

Oracle Accounts Receivable Staff Set Up Checklist

Staff Member Name: _____ Employee Number: _____

ORG OGM Billing Specialist

1. Would you like the staff person's name and title to print on the invoice? Yes No
1a. If yes, please provide the staff person's title, phone number and e-mail address as it should appear on the AR invoice.

Title: _____

E-mail: _____ Phone: _____

2. Is this staff person required to print AR invoices? Yes No
2a. If yes, please provide the IP Address and the printer model name:

ORG AR Billing Specialist

3. Is this staff person required to adjust AR invoices? Yes No
3a. If yes, what is the dollar limit? The default is (+, - 999,999,999.00) if it is less, please specify:

4. Is this staff person required to add notes in the Collection Form? Yes No

Email Lists

5. If staff person is to be added to Central Office Email Groups, please indicate which groups:

Accounts Receivable Discussion Group AccountsReceivableDiscussionGroup@rfsuny.org

Accounts Receivable Focus Group AccountsReceivableFocusGroup@rfsuny.org

RF Suspense Account RFSuspenseAccount@rfsuny.org

AR Supervisor/Manager Approval

Signature: _____ Date: _____