SUNGARD® PUBLIC SECTOR

ONESolution™

ONESolution
Accounts Receivable

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Section 1: ARBTARUB- Creating the Set

Path: Finance, Accounts Receivable, Set Processing, Create/Update Set
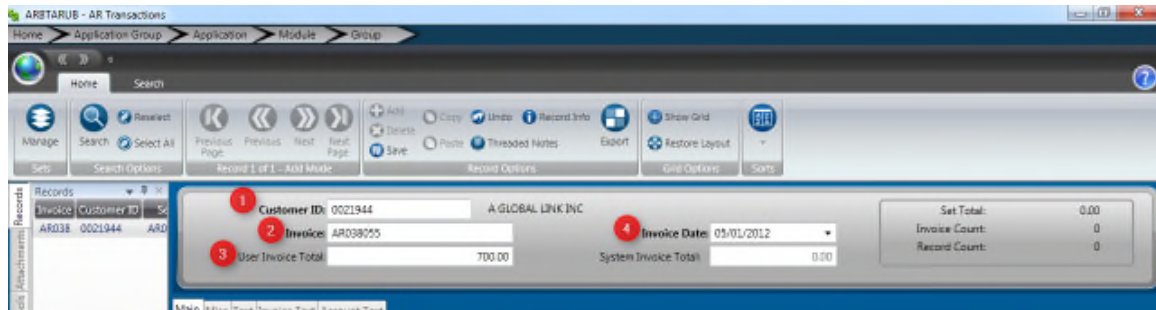

1. Set ID: Click On the Generate and click on BTCHIDAR to assign the Set ID
2. User Set Total: Enter in the User Set Total
3. Save

Section 2: Creating the Invoice

Step 1: Header Information

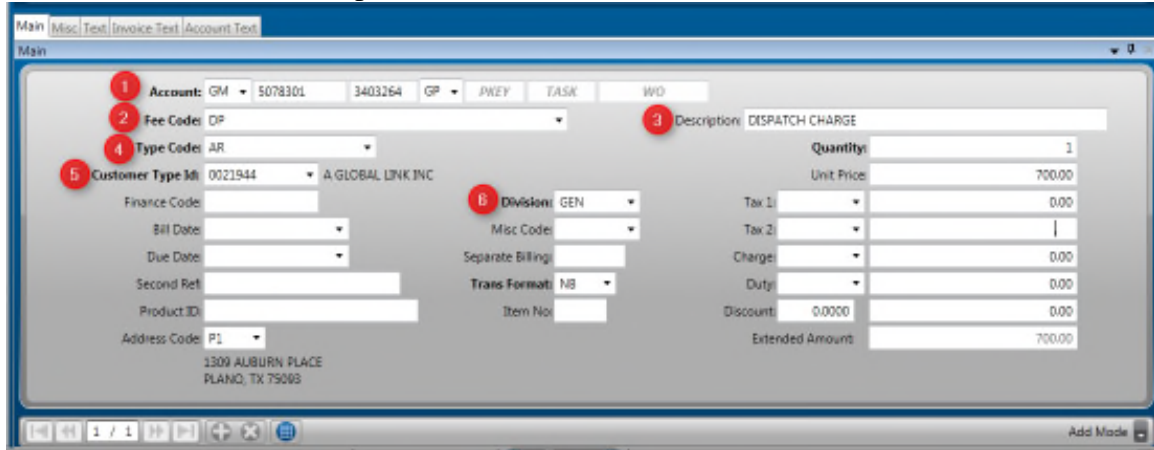1. Customer ID: Enter the Customer ID or use the Lookup [Lookup] button
2. Invoice: User the Generate [Generate] and click on [ARREF] to assign the Invoice Number.
3. User Invoice Total: Enter in the Amount of the Invoice
4. Invoice Date: Enter in the Date or Select the Date from the calendar

Step 2: Detail Information
Path: Common, Cash Receipts, Bank ID Code Administration Screen

1. Account Number: The Account Number will be populated based on the Fee Code that is selected. The Key and Object code can be changed if necessary.
2. Fee Code: Select the Fee Code from the drop down box
3. Description: Enter in the description of the charge
4. Type Code: This will automatically default to AR
5. Customer Type Id: Select the Customer Type ID from the dropdown. The value of this field will be the same as the Customer ID.
6. Division: Select the appropriate Division from the dropdown box.

Section 3: ARBTARBP- Running the Set Proof
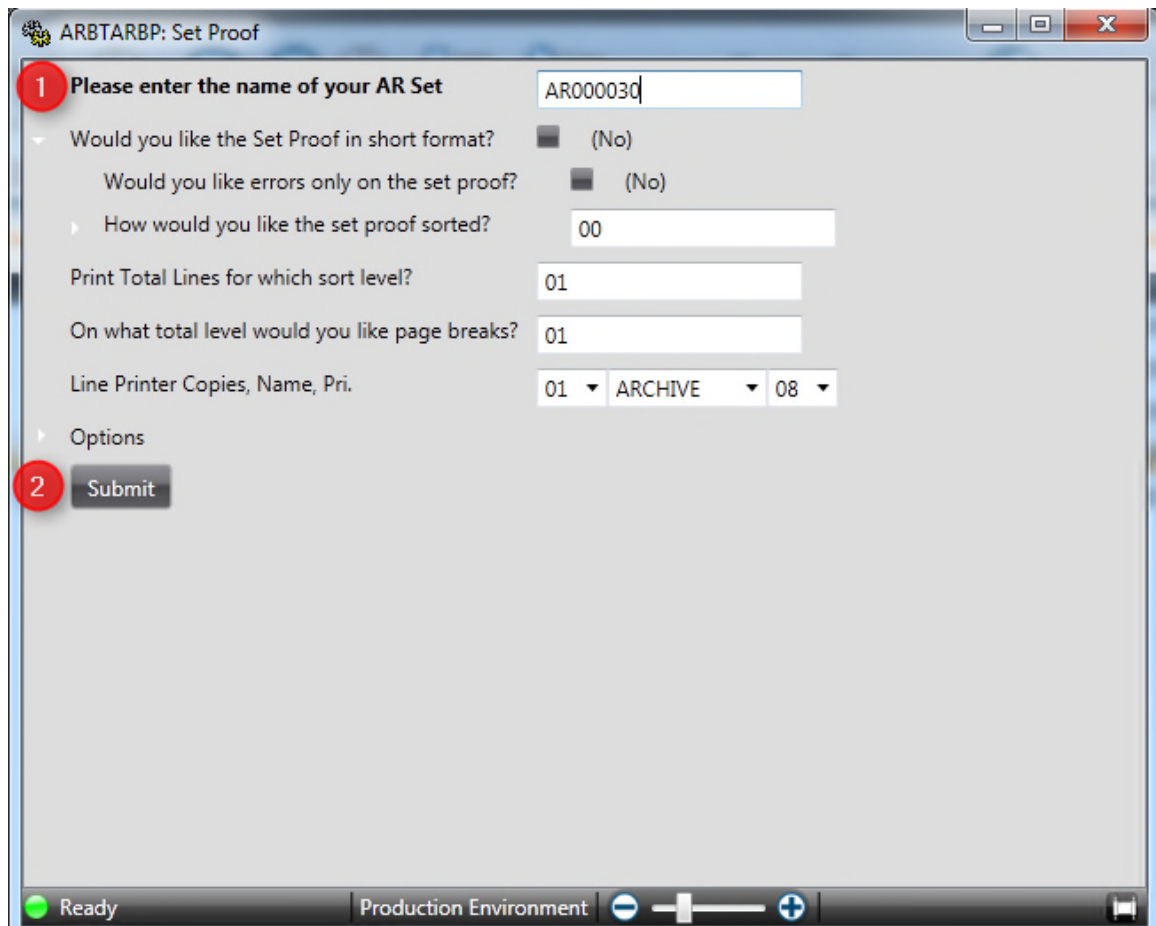
1. Enter in the name of the set
2. Click on the Submit button

The report will look similar to the following:

Section 4: ARBTARDS- Distribute the Set
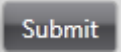
1. Enter in the name of the Set
2. Click on the Submit button

The following reports will be produced

FINANCE OUTPUT	PENDING TASKS	JOBS

Auto Refresh | Show All Users | Show Completed

Suite	Description	Job Number	Status	Job Type	Start Date
	Classic Job: ARBTARDS	210252	Completed	Classic Job	6/7/2012 1:23 PM

Details

Description	Doc Id
A/r Batch Proof (verbo:	9768
Tail Sheet	9770
GL Posting Report	9767
Distribution Report	9769
A/r Data Base A/r Post	9766

Section 5: ARREIN- Invoices

1. AR Selection Criteria: Use the AR Selection Criteria to narrow down the invoices that will be printed
2. Beginning Invoice Date: Enter in the Beginning Invoice Date
3. Ending Invoice Date: Enter in the Ending Invoice date
4. Due Date: Enter in the Due Date if it is different. It will default to the current month end.

5. Submit: Click on the Submit button [Submit]

The invoices will print to the printer.