SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

View AR Pending Items

AR Pending Items are bills that have been successfully processed by the Single Action Invoice Process (SAIP). Next, the ARUpdate process will move the bills to the Accounts Receivable module. All invoices included in a single run of the SAIP are assigned a single Group ID. Invoices are called "Items" in the Accounts Receivable module. If the ARUpdate process was unable to post the bills to the customer accounts, the bills can be found in the Accounts Receivable's **Pending Items** navigation collection.

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

1. Navigate to the *AR Pending Items* page by following the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left-menu, 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. The *AR Pending Item* page displays for invoices that have been successfully processed through the Single Action Invoice Process.

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Step 2: View Pending Item General Information

View the AR Pending Items page.

- The **Header** section of the *AR Pending Items* page displays Business Unit, Group ID, and the 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, Accounting Date, Terms, and Item Amount.