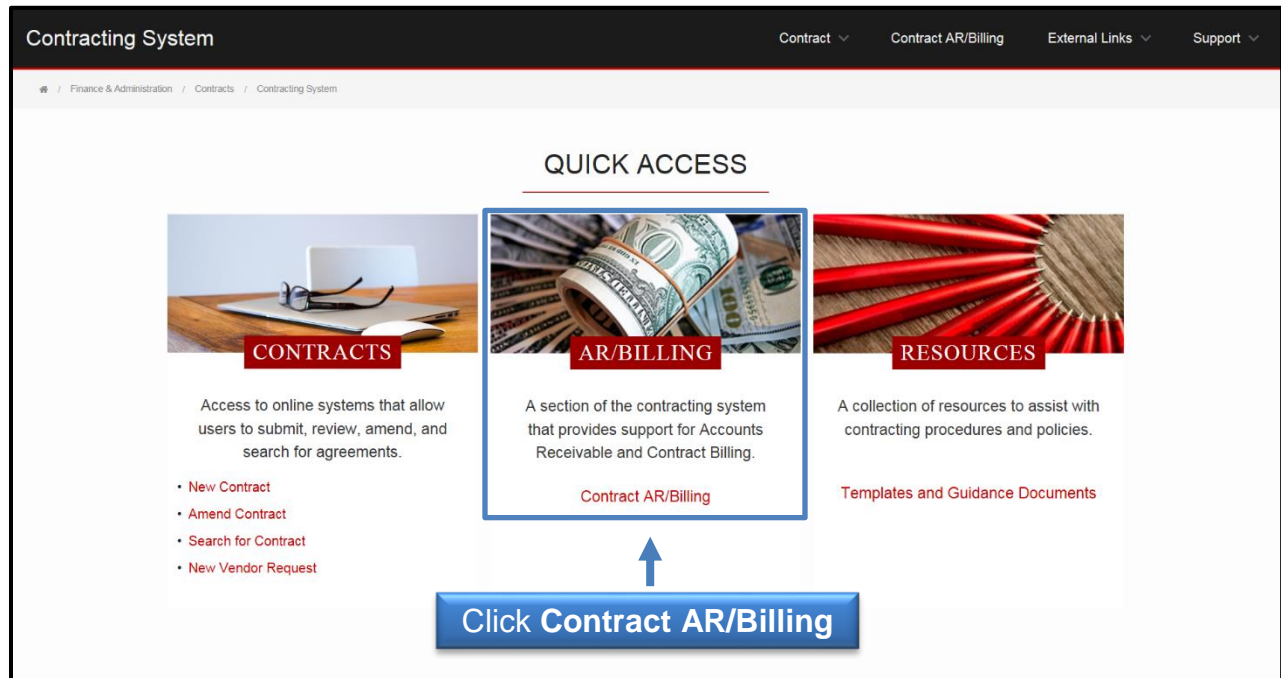




The Contract AR (Accounts Receivable)/Billing system is a component of the Contracting System. The systems noted below are interfaced, functionality and reporting are integrated across the three systems.

- [Contracting System](#)
- [Contract AR/Billing](#)
- [Cash Receipts](#)



All revenue contracts must first be entered in the Contracting System. Once contracts have been entered, contract accounts receivable/revenue entry is ***required*** for all revenue contracts. The Contract AR/Billing system provides aging and reporting information to help you with contract revenue management.

The Contract AR/Billing system is available from:

- [Contracting System](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > System Links > Contract AR/Billing

Process Outline

Enter Accounts Receivable and Record Revenue

To search for a specific contract, click the **Search for a Contract** button.

Contract AR/Billing

Select Contract for AR

Search for a Contract

Click here for AR/Billing Getting Started Guide

Contract # Legacy #	Company Name	SOP	Effective Date Expiration Date	Amount	Department Name	Contract Manager
CON2285459 RFP 739- SL2268484	Chick fil A at South Coulter St FSU		01/14/2019 12/31/2021	50,000.00	Finance and Admin Ama	Cynthia Burnett-Veigel
CON2318195 Ref TTU RFP 2018-860	Texas Tech University		04/11/2019 04/10/2027	400,000.00	General Services Lbk	Debra Cate
CON2435429	Dallas County Hospital District		10/01/2019	837,021.96	Finance and Admin Abi	Michael Gutierrez

You will be able to search by the Department, Contract Number, Legacy Contract Number, Company Name, Company R-Number, and Contract Status. After selecting your search criteria, click **Search** and all contracts meeting the search criteria will populate.

Enter Search Criteria

Contract Search

Department: -Select-
Contract Number:
Legacy Contract Number:
Company Name:
Company R-Number:
Contract Status: Active

Search

Click Search

You will have three options for each contract:

- Add to favorites list – allows you to add the contract to the favorites list within the system for easier access.
- View/Add Accounts Receivable (AR) – allows you to add Accounts Receivable to the contract and submit the contract.
- View Contract – allows you to view the contract only and download the information.

You can also view the **Statement of Purpose (SOP)** by hovering over the icon  on each contract. The SOP is a brief description of the purpose or intent of the contract.

Contract AR/Billing

To record an accounts receivable for a contract, select the **View/Add Accounts Receivable (AR)** icon next to the contract.

The screenshot shows the 'Contract Search' window. At the top, there are search filters for Department (Family Medicine Lbk (51220)), Company Name, Contract Number, Company R-Number, Legacy Contract Number, and Contract Status (Active). Below the filters is a table of search results. A blue arrow points to the 'View/Add Accounts Receivable (AR)' icon in the table's header. Another blue arrow points to the 'Statement of Purpose (SOP)' column header. A third blue arrow points to the 'Statement of Purpose' dropdown menu for the first row, which shows 'Medical Director services for hospice care center.'.

Icon	Contract #	Company Name	SOP	Status	Effective Date	Amount	Department Name	Contract Manager
	CON2793996	Amedisys Holding LLC	(none)	Active	2020-11-12	50,400.00	Family Medicine Lbk	Juli McCauley
	CON594419	Carilion Inc	10538	Active	2020-11-12	18,700.00	Family Medicine Lbk	Juli McCauley
	CON1560863	City of Lubbock	15285	Active	2020-12-31	64,800.00	Family Medicine Lbk	Juli McCauley

To create a new accounts receivable item, click **Add AR to this Contract**.

The screenshot shows the 'Contract Details' page. It displays the following information: Contract ID: CON761198, Company: Sears Plains Retirement Corporation, dba The Mildred and Shirley Garrison Geriatric Education and Care Center, Legacy Contract Number: 02362, and Statement of Purpose: Medical Director services at Garrison Geriatric Care Center ("Physician" Andrew Dentino, MD). Below this information is a blue button labeled '+ Add AR to this Contract'. A blue arrow points to this button from a blue box containing the text 'Click Add AR to this Contract'.

You will then need to complete the required fields to create a new AR. Enter the **Accounts Receivable Description**, which is limited to 35 characters. Enter the accounts receivable amount in the **Total this Bill** field. Also enter the **Billing Date**, which is the transaction date in Banner.

In the Revenue Distribution area, add the **FOP** (Fund, Organization, and Program) information. The Account code is not needed since it will default based on the type of contract that was entered in the Contracting System. More than one FOP can be entered. The sum of all FOP amounts entered should equal the amount that you entered in the **Total this Bill** field. After entering all fields, click **Add**.

Contract AR/Billing

Contracting System Contract Contract AR/Billing External Links

Finance & Administration / Contracts / Contracting System / AR/Billing

New Accounts Receivable (AR)

Contract: CON761198 Document ID: (New) AR Item: (New)

Create New AR
Description: Create AR for Contract
Total this Bill: 20.00
Billing Date: 12/30/2020
Rev Account: 550300 AR Account: 130450

Enter Create New AR data

Revenue Distribution

Fund	Org	Program	Amount	
101041	201312	NG	20.00	Add



Fund Org Program Amount
(No items were found)

Click Add

Enter FOP and Amount

Save & Upload this AR

Verify the information entered is correct. Then perform these necessary actions, if needed:

-  Click the paper and pencil icon to make any necessary changes.
-  Click the trash can icon to remove the accounts receivable.



When you have determined the information is correct, click **Save & Upload this AR**.

New Accounts Receivable (AR)

Contract: CON761198 Document ID: (New) AR Item: (New)

Create New AR
Description: Create AR for Contract
Total this Bill: 20.00
Billing Date: 12/30/2020
Rev Account: 550300 AR Account: 130450

Revenue Distribution

Fund	Org	Program	Amount	
				Add
 	101041	201312	NG	20.00
			Totals:	20.00

Click Save & Upload this AR

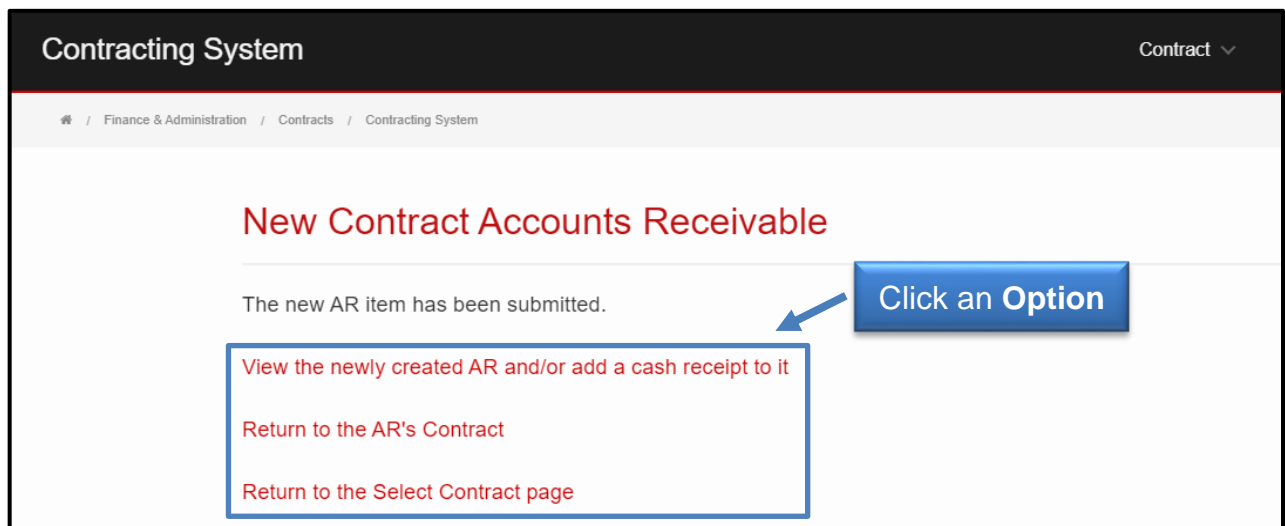
Save & Upload this AR

Contract AR/Billing

After the new AR has been submitted, the transaction will upload to Banner. You will see the revenue reflected in your Cognos reports the next day. The Contract AR/Billing system entries will post with an NA document prefix and will reference the contract number in the document reference field.

You will be directed to the New Contract Accounts Receivable page where you have three options:

1. View the newly created AR and/or add a cash receipt to it – allows you to view the Accounts Receivable Detail
2. Return to the AR's Contract – allows you to go to the Contract summary
3. Return to the Select Contract page – allows you to go to the Select Contract AR page



Contract Accounts Receivable Detail

The Contract Accounts Receivable Detail page will show you a summary of the AR Data (the Amount recorded), the Current Revenue Distribution by FOP (the Balance of the Accounts Receivable for this contract), the AR Transaction Detail, and the Cash Receipts to Date. It is from this page that a Cash Receipt can be recorded for the selected AR or an invoice can be generated for the billing.

If you need to record a deposit for this AR, click the **Create Cash Receipt for this item** button to access the Cash Receipts site. See the [Cash Receipts Help](#) document for information about the Cash Receipts system. You can generate and print a physical invoice by selecting **Click here to download the invoice template**.

Contract AR/Billing

Contract Accounts Receivable Detail

Contract: CON761198 AR Item: 1000

AR Data
Description: Create AR for Contract
Billing Date: 12/30/2020 (transaction)
Rev Acct: 550300 A/R Acct: 130450

Click Create Cash Receipt for this item

Create Cash Receipt for this item

Select Click here to download the invoice template

Click here to download the invoice template.

Current Revenue Distribution by FOP

Fund	Organization	Program	Amount	Received	Balance
101041	201312	NG	20.00	0.00	20.00
Totals:			\$20.00	\$0.00	\$20.00

AR Transaction Detail

Fund	Org	Prog	Rev Acct	Rec Acct	Description	Date/Time	Entered By	Amount
101041	201312	NG	550300	130450	Create AR for Contract	12/18/2020 11:50:40 AM	Shannon Myers	20.00
Totals:								\$20.00

The Contracts Accounts Receivable Detail can be accessed from

1. Select Contract for AR page by selecting the View/Add Accounts Receivable (AR) to this contract (📄) icon, then selecting the View this Accounts Receivable (AR) (🔍) icon from the Contract page.
2. New Contract Accounts Receivable page by selecting View the newly created AR and/or add a cash receipt to it.

Increasing a Contract AR Amount

To increase a contract AR amount, you will need to enter a new AR for the adjusted amount only. When the cash receipt for this AR is prepared, the cash receipt will need to be applied to both AR #s.

Reversing or Reducing a Contract AR Amount

To reverse or reduce a contract AR amount, send an email to hscacc@tuhsc.edu with the contract number, AR#, amount of the reduction, reason for reversal or reduction.

Using the Contract AR Search Features

To view the Accounts Receivable for any contract, click **Contract AR/Billing** from the top navigation menu bar. Use the **Search for a Contract** feature to search for the contract. Click the **View/Add Accounts Receivable (AR)** icon beside the contract that you wish to view.

Contract AR/Billing

Contracting System

Contract ▾ Contract AR/Billing External Links ▾

🏠 / Finance & Administration / Contracts / Contracting System / AR/Billing

Select Contract for AR

🔍 Search for a Contract

[Click here for AR/Billing Getting Started Guide](#)

My Contract Favorites List 📌

Icon Key: ⭐ - Remove from favorites list. 📄 - View/Add Accounts Receivable (AR). 🔍 - View contract.

Contract # Legacy #	Company Name	SOP	Effective Date Expiration Date	Amount	Department Name	Contract Manager
CON2517226 (none)	Covenant Childrens Hospital		02/01/2020	146,000.00	Family Medicine Lbk	Juli McCauley
CON2565196 (none)	Hospice of the South Plains			45,600.00	Family Medicine Lbk	Juli McCauley
CON2793996 (none)	A			50,400.00	Family Medicine Lbk	Juli McCauley

Click View/Add Accounts Receivable (AR)

All of the Accounts Receivable Items for this contract will display.

You have a few options as to how you view the receivable items in the AR History Details:



- View this Accounts Receivable (AR) – allows you to see the details of the receivable item.
- Clone this Accounts Receivable (Add an AR to this Contract) – gives you the option to clone the AR item and add to that contract.

Contract

Contract Details

ASC Contract ID: CON2565196 Company: Hospice of the South Plains

Statement of Purpose: Physician services for hospice

+ Add AR to this Contract

Click View this Accounts Receivable

📄 - View Accounts Receivable (AR). 📄 - Clone Account Receivable (AR).

Previous 12 Months ▾

AR#	Doc ID	Upload Date	Bill/Trans Date	Description	Entered By	Amount Billed	Cash Received	Uncollected
1000	NA063848	06/01/2020	06/01/2020	Klein - April Services	Maria Hayden	\$712.50	\$712.50	\$0.00
1001	NA064101	06/16/2020	06/04/2020	Klein May Services	Maria Hayden	\$4,987.50	\$4,987.50	\$0.00
1002	NA064624	07/20/2020	07/20/2020	Klein June Services	Maria Hayden	\$2,280.00	\$2,280.00	\$0.00
1003	NA065075	08/21/2020	08/01/2020	Klein July Services	Maria Hayden	\$1,710.00	\$1,710.00	\$0.00

Selecting the View this Accounts Receivable icon will direct you to the Contract Accounts Receivable Detail page. This page shows a summary of the AR Data, the Revenue Distribution by FOP, the AR Transaction Detail and the Cash Receipts to Date

Contract AR/Billing

(since the Contract AR/Billing system interfaces with the Cash Receipts system, any receipts recorded for this contract will also be displayed in the Cash Received column).

To see the details of a Cash Receipt, click the red **ID number** in the ID column.

Contract: CON2565196 AR Item: 1006

AR Data
Description: Klein October 2020 Service **Total this Bill:** \$1,425.00
Billing Date: 11/01/2020 (transaction date in Banner)
Rev Acct: 550300 A/R Acct: 130450

Create Cash Receipt for this item

Click here to download the invoice template.

Current Revenue Distribution by FOP

Fund	Organization	Program	Amount	Received	Balance
131008	512201	10	1,425.00	1,425.00	0.00
Totals:			\$1,425.00	\$1,425.00	\$0.00

Click ID Number

g	Rev Acct	Rec Acct	Description	Date/Time	Entered By	Amount
	550300	130450	Klein October 2020 Service	11/16/2020 1:17:37 PM	Maria Hayden	1,425.00
Totals:						\$1,425.00

Cash Receipts to Date

ID	Entered By	Date	Amount
2102493	Maria Hayden	11/18/2020 10:45:10 AM	1,425.00
Totals:			\$1,425.00

For questions regarding the Contract AR/Billing system, please contact Accounting Services at hscacc@ttuhsc.edu.