

QUICK REFERENCE GUIDE

November 1, 2019

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.

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

Find an Existing Value

▼ Search Criteria

Group Unit [▼] [G1001] x Q

Group ID [begins with▼] [10000] Q

User ID [begins with▼] Q

Assigned Operator ID [begins with▼] Q

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All [1-100 of 300]

Group Unit	Group ID	User ID	Assigned Operator ID	Posting Status	Posting Action	Origin ID	Entered Date
G1001	1000	00235481	00235481	Complete	No Action	PS_AR	04/30/2012
G1001	10000	01159534	01159534	Complete	No Action	PS_AR	05/27/2015

Step 2: View Pending Item General Information

View the AR Pending Items page.

AR Pending Items

Unit G1001 Group ID 10001 Entered 05/27/2015

Billing Pending Items

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1-1 of 1
View All

Seq	Customer	Item ID	Line	Acctg Date	Terms	Amount	Currency	Base Amt
1	IBU0100943	P151410097	1	05/27/2015		-5629.06	USD	-5629.06
Group Total						-5,629.06		

Return to Search
Previous in List
Next in List
Notify

- 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.