

State of Oklahoma

COR403

Accounts Receivable – Receivables
Deposits Manual

Office of Management & Enterprise Services



OKLAHOMA

Table of Contents

Document History	3
Receivables Deposits	4
Key Terms.....	5
Process Flows	6
Guidelines, Concepts, and Alternatives.....	7
Regular Receivables Deposits	8
Enter a Regular Deposit.....	8
Totals Page	9
Payments Page	11
Express Receivables Deposits	13
Enter an Express Deposit.....	13
Totals Page	14
Payments Page	16
Action Page.....	18
Create a Payment Worksheet	20
Create Payment Worksheet.....	20
Worksheet Selection Page.....	22
Worksheet Application Page	24
Worksheet Application Detail View Page.....	25
Worksheet Action Page.....	27
Managing Payment Posting.....	28
Un-Post a Payment.....	28
Payment Control Page	29
Options Page	30
Action Page.....	31
Item Activity from Payment	32
Item Activity from Payment Page	33



Document History

Document Revision	Date	Description
1.0	04/15/2010	Initial Document
2.0	05/01/2014	Upgrade Update
3.0	12/11/2024	Upgrade Update

The content of this training manual is based largely on a generic system configuration and illustrates the base-line functionality required to execute transactions in the module. Your agency may be utilizing more or less of the functionality illustrated in this manual. This manual is intended to be a framework upon which agencies can add agency-specific training content that speaks specifically to the system functionality that they have deployed and related configuration that they use for transaction processing. Agencies should not depend on these manuals for end-user training or problem resolution until they have been reviewed by the agency for appropriateness.



Receivables Deposits

Receivable Deposits are customer payments that will be applied to open receivables (items also known as invoices) in the system. These Deposits differ from Cash Deposits (Direct Journal Deposits) in that cash deposits are not applied to open receivables.

Receivables Deposits are entered into the system similarly to Cash Deposits but can contain additional data elements used to apply the payment to the item.

Receivables Deposits are entered as Regular or Express Deposits. These deposits will be applied to open items through a **Payment Worksheet**. Payment Worksheets allow the user to view all open items and apply payments to items as necessary.



Key Terms

Account Receivable Business Unit: Each agency has one, and only one AR Business Unit. The Business Unit is the 3-digit agency code, plus 00. For example, Office of Management & Enterprise Service is 09000.

Billing Business Unit: Each agency has one, and only one Billing Business Unit. The Business Unit is the 3-digit agency code, plus 00. For example, Office of Management & Enterprise Service is 09000.

Customer: A customer is an external entity that is defined in a Contract to receive invoices and from which revenue is recognized. Customers can be individuals, businesses, or federal grantors.

Customer ID: Customer ID is a unique identifier for customers within the system. Customer IDs can be assigned by the system or keyed manually by a user. Each agency will have unique list of Customer IDs with which they do business (generate revenue).

Bill (Invoice): The transaction containing invoice information for a customer (bill header, bill lines, amounts, due dates, etc.). Bills are created then 'Finalized' in the Billing Module to become a completed Invoice to which customer cash can be applied. The term Bill and Invoice can be used interchangeably.

Distribution Code: Distribution codes simplify the process of generating accounting entries by defining a valid combination of Chartfield values that are used as defaults on other pages. Distribution Codes can be defined for Revenue or Accounts Receivable.

Pending Item: Pending Items are Customer Receivables that have been created in the system but are not yet Posted to the Customer Account. Pending Items can come from outside of Accounts Receivable, like invoices from Billing or they can be created in Accounts Receivable.

Maintenance Worksheet: A worksheet that allows receivables items to be written-off, adjusted or offset. In a worksheet Items are retrieved and desired action taken to reflect item activity.

Payment: Payments received from customers are recorded in the system with related data elements including Payment ID, Amount and Payment Type.

Deposit: A Deposit represents a customer Payment or group of Payments that are batched together for posting. Deposits contain banking information, control totals, processing dates and all related Payment information.

Payment Worksheet: Functions to apply Payments thru Deposits to open Items in the system. This is the cash application tool used to match payments with items.



Process Flows

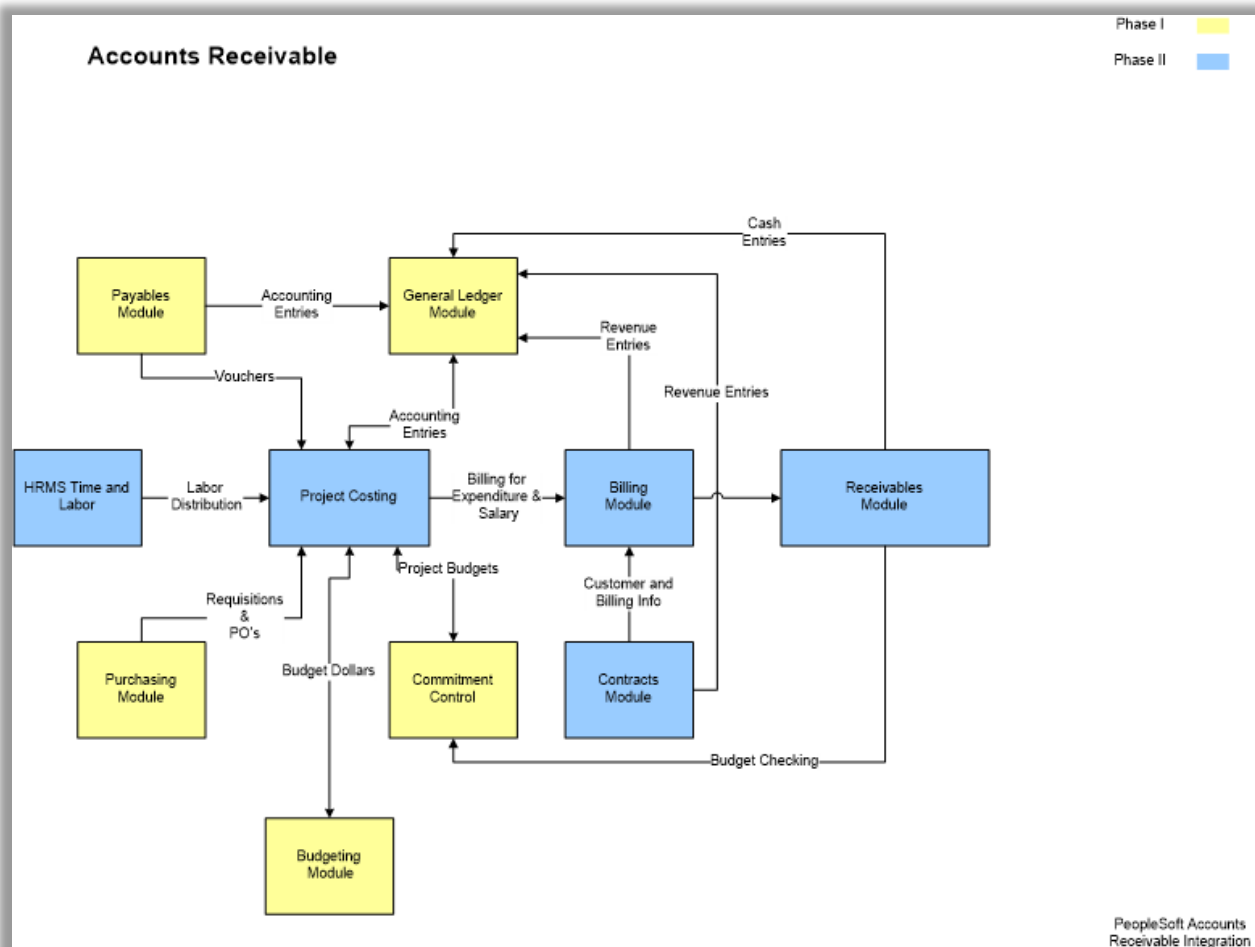


Diagram 1: Accounts Receivable Module Integration



Guidelines, Concepts, and Alternatives

PeopleSoft Billing uses extensive defaults to automatically populate bill information. Since Accounts Receivable uses finalized bills extensively in processing, this hierarchy also impacts the Receivables module.

During online Bill entry, as certain fields are populated, the system automatically populates other fields on the Bill Header based on the defaults that are configured by the agency. Automatic field population also occurs during the Billing Interface process (BIIF0001) when a field that has possible default information is left blank.

For example, an agency may extend different 'Payment Terms' to customers based on the 'Type' of invoice that is being generated. If Payment Terms are defined by **Bill Type**, then each time a Bill Type is selected onto an invoice the corresponding Payment Terms are defaulted to the Bill Header.

Since Accounts Receivable uses Customers extensively, the Billing default hierarchy impacts processing in Receivables as well. Within the default hierarchy values defined at the Lower level of the diagram below "**Override**" values at a Higher-level in the hierarchy. For example, Payment Terms defined for the Customer would override Payment Terms defined for the Bill Type. When creating invoice on-line the system will search for the lowest level value in the hierarchy to populate a particular default field.

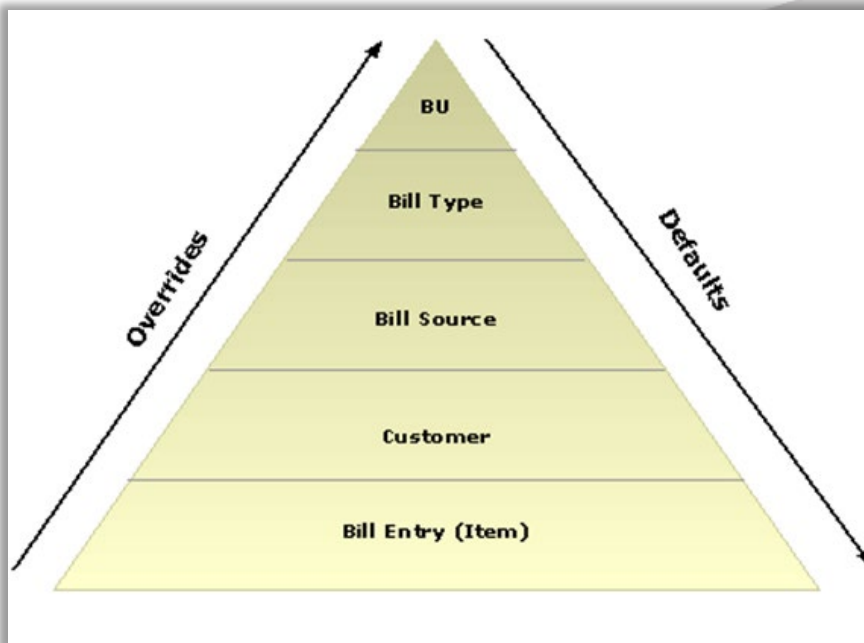


Diagram 2: Billing Default Hierarchy



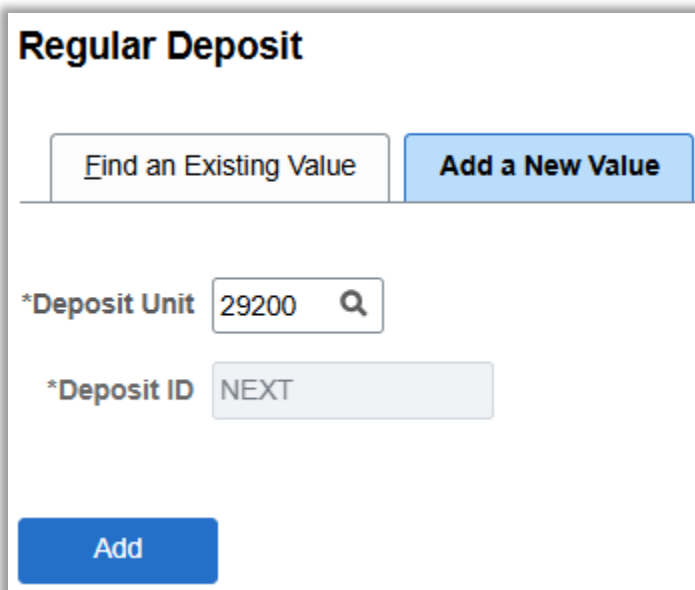
Regular Receivables Deposits

The Regular Deposit feature allows users to create Deposits with multiple payments and provide payment information used to apply the payments to open items in the system. Alternatively, Regular Deposits allow use of the Direct Journal feature to handle payments as miscellaneous receipts that will not be applied to items.

Deposits are entered into the system by Deposit Unit and Deposit ID. Deposit unit will default to the Agency Business Unit value. Deposit ID will be defaulted by the system using an auto-numbering format with an agency business unit mask.

Enter a Regular Deposit

Navigation: *Accounts Receivable > Payments > Online Payments > Regular Deposit > Add a New Value*



Regular Deposit

Find an Existing Value Add a New Value

*Deposit Unit 29200 🔍

*Deposit ID NEXT

Add

Deposit Unit – is the Agency Business Unit depositing the funds. The Business Unit will default based on User Preferences.

Deposit ID – defaults to NEXT. The system will use autonumbering to assign the next available Deposit ID number. The number will start with the 3-digit agency number.

Select the **Add** button to enter the Regular Deposit pages.



Totals Page

NOTE: The Deposit ID will change from “NEXT” to a number when the Deposit is saved. Each Deposit ID will begin with the Agency number.

Unit: 29200 Deposit ID: NEXT [Delete Deposit](#)

BatchCode: 07 * Accounting Date: 11/04/2024

Reg Dep *Bank Code: 7572 Chase Control Currency: USD

*Bank Account: 0047 010020052_292 Format Currency: USD

*Deposit Type: C Rate Type: CRRNT

Customer Exchange Rate: 1.00000000

Control Totals			
Control Total Amount:	1,275.85	* Count:	1
Entered Total Amount:	1,275.85	Count:	1
Difference Amount:	0.00	Count:	0
Posted Total Amount:	0.00	Count:	0
Journalled Total Amount:	0.00	Count:	0

Control Data	
Received:	11/04/2024
*Expected:	11/04/2024
Posted:	
Assigned:	BBENN06
User:	BBENN06

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

The **Deposit Totals** page contains Batch, Bank, Accounting Date, User and Control Total information. The Deposit Totals page functions as the control mechanism for all deposits entered on the Payments page. The Bank information populated on the Deposit Totals page will apply to all payments recorded on the subsequent Payment page and Control Totals must match the sum of all payments entered for the Deposit.

Batch Code – this field is the OST Deposit Batch Code. The value will default to **99** but can be changed by the user. Available values will be controlled by user security based on the type of deposit the user is authorized to create.

Agency Users can select the following Batch Codes:

- 07 – Fed Wires and ACH Transactions deposited to Clearing and ASA Accounts
- 61 – Fed Wires and ACH Transactions deposited to Treasury Funds
- 99 – Deposits to Financial Institutions



Accounting Date – defaults to today’s date. The value should not be changed.

Bank Code – Bank Code indicates which bank facility will be used for the deposit. For Batch Code ‘07’ and ‘61’ the value will default based on the Deposit Unit (agency) when the Batch Code is selected by the user. For Batch Code ‘99’ the user must select the Bank Code. The available values for Bank Code selection will be limited by Deposit Unit.

Bank Account – The Bank Account identifies the account within the banking facility that the deposit will be directed to. The value will default based on the Deposit Unit (agency) and Bank Code. The available values for Bank Account selection will be limited by the Deposit Unit and Bank Code and should not be changed.

Deposit Type – this field defaults from the Bank configuration. Deposit Types are used to categorize different types of deposits within the system.

Control Currency – defaults to USD and should not be changed.

Format Currency - defaults to USD and should not be changed.

Rate Type – defaults to CRRNT.

Exchange Rate – defaults to 1.00000000.

Control Total Amount – this field should reflect the total for all payments received in the Deposit. The value in this field will be edited against the sum of all payments to ensure the control total is correct.

Count – this field should hold the total number of payments in this Deposit.

Entered Total Amount/Count – these fields reflect the total amount of payments and payment counts entered by the user.

Difference Amount/Count – these fields reflect any discrepancy between the Total Amount/Count defined by the user and the sum of payments and payments count entered on the Payments page.

Posted Total Amount/Count – this field reflects Deposits posted to accounts.

Journal Total Amount/Count – this field reflects any Direct Journal activity.

Received Date – for Batch Code 99 the field will default in as current.

Expected Date – for Batch Code 99 the field will default in as current date and should not be changed.

Funds Expected Date – must be populated for Batch Codes ‘07’ and ‘61’.

Assigned – by default this field holds the User ID of the person creating the deposit.



Payments Page

The screenshot displays the 'Payments' page with the following sections:

- Totals / Payments:** Unit 29200, Deposit ID NEXT, Expected 11/04/2024, Balance, Not Balanced.
- Payment Information:**
 - Payment Seq: 1
 - Amount: 1,275.85
 - Rate Type: CRRNT
 - Payment Method: Check
 - *Payment ID: 1011
 - Currency: USD
 - Exchange Rate: 1.00000000
 - *Accounting Date: 11/04/2024
 - Payment Predictor: ☐
 - Journal Directly: ☐
 - Range of References: ☐
 - Comments: (empty field)
- Customer Information:**
 - Customer ID: 0000026609
 - Business Unit: 29200
 - Remit From: 0000026609
 - Remit SetID: 29200
 - Corporate: 0000026609
 - Corporate SetID: 29200
 - SubCust1: (empty field)
 - SubCust2: (empty field)
 - MICR ID: (empty field)
 - Name: OFFICE OF FEDERAL ACTIVITIES
 - Link MICR: (button)
- Reference Information:**

Qual Code	Reference	To Reference
1	GM-0007007	

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.

The Deposit **Payments** page contains details for each payment in the deposit. This includes payment type or method, payment ID, amount, etc. The Reference Information identifies the Item that the payment will be applied to. This functionality is related to Accounts Receivable balances and should not be used by agencies which have not implemented that module.

Payment ID – populate this field with the Payment ID for the payment received. For example, if the payment method was check, this field would hold the check number.

Accounting Date – defaults to today's date. This value should not be changed.

Amount – enter the amount of this payment.

Journal Directly – select this checkbox if the payment will be journalled directly. This feature will be used to make miscellaneous deposits that are not applied to an open item or invoice.

NOTE: For Receivables Deposits (this example) this checkbox will **NOT** be selected.

Payment Method – select the method of payment from the available values.

Comments – use the Comments field to record any applicable comments for this payment. The Comment field can hold up to 30 characters in length.

Customer – if the payment will be applied to a customer item, populate this field with the Customer ID.

Business Unit – for payments applied to a customer, populate the Business Unit (agency) value.

Reference Information – use additional Reference Information to tie this payment to an item.

Qual Code – for payments to be applied to open items, the user can optionally define the type of document – Reference Qualifier Code – that can be used for cash application.

Reference – for the Reference Qualifier Code defined above, provide the reference identification number. For example, if the Reference Qualifier Code is Item, provide the Item ID.

NOTE: Use the **Plus (+)** icon to insert additional rows for multiple payments in the Deposit.

When all payments have been entered for this Deposit, Select the **Save** button to save the Deposit.

NOTE: The Balance message in the top right-hand corner of the Deposit entry pages indicates whether the Deposit is in “Balance” or “Not Balanced”. Once the Deposit is saved, corrections to balance the deposit should be made in the Regular Deposit Balancing pages.



Express Receivables Deposits

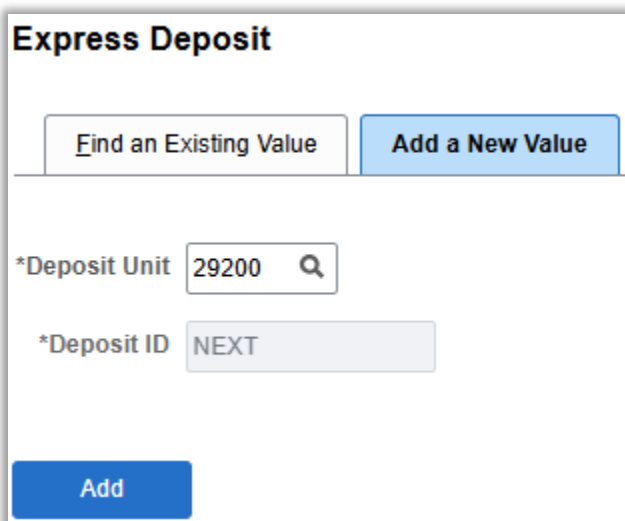
Express Deposit features can be used to record a payment and apply the payment to an Item simultaneously. You must know the Item ID to apply the payment using Express Deposit functionality.

If you know the Customer ID, Amount, Reference Criteria or Business Unit only, the Worksheet features must be used to apply the payment to an item.

Express Deposits are entered into the system by Deposit Unit and Deposit ID. Deposit unit will default to the Agency Business Unit value. Deposit ID will be defaulted by the system using an autonumbering format with an agency business unit mask.

Enter an Express Deposit

Navigation: *Accounts Receivable > Payments > Online Payments > Express Deposit > Add a New Value*



Express Deposit

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

*Deposit Unit

*Deposit ID

[Add](#)

Deposit Unit – is the Agency Business Unit depositing the funds. The Business Unit will default based on User Preferences.

Deposit ID – defaults to NEXT. The system will use autonumbering to assign the next available Deposit ID number. The number will start with the 3-digit agency number.

Select the **Add** button to enter the Express Deposit pages.



Totals Page

Totals		Payments		Action	
Unit:	29200	Deposit ID:	NEXT		
BatchCode	99	* Accounting Date:	11/04/2024	Control Currency:	USD
Adv. Cards		*Bank:	7626	Format Currency:	USD
		*Account:	0017	Rate Type:	CRRNT
		*Deposit Type:	C	Exch Rt:	1.00000000
			BancFirst		
			4209000292_292		
			Customer		
Control Totals			Control Data		
Control:	100.00	1	Received:	11/04/2024	
Entered:	0.00	1	*Expected:	11/04/2024	
Difference:	100.00	0	Posted:		
Posted:	0.00	0	Assigned:	BBENN06	
Journalled:	0.00	0	User:	BBENN06	
Save Notify Refresh			Add Update/Display		

The Express Deposit **Totals** page is the same as the Regular Deposit Totals page. It contains Batch, Bank, Accounting Date, User and Control Total information. The Express Deposit Totals page functions as the control mechanism for all deposits entered on the Payments page. The Bank information populated on the Deposit Totals page will apply to all payments recorded on the subsequent Payment page and Control Totals must match the sum of all payments entered for the Deposit.

Batch Code – this field is the OST Deposit Batch Code. The value will default to 99 but can be changed by the user. Available values will be controlled by user security based on the type of deposit the user is authorized to create.

Agency Users can select the following Batch Codes:

- 07 – Fed Wires and ACH Transactions deposited to Clearing and ASA Accounts
- 61 – Fed Wires and ACH Transactions deposited to Treasury Funds
- 99 – Deposits to Financial Institutions

Accounting Date – defaults to today's date. The value should not be changed.

Bank Code – Bank Code indicates which bank facility will be used for the deposit. For Batch Code '07' and '61' the value will default based on the Deposit Unit (agency) when the Batch Code is selected by the user. For Batch Code '99' the user must select the Bank Code. The available values for Bank Code selection will be limited by Deposit Unit.



Bank Account – The Bank Account identifies the account within the banking facility that the deposit will be directed to. The value will default based on the Deposit Unit (agency) and Bank Code selected. The available values for Bank Account selection will be limited by the Deposit Unit and Bank Code.

Deposit Type –this field defaults from the Bank configuration. Deposit Types are used to categorize different types of deposits within the system.

Control/Format Currency –defaults to USD and should not be changed.

Rate Type – defaults to CRRNT.

Exchange Rate – defaults to 1.00000000.

Control Total Amount – this field should reflect the total for all payments received in the Deposit. The value in this field will be edited against the sum of all payments to ensure the control total is correct.

Count – this field should hold the total number of payments in this Deposit.

Entered Total Amount/Count – these fields reflect the total amount of payments and payment counts entered by the user.

Difference Amount/Count – these fields reflect any discrepancy between the Total Amount/Count defined by the user and the sum of payments and payments count entered on the Payments page.

Posted Total Amount/Count – this field reflects Deposits posted to accounts.

Journal Total Amount/Count – this field reflects any Direct Journal activity.

Received Date – for Batch Code **99** the field will default in as current.

Expected Date – for Batch Code **99** the field will default in as current date and should not be changed.

Assigned – by default this field holds the User ID of the person creating the deposit.



Payments Page

The screenshot displays the 'Payments' tab in a software application. At the top, there are tabs for 'Totals', 'Payments', and 'Action'. Below these, a summary section shows 'Unit 29200' and 'Deposit ID NEXT'. A table provides financial details: 'Bank Account 7626 0017', 'Control Total Amt 100.00', 'Entered Total Amt 100.00', and 'Difference Amount 0.00'. To the right, counts are listed: 'Count 1' for three different categories. The main 'Payment Information' section includes fields for 'Payment Seq 1', 'Amount 100.00', 'Rate Type CRRNT', 'Payment Method Check', 'Status Ident Exp', and 'Payment Predictor'. It also shows '*Payment ID 1011', '*Accounting Date 11/04/2024', 'Currency USD', 'Exchange Rate 1.00000000', 'Selected 100.00', 'Discount 0.00', and 'Remaining 0.00'. A 'Reference Information' table at the bottom lists item details: 'Item ID GM-0007020', 'Line', 'Pay Amt 100.00', 'Currency USD', 'Document ID', 'Cust ID 0000010814', 'Unit 29200', and 'Disc Avail'. Navigation buttons like 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' are at the bottom.

The Deposit **Payments** page contains details for each payment in the deposit. This includes payment type or method, payment ID, amount, etc. Optionally, customer ID and additional reference information can be included in the payment details.

Bank Account – reflects the value populated on the Totals page.

Deposit Balanced – reflects the Balance indicator for the Deposit. All payment collectively must match the Control Totals defined on the Totals page for the indicator to read ‘Yes’.

Control Total – Amounts and Counts from the Totals page are also displayed.

Payment ID – populate this field with the Payment ID for the payment received. For example, if the payment method was check, this field would hold the check number.

Accounting Date – defaults from the value populated on the Totals page. This value should not be changed.

Amount – enter the amount of this payment.

Payment Method – select the method of payment from the available values.

Selected – displays the total amount of the payment applied to the Item(s).

Item ID – enter the Item ID of the item you want this payment applied to. When you provide an Item ID, the system displays the item’s **Pay Amt** (payment amount). You can override this amount to create a partial payment. The system displays a value in the **Customer ID** or **Unit** fields unless an item ID references more than one item. If the system finds more than one item for the item and item line that you entered, it populates only the item ID.



NOTE: When Item Information is populated on the Payment page it is NOT necessary to create a **Payment Worksheet** to apply the payment to the Open Item. The Receivables Update process will update the customer account automatically.

When all payments have been entered for this Deposit, Select the **Save** icon to save the Deposit.



Action Page

Totals	Payments	Action
Unit	29200	Deposit ID NEXT Delete Express Deposit
Deposit Balance	Balanced	
Expected	11/04/2024	Status No Action
Worksheet Actions Build Delete Posting Actions Do Not Post Batch Standard Accounting Entry Actions Create Entries		
Save	Notify	Refresh
		Add Update/Display

The Express Deposit **Actions** page allows the user to select a particular processing action for the Deposit. Available actions impact the Payment Worksheet (application), Deposit Posting, and Accounting Entries.

Status – this field displays the posting action for the deposit. Values are *No Action* (deposit not ready to post) or *Standard* (deposit has been set to post). When the user enters the page initially the Status should be set to *No Action*.

Worksheet Actions:

Build – Select the **Build** button to build a payment Worksheet so the payments can be applied to the Item IDs defined in the Deposit. The system will create one Worksheet for each Item in the Deposit. Once the Worksheets have been built the payments can be posted to customer accounts.

NOTE: The Worksheets can only be built if Item ID information has been populated on the *Payments* page in the *Reference Information* section of the page.

Delete – Select the **Delete** button to delete the payment group that was created without deleting the entire deposit. This would be used if you accidentally selected the wrong Worksheet Action and wanted to delete the worksheets but retain the express deposit information that was entered. This button will only be active if Worksheets have been built.

NOTE: Select the **Go to Worksheet** hyperlink once the worksheets have been built to view them.

NOTE: The number of worksheets created will be displayed in the top right-hand corner of the page in the Worksheets Created field.

NOTE: The **Worksheet Build** feature is optional on the Express Deposit. Payment Worksheets do not have to be built from this page, but rather can be created thru the Payment Worksheet component and used to apply payments subsequently.

Posting Actions:

Do Not Post - Use this option to change the posting option for payments set to *Standard* if the payments have not been processed yet. This option is not active when first entering the page.

Batch Standard – Select the **Batch Standard** button to make the Deposit eligible for posting next time the Receivables Update process is executed. Once the Worksheets are created, this button should be selected to enable the system to post payments to customer accounts and create corresponding accounting entries. The Status must be *Standard*.

Accounting Entries:

Create Accounting Entries – Select the **Create Entries** button to create accounting entries online for all applied payments in the deposit. The deposit must be in balance. Generally, you let the Receivable Update process create accounting entries. You only need to create accounting entries online when you must review them right away. Once the Worksheets have been created for the payments, this button is inactive.



Create a Payment Worksheet

Payment Worksheets serve as the mechanism to apply Customer Deposits (payments) to Open Items (invoices). Since a worksheet is built upon existing Deposits in the system, the deposit must first be entered and saved before the worksheet can be created.

The worksheet allows the user to search for Open Items by various values (Customer ID, Item ID, etc.). Once Items have been retrieved, they can be selected in the worksheet to match the deposit with the Open Item.

Although Open Items are created or interfaced in the Accounts Receivable module by Group, the Payment Worksheet displays each Open Item individually by Item number. That allows the user to apply customer payments in whole or partially to an Item.

Create Payment Worksheet

Navigation: *Accounts Receivable > Payments > Apply Payments > Apply Payments Worksheet > Find an Existing Value*

Create Payment Worksheet

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

Find an existing payment

▼ Search Criteria

*Deposit Unit = 29200

Deposit ID begins with 2920009814

Payment Sequence = 1

Payment ID begins with

Payment Status =

User ID begins with

Assigned Operator ID begins with

Payment Predictor Method begins with

Accounting Date =

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Use the **Search** criteria to find the Deposit that the payment worksheet will be built upon.

Deposit Unit – enter the agency business unit value.



Deposit ID – if known, search for a particular Deposit ID.

Payment ID – search by Payment ID within a particular Deposit ID. This could be a check number, etc.

Payment Status – search for Deposits by the payment status.

NOTE: The status will be 'Unidentified' if there isn't a customer or payment reference information in a deposit. The status will be 'Identified' if the Payment reference information or a customer identifier was provided but the worksheet has not been built. The 'Worksheet' status means a worksheet has been built in a deposit. The 'Applied' status means a worksheet has been completed in a deposit.

Select the **Search** button to retrieve all **Deposits** that match the Search Criteria.

Select from the Search Results list the Deposit ID that the worksheet will be built with.



Worksheet Selection Page

Payment Worksheet Selection

Deposit Unit 29200
Deposit ID 2920009814
Deposit Status None Applied

Payment ID 1011
Payment Amount 1,275.85 USD
Payment Status Identified - Express

☐ Payment Predictor

Customer Criteria

Customer Criteria
Customer Items

Customer Reference

1 of 1
View All

Customer ID 0000026609
Business Unit 29200

SubCustomer 1
SubCustomer 2

Name OFFICE OF FEDERAL ACTIVITIES

Remit SetID 29200
Remit From ID 0000026609

Corporate SetID 29200
Corporate ID 0000026609

MICR ID
Link MICR

Reference Criteria

Reference Criteria
Detailed References

Restrict to
All Customers

Match Rule
Exact Match

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

Item Reference

1-1 of 1
View All

Qual Code	Reference	To Reference
I	GM-0007007	

Item Inclusion Options

☒ All Items
☐ Exclude Collection Items

☐ Deduction Items Only
☐ Exclude Deduction Items

☐ Items in Dispute Only
☐ Exclude Dispute Items

[Advanced Inclusion Options](#)

Worksheet Action

Build Clear

Created at

Items 0

Worksheet Selection
Save Return to Search Notify Refresh

Worksheet Application

Worksheet Action

Use the **Worksheet Selection** page to identify which Open Items will be selected in the Worksheet for payment.

Customer Criteria - select the type of customer that you want to include in the worksheet. Generally, this value will be 'Customer Items'.

Customer ID – select the Customer ID that will be used to search for Items.

NOTE: If the Customer is identified on the Deposit, this field will be populated when the user enters the page.

Business Unit – enter the agency business unit value. Defining this value will restrict the Open Items retrieved to only those for a particular business unit.

Use the **Reference Criteria** section of the page to provide additional information used to identify Items for the worksheet:

NOTE: The Reference Criteria section of the page is optional and allows the user to provide additional data elements associated with desired Items that allows the system to search for and find Items more specifically.

Reference Criteria – select from the pre-defined values that indicate how Items will be searched for and added to the worksheet:

- **Range of References**– identify a specific value or range of values for the worksheet.
 - **Restrict To** – select a value to restrict the selection by customer.
 - **Match Rule** – select whether the system will use an ‘Exact Match’ or ‘Like Match’ when selecting Items. Like Match allows the user to use a wildcard (%) to search by partial information.
- **Reference Qualifier Code (Qual Code)** – select from the pre-defined list of documents.
- **Reference** – enter the specific Item reference value.

NOTE: Use the **Plus (+)** button to add additional reference values if necessary.

Use the **Item Inclusion Options** section to determine which types of Items will be included in the worksheet.

NOTE: Select ‘All Items’ to retrieve all Open Items meeting other criteria into the worksheet.

Select the **Build** button to create the Payment Worksheet based on the criteria provided.



Worksheet Application Page

Payment Worksheet Application

Deposit Unit 29200 Deposit ID 2920009814 Payment ID 1011 Payment Sequence 1 Payment Currency USD
 Payment Accounting Date 11/04/2024

Item Action
 Entry Type Reason

Row Selection
 Choice Range

Item Display Control
 Display

Row Sorting
 Sort All By

Item List

View Detail Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Service Purchase ID	Tax Status
View Detail	57	☒	1,275.85	USD	GM-0007007		29200	0000026609	PY		☐			Not Applicable

Letter of Credit ID BG99690021

Balance

	Amount	1,275.85	Remaining	0.00	Unearned	0.00
Selected	1,275.85		Discount	0.00	Earned	0.00
Adjusted	0.00		Write Off	0.00		

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

The **Worksheet Application** page displays all Items that match the Worksheet selection criteria provided by the user.

Entry Type –Generally this will be ‘Pay An Item’ and will initially be set to this value.

Use the **Row Selection** feature to select Items in the worksheet.

Use the **Display Control** feature to filter the Items in the worksheet.

Select the **Go** button to execute the **Row Selection** or **Item Display Control** feature.

Select the View Detail icon, outlined in the screenshot above, to view Item Detail.



Worksheet Application Detail View Page

Worksheet Application Detail View [Return to Worksheet Application Summary View](#)

Deposit Unit 29200 Deposit ID 2920009814 Payment ID 1011 Pay Seq 1 Currency USD Accounting Date 11/04/2024

Item Detail [Q](#) | [◀](#) [▶](#) 57 of 57 [View All](#)

☒ Selected [+](#) [-](#)

Sequence 57 Payment Amount 1,275.85 Currency USD

Item ID GM-0007007 [Q](#)

Item Line [Q](#)

Business Unit 29200 [Q](#)

Customer ID 0000026609 [Q](#) OFFICE OF FEDERAL ACTIVITIES

SubCustomer 1 [Q](#)

SubCustomer 2 [Q](#)

Entry Type PY [Q](#)

Entry Reason [Q](#)

Discount [Q](#) ☐ Take Discount

Sales Person STATE_01 [Q](#) Credit Analyst CRAN_01 [Q](#)

Sales Person2 [Q](#) Collector COLL_01 [Q](#)

Broker ID [Q](#) AR Specialist [Q](#)

Deduction Reason [Q](#) Deduction Date [Q](#)

Document [Q](#)

Bill of Lading [Q](#)

Contracts BU 29200 [Q](#)

Contract V02F42301 [Q](#)

Contract Line [Q](#)

Order No [Q](#)

PO Ref [Q](#)

Region Code [Q](#)

Letter of Credit BG99990021 [Q](#)

Claim Number [Q](#)

Terms 00 [Q](#)

Location 1 [Q](#)

VAT Transaction [Q](#)

VAT Amount [Q](#)

Due Date 10/23/2024

Acctg Date 11/04/2024

[Copy](#)

[Write Off](#)

[Item Activity](#)

[Add Conversation](#)

[Item in Other Groups](#)

[Additional Cust Information](#)

[Currency Exchange Aid](#)

[Revenue Distribution](#)

Balance

Amount	1,275.85	Remaining	0.00	Unearned	0.00
Selected	1,275.85	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#) [Return to Worksheet Application Summary View](#)

[Save](#) [Return to Search](#) [Refresh](#)

Use the **Worksheet Application Detail View** page to review additional Item information.

Use the **hyperlinks** on the right side of the page to navigate to associated Item information.

Select the **Return to Worksheet Application Summary View** hyperlink.



Payment Worksheet Application

Deposit Unit 29200 Deposit ID 2920009814 Payment ID 1011 Payment Sequence 1 Payment Currency USD
 Payment Accounting Date 11/04/2024

Item Action
 Entry Type Reason

Row Selection
 Choice Range

Item Display Control
 Display

Row Sorting
 Sort All By

Item List

View Detail

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Service Purchase ID	Tax Status
View Detail	57	☒	1,275.85	USD	GM-0007007		29200	0000026609	PY		☐			Not Applicable

Letter of Credit ID BG99690021

Balance

Amount	1,275.85	Remaining	0.00	Unearned	0.00
Selected	1,275.85	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

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

Select (Sel) – use this checkbox to individually select the Item that will be applied to the deposit in the worksheet.

Pay Amount - displays the amount of the item.

NOTE: To apply an ‘Underpayment’ to an Item, change the **Pay Amount** value to the amount of the payment.

Item ID –this field displays the Item ID (invoice, etc.).

Type – this value will be set to ‘PY’ by the system, representing payment application to the Item.

Select the **Save** button to save the payment worksheet.

Balance					
Amount	1,275.85	Remaining	0.00	Unearned	0.00
Selected	1,275.85	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

The **Selected** amount should reflect the total of all Open Items selected in the worksheet.

Select the **Worksheet Action** hyperlink.

Worksheet Action Page

Payment Worksheet Action			
Deposit Unit	29200	Deposit ID	2920009814
		Payment ID	1011
Entered Date	11/04/2024	Status	Do Not Post
Worksheet Action		Posting Action	Accounting Entry Action
Delete Worksheet Delete Payment Group		Action: Batch Standard OK	Create/Review Entries
Worksheet Selection		Worksheet Application	Worksheet Action
Save Return to Search Notify			

Use the **Worksheet Action** page to set the payment worksheet to Post or Delete the worksheet.

Action – select ‘Batch Standard’ to set the payment worksheet to post the next time Receivables Update is executed.

Select the **OK** button to save the Posting action.

NOTE: The Receivables Update process will create Accounting Entries and update the customer account to reflect the payment application to the Item(s).

NOTE: To correct Posting Errors navigate to *Accounts Receivable > Receivables Update > Correct Posting Errors > Payment*.



Managing Payment Posting

Un-Post a Payment

Navigation: *Accounts Receivable > Receivable Update > Unpost Groups > Payment Group > Find an Existing Value*

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

Find an Existing Value

Search Criteria

*Deposit Unit = 29200

Deposit ID begins with

Payment Sequence =

Payment ID begins with

Payment Type =

Entered Date =

Posted Date =

Assigned Operator ID begins with

☐ Case Sensitive

Search **Clear** Basic Search  Save Search Criteria

Search Results

View All 1-99 of 99

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Group Unit	Group ID	Payment Type	Origin ID	Entered Date	Posted Date	Assigned Operator ID
29200	2920009365	1	GREENFIELD	29200	10203	Payment	PS_AR	11/21/2022	04/20/2024	EDURHAM
29200	2920009283	1	EXXON MOBIL	29200	10205	Payment	PS_AR	02/09/2023	04/20/2024	EDURHAM
29200	2920009252	1	FAA	29200	10189	Payment	PS_AR	09/30/2023	04/22/2024	EDURHAM
29200	2920009154	1	FWS-024-003	29200	10106	Payment	PS_AR	12/22/2023	01/04/2024	JWHITE06

Use the **Search** criteria to find the Deposit that the payment worksheet will be built upon.

Deposit Unit – enter the agency business unit value.

Deposit ID – if known, search for a particular Deposit ID.

Payment ID – search by Payment ID within a particular Deposit ID. This could be a check number, etc.

Select the **Search** button to retrieve all **Deposits** that match the Search Criteria.

Select from the list the **Deposit ID** that will be Un-posted.



Payment Control Page

Payment Control		Options		Action	
Deposit Unit	29200	Deposit ID	2920009283	Payment ID	EXXON MOBIL
Accounting Date	02/29/2024	Approved By	EDURHAM		
Group Type	P	Payment			
Origin ID	PS_AR	PS AR			
Payment Type	Payment				
Totals		Control Data			
Control	-4,641.97	*Count	1	Received	02/09/2024
Entered	-4,641.97	Count	1	Entered	02/09/2023
Difference	0.00	Count	0	Posted	04/20/2024
Posted	-4,641.97	Count	1	Assign	EDURHAM
				User	JECHOLS01
Group Status					
Edit Status	Edited	Accounting Entries	Balanced		
Balanced	Yes	Posting Action	Do Not Post		
Posting Status	Complete				
Save Return to Search Previous in List Next in List Notify					

The **Payment Control** page shows information from the Payment (Deposit) that was posted.

Posted Date – displays the date that the payment was posted to the customer account.

Select the Options Tab.



Options Page

Payment Control	Options	Action
Unit	29200	Group ID NEXT
Description Unpost		
☒ Keep Original Document Type		
Unpost Reason	MISAPPL	Payment Applied Incorrectly
Accounting Date	02/29/2024	☐ Edit Accounting Date
Assign		
Save	Return to Search	Previous in List Next in List Notify

Use the **Options** page to assign additional information for the Un-posting.

Un-post Reason – Select from the pre-defined list a reason that the payment is being un-posted.

Edit Accounting Date – select to change the Accounting Date for the un-posting. This value is defaulted in as the original posting date.

Accounting Date – when Edit Accounting Date is selected, this field is active allowing the user to change the accounting date value.

Select the Action Tab.



Action Page

Payment Control		Options		Action	
Unit	29200	Unpost Group ID	10256	Description	Unpost
Accounting Date	02/29/2024				
Action	Do Not Post				
Group Action		Posting Action		Accounting Entry Actions	
Delete Unpost		Action: Batch Standard OK		Review Unpost Now	
Save		Return to Search		Notify	

Use the **Action** page to set the Group to Un-post.

NOTE: The Receivables Update process will create Accounting Entries associated with the un-post worksheet action.

Action – select ‘Batch Standard’ to set the Group to Unpost the next time Receivables Update is executed.

Select the **OK** button to save the Posting action.

Warning – The Accounting Date entered is not the current date. Please verify that the date entered is correct. (6000,815)

Depending on the Accounting Date used for the Un-posting, the user may receive a Warning.

Select the **OK** button to continue with the Posting action.

NOTE: The Receivables Update process will Unpost the payment the next time it is executed.

NOTE: A new ‘Un-post Group ID’ will be created for the un-posting. This value will be from the same numbering scheme as used for regular Deposits.



Item Activity from Payment

Navigation: Accounts Receivable > Receivable Update > Posting Results – Payments > Item Activity From Payment > Find an Existing Value

Item Activity From Payment

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

Find an Existing Value

Search Criteria

*Deposit Unit	=	29200	Q
Deposit ID	begins with		Q
Payment Sequence	=		Q
Payment ID	begins with		Q
*Business Unit	=	29200	Q
Customer ID	begins with		Q
Posted Date	=		Calendar Icon
Payment Type	=		▼

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

Use the **Search** criteria to find the Deposit to review.

Deposit Unit – enter the agency business unit value.

Deposit ID – if known, search for a particular Deposit ID.

Payment ID – search by Payment ID within a particular Deposit ID. This could be a check number, etc.

Business Unit – required.

Select the **Search** button to retrieve all **Deposits** that match the Search Criteria.



Item Activity from Payment Page

Item Activity From Payment

Deposit Unit: 29200 Deposit ID: 2920008998

Acctg Date: 10/02/2023 Posted Date: 10/02/2023 Payment Method: CHK

Payment ID: 2408868 Payment Amount: -79.93 Currency: USD

*Display Amount Switch: Payment Amount

Item Activity

1-1 of 1 | View All

Activity 1 Activity 2 II>

Unit	Customer	Name	Group ID	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
29200	0000303804	UNION PACIFIC RAILROAD COMPANY	10057	VCP0003512		PY		2408868	-79.93	USD

Totals

Total: 1 Total Amount: -79.93 Currency: USD

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

Use the **Item Activity from Payment** page to view information about how the Deposit (payment) was applied.

Posted Date – displays the date that the payment was posted to a customer account.

Display Amount Switch – select how the Item Activity section of the page will be displayed.

Item ID – displays the Item(s) that the payment was applied to.

Total – displays the total number of Items that the payment was applied to.

