

# ACCOUNTS RECEIVABLE E-REPORTS

For distribution to Iowa State University Departments

Last Updated December 2020

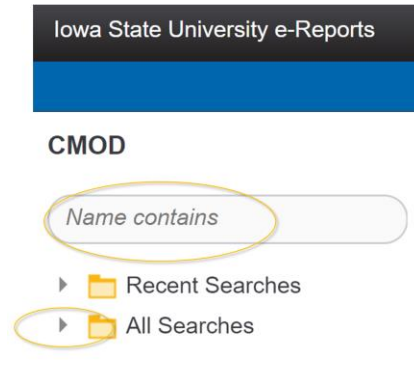
## LOCATING E-REPORTS IN ACCESSPLUS

Accounts Receivable e-reports are available in **AccessPlus** by clicking on the **uBusiness** tab. Click on the **e-Reports** link under the section, **General**, on the left hand side of the screen. After reviewing the confidentiality statement, click the **Continue** button to open the e-report application in a new browser window.

The screenshot displays the AccessPlus web application interface. At the top left, the 'ACCESSPLUS' logo is circled in yellow. The top navigation bar includes tabs for 'Home', 'Student', 'Employee', 'Faculty/Adviser', and 'uBusiness', with 'uBusiness' circled in yellow. The left sidebar menu is organized into sections: 'Business', 'Human Resources', 'General', and 'Data Warehouse'. Under the 'General' section, the 'e-Reports' link is circled in yellow. The main content area shows the 'e-Reports Confidentiality Statement' page. It includes a search bar, a 'Contact' link, and a 'Print' icon. The page text states: 'e-Reports users have access to confidential, sensitive, and/or private information. Prior to accessing e-Reports information, all e-Reports users must read and accept the following:'. It lists requirements for e-Reports users, such as keeping information confidential and reporting security breaches. Below this is the 'e-Reports User Confidentiality Agreement' section, which states: 'By clicking Continue and accessing e-Reports information, I agree to the requirements above, and agree to comply with the Information Technology Security Policy and all other applicable university policies...'. At the bottom of the page, a 'Continue' button is circled in yellow. The footer contains links for 'Instructions for e-Reports' and 'December 2015 Update Info'.

## E-Reports for Departments

Once the new browser window has opened, individual e-reports can be located by entering the name of the report into the search box on the upper left corner of the screen or by clicking on the arrow to the left of, **All Searches**, to expand all of the e-report options available.



### E-REPORTS AVAILABLE FOR DEPARTMENTS

The following is a list of University Receivables e-reports available for departments. *(Click e-report title to navigate to descriptions on pages 3-5.)*

1. [UR-Daily Tabs](#)
2. [UR-Tickets for Department](#)
3. [UR-Wday Aging By Agncy ID](#)
4. [UR-Wday Paid/Ostdng by Agncy ID](#)
5. [UR-Distribution By Destination](#)
6. [UR-Distribution By Dest Summary](#)
7. [UR-RTC Recipients for Depts](#)
8. [UR-Wday Coll Intramural Charges](#)
9. [UR-Write Off By Agncy ID](#)
10. [UR-Write Off Candidate By Agncy](#)

### UR-Daily Tabs

A daily reporting tool provided to departmental staff that process their charge/credit activity into the University Receivables system via the direct input (DI) or credit (CR) functions in ADIN.

- Real time data entry that becomes immediately viewable on a customer billing statement.
- It is a requirement that all charge/credit activity be reconciled to the **UR-Daily Tabs** report the following day.

### UR-Tickets for Department

A weekly reporting tool provided to departmental staff that process their charge/credit activity into the University Receivables system via File Transfer in AccessPlus.

- It is a requirement that all charge/credit activity be reconciled to the **UR-Tickets for Departments** report the following day.

### UR-Wday Aging by Agency ID

A month end-reporting tool for department staff to identify the aging of a charge.

- Department staff are responsible for providing a detailed invoice to the customer during the current through 0-30 timeframe.
- The department is responsible for contacting their customers during the current through 61-90 timeframe to resolve outstanding charges and prevent additional collection cost expense.
- A monthly finance charge of 1% may be assessed to charges that are outstanding beyond the departments established due date.

### UR-Wday Paid/Ostdng by Agency ID

A month end report for departments to utilize in reconciling monthly activity by selling agency. The report identifies charge, credit, payment, and outstanding receivable balances.

### UR-Distribution by Destination

This report provides a detailed account of the payments received by the designated Driver Worktags (Program or Project) on a semi-monthly basis. These payments will be shown in Workday on the 1101 (Current Accounts Receivable) ledger account with Memo field of 'Distribution', 'Redistribution' or 'Returns'.

### UR-Distribution by Dest Summary

This report provides a summary of the payments received by the designated Driver Worktags (Program or Project).

- Totals defined by selling agency.

### UR-RTC Recipients for Depts

A month end report that is generated for departments whose customers will be mailed a Notice of Right To Cure letter in the next 2-3 business days due to being placed in collections status for past due charges with the University.

- All contacts on the SA screen in ADIN for the specific selling agency will be notified via email that the report is available for review.
- In the event that the department would like the letter to be held due to customer outreach and payment arrangements having already been made, contact the Accounts Receivable staff member noted on the available e-report email notification for additional information.

### UR-Wday Coll Intramural Charges

A month end report to reflect any internal expenses associated with customers that have paid outside of their 90-day window.

- If a department is providing services without a legal approved contract being signed upfront by their customers, the collection cost expense of 15% will be assessed to the department as payments are collected.
- This report identifies the customer and breakdown of the calculation for the expense they are seeing on their fund.

## E-Reports for Departments

- Can serve as a detailed receipt for which customers are costing the department a collection cost expense for the time the Accounts Receivables Office has invested in collecting the outstanding balance for the department and university.

### UR-Write Off by Agency ID

Prior to July 1, 2019, this report identified the actual customer accounts and detail of charges that had been written off by selling agency ID.

- Even though the customer accounts have been written off, the Accounts Receivables Office will continue collection efforts on these accounts.
- For this process, this is simply a move of the receivables from an active item to an inactive item for reporting purposes.

### UR-Write Off Candidate by Agency

Prior to July 1, 2019, this report identified the customer accounts by agency ID that, according to Iowa State University policy, had met the criteria of no payment activity for two years.

- This report served as a tool for university departments to review the eligible candidates that had met the criteria and allows the departments the capability to remove them from the write-off process with proper notification to the Accounts Receivables Office.
- If no response had been received from the department, the account would have been placed in an inactive status and then written off.
- For this process, this is simply a move of the receivables from an active item to an inactive item for reporting purposes.