



501 AR325: Accounts Receivable Approvals

Web Based Training



Welcome

Welcome to Cardinal Training!

This course provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

This course provides an overview of how to approve deposits, billing adjustments and item adjustments in the Accounts Receivable functional area.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your agency's Security Handbook, located on the Cardinal website, for a list of all available role descriptions.





Course Objectives

After completing this course, you will be able to approve:

- Deposits
- Billing adjustments
- Item adjustments

Assessment questions at the end of each topic and/or lesson will check for your understanding.





Lesson 1: Account Receivable Approvals

This lesson covers the following topics:

- Accounts Receivable Overview
- Deposit approval process
- Billing adjustment approval process
- Item adjustment approval process



Accounts Receivable Overview

The Accounts Receivable functional area of Cardinal is composed of two modules:

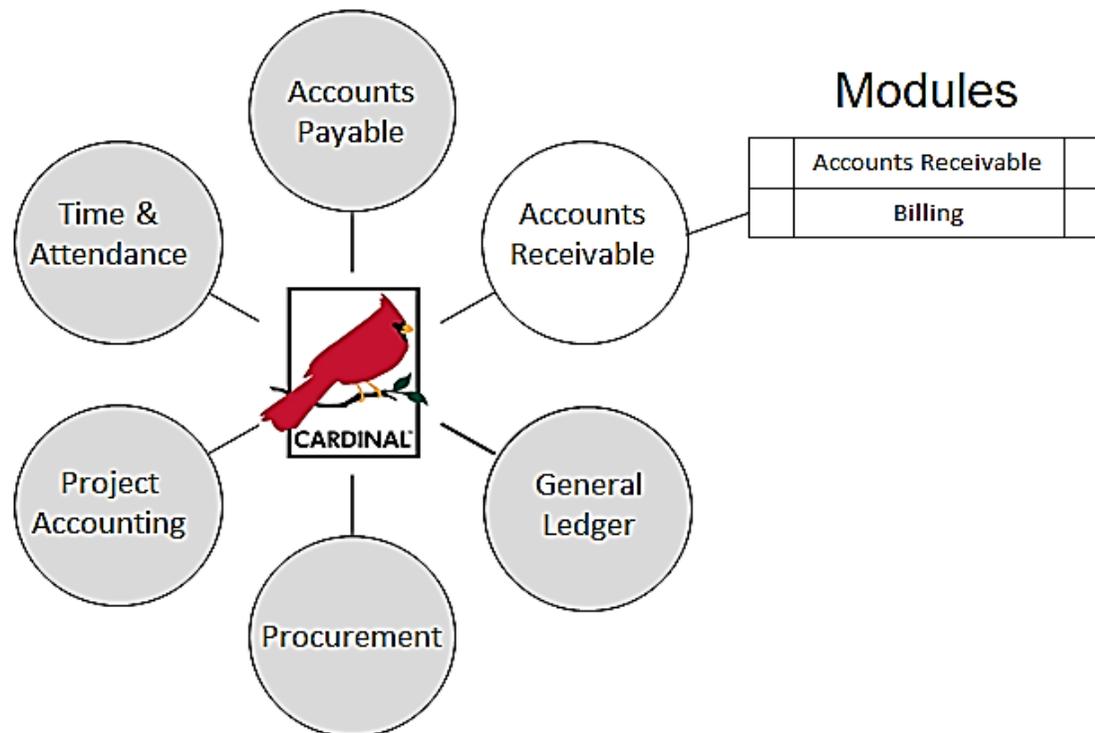
Accounts Receivable

The Accounts Receivable module manages the processing of payments that are received by the agency.

Billing

The Billing module includes the processes for creating invoices, reviewing and validating invoices, and managing billing and distribution cycles.

Cardinal Functional Areas





Deposit Approval Process

A deposit is ready for approval once the funds are received, the deposit ID is generated, and the deposit certificate information is entered and saved in Cardinal.

Deposits require one level of approval.

Cardinal does not notify you when deposits are ready for approval and they do not route to your worklist. You can identify deposits requiring approval by checking the **Deposits Summary**.

The **Deposits Summary** report is generated in the nightly batch processing. You should check it daily.

Once you have checked the report, you can approve the deposits listed using the **Approve Deposits** page.

Users can also perform a manual search in Cardinal to check on the approval status of deposits entered.



Deposit Approval Steps

To approve a deposit ticket listed on the **Deposits Summary** report, navigate to the **Approve Deposits** page using the following path:

Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposits

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

Approve Deposits

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

[Find an Existing Value](#) [Add a New Value](#)

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

Deposit Unit:

Deposit control Ticket Number:

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

[Find an Existing Value](#) | [Add a New Value](#)



Deposit Approval Steps (continued)

From the **Approve Deposits** Page:

- On the **Find an Existing Value** tab, enter the **Deposit Unit** for your agency.
- Create **Deposit Control Ticket Number**. This is typically the deposit certificate (DC) number that is sent to the Department of Treasury.
- Click the **Search** button.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

Approve Deposits

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

Find an Existing Value | Add a New Value

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

Deposit Unit:

Deposit control Ticket Number:

Search | Clear | Basic Search Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)



Deposit Approval Steps (continued)

- Cardinal returns the **Approve Deposits** page for the **Deposit control Ticket Number** entered.
- Enter a **Control Total Amount** value from the **Deposits Summary** report. This value is the sum of all deposit amounts on the individual deposits.
- Enter the **Control Count** from the **Deposits Summary** report. This value is the total number of deposits.
- Click the **Save** button.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Approve Deposit

Approve Deposits

*Deposit Unit: 50100
Deposit control Ticket Number: 5501444
Control Total Amount: 1,435.870
Control Count: 2
*Entered on: 10/10/2013
 Do Not Send to CARS

WS Posted By:
Approved By:

WS Posted Date:
Approved Date:

Deposit ID	Deposit Amount	Status	View Detail Status
1 57156	58.170	Completed	
2 57157	1377.700	Completed	

Set WS to Post Approve

Save Notify Add Update/Display



Deposit Approval Steps (continued)

The **Approve** button is enabled when:

- The **Control Total Amount** and **Control Count** match the **Deposit Amount** and the number of **Deposit IDs**.
- The **Status** updates to **Completed**.

Click the **Approve** button to approve the deposit.

After a deposit is approved, the **Approved By** and **Approved Date** fields populate with the name of the person that approved the deposit and the date that it was approved.

The deposit certificate and its deposits post to the General Ledger.

Approve Deposits

Approve Deposits

*Deposit Unit: 50100
Deposit control Ticket Number: 55014444
Control Total Amount: 1,435.870 Control Count: 2
*Entered on: 10/10/2013 Do Not Send to CARS

WS Posted By: WS Posted Date:
Approved By: Approved Date:

Deposit ID	Deposit Amount	Status	View Detail Status
1 57156	58.170	Completed	
2 57157	1377.700	Completed	

Set WS to Post Approve

Save Notify Add Update/Display



Billing Adjustment Approval Process

Once an invoice has been finalized, and the bill status changes from **RDY** to **INV** (invoiced), no changes can be made to the billing data.

Cardinal has an **Adjust Entire Bill** function that enables a processor to either credit the entire bill, or credit and rebill.

The credit and rebill option requires one level of approval for the rebill.

When a processor initiates a credit and rebill, the rebill is saved with a status of **New**. However, Cardinal does not notify you when billing adjustments are made and they do not route your worklist. You can identify billing adjustments awaiting review and approval by running the **Billing Adjustments Pending Approval (V_AR_PEND_BI_ADJ)** query to identify.

You should run the **Billing Adjustments Pending Approval** query daily to ensure timely processing of adjustments.

After you access and review the billing adjustment, you can approve it by changing the bill status from **New** to **RDY** (Ready to Invoice).



Billing Adjustments Approval Steps

To approve a billing adjustment:

- Navigate to the **Billing Adjustments Pending Approval** query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_PEND_BI_ADJ

- Select the bill to be reviewed and approved from the query list. Note the **Invoice** number.

	Unit	Invoice	Bill To	Status	Consol Inv	Adjusted	Adjusting	Latest	Adjusted	Inv Amt	Entry Type	Reason
1	50100	CALC001449	0000136271	CAN		CALC001448		CALC001449	N	663.500	IN	CAL03
2	50100	FUEL000218	0000050292	CAN		FUEL000217		FUEL000218	N	2770.200	IN	FUEL1
3	50100	FUEL000321	0000050102	CAN		FUEL000320		FUEL000321	N	152.560	IN	FUEL1
4	50100	PRDM002922	0000144194	CAN		PRDM002921		PRDM002922	N	2565.500	IN	GRDRL



Billing Adjustments Approval Steps (continued)

Next, navigate to the **Standard Billing** page using the following path:

Main Menu > Billing > Maintain Bills > Standard Billing

- Enter the **Invoice** number in the **Invoice** field.
- Click the **Search** button.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Bill Entry

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

[Find an Existing Value](#) [Add a New Value](#)

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

Business Unit: =

Invoice: begins with

Bill Status: =

Customer: begins with

Contract: begins with

Bills in Business Unit: =

Template Invoice Flag: =

Case Sensitive

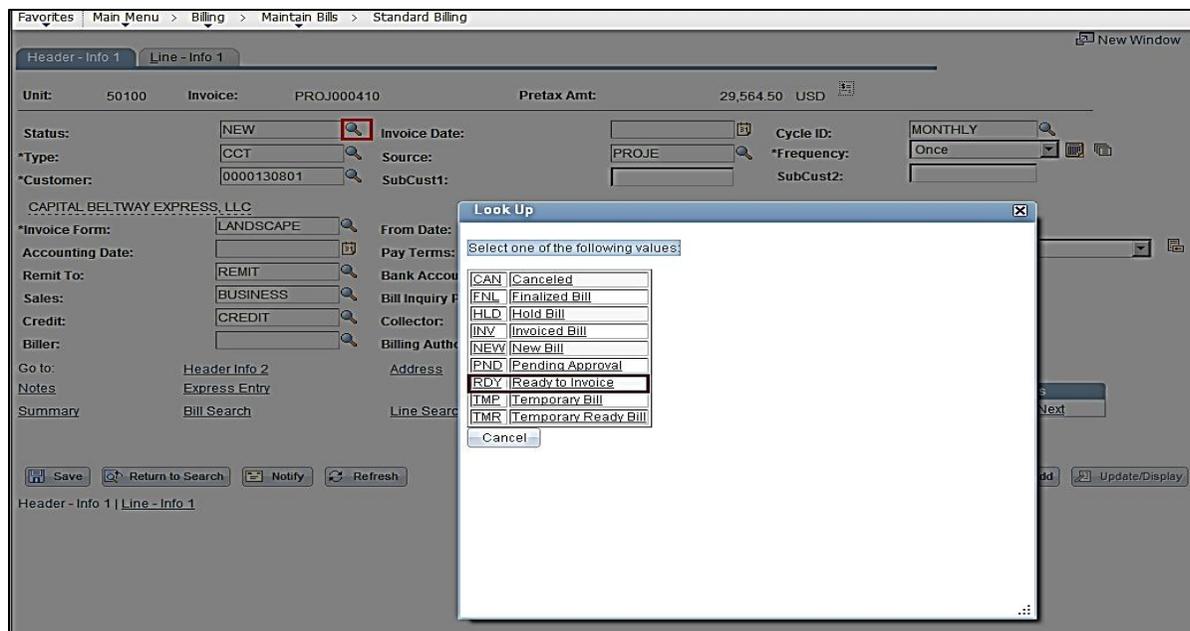
[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)



Billing Adjustments Approval Steps (continued)

- The **Standard Billing** page displays.
- Review the billing adjustment.
- To approve the adjustment, change the status from **New** to **RDY** (Ready to Invoice) by clicking the **Status** lookup button and selecting **RDY**.





Billing Adjustments Approval Steps (continued)

Click the **Save** button to save the bill.

If the adjustment is not approved, you must communicate the reason for denial directly to the processor. The processor can then edit the adjustment accordingly.

Once the billing adjustment is marked **RDY**, it processes during the next nightly batch process. The system then changes the status from **RDY** to **INV**.

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

Header - Info 1 | Line - Info 1

Unit: 50100 Invoice: PROJ000410 Pretax Amt: 29,564.50 USD

Status: RDY Invoice Date: Cycle ID: MONTHLY

*Type: CCT Source: PROJE *Frequency: Once

*Customer: 0000130801 SubCust1: SubCust2:

CAPITAL BELTWAY EXPRESS, LLC

*Invoice Form: LANDSCAPE From Date: To Date:

Accounting Date: Pay Terms: NET30 Pay Method: Check

Remit To: REMIT Bank Account: VDOT

Sales: BUSINESS Bill Inquiry Phone: 804-786-4102

Credit: CREDIT Collector: COL4

Biller: Billing Authority:

Go to: Header Info 2 Address Copy Address

Notes Express Entry

Summary Bill Search Line Search

Navigation: Header - Info 1 Page Series Prev Next

Save Return to Search Notify Refresh Add Update/Display

Header - Info 1 | Line - Info 1



Item Adjustment Approval Process

The bill lines (items) on an invoice with a status of **RDY** or **NEW** can be adjusted. (Once an invoice has been finalized, and the bill status changes from **RDY** to **INV** (invoiced), no changes can be made to the billing data).

Item adjustments require one level of approval.

When a processor makes an item adjustment and saves it, the item status is automatically set to **Do Not Post**. Cardinal does not notify you when item adjustments are ready for approval, and they do not appear on your worklist. You can identify item adjustments (debit / credit memos, write-offs, discharges, and refunds) awaiting review and approval by running the **Item Adjustments Pending Approval** query (**V_AR_PEND_WS_ADJ**).

You should run the **Item Adjustments Pending Approval** query daily to ensure timely processing of adjustments.

When an item for adjustment is identified, you approve it by changing the item status from **Do Not Post** to **Batch Standard** on the **Worksheet**.



Item Adjustment Approval Steps

To approve an item adjustment:

- Access the **Item Adjustments Pending Approval** query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_PEND_WS_ADJ

- Select the item to be approved from the query list. Note the **Worksheet ID**.

File Edit View Favorites Tools Help

V_AR_PEND_WS_ADJ - Adjustment WS Pending Approval

Business Unit (% For All): 50100

WorkSheet Amount >=: 0.00

WorkSheet Amount <=: 150000.00

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-2 of 2 Last

	Business Unit	Worksheet	User	Unit	Posting Status	Control Amount	Entered Amount	Entry Type	Entry Reason	Item Balance	Action	Count	Count	Cust_id	Entry Type	Reason
1	50100	19873	WANDA JACKSON	50100	N	0.000	0.000	MATCH		-820.050	A	2	2	Y	MATCH	
2	50100	19873	WANDA JACKSON	50100	N	0.000	0.000	MATCH		820.050	A	2	2	Y	MATCH	



Item Adjustment Approval Steps (continued)

Next, access the **Update Worksheet** page using the following path:

Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

- Enter the **Worksheet ID** from your query results.
- Click the **Search** button.

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

Update Worksheet

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

Worksheet Business Unit: = 50100

Worksheet ID: begins with 6663

User ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria



Item Adjustment Approval Steps (continued)

- The **Worksheet Application** page displays.
- Review the item adjustment.
- To approve the adjustment, click the **Worksheet Action** link.

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

[New Window](#) ?

Worksheet Application

[Anchor Information](#)

Unit: 50100 Worksheet ID: 6663 Currency: USD Accounting Date: 09/12/2013 Reason Code:

Item Action Entry Type: Reason:

Row Selection Choice: Range:

Display Control Display:

Item List [Customize](#) | [Find](#) | [View All](#) | | | |

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Event	Unit	Customer		
	1	<input checked="" type="checkbox"/>	-406.82	USD	MGSE000476		MATCH	<input type="text"/>	<input type="text"/>	50100	0000122063	<input type="button" value="+"/>	<input type="button" value="-"/>
	2	<input checked="" type="checkbox"/>	406.82	USD	MGSE000523		MATCH	<input type="text"/>	<input type="text"/>	50100	0000122063	<input type="button" value="+"/>	<input type="button" value="-"/>
	3	<input type="checkbox"/>	13,954.20	USD	MGSE000556			<input type="text"/>	<input type="text"/>	50100	0000122063	<input type="button" value="+"/>	<input type="button" value="-"/>

[Group View](#) [Revenue Distribution](#)

Balance

Dr:	406.82	Cr:	-406.82	Adj:	0.00	Net:	0.00	WO:	0.00	Ref:	0.00
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[Worksheet Selection](#) Worksheet Application **[Worksheet Action](#)** [Attachments \(0\)](#) [View Audit Logs](#)



Item Adjustment Approval Steps (continued)

- In the **Accounting Entry Action** section, click the **Create / Review Entries** button to create, view or edit accounting entries if necessary.
- Under the **Posting Action** section, click the dropdown menu to select **Batch Standard** in the **Action** field.
- Click the **OK** button to save.

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Update Worksheet

Worksheet Action

Unit: 50100 Worksheet ID: 6663 Accounting Date: 09/12/2013

Status: Do Not Post

Worksheet Action

Delete Worksheet

Delete Maintenance Group

Posting Action

Action: Do Not Post

Batch Standard

Do Not Post

Accounting Entry Action

Create/Review Entries

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action



Item Adjustment Approval Steps (continued)

If the adjustment is not approved, you must communicate the reason for denial directly to the processor. The processor can then edit the adjustment, if applicable.

Once the item adjustment has been approved, it processes during the nightly batch processing.



Lesson Checkpoint

Now is your opportunity to check your understanding of the course material.

Read the question, select your answer and click **Submit** to see if you chose the correct response.



Once a deposit is processed and approved, the Deposit Certificate and its deposits post to the General Ledger.

- True
- False

When a billing adjustment is approved, the billing status is changed to which status?

- Set
- Pending
- Ready to Invoice
- Process

An Item adjustment approval is processed on the Worksheet Action page.

- True
- False



Lesson 1: Summary

In this lesson, you learned:

- To approve a deposit certificate, the approver reviews the **Deposits Summary** report and processes the approval on the **Approve Deposits** page.
- To approve billing adjustments, the approver runs the **Billing Adjustments Pending Approval** query to identify items that are **Pending**, and changes their status to **Ready to Invoice**.
- To approve item adjustments, the approver runs the **Item Adjustments Pending Approval** query to identify item adjustments requiring approval, and uses the **Worksheet Action** page to approve.



Lesson 2: Reports and Queries

This lesson covers the following topics:

- Reports
- Queries



Reports

Three frequently used Accounts Receivable reports are:

- **Deposit Summary**
- **Payment Summary**
- **Invoice Register by Invoice Number**



Deposit Summary

The **Deposit Summary** report lists all deposits requiring approval. This report is run nightly during batch processing.

You navigate to this report using the following path:

Main Menu > Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

PeopleSoft Receivables												
DEPOSIT SUMMARY												
For 01-JUL-2013 through 03-DEC-2013												
Report ID: AR20001										Page No. 1		
Business Unit: 15100%										Run Date 12/03/2013		
Report Currency: Base Amount										Run Time 08:58:39		
Operator: ALL VALUES												
Deposit Type: ALL VALUES												
Bank Account: ALL VALUES												
Post Status: Complete												
Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank Acct	Bal	Post Status	Control Amount	Entered Amount	Posted Amount	Journalled Amt
07/03/2013	15100	157	VPH82737	VPH82737	1	1105 SCAN	Yes	Complete	49.00	49.00	0.00	49.00
Total For 15100									49.00	49.00	0.00	49.00 USD
Total For 07/03/2013									49.00	49.00	0.00	49.00 USD



Payment Summary

The **Payment Summary** report lists the status for all payments within a deposit. It displays the data from the **Payments** tab of the deposit.

You navigate to this report using the following path:

Main Menu > Accounts Receivable > Payments > Reports > Payment Summary

PeopleSoft Receivables										Page No. 1
PAYMENT SUMMARY										Run Date 12/03/2013
For 01-JUL-2013 through 03-DEC-2013										Run Time 09:26:46
Report ID:	AR20003									
Deposit BU:	15100%									
Report Currency:	Base Amount									
Deposit ID:	ALL VALUES									
OPRID:	ALL VALUES									
Post Status:	All									
Entry Dt	Dep BU	Deposit ID	OPRID	Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt Status	Entered Amount
07/03/2013	15100	157	VPH82737	VPH82737	Complete	1	07/02/2013	1	Journalled	49.00 USD
TOTAL FOR 157									49.00 USD	
TOTAL FOR 15100									49.00 USD	
TOTAL FOR 07/03/2013									49.00 USD	



Invoice Register by Invoice Number

The **Invoice Register by Invoice Number** report lists invoices according to user selected parameters and is sorted by invoice number.

You navigate to this report using the following path:

Main Menu > Billing > Generate Invoices > Reports > Invoice Register

PeopleSoft BI									
INVOICE REGISTER BY INVOICE NUMBER									
Report ID: BIIVC002								Page No. 1	
Range Option: FINAL DATE RANGE								Run Date 07/28/2011	
Final Start Date: 07/18/2011								Run Time 10:19:51	
Final End Date: 07/28/2011									
Business Unit: 50100									
Unit	Invoice	Invoice Dt	Bill Source	Bill Type	Bill-To Customer Name	Customer Number	IType	Invoice Amt	Final Dt
Business Unit/Currency: 50100 / USD									
50100	AUDT000003	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	AUDT000004	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	AUDT000005	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	AUDT000006	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	AUDT000007	07/27/2011	AUDIT	CCT	Buzz Lightyear	0000000045	REG	1,200.00 USD	07/27/2011
	CALC000020	07/21/2011	CALCU	OTH	John Doe 1	0000000020	REG	500.00 USD	07/21/2011
	CALC000021	07/21/2011	CALCU	OTH	John Doe 2	0000000021	REG	500.00 USD	07/21/2011



Queries

Two frequently used Accounts Receivable queries are:

- **Billing Adjustments Pending Approval**
- **Item Adjustments Pending Approval**



Billing Adjustments Pending Approval

The **Billing Adjustments Pending Approval** query (**V_AR_PEND_BI_ADJ**) lists billing adjustments that are awaiting approval.

Navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_PEND_BI_ADJ

The screenshot shows a web application window titled "V_AR_PEND_BI_ADJ - Adjustment Pending Approval-BI". It includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a search area with the following fields:

- Business Unit: 50100
- Invoice Amount >=: 10.000
- Invoice Amount <=: 6000.000

A "View Results" button is present below the search fields. Below the button, there are download options: "Download results in: Excel SpreadSheet CSV TextFile XML File (1 kb)".

At the bottom right of the search area, there are navigation controls: "View All" and "First 1-4 of 4 Last".

	Unit	Invoice	Bill To	Status	Consol Inv	Adjusted	Adjusting	Latest	Adjusted	Inv Amt	Entry Type	Reason
1	50100	CALC001449	0000136271	CAN		CALC001448		CALC001449	N	663.500	IN	CAL03
2	50100	FUEL000218	0000050292	CAN		FUEL000217		FUEL000218	N	2770.200	IN	FUEL1
3	50100	FUEL000321	0000050102	CAN		FUEL000320		FUEL000321	N	152.560	IN	FUEL1
4	50100	PRDM002922	0000144194	CAN		PRDM002921		PRDM002922	N	2565.500	IN	GRDRL



Item Adjustments Pending Approval

The **Item Adjustments Pending Approval (V_AR_PEND_WS_ADJ)** query lists all receivable adjustments (debit / credit memos, write-offs, discharges, and refunds) submitted for processing by an approver.

Navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AR_PEND_WS_ADJ

The screenshot shows a web application interface for the query 'V_AR_PEND_WS_ADJ - Adjustment WS Pending Approval'. It includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a search bar for 'Business Unit (% For All):' with the value '50100'. Below the search bar are input fields for 'WorkSheet Amount >=: 0.00' and 'WorkSheet Amount <=: 150000.00', and a 'View Results' button. A download section offers options: 'Excel SpreadSheet', 'CSV Text File', and 'XML File (1 kb)'. At the bottom right, there is a 'View All' link and a pagination control showing 'First', '1-2 of 2', and 'Last'. The main data is presented in a table with 16 columns: Business Unit, Worksheet, User, Unit, Posting Status, Control Amount, Entered Amount, Entry Type, Entry Reason, Item Balance, Action, Count, Count, Cust_id, Entry Type, and Reason. Two rows of data are visible, both for Business Unit 50100, Worksheet 19873, and User WANDA JACKSON.

	Business Unit	Worksheet	User	Unit	Posting Status	Control Amount	Entered Amount	Entry Type	Entry Reason	Item Balance	Action	Count	Count	Cust_id	Entry Type	Reason
1	50100	19873	WANDA JACKSON	50100	N	0.000	0.000	MATCH		-820.050	A	2	2	Y	MATCH	
2	50100	19873	WANDA JACKSON	50100	N	0.000	0.000	MATCH		820.050	A	2	2	Y	MATCH	



Lesson 2: Summary

In this lesson you learned:

- How to navigate to key reports and queries



Course Summary

In this course you learned how to:

- Approve deposits
- Approve billing adjustments
- Approve item adjustments
- Navigate to key reports and queries



Course Evaluation

Congratulations! You successfully completed the **501 AR325: Accounts Receivable Approvals** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the 'X' button in the upper right corner.

