

SUNGARD[®] PUBLIC SECTOR

ONESolution[™] 

ONESolution Accounts Receivable

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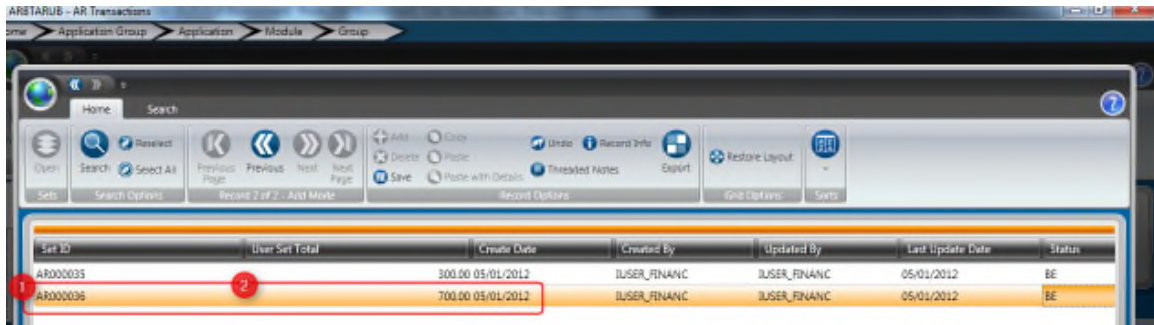
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Section 1: ARBTARUB- Creating the Set

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



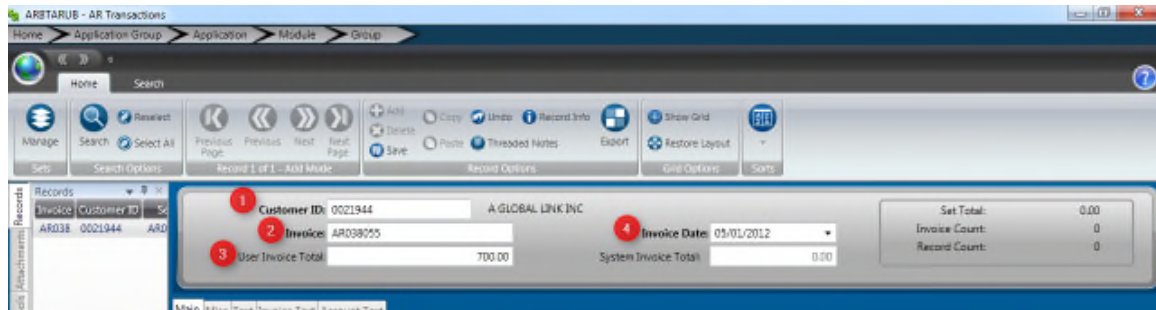
Set ID	User Set Total	Create Date	Created By	Updated By	Last Update Date	Status
AR000035		300.00 05/01/2012	ILUSER_FINANC	ILUSER_FINANC	05/01/2012	BE
AR000036		700.00 05/01/2012	ILUSER_FINANC	ILUSER_FINANC	05/01/2012	BE



1. Set ID: Click On the Generate  and click on  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  button

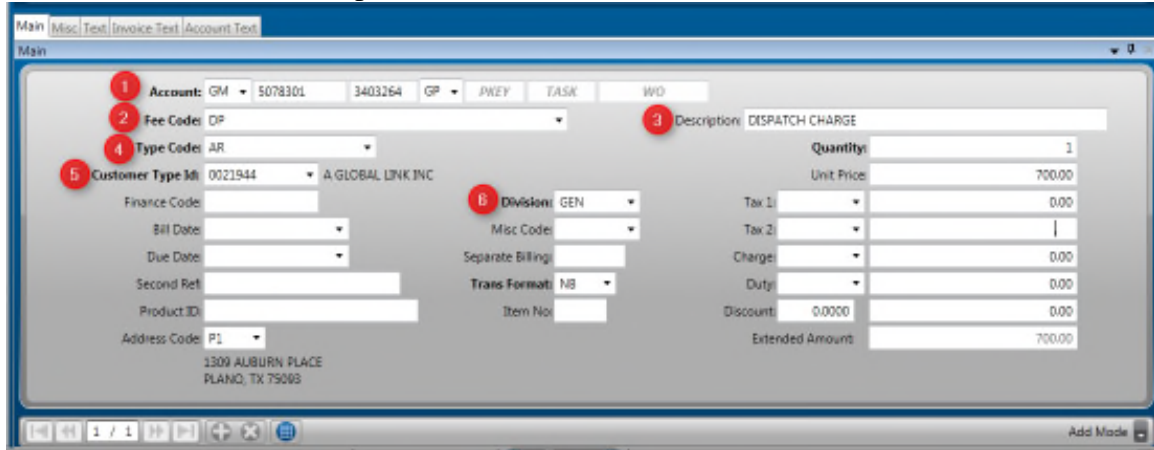
2. Invoice: User the  and click on  to assign the Invoice Number.

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



The screenshot displays the 'Bank ID Code Administration' screen. It features several input fields and a summary table. Red circles with numbers 1 through 6 highlight the following fields:

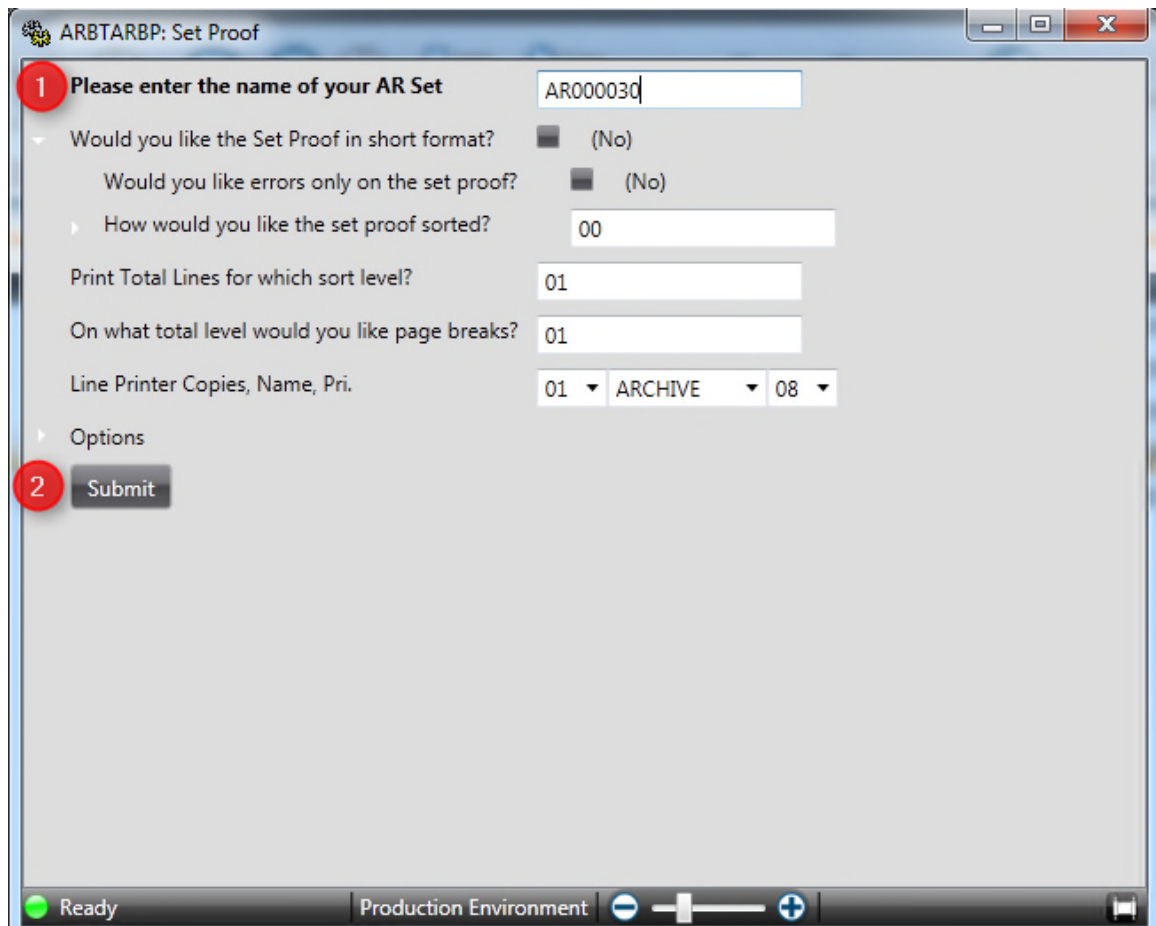
- 1. Account: GM 5078301 3403264 GP JWEY TASK WVO
- 2. Fee Code: DF
- 3. Description: DISPATCH CHARGE
- 4. Type Code: AR
- 5. Customer Type Id: 0021944 A GLOBAL LINK INC
- 6. Division: GEN

The summary table on the right side of the screen is as follows:

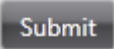
Quantity	Unit Price	Extended Amount
1	700.00	700.00
	Tax 1	0.00
	Tax 2	0.00
	Charge	0.00
	Duty	0.00
	Discount	0.0000
	Extended Amount	700.00

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:

```

Collin County, TX          PROOF          A / B          BATCH          PROOF (Verbosa)          AR000048          Page 1
THU, JUN 07, 2012, 1:17 PM --fwq: TRAINEL---leg: GM GP--loc: ONSITE---job: 218251 #0380----prog: AR450 <2,19>---report id: AR000048
Account / Account          Echo Account          Fin Code          Ref Dt          Invoice Number          Def. Plan          Tax Cd &          Amt          Rec#
Amount                    Description          Prop ID          Due Dt          PO Reference          Int. Rate          Tax Cd &          Amt
ID & Text Ptr & Format     Name                    Name                    Bill Dt          Product ID          Disc. Term          Duty Cd &          Amt
Div & Type & Misc & Post Code Echo Div & Type          Bal. Cd.          Qty.          Reference Amt.          Disc. Amt          Chg. Cd &          Amt
-----
0018003 -1111399          GENERAL FUND          GENERAL REVENUE          06/06/12          AR038078          0          $ 0.00          1
250.00                    GENERAL REVENUE          TRAINEL          0.00          $ 0.00
0011667 NCSR           01 NR           General DivisionAR CUSTOMER          1.60380          97,680.96          0.00          $ 0.00
0.00
Net ID: AR000048          System Computed Total,          250.00          User Computed Total,          250.00          TOTALS MATCH

GRAND TOTAL          System Computed Total:          250.00          User Computed Total:          250.00          TOTALS MATCH

Final Budget Check
-----
No Budget Errors
    
```

Section 4: ARBTARDS- Distribute the Set

1 Please enter the name of your AR Set

Posting date in MM/DD/CCYY format

Would you like the Set Proof in short format? (No)

Would you like errors only on the set proof? (No)

How would you like the set proof sorted?

Print Total Lines for which sort level?

On what total level would you like page breaks?



Line Printer Copies, Name, Pri.

2

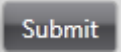
1. Enter in the name of the Set

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 

The invoices will print to the printer.