|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | |  |  | | --- | --- | | |  | | --- | | **CONTRACTS ACCOUNTS RECEIVABLE**  **Contracts Accounts Receivable System Training Available**    On September 1, 2018, the final phase of the new Contracts Accounts Receivable (A/R) System went into production. The implementation of this phase directly impacts how contract invoices are created, posting of payments, and how departments provide billing documentation to the Contracts Office.  Accounts Receivable billing changes you will see with Phase 2 are:   * Integration between ESM and IRIS.  This will provide automatic downloads of executed accounts receivable billing information into IRIS for invoice processing. * Allows for recurring fixed costs billings. * Enables departments to directly enter and upload billing information into an A/R transaction in IRIS on cost per unit invoices for the Contract Office’s review and issuance of the invoice. * Issued invoices will be reflected as an A/R posting on the departmental ledgers. * Provides a more efficient tracking of delinquent payments on invoices and automatic dunning letters to the Customers. * Provides notifications and reports of lapsed billing of invoices to the departments and to the Contracts Office.   Training videos for Phase 1, creation of customer numbers are available at [https://procurement.tennessee.edu/training/uthsc/](https://uthsc.us12.list-manage.com/track/click?u=911dd76fd8c95333db4ee45f7&id=2f91241617&e=73e7f4bc68), and Phase 2, billing of invoices, are available at  [https://irishelp.tennessee.edu/gm/folder-1.11.7547](https://uthsc.us12.list-manage.com/track/click?u=911dd76fd8c95333db4ee45f7&id=b4eb4845f6&e=73e7f4bc68).  **It is IMPERATIVE everyone in your department involved in the processing of contracts or responsible for providing billing information to the Contracts Office view these training videos.**  Additional training will be provided as needed. If you have any questions, please contact the Business Contracts Office at (901) 448-2072. | | | |