

# Medical University of S.C.

**SmartStream®**

## **Accounts Receivable Billing**

**User Procedures**



Tracey Thomson

May 2004

**MEDICAL UNIVERSITY OF SOUTH CAROLINA**  
**BILLING PROCEDURES**

---

**TABLE OF CONTENTS**

<b>Overview</b>	<b>2</b>
<b>1) Billing Documents</b>	<b>3</b>
1.1) Creating A Billing Document	3
1.2) Billing Document Workflow Approval	3
<b>2) Customer Accounts</b>	<b>4</b>
2.1) Creating a Receivable Account	4
<b>3) Receivable Entity Policy</b>	<b>3</b>
3.1) Creating a Receivable Entity	4
3.2) Billing Accounting Distribution	4
<b>4) Sales Item Catalog</b>	<b>3</b>
4.1) Creating a Sales Item	3
4.2) Sales Item Accounting Distribution	3
4.3) Sales Item Price List	3
<b>5) Invoice</b>	<b>4</b>
5.1) Printing an Invoice	4
<b>6) Receivable Documents</b>	<b>5</b>
<b>7) Reports</b>	<b>5</b>
7.1) Aging	6
7.2) Receivables to Ledger Balancing	6
<b>8) Error Correction</b>	<b>6</b>
7.1) Debit Memos	6
7.2) Credit Memos	6
<b>9) Write Off Process</b>	<b>6</b>
<b>10) Inquiry</b>	<b>6</b>
10.1)	6
<b>11) Bulk Load Process</b>	<b>4</b>
<b>12) Nightly System Reporting</b>	<b>4</b>
<b>13) Month End Processing</b>	<b>4</b>
<b>14) Yearly Processing</b>	<b>4</b>
<b>15) System Security</b>	<b>4</b>

**MEDICAL UNIVERSITY OF SOUTH CAROLINA**  
**BILLING PROCEDURES**

---

**OVERVIEW**

**1) BILLING DOCUMENTS**

1.1) CREATING A BILLING DOCUMENT

1. Choose Billing Document.
2. Type in the document number.
  - a. Each department will have a different beginning document number. IE IDTs will start with IDT(period)-(sequential number), Accounts Receivable will use AR(period)-(sequential number).
3. Type in the Receivable Account. See 2.1
4. Type in the Receivable Entity. See 3.1
5. Type in the Type. Use flashlight for a list.
6. The terms and dates will automatically fill in.
7. Click on the binoculars. Choose list view.
  - a. Type in the Sales Item. Use flashlight for a list. See 4.1
    1. If you do not have a Sales Item Price List, a pop up screen will come up. Click OK.
  - b. Type in the quantity.
    1. If you do not have a Sales Item Price List, a pop up screen will come up. Click OK.
  - c. Type in the price or amount of invoice.
    1. If you have a Sales Item Price List attached, it will automatically fill in the price.
    2. Do NOT hit enter unless you have more than one Sales Item to input.
8. Click on the binoculars. Choose Accounting Distribution.
  - a. This should show the Sales Item UDAK (Revenue Account).
  - b. If it is incorrect, check you Billing Accounting Distribution. See 3.2.
9. Save
10. The status will read pending approval. This billing document must go through the approval process. See 1.2
11. Once the document is approved, the status will change to complete.

Then you may print the document. See 5.1
12. Once the document has been printed, it will run in the job scheduler and create a Receivable Document.

1.2) BILLING DOCUMENT WORKFLOW APPROVAL

**2) CUSTOMER ACCOUNTS**

2.1) CREATING A RECEIVABLE ACCOUNT

1. Choose the Receivable Account.
2. Type in the Receivable Account.

**MEDICAL UNIVERSITY OF SOUTH CAROLINA**  
**BILLING PROCEDURES**

---

3. Type in the name.
4. Type in an address.
5. Click on the binoculars. Choose "General Information".
  - a. Fill in the Remit-To. "Cashier's Office"
  - b. Fill in the Terms. "Net 30"
6. Click on the binoculars. Choose "Reporting". Make any necessary changes.
7. Save

**3) RECEIVABLE ENTITY POLICY**

3.1) CREATING A RECEIVABLE ENTITY

1. Choose the Receivable Entity Policy.
2. Type in the Receivable Entity.
  - a. Up to 5 alpha-numeric characters
  - b. You can use the project number or choose your own.
3. Type in the name (department) or description
4. Type in an address, if needed.
  - a. Suggestion: Type in a contact name in the first line.
5. Click on the binoculars. Choose the "Phone and Fax". Input information.
6. Click on the binoculars. Choose the "Default Options".
  - a. Fill in the Terms. "Net 30"
  - b. Fill in the Aging. "Standard"
  - c. Fill in the Remit-to. "Cashier's Office"
  - d. Fill in the Type. Use flashlight for a list.
7. Click on binoculars. Choose "Default Accounting Distribution". Input the UDAK. (Receivable Account)
8. Save

8.1) BILLING ACCOUNTING DISTRIBUTION

1. Choose Billing Accounting Distribution.
2. Fill in the Receivable Entity
3. Choose the down arrow on the distribution type and choose "Sales".
4. Input the Sales item UDAK. (Revenue Account)

**4) SALES ITEM CATALOG**

4.1) CREATING A SALES ITEM

1. Choose the Sales Item Catalog
2. Fill in the Item
  - a. The item number should have a constant in it such as IDT beginning with "IDT-".
3. Fill in the description.
4. Fill in the unit of measure; IE: EA for each, HR for hour.
5. Fill in the Sales item commodity. Use the flashlight to find a list of commodities.
6. Save

4.2) SALES ITEM ACCOUNTING DISTRIBUTION

**MEDICAL UNIVERSITY OF SOUTH CAROLINA**  
**BILLING PROCEDURES**

---

9. Choose the Sales Item Accounting Distribution.
10. Fill in the Item. Use the flashlight for a list.
11. Choose the down arrow on the distribution type and choose the "Sales".
12. Input the Sales item UDAK. (Receivable Account)
13. Save

4.3) SALES ITEM PRICE LIST

1. The price list is only need if you have a billing that is a constant price each month.
2. Choose the Sales Item Price List.
3. Create a name for the Price List.
4. Type "USD" for the currency.
5. Type in the Item name. This will be the Sales Item Catalog name you want the price list attached.
6. Fill in the unit of measure, start date, end date and the price.
7. Save
8. You will need to associate a default price list with the receivable entity on the billing default window.
  - a. Choose Billing Defaults.
  - b. Type in the Receivable Entity, price list name, and the type of price list. Use your flashlight to get a list.
  - c. Save

**5) INVOICE**

5.1) PRINTING AN INVOICE

1. Once the billing document has gone through the approval process and the status is complete, you may print the invoice.
  - a. Choose Billing Document.
  - b. Type in the billing document number.
  - c. Right click and choose "Go To Billing Document Print".
  - d. Highlight the billing document in the box.
  - e. Right click and choose "Print Now".
2. This will take you Access and you may have to type in your ID and password.

**6) RECEIVABLE DOCUMENTS**

6.1) OPEN

6.2) CLOSED

6.3) ACCOUNTING DISTRIBUTION VIEW

**7) REPORTS**

**MEDICAL UNIVERSITY OF SOUTH CAROLINA  
BILLING PROCEDURES**

---

7.1) AGING

7.2) RECEIVABLE TO LEDGER RECONCILIATION

**8) ERROR CORRECTION**

8.1) DEBIT MEMOS

8.2) CREDIT MEMOS

**9) WRITE OFF PROCESS**

9.1)

**10) INQUIRY**

10.1)

**11) BULK LOAD PROCESS**

**13) NIGHTLY SYSTEM REPORTING**

**14) YEARLY PROCESSING**

**15) SYSTEM SECURITY**

**13) BANK REPORTS**