

# Medical University of S.C.

**SmartStream®**

**Accounts Receivable  
IDT**

**User Procedures**



**MEDICAL UNIVERSITY OF SOUTH CAROLINA**  
**IDT PROCEDURES**

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**OVERVIEW** The following is a high level overview of the MUSC Interdepartmental Transfer processing steps.

1. Receive invoices and all necessary documentation for the billing in the mail or by hand delivery from various departments across MUSC.
2. Log the new billing on the IDT Log to assign an IDT Agency Reference Number (IDXXXXX).
3. Complete the IDT Stars Form 40 (green) to send along with the invoice.
4. If necessary, set up Receivable Account, Receivable Entity, Sales Item Catalog, Sales Item Accounting Distribution as well as the Billing Accounting Distribution. These steps only take place when it is a new billing.
5. Create the billing document and once it has been approved print the necessary invoices.
6. Send the IDT to the state agency for payment through IMS mail service.
7. Go into SmartStream the next business day to ensure the billing posted properly on the General Ledger.
8. File department copy for future reference.

**1) INTERDEPARTMENTAL TRANSFER FORM**

1.1) COMPLETING THE FORM

1. Go to [http://www.cg.state.sc.us/info/stars\\_input\\_forms/idt.pdf](http://www.cg.state.sc.us/info/stars_input_forms/idt.pdf)
2. Fill in the following fields:
  - a. Agency Transferred To (CR)
    1. This field should contain MUSC's name and address
  - b. Agency Transferred From (DR)
    1. This field should contain the State Agency that you are billings name and address
  - c. FM (In the TO: \_\_\_\_\_ Section)
    1. This field should contain the period # that you are billing in
  - d. TRANS CODE (In the TO: \_\_\_\_\_ Section)
    1. This field should always show "400"
  - e. AGCY NO (In the TO: \_\_\_\_\_ Section)
    1. This field should always show "H51"
  - f. SUB FUND CODE (In the TO: \_\_\_\_\_ Section)
    1. This field should always show "3035"
  - g. AGENCY REFERENCE NUMBER (In the TO: \_\_\_\_\_ Section)
    1. This field should contain your Billing Document Number IDXXXXX ID(year)(period)(sequential number)
  - h. OBJECT CODE (In the TO: \_\_\_\_\_ Section)
    1. This field should contain either the number "7803" or "7702", all billings will use the "7803" Object Code with the exception of billings for Insurance Programs which should be "7702".
  - i. TRANSACTION AMOUNT (In the TO: \_\_\_\_\_ Section)
    1. This field should equal the amount of your Invoice
  - j. TOTAL (In the TO: \_\_\_\_\_ Section)
    1. This field should also equal the amount of your Invoice

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1.2) MAKING COPIES

1. Once you have completed the IDT form (Stars Form 40) you should print it out on green paper. This form will be sent along with the billing.
2. Also, print a copy on regular paper to keep with your department control records.

**2) BILLING DOCUMENTS**

2.1) 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 IDT's will start with ID(year)(period)(sequential number), Accounts Receivable will use AR(period)-(sequential number).
3. Type in the Receivable Account. See 3.1
4. Type in the Receivable Entity. See 4.1
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 5.1
    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 your Billing Accounting Distribution. See 4.2.
9. Save
10. The status will read pending approval. This billing document must go through the approval process. See 2.2
11. Once the document is approved, the status will change to complete.

Then you may print the document. See 6.1
12. Once the document has been printed, it will run in the job scheduler and create a Receivable Document.

2.2) BILLING DOCUMENT WORKFLOW APPROVAL

1. Notify the Accounts Receivable department either by e-mail, phone or in person of the billing document that needs to be approved so that they may do so.
2. Once you receive notification from Accounts Receivable that the document has been approved either by e-mail, phone or in person you may go and print your Invoices. See 6.1

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**3) CUSTOMER ACCOUNTS**

3.1) CREATING A RECEIVABLE ACCOUNT

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

**4) RECEIVABLE ENTITY POLICY**

4.1) CREATING A RECEIVABLE ENTITY

1. Choose the Receivable Entity Policy.
2. Type in the Receivable Entity.
  - a. This field will take up to 5 alpha-numeric characters.
  - b. Use the project number.
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

4.2) 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)

**5) SALES ITEM CATALOG**

5.1) 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. "EA"
5. Fill in the Sales Item Commodity. "IDT"
6. Save

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5.2) SALES ITEM ACCOUNTING DISTRIBUTION

1. Choose the Sales Item Accounting Distribution.
2. Fill in the Item. Use the flashlight for a list.
3. Choose the down arrow on the distribution type and choose "Sales".
4. Input the Sales item UDAK. (Receivable Account)
5. Save

5.3) SALES ITEM PRICE LIST

1. The price list is only needed 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

**6) INVOICE**

6.1) 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 and press Tab.
  - 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.

6.2) MAILING THE INVOICE

1. You should include the Invoice in the billing just behind the IDT Stars Form 40.

**7) RECEIVABLE DOCUMENTS**

7.1) POSTING CONFIRMATION

1. Your copy of the IDT billing (copy of IDT form, copy of Invoice, copy of departmental Invoice and/or any supporting documentation) should be kept available for querying the next day to ensure proper posting.
2. Go into SmartStream and pull up the "12700" and the corresponding revenue account for the UDAK that was used in the billing and check to ensure that the billing posted to these two accounts.

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**8) MONTHLY RECONCILIATION AND REPORTS**

8.1) RECEIVABLES TO LEDGER BALANCING

This report should be printed at the beginning of each month for the period of the year thus far. The report must be run from the first day of the first month in the fiscal year to the last day of the current month being reconciled.

8.2) AGING

8.3) FOLLOW UP WITH PAST DUE ACCOUNTS

1. On the first day of every month the Receivable Statements will be printed by the Accounts Receivable department and distributed to the necessary contact person controlling the IDT receivables.
2. The statements containing past due receivables are to be stamped "PAST DUE" in red ink and mailed out through IMS mail, by the 10<sup>th</sup> of the month, to the appropriate state agency.

**9) ERROR CORRECTION**

9.1) CHARGEBACKS

9.2) WRITE-OFF'S

Upon receipt of an IDT payment that is less than the amount billed our policy is to contact the billing department to verify the payment is correct. If approved by the billing department we will write-off the unpaid portion of the bill. If the department is expecting full payment of the billing we will re-bill the IDT for the unpaid amount if necessary.

**10) NIGHTLY SYSTEM REPORTING**

**11) YEARLY PROCESSING**

11.1) CLOSE-OUT PROCEDURES

1. A memo is sent out at the first of June requesting that all billing departments submit IDT requests for that fiscal year by the end of the third week of the month in order to get these in the system for the fiscal year and properly check the postings.

11.2) ESTABLISH CLOSE-OUT PROCESS

**12) SYSTEM SECURITY**

12.1) GENERAL ACCOUNTING

1. General Accounting is responsible for entering IDT billings and maintaining proper records for all IDT billings.

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2. General Accounting is also responsible for reconciling the Interdepartmental Transfers receivable account (12700) on a monthly basis.

12.2) ACCOUNTS RECEIVABLE

1. Accounts Receivable is responsible for approving all IDT billings and posting all Accounts Receivable activity on a daily basis.
2. Accounts Receivable is also responsible for printing the past due statements at the beginning of each month and distributing these to the proper contact person for IDT's in a timely manner.