

AR11 - APPROVE AR REIMBURSEMENT/REVENUE

Source Document: AR Invoice
 AR Posting Document

Module: Accounts Receivable (AR)

Roles: AR Item Approver

The Source Document for approving a Billed AR Item is the Invoice and posting document submitted by the AR Item Processor. The posting document will show the Group ID and the Invoice ID.

AR Posting Document

GROUP ID# 1331

ITEM ID: CALS201508

Line	GL Unit	Type	Amount	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Activity	Rptg Structur	Affiliate	Fund Affil	Budget Date
1	8860	User	-324,449.92	1	1	2015	4810000	4810000000	6785019	8860	653	1	88604560			04/04/2016
2	8860	AR	324,449.92	1	1	2015	1240000	0	6785019	8860	653	1		7502	9730	04/04/2016

The **AR Item Approver** will find the Group ID submitted for approval. Steps are:

- 1 – Navigate to AR>Pending Items>Online Items>Group Entry
- 2 - Enter your Group Unit
- 3 - Enter your Group ID
- 4 - Click Search

1 Accounts Receivable > Pending Items > Online Items > Group Entry

Group Entry

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

Find an Existing Value

Search Criteria

2 Group Unit: = 8860

3 Group ID: begins with 1331

User ID: begins with

Assigned Operator ID: begins with

Origin ID: begins with

Entered Date: =

Posting Status: =

Case Sensitive

4 Search Clear Basic Search Save Search Criteria

The **AR Item Approver** will review the Pending Item and Accounting Entries. Steps are:

- 1 - Review the information in the Pending Items tab

Accounts Receivable > Pending Items > Online Items > Group Entry

1

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

Group Unit: 8860 Group ID: 1331

Pending Item Entry Find | View All First ◀ 1

Acctg Date:	04/04/2016	As Of Date:	04/04/2016	Sequence:	1
Item ID:	CALS201508	Line:		Copy Line	
Business Unit:	8860	Customer:	DEPT750200	TECHDEPT	
SubCust1:		SubCust2:			
Amount:	324,449.92	Currency:	USD		
Entry Type:	DR	Reason:	MIS	AR Dist	AR-DUEFUND
Rate Type:		<input checked="" type="checkbox"/> Revalue Flg		Entry Event:	
Exchange Rate:	1.00000000 	View Audit Logs			

The **AR Item Approver** will review the Accounting Entries. Steps are:

- 1 - Click the Accounting Entries tab
- 2 - Review the Chartfields section in Distribution Lines
- 3 - Review both lines to ensure the AR line and the Revenue lines display the correct chartfields
- 4 - Review the Appropriation Ref; Fund; ENY; Account, Alt Acct and Program

Accounts Receivable > Pending Items > Online Items > Group Entry

1

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

Group Unit: 8860 Group ID: 1331

Accounting Entries Find | View All First

Item ID: CALS201508 Line: Entry Type: DR Reason: MIS
 Bus. Unit: 8860 Customer: DEPT750200 SubCust1: SubCust2:
 Amount: 324,449.92 Currency: USD

Accounting Entries: Complete Display Totals: Entry ⚡ ✎

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

4

2 ChartFields Currency Details

Line	GL Unit	Type	Amount	Approp Ref	Fund	ENY	Account	Alt Acct	Program
3 1	8860	User	-324,449.92	001	0001	2015	4810000	4810000000	6785019
2	8860	AR	324,449.92	001	0001	2015	1240000	0000000000	6785019

Lines: 2 DR: 324,449.92 Currency: USD CR: 324,449.92 Currency: USD Net: 0.000

- 1 - The **AR Item Approver** will continue to review the Accounting Entries:
- 2 - Review the Program; Project BU, Project ID, and Activity ID if you are using project costing to capture reimbursement expenditures
- 3 - Review the Reporting Structure
- 4 - Review the Affiliate (billed BU); Fund Affiliate (billed fund)
Lines posted to Account 124xxxx – Due from Other Funds/Appropriations should include values in the Affiliate and Fund Affiliate fields.
- 5 - Review the Budget Date to ensure its in line with the ENY. E.g., when entering a transaction for a prior ENY, say 2014, the budget date value should be 06/30/2015

Accounts Receivable > Pending Items > Online Items > Group Entry

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

Group Unit: 8860 Group ID: 1331

Accounting Entries Find | View All First

Item ID: CALS201508 Line: Entry Type: DR Reason: MIS
 Bus. Unit: 8860 Customer: DEPT750200 SubCust1:
 Amount: 324,449.92 Currency: USD SubCust2:

Line	GL Unit	Type	Amount	Alt Acct	Program	PC Bus Unit	Project	Activity
1	8860	User	-324,449.92	4810000000	6785019	8860	000000000000653	000000000000001
2	8860	AR	324,449.92	0000000000	6785019	8860	000000000000653	000000000000001

Line	GL Unit	Type	Amount	Rptg Structure	Affiliate	Fund Affil	Budget Date
1	8860	User	-324,449.92	88604560			04/04/2016
2	8860	AR	324,449.92		7502	9730	04/04/2016

The **AR Item Approver** will approve the Group. Steps are:

1 - Click in the Group Action tab

Accounts Receivable > Pending Items > Online Items > Group Entry

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

Group Unit: 8860 Group ID: 1331

Entered: 04/12/2016 Status: Do Not Post Cash Drawer Receipt

Group Actions	Posting Action	Accounting Entry Actions
<input type="text" value="Balance"/>	Action: <input type="text" value="Do Not Post"/> <input type="button" value="OK"/>	<input type="button" value="Create Entries"/>
<input type="button" value="Delete Group"/>		<input type="button" value="Delete Entries"/>

- 1 - The **AR Item Approver** will continue to approve the group in the Group Action tab
- 2 - Click in Posting Action and select Batch Standard
- 3 - Click OK
- 4 - Click Save

Accounts Receivable > Pending Items > Online Items > Group Entry 1

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

Group Unit: 8860 Group ID: 1331

Entered: 04/12/2016 Status: Do Not Post Cash Drawer Receipt

Group Actions	Posting Action 3	Accounting Entry Actions
<input type="button" value="Balance"/> <input type="button" value="Delete Group"/>	Action: <input type="text" value="Batch Standard"/> <input type="button" value="OK"/> 2	<input type="button" value="Create Entries"/> <input type="button" value="Delete Entries"/>

4

|
 |