

State of Oklahoma

COR404

Accounts Receivable – Receivable
Maintenance Manual

Office of Management & Enterprise Services



OKLAHOMA

Table of Contents

Document History	4
Receivables Maintenance	5
Key Terms.....	6
Process Flows.....	7
Guidelines, Concepts, Alternatives	8
Debit/Credit Memos.....	9
Group Control Page.....	10
Pending Item 1 Page.....	11
Accounting Entries Page.....	13
Group Action Page	15
Group Control Page.....	16
Maintenance Worksheet.....	17
Create a Maintenance Worksheet	17
Worksheet Selection Page.....	18
Worksheet Application Page	21
Worksheet Action Page.....	23
Aging.....	24
Aging Summary by Bill Type Report.....	24
Aging Detail by Unit Report.....	27
Aging Detail By Unit Page	28
Aging Summary by Unit Report	30
Aging Summary By Unit Page.....	31
Unit Aging.....	33
Customer Information	36
Customer Aging	36
Account Overview.....	38
Customer Activity	41
Item Information	43
Item List.....	43



Item Billing Data.....	47
Item Activity From a Group.....	49
Customer Statements.....	51
Step 1: Create Customer Statements	51
Step 2: Print Statements.....	54
Review Receivables Information.....	57
Unit Activities	57
Unit Cash	59
Posting Results-Payments.....	61
Item Activity From Payment.....	61
Review Pending Item with Entry	63
Receivables Reports	67
Business Unit Activity Report.....	67



Document History

<u>Document Revision</u>	<u>Date</u>	<u>Description</u>
1.0	04/15/2010	Initial Document
2.0	10/01/2014	Upgrade 9.2
3.0	06/20/2025	Upgrade Update



Receivables Maintenance

When customer receivables are created in Accounts Receivable, they must be managed to reflect necessary changes in a customer account. Receivables can be offset, refunded or adjusted. Receivables are maintained in a **Worksheet** where required action can be taken on the receivables item.

Receivables maintenance can be done automatically by matching customer debits and credits together using automatic maintenance rules.



Key Terms

Account Receivable Business Unit - Each agency has one, and only one, Accounts Receivable Business Unit. The Business Unit is the 3 digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Billing Business Unit - Each agency has one, and only one, Billing Business Unit. The Business Unit is the 3 digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Customer - A customer is an external entity that is defined in a Contract to receive invoices and from which revenue is recognized. Customers can be individuals, businesses or federal grantors.

Customer ID - Customer ID is a unique identifier for Customers within the system. Customer ID's can be assigned by the system or keyed manually by a user. Each agency will have a unique list of Customer ID's with which they do business (generate revenue).

Bill (Invoice) - The transaction containing invoice information for a Customer (bill header, bill lines, amounts, due dates, etc.). Bills are created then 'Finalized' in the Billing Module to become a completed Invoice to which customer cash can be applied. The term Bill and Invoice can be used interchangeably.

Distribution Code - Distribution codes simplify the process of generating accounting entries by defining a valid combination of Chartfield values that are used as defaults on other pages. Distribution Codes can be defined for Revenue or Accounts Receivable.

Pending Item - Pending Items are Customer Receivables that have been created in the system but are not yet Posted to the Customer Account. Pending Items can come from outside of Accounts Receivable, like invoices from Billing, or they can be created in Accounts Receivable.

Maintenance Worksheet - A worksheet that allows receivables items to be adjusted or offset. In a worksheet, Items are retrieved and desired action taken to reflect item activity.



Process Flows

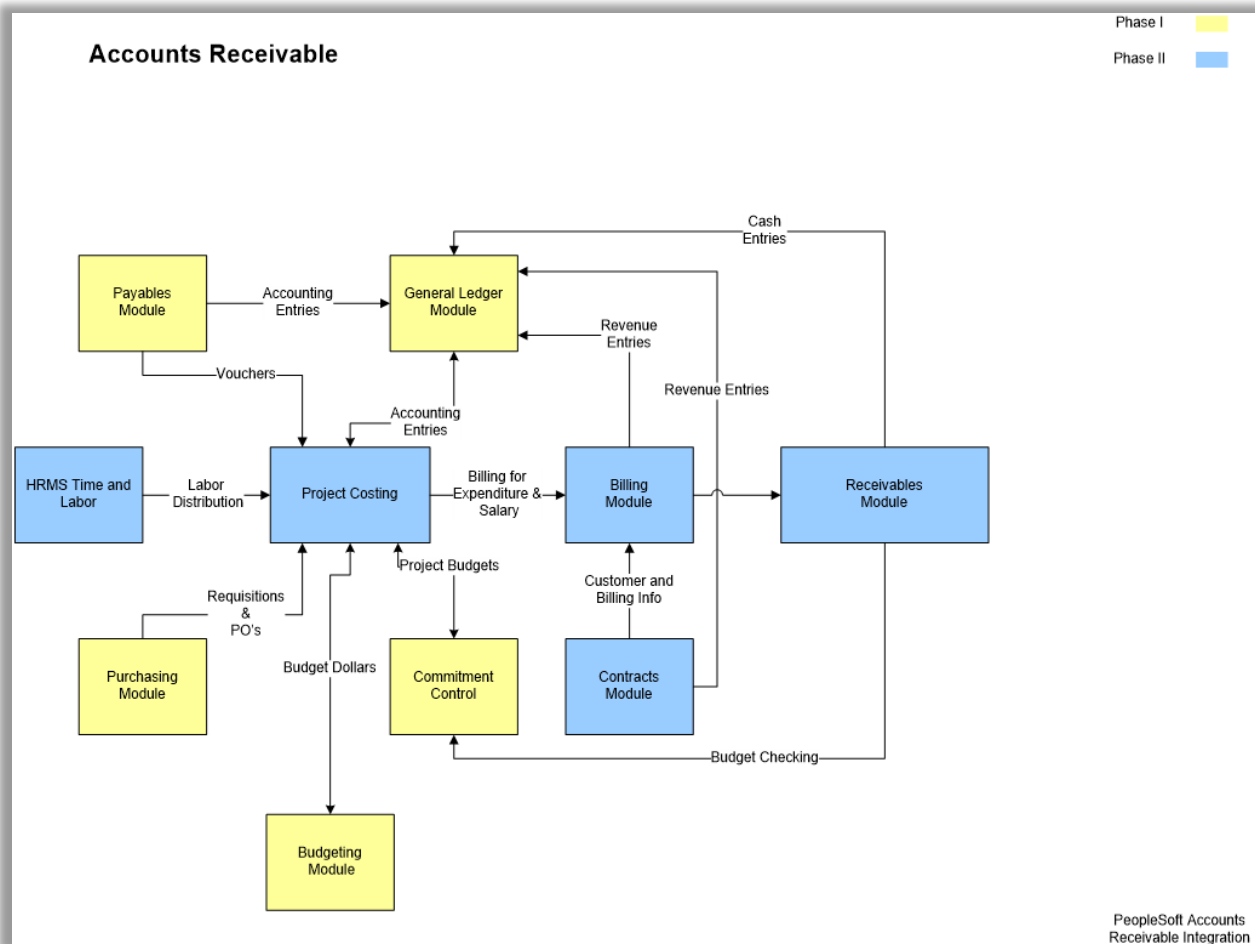


Diagram 1: Accounts Receivable Module Integration



Guidelines, Concepts, Alternatives

PeopleSoft Billing uses extensive defaults to automatically populate bill information. Since Accounts Receivable uses finalized bills extensively in processing, this hierarchy also impacts the Receivables module.

During online Bill entry, as certain fields are populated, the system automatically populates other fields on the Bill Header based on the defaults that are configured by the agency. Automatic field population also occurs during the Billing Interface process (BIIF0001) when a field that has possible default information is left blank.

For example, an agency may extend different 'Payment Terms' to customers based on the 'Type' of invoice that is being generated. If Payment Terms are defined by **Bill Type**, then each time a Bill Type is selected onto an invoice the corresponding Payment Terms are defaulted to the Bill Header.

Since Accounts Receivable uses Customers extensively, the Billing default hierarchy impacts processing in Receivables as well. Within the default hierarchy, values defined at the Lower level of the diagram below “**Override**” values at a Higher-level in the hierarchy. For example, Payment Terms defined for the Customer would override Payment Terms defined for the Bill Type. When creating invoice online the system will search for the lowest level value in the hierarchy to populate a particular default field.

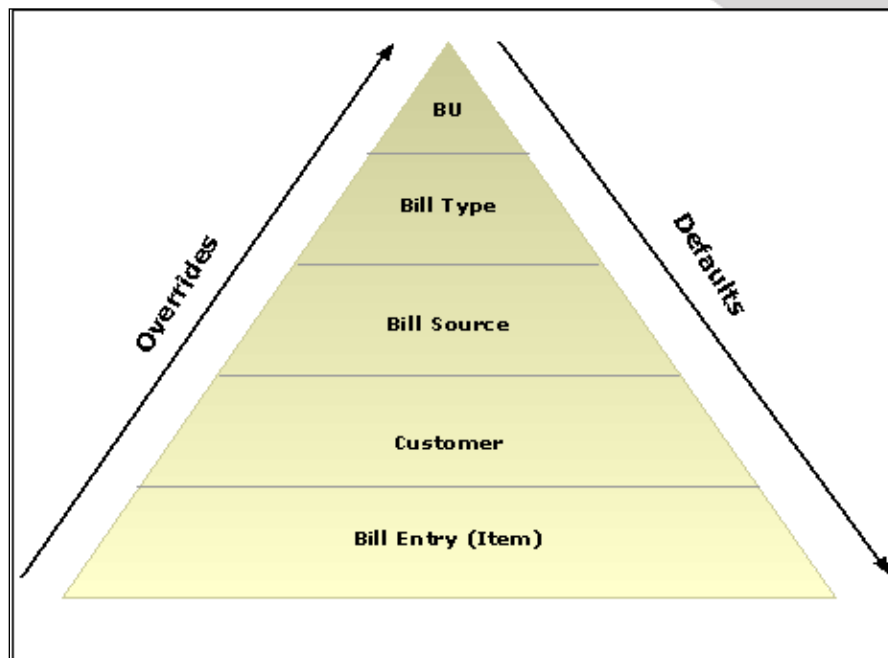


Diagram 2: Billing Default Hierarchy

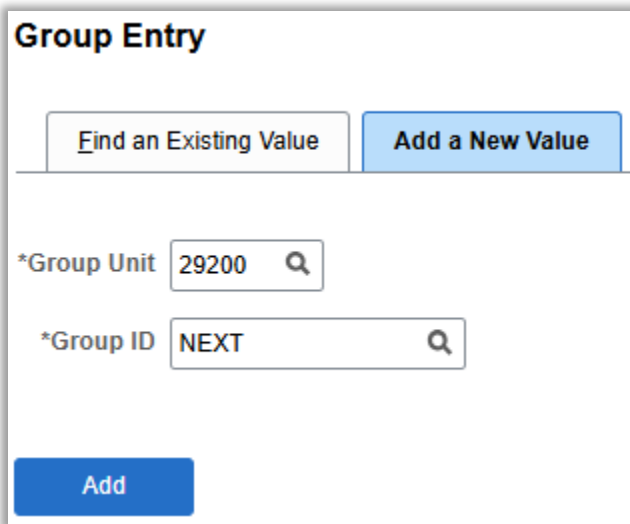


Debit/Credit Memos

Debit and Credit Memos can be added to the system to reflect changes in an Item or Customer Account. Debit and Credit Memos can originate from Accounts Receivables or be interfaced from the Billing Module.

The Online Pending Item component is used to create a Debit/Credit Memo. The Debit/Credit Pending Item will be entered in a Group and have a different **Entry Type** and **Entry Reason** reflecting the action being taken.

Navigation: *Accounts Receivable > Pending Items > Online Items > Online Item Group Entry > Add a New Value*



Group Entry

Find an Existing Value Add a New Value

*Group Unit 29200

*Group ID NEXT

Add

Group Unit – enter the business unit value.

Group ID – leave this value as ‘NEXT’ to have the system assign the next available Group ID number.

Click the **Add** button to enter the Debit/Credit Memo.



Group Control Page

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action																												
Group Unit 29200		Group ID NEXT																															
*Accounting Date 11/14/2024																																	
*Group Type B		Billing-AR																															
*Origin ID ONL		Online																															
		Currency Control <input type="text"/> *Format USD																															
Control Totals <table border="1"> <tr> <td>Control</td> <td>-50.00</td> <td>*Count</td> <td>1</td> </tr> <tr> <td>Entered</td> <td>0.00</td> <td>Count</td> <td>1</td> </tr> <tr> <td>Difference</td> <td>-50.00</td> <td>Count</td> <td>0</td> </tr> <tr> <td>Posted</td> <td>0.00</td> <td>Count</td> <td>0</td> </tr> </table>		Control	-50.00	*Count	1	Entered	0.00	Count	1	Difference	-50.00	Count	0	Posted	0.00	Count	0	Control Data <table border="1"> <tr> <td>*Received</td> <td>11/14/2024</td> <td>*Entered</td> <td>11/14/2024</td> </tr> <tr> <td>Posted</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Assign</td> <td>BBENN06</td> <td>User</td> <td>BBENN06</td> </tr> </table>		*Received	11/14/2024	*Entered	11/14/2024	Posted				Assign	BBENN06	User	BBENN06		
Control	-50.00	*Count	1																														
Entered	0.00	Count	1																														
Difference	-50.00	Count	0																														
Posted	0.00	Count	0																														
*Received	11/14/2024	*Entered	11/14/2024																														
Posted																																	
Assign	BBENN06	User	BBENN06																														
Group Status <table border="1"> <tr> <td>Edit Status</td> <td>Edited</td> <td>Accounting Entries</td> <td>Not Balanced</td> </tr> <tr> <td>Balanced</td> <td>No</td> <td>Posting Action</td> <td>Do Not Post</td> </tr> <tr> <td>Posting Status</td> <td>Not Posted</td> <td></td> <td></td> </tr> </table>						Edit Status	Edited	Accounting Entries	Not Balanced	Balanced	No	Posting Action	Do Not Post	Posting Status	Not Posted																		
Edit Status	Edited	Accounting Entries	Not Balanced																														
Balanced	No	Posting Action	Do Not Post																														
Posting Status	Not Posted																																
<input type="button" value="Save"/> <input type="button" value="Notify"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>																															

Use the **Group Control** page to enter the Group Information for the Debit/Credit Memo.

- **Accounting Date** – this value is the date that the accounting entries for the Debit/Credit Memo Group will be posted to the General Ledger.
- **Group Type** – this value represents the source of the Group.
- **Origin ID** – this is where the object originated.
- **Control** – this amount represents the total amount of all Debit/Credit Items in the Group.
- **Count** – represents the total count of Items in the Group.

The **Group Status** section of the page displays various status values for the Group:

- **Balanced** – indicates whether or not the Group is balanced. The Online Group will initially be created as 'No'.
- **Posting Status** – indicates whether or not the Group has been posted to customer accounts through the Receivables Update process. Once processed by Receivable Update the status will be 'Complete' or 'Errors'.
- **Accounting Entries** – indicates whether the Group Accounting Entries are in balance.
- **Posting Action** – indicates what Posting Action the group is currently set to. Agency can set the Group either to 'Do Not Post' or 'Batch Standard'.

Click the **Pending Item 1** Tab.

Pending Item 1 Page

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
---------------	-----------------------	----------------	----------------	--------------------	--------------

Group Unit 29200 Group ID NEXT

Pending Item Entry 1 of 1 View All

*Acctg Date	11/14/2024	*As Of Date	11/14/2024	Sequence	1	+ -
*Item ID	GM-0007015-CR	Line		Copy Line		
*Business Unit	29200	*Customer	0000026809	OFFICE OF		
SubCust1		SubCust2				
Amount	-50.00	*Currency	USD			
*Entry Type	CR	Reason	MAINT	*AR Dist	AR	
Rate Type		<input checked="" type="checkbox"/> Revalue Flg				
Exchange Rate	1.00000000	Attachments (0)				

Payment Terms

Terms	00	Due Date		Due Days	
Disc Amt		Disc Date		Disc Days	
Disc Amt 1		Disc Date 1		<input type="checkbox"/> Always Allow Discount	

Reference Information

PO Ref		PO Line		BOL	
Order No		Document		Line Item	
Contract		L/C ID		Case No	
SP ID		Payment Plan			

Item Creation/Update Details

Created On	11/14/2024 3:11PM	Last Modified On	11/14/2024 3:17PM
Created By	BBENN06	Modified By	BBENN06

Save
Notify
Add
Update/Display

The **Pending Item 1** page allows for Debit/Credit Items to be entered into the Group individually. Each Item will house its own separate properties within the Group.

NOTE: Use the **plus (+)** button to add additional rows in the Group to accommodate multiple Debit/Credit Items.

Item ID – enter an Item number for the Debit/Credit memo.

Customer – enter the Customer ID for the memo.

Amount – this field holds the individual Item amount.

Entry Type – for Debit memos enter the Entry Type of ‘DR’, for Credit memos enter the Entry Type of ‘CR’.

Entry Reason – further define the accounting entries for the Debit/Credit memo by selecting the appropriate Entry Reason for the action being taken.

AR Dist – enter the distribution code that governs the Chartfields that are used when the system generates accounting entries.

Click the **Accounting Entries** Tab.



Accounting Entries Page

Group Control Pending Item 1 Pending Item 2 Pending Item 3 **Accounting Entries** Group Action

Group Unit 29200 Group ID NEXT

Accounting Entries [Search] [1 of 1] [View All]

Item ID	GM-0007015-CR	Line		Entry Type	CR	Reason	MAINT
Bus. Unit	29200	Customer	0000028609	SubCust1		SubCust2	
Amount	-50.00	Currency	USD				

Accounting Entries Incomplete Display Totals Entry [Create Icon] [Edit Icon]

Save Notify Add Update/Display

Use the **Accounting Entries** page to create accounting entries for the Debit/Credit Items. The page initially is displayed without entry lines.

The accounting entry status will display **Incomplete** initially.

Click the **create** icon, outlined above, to have the system create accounting entries for each Item in the Group.

Group Control Pending Item 1 Pending Item 2 Pending Item 3 **Accounting Entries** Group Action

Group Unit 29200 Group ID 10259

Accounting Entries [Search] [1 of 1] [View All]

Item ID	GM-0007015-CR	Line		Entry Type	CR	Reason	MAINT
Bus. Unit	29200	Customer	0000028609	SubCust1		SubCust2	
Amount	-50.00	Currency	USD				

Accounting Entries Complete Display Totals Entry [Create Icon] [Edit Icon]

Distribution Lines [Search] [1-2 of 2] [View All]

Line	GL Unit	*Type	Amount	*Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud
2	29200	User	50.00	479199		1000	1100001	NP000	20000	25
102	29200	AR	-50.00	111000			1100001	NP000		25

Lines 2 DR 50.00 Currency USD CR 50.00 Currency USD Net 0.000

Save Return to Search Notify Add Update/Display

Once the **Create** accounting entries icon has been selected, both sides of the entry should be visible, and the agency can change the chart field values if needed.

Amount – the amount values for the entry should default from the Item amount defined by the user.

Chartfields – populate both sides of the entry with the desired chartfield values.

NOTE: When creating Debit and Credit memos, the accounting entries will be different than invoice Items. For example, a Credit memo will credit the Accounts Receivable account and debit the Revenue account.

NOTE: Use the erase icon to delete accounting entry and start over.

NOTE: The accounting entry status should be set to ‘Complete’.



Group Action Page

The **Group Action** page displays different actions that can be taken on the Group.

The **Posting Actions** allow the user to set the Group to Post:

- Use the **Do Not Post** option to save the Group but set it in a Non-Postable status.
- Select the **Batch Standard** option to make the Group eligible to be picked up the next time Receivables Update is executed.

Once the desired action is selected (Batch Standard for Posting the Debit/Credit Memo), click the **OK** button to set the Group to post.

Click the **Group Control** Tab.



Group Control Page

Group Control	Pending Item 1	Pending Item 2	Pending Item 3	Accounting Entries	Group Action
Group Unit 29200		Group ID 10259		View Audit Logs	
*Accounting Date 11/14/2024					
*Group Type B		Billing-AR			
*Origin ID ONL		Online			
				Currency	
				Control	*Format USD
Control Totals					
Control	-50.00	*Count	1		
Entered	-50.00	Count	1		
Difference	0.00	Count	0		
Posted	0.00	Count	0		
Control Data					
*Received	11/14/2024	*Entered	11/14/2024		
Posted					
Assign	BBENN06	User	BBENN06		
Group Status					
Edit Status	Edited	Accounting Entries	Balanced		
Balanced	Yes	Posting Action	Batch Standard		
Posting Status	Not Posted				
Save		Return to Search		Notify	
				Add Update/Display	

The Group should be **Edited, Balanced, Not Posted** (until Receivables Update has been run), Accounting Entries **Balanced** and set to **Post** (Batch Standard)

NOTE: Once the Online Pending Item Group has been balanced, accounting entries complete and set to Post, the Group will be ready to be selected by the Receivables Update process and posted to the customer's accounts(s).

Click the **Save** button to save the Group.

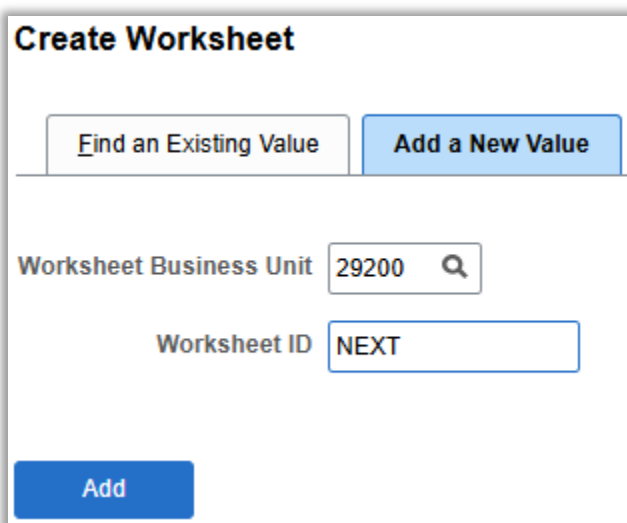


Maintenance Worksheet

Maintenance Worksheets are used to Adjust or Offset Items.

Create a Maintenance Worksheet

Navigation: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Maintenance Worksheet > Add a New Value



Worksheet Business Unit – enter the agency business unit value.

Worksheet ID – leave this value as ‘NEXT’ for the system to assign the next available Worksheet ID.

Click the **Add** button to enter the Maintenance Worksheet pages.

NOTE: Not all fields in the Receivables Maintenance pages are illustrated in this manual. Only those fields that are required or generally used will be explained.



Worksheet Selection Page

Worksheet Selection

Worksheet Matches

Unit 29200
Worksheet ID NEXT

Customer Criteria

*Customer Criteria

Customer Items

Customer Reference

Cust ID

0000028609

Business Unit

29200

+

-

Name

OFFICE OF FEDERAL ACTIVITIES

Remit SetID

29200

Remit From ID

0000028609

Corporate SetID

29200

Corporate ID

0000028609

MICR ID

Link MICR

Rate Type

CRRNT

Acctg Date

11/14/2024

Reference Criteria

*Reference Criteria

None

*Restrict to

All Customers

*Match Rule

Exact Match

Anchor BU

Currency

Item Reference

Qual Code	Reference	To Reference
		<div>+</div> <div>-</div>

Item Inclusion Options

☒ All Items
☐ Deduction Items Only
☐ Items in Dispute Only

☐ Exclude Collection Items
☐ Exclude Deduction Items
☐ Exclude Dispute Items

Advanced Inclusion Options

Worksheet Action

Build

Clear

Created Date/Time

Number of items in worksheet 0

Worksheet Selection

Worksheet Application

Worksheet Action

Save

Notify

Refresh

Add

Update/Display

Use the **Worksheet Selection** page to determine which Items will be pulled into the worksheet.

Customer Criteria – select the type of customer that you want to include in the worksheet. Generally, this value will be ‘Customer Items’.

Customer ID – select the Customer ID that will be used to search for Items.



Business Unit – enter the agency business unit value. This is the business unit in which the Items exist.

Accounting Date – default to current date.

Use the **Reference Criteria** section of the page to provide additional information used to identify Items for the worksheet.

NOTE: The Reference Criteria section of the page is optional and allows the user to provide additional data elements associated with desired Items that allows the system to search for and find Items more specifically.

Reference Criteria

*Reference Criteria

Specific Value

*Restrict to

All Customers

*Match Rule

Exact Match

Anchor BU

29200

Currency

USD

Item Reference

1-2 of 2

View All

Qual Code	Reference	To Reference		
I	GM-0007015		+	-
I	GM-0007015-CR		+	-

Item Inclusion Options

☒ All Items
 ☐ Exclude Collection Items

☐ Deduction Items Only
 ☐ Exclude Deduction Items

☐ Items in Dispute Only
 ☐ Exclude Dispute Items

[Advanced Inclusion Options](#)

Worksheet Action

Build

Clear

Created Date/Time

Number of items in worksheet

0

Worksheet Selection

Worksheet Application

Worksheet Action

Save

Notify

Refresh

Add

Update/Display

Reference Criteria – select from the pre-defined values that indicate how Items will be searched for and added to the worksheet:

- **Specific Values** – identify a specific value for the worksheet.
- **Restrict To** – select a value to restrict the selection by customer.



Match Rule – select whether the system will use an ‘Exact Match’ or ‘Like Match’ when selecting Items. ‘Like Match’ allows the user to use a wildcard (%) to search by partial information.

Reference Qualifier Code (Qual Code) – select from the pre-defined list of documents.

Reference – enter the specific Item reference value.

NOTE: Use the **plus (+)** button to add additional reference values if necessary.

Use the **Item Inclusion Options** section to determine which types of Items will be included in the worksheet.

Click the [Advanced Inclusion Options](#) hyperlink on the page to provide additional criteria for Item selection.

Click the **Build** button to create the worksheet based on the criteria provided.



Worksheet Application Page

Worksheet Application

Unit: 26200 Worksheet ID: 10290 Currency: USD Accounting Date: 11/14/2024 Reason Code:

Item Action
Entry Type: Reason:

Row Selection
Choice: Range: Go

Display Control
Display: Go

Item List

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Service Purchase ID	Installment Number	Tax Status	Amount selected
	1	<input type="checkbox"/>	-250.00	USD	CR00001				26200	0000026609			Not Applicable	
	2	<input type="checkbox"/>	-210.62	USD	GM-0003205				26200	0000026609			Not Applicable	
	3	<input type="checkbox"/>	-0.88	USD	GM-0004130				26200	0000026609			Not Applicable	
	4	<input type="checkbox"/>	-125.10	USD	GM-0004777				26200	0000026609			Not Applicable	
	5	<input type="checkbox"/>	-224.27	USD	GM-0005075				26200	0000026609			Not Applicable	
	6	<input type="checkbox"/>	13,141.17	USD	GM-0005314				26200	0000026609			Not Applicable	
	7	<input type="checkbox"/>	-18,570.42	USD	GM-0005348				26200	0000026609			Not Applicable	
	8	<input type="checkbox"/>	-36,103.23	USD	GM-0005434				26200	0000026609			Not Applicable	

Balance

Dr	Cr	Adj	Net	WO	Ref
50.00	-50.00	0.00	0.00	0.00	0.00

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

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

The **Worksheet Application** page displays all Items that match the Worksheet selection criteria provided by the user.

Use the Navigation buttons, outlined above, to find the Items selected or click the [View All](#) link.

NOTE: If the user inputted the items in the Item Reference section on the previous page, they will automatically be selected on this page. If not, the items will need to be manually selected.

Use the **Row Selection** feature to select Items in the worksheet.

Use the **Display Control** feature to filter the Items in the worksheet.



Worksheet Application

Unit: 29200 Worksheet ID: 10290 Currency: USD Accounting Date: 11/14/2024 Reason Code:

Item Action Entry Type: Reason:

Row Selection Choice: Range:

Display Control Display:

Item List

Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6

View Detail	Seq Nbr	Set	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Service Purchase ID	Installment Number	Tax Status	Amount selected
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	50.00	USD	GM-0007015		MT	<input type="text"/>	29200	0000026609			Not Applicable	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	-50.00	USD	GM-0007015-CR		MT	<input type="text"/>	29200	0000026609			Not Applicable	<input type="button" value="+"/> <input type="button" value="-"/>

Balance

Dr	Cr	Adj	Net	WO	Ref
50.00	-50.00	0.00	0.00	0.00	0.00

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

Click the **Go** button to execute the **Selection** or **Display** feature if needed.

Click the **Detail** tab to view Item Details.

Select – use this checkbox to individually select the Item that will have action taken on it. This checkbox will default as selected for items matching the **Reference Criteria** if used.

Item Balance – displays the amount of the item on which action is being taken.

Item ID – for existing Items, this field displays the Item ID.

Type – defaults to MT (offset an item).

Reason – it is optional.

Click the **Save** button to save the Maintenance Worksheet.

Click the **Worksheet Action** hyperlink.



Worksheet Action Page

Worksheet Action

Unit 29200 Worksheet ID 10260 Accounting Date 11/14/2024

Status Do Not Post

Worksheet Action

Delete Worksheet

Delete Maintenance Group

Posting Action

Action: Batch Standard OK

Accounting Entry Action

Create/Review Entries

Worksheet Selection Worksheet Application Worksheet Action

Save Return to Search Notify

Use the **Worksheet Action** page to set the worksheet to Post or Delete the worksheet.

NOTE: The Receivables Update process will create Accounting Entries associated with the maintenance worksheet action.

Action – select ‘**Batch Standard**’ to set the maintenance worksheet to post the next time Receivables Update is executed.

Click the **OK** button to save the Posting action.

NOTE: The maintenance worksheet action will be posted to the customer account next time Receivables Update process is executed.

NOTE: To correct Posting Errors navigate to *Accounts Receivable > Receivables Update > Correct Posting Errors > Worksheet*.



Aging

Aging is a Receivables Item analysis tool that displays outstanding (unpaid) Items by day's late category. Generally, the aging categories are 1-30 days, 31-60 days, 61-90 days, 91-120 days and 121+ days. Aging categories in the system are represented by Aging ID's that are configured for each business unit (agency).

Customer **Aging** analysis within the system is done in a two-step process. First a batch process is executed to populate aging tables. Second, aging analysis can be done through delivered pages. The Aging batch process automatically processes all customers in all business units specified on the aging request.

Aging Summary by Bill Type Report

Navigation: Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Bill Type > Find an Existing Value

Aging Summary by Bill Type

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

☐ Case Sensitive

Search

Advanced Search

Use an Existing **Run Control** value or create a New Value.

Click the **Search** button to use an existing Run Control value.



Aging Summary by Bill Type Page

Aging by Bill Type

Aging Summary by Bill Type

Run Control ID

AGING

Report Manager

Process Monitor

Run

Report Request Parameters

As of Date:

11/15/2024

Unit:

29200

Bill Type:

GM

Grants Bill Type

SetID:

00000

STATE OF OKLAHOMA

Aging ID:

STD

Standard Aging

Amount Type:

Base Curr

Rate Type:

CRRNT

Current Rate

Display Option:

Include All

Save

Return to Search

Notify

Add

Update/Display

As of Date – define a date at which the aging will be calculated and displayed.

Unit – populate with the agency business unit.

Bill Type – choose a Bill Type value for the report. Items with this Bill Type will be shown on the report.

Aging ID – choose a pre-defined Aging ID to categorize Items.

Display Option – choose which Items will be included in the aging report.

Click the **Run** button to execute the Aging by Bill Type report.



Process Scheduler Request

[Help](#)

User ID BBENN06 Run Control ID AGING

Server Name Run Date 11/15/2024

Recurrence Run Time 10:19:37AM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Summary by Bill Type	OCP0486	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

Select the checkbox next to the desired process (OCP0486).

Click the **OK** button to execute the process. Navigate to the [Process Monitor](#) to view the Process Instance.

Aging Detail by Unit Report

Navigation: Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt > Find an Existing Value

Aging Detail by Unit Rpt


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

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

▼ **Search Criteria**

Run Control ID begins with ▼

☐ Case Sensitive

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

Use an Existing **Run Control** value or create a New Value.

Click the **Search** button to use an existing Run Control value.



Aging Detail By Unit Page

Aging Detail By Unit
Report Manager Process Monitor
Run

Run Control ID AGING
Language English

Report Request Parameters

As of Date 11/15/2024 ☐ Use System Date
SetID 00000 STATE OF OKLAHOMA
Aging ID STD Standard Aging
Amount Type Base Curr
Rate Type CRRNT Current Rate
Customer ID
*Display Option Include All
☐ Exclude IU Customers
☐ Exclude Customers with Different Aging ID
☐ Print By SubCustomer

Business Unit

*Business Unit	Description		
29200	Dept of Environmental Quality	+	-

Save Return to Search Notify Add Update/Display

As of Date – define a date at which the aging will be calculated and displayed.

Aging ID – choose a pre-defined Aging ID to categorize Items.

Customer ID – choose a Customer ID to narrow the aging results by Customer.

Display Option – choose which Items will be included in the aging report.

Business Unit – populate with the agency business unit.

Click the **Run** button to execute the Aging by Unit report.

Process Scheduler Request
x

[Help](#)

User ID **BBENN06**

Run Control ID **AGING**

Server Name

Run Date

Recurrence

Run Time

[Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Aging Dtl by BU w/Equipment #	OCP05041	SQR Report	Web	PDF	Distribution

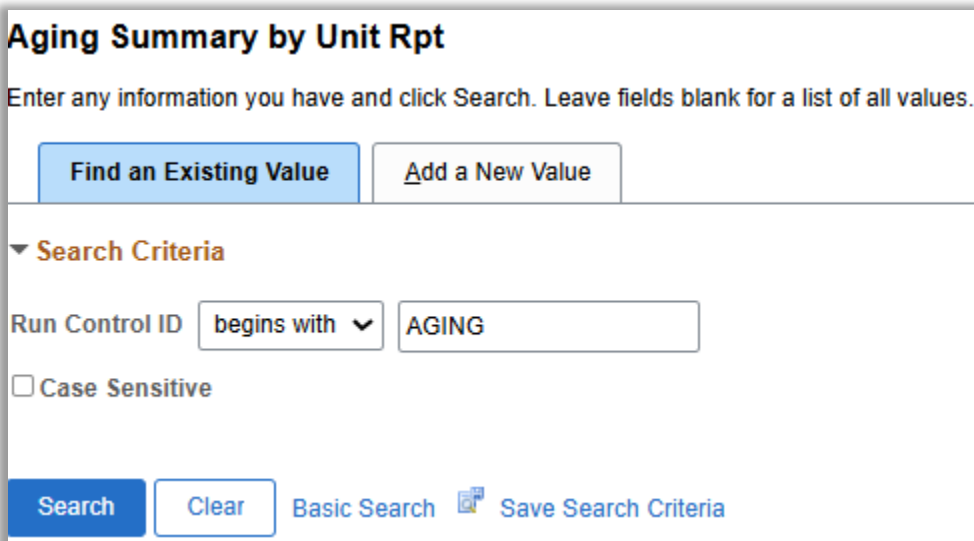
Select the checkbox next to the desired process (AR30003).

Click the **OK** button to execute the process. Navigate to the [Process Monitor](#) to view the Process instance.



Aging Summary by Unit Report

Navigation: Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt > Find an Existing Value



Aging Summary by Unit Rpt


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

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

▼ **Search Criteria**

Run Control ID begins with ▼

☐ Case Sensitive

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

Use an Existing **Run Control** value or create a New Value.

Click the **Search** button to use an existing Run Control value.



Aging Summary By Unit Page

Aging Summary By Unit
Report Manager Process Monitor
Run

Run Control ID AGING
Language English

Report Request Parameters

As of Date 11/15/2024 ☐ Use System Date
SetID 00000 STATE OF OKLAHOMA
Aging ID STD Standard Aging
Amount Type Base Curr
Rate Type CRRNT Current Rate
*Display Option Include All
☐ Exclude IU Customers
☐ Exclude Customers with Different Aging ID
☐ Print By SubCustomer

System Activity

1-1 of 1 View All

*Business Unit	Description		
29200	Dept of Environmental Quality	+	-

Save
Return to Search
Notify
Add
Update/Display

As of Date – define a date at which the aging will be calculated and displayed.

Unit – populate with the agency business unit.

Aging ID – choose a pre-defined Aging ID to categorize Items.

Display Option – choose which Items will be included in the aging report.

Click the **Run** button to execute the Aging by Unit report.



Process Scheduler Request

[Help](#)

User ID **BBENN06** Run Control ID **AGING**

Server Name Run Date

Recurrence Run Time [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Summary by Business Unit	AR30004	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution

[OK](#) [Cancel](#)

Select the checkbox next to the desired process (AR30004).

Click the **OK** button to execute the process. Navigate to the [Process Monitor](#) to view the Process Instance.



Unit Aging

Navigation: Accounts Receivable > Receivables Analysis > Review Receivables Information > Unit Aging

Unit Aging

Unit Aging

Unit Aging Chart

*Unit

80000

Q

Search

Item Balance

Notify

Previous tab

Next tab

Unit Aging | Unit Aging Chart

The **Unit Aging** page displays aging information by business unit.

Item Balance – displays the total amount of aging Items for the business unit.

Click the **Search** button to retrieve Aging Items by aging category.



Unit Aging page continued

Unit Aging

Unit Aging Chart

*Unit

80000

Search

Item Balance

720,039.370 USD

Unit Aging

1-6 of 6

View 4

	Aging ID	Aging Category	Description	Amount	Currency	Count
1	STD	01	Future	875.40	USD	5
2	STD	02	Current	687,431.48	USD	177
3	STD	03	31-60	10,089.36	USD	37
4	STD	04	61-90	11,471.88	USD	18
5	STD	05	91-120	4,383.03	USD	3
6	STD	06	120+	5,788.22	USD	25

Notify

Previous tab

Next tab

Aging Category – displays the category and description for each aging category.

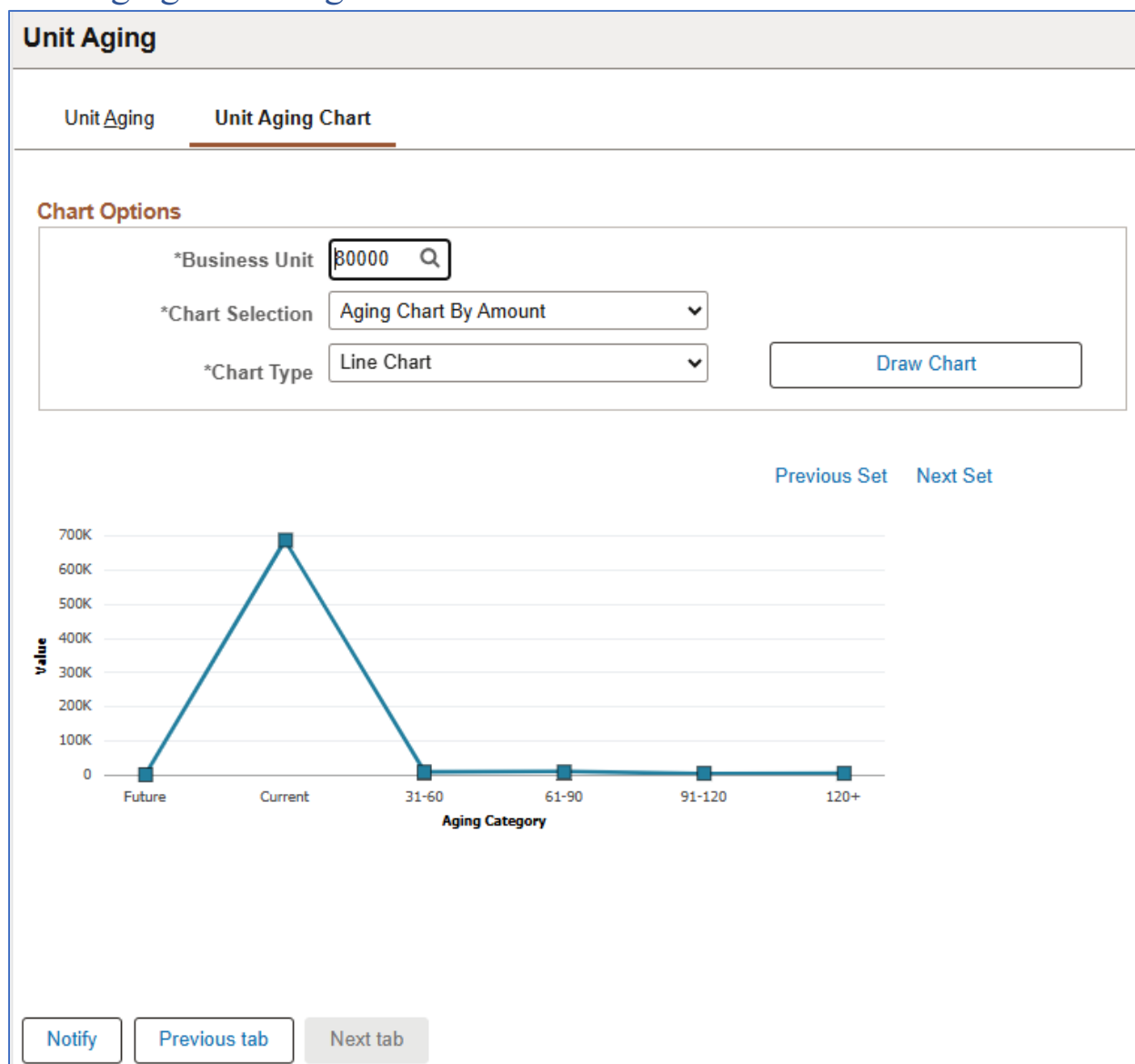
Amount – displays the total amount of Items at each aging category level.

Count – displays the total number of Items in each aging category.

Click the **Unit Aging Chart** Tab.



Unit Aging Chart Page



The **Unit Aging Chart Page** displays the aging information for the business unit by amount or count and category in a graph/chart format.

Chart Selection – choose whether the chart will be built by aging amount or count of Items.

Chart Type – select the type of graph or chart that will be displayed.

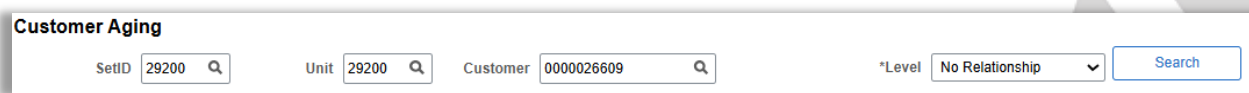
Click the **Draw Chart** button to display the desired **Chart Type**.



Customer Information

Customer Aging

Navigation: *Accounts Receivable > Customer Accounts > Customer Information > Customer Aging*

A screenshot of the 'Customer Aging' search form. The form has a title bar 'Customer Aging'. Below the title bar, there are four input fields: 'SetID' with the value '29200', 'Unit' with the value '29200', 'Customer' with the value '0000026609', and '*Level' with a dropdown menu showing 'No Relationship'. To the right of these fields is a blue 'Search' button.

Customer Aging			
SetID	29200	Unit	29200
Customer	0000026609	*Level	No Relationship
Search			

Use the **Customer Aging** page to define search parameters for the aging information.

SetID – populate with the agency business unit value.

Unit - populate with the agency business unit value.

Customer – select the customer for which the aging will be displayed.

Click the **Search** button to retrieve the aging.



Customer Aging page continued

Customer Aging

SetID Unit Customer OFFICE OF FEDERAL ACTIVITIES *Level

[Add Conversation](#)

Aging Information

Aged Date 11/15/2024 Aging ID [STD](#)

Customer Balances

Balance:	2,770,845.740	High Balance	7,678,750.650	Balance Date	08/07/2019
Past Due:	706,600.970	High Past Due	705,575.120	Past Due Date	11/15/2024

Customer Aging ?

1-5 of 5 View All

Aging Category	Amount	Currency	Aging Count
02 Current	1,025.85	USD	4
03 31-60	50.00	USD	1
04 61-90	50.00	USD	1
05 91-120	3,073.89	USD	4
06 120+	702,401.23	USD	49

Balance – displays the customer balance by amount and count of Items. Use the [Balance](#) hyperlink to drill-down to the Items that make up the customer balance.

Past Due – displays the customer past due balance by amount and count of Items. Use the [Past Due](#) hyperlink to drill-down to the Items that make up the customer balance.

Use the **Customer Aging** section of the page to view aging by category.



Account Overview

The **Account Overview** component provides a central location to research information for each customer. The component enables the user to analyze a customer's account at a high level. The component allows drill-down functionality to allow the user to research what makes up a customer balance.

The Account Overview pages allow the user to view various customer balances, the most recent item and payment activity, and summarized aging information.

Navigation: *Accounts Receivable > Customer Accounts > Customer Information > Account Overview*

Balance Page

The screenshot shows the 'Balances' page of the Account Overview component. It features a navigation bar with tabs: 'Balances' (selected), 'Profile', 'Customer Action', 'Customer Trend 1', 'Customer Trend 2', and 'Customer Trend 3'. Below the tabs are search fields for 'SetID' (29200), 'Unit' (29200), and 'Customer' (0000026609). To the right of the 'Customer' field is a dropdown menu for '*Level' set to 'No Relationship'. A 'Search' button is located to the right of the dropdown. Below the search fields is a breadcrumb trail: 'Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3'.

Use the **Balances** page to define search parameters for the Account Overview information.

SetID – populate with the agency business unit value.

Unit – populate with the agency business unit value.

Customer – select the customer for which the account overview will be displayed.

Click the **Search** button to retrieve the customer information.



Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

SetID: 29200 Unit: 29200 Customer: 0000026609 OFFICE OF FEDERAL ACTIVITIES *Level: No Relationship Search

[Add Conversation](#)

Most Recent Activity

Item ID	Date	Amount	Currency
Item ID: GM-0007015-CR	11/14/2024	-50.00	USD
Payment: DEQ 024-020	07/12/2024	893,412.32	USD

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
Balance:	59	2,770,845.74	USD
Past Due:	59	706,600.97	USD
Deductions:	0	0.00	USD
Disputed:	0	0.00	USD
Doubtful:	0	0.00	USD
Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD
Supplier Balance:	0	0.00	USD
Draft Amount:	0	0.00	USD
High Balance YTD:		0.00	USD
Sales YTD:		0.00	USD
Last Year Sales:		0.00	USD

[View Adjusted Balance](#) [Pay Balance by Credit Card](#)

Aged Date: 11/15/2024 Aging ID: STD

Summary Aging ?

	Count	Amount	Currency
02 Current	4	1,025.85	USD
03 31-60	1	50.00	USD
04 61-90	1	50.00	USD
05 91-120	4	3,073.89	USD
06 120+	49	702,401.23	USD

[Aging Chart](#)

The **Balance** page displays Customer information for recent activity, balance, past due amounts, etc.

The **Most Recent Activity** section of the page displays the most recent Item and Payment activity to be posted to the customer account.

Balance – displays the customer balance by amount and count of Items. Use the [Balance](#) hyperlink to drill-down to the Items that make up the customer balance.

Past Due – displays the customer past due balance by amount and count of Items. Use the [Past Due](#) hyperlink to drill-down to the Items that make up the customer balance.

The **Summary Aging** section of the page displays the customer balance by aging category. Click the aging count (4 for 02 Current) to view the Items that make up that aging category.

Click the [Aging Chart](#) hyperlink to view the aging information in a chart format.

Click the **Profile** Tab.



Profile Page

Balances
Profile
Customer Action
Customer Trend 1
Customer Trend 2
Customer Trend 3

SetID 29200
Unit 29200
Customer 0000026609
OFFICE OF FEDERAL ACTIVITIES
*Level No Relationship
Search

Add Conversation
Customer Pending Items
Item List
In Process Payments

Customer Information

Address 1	1200 N. PENNSYLVANIA AVE NW		
Address 2			
City	WASHINGTON	State	DC
Country	USA	Postal	20460
Corporate ID	0000026609	OFFICE OF FEDERAL ACTIVITIES	
Remit to Bank	7626	Remit to Bank Account	0017
Terms		Collection Customer Group	

☐ Credit Hold

Customer ID Number

Type	ID Num

Customer Contacts

Contact Name	Phone	Phone Extension	Phone Type
Contact Information			

Use the **Profile** page to view Customer properties including address, bank, payment terms, etc.

Click the **Contact Information** hyperlink to navigate the customer contact information.



Customer Activity

Navigation: *Accounts Receivable > Customer Accounts > Customer Information > Customer Activity*

Item Activity Page

The screenshot shows the 'Item Activity' search form. It includes tabs for 'Item Activity' and 'Direct Journal'. The search criteria are: SetID: 29200, Unit: 29200, Customer: 0000026609, Level: No Relationship. The accounting date range is from 01/01/2024 to 01/31/2024. A 'Search' button is located on the right.

Use the **Item Activity** page to define search parameters for Customer Activity information.

SetID – populate with the agency business unit value.

Unit - populate with the agency business unit value.

Customer – select the customer for which the activity will be displayed.

Accounting Date From/To – define a period of time from which customer activity will be retrieved.

NOTE: These fields can be left blank to retrieve all customer activity regardless of date.

Click the **Search** button to retrieve the customer information.



Item Activity

Direct Journal

SetID29200

Unit29200

Customer0000026609

LevelNo Relationship

Search

Acctg Date From01/01/2024

Acctg Date To01/31/2024

Item Activity

1-50 of 113

View 100

Activity 1

Activity 2

Activity 3

Activity 4

Activity 5

Activity 6

||>

Acctg Date	Item ID	Line	Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
01/01/2024	GM-0007009	0	IN		50.00	USD	29200
01/03/2024	OSEE-00985	0	IN		7,939.00	USD	29200
01/03/2024	OSEE-00989	0	IN		1,100.00	USD	29200
01/03/2024	OSEE-00986	0	IN		12,040.89	USD	29200
01/03/2024	OSEE-00990	0	IN		16,053.94	USD	29200
01/03/2024	OSEE-00987	0	IN		17,631.23	USD	29200
01/03/2024	OSEE-00991	0	IN		16,974.11	USD	29200
01/03/2024	OSEE-00988	0	IN		16,739.47	USD	29200
01/04/2024	GM-0006608	0	IN		65,365.23	USD	29200
01/04/2024	GM-0006605	0	IN		40,356.82	USD	29200
01/04/2024	GM-0006609	0	IN		412,011.28	USD	29200
01/04/2024	GM-0006606	0	IN		13,457.97	USD	29200
01/04/2024	GM-0006610	0	IN		4,140.99	USD	29200
01/04/2024	GM-0006607	0	IN		99,673.71	USD	29200

The **Item Activity** section of the page shows all customer activity matching the search criteria provided.

Accounting Date – displays the Accounting Date for each item.

Item ID – use the item hyperlinks to drill-down to the Item for more details.

Entry Type – determines the type of activity (Invoice, Payment, etc.)

Entry Amount – displays the amount of the Item.

Click the **Activity 4** Tab to view Contract information for the Item if applicable.



Item Information

Item Activity pages allow the user to view Item Activity related to Billing data, by Group and in Summary format. Items can be retrieved and accessed using the drill-down features available in the Item Review pages.

The Item Activity pages display Item information by Customer ID. This provides a mechanism to research all Items related to a particular customer and take desired action on the Item.

Item List

Navigation: *Accounts Receivable > Customer Accounts > Item Information > Item List*

Item List Page

The screenshot displays the 'Item List' page interface. At the top, there are tabs for 'Item List' and 'Advanced Search'. Below the tabs, search filters are provided for SetID (29200), Unit (29200), Customer (0000026609), and *Level (No Relationship). A *Status dropdown is set to 'Open'. A 'Search' button and an 'Advanced Search' link are present. Below the search filters, there are links for 'Add Conversation' and 'Display Currency'. The 'Row Selection' section includes a 'Range' input, a 'GO' button, and 'Select All' and 'Deselect All' buttons. The 'Item Action' section features a 'Select Action...' dropdown and a 'GO' button. The 'Search Result Totals' section shows a table with columns for Debits, Credits, Total, and Selected, each with corresponding Debit Amount, Credit Amount, and Total Amount. A 'Refresh' button is located at the bottom left.

Debits	Debit Amount	Currency
Credits	Credit Amount	Currency
Total	Total Amount	Currency
Selected		Currency

Use the **Item List** page to define search parameters for the Customer Activity information.

SetID – populate with the agency business unit value.

Unit - populate with the agency business unit value.

Customer – select the customer for which the activity will be displayed.

Click the [Advanced Search](#) hyperlink.



Advanced Search Page

Item List

Advanced Search

SetID 29200 Unit 29200 Customer 0000026809 OFFICE OF FEDERAL ACTIVITIES *Level No Relationship

*Status Open Search Preferences

Search Cancel Clear Save Delete

Item Responsible Parties

AR Specialist =
Credit Analyst =
Broker ID =
Collector =
Sales Person =

Reference Data

Item ID =
Entry Type =
Entry Reason =
Invoice =
Consol Inv =
Invoice Billing Specialist =
Bill Source =
Order No =
Document ID =
Proof of Delivery =
Bill of Lading =
Purchase Order =
PO Line =
Claim Number =
Aging Category =
Promotion Code =
Subrog Case No =
Service Purchase ID =
Sold To Customer =
Ship To Customer =

Item Type

Collection Code =
Collection Date = Thru
Deduction Reason =
Deduction Date = Thru
Dispute Reason =
Dispute Date = Thru



Advanced Search page continued

▼ Balances

Item Balance =

Original Amount =

Balance - Base Currency =

Balance Currency =

▼ Dates

Accounting Date = Thru

Discount Date = Thru

Due Date = Thru

Dunning Date = Thru

As Of Date = Thru

Statement Date = Thru

Payment Plan Related

Payment Plan

Contracts Related

Contract Billing Specialist

Contract Line Billing Authority

Contract Type Reference Award Number

Search Preferences

Status – define the Item list by Item Status.

Use the **Item Responsible Parties** section of the page to filter the Item list by AR Specialist, Credit Analyst, etc. that is assigned to the Item.

Use the **Reference Data** section of the page to define Item properties like Entry Type, Entry Reason, etc. to filter the Item list.

Use the **Item Type, Balances and Dates** sections of the page to define more search criteria for the Item List.

Click the **Search** button to search for Items by the defined criteria.



Item List page continued

Item List | **Advanced Search**

SetID: 29200 | Unit: 29200 | Customer: 0000026609 | OFFICE OF FEDERAL ACTIVITIES | *Level: No Relationship

*Status: Open | Search | Advanced Search

Add Conversation | Account Overview

Row Selection | **Item Action**

Range: | GO | Select All | Deselect All | Select Action... | GO

Item List

Detail 1 | Detail 2 | Detail 3 | Detail 4 | Detail 5 | Detail 6 | All

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	CR00001			1 29200	0000026609	Open	00	CR	MAINT	11/12/2024	48	-250.00	USD
2	<input type="checkbox"/>	GM-0003205			1 29200	0000026609	Open	00	CR		02/27/2019	2133	-210.62	USD
3	<input type="checkbox"/>	GM-0004130			1 29200	0000026609	Open	00	CR		11/23/2020	1498	-0.08	USD
4	<input type="checkbox"/>	GM-0004777			1 29200	0000026609	Open	00	CR		10/13/2021	1174	-125.10	USD
5	<input type="checkbox"/>	GM-0005075			1 29200	0000026609	Open	00	CR		02/07/2022	1057	-224.27	USD
6	<input type="checkbox"/>	GM-0005314			1 29200	0000026609	Open	00	IN		06/13/2022	931	13,141.17	USD
7	<input type="checkbox"/>	GM-0005348			1 29200	0000026609	Open	00	CR		06/13/2022	931	-18,570.42	USD
8	<input type="checkbox"/>	GM-0005434			1 29200	0000026609	Open	00	CR		07/20/2022	894	-36,103.23	USD

Search Result Totals

Debits	43	Debit Amount	836,757.00	Currency	USD
Credits	16	Credit Amount	-130,156.03	Currency	USD
Total	59	Total Amount	706,600.97	Currency	USD
Selected				Currency	

Refresh

Item – use any Item hyperlink to drill-down to Item properties.

Due – displays each Items Due Date.

Days Late – displays Days Late for each Item.

NOTE: Negative Days Late indicates the Item is not late or will be due in the number of days displayed.

Item Balance – displays the current Item balance for Open Items.

Use the **Checkbox** next to each Item in combination with the Item **Action** drop-down to take action on a particular Item.

Item Action

Select Action... | GO

Click the **Go** button to execute the **Action** selected.

Item Billing Data

Navigation: Accounts Receivable > Customer Accounts > Item Information > Item Billing Data

Item Billing Data

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

[Find an Existing Value](#)

▼ **Search Criteria**

*Business Unit = ▼ 09000 🔍

Invoice begins with ▼ 🔍

Bill Status = ▼ 🔍

Contract begins with ▼ 🔍

☐ Case Sensitive

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

Use the **Search** criteria to find the desired Bill/Invoice.

Business Unit – populate this field with the agency business unit number.

Invoice – search by Invoice ID.

Bill Status – retrieve all bills in a particular Bill Status.

Contract – search by Contract ID.

Click the **Search** button to enter the Item Billing Data pages.



Item List Page

AR Billing Inquiry

Invoice

Unit	09000	Invoice	SP00001331	Invoice Date	08/09/2024
Bill Type	SPL	Source		Status	INV
Billing Specialist	BISP_01		Blaine Bridges	Billing Currency	USD
Customer	0000002041		LINCOLN COUNTY	Invoice Amount	1,000.00
Location	2		DISTRICT #3	Total Sales/Use Tax	0.00
Terms	00			Total VAT Amount	0.00

Invoice Lines

1-1 of 1

View All

Line	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	Net Plus Tax
1	SURPLUS_MISC	Mower	1.0000		1,000.0000	1,000.00	1,000.000

Bill Header Notes
Go To

Select a Bill Inquiry Page

Bill To Address

Bill Header - Projects Information

View in Base Currency

Return to Search
Previous in List
Next in List
Notify

Use the **AR Billing Inquiry** page to view billing properties for the Item.

Bill Type – displays the Bill Type for the Item (invoice).

Invoice Amount – the total amount of the Item.

Use the **Invoice Lines** section of the page to view all Item Lines.

Use the [hyperlinks](#) at the bottom of the page to drill-down to other Item Billing pages.

Use the **Go To** drop-down menu to navigate to a related billing page.

Go To

Select a Bill Inquiry Page



Item Activity From a Group

Navigation: Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Group

Item Activity From a Group

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

[Find an Existing Value](#)

▼ **Search Criteria**

*Group Unit

= ▼

09000

Q

Group ID

begins with ▼

Q

*Business Unit

= ▼

09000

Q

Customer ID

begins with ▼

Q

Posted Date

= ▼

📅

Group Type

begins with ▼

Search

Clear

Basic Search

📄 Save Search Criteria

Use the **Search** criteria to find Items by Group.

Group Unit – populate this field with the agency business unit number.

Group ID – search by a particular Group ID.

Business Unit – populate this field with the agency business unit number.

Customer ID – search for Items in a Group by Customer ID.

Click the **Search** button to retrieve Items matching the search criteria.



Item Activity From A Group Page

Group Unit

09000

Posted Date

01/04/2024

Group ID

226309

*Display Customer Switch

Customer ID

*Display Amount Switch

Entry

Item Activities

1-4 of 135

View 100

	Unit	Customer ID	Item ID	Item Line	Entry Type	Reason	Entry	Currency
1	09000	0000000830	IT00030196		CR		-180.00	USD
2	09000	0000000020	EB00016340		IN		115.09	USD
3	09000	0000000025	EB00016341		IN		1,625.87	USD
4	09000	0000000030	EB00016342		IN		508.25	USD

Total Items

135

Group Amount

830,661.02

Currency

USD

Return to Search

Previous in List

Next in List

Notify

The **Item Activity From a Group** page shows all Items within a particular Item Group.

Display Customer Switch – select to view the Items in the Group by ‘Customer ID’ or ‘Customer Name’.

Total Items – displays a count of Items in the Group.

Group Amount – displays the total of all Items in the Group.



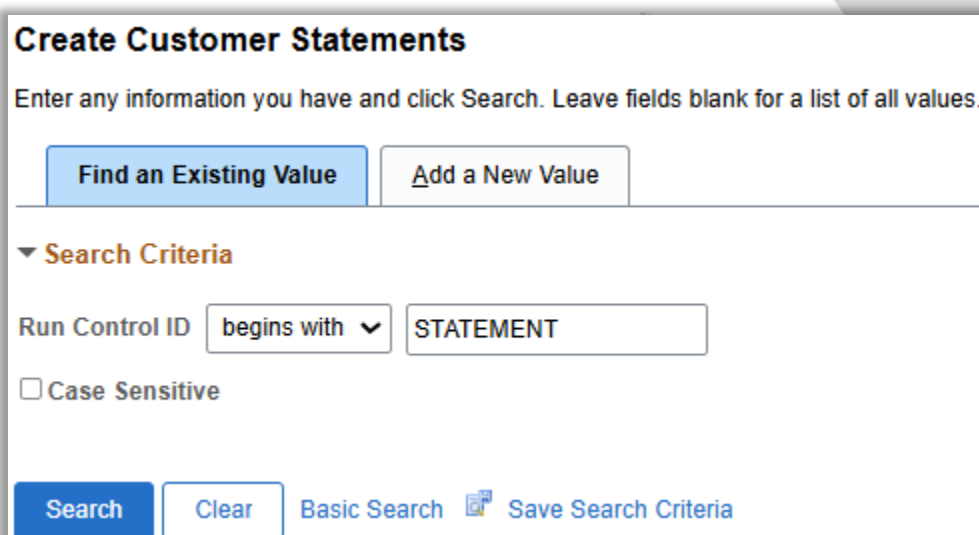
Customer Statements

Customer Statements are generated to provide customer correspondence on Item balances and activity. The Customer Statement process is a two-step approach. First, the Statements process (AR_STMTS) extracts data from customer and item records and populates statement records. Second, the Statements Print process (ARSTPRT) merges data from the statement records with predefined layouts and prints delivered statement reports.

Customer statements are based on current customer balances and open item information, which are updated by the Receivable Update Application Engine process (ARUPDATE).

Step 1: Create Customer Statements

Navigation: *Accounts Receivable > Customer Interactions > Statements > Create Customer Statements*



Use an Existing **Run Control** value or create a New Value.

Click the **Search** button to use an existing Run Control value.



Statement Parameters Page

Statements Parameters Currency to Convert

Run Control ID STATEMENT Report Manager Process Monitor Run

Language English

Report Request Parameters

As of Date 12/30/2024 ☐ Use System Date

Unit 09000 Mgmt and Enterprise Services

SetID 00000 STATE OF OKLAHOMA

Customer 0000000010 OKLAHOMA STATE UNIVERSITY

Correspondence Customer %

Statement Group All Statement Groups

Balance Forward Due Date 12/30/2024

☒ Open Item
☐ Open Item Include Drafts
☒ Balance Forward
☐ Balance Forward Re-run
☐ Email Statement

Required for Producing Statements by Bill Type Only

Bill Type

Save Notify Add Update/Display

Use the **Statements Parameters** page to define how the process will populate the customer statement reports.

As of Date – define the date at which the statement data will be calculated. This value defaults to today’s date.

Unit – populate with the agency business unit value. This value will create statements for all customers in the business unit.

Customer – select the customer on which the statement process will be executed. If this field is left blank, a statement will be created for all customers in the business unit.

Open Item or Balance Forward – select the desired checkbox to run both or one statement type in the same statement run.

NOTE: Customers are defined as ‘Open Item’ or ‘Balance Forward’ customers. It may be necessary to determine how the customer is set up before running the statement process.

Statement Group – enter a statement group to create statements for all groups or only for customers who belong to a selected statement group. Groups are a customer property.

Balance Forward Due Date - enter the due date to print on the statements, when running balance forward statements.

NOTE: Use the wildcard field (%) in the Customer Fields to run the statement process for all values that begin with a particular string of characters.

Click the **Run** button to execute the Statement process.

Process Scheduler Request

User ID: BBENN06 Run Control ID: STATEMENT

Server Name: Run Date: 12/30/2024

Recurrence: Run Time: 3:13:35PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Statements -Preprocessor	ARSTMT	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	PS/AR Statements	STATEMNT	PSJob	(None)	(None)	Distribution

[OK](#) [Cancel](#)

Select the checkbox next to the desired process (ARSTMT).

Click the **OK** button to execute the process. Navigate to the **Process Monitor** to view the Process instance.



Step 2: Print Statements

Navigation: Accounts Receivable > Customer Interactions > Statements > Print Statements

Print Statements


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

Find an Existing ValueAdd a New Value

▼ Search Criteria

Run Control ID begins with ▼

☐ Case Sensitive

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

Use an Existing **Run Control** value or create a New Value.

Click the **Search** button to use an existing Run Control value.



Statement Print Page

Run Control ID

STATEMENT

Report Manager

Process Monitor

Run

Language

English

Report Request Parameters

Statement Number

2146

Customer ID

0000000010

☐ Delete After Print
 ☐ Email Statement

Save

Return to Search

Notify

Add

Update/Display

Statement Number – select from the available Statement Numbers. This field displays the most recent number for the Run Control ID that is not printed.

NOTE: Each time the **Create Customer Statements** process is executed, it creates a Statement Number. The most recent Statement Number will be available on this page and initially populated if the user uses the same Run Control value for the Statement **Report** as was used on the Statement **Process**.

Click the **Run** button to execute the Statement Print process.



[Help](#)

Process Scheduler Request

User ID **BBENN06**
Run Control ID **STATEMENT**

Server Name ▼

Recurrence ▼

Time Zone Q

Run Date 12/30/2024 📅

Run Time 3:18:28PM

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PS/AR Statements Print	ARSTPRT	PSJob	(None) ▼	(None) ▼	Distribution
<input checked="" type="checkbox"/>	Customer Statement Print	ARX32000	BI Publisher	Web ▼	PDF ▼	Distribution
<input type="checkbox"/>	XMLP BalanceForward Statement	ARX32001	BI Publisher	Web ▼	PDF ▼	Distribution
<input type="checkbox"/>	XMLP Draft Customer Statement	ARX32002	BI Publisher	Web ▼	PDF ▼	Distribution
<input type="checkbox"/>	Customer Stmt Print w/Agiro	ARX32A00	BI Publisher	Web ▼	PDF ▼	Distribution
<input type="checkbox"/>	Balance Forward Stmt P w/Agiro	ARX32A01	BI Publisher	Web ▼	PDF ▼	Distribution
<input type="checkbox"/>	XMLP Statment Bursting Program	AR_STMTS_XML	Application Engine	Web ▼	TXT ▼	Distribution
<input type="checkbox"/>	ODOT Customer Statement Print	OCPAR529	BI Publisher	Web ▼	PDF ▼	Distribution

OK
Cancel

Select the checkbox next to the desired report.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** to view the Process instance and Report.



Review Receivables Information

The Receivables Analysis features allow the user to view receivables activity by Unit, Customer, Item, etc.

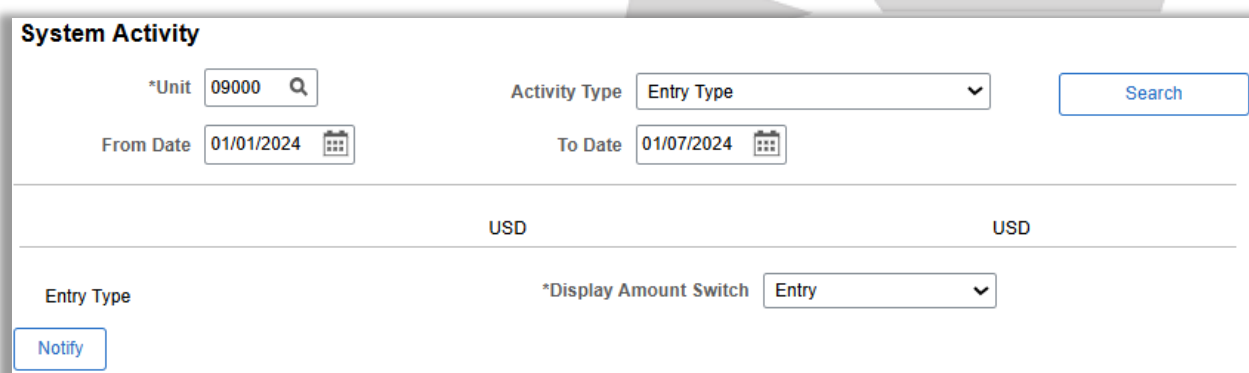
Business **Unit Activity** inquiry includes activity posted to a business unit. The system includes only payments that are completely posted in total.

Business **Unit Cash** inquiry includes an overview of cash applied and cash received by business unit.

Unit Activities

Navigation: *Accounts Receivable > Receivables Analysis > Review Receivables Information > Unit Activities*

Unit Activity Page



The screenshot shows the 'System Activity' form with the following fields and controls:

- *Unit:** Text input with '09000' and a search icon.
- Activity Type:** Dropdown menu with 'Entry Type' selected.
- Search:** Button.
- From Date:** Date picker with '01/01/2024' selected.
- To Date:** Date picker with '01/07/2024' selected.
- Table Header:** Two columns labeled 'USD'.
- Entry Type:** Label for the first column.
- *Display Amount Switch:** Dropdown menu with 'Entry' selected.
- Notify:** Button.

Use the Unit Activity page to search for Items posted to a business unit.

Unit – enter the agency business unit value.

Activity Type – select the type of business unit activity to display.

From/To Date – enter a period of time from which business unit activity will be selected.

Click the **Search** button to retrieve Unit Activity.

System Activity

*Unit Activity Type

From Date To Date

Beginning 59,045,092.850 USD Ending 57,955,614.610 USD

Entry Type *Display Amount Switch

Unit Activity

1-4 of 6

	Description	Short Descr	Bank Account	Amount	Currency
1	Credit Memo			-3,275.00	USD
2	Debit Memo			5,952.20	USD
3	Invoice			1,927,465.36	USD
4	Match Customer's DRs & CRs			0.00	USD

Group Amount -1,089,478.24 Currency USD

Beginning – displays the total of unit activity at the start of the period defined.

Ending – displays the total of unit activity at the ending of the period defined.

The **Unit Activity** section of the page displays all activity posted to the business unit by type (Invoice, Payment, etc.).

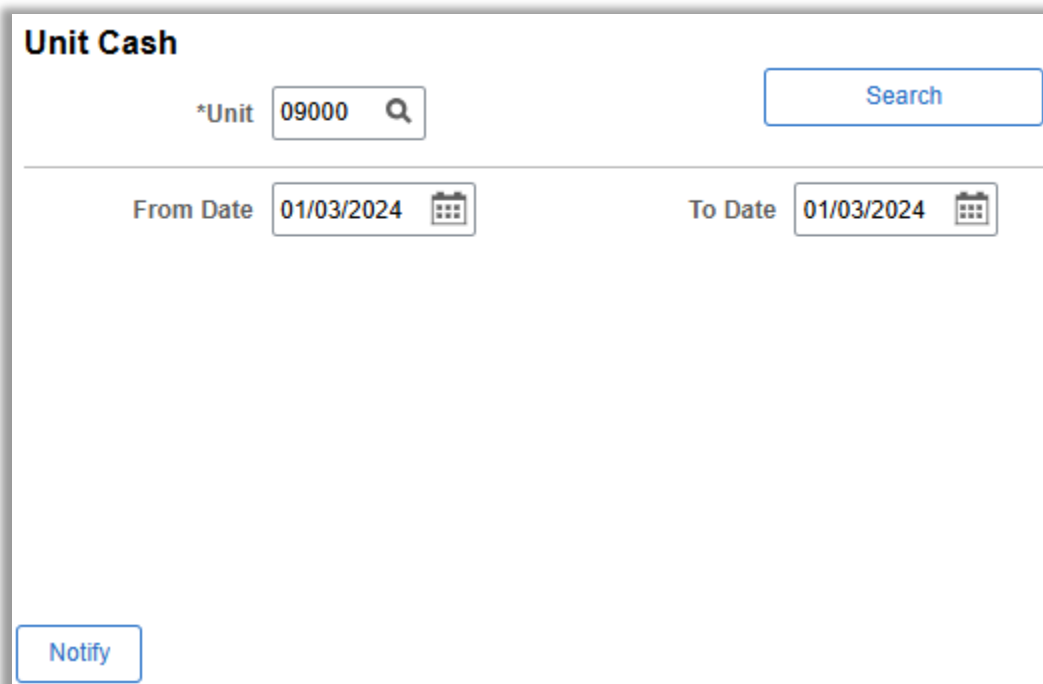
Group Amount – displays the amount for the time period defined.



Unit Cash

Navigation: Accounts Receivable > Receivables Analysis > Review Receivables Information > Unit Cash

Unit Cash Page



The screenshot shows a web interface titled "Unit Cash". It features a search bar with the label "*Unit" and the value "09000". To the right of the search bar is a "Search" button. Below the search bar, there are two date pickers: "From Date" with the value "01/03/2024" and "To Date" with the value "01/03/2024". At the bottom left of the form is a "Notify" button.

Unit – populate with the agency business unit value.

From/To Date – enter a period of time from which the unit activity will be selected.

Click the **Search** button to retrieve Unit Activity.



Unit Cash

*Unit
09000
Search

From Date
01/03/2024
To Date
01/03/2024

Cash Snapshot

Cash Applied to This Unit	-318,895.810
Cash Directly Journalled	-86,949.910
Cash Applied to Other Units	0.000
Total Cash Received	-405,845.720
Cash Applied from Other Units	0.000
Total Cash Applied	-318,895.810

Notify

The **Cash Snapshot** section of the page displays different types of cash/deposits that have been received by the business unit for the date range defined.

Cash Applied to This Unit – displays a total of cash applied to Items.

Cash Directly Journalled – shows a total of all cash directly journalled (not applied to Items).

Total Cash Received – the sum of Applied Cash and Directly Journalled Cash.



Posting Results-Payments

Payment Inquiry pages display all activity associated with a Deposit and/or Payment(s). This includes payment ID, payment amount and Item information.

Item Activity From Payment

Navigation: *Accounts Receivable > Receivables Update > Posting Results-Payments > Item Activity From Payment*

Item Activity From Payment

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

Find an Existing Value

▼ Search Criteria

*Deposit Unit

= ▼

09000

Q

Deposit ID

begins with ▼

Q

Payment Sequence

= ▼

Q

Payment ID

begins with ▼

Q

*Business Unit

= ▼

09000

Q

Customer ID

begins with ▼

0000000010

Q

Posted Date

= ▼

Payment Type

= ▼

▼

Search

Clear

Basic Search

Save Search Criteria

Use the Search criteria to find the desired payment.


Deposit Unit – enter the agency business unit value.

Deposit ID – to search by Deposit ID, enter that value.

Payment ID – enter the payment ID.

Business Unit – enter the agency business unit value.

Click the **Search** button to enter the Item Activity from Payment pages.



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& Enterprise Services

Item Activity From Payment

Deposit Unit:	09000	Deposit ID:	0900051139		
Acctg Date:	04/03/2024	Posted Date:	04/03/2024	Payment Method:	EFT
Payment ID:	000112474	Payment Amount:	-389.00	Currency:	USD

*Display Amount Switch: Payment Amount

Item Activity

1-1 of 1 | View All

Unit	Customer	Name	Group ID	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
09000	0000000010	OKLAHOMA STATE UNIVERSITY	230751	25202211010207		PY		000112474	-389.00	USD

Totals

Total:	1	Total Amount:	-389.00	Currency:	USD
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[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

The **Item Activity From Payment** page displays Deposit information related to the payments and Items that the payment was applied to.

Payment ID – displays the payment number.

Item ID – shows the Item that the payment was applied to.

Total – displays the count and total amount of Items in the Deposit.



Review Pending Item with Entry

Navigation: *Accounts Receivable > Receivables Update > Posting Results-Payments > Review Pending Item with Entry*

Items w/ Accounting Entries
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

*Deposit Unit	= ▼	09000	Q
Deposit ID	begins with ▼		Q
Payment ID	begins with ▼		Q
Group ID	begins with ▼		Q
Group Type	begins with ▼		
User ID	begins with ▼		Q
Assigned Operator ID	begins with ▼		Q
Entered Date	= ▼		Calendar Icon
Posting Status	>= ▼		▼
Payment Type	= ▼		▼

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Use the **Search** criteria to find the desired payment.

Deposit Unit – enter the agency business unit value.

Deposit ID – to search by Deposit ID, enter that value.

Payment ID – enter the payment ID if known.

Group ID – enter the Pending Item Group if known.

Posting Status – search for payments by Posting Status.

Click the **Search** button to enter the Items with Accounting Entries pages.

Payment Control Page

Payment Control		Payment 1	Payment 2	Payment 3	Accounting Entries
Deposit Unit	09000	Deposit ID	0900051139	Payment ID	000112474
Accounting Date	04/03/2024	Approved By	KBEIER02		
Group Type	P	Payment			
Origin ID	PS_AR	PS AR			
Payment Type	Payment				
Totals		Control Data			
Control	-389.00	*Count	1	Received	04/03/2024
Entered	-389.00	Count	1	Entered	04/03/2024
Difference	0.00	Count	0	Posted	04/03/2024
Posted	-389.00	Count	1	Assign	KBEIER02
				User	KBEIER02
Group Status					
Edit Status	Edited	Accounting Entries	Balanced		
Balanced	Yes	Posting Action	Do Not Post		
Posting Status	Complete				
Return to Search Notify					
Payment Control Payment 1 Payment 2 Payment 3 Accounting Entries					

The **Payment Control** page displays much of the same information as appears on a Deposit or Pending Item Group.

Click the **Payment 1** Tab.



Payment 1 Page

Payment Control	Payment 1	Payment 2	Payment 3	Accounting Entries
Deposit Unit 09000	Deposit ID 0900051139	Payment ID 000112474		
<div>Pending Item Entry</div> <div> <input type="text"/> <input type="button" value="1 of 1"/> <input type="button" value="View All"/> </div>				
Acctg Date 04/03/2024	As Of Date 04/03/2024	Sequence 1	<input checked="" type="checkbox"/> Posted	
Item ID 25202211010207	Customer 0000000010	Line OSU		
Bus. Unit 09000	SubCust2			
SubCust1	Currency USD			
Amount -389.00	Reason	AR Dist AR	Entry Event	
Entry Type PY	<input checked="" type="checkbox"/> Revalue Flg			
Terms	Due Date 06/30/2022	Due Days		
Disc Amt	Disc Date	Disc Days	<input type="checkbox"/> Always Allow Discount	
Disc Amt 1	Disc Date 1			
PO Ref	PO Line	BOL		
Order No	Document	Line Item		
Contract	L/C ID	Case No		
SP ID		Payment Plan		
Created On 04/03/2024 10:08AM	Last Modified On 04/03/2024 12:04PM			
Created By KBEIER02	Modified By BATCHPROD			
<input type="button" value="Return to Search"/>	<input type="button" value="Notify"/>			

The **Payment 1** page displays the Item that was paid by the Deposit.

Accounting Date – displays the accounting date of the payment.

Item ID – displays the Item that the payment was applied to.

Posted – when checked, indicates that the payment has been posted to the customer's account.

Click the **Accounting Entries** Tab.



Accounting Entries Page

Payment Control
Payment 1
Payment 2
Payment 3
Accounting Entries

Deposit Unit 09000
Deposit ID 0900051139
Payment ID 000112474

Accounting Entries

Item ID 25202211010207
Bus. Unit 09000
Amount -389.00

Line
Customer 0000000010
Currency USD

Entry Type PY
SubCust1

Reason
SubCust2

Accounting Entries Complete
Revenue Estimate

Distribution Lines

ChartFields
Currency Details
Additional Details
Journal Reference Information
Item Creation/Update Details

Line	GL Unit	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Account	PC Bus Unit	Project
100	09000	111000			1870			29600				
102	09000	111200			1870			29600				

Lines 2
DR 389.00
Currency USD
CR 389.00
Currency USD
Net 0.000

Return to Search
Notify

The **Accounting Entries** page displays the cash accounting entries that affect Accounts Receivable and Cash.



Receivables Reports

Business Unit Activity Report

Business Unit Activity reports show totals by agency business unit for Items, Payments and Balance.

Navigation: Accounts Receivable > Receivables Analysis > Receivables Reports > Business Unit Activity -PIT

Business Unit Activity-PIT

Find an Existing Value

+ Add a New Value

Search Criteria

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

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Run Control ID

begins with

JMR

^ Show fewer options

☐ Case Sensitive

Search

Clear

Save Search

Use an Existing **Run Control** value or create a New Value.

Click the Search button to use an existing Run Control value.

Unit Activity - Point in Time

Run Control ID JMR
Report Manager Process Monitor Run

Language English

Report Request Parameters

Point in Time Type Range
From Date 01/01/2022
To Date 01/10/2022
Business Unit 09000 Mgmt and Enterprise Services
Summarize By Group Type/Origin/Bank Code

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

From/To Date – define a date range that will be used to select business unit activity onto the report.

Business Unit – populate with the agency business unit value.

Summarize – select a pre-defined summary option from the list that will be used to display results on the report.

Click the **Run** button to execute the Statement Print process.



Process Scheduler Request
×

User ID JMA-ROBERTS01
Run Control ID JMR
Help

Server Name

Recurrence

Time Zone

Run Date

Run Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PIT Item Activity by Entry Typ	ARX60001P	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - GroupType/Orig	ARX60002P	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - Entry Type/Rsn	ARX60003P	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv by Activity Type	ARX60004P	BI Publisher	Web	PDF	Distribution
<input type="checkbox"/>	PIT Item Actv - ActvTyp/Origin	ARX60005P	BI Publisher	Web	PDF	Distribution

Select the checkbox next to the desired report.

Click the **OK** button to execute the process. Navigate to the [Process Monitor](#) to view the Process Instance and Report.

