save	Return to Search	Previous in List
		Next in List
		Notify

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.

**WorkCenter Navigation:** Accounts Receivable WorkCenter > Links pagelet > Receivables Update > Posting Results-Payments

**Navigator Menu navigation:** Accounts Receivable > Receivables Update > Posting Results-Payments

The **Item w/ Accounting Entries** page displays:

**Items w/ Accounting Entries**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Deposit Unit =

Deposit ID begins with

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 >=

Payment Type =

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

1. **Deposit Unit** - Leave as default or enter Deposit Unit
2. **Deposit ID** - Enter Deposit ID
3. Click **Search**

**Search Results** display:

Search Results											
View All										First 1-4 of 4 Last	
Deposit Unit	Deposit ID	Payment ID	Group Unit	Group ID	Group Type	User ID	Assigned Operator ID	Entered Date	Posting Status	Posted Date	Payment Type
01110	000569	03460/255211	01110	4079	P			10/31/2017	Complete	10/31/2017	Payment
01110	000569	07100/8008	01110	4078	P			10/31/2017	Complete	10/31/2017	Payment
01110	000569	02150/100963	01110	4076	P			10/31/2017	Complete	10/31/2017	Payment
01110	000569	03330/2183	01110	4077	P			10/31/2017	Complete	10/31/2017	Payment

4. Click on the **Payment** you want to view

The **Payment Control** page displays:

<div> Payment Control Payment 1 Payment 2 Payment 3 Accounting Entries </div>			
Deposit Unit 01110		Deposit ID 000593A	Payment ID 03420/365739
Accounting Date 03/28/2018		Approved By	
Group Type P	Payment		
Origin ID PS_AR	PS_AR		
Payment Type Payment			
<b>Totals</b>		<b>Control Data</b>	
Control	-8,450.95	*Count	1
Entered	-8,450.95	Count	1
Difference	0.00	Count	0
Posted	-8,450.95	Count	1
<b>Control Data</b>			
Received 03/28/2018			
Entered 03/28/2018			
Posted 03/28/2018			
Assign User			
<b>Group Status</b>			
Edit Status	Edited		
Balanced	Yes		
Posting Status	Complete		
Accounting Entries		Balanced	
Posting Action		Do Not Post	
<div> Return to Search Previous in List Next in List Notify </div>			

**Note:** If the 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, you will get a search results for each line.

- **Edit Status** = Edited
- **Balanced** = Yes
- **Posting Status** = Complete (The payment posted to customer account with no errors) or Error (The 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 the 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**

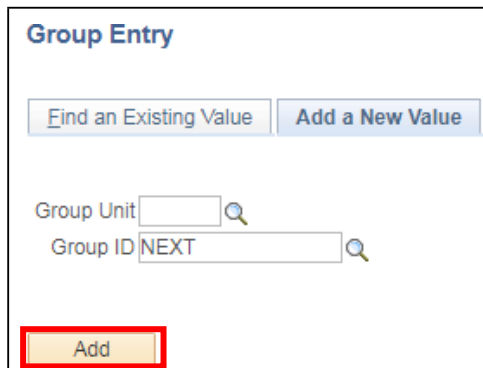
## Enter an Online Credit Pending Item

**Possible situations when this function is used:** To Create a Credit to a customer's 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 the Maintenance Worksheet exercise in the [Accounts Receivable manual](#) for more information.

**WorkCenter Navigation:** Accounts Receivable WorkCenter > Links pagelet > Pending Items > Online Group Entry

**Navigator Menu navigation:** Accounts Receivable > Pending Items > Online Items > Group Entry

The Group Entry page displays, click on the **Add a New Value** tab:



Group Entry

Find an Existing Value Add a New Value

Group Unit

Group ID NEXT

Add

1. **Group Unit** - leave as default or enter the appropriate Group Unit
2. **Group ID** - Defaults as **NEXT**, accept default – system will assign the next sequential number
3. Click **Add**

The **Group Control** page displays:

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

Group Unit 01110 Group ID NEXT

\*Accounting Date 11/14/2018  
 \*Group Type  
 \*Origin ID

**Control Totals**

Control	0.00	*Count	0
Entered	0.00	Count	1
Difference	0.00	Count	-1
Posted	0.00	Count	0

**Control Data**

\*Received 11/14/2018 \*Entered 11/14/2018  
 Posted  
 Assign E TEST User E TEST

**Group Status**

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

Save Notify Add Update/Display

4. **Accounting Date** - Leave default of **Current Date**
5. **Group Type** - Enter type **B** - Billing
6. **Origin ID** - Enter Origin ID (**DRAW**) from list of valid values.
7. **Control Currency** - Enter **USD**
8. **Control Total Amount** - Enter total Credit dollar amount - make sure to add credit sign (-)
9. **Count** - Enter Count (# of lines on pending item)
10. **Entered Date** - Leave default of Current Date
11. **Received Date** - Leave default of Current Date
12. Click on the **Pending Item 1** tab

The **Pending Item 1** page displays:

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

Group Unit 01110      Group ID NEXT

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

\*Acctg Date 11/14/2018    \*As Of Date 11/14/2018    Sequence 1    Copy Line

\*Item ID    Line

\*Business Unit 01110    \*Customer

SubCust1    SubCust2

Amount    \*Currency

\*Entry Type    Reason    \*AR Dist

Rate Type    ☒ Revalue Flg

Exchange Rate    Attachments (0)

**Payment Terms**

Terms    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    Case No

SP ID

**Item Creation/Update Details**

Created On 11/14/2018 9:03AM    Last Modified On 11/14/2018 9:03AM

Created By ETEST    Modified By ETEST

Save    Notify    Add    Update/Display

13. **Acctg Date** - Defaults from Group control – **never change**
14. **As of Date** - Defaults from Group control – **never change**
15. **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
16. **Line** - Enter appropriate sequential line # (not a mandatory field)
17. **Business Unit** - Leave default value from Group Control
18. **Customer** - Enter appropriate Customer ID (once you tab out of field the customer short name will appear to the right of the page)
19. **Amount** - Enter Credit Amount
20. **Entry Type** - Enter **CRGR**
21. **Reason** - Enter **GRREF**
22. **AR Dist** - Defaults in when you tab out of **Reason** field
23. Click on the **Group Action** tab

The **Group Action** page displays:

24. Click **Create Entries** 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.

**Note:** 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:

Line	GL Unit	Ledger Grp	Ledger	*Type	Amount	Account	Fund	Dept	Program
2	01110	ACTUALS	ACTUALS	User	100.00	430000	22005	1110004000	
102	01110	ACTUALS	ACTUALS	AR	-100.00	110001	22005	1110004000	

What defaults for accounting entries is determined by Entry Type and Reason that was chosen on the **Pending Item 1** 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 that you use the same accounting entries that were used on the original pending group.

25. **Account** - Leave as default or enter appropriate revenue account

26. **Fund** - Leave as default or enter appropriate fund

27. **Dept** - Leave as default of enter appropriate Department ID (Dept ID)

28. **Program** - Enter or select valid value if required

29. **Class** - Enter or select valid value if required

30. **Project** - Enter or select valid value if required

31. Click **Save**

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

The screenshot shows the 'Accounting Entries' screen with the 'Group Action' tab selected. The 'Group ID' is 4192. The 'Distribution Lines' table shows two lines: Line 2 with a debit of 100.00 to account 430000, and Line 102 with a credit of -100.00 to account 110001. The 'Group ID' 4192 is highlighted in a green box, and the 'Group Action' tab is highlighted in a red box.

Line	GL Unit	Ledger Grp	Ledger	*Type	Amount	Account	Fund	Dept	Program
2	01110	ACTUALS	ACTUALS	User	100.00	430000	22005	1110004000	
102	01110	ACTUALS	ACTUALS	AR	-100.00	110001	22005	1110004000	

32. Click the **Group Action** tab

The **Group Action** page displays:

The screenshot shows the 'Group Action' screen. The 'Posting Action' section is highlighted with a red box, showing the 'Action:' dropdown menu set to 'Do Not Post' and an 'OK' button. The 'Group ID' is 4138 and the 'Status' is 'Do Not Post'.

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

33. Select **Batch Standard**

34. Click **OK**

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
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Group Unit 01110	Group ID 4138
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Entered 11/14/2018	<div> <div>Status Batch Standard</div> <div> <div>Posting Action</div> <div> <div>Action: Batch Standard</div> <div>OK</div> </div> </div> </div>	Cash Drawer Receipt
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<div>Group Actions</div> <div>Balance</div> <div>Delete Group</div>	<div>Accounting Entry Actions</div> <div>Create Entries</div> <div>Delete Entries</div>
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<div>Save</div> <div>Return to Search</div> <div>Notify</div>	<div>Add</div> <div>Update/Display</div>
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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 customer's account as an open item. To match both open items a maintenance worksheet needs to be entered. See instructions for creating a maintenance worksheet starting on page 149 of the [Accounts Receivable Manual](#).***

**Enter an Online Credit Pending Item is Complete**



## Additional Exercises, Reports & Queries

**Accounts Receivable Manual** – The following helpful exercises can be found in the [Accounts Receivable Manual](#):

- **Maintain/Update Customer Name and/or Address**
- **Create a Maintenance Worksheet**
- **Enter Customer Deposit – Payment more than Item Balance**
- **Enter Customer Deposit – Payment less than Item Balance**
- **Enter Customer Deposit – No Reference ID, Multiple Open Pending Items/Invoices, Deposit Dollar Amount does not Match any Open Balance**
- **Inquire and Fix Online A/R Pending Item that did not post due to a “Duplicate Item” Error**
- **Review Pending Items Groups Not Set To Post**
- **Review Pending Items Groups Set To Post**
- **Review Payments Set To Post**
- **Review Item List**
- **Review Item Activity From a Group**
- **Review Item Activity From a Customer Payment**
- **Review Item Activity SummaryView/Update Item Details**
- **Customer Account Overview**
- **Customer Activity**

Reports and Queries for Accounts Receivable and Federal Draw can be found in the Reporting Manual(s) located at <https://finance.vermont.gov/vision-module-support/accounts-receivable>