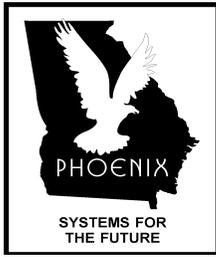


State of Georgia
Phoenix Program

Implementing Georgia's New Millennium Human Resource
and Financial Solutions

**Advanced
Accounts Receivable**



Phoenix End-User Training

ADVANCED ACCOUNTS RECEIVABLE

PARTICIPANT GUIDE

PEOPLESOFT RECEIVABLES
MARCH 2003

Financials - Receivables



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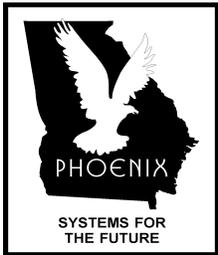
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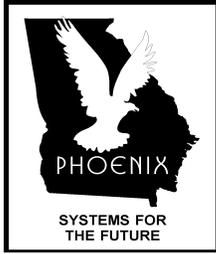
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Section 1 Introduction to Advanced Accounts Receivable
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Section 4 Class Participation



Phoenix End-User Training

SECTION 1:

INTRODUCTION TO ADVANCED ACCOUNTS RECEIVABLE

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT RECEIVABLE
MARCH 2003

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A. Introduction

Advanced Accounts Receivable



Welcome to the Advanced Accounts Receivable Introduction section! This section contains the tools needed to learn the concepts and procedures involved in Advanced Accounts Receivable.

Goal To understand the theory and definitions involved in Advanced Accounts Receivable processing.

Participant Objectives At the end of this section you will be able to

1. Understand the concepts of advanced accounts receivable processing
2. Understand the flow chart of Accounts Receivable

B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 LIBRARY

Relevant Business Processes:

There is no relevant business process for this section

C. Exercises

Exercise 1 – Discuss Advanced A/R Concepts and Flowchart

Scenario: Discuss Advanced Accounts Receivable Concepts and Flowchart.

Step 1	The main underlying concepts for Advanced Accounts Receivable Introduction are listed below: Accounts Receivable Concepts Accounts Receivable Data Flow
Expected Results:	An understanding of the main concepts involved in Accounts Receivable.

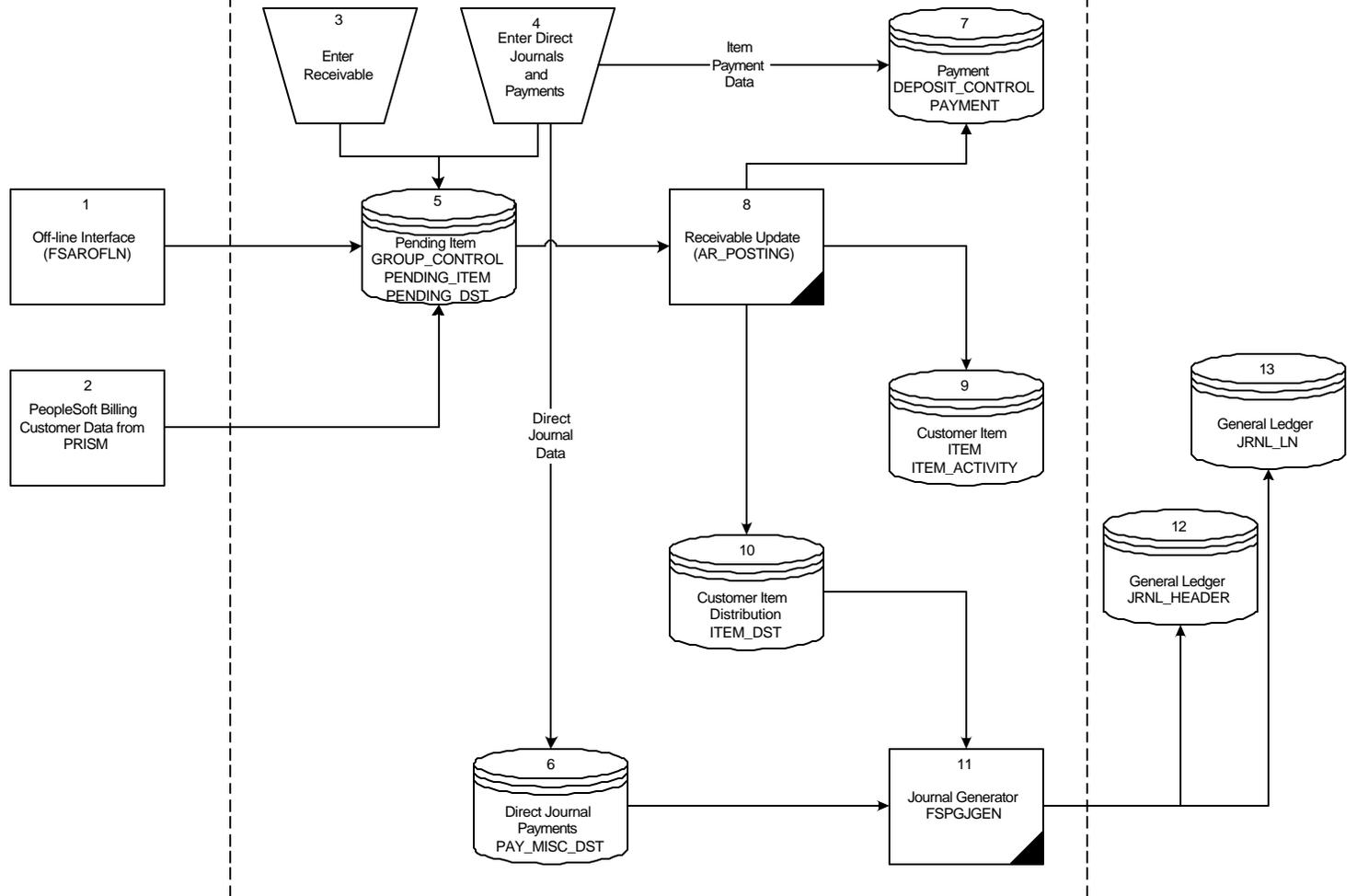
Exercise 1 (Continued)

<p>Step 2</p>	<p>Read and discuss the following brief introductions for the main underlying concepts and review the data flow diagram:</p> <p>Receivables are entered in the Online Pending Item entry panels. When this data is entered, it is considered to be a pending item. During AR Update (overnight processing) the pending item when posted becomes an Item. Note: These item groups are posted to the AR sub-ledgers, not to your General Ledger. This posting action updates the customer's balance within AR, it does not update your general ledger. The GL ledgers are updated through a process known as Journal Generator.</p> <p>Direct Journal is designed to bypass payment application and send cash directly to the general ledger – a method suited to payments that do not pay items.</p> <p>AR items and payments may be corrected/changed before and after an item is posted and payment applied. The Advanced Accounts Receivable class will consist of several processes for correcting pending items, items, and payments. During this class, we will delete a pending item group before overnight processing, change a customer on an item, correct an item set up in error, Place a payment amount on account, and perform several different functions/actions on a Direct Journal. We will also, Reverse Revenue posted to an incorrect budget year and perform a Write off function.</p>
<p>Expected Results:</p>	<p>An understanding of the Accounts Receivable underlying concepts.</p>

State of Georgia Accounts Receivable Data Flow Diagram Accounts Receivable

Inbound Interfaces

Outbound Interfaces



D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives Review:

1. Define and discuss the concepts of Advanced AR Processing
2. Define and discuss the flowchart of Accounts Receivable processing

Introduction to Advanced AR



Congratulations! You have just completed the Introduction to Advanced Accounts Receivable processing section. This section contained the tools needed to learn all the concepts and procedures involved in Advanced Accounts Receivable processing.

Participant Objectives

You should be able to

1. Discuss/Understand Advanced AR processing
2. Discuss/Understand Flowchart of AR processing.



Phoenix End-User Training

SECTION 2:

ITEMS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT RECEIVABLES
MARCH 2003

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A. Introduction

Items



Welcome to the Items section! This section contains the tools needed to learn all the concepts and procedures involved in Items in PeopleSoft.

Goal The goal of this topic is for the participants to acquire the skills and knowledge necessary to perform processes associated with items.

Participant Objectives At the end of this section you will be able to

1. Correct Customer on Posted item
2. Reverse Distribution/Reason code on posted item
3. Delete pending item group
4. Correct item balance
5. Correct Duplicate item error

B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

- AR002 – Entering Receivables
- AR003 – Budget Checking
- AR005 – Receivable Update
- AR013 – SpeedTypes
- AR016 – Reason Codes
- AR018 – Record Grant Encumbrance and Earned Revenue

C. Exercises

Exercise 1 - Delete pending item group before overnight processing

Scenario: You have entered a pending item group for Sam's Club and decide that it was entered in error. Your goal is to delete the pending item group.

Note: Pending item groups must be deleted prior to overnight processing. After a pending item goes through the AR Update process, it becomes an item. Item maintenance is handled differently.

Pending items are processed by the Receivable update program and are used to create or update posted item and item activity information. They are either entered by a user online or are interfaced from an external system.

Once pending items are in the system, they are posted during the Receivable update process, which updates the customer balance. If there are problems posting, the pending items in error are not posted, and the user returns to the pending item entry panels to correct whatever errors were found.

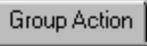
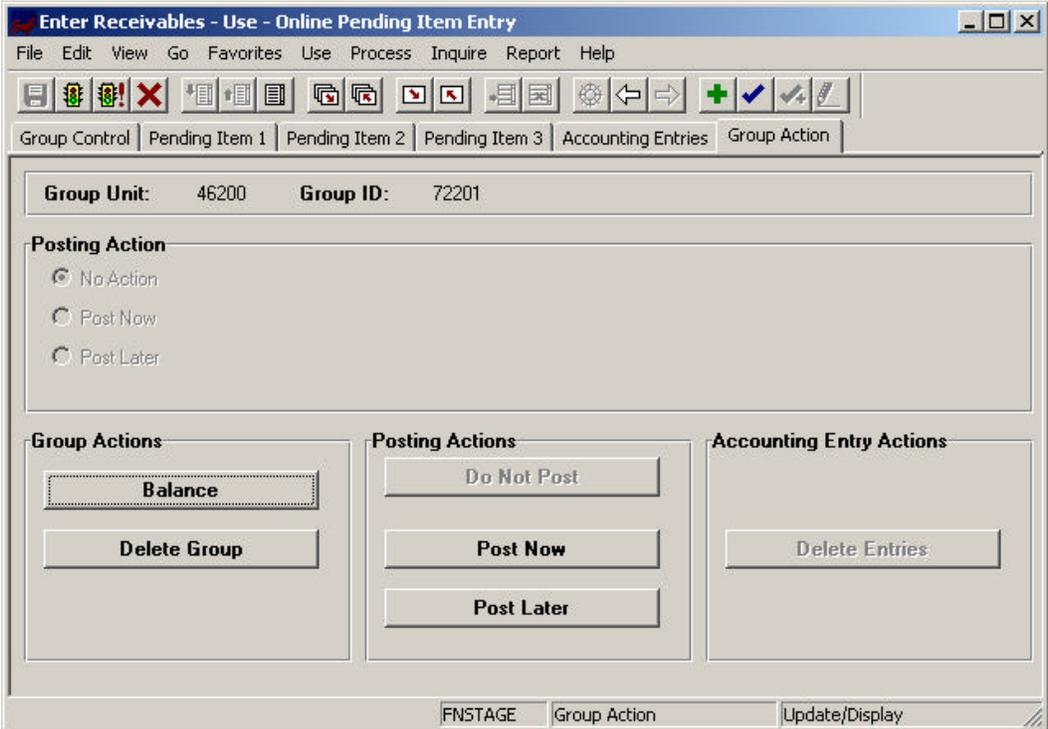
A variety of maintenance options are provided for open items once they are posted with the receivables system. In this section, we will perform corrections and changes to items (pending/items).

Step 1	Select: Go → Manage Sales Activities → Enter Receivables
Expected Results:	The Enter Receivables window displays.

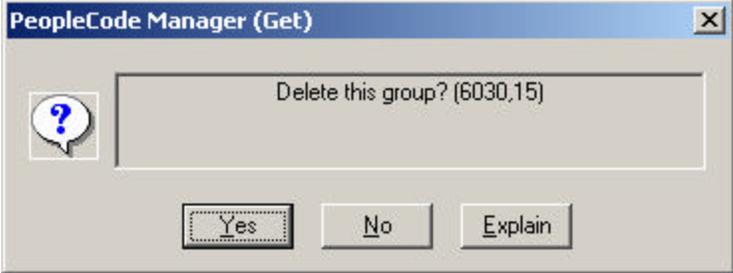
Step 2	Select: Use → Online Pending Item Entry → Group Control → Update/Display
Expected Results:	A dialog box displays.

Exercise 1 (continued)

<p>Step 3</p>	<p>Enter or select the following:</p> <p>Group Unit: 46200 Group ID: 722XX (Replace XX with the number assigned to you by your instructor)</p> <p>Click: OK</p>
<p>Expected Results:</p>	<p>The Group Control panel displays.</p>

<p>Step 4</p>	<p>Click:  to proceed to the Group Action panel.</p> <p>Click: </p> 
<p>Expected Results:</p>	<p>The delete group message displays</p>

Exercise 1 (continued)

Step 5	You will received this message 
Expected Results:	Select: Yes The group is deleted and all data is grayed out.

Exercise completed.

Exercise 2 - Correct duplicate item error

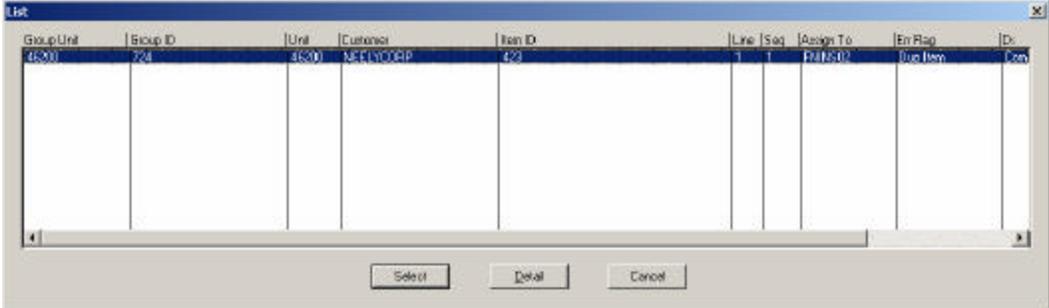
Scenario: Group 724XX (**Replace XX with the number assigned to you by your instructor**) did not post. You will need to determine the reason for the error and correct it. Once the error is corrected, set the group to *post later*.

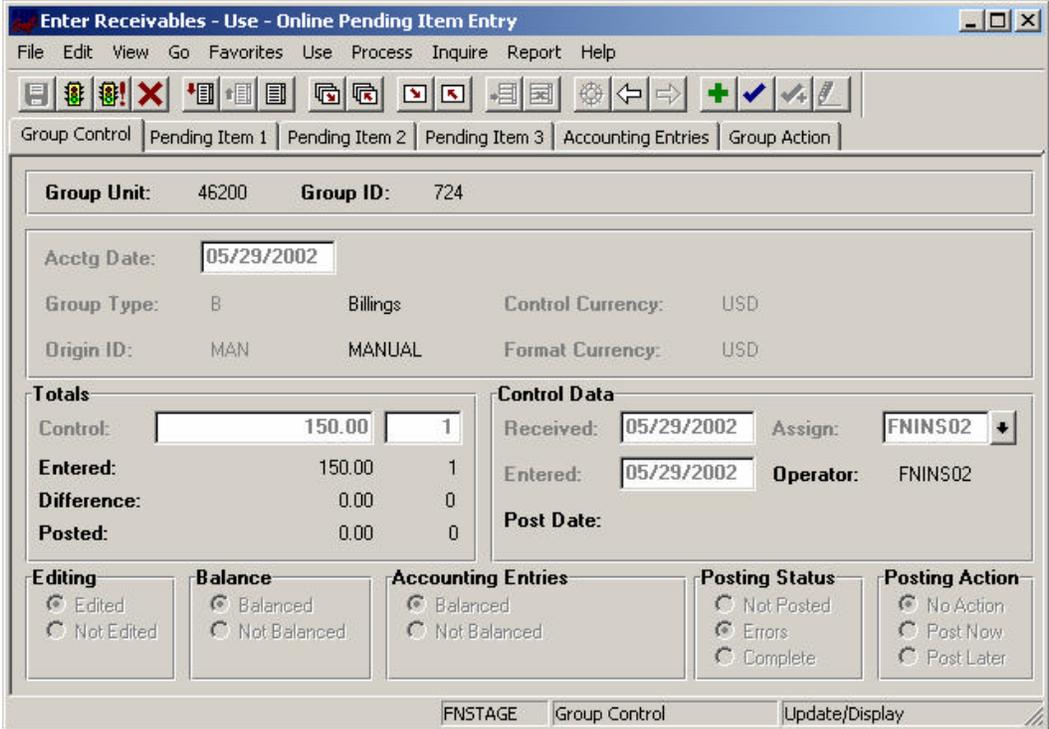
Note: As you enter pending items online, the system checks your data and issues an error message if it fails one or more system edits. In this way, the system prevents two types of user errors: Entering information that isn't valid or leaving a required field blank. You can receive error messages at the field level or the panel level. Edits at the field level prevent you from moving beyond a field as soon as you enter invalid data or try to leave a required field blank. Panel level edits catch these errors as well as errors that involve multiple fields. These edits are not applied until the user presses Save. The most common edit errors encountered when entering pending items are:
Accounting Period Not Open: The pending item accounting date falls within an accounting period that is not open. Change it so that it falls in the open period for the Business Unit.
Duplicate Item: The item id has been posted already, and the system will not allow duplicate entry of item id's. If the pending item is really a duplicate entry, change the control totals on the Group control panel and delete the duplicate entry from the Pending Item 1 panel. If it's an incorrect item ID, change the ID.

Step 1	Select: Go → Manage Sales Activities → Enter Receivables → Use → Online Error Correction → Group Control
Expected Results:	A dialog box displays.

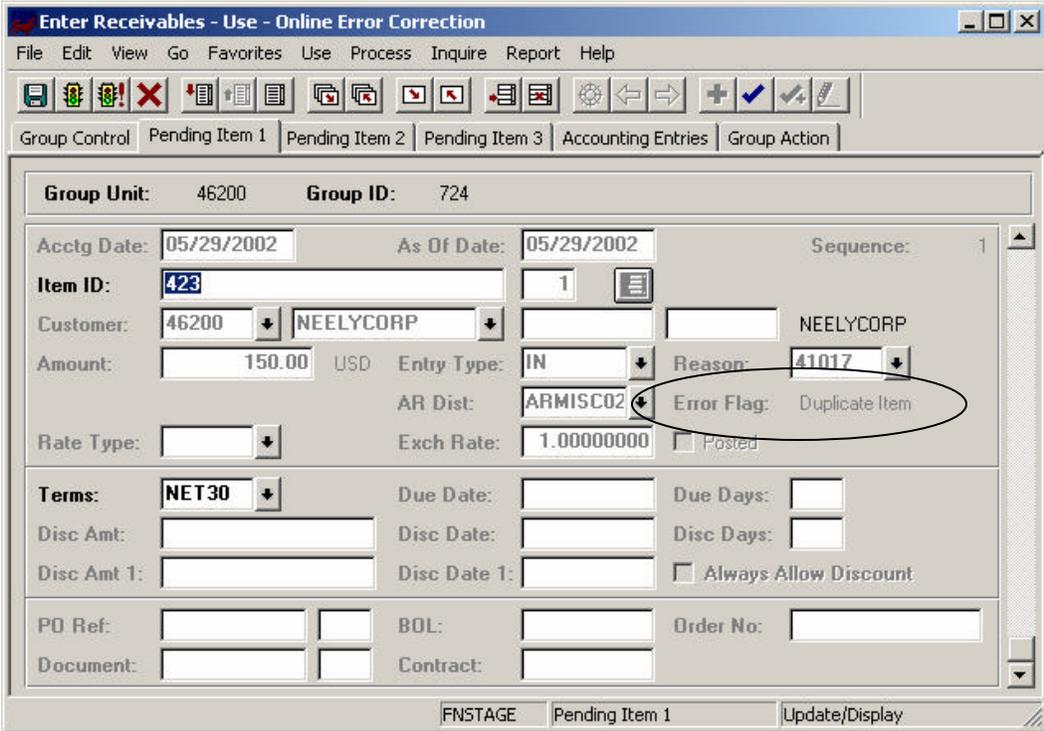
Step 2	Enter or select the following: Group Unit: 46200 Group ID: 724XX (Replace XX with the number assigned to you by your instructor) Click: OK
Expected Results:	The Online Error Correction panel displays.

Exercise 2 (continued)

Step 3	<p>Note the Err Flag of the entry: Dup Item</p>  <p>Click: Select</p> <p>The group is selected.</p>
Expected Results:	

Step 4	<p>Note that the Errors radio button is on the Posting Status group box.</p> 
Expected Results:	<p>The Posting Status displays with the Error radio button selected.</p>

Exercise 2 (continued)

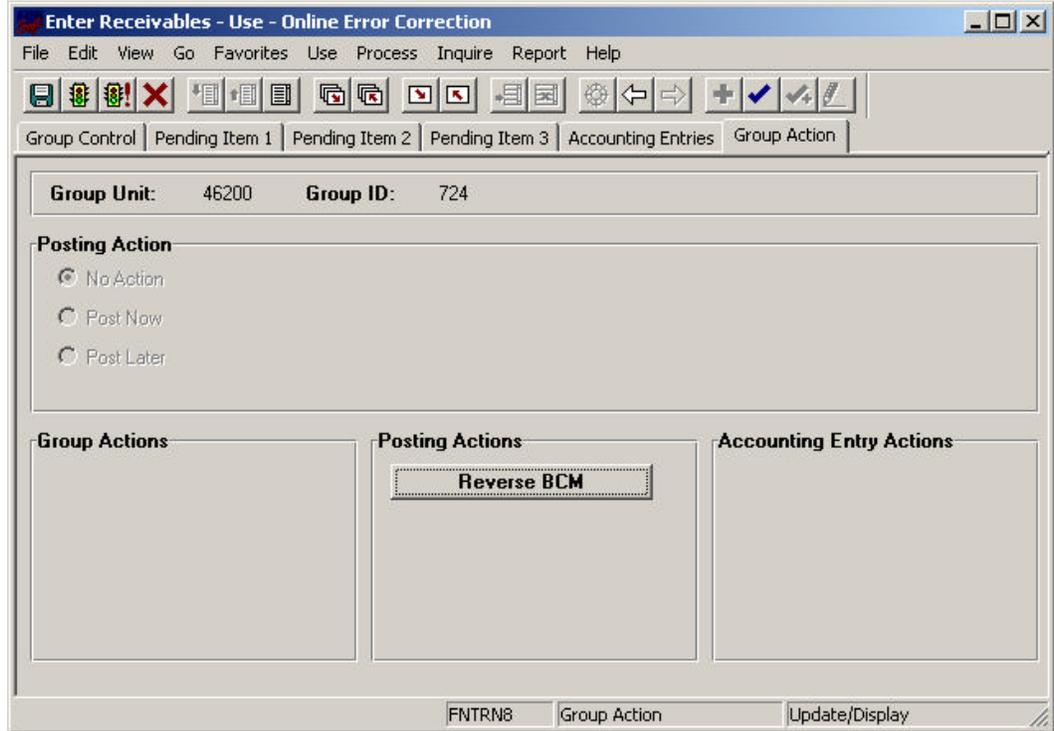
<p>Step 5</p>	<p>Compare your Pending Item 1 Sequence 1 panel to the panel shown below. Note: Error Flag: Duplicate Item</p> 
<p>Expected Results:</p>	<p>If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.</p>

<p>Step 6</p>	<p>Click:  to proceed to the Group Action panel.</p> <p>Click: Reverse BCM button</p>
<p>Expected Results:</p>	<p>The Group Action panel displays.</p>

Exercise 2 (continued)

Step 7

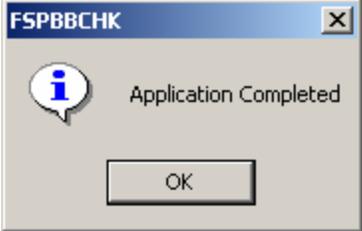
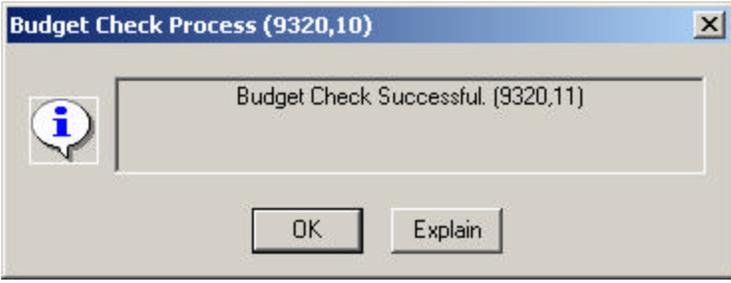
Compare your Group Action panel to the panel shown below.



Expected Results:

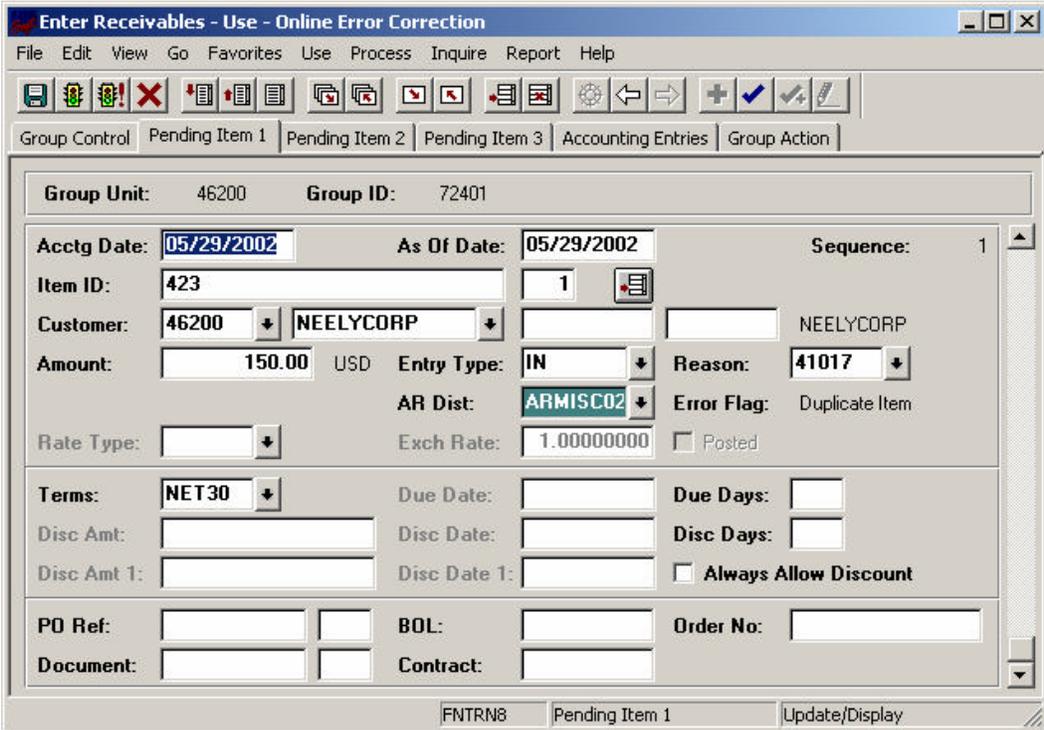
The group of items will be ready for correction.

Exercise 2 (continued)

<p>Step 8</p>	<p>You will receive a message that says Application Completed Click: "OK"</p>  <p>You will receive a message that says Budget Check Successful Click: "OK"</p> 
<p>Expected Results:</p>	<p>The Group Control panel displays. Note: This budget reversal action creates entries exactly opposite of the original entry that was made.</p>

Exercise 2 (continued)

Step 9	Click:  to proceed to the Pending Item 1 panel.
Expected Results:	The Pending Item 1 panel displays.

Step 10	<p>Compare your Pending Item 1 panel to the panel shown below.</p> <p>Note the Error Flag and Message.</p> 
Expected Results:	The Error Flag displays an error related to a duplicate item.

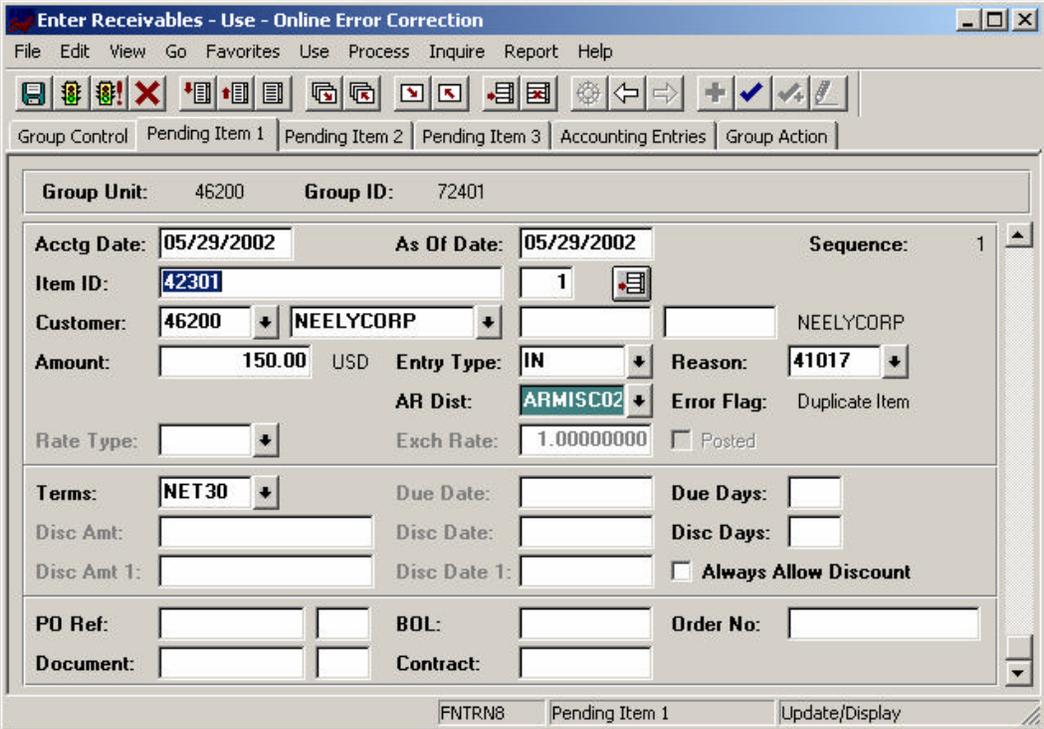
Exercise 2 (continued)

Step 11	Enter the following: Item ID: 423XX (Replace XX with the number assigned to you by your instructor)
Expected Results:	A unique Item ID is assigned.

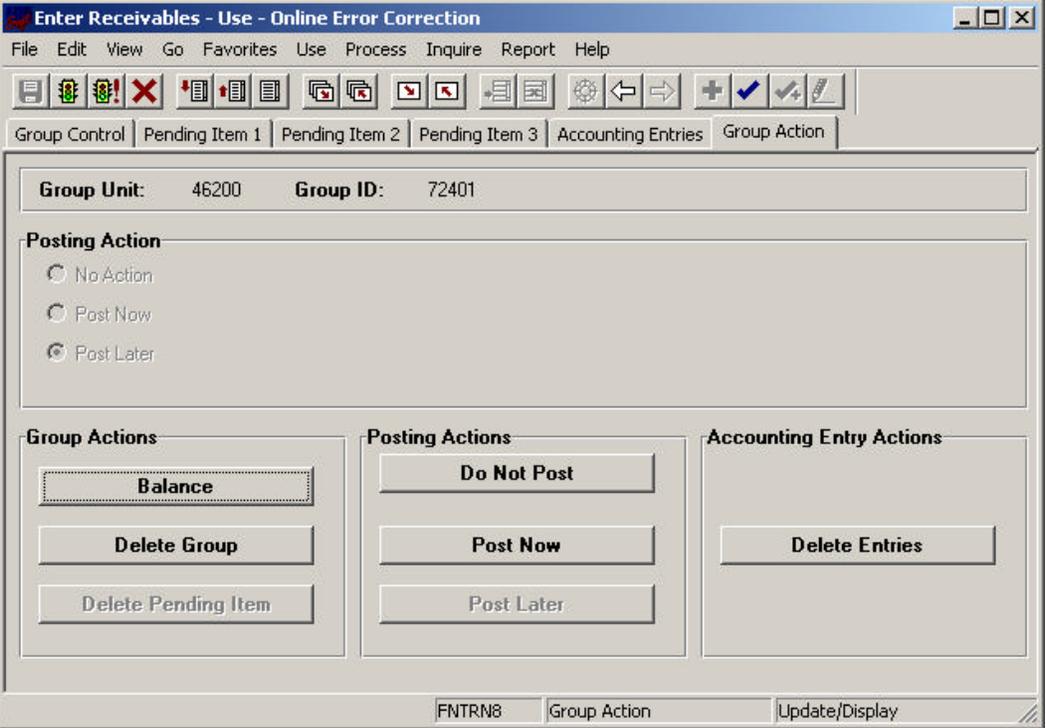
Step 12	Click:  to proceed to the Group Action panel. Click: 
Expected Results:	The group of items is set to post later and all fields in the panel are grayed out.

Exercise 2 (continued)

Check Results	
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Step 13	<p>Compare your Pending Item 1 Sequence 1 panel to the panel shown below.</p> 
Expected Results:	If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 2 (continued)

<p>Step 14</p>	<p>Compare your Group Action panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult the Instructor.</p>

Exercise completed.

Exercise 3 - Change Customer on posted Item

Scenario: You have entered an item with the incorrect customer (Naval Camp). Your goal is to close the receivable with the incorrect customer while creating a receivable with the correct customer (Oxford).

Note: You may use the same Item ID on this entry as the original entry.

Step 1	Select: Go → Manage Sales Activities → Enter Receivables
Expected Results:	The Enter Receivables window displays.

Step 2	Select: Use → Online Pending Item Entry → Group Control → Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Group Unit: 46200 Group ID: NEXT Click: OK
Expected Results:	The Group Control panel displays.

Exercise 3 (continued)

Step 4	<p>Enter or select the following:</p> <p>Acctg Date: Today's Date Group Type: B (Billing) – Default Value Origin ID: MAN (Manual) – Default Value Control Currency: USD – Default Value Control Amount: \$0 Control Count: 2 Received: Today's Date Entered: Today's Date</p>
Expected Results:	Correct data entry

Step 5	<p>To enter a credit to reduce the receivable item that was set up to the incorrect customer:</p> <p>Click:  to proceed to the Pending Item 1 panel.</p> <p>Enter or select the following:</p> <p>Acctg Date: Today's Date As of Date: Today's Date Item ID: 9876XX (Replace XX with the number assigned to you by your instructor) Line Number: 1 Customer: NAVAL CAMP Amount: \$-825 Entry Type: CR Reason: 41017 AR Dist: ARMISCXX (XX = Budget Year)</p>
Expected Results:	Correct data entry

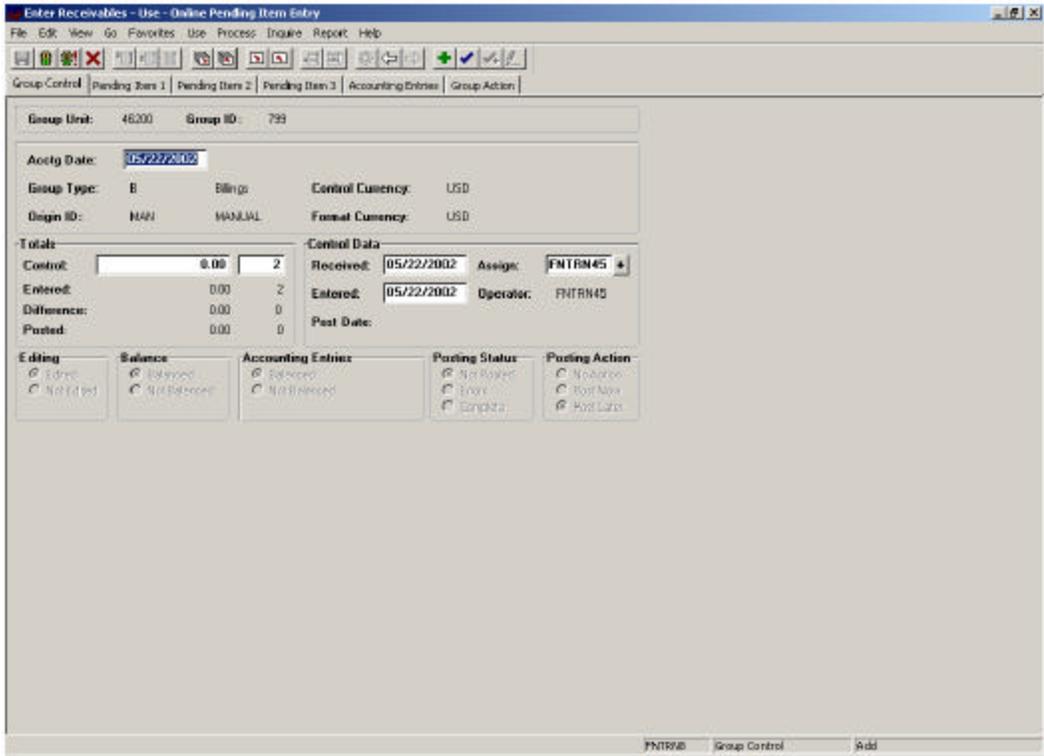
Exercise 3 (continued)

<p>Step 6</p>	<p>To enter the second item (for a different customer): This entry will apply the customer to the correct receivable.</p> <p>Click:  on the tool bar to insert a row.</p> <p>Enter or select the following:</p> <p>Item ID: 9876XX (Replace XX with the number assigned to you by your instructor)</p> <p>Line Number 1</p> <p>Customer: OXFORD</p> <p>Amount: \$825</p> <p>Entry Type: DR</p> <p>Reason: 41017</p> <p>AR Dist: ARMISCXX (XX = Budget Year)</p>
<p>Expected Results:</p>	<p>Correct data entry</p>
<p>Step 7</p>	<p>Click:  to proceed to the Group Action panel.</p> <p>Click: </p>
<p>Expected Results:</p>	<p>The pending items balance.</p> <p>If the items do not balance, make corrections and perform this step again before moving on to the next step. If you cannot balance the entries, ask the Instructor for assistance.</p>
<p>Step 8</p>	<p>The Group ID is assigned after the panel group has been saved. If a Group is in balance, the system will automatically save the panel group.</p> <p>Record the Group ID below. This information will be used in Exercise 5.</p> <p>Group ID: _____</p>
<p>Expected Results:</p>	<p>The group ID is recorded.</p>

Exercise 3 (continued)

<p>Step 9</p>	<p>Click: </p>
<p>Expected Results:</p>	<p>The group of items is set to post later and all fields in the panel are grayed out.</p>

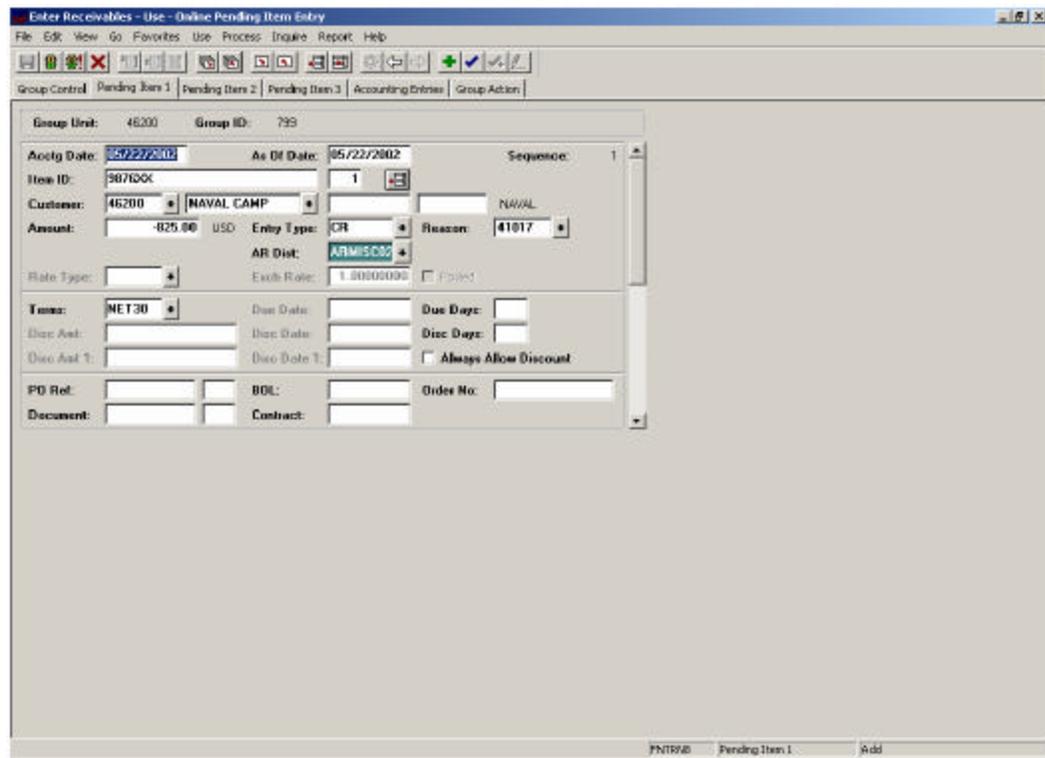
<p>Check Results</p>	
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<p>Step 10</p>	<p>Compare your Group Control panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.</p>

Exercise 3(continued)

Step 11

Compare your Pending Item 1 Sequence 1 panel to the panel shown below.



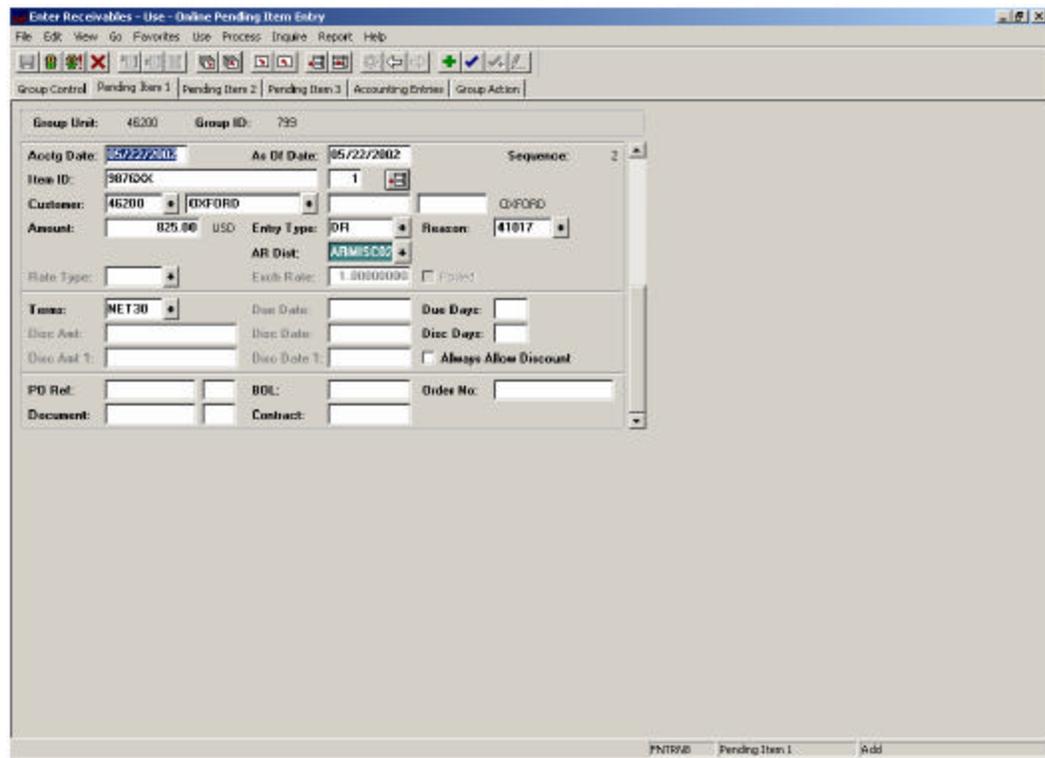
Expected Results:

If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 3(continued)

Step 12

Compare your Pending Item 1 Sequence 2 panel to the panel shown below.



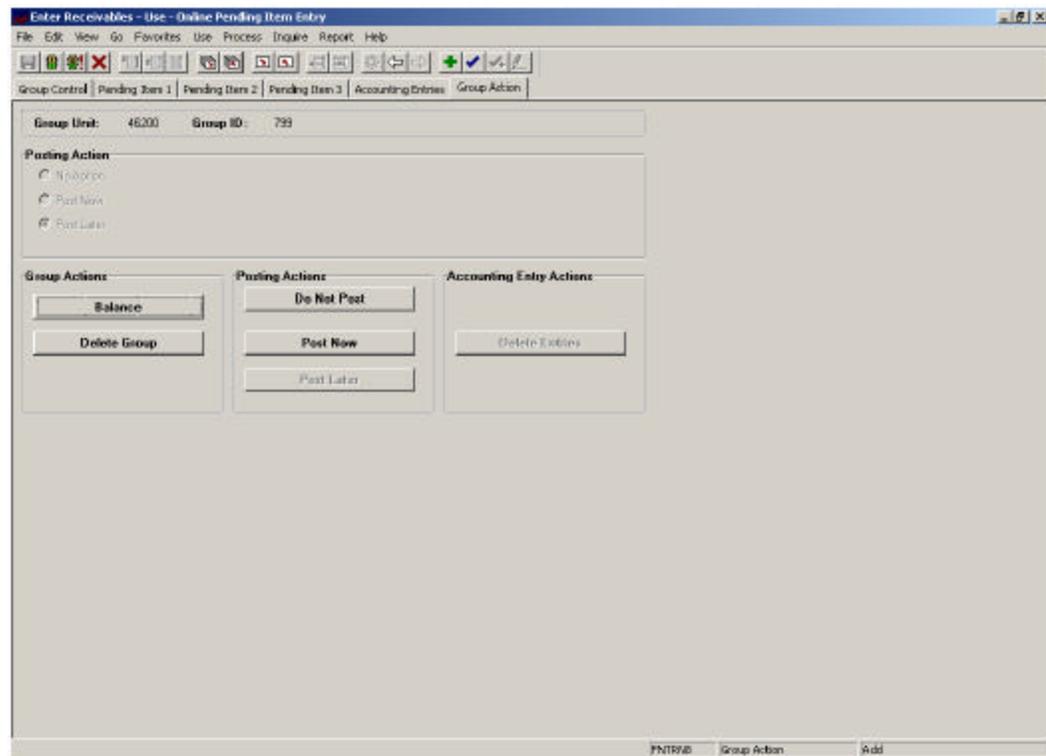
Expected Results:

If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 3 (continued)

Step 13

Compare your Group Action panel to the panel shown below.



Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 4 - Correct item posted to incorrect Distribution/Reason Code

Scenario: You have entered an item and posted it to the incorrect distribution/reason code. Your goal is to reverse the posted item and re-enter the item to the correct distribution/reason code.

Note: You may use the same Item ID/Line # on this entry as the original entry.

Step 1	Select: Go → Manage Sales Activities → Enter Receivables
Expected Results:	The Enter Receivables window displays.

Step 2	Select: Use → Online Pending Item Entry → Group Control → Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Group Unit: 46200 Group ID: NEXT Click: OK
Expected Results:	The Group Control panel displays.

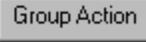
Exercise 4 (continued)

Step 4	<p>Enter or select the following:</p> <p>Acctg Date: Today's Date Group Type: B (Billing) – Default Value Origin ID: MAN (Manual) – Default Value Control Currency: USD – Default Value Control Amount: \$0 Control Count: 2 Received: Today's Date Entered: Today's Date</p>
Expected Results:	Correct data entry

Step 5	<p>To enter a credit to reduce the item that was posted to the incorrect distribution/reason code:</p> <p>Click:  to proceed to the Pending Item 1 panel.</p> <p>Enter or select the following:</p> <p>Acctg Date: Today's Date As of Date: Today's Date Item ID: 10120XX (Replace XX with the number assigned to you by your instructor) Line Number: 1 Customer: GLOBE Amount: \$-1250 Entry Type: CR Reason: 41017 AR Dist: ARMISCXX (XX = Budget Year)</p>
Expected Results:	Correct data entry

Exercise 4 (continued)

<p>Step 6</p>	<p>To enter the second item for posting to the correct distribution/reason code (same customer):</p> <p>Click:  next to the Line number to insert a row for a second line item.</p> <p>Enter or select the following:</p> <p>Acctg Date: Today's Date As of Date: Today's Date Item ID: 10120XX (Replace XX with the number assigned to you by your instructor) Line Number: 1 Customer: GLOBE Amount: \$1250 Entry Type: DR Reason: 31001 AR Dist: AR79995XX (XX = Budget Year)</p>
<p>Expected Results:</p>	<p>Correct data entry</p>

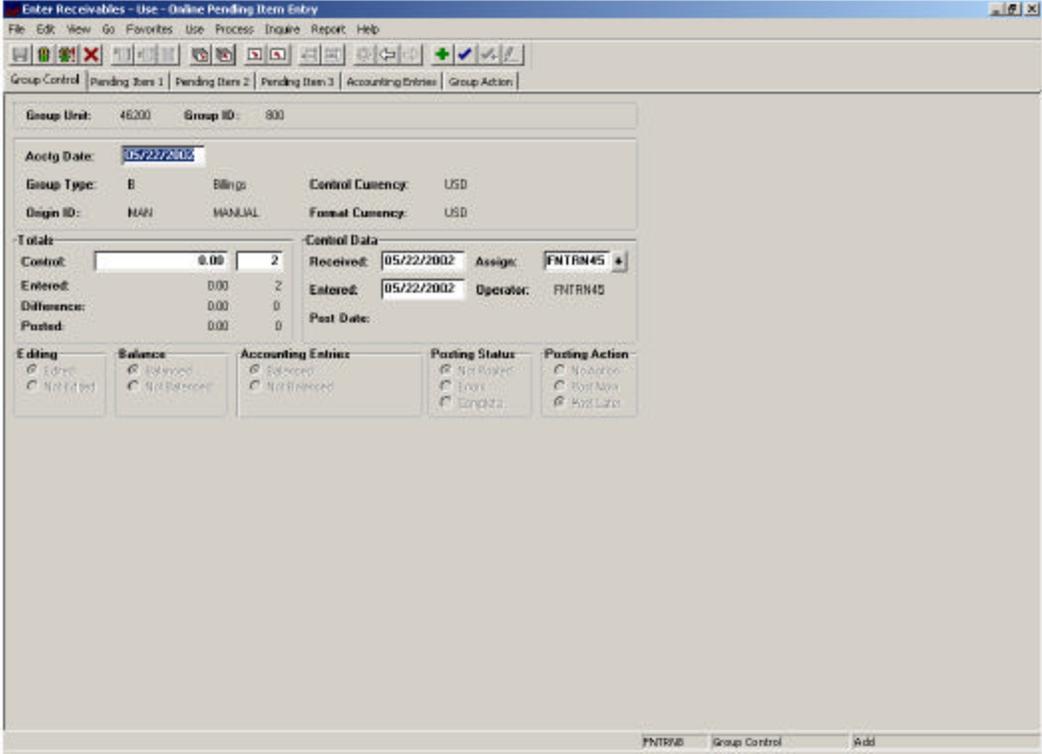
<p>Step 7</p>	<p>Click:  to proceed to the Group Action panel.</p> <p>Click: </p>
<p>Expected Results:</p>	<p>The pending items balance.</p> <p>If the items do not balance, make corrections and perform this step again before moving on to the next step. If you cannot balance the entries, ask the Instructor for assistance.</p>

<p>Step 8</p>	<p>The Group ID is assigned after the panel group has been saved. If a Group is in balance, the system will automatically save the panel group.</p> <p>Record the Group ID below. This information will be used in Exercise 5. Group ID: _____</p>
<p>Expected Results:</p>	<p>The group ID is recorded.</p>

Exercise 4 (continued)

Step 9	Click: 
Expected Results:	The group of items is set to post later and all fields in the panel are grayed out.

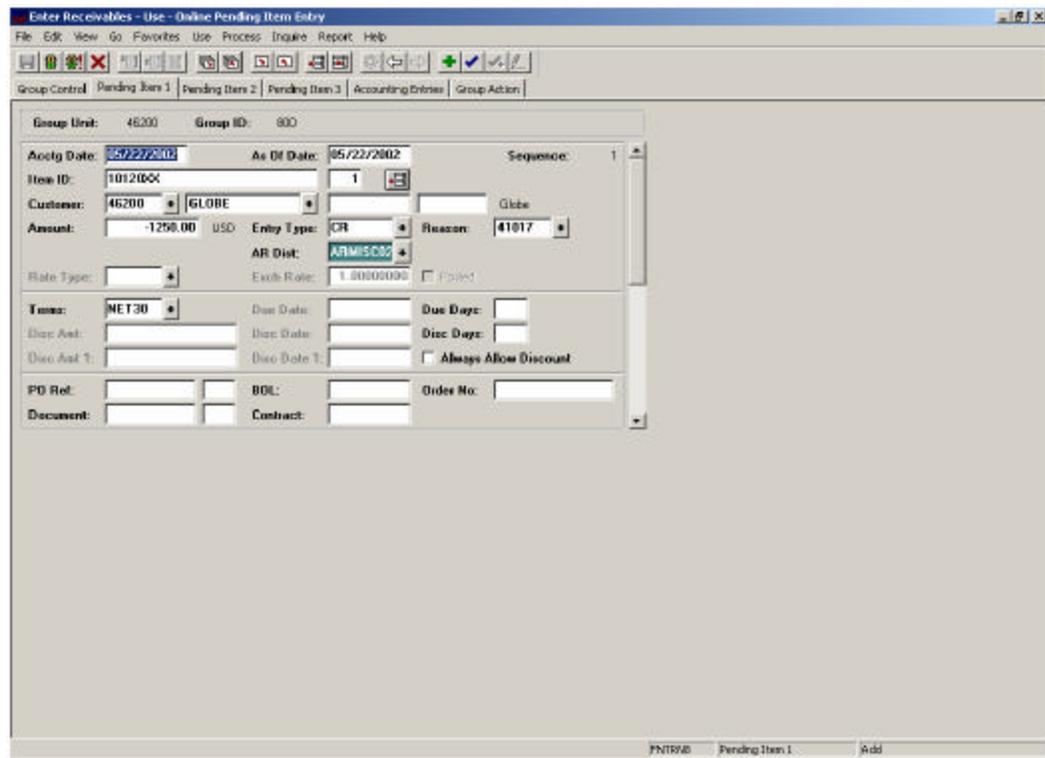
Check Results	
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Step 10	<p>Compare your Group Control panel to the panel shown below.</p> 
Expected Results:	If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

Step 11

Compare your Pending Item 1 Sequence 1 panel to the panel shown below.



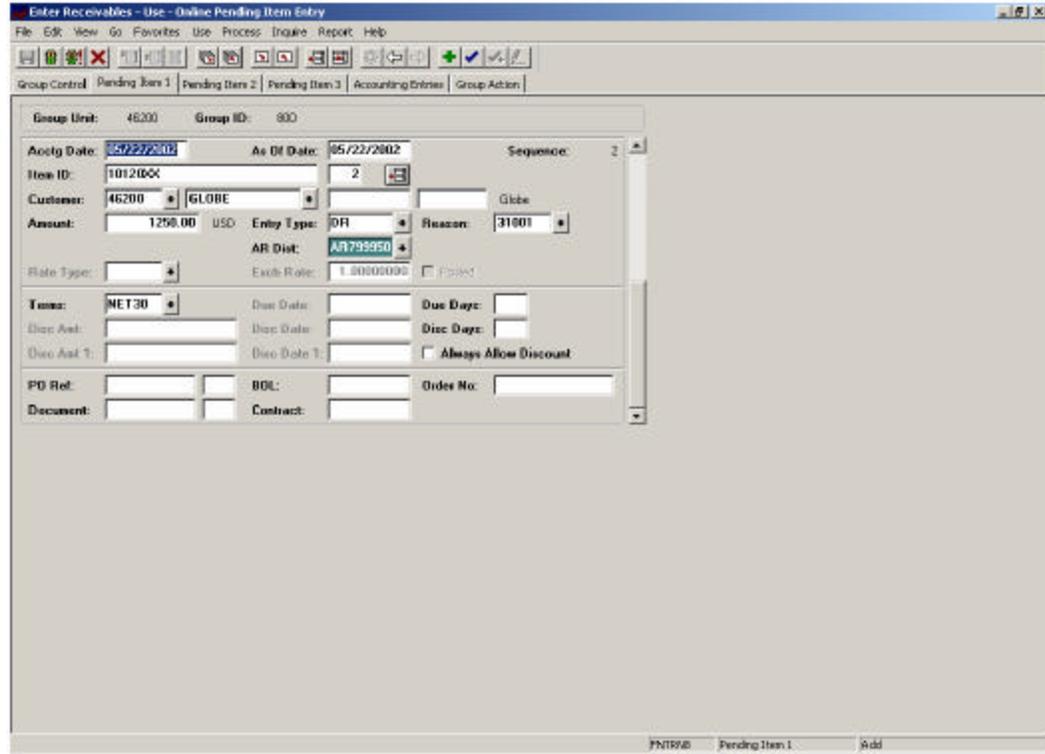
Expected Results:

If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

Step 12

Compare your Pending Item 1 Sequence 2 panel to the panel shown below.



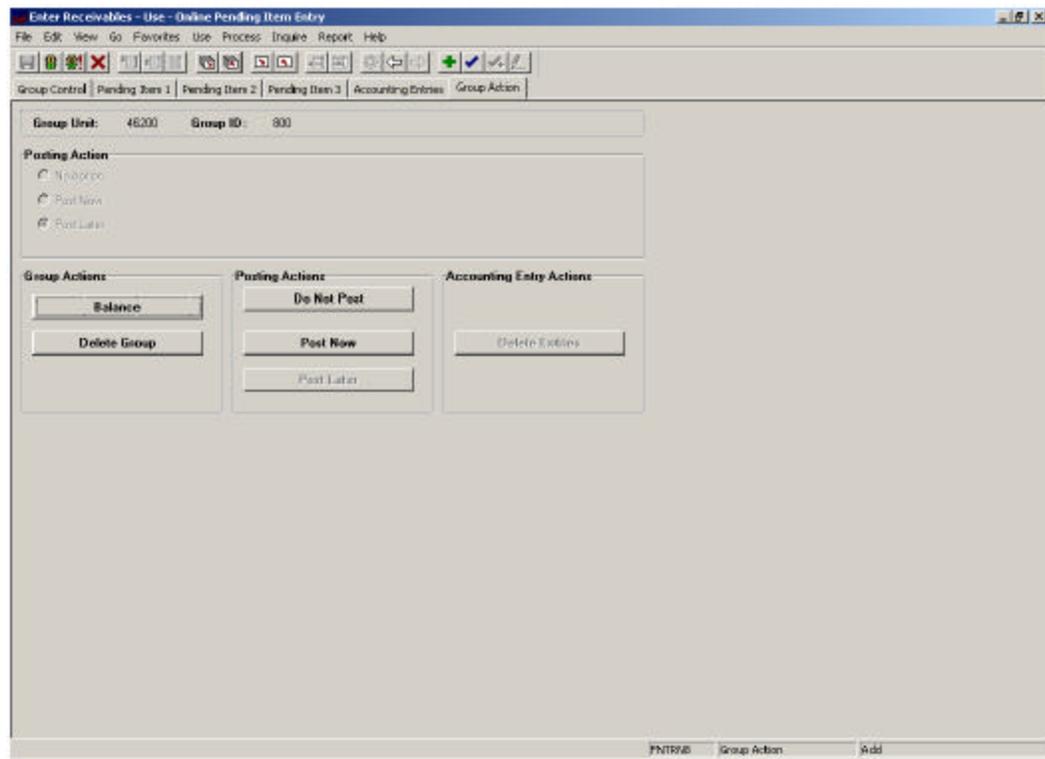
Expected Results:

If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

Step 13

Compare your Group Action panel to the panel shown below.



Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 5 - Correcting an Item

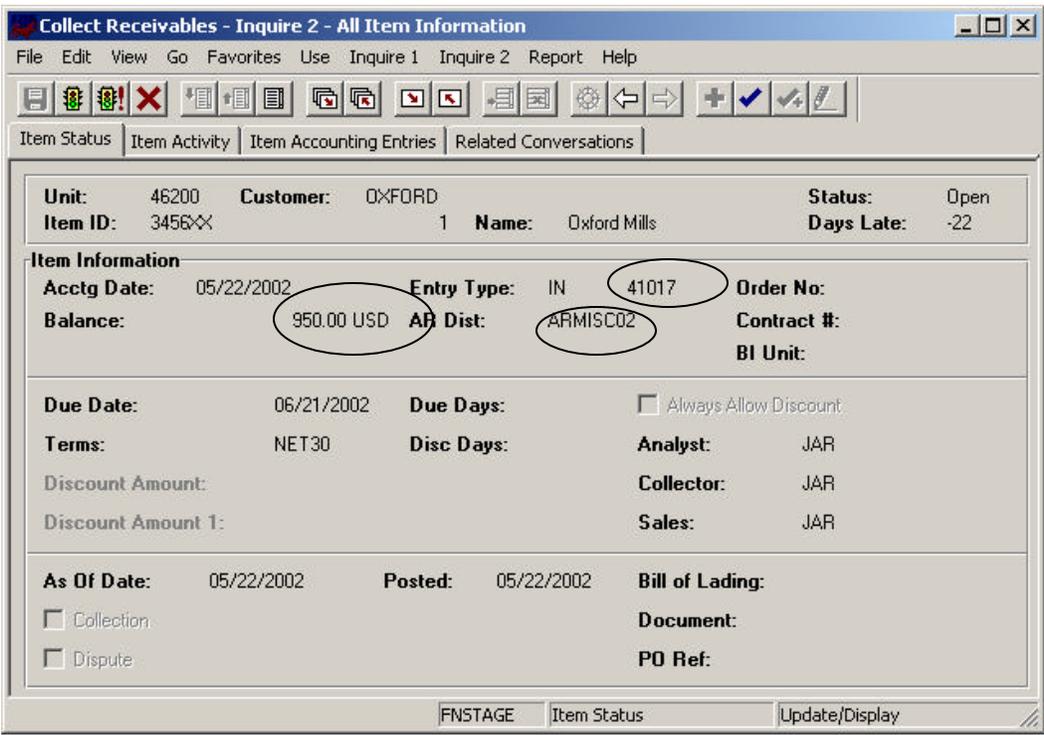
Scenario: An item for Oxford Mills in the amount of \$950.00 was entered in PeopleSoft in error. The customer never owed the amount. This should not to be confused with a write-off, which would be authorized by the Audit Department and entered in a different panel group in PeopleSoft. Your goal is to reverse the item by entering a credit memo.

Note: **Research should be conducted to confirm that the actual item, item line # and Reason/ Distribution code information is the proper data to be corrected.**

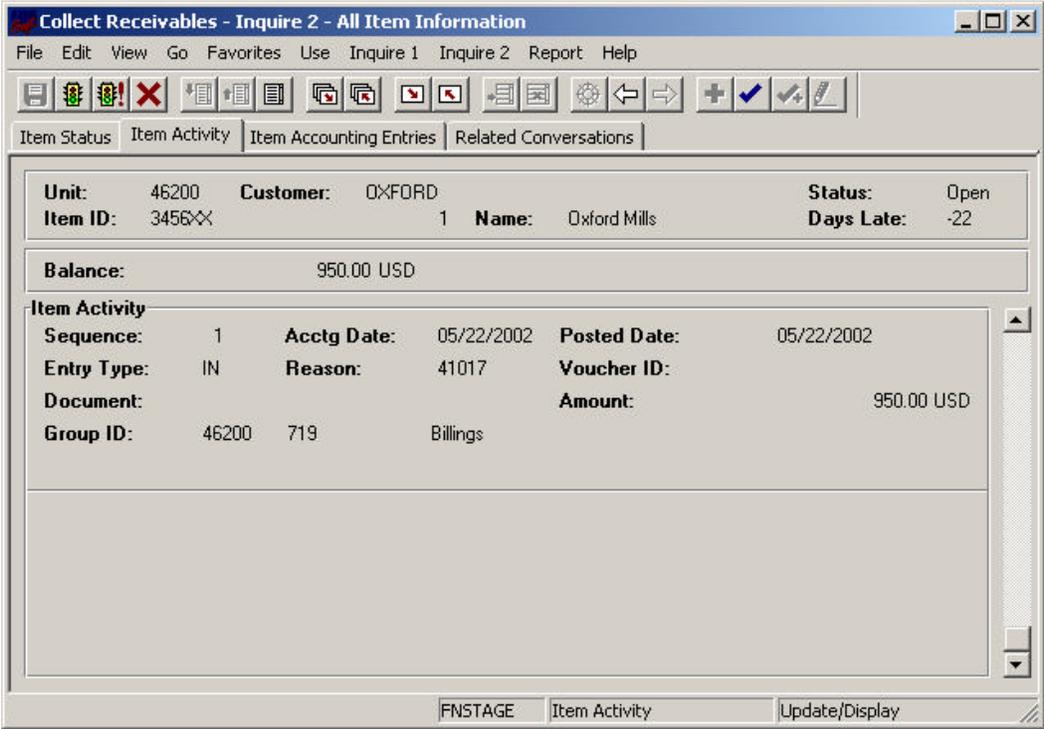
Step 1	Select: Go → Manage Sales Activities → Collect Receivables
Expected Results:	The Collect Receivables window displays.

Step 2	Select: Inquire 2 → All Item Information → Item Status
Expected Results:	A dialog box displays.

Exercise 5 (continued)

Step 3	<p>Enter or select the following:</p> <p>Business Unit: 46200 Customer ID: OXFORD Item ID: 3456XX Item Line: 1</p> <p>Click: OK</p> <p>Note: View the item Balance, Reason Code, Distribution Code</p> 
Expected Results:	The Item Status panel displays.

Exercise 5 (continued)

<p>Step 4</p>	<p>Click: Item Activity to proceed to the Item Activity panel.</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

To begin the correction process:

<p>Step 5</p>	<p>Select: Go → Manage Sales Activities → Enter Receivables</p>
<p>Expected Results:</p>	<p>The Enter Receivables window displays.</p>

Exercise 5 (continued)

Step 6	Select: Use → Online Pending Item Entry → Group Control → Add
Expected Results:	A dialog box displays.

Step 7	Enter or select the following: Group Unit: 46200 Group ID: NEXT Click: OK
Expected Results:	The Group Control panel displays.

Step 8	Enter or select the following: Acctg Date: Today's Date Group Type: B (Billing) – Default Value Origin ID: MAN (Manual) – Default Value Control Currency: USD – Default Value Control Amount: -\$950 Control Count: 1 Received: Today's Date Entered: Today's Date
Expected Results:	Correct data entry

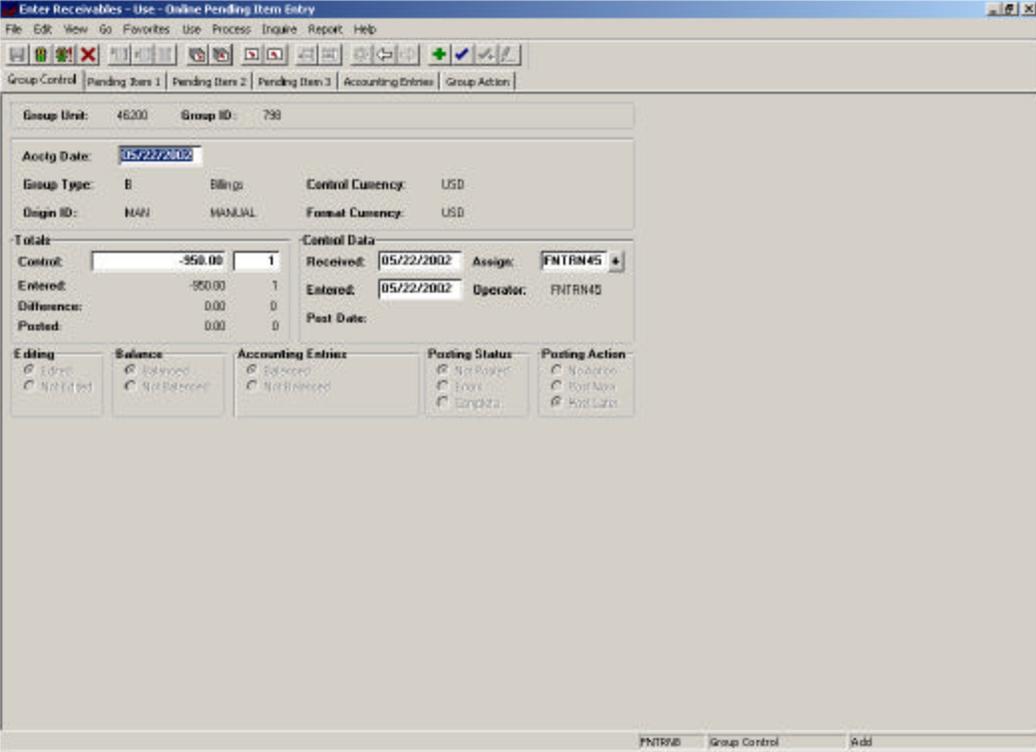
Exercise 5 (continued)

Step 9	<p>To enter the Credit Memo to negate original item entry.</p> <p>Click:  to proceed to the Pending Item 1 panel.</p> <p>Enter or select the following:</p> <p>Acctg Date: Today's Date As of Date: Today's Date Item ID: 3456XX (Replace XX with the number assigned to you by your instructor) Line Number: 1 Customer: OXFORD Amount: \$-950 Entry Type: CR Reason: 41017 AR Dist: ARMISCXX (XX = Budget Year)</p>
Expected Results:	Correct data entry
Step 10	<p>Click:  to proceed to the Group Action panel.</p> <p>Click: </p>
Expected Results:	<p>The pending items balance.</p> <p>If the items do not balance, make corrections and perform this step again before moving on to the next step. If you cannot balance the entries, ask the Instructor for assistance.</p>
Step 11	<p>The Group ID is assigned after the panel group has been saved. If a Group is in balance, the system will automatically save the panel group.</p> <p>Record the Group ID below. This information will be used in Exercise 5. Group ID: _____</p>
Expected Results:	The group ID is recorded.

Exercise 5 (continued)

<p>Step 12</p>	<p>Click: </p>
<p>Expected Results:</p>	<p>The group of items is set to post later and all fields in the panel are grayed out.</p>

<p>Check Results</p>	
-----------------------------	--

<p>Step 13</p>	<p>Compare your Group Control panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.</p>

Exercise 5 (continued)

Step 14

Compare your Pending Item 1 Sequence 1 panel to the panel shown below.

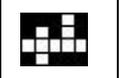
Expected Results:

If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Note: Instructor will run the AR Update process in order to see the result of this entry.

Exercise completed.

D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives Review:

1. Correct Customer on Posted Item
2. Reverse Distribution/Reason code on posted item
3. Delete pending item group
4. Reverse incorrect receivable balance
5. Correct duplicate item error

Discuss the following questions :

1. What panel group would you correct a Duplicate item error on?
2. If you have entered a balance on an item in error- What maintenance type entry would you make to bring the balance to zero?
3. What's the first step in doing any corrective type action?
4. Where is this research done? What Menu item?
5. If you wait until overnight processing occurs, can you delete a group?

Items



Congratulations! You have just completed the Items section. This section contained the tools needed to learn all the concepts and procedures involved in Items.

Participant Objectives

You should be able to

1. Change Customer on Posted item
2. Reverse Distribution Code/Reason Code error
3. Delete pending item group
4. Correct an Item
5. Correct duplicate item error



Phoenix End-User Training

SECTION 3:

PAYMENTS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR
7
PEOPLESOFT RECEIVABLES

MARCH 2003

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A. Introduction

Payments



Welcome to the Advanced A/R Payments section! This section contains the tools needed to learn all the concepts and procedures involved in processing Advanced A/R payments in PeopleSoft.

Goal The goal of this topic is for the participants to acquire the skills and knowledge necessary to perform processes associated with processing payments in PeopleSoft.

Participant

Objectives At the end of this section you will be able to

1. Delete a Worksheet
2. Correct payment to incorrect bank account
3. Correct Revenue posted to incorrect Budget Year
4. Complete partially posted Direct Journal
5. Correct Direct Journal not posted
6. Correct Direct Journal when buttons are grayed
7. Delete Direct Journal prior to overnight processing

B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

- AR002 – Entering Receivables
- AR003 – Budget Checking
- AR005 – Receivable Update
- AR013 – SpeedTypes
- AR016 – Reason Codes
- AR018 – Record Grant Encumbrance and Earned Revenue

C. Exercises

REGULAR DEPOSITS

Exercise 1 - Placing Amount on Account

Scenario: Your agency has received a check in the amount of \$5,125.00 from Vulcan Materials that is unidentified. Your goal is to place this amount on account for this customer.

Note: **The Audit Department has approved only one Reason code for entry of all “On Account” entries. Use Reason Code 19610.**

Concepts – On Account

The On Account (OA) feature allows users to apply overpayments or unidentified payments received from a customer to their account. An On Account transaction should be viewed as a temporary placement of funds until an item is identified to apply the payment to or a decision is made to return funds, if appropriate. When placing a payment On Account in the worksheet application, the user is prompted to enter a Customer ID, Item ID, Entry Reason and Amount. The Entry Reason selected is tied to a distribution code in the Item Entry Type table. Cash is debited from a user selected bank detail while setting up the deposit and the account chartfield designated by Audits in the distribution code is credited. The Item is a negative open item in AR. It will remain open until further action is taken against it. Once a determination of where the money placed On Account should be applied, a negative deposit entry will close the open item and a new deposit needs to be entered to record to appropriate item.

FSS will set up one reason code and distribution code for Entry Type OA for each business unit. Business units will provide FSS with a fund, organization code and project code. The account (196120) and program (68098) are designated from the Audit Department.

Step 1	<p>To place an amount “On Account”, the user must first set up the deposit.</p> <p>Select: Go → Manage Sales Activities → Apply Payments</p>
Expected Results:	<p>The Apply Payments window displays.</p>

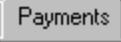
Exercise 1 (continued)

Step 2	Select: Use → Regular Deposit Entry → Totals → Add
Expected Results:	A dialog box displays.

Step 3	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: 71502XX (Replace XX with the number assigned to you by your instructor)</p> <p>Click: OK</p>
Expected Results:	The Totals panel displays.

Step 4	<p>Action #1 is to select the banking detail and total amount to be placed “On Account”</p> <p>Enter or select the following:</p> <p>Acctg Date: Today’s Date Bank Code: 1100 Bank Account: 1000 Deposit Type: C Control Currency: USD Control Amount: \$5125.00 Control Count: 1 Received: Today’s Date Entered: Today’s Date</p>
Expected Results:	Correct data entry

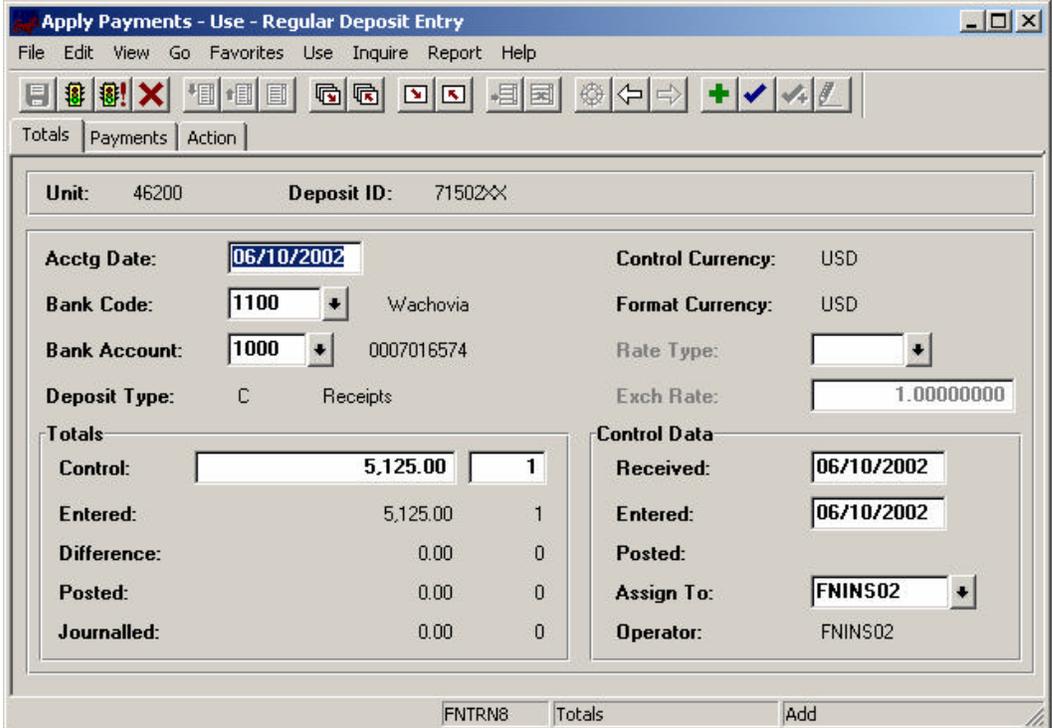
Exercise 1 (continued)

Step 5	<p>This panel contains entry of individual checks in the batch.</p> <p>Click:  to proceed to the Payments panel.</p> <p>Enter or select the following:</p> <p>Payment ID: 5325XX (Replace XX with the number assigned to you by your instructor)</p> <p>Amount: \$5125.00</p> <p>Customer ID: VULCAN_MAT Business Unit: 46200</p>
Expected Results:	Correct data entry

Step 6	<p>Click:  to save.</p>
Expected Results:	The new information is saved.

Exercise 1 (continued)

<p>Step 7</p>	<p>This panel indicates that your control group and payment entries balance.</p> <p>Click:  to proceed to the Action panel.</p> <p>Verify the following:</p> <p>Status: Balanced</p>
<p>Expected Results:</p>	<p>The information is verified.</p>

<p>Step 8</p>	<p>Compare your Deposit Control panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The Deposit Control panel displays.</p>

Exercise 1 (continued)

Step 9

Compare your Payments panel to the panel shown below.

Apply Payments - Use - Regular Deposit Entry

File Edit View Go Favorites Use Inquire Report Help

Totals Payments Action

Unit: 46200 Deposit ID: 71502XX Deposit Status: Balanced

Seq	Payment ID	Acctg Date	Amount	Currency	Rate Type	Exchange Rate
1	5325XX	06/10/2002	5,125.00	USD		1.00000000

Payment Predictor
 Journal Directly
 Range of References

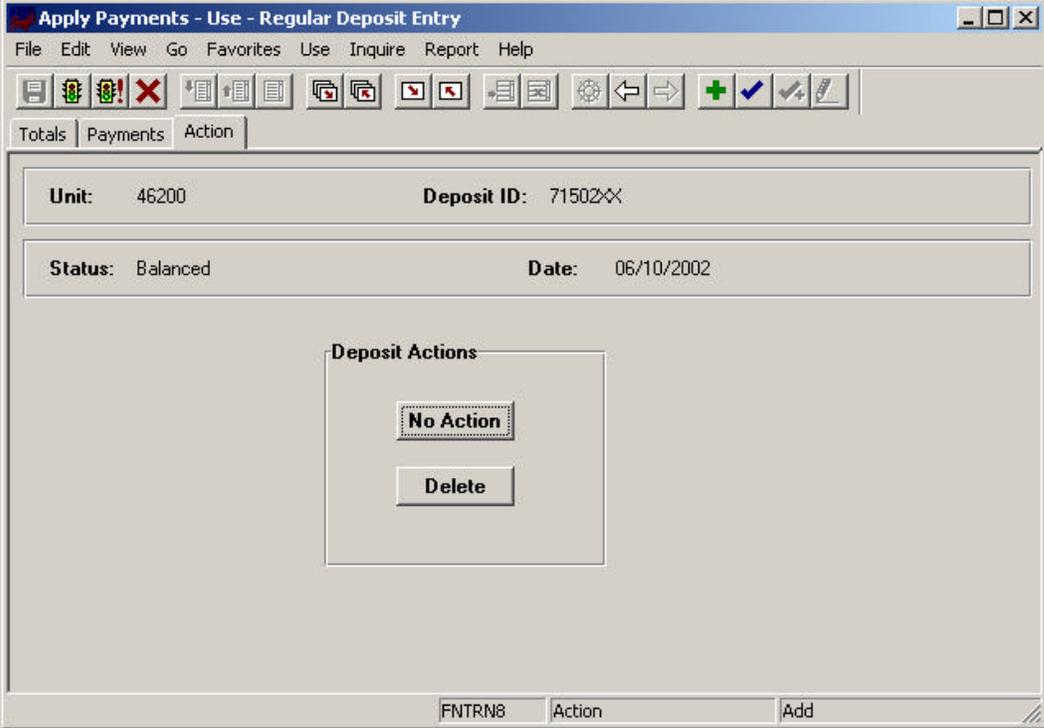
ID/Unit: VULCAN_MAT 46200
 Name: VULCAN MATERIALS
 Remit From: VULCAN_MAT 46200
 Corporate: VULCAN_MAT 46200
 MICR ID: [] Link MICR
 Reference: [] []

FNTRN8 Payments Add

Expected Results:

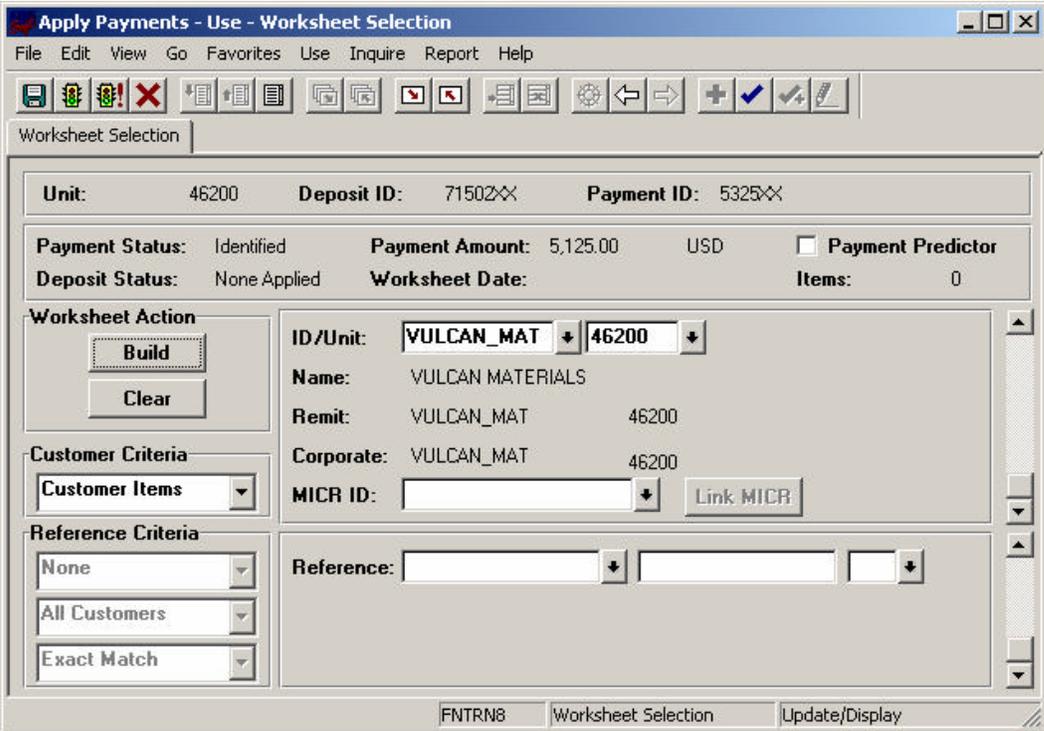
The Payments panel displays.

Exercise 1 (continued)

<p>Step 10</p>	<p>Compare your Group Action panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The Group Action panel displays.</p>

<p>Step 11</p>	<p>Action #2 -Build a worksheet in order to apply the “On Account” payment:</p> <p>Select: Use → Worksheet Selection</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

Exercise 1 (continued)

<p>Step 12</p>	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: 71502XX (Replace XX with the number assigned to you by your instructor)</p> 
<p>Expected Results:</p>	<p>The Worksheet Selection panel displays.</p>

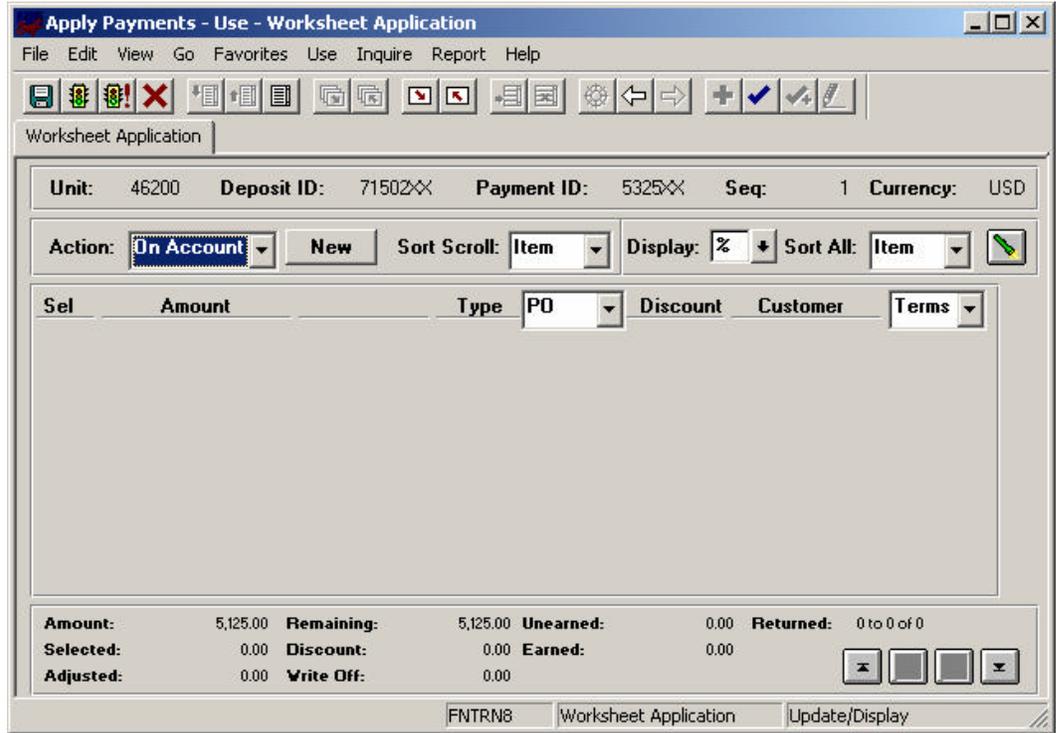
<p>Step 13</p>	<p>Click:  to build the worksheet.</p>
<p>Expected Results:</p>	<p>The Worksheet Application panel displays showing the built worksheet.</p>

Exercise 1 (continued)

Step 14

Select Action: On Account

Compare your Worksheet Application panel to the panel shown below.



Click:  to indicate the new item for this customer

Expected Results:

New worksheet item dialog box appears.

Exercise 1 (continued)**Step 15**

Dialog box appears:

The screenshot shows a 'New Worksheet Item' dialog box with the following values:

Business Unit:	46200
Customer ID:	VULCAN_MAT
SubCustomer 1:	
SubCustomer 2:	
Item ID:	OAXX
Entry Type:	OA
Entry Reason:	19610
Document ID:	
Amount:	5125.00

Enter or Select the following:

Item ID: **OAXX**
(Replace XX with the number assigned to you by your instructor)

Entry Reason: 19610 (Clearing Account 10)

Amount: \$5,125.00

Click: OK

Expected Results:

A new worksheet is created.

Exercise 1 (continued)

Step 16

Click:  to Save worksheet.

Unit: 46200 Deposit ID: 71502XX Payment ID: 5325XX Seq: 1 Currency: USD

Action: **Payment** Sort Scroll: **Item** Display: % Sort All: **Item**

Sel	Amount	Item ID	Type	PO	Discount	Customer
1	-5,125.00	USD 0AXX	OA	196		VULCAN, 46200

Amount: 5,125.00 Remaining: 0.00 Unearned: 0.00 Returned: 0 to 1 of 1
 Selected: 0.00 Discount: 0.00 Earned: 0.00
 Adjusted: -5,125.00 Write Off: 0.00

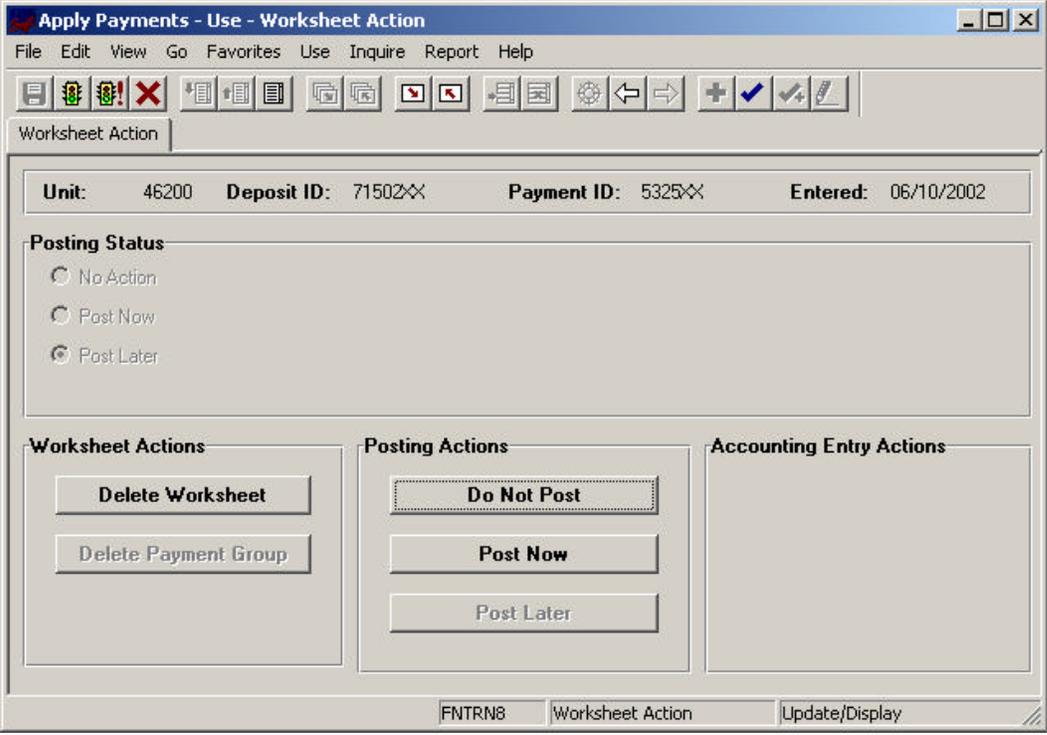
FNTRN8 Worksheet Application Update/Display

Expected Results:

Upon the Save action, the new item is created and placed on the Customer's account.

Exercise 1 (continued)

Step 17	Select: Use → Worksheet Action
Expected Results:	The Worksheet Action panel displays.

Step 18	<p>Click: Post Later to set the payment to post.</p> 
Expected Results:	The Worksheet Action panel displays.

Exercise completed.

Exercise 2 – Multiple Customers on a Worksheet

Scenario: Your agency has received a check in the amount of \$6100.00 from the Homeland Security Defense fund. This check should be applied to three different customer accounts. Your goal is to apply this check to the different accounts.

Customer ID – GEMA (\$2100)

Customer ID – Public Safety (\$2000)

Customer ID – National Guard (\$2000)

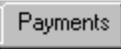
Step 1	Select: Go → Manage Sales Activities → Apply Payments
Expected Results:	The Apply Payments window displays.

Step 2	Select: Use → Regular Deposit Entry → Totals → Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Deposit Unit: 46200 Deposit ID: NEXT Click: OK
Expected Results:	The Totals panel displays.

Exercise 2 (continued)

Step 4	<p>ACTION #1 IS TO SELECT THE BANKING DETAIL AND TOTAL AMOUNT OF CHECKS IN THE BATCH.</p> <p>Enter or select the following:</p> <p>Acctg Date: Today's Date Bank Code: 1100 Bank Account: 1000 Deposit Type: C Control Amount: \$6100 Control Count: 1 Received: Today's Date Entered: Today's Date</p>
Expected Results:	Correct data entry

Step 5	<p>This panel contains entry of individual checks/customers in the batch.</p> <p>Click:  to proceed to the Payments panel.</p> <p>Enter or select the following:</p> <p>Payment ID: 1546XX (Replace XX with the number assigned to you by your instructor) Amount: \$6100</p> <p>Customer ID: GEMA Business Unit: 46200</p>
Expected Results:	Correct data entry

Exercise 2 (continued)

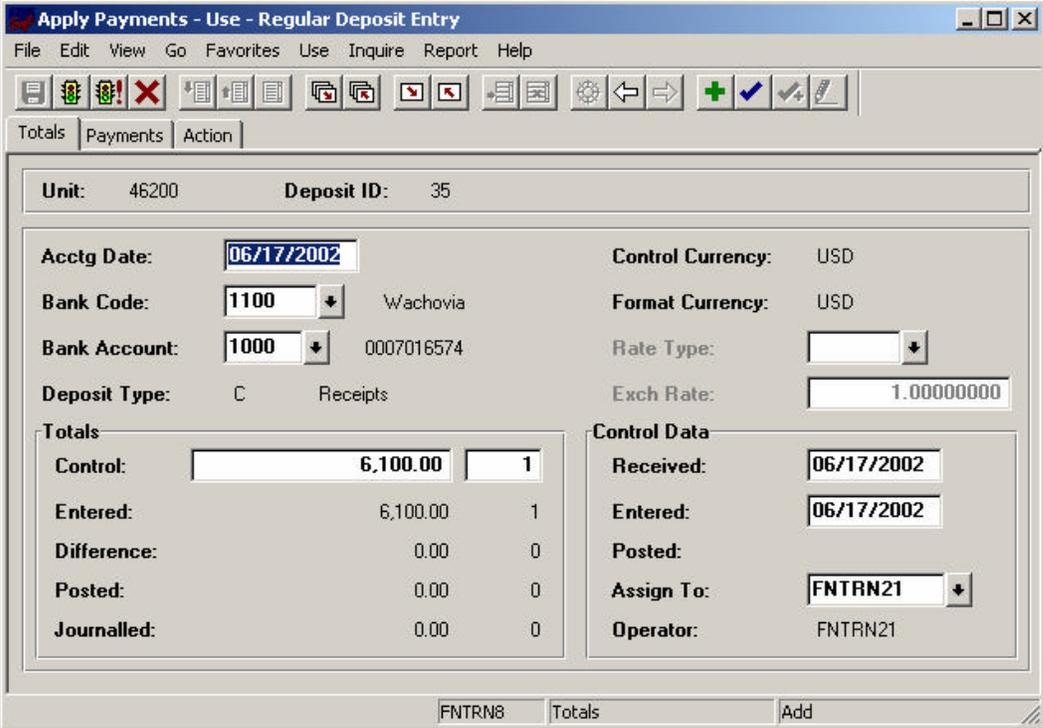
Step 6	<p>To enter the second customer ID: Place cursor in customer ID field: Click:  on the tool bar to insert a row.</p> <p>Enter or select the following:</p> <p>Customer: PUBLICSAFE Business Unit: 46200</p>
Expected Results:	Correct data entry

Step 7	<p>To enter the third customer ID: Place cursor in customer ID field: Click:  on the tool bar to insert a row.</p> <p>Enter or select the following:</p> <p>Customer: NATGUARD Business Unit: 46200</p>
Expected Results:	Correct data entry

Step 8	<p>Click:  to save.</p>
Expected Results:	The new information is saved.

Exercise 2 (continued)

<p>Step 9</p>	<p>This panel indicates that your control group and payment entries balance.</p> <p>Click:  to proceed to the Action panel.</p> <p>Verify the following:</p> <p>Status: Balanced</p>
<p>Expected Results:</p>	<p>The information is verified.</p>

<p>Step 10</p>	<p>Compare your Deposit Control panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The Deposit Control panel displays.</p>

Exercise 2 (continued)

Step 11

Compare your Payments panel (first customer) to the panel shown below.

Unit: 46200 Deposit ID: 35 Deposit Status: Balanced

Seq	Payment ID	Acctg Date	Amount	Currency	Rate Type	Exchange Rate
1	1546XX	06/17/2002	6,100.00	USD		1.00000000

Payment Predictor
 Journal Directly
 Range of References

ID/Unit: GEMA 46200
 Name: GEMA
 Remit From: GEMA 46200
 Corporate: GEMA 46200
 MICR ID:

Reference:

FNTRN8 Payments Add

Expected Results:

The Payments panel displays.

Exercise 2 (continued)

Step 12

Compare your Payments panel (second customer) to the panel shown below.

Apply Payments - Use - Regular Deposit Entry

File Edit View Go Favorites Use Inquire Report Help

Totals Payments Action

Unit: 46200 Deposit ID: 35 Deposit Status: Balanced

Seq	Payment ID	Acctg Date	Amount	Currency	Rate Type	Exchange Rate
1	1546XX	06/17/2002	6,100.00	USD		1.00000000

Payment Predictor Journal Directly Range of References

ID/Unit: PUBLICSAFE 46200

Name: Public Safety

Remit From: PUBLICSAFE 46200

Corporate: PUBLICSAFE 46200

MICR ID: Link MICR

Reference:

FNTRN8 Payments Add

Expected Results:

The Payments panel displays.

Exercise 2 (continued)

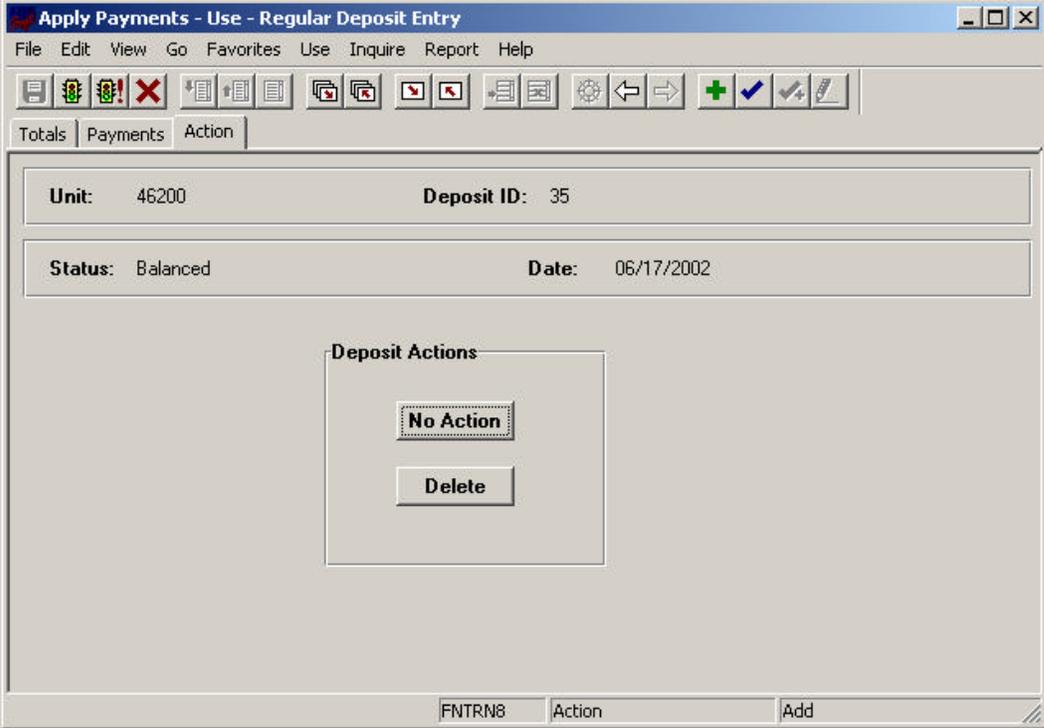
Step 13

Compare your Payments panel (third customer) to the panel shown below.

Expected Results:

The Payments panel displays.

Exercise 2 (continued)

<p>Step 14</p>	<p>Compare your Group Action panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The Group Action panel displays.</p>

<p>Step 15</p>	<p>Action #2 -Build a worksheet to determine the receivable in which to apply payment:</p> <p>Select: Use → Worksheet Selection</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

Exercise 2 (continued)

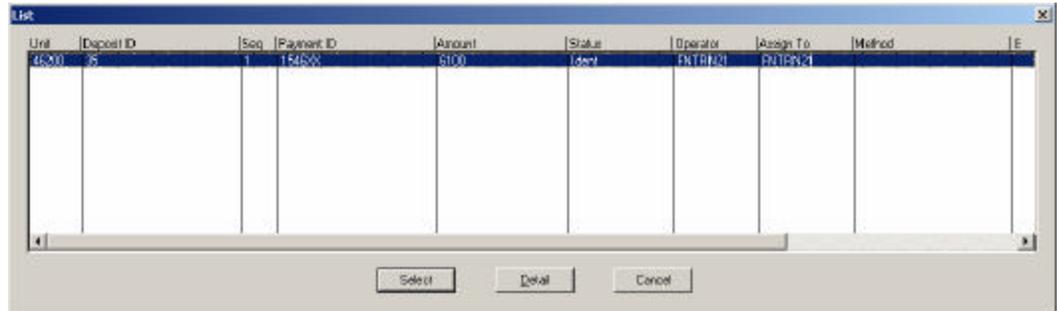
Step 16

Enter or select the following:

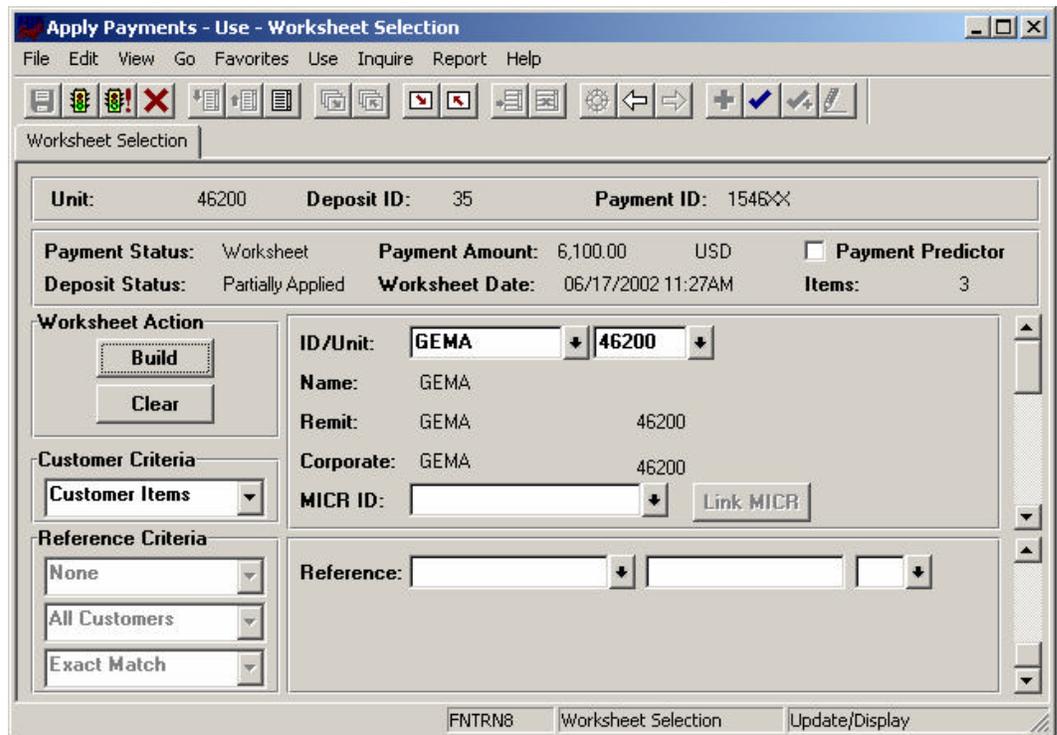
Deposit Unit: 46200

Deposit ID: Enter Deposit ID from Regular Deposit Entry

Click: OK



Click: Select



Expected Results:

The Worksheet Selection panel displays for the first customer.

Exercise 2 (continued)

Step 17	Click:  to build the worksheet.
Expected Results:	The Worksheet Application panel displays showing the built worksheet.

Exercise 2 (continued)

Step 18

Select the following:

Item **54XX (GEMA)**

55XX (Public Safety)

56XX (National Guard)

(Replace XX with the number assigned to you by your instructor)

Click the **Sel** checkbox *ON* next to the three entries

Press: <Tab> to update the panel.

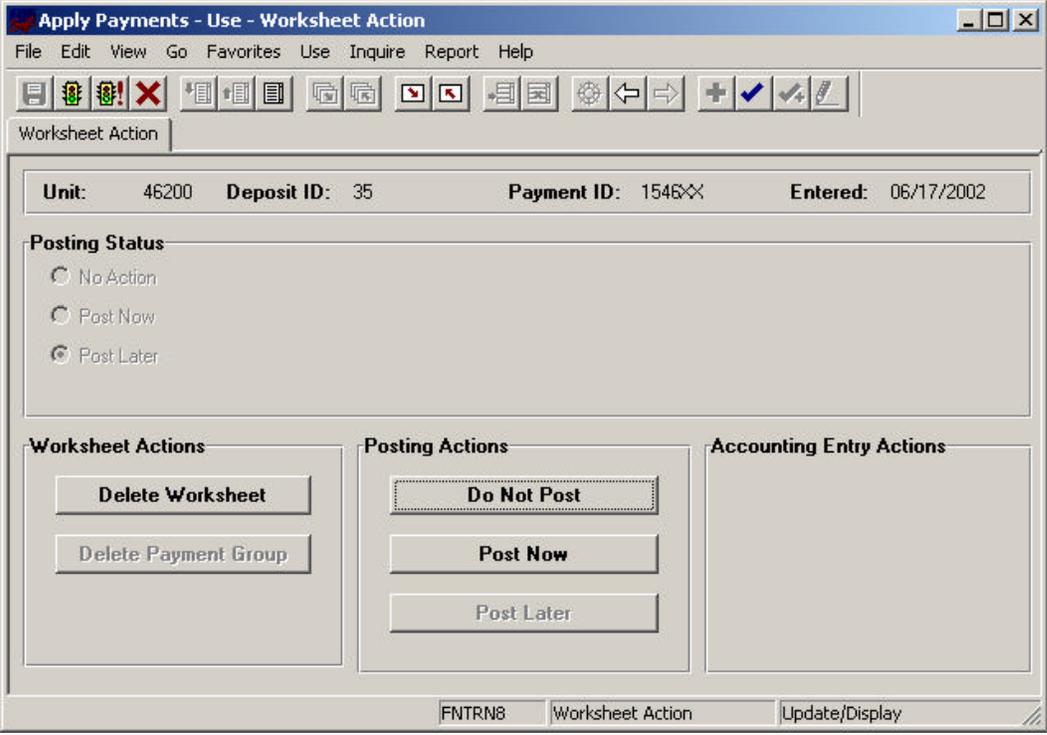
Click:  to save.

Expected Results:

The new information is saved..

Exercise 2 (continued)

Step 19	Select: Use → Worksheet Action
Expected Results:	The Worksheet Action panel displays.

Step 20	<p>Click: Post Later to set the payment to post.</p> 
Expected Results:	The Worksheet Action panel displays.

Exercise completed.

Exercise 3 – Delete a Payment Worksheet

Scenario: You have entered a payment against a receivable for Bleakworth Manufacturing. Before the end of the day, you decide to delete the deposit entry.

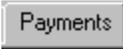
Step 1	Select: Go → Manage Sales Activities → Apply Payments
Expected Results:	The Apply Payments window displays.

Step 2	Select: Use → Regular Deposit Entry → Totals → Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Deposit Unit: 46200 Deposit ID: 080302XX (Replace XX with the number assigned to you by your instructor) Click: OK
Expected Results:	The Totals panel displays.

Exercise 3 (continued)

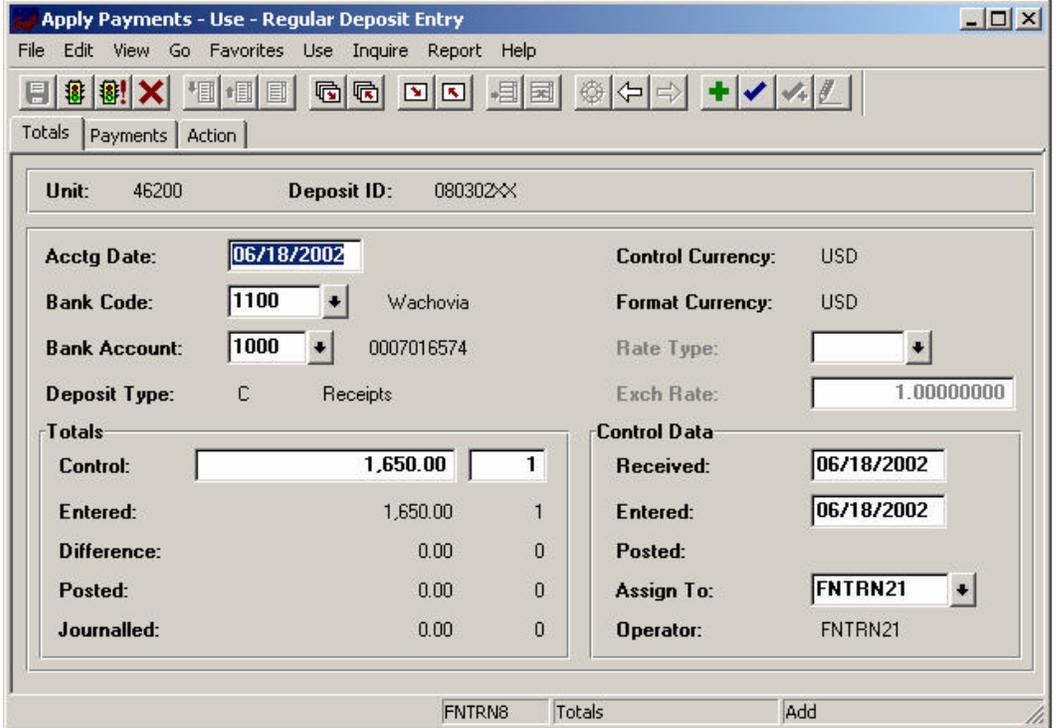
Step 4	<p>ACTION #1 IS TO SELECT THE BANKING DETAIL AND TOTAL AMOUNT OF CHECKS IN THE BATCH.</p> <p>Enter or select the following:</p> <p>Acctg Date: Today's Date Bank Code: 1100 Bank Account: 1000 Deposit Type: C Control Amount: \$1650 Control Count: 1 Received: Today's Date Entered: Today's Date</p>
Expected Results:	Correct data entry

Step 5	<p>This panel contains entry of individual checks in the batch.</p> <p>Click:  to proceed to the Payments panel.</p> <p>Enter or select the following:</p> <p>Payment ID: 803XX (Replace XX with the number assigned to you by your instructor) Amount: \$1650</p> <p>Customer ID: BLEAKWORTH Business Unit: 46200</p>
Expected Results:	Correct data entry

Step 6	<p>Click:  to save.</p>
Expected Results:	The new information is saved.

Exercise 3 (continued)

<p>Step 7</p>	<p>This panel indicates that your control group and payment entries balance.</p> <p>Click:  to proceed to the Action panel.</p> <p>Verify the following:</p> <p>Status: Balanced</p>
<p>Expected Results:</p>	<p>The information is verified.</p>

<p>Step 8</p>	<p>Compare your Deposit Control panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The Deposit Control panel displays.</p>

Exercise 3 (continued)

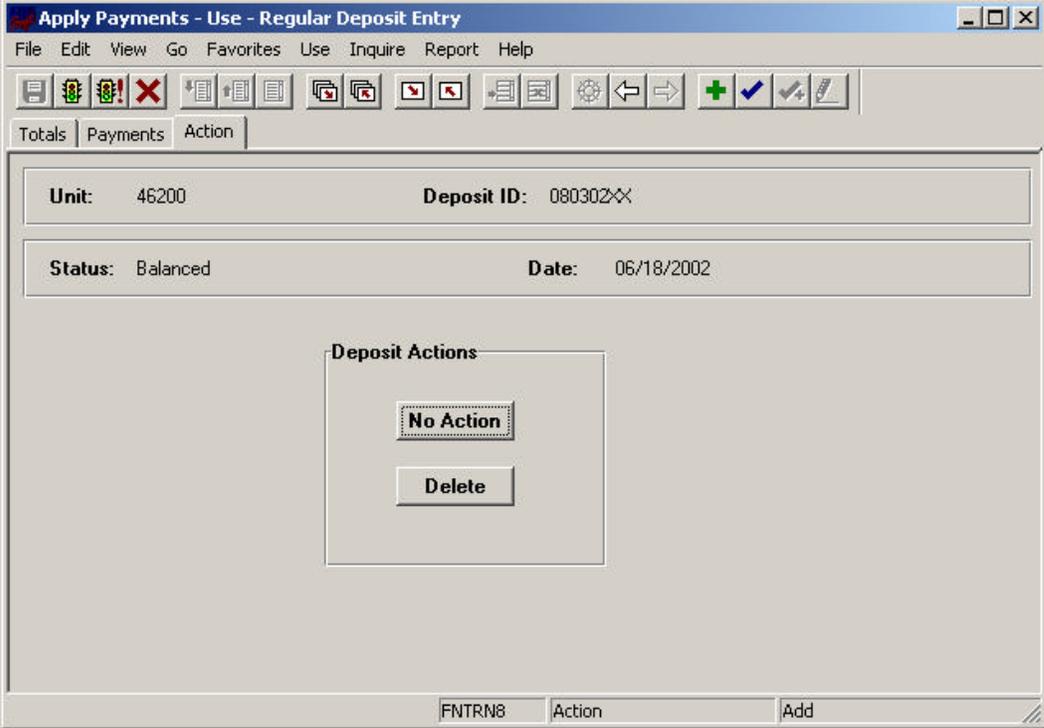
Step 9

Compare your Payments panel to the panel shown below.

Expected Results:

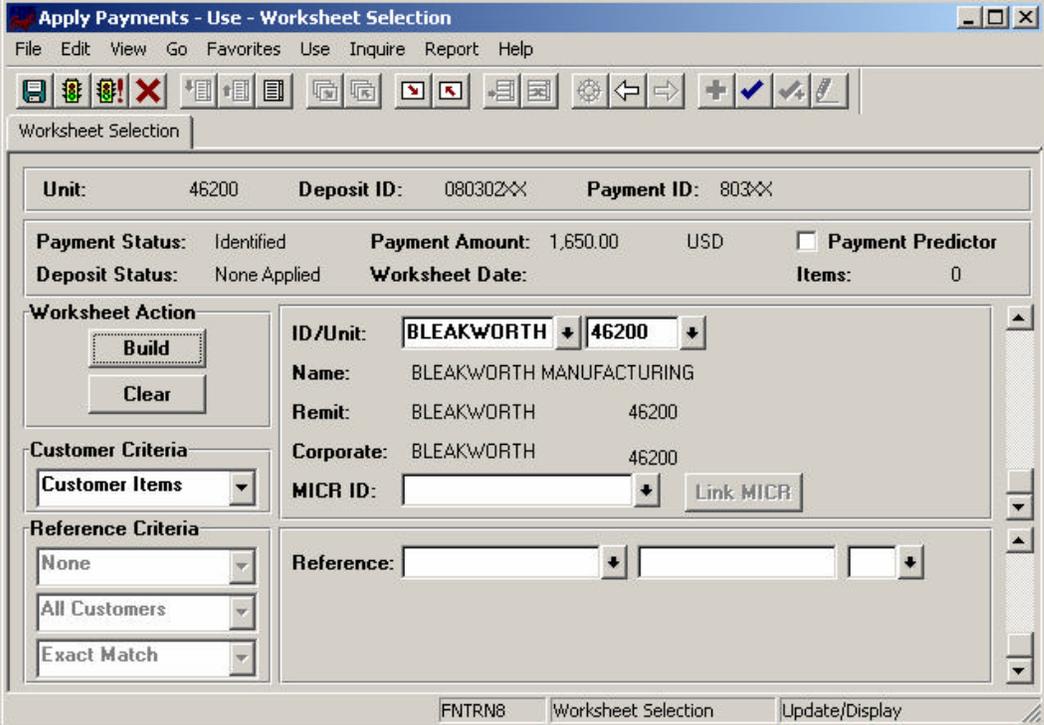
The Payments panel displays.

Exercise 3 (continued)

<p>Step 10</p>	<p>Compare your Group Action panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The Group Action panel displays.</p>

<p>Step 11</p>	<p>Action #2 -Build a worksheet to determine the receivable in which to apply payment:</p> <p>Select: Use → Worksheet Selection</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

Exercise 3 (continued)

<p>Step 12</p>	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: 080302XX (Replace XX with the number assigned to you by your instructor) Click: OK Select from List</p> 
<p>Expected Results:</p>	<p>The Worksheet Selection panel displays.</p>

<p>Step 13</p>	<p>Click:  to build the worksheet.</p>
<p>Expected Results:</p>	<p>The Worksheet Application panel displays showing the built worksheet.</p>

Exercise 3 (continued)

Step 14

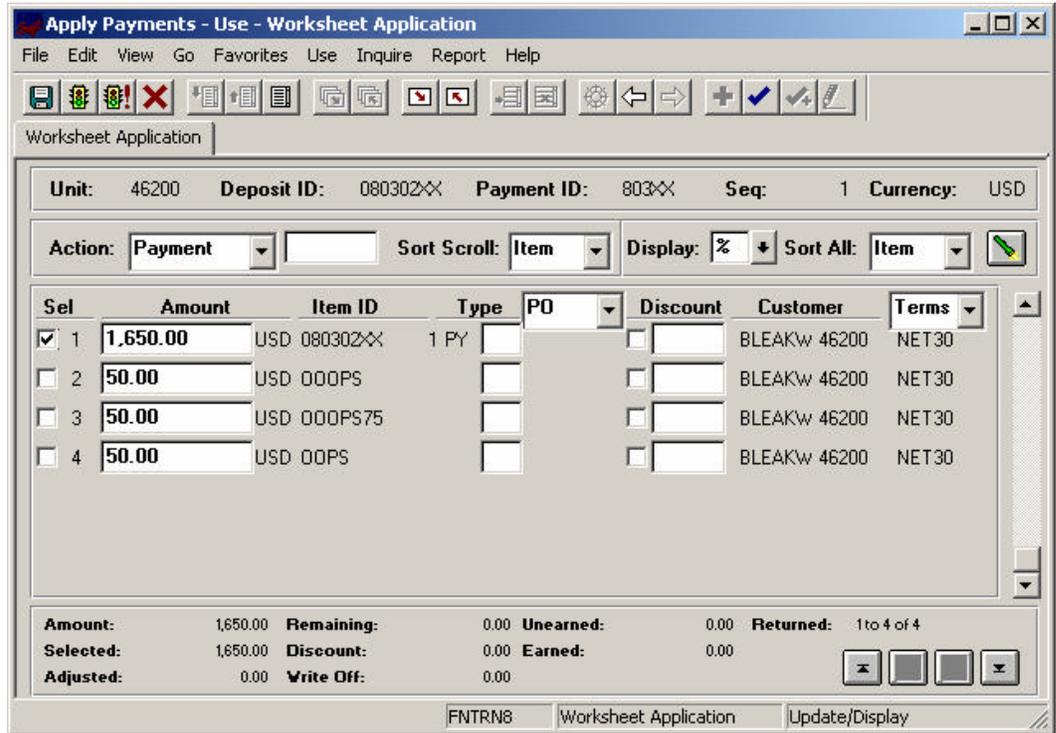
Select the following:

Item **803XX**

(Replace XX with the number assigned to you by your instructor)

Click the **Sel** checkbox *ON* Next to the receivable to be paid.

Press: <Tab> to update the panel.



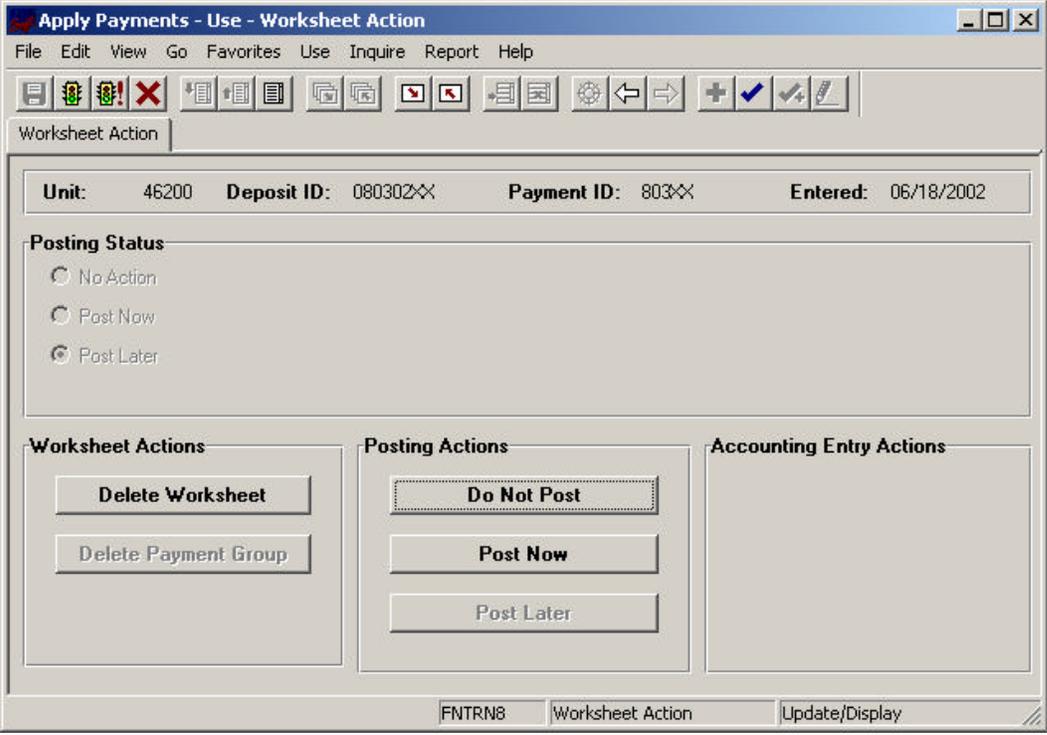
Click:  to save.

Expected Results:

The new information is saved..

Exercise 3 (continued)

Step 15	Select: Use → Worksheet Action
Expected Results:	The Worksheet Action panel displays.

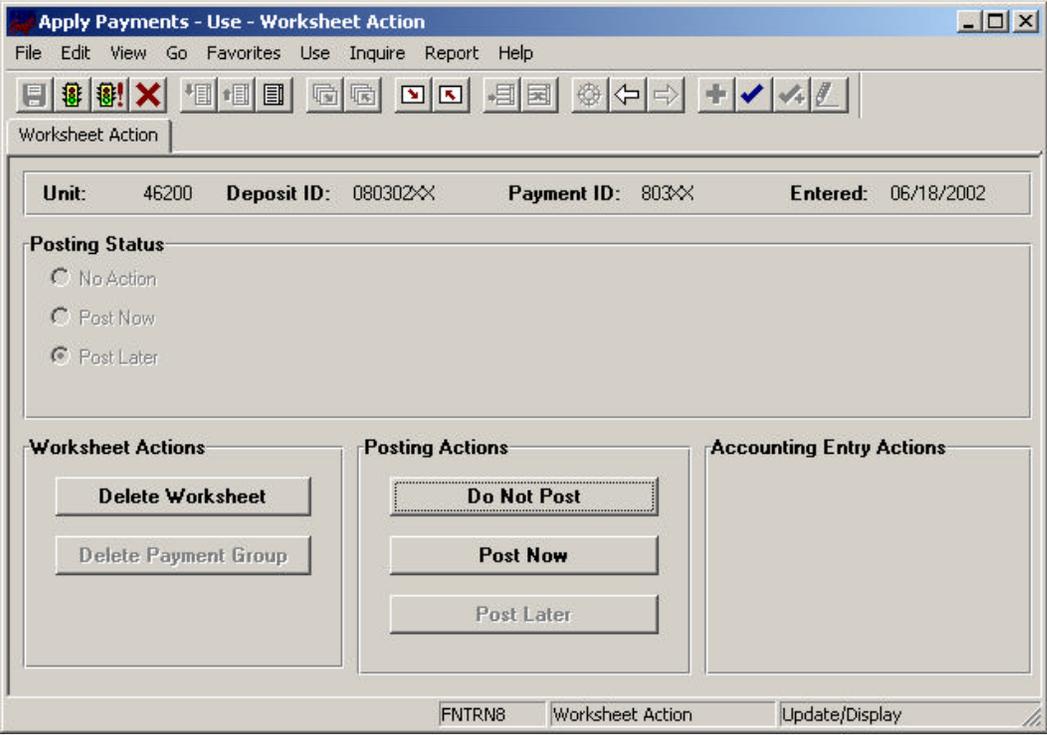
Step 16	<p>Click: Post Later to set the payment to post.</p> 
Expected Results:	The Worksheet Action panel displays.

Exercise 3 (continued)

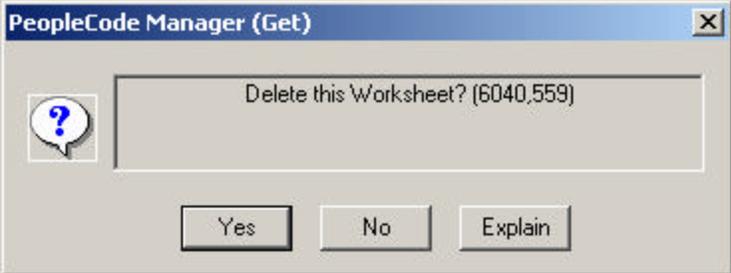
User decides to delete deposit

Step 1: Delete Worksheet

Step 17	Select: Use → Worksheet Action
Expected Results:	The Worksheet Action panel displays.

Step 18	<p>Click:  to delete this worksheet</p> 
Expected Results:	The Worksheet Action panel displays.

Exercise 3 (continued)

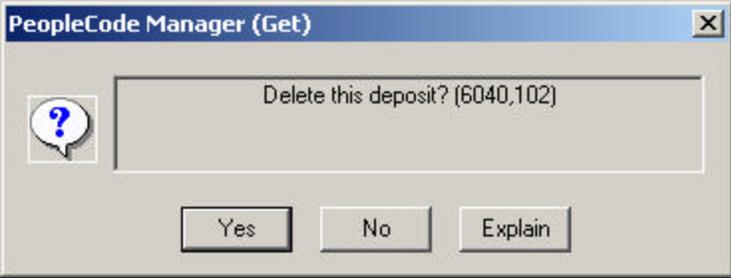
Step 19	<p>User receives this message:</p>  <p>Click: YES</p>
Expected Results:	The Worksheet Action panel displays.

Step 2: Delete Regular Deposit entry

Step 20	Select: Use → Regular Deposit Entry → Action → Update/Display
Expected Results:	A dialog box displays.

Step 21	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: 080302XX (Replace XX with the number assigned to you by your instructor)</p> <p>Click: OK</p>
Expected Results:	The Totals panel displays.

Exercise 3 (continued)

<p>Step 22</p>	<p>Click: <input type="button" value="Delete"/> to delete the deposit</p> <p>You will receive this message:</p>  <p>Click: <input type="button" value="Yes"/> to delete this deposit.</p> <p>Note: Once a deposit ID has been deleted, it may be re-used.</p>
<p>Expected Results:</p>	<p>The deposit is deleted from the system.</p>

Exercise completed.

EXPRESS DEPOSITS

Exercise 4 – Enter an Express Deposit and move to Worksheet

Scenario: You have received a payment from AARROW for services performed by your Agency. Enter this payment as an express deposit and move entry to a worksheet.

Step 1	Select: Go → Manage Sales Activities → Apply Payments
Expected Results:	The Apply Payments window displays.

Step 2	Select: Use → Express Deposit Entry → Totals → Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Deposit Unit: 46200 Deposit ID: NEXT (Default Value) Click: OK
Expected Results:	The Totals panel displays.

Exercise 4 (continued)

Step 6	<p>Place the cursor in the Payment ID field</p> <p>Click:  to insert a row.</p> <p>Enter or select the following:</p> <p>Payment ID: 5867XX Amount: \$900.00 (Replace XX with the number assigned to you by your instructor)</p> <p>Note: Item ID for this entry is Unknown to user. User will use a worksheet to determine the item id for this part of the deposit entry.</p>
Expected Results:	Correct data entry

Step 7	<p>Click:  to proceed to the Action panel.</p> <p>Click:  to create the worksheet.</p>
Expected Results:	The Deposit will be Balanced and a worksheet will be created.

Exercise 4 (continued)

Check Results	
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Step 8	<p>Compare your Totals panel to the panel shown below.</p>
Expected Results:	If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

Step 9

Compare your Payments Sequence 1 panel to the panel shown below.

Expected Results:

If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

Step 10

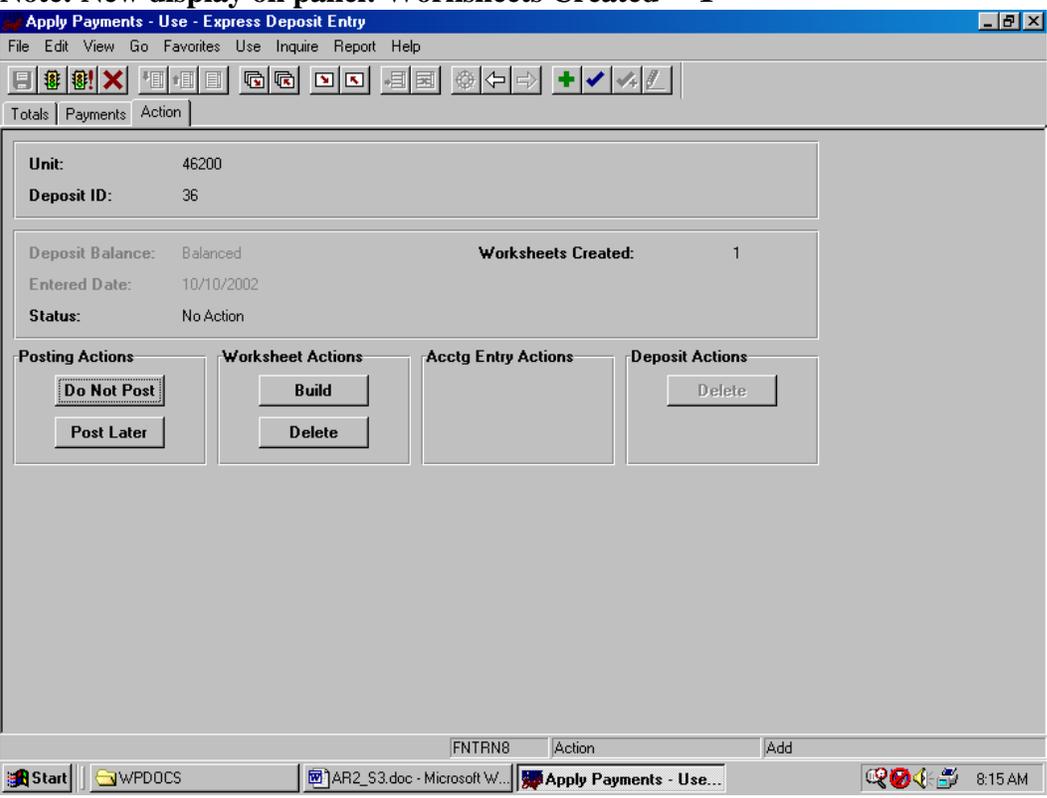
Compare your Payments Sequence 2 panel to the panel shown below.

Notice that the item id is unknown

Expected Results:

If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

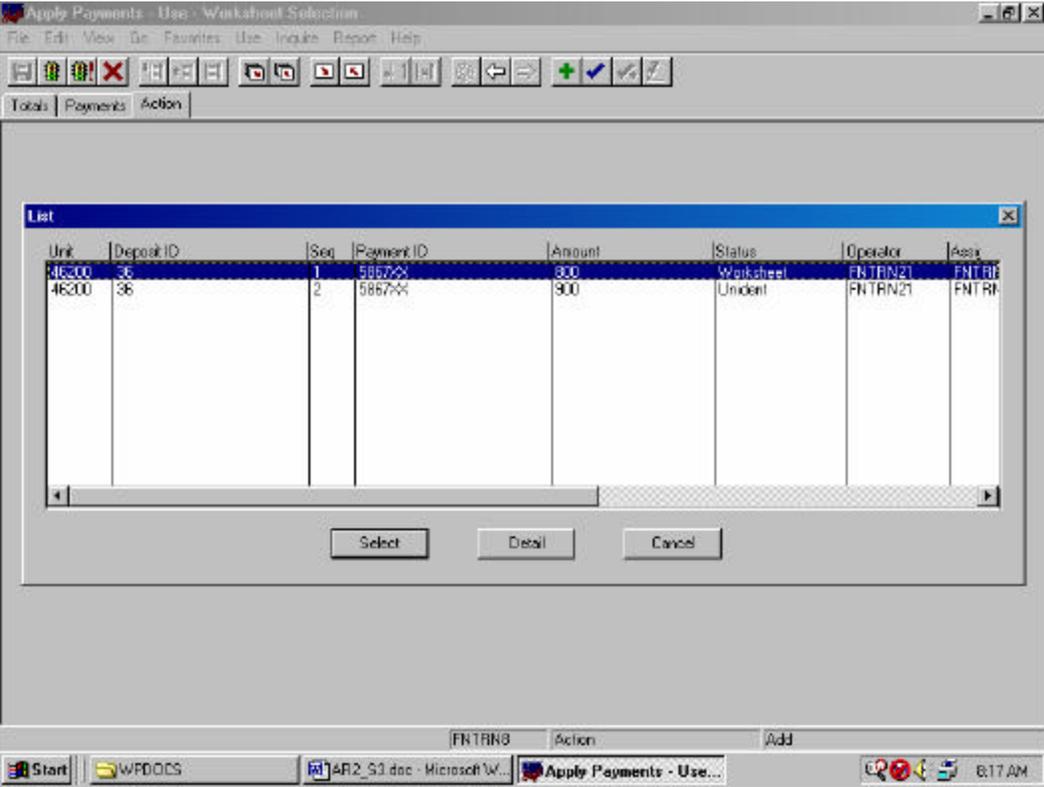
<p>Step 11</p>	<p>Compare your Action panel to the panel shown below.</p> <p>Note: New display on panel: Worksheets Created 1</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

The next step is to process the worksheet.

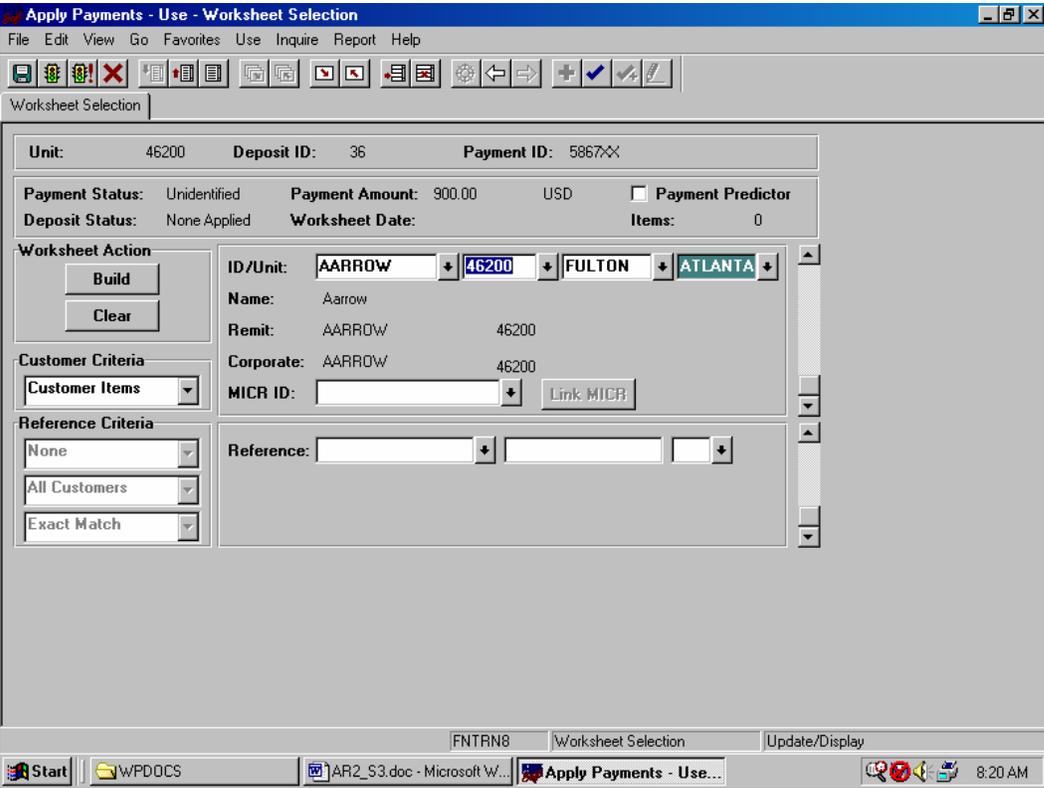
<p>Step 12</p>	<p>Select: Use → Worksheet Selection</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

Exercise 4 (continued)

Step 13	<p>Enter or select the following:</p> <p>Deposit Unit: 46200</p> <p>Deposit ID: XX (Enter Deposit ID from Express Deposit entry – will default if transferring to this panel group directly from Express Deposit)</p> <p>Click: OK</p>
Expected Results:	The Totals panel displays.

Step 14	<p>Compare your List Box to the panel shown below.</p>  <p>Note status of individual payments: Worksheet/Unident</p> <p>Click: Select on the Unidentified payment</p>
Expected Results:	If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

<p>Step 15</p>	<p>Enter or Select the following:</p> <p>ID/Unit: AARROW (tab from field to display Customer Information)</p> <p>Compare your Worksheet Selection panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

<p>Step 16</p>	<p>Click:  to build the worksheet.</p>
<p>Expected Results:</p>	<p>The Worksheet Application panel displays showing the built worksheet.</p>

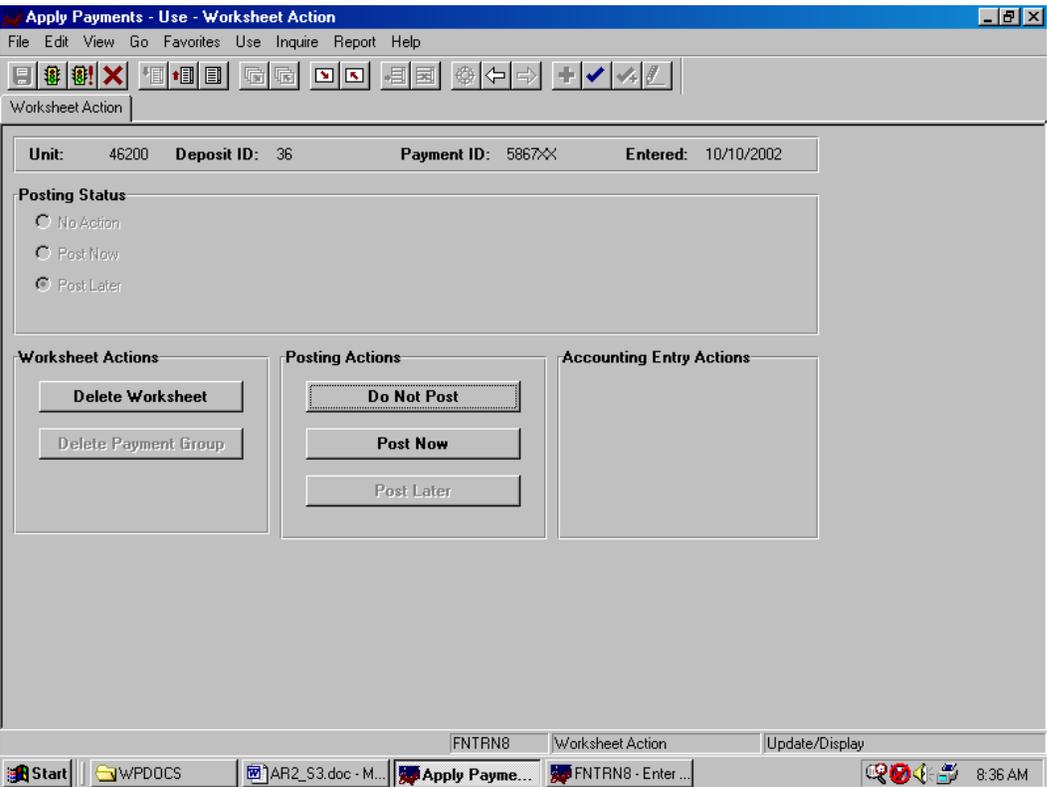
Exercise 4 (continued)

Step 17	<p>Scroll list to locate Item ID 5888XX (Replace XX with the number assigned to you by your instructor)</p> <p>Click: Sel checkbox ON and change amount to \$900.00.</p> <p>Compare your Worksheet Application panel to the panel shown below.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
Expected Results:	<p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult your Instructor.</p>

Step 18	<p>Click: to save.</p>
Expected Results:	<p>The new information is saved.</p>

Exercise 4 (continued)

Step 19	Select: Use → Worksheet Action
Expected Results:	The Worksheet Action panel displays.

Step 20	<p>Click:  to set the payment to post.</p> 
Expected Results:	The Worksheet Action panel displays.

Exercise completed.

DIRECT JOURNALS

Exercise 5 - Complete partially posted Direct Journal

Scenario: You have entered a direct journal but only part of the lines actually posted to the General Ledger. Your goal is to complete the direct journal.

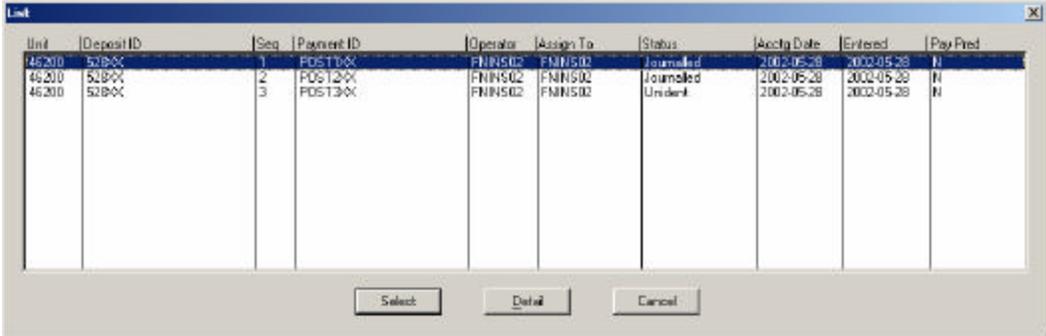
Note: User failed to check the “Complete” box

Step 1	Select: Go → Manage Sales Activities → Apply Payments
Expected Results:	The Apply Payments window displays.

Step 2	Select: Inquire → All Payments
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Deposit Unit: 46200 Deposit ID: 528XX (Replace XX with the number assigned to you by your instructor) Click: OK
Expected Results:	The Totals panel displays.

Exercise 5 (continued)

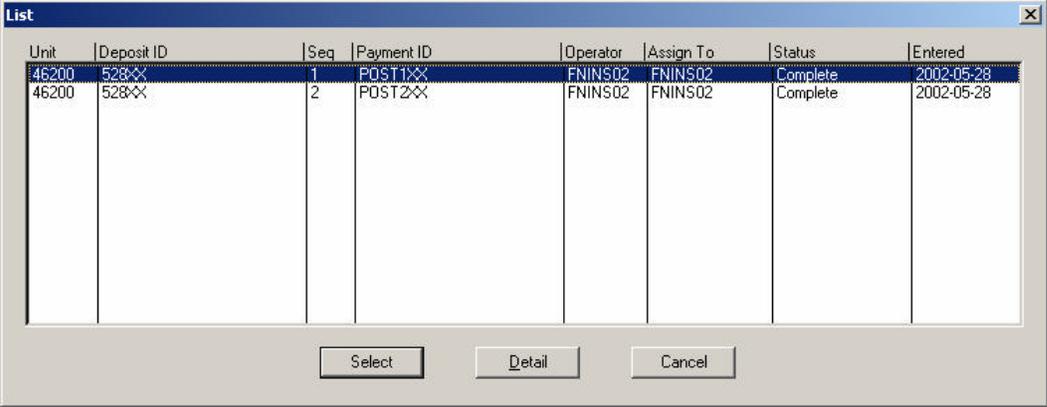
<p>Step 4</p>	<p>Notice the Status of each sequence: Journalled, Unidentified</p>  <table border="1" data-bbox="428 478 1474 814"> <thead> <tr> <th>Unit</th> <th>Deposit ID</th> <th>Seq</th> <th>Payment ID</th> <th>Operator</th> <th>Assign To</th> <th>Status</th> <th>Acctg Date</th> <th>Entered</th> <th>Pay Pred</th> </tr> </thead> <tbody> <tr> <td>46200</td> <td>528XX</td> <td>1</td> <td>POS11XX</td> <td>FNINS02</td> <td>FNINS02</td> <td>Journalled</td> <td>2002-05-28</td> <td>2002-05-28</td> <td>N</td> </tr> <tr> <td>46200</td> <td>528XX</td> <td>2</td> <td>POS12XX</td> <td>FNINS02</td> <td>FNINS02</td> <td>Journalled</td> <td>2002-05-28</td> <td>2002-05-28</td> <td>N</td> </tr> <tr> <td>46200</td> <td>528XX</td> <td>3</td> <td>POS13XX</td> <td>FNINS02</td> <td>FNINS02</td> <td>Unident</td> <td>2002-05-28</td> <td>2002-05-28</td> <td>N</td> </tr> </tbody> </table>	Unit	Deposit ID	Seq	Payment ID	Operator	Assign To	Status	Acctg Date	Entered	Pay Pred	46200	528XX	1	POS11XX	FNINS02	FNINS02	Journalled	2002-05-28	2002-05-28	N	46200	528XX	2	POS12XX	FNINS02	FNINS02	Journalled	2002-05-28	2002-05-28	N	46200	528XX	3	POS13XX	FNINS02	FNINS02	Unident	2002-05-28	2002-05-28	N
Unit	Deposit ID	Seq	Payment ID	Operator	Assign To	Status	Acctg Date	Entered	Pay Pred																																
46200	528XX	1	POS11XX	FNINS02	FNINS02	Journalled	2002-05-28	2002-05-28	N																																
46200	528XX	2	POS12XX	FNINS02	FNINS02	Journalled	2002-05-28	2002-05-28	N																																
46200	528XX	3	POS13XX	FNINS02	FNINS02	Unident	2002-05-28	2002-05-28	N																																
<p>Expected Results:</p>	<p>Correct data entry</p>																																								

Another View:

<p>Step 5</p>	<p>Select: Use → Direct Journal Review → Directly Journalled Payments</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

<p>Step 6</p>	<p>Enter or select the following:</p> <p>Deposit Unit: 46200</p> <p>Deposit ID: 528XX</p> <p>(Replace XX with the number assigned to you by your instructor)</p> <p>Click: OK</p>
<p>Expected Results:</p>	<p>The Totals panel displays.</p>

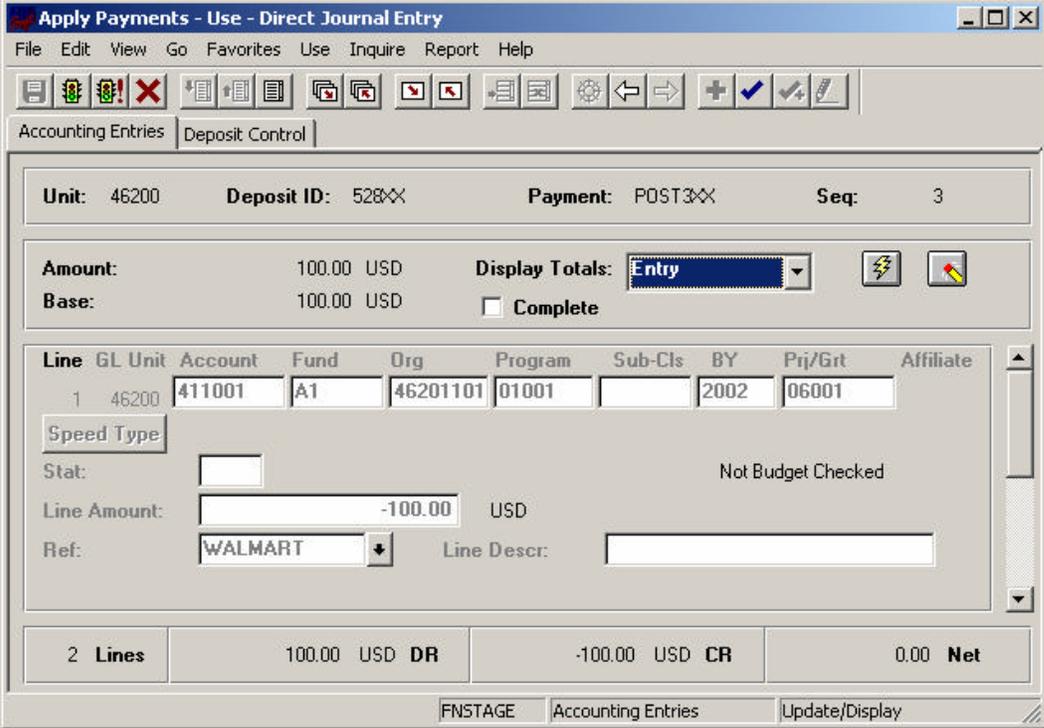
Exercise 5 (continued)

<p>Step 7</p>	<p>Notice the Status of each sequence: Journalled, Unidentified, Complete</p> <p>Note: Sequence 3 is missing!</p> 
<p>Expected Results:</p>	<p>Correct data entry</p>

To begin correction process:

<p>Step 8</p>	<p>Select: Use → Direct Journal Entry → Accounting Entries</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

Exercise 5 (continued)

<p>Step 10</p>	<p>Notice “Complete” check box is empty!</p> 
<p>Expected Results:</p>	<p>Correct data entry</p>

Exercise 5 (continued)

Step 11	Complete: Click the check box ON
Expected Results:	Correct data entry Note: If the “Complete” check box is not clicked on, the entry will not post.

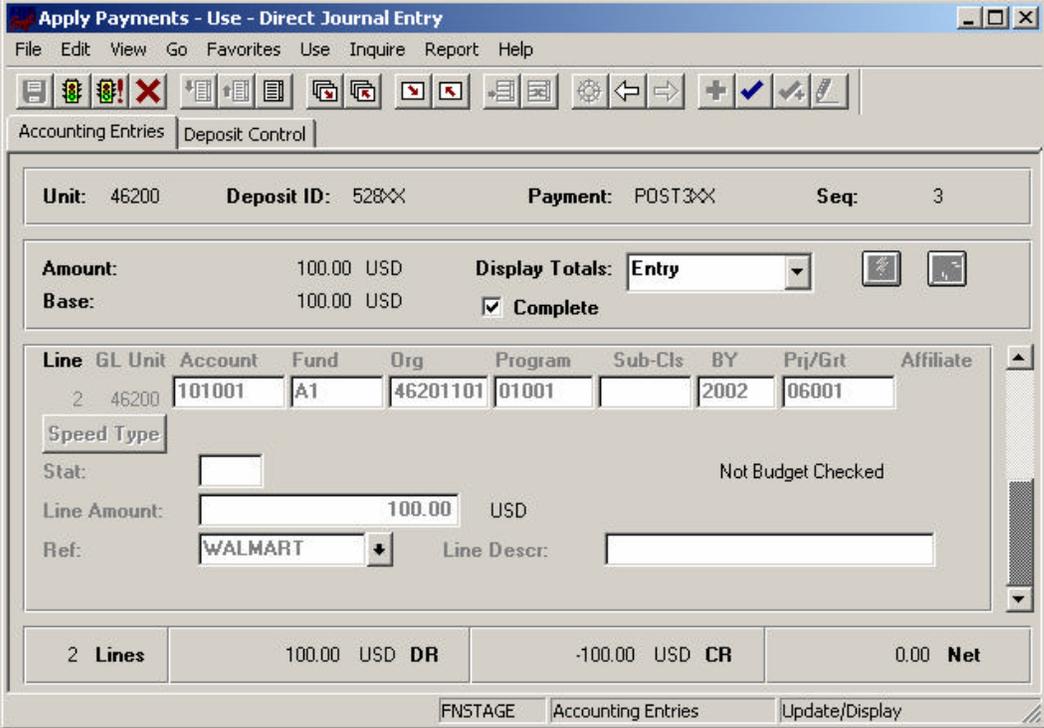
Step 12	Click:  to save.
Expected Results:	The new information is saved.

Exercise 5 (continued)

Check Results	
----------------------	--

Step 13	<p>Compare your Accounting Entries Line 1 panel to the panel shown below.</p>
Expected Results:	If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 5 (continued)

<p>Step 14</p>	<p>Compare your Accounting Entries Line 2 panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

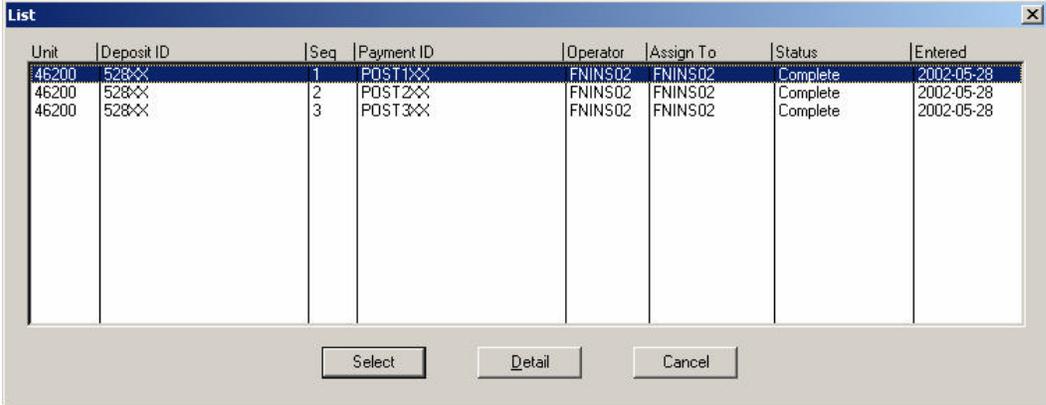
<p>Step 15</p>	<p>THE INSTRUCTOR WILL RUN THE RECEIVABLE UPDATE PROCESS.</p>
<p>Expected Results:</p>	<p>The entries will be posted during the Receivable update process</p>

Exercise 5 (continued)**Note: To see journalized/completed entries:**

Step 16	Select: Use → Direct Journal Review → Directly Journalled Payments
Expected Results:	A dialog box displays.

Step 17	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: 528XX (Replace XX with the number assigned to you by your instructor)</p> <p>Click: OK</p>
Expected Results:	The Totals panel displays.

Exercise 5 (continued)

Step 18	Notice the Status of each sequence: Complete  <table border="1"><thead><tr><th>Unit</th><th>Deposit ID</th><th>Seq</th><th>Payment ID</th><th>Operator</th><th>Assign To</th><th>Status</th><th>Entered</th></tr></thead><tbody><tr><td>46200</td><td>528XX</td><td>1</td><td>POST1XX</td><td>FNINS02</td><td>FNINS02</td><td>Complete</td><td>2002-05-28</td></tr><tr><td>46200</td><td>528XX</td><td>2</td><td>POST2XX</td><td>FNINS02</td><td>FNINS02</td><td>Complete</td><td>2002-05-28</td></tr><tr><td>46200</td><td>528XX</td><td>3</td><td>POST3XX</td><td>FNINS02</td><td>FNINS02</td><td>Complete</td><td>2002-05-28</td></tr></tbody></table>	Unit	Deposit ID	Seq	Payment ID	Operator	Assign To	Status	Entered	46200	528XX	1	POST1XX	FNINS02	FNINS02	Complete	2002-05-28	46200	528XX	2	POST2XX	FNINS02	FNINS02	Complete	2002-05-28	46200	528XX	3	POST3XX	FNINS02	FNINS02	Complete	2002-05-28
Unit	Deposit ID	Seq	Payment ID	Operator	Assign To	Status	Entered																										
46200	528XX	1	POST1XX	FNINS02	FNINS02	Complete	2002-05-28																										
46200	528XX	2	POST2XX	FNINS02	FNINS02	Complete	2002-05-28																										
46200	528XX	3	POST3XX	FNINS02	FNINS02	Complete	2002-05-28																										
Expected Results:	Correct data entry																																

Exercise completed.

Exercise 6 - Correction of Direct Journal not posted during overnight processing

Scenario: You have entered a regular deposit using the Direct Journal. After overnight processing, you discover that the Direct Journal did not post. Your goal is to access the direct journal, determine the problem and correct it.

Note: **Accounting lines were not added to the entry. Entry will not post without accounting lines.**

Step 1	ACCESS THE DIRECT JOURNAL TO BEGIN CORRECTION PROCESS: Select: Use → Direct Journal Entry → Accounting Entries
Expected Results:	A dialog box displays.

Exercise 6 (continued)

Step 2	<p>Enter and select the following:</p> <p>Deposit Unit: 46200 Deposit ID: NOPOSTXX (Replace XX with the number assigned to you by your instructor) Payment Sequence: 1</p> <p>NOTE: Status of entry = OOB (out of balance)</p> <p>Click: OK</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>List X</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="font-size: small;">Unit</th> <th style="font-size: small;">Deposit ID</th> <th style="font-size: small;">Seq</th> <th style="font-size: small;">Payment ID</th> <th style="font-size: small;">Operator</th> <th style="font-size: small;">Assign To</th> <th style="font-size: small;">Status</th> <th style="font-size: small;">Entered</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td>46200</td> <td>NOPOST01</td> <td>1</td> <td>NOPOST01</td> <td>FNINS02</td> <td>FNINS02</td> <td>OOB</td> <td>2002-05-23</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Select"/> <input type="button" value="Detail"/> <input type="button" value="Cancel"/> </p> </div> <p>Click: Select</p>	Unit	Deposit ID	Seq	Payment ID	Operator	Assign To	Status	Entered	46200	NOPOST01	1	NOPOST01	FNINS02	FNINS02	OOB	2002-05-23																
Unit	Deposit ID	Seq	Payment ID	Operator	Assign To	Status	Entered																										
46200	NOPOST01	1	NOPOST01	FNINS02	FNINS02	OOB	2002-05-23																										
Expected Results:	The List box displays.																																

Step 3	<p>The system will automatically create the debit side of the accounting entry:</p> <p>Click: to create the debit accounting entries.</p>
Expected Results:	The debit account entries are populated.

Exercise 6 (continued)

Step 4	Complete: Click the check box ON
Expected Results:	Correct data entry Note: If the “Complete” check box is not clicked on, the entry will not post.

Step 5	Click:  to save.
Expected Results:	The new information is saved.

Exercise 6 (continued)

Step 6	<p>Compare your Accounting Entries Line 1 panel to the panel shown below.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> </div>
Expected Results:	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

Exercise 6 (continued)

Step 7

Compare your Accounting Entries Line 2 panel to the panel shown below.

Expected Results:

The panel matches. Congratulations!
 If these elements do not match, review the steps and consult your Instructor.

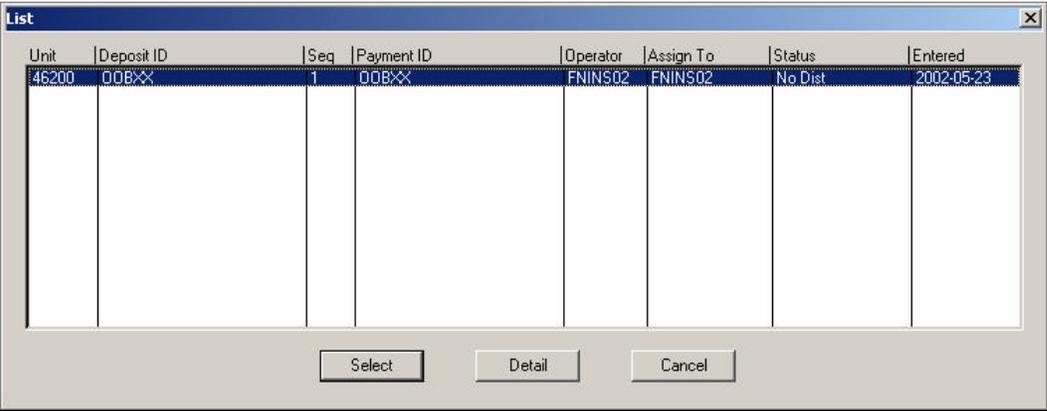
Exercise completed.

Exercise 7 – Completion of Direct Journal when Control Amount is out of balance

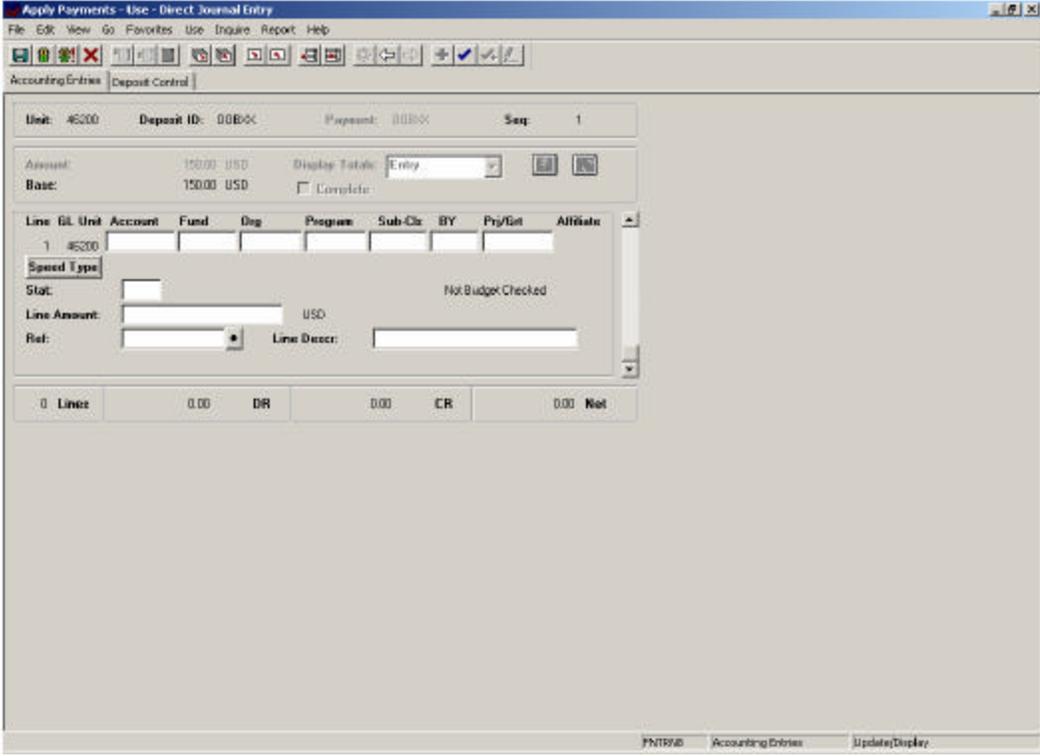
Scenario: You have entered a Regular Deposit in order to do a Direct Journal but when you access the Direct Journal, all of the buttons are grayed out. Your goal is to determine the problem and correct the entry.

Note: Create Accounting Lines button and the Erase button are grayed out.

Step 1	<p>Action # 1 – View grayed out buttons on Direct Journal panels</p> <p>Select: Use → Direct Journal Entry → Accounting Entries</p>
Expected Results:	A dialog box displays.

Step 2	<p>Enter and select the following:</p> <p>Deposit Unit: 46200 Deposit ID: OOBXX (Replace XX with the number assigned to you by your instructor) Payment Sequence: 1</p> <p>Click: OK</p>  <p>Select item from List box : Click: Select</p>
Expected Results:	The Accounting Entries panel displays.

Exercise 7 (continued)

<p>Step 3</p>	<p>Compare your Accounting Entries Line 1 panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.</p>

Note: This problem occurs when the regular deposit entry has not been balanced.

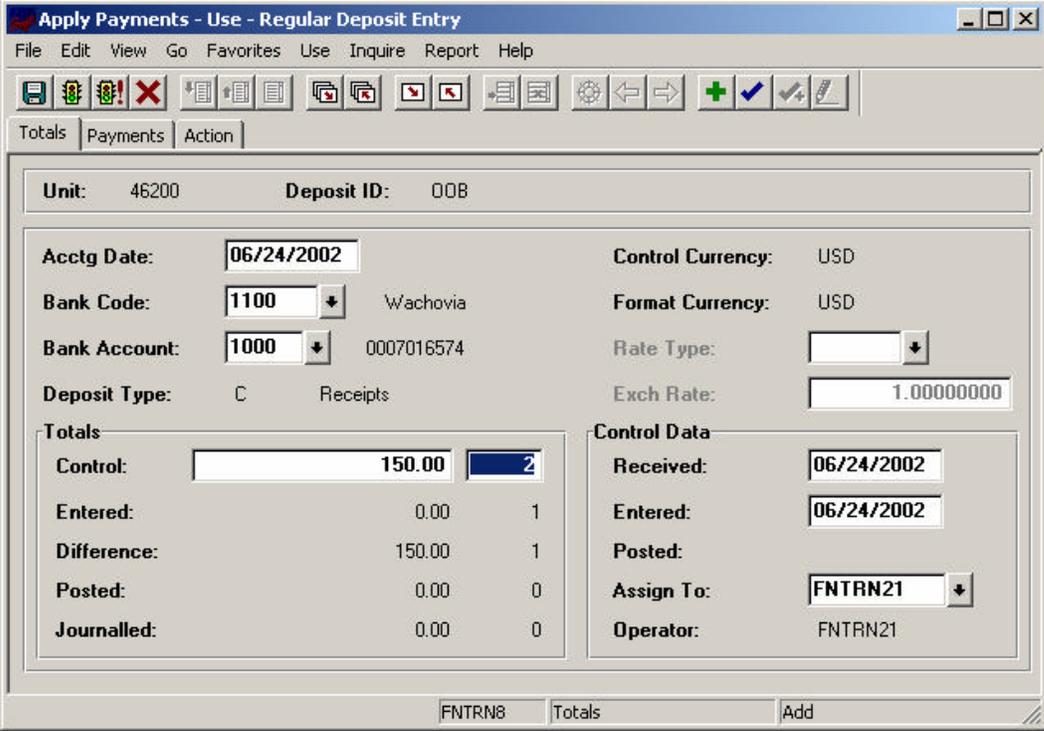
To place deposit entry in balance:

<p>Step 4</p>	<p>Select: Go → Manage Sales Activities → Apply Payments → Use → Regular Deposit Entry → Totals → Update/Display</p>
<p>Expected Results:</p>	<p>The Totals Panel displays.</p>

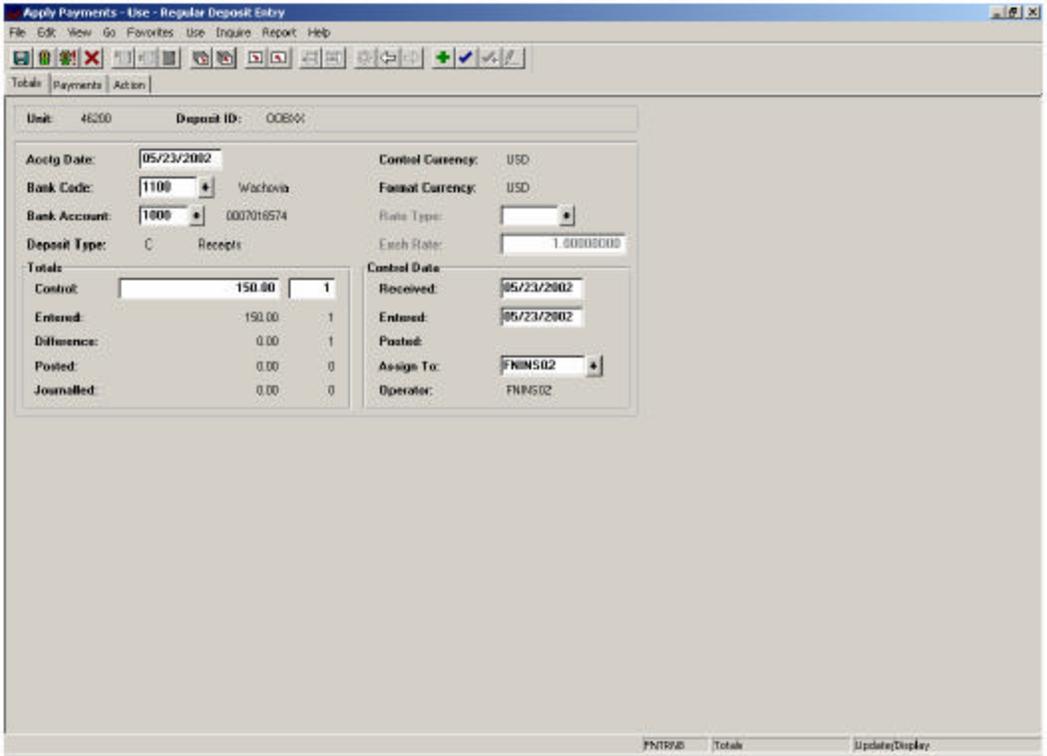
Exercise 7 (continued)

Step 5	Enter or select the following: Group Unit: 46200 Group ID: OOBXX (Replace XX with the number assigned to you by your instructor) Click: OK
Expected Results:	

Exercise 7 (continued)

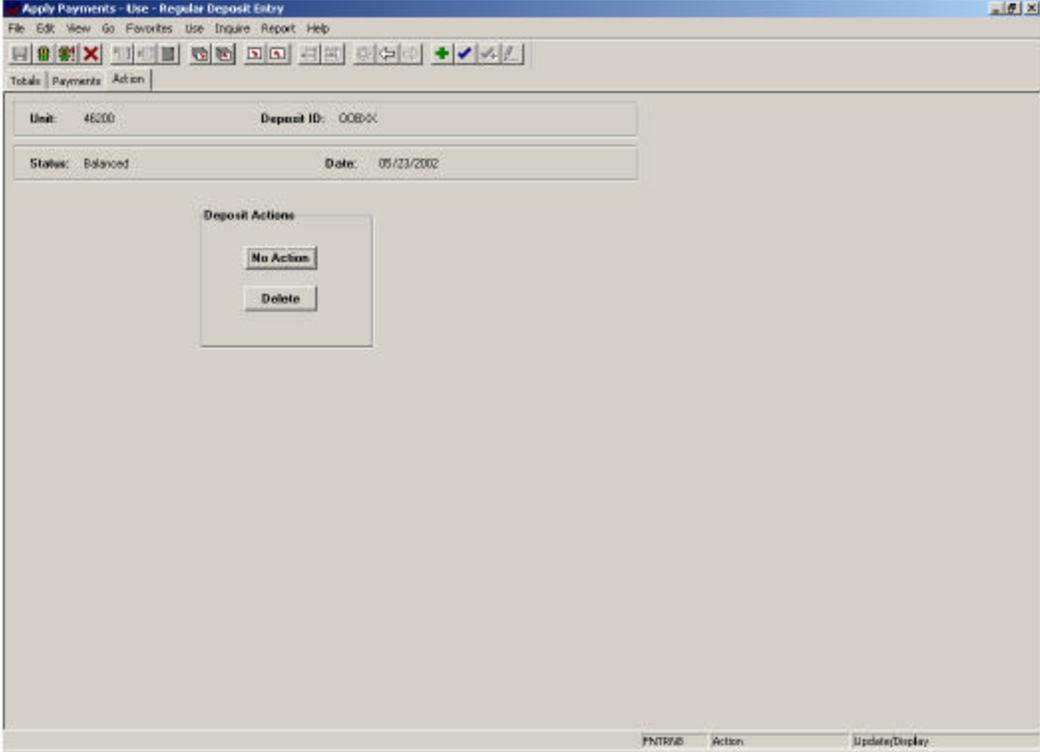
<p>Step 6</p>	<p>Select Totals</p> <p>Compare your Totals panel to the one below: Notice Control Count is out of balance</p> 
<p>Expected Results:</p>	<p>The entry is changed.</p>

Exercise 7 (continued)

<p>Step 7</p>	<p>Select Totals</p> <p>To place the entry in balance:</p> <p>Enter or select the following:</p> <p>Control Count: 1</p> 
<p>Expected Results:</p>	<p>The entry is changed.</p>

<p>Step 8</p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The regular deposit entry is balanced.</p>

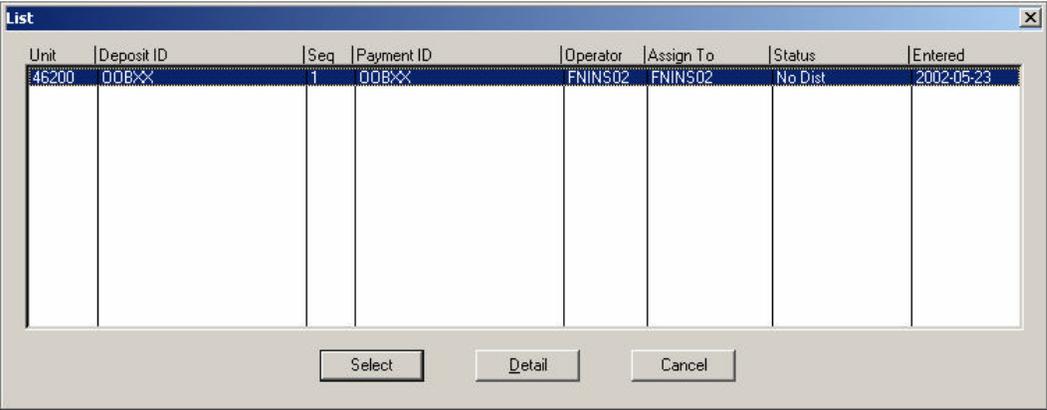
Exercise 7 (continued)

<p>Step 9</p>	<p>This panel indicates that your control group and payment entries balance.</p> <p>Click:  to proceed to the Action panel.</p> <p>View the following:</p> <p>Status: Balanced</p> 
<p>Expected Results:</p>	<p>Correct data entry</p>

Exercise 7 (continued)

Proceed to the Direct Journal panel group

Step 10	Select: Use → Direct Journal Entry → Accounting Entries
Expected Results:	A dialog box displays.

Step 11	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: OOBXX (Replace XX with the number assigned to you by your instructor) Payment Sequence: 1</p> <p>Click: OK</p>  <p>Click: Select</p>
Expected Results:	The List box displays.

Exercise 7 (continued)

Step 12	<p>To enter the credit side of the accounting entry: Enter or select the following:</p> <p>Account: 441260 Fund: A1 Org: 4620430329 Program: 07012 BY: 2002 Prj/Grt: 07918005 Line Amount: -150 Ref: GLOBE (Customer Number) Line Descr: Receipt 0000110</p>
Expected Results:	Correct data entry

Exercise 7 (continued)

Step 13	<p>The system will automatically create the debit side of the accounting entry: Click:  to create the debit accounting entries.</p>
Expected Results:	The debit account entries are populated.

Step 14	<p>Complete: Click the “Complete” box ON</p>
Expected Results:	<p>Correct data entry Note: If the “Complete” check box is not clicked on, the entry will not post.</p>

Step 15	<p>Click:  to save.</p>
Expected Results:	The new information is saved.

Exercise 7 (continued)

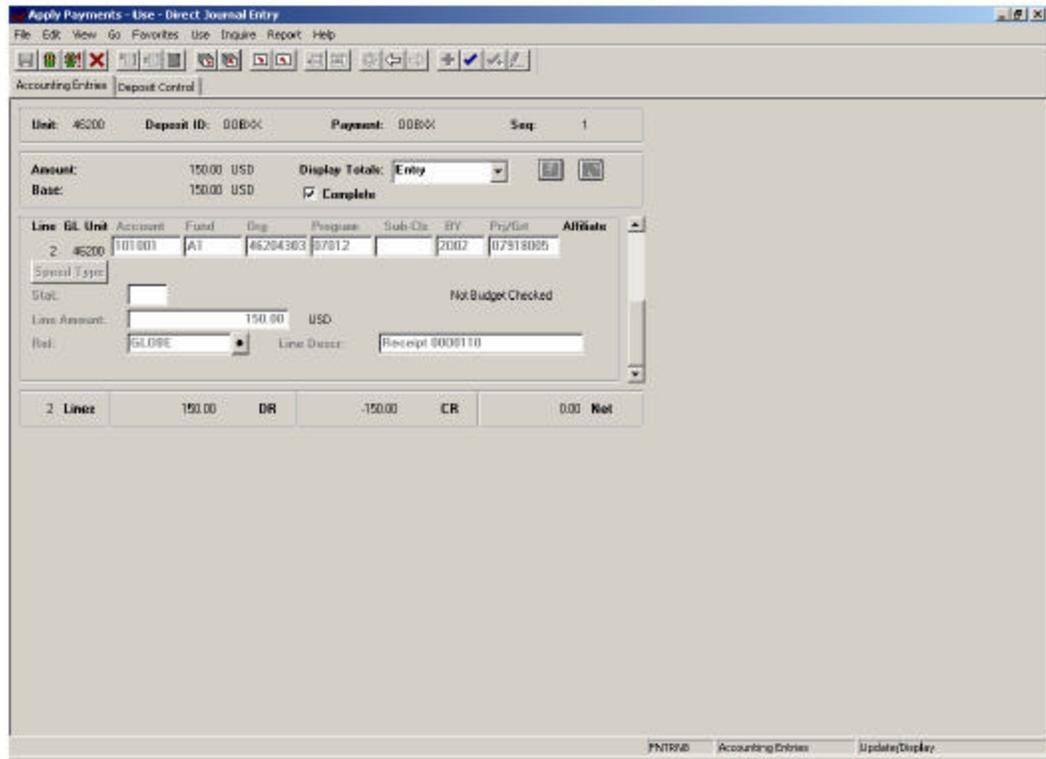
Check Results	
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Step 16	<p>Compare your Accounting Entries Line 1 panel to the panel shown below.</p>
Expected Results:	If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 7 (continued)

Step 17

Compare your Accounting Entries Line 2 panel to the panel shown below.



Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 8 - Delete completed Direct Journal before Overnight processing

Scenario: You have entered a Regular Deposit that must be directly journalled. After entry, you decide that the entries were incorrect and you must delete the entire record of deposit.

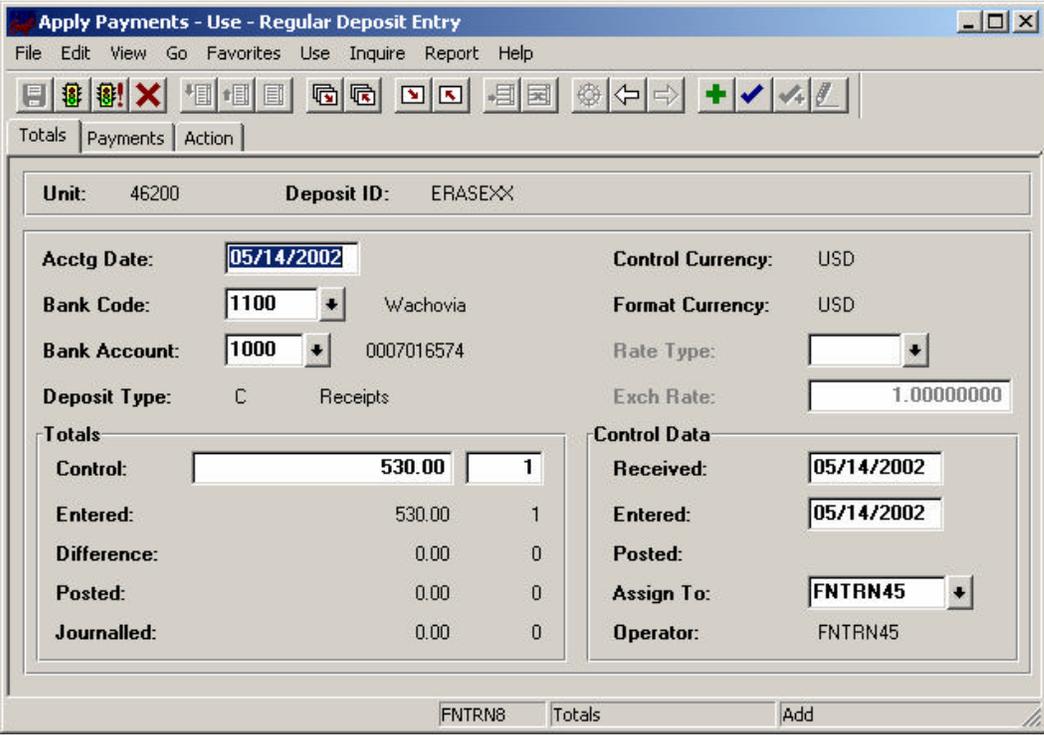
Note: Use of Eraser button

Step 1	Select: Go → Manage Sales Activities → Apply Payments
Expected Results:	The Apply Payments window displays.

Step 2	Select: Use → Regular Deposit Entry → Totals → Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Deposit Unit: 46200 Deposit ID: ERASEXX (Replace XX with the number assigned to you by your instructor) Click: OK
Expected Results:	The Totals panel displays.

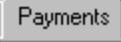
Exercise 8 (continued)

<p>Step 4</p>	<p>ACTION #1 IS TO SELECT THE BANKING DETAIL AND TOTAL AMOUNT OF CHECKS IN THE BATCH.</p> <p>Enter or select the following:</p> <p>Acctg Date: Today's Date Bank Code: 1100 Bank Account: 1000 Deposit Type: C Control Amount: \$530 Control Count: 1</p> 
<p>Expected Results:</p>	<p>Correct data entry</p>

Exercise 8 (continued)

Step 5

This panel contains entry of individual checks in the batch.

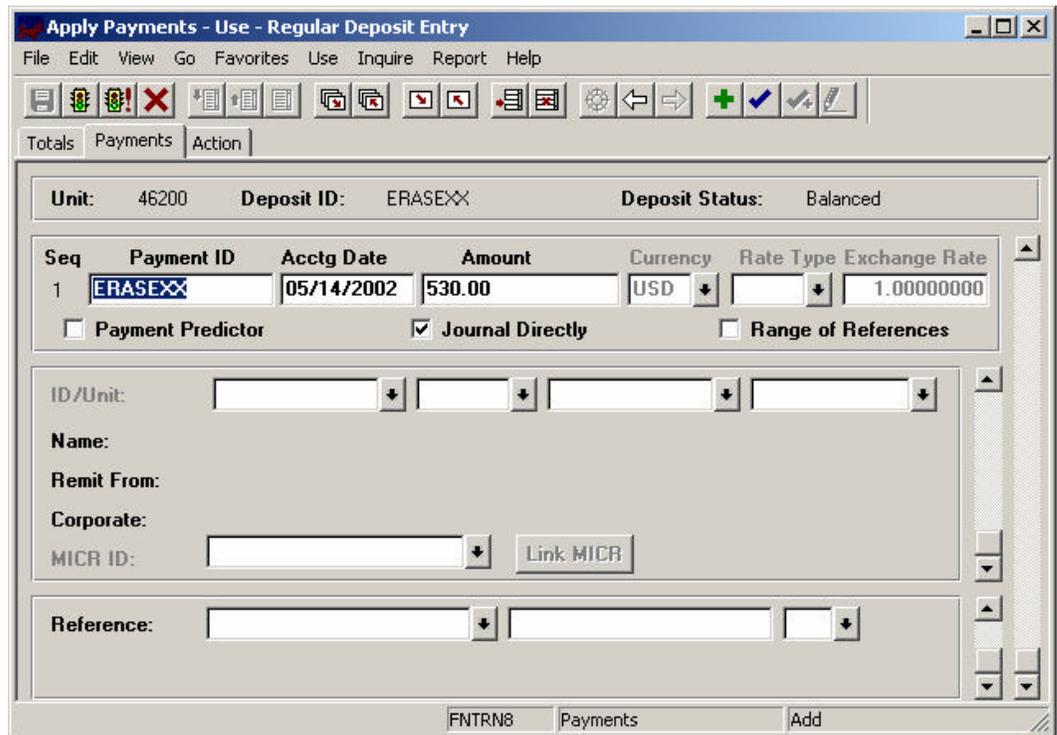
Click:  to proceed to the Payments panel.

Enter or select the following:

Payment ID: **ERASEXX**
 (Replace XX with the number assigned to you by your instructor)

Amount: \$530

Journal Directly: Click check box ON

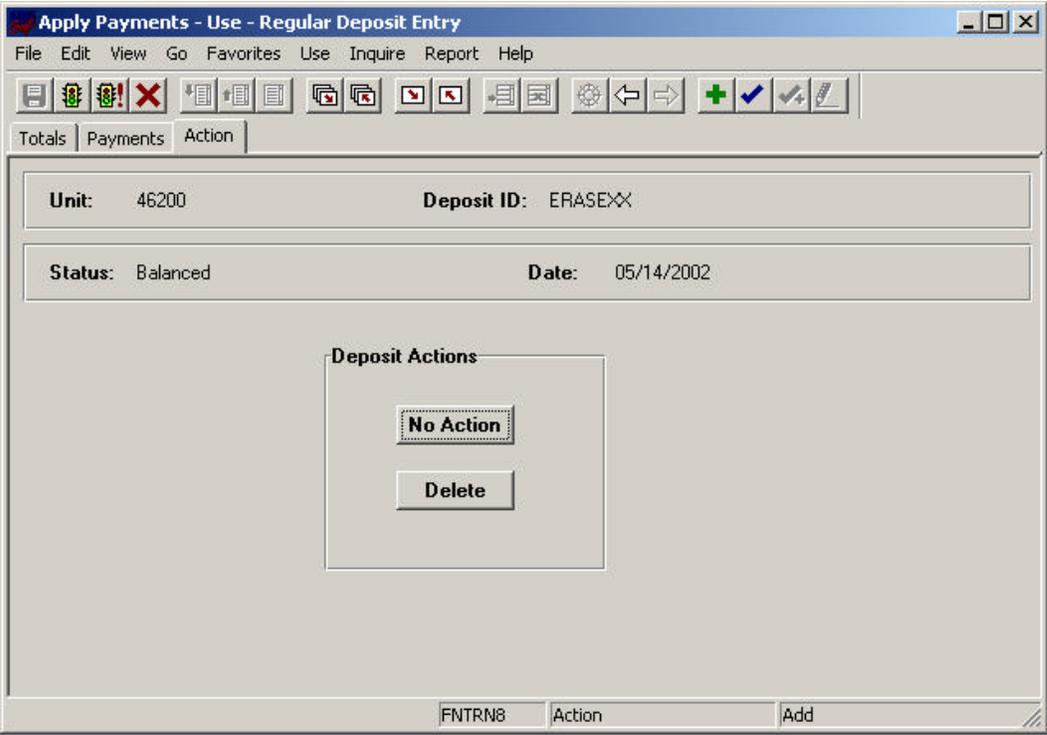


Expected Results:

Correct data entry

Exercise 8 (continued)

Step 6	Click:  to save.
Expected Results:	The new information is saved.

Step 7	<p>This panel indicates that your control group and payment entries balance.</p> <p>Click:  to proceed to the Action panel.</p> <p>View the following:</p> <p>Status: Balanced</p> 
Expected Results:	Correct data entry

Exercise 8 (continued)

Step 8	ACTION #2 – DIRECTLY JOURNAL THE TRANSACTION. Select: Use → Direct Journal Entry → Accounting Entries
Expected Results:	A dialog box displays.

Step 9	Enter and select the following: Deposit Unit: 46200 Deposit ID: ERASEXX (Replace XX with the number assigned to you by your instructor) Payment Sequence: 1 Click: OK																								
Expected Results:	The List box displays. <div data-bbox="430 991 1477 1396" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Unit</th> <th>Deposit ID</th> <th>Seq</th> <th>Payment ID</th> <th>Operator</th> <th>Assign To</th> <th>Status</th> <th>Entered</th> </tr> </thead> <tbody> <tr style="background-color: #e0e0e0;"> <td>46200</td> <td>ERASEXX</td> <td>1</td> <td>ERASEXX</td> <td>FNTRN45</td> <td>FNTRN45</td> <td>No Dist</td> <td>2002-05-14</td> </tr> <tr> <td> </td> </tr> </tbody> </table> </div>	Unit	Deposit ID	Seq	Payment ID	Operator	Assign To	Status	Entered	46200	ERASEXX	1	ERASEXX	FNTRN45	FNTRN45	No Dist	2002-05-14								
Unit	Deposit ID	Seq	Payment ID	Operator	Assign To	Status	Entered																		
46200	ERASEXX	1	ERASEXX	FNTRN45	FNTRN45	No Dist	2002-05-14																		

Exercise 8 (continued)

<p>Step 10</p>	<p>To enter the credit side of the accounting entry: Enter or select the following:</p> <p>Account: 401001 Fund: A1 Org: 4620430329 Program: 01001 BY: 2002 Prj/Grt: 06001 Line Amount: -530 Ref: BLEAKWORTH(Customer Number) Line Descr: Receipt 234</p>
<p>Expected Results:</p>	<p>Correct data entry</p>

Exercise 8 (continued)

Step 11	The system will automatically create the debit side of the accounting entry: Click:  to create the debit accounting entries.
Expected Results:	The debit account entries are populated.

Step 12	Complete: Click the “Complete” box ON
Expected Results:	Correct data entry Note: If the “Complete” check box is not clicked on, the entry will not post.

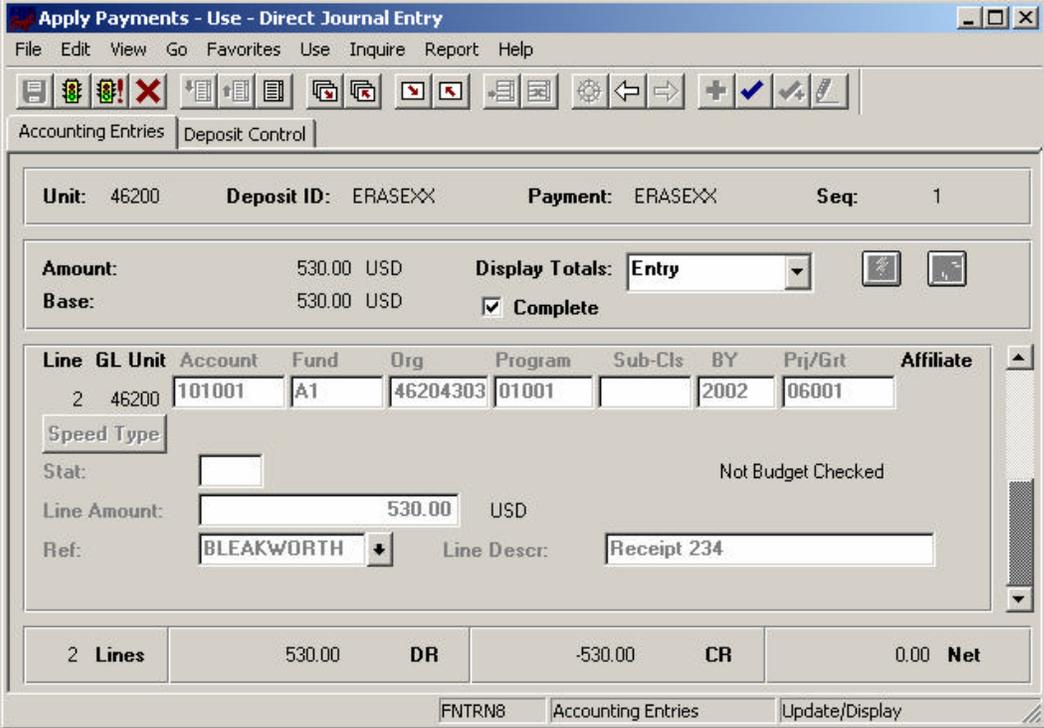
Step 13	Click:  to save.
Expected Results:	The new information is saved.

Exercise 8 (continued)

Check Results	
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Step 14	<p>Compare your Accounting Entries Line 1 panel to the panel shown below.</p>
Expected Results:	<p>If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.</p>

Exercise 8 (continued)

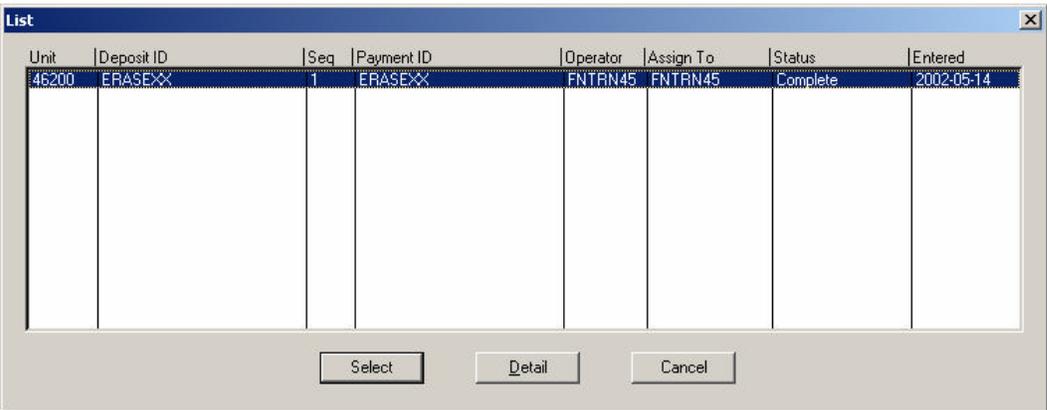
<p>Step 15</p>	<p>Compare your Accounting Entries Line 2 panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

User decides to delete entire deposit record:

<p>Step 16</p>	<p>Select: Use → Direct Journal Review → Directly Journalled Payments</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

Exercise 8 (continued)

Step 17	Enter and select the following: Deposit Unit: 46200 Deposit ID: ERASEXX (Replace XX with the number assigned to you by your instructor) Payment Sequence: 1 Click: OK
Expected Results:	The Accounting Entries panel displays.

Step 18	Select payment from the list: 
Expected Results:	Click: Select Correct data entry

Step 19	Complete: UnClick the “Complete” check box
Expected Results:	Correct data entry

Exercise 8 (continued)

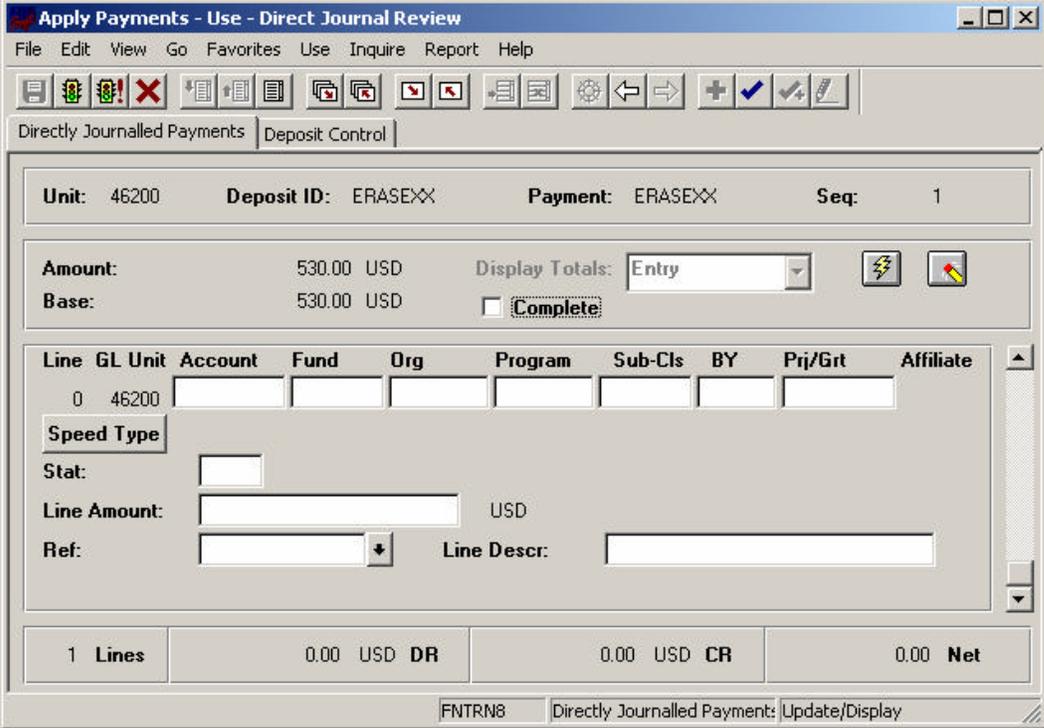
Step 20	Select  to delete the cash line of the DJ entry.
Expected Results:	Correct data entry

Step 21	Place the cursor in the accounting line: Click:  (Delete Row button) to delete the accounting row.
Expected Results:	The following popup message displays: 

Step 22	Click:  to close the popup message and delete the current row.
Expected Results:	Current Direct Journal entry line is deleted.

Step 23	Click:  to save.
Expected Results:	The information contained on the Direct Journal is deleted.

Exercise 8 (continued)

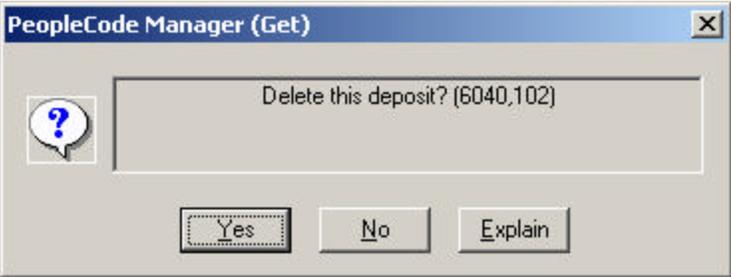
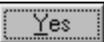
<p>Step 24</p>	<p>Compare your Accounting Entries Line 2 panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! Accounting Lines have disappeared. If these elements do not match, review the steps and consult your Instructor.</p>

To delete regular deposit entry:

<p>Step 25</p>	<p>Select: Use → Regular Deposit Entry → Action → Update/Display</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

Exercise 8 (continued)

Step 26	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: ERASEXX (Replace XX with the number assigned to you by your instructor)</p> <p>Click: OK</p>
Expected Results:	The Action panel displays.

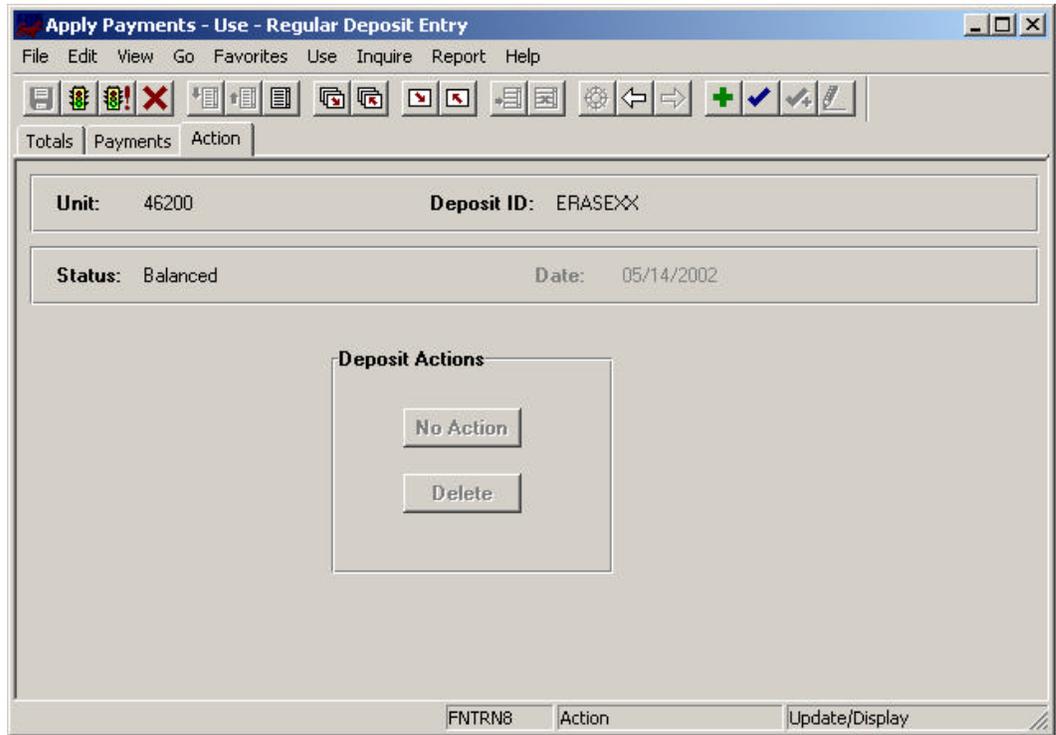
Step 27	<p>Select:  button</p>  <p>Select: </p>
Expected Results:	Correct data entry

Step 28	<p>Click:  to save.</p>
Expected Results:	The information contained on the original deposit entry is deleted.

Exercise 8 (continued)

Step 29

Compare your Action panel to the panel shown below.



Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 9 - Correct Direct Journal posted to incorrect bank account

Scenario: You have entered a funds transfer between bank accounts and discover that you have selected the incorrect bank account to transfer the money to. Your goal is to reverse the original entry and re-enter to the correct bank account.

Note: A negative deposit must be used to reverse a direct journal deposit entry. 'Payment Unpost' may be used when entry involves an item.

Actions to be taken:

1. Enter negative deposit to reverse original entry to the incorrect bank account
2. Re-enter deposit using slightly different deposit id to the correct bank account.

Note: for purposes of this exercise: Payroll Cash Account = 101420
 Regular Operating Cash Account = 102001

Step 1	<p>To begin the negative deposit entry, research must be done on the original entry to determine the Chartfields that were used.</p> <p>Select: Go → Manage Sales Activities → Apply Payments</p>
Expected Results:	The Apply Payments window displays.

Step 2	Select: Use → Direct Journal Review → Directly Journalled Payments
Expected Results:	The dialog box displays.

Exercise 9 (continued)

Step 3

Enter or select the following:

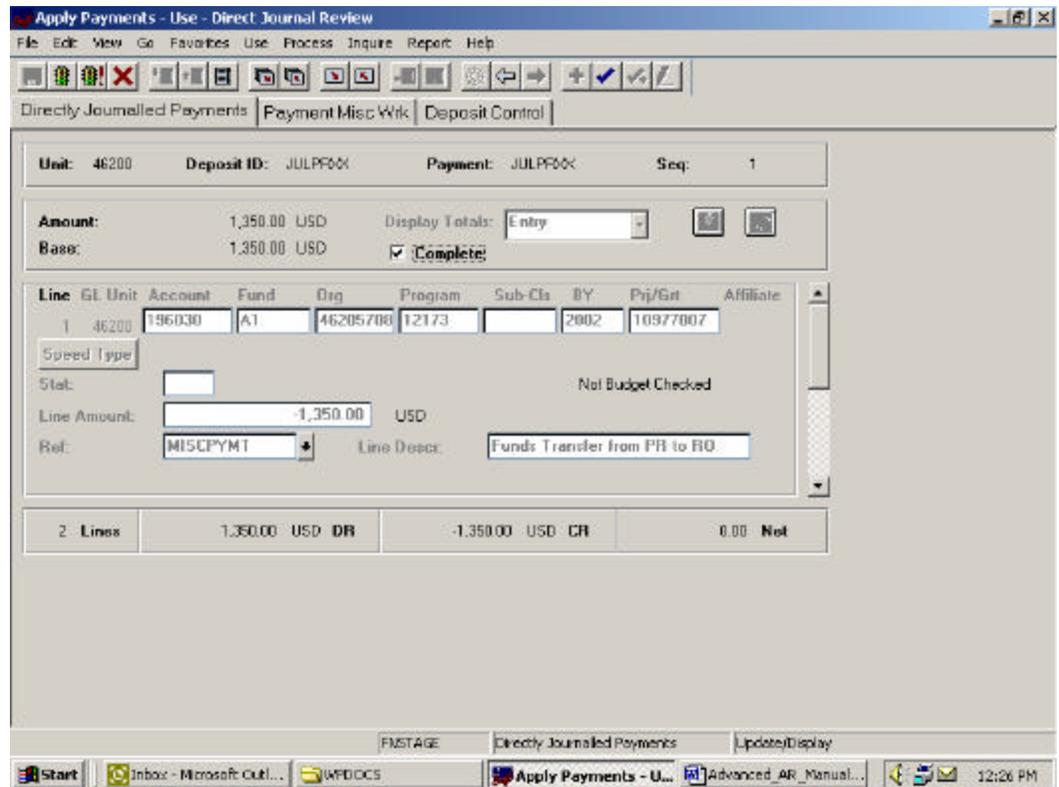
Deposit Unit: 46200

Payment ID: **JULPRXX**

(Replace XX with the number assigned to you by your instructor)

Click: **OK**

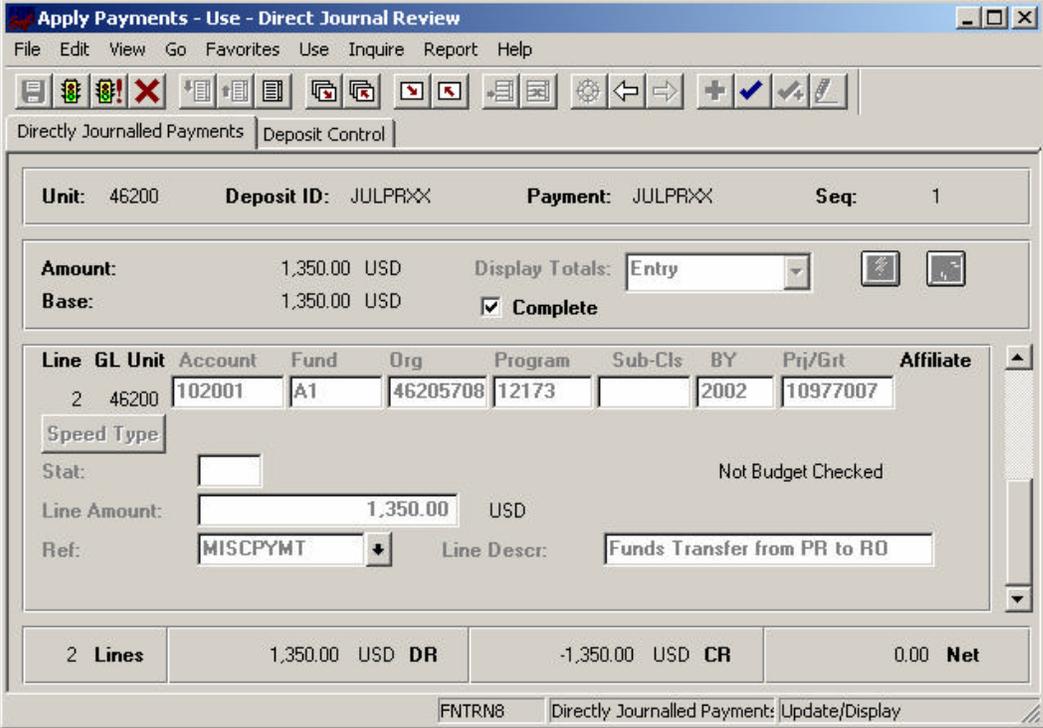
Click:



Expected Results:

The Directly Journalled Payments panel displays.
Displays original transfer entry.

Exercise 9 (continued)

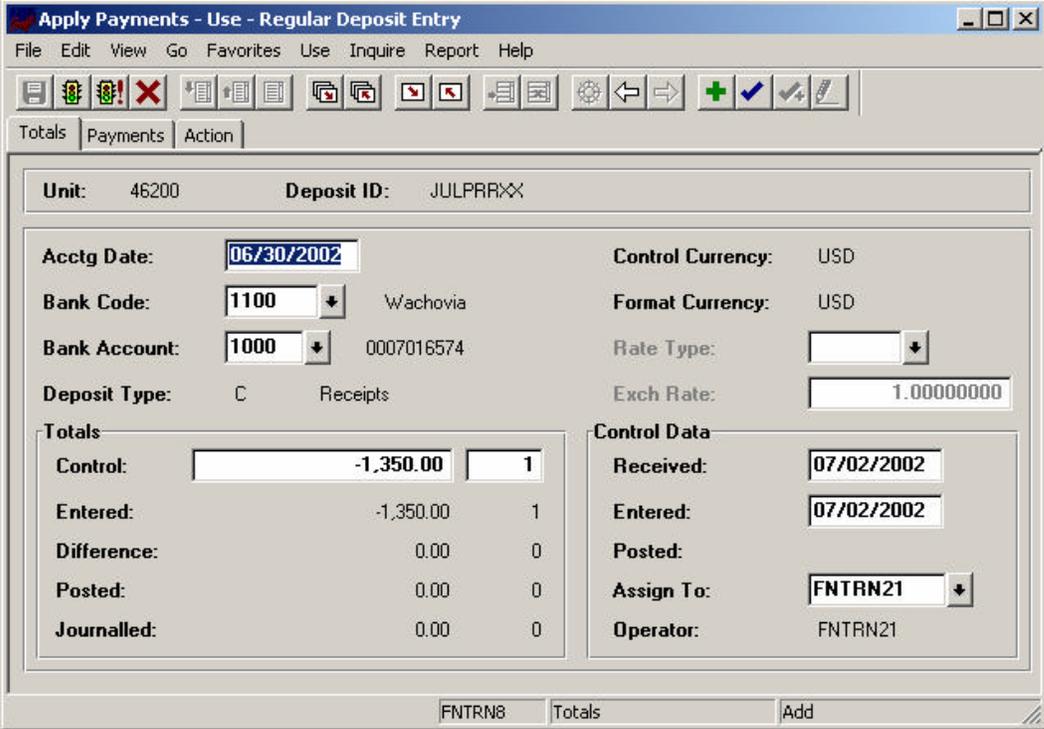
<p>Step 4</p>	<p>Scroll down to see the cash line of the accounting entry.</p> 
<p>Expected Results:</p>	<p>The Directly Journalled Payments panel displays.</p>

Exercise 9 (continued)

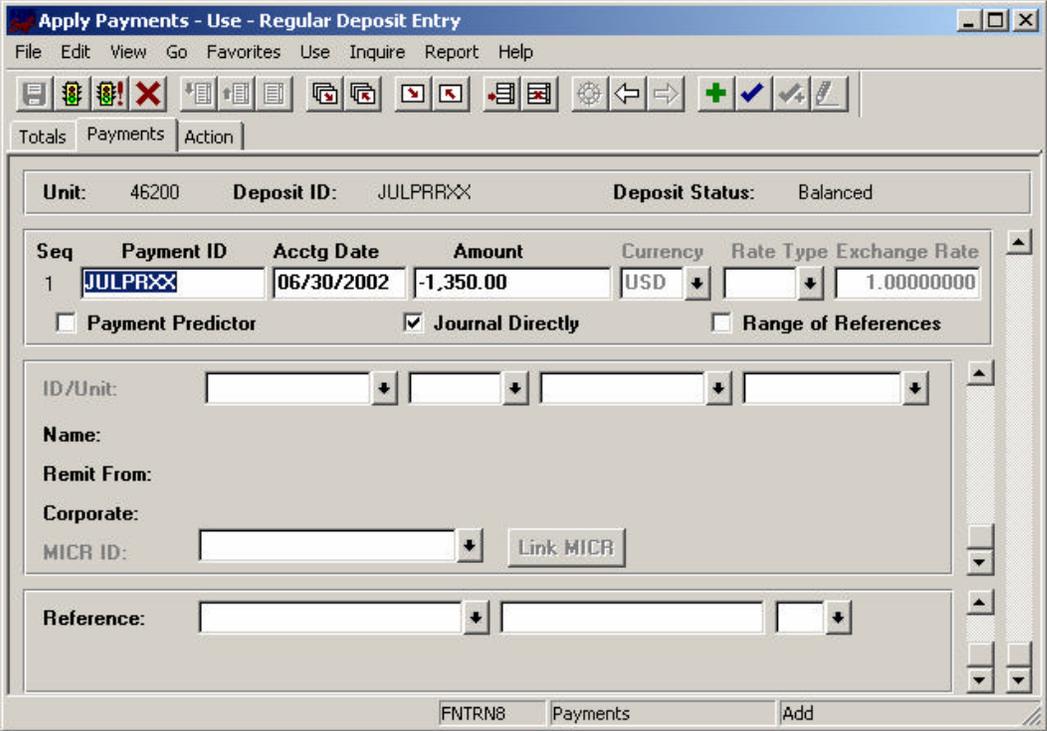
<p>Step 5</p>	<p>TO ENTER NEGATIVE DEPOSIT: (TO REVERSE BANK ACCOUNT DATA FROM ORIGINAL ENTRY.)</p> <p>Select: Use → Regular Deposit Entry → Totals → Add</p> <p>Note: You must use Regular Deposit panels for a negative entry. Express Deposit cannot be used for a negative deposit entry.</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

<p>Step 6</p>	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: JULPRCXX (Replace XX with the number assigned to you by your instructor.)</p> <p>Click: OK</p>
<p>Expected Results:</p>	<p>The Totals panel displays.</p> <p>Note: It is recommended that the business units place an “R” (Reverse) on the end of the deposit ID to reflect a negative deposit and a “C” (Correction) when correcting the deposit to show connection to original deposit ID since in either case the deposit ID cannot be duplicated.</p>

Exercise 9 (continued)

<p>Step 7</p>	<p>Enter or select the following: (This is the incorrect bank account data) Entry should credit regular operating.</p> <p>Acctg Date: Today's Date Bank Code: 1100 Bank Account: 1000 (Regular Operating Account) Deposit Type: C (Default value) Control Amount: \$-1350 Control Count: 1</p> 
<p>Expected Results:</p>	<p>Correct data entry</p>

Exercise 9 (continued)

<p>Step 8</p>	<p>Click:  to proceed to the Payments panel.</p> <p>Enter or select the following:</p> <p>Payment ID: JULPRXX Amount: \$-1350 Currency: USD – Default Value Journal Directly: Click check box ON</p> 
<p>Expected Results:</p>	<p>Correct data entry</p>

<p>Step 9</p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The new information is saved.</p>

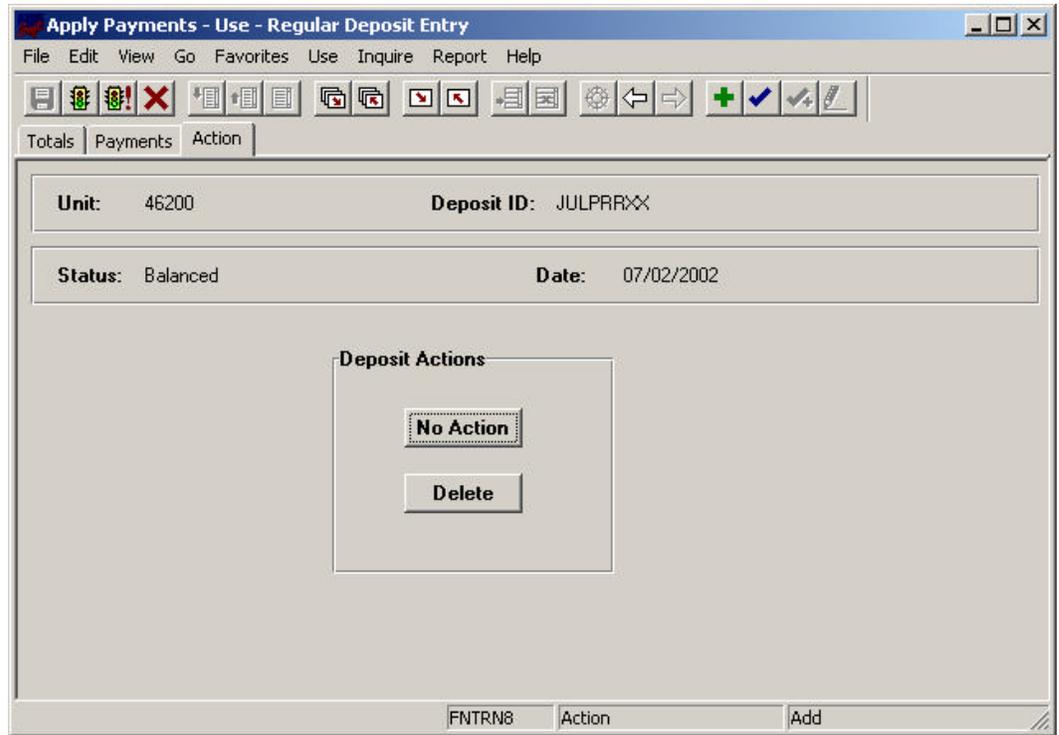
Exercise 9 (continued)

Step 10

Click: to proceed to the Action panel.

View the following:

Status: Balanced



Expected Results:

Correct data entry

Exercise 9 (continued)

Step 11	TO ENTER ACCOUNTING ENTRIES FOR NEGATIVE DEPOSIT: Select: Use → Direct Journal Entry → Accounting Entries
Expected Results:	A dialog box displays.

Step 12	Enter and select the following: Deposit Unit: 46200 Deposit ID: JULPRCXX (Replace XX with the number assigned to you by your Instructor) Payment Sequence: 1 Click: OK Select Deposit entry from List box
Expected Results:	The Accounting Entries panel displays.

Step 13	Enter or select the following: Account: 196030 Fund: A1 Org: 4620570800 Program: 12173 BY: 2002 Prj/Grt: 10977007 Line Amount: \$1350 Ref: MISCPYMT Line Description: To reverse funds transfer
Expected Results:	Correct data entry

Exercise 9 (continued)

Step 14	Click:  to create the debit accounting entries.
Expected Results:	The debit account entries are populated.

Step 15	Complete: Click the check box ON
Expected Results:	Correct data entry

Step 16	Click:  to save.
Expected Results:	The new information is saved.

Exercise 9 (continued)

Check Results	
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Step 17	<p>Compare your Accounting Entries Line 1 panel to the panel shown below.</p>
Expected Results:	If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 9 (continued)

<p>Step 18</p>	<p>Compare your Accounting Entries Line 2 panel to the panel shown below.</p>
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

To re-enter Deposit into the correct Bank Code/Account:

<p>Step 19</p>	<p>Select: Use → Regular Deposit Entry → Totals → Add</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

Exercise 9 (continued)

Step 20	Enter or select the following: Deposit Unit: 46200 Deposit ID: JULPRCCXX (Replace XX with the number assigned to you by your instructor) Click: OK
Expected Results:	The Totals panel displays.

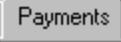
Exercise 9 (continued)

Step 21	<p>This entry should correct bank account</p> <p>Enter or select the following:</p> <p>Acctg Date: Today's Date Bank Code: 1100 Bank Account: 8000 (Payroll Account) Deposit Type: C – Default Value Control Currency: USD – Default Value Control Amount: \$1350 Control Count: 1</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Apply Payments - Use - Regular Deposit Entry</p> <p>File Edit View Go Favorites Use Inquire Report Help</p> <p>Totals Payments Action</p> <p>Unit: 46200 Deposit ID: JULPRCCXX</p> <p>Acctg Date: 06/30/2002 Control Currency: USD Bank Code: 1100 ↓ Wachovia Format Currency: USD Bank Account: 8000 ↓ 0007014466 Rate Type: ↓ Deposit Type: C Receipts Exch Rate: 1.00000000</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Totals</td> <td colspan="2">Control Data</td> </tr> <tr> <td>Control:</td> <td style="text-align: right;">1,350.00</td> <td style="text-align: right;">1</td> <td>Received:</td> <td style="text-align: right;">07/02/2002</td> </tr> <tr> <td>Entered:</td> <td style="text-align: right;">1,350.00</td> <td style="text-align: right;">1</td> <td>Entered:</td> <td style="text-align: right;">07/02/2002</td> </tr> <tr> <td>Difference:</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td>Posted:</td> <td></td> </tr> <tr> <td>Posted:</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td>Assign To:</td> <td style="text-align: right;">FNTRN21 ↓</td> </tr> <tr> <td>Journalled:</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0</td> <td>Operator:</td> <td style="text-align: right;">FNTRN21</td> </tr> </table> <p style="text-align: right;">FNTRN8 Totals Add</p> </div>	Totals		Control Data		Control:	1,350.00	1	Received:	07/02/2002	Entered:	1,350.00	1	Entered:	07/02/2002	Difference:	0.00	0	Posted:		Posted:	0.00	0	Assign To:	FNTRN21 ↓	Journalled:	0.00	0	Operator:	FNTRN21
Totals		Control Data																												
Control:	1,350.00	1	Received:	07/02/2002																										
Entered:	1,350.00	1	Entered:	07/02/2002																										
Difference:	0.00	0	Posted:																											
Posted:	0.00	0	Assign To:	FNTRN21 ↓																										
Journalled:	0.00	0	Operator:	FNTRN21																										
Expected Results:	Correct data entry																													

Exercise 9 (continued)

Step 22

This panel contains entry of individual checks in the batch.

Click:  to proceed to the Payments panel.

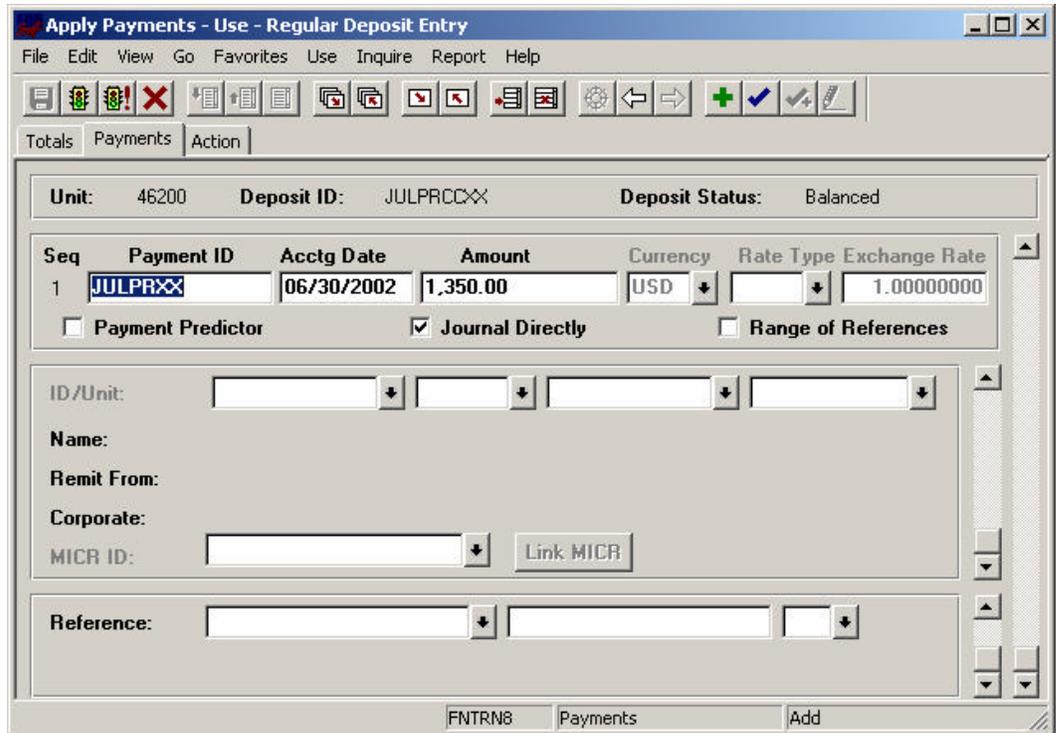
Enter or select the following:

Payment ID: JULPRXX

Amount: \$1350

Currency: USD

Journal Directly: Click check box ON

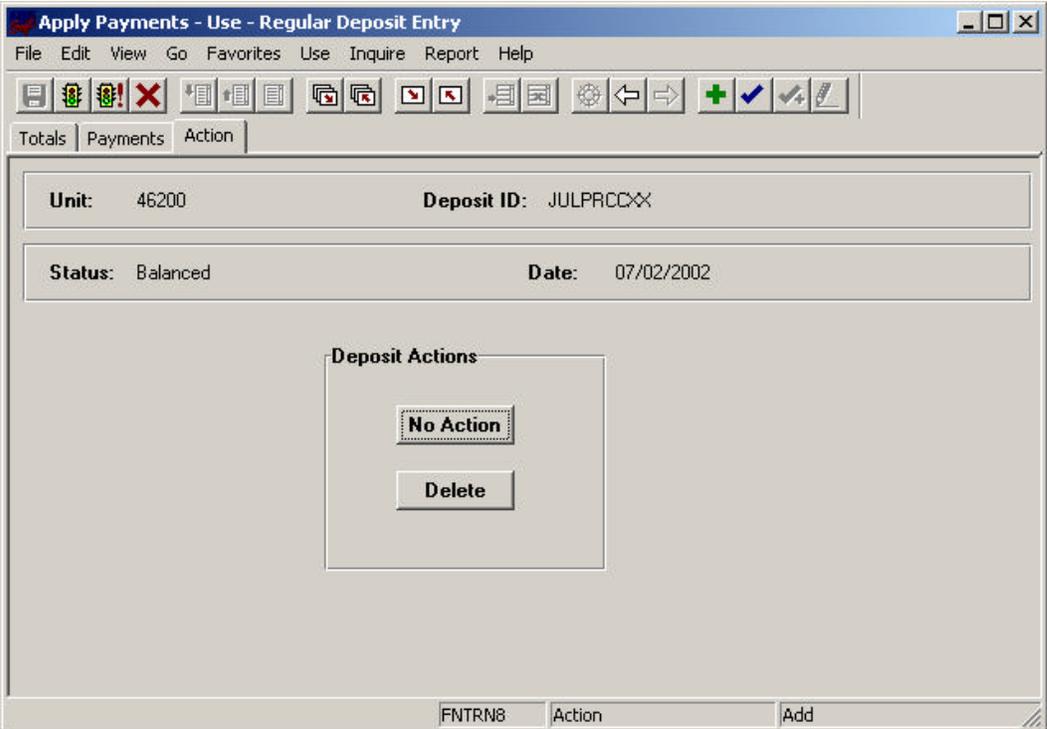


Expected Results:

Correct data entry

Exercise 9 (continued)

Step 23	Click:  to save.
Expected Results:	The new information is saved.

Step 24	<p>This panel indicates that your control group and payment entries balance.</p> <p>Click:  to proceed to the Action panel.</p> <p>View the following:</p> <p>Status: Balanced</p> 
Expected Results:	Correct data entry

Exercise 9 (continued)

Step 25	DIRECTLY JOURNAL THE TRANSACTION TO THE CORRECT BANK ACCOUNT. Select: Use → Direct Journal Entry → Accounting Entries
Expected Results:	A dialog box displays.

Step 26	Enter and select the following: Deposit Unit: 46200 Deposit ID: JULPRCCXX (Replace XX with the number assigned to you by your instructor) Payment Sequence: 1 Click: OK
Expected Results:	The Accounting Entries panel displays.

Step 27	To enter the credit side of the accounting entry: Enter or select the following: Account: 196030 Fund: A1 Org: 4620570800 Program: 12173 BY: 2002 Prj/Grt: 10977007 Line Amount: -1350 Ref: MISCPYMT (Customer ID – Misc. Payment) Line Descr: To correct transfer
Expected Results:	Correct data entry

Exercise 9 (continued)

Step 28	The system will automatically create the debit side of the accounting entry: Click:  to create the debit accounting entries.
Expected Results:	The debit account entries are populated.

Step 29	Complete: Click the check box ON
Expected Results:	Correct data entry Note: If the “Complete” check box is not clicked on, the entry will not post.

Step 30	Click:  to save.
Expected Results:	The new information is saved.

Exercise 9 (continued)

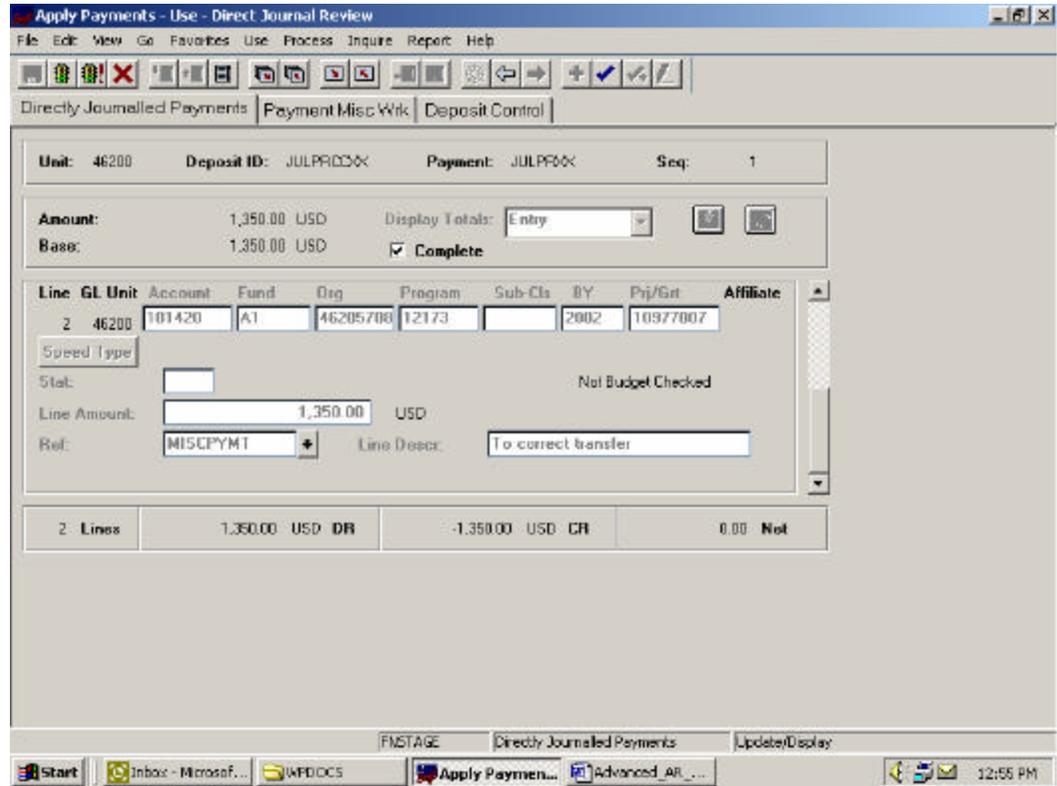
Check Results	
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Step 31	<p>Compare your Accounting Entries Line 1 panel to the panel shown below.</p>
Expected Results:	<p>If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.</p>

Exercise 9 (continued)

Step 32

Compare your Accounting Entries Line 2 panel to the panel shown below.



Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

PRIOR YEAR

Exercise 10 – Reverse revenue posted to incorrect budget year

Scenario: By selecting the incorrect Distribution code on an original entry, you have incorrectly posted Revenue to the previous Budget Year. Your goal is to correctly post revenue to the current year.

Notes: If all payments have been applied to the item (receivable), and the receivable has a zero balance, make the following journal entry in the A/R Module (direct journal): Debit Revenue and Credit cash accounts affected for the receivable amount for the prior year. Debit cash and Credit revenue accounts for the current budget year (Note: Receivables are not affected because the balance is zero.)

If item was created and no payments applied, enter a credit memo against the item. The item should have a zero balance. Create the item again with a different item ID and a current year distribution code.

If payments have been applied and Receivable is “Open”:

- Actions: 1 – Run Query
- 2 – Reverse all payments using a negative deposit
- 3 – After payments are reversed, issue a credit for the item (Receivable)
- 4 – Recreate the item with a different item id using a current year distribution code

Action #1: Run Query

Step 1	Run Query 0AR016, “Items to Wrong Year”. . Select: View → Navigator Display → Query
Expected Results:	This query identifies any items that are posted to a prior budget year. The user must identify which items are incorrect. There may be a valid reason for revenue to be booked to a prior year budget.

Exercise 10 (continued)

Action 2: Reverse all payments

Step 2	<p>To begin the negative deposit entry, research must be done on the original entry to determine the Chartfields that were used.</p> <p>Select: Go → Manage Sales Activities → Collect Receivables</p>
Expected Results:	The Apply Payments window displays.

Step 3	Select: Inquire 2 → All Item Information → Item Status
Expected Results:	The dialog box displays.

Exercise 10 (continued)

Step 4

Enter or select the following:

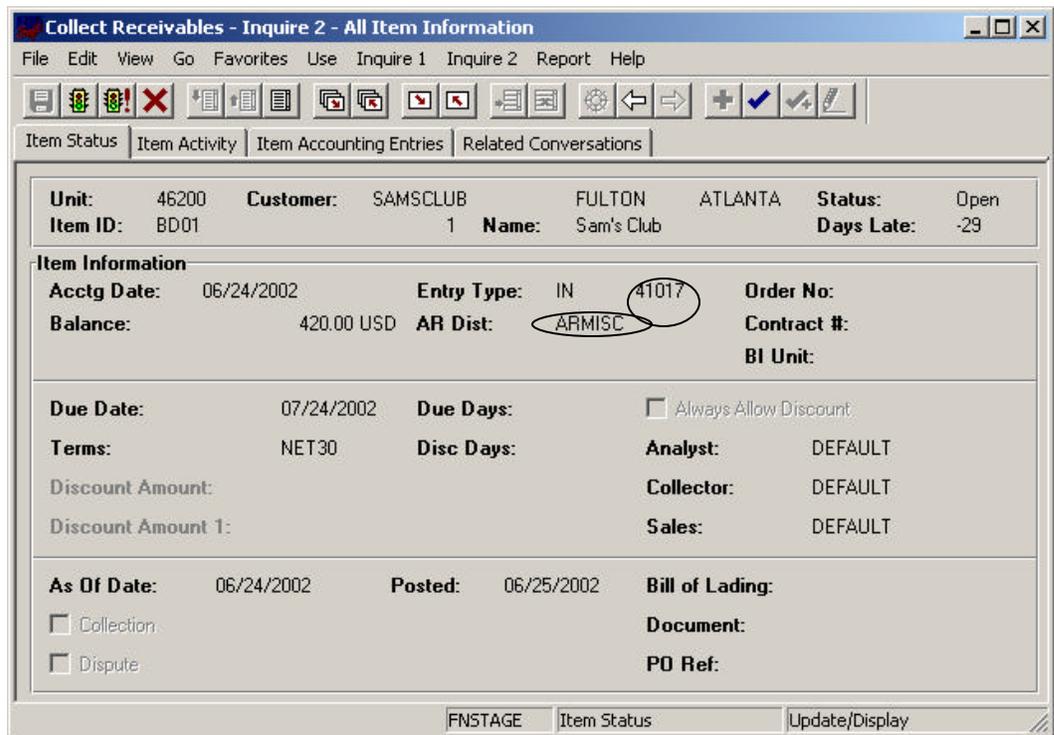
Deposit Unit: 46200

Payment ID: **BDXX**

(Replace XX with the number assigned to you by your instructor)

Click: **OK**

Click: 



Make Note of the Reason Code and Distribution Code used on original entry

Expected Results:

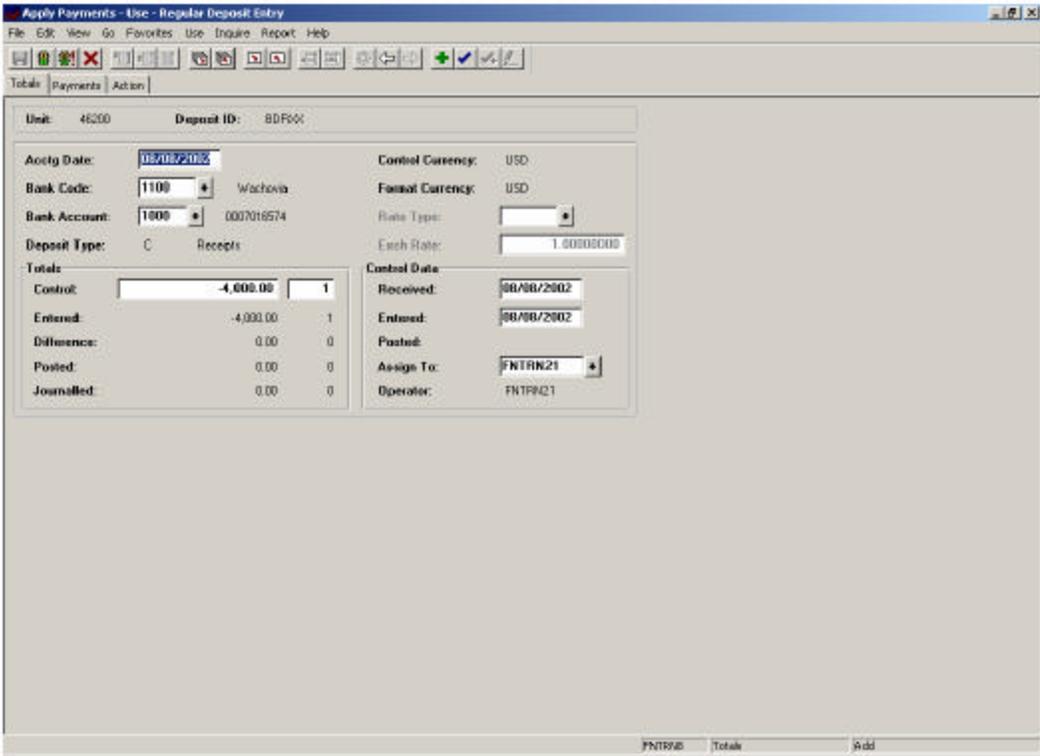
Displays the Item Status and activity for this item id

Exercise 10 (continued)

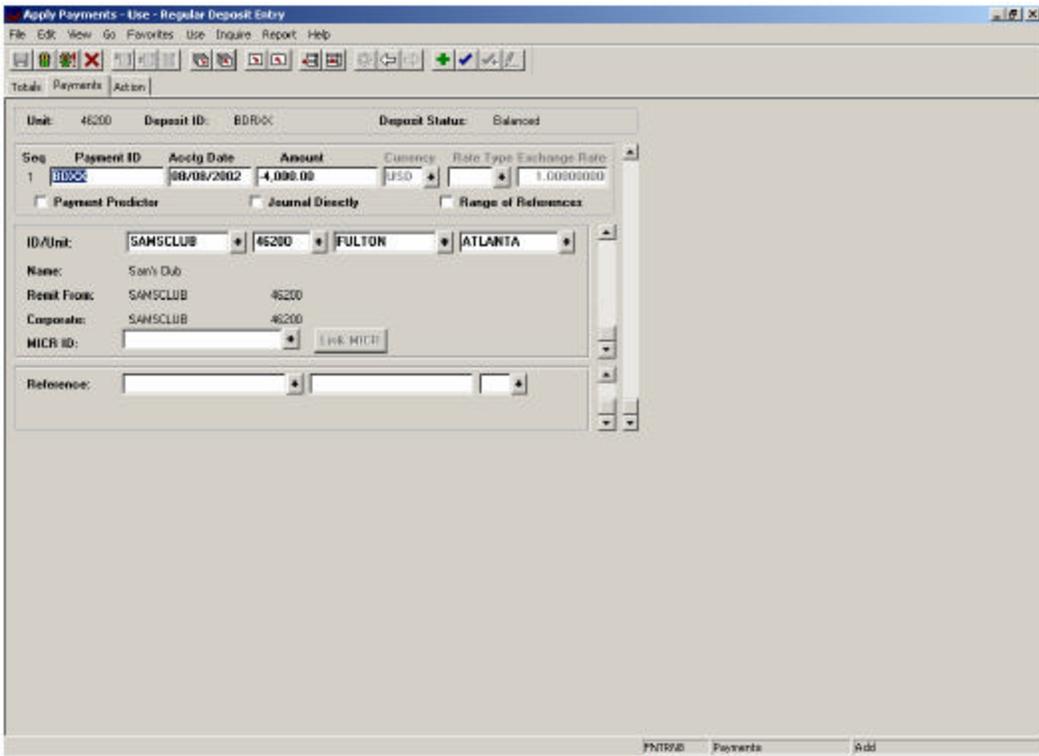
Step 5	<p>TO ENTER NEGATIVE DEPOSIT:</p> <p>Select: Go → Manage Sales Activities → Apply Payment</p> <p>Select: Use → Regular Deposit Entry → Totals → Add</p> <p>Note: You must use Regular Deposit panels for a negative entry. Express deposit cannot be used to enter a negative deposit.</p>
Expected Results:	A dialog box displays.

Step 6	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: BDRXX (Replace XX with the number assigned to you by your instructor.)</p> <p>Click: OK</p>
Expected Results:	<p>The Totals panel displays.</p> <p>Note: It is recommended that the business units place an “R” (Reverse) on the end of the deposit ID to reflect a negative deposit and a “C” (Correction) when correcting the deposit to show connection to original deposit ID since in either case the deposit ID cannot be duplicated.</p>

Exercise 10 (continued)

Step 7	<p>Enter or select the following:</p> <p>Acctg Date: Today's Date Bank Code: 1100 Bank Account: 1000 Deposit Type: C Control Amount: \$-4000.00 Control Count: 1</p>
Expected Results:	
Expected Results:	Correct data entry

Exercise 10 (continued)

<p>Step 8</p>	<p>Click:  to proceed to the Payments panel.</p> <p>Enter or select the following:</p> <p>Payment ID: BDXX (Replace XX with the number assigned to you by your instructor.)</p> <p>Amount: \$-4000.00 Currency: USD ID/Unit: SAMSCLUB Tab from field</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  </div>
<p>Expected Results:</p>	<p>Correct data entry</p>

<p>Step 9</p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The new information is saved.</p>

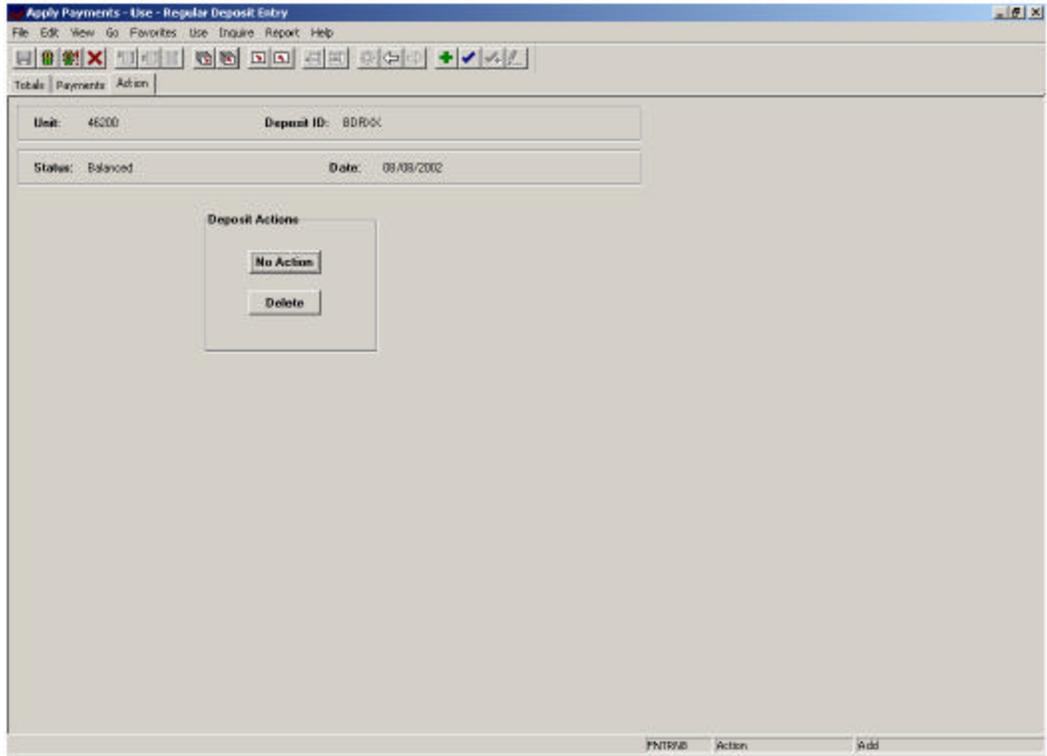
Exercise 10 (continued)

Step 10

Click:  to proceed to the Action panel.

View the following:

Status: **Balanced**



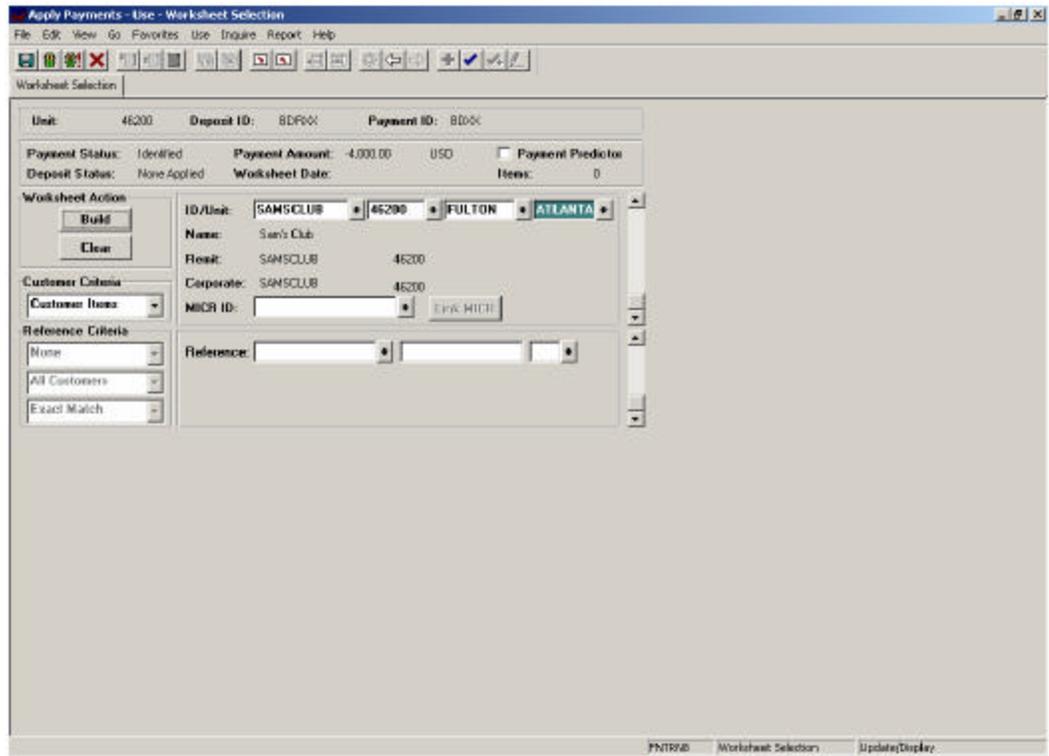
Expected Results:

Correct data entry

Exercise 10 (continued)

<p>Step 11</p>	<p>Build a worksheet to determine the receivable in which to reverse payment:</p> <p>Select: Use → Worksheet Selection</p>
<p>Expected Results:</p>	<p>A dialog box displays.</p>

<p>Step 12</p>	<p>Enter or select the following:</p> <p>Deposit Unit: 46200 Deposit ID: BDRXX (Replace XX with the number assigned to you by your instructor) Click: OK Select from List</p>
<p>Expected Results:</p>	<p>The Worksheet Selection panel displays.</p>



Exercise 10 (continued)

Step 13	Click:  to build the worksheet.
Expected Results:	The Worksheet Application panel displays showing the built worksheet.

Exercise 10 (continued)

Step 14

Select the following:

Item: **BDXX**

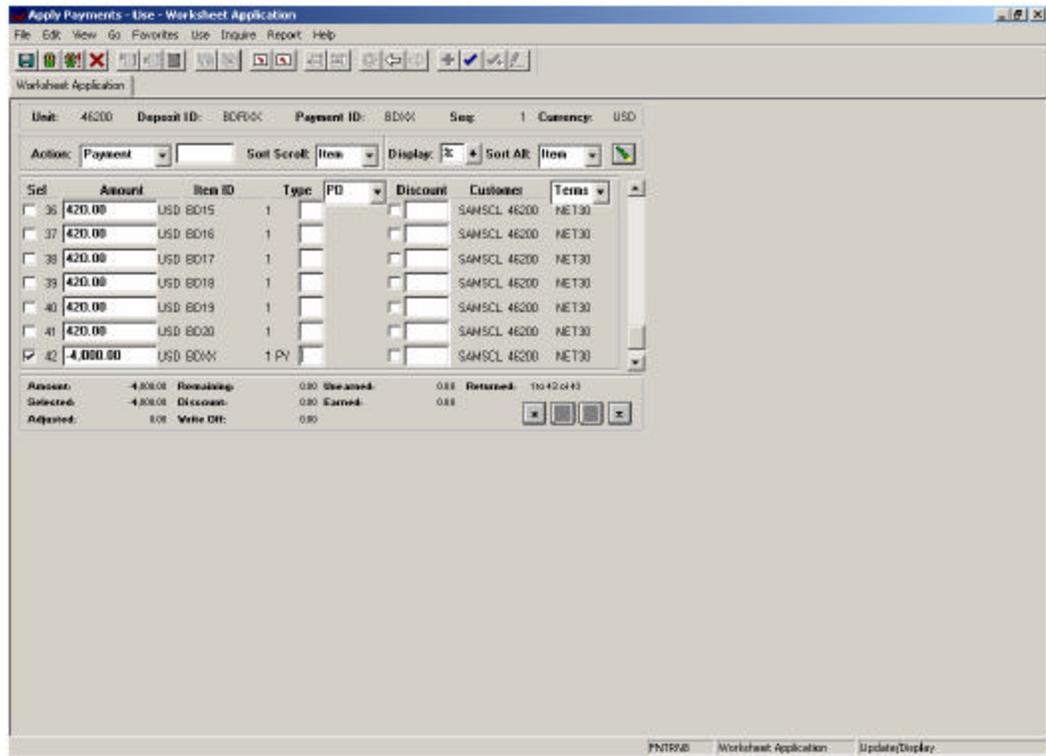
(Replace XX with the number assigned to you by your instructor)

Click the **Sel** checkbox *ON*

Highlight the Item Amount

Change from \$420 to \$-4000

Press: <Tab> to update the panel.



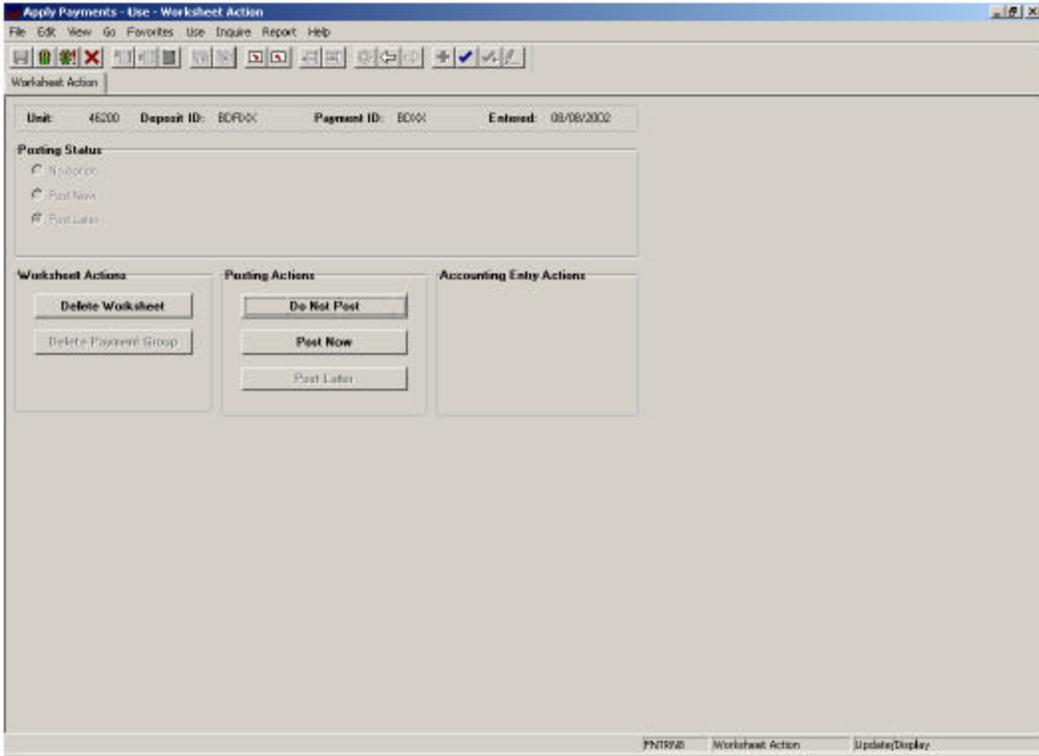
Click:  to save.

Expected Results:

The new information is saved..

Exercise 10 (continued)

Step 15	Select: Use → Worksheet Action
Expected Results:	The Worksheet Action panel displays.

Step 16	<p>Click: Post Later to set the payment to post.</p> 
Expected Results:	The Worksheet Action panel displays.

Exercise 10 (continued)

Action #3: Enter Credit to item (Item balance should be \$4420 if negative deposit was entered and posted correctly.)

Step 17	Select: Go → Manage Sales Activities → Enter Receivables
Expected Results:	The Enter Receivables window displays.

Step 18	Select: Use → Online Pending Item Entry → Group Control → Add
Expected Results:	A dialog box displays.

Step 19	Enter or select the following: Group Unit: 46200 Group ID: NEXT Click: OK
Expected Results:	The Group Control panel displays.

Exercise 10 (continued)

Step 20	<p>Enter or select the following:</p> <p>Acctg Date: Today's Date Group Type: B (Billing) – Default Value Origin ID: MAN (Manual) – Default Value Control Currency: USD – Default Value Control Amount: \$-4420 Control Count: 1 Received: Today's Date Entered: Today's Date</p>
Expected Results:	Correct data entry

Step 21	<p>Click: <input type="button" value="Pending Item 1"/> to proceed to the Pending Item 1 panel.</p> <p>Enter or select the following:</p> <p>Item ID: BDXX (Replace XX with the number assigned to you by your instructor) Line Number: 1 Customer: SAMSCLUB Amount: \$-4420 Entry Type: CR Reason: 41017 AR Dist: ARMISC (User will receive a Warning message pertaining to Prior Year. Click OK)</p>
Expected Results:	Correct data entry

Exercise 10 (continued)

Step 22	<p>Click:  to proceed to the Group Action panel.</p> <p>Click: </p>
Expected Results:	<p>The pending items balance.</p> <p>If the items do not balance, make corrections and perform this step again before moving on to the next step. If you cannot balance the entries, ask the Instructor for assistance.</p>

Step 23	<p>Record the Group ID below. The Group ID is assigned after the panel group has been saved.</p> <p>Group ID: _____</p>
Expected Results:	<p>The group ID is recorded.</p>

Step 24	<p>Click: </p> <p>Click:  to save.</p>
Expected Results:	<p>The group of items is set to post later and all fields in the panel are grayed out.</p>

Exercise 10 (continued)

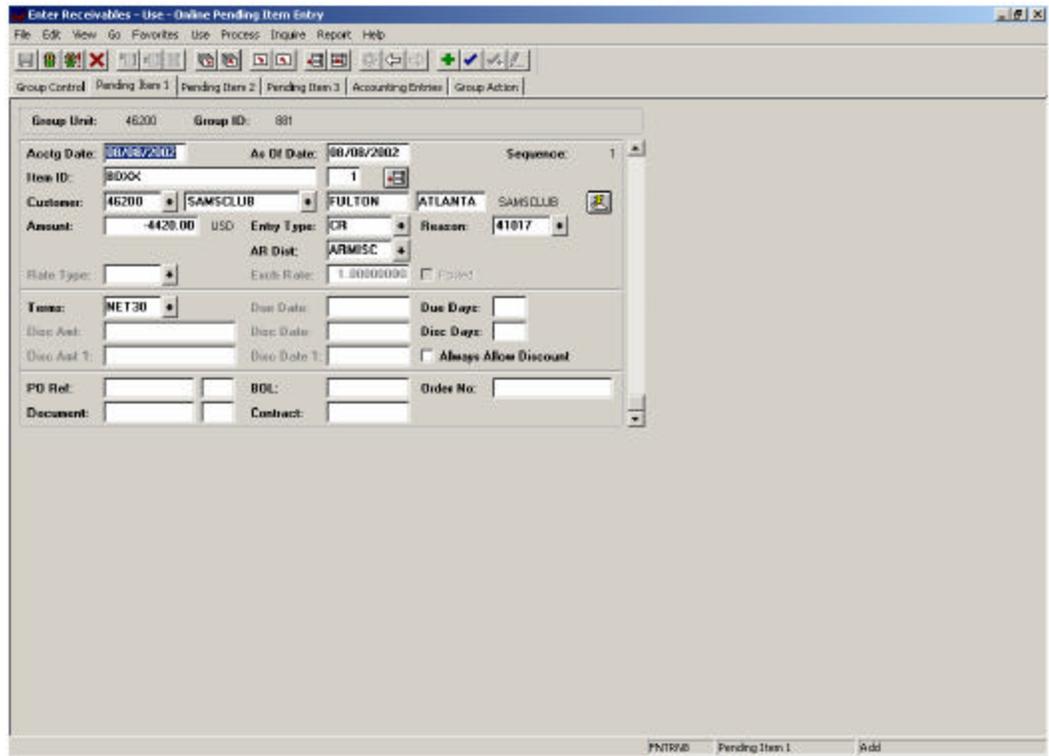
Check Results	
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Step 25	<p>Compare your Group Control panel to the panel shown below.</p>
Expected Results:	If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 10 (continued)

Step 26

Compare your Pending Item 1 Sequence 1 panel to the panel shown below.

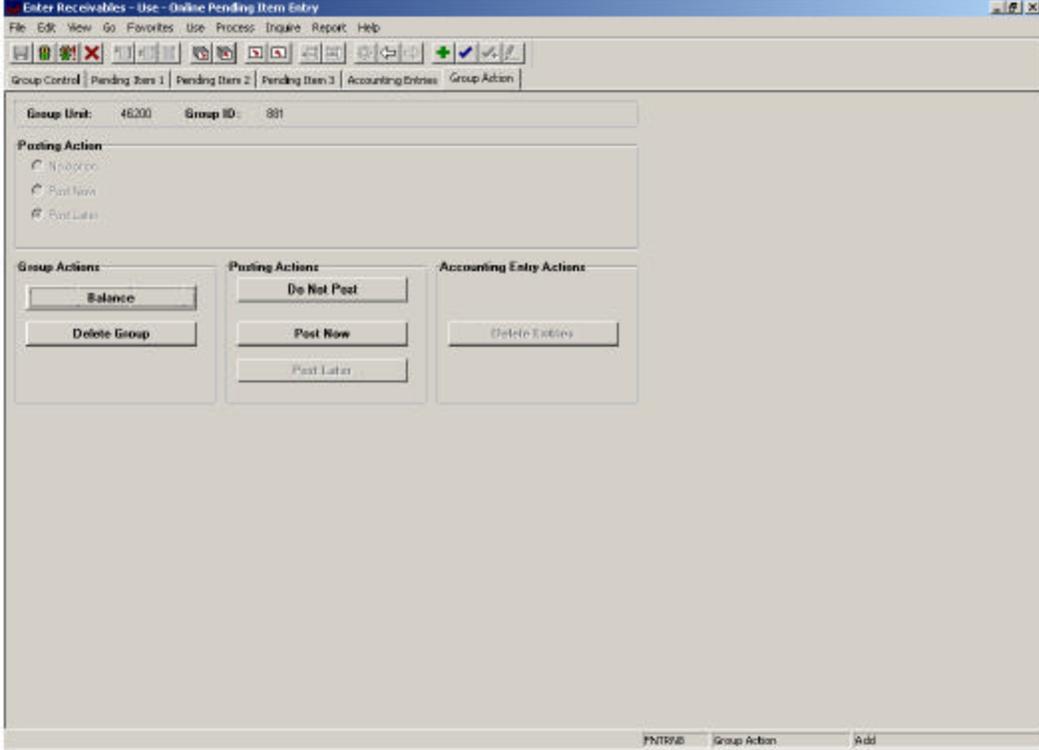


Note: Upon exiting the AR Distribution code field, you will receive a warning message “This entry will create a prior year transaction”, Click: OK

Expected Results:

If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 10 (continued)

<p>Step 27</p>	<p>Compare your Group Action panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations. If these elements do not match, review the steps and consult your Instructor.</p>

Action #4: Recreate item using different item id and correct distribution code

<p>Step 28</p>	<p>Select: Go → Manage Sales Activities → Enter Receivables</p>
<p>Expected Results:</p>	<p>The Enter Receivables window displays.</p>

Exercise 10 (continued)

Step 29	Select: Use → Online Pending Item Entry → Group Control → Add
Expected Results:	A dialog box displays.

Step 30	Enter or select the following: Group Unit: 46200 Group ID: NEXT Click: OK
Expected Results:	The Group Control panel displays.

Exercise 10 (continued)

Step 31	<p>Enter or select the following:</p> <p>Acctg Date: Today's Date Group Type: B (Billing) – Default Value Origin ID: MAN (Manual) – Default Value Control Currency: USD – Default Value Control Amount: \$4420 Control Count: 1 Received: Today's Date Entered: Today's Date</p>
Expected Results:	Correct data entry

Step 32	<p>Click: <input type="button" value="Pending Item 1"/> to proceed to the Pending Item 1 panel.</p> <p>Enter or select the following:</p> <p>Acctg Date: Today's Date As of Date: Today's Date Item ID: BDCXX (Replace XX with the number assigned to you by your instructor) Line Number: 1 Customer: SAMSCLUB Amount: \$4420 Entry Type: IN Reason: 41017 AR Dist: ARMISCXX (XX = Budget Year)</p>
Expected Results:	Correct data entry

Exercise 10 (continued)

Step 33	<p>Click:  to proceed to the Group Action panel.</p> <p>Click: </p>
Expected Results:	<p>The pending items balance.</p> <p>If the items do not balance, make corrections and perform this step again before moving on to the next step. If you cannot balance the entries, ask the Instructor for assistance.</p>

Step 34	<p>The Group ID is assigned after the panel group has been saved. If a Group is in balance, the system will automatically save the panel group.</p> <p>Record the Group ID below. This information will be used in Exercise 5. Group ID: _____</p>
Expected Results:	<p>The group ID is recorded.</p>

Step 35	<p>Click: </p>
Expected Results:	<p>The group of items is set to post later and all fields in the panel are grayed out.</p>

Exercise 10 (continued)

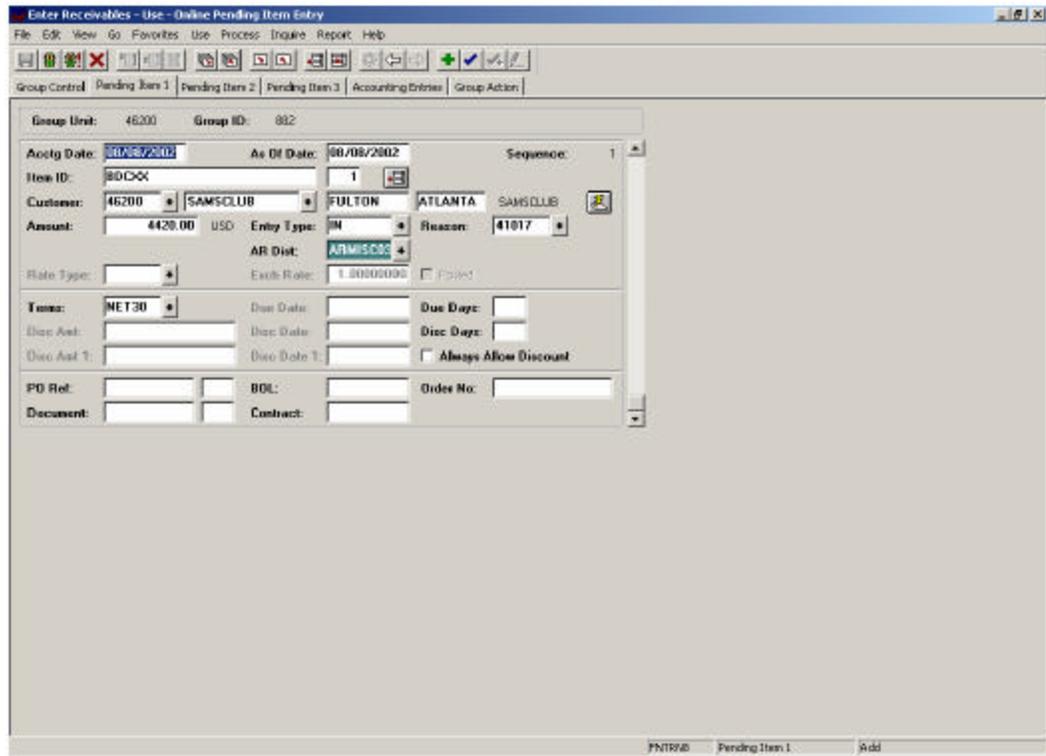
Check Results	
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Step 36	<p>Compare your Group Control panel to the panel shown below.</p>
Expected Results:	If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 10 (continued)

Step 37

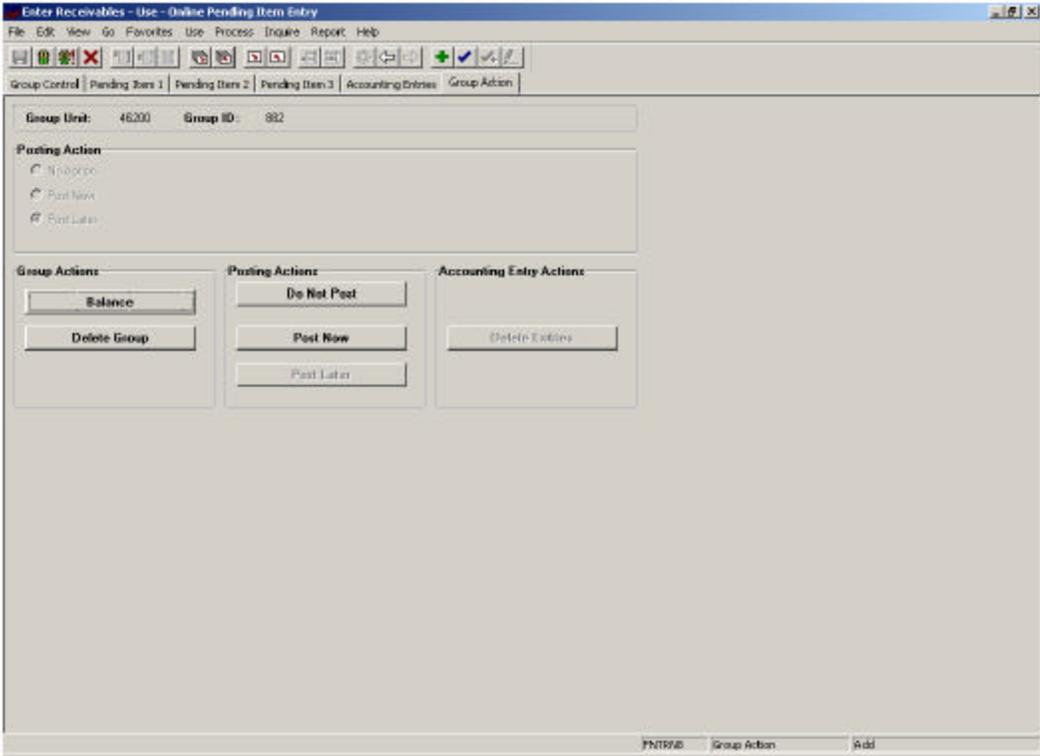
Compare your Pending Item 1 Sequence 1 panel to the panel shown below.



Expected Results:

If the panel matches, continue to the next panel. If these elements do not match, review the steps and consult your Instructor.

Exercise 10 (continued)

<p>Step 38</p>	<p>Compare your Group Action panel to the panel shown below.</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

Note: To complete entry, payment should be re-applied to the new Item ID.

Exercise completed.

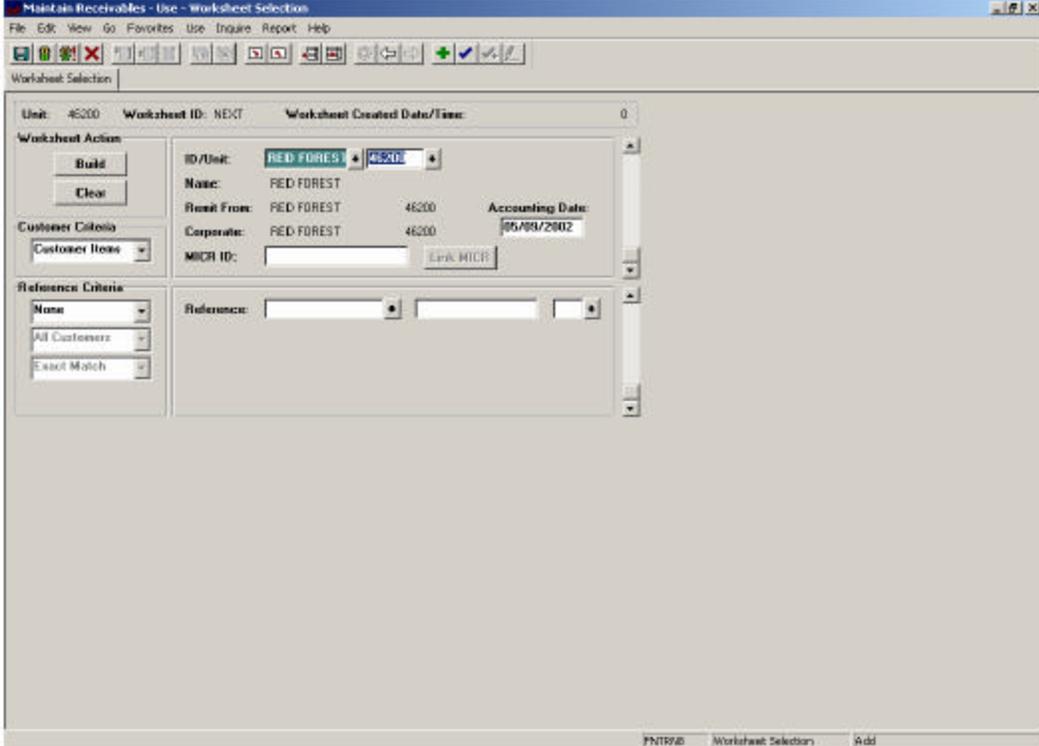
Exercise 11 - Write off a prior year receivable

Scenario: Red Forest (**RED FOREST**) was issued invoice **1234XX** last year (**Replace XX with the number assigned to you by your instructor**). The customer is not liable for the charge of \$99.99 on the invoice. The audit department has reviewed the account and you are instructed to write off the prior year receivable using business unit **46200**.

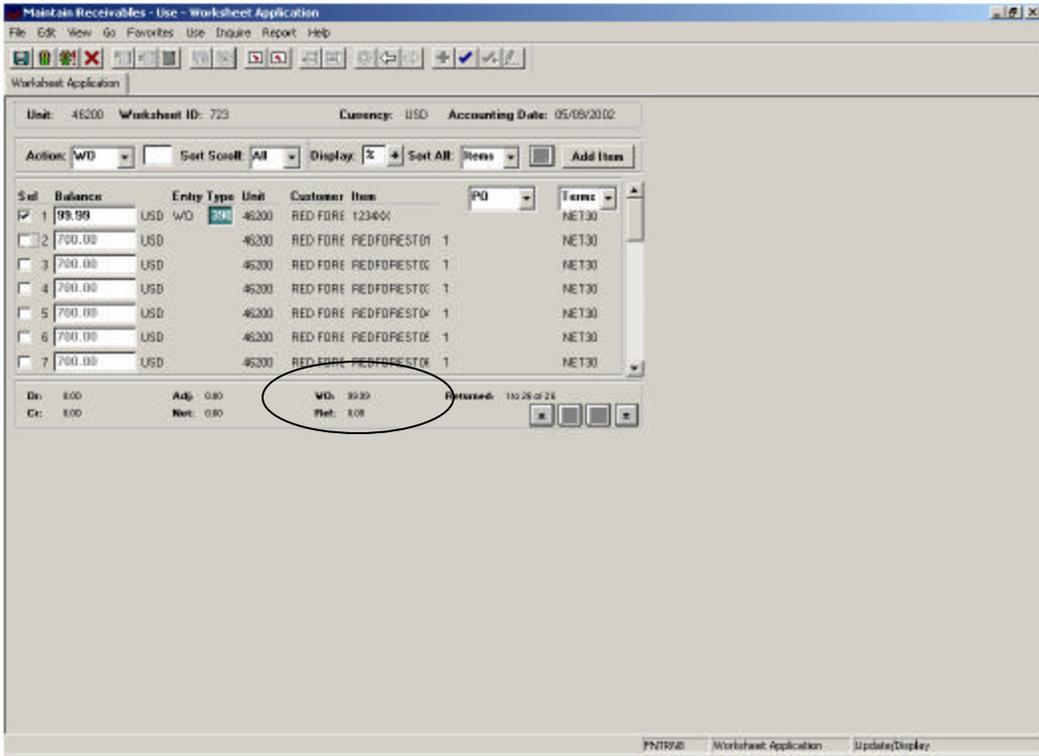
Step 1	Select: Go → Manage Sales Activities → Maintain Receivables → Use → Worksheet Selection → Add
Expected Results:	A dialog box displays.

Step 2	Enter or select the following: Worksheet Business Unit: 46200 Worksheet ID: NEXT Click: OK
Expected Results:	The Worksheet Selection panel displays.

Exercise 11 (continued)

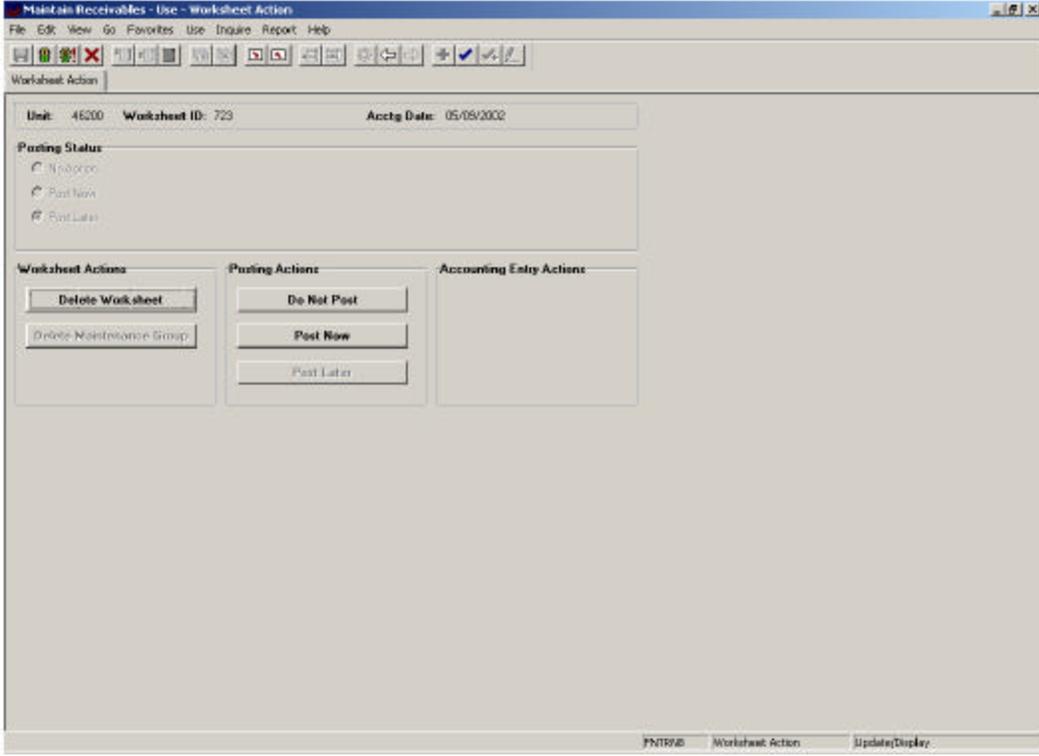
<p>Step 3</p>	<p>Enter or select the following:</p> <p>Customer ID: RED FOREST Business Unit: 46200</p> <p>Press: <Tab> to update the panel.</p> <p>Click:  to build the worksheet.</p> 
<p>Expected Results:</p>	<p>The Worksheet Application panel displays.</p>

Exercise 11 (continued)

<p>Step 4</p>	<p>Enter or select the following:</p> <p>Action: WO (write-off) Item: 1234XX (Replace XX with the number assigned to you by your instructor). Line Number: 1</p> <p>Click the Sel checkbox <i>ON</i></p> <p>WO Reason: 39001 (Surplus Account 1) Notice amount of write off at bottom of panel</p> 
<p>Expected Results:</p>	<p>The action is changed, the item is selected, and the write off code is selected.</p>

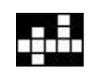
Exercise 11 (continued)

<p>Step 5</p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The new information is saved.</p>

<p>Step 6</p>	<p>Select: Use → Worksheet Action</p> <p>Click:  to set to post.</p>  <p>The screenshot shows a window titled 'Maintain Receivables - Use - Worksheet Action'. It has a menu bar (File, Edit, View, Go, Favorites, Use, Inquire, Report, Help) and a toolbar. Below the toolbar, there are fields for 'Unit: 46200', 'Worksheet ID: 723', and 'Acctg Date: 05/08/2002'. The 'Posting Status' section has three radio buttons: 'Do Not Post' (unselected), 'Post Now' (unselected), and 'Post Later' (selected). Below this are three columns of buttons: 'Worksheet Actions' (Delete Worksheet, Delete Maintenance Group), 'Posting Actions' (Do Not Post, Post Now, Post Later), and 'Accounting Entry Actions' (empty).</p>
<p>Expected Results:</p>	<p>The worksheet is set to post. The Prior Year Receivable is deleted from the accounting records.</p>

Exercise completed.

D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives Review:

1. Reverse payment when receivable is closed
2. Correct payment to incorrect bank account
3. Correct Revenue posted to incorrect Budget Year
4. Complete partially posted Direct Journal
5. Correct Direct Journal not posted
6. Correct Direct Journal when buttons are grayed
7. Delete Direct Journal prior to overnight processing

Discuss the following questions:

1. When is the On Account feature used?
2. What panel is used to delete a worksheet?
3. What is the purpose of building a worksheet in Express Deposit Entry?
4. What happens when a direct journal does not post when there are no errors?
5. When the direct journal Accounting Entries panel is “grayed out” on-line, what is wrong with the journal?
6. What menu is used to start the process of deleting a direct journal?
7. What is the purpose of writing-off an item?
8. What menu is used to write-off an item?

Payments

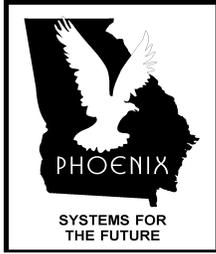


Congratulations! You have just completed the Payments section. This section contained the tools needed to learn all the concepts and procedures involved in entering payments.

Participant Objectives

You should be able to

1. Reverse payment when receivable is closed
2. Correct payment to incorrect bank account
3. Correct Revenue posted to incorrect Budget Year
4. Complete partially posted Direct Journal
5. Correct Direct Journal not posted
6. Correct Direct Journal when buttons are grayed
7. Delete Direct Journal prior to overnight processing



Phoenix End-User Training

SECTION 4:

CLASS PARTICIPATION

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR
7
PEOPLESOFT RECEIVABLES

MARCH 2003

Section Contents



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A. Introduction

Class Participation



Welcome to the Class Participation section! This section contains the tools needed to learn all the concepts and procedures involved in determining errors in Peoplesoft.

Goal The goal of this topic is for the participants to acquire the skills and knowledge necessary to perform processes associated with making corrections on your own.

Participant Objectives At the end of this section you will be able to

1. Determine a Receivable error and correct it
2. Delete a worksheet
3. Delete a Direct Journal
4. Correct a distribution code entered in error

B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

- AR002 – Entering Receivables
- AR003 – Budget Checking
- AR005 – Receivable Update
- AR013 – SpeedTypes
- AR016 – Reason Codes
- AR018 – Record Grant Encumbrance and Earned Revenue

C. Exercises

Exercise 1 – Distribution Code entered in error

Scenario: When you entered item # **57XX** for customer id, BEKINS, you selected the incorrect distribution code. Your goal is to correct the distribution code for this entry. Refer to your manual, if needed.

Business Unit: **46200**
Item ID: **57XX**
Customer ID: **BEKINS**
New Distribution Code: **AR4903703**

Student Notes:

Exercise 2 – Duplicate Item error

Scenario: You have received your reports this morning and determine that you have a duplicate item error. Your goal is to correct this error.

Business Unit: **46200**
Group ID: **723XX**
Original Item ID: **423**
Customer ID: **NEELYCORP**
New Item ID: **5888XX**

Student Notes:

Exercise 3 – Delete a worksheet

Scenario: You have entered a regular deposit today and decide to delete the deposit before overnight processing. Your goal is to delete this deposit in Peoplesoft.

Business Unit: **46200**
Deposit ID: **0901XX** _____
Customer ID: **GLOBE**
Item ID: **59XX**
Amount: **\$2500.00**

Student Notes:

Exercise 4 – Delete a Direct Journal

Scenario: You have entered a Direct Journal today for vending revenues, and decide to delete the journal prior to overnight processing. Your goal is to delete this direct journal in Peoplesoft.

Business Unit: **46200**
Deposit ID: **60XX**
Payment ID: **60XX**
Amount: **\$260.00**
Customer ID: **MISC REVENUE**
Account: **441001 (S&S – Vending Revenues)**
Fund: **A1**
Organization code: **4620260100**
Program code: **06092 (Coca Cola Bottles)**
Budget Year: **Enter Current Budget Year XXXX**
Project/Grant: **08150 (Hard Labor Creek State Park)**

Student Notes:

D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives Review:

1. Correct a Distribution code entered in error
2. Delete a Worksheet
3. Delete a Direct Journal
4. Correct a Duplication item error

Class Participation



Congratulations! You have just completed the Class Participation section. This section contained the tools needed to learn all the concepts and procedures involved in making corrections to Peoplesoft Accounts Receivable section.

Participant Objectives

You should be able to

1. Correct a Distribution code entered in error
2. Delete a Worksheet
3. Delete a Direct Journal
4. Correct a Duplication item error