

QUICK REFERENCE GUIDE

November 1, 2019

View/Update Item Details

This guide covers the *View/Update Item Details* pages. You can use these pages to see dispute or collection information, the original bill information, the activities related to an item (payment, maintenance transaction, etc.), the accounting entries, and audit history.

Steps to complete:

- Step 1: Search for View/Update Item Details Information.
- Step 2: View the Detail 1 tab.
- Step 3: View the Detail 2 tab.
- Step 4: View Item Activity tab.
- Step 5: View Item Accounting Entries tab
- Step 6: View Revenue Estimate pages.
- Step 7: Use the Links to Add/View Additional Bill Information

Step 1: Search for View/Update Item Details Information

1. Navigate to the *View/Update Item Details* page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Review Payments and Items, left-menu, Customer Accounts, View/Update Item Details.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Links section, Review Payments and Items, View/Update Item Details.

Note: You can also view the *View/Update Item Detail* page by clicking on the Item ID from various inquiries, including Item List.

2. At the *View/Update Item Details* page, enter search criteria as described below.
 - You will need to enter either a Customer ID or an Item ID and then include additional search criteria as desired.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Field Name	Field Description
*Business Unit	Accept the default <i>Business Unit</i> or select a different <i>Business Unit</i> .
Customer ID	Enter a Customer ID.
Item ID	Enter an Item ID.
Item Line	Enter an Item Line.
Item Status	Enter an Item Status.

View/Update Item Details

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

Find an Existing Value

▼ Search Criteria

Business Unit =

Customer ID begins with

Item ID begins with

Item Line =

Item Status =

Credit Analyst begins with

Collector begins with

Purchase Order Reference begins with

Document ID begins with

Bill of Lading begins with

Contract begins with

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

3. Click on the **Search** button.
4. Select an entry in the **Search Results** section if necessary. The *View/Update Item Details* page displays.

Step 2: View the Detail 1 tab

The **Detail 1** tab displays by default.

View/Update Item Details

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

Unit: G1001 | Customer: H550100001 | HUMAN SERVICES DEPT

Item ID: 2018-042-06-18 | Line: 1 | Days Late: 53 | Status: Open

Accounting Date: 06/30/2018 | Balance: 2,030.00 USD | Billing Unit: G1001 | Detail

Entry Type: IN | Original Amount: 2,030.00 USD

Entry Reason: | AR Dist Info: AR

Discount Options

Due Date: 07/30/2018 | Due Days: | Terms: NET30 | Discount Days: | Discount Amount: 0.00 | Date: | Discount Amount 1: | Date 1: | Always Allow Discount: | As Of Date: 07/05/2018 | Posted: 07/05/2018

Customer Relations

Dispute | Reason: | Date: | Dispute Amount: | Deduction | Reason: | Date: | Doubtful | Collection | Code: | Date: | Analyst: DEFAULT | Default Credit Analyst: Barb Boehmer | Collector: DEFAULT | Sales Person: DEFAULT | AR Specialist: | Revaluation Flag | Available for Netting

Payment/Draft Options

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

Item Creation/Update Details

Created On: 07/26/2018 6:15PM | Last Modified On: 07/26/2018 6:15PM | Created By: PPLSFT | Modified By: PPLSFT

Split | Item Action | Add Conversation | Invoice Attach(1) | View Audit Logs

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

1. View the *Detail 1* page item information including:

- Business Unit, Customer ID and name, Item Number, Item line number, Days Late, Item Status, Accounting Date, Balance amount and Original Amount.
- Entry Type: IN – invoice; OC – overdue charge; CR – credit; RC – refund credit; PY – payment.
- Entry Reason: WOC – write off credit; WOD – write off debit; REFND – refund; NSF – non-sufficient funds; FIN – finance charge.
- The **Customer Relations** section is used to place the Item in Dispute or Collections. Refer to the [“Place AR Item in Dispute or Collections”](#) guide for instructions.

2. You can click on the **Detail** link to view the *AR Billing Inquiry* page in a new window.

The screenshot displays the 'AR Billing Inquiry' interface. At the top, there are navigation icons and links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'AR Billing Inquiry' and contains an 'Invoice' summary table and an 'Invoice Lines' table.

Invoice Summary:

Unit	G1001	Invoice	2018-042-06-18	Invoice Date	07/05/2018
Bill Type	MAD	Source	ONLINE	Status	INV
Customer	H550100001		HUMAN SERVICES DEPT	Billing Currency	USD
Location	1			Invoice Amount	2,030.00
Terms	NET30			Total Sales/Use Tax	0.00
				Total VAT Amount	0.00

Invoice Lines Table:

Line	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	Net Plus Tax
1	MAD_INV	MAD Consulting	14.5000	HR	140.0000	2,030.00	2,030.000

Below the table, there are links for 'Bill Header Notes', 'Bill To Address', and 'Bill Header - Projects Information'. A 'Go To' dropdown menu is set to 'Select a Bill Inquiry Page'. At the bottom, there are 'Return to Search' and 'Notify' buttons.

3. View the *AR Billing Inquiry* page containing the following information:

- Invoice Information: Unit, Invoice number and date, Bill Type, Source, Status, Customer ID and name, Invoice Amount, Location, Terms.
- Invoice Line Information: Line Number, Identifier (Charge Code), Description, Quantity, Unit of Measure, Unit Price, and Gross Extended Amount.
- **Go To** links to view the Bill Header Notes, Bill To Address, and Bill Header – Projects Information.

4. Close the Window (X) to return to the *View/Update Item Details* page.

Step 3: View the Detail 2 tab

1. Click on the **Detail 2** tab and view the information.

Unit G1001 Customer H550100001 HUMAN SERVICES DEPT.....

Item ID 2018-042-06-18 Line 1 Days Late 53 Status Open

Balance 2,030.00 USD

Reference Information

Related Unit	G1001		Document	
Related Invoice	2018-042-06-18	Detail	OM Business Unit	
Related Invoice Date	07/05/2018		Order Number	
Claim Date			Purchase Order	
Claim Number			Contracts BU	
Letter of Credit			Contract	
AG Number			Contract Line	
Service Purchase ID			Reference Reason	
Subrog Case No			Receivable Type	
			Entity Code	

2. The **Detail 2** tab displays item information including:

- Purchase Order details
- Contract details
- **Detail** link to view the *AR Billing Inquiry* page described in Step 1.

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.

Step 4: View the Item Activity tab

1. Click on the **Item Activity** tab to view the activities for the Item.

Unit: G1001 Customer: H550100001 HUMAN SERVICES DEPT

Item ID: 2018-076-05-18 Line: 1 Days Late: -23 Status: Closed

Balance 0.00 USD

Item Activities [Search] [1-2 of 2] [View All]

Sequence	Entry Type	Reason	Accounting Date	Posted Date	Amount	Unit
1	IN	Billing	05/31/2018	06/07/2018	1,890.00	USD
Group Unit: G1001		Group ID: 20601				
2	PY	Payment	06/07/2018	06/07/2018	-1,890.00	USD
Group Unit: G1001		Group ID: 20615				
Deposit Unit: G1001	Deposit ID: 000000131272	Payment ID: 000000131272				

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh

Actions: Split, Add Conversation, Invoice Attach(1), View Audit Logs

2. View the **Item Activity** section which displays activities for the item. The information provided will vary, depending on the Entry Type activity, such as Invoice (INV), Payment (PY), etc. Information for activities shown in the above print screen includes:
 - Activity Sequence Number, Accounting Date, Posted Date of the activity.
 - Group ID link refers to the number of the group where this item was included. Clicking on the link will move you to a list of all transactions in that group number.
 - Item Amount.
 - The Payment (PY) activity includes payment information including the Deposit ID, and the Payment ID. You can click on the Payment ID to view the *Item Activity From Payment* page. Refer to the "[View Item Activity From a Payment](#)" guide for more information.
3. You can use the **Arrow** keys, **View All** and **Find** options in the Item Activities header to view additional activities for the item.

Step 5: View the Item Accounting Entries Tab

1. Click on the **Item Accounting Entries** tab.
 - The **Accounting Information** tab displays ChartFields for the Item activity.
 - You'll need to scroll to the right to view all of the fields.

Unit: G1001 Customer: H550100001 HUMAN SERVICES DEPT
 Item ID: 2018-076-05-18 Line: 1 Days Late: -23 Status: Closed
 Balance: 0.00 USD

Item Activity: 2 of 2 | View All

Seq: 2 Entry Type: PY Acctg Date: 06/07/2018 Amount: -1,890.00 Revenue Estimate

Accounting Lines: 1-2 of 2 | View All

Line	Ledger Group	Ledger	GL Unit	Account	Fund Code	Financial Department ID	Appropriation ID (CF3)	Sub Account (Class)	PC Business Unit	Project	Actn
1	ACTUALS	ACTUALS	MN001	100001	5200	G1031500	G100085				
100	ACTUALS	ACTUALS	MN001	120001	5200	G1031500	G100085				

Buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh

2. Click on the **Line Information** tab to view the Journal ID and Date posted to the General Ledger (AR side)

Accounting Lines: 1-2 of 2 | View All

Line	Journal Line Description	Journal ID	Date	Debit Amount	Credit Amount	Item Amount	Currency	Base DR Amount
1		AR04140655	06/07/2018			1,890.00	USD	
100		AR04140655	06/07/2018			-1,890.00	USD	

3. Click on the **Document** tab to view 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.

Accounting Lines: 1-2 of 2 | View All

Line	Stat	Document Type	Document Sequence Number	Document Sequence Date
1				06/07/2018
100				06/07/2018

- Click on the **Item Creation/Update Details** tab to view the date and ID of the person or process that created and modified the Item Activity.

Accounting Lines

Accounting Information | Line Information | Document | Journal Reference Information | **Item Creation/Update Details** | View All

Line	Created On	Created By	Last Modified On	Modified By
1	07/26/2018 5:35PM	PPLSFT	07/26/2018 5:35PM	PPLSFT
100	07/26/2018 5:35PM	PPLSFT	07/26/2018 5:35PM	PPLSFT

Step 6: View Revenue Estimate pages

- Click on the **Revenue Estimate** link to view the *Revenue Estimate by Activity* page.

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

Unit G1001 Customer H550100001 HUMAN SERVICES DEPT
 Item ID 2018-076-05-18 Line 1 Days Late -23 Status Closed

Balance 0.00 USD

Item Activity | View All

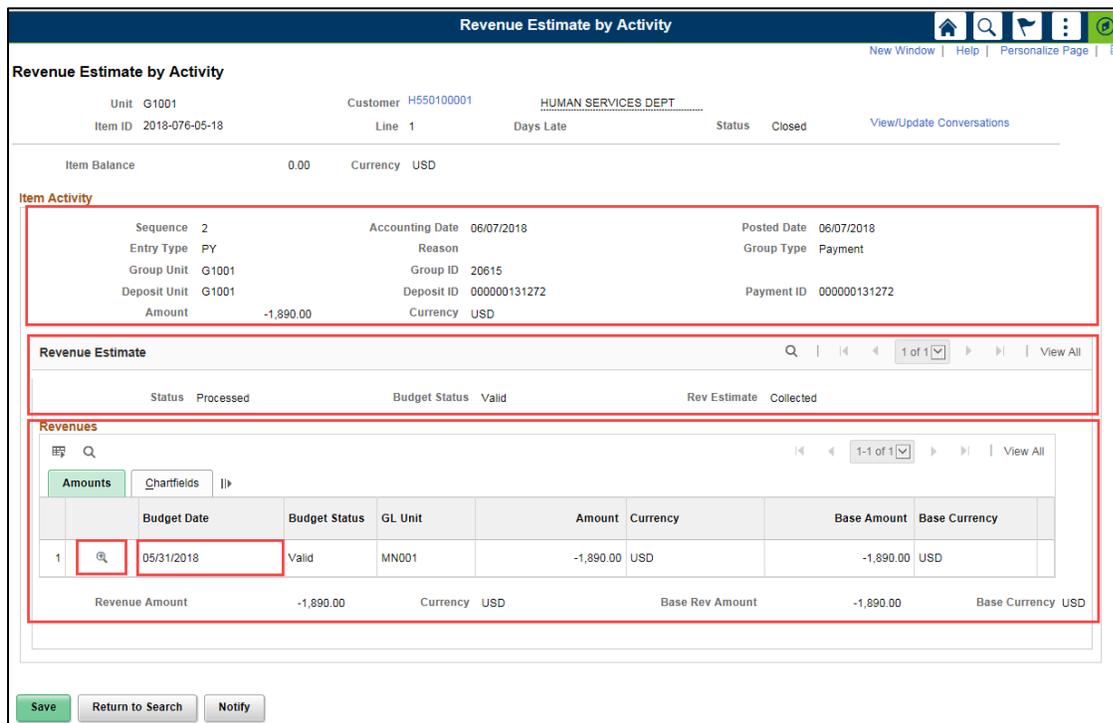
Seq 2 Entry Type PY Acctg Date 06/07/2018 Amount -1,890.00 **Revenue Estimate**

Accounting Lines

Accounting Information | Line Information | Document | Journal Reference Information | **Item Creation/Update Details** | View All

Line	Created On	Created By	Last Modified On	Modified By
1	07/26/2018 5:35PM	PPLSFT	07/26/2018 5:35PM	PPLSFT
100	07/26/2018 5:35PM	PPLSFT	07/26/2018 5:35PM	PPLSFT

- The *Revenue Estimate by Activity* page displays in a new Window. In this example, we are viewing a payment item activity.



- The **Item Activity** section displays fields, including the Item Activity Sequence number, Accounting, Posted Date, Entry type (PY), Reason, Group Type, Group ID, Deposit Unit, Deposit ID and Payment ID.
- The **Revenue Estimate** section displays the below fields:

Field Name	Field Description
Status	Status values include: - 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	Budget Status values include: --Bypass – (Good) because it hit the Balance Sheet Account --Error – (Bad) --Not Ckd'd – has not yet been budget checked --Valid – (Good)

Field Name	Field Description
	--Warning (Good) most likely an FYI that it exceeds budget tolerance
Rev Estimate	This value is determined by the Status and Budget Status results. Values include: Collected; None

- The **Revenues** detail section displays the amount, Budget Date, Budget Status, and ChartFields for the item activity on the Amounts and ChartFields tabs. Use the Scroll bar to view all of the information.
2. 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.

Revenue Estimate

Status Processed Budget Status Valid Rev Estimate Collected

Revenues

1 of 1 | View All

Amounts ChartFields

	Budget Date	Budget Status	GL Unit	Amount	Currency	Base Amount	Base Currency
1	05/31/2018	Valid	MN001	-1,890.00	USD	-1,890.00	USD

Revenue Amount -1,890.00 Currency USD Base Rev Amount -1,890.00 Base Currency USD

3. View the Review Entries by Invoice page which includes the information described below. You'll need to use the Scroll Bar to view all of the information.

Review Entries by Invoice

Unit G1001 Bill To H550100001 Invoice Amt 1,890.00 USD

Invoice 2018-076-05-18 HUMAN SERVICES DEPT

Accounting Entries

1-2 of 2 | View All

Acctg Information Transaction Amounts Discounts/Surcharge Journal Information Reference Information

GL Unit	Acctg Date	Type	Account	Fund	Fin DeptID	SW Cost	Sub Acct	PC Business Unit	Project	Activity
MN001	05/31/2018	Accounts Receivable	120001	5200	G1031500					
MN001	05/31/2018	Recognized Revenue	670011	5200	G1031500					

Total Debits 1,890.00 USD Total Credits -1,890.00 USD

Return to Search Notify

Tab	Fields to Note
Acctg Information	Accounting Date and ChartFields from the original invoice.
Transaction Amounts	Account, Account Type, and Transaction Amount.
Discounts/Surcharge	Discounts and Surcharges are not used in Minnesota.
Journal Information	Journal ID, Journal Date and Status. The system generates a Journal ID to the Billing side when it is posted to the General Ledger.
Reference Information	Journal Line Reference. The system generates a Journal ID to the Billing side when it is posted to the General Ledger.

- Total Debits and Credits are displayed at the bottom of the page.
4. Close the new windows (X) for the *Review Entries by Invoice* and *Review Trans by Activity* windows to move back to the *Item Accounting Entries* tab of the *View/Update Item Details* pages.

Step 7: Use the Links to Add/View Additional Bill Information

You can use the links at the bottom of the page to view and update additional Item information. Below is a table that describes the links.

Go To: Link	Description
Split	This is not used in Minnesota.
Item Action	Enter an Action on the <i>Item Action</i> page.
Add Conversation	Add a Conversation. Refer to the " Add/Update Customer Conversations " guide for more information.
View/Update Conversation	View or update existing conversations. Refer to the " Add/Update Customer Conversations " guide for more information.
Invoice Attach (*)	View Billing Invoice Attachments.
Audit Logs	View the Audit Logs for an invoice to learn when the invoice was created, edited, finalized, or adjusted. Close the new window (X) to return to the <i>Bill Summary</i> page.