
AR.020.010 – CREATING A RECEIVABLE

Purpose	<ul style="list-style-type: none"> • To create a Receivable using the Group Entry link. • To identify the information considered to be a “Receivable”.
Description	<p>A Receivable is created in the system to enter invoices, debit memos, and credit memos received from customers. Entering receivables enables users to establish control amounts for the invoice, set payment terms and preferences, and record any other relevant information. The Group Entry link allows users to create a Receivable for invoices from different customers. Using this link, users first specify how many groups you will have, and then users enter the information for each group.</p>
Security Role	BOR_AR_CRTE_RECV
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create a Receivable for two Pending Items (customers).

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Receivable link.
4.	Click the Pending Items link.
5.	Click the Online Items link.
6.	Click the Group Entry link. Users can use the Group Entry method to enter or update pending item groups with 50 pending items or less.
7.	Click the Add a New Value tab.
8.	NOTE: When users add a new value, the Group ID field is populated with NEXT - do not change this value, just click the Add button.
9.	Click the Add button.
10.	The accounting date will default to today's date. Users can change the date if needed.
11.	Click the Look up Group Type button.
12.	Select the Billing Group entry from the Description column.
13.	Click the Look up Origin ID button.
14.	Select ONL from the Origin ID column.
15.	Enter the total dollar amount of the receivable into the Control field. For this exercise, enter " 278.00 " in the Control field.
16.	Enter the number of receivables that make up this control amount. For this exercise, enter " 2 " in the Count field.
17.	The system compares the control amount and count with the pending items that users enter. The difference between these values is displayed here. The control amount must match the entered totals amount before users can post the pending items in this group. In other words, the difference should be 0.
18.	Verify the default information in the Control Data fields: Received , Entered and Assign To . Update these fields if needed.

Step	Action
19.	Click the Pending Item 1 tab.
20.	The Accounting Date and As of Date will default to today's date.
21.	<p>Enter the Item ID. We recommend that users make this something that is easily identifiable but ensure that it is different from anything else on the customer account.</p> <p>For this exercise, enter "009341413" in the Item ID field.</p>
22.	Click the Look up Customer button.
23.	Click an entry in the Customer ID column for the individual that the user wishes to set-up the receivable for.
24.	<p>Enter the amount of the receivable that belongs to this customer in the Amount field.</p> <p>For this exercise, enter "200.00" in the Amount field.</p>
25.	<p>Each Pending Item must have an Entry Type.</p> <p>Entry types are among the most important pieces of information associated with a pending item. They determine how accounting entries are created, how they are carried with the pending item through posting, and how they are considered when history is generated. They are also used as identifiers for open items, they determine how items are aged, and they determine if accounting entries are included on customer correspondence and drafts.</p>
26.	Click the Entry Type object.

Step	Action
27.	<p>From this drop-down list, users can see the available Entry Types:</p> <ul style="list-style-type: none"> CONC Conversion - Credit COND Conversion - Debit CR93 Credit Memo - Employees CR94 Credit Memo - Students CR95 Credit Memo - Auxiliary Svcs CR96 Credit Memo - Scholarships CR98 Credit Memo - Other CRCOB Credit Memo - COBRA CRRET Credit Memo - Retirees HRMS Payroll Interface - Debits HRMSC Payroll Interface - Credits INCOB Invoice - COBRA INRET Invoice - Retirees INV93 Invoice - Employees INV94 Invoice - Students INV95 Invoice - Auxiliary Svcs INV96 Invoice - Scholarships INV98 Invoice - Other
28.	<p>For this exercise, click the INV98 list item.</p>
29.	<p>Depending on the Entry Type that users select, users may need to further classify this entry type using the Reason field.</p> <p>If users select the Reason look-up, users will either see a list of options or the word "blank" if there are no reasons for the entry type you selected.</p>
30.	<p>Click the Look up Reason (Alt+5) button.</p>
31.	<p>Select an entry in the Entry Reason column.</p> <p>For this exercise, select the PAY value.</p>

Step	Action
32.	<p>The AR Dist field (accounts receivable distribution) is populated based on the Entry Type and Reason that you previously selected.</p> <p>The AR Dist governs the ChartFields that are used when the system generates accounting entries.</p> <p>To create a single receivables (AR) line for accounting entries, use the default or override the default with a different code. The system obtains the default AR distribution code in the following order:</p> <ol style="list-style-type: none"> 1. From the entry reason on the Item Entry Type - Selection page. 2. From the customer on the General Information - Bill To Options page. 3. From the business unit on the Receivables Definition - Accounting Options 1 page.
33.	<p>Users can select the payment terms from the look-up prompt next to Terms. If users do not enter a payment type here, then the term from the business unit level will default.</p> <p>For this exercise, users will use the business unit level default.</p>
34.	<p>The Pending Item 2 and Pending Item 3 tabs are an optional way to record additional information for the receivable. These tabs will not be covered in this topic.</p>
35.	<p>Users are now ready to enter the next pending item. If users are only entering one pending item users can skip forward to the Accounting Entries section.</p> <p>Click the Add a new row at row 1 button on the Pending Item 1 tab.</p>
36.	<p>Enter the Item ID for this pending item. We recommend that users make this something that is easily identifiable, but ensure that it is different from anything else on the customer account.</p> <p>For this exercise, enter "0009341531" in the Item ID field.</p>
37.	<p>Click the Look up Customer (Alt+5) button.</p>
38.	<p>Click an entry in the Customer ID column for the individual that users wish to set-up the receivable for.</p>
39.	<p>Enter the amount for this pending item.</p> <p>For this exercise, enter "78.00" in the Amount field.</p>
40.	<p>Click the Entry Type object.</p>

Step	Action
41.	Select the correct entry type for this pending item. For this exercise, click the INV98 list item.
42.	Click the Look up Reason (Alt+5) button.
43.	Select the applicable Entry Reason . For this exercise, click the PAY value.
44.	Users can choose a different payment term, or users can leave the amount that was populated from the Business Unit level.
45.	The Pending Item 2 and Pending Item 3 tabs are an optional way to record additional information for the receivable. These tabs will not be covered for this pending item.
46.	This next section will discuss the accounting entries for the pending items users have just entered. If users have multiple pending items that users wish to create accounting entries for, users can click the Group Action tab.
47.	Click the Group Action tab.
48.	If users select the Create Entries box in the Accounting Entry Actions section, the system will create accounting entries for all of the user's pending items at one time. For this example, we are going to create the accounting entries individually by item. This action is done on the Accounting Entries tab.
49.	Click the Accounting Entries tab.
50.	For this exercise, the user entered two pending items. Click the View All link to view both items.
51.	Notice that the status of the pending item is Incomplete . After users create accounting entries and the entries are balanced, this status should change to Complete .
52.	Press the Create icon (lightning bolt) to create the accounting entries applicable to the receivables entered for this first pending item.
53.	Users may need to collapse the left navigation menu so that users can see the entire page. Click the Collapse (Ctrl+Y) Menu button.

Step	Action
54.	After the accounting entries are generated and displayed, review the lines for accuracy and input/update any missing information. The credit/revenue account number will default based on the AR Distribution Code.
55.	Notice that the status is now Complete .
56.	Click the View All link to view the other pending item.
57.	Press the Create icon (lightning bolt) to create the accounting entries applicable to the receivables entered for the second pending item.
58.	After the accounting entries are generated and displayed, review the lines for accuracy and input/update any missing information.
59.	Click the Save button.
60.	
61.	Click the View All link.
62.	Click the Create button.
63.	Click the Group Action tab.
64.	Click the Balance button.
65.	Click the Action object.
66.	Click the Post Now list item.
67.	Click the OK button.
68.	This item is now posted to Accounts Receivable tables, including the customer's account.

Commented [AR1]: Not sure what this step is? Or just delete?