PeopleSoft AR & Billing Process Overview

As presented during the January 2014 CFO meeting
Distributed Process Overview – *Internal Customer*

**Department sale to internal customer**

- **Department**
  - Customer sales transaction occurs
  - Accumulate Billing Data/send to SSC
  - Validate/confirm invoicing data questions

- **SSC/Admin Team**
  - Receive billing information from Dept
  - Validate invoicing data, correct errors
  - Create Invoice/send to customer

- **Customer**
  - Receive Invoice
  - Enter Departmental Settlement

- **RMS/Pssoft**
  - Receive configuration maintenance request form

**Continuous / Ongoing Support**
- Questions and ongoing maintenance – Contact Michelle Swisher
- Reporting related questions or issues – Contact Bill Saltmarsh

**Monthly AR Analysis Reports received**

**End Process**
## Distributed Process Overview – *External Customer*

### Department sale to external customer

<table>
<thead>
<tr>
<th>Phase</th>
<th>Department</th>
<th>Action</th>
<th>Next Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer sales transaction occurs</td>
<td>Department</td>
<td>Accumulate Billing Data/ send to SSC</td>
<td>Validate/confirm invoicing data questions</td>
</tr>
<tr>
<td></td>
<td>SSC/Admin Team</td>
<td>Receive billing information from Dept</td>
<td>Validate invoicing data, correct errors</td>
</tr>
<tr>
<td></td>
<td>Customer</td>
<td>Receive configuration maintenance request form</td>
<td>Send payment to SSC</td>
</tr>
<tr>
<td></td>
<td>FM5/PSft</td>
<td></td>
<td>Continuous / Ongoing Support</td>
</tr>
</tbody>
</table>

- **Monthly AR Analysis Reports received**
- **Monthly AR Reporting Analysis**

**Notes:**
- **Questions and ongoing maintenance – Contact Michelle Swisher**
- **Reporting related questions or issues – Contact Bill Saltmarsh**

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*Rock Chalk, JAYHAWK!*
On-boarding Approach: Initial Set Up

Gather configuration data and elements:
- Who are your customers/who do you bill?
- What do you sell?
- How do you record revenue?
- Who is the billing contact?

Define security roles:
- Separate roles for billing vs. payment application
Transition Process for Distributed Billing

*Seller point of view*

Once live, ALL billing will occur in PeopleSoft.
Transition Process for Distributed Billing

Buyer point of view

I received a bill?

Settle/Pay the bill using: Departmental Settlement

Yes

Was the bill created in PeopleSoft?

No

Who sent me the bill?

Internal Customer

Settle/Pay the bill: SOV buyer side

External Vendor

Settle/Pay the bill: KUPPS check request, p-card, or interfund

INVOICE

Page: 1 of X
Invoice Number: CORES000001
Invoice Date: 9/24/2013
Payment Terms: Immediate

X-Ray Crystallography Lab

Bill To:
Clinical Trials Shared Resource
Attn: Raymond Perez
4350 Shawnee Mission Parkway
Fairway KS 66205
minion@ku.edu

Customer Number: 100000001
Project Account/Professor: 123456789

Remit Payment To:
University of Kansas
Attn: Janet Good
2385 Irving Hill Road
Youngberg Hall 116
Lawrence, KS 66045-7568

Make checks payable to: X-Ray Crystallography Lab
Billing Business Unit: CORES
FEIN: 48-1124839
Vendor ID: 00000017755 KU XRAY-001
Transition Process for Distributed Billing

Training and Reference Information

Training
- Specialized training will be offered ~2-3 weeks prior to your go-live date
- Classroom training specific to departmental settlement functionality will be provided to all users prior to the first go-live

References
- Training presentations, quick reference guides, and tips & tricks documentation will be available on the FMS website
Overall BI/AR Project Status & Next Steps

Project status
• Concentrated focus on distributed pilot group
• Functional designs in/ready for development
• Business process and training guide documentation underway
• Reporting – identified standard offering of reports

Next steps
• Watch for communications from AR/Billing team
Research Process Overview

Research Billing and Receivables Flow

- **Principal Investigator**
  - Create Expenses → Accumulate expenses in system → Review and Questions as required → AR Reporting as Required

- **RGS Post Award, Billing Team, and Financial Services**
  - Receive billing information from System → Review Transactions for allowability and communicate with PI as required → Create Invoice/send to customer → Deposit check/payment application → Monthly AR Reporting Analysis

- **Sponsor**
  - Receive Invoice → Send payment to KUER
  - Configure data updates, if needed

- **FNS/PSOFT**
  - Receive configuration or security test form

**Continuous/Ongoing Support**
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- Reporting-related questions or issues — Contact Bill Saltmarsh

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Research Process Details

Conversion/Cutover

• The cutover strategy includes all awards/contracts with at least one project that is active

• At cutover, all historical billing will have been done in PeopleSoft for sponsored awards that are a part of the cutover strategy

• At cutover, all payments received prior to cutover will have been applied to historical invoices in PeopleSoft

• At cutover, open Accounts Receivables will exist and aging will have been run for reporting purposes
Questions?

**Distributed and Research AR & Billing**

Project or onboarding questions should be directed to

Cate Neeley or Colette Gillespie (FMS).