

Instructions for Submitting AR Posts:

- 1) Select the appropriate template
- 2) Complete the template as follows:

**SetID:** und01

**EmplID or ExtOrgID:** 7 digit ID# (including leading zeroes)

**Amount:** Dollar amount to be posted, formatted as 7 characters decimal point 2 characters = 0000000.00

This should always be a positive number, even for credits

**Item Type:** 12-digit number, created by Student Finance – posts the description on the customer account and the transaction on the general ledger

**A Date:** leave blank

**Due Date:** leave blank (This will be assigned by Student Finance)

**Term:** 4-digit term code (ex: Spring 2023 = 2330, Summer 2023 = 2340, Fall 2023 = 2410)

**Ref Nbr or Description:** Optional 30-characters – to be used to provide any additional information to the customer. The customer will already see the item type description, so it is not necessary to repeat that information here. Can be left blank.

- 3) Complete top section of template with departmental contact information
- 4) Enter # of lines and total dollar amount – these fields are used as an audit check to ensure the amount and lines posted ties to the intended amount and number of lines
- 5) **Authorized Signature:** The person “signing” the form must be authorized to sign for the department per the Departmental Signature Authorization List on file with Payment and Procurement Services
  - a. Because the form is submitted via email, type the name of the signer in the blank
  - b. The email from the authorized signer is the “signature”
- 6) Once the form is complete, the signer should email the form to: und.arposts@und.edu
- 7) Charges and credits must be on separate forms
- 8) Individuals (students and non-students) must be on separate forms from external organizations
- 9) Multiple item type numbers can be included on the same upload form (as long as credits and charges, individuals and orgs, are not on the same form)
- 10) Once the charges/credits are posted, Student Finance will email the sender confirmation and in some instances a posting report.