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.

- <u>Contracting System</u>
- <u>Contract AR/Billing</u>
- <u>Cash Receipts</u>

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Finance Systems Management



All revenue contracts must first be entered in the Contracting System. Once contracts have been entered, contract accounts receivable/revenue entry is <u>required</u> 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:

- <u>Contracting System</u>
- <u>WebRaider portal</u> > 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.

Contracting Sy	stem			Contract 🗸	Contract AR/Billing	External Links 🗸					
# / Finance & Administration / Contracts / Contracting System / AR/Billing											
Sele Q Sec Click f	ect Contract	ct for A Seal	tract								
	Contract # Legacy #	Company Name	SOP	Effective Date Expiration Date	Amount	Departme	ent Name	Contract Manager			
* 🕻	CON3558714 (none)	City of Lubbock		04/01/2024 03/31/2029	18,000.00	Family Medicine L	ok				
* 2	CON3580398 (none)	City of Lubbock		04/01/2024 03/31/2026	70,000.00	Family Medicine L	bk				

Searching can be done by 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.

Contract #	Company Name	SOP Effective Date	Amount D	lenartment Name	Contract Manager	×
Contract Search	า					
Department	-Select-	~	Company Name			
Contract Number			Company R-Number			
Legacy Contract Number			Contract Status	Active	~	
Banner Doc ID						
Fund				Enter		
			Se	earch Criteria		
Search	Click Searc	h				
						_

Three options will be available 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.

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.

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

Contract Sear	ch								
Department Contract Number Legacy Contract Number Banner Doc ID Fund	Family Medicine Lbk (51220)	Company Name Company R-Number Contract Status Active							
Search Contract Search Results Hover over Statement of Purpose (SOP)									
Contract # Legacy #	Company Name 50	P Status	Effective Date Expiration Date	Amount	Department Name	Contract Manager			
📩 🕞 📄 CON279399 (none)	Select	Active	2020-11-12 atement of Purpose	50,400.00	Family Medicine Lbk				
10538	View/Add Accounts	Medica	al Director services for e care center.	8,700.00	Family Medicine Lbk				
★ _ CON302415 (none)		Active	2021-07-01 2026-06-30	192,000.00	Family Medicine Lbk				

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

Con	tract	t										
Contra ASC C Statem	Contract Details ASC Contract ID: CON3558714 Company: Contract ID: Contract ID: Contract ID: Deputy Medical Director services to the City of Lubbock Statement of Purpose: Deputy Medical Director services to the City of Lubbock Health Department.											
+ Add A	+ Add AR to this Contract Click Add AR to this Contract											
Icon Ke	y: 📝 - Ad	djust Account Re	ceivable (AR).	- View Accounts R	eceivable (AR). 📄 - Clone Account F	Receivable (AR).						
Prev	vious 12	Months	~									
	AR#	Doc ID	Upload Date	Bill/Trans Date	Description	Entered By	Amount Billed	Cash Received	Uncollected			
	1000	NA089941	07/30/2024	07/01/2024	Felberg LBK April-July '24		\$6,000.00	\$6,000.00	\$0.00			
	1001	NA091888	11/11/2024	11/01/2024	Felberg Lubbock Sept. '24		\$1,500.00	\$1,500.00	\$0.00			

All required fields must be completed 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**.

Contracting System	Contract 🗸	Contract AR/Billing	External Links 🗸
Finance & Administration / Contracts / Contracting System / AR/Billing New Accounts Receivable (AR)			
Contract: CON3558714 Document ID: (New) AR Item: (New)		
Create New AR Description:* Total this Bill:* 0.00 Billing Date:* Rev Account: 550200 AR Account: 130450	er ew AR		
Revenue Distribution Click Fund Org Program Add Fund Org Program Add			
(No items were found) Enter FOP and Amount			

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



• Click the trash can icon to remove the accounts receivable.

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

fund	Org	Program	Amount	Add
	Fund	Ora	Program	Amount
ti 2	101041	201312	NG	20.00
			Totals	a: 20.00
Save & U	pload this AR	•	C Up	lick Sav Ioad thi

After the new AR has been submitted, the transaction will be uploaded 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.

This will direct to the New Contract Accounts Receivable page with 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
- Return to the Select Contract page allows you to go to the Select Contract AR page

Contracting Sy	/stem		Contract ~
🗌 / Finance & Administrati	ion / Contracts / Contracting System		
	New Contract Accounts Receivable The new AR item has been submitted. View the newly created AR and/or add a cash receipt to it Return to the AR's Contract Return to the Select Contract page	e Click an Option	

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 a deposit needs to recorded for the AR, click the **Create Cash Receipt for this item** button to access the Cash Receipts site. See the <u>Cash Receipts Help</u> 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**.

Contra	ct: CO	N35587	714 AF	R Item:	1008				
AR Data Descrip Billing I Rev Acc	otion:Fe Date:03 ct: 55	Clic Rece	ck Cre eipt fo	eate Ca or this	ash item				
Create C Click here Current Reve	eash Receip to down	t for this item Iload the in ion by FOP	avoice ten	nplate. 🗲	_	Select Click the invo	here to d bice temp	lownloac blate	
Fund	Organizati	on Program	Amount	Received	Balance				
131008	512254	35	1,500.00	1,500.00	0.00				
		Totals:	\$1,500.00	\$1,500.00	\$0.00				
AR Transacti	on Detail	rog Bev Acc	Bec Acct	Desc	ription	Date/Time	Entered By	Amount	
121008	510054 0		120450	Eolborg I Rk	March 2025	2/11/2025 0:05:14 AM	Littered by	1 500 00	
131008	012204 0	5 550200	130450	Feiberg LBr	warch 2025	5 3/11/2025 9:05:14 AM		1,500.00	
							Totals:	\$1,500.00	

The Contracts Accounts Receivable Detail can be accessed from

- Select the 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 <u>hscacc@ttuhsc.edu</u> with the contract number, AR#, amount of the reduction, and 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.

Contracting System			C	ontract 🗸	Contract AR/Billing	External Links ∨
# / Finance & Administration / Contracts / Co	ontracting System / AR/Billing					
Select Contr	act for AR					
Q Search for a Contract Click here for AR/Billing	Getting Started Guide 🗷					
Contract Legacy #	# Company Name	Company Name SOP		Amount	Department Name	Contract Manager
★ 🔒 🔽 CON3638((none)	Click View/Add Accou	nts	08/01/2024 08/31/2025	85,000.00	Internal Medicine Lbk	
★ 🔓 🤉 CON3645((none)	Receivable (AR)		09/01/2024 08/31/2025	40,000.00	Internal Medicine Lbk	

All of the Accounts Receivable Items for this contract will be displayed.

There are several ways to view receivable items in the AR History Details:

d

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.

Cont	tract	t										
Contra ASC C Statem	Contract Details ASC Contract ID: CON3645005 Company: University Medical Center - UMC Lubbock Statement of Purpose: UMC Medical Director agreement of dialysis services at the Lubbock County Detention Center											
+ Add A	AR to this	Contract										
Aco	Clic cour	k View nts Rec	this ceivable	e w Accounts	Receivable (AR). 🛅 - Clone Account Receivable (A	R).						
Prev	vious 12	Months	~									
ł	AR#	Doc ID	Upload Date	Bill/Trans Date	Description	Entered By	Amount Billed	Cash Received	Uncollected			
	1000	NA091927	11/14/2024	11/14/2024	UMC - Dialysis Services LCDA Sep 24		\$3,333.33	\$3,333.33	\$0.00			
	1001	NA091928	11/14/2024	11/14/2024	UMC - Dialysis Services LCDC Oct 24		\$3,333.33	\$3,333.33	\$0.00			
	1002	NA092622	12/10/2024	11/30/2024	UMC - Dialysis Services LCDC Nov 24		\$3,333.33	\$3,333.33	\$0.00			
	1003	NA092823	01/02/2025	12/31/2024	UMC - Dialysis Services LCDC Dec 24		\$3,333.33	\$3,333.33	\$0.00			
	1004	NA093559	02/03/2025	01/31/2025	UMC - Dialysis Services LCDC Jan 25		\$3,333.33	\$3,333.33	\$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 (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.

Contra	ct: CON	36450	005 AF	R Item	: 1004					
AR Data Descrip Billing I Rev Act	otion:UMC - Date:01/31/2 ct: 550200	Dialysis S 2025 (tran:) A/R Ac	Services LC saction da :ct: 130450	CDC Jan 2 te in Bani)	25 Total thi s ner)	s Bill:\$3,333.33				
Create C	ash Receipt fo	or this item								
Click here	e to downlo	ad the in	voice ten	nplate.						
Current Reve	enue Distribution	by FOP				I				
Fund	Organization	Program	Amount	Receive	d Balance					
131014	512301	40	3,333.33	3,333.3	33 0.00					
		Totals:	\$3,333.33	\$3,333.3	33 \$0.00					
AR Transacti	on Detail									
C	lick	lev Acct	t Rec Acct		Descrip	tion	Date/Time	Entered By	Amount	
	umber	50200	130450	UMC - D	ialysis Servi	ces LCDC Jan 25	2/3/2025 11:27:58 AM		3,333.33	
								Totals:	\$3,333.33	
Cash Jeceip	its to Date									
ID	Entered E	Зу	Date		Amount					
2507109		3/28	8/2025 11:1	7:34 AM	3,333.33					
				Totals:	\$3,333.33					

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