



**State of Wisconsin**  
**Department of Administration**

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**Receivables Processing**  
**Job Aid**

**Version 1.0**



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## PURPOSE AND DESCRIPTION

The Receivables Processing Job Aid is used to illustrate the processes of manually entering receivables, interfacing externally sourced receivables, posting receivables, and maintaining receivables using the Maintenance Worksheet.

The following icons are depicted throughout this document to bring special attention to additional information, key points, and warnings.

Icon	Description	Purpose
	Additional information	Provides more information on the fields highlighted or selected on the screenshot.
	Key Points	Explains the purpose/importance of a particular field/option.
	Warning	Provides any critical information for critical fields.

## ENTERING ONLINE RECEIVABLES

In the activity below, the process of manually adding pending items directly into the Receivables application is illustrated. When all pending items have been entered, the action that the system will perform on group of pending items is selected in the **Group Action** tab.

Step	Action
1.	Navigate to: <b>Accounts Receivables &gt; Pending Items &gt; Online Items &gt; Group Entry</b>
2.	Click <b>Add a New Value</b> tab and click <b>Add</b> . <ul style="list-style-type: none"> <li> The values displayed in <b>Group Unit</b> and <b>Group ID</b> fields are system-generated and can be left unchanged.</li> </ul>

3.

Use the **Group Control** page to enter **Accounting Date**, **Group Type**, **Origin ID**, **Currency**, and **Control Totals**.



- The **Control Total** is total dollar amount of pending items.
- The **Control Count** is the total number of pending items.
- The control amount must match the entered totals amount.

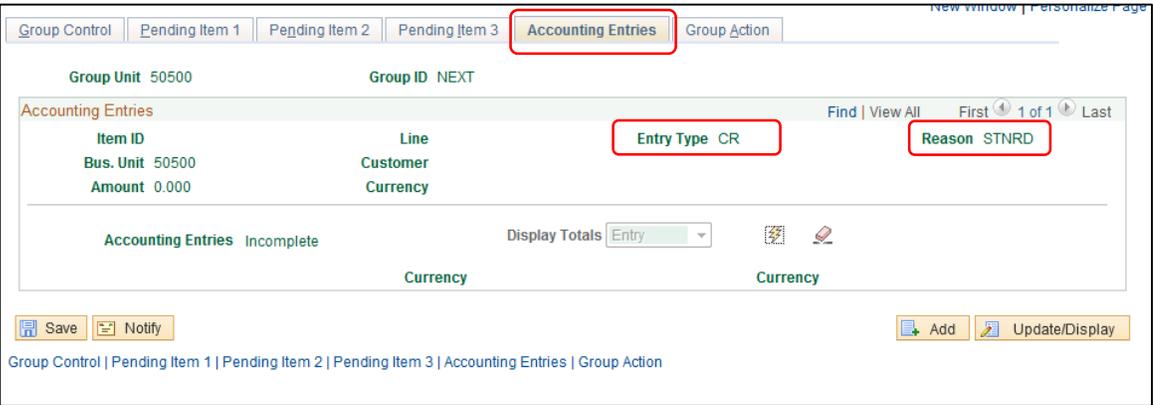
4.

Select the **Pending Item 1** tab to enter information about the pending items, such as **Item ID**, **Business Unit**, **Customer**, **Amount**, and **Currency**.

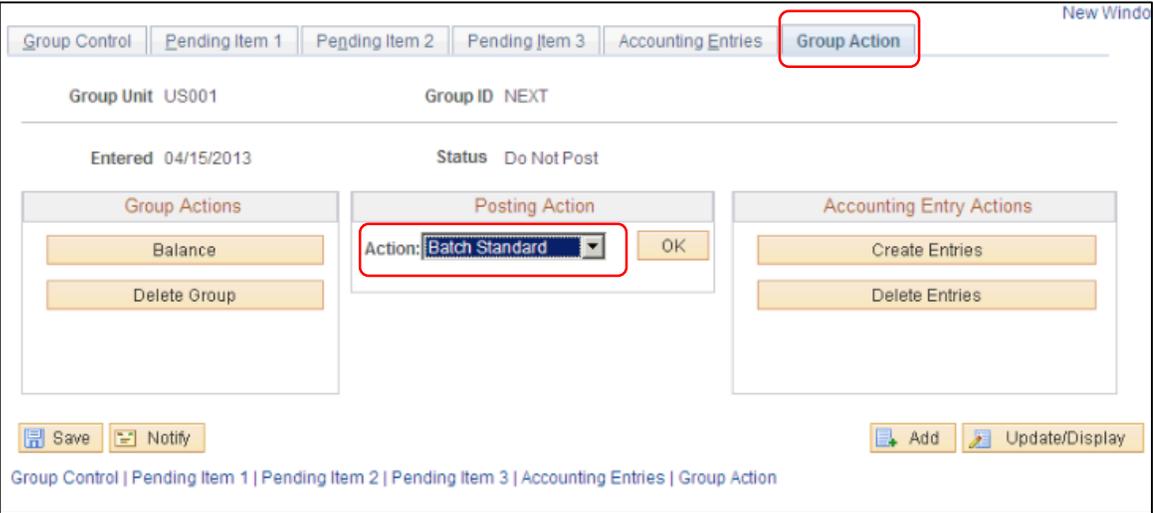
Click + (**Add Row**) to enter another pending item to **Group Entry**.



5.  • In the **Accounting Entries** tab, **Entry Type** and **Reason** determine how accounting entries are created and how they are carried through posting. They are also used as identifiers.



6. Select the **Group Action** tab to specify the action that the system will perform on the group of pending items.



In the **Posting Action** section, select **Batch Standard** from the drop-down menu and click **OK**. The Pending Item Group will be posted on the next scheduled job run.

 • **Batch Standard** – flags the group for posting the next time a standard scheduled batch job runs

## INTERFACED RECEIVABLES

Through the interface process, you are able to group external pending items and identify errors during posting. Receivables loaded in error from external systems will need to be updated and adjusted in that external system. Interfacing data will automatically load into Receivables through the Load AR process.

The following process steps illustrate viewing and posting receivables imported through interfaces.

Step	Action																																					
1.	Navigate to <b>Accounts Receivables &gt; Pending Items &gt; External Items &gt; Group Entry</b>																																					
2.	<p>Enter available information and click <b>Search</b>.</p> <div data-bbox="444 380 1276 1073" style="border: 1px solid black; padding: 10px;"> <p><b>Group Entry</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><a href="#">Find an Existing Value</a></p> <p><b>Search Criteria</b></p> <p>Group Unit: [=] <input type="text" value="0500"/> </p> <p>Group ID: [begins with] <input type="text"/></p> <p>User ID: [begins with] <input type="text"/> </p> <p>Assigned Operator ID: [begins with] <input type="text"/> </p> <p>Origin ID: [begins with] <input type="text"/></p> <p>Entered Date: [=] <input type="text"/> </p> <p>Posting Status: [=] <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div>																																					
3.	<p>Review details in the <b>Group Control</b> page of external billing.</p> <div data-bbox="285 1108 1442 1709" style="border: 1px solid black; padding: 10px;"> <p>Group Control   Pending Item 1   Pending Item 2   Pending Item 3   Accounting Entries   Group Action <span style="float: right;">New window   Help   Personal</span></p> <hr/> <p>Group Unit US001      Group ID 10 <span style="float: right;"><a href="#">View Audit Logs</a></span></p> <p>*Accounting Date <input type="text" value="07/12/2000"/> </p> <p>*Group Type <input type="text" value="B"/>  Billing</p> <p>*Origin ID <input type="text" value="PS_BI"/>  Billing</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Control Totals</th> <th colspan="2">Control Data</th> </tr> </thead> <tbody> <tr> <td>Control</td> <td><input type="text" value="46,200.00"/></td> <td>*Count <input type="text" value="2"/></td> <td>*Received</td> <td><input type="text" value="07/12/2000"/> </td> </tr> <tr> <td>Entered</td> <td>0.00</td> <td>Count 1</td> <td>Posted</td> <td>*Entered <input type="text" value="07/12/2000"/> </td> </tr> <tr> <td>Difference</td> <td>46,200.00</td> <td>Count 2</td> <td>Assign</td> <td><input type="text" value="ABROWN"/> </td> </tr> <tr> <td>Posted</td> <td>0.00</td> <td>Count 0</td> <td>User</td> <td>SAMPLE</td> </tr> </tbody> </table> <p><b>Group Status</b></p> <table style="width: 100%;"> <tr> <td>Edit Status</td> <td>Not Edited</td> <td>Accounting Entries</td> <td>Balanced</td> </tr> <tr> <td>Balanced</td> <td>No</td> <td>Posting Action</td> <td>Do Not Post</td> </tr> <tr> <td>Posting Status</td> <td>Not Posted</td> <td></td> <td></td> </tr> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/></p> <p>Group Control   Pending Item 1   Pending Item 2   Pending Item 3   Accounting Entries   Group Action</p> </div> <ul style="list-style-type: none"> <li>The <b>Control Total</b> is total dollar amount of pending items.</li> <li>The <b>Control Count</b> is the total number of pending items.</li> <li>The control amount must match the entered totals amount.</li> </ul>	Control Totals			Control Data		Control	<input type="text" value="46,200.00"/>	*Count <input type="text" value="2"/>	*Received	<input type="text" value="07/12/2000"/>	Entered	0.00	Count 1	Posted	*Entered <input type="text" value="07/12/2000"/>	Difference	46,200.00	Count 2	Assign	<input type="text" value="ABROWN"/>	Posted	0.00	Count 0	User	SAMPLE	Edit Status	Not Edited	Accounting Entries	Balanced	Balanced	No	Posting Action	Do Not Post	Posting Status	Not Posted		
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4. Select the **Group Action** tab to specify the action that the system will perform on the group of pending items.

In the **Posting Action** section, select **Batch Standard** from the drop-down menu and click **OK**. The Pending Item Group will be posted on next scheduled job run.

## MAINTAINING RECEIVABLES USING MAINTENANCE WORKSHEET

A maintenance worksheet is a workspace for offsetting items, write-offs, or adjustments to manage posted items. Maintenance worksheets are used to:

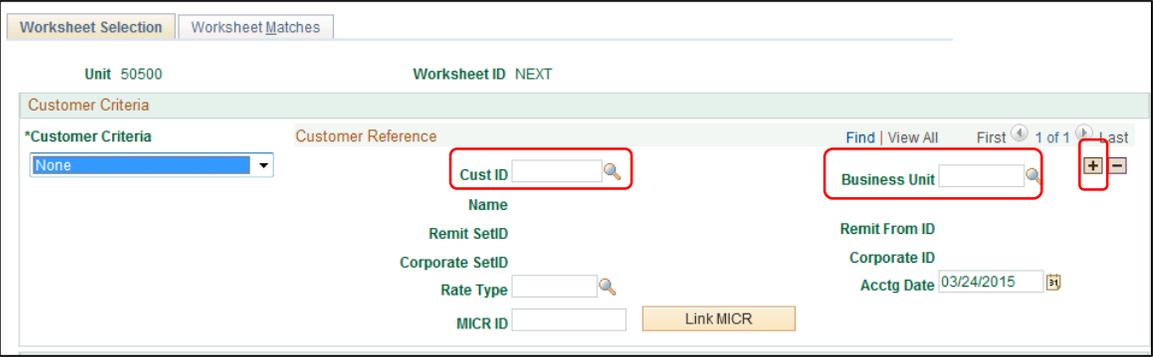
- Refund an item with a credit balance.
- Create a new refund item for a credit remaining from maintenance tasks.

In the steps below, the processes of creating a Maintenance Worksheet and using the Worksheet Application to specify the action to take on selected items in the worksheet are illustrated.

Step	Action
1.	Navigate to: <b>Accounts Receivables &gt; Receivables Maintenance &gt; Maintenance Worksheet &gt; Create Worksheet</b>
2.	Select the <b>Add a New Value</b> tab and Enter <b>Worksheet Business Unit</b> . Click <b>Add</b> . 



3. The **Worksheet Selection** tab is used to enter customer and item information to appear on the worksheet. Enter **Customer ID**, **Business Unit**, and add as many rows as necessary to build the worksheet.



4. Scroll to the bottom of the page and click **Build** under the **Worksheet Action** section.



5. Use the **Worksheet Application** page to:

1. Offset items
2. Create write-offs
3. Adjust posted items
4. Refund a credit

