

## **AR11 - APPROVE AR REIMBURSEMENT/REVENUE**

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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

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[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

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### Group Entry

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

▼ **Search Criteria**

2 Group Unit = ▼  🔍

3 Group ID begins with ▼  🔍

User ID begins with ▼  🔍

Assigned Operator ID begins with ▼  🔍

Origin ID begins with ▼

Entered Date = ▼  📅

Posting Status = ▼

Case Sensitive

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

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

- 1 - Review the information in the Pending Items tab

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Pending Items](#) > [Online Items](#) > [Group Entry](#)

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[Group Control](#)
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[Pending Item 1](#)
[Pending Item 2](#)
[Pending Item 3](#)
[Accounting Entries](#)
[Group Action](#)

Group Unit 8860      Group ID 2357

**Pending Item Entry** Find | View All    First 1 of 1 Last

*Acctg Date	<input type="text" value="04/04/2016"/>	*As Of Date	<input type="text" value="04/04/2016"/>	Sequence	1
*Item ID	<input type="text" value="CAL5201508"/>	Line	<input type="text"/>	<a href="#">Copy Line</a>	
*Business Unit	<input type="text" value="8860"/>	*Customer	<input type="text" value="DEPT750200"/>	TECHDEPT	
SubCust1	<input type="text"/>	SubCust2	<input type="text"/>		
Amount	<input type="text" value="324,449.92"/>	*Currency	<input type="text" value="USD"/>		
*Entry Type	<input type="text" value="DR"/>	Reason	<input type="text" value="MIS"/>	*AR Dist	<input type="text" value="AR-DUEFUND"/>
Rate Type	<input type="text"/>	<input checked="" type="checkbox"/> Revalue Flg	Entry Event <input type="text"/>		
Exchange Rate	<input type="text" value="1.00000000"/>	<a href="#">Attachments (0)</a> <a href="#">View Audit Logs</a>			

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

Navigation: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry

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**1**

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

Group Unit 8860      Group ID 2357      Budget Details

**Accounting Entries**      Find | View All      First 1 of 1 Last

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 Last

**2** ChartFields | Currency Details | Additional Details | Journal Reference Information | Item Creation/Update Details

Line	GL Unit	*Type	Amount	<b>4</b> Account	Alt Acct	Svc Loc	Fund	Rptg Structure	Progra
<b>3</b> 2	8860	AR	324,449.92	1240000	0000000000		0001		67850
1	8860	User	-324,449.92	4810000	4810000000		0001	88604560	67850

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

- 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 124xxx – 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

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

Group Unit 8860      Group ID 2357      **1** Budget Details

Accounting Entries      Find | View All      First 1 of 1 Last

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 Last

Line	GL Unit	*Type	Amount	2	Approp Ref	ENY	PC Bus Unit	Project	Activity	Source Type
2	8860	AR	324,449.92		001	2015	8860	000000000000653	0000000000000000	
1	8860	User	-324,449.92		001	2015	8860	000000000000653	0000000000000000	

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

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

Line	GL Unit	*Type	Amount	3	Affiliate	Fund Affil	Agency Use	Budget Date	4	Speed T
2	8860	AR	324,449.92		7502	9730		04/04/2	31	Speed T
1	8860	User	-324,449.92					04/04/2	31	Speed T

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

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

- 1 - Click in the Group Action tab

The screenshot displays the FISCal web application interface. At the top, a breadcrumb trail shows the navigation path: Favorites > Main Menu > Accounts Receivable > Pending Items > Online Items > Group Entry. The FISCal logo is visible on the left. Below the breadcrumb trail, a series of tabs are shown: Group Control, Pending Item 1, Pending Item 2, Pending Item 3, Accounting Entries, and Group Action. The Group Action tab is highlighted with a blue border and a red number '1' above it, indicating the step to be taken. Below the tabs, the system displays the following information: Group Unit 8860, Group ID 2357, Entered 04/12/2016, Status Do Not Post, and Cash Drawer Receipt. There are three main action panels: Group Actions (with buttons for Balance and Delete Group), Posting Action (with a dropdown menu set to Do Not Post and an OK button), and Accounting Entry Actions (with buttons for Create Entries and Delete Entries). At the bottom of the interface, there are buttons for Save, Return to Search, Notify, Add, and Update/Display.

- 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

Navigation: Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Pending Items ▾ > Online Items ▾ > Group Entry

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Group Unit 8860 Group ID 2357

Entered 03/02/2018 Status Do Not Post Cash Drawer Receipt

**1** Group Action

**2** Posting Action

Action: Batch Standard **3** OK

**4** Save Return to Search Notify Add Update/Display