

## **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_PAYMENTS	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

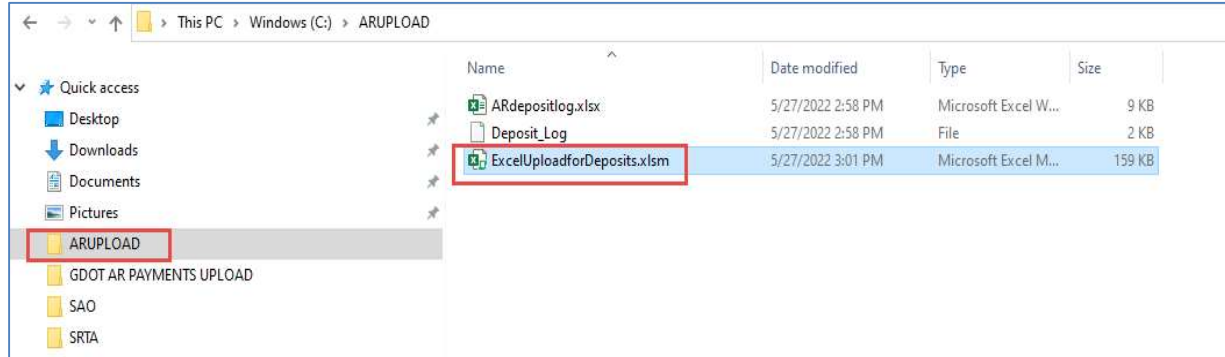
## Step 2: Excel Spreadsheet

### File & Folder

Create a folder and name it ARUPLOAD in C: directory.

Once the folder is created, place the spreadsheet as shown below.

### Screenshot

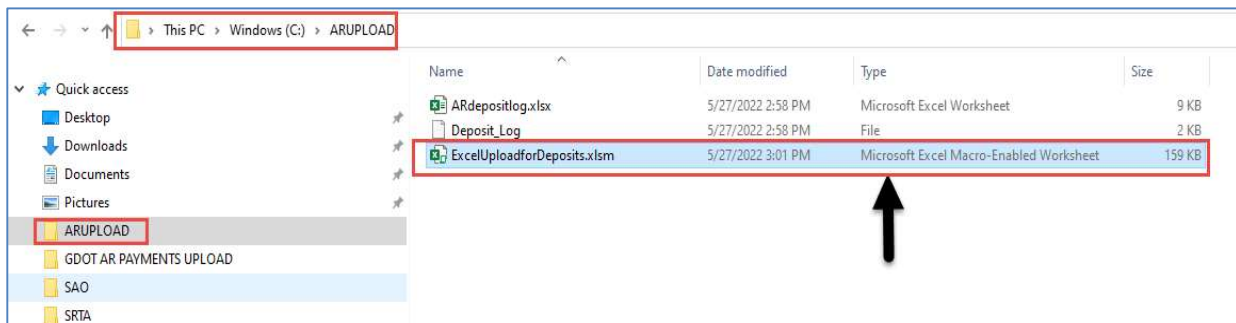


### Spreadsheet

Use the correct spreadsheet for Payments Upload Process.

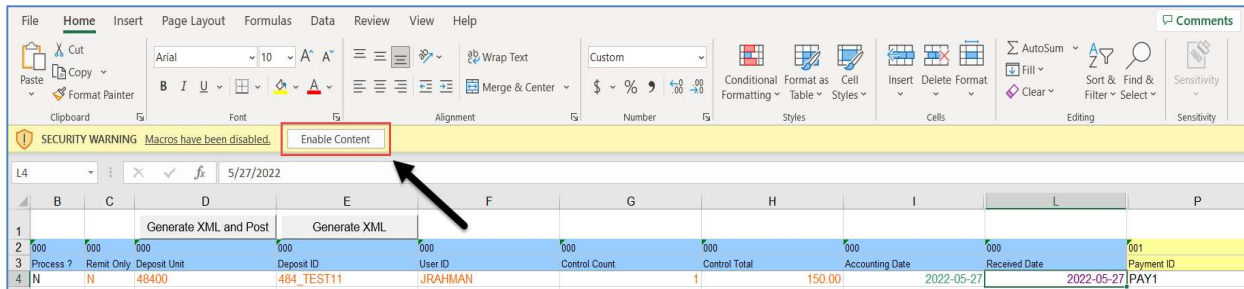
Once the AR Payment data is entered in the excel, save the file in the same directory as shown above. Make sure to save this file with .xlsx extension and it is Microsoft Excel Macro-Enabled Worksheet.

### Screenshot



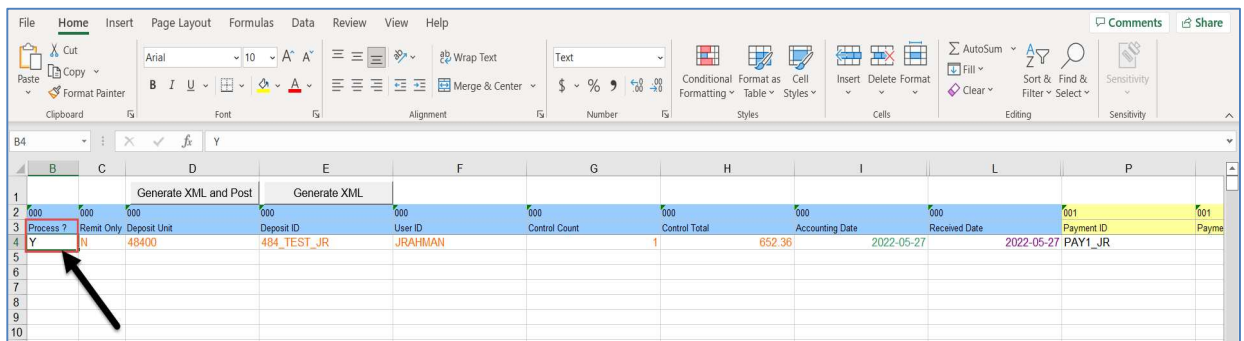
Once opened, make sure to click ‘Enable Content’.

## Screenshot



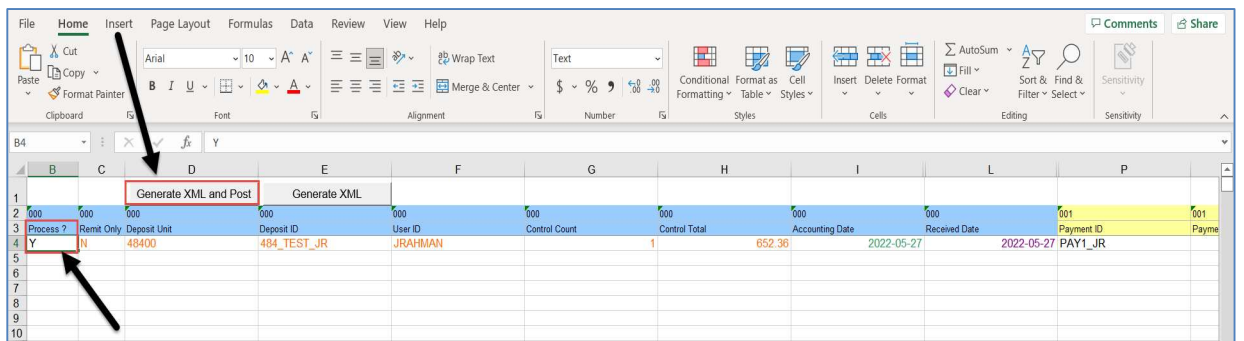
Process? field (B3) should be “Y” to upload the Deposit ID into TeamWorks. Once the process is run, it will reset the field to “N”.

## Screenshot



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

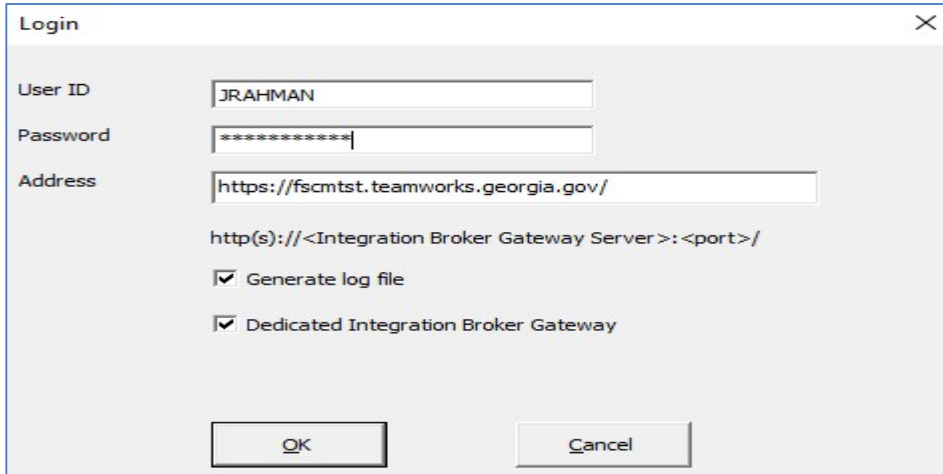
## Screenshot



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

Enter User ID and Password and click OK

## Screenshot

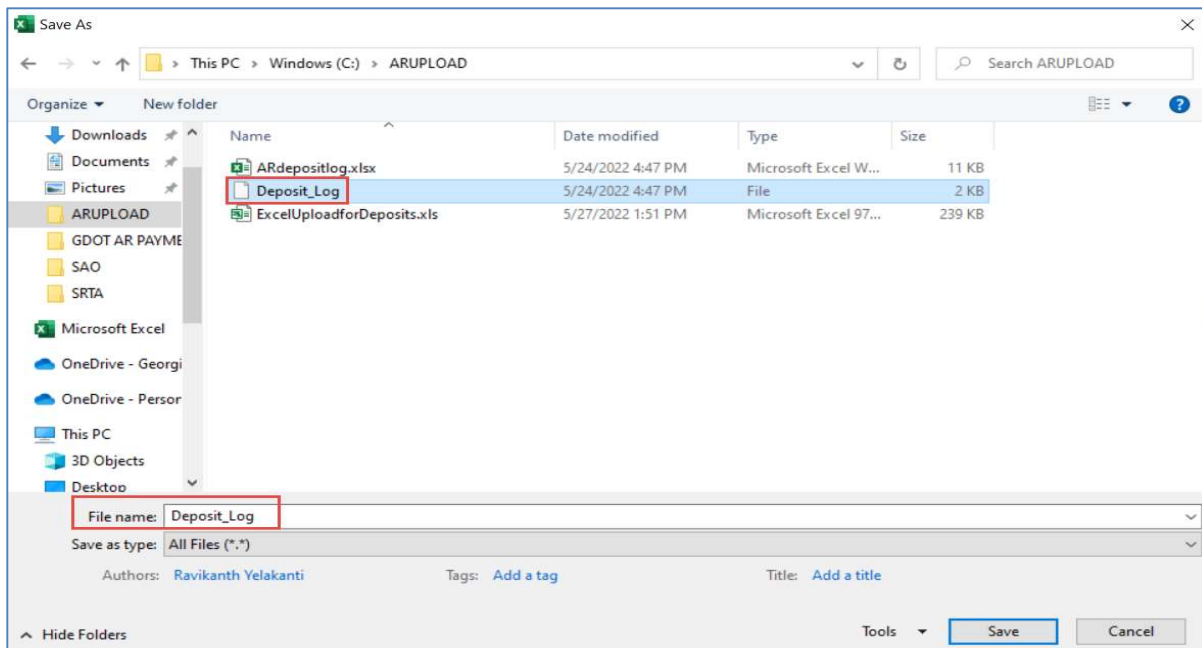


A screenshot of a 'Login' dialog box. It contains three input fields: 'User ID' with the text 'JRAHMAN', 'Password' with masked characters '\*\*\*\*\*', and 'Address' with the URL 'https://fscmtst.teamworks.georgia.gov/'. Below these fields is a placeholder text 'http(s)://<Integration Broker Gateway Server>:<port>/' and two checked checkboxes: 'Generate log file' and 'Dedicated Integration Broker Gateway'. At the bottom are 'OK' and 'Cancel' buttons.

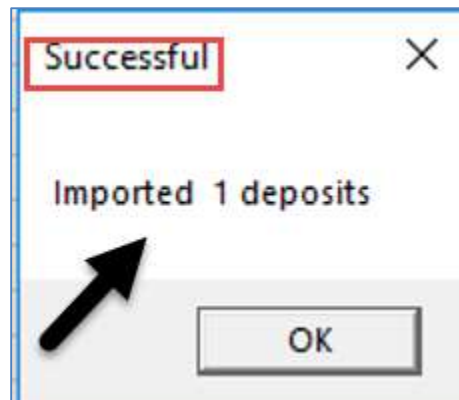
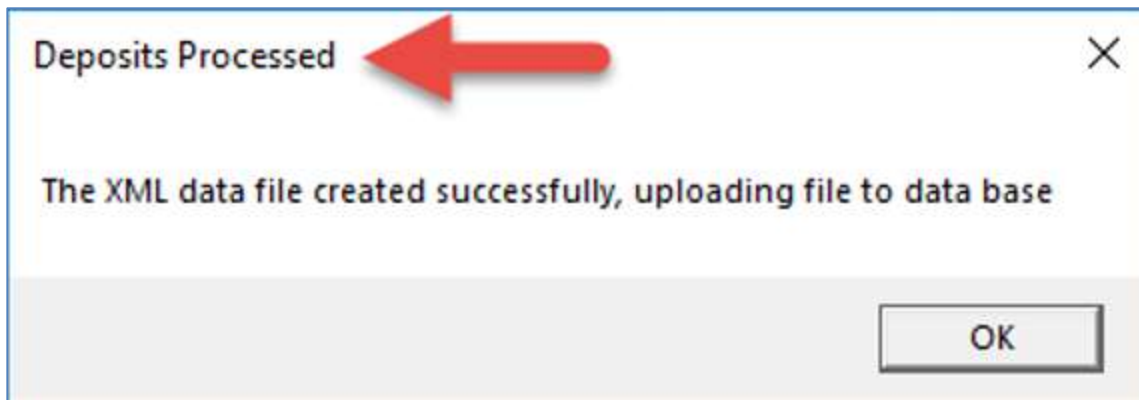
It will now ask you to save the file.

Name the file as 'Deposit\_Log' and save it in the same ARUPLOAD directory.

## Screenshot



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

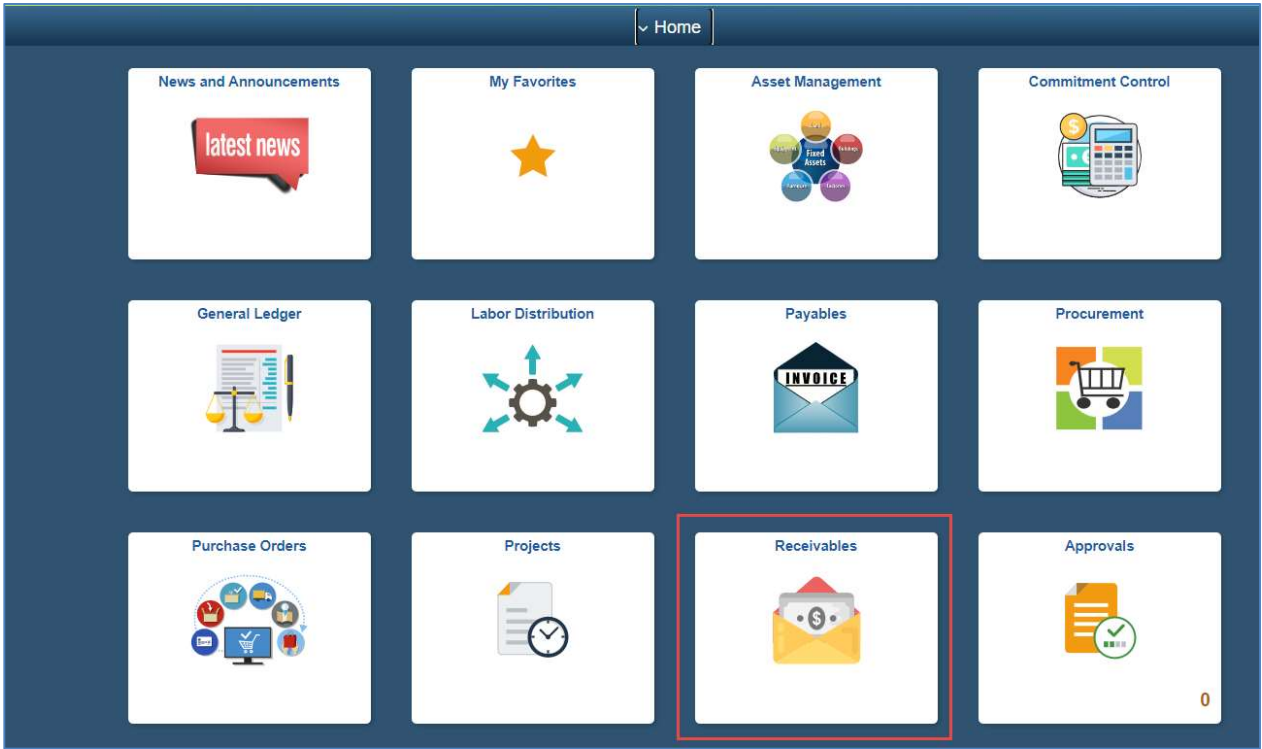



It will list the number of Deposits that are imported into TeamWorks on your log sheet.

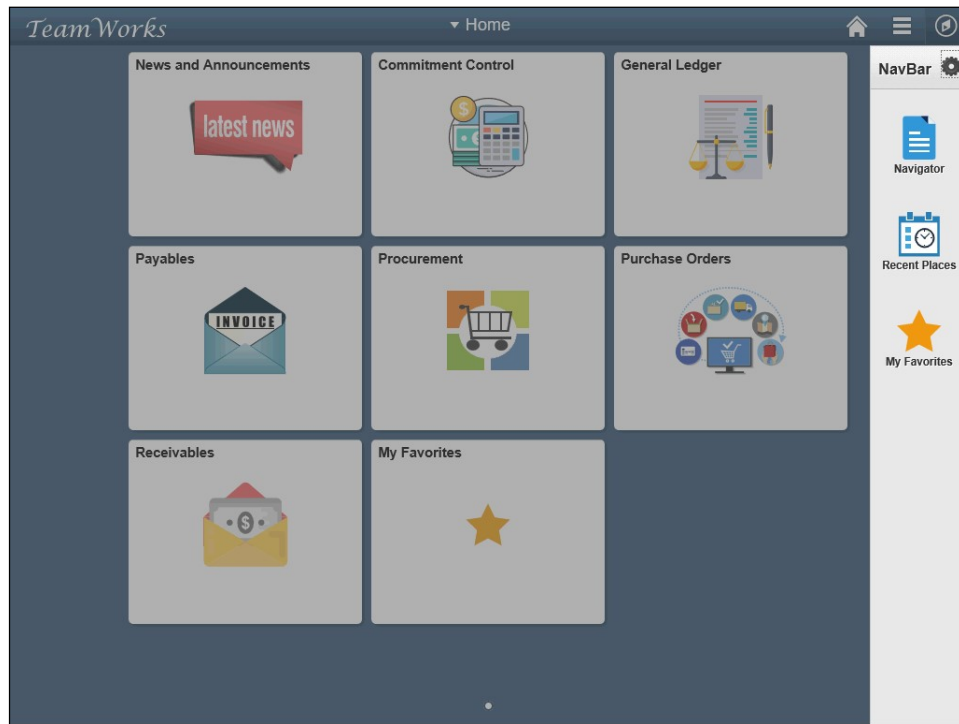
### Screenshot


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

# Login into PeopleSoft TeamWorks



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




Step	Action				
2.	<p>Click the <b>Navigator</b> link.</p>  <table border="1"> <thead> <tr> <th>Navigation</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Accounts Receivable &gt; Payments &gt; Electronic Payments-&gt; <b>Excel Edit Request</b></td><td>Create a new Run Control ID and use for this process</td></tr> </tbody> </table>	Navigation	Description	Accounts Receivable > Payments > Electronic Payments-> <b>Excel Edit Request</b>	Create a new Run Control ID and use for this process
Navigation	Description				
Accounts Receivable > Payments > Electronic Payments-> <b>Excel Edit Request</b>	Create a new Run Control ID and use for this process				

### Request Excel Edit Process

\*Run Control ID

Find an Existing Value | Add a New Value





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

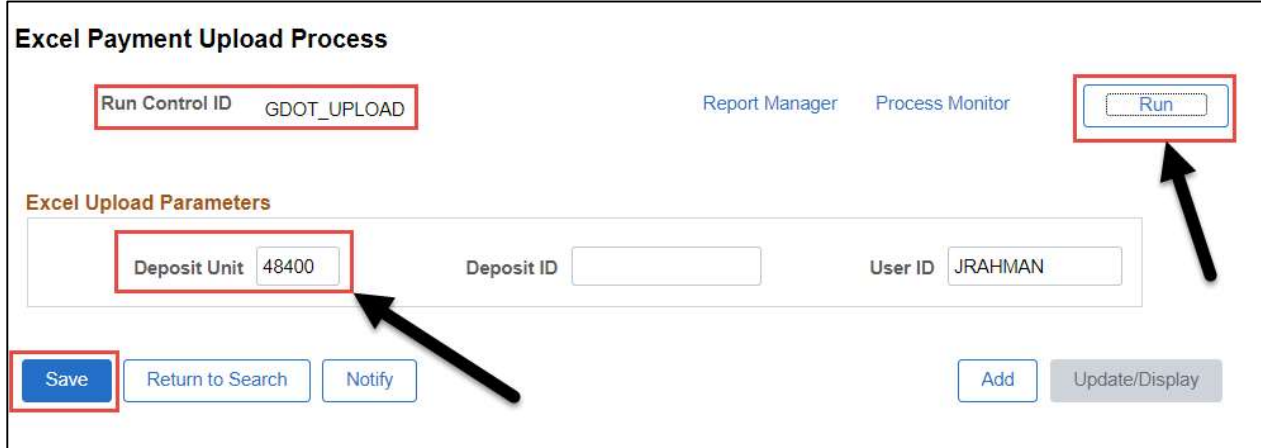
**Excel Payment Upload Process**

Run Control ID: GDOT\_UPLOAD      Report Manager      Process Monitor      **Run**

**Excel Upload Parameters**

Deposit Unit: 48400      Deposit ID:      User ID: JRAHMAN

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



**Process Scheduler Request**

User ID: JRAHMAN      Run Control ID: GDOT\_UPLOAD

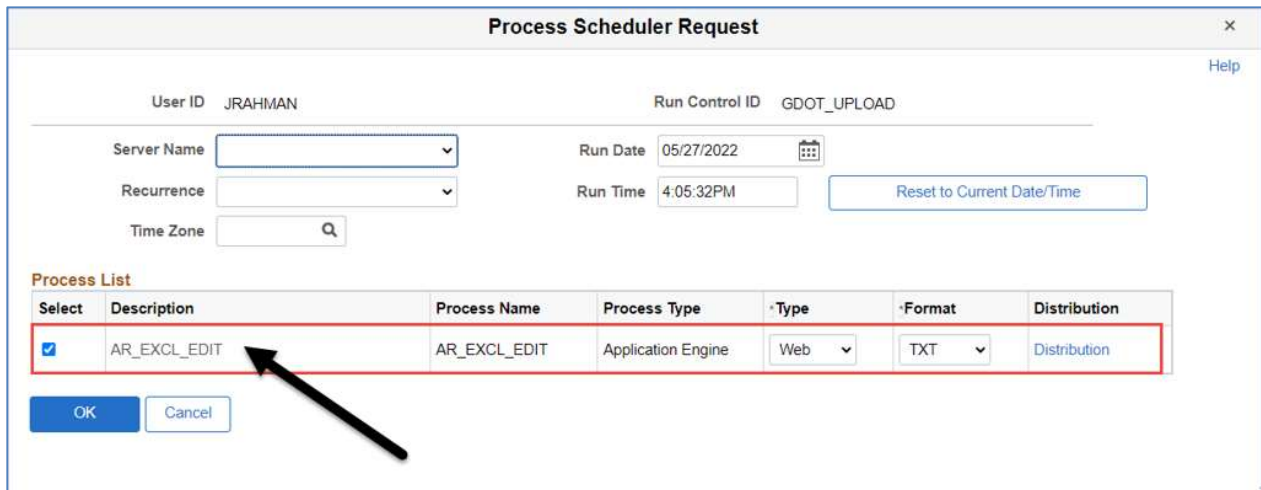
Server Name:      Run Date: 05/27/2022      Run Time: 4:05:32PM      Reset to Current Date/Time

Recurrence:      Time Zone:      Search

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	AR_EXCL_EDIT	AR_EXCL_EDIT	Application Engine	Web	TXT	Distribution

**OK**      Cancel



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

Process List

Server List

View Process Request For

User ID

JRAHMAN

Q

Type

▼

Last

▼

1

Days

▼

Refresh

Server

▼

Name

Q

Instance From

Instance To

Report Manager

Run Status

▼

Distribution Status

▼

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	58592021		Application Engine	AR_EXCL_EDIT	JRAHMAN	05/27/2022 4:05:32PM EDT	Success	Posted	<a href="#">Details</a>

Save

Notify

Process List

Server List

Verify no deposits are flagged with errors:

Process

Instance

58592021

Type

Application Engine

Name

AR\_EXCL\_EDIT

Description

AR\_EXCL\_EDIT

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

GDOT\_UPLOAD

Location

Server

Server

PSUNX

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart

Date/Time

Request Created On

05/27/2022 4:07:12PM EDT

Run Anytime After

05/27/2022 4:05:32PM EDT

Began Process At

05/27/2022 4:07:13PM EDT

Ended Process At

05/27/2022 4:07:23PM EDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

Message Log

Process

Instance

58592021

Type

Application Engine

Name

AR\_EXCL\_EDIT

Description

AR\_EXCL\_EDIT

1-7 of 7

View All

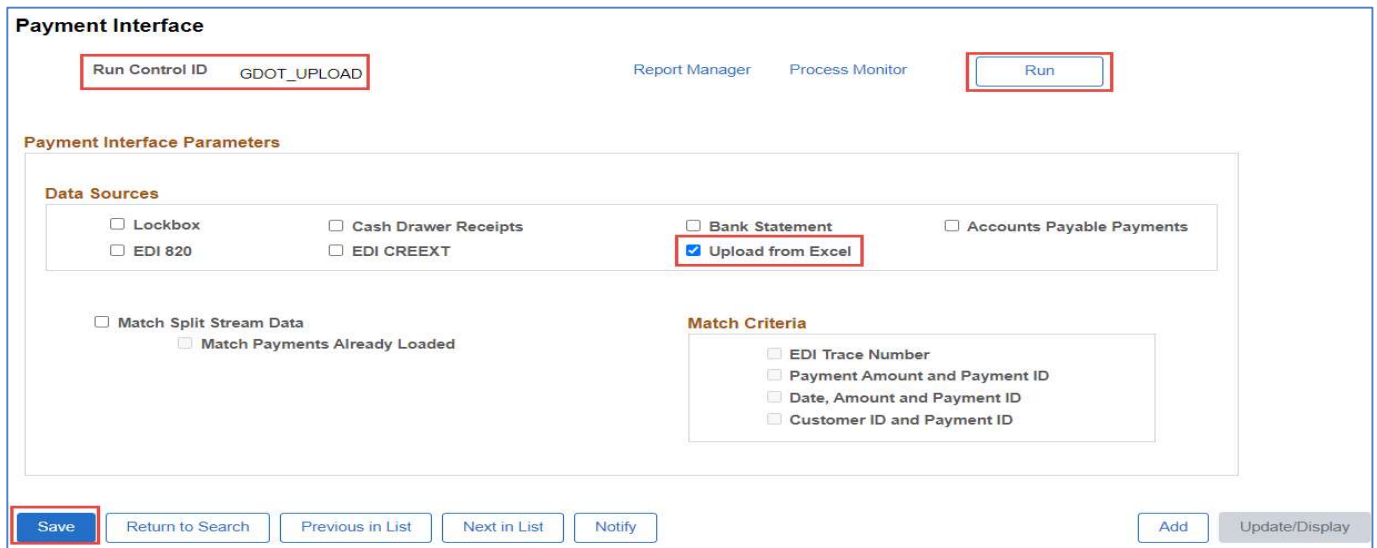
Severity	Log Time	Message Text	Explain
10	4:07:13PM	Start Receivables Edit Excel Upload Payments Process	<a href="#">Explain</a>
10	4:07:15PM	2 Excel Deposit Groups Processed.	<a href="#">Explain</a>
10	4:07:15PM	2 Excel Deposits pass edits and are moved to AR Deposit Staging tables.	<a href="#">Explain</a>
10	4:07:15PM	0 Excel Deposits are flagged with errors.	<a href="#">Explain</a>
10	4:07:23PM	Receivables Excel Edit process complete.	<a href="#">Explain</a>
	4:07:23PM	Published message with ID 9f5e0d6c-ddf8-11ec-990d-b7970d939e23 to create entry in folder GENERAL...	<a href="#">Explain</a>
	4:07:23PM	Successfully posted generated files to the report repository	<a href="#">Explain</a>

Return

Step	Action				
4.	<b>Process Payment Interface</b> <table border="1"> <thead> <tr> <th>Navigation</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Accounts Receivable &gt; Payments &gt; Electronic Payments-&gt; <b>Process Payment Interface</b></td><td>Create a new Run Control ID and use for this process</td></tr> </tbody> </table>	Navigation	Description	Accounts Receivable > Payments > Electronic Payments-> <b>Process Payment Interface</b>	Create a new Run Control ID and use for this process
Navigation	Description				
Accounts Receivable > Payments > Electronic Payments-> <b>Process Payment Interface</b>	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:



**Payment Interface**

Run Control ID: GDOT\_UPLOAD Report Manager Process Monitor Run

**Payment Interface Parameters**

**Data Sources**

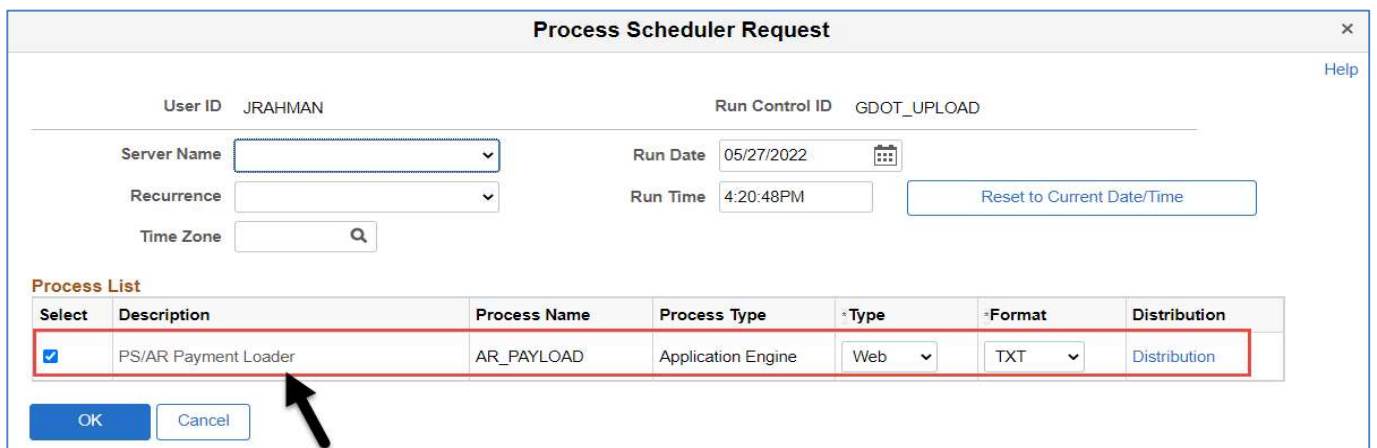
☐ Lockbox
 ☐ Cash Drawer Receipts
 ☐ Bank Statement
 ☐ Accounts Payable Payments
 ☒ Upload from Excel
 ☐ EDI 820
 ☐ EDI CREEXT

☐ Match Split Stream Data
 ☐ Match Payments Already Loaded

**Match Criteria**

☐ EDI Trace Number
 ☐ Payment Amount and Payment ID
 ☐ Date, Amount and Payment ID
 ☐ Customer ID and Payment ID

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display



**Process Scheduler Request**

User ID: JRAHMAN Run Control ID: GDOT\_UPLOAD Help

Server Name:  Run Date: 05/27/2022

Recurrence:  Run Time: 4:20:48PM Reset to Current Date/Time

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Payment Loader	AR_PAYLOAD	Application Engine	Web	TXT	Distribution

OK
Cancel

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

Process List

Server List

View Process Request For

User ID

JRAHMAN

Q

Type

▼

Last

▼

1

Days

▼

Refresh

Server

▼

Name

Q

Instance From

▼

Instance To

▼

Report Manager

Run Status

▼

Distribution Status

▼

☒ Save On Refresh

Process List

1-2 of 2

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	58592022		Application Engine	AR_PAYLOAD	JRAHMAN	05/27/2022 4:20:48PM EDT	Success	Posted	Details
<input type="checkbox"/>	58592021		Application Engine	AR_EXCL_EDIT	JRAHMAN	05/27/2022 4:05:32PM EDT	Success	Posted	Details

Save

Notify

Process List

Server List

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

Process Detail

Process

Instance

58592022

Type

Application Engine

Name

AR\_PAYLOAD

Description

PS/AR Payment Loader

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

GDOT\_UPLOAD

Location

Server

Server

PSUNX

Recurrence

Update Process

☐ Hold Request
 ☐ Queue Request
 ☐ Cancel Request
 ☒ Delete Request
 ☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On

05/27/2022 4:21:57PM EDT

Run Anytime After

05/27/2022 4:20:48PM EDT

Began Process At

05/27/2022 4:22:06PM EDT

Ended Process At

05/27/2022 4:22:16PM EDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

Message Log

Process

Instance

58592022

Type

Application Engine

Name

AR\_PAYLOAD

Description

PS/AR Payment Loader

1-3 of 3

View All

Severity	Log Time	Message Text	Explain
10	4:22:07PM	Processed 2 deposits and 2 payments from Excel Deposits	Explain
	4:22:16PM	Published message with ID b35a887a-ddfa-11ec-990d-b7970d839e23 to create entry in folder GENERAL.	Explain
	4:22:16PM	Successfully posted generated files to the report repository	Explain

Return

Step	Action				
5.	<p>Check to see all deposits are viewable in TeamWorks:</p> <table border="1"> <thead> <tr> <th>Navigation</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Accounts Receivable &gt; Payments &gt; Online Payments &gt; Regular Deposit</td><td>Enter Deposit Unit and click search</td></tr> </tbody> </table>	Navigation	Description	Accounts Receivable > Payments > Online Payments > Regular Deposit	Enter Deposit Unit and click search
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 Deposit

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

[Find an Existing Value](#)
[Keyword Search](#)
[Add a New Value](#)

▼ Search Criteria

\*Deposit Unit = ▼ 48400 🔍

Deposit ID begins with ▼ 484

User ID begins with ▼ 🔍

Assigned Operator ID begins with ▼ 🔍

☐ Case Sensitive

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

Search Results

View All
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_JR	JRAHMAN	JRAHMAN	██	██	Yes	05/27/2022	(blank)

Date Created: July 12, 2022

Page 13

## Totals tab:

Totals

Payments

Unit 48400
Deposit ID 484\_TEST\_JR
Delete Deposit

View Audit Logs

\*Accounting Date 05/27/2022
\*Bank Code Wells Fargo
\*Bank Account
Deposit Type C Receipts
Control Currency USD
Format Currency USD
Rate Type CRRNT
Exchange Rate 1.00000000

Control Totals

Control Total Amount	652.36	*Count	1
Entered Total Amount	652.36	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

\*Received 05/27/2022
\*Entered 05/27/2022
Posted
Assigned JRAHMAN
User JRAHMAN

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

Totals | Payments

## Payments Tab:

Totals

Payments

Unit 48400
Deposit ID 484\_TEST\_JR
Date 05/27/2022
Balance Balanced

Payment Information

Payment Seq 1
Amount 652.36
Rate Type CRRNT
Payment Method Check

\*Payment ID PAY1\_JR
Currency USD
Exchange Rate 1.00000000

Accounting Date 05/27/2022

☐ Payment Predictor
☐ Journal Directly
☐ Range of References

Attachments (0)
View Audit Logs
Apply Payment

Customer Information

Customer ID
Business Unit 48400
Remit From
Name
Corporate
SubCust1 DEFAULT
MICR ID

Remit SetID
Corporate SetID
SubCust2 DEFAULT
Link MICR

Detail References
Add Conversation
View/Update Conversations

Reference Information

Qual Code	Reference	To Reference
1		

Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display

Totals | Payments

Step	Action				
6.	<div> <div>Create Worksheet</div> <table> <tr> <th>Navigation</th><th>Description</th></tr> <tr> <td>Accounts Receivable &gt; Payments &gt; Apply Payments &gt; Create Worksheet</td><td>Apply Payments by creating worksheet</td></tr> </table> </div>	Navigation	Description	Accounts Receivable > Payments > Apply Payments > Create Worksheet	Apply Payments by creating worksheet
Navigation	Description				
Accounts Receivable > Payments > Apply Payments > Create Worksheet	Apply Payments by creating worksheet				

### Payment Worksheet Selection

Deposit Unit 48400  
Deposit ID 484\_TEST\_JR  
Deposit Status None Applied

Payment ID PAY1\_JR  
Payment Amount 652.36 USD  
Payment Status Identified

☐ Payment Predictor

#### Customer Criteria

Customer Criteria  
Customer Items

Customer Reference

Q

1 of 1

View All

Customer ID 

Q

SubCustomer 1 DEFAULT 

Q

Name
Remit SetID
Corporate SetID
MICR ID 

Q

Business Unit 48400 

Q

+

-

SubCustomer 2 DEFAULT 

Q

Remit From ID
Corporate ID 

Link MICR

#### Reference Criteria

Reference Criteria  
Detailed References

Item Reference

Q

1-1 of 1

View All

Restrict to  
All Customers

Match Rule  
Exact Match

[Detail Reference](#)  
[Item Status](#)

Qual Code	Reference	To Reference		
I <div>Q</div>	INV. <div>Q</div>		<div>+</div>	<div>-</div>

#### Item Inclusion Options

☒ All Items  
☐ Exclude Collection Items

☐ Deduction Items Only  
☐ Exclude Deduction Items

☐ Items in Dispute Only  
☐ Exclude Dispute Items

[Advanced Inclusion Options](#)



**Payment Worksheet Application**

Deposit Unit: 48400 Deposit ID: 484\_TEST\_JR Payment ID: PAY1\_JR Payment Sequence: 1 Payment Currency: USD  
Payment Accounting Date: 05/27/2022

**Item Action**  
Entry Type: Pay An Item Reason:

**Row Selection**  
Choice: Select Range of Items Range:  Go

**Item Display Control**  
Display: All Items Go

**Row Sorting**  
Sort All By: Item Go

**Item List**  
Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6

View Detail	Remit Seq	Set	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Service Purchase ID	Tax Status
	57	<input type="checkbox"/>	3,052.00	USD	INV	23	48400				<input type="checkbox"/>			Not Applicable
	58	<input type="checkbox"/>	17,600.00	USD	INV	1	48400				<input type="checkbox"/>			Not Applicable
	59	<input checked="" type="checkbox"/>	652.36	USD	INV	4	48400		PY		<input type="checkbox"/>			Not Applicable

Add with Detail Revenue Distribution Add Conversation View/Update Conversations Letter of Credit ID

**Balance**

Amount	652.36	Remaining	0.00	Unearned	0.00
Selected	652.36	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

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

Save Return to Search Refresh

Select 'Batch Standard' for Posting Action and save.

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

**Payment Worksheet Action**

Deposit Unit: 48400 Deposit ID: 484\_TEST\_JR Payment ID: PAY1\_JR  
Entered Date: 05/27/2022 Status: Do Not Post

**Worksheet Action**  
Delete Worksheet  
Delete Payment Group

**Posting Action**  
Action: Batch Standard OK

**Accounting Entry Action**  
Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

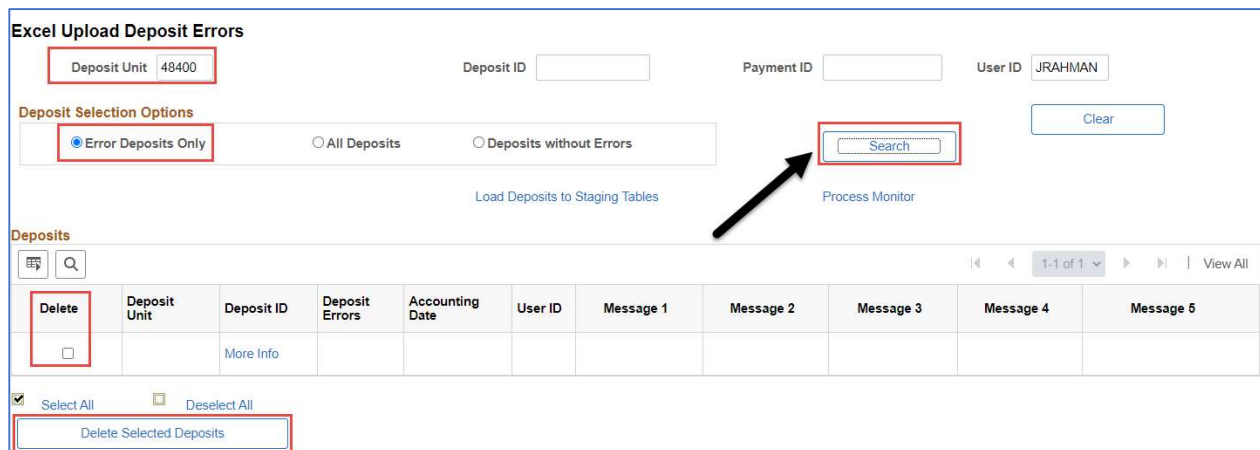
Save Return to Search Previous in List Next in List Notify



Step	Action				
7.	<b>Correct Deposits flagged with Errors</b> <table border="1"> <thead> <tr> <th>Navigation</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Accounts Receivable &gt; Payments &gt; Electronic Payments-&gt; <b>Excel Error Correction</b></td><td>Enter the Deposit Unit and check the “Error Deposits Only” Check box and Search for the Deposits.</td></tr> </tbody> </table>	Navigation	Description	Accounts Receivable > Payments > Electronic Payments-> <b>Excel Error Correction</b>	Enter the Deposit Unit and check the “Error Deposits Only” Check box and Search for the Deposits.
Navigation	Description				
Accounts Receivable > Payments > Electronic Payments-> <b>Excel Error Correction</b>	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.



**Excel Upload Deposit Errors**

Deposit Unit: 48400      Deposit ID:      Payment ID:      User ID: JRAHMAN

**Deposit Selection Options**

☒ Error Deposits Only    ☐ All Deposits    ☐ Deposits without Errors

[Load Deposits to Staging Tables](#)    [Process Monitor](#)    [Search](#)    [Clear](#)

**Deposits**

Delete	Deposit Unit	Deposit ID	Deposit Errors	Accounting Date	User ID	Message 1	Message 2	Message 3	Message 4	Message 5
<input type="checkbox"/>		<a href="#">More Info</a>								

☒ Select All    ☐ Deselect All

[Delete Selected Deposits](#)