UL Meeting
November 20, 2013
Agenda

• Accounts Receivable Overview – Jamie Zawistowski

• Accounts Receivable Technology Enhancements Preview – Kendra Dinsdale & Holly Rose

• JE Attach Functionality – Debbie Talley

• Service Unit Billing updates – Debbie Talley
Accounts Receivable SSC Tasks - Deployment 1 - April 2014

• Shared Services will perform the following Accounts Receivables tasks:
  • Uploading General and Sponsored Customers
  • Customer Record Maintenance
  • External General Invoice processing and submission of invoice to customer
  • Sponsored Projects billing, invoice creation and submission
  • Collections for external invoices
  • Payment identification and application
Accounts Receivable M-Pathways Technology Enhancements – Deployment 1 – April 2014

- General Customer Upload – template overview presented by Kendra Dinsdale, ITS
- General Invoice Upload – template overview presented by Holly Rose, ITS
  - With functionality to create line item detailed invoice
- Sponsored Customer Upload
- Print Invoice to Imaging via M-Pathways
- Email Invoice to Customer via M-Pathways
- Unit Invoice Conversion Upload for transition to SSC
General Customer Upload

- Customers need to be setup in advance of billing and this can be done as soon as relationship with customer is established

- Multiple customers can be requested on one upload template

- Requestor will receive a system generated email upon creation of new customer

- Accounts Receivable will start working with AR workgroup members in early Spring 2014 to setup customers that are recurring or have open balances
General Invoice Upload

• More than 1 invoice on template as long as no additional customer invoice support is required

• Template is structured very much like the JE template

• SSC will process all uploads and submit invoice to customer within 3 business days of receipt of upload

• Requestor will receive detailed system generated email upon creation of invoice
Unit Invoice Conversion Template

• Accounts Receivable will work with AR workgroup in early Spring 2014 to record general invoices into the M-Pathways Accounts Receivable system. This will enable SSC staff to take over collections in April 2014

• When these invoices are converted to open receivables in M-Pathways, the unit will receive revenue on their Statement of Activity (SOA)

• Currently most units do not recognize revenue for invoices until the revenue is received.

• Units who use the General Receivables system will no longer be required to provide open receivables balances to Accounting Services at yearend.

• Revenue on the SOA does not mean the invoice was paid and the cash has actually been received. Unit will need to monitor Statement of Receivables and Aging Report to know when the invoice has been paid.

• If your unit is not represented on the AR workgroup already and you process external billings, please contact Jamie Zawistowski at jzawisto@umich.edu so that our team makes sure to reach out to your unit in the Spring to begin the process of converting your units invoices to the M-Pathways Accounts Receivable System
Journal entry enhancements

• Ability for user to attach support to the journal in M-Pathways

• Non Sponsored journals – coversheet is no longer required

• Sponsored journals – coversheet still needs to be emailed to jesupport@umich.edu, support can be attached to journal, no longer need to email

• Changes can be made to attached support until journal is posted, once posted requests to make changes will go to jesupport@umich.edu

• Links on M-Pathways’ journal entry page will be changed from “Imaged Document” to “View Support”

• Timing of change – Beginning with February 2014 business or Deployment of General Accounting in October 2014?

• Demo of new functionality
Service Unit Billing updates

- Newly required fields: Invoice ID or Dept Ref Num, Item Description, Quantity Voucher, Unit Price
- Strongly encouraged field: Requestor Uniqname
- Updated template/.dat file
- Additional fields added to M-Reports, eReconciliation Voucher Detail and Business Objects reports
- Item ID field removed from standard template
- Use of minimum and maximum quantity – contact Accounting Services – Customer Service for assistance
- New fields will be required beginning October 2014 – contact Accounting Services – Customer Service for assistance, they will also be reaching out to units