

QUICK REFERENCE GUIDE

Setting Pending Items to Post

February 5, 2015

Set Pending Items to Post

After bills are created in the Billing Module, they must be run through Single Action Invoice process. When this process is run, staff is required to unselect the default “Do Not Post” on the process page and select the “Batch Standard” so that when the ARUpdate process is run it will bring the Items into the Accounts Receivable module and post the items to the customer accounts.

When staff forgets to select the “Batch Standard” option, the Group Control page will display with the Posting Status “Not Posted”.

The screenshot displays the 'Group Control' page with the following details:

- Group Unit:** G1001, **Group ID:** 7527
- *Accounting Date:** 12/16/2014
- *Group Type:** B (Billing)
- *Origin ID:** PS_BI (Billing)
- Currency:** USD
- Control Totals:**

Control:	300.00	*Count:	1
Entered:	0.00	Count:	1
Difference:	300.00	Count:	1
Posted:	0.00	Count:	0
- Control Data:**

*Received:	12/16/2014	*Entered:	12/16/2014
Posted:		Assign:	TEST_TRN
Assign:	TEST_TRN	User:	TEST_TRN
- Group Status:**

Edit Status:	Not Edited	Accounting Entries:	Balanced
Balanced:	No	Posting Action:	Do Not Post
Posting Status:	Not Posted		

AR staff with the supervisor role can set the pending item to post in the Accounts Receivable module by following the instructions in this guide.

Steps to complete:

- Step 1: Navigate to the Group Entry page for the Group that was not Posted
- Step 2: Select Batch Standard on the Group Action tab
- Step 3: Run ARUpdate

Step 1: Navigate to the Group Entry page for the Group that was not Posted

Begin by navigating to the *Group Entry* page.

1. **Navigation Links:** Accounts Receivable, Pending Items, External Items, Group Entry.
2. At the *Group* page, enter your *Group Unit* (same as Business Unit).
3. Optionally, enter the *Group ID*.
Note: Other criteria are available to use to filter your search. (The *Group ID* for the Item(s) that have not posted can be found in the Billings Module: Billing, Review Billing Information, AR Pending Items.)

Favorites | Main Menu > Accounts Receivable > Pending Items > External Items > Group Entry

Group Entry

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: = G1001

Group ID: begins with 7527

User ID: begins with

Assigned Operator ID: begins with

Origin ID: begins with

Entered Date: =

Posting Status: = Not Posted

Case Sensitive

Search Clear Basic Search Save Search Criteria

4. Select “Not Posted” for the *Posting Status*.
5. Click on the **Search** button.
6. The *Group Control* page for the group displays.

Favorites | Main Menu > Accounts Receivable > Pending Items > External Items > Group Entry

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

Group Unit: G1001 Group ID: 7527 [View Audit Logs](#)

*Accounting Date: 12/16/2014

*Group Type: B Billing

*Origin ID: PS_BI Billing

Control Totals			
Control:	300.00	*Count:	1
Entered:	0.00	Count:	1
Difference:	300.00	Count:	1
Posted:	0.00	Count:	0

Control Data			
*Received:	12/16/2014	*Entered:	12/16/2014
Posted:		Assign:	TEST_TRN
Assign:	TEST_TRN	User:	TEST_TRN

Group Status			
Edit Status:	Not Edited	Accounting Entries:	Balanced
Balanced:	No	Posting Action:	Do Not Post
Posting Status:	Not Posted		

Save Return to Search Notify

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

- Notice that the *Group Status* indicates “Not Posted” and the *Posting Action* is “Do Not Post”.

Step 2: Select Batch Standard on the Group Action tab

1. Click on the **Group Action** tab.

2. Click on the **Batch Standard** button in the **Posting Action** section.
3. Click on the **Save** button. The **Group Control** tab now shows a Posting Action of “Batch Standard”.
Note: If you receive an error, contact the SWIFT Helpdesk for assistance.

Step 3: Run the ARUpdate Process

The ARUpdate process runs automatically several times a day. It can also be run manually. Refer to the [AR/BI3 Accounts Receivable Advanced User Guide](#), “Running the ARUpdate Process” topic, for instructions. After the ARUpdate process runs, the *Posting Status* will update to “Complete”.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Receivables Update](#) > [Posting Results-Pending Items](#) > [All Items w/ Detail](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#)

Group Unit: G1001 **Group ID:** 7527

Accounting Date: 12/16/2014 **Approved By:** TEST_TRN
Group Type: B Billing
Origin ID: PS_BI Billing

Currency		
Control:	Format:	USD

Totals			
Control:	300.00	*Count:	1
Entered:	300.00	Count:	1
Difference:	0.00	Count:	0
Posted:	300.00	Count:	1

Control Data	
Received:	12/16/2014
Entered:	12/16/2014
Posted:	12/16/2014
Assign:	TEST_TRN
User:	TEST_TRN

Group Status

Edit Status:	Edited	Accounting Entries:	Balanced
Balanced:	Yes	Posting Action:	Do Not Post
Posting Status:	Complete		

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

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#)