

9.2 Creating, Using, and Posting a Transfer Worksheet

Purpose: To create, use and post a transfer worksheet using ctcLink.

Audience: Accounts Receivable staff

ctcLink enables you to transfer items by using a transfer worksheet.

Transfer worksheets enable you to:

- Add or change items;
- Enter general or specific customer and item criteria, depending on the scope of information you require on the worksheet.

 You must have at least one of these local college managed security roles:

- ZZ AR Item Entry

You must also set these User Preference Definitions:

- [User Preferences: Accounts Receivable](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Creating, Using, and Posting a Transfer Worksheet

Navigation: NavBar > Navigator > Accounts Receivable > Receivables Maintenance > Transfer Worksheet > Create Worksheet

1. The **Create Worksheet** search page displays. Because you are creating a new worksheet, you will be adding a new value.
2. Select the **Add a New Value** tab.
3. Enter **Transfer Business Unit**.
4. Select **Add**.

Create Worksheet

Transfer Business Unit


Transfer Worksheet ID

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

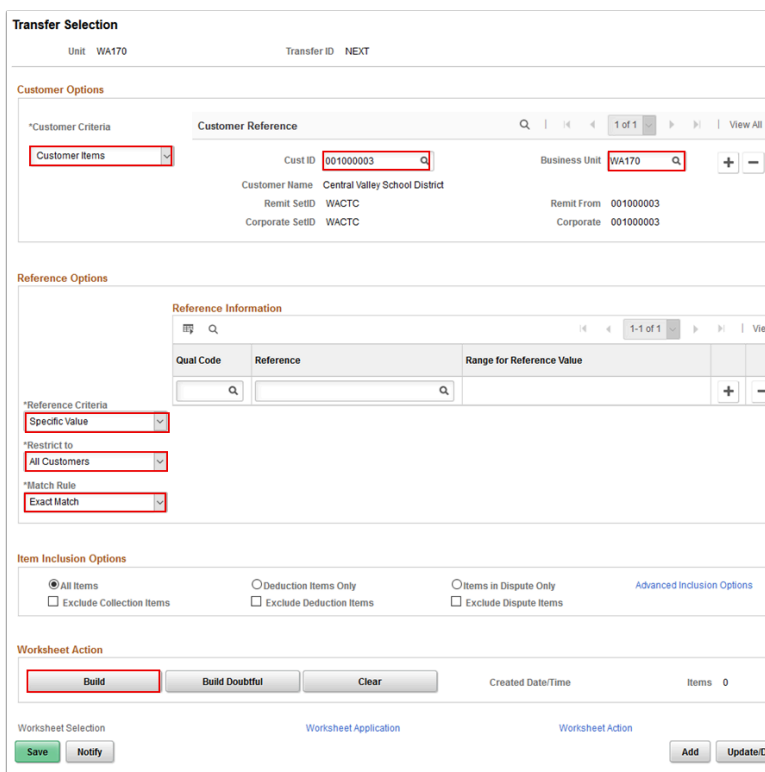
5. The **Transfer Selection** page displays. Use it to create a new worksheet or add items to a transfer worksheet.
6. From the **Customer Criteria** drop-down menu, select 'Customer Items'. Select the type of customer items that you want to display on the worksheet. Values are:
 - Corporate Items: Displays corporate items only;
 - Customer Items: Displays all customer items only;
 - Remit From Items: Displays remit from items only;
 - None: The system creates a blank worksheet.
7. Enter **Cust ID** and **Business Unit** to construct a worksheet for a specific customer. If the customer has subcustomers that were set up on the SubCustomer Qualifier 1 and SubCustomer Qualifier 2 pages, enter the qualifiers to narrow the results of the worksheet.
8. From the **Reference Criteria** drop-down menu, select 'Specific Value'. Options include:
 - Range of References,
 - Specific Values, or
 - None.

If you decide to enter only reference options, the worksheet contains items matching the references.
9. From the **Restrict to** list, select:
 - a. All Customers,
 - b. Corporate Cust Only,
 - c. Customer Only, or
 - d. Remit Cust Only.

10. If you selected 'Specific Value' or 'Range of References' in the **Reference Criteria** list, specify the match type for the item information in the **Match Rule** list. Values are 'Exact Match' or 'Like Match'.


 A like match enables you to use a specific reference and range for reference values to identify the reference, as long as you provide the beginning letters or numbers, not characters from the middle. For example, if you enter a purchase order (PO) number of 24%, and select Like Match, the worksheet contains all items with PO numbers beginning with 24, but does not catch a PO number of x24x.

11. Select the **Build** button to build a worksheet that transfers items to another customer or business unit.



The screenshot shows the 'Transfer Selection' interface. At the top, it displays 'Unit WA170' and 'Transfer ID NEXT'. Below this is the 'Customer Options' section, which includes a 'Customer Reference' table with columns for 'Cust ID', 'Business Unit', 'Customer Name', 'Remit SetID', and 'Corporate SetID'. The 'Cust ID' field is set to '001000003' and the 'Business Unit' is set to 'WA170'. The 'Reference Options' section includes a 'Reference Information' table with columns for 'Qual Code', 'Reference', and 'Range for Reference Value'. The 'Reference Criteria' is set to 'Specific Value', 'Restrict to' is set to 'All Customers', and 'Match Rule' is set to 'Exact Match'. The 'Item Inclusion Options' section includes radio buttons for 'All Items', 'Deduction Items Only', and 'Items in Dispute Only', and checkboxes for 'Exclude Collection Items', 'Exclude Deduction Items', and 'Exclude Dispute Items'. The 'Worksheet Action' section includes buttons for 'Build', 'Build Doubtful', and 'Clear'. The 'Worksheet Selection' section includes buttons for 'Save', 'Notify', 'Add', and 'Update/Dt'.

12. The **Worksheet1** page displays. Use it to indicate the transfer to customer or business unit that receives the items.
13. Enter the **Business Unit** and **Customer ID** for the **Transfer To** customer.

 If the customer has subcustomers, the system displays information about SubCustomer 1 and SubCustomer 2 in the remaining two fields. If you selected the SubCustomer Qualifier option for the system and have set them up for the customer,

you can perform intracustomer transfers by changing the SubCustomer 1 and SubCustomer 2 qualifiers.

14. To select items, you can use the **Range Select** field to select multiple rows. Enter a range of items, such as items 4 to 7 and select the **Go** button.
15. You can also use the **Display** list to select a value to limit the display of items in the list, such as **All Items**, **Selected**, or **Unselected**.
16. Select the **Disp Curr Conversion Worksheet** (display currency conversion worksheet) button to access the **Currency Conversion** page where you select a display currency for the **Conversion Amount - Currency** column and specify whether to use today's date, the accounting date for the item, or a date that you specify to determine which exchange rate to use.
17. The **Remit Seq** sequence number relates to the order in which the items were entered on the **Worksheet Selection** page. Initially the items appear in this order. If you sort the worksheet based on the value in another column, the number stays with the item, but the grid order changes. Use this column to sort the worksheet in the original order.
18. Select **View All**.
19. Select the **Sel** checkbox for each item you wish to transfer.
20. Select **Save**.
21. Select **Worksheet Action**.

Worksheet1 Worksheet2

Unit WA170 Transfer ID 4540 Control Distribution ID

Transfer to

Business Unit WA170 Customer 001000005 Name Red Dot Corporation City Tukwila State WA

Row Selection

Range Select Go

Display Control

Display All Items Go

Item List

Personalize Find View All First 1-2 of 2

Remit Seq	Sel	Unit	Customer	Item ID	Line	Item Balance	Currency	To Unit	To Cust ID	Conv	Base	Currency	Rate Type	Exch Rt	Exch Rt
1	<input type="checkbox"/>	WA170	001000003	DATA		25.00	USD				25.00	USD		1.00000000	
2	<input checked="" type="checkbox"/>	WA170	001000003	MSC-0000001678	1	998.00	USD				998.00	USD	CRRNT	1.00000000	

Add Item

Balance

Beg Amount 1,023.00 Sel Amount 0.00 Rem Amount 1,023.00

Count 2 Count 2 Count 0

Worksheet Selection Worksheet Application Worksheet Action Attachments (0) View Audit Logs

Save Return to Search Notify Refresh

Worksheet1 Worksheet2

22. The **Finalize Worksheet** page displays. Use it to select a posting action for a worksheet. Also use this page to delete a worksheet, create accounting entries online for the worksheets, or to delete accounting entries.
23. Select a posting action for the group, then select **OK** to execute the action. Values are:

- a. Do Not Post: Saves the changes to the group, but no posting takes place. Use this option to change the posting option for a group set to Batch Priority or Batch Standard, if the group has not been processed yet.
- b. Post Now: Runs the Receivable Update process immediately. If the user enabled the notification feature, the system displays a message when the process completes.
- c. Post Now to GL: Runs the Receivable Update process immediately and runs processes to create and post journals to the general ledger. If the user enabled the notification feature, the system displays a message when the process completes.

24. Select **Create/Review Entries**.

Finalize Worksheet

Unit WA170
Transfer ID 4540

Status Do Not Post

Worksheet Actions

Delete Worksheet
Delete Transfer Group

Posting Action

Action: Do Not Post
OK

Accounting Entry Actions

Create/Review Entries

Worksheet Selection

Worksheet Application

Worksheet Action

Save
Return to Search
Notify

25. When you select **Create/Review Entries**, the system will take you to a similar page below to review the accounting entries prior to completing the process. After you have reviewed the entries, select **Return to Previous Panel**.

Transfer Control

Accounting Entries

Group Unit

WA170

Group ID

4540

Accounting Entries

Item ID

MSC-0000001678

Line

1

Entry Type

IN

Reason

Bus. Unit

WA170

Customer

001000003

SubCust1

SubCust2

Amount

-998.00

Currency

USD

Tot Base

-998.00

Currency

USD

Accounting Entries

Complete

Display Totals

Entry

Return To Previous Panel

Distribution Lines

ChartFields

Currency Details

Additional Details

Journal Reference Information

Item Creation/Update Details

Line	GL Unit	*Type	Amount	Oper Unit	Account	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit
1	WA170	Offset	998.00	7170	101305	145		30203	111	N	
100	WA170	AR	-998.00	7170	101330	145		30203	111	N	

Lines

0

DR

0.000

Currency

CR

0.000

Currency

Net

0.000

Save

Return to Search

Notify

26. Select a posting action for the group, then select **OK** to execute the action. Values are:
- **Batch Priority:** Runs the Receivable Update process the next time a priority scheduled job runs or the next time a standard scheduled job runs if that occurs first. This option is not intended for large jobs.
 - **Batch Standard:** Runs the next time a standard scheduled batch job runs. This may occur once a day depending on how often the organization schedules standard jobs.

Finalize Worksheet

Unit

WA170

Transfer ID

4540

Status

Do Not Post

Worksheet Actions

Delete Worksheet

Delete Transfer Group

Posting Action

Action:

Batch Standard

OK

Accounting Entry Actions

Create/Review Entries

Worksheet Selection

Worksheet Application

Worksheet Action

Save

Return to Search

Notify

27. From the Posting Action **Action** drop-down menu, select 'Post Now'.
28. Select **OK** if you selected **Post Now** or **Post Now to GL** to run the batch processes.

Finalize Worksheet

Unit WA170
Transfer ID 4540

Status Batch Standard

Worksheet Actions

Delete Worksheet

Delete Transfer Group

Posting Action

Action: Post Now

Accounting Entry Actions

Create/Review Entries

Worksheet Selection

Worksheet Application

Worksheet Action

Save

Return to Search

Notify

Receivables Update Request

! You must have at least one of these local college managed security roles:

- <there are no college-assignable roles>

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Next, navigate to the **Receivable Update Request** page to run the Receivable Update process for business unit you are working on.

Navigation: NavBar > Navigator > Accounts Receivable > Receivables Update > Request Receivables Update

1. The **Request Receivables Update** run control ID search page displays. You can run this process by searching for an existing run control ID or you can add a new value.
2. Select **Add a New Value**.
3. Enter **Run Control ID**.
4. Select **Add**.

Request Receivables Update

Run Control ID

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

5. The **Receivable Update Request** page displays. Use it to enter run parameters for the Receivable Update process for specified business units and to run the process.
6. Enter the business unit of the group that you want to post in **Group Unit**.
7. From the **Process Frequency** drop-down menu, select 'Once'.
8. In the **High Balance Basis Date** list, enter the date used when calculating the customer history ID of HI_BAL_AMT. Options are:
 - Run Date: By default, the Receivable Update process uses the run date.
 - Calc Date (calculation date): Select if you want HI_BAL_AMT to be calculated as of the calculation date. The Receivable Update process then uses the calendar ID on the Receivables Options - Options 1 page to determine the calculation date.

i When the system scans the database, it looks at the group accounting date for each group that is set to post to see if it falls in the date range that you specify in the **Accounting Date From** and **Accounting Date To** fields. If the effective date on the **General Info** page for a customer is outside the range of the accounting dates, the system does not select pending items to be posted for a customer.

9. Select the Transaction Types **Transfers** checkbox.
10. Select **Run**.

Receivable Update Request | Options

Run Control ID: RRU | Report Manager | Process Monitor | **Run**

Process Request Parameters

*Group Unit: WA170 | Process Frequency: Once | *High Balance Basis Date: Run Date

*Accounting Date From: 01/01/1900 | *Accounting Date To: 09/26/2018

Transaction Types

☐ ALL | ☐ Pending Items | ☐ Payments | ☐ Maintenance Transactions
☐ Direct Debits | ☐ Drafts | ☒ Transfers | ☐ Unpost Transactions
☐ Overdue Charges

Customer History Options

☐ User Defined
☐ Payment Performance
☐ DSO
☐ SubCustomer

Last Run On

Last Run On
 Process Instance

Save | Notify | Add | Update/Display

Receivable Update Request | Options

11. The **Process Scheduler Request** page displays. Use it to enter or update parameters, such as server name and process output format.
12. If you use the same run control ID for subsequent processes, the server name that you last used will default in this field.
13. Select the **Server Name** list. Please leave it as blank if you are not able to select the server name.
14. Select **OK**.

Process Scheduler Request

User ID: CTC_BRAMIREZ | Run Control ID: RRU

Server Name: | Run Date: 09/26/2018

Recurrence: | Run Time: 10:02:51AM | **Reset to Current Date/Time**

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

OK | Cancel

15. The **Process Scheduler Request** page disappears. The updated **Receivable Update Request** page displays. Note the **Process Instance** number.
16. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.

The screenshot shows the 'Receivable Update Request' page. At the top, there is a tab labeled 'Receivable Update Request' and an 'Options' button. Below this, the 'Run Control ID' is 'RRU'. To the right, there is a 'Report Manager' link and a 'Process Monitor' link, which is highlighted with a red box. A 'Run' button is also present. Below the 'Process Monitor' link, a red arrow points to the text 'Process Instance: 391161' and a blue link 'Job Message Log Summary'.

The main section is titled 'Process Request Parameters'. It includes a search bar and navigation controls. Below this, there are several input fields: '*Group Unit' with the value 'WA170', 'Process Frequency' set to 'Once', '*High Balance Basis Date' set to 'Run Date', '*Accounting Date From' set to '01/01/1900', and '*Accounting Date To' set to '09/26/2018'. There are also '+' and '-' buttons next to the 'Group Unit' field.

Below the input fields, there are two sections: 'Transaction Types' and 'Customer History Options'. The 'Transaction Types' section has checkboxes for 'ALL', 'Direct Debits', 'Overdue Charges', 'Pending Items', 'Drafts', 'Payments', 'Transfers' (which is checked), 'Maintenance Transactions', and 'Unpost Transactions'. The 'Customer History Options' section has checkboxes for 'User Defined', 'Payment Performance', 'DSO', and 'SubCustomer'. To the right of these sections is a box labeled 'Last Run On' with the text 'Last Run On' and 'Process Instance'.

At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The footer shows 'Receivable Update Request' and an 'Options' link.

17. The **Process List** page displays. Use it to view the status of submitted process requests.
18. The initial **Run Status** of the process is 'Processing'.
19. The process is finished when the **Run Status** is 'Success'.
20. Select the **Refresh** button until the process completes and status is 'Success'.

Process List

Server List

View Process Request For

User ID

CTC_BRAMIRE

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

☒ Save On Refresh

Process List

1-3 of 3

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	391161		PSJob	ARUPDATE	CTC_BRAMIREZ	09/26/2018 10:02:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	391160		Application Engine	FS_STREAMLN	CTC_BRAMIREZ	09/26/2018 9:48:33AM PDT	Success	Posted	Details
<input type="checkbox"/>	391065		PSJob	ARUPDATE	CTC_BRAMIREZ	09/25/2018 1:03:22PM PDT	Success	Posted	Details

[Go back to Request Receivables Update](#)

Save

Notify

Process List

Server List

21. You have successfully created and posted a transfer worksheet for your customer.
22. Process complete.