## 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.
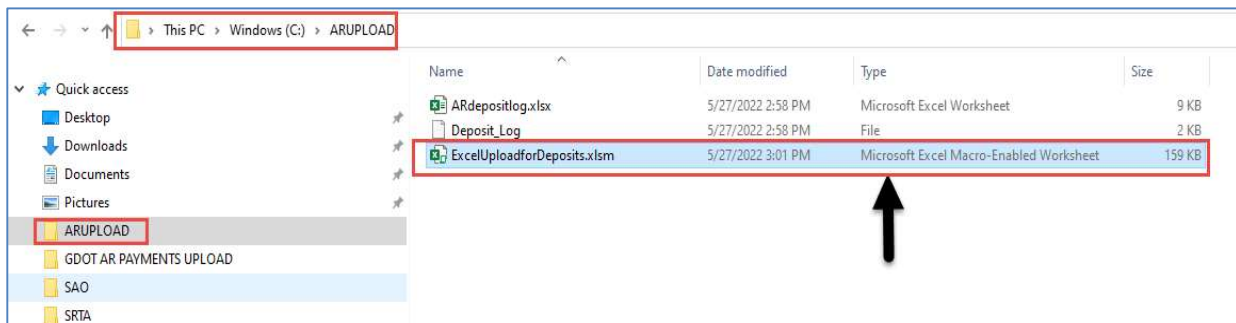Once the folder is created, place the spreadsheet as shown below.
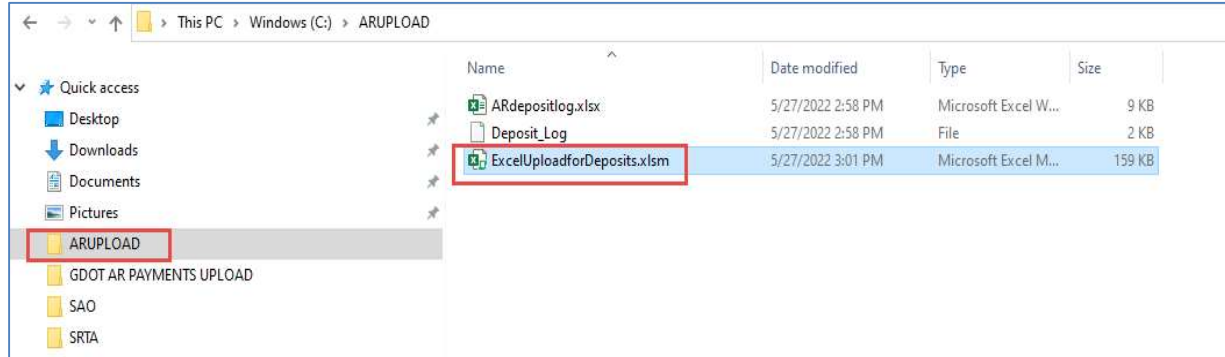
## Spreadsheet
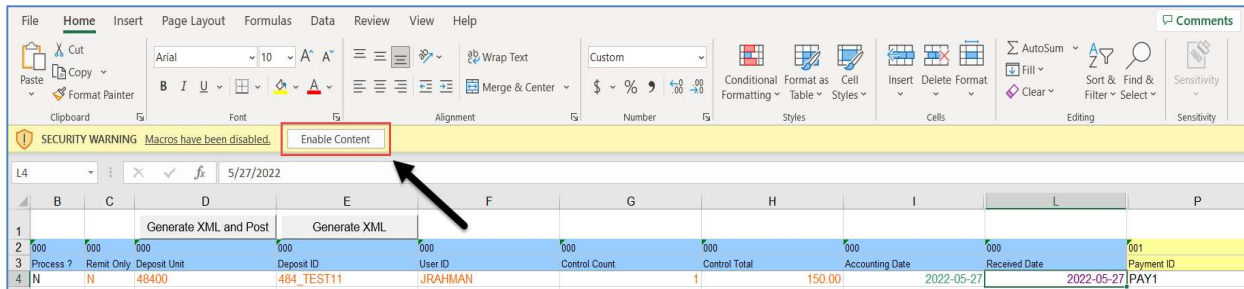Use the correct spreadsheet for Payments Upload Process.

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.
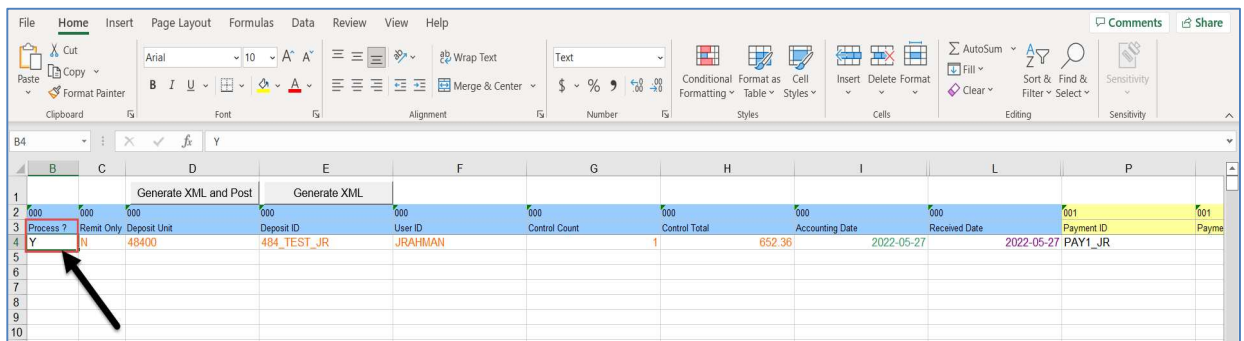
Screenshot

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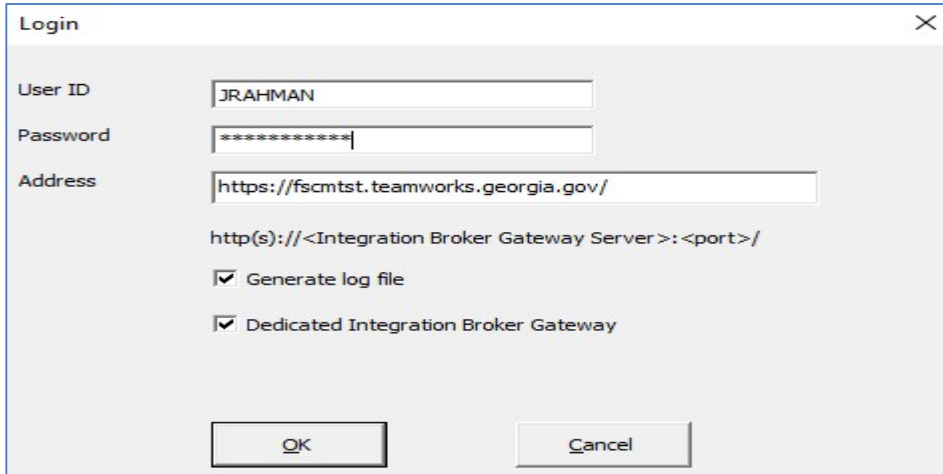
Screenshot
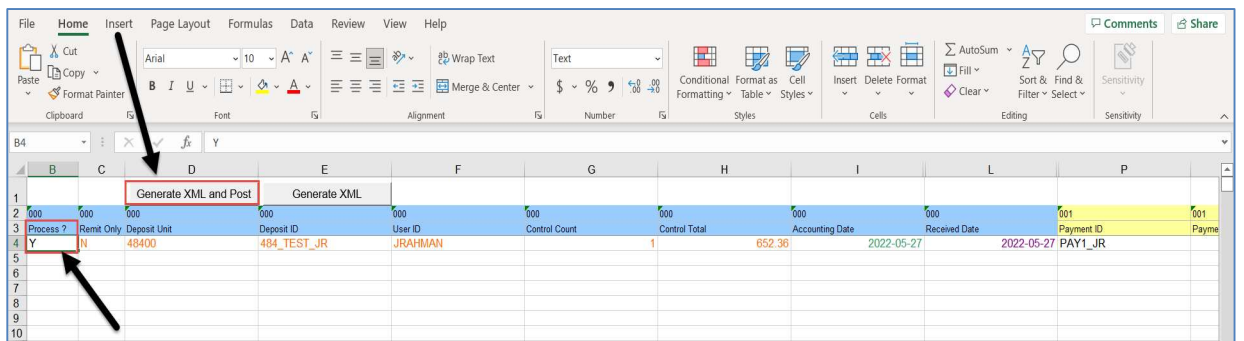
A popup window will open as shown below for TeamWorks User ID & Password.

Enter User ID and Password and click OK

Screenshot



It will now ask you to save the file.
Name the file as 'Deposit_Log and save it in the same ARUPLOAD directory.

Screenshot
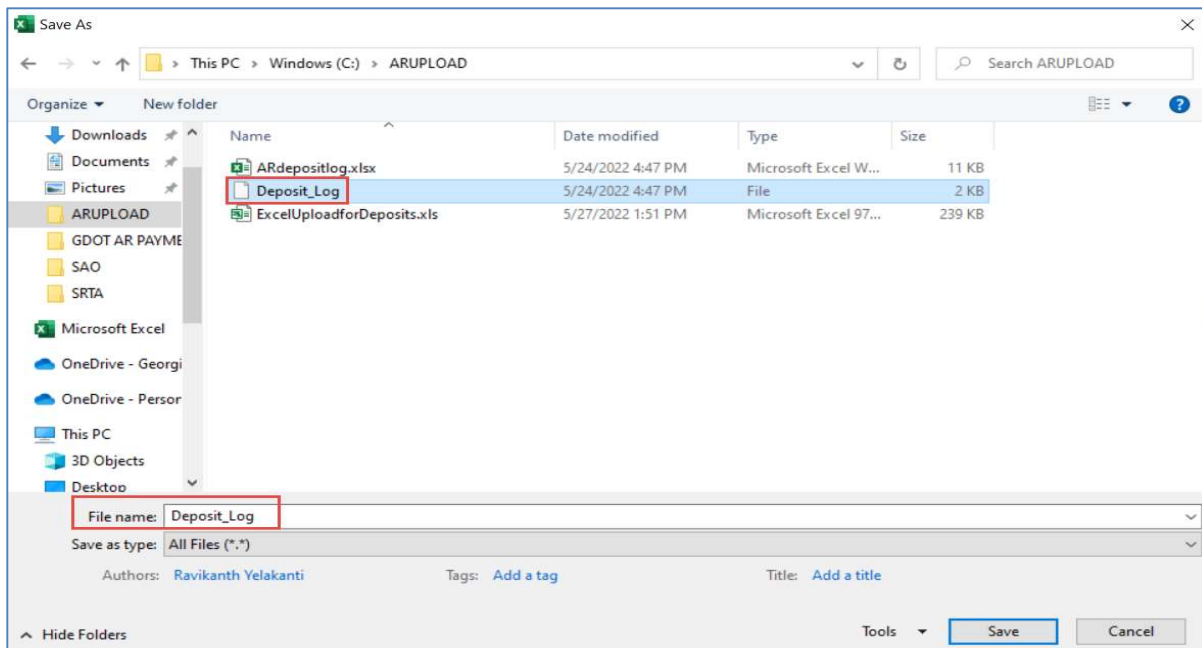


The file being uploaded into TeamWorks database and will show a message as below once successful.

Deposits Processed

The XML data file created successfully, uploading file to data base

OK



Successful

Imported 1 deposits

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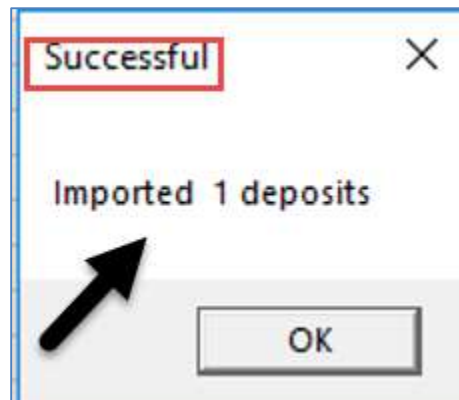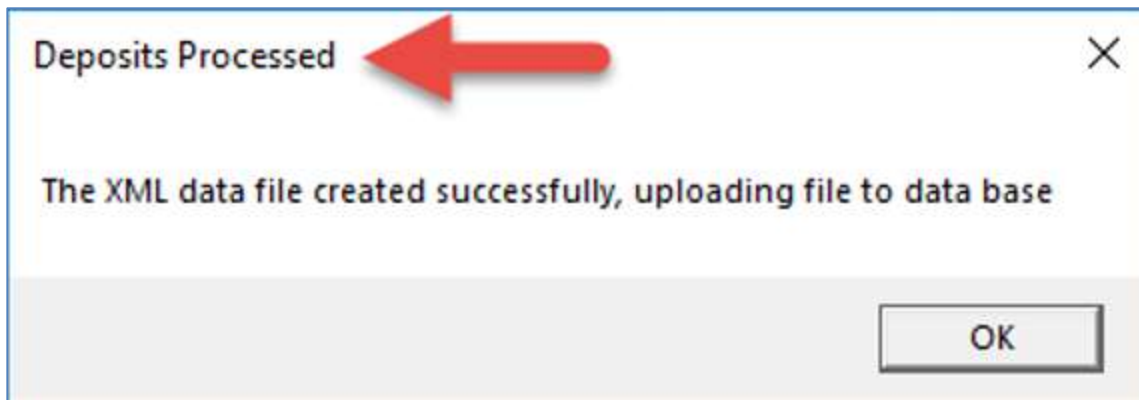
It will list the number of Deposits that are imported into TeamWorks on your log sheet.

Screenshot

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Workbook | Date/Time | Status | Log Message |
| 2 | FSCMTST_ExcelUploadforDeposits (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 |
| 3 | ExcelUploadforDeposits.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 |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |

**Job Aid**

## Login into PeopleSoft TeamWorks
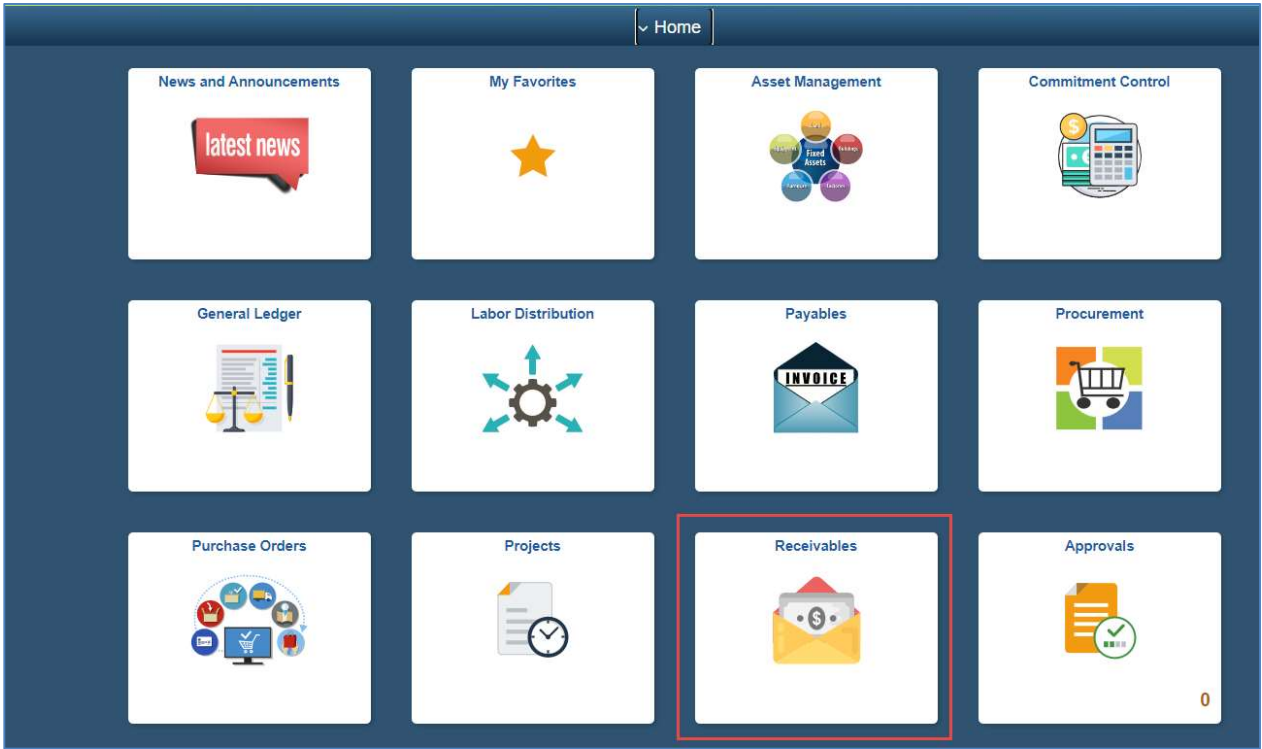
| Step | Action |
|------|--------|
| 1. | Begin by navigating to the **Excel Edit Request** page. Create a new Run Control ID and use for this process<br><br>Click the **NavBar** link. |

| Step | Action |
|------|--------|
| 2. | Click the **Navigator** link.<br><br>NavBar ⚙<br>📄 Navigator<br>📅 Recent Places<br>⭐ My Favorites<br><br>| Navigation | Description |<br>|---|---|<br>| Accounts Receivable > Payments > Electronic Payments-> Excel Edit Request | Create a new Run Control ID and use for this process | |

**Request Excel Edit Process**

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

*Run Control ID [GDOT_UPLOAD]

Add

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: |
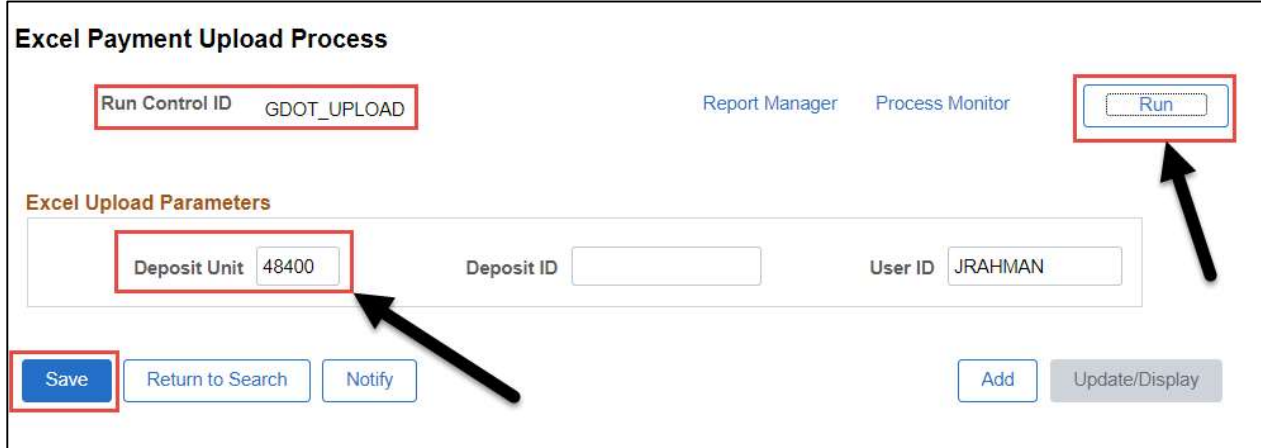
**Excel Payment Upload Process**

Run Control ID    GDOT_UPLOAD                    Report Manager    Process Monitor        [ Run ]
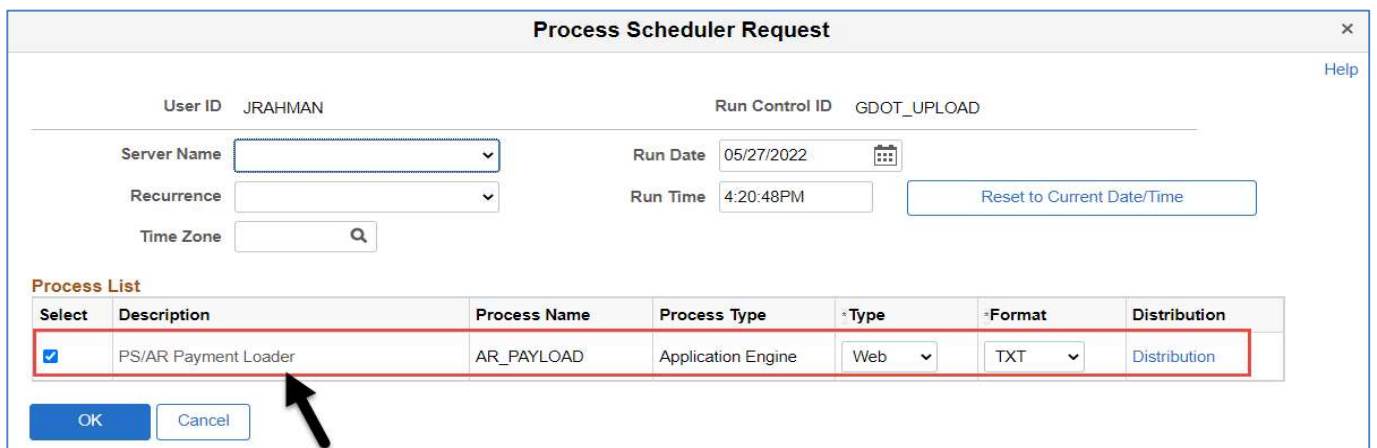
**Excel Upload Parameters**

Deposit Unit  48400          Deposit ID  [        ]          User ID  JRAHMAN

[ Save ]    [ Return to Search ]    [ Notify ]                    [ Add ]    [ Update/Display ]

---

**Process Scheduler Request**                                                    ✕

Help

User ID    JRAHMAN                        Run Control ID    GDOT_UPLOAD

Server Name  [          ▾]        Run Date  05/27/2022  📅

Recurrence  [          ▾]        Run Time  4:05:32PM        [ Reset to Current Date/Time ]

Time Zone  [     🔍]

**Process List**

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|--------|-------------|--------------|--------------|------|--------|--------------|
| ☑ | AR_EXCL_EDIT | AR_EXCL_EDIT | Application Engine | Web ▾ | TXT ▾ | Distribution |

[ OK ]    [ Cancel ]

# Job Aid

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



Verify no deposits are flagged with errors:

| 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:

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



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

| 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:

Totals tab:



Payments Tab:

| Step | Action |
|------|--------|
| 6. | Create Worksheet |

| Navigation | Description |
|------------|-------------|
| Accounts Receivable > Payments > Apply Payments > Create Worksheet | Apply Payments by creating worksheet |

**Payment Worksheet Selection**

| | | | |
|---|---|---|---|
| Deposit Unit | 48400 | Payment ID | PAY1_JR |
| Deposit ID | 484_TEST_JR | Payment Amount | 652.36 USD |
| Deposit Status | None Applied | Payment Status | Identified |

☐ Payment Predictor

**Customer Criteria**

Customer Criteria
Customer Items

Customer Reference    🔍   |◄  ◄  1 of 1 ▼  ►  ►|  | View All

Customer ID ███ 🔍     Business Unit 48400 🔍   ➕ ➖
SubCustomer 1 DEFAULT 🔍     SubCustomer 2 DEFAULT 🔍
Name
Remit SetID     Remit From ID
Corporate SetID     Corporate ID
MICR ID ___ 🔍     [Link MICR]

**Reference Criteria**

Reference Criteria
Detailed References

Restrict to
All Customers

Match Rule
Exact Match

Detail Reference
Item Status

Item Reference    📋 🔍     |◄  ◄  1-1 of 1 ▼  ►  ►|  | View All

| Qual Code | Reference | To Reference | | |
|-----------|-----------|--------------|---|---|
| I 🔍 | INV-███ 🔍 | | ➕ | ➖ |

**Item Inclusion Options**

◉ All Items     ○ Deduction Items Only     ○ Items in Dispute Only     Advanced Inclusion Options
☐ Exclude Collection Items     ☐ Exclude Deduction Items     ☐ Exclude Dispute Items

Select 'Batch Standard' for Posting Action and save.

The payment worksheet will be picked up by the nightly batch process.
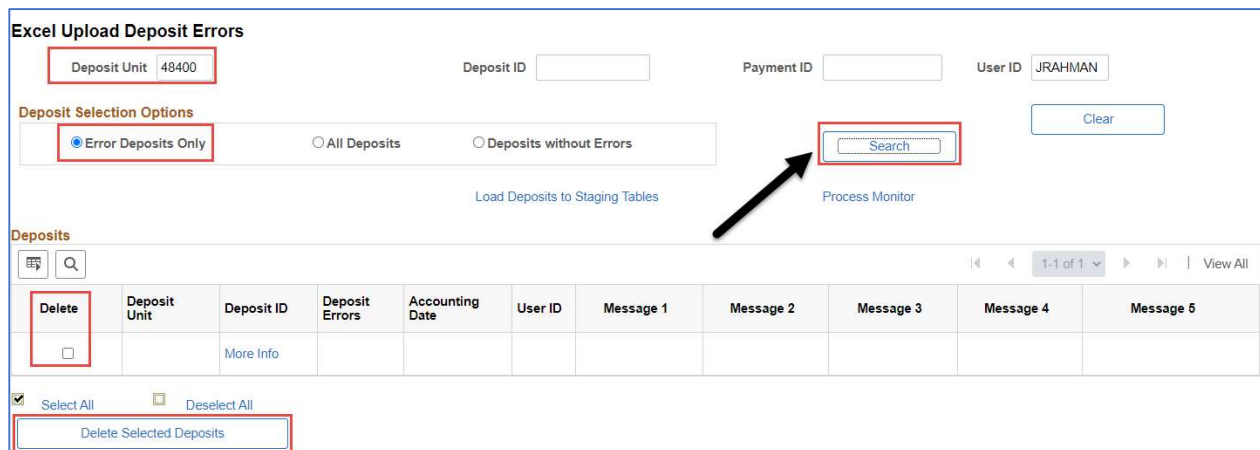
| Step | Action |
|------|--------|
| 7. | **Correct Deposits flagged with Errors** |

| 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.