

*Accounts Receivable
User Procedures*

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1.0 Accounts Receivable Overview

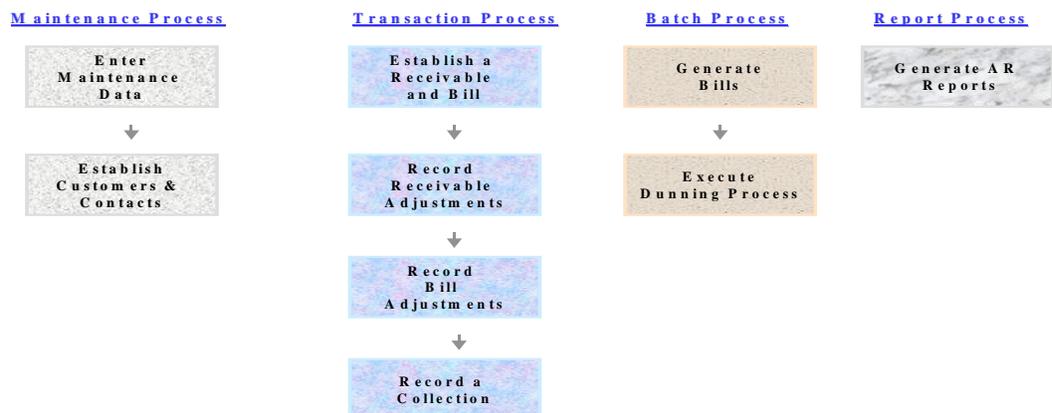
The CBS Accounts Receivable module allows users to record monitor and control all activities related to billing and collections. Various maintenance, transaction and report screens will be utilized as part of this process. Accounts Receivable functionality encompasses both on-line transactions and batch processing.

The following is an illustration of the various processes within the CBS Accounts Receivable module:

Benefits of the CBS Accounts Receivable module include:

- ◆ Data validation at the point of entry
- ◆ Improved tracking of documents/transactions
- ◆ On-line and batch processing
- ◆ Centralized customer database
- ◆ Multiple bills for a receivable
- ◆ Link multiple receivables
- ◆ Automatic generation of billing schedules
- ◆ Automatic application of interest/administrative fees/penalties for delinquent accounts
- ◆ Apply collections in accordance with the Debt Collection Act
- ◆ On-line report capabilities
- ◆ Identify transactions and generate reports by each Finance Branch

High Level Accounts Receivable Processes



1.1 Accounts Receivable Maintenance

Maintenance data must be established prior to processing transactions or generating reports within the CBS Accounts Receivable module. Maintenance data includes system maintained and bureau-defined values with associated processing logic.

Maintenance data may apply system-wide or be specific to a particular module. The Accounts Receivable module includes maintenance screens which are used to set-up data specific to the functionality within this application. System-wide maintenance data, established in other CBS modules, is also utilized for processing within the Accounts Receivable module. General ledger transaction codes are one example of system-wide maintenance data.

Accounts Receivable maintenance screens are used to record information required for processing. Many maintenance screens require one-time set-up, while others are used on an occasional basis to establish new values or modify existing maintenance data. Examples of Accounts Receivable maintenance data include, but are not limited to, customer/contact information; bank information; collection agencies; remittance codes; and case information. Each maintenance screen provides the capability to produce a listing of the maintenance data.

Values established in the maintenance process are used throughout the system as a validation point during the data entry process. Maintenance data is also used for batch processing, report generation, and creating templates for the application of interest, administrative fees, and penalties for delinquent accounts. Printing templates are established for generating customer bills and dunning notices. Documentation related to maintenance screens is included in Section 3 of this document.

1.2 Accounts Receivable Transactions

Transaction screens are used for processing of individual transactions or documents within the CBS Accounts Receivable module. Accounts Receivable functionality will be used to generate receivable/bills, apply adjustments, maintain receipt logs, create deposit tickets, record collections, and produce reports. Additional tasks required to support processing and query data may also be performed on various transaction screens. Procedures pertaining to the transaction screens are documented in Section 4.

1.3 Accounts Receivable Batch Processing

Batch processing automates processes which are performed on a regular basis. Batch processing screens execute programs to process data and/or reports by selecting and manipulating records. Within the Accounts Receivable module, batch processing is used for bill generation and the dunning process applicable to delinquent accounts. Users are also able to view process logs for each batch. Procedures pertaining to batch processing are included in Section 5 of this document.

1.4 Accounts Receivable Reports

Report screens provide pre-defined templates used to query data and create output. Reports may be viewed on-line or printed. Details related to various Accounts Receivable reports are included in Section 6 of this document. Available reports include:

- ◆ Bill of Collection
- ◆ SF 1081
- ◆ Customer Statement
- ◆ Receivable Activity Report
- ◆ Receipt Summary Report
- ◆ Deposit Ticket Summary Report
- ◆ Refund Form
- ◆ Aging of Outstanding Receivables
- ◆ Due Process Letter
- ◆ Dunning Notice
- ◆ Write-off Report
- ◆ Cash Reconciliation Report