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.
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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 and they will correct the deposit using the correct customer. Once the correction is made, continue processing the payment.
Federal Draw Flowchart

1. Receive Email notification
2. Run daily query for Origin = DRAW
3. March query results to Emails
4. Receive Funds
5. Enter Deposit
6. Notify Treasurer’s Office via Email, Inc. amount & Group ID
7. Enter AR Pending Item (Origin = DRAW, Customer = Federal Agency)
8. AR Update runs overnight
9. Review Pending Items
10. Correct Pending item
11. Search for Regular Deposit
12. Complete status?
   - Yes
   - No
13. Apply payment
14. AR Update runs overnight
15. Wire Funds
16. Receive request for Funds
17. Process request
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:


**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
- 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 1st 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
Customer Pages and Descriptions

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

The General Info page displays:

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
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.*
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

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*. 
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)*
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
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

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

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

**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

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

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

### 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:

1. SetID - Defaults with STATE – Enter your Business Unit (Do not use the SetID of STATE)
2. Click Search
A customer listing displays:

![Customer Listing](image)

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 Page](image)

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:

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**:

**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:

- **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:

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:

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:

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
22. Click on the + icon to insert a new row

23. Click Save

24. Click on the Group Action tab
The **Group Action** page displays:

![Group Action Page](image)

**25. Click Create Entries**

The **Accounting Entries** page displays:

![Accounting Entries Page](image)

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:

![Group Action Page](image)

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:

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:

![Group Control page display](image)

**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**:

- **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:

![Image of Payments page](image_url)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td><strong>Payment ID</strong> - Enter for 1&lt;sup&gt;st&lt;/sup&gt; pymt line (Treasurer’s Office uses the Item ID from the pending group)</td>
</tr>
<tr>
<td>14.</td>
<td><strong>Accounting Date</strong> - Defaults in from the totals page</td>
</tr>
<tr>
<td>15.</td>
<td><strong>Amount</strong> - Enter Amount for first payment line</td>
</tr>
<tr>
<td>16.</td>
<td><strong>Currency</strong> - Defaults in from the totals page</td>
</tr>
<tr>
<td>17.</td>
<td><strong>Payment Predictor</strong> - Defaults as checked. Note: This must remain checked if using Payment Predictor functionality</td>
</tr>
<tr>
<td>18.</td>
<td><strong>Journal Directly</strong> - Not used for Customer deposits</td>
</tr>
<tr>
<td>19.</td>
<td><strong>Payment Method</strong> - Defaults as Check, accept default</td>
</tr>
<tr>
<td>20.</td>
<td><strong>Customer ID</strong> - Enter Cust ID</td>
</tr>
<tr>
<td>21.</td>
<td><strong>Business Unit</strong> - Enter your billing Business Unit</td>
</tr>
<tr>
<td>22.</td>
<td>Click <strong>Refresh</strong> - Customer Name and Remit From (and Corporate) Customer ID and SetID (and Corporate) default into the Customer Information section</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>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.</td>
</tr>
<tr>
<td>23.</td>
<td>Click <strong>Save</strong></td>
</tr>
</tbody>
</table>
The deposit should now be **Balanced**:

![Deposit Balance Screenshot](image)

24. Click on the **Totals** tab

The **Totals** page displays:

![Totals Page Screenshot](image)

**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.

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:

4. Run Control ID – Enter a Run Control ID
5. Click Add

The Payment Predictor Run Control page displays:

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:

9. Click OK
You are returned to the Payment Predictor page:

10. Click on the Process Monitor link

The Process Request page displays:

11. Click Refresh until the ARPREDICT 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:

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:

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](image)

**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:

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:

4. Click on the Deposit you want to post payment

The Payment 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)
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:

![Worksheet Application Page](image)

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](image)

**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 equal 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](image)

**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**
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:

![Image of Item w/ Accounting Entries]

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

**Search Results** display:

![Image of Search Results]

4. **Click on the Payment** you want to view
The **Payment Control** page displays:

![Payment Control Page](image)

**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:

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:

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:

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:

![Group Action Page](image)

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:

![Accounting Entries Page](image)

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:

![Image](image.png)

**32. Click the Group Action tab**

The **Group Action** page displays:

![Image](image.png)

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

**33. Select Batch Standard**

**34. Click OK**
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