

## Module Snapshot: Accounts Receivable

### This affects you if ...

You contract with sponsors (granting agencies) or other entities to process payments to the University and you use the PeopleSoft Finance System to track and reconcile the University's invoices and the payments received in response to those invoices.

Target audience: Campus sponsored project offices, UCD Student Employment Services (work study) and Cancer Center, UCB Office of Industry & Collaboration.

### What's New: Accounts Receivable WorkCenter

FIN 9.2's WorkCenter feature consolidates Accounts Receivable (AR) module information so you can complete your tasks more easily and more quickly. It does this by:

- Compiling your personal alerts (e.g., on overdue invoices) and other work (e.g., open items, unposted items, and worksheets that have not been marked to post)
- Contributing AR-related work to your comprehensive worklist (list of all items pending your approval)
- Displaying Links to AR-related update and inquiry transactions (these pre-built "favorites" enable rapid navigation to common tasks)
- Simplifying access to relevant PeopleSoft-delivered reports, public queries, and processes

The screenshot, below, is an example of what you'll see when you first open the WorkCenter and select a link.

You will find the other functions, outlined above, in the WorkCenter's various sections or pagelets: My Work (results of dynamic queries each time you go to the WorkCenter), Links, and Reports/Queries (PeopleSoft-delivered reports, public queries, and processes).

The screenshot shows the Oracle PeopleSoft Accounts Receivable WorkCenter interface. The top navigation bar includes 'ORACLE', a search field, and links for 'Home', 'Worklist', 'MultiChannel Console', and 'Add to'. The 'Receivables WorkCenter' tab is highlighted in the top left. The main content area is titled 'Open Items' and features a table with columns: Item, Entry Reason, Due, Days Late, Item Balance, and Cur. The table lists 11 open items. Below the table are 'Select All' and 'Deselect All' checkboxes, and an 'Actions' dropdown menu with a 'GO' button.

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6	Detail 7	Detail 8	Detail 9	Detail 10	Detail 11	
	Item	Entry Reason	Due	Days Late	Item Balance	Cur					
<input type="checkbox"/>	0000678498	MAINT	10/07/2003	3905	-178.35	USD					
<input type="checkbox"/>	0000678499	MAINT	10/07/2003	3905	-3,749.43	USD					
<input type="checkbox"/>	0000678512	MAINT	07/09/2009	1803	219,155.60	USD					
<input type="checkbox"/>	0000678523	OTHER	09/04/2009	1746	410,959.62	USD					
<input type="checkbox"/>	0000678527	OTHER	10/05/2009	1715	1,357.17	USD					
<input type="checkbox"/>	0000678530	OTHER	11/06/2009	1683	1,356.05	USD					
<input type="checkbox"/>	0000678566	MAINT	12/27/2012	536	80,000.00	USD					
<input type="checkbox"/>	0000678567	MAINT	12/27/2012	536	500.00	USD					
<input type="checkbox"/>	0000678568	MAINT	12/27/2011	902	1,152.59	USD					
<input type="checkbox"/>	0000678569	MAINT	12/27/2011	902	90,262.05	USD					

## What Else is New

The FIN 9.2 Accounts Receivable module gives you some exciting new functionality. You will be able to:

- ✓ Attach supporting material to payments. This will unite the payment and any detailed documentation together, in a single point of review. *Currently, you have to store explanatory documents elsewhere – either electronically on your server or in paper files. (FIN 8.4 pain point: There is no comment capability in the current Accounts Receivable payment processing transaction, and therefore the detail/explanation for the payment is stored outside the PeopleSoft system.)*
- ✓ Use spreadsheets to upload (import) multiple payments. FIN 9.2's Excel template for this activity speeds up the entry of payments whether from a single customer or from many different customers. It then loads them all directly into PeopleSoft. A confirming message (right within the Excel spreadsheet!) tells you that everything worked OK. And – you decide what your threshold is and when you want to use the spreadsheet instead of manual entry of customer payments. *Currently, you have to enter each payment individually into PeopleSoft. (FIN 8.4 pain point: Campus sponsored project offices often have numerous payments to process at once. Individual manual entry in PeopleSoft is a much slower process than entering data in a spreadsheet for direct upload.)*
- ✓ Experience a better search functionality ... and see more convenient displays of information. FIN 9.2 adds additional inquiry pages to both Customer and Item details.
- ✓ Partially unpost payments. You'll be able to zero in on information that needs correcting ... and update only the part that was wrong. *(FIN 8.4 pain point: Currently, you have to unpost all items on a payment in order to correct one piece of information on one payment.)*
- ✓ More easily write off (close) items with small balances. These small balances could be due to F&A rounding, changes in currency exchange rates over a time period, *(FIN 8.4 pain point: Currently, for these small amounts, you have to create offset items and then do maintenance.)*

## What Stays the Same

Some familiar things will stay familiar, including the ability to apply payments to specific items – or just to the customer, the module's functionality to record unbilled payments (through direct Journal Entry), the use of maintenance worksheets to match credits and debits (although in future, with the small-balance write-off capability described above, the use of these worksheets will be reduced), and what the receivable reports (inquiries) look like.