



501 AR325
Accounts Receivable Approvals

Web Based Training



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will be able to:



Approve Deposits



Approve Billing Adjustments



Approve Item Adjustments



Agenda

1

Accounts Receivables Approvals



Lesson 1: Introduction

1

Accounts Receivables Approvals

This lesson covers the following topics:

- Accounts Receivable Overview
- Deposit approval process
- Billing adjustment approval process
- Item adjustment approval process



Accounts Receivable Overview

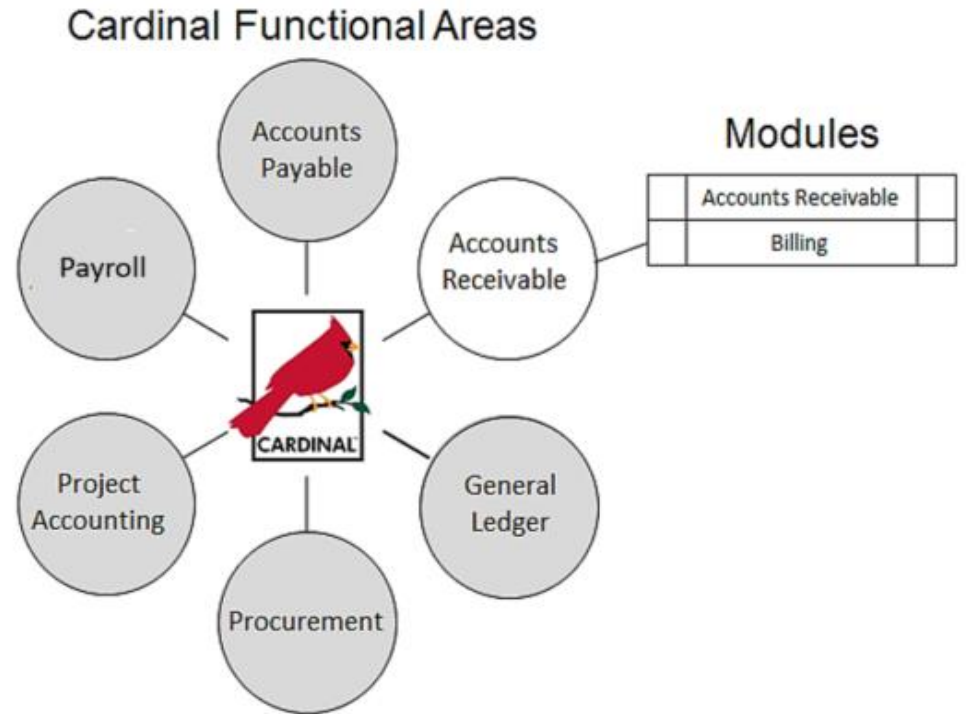
The Accounts Receivable functional area of Cardinal is composed of two modules:

Accounts Receivable

The Accounts Receivable module manages the processing of payments that are received by the agency.

Billing

The Billing module includes the processes for creating invoices, reviewing and validating invoices, and managing billing and distribution cycles.





Creating and Approving a Deposit Certificate

Completed deposits are batched together under a **Deposit Certificate** before the entries are sent to the General Ledger.

The **Deposit Certificate** is created on the **Approve Deposits** page. This page allows batching one or more deposits under a deposit certificate ticket for transmission to the General Ledger and to the Department of Treasury.

The Deposit Certificate Ticket Number is entered directly into Cardinal, and the associated Deposit IDs are selected.

The associated Deposit IDs that are selected contain Direct Journal Payments, Item payments, or a combination of both.

For interfaced transactions, the **Deposit Certificate** is approved automatically unless manual intervention is required and the **Deposit Certificate** is modified online.



Creating and Approving a Deposit Certificate (continued)

Navigate to the **Approve Deposits** page using the following path:

Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

The **Approve Deposits** page defaults the tab “**Add a New Value.**”

Enter the **Deposit Unit**, **Deposit Control Ticket Number** (also referred to as the Deposit Certificate Number), and the **Bank Deposit Date**.

Click the **Add** button to open the **Approve Deposits** page.

CARDINAL™ All Search >> Advanced Search

Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

Approve Deposits

Find an Existing Value **Add a New Value**

Deposit Unit

Deposit control Ticket Number

Bank Deposit Date

Add

Find an Existing Value | Add a New Value



Creating and Approving a Deposit Certificate (continued)

The **Deposit Unit**, **Deposit Control Ticket Number**, and the **Bank Deposit Date** default from values entered on the **Add a New Value** tab.

Enter the total sum of all deposits in the **Control Total Amount** field and the total number of deposits in the **Control Count** field.

Enter the **Deposit ID** in the **Deposit ID** field. Click the plus sign to enter additional Deposit IDs if needed. The sum of all **Deposit Amounts** must equal the **Control Total Amount**.

Click the **View Detail Status** icon to verify the status of direct journal payments and item payments.

Once data is entered, click **Save**.

Cardinal requires that deposits (i.e., both Direct Journal Payments and Item Payments) have a **Status** of **Complete** in order to Approve.

Once Approved, the deposit data cannot be modified.

Approve Deposits

Deposit Unit: 15100
Deposit control Ticket Number: DCSCH03
Control Total Amount: 7,500.000 Control Count: 1
Bank Deposit Date: 01/17/2017

WS Posted By: WS Posted Date:
Approved By: Approved Date:

Deposit ID	Deposit Amount	Status	View Detail Status
1582	7500.000	Complete	

Buttons: Save, Notify, Set WS to Post, Approve, Add, Update/Display



Creating and Approving a Deposit Certificate (continued)

When clicking the **View Detail Status** icon, the **Deposit Detail Status** page displays validation details of the **Direct Journal** and Item payments within the Deposit Certificate. The Deposit ID and Bank Code fields also display.

To approve deposits containing Direct Journal payments, the Deposit Detail Status values must be:

- **Edit Status** = Complete
- **Budget Check Status** = Valid
- **Payment Status** = Journalled

To approve deposits containing Item Payments, the Deposit Detail Status values must be:

- **Edit Status** = Complete
- **Budget Check Status** = Valid
- **Payment Status** = Complete

A Deposit Certificate can contain one or more Deposit IDs. When there are multiple deposits within a Deposit Certificate, they must have the same bank code, as shown above.

Deposit Detail Status

Payments

Deposit ID: 74403
Bank Code: 1700

Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status
1	500.000	Complete	Valid	Journalled

Return

Deposit Detail Status

Payments

Deposit ID: 74384
Bank Code: 1700

Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status
1	6,912.000	Complete	Valid	Complete

Return



Creating and Approving a Deposit Certificate (continued)

The **View Detail Status** link opens the **Deposit Detail Status** page. The status of the deposit is displayed.

To research an **Error** status, click the **View Detail Status** link. This opens the **Deposit Detail Status** page. The status of the deposit is displayed.

Determine whether the deposit has edit errors, budget check errors, and/or journal errors.

The **Deposit ID** and **Bank Code** values display to ensure that all the deposits in the **Deposit Certificate** have the same bank account.

A deposit must be **Complete**, **Valid**, and **Journalled and/or Complete** in order to be approved.

The screenshot shows the CARDINAL software interface. The main page is titled 'Approve Deposits' and displays the following information:

- Deposit Unit: 50100
- Deposit control Ticket Number: NTDCDC2
- Control Total Amount: 10,247,240
- Control Count: 2
- Bank Deposit Date: 02/03/2017
- WS Posted By: V_AR_FUNDS_RECEIPTS_MANAGER
- WS Posted Date: 02/06/2017
- Approved By: [blank]
- Approved Date: [blank]

Below this information is a table of deposits:

Deposit ID	Deposit Amount	Status	View Detail Status
1 74380	3335.240	Error	[icon]
2 74384	6912.000	Complete	[icon]

A 'Deposit Detail Status' pop-up window is open, showing the following information:

- Deposit ID: 74380
- Bank Code: 1101

The pop-up window also displays a table of payments:

Payment Sequence	Payment Amount	Edit Status	Budget Check Status	Payment Status
1	3,335.240	Complete	Error	Journalled



Creating and Approving a Deposit Certificate (continued)

For a Deposit Certificate that contains **Item Payments**, after clicking **Save**, the **Deposit ID** will have a status of **Not Ready**. The **Not Ready** status is not an error. **Not Ready** means that there is additional online validation and batch processing required to complete this item's process cycle. The **Not Ready** Status also means that the **Set WS to Post** button becomes active and available for the next step.

Item payments are payments applied to accounts receivable items on a Cardinal Payment Worksheet. For more detailed information about item payments, see the course entitled **501 AR326: Creating and Maintaining Deposits** located on the Cardinal website in **Course Materials** under **Learning**.

To approve a Deposit Certificate containing item payments, the data from the Payment Worksheet must be posted to applicable records.

Click **Set WS to Post** button:

- The Payment Worksheet status is **Posted**.
- The **Approve** button is not yet available for selection.

Cardinal

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾ > Approve Deposit

Approve Deposits

Approve Deposits

Deposit Unit: 50100
Deposit control Ticket Number: TESTPAY2
Control Total Amount: 19,000.000 Control Count: 1
Bank Deposit Date: 03/08/2017

WS Posted By: WS Posted Date:
Approved By: Approved Date:

Deposit ID	Deposit Amount	Status	View Detail Status
1 74402	19000.000	Not Ready	

Personalize | Find | View All | First 1 of 1 Last

Set WS to Post Approve

Save Notify Add Update/Display



Creating and Approving a Deposit Certificate (continued)

When the **Set WS to Post** button is selected, a message displays indicating that the deposit is submitted and will be picked up by the **ARUPDATE** batch process.

ARUDPATE selects the item payment, posts it to the customer's account, and updates the related receivable accounts.

The **Set WS to Post** button is grayed out. The **Status** displays as **Not Ready**.

The screenshot shows the 'Approve Deposits' screen with a message dialog box open. The message reads: 'Deposit is submitted Deposit BU 50100 Deposit ID 74402 Payment Seq 1 (25007,9)'. The 'Set WS to Post' button is visible and active.

Deposit ID	Deposit Amount	Status	View Detail Status
1 74402	19000.000	Not Ready	

The screenshot shows the 'Approve Deposits' screen with the 'Set WS to Post' button highlighted in red. The 'Status' for the deposit is 'Not Ready'.

Deposit ID	Deposit Amount	Status	View Detail Status
1 74402	19000.000	Not Ready	



Creating and Approving a Deposit Certificate (continued)

The **WS Posted By** and **WS Posted Date** fields are populated when you click the **Set WS to Post** button.

Once the payment is posted for an item by the **ARUPDATE** batch process, the deposit **Status** updates from **Not Ready** to **Complete**.

The **Approve** button now becomes available for selection.

The screenshot displays the 'Approve Deposits' web application interface. At the top, there is a browser address bar showing the URL: https://fm92sitweb.cov.virginia.gov/psp/fm92sit/EMPLOYEE/ERP/c/APPLY_PAYMENTS.PAYMENT_J. The page title is 'Approve Deposit'. Below the browser, there is a navigation menu with 'Main Menu', 'Accounts Receivable', 'Payments', 'Apply Payments', and 'Approve Deposit'. The main content area is titled 'Approve Deposits' and contains the following information:

- Deposit Unit: 50100
- Deposit control Ticket Number: NTCDC6
- Control Total Amount: 121.360
- Control Count: 1
- Bank Deposit Date: 02/04/2017
- WS Posted By: V_AR_FUNDS_RECEIPTS_MANAGER
- WS Posted Date: 02/06/2017
- Approved By:
- Approved Date:

Below this information is a table with the following data:

Deposit ID	Deposit Amount	Status	View Detail Status
174388	121.360	Complete	

At the bottom of the page, there are two buttons: 'Set WS to Post' and 'Approve'. Below these buttons is a row of utility buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



Creating and Approving a Deposit Certificate (continued)

The deposit is Complete. Click **Approve** to finalize.

When clicking **Approve**, a message displays confirming the status as “**Deposit is approved**”. Click **OK**.

The screenshot shows a software interface for 'Approve Deposits'. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit. The main title is 'Approve Deposits'. Below the title, there are several fields: Deposit Unit: 50100; Deposit control Ticket Number: NTCDC6; Control Total Amount: 121.360; Control Count: 1; Bank Deposit Date: 02/04/2017. Further down, it shows 'WS Posted By: V_AR_FUNDS_RECEIPTS_MANAGER' and 'WS Posted Date: 02/06/2017', and 'Approved By: UPG_LISA.WILSON' and 'Approved Date: 03/10/2017'. A table below displays one record with columns: Deposit ID, Deposit Amount, Status, and View Detail Status. The record shows Deposit ID 1 74388, Deposit Amount 121.360, and Status Approved. Below the table are buttons for 'Set WS to Post' and 'Approve'. At the bottom of the interface are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. A 'Message' dialog box is overlaid on the screen, containing the text 'Deposit is approved (25007,4)' and an 'OK' button.

Deposit ID	Deposit Amount	Status	View Detail Status
1 74388	121.360	Approved	



Creating and Approving a Deposit Certificate (continued)

Once the deposit is complete, click **Approve** to finalize. The **Approved By** and **Approved Date** fields on the page will auto-populate with the User ID and the current date.

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Apply Payments ▾

Approve Deposits

Approve Deposits

Deposit Unit: 50100
Deposit control Ticket Number: NTCDC1
Control Total Amount: 750.000 Control Count: 1
Bank Deposit Date: 01/31/2017

WS Posted By: V_AR_FUNDS_RECEIPTS_MANAGER WS Posted Date: 01/31/2017
Approved By: V_AR_FUNDS_RECEIPTS_MANAGER Approved Date: 01/31/2017

Personalize | Find | View All | [?] | [] First 1 of 1 Last

Deposit ID	Deposit Amount	Status	View Detail Status
1 74382	750.000	Approved	

Set WS to Post Approve

Save Return to Search Previous in List Next in List Notify Add



Billing Adjustment Approval Process

Once an invoice has been finalized, and the bill status changes from **RDY** to **INV** (invoiced), no changes can be made to the billing data on the invoice.

The Adjust Entire Bill function allows adjustments (change) to billing data by either crediting the entire bill, which acts to reverse the original invoice, or by crediting the entire bill and rebilling, which reverses the original invoice and creates a new bill with the adjusted (correct) information.

Navigate to the **Adjust Entire Bill** page using the following path:

Main Menu > Billing > Maintain Bills > Adjust Entire Bill.

On the **Adjust Entire Bill** page, Cardinal has two actions called **Credit Entire Bill** and **Credit & Rebill**. When an action is selected, the radio button for the **Rebill Default Action** defaults to “**Retain Original Value Invoice**”. This option ensures that the rebill will retain the customer information from the original bill. An **Adjustment Reason** is selected, then the page is **Saved**. Two new invoices (a Credit Bill and a Rebill) are created.



Billing Adjustment Approval Process (continued)

The credit and rebill option requires one level of approval for the rebill.

When a processor initiates a credit and rebill, the rebill is saved with a status of **New**. However, Cardinal does not notify when billing adjustments are made and they do not route the worklist. Identify billing adjustments awaiting review and approval by running the **Adjustments Pending Approval-BI (V_AR_PEND_BI_ADJ)** query to identify.

You should run the **Adjustments Pending Approval-BI** query daily to ensure timely processing of adjustments.

After you access and review the billing adjustment, you can approve it by changing the bill status from **New** to **RDY** (Ready to Invoice).



Billing Adjustments Approval Steps

To determine if there are billing adjustments pending review and approval:

- Navigate to the **Billing Adjustments Pending Approval** query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_PEND_BI_ADJ

- Select the bill to be reviewed and approved from the query list. Note the **Invoice** number.

V_AR_PEND_BI_ADJ - Adjustment Pending Approval-BI

Business Unit

Invoice Amount >=

Invoice Amount <=

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-7 of 7 Last

	Unit	Invoice	Bill To	Status	Consol Inv	Adjusted	Adjusting	Latest	Adjusted	Inv Amt	Entry Type	Reason
1	50100	FUEL000099	0000050410	CAN		FUEL000098		FUEL000099	N	7381.540	IN	FUEL1
2	50100	FUEL000218	0000050292	CAN		FUEL000217		FUEL000218	N	2770.200	IN	FUEL1
3	50100	MISC000143	0000135005	PND		MISC000142		MISC000143	N	1801.560	IN	RESTI
4	50100	MISC000162	0000132017	NEW		MISC000161		MISC000162	N	5000.780		
5	50100	PRDM002147	0000143349	CAN		PRDM002146		PRDM002147	N	6295.000	IN	PRDM
6	50100	PRDM002922	0000144194	CAN		PRDM002921		PRDM002922	N	2565.500	IN	GRDRL
7	50100	PRDM003817	0000000001	NEW		PRDM003816		PRDM003817	N	4000.000	IN	PRDM



Billing Adjustments Approval Steps (continued)

Next, navigate to the **Standard Billing** page using the following path:

Main Menu > Billing > Maintain Bills > Standard Billing

- Enter the **Invoice** number in the **Invoice** field.
- Click the **Search** button.

CARDINAL

Favorites ▾ Main Menu ▾ > Billing ▾ > Maintain Bills ▾ > **Standard Billing**

Bill Entry

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

Find an Existing Value | Add a New Value

▼ Search Criteria

Business Unit = ▾ 50100 🔍

Invoice begins with ▾ CALC001449 🔍

Bill Status = ▾ ▾

Customer begins with ▾ 🔍

Contract begins with ▾

Bills in Business Unit = ▾ 🔍

Template Invoice Flag = ▾ ▾

Case Sensitive

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search 🔍 | Save Search Criteria

Find an Existing Value | Add a New Value



Billing Adjustments Approval Steps (continued)

- The **Standard Billing** page displays.
- Review the billing adjustment.
- To approve the adjustment, change the status from **New** to **RDY** (Ready to Invoice) by clicking the **Status** lookup button and selecting **RDY**.

The screenshot shows the 'Standard Billing' page in a software application. The page title is 'Standard Billing'. The main form displays the following information:

- Unit: 50100
- Invoice: CALC001449
- Status: NEW
- *Type: OTH
- *Customer: 0000136271
- PATRICIA HOLT GARRISON
- *Invoice Form: STANDARD
- Accounting Date: [empty]
- Remit To: REMIT
- Sales: INDIV
- Credit: CREDIT
- Billing Specialist: BIL3
- Billing Specialist - Lynchburg

A 'Look Up Status' dialog box is open, showing a list of status options:

Look Up Status	
Select one of the following values:	
CAN	Canceled
FNL	Finalized Bill
HLD	Hold Bill
INV	Invoiced Bill
NEW	New Bill
PND	Pending Approval
RDY	Ready to Invoice
TMP	Temporary Bill
TMR	Temporary Ready Bill
Cancel	

A red arrow points from the 'RDY Ready to Invoice' option in the dialog box to the 'Status' field in the background form, which currently contains 'NEW'.



Billing Adjustments Approval Steps (continued)

Click the **Save** button to save the bill.

If the adjustment is not approved, the reason for denial must be communicated directly to the processor. The processor can then edit the adjustment accordingly.

Once the billing adjustment is marked **RDY**, it processes during the next nightly batch process. The system then changes the status from **RDY** to **INV**.

The screenshot shows a web application interface for 'Standard Billing'. The breadcrumb trail is 'Main Menu > Billing > Maintain Bills > Standard Billing'. The form is divided into 'Header - Info 1' and 'Line - Info 1' tabs. The 'Header - Info 1' tab is active, displaying the following fields:

- Unit: 50100
- Invoice: CALC001449
- Pretax Amt: 663.50 USD
- Status: RDY (highlighted with a red box)
- *Type: OTH
- *Customer: 0000136271
- *Invoice Form: STANDARD
- Accounting Date: [empty]
- Remit To: REMIT
- Sales: INDIV
- Credit: CREDIT
- Billing Specialist: BIL3
- Invoice Date: [empty]
- Source: CALCU
- SubCust1: [empty]
- From Date: [empty]
- Pay Terms: NET30
- Bank Account: VDOT
- Bill Inquiry Phone: 434-856-8321
- Collector: COL03
- Billing Authority: [empty]
- Cycle ID: DAILY
- *Frequency: Once
- SubCust2: [empty]
- To Date: [empty]
- Pay Method: Check

At the bottom of the form, there are several buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Navigation' dropdown is set to 'Header - Info 1'. The 'Page Series' section includes 'Prev' and 'Next' buttons.



Item Adjustment Approval Process

The bill lines (items) on an invoice with a status of **RDY** or **NEW** can be adjusted.

Once an invoice has been finalized, and the bill status changes from **RDY** to **INV** (invoiced), no changes can be made to the billing data.

Item adjustments require one level of approval.

When a processor makes an item adjustment and saves it, the item status is automatically set to **Do Not Post**. Cardinal does not notify when item adjustments are ready for approval, and they do not appear on the worklist. Identify item adjustments (debit/credit memos, write-offs, discharges, and refunds) awaiting review and approval by running the **Item Adjustments Pending Approval** query (**V_AR_PEND_WS_ADJ**).

Run the **Item Adjustments Pending Approval** query daily to ensure timely processing of adjustments.

When an item for adjustment is identified, approve it by changing the item status from **Do Not Post** to **Batch Standard** on the **Worksheet**.



Item Adjustment Approval Steps

To approve an item adjustment:

- Access the **Item Adjustments Pending Approval** query using the following path:
Main Menu > Reporting Tools > Query > Query Viewer > V_AR_PEND_WS_ADJ
- Select the item to be approved from the query list. Note the **Worksheet ID**.

V_AR_PEND_WS_ADJ - Adjustment WS Pending Approval

Business Unit (% For All)

WorkSheet Amount >=

WorkSheet Amount <=

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All First 1-7 of 7 Last

	Business Unit	Worksheet	User	Unit	Posting Status	Control Amount	Entered Amount	Entry Type	Entry Reason	Item Balance	Action	Count	Count	Cust_id	Entry Type	Reason
1	50100	21354	TANISHA.JONES	50100	N	0.000	0.000	MATCH		-7505.650	A	2	2	Y	MATCH	
2	50100	21354	TANISHA.JONES	50100	N	0.000	0.000	MATCH		7505.650	A	2	2	Y	MATCH	
3	50100	21354	TANISHA.JONES	50100	N	0.000	0.000			9212.520	A	2	2	Y	MATCH	
4	50100	21380	TANISHA.JONES	50100	N	273.000	273.000	RC	OVRPY	-273.000	A	1	1	Y	RC	
5	50100	21449	PPS1_STUART.HANDLAN	50100	N	0.000	0.000	MATCH		-10000.000	L	2	2	Y	MATCH	
6	50100	21449	PPS1_STUART.HANDLAN	50100	N	0.000	0.000	MATCH		10000.000	L	2	2	Y	MATCH	
7	50100	21449	PPS1_STUART.HANDLAN	50100	N	0.000	0.000			20000.000	L	2	2	Y	MATCH	



Item Adjustment Approval Steps (continued)

Next, access the **Update Worksheet** page using the following path:

Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

- Enter the **Worksheet ID** from the query results.
- Click the **Search** button.

CARDINAL

Favorites > Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

Update Worksheet

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

Find an Existing Value

▼ Search Criteria

Worksheet Business Unit = 50100

Worksheet ID begins with 21449

User ID begins with

Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria



Item Adjustment Approval Steps (continued)

- The **Worksheet Application** page displays.
- Correct the item to be adjusted.

CARDINAL Home | Worklist | Add to Favorites | Sign Out

All Search [] Advanced Search Last Search Results

Favorites Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet > Update Worksheet

New Window | Help | Personalize Page

Worksheet Application Anchor Information

Unit 50100 Worksheet ID 21449 Currency Accounting Date 02/03/2017 Reason Code []

Item Action

Entry Type Offset an Item

Reason []

Row Selection

Choice Select Range

Range [] Go

Display Control

Display All Items Go

Absolute Value Sort

Item List Personalize | Find | View

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Event	Unit	Customer	Service Purchase ID	Installation Number	Tax Status
	1	<input type="checkbox"/>	30,000.00	USD	FUEL000398		[]	[]	[]	50100	0000145635			Not Applicable
	2	<input type="checkbox"/>	-10,000.00	USD	FUEL000406		[]	[]	[]	50100	0000145635			Not Applicable

Add Item Group View Revenue Distribution

Balance							
Dr	Cr	Adj	Net	WO	Ref		
0.000	0.000	0.000	0.000	0.000	0.000		

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs



Item Adjustment Approval Steps (continued)

- Review the item adjustment results.
- To approve the adjustment, click the **Worksheet Action** link.

CARDINAL

Favorites > Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

Worksheet Application Anchor Information

Unit 50100 Worksheet ID 21449 Currency USD Accounting Date 02/03/2017 Reason Code

Item Action

Entry Type

Reason

Row Selection

Choice

Range

Go

Display Control

Display

Go

Absolute Value Sort

Item List

Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Event	Unit	Customer	Service Purchase ID	Installment Number
	1	<input checked="" type="checkbox"/>	10,000.00	USD	FUEL000398		MATCH			50100	0000145635		
	2	<input checked="" type="checkbox"/>	-10,000.00	USD	FUEL000408		MATCH			50100	0000145635		
	3	<input type="checkbox"/>	20,000.00	USD	FUEL000398					50100	0000145635		

Group View Revenue Distribution

Balance

	Dr	Cr	Adj	Net	WO	Ref
	10,000.00	-10,000.00	0.00	0.00	0.00	0.00

Worksheet Selection Worksheet Application **Worksheet Action** Attachments (0) View Audit Logs



Item Adjustment Approval Steps (continued)

- In the **Accounting Entry Action** section, click the **Create/Review Entries** button to create, view, or edit accounting entries if necessary.
- Under the **Posting Action** section, click the drop-down menu to select **Batch Standard** in the **Action** field.
- Click the **OK** button to save.

The screenshot displays a software interface for 'Worksheet Action'. At the top, a breadcrumb trail reads: Favorites > Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet > Update Worksheet. Below this, the 'Worksheet Action' title is highlighted with a red box. The interface shows the following details:

- Unit: 50100
- Worksheet ID: 21449
- Accounting Date: 02/03/2017
- Status: Do Not Post

Three main sections are visible, each with a red border:

- Worksheet Action:** Contains 'Delete Worksheet' and 'Delete Maintenance Group' buttons.
- Posting Action:** Contains an 'Action:' label, a dropdown menu set to 'Batch Standard', and an 'OK' button.
- Accounting Entry Action:** Contains a 'Create/Review Entries' button.

At the bottom, there are three tabs: 'Worksheet Selection', 'Worksheet Application', and 'Worksheet Action'. Below these tabs are three buttons: 'Save' (highlighted with a red box), 'Return to Search', and 'Notify'.



Item Adjustment Approval Steps (continued)

If the adjustment is not approved, the reason for denial must be communicated directly to the processor. The processor can then edit the adjustment, if applicable.

Once the item adjustment has been approved, it processes during the nightly batch processing.



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question on the next slide(s), select answer(s) and click **Submit** to see if you chose the correct response.



Once a deposit is processed and approved, the Deposit Certificate and its deposits post to the General Ledger.

- True
- False

When a billing adjustment is approved, the billing status is changed to which status?

- Set
- Pending
- Ready to Invoice
- Process

An Item adjustment approval is processed on the Worksheet Action page.

- True
- False



Lesson 1: Summary

1

Accounts Receivables Approvals

In this lesson, you learned:

- To approve a deposit certificate, the approver reviews the Deposits Summary report and processes the approval on the Approve Deposits page.
- To approve billing adjustments, the approver runs the Billing Adjustments Pending Approval query to identify items that are Pending, and changes their status to Ready to Invoice.
- To approve item adjustments, the approver runs the Item Adjustments Pending Approval query to identify item adjustments requiring approval, and uses the Worksheet Action page to approve.



Course Summary

AR325

Accounts Receivable Approvals

In this course, you learned:

- Approve deposits
- Approve billing adjustments
- Approve item adjustments



Course Evaluation

Congratulations! You successfully completed the **501 AR325: Accounts Receivable Approvals** course.

Click [here](#) to access the evaluation survey for this course.

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the **[X]** button in the upper right corner.

