

AR Excel Upload for Deposits

Step 1 – SECURITY ACCESS

Permission List

All users that will be performing the Excel Upload for Deposits functionality will need to have the following Permission List.

GA_AR_DATA_ENTRY_PAYMENTS

Users will need to request this security access to the Agency Security Officer.

Electronic Payments Pages

All users performing the Excel Upload for Deposits functionality will need to have security access to Electronic Payments pages. Required pages and navigations to these pages are shown below.

Users will need to request security access to these pages to the Agency Security Officer.

Navigation	Menu	Component
Accounts Receivable -> Payments -> Electronic Payments-> Apply Electronic Payments	AR_ELECTRONIC_P AYMENTS	PAYMENT_WS_EP PAYMENT_ACTION_EP AR_EPAY_SCHED_RQST
Accounts Receivable -> Payments -> Electronic Payments-> Process Payment Interface	APPLY_PAYMENTS	PAYLOAD_REQUEST
Accounts Receivable -> Payments -> Electronic Payments-> Correct Duplicate Payments	APPLY_PAYMENTS	ERROR_CORRECTION
Accounts Receivable -> Payments -> Electronic Payments-> Review Deposit Information	APPLY_PAYMENTS	LOCKBOX_RUN
Account Receivable > Payments > Electronic Payments > Excel Error Correction	APPLY_PAYMENTS	EXCEL_ERR_CORRECT
Account Receivable > Payments > Electronic Payments > Excel Edit Request	APPLY_PAYMENTS	EXCEL_EDIT_REQUEST



Step 2: Excel Spreadsheet

File & Folder

Create a folder and name it ARUPLOAD in C: directory. Once the folder is created, place the spreadsheet as shown below.

Screenshot

📌 Quick access		Name	Date modified	Туре	Size
Quick access		ARdepositlog.xlsx	5/27/2022 2:58 PM	Microsoft Excel W	9 KB
E Desktop	*	Deposit_Log	5/27/2022 2:58 PM	File	2 KB
+ Downloads	*	ExcelUploadforDeposits.xIsm	5/27/2022 3:01 PM	Microsoft Excel M	159 KB
Documents	*				
E Pictures	*				
ARUPLOAD					
GDOT AR PAYMENTS UPLOAD					
SAO					

Spreadsheet

Use the correct spreadsheet for Payments Upload Process.

Once the AR Payment data is entered in the excel, save the file in the same directory as shown above. Make sure to save this file with .xlsm extension and it is Microsoft Excel Macro-Enabled Worksheet.

Screenshot

	Name	Date modified	Туре	Size
A Quick access	ARdepositlog.xlsx	5/27/2022 2:58 PM	Microsoft Excel Worksheet	9 KB
Desktop	Deposit_Log	5/27/2022 2:58 PM	File	2 KB
🕂 Downloads	ExcelUploadforDeposits.xlsm	5/27/2022 3:01 PM	Microsoft Excel Macro-Enabled Worksheet	159 KB
📑 Documents	*			
E Pictures	*		A	
ARUPLOAD				
GDOT AR PAYMENTS UPLOAD				
SAO				



Once opened, make sure to click 'Enable Content'.

Screenshot

Fi	ile Ho	me Inse	rt Page Layout Formi	ulas Data Review V	'iew Help					Comments
Pa	Caller Aste ✓ ✓ Fo	ut opy ormat Painter		→ A [^] A [×] = = =	Image: System B Image: System Image: System Image: System Image: System	Custom		Cell Insert Delete Format	∑ AutoSum * A ↓ Fill * Sort & Find & ♦ Clear * Filter * Select *	
	Clipbo	ard	F _№ Font	ly I	Alignment	Number	Fa Styles	Cells	Editing	Sensitivity
() L4		TY WARNING	Macros have been disabled.							
4	В	С	D	E	F	G	Н	1 I I	L	Р
1			Generate XML and Post	Generate XML						
2	000	000	000	000	000	000	000	000 0	001	
3	Process ?	Remit Only	Deposit Unit	Deposit ID	User ID	Control Count	Control Total	Accounting Date R	eceived Date Payme	
4	N	N	48400	484_TEST11	JRAHMAN		1 150.0	0 2022-05-27	2022-05-27 PAY	1

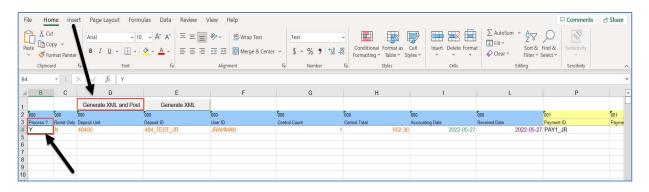
Process? field (B3) should be "Y" to upload the Deposit ID into TeamWorks. Once the process is run, it will reset the field to "N".

Screenshot

File	Но	me Inse	ert Page Layout Forn	nulas Data Review	View Help					Comments	යි Share
Paste	K Cu Co Co Solori Co Solori Co		D. T. U. (177)	• • A • A ≡ ≡ ≡	Image: System Image: System Image: System Image: System Image: System Image: System	Text \$ ~ % 9 5% -				Find & Sensitivity	
	Clipboa	rd	آيا Font	۲ <u>م</u>	Alignment	الآ Number	l5∎ Styles	Cells	Editing	Sensitivity	~
B 4		• : -	X V fx Y								~
04			~~~ Ja 1								
4	В	С	D	E	F	G	Н	1	L	P	
1			Generate XML and Pos	Generate XML							
2 00	10	000	000	000	000	000	000	000	000	001	001
3 Pr	ocess ?	Remit Only	Deposit Unit	Deposit ID	User ID	Control Count	Control Total	Accounting Date	Received Date	Payment ID	Payme
4 Y	-	N	48400	484_TEST_JR	JRAHMAN	1	652.36	2022-05-27	2022-05-27	PAY1_JR	
5											
0											
5 6 7 8 9 10											
9											
10											

Click on the "Generate XML and Post" Button on the excel. A popup window will open as shown below for TeamWorks User ID & Password.

Screenshot





A popup window will open as shown below for TeamWorks User ID & Password.

Enter User ID and Password and click OK

Screenshot

Login		×
User ID	JRAHMAN	
Password	******	
Address	https://fscmtst.teamworks.georgia.gov/	
	http(s):// <integration broker="" gateway="" server="">:<port>/</port></integration>	
	✓ Generate log file	
	✓ Dedicated Integration Broker Gateway	
	QK Cancel	

It will now ask you to save the file.

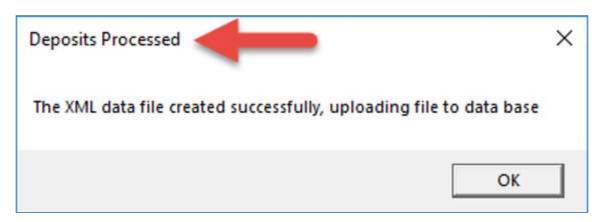
Name the file as 'Deposit_Log and save it in the same ARUPLOAD directory.

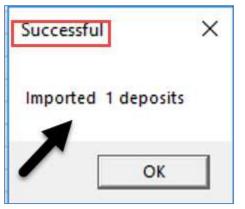
Screenshot

hrganize New folder Excel V 111 KB Documents ARdepositlog.xlsx 5/24/2022 4:47 PM Microsoft Excel V 111 KB Pictures GODT AR PAVME GDD TAR PAVME SAO SRTA Microsoft Excel 97 239 KB Microsoft Excel 97 240 KB Microsoft Excel 97 240 KB Microsoft Excel 97 240 KB Microsoft Excel 97 240 KB Microsoft Excel 97	ND .	~	ට 🔎 Search	ARUPLOAD
Downloads Name Date modified Type Size Documents ARdepositlog.xlsx 5/24/2022 4:47 PM Microsoft Excel W 11 KB Pictures Deposit_Log 5/24/2022 4:47 PM File 2 KB ARUPLOAD ExcelUploadforDeposits.xls 5/27/2022 1:51 PM Microsoft Excel 97 239 KB GDOT AR PAYME SAO SRTA Value Value Value Microsoft Excel OneDrive - Georgi OneDrive - Persor Value Value Value Dotomentive - Deposit_Log Save as type: All Files (*.*) All Files (*.*)				
 Pictures ARUPLOAD GDOT AR PAYME SAO SRTA Microsoft Excel OneDrive - Georgi OneDrive - Persor This PC 3D Objects Desktop File name: Deposit_Log Save as type: All Files (*,*) 	Date modified	Туре	Size	
 Pictures ARUPLOAD GDOT AR PAYME GDOT AR PAYME SAO SRTA Microsoft Excel OneDrive - Georgi OneDrive - Persor This PC 3D Objects Desktoo File name: Deposit_Log Save as type: All Files (**) 	5/24/2022 4:47 PM	Microsoft Excel W	11 KB	
ARUPLOAD GDOT AR PAYME GDOT AR PAYME GDOT AR PAYME GAU GDOT AR PAYME GAU GDOT AR PAYME GAU GDOT AR PAYME GDOT AR P			100 M 000	
SAQ SRTA Microsoft Excel OneDrive - Georgi OneDrive - Persor This PC 3D Objects Desktoo File name: Deposit_Log Save as type: All Files (*.*)	5/27/2022 1:51 PM	Microsoft Excel 97	239 KB	
SRTA Microsoft Excel OneDrive - Georgi OneDrive - Persor This PC 3D Objects Desktoo File name: Deposit_Log Save as type: All Files (*.*)				
SRTA Microsoft Excel OneDrive - Georgi OneDrive - Persor This PC 3D Objects Desktoo File name: Deposit_Log Save as type: All Files (*.*)				
Microsoft Excel OneDrive - Georgi OneDrive - Person This PC 3D Objects Desktoo File name: Deposit_Log Save as type: All Files (*,*)				
OneDrive - Georgi OneDrive - Persor This PC 3D Objects Desktop File name: Deposit_Log Save as type: All Files (*.*)				
OneDrive - Persor This PC 3D Objects Desktop File name: Deposit_Log Save as type: All Files (*,*)				
OneDrive - Persor This PC 3D Objects Desktoo File name: Deposit_Log Save as type: All Files (*.*)				
This PC 3D Objects Desktoo File name: Deposit_Log Save as type: All Files (*.*)				
3D Objects Desktoo File name: Deposit_Log Save as type: All Files (*,*)				
3D Objects Desktoo File name: Deposit_Log Save as type: All Files (*,*)				
Desktop File name: Deposit_Log Save as type: All Files (*,*)				
File name: Deposit_Log Save as type: All Files (*,*)				
Save as type: All Files (*.*)				
Authors: Ravikanth Yelakanti Tags: Add a tag Title: Add a title				
	ags: Add a tag	Title: Add a title		
Hide Folders		5/24/2022 4:47 PM 5/24/2022 4:47 PM 5/27/2022 1:51 PM	5/24/2022 4:47 PM Microsoft Excel W 5/24/2022 4:47 PM File 5/27/2022 1:51 PM Microsoft Excel 97	5/24/2022 4:47 PM File 2 KB 5/24/2022 4:47 PM File 2 KB 5/27/2022 1:51 PM Microsoft Excel 97 239 KB

The file being uploaded into TeamWorks database and will show a message as below once successful.







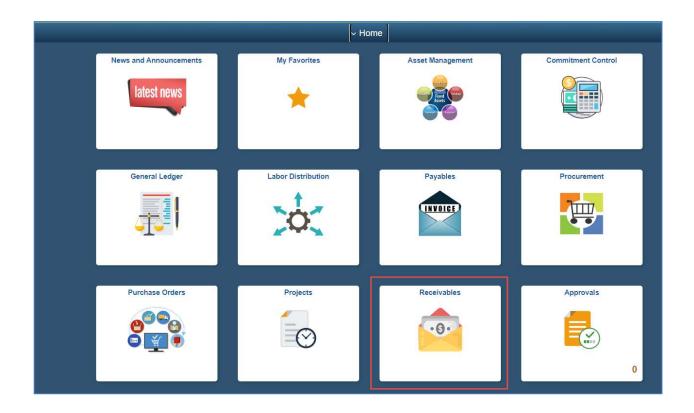
It will list the number of Deposits that are imported into TeamWorks on your log sheet.

Screenshot

	A	В	C	D
1	Workbook	Date/Time	Status	Log Message
2	FSCMTST_ExcelUploa dforDeposits (003).xlsm	5/27/2022 14:58	Success	Imported 1 deposits: (Deposit Unit, Deposit ID, Accounting Date), Owner ID: (48400, 484_TEST11, 05/27/2022) , JRAHMAN
	ExcelUploadforDepos			Imported 1 deposits: (Deposit Unit, Deposit ID, Accounting Date), Owner ID:
3	its.xlsm	5/27/2022 15:14	Success	(48400, 484_TEST_JR, 05/27/2022) , JRAHMAN
4				
5				
6				
7				
8				
9				



Login into PeopleSoft TeamWorks





Step	Action
1.	Begin by navigating to the Excel Edit Request page. Create a new Run Control ID and use for this process Click the NavBar link.





Step	Action	
2.	Click the Navigator link.	
	Navigation	Description
	Accounts Receivable > Payments > Electronic Payments-> Excel Edit Request	Create a new Run Control ID and use for this process

equest Excel Edit P	
Eind an Existing Value	Add a New Value
Run Control ID GDOT_UP	
Run Control ID GDOT_UP	LOAD
	T
Add	
0	
	•



Step	Action
3.	Enter Business Unit, Save the Run Control and Click Run and select the AR_EXCL_EDIT Process as shown below:

Run Control ID GDOT_UPLOAE		Report Manager	Process Monitor	Run
el Upload Parameters	Deposit ID		User ID JRAHMAN	
ve Return to Search Notify			Add	Update/Displa

	User ID	JRAHMAN			Run Control ID	GDOT_UPLO	DAD		
	Server Name		~	Run Date	05/27/2022				
Recurrence			~	Run Time	4:05:32PM		Reset to Current Date/Time		
	Time Zone	٩							
rocess	s List								
	Description		Process Name	Proces	ss Type	·Туре	Format	Distribution	
Select									
Select	AR_EXCL_EDI	T 💌	AR_EXCL_EDIT	Applica	tion Engine	Web 🗸	TXT 🗸	Distribution	



Once the Process is completed, Click on Details as shown below:

Proce	ess List	Server List									
View Pro	ocess Red	uest For									
User	ID JRAH	IAN Q	Туре	~	Last	~	1 D)ays 🗸	Refresh		
Serv	/er	~	Name	Q	Instance From		Instance To		Report Manager		
Run S	Status	~	Distribution Status		~	Save On R	efresh				
			Distributori cutus								
Process I	List								14 4 1-		View A
Process I	List	Seq.	Process Type		cess Name	User	Run Date/Time		Run Status	1 of 1 v b Distribution Status	View A
Process I	List			Pro	cess Name EXCL_EDIT	User JRAHMAN	Run Date/Time			Distribution	

Verify no deposits are flagged with errors:

Process				Message Log	9	
Name AR_EXCL_EDIT Description A	pplication Engine R_EXCL_EDIT osted		tance: 5859202		cation Engine	
Run Update Proc Run Control ID GDOT_UPLOAD OHold Rec Location Server Queue R	quest	■ Q	Name: AR_EXC		EXCL_EDIT	▶ ▶ 1
Server PSUNX O Delete R		Severity	Log Time	Message Text		Explain
Recurrence ORe-send		10	4:07:13PM	Start Receivables Edit Excel Upload	Payments Process	Explain
		10	4:07:15PM	2 Excel Deposit Groups Processed.		Explain
Date/Time Actions		10	4:07:15PM	 Excel Deposits pass edits and are Deposit Staging tables. 	moved to AR	Explain
Request Created On 05/27/2022 4:07:12PM EDT		10	4:07:15PM	0 Excel Deposits are flagged with en	rors.	Explain
Run Anytime After 05/27/2022 4:05:32PM EDT Message Batch Tim Began Process At 05/27/2022 4:07:13PM EDT		10	4:07 OPM	Receivables Excel Edit process comp	plete.	Explain
Ended Process At 05/27/2022 4:07:23PM EDT View Log	/Trace	/	4:07:23PM	Published message with ID 9f5e0d6c b7970d939e23 to create entry in fold	-ddf8-11ec-990d- er GENERAL.	Explain
			4:07:23PM	Successfully posted generated files to repository	o the report	Explain
OK		Return				



Step	Action	
4.	Process Payment Interface	
	Navigation	Description
	Accounts Receivable > Payments > Electronic Payments-> Process Payment Interface	Create a new Run Control ID and use for this process

Excel Deposits passed edits and are moved to AR Deposit Staging tables. It's now time to process Payment Interface as shown below:

Select 'Upload from Excel', save the run control, and run the process (AR_PAYLOAD) as shown below:

	IOT_UPLOAD	Report Manager Process Monitor	Run	
nent Interface Paramete	rs			
	Cash Drawer Receipts	Bank Statement	Accounts Payable Payments	
EDI 820	EDI CREEXT	Upload from Excel		
Match Split Stream		Match Criteria		
Match F	ayments Already Loaded	EDI Trace Num		
		 Payment Amou Date, Amount a 		
		Customer ID an		

	User ID	JRAHMAN		Run C	Control ID GDOT_UP	OAD	
	Server Name		~	Run Date 05/27	7/2022		
	Recurrence		~	Run Time 4:20:	48PM	Reset to Current	Date/Time
	Recurrence			Treat thine 1.2.0.			
	Time Zone	٩		1.20.			
rocess	Time Zone	Q		1.20.			
rocess Select	Time Zone	٩	Process Name	Process Type		∗Format	Distribution



Once the Process is completed, Click on Details as shown below:

User	ID JRAHMA	N Q	Туре	~	Last	~	1	Days 🗸	Refresh		
Serv	/er	•	Name	Q	Instance From		Instance To		Report Manager		
Run S	Status	~	Distribution Sta	us	¥	Save On R	efresh				
	-								K 4 1.	-2 of 2 🗸 🕨	View
	-	Seq.	Process Type	Pro	ocess Name	User	Run Date/Tir	me	Run Status	Distribution Status	View Details
elect	٤	Seq.	Process Type Application Engine		_PAYLOAD	User JRAHMAN		ne 4:20:48PM EDT		Distribution	

Verify all Deposits and Payments from Excel Deposits are posted successfully:

	Process Detail	Message Log
Process Instance 58552022 Name AR_PAYLOAD Run Status Success	Type Application Engine Description PS/AR Payment Loader Distribution Status Posted	Process Instance: 58592022 Type: Application Engine
Run Run Control ID GDOT_UPLOAD Location Server Server PSUNX Recurrence	Update Process Hold Request Queue Request Cancel Request Obelers Request Re-send Content Restart Request	Name: AR_PAYLOAD Description: PS/AR Payment Loader
Date/Time Request Created On 05/27/2022 4.21.57P Run Anytime After 05/27/2022 4.20.49P Began Process At 05/27/2022 4.22.00P	M EDT Message Log View Locks	10 4:22.07PM Processed 2 deposits and 2 payments from Excel Explain 4:22.16PM Published message with ID b35a887a-ddfa-11ec-990d- b797/04939ee23 to create entry in folder GENERAL. Explain 4:22.16PM Successfully posted generated files to the report reposition. Explain
Ended Process At 05/27/2022 4:22:19P	MEDT View Log nace	4.22:16PM repository



Step	Action							
5.	Check to see all deposits are viewable in TeamWorks:							
	Navigation	Description						
	Accounts Receivable > Payments > Online Payments > Regular Deposit	Enter Deposit Unit and click search						

Select the deposit and verify all information are correct:

Regular De	Service and and a service of the ser	ve and click Se	earch. Leave fields blank f	for a list of all	values.			
Find an E	ixisting Value	Keywor	d Search <u>A</u> dd a Ne	w Value				
 Search Cri 	teria							
*Dep	osit Unit =	~	48400	Q				
De	Deposit ID begins with ~ 484 User ID begins with ~ Q							
	User ID be	gins with		Q				
Assigned Ope	Deposit ID begins with V 484 User ID begins with V Q perator ID begins with V Q							
Case Sensi		sic Search	^a Save Search Criteria					
Search Results								
View All						14	◀ 1-3 of 3	 ▶ ▶
Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
48400	484_TEST1	JRAHMAN	JRAHMAN			Yes	05/26/2022	(blank)
48400	484_TEST11	JRAHMAN	JRAHMAN			Yes	05/27/2022	(blank)
48400	484_TEST_J	R JRAHMAN	JRAHMAN			Yes	05/27/2022	(blank)



Totals tab:

	Unit	48400 View Audit I	_ogs		Depos	it ID 484_TES	T_JR	De	lete Deposit	
*Acco	ounting Date	05/27/2022					Control Currency	USD		
	"Bank Code			WellsFargo			Format Currency	USD		
*Ba	ank Account		Q	richor argo			Rate Type	CRRNT		
	eposit Type	с	,	Receipts			Exchange Rate		1.00000000	隐
ol Totals							Control Data			
Control T	otal Amount		6	52.36	*Count	1	"Received	05/27/2022	fiii	
Entered To	otal Amount			652.36	Count	1	*Entered	05/27/2022	[TT]	
Differe	nce Amount			0.00	Count	0	Posted			
Posted T	otal Amount			0.00	Count	0	Assigned	JRAHMAN		Q.
Journalled T	otal Amount			0.00	Count	0	User	JRAHMAN		

Payments Tab:

	Unit	48400	Deposit ID	484_TEST_JR	Date	05/27/20	22	Balance Balanced	
ayment In	formation							Q 14 4 1011 - 0	I View A
)	Payment Seq	1		*Paymer	t ID PA	Y1_JR		Accounting Date 05/27/2022	+ -
	Amount	652.36		Curre	ncy US	D			
	Rate Type	CRRNT		Exchange F	late	1.000	00000		
		Payment Predicto	6			Journal I		Range of References	
Pay	ment Method	Check 👻				ichments v Audit L		Apply Payment	
Customer	Information							Q. 1 4 4 Toft + H	
(Customer ID		Q	Business Unit	48400		Q	+	
	Remit From Name			Remit SetID					
	Corporate			Corporate SetID					
	SubCust1	DEFAULT	Q	SubCust2	DEFAUL	т	Q		
	MICR ID		Q		Link	MICR			
		Detail References			Add	Conver	sation	View/Update Conversations	
eference I	nformation							4 4 5.5 of 5 = 1	View All
								11. 11 Mar 108 1 1 1 1	e la la part
•	Qual Code	Reference					To Referen	ice	
1	I	۹	l			Q		+	



Step	Action									
6.	Create Worksheet									
	Navigation	Description								
	Accounts Receivable > Payments > Apply Payments > Create Worksheet	Apply Payments by creating worksheet								

Deposit Unit	48400		Payment ID	PAY	I_JR	Payment Predictor
Deposit ID	484_TEST_JR		Payment Amount	652.3	36 USD	
Deposit Status	None Applied		Payment Status	Ident	ified	
Customer Criteria						
Customer Criteria	Customer	r Reference			Q	of t 🗸 🕨 🕨 🛛 View All
Customer Items	~ Customer	rReterence			K	af 1 👻 🕨 🕴 I View All
		Customer ID		۹	Business Unit	48400 Q + -
		SubCustomer 1	DEFAULT	Q,	SubCustomer 2	DEFAULT Q
		Name				
		Remit SetID			Remit From ID	
			Corporate ID			
		MICR ID		Q,		Link MICR
	Itan Deference					
	Item Reference				127 - 138	
Reference Criteria Detailed References	Item Reference				H H	1-1 of 1 ~ 🕨 🕅 I View
Reference Criteria Detailed References		Reference			To Reference	1-1 of 1 → ▶ ▶ I View
Reference Criteria Detailed References V Restrict to All Customers V Match Rule	Qual Code					
Reference Criteria Detailed References v Restrict to All Customers v Match Rule Exact Match v	E Q			٩		1.1 of 1 > > > 1 View
Reference Criteria Detailed References v Restrict to All Customers v Match Rule Exact Match v Detail Reference	Qual Code			٩		
Reference Criteria Detailed References Restrict to All Customers Match Rule Exact Match Detail Reference Item Status	Qual Code			٩		
Restrict to All Customers v Match Rule Exact Match v	Qual Code 1		Only			



	iposit Unit	18400	Deposit ID 4	H_TEST_,	Paym	sent Account	ing Date	PAY1_JR 05/27/2022	Payment 5	iequence	1 Payment	Currency	USD		
tem Action	-		of account			low Selectio		o to to to be been to the			10-10-1				
Entry	Pay An ype	8em	• Reason	Q,		Choice	Select Ra	nge of Items	* Ran	ge	Go				
em Display	Control				F	low Sorting									
	splay All Ite	ris	• 60	s		Sort All By	Item	8	Go						
						by									
m List															
n; Q															4 57-59 of
Detail 1	Detail 2	Detail 3	Detail <u>4</u> De	etail <u>5</u>	Detail <u>6</u>										
/iew Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	lb	em Line	Unit	Customer	Туре	Reason	Disc	Disc Amt	Service Purchase ID	Tax Status
10.	57	a	3,052.00	USD	INV	٩	23 Q	48400 Q	۹.	٩	٩	0			Not Applicable
	58		17,600.00	USD	INM	٩	19	48400 Q	Q.	٩	٩	D			Not Applicable
m			0.00000	USD	INVE	٩	40,	48400 Q	۹.	PY Q	٩	D			Not Applicable
n. R	59	2	652.36												
B	59 m Detail					Add (Convertation	n Viewill	odute Conversations		tter of Credit ID				
R. Add y	1001		652 36 Je Distribution		1.000	Add (Conversatio	n Viewlu	pdate Conversations	L	tter of Credit ID				
IB Add y alance	itti Detail		ue Distribution		vining	Add (tter of Credit ID				
R Add v slance	1001			Rem	naining	Add (0.00 0.00		pdate Conversations Unearned Earned	0.00 0.00	tter of Credit ID				
R Add v alance S	itti Detail mount		e Distribution 652.36	Rem		Add (0.00		Unearned	0.00	tter of Credit ID				
Add v Balance S	mount slected ljusted	Reven	e Distribution 652 36 652 36	Rem Dis W	scount hite Off	Add (0 00 0 00 0 00		Unearned	0.00					

Select 'Batch Standard' for Posting Action and save.

The payment worksheet will be picked up by the nightly batch process.

Deposit Unit 48400	Deposit ID 484_TEST_JR	Payment ID PAY1_JR
Entered Date 05/27/2022	Status Do Not Post	
Worksheet Action	Posting Action	Accounting Entry Action
Delete Worksheet	Action: Batch Standard V OK	Create/Review Entries
Delete Payment Group	×	
Worksheet Selection	Worksheet Application	Worksheet Action
Return to Search Previous in I	List Next in List Notify	



Step	Action	
7.	Correct Deposits flagged with	Errors
	Navigation	Description
	Accounts Receivable > Payments > Electronic Payments-> Excel Error Correction	Enter the Deposit Unit and check the "Error Deposits Only" Check box and Search for the Deposits.

Should there be any erroneous deposits by the process, below is how errors can be corrected:

Users have the option to Delete the Deposit ID based on the Error Message and reload the Deposit from Excel Upload again.

Ex	cel Uplo	ad Deposit E	rrors									
	Depo	osit Unit 48400			Depo	sit ID		Payment ID		User ID	JRAHMAI	N
D	-	ection Options	1	0.415						1	c	lear
	Error Deposits Only All Deposits Deposits without Errors Search											
Dei	oosits				Loa	d Deposits to	Staging Tables		Process Monitor			
	۹									14 4	1-1 of 1	✓ ► ► View All
	Delete	Deposit Unit	Deposit ID	Deposit Errors	Accounting Date	User ID	Message 1	Message 2	Message 3	Messag	je 4	Message 5
			More Info									
	Select All	De	select All									
	Del	ete Selected Depo	osits									