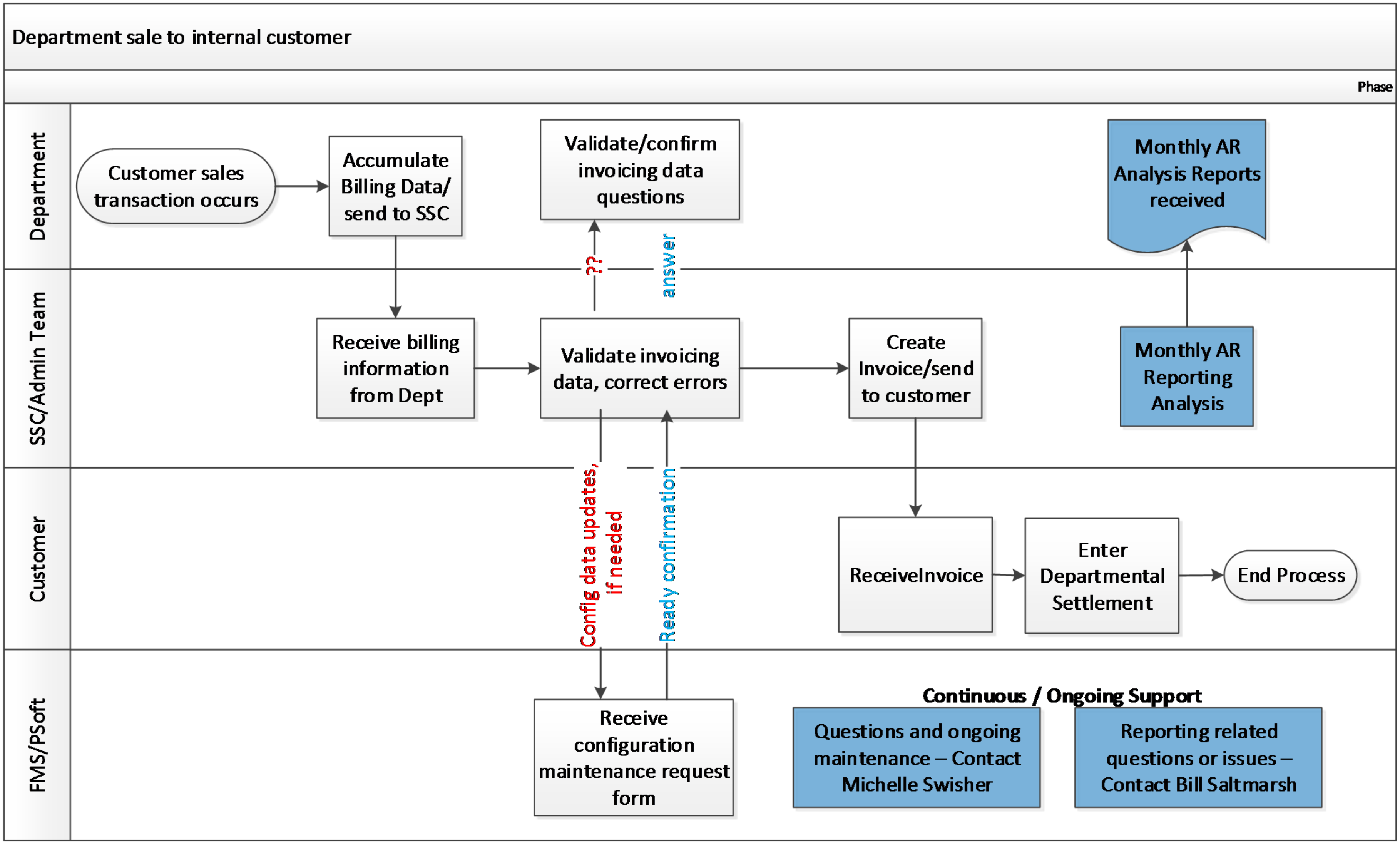
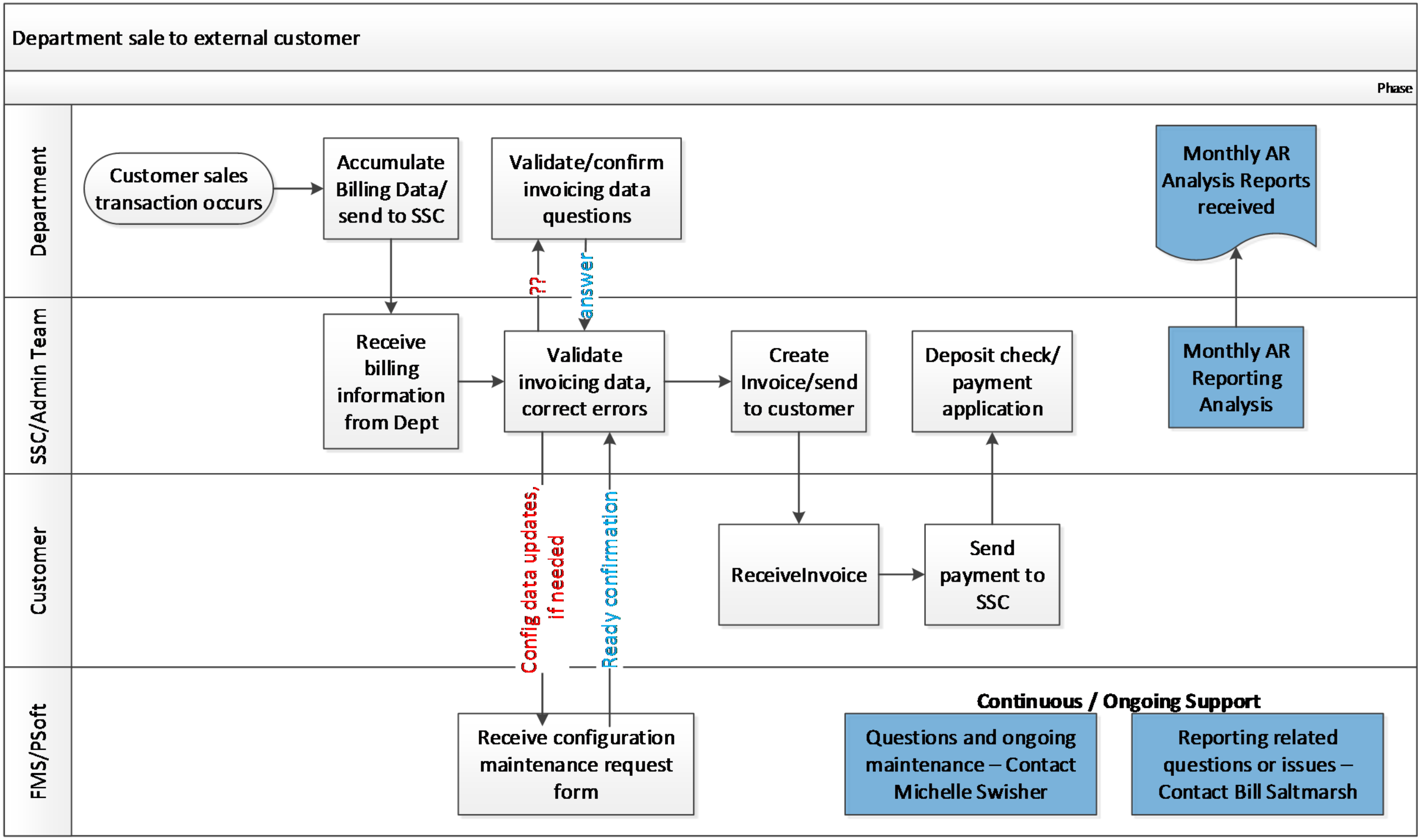
# PeopleSoft AR & Billing Process Overview

*As presented during the January 2014 CFO meeting*

# Distributed Process Overview – *Internal Customer*



# Distributed Process Overview – *External Customer*



# On-boarding Approach: Initial Set Up

FMS will work with CFOs to gather configuration and data elements ↔ CFO facilitates data collection with end users ↔ End users / department provide CFO with customer, sales, and billing information → FMS provides initial training prior to go-live

*Gather configuration data and elements:*

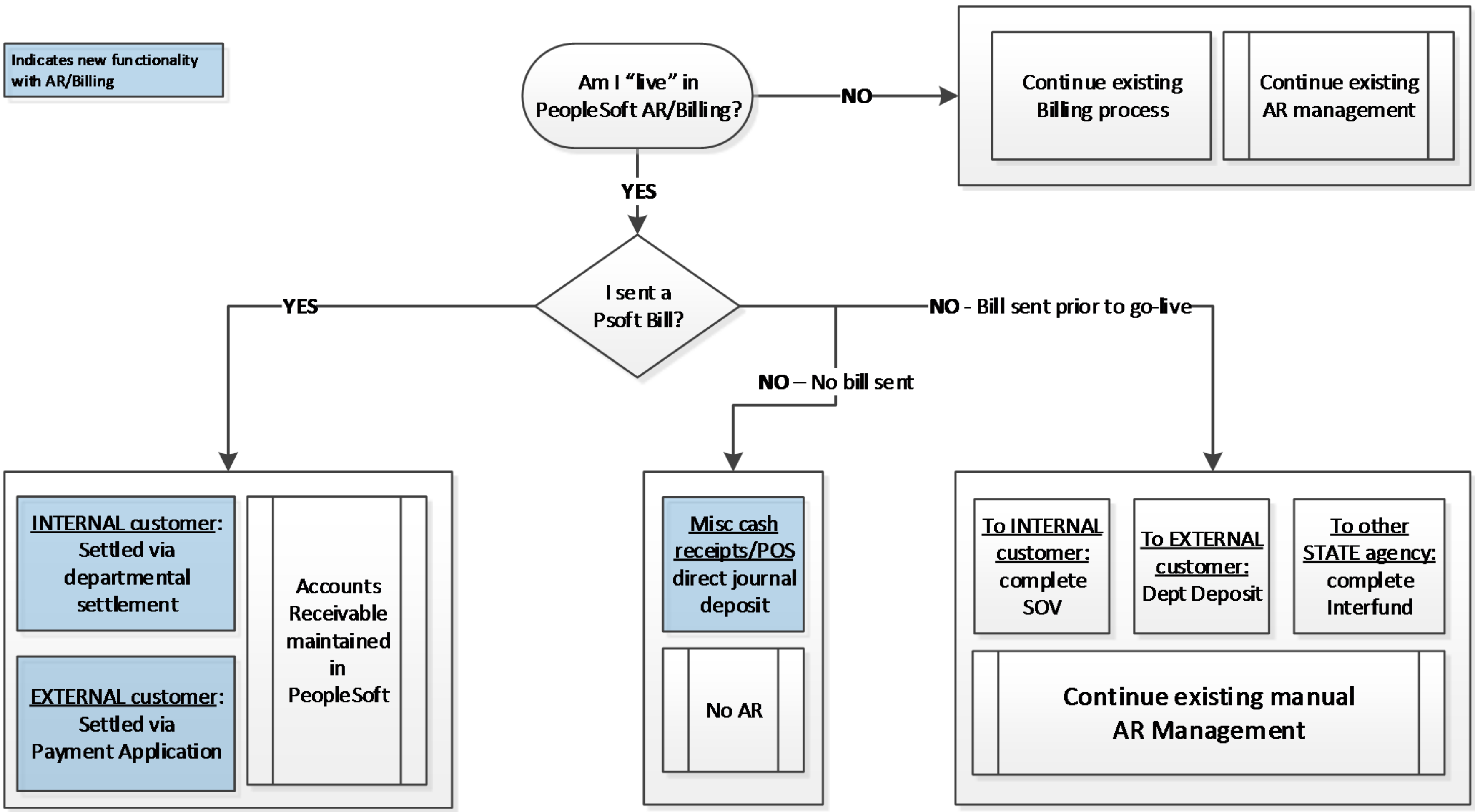
- Who are your customers/who do you bill?
- What do you sell?
- How do you record revenue?
- Who is the billing contact?

*Define security roles:*

- Separate roles for billing vs. payment application

# Transition Process for Distributed Billing

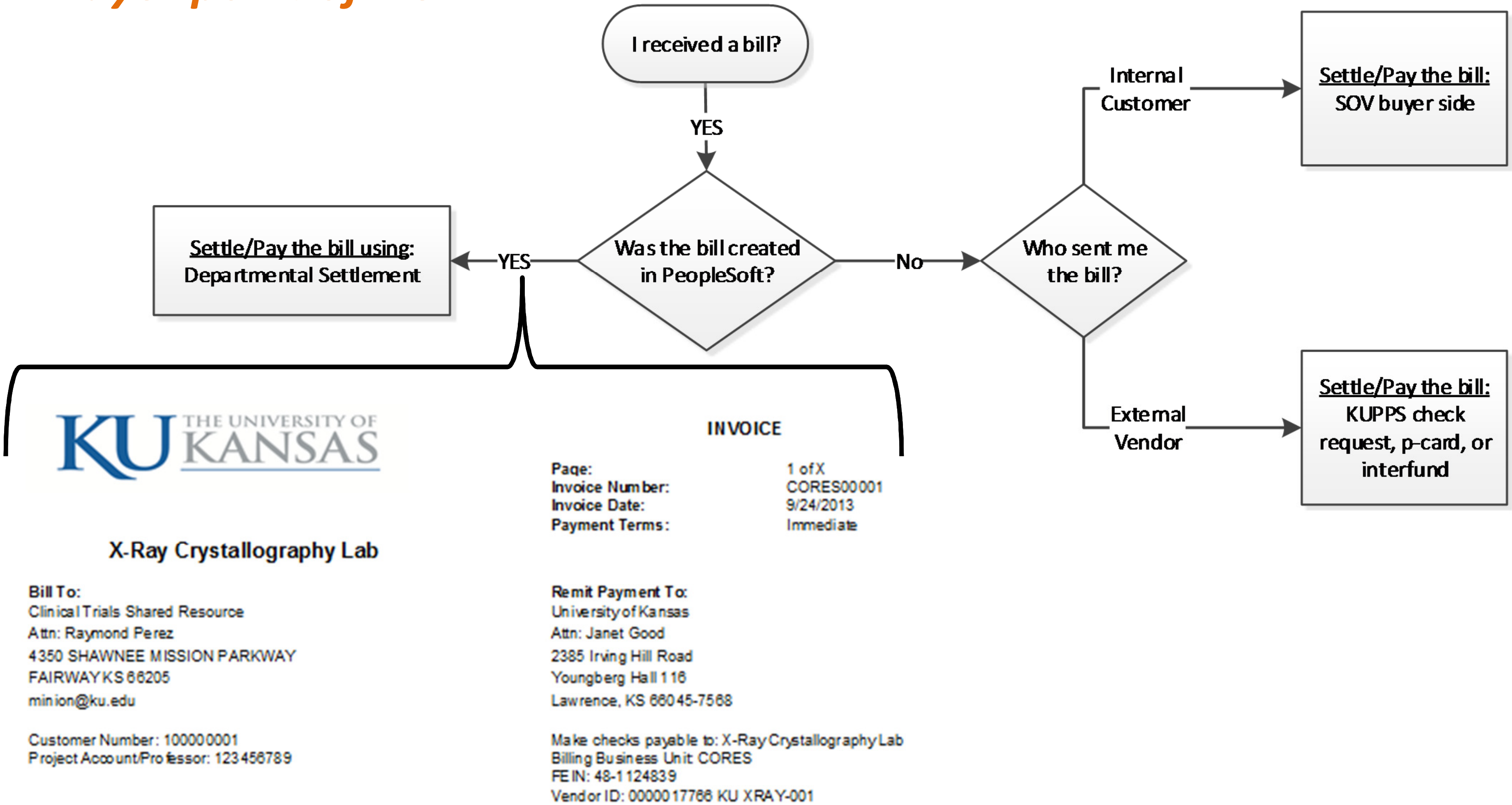
## *Seller point of view*




*Once live, ALL billing will occur in PeopleSoft*

# Transition Process for Distributed Billing

## *Buyer point of view*

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INVOICE

| | |
|---|---|
| **Page:** | 1 of X |
| **Invoice Number:** | CORES00001 |
| **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: 0000017766 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

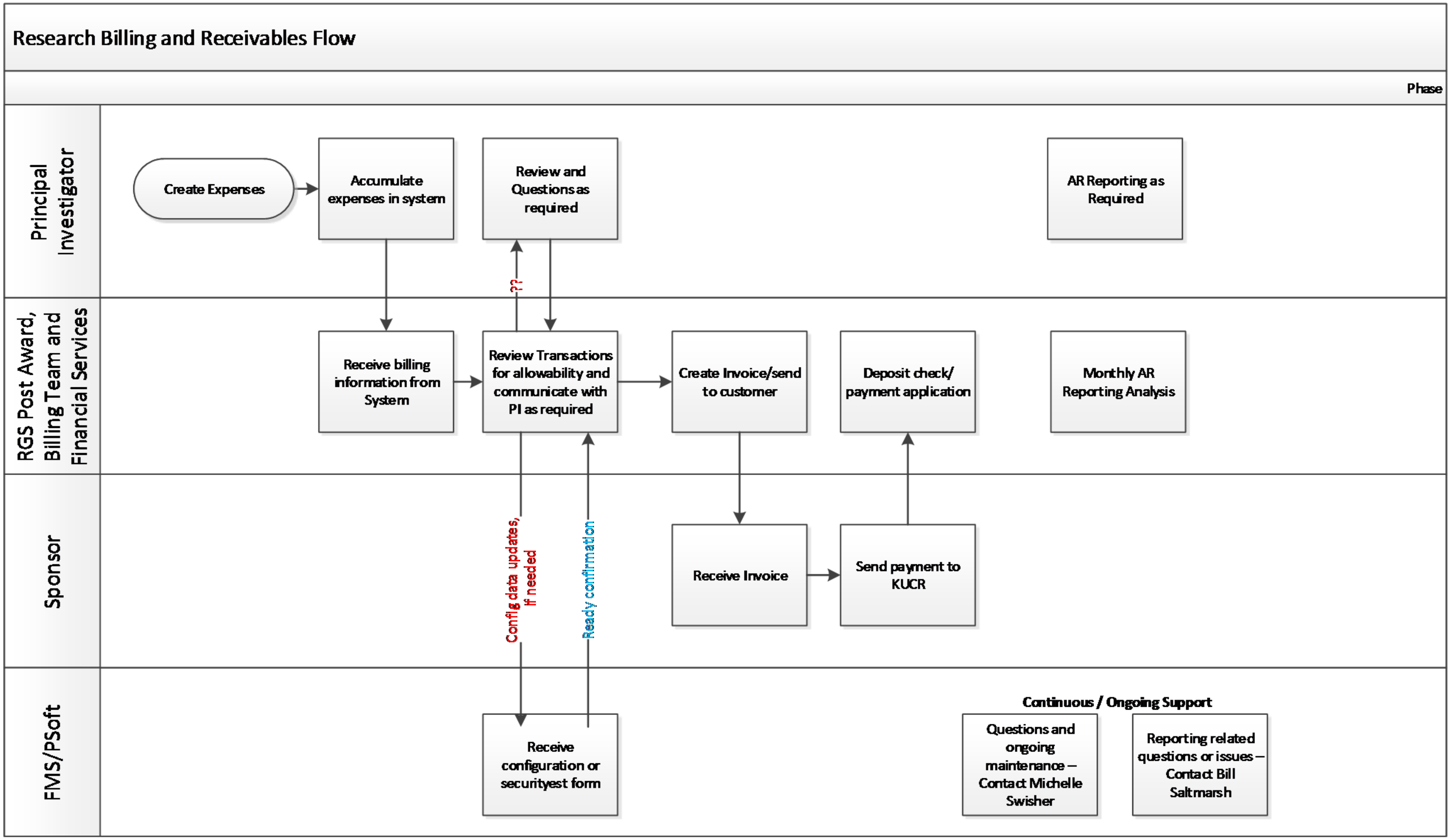
**Project status**

- 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 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).***