

# Non-Sponsored Billing and Accounts Receivable

**Public Queries** 

Revised 06/27/2022

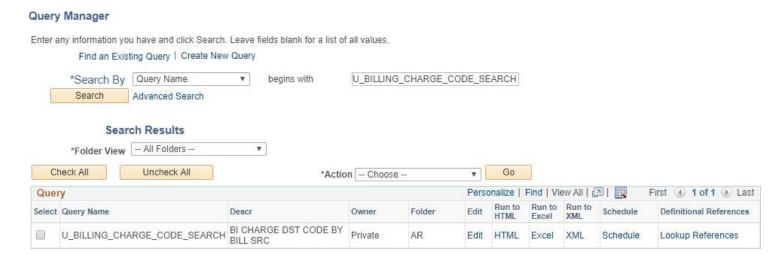
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#### **BILLING CHARGE CODE SEARCH QUERY**



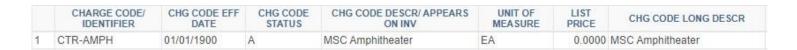
This document details the U\_BILLING\_CHARGE\_CODE\_SEARCH Public Query provided to Departments to review a listing of their Customers.



Navigate to Query Manager or Query Viewer in FAST. Search for the Query U\_BILLING\_CHARGE\_CODE\_SEARCH Once you locate the query Click the Run to HTML option.



On the screen presented to you enter your Bill Source followed by a percent sign.



Charge Code/ Identifier - This is the assigned charge code also known as identifier

CHG Code Eff Date - This is the effective date of the Charge Code

CHG Code Status - This is the status of the charge code as of the effective date

CHG Code Descr/ Appears on INV - This is the default description, if unchanged, would appear on the invoice

Unit of Measure - The default Unit of Measure

List Price - The default List Price

CHG Code Long Descr - Charge Codes Long Description

DISTRIBUTION CODE	DIST CODE EFF DATE	DIST CODE STATUS	DIST CODE DESCR	DIST CODE SHORT DESCR	OPERATING UNIT	FUND	ACCOUNT CODE	DEPARTMENT	PRODUCT	INITIATIVE
CTRAMPH	01/01/1900	A	MSC Amphitheater	MSC Amphit	TPA	03600	44516	042700	CTR018	0000000

Distribution Code - This is the associated distribution code Dist

Dist Code Eff Date - This is the distribution code's effective date

Dist Code Status - The status as of the effective date

Dist Code Descr - The Distribution Code Description

Dist Code Short Descr - The short description

The next set of columns is the revenue Chart-field string where revenue will be recorded

Operating Unit Fund Code Account Code Department Product Initiative

#### **CUSTOMER LIST QUERY**



This document details the U\_CUSTOMER\_LIST Public Query provided to Departments to review a listing of their Customers.

#### **Query Manager** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Query | Create New Query U\_CUSTOMER\_LIST \*Search By Query Name begins with Advanced Search Search Search Results -- All Folders --\*Folder View Check All Uncheck All \*Action -- Choose --Querv 町 Q Run to Definitional References Query Name Descr Owner Folder Select Edit Schedule HTML Excel XML U CUSTOMER LIST Private Edit HTML XML Schedule Lookup References

Navigate to Query Manager or Query Viewer in FAST.
Search for the Query U\_CUSTOMER\_LIST
Once you locate the query Click the Run to HTML option.



On the screen presented to you enter your Bill Source followed by a percent sign. Or, as some may know it, enter the customer 3 letter prefix followed by a percent sign.

Row	CUSTOMER ID	CUSTOMER DATE ADDED	Corporate	CUSTOMER STATUS	CUSTOMER INACTIVE STATUS DATE	CUSTOMER NAME	CUSTOMER NAME 2 (NOT ON INV)
1	FST1001	12/02/2021	FST1001	А		FST TRAINING CUSTOMER ONE	

Customer ID - This is the ID Assigned by the system for the customer.

Customer Date Added - This is the Date the Customer record was added to the system.

Customer Status - This is the status of the Customer, A for Active, I for Inactive.

Customer Inactive Status Date - If the customer status is Inactive this is the date the customer was made inactive.

Customer Name - The Customer's Name

Customer Name 2 (NOT ON INV) - This field may be entries in it. This value does not print on the invoice and is for internal use. Companies sometime change names and this field is where the previous name would be moved to.

CUSTOMER ADDRESSES	EMAIL INVOICE	EMAIL INVOICE ADDRESSES	ADDRESS SEQ NUMBER	ADDRESS DESCRIPTION	COUNTRY	ADDRESS LINE 1	ADDRESS LINE 2	ADDRESS LINE 3	CITY	COUNTY	STATE	POSTAL CODE	INTERNATIONAL PREFIX	TELEPHONE	EXTENSION
I	EMAIL CUSTOMER	DVANDERM@USF.EDU,CARBONCOPY@CARBONCOPY.COM	1	4202 E FOWLER AVE	USA	4202 E FOWLER AVE SVC1039			TAMPA		FL	33620		813/974- 4966	

CUSTOMER ADDRESSES	EMAIL INVOICE	EMAIL INVOICE ADDRESSES	ADDRESS SEQ NUMBER	ADDRESS DESCRIPTION	COUNTRY	ADDRESS LINE 1	ADDRESS LINE 2	ADDRESS LINE 3	CITY	COUNTY	STATE	POSTAL CODE	INTERNATIONAL PREFIX	TELEPHONE	EXTENSION
I			1	4202 E FOWLER AVE	USA	4202 E FOWLER AVE	SVC 1039		TAMPA		FL	33620			

Customer Addresses - This is a divider used to divide different parts of customer information

Email Invoice – This denotes whether the customer is a customer set up to receive an Email Invoice or if blank, receives a paper invoice through the mail.

Email Invoice Addresses – These are the email addresses which receives a copy of the Email Invoice. The first email listing is the main and the second email listed is the CC email address if any.

Address Seq Number - The sequence of the address. Some customers may have more than 1 Address sequence number as they may have multiple locations.

Address Description - The description of the customer address

Country - The Country the address is in

Address Line 1 - The First Line of the Customer Address - Also used as an "ATTN TO:" line

Address Line 2 - The Second Line of the Customer Address

Address Line 3 - The Third Line of the Customer Address

City - The city the Customer Address is in

County - The county the Customer Address is in (Optional) State -

State - The State the Customer Address is in

Postal Code - The Postal Code for the address

International Prefix - This is the international prefix field if the customer's phone number is international. However, it may have US Area Codes recorded in this field.

Telephone - This is the telephone number for the customer. This field may have only the 3-digit central office number and 4-digit subscriber number or it may include the area. Older customers may have a format like 974.0000 or 813.974.0000. Newer customers should have the 10-digit phone number in the appropriate format of 813/974-0000

Extension - The extension a customer may be reached at when calling.

CUSTOMER OPTION INFORMATION	OPTIONS EFFECTIVE DATE	BILLING SPECIALIST ID	BILLING SPECIALIST NAME	COLLECTOR ID	COLLECTOR NAME	CREDIT ANALYST ID	CREDIT ANALYST NAME	BILL INQUIRY PHONE	CUSTOMER OPTIONS LAST MAINT
I	01/01/1900	FST	Daniel Van Der Meulen	FST	Daniel Van Der Meulen	FST	Daniel Van Der Meulen	813.974.4966	12/02/2021

Customer Option Information - This is a divider used to divide different parts of customer

information

Options Effective Date - This is the date the Customer Options became effective.

Billing Specialist ID - This is the ID of the Billing Specialist assigned to the Customer

Billing Specialist Name - This is the name of the Billing Specialist.

Collector ID - This is the ID of the Collector assigned to the Customer

Collector Name - This is the Collector name.

Credit Analyst ID - This is the ID of the Credit Analyst

Credit Analyst Name - This is the name of the Credit Analyst

Bill Inquiry Phone - This is the Bill Inquiry Phone number which is used by the customer to inquire about invoices.

Customer Options Last Maintained - This is the date the Customer Options was last maintained.

TAX EXEMPTION INFO	TAX EXEMPTION CERTIFICATE	DATE		EXEMPTION CATEGORY	ISSUED DATE	EXPIRATION DATE	DATE TIME CERT ADDED	DATE TIME CERT LAST UPDATE
I	TAX EXEMPTION 4	07/01/2021	А	В	07/01/2021		12/02/2021 11:18:52AM	12/02/2021 11:18:52AM

Tax Exemption Info - This is a divider used to divide different parts of customer information Tax Exemption Certificate - This is the Tax Exemption Certificate Number provided by the Customer on their DR-14 Tax Exemption Certificate from the State of Florida.

Effective Date - This is the date the Tax Exemption Certificate became effective in the system.

Effective Status - The Status as of the Effective Date

Exemption Category - Either Single or Blanket

Issued Date - This is the date the Tax Exemption Certificate was Issued by the State of Florida Expiration Date - This is the Expiration Date of the Tax Exemption Certificate Date Time Cert Added - This is the Date and Time the Certificate was added to the system. Date Time Cert Last Update - This is the Date and Time the Certificate was last updated.



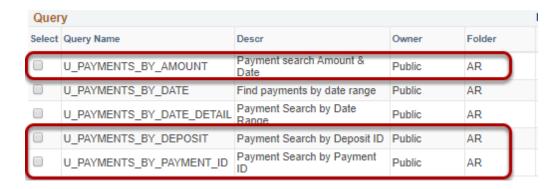
This document details the public payment queries U\_PAYMENTS\_BY\_AMOUNT, U\_PAYMENTS\_BY\_DEPOSIT, U\_PAYMENTS\_BY\_PAYMENT\_ID

Query Manager	
Enter any information you have and click Search. Leave fields blank for a list Find an Existing Query   Create New Query	of all values.
*Search By Query Name ▼ begins with	U_PAY
Search Advanced Search	

Navigate to Query Manager or Query Viewer in FAST.

Search for Queries beginning with U\_PAY

You should be presented with a listing of 5 queries, 2 are used by central staff. This document only details the 3 queries related to department business.



U\_PAYMENTS\_BY\_AMOUNT - This query will retrieve a listing of all payments for a specified amount to the University for the amount entered for a specified date range. It will also provide you with information on where a payment was applied.

U\_PAYMENTS\_BY\_DEPOSIT - This query is to retrieve information for a provided Deposit ID. It will retrieve all payments associated with the Deposit ID and where they were applied.

II\_PAYMENTS\_BY\_PAYMENT ID - This query is to search for payments by a specified Payment.

U\_PAYMENTS\_BY\_PAYMENT ID - This query is to search for payments by a specified Payment ID.

All queries provide whether the payment was applied to a customer account or applied by Direct Journal to chart-field. All queries will provide



For all queries use the Run to HTML.

#### **U PAYMENTS BY AMOUNT**



Enter the amount of the payment you are searching for and a date range to search for the payment amount. For the From Accounting Date use the date the payment was mailed by the customer. For the To Accounting Date it is recommended to not go out more than two months from the mailed date. Common dollar amounts may bring you many results.



### Query Results Columns:

Deposit Business Unit - This is the Business the Deposit was created in and may be different than the Customer Business Unit.

Deposit ID - This is the Deposit ID of the payment.

Payment ID - This is the Payment ID of the payment.

Payment Sequence - This is the sequence the payment appears in the Deposit

Payment Amount - This is the amount of the payment. This amount will repeat.

Payment Status - This refers to how the payment was applied in the system. "Posted to Customer AR" means the payment was applied to a customer account. "Direct Journalled to CF" means the payment was applied directly to the CFs provided and no customer account is associated with the payment.

Date Entered - This is the date the deposit/payment was entered into the system.

Accounting Date - This is the accounting date of the deposit/payment.

Customer Business Unit - If this is a customer-based payment this field will be populated with the Customer Business unit the payment was applied to.

Customer ID - If this is a customer-based payment this field will be populated with the Customer ID the payment was applied to.

Item ID - If this is a customer-based payment this field will be populated with the Item ID the payment was applied to.

Date Posted - If this is a customer-based payment this field will be populated with the date the payment posted to the Accounts Receivable Module.

Line Amount - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the accounting entry line amount. Negative for a Credit and a Positive for a Debit.

Oper Unit - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate

with the Operating Unit for the accounting line.

Fund - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Fund Code for the accounting line.

Account - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Account Code for the accounting line.

Dept - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Department ID for the accounting line.

Product - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Product Code for the accounting line.

Initiative - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Initiative for the accounting line.

Project - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Project ID for the accounting line. This will only appear for Project related payments. Journal ID - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate

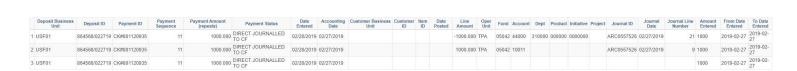
with the Journal ID which posted to the GL with the accounting entries for the payment. Journal Date - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Date the Journal posted to the GL.

Journal Line Number - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Line Number which relates to the accounting line.

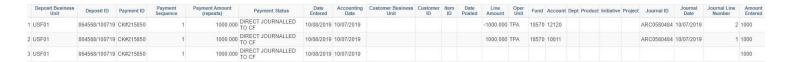


For all the queries when reviewing, there will be three lines retrieved for each payment. One of the three lines will be blank after the Accounting Date. This may be the first row retrieved or the last row. You may discard this extra when you download to excel row if you wish.

For the results shown above. This \$1,000.00 payment was applied to a customer account and specifically applied to Item BUS-00365. The payment relieved outstanding Accounts Receivable and added cash to Oper Unit TPA Fund 01138.



For these results, a \$1,000.00 payment was applied by Direct Journal to the CFs Provided to the right. For these results we can see revenue was recorded for Oper Unit TPA, Fund Code, 05042, and Department 310000.

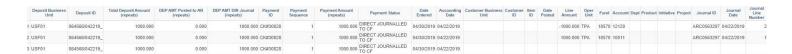


This \$1000.00 payment was applied by Direct Journal as the previous one, however, the payment was posted to the Suspense Payment account. To find out if this payment is still in Suspense go to the University Controller's Website. Then click on About UCO Then Other Resources and then scroll down to the Suspense Checks section of the page.

### **U\_PAYMENTS\_BY\_DEPOSIT**



To run this query, enter the Deposit ID for the Deposit ID you wish to retrieve the information for and then click View Results.



### Query Results Columns:

Deposit Business Unit - This is the Business the Deposit was created in and may be different than the Customer Business Unit.

Deposit ID - This is the Deposit ID of the payment.

Total Deposit Amount - This is total deposit amount for all payments in the deposit.

DEP AMT Posted to AR - This reflects the amount of the deposit posted to AR. DEP

AMT DIR Journal - This reflects the amount of the deposit Direct Journalled.

Payment ID - This is the Payment ID of the payment.

Payment Sequence - This is the sequence the payment appears in the Deposit.

Payment Amount - This is the amount of the payment. This amount will repeat.

Payment Status - This refers to how the payment was applied in the system. "Posted to Customer AR" means the payment was applied to a customer account. "Direct Journalled to CF" means the payment was applied directly to the CFs provided and no customer account is associated with the payment.

Date Entered - This is the date the deposit/payment was entered into the system.

Accounting Date - This is the accounting date of the deposit/payment.

Customer Business Unit - If this is a customer-based payment this field will be populated with the Customer Business unit the payment was applied to.

Customer ID - If this is a customer-based payment this field will be populated with the Customer ID the payment was applied to.

Item ID - If this is a customer-based payment this field will be populated with the item ID the payment was applied to.

Date Posted - If this is a customer-based payment this field will be populated with the date the payment posted to the Accounts Receivable Module.

Line Amount - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the accounting entry line amount. Negative for a Credit and a Positive for a Debit.

Oper Unit - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Operating Unit for the accounting line.

Fund - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Fund Code for the accounting line.

Account - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Account Code for the accounting line.

Dept - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Department ID for the accounting line.

Product - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Product Code for the accounting line.

Initiative - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Initiative for the accounting line.

Project - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Project ID for the accounting line. This will only appear for Project related payments. Journal ID - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal ID which posted to the GL with the accounting entries for the payment.

Journal Date - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Date the Journal posted to the GL.

Journal Line Number - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Line Number which relates to the accounting line.

## U\_PAYMENTS\_BY\_PAYMENT\_ID

U\_PAYMENTS\_BY\_PAYMENT\_ID - Payment Search by Payment ID

%Payment ID Like% %1000113210%

View Results

To run this query, enter the check number you are searching for bracketed by percent signs and then click View Results. This will return any results with the entered values in the Payment ID field. Should the check number be 1000 or another common check number you may have more than one result. You will need to review all the results to determine which one is the payment you are looking for.

Deposit Business Unit	Deposit ID	Payment ID	Payment Sequence	Payment Amount (repeats)	Payment Status	Date Entered	Accounting Date	Customer Business Unit	Customer	Item ID	Date Posted	Line Amount	Oper Unit	Fund	Account	Dept P	roduct I	nitiative	Project	Journal ID	Journal Date	Journal Line Number
1 USF01	107508- 1	CK1000113210	2	66.000	POSTED TO CUSTOMER AR	04/27/2005	04/27/2005															
2 USF01	107508- 1	CK1000113210	2		POSTED TO CUSTOMER AR					02211	04/27/2005									ARP0057955	04/27/2005	46
3 USF01	107508-	CK1000113210	2	66.000	POSTED TO CUSTOMER AR	04/27/2005	04/27/2005	USF01	HSL32	HSL- 02211	04/27/2005	66.000	HSC	03203	10010					ARP0057955	04/27/2005	i 1

### Query Results Columns:

Deposit Business Unit - This is the Business the Deposit was created in and may be different than the Customer Business Unit.

Deposit ID - This is the Deposit ID of the payment.

Payment ID - This is the Payment ID of the payment.

Payment Sequence - This is the sequence the payment appears in the Deposit.

Payment Amount - This is the amount of the payment. This amount will repeat.

Payment Status - This refers to how the payment was applied in the system. "Posted to

Customer AR" means the payment was applied to a customer account. "Direct Journalled to CF" means the payment was applied directly to the CFs provided and no customer account is associated with the payment.

Date Entered - This is the date the deposit/payment was entered into the system.

Accounting Date - This is the accounting date of the deposit/payment.

Customer Business Unit - If this is a customer-based payment this field will be populated with the Customer Business unit the payment was applied to.

Customer ID - If this is a customer-based payment this field will be populated with the Customer ID the payment was applied to.

Item ID - If this is a customer-based payment this field will be populated with the item ID the payment was applied to.

Date Posted - If this is a customer-based payment this field will be populated with the date the payment posted to the Accounts Receivable Module.

Line Amount - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the accounting entry line amount. Negative for a Credit and a Positive for a Debit.

Oper Unit - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Operating Unit for the accounting line.

Fund - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Fund Code for the accounting line.

Account - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Account Code for the accounting line.

Dept - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Department ID for the accounting line.

Product - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Product Code for the accounting line.

Initiative - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Initiative for the accounting line.

Project - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Project ID for the accounting line. This will only appear for Project related payments.

Journal ID - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal ID which posted to the GL with the accounting entries for the payment.  Journal Date - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Date the Journal posted to the GL.  Journal Line Number - For both "Posted to Customer AR" and "Direct Journalled to CF" this field will populate with the Journal Line Number which relates to the accounting line.