

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.

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 your 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. Select the **Search** button.

The screenshot shows the 'AR Pending Items' search interface. On the left, a sidebar under 'Review Billing Information' has 'AR Pending Items' selected. The main content area is titled 'AR Pending Items' and 'Find an Existing Value'. It includes a 'Search Criteria' section with a dropdown for 'Recent Searches' and a text input for 'Choose from recent searches'. Below this are four search fields: '*Group Unit' (dropdown set to '=', input 'g1001'), 'Group ID' (dropdown set to 'begins with', input '10000'), 'User ID' (dropdown set to 'begins with', empty input), and 'Assigned Operator ID' (dropdown set to 'begins with', empty input). There is a 'Show fewer options' link and a 'Case Sensitive' checkbox. At the bottom, a 'Search' button is highlighted with a red box, and a 'Clear' button is next to it.

5. Select the item you want to view in the Search Results section.

Search Results
1 rows - Group Unit "G1001" Group ID "10000"

|< < 1-1 of 1 > >| | View All

| Group Unit | Group ID | User ID | Assigned Operator ID | Posting Status | Posting Action | Origin ID | Entered Date | |
|------------|----------|----------|----------------------|----------------|----------------|-----------|--------------|---|
| G1001 | 10000 | 01159534 | 01159534 | Complete | No Action | PS_AR | 05/27/2015 | > |

Step 2: View Pending Item General Information

- The AR Pending Items page displays for invoices that have been successfully processed through the Single Action Invoice Process. 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.

AR Pending Items

Unit G1001 Group ID 10000 Entered 05/27/2015

Billing Pending Items

| Seq | Customer | Item ID | Line | Acctg Date | Terms | Amount | Currency | Base Amt | Currency |
|-----|------------|------------|------|------------|-------|----------|----------|----------|----------|
| 1 | IBU0100755 | P151410090 | 1 | 05/27/2015 | | -7914.70 | USD | -7914.70 | USD |