SUBJECT: Access to the Electronic Claims Table

SOURCE: Non-Student Accounts Receivable, Financial Management Services

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ARSOP NO: 8.0

RATIONALE: To define the process for gaining access to the claims table and the annual review process of claims table access.

ARSOP: Access to the Claims Table:

Policy FIN-TRE-VI-121 states all new activities must be approved by the Revenue Producing Activity Committee (RPAC) prior to accepting revenue. Existing activities with changes or expansions to business practices must be reviewed and approved before the changes are implemented. The RPAC will specify the appropriate revenue processing methods, such as point of sale (POS), Office of Conference and Event Registration Services (OCERS), Kuali Financial System (KFS) Accounts Receivable (AR), for the activity at the time approval is granted. If the RPAC specifies KFS AR or OCERS should be used by the new Revenue Producing Activity (RPA) and the RPA will not be processing pre-payments, access to the claims table will not be granted. If the activity needs to accept pre-payments or will not be using KFS AR or OCERS, Treasury will grant provisional claims table access to the activity’s Fiscal Officer once Treasury has confirmed the Fiscal Officer (FO) has completed Revenue Processing Training.

If a new RPA has been approved to use KFS AR, Financial Management Services (FMS) Non-Student Accounts Receivable will follow-up with the RPA to ensure training is scheduled within 30 days of the approval. During that 30 day time period, Non-Student AR will claim funds on the RPA’s behalf. It will be the RPA’s responsibility to alert Non-Student AR of any anticipated payments during that time. After the RPA has had KFS AR training, a processing organization will continue to claim electronic funds transfer from the claims table on the RPAs behalf. This will ensure the payment is applied to the invoice correctly.
If the Committee approves the RPA for POS transactions or revenue collection methods outside of OCERS or KFS AR, Non-Student AR will conduct an Accounts Receivable System Review to determine whether or not the activity should be granted an exception to Policy FIN-ACC-I-490. Non-Student AR will contact the RPA with instructions on how to begin the Accounts Receivable System Review process. If Non-Student AR determines an exception to Policy I-490 is warranted, Non-Student AR will issue a formal exception document to the RPA contact. If an exception to Policy I-490 is granted, a review will be conducted to determine if access to the Electronic Claims table is necessary.

If for any reason a department or pending RPA is expecting payment before an RPA review has been completed, the department will be instructed to notify Non-Student Accounts Receivable via email including the department’s account and object code so AR can claim the payment to deposit into the department’s account.

Access to the claims table is contingent on the following:

1. Adherence to University Policy DM-01: Management of Institutional Data. Violations to Policy DM-01 may result in revocation of access to the claims table. If an EFT user has not claimed anything within a twelve month period, Treasury will remove their access to the table.

2. The number of (anticipated) claims during the course of the fiscal year. Departments with fewer than 25 electronic payments in a fiscal year will be asked to contact Non-Student Accounts Receivable for claiming a payment.

   a. For those that do not have access to the Electronic Claims Table, please email the following information to nonstdar@iu.edu for any anticipated payments needing to be claimed:
      i. Payment remittance stub or notification (if available)
      ii. Customer/student name and/or number (if applicable)
      iii. Payee company name and contact
      iv. Invoice number, account number or any other relevant reference information
      v. IU department name and contact

**Review of Claims Table Access:**

Per guidelines set forth in VI-120, face-to-face Revenue Processing Training must be completed on a biennial basis and is required for access to the claims table. Failure to complete required training will result in removal of access. Upon completion of required training, claims table access will be immediately reinstated.

A high-level review of the members of the role will be conducted on an annual basis.
Treasury must be notified to remove former employees from access to the claims table. If no activity occurs within one year, access to the claims table will be removed. In general, only two approved users per area may have access to the claims table, (i.e., the fiscal officer and one backup). Additional users may be granted access on a case-by-case basis as approved by Treasury and RPAC.

**DEFINITIONS:**

**Electronic Funds Claim Table:** A special KFS interface that allows users to claim electronic payments made to Indiana University.

**Processing Organizations:** Centralized units which process the lockbox payments and are responsible for applying payments.

**CROSS REFERENCE:**

Policy FIN-ACC-I-490: Non-Student (External) Accounts Receivable, Annual Write-Off Report  
Policy FIN-TRE-VI-120: Processing Revenue  
Policy FIN-TRE-VI-121: Establishing & Modifying Revenue Producing Activities (RPA)  
Policy DM-01: Management of Institutional Data  
Claiming Funds Received Electronically

**RESPONSIBLE ORGANIZATIONS:**

Financial Management Services  
Office of the Treasurer