



CAYMAN ISLANDS
GOVERNMENT

IRIS AR 101:
A BEGINNER IRIS ACCOUNTS RECEIVABLES COURSE

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1. COURSE OUTLINE

IRIS Accounts Receivables (AR) 101

Objectives:

- The objective of this course is to enable the trainee to fully understand the role of AR Receivables module in the billing and receipt of Government revenues.

Audience: IRIS AR Users

Pre-requisites:

- Have completed IRIS 101 Navigation & Access course

Topics Covered:

Query and modify existing customers names and sites (External and Internal)

Create new customer names and site (External/Internal)

Multiple Choice Mini Test

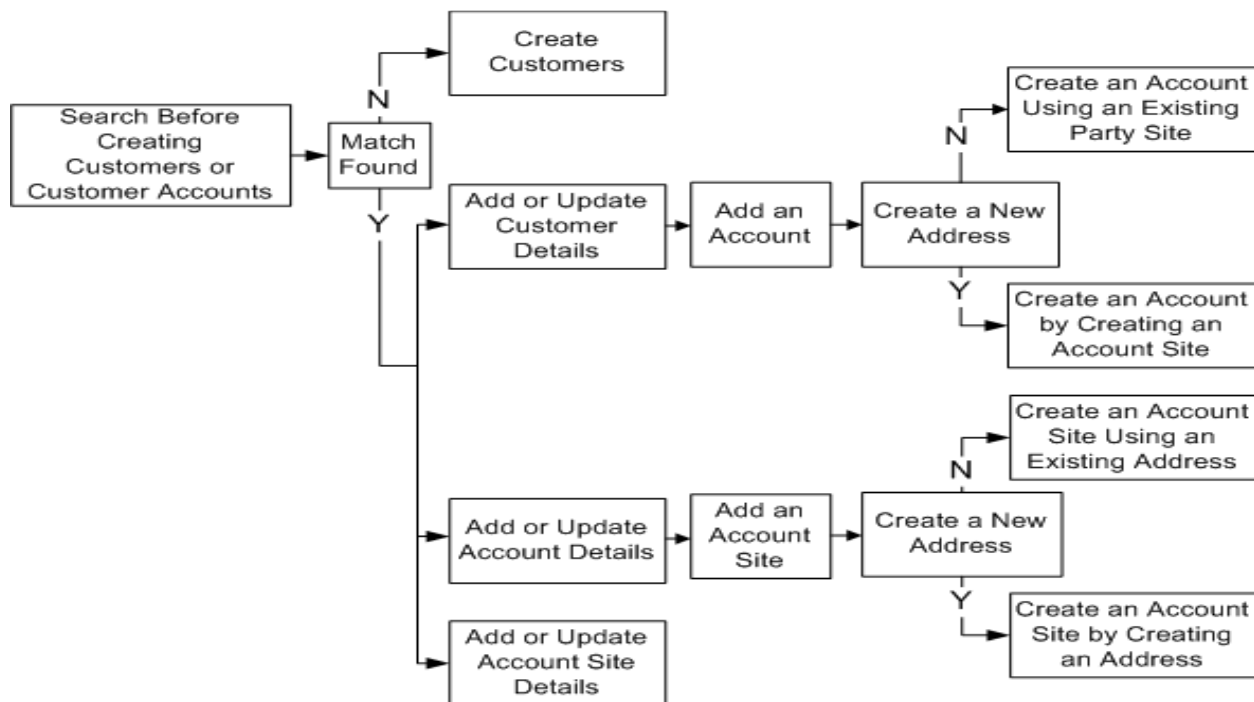
This is an opportunity for the attendee to evaluate the skills learned in the course and assess if they have achieved the course objectives.

Certification

Next Recommended Course:

- AR 505

2. FLOW CHART OF AR CUSTOMER OVERVIEW



3. AR CUSTOMERS

3.1 A BRIEF OVERVIEW (CONT'D)

You create customers so that you can properly record and account for sales transactions as well as all other attributes of your selling relationships. Recording a sale transaction requires that a customer is stored as a party in Oracle Trading Community Architecture, (TCA) with an account as well as an account site.

AR customer has 3 parts to consider when creating a new customer: Party, Account and Site.

Customer Party:

A customer party is either an organization or person, with whom you have a selling relationship.

Customer Account:

The customer account has information about the terms and conditions of doing business with the party.

Within the CIG we will use one account per Party in each Operating Unit

Customer Site/Address:

A *customer Site address* is an account site that is used for billing, shipping, or other purposes.

Within CIG we will use one Bill To and one Ship To site per Customer account under each Operating Unit

CUSTOMER PARTY

Select	Name	Registry ID	D-U-N-S Number	Address
<input checked="" type="radio"/>	CIG - MINISTRY OF PLANNING, LANDS, AGRICULTURE, HOUSING & INFRASTRUCTURE	323576		5th Floor, Govt Admin Bldg, Box 1

Accounts

Status:

CUSTOMER ACCOUNT

Account Number	Account Description	Profile Class	Primary Bill-To Address	Status	Details	Record History
240738		DEFAULT		Active		
245873		DEFAULT	5th Floor, Govt Admin Bldg , Box 107 , 133 Elgin Ave , Grand Cayman , KY1-9000	Active		

CUSTOMER SITE

Address	Mailstop	Country	Purposes	Operating Unit
5th Floor, Government Admin Bldg, Box 107, 133 Elgin Avenue,, GRAND CAYMAN KY1-9000		Cayman Islands	Bill To	MINISTRY OF FINANCE & ECONOMIC DEVELO
5th Floor, Govt Admin Bldg, Box 107, 133 Elgin Ave, Grand Cayman, KY1-9000		Cayman Islands	Bill To, Ship To	MINISTRY OF HOME AFFAIRS
5th Floor, Govt Admin Bldg, Box 107, 133 Elgin Ave, Grand Cayman, KY1-9000		Cayman Islands	Bill To	EXECUTIVE - PLANNING
5th Floor, Govt Admin Bldg, Box 107, 133 Elgin Ave, Grand Cayman, KY1-9000		Cayman Islands	Bill To	EXECUTIVE - FINANCE
5th Floor, Govt Admin Bldg, Box 107, 133 Elgin Ave, CAYMAN ISLANDS GRAND CAYMAN KY1-9000		Cayman Islands	Bill To	MINISTRY OF PLANNING, LANDS, AGRICULTU
5th Floor, Govt Admin Bldg, Box 107, 133 Elgin Ave, CAYMAN ISLANDS GRAND CAYMAN KY1-9000		Cayman Islands	Bill To, Ship To	AUDIT OFFICE
5th Floor, Govt Admin Bldg, Box 107, 133 Elgin Ave, Grand Cayman, KY1-9000		Cayman Islands	Bill To	CABINET OFFICE
5th Floor, Government Admin Bldg, Box 107, 133 Elgin Avenue,, GRAND CAYMAN KY1-9000		Cayman Islands	Bill To	PORTFOLIO OF THE CIVIL SERVICE
P.O BOX 107, GRAND CAYMAN KY1-9000, KY1-9000		Cayman Islands	Bill To	MINISTRY OF DISTRICT ADMINISTRATION,T
5th Floor, Govt Admin Bldg, Box 107, 133 Elgin Ave, Grand Cayman, KY1-9000		Cayman Islands	Ship To, Bill To	MINISTRY OF PLANNING, LANDS, AGRICULTU

4. MANAGING AR CUSTOMERS

CIG Treasury requires that all names must be precise and verified by ID or letterhead

- * Customers are used to properly record and account for all sales transactions. Recording sales transactions requires that a customer has an account as well as a site.
- * Customer/Person site address is the physical location of a company or person.
- * Account Site is the customer/person's site in the context of an account.
- * For the Cayman Islands Government there will be only one site per Operating Unit (Ministry, Portfolio or Executive). This is due to how AR system is set to select particular information in order to complete code combinations for reporting purposes. Please adhere to our direction.

The following are essential for the correct recording of sales and receipts transactions

- 1.1 Query Customer or Person
- 1.2 Modify Customer or Person, Site and Site details
- 1.3 Create New Customers
- 1.4 Create Customer sites address and Site Details
- 1.5 Create/update Business Purpose Details
- 1.6 Update Receivable and Revenue Default Accounting
- 1.7 Entering Payment Terms

4.1 QUERY A CUSTOMER OR PERSON

4.1.1 CIG AR User XXX > Navigator > Customer > Customer

4.1.2 WebPage - Customer Type: Person or Organization.

Note: some person may have been created as Organization.

4.1.2.1 Enter search criterion of Person or Customer name + % (the wild card)

Search is not case sensitive (Upper or lower case is ok - just the right context)

Correct search criteria: i.e. JOE%SMITH% (do not leave this option blank)

Incorrect search criteria: i.e. %JOE%SMITH% (do not use wildcard (%) before the name)

All existing customer/Person will be listed as per search criterion.

Customers Customer Type Organization

Search

Simple Search

Customer [XCE%SMETH%]
 Registry ID
 Account Number
 Account Description
 Tax Registration Number
 Taxpayer ID
 D-U-N-S Number
 SIC Code
 Account Type
 Customer Class
 Customer Category
 Reference

Contact First Name
 Contact Last Name
 Contact Phone Number
 Address Line 1
 Address Line 2
 City
 State
 Postal Code
 County
 Province
 Country
 Status Active

Go Clear

Customers Customer Type Person

Search

Simple Search

First Name [XCE%]
 Last Name [SMETH%]
 Registry ID
 Account Number
 Account Description
 Tax Registration Number
 Taxpayer ID
 Account Type
 Customer Class
 Customer Category

Go Clear

If person or customer appears on the list, select it then click on “Details” to continue. You can also re-query based on the other customer type.

Simple Search

Customer CIG%AGRI%
 Registry ID
 Account Number
 Account Description
 Tax Registration Number
 Taxpayer ID
 D-U-N-S Number
 SIC Code
 Account Type
 Customer Class
 Customer Category
 Reference

Contact First Name
 Contact Last Name
 Contact Phone Number
 Address Line 1
 Address Line 2
 City
 State
 Postal Code
 County
 Province
 Country
 Status Active

Go Clear

Create

Select	Name	Registry ID	D-U-N-S Number	Address
<input type="radio"/>	CIG - AGRICULTURE DEPARTMENT	113016		P.O. BOX 459, GRAND CAYMAN KY1-1106, CAYMAN ISLANDS
<input checked="" type="radio"/>	CIG - AGRICULTURE DEPARTMENT	336971		BOX 459, 181 LOTTERY ROAD, LOWER VALLEY GRAND CAYMAN KY1-1106
<input type="radio"/>	CIG - MINISTER OF DIST ADMIN, PLANNING, AGRICULTUR	156633		C/O MINISTRY OF DIST ADMIN, PLANNING, AGRICULTURE & HOUSING, GOV'T ADMIN BUILDING, CAYMAN
<input type="radio"/>	CIG - MINISTRY OF FINANCE, DISTRICT ADMIN, WORKS, LANDS & AGRICULTURE	156113		GOVERNMENT ADMINISTRATION BUILDING, 4TH FLOOR, GEORGE TOWN, GRAND CAYMAN
<input type="radio"/>	CIG - MINISTRY OF PLANNING, LANDS, AGRICULTURE, HOUSING & INFRASTRUCTURE	323576		5th Floor, Govt Admin Bldg, Box 107, 133 Elgin Ave, Grand Cayman, KY1-9000

Accounts

Status Active

Go

Create Account

Account Number	Account Description	Profile Class	Primary Bill-To Address	Status	Details
247332	CIG - AGRICULTURE DEPARTMENT	DEFAULT	BOX 459 , 181 LOTTERY ROAD , LOWER VALLEY GRAND CAYMAN KY1-1106	Active	


4.2 MODIFY AN EXISTING CUSTOMER OR PERSON

4.2.1 Query and find existing Customer or person (see 1.1 above)

4.2.2 Enable customer/person’s name then click on Details





Accounts

Status

Account Number	Account Description	Profile Class	Primary Bill-To	Address	Status	Details
83482		DEFAULT			Active	

4.2.3 AR displays Sites for Executive & Ministry if they are already created.

Remove/update Details by clicking on the “Details” button of either OU.

Address	Mailstop	Country	Purposes	Operating Unit	Site Number	Status	Details	Remove
P.O. BOX 459, GRAND CAYMAN KY1-1106, CAYMAN ISLANDS		Cayman Islands	Bill To	EXECUTIVE - TOURISM	88182	Active		
P.O. BOX 459, GRAND CAYMAN KY1-1106, CAYMAN ISLANDS		Cayman Islands	Bill To	MINISTRY OF DISTRICT ADMINISTRATION, TOURISM & TRANSPORT	88182	Active		

- 4.2.4 Site Details: Update Customer address
- Account site details: Active or Inactive.
- Save/Apply button (bottom right of the screen)

Site Details | Business Purposes | Communication | Payment Details | Profile | Profile Amounts | Late Charges

Account Site Address

Site Number: 88182

* Country: Cayman Islands

* Address Line 1: P.O. BOX 459

Address Line 2: GRAND CAYMAN KY1-1106

Address Line 3: CAYMAN ISLANDS

Address Line 4:

City:

County:

State:

Province:

Postal Code:

Addressee:

Status: Active

Identifying Address

Context Value:

4.2.5 **Business Purposes tab:**

Business Purposes MUST have two purposes:

- * Bill To is needed to further complete accounting set up (see below)
- * Ship To Needs to be completed for future PWD billing, if necessary.

Enable “Bill To” then click on **Details** to enter accounting set up for Receivables and Revenue

Select	Purpose	Location	Bill To Location	Primary Details	Remove
<input type="radio"/>	Ship To	221653	152580	<input checked="" type="checkbox"/>	
<input checked="" type="radio"/>	Bill To	152580		<input checked="" type="checkbox"/>	

Additional Details: Bill To

4.2.5.1 Business Purposes > Details (continued)

Account Segments **MUST** remain as default values as below: **WARNING - DO NOT CHANGE on site or on its default Invoice Transaction)**

- Executive = 12002
- Entity/Ministry = 12003

Above account segment (12002 Exec /12003 Entity) defaults to the Receivable GL account to offset the revenue GL account during the creation of an Invoice Transaction. (**WARNING - DO NOT CHANGE on site or on its default invoice Transaction)**

External Customers/Persons: Enter Cost Center segment only

Create

Select Code Combination

12 120404 12003.0000000000.00000000.00.0000.0000

All CIG & SAGC Customers Enter Cost Center and Inter-Org segments only

Create

Select Code Combination


12 120404 12003.0000000000.00000000 14 0000.0000

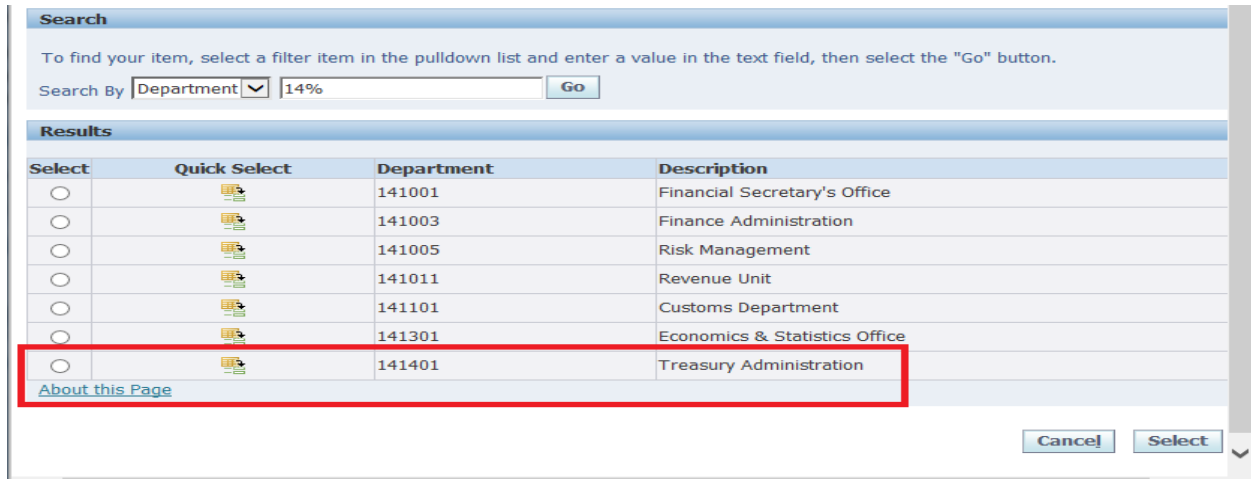
DO NOT CHANGE OR MODIFY DEFAULT ACCOUNT SETTING, THEY MUST REMAIN AS PER DEFAULT VALUE.12003 Entity

12002 Exec


Click on the **Apply** option (bottom left) to save your work.

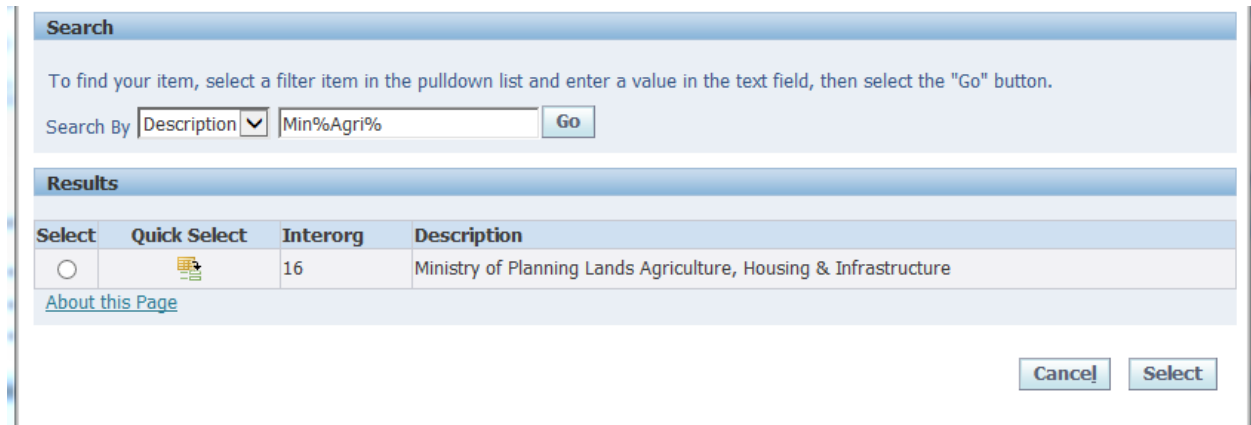
To select cost center and Inter-Org segments.

- Click on the LOV 
- Enter Department number or enter entity # + %
- Click on Go
- Quick select or (select and select) your department's cost center



To select Inter-Org segment for the CIG or SAGC customer

- Click on LOV  for the Inter-Org segment
- You may search by Description if you do not know under which Entity the CIG or SAGC customer falls under or, you may enter the Entity number if you already know.
- Click on Go
- Quick Select or (select and select) the entity number



When you find the full and correct code combination under Results for the Receivables and Revenue, you must Select and Select to have it default accordingly.

Result will show as below.

Search and Select: Cancel Select

Search

- * Entity Ministry of Finance and Economic Development
- * Department Treasury Administration
- * Account Accounts Receivable - Sale of Goods and Services (System Only)
- * Category Null
- * Project Null
- * Interorg Ministry of Planning Lands Agriculture, Housing & Infrastructure
- * Future I Null
- * Future II Null

Results

Select Code Combination

14.141401.12003.000000000.0000000.16.0000.0000

Account Site Business Purpose : Bill To

Organization Name **CIG - AGRICULTURE DEPARTMENT**
 Account Number **83482**
 Site Number **88182**
 Business Purpose **Bill To**

Accounting

Account Class	GL Account
Receivable	<input type="text" value="14.141401.12003.000000000.0000"/> Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Revenue	<input type="text" value="14.141401.12003.000000000.0000"/> Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Tax	<input type="text"/> Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Freight	<input type="text"/> Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Clearing	<input type="text"/> Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Unbilled Receivable	<input type="text"/> Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Unearned Revenue	<input type="text"/> Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Charges Activity <input type="checkbox"/>	<input type="text"/> Entity, Department, Account, Category, Project, Interorg, Future I, Future II

Site Use Details

Enter Payment Terms: 30 Days Net, 21 Days net, 7 Days Net or Immediate.

Site Use Details

Sales Territory <input type="text" value="TERRITORY"/>	Payment Terms <input type="text" value="21 DAYS NET"/>
Salesperson <input type="text"/>	Contact <input type="text"/>
SIC Code <input type="text"/>	

Order Management

4.3 CREATE NEW CUSTOMER OR PERSON

Treasury requires that all names must be precise and verified by ID or letterhead

Customers are used to properly record and account for sales transactions. Recording sales transactions requires that a customer has an account as well as a site.

- * Customer/Person site address is the physical location of a company or person.
- * Account Site is the customer/person site in the context of an account.
- * For CIG Government, there will be only one site per Operating Unit (Ministry, Portfolio or Executive)

4.3.1 CIG AR User XXX > Navigator > Customer > Customer

4.3.2 WebPage : Customer Type: Person /Organization.

Note: some person may have been created as Organization type

4.3.2.1 Enter search criterion of Person or Customer name + % (Wild card).

Correct:i.e. JOE%SMITH% (do not leave blank)

Incorrect i.e. %JOE%SMITH% (do not use wildcard (%) before the name

All existing person or customer will be displayed as per search criterion.

To create new customer ensure you have selected the correct type

4.3.3 For external & internal Organizations, Customer type should be
Organization

4.3.4 For Individual, Customer type should be:
Person

4.3.5 Click on “**Create**” button.

Below screen will be displayed according to selection.

Organization or Person’s name must be entered in UPPER CASE as per naming convention.

CIG Treasury requires that all names be precise and verified by ID or a letterhead invoice.

Organization

Customer Information

* Organization Name

Alias

Name Pronunciation

D-U-N-S Number

URL

Must include: http://

Person

Person Information

TIP Only a first or last name is required.

Prefix

First Name

Middle Name

Last Name

Suffix

Email

Account Site Address

- * Account Information is Optional
- * Enter account site address.
- * Fields with asterisks (*) are mandatory and needs to be filled out accordingly.
- * Enter City and Postal Code

Account Site Address

* Country

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

County

State

Province

Postal Code

Address Description

Identifying Address

Context Value

Account Site Details

Select Operating Unit: Executive or Ministry/Portfolio

Account Site Details

Operating Unit

Category

Territory

Translation

EDI Location

Status

Context Value

Context Value

Business Purposes

- * Enable and select “Bill To” and “Primary” then click on Save and Add details or click on the Apply button

Select	Purpose	Location	Bill To Location	Primary	Remove
<input checked="" type="radio"/>	Bill To			<input checked="" type="checkbox"/>	

Add Another Row

- Click on “Add Another Row” (above) to add “Ship To” only
- Click on Location to select the Bill to location for the Ship To.
- Bill To Click on Details (below) to access Business Purpose Details.
- Click on Sites (tab)
- Click on Business Purposes (tab)
- Enable and select Details to access accounting fields for Receivables and Revenue

Select	Purpose	Location	Bill To Location	Primary	Details	Remove
<input checked="" type="radio"/>	Bill To	112154		<input checked="" type="checkbox"/>		
<input type="radio"/>	Ship To		112154	<input type="checkbox"/>		

Add Another Row

Additional Details: Bill To

Accounting combination for Receivables and Revenue will default as per below. Fill out appropriately as follows ensuring that default Account segments 12003 for Entity and 12002 for Exec remains as is.

External Organization and Persons type: Fill out Cost Center only

Internal CIG & SAGC Organization type Fill out Cost center and Inter-Org segments only.

- * Government’s chart of accounts will assist you in knowing which Entity (code) to use for internal CIG & SAGC customers

- * Use the list of values (LOV) hourglass  icon at the end of each field to search for and select account numbers/account code combination.

- * Click on LOV > LOV >

- * Search by: enter criteria i.e. 232301
- * Click on “Go/Search” to find your search
- * Click on Select to select result of code combination.

The screenshot displays the 'Search' interface for IRIS AR 101. It features a search form with the following fields and values:

- * Entity: 14 (Ministry of Finance and Economic Development)
- * Department: 141401 (Treasury Administration)
- * Account: 12003 (Accounts Receivable - Sale of Goods and Services (System Only))
- * Category: 000000000 (Null)
- * Project: 0000000 (Null)
- * Interorg: 16 (Ministry of Planning Lands Agriculture, Housing & Infrastructure)
- * Future I: 0000 (Null)
- * Future II: 0000 (Null)

Below the search form are 'Search' and 'Clear' buttons. The 'Results' section contains a 'Create' button and a 'Select Code Combination' table with one entry:

Select Code Combination
<input checked="" type="radio"/> 14.141401.12003.000000000.0000000.16.0000.0000

'Cancel' and 'Select' buttons are located at the bottom right of the results section.

Account Site Business Purpose : Bill To

Organization Name **CIG - AGRICULTURE DEPARTMENT**
Account Number **83482**
Site Number **88182**
Business Purpose **Bill To**

Accounting	
Account Class	GL Account
Receivable	14.141401.12003.000000000.000000
	Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Revenue	14.141401.12003.000000000.000000
	Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Tax	<input type="text"/>
	Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Freight	<input type="text"/>
	Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Clearing	<input type="text"/>
	Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Unbilled Receivable	<input type="text"/>
	Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Unearned Revenue	<input type="text"/>
	Entity, Department, Account, Category, Project, Interorg, Future I, Future II
Charges Activity	<input type="checkbox"/>

Site Use Details

Enter exact same code combination for the Revenue

Enter Payment Terms: 30 Days Net, 21 Days net, 7 Days Net or Immediate.

Site Use Details	
Sales Territory	<input type="text"/>
	TERRITORY
Salesperson	<input type="text"/>
SIC Code	<input type="text"/>
Payment Terms	21 DAYS NET
Contact	<input type="text"/>

Order Management

4.4 INTERNAL CUSTOMERS

CIG and/or SAGC customers require the **cost center** and **inter-org** segments filled in. Do not change the default account segments.

External Customers or Person does not require an Inter-Org segment.

Receivables: 14.141401.12003.000000000.0000000.16.0000.0000

Revenue: 14.141401.12003.000000000.0000000.16.0000.0000

The screenshot displays the 'Customers' system interface. At the top, there is a breadcrumb trail: 'Customers > Customer Account > Account Site >'. Below this, the 'Account Site Business Purpose : Bill To' is shown. The organization name is 'CIG - AGRICULTURE DEPARTMENT', the account number is '83482', the site number is '88182', and the business purpose is 'Bill To'. The 'Accounting' section lists various account classes with their corresponding GL Account numbers: 'Receivable' (14.141401.12003.000000000.0000000), 'Revenue' (14.141401.12003.000000000.0000000), 'Tax', 'Freight', 'Clearing', 'Unbilled Receivable', and 'Unearned Revenue'. Each GL Account number has a search icon to its right. The 'Charges Activity' is set to a dropdown menu. The 'Site Use Details' section includes fields for 'Sales Territory' (with a search icon and the value 'TERRITORY'), 'Salesperson', 'SIC Code', 'Payment Terms' (21 DAYS NET), and 'Contact'.

Click the Apply option (bottom right of the screen)

4.5 EXTERNAL CUSTOMERS

External Customers or Person requires **Cost Center only**. Do not change the default account segments.

Receivables: 14.141401.12003.000000000.0000000.00.0000.0000

Revenue: 14.141401.12003.000000000.0000000.00.0000.0000

Customers

Customers > Customer Account > Account Site >

Account Site Business Purpose : Bill To

Organization Name **MCALPINE LIMITED**
 Account Number **122017**
 Site Number **127904**
 Business Purpose **Bill To**

Accounting

Account Class	GL Account
Receivable	14.141401.12003.000000000.0000000
	<small>Entity, Department, Account, Category, Project, Interorg, Future I, Future II</small>
Revenue	14.141401.12003.000000000.0000000
	<small>Entity, Department, Account, Category, Project, Interorg, Future I, Future II</small>
Tax	<input type="text"/>
	<small>Entity, Department, Account, Category, Project, Interorg, Future I, Future II</small>
Freight	<input type="text"/>
	<small>Entity, Department, Account, Category, Project, Interorg, Future I, Future II</small>
Clearing	<input type="text"/>
	<small>Entity, Department, Account, Category, Project, Interorg, Future I, Future II</small>
Unbilled Receivable	<input type="text"/>
	<small>Entity, Department, Account, Category, Project, Interorg, Future I, Future II</small>
Unearned Revenue	<input type="text"/>
	<small>Entity, Department, Account, Category, Project, Interorg, Future I, Future II</small>

Charges Activity

Site Use Details

Sales Territory <input type="text"/>	Payment Terms <input type="text" value="14 DAYS NET"/>
<small>TERRITORY</small>	Contact <input type="text"/>
Salesperson <input type="text"/>	
SIC Code <input type="text"/>	

5. EXERCISE

Create 3 External customers as follows:

Assumption:

You are working with the

- Department of _____
- Cost Center # _____
- 3-letter code _____

1. Customer # 1 _____

- a. ABU DABI CORPORATE LAW OFFICE _____ (add your initials at the end)
- b. Address: 32 Crew Road
- c. PO Box # 7755 KY1-1100
- d. City George Town

2. Customer # 2 _____

- a. CIG – DEPARTMENT OF CULTURE _____ (add your initials at the end)
 - i. Located under the Ministry of Education (17)
- b. Address: 10725 Bodden Town Road
- c. PO Box # 2570 KY1-2500
- d. City Bodden Town

3. Customer # 3 _____

- a. Witt Wiki, Mr. _____ (add your initials at the end)
- b. Address: 8500 North West Point
- c. PO Box # 2720 KY1- 3500
- d. City West Bay West