Oracle Accounts Receivable User Guide

Table of Contents

Project Background

In January 2010, the University of Northern Iowa will implement the new 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:

- Revenue is recognized when the invoice is created and posted
- Invoices are mailed out daily 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

Departments participating in this module need to complete:

- MEMFIS Authorization for Access (for those signing up after initial implementation)
- AR Transaction Type Set Up Form
- AR Customer Set Up Form
- AR Standard Memo Line Set Up Form (optional)

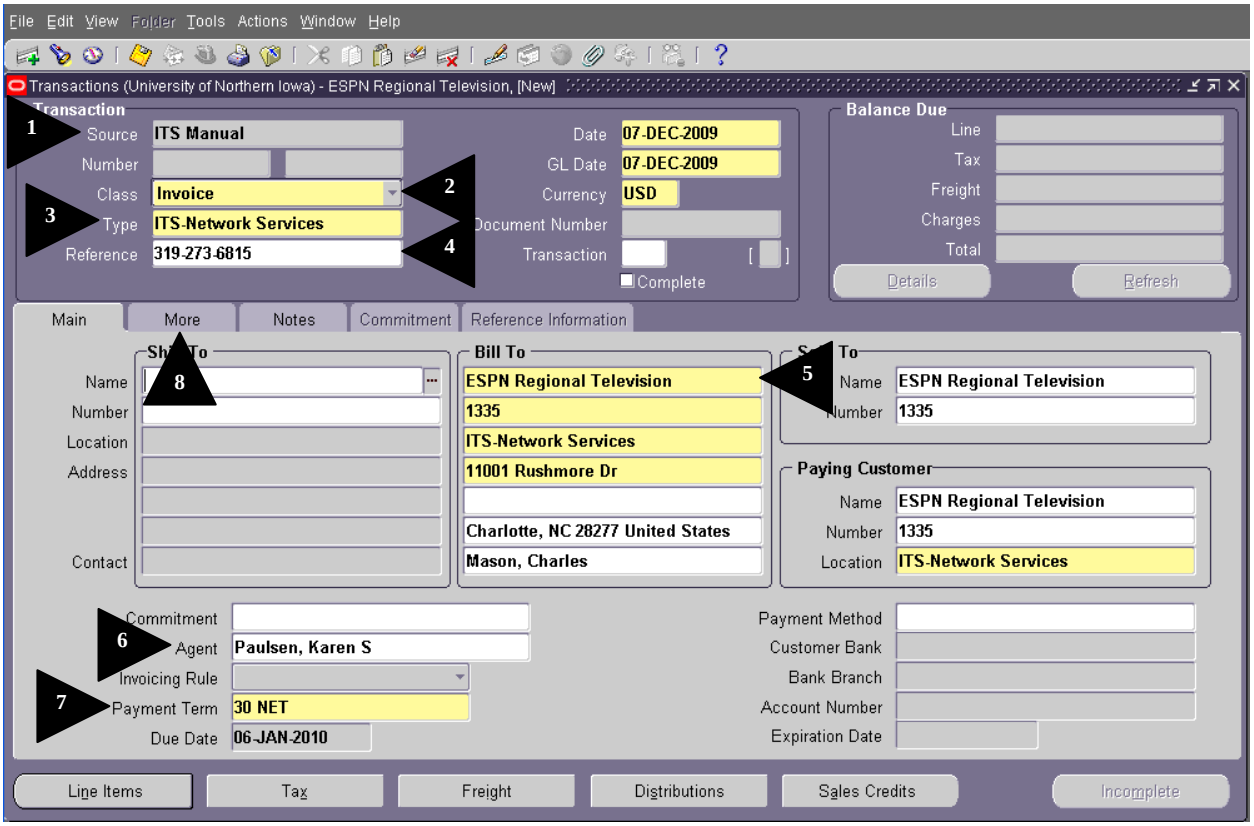
Departments should be aware of the following documents relating to the new process:

- Non-Student Accounts Receivable Policy
- Business Process Diagram
- Open Invoices at Conversion

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

Creating an AR Invoice

Path: *FIN-XXXXXXXX > AR Transactions*

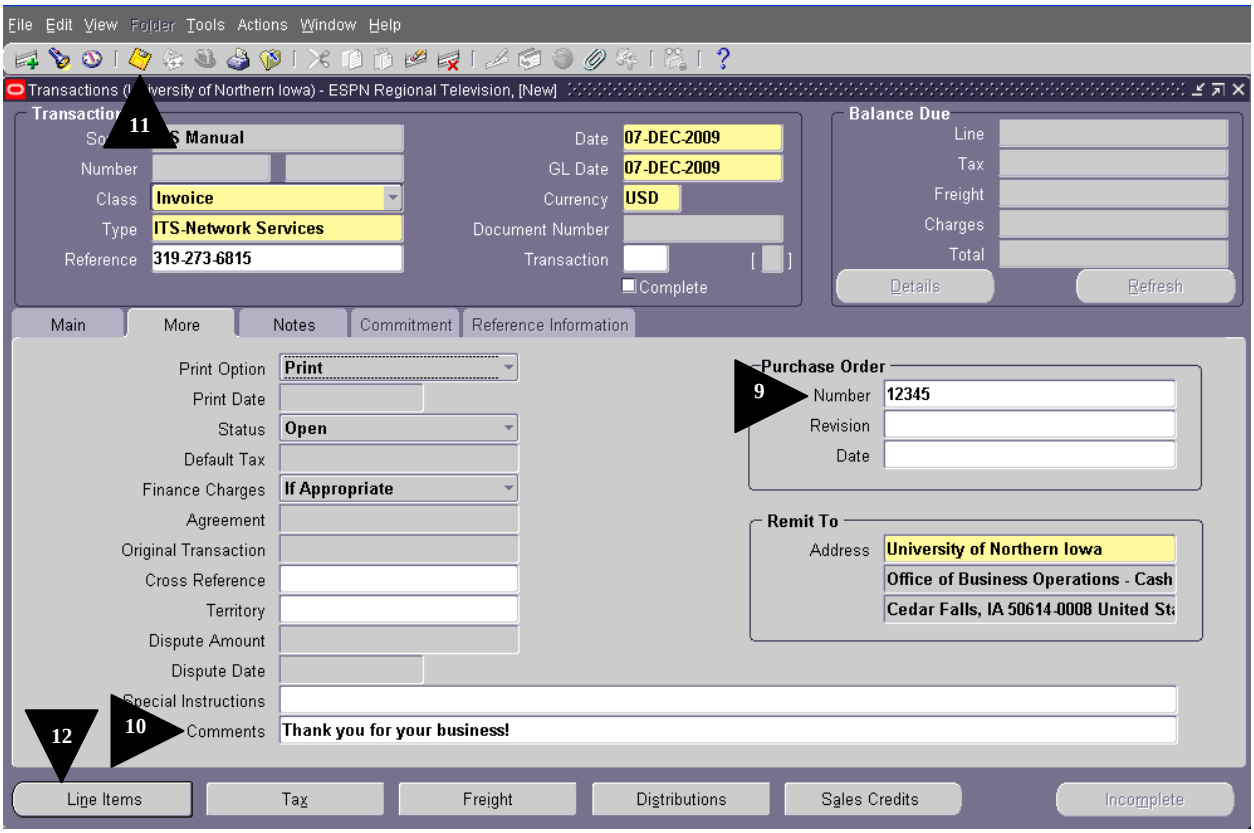


Field Name	Description/Action
1. SOURCE	This will default based on your responsibility.
2. CLASS	The default is Invoice.
3. TYPE	Select a type that starts with your Departmental ID. The default account number is based on the Type selected.
4. REFERENCE	Enter Contact Person's phone number to appear on Invoice.
5. BILL TO FIELDS	Use the List of Values to select the Customer. Verify the address is correct.
☞ Note:	Verify the Location matches your Departmental Name.
6. AGENT	Use the List of Values to select the UNI Contact (a.k.a. Salesperson)
7. PAYMENT TERMS	Default is Net 30; use LOV to change payment terms.
8. Click on **MORE**.	

Oracle Accounts Receivable User Guide

Creating an AR Invoice

Adding Customer PO # and Comments



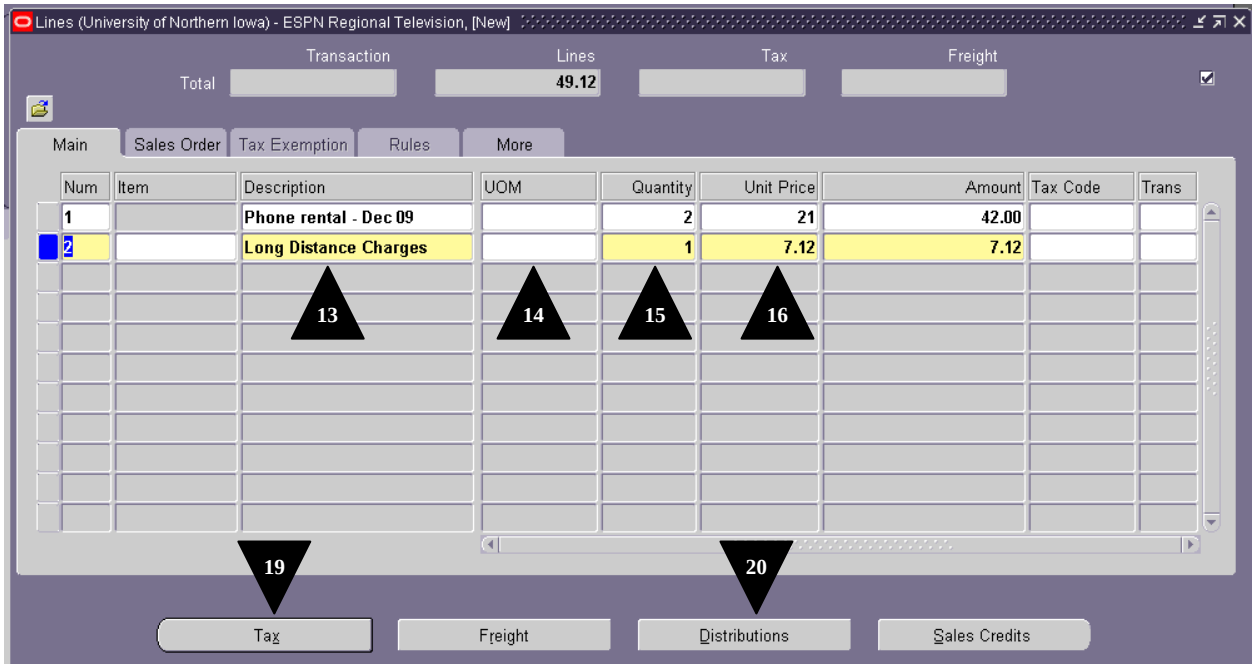
Field Name	Description/Action
9. PURCHASE ORDER NUMBER	Enter the Customer's Purchase Order number (if available).
10. COMMENTS	Enter Comments that you wish to appear on the printed invoice in the lower left corner (optional).

11. Click on  to save your work.

12. Click on **LINE ITEMS**.

Creating an AR Invoice

Invoice Detail Lines



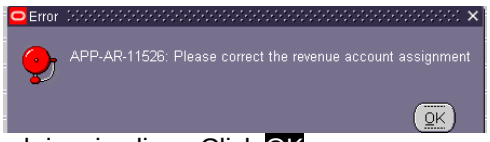
Field Name	Description/Action
13. DESCRIPTION	Enter an appropriate DESCRIPTION or select a Standard Memo Line from the LOV.
14. UOM	Enter the UNIT OF MEASURE (optional).
15. QUANTITY	Enter an appropriate QUANTITY.
16. UNIT PRICE	Enter a UNIT PRICE.

17. Add additional lines as necessary

18. Click on  to save your work.

19. If this is a taxable sale, select the line to be taxed, then click on TAX, go to page 9.

20. Click on DISTRIBUTIONS to open the Accounting window and review or change the account distributions.

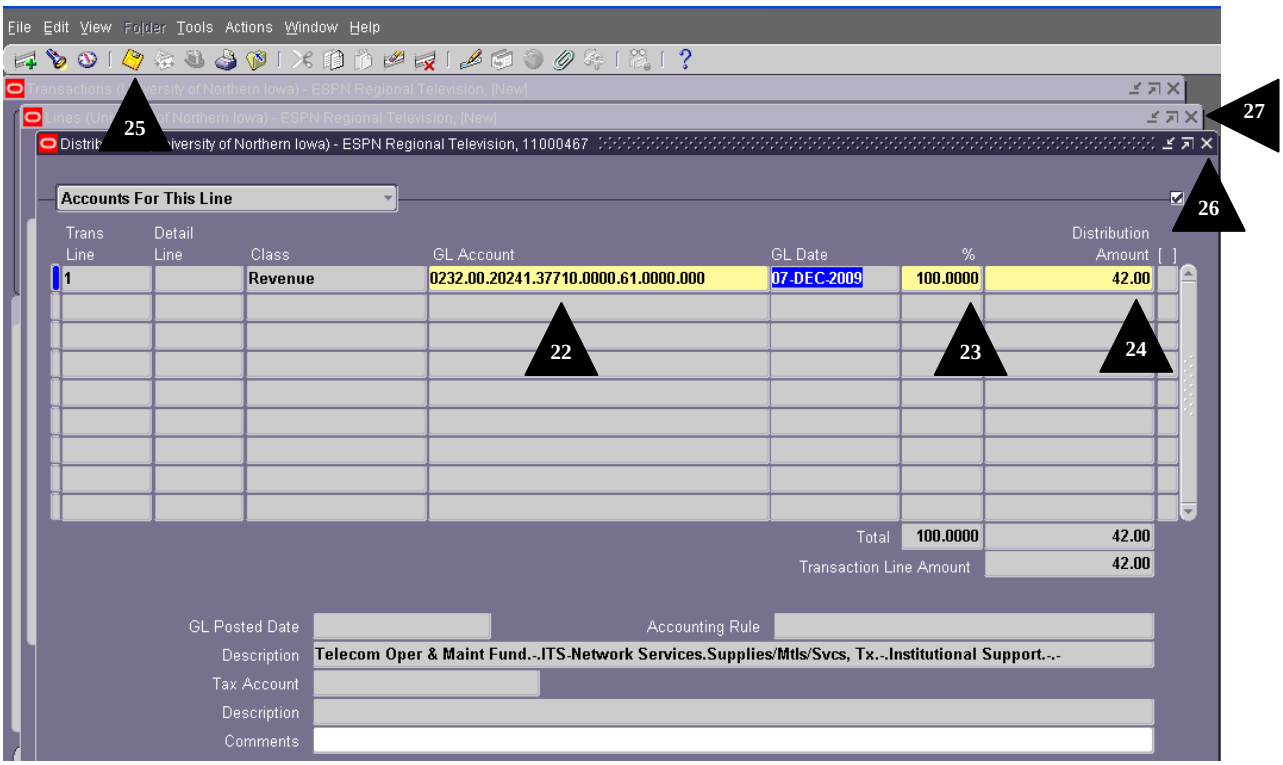


21. An Error Message will appear once for each invoice line. Click OK.

Creating an AR Invoice

Distributions

Note: *These steps must be repeated for each line item on your invoice.*



Field Name	Description/Action
22. GL ACCOUNT	Verify the account number (the account number will default based upon the Invoice Type selected on the main page). Enter the object code.
Note:	NEVER change the distributions for the **Receivables** Line
Note:	If the item is taxable, remember to use a taxable object code.
23. %	Enter the % to be credited to the GL Account listed. To split the revenue between 2 or more accounts, add additional lines.
24. DISTRIBUTION AMOUNT	This will be calculated automatically by the system if a % is entered. Optionally, enter a fixed amount.

25. Click on  to save your work.

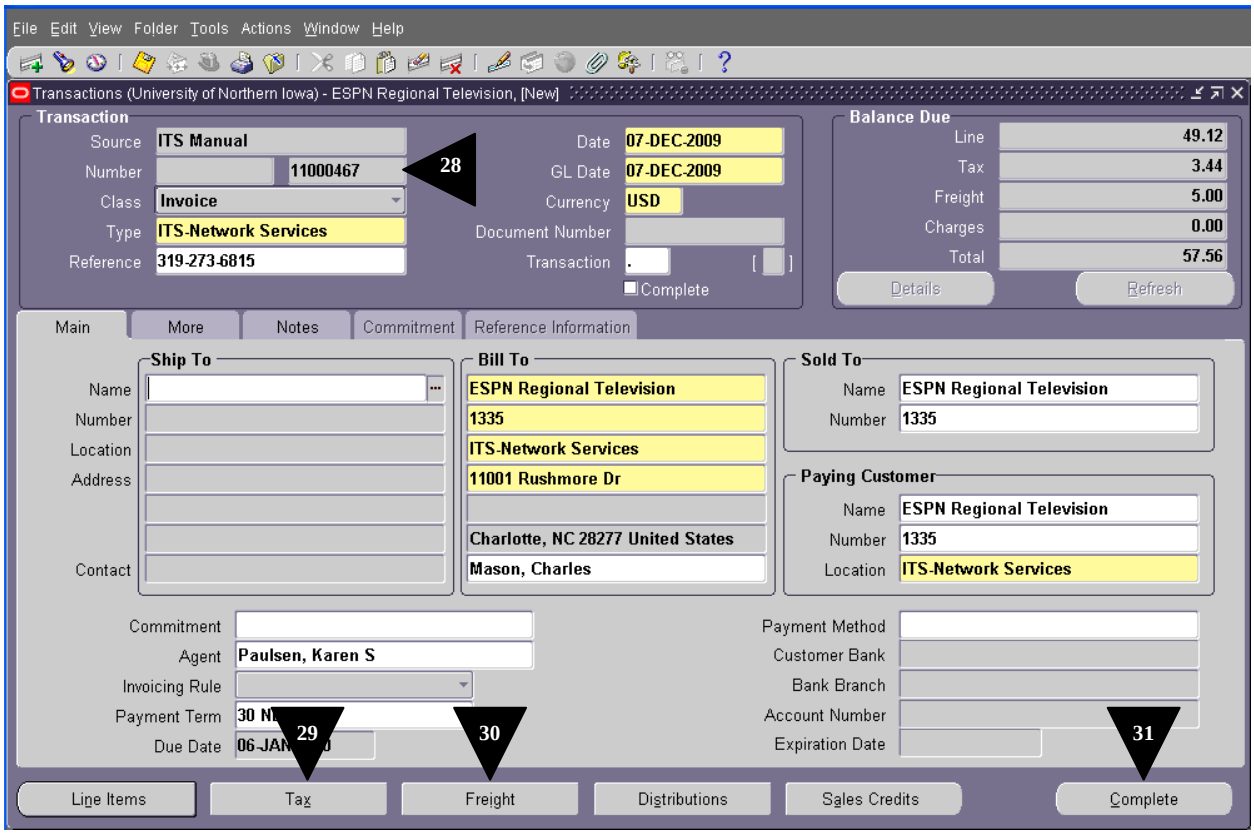
26. Close the *Distributions* window.

27. Close the *Lines* window.

Oracle Accounts Receivable User Guide

Creating an AR Invoice

Completing the AR Invoice



Field Name	Description/Action
28. NUMBER	Note the AR Invoice number.

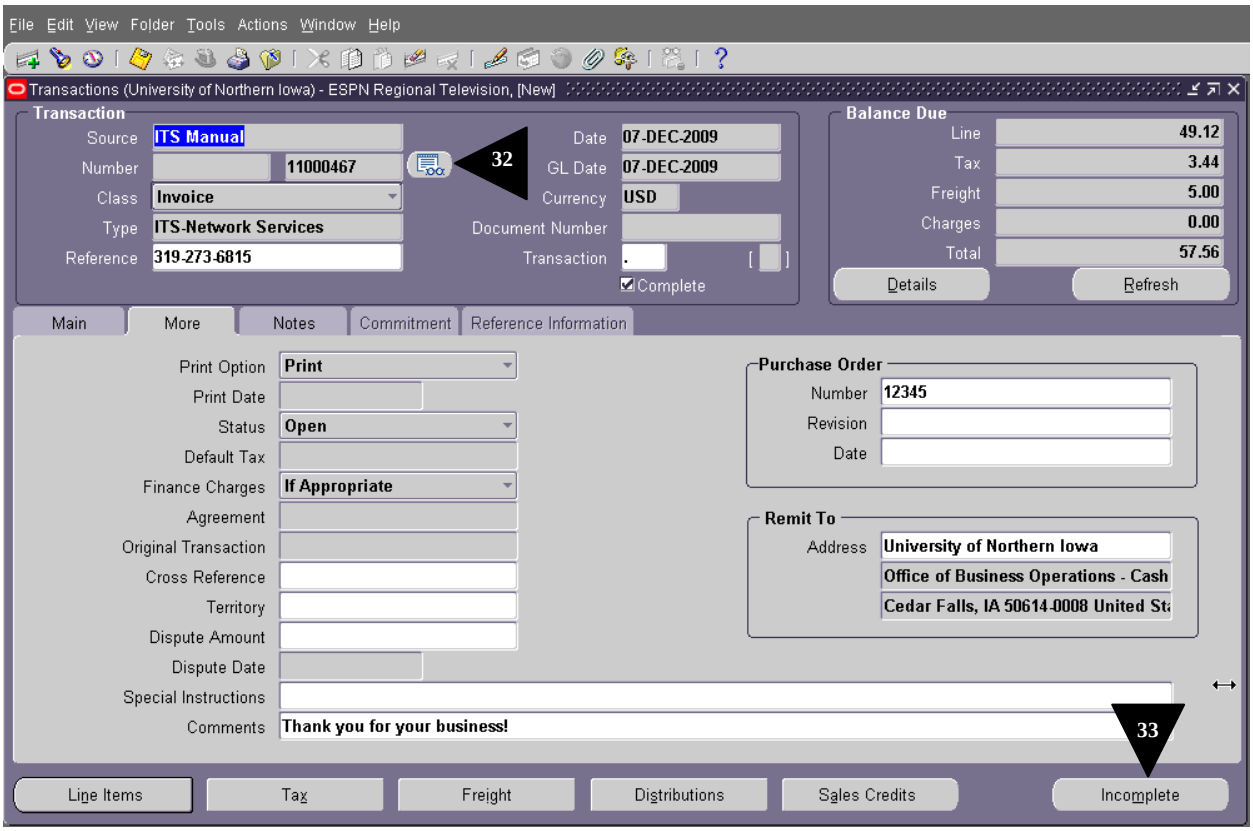
29. If any line item has a split distribution and is taxable, click on TAX, go to page 10.

30. If freight charges need to be added, click on FREIGHT, go to page 11.

31. Click on **COMPLETE** to finish the transaction. Business Operations will run a daily process to print all completed invoices, and mail them to the customer. After the invoice has been mailed, no further changes should be made to the invoice.

Printing an AR Invoice

View/Print Departmental Copy of the AR Invoice



Field Name **Description/Action**

32. Click on  to view a copy of the AR Invoice.

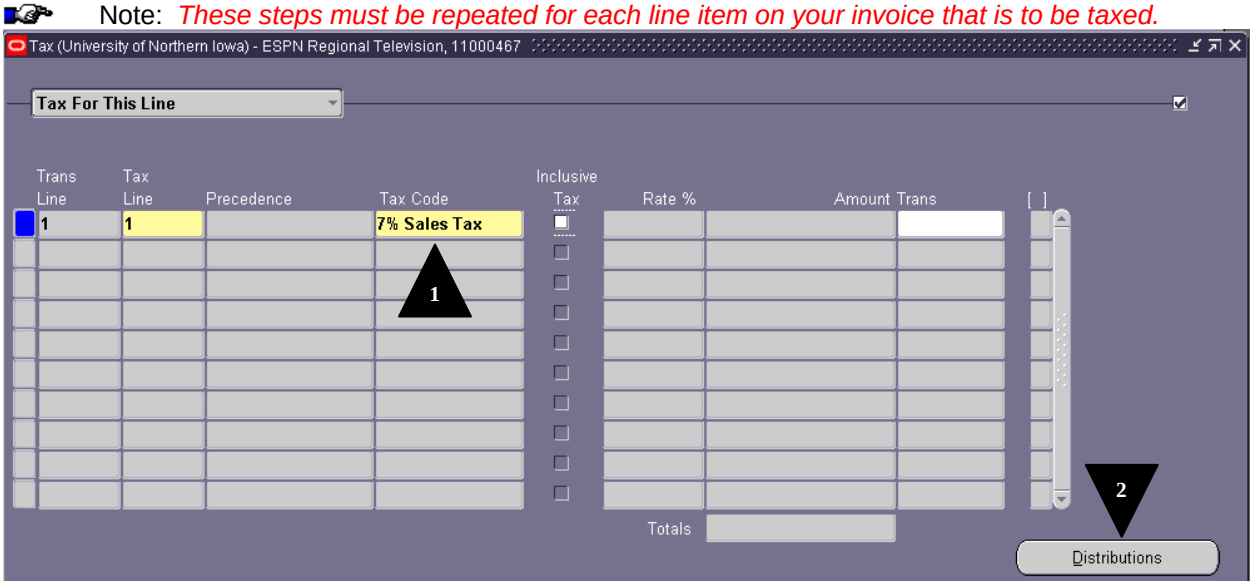
33. If changes are needed, click INCOMPLETE to make necessary changes.

You're all done!

Reminder:
Office of Business Operations will mail out all completed invoices daily.
Once an invoice is complete, it should not be changed.
If you need to correct an invoice after it has been completed and mailed to the customer, either do a partial adjustment, or full adjustment and rebill.

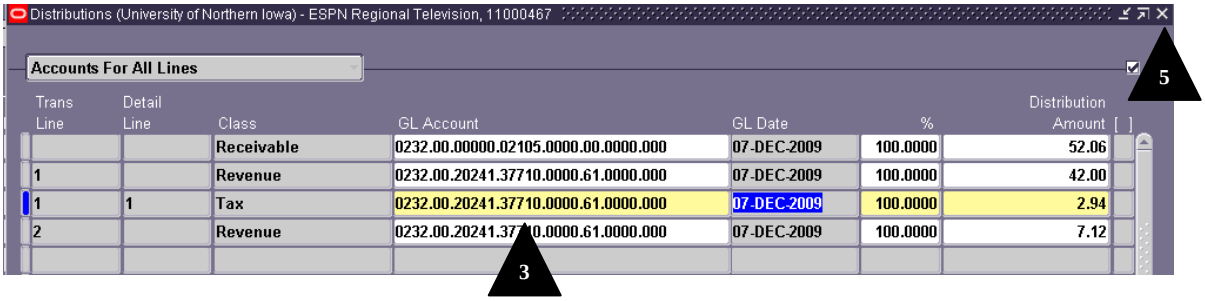
Adding Tax to an AR Invoice

Note: *These steps must be repeated for each line item on your invoice that is to be taxed.*



Field Name	Description/Action
1. TAX CODE	Select 7% Sales Tax.

2. Click on DISTRIBUTIONS.



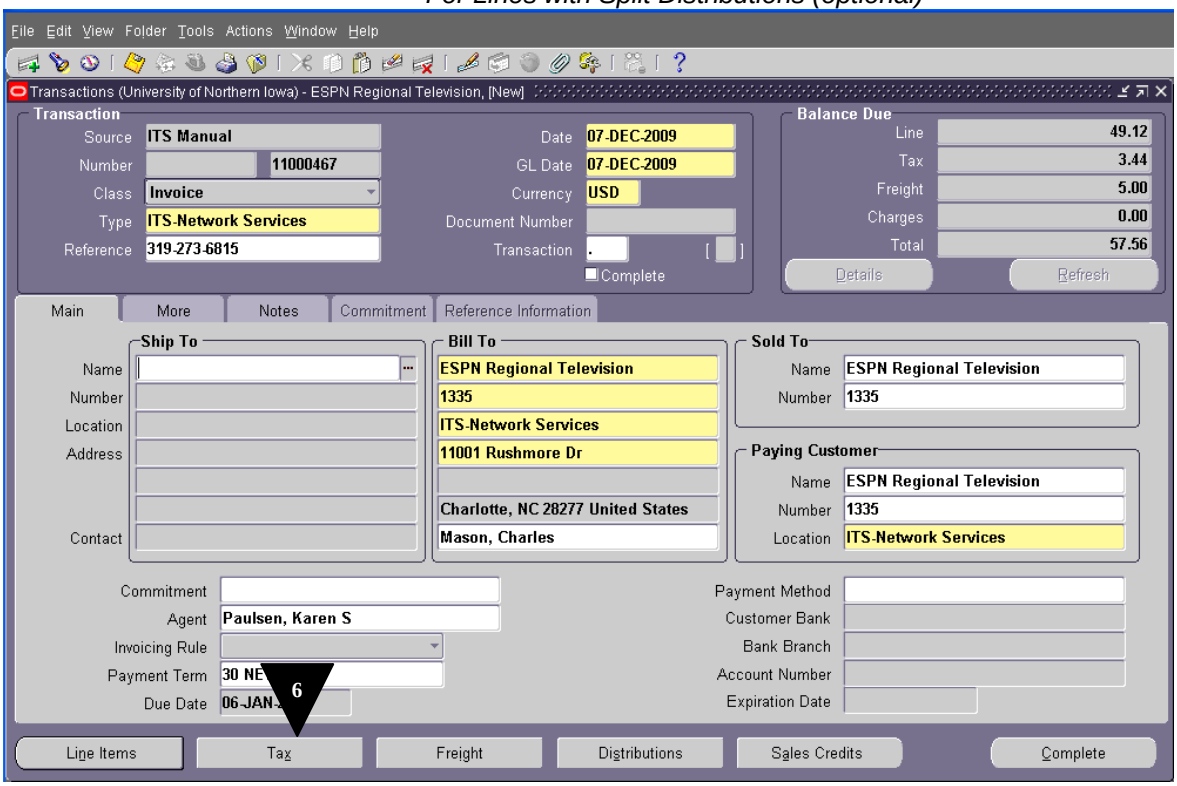
Field Name	Description/Action
3. GL ACCOUNT	Enter the same taxable object code used for the line (revenue).

4. Click on  to save your work.
5. Close the *Distributions* window.

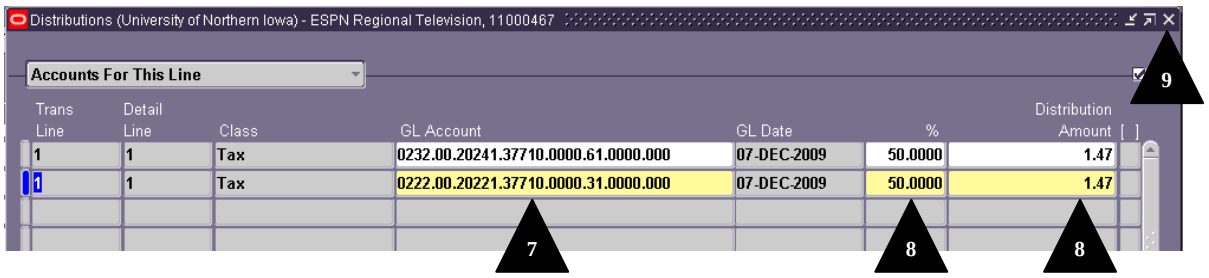
Note: *If the line item has a split distribution, directions continue on the next page.*

Splitting Tax on an AR Invoice

For Lines with Split Distributions (optional)



6. Click on TAX.

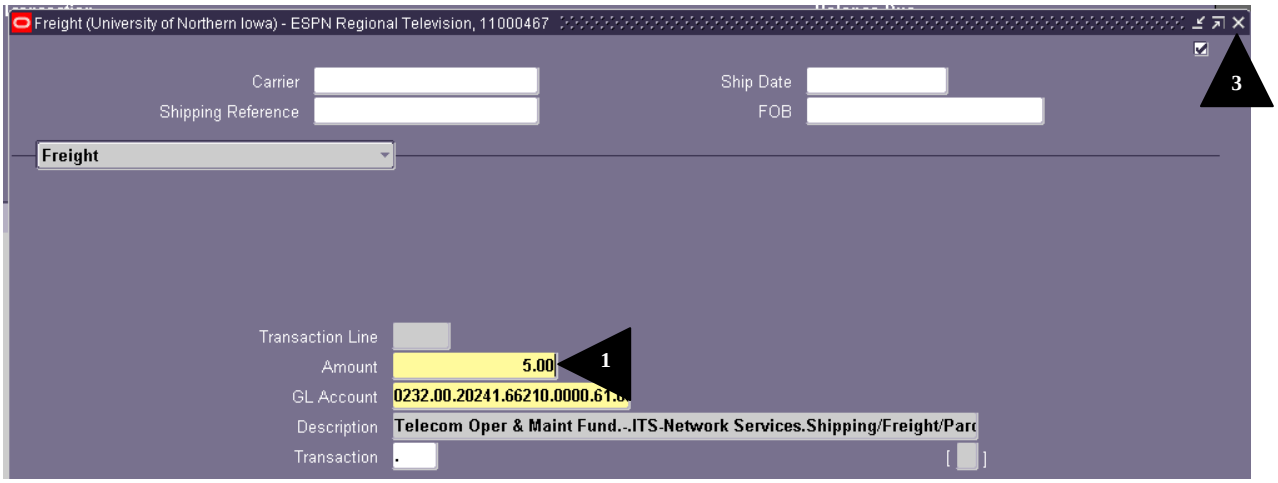


Field Name	Description/Action
7. GL ACCOUNT	Use down arrow to add additional lines. Add additional GL accounts as necessary. Remember to use a taxable object code.
8. % or AMOUNT	Change the amount of tax allocated to the account by changing the percent or fixed amount.

9. Click on  to save your work.

10. Close the *Distributions* window.

Adding Freight to an AR Invoice



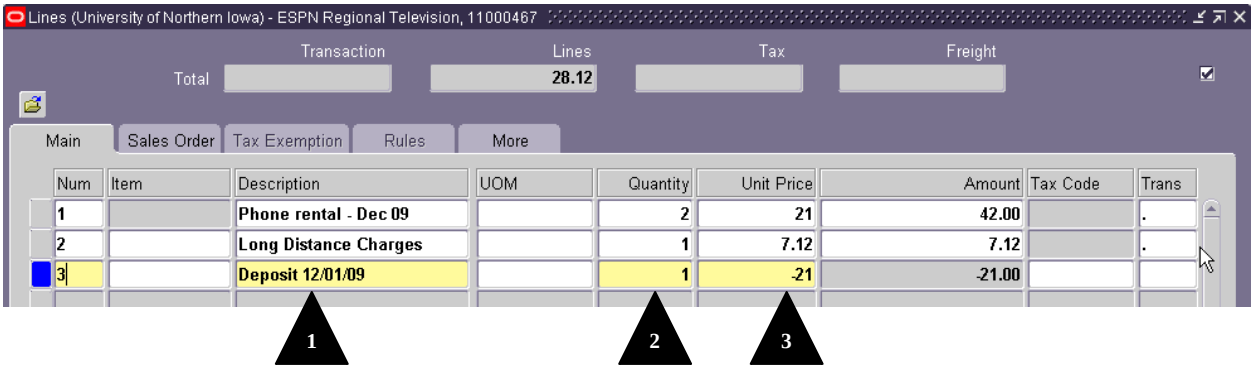
Field Name	Description/Action
1. AMOUNT	Enter the amount to be charged for freight.

2. Click on  to save your work.

3. Close the *Freight* window.

Applying a Down Payment

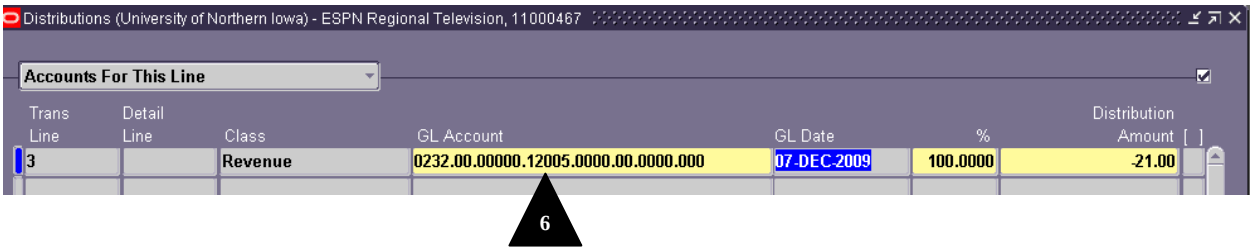
Deposits or downpayments should be recorded using the Cash Receipt for Deposit form. When the invoice is created, the deposit is reflected by adding a line to the invoice. The account number for all down payments/deposits is xxxx.00.00000.12005.0000.00.0000.000 where "xxxx" equals your fund number.



Field Name	Description/Action
1. DESCRIPTION	Enter "Deposit" or "Down Payment", along with the date the deposit was made.
2. QUANTITY	Enter quantity of 1.
3. AMOUNT	Enter the deposit amount as a negative number.

4. Click on to save your work.

5. Click on DISTRIBUTIONS.



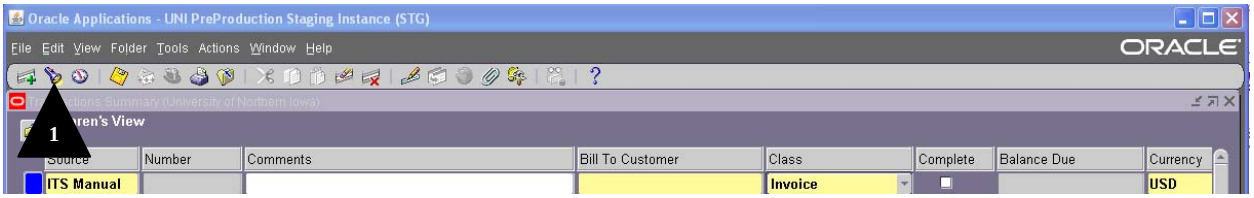
Field Name	Description/Action
6. GL ACCOUNT	Enter xxxx.00.00000.12005.0000.00.0000.000 where "xxxx" is your fund number.

7. Click on to save your work.

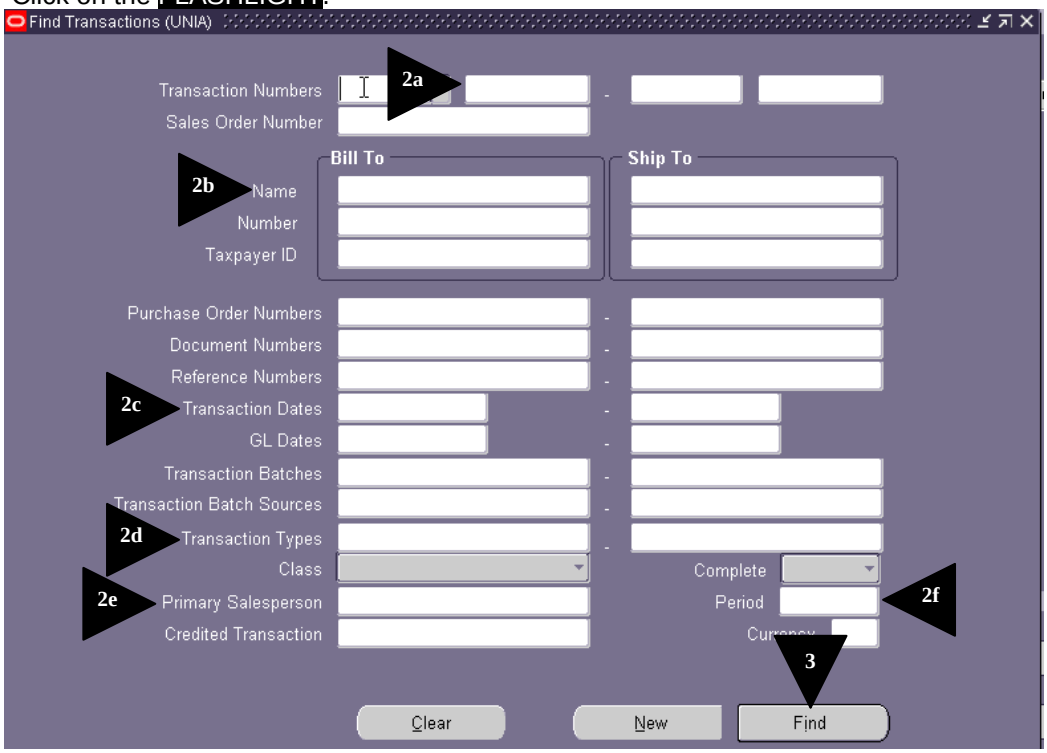
8. Close the *Distributions* window.

Oracle Accounts Receivable User Guide

Find Invoices



1. Click on the FLASHLIGHT.



2. Perform Search on one (or more) of the following criteria or any other applicable field:

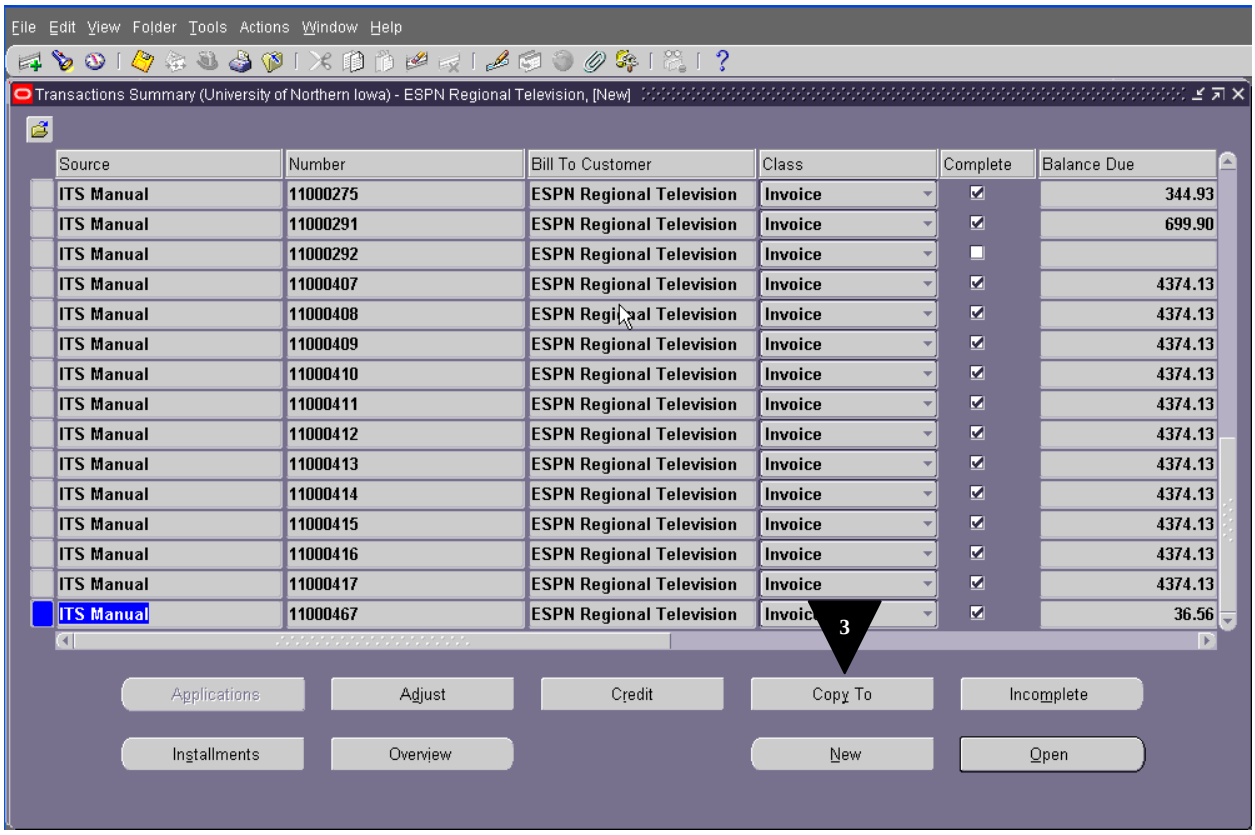
a.	**TRANSACTION NUMBER(S)**	Search by Invoice Number; allows for option of searching for range of invoices using dept number.
b.	**NAME**	Search by Customer Name.
c.	**TRANSACTION DATES**	Search based on Invoice Date(s).
d.	**TRANSACTION TYPES**	Search based on Type of Invoice.
e.	**PRIMARY SALESPERSON**	Search based on Agent/Salesperson.
f.	**PERIOD**	Search based on GL Period.

3. Click on FIND.

Invoice Copy

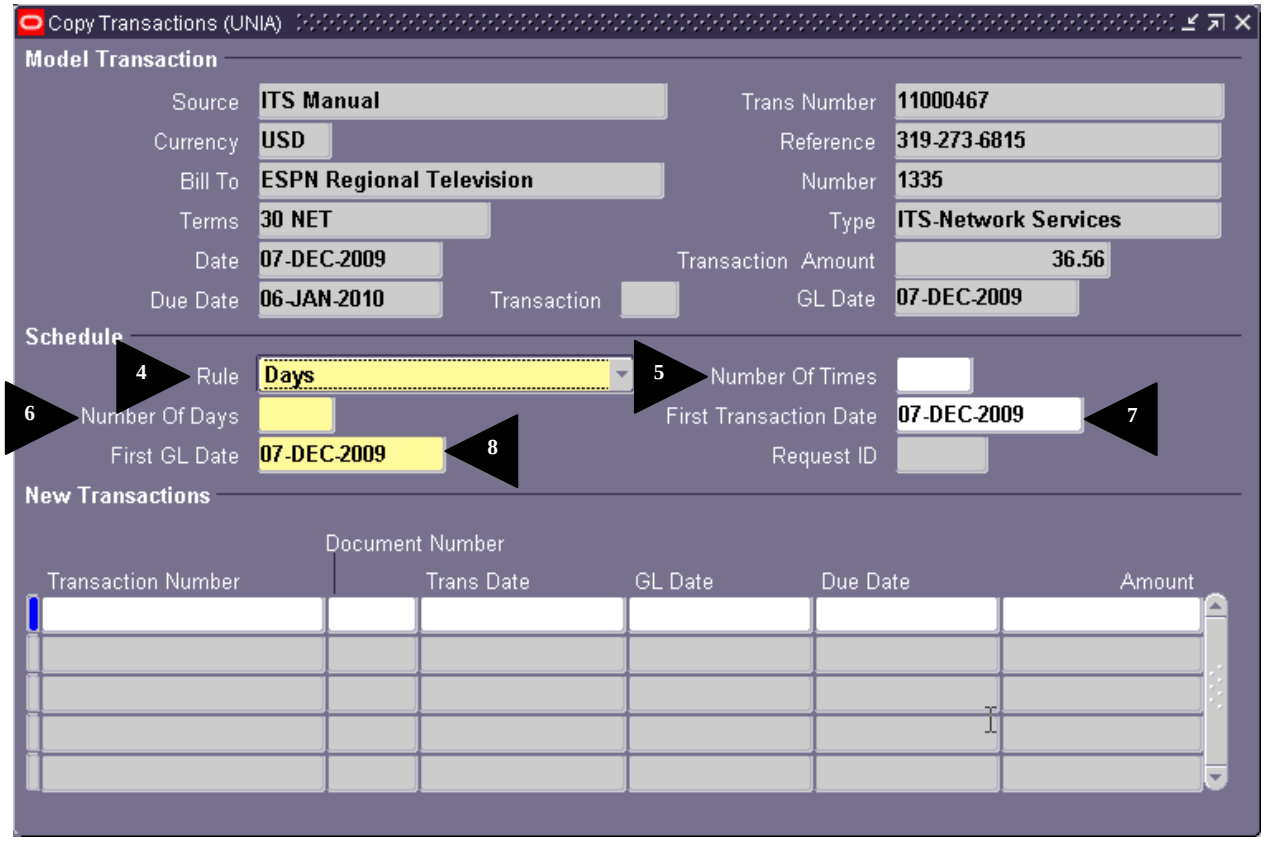
Departments can use the Copy feature to duplicate completed invoices to a customer for recurring billings.

1. Locate the invoice to be copied using the directions to Find Invoices found on page 13.



2. Select the Invoice by clicking to the left of the line.
3. Click on Copy To.

Invoice Copy



Field Name	Description/Action
4. RULE	Select from Annually, Semi-Annually, Quarterly, Monthly, Bi-Monthly, Weekly, Single Copy, Days
5. NUMBER OF TIMES	Indicate # of times you would like the invoice to be copied.
6. NUMBER OF DAYS	If Days were selected, enter the number of days between invoices.
7. FIRST TRANSACTION DATE	Verify/Enter the date for the first copy of the invoice
8. FIRST GL DATE	Verify/Enter the appropriate GL date to match the First Transaction Date.

9. Click on  to save your work.

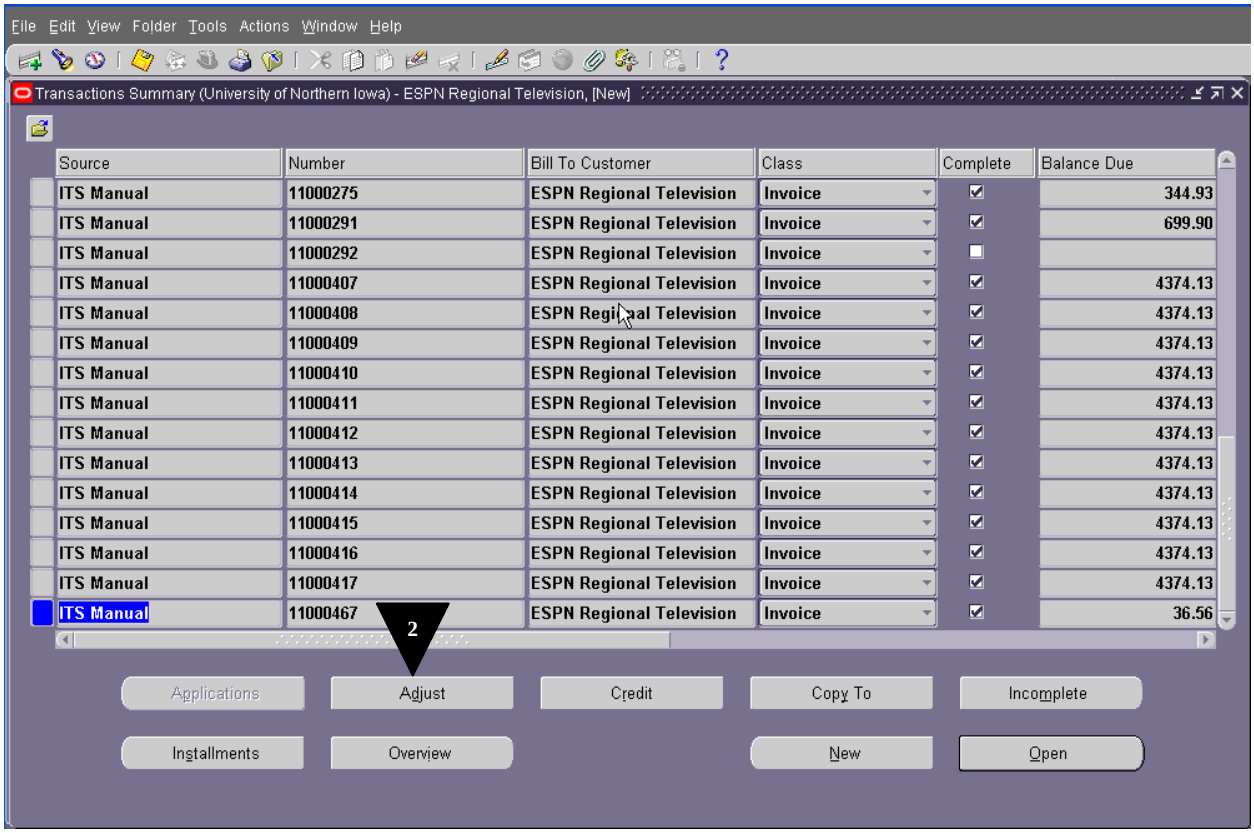
Note: *The copied invoices will be in a completed status. Requery your invoices to change them to incomplete and make any necessary changes.*

Oracle Accounts Receivable User Guide

Creating an Adjustment

Path: *FIN-XXXXXXXX > AR Transactions Summary*
Window Name: *Transactions Summary*

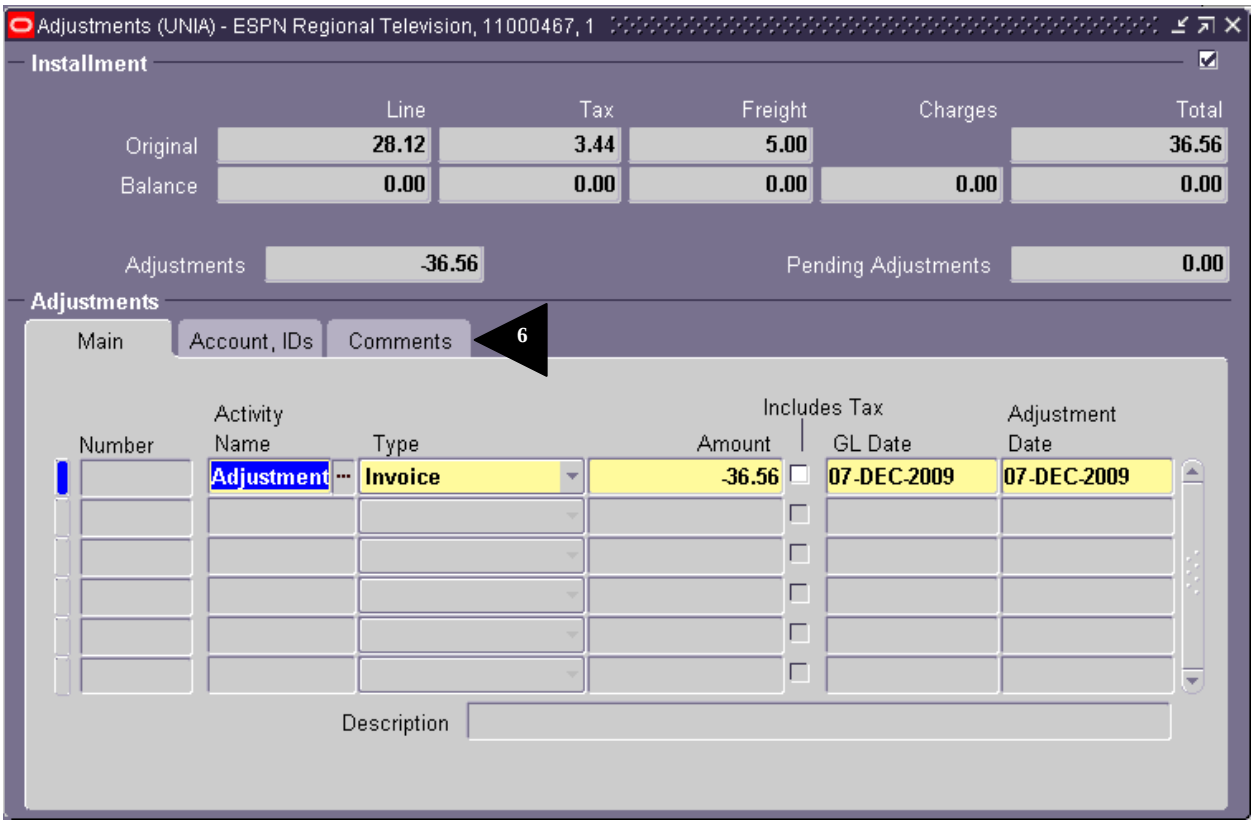
- *Adjustments should be completed if you want to reduce the amount due on an invoice.*
- *Adjustments for more than ($1,000) must be approved by OBO*
- *If you want to increase the amount due on an invoice, create a new invoice for the additional amount OR adjust or delete the initial invoice and create a new invoice for the full amount.*
- *Departments can do a partial adjustment for any line on the invoice up to the amount due for that line.*
- *Adjustments applied at the invoice level must be for the full amount due.*



1. Highlight the line you wish to adjust by clicking to the left of the line.
2. Click on ADJUST.

Creating an Adjustment

Enter Adjustment Information

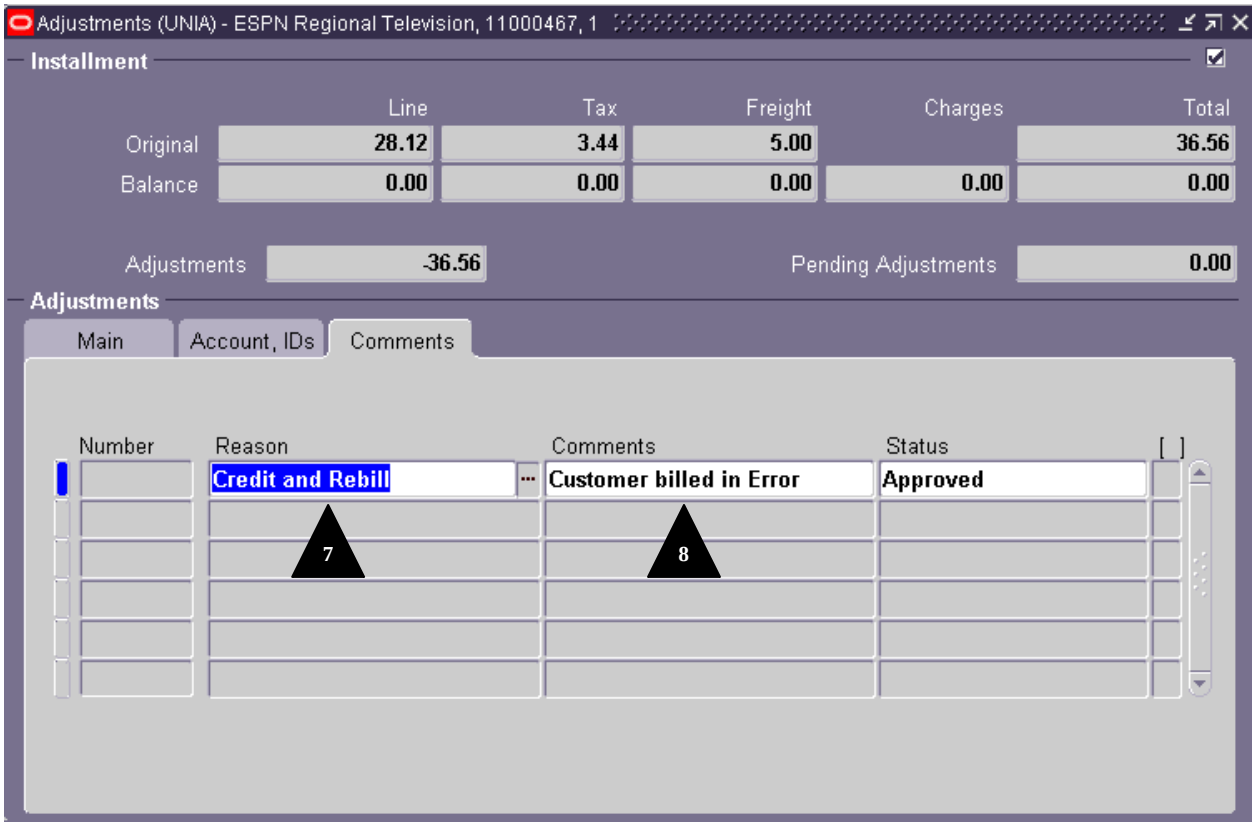


Field Name	Description/Action
3. ACTIVITY NAME	Adjustment.
4. TYPE	Choose Invoice if you are adjusting the invoice for the balance due. Choose Line if you are adjusting the invoice for less than the balance due.
Note:	*If doing a line adjustment, you MUST enter the line # you are adjusting in the Account, IDs tab.*
5. AMOUNT	Enter the adjustment amount as a negative number.
6. Click on **COMMENTS**	

3 4 5

Creating an Adjustment

Enter Adjustment Reason

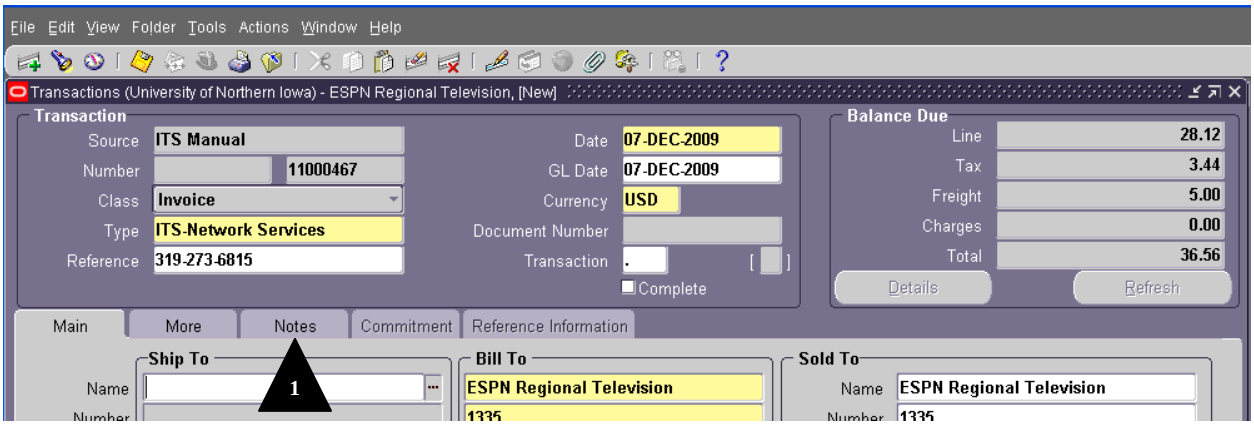


Field Name	Description/Action
7. REASON	Use the List of Values to select a Reason for the Adjustment.
8. COMMENTS	Add comments or additional justification for making the adjustments.

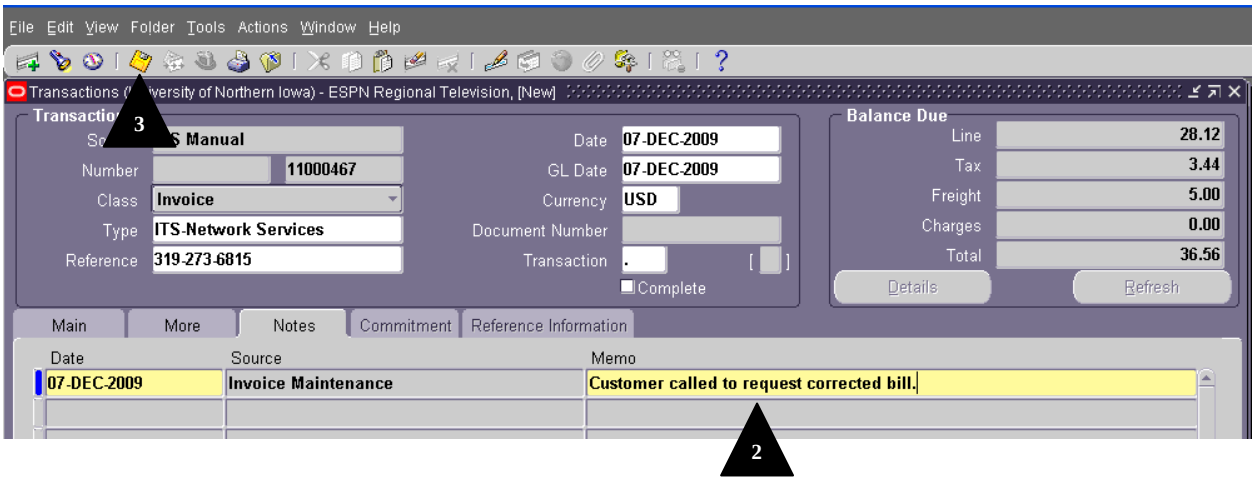
9. Click on  to save your work.

Adding Notes to an AR Invoice

- *You can add notes to invoices to document conversations or notes about an invoice.*
- *Notes can be added at any time - before or after the invoice is complete.*



1. Click on the Notes tab.

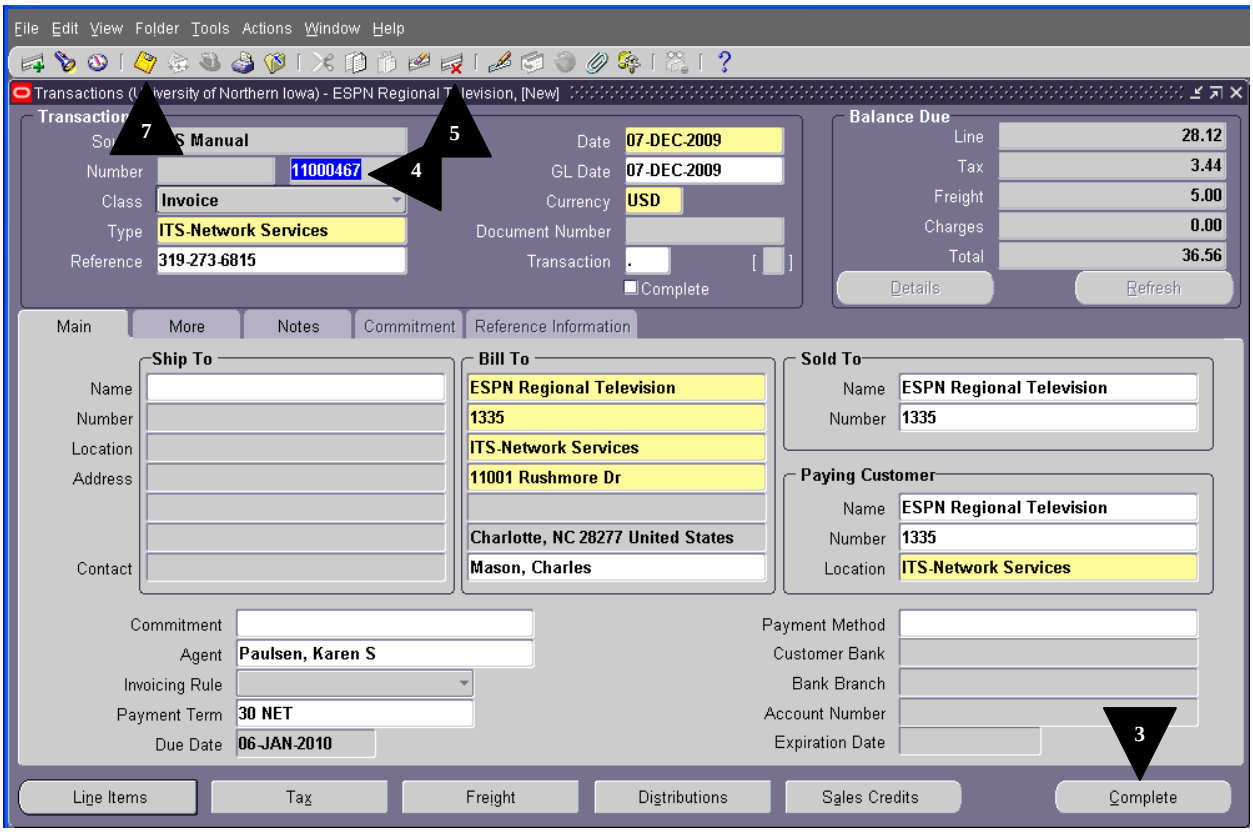


2. Add notes to the Memo field. Add additional lines as necessary.
3. Click on  to save your work.

Deleting an AR Invoice

Once an invoice has been marked complete and printed centrally, it cannot be marked incomplete or deleted.

1. Using the directions on page 13 to Find Invoices, locate the invoice you wish to delete.
2. Select the Invoice by clicking to the left of the line. Click OPEN



3. Verify the invoice is Incomplete (hint: the **COMPLETE** button will still be visible)
4. Click on the Invoice number.
5. Click on  to delete the record.

6. Click OK
7. Click on  to save your work.