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For questions, please contact Kelly Flege at 3-3420
Updated 04/02/10 ksp
Introduction

In January 2010, the University of Northern Iowa implemented the Oracle Accounts Receivable (AR) module for all non-student accounts receivable transactions. The new process will enable departments to recognize revenue when the invoice is created. It will also allow for better recognition of outstanding revenue due the university.

Some key points are:
- Invoices should be created within five (5) business days after the goods and services are delivered
- Revenue is recognized once the invoice is completed, and posted
- Invoices are currently mailed out by Business Operations – saving departments postage
- All payments will be received and processed by Business Operations – saving departments processing time
- Office of Business Operations will be responsible for collections

Oracle AR Reports:
These reports are run from the Oracle Application Suite. These reports are most useful for monitoring and tracking your Oracle AR Transactions.

One key element to understand is how invoice numbers are assigned. Each invoice (a.k.a. transaction) has a unique 8-digit number. The first three digits represent the range of numbers assigned to the department the invoice was generated by. The last five digits are sequential and increment in groups of 20. It will be helpful to know the three digit numbers for your department, as you run some of the reports mentioned in this documentation.

Web Focus Reports
In the past, revenue was not typically recorded until the invoice was paid and the funds were deposited in the account. This would prevent departments from being able to spend the revenue for up to 30-60 days when the invoice was paid.

With the new system, as soon as the invoice transaction is completed and posted centrally, revenue will be credited for the amount of the invoice following the distributions used on the invoice. This will cause the fund balance for the account to increase accordingly, giving departments more timely access to their revenues. Departments should run the Statement of Account Financial Summary Report to determine and monitor their fund balances.

The offsetting entry will debit accounts receivable for the fund, increasing the AR balance for the fund. Once the invoice has been paid by the customer, cash will be debited (increased) and accounts receivable will be credited to lower the AR balance for the fund. Credit adjustments will have the reverse affect to fund balances.

The existing Web Focus reports have been modified to show more detail for revenue and expense transactions. In this training, we will take a look at the Statement of Account Financial Summary to find our fund balances.

Additional information can be found at http://www.vpaf.uni.edu/obo/accts_receivable/index.shtml

For questions, please contact Kelly Flege at 3-3420
Updated 04/02/10 ksp
**Oracle Accounts Receivable Reports**

**Navigation**

1. Login to E-Business Suite
2. Select your FIN Responsibility

---

### FIN ITS User Svcs

- FIN ITS User Svcs
- FIN Reporting View Only
- Supervisor Self Service
- Unit Employee Self Service
- Unit Payroll Timocard Reviewer
- Unit User Maintenance
- Unit Workflow User

### FIN ITS User Svcs

- Supplier Item Catalog
- Requisitions
- Requisition Summary
- Purchase Order Summary
- Invoice Inquiry
- Invoice Overview
- Supplier Inquiry
- Funds Inquiry
- Account Inquiry
- Journal Inquiry
- Run Reports
- AR Transactions
- AR Transactions Summary
- AR Customer Maintenance

### Receiving

- Receipts
- Receiving Transaction Summary

### Payment Inquiry

- Payments
- Payment Overview

---

3. Select *Run Reports*.

---

4. With the default of “Single Request” selected, Click on **OK**

---

For questions, please contact Kelly Flege at 3-3420
Updated 04/02/10 ksp
5. Under “Run this Request” in the Name field, click the LOV (three dots) to see a list of reports
   a. The first eight reports listed deal with Accounts Receivable
   b. Select a report by highlighting it and then click OK

6. Refer to the following pages for entering the report parameters specific to the report selected.

7. After entering the parameters, click Submit.

8. Click Refresh Data every few seconds until the Phase = Completed

9. Click View Output

10. Using the File – Print menu to print the report.

For questions, please contact Kelly Flege at 3-3420
Updated 04/02/10 ksp
Adjustments Journal Report

The Adjustment Register reports the approved adjustments that have been applied to your invoice transactions. This report produces a Word document.

Report Parameters

- Company Segment (a.k.a. Fund)
- GL Date (required)
- Posting Status
- GL Account Number

To view only your adjustments: Include your Fund or GL Account Number(s) in the parameters.

The report is sorted by account number and includes the adjustment number, customer name, adjustment date, transaction (invoice) number, and adjustment amounts.

Debits increase the amount due on an invoice. Credits reduce the amount due on an invoice.
**Applied Receipts Register**

Use this report to review all of the receipts that have been applied to your invoice transactions. You can review how your customers’ receipts were applied to invoices or reversed from invoices. This report includes cash receipts and any discount information. Miscellaneous receipts are not included.

**Report Parameters**

- Company Segment (a.k.a. Fund)
- Application GL Date
- Batch Name

- Customer Name
- Customer Number
- Receipt Number
- Transaction Number
- Transaction Type

**Run this Request...**

**To view only your receipts:** Include your Fund number(s), Transaction Number(s), or Transaction Type(s) in the parameters. Adding a date range for the Apply Date will also reduce the number of transactions.

**Note:** When running this report an additional process kicks off. As a result, users will need to select the initial report request in order to view the output. Clicking View Output for the first line will result in no output.

This report is sorted by Fund and then the date payments were applied. The report includes the customer number, customer name, invoice transaction number, receipt number, and receipt amount.

---

For questions, please contact Kelly Flege at 3-3420

Updated 04/02/10 ksp
Oracle Accounts Receivable Reports

Billing History

Use this report to review a summary of each transaction, along with receipt and adjustment totals.

Report Parameters

- Customer Name
- Customer Number
- Invoice Number
- Collector Name
- (Payment) Term Name
- Transaction Date

To view only your billing history: Include your Invoice Number(s) in the parameters.

This report is sorted by customer and includes the invoice number, transaction type, invoice date, due date, original transaction amount, the current balance due, the sum of all payments applied, and total adjustment amounts for each invoice transaction. The Credited Amount column should always be zero.

---

For questions, please contact Kelly Flege at 3-3420

Updated 04/02/10 ksp
Oracle Accounts Receivable Reports

Billing and Receipt History

Use this report to review a list of all transactions along with detailed payment and adjustment information.

Report Parameters

- Customer Name
- Customer Number
- Invoice Number
- Invoice Amount
- Balance Due
- Account Status
- Transaction Date

Report Parameters

<table>
<thead>
<tr>
<th>Customer Name Low</th>
<th>Customer Name High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Number Low</td>
<td>Customer Number High</td>
</tr>
<tr>
<td>Invoice Number Low</td>
<td>Invoice Number High</td>
</tr>
<tr>
<td>Invoice Amount Low</td>
<td>Invoice Amount High</td>
</tr>
<tr>
<td>Balance Due Low</td>
<td>Balance Due High</td>
</tr>
<tr>
<td>Transaction Date Low</td>
<td>Transaction Date High</td>
</tr>
<tr>
<td>Account Status Low</td>
<td>Account Status High</td>
</tr>
</tbody>
</table>

Run this Request...

Parameters

To view only your billing and receipt history: Include your Invoice Number(s) in the parameters.

Note: To get a list of only the invoices with a balance due, enter .01 for the low Balance Due and a large amount for the high value. You can also enter a range of Transaction Dates to limit output to current information.

This report is sorted by customer and include the invoice number, transaction type, due date, original amount, balance due, along with detailed payment and adjustment information.

Note: When printing this report, choose Landscape to get final two columns to show.

For questions, please contact Kelly Flege at 3-3420

Updated 04/02/10 ksp
Incomplete Invoices Report

Use this report to review a list of your incomplete invoices. Departments should either complete the invoices (using a current GL date) or delete them from the system.

Report Parameters

- **Order By**: (required) Select from:
  - Customer
  - Invoice
  - Invoice Number
- **Customer Name**
- **Customer Number**

---

To view only your incomplete invoices: Include your Invoice Number(s) in the parameters.

**Note**: This report should be run quarterly and at year-end to make sure there are no unfinished invoices that need to be completed or deleted.

The report is sorted by either customer or invoice and includes the invoice number, transaction type, invoice date, GL date, customer name and customer number.

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For questions, please contact Kelly Flege at 3-3420

Updated 04/02/10 ksp
Oracle Accounts Receivable Reports

Past Due Invoice Report

Use this report to view information about your customer’s invoices.

Report Parameters

- **Order By**: (required)
  Select from:
  - Agent(Salesperson)
  - Balance Due
  - Customer

- **As of Date**: defaults to current date
- **Days Late** – enter a positive value if you only want past due invoices
- **Balance Due**

- **Collector**
- **Customer Name**
- **Customer Number**
- **Transaction Type**
- **Salesperson/Agent**

To view only your data: Include your Transaction Type(s) in the parameters. Adding a date range for the As of Date will also reduce the number of transactions.

Note: Invoices with a positive number of days past due ARE past due. The Office of Business Operations will be responsible for following up with customers to make sure all invoices are paid.

This report can be sorted by agent(salesperson), balance due or customer and includes invoice number, transaction type, PO, invoice date, due date, original invoice amount, tax, balance due, and days past due. Remember: only invoices with a positive number of past due days are actually past due.

For questions, please contact Kelly Flege at 3-3420
Updated 04/02/10 ksp
Sales Journal by Customer

This report lists the invoice transactions, by customer, that you have created and the account numbers used for each.

Report Parameters

- Order By: **(required)**
  - Select from:
    - Customer
    - Invoice Number
- Company Segment (a.k.a. Fund)
- GL Date
- GL Account Type: Select from:
  - Freight
  - Receivable
  - Revenue
  - Tax
- Posting Status: Select from:
  - All
  - Posted
  - Unposted
- Customer Name
- Customer Number
- Transaction Date
- Transaction Type
- Transaction Number

To view only your data: Include your Transaction Number(s), or Transaction Type(s) in the parameters. Adding a date range for the GL Date will also reduce the number of transactions.

Report is printed out by fund number and includes invoice number, customer name, invoice date, GL date, distribution by line, and amount.

For questions, please contact Kelly Flege at 3-3420
Updated 04/02/10 ksp
### Oracle Accounts Receivable Reports

**Posting Status:** All  
**Fund:** 0232  
**Functional Currency:** USD  
**Invoice Currency:** USD

<table>
<thead>
<tr>
<th>Invoice Number Type</th>
<th>Customer Name</th>
<th>Customer Invoice Number</th>
<th>Invoice Date</th>
<th>General Ledger Account</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Entered Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV 16000061</td>
<td>MediCom Communications</td>
<td>1241 28-JAN-10</td>
<td></td>
<td>0232.00.00000.00108.0000</td>
<td>215.81</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 28-JAN-10</td>
<td>.00.0000.00</td>
<td>0.00</td>
<td>120.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 28-JAN-10</td>
<td>.63.0000.00</td>
<td>0.00</td>
<td>65.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 28-JAN-10</td>
<td>.63.0000.00</td>
<td>0.00</td>
<td>10.81</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>215.81</td>
<td>215.81</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INV 16000041</td>
<td>Metro Sports</td>
<td>1247 25-JAN-10</td>
<td></td>
<td>0232.00.00108.00108.0000</td>
<td>385.05</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 25-JAN-10</td>
<td>.63.0000.00</td>
<td>0.00</td>
<td>300.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>2 25-JAN-10</td>
<td>.63.0000.00</td>
<td>0.00</td>
<td>95.00</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>3 25-JAN-10</td>
<td>.63.0000.00</td>
<td>0.00</td>
<td>0.05</td>
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<td>385.05</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>INV 16000001</td>
<td>Veridian Credit Un</td>
<td>1949 14-JAN-10</td>
<td></td>
<td>0232.00.00108.00108.0000</td>
<td>364.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 14-JAN-10</td>
<td>.63.0000.00</td>
<td>0.00</td>
<td>36.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 14-JAN-10</td>
<td>.63.0000.00</td>
<td>0.00</td>
<td>96.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3 14-JAN-10</td>
<td>.63.0000.00</td>
<td>0.00</td>
<td>36.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 14-JAN-10</td>
<td>.63.0000.00</td>
<td>0.00</td>
<td>96.00</td>
</tr>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>364.00</td>
<td>364.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total for MediCom Communications:** 215.81  
**Total for Metro Sports:** 385.05  
**Total for Veridian Credit Union:** 364.00  
**Total:** 945.06

For questions, please contact Kelly Flege at 3-3420  
Updated 04/02/10 ksp
Oracle Accounts Receivable Reports

Sales Journal by GL Account

This report lists the invoice transactions, by account, which you have created and the account numbers used for each.

Report Parameters

- Order By: (required)
  Select from:
  - Customer
  - Invoice Number
- GL Account Number
- GL Date

- GL Account Type: Select from:
  - Freight
  - Receivable
  - Revenue
  - Tax

- Customer Name
- Customer Number
- Transaction Date
- Transaction Type
- Transaction Number

To view only your data: Include your GL Account Number(s), Transaction Number(s), or Transaction Type(s) in the parameters. Adding a date range for the GL Date will also reduce the number of transactions.

For questions, please contact Kelly Flege at 3-3420
Updated 04/02/10 ksp
The report prints out by GL Account Type, then Fund and includes the Invoice number, transaction type, customer name, GL date, and amount.
Oracle Accounts Receivable Reports

WebFOCUS Reports
Statement of Account Financial Summary Report

With the implementation of Oracle Accounts Receivable, departments will be able to recognize revenue as soon as the invoice transaction has been created and posted. No longer will departments need to wait until an invoice is paid to see their fund balances increase.

The **Statement of Account Financial Summary** is the best report for users to see their fund balance.

1. To run this report, go to access.uni.edu/reports.
2. Located under MEMFIS WebFOCUS Reports, select Statement of Account Financial Summary.
3. Enter your CatID Username and Password if prompted.

**Statement of Account**

![Statement of Account Image]

4. Enter ONLY your fund number in the Low and High columns. Leave all other fields as they are.
5. Select the period for which you wish to run the report for (or leave the current month for the most current report)
6. Click Run Report

For questions, please contact Kelly Flege at 3-3420
Updated 04/02/10 ksp
## Oracle Accounts Receivable Reports

**Statement of Account Financial Summary by Fund**

**Period:** Feb-10

**Fund Range:** 0232 - 0232

**Asp Year Range:** XX - XX

**Organization Range:** 00000 - 99999

**Object Range:** 00000 - X4XXX

**Program Range:** 0000 - 9999

**Function Range:** 00 - 59

**Activity Range:** 0000 - 9999

### 0232 Telecom Oper & Mant Fund

<table>
<thead>
<tr>
<th>Febr Actual</th>
<th>Object Code</th>
<th>Object Description</th>
<th>1 Beg Balance Actual</th>
<th>2 Current Budget</th>
<th>3 Encumbrance</th>
<th>4 Year-to-Date</th>
<th>2 - 3 - 4 Budget Variance</th>
<th>1 + 4 End Balance Actual</th>
<th>(1 + 4) / 2 % Committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100</td>
<td>Cash &amp; Cash Equivalents [F]</td>
<td></td>
<td>330,606.69</td>
<td>(330,606.65)</td>
<td>330,606.69</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0200</td>
<td>Accounts Receivable, Net [P]</td>
<td></td>
<td>(128.36)</td>
<td>128.36</td>
<td>1,515.78</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0270</td>
<td>Prepaid Expense [P]</td>
<td></td>
<td>(6,504.00)</td>
<td>(6,504.00)</td>
<td>6,504.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1100</td>
<td>Accounts Payable [P]</td>
<td>(119,695.28)</td>
<td>99,299.02</td>
<td>(99,299.02)</td>
<td>(20,744.26)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Fund Balance

| 16000       | Unrestricted Net Assets [P]        | 112,045.14          | (212,027.86)        | 112,045.14      |               |                          |                          |                          |

**Revenue**

| ($144,479.40) | 37000 | Sales & Services [P] | (1,531,560.00) | (1,531,560.00) | (1,105,259.98) | (423,210.02) | 72.04 |

**Expense**

| 46,032.72    | 50001 | Personal Costs [P]   | 672,257.00       | 673,652.00      | 179,671.46    | 391,069.20   | 102,581.34 | 64.73 |
| 25,048.14    | 60001 | Supplies & Services [P] | 545,498.00 | 546,498.00 | 32,506.40 | 288,677.43 | 227,512.17 | 56.52 |
| 71000        | 60003 | Transfers Out [P]    | 2,400.00         | 2,400.00        | 2,400.00      | 2,400.00     | 2,400.00   | 2,400.00 |

**Revenue Over (Under) Expense:** 421,503.35

*Fund Balance:* 99,510.35

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For questions, please contact Kelly Flege at 3-3420

Updated 04/02/10 ksp
Oracle Accounts Receivable Reports

Web Focus Reports
Statement of Account Report

 Departments can review more detailed information about their revenue and expense entries by running the Statement of Account report.

1. To run this report, go to access.uni.edu/reports.
2. Located under MEMFIS WebFOCUS Reports, select Statement of Account.
3. Enter your CatID Username and Password if prompted.

4. Enter ONLY your fund number in the Low and High columns. Leave all other fields as they are.
5. Select the period for which you wish to run the report for (or leave the current month for the most current report)
6. Click Run Report.

- To view Accounts Receivable entry details, click on “Show Detail” for the account where the organization value is 00000.
- To view Revenue entry details, click on “Show Detail” for the account where the organization value is equal to yours.

For questions, please contact Kelly Flege at 3-3420
Updated 04/02/10 ksp
Accounts Receivable Entries

This screen shows how Accounts Receivable balance is adjusted. As invoices are created, the Other Accounts Receivable balance increases. Then as the invoices are paid, the Accounts Receivable balance decreases and the Interfund Cash Transaction totals increase.
To view the detail of Accounts Receivable Entries, click on either the Current Period Actual or the Year-to-Date Actual.

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Effective Date</th>
<th>Req No.</th>
<th>PO No</th>
<th>Uni Reference</th>
<th>Uni Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0245</td>
<td>02/25/2010</td>
<td>.</td>
<td>.</td>
<td>Sales Invoices USD</td>
<td>MFAR Receivable account for Invoice 16000105</td>
<td>680.00</td>
</tr>
<tr>
<td>0245</td>
<td>02/25/2010</td>
<td>.</td>
<td>.</td>
<td>Sales Invoices USD</td>
<td>MFAR Receivable account for Invoice 16000105</td>
<td>31.19</td>
</tr>
<tr>
<td>0245</td>
<td>02/25/2010</td>
<td>.</td>
<td>.</td>
<td>Sales Invoices M/FAR Reversal of Receivable account for Invoice 16000105</td>
<td>-31.19</td>
<td></td>
</tr>
<tr>
<td>0245</td>
<td>02/25/2010</td>
<td>.</td>
<td>.</td>
<td>Sales Invoices M/FAR Reversal of Receivable account for Invoice 16000105</td>
<td>-980.00</td>
<td></td>
</tr>
<tr>
<td>0245</td>
<td>02/25/2010</td>
<td>.</td>
<td>.</td>
<td>Sales Invoices Receivable account for invoice 16000105</td>
<td>711.19</td>
<td></td>
</tr>
<tr>
<td>0245</td>
<td>02/25/2010</td>
<td>.</td>
<td>.</td>
<td>Sales Invoices MFAR Receivable account for Invoice 16000103</td>
<td>170.00</td>
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</tr>
<tr>
<td>0245</td>
<td>02/25/2010</td>
<td>.</td>
<td>.</td>
<td>Sales Invoices MFAR Receivable account for Invoice 16000103</td>
<td>9.78</td>
<td></td>
</tr>
<tr>
<td>0245</td>
<td>02/25/2010</td>
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TOTAL Accounts Receivable Invoices: 1,299.57

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TOTAL Trade Receipts: 384.00

TOTAL: 955.57

We see that for each invoice created three sets of entries appear. The first two sets are the Multi-Fund Accounts Receivable entries. For each line in the invoice an entry is created and then reversed. Finally a third entry is recorded which summarize the invoice and posts the balance of the invoice to be recorded against the account (ex: Receivable account for invoice 16000101).

As each invoice is paid, three sets of entries appear again. The first two sets are the Multi-Fund Accounts Receivable entries. Finally a third entry is recorded which reflects the actual payment amount and includes the payment method and invoice number (ex: Receipt CK#100872318 E applied to invoice 16000001).
Oracle Accounts Receivable Reports

Revenue Entries

This screen shows how Revenue is adjusted. As invoices are posted, the Revenue balances increase.

To view the detail of Revenue Entries, click on either the Current Period Actual or the Year-to-Date Actual.

Here, we see the revenue is posted to the account at a detailed level (one line for each invoice line).