

# Memphis Contracts Accounts Receivable

## ESM Contract Entry

User Guide

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## Accounts Receivable Contracts – Invoice Bases

There are 4 Invoice Bases determined by the terms of the contract. Invoice Bases will drive the billing process in IRIS:

- Fixed-Price – for example a lease contract:
  - Billings that are a fixed amount per a certain invoicing frequency.
  - One-time billings.
  - Billing is a set amount for certain period of the contract and then may change to another set amount.
- Cost-Reimbursement:
  - Contracts where certain expenses posted to the ledger will be billed to the customer.
- Per-Unit – for example billings for medical evaluations:
  - Billing will be based on a per unit price.
- Milestone:
  - Billing is done when a contract calls for certain criteria to be completed before a payment will be issue.

## AR Contract Entry in ESM

### Contract Info tab

The screenshot shows the 'Contract Info' tab in the ESM system. The interface includes a top navigation bar with tabs for 'Contract Info', 'Document', 'Receivable Info', 'CCO', 'Approvals', 'Emails', 'History', and 'DocuSign Envelopes'. Below the navigation bar, the contract details are displayed in a form-like structure. Key fields include ID (111404), Status (Active), Contract Number (9500067428), Company Name (Kroger Limited Partnership), and Contract Title (RECEIVABLE CONTRACT WITH KROGER LIMITED PARTNERSHIP TO PAY FOR UT RESIDENTS). A callout box points to the Company Name field, stating: 'AR Contracts should have a customer instead of a vendor for the Company Name'. Below this, the 'Basic Contract Info' section shows the Contract Requester (Janice Green 00109329), IRIS (SAP) Contract Number (8500056742), and Record Type (New Contract). The 'Fund & Budget Entity Information' section displays the Account (E073650), Account Name (Clinical Pharmacy & Translational Science), Funds Center Name (Clinical Pharmacy & Translational Science), Budget Entity (07), and Budget Entity Name (Memphis). A callout box points to the Account field, stating: 'The Fund Account listed here is what controls workflow.' The 'Contract Information' section includes a Contract Description field. At the bottom, a red box highlights the 'Contract Category' (Receivable (income to UT)), 'Contract Type' (Receivable Contract), and 'Post A/R in IRIS' (Yes) fields. A callout box points to the 'Post A/R in IRIS' field, stating: 'When the 'Post A/R in IRIS' is 'Yes', the Receivable tab will be required to be populated with the information necessary to create billing in IRIS.' Other fields include Foreign Contract? (No), Competitive Type (No Bid), Contract Start Date (07/01/2016), and Contract End Date (06/30/2021).

## Company Name

For your receivable contracts, make sure to choose a company that has a 'Company Type' of C. These are customers. All companies with a 'Company Type' of V are vendors.

**Companies**

Status: More than 100 record(s) found [Click for details...](#)

Page: [Page 1] [Next](#) [Last](#) Go to page  Go

Edit	ID ↓	Company Number	Company Name	Telephone	City	State or Province	Country	Company Type
	137251	500083	name1 rg test submit 4	(547) 892-3552	Knoxville	TN	USA	C
	137250	500082	name1 rg test submit 3	(555) 444-8886	Knoxville	TN	USA	C
	137248	500039	NAME1 test	(345) 944-5533	Knoxville	TN	USA	C
	137247	500038	NAME1 test	(345) 944-5533	Knoxville	TN	USA	C
	137245	500049	Name313test	(548) 776-4124	Knoxville	TN	US	C
	137244	500047	NAME1 test	(345) 944-5533	Knoxville	TN	US	C
	137242	5245851251	Dunder Mifflin BBQ	570-252-5478	Scranton	Pennsylvania	USA	C
	137241	3003713	PEPTIDE PROTEIN RESEARCH LTD		FAREHAM	Hampshire	United Kingdom	V

## Post A/R in IRIS

- When a Contract Type of 'Receivable Contract' is chosen, a new field named 'Post A/R in IRIS' will appear.
- This will default to 'No', but your departments will need to change this to 'Yes' so the contract will be transferred to IRIS.

## Receivable Info Tab

When creating an A/R contract, it will look like the screenshot below. You will click the orange 'Create AR Record' button to begin entering A/R information.

[Save](#) [Cancel](#) | [Contract Info](#) | [Document](#) | [Receivable Info](#) | [CCO](#) | [Approvals](#) | [Emails](#) | [History](#) | [DocuSign](#) | [Envelopes](#) | [Print](#) | [Refresh](#) | [Help](#)

ID: 113766 | Status:

Contract Number: 9500068589

\*Company Name:  | \*Contract Title:

[Cancel Contract](#)

**AR Receivable Information**

[Create AR Record](#)

AR Record ID: | AR Record Invoice Basis: | AR Record Invoicing Frequency:

[Save and Continue](#)

When viewing or changing A/R contracts that have already been created, click on the AR Record ID to open the A/R tab.

Save Cancel Contract Info Document **Receivable Info** CCO Approvals Emails History DocuSign Envelopes << >> 🖨️ 🏠 📅

ID 113785 Status Draft

Contract Number 9500068601

\*Company Name Baptist Memorial Health Care Corp. \*Contract Title VA Medical Center-IPA Assignment Agreement for Jennifer Martindale-Adams

Cancel Contract

**AR Receivable Information**

AR Record ID 64 AR Record Invoice Basis 21 Fixed Price AR Record Invoicing Frequency 013 Irregular (check appropriate months)

Save and Continue

### Contract Information

Edit Close **Accounts Receivable Invoicing Info** History << >>

ID	64	Contract Status	Draft
Contract Number	9500068601		
IRIS (SAP) Contract Number			
Contract Company	Baptist Memorial Health Care Corp	Contract Company ID	137258
Contract Title	VA Medical Center-IPA Assignment Agreement for Jennifer Martindale-Adams		
Contract Requester	Teresa Winters 00247262	Receivable Amount	\$304,488.83
Contract Start Date	03/01/2018	Contract End Date	03/31/2020

This information will always appear at the top of the Accounts Receivable Invoicing Info tab. All of this information is brought over from the initial entry screen and cannot be changed here. If something needs to be changed, the user will have to go back to the 'Contract Info' tab.

### Company Invoicing Address

**Company Invoicing Address**

\*Company Number 501087

Name 1 Baptist Memorial Health Care Corp

Name 2

Name 3

\*Attention: Tom Thumb

Street

1717 West Massey Road PO Box

City Memphis State or Province TN

Country USA Zip or Postal Code 38120

Company Email Address

Company Fax Fax Extension

- This is automatically brought over from the Company Number that was chosen on the 'Contract Info' tab during the initial entry.
- The Attention: field is brought in from the Company record. This is editable and required for each contract. **The billing from IRIS will use this 'Attention' field on customer invoices.**
- The Company Number may be changed if needed. This would be when the bill is being sent to a different address than the one entered on the 'Contract Info' tab at initial entry. **This Company Number will be the customer that is billed from IRIS. Be sure the billing information is correct in IRIS. If the customer is flagged in IRIS with communication method 'INT', email, the billing will be emailed to the company email address. Otherwise, the billing will be printed for mailing.**
- The rest of these fields are not editable and change automatically depending on the Company Number chosen.

### Accounts Receivable Invoicing Information

Accounts Receivable Invoicing Information

\*Receiving (Revenue) Fund(s) Status: 1 record(s) found, 1 pages. Click [here](#) to re-count records.

Unlink

Edit	ID ↓	Fund	Fund Name	Department Code	Department Name
	175295	R059800104	UTF Stan Sieber Student Travel Fund	U052245033	History & philosophy

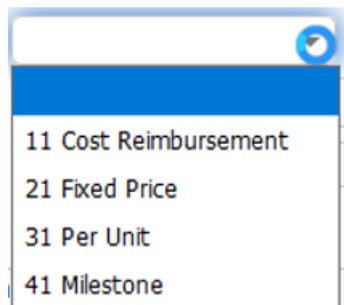
\*Invoice Basis: 41 Milestone

\*Invoicing Frequency: 014 As Needed (for per-unit or milestone)

Frequency Note:

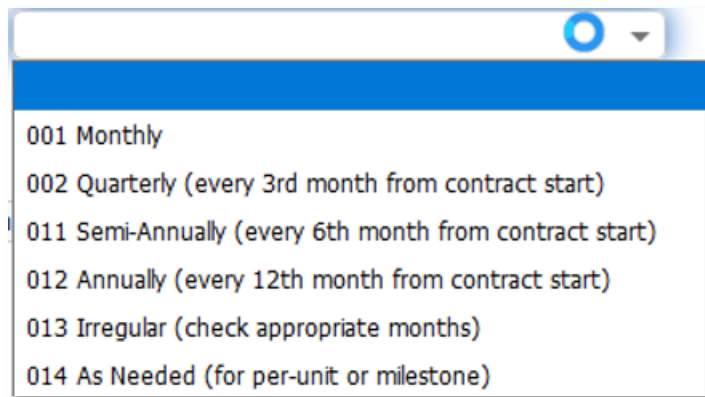
Auto-pay (Do not send invoice): No

- **Receiving (Revenue) Fund – The fund that will be credited when a billing document is created.**
  - This is a required field.
  - You may choose up to 20 funds that will be receiving this receivable money.
- **Invoice Basis**
  - This is a required field.
  - You must pick from one of the four choices. This choice will drive what other fields will appear on-screen. See section below called Invoice Basis Details for further explanation of each type.



- **Invoicing Frequency**

- This is a required field.
- A drop-down will appear with values to choose from for the individual contract.



- **Frequency Note**

- This is an optional field.
- It is free-form.

- **Auto-pay**

- This is an optional field.
- This will default to 'No', but can be changed to 'Yes'.
- These are anything that you do not send an invoice out for.

## Administrative Fee Information

Administrative Fee Information			
Administrative Fee	\$ 200.00	Administrative Fee 2	\$
First Invoice	Yes	Every Invoice	No
Select Invoice Month	04 - Apr		
Fee Note			

- These two administrative fee fields are optional.
- Additional fees may be entered into only one or both fields.
  - **First Invoice / Every Invoice**
    - These two fields are optional.
    - These are 'Yes/No' drop-down lists.
    - These are to tell the contract office if Administrative Fee 1 & 2 should be sent on the first invoice, every invoice, or both.
  - **Select Invoice Month**
    - This field is optional.
    - This is to let the contract office know if Administrative Fee 1 & 2 should be sent on an invoice during a specific month.
  - **Fee Note**
    - This field is optional.
    - This is to type any additional notes about Administrative Fees that the Contract Office may need to know about.

To receive invoicing reminders, complete Send to AND dates

To receive invoicing reminders, complete Send to AND Dates:			
Send Emails To	Savdeep Singh 00368519		
Reminder Start Date	03/15/2018	Reminder End Date	03/31/2020
UTHSC Contract Office Emails Included?	Yes		
<a href="#">Remove UTHSC Contract Office</a>			

- **Send Emails To**
  - This field is optional.
  - This works the same way as 'Notification Names' on the 'Contract Info' tab.
  - Whoever is entered into this field will be sent emails to remind them when it is time to send an invoice for this contract.
- **Reminder Start Date/ Reminder End Date**
  - This field is optional, unless 'Send Emails To' has been entered.
  - Enter start and end dates for when the invoicing emails should be sent.



- **Copy UTHSC Contract Office Button**

- This button is optional.
- This button allows the UTHSC Contract Office be included in all of the invoicing emails for this contract.
- Click once to turn this feature on. Click another time to turn this feature off.

### Amount Information and Notes

This section will be used for Fixed Price invoice basis. See section, Invoice Basis Details and Scenarios for more info.

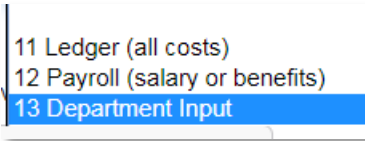
▼ Amount Information	
Rate Per Invoice	\$ <input type="text"/>
Rate Per Invoice 2nd Term	\$ <input type="text"/>
Rate Per Invoice 3rd Term	\$ <input type="text"/>
Rate Per Invoice 4th Term	\$ <input type="text"/>
Rate Per Invoice 5th Term	\$ <input type="text"/>

## Invoice Basis – Details and Scenarios

### Invoice Basis = Cost Reimbursement

Cost Reimbursement – contracts where certain expenses posted to the ledger will be billed to the customer. When this invoice basis is chosen, additional fields will appear that are required:

- Cost Info Source – You must pick one of the three choices. Are the expenses to be billed for all costs on the ledger; just the payroll; or does the department keep track of the expenses?



- Cost-Collector Funds - the fund where the expenses that are to be billed have been posted.

**Cost Re-Imbursement Information**

\*Cost-Collector Fund(s) **Status:** 1 record(s) found, 1 pages. [Click here](#) to re-count records.

Unlink

<input type="checkbox"/>	Edit	ID ↓	Fund	Fund Name	Department Code	Department Name
<input type="checkbox"/>		170539	R073237363	VA Medical Center IPA Agreements-Waters	U070132035	Preventive Medicine

If the Cost Info Source is 'Payroll (salary and benefits)', a field will appear in the 'Cost Re-Imbursement Information' section to choose either 'One Employee' or 'All Employees paid on this fund'.

**Cost Re-Imbursement Information**

\*Cost-Collector Fund(s) **Status:** 1 record(s) found, 1 pages. [Click here](#) to re-count records.

Unlink

<input type="checkbox"/>	Edit	ID ↓	Fund	Fund Name	Department Code	Department Name
<input type="checkbox"/>		170539	R073237363	VA Medical Center IPA Agreements-Waters	U070132035	Preventive Medicine

If Salary/Benefits

\*Salary/Benefit Employee Name   
One Employee

Employee Named in Contract

Cost Re-Imbursement Notes

If 'One Employee' is chosen, then the one employee must be identified.

**Cost Re-Imbursement Information**

\*Cost-Collector Fund(s) **Status:** 1 record(s) found, 1 pages. Click [here](#) to re-count records.

Unlink

<input type="checkbox"/>	Edit	ID ↓	Fund	Fund Name	Department Code	Department Name
<input type="checkbox"/>		170539	R073237363	VA Medical Center IPA Agreements-Waters	U070132035	Preventive Medicine

If Salary/Benefits

\*Salary/Benefit Employee Name

Employee Named in Contract

Cost Re-Imbursement Notes

**Invoice Basis = Fix Price**

Fixed price contracts are for billings that are a fixed amount per a certain invoicing frequency. For instance leases. It is important to fill out the 'Amount Information' with the amount of the fixed billing.

In the scenario below, the fixed price contract will be billed monthly for \$5000.

**Accounts Receivable Invoicing Information**

\*Receiving (Revenue) Fund(s) **Status:** 1 record(s) found, 1 pages. Click [here](#) to re-count records.

Unlink

<input type="checkbox"/>	Edit	ID ↓	Fund	Fund Name	Department Code	Department Name
<input type="checkbox"/>		175295	R059800104	UTF Stan Sieber Student Travel Fund	U052245033	History & philosophy

Invoice Basis

Invoicing Frequency

Frequency Note

Auto-pay (Do not send invoice)

**Administrative Fee Information**

Administrative Fee \$  Administrative Fee 2 \$

First Invoice  Every Invoice

Select Invoice Month

Fee Note

**To receive invoicing reminders, complete Send to AND Dates:**

Send Emails To

Reminder Start Date  Reminder End Date

UTHSC Contract Office Emails Included? Yes

[Remove UTHSC Contract Office](#)

**Amount Information**

Amount 1


### Invoice Basis = Per Unit


Per unit basis is for contracts where the billing will be based on a per unit price. A good example would be contracts for medical evaluations done by UTHSC medical staff or students. The scenario below is for billings for evaluations at \$250/each.

#### Accounts Receivable Invoicing Information

\*Receiving (Revenue)  
Fund(s)

Status: 1 record(s) found, 1 pages. Click [here](#) to re-count records.

 Unlink

<input type="checkbox"/>	Edit	ID ↓	Fund	Fund Name	Department Code	Department Name
<input type="checkbox"/>		175295	R059800104	UTF Stan Sieber Student Travel Fund	U052245033	History & philosophy

\*Invoice Basis

31 Per Unit

\*Invoicing Frequency

014 As Needed (for per-unit or milestone)

Frequency Note

Auto-pay (Do not send invoice)

No

#### Amount Information

Rate Per Invoice

\$ 250.00

Rate Per Invoice 2nd Term

\$

Rate Per Invoice 3rd Term

\$

Rate Per Invoice 4th Term

\$

Rate Per Invoice 5th Term

\$

## Invoice Basis = Milestone

Milestone billing is done when a contract calls for certain criteria to be completed before a payment will be issue. Below is a scenario where the contract says after Phase I of a contract is complete to bill \$2000 and after Phase II is complete to bill \$3000.

**Accounts Receivable Invoicing Information**

\*Receiving (Revenue) Fund(s) Status: 1 record(s) found, 1 pages. Click [here](#) to re-count records.

<input type="checkbox"/>	Edit	ID ↓	Fund	Fund Name	Department Code	Department Name
<input type="checkbox"/>		175295	R059800104	UTF Stan Sieber Student Travel Fund	U052245033	History & philosophy

\*Invoice Basis:

\*Invoicing Frequency:

Frequency Note:

Auto-pay (Do not send invoice):

### ▼ Milestone Information

Milestone Notes