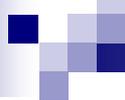


Monthly Document Clean Up - AR

A How To Guide for
Searches, Queries and
Resolutions

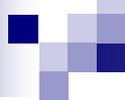


Revenue

- Revenue needs to be recognized within each period to ensure proper reporting.
 - Revenue that cannot be completed within a period will need a date change to the next period.

Pending items with errors or not posted

- Identifies Online, External, Maintenance, Transfer and Unposted Groups.
 - Accounts Payable
 - Receivables Update
 - Posting Results-Pending Items
 - All items w/Detail
 - Posting Status set to: **not = Complete**
 - **SEARCH**



Not Posted Status

- Groups w/status “Not Posted” should be:
 - Set to Batch Standard
 - Will balance and create accounting entries in ARUPDATE
 - Deleted

Navigation for processing/delete

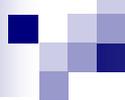
- Select Batch Standard or Delete under following navigations: Group Action
 - Accounts Recv>Pending Item>Online Items>Group Entry>Group Action
 - Accounts Recv>Recvl. Maintenance>Transfer Worksheet>Finalize Worksheet>Group Action
 - Accounts Recv>Receivables Update>Unpost Group>Online Group> Action

Error Status

- Error Status needs to be corrected or deleted.
- To Correct: navigate to:
 - Accts Recv>Receivables Update>Correct Posting Errors>Online Items
 - Accts Recv> Receivables Update>Correct Posting Errors>Worksheet

Pending Payment Groups with Errors or Not Posted

- Accounts Receivable
 - Receivables Update
 - Posting Results – Payments
 - Payment Group – Single Item
 - Set posting status to: **not = Complete**
 - **Select Entry – Payment 1 Tab- click error button**



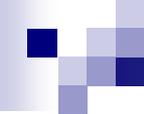
Payment Groups – Not Posted

- Should be completed and set to Batch Standard on Payment Worksheet Action.
 - Accounts Receivable
 - Payments
 - Apply Payments
 - Finalize Worksheet
 - Group Action

Payment Groups w/Error Status

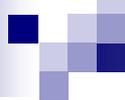
■ Correct or Delete

- Accts Recv'ble>Receivables Update>Correct Posting Errors>Transfer
- Accts Recv'ble>Receivables Update>Correct Posting Errors>Unpost
- Accts Recv'ble>Receivables Update>Correct Posting Errors>Payment



Incomplete Deposits

- Complete Deposits as soon as possible!
 - Accounts Receivable
 - Payments
 - Online Payments
 - Regular Deposit
 - Enter Business Unit >Search

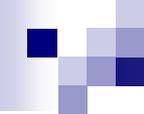


Incomplete Deposits

- Decide if they should be a direct journal entry or applied to open items.
 - Work oldest items first.
 - All deposits need to be complete and approved by end of month OR change accounting date to next month.

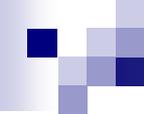
Direct Journal Deposits- Errors

- Direct Journal Deposits not approved because of chartfield errors.
 - Note the Deposit ID numbers w/errors.
 - Accounts Receivable
 - Payments
 - Direct Journal Payment
 - Modify Accounting Entries
 - Enter Deposit Unit and Deposit ID
 - Search

- 
- Click Check Box “Complete” to unlock fields.

- Message: Complete edits on Direct Journal Create Accounting Entry

- Click OK
- Click SAVE



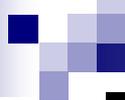
■ Accounts Receivable

- Payments

- Direct Journal Payment

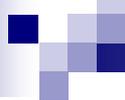
- Create Accounting Entries

- Deposit will be displayed- click button to right of lightening bolt to delete line.
- Allow user to remove incorrect chartfields selected and re-enter correct chartfields.
- Complete transaction as normal



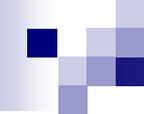
Direct Journal Deposits- Coding Errors after Approval by Agency and TOS.

- Contain erroneous chartfields
 - Need to be corrected.



Correcting Coding Errors

- Note the Deposit IDs for those in error.
- Note the amount of the deposit that needs to be redistributed.
 - Entire Deposit
 - Portion of the original deposit



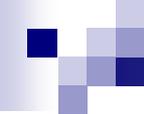
■ Accounts Receivable

- Payments

- Online Payments

- Regular Deposits

- Enter a zero dollar deposit. Use same Deposit ID add “M” at end to create audit trail.
- 2 payments: one negative – one positive



■ Accounts Receivable

- Payments
- Direct Journal Payments
- Create Accounting Entries

Entering the chartfield combination for zero dollar deposit ensures - payment is coding to original coding line and + payment to new coding line

Queries

- OH_AR_NON_ISTV_NOT_REV_AGY
- OH_AR_NON_ISTV_NOT_REV_TOS
- OH_AR_ISTV_NOT_REV_AGY
- OH_AR_ISTV_NOT_REV_TOS
- OH_AR_DAILY_REVIEW