

## **AR14 - APPROVE COLLECTION - BILLED AR**

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Source Document: Departments Payment Batch Header  
Report of Deposit Form and  
Supporting Documents

Module: Accounts Receivable (AR)

Roles: AR Payment Approver

AR14 - Approve Collection – Billed AR (cont'd)

In training course, AR12 Record Collection-Billed AR (Bank Deposit), the Department of Finance AR Payment Processor prepared a **Payment Batch Header** to document details of customer payments. Now the AR Payment Approver will receive the Payment Batch Header and supporting documents to review and approve the transaction. The Payment Batch Header below shows two billed receipts: \$200.00 that was applied using Payment Predictor and \$300,000.00 that was applied using the Worksheet Application.

In this course, the AR Payment Approver will finalize the worksheet created by the AR Payment Processor to record the \$300,000 payment.

DEPARTMENT OF FINANCE PAYMENT BATCH HEADER														
						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DEPOSIT ID #</td> <td style="text-align: right;">835</td> </tr> <tr> <td>BATCH TOTAL</td> <td style="text-align: right;">300,200.00</td> </tr> <tr> <td>BATCH COUNT</td> <td style="text-align: right;">2</td> </tr> <tr> <td>FM</td> <td style="text-align: right;">Oct-2018</td> </tr> </table>	DEPOSIT ID #	835	BATCH TOTAL	300,200.00	BATCH COUNT	2	FM	Oct-2018
DEPOSIT ID #	835													
BATCH TOTAL	300,200.00													
BATCH COUNT	2													
FM	Oct-2018													
Print #	AMOUNT	TYPE	Inv No.	PAYMENT PREDICTOR ?	FY	REPORTING UNIT								
1	200.00	REVENUE CALSTARS TRAINING INV#CS-XXXX	CS-8267	<input checked="" type="checkbox"/>		(Per AR Set-Up Coding to account 4172500 misc revenue)								
2	300,000.00	REMBURSEMENT INV#	CAL\$201508	<input type="checkbox"/>		(Per AR Set-Up Coding for reimbursement accounts: 4810, 4820, 4830, 4840, 4850)								
		<b>300,200.00</b>												
<b>300,200.00 Total Deposit</b>														
AR Payment Processor Notes:														
BANK ACCT 244 (Use Department's account outside the CT S)														
Set up on Payment Tab: Check, Check, GEN CASH														
Bank Deposit Slip # <u>1244000005</u> Bank Deposit Date <u>10/23/2018</u> Remittance Number _____ Remittance Date _____														
Validation after posting and AR module has been batch processed:														
AR > Payments > Review Payments > Incomplete Payments														
Note: any incomplete item listed must be researched and resolved in the AR Module														
_____ AR Payment Processor						_____ DATE								
_____ AR Payment Approver						_____ DATE								
_____ Remittance Processor						_____ DATE								

Useful information such as bank deposit slip number and date are included on this form.

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

- 1** - Enter your Business Unit;
- 2** - Enter the Deposit ID
- 3** - Click Search

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

Deposit Unit:	=	▼	8860	
Deposit ID:	begins with	▼	835	
Payment Sequence:	=	▼		
Payment ID:	begins with	▼		
Payment Status:	=	▼		▼
User ID:	begins with	▼		
Assigned Operator ID:	begins with	▼		
Payment Predictor Method:	begins with	▼		
Accounting Date:	=	▼		

Case Sensitive

**3**

Search Clear Basic Search Save Search Criteria

From the Search Results, click on the Payment Sequence:

Search Results

View All

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Payment Amount	Payment Currency	Payment Status
8860	835	1	DOF201508	300000.00	USD	Applied

Click on Worksheet Selection:

Payment Worksheet Action

Deposit Unit: 8860      Deposit ID:      Payment ID:

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Entered Date:      Status: Do Not Post

**Worksheet Action**

Delete Worksheet

Delete Payment Group

**Posting Action**

Action: Do Not Post

**Accounting Entry Action**

Create/Review Entries

**Worksheet Selection**      Worksheet Application      Worksheet Action

The **AR Payment Processor** will review information on the Payment Worksheet Selection:

### Payment Worksheet Selection

**Deposit Unit:** 8860

**Deposit ID:**

**Deposit Status:** Partially Applied

**Payment ID:**

**Payment Amount:**

**Payment Status:** Applied

Payment Predictor

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**Customer Criteria**

**Customer Criteria:**

None

Customer Reference

**Customer ID:**

**SubCustomer 1:**

**Name:**

**Remit SetID:**

**Corporate SetID:**

**MICR ID:**

[Find](#) | [View All](#) | [First](#) 4 1 of 1

**Business Unit:**

**SubCustomer 2:**

**Remit From ID:**

**Corporate ID:**

Link MICR

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**Reference Criteria**

**Reference Criteria:**

Specific Value

**Restrict to:**

All Customers

Item Reference

Qual Code	Reference	To Reference	Event

[Personalize](#) | [Find](#) | [View All](#) | |

[First](#) 4 1 of 1 [Last](#)

If the information on the Payment Worksheet Selection is correct, go back one step to Finalize Worksheet.

On the tool bar (as shown), click on Finalize Worksheet to view the Payment Worksheet Action screen shown below.

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

### Payment Worksheet Action

Deposit Unit: 8860    Deposit ID:    Payment ID:

Entered Date:    Status: Do Not Post

**Worksheet Action**

Delete Worksheet

Delete Payment Group

**Posting Action**

Action: Do Not Post    OK

**Accounting Entry Action**

Create/Review Entries

Worksheet Selection    Worksheet Application    Worksheet Action

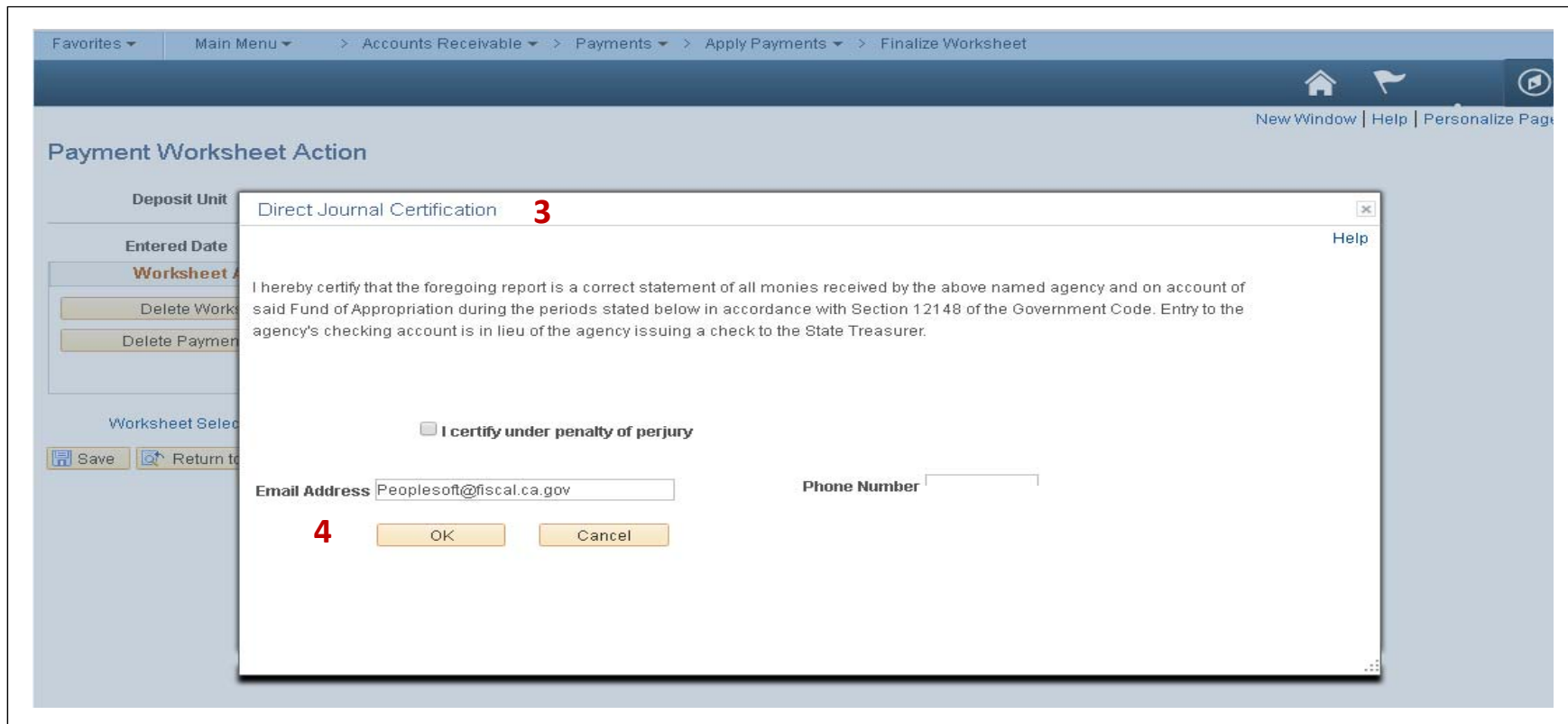
Save    Return to Search    Previous in List    Next in List    Notify

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

- 1 - Under Posting Action, click in the Action box and select Batch Standard
- 2 - Click OK

The screenshot displays the 'Payment Worksheet Action' interface. At the top, it shows 'Deposit Unit: 8860', 'Deposit ID:', and 'Payment ID:'. Below this, there are three main sections: 'Worksheet Action', 'Posting Action', and 'Accounting Entry Action'. The 'Posting Action' section is highlighted with a red box and contains the following elements: 'Status: Do Not Post', 'Action: Batch Standard' (with a dropdown arrow), and an 'OK' button. The 'Worksheet Action' section contains 'Delete Worksheet' and 'Delete Payment Group' buttons. The 'Accounting Entry Action' section contains a 'Create/Review Entries' button. At the bottom of the interface, there is a navigation bar with buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

- 3** - When the Direct Journal Certification appears, click on the certification check box, enter email address and phone number
- 4** - Click OK to return to the Payment Action Worksheet screen





- 5** - Click Save on the Payment Worksheet Action
- 6** – If applicable, click Next in List to finalize and approve additional payments in the deposit.

### Payment Worksheet Action

Deposit Unit: 8860      Deposit ID:      Payment ID:

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Entered Date:      Status: Do Not Post

<div style="background-color: #e0e0e0; padding: 2px; text-align: center; font-weight: bold; color: #a52a2a;">Worksheet Action</div> <div style="padding: 5px;"> <div style="background-color: #f4a460; padding: 2px; text-align: center; margin-bottom: 5px;">Delete Worksheet</div> <div style="background-color: #f4a460; padding: 2px; text-align: center;">Delete Payment Group</div> </div>	<div style="background-color: #e0e0e0; padding: 2px; text-align: center; font-weight: bold; color: #a52a2a;">Posting Action</div> <div style="padding: 5px;"> Action: <input type="text" value="Batch Standard"/> <input type="button" value="OK"/> </div>	<div style="background-color: #e0e0e0; padding: 2px; text-align: center; font-weight: bold; color: #a52a2a;">Accounting Entry Action</div> <div style="padding: 5px;"> <div style="background-color: #cccccc; padding: 2px; text-align: center; margin-bottom: 5px;">Create/Review Entries</div> </div>
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Worksheet Selection                      Worksheet Application                      Worksheet Action

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