



State of Minnesota

SWIFT
Statewide Integrated Financial Tools

AR-BI 4

(Formerly AR/BI 1)

Billing and Accounts Receivable

Viewing Information

User Guide

October 27, 2014

Version #2

Minnesota Management & Budget
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For updates to this and other training information, please see the SWIFT web pages
at <http://www.mn.gov/mmb/accounting/swift/>

AR-BI4 Billing and Accounts Receivable

Viewing Information

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KEY BILLING AND ACCOUNTS RECEIVABLE VIEWING INFORMATION TERMS 100

Billing and Accounts Receivable Viewing Information

Course Overview

The AR-BI4 User Guide covers viewing bill information in the Billing (BI) and the Accounts Receivable (AR) modules of the SWIFT system.

Billing and Accounts Receivable together create a process for:

- Creating outgoing bills
- Matching payments to invoices
- Handling and applying payments correctly
- Creating adjustments to bills

When you bill a customer, you create an invoice in Billing and send the invoice to the customer. After you receive payment from the customer, you apply the payment to the invoice in Accounts Receivable. Customers include other state agencies, individuals, organizations, and companies. Bills can be created for goods and services, fines or taxes.



When you create a bill in SWIFT billing it is referred to as an invoice. Each invoice has a unique invoice ID. The terms bill and invoice are interchangeable.

After an invoice is created, it will need to go through the Single Action Invoice process successfully. This is a Billing module process which contains several jobs including:

- Finalize and Print Invoices
- Pre-Load
- Budget Check
- Load General Ledger (GL) entries
- Load to AR

The Single Action Invoice process is covered more thoroughly in [AR-BI2 Billing Advanced User Guide](#).

The lessons in this course will show you how to:

- Review billing information
- Review customer account information
- Review item information

Lesson 1: Review Billing Information

Lesson Overview

SWIFT Billing provides many different ways to view billing information for customers. The billing information provides more details related to an invoice. It may be important to drill down to a bill to view information on the original invoice.

After completing this lesson, you should be able to:

- View billing summary information
- View billing details
- View accounts receivable pending items
- Review accounting entries by invoice
- Review accounting entries by journal

Viewing Billing Summary Information

Topic Overview

The *Billing Summary* inquiry pages can be used to review summary information for a bill. A bill can be viewed regardless of the bill status. You are able to view information only. You are not able to edit any fields. The bill header information is displayed. In addition, you are able to see what processes have been completed to generate the invoice. You can use *Link* options in the **Go to** section and the **Navigation** drop-down menu to look at specific bill information.

After completing this topic, you should be able to:

- Locate an existing invoice to review billing information
- View header level information
- Use Link options to view additional billing summary information
- Use the Navigation menu to view additional bill information

Process Steps

View Billing Summary Information

This topic covers how to view billing summary information. Billing Summary information is for viewing only and cannot be edited.

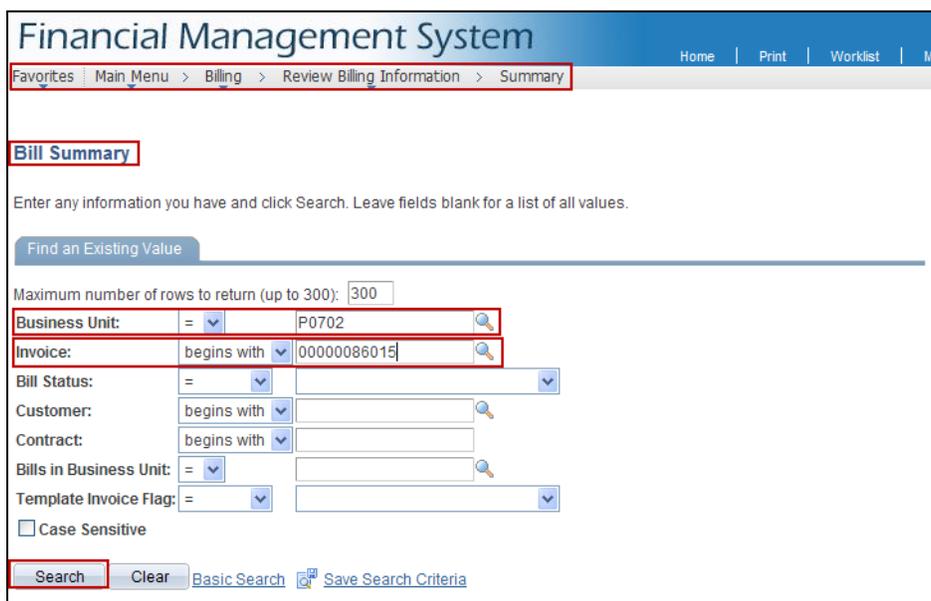
Steps to access billing summary information:

- Step 1: Locate an existing invoice to review billing information
- Step 2: View bill summary header information
- Step 3: View status of bill processes on the Bill Summary Info 2 page
- Step 4: Use the Go to section links to view bill information
- Step 5: Use the Navigation menu to view bill information

Step 1: Locate an existing invoice to review billing information

Begin by navigating to the *Bill Summary* search page to locate an existing invoice to view billing summary information.

1. **Navigation Links:** Billing, Review Billing Information, Summary.
2. Verify the default *Business Unit* or enter the *Business Unit*.
3. Enter an existing *Invoice ID*.
Note: Additional search criteria are available, including *Bill Status*, and *Customer ID*.
4. Click the **Search** button. The *Bill Summary Info* page for the invoice displays.



Financial Management System

Home | Print | Worklist | Mu

Favorites | Main Menu > Billing > Review Billing Information > Summary

Bill Summary

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = P0702

Invoice: begins with 00000086015

Bill Status: =

Customer: begins with

Contract: begins with

Bills in Business Unit: =

Template Invoice Flag: =

Case Sensitive

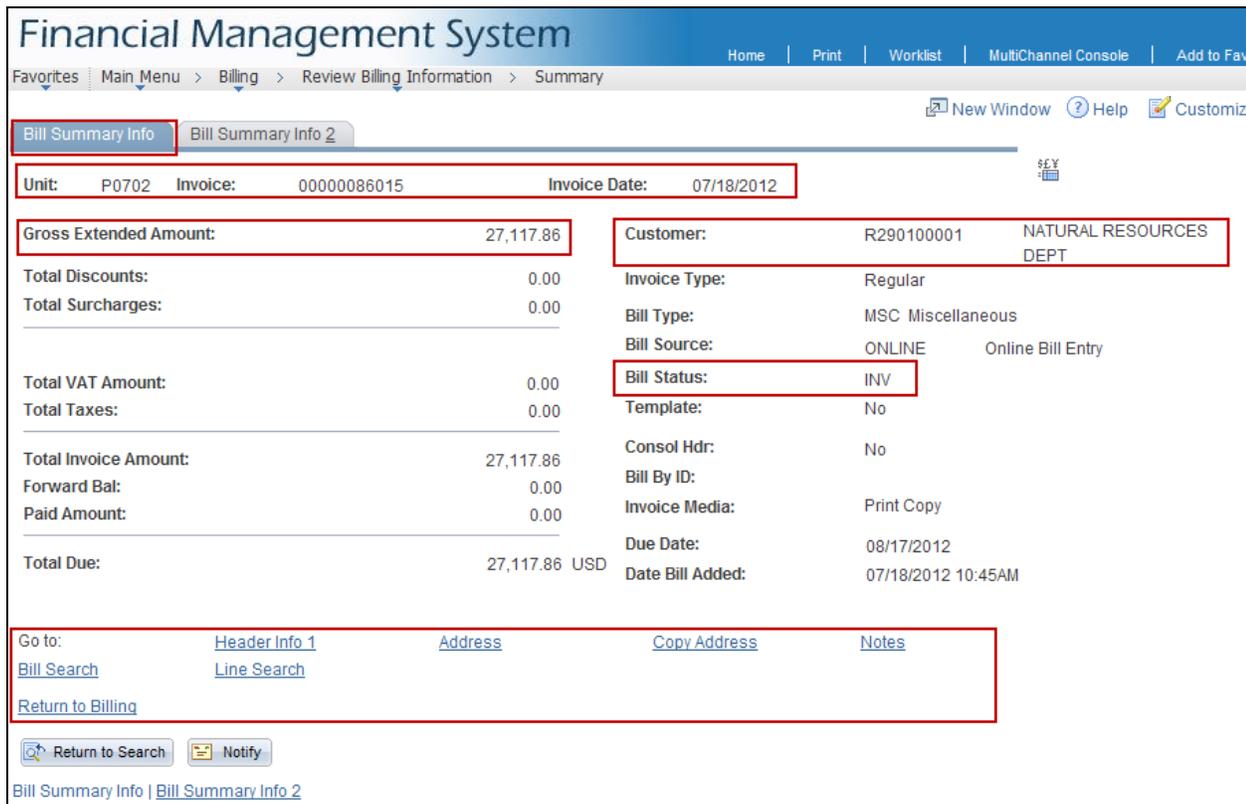
Search Clear Basic Search Save Search Criteria

Step 2: View bill summary header information

Bill information is viewed at the header level on the *Bill Summary Info* page. When the bill is in “INV” (invoiced) bill status, no changes can be made to the invoice. It is for viewing only.

Header level billing information displays fields including:

- Business Unit
- Invoice ID
- Invoice Date
- Customer ID and name
- Bill Status. **Note:** Bill Status options include: INV=invoiced; RDY= ready to invoice; NEW=newly created invoice; CAN=cancelled
- Gross Extended Amount



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Fav

Favorites | Main Menu > Billing > Review Billing Information > Summary

New Window | Help | Customiz

Bill Summary Info | Bill Summary Info 2

Unit: P0702 Invoice: 0000086015 Invoice Date: 07/18/2012

Gross Extended Amount:	27,117.86	Customer:	R290100001	NATURAL RESOURCES DEPT
Total Discounts:	0.00	Invoice Type:	Regular	
Total Surcharges:	0.00	Bill Type:	MSC Miscellaneous	
Total VAT Amount:	0.00	Bill Source:	ONLINE	Online Bill Entry
Total Taxes:	0.00	Bill Status:	INV	
Total Invoice Amount:	27,117.86	Template:	No	
Forward Bal:	0.00	Consol Hdr:	No	
Paid Amount:	0.00	Bill By ID:		
Total Due:	27,117.86 USD	Invoice Media:	Print Copy	
		Due Date:	08/17/2012	
		Date Bill Added:	07/18/2012 10:45AM	

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

[Return to Billing](#)

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

Bill Summary Info | [Bill Summary Info 2](#)

The **Go to** section displays links which are available to drill down for specific information. Links available from the *Bill Summary Info* page include:

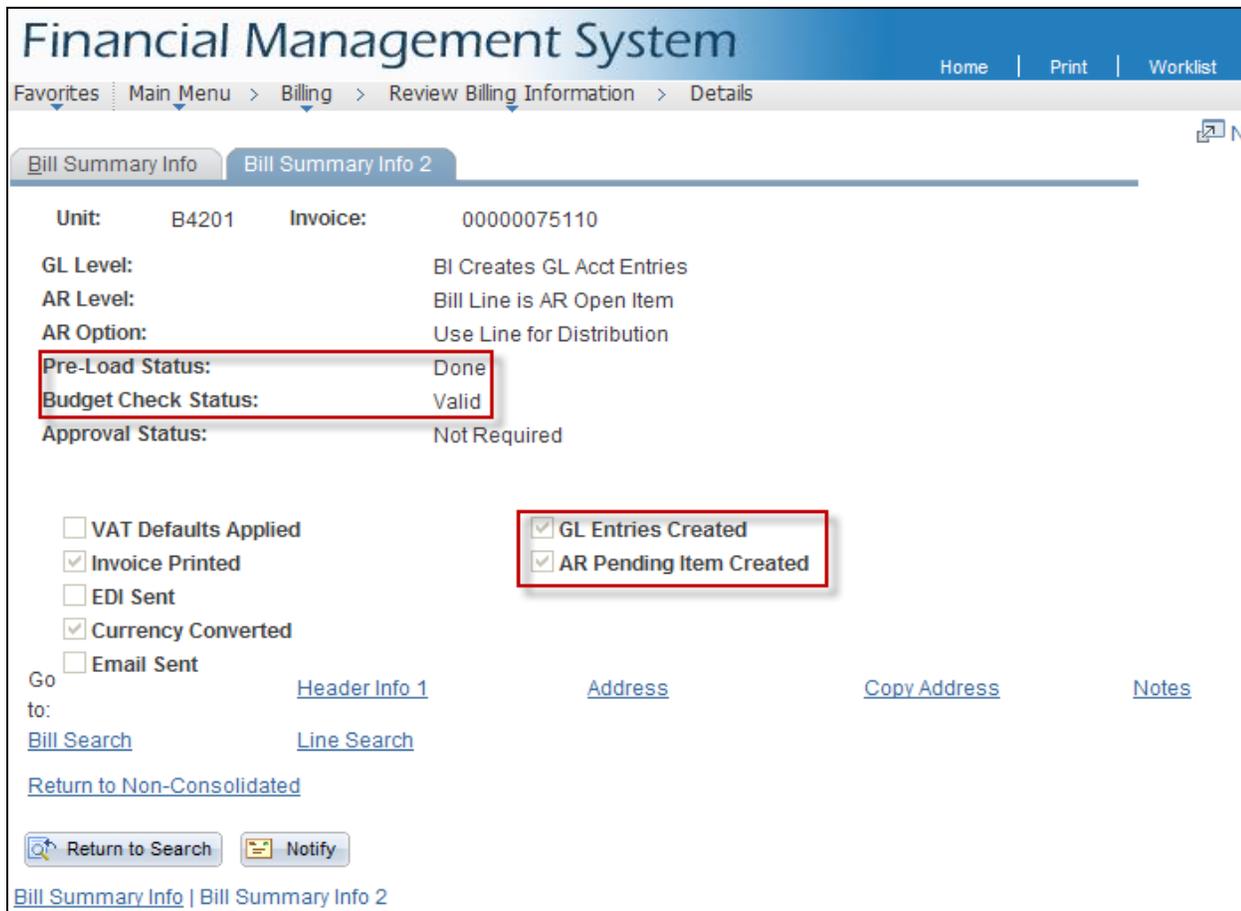
- Header Info 1 – information that applies to the entire bill
- Address – the customer’s address
- Copy Address – the name and address of an entity that will receive a courtesy copy of the bill

- View Invoice Image – print a pdf of the invoice if the bill is in “INV” (Invoiced) status and has an Invoice Format of “XMLPUB” format
- Notes – bill header notes
- Bill Search – system issues occur on the Bills Invoiced and Bills Not Invoiced pages
- Line Search – system issues occur on the Lines Invoiced and Lines Not Invoiced pages

Step 3: View bill processes status

On the *Bill Summary Info 2* page, most jobs included in the Single Action Invoice process are displayed, along with the status of the job. This information can be used to cross-check the Single Action Invoice process jobs.

1. Click the **Bill Summary Info 2** tab.



Financial Management System Home | Print | Worklist

Favorites Main Menu > Billing > Review Billing Information > Details

Bill Summary Info | **Bill Summary Info 2**

Unit: B4201 Invoice: 00000075110

GL Level: BI Creates GL Acct Entries
 AR Level: Bill Line is AR Open Item
 AR Option: Use Line for Distribution

Pre-Load Status: Done
Budget Check Status: Valid

Approval Status: Not Required

VAT Defaults Applied
 Invoice Printed
 EDI Sent
 Currency Converted
 Email Sent

GL Entries Created
 AR Pending Item Created

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#)
[Return to Non-Consolidated](#)

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

[Bill Summary Info](#) | [Bill Summary Info 2](#)

If the Single Action Invoice (SAIP) process runs successfully, the jobs should appear as follows:

Status	Description/Resolution
Pre-Load Status	The Pre-Load job performs functions to prepare preliminary accounting entry information for bills. The status is initially "Pending" and will change to "Done" if the "SAIP" had run the job successfully.
Budget Check Status	The Budget Check job budget checks entries and updates the Revenue Budget. If the job was successful, the status would indicate "Valid". This is one of the most common reasons for failure.
Approval Status	All credit bills require approval. The SAIP will not pick up on a credit bill that has not been approved. If the Status indicates "Required", the approval was not requested. If the approval is required and the Status indicates "Pending" you'll need to bring this to the attention of your supervisor.
Invoice Printed	If this is checked, the job was run successfully by the SAIP.
Currency Converted	If this is checked, the job was run successfully by the SAIP.
GL Entries Created	The Load GL Accounting Entries job places billing accounting data (AR/Revenue or Expense account entries) on export tables for processing by the General Ledger. If this is checked, the job was run successfully by the SAIP.
AR Pending Items Created	The Load AR Pending Items job creates items in AR so that invoicing information can be posted to the customer's account. If this is checked, the job was run successfully by the SAIP.

After an invoice is run through the Single Action Invoice process, the bill status will change from "RDY" (ready to invoice) to "INV" (invoiced). When an invoice has a bill status of "INV", no changes can be made to the invoice.

When Errors/Warnings appear, they need to be corrected and the Single Action Invoice process needs to be run again to move the invoice into AR as an Open item for payment to be applied to the item. Refer to the Troubleshooting Single Action Invoice Process topic in the [ARBI2 Billing Advanced User Guide](#) for instructions.

Step 4: Use the Go to section links to view additional bill information

Most viewing pages include links to drill down to specific pages to view additional billing information. The first link you will view is *Header Info 1*. Information displayed on the bill header applies to the entire bill. The *Line – Info 1* page billing information will also be viewed, as well as the accounting information entered.



1. Click on the **Bill Summary Info** tab.

Financial Management System Home | Print | Worklist | MultiChannel Console

Favorites | Main Menu > Billing > Review Billing Information > Summary

New Window ? Help

Bill Summary Info | Bill Summary Info 2

Unit:	P0702	Invoice:	00000086015	Invoice Date:	07/18/2012	\$LY
Gross Extended Amount:	27,117.86	Customer:	R290100001	NATURAL RES DEPT		
Total Discounts:	0.00	Invoice Type:	Regular			
Total Surcharges:	0.00	Bill Type:	MSC Miscellaneous			
Total VAT Amount:	0.00	Bill Source:	ONLINE	Online Bill Entry		
Total Taxes:	0.00	Bill Status:	INV			
Total Invoice Amount:	27,117.86	Template:	No			
Forward Bal:	0.00	Consol Hdr:	No			
Paid Amount:	0.00	Bill By ID:				
Total Due:	27,117.86 USD	Invoice Media:	Print Copy			
		Due Date:	08/17/2012			
		Date Bill Added:	07/18/2012 10:45AM			

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)

[Bill Search](#) [Line Search](#)

[Return to Billing](#)

2. Click *Header Info 1* link. The *Header Info 1* page displays the information entered when creating the bill. Some of the fields to note include:
 - Invoice Amount
 - Bill Status
 - Invoice Date
 - Customer ID and Name



Financial Management System Home | Print | Worklist | MultiChannel Console

Favorites | Main Menu > Billing > Review Billing Information > Summary New Window ? Help

Header - Info 1 | **Line - Info 1**

Unit: P0702 Invoice: 00000086015 **Invoice Amt: 27,117.86 USD** \$/Y

Status: INV	Invoice Date: 07/18/2012	Cycle ID: ON_DEMAND
Type: MSC	Source: ONLINE	Frequency: Once
Customer: R290100001 NATURAL RESOURCES DEPT	SubCust1:	SubCust2:
Invoice Form: CRYSTAL	From Date:	To Date:
Accounting Date: 07/18/2012	Pay Terms: NET30	Pay Method: Check
Remit To: P0702	Bank Account: 0001	
Sales: DEFAULT	Bill Inquiry Phone: 651-201-7439	
Credit: DEFAULT	Collect: DEFAULT	
Billers: BISPEC	Billing Authority: BISUP	

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#)

[Summary](#) [Commit Cntrl](#) **Page Series**

[Bill Search](#) [Line Search](#) Header - Info 1 [Prev](#) [Next](#)

[Return to Billing](#)

3. Click on the **Line – Info 1** tab to view bill line information. The *Line – Info 1* page displays bill line information entered when the bill was created. Some of the fields to note include:

- Invoice Amount
- Line number
- Description displays what the customer is billed for and prints on the invoice
- Line shows number of lines, which you can navigate between using the arrows
- Quantity, Unit of Measure and Price

Note: Discount/Surcharge is not being used by the State of MN.

Financial Management System Home | Print | Worklist | MultiChannel Console

Favorites | Main Menu > Billing > Review Billing Information > Summary

New Window ? Help

Header - Info 1 | Line - Info 1

Unit: P0702 Bill To: R290100001 Invoice Amt: 27,117.86 USD
 Invoice: 00000086015 NATURAL RESOURCES DEPT Max Rows: 5

Bill Line Find | View All | First 1 of 1

Seq: 1	Line: 1	Net Extended: 27,117.86
Identifier: DR-1648 REIMB	Description: DR-1648	

Quantity: 1.0000	Line Type: REV	<input checked="" type="checkbox"/> Accumulate
Unit of Measure: EA	From/To Dt:	<input type="checkbox"/> Tax Exempt
Unit Price: 27,117.8600	Tax Code:	
Gross Extended: 27,117.86	Exempt Cert:	
Less Discount: 0.00		
Plus Surcharge: 0.00		
Net Extended: 27,117.86		
VAT Amount: 0.00		
Tax Amount: 0.00		
Net Plus Tax: 27,117.86		

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)

[Notes](#) [Commit Cntrl](#) [Page Series](#)

[Summary](#) [Bill Search](#) [Line Search](#) Line - Info 1 [Prev](#) [Next](#)

[Return to Billing](#)

4. Click the *Accounting* link in the **Go to** section. The *Accounting – Rev Distribution* page displays.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Billing > Review Billing Information > Summary

New Window | Help | Customize Page

Header - Info 1 | Line - Info 1 | **Acctg - Rev Distribution**

Unit: P0702 Bill To: R290100001 Invoice Amt: 27,117.86 USD
 Invoice: 00000086015 NATURAL RESOURCES DEPT Max Rows: 5

Bill Line

Seq: 1 Line: 1 Net Extended: 27,117.86
 Identifier: DR-1648 REIMB Description: DR-1648

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Acctg Information | Reference Information

Code	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	Project	Affil	Fund Affil	Percent
	3000	P0732300	P072713	511001					P07201648PA			1

Percent: 100.00 Amount: 27,117.86 Gross Extended: 27,117.86

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)
[Notes](#) [Commit Cntrl](#) [Page Series](#)
[Summary](#) [Bill Search](#) [Line Search](#) Acctg - Rev Distribution [Prev](#) [Next](#)

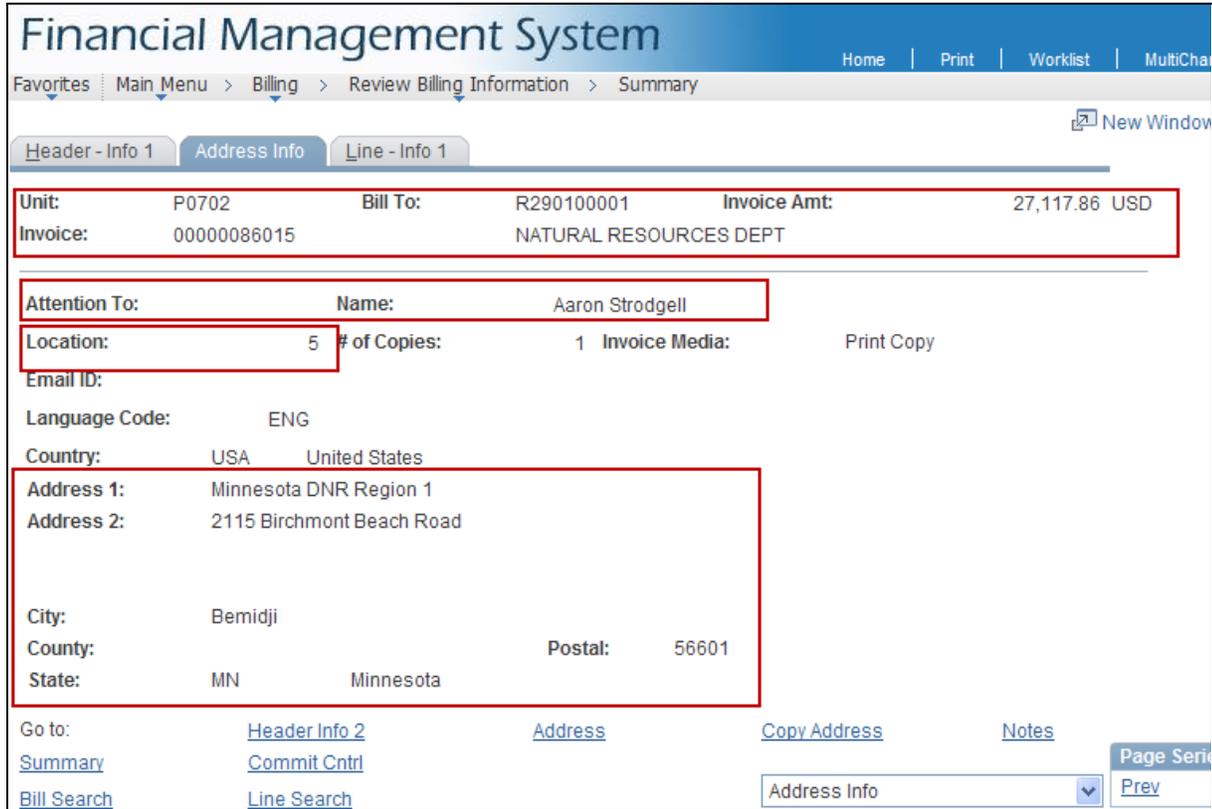
The **Acctg. Information** tab displays the ChartField information entered for each bill line when the bill was created. You will need to scroll over to view the entire ChartField string and values entered. Most often when a budget error occurs while running the Single Action Invoice process, it happens because incorrect accounting information has been entered. From this tab, you are able to view the accounting information to see if any errors have been made.

- To move back to view additional links, click the **Header-Info 1** tab.
- Click the *Address* link.

Forward Bal: 0.00 Invoice ID: [redacted]
 Paid Amount: 0.00 Invoice Media: Print Copy
 Total Due: 27,117.86 USD Due Date: 08/17/2012
 Date Bill Added: 07/18/2012 10:4

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#)
[Return to Billing](#)
[Return to Search](#) [Notify](#)
 Bill Summary Info | [Bill Summary Info 2](#)

The *Address Info* page displays address information entered in the customer's account. After address and location information has been entered in the customer's account, it is available when creating the bill.



Financial Management System

Home | Print | Worklist | MultiCha

Favorites | Main Menu > Billing > Review Billing Information > Summary

Header - Info 1 | **Address Info** | Line - Info 1

Unit: P0702 Bill To: R290100001 Invoice Amt: 27,117.86 USD
 Invoice: 00000086015 NATURAL RESOURCES DEPT

Attention To: Name: Aaron Strodgell
 Location: 5 # of Copies: 1 Invoice Media: Print Copy
 Email ID:

Language Code: ENG
 Country: USA United States

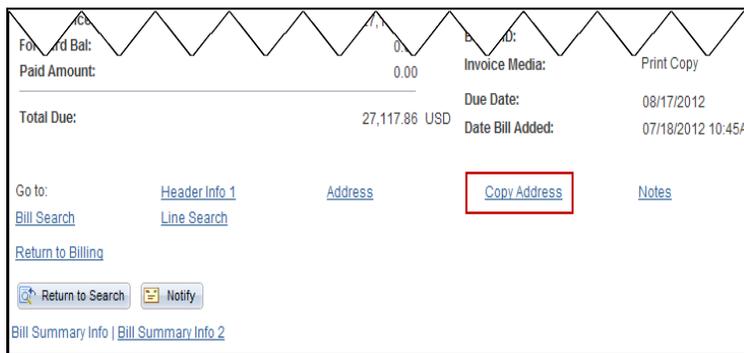
Address 1: Minnesota DNR Region 1
 Address 2: 2115 Birchmont Beach Road

City: Bemidji
 County: MN Postal: 56601
 State: MN Minnesota

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#)
[Summary](#) [Commit Cntrl](#) Page Series
[Bill Search](#) [Line Search](#) Address Info [Prev](#)

- The bill header information is displayed, including Customer ID and Name, Invoice ID, Business Unit and Invoice Amount.
- A contact name is displayed, if one is configured for this customer location.
- Location number 5 has been selected to receive the invoice.
- The address information selected for Location 5 is displayed.

7. Click the *Copy Address* link.

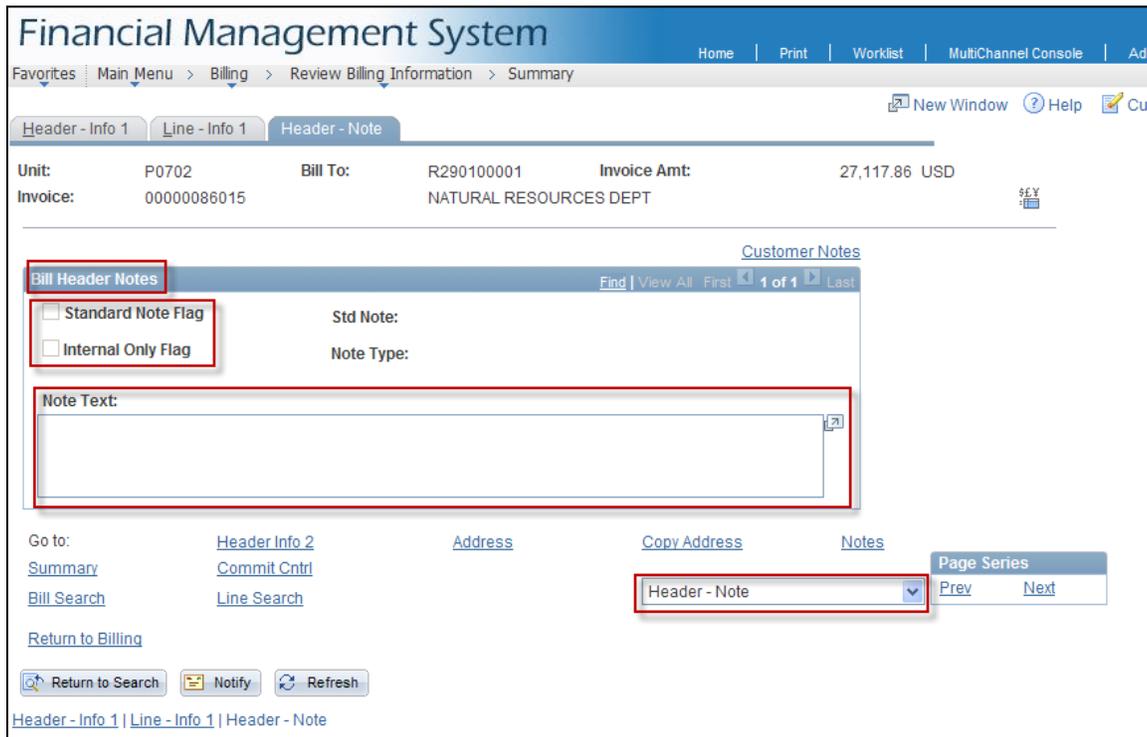


For Bal: 0.00 Invoice Media: Print Copy
 Paid Amount: 0.00 Due Date: 08/17/2012
 Total Due: 27,117.86 USD Date Bill Added: 07/18/2012 10:45AM

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#)

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

[Bill Summary Info](#) | [Bill Summary Info 2](#)



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add

Favorites | Main Menu > Billing > Review Billing Information > Summary

Header - Info 1 | Line - Info 1 | Header - Note

Unit: P0702 Bill To: R290100001 Invoice Amt: 27,117.86 USD
 Invoice: 00000086015 NATURAL RESOURCES DEPT

Bill Header Notes Customer Notes

Find | View All | First | 1 of 1 | Last

Standard Note Flag Std Note:
 Internal Only Flag Note Type:

Note Text:

Go to: Header Info 2 Address Copy Address Notes

Summary Commit Cntrl Page Series

Bill Search Line Search Header - Note Prev Next

Return to Billing

Return to Search Notify Refresh

Header - Info 1 | Line - Info 1 | Header - Note

Header or Line note options include:

- Standard Note Flag check box. Standard notes can be set up by the agency. These are predetermined notes. This note will be displayed on the printed invoice when the box is checked.
- Internal Only Flag check box. This means the note text will not appear on the invoice.
- Note Text box. The Note Text box displays the note text.

Step 5: Use the Navigation field to view bill header information

In addition to the links displayed on the bottom of the pages in the **Go to** section, you can use the **Navigation** drop-down field to view more links to locate additional billing information.

1. Click the drop-down arrow in the **Navigation** field.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Ad

Favorites | Main Menu > Billing > Review Billing Information > Summary

New Window | Help | Cu

Header - Info 1 | Line - Info 1

Unit: P0702 Invoice: 00000086015 Invoice Amt: 27,117.86 USD

Status: INV Invoice Date: 07/18/2012 Cycle ID: ON_DEMAND
 Type: MSC Source: ONLINE Frequency: Once
 Customer: R290100001 SubCust1: SubCust2:

NATURAL RESOURCES DEPT

Invoice Form: CRYSTAL From Date: To Date:
 Accounting Date: 07/18/2012 Pay Terms: NET30 Pay Method: Check
 Remit To: P0702 Bank Account: 0001
 Sales: DEFAULT Bill Inquiry Phone: 651-201-7439
 Credit: DEFAULT Collect: DEFAULT
 Biller: BISPEC Billing Authority: BISUP

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#)

[Summary](#) [Commit Cntrl](#) [Page Series](#)

[Bill Search](#) [Line Search](#) Header - Info 1 [Prev](#) [Next](#)

You can view additional billing information from this list.

Financial Management System

Favorites | Main Menu > Billing > Review Billing Information > Summary

Header - Info 1 | Line - Info 1

Unit: P0702 Invoice: 00000086015 Invoice

Status: INV Invoice Date: 07/18/2012 Cycle ID: ON_DEMAND
 Type: MSC Source: ONLINE Frequency: Once
 Customer: R290100001 SubCust1: SubCust2:

NATURAL RESOURCES DEPT

Invoice Form: CRYSTAL From Date: To Date:
 Accounting Date: 07/18/2012 Pay Terms: NET30 Pay Method: Check
 Remit To: P0702 Bank Account: 0001
 Sales: DEFAULT Bill Inquiry Phone: 651-201-7439
 Credit: DEFAULT Collect: DEFAULT
 Biller: BISPEC Billing Authority: BISUP

Go to: [Header Info 2](#) [Address](#)

[Summary](#) [Commit Cntrl](#) [Page Series](#)

[Bill Search](#) [Line Search](#) Header - Info 1 [Prev](#) [Next](#)

- Acctg - AR Offset
- Acctg - Deferred Rev Dist
- Acctg - InterUnit Exp/Inv
- Acctg - InterUnit Payables
- Acctg - Rev Distribution
- Acctg - Statistical Info
- Acctg - Unbilled AR
- Address Info
- Courtesy Copy Addr
- Disc/Surcharge
- Disc/Surcharge Distribution
- Disc/Surcharge Deferred
- Header - AR Distribution
- Header - Info 1**
- Header - Info 2
- Header - Misc Info
- Header - Note
- Header - Order Info
- Header - Project Info
- Header - Service Info
- Line - Info 1
- Line - Info 2
- Line - Misc Info
- Line - Note
- Line - Order Info
- Line - Project Info
- Line - Service Info
- Line - Tax info
- Line - VAT Info
- Line List
- Header - Info 1



Many of the pages listed are not currently used in Minnesota. (Refer to the Appendix of the [ARBI2 Billing Advanced User Guide](#) for a list of pages used in MN.)

Having completed this topic, you should now be able to:

- Locate an existing invoice to review billing information
- View header level information
- Use Link options in the Go to section to view additional billing summary information
- Use the Navigation menu options for view bill information

Viewing Bill Details

Topic Overview

The Bill Details inquiry pages work similarly to the Bill Summary pages discussed in the previous topic except that you are immediately brought to the Bill Header and Bill Line detail information, rather than the Bill Summary pages. The Bill Details Inquiry pages also enable you to select links to review specific billing information.

Billing details can be viewed regardless of the bill status. You are able to view information only. You are not able to edit or modify information entered when the bill was created.

After completing this topic, you should be able to:

- Locate an existing invoice to review bill details
- View Header and Line details
- Use link options to view additional bill details

Process Steps

View Bill Details

This topic covers reviewing billing information from the Details option. Many of the viewing options, including links on the *Bill Details* pages, are the same as those found on the Billing Summary pages discussed in the previous topic "[Viewing Billing Summary Information](#)."

The Bill Detail information is for viewing only and cannot be edited.

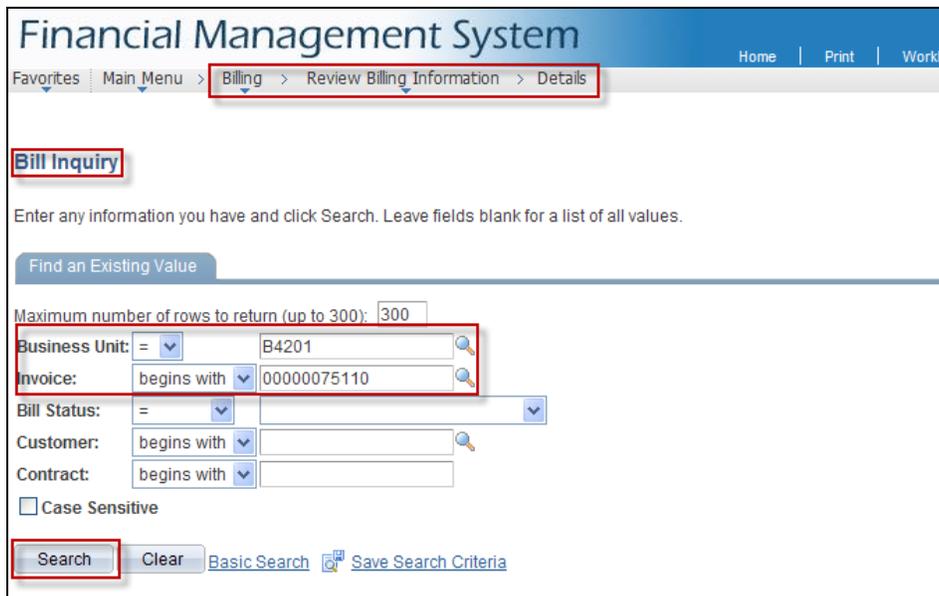
Steps to access bill detail information:

- Step 1: Locate an existing invoice to review bill details
- Step 2: View Header and Line details
- Step 3: Use link options to view additional bill details

Step 1: Locate an existing invoice to review bill details

Begin by navigating to the *Bill Inquiry* search page to locate an existing invoice to view bill details.

1. **Navigation Links:** Billing, Review Billing Information, Details.
2. Verify the default *Business Unit* or enter the *Business Unit*.
3. Enter existing *Invoice ID*.
Note: Additional search criteria are available, including Bill Status, and Customer ID.
4. Click **Search**. The *Header – Info 1* page appears.



Financial Management System Home | Print | Worklis

Favorites | Main Menu > **Billing > Review Billing Information > Details**

Bill Inquiry

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = [v] B4201 [magnifying glass]

Invoice: begins with [v] 00000075110 [magnifying glass]

Bill Status: = [v] [dropdown]

Customer: begins with [v] [magnifying glass]

Contract: begins with [v] [magnifying glass]

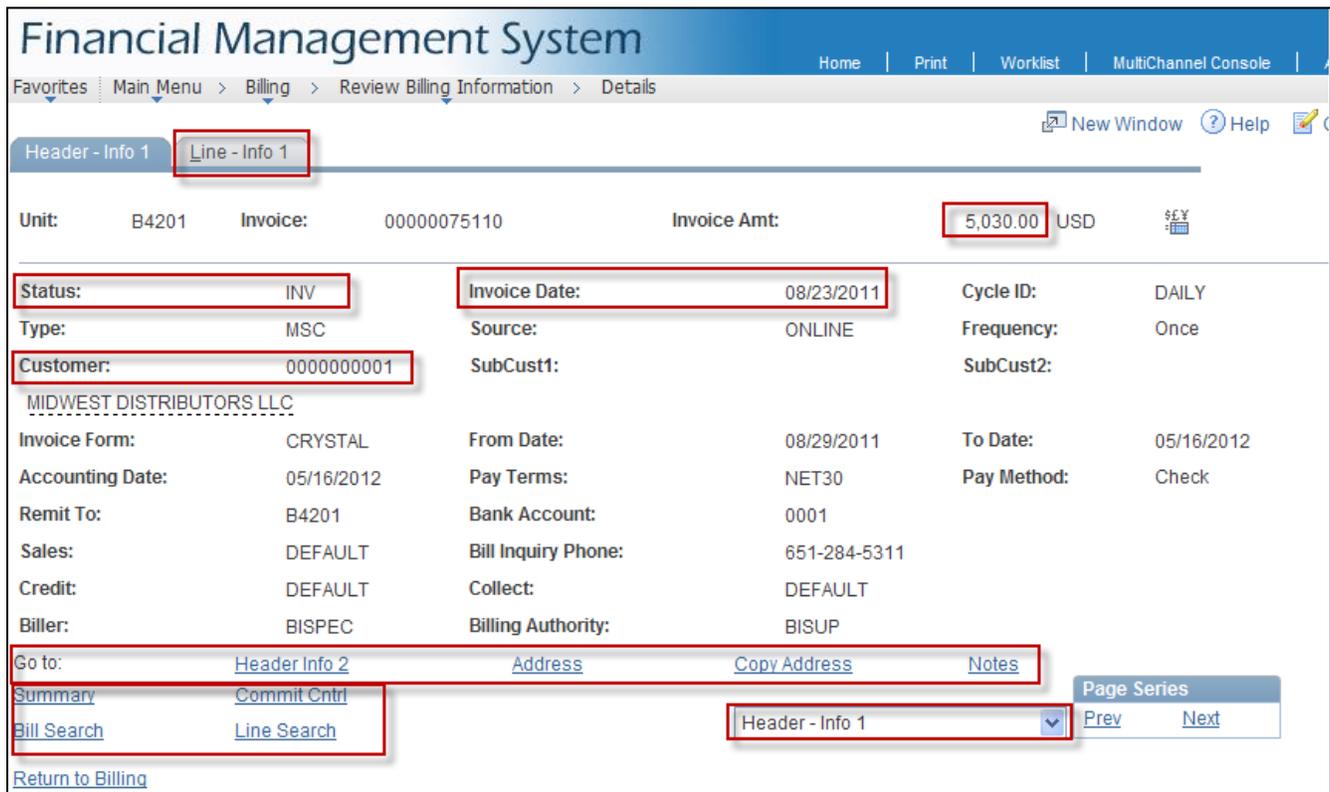
Case Sensitive

Search Clear Basic Search [magnifying glass] Save Search Criteria

Step 2: View Header and Line details

On the *Header – Info 1* page, you are able to review details entered into fields when the bill was created. Some of the common header fields include:

- Invoice Amount
- Bill Status
- Invoice Date
- Customer ID



Financial Management System

Home | Print | Worklist | MultiChannel Console

Favorites | Main Menu > Billing > Review Billing Information > Details

Header - Info 1 | **Line - Info 1**

Unit: B4201 Invoice: 00000075110 Invoice Amt: 5,030.00 USD

Status: INV Invoice Date: 08/23/2011 Cycle ID: DAILY
 Type: MSC Source: ONLINE Frequency: Once
 Customer: 0000000001 SubCust1: SubCust2:

MIDWEST DISTRIBUTORS LLC

Invoice Form: CRYSTAL From Date: 08/29/2011 To Date: 05/16/2012
 Accounting Date: 05/16/2012 Pay Terms: NET30 Pay Method: Check
 Remit To: B4201 Bank Account: 0001
 Sales: DEFAULT Bill Inquiry Phone: 651-284-5311
 Credit: DEFAULT Collect: DEFAULT
 Biller: BISPEC Billing Authority: BISUP

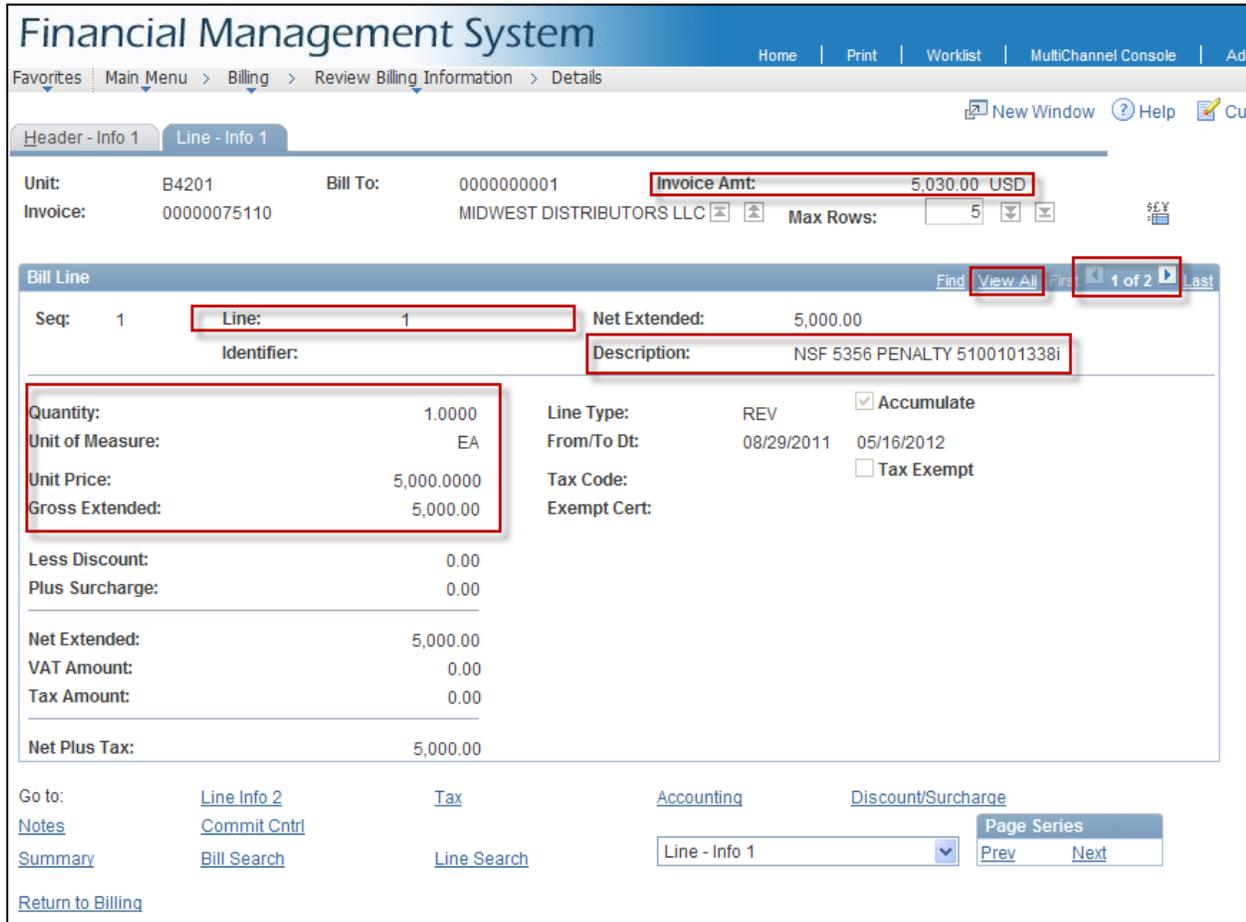
Go to: Header Info 2 Address Copy Address Notes

Summary Commit Cntrl Page Series
 Bill Search Line Search Header - Info 1 Prev Next

[Return to Billing](#)

You are also able to view bill details using the **Go to** section link options. A list of additional links is located in the **Navigation** drop-down field.

1. To view bill details on the *Line – Info 1* page, click the **Line – Info 1** tab. The *Line – Info 1* page displays bill line details entered when the bill was created. Some of the fields to note include:
 - Invoice Amount
 - Line number
 - Description displays what the customer is billed for and prints on the invoice
 - Line shows number of lines, which you can navigate between using the arrows
 - View All enables you to see all the bill lines
 - Quantity, Unit of Measure and Price



Financial Management System

Home | Print | Worklist | MultiChannel Console | Ad

Favorites | Main Menu > Billing > Review Billing Information > Details

Header - Info 1 | Line - Info 1

Unit: B4201 Bill To: 0000000001 Invoice Amt: 5,030.00 USD
 Invoice: 00000075110 MIDWEST DISTRIBUTORS LLC Max Rows: 5

Bill Line: Seq: 1 Line: 1 Net Extended: 5,000.00
 Identifier: Description: NSF 5356 PENALTY 5100101338i

Quantity: 1.0000 Line Type: REV Accumulate
 Unit of Measure: EA From/To Dt: 08/29/2011 05/16/2012
 Unit Price: 5,000.0000 Tax Code: Tax Exempt
 Gross Extended: 5,000.00 Exempt Cert:

Less Discount: 0.00
 Plus Surcharge: 0.00

Net Extended: 5,000.00
 VAT Amount: 0.00
 Tax Amount: 0.00

Net Plus Tax: 5,000.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge
 Notes Commit Cntrl Page Series
 Summary Bill Search Line Search Line - Info 1 Prev Next

Return to Billing

2. To move back to select links to view additional bill details, click the **Header – Info 1** tab.

Step 3: Use link options to view additional bill details.

Links are available to select specific bill details. Refer to the [Viewing Billing Summary Information](#) topic to learn about the following links:

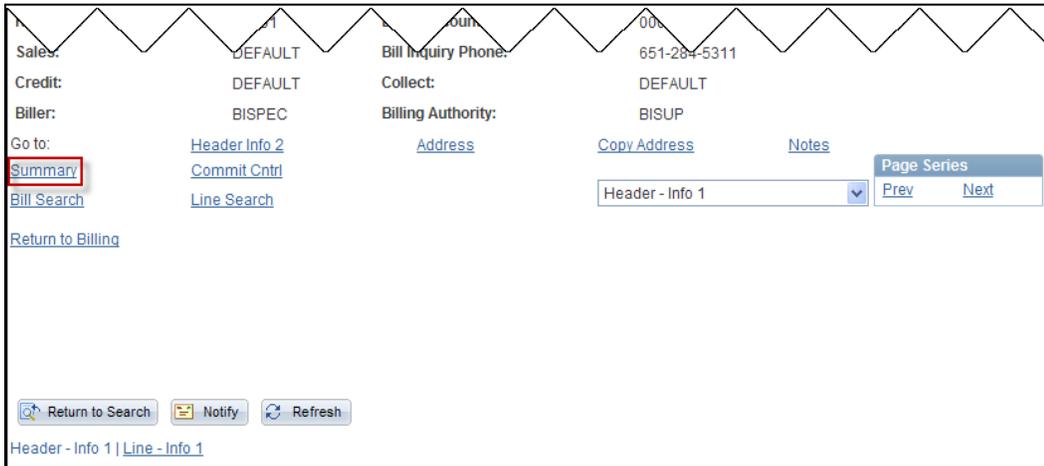
- Address
- Copy Address
- Notes
- Bill Search
- Line Search

This topic includes information on the following links:

- Summary
- Commitment Control (Commit Cntrl)

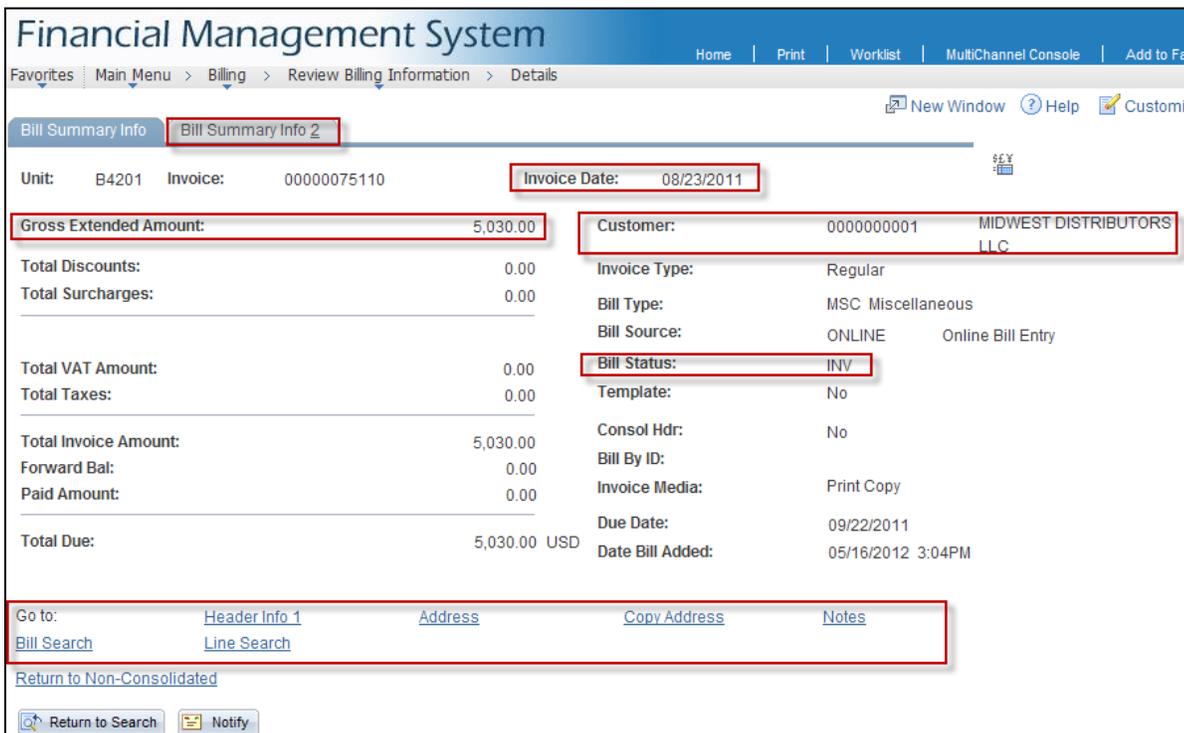
Note: You can use the drop-down option in the **Navigation** field to view additional links containing specific bill details.

1. Click the *Summary* link.



Sales: DEFAULT Bill Inquiry Phone: 651-284-5311
 Credit: DEFAULT Collect: DEFAULT
 Biller: BISPEC Billing Authority: BISUP
 Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#)
[Summary](#) [Commit Cntrl](#) [Page Series](#)
[Bill Search](#) [Line Search](#) Header - Info 1 [Prev](#) [Next](#)
[Return to Billing](#)
 Return to Search Notify Refresh
 Header - Info 1 | [Line - Info 1](#)

On the *Bill Summary Info* page, you are able to view Header information entered when the bill was created.



Financial Management System
 Home | Print | Worklist | MultiChannel Console | Add to Fav
 Favorites | Main Menu > Billing > Review Billing Information > Details
 New Window Help Customiz
 Bill Summary Info Bill Summary Info 2
 Unit: B4201 Invoice: 00000075110 Invoice Date: 08/23/2011
 Gross Extended Amount: 5,030.00 Customer: 0000000001 MIDWEST DISTRIBUTORS LLC
 Total Discounts: 0.00 Invoice Type: Regular
 Total Surcharges: 0.00 Bill Type: MSC Miscellaneous
 Bill Source: ONLINE Online Bill Entry
 Total VAT Amount: 0.00 Bill Status: INV
 Total Taxes: 0.00 Template: No
 Total Invoice Amount: 5,030.00 Consol Hdr: No
 Forward Bal: 0.00 Bill By ID:
 Paid Amount: 0.00 Invoice Media: Print Copy
 Total Due: 5,030.00 USD Due Date: 09/22/2011
 Date Bill Added: 05/16/2012 3:04PM
 Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#)
[Return to Non-Consolidated](#)
 Return to Search Notify

- Header level billing details display fields including:
 - Invoice Date
 - Amount
 - Customer ID and Name
 - Bill Status

Links are available to view additional bill details. To learn about the links on this page, please refer [Viewing Billing Summary Information](#) topic.

2. Click the **Bill Summary Info 2** tab.

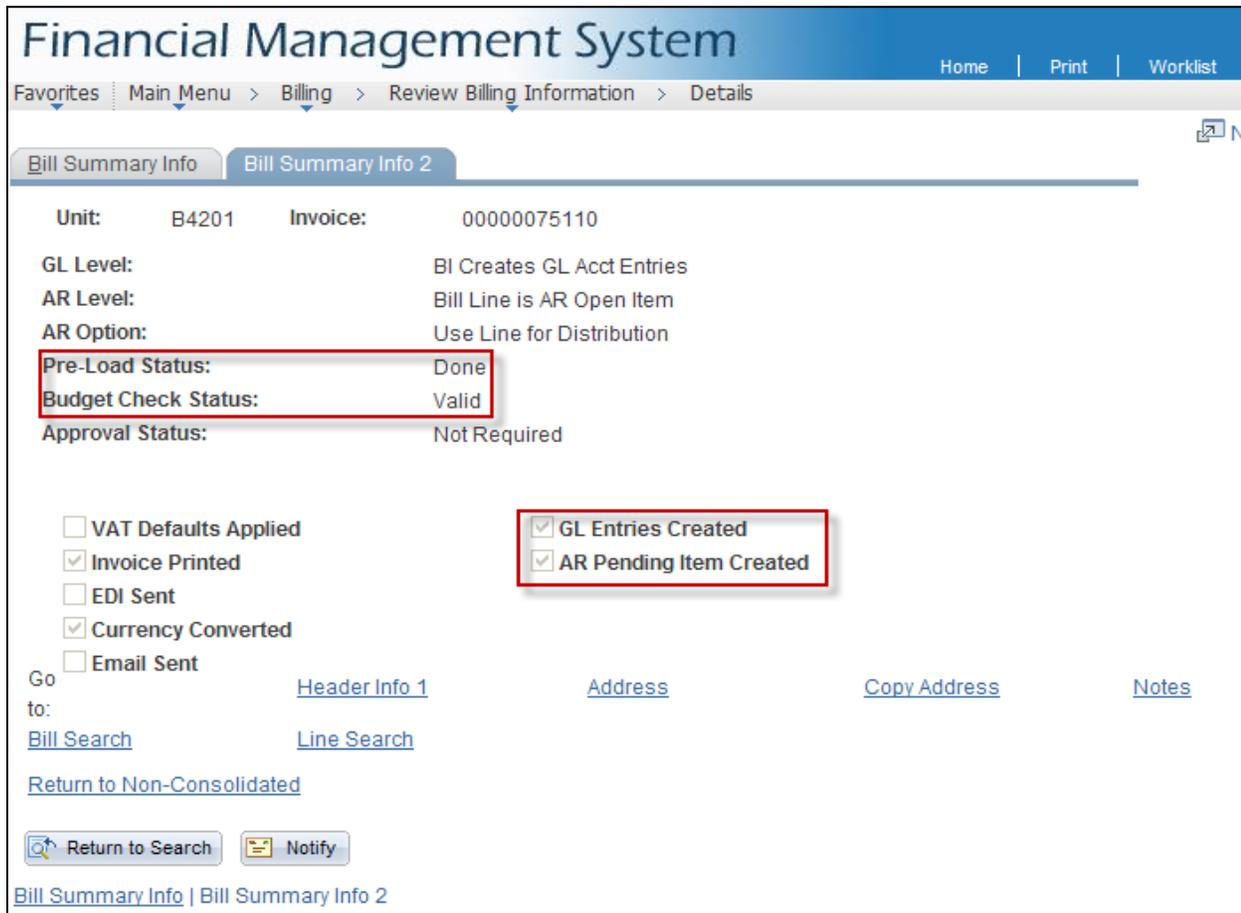
On the *Bill Summary Info 2* page, most jobs included in the Single Action Invoice process are displayed. Information can serve as a cross-check to see if necessary jobs ran successfully when processing the Single Action Invoice process.

Specific jobs to note include:

- Pre-Load
- Budget Check
- GL Entries Created
- AR Pending Item Created

Note: To learn more detailed information concerning these jobs, refer to the [Viewing Billing Summary Information](#) topic.

3. Click on the *Header Info 1* link.



Financial Management System Home | Print | Worklist

Favorites Main Menu > Billing > Review Billing Information > Details

Bill Summary Info | **Bill Summary Info 2**

Unit: B4201 Invoice: 00000075110

GL Level: BI Creates GL Acct Entries
 AR Level: Bill Line is AR Open Item
 AR Option: Use Line for Distribution

Pre-Load Status: Done
 Budget Check Status: Valid
 Approval Status: Not Required

VAT Defaults Applied
 Invoice Printed
 EDI Sent
 Currency Converted
 Email Sent

GL Entries Created
 AR Pending Item Created

Go to: [Header Info 1](#) [Address](#) [Copy Address](#) [Notes](#)
[Bill Search](#) [Line Search](#)
[Return to Non-Consolidated](#)

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

[Bill Summary Info](#) | [Bill Summary Info 2](#)

4. Click the *Commit Cntrl* link.



Remit To: 4201 Bill Account: 0001
 Sales: DEFAULT Bill Inquiry Phone: 651-284-5311
 Credit: DEFAULT Collect: DEFAULT
 Biller: BISPEC Billing Authority: BISUP

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Page Series](#)

[Summary](#) **[Commit Cntrl](#)** [Header - Info 1](#) [Prev](#) [Next](#)

[Bill Search](#) [Line Search](#)

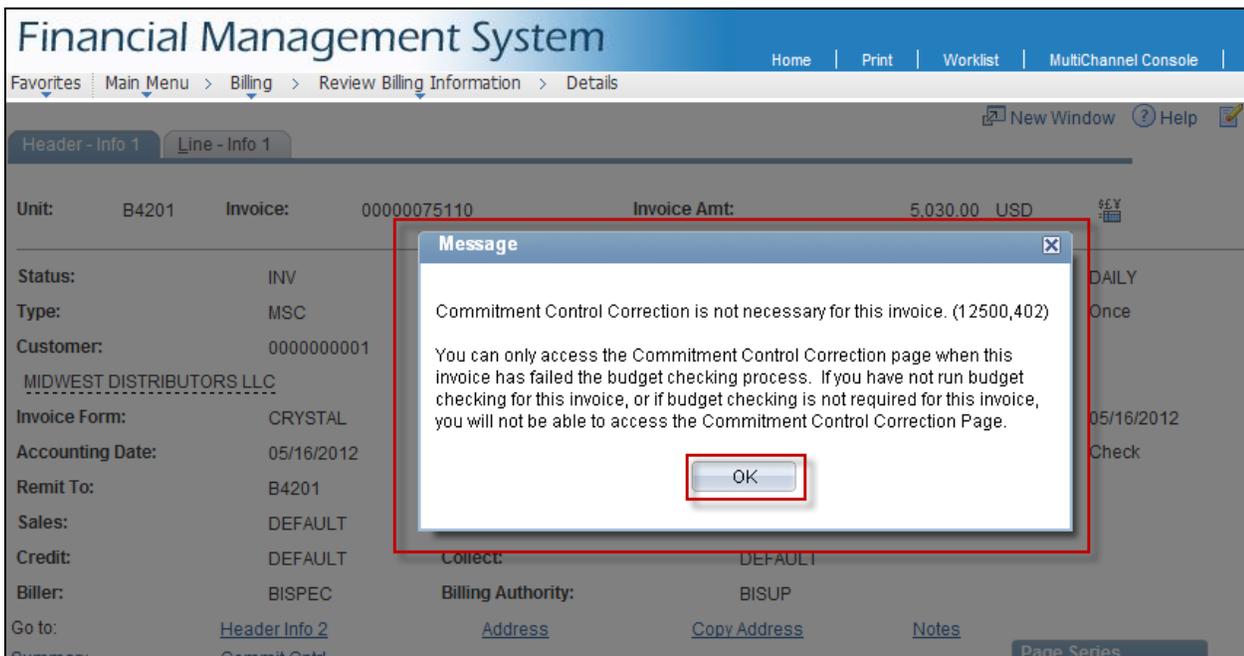
[Return to Billing](#)

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

Header - Info 1 | [Line - Info 1](#)

You will receive this message on the *Commit Cntrl* link:

- Budget Checking is one of the jobs included in the Single Action Invoice process. If this job fails, you will correct the budget check error on the Commitment Control Correction page. Correcting budget errors is covered in the [AR-BI2 Billing Advanced User Guide](#).
- In the example below, the invoice passed budget checking successfully.



Financial Management System

Home | Print | Worklist | MultiChannel Console

Favorites | Main Menu > Billing > Review Billing Information > Details

Header - Info 1 | Line - Info 1

Unit: B4201 Invoice: 00000075110 Invoice Amt: 5,030.00 USD \$€¥

Status: INV Type: MSC Customer: 0000000001
 MIDWEST DISTRIBUTORS LLC

Invoice Form: CRYSTAL Accounting Date: 05/16/2012 Remit To: B4201

Sales: DEFAULT Credit: DEFAULT Collect: DEFAULT Billing Authority: BISUP

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Page Series](#)

Message

Commitment Control Correction is not necessary for this invoice. (12500,402)

You can only access the Commitment Control Correction page when this invoice has failed the budget checking process. If you have not run budget checking for this invoice, or if budget checking is not required for this invoice, you will not be able to access the Commitment Control Correction Page.

OK

5. Click the **OK** button.

Having completed this topic, you should now be able to:

- Locate an existing invoice to review bill details
- View Header and Line details
- Use link options to view additional bill details

Viewing AR Pending Items

Topic Overview

The *AR Pending Items* inquiry pages can be used to review information about pending items in the Accounts Receivable module. Pending items are searchable by Group Unit, Group ID, User ID, or Assigned Operator ID. Information is presented in view-only mode and cannot be edited or modified.

Note: AR Pending Items are bills that have been processed by the Single Action Invoice process and have been successfully sent to the Accounts Receivable module. All invoices included in a single run of the Single Action Invoice process are assigned a single group ID in Accounts Receivable.

If the bills have been posted to the customer account by the ARUpdate process, they will have a Posting Status of "Complete". If they have not yet been posted, the invoice will have a Posting Status of "Not Posted". If ARUpdate finds errors when attempting to post a group, the group will have a Posting Status of "Errors".

After completing this topic, you should be able to:

- Locate an existing AR pending item
- View AR pending item general information

Process Steps

Viewing AR Pending Items

These Process Steps show how to view AR pending items located in the AR module. Once an invoice has been processed by the Single Action Invoice process, it is sent to the Accounts Receivable module as a pending item.

Even though an item is a pending item in AR, it does not mean it has been posted to the customer’s account. When it posts to the customer’s account the posting status will be “Complete”. If it has not been posted, the status will be “Not Posted”. If Errors exist, the status will be “Errors”. The error will need to be corrected before the item will be posted to the customer’s account.

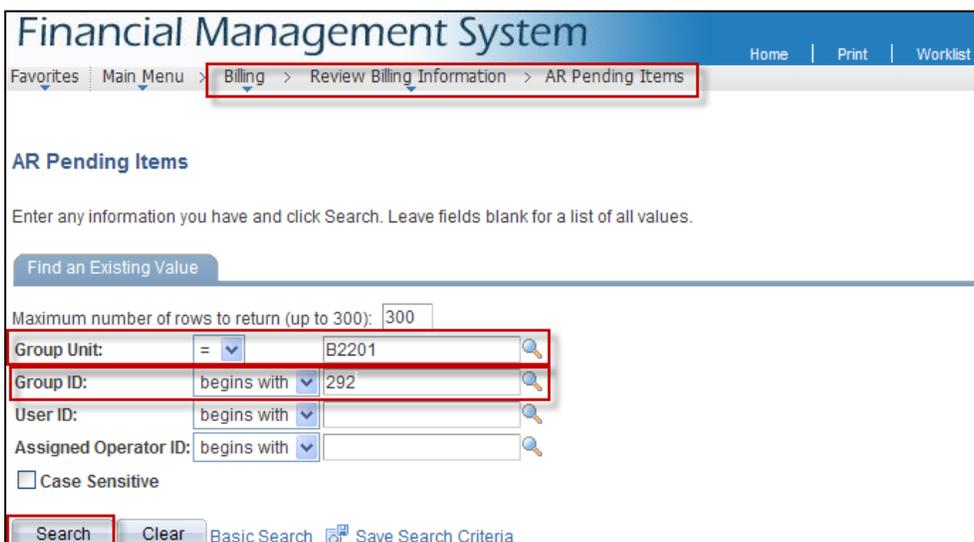
Steps to access an existing pending item:

- Step 1: Locate an existing AR pending item
- Step 2: View AR pending item general information

Step 1: Locate an existing pending item

Begin by navigating to the *AR Pending Items* search page to view an existing AR pending item.

1. **Navigation Links:** Billing, Review Billing Information, AR Pending Items.
2. Accept the default *Group Unit* or enter a *Group Unit*. This is normally the agency *Business Unit*.
3. Optionally, narrow your search by entering a *Group ID* or *User ID*.
Note: The *Group ID* is generated when the Load AR Pending Items process runs. You can locate the *Group ID* in the Message Log within the Load AR Pending Items process.
4. Click the **Search** button.



Financial Management System

Home | Print | Worklist

Favorites | Main Menu > Billing > Review Billing Information > AR Pending Items

AR Pending Items

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Group Unit: = [v] B2201 [magnifying glass]

Group ID: begins with [v] 292 [magnifying glass]

User ID: begins with [v] [magnifying glass]

Assigned Operator ID: begins with [v] [magnifying glass]

Case Sensitive

Search Clear Basic Search Save Search Criteria

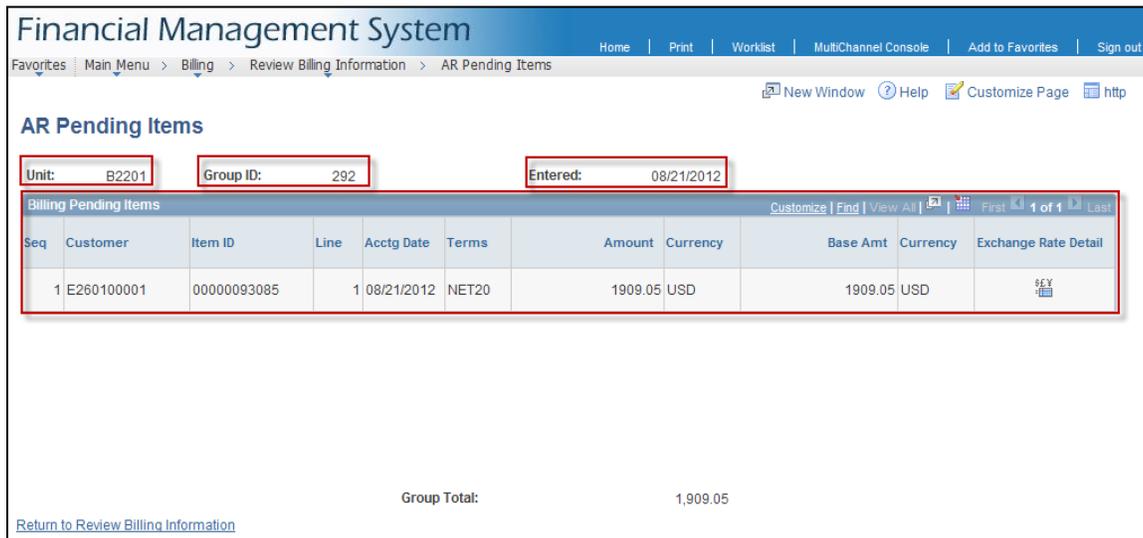
Step 2: View Pending Item General Information

The header section of the *AR Pending Items* page displays:

- Business Unit
- Group ID
- Date pending item was entered into the AR Module

The Billing Pending Items section displays:

- Customer ID
- Item ID (the same as Invoice ID)
- Line number
- Terms
- Item Amount



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Review Billing Information > AR Pending Items

New Window | Help | Customize Page | http

AR Pending Items

Unit: B2201 Group ID: 292 Entered: 08/21/2012

Seq	Customer	Item ID	Line	Acctg Date	Terms	Amount	Currency	Base Amt	Currency	Exchange Rate Detail
1	E260100001	00000093085	1	08/21/2012	NET20	1909.05	USD	1909.05	USD	KEY

Group Total: 1,909.05

[Return to Review Billing Information](#)

Having completed this topic, you should now be able to:

- Locate an existing pending item
- View pending item general information



Reviewing Accounting Entries by Invoice

Topic Overview

The *Review Entries by Invoice* page can be used to review accounting entries for an invoice. Accounting entries are created by running the Load-to-GL process. Load to GL is one of the jobs included in the Single Action Invoice process.

To learn about the Single Action Invoice process, review the information in the ARBI2 [Billing Advanced User Guide](#).

This information is for viewing only and cannot be edited or modified.

After completing this topic, you should be able to:

- Locate an existing invoice to review accounting entries
- Review accounting information
- Review Transaction Amounts
- Review Journal Information
- Review Reference Information

Process Steps

Reviewing Accounting Entries by Invoice

These Process Steps show how to review accounting entries by invoice. Billing accounting entries are created in the Load GL process, which is one of the jobs included in the Single Action Invoice process.

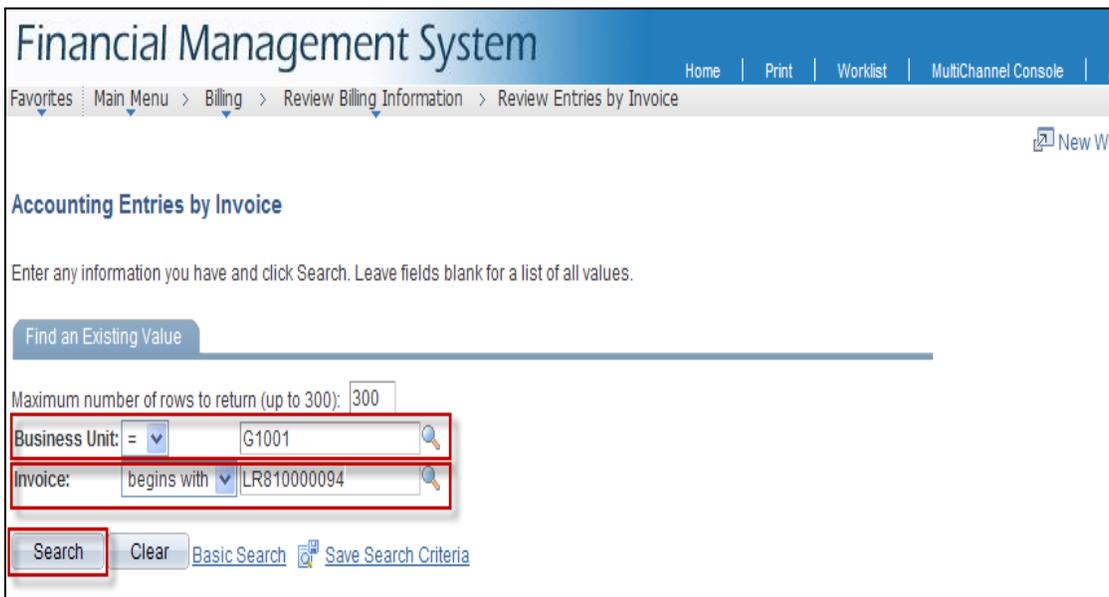
Steps to access accounting entries by invoice:

- Step 1: Locate an existing invoice to review accounting entries
- Step 2: Review bill header and accounting information
- Step 3: Review transaction amounts
- Step 4: Review journal information
- Step 5: Review reference information

Step 1: Locate an existing invoice to review accounting entries

Navigate to the *Accounting Entries by Invoice* search page to review accounting entries for an existing invoice.

1. **Navigation Links:** Billing, Review Billing Information, Review Entries by Invoice.
2. Accept the default *Business Unit* or enter the *Business Unit*.
3. Enter the *Invoice ID*. You also have the option to leave the Invoice field blank to see all invoices in that specific *Business Unit*.
4. Click the **Search** button.



Financial Management System

Home | Print | Worklist | MultiChannel Console | A

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

Accounting Entries by Invoice

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = G1001

Invoice: begins with LR810000094

Search Clear Basic Search Save Search Criteria

Step 2: Review bill header and accounting information

Bill header and accounting information are displayed on the *Review Entries by Invoice* page.

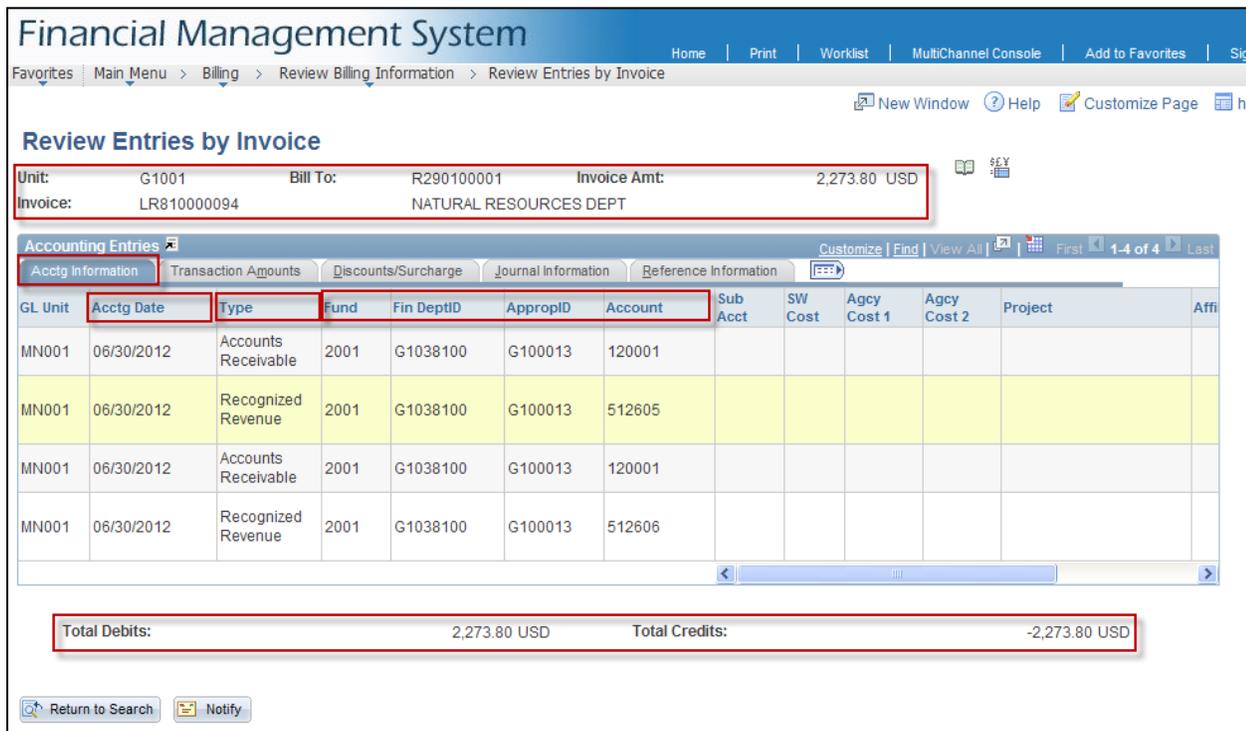
The bill header information displays:

- Business Unit
- Invoice ID
- Customer ID and Name
- Invoice Amount including Total Debits and Credits

The **Accounting Information** tab displays:

- Accounting Date
- Type, including Accounts Receivable (debit side) and Recognized Revenue (credit side)
- ChartField values, including, Fund, Fin Dept ID, Approp ID, and Account

Note: More information about ChartFields can be found on the [Financial Support](#) page of the SWIFT Web pages.



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sig

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

New Window | Help | Customize Page

Review Entries by Invoice

Unit: G1001 Bill To: R290100001 Invoice Amt: 2,273.80 USD
 Invoice: LR810000094 NATURAL RESOURCES DEPT

Accounting Entries

GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	Project	Affi
MN001	06/30/2012	Accounts Receivable	2001	G1038100	G100013	120001						
MN001	06/30/2012	Recognized Revenue	2001	G1038100	G100013	512605						
MN001	06/30/2012	Accounts Receivable	2001	G1038100	G100013	120001						
MN001	06/30/2012	Recognized Revenue	2001	G1038100	G100013	512606						

Total Debits: 2,273.80 USD Total Credits: -2,273.80 USD

Return to Search | Notify

Step 3: Review Transaction Amounts

1. Click on the **Transaction Amounts** tab. This tab displays the amount of the transaction, showing the debit and credit amounts. **Note:** Discounts/Surcharge is not being used by the State of MN.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

New Window | Help | Customize Page

Review Entries by Invoice

Unit: G1001 Bill To: R290100001 Invoice Amt: 2,273.80 USD
 Invoice: LR810000094 NATURAL RESOURCES DEPT

Accounting Entries

GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropID	Account	Transaction Amt	Currency
MN001	06/30/2012	Accounts Receivable	2001	G1038100	G100013	120001	2,223.80	USD
MN001	06/30/2012	Recognized Revenue	2001	G1038100	G100013	512605	-2,223.80	USD
MN001	06/30/2012	Accounts Receivable	2001	G1038100	G100013	120001	50.00	USD
MN001	06/30/2012	Recognized Revenue	2001	G1038100	G100013	512606	-50.00	USD

Total Debits: 2,273.80 USD Total Credits: -2,273.80 USD

Step 4: Review Journal Information

1. Click on the **Journal Information** tab. The **Journal Information** tab displays:
 - Journal ID - the Journal ID is generated when the Journal Generator process runs. It is a SWIFT process that runs nightly
 - Line number references the Journal lines
 - Journal Date reflects the date the Journal posted to the General Ledger
 - Status – “D” represents Distributed, which shows the accounting entry has been distributed to the GL

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

New Window | Help | Customize P...

Review Entries by Invoice

Unit: G1001 Bill To: R290100001 Invoice Amt: 2,273.80 USD
 Invoice: LR810000094 NATURAL RESOURCES DEPT

Accounting Entries | Customize | Find | View All | First 1-4 of 4

Acctg Information | Transaction Amounts | Discounts/Surcharge | **Journal Information** | Reference Information

GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropriID	Account	Journal ID	Line #	Journal Date	Status
MN001	06/30/2012	Accounts Receivable	2001	G1038100	G100013	120001	BI00576531	2	06/30/2012	D
MN001	06/30/2012	Recognized Revenue	2001	G1038100	G100013	512605	BI00576531	3	06/30/2012	D
MN001	06/30/2012	Accounts Receivable	2001	G1038100	G100013	120001	BI00576531	2	06/30/2012	D
MN001	06/30/2012	Recognized Revenue	2001	G1038100	G100013	512606	BI00576531	4	06/30/2012	D

Step 5: Review Reference Information

- Click on the **Reference Information** tab. This tab displays:
 - Journal Line Reference information. It is optional to enter Journal line information when creating a journal entry. If information is entered, it will appear in this field.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

New Window | Help | Customize P...

Review Entries by Invoice

Unit: G1001 Bill To: R290100001 Invoice Amt: 2,273.80 USD
 Invoice: LR810000094 NATURAL RESOURCES DEPT

Accounting Entries | Customize | Find | View All | First 1-4 of 4 Last

Acctg Information | Transaction Amounts | Discounts/Surcharge | Journal Information | **Reference Information**

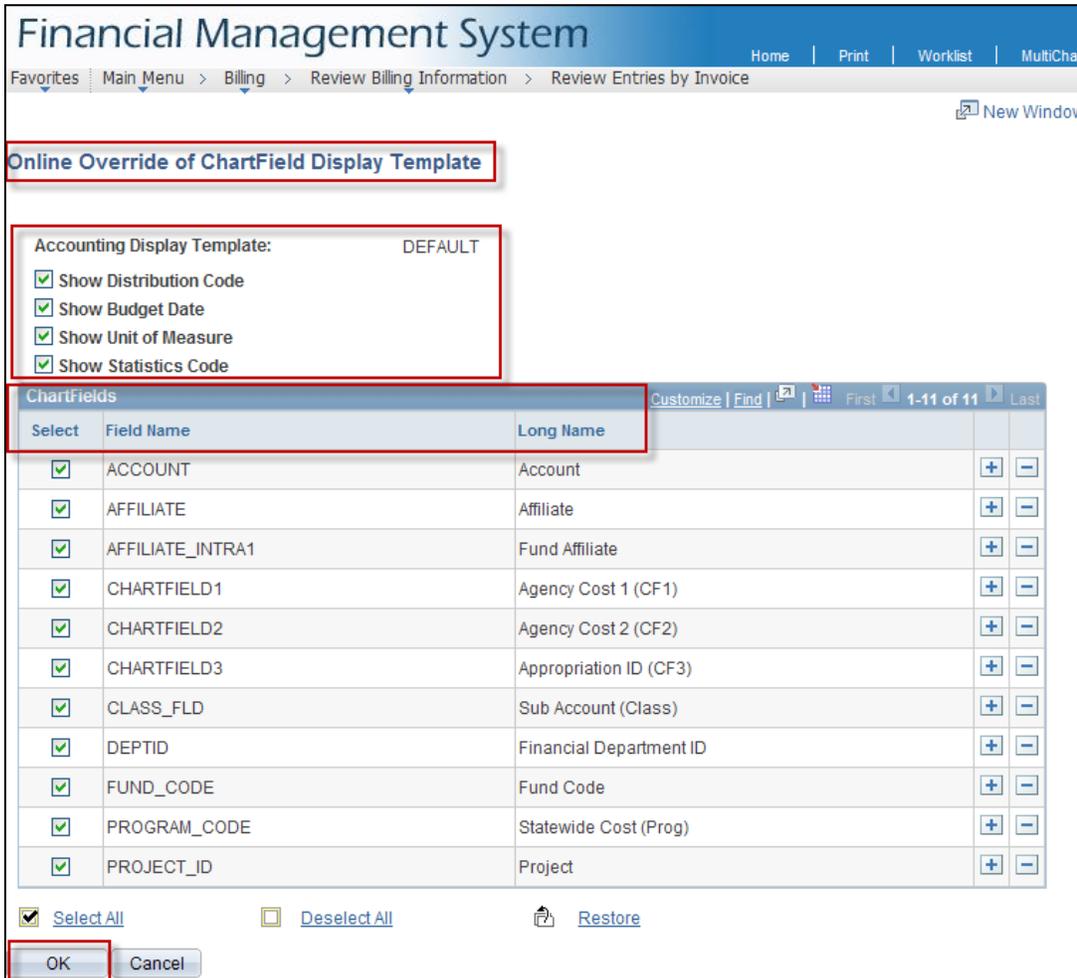
GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropriID	Account	Journal Line Reference
MN001	06/30/2012	Accounts Receivable	2001	G1038100	G100013	120001	
MN001	06/30/2012	Recognized Revenue	2001	G1038100	G100013	512605	
MN001	06/30/2012	Accounts Receivable	2001	G1038100	G100013	120001	
MN001	06/30/2012	Recognized Revenue	2001	G1038100	G100013	512606	

Total Debits: 2,273.80 USD Total Credits: -2,273.80 USD

[Return to Review Billing Information](#)

Return to Search | Previous in List | Next in List | Notify

2. Click on the **ChartFields Display Override** icon. The Online Override of ChartField Display Template enables you to:
 - Select how you want the ChartFields displayed
 - Select the ChartFields you want displayed by checking or unchecking the boxes
3. Click the **OK** button.



The screenshot shows the 'Financial Management System' interface. The main title bar includes 'Home', 'Print', 'Worklist', and 'MultiChan'. The breadcrumb trail is 'Favorites > Main Menu > Billing > Review Billing Information > Review Entries by Invoice'. A 'New Window' icon is visible in the top right.

The 'Online Override of ChartField Display Template' dialog box is open. It features a section for 'Accounting Display Template: DEFAULT' with four checked options: 'Show Distribution Code', 'Show Budget Date', 'Show Unit of Measure', and 'Show Statistics Code'.

Below this is a 'ChartFields' table with columns 'Select', 'Field Name', and 'Long Name'. The table contains 11 rows, each with a checked 'Select' box and a '+'/- button. The 'Field Name' and 'Long Name' columns are highlighted with a red box.

Select	Field Name	Long Name
<input checked="" type="checkbox"/>	ACCOUNT	Account
<input checked="" type="checkbox"/>	AFFILIATE	Affiliate
<input checked="" type="checkbox"/>	AFFILIATE_INTRA1	Fund Affiliate
<input checked="" type="checkbox"/>	CHARTFIELD1	Agency Cost 1 (CF1)
<input checked="" type="checkbox"/>	CHARTFIELD2	Agency Cost 2 (CF2)
<input checked="" type="checkbox"/>	CHARTFIELD3	Appropriation ID (CF3)
<input checked="" type="checkbox"/>	CLASS_FLD	Sub Account (Class)
<input checked="" type="checkbox"/>	DEPTID	Financial Department ID
<input checked="" type="checkbox"/>	FUND_CODE	Fund Code
<input checked="" type="checkbox"/>	PROGRAM_CODE	Statewide Cost (Prog)
<input checked="" type="checkbox"/>	PROJECT_ID	Project

At the bottom of the dialog, there are buttons for 'Select All', 'Deselect All', and 'Restore'. The 'OK' button is highlighted with a red box.

Having completed this topic, you should now be able to:

- Locate an existing invoice to review accounting entries
- Review accounting information
- Review Transaction Amounts
- Review Journal Information
- Review Reference Information



Reviewing Entries by Journal

Topic Overview

Reviewing accounting entries by journal enables you to view GL journals generated from billing transactions. The entries have gone through the Journal Generator process and have posted to the GL. You are able to drill down to the corresponding invoices. Information is for viewing only.

After completing this topic, you should be able to:

- Locate an existing journal to review accounting entries
- View accounting entries information and drill down to locate invoice ID
- Use GL Journal link to drill down to view additional information
- View Journal Lines information
- View Journal Header information

Process Steps

Reviewing Entries by Journal

This topic shows how to view GL journals generated from billing. You will see how to drill down to locate the Invoice ID.

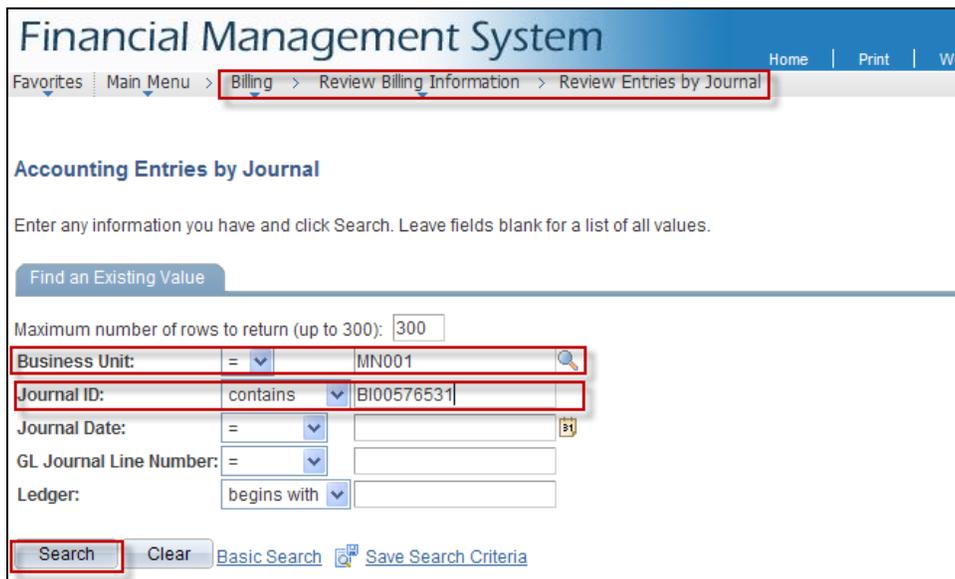
Steps to access and view entries by Journal:

- Step 1: Locate an existing journal to review accounting entries
- Step 2: View accounting entries information and drill down to locate Invoice ID
- Step 3: Use GL Journal link to view additional journal information
- Step 4: View Journal Lines
- Step 5: View Journal Header

Step 1: Locate an existing journal to review accounting entries

Navigate to the *Accounting Entries by Journal* search page to locate a GL journal to view accounting entries.

1. **Navigation Links:** Billing, Review Billing Information, Review Entries by Journal
2. Select the GL *Business Unit* "MN001".
3. Enter the *Journal ID*.
Note: You can also use additional search criteria including Journal Date, GL Journal Line Number or Ledger.
4. Click on the **Search** button.



Financial Management System Home | Print | Wo

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Journal

Accounting Entries by Journal

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: = [v] MN001 [magnifying glass]

Journal ID: contains [v] B100576531 [magnifying glass]

Journal Date: = [v] [calendar icon]

GL Journal Line Number: = [v]

Ledger: begins with [v]

Search Clear Basic Search [magnifying glass] Save Search Criteria

- The search results display all the GL journal line numbers for the journal.

Financial Management System

[Home](#) | [Print](#)

[Favorites](#) | [Main Menu](#) > [Billing](#) > [Review Billing Information](#) > [Review Entries by Journal](#)

Accounting Entries by Journal

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Business Unit: = ▼

Journal ID: begins with ▼

Journal Date: = ▼

GL Journal Line Number: = ▼

Ledger: begins with ▼

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

Search Results

View All First ◀ 1-5 of 5 ▶ Last

Business Unit	Journal ID	Journal Date	GL Journal Line Number	Ledger
MN001	BI00576531	06/30/2012	1	ACTUALS
MN001	BI00576531	06/30/2012	2	ACTUALS
MN001	BI00576531	06/30/2012	3	ACTUALS
MN001	BI00576531	06/30/2012	4	ACTUALS
MN001	BI00576531	06/30/2012	5	ACTUALS

Step 2: View accounting entries information and drill down to locate invoice ID

- Click on a *GL Journal Line Number* link in the *Accounting Entries by Journal* page Search Results. The *Review Entries by Journal* page displays.

Financial Management System Home | Print | Worklist | MultiChannel Console | Add

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Journal

New Window | Help | Cust

Review Entries by Journal

Journal ID					
Business Unit	MN001	Journal	BI00576531	Date	06/30/2012
Ledger	ACTUALS	Line	5	Line Descr	BI Billing

[GL Journal](#)

Chartfield: Customize | Find | View All | First

Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project	Activity	Analysis Type
5200	G1037610	G100086	513304								

Base Currency: USD Base Amount: -21,965.00
 Currency: USD Transaction Amount: -21,965.00
 Statistics Code: Statistic Amount:

Accounting Journal Entries

Journal Information | Transaction Amts | Reference Information

BI Unit	Invoice	Sequence	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	Proje
G1001	ELD 365T1205-12049	1	5200	G1037610	G100086	513304					

Return to Search | Previous in List | Next in List | Notify

On the *Review Entries by Journal* page, you can review Journal ID information including:

- Journal Date
- Line number
- Journal ID
- View ChartField information.
- Locate Invoice ID
- View additional journal lines by clicking on the “Previous in List” button

Step 3: Use GL Journal link to drill down to view Journal Lines and Header

Journal Header and Line data can be accessed from the *Review Entries by Journal* page.

1. Click on the *GL Journal* link and the *Journal Lines* page appears, displaying Journal Line data including Line Numbers and corresponding accounting entries information.



Financial Management System Home | Print | Worklist | MultiChannel Console | Add

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Journal

New Window | Help | Cus

Journal Header | Journal Lines

Unit: MN001 Journal ID: BI00576531 Journal Date: 06/30/2012

Template List Line: 100

Journal Line Data Customize | Find | View All | First

Line #	Foreign Amount	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project
1	21,965.00	5200	G1037610	G100086	120001						
2	16,617.06	2001	G1038100	G100013	120001						
3	-16,517.06	2001	G1038100	G100013	512605						
4	-100.00	2001	G1038100	G100013	512606						
5	-21,965.00	5200	G1037610	G100086	513304						

Save | Return to Search | Notify

[Journal Header](#) | [Journal Lines](#)

2. Click on the **Journal Header** tab and the *Journal Header* page displays.

- Fiscal Year
- Accounting Period
- Description
- Status
- Budget Status
- Journal Line Totals

Financial Management System

Home | Print | Worklist | MultiChannel Console | Ad

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Journal

New Window | Help | Cu

Journal Header | Journal Lines

Unit:	MN001	Journal ID:	BI00576531	Journal Date:	06/30/2012
Fiscal Year:	2012	Source:	BI	Process Instance:	
Accounting Period:	12	Reference Number:		Status:	Posted
Ledger Group:	ACTUALS	Ledger:		Budget Status:	Valid
Long Description:	BI Billing				

Journal Line Totals

Lines:	5	Debits:	38,582.06 USD	Credits:	38,582.06 US
--------	---	---------	---------------	----------	--------------

Commitment Control Amount Type

Amount Type:	Actuals and Recognized	Override:	N
User:			

Journal Header | Journal Lines

Having completed this topic, you should now be able to:

- Locate an existing journal to review accounting entries
- View accounting entries information and drill down to locate invoice ID
- Use GL Journal link to drill down to view additional information
- View Journal Lines information
- View Journal Header information



Lesson Summary

The Review Billing Information lesson covered how to review an invoice by searching for an existing invoice and viewing the billing information contained in the invoice. You are not able to modify or change entered information.

Having completed this lesson, you should now be able to:

- View billing information
- View billing details
- View accounts receivable pending items
- Review accounting entries by invoice
- Review accounting entries by journal

Lesson 2: Reviewing Customer Account Information

Overview

SWIFT accounts receivables makes it easy to review and analyze customer account information. The customer account information links provide access to review a customer's account and related customer information. You will view different ways to locate specific customer account information.

After completing this lesson, you should be able to view:

- Customer Account Overview
- Customer Aging Information
- Payment Activity
- Customer Activity

Viewing Customer Account Overview

Overview

The *Account Overview* page provides a central location to research information for each customer. You are able to analyze a customer's account at a high level. Summary balances (for example, Past Due, Disputed) are shown. It enables you to drill down to see item details that make up the balance.

After completing this topic, you should be able to:

- Locate an existing customer account overview by entering criteria into the *Balances* search page fields
- Use links on the *Balances* page to view customer account information.

Process Steps

Viewing Customer Account Overview

The *Account Overview* page provides a high level summary view of the customer's receivable status. It is a central location to help provide tools to research information for each customer. It shows a list of balances and enables you to drill down to see the details behind the scenes.

Steps to complete customer account overview:

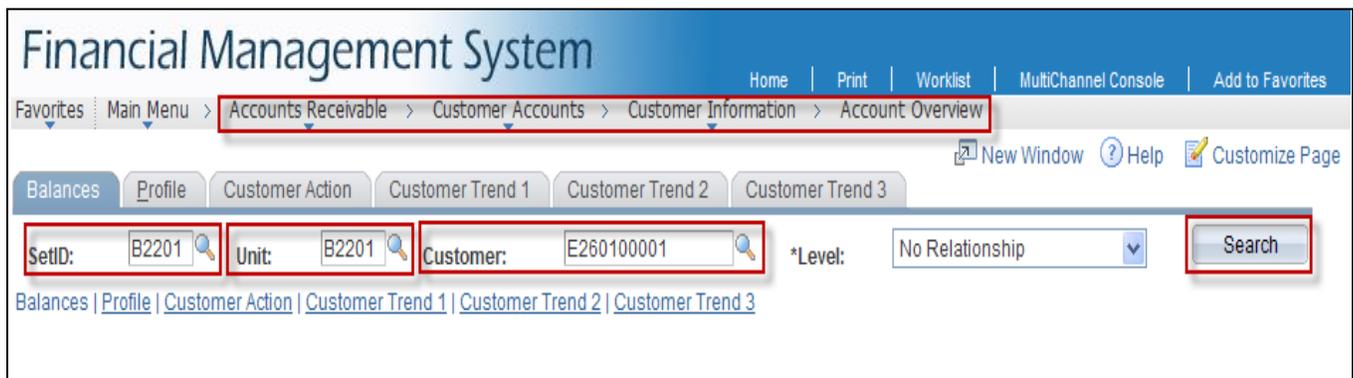
- Step 1: Locate an existing customer account overview
- Step 2: Use the *Balances* page to view customer account information

Step 1: Locate an existing customer account overview

Navigate to the *Balances* page to locate an existing customer account overview. The *SetID* field is a required field. You would normally enter your agency business unit into the *SetID* and *Unit* fields.

The remaining tabs on this page will be covered later in this topic.

1. **Navigation Links:** Accounts Receivable, Customer Accounts, Customer Information, Account Overview
2. Accept the default *SetID* or enter the *SetID*. Normally the *SetID* and *Unit* will be the agency business unit.
3. Accept the default enter the *Unit*. Normally the *SetID* and *Unit* will be the agency business unit.
4. Enter *Customer ID* or click on the **Lookup** icon (magnifying glass) to search for a customer.
Note: Accept the default value "No Relationship". This indicates that all customer roles will be reflected in the customer account information.
5. Click the **Search** button.



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

New Window | Help | Customize Page

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

SetID: B2201 | Unit: B2201 | Customer: E260100001 | *Level: No Relationship | Search

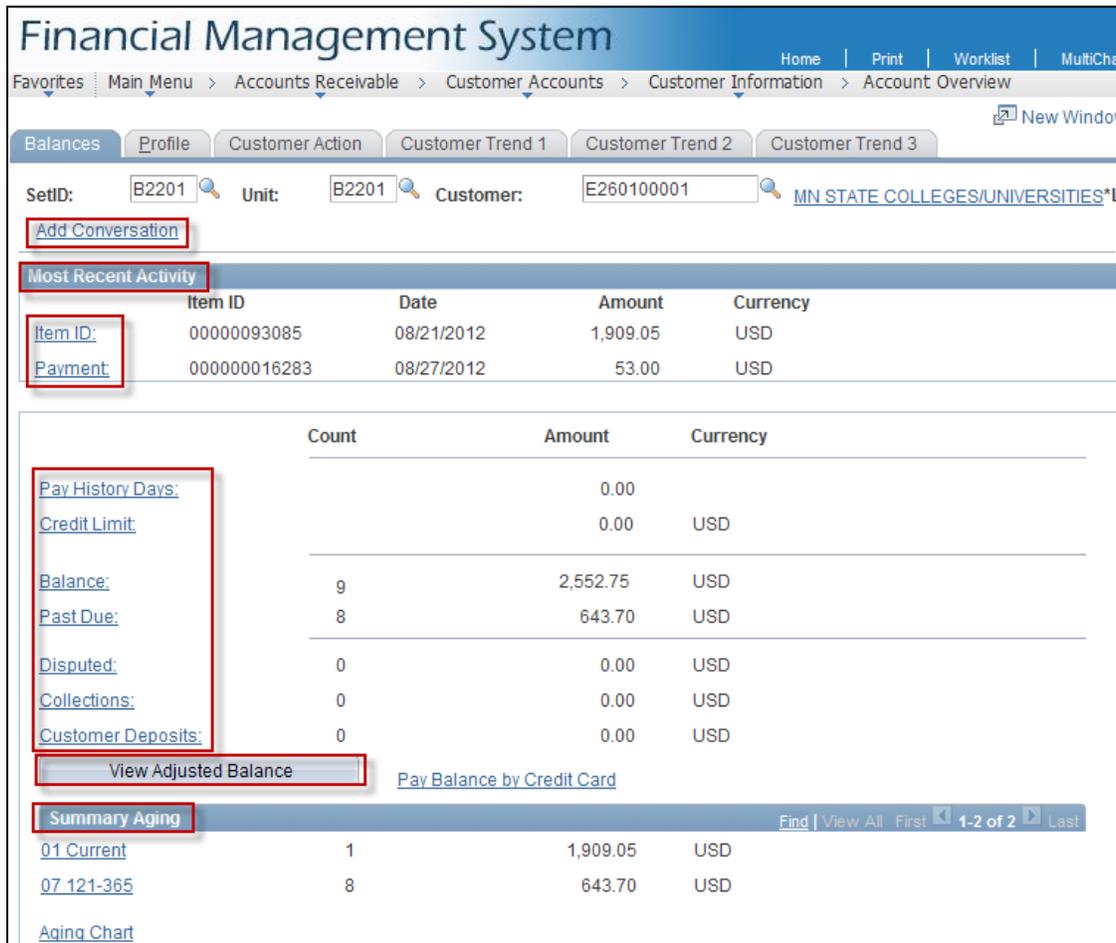
Balances | Profile | Customer Action | Customer Trend 1 | Customer Trend 2 | Customer Trend 3

Step 2: Use the *Balances* page to view customer account information

The *Balances* page displays the most recent activity related to a customer and summarized aging information.

Account Overview Balances page link options include:

- Add Conversation
- Item ID
- Payment
- Pay History Days
- Credit Limit
- Balance
- Past Due
- Disputed
- Collections
- View Adjusted Balance
- Pay Balance by Credit Card



Financial Management System

Home | Print | Worklist | MultiChat

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

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

SetID: B2201 Unit: B2201 Customer: E260100001 MN STATE COLLEGES/UNIVERSITIES*
[Add Conversation](#)

Most Recent Activity

Item ID	Date	Amount	Currency
Item ID: 00000093085	08/21/2012	1,909.05	USD
Payment: 000000016283	08/27/2012	53.00	USD

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
Balance:	9	2,552.75	USD
Past Due:	8	643.70	USD
Disputed:	0	0.00	USD
Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD

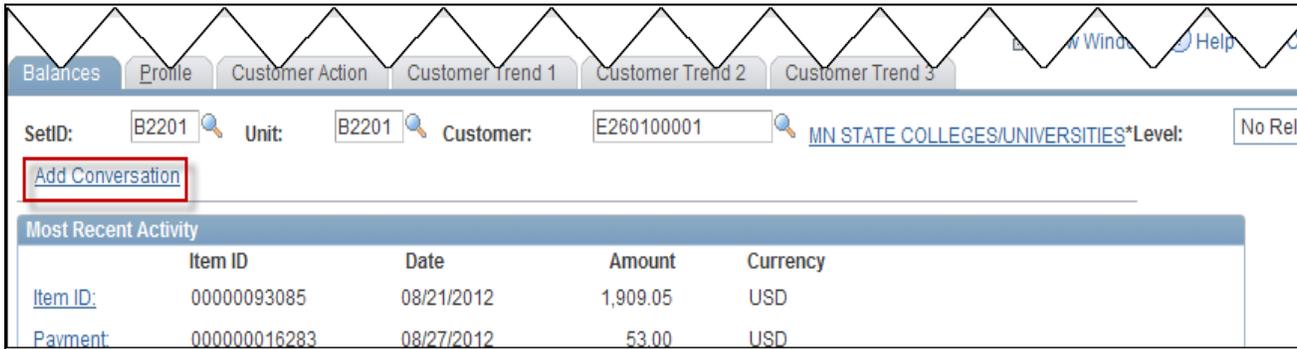
[View Adjusted Balance](#) [Pay Balance by Credit Card](#)

Summary Aging Find | View All First 1-2 of 2 Last

	Count	Amount	Currency
01 Current	1	1,909.05	USD
07 121-365	8	643.70	USD

[Aging Chart](#)

1. Click on the *Add Conversation* link to view adding conversation information.



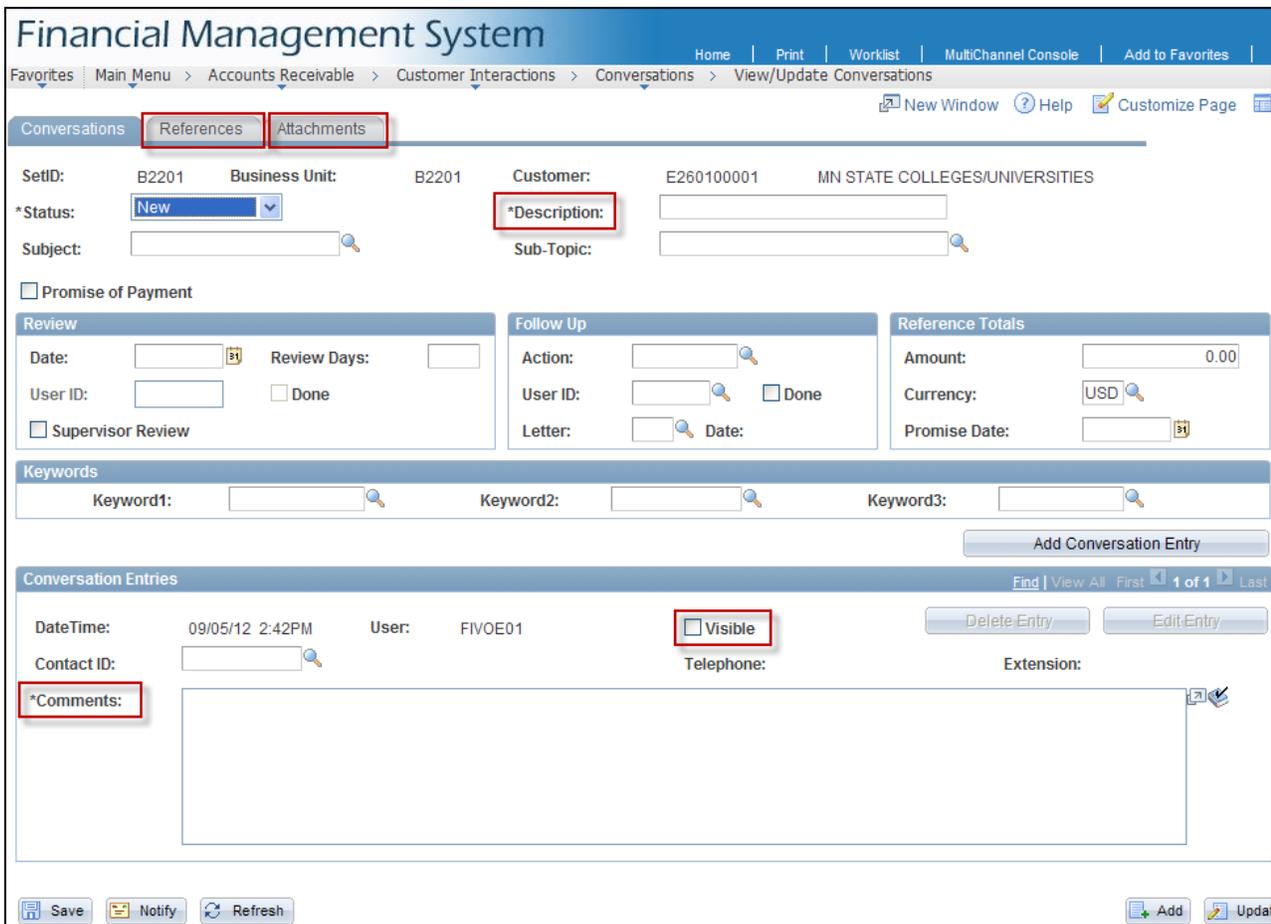
Navigation tabs: Balances, Profile, Customer Action, Customer Trend 1, Customer Trend 2, Customer Trend 3, New Window, Help.

Search fields: SetID: B2201, Unit: B2201, Customer: E260100001, MN STATE COLLEGES/UNIVERSITIES*Level: No Rel.

Buttons: Add Conversation

Most Recent Activity				
Item ID	Date	Amount	Currency	
Item ID: 00000093085	08/21/2012	1,909.05	USD	
Payment: 000000016283	08/27/2012	53.00	USD	

A new window will open and the *View/Update Conversations* page displays.



Financial Management System

Navigation: Home, Print, Worklist, MultiChannel Console, Add to Favorites

Breadcrumbs: Favorites | Main Menu > Accounts Receivable > Customer Interactions > Conversations > View/Update Conversations

Buttons: New Window, Help, Customize Page

Tabs: Conversations, References, Attachments

Form Fields:

- SetID: B2201, Business Unit: B2201, Customer: E260100001, MN STATE COLLEGES/UNIVERSITIES
- *Status: New
- *Description: [Text Field]
- Subject: [Text Field]
- Sub-Topic: [Text Field]
- Promise of Payment

Review Section:

- Date: [Text Field], Review Days: [Text Field]
- User ID: [Text Field], Done
- Supervisor Review

Follow Up Section:

- Action: [Text Field]
- User ID: [Text Field], Done
- Letter: [Text Field], Date: [Text Field]

Reference Totals Section:

- Amount: [Text Field] 0.00
- Currency: USD
- Promise Date: [Text Field]

Keywords Section:

- Keyword1: [Text Field], Keyword2: [Text Field], Keyword3: [Text Field]

Buttons: Add Conversation Entry

Conversation Entries Section:

Find | View All | First | 1 of 1 | Last

- DateTime: 09/05/12 2:42PM, User: FIVOE01, Visible
- Contact ID: [Text Field], Telephone: [Text Field], Extension: [Text Field]
- *Comments: [Text Area]

Buttons: Delete Entry, Edit Entry

Footer: Save, Notify, Refresh, Add, Update

- The **Conversations** tab is used to add a Conversation Entry.
- The **Reference** tab is used to include related information.
- The **Attachments** tab is used to include existing attachments.
- A Description is required.



- You have an option to make the conversation visible or not. If you check the Visible box, the comments in the conversation will be visible on documents, such as Customer Statements. If the box is not checked, the comments will remain internal and not available to the customer.
- Comments can be entered into the Comment box.

Note: To learn more about adding conversations, refer to the ARBI 3 Advanced Receivables User Guide.

2. Close the *View/Update Conversations* window to return to the *Account Overview* page.
3. Click on the *Item ID* link to view information for a specific Item.

Most Recent Activity				
	Item ID	Date	Amount	Currency
Item ID:	00000093085	08/21/2012	1,909.05	USD
Payment	000000016283	08/27/2012	53.00	USD

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

New Window | Help | Customize Page | http

Detail 1 | **Detail 2** | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Unit: B2201 Customer: [E260100001 MN STATE COLLEGES/UNIVERSITIES](#)

Item ID: 00000093085 Line: 1 Days Late: -5 Status: Open

Accounting Date: 08/21/2012 Balance: 1,909.05 USD Billing Unit: B2201 [Detail](#)

Entry Type: IN Original Amount: 1,909.05 USD

Entry Reason: AR Dist Info: AR

Discount Options

Due Date: Due Days:

Terms: Discount Days:

Discount Amount: Date:

Discount Amount 1: Date 1:

Always Allow Discount

As Of Date: Posted: 08/21/2012

Customer Relations

Dispute Reason: Date:

Dispute Amount:

Deduction Reason: Date:

Doubtful

Collection Code: Date:

Analyst: Default Credit Analyst

Collector: Default Collector

Sales Person:

AR Specialist:

Payment/Draft Options

Payment Method: [Pay By Credit Card](#)

Draft Type:

Direct Debit Profile ID:

Preapproved?

Create Document?

One Item per Draft?

Other Options

Revaluation Flag Available for Netting

[Split](#) [Item Action](#) [Add Conversation](#) [View Audit Logs](#)

Detail 1 | **Detail 2** | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Clicking on the *Item ID* link will move you to the *Detail 1* page. The remaining tabs will be covered in Lesson 3.

- Item information is displayed including:
 - Item ID
 - Customer ID and Name
 - Item Status
 - Item Balance
- The Discount Options section:
 - Due date is displayed
 - Net Terms is displayed

Note: Discount is not being used by the State of MN.
- The Payment/Draft Options section:
 - Payment Method is typically Check

Note: Pay by Credit Card, Draft Type and Direct Debit are not being used by the State of MN.
- The Customer Relations section:
 - Dispute review and updates are available

- o Collection review and updates are available

Note: To learn more about Disputed Items and Items placed in Collections, view training materials located in ARBI3 Advanced Receivables User Guide.

4. Click **OK** to return to the *Account Overview Balances* page to view additional links.
5. Click on the *Payment* link to view recent payment information for a specific Item.

Most Recent Activity				
	Item ID	Date	Amount	Currency
Item ID:	00000093085	08/21/2012	1,909.05	USD
Payment	000000016283	08/27/2012	53.00	USD
	Count		Amount	Currency
Pay History Days:			0.00	

The *Item Activity From A Payment* page displays showing:

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

New Window | Help | Customize Page | http

Item Activity From A Payment

Payment ID: 000000016283 Payment Amount: -53.00 Currency: USD

*Display Amount Switch: Payment Amount

Unit	Customer	Name	Item ID	Line	Entry Type	Reason	Payment Amount	Currency
B2201	E260100001	MN STATE COLLEGES/UNIVERSITIES	00000090412	1	PY		-53.00	USD

Total Items: 1 Total Amount: -53.00 Currency: USD

OK Cancel

- Payment ID that was entered when creating the deposit
- An option to upload payment information to an excel spreadsheet
- Navigation within payments
- Item Activity section contains the following payment information:
 - o Business Unit
 - o Customer ID
 - o Customer Name

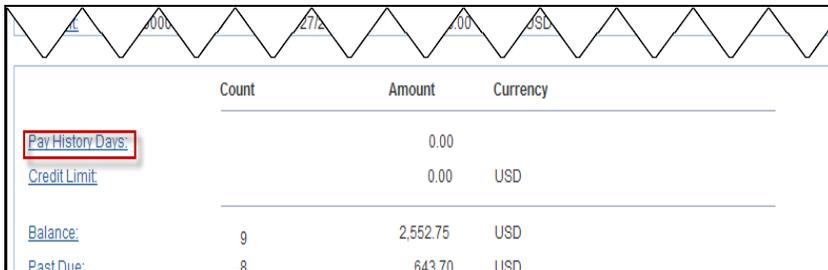
- Item ID
- Line number
- Entry Type
- Reason, if required
- Payment Amount and type of currency

Note: Additional Payment information will be covered later in this lesson.

6. Click **OK** to return to the Accounts Overview Balances page to view additional links.

7. Click on the *Pay History Days* link to view calculated amounts for the number of days per period.

Note: This feature is not used often. An example of how this would be displayed: If there were 5 invoices late, it would calculate the number of days late per period.

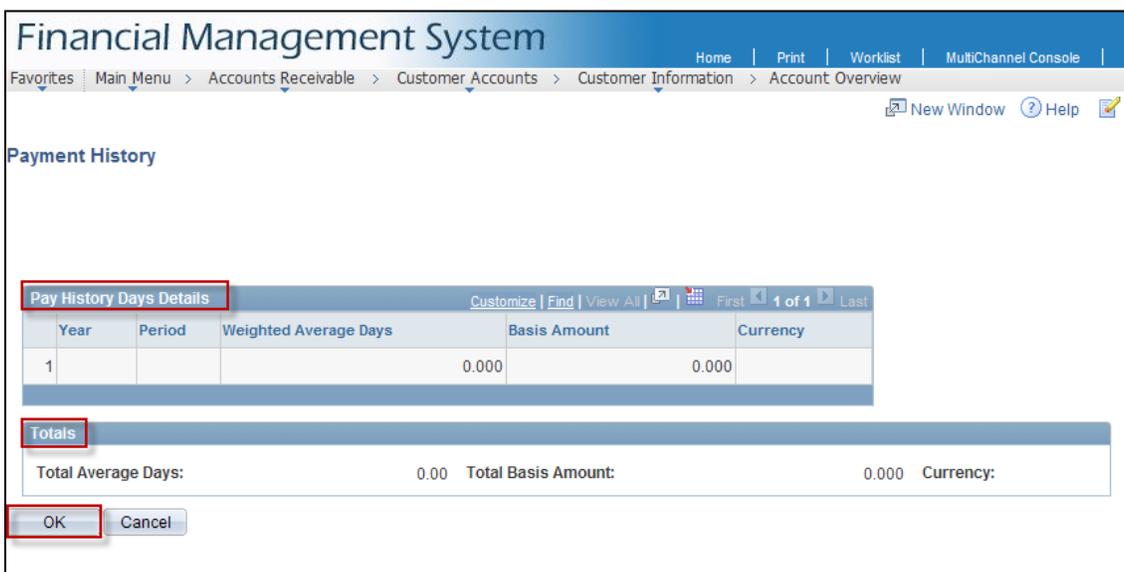


	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
Balance:	9	2,552.75	USD
Past Due:	8	643.70	USD

The *Payment History* page includes:

- The Pay History Days Details section displays information used to determine the history day's calculation.
- The Totals section will display the Total Average Days and Total Amount.

8. Click **OK** to return to the *Accounts Overview Balances* page to view additional links.



Financial Management System

Home | Print | Worklist | MultiChannel Console | A

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

New Window | Help | C

Payment History

Pay History Days Details					
Year	Period	Weighted Average Days	Basis Amount	Currency	
1		0.000	0.000		

Totals

Total Average Days: 0.00 Total Basis Amount: 0.000 Currency:

OK Cancel

Note: the *Credit Limit* link is not being used by the State of MN.

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
Balance:	9	2,552.75	USD
Past Due:	8	643.70	USD

9. Click on the *Balance* link to view Item Balances for a specific customer. The Item List page displays.

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
Balance:	9	2,552.75	USD
Past Due:	8	643.70	USD

Financial Management System

Home | Print | Worklist | MultiChannel C

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Item List | Advanced Search

SetID: B2201 | Unit: | Customer: E280100001 | MN STATE COLLEGES/UNIVERSITIES*Level: No Relationship

Status: **Open** | Search | Advanced Search

Row Selection: Range: | GO | Select All | Deselect All | Item Action: Select Action... | GO

Seq Nbr	Select	Line	Item	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Orig item Amt	Last Activ Dt
1	<input type="checkbox"/>	1	00000028685		B2201	E280100001	Open	NET20	IN		09/21/2011	351	300.00	300.00	09/01/2011
2	<input type="checkbox"/>	1	00000043718		B2201	E280100001	Open	NET20	IN		12/06/2011	275	11.70	11.70	11/16/2011
3	<input type="checkbox"/>	1	00000055463		B2201	E280100001	Open	NET20	IN		02/07/2012	212	57.00	57.00	01/18/2012
4	<input type="checkbox"/>	1	00000056189		B2201	E280100001	Open	NET20	IN		02/12/2012	207	9.00	9.00	01/23/2012
5	<input type="checkbox"/>	2	00000056189		B2201	E280100001	Open	NET20	IN		02/12/2012	207	31.00	31.00	01/23/2012
6	<input type="checkbox"/>	3	00000056189		B2201	E280100001	Open	NET20	IN		02/12/2012	207	22.50	22.50	01/23/2012
7	<input type="checkbox"/>	1	00000065345		B2201	E280100001	Open	NET20	IN		04/04/2012	155	99.00	99.00	03/15/2012
8	<input type="checkbox"/>	2	00000065345		B2201	E280100001	Open	NET20	IN		04/04/2012	155	113.50	113.50	03/15/2012

Search Result Totals

Debits:	13	Debit Amount:	8,210.75	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	13	Total Amount:	8,210.75	Currency:	USD
Selected:				Currency:	

[Cancel](#)

The *Item List* page includes:

- Item Status. In this example the Item Status is Open. The Item results will show all Open Items for the customer entered in the search criteria. Other Status options include:
 - Closed
 - Past Due
 - All
 - Disputed
 - Collection
- The Detail 1 section includes:
 - Line number
 - Item ID
 - Number of Activities relating to the Item ID
 - Business Unit
 - Customer ID
 - Status
 - Terms
 - Entry Type (IN =invoice)
 - Days Late
 - Item Balance
 - Latest Date that any Activity happened

Note: Additional Item List information will be covered in Lesson 3.

10. Click **Cancel** to return to the *Account Overview Balances* page to view additional links.

11. Click on the *Past Due* link to view Past Due information for a specific customer.

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
Balance:	9	2,552.75	USD
Past Due:	8	643.70	USD
Disputed:	0	0.00	USD
Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD

View Adjusted Balance Pay Balance by Credit Card

Past Due information will be displayed for the selected customer.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Item List | Advanced Search

SetID: B2201 | Unit: B2201 | Customer: E260100001 | MN STATE COLLEGES/UNIVERSITIES*Level: No Relationship

*Status: Past Due

Search | Advanced Search

Add Conversation | Account Overview

Row Selection: Range: [] GO | Select All | Deselect All

Item Action: Select Action... GO

Seq Nbr	Select	Line	Item	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Orig Amt
1	<input type="checkbox"/>	1	00000026665		B2201	E260100001	Open	NET20	IN		09/21/2011	350	300.00	
2	<input type="checkbox"/>	1	00000043716		B2201	E260100001	Open	NET20	IN		12/06/2011	274	11.70	
3	<input type="checkbox"/>	1	00000055463		B2201	E260100001	Open	NET20	IN		02/07/2012	211	57.00	
4	<input type="checkbox"/>	1	00000056169		B2201	E260100001	Open	NET20	IN		02/12/2012	206	9.00	
5	<input type="checkbox"/>	2	00000056169		B2201	E260100001	Open	NET20	IN		02/12/2012	206	31.00	
6	<input type="checkbox"/>	3	00000056169		B2201	E260100001	Open	NET20	IN		02/12/2012	206	22.50	
7	<input type="checkbox"/>	1	00000065345		B2201	E260100001	Open	NET20	IN		04/04/2012	154	99.00	
8	<input type="checkbox"/>	2	00000065345		B2201	E260100001	Open	NET20	IN		04/04/2012	154	113.50	

Search Result Totals

Debits:	8	Debit Amount:	643.70	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	8	Total Amount:	643.70	Currency:	USD

- *Item List* page fields to note:
 - Item Status is Past Due
 - Line number
 - Item ID
 - Number of Activities pertaining to Item
 - Terms
 - Due Date of invoice
 - Days Late
 - Item Balance

12. Click on **Cancel** to return to the *Account Overview Balances* page to review additional links.

13. Click on the *Disputed* link to view Disputed information for a specific customer.

Balance:	9	2,552.75	USD
Past Due:	8	643.70	USD
Disputed:	0	0.00	USD
Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD

[Pay Balance by Credit Card](#)

Financial Management System

Home | Print | Worklist | MultiChannel Console

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Item List | [Advanced Search](#)

SetID: Unit: Customer: MN STATE COLLEGES/UNIVERSITIES*Level:

*Status: [Advanced Search](#)

Add Conversation

Row Selection: Range:

Item Action:

Search Result Totals

Debits:
Credits:
Total:
Selected: Currency:

[Item List](#) | [Advanced Search](#)

Disputed information will be displayed for the selected customer.

- *Item List* page fields to note:
 - Item Status is Disputed. Disputed information will be displayed for the selected customer. In this example, the customer has zero items in Dispute.
 - Debit and Credit and Total information will display when the customer is in Dispute.

14. Click on **Cancel** to return to the *Account Overview Balances* page to view additional links.

15. Click on the *Collections* link to view Collection information for a specific customer.

	Count	Amount	Currency
Pay History Days:		0.00	
Credit Limit:		0.00	USD
<hr/>			
Balance:	9	2,552.75	USD
Past Due:	8	643.70	USD
<hr/>			
Disputed:	0	0.00	USD
Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD

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

The *Item List* page includes:

- Item Status is Collection. Collection information will be displayed for the selected customer. In this example, the selected customer has zero items placed in Collection.
- Debits and Credits and the Total will be displayed when customer is placed in Collection.

Financial Management System

Home | Print | Worklist | MultiChannel Conso

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

Item List | [Advanced Search](#)

SetID: B2201 Unit: B2201 Customer: E260100001 MN STATE COLLEGES/UNIVERSITIES*Level:

*Status: **Collection** Search [Advanced Search](#)

[Add Conversation](#)

Row Selection: Range: [] GO Select All Deselect All

Item Action: Select Action... GO

Search Result Totals

Debits: []

Credits: []

Total: []

Selected: [] Currency: []

Cancel

[Item List](#) | [Advanced Search](#)

16. Click **Cancel** to return to the *Account Overview Balances* page to view additional links.

17. Click on the *View Adjusted Balance* link to make adjustments to the balance.

Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD
<input type="button" value="View Adjusted Balance"/> Pay Balance by Credit Card			
Summary Aging			
Find View All First 1-2 of 2 Last			
01 Current	1	1,909.05	USD
07 121-365	8	643.70	USD

Financial Management System

[Home](#) | [Print](#) | [Worklist](#) | [MultiChan](#)

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Customer Information](#) > [Account Overview](#)

[New Window](#)

Adjust Balance

Exclude Disputed Items
 Exclude Collection Items

Adjusted Amount: 2,552.75

Currency Code: USD

The *Adjust Balance* page provides an option to adjust and re-calculate the balance of the item(s).

- The options to use to adjust the balance include:
 - Exclude Disputed Items
 - Exclude Collections Items
- After selecting the excluded choice(s), you would
 - Click the **Re-Calculate** button to view the Adjusted Amount.

18. Click the **OK** button to return to the *Account Overview Balances* page to view additional links.

Note: Pay Balance by Credit Card is not being used by the State of MN.

Disputed:	0	0.00	USD
Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD
View Adjusted Balance		Pay Balance by Credit Card	
Summary Aging Find View All First 1-2 of 2 Last			
01 Current	1	1,909.05	USD
07 121-365	8	643.70	USD

The Summary Aging grid has one line for each Aging Category. The grid is populated after the Aging process is run.

Financial Management System

Home | Print | Worklist | MultiChannel Console | A

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

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

SetID: B2201 Unit: B2201 Customer: E260100001 MN STATE COLLEGES/UNIVERSITIES*Level: No Rel

[Add Conversation](#)

Most Recent Activity				
Item ID	Date	Amount	Currency	
Item ID: 00000093085	08/21/2012	1,909.05	USD	
Payment 000000016283	08/27/2012	53.00	USD	

	Count	Amount	Currency	
Pay History Days:		0.00		
Credit Limit:		0.00	USD	
Balance:	9	2,552.75	USD	
Past Due:	8	643.70	USD	
Disputed:	0	0.00	USD	
Collections:	0	0.00	USD	
Customer Deposits:	0	0.00	USD	

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

Summary Aging			
	Count	Amount	Currency
01 Current	1	1,909.05	USD
07 121-365	8	643.70	USD

[Aging Chart](#)

The Summary Aging grid includes:

- The Aging Categories:
 - 01 Current will display current item information
 - 07 121-365 will display item information within a range of 121-365 days
- The Count column displays the number of items in that category on the customer's account.
- The Amount column displays the total amount of the items in that category.
 - In this example, you will view the current item information.

19. Click on the *01 Current* link to view items within that category.

Disputed:	0	0.00	USD
Collections:	0	0.00	USD
Customer Deposits:	0	0.00	USD
View Adjusted Balance		Pay Balance by Credit Card	
Summary Aging Find View All First 1-2 of 2 Last			
01 Current	1	1,909.05	USD
07 121-365	8	643.70	USD

Clicking on the Summary Aging category link will move you to the *Item List* page.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Account Overview

New Window | Help | Customize Page | http

Item List Advanced Search

SetID: Unit: Customer: MN STATE COLLEGES/UNIVERSITIES* Level:

*Status: Search | Advanced Search

[Add Conversation](#) [Account Overview](#)

Row Selection

Range:

Item Action

Select Action...

Seq Nbr	Select	Line	Item	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Orig Itm Amt
1	<input type="checkbox"/>	1	00000093085		B2201	E260100001	Open	NET20	IN		09/10/2012	-5	1,909.05	1

Search Result Totals

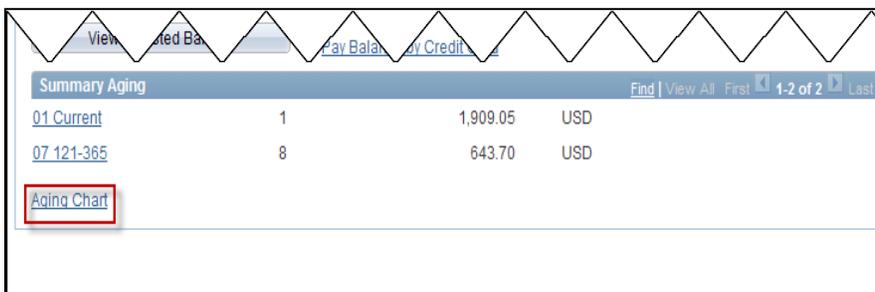
Debits:	1	Debit Amount:	1,909.05	Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	1	Total Amount:	1,909.05	Currency:	USD
Selected:				Currency:	

Important fields to note on the *Item List* page pertaining to items include:

- Item ID
- Terms
- Due date
- Days late
- Item Balance

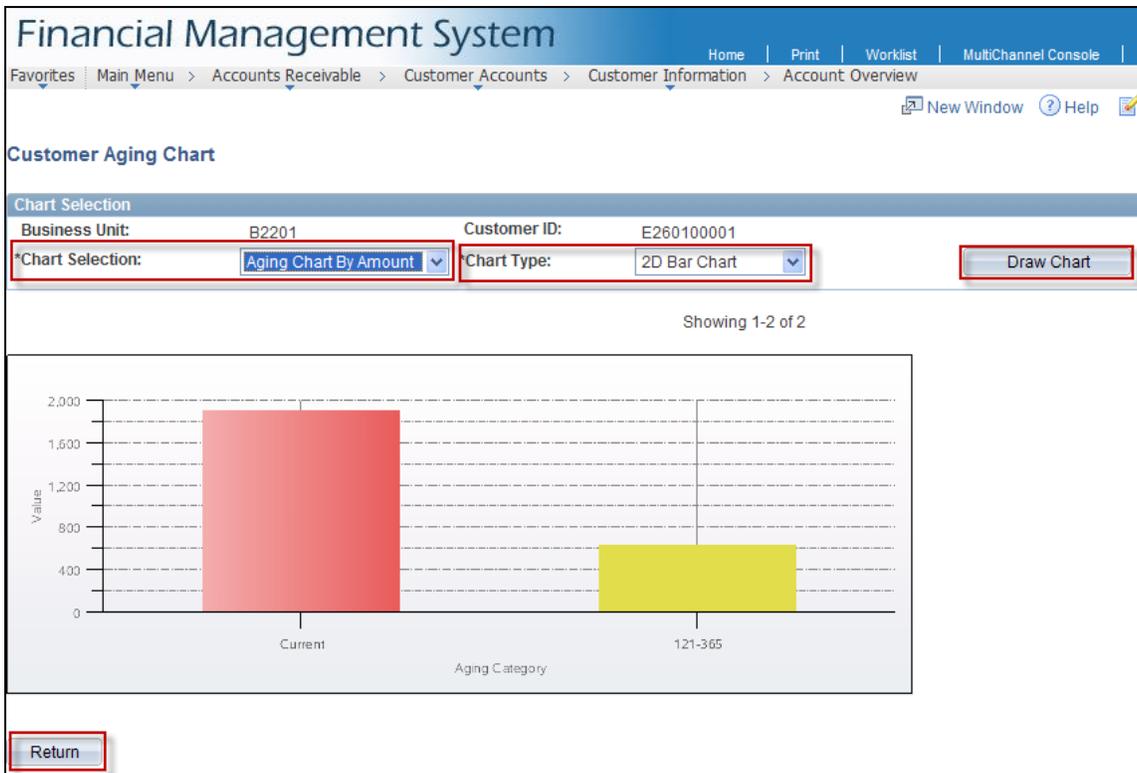
20. Click on the **Cancel** button to return to the *Account Overview Balances* page to view *Aging Chart* link.

21. Click on the *Aging Chart* link.



Summary Aging			
01 Current	1	1,909.05	USD
07 121-365	8	643.70	USD
Aging Chart			

The Customer Aging Chart page displays summary aging information.





The *Customer Aging Chart* page can be used to create an aging chart using the following options:

- Chart Selection options:
 - Aging Chart by Amount
 - Aging Chart by Count
- Chart Type options:
 - Bar
 - Pie
 - Line
- After selecting your chart options, you would click the **Draw Chart** button to see chart results displayed.

22. Click on the **Return** button to return to the *Account Overview Balances* page.

Having completed this topic, you should now be able to:

- Locate an existing customer account overview
- Use the Account Overview Balances page to view links providing customer information

Viewing Customer Aging

Overview

Accounts Receivable Aging is the process of categorizing customer's outstanding items into aging groups, based on the item's due date. Once receivables are aged, Dunning Letters and Statements can be sent to the customer and analysis, planning and collection work can be performed.

The Aging Process runs in a nightly batch or it can be run manually.

Additional Summary Aging information was covered in the [Viewing Customer Account Overview](#) topic.

After completing this topic, you should be able to:

- Locate aging information for a specific customer.
- Review aging information for a specific customer.

Process Steps

Viewing Customer Aging

These Process Steps show how to review customer aging information based on the item's due date.

Steps to access customer aging information:

- Step 1: Locate aging information for a customer
- Step 2: Review aging information for a customer

Step 1: Locate customer aging information for a customer

Navigate to the *Customer Aging* search page to locate aging information for a customer.

1. **Navigation Links:** Accounts Receivable, Customer Accounts, Customer Information, Customer Aging
2. Accept the default *SetID* or enter *SetID*. Normally the *SetID* and the *Unit* is the agency business unit.
3. Enter *Unit*.
4. Enter *Customer ID*. You can also use the **Lookup** (magnifying glass) to search for the customer.
5. Click the **Search** button.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Aging

New Window | Help | Customize Page

Customer Aging

SetID: B2201 Unit: B2201 Customer: E260100001 *Level: No Relationship Search

Step 2: Review customer aging information for a customer

Use the *Customer Aging* page to review aged accounts for the selected customer.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites: Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Aging

New Window | Help | Customize P

Customer Aging

SetID: B2201 Unit: B2201 Customer: E260100001 MN STATE COLLEGES/UNIVERSITIES*Level: No Relationship

[Add Conversation](#)

[Aging Information](#)

Aged Date: 08/31/2012 

[Customer Balances](#)

Balance:	2,552.750	High Balance:	85,078.000	Balance Date:	11/28/2011
Past Due:	643.700	High Past Due:	2,421.950	Past Due Date:	08/10/2012

[Customer Aging](#) Customize | Find | View All | First 1-2 of 2 Last

Aging Category	Aging ID	Amount	Currency	Aging Count
01 Current	STD	1,909.05	USD	1
07 121-365	STD	643.70	USD	8

Customer aging information displayed on the *Customer Aging* page includes:

- *Add Conversation* link which allows you to add comments for documentation
- Aging Information section shows the date the aging process was last run
- Clicking on the **Update Aging** icon will update the latest aging information and create new current balance
- *Balance* Link. Clicking on the *Balance* link will move you to the *Item List* page to view all Open items and balances
- *Past Due* Link. Clicking on the *Past Due* link will move you to the *Item List* page to view all Past Due items and balances
- Customer Balances section shows the High Balance and High Past Due amounts which reflect the amounts as of the Balance and Past Due dates
- Customer Aging section shows:
 - Aging Category
 - Aging ID
 - Amount
- Aging Count displays the number of items on the customer's account that fall into each category
Note: To locate aging information for a different customer, enter the *Customer ID* in the field and click the **Search** button.

Having completed this topic, you should now be able to:

- Locate aging information for a specific customer.
- Review aging information for a specific customer.



Viewing Payments

Overview

This topic will show you how to review payments for a customer. You are able to select a date range for payments to be included in the search results.

Additional payment information was covered in the [Viewing Customer Account Overview](#) topic.

After completing this topic, you should be able to:

- Locate payment information for a customer using a selected date range
- Review payment information for a customer

Process Steps

Viewing Payments

These Process Steps show how to locate and review payment information within a date range for a specific customer.

Steps to access payment information for a customer:

- Step 1: Locate payment information for a customer using a selected date range
- Step 2: Review payment information for a customer

Step 1: Locate payment information for a customer using a selected date range

Begin by navigating to the *Customer Payments* search page to locate payment information for a specific customer.

1. **Navigation Links:** Accounts Receivable, Customer Accounts, Customer Information, Payments
2. Accept the default *SetID* or enter a *SetID*. Normally *SetID* and *Unit* is the agency business unit.
3. Accept the default *Unit* or enter a *Unit*.
4. Enter *Customer ID*. You can also use the **Lookup** (magnifying glass) to search for the customer.
5. Select the *From Date*.
6. Select the *To Date*.
7. Click on the **Search** button.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payments

New Window | Help | Customize Page

Customer Payments

SetID: B2201 Unit: B2201 Customer: E260100001 MN STATE COLLEGES/UNIVERSITIES Search

Add Conversation

From Date: 07/01/2012 To Date: 09/07/2012

Step 2: Review payment information for a customer within a selected date range

Use the *Customer Payments* page to review payment information for a customer within a selected date range.

Financial Management System Home | Print | Worklist | MultiChannel Console

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Payments

Customer Payments

SetID: B2201 Unit: B2201 Customer: E260100001 MN STATE COLLEGES/UNIVERSITIES

Add Conversation

From Date: 07/01/2012 To Date: 09/07/2012

Past Due: 643.70 USD Balance: 2,552.75 USD

*Display Amount Switch: Entry

Payment Details								
	More Info	Unit	Deposit ID	Seq	Payment ID	Acctg Date	Entry	Currency
1		B2201	000000016283	1	000000016283	08/27/2012	-53.00	USD
2		B2201	000000015576	1	000000015576	08/14/2012	-1,686.75	USD
3		B2201	000000015201	1	000000015201	08/08/2012	-91.50	USD
4		B2201	000000014604	1	000000014604	07/31/2012	-34.00	USD
5		B2201	000000014128	1	000000014128	07/24/2012	-118.50	USD
6		B2201	000000013766	1	000000013766	07/18/2012	-159.00	USD
7		B2201	000000013288	1	000000013288	07/09/2012	-914.55	USD

Totals

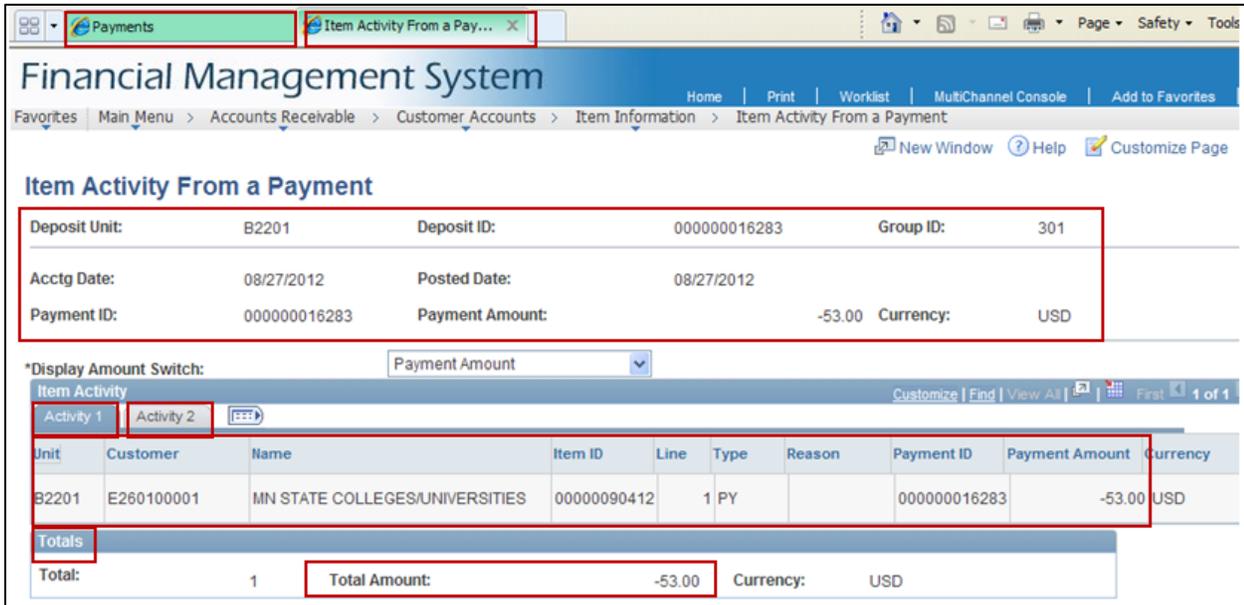
Payment Count: 7 Total: -3,057.30 USD

Customer payment information displayed on the *Customer Payments* page includes:

- *Add Conversation* link which allows you to add comments for documentation
- *From* and *To Date* range selected
- *Past Due* link. Clicking on the *Past Due* link will move you to the *Item List* page to view all Open items and balances for this customer.
- *Balance* link. Clicking on the *Balances* link will move you to the *Item List* page to view all Past Due items and balances for this customer.
- Payment Details section displays:
 - The number of items within the selected date range.
 - A **More Info** icon link used to drill down to view additional information. See second screenshot below.
 - Deposit ID and Payment ID
 - Accounting Date and Amount
 - Totals including Payment count and Payment total

Note: To locate payment information for a different customer, enter the customer ID in the field and click the **Search** button.

1. Click on the **More Info** icon link for an item. The *Item Activity From a Payment* page displays in a new window.



Item Activity From a Payment

Deposit Unit:	B2201	Deposit ID:	000000016283	Group ID:	301
Acctg Date:	08/27/2012	Posted Date:	08/27/2012		
Payment ID:	000000016283	Payment Amount:	-53.00	Currency:	USD

*Display Amount Switch: Payment Amount

Unit	Customer	Name	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
B2201	E260100001	MN STATE COLLEGES/UNIVERSITIES	00000090412	1	PY		000000016283	-53.00	USD

Totals									
Total:	1	Total Amount:		-53.00	Currency:	USD			

Payment information displayed on the *Item Activity From a Payment* page includes:

- Header information on the top of the page was entered when creating the deposit:
 - Deposit ID
 - Group ID
 - Posted date which reflects the date the payment was posted to the customer’s account
 - Accounting date
 - Payment ID
 - Payment amount
- The **Activity 1** tab displays the following payment information:
 - Business Unit
 - Customer ID
 - Customer name
 - Item ID
 - Bill Line number
 - Type – PY refers to payment
 - Reason if required
 - Payment ID
 - Payment amount
- The **Activity 2** tab displays Purchase Order information, if applicable.
 - The Totals section will display the total amount of the payment applied to the selected item.

2. To return to the *Customer Payments* page, close the *Item Activity From a Payment* window.



Having completed this topic, you should now be able to:

- Locate payment information for a customer using a selected date range
- Review payment information for a customer



Viewing Customer Activity

Overview

The Viewing Customer Activity page enables you to review item activity for a customer within a selected range of accounting dates.

After completing this topic, you should be able to:

- Locate customer activity information for a customer
- Review customer activity

Process Steps

Viewing Customer Activity

These Process Steps show how to view a chronological history of transactions for a customer within a range of accounting dates.

Steps to access customer activity information for a customer:

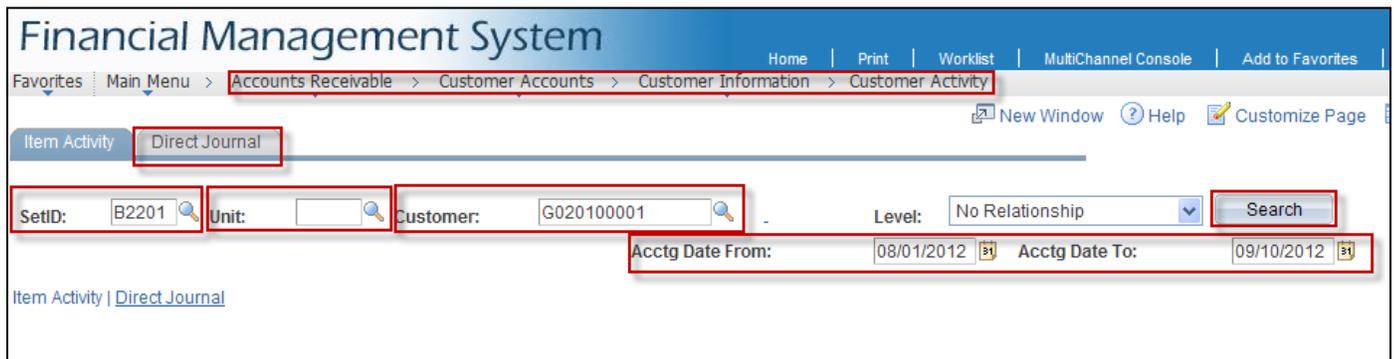
- Step 1: Locate customer activity information for a customer using a selected range of accounting dates
- Step 2: Review history of item activity for a customer

Step 1: Locate customer activity information for a customer using a selected range of accounting dates.

Begin by navigating to the *Item Activity* search page to locate customer activity for a customer.

1. **Navigation Links:** Accounts Receivable, Customer Accounts, Customer Information, Customer Activity
2. Accept the default *SetID* or enter a *SetID*. Normally, the *SetID* and *Unit* will be the agency business unit.
3. Enter *Customer ID*.
4. Select *From* and *To* Accounting Dates.
5. Click the **Search** button.

Note: The **Direct Journal** tab is not being used by the State of MN.



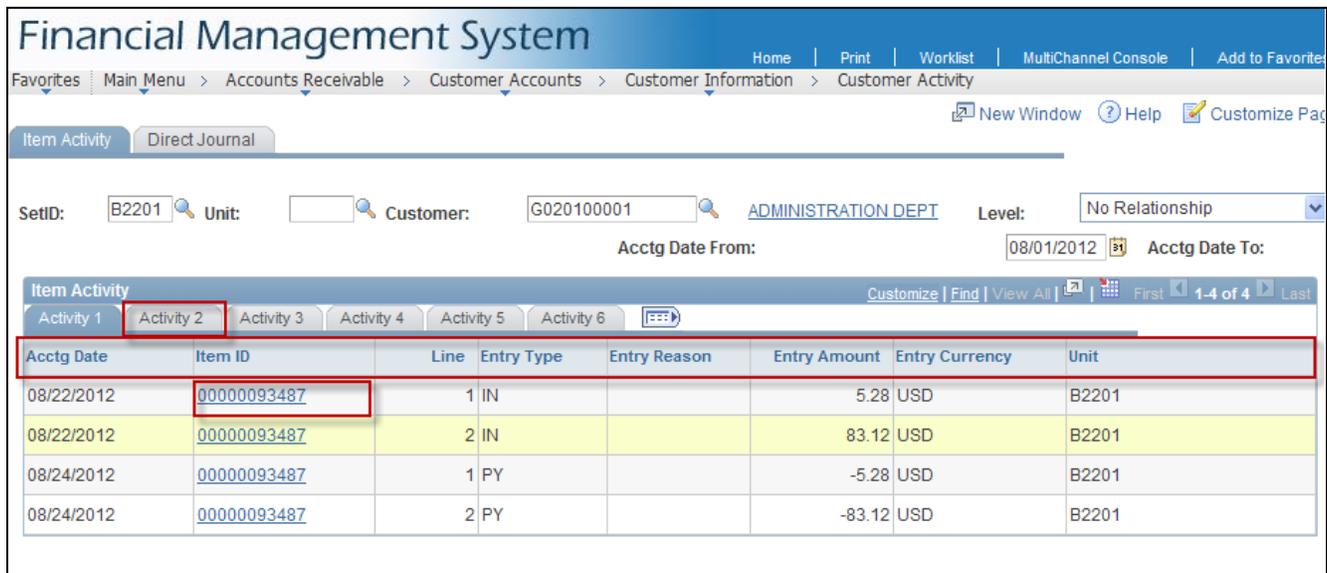
The screenshot shows the 'Financial Management System' interface. The breadcrumb navigation path is: Home > Print > Worklist > MultiChannel Console > Add to Favorites > Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity. The 'Item Activity' tab is selected, and the 'Direct Journal' sub-tab is active. The search criteria are: SetID: B2201, Unit: (empty), Customer: G020100001, Level: No Relationship, and Acctg Date From: 08/01/2012 to Acctg Date To: 09/10/2012. A 'Search' button is visible.

Step 2: Review history of item activity for a customer

Use the *Customer Activity* page to review a history of item activity for a customer. Customer activity information displayed on the *Item Activity* page includes:

- Accounting Date in chronological order
- Item ID
- Line number
- Entry type: IN (invoice), PY (payment)
- Entry Reason, if applicable
- Entry Amount
- Unit

1. Click on an *Item ID* link to drill down to view additional activity information.



Acctg Date	Item ID	Line	Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
08/22/2012	0000093487	1	IN		5.28	USD	B2201
08/22/2012	0000093487	2	IN		83.12	USD	B2201
08/24/2012	0000093487	1	PY		-5.28	USD	B2201
08/24/2012	0000093487	2	PY		-83.12	USD	B2201

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Detail 1 | **Detail 2** | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Unit: B2201 Customer: G02010001 ADMINISTRATION DEPT
 Item ID: 00000093487 Line: 1 Days Late: -18 Status: Closed

Accounting Date: 08/22/2012 Balance: 0.00 USD Billing Unit: B2201
 Entry Type: IN Original Amount: 5.28 USD
 Entry Reason:
 AR Dist Info: AR

Discount Options

Due Date: 09/11/2012 Due Days:
 Terms: NET20 Discount Days:
 Discount Amount: Date:
 Discount Amount 1: Date 1:
 Always Allow Discount
 As Of Date: 08/22/2012 Posted: 08/24/2012

Payment/Draft Options

Payment Method: Check
 Draft Type: Preapproved?
 Direct Debit Profile ID: Create Document?
 One Item per Draft?

Customer Relations

Dispute Reason: Date:
 Dispute Amount:
 Deduction Reason: Date:
 Doubtful
 Collection Code: Date:
 Analyst: DEFAULT Default Credit Analyst
 Collector: DEFAULT Default Collector
 Sales Person: DEFAULT
 AR Specialist:

Other Options

Revaluation Flag Available for Netting

Split Add Conversation View Audit Logs

OK Cancel Apply

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

The *Detail 1* page displays showing the following item activity:

- Customer Relations section to include:
 - Placing an item in Dispute
 - Placing an item in Collection
 - The remaining Tabs on the *Detail 1* page will be covered in more detail in Lesson 3 of this course.
2. Click **OK** to return to the *Activity 1* page.
 3. Click on the **Activity 2** tab.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Item Activity | Direct Journal

SetID: B2201 Unit: Customer: G020100001 ADMINISTRATION DEPT Level: No Relationship

Acctg Date From: 08/01/2012 Acctg Date To:

Item Activity

Acctg Date	Item ID	Line	Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
08/22/2012	00000093487	1	IN		5.28	USD	B2201
08/22/2012	00000093487	2	IN		83.12	USD	B2201
08/24/2012	00000093487	1	PY		-5.28	USD	B2201
08/24/2012	00000093487	2	PY		-83.12	USD	B2201

Customer Activity displayed on **Activity 2** page includes:

- Number of Activities for a specific item. **Note:** Activities including payments and credits, etc.
- As of Date and Date Posted to customer's account
- Group Type including:
 - B – Billing
 - F – Overdue Charges
 - P – Payment
- Group ID

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Item Activity | Direct Journal

SetID: B2201 Unit: Customer: G020100001 Level: No Relationship Search

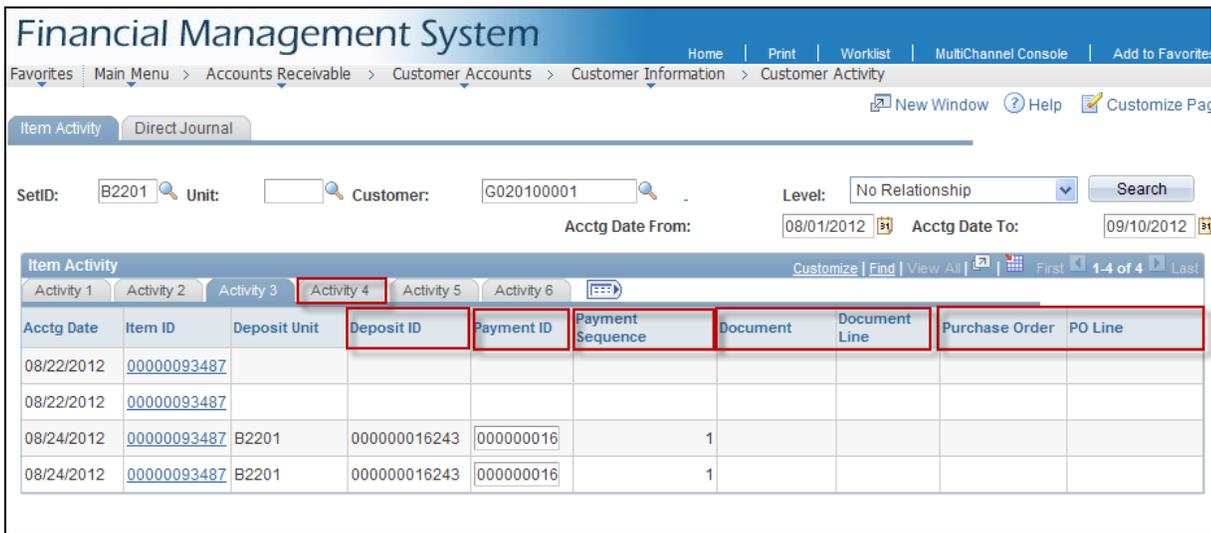
Acctg Date From: 08/01/2012 Acctg Date To: 09/10/2012

Item Activity

Acctg Date	Item ID	Customer	Activities	Posted Date	As Of Date	Group Type	Origin ID	Group Unit	Group ID	Sub Group ID
08/22/2012	00000093487	G020100001	1	08/22/2012	08/22/2012	B	PS_BI	B2201	293	
08/22/2012	00000093487	G020100001	1	08/22/2012	08/22/2012	B	PS_BI	B2201	293	
08/24/2012	00000093487	G020100001	2	08/24/2012	08/24/2012	P	PS_AR	B2201	298	
08/24/2012	00000093487	G020100001	2	08/24/2012	08/24/2012	P	PS_AR	B2201	298	

4. Click on the *Activity 3* tab. Customer Activity displayed on the Activity 3 page includes:

- Deposit ID
- Payment ID entered when creating the deposit allows you to change it
- Payment Sequence references the payment row when creating the deposit
- Document and Document Line include information if applicable. For example, if the item was a credit, the original invoice ID would be displayed.
- Purchase Order and PO Line information if applicable



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Item Activity | Direct Journal

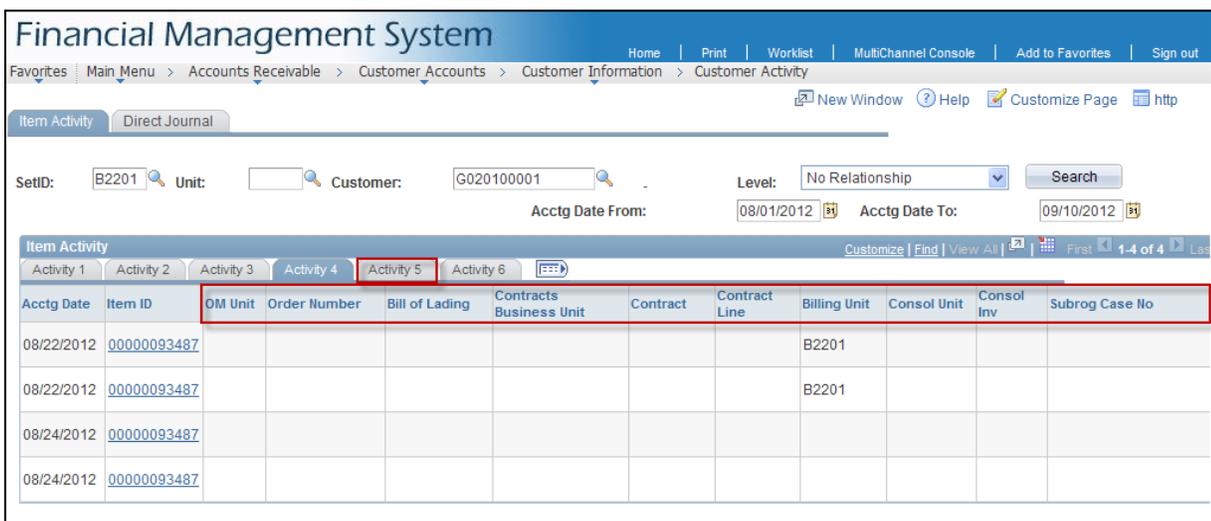
SetID: B2201 Unit: Customer: G020100001 Level: No Relationship Search

Acctg Date From: 08/01/2012 Acctg Date To: 09/10/2012

Acctg Date	Item ID	Deposit Unit	Deposit ID	Payment ID	Payment Sequence	Document	Document Line	Purchase Order	PO Line
08/22/2012	00000093487								
08/22/2012	00000093487								
08/24/2012	00000093487	B2201	000000016243	0000000016		1			
08/24/2012	00000093487	B2201	000000016243	0000000016		1			

5. Click on the *Activity 4* tab.

Customer Activity displayed on the *Activity 4* page includes Contract information, if applicable.



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity

Item Activity | Direct Journal

SetID: B2201 Unit: Customer: G020100001 Level: No Relationship Search

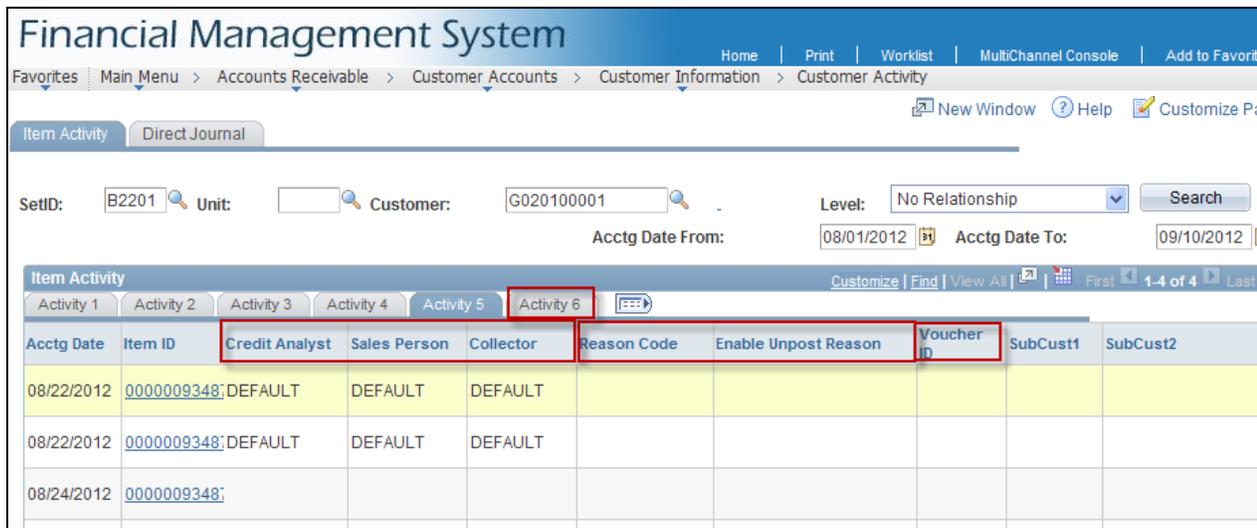
Acctg Date From: 08/01/2012 Acctg Date To: 09/10/2012

Acctg Date	Item ID	OM Unit	Order Number	Bill of Lading	Contracts Business Unit	Contract	Contract Line	Billing Unit	Consol Unit	Consol Inv	Subrog Case No
08/22/2012	00000093487							B2201			
08/22/2012	00000093487							B2201			
08/24/2012	00000093487										
08/24/2012	00000093487										

6. Click on the *Activity 5* tab. Customer Activity displayed on the *Activity 5* page includes:

- Those who have worked on the items
- Unpost information:
- Reason Code and Unpost Reason options to include:
 - BUDERROR: Budget Error
 - WRGCUST: Applied to wrong customer
 - WRGINV: Applied to the wrong invoice
- Voucher ID, if applicable

Note: Activity 6 tab is not being used by the State of MN.



Acctg Date	Item ID	Credit Analyst	Sales Person	Collector	Reason Code	Enable Unpost Reason	Voucher ID	SubCust1	SubCust2
08/22/2012	0000009348 :DEFAULT	DEFAULT	DEFAULT	DEFAULT					
08/22/2012	0000009348 :DEFAULT	DEFAULT	DEFAULT	DEFAULT					
08/24/2012	0000009348 :								

Having completed this topic, you should now be able to:

- Locate customer activity information for a customer
- Review customer activity

Lesson Summary

The Reviewing Customer Account Information lesson covered how to review customer information on a summary level. You are able to locate customer accounts and drill down to review detailed information. In most cases, all information is for viewing only and modifications are not able to be made.

Having completed this lesson, you should now be able to view:

- Customer Account Overview
- Customer Aging information
- Payment Activity
- Customer Activity

Lesson 3: Reviewing Item Information

Overview

SWIFT Accounts Receivable item information pages enable users to view detailed information associated with an item. The *Item List* page and associated links make it easy to view item detail, activity and accounting entries. Users are able to view item details to identify an item or change selected fields on the item as needed.

Each time users perform an action on an item, the ARUpdate process updates the Item Activity table to reflect new activity.

After completing this lesson, you should be able to view:

- Item List information
- Item activity from a group
- Item activity summary

Viewing an Item List

Overview

The *Item List* page is used to locate and view activity and accounting information for an item. It provides an opportunity to review detailed information for one or all items listed for a customer. Once an invoice is created in billing and has been run through the Single Action Invoice process successfully, and after the ARUpdate process moves the invoice into AR as an Open item, you can use the *Item List* page to view detailed information associated with the item.

After completing this topic, you should be able to:

- Locate Item List for a specific item or all items for a customer
- Use the Item List page to view item information
- Use Item links to drill down to view additional item information

Process Steps

Viewing an Item List

These Process Steps show how to locate and view item information for a customer.

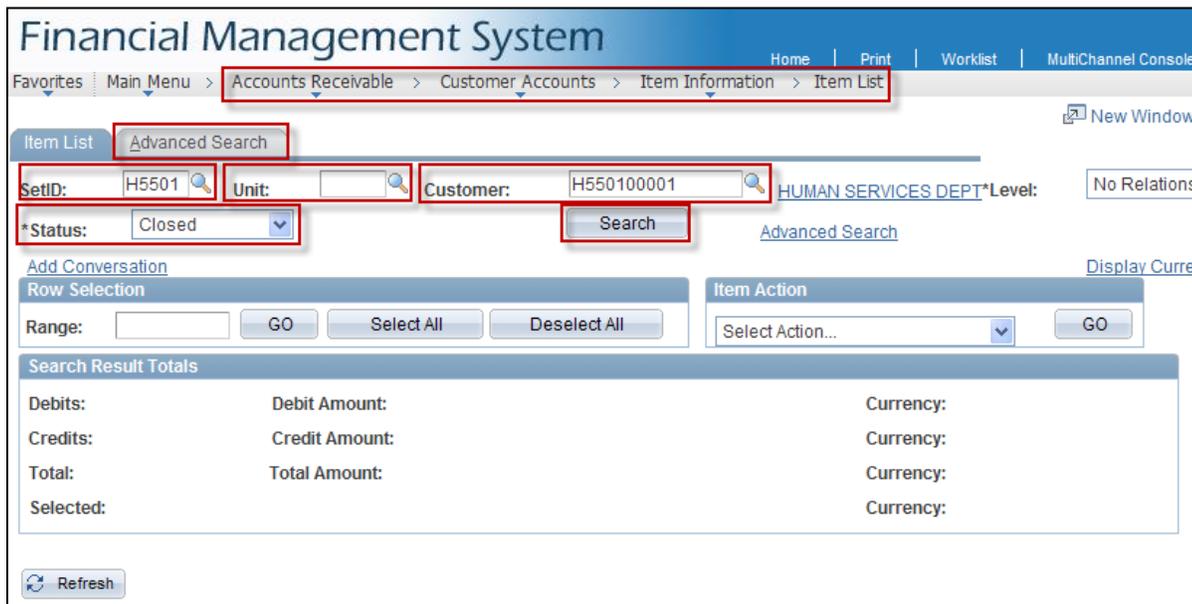
Steps to complete viewing an Item List:

- Step 1: Locate Item List for a specific item or all items for a customer.
- Step 2: Use the Item List page to view item information.
- Step 3: Use Item links to drill down to view additional item information.

Step 1: Locate Item List for a specific item or all items for a customer

Begin by navigating to the *Item List* page to locate an item or all items for a customer. In this example, we will search by Status.

1. **Navigation Links:** Accounts Receivable, Customer Accounts, Item Information, Item List
2. Accept the default *SetID* or enter a *SetID*. Normally the *SetID* and *Unit* will be the agency business unit
3. Accept the default *Unit* or enter a *Unit*.
4. Enter *Customer ID* or use the **Lookup** icon (magnifying glass) to search for a customer
Note: All customers in the selected *SetID* would display when the Customer field is left blank.
5. Select Item *Status*.
Note: Options include: All, Open, Closed, Disputed, Collection and Past Due
Note: Additional fields on this page will be covered later in the lesson
6. Click the **Search** button.



Financial Management System

Home | Print | Worklist | MultiChannel Console

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Item List | Advanced Search

SetID: H5501 | Unit: | Customer: H550100001 | HUMAN SERVICES DEPT*Level: No Relations

*Status: Closed | Search | Advanced Search

Add Conversation | Display Curre

Row Selection | Item Action

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

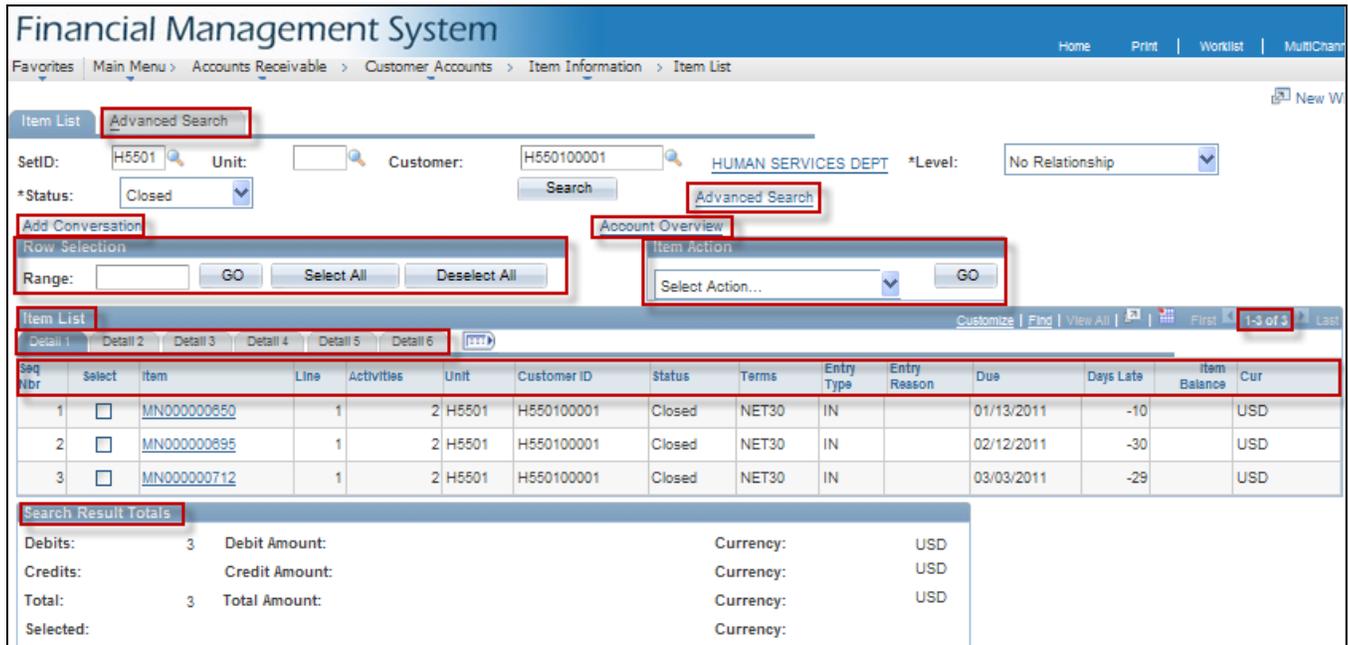
Search Result Totals

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

Refresh

Step 2: Use the *Item List* page to view item information

Use the *Item List* page to view an item or all items for a selected customer. You will have an option to filter row selection and use additional item action.



Financial Management System

Home | Print | Worklist | MultiChart

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Item List | **Advanced Search**

SetID: H5501 Unit: Customer: H550100001 HUMAN SERVICES DEPT *Level: No Relationship

*Status: Closed Search **Advanced Search**

Add Conversation **Account Overview**

Row Selection: Range: GO Select All Deselect All

Item Action: Select Action... GO

Item List | Customize | Find | View All | First | **1-3 of 3** | Last

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"/>	MN000000850	1		2 H5501	H550100001	Closed	NET30	IN		01/13/2011	-10		USD
2	<input type="checkbox"/>	MN000000895	1		2 H5501	H550100001	Closed	NET30	IN		02/12/2011	-30		USD
3	<input type="checkbox"/>	MN000000712	1		2 H5501	H550100001	Closed	NET30	IN		03/03/2011	-29		USD

Search Result Totals

Debits: 3 Debit Amount: Currency: USD

Credits: Credit Amount: Currency: USD

Total: 3 Total Amount: Currency: USD

Selected: Currency: USD

Item information and other options displayed on the *Item List* page include:

- *Add Conversation* link
 - Note:** Adding Conversation is covered in the [Viewing Customer Account Overview](#) topic in Lesson 2.
- *Advanced Search* link moves you to a search page to include filter options
- *Account Overview* link brings you back to the *Balances* page
- Row Selection section:
 - Enter a specific range of rows to choose
 - Select All rows/Deselect All rows
- Item Action section choices include:
 - Reprint Invoice
 - Add conversation
 - Generate Dunning Letter
- Navigation between pages is available by using the back and forward arrows
- Detail tabs 2-6 will be covered later in this topic

Item information displayed on the Item List section, **Detail 1** tab include:

- Select box used to select one or more items to drill down to view additional information
 - Item line number
 - Number of activities performed
 - Business Unit
 - Customer ID
 - Item Status
 - Net Terms
 - Entry Type options include:
 - IN – invoice
 - OC – overdue charge
 - CR – credit
 - RC – refund credit
 - PY – payment
 - Entry Reason (if applicable/required):
 - WOC – write off credit
 - WOD – write off debit
 - REFND – refund
 - NSF – non-sufficient funds
 - FIN – finance charge
 - Due Date
Note: Due date is determined by the invoice date and pay terms
 - Days Late
 - Item Balance
 - Search Result Totals displays number of Debits/Credits for the selected customer
7. Click the **Advanced Search** tab.

Financial Management System

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Customer Accounts](#) > [Item Information](#) > [Item List](#)

[Item List](#) | [Advanced Search](#)

SetID: Unit: Customer: [HUMAN SERVICES DEPT*](#) Level:

*Status: Search Preferences:

Item Responsible Parties

AR Specialist:	Equal	<input type="text"/>
Credit Analyst:	Equal	<input type="text"/>
Broker ID:	Equal	<input type="text"/>
Collector:	Equal	<input type="text"/>
Sales Person:	Equal	<input type="text"/>

Reference Data

Item ID:	Equal	<input type="text"/>
Entry Type:	Equal	<input type="text"/>
Entry Reason:	Equal	<input type="text"/>
Invoice:	Equal	<input type="text"/>
Consol Inv:	Equal	<input type="text"/>
Order No:	Equal	<input type="text"/>
Document ID:	Equal	<input type="text"/>
Proof of Delivery:	Equal	<input type="text"/>
Bill of Lading:	Equal	<input type="text"/>
Purchase Order:	Equal	<input type="text"/>
PO Line:	Equal	<input type="text"/>
Claim Number:	Equal	<input type="text"/>
Aging Category:	Equal	<input type="text"/>
Contract:	Equal	<input type="text"/>
Promotion Code:	Equal	<input type="text"/>
Subrog Case No:	Equal	<input type="text"/>
Sold To Customer:	Equal	<input type="text"/>
Ship To Customer:	Equal	<input type="text"/>

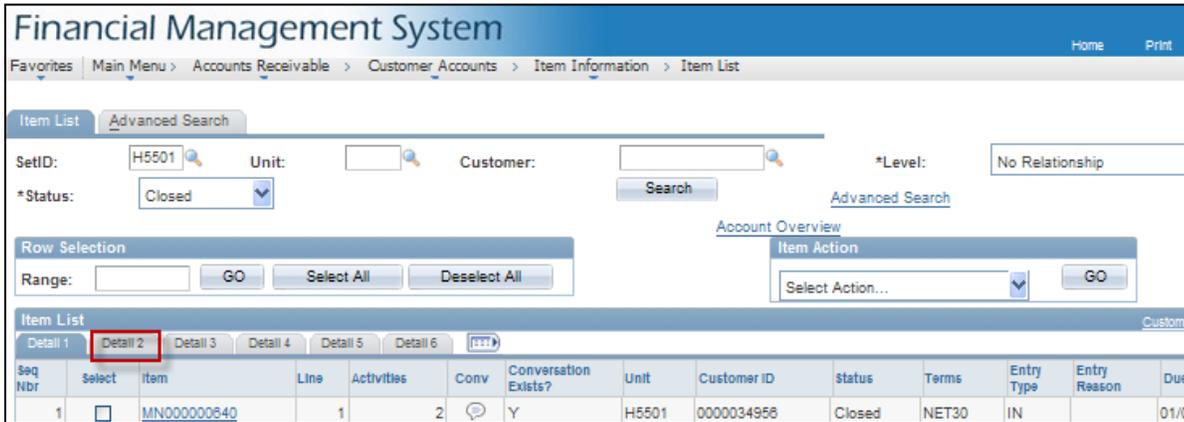
Item Type

Collection Code:

The *Advanced Search* page provides multiple options to filter your search. **Note:** Item ID field is commonly used, especially if you do not have a customer ID.

8. Click on the **Item List** tab to return to the *Item List* page.

9. Click on the **Detail 2** tab.

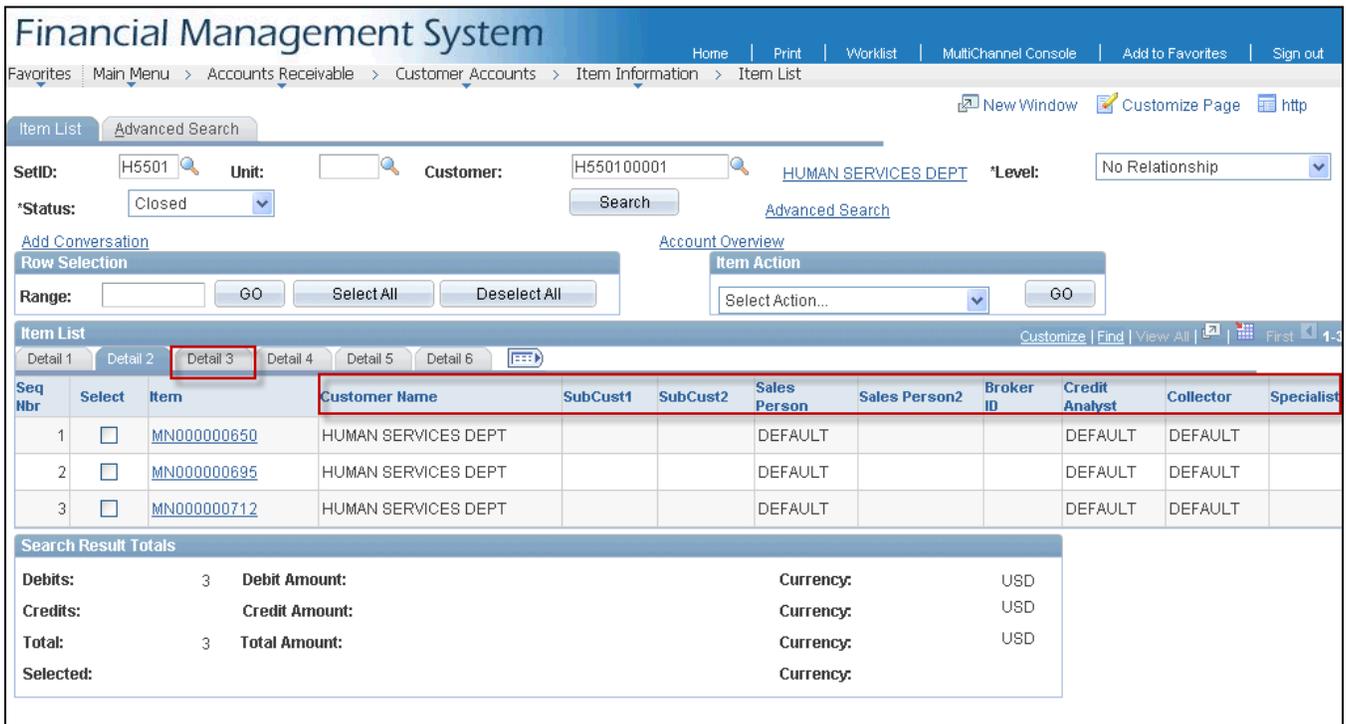


The screenshot shows the 'Financial Management System' interface. The breadcrumb trail is 'Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List'. The 'Item List' tab is active, and the 'Detail 2' sub-tab is selected. The search criteria include SetID: H5501, Unit: (empty), Customer: (empty), *Status: Closed, and *Level: No Relationship. The 'Item List' table below shows one row with the following data:

Seq Nbr	Select	Item	Line	Activities	Conv	Conversation Exists?	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due
1	<input type="checkbox"/>	MN000000640	1		2	Y	H5501	000034956	Closed	NET30	IN		01/0

The *Detail 2* page displays item information including:

- Customer Name
- People who have worked on an item



The screenshot shows the 'Financial Management System' interface with the 'Detail 3' sub-tab selected. The search criteria are SetID: H5501, Unit: (empty), Customer: H550100001 (HUMAN SERVICES DEPT), *Status: Closed, and *Level: No Relationship. The 'Item List' table displays three rows of items:

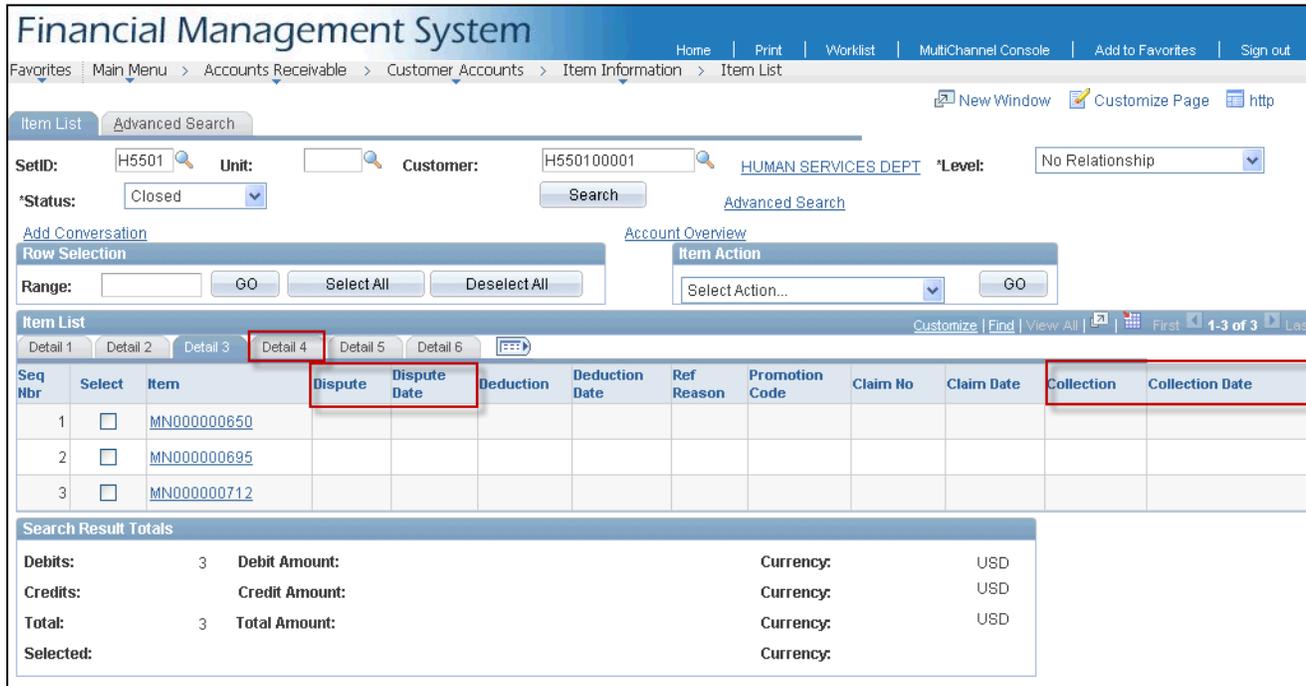
Seq Nbr	Select	Item	Customer Name	SubCust1	SubCust2	Sales Person	Sales Person2	Broker ID	Credit Analyst	Collector	Specialist
1	<input type="checkbox"/>	MN000000650	HUMAN SERVICES DEPT			DEFAULT			DEFAULT	DEFAULT	
2	<input type="checkbox"/>	MN000000695	HUMAN SERVICES DEPT			DEFAULT			DEFAULT	DEFAULT	
3	<input type="checkbox"/>	MN000000712	HUMAN SERVICES DEPT			DEFAULT			DEFAULT	DEFAULT	

Below the table is a 'Search Result Totals' summary:

Debits:	3	Debit Amount:	Currency:	USD
Credits:		Credit Amount:	Currency:	USD
Total:	3	Total Amount:	Currency:	USD
Selected:			Currency:	

10. Click on the **Detail 3** tab. The *Detail 3* page displays:

- Dispute information
- Collection information



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites: Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Item List | Advanced Search

SetID: H5501 | Unit: | Customer: H550100001 | HUMAN SERVICES DEPT | *Level: No Relationship

*Status: Closed | Search | Advanced Search

Add Conversation | Account Overview

Row Selection | Item Action

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

Item List | Customize | Find | View All | First | 1-3 of 3 | Last

Seq Nbr	Select	Item	Dispute	Dispute Date	Deduction	Deduction Date	Ref Reason	Promotion Code	Claim No	Claim Date	Collection	Collection Date
1	<input type="checkbox"/>	MNO00000650										
2	<input type="checkbox"/>	MNO00000695										
3	<input type="checkbox"/>	MNO00000712										

Search Result Totals

Debits:	3	Debit Amount:		Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	3	Total Amount:		Currency:	USD
Selected:				Currency:	

11. Click on the **Detail 4** tab. Detail 4 page displays item information related to account aging (if applicable) including:

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Item List | Advanced Search

SetID: H5501 | Unit: | Customer: H550100001 | HUMAN SERVICES DEPT *Level: No Relationship

*Status: Closed | Search | Advanced Search

Add Conversation | Account Overview

Row Selection: Range: | GO | Select All | Deselect All | Item Action: Select Action... | GO

Item List | Customize | Find | View All | 1-3 of 3 | Last

Seq Nbr	Select	Item	Orig Item Amt	Accounting Date	As Of Date	Discount Amount	Discount Date	Pay Method	Aging Category	Dun Date	Statement Date
1	<input type="checkbox"/>	MN000000650	250.00	12/14/2010	12/14/2010			CHK			02/01/2011
2	<input type="checkbox"/>	MN000000695	125.00	01/13/2011	01/13/2011			CHK			02/01/2011
3	<input type="checkbox"/>	MN000000712	125.00	02/01/2011	02/01/2011			CHK			

Search Result Totals

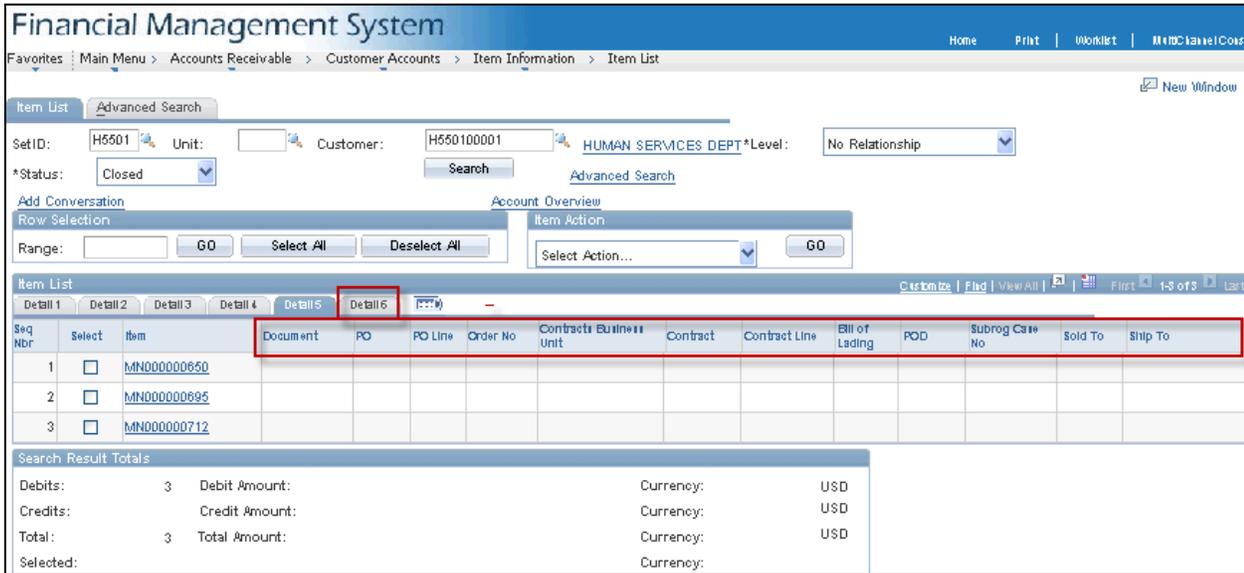
Debits:	3	Debit Amount:		Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	3	Total Amount:		Currency:	USD
Selected:				Currency:	

Refresh

- Original Item Amount
- Accounting Date
- As of Date
- **Note:** Discount is not being used by the State of MN.
- Pay Method
- Aging Category
- Dunning Date
- Statement Date

12. Click on the **Detail 5** tab.

The *Detail 5* page displays Purchase Order and Contract information, if applicable.



The screenshot shows the 'Financial Management System' interface. The breadcrumb trail is 'Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List'. The search criteria include SetID: H5501, Unit: (blank), Customer: H550100001, and HUMAN SERVICES DEPT *Level: No Relationship. The status is 'Closed'. Below the search area, there are tabs for 'Detail 1' through 'Detail 6', with 'Detail 5' selected. The table below shows three items with columns for Document, PO, PO Line, Order No, Contract Business Unit, Contract, Contract Line, Bill of Lading, POD, Subrog Case No, Sold To, and Ship To. The first three items are highlighted with a red box.

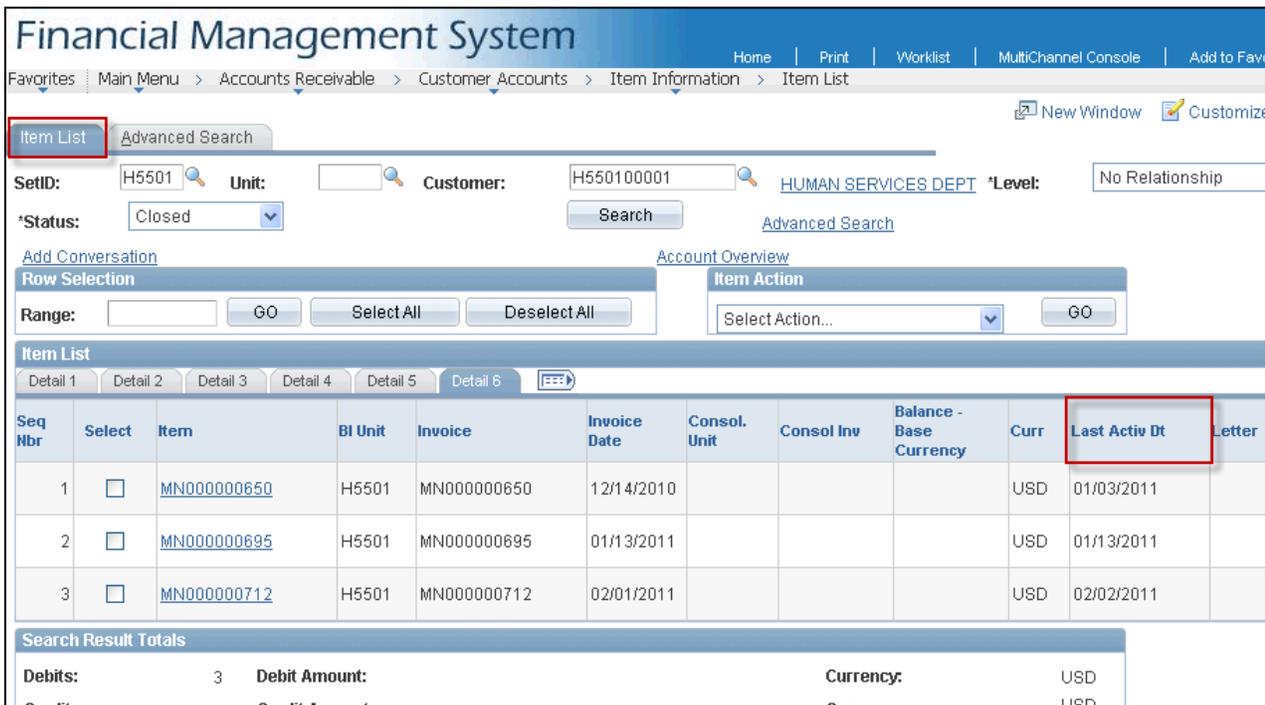
Seq Nbr	Select	Item	Document	PO	PO Line	Order No	Contract Business Unit	Contract	Contract Line	Bill of Lading	POD	Subrog Case No	Sold To	Ship To
1	<input type="checkbox"/>	MN000000650												
2	<input type="checkbox"/>	MN000000695												
3	<input type="checkbox"/>	MN000000712												

Search Result Totals:

Debits:	3	Debit Amount:	Currency:	USD
Credits:		Credit Amount:	Currency:	USD
Total:	3	Total Amount:	Currency:	USD
Selected:			Currency:	

13. Click on the **Detail 6** tab. The *Detail 6* page displays the last time there was activity associated with an item.

Note: Examples of item activity include: payments, credits or worksheets created.



The screenshot shows the 'Financial Management System' interface. The breadcrumb trail is 'Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List'. The search criteria are the same as in the previous screenshot. The 'Item List' tab is selected. The table below shows three items with columns for Seq Nbr, Select, Item, BI Unit, Invoice, Invoice Date, Consol. Unit, Consol Inv, Balance - Base Currency, Curr, Last Activ Dt, and Letter. The 'Last Activ Dt' column is highlighted with a red box.

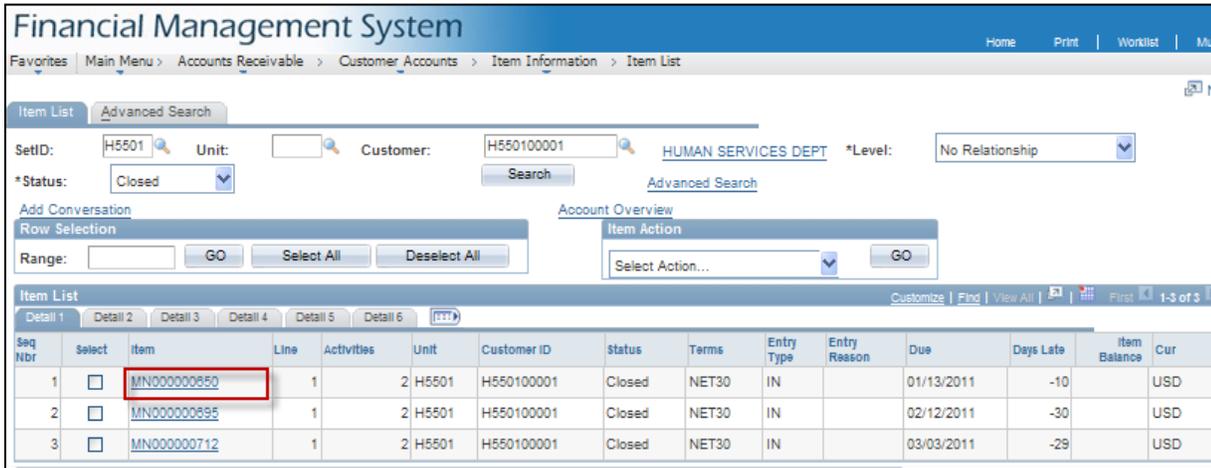
Seq Nbr	Select	Item	BI Unit	Invoice	Invoice Date	Consol. Unit	Consol Inv	Balance - Base Currency	Curr	Last Activ Dt	Letter
1	<input type="checkbox"/>	MN000000650	H5501	MN000000650	12/14/2010				USD	01/03/2011	
2	<input type="checkbox"/>	MN000000695	H5501	MN000000695	01/13/2011				USD	01/13/2011	
3	<input type="checkbox"/>	MN000000712	H5501	MN000000712	02/01/2011				USD	02/02/2011	

Search Result Totals:

Debits:	3	Debit Amount:	Currency:	USD
Credits:		Credit Amount:	Currency:	USD

14. Click on the **Detail 1** tab..

15. Click on the *Item ID* link to drill down to see additional item information.



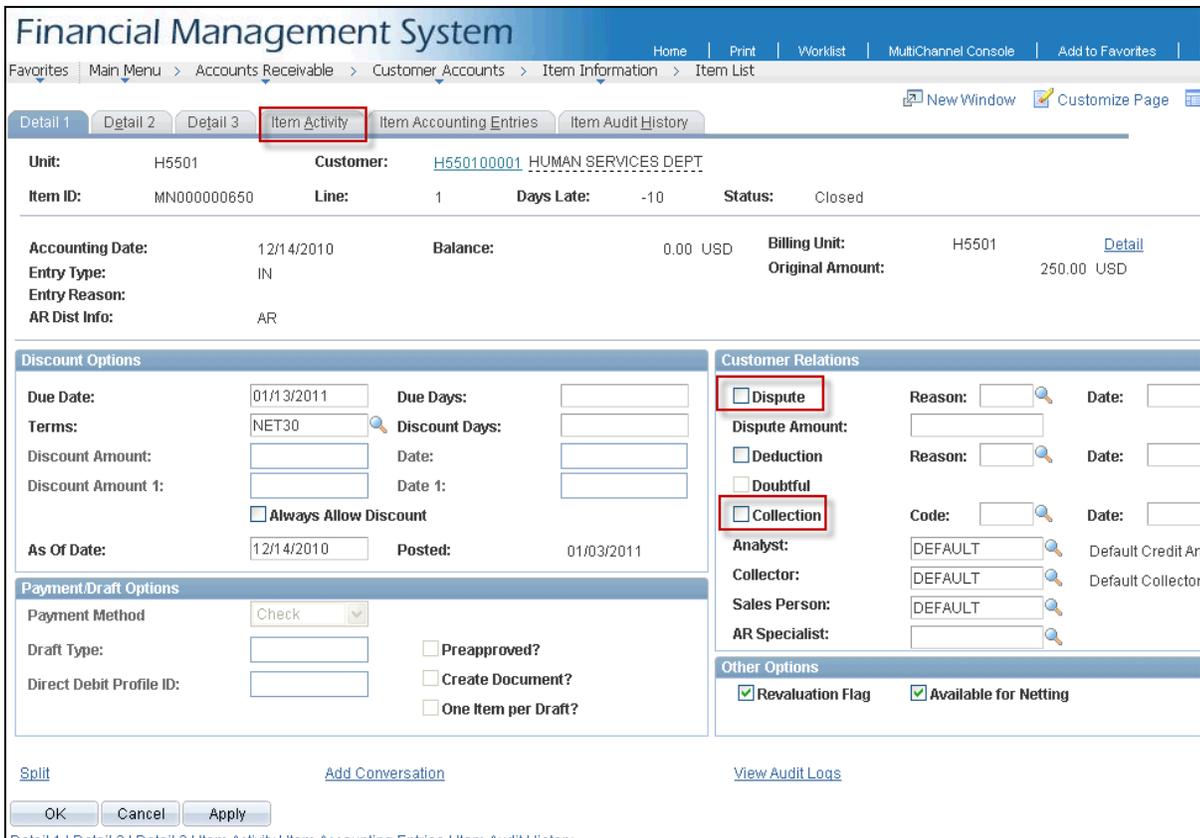
The screenshot shows the 'Item List' page in the Financial Management System. The search criteria include SetID: H5501, Unit: (blank), Customer: H550100001, HUMAN SERVICES DEPT, and *Level: No Relationship. The status is set to 'Closed'. Below the search bar, there are sections for 'Row Selection' and 'Item Action'. The main table lists three items:

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"/>	MN000000650	1		H5501	H550100001	Closed	NET30	IN		01/13/2011	-10		USD
2	<input type="checkbox"/>	MN000000695	1		H5501	H550100001	Closed	NET30	IN		02/12/2011	-30		USD
3	<input type="checkbox"/>	MN000000712	1		H5501	H550100001	Closed	NET30	IN		03/03/2011	-29		USD

The *Detail 1* page displays item information including:

- Dispute information
- Collection information

Note: To view the *Detail 1* page directly, navigate to: Accounts Receivable, Customer Accounts, Item Information, View/Update Item Information



The screenshot shows the 'Item Activity' detail page for item ID MN000000650. The page is divided into several sections:

- Header:** Unit: H5501, Customer: H550100001 HUMAN SERVICES DEPT, Item ID: MN000000650, Line: 1, Days Late: -10, Status: Closed.
- Accounting Info:** Accounting Date: 12/14/2010, Balance: 0.00 USD, Billing Unit: H5501, Original Amount: 250.00 USD.
- Discount Options:** Due Date: 01/13/2011, Terms: NET30, Discount Days: (blank), Discount Amount: (blank), Date: (blank), Date 1: (blank), Always Allow Discount: .
- Customer Relations:** Dispute: (highlighted), Deduction: , Doubtful: , Collection: (highlighted). Analyst, Collector, and Sales Person are all set to DEFAULT.
- Payment/Draft Options:** Payment Method: Check, Draft Type: (blank), Direct Debit Profile ID: (blank), Preapproved?: , Create Document?: , One Item per Draft?: .
- Other Options:** Revaluation Flag: , Available for Netting: .

16. Click on the **Detail 2** tab.

Financial Management System
Home | Print | Worklist

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Detail 1
Detail 2
Detail 3
Item Activity
Item Accounting Entries
Item Audit History

Unit: H5501 **Customer:** [H550100001](#) HUMAN SERVICES DEPT

Item ID: MN000000650 **Line:** 1 **Days Late:** -10 **Status:** Closed

Balance: 0.00 USD

Reference Information

Related Unit:	<input type="text" value="H5501"/>	Document:	<input type="text"/>
Related Invoice:	<input type="text" value="MN000000650"/> Detail	OM Business Unit:	<input type="text"/>
Related Invoice Date:	12/14/2010	Order Number:	<input type="text"/>
Claim Date:	<input type="text"/>	Purchase Order:	<input type="text"/>
Claim Number:	<input type="text"/>	Contracts BU:	<input type="text"/>
Promotion Code:	<input type="text"/>	Contract:	<input type="text"/>
Merchandising Type:	<input type="text"/>	Contract Line:	<input type="text"/>
Letter of Credit:	<input type="text"/>	Reference Reason:	<input type="text"/>
AG Number:	<input type="text"/>	Subrog Case No:	<input type="text"/>
		Receivable Type:	<input type="text"/>

Contacts & Shipping

Sales Person 2:	<input type="text"/>	Carrier ID:	<input type="text"/>
Broker:	<input type="text"/>	Proof of Delivery:	<input type="text"/>
Ship From Site:	<input type="text"/>	Bill of Lading:	<input type="text"/>
Sold To Customer:	<input type="text"/>	Location:	<input type="text" value="1"/>
Ship To Customer:	<input type="text"/>	Memo Status Code:	<input type="text"/>

The *Detail 2* page displays item information including:

- Purchase Order details
- Contract details
- Contact and Shipping details

Note: Product Information section is not being used by the State of MN.

Note: **Detail 3** tab is not used by the State of MN.

17. Click on the **Item Activity** tab.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign Out

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Detail 1 | Detail 2 | Detail 3 | **Item Activity** | **Item Accounting Entries** | Item Audit History

Unit: H5501 Customer: H550100001HUMAN SERVICES DEPT
 Item ID: MN000000650 Line: 1 Days Late: -10 Status: Closed

Balance: 0.00 USD

Item Activities Find | View All First | 1-2 of 2

Sequence:	1	Accounting Date:	12/14/2010	Posted Date:	12/28/2010	
Entry Type:	IN	Reason:		Voucher ID:		
Document:				Amount:	250.00	USD
Group Unit:	H5501	Group ID:	2	Billing		
Sequence:	2	Accounting Date:	01/03/2011	Posted Date:	01/03/2011	
Entry Type:	PY	Reason:	Worksheet Reason:	Voucher ID:		
Document:				Amount:	-250.00	USD
Group Unit:	H5501	Group ID:	6	Payment		
Deposit Unit:	H5501	Deposit ID:	DJ AND ITEM	Payment ID:	ITEM PORTION	

The *Item Activity* page displays item information including:

- Date Invoice was Posted to the customer's account
- Billing *Group ID* link refers to the number of the group where this item was included
Note: Clicking on the Billing *Group ID* link will move you to a list of all Invoice IDs in that group number
- Item Amount
- Date Item Payment Posted to the customer's account
- Payment *Group ID* link refers to the number of the group that this payment was included in
Note: Clicking on the Payment *Group ID* link will move you to a list of all payments in that group
- Deposit ID

18. Click on the **Item Accounting Entries** tab.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Detail 1 | Detail 2 | Detail 3 | Item Activity | **Item Accounting Entries** | Item Audit History

Unit: H5501 Customer: [H550100001 HUMAN SERVICES DEPT](#)

Item ID: MN000000650 Line: 1 Days Late: -10 Status: Closed

Balance: 0.00 USD

Item Activity Find | View All | First 2 of 2

Seq: 2 Entry Type: PY Acctg Date: 01/03/2011 Amount: -250.00 [Revenue Estimate](#)

Accounting Lines Customize | Find | First 1-2 of 2

Accounting Information | Line Information | Document | Journal Reference Information

Line	Ledger Group	Ledger	GL Unit	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)
1	ACTUALS	ACTUALS	MN001	6000	H5510001	H550001	100001				
100	ACTUALS	ACTUALS	MN001	6000	H5510001	H550001	120001				

Split [Add Conversation](#) [View Audit Logs](#)

OK Cancel Apply

The *Item Accounting Entries* page displays ChartField information in the **Accounting Information** tab.

- Additional ChartFields can be viewed by scrolling to the right. Some additional fields include Project and Budget Date.

Note: Remaining tabs will be covered later in this topic.

Note: To navigate directly to the *Revenue Estimate* link, go to: Accounts Receivable, Receivables Update, Revenue Estimates, Review Tran by Activity.

19. Click on the *Revenue Estimate* link.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites | Sign Out

Favorites | Main Menu > Accounts Receivable > Receivables Update > Revenue Estimates > Review Trans by Activity

Revenue Estimate by Activity

Unit: H5501 Customer: H55010001 HUMAN SERVICES DEPT

Item ID: MN000000650 Line: 1 Days Late: Status: Closed [View/Update Conversations](#)

Item Balance: 0.00 Currency: USD

Item Activity

Sequence: 2 Accounting Date: 01/03/2011 Posted Date: 01/03/2011

Entry Type: PY Reason: Group Type: Payment

Group Unit: H5501 Group ID: 6

Deposit Unit: H5501 Deposit ID: DJ AND ITEM Payment ID: ITEM PORTION

Amount: -250.00 Currency: USD

Revenue Estimate Find | View All | First 1 of 1 Last

Status: Processed Budget Status: Valid Rev Estimate: Collected

Revenues

	Budget Date	Budget Status	GL Unit	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	PC Bus Unit	Project
1	12/14/2010	Valid	MN001	6000	H5510001	H550001	512259						

Revenue Amount: -250.00 Currency: USD Base Rev Amount: -250.00 Base Currency: USD

The *Revenue Estimate by Activity* page displays in a new Window The *Revenue Estimate by Activity* page displays item information including:

- Item Activity section information to note:
 - Accounting and Posted dates reference payment dates
Note: In this example, the date 2011(FY 12).
- Revenue Estimate details including:

Field Name	Field Description
Status	<ul style="list-style-type: none"> • Gen by BI – original invoice – budget information is held in Billing (Good) • No Effect – hit a Balance Sheet Account (Good) • Processed – perfect (Good) • No Item Revenue – Grant GM Journal is not complete/not updated collected revenue Budget (Bad) • Skip – original Invoice Budget in Error or Not Budget Checked yet. Not updated collected Budget (Bad)
Budget Status	<ul style="list-style-type: none"> • Bypass – (Good) because it hit the Balance Sheet Account • Error – (Bad) • Not Ckd'd – has not yet been budget checked • Valid – (Good) • Warning (Good) most likely an FYI that it exceeds budget tolerance

- Revenue Estimate Section Information to note:
 - Rev Estimate: Collected; None
Note: This value will be determined by the Status and Budget Status results.

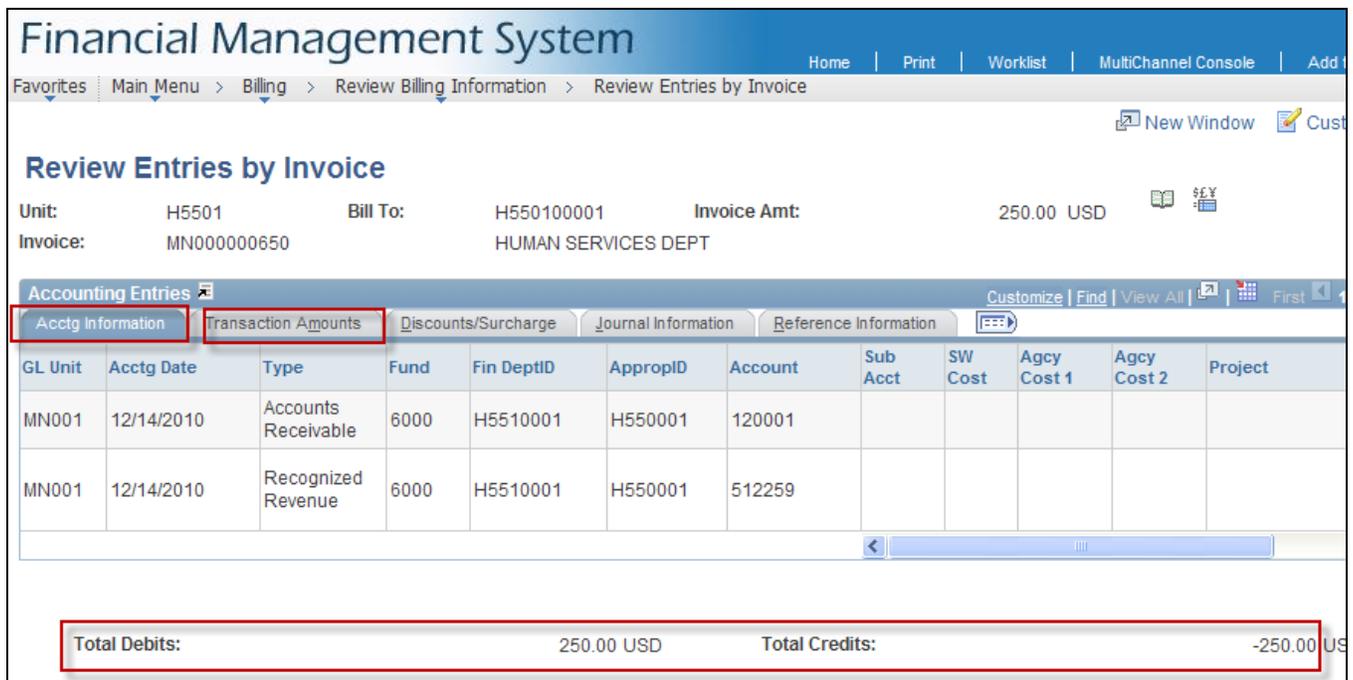
20. Click on the **Amounts tab**. The **Amounts** tab displays ChartField information including amounts
Note: Budget Date reflects the invoice date. In this example, the Budget Date is 2010 (FY 11). Even though the Budget Date is FY11, the system will apply the collected revenue to the FY11 budget.

Note: Scrolling to the right will allow you to view the amounts.

21. Click on the **Revenue Line Source** icon (magnifying glass next to the line number) to open a new window and move to the *Review Entries by Invoice* page.

The *Review Entries by Invoice* page displays item information including:

- Accounting Information displaying ChartField information from the original invoice accounting entries.
- Total Debits and Credits



The screenshot shows the 'Review Entries by Invoice' page in the Financial Management System. The page header includes 'Financial Management System' and navigation links like 'Home', 'Print', 'Worklist', 'MultiChannel Console', and 'Add'. The breadcrumb trail is 'Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice'. The main content area displays invoice details: Unit: H5501, Invoice: MN000000650, Bill To: H55010001, Invoice Amt: 250.00 USD, and HUMAN SERVICES DEPT. Below this is a tabbed interface for 'Accounting Entries' with sub-tabs: 'Acctg Information', 'Transaction Amounts', 'Discounts/Surcharge', 'Journal Information', and 'Reference Information'. The 'Transaction Amounts' tab is active, showing a table with columns: GL Unit, Acctg Date, Type, Fund, Fin DeptID, AppropID, Account, Sub Acct, SW Cost, Agcy Cost 1, Agcy Cost 2, and Project. The table contains two rows of data. At the bottom, a summary box shows 'Total Debits: 250.00 USD' and 'Total Credits: -250.00 USD'.

GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropID	Account	Sub Acct	SW Cost	Agcy Cost 1	Agcy Cost 2	Project
MN001	12/14/2010	Accounts Receivable	6000	H5510001	H550001	120001					
MN001	12/14/2010	Recognized Revenue	6000	H5510001	H550001	512259					

Total Debits: 250.00 USD Total Credits: -250.00 USD

22. Click on the **Transaction Amounts** tab.

- The Transaction Amounts page displays amount of transaction for a specific item.
Note: Discount/Surcharge is not being used by the State of MN.

Financial Management System Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

New Window Custom

Review Entries by Invoice

Unit: H5501 Bill To: H550100001 Invoice Amt: 250.00 USD
 Invoice: MN000000650 HUMAN SERVICES DEPT

Accounting Entries Customize | Find | View All | First 1-2 of 2

Acctg Information Transaction Amounts Discounts/Surcharge **Journal Information** Reference Information

GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropID	Account	Transaction Amt	Currency
MN001	12/14/2010	Accounts Receivable	6000	H5510001	H550001	120001	250.00	USD
MN001	12/14/2010	Recognized Revenue	6000	H5510001	H550001	512259	-250.00	USD

Total Debits: 250.00 USD Total Credits: -250.00 USD

23. Click on the **Journal Information** tab.

Financial Management System Home | Print | Worklist | MultiChannel Console | Add to Favorites

favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

New Window Customize Page

Review Entries by Invoice

Unit: H5501 Bill To: H550100001 Invoice Amt: 250.00 USD
 Invoice: MN000000650 HUMAN SERVICES DEPT

Accounting Entries Customize | Find | View All | First 1-2 of 2

Acctg Information Transaction Amounts Discounts/Surcharge **Journal Information** Reference Information

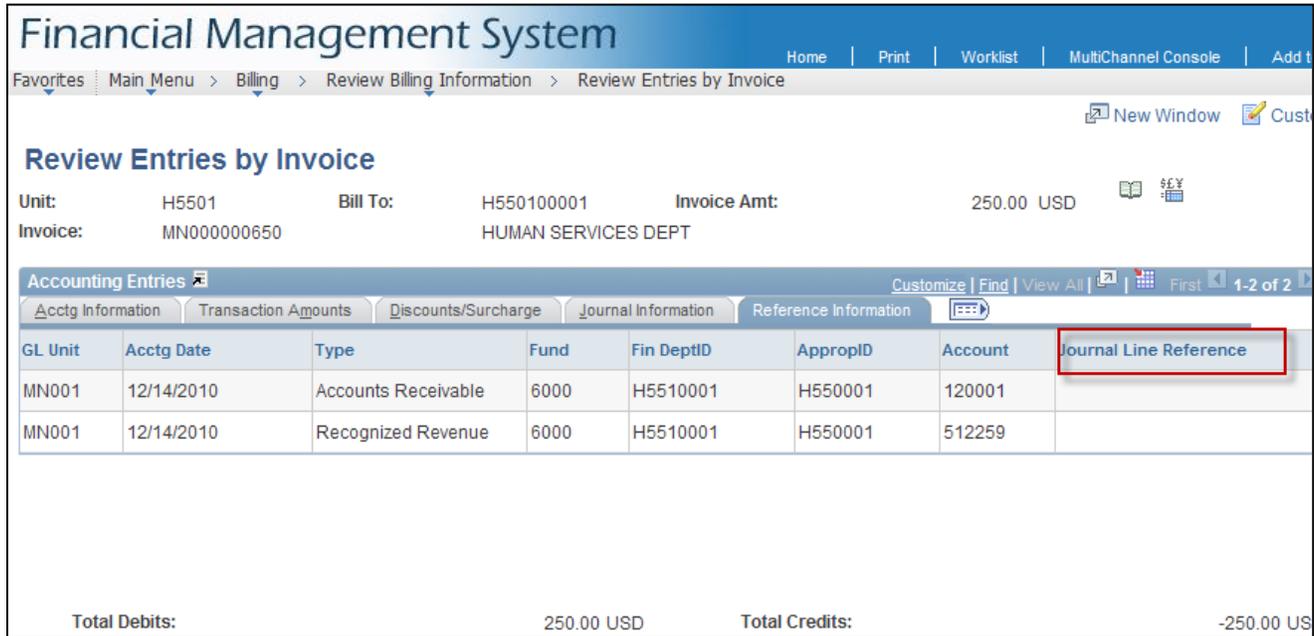
GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropID	Account	Tax Authority	Journal ID	Line #	Journal Date
MN001	12/14/2010	Accounts Receivable	6000	H5510001	H550001	120001		BI00153440	1	12/14/2010
MN001	12/14/2010	Recognized Revenue	6000	H5510001	H550001	512259		BI00153440	2	12/14/2010

Total Debits: 250.00 USD Total Credits: -250.00 USD

- The Journal Information page displays:
 - Journal ID
 - Journal Date

Note: The system generates a Journal ID to the Billing side when it is posted to the General Ledger.

24. Click on the **Reference Information** tab.



Financial Management System

Home | Print | Worklist | MultiChannel Console | Add t

Favorites | Main Menu > Billing > Review Billing Information > Review Entries by Invoice

Review Entries by Invoice

Unit: H5501 Bill To: H55010001 Invoice Amt: 250.00 USD

Invoice: MN000000650 HUMAN SERVICES DEPT

Accounting Entries

Acctg Information | Transaction Amounts | Discounts/Surcharge | Journal Information | **Reference Information**

GL Unit	Acctg Date	Type	Fund	Fin DeptID	AppropID	Account	Journal Line Reference
MN001	12/14/2010	Accounts Receivable	6000	H5510001	H550001	120001	
MN001	12/14/2010	Recognized Revenue	6000	H5510001	H550001	512259	

Total Debits: 250.00 USD Total Credits: -250.00 US

The Reference Information page displays Journal Line Reference details.

Note: You are able to enter Journal Line Reference information when creating the invoice when you enter the accounting information.

25. Close out the *Review Entries by Invoice* and *Review Trans by Activity* windows to move back to the *Item Accounting Entries* page.

26. Click on the **Line Information** tab.

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Detail 1 | Detail 2 | Detail 3 | **Item Activity** | Item Accounting Entries | Item Audit History

Unit: H5501 Customer: [H550100001 HUMAN SERVICES DEPT](#)

Item ID: MN000000650 Line: 1 Days Late: -10 Status: Closed

Balance: 0.00 USD

Item Activity Find | View All First 2 of 2 Last

Seq: 2 Entry Type: PY Acctg Date: 01/03/2011 Amount: -250.00 [Revenue Estimate](#)

Accounting Lines Customize | Find | First 1-2 of 2 Last

Accounting Information | **Line Information** | Document | Journal Reference Information

Line	Ledger Group	Ledger	GL Unit	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC E
1	ACTUALS	ACTUALS	MN001	6000	H5510001	H550001	100001					
100	ACTUALS	ACTUALS	MN001	6000	H5510001	H550001	120001					

Split Add Conversation View Audit Logs

OK Cancel Apply

The *Line Information* page displays the Journal ID and Date posted to the General Ledger (AR side)

Financial Management System

Home | Print | Worklist | MultiChannel Console | Add to Favorites

Favorites Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

Detail 1 | Detail 2 | Detail 3 | **Item Activity** | Item Accounting Entries | Item Audit History

Unit: H5501 Customer: [H550100001 HUMAN SERVICES DEPT](#)

Item ID: MN000000650 Line: 1 Days Late: -10 Status: Closed

Balance: 0.00 USD

Item Activity Find | View All First 2 of 2 Last

Seq: 2 Entry Type: PY Acctg Date: 01/03/2011 Amount: -250.00 [Revenue Estimate](#)

Accounting Lines Customize | Find | First 1-2 of 2 Last

Accounting Information | Line Information | **Document** | Journal Reference Information

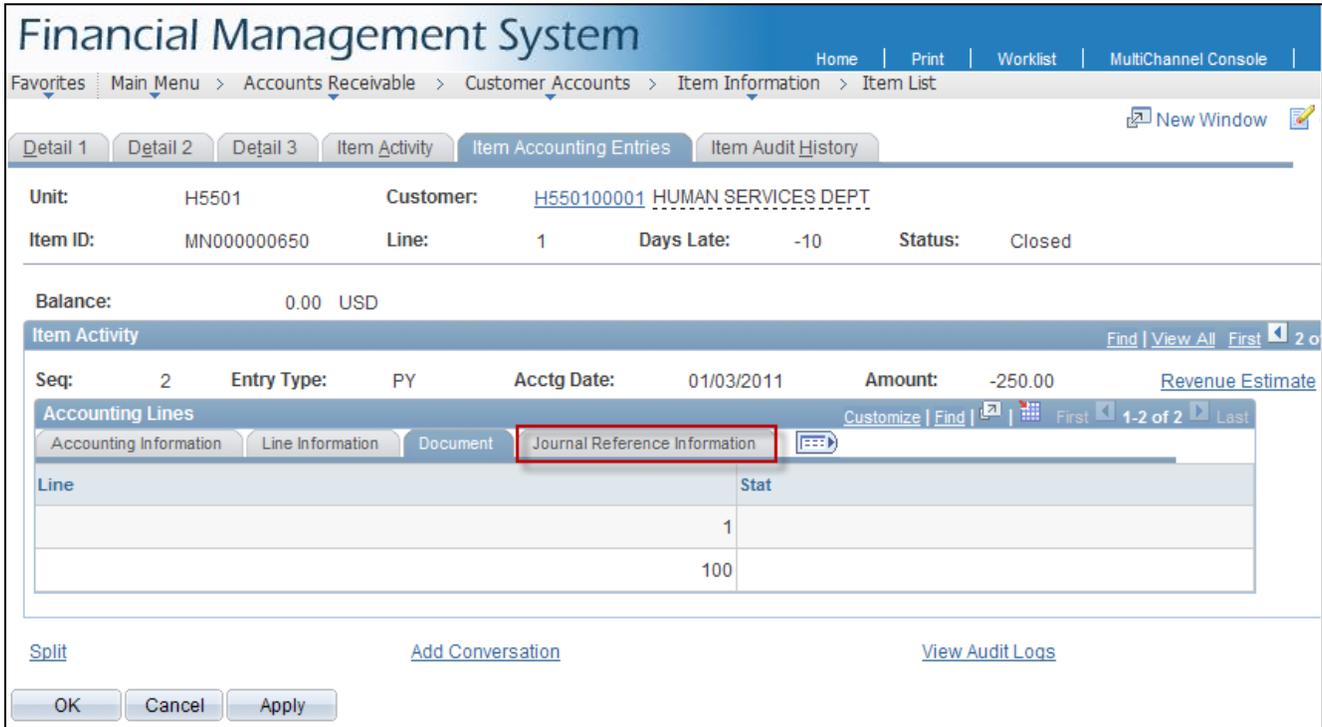
Line	Base DR Amount	Base CR Amount	Base Amount	Currency	Statistic Amount	Journal ID	Date	Short Name
1			250.00	USD		AR00153467	01/03/2011	Cash
100			-250.00	USD		AR00153467	01/03/2011	AR

Split Add Conversation View Audit Logs

OK Cancel Apply

27. Click on the **Document** tab.

- The *Document* page displays information within a document. For example, if this was a credit invoice, the original invoice ID would be displayed.
Note: The **Journal Reference Information** tab is not being used by the State of MN.
- Clicking on the **OK** button moves you back to the *Item Accounting Entries* page.



The screenshot shows the 'Financial Management System' interface. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List. The 'Item Accounting Entries' tab is selected. The main area displays item details: Unit: H5501, Customer: H550100001 HUMAN SERVICES DEPT, Item ID: MN000000650, Line: 1, Days Late: -10, Status: Closed. Below this, the 'Item Activity' section shows a sequence of 2 with an entry type of PY on 01/03/2011 for an amount of -250.00. The 'Accounting Lines' sub-section has tabs for Accounting Information, Line Information, Document, and Journal Reference Information (which is highlighted with a red box). A table below shows two lines with IDs 1 and 100. At the bottom, there are buttons for OK, Cancel, and Apply, along with links for Split, Add Conversation, and View Audit Logs.

Having completed this topic, you should now be able to:

- Locate Item List for a specific item or all items for a customer
- Use the *Item List* page and link options to review item information including:
 - Add conversations
 - Advanced Search option
 - Drill down feature
 - Item activity details
 - Item accounting entries details
 - Revenue estimate details



Viewing Activity From a Group

Overview

SWIFT enables you to view activity for all items in a selected group. A group contains items that have gone through a process together and has a *Group ID*.

After completing this topic, you should be able to:

- Locate a group or list of groups to view item activity
- Use the *Item Activity From a Group* page to view activity for all items in a group

Process Steps

Viewing Activity From a Group

These Process Steps show how to locate a specific group ID or a list of group IDs within a business unit using entered criteria. You will use the *Viewing Activity From a Group* page to review item activity.

Steps to complete viewing item activity from a group:

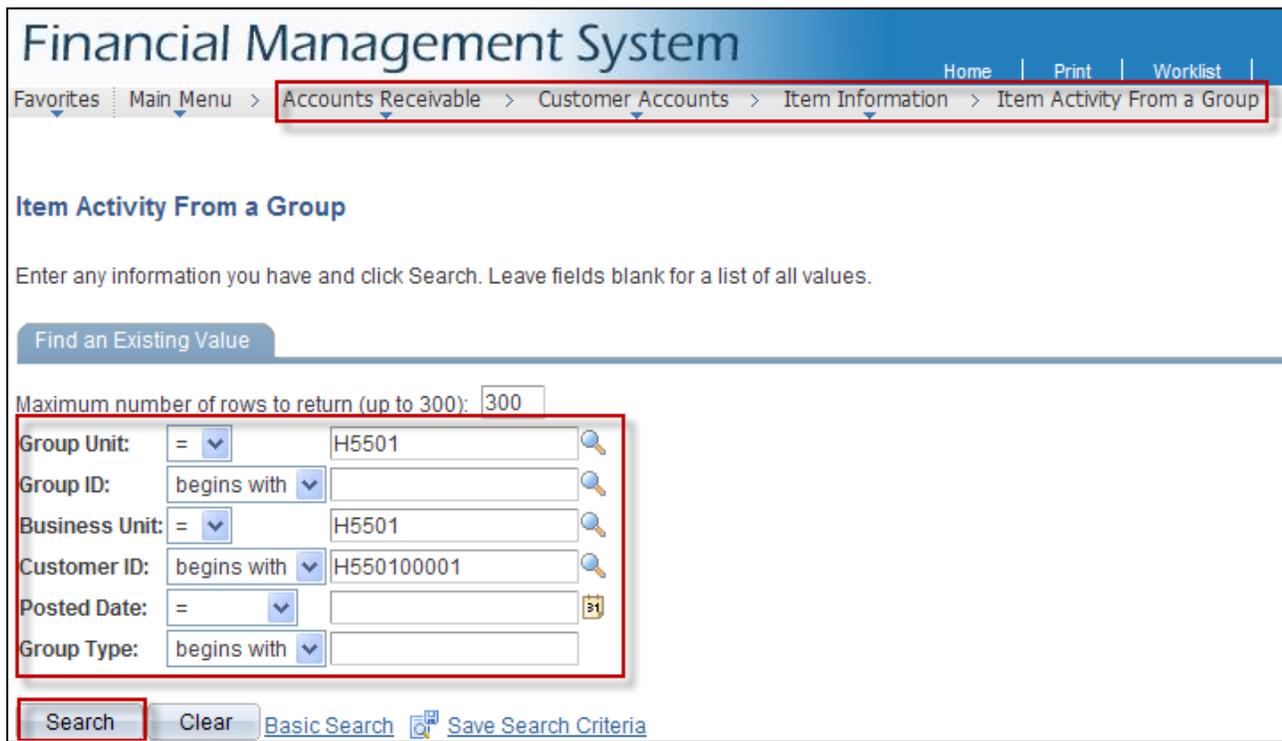
- Step 1: Locate an existing group or all groups within a business unit.
- Step 2: Use the Viewing Activity From a Group page to view activity for all items in a group

Step 1: Locate an existing group or all groups within a business unit

Navigate to the *Item Activity From a Group* search page to locate an existing group or all groups within a business unit.

1. **Navigation Links:** Accounts Receivable, Customer Accounts, Item Information, Item Activity From a Group.

Note: The fields on this search page will determine search results. The more criteria entered the more narrow the search/search results. The *Group ID* and *Business Unit* fields are required. The *Group Unit* is normally the *Business Unit*.



Financial Management System Home | Print | Worklist

Favorites | Main Menu > 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

Maximum number of rows to return (up to 300): 300

Group Unit:	=	H5501	
Group ID:	begins with		
Business Unit:	=	H5501	
Customer ID:	begins with	H550100001	
Posted Date:	=		
Group Type:	begins with		

Search Clear Basic Search Save Search Criteria

2. Enter the applicable search criteria described below.

Field Name	Field Description
Group Unit	This is usually the same as the Business Unit.
Group ID	Invoices and Customer payments each run through ARUpdate as a group and automatically receive a generated <i>Group ID</i> . If you enter a <i>Group ID</i> , the search results will include information for that group. If you leave this field blank, the search results will include all groups within the selected group and business units.
Customer ID	If you enter a <i>Customer ID</i> , the search results will include groups for that customer. If you leave this field blank, the search results will include groups for all customers within the selected group and business units.
Posted Date	You can use the <i>Posted Date</i> field to limit search results to items posted to the customer's account on a specific day or within a range of dates.
Group Type	Group Types options include: B – Billing F – Overdue Charges M – Maintenance P – Payment

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

Maximum number of rows to return (up to 300):

Group Unit: =

Group ID: begins with

Business Unit: =

Customer ID: begins with

Posted Date: =

Group Type: begins with

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

Search Results

View All First 1-3 of 3 Last

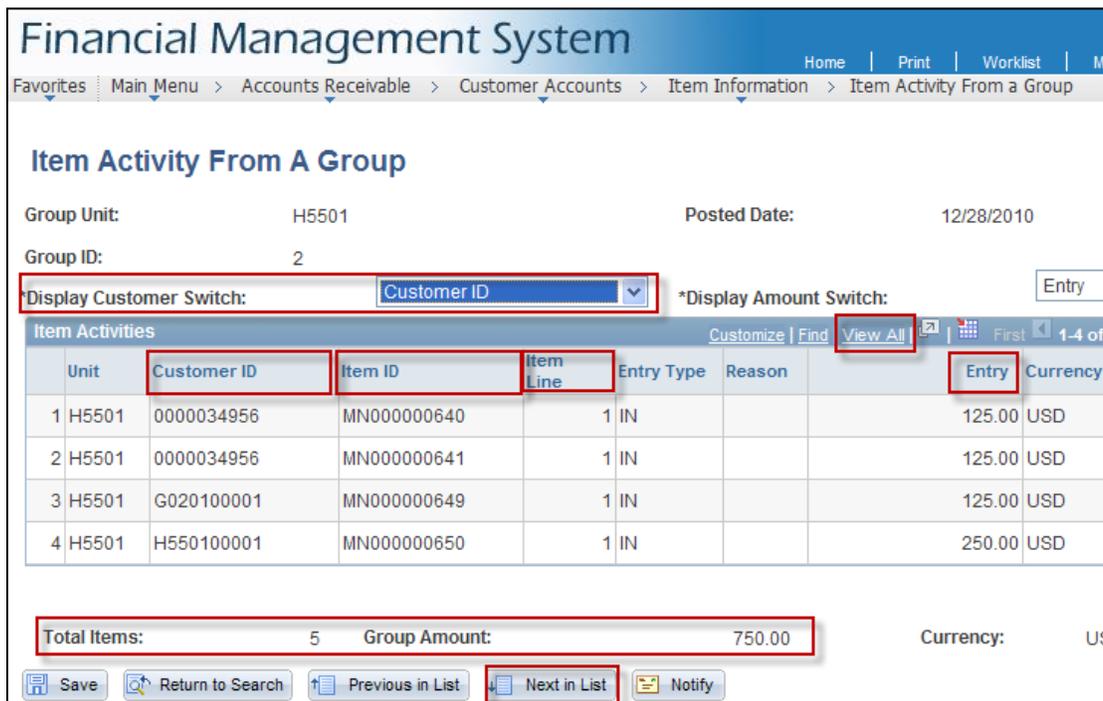
Group Unit	Group ID	Business Unit	Customer ID	Posted Date	Group Type
H5501	14	H5501	H550100001	01/13/2011	B
H5501	2	H5501	H550100001	12/28/2010	B

3. Click the **Search** button.
Note: In this example, the *Group ID* field was left blank, so the search results include all groups for the selected customer.
4. Click on an entry in the **Search Results** Listing. The *Item Activity From a Group* page displays.

Step 2: Use the Viewing Activity From a Group page to view activity for all items in a group

The *Item Activity From a Group* page displays item activity for all items included in the selected *Group ID* including.

- Display Customer Switch. The default is to display the Customer ID; you can switch to display Customer Name.
- View All feature to view all items within the Group.
- Customer ID. Customer IDs reflect all customers within the Group. The customer entered on the search page displays in this column.
- Item ID. An Item ID may appear more than once in this column if the item has multiple lines.
- Item Line.
- Entry. Entry reflects the amount of an item line.
- Total Items.
- Group Total Amount.
- Next in List. This feature can be used to bring up additional *Group IDs* without having to return to the search page.



Financial Management System

Home | Print | Worklist | M...

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Group

Item Activity From A Group

Group Unit: H5501 Posted Date: 12/28/2010
 Group ID: 2

Display Customer Switch: Customer ID *Display Amount Switch: Entry

Item Activities		Customize	Find	View All	First	1-4 of	
Unit	Customer ID	Item ID	Item Line	Entry Type	Reason	Entry	Currency
1	H5501	0000034956	MN000000640	1 IN		125.00	USD
2	H5501	0000034956	MN000000641	1 IN		125.00	USD
3	H5501	G020100001	MN000000649	1 IN		125.00	USD
4	H5501	H550100001	MN000000650	1 IN		250.00	USD

Total Items: 5 Group Amount: 750.00 Currency: US

Save Return to Search Previous in List **Next in List** Notify

Having completed this topic, you should now be able to:

- Locate an existing group or all groups within a business unit
- Use the *Viewing Activity From a Group* page to view activity for all items in a group



Viewing Item Activity Summary

Overview

SWIFT enables you to view a single-line summary for each item-related activity. Each time an action is performed on an item, the ARUpdate process updates the Item Activity table. These activities could include transferring an item to another customer or applying a payment to an item.

After completing this topic, you should be able to:

- Locate a single-line summary to view item-related activity
- Use the *Item Activity Summary* page to view a summary of a single-line item activity

Process Steps

Viewing Item Activity Summary

These Process Steps show how to locate a single-line summary to view item-related activity within a business unit using entered criteria. You will use the *Item Activity Summary* page to review item activity summary.

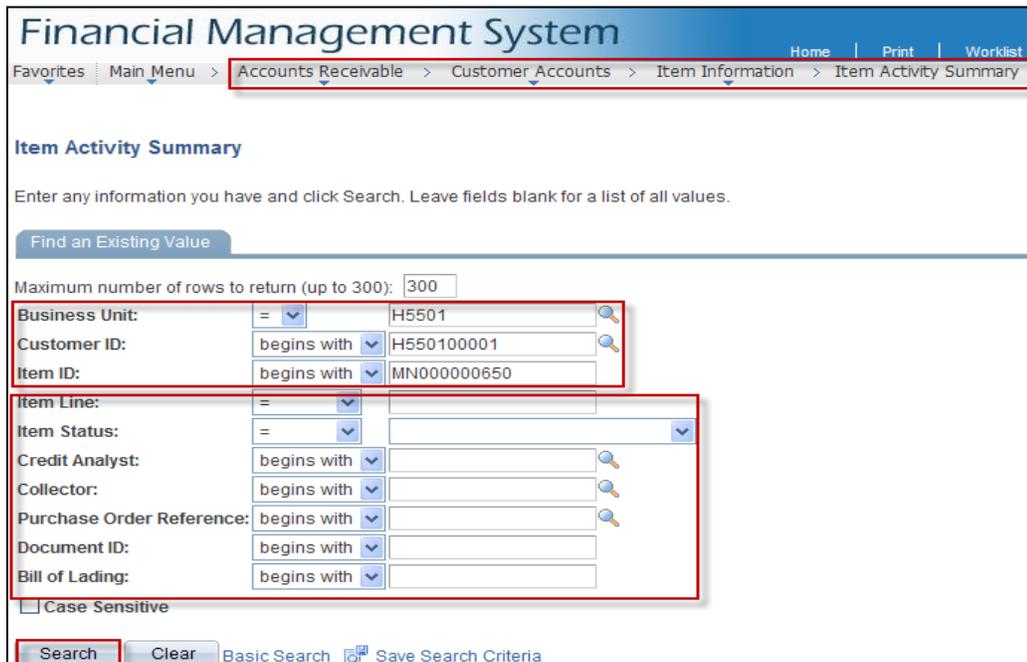
Steps to complete viewing item activity summary:

- Step 1: Locate an existing single-line item activity summary
- Step 2: Use the *Item Activity Summary* page to view item activity summary for a single-line item

Step 1: Locate an existing single-line item activity summary

Begin by navigating to the *Item Activity Summary* search page to locate an existing single-line item activity summary.

1. **Navigation:** Accounts Receivable, Customer Accounts, Item Information, Item Activity Summary.



The screenshot shows the 'Financial Management System' interface. The breadcrumb navigation path is: Home | Print | Worklist > Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity Summary. The page title is 'Item Activity Summary'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The search criteria section includes:

- Maximum number of rows to return (up to 300): 300
- Business Unit: = [dropdown] H5501
- Customer ID: begins with [dropdown] H550100001
- Item ID: begins with [dropdown] MN000000650
- Item Line: = [dropdown]
- Item Status: = [dropdown]
- Credit Analyst: begins with [text input]
- Collector: begins with [text input]
- Purchase Order Reference: begins with [text input]
- Document ID: begins with [text input]
- Bill of Lading: begins with [text input]

 There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

The fields on this search page will determine search results. The more criteria entered the narrower the search/search results.

2. Verify the default *Business Unit* or enter the *Business Unit*.

3. Enter *Customer ID*.

Note: A *Customer ID* or an *Item ID* is required to conduct a search. If you enter a *Customer ID* and leave the *Item ID* field blank, the search results will include all single-line items.

4. Enter Item ID.

5. The remaining fields are optional and, if used, will narrow the search results. Enter any optional fields you desire.

6. Click the **Search** button.

7. Select an entry from the Search Results. The *Item Activity Summary* page displays.

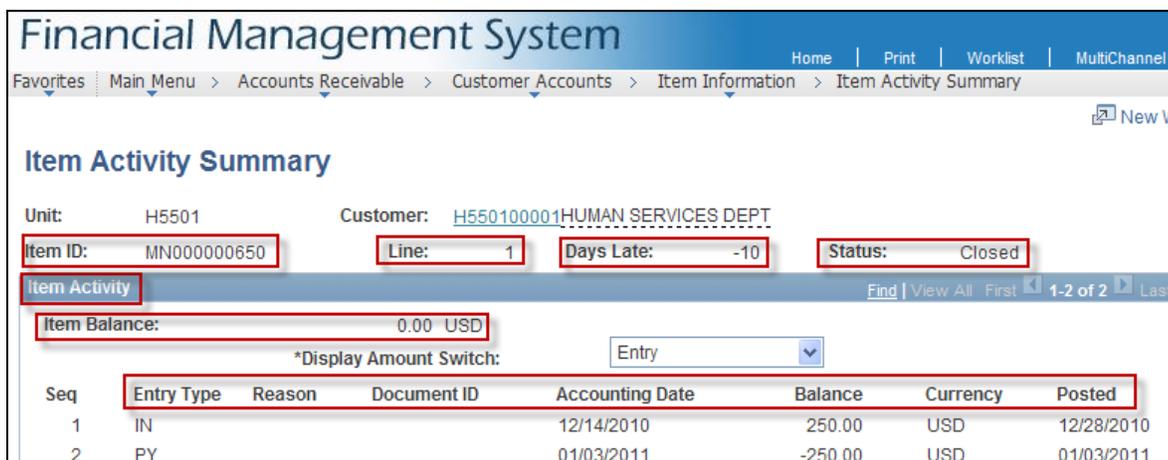
Step 2: Use the Item Activity Summary page to view item activity summary for a single-line item

Use the *Item Activity Summary* page to view a single-line item activity summary. Activity summary information for a single-line item displayed on the *Item Activity Summary* page includes:

- Item ID
- Line number
- Days Late
- Item Status

The Item Activity section displays Invoice and Payment activity including:

- Item Balance
- Entry Type
- Reason, if applicable
- Document ID, if applicable
- Accounting Date
- Balance
- Posted Date



The screenshot shows the 'Item Activity Summary' page in the Financial Management System. The breadcrumb trail is: Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item Activity Summary. The page title is 'Item Activity Summary'. The unit is H5501 and the customer is H550100001 HUMAN SERVICES DEPT. The item ID is MN000000650, line is 1, days late is -10, and status is Closed. The item balance is 0.00 USD. The display amount switch is set to Entry. The activity table has the following data:

Seq	Entry Type	Reason	Document ID	Accounting Date	Balance	Currency	Posted
1	IN			12/14/2010	250.00	USD	12/28/2010
2	PY			01/03/2011	-250.00	USD	01/03/2011

Having completed this topic, you should now be able to:

- Locate an existing single-line item activity summary
- Use the *Item Activity Summary* page to view item activity summary for a single-line item



Lesson Summary

The Reviewing Item Information lesson covered how to review detailed item information. The *Item List* page and associated links display information to view item details, activity and accounting entries. You are also able to view item activity information from a group and single-line item summary.

Having completed this lesson, you should now be able to view:

- Item List information
- Item activity from a group
- Item activity single-line activity summary

Course Summary

The Billing and Accounts Receivable Viewing Information course covered the following Lessons and Topics including Process Steps for each Topic:

Lesson 1: Viewing Billing Information Topics:

- Viewing Billing Summary
- Viewing Billing Details
- Viewing AR Pending Items
- Reviewing Accounting Entries by Invoice
- Reviewing Entries by Journal

Lesson 2. Reviewing Customer Account Information Topics:

- Viewing Customer Account Overview
- Viewing Customer Aging
- Viewing Payments
- Viewing Customer Activity

Lesson 3: Reviewing Item Information Topics:

- Viewing an Item List
- Viewing Activity From a Group
- Viewing Item Activity Summary

Key Billing and Accounts Receivable Viewing Information Terms

Term	Definition
Accounting Date	The accounting date is the date a transaction is recognized versus the date the transaction actually occurred (although the two dates can be the same). Accounting date determines the period in the General Ledger to which the transaction is to be posted. A user can only select an accounting date that falls within an open period in the ledger to which s/he is posting
ARUpdate	This process creates an open item or invoice in Accounts Receivable and prepares the related accounting entries to be picked up by GL.
Business Unit	For the State of Minnesota, the Business Unit typically corresponds to an agency with the exception of the General Ledger. The GL business unit is at a statewide level (i.e., MN001)
ChartField	The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Accounts field is called a ChartField. Statewide Reporting ChartFields are: Fund, Department ID (also known as Financial Department ID), Appropriation ID, Account, and Statewide Cost (optional field). Optional Agency Reporting ChartFields are: SubAccount, Agency Cost 1 and Agency Cost 2. Project/Grant Reporting ChartFields are: PC Business Unit, Project, Activity, Source Type, Category, and Sub-Category.
Customer	Invoices are created and sent to a business, individual or to another agency to bill them for a product or service. They are considered a Customer. Payments are received from the customer and applied to the outstanding item. Each business or individual customer has a Customer ID. Either it is generated by the system or you can create your own. Agency customers have a pre-determined Customer ID and should not be changed.
Drilldown	The act of moving from general to specific data is to drill down. By drilling down, users can examine the data underlying any summarized form of information.
Dunning Letter	In the AR module, letters are used to notify the customer that an item (invoice) is past due, the overdue amount and due date.
Group	Invoices and Customer payments each run through ARUPDATE as a group and automatically receive a generated Group ID.
Invoice	In the BI module, an invoice is a bill that has been printed. The invoice ID becomes the AR Open Item. Each invoice has a unique invoice ID. The system generates the invoice ID or the user can create his or her own invoice ID. It can be alphanumeric.



Term	Definition
Invoice Date	The invoice date is entered when creating an invoice. Most often the invoice date is the current date. When creating an invoice, you can leave the invoice date field blank and a date will be entered automatically when the invoice goes through the Single Action Invoice process if the Processing Date field is checked.
Item	Each Bill created in SWIFT Billing has a unique Invoice ID when it is moved into AR, it has an Item ID which the same as the Invoice ID. Each Item ID reflects the Invoice Bill Line.
Item Activity	Examples of item activity include: credits, payments, refunds, etc.
Item in Dispute	In the AR module an item is placed in dispute when there is an outstanding issue that needs to be resolved. When an item is placed in dispute, it is not aged, and late charges will not be applied.
Journal	A journal consists of a header and either detailed or summarized entry lines. Each journal has a system generated journal ID.
Journal Generator	Journal generator is the process of creating a journal in GL from the subsystem accounting line tables like AP, AR, Inventory, etc.
Payment	Money received to be applied to an item or direct journal.
Pay Terms	Payment terms are the customer rules that determine due dates, and amounts, and due date grace periods.