Centralized Receivables

CR Training for Departments
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### Introduction

#### What is Centralized Receivables?

The Student Accounts Receivable (SAR) section in the Office of Accounting provides a Centralized Receivables (CR) system for departments to use for billing of department supplies and services, as well as debt collection.

The Centralized Receivables system provides a centralized view of debts owed by an individual, organization, or university department to the University of Texas at Austin. The Centralized Receivables system allows for payments and refunds of all types and provides all entries for posting to the accounting system, improving timeliness, and maintaining integrity of reporting.

#### Centralized Receivables’ Responsibilities

Both Student Accounts Receivable and the department using Centralized Receivables have specific responsibilities that are important to maintain CR balances and the integrity of accounts and receivable balances. The responsibilities for each area are outlined in Table 1.

<table>
<thead>
<tr>
<th>Centralized Receivables</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ CR provides departments with online viewing and posting of information.</td>
<td>▪ Creates bills.</td>
</tr>
<tr>
<td>▪ CR provides reports for reconciling and monitoring receivables.</td>
<td>▪ Notifies customers of charges.</td>
</tr>
<tr>
<td>▪ CR provides a billing system to generate bills.</td>
<td>▪ Has the option to post payments to CR bills.</td>
</tr>
<tr>
<td>▪ CR provides centralized billing to include departmental charges on bills.</td>
<td>▪ Answers customer inquiries regarding charges and/or payments posted to CR.</td>
</tr>
<tr>
<td>▪ CR enables customers to view what they owe via UT Direct (What I Owe).</td>
<td>▪ Reconciles CR records to accounting records.</td>
</tr>
<tr>
<td></td>
<td>▪ Reviews and monitors receivables and collects outstanding debt.</td>
</tr>
</tbody>
</table>
Table 1: Centralized Receivables’ Responsibilities

Concepts

Entity. The Centralized Receivables system accommodates any type of debtor. The debtor is referred to as an entity. The entity’s ID may be a UT Electronic ID (UT EID), account number, vendor ID, or other identifier.

Use the RP2 command to view an entity’s profiles. Type the entity’s ID in the ID field and presses ENTER.

*DEFINE FINANCIAL ENTITY PROFILE - RP2
==================================================================================================
Name: JACKSON, MAURY M
LSE: FSE: DOB: 
No Personal Check Reasons: 2 3 Date: 02/11/2004
Student Address Code: -
Employee Address Code: -
Bankruptcy Status: - Date: ______ Userid: 
Deceased Date: 
Confidentiality Switch: _
Street Address: 11 EVERGREEN
City: ROUND ROCK
State: TX Country: __
ZIP: 78664 __
Phone: 512 3881589
Addr Updated Date: 03/24/2004
Last Update Date: 03/24/04 User: ACRWC
Mark for more info: > Other IDs & Previous IDs
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/15/05 12:01 PM --

Figure 1: RP2 Command

Use RP8 to look up an entity ID by name. Type the entity’s name in the Misc. field and press ENTER.
*DEFINE LIST FINANCIAL ENTITY BY NAME - RP8  
Command: RP8  ID:  Misc: AARON  
Year 04 05

==============================================================================
List 'S'tudents 'E'mployees 'O'ther  
Name Entity ID Type Appt FSE LSE Conf 
AARON, ANGELA GAE AGA861  S  X
ABBOTT, SARAH A. ABBOTSA  S
ABLEIDINGER, INGRID A. ABLEINGA  R

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/15/05 12:01 PM --

Figure 2: RP8 Command

Billing Codes: Billing codes are used by the Centralized Receivables system to control how bills are handled, including the creation of bills, imposition of financial bars due to late payments, and distribution of payments. They also control the information used to create accounting transactions generated by the receivables system, including transaction descriptions, account numbers, object codes, and document types.

A billing code/sub code is an eight-digit number consisting of two four-digit parts. The first four digits are called the billing code (or master record) and represent a university department or area.

Information tied to the master billing code:

- billing code title
- whether or not to bar charges
- when to bar (grace date)
- department contact

The last four digits, called the sub code, identify a specific type of charge or payable (e.g. library fines, tuition overpayment). Based on entry type (bill, payment, or transfer) the sub code is linked to information such as the following:

- transaction description
- account number and object code
- offsetting account number and object code
- type of accounting document to create

Billing codes are specific to electronic desk/view combinations. Departments use RPB to view billing code detail and to view or update *DEFINE codes.
Authorization for Billing Codes. To access the RPM commands, your *DEFINE electronic office manager must give you authorization for the receivables commands and any billing codes assigned to your department.

- Each electronic office has the capacity to hold 29 master billing codes.
- SAR assigns billing codes to electronic offices.
- Electronic office managers and delegates control viewing and updating of receivables (RPM) commands.
- RPB lists all sub codes for a master billing code.

An electronic office manager may authorize a desk/view combination for a billing code by following these steps:

1. Go to Electronic Office Management (EOM): https://utdirect.utexas.edu/ew/eom_main.WBX.
2. Click the Authorizations tab.
3. Click the Command Authorizations subtab.
4. Click [VIEW/EDIT SPECIAL AUTHS] next to the desk/view that you want to authorize for billing codes in your office.
5. Click [EDIT SPECIAL AUTHORIZATIONS].
6. Click the check boxes next to the billing codes you want to add.
7. Click Save.
Centralized Receivables Commands

>>Please enter your next command<<
*DEFINE CENTRALIZED RECEIVABLES/PAYABLES MENU - RPM Year: 05 06
Command: RPM Account: Misc: Month: JAN
EID: Dept Req: Inventory: Purch Ctr

===============================================
COMMAND FUNCTION: MISCELLANEOUS
------- ----------------------------------------
1. RP1 FINANCIAL ENTITY BALANCES
2. RP2 FINANCIAL ENTITY PROFILE
3. RP3 FINANCIAL TRANSACTIONS BY BILLING CODE
4. RP4 ADD RECEIVABLE BILLS
5. RP5 WAIVE BAR
6. RP6 LIST PAYMENTS FOR A DAY
7. RP7 CHANGE ENTITY ID
8. RP8 LIST FINANCIAL ENTITY BY NAME
9. RPA FINANCIAL TRANSACTIONS BY DOCUMENT-ID
10. RPB LIST BILLING EVENTS FOR A BILLING CODE
11. RPC LIST COMMENTS FOR AN ENTITY ID
12. RPE LIST PAYMENTS BY LOGON ID & DATE
13. RPF DEPARTMENTAL PAYMENTS

--- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 1/24/06 02:39 PM ---

Figure 8: RPM Command

RP1 Command

The RP1 command is used to view financial entity balances. Staff in Cashier Services (also known as Bursar Services) use this command to collect payments.

Scenario: A student calls to ask what he owes your department because he needs to register and wants to make payment arrangements. You notice the student is also barred by another department. To find contact information for that department’s bar, use the down arrow to put the cursor over the description and press F2. A pop-up window will show you the contact information.

RP2 Command

The RP2 command is used to view the financial entity profile. Information such as alternate address, last semester enrolled, and Financial ID is available in this command.

RP3 Command

The RP3 command is used to view financial transactions by billing code. This command is also used to reverse, contest, and update transactions and to add comments to an entity/billing code record.

Scenario: A student denies responsibility for broken lab equipment. She asks for an investigation but needs to register before the outcome of the inquiry is known. Use the RP3 command to contest the bill in question. This allows you to contest one bill
rather than the total amount barred, and the balance of the total amount due to the university is not changed.

To enter a comment, use the **RP3** command with your billing code and the student’s UTEID. Press the F3 key and then F2. Type an X in front of notation and press ENTER. Type in your comment (must have at least one character on the second line), press ENTER when finished, and then type 01 in the sub code field and press ENTER. Press ESC to exit and save the message.

**RP4 Command**

The **RP4** command is used to create receivable bills for an entity (student, account, or vendor).

**RP5 Command**

The **RP5** command is used to waive bars.

**Scenario:** A student owes your department some money. In exchange for accepting a payment plan, you want to lift the bar so he can register. Use the **RP5** command to waive the bar.

**RP6 Command**

The **RP6** command lists payments by date for an entity.

**Scenario:** You get a phone call from a student who is sure she made a payment at Cashier Services, but your system shows she still owes the money. Use the **RP6** command to view all payments the student made on one day. If you only want to look at the payments for your department, enter your billing code. If you want to see all payments posted, leave the billing code blank.

**RP8 Command**

The **RP8** command lists financial entity information by name.

**Scenario:** As you enter the **RP5** command, you realize that you didn't write down the student's UTEID. You did write down his name, though. Use the **RP8** command to look up the entity ID by name.

**RPA Command**

The **RPA** command lists financial transactions by document ID.
RPB Command

The **RPB** command lists sub codes for a billing code.

RPC Command

The **RPC** command lists comments for an entity ID.

**Scenario:** You are sure a student's problem is familiar to you. Use the **RPC** command to read the comments you have entered about her before. If you enter your billing code, you will see only the comments for that billing code. If you leave the billing code blank, you will see all comments that have been entered for an entity. You may also enter a start date if you only want to see comments from a certain date forward.

RPF Command

The **RPF** command is used by departments to post payments to individual students, vendors, or accounts for receivable bills. When this command is used, a **VC1** document is automatically created in batch overnight. The department processes the voucher and takes it to the Cashier’s office in the main building for final approval and to get the checks deposited to the bank.

Posting to Receivables

Receivable transactions are created according to the information on the billing code and sub code.

- Bills are created (or posted) using the **RP4** command or in a batch job.
- Payments are posted by a department using the **RPF** command or a batch job. An automatically created **VC1** document will be routed to the department’s electronic inbox the morning after a payment is posted.

RP1 – Financial Entity Balances – View Balances

The **RP1** command is used by departmental staff to view balances, bars, total amount owed by an entity, barred (past due) amount, and amount currently due.
**DEFINE**  
FINANCIAL ENTITY BALANCES - RP1  
Year 04 05
Command: RP1  
ID: MJ2000________  
Billing Code: 6501  
ID Type: S  
Month: NOV

==============================================================================
JACKSON, MAURY M  ** NO PERSONAL CHECK **

<table>
<thead>
<tr>
<th>Receivable</th>
<th>Total Amt</th>
<th>Barred Amt</th>
<th>Currently Due</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals</td>
<td>56.50</td>
<td>56.50</td>
<td>56.50</td>
<td>_______</td>
</tr>
<tr>
<td>GENERAL LIBRARIES</td>
<td>60.50</td>
<td>60.50</td>
<td>60.50</td>
<td>_______</td>
</tr>
<tr>
<td>MEASURE &amp; EVALUATION</td>
<td>4.00-</td>
<td>4.00-</td>
<td>4.00-</td>
<td>_______</td>
</tr>
</tbody>
</table>

-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 9/15/05 12:01 PM --

**Figure 9: RP1 Command**

The fields on the RP1 screen are as follows:

**Total Amt:** The total amount due to the university from a specific entity. Amounts on this screen are grouped by billing code.

**Barred Amt:** Indicates the portion of the total amount due that is overdue; non-receipt of payment has resulted in a financial bar on the entity. Financial bars must be paid or waived before a student can register for classes, request copies of transcripts, or graduate from the university.

**Currently Due:** Indicates the portion of the total amount that is due now. It includes barred amounts and any bills that have a due date of the current date or before. This amount becomes part of the barred amount at the next bar date.

**No Personal Check:** When this statement is displayed at the top of the RP1 screen, it indicates that the university cannot accept a personal check from the entity. The Returned Checks section of Student Accounts Receivable maintains this information.

To display the contact person and billing code for an amount due, use the down arrow on your keyboard to put the cursor over the description and press F2.
To display the transactions that are included in the amount due, use the down arrow to move the cursor over the description and press F3.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Description</th>
<th>YYS</th>
<th>Due Date</th>
<th>Entry Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/19/04</td>
<td>MEC BILLS</td>
<td>046</td>
<td>06/19/04</td>
<td>06/19/04</td>
<td>11.00-</td>
</tr>
<tr>
<td>07/21/04</td>
<td>MEC PAYMENTS</td>
<td>049</td>
<td>07/21/04</td>
<td>07/21/04</td>
<td>11.00</td>
</tr>
<tr>
<td>10/09/04</td>
<td>MEC PETITION</td>
<td>049</td>
<td>10/09/04</td>
<td>10/09/04</td>
<td>5.00-</td>
</tr>
<tr>
<td>10/09/04</td>
<td>MEC PETITION</td>
<td>049</td>
<td>10/09/04</td>
<td>10/09/04</td>
<td>50.00-</td>
</tr>
</tbody>
</table>

**Figure 11: RP1 Transaction Detail Pop-up Window**

**RP3 – Financial Transactions by Billing Code – View/Adjust Transactions**

The RP3 command lists all transactions (bills, payments, and transfers) for an entity by billing code.

**Figure 12: RP3 Command, View 1**

RP3 has four views; enter 1, 2, 3, or 4 in the View field to switch views. View 1 displays transaction descriptions. **Departments may find View 4 to be most useful.**

View 4 displays type of transaction (P for payment; B for bill; T for transfer) and sub codes.
Figure 13: RP3 Command, View 4

To see the list of available actions for the transactions, type a ? in the field to the left of a transaction. Press ENTER.

Figure 14: RP3 Command Actions

The options available to departmental users are as follows:

- **C**—Contest a bill. An asterisk (*) displayed to the right of a transaction means that the bill is contested.
- **R**—Reverse a transaction (B types). Transfer transactions (type T) cannot be reversed. Type P transactions should not be reversed. Contact SAR.
- **U**—Update a transaction.
- **X**—View more detail about the transaction.

The **T** (Transfer from one billing code to another) and **V** (Verify a payment for refund) actions are used mainly by **Student Accounts Receivable**.
Figure 15: RP3 Transaction Detail

The fields on the RP3 transaction detail pop-up window are as follows:

**Description**: Pulled from the billing code/sub code information; it appears on the accounting transaction and billing statement.

**Amount**: The amount of the transaction; it’s used to calculate the amount of the accounting transaction.

**Billing Code**: The master billing code for the transaction; it represents a University department or area.

**Sub code**: Indicates a specific type of bill to be posted; it determines the account that will be updated on the accounting system.

**Entry Date** and **Entry Time**: Indicates when the transaction was entered into the receivables system.

**Effective Date**: The date on which an entity will be billed. This date is used by the statement creation program.

**Coupon ID**: Identifies which transactions were billed together and will print on the bill coupon.

**Contest a Bill**: When a student or other debtor disputes a bill, you can contest the bill pending further investigation. It reduces the bar balance but not the total amount due. To contest a bill, type C in the field to the left of the transaction on the main RP3 screen and press ENTER.
**Figure 16: RP3 Command**

In the Contest Charge window, type the amount to contest and the date through which it should be contested. A batch job runs each night to look for contested through dates. If the date is the current date, the job resets the date and replaces the bar if necessary.

**Figure 17: RP3 Contest Charge Pop-up Window**

A contested bill is indicated on the main RP3 screen by an asterisk (*) on the far right side of the screen. You may want to add a message to the RPC comment screen indicating that the amount has been contested.
Reverse a Transaction. To reverse a bill, type R in the field next to a “B” bill on the main RP3 screen and press ENTER.

Note: Payments (“P”) and transfers (“T”) should not be reversed by departmental personnel. Contact SAR for assistance if you feel a payment should be reversed.
Update a Transaction. To update a transaction, type U in the field to the left of the transaction on the main RP3 screen and press ENTER.

In the Update Transaction window, type the required changes and press ENTER.

---

**Figure 20: RP3 Reversing a Transaction Pop-up Window**

*DALPHA* FINANCIAL TRANSACTIONS BY BILLING CODE - RP3 Year 08 09
Command: RP3 ID: portala_______ Billing Code: 6519 ID Type: S Month: OCT

---

REVERSING A TRANSACTION

Entity ID: portala
Description: MEC PETITION FEE
Amount: 5.00
Billing Code: 6519
Sub code: 0001
You may enter a sub code, or leave it blank to use the default sub code.
Reference Number: ________________
Press ENTER to reverse this transaction or CLEAR to cancel the reversal.

---

**Figure 21: RP3 Command**

In the Update Transaction window, type the required changes and press ENTER.

---

**Figure 22: RP3 Update Transaction Pop-up Window**

---
Comments. When “*Comments” appears in the center of the RP3 screen, it indicates that the entity/billing code currently displayed has associated comments, which can be viewed in the RPC command.

![Figure 23: RP3 Command](image)

Comments may be added from the RP3 screen by pressing the F3 key.

![Figure 24: RP3 View/Add Comments Pop-up Window](image)

To add a comment, press F2. Select the type of contact you had with the entity by marking the appropriate choice with an X.

![Figure 25: RP3 Comments Contact Pop-up Window](image)

Press ENTER. A pop-up window enabling you to enter comments will be displayed.
Figure 26: RP3 New Comment Pop-up Window

If comments have not been set up in the past for this billing code, you may have to add a code for your area. Enter the number you wish the code to be in the Sub code field and press ENTER. If a pop-up window indicating that the code is invalid is displayed, mark the Yes field and press ENTER.

Figure 27: RP3 Command Invalid Code Pop-up Window

Enter a code title and description for the code record you are adding.

Figure 28: RP3 Command

Note: If you get the error message ">>LIBRARY AQRMMA OR RSPSCODE NOT AUTHORIZED TO UPDATE ON "TS"<<" or have other problems adding
comments, your department may need to be added to a table that will allow it to update comments. Contact 512-475-7777 to speak with the Receivables staff about this.

**Bars.** The master billing code record controls whether debt is barred, and amounts are barred when the unpaid balance is past the due date.

A nightly job picks up all transactions with a current or previous due date and adds the amount owed by that date to the barred amount. Payments reduce the bar balance. Departments can waive bars using the **RP5** command.

**Overpayments.** If a payment exceeds the balance due, the overpayment is posted to a payable billing code. The master billing code record controls which overpayment code to use.

There are three main payable billing codes:

- **9050** – General overpayment (15-day waiting period for refund)
- **9052** – Add bill refund
- **9055** – General overpayment (immediate refund)

In general, refunds require a 15-day waiting period for checks to clear the bank. Refund jobs are submitted at least weekly.

**RP4 – Add/Create Receivable Bills**

The **RP4** command is used to create receivable bills.

**Adding Bills.** To add a bill on the **RP4** command, enter the billing code, ID type, ID of the entity to be billed, sub code, amount, reference number, and due date in the appropriate fields. Enter the date on which you want the entity to be barred in the **Due Date** field. Enter an effective date if you want the bill to become **currently due** on a **future date.** The bill will be immediately included in the total amount owed.

<table>
<thead>
<tr>
<th>Reference Number: 111</th>
<th>Optional Defaults: Sub code: 0001 YYS: 049 Effective Date(MMDDYYYY) 11152004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Entity</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------</td>
</tr>
<tr>
<td>JACKSON, MAURY M</td>
<td>MJ2000</td>
</tr>
<tr>
<td>STONES, DAVID TEST</td>
<td>DTSTONE</td>
</tr>
<tr>
<td>STONES, DAVID TEST</td>
<td>DTSTONE</td>
</tr>
</tbody>
</table>

Total: 270.00

**Figure 29: RP4 Command**

You may enter bills for different entities if all of the bills will have the same due date and effective date. After the screen is filled in and you are ready to post, press F2 to add the transactions to the receivables transaction file.
After you post new bills, the **RP3** screen will display them.

**Installable Bills.** Bills with more than one due date (installable bills) are handled by posting all bills for a single installment due date on the **RP4** screen.

The effective date for the second installment should be at least one day later than the first installment due date. Post all bills due on the second installment due date.
*DEFINE ADD RECEIVABLE BILLS - RP4 Year 04 05
Reference Number: 111 Due Date(MMDDYYYY) 04302004
Optional Defaults: Sub code: 0001 YYS: 049 Effective Date(MMDDYYYY) 02162004
Sub-Obj.
Name Entity Amount code Code Account
JACKSON, MAURY M MJ2000_________ 20.00 0001 5324 1902202291
STONES, DAVID TEST DTSTONE_______ 100.00 0001 5324 1902202291
STONES, DAVID TEST DTSTONE_______ 150.00 0002 5324 1902202291
>>Press PF2 to Post << Total: 270.00
-- 0 UT Austin ------ PF1=Options ------ PF8=Exit ------ 11/08/04 04:00 PM --

Figure 33: RP4 Second Installment Bill

Sales Tax. When departments are required to charge sales tax for a billing code, they must create two bills for each sale. One bill updates the departmental account, and the other bill updates the sales tax account. Sub code 8000 is used for sales tax. Every master billing code that requires sales tax has an 8000 sub code. A payment on an 8000 sub code will credit the 18-0020-1508 sales tax account with a 6032 object code.

Statements. You may create printed billing statements based on the bills you have entered on the RP4 screen. The job to create statements is submitted for one billing code at a time. To run the job, go to the RBM screen and press F15 to go to the list of job groups.

Figure 34: RBM Command PF15 Jobs

Mark the field for job AQJGSTMT, Centralized Billing Statements, and press ENTER. Enter the billing code and due date. In the CCYYS (century/semester) field, enter the calendar year and the semester indicator:

- 2 – Spring semester
- 6 – Summer semester
- 9 – Fall semester
The **Testing** field allows you to run a test of the billing statement job on plain paper by entering **Y** in the field. If you are printing bills to be mailed, enter **N**. Press ENTER.

<table>
<thead>
<tr>
<th>Task: 0 AQ AQJGSTMT</th>
<th>Version: P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: CENTRALIZED BILLING STATEMENTS</td>
<td></td>
</tr>
<tr>
<td>Step: IDENTIFIES ENTITIES TO BE BILLED</td>
<td></td>
</tr>
</tbody>
</table>

Direct output to: ACLEL Copies: 1

### SELECTION CRITERIA

**Description:** Your Input:

- **COMP/FY:** 00506
- **BILLING CODE:** 7205
- **'*' = CENTRALLY BILL**
- **DUE DATE (MMDDYYYY):** 02152006
- **CCYYS (e.g. 19979):** 20062
- **Testing (use plain paper)? (Y/N):** N

Press ENTER to Process, CLEAR to Escape

---

**Figure 35: Centralized Billing Statements Job Selection Criteria**

If the master billing code record has “Stmt” shown in detail marked, the sub code balances and descriptions will be printed on the statement.

Payments from billing statements are processed through the Treasury lockbox.

---

**RP5 – Waive Bars**

A department can choose to waive bars in order to accommodate students’ circumstances.

On the **RP5** command, enter the student’s ID, ID type and billing code in the Command line and press ENTER. A list of bars for that billing code will be displayed. Mark the bar to be waived. Press ENTER.

---

**Figure 36: RP5 Command**

In the waiver pop-up window, enter the date through which the bar should be waived.
Centralized Receivables Reports

Some Centralized Receivables system reports are available using F15 (shift and F3) from the RPM screen.

---

**Figure 37: RP5 Waiver Pop-up Window**

The bar balance displayed on the RP1 screen will be reduced until the bar is reinstated.

A batch job runs nightly to remove waivers with the current date and earlier.

---

**Figure 38: RPM Command**

---

**Trial Balance Report**

The Trial Balance report (BRJGCRTB) provides a list of entities (debtors) and balances per billing code, and it determines which bills remain outstanding. The report may be run at any time.

---
1. To run the report, go to the RPM command in *DEFINE. Press F15 to obtain the list of job groups. Mark the appropriate job, BRJGCRTB, and press ENTER.

<table>
<thead>
<tr>
<th>Jobgroup</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQJGAGRP</td>
<td>AGING REPORT FOR COLLECTION PURPOSES</td>
</tr>
<tr>
<td>AQJGAGR1</td>
<td>AGING REPORT FOR RECONCILING PURPOSES</td>
</tr>
<tr>
<td>AQJGALD</td>
<td>WHAT IS OUT OF BALANCE WITH THIS DOCUMENT?</td>
</tr>
<tr>
<td>AQJGENT1</td>
<td>REPORT OF ALL TRANSACTIONS FOR ENTITY ID</td>
</tr>
<tr>
<td>AQJGENT3</td>
<td>REPORT OF TRANSACTIONS FOR ENTITY BY EFFECTIVE DATE</td>
</tr>
<tr>
<td>AQJGRECO</td>
<td>LISTING OF TRANSACTIONS BY DATE, DOC ID THEN PERSON</td>
</tr>
<tr>
<td>AQJGRP3X</td>
<td>REPORT OF RECV-NOT-ON-STMT FIELD IN AQ-FINANCIAL-ENTITY</td>
</tr>
<tr>
<td>AQJGSUBC</td>
<td>SUBCODE BALANCES FOR A BILLING CODE</td>
</tr>
<tr>
<td>AQJGSUBD</td>
<td>SUBCODE Balances FOR A BILLING CODE FOR A DATE</td>
</tr>
<tr>
<td>AQJ7101</td>
<td>LISTING OF TRANSACTIONS BY DATE, DOC ID THEN PERSON</td>
</tr>
<tr>
<td>AQJ8530</td>
<td>STATUS FOR A BILLING CODE FOR A MONTH OR YEAR</td>
</tr>
<tr>
<td>AQJ9050</td>
<td>REPORT OF TRANSACTIONS FOR A BILLING CODE</td>
</tr>
<tr>
<td>AQJ9150</td>
<td>LISTS CURRENT BALANCES FOR A BILLING CODE</td>
</tr>
<tr>
<td>BRJGACR</td>
<td>COMPARE ACCOUNTING TO RECEIVABLES</td>
</tr>
<tr>
<td>BRJGBARC</td>
<td>REPORT OF ARCHIVED BARS</td>
</tr>
<tr>
<td>BRJGCRTB</td>
<td>TRIAL BALANCE (BILLING CODE) -- AT A GIVEN DATE</td>
</tr>
<tr>
<td>FBJGSPEC</td>
<td>Report to identify athletic students who've not yet paid</td>
</tr>
</tbody>
</table>

2. Enter the billing code and the date for the report, and answer the Yes/No questions. Press ENTER.

3. The report runs overnight and will be delivered to your output shelf.

**Transaction Report**

The Report of Transactions for a Billing Code (AQJG9050) lists transactions for a billing code within a date range. It provides the voucher number for the transactions.
1. To run the report, go to the **RPM** command in *DEFINE*. Press F15 to obtain the list of job groups. Mark the appropriate job, AQJG9050, and press ENTER.

<table>
<thead>
<tr>
<th>Jobgroup</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AQJG9050</td>
<td>REPORT OF TRANSACTIONS FOR A BILLING CODE</td>
</tr>
<tr>
<td>AQJG9150</td>
<td>LISTS CURRENT BALANCES FOR A BILLING CODE</td>
</tr>
<tr>
<td>BRJGACR</td>
<td>COMPARE ACCOUNTING TO RECEIVABLES</td>
</tr>
<tr>
<td>BRJGCRTB</td>
<td>TRIAL BALANCE (BILLING CODE) -- AT A GIVEN DATE</td>
</tr>
<tr>
<td>FBJGSPEC</td>
<td>Report to identify athletic students who've not yet paid</td>
</tr>
</tbody>
</table>

**Figure 41: RPM Command PF15 Jobs**

2. Enter the Start and End Dates for the desired range, as well as the billing code. Press ENTER.

<table>
<thead>
<tr>
<th>Task: 0 AQ AQJG9050</th>
<th>Version: P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: REPORT OF TRANSACTIONS FOR A BILLING CODE</td>
<td>Step: REPORT OF TRANSACTIONS FOR BILLING CODE</td>
</tr>
<tr>
<td>Direct output to: ACVLW</td>
<td>Copies: 1</td>
</tr>
</tbody>
</table>

**Figure 42: Transaction Report Job Selection Criteria**

3. The report is generated immediately and will be delivered to your output shelf.
Lists and Reports

RP6 – List Payments

The RP6 command displays all payments for a day for an entity. Enter the entity’s ID and ID type in the Command line and press ENTER. To see payments only after a specific date, use the Starting Date field. To narrow the display to one billing code, enter the billing code in the Command line.

Figure 43: RP6 Command

RPA – List Document Transactions

The RPA command lists receivable transactions by document ID. Enter the document ID in the Misc. field in the Command line and press ENTER. The transactions are listed in billing code order and then entity ID order. Enter your billing code in the billing code field and hit enter. This will take you to the transactions for that bill code. Enter an X in the field to the left of the transaction to view expanded detail for the transaction.
Resources

Web

Electronic Deposits – VC1 Documents —

*Handbook of Business Procedures* Part 6, Cash Handling —
www.utexas.edu/business/accounting/hbp/06_cash/

Student Accounts Receivable (SAR)

SAR can answer questions regarding billing codes, the Centralized Receivables system, posting bills, and payments.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR Help Desk</td>
<td><a href="mailto:sar@austin.utexas.edu">sar@austin.utexas.edu</a></td>
<td>512-475-7777</td>
</tr>
<tr>
<td>Karen DeRouen</td>
<td><a href="mailto:oa.kderouen@austin.utexas.edu">oa.kderouen@austin.utexas.edu</a></td>
<td>512-232-4063</td>
</tr>
<tr>
<td>Teresa Hempel</td>
<td><a href="mailto:thempel@austin.utexas.edu">thempel@austin.utexas.edu</a></td>
<td>512-232-4050</td>
</tr>
<tr>
<td>Carolina Quiroz</td>
<td><a href="mailto:cquiroz@austin.utexas.edu">cquiroz@austin.utexas.edu</a></td>
<td>512-232-4057</td>
</tr>
</tbody>
</table>

User Services

The User Services section of Financial Information Systems can provide assistance with accounting and office management modules in *DEFINE*. Contact them at askus@austin.utexas.edu or by calling the User Services helpline at 512-471-8802.

Cashier Services

Cashier Services can provide assistance with cash handling procedures and departmental check deposits. Call 512-475-7986.

---

**Table: Financial Transactions**

<table>
<thead>
<tr>
<th>Entity ID</th>
<th>Type</th>
<th>Description</th>
<th>Code</th>
<th>Subcode</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>jdb18</td>
<td>B</td>
<td>BILL RET CHCK SERVICE FEE</td>
<td>70000002</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>beckeral</td>
<td>B</td>
<td>BILL RET CHCK SERVICE FEE</td>
<td>70000002</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>mission12</td>
<td>B</td>
<td>BILL RET CHCK SERVICE FEE</td>
<td>70000002</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>mj2000</td>
<td>B</td>
<td>BILL RET CHCK SERVICE FEE</td>
<td>70000002</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>csh183</td>
<td>B</td>
<td>BILL RET CHCK SERVICE FEE</td>
<td>70000002</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>melissajo</td>
<td>B</td>
<td>BILL RET CHCK SERVICE FEE</td>
<td>70000002</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>thediva</td>
<td>T</td>
<td>TRANSFER LIBRARY</td>
<td>65010001</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>firstkid</td>
<td>B</td>
<td>STUDENT LIBRARY FINES</td>
<td>65010001</td>
<td>10.00</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 44: RPA Command**
**Glossary**

**Account**: A ten-digit number assigned to an account and used for recording accounting transactions. In the Centralized Receivables system, an account may be specified as a part of the sub code information. Some billing codes require a user to provide an account number each time he or she enters a payment or a bill.

**Billing Code/Sub code**: Billing codes are used by the Centralized Receivables system to control how bills are handled, including the creation of bills, imposition of financial bars due to late payments, and distribution of payments. They also control the information used to create accounting transactions generated by the receivables system, including transaction descriptions, account numbers, object codes, and document types.

A billing code/sub code is an eight-digit number made up of two four-digit parts. The billing code is the first four digits, representing an area or department of the university (e.g., General Libraries). The sub code is the last four digits, which a specific type of charge or payable (e.g., library fines or health services bill).

The billing codes and sub codes are established with default information for a department's transactions. They are created and updated by the Student Accounts Receivable section of the Office of Accounting in *DEFINE.

**Department Contact**: The person to contact with questions about a specific billing code.

**Document ID**: A unique identification assigned to all electronic documents in *DEFINE.

**Due Date**: The due date is the date on which payment is due for the receivable. Bars, if applicable, will be imposed on the due date.

**Effective Date**: The effective date is the date on which a bill will become currently due.

**Entity**: A debtor to the university. Centralized Receivables accommodates most types of debtors.

**Entity ID**: The number identifying an entity. This may be a UT Electronic ID (UT EID), vendor ID, Financial ID (FID), Treasury ID (UIN), or other type of identifier.

**ID Type**: ID type is the code identifying what kind of entity ID is being used in the Centralized Receivables commands (RPM, RBM). These codes are:

- A – Account
- C – Conference
- S – UTEID
- T – Tenet
- V – Vendor ID
W – Shopping cart Web users

**Master Billing Code**: A master record is the first four digits of a billing code, and it contains information common to all billing codes for a University department or area.

**Payable**: An amount owed to an entity by the university.

**Receivable**: An amount owed to the University by an entity.

**Reference Number**: Any number that can be used to mark a transaction, such as invoice number or DTN. This is a freeform field that is not required to complete a transaction.

**YYS**: Indicates the year and semester on student records. The first two digits of the YYS code are the second two digits of the calendar year. The last field is the semester indicator. The semester indicators are:

- 2 – Spring
- 6 – Summer
- 9 – Fall