

The **AR Payment Approver** will finalize the Payment Worksheet created by the AR Payment Processor in AR6 – Record SCO Collection of PAR. The AR Payment Processor will provide supporting documents such as a Batch Header posting document and the SCO Journal Entry (APO JE). The posting document will provide the Deposit ID and PAR information.

FISCAL ACCOUNTING ENTRIES								
							DEPOSIT ID #	45
							BATCH TOTAL	37.60
							BATCH COUNT	1
							FM	08 - FEB
PAR SCO JE "APO"								
PMT #	Amount	SCO JE #	JE Date	PAR #	EMPLOYEE	PMT PREDICTOR	PARTIAL PMT	PARTIAL PMT APPLIED <i>(create AR Worksheet)</i>
1	37.60	APO1602141	2/10/2016	PAR37546			BAL \$184.59	
	37.60							
AR Payment Processor Notes:								
1. Look up AR ITEMS: AR > CUSTOMER ACCT > ITEM INFO > VIEW UPDATE/ITEM DETAILS								
2. Verify if full payment or partial payment on AR item								
3. If full payment, use the Payment Predictor option and note it on this sheet next to the item								
4. If partial payment, note it on this sheet and proceed with CREATE WORKSHEET. Do NOT use Payment Predictor.								
5. Set up deposit with the following:								
-Bank Account = 9999								
-Set up on Payment Tab: EFT, Fund Trf, Gen Cash								
							AR Payment Processor	DATE
Find Journal ID # with path: Reporting Tools > Query > Query Viewer (use ZZ_ARITEM_ENTRIES_SENTTO_GL)								
							AR Payment Approver	DATE

The **AR Payment Approver** will Finalize the Payment Worksheet. Steps are:

- 1 – Navigate to Accounts Receivable>Payments>Apply Payments>Finalize Worksheet
- 2 – Enter your Business Unit;
- 3 – Enter the Deposit ID
- 4 - Click Search. Search Results will display at the bottom of the form. Click on the Deposit ID

1 Accounts Receivable > Payments > Apply Payments > Finalize Worksheet

Finalize Payment Worksheet

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

Find an Existing Value

Search Criteria

2 Deposit Unit: = 8860

3 Deposit ID: begins with 45

Payment Sequence: =

Payment ID: begins with

Payment Status: =

User ID: begins with

Assigned Operator ID: begins with

Payment Predictor Method: begins with

Accounting Date: =

4 Search Clear

5 – Click Worksheet Selection to view the Payment

Accounts Receivable > Payments > Apply Payments > Finalize Worksheet

Payment Worksheet Action

Deposit Unit: 8860 Deposit ID: 45 Payment ID: APO1602141

Entered Date: 03/11/2016 Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<p>5 Delete Worksheet</p> <p>Delete Payment Group</p>	<p>Action: Do Not Post <input type="button" value="OK"/></p>	<p>Create/Review Entries</p>

5 Worksheet Selection Worksheet Application Worksheet Action

6 – Review Payment Worksheet Information

7 – Go back to Finalize Worksheet

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Accounts Receivable > Payments > Apply Payments > Finalize Worksheet > Create Worksheet

Payment Worksheet Selection **6**

Deposit Unit:	8860	Payment ID:	APO1602141	<input type="checkbox"/> Payment Predictor
Deposit ID:	45	Payment Amount:	37.60 USD	
Deposit Status:	Partially Applied	Payment Status:	Applied	

Customer Criteria

Customer Criteria:	Customer Reference			Find View All	First 1 of 1
Customer Items	Customer ID:	EMP1176937	Business Unit:	8860	
	Name:	John Doe			
	Remit SetID:	8860	Remit From ID:	EMP1176937	
	Corporate SetID:	8860	Corporate ID:	EMP1176937	
	MICR ID:	Link MICR			

Reference Criteria

Reference Criteria:	Item Reference			Personalize Find View All	First 1 of 1 Last
Specific Value	Qual Code	Reference	To Reference	Event	
Restrict to:	I	PAR37546			
All Customers					

- 8 – Change Posting Action to Batch Standard
- 9 – Click OK
- 10 – Save

Accounts Receivable > Payments > Apply Payments > Finalize Worksheet

Payment Worksheet Action

Deposit Unit: 8860 Deposit ID: 45 Payment ID: APO1602141

Entered Date: 03/11/2016 Status: Do Not Post

Worksheet Action

Delete Worksheet

Delete Payment Group

Posting Action

8 Action: Batch Standard OK 9

Accounting Entry Action

Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

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Save Return to Search Previous in List Next in List Notify