OAKS Financials

AR - Administration Process

See "The FIN SOURCE" for Ohio for the most recent version of this process.

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Steps for AR Administration

References

- ORC Section 126: OFFICE OF BUDGET AND MANAGEMENT

Process

Every receivable transaction that is entered or generated by OAKS FIN must have a **Reason Code** associated with it. Reason Codes are paired with Entry Type categorizations to define the ChartFields strings used to specify the account to/from which money should be credited/debited. Multiple Reason Codes may be available for each Entry Type. If ChartFields are changed the associated Reason Codes must also be edited to match the new ChartFields distribution. AR Administrators may add, edit or delete Reason Codes as necessary.

The **Charge Code** page is used to associate the **Charge ID** – created by the AR Administrator – with the product code, description, unit of measure, unit price, and revenue distribution code for a specific type of service or commodity. The **Charge Code** specifies this information on customer bill line items.

Distribution Codes are a required Setup item in PeopleSoft. The **Distribution Code** page is used to establish new Revenue Distribution Codes and maintain existing values. Distribution Codes are used to expedite the creation and processing of revenue accounting entries for Accounts Receivable, Billing, and Contracts transactions.

What would you like to do?

- Create Reason Codes
- Delete Reason Codes
- Update Reason Code ChartFields
- Create Charge Code IDs
- Create Distribution Codes

Creating Reason Codes

Overview

Every receivable transaction entered into or generated by the system must have an **Entry Type** and **Reason code**. The **Entry Type** categorizes pending items that will create or update posted items within the system. Examples of **Entry Types** are invoices, ISTVs, payments, debit memos, credit memos, and overdue charges.

Reason Codes are paired with **Entry Type** categorizations to define the ChartField strings used to specify the account to/from which money should be credited/debited. Multiple **Reason Codes** may be available for each **Entry Type**.

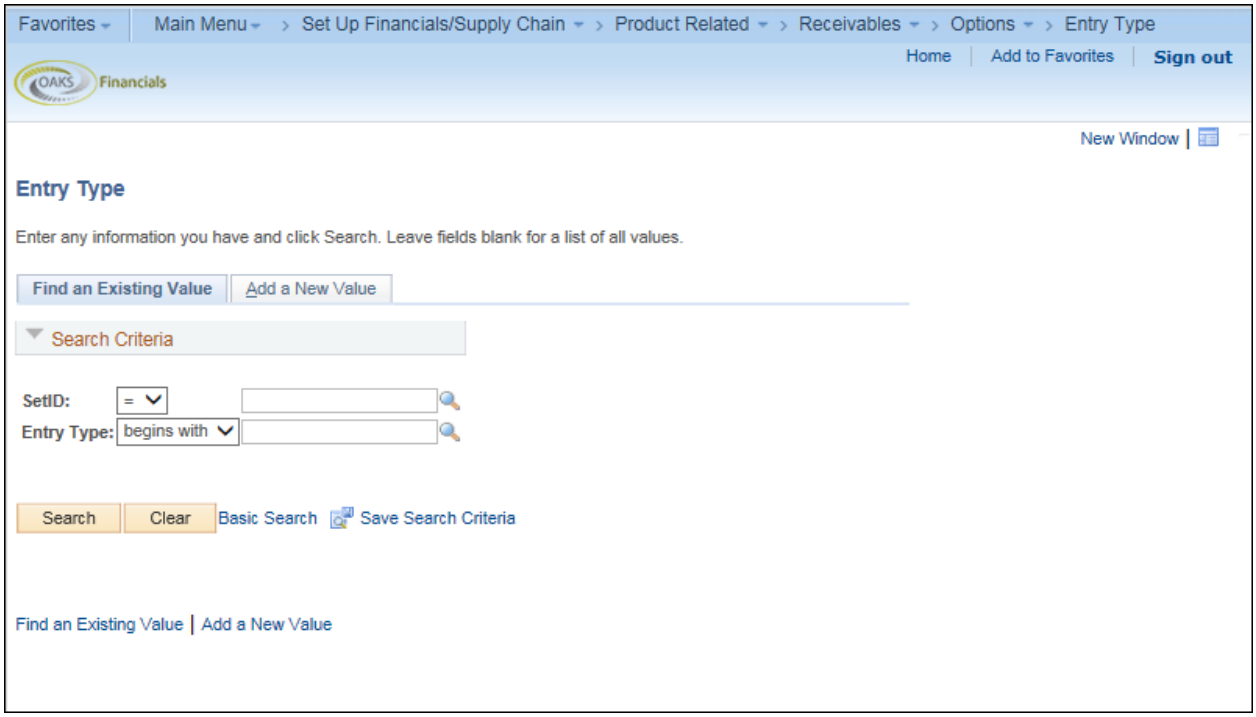
Depending on the budget or agency needs, new ChartFields may be created. When this occurs, **Reason Codes** must also be added. This topic serves as a guide for creating reason codes. For ChartField actions refer to Creating and Maintaining ChartFields.

- AR Administrator or OH_AR_CFCODE_CONFIG security role(s) is needed to follow the following steps.

Steps

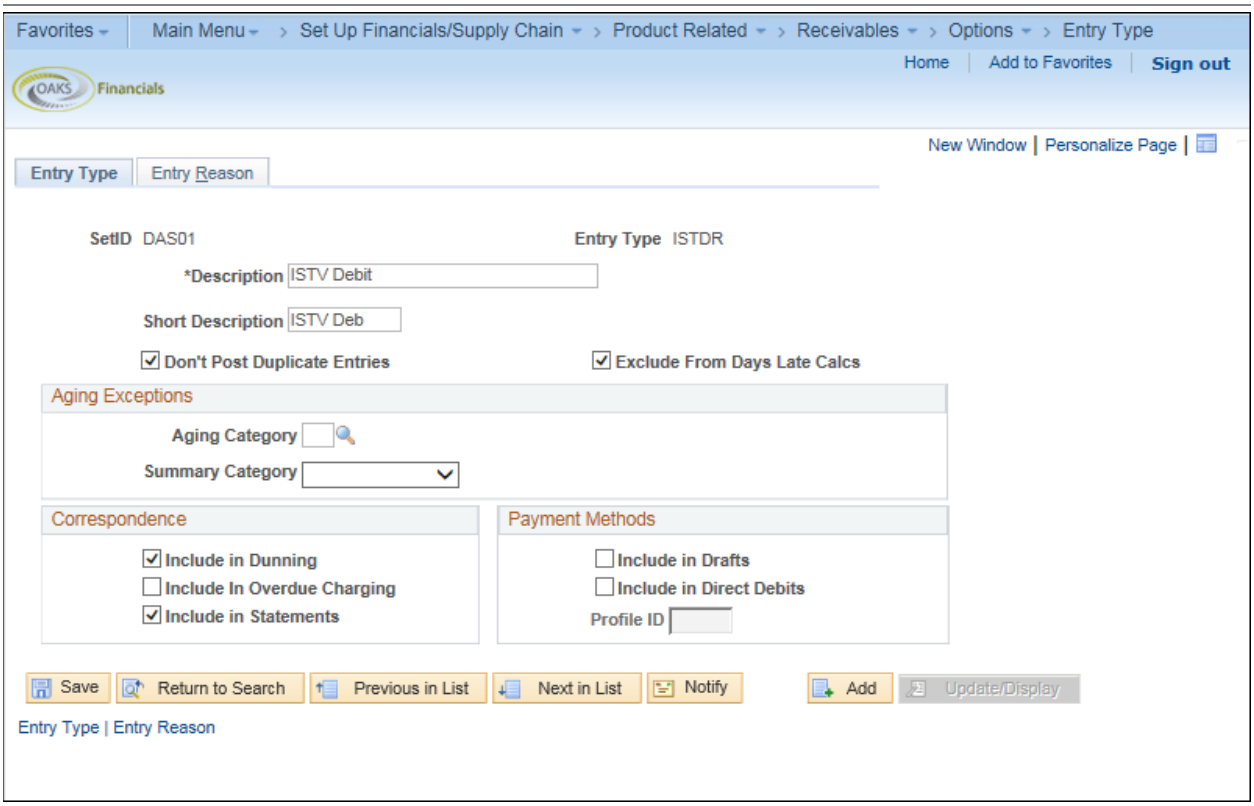
Create Reason Codes for the Associated Credit and Debit Types

- **OAKS FIN > Set Up Financial/Supply Chain > Product Related > Receivables > Options > Entry Type**



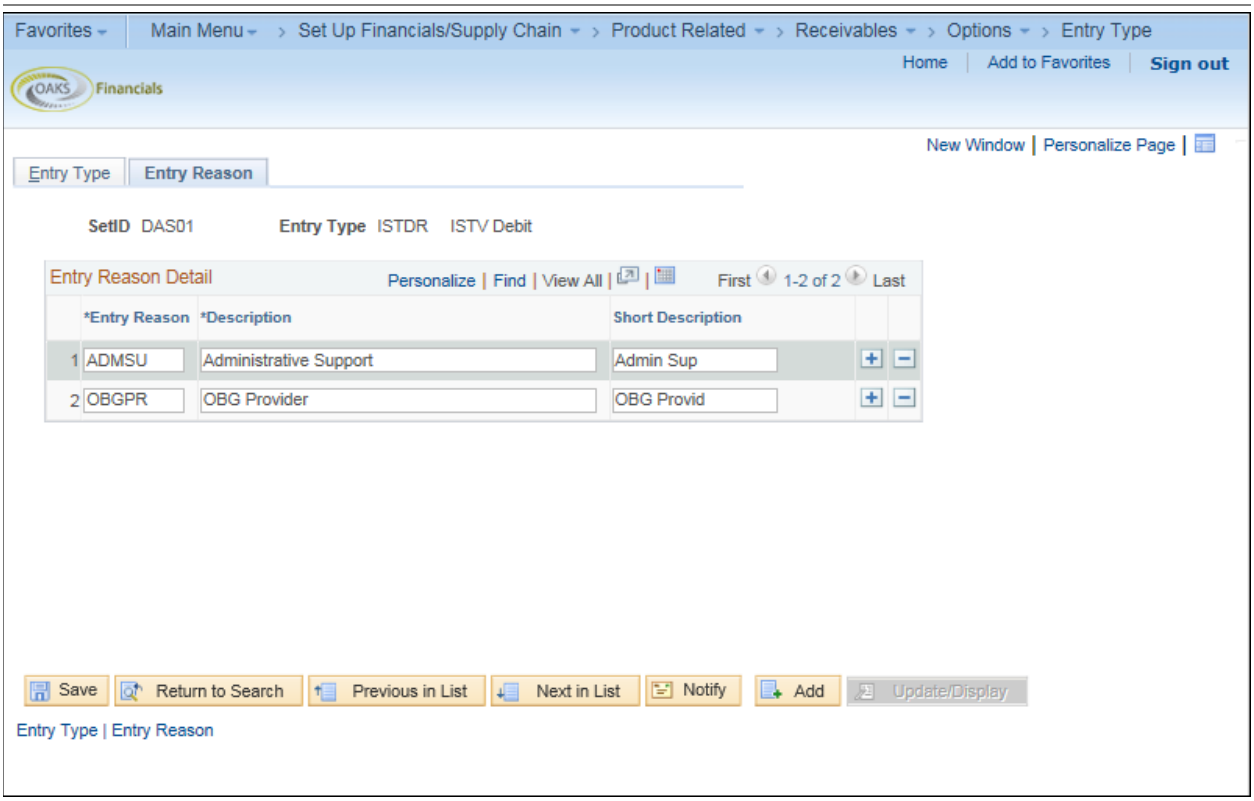
1. Enter the agency specified **Business Unit** code in the **SetID** field.
2. Enter the **Entry Type** in the **Entry Type** field.
3. Click **Search**.

- The **Entry Type** tab displays.



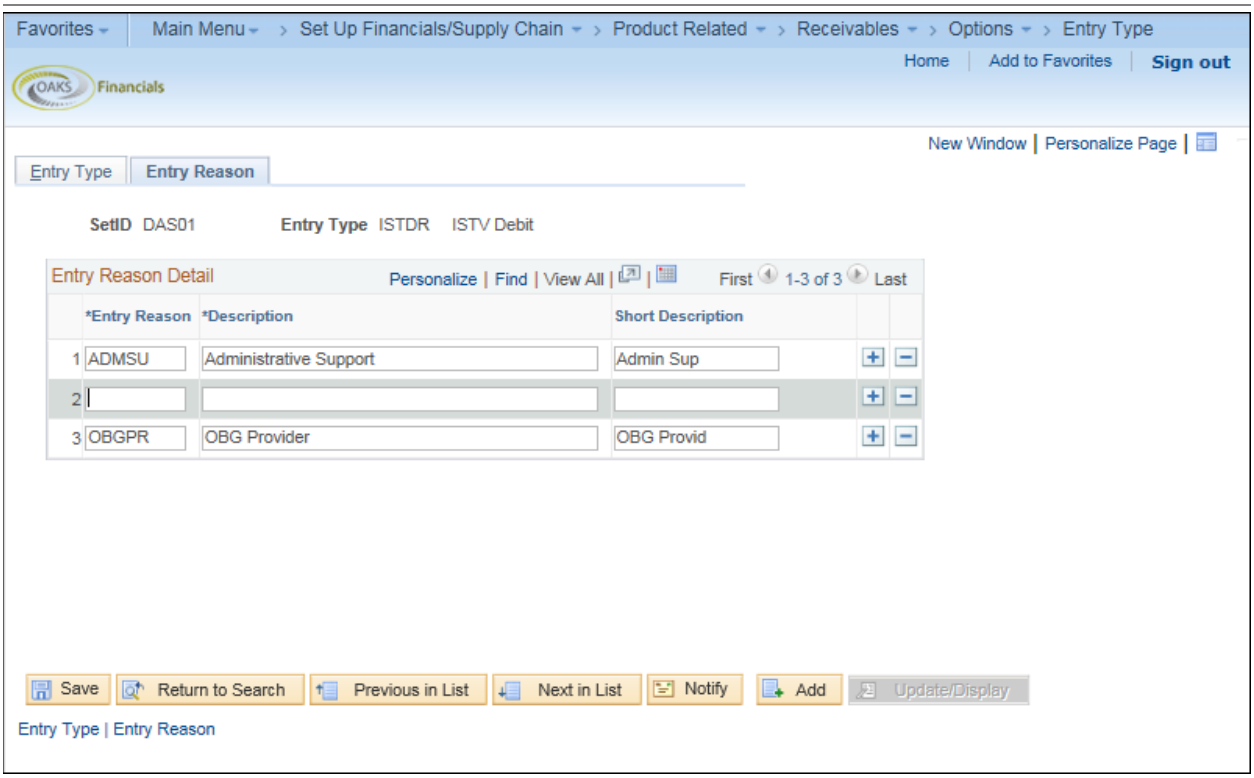
4. Click the **Entry Reason** tab.

- The **Entry Reason** tab displays.



5. Click an **Add a new row** icon in the **Entry Reason Detail** table.

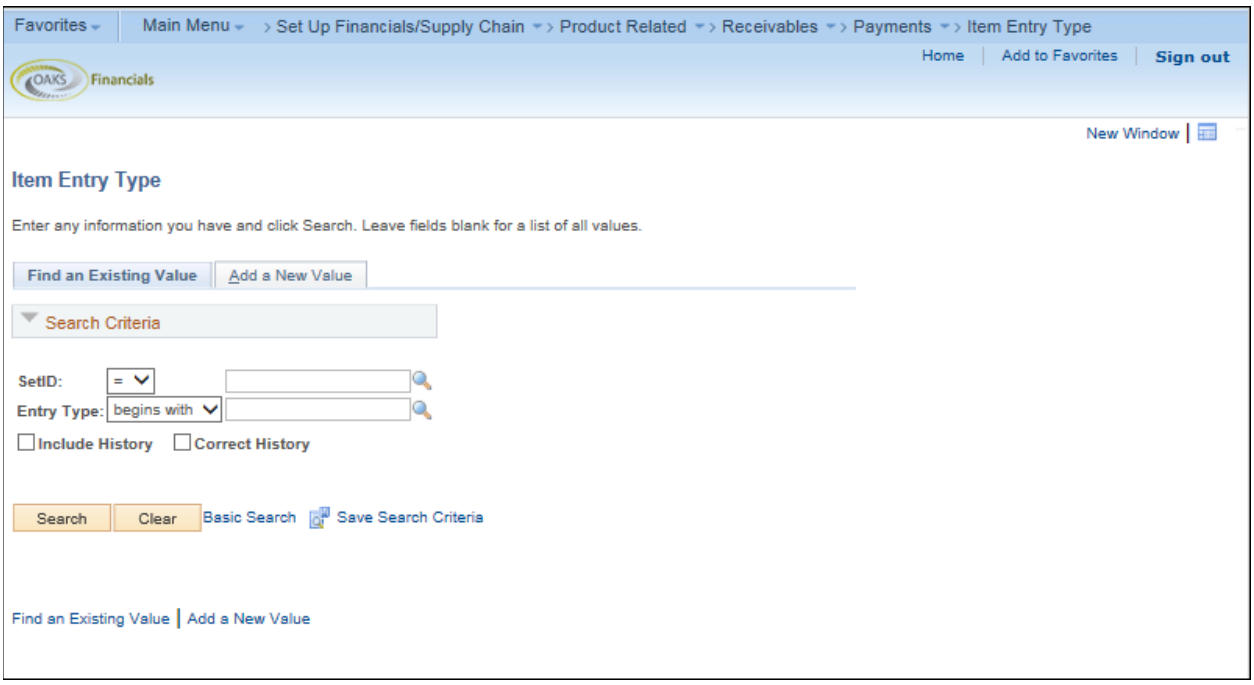
- A new row displays in the **Entry Reason Detail** section, immediately under the row of the **Add a new row** icon clicked.



6. Enter an agency determined code in the **Entry Reason** field.
7. Enter a brief description – i.e., the reason the code is used – in the **Description** field.
8. Press **Enter** to auto-populate or manually enter a **Short Description** in the **Short Description** field.
    - Typically, this is the same as the **Entry Reason** code, or something similar to it.
9. Click **Save.**

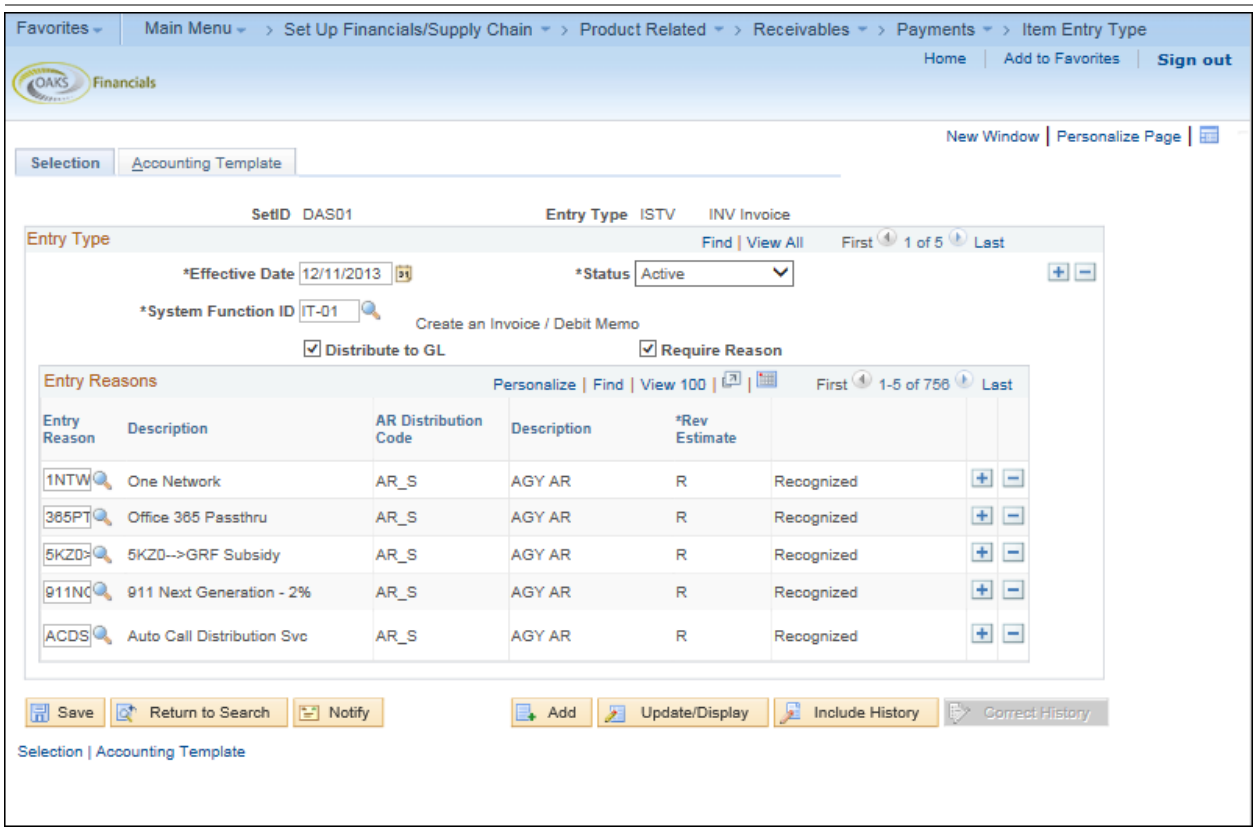
Entering Reason Code Distribution ChartFields

- **OAKS FIN > Set Up Financial/Supply Chain > Product Related > Receivables > Payments > Item Entry Type**



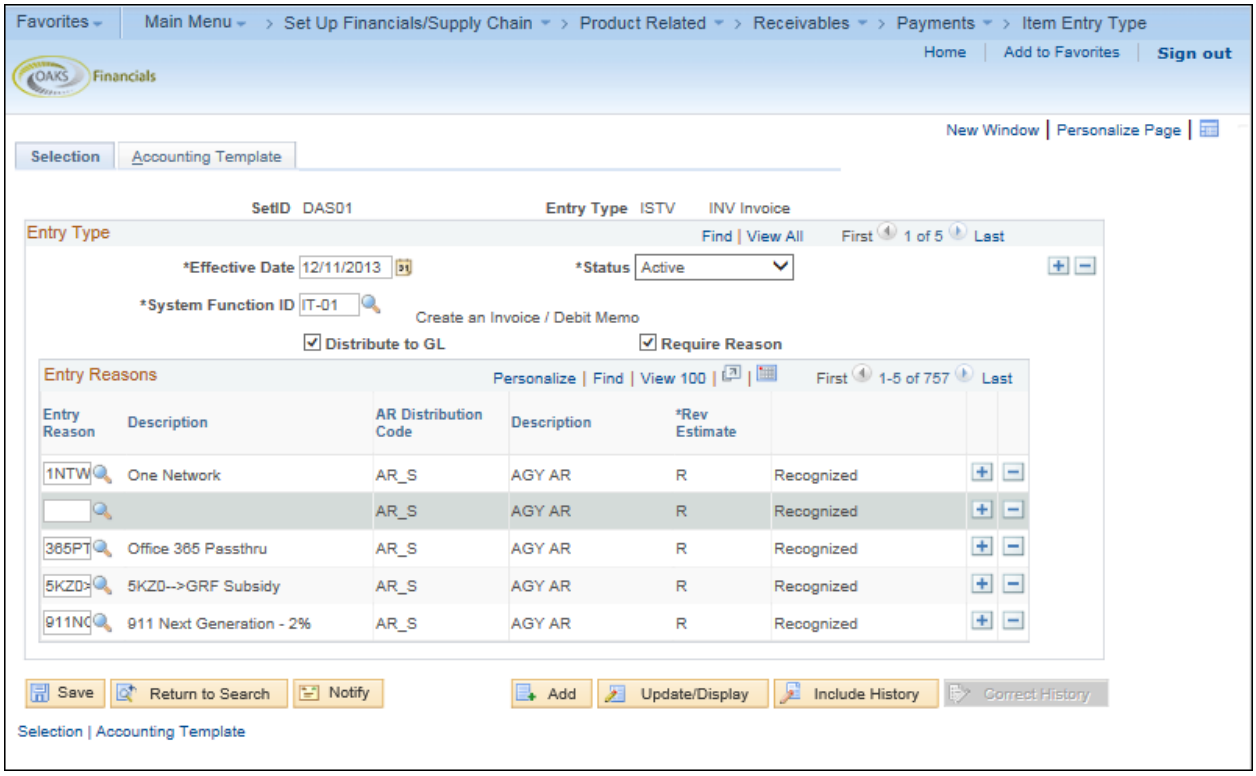
1. Enter the agency specified **Business Unit** code in the **SetID** field.
2. Select the **Correct History** checkbox.
3. Enter or select the **Entry Type**.
4. Click **Search**.

- The **Selection** tab displays the **Entry Reasons** for the selected **Entry Type**.



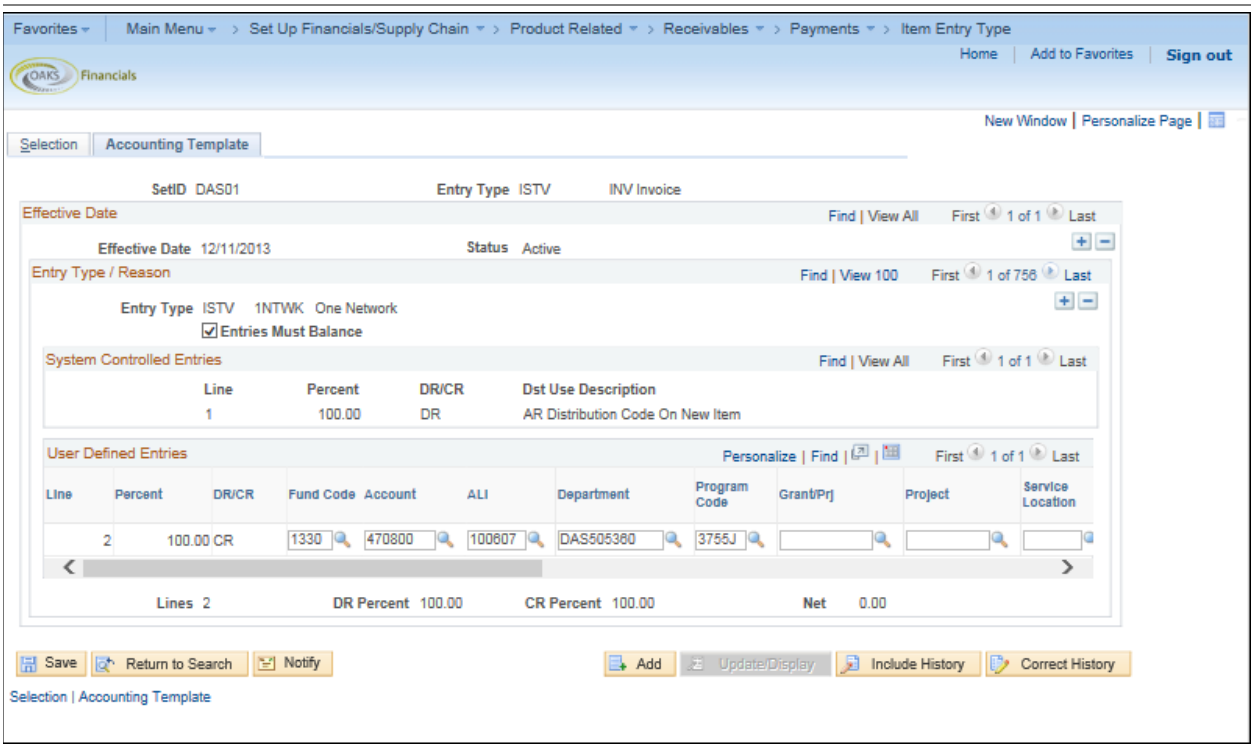
5. If the **Correct History** checkbox was not clicked before clicking **Search**, click the **Correct History** button.
6. Click an **Add a new row** icon in the **Entry Reasons** table.

- A new row displays in the **Entry Reasons** section, immediately under the row of the **Add a new row** icon clicked.



7. Enter the previously created **Entry Reason** in the **Entry Reason** field.
8. Click the **Accounting Template** tab.

- The **Accounting Template** tab displays.



9. Enter the distribution ChartFields; at a minimum the **Fund Code**, **Account**, and **Department** must be entered.
    a. Enter "47" in the **Account** field for **INV** types.
    b. If data is being entered for an ISTV type, enter data in the **ISTV XREF** field.

    8.

    - ISTVs must have an associated ISTV **Account Code** in the **Account** field.

    - Additional fields must be entered depending on the agency specific departmental requirements.

10. Click **Save**.

Deleting Reason Codes

Overview

Every receivable transaction entered into or generated by the system must have an **Entry Type** and **Reason** code. The Entry Type categorizes pending items that will create or update posted items within the system. Examples of Entry Types are invoices, ISTVs, payments, debit memos, credit memos, overdue charges and write offs.

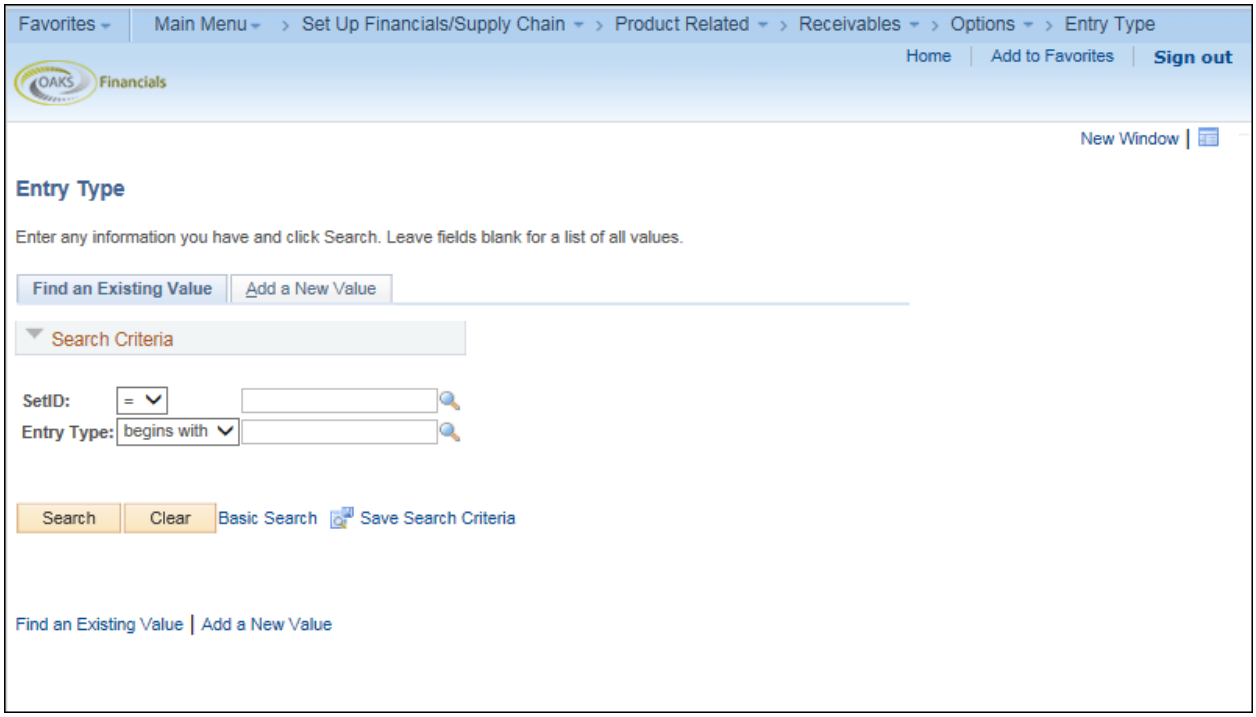
Reason Codes are paired with **Entry Type** categorizations to define the ChartFields strings used to specify the account to/from which money should be credited/debited. Multiple **Reason Codes** may be available for each **Entry Type**.

If ChartFields are created or, in this case, deleted, the associated **Reason Codes** must also be added/edited/deleted.

- AR Administrator or OH_AR_CFCODE_CONFIG security role(s) is needed to follow the following steps.
- All of an agency's Reason Codes cannot be deleted all at once. The last **Reason Code** must be inactivated instead.

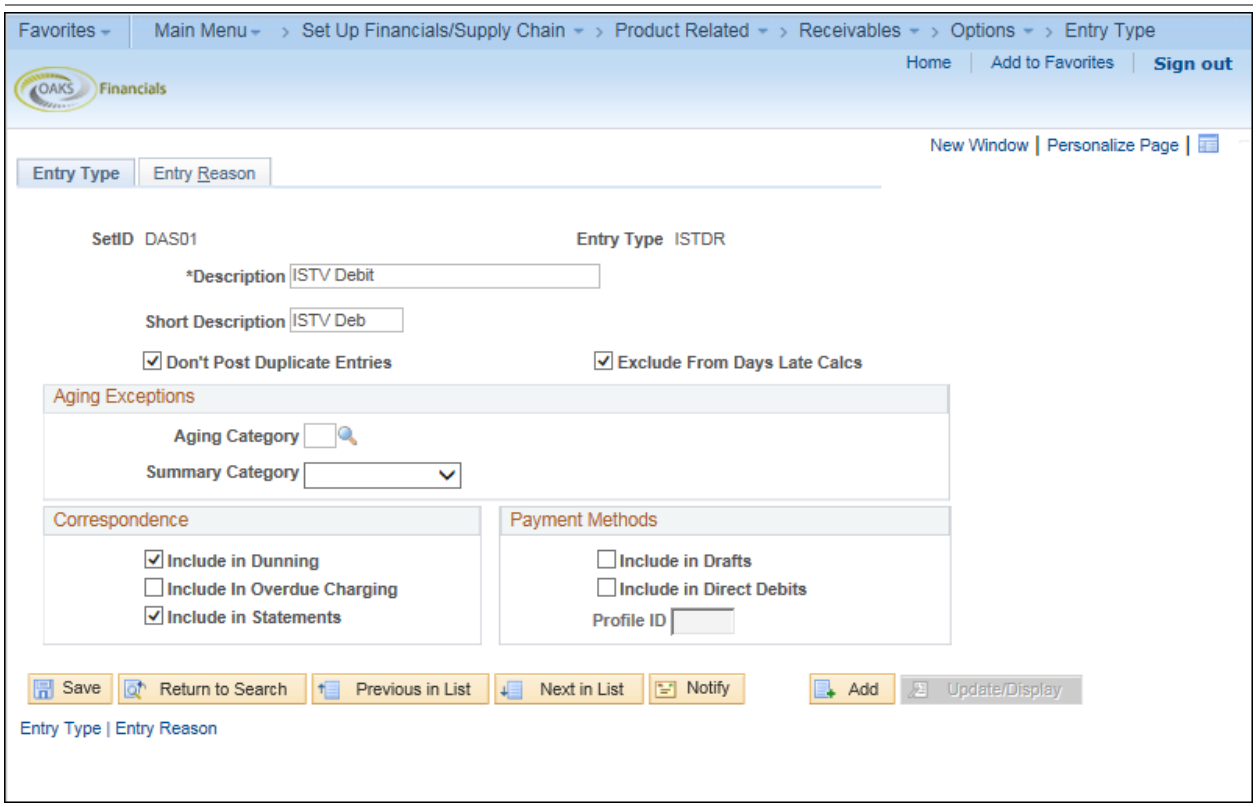
Steps

- **OAKS FIN > Set Up Financial/Supply Chain > Product Related > Receivables > Options > Entry Type**



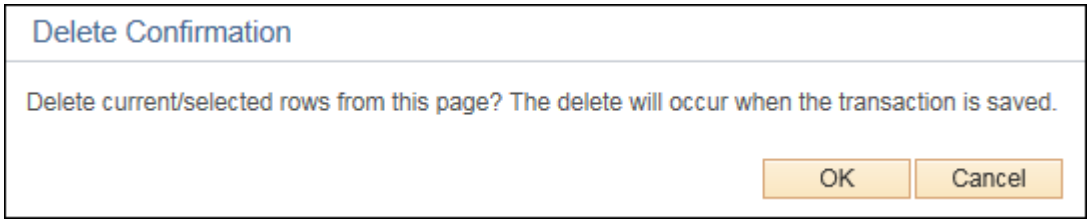
1. Enter the agency specific **Business Unit** code in the **SetID** field.
2. Enter the Reason Code **Entry Type** in the **Entry Type** field.
3. Click **Search**.

- The **Entry Type** tab displays.



4. Click the **Entry Reason** tab.
5. Click the **Delete Row** icon next to the **Reason Code** being deleted.

- A confirmation message displays.



6. Click **OK**.
7. Click **Save**.

- The **Reason Code** is deleted.

Updating Reason Code ChartFields

Overview

Every receivable transaction entered into or generated by the system must have an **Entry Type** and **Reason** code. The Entry Type categorizes pending items that will create or update posted items within the system. Examples of **Entry Types** are invoices, ISTVs, payments, debit memos, credit memos, overdue charges and write offs.

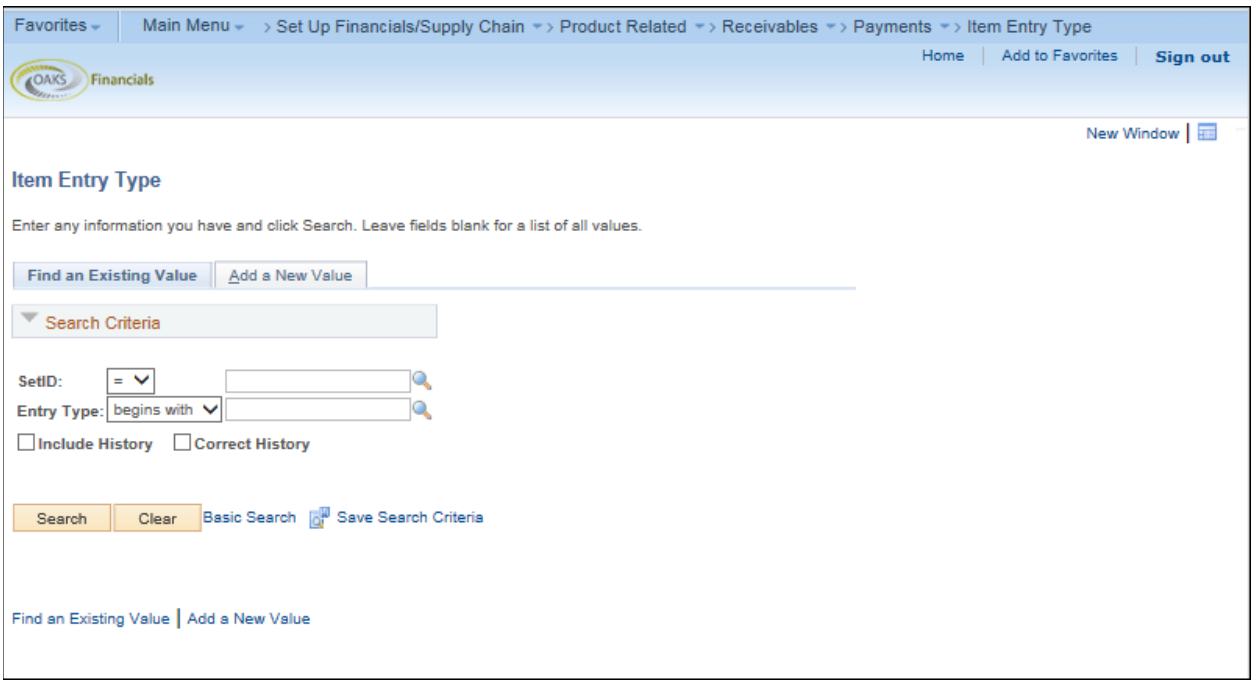
Reason Codes are paired with **Entry Type** categorizations to define the ChartFields strings used to specify the account to/from which money should be credited/debited. Multiple **Reason Codes** may be available for each **Entry Type**.

If ChartFields are changed – for example, because of changes to the budget – the associated **Reason Codes** must also be edited to match the new ChartFields distribution.

- AR Administrator or OH_AR_CFCODE_CONFIG security role(s) is needed to follow the following steps.

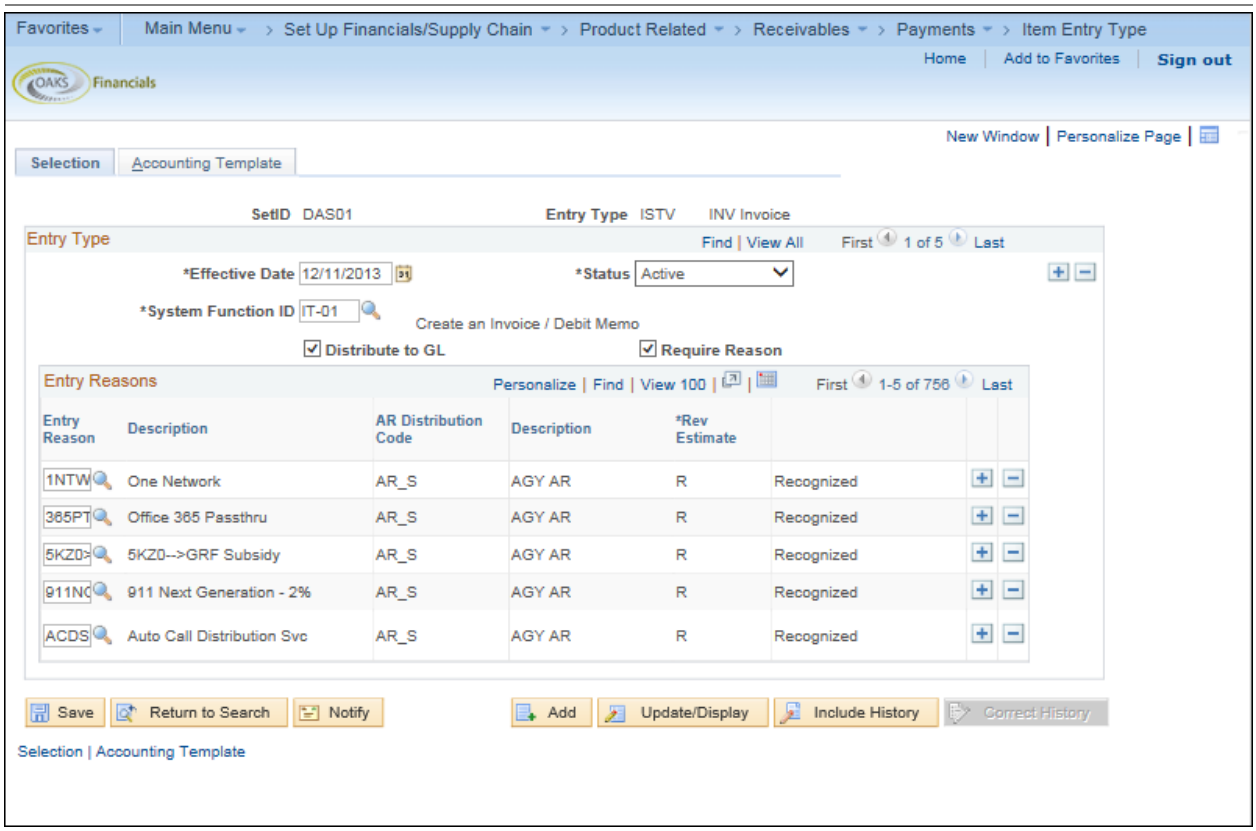
Steps

- **OAKS FIN > Set Up Financial/Supply Chain > Product Related > Receivables > Payments > Item Entry Type**



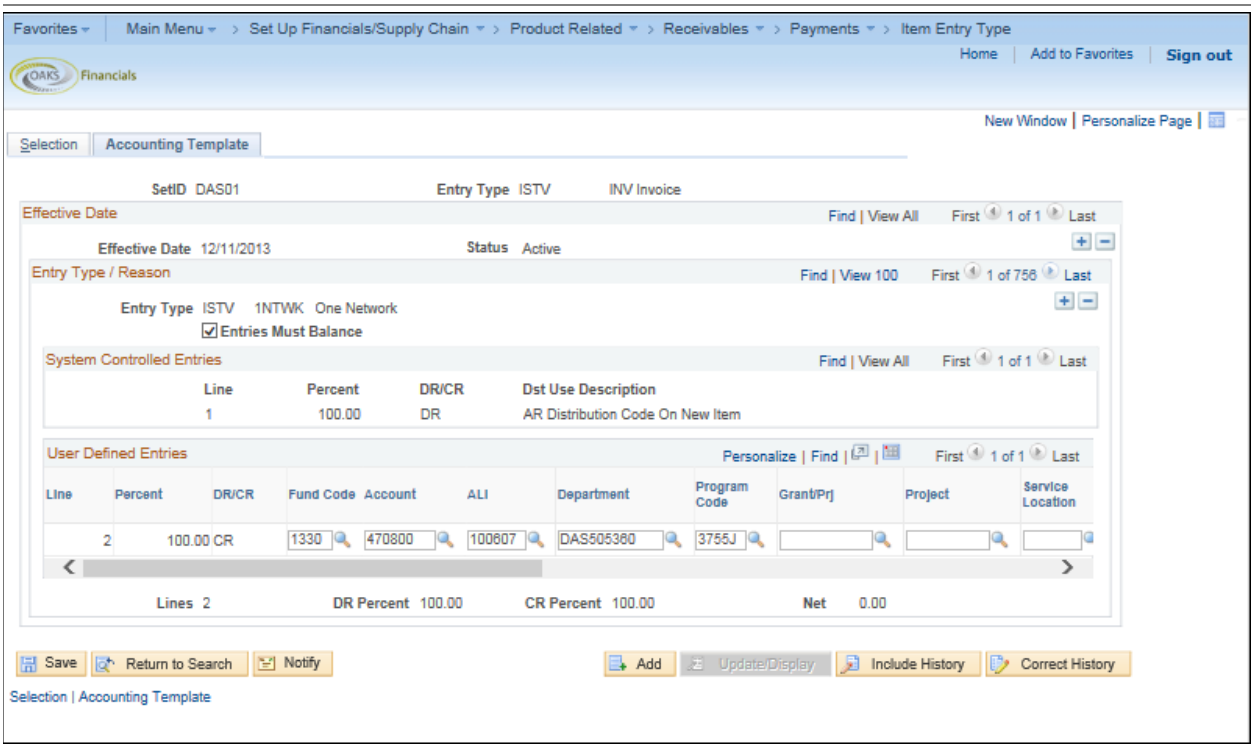
1. Enter the agency specified **Business Unit** code in the **SetID** field.
2. Enter the Reason Code **Entry Type** in the **Entry Type** field.
3. Select the **Correct History** checkbox to enable editing.
4. Click **Search**.

- The **Selection** tab displays.



5. Click the **Accounting Template** tab.

- The **Accounting Template** tab displays the **Reason Codes** for the **Entry Type**.



- This tab has four sections: **Effective Date**, **Entry Type/Reason**, **System Controlled Entries**, and **User Defined Entries**.

6. Edit any of the ChartFields for the desired **Reason code** in the **User Defined Entries** table.
7. Click **Save**.

- The updates are saved.

Creating Charge Code IDs

Overview

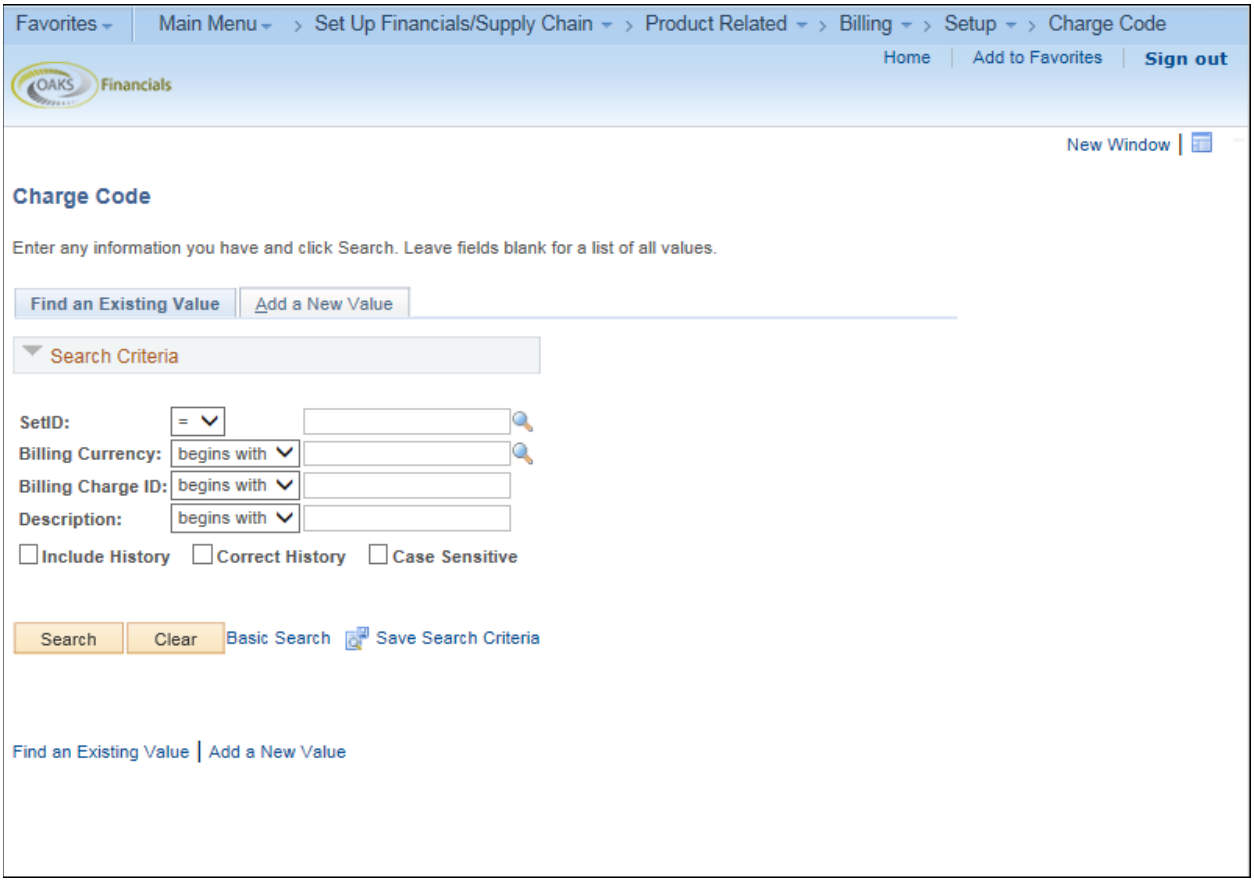
The **Charge Code** page is used to associate the agency specified **Charge ID** with the product code, description, unit of measure, unit price, and revenue distribution code for a specific type of service or commodity. The **Charge Code** specifies this information on customer bill line items.

The charge code is the product, type of service, or fee that is billed to a customer, similar to an agency's product code when creating an invoice. Instead of entering multiple fields when creating an invoice, only the Charge ID needs to be entered, and the associated charge codes are populated automatically. The **Charge ID**, **Unit of Measure**, **List Price**, and **Description** fields are printed on the invoice, along with the charge **Code ID** and its corresponding description, which appear next to each other on the bill line. The long description field (254 characters) does not print on the invoice.

Charge codes are specific to a currency code. The state of Ohio uses only USD as the **Currency Code**. Defining the **Revenue Distribution Code** on the **Charge Code** page will default the revenue accounting distribution on the **Accounting – Rev Distribution** tab for the bill line when creating the invoice.

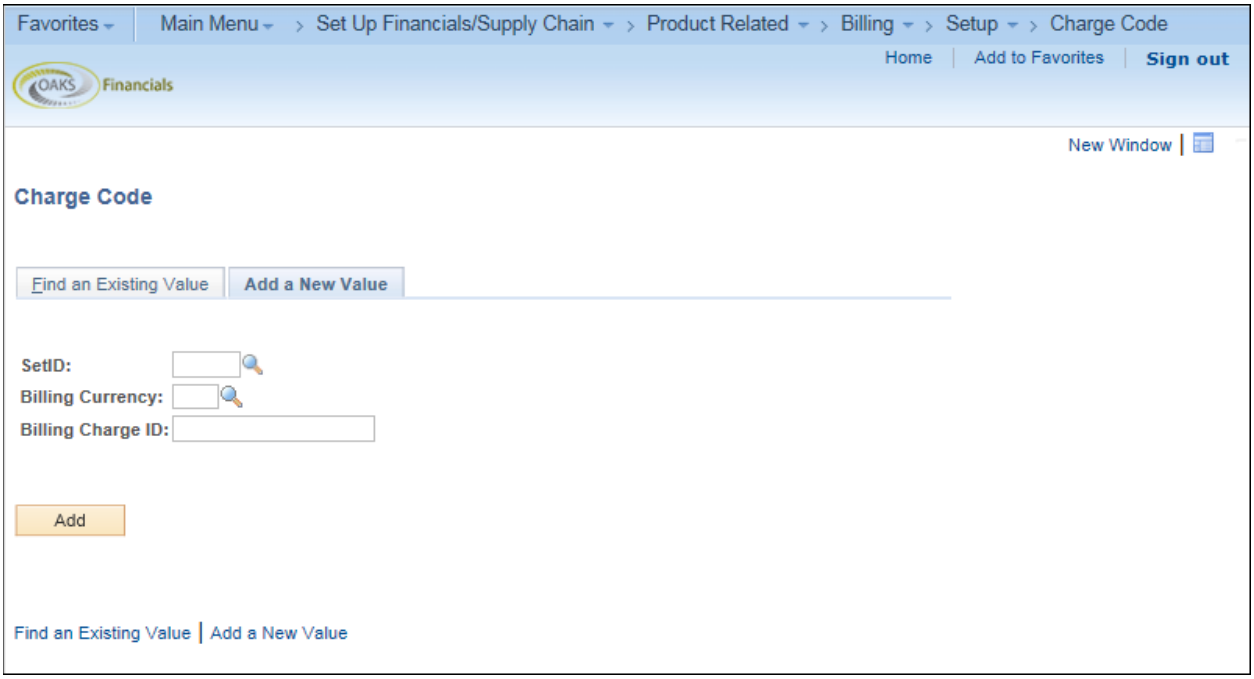
Steps

- **OAKS FIN > Set Up Financials/Supply Chain > Product Related > Billing > Setup > Charge Code**



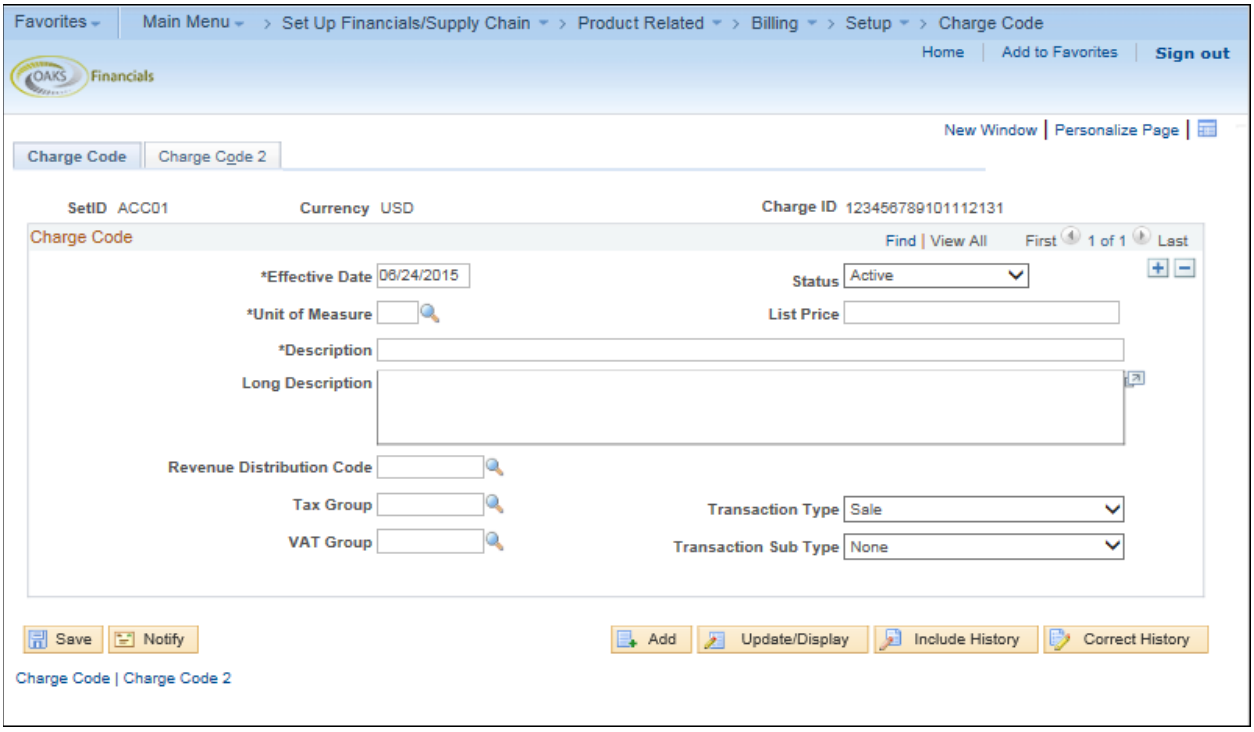
1. Click the **Add a New Value** tab.

- The **Add a New Value** tab displays.



2. Enter the agency specified **Business Unit** in the **SetID** field.
3. Enter "USD" in the **Billing Currency** field.
4. Enter the alphanumeric string (up to 18 characters, no spaces) that will be used to represent the **Charge Code** in the **Billing Charge ID** field.
5. Click **Add**.

- The **Charge Code** tab displays.



6. Select the unit of measure using the **Look Up Unit of Measure** icon.
7. Enter the base price of the item in the **List Price** field without the dollar sign.

    - The field defaults to four decimal places.

8. Enter a short description in the **Description** field of the item as it will appear on the bill line item.
9. Enter a more complete description in the **Long Description** field.

    - This field does not print on the bill.

10. Enter the **Revenue Distribution Code**.
11. Click **Save**.

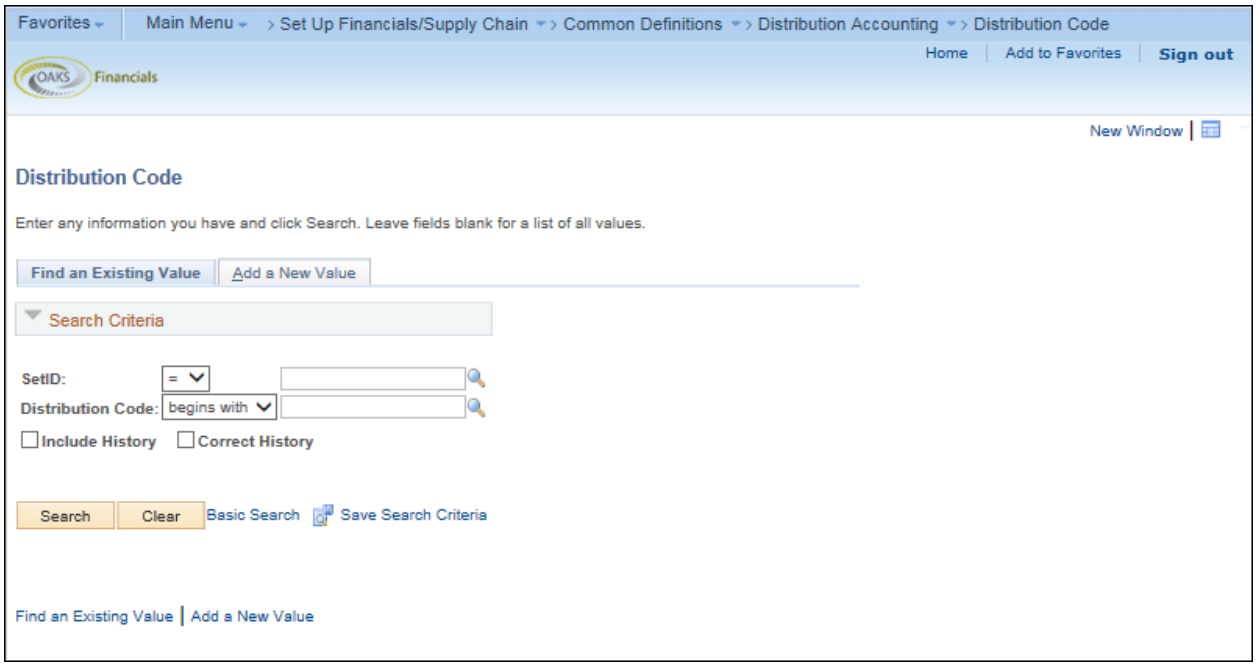
Creating Distribution Codes

Overview

Distribution Codes are a required **Setup** item in PeopleSoft. The **Distribution Code** page is used to establish new **Revenue Distribution Codes** and maintain existing values.
Distribution Codes are used to expedite the creation and processing of revenue accounting entries for **Accounts Receivable**, **Billing**, and **Contracts** transactions. The use of **Distribution codes** allows PeopleSoft to define valid sets of ChartFields, assign them a logical name and use them in the various **Configuration** items and directly during transaction entry. **Distribution Codes** are similar to **Pseudo Codes** currently being used by the state of Ohio.

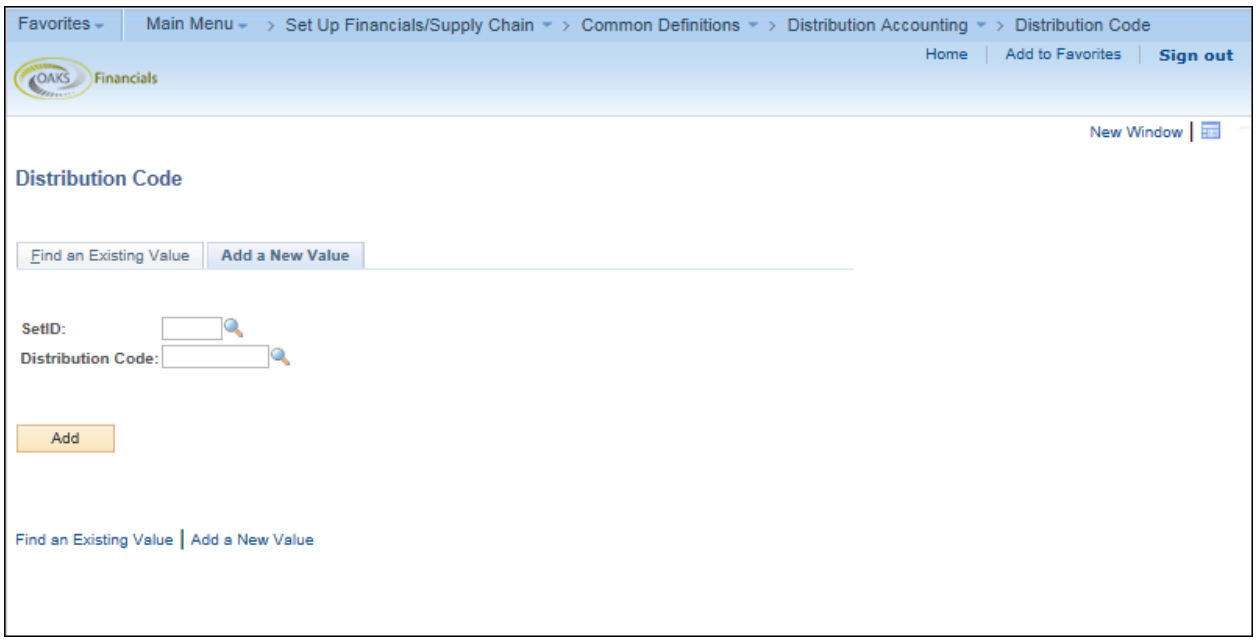
Steps

- **OAKS FIN > Set Up Financials/Supply Chain > Common Definitions > Distribution Accounting > Distribution Code**



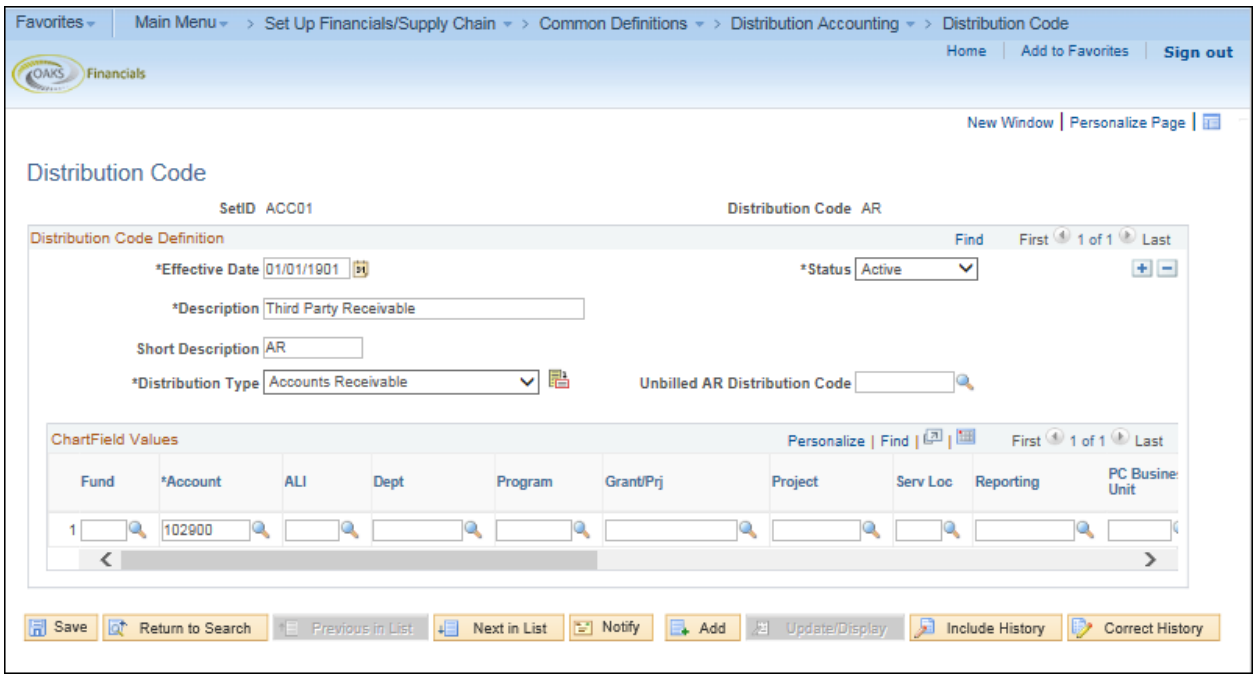
1. Click the **Add a New Value** tab.

- The **Add a New Value** tab displays.



2. Enter the agency **Business Unit** code in the **SetID** field.
3. Enter the desired identifier in the **Distribution Code** field.
    - The Distribution Code has a maximum of 10 alphanumeric characters.
4. Click **Add**.

- The **Distribution Code** page displays.



5. Enter a description of the **Distribution Code** in the **Description** field.
6. Enter a brief description of the **Distribution Code** into the **Short Description** field.
    - The field is maximum 8 characters, no spaces. By default, OAKS FIN creates one automatically.

7. Select **Revenue** from the **Distribution Type** dropdown menu.
    - This value should always be **Revenue**.

8. Enter the fund code in the **Fund** field.
9. Enter the account number in the **Account** field.
    - Revenue account codes always begin with “4.”

10. Enter the three-character agency code in the **Dept** field.
11. Click **Save**.