

State of North Dakota



Module 5 – Accounts Receivable PeopleSoft Financials 9.0

Introduction

The PeopleSoft Financials Training Guide was produced by using the User Productivity Kit (UPK) / On Demand Training application. The Training Guide is comprised of 3 levels:

- Module – PeopleSoft component
- Lesson – Description level
- Topic - Procedure

All levels are identified with the prefix “ST” for STATE.

PeopleSoft Financial Modules Training Guides are available on the Office of Management & Budget website: www.nd.gov/fiscal/accounting/manuals.

The PeopleSoft Financials Module Online Tutorials and Job Aids are available by clicking on the Help menu in PeopleSoft Financials.



Notice to Users:

- All Training Guide content was recorded in the PeopleSoft Test environment (NDFT). The NDFT logo will appear on the screen shots in this document; however, this will not be seen in the Production environment.
- The PeopleSoft Tools upgrade was implemented in October 2010. This change does not affect the actual material represented in the Training Guides/Job Aids; however, the main menu screens in the training material may look different than the actual PeopleSoft Production environment.



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ST Module 5 - Accounts Receivable

Accounts Receivable Module

Accounts Receivable is used to record transactions related to revenue posting and cash receipting.

The Accounts Receivable Module enables users to record receivable transactions, post payments against receivable transactions, and perform maintenance against receivable transactions.

The module also offers various reporting and inquiry abilities for researching and reviewing transactions entered into the system.

To view or print the Accounts Receivable Training Guide, click on OMB's training webpage: (<http://www.nd.gov/fiscal/accounting/manuals>)

ST Lesson 5.1 - Customers

Customers

Customers must be set up and in active status before a billing or account receivable can be established. The topics in Module 7 - Billing cover Adding a New Customer (ST 7.1.1) and Updating Customer Information (ST 7.1.2) but it will be presented again in the Accounts Receivable Module.

Training Guide



ST 5.1.1 - Adding a New Customer

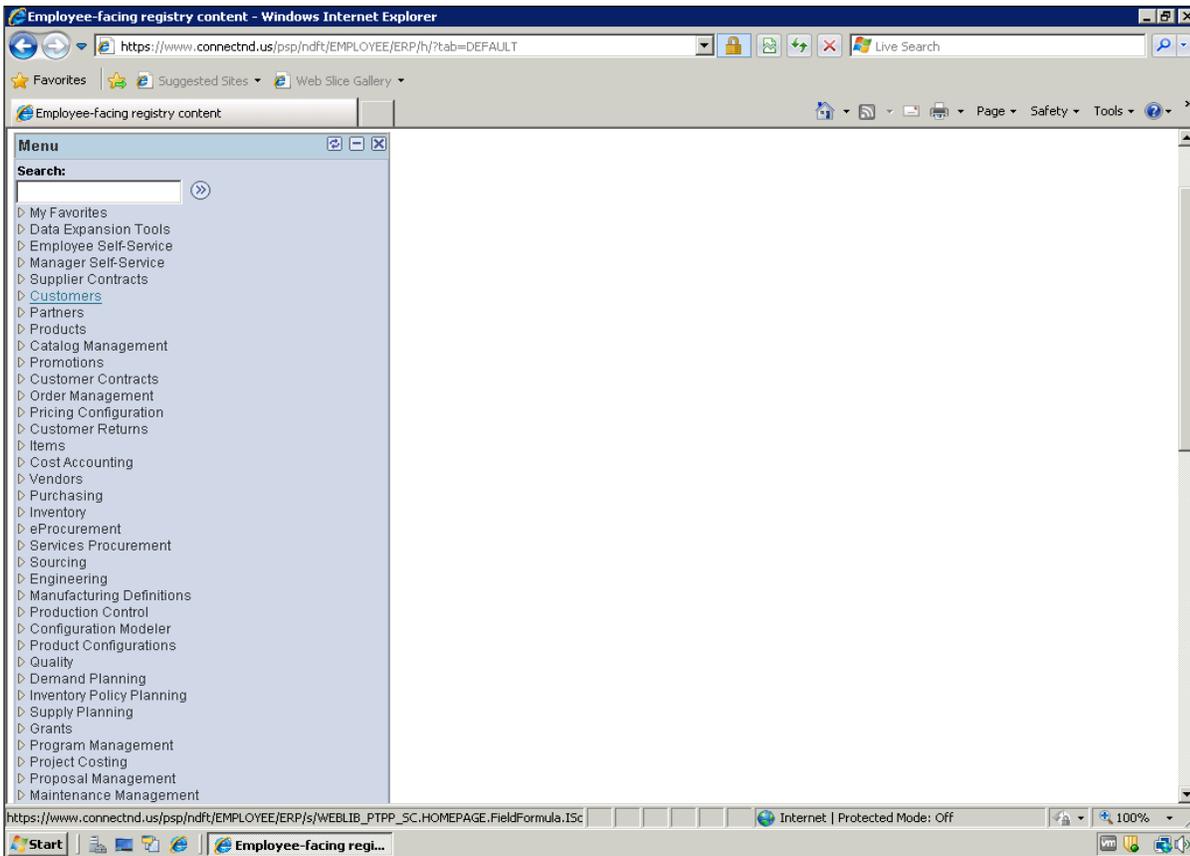
Adding a New Customer

Navigation: [Customers](#) > [Customer Information](#) > [General Information](#)

Customers must be established before they can be billed. Adding a New Customer involves creating the customer name, address, billing type and contact information.

Procedure

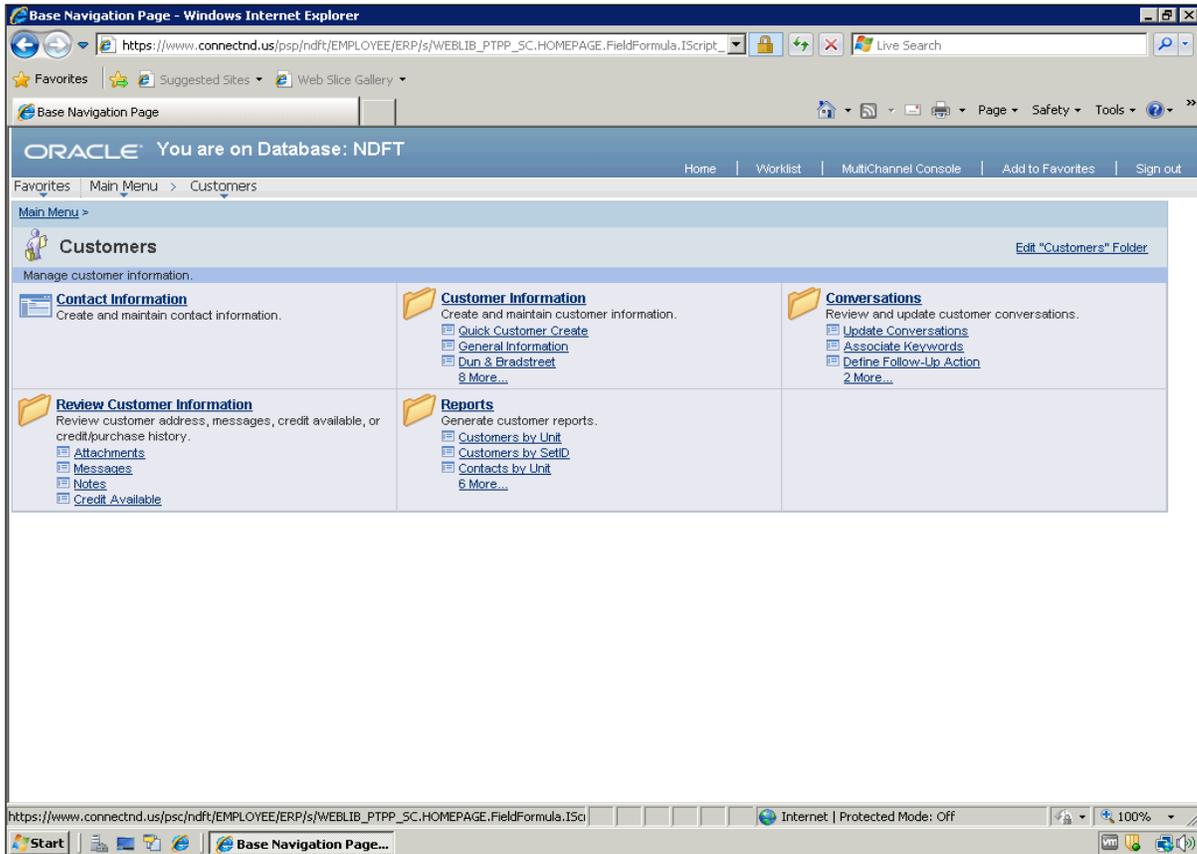
This topic shows how to Add a New Customer. A customer must be set up and in Active Status in order for a bill to be created and the account receivable established.



Step	Action
1.	Click the Customers link. 

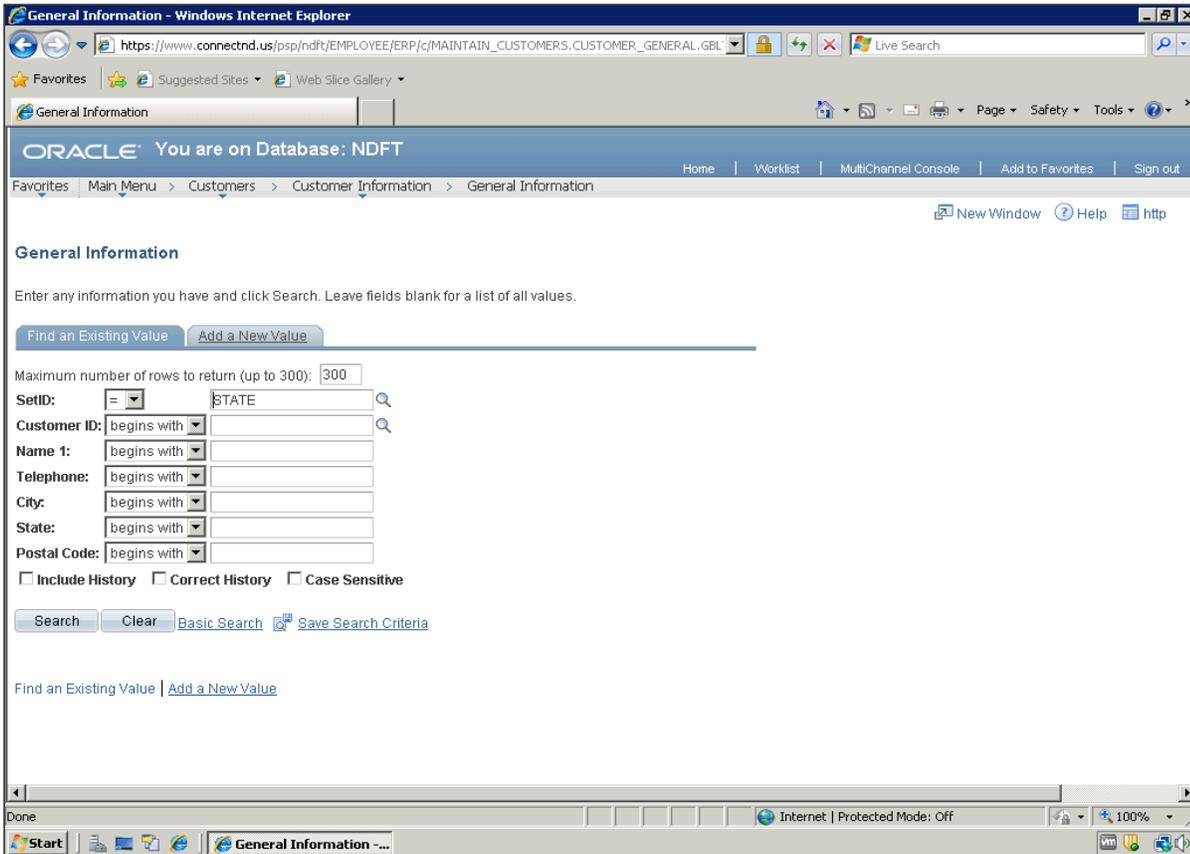


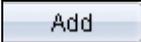
Training Guide

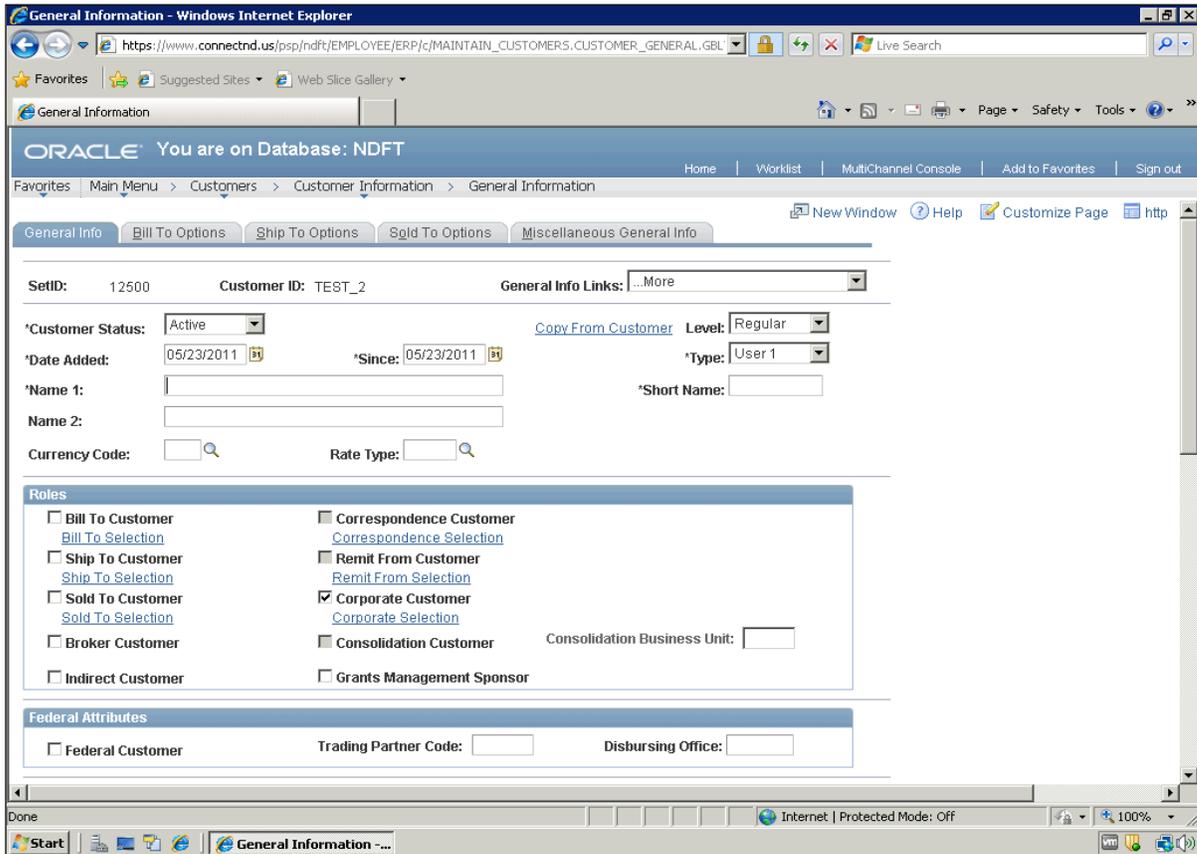


Step	Action
2.	Click the Customer Information link. Customer Information
3.	Click the General Information link. General Information

Training Guide



Step	Action
4.	Click the Add a New Value tab. 
5.	Customer ID will default to <u>NEXT</u> and cannot be overridden. Note: Some agencies may be able to override this ID and enter a unique Customer ID number. This feature was established during initial set up.
6.	If applicable, enter the desired information into the Customer ID field or default to NEXT. Enter " TEST_2 ".
7.	Click the Add button. 

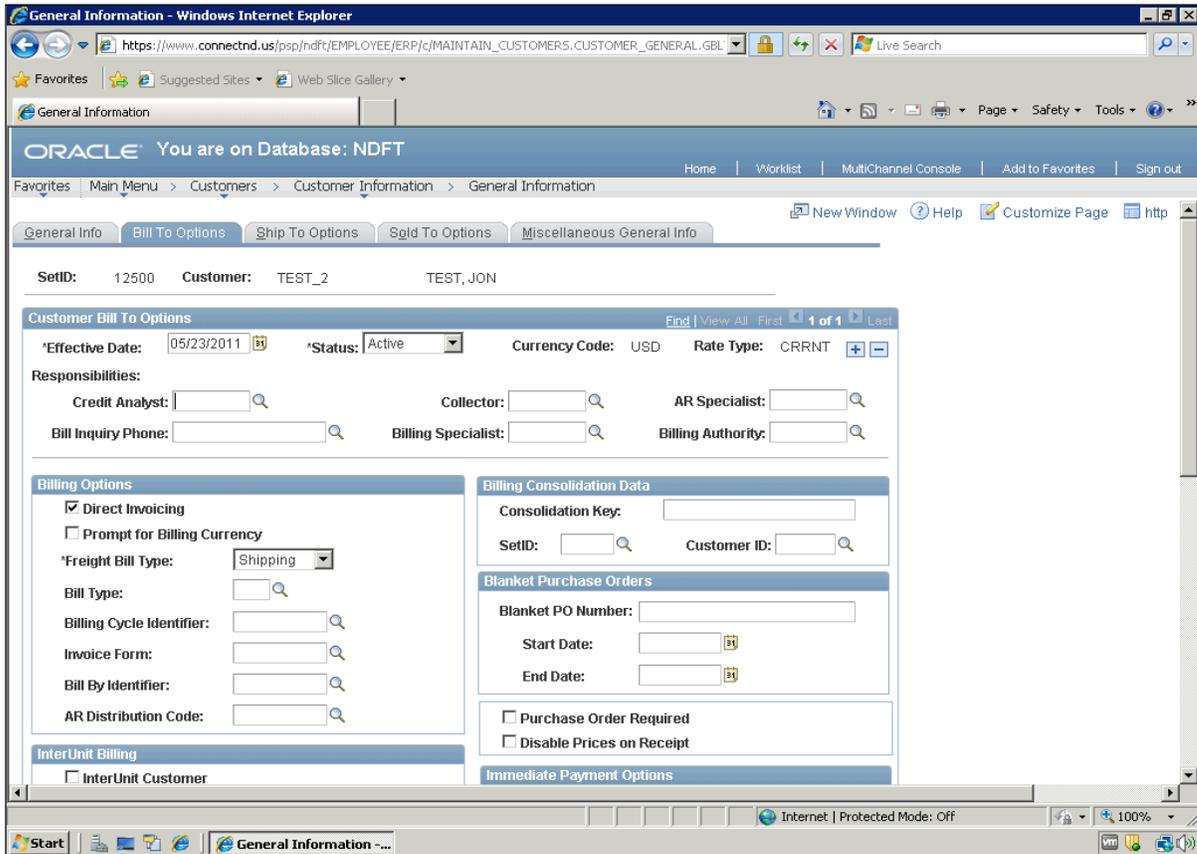


Step	Action
8.	Enter the desired information into the Name 1 field. Enter " TEST, JON ". Note: <u>Last name first and upper case</u> is recommended for ease in sorting after the customer database is established.
9.	Enter the desired information into the Currency Code field. Enter " USD ".
10.	Enter the desired information into the Rate Type field. Enter " CRRNT ".
11.	Select the Bill To Customer option to select the Role. Once the Bill To Customer is selected, the Correspondence Customer and Remit From Customer Roles will automatically be selected. Select the Bill To Customer option. <input type="checkbox"/> Bill To Customer
12.	Select the Ship To Customer option. <input type="checkbox"/> Ship To Customer

Training Guide



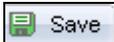
Step	Action
13.	Select the Sold To Customer option. <input type="checkbox"/> Sold To Customer
14.	Enter the desired information into the Team Code field. Enter " TEAM ".
15.	Click the Default option. <input type="checkbox"/>
16.	Select the Bill To option. <input type="checkbox"/> Bill To
17.	Select the Primary option. <input type="checkbox"/> Primary
18.	Select the Ship To option. <input type="checkbox"/> Ship To
19.	Select the Primary option. <input type="checkbox"/> Primary
20.	Select the Sold To option. <input type="checkbox"/> Sold To
21.	Select the Primary option. <input type="checkbox"/> Primary
22.	Enter the desired information into the Description field. Enter " MAIN ".
23.	Enter the desired information into the Address 1: field. Enter " 1234 MAIN STREET ".
24.	Enter the desired information into the City field. Enter " BISMARCK ".
25.	Enter the desired information into the State field. Enter " ND ".
26.	Enter the desired information into the Postal field. Enter " 58501 ".
27.	Click the Bill To Options tab. <input type="button" value="Bill To Options"/>



Step	Action
28.	Enter the desired information into the Credit Analyst field. Enter " CREDIT ".
29.	Enter the desired information into the Collector field. Enter " COLLECT ".
30.	Click the Look up Bill Inquiry Phone button. 
31.	Click the Office of Attorney General link. Office of Attorney General
32.	Enter the desired information into the Bill Type field. Enter " MSC ". Note: Bill Types may vary by agency. This depends on how the billing is being issued. MSC is for miscellaneous billings and IDB is for InterDepartmental Billings.
33.	Click the Look up Billing Cycle Identifier button. 

Training Guide



Step	Action
34.	<p>Click the On Demand link.</p> <p>Note: The On Demand option is used for customers that are randomly billed. The Monthly option is used for customers that are billed on a monthly or scheduled bill cycle. <u>The other Billing Cycle Identifier options are not used at this time.</u></p> <p></p>
35.	<p>Click the Look up Invoice Form button.</p> <p></p>
36.	<p>Click the Standard link.</p> <p>Note: The Standard link is the ONLY Invoice Form used.</p> <p><u>Do not use any other Invoice Form.</u></p> <p></p>
37.	<p>Click the Look up AR Distribution Code button.</p> <p></p>
38.	<p>Click the AR link.</p> <p></p>
39.	<p>If the Customer is a state agency and needs to be billed by IDB, you can select InterUnit Customer; however OMB must populate the GL Business Unit roll-up for that agency.</p> <p><u>We will NOT be using it in this example.</u></p> <p>Note: See also Topic 7.2.1 - Adding an InterUnit Customer.</p>
40.	<p>Click the Save button.</p> <p></p>
41.	<p>This topic showed how to Add a New Customer.</p> <p>End of Procedure.</p>



ST 5.1.2 - Updating Customer Information

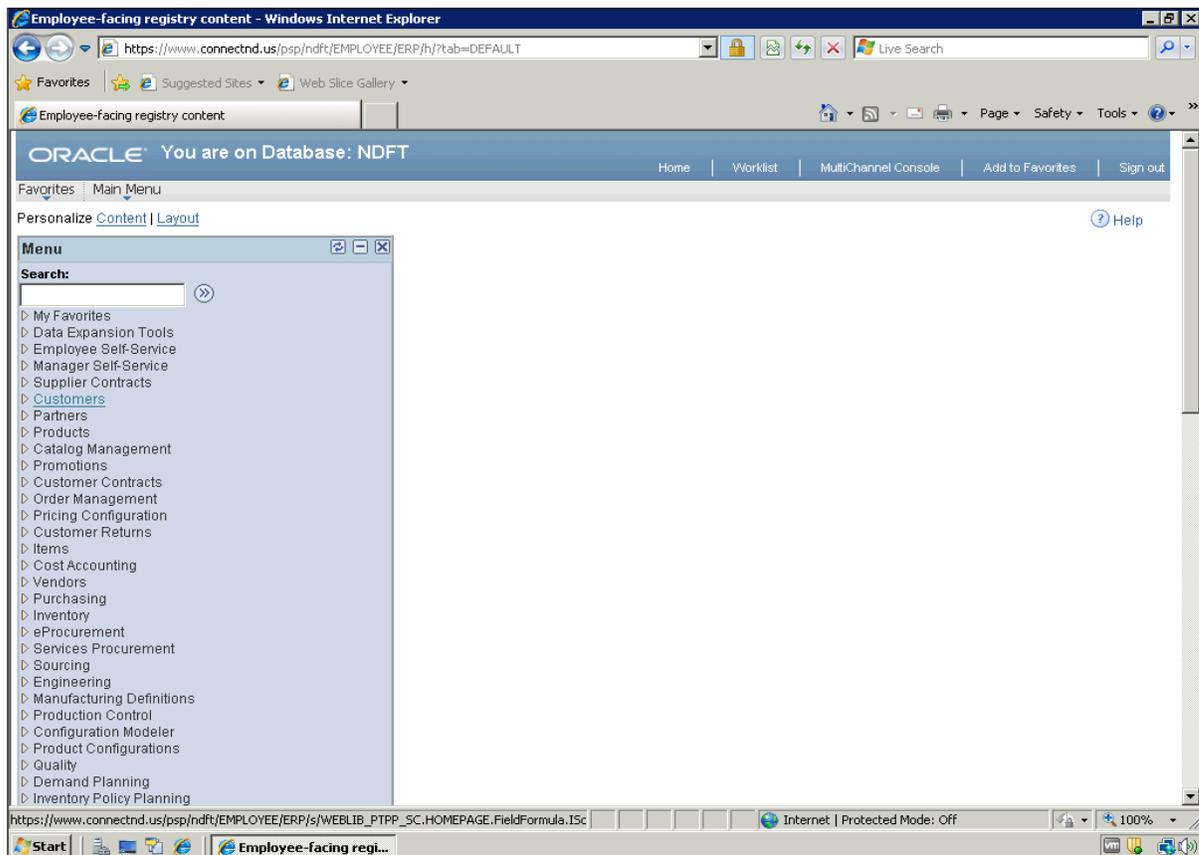
Updating Customer Information

Navigation: Customers > Customer Information > General Information

Customer information can be modified by adding the new information and using effective dates. This is optimal in retaining customer history.

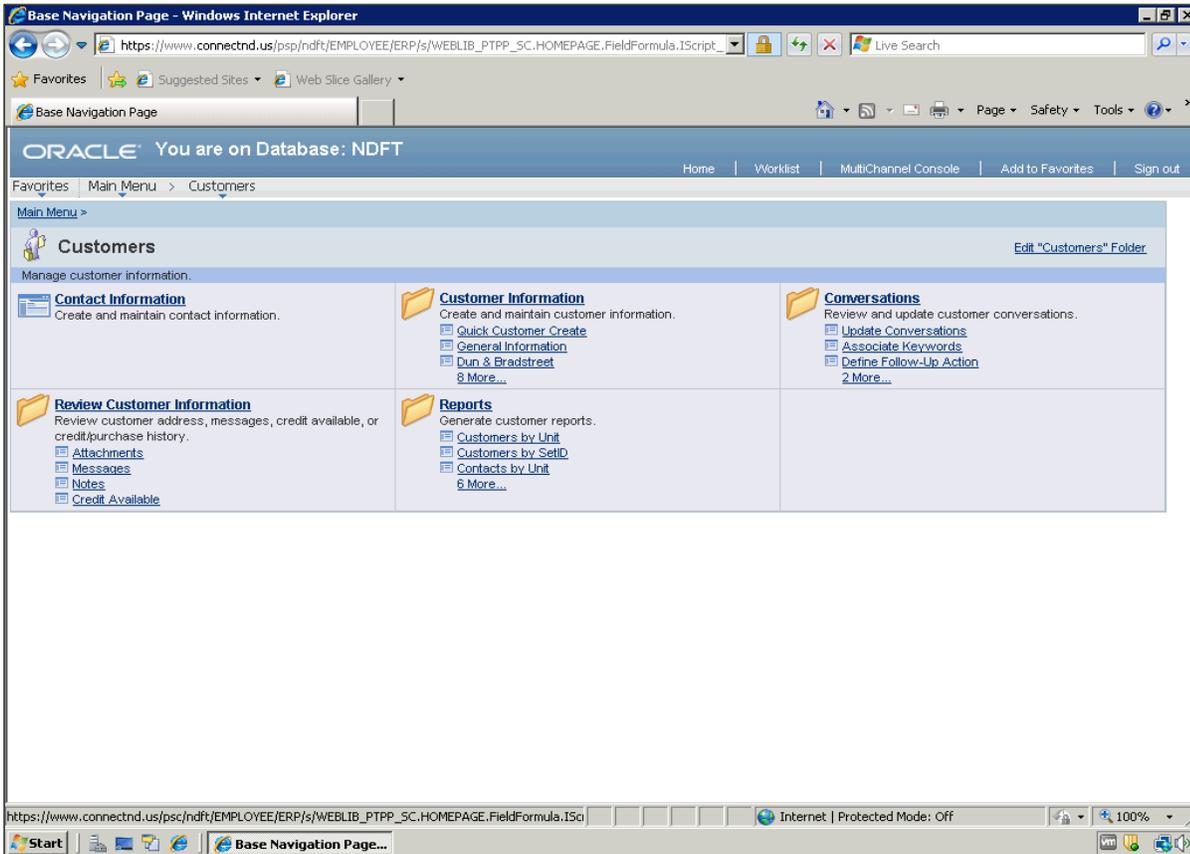
Procedure

This topic shows how to Update Customer Information.



Step	Action
1.	Click the Customers link. 

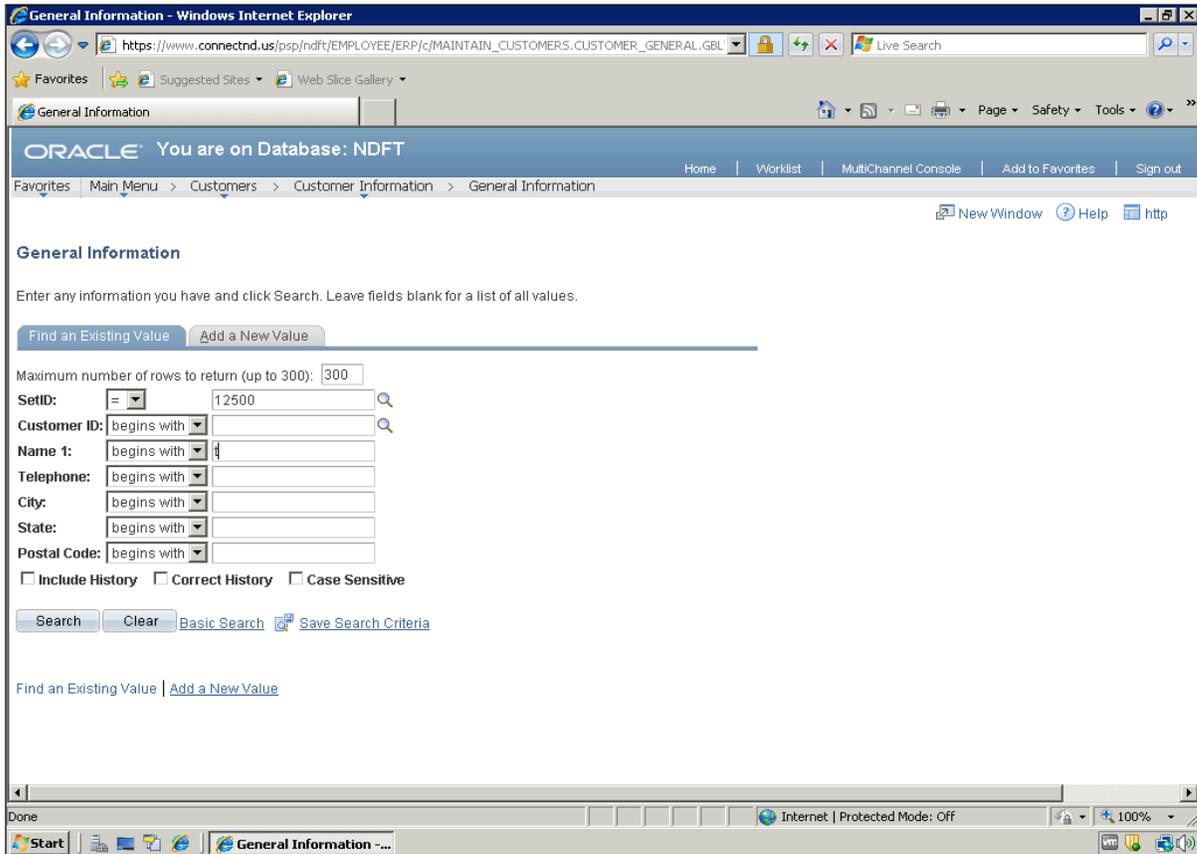
Training Guide



Step	Action
2.	Click the Customer Information link. Customer Information
3.	Click the General Information link. General Information

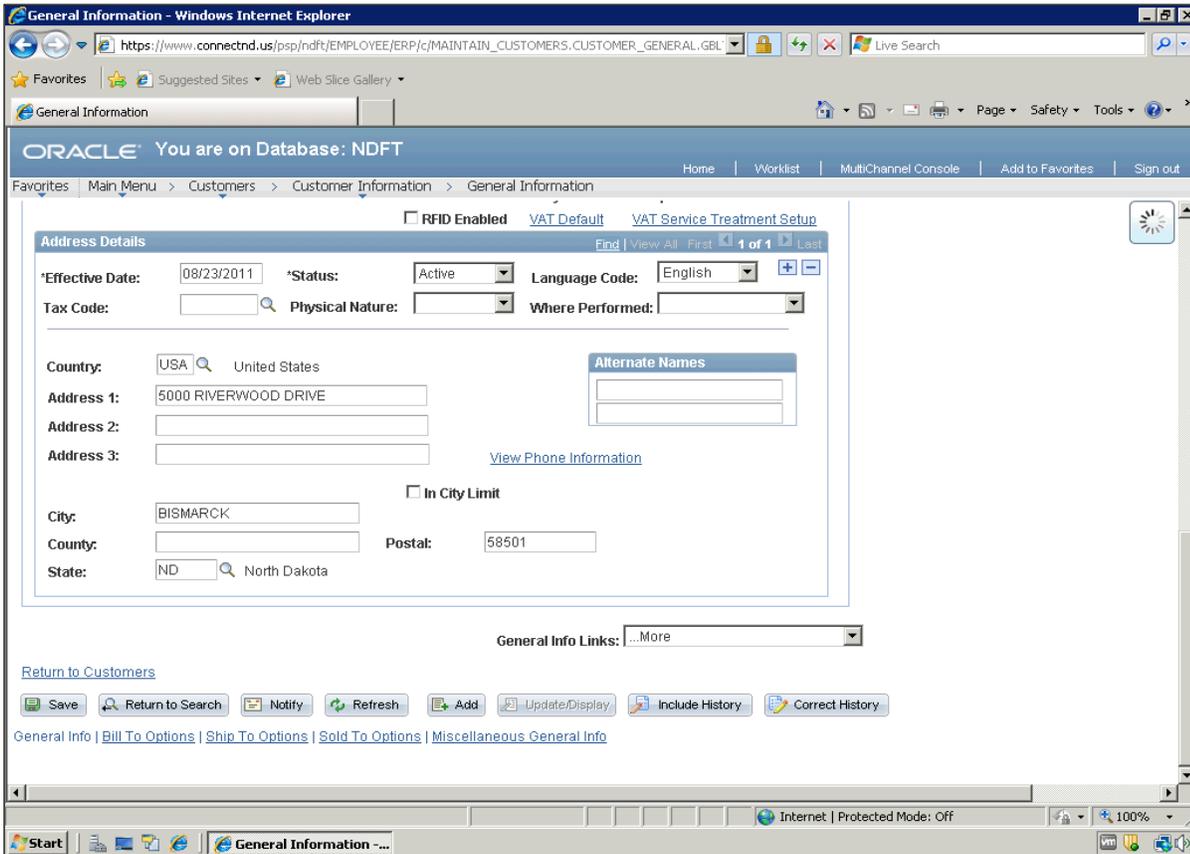


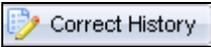
Training Guide



Step	Action
4.	Enter the desired information into the Name 1 field. Enter "test". Note: The Name 1 field is a search criteria if you do not know the Customer ID.
5.	Click the Search button. 
6.	Click the TEST, JON link. 

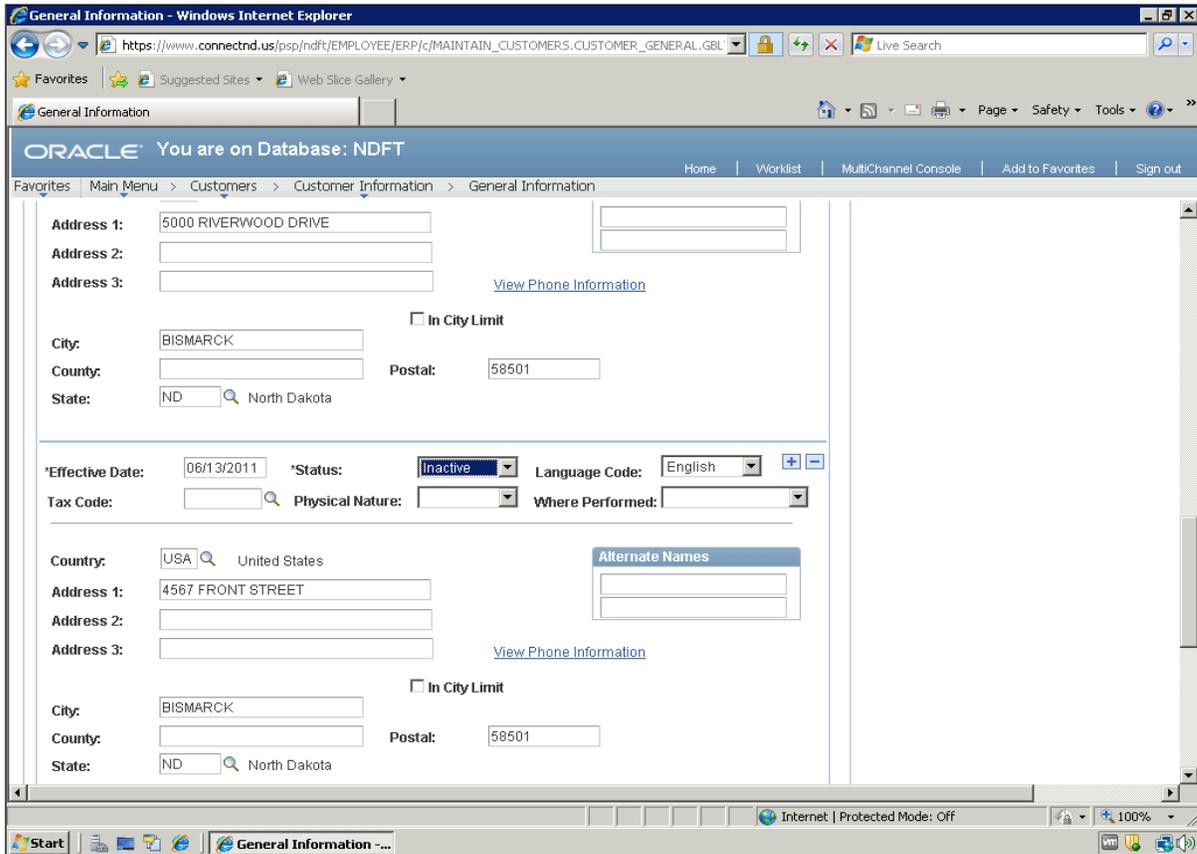
Training Guide

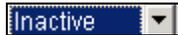


Step	Action
7.	Click the Correct History button. Note: The Correct History status must be enabled before any changes can be made to the Customer. 
8.	Click the Add a new row at row 1 button. 
9.	The new record will be added on top and the Status will default to Active and a current Effective Date.
10.	Click the View All link to see prior changes to the Address, if necessary. 
11.	The last current record must be Inactivated before the new record can be effective.

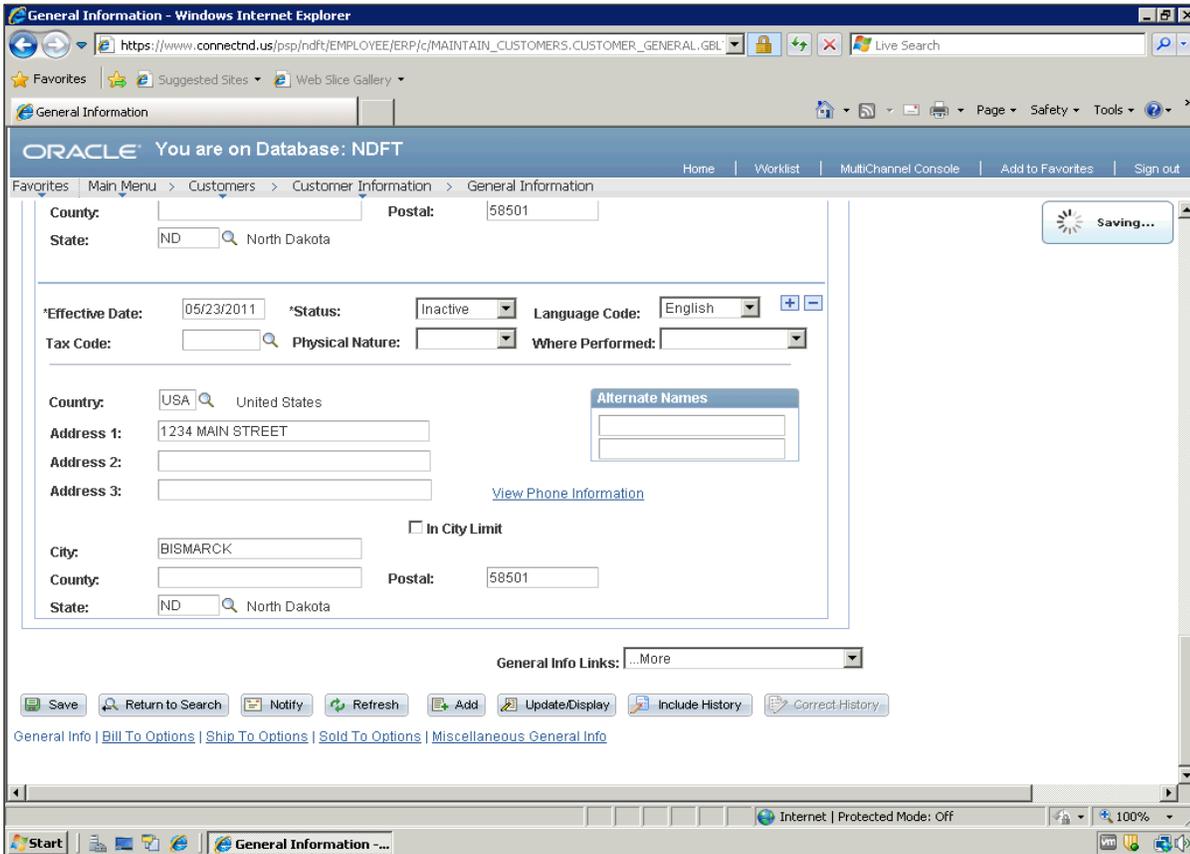


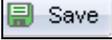
Training Guide



Step	Action
12.	Click the Inactive list item. 
13.	Update address information

Training Guide



Step	Action
14.	Click the Save button. 
15.	This topic showed how to Update Customer Information. End of Procedure.



ST Lesson 5.2 - Entering Receivables

Entering Receivables

In PeopleSoft Receivables, item entry is defined as entering invoices, debit memos, and credit memos. Pending items can enter the system in one of two ways:

- Manually added by entering them directly into the Receivable application
- Load them through an external system

The items in a group are entered and balanced against the control totals and updated by the Receivable Update process (ARUPDATE - ST 5.2.6 Running Receivable Update).

ST 5.2.1 - Entering Online Pending Items

Entering Online Pending Items

Navigation: [Accounts Receivable > Pending Items > Online Items](#)

The Online Pending Item component is used for maintaining customer account activity or by entering customer balances into PeopleSoft without utilizing the billing system.

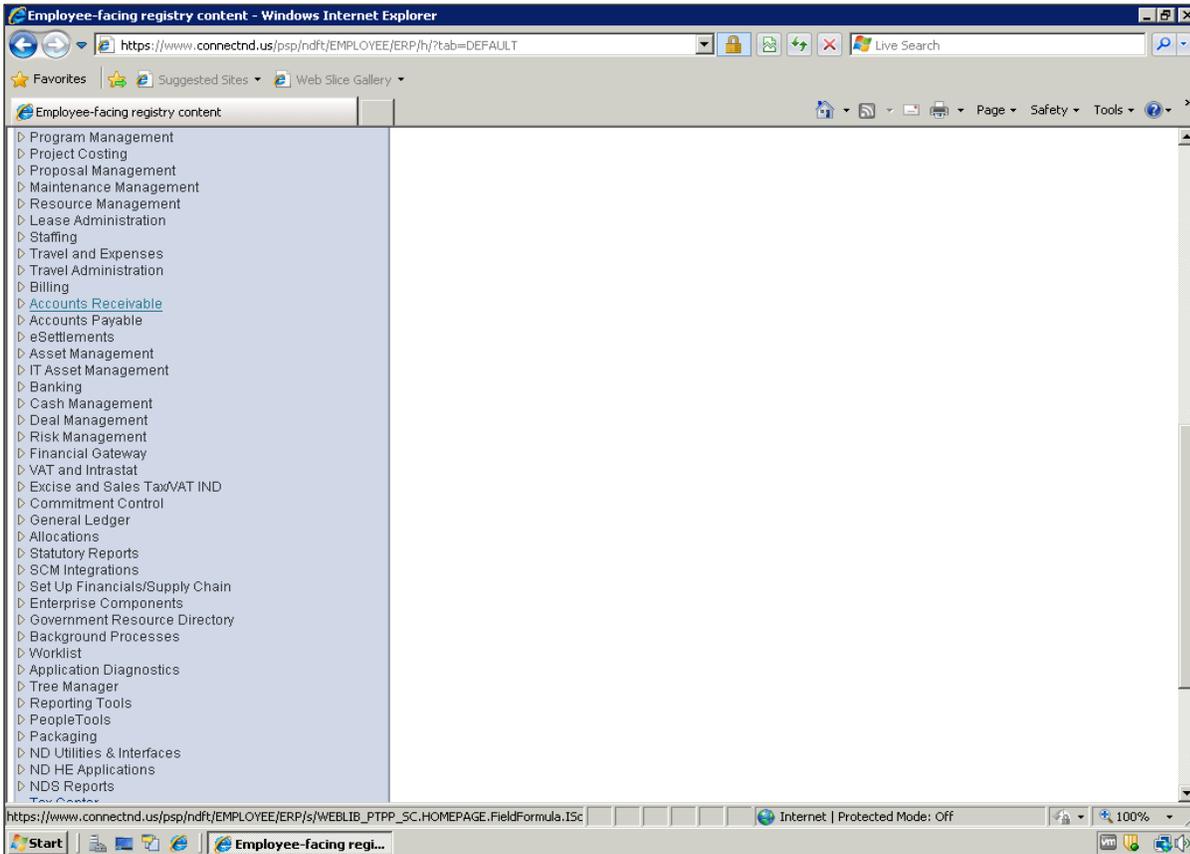
PeopleSoft Receivables distinguishes between *items* (posted receivables) and *pending items* (information that has been entered into or created by the system but has not yet been posted). After pending items are entered into the system, use the Receivable Update process (ARUPDATE, ST 5.8.1 - Running the Receivable Update Process) to post them.

Procedure

This topic shows how to Enter Online Pending Items.

This component is used for loading new accounts receivable balances into PeopleSoft or adjusting customer balances by using predefined Entry Types.

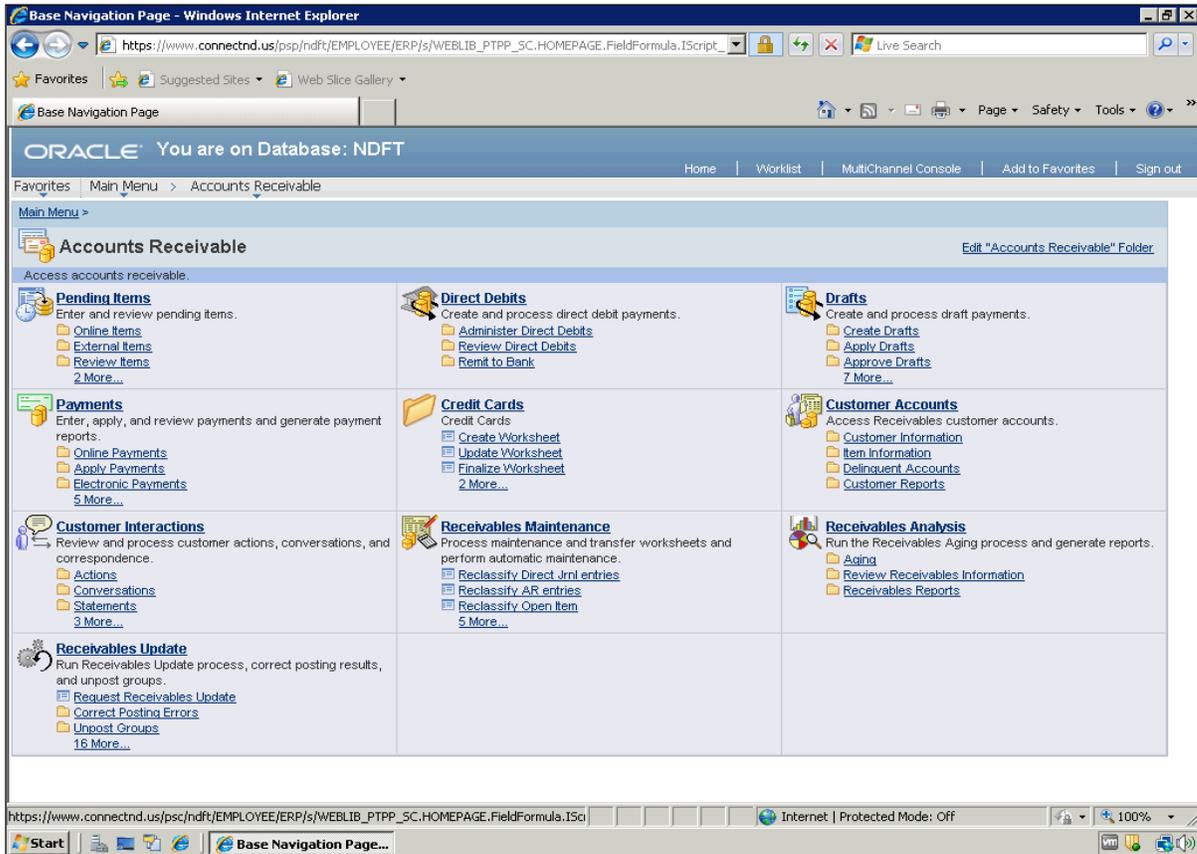
Training Guide



Step	Action
1.	Click the Accounts Receivable link. 

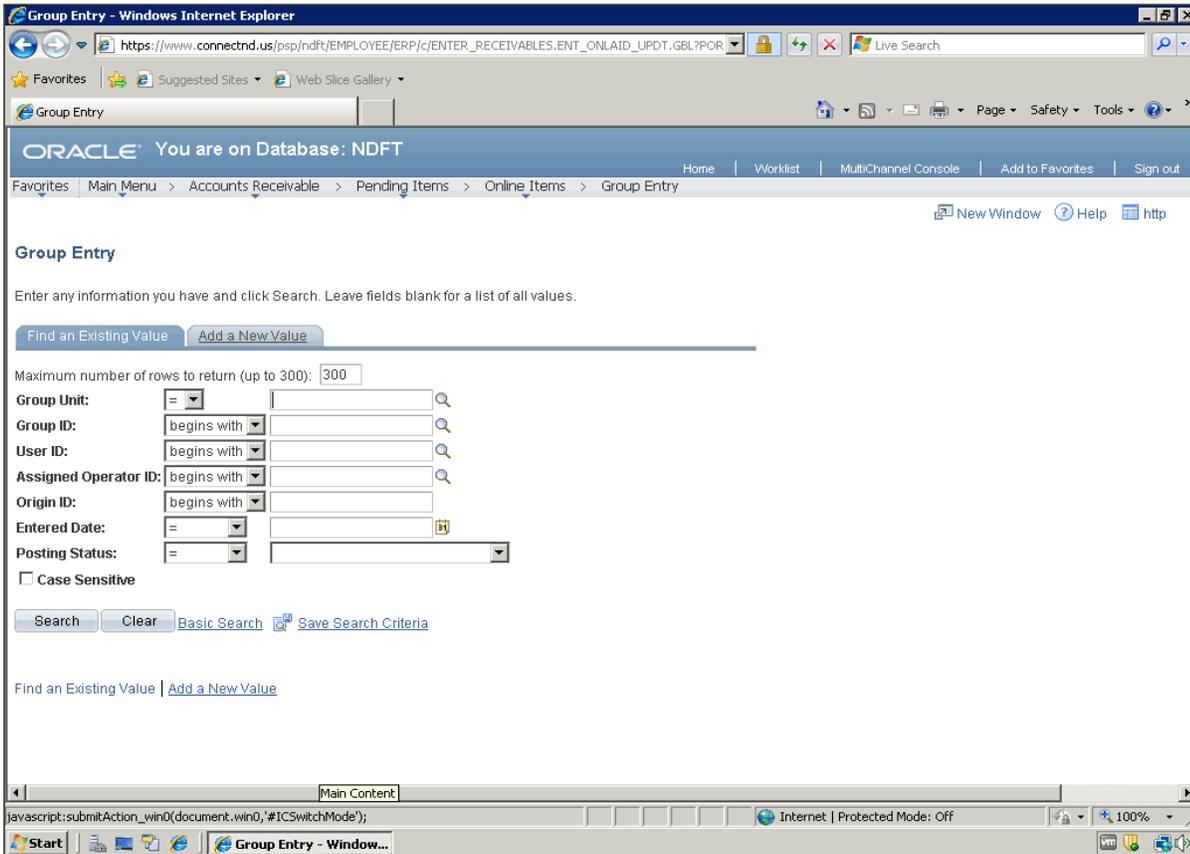


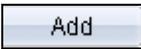
Training Guide



Step	Action
2.	Click the Pending Items link. Pending Items
3.	Click the Online Items link. Online Items
4.	Click the Group Entry link. Group Entry

Training Guide



Step	Action
5.	Click the Add a New Value tab. 
6.	Note: Group ID will default to NEXT.
7.	Click the Add button. 



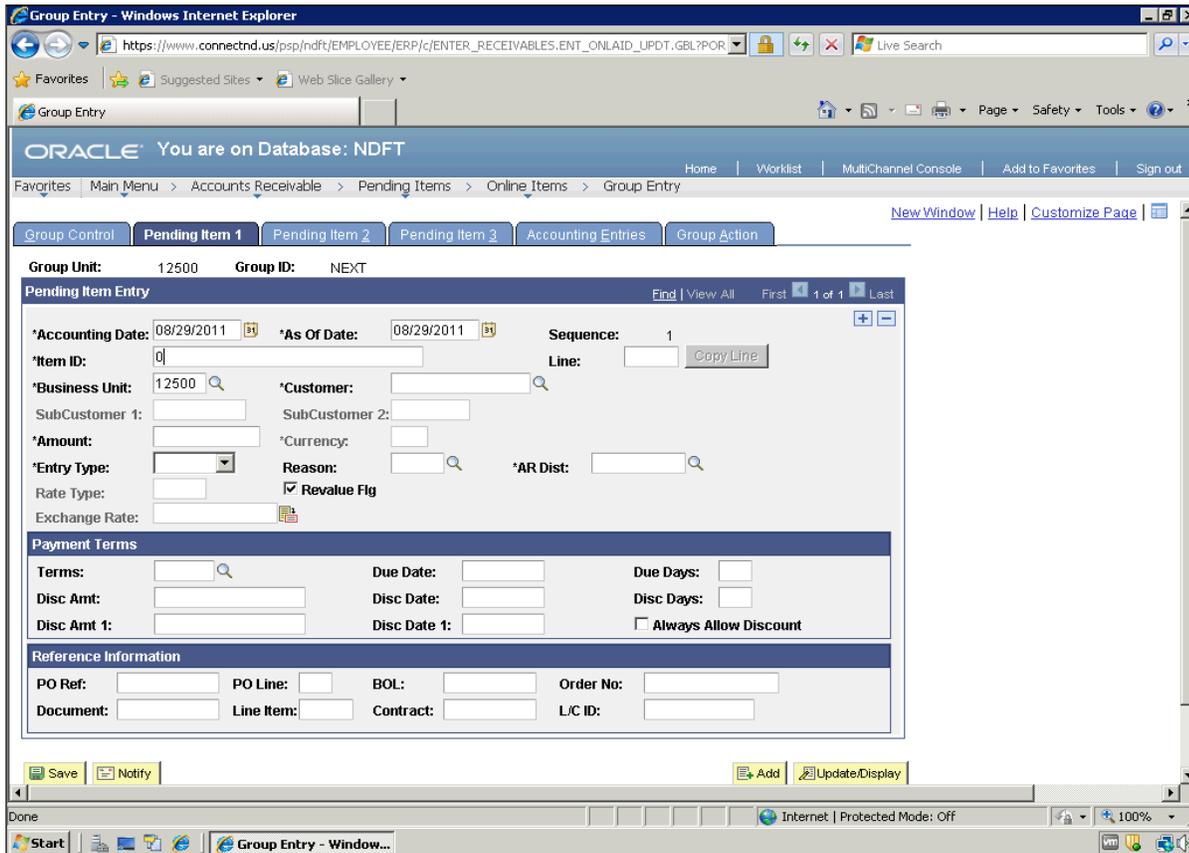
Training Guide

Step	Action
8.	Click the Look up Group Type button. 
9.	Click the Billing link. 
10.	Click the Look up Origin ID button. 
11.	Click the Online Billing link. 
12.	Enter the desired information into the Control Currency field. Enter " USD ".
13.	Enter the desired information into the Control field. Enter " 2500.00 ". Note: This is the total dollar amount of transactions for this group.
14.	Enter the desired information into the Count field. Enter " 1 ". Note: This is the number of items for this group.

Training Guide



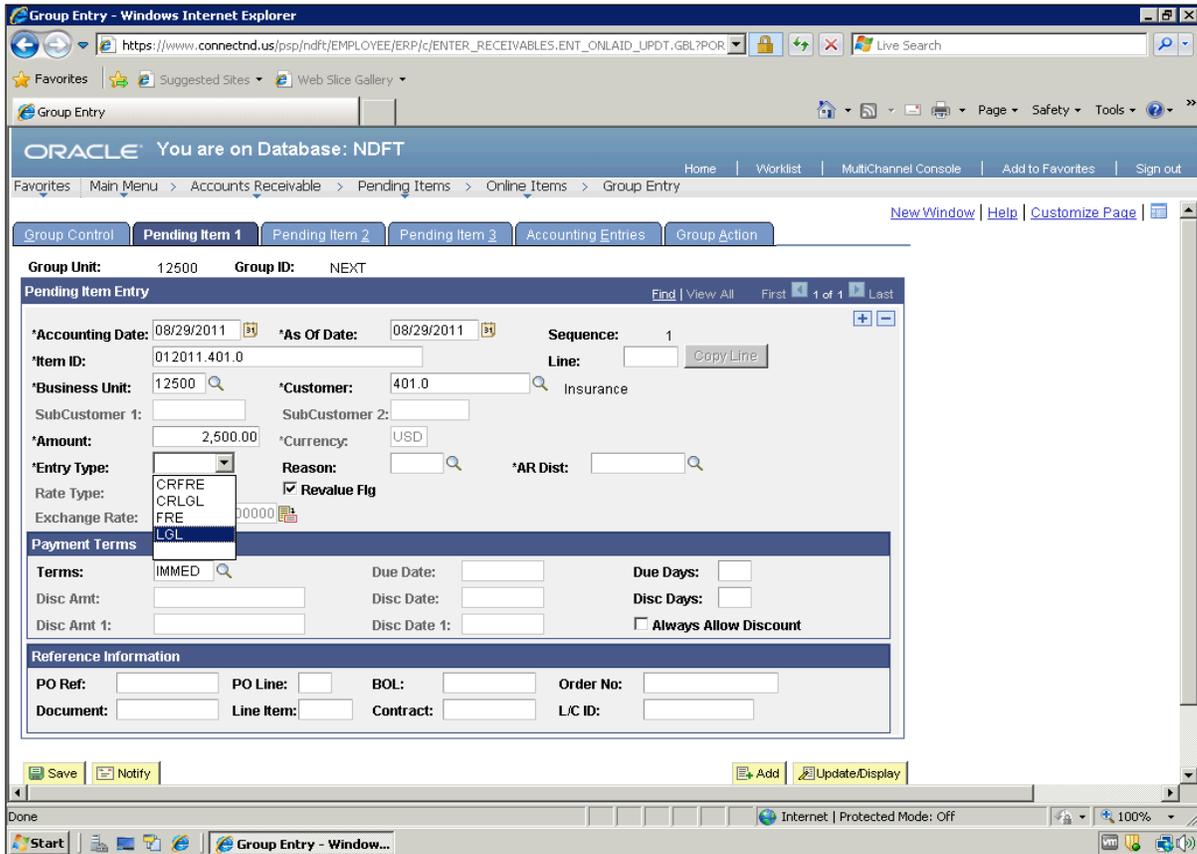
Step	Action
15.	Click the Pending Item 1 tab. 



Step	Action
16.	Enter the desired information into the Item ID field. Enter " 012011.401.0 ".
17.	Enter the desired information into the Customer field. Enter " 401.0 " or click on the Look Up for for a selection of active customers.
18.	Enter the desired information into the Amount field. Enter " 2500.00 ".
19.	The Entry Types are exclusive to each business unit. These are codes mapped to accounting entries defined in the initial set up.
20.	Click the Entry Type list. 

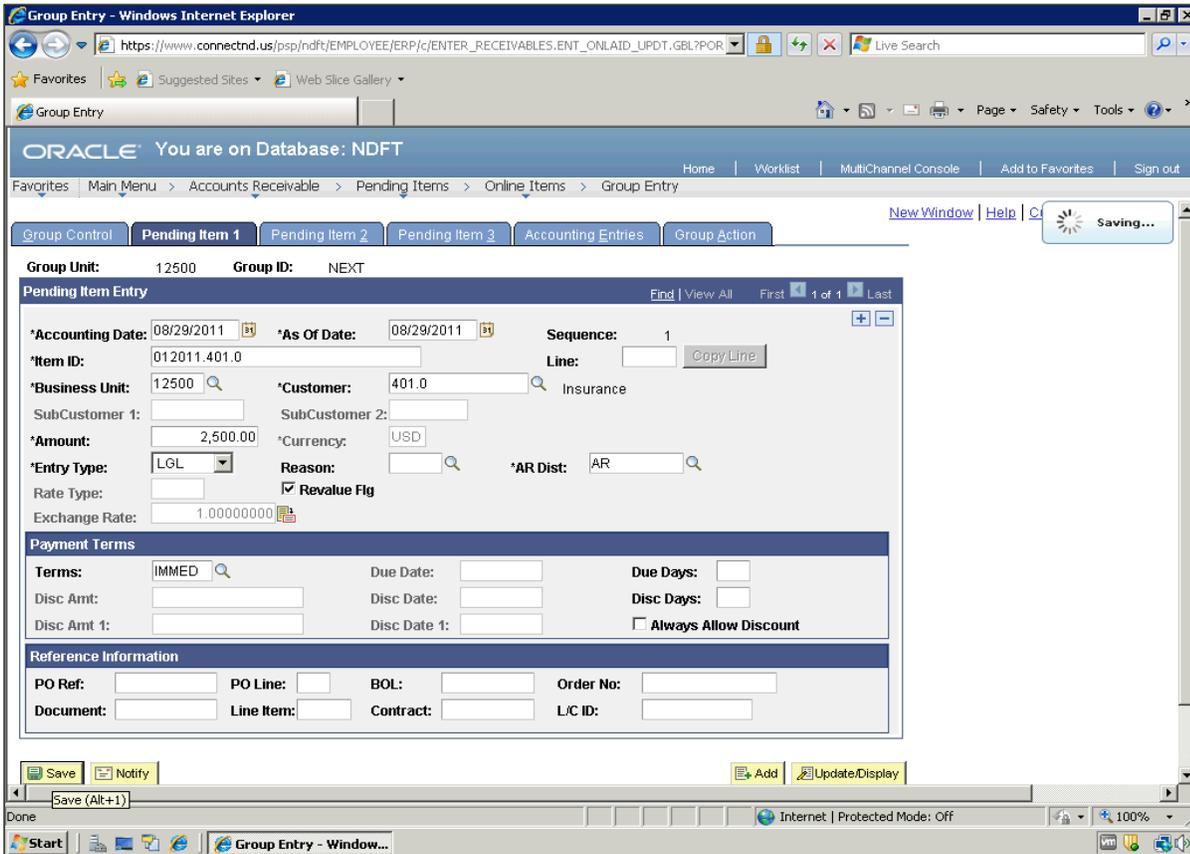


Training Guide



Step	Action
21.	Click the LGL list item. 
22.	If multiple items are needed, click the + (plus) to add a new row. Note: Each item will require an individual accounting line to be created on the Accounting Entries tab.

Training Guide



Step	Action
23.	Click the Save button. 
24.	Click the Accounting Entries tab. 

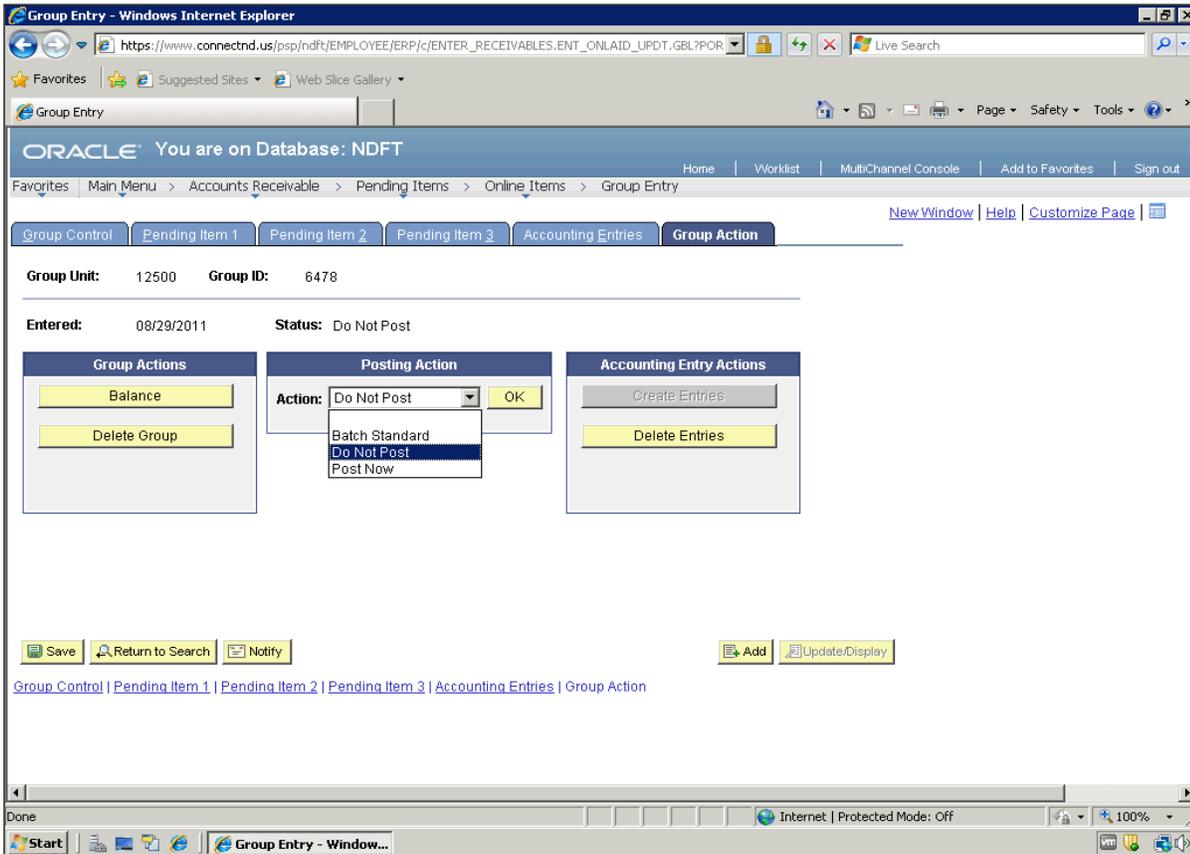


Training Guide

The screenshot shows the Oracle Group Entry interface in Internet Explorer. The browser address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_ONLAID_UPDT.GBL?POR. The page title is "ORACLE You are on Database: NDFT". The breadcrumb navigation is: Favorites | Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. The "Accounting Entries" tab is selected. The "Group Unit" is 12500 and "Group ID" is 6478. The "Accounting Entries" table shows one entry with "Item ID: 012011.401.0", "Bus. Unit: 12500", "Customer: 401.0", "Amount: 2,500.00", "Currency: USD", and "Entry Type: LGL". A lightning bolt icon is visible next to the "Display Totals" button. Below the table are buttons for "Save", "Notify", "Add", and "Update/Display".

Step	Action
25.	Click the (lightning bolt) Create button to create the accounting entries for this item. 
26.	Click the Group Action tab. 

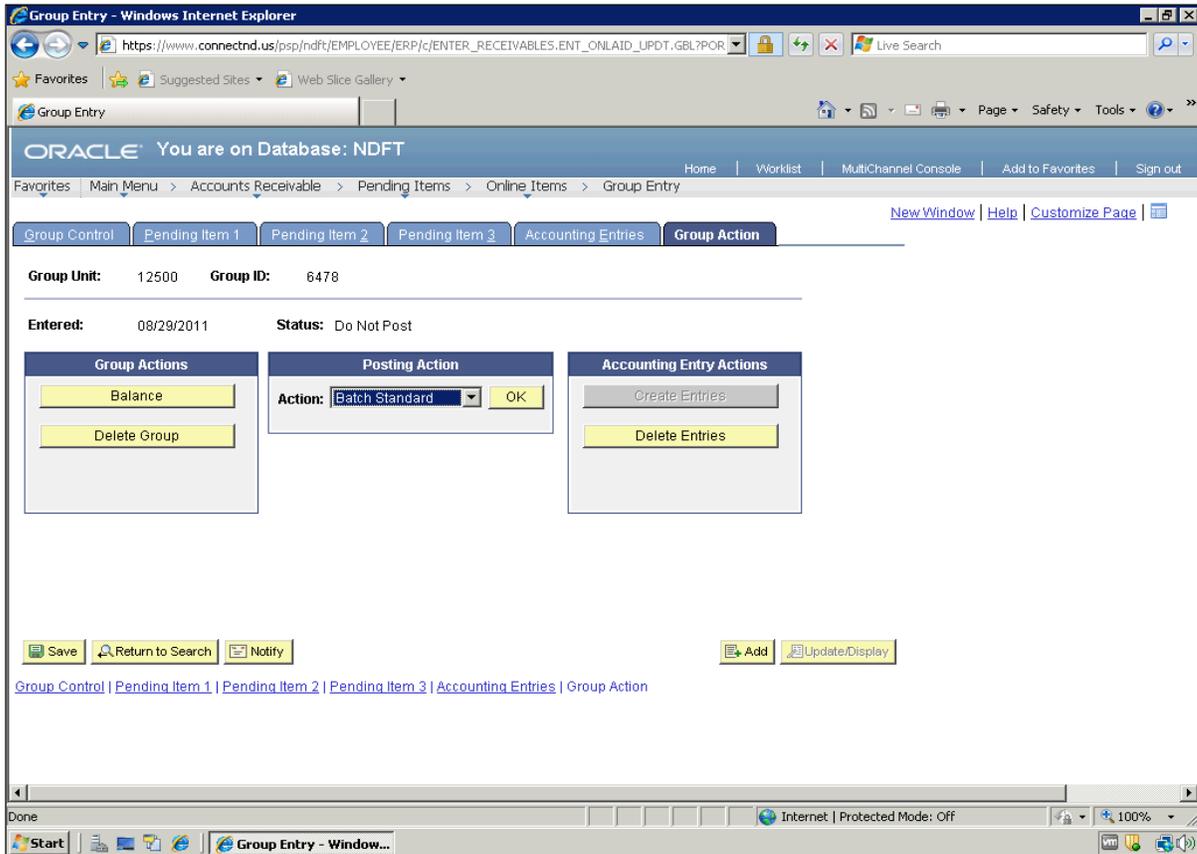
Training Guide



Step	Action
27.	Click the Action list. 

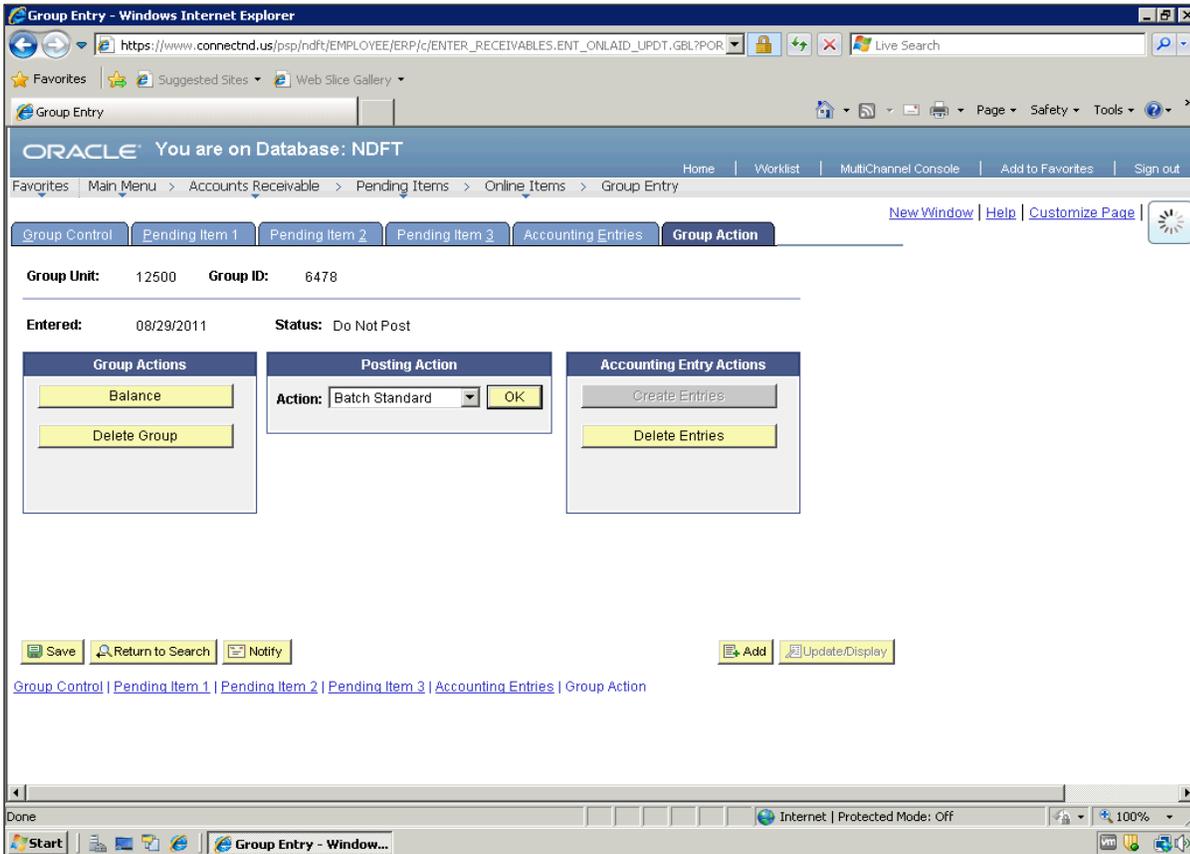


Training Guide



Step	Action
28.	Click the Batch Standard list item. 

Training Guide



Step	Action
29.	Click the OK button. 
30.	Click the Save button. 
31.	Click the Group Control tab. 
32.	Group Status displays the pending item group is Balanced and ready for posting through the nightly process or running AR Update.
33.	This topic showed how to Enter Online Pending Items. End of Procedure.



ST 5.2.2 - Viewing External Pending Items

Viewing External Pending Items

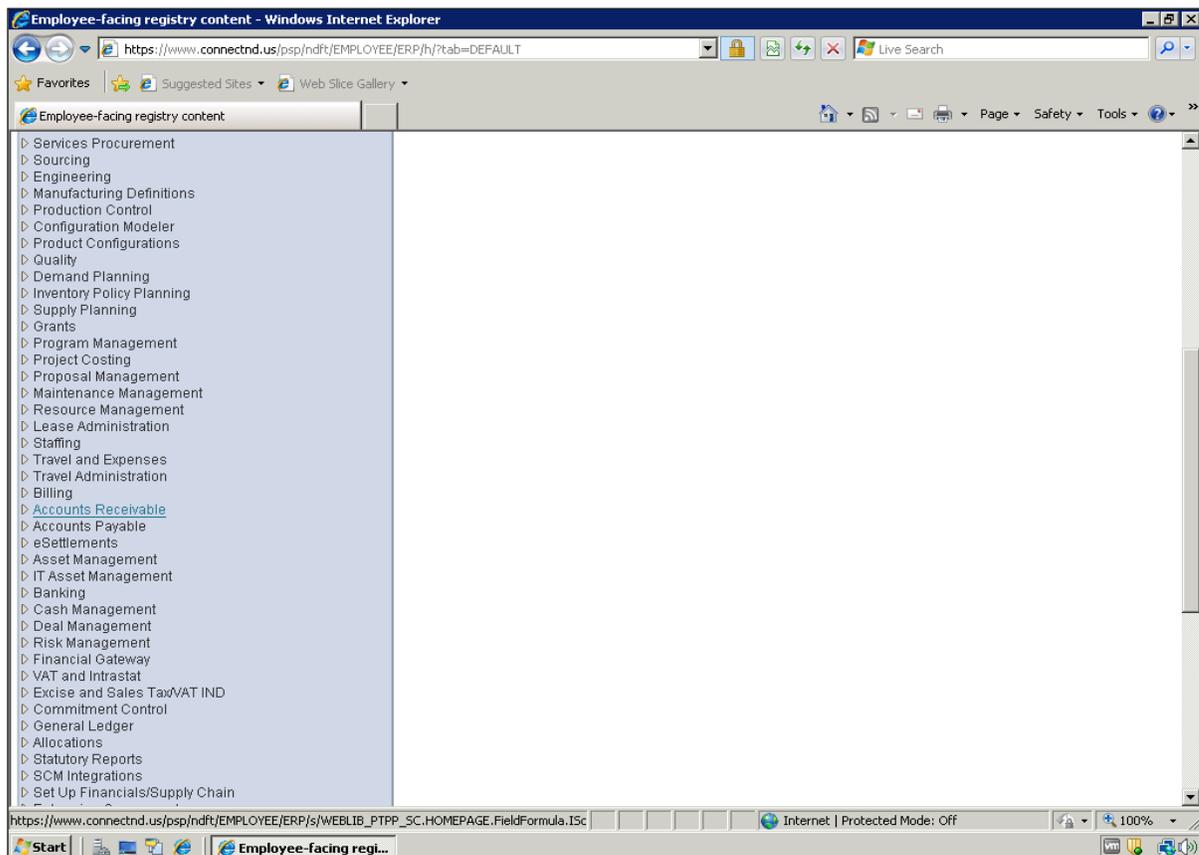
Navigation: [Accounts Receivable](#) > [Pending Items](#) > [External Items](#)

Most pending items are entered through a billing interface. Although external pending item entry occurs in the background, the information that appears on the online pages enables you to understand how the process works. When pending items are entered through the billing interface, the system edits external groups and identifies errors when you run the Receivable Update process.

If you use PeopleSoft Billing, you use the Load AR Pending Items Application Engine Process (BILDAR01) to interface these items into PeopleSoft Receivables. If you use a third-party billing system, you must develop an interface to populate the pending item tables.

Procedure

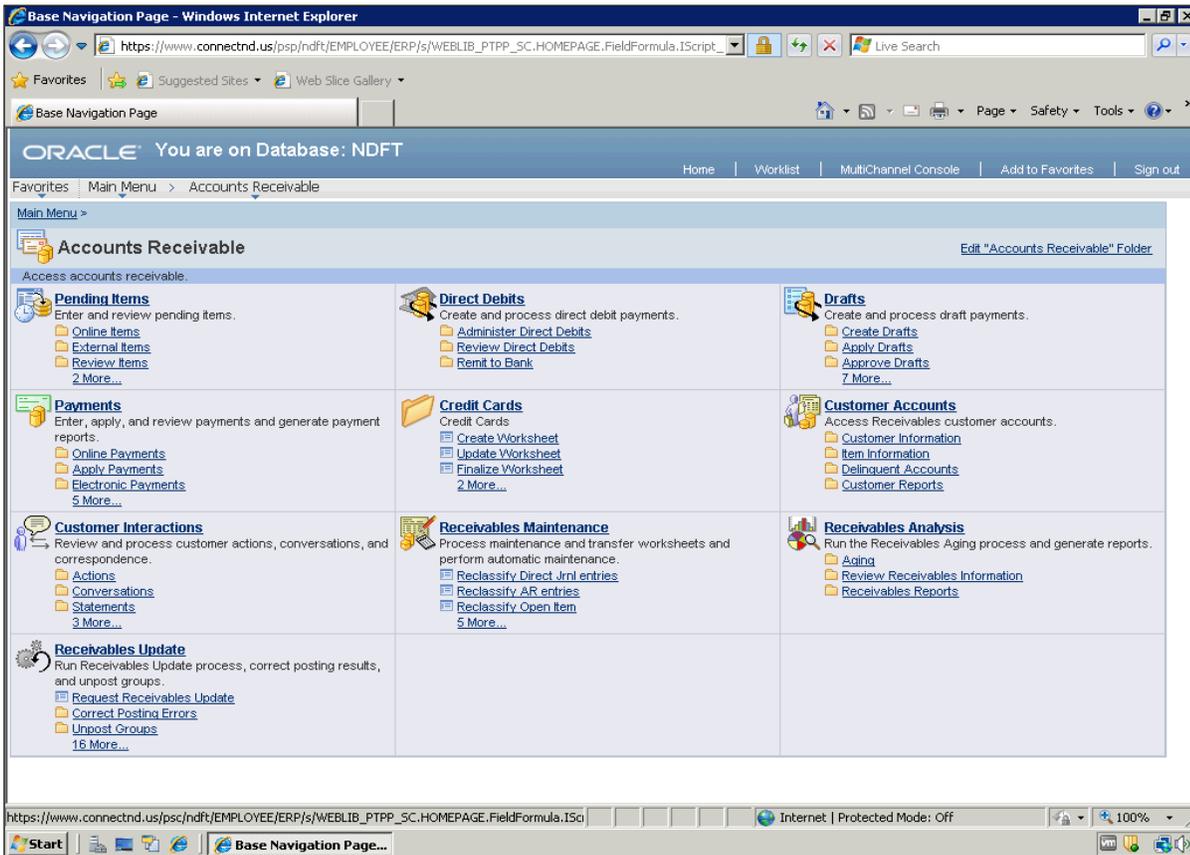
The External Pending Item component is used for unposted groups that have been interfaced from the billing system. This topic will show the navigation for External Pending Items, however, the nightly process posts all billing interface activity.



Training Guide



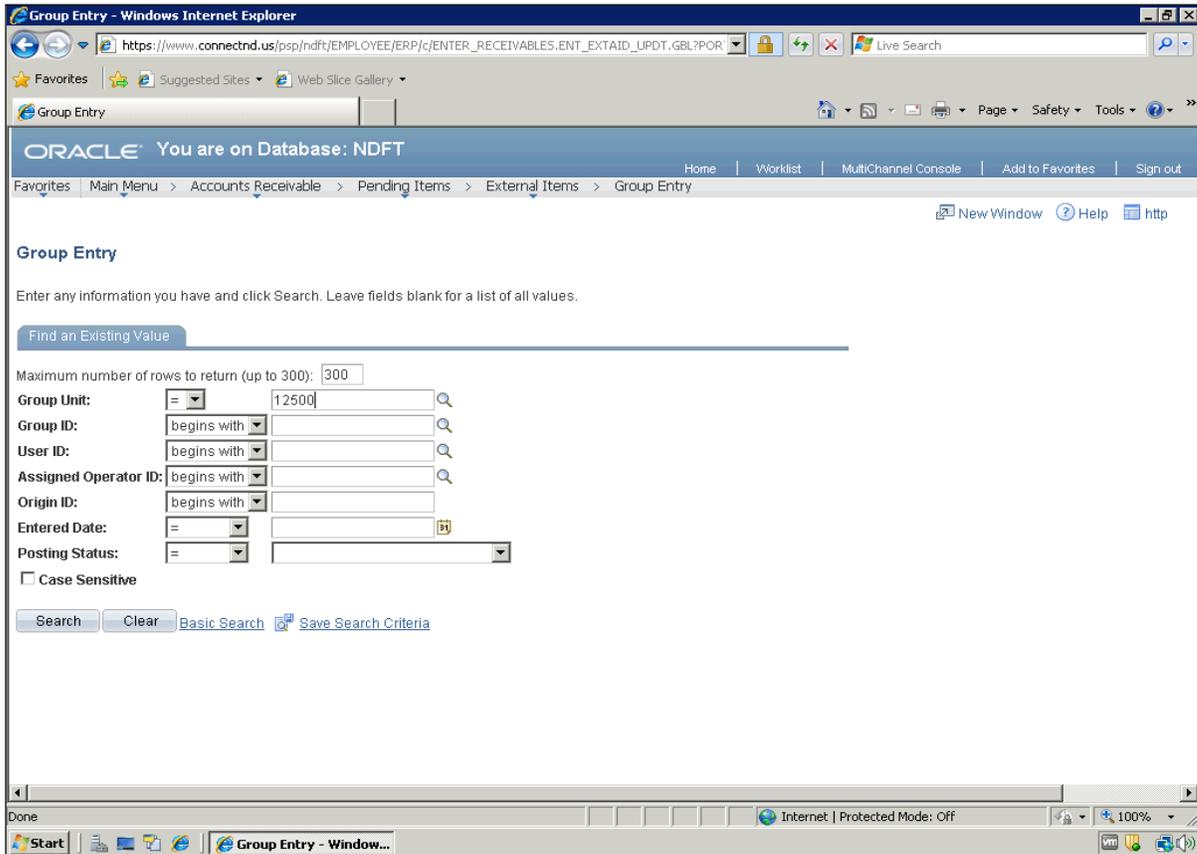
Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable



Step	Action
2.	Click the Pending Items link. Pending Items
3.	Click the External Items link. External Items
4.	Click the Group Entry link. Group Entry



Training Guide



Step	Action
5.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Search</div>
6.	External Pending items will post in the nightly process; however, items can be reviewed before posting, if necessary.

Training Guide



Group Entry - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.ENT_EXTAXID_UPDT.GBL?POR

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

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

Group Unit: 12500 Group ID: 3285

*Accounting Date: 02/16/2007

*Group Type: B Billing Control Currency:

*Origin ID: PS_BI PS Billing *Format Currency: USD

Control Totals		Control Data	
Control:	-6,835.41 *Count: 3	*Received:	02/16/2007 *Entered: 02/16/2007
Entered:	-6,835.41 Count: 3	Posted Date:	02/22/2007
Difference:	0.00 Count: 0	Assign:	LDSHANNON User: LDSHANNON@ND.GOV
Posted:	-203.92 Count: 1		

Group Status

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

Save Return to Search Notify

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

Step	Action
7.	Click the Pending Item 1 tab. 



Training Guide

Step	Action
8.	Click the View All link to display all items. 
9.	Click the Accounting Entries tab to view Chartfields. 
10.	The Accounting Entries tab displays amounts, Chartfields and AR distribution amounts.

Training Guide



The screenshot shows the Oracle Group Entry web application interface. At the top, there is a navigation menu with 'Group Control', 'Pending Item 1', 'Pending Item 2', 'Pending Item 3', 'Accounting Entries', and 'Group Action'. The 'Accounting Entries' tab is active, displaying two entries. The first entry has an Item ID of AG0000000072, a Bus. Unit of 12500, and an Amount of -203.92. The second entry has an Item ID of AG0000000027, a Bus. Unit of 12500, and an Amount of -5,380.16. Below the entries, there is a 'Distribution Lines' table with columns for Line, GL Unit, Type, Amount, Account, Oper Unit, Fund, Dept, Program, Class, PC Bus Unit, and Project. The table shows one line with a GL Unit of 12500, Type of AR, and Amount of -203.92. The interface also includes a search bar, navigation links, and a status bar at the bottom.

Step	Action
11.	Click the Group Action tab. 
12.	The pending group item(s) can be posted (Batch Standard) on the Group Action page, ONLY if the nightly process does not post.
13.	This showed how to View External Pending Items. End of Procedure.



ST 5.2.3 - Viewing All Items with Detail

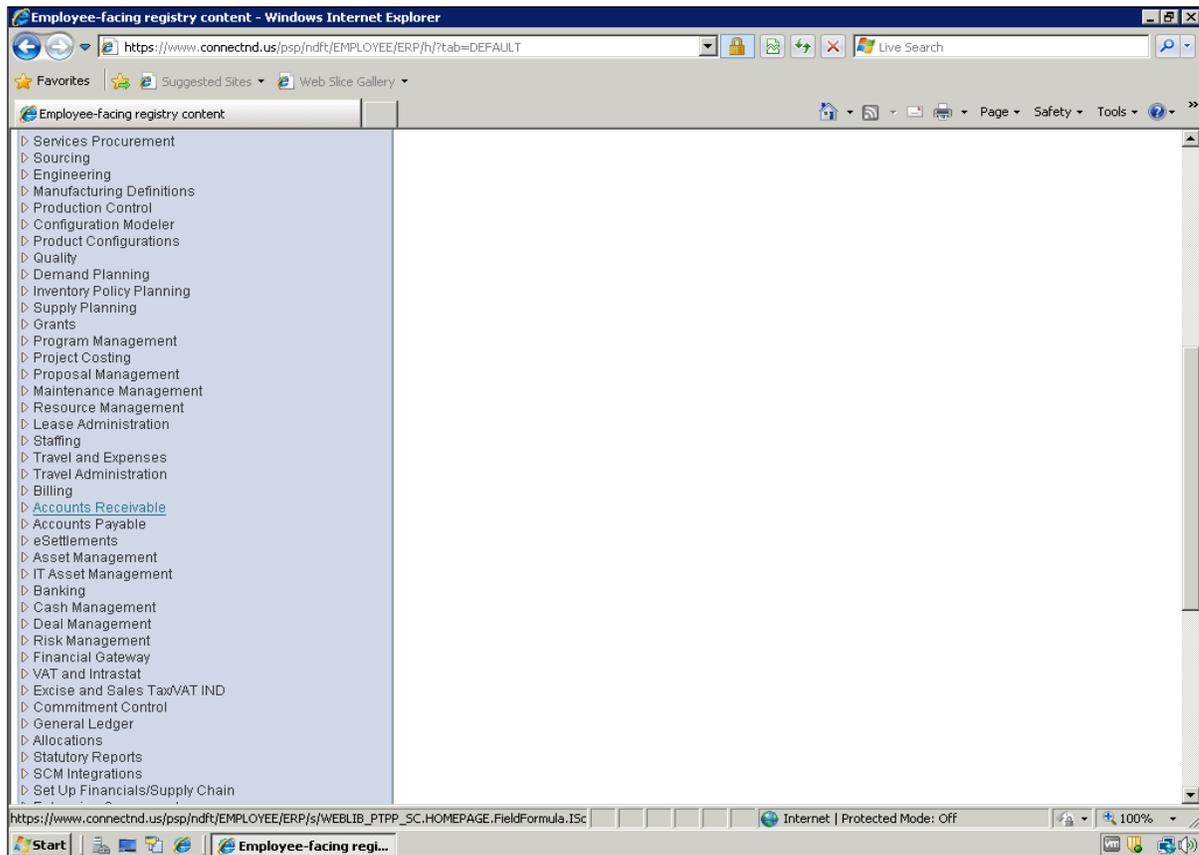
Viewing All Items with Detail

Navigation: [Accounts Receivable](#) > [Pending Items](#) > [Review Items](#) > [All Items](#)

Items can be viewed after they have been entered into PeopleSoft. You can also inquire on any item group regardless of posting status or posting action.

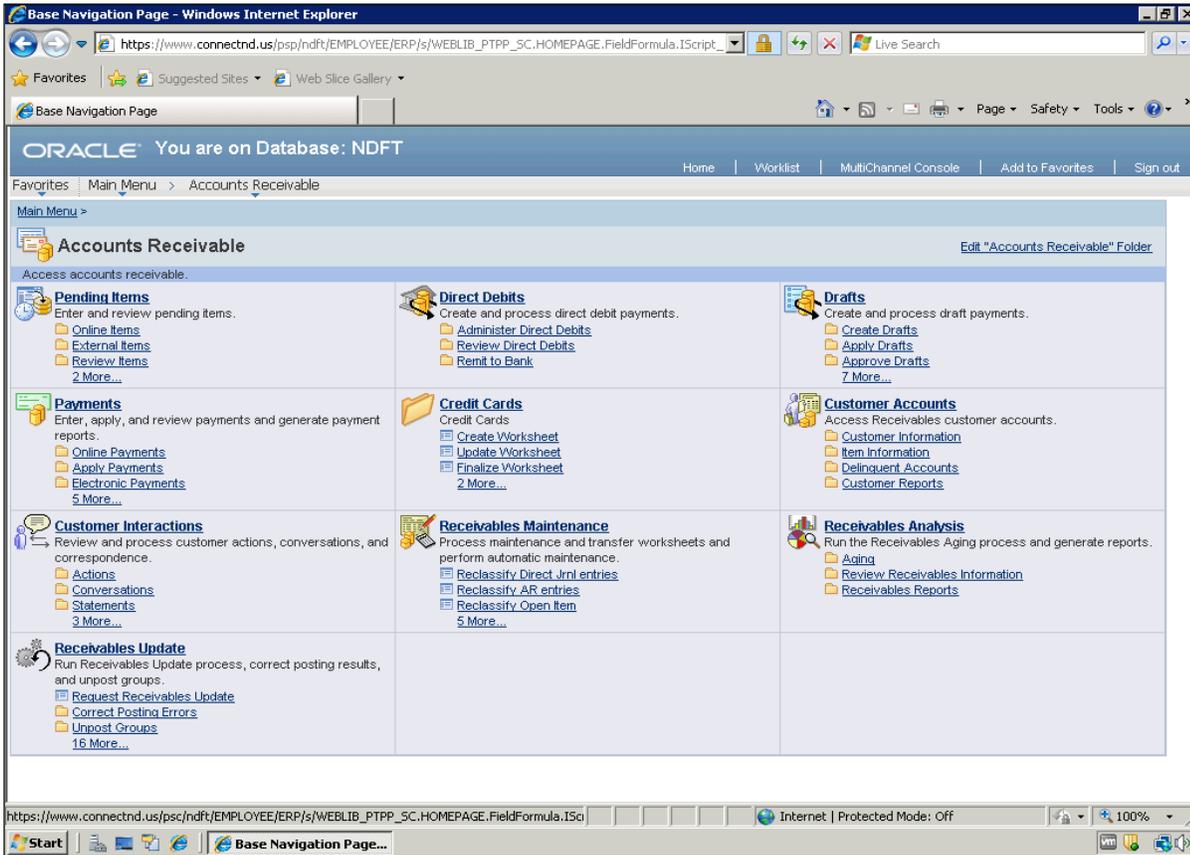
Procedure

This topic shows how to View All Items with Detail.



Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable

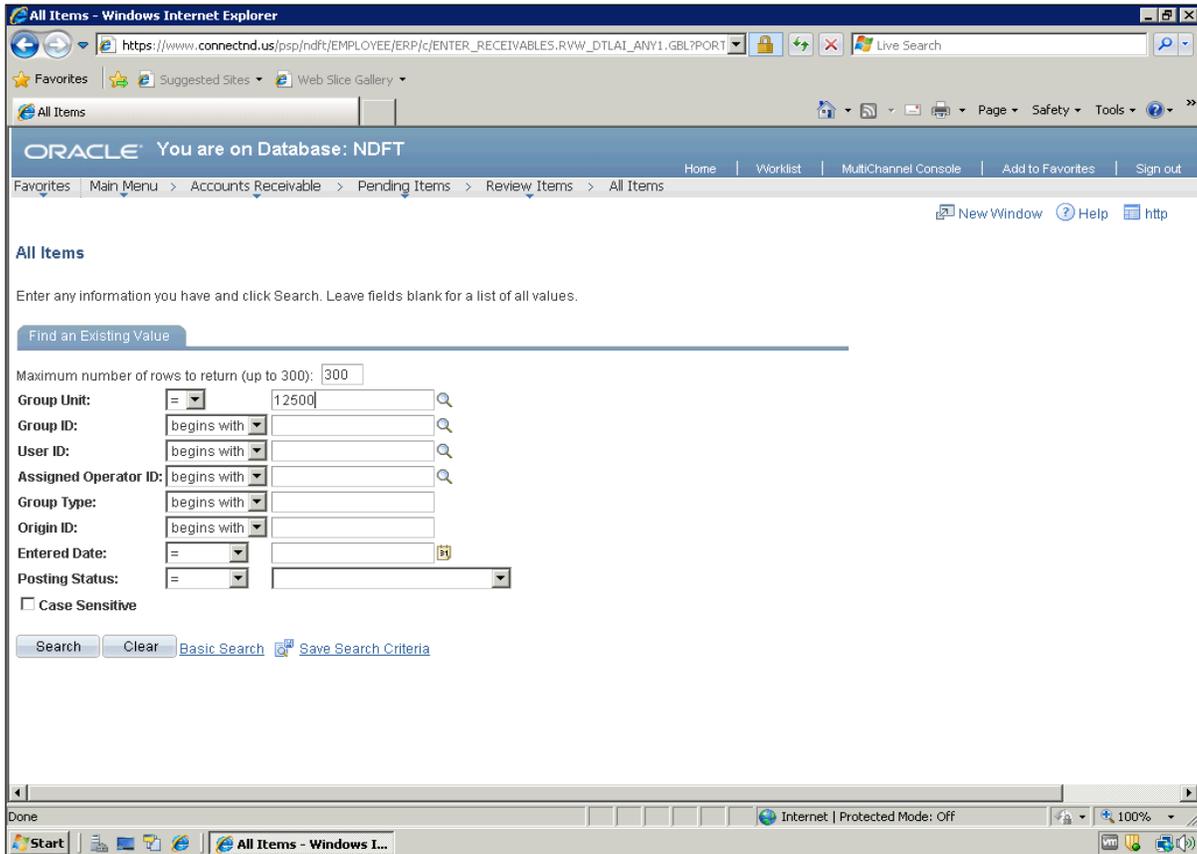
Training Guide



Step	Action
2.	Click the Pending Items link. Pending Items
3.	Click the Review Items link. Review Items
4.	Click the All Items link. All Items

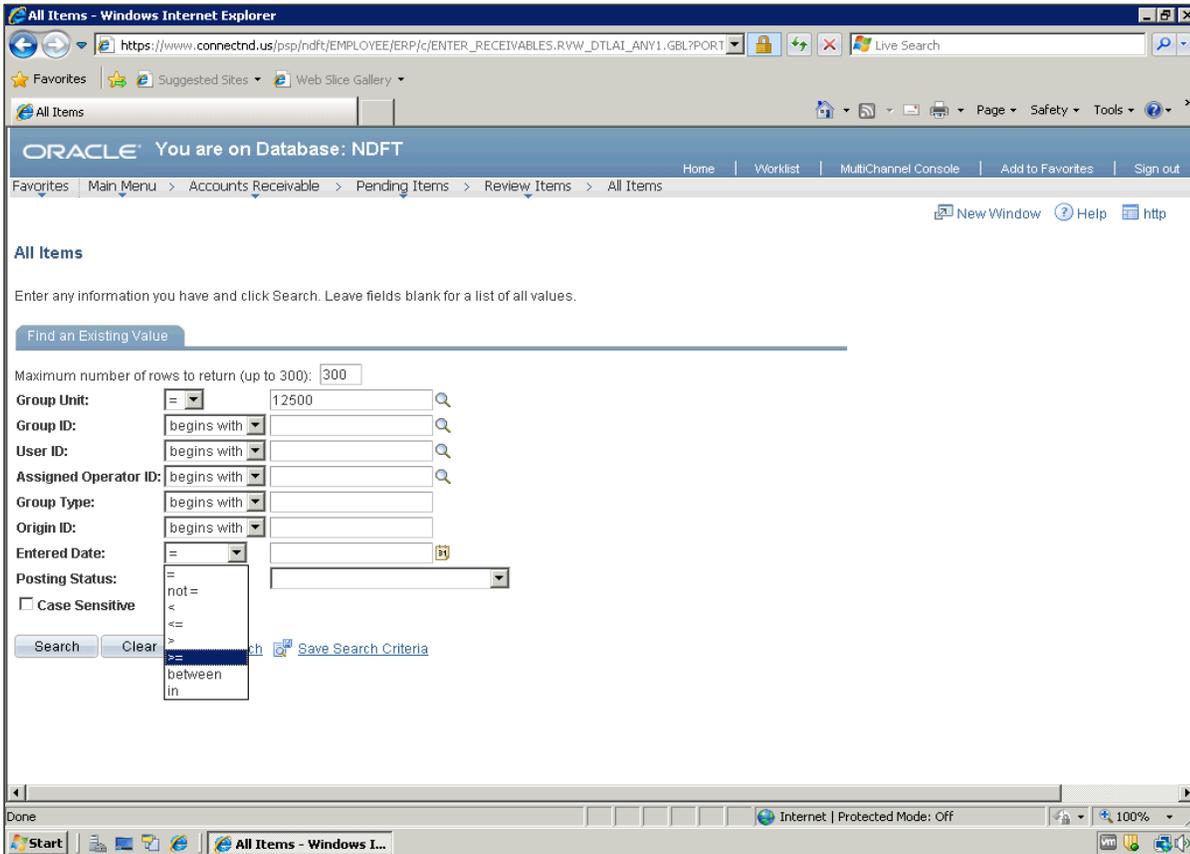


Training Guide



Step	Action
5.	<p>Click the Entered Date list.</p> <p>Note: There are several additional search options available if you do not know the Group ID. For example, a date range can be entered and a list of transactions will be available for that time period.</p> 

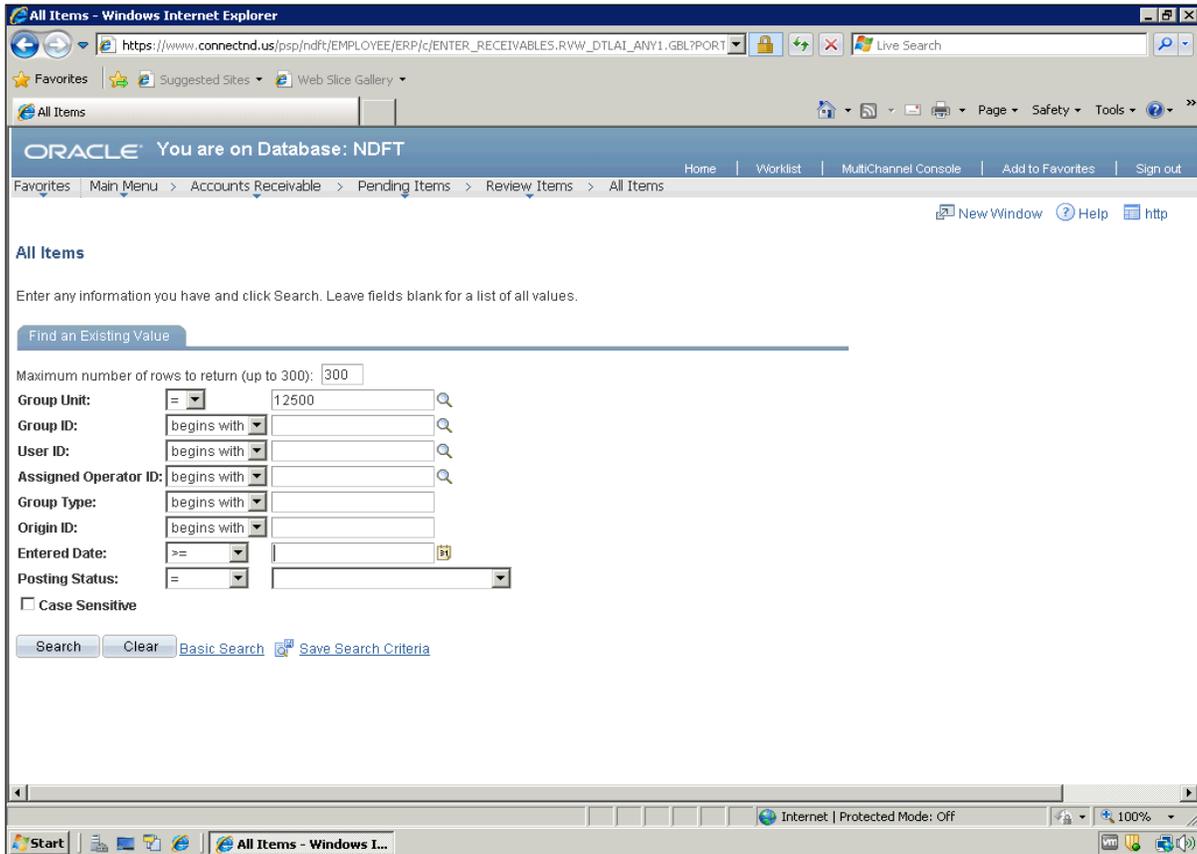
Training Guide

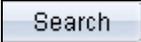


Step	Action
6.	Click the >= list item. 



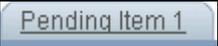
Training Guide



Step	Action
7.	Enter the desired information into the Entered Date field. Enter " 05/01/2011 ".
8.	Click the Search button. 
9.	Click the 6465 link. 
10.	The Group Control screen will display information such as Accounting Date, Group ID, Control total amount and Posted Date.

Training Guide



Step	Action
11.	Click the Pending Item 1 tab. 



Training Guide

The screenshot displays the Oracle E-Business Suite interface for 'All Items'. The browser window shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.RVW_DTLAI_ANY1.GBL?PORT. The page title is 'ORACLE You are on Database: NDFT'. The breadcrumb trail is: Favorites | Main Menu > Accounts Receivable > Pending Items > Review Items > All Items. The 'Pending Item Entry' section shows the following details:

- Group Unit: 12500, Group ID: 6485
- Accounting Date: 04/30/2011, As Of Date: 04/30/2011, Sequence: 1
- Item ID: TEST_BILL, Line: Posted
- Bus. Unit: 12500, Customer: 060.0, Realestate
- SubCust1: 100.00, SubCust2: USD
- Amount: 100.00, Currency: USD
- Entry Type: LGL, Reason: Revalue Flg, AR Dist: Entry Event:
- Terms: IMMED, Due Date: Due Days: Disc Amt: Disc Date: Disc Days: Disc Amt 1: Disc Date 1: Always Allow Discount
- PO Ref: PO Line: BOL: Order No: Document: Line Item: Contract: L.C ID:

Navigation buttons include: Return to Search, Previous in List, Next in List, Notify, Previous tab, Next tab. The 'View All' link is highlighted in blue.

Step	Action
12.	Click the View All link. View All
13.	View All will display all the transactions associated with the group entry such as Item ID, Customer, Entry Type and Amount.
14.	This topic showed how to View All Items with Detail. End of Procedure.

Training Guide



ST 5.2.4 - Viewing Single Items with Detail

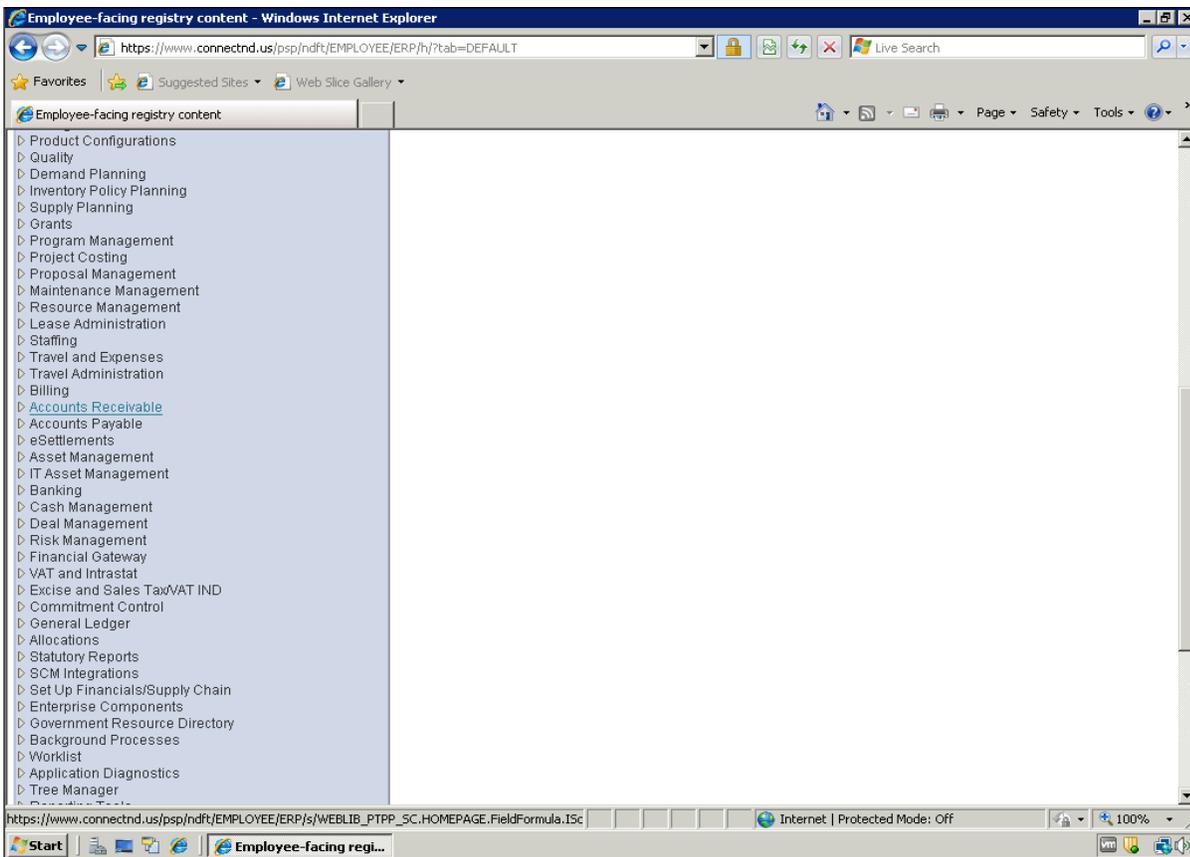
Viewing Single Items with Detail

Navigation: Accounts Receivable > Pending Items > Review Items > Single Item

Provides detailed information on pending item transactions.

Procedure

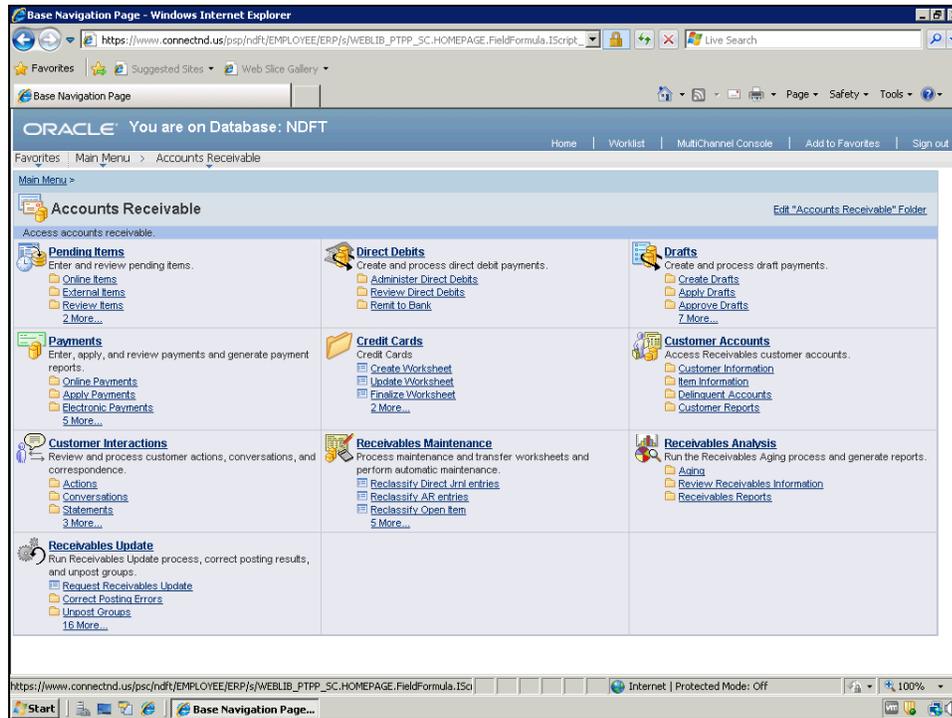
This topic shows how to View Single Items with Detail.



Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable

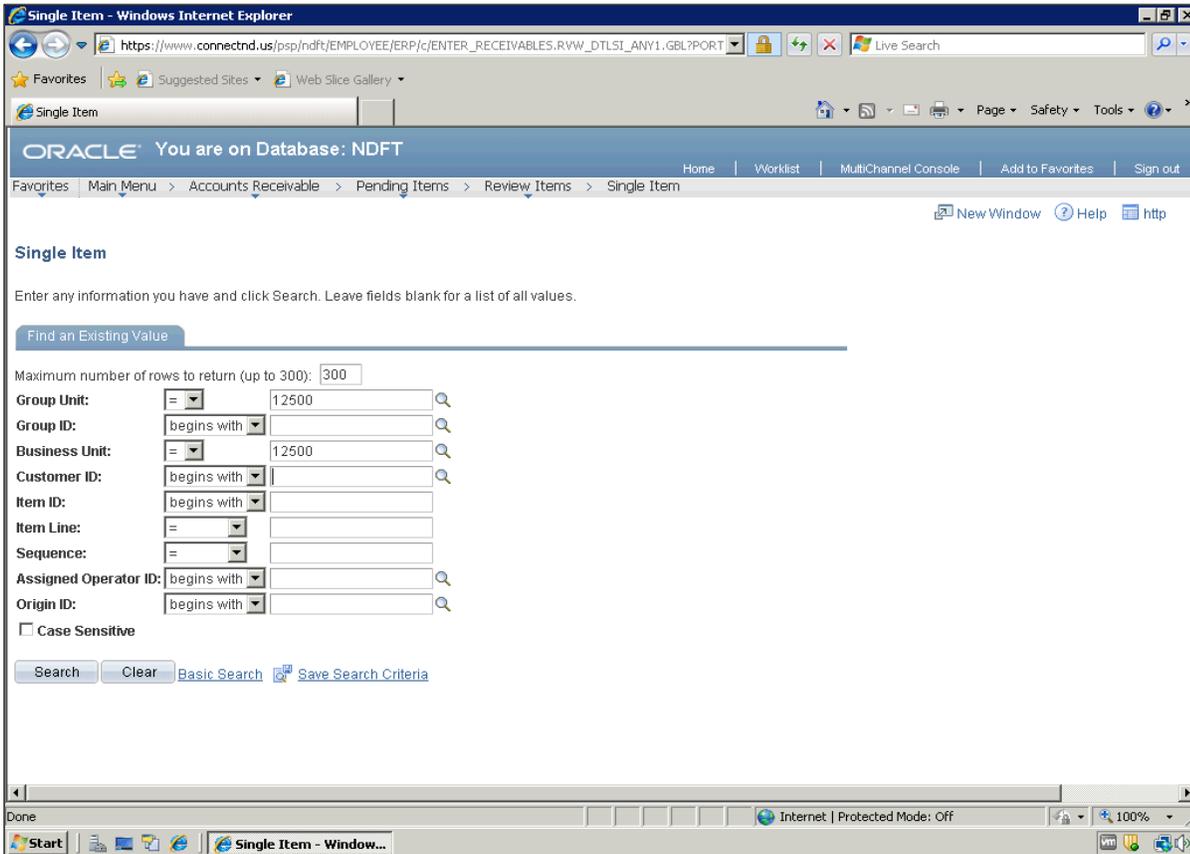


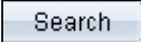
Training Guide



Step	Action
2.	Click the Pending Items link. Pending Items
3.	Click the Review Items link. Review Items
4.	Click the Single Item link. Single Item

Training Guide



Step	Action
5.	Enter the desired information into the Customer ID field. Enter " 770.0 ".
6.	Click the Search button. 
7.	Select the specific item you want to view. Click the 012008.770.0 link. 



Training Guide

Step	Action
8.	Click the Pending Item 1 tab. 
9.	The Pending Item 1 screen will display the Accounting Date, Item ID and Entry Type.
10.	This topic showed how to View Single Items with Detail. End of Procedure.

Training Guide



ST 5.2.5 - Viewing Group Status

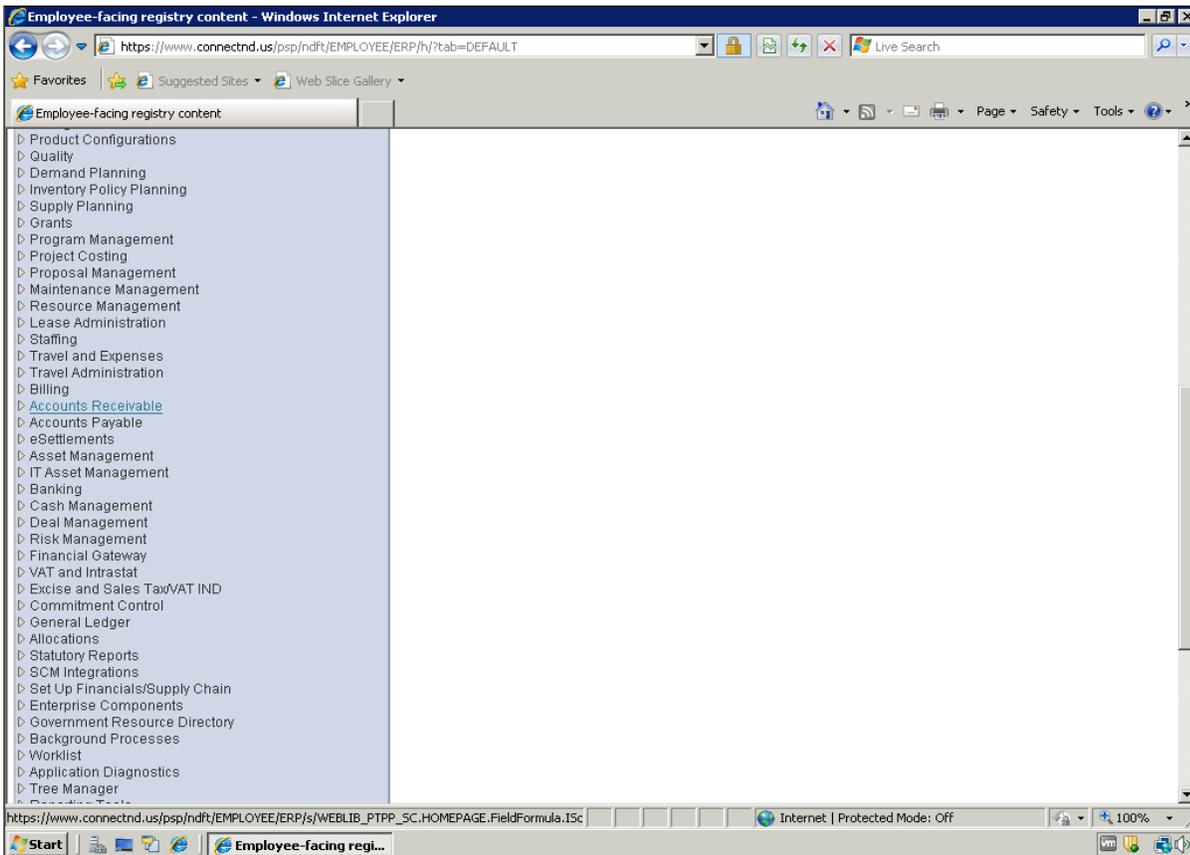
Viewing Group Status

Navigation: Accounts Receivable > Pending Items > Review Items > Group Status

This navigation can be used to view the control totals and the status for the group of items.

Procedure

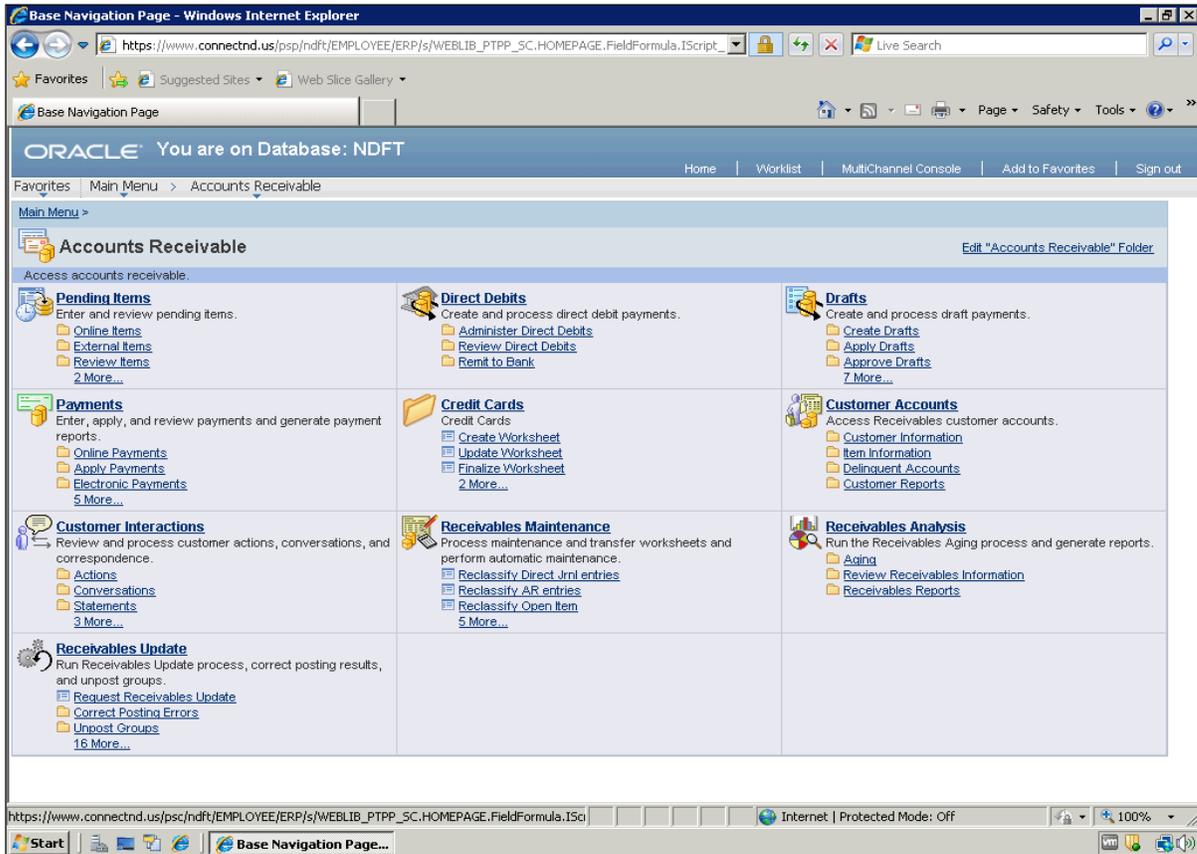
This topic shows how to View Group Status. This is beneficial in determining whether a group or item in a group has posted or not.



Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable

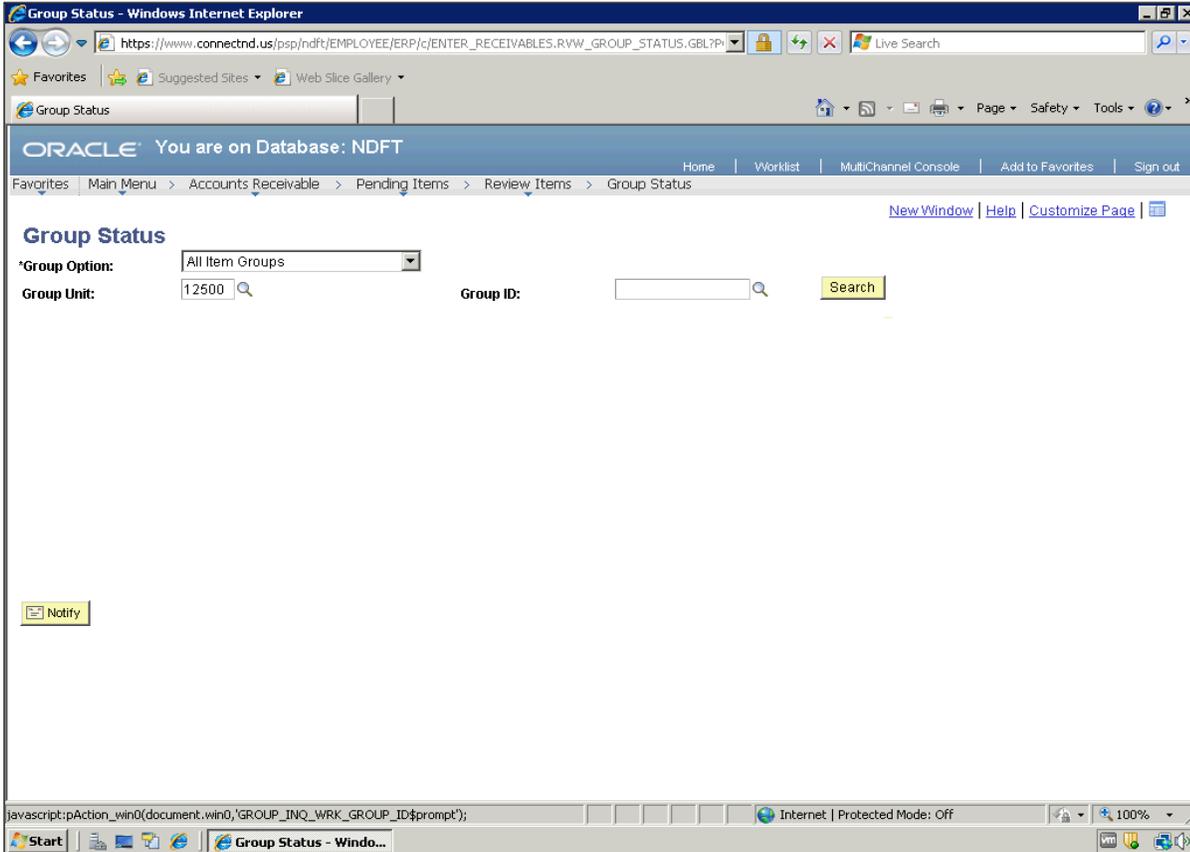


Training Guide



Step	Action
2.	Click the Pending Items link. Pending Items
3.	Click the Review Items link. Review Items
4.	Click the Group Status link. Group Status

Training Guide



Step	Action
5.	Click the Look up Group ID (Alt+5) button to locate the Group you want to view. 
6.	Click the 06/05/2006 link. 
7.	Click the Search button. 
8.	The Group Status screen displays the Accounting Date, Control Totals and Posting/Balancing Status.
9.	This topic showed how to View Group Status. End of Procedure.



ST 5.2.6 - Running Receivable Update

Running Receivable Update

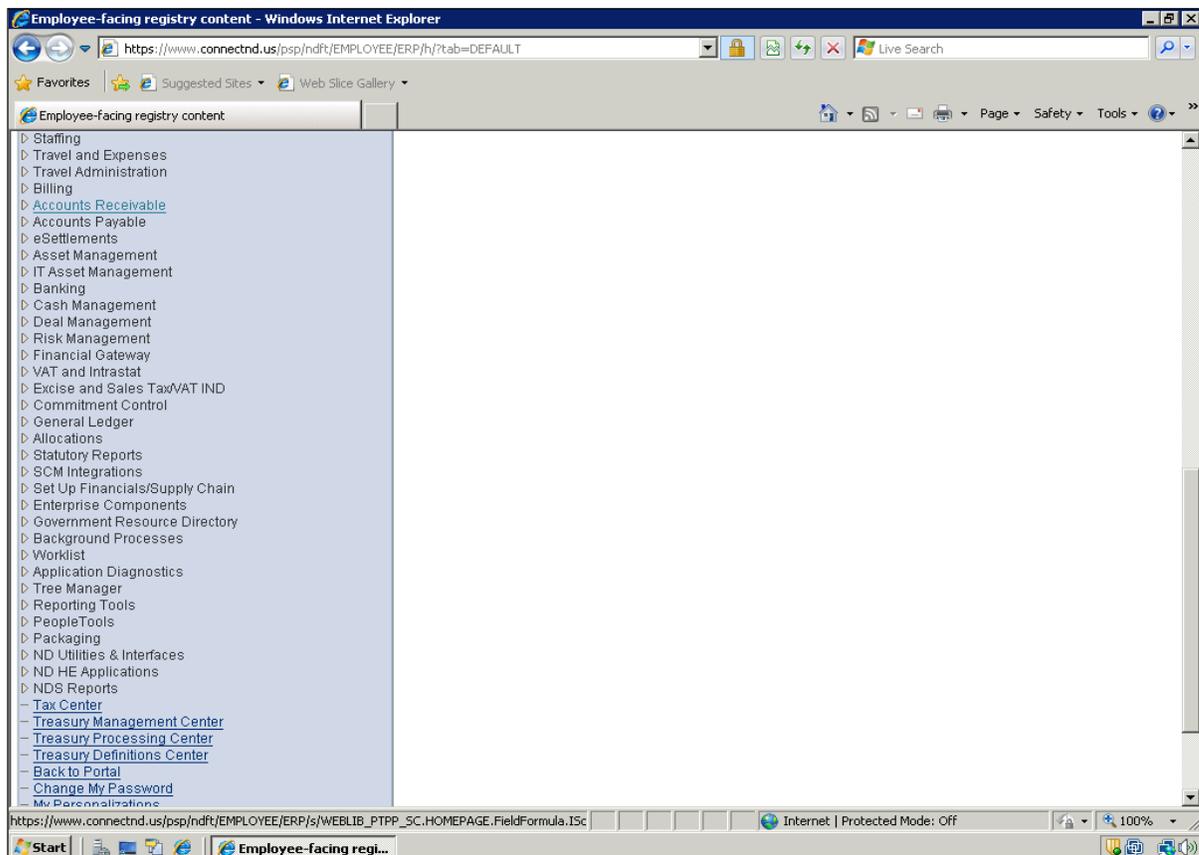
Navigation: [Accounts Receivable](#) > [Receivables Update](#) > [Request Receivables Update](#)

The posting process in PeopleSoft Receivables is known as Receivable Update. The Receivable Update process occurs throughout the system as you post pending items. These pending items can be entered online, created by your billing interface, or created during payment processing or maintenance activities. When you post items in PeopleSoft Receivables, the system processes groups of pending items to update a customer's balance, system-defined history elements, and item balances.

Procedure

This topic shows how to run the Receivable Update. This process updates the receivables ledger on demand.

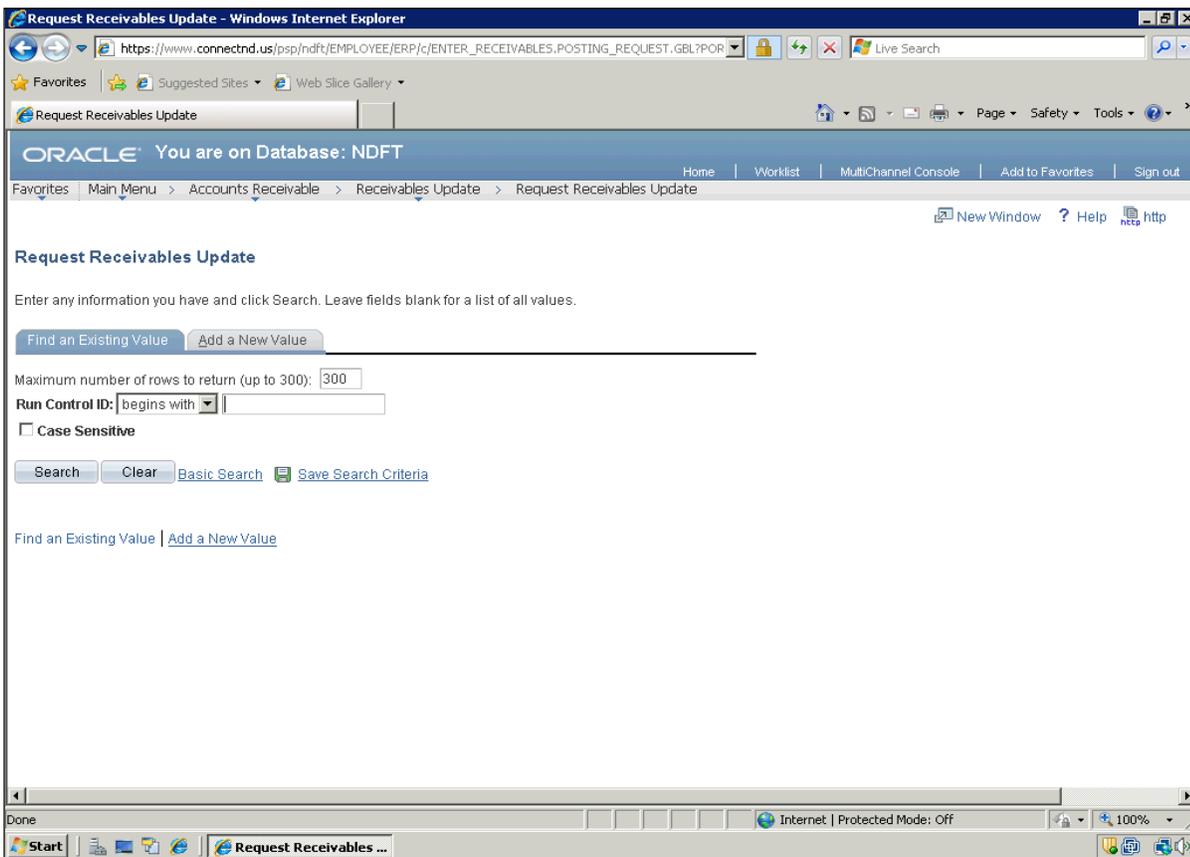
Note: General Ledger is updated the next working day, after the nightly posting process has run.



Training Guide

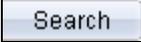


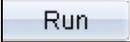
Step	Action
1.	Click the Accounts Receivable link. 
2.	Click the Receivables Update link. 
3.	Click the Request Receivables Update link. 
4.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces</u>. Once the Run Control is entered you will proceed to the parameters page.</p>





Training Guide

Step	Action
5.	Click the Search button. 
6.	Click the receivableupdate link. 

Step	Action
7.	Click the Choose a date button. Note: The current date will display the most current up-to-date receivable report. 
8.	Click the Current Date link. 
9.	Click the Run button. 

Training Guide



Request Receivables Update - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ENTER_RECEIVABLES.POSTING_REQUEST.GBL?POP

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Request Receivables Update

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: receivableupdate

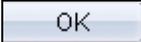
Server Name: PSNT Run Date: 04/18/2011

Recurrence: Run Time: 1:43:27PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

OK Cancel

Step	Action
10.	Click the OK button. 



The screenshot displays the Oracle Request Receivables Update web application. The main content area is titled 'Process Request Parameters' and contains the following configuration:

- Group Unit:** 12500
- Process Frequency:** Always
- High Balance Basis Date:** Run Date
- Accounting Date From:** 01/01/1900
- Accounting Date To:** 04/18/2011

Below these parameters are two sections:

- Customer History Options:**
 - User Defined
 - Payment Performance
 - DSO
 - SubCustomer
- Last Run On:**
 - Last Run On: 03/15/11 9:58:16AM
 - Process Instance: 6177294

At the top of the configuration area, there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Process Monitor' link is highlighted in blue, indicating it is the target for the next step in the training guide.

Step	Action
11.	Click the Process Monitor link. Process Monitor

Training Guide



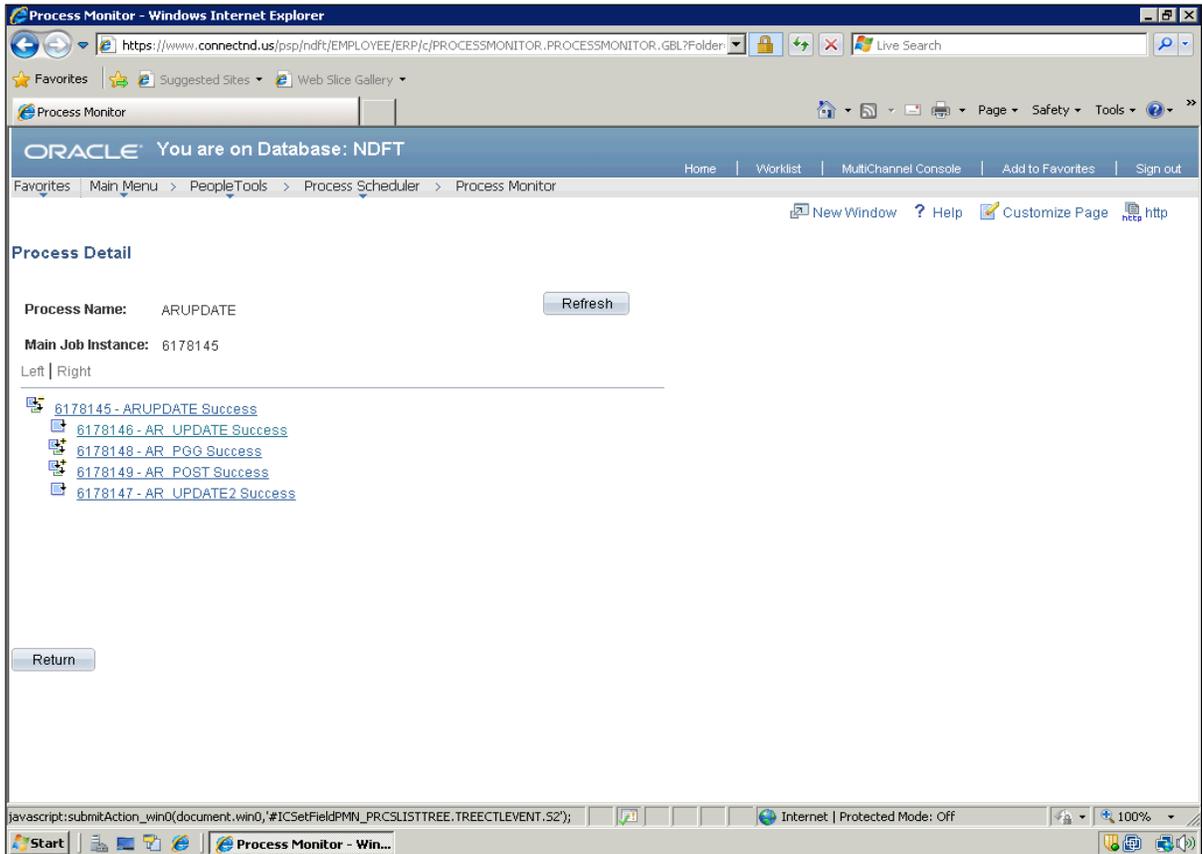
The screenshot shows the Oracle Request Receivables Update web application. The 'Process List' table contains the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6178145		PSJob	ARUPDATE	LDSHANNON@ND.GOV	04/18/2011 1:43:27PM CDT	Processing	N/A	Details
<input type="checkbox"/>	6177299		Application Engine	FS_JGEN	LDSHANNON@ND.GOV	03/15/2011 9:58:40AM CDT	Success	Posted	Details
<input type="checkbox"/>	6177292		PSJob	ARUPDATE	LDSHANNON@ND.GOV	03/15/2011 9:56:09AM CDT	Success	Posted	Details
<input type="checkbox"/>	6177283		PSJob	NDSBI03	LDSHANNON@ND.GOV	03/15/2011 9:48:14AM CDT	Success	Posted	Details
<input type="checkbox"/>	6177277		SQR Report	AR30003	LDSHANNON@ND.GOV	03/14/2011 2:27:14PM CDT	Success	Posted	Details
<input type="checkbox"/>	6177276		Application Engine	FS_JGEN	LDSHANNON@ND.GOV	03/14/2011 2:20:19PM CDT	Success	Posted	Details
<input type="checkbox"/>	6177269		PSJob	ARUPDATE	LDSHANNON@ND.GOV	03/14/2011 2:01:35PM CDT	Success	Posted	Details
<input type="checkbox"/>	6177260		PSJob	NDSBI03	LDSHANNON@ND.GOV	03/14/2011 1:54:10PM CDT	Success	Posted	Details
<input type="checkbox"/>	6177232		SQR Report	AR30003	LDSHANNON@ND.GOV	03/10/2011 2:04:38PM CST	Success	Posted	Details
<input type="checkbox"/>	6174407		Application Engine	NDS_QUERY	LDSHANNON@ND.GOV	02/28/2011 6:30:00AM CST	Hold	N/A	Details
<input type="checkbox"/>	6171911		Application Engine	NDS_QUERY	LDSHANNON@ND.GOV	02/25/2011 6:30:00AM CST	Success	Posted	Details
<input type="checkbox"/>	6170952		COBOL SQL	GLPPPST0	LDSHANNON@ND.GOV	02/23/2011 1:47:33PM CST	Success	Posted	Details

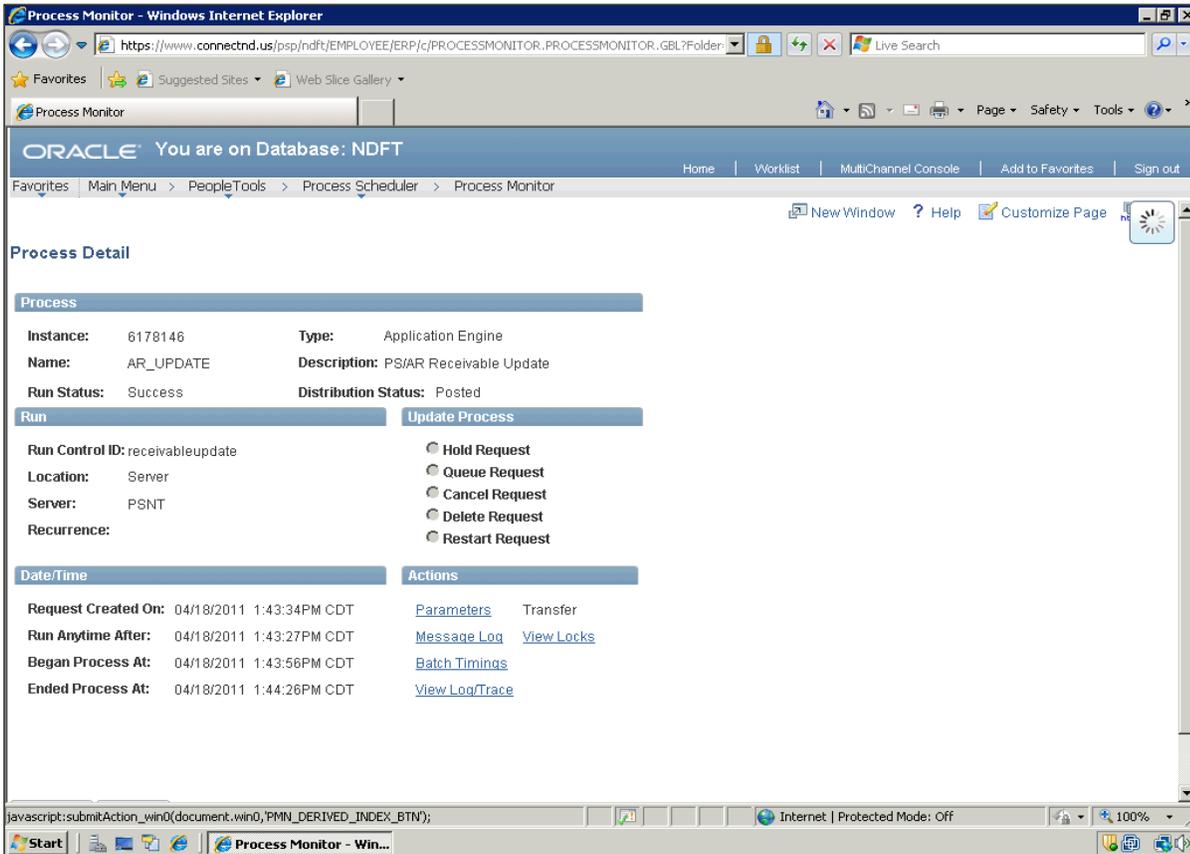
Step	Action
12.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> 
13.	<p>Click the Details link.</p> 
14.	<p>Click the ARUPDATE link.</p> 



Training Guide



Step	Action
15.	Click the 6178146 - AR_UPDATE Success link. 6178146 - AR_UPDATE Success



Step	Action
16.	Click the View Log/Trace link. View Log/Trace

Step	Action
17.	Click the AE_AR_UPDATE_6178146.stdout link. AE_AR_UPDATE_6178146.stdout
18.	The report generated from running AR Update.
19.	This topic showed how to run the Receivable Update process. End of Procedure.



ST Lesson 5.3 - Entering Payments

Entering Payments

Entering payments in Accounts Receivable may be performed through online payments or electronic (Giro) payments.

The online payment is created as an online deposit and the payment process is performed through three components: Create Worksheet, Update Worksheet, and Finalize Worksheet.

The electronic (Giro) payments are processed through the billed agency's Accounts Payable Module.

Training Guide



ST 5.3.1 - Creating an Online Deposit

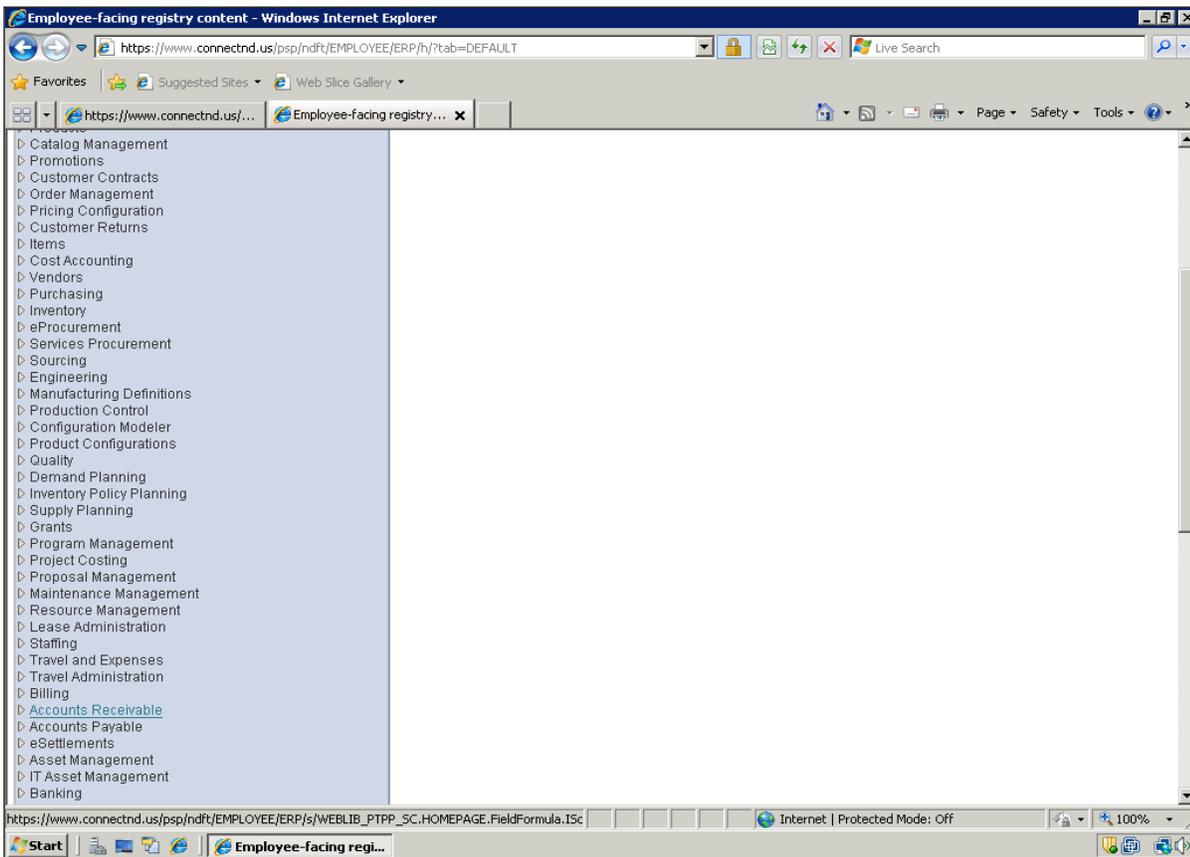
Creating an Online Deposit

Navigation: [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

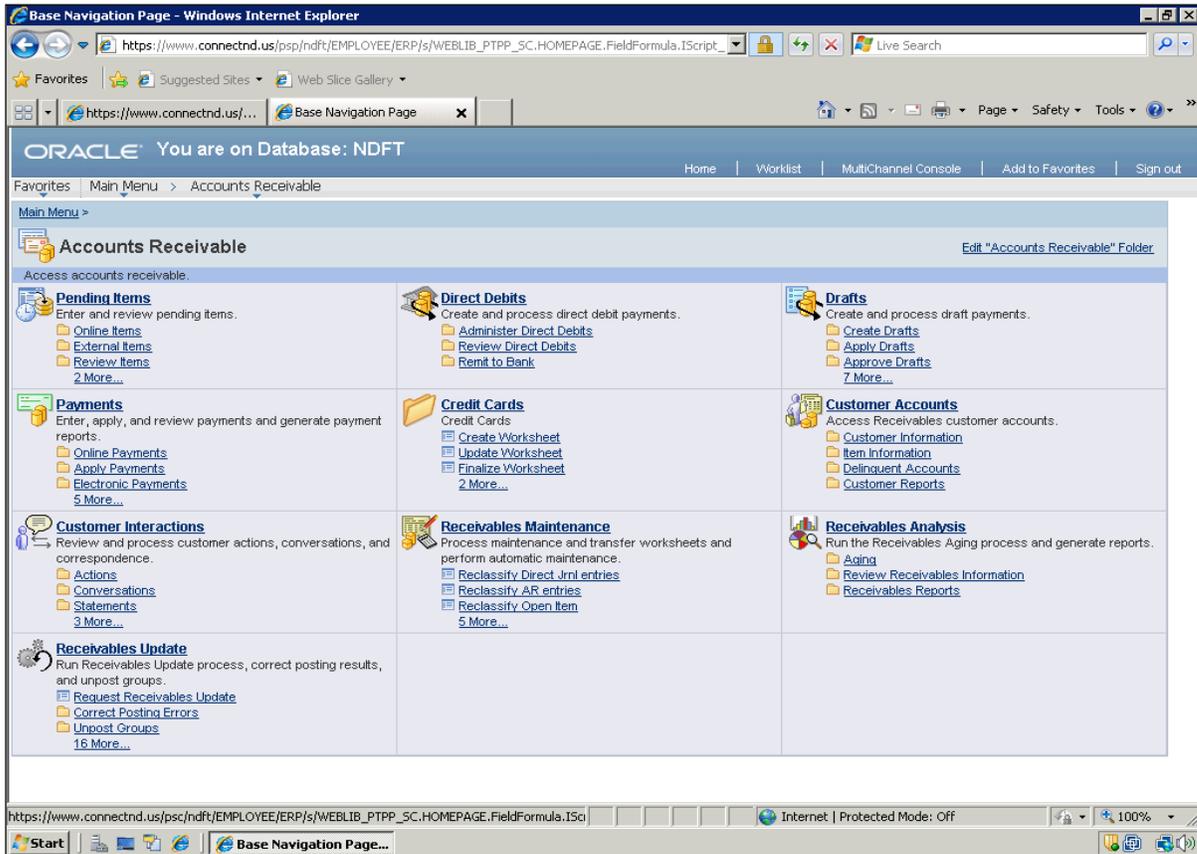
In PeopleSoft Receivables, a deposit consists of all payments that you are processing. You can apply a payment to multiple items for a single customer or to multiple items for different customers.

Procedure

This topic shows how to Create an Online Deposit, with multiple payments.

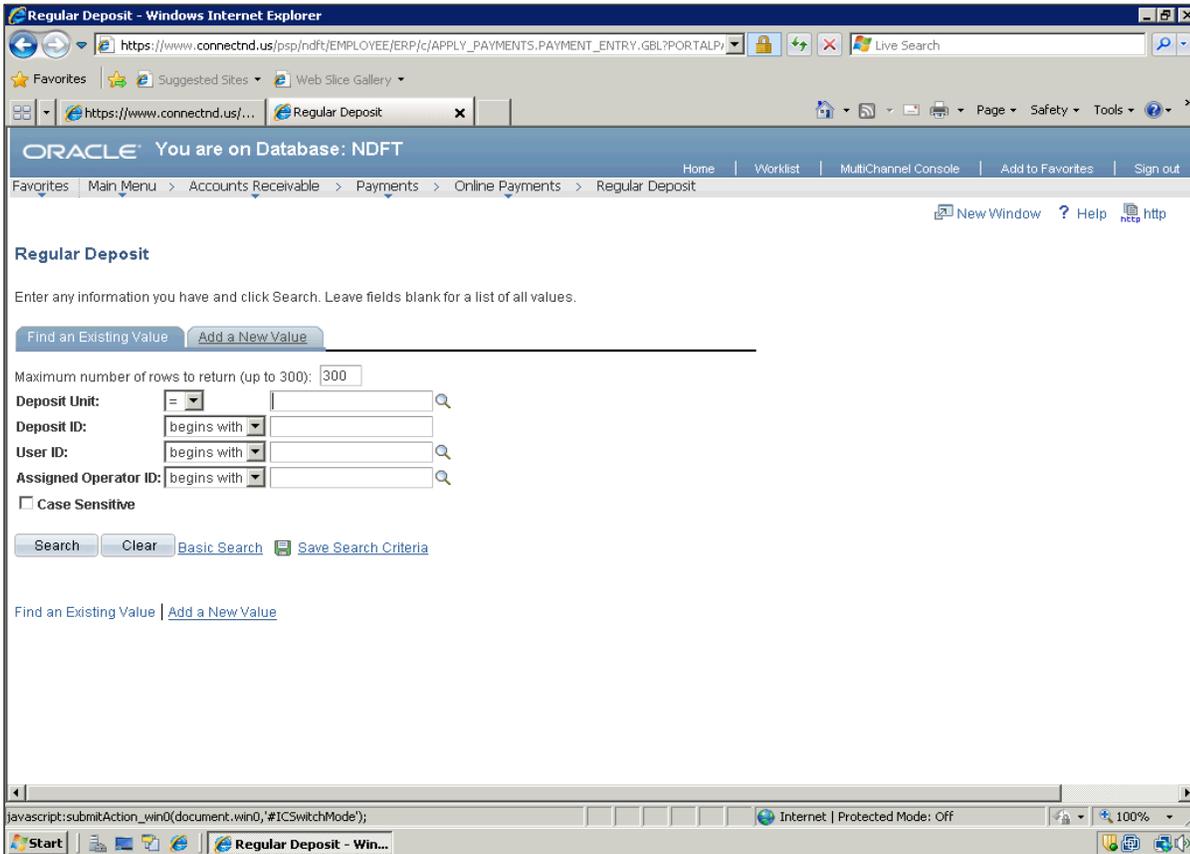


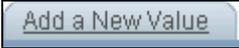
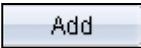
Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable



Step	Action
2.	Click the Payments link. Payments
3.	Click the Online Payments link. Online Payments
4.	Click the Regular Deposit link. Regular Deposit

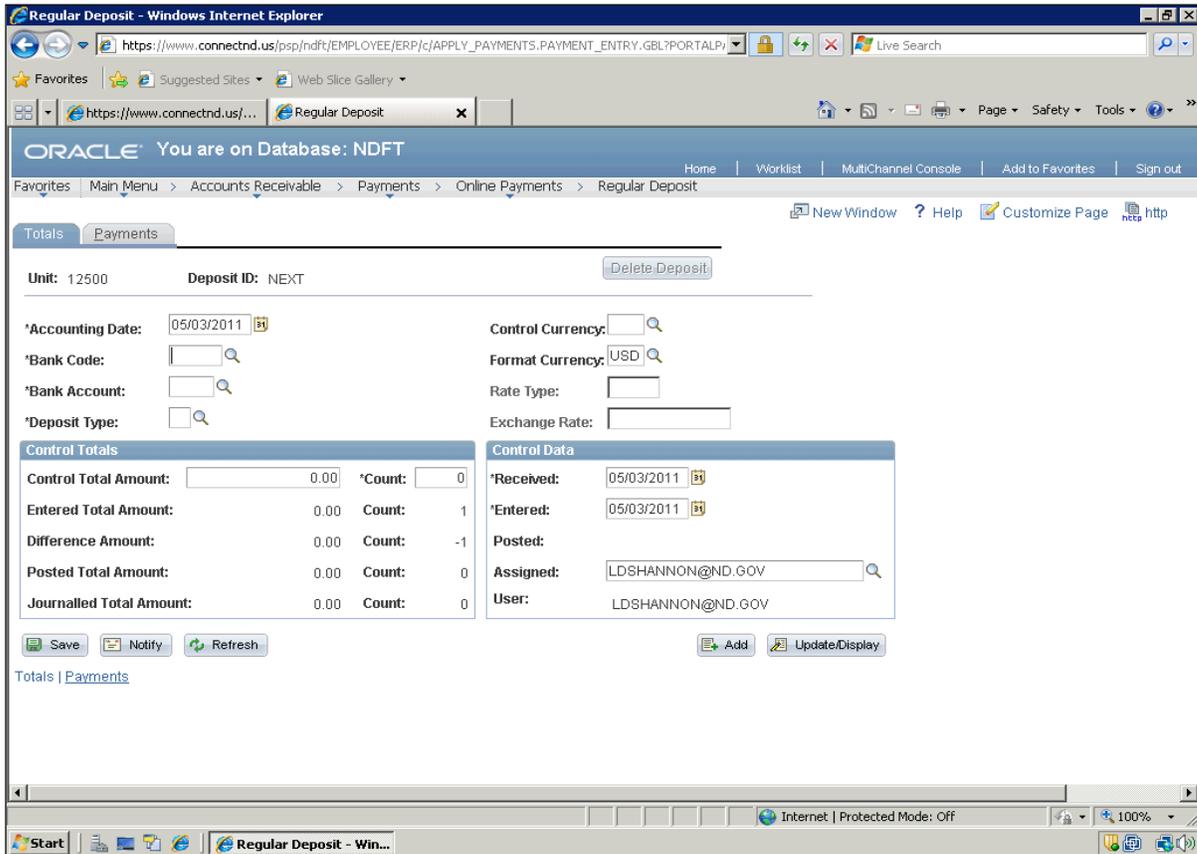
Training Guide



Step	Action
5.	Click the Add a New Value tab. 
6.	Click the Add button. 
7.	ALWAYS use the current date for the Accounting Date field (or the date the cash is received). Payments received in AR should <u>never be applied back</u> . Note: Revenue and Receivables are applied back accordingly, when the billing is created in AR.

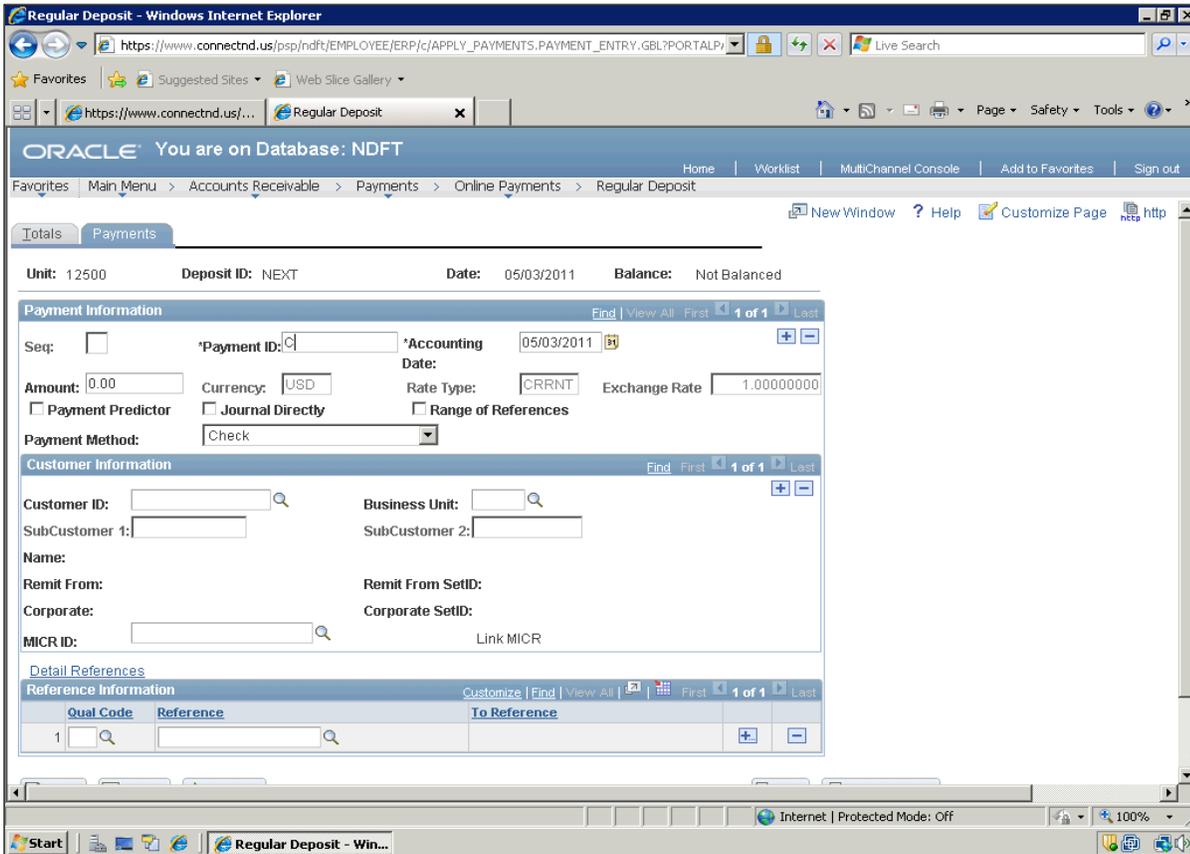


Training Guide



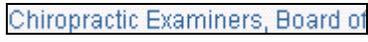
Step	Action
8.	Enter the desired information into the Bank Code field. Enter " BND ".
9.	Enter the desired information into the Bank Account field. Enter " BND ".
10.	Click the Deposit link. 
11.	Enter the desired information into the Control Currency field. Enter " USD ".
12.	Enter the desired information into the Control Total Amount field. Enter " 400.00 ". Note: The Control Total Amount is the total of all payments included in this deposit.
13.	Enter the desired information into the Count field. Enter " 3 ". Note: The Count is the number of actual payments included in this deposit.
14.	Click the Payments tab. 

Training Guide



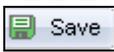
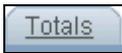
Step	Action
15.	Enter the desired information into the Payment ID field. Enter " Check 456 ".
16.	Enter the desired information into the Amount field. Enter " 75.00 ".
17.	Enter the desired information into the Customer ID field. Enter " 903.0 ". Note: If you do not know the Customer ID, click on the Look Up for a selection of valid customers.
18.	Click the Look up Customer ID button. 
19.	Click the Architectu link. 
20.	Click the Look up Qual Code button. 



Step	Action
21.	Click the Item link. Note: The Quality Code is <u>ALWAYS</u> I (Item). 
22.	Enter the desired information into the Reference field. Enter " BILL ". Note: If you do not know the Reference, click on the Look Up.
23.	Click the Look up Reference button. 
24.	Click the 12500 link. 
25.	Click the Add a new row at row 1 button to add the next payment. 
26.	Enter the desired information into the Payment ID field. Enter " CHECK 987732 ".
27.	Enter the desired information into the Amount field. Enter " 300.00 ".
28.	Enter the desired information into the Customer ID field. Enter " 907.0 ".
29.	Click the Look up Customer ID button. 
30.	Click the Chiropractic Examiners, Board of link. 
31.	Click the Look up Qual Code button. 
32.	Click the Item link. Note: The Quality Code is <u>ALWAYS</u> I (Item). 
33.	Enter the desired information into the Reference field. Enter " BILL ". Note: If you do not know the Reference, click on the Look Up.
34.	Click the Look up Reference button. 
35.	Click the 500 link. 
36.	Click the Add a new row at row 2 button to add another payment. 
37.	Enter the desired information into the Payment ID field. Enter " CHECK 334567 ".
38.	Enter the desired information into the Amount field. Enter " 25.00 ".
39.	Enter the desired information into the Customer ID field. Enter " 947.0 ".

Training Guide



Step	Action
40.	Click the Look up Qual Code button. 
41.	Click the Item link. 
42.	Enter the desired information into the Reference field. Enter " AG ".
43.	Click the Look up Reference button. 
44.	Click the AG0000000078 link. 
45.	Deposit must be Balanced. If the deposit is Not Balanced, review for possible errors: Payment amounts do not equal total the Control Total amount The total payments count does not match the Count total.
46.	Click the Save button. 
47.	Click the Totals tab. 
48.	The Control Total Amount/Count and Entered Total Amount/Count must equal or the deposit cannot be posted.
49.	This topic showed how to Create an Online Deposit, with multiple lines. End of Procedure.



ST 5.3.2 - Deleting an Online Deposit

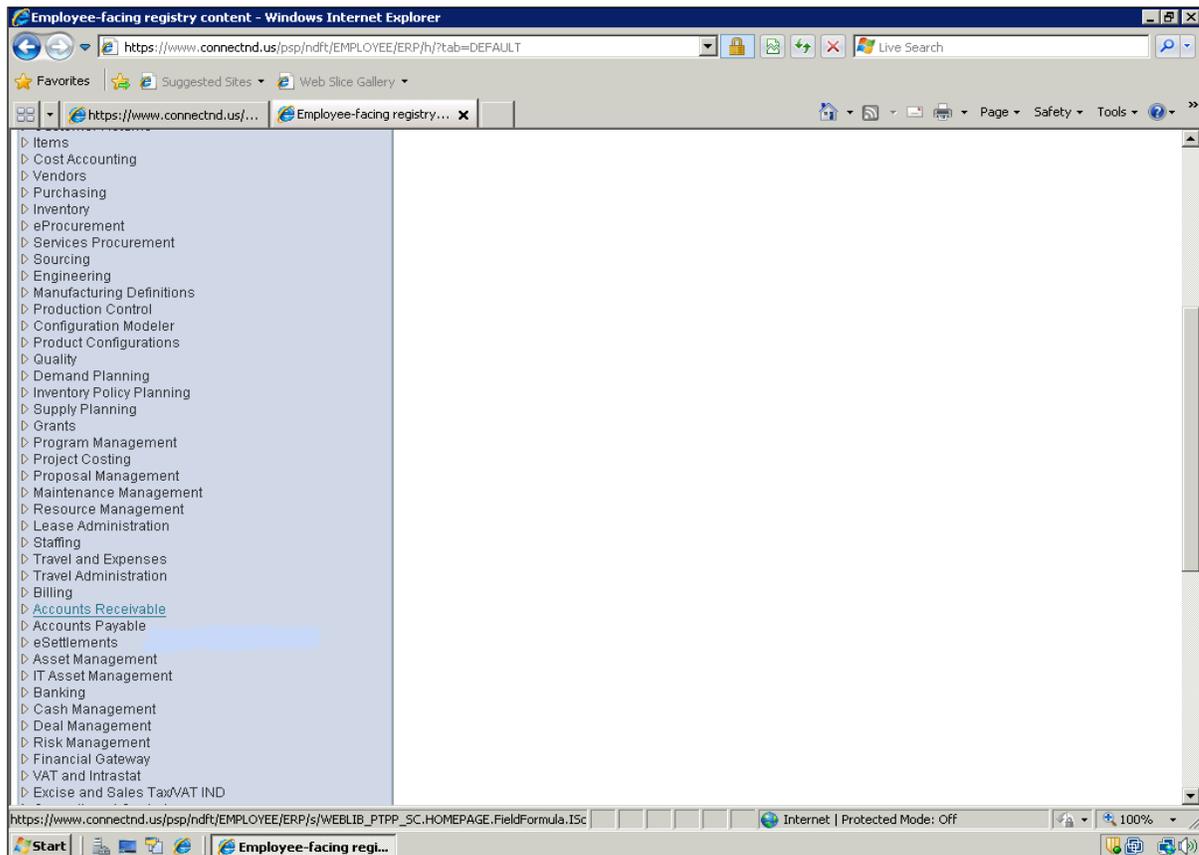
Deleting an Online Deposit

Navigation: [Accounts Receivable](#) > [Payments](#) > [Online Payments](#) > [Regular Deposit](#)

An Online Deposit can be deleted if it has not been posted.

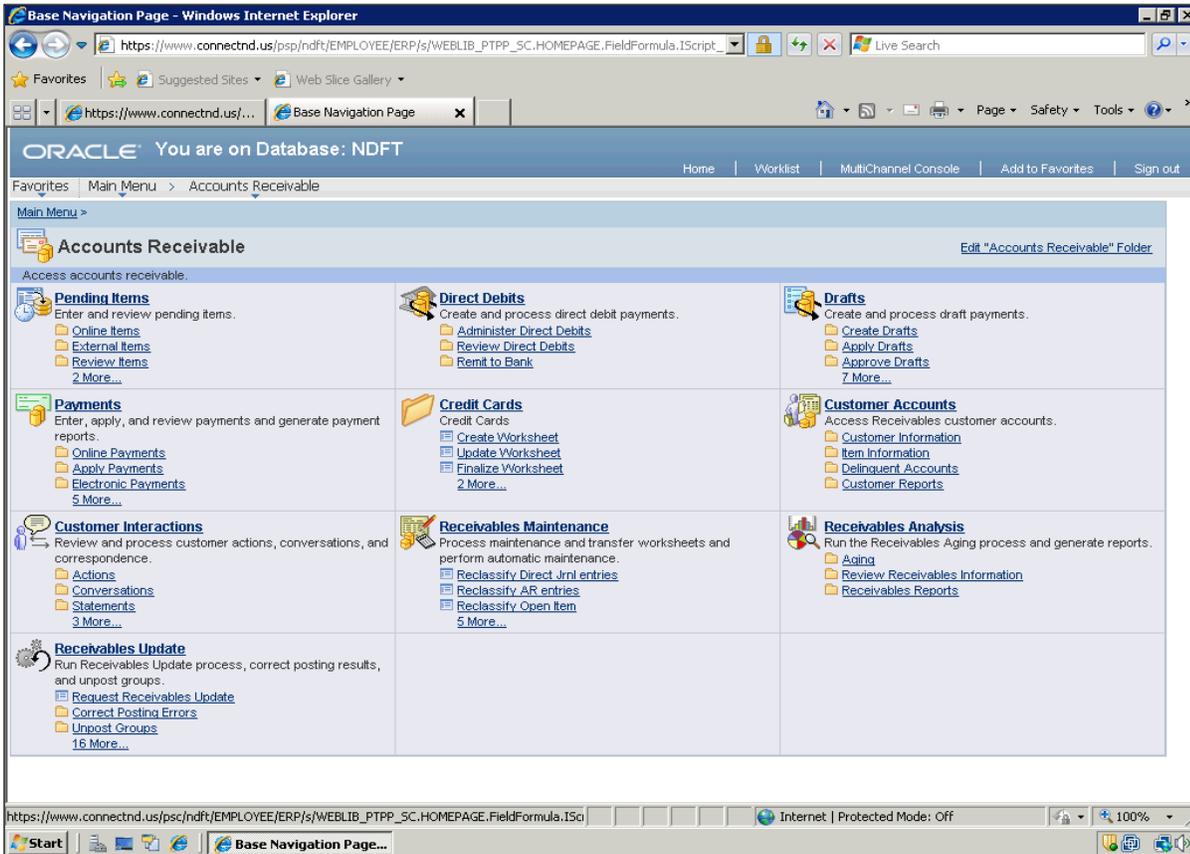
Procedure

This topic shows how to Delete on Online Deposit.



Step	Action
1.	Click the Accounts Receivable link. 

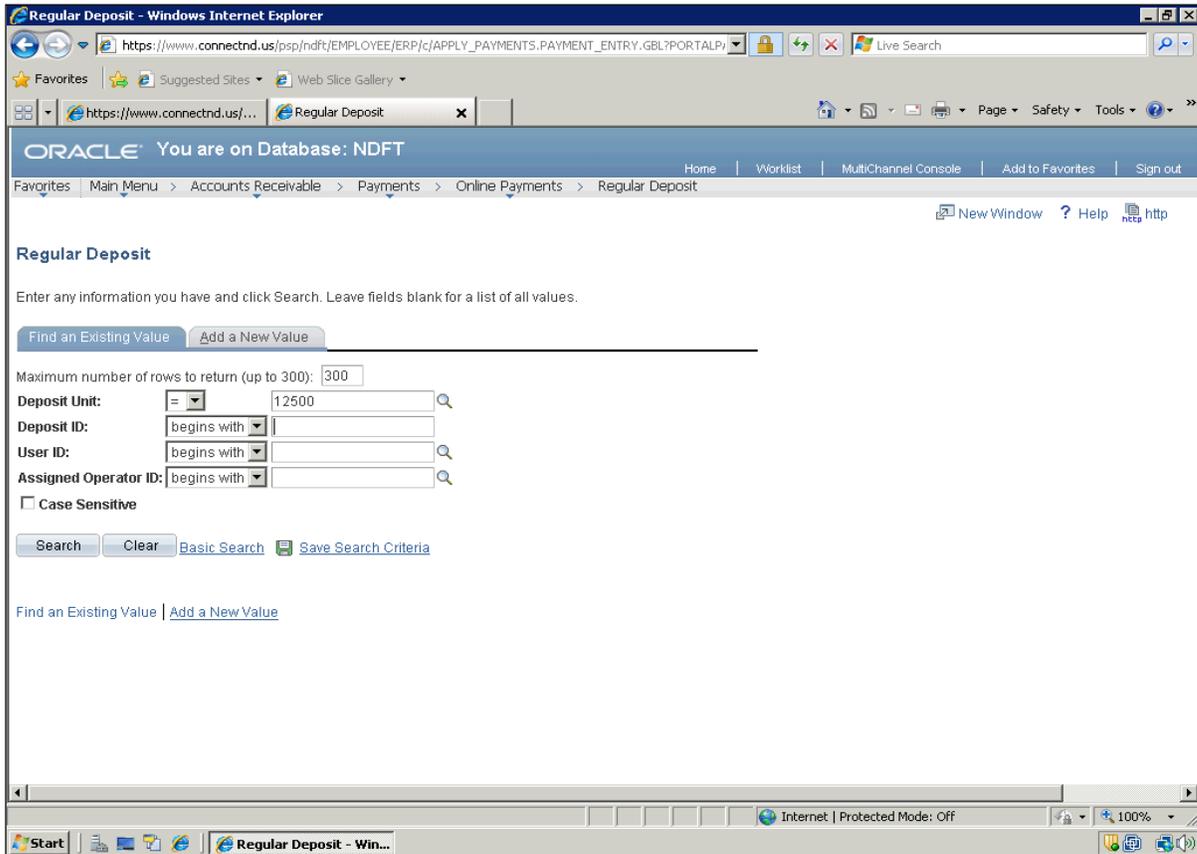
Training Guide

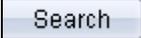


Step	Action
2.	Click the Payments link. Payments
3.	Click the Online Payments link. Online Payments
4.	Click the Regular Deposit link. Regular Deposit

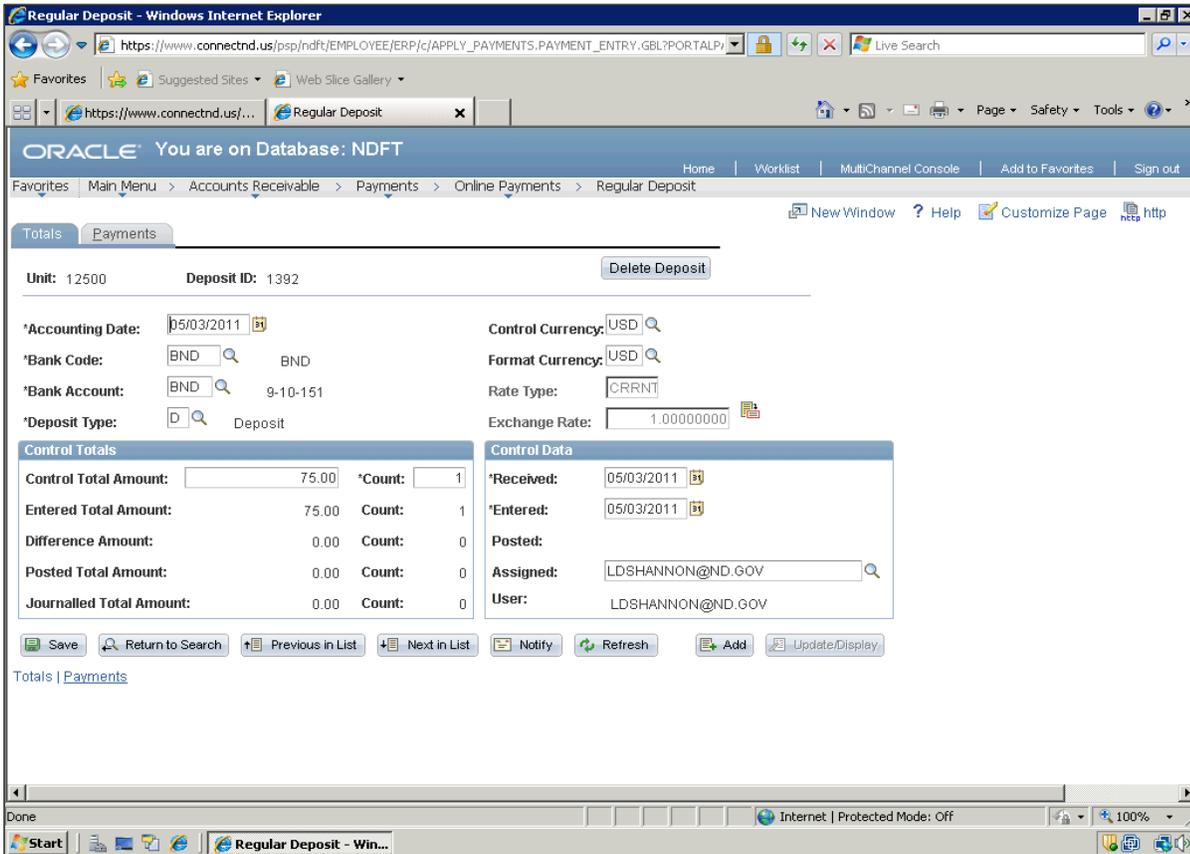


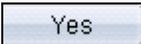
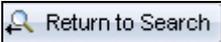
Training Guide



Step	Action
5.	Click the Search button if you do not know the Deposit ID. 
6.	Click the link associated with the deposit to be deleted. LDSHANNON@ND.GOV 

Training Guide



Step	Action
7.	<p>Click the Delete Deposit button.</p> <p>Note: Make sure this is the correct deposit to delete. Once the deposit is deleted, it cannot be recovered.</p> 
8.	<p>Click the Yes button.</p> 
9.	<p>Click the Return to Search button.</p> 



Regular Deposit - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/APPLY_PAYMENTS.PAYMENT_ENTRY.GBL?PORTALP...

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

Regular Deposit

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

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

Deposit Unit: = 12500

Deposit ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

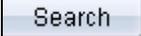
Search Results

View All | First | 1-6 of 6 | Last

Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
12500	1390	INDS_PROCESS	INDS_PROCESS	BND	BND	Yes	02/25/2011	(blank)
12500	1391	LDSHANNON@ND.GOV	LDSHANNON@ND.GOV	BND	BND	Yes	05/03/2011	(blank)
12500	1392	LDSHANNON@ND.GOV	LDSHANNON@ND.GOV	BND	BND	Yes	05/03/2011	(blank)
12500	374	INDS_PROCESS	INDS_PROCESS	BND	BND	Yes	11/09/2006	(blank)
12500	382	INDS_PROCESS	INDS_PROCESS	BND	BND	Yes	11/28/2006	(blank)
12500	456	INDS_PROCESS	INDS_PROCESS	BND	BND	Yes	04/03/2007	(blank)

Internet | Protected Mode: Off | 100%

Start | Regular Deposit - Win...

Step	Action
10.	Click the Search button. 
11.	The deposit is deleted from Regular deposits.
12.	This topic showed how to Delete on Online Deposit. End of Procedure.



ST Lesson 5.4 - Applying Payments

Applying Payments

Entering payments in Accounts Receivable may be performed through online payments or electronic (Giro) payments.

The online payment is created as an online deposit and payment process is performed through three components: create worksheet, update worksheet, and finalize worksheet.

The electronic (Giro) payments are processed through the billed agency's Accounts Payable Module.



ST 5.4.1 - Applying Payments on a Worksheet

Applying Payments on a Worksheet

Navigation: [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

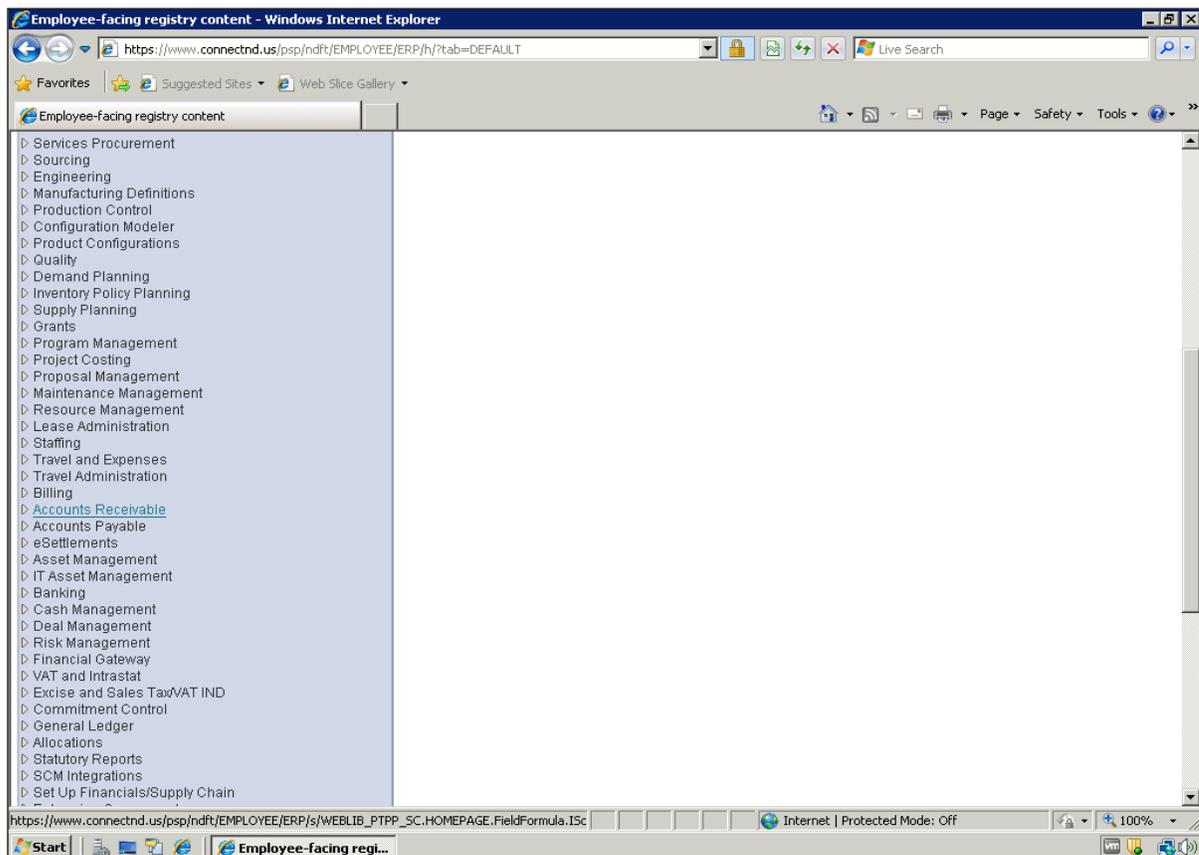
A payment worksheet is a cash application tool that uses information about customers and items to apply payments. You match items with payments and make any necessary adjustments (over/underpayments) as necessary. The system creates one worksheet for each payment, not one for each deposit.

Note: The State Treasurer's Office is the only agency that has security to post payments on the [worksheet action tab](#).

Procedure

This topic shows how to Apply Payments on a Worksheet.

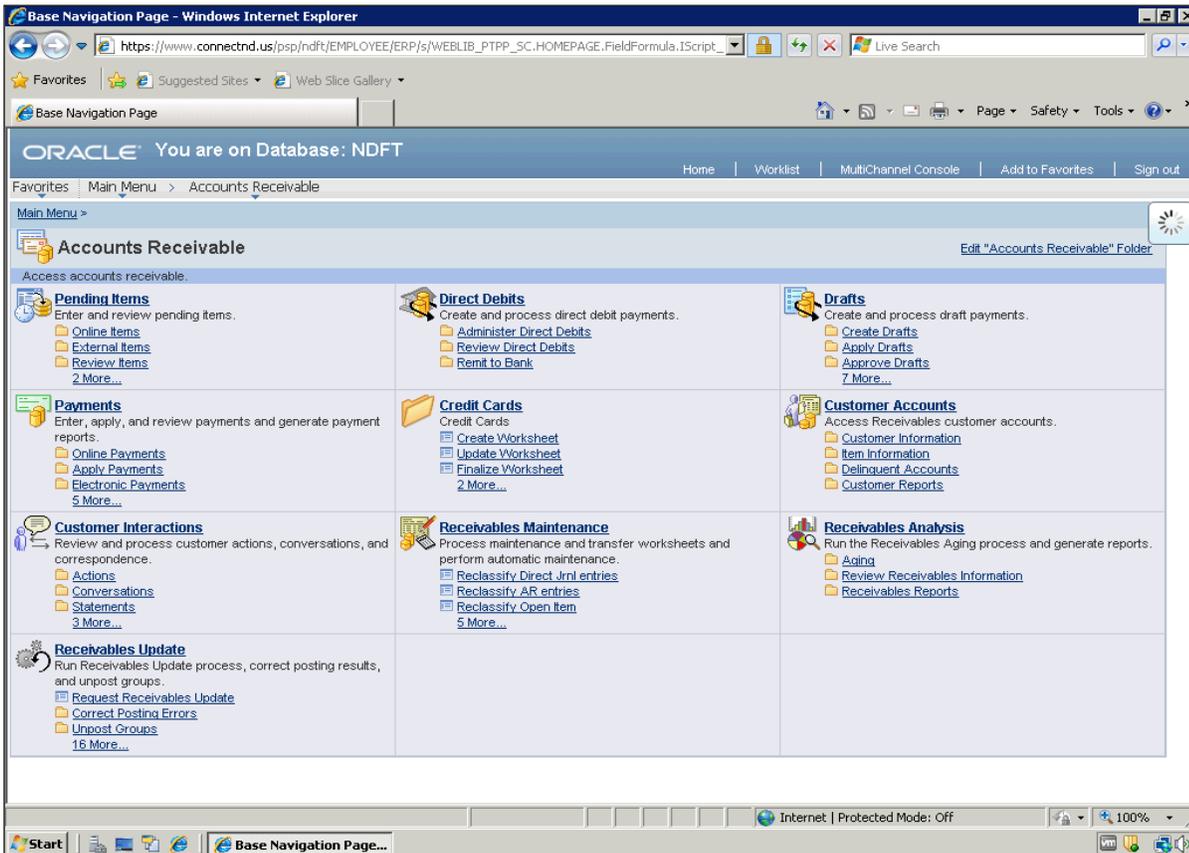
Note: Applying or Posting Payments may be restricted to only the State Treasurer's Office. Security and roles within PeopleSoft will determine access.



Training Guide



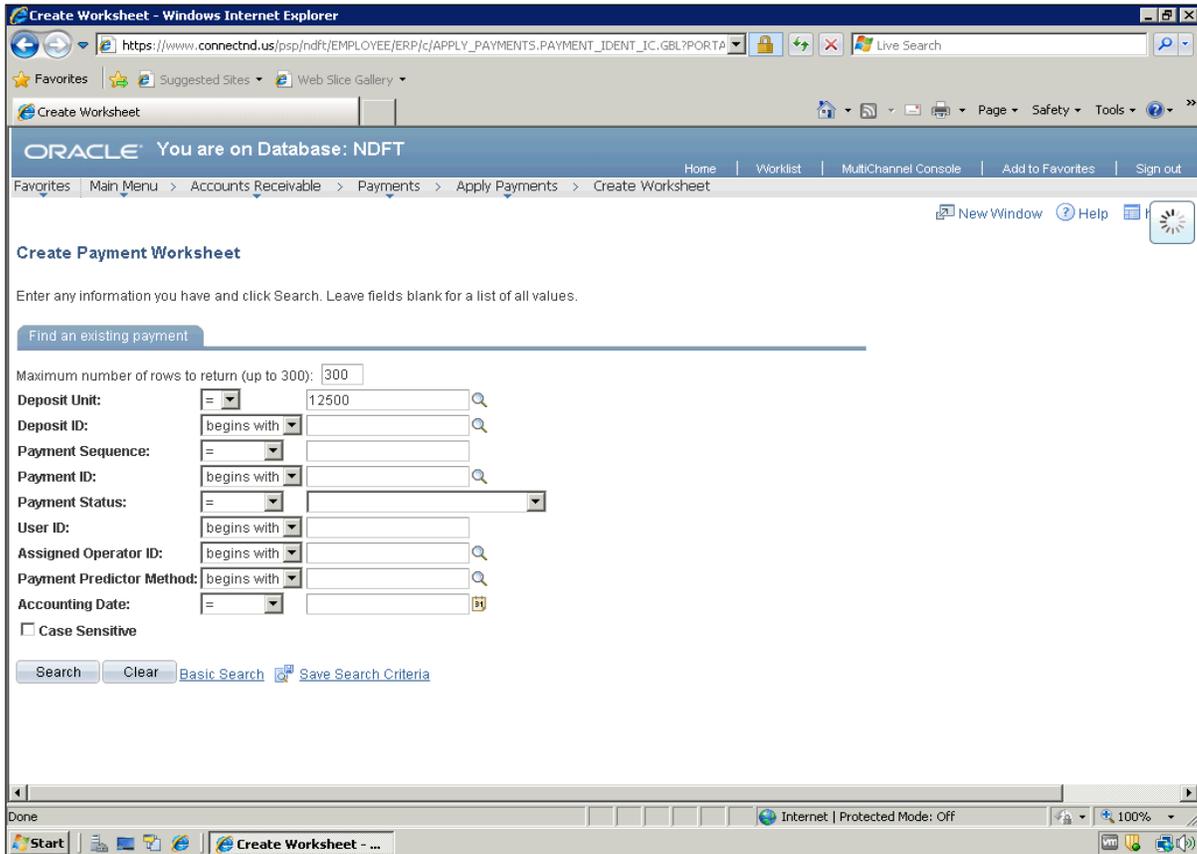
Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable

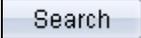


Step	Action
2.	Click the Payments link. Payments
3.	Click the Apply Payments link. Apply Payments
4.	Click the Create Worksheet link. Create Worksheet
5.	Search criteria such as Deposit ID, Payment ID or Accounting Dates can be used to retrieve the payment. If these values are unknown, click Search for a listing of all available selections.



Training Guide



Step	Action
6.	Click the Search button. 
7.	Click the Payment Sequence 2 link; or the Payment Status that needs to be applied. 
8.	The Payment Worksheet Selection page displays Customer ID and Item Reference. This information will verify this is the correct item to apply.

Training Guide



Windows Internet Explorer - Create Worksheet

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/APPLY_PAYMENTS.PAYMENT_IDENT_IC.GBL?PORTA

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Name: Chiropractic Examiners, Board of
Remit SetID: 12500 **Remit From ID:** 907.0
Corporate SetID: 12500 **Corporate ID:** 907.0
MICR ID:

Reference Criteria

Reference Criteria: Specific Value
Restrict to: All Customers
Match Rule: Exact Match

Item Reference Find | View All | First 1 of 1 Last

Qual Code	Reference	To Reference		
I	BILL_TEST_2		+	-

[Detail Reference](#)
[Item Status](#)

Item Inclusion Options

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

Worksheet Action

Created at: 05/03/2011 2:30PM **Items:** 2

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

javascript:submitAction_win0(document.win0,'AR_IC_W5_WRK_TRANSFER_2');

Internet | Protected Mode: Off | 100%

Start | Create Worksheet - ...

Step	Action
9.	Click the Worksheet Application link. Worksheet Application
10.	The Payment Worksheet Application page can be accessed to verify the Amount and Selected totals are correct.



Training Guide

Create Worksheet - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/APPLY_PAYMENTS.PAYMENT_IDENT_IC.GBL?PORTA

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Accounting & Finance > Accounts Receivable > Payments > Apply Payments > Create Worksheet

[New Window](#) | [Help](#) | [Customize Page](#)

Payment Worksheet Application

Deposit Unit: 12500 Deposit ID: 1391 Payment ID: CHECK 987732 Payment Sequence: 2
 Payment Accounting Date: 05/03/2011 Currency: USD

Item Action Row Selection Item Display Control

Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

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

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6						
Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt
1	<input checked="" type="checkbox"/>	300.00	USD	BILL_TEST_2		12500	907.0	PY			
2	<input type="checkbox"/>	200.00	USD	BILL_TEST_2		12500	907.0				

Add with Detail Letter of Credit ID:

Balance						
Amount:		300.00	Remaining:	0.00	Unearned:	0.00
Selected:		300.00	Discount:	0.00	Earned:	0.00
Adjusted:		0.00	Write Off:	0.00		

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

Save Return to Search Previous in List Next in List Refresh

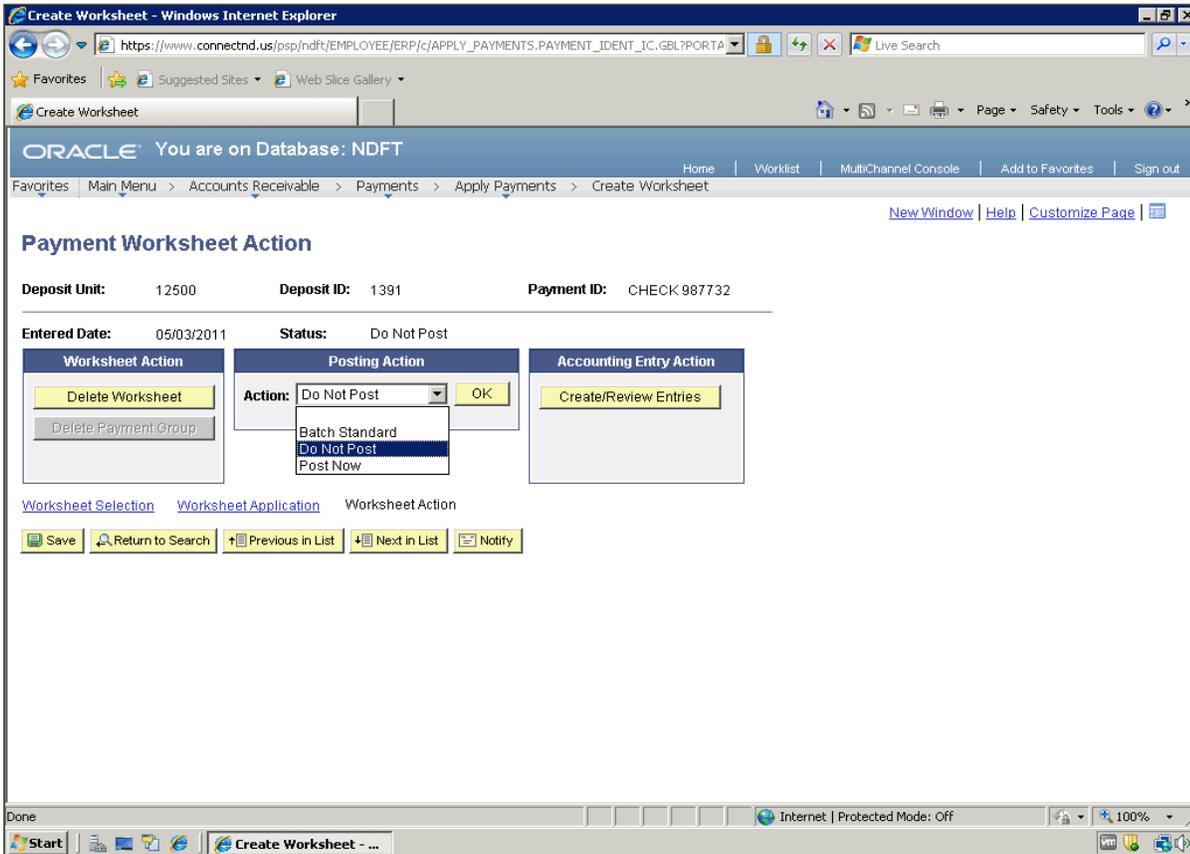
javascript:submitAction_win0(document.win0,'AR_IC_W5_WRK_TRANSFER_3');

Internet | Protected Mode: Off

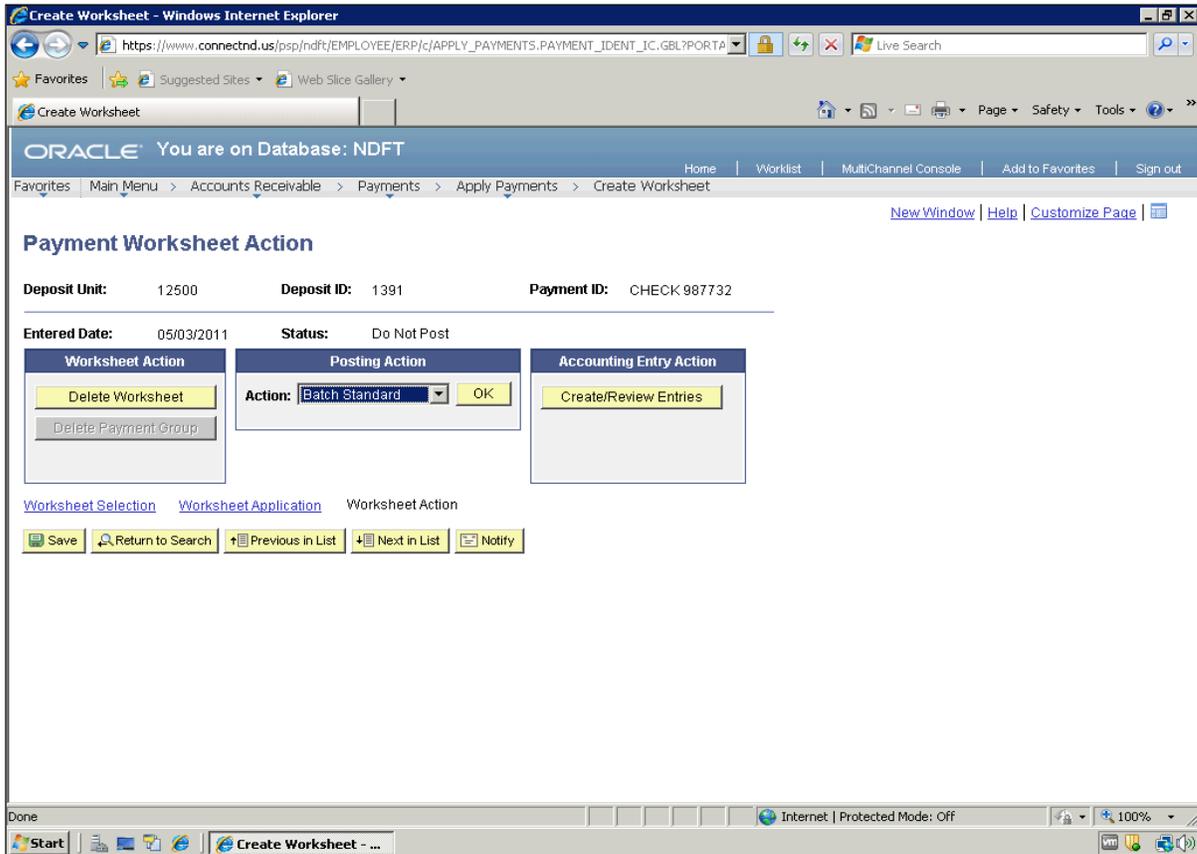
Start | Create Worksheet - ...

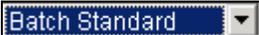
Step	Action
11.	Click the Worksheet Action link. Worksheet Action

Training Guide

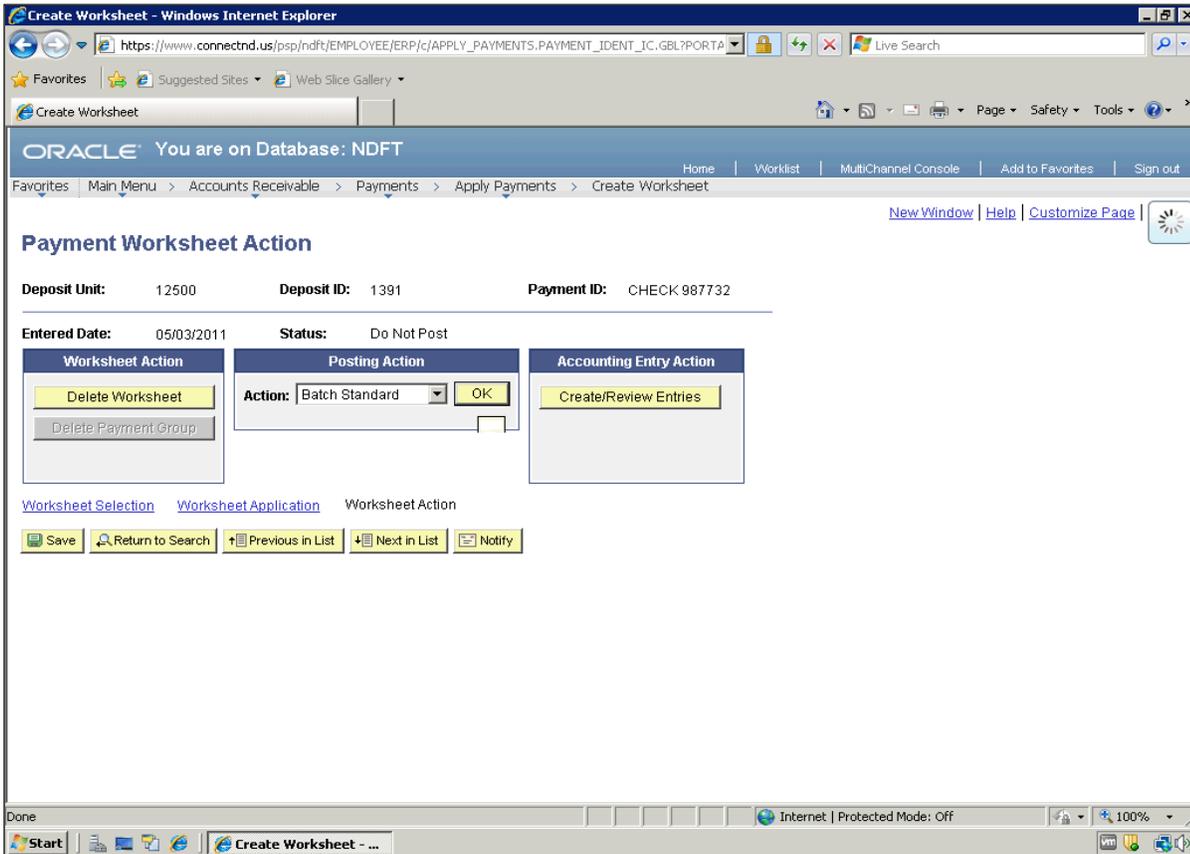


Step	Action
12.	Click the Action list. 



Step	Action
13.	Click the Batch Standard list item. 

Training Guide



Step	Action
14.	Click the OK button. 
15.	Click the Save button. 
16.	This topic showed how to Apply Payments on a Worksheet. End of Procedure.



ST 5.4.2 - Building a Worksheet for an Unidentified Payment

Building a Worksheet for an Unidentified Payment

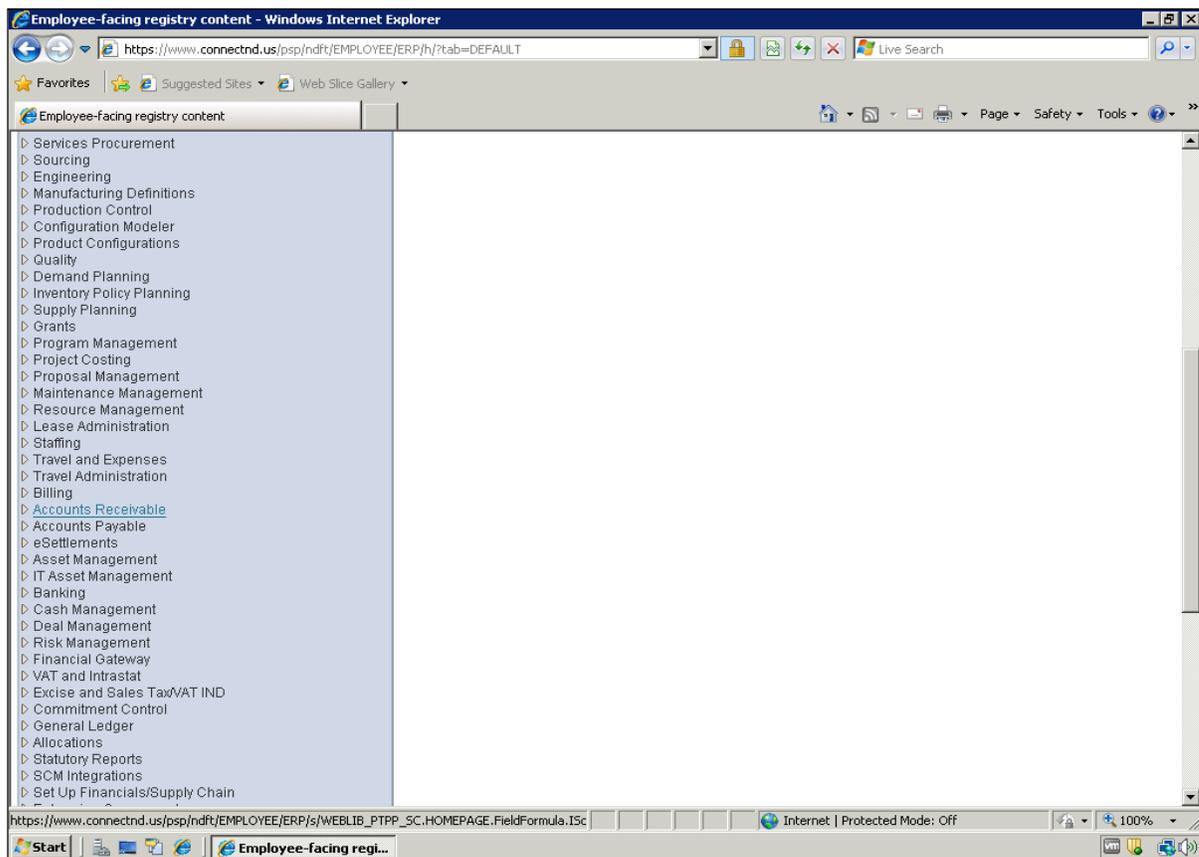
Navigation: [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

A payment worksheet must be created if the payment and billed amounts do not match. This occurs when a customer underpays/overpays an open item balance.

Procedure

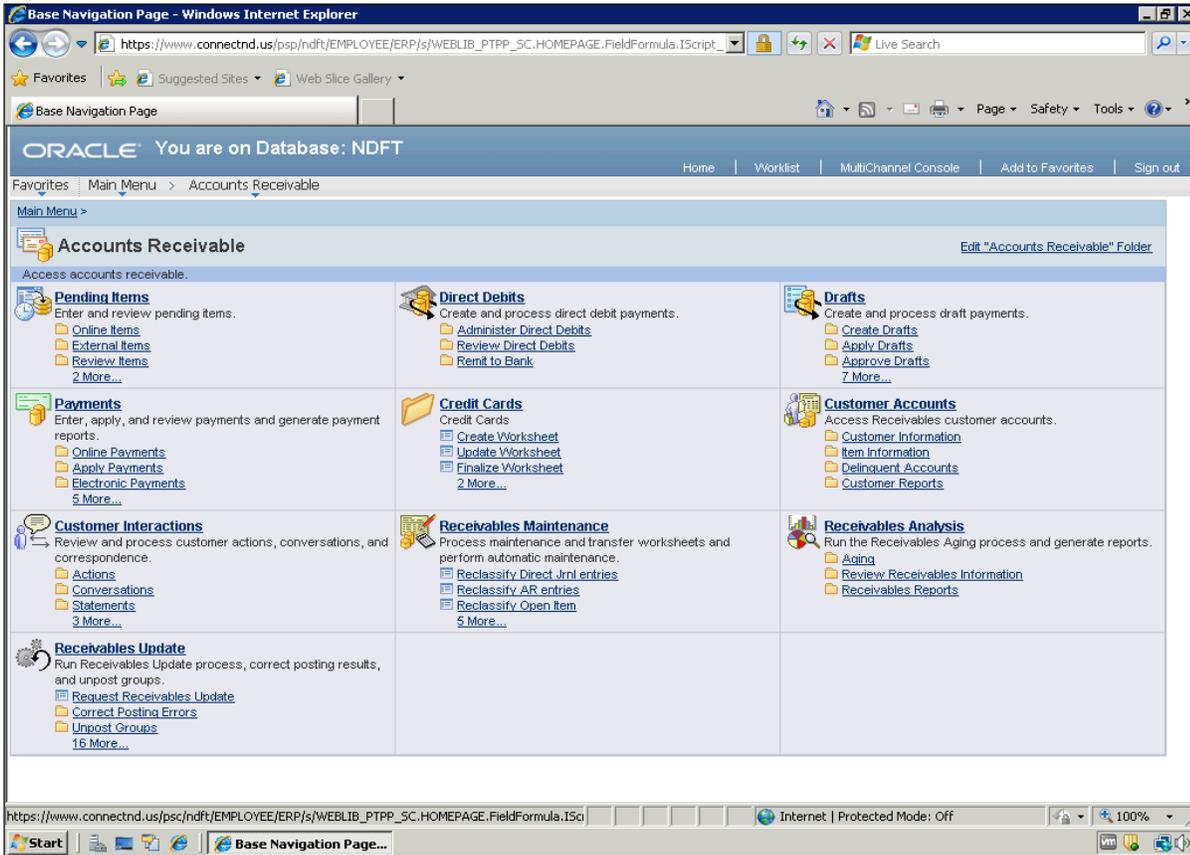
This topic shows how to Build a Worksheet for an Unidentified Payment.

Note: An Unidentified Payment means the payment does not match the billed amount; therefore PeopleSoft Payment Predictor does not recognize this transaction and requires you to build a worksheet.



Step	Action
1.	Click the Accounts Receivable link. 

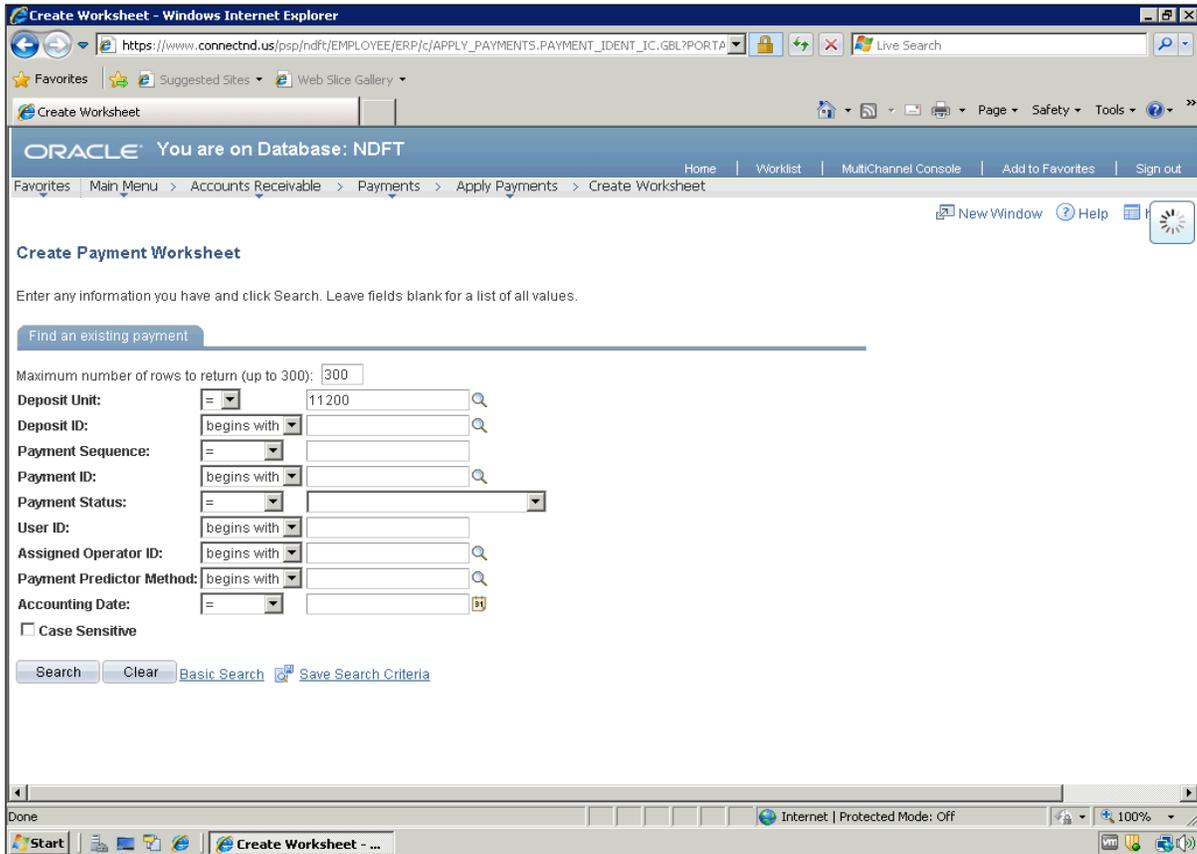
Training Guide

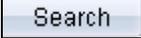


Step	Action
2.	Click the Payments link. Payments
3.	Click the Apply Payments link. Apply Payments
4.	Click the Update Worksheet link. Update Worksheet
5.	Search criteria such as Deposit ID, Payment ID or Accounting Dates can be used to retrieve the payment. If these values are unknown, click Search for a listing of all available selections.



Training Guide



Step	Action
6.	Click the Search button. 
7.	Click the Ident link. 
8.	The Payment Worksheet Selection page displays Customer ID and Item Reference. This information will verify this is the correct item to apply.

Training Guide



Windows Internet Explorer window showing the Oracle NDFT 'Create Worksheet' page. The browser address bar shows: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/APPLY_PAYMENTS.PAYMENT_IDENT_IC.GBL?PORTA

The page title is 'ORACLE You are on Database: NDFT'. The breadcrumb trail is: Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet.

Name: INDIAN AFFAIRS

Remit SetID: 11200 **Remit From ID:** 316.0

Corporate SetID: 11200 **Corporate ID:** 316.0

MICR ID: [input field] **Link MICR**

Reference Criteria

Reference Criteria: Specific Value (dropdown)
Restrict to: All Customers (dropdown)
Match Rule: Exact Match (dropdown)

Item Reference Find | View All | [grid icon] First 1 of 1 Last

Qual Code	Reference	To Reference		
I	TC012011.316.0 Vern		+	-

[Detail Reference](#)
[Item Status](#)

Item Inclusion Options

All Items Deduction Items Only Items in Dispute Only

Exclude Deduction Items Exclude Collection 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**

Done Internet | Protected Mode: Off 100%

Start Create Worksheet - ...

Step	Action
9.	Click the Build button. 



Training Guide

Create Worksheet - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/APPLY_PAYMENTS.PAYMENT_IDENT_IC.GBL?PORTA

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Payment Worksheet Application

Deposit Unit: 11200 Deposit ID: 2868 Payment ID: 00000749 Payment Sequence: 1
 Payment Accounting Date: 04/28/2011 Currency: USD

Item Action Row Selection Item Display Control

Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

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

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6						
Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt
1	<input type="checkbox"/>	377.91	USD	DP012011.316.0		11200	316.0			<input type="checkbox"/>	
2	<input checked="" type="checkbox"/>	783.36	USD	TC012011.316.0		11200	316.0			<input type="checkbox"/>	

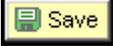
Add with Detail Letter of Credit ID:

Balance

Amount:	783.36	Remaining:	783.36	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Previous in List Next in List Refresh

Step	Action
10.	Click the Sel option to specify the item to be processed. 
11.	Click the Refresh button. 
12.	Note: After Refresh is completed, the Selected and Remaining amounts are updated from the prior screen.
13.	The Payment Amount and Selected amounts match, which leave a Remaining Balance of 0.00. Note: The Payment Amount and Selected Amount can vary, leaving a balance due.
14.	Click the Save button. 
15.	This topic showed how to Build a Worksheet from an Unidentified Payment. End of Procedure.

Training Guide



ST 5.4.3 - Worksheet Application Page

Worksheet Application Page

Navigation: [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#)

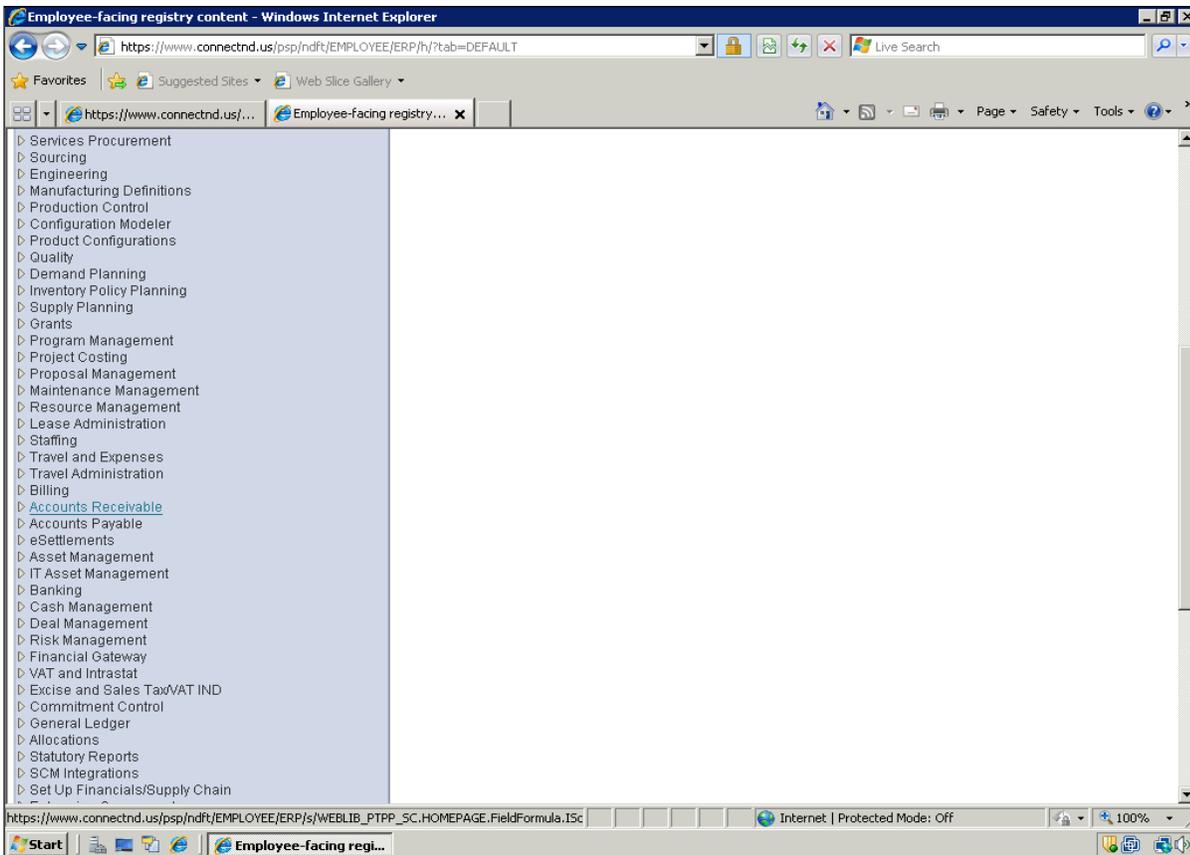
The worksheet applicage page is used to apply payments to an item on the payment worksheet.

This is the page where you can actually access the payment item detail.

Procedure

This topic shows how to access the Worksheet Application Page.

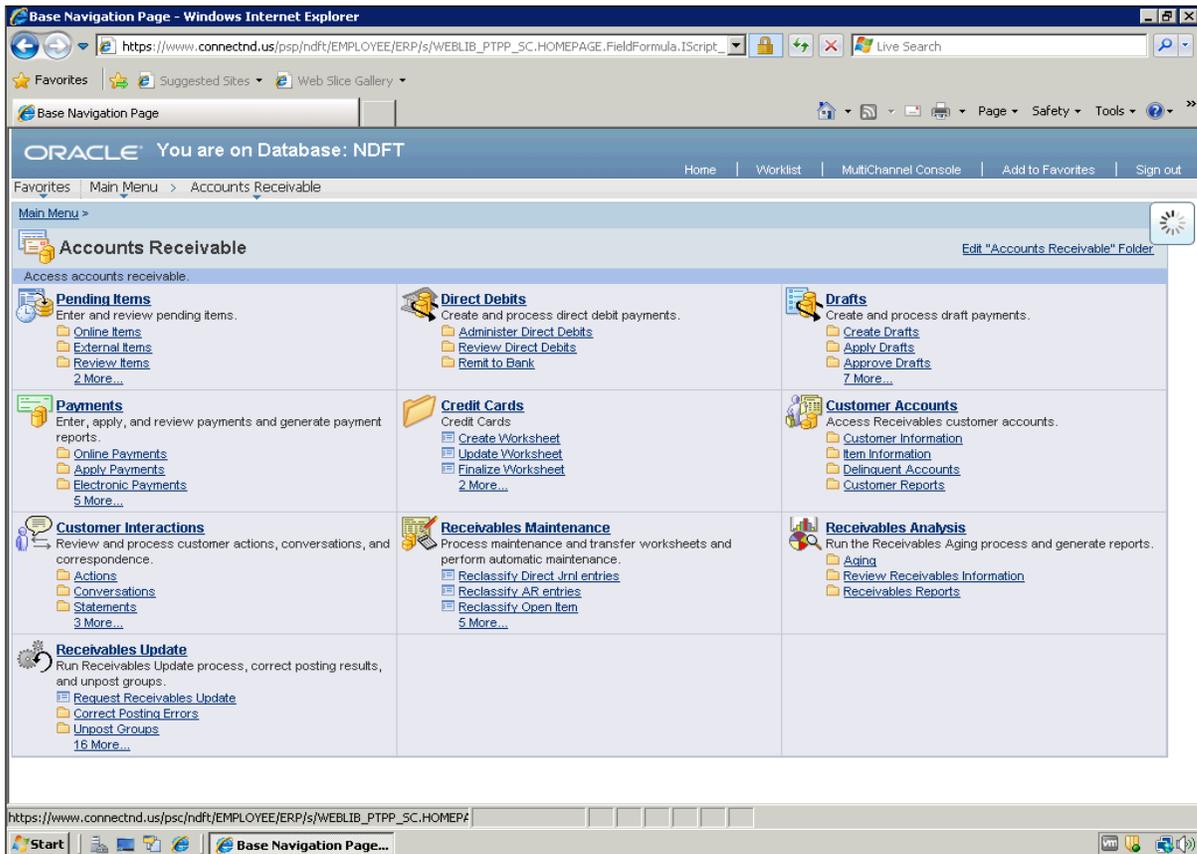
This page is useful in reviewing items for identifying payments and item balances for deposit payments.





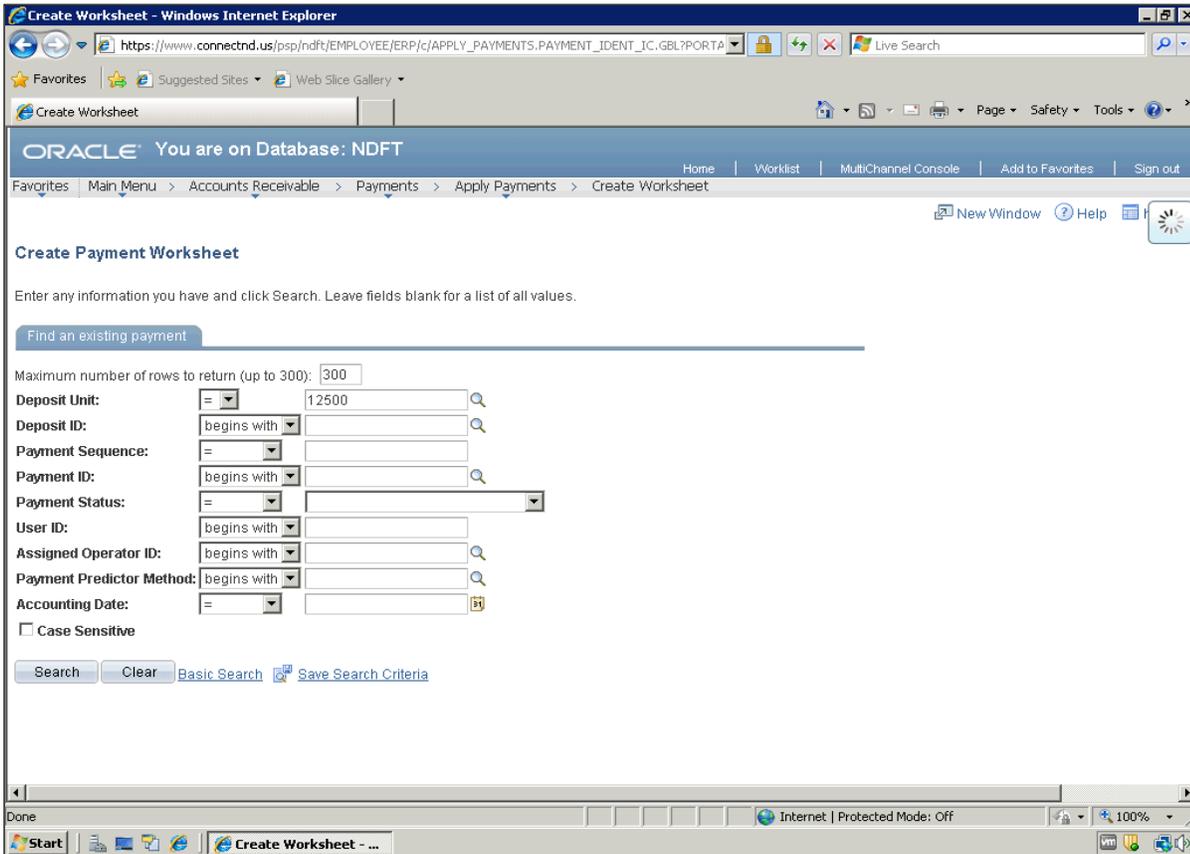
Training Guide

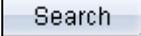
Step	Action
1.	Click the Accounts Receivable link. Accounts Receivable



Step	Action
2.	Click the Payments link. Payments
3.	Click the Apply Payments link. Apply Payments
4.	Click the Create Worksheet link. Create Worksheet

Training Guide



Step	Action
5.	Click the Search button. 
6.	Click the Worksheet link. 
7.	In this example, the Worksheet Selection sheet is displayed first.
8.	Scroll to the bottom of the Worksheet Selection page, and access the Worksheet Application link.
9.	The Worksheet Application page is displayed identifying Pay Amount, Item ID, Customer, and Balance information.
	This topic showed how to access the Worksheet Application Page. End of Procedure.



ST 5.4.4 - Worksheet Selection Page

Worksheet Selection Page

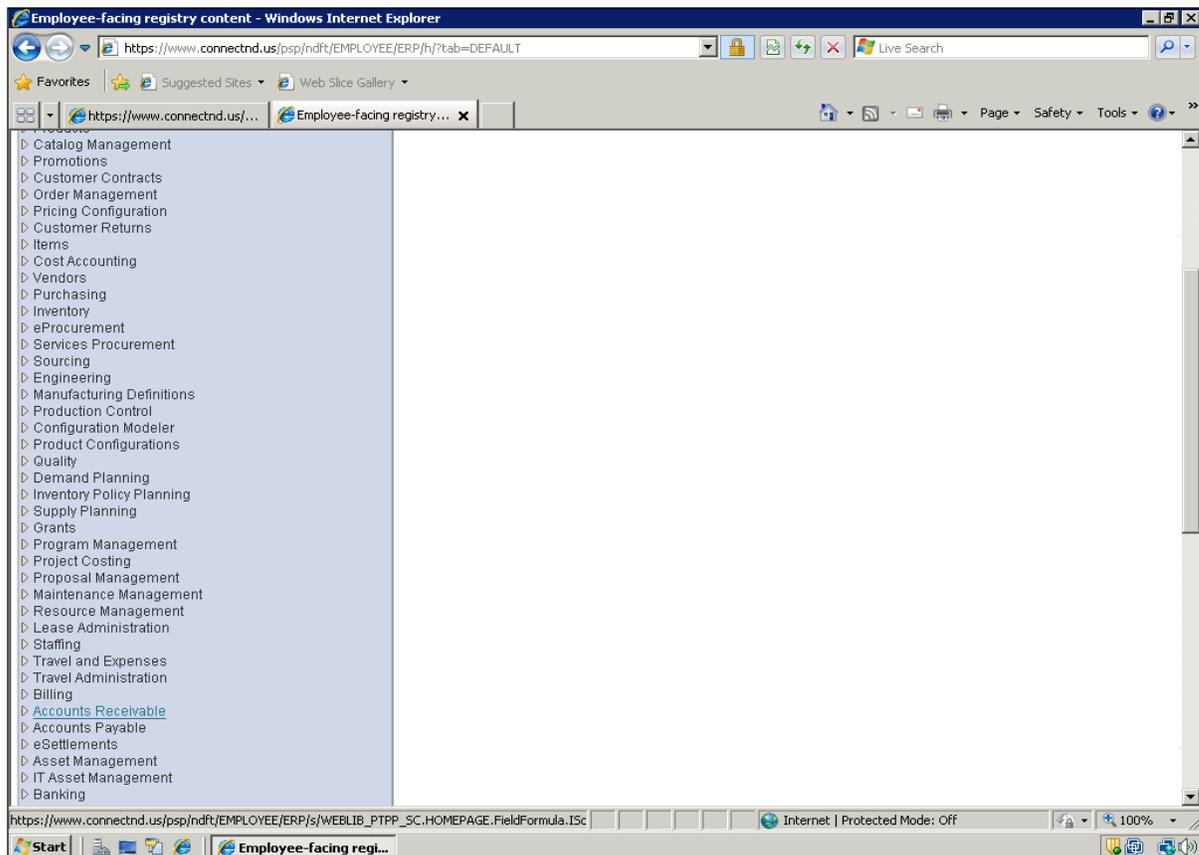
Navigation: Accounts Receivable > Payments > Apply Payments > Create Worksheet

The worksheet selection page is used to match payments with existing items to close open items. A worksheet can be created for a payment only after a deposit containing that payment information has been entered into the receivables system.

This is the page where you actually Build the worksheet.

Procedure

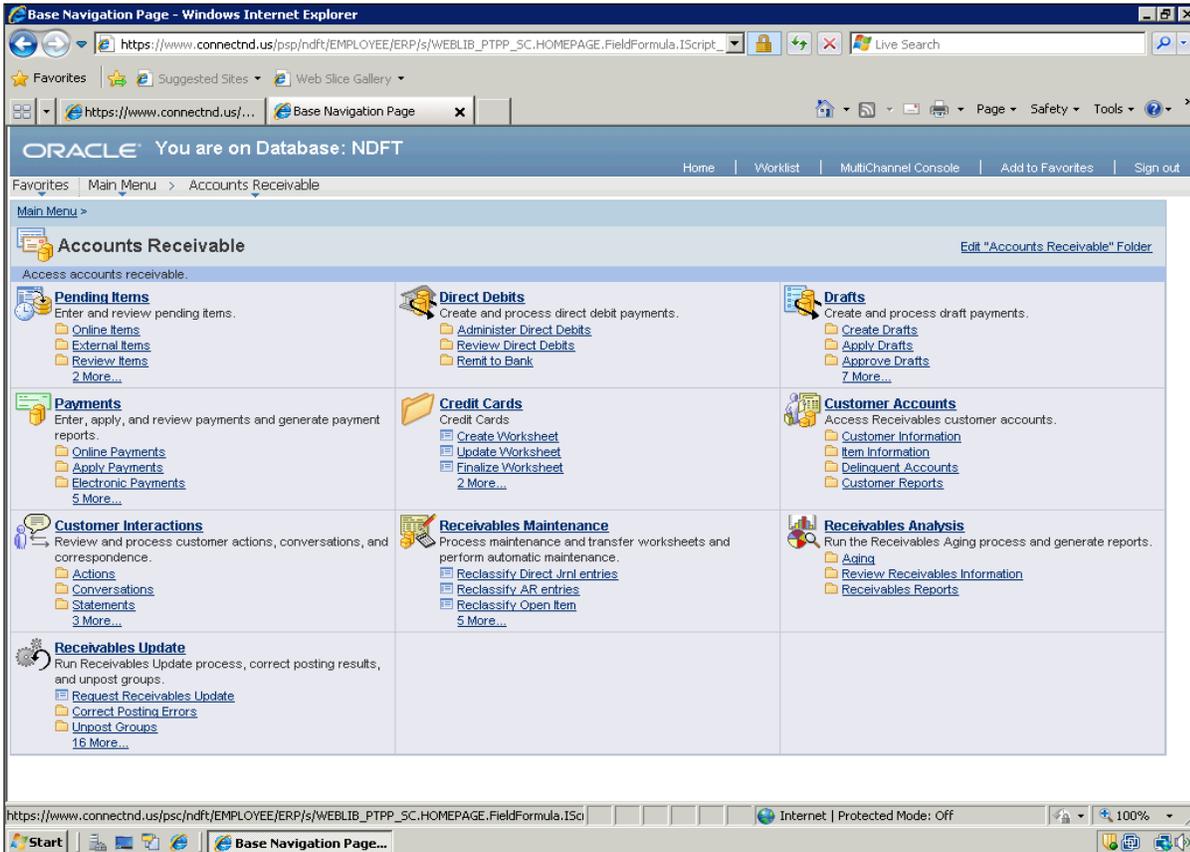
This topic shows how to access the Worksheet Selection Page.



Training Guide



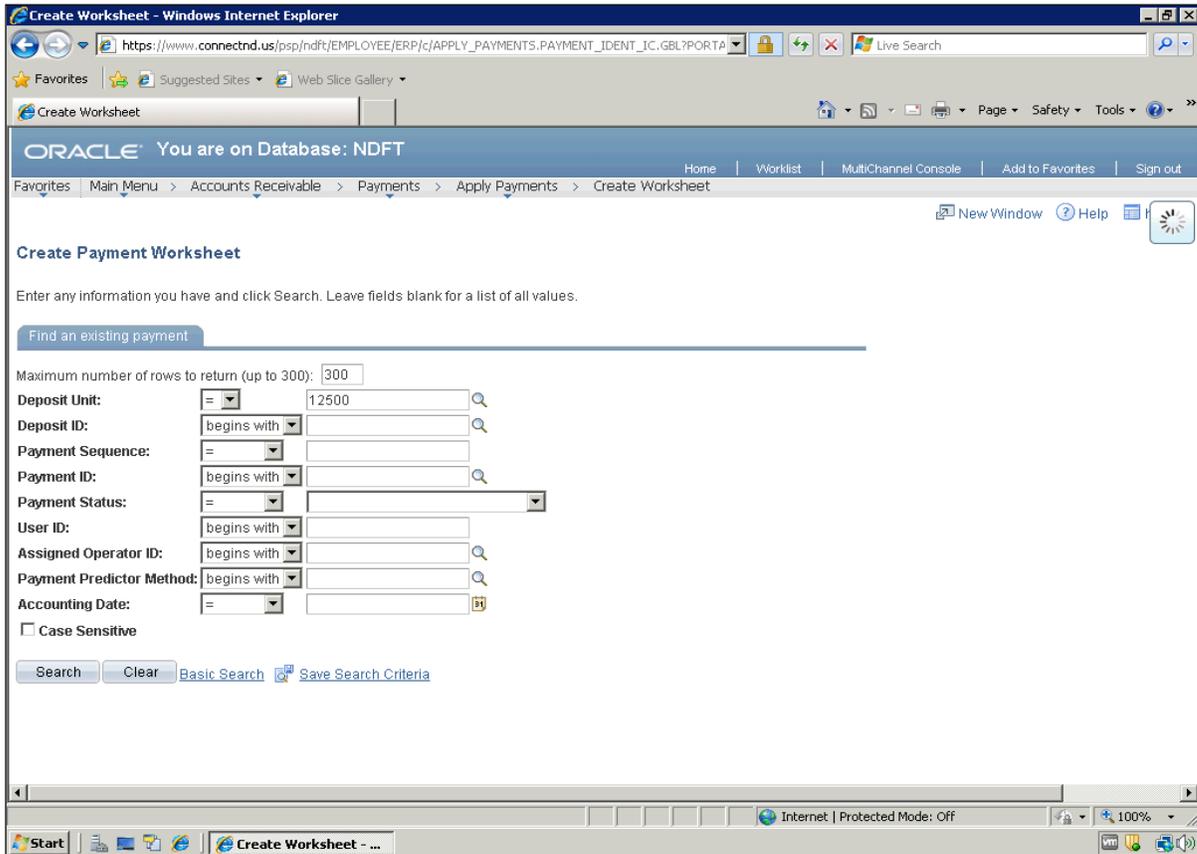
Step	Action
1.	Click the Accounts Receivable link. Accounts Receivable

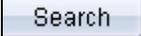


Step	Action
2.	Click the Payments link. Payments
3.	Click the Apply Payments link. Apply Payments
4.	Click the Create Worksheet link. Create Worksheet



Training Guide



Step	Action
5.	Click the Search button. 
6.	Click the LDSHANNON@ND.GOV link. 
7.	The Worksheet Selection page is displayed. This page is where you would Build a worksheet for an unidentified payment.
8.	This topic showed how to access the Worksheet Selection Page. End of Procedure.

Training Guide



ST 5.4.5 - Posting Payments/Deposits

Posting Payments/Deposits

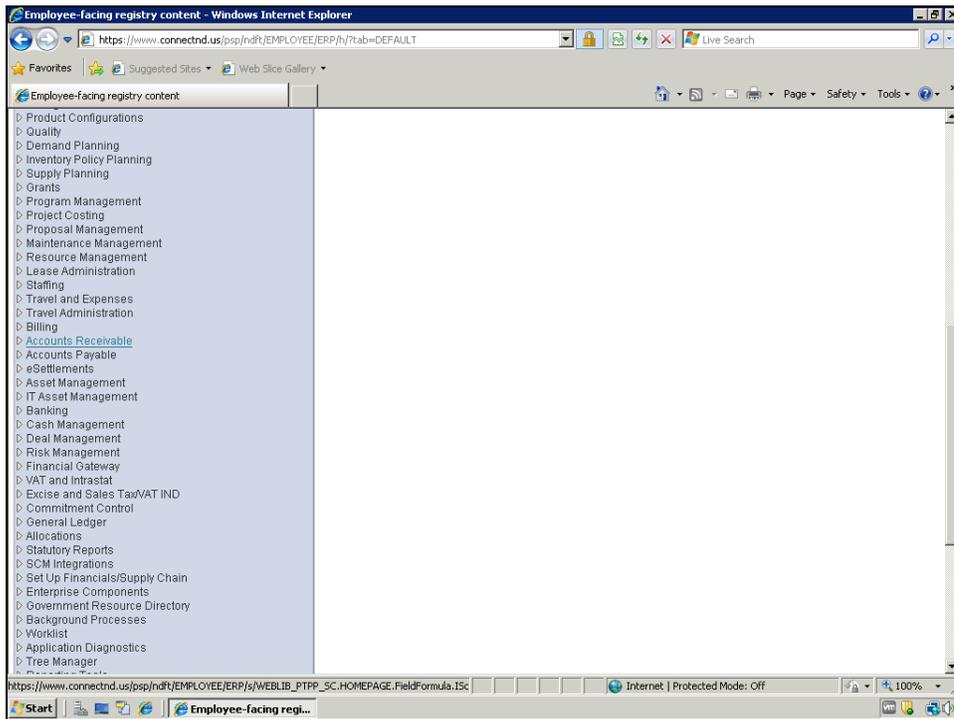
Navigation: Accounts Receivable > Payments > Apply Payments > Update Worksheet

Restricted Security Page: Payments/deposits will be posted by the State Treasurer's Office only.

Procedure

This topic shows how to Post Payments/Deposits.

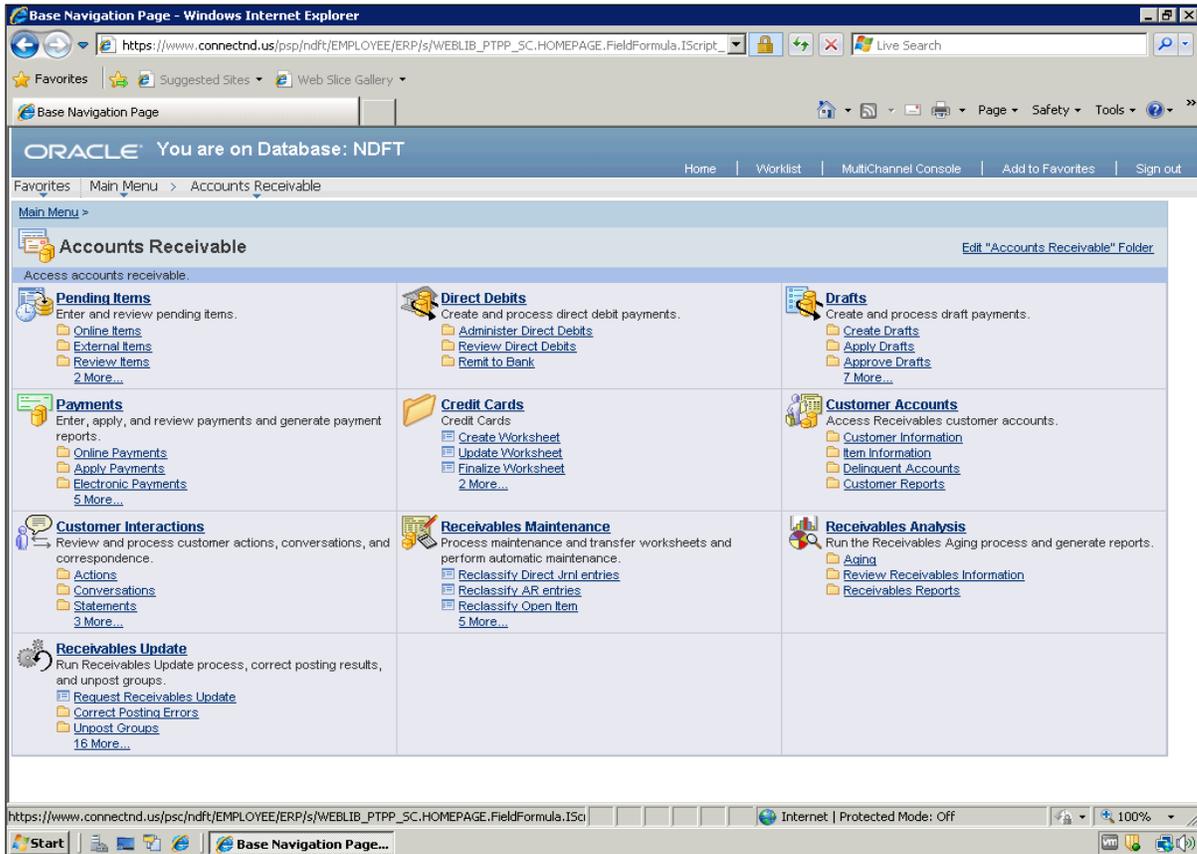
Note: This process is for the State Treasurer's Office. Business units do not have the authority to post. The deposit will be posted only after the State Treasurer receives the cash/checks and the deposit is balanced.



Step	Action
1.	Click the Accounts Receivable link. 

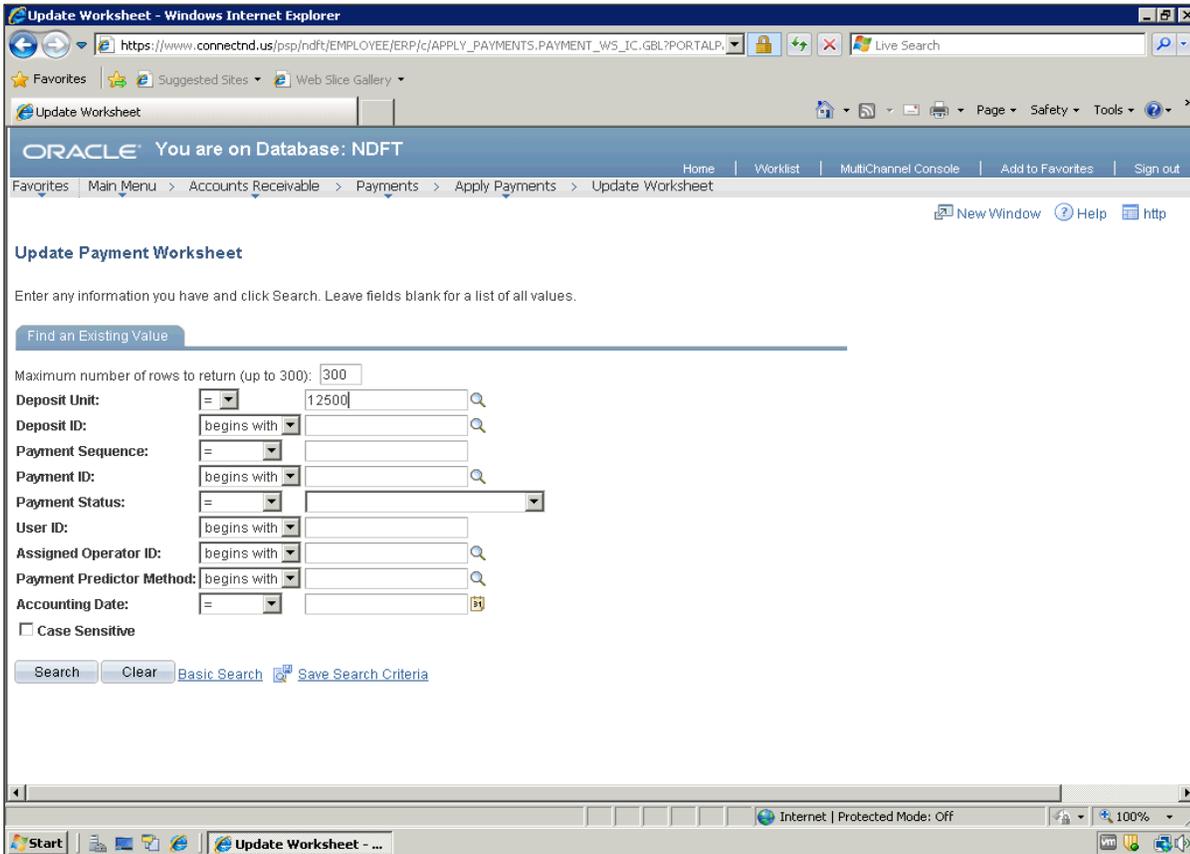


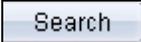
Training Guide



Step	Action
2.	Click the Payments link. Payments
3.	Click the Apply Payments link. Apply Payments
4.	Click the Update Worksheet link. Update Worksheet

Training Guide



Step	Action
5.	Click the Search button. 
6.	Click the Worksheet link. 



Training Guide

Payment Worksheet Application

Deposit Unit: 12500 Deposit ID: 1391 Payment ID: CHECK 456 Payment Sequence: 1
 Payment Accounting Date: 05/03/2011 Currency: USD

Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt
1	<input checked="" type="checkbox"/>	75.00	USD	BILL_TEST_3		12500	903.0	PY			

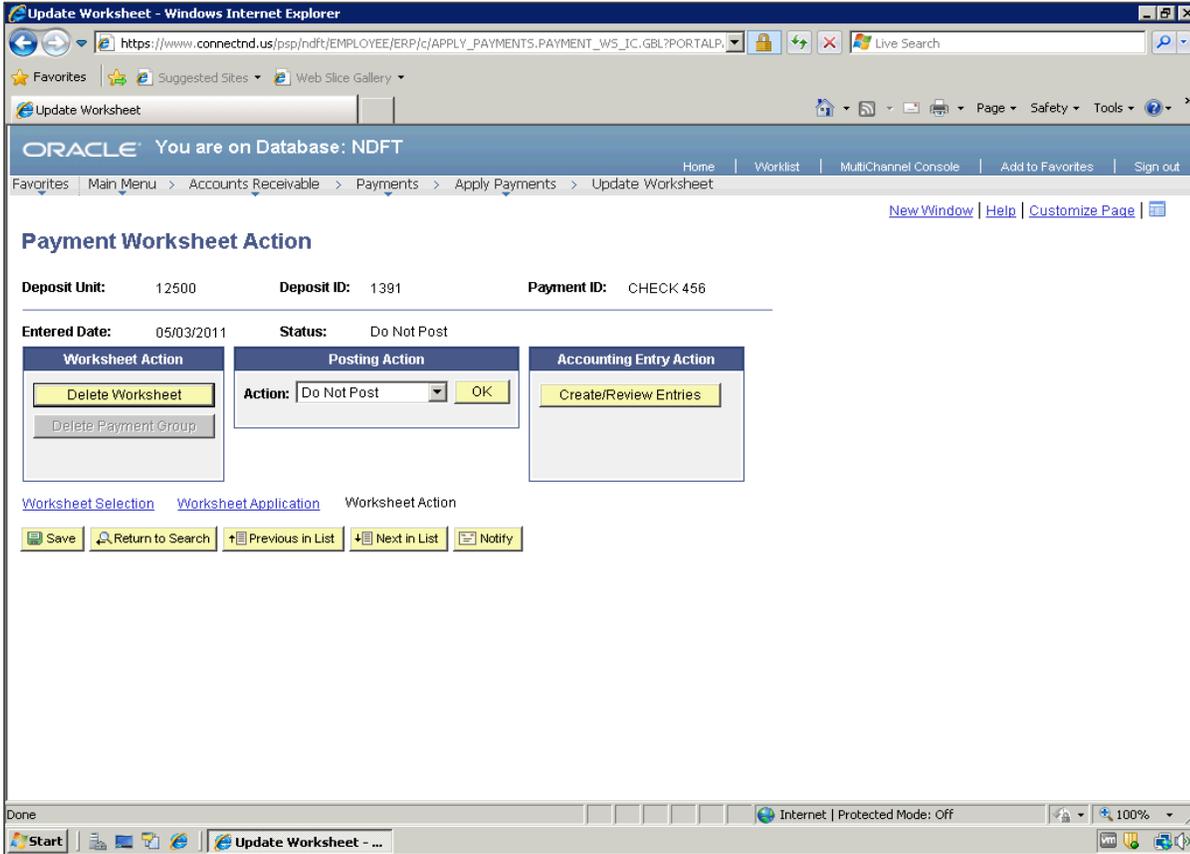
Amount:	75.00	Remaining:	0.00	Unearned:	0.00
Selected:	75.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

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

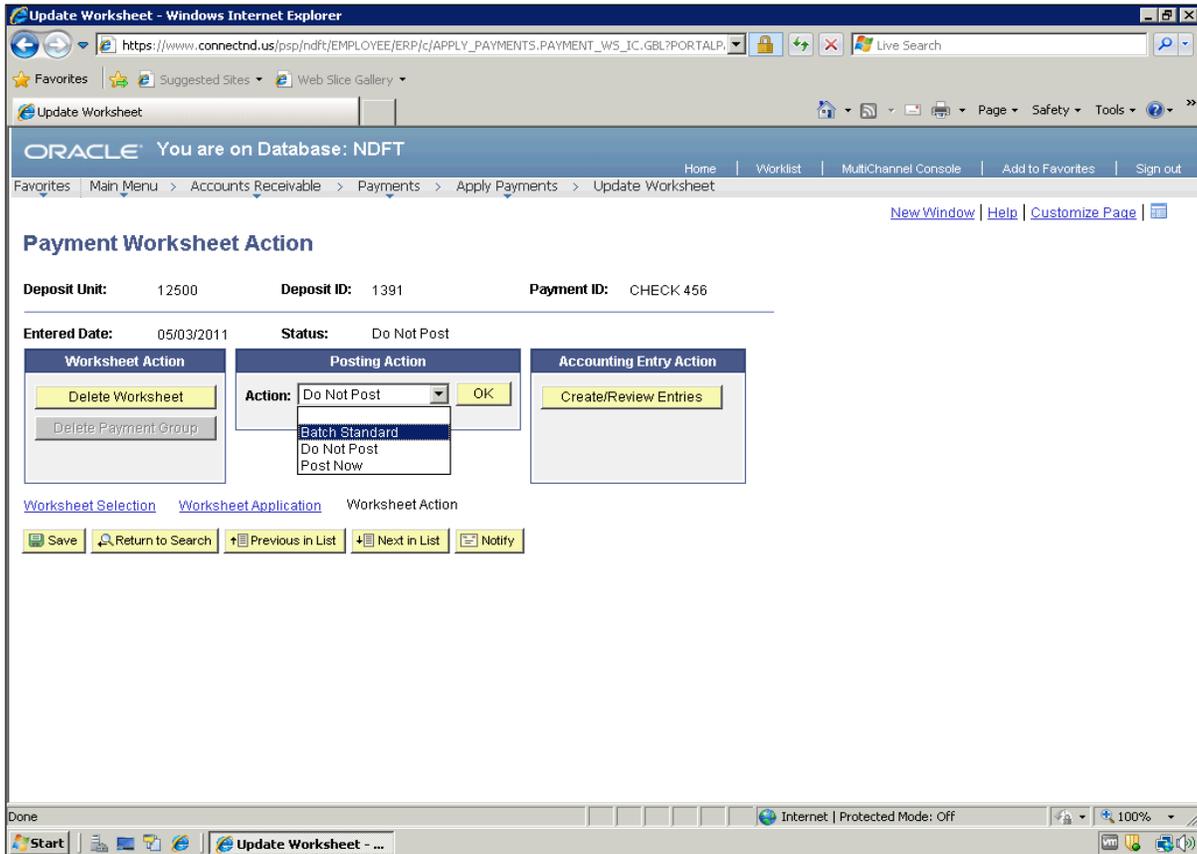
Save Return to Search Previous in List Next in List Refresh

Step	Action
7.	Click the Worksheet Action link. Worksheet Action

Training Guide

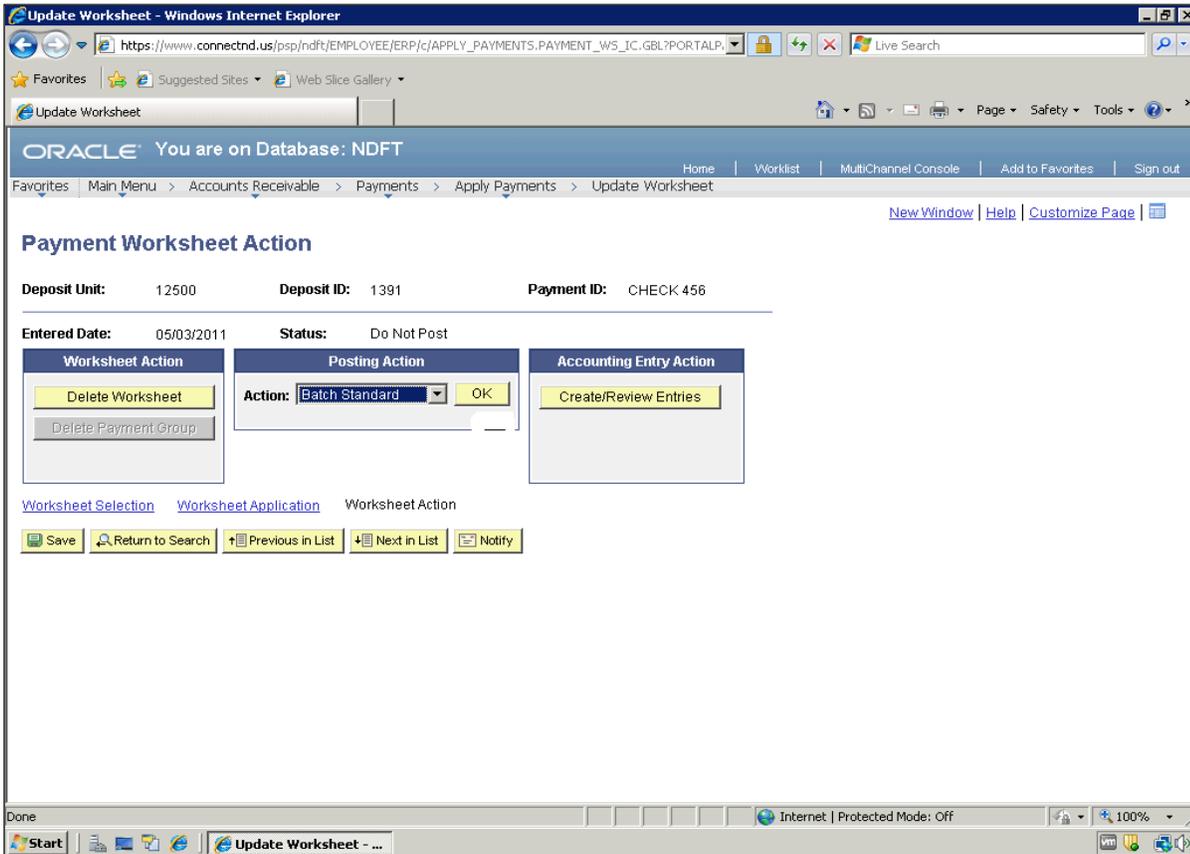


Step	Action
8.	Click the Action list. 



Step	Action
9.	Click the Batch Standard list item. 

Training Guide



Step	Action
10.	Click the OK button. 
11.	This topic showed how to Post Payments/Deposits. Note: This process is to be done by the State Treasurer's Office only. End of Procedure.



ST Lesson 5.5 - Payment Predictor

Payment Predictor

Payment Predictor handles payments entered in regular deposits and applies them to open items. It will apply payments where Payment Predictor is identified as the application method and for deposits that are balanced.

ST 5.5.1 - Processing Payment Predictor

Processing Payment Predictor

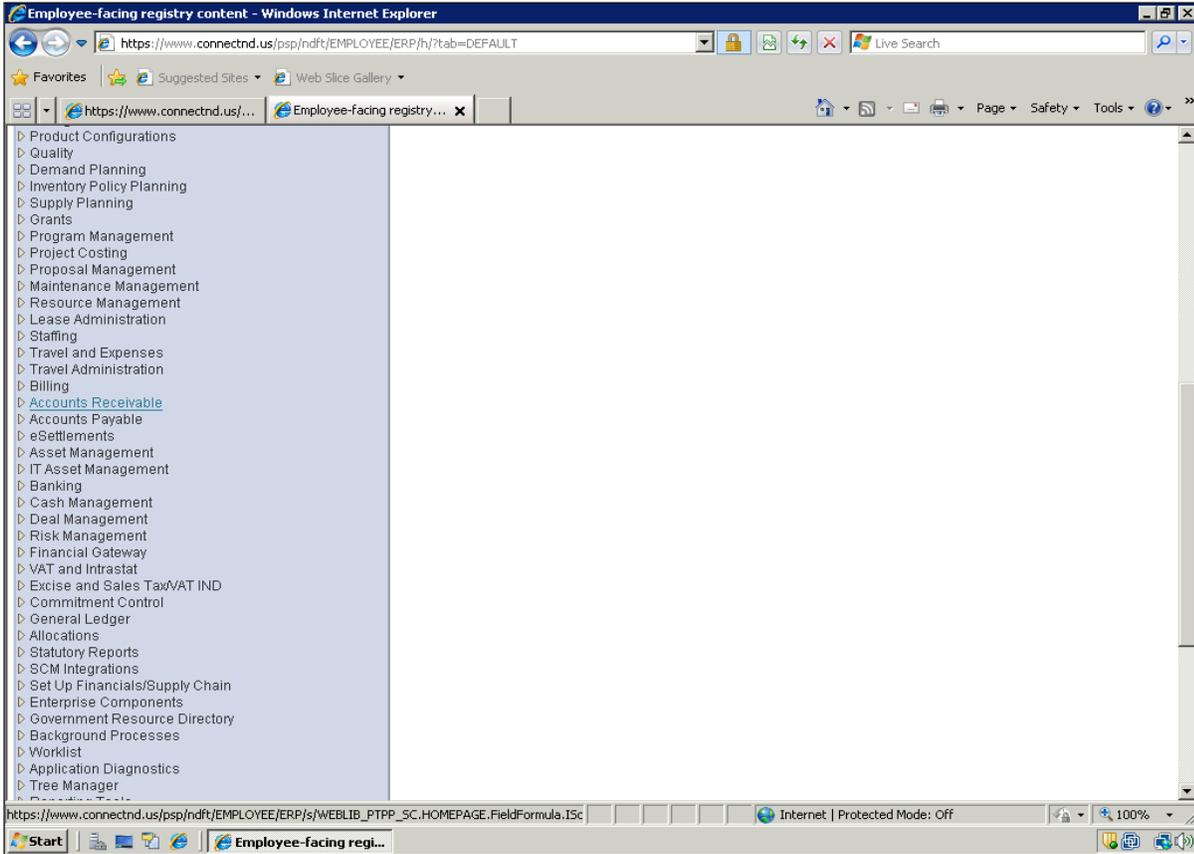
Navigation: [Accounts Receivable > Payments > Apply Payments > Request Payment Predictor](#)

The Payment Predictor process automatically matches payments with open items for a customer based on a predefined payment predictor method. In order for Payment Predictor to run, the payments must have identifying information, such as Customer ID, and the deposit must be in balance. Payment Predictor is not able to handle multicurrency processing. If an item in a payment has a currency other than the base currency for the deposit business unit, the entire payment will be ignored.

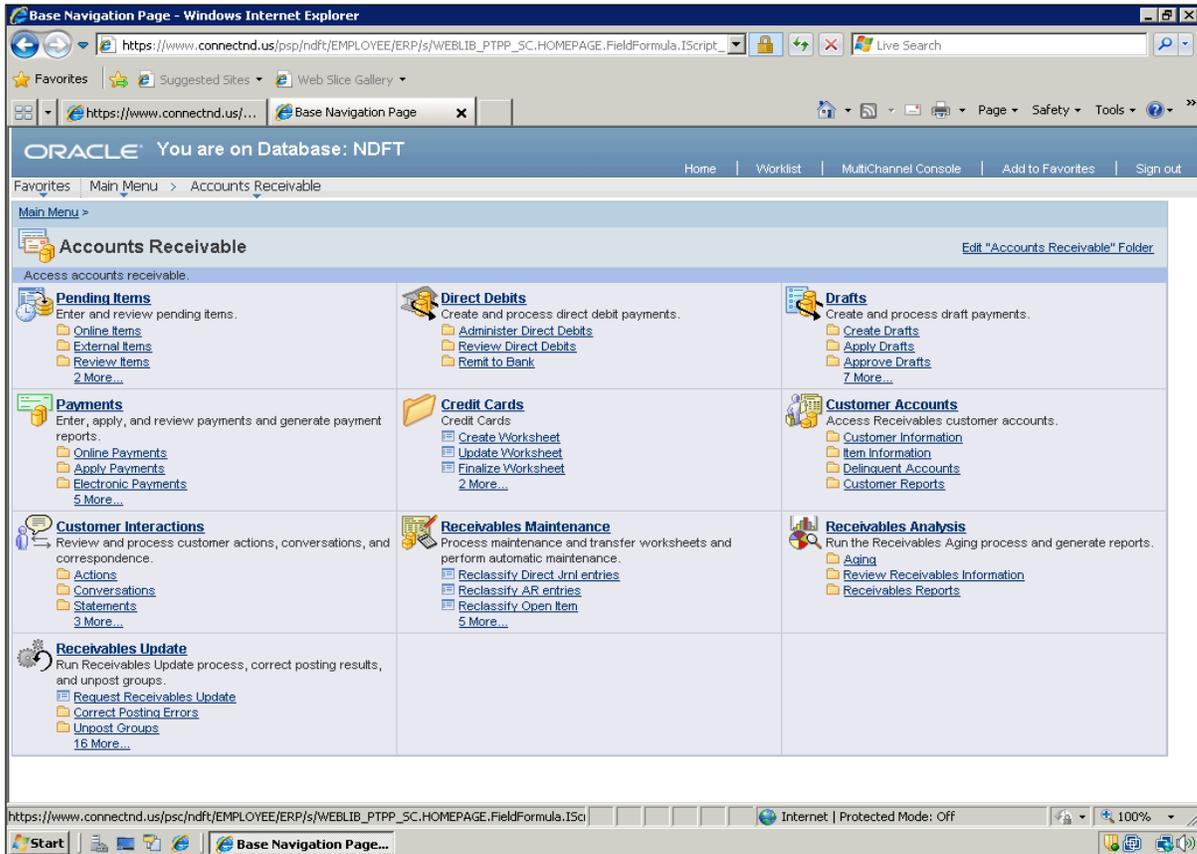
Procedure

This topic shows how to Process Payment Predictor.

Training Guide

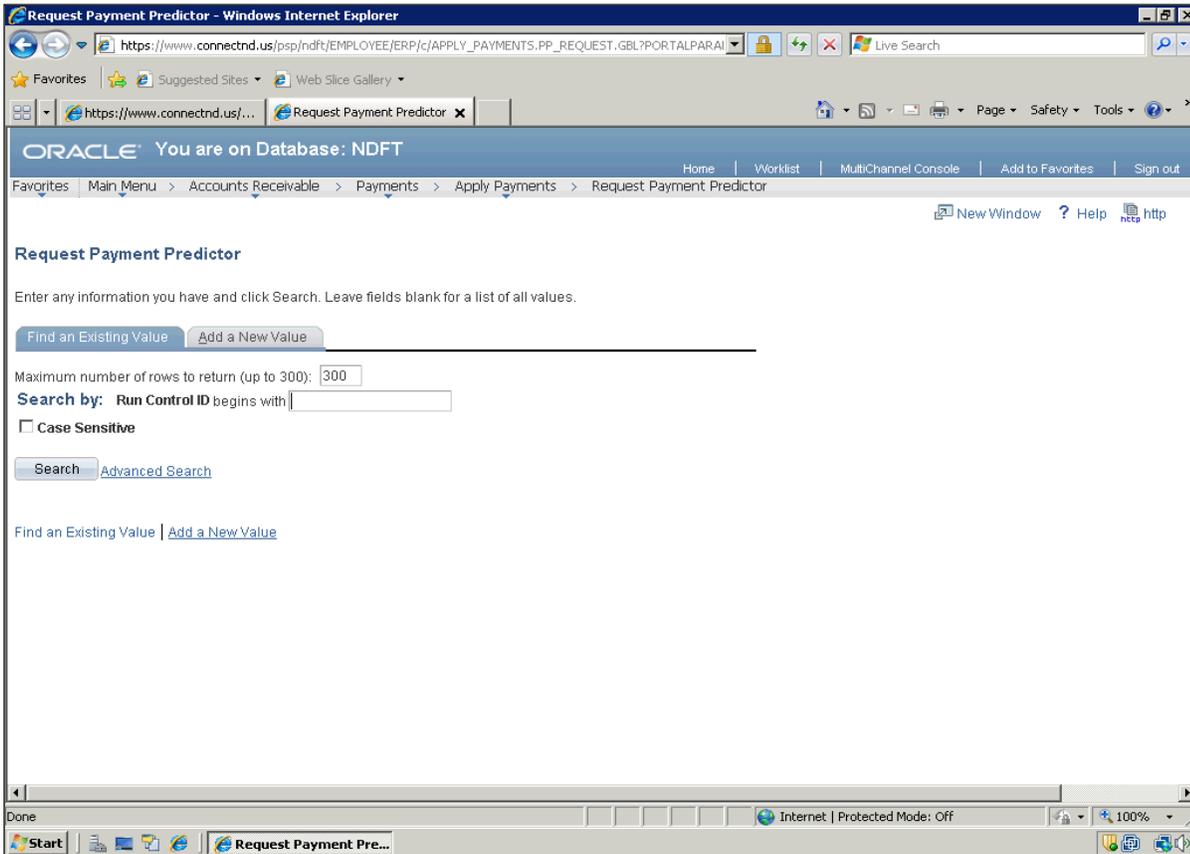


Step	Action
1.	Click the Accounts Receivable link. 



Step	Action
2.	Click the Payments link. Payments
3.	Click the Apply Payments link. Apply Payments
4.	Click the Request Payment Predictor link. Request Payment Predictor
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>

Training Guide



Step	Action
6.	Click the Search button to select an existing Run Control. 
7.	Click the payment_predictor link. 
8.	Note: You will only see your business unit on this page. Security for this testing example allows multiple business units to be displayed.



Training Guide

Request Payment Predictor - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/APPLY_PAYMENTS_PP_REQUEST.GBL?PORTALPARAI

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Payment Predictor

Run Control ID: payment_predictor [Report Manager](#) [Process Monitor](#)

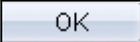
Process Request Parameters				
	Business Unit	Process Frequency	Last Run On	Process Instance
1	11200	Always	11/30/2010 8:40:34AM	6012478
2	11700	Always	11/30/2010 8:40:34AM	6012478
3	12500	Always	11/30/2010 8:40:34AM	6012478
4	19200	Always	11/30/2010 8:40:34AM	6012478
5	80100	Always	11/30/2010 8:40:34AM	6012478

Save Return to Search Notify Add Update/Display

Step	Action
9.	Click the Run button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Run</div>

Training Guide



Step	Action
10.	Click the OK button. 



Training Guide

Request Payment Predictor - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/APPLY_PAYMENTS_PP_REQUEST.GBL?PORTALPARAI

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Payment Predictor

Run Control ID: payment_predictor [Report Manager](#) [Process Monitor](#)

Process Instance: 6179610

Process Request Parameters				
	Business Unit	Process Frequency	Last Run On	Process Instance
1	11200	Always	11/30/2010 8:40:34AM	6012478
2	11700	Always	11/30/2010 8:40:34AM	6012478
3	12500	Always	11/30/2010 8:40:34AM	6012478
4	19200	Always	11/30/2010 8:40:34AM	6012478
5	80100	Always	11/30/2010 8:40:34AM	6012478

Save Return to Search Notify Add Update/Display

Step	Action
11.	Click the Process Monitor link. Process Monitor

Training Guide



The screenshot shows the Oracle Request Payment Predictor interface. At the top, there's a navigation menu with 'Accounts Receivable > Payments > Apply Payments > Request Payment Predictor'. Below this is a search area with fields for 'User ID', 'Server', 'Name', 'Instance', and 'Run Status'. A 'Refresh' button is visible. The main area contains a 'Process List' table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6179610		PSJob	ARPREDC	LDSHANNON@ND.GOV	05/03/2011 2:24:00PM CDT	Processing	N/A	Details
<input type="checkbox"/>	6179605		SQR Report	AR30003	LDSHANNON@ND.GOV	05/03/2011 1:55:36PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179598		PSJob	ARUPDATE	LDSHANNON@ND.GOV	05/03/2011 1:49:09PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179357		PSJob	NDSBIO3	LDSHANNON@ND.GOV	05/02/2011 1:21:32PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179348		SQR Report	AR30003	LDSHANNON@ND.GOV	05/02/2011 10:58:57AM CDT	Success	Posted	Details
<input type="checkbox"/>	6178145		PSJob	ARUPDATE	LDSHANNON@ND.GOV	04/18/2011 1:43:27PM CDT	Success	Posted	Details
<input type="checkbox"/>	6177299		Application Engine	FS_JGEN	LDSHANNON@ND.GOV	03/15/2011 9:58:40AM CDT	Success	Posted	Details
<input type="checkbox"/>	6177292		PSJob	ARUPDATE	LDSHANNON@ND.GOV	03/15/2011 9:56:09AM CDT	Success	Posted	Details
<input type="checkbox"/>	6177283		PSJob	NDSBIO3	LDSHANNON@ND.GOV	03/15/2011 9:48:14AM CDT	Success	Posted	Details
<input type="checkbox"/>	6177277		SQR Report	AR30003	LDSHANNON@ND.GOV	03/14/2011 2:27:14PM CDT	Success	Posted	Details
<input type="checkbox"/>	6177276		Application Engine	FS_JGEN	LDSHANNON@ND.GOV	03/14/2011 2:20:19PM CDT	Success	Posted	Details
<input type="checkbox"/>	6177269		PSJob	ARUPDATE	LDSHANNON@ND.GOV	03/14/2011 2:01:35PM CDT	Success	Posted	Details

Step	Action
12.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> 
13.	The process is complete when the Run Status is Success.
14.	This topic showed how to Process Payment Predictor. End of Procedure.



ST Lesson 5.6 - Account Aging

Account Aging

Aging accounts receivable enables you to view the elapsed time since customers were billed. It is set up to define the aging process and how open items are categorized.

ST 5.6.1 - Processing an Aging Request

Processing an Aging Request

Navigation: [Accounts Receivable > Receivables Analysis > Aging > Request Aging Process](#)

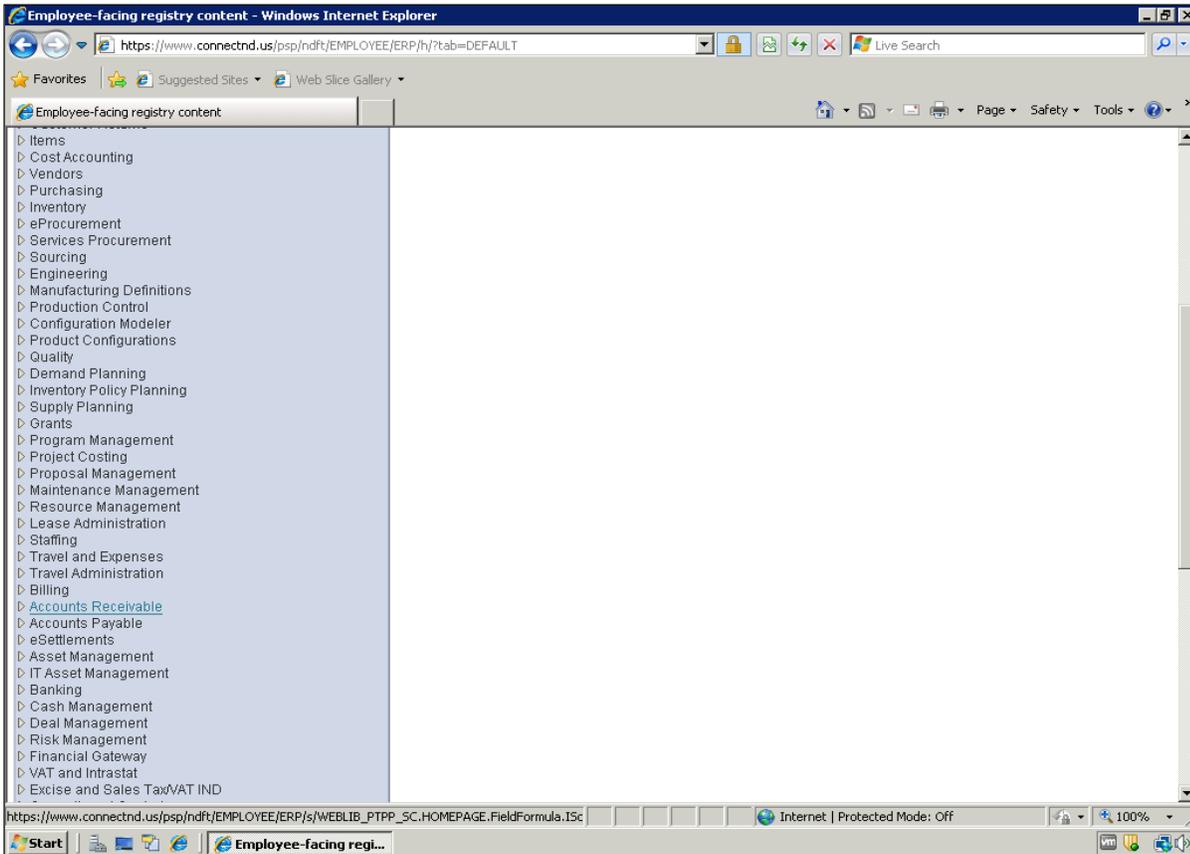
This request enables you to update the age of your outstanding accounts receivable items. When the aging process is run, PeopleSoft compares the accounting dates or due dates of items to the system dates. This is helpful in managing accounts receivable.

Procedure

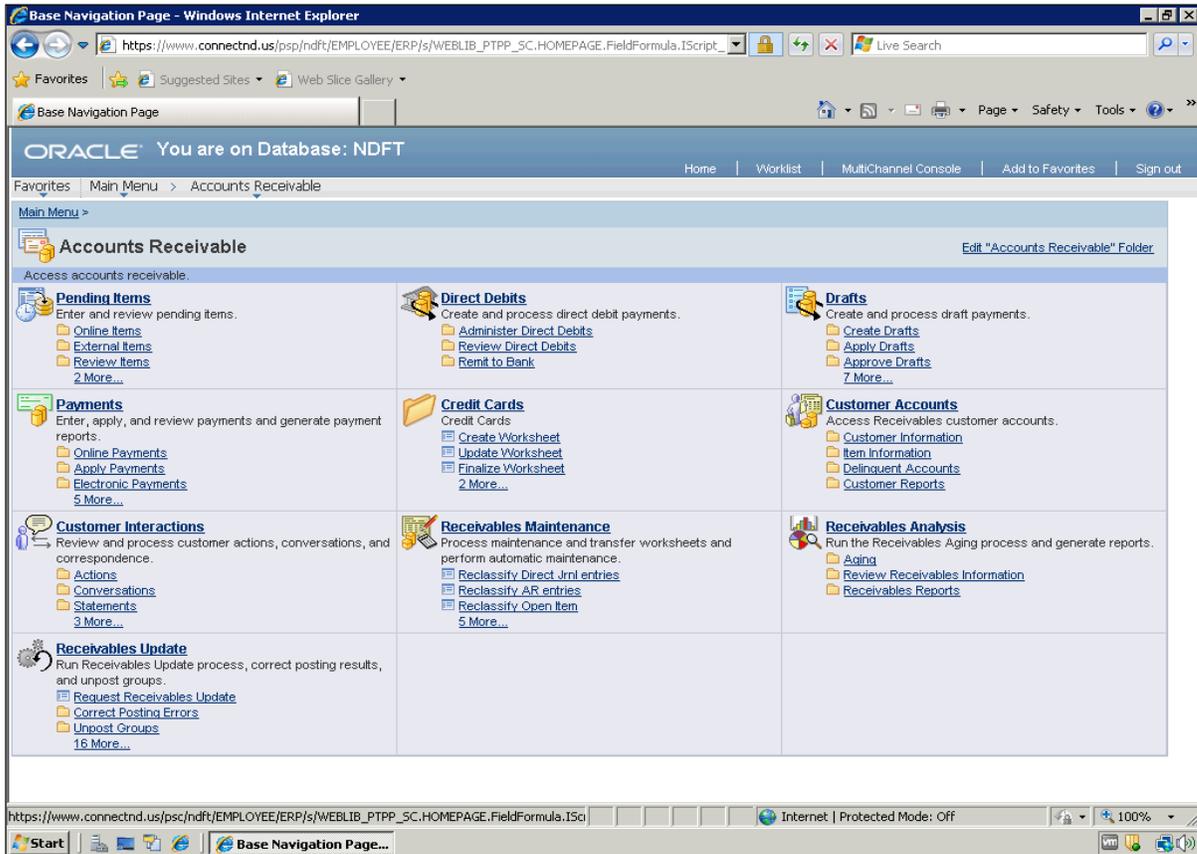
This topic shows how to Process an Aging Request.

An Aging Request is included in the nightly job run; however, it can be run independently for updated accounts receivable.

Training Guide

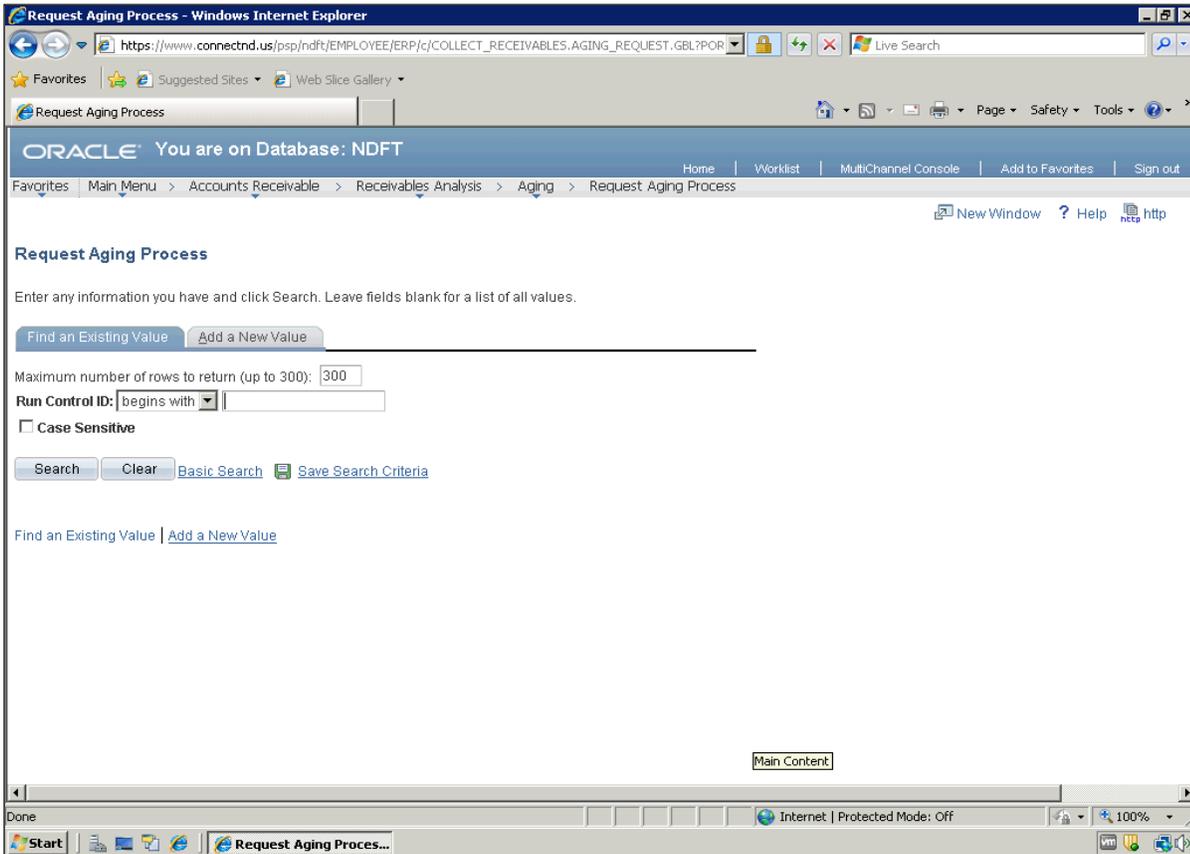


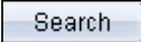
Step	Action
1.	Click the Accounts Receivable link. 



Step	Action
2.	Click the Receivables Analysis link. Receivables Analysis
3.	Click the Aging link. Aging
4.	Click the Request Aging Process link. Request Aging Process
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>

Training Guide



Step	Action
6.	Click the Search button. 
7.	Click the agingprocess link. 

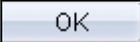


Training Guide

Step	Action
8.	Click the Run button. 

Training Guide



Step	Action
9.	Click the OK button. 



Training Guide

Request Aging Process - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/cj/COLLECT_RECEIVABLES.AGING_REQUEST.GBL?POR

Oracle You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Request Aging Process

Aging

Run Control ID: agingprocess [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance:6180386

Aging Request Parameters				
*Unit	*Process Frequency	Process Sub Customer	Last Run On	Process Instance
1 12500	Always	<input type="checkbox"/>	11/13/09 11:43:00AM	5396569

Save Return to Search Previous in List Next in List Notify Add Update/Display

Step	Action
10.	Click the Process Monitor link. Process Monitor

Training Guide



Request Aging Process - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/cj/collect_receivables_aging_request.gbl?POR

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Process List | Server List

View Process Request For

User ID: LDShannon@ Type: [] Last [60] Days Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6180386		PSJob	ARAGE	LDShannon@ND.GOV	05/16/2011 1:49:56PM CDT	Processing	N/A	Details
<input type="checkbox"/>	6179617		PSJob	ARUPDATE	LDShannon@ND.GOV	05/03/2011 3:04:54PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179610		PSJob	ARPREDC	LDShannon@ND.GOV	05/03/2011 2:24:00PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179605		SQR Report	AR30003	LDShannon@ND.GOV	05/03/2011 1:55:36PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179598		PSJob	ARUPDATE	LDShannon@ND.GOV	05/03/2011 1:49:09PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179357		PSJob	NDSBIO3	LDShannon@ND.GOV	05/02/2011 1:21:32PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179348		SQR Report	AR30003	LDShannon@ND.GOV	05/02/2011 10:58:57AM CDT	Success	Posted	Details
<input type="checkbox"/>	6178145		PSJob	ARUPDATE	LDShannon@ND.GOV	04/18/2011 1:43:27PM CDT	Success	Posted	Details

Go back to Request Aging Process

Step	Action
11.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> 
12.	<p>When the Run Status is Success, the process is complete.</p> <p>Note: There is no Distribution Status report to view for this process.</p>
13.	<p>This topic showed how to Process an Aging Request.</p> <p>End of Procedure.</p>



ST 5.6.2 - Running the Aging Summary by Unit Report

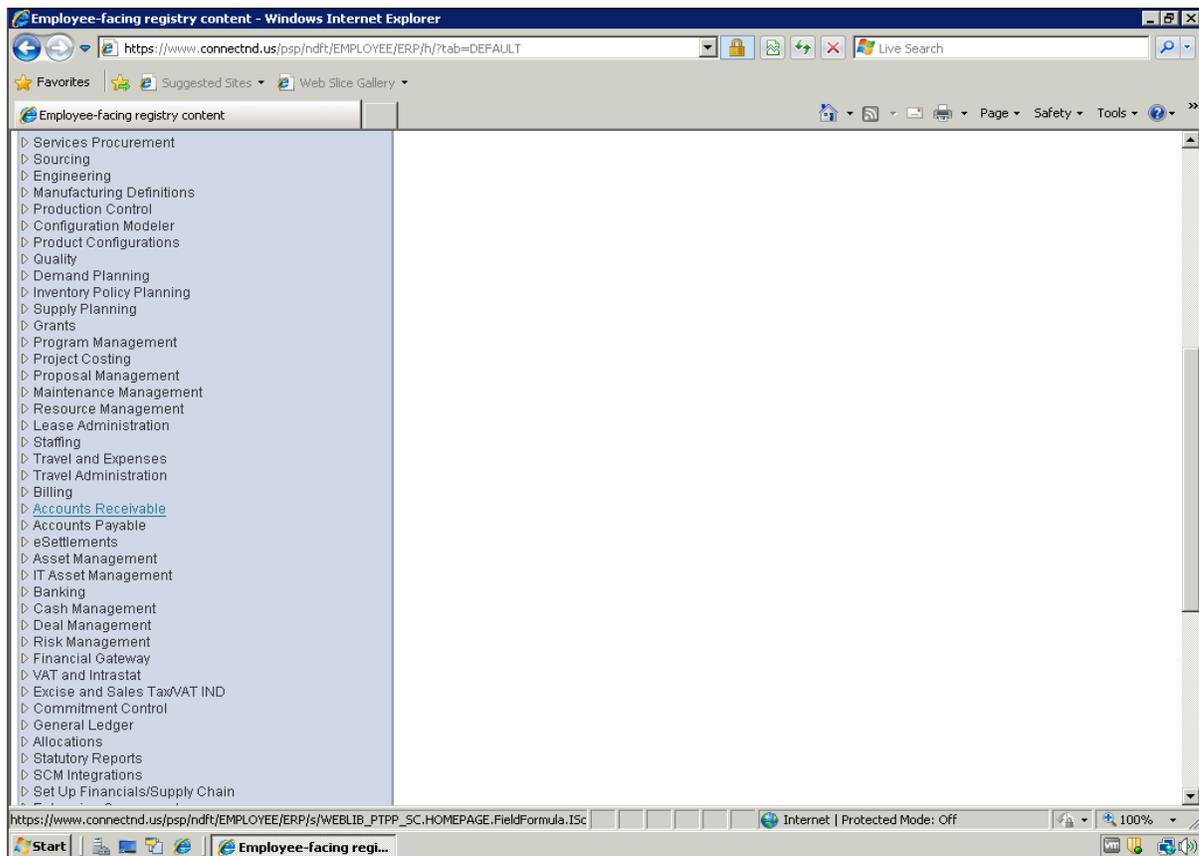
Running the Aging Summary by Unit Report

Navigation: [Accounts Receivable](#) > [Receivables Analysis](#) > [Aging](#) > [Aging Summary by Unit Rpt](#)

The aging process updates summary aging information that appears on various inquiry pages and automatically processes all customers according to business unit.

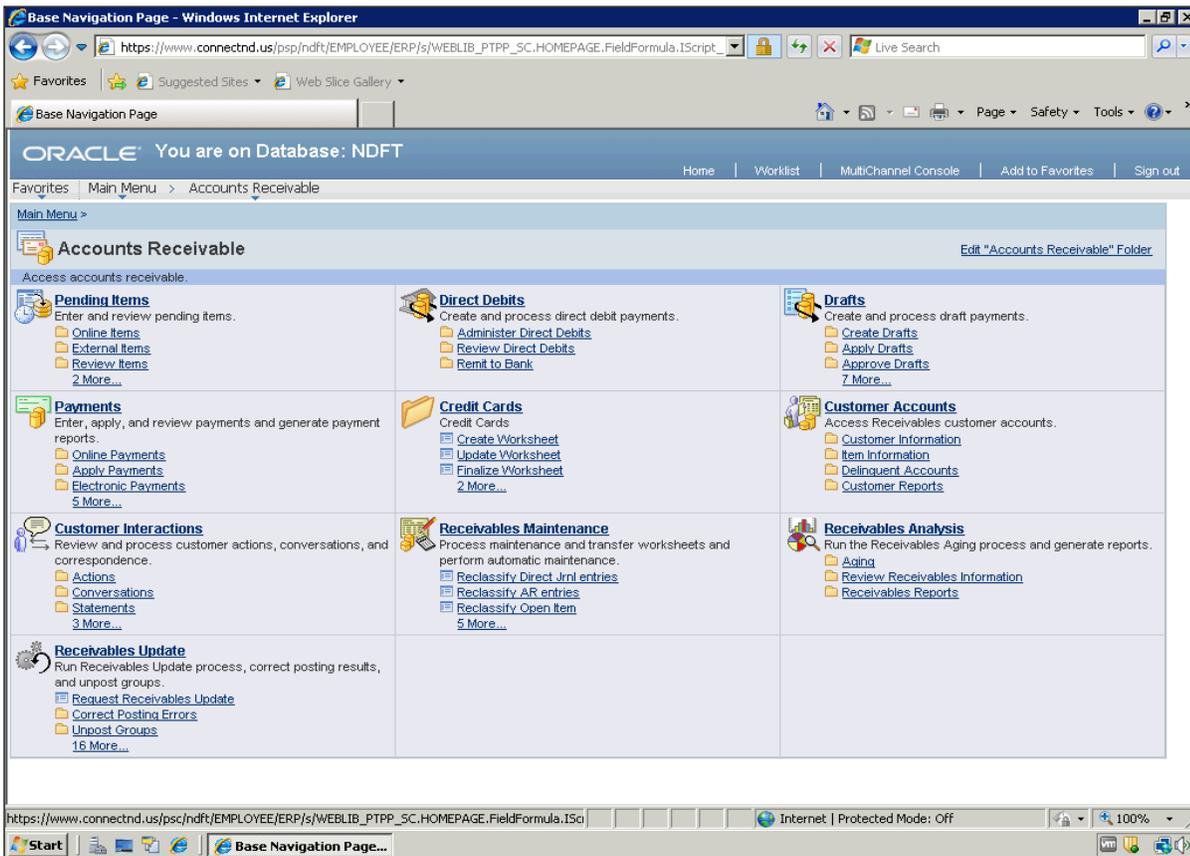
Procedure

This topic shows how to run the Aging Summary by Unit Report.

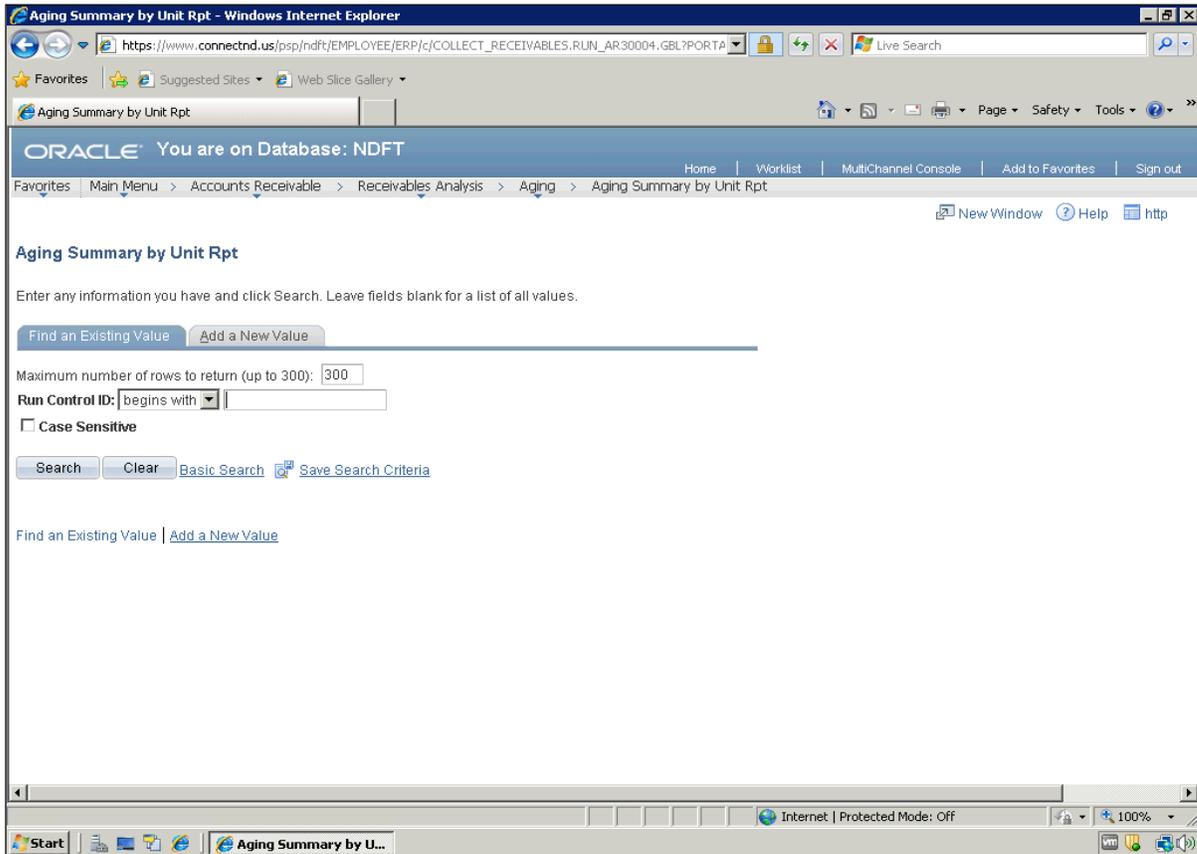


Step	Action
1.	Click the Accounts Receivable link. 

Training Guide



Step	Action
2.	Click the Receivables Analysis link. Receivables Analysis
3.	Click the Aging link. Aging
4.	Click the Aging Summary by Unit Rpt link. Aging Summary by Unit Rpt
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>

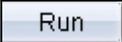


Step	Action
6.	Click the Search button. 
7.	Click the agingsummarybyunit link. 
8.	The As of Date parameter can be changed by clicking on the Calendar icon, or by keying in the date. Note: The SetID, Aging ID, Amount Type and Rate Type must be the same as this set up page.

Training Guide



The screenshot displays the Oracle 'Aging Summary by Unit Rpt' interface. At the top, there are navigation links for 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The main content area is titled 'Aging Summary By Unit' and includes a 'Run' button. Below this, the 'Report Request Parameters' section contains several input fields: 'As of Date' (05/16/2011), 'SetID' (STATE), 'Aging ID' (ITEM), 'Amount Type' (Base Curr), 'Rate Type' (CRRNT), and 'Display Option' (Include All). A table below these parameters shows a single entry for 'Business Unit' 12500, 'Attorney Generals Office'. At the bottom of the report area, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Step	Action
9.	Click the Run button. 



Training Guide

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: agingsummarybyunit

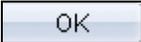
Server Name: [Dropdown] Run Date: 05/16/2011

Recurrence: [Dropdown] Run Time: 1:57:39PM [Reset to Current Date/Time](#)

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Aging Summary by Business Unit	AR30004	SQR Report	Web	PDF	Distribution

OK Cancel

Step	Action
10.	Click the OK button. 

Training Guide



The screenshot shows the Oracle 'Aging Summary by Unit Rpt' interface. At the top, there are navigation links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. Below this, the 'Report Request Parameters' section includes fields for 'As of Date' (05/16/2011), 'SetID' (STATE), 'Aging ID' (ITEM), 'Amount Type' (Base Curr), 'Rate Type' (CRRNT), and 'Display Option' (Include All). A 'System Activity' table is displayed below, showing one entry for 'Business Unit' 12500, 'Attorney Generals Office'. At the bottom of the report area, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Step	Action
11.	Click the Process Monitor link. Process Monitor



Training Guide

The screenshot shows the Oracle 'Aging Summary by Unit Rpt' interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. Below that, a breadcrumb trail reads 'Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt'. The main content area has a 'View Process Request For' section with fields for 'User ID' (LDSHANNON@), 'Type' (Last), and 'Days' (60). A 'Refresh' button is present. Below this is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row of the table has 'Run Status' as 'Queued' and 'Distribution Status' as 'N/A', both of which are circled in red. Other rows show 'Success' and 'Posted' statuses. At the bottom, the Windows taskbar shows the Start button and the active window 'Aging Summary by U...'. The system tray shows 'Internet | Protected Mode: Off' and '100%' zoom.

Step	Action
12.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> 
13.	<p>Click the Details link.</p> 

Training Guide



The screenshot shows the Oracle EBS interface for the 'Aging Summary by Unit Rpt' report. The browser title is 'Aging Summary by Unit Rpt - Windows Internet Explorer'. The URL is 'https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/cj/COLLECT_RECEIVABLES.RUN_AR30004.GBL?PORTA'. The Oracle header indicates 'You are on Database: NDFT'. The breadcrumb trail is 'Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt'. The 'Process Detail' section shows:

- Process:** Instance: 6180391, Type: SQR Report, Name: AR30004, Description: Aging Summary by Business Unit, Run Status: Success, Distribution Status: Posted.
- Run Control:** Run Control ID: agingsummarybyunit, Location: Server, Server: PSNT, Recurrence: (empty).
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request.
- Date/Time:** Request Created On: 05/16/2011 1:57:42PM CDT, Run Anytime After: 05/16/2011 1:57:39PM CDT, Began Process At: 05/16/2011 1:57:51PM CDT, Ended Process At: 05/16/2011 1:58:04PM CDT.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace.

Step	Action
14.	Click the View Log/Trace link. View Log/Trace



Training Guide

Report

Report ID: 4760821 Process Instance: 6180391 [Message Log](#)
 Name: AR30004 Process Type: SQR Report
 Run Status: Success

Aging Summary by Business Unit

Distribution Details

Distribution Node: NT Expiration Date: 08/23/2011

File List

Name	File Size (bytes)	Datetime Created
AR30004_6180391.PDF	4,569	05/16/2011 1:58:04.910000PM CDT
AR30004_6180391.out	16	05/16/2011 1:58:04.910000PM CDT
SQR_AR30004_6180391.log	1,703	05/16/2011 1:58:04.910000PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	LDSHANNON@ND.GOV

[Return](#)

Step	Action
15.	Click the AR30004_6180391.PDF link.
16.	The Aging Summary by Unit Report.
17.	This topic showed how to run the Aging Summary by Unit Report. End of Procedure.

Training Guide



ST 5.6.3 - Customer Statements

Customer Statements

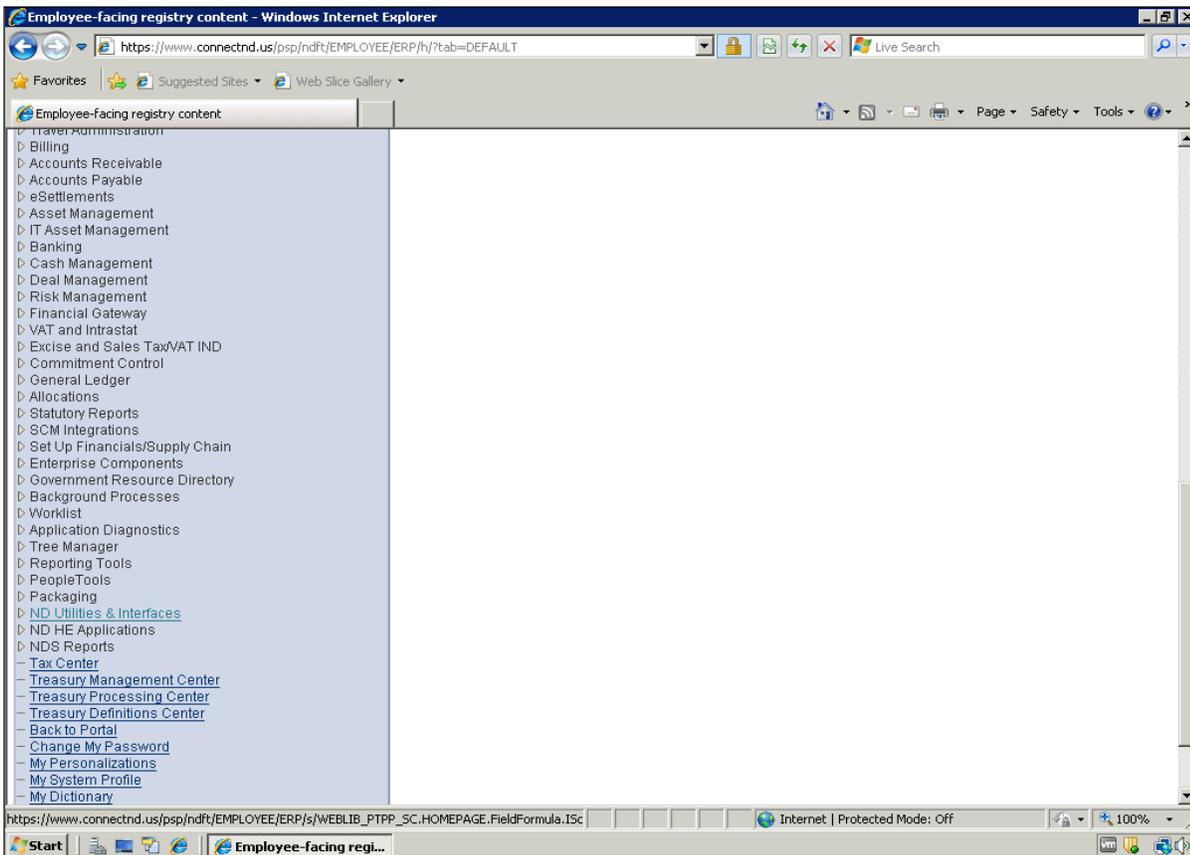
Navigation: [ND Utilities & Interfaces](#) > [ND State Applications](#) > [Accounts Receivable](#) > [Print Customer Statements](#)

The statement process extracts data from customer and open item records to populate statement records. Statement balances are calculated according to the aging process category and can be generated on demand.

Procedure

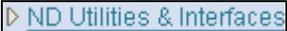
This topic shows how to generate Customer Statements.

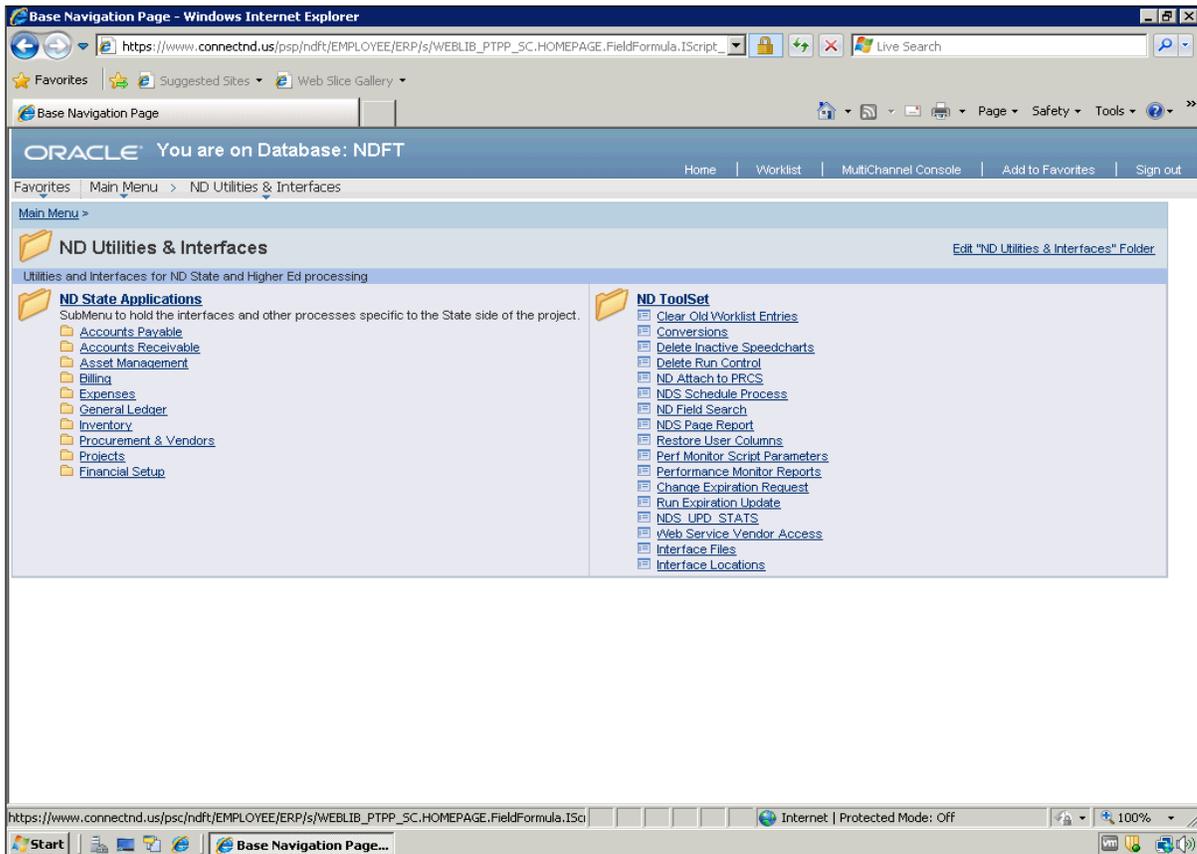
The customer statement report extracts data from customer and item records and populates statement records.





Training Guide

Step	Action
1.	Click the ND Utilities & Interfaces link. 

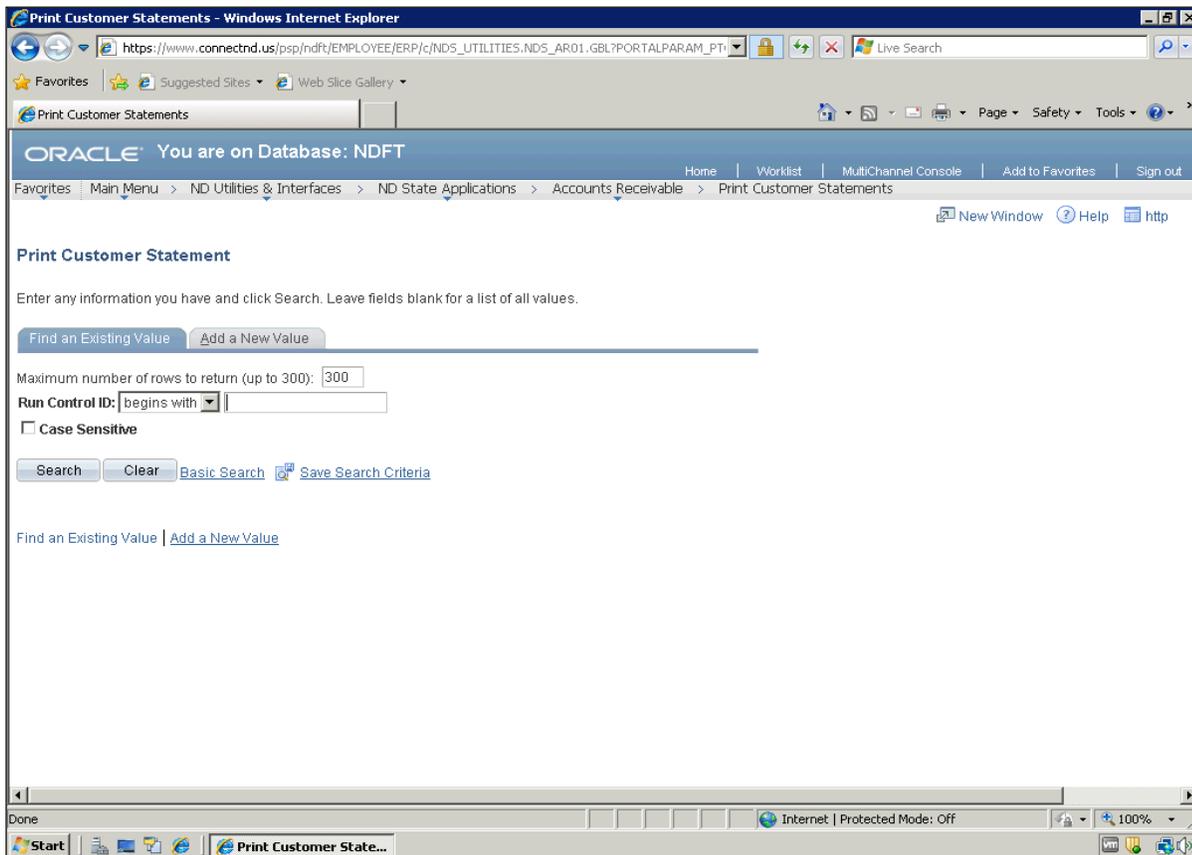


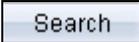
Step	Action
2.	Click the ND State Applications link. 
3.	Click the Accounts Receivable link. 
4.	Click the Print Customer Statements link. 

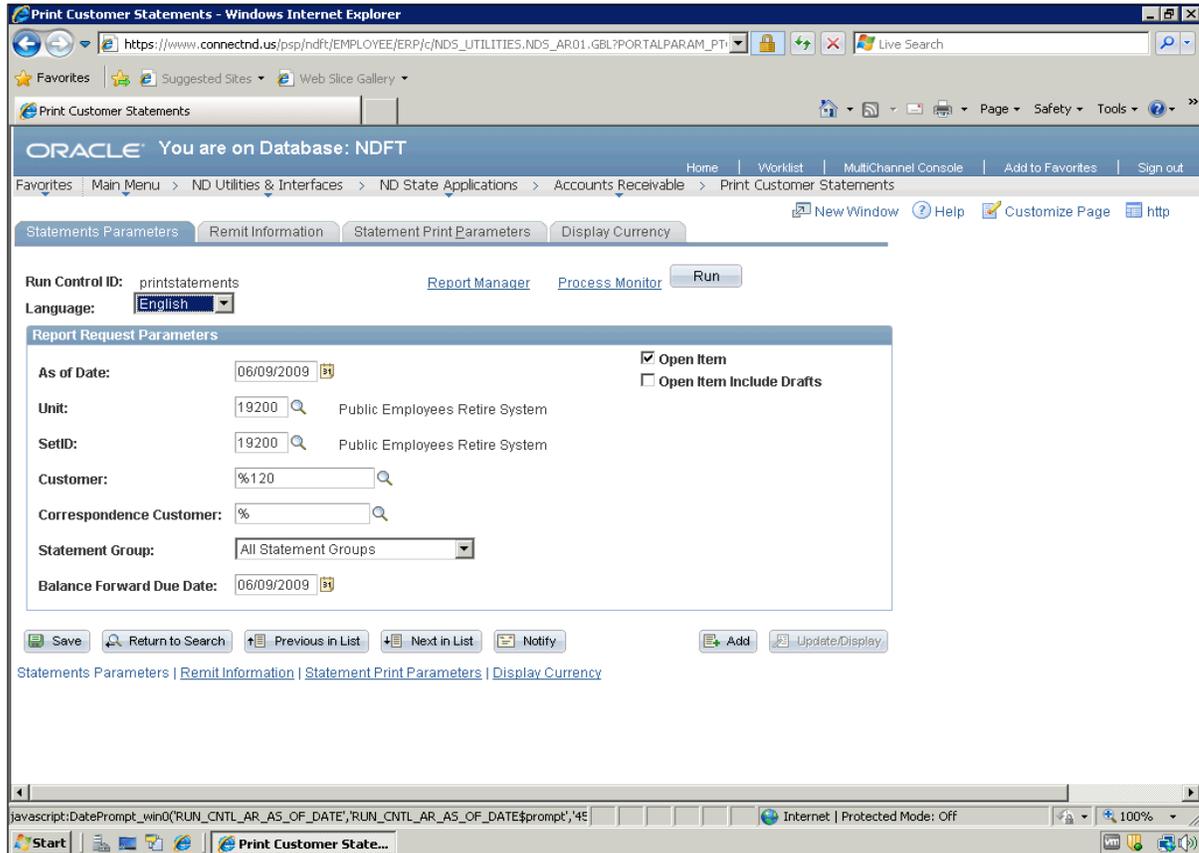
Training Guide



Step	Action
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>



Step	Action
6.	<p>Click the Search button.</p> <p></p>
7.	<p>Click the printstatements link.</p> <p></p>



Step	Action
8.	Select the date you want the statements to calculate by clicking the Calendar icon or keying in the date. Click the Choose a date (Alt+5) button. 
9.	Click the Current Date link. 
10.	Click the Choose a date (Alt+5) button. 
11.	Click the Current Date link. 
12.	Click the Run button. 

Training Guide



Print Customer Statements - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ND_UTILS_UTILITIES.NDS_AR01.GBL?PORTALPARAM_PT...

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > ND Utilities & Interfaces > ND State Applications > Accounts Receivable > Print Customer Statements

New Window | Help | Customize Page | http

Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: printstatements

Server Name: PSNT Run Date: 05/16/2011

Recurrence: Run Time: 2:01:19PM

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	<u>Job Running NDS_AR01</u>	NDSAR01	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	NDS_AR01 - ITD Statements	NDSITDST	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Job Running NDSSTMTS	NDSSTMTS	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	NDS_AR01 - Run AR Statements	NDS_AR01	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	NDS_AR01_DP - Run AR Statement	NDS_ARDP	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	NDS_AR01_MG - Run AR Statement	NDS_ARMG	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	NDS_AR01_OT - Run AR Statement	NDS_AROT	Crystal	Web	PDF	Distribution
<input type="checkbox"/>	NDS_AR01_TC - Run AR Statement	NDS_ARTC	Crystal	Web	PDF	Distribution

Step	Action
13.	Click the <u>Job Running NDS_AR01</u> Select option. <input type="checkbox"/>
14.	Click the OK button. <input type="button" value="OK"/>



Training Guide

Print Customer Statements - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/ND5_UTILITIES.NDS_AR01.GBL?PORTALPARAM_PT...

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

ND Utilities & Interfaces > ND State Applications > Accounts Receivable > Print Customer Statements

Statements Parameters | Remit Information | Statement Print Parameters | Display Currency

Run Control ID: printstatements | Report Manager | Process Monitor | Run

Language: English | Process Instance: 6180393

Report Request Parameters

As of Date: 05/16/2011 Open Item Open Item Include Drafts

Unit: 12500 Attorney Generals Office

SetID: 12500 Attorney Generals Office

Customer: %

Correspondence Customer: %

Statement Group: All Statement Groups

Balance Forward Due Date: 05/16/2011

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Statements Parameters | Remit Information | Statement Print Parameters | Display Currency

Step	Action
15.	Click the Process Monitor link. Process Monitor

Training Guide



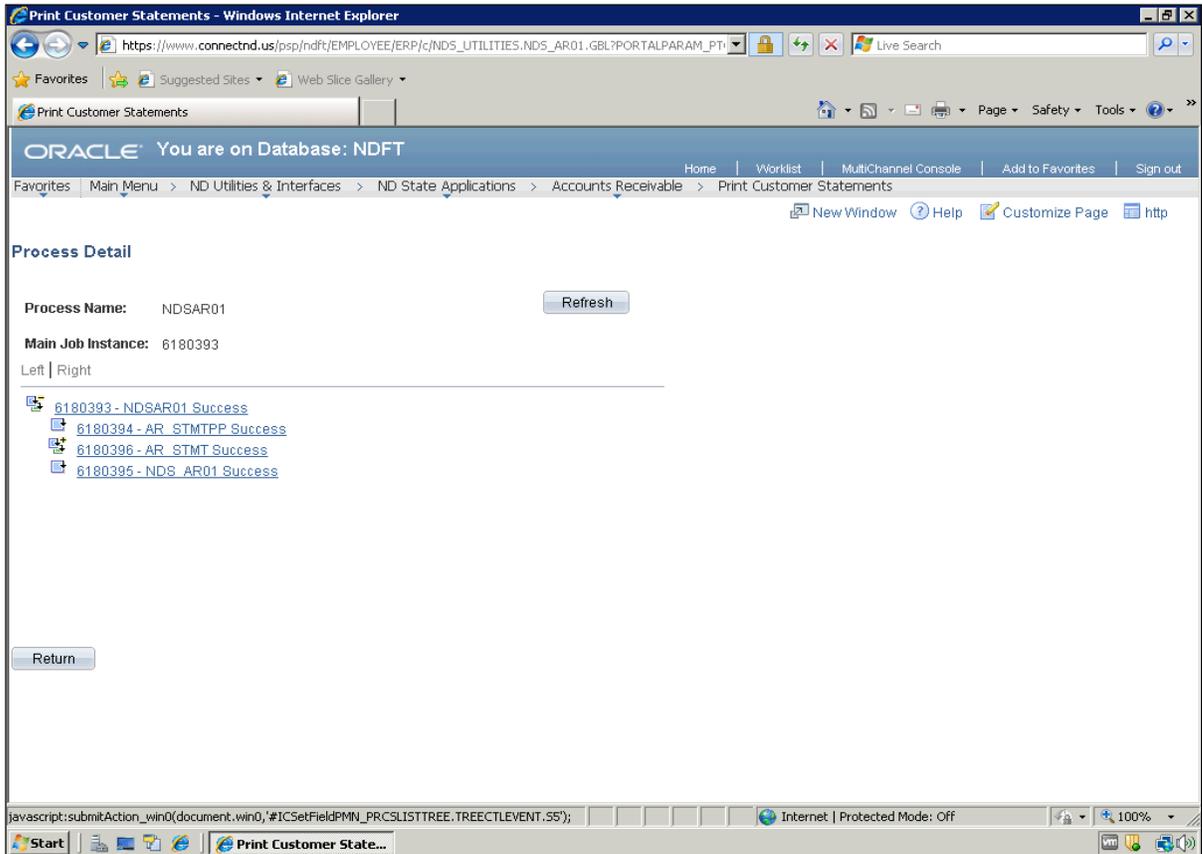
The screenshot shows the Oracle NetSuite interface for 'Print Customer Statements'. The 'Process List' table is displayed with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6180393		PSJob	NDSAR01	LDSHANNON@ND.GOV	05/16/2011 2:01:19PM CDT	Processing	N/A	Details
<input type="checkbox"/>	6180391		SQR Report	AR30004	LDSHANNON@ND.GOV	05/16/2011 1:57:39PM CDT	Success	Posted	Details
<input type="checkbox"/>	6180386		PSJob	ARAGE	LDSHANNON@ND.GOV	05/16/2011 1:49:56PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179617		PSJob	ARUPDATE	LDSHANNON@ND.GOV	05/03/2011 3:04:54PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179610		PSJob	ARPREDC1	LDSHANNON@ND.GOV	05/03/2011 2:24:00PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179605		SQR Report	AR30003	LDSHANNON@ND.GOV	05/03/2011 1:55:36PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179598		PSJob	ARUPDATE	LDSHANNON@ND.GOV	05/03/2011 1:49:09PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179357		PSJob	NDSBI03	LDSHANNON@ND.GOV	05/02/2011 1:21:32PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179348		SQR Report	AR30003	LDSHANNON@ND.GOV	05/02/2011 10:58:57AM CDT	Success	Posted	Details
<input type="checkbox"/>	6178145		PSJob	ARUPDATE	LDSHANNON@ND.GOV	04/18/2011 1:43:27PM CDT	Success	Posted	Details

Step	Action
16.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> 
17.	<p>Click the Details link.</p> 
18.	<p>Click the NDSAR01 link.</p> 



Training Guide



Step	Action
19.	Click the 6180395 - NDS_AR01 Success link. 6180395 - NDS_AR01 Success

Training Guide



The screenshot shows a web browser window titled "Print Customer Statements - Windows Internet Explorer". The address bar contains the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/INDS_UTILITIES.NDS_AR01.GBL?PORTALPARAM_PT.... The page content includes a breadcrumb trail: "Main Menu > ND Utilities & Interfaces > ND State Applications > Accounts Receivable > Print Customer Statements". The main section is titled "Process Detail" and contains the following information:

- Process:**
 - Instance: 6180395
 - Type: Crystal
 - Name: NDS_AR01
 - Description: NDS_AR01 - Run AR Statements
 - Run Status: Success
 - Distribution Status: Posted
- Run:**
 - Run Control ID: printstatements
 - Location: Server
 - Server: PSNT
 - Recurrence:
- Date/Time:**
 - Request Created On: 05/16/2011 2:01:36PM CDT
 - Run Anytime After: 05/16/2011 2:01:19PM CDT
 - Began Process At: 05/16/2011 2:03:33PM CDT
 - Ended Process At: 05/16/2011 2:03:39PM CDT
- Actions:**
 - Parameters
 - Transfer
 - Message Log
 - Batch Timings
 - View Log/Trace** (highlighted)

Step	Action
20.	Click the View Log/Trace link. View Log/Trace



Training Guide

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > ND Utilities & Interfaces > ND State Applications > Accounts Receivable > Print Customer Statements

New Window | Help | Customize Page | http

View Log/Trace

Report

Report ID: 4760824 Process Instance: 6180395 [Message Log](#)

Name: NDS_AR01 Process Type: Crystal

Run Status: Success

NDS_AR01 - Run AR Statements

Distribution Details

Distribution Node: NT Expiration Date: 08/23/2011

File List

Name	File Size (bytes)	Datetime Created
CRW_NDS_AR01_6180395.log	0	05/16/2011 2:03:39.950000PM CDT
NDS_AR01_6180395.PDF	77,986	05/16/2011 2:03:39.950000PM CDT
psalltrace.trc	496	05/16/2011 2:03:39.950000PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	LDSHANNON@ND.GOV

Return

https://www.connectnd.us/psreports/ndft/4760824/NDS_AR01_6180395.PDF

Internet | Protected Mode: Off | 100%

Start | Print Customer State...

Step	Action
21.	Click the NDS_AR01_6180395.PDF link. NDS_AR01_6180395.PDF
22.	An example of a customer statement is displayed that includes aging categories, payment remit and customer mailing address.
23.	This topic showed how to generate Customer Statements. End of Procedure.

Training Guide



ST 5.6.4 - Running the Aging Detail by Unit Report

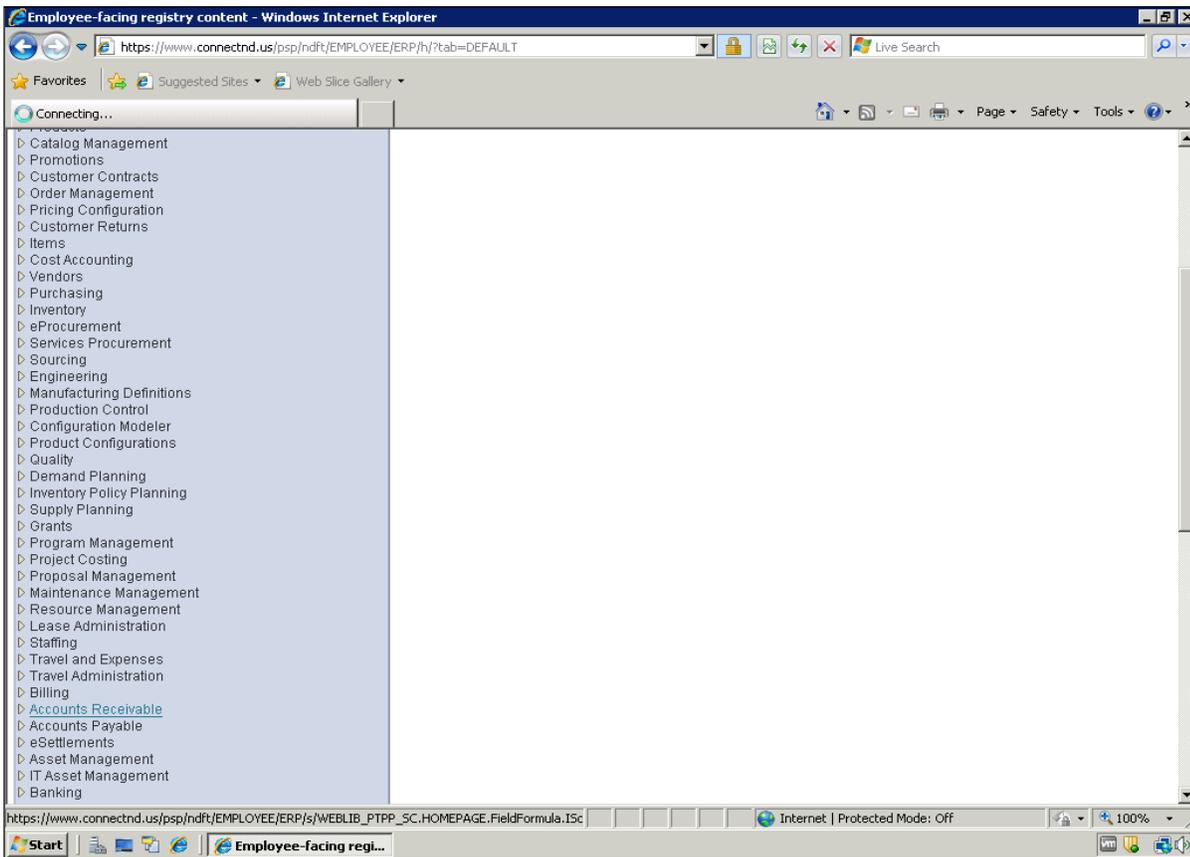
Running the Aging Detail by Unit Report

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

The aging process updates detail aging information that appears on various inquiry pages and automatically processes all customers according to business unit

Procedure

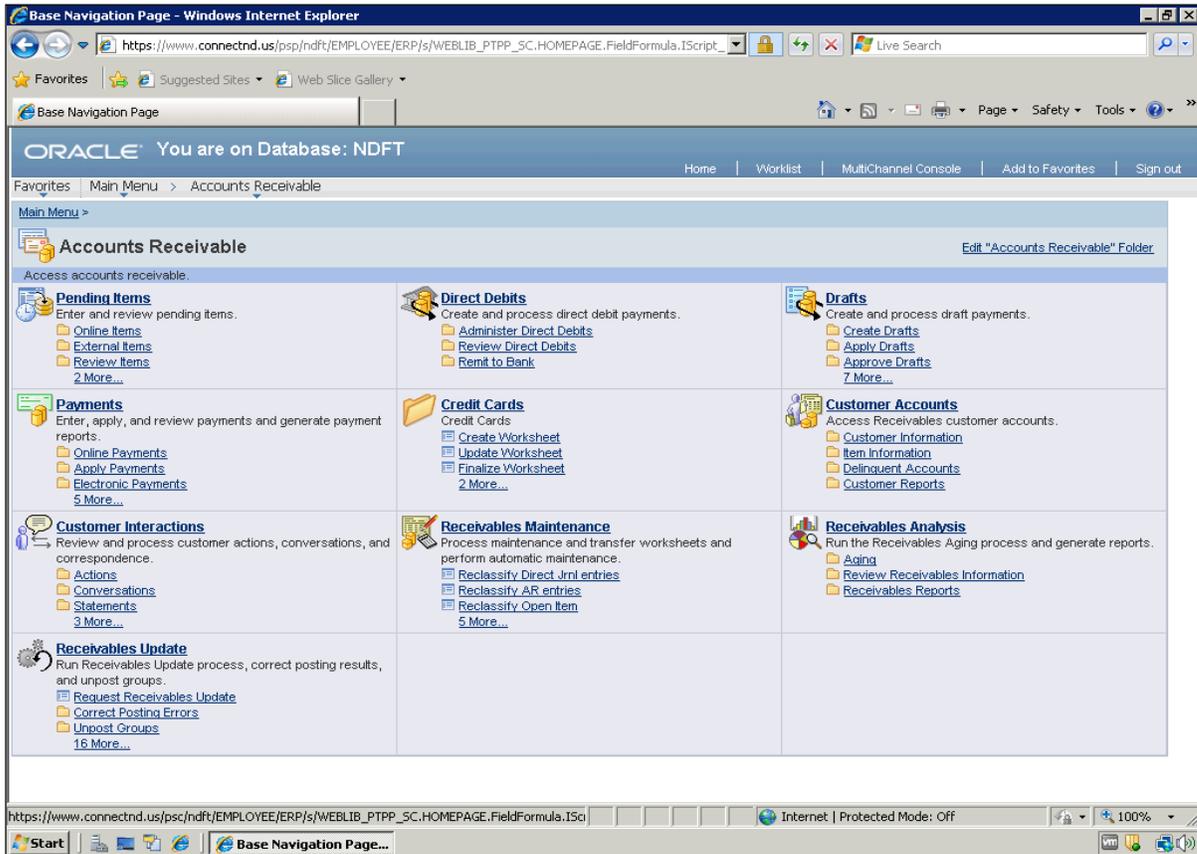
This topic shows how to Run the Aging Detail by Unit Report.



Step	Action
1.	Click the Accounts Receivable link. 

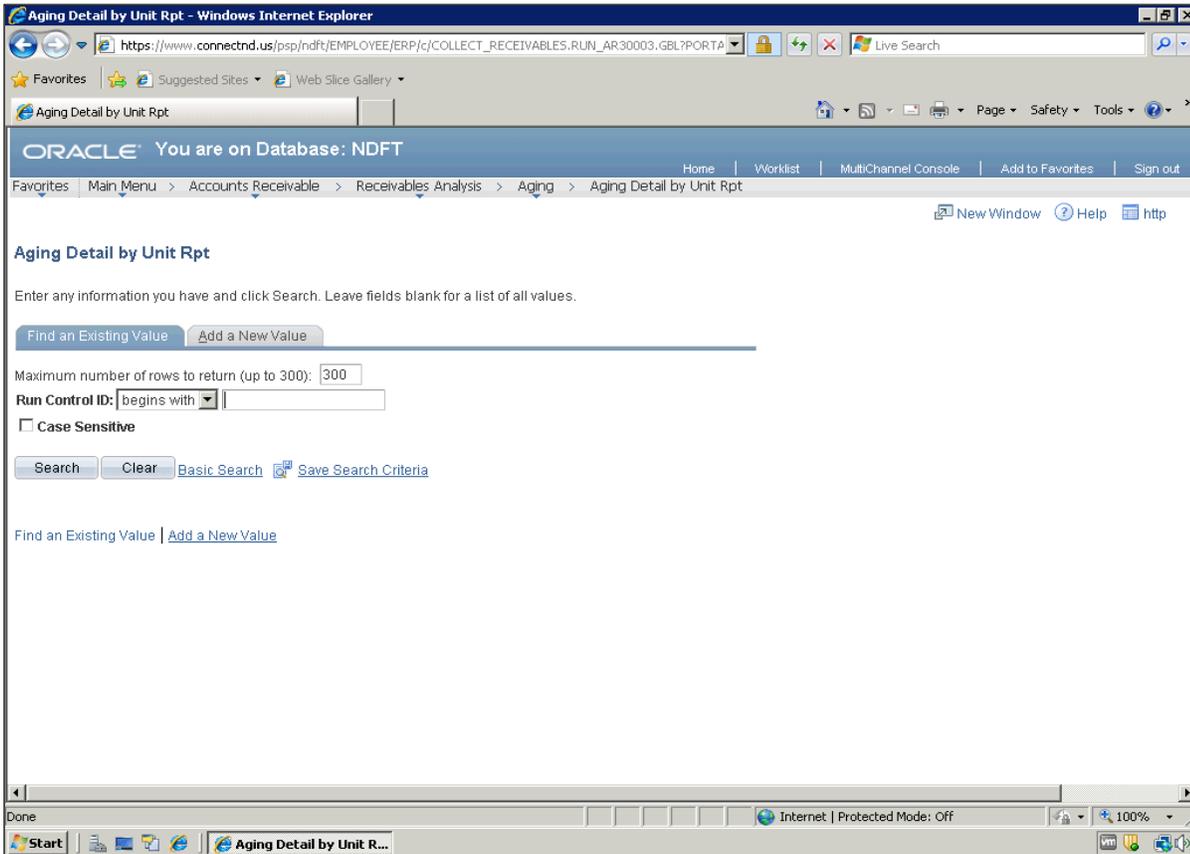


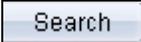
Training Guide



Step	Action
2.	Click the Receivables Analysis link. Receivables Analysis
3.	Click the Aging link. Aging
4.	Click the Aging Detail by Unit Rpt link. Aging Detail by Unit Rpt
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>

Training Guide



Step	Action
6.	Click the Search button. 
7.	Click the agingdetail link. 
8.	The As of Date parameter can be changed by clicking on the Calendar icon, or by keying in the date. Note: The SetID, Aging ID, Amount Type and Rate Type must be the same as this set up page.



The screenshot displays the Oracle 'Aging Detail by Unit Rpt' interface. The 'Report Request Parameters' section includes the following fields:

- Run Control ID: agingdetail
- Language: English
- As of Date: 05/17/2011
- SetID: STATE (Default State SETID)
- Aging ID: ITEM (Item Date)
- Amount Type: Base Curr
- Rate Type: CRRNT (Current Rate)
- Customer ID: (empty)
- Display Option: Include All

A table below the parameters shows the following data:

Business Unit	Description
12500	Attorney Generals Office

The 'Run' button is located at the top right of the report area, next to 'Report Manager' and 'Process Monitor'.

Step	Action
9.	Click the Run button. 

Training Guide



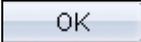
The screenshot shows the Oracle Process Scheduler Request dialog box. The configuration is as follows:

- User ID: LDSHANNON@ND.GOV
- Run Control ID: agingdetail
- Server Name: PSNT
- Run Date: 05/17/2011
- Recurrence: (empty)
- Run Time: 9:30:23AM
- Time Zone: (empty)

The Process List table contains the following entry:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	Distribution

Buttons: OK, Cancel

Step	Action
10.	Click the OK button. 



The screenshot shows a web browser window titled "Aging Detail by Unit Rpt - Windows Internet Explorer". The address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/cj/COLLECT_RECEIVABLES.RUN_AR30003.GBL?PORTA. The page header indicates "ORACLE You are on Database: NDFT". The breadcrumb navigation is: Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt. The main content area is titled "Aging Detail by Unit" and includes a "Run Control ID: agingdetail" and a "Language: English" dropdown. There are links for "Report Manager", "Process Monitor", and a "Run" button. Below this is a "Report Request Parameters" section with fields for "As of Date" (05/17/2011), "SetID" (STATE), "Aging ID" (ITEM), "Amount Type" (Base Curr), "Rate Type" (CRRNT), and "Customer ID". A "Display Option" dropdown is set to "Include All". A table below shows one entry: Business Unit 12500, Description Attorney Generals Office. At the bottom of the page are buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".

Step	Action
11.	Click the Process Monitor link. Process Monitor

Training Guide



The screenshot shows the Oracle ERP interface for 'Aging Detail by Unit Rpt'. The 'Process List' table contains the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6180406		SQR Report	AR30003	LDShannon@ND.GOV	05/17/2011 9:30:23AM CDT	Queued	N/A	Details
<input type="checkbox"/>	6180393		PSJob	NDSAR01	LDShannon@ND.GOV	05/16/2011 2:01:19PM CDT	Success	Posted	Details
<input type="checkbox"/>	6180391		SQR Report	AR30004	LDShannon@ND.GOV	05/16/2011 1:57:39PM CDT	Success	Posted	Details
<input type="checkbox"/>	6180386		PSJob	ARAGE	LDShannon@ND.GOV	05/16/2011 1:49:56PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179617		PSJob	ARUPDATE	LDShannon@ND.GOV	05/03/2011 3:04:54PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179610		PSJob	ARPREDC	LDShannon@ND.GOV	05/03/2011 2:24:00PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179605		SQR Report	AR30003	LDShannon@ND.GOV	05/03/2011 1:55:36PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179598		PSJob	ARUPDATE	LDShannon@ND.GOV	05/03/2011 1:49:09PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179357		PSJob	NDSBIO3	LDShannon@ND.GOV	05/02/2011 1:21:32PM CDT	Success	Posted	Details
<input type="checkbox"/>	6179348		SQR Report	AR30003	LDShannon@ND.GOV	05/02/2011 10:58:57AM CDT	Success	Posted	Details
<input type="checkbox"/>	6178145		PSJob	ARUPDATE	LDShannon@ND.GOV	04/18/2011 1:43:27PM CDT	Success	Posted	Details

Step	Action
12.	<p>Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u>, click on the Details hyperlink.</p> <p>Click the Refresh button.</p> 
13.	<p>Click the Details link.</p> 



Training Guide

The screenshot displays the Oracle E-Business Suite interface for the 'Aging Detail by Unit Rpt' process. The page is viewed in Internet Explorer. The Oracle logo and 'You are on Database: NDFT' are visible at the top. The breadcrumb trail is: Favorites | Main Menu > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt. The 'Process Detail' section includes:

- Process:** Instance: 6180406, Type: SQR Report, Name: AR30003, Description: Aging Detail by Business Unit, Run Status: Success, Distribution Status: Posted.
- Run Control:** Run Control ID: agingdetail, Location: Server, Server: PSNT, Recurrence: (empty).
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Restart Request.
- Date/Time:** Request Created On: 05/17/2011 9:30:31AM CDT, Run Anytime After: 05/17/2011 9:30:23AM CDT, Began Process At: 05/17/2011 9:30:56AM CDT, Ended Process At: 05/17/2011 9:31:10AM CDT.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, View Log/Trace.

Step	Action
14.	Click the View Log/Trace link. View Log/Trace

Training Guide



Report

Report ID: 4760833 Process Instance: 6180406 [Message Log](#)
 Name: AR30003 Process Type: SQR Report
 Run Status: Success

Aging Detail by Business Unit

Distribution Details

Distribution Node: NT Expiration Date: 08/24/2011

File List

Name	File Size (bytes)	Datetime Created
AR30003_6180406.PDF	13,716	05/17/2011 9:31:10.473000AM CDT
AR30003_6180406.out	16	05/17/2011 9:31:10.473000AM CDT
SQR_AR30003_6180406.log	1,712	05/17/2011 9:31:10.473000AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	LSHANNON@ND.GOV

[Return](#)

Step	Action
15.	Click the AR30003_6180406.PDF link. AR30003_6180406.PDF
16.	The Aging Detail by Unit Report provides detail by Customer, Item ID, Amount, and Aging Category.
17.	This topic showed how to Run the Aging Detail by Unit Report. End of Procedure.



ST Lesson 5.7 - Maintaining Receivables

Maintaining Receivables

Receivables Maintenance provides the ability to post transactions within the Accounts Receivable Module to keep an accurate record of all transactions from beginning to end. Maintenance on receivable items is done through the use of Maintenance Worksheets. These worksheets provide an avenue for offsetting or adjusting posted items.

ST 5.7.1 - Maintenance Worksheet

Maintenance Worksheet

Navigation: [Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet](#)

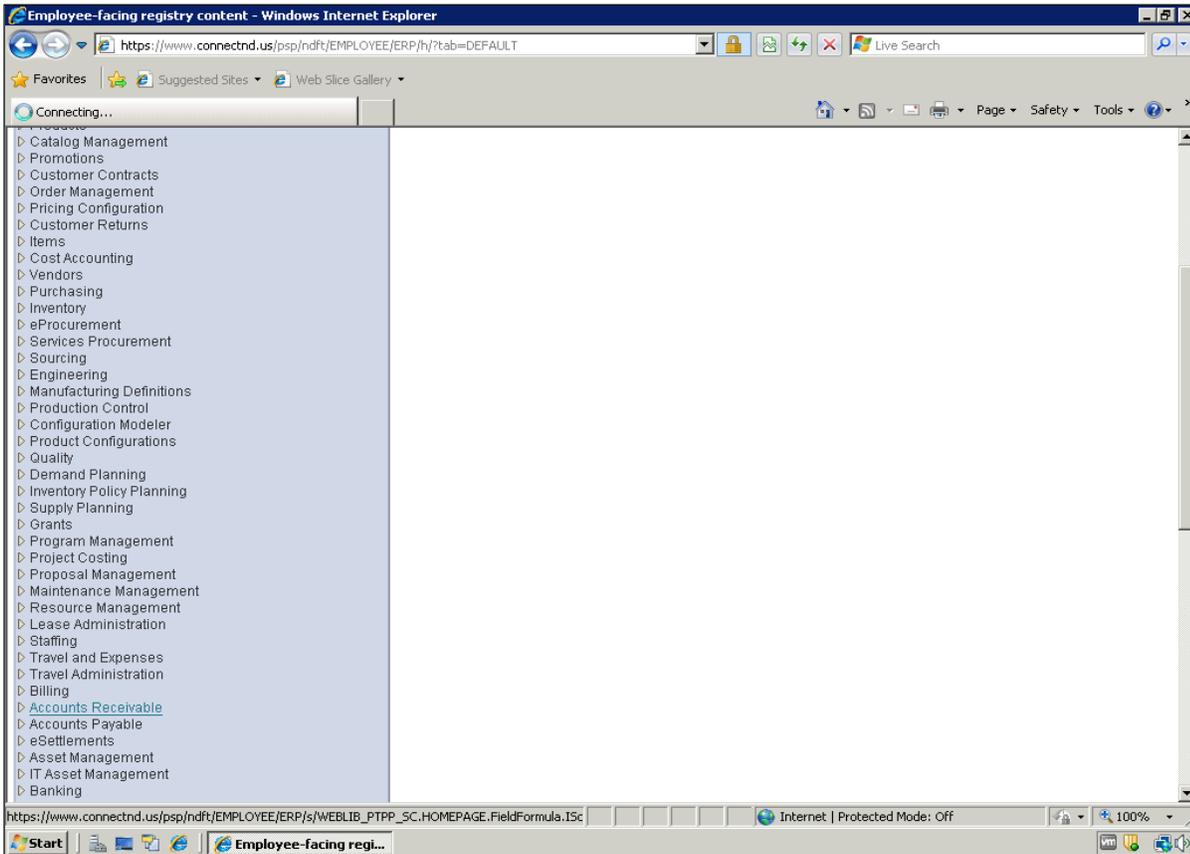
A Maintenance Worksheet is a workspace for offsetting items or adjustments to clean up posted items.

Procedure

This topic shows how to create a Maintenance Worksheet.

The worksheet is used to offset debits and credits when adjusting a customer item.

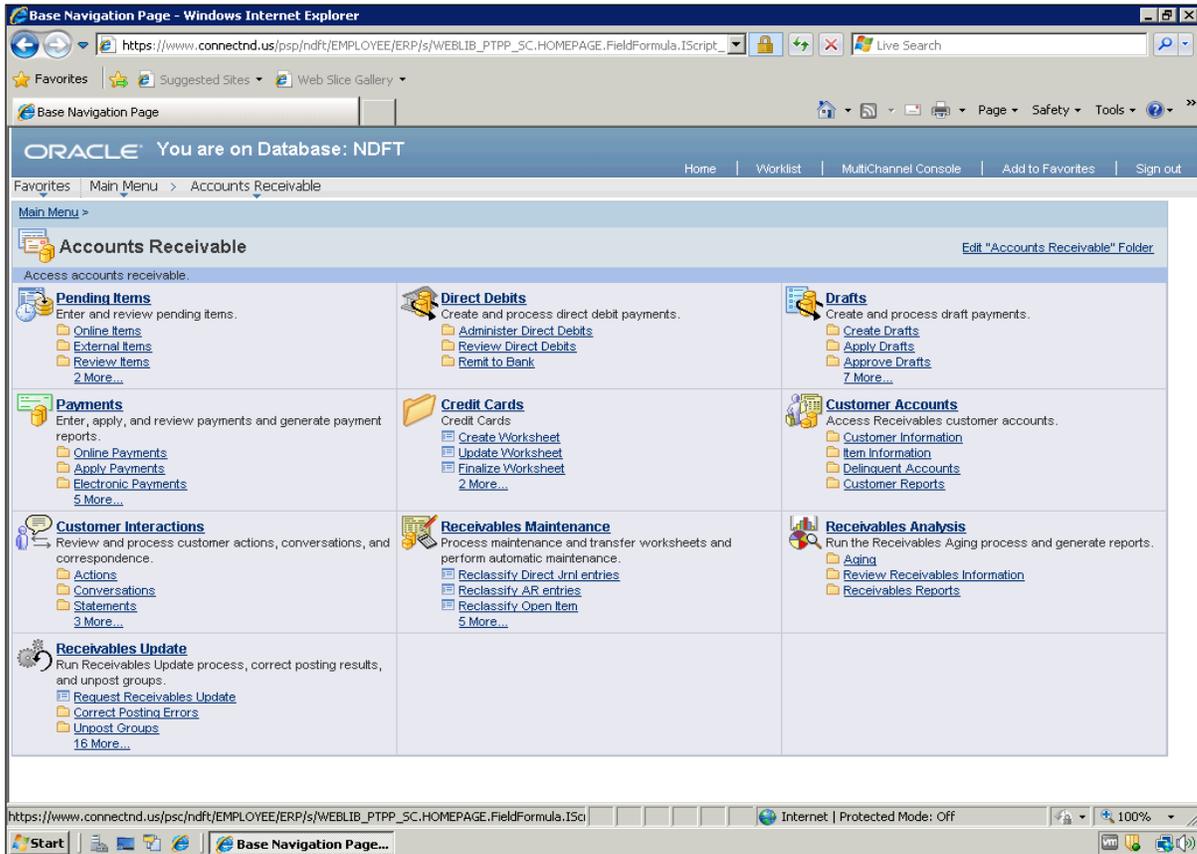
Training Guide



Step	Action
1.	Click the Accounts Receivable link. 

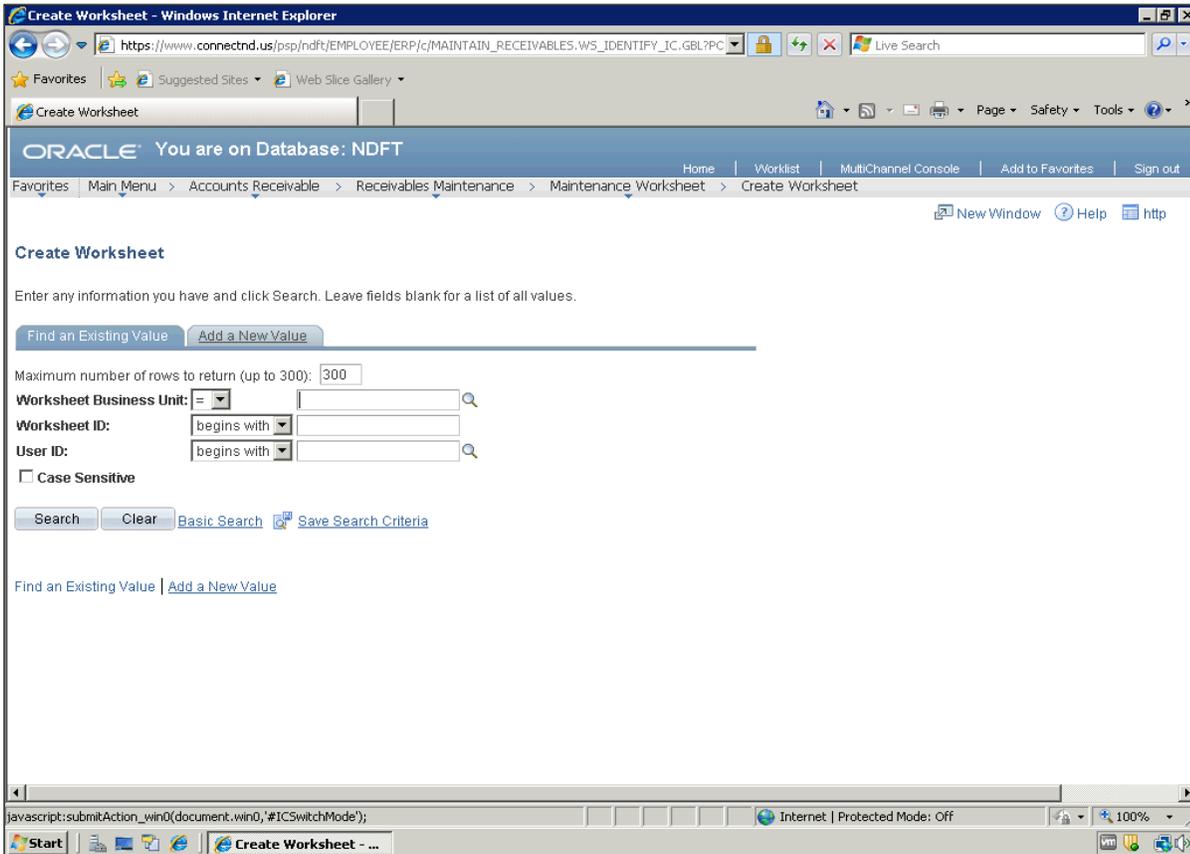


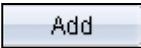
Training Guide



Step	Action
2.	Click the Receivables Maintenance link. Receivables Maintenance
3.	Click the Maintenance Worksheet link. Maintenance Worksheet
4.	Click the Create Worksheet link. Create Worksheet

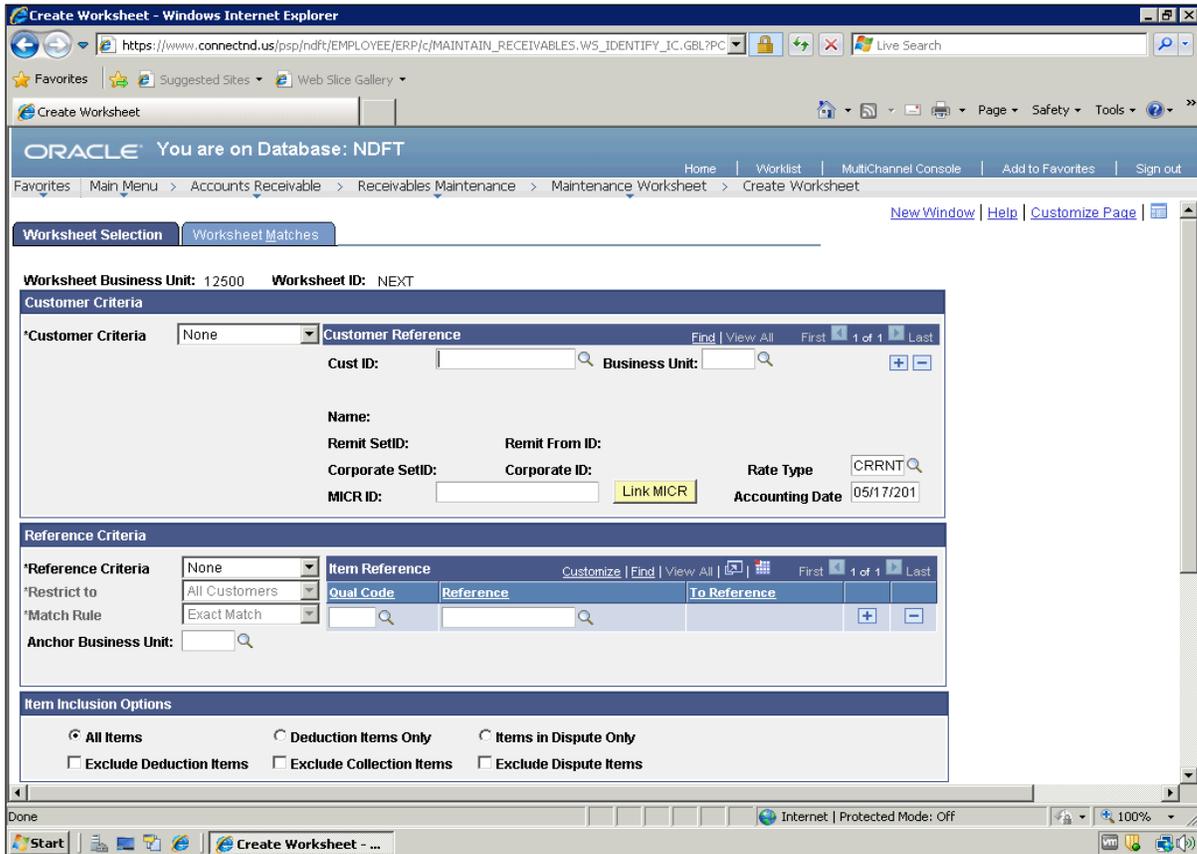
Training Guide



Step	Action
5.	Click the Add a New Value tab. 
6.	Click the Add button. 



Training Guide



Step	Action
7.	Enter the desired information into the Cust ID field. Enter "903.0". If you do not know the customer number, click the Look Up for a selection of customers.
8.	Once the Customer ID field is filled, the Name, Remit SetID and other required fields will populate. Refer to this page for your worksheet set up criteria.
9.	Click the Build button. 

Training Guide



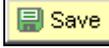
Windows Internet Explorer window showing the Oracle 'Create Worksheet' application. The browser address bar shows the URL: https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_RECEIVABLES.WS_IDENTIFY_IC.GBL?PC. The application header indicates 'ORACLE You are on Database: NDFT' and includes navigation links like 'Home', 'Worklist', and 'MultiChannel Console'. The main content area is titled 'Worksheet Application' and displays the following information:

- Unit: 12500, Worksheet ID: 6474, Currency: USD, Accounting Date: 05/17/2011, Reason Code: [Search]
- Item Action: Entry Type: Offset an Item, Reason: [Search], Choice: Select Range, Range: [Input], Go
- Display Control: Display: All Items, Go

The 'Item List' table shows two entries:

Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer
1	<input type="checkbox"/>	-575.00	USD	AG0000000079				12500	903.0
2	<input type="checkbox"/>	575.00	USD	BILLING_MAY_1				12500	903.0

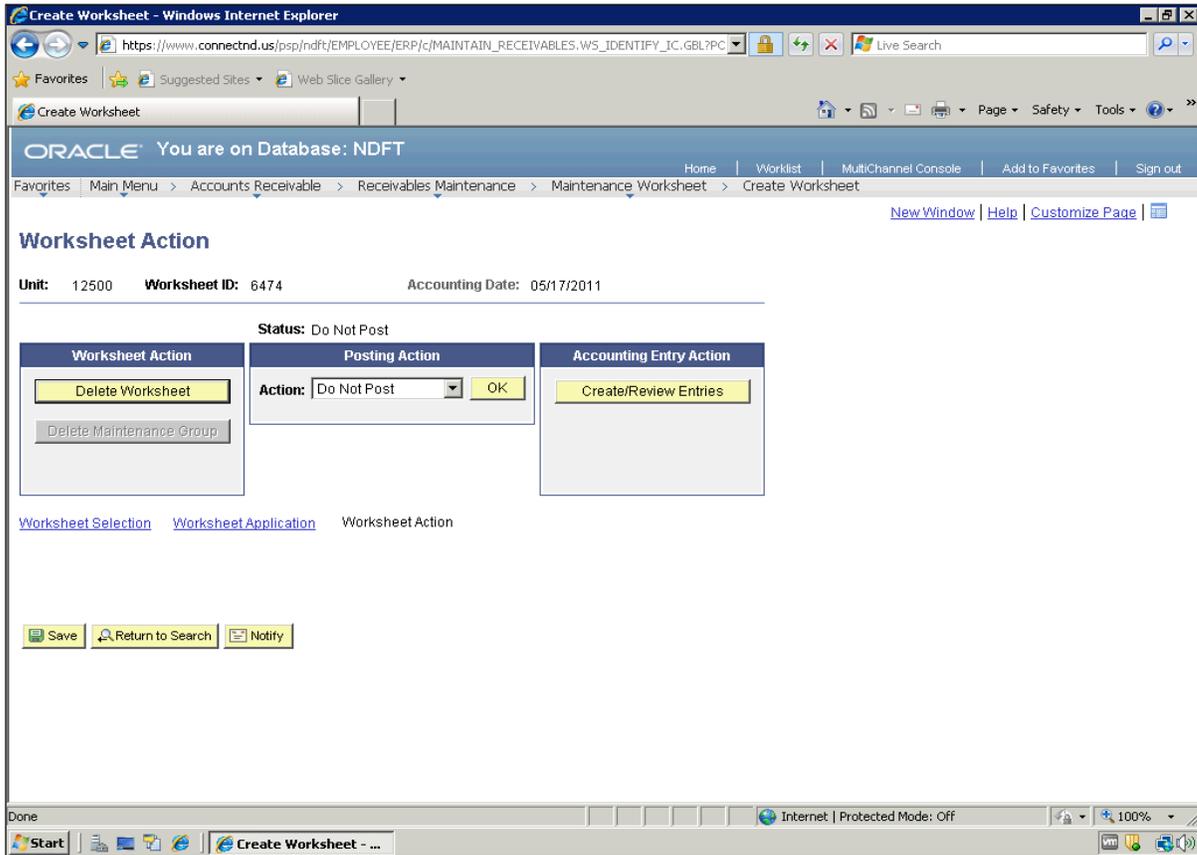
Below the table, the 'Balance' summary shows: Dr: 0.000, Cr: 0.000, Adj: 0.000, Net: 0.000, WO: 0.000, Ref: 0.000. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Step	Action
10.	Click the Sel option to identify the credit Item Balance for the offset transaction. 
11.	Click the Sel option to identify the debit Item Balance for the offset transaction. 
12.	Click the Refresh button. 
13.	Debits and Credits must equal and the Net must be 0.00 for the worksheet to successfully post.
14.	Click the Save button. 
15.	Please review your agency's business practices allowing the posting of this transaction.



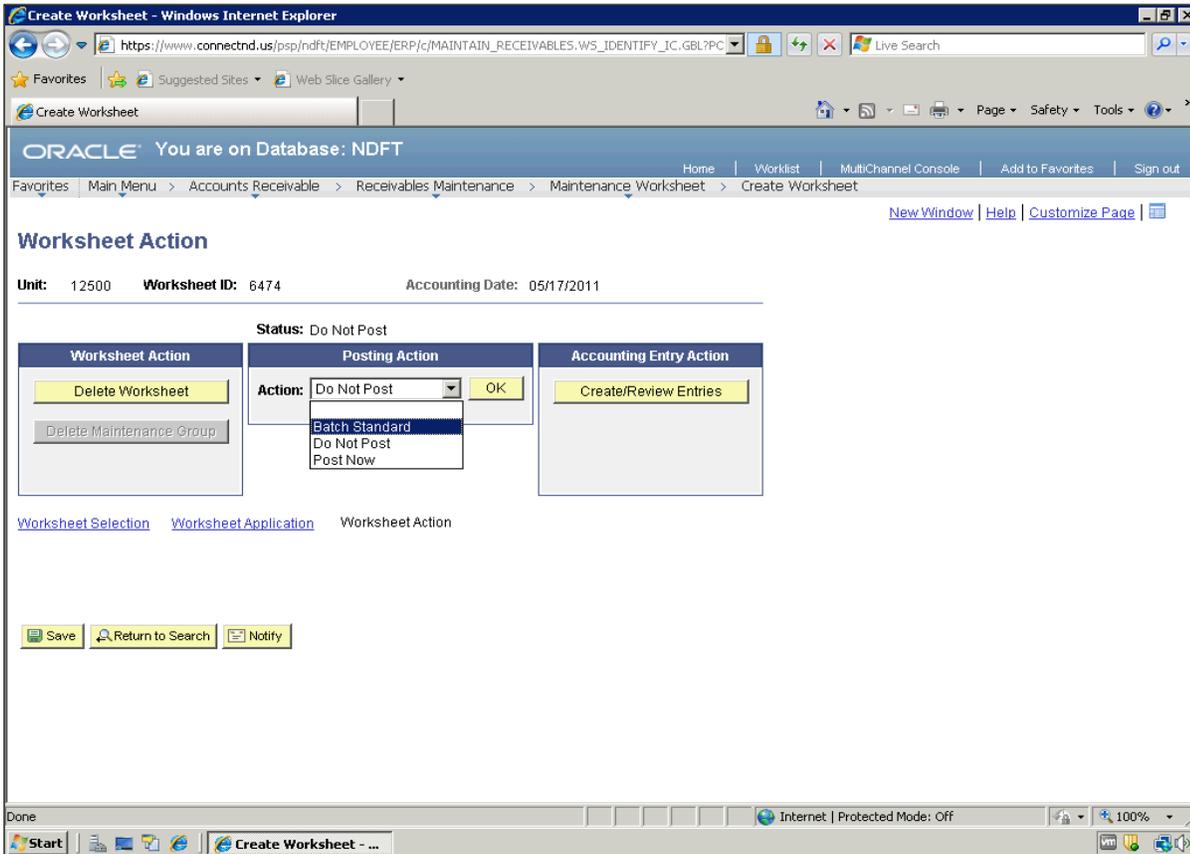
Training Guide

Step	Action
16.	Click the Worksheet Action link. 

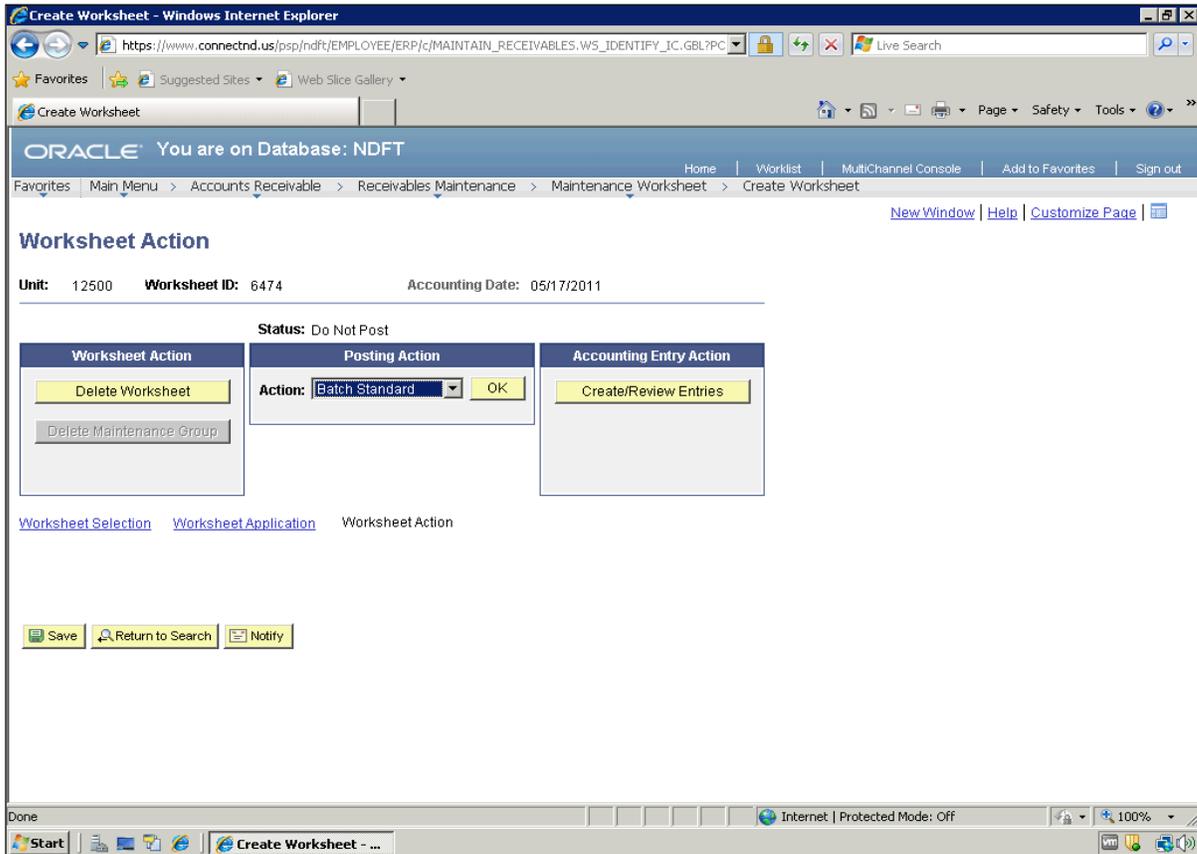


Step	Action
17.	Click the Action list. 

Training Guide



Step	Action
18.	Click the Batch Standard list item. <div style="border: 1px solid black; padding: 2px; display: inline-block; background-color: #e0e0e0;">Batch Standard</div>



Step	Action
19.	Click the OK button. 
20.	This topic showed how to create a Maintenance Worksheet. End of Procedure.

Training Guide



ST 5.7.2 - Reviewing Maintenance Worksheet Item Accounting Entries

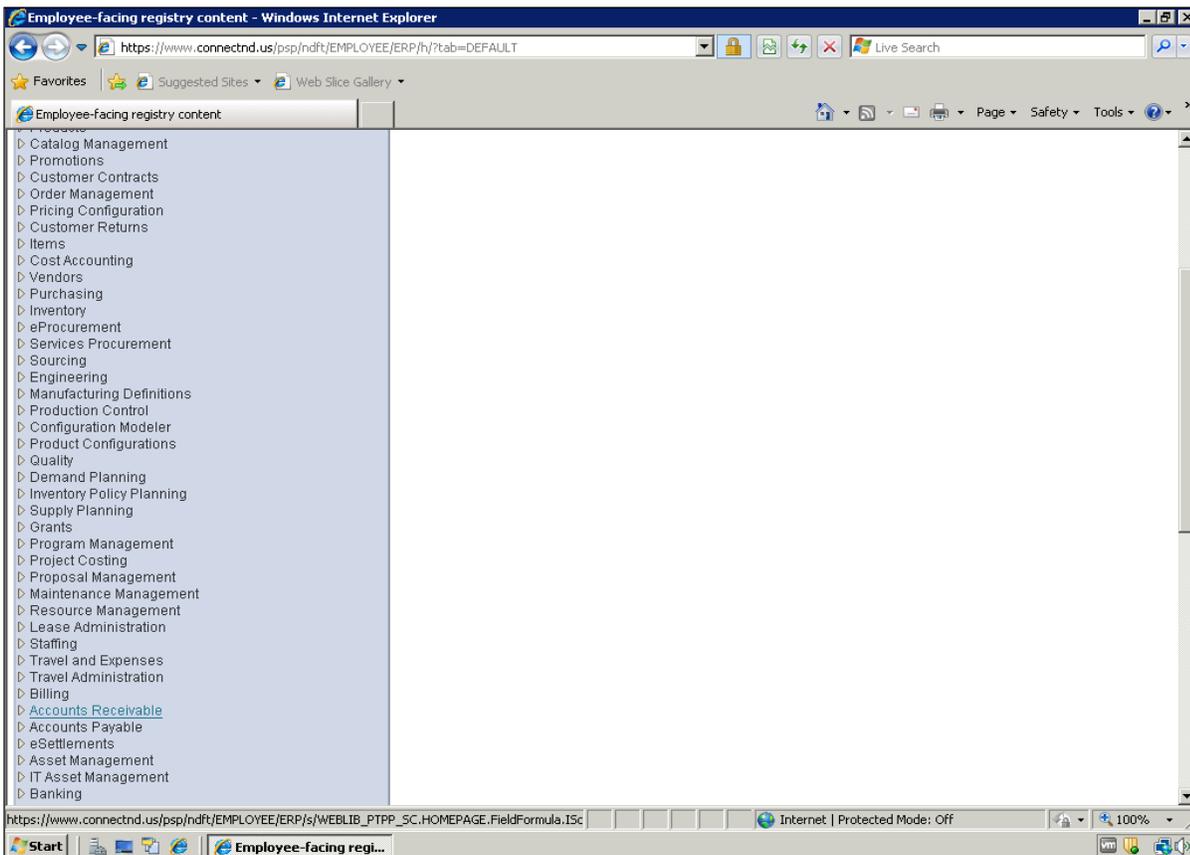
Reviewing Maintenance Worksheet Item Accounting Entries

Navigation: [Accounts Receivable](#) > [Receivables Maintenance](#) > [Maintenance Worksheet](#) > [Update Worksheet](#)

PeopleSoft enables you to create online accounting entries for Maintenance Worksheet transactions. You can review these accounting entries before they are processed in the background.

Procedure

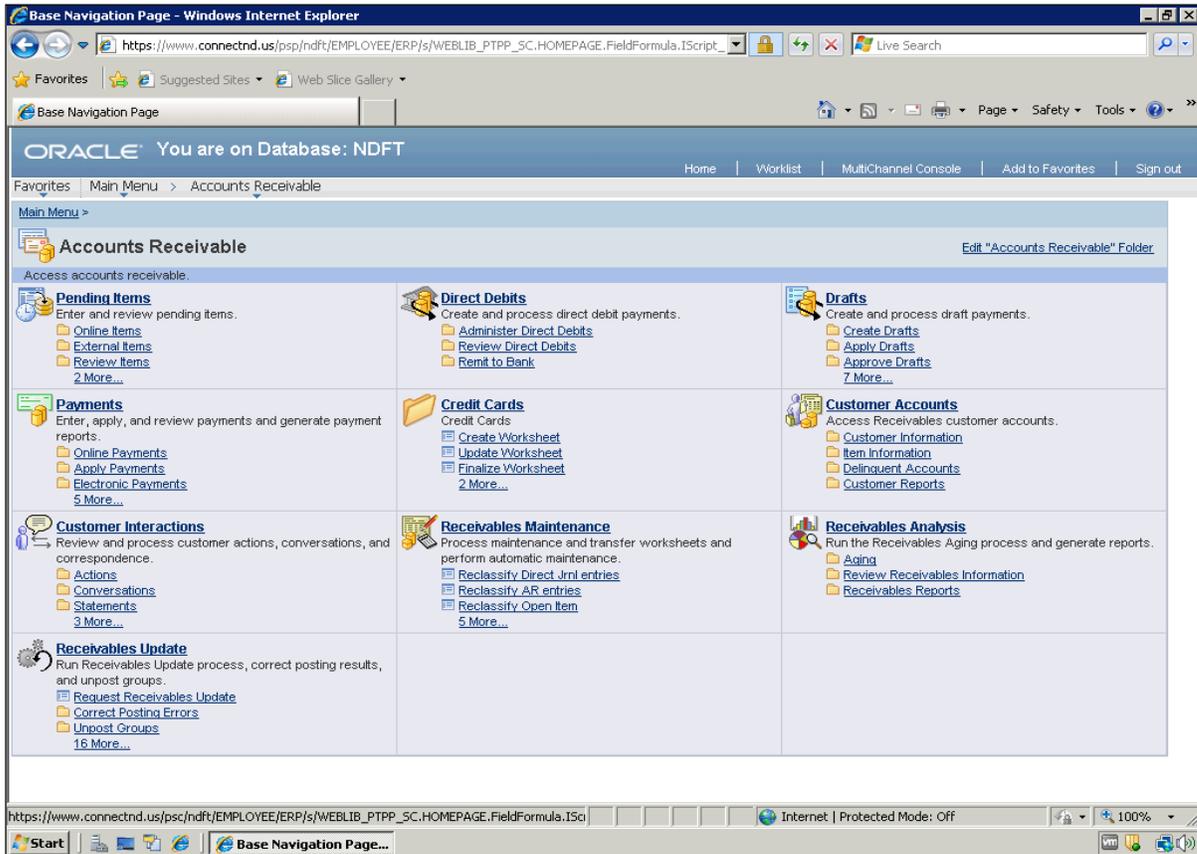
This topic shows how to Review Maintenance Worksheet Item Accounting Entries.



Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable

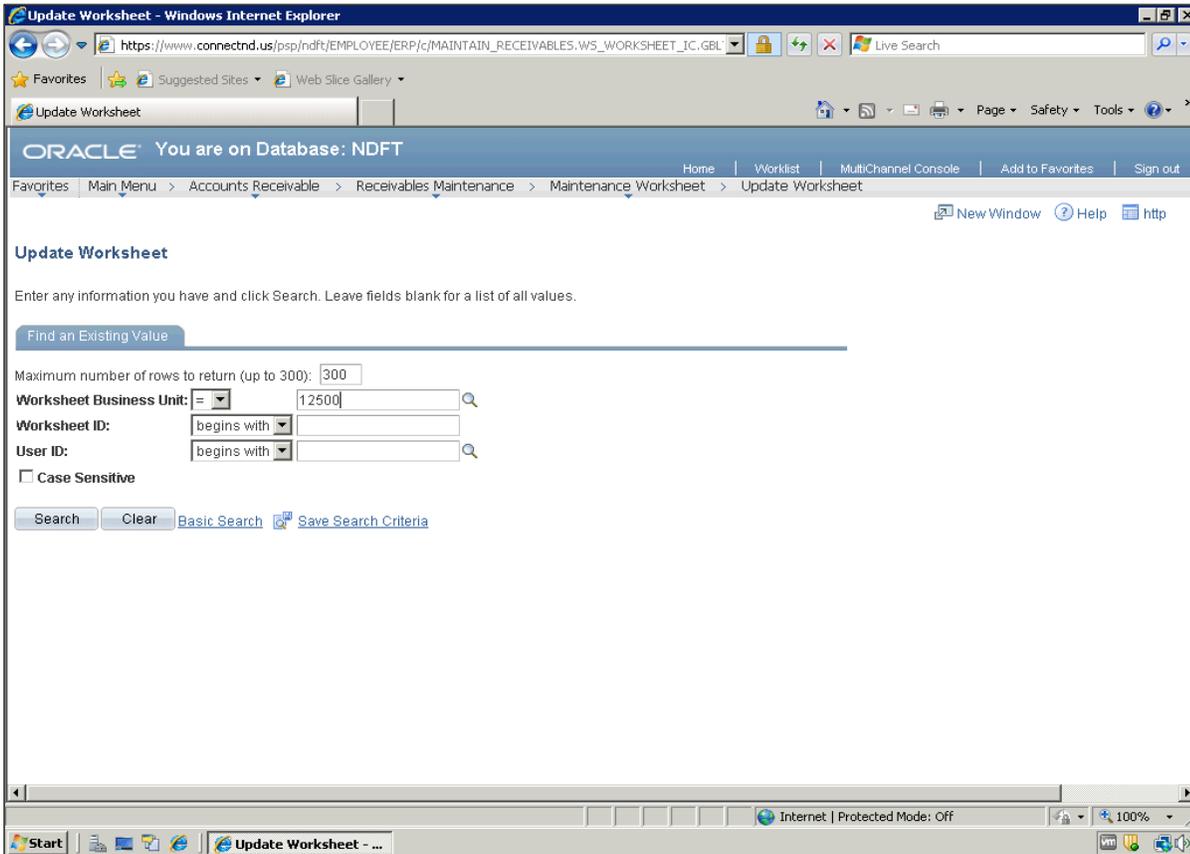


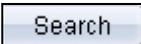
Training Guide



Step	Action
2.	Click the Receivables Maintenance link. Receivables Maintenance
3.	Click the Maintenance Worksheet link. Maintenance Worksheet
4.	Click the Update Worksheet link. Update Worksheet

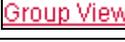
Training Guide



Step	Action
5.	<p>Leave the Worksheet ID blank and click Search if you do not know the Worksheet ID.</p> <p>Click the Search button.</p> 
6.	<p>Click the LDSHANNON@ND.GOV link.</p> 



Training Guide

Step	Action
7.	Click the Detail 2 link. 
8.	Click the Detail 3 link. 
9.	Click the Detail 4 link. 
10.	Click the Detail 5 link. 
11.	Click the Detail 6 link. 
12.	Click the Group View link. 

Training Guide



Update Worksheet - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_RECEIVABLES_WS_WORKSHEET_IC.GBL

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

Worksheet Group View

Unit: 12500 Worksheet ID: 6474 Currency: USD Accounting Date: 05/17/2011 Reason Code:

Item Action Row Selection Display Control

Entry Type: Reason: Match Group: Choice: Range: Go

Match Group Find | View All First 1 of 1 Last

Match Group: 99999 Unit: 12500 Worksheet ID: 6474

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

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6									
Seq	Seq	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Move	Line Item			
1	1	-575.00	USD	AG0000000079		MT		12500	903.0	Move			+	-
2	2	575.00	USD	BILLING_MAY_1		MT		12500	903.0	Move			+	-
Group Balance:		0.000												

Normal View

Balance

Dr: 575.00 Cr: -575.00 Adj: 0.00 Net: 0.00 WO: 0.00 Ref: 0.00

Worksheet Selection Worksheet Application Worksheet Action

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

javascript:submitAction_win0(document.win0,'AR_MAINT_IC_WRK_PB_DETAIL\$0');

Internet | Protected Mode: Off

Start | Update Worksheet - ...

Step	Action
13.	Click the View Detail button. 
14.	This topic showed how to Review Maintenance Worksheet Item Accounting Entries. End of Procedure.



ST 5.7.3 - Processing Refunds

Processing Refunds

Navigation: Customers > Customer Information > General Information - Adds the vendor number to the Customer for AP refund processing.

Navigation: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create a Worksheet - Builds the worksheet and stages the transaction to be posted in AR_UPDATE.

PeopleSoft enables you to process refunds if a customer's account has a credit balance from an overpayment or incorrect payment.

Procedure

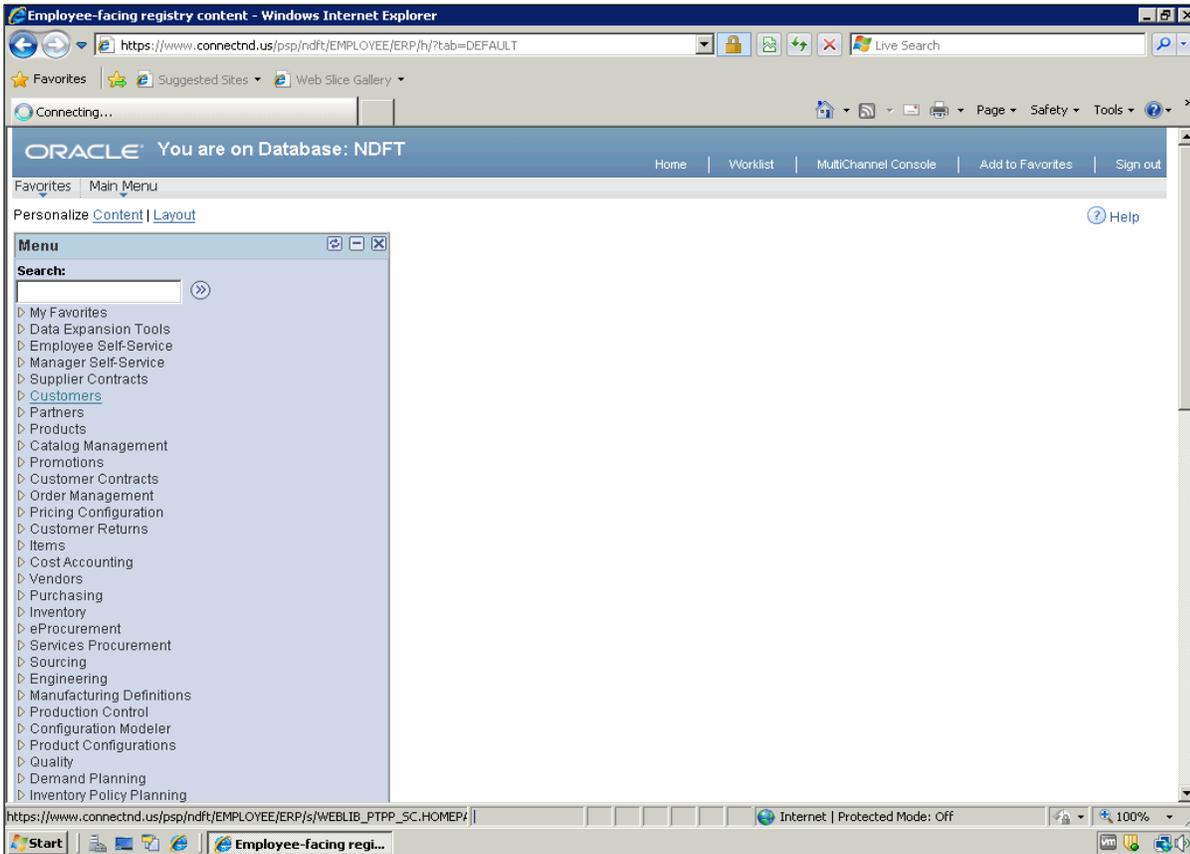
This topic shows how to Process AR Refunds to AP.

To process a refund out of AR, the customer must have a credit balance and have an active vendor number for the Accounts Payable module to process the transaction.

The Vendor Registry vendor request system can be accessed at:
(<https://secure.apps.nd.gov/omb/vr/vwrs/login.htm>)

Note: Setup Refund Max (contact OMB) must be established before a refund can be processed.

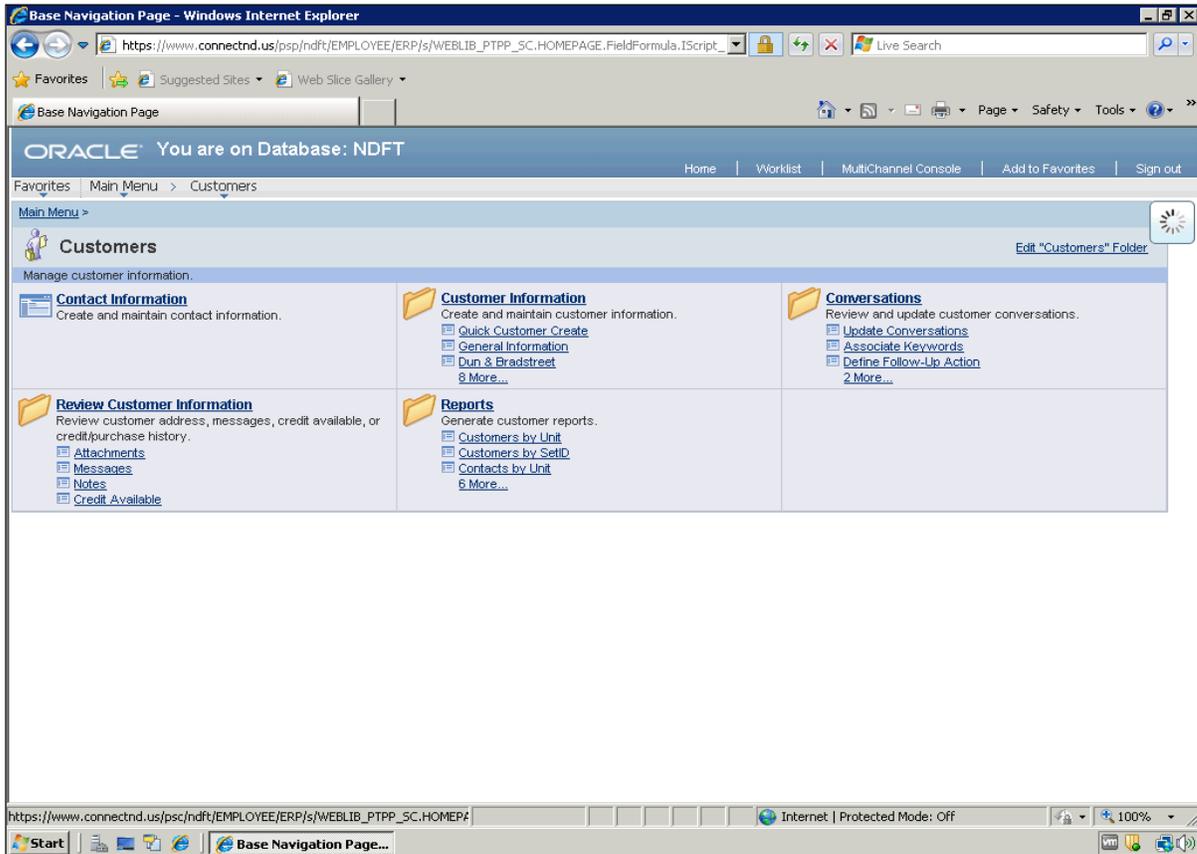
Training Guide



Step	Action
1.	Click the Customers link. 

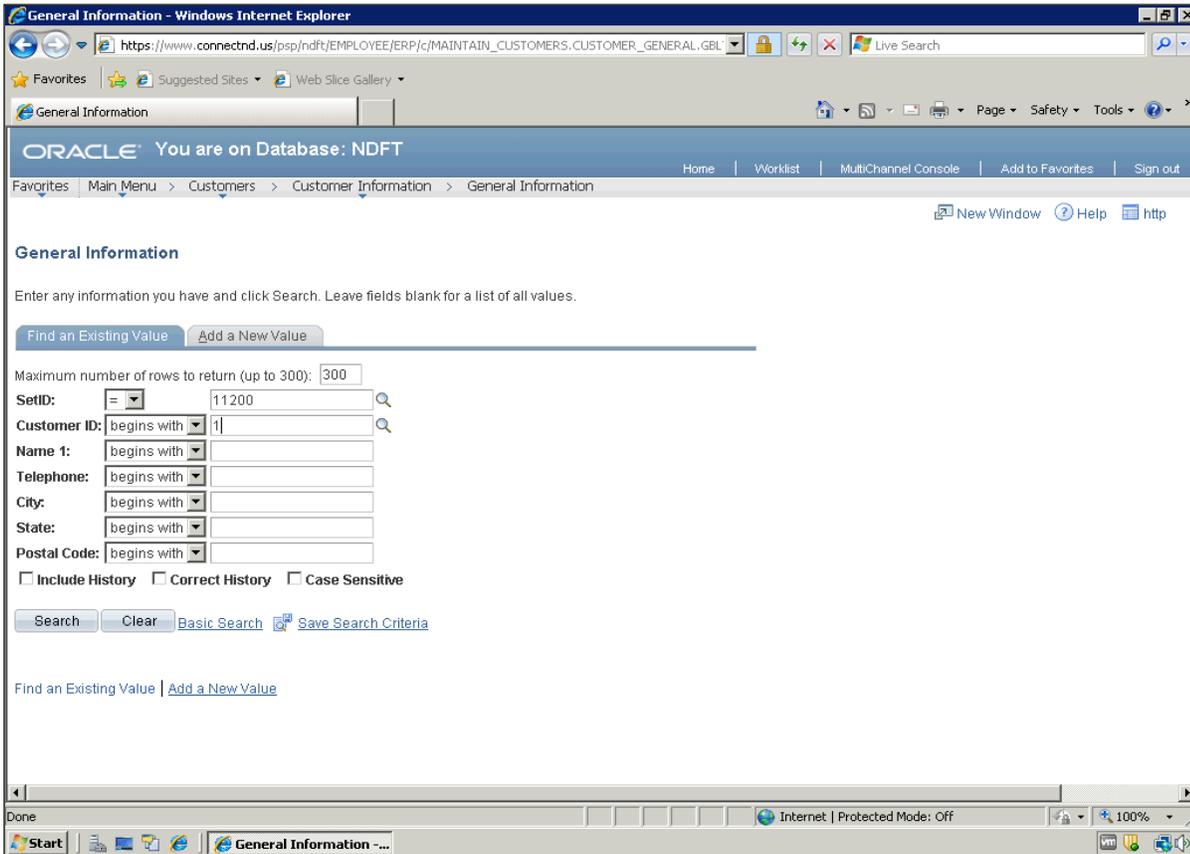


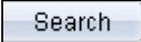
Training Guide



Step	Action
2.	Click the Customer Information link. Customer Information
3.	Click the General Information link. General Information

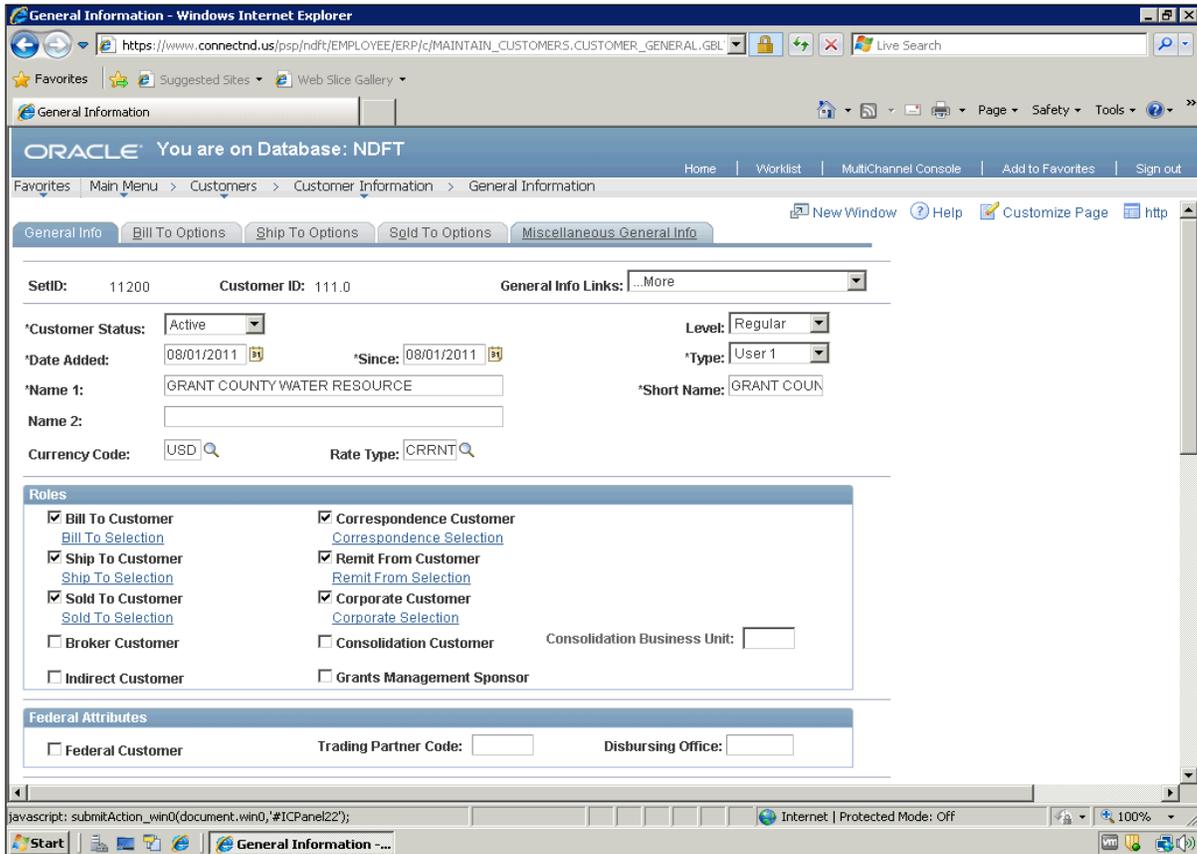
Training Guide

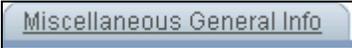


Step	Action
4.	Enter the desired information into the Customer ID field. Enter " 111.0 ".
5.	Click the Search button. 

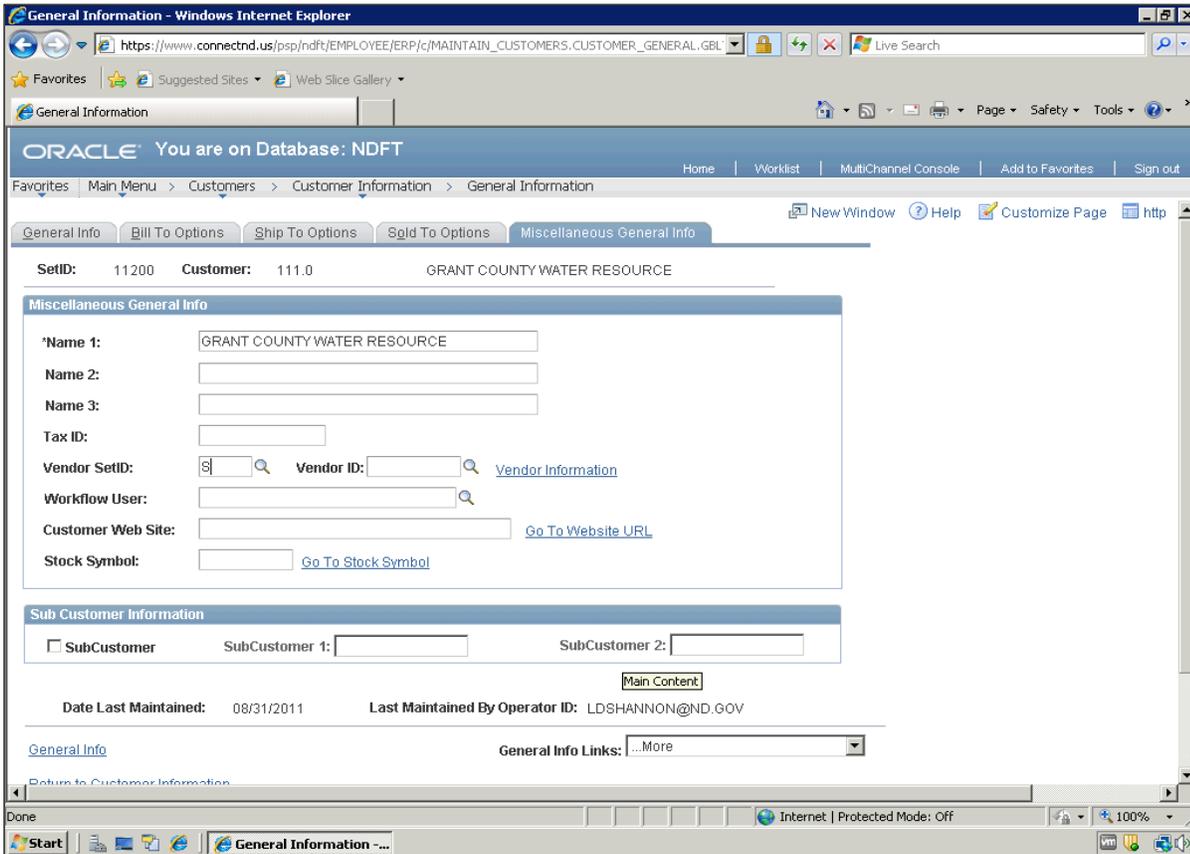


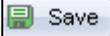
Training Guide



Step	Action
6.	Click the Miscellaneous General Info tab. 

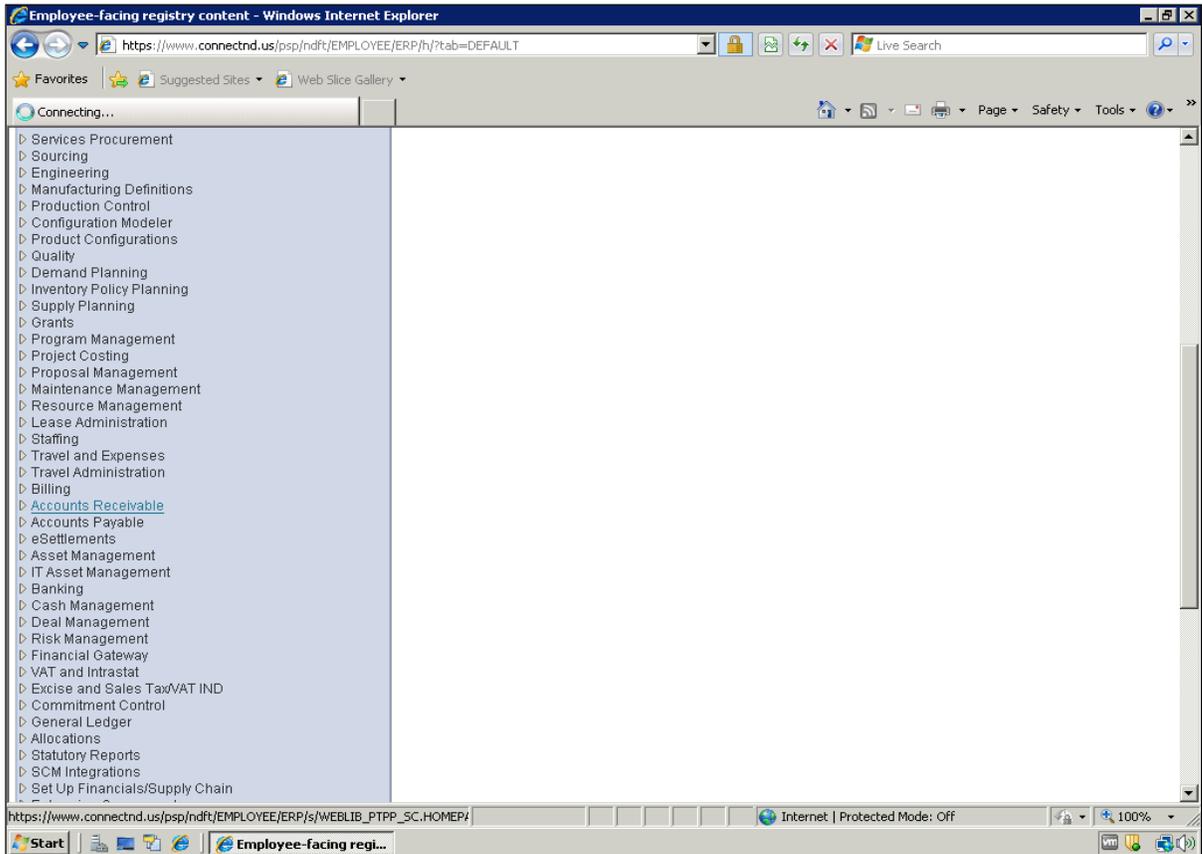
Training Guide



Step	Action
7.	Enter the desired information into the Vendor SetID field. Enter " SHARE ".
8.	Enter the desired information into the Vendor ID field. Enter " 000004733 ".
9.	Click the Look up Vendor ID button to verify the correct vendor name. 
10.	Click the GRANT COUNTY WATER RESOURCE DIST link. 
11.	Click the Save button. 
12.	Click the Home link. 

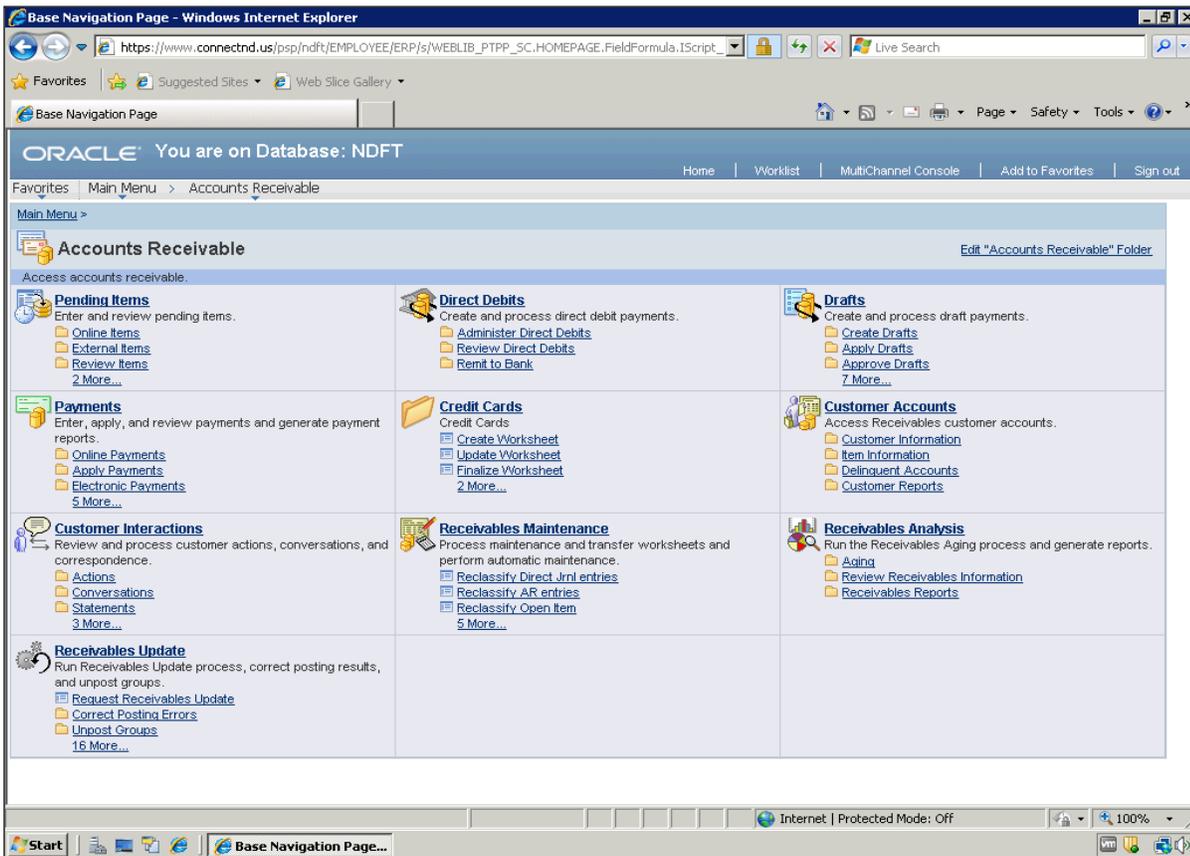


Training Guide



Step	Action
13.	Click the Accounts Receivable link. 

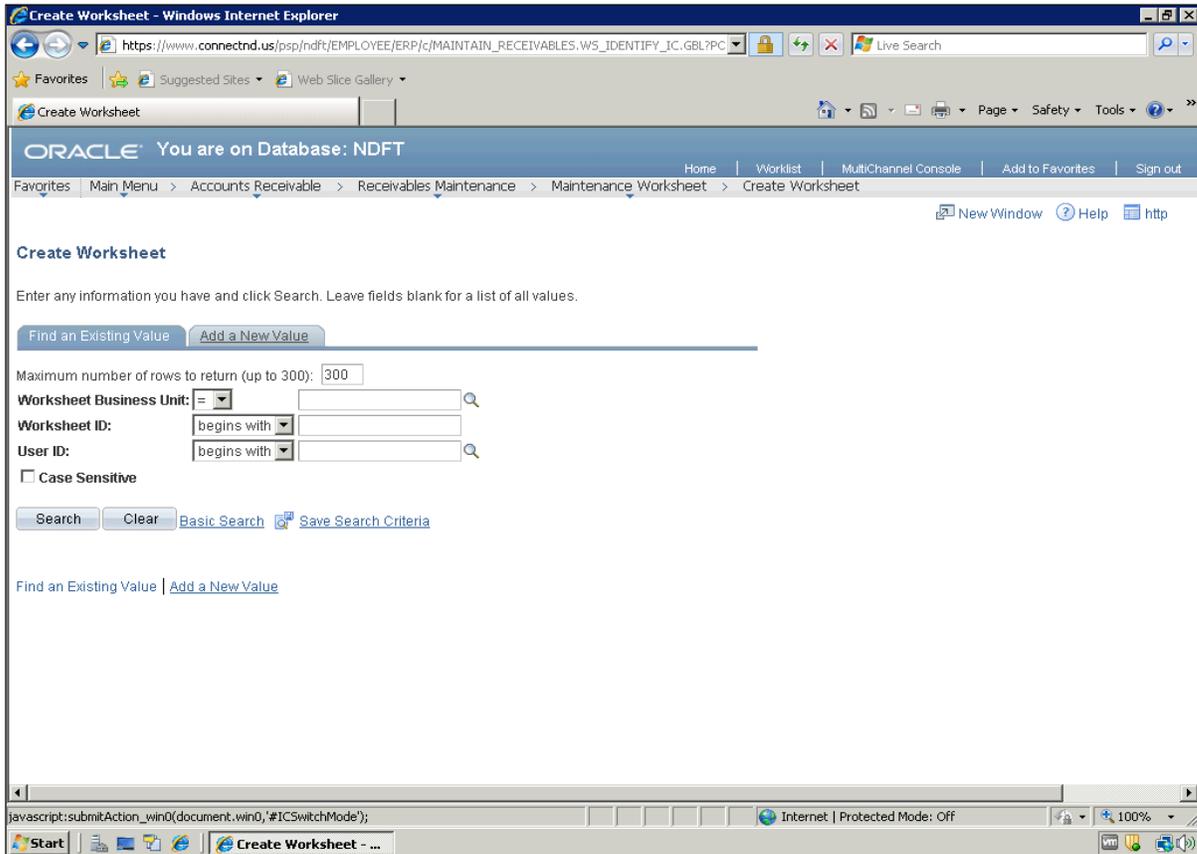
Training Guide

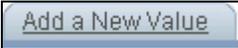
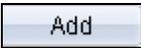


Step	Action
14.	Click the Receivables Maintenance link. Receivables Maintenance
15.	Click the Maintenance Worksheet link. Maintenance Worksheet
16.	Click the Create Worksheet link. Create Worksheet

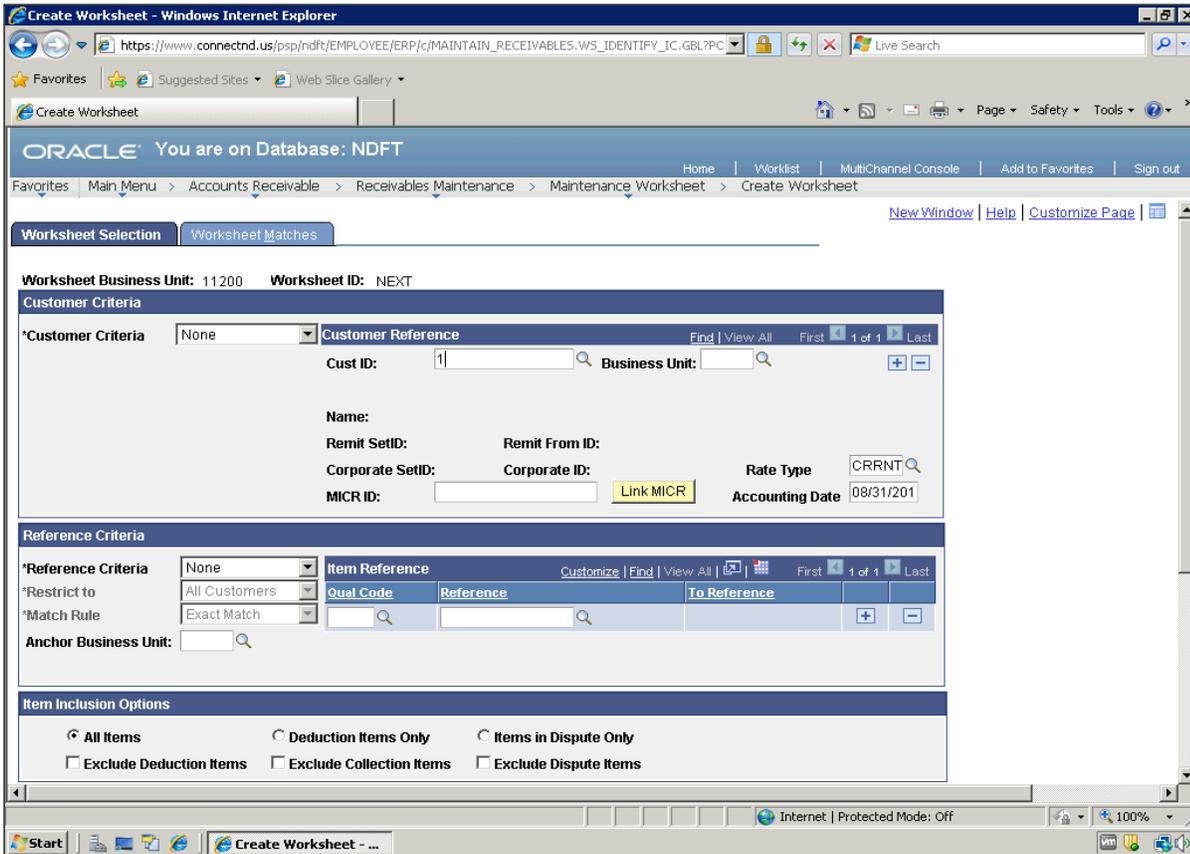


Training Guide



Step	Action
17.	Click the Add a New Value tab. 
18.	Click the Add button. 

Training Guide



Step	Action
19.	Enter the desired information into the Cust ID field. Enter " 111.0 ".
20.	Click the Look up Cust ID button to verify the customer name. 
21.	Click the GRANT COUNTY WATER RESOURCE link. 
22.	Click the Build button. 



Training Guide

Step	Action
23.	Click the Entry Type list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Offset an Item ▼</div>

Training Guide



Create Worksheet - Windows Internet Explorer

https://www.connectnd.us/psp/ndft/EMPLOYEE/ERP/c/MAINTAIN_RECEIVABLES.WS_IDENTIFY_IC.GBL?PC

ORACLE You are on Database: NDFT

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Accountants Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

Worksheet Application

Unit: 11200 Worksheet ID: 53654 Currency: Accounting Date: 08/31/2011 Reason Code:

Item Action Row Selection Display Control

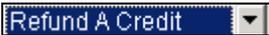
Entry Type: **Refund A Credit** Reason: Choice: Select Range Range: Go Display: All Items Go

Item List

Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer
1	<input type="checkbox"/>	-100.00	USD	TC082011.111.0				11200	111.0

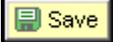
Dr: 0.000 Cr: 0.000 Adj: 0.000 Net: 0.000 WO: 0.000 Ref: 0.000

Save Return to Search Notify Refresh

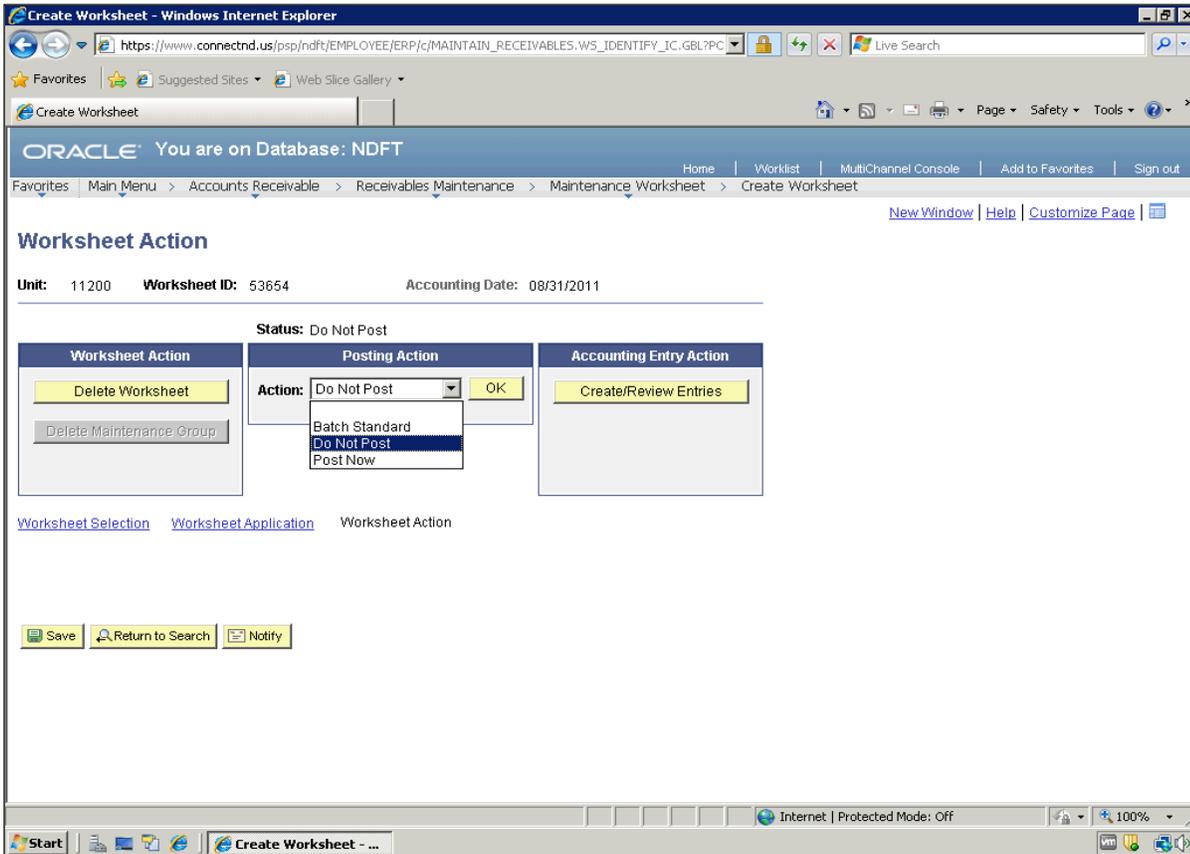
Step	Action
24.	Click the Refund A Credit list item. 



Training Guide

Step	Action
25.	Click the Sel option. 
26.	Click the Look up Type button. 
27.	Click the RC link. 
28.	Click the Save button. 
29.	Click the Worksheet Action link. 

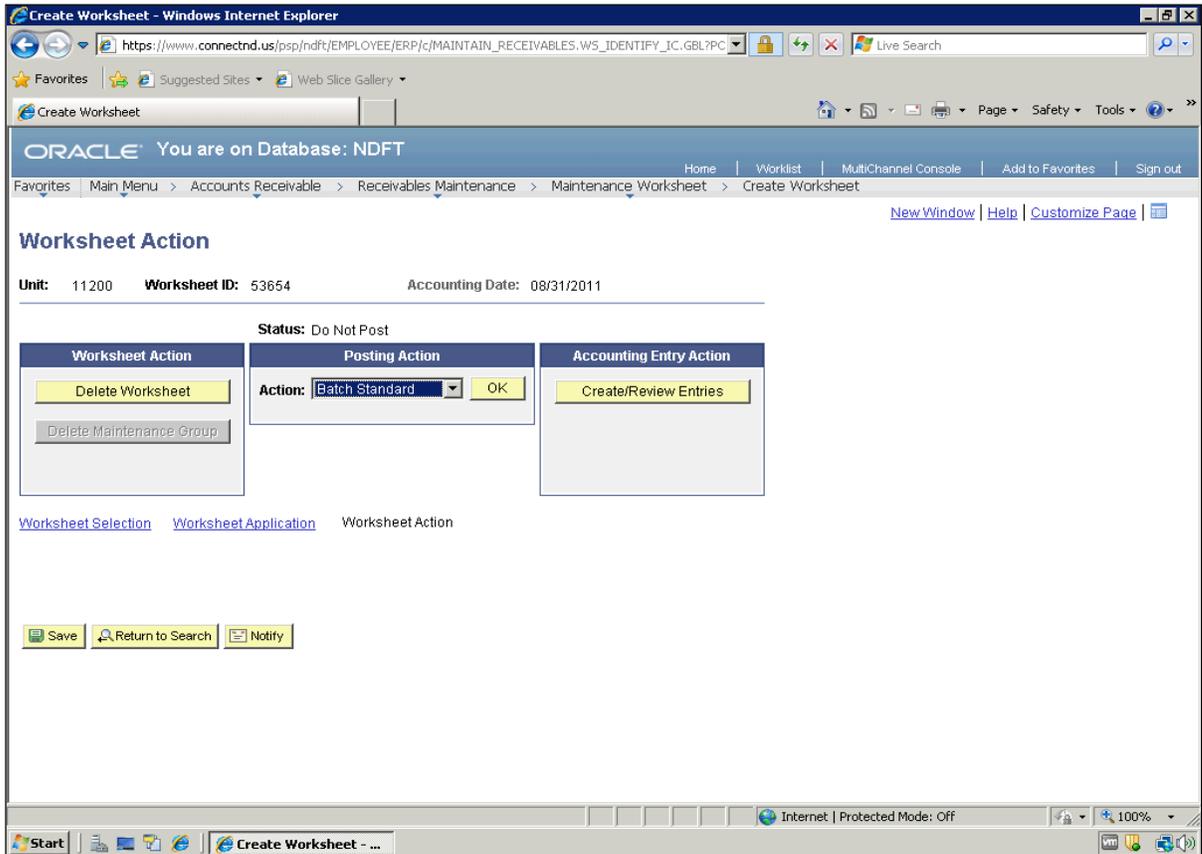
Training Guide



Step	Action
30.	Click the Action list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Do Not Post ▼ </div>

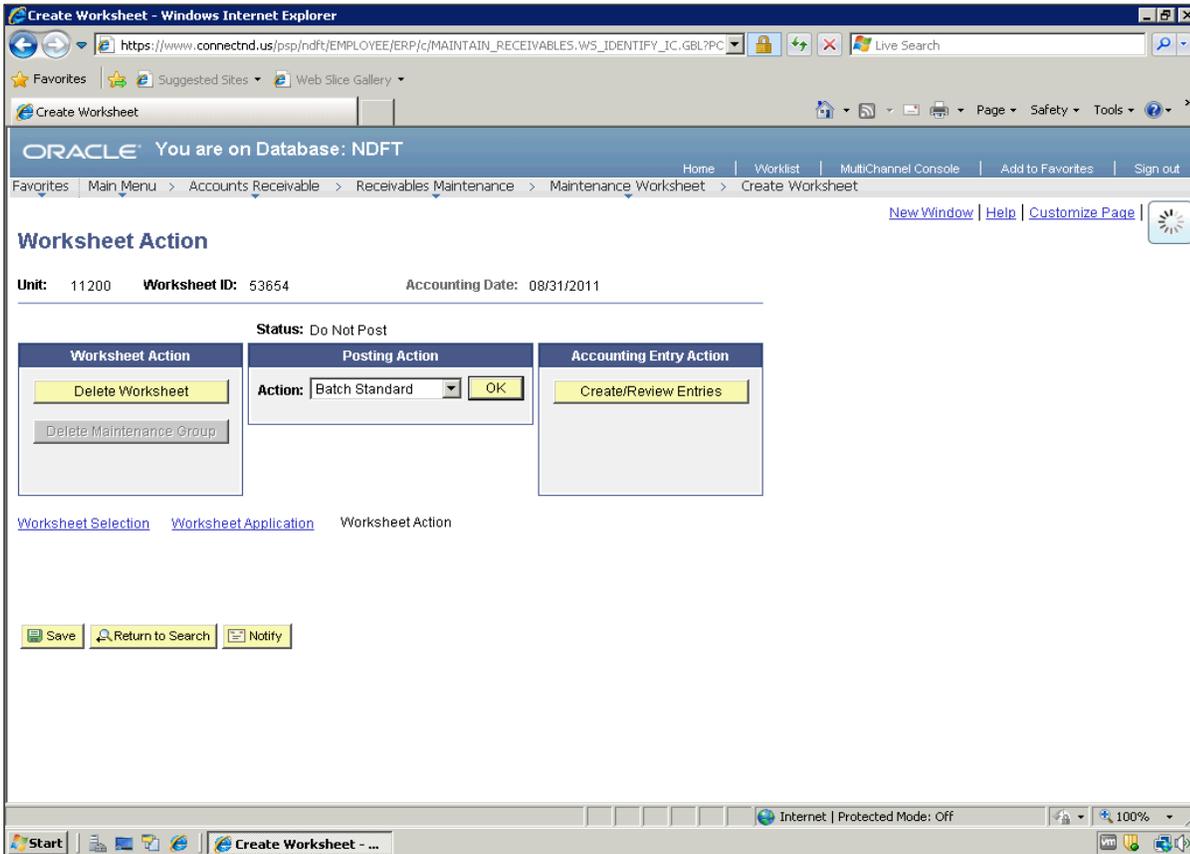


Training Guide



Step	Action
31.	Click the Batch Standard list item. 

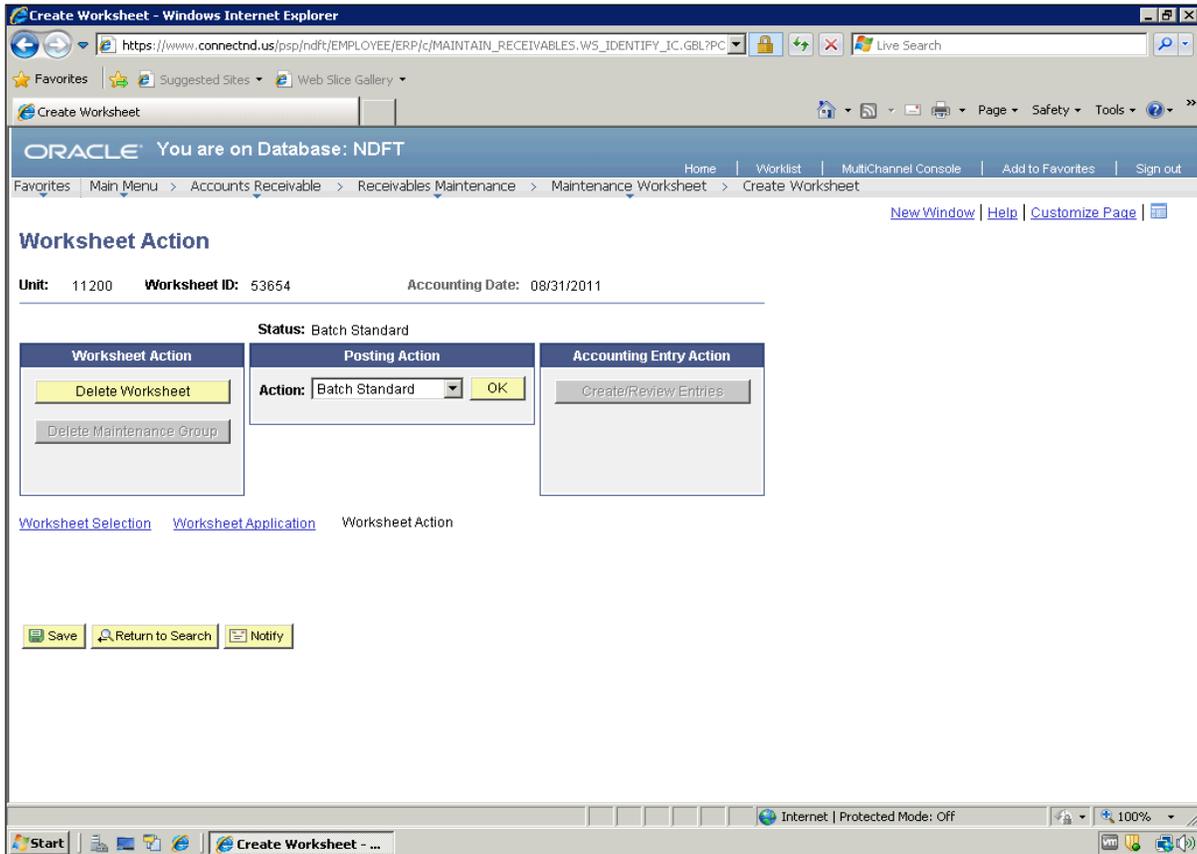
Training Guide

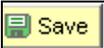


Step	Action
32.	Click the OK button. 



Training Guide



Step	Action
33.	Click Save . 
34.	This topic showed how to initiate the Process Refunds. End of Procedure.

Training Guide



ST 5.7.4 - Refund Request Process

Refund Request Process

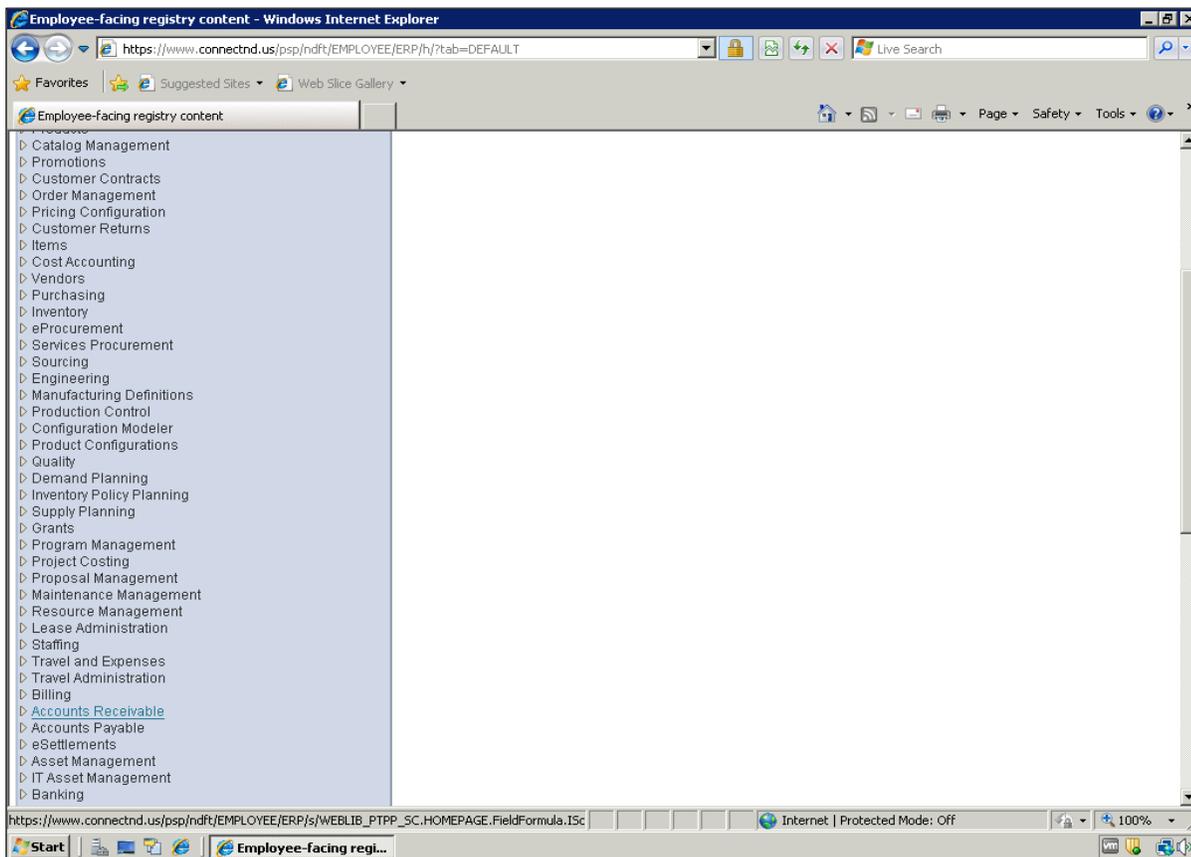
Navigation: [Accounts Receivable](#) > [Receivables Maintenance](#) > [Refunds](#) > [Request Refund Item](#)

The Refund Request Process stages the refund to be processed and creates the AP voucher payment.

Procedure

This topic shows how to run the Refund Request Process.

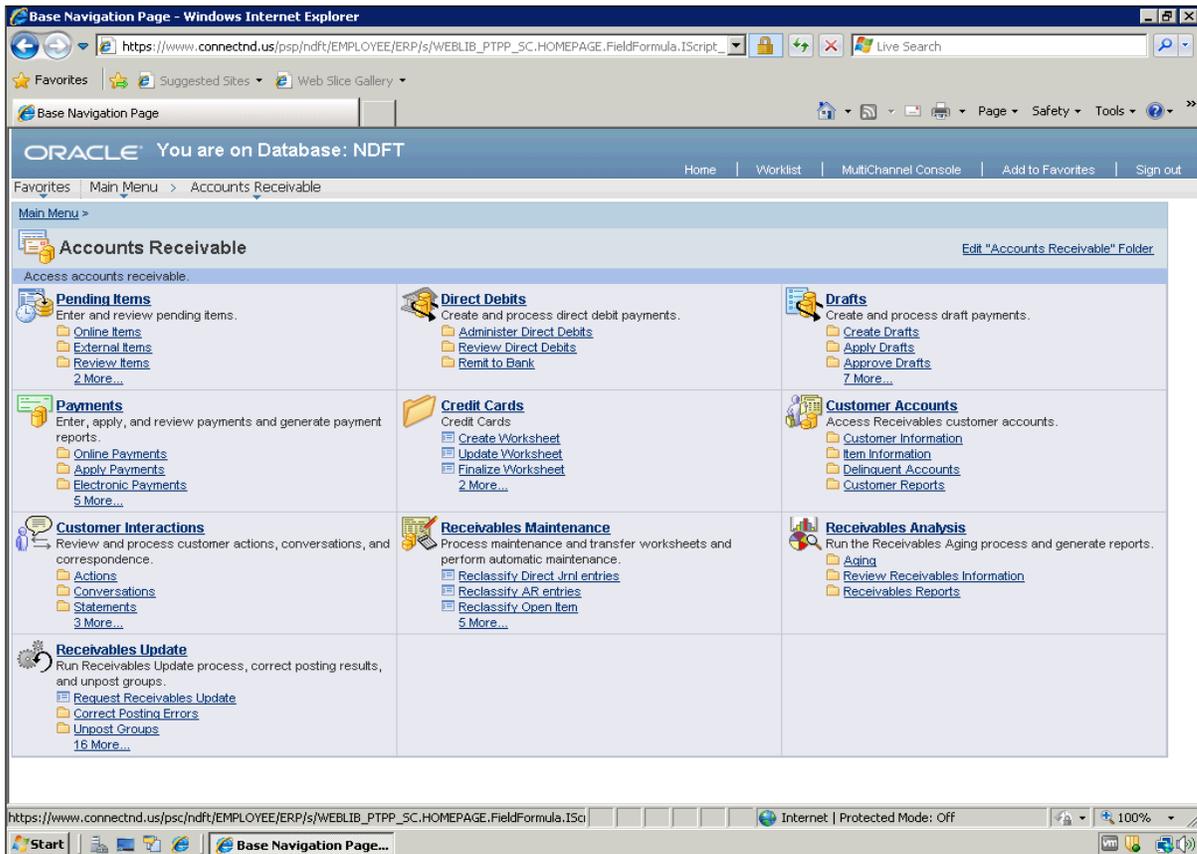
Note: This process is run after ST 5.7.3 - Processing Refunds is complete.





Training Guide

Step	Action
1.	Click the Accounts Receivable link. Accounts Receivable

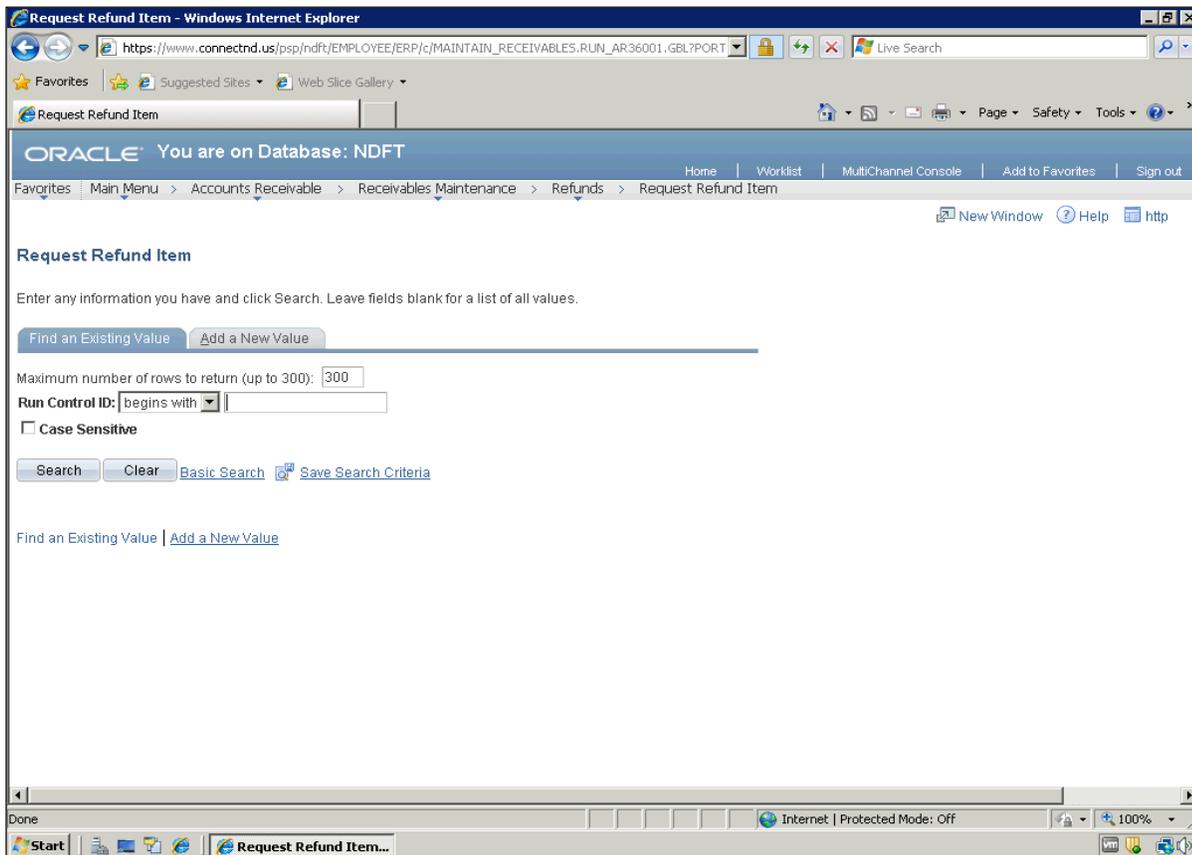


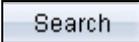
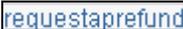
Step	Action
2.	Click the Receivables Maintenance link. Receivables Maintenance
3.	Click the Refunds link. Refunds
4.	Click the Request Refund Item link. Request Refund Item

Training Guide



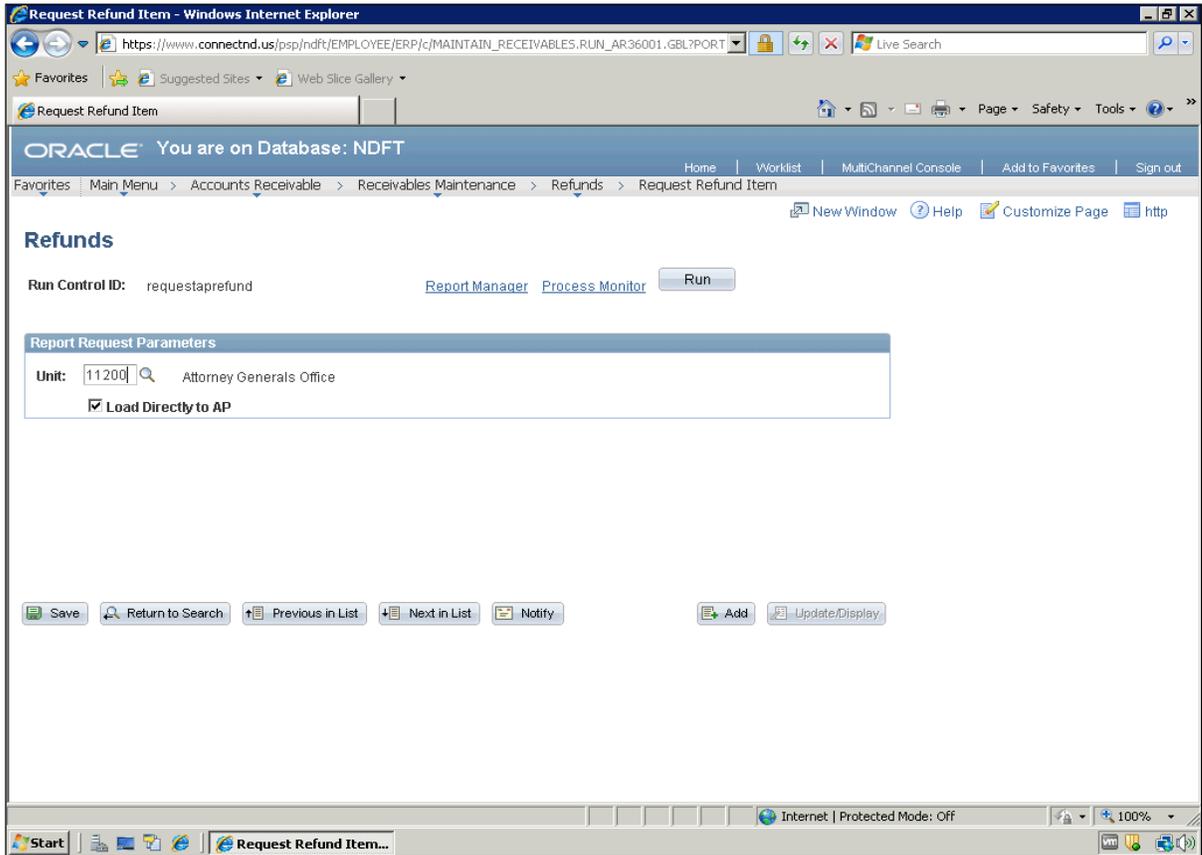
Step	Action
5.	<p>After navigating to a report, the user will be asked to enter a Run Control ID:</p> <p>The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID.</p> <p>The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.</p>



Step	Action
6.	<p>Click the Search button.</p> 
7.	<p>Click the requestaprefund link.</p> 



Training Guide



Step	Action
8.	Click the Run button. 

Training Guide



Process Scheduler Request

User ID: LDSHANNON@ND.GOV Run Control ID: requestaprefund

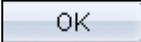
Server Name: [Dropdown] Run Date: 08/31/2011

Recurrence: [Dropdown] Run Time: 11:16:17AM [Reset to Current Date/Time](#)

Time Zone: [Dropdown]

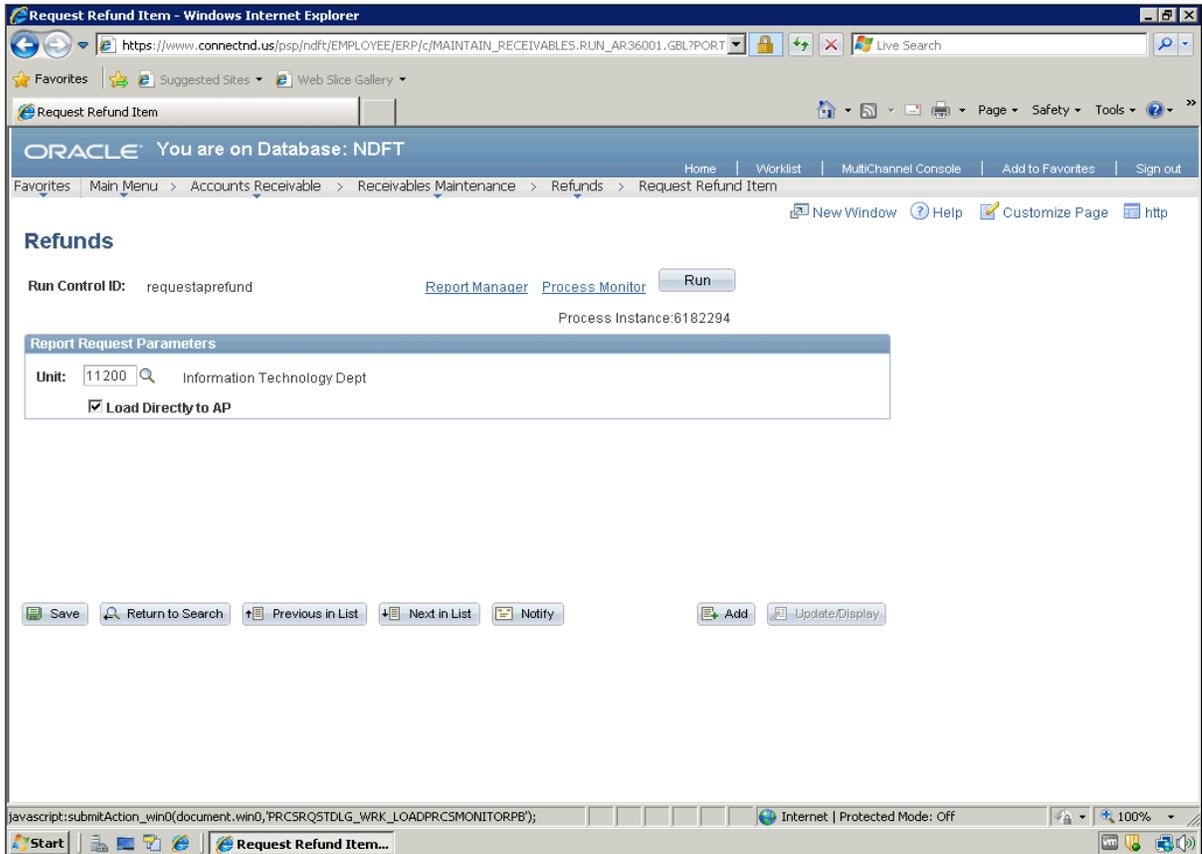
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AR_REFUND	AR_REFUND	Application Engine	Web	TXT	Distribution

OK Cancel

Step	Action
9.	Click the OK button. 



Training Guide



Step	Action
10.	Click the Process Monitor link. Process Monitor

Training Guide



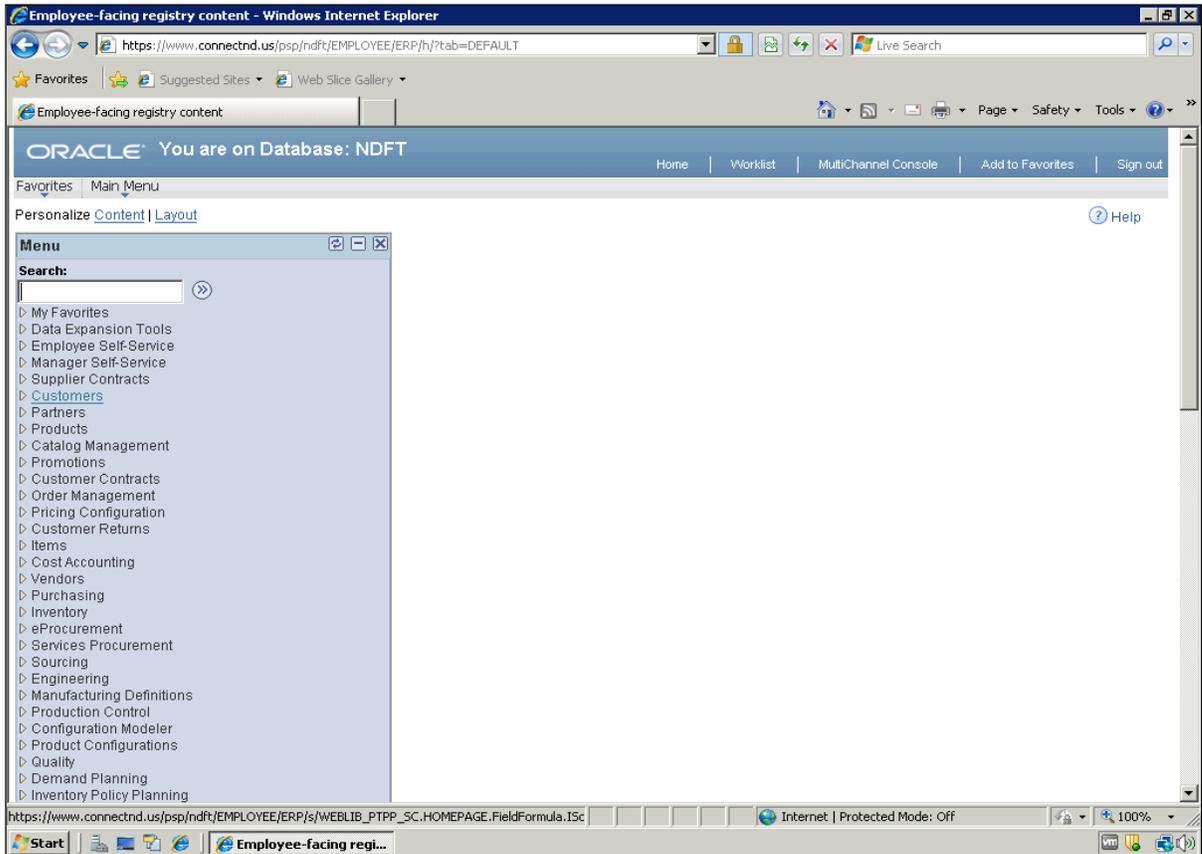
The screenshot shows the Oracle ERP interface for 'Request Refund Item'. The top navigation bar includes 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is: 'Main Menu > Accounts Receivable > Receivables Maintenance > Refunds > Request Refund Item'. The 'View Process Request For' section has search filters for User ID (LD SHANNON@ND.GOV), Type, Last, 60 Days, and a Refresh button. Below this is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6182294		Application Engine	AR_REFUND	LD SHANNON@ND.GOV	08/31/2011 11:16:17AM CDT	Queued	N/A	Details
<input type="checkbox"/>	6182286		PSJob	ARUPDATE	LD SHANNON@ND.GOV	08/31/2011 11:10:24AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182285		SQR Report	AR30003	LD SHANNON@ND.GOV	08/31/2011 10:58:58AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182284		SQR Report	AR30004	LD SHANNON@ND.GOV	08/31/2011 10:57:52AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182275		PSJob	ARUPDATE	LD SHANNON@ND.GOV	08/31/2011 10:55:16AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182274		SQR Report	AR30003	LD SHANNON@ND.GOV	08/31/2011 10:46:02AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182267		PSJob	ARUPDATE	LD SHANNON@ND.GOV	08/31/2011 10:43:17AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182261		SQR Report	AR30003	LD SHANNON@ND.GOV	08/31/2011 10:01:22AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182260		SQR Report	AR30003	LD SHANNON@ND.GOV	08/31/2011 9:41:24AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182217		SQR Report	AR30003	LD SHANNON@ND.GOV	08/26/2011 9:24:33AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182210		PSJob	ARUPDATE	LD SHANNON@ND.GOV	08/26/2011 9:22:45AM CDT	Success	Posted	Details
<input type="checkbox"/>	6182207		SQR Report	AR30003	LD SHANNON@ND.GOV	08/26/2011 9:14:52AM CDT	Success	Posted	Details

Step	Action
11.	Click the Refresh button. 
12.	Click Refresh periodically to update the Run Status. Once the Status is <u>Success</u> and the Distribution Status is <u>Posted</u> , the process is complete. Note: There is a report to view; however, it only displays the process description.
13.	Click the Home link. 
14.	After the refund process is complete, the last step is to remove the Vendor Information from the Customer.

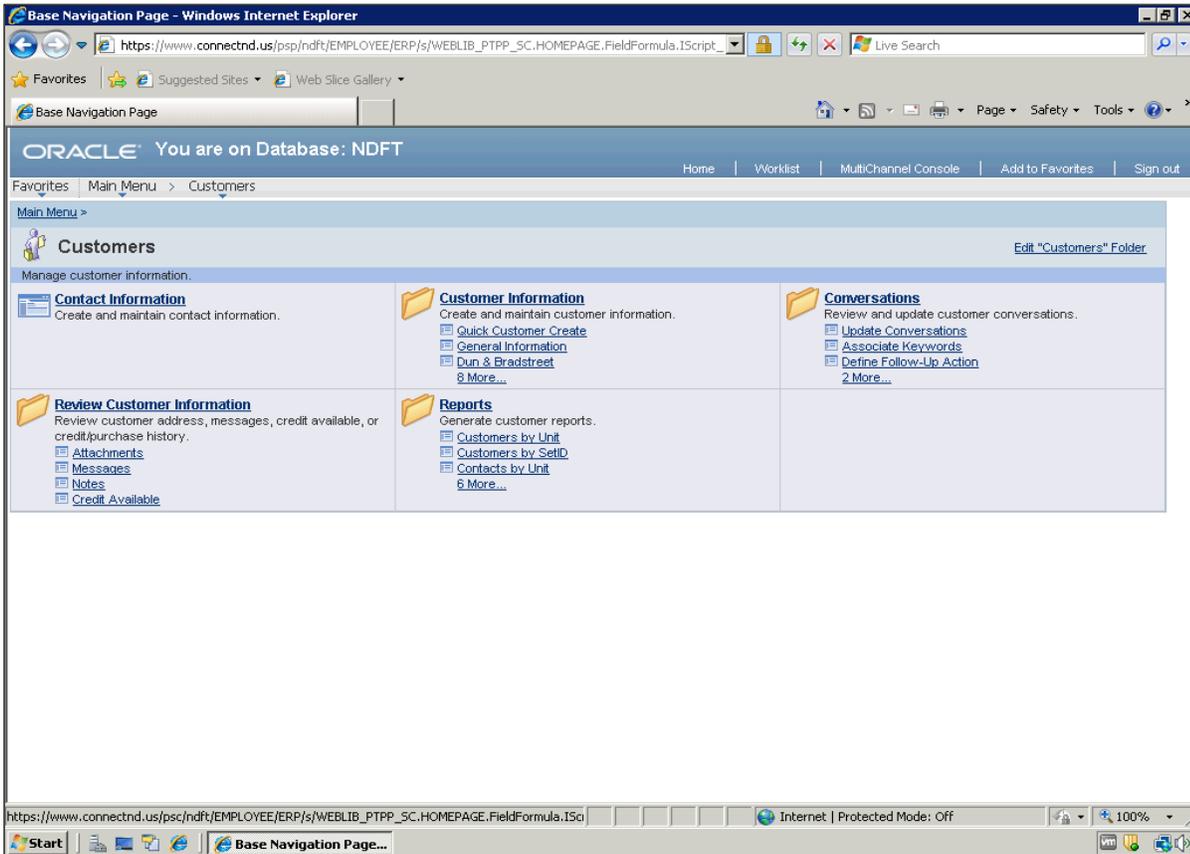


Training Guide



Step	Action
15.	Click the Customers link. 

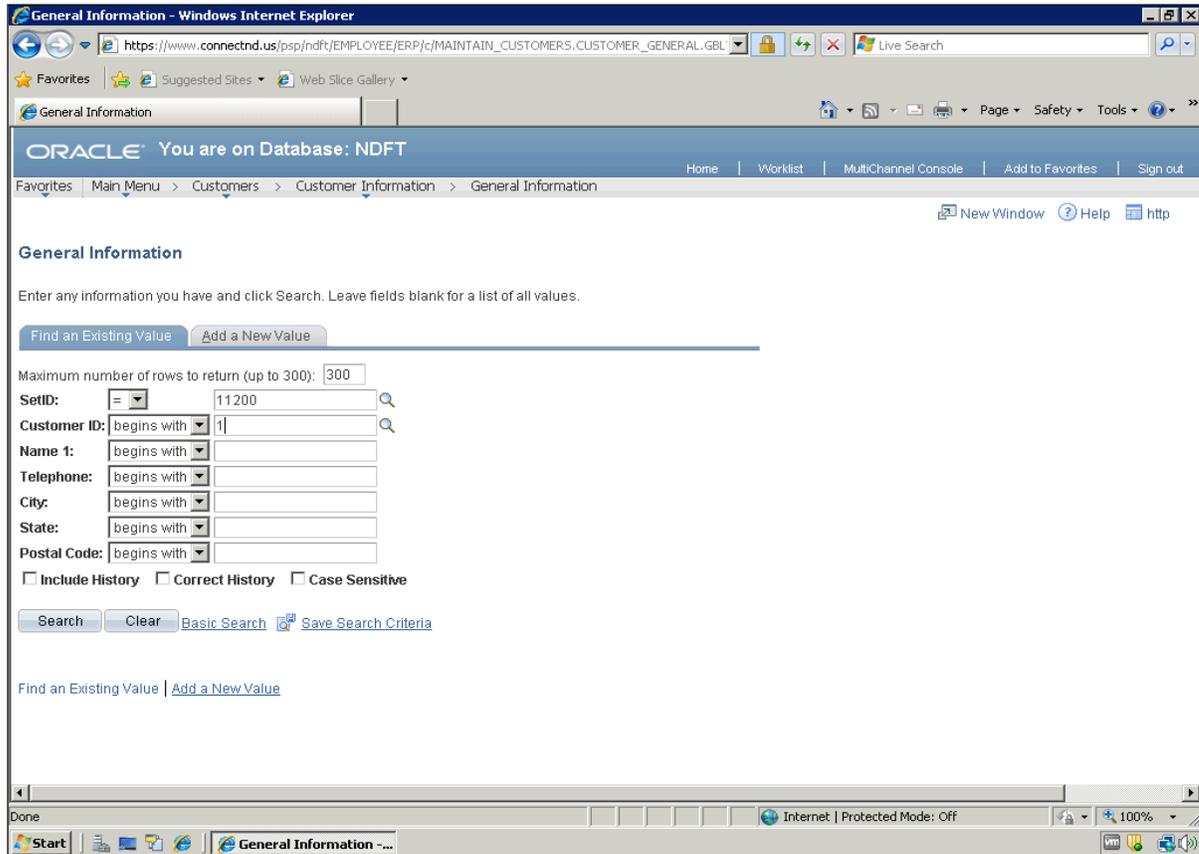
Training Guide

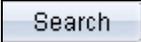


Step	Action
16.	Click the Customer Information link. Customer Information
17.	Click the General Information link. General Information

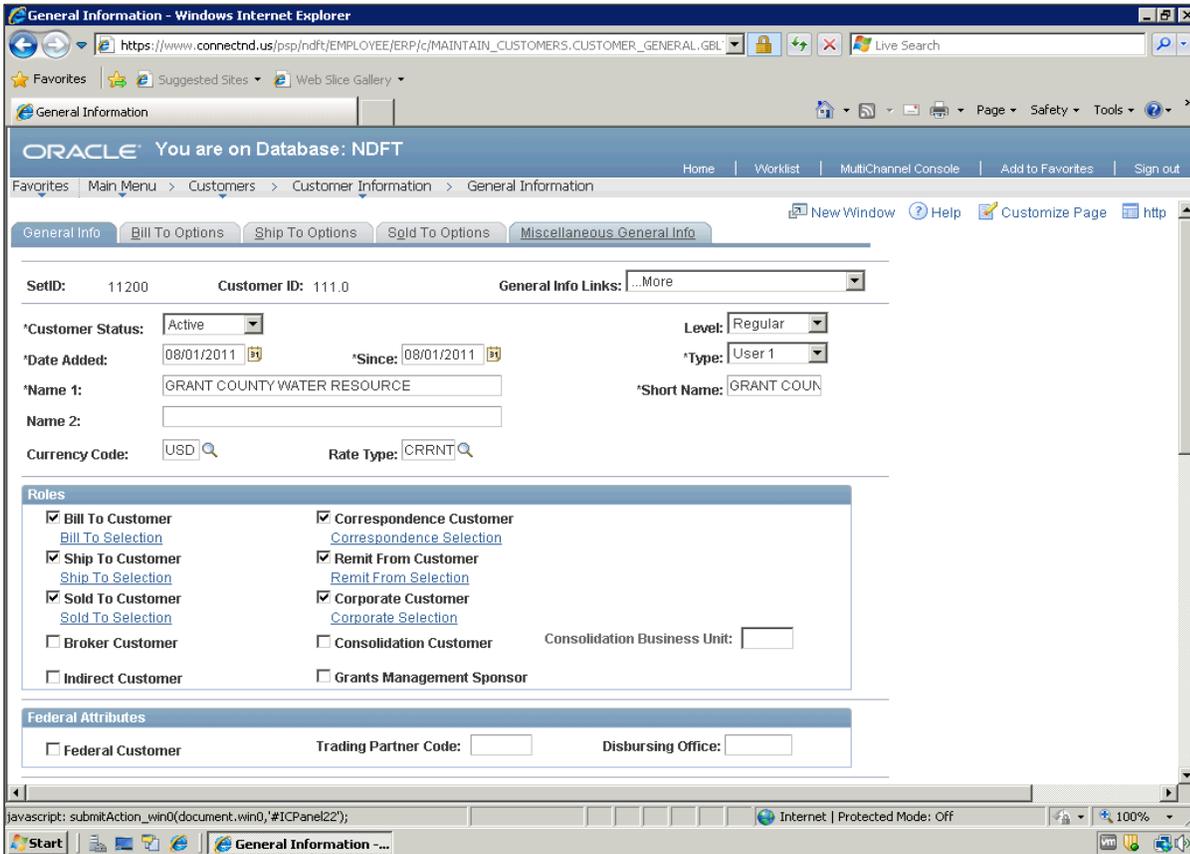


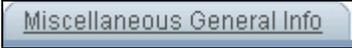
Training Guide

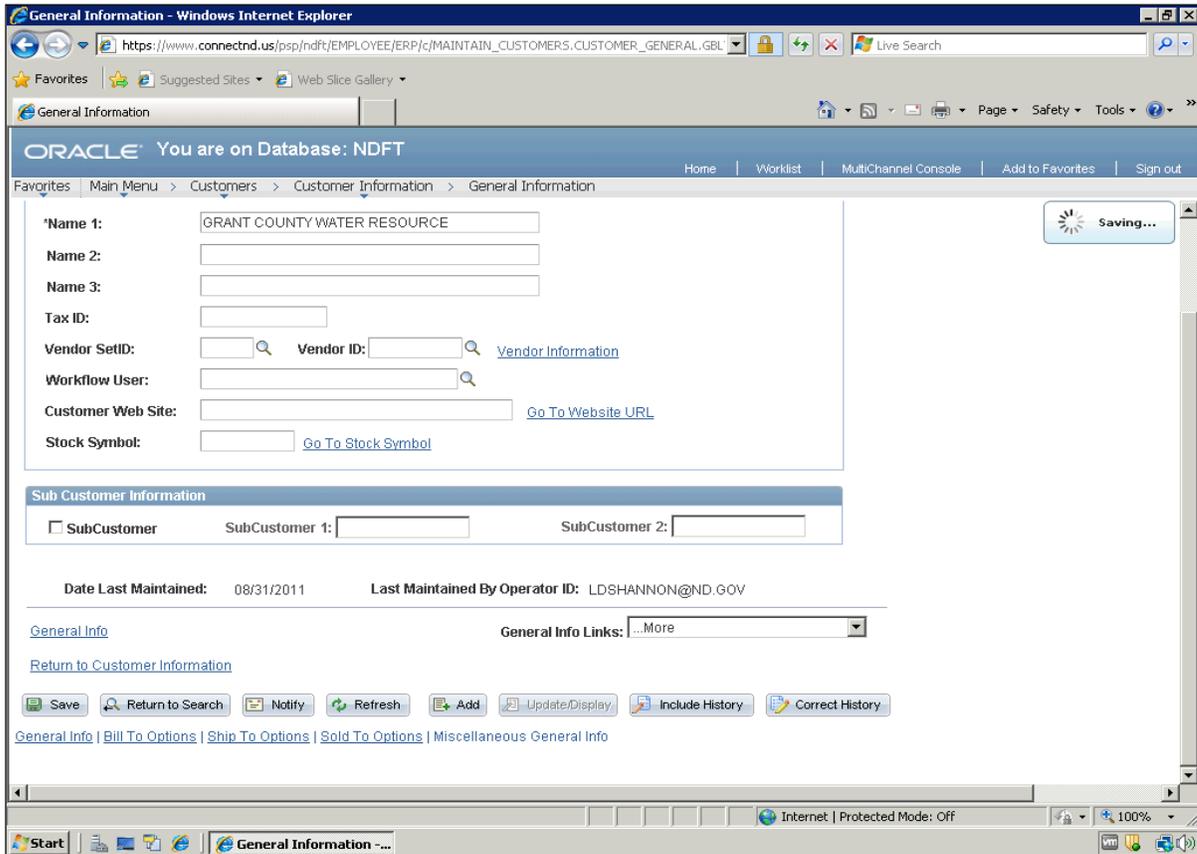


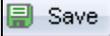
Step	Action
18.	Enter the desired information into the Customer ID field. Enter " 111.0 ".
19.	Click the Search button. 

Training Guide

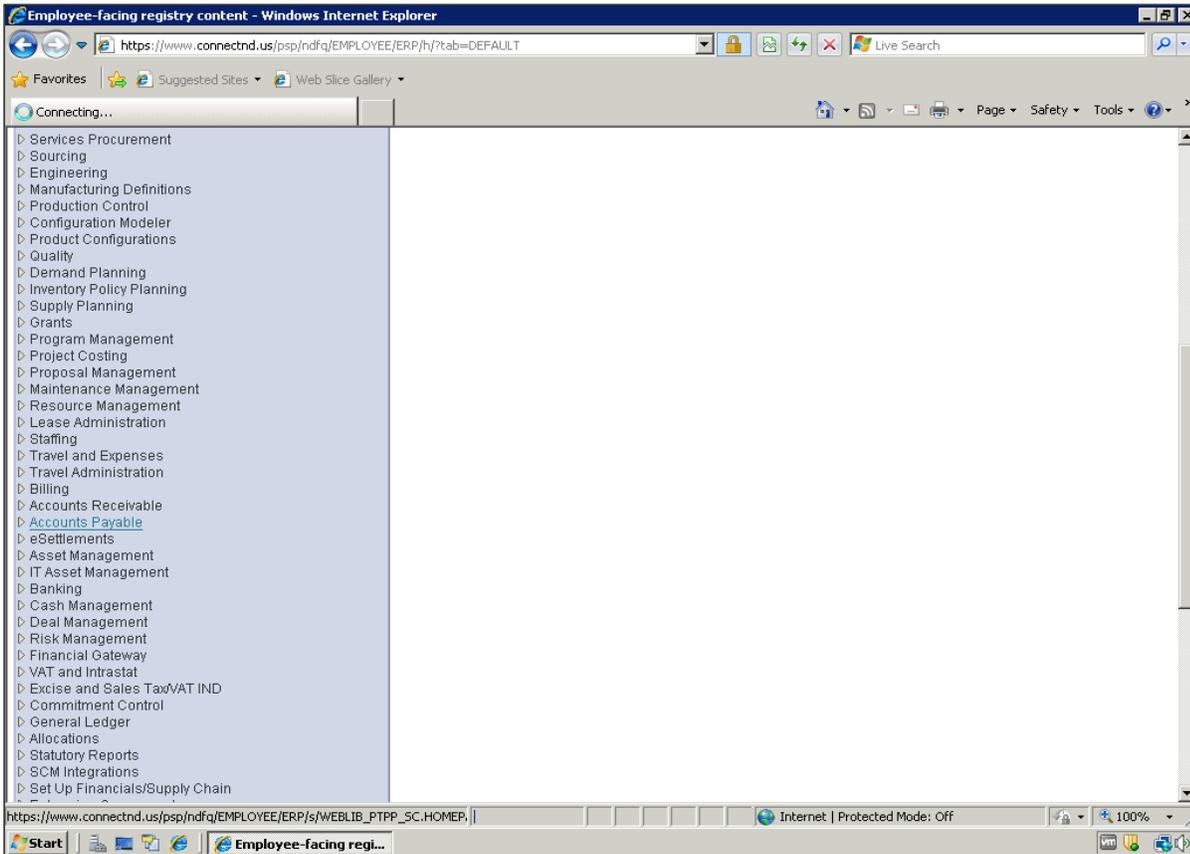


Step	Action
20.	Click the Miscellaneous General Info tab. 
21.	Vendor SetID and Vendor ID must be <u>deleted</u> after the Refund Request has been processed.



Step	Action
22.	Click the Save button. 
23.	At this point, the refund has created an AP voucher and must be accessed through the Accounts Payable Module. Navigation precedes this Explanation Frame, but access may be limited to user roles/security. Note: After the AR refund processes are run, the nightly process posts the transactions to AP.

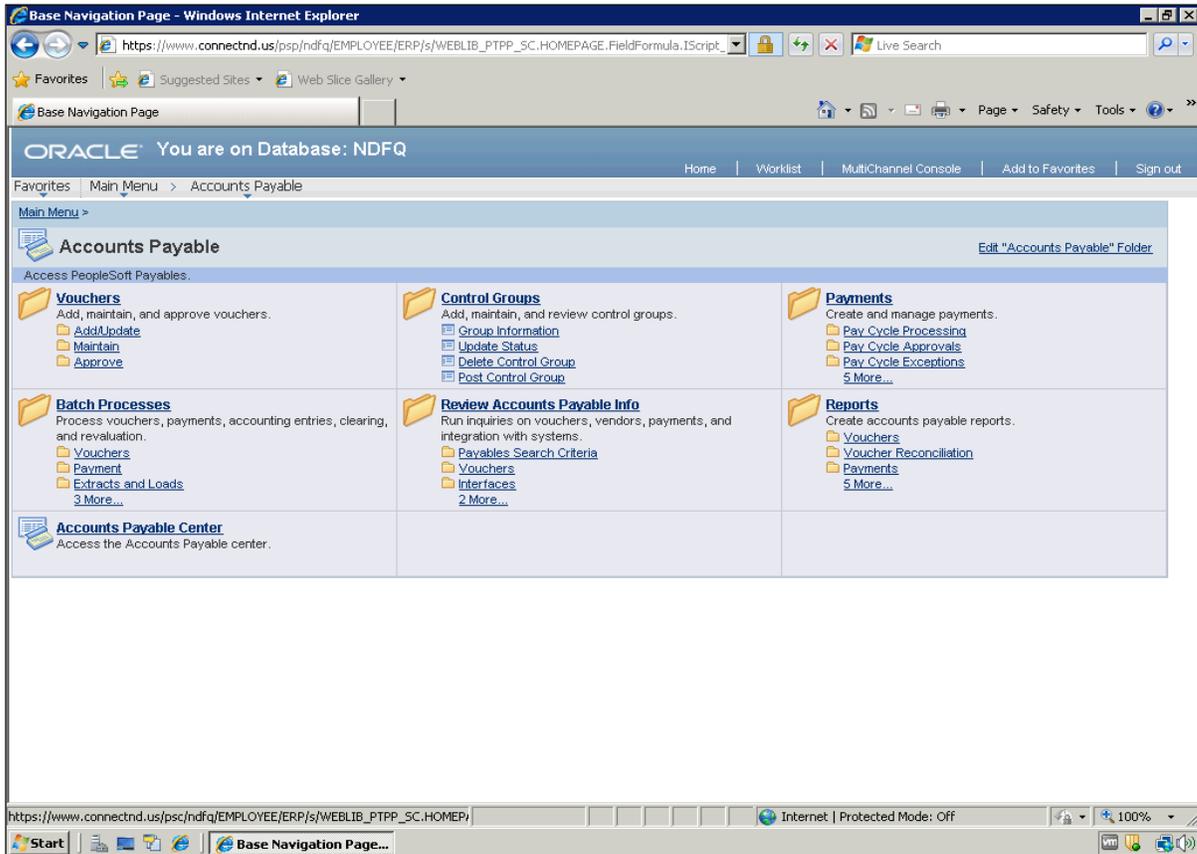
Training Guide



Step	Action
24.	Click the Accounts Payable link. 

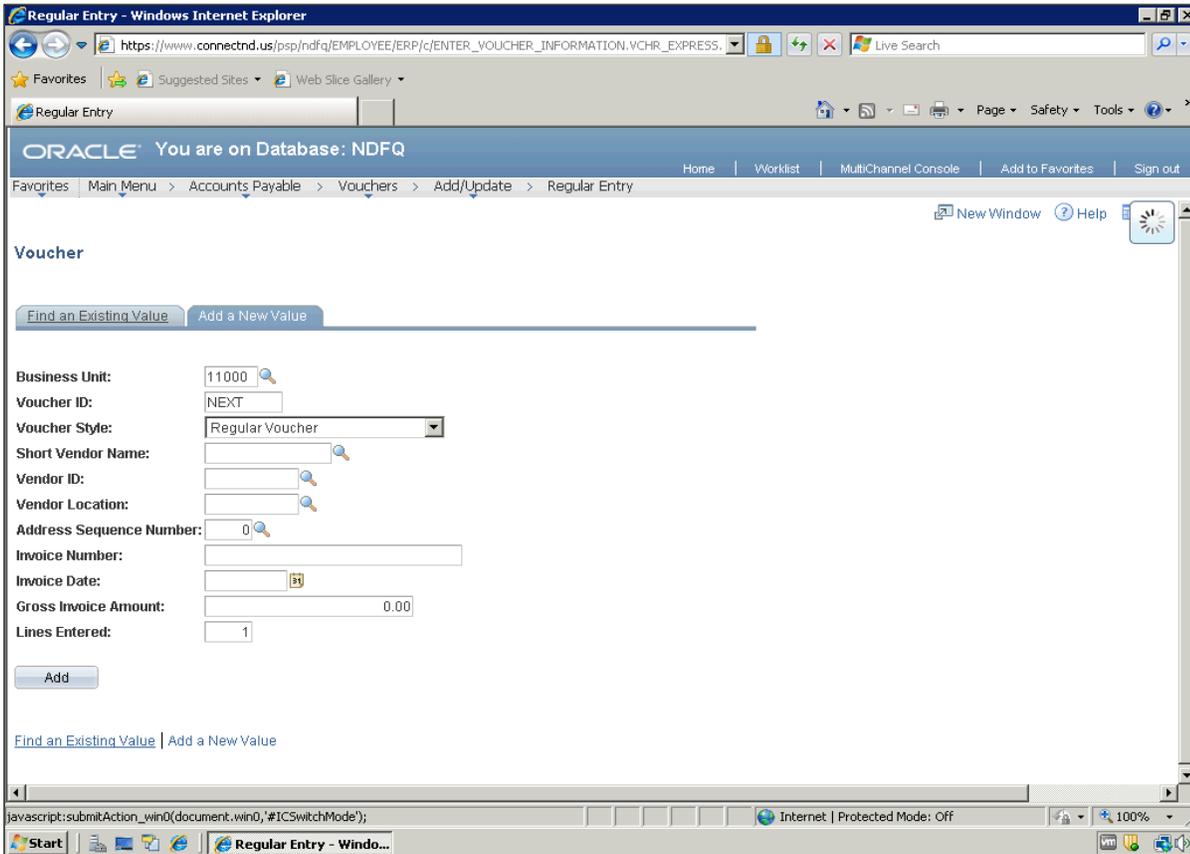


Training Guide



Step	Action
25.	Click the Vouchers link. Vouchers
26.	Click the Add/Update link. Add/Update
27.	Click the Regular Entry link. Regular Entry

Training Guide

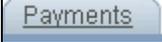


Step	Action
28.	Click the Find an Existing Value tab. 
29.	Enter Vendor ID and click Search. Note: Voucher cannot be accessed by Recycle Entry Status.
30.	Enter the desired information into the Vendor ID field. Enter " 0000004733 ".
31.	Click the Search button. 
32.	Enter Speedchart or Distribution Line coding.



Training Guide

The screenshot shows the Oracle Financials Regular Entry interface. The browser address bar indicates the URL: https://www.connectnd.us/psp/ndfq/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_EXPRESS. The Oracle logo and 'You are on Database: NDFQ' are visible at the top. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Payments' tab is selected. Key fields include: Business Unit: 11200, Invoice Number: TC082011.111.0, Invoice Date: 09/02/2011, and Vendor: 0000004733. The vendor name is WATER DIST-016. The total amount is 100.00. The 'Invoice Lines' section shows one line with an amount of 100.00. The 'Distribution Lines' section is also visible at the bottom.

Step	Action
33.	Click the Payments tab. 
34.	Payment Method can be ACH or System Check. Note: ACH banking information must be set up with Vendor Registry prior to payment posting otherwise the payment will be rejected from the Bank of North Dakota.
35.	Save voucher after Distribution Lines and Payment Method are complete.
36.	This topic showed how to run the Refund Request Process. End of Procedure.



ST Lesson 5.8 - Receivables Analysis

Receivables Analysis

There are various reporting methods to analyze receivables at the business unit level. Some data is displayed at the aggregate level and can also be imported into an Excel Spreadsheet.

ST 5.8.1 - Unit Activities

Unit Activities

Navigation: [Accounts Receivable > Receivables Analysis > Review Receivables Information > Unit Activities](#)

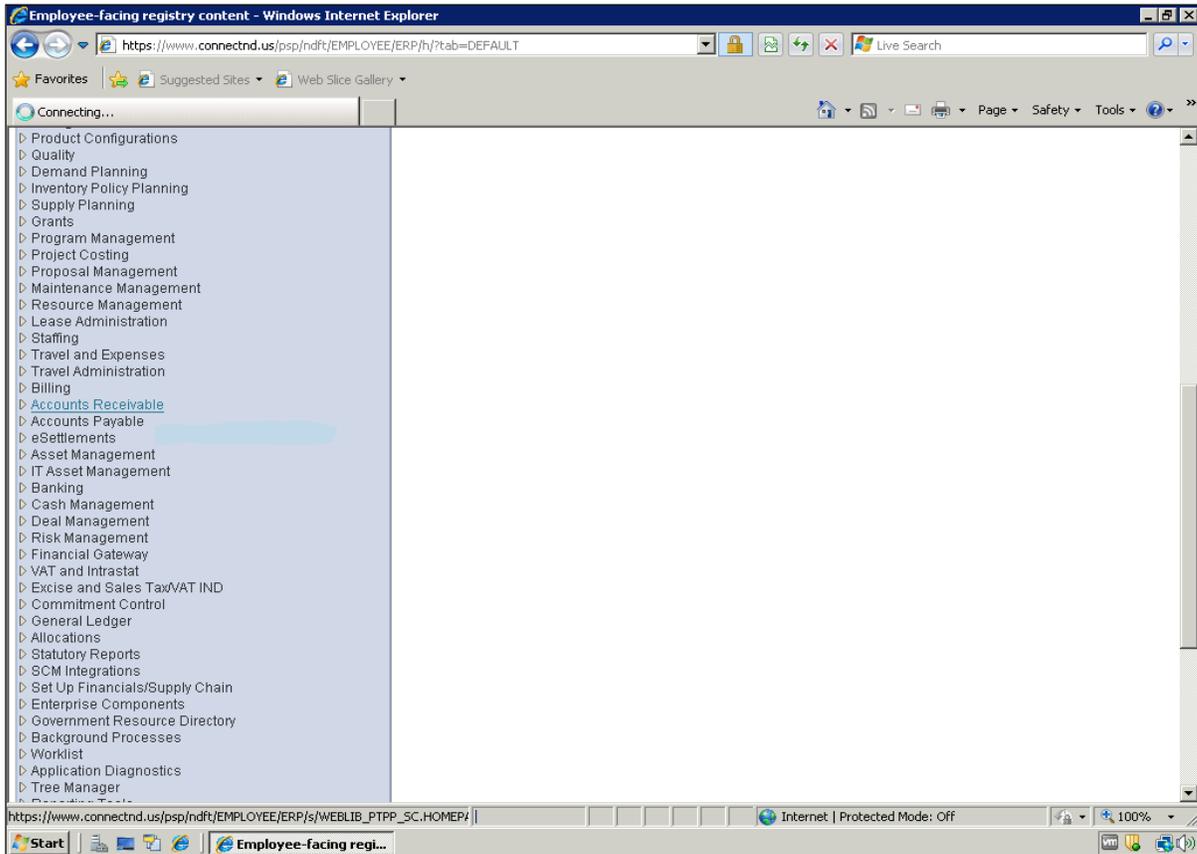
Each unit activity is divided into different categories of related system functions that perform calculations.

Procedure

This topic shows how to search Unit Activities.

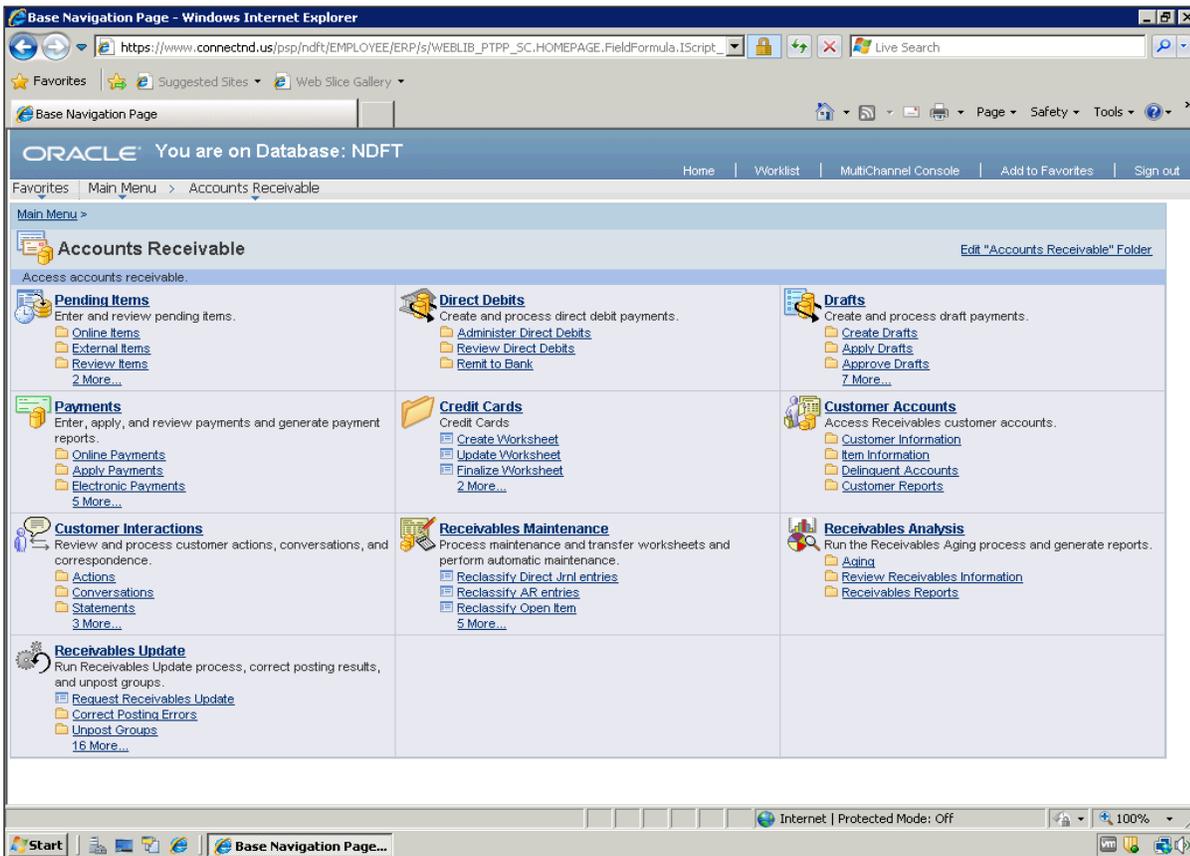


Training Guide

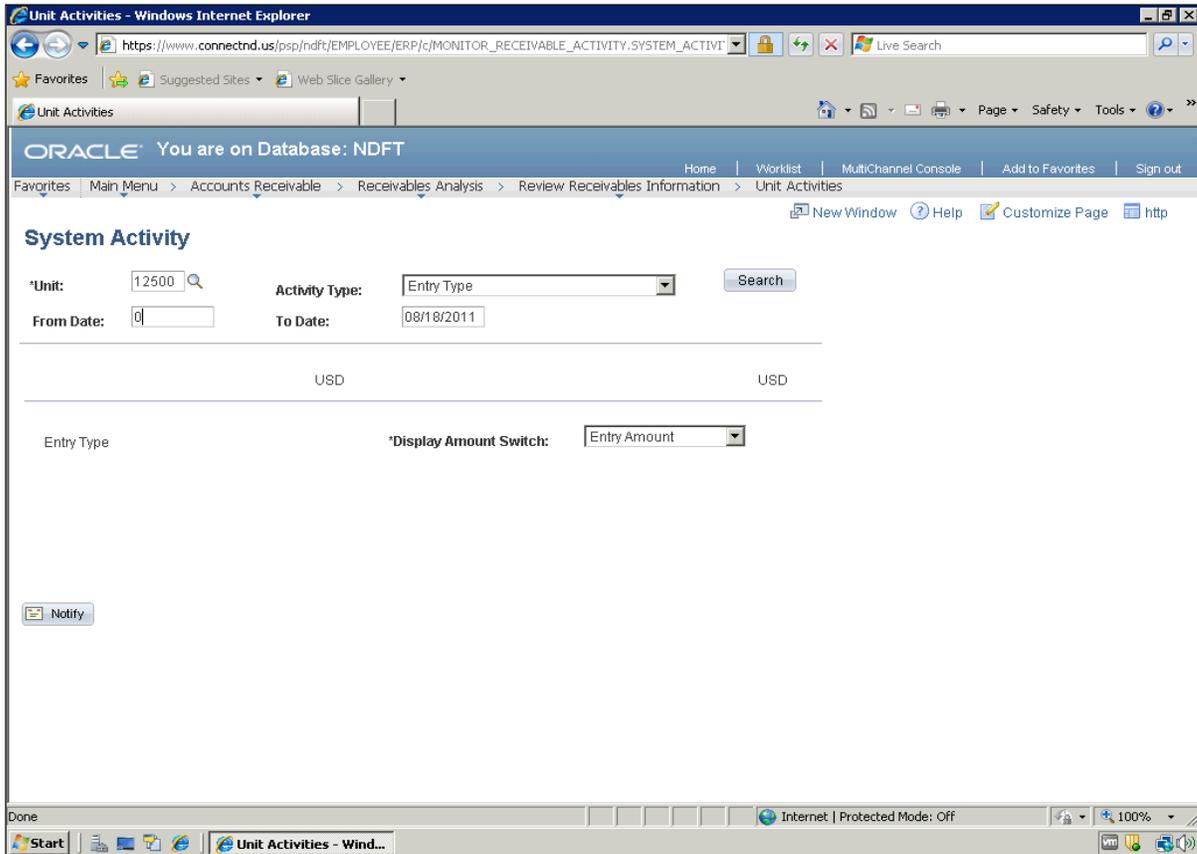


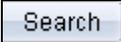
Step	Action
1.	Click the Accounts Receivable link. 

Training Guide



Step	Action
2.	Click the Receivables Analysis link. Receivables Analysis
3.	Click the Review Receivables Information link. Review Receivables Information
4.	Click the Unit Activities link. Unit Activities



Step	Action
5.	Enter the desired information into the From Date field. Enter " 01/01/2011 ".
6.	Click the Search button. 
7.	Click the View All link. 
8.	The Unit Activities page displays an analysis of accounting transactions within the business unit for a specific point-in-time.
9.	This topic showed how to display Unit Activities. End of Procedure.

Training Guide



ST Lesson 5.9 - Accounts Receivable Inquiry

Accounts Receivable Inquiry

There are several navigations to monitor accounts receivable activity in PeopleSoft. These inquiries will better enable an agency to monitor balances/payments and various summaries of other activity at the business unit/customer level.

ST 5.9.1 - Viewing All Deposits

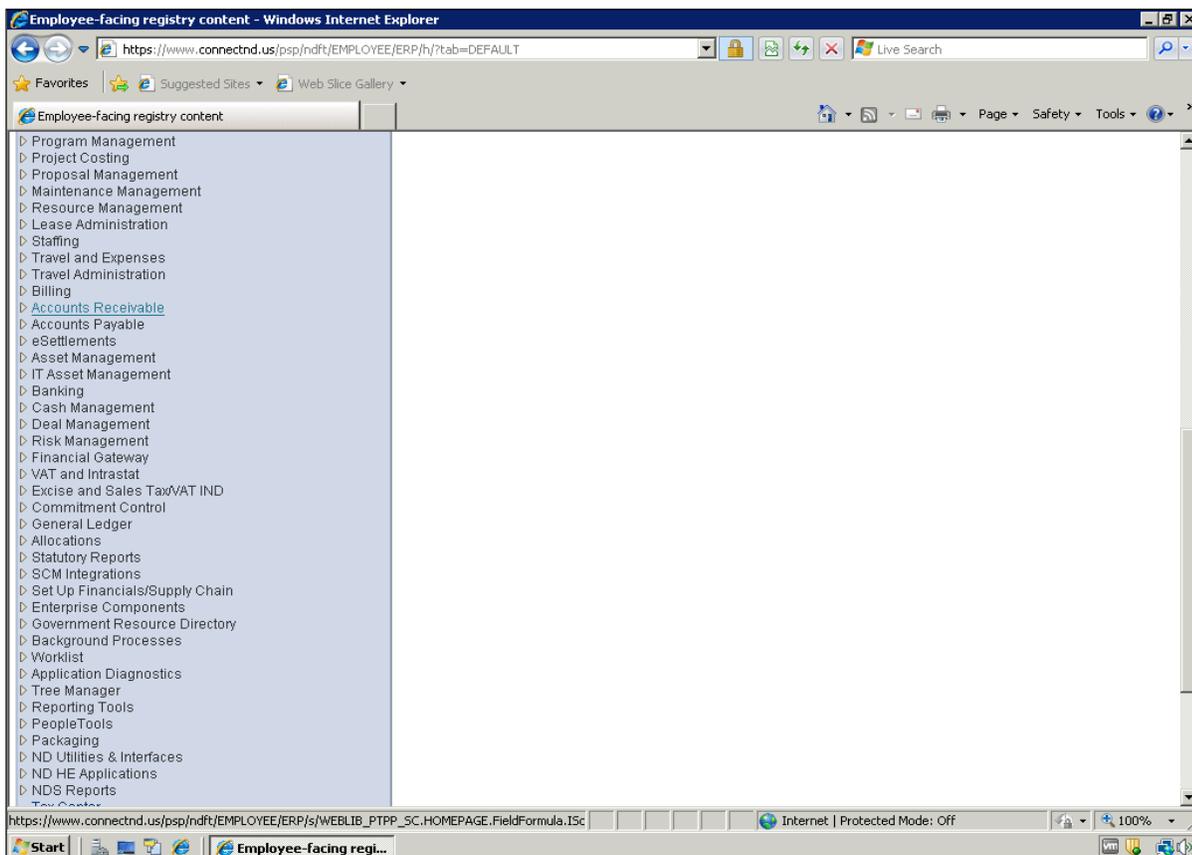
Viewing All Deposits

Navigation: [Accounts Receivable > Payments > All Deposits](#)

PeopleSoft enables you to view the deposit status for a single deposit either to find problems associated with a single deposit or to locate errors in posting. You can also view the deposit status to balance and review the efficiency of payment processing.

Procedure

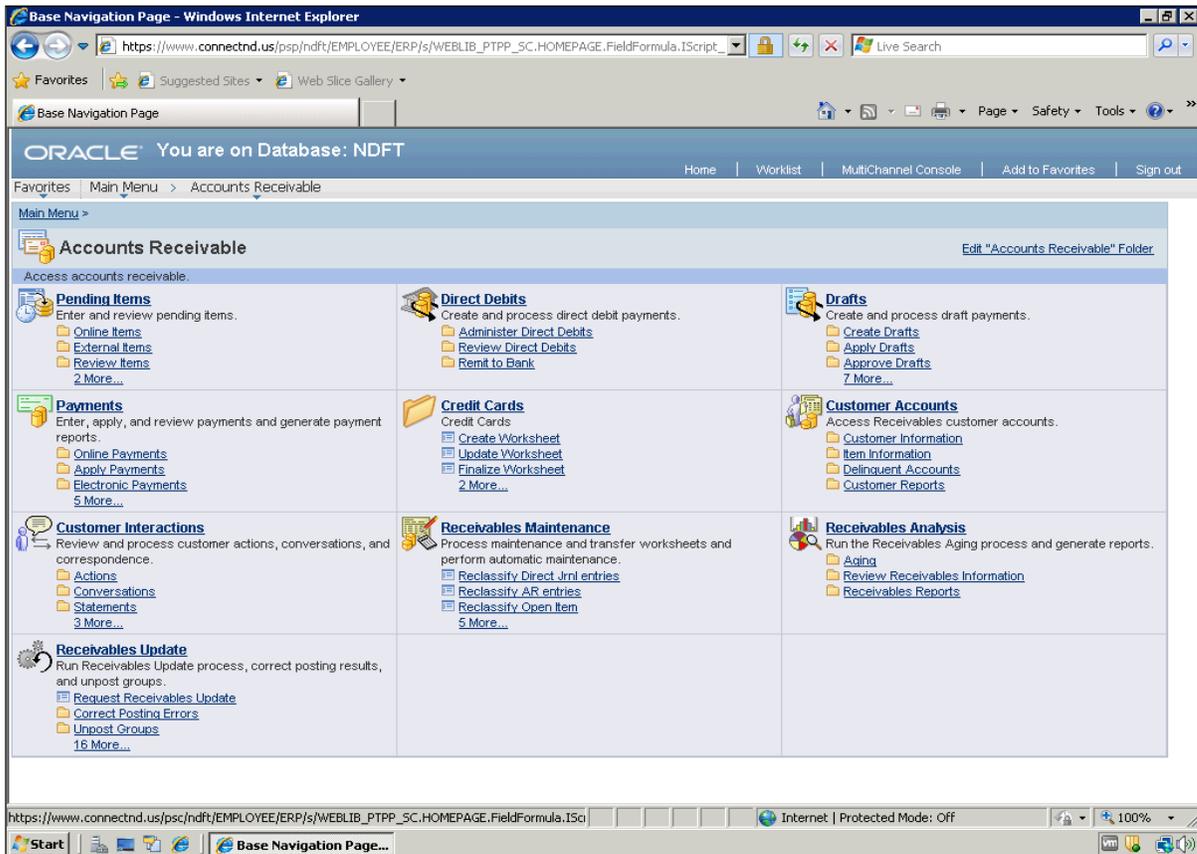
This topic shows how to View All Deposit activity.





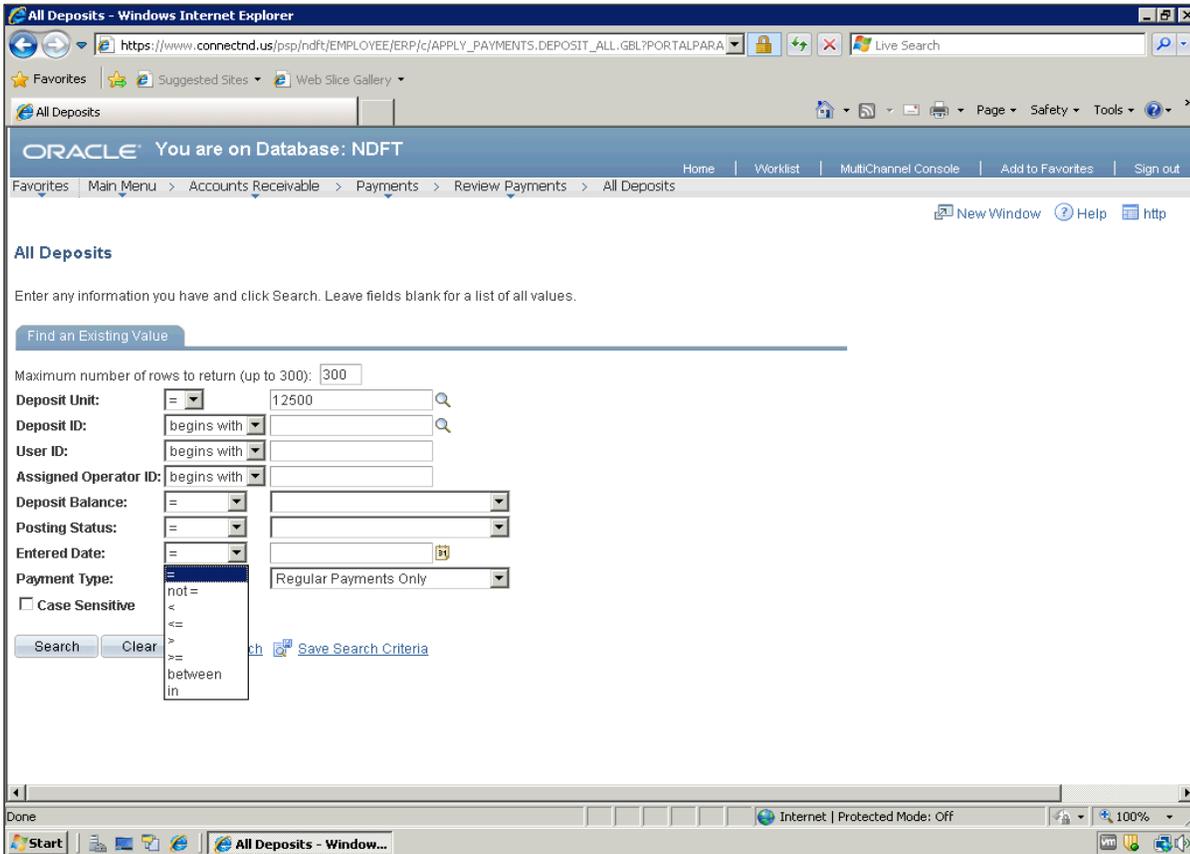
Training Guide

Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable



Step	Action
2.	Click the Payments link. Payments
3.	Click the Review Payments link. Review Payments
4.	Click the All Deposits link. All Deposits
5.	If you do not know the Deposit ID you are inquiring on, there are several search criteria available, such as: User ID, Posting Status, Entered Date, or Payment Type.

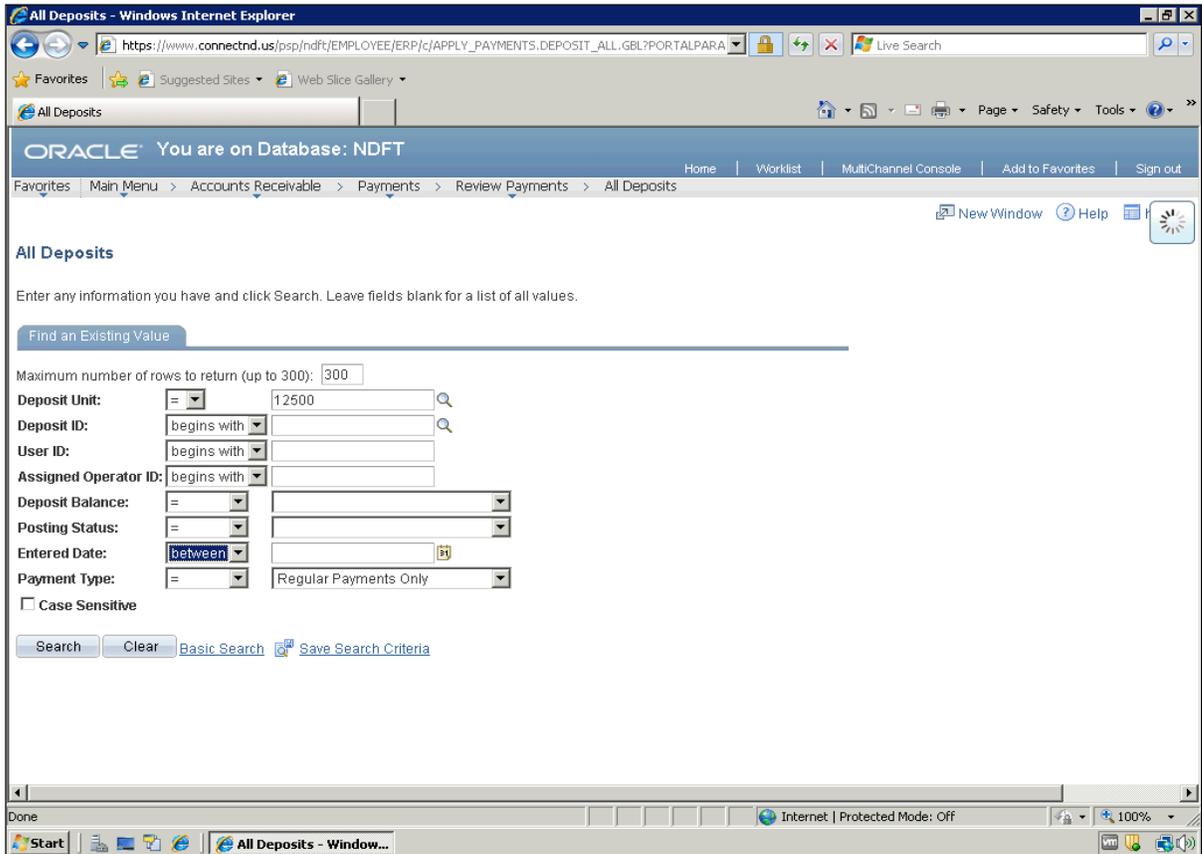
Training Guide



Step	Action
6.	Click the Entered Date list. 

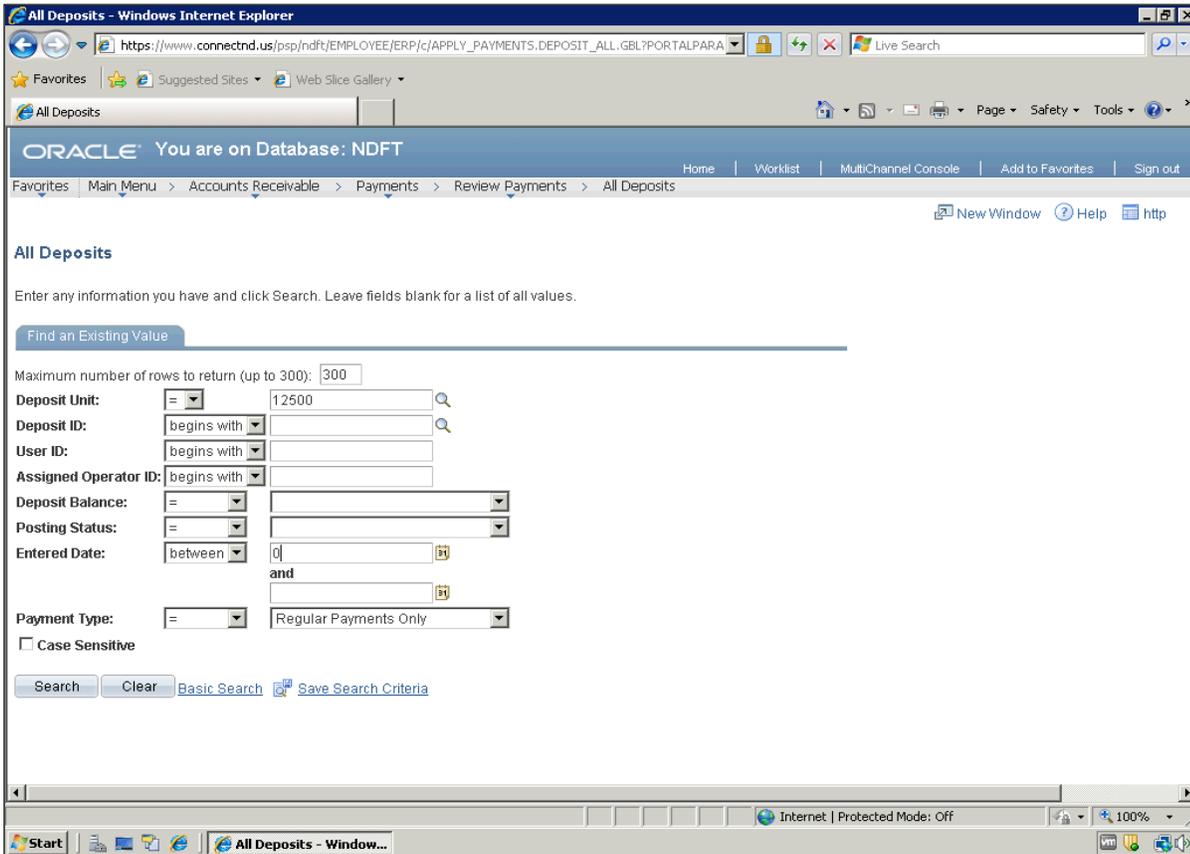


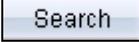
Training Guide



Step	Action
7.	Click the between list item. 

Training Guide



Step	Action
8.	Enter the desired information into the Entered Date field. Enter " 05/01/2011 ".
9.	Enter the desired information into the and field. Enter " 08/18/2011 ".
10.	Click the Search button. 
11.	Click the 1391 link. 
12.	Deposit information is displayed such as Accounting Date, Deposit ID, Control Total Amount, Posted Total Amount and Deposit Status.
13.	This topic showed how to View all Deposit activity. End of Procedure.



ST 5.9.2 - Viewing Incomplete Deposits

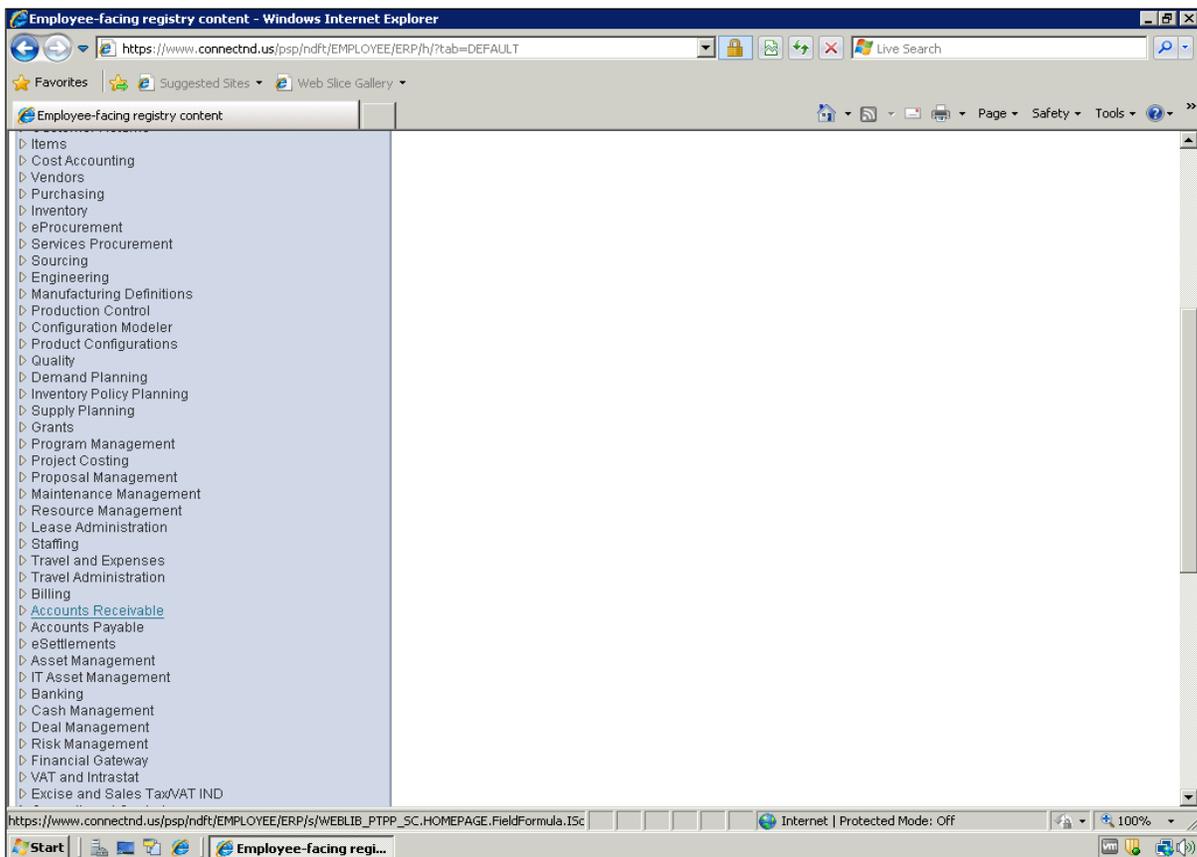
Viewing Incomplete Deposits

Navigation: [Accounts Receivable](#) > [Payments](#) > [Review Payments](#) > [Incomplete Deposits](#)

PeopleSoft enables you to view incomplete deposits and review the in-process payment amounts. You can also view a list of incomplete deposits or summarize the out-of-balance deposits.

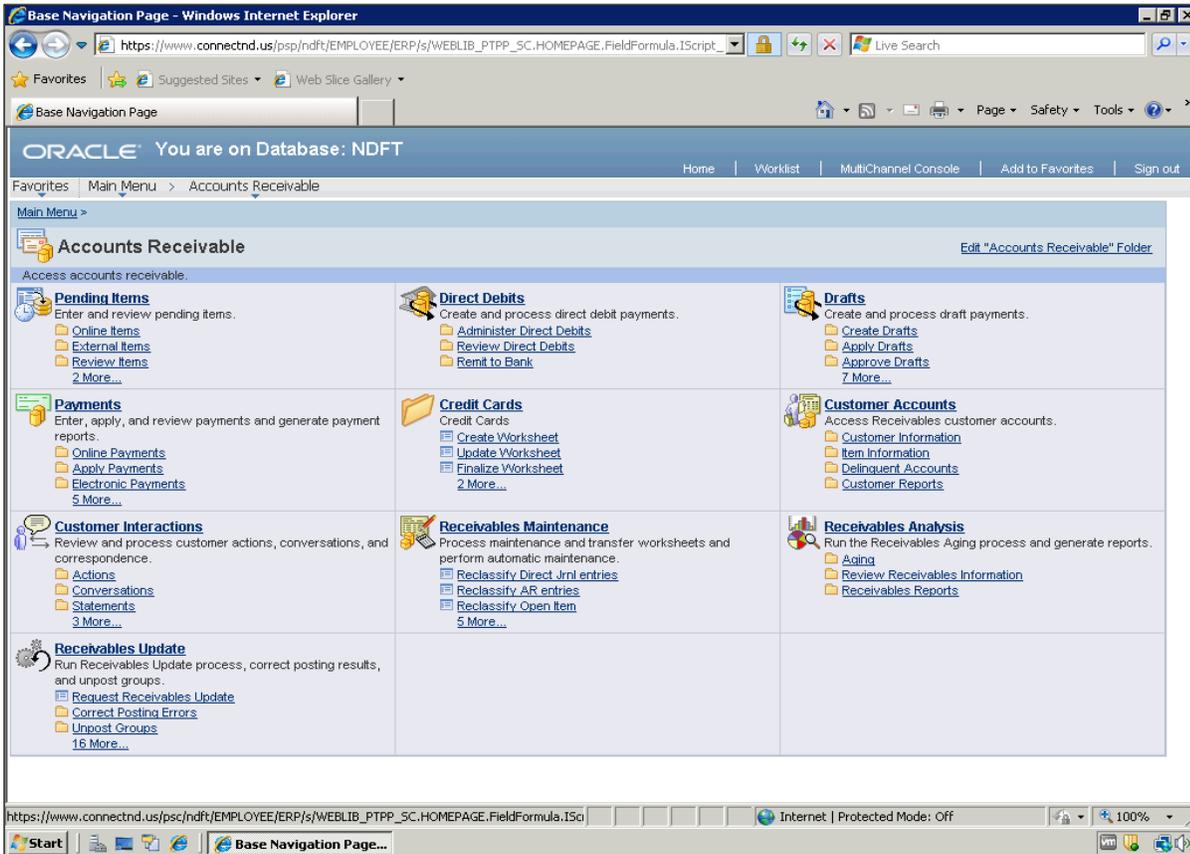
Procedure

This topic shows how to View Incomplete Deposits.



Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable

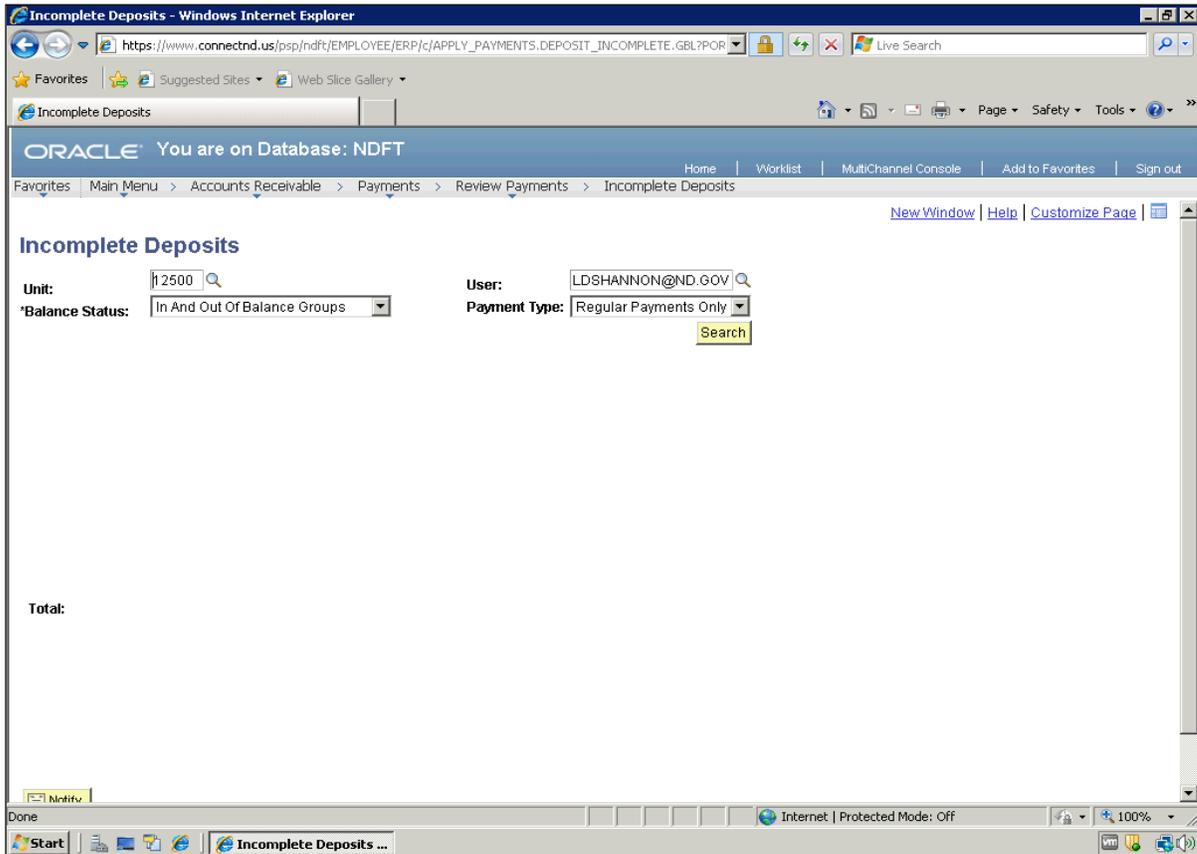
Training Guide



Step	Action
2.	Click the Payments link. Payments
3.	Click the Review Payments link. Review Payments
4.	Click the Incomplete Deposits link. Incomplete Deposits



Training Guide



Step	Action
5.	Click the Search button. 
6.	Click the 1393 link. 
7.	The Incomplete Deposit Page displays the difference in deposit amount. If known, the error can be fixed by accessing the Payments tab and correcting the appropriate sequence line, or the deposit should be deleted and re-entered.
8.	This topic showed how to View Incomplete Deposits. End of Procedure.

Training Guide



ST 5.9.3 - Viewing Incomplete Payments

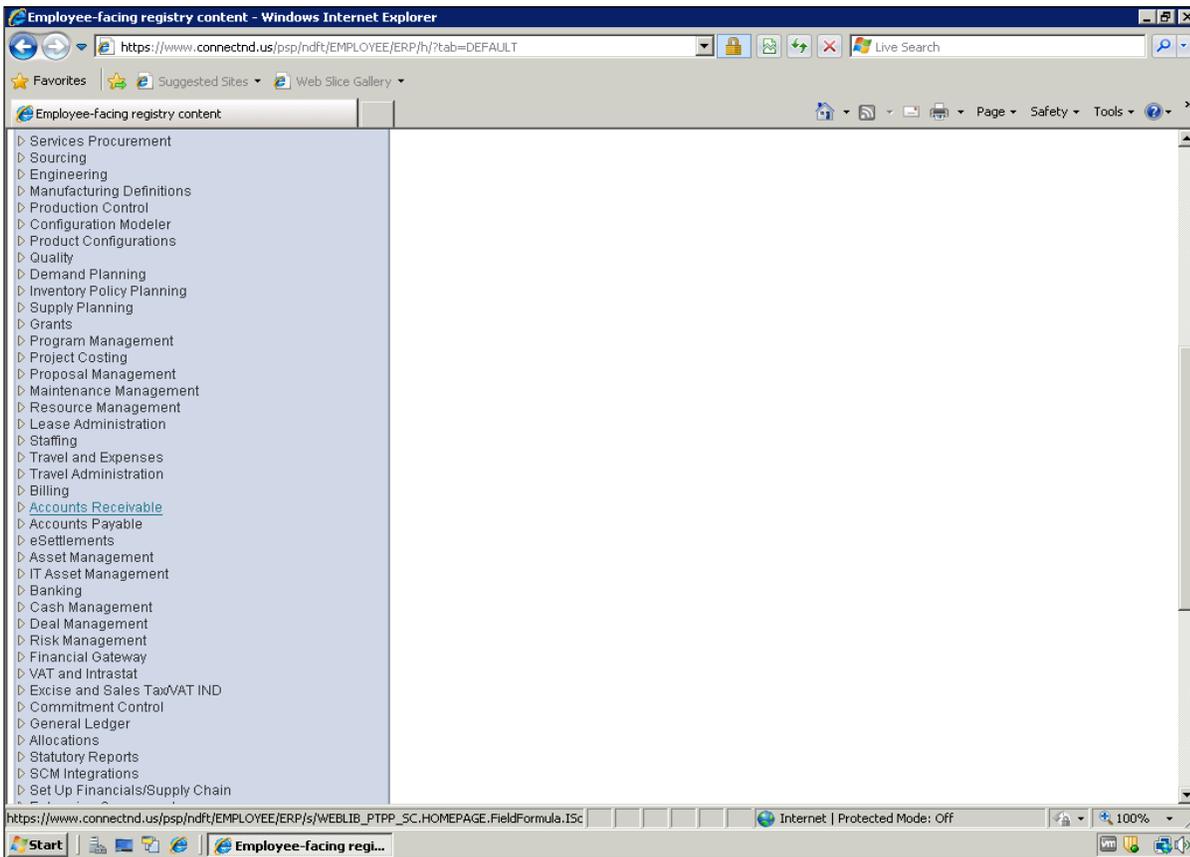
Viewing Incomplete Payments

Navigation: [Accounts Receivable](#) > [Payments](#) > [Review Payments](#) > [Incomplete Payments](#)

PeopleSoft enables you to view incomplete payments, or payments that not have posted. This also includes the payments that failed to post or the payments assigned to Payment Predictor.

Procedure

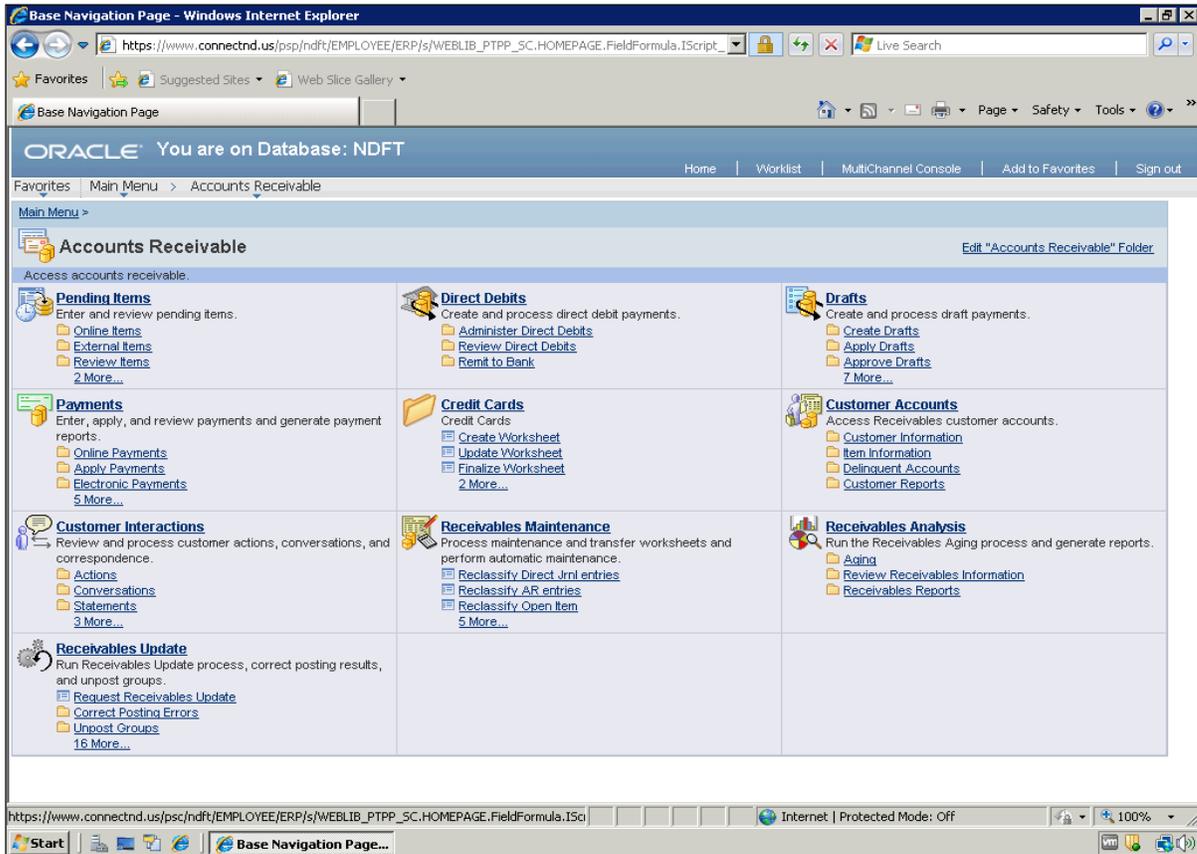
This topic shows how to View Incomplete Payments.



Step	Action
1.	Click the Accounts Receivable link. 

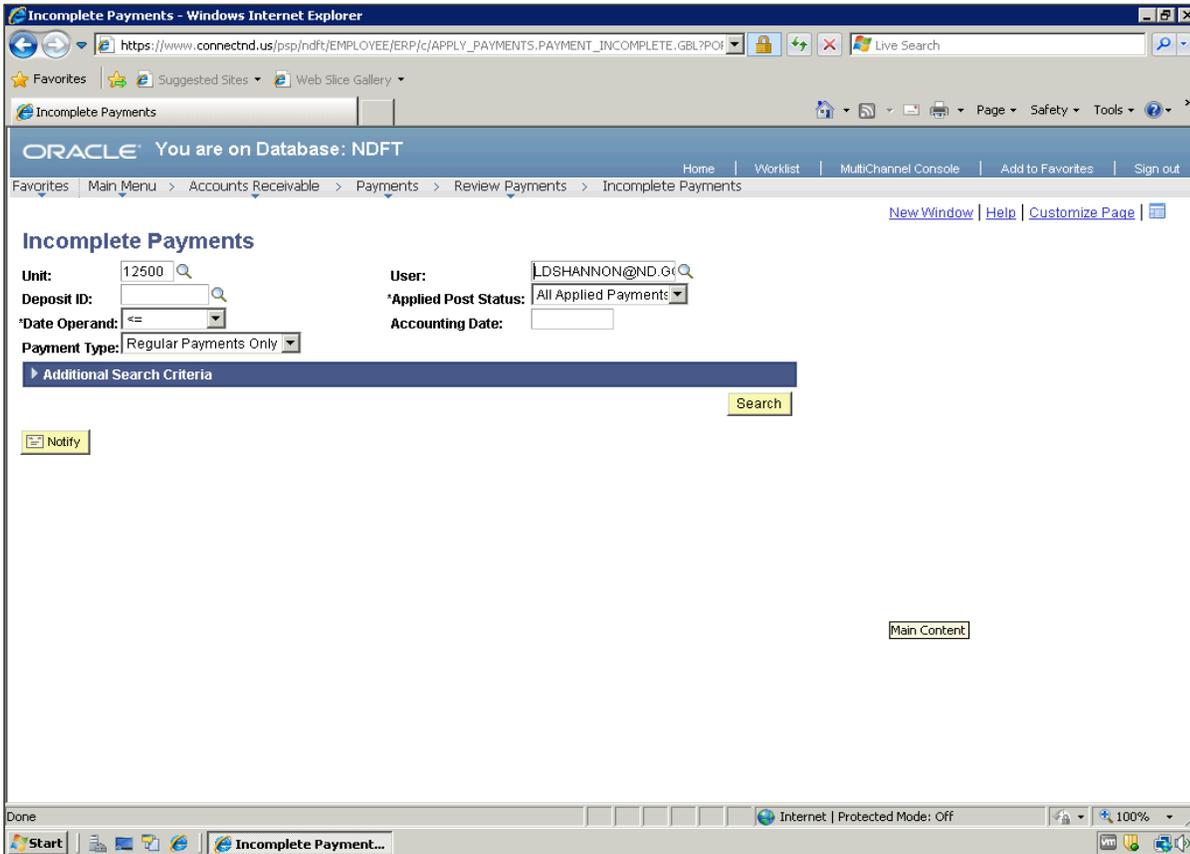


Training Guide



Step	Action
2.	Click the Payments link. Payments
3.	Click the Review Payments link. Review Payments
4.	Click the Incomplete Payments link. Incomplete Payments

Training Guide



Step	Action
5.	Click the Search button. 
6.	Click the CHECK 456 link. 
7.	The All Payments page displays payment information. The Posting Action and Posting Date are blank which indicate the payments have not posted yet.
8.	This topic showed how to View Incomplete Payments. End of Procedure.



ST 5.9.4 - Viewing Payment Groups

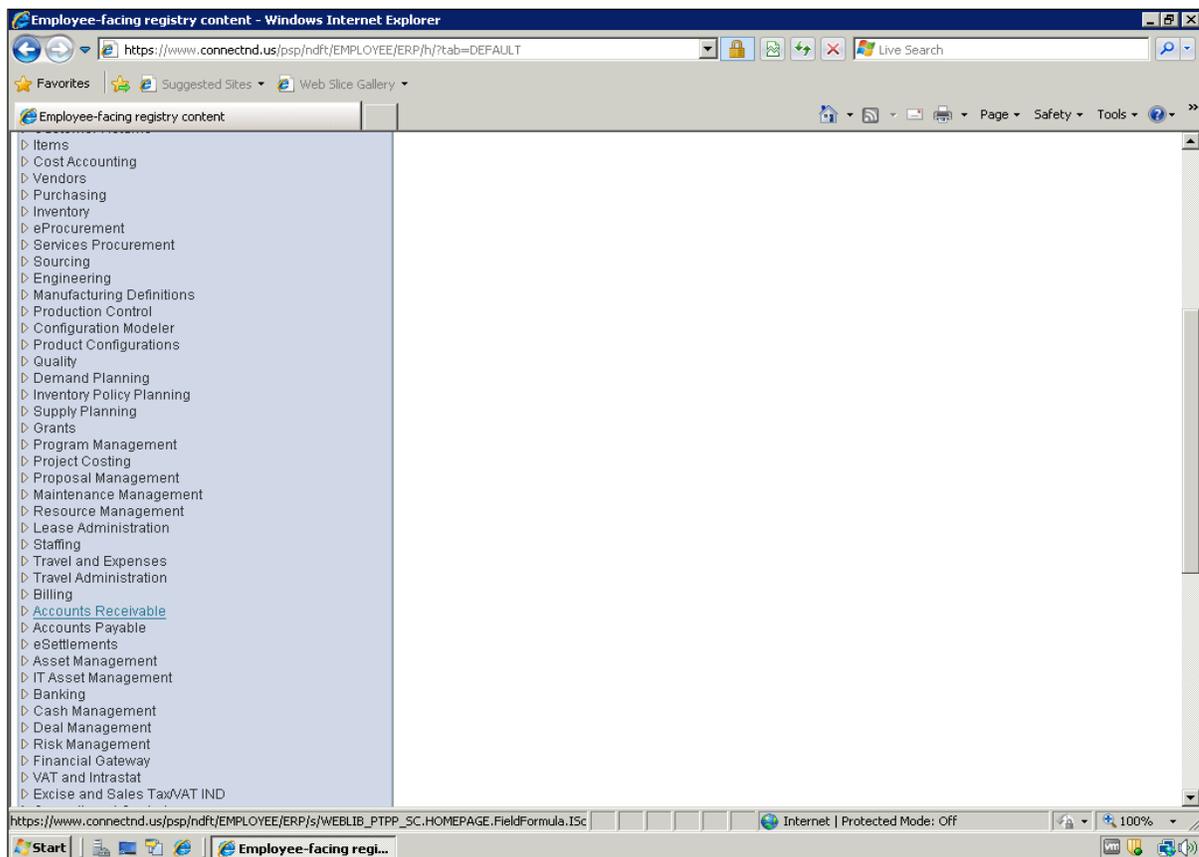
Viewing Payment Groups

Navigation: [Accounts Receivable](#) > [Receivable Update](#) > [Payment Group-All Items](#)

You can view payments after they have been posted. PeopleSoft enables you to view a payment group consisting of a single payment that has posted or for which you have created accounting entries.

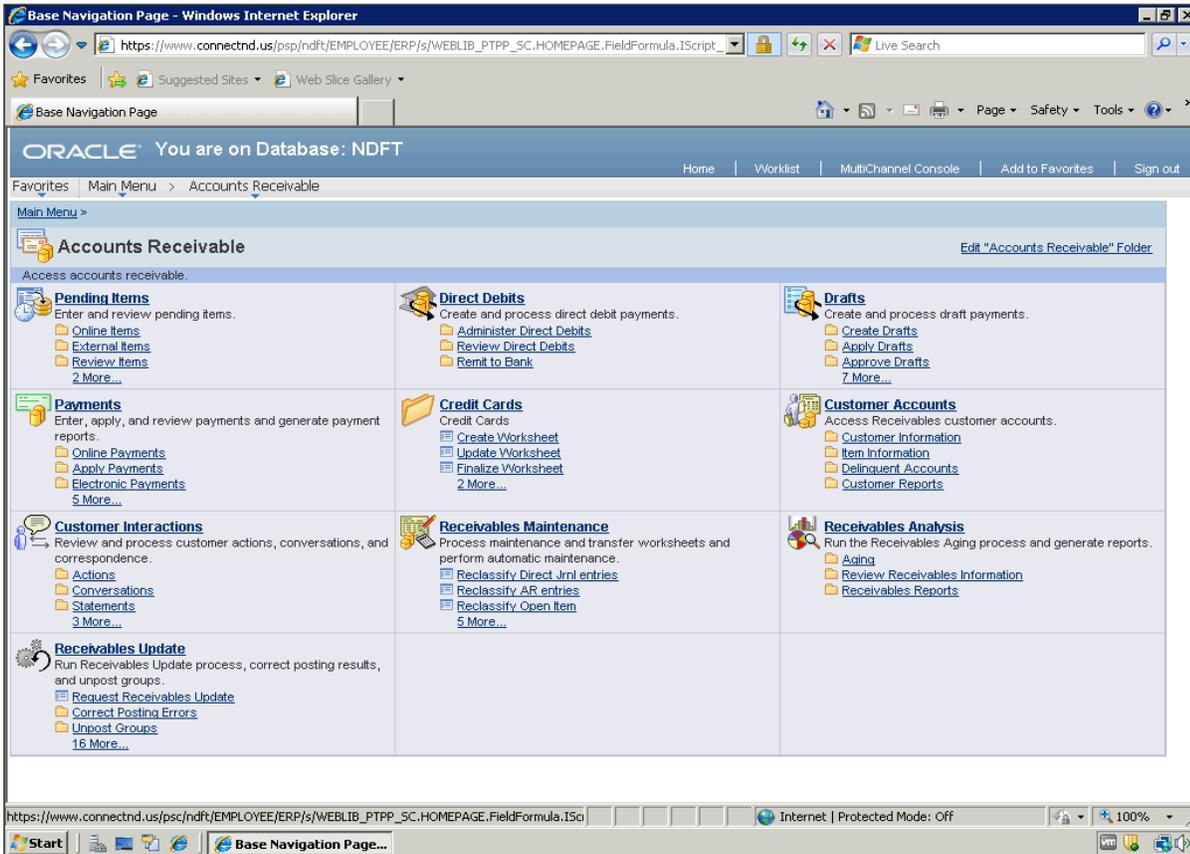
Procedure

This topic shows how to View Payment Groups.



Step	Action
1.	Click the Accounts Receivable link. ▶ Accounts Receivable

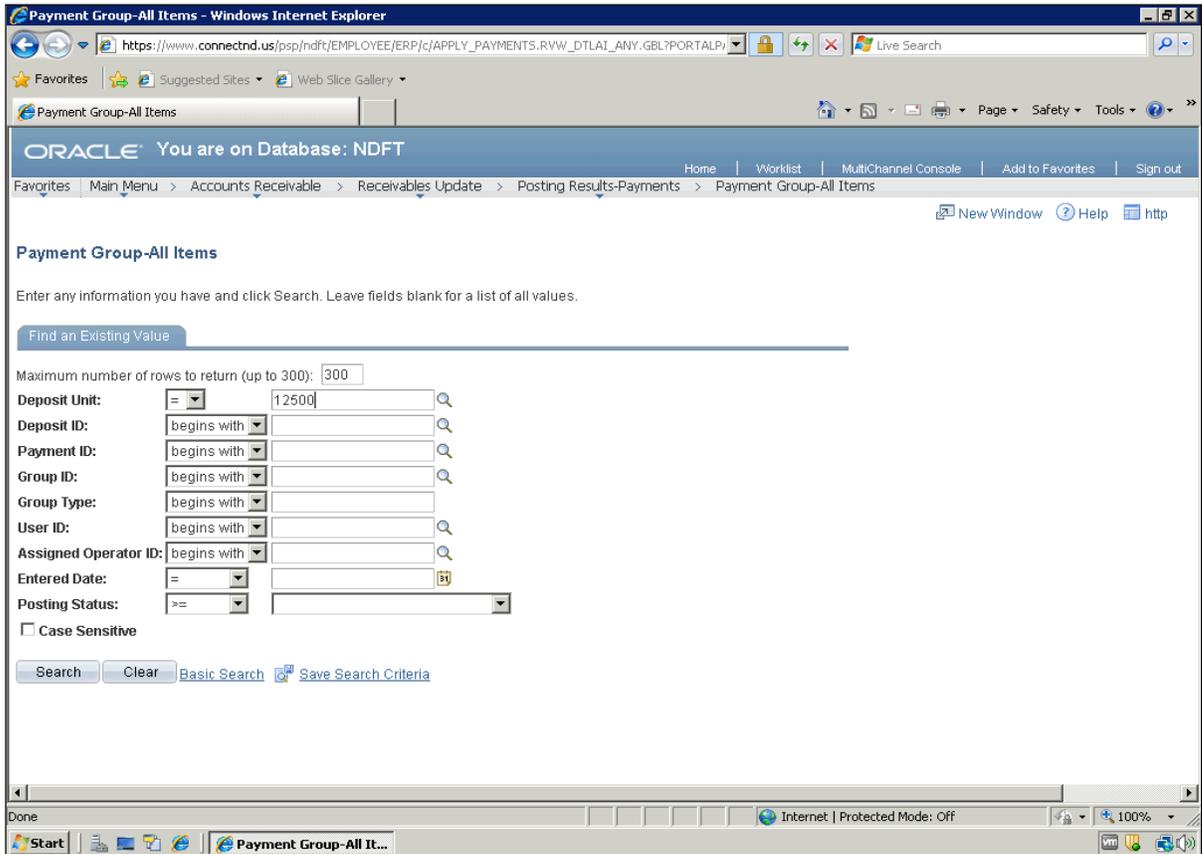
Training Guide



Step	Action
2.	Click the Receivables Update link. Receivables Update
3.	Click the Posting Results-Payments link. Posting Results-Payments
4.	Click the Payment Group-All Items link. Payment Group-All Items

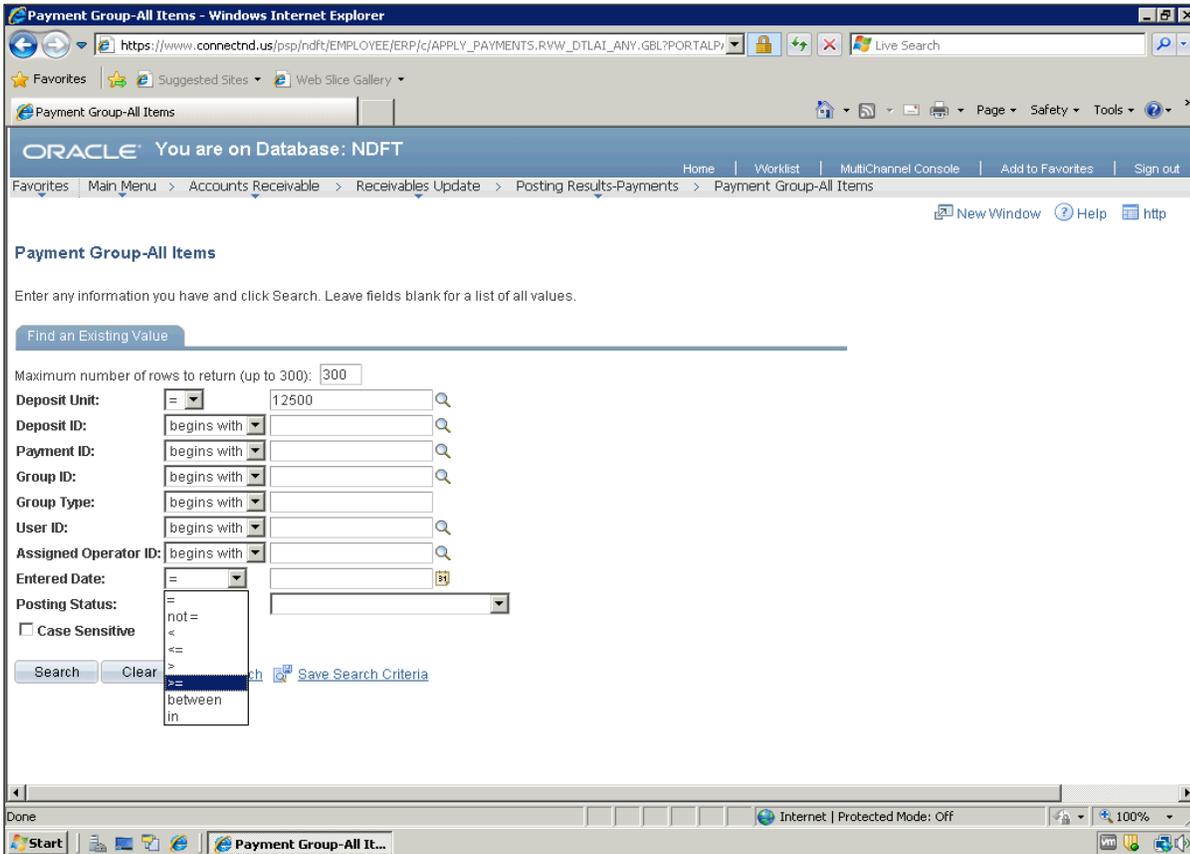


Training Guide

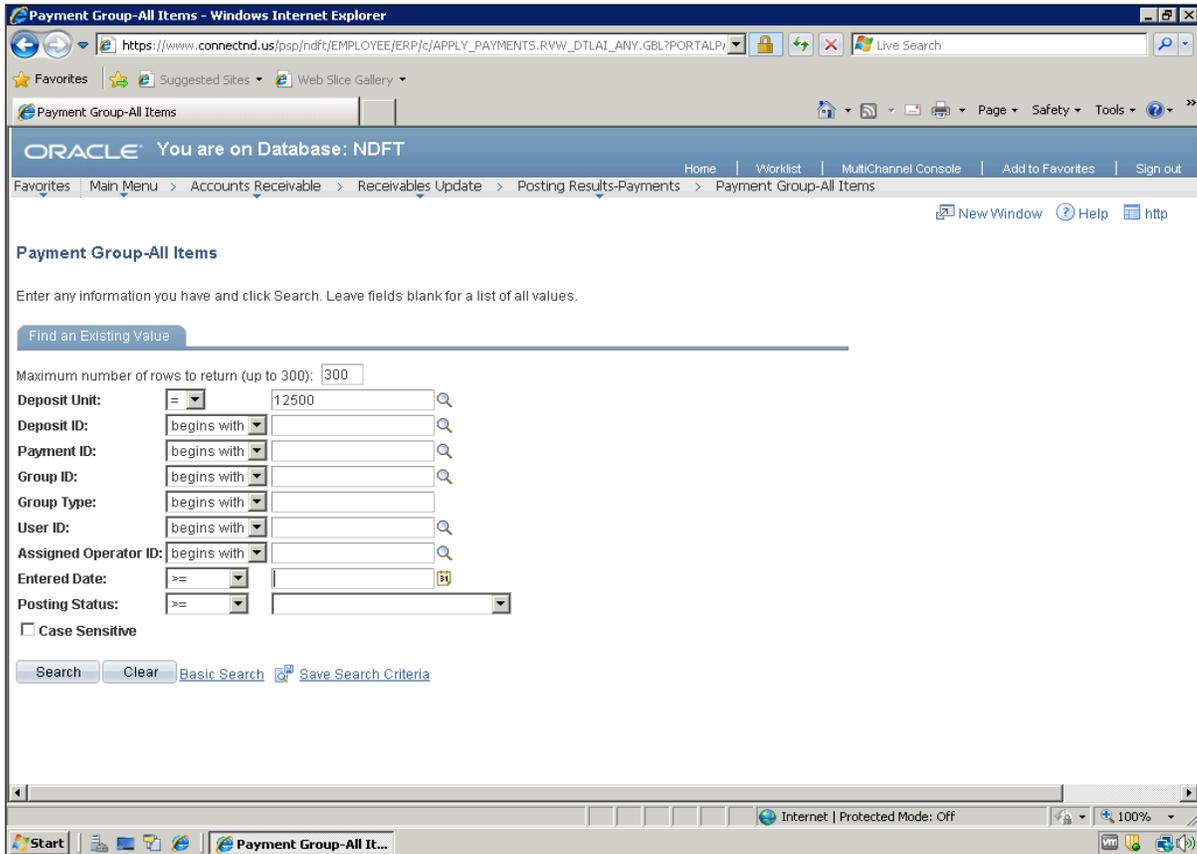


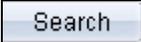
Step	Action
5.	Click the Entered Date list. 

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Step	Action
6.	Click the >= list item. 



Step	Action
7.	Enter the desired information into the Entered Date field. Enter " 01012011 ".
8.	Click the Search button. 
9.	Click the INDS_PROCESS link. 
10.	The Payment Control page displays Accounting Date, Origin, Payment ID, Control Amount and Posted Amount.

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Step	Action
11.	Click the Payment 1 tab. 
12.	The Payment tabs display additional information such as Item ID, Entry Type, Customer and Amount.
13.	This topic showed how to View Payment Groups. End of Procedure.



ST Lesson 5.10 - Running Reports/Queries

Reports/Queries

Process Scheduler enables you to run reports easily and efficiently at any given time directly to your workstation.

ST 5.10.1 - Deposit Information Query

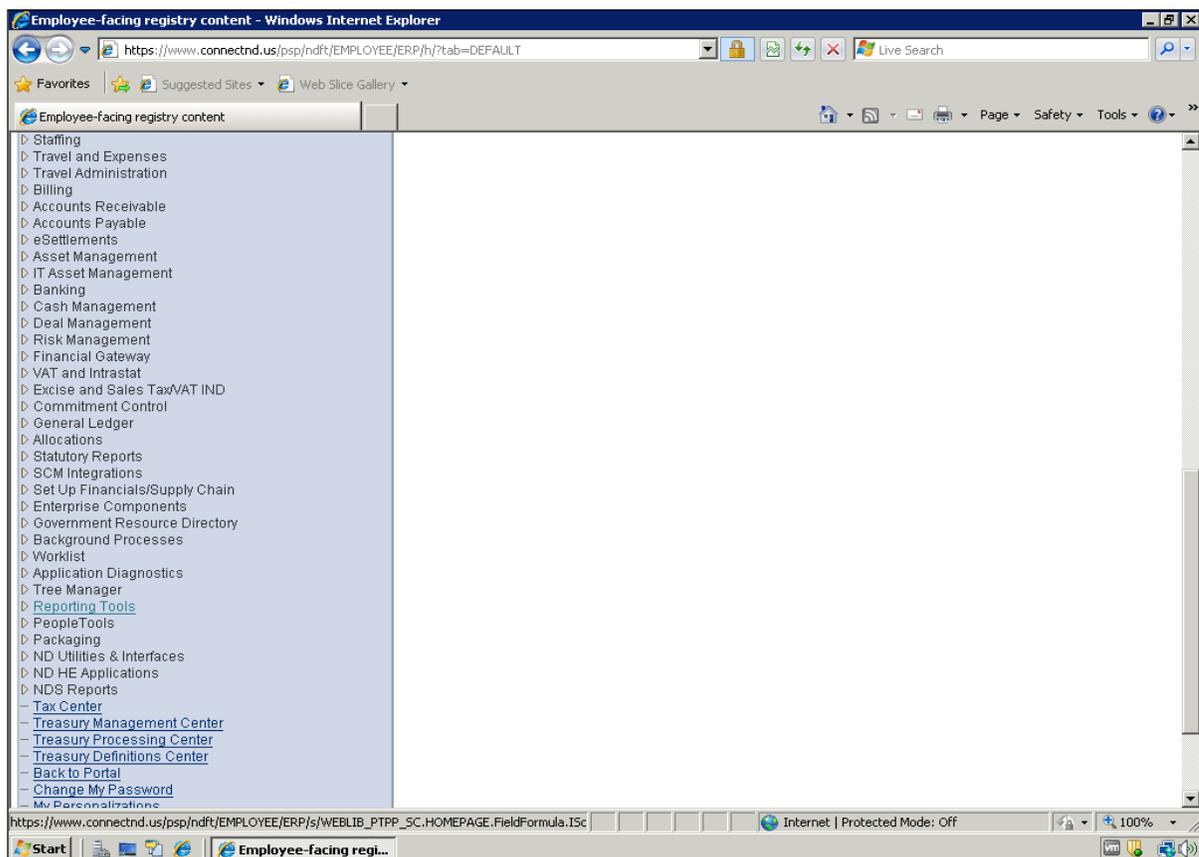
Deposit Information Query

Navigation: Reporting Tools > Query > Query Viewer

Query to provide details regarding deposit information.

Procedure

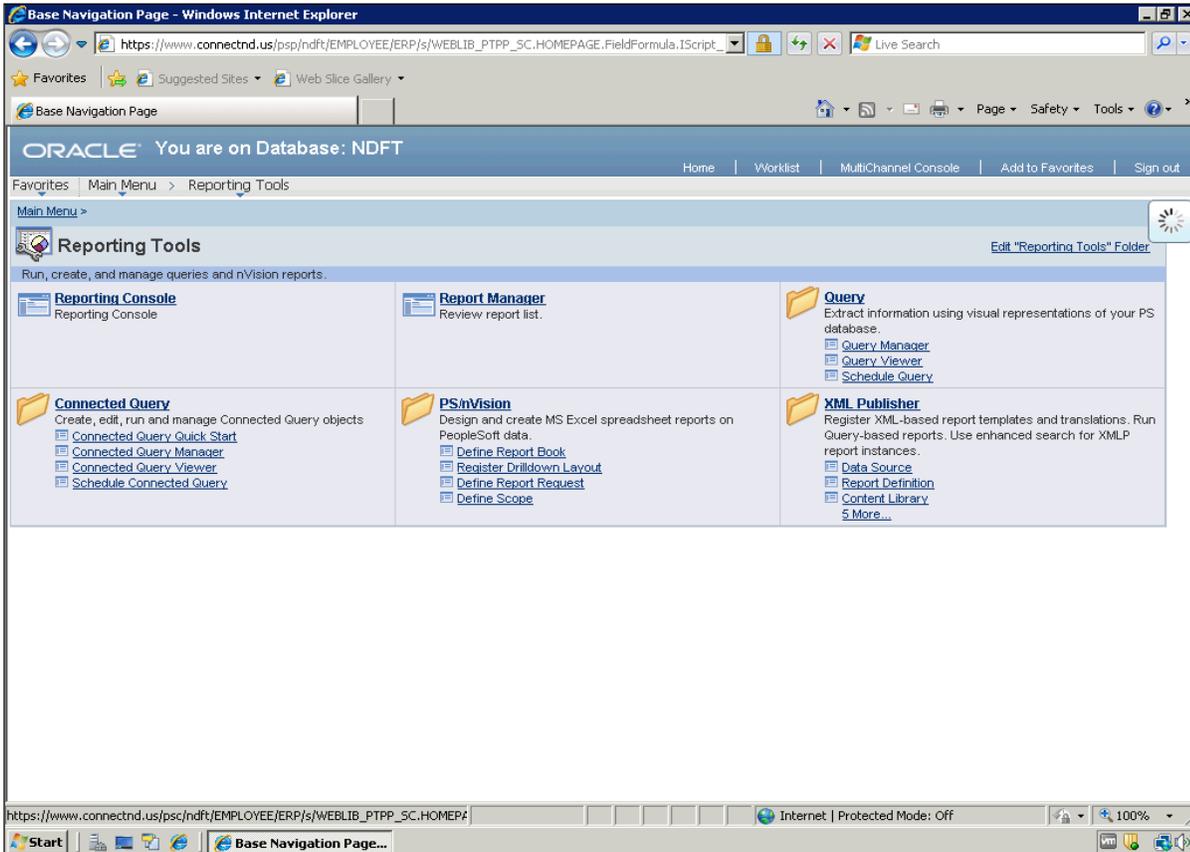
This topic shows how to run a Deposit Information Query.



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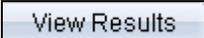
Step	Action
1.	Click the Reporting Tools link. 

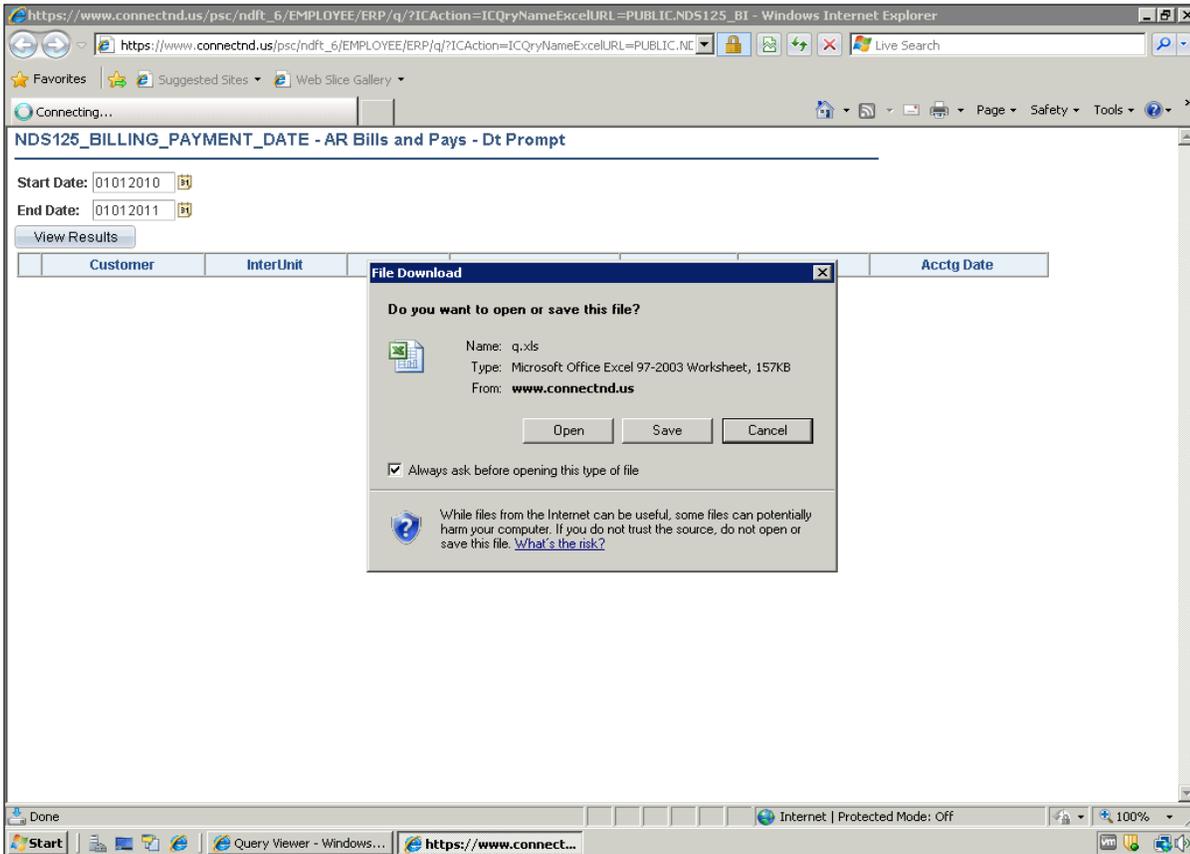


Step	Action
2.	Click the Query link. 
3.	Click the Query Viewer link. 



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Step	Action
4.	The report can be run into several formats such as HTML, Excel or XML. Click the Excel link. 
5.	Enter the desired information into the Start Date field. Enter " 01012010 ".
6.	Enter the desired information into the End Date field. Enter " 01012011 ".
7.	Click the View Results button. 



Step	Action
8.	Click the Open button. 
9.	The Deposit Information Query is formatted into an Excel spreadsheet.
10.	This topic showed how to run a Deposit Information Query. End of Procedure.