AR11 - APPROVE AR REIMBURSEMENT/REVENUE

Source Document: AR Invoice
AR Posting Document

Module: Accounts Receivable (AR)

Roles: BI/AR 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# 2357   ITEM ID# CALS201508

Line	GL Unit	*Type	Amount	*Account	Alt Acct	Fund	Rptg Structure	Program	Approp Ref	ENY	PC Bus Unit	Project	Activity	Affiliate	Fund Affil	Budget Date
1	8860	User	-324,449.92	4810000	4810000000	1	88604560	6785019	1	2015	8860	653	1			4/4/2016
2	8860	AR	324,449.92	1240000	0	1		6785019	1	2015	8860	653	1	7502	9730	4/4/2016

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

1 – Navigate to Main Menu>Accounts Receivable>Pending Items>Online Items>Group Entry

2 - Enter your Group Unit

3 - Enter your Group ID

4 - Click Search

The **BI/AR Approver** will review the Pending Item and Accounting Entries. Steps are:
1 - Review the information in the Pending Items tab

The **BI/AR 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 Account, Alt Acct, Fund, Reporting Structure, and Program

1 - The **BI/AR Approver** will continue to review the Accounting Entries:

2 - Review the Approp Ref, ENY; Project BU, Project ID, and Activity ID if you are using project costing to capture reimbursement expenditures.

3 - 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.

4 - 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

The **BI/AR Approver** will approve the Group. Steps are:
1 - Click in the Group Action tab

1 - The **BI/AR 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