

**SmartStream®**

**Accounts Receivable/Billing**

**IDT Processing**

October 2003  
Tracey Thomson

## Setting up a Receivable Account for Customer

Click on Receivable Account

-Fill in the following fields

-Account: account name (12700-SC EPSCOR)

-Name: All caps (SC EPSCOR-PERSONNEL SERVICES)

-Address: you can choose to add more lines, if needed.

The screenshot shows a software window titled "Activity Windows" with a menu bar (File, Edit, Options, Settings, Window, Help) and a toolbar. The main window is titled "Receivable Account - 12700-SC EPSCOR". It contains the following fields:

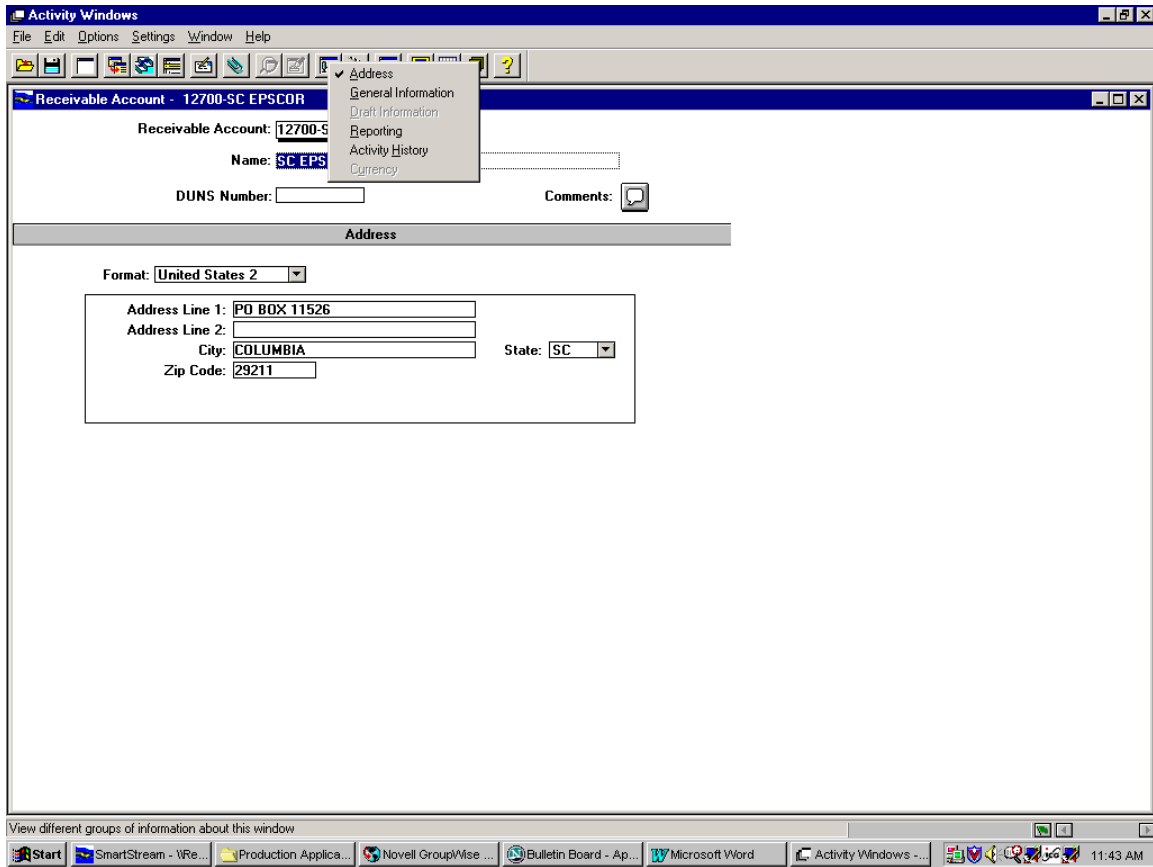
- Receivable Account:
- Name:
- DUNS Number:
- Comments:

Below these fields is a section titled "Address" with a "Format" dropdown menu set to "United States 2". Inside this section is a box containing the following fields:

- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip Code:

The Windows taskbar at the bottom shows the Start button, several open applications (SmartStream, Production Applications, Microsoft Word, Novell GroupWise, Activity Windows), and the system tray with the time 1:25 PM.

Click on Binoculars (any item that is in dark lettering must be completed)



Choose General information

Fill in the following fields

- Remit to: (use flashlight icon to get list)
- Terms (flashlight)
- Credit account (flashlight)

The screenshot shows a software window titled "Receivable Account - 12700-SC EPSCOR". The window has a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area contains the following fields and options:

Receiveable Account:

Name:

DUNS Number:

Comments:

**General Information**

Remit-To:  BURSAR'S OFFICE

Terms:  NET 30

Country:

Credit Account:  GENERAL ACCOUNTING

Draft Allowed

User Field 1:

User Field 2:

**Algorithm Options**

Use Algorithm Allocation      Algorithm Policy:

Use NonDeposit Checks       Ignore Remittance Advice

The taskbar at the bottom shows the system is "Ready" and the time is "10:20 AM". Open applications include "Production Applic...", "Novell GroupWise...", "Citrix Program Nei...", "SmartStream - WR...", "Microsoft Word - ...", and "Activity Window...".

## Reporting

- Check for changes
- Make any necessary changes

The screenshot shows a software window titled "Receivable Account - 12700-SC EPSCOR". The window has a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area contains the following fields and options:

- Receivable Account: 12700-SC EPSCOR
- Name: SC EPSCOR PROGRAM
- DUNS Number: [Empty field]
- Comments: [Empty field]

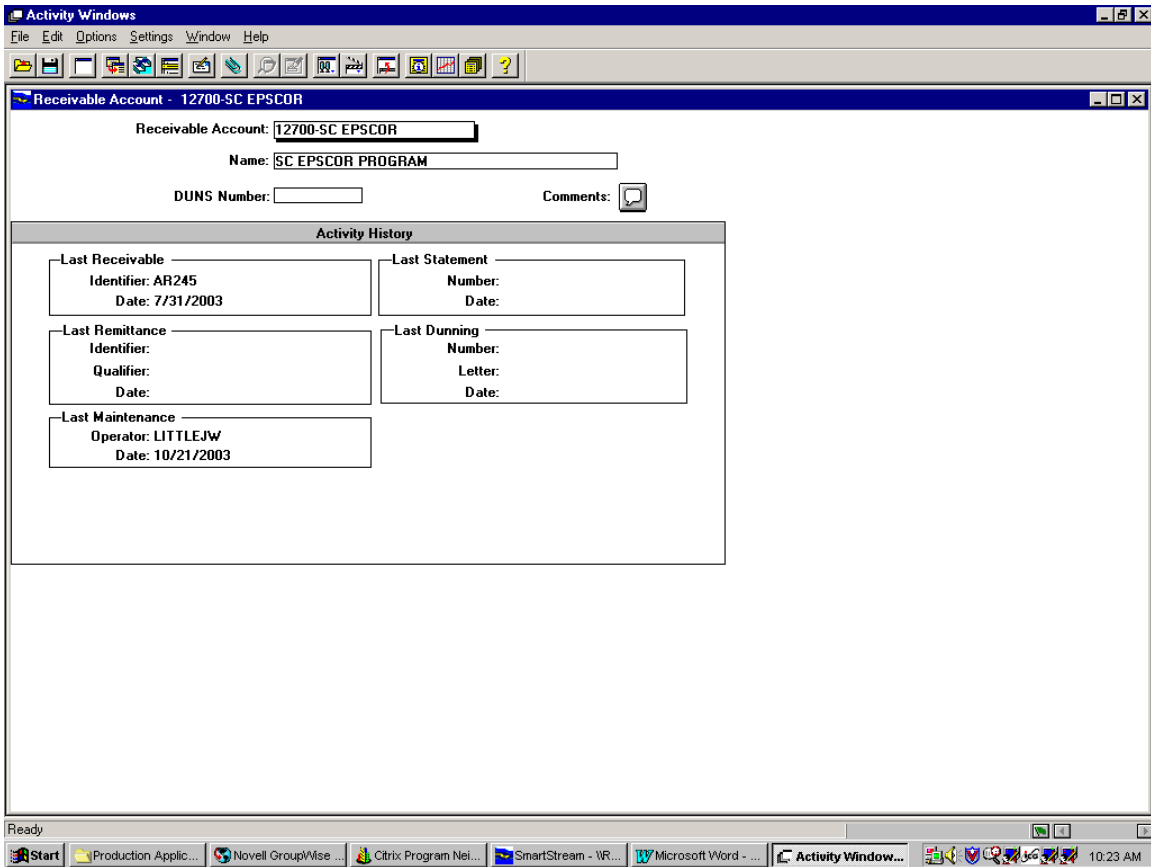
The "Reporting" section is enclosed in a box and contains the following options:

- Language: ENGLISH (dropdown menu)
- Statement Group: [Empty field]
- Negative Display: Leading (dropdown menu)
- Phone Format: Local 3+4 (dropdown menu)
- Statement Exempt:
- Dunning Exempt:
- Date Format:
  - MDY
  - DMY
  - YMD
- Separators:
  - Thousand:
  - Decimal:
  - Phone:

The Windows taskbar at the bottom shows the system is "Ready" and includes icons for Start, Production Applic..., Novell GroupWise..., Citrix Program Nei..., SmartStream - WR..., Microsoft Word - ..., and Activity Window... The system clock shows 10:22 AM.

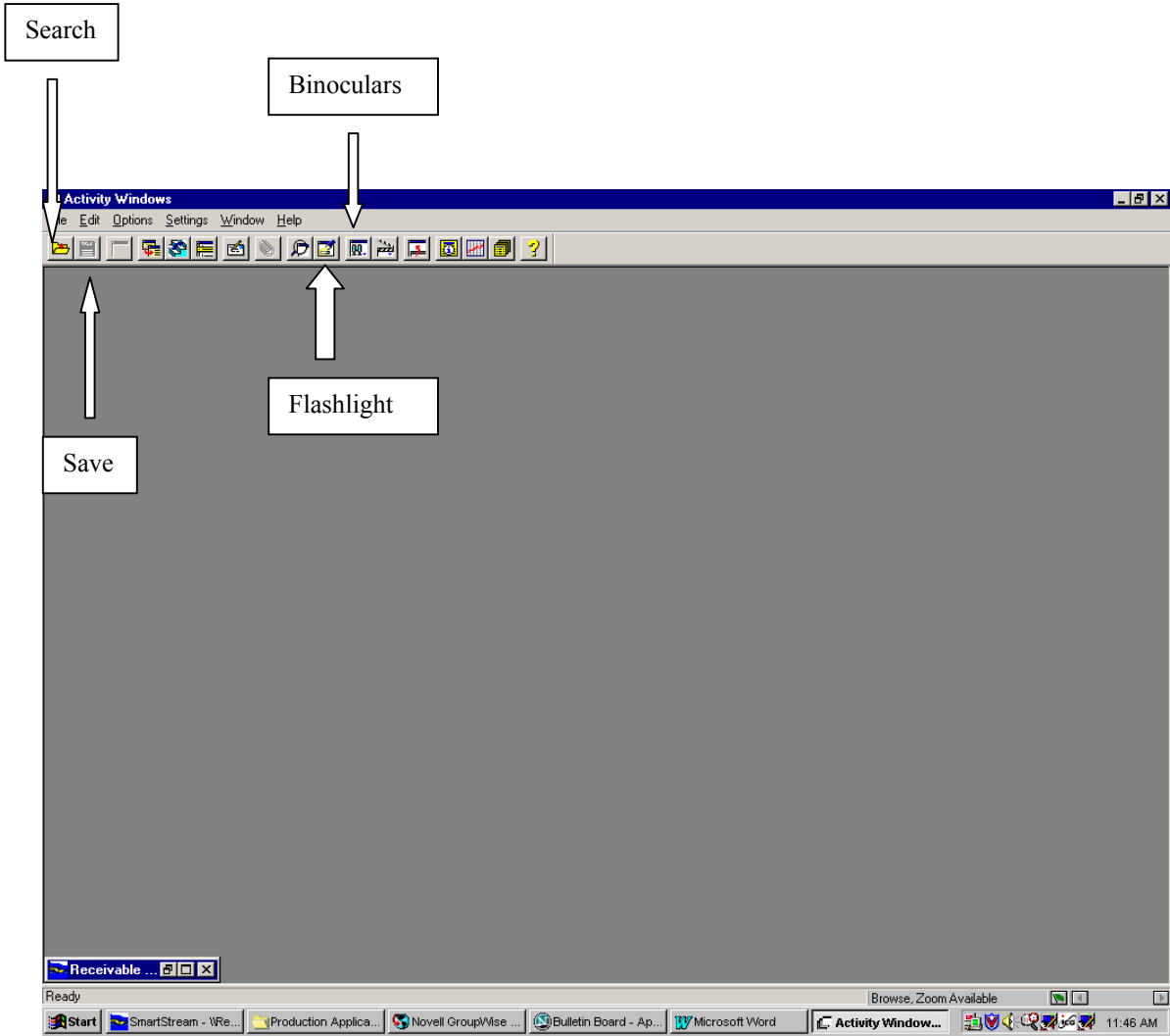
Activity history

- Check for changes
- Make any necessary changes



Save  
Close

# Reference



## Setting up Receivable Entity for Department

Click on Receivable Entity Policy

Search to see if entity is already set up with the UDAK

Fill in the following fields

-Receivable entity

-Choose a up to a 5 digit code for the entity (CELL, COM) -This entity will have a specific UDAK so CELL may need to use CELL, CELL1, CELL2 for each UDAK.

-Name: CELL BIOLOGY (83561)

-Address: If address is needed

Activity Windows

File Edit Options Settings Window Help

Receivable Entity Policy - CELL2

Receivable Entity:  Name:

Address

Format:

Address Line 1:

Address Line 2:

City:  State:

Zip Code:

Ready 10 of 49

Start SmartStream - \Remote Production Applications Microsoft Word Novell GroupWise - Mail... Activity Windows - VR... 1:37 PM

Click on Binoculars (any item that is in dark lettering must be completed)

Activity Windows

File Edit Options Settings Window Help

Receivable Entity Policy - CELL2

Receivable Entity: CELL2 Name: [ ]

Address

Format: United States 2

Address Line 1: [ ]

Address Line 2: [ ]

City: [ ] State: [ ]

Zip Code: [ ]

This view contains currency information for the receivable entity

Start SmartStream - iRemote Production Applications Microsoft Word Novell GroupWise - Mail... Activity Windows - iRe... 10 of 49 1:39 PM

Phone and Fax  
-Input department information

The screenshot shows a software window titled "Receivable Entity Policy - CELL2". At the top, there is a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area has a header with "Receivable Entity: CELL2" and "Name: CELL BIOLOGY (83561)". Below this is a section titled "Phone and Fax". Underneath, there is a "Format:" dropdown menu set to "Local 3+4". There are two input sections: "Phone" and "Fax". The "Phone" section has three input fields labeled "Area:", "Local:", and "Ext:" with a hyphen between "Area:" and "Local:", and another hyphen between "Local:" and "Ext:". The "Fax" section has two input fields labeled "Area:" and "Local:" with a hyphen between them. The window's taskbar at the bottom shows the "Start" button and several open applications: "Production Applic...", "Novell GroupWise...", "Citrix Program Nei...", "SmartStream - WR...", "Microsoft Word - ...", and "Activity Window...". The system tray on the right shows the time as "10:26 AM".

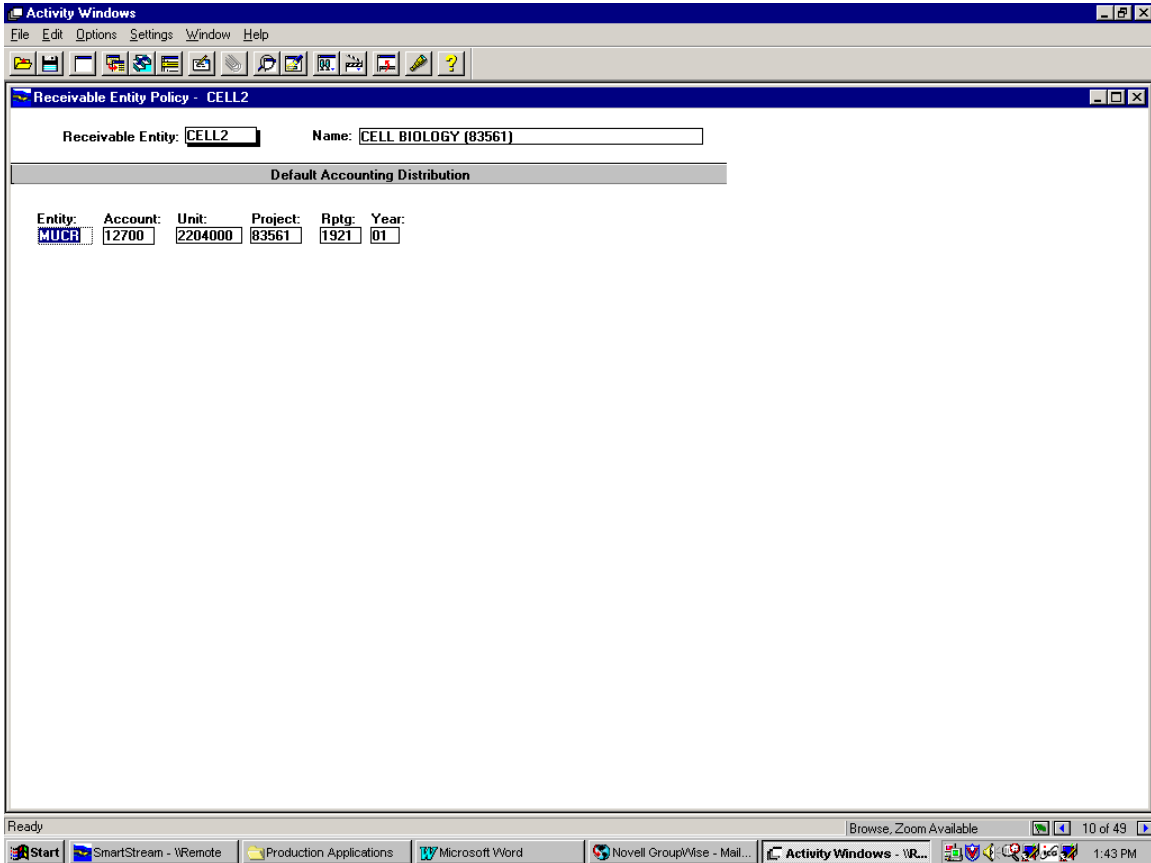
Click on Binoculars  
Defaults and Options  
Fill in the following fields  
-Terms: (flashlight)  
-Aging: (flashlight)  
-Remit to: (flashlight)  
-Type: IDT

The screenshot shows a software window titled "Receivable Entity Policy - CELL2". The window has a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Receivable Entity:** CELL2
- Name:** CELL BIOLOGY (83561)
- Defaults and Options** section:
  - Terms:** NET 30
  - Aging:** STANDARD
  - Remit-To:** BURSAR
  - Effective Date:** Entry (selected), Period End, Document
- Remittance-On-Account** section:
  - Category:** Remittance-On-Account
  - Type:** IDT
- Remittance Allocation Tolerance** section:
  - Write-Off Type:** PART
  - INCORRECT BILLING**
  - Maximum Tolerance Amount:** 1.00
  - Percentage of Remittance:** 0
- Voucher Number Options** section:
  - Require
  - Automatically Generate
  - Allow Override

The task instructions indicate that the following fields should be filled in: Terms (flashlight), Aging (flashlight), Remit to (flashlight), and Type (IDT). The screenshot shows these fields are already filled with the values: NET 30, STANDARD, BURSAR, and IDT.

Click on binoculars  
Default Accounting Distribution  
-Input Receivable (12700) UDAK



Save  
Close

## Setting up Sales Item Catalog

Choose Sales Item Catalog

Fill in the following fields

- Item: IDT-CELL BIOLOGY (83561)
- Description: CELL BIOLOGY PERSONNEL SERV
- UOM: EA
- Sales Item Commodity: IDT (flashlight)
- Internal Item ID: 0700 Services (flashlight)

The screenshot shows a software window titled "Sales Item Catalog - IDT-CELL BIOLOGY (83561)". The window contains a form with the following fields and values:

- Item: IDT-CELL BIOLOGY (83561)
- Item Description: CELL BIOLOGY PERSONNEL SERV
- UOM: EA
- Active Status: Active
- Date Added: 10/22/2003
- Sales Item Commodity: IDT IDT RECEIVABLE
- Internal Item ID: 0700
- Service Indicator:
- Kit Indicator:
- Tax Rule: [Empty field]
- Tax Rate Code: [Empty field]
- Revenue Recognition Indicator:
- Comments: [Empty field]

The window also shows a standard Windows taskbar at the bottom with the Start button and several open applications: SmartStream - VRemote, Production Applications, Microsoft Word, Novell GroupWise - Mail..., and Activity Windows - VRL... The system clock shows 1:45 PM on 10/21/2003.

Save

Close

## Setting up Sales Item Accounting Distribution

Choose Sales Accounting Distribution

Fill in the following fields

-Item: IDT-CELL BIOLOGY (83561)

-Distribution type: Sales

-Input Sales item UDAK

Activity Windows

File Edit Options Settings Window Help

Sales Item Accounting Distribution - IDT-CELL BIOLOGY (83561), Sales

Item: **IDT-CELL BIOLOGY (83561)** Description: CELL BIOLOGY-PERSONNEL SERV

Distribution Type					
Entity	Account	Unit	Project	Rptg	Year
Sales					
MUCR	43400	2204000	83561	1921	01

Distribution Type: **Sales** Alias:

Entity:  Account:  Unit:  Project:  Rptg:  Year:

MUCR 43400 2204000 83561 1921 01

Ready 12 of 26

Start SmartStream - WRemote Production Applications Microsoft Word Novell GroupWise - Mail... Activity Windows - W... 1:48 PM

Save

Close

## Setting up Billing Accounting Distribution

Choose Billing Accounting Distribution

Fill in the following fields

-Receivable Entity: CELL2

-Distribution type: Sales

-Input Sales item UDAK

Activity Windows

File Edit Options Settings Window Help

Billing Accounting Distributions - CELL2, Sales

Receivable Entity:  Name: CELL BIOLOGY (83561)

Distribution Type					
Entity	Account	Unit	Project	Rptg	Year
Sales					
MUCR	43400	2204000	83561	1921	01

Distribution Type:  Alias:

Entity:  Account:  Unit:  Project:  Rptg:  Year:

Ready

Start SmartStream - VRemote Production Applications Microsoft Word Novell GroupWise - Mail... Activity Windows - WR... 1:51 PM

Save

## Setting up Billing Document

Billing document

Fill in the following fields

- Document: AR245
- Account: 12700-SC EPSCOR
- Receivable entity: CELL2
- Type: IDT (flashlight)
- Terms: NET 30
- Document date: (TEST: use JE date)
  - It will bring in today's date, if you change the date, a pop up screen will come up asking is it should update the due date-click yes
- Effective date: (TEST: testing different dates)

The screenshot shows a software window titled "Billing Document - AR245" with a "Main View" tab. The window contains several input fields and sections:

- Billing Document:** AR245
- Status:** Sent
- Account:** 12700-SC EPSCOR SC EPSCOR PROGRAM
- Receivable Entity:** CELL2 CELL BIOLOGY (83561)
- Category:** Invoice
- Type:** IDT
- Terms:** NET 30
- Currency:** USD
- Document Date:** 7/31/2003
- Due Date:** 8/30/2003
- Effective Date:** 9/30/2003
- Plan:**
- Control Group:** Identifier:  Date:
- Reference:** Base Document: AR245, Original Document: AR245, Cross Referenced To: , Tax Exempt:
- Comments:**

**Totals**

Goods and Services:	100,266.26	Total Taxes:	0.00
Freight:	0.00	Total:	100,266.26
Miscellaneous Charges:	0.00		

The window also shows a standard Windows taskbar at the bottom with the Start button, taskbar icons for SmartStream, Production Applications, Microsoft Word, and Novell GroupWise, and a system tray with the time 1:57 PM.

Click on Binoculars (any item that is in dark lettering must be completed)

**Activity Windows**

File Edit Options Settings Window Help

**Billing Document - AR245**

- Main View
- Detail View
- Activity View
- Bill-To Address View
- Ship-To Address View
- Line View
- Accounting Distribution View
- Error Messages

**Billing Document:** AR245

**Status:** Sent

**Account:** 12700-SC EPSCOR

**Receiving Entity:** CELL2 CELL BIOLOGY

**Category:** Invoice

**Type:** IDT

**Terms:** NET 30

**Currency:** USD

**Document Date:** 7/31/2003

**Due Date:** 8/30/2003

**Effective Date:** 9/30/2003

**Plan:**

**Control Group**

**Identifier:**

**Date:**

**Reference**

**Base Document:** AR245

**Original Document:** AR245

**Cross Referenced To:**

**Tax Exempt:**

**Totals**

Goods and Services:	100,266.26	Total Taxes:	0.00
Freight:	0.00	Total:	100,266.26
Miscellaneous Charges:	0.00		

View different groups of information about this window

Start SmartStream - WRemote Production Applications Microsoft Word Novell GroupWise - Mail... Activity Windows - WRe... 1:57 PM

Detail view

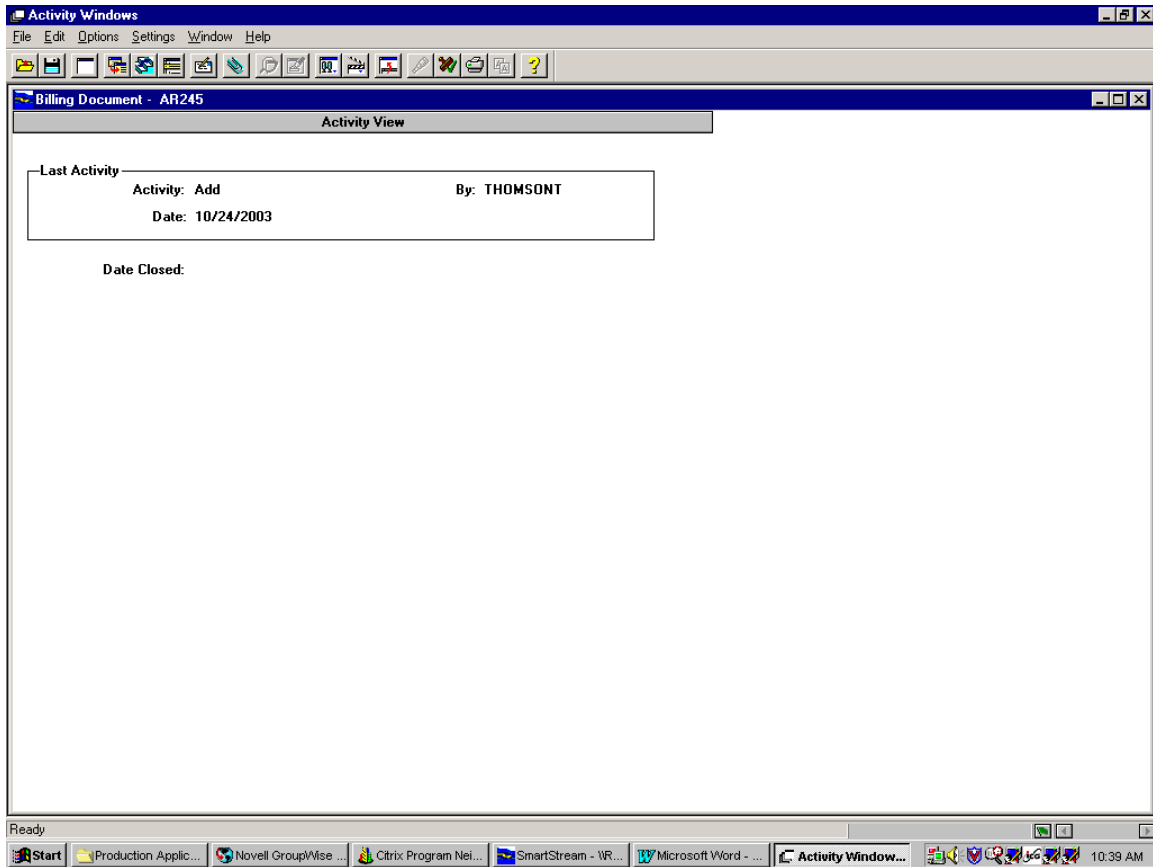
-Make any necessary changes

The screenshot shows a software application window titled "Billing Document - AR245" in "Detail View" mode. The window has a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area contains the following form fields:

- Description:** Intra Departmental Transfer
- Assigned To:** THOMSONT
- Order:** (Section header)
- Shipment Date:** (Text box)
- Shipment Reference:** (Text box)
- Carrier ID:** (Text box)
- Purchase Order:** (Text box)
- Revenue Recognition Rule:** (Section header)
- Revenue Recognition Rule:** (Text box)
- Start Date:** (Text box)
- End Date:** (Text box)

The taskbar at the bottom shows the system status "Ready" and several open applications: "Production Applic...", "Novell GroupWise ...", "Citrix Program Nei...", "SmartStream - WR...", "Microsoft Word - ...", and "Activity Window...". The system clock shows "10:38 AM".

Click on binoculars  
Activity view  
-Make any changes necessary



Click on Binoculars

Bill to address

-Make any necessary changes

The screenshot shows a software application window titled "Activity Windows" with a menu bar (File, Edit, Options, Settings, Window, Help) and a toolbar. The main window is titled "Billing Document - AR245" and contains a "Bill-To Address View" form. The form includes the following fields:

- Contact Name:
- Title:
- Format:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip Code:

The Windows taskbar at the bottom shows the Start button, several open applications (Production Applic..., Novell GroupWise..., Citrix Program Nei..., SmartStream - WR..., Microsoft Word - ...), and the system tray with the time 10:39 AM.

Click on binoculars

Line view

-Type in the item number: IDT-CELL BIOLOGY (83561)

-Quantity: 1

-Unit price: type in amount of IDT

The screenshot displays a software window titled "Billing Document - AR245" in "Line View" mode. The main data table contains the following information:

Line Nbr	Line Type	Item Number	Short Description	UOM
1	Sales	IDT-CELL BIOLOG	CELL BIOLOGY-PERSONNEL SERV	EA

Below the main table, a tax summary table is shown:

Tax Rule	Tax Rate Code	Tax Amount	Basis Amount
Originating Tax ID	Destination Tax ID	Destination Exempt Tax ID	
		0.00	100,266.26

The Windows taskbar at the bottom shows the system is "Ready" and includes icons for Start, Production Applic..., Novell GroupWise..., Citrix Program Nel..., SmartStream - WR..., Microsoft Word..., and Activity Window... The system clock indicates 10:40 AM.

Click on binoculars

Accounting distribution

-This should show the sales item UDAK

-If it does not, check your Billing Accounting Distribution

The screenshot shows a software window titled "Billing Document - AR245" with a menu bar (File, Edit, Options, Settings, Window, Help) and a toolbar. The main area displays an "Accounting Distribution View" table. The table has columns for Distribution Type, Alias, Entity, Account, Unit, Project, Rptg, and Year. A tree view on the left shows "Sales 1" expanded, with a row for "MOCR" highlighted in green. The status bar at the bottom shows "Ready" and "Browse, Zoom Available".

Distribution Type	Alias	Entity	Account	Unit	Project	Rptg	Year
Sales 1	MOCR	43400	2204000	83561	1921	01	

Save

Close

## **Workflow Approval Process**

## Printing Invoice

Once the billing document has gone through the approval process and the status is complete, you may print the invoice.

Billing Document

Fill in the Billing document: AR245

Right click

Click on Go to Billing Document Print

The screenshot shows a software window titled "Billing Document - AR245" with a "Main View" tab. The window contains the following information:

**Billing Document:** AR245  
**Status:** Sent  
**Account:** 12700-SC EPSCOR SC E  
**Receivable Entity:** CELL2 CELL BIOLOGY (83  
**Category:** Invoice  
**Type:** IDT  
**Terms:** NET 30  
**Currency:** USD  
**Document Date:** 7/31/2003  
**Due Date:** 8/30/2003  
**Effective Date:** 9/30/2003  
**Plan:**

**Totals**

Goods and Services:	100,266.26	
Freight:		
Miscellaneous Charges:		
		0.00
		100,266.26

A context menu is open over the 'Totals' section, listing the following options:

- Main View
- Detail View
- Activity View
- Bill-To Address View
- Ship-To Address View
- Line View
- Accounting Distribution View
- Error Messages
- Go To Accounting Distribution
- Go To Amount
- Go To Item in Error
- Copy Accounting Key
- Paste Accounting Key
- Accounting Keys Browse
- Zoom to
- Go to Approval
- Go to Billing Document Print
- Go to Billing Document Plan

The taskbar at the bottom shows the system is ready, with several open applications including Production Applic..., Novell GroupWise..., Citrix Program Nei..., SmartStream - WR..., and Microsoft Word - I... The time is 11:44 AM.

Fill in the following fields:

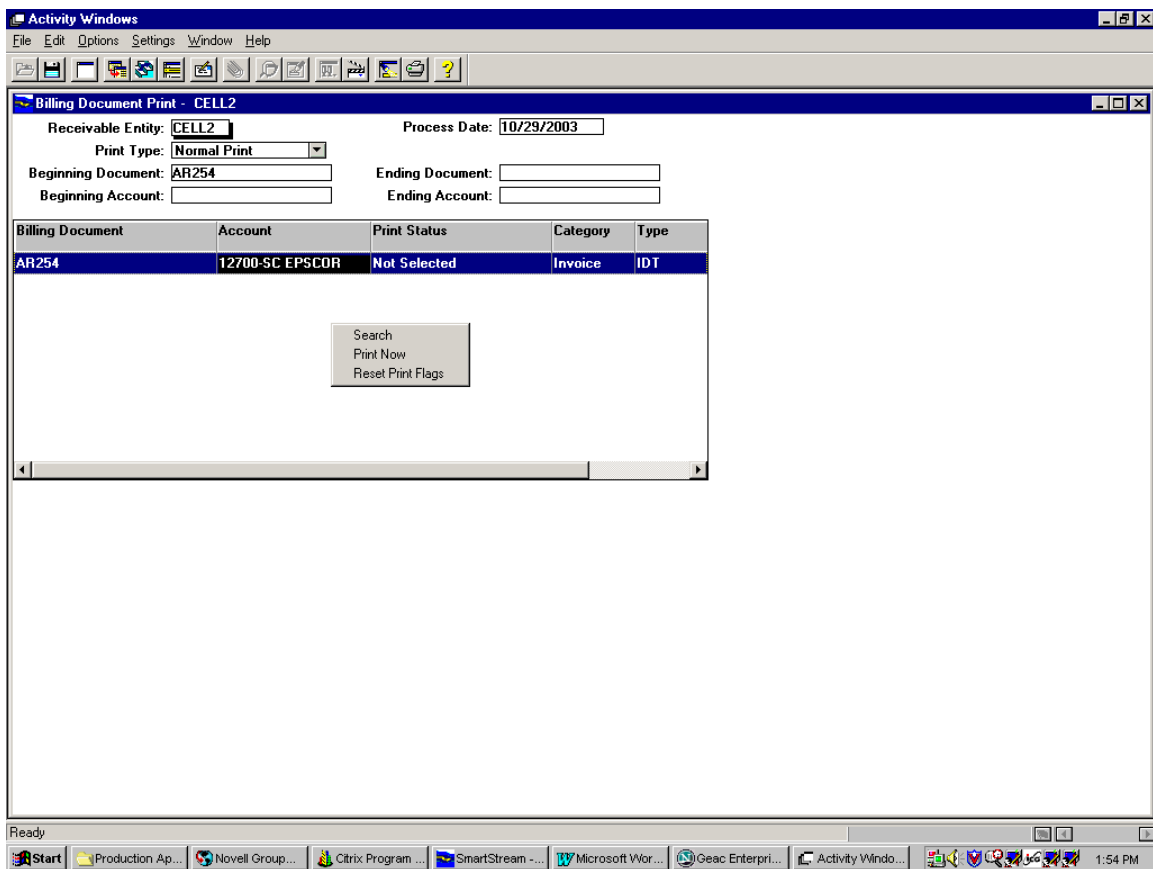
-Print type: normal print

-If you need to print a second invoice choose duplicate print

Highlight the billing document in the box

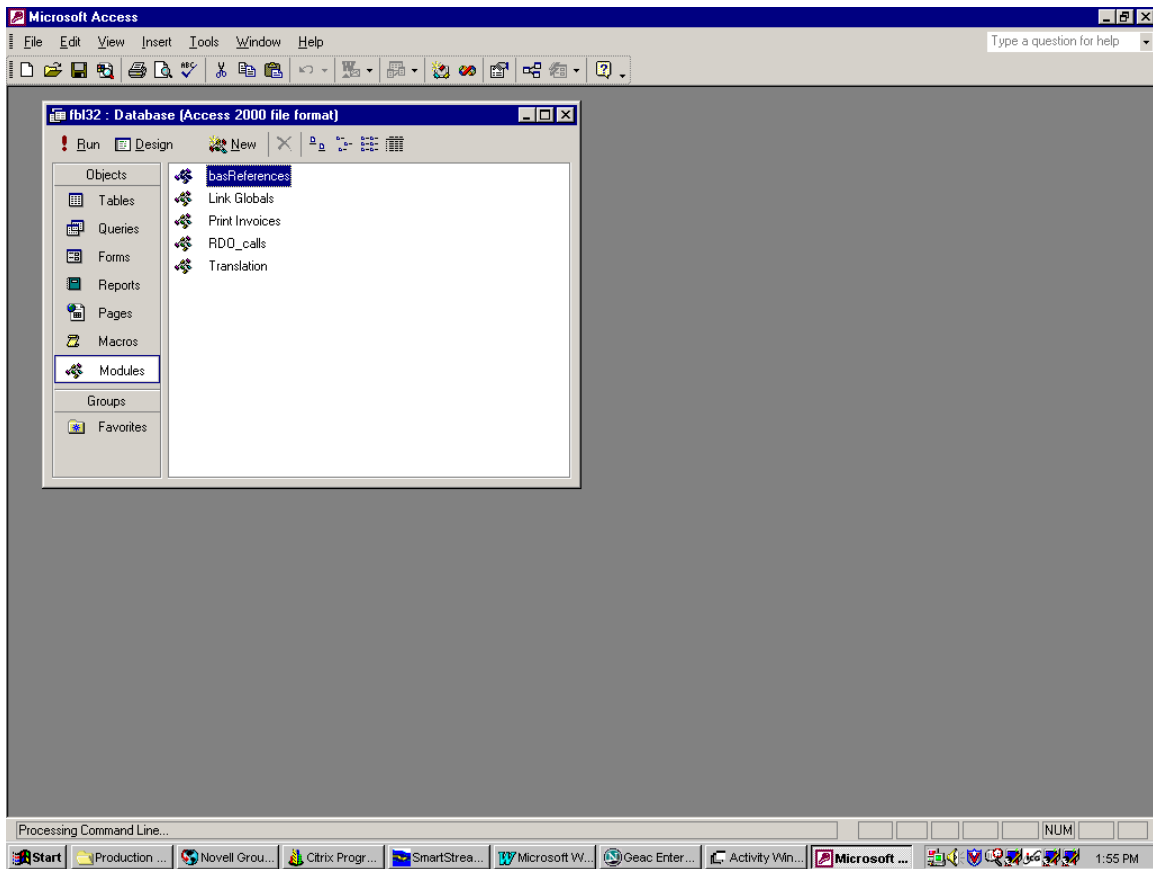
Right click

Click on print document



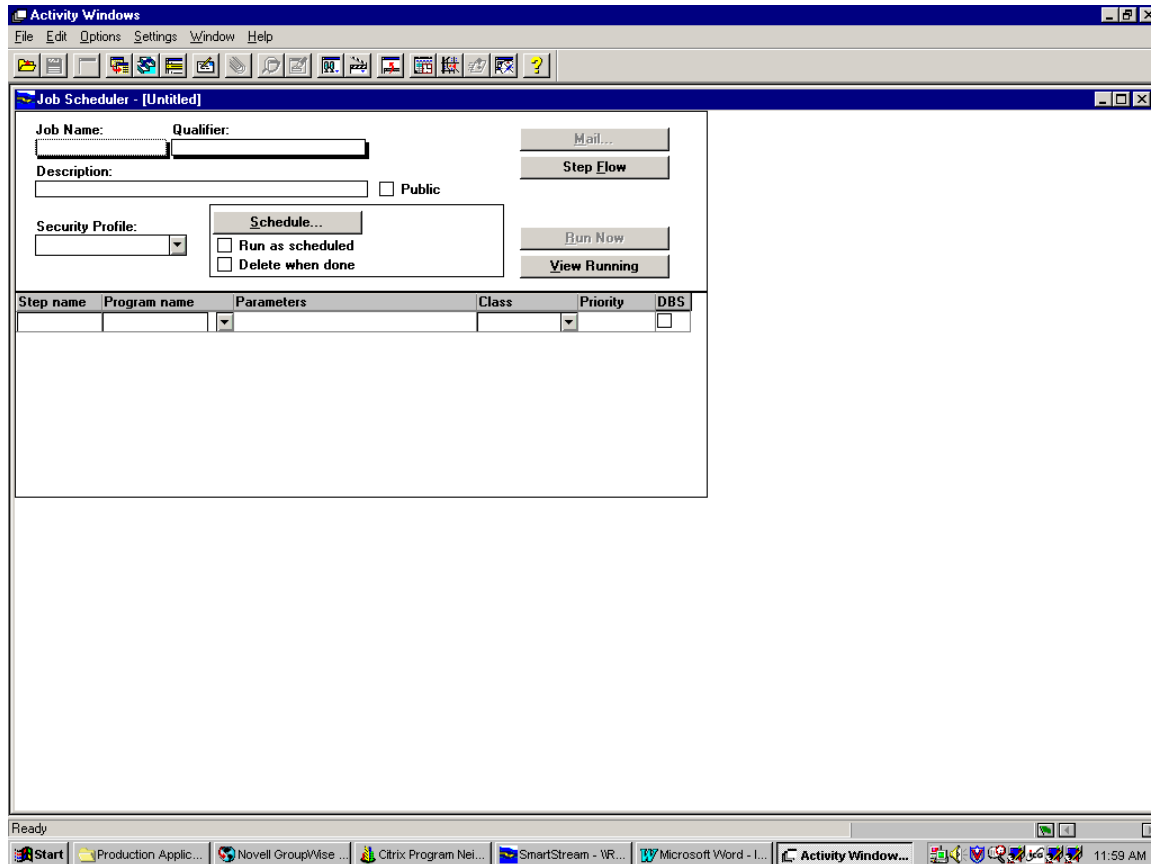
The process will bring you to Access and begin processing the invoice. This may take a few minutes so just let the process run. When the process finishes it will bring to the print document screen.

Close

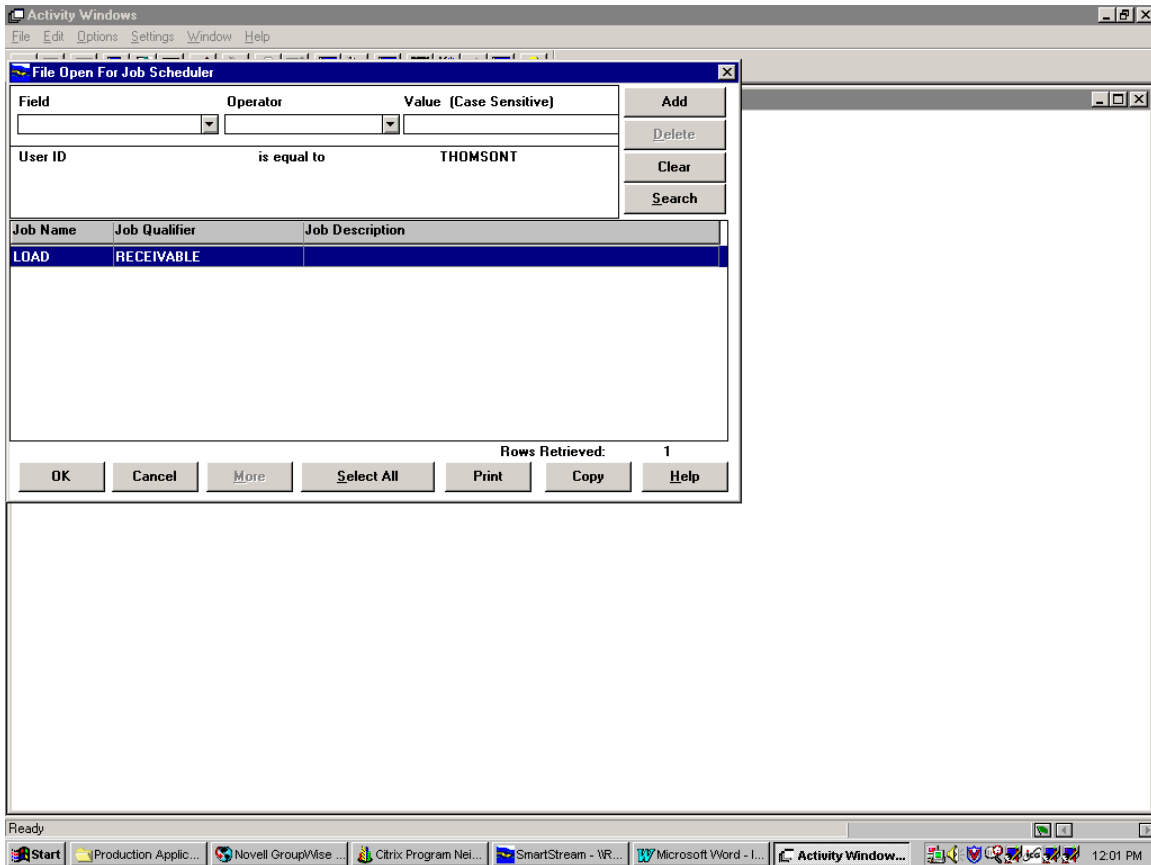


# Load and Post Billing Documents in Receivables

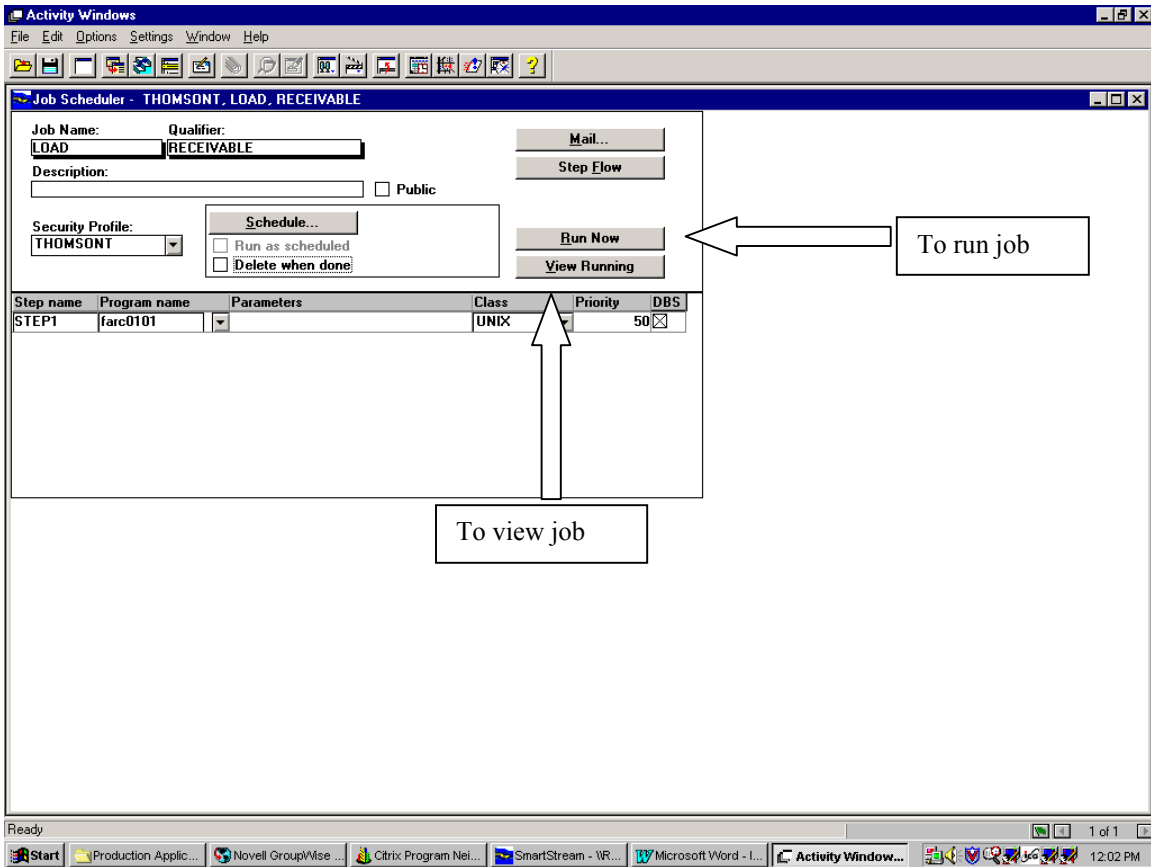
## Job Scheduler



Use the Search to list jobs  
Choose Load Receivables



The program will populate the necessary fields.  
Make sure you have the correct security profile.  
Click on Run Now.

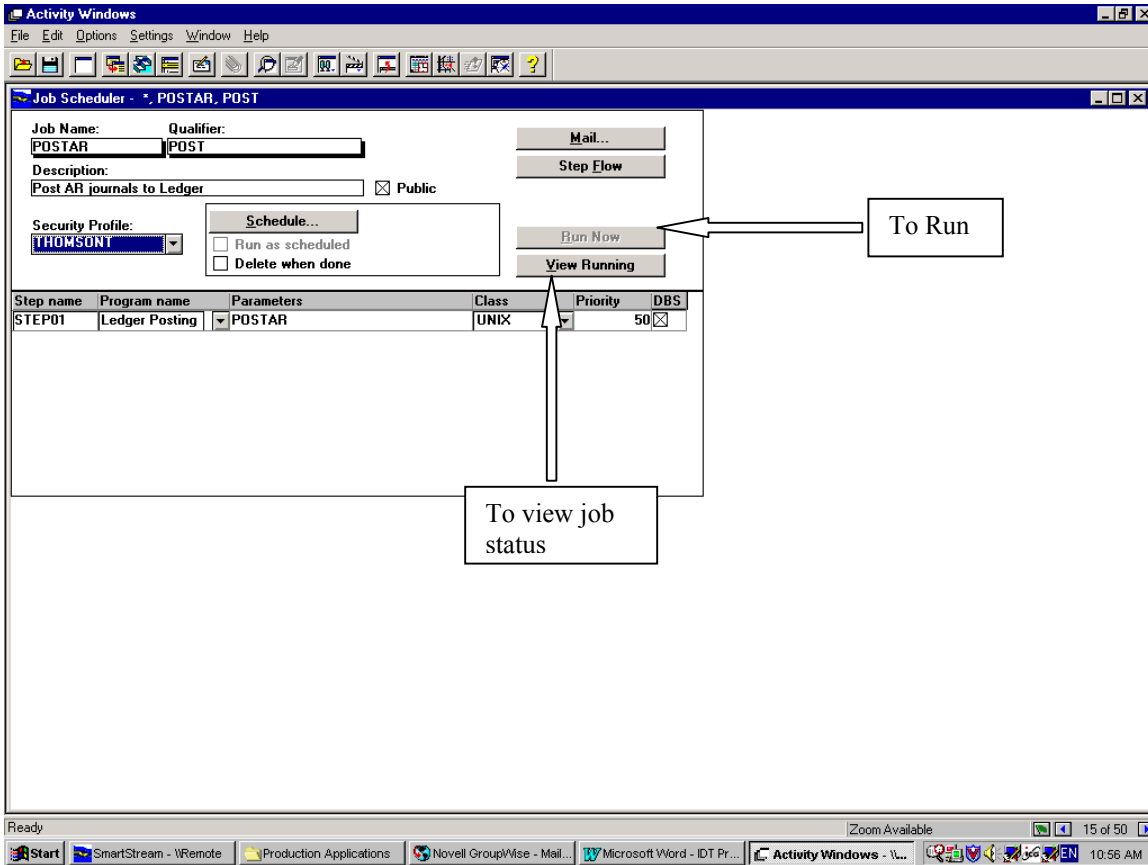


By checking the view running, it will tell you when the job is complete.

Close



Click Run now



Click on View Running to find out when job is finished running.

## Recurring IDT or Scheduled Payments

Create Billing document (See Setting Up Billing Document)  
Mark the “Plan” box on the Main screen.

**Billing Document - AR101**

**Main View**

Billing Document:       Comments:

Status: **Master**

Account:  COLLEGE OF CHARLESTON

Receivable Entity:  CELL BIOLOGY (83560)

Category:

Type:

Terms:

Currency:

Document Date:

Due Date:

Effective Date:

Plan:

Control Group

Identifier:

Date:

Reference

Base Document:

Original Document:

Cross Referenced To:

Tax Exempt:

<b>Totals</b>			
Goods and Service	12,000.00	Total Taxes:	0.00
Freight	0.00	Total:	12,000.00
Miscellaneous Charge	0.00		

When setting up Billing Document, check this box.

Once you get approval for the billing document, the status will change to “Plan Required” and you can set up Billing Document Plan.

## Setting up Billing Document Plan

Billing Document Plan

Billing Document: AR#

Document Frequency: monthly, weekly etc.

Document Type: There are two types Recurring and Scheduled Payments(see below)

Number of installments: number of recurrence or payments

**Recurring invoice**-will generate installments for frequency and use the total amount of invoice for each installment

**Billing Document Plan - AR101**

Billing Document:

Document Frequency:  Document Type:

Document Date:  Final Due Date:

Number Of Instalments:

Document Total: **12,000.00**

Document Number	Document Status	Document Amount	Document Date	Final Document
1	Printed	12,000.00	11/10/2003	N
2	Open	12,000.00	12/10/2003	N
3	Open	12,000.00	1/10/2004	N
4	Open	12,000.00	2/10/2004	N
5	Open	12,000.00	3/10/2004	N
6	Open	12,000.00	4/10/2004	N
7	Open	12,000.00	5/10/2004	N
8	Open	12,000.00	6/10/2004	N
9	Open	12,000.00	7/10/2004	N
10	Open	12,000.00	8/10/2004	N
11	Open	12,000.00	9/10/2004	N
12	Open	12,000.00	10/10/2004	Y

Document Number:  Document Status:

Document Amount:  Document Date:

Final Document:

**Scheduled payment**-takes the total amount of invoice divided by the frequency number (works like a payment plan)

← Action Icon

Document Number	Document Status	Document Amount	Due Date	Final Document
1	Printed	333.33	12/10/2003	N
2	Printed	333.33	1/10/2004	N
3	Printed	333.33	2/10/2004	N
4	Printed	333.33	3/10/2004	N
5	Printed	333.33	4/10/2004	N
6	Printed	333.35	5/10/2004	Y

Click on action bar

Choose Generate installments

-System will automatically generate you installments

Save - the status of the billing documents will change to Complete.

Print invoice

-With the recurring invoice, you will get the first invoice.

-With the scheduled payment, you will get a master invoice and a Billing Document Schedule.