



ADOA – General Accounting Office
QUICK REFERENCE GUIDE:
CREATE A RECEIVABLE





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CREATE A RECEIVABLE

Overview

A Receivable (RE) transaction in AZ360 is generally used to record revenue earned in advance of the cash being received. The RE transaction can optionally be used to print an invoice and then mailed to a customer for payment. For the purposes of this quick reference guide, assume that the user is processing a RE transaction to recognize revenue as this is the most common business scenario.

Create Receivable (RE) Transaction

Log in to the AZ360 **Home Page**. Create an RE transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *RE*.
4. In the drop-down menu that generates, select **RE Receivable**. The RE Financial Transaction page will generate.
5. Click **Create**.
6. In the **Transaction Dept** field, select the user's department 3-digit code from the pick list.
7. Select **Auto Numbering** check box.
8. Click **Continue**.
9. A new RE transaction will generate and opens to the **Header** tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section, in the **Transaction Description** field, enter the purpose of the transaction.
1. Click the **Vendor** tab.

Complete the **Vendor** tab of the transaction.

1. In the **Vendor/Customer** field, enter the code for the customer.
2. In the **Billing Profile** field, enter the Billing Profile number for the customer.



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3. Click **Save**. The **AR Dept**, **AR Unit**, **Customer Contact ID**, and **Address Code** fields will auto populate.
4. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. In the **Line Amount** field, enter the amount of the receivable.
3. In the **Department** field, enter the user’s department 3-digit code.
4. In the **Function** field, enter the user’s department function number.
5. In the **Revenue** field, enter the user’s department revenue number.
6. Click **Save**.
7. Click the **Expand** caret on the blue Accounting line.
8. In the **General Information** section:
 - a. Notice that the Event Type and Line Type fields have defaulted to AR01 (Bill Earned Revenue) and A (Principal) respectively.
 - b. In the **Line Description** field, enter the reason for the Accounting line.

Note: Text entered in the **Line Description** field will appear on the invoice.

9. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully**.
10. Click on the **COA** section. Notice the fields that have populated from the function tables after the transaction was validated.
11. Click the **Posting** tab.

Review the **Posting** tab of the transaction.

1. Click the **Expand** caret on the blue Posting line.
2. Click on the **General Information** section and verify the posting line generated correctly and reflects the values entered on the corresponding **Accounting** tab.



3. Click on the **COA** section and verify the COA elements displayed generated correctly and reflect the values entered on the corresponding **Accounting** tab.
4. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**.
5. Click **Close**.
6. Click **Home** icon to return to the home page.

Research Customer Receivables

The receivable transactions update several inquiry tables. One that will be most commonly used is the Customer Account Information. The steps to find the status of the customer and related receivables are shown below.

Log in to the AZ360 **Home Page**. Navigate to the CUSTA and review the updates.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *CUSTA*.
4. In the drop-down menu that generates, select **CUSTA Customer Account Information**. The Customer Account Information table will generate.
5. In the **Customer** field, enter the code for the customer.
6. In the **Billing Profile** field, enter the Billing Profile number for the customer.
7. Click **Apply**.
8. Click the **Expand** caret on the blue Vendor line to review current customer balance information.
9. In the **Earned Unliquidated Rec** field, click the hyperlinked dollar amount to view the Detailed Transaction Listing for the field.
10. Observe the various transactions that generate for the customer code and billing profile.
11. Click **Back** to return to the CUSTA table.
12. Click **Home** icon to return to the home page.