

GM 12.0 ACCOUNTS RECEIVABLE

PEOPLESOFT 8.4

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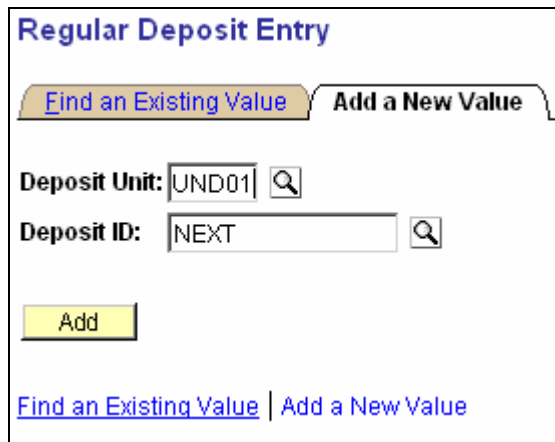
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GM 12.1 Enter Regular Deposits and Apply Payments

Regular Deposit Entry

The Regular Deposit Entry functionality allows users to enter payments to be applied against receivables (Items) created from Invoices in the Billing module.

1. From the menu, select **Accounts Receivable > Payments > Online Payments > Regular Deposit > Add a New Value**



2. The **Business Unit** field will be the one established for your institution, “**NDSU1, UND01, etc.**”. The **Deposit ID** field defaults to the value **NEXT**. **DO NOT CHANGE THIS VALUE**. The auto number system will populate this value when the deposit is saved correctly.
3. Click on the **ADD** button.

Totals Page

The Totals Page establishes control information for each of the payments in your deposit. The page shown below will appear after you click the **ADD** button from the step above.

Totals		Payments	
Unit: UND01		Deposit ID: NEXT	
Delete Deposit			
*Acctg Date:	10/05/2004	Control Currency:	USD
*Bank Code:	BND	Format Currency:	USD
*Bank Account:	BND 05-20-727	Rate Type:	CRRNT
*Deposit Type:	D DEPOSIT	Exch Rt:	1.00000000
Totals		Control Data	
Control Total Amt:	32,000.00	*Count:	5
Entered Total Amt:	0.00	*Received:	10/05/2004
Difference Amt:	32,000.00	*Entered:	10/05/2004
Posted Total Amt:	0.00	Posted:	
Journalled Total Amt:	0.00	Assign To:	llangbein
		User:	llangbein

- The **Acctg Date** will default to the current system date. There is no need to change this provided the deposit is being physically made on the date listed.
- Select the **Bank Code** and the **Bank Account** using the search key . The **Deposit Type** of “D” should then appear. When selecting the Bank Code, use the BND value if you know the Item(s) that the payments will be applied against and will complete the Payment Worksheet immediately. If you do not know the Item(s) to apply the payment against or if the Item(s) haven’t been created yet, you should use the CTRL value to deposit the funds into the Cash Control account. This books the deposit to the GL even though the Payment Worksheet may not be completed for some time.
- Enter the **Control Total Amt** as the total value of all the payments in your deposit.
- Enter the **Count** as the total number of payments to be deposited.
- Enter the **Control Currency** of “USD”.
- The **Received** and **Entered** dates will default to the current system date. These fields are for informational use only, and can be changed if necessary.
- The **Assign To** field will be populated with your User ID. This field is for informational use only; it is not necessary to change it.

Payments Page

The Payments Page establishes control information for each of the payments in your deposit. The page shown below will appear after you click the **ADD** button from the step above.

11. Select the **Payments** tab.

The screenshot shows the 'Payments' tab in a software application. At the top, there are fields for 'Unit: UND01', 'Deposit ID: 5', 'Date: 10/05/2004', and 'Balance: Not Balanced'. Below this is the 'Payment Information' section with a table containing one row of data: Seq 1, Payment ID CHK 3421567, Acctg Date 10/05/2004, Amount 1,234.65, Currency USD, Rate Type CRRNT, and Exch Rt 1.00000000. There are checkboxes for 'Payment Predictor', 'Journal Directly', and 'Range of References'. The 'Customer Information' section has fields for 'Cust ID', 'Business Unit', 'SubCustomer 1', 'SubCustomer 2', 'Name', 'Remit From', 'Remit From SetID', 'Corporate', 'Corporate SetID', and 'MICR ID'. The 'Reference Information' section has a table with columns 'Qual Code', 'Ref Value', and 'To Ref Value', and a single row with a search key icon in the 'Qual Code' field. A 'Link MICR' button is also present.

12. Enter a **Payment ID** for the payment. This can be any reference information, however the check number or similar value is advised.
13. The **Acctg Date** will default to the current system date. There is no need to change this provided the deposit is being physically made on the date listed.
14. Enter the **Amount** of the payment.
15. If the sponsor associated with the payment is known, select the **Business Unit** in the **Customer Information** level using the search key . Then select the **Cust ID** for the payment using the search key . The **MICR ID** field is not used.
16. If additional payment reference information, such as Award(Contract), Item(Invoice), or LOC ID is known, select the appropriate **Qual Code** in the **Reference Information** level using the search key .
17. After selecting the Reference Qualifier Code (Qual Code), enter the **Ref Value**, or select it from the search prompt using the search key .
18. Click the **Save** button.

19. Click the plus icon on the **Payment Information** level to add rows for additional payments. Repeat steps 12 – 18 until all payments for the deposit have been entered.

20. Verify that the deposit status is **Balanced**. If it is not, then the **Control Total Amt** and **Count** entered on the **Totals** page does not match the individual payments entered on the **Payments** page. Either adjust the **Control Total Amt** and **Count**, or adjust the number or amount of the individual payments until they are in-sync and the deposit status is **Balanced**. You cannot apply any of the payments until the deposit is balanced.

Totals		Payments	
Unit:	UND01	Deposit ID:	10
Date:	12/06/2004	Balance:	Balanced

21. Record your **Deposit ID**.

Create Worksheet

The Create Worksheet Page allows you to apply the individual payments from your deposit to one or more Items (receivables) that were created based on Invoices from the Billing module. Payment Worksheets allow you to make full or partial payments on an Item.

22. From the menu, select **Accounts Receivable > Payments > Apply Payments > Create Worksheet**

Worksheet Selection

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

Find an Existing Value

Deposit Unit:	=	<input type="text"/>	<input type="text"/>	<input type="button" value="Q"/>
Deposit ID:	begins with	<input type="text"/>	<input type="text"/>	<input type="button" value="Q"/>
Payment Sequence:	=	<input type="text"/>	<input type="text"/>	
Payment ID:	begins with	<input type="text"/>	<input type="text"/>	<input type="button" value="Q"/>
Payment Status:	=	<input type="text"/>	<input type="text"/>	<input type="button" value="Q"/>
User ID:	begins with	<input type="text"/>	<input type="text"/>	
Assigned Operator ID:	begins with	<input type="text"/>	<input type="text"/>	<input type="button" value="Q"/>
Accounting Date:	=	<input type="text"/>	<input type="text"/>	<input type="button" value="Q"/>

Case Sensitive

[Basic Search](#)

23. The **Deposit Unit** field will be the one established for your institution, “[NDSU1](#), [UND01](#), [etc.](#)”. Enter or select your **Deposit ID** from step 21. Click on the **Search** button. If you entered more than one payment, the list of your available payments will be displayed. Click on the payment you want to apply to go to the Worksheet Selection page. If you only entered one payment in your deposit, you will be taken directly to the Worksheet Selection page.

24. Once in the Worksheet Selection page, verify and update the Customer Information and Reference Information (if necessary).

Worksheet Selection

Deposit Unit: UND01 **Payment ID:** TEST **Payment Predictor**
Deposit ID: 10 **Payment Amount:** 500.00 USD
Deposit Status: None Applied **Payment Status:** Identified

Customer Criteria

Customer Criteria: Customer Items

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

Customer ID: **Business Unit:**
Name: U.S. Department Of Agriculture
Remit SetID: UND01 **Remit From ID:** FED_100000
Corporate SetID: UND01 **Corporate ID:** FED_100000
MICR ID:

Reference Criteria

Reference Criteria: None

Restrict to: All Customers

Match Rule: Exact Match

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

Reference	To Reference	Qual Code
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Q"/> <input type="button" value="+"/> <input type="button" value="-"/>

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

Worksheet Control

 Created at: **Items:** 0

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

25. Click on the 'Build' pushbutton at the bottom of the page to build the worksheet. Clicking build will take you to the Worksheet Application page

- Once on the Worksheet Application page, the first thing to do is change the **Dynamic Col 1** and **Dynamic Col 2** to 'Letter' and 'Contract'. This will then show the Letter of Credit number and Contract number on the right side of the page, which will help select your invoice.

Worksheet Application **Detail View**

Deposit Unit: UNDD01 Deposit ID: 10 Payment ID: TEST Payment Sequence: 1 Currency: USD

Item Display Control
 Select: [] Sort All: [Item] Display: [All Items] **Dynamic Col 1: Letter** **Dynamic Col 2: Contract**

Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	Letter	Contract	Due Date
1	<input type="checkbox"/>	2,954.00	USD	UND-000000005						UND01	FED_100		UND0000066	12/08/20
2	<input type="checkbox"/>	3,547.06	USD	UND-000000006						UND01	FED_100	12-14-3802	UND0000081	12/08/20
3	<input type="checkbox"/>	2,954.00	USD	UND-000000008						UND01	FED_100		UND0000066	12/09/20
4	<input type="checkbox"/>	2,954.00	USD	UND-000000010						UND01	FED_100		UND0000066	12/08/20
5	<input type="checkbox"/>	7,094.12	USD	UND-000000011						UND01	FED_100	12-14-3802	UND0000081	12/30/20

Balance

Amount:	500.00	Remaining:	500.00	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 Notify Refresh

- Find your invoice using the Amount, Contract (Award), and/or Letter of Credit ID. Check the invoice you want to apply payment. If necessary, adjust the **Pay Amt** to reflect an overpayment or partial payment.

- Press **Save** button at the bottom of the page.
- Ensure the payment amount is fully selected by verifying that **Remaining** is '0.00'. If there is a remaining amount, the payment has not been

Balance			
Amount:	13,000.00	Remaining:	0.00
Selected:	13,000.00	Discount:	0.00

- Once your payment has been fully selected, navigate to the Worksheet Action page by clicking the hyperlink at the bottom of the page. [Worksheet Action](#)

- Once on the Worksheet Action page, select the **Post Now** box in the Posting Action frame. This sets the payment to post the next time the AR Update process is run. The AR Update process is run in batch on a nightly basis. (Note: If the **Post Now** box is not available for choosing, your deposit is not in balance. Return to the Worksheet Application page by clicking the hyperlink at the bottom of the page, and resume at step 26 of this document.)

Worksheet Action

Deposit Unit: UND01 **Deposit ID:** 10 **Payment ID:** TEST

Entered: 12/06/2004

Status: No Action

Worksheet Action	Posting Action	Accounting Entry Action
Delete Worksheet	Do Not Post	Create/Review Entries
Delete Payment Group	Post Now	
	Post Later	

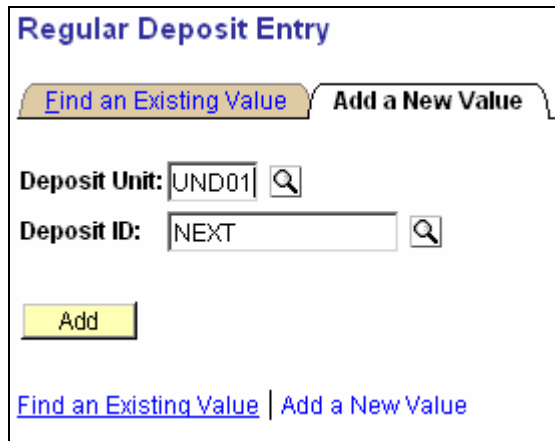
[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

GM 12.2 Enter Direct Journal Deposits and Accounting Entries

Direct Journal Deposit Entry

The Direct Journal Deposit Entry functionality allows users to enter payments that are not to be applied against receivables (Items) created from Invoices in the Billing module. These are funds from Program Income, refunds for expense purchases (i.e. office supplies returned and need to be credited back to the original expense account), or other non-sponsored research activity.

1. From the menu, select **Accounts Receivable > Payments > Online Payments > Regular Deposit > Add a New Value**



2. The **Business Unit** field will be the one established for your institution, “[NDSU1](#), [UND01](#), etc.”. The **Deposit ID** field defaults to the value **NEXT**. **DO NOT CHANGE THIS VALUE**. The auto number system will populate this value when the deposit is saved correctly.
3. Click on the **ADD** button.

Totals Page

The Totals Page establishes control information for each of the payments in your deposit. The page shown below will appear after you click the **ADD** button from the step above.

Totals		Payments	
Unit: UNDD01		Deposit ID: NEXT	
		Delete Deposit	
*Acctg Date:	10/05/2004	Control Currency:	USD
*Bank Code:	BND	Format Currency:	USD
*Bank Account:	BND 05-20-727	Rate Type:	CRRNT
*Deposit Type:	D DEPOSIT	Exch Rt:	1.00000000
Totals		Control Data	
Control Total Amt:	32,000.00	*Count:	5
Entered Total Amt:	0.00	*Received:	10/05/2004
Difference Amt:	32,000.00	*Entered:	10/05/2004
Posted Total Amt:	0.00	Posted:	
Journalled Total Amt:	0.00	Assign To:	llangbein
		User:	llangbein

- The **Acctg Date** will default to the current system date. There is no need to change this provided the deposit is being physically made on the date listed.
- Select the **Bank Code** and the **Bank Account** using the search key . The **Deposit Type** of “D” should then appear. You should use the BND value when selecting the Bank Code for Direct Journal deposits.
- Enter the **Control Total Amt** as the total value of all the payments in your deposit.
- Enter the **Count** as the total number of payments to be deposited.
- Enter the **Control Currency** of “USD”.
- The **Received** and **Entered** dates will default to the current system date. These fields are for informational use only, and can be changed if necessary.
- The **Assign To** field will be populated with your User ID. This field is for informational use only; it is not necessary to change it.

Payments Page

The Payments Page establishes control information for each of the payments in your deposit. The page shown below will appear after you click the **ADD** button from the step above.

11. Select the **Payments** tab.

The screenshot shows the 'Payments' tab selected. At the top, it displays 'Unit: UN001', 'Deposit ID: 24', 'Date: 10/05/2004', and 'Balance: Balanced'. Below this is the 'Payment Information' section with a table containing one row: Seq 1, Payment ID CHK 12345, Acctg Date 10/05/2004, Amount 32,000.00, Currency USD, Rate Type CRRNT, and Exch Rt 1.00000000. There are checkboxes for 'Payment Predictor' (unchecked), 'Journal Directly' (checked), and 'Range of References' (unchecked). The 'Customer Information' section contains several empty input fields for Cust ID, SubCustomer 1, Name, Remit From, Corporate, MICR ID, Business Unit, and SubCustomer 2, along with a 'Link MICR' button. The 'Reference Information' section has a table with one row: Qual Code 1, Ref Value, and To Ref Value. A 'Detail References' link is at the bottom left.

12. Enter a **Payment ID** for the payment. This can be any reference information, however the check number or similar value is advised.
13. The **Acctg Date** will default to the current system date. There is no need to change this provided the deposit is being physically made on the date listed.
14. Enter the **Amount** of the payment.
15. Select the **Journal Directly** checkbox, since this is a Direct Journal Deposit.
16. Do not enter any values into the **Customer Information** or **Reference Information** fields.
17. Click the **Save** button.
18. Click the plus icon on the **Payment Information** level to add rows for additional payments. Repeat steps 12 – 17 until all payments for the deposit have been entered.
19. Verify that the deposit status is **Balanced**. If it is not, then the **Control Total Amt** and **Count** entered on the **Totals** page does not match the individual payments

entered on the **Payments** page. Either adjust the **Control Total Amt** and **Count**, or adjust the number or amount of the individual payments until they are in-sync and the deposit status is **Balanced**. You cannot apply any of the payments until the deposit is balanced.

Totals		Payments					
Unit:	UND01	Deposit ID:	24	Date:	10/05/2004	Balance:	Balanced

20. Record your **Deposit ID**.

Create Accounting Entries

The Create Accounting Entries Page allows you to enter specific ChartField values for your deposit to credit it to a specific Business Unit, Department, Project, Account, etc. The debit to cash is created for you by the system.

21. From the menu, select **Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**

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

Find an Existing Value

Deposit Unit:	=	<input type="text" value="UND01"/>	🔍
Deposit ID:	begins with	<input type="text" value="24"/>	🔍
Payment Sequence:	=	<input type="text"/>	
Payment ID:	begins with	<input type="text"/>	
User ID:	begins with	<input type="text"/>	
Assigned Operator ID:	begins with	<input type="text"/>	

Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

22. The **Business Unit** field will be the one established for your institution, “**NDSU1, UND01, etc.**”. Enter the **Deposit ID** value you recorded in Step 20 above. Click the **Search** button. If you entered more than one payment, the list of your available payments will be displayed. Click on the payment you want to apply to go to the Accounting Entries page. If you only entered one payment in your deposit, you will be taken directly to the Accounting Entries page.


- Enter the appropriate Account, Fund Code, DeptID, and Program Code ChartField values, as well as the **Line Amount** for the credit entry of the deposit. If you are entering a refund for an expense purchase, be sure to enter the detailed expense account value that was used for the original purchase. This will ensure that correct budget category is credited when the deposit is journal generated to the GL, Commitment Control is updated, the transaction is integrated to PROJ_RESOURCE, and F&A/Billing are processed.

The screenshot shows the 'Accounting Entries' window with the 'Deposit Control' tab selected. The 'Unit' is UND01, 'Deposit ID' is 24, 'Payment' is CHK 12345, and 'Seq' is 1. The 'Amount' is 32,000.00 USD. The 'Complete' checkbox is unchecked. The 'Chartfields' tab is active, showing a table with columns: 'GL Unit', 'Speed Type', 'Account', 'Oper Unit', 'Fund Code', 'DeptID', 'Program Code', 'Line Amount', and 'Currency'. The first row contains '1 1 UND01' and 'Speed Type'. Below the table, a summary row shows '0 Lines Total Debits: 0.000 Currency: Total Credits: 0.000 Currency: Net 0.000'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh', along with a link to 'Accounting Entries | Deposit Control'.

- Navigate to the **More Chartfields** tab and enter the appropriate value for Project.



The screenshot shows the 'Accounting Entries' window with the 'Deposit Control' tab selected. The 'Unit' is UND01, 'Deposit ID' is 24, 'Payment' is CHK 12345, and 'Seq' is 1. The 'Amount' is 32,000.00 USD. The 'Complete' checkbox is unchecked. The 'More Chartfields' tab is active, showing a table with columns: 'Class', 'Project', 'Subsys PC BU', 'Subsystem Activity ID', and 'Subsystem Analysis Type'. The first row contains '1' and 'Not Edited'. Below the table, a summary row shows '0 Lines Total Debits: 0.000 Currency: Total Credits: 0.000 Currency: Net 0.000'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh', along with a link to 'Accounting Entries | Deposit Control'.

- Click the **Save** button.


26. Click the lightning bolt  icon to create the Debit entries to Cash. The ChartField entry fields will be changed to display-only, with both entries displayed.

Accounting Entries | Deposit Control

Unit: UND01 Deposit ID: 24 Payment: CHK 12345 Seq: 1

Amount: 32,000.00 USD  

Complete

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

GL Unit	Speed Type	Account	Oper Unit	Fund Code	DeptID	Program Code	Line Amount	Currency
1 1 UND01	Speed Type	450010		43500	1120		-32,000.00	USD
2 101 UND01	Speed Type	105251		43500	1120		32,000.00	USD

2 Lines Total Debits: 32,000.00 Currency: USD Total Credits: 32,000.00 Currency: USD Net 0.00

[Accounting Entries](#) | [Deposit Control](#)

27. Select the **Complete** checkbox. Click the **Save** button. This will populate the PC Business Unit (Subsys PC BU), Activity ID (Subsystem Activity ID), and Analysis Type (Subsystem Analysis Type) fields on the More Chartfields tab. The GLE Analysis Type is populated on all Direct Journal deposits.
28. When the Journal Generator process is run, journal entries will be created for the accounting distributions you entered.

GM 12.3 Running the Receivables Update Process

HE Receivables Update

The Receivables Update (NDU_AR_UPDAT) process performs the actual posting of Pending Items, Payment Worksheet, Maintenance Worksheets, etc. It runs as part of the nightly batch process schedule, but there may be times when you need to run it off-cycle.

1. From the menu, select **Accounts Receivable > Update Receivables > HE Receivables Update**

NDU_POSTING_REQUES

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

Run Control ID:

Case Sensitive

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

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

2. If you already have a Run Control ID setup, click the **Search** button and select it. Then skip to step 4. Otherwise, click the **Add a New Value** hyperlink.
3. Enter the name of for your Run Control ID. *The name you enter can not have any spaces.* Click the **Add** button after you have entered your Run Control ID.

NDU_POSTING_REQUES

Find an Existing Value
Add a New Value

Run Control ID:

Add

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

4. Enter your **Group Unit** (Business Unit), select 'Always' as the **Process Frequency**, enter '1/1/1900' as the **Accounting Date From** and today's date as the **Accounting Date To**.

Receivable Update Request

Run Control ID: MISU1_HE_AR_UPDATE [Report Manager](#) [Process Monitor](#) Run

Process Request Parameters Find | View All First 1 of 1 Last

'Group Unit: MISU1 + -

Process Frequency: Always 'High Balance Basis Date: Run Date

'Accounting Date From: 01/01/1900 'Accounting Date To: 01/14/2005

Customer History Options

User Defined

Payment Performance

DSO

SubCustomer

Last Run On

Last Run On:

Process Instance:

5. Click on the **Run** button.
6. On the Process Schedule Request page, make sure that the **Select** checkbox is populated for 'NDU_AR_UPDAT'.

Process Scheduler Request

User ID: rmmcdaniel Run Control ID: MISU1_HE_AR_UPDATE

Server Name: Run Date: 01/14/2005

Recurrence: Run Time: 8:48:45AM Reset to Current Date/Time

Time Zone:

Process List

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

OK Cancel

7. Click the **OK** button.

- The system will return to the Receivable Update Request page. Notice the **Process Instance** number located below the **Run** button. Make a note of this number and click the **Process Monitor** hyperlink.

Receivable Update Request

Run Control ID: MISU1_HE_AR_UPDATE [Report Manager](#) [Process Monitor](#) Run

Process Instance: 180690

Process Request Parameters Find | View All First 1 of 1 Last

*Group Unit: MISU1

Process Frequency: Always *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/1900 *Accounting Date To: 01/14/2005

Customer History Options

User Defined

Payment Performance

DSO

SubCustomer

Last Run On

Last Run On:

Process Instance:

- Click **Refresh** until the **Run Status** is 'Success'.

Process List [Server List](#)

View Process Request For

User ID: rmmcdaniel Type: Last: 14 Days Refresh

Server: Name: Instance: to

Run Status: Save On Refresh

Customize | Find | View All | First 1 of 1 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
180690		Application Engine	NDU_AR_UPDAT	rmmcdaniel	01/14/2005 8:48:45AM CST	Success	Details

[Go back to NDU_POSTING_REQUES](#)