

Billing and Accounts Receivable Checklist & Process Steps Guide

Purpose: Use this document as a reference to assist in the standard or end-to-end processes in chronological order for a specific Finance Module.

Audience: Finance Staff

The following spreadsheet below provides the standard key processes to Billing and Accounts Receivable, such as: Billing Checklist, AR Checklist and assigned roles.

[Billing and Accounts Receivable Checklist & Process Steps Guide](#)

Or for better accessibility, use the following drop-down checklist style for the Billing and Accounts Receivable Checklist & Process Steps Guide:

Billing Checklist

To view inserted information, select the down facing arrow on the right of the checklist title.

☐ 1. Customer Set Up


! *All AR Customers are Global values and maintained by SBCTC.* Please double check the customer already exists in ctcLink by searching for part or by abbreviation of a customer's name.

☐ 2. Updating a Customer

! *All AR Customers are Global values and maintained by SBCTC.* Please double check the customer already exists in ctcLink by searching for part or by abbreviation of a customer's name.

☐ 3. Updating Bill to Information for a Customer

Use this document as a reference for updating the Bill To Information for a customer in ctcLink.

 Set up and maintained by SBCTC

☐ 4. Creating an Express Bill

Creating a one time express bill in CTC link system.

Related QRG(s)

- [9.2 Create an Express One Time Bill](#)

☐ 5. Create a Standard Bill

Use the link below to view document as a reference for how to create a standard bill in ctcLink.

Related QRG(s)

[9.2 Create a Standard Bill](#)

☐ 6. Create a VPA (only) Express Bill

Use the link below to view document as a reference for creating VPA express bills in ctcLink. It is not to be used for non-VPA express bills.

Related QRG(s)

- [9.2 Create a VPA \(only\) Express Bill](#)

☐ 7. Printing a Pro Forma Invoice

Use the link below to view document to print a Pro Forma invoice within ctcLink.

Related QRG(s)

- [9.2 Printing a Pro Forma Invoice](#)

☐ **8. Finalize Bills via Single Action Invoice w/Commitment Control**

Use the link below to view document as a reference for finalizing bills via single action invoice w/ commitment control in order to process Budget Check automatically in ctcLink.

Related QRG(s)

- [9.2 Finalize Bills via Single Action Invoice w/Commitment Control](#)

☐ **9. Finalizing and Printing an Invoice**

Use the Semi Manual Reconciliation page to reconcile statements semi-manually when there is not a one-to-one match or doesn't match the match criteria, between your bank and system transactions and you have reconciliation exceptions. Or, you can reconcile bank statements after entering a hardcopy bank statement online.

Related QRG(s)

- [9.2 Finalizing and Printing an Invoice](#)

☐ **10. Submit a Billing Invoice for Approvals**

The link below will direct you to a document that shows a credit invoice that's starting in a NEW (New Bill) status being submitted for approval through the Express Billing screen. Invoice approvals in Billing is an optional configuration item. If your college doesn't have invoice approvals enabled, this step in the overall process will be skipped. Also, colleges that have enabled invoice approvals may have enabled it only for credit (negative amount) invoices. In this situation, debit (positive amount) invoices would also skip this step when processed.

Related QRG(s)

- [9.2 Submitting a Billing Invoice for Approvals](#)

☐ **11. Separate Processes to Run for a Corrected Bill (when no other activity is activated in single action)**

Related QRG(s)

- [9.2 Separate Processes to Run for a Corrected Bill \(When No Other Activity is Activated in Single Action\)](#)

☐ **12. Change the Status of Bills**

Use the link below to view document as a reference how to change a bill status in ctcLink.

Related QRG(s)

- [9.2 Change the Status of Bills](#)

END

AR Checklist

To view inserted information, select the down facing arrow on the right of the checklist title.

☐ **1. Using AR WorkCenter**

WorkCenters are a central navigational component that is designed for the end user. The goal of the WorkCenter is to help an end user become more efficient by accessing frequently used pages and pagelets.

Related QRG(s)

- [9.2 Using AR WorkCenter](#)

☐ **2. Entering Online Pending Item Groups**

Use the link below to review the document as a reference for entering online pending item groups in ctcLink.

Related QRG(s)

- [9.2 Entering Online Pending Item Groups](#)

☐ **3. Entering a Regular Deposit**

Use the link below to review document as a reference for entering a regular deposit in ctcLink

Related QRG(s)

- [9.2 Entering a Regular Deposit](#)

☐ **4. Entering a Regular Direct Journal Deposit & Creating Accounting Entries for Multiple Items**

Use the link below to review document as a reference for entering a regular direct journal deposit for multiple line items and create accounting entries for each line. These types of deposits/payments are for items not attached to an existing bill or invoice.

Related QRG(s)

- [9.2 Entering a Regular Direct Journal Deposit & Creating Accounting Entries for Multiple Items](#)

☐ **5. Entering an Express Deposit**

You update your receivables system with deposit information after you have deposited the received payments into your bank. If you know the item IDs for which the payments are received, you can make express deposit entries.

Related QRG(s)

- [9.2 Entering an Express Deposit](#)

☐ **6. Entering a Deposit and Applying Using a Worksheet**

Use the link below to review document as a reference for entering a deposit and applying using a worksheet in ctcLink

Related QRG(s)

- [9.2 Entering a Deposit and Applying Using a Worksheet](#)

☐ **7. AR Payments on Account**

Use the link below to access a document as a reference for placing an AR Payment "On Account" in ctcLink. This QRG will walk through receiving a Deposit and Applying the payment to a customer's account. Then matching the On Account payment with an Item ID/ Invoice.

Related QRG(s)

- [9.2 AR Payments On Account](#)

☐ **8. Using a Payment Worksheet to Apply a Payment**

Use the link below to access a document as a reference for how to Use a Payment Worksheet to Apply a Payment in ctcLink.

Related QRG(s)

- [9.2 Using a Payment Worksheet to Apply a Payment](#)

☐ **9. Processing Receivables Update**

You initiate the Receivables Update process after establishing run parameters. You can set these parameters to determine the scope of pending items to be processed Colleges may request using Service Desk Ticket for ad-hoc runs.

Related QRG(s)

- [9.2 Processing Receivables Update](#)

END

Billing Roles & AR Roles

Billing Roles: You must have at least one of these local college managed security roles:

- ZD Billing Inquiry
- ZZ Billing Entry
- ZZ_AWE_BI_APPR_060
- ZZ_AWE_BI_APPR_060_HI
- ZZ_AWE_BI_APPR_062
- ZZ_AWE_BI_APPR_063
- ZZ_AWE_BI_APPR_064
- ZZ_AW_BI_INV

AR Roles: You must have at least one of these local college managed security roles:

- ZZ AR Apply Payments
- ZZ AR Customer Maintenance
- ZD AR Inquiry
- ZZ AR Customer Maintenance
- ZZ AR Item Entry

END