

Oracle Accounts Receivable Reports



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

Oracle Accounts Receivable Reports

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

Oracle Accounts Receivable Reports

Navigation

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

There are no notifications in this view.

TIP Vacation Rules - Redirect or auto-respond to notifications.

Navigator

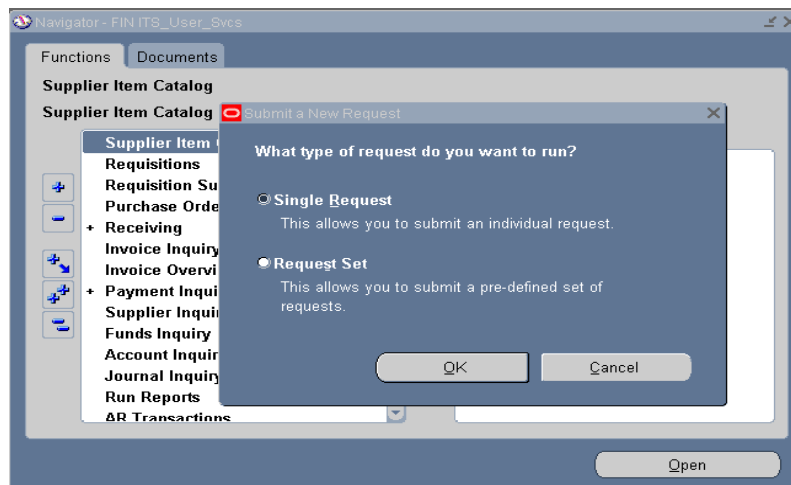
The Navigator window displays a tree view of responsibilities on the left and a list of functions on the right. The 'FIN ITS User Svcs' responsibility is selected and highlighted in purple. The functions list includes:

- 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

Below these are sections for Receiving and Payment Inquiry:

- Receiving
 - Receipts
 - Receiving Transaction Summary
- Payment Inquiry
 - Payments
 - Payment Overview

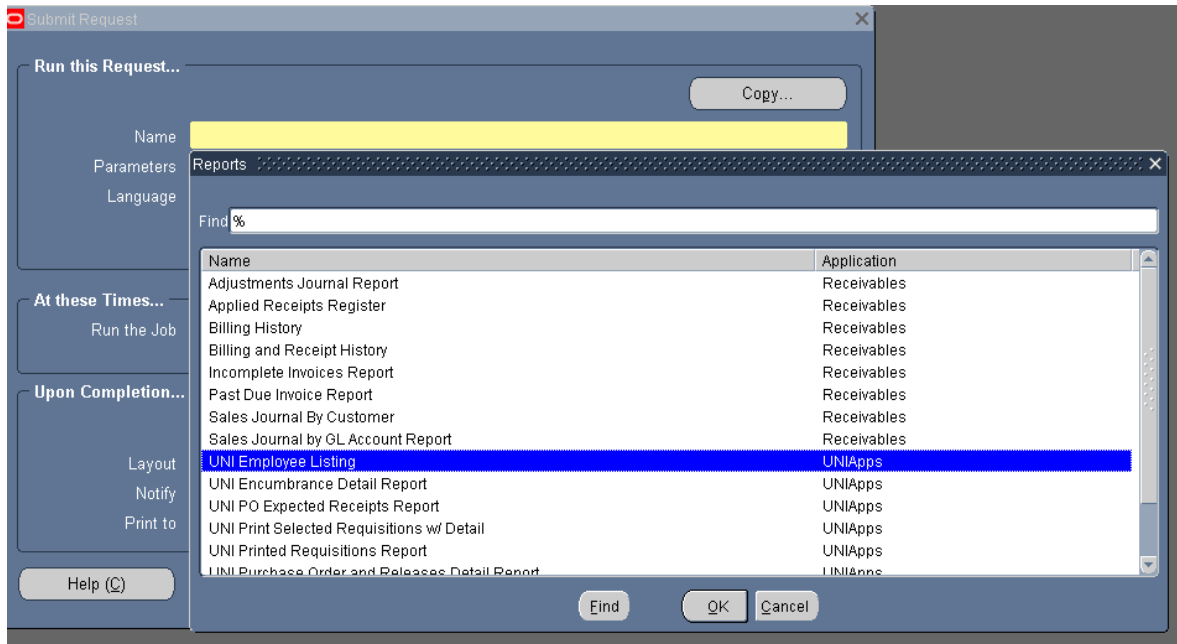
3. Select **Run Reports**.



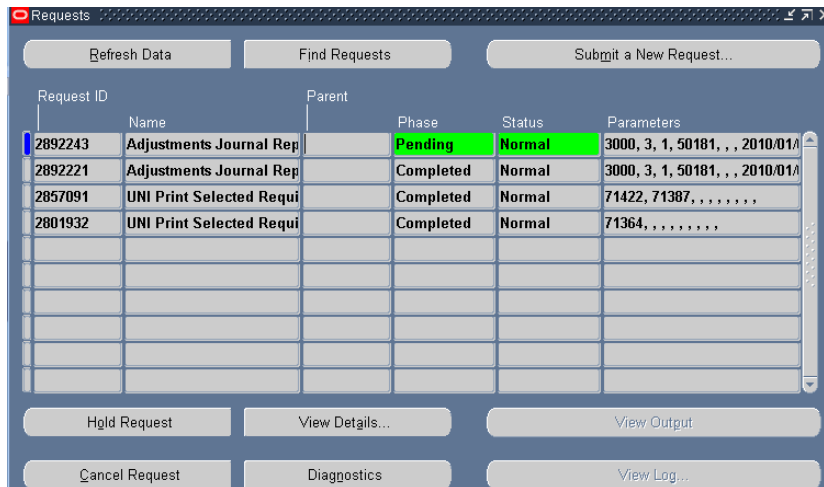
4. With the default of "Single Request" selected, Click on **OK**

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Oracle Accounts Receivable Reports



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.

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Oracle Accounts Receivable Reports

Adjustments Journal Report

The Adjustment Register reports the approved adjustments that 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

Run this Request... Copy...

Name: Adjustments Journal Report

Parameters

Reporting Level: Operating Unit

Reporting Context: University of Northern Iowa

Set of Books Currency: USD UNIA Set of Books

Company Segment Low:

Company Segment High:

GL Date From: 01-JAN-2010

GL Date To: 28-FEB-2010

Posting Status:

GL Account Low:

GL Account High:

Summary Account:

Receivable Mode: Yes

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.

Adjustments Journal Report							Report Date: 23-FEB-2010 10:05:18		
Period : 01-JAN-2010 to 01-MAR-2010							Page: 2 of 9		
Set of Books:		UNIA Set of Books							
Organization:		University of Northern Iowa							
Company: 0011									
Adjustment Number	Adjustment Type	Customer Name	Adjustment GL Date	Transaction Number	Entered Debit	Entered Credit	Functional Debit	Functional Credit	Functional Net Amount
Category: Adjustment (AR)									
Account : 0011.00.00000.02105.0000.00.0000.000									
1060	Adjustment	Price Laboratory School/Northern University High	01-FEB-2010	18500201	250.00	0.00	250.00	0.00	250.00
1120	Adjustment	Price Laboratory School/Northern University High	03-FEB-2010	18500201	0.00	250.00	0.00	250.00	-250.00
1000	Adjustment	Price Laboratory School/Northern University High	27-JAN-2010	18500201	0.00	500.00	0.00	500.00	-500.00
1020	Adjustment	Cedar Falls Comm School District	28-JAN-2010	18500204	0.00	3,500.00	0.00	3,500.00	-3,500.00
1040	Adjustment	Waterloo Comm School District	29-JAN-2010	18500205	0.00	1,250.00	0.00	1,250.00	-1,250.00
Total for the Account 0011.00.00000.02105.0000.00.0000.000					250.00	5,500.00	250.00	5,500.00	-5,250.00
Total for the Category Adjustment (AR)					250.00	5,500.00	250.00	5,500.00	-5,250.00
Total for the Company 0011					250.00	5,500.00	250.00	5,500.00	-5,250.00

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Oracle Accounts Receivable Reports

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
- Apply Date
- Receipt Number
- Transaction Number
- Transaction Type

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.

Company	Receipt Currency	Apply Date					Applied Amount	Allocated	Earned	Unearned	Total Amount
Number	Customer	Batch	Billing/Invoice Number	Related Customer	Receipt Number	Transaction Currency	in Transaction Currency	Receipt Amount	Discount	Discount	Functional Curre
0232											
1369	Veridian Credit Unio	01-FEB-2010	16000001	1369	CK#100872318 E	USD	304.00	304.00	0	0	304
Total for Apply Date: 01-FEB-2010								304.00	0	0	
Company : 0232 Total for Receipt Currency : USD								304.00	0	0	
Company : 0232 Total									0	0	

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

Run this Request... Copy...

Name **Billing History**

Parameters

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

Invoice Number Low **16000001**

Invoice Number High **16000081**

Collector Name Low

Collector Name High

Term Name Low

Term Name High

Transaction Date Low

Transaction Date High

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.

UNIA Set of Books		Billing History				Report Date: 18-FEB-2010 08:43			
		Invoice Date Between		and		Page: 1 of 3			
		Transaction				Activity			
City	ST Number	Type	Due Date	Date	Original Amount	Balance Due	Applied Amount	Credited Amount	Adjusted Amount
Customer Number: 1244		Customer Name: Mediacom Communications							
Cedar Rap	IA	16000061	ITS-	24-FEB-10	25-JAN-10	215.81	215.81	0.00	0.00
Currency : USD					215.81	215.81	0.00	0.00	0.00

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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
- Transaction Date
- Account Status

Run this Request... Copy...

Name **Billing and Receipt History**

Parameters

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

Invoice Number Low **1600001**

Invoice Number High **1600081** ...

Invoice Amount Low

Invoice Amount High

Balance Due Low

Balance Due High

Transaction Date Low

Transaction Date High

Account Status Low

Account Status High

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.

UNIA Set of Books		Billing and Receipt History and							Report Date:		18-FEB-2010 08:50	
		Transaction Date Between							Page:		1 of 1	
----- Transaction -----												
Number	Billing Invoice	Type	Due Date	Original Amount	Balance Due	Date	Number	Credited Amount	Adjusted Amount	Applied Amount	Receipt Amount	Curr
----- Activity -----												
Customer Number: 1244 Customer Name: Mediacom Communications												
16000061		ITS-Network Ser	24-FEB-10	215.81	215.81							
Currency: USD								0.00	0.00	0.00		
Customer Number: 1247 Customer Name: Metro Sports												
16000041		ITS-Network Ser	24-FEB-10	385.05	385.05							
Currency: USD								0.00	0.00	0.00		
Customer Number: 1369 Customer Name: Veridian Credit Union												
16000001		ITS-Network Ser	13-FEB-10	304.00	0.00	01-FEB-10	CR#1008723 18 E			304.00	304.00	USD
Currency: USD								0.00	0.00	304.00		

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Oracle Accounts Receivable Reports

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

Run this Request... Copy...

Name **Incomplete Invoices Report**

Parameters

Order By **Invoice**

Invoice Number Low **16000001**

Invoice Number High **16000081**


Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

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.

```
UNIA Set of Books                               Incomplete Invoices Report                               Report Date: 18-FEB-2010 09:31
Order By: Invoice                               Page: 1 of 1
```

-----Invoice-----		-----Customer-----			
Number	Type	Date	GL Date	Name	Number
16000021	ITS-Network Ser	25-JAN-10	25-JAN-10	Iowa Vocational Rehabilitation Services	1208

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.

Invoice/ Billing Number	Type	Purchase Order	Invoice Date	Due Date	Invoice Amount	Tax Amount	Current Balance Due	Days Past Due	
UNIA Set of Books Past Due Invoice Report Report Date: 18-FEB-2010 09:41									
Order By: Agent As of: 18-FEB-10 Page: 1 of 1									
Currency: USD Days Past Due From To Balance due From to									
Customer Name: 1600061	IIS-	Mediacom Communications	25-JAN-10	24-FEB-10	Customer Number: 1244	215.81	0.00	215.81	-6
Customer Name: 1600041	IIS-	Metro Sports	25-JAN-10	24-FEB-10	Customer Number: 1247	385.05	0.00	385.05	-6
Total For Agent:					600.86	0.00	600.86		
Total For Currency: USD					600.86	0.00	600.86		

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Oracle Accounts Receivable Reports

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)**
 - 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.

Oracle Accounts Receivable Reports

Posting Status: All									
Fund : 0232									
Functional Currency: USD									
Invoice Currency: USD									
Invoice Number	Type	Customer Name	Customer Invoice Number	Invoice Date	Line No.	GL Date	General Ledger Account	Debit Amount	Entered Currency Credit Amount
16000061	INV	Mediacom Communica	1244	25-JAN-10	All	25-JAN-10	0232.00.00000.02105.0000	215.81	0.00
							.00.0000.000		
					1	25-JAN-10	0232.00.20241.37720.0000	0.00	120.00
							.61.0000.000		
					2	25-JAN-10	0232.00.20241.37720.0000	0.00	85.00
							.61.0000.000		
					3	25-JAN-10	0232.00.20241.37720.0000	0.00	10.81
							.61.0000.000		
Total for Mediacom Communication:								215.81	215.81
16000041	INV	Metro Sports	1247	25-JAN-10	All	25-JAN-10	0232.00.20241.37720.0000	385.05	0.00
							.61.0000.000		
					1	25-JAN-10	0232.00.20241.37720.0000	0.00	300.00
							.61.0000.000		
					2	25-JAN-10	0232.00.20241.37720.0000	0.00	85.00
							.61.0000.000		
					3	25-JAN-10	0232.00.20241.37720.0000	0.00	0.05
							.61.0000.000		
Total for Metro Sports :								385.05	385.05
16000001	INV	Veridian Credit Un	1369	14-JAN-10	All	14-JAN-10	0232.00.00000.02105.0000	304.00	0.00
							.00.0000.000		
					1	14-JAN-10	0232.00.20241.37720.0000	0.00	56.00
							.61.0000.000		
					2	14-JAN-10	0232.00.20241.37720.0000	0.00	96.00
							.61.0000.000		
					3	14-JAN-10	0232.00.20241.37720.0000	0.00	56.00
							.61.0000.000		
					4	14-JAN-10	0232.00.20241.37720.0000	0.00	96.00
							.61.0000.000		
Total for Veridian Credit Union :								304.00	304.00
Total:								904.86	904.86

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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)**
 - 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

The screenshot shows the 'Sales Journal by GL Account Report' parameter window. The window title is 'Run this Request...' and it contains a 'Copy...' button. The report name is 'Sales Journal by GL Account Report'. The parameters are as follows:

Reporting Level	Operating Unit	
Reporting Context	University of Northern Iowa	
Set of Books Currency	USD	UNIA Set of Books
Order By		
GL Account Low		
GL Account High		
GL Date From		
GL Date To		
Entered Currency		
GL Account Type		
Posting Status		
Customer Name Low		
Customer Name High		
Customer Number Low		
Customer Number High		
Transaction Date From		
Transaction Date To		
Transaction Type Low		
Transaction Type High		
Transaction Number Low		
Transaction Number High		
Exclude Rounding equals zero	Yes	

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.

Oracle Accounts Receivable Reports

The report prints out by GL Account Type, then Fund and includes the Invoice number, transaction type, customer name, GL date, and amount.

Sales Journal by GL Account Report							Report Date: 22-FEB-2010 11:14	
01-DEC-2009 - 28-FEB-2010							Page: 4	
Reporting Context : University of Northern Iowa								
GL Account Type: Receivable								
Invoice/ Billing Number	Type	Customer Name	Customer Number	GL Date	Entered Debit Amount	Currency Credit Amount	Functional Debit Amount	Currency Credit Amount
Accounting Flexfield: 0232.00.20241.37720.0000.61.0000.000								
16000041	IIS-Net Metro Sports		1247	25-JAN-10			385.05	
							385.05	
Subtotal by Transaction Curren							385.05	
Net Total of Debits and Credits :					0.00		385.05	
□								
Sales Journal by GL Account Report							Report Date: 22-FEB-2010 11:14	
01-DEC-2009 - 28-FEB-2010							Page: 5	
Reporting Context : University of Northern Iowa								
GL Account Type: Revenue								
Invoice/ Billing Number	Type	Customer Name	Customer Number	GL Date	Entered Debit Amount	Currency Credit Amount	Functional Debit Amount	Currency Credit Amount
Accounting Flexfield: 0232.00.20241.37720.0000.61.0000.000								
16000061	IIS-Net Mediacom Communicati		1244	25-JAN-10				215.81
16000041	IIS-Net Metro Sports		1247	25-JAN-10				385.05
16000001	IIS-Net Veridian Credit Unio		1369	14-JAN-10				304.00
								904.86

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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

	Low	High
Fund:	<input type="text" value="0232"/>	<input type="text" value="0232"/>
Approp Year:	<input type="text" value="XX"/>	<input type="text" value="XX"/>
Org:	<input type="text" value="00000"/>	<input type="text" value="99999"/>
Object:	<input type="text" value="XXXXX"/>	<input type="text" value="XXXXX"/>
Program:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
Function:	<input type="text" value="00"/>	<input type="text" value="99"/>
Activity:	<input type="text" value="0000"/>	<input type="text" value="9999"/>
Period:	<input type="text" value="Feb-10"/>	
	<input type="button" value="Run Report"/>	<input type="button" value="Reset"/>

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

Oracle Accounts Receivable Reports

Statement of Account Financial Summary by Fund

Period: Feb-10
 Fund Range: 0232 - 0232
 App Year Range: XX - XX
 Organization Range: 00000 - 99999
 Object Range: XXXXX - XXXXX
 Program Range: 0000 - 9999
 Function Range: 00 - 99
 Activity Range: 0000 - 9999

Feb-10 Actual	Object Code	Object Description	1 Beg Balance Actual	Original Budget	2 Current Budget	3 Encum- brance	4 Year-to-Date Actual	2 - 3 - 4 Budget Variance	1 + 4 End Balance Actual	(3 + 4) / 2 % Committed
0232 Telecom Oper & Maint Fund										
Assets/Liabilities										
74,246.86	01100	Cash & Cash Equivalents [P]					330,806.69	(330,806.69)	330,806.69	
995.97	02000	Accounts Receivable, Net [P]	1,644.14				(128.36)	128.36	1,515.78	
	02700	Prepaid Expense [P]	6,304.00				(6,304.00)	6,304.00		
(12,042.29)	11000	Accounts Payable [P]	(119,993.28)				99,209.02	(99,209.02)	(20,784.26)	
Fund Balance										
	16000	Unrestricted Net Assets [P]	112,045.14			(212,027.86)			112,045.14	
Revenue										
(144,479.40)	37000	Sales & Services [P]		(1,531,500.00)	(1,531,500.00)		(1,103,269.98)	(428,230.02)		72.04
Expense										
46,032.72	50001	Personnel Costs [P]		672,257.00	673,622.00	179,671.46	391,069.20	102,881.34		84.73
35,246.14	60001	Supplies & Services [P]		548,486.00	548,486.00	32,356.40	288,617.43	227,512.17		58.52
	71000	Expended for Capital Assets [P]		2,400.00	2,400.00			2,400.00		
	90000	Transfers Out [P]		340,425.00	340,425.00			340,425.00		

Fund 0232 Summary

Revenue Over (Under) Expense: 423,583.35
 *Fund Balance: 99,510.35

*Fund Balance reflects Beginning Unrestricted Net Assets plus Revenues less Expenditures and Encumbrances. Users will need to review this data in conjunction with Cash Balance.

One can locate their beginning fund balance, accounts receivable balance, revenue totals and current fund balance as of the last day of the period you selected.

Using the example above,

1. The Beginning Fund Balance is (\$112,045.14) – Note: These amounts are the reverse of how they should be interpreted. i.e. If the number displays as a positive number – you actually began the year in the red. If it appears as a negative number, you actually began the year in the black.
2. The Net Change in Accounts Receivable is <\$128.36> – Note: This includes the reversal of the Beginning AR balance of \$1,644.14. To get your current AR balance add \$1644.14 – 128.36 = \$1,515.78
3. Total Revenue received is \$1,103,269.98 – Note: Revenue will always show up as a negative number.
4. Total Expenses are \$679,686.63
5. Total Encumbrances are \$212,027.86
6. Current Fund Balance is \$99,510.35 Note: Here, negatives are negative, and positives are positive.

One can also see how the Current Fund Balance is calculated:

Beginning Fund Balance:	<\$112,045.14>
Plus Revenues	1,103,269.98
Less Expenditures	<679,686.63>
Less Encumbrances	<212,027.86>
Ending/Current Fund Balance:	<u>\$99,510.35</u>

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.

Statement of Account

	Low	High
Fund:	0232	0232
Approp Year:	XX	XX
Org:	00000	99999
Object:	XXXXX	XXXXX
Program:	0000	9999
Function:	00	99
Activity:	0000	9999
Period:	Feb-10	
<input type="button" value="Run Report"/> <input type="button" value="Reset"/>		

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.

AY	Feb-10 Actual	Object Code	Object Description	1 Beg Balance Actual	2 Current Budget	3 Encumbrance	4 Year-to-Date Actual	2 - 3 - 4 Budget Variance	1 + 4 End Balance Actual
0232.AY.00000.OBJECT.0000.00.0000.LNE [Show detail]									
Telecom Oper & Maint Fund.-.UNL.-.-.-.LNE									
00	75,242.83	01000	Assets [P]	7,948.14	.00	.00	324,374.33	(332,322.47)	332,322.47
	(12,042.29)	10000	Liabilities [P]	(119,993.28)	.00	.00	99,209.02	20,784.26	(20,784.26)
	.00	15000	Net Assets [P]	112,045.14	.00	(212,027.86)	.00	99,982.72	112,045.14
TOTAL	63,200.54			.00	.00	(212,027.86)	423,583.35	(211,555.49)	423,583.35
0232.AY.20241.OBJECT.0000.61.0000.LNE [Show detail]									
Telecom Oper & Maint Fund.-.ITS-Network Services.-.-Institutional Support.-.LNE									
00	.00	01000	Assets [P]	.00	.00	.00	.00	.00	.00
	(144,479.40)	30000	Revenue/Additions [P]	.00	(1,531,500.00)	.00	(1,103,269.98)	(428,230.02)	(1,103,269.98)
	81,278.86	50000	Expense/Deductions [P]	.00	1,564,933.00	212,027.86	679,686.63	673,218.51	679,686.63
TOTAL	(63,200.54)			.00	33,433.00	212,027.86	(423,583.35)	244,988.49	(423,583.35)
0232.AY.20241.OBJECT.0000.61.0405.LNE [Show detail]									
Telecom Oper & Maint Fund.-.ITS-Network Services.-.-Institutional Support.TTII Allocations.LNE									
00	.00	30000	Revenue/Additions [P]	.00	.00	.00	.00	.00	.00
	.00	50000	Expense/Deductions [P]	.00	.00	.00	.00	.00	.00
TOTAL	.00			.00	.00	.00	.00	.00	.00

- 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.

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Updated 04/02/10 ksp

Oracle Accounts Receivable Reports

Accounts Receivable Entries

AY	Feb-10 Actual	Object Code	Object Description	1 Beg Balance Actual	2 Current Budget	3 Encum- brance	4 Year-to-Date Actual	2 - 3 - 4 Budget Variance	1 + 4 End Balance Actual
01000 Assets [P]									
00	.00	01105	Regions Bank AP/PR	.00	.00	.00	.00	.00	.00
	.00	01110	Wells Fargo Bank NA	.00	.00	.00	.00	.00	.00
	74,246.86	01199	Interfund Cash Transactions	.00	.00	.00	330,806.69	(330,806.69)	330,806.69
	995.97	02105	Other Accounts Receivable	1,704.14	.00	.00	(188.36)	188.36	1,515.78
	.00	02106	Uncollectible OAR	(60.00)	.00	.00	60.00	(60.00)	.00
	.00	02310	Due Fr OFU	.00	.00	.00	.00	.00	.00
	.00	02705	Prepaid Expense	6,304.00	.00	.00	(6,304.00)	6,304.00	.00
TOTAL	75,242.83			7,948.14	.00	.00	324,374.33	(324,374.33)	332,322.47
10000 Liabilities [P]									
	(12,042.29)	11005	Vouchers Payable	(116,397.02)	.00	.00	95,612.76	(95,612.76)	(20,784.26)
	.00	11006	Accounts Payable Manual	(3,596.26)	.00	.00	3,596.26	(3,596.26)	.00
	.00	11610	Due to Campus Supply	.00	.00	.00	.00	.00	.00
TOTAL	(12,042.29)			(119,993.28)	.00	.00	99,209.02	(99,209.02)	(20,784.26)
15000 Net Assets [P]									
	.00	16005	Unrestricted Net Assets	112,045.14	.00	.00	.00	.00	112,045.14
	.00	16095	Reserve for Manual Enc	.00	.00	(1,000.00)	.00	1,000.00	.00
	.00	16099	Reserve for Encumbrances	.00	.00	(211,027.86)	.00	211,027.86	.00
TOTAL	.00			112,045.14	.00	(212,027.86)	.00	212,027.86	112,045.14
TOTAL	63,200.54			.00	.00	(212,027.86)	423,583.35	(211,555.49)	423,583.35

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.

Oracle Accounts Receivable Reports

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

Object Code	Effective Date	Req No	PO No	UNI Reference	UNI Description	Amount
Accounts Receivable Invoices						
0215	02/25/2010	.	.	Sales Invoices USD	MFAR Receivable account for Invoice 16000105.	680.00
				Sales Invoices USD	MFAR Receivable account for Invoice 16000105.	31.19
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000105	-31.19
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000105	-680.00
				Sales Invoices USD	Receivable account for invoice 16000105.	711.19
				Sales Invoices USD	MFAR Receivable account for Invoice 16000103.	170.00
				Sales Invoices USD	MFAR Receivable account for Invoice 16000103.	9.78
				Sales Invoices USD	MFAR Receivable account for Invoice 16000106.	2.00
				Sales Invoices USD	MFAR Receivable account for Invoice 16000106.	85.00
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000103	-9.78
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000103	-170.00
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000106	-2.00
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000106	-85.00
				Sales Invoices USD	Receivable account for invoice 16000103.	179.78
				Sales Invoices USD	Receivable account for invoice 16000106.	87.00
				Sales Invoices USD	MFAR Receivable account for Invoice 16000104.	96.00
				Sales Invoices USD	MFAR Receivable account for Invoice 16000104.	56.00
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000104	-56.00
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000104	-96.00
				Sales Invoices USD	Receivable account for invoice 16000104.	152.00
				Sales Invoices USD	MFAR Receivable account for Invoice 16000102.	85.00
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000102	-85.00
				Sales Invoices USD	Receivable account for invoice 16000102.	85.00
				Sales Invoices USD	MFAR Receivable account for Invoice 16000101.	85.00
				Sales Invoices USD	MFAR Reversal of Receivable account for Invoice 16000101	-85.00
				Sales Invoices USD	Receivable account for invoice 16000101.	85.00
TOTAL Accounts Receivable Invoices						1,299.97
Trade Receipts						
02105	02/01/2010	.	.	Trade Receipts USD	MFAR Receivable Account for Receipt CK#100872318 E appli	-56.00
				Trade Receipts USD	MFAR Receivable Account for Receipt CK#100872318 E appli	-96.00
				Trade Receipts USD	MFAR Receivable Account for Receipt CK#100872318 E appli	-96.00
				Trade Receipts USD	MFAR Receivable Account for Receipt CK#100872318 E appli	-56.00
				Trade Receipts USD	MFAR Reversal of AR for Receipt CK#100872318 E applied t	56.00
				Trade Receipts USD	MFAR Reversal of AR for Receipt CK#100872318 E applied t	56.00
				Trade Receipts USD	MFAR Reversal of AR for Receipt CK#100872318 E applied t	96.00
				Trade Receipts USD	MFAR Reversal of AR for Receipt CK#100872318 E applied t	96.00
02105	02/01/2010	.	.	Trade Receipts USD	Receipt CK#100872318 E applied to invoice 16000001.	-304.00
TOTAL Trade Receipts						-304.00
TOTAL						995.97

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).

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Updated 04/02/10 ksp

Oracle Accounts Receivable Reports

Revenue Entries

AY	Feb-10 Actual	Object Code	Object Description	1 Beg Balance Actual	2 Current Budget	3 Encumbrance	4 Year-to-Date Actual	2 - 3 - 4 Budget Variance	1 + 4 End Balance Actual
01000 Assets [P]									
00	.00	03015	Inventories	.00	.00	.00	.00	.00	.00
	.00	04025	Equipment	.00	.00	.00	.00	.00	.00
TOTAL	.00			.00	.00	.00	.00	.00	.00
30000 Revenue/Additions [P]									
	.00	37001	Sales & Services [Budget]	.00	.00	.00	.00	.00	.00
	(1,299.97)	37720	Supplies/Mtls/Svcs, N-Tx	.00	(4,200.00)	.00	(2,575.50)	(1,624.50)	(2,575.50)
	(143,179.43)	37730	Supplies/Mtls/Svcs, Interdept	.00	(1,527,300.00)	.00	(1,100,694.48)	(426,605.52)	(1,100,694.48)
	.00	37820	Salvage/Scrap/Recycling, N-Tx	.00	.00	.00	.00	.00	.00
	.00	37840	Gain/Loss on Sale of Capital Assets	.00	.00	.00	.00	.00	.00
	.00	38040	Commissions/Royal-Telephone	.00	.00	.00	.00	.00	.00
TOTAL	(144,479.40)			.00	(1,531,500.00)	.00	(1,103,269.98)	(428,230.02)	(1,103,269.98)

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.

Object Code	Effective Date	Req No	PO No	UNI Reference	UNI Description	Amount
Accounts Receivable Income Distribution						
37720	07/31/2009			UNIA_Inc_DistrUSD	07312009 INCOME DISTRIBUTION	-27.72
TOTAL Accounts Receivable Income Distribution						-27.72
Accounts Receivable Invoices						
37720	01/14/2010			SalesInvoicesUSD	Revenue account for invoice 16000001.	-56.00
				SalesInvoicesUSD	Revenue account for invoice 16000001.	-56.00
				SalesInvoicesUSD	Revenue account for invoice 16000001.	-96.00
				SalesInvoicesUSD	Revenue account for invoice 16000001.	-96.00
	01/25/2010			SalesInvoicesUSD	Revenue account for invoice 16000061.	-10.81
				SalesInvoicesUSD	Revenue account for invoice 16000061.	-85.00
				SalesInvoicesUSD	Revenue account for invoice 16000061.	-120.00
				SalesInvoicesUSD	Receivable account for invoice 16000041.	385.05
				SalesInvoicesUSD	Revenue account for invoice 16000041.	-05
				SalesInvoicesUSD	Revenue account for invoice 16000041.	-85.00
				SalesInvoicesUSD	Revenue account for invoice 16000041.	-300.00
	02/25/2010			SalesInvoicesUSD	Revenue account for invoice 16000105.	-31.19
				SalesInvoicesUSD	Revenue account for invoice 16000105.	-680.00
				SalesInvoicesUSD	Revenue account for invoice 16000103.	-9.78
				SalesInvoicesUSD	Revenue account for invoice 16000103.	-170.00
				SalesInvoicesUSD	Revenue account for invoice 16000106.	-2.00
				SalesInvoicesUSD	Revenue account for invoice 16000106.	-85.00
				SalesInvoicesUSD	Revenue account for invoice 16000104.	-56.00
				SalesInvoicesUSD	Revenue account for invoice 16000104.	-96.00
				SalesInvoicesUSD	Revenue account for invoice 16000102.	-85.00
				SalesInvoicesUSD	Revenue account for invoice 16000101.	-85.00
TOTAL Accounts Receivable Invoices						-1,819.78

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

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Updated 04/02/10 ksp