AR/Billing - Lessons Learned
San Marcos & Sacramento
AR/BILLING – LESSONS LEARNED

IMPLEMENTATION

- Configuration
  + Reimbursed Activities – Auto Invoicing
  + Invoice upload

- Table Setup
  + Follow CMS configuration guide

- Testing
  + Run all processes
  + Validate output
  + Success does not mean it completed correctly
REIMBURSED ACTIVITIES – AUTO INVOICING

![Image of an Oracle interface showing a spreadsheet for auto invoicing tasks.](https://example.com/oracle_interface.png)

**Fund Selection and Pairing**

<table>
<thead>
<tr>
<th>Expense Fund</th>
<th>Description</th>
<th>Reimbursed Fund</th>
<th>Description</th>
<th>Reimbursed Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54401</td>
<td>TF Cost Rec Ext Reimb Act</td>
<td>54401</td>
<td>TF Cost Rec Ext Reimb Act</td>
<td>5800096</td>
<td>Cost Recovery - Aux Orgs</td>
</tr>
<tr>
<td>54402</td>
<td>TF Cost Rec Ext Other</td>
<td>54402</td>
<td>TF Cost Rec Ext Other</td>
<td>5800096</td>
<td>Cost Recovery - Aux Orgs</td>
</tr>
<tr>
<td>54405</td>
<td>TF Cost Rec Ext FAS</td>
<td>54405</td>
<td>TF Cost Rec Ext FAS</td>
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<td>Cost Recovery - Aux Orgs</td>
</tr>
<tr>
<td>54406</td>
<td>TF Cost Rec Ext Senior Exper</td>
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<td>5800096</td>
<td>Cost Recovery - Aux Orgs</td>
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<tr>
<td>54407</td>
<td>TF Cost Rec Ext Telephone Serv</td>
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<td>TF Cost Rec Ext Telephone Serv</td>
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<td>Cost Recovery - Aux Orgs</td>
</tr>
<tr>
<td>54408</td>
<td>TF Cost Rec Ext Tech Refresh</td>
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<td>TF Cost Rec Ext Tech Refresh</td>
<td>5800096</td>
<td>Cost Recovery - Aux Orgs</td>
</tr>
</tbody>
</table>
Completing the Billing Upload Form

The Billing Upload Form is intended to be used exclusively in electronic format. This replaces the Online Reimbursement Invoice Requests. Following are details to guide the user through completing the form.

Overview

Purpose/Uses
Opening the File
Form Definition
Header Fields
Body Fields
Submitting the Billing Form

Purpose/Uses
The purpose of the form is to enable billing invoices that are for the same bill type and the same revenue contributor to be imported into PeopleSoft without having to manually create the invoices for each customer.

Opening the File
The billing form will be available electronically for Departmental use. The form and instructions for completing the form will be accessible in the first link, which contains the instructions. The form must be saved locally, and from there, it should be opened and printed as needed.

Bill of Services

The yellow shaded header fields section of the billing form is to be used by the department/division to identify the original transaction or to provide information required to execute the requested transaction.

- Date: This is the date of the invoice you want to create.
- Business Unit: The business unit for which the invoice is processed.
- Bill Type: Accounting Use Only. Do not enter any value.
- Default Revenue Distribution ID: Accounting Use Only. Do not enter any value.

The green shaded header fields section of the billing form is to be used by the department/division as a tool for identifying and tracking the billing invoice that has been sent to the Accounting Office. The information entered here will not appear on the invoice. This is strictly for informational purposes. There are two pieces of information to be filled out.
AR/BILLING – LESSONS LEARNED

CONVERSION

- Account Receivable balances
  - Conversion Team
    - Accounting, Cashiering, Accounts Receivables and IT
  - Individual customer balances
    - Determine last day to post payments in legacy
    - Determine last day to create invoices in legacy
    - Write off uncollectible invoices
    - Process all payments received prior to conversion
    - Balance AR in legacy prior to conversion
    - Generate listing of outstanding legacy invoices
    - Validate bill lines in BI against Legacy before finalizing
AR/BILLING – LESSONS LEARNED

Conversion

- Customer IDs
  - San Marcos – Prevent duplicates – picked up next number in legacy for beginning number in CFS – dropped off leading zeros

- Invoice Number
  - Sacramento – used legacy number to recreate the O/S invoices in CFS. Then changed the beginning invoice number to prevent duplicates.

- AR Aging
  - Does not bring over legacy aging
AR/BILLING – LESSONS LEARNED

PROCESS REDESIGN

- Build into the month-end closing process
- Cashiers enter AR receipts directly into PeopleSoft
- Coordinate AP and AR integration – not done at San Marcos