



Montgomery County Public Schools

**Financial Management System (FMS)
User's Guide**

iReceivables

**Version 1.0
March 2011**

Copyright and Trademarks

Copyright © Montgomery County Public Schools, MD. All rights reserved. Information in this document is subject to change without notice and does not represent a commitment on the part of MCPS.

Montgomery County Public Schools
Office of the Chief Technology Officer
850 Hungerford Drive
Rockville, Maryland 20850
301-279-3581

TABLE OF CONTENTS

Customer Registration	4
Registering as a New User	4
Opening the iReceivables Home Page	6
Resetting your iReceivables Password.....	7
Managing MCPS Invoices	8
Viewing Account and Invoice Information	8
Downloading your iReceivables Statement.....	12
Exporting Transactions.....	13
Printing a Single Transaction	15
Paying Invoices	16
Applying Credits	18
Help and Support.....	20

CUSTOMER REGISTRATION

Before managing MCPS invoices online, you must first self register to set up a customer account in iReceivables. Prerequisites for registering include the following:

- An e-mail account
- Information about an MCPS invoice recently paid. During self registration, you will be asked either the amount or date of a recent invoice.

Registering as a New User

The following steps explain how to access the FMS iReceivables self registration web page to create an iReceivables account.

► **To create an iReceivables account:**

1. Using your Internet browser, access the MCPS website.
2. At the top of the page, click the **Staff** tab.
3. In the middle of the page, click the **Finances & Payroll** tab.



Financial Management System link

4. Click the **Financial Management System** link.
5. The FMS home page opens. On the left-hand side of the page underneath Logins, click the **iReceivables Login** link.
6. The iReceivables web page opens. On the iReceivables web page, underneath the How do I get started managing MCPS invoices online? heading, click the **self register** link.

iReceivables registration web page

7. Enter either your customer account number or a recent invoice number, along with your MCPS e-mail address.
8. Click the **Next** button.

Access Request: Access Verification web page

9. In the Access Verification section, enter the requested information, which will be either a receipt date or a receipt amount.
10. Click the **Next** button.

Access Request: Enter User Information web page

11. Enter the user information requested. Entries in the **First Name** and **Family Name** (your last name) fields are required.
12. Click the **Next** button.

Access Request: Review Access Request web page

13. Click the **Review Terms and Conditions** link to read the iReceivables account terms and conditions. Before submitting your request, select the check box below the **Review Terms and Conditions** link to indicate you have read and agree with the terms and conditions of this account.
14. Click the **Submit** button.
15. At the e-mail address provided during registration, you will receive an e-mail confirming the creation of this new account. In this confirmation e-mail, a username, password, and login link to iReceivables will be provided. If you do not receive this e-mail, please contact iReceivablehelp@mcpsmd.org to obtain your iReceivables account information.



NOTE: At the bottom of the Access Request: Review Access Request web page is a **Contact Us** link that, when clicked, will allow you to send an e-mail to request assistance with iReceivables.

Opening the iReceivables Home Page

After registering for an iReceivables account, you will receive an e-mail confirmation providing a username, password, and login link for opening the iReceivables home page.

► To open the iReceivables home page:

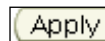
1. Left-click the login link provided in the iReceivables confirmation e-mail.

iReceivables Login page

2. On the Login page, enter the username and password provided in the confirmation e-mail. Your username will be your MCPS e-mail address. When entering your username, please remember to include the underscore character between your first name, middle initial, and last name.
3. Upon successfully opening the iReceivables home page the first time, you will immediately be prompted to change your password.

Change Password page

4. Enter the temporary password provided in the confirmation e-mail, followed by a new password of your choice, two times.
5. Click the **Apply** button.



Apply button



NOTE: Your iReceivables and Outlook passwords are *not connected*. If you change one password, the other one will not be affected.

Resetting your iReceivables Password

If you have forgotten your iReceivables password, you can reset it by following the steps below.

► To reset your iReceivables password:

1. Navigate to the iReceivables Login page.

iReceivables Login page

2. Click the **Forgot your password?** link.

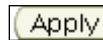
Reset Password page

3. In the **User Name** field, enter your iReceivables username, which will be your MCPS e-mail address.
4. Click the **Submit** button. A temporary password will be e-mailed to you.

- The next time you log in to iReceivables with this temporary password, you will be prompted to change your password.

Change Password page

- Enter the temporary password provided in the e-mail, followed by a new password of your choice, two times.
- Click the **Apply** button.



Apply button



NOTE: Your iReceivables and Outlook passwords are *not connected*. If you change one password, the other one will not be affected.

MANAGING MCPS INVOICES

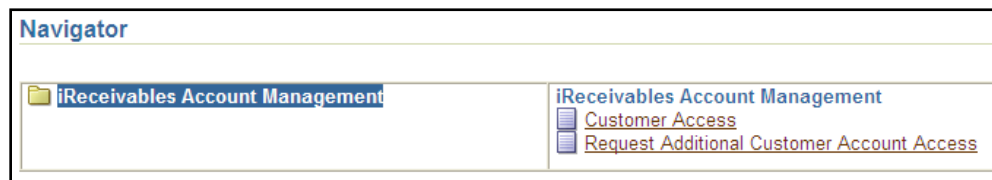
In iReceivables, you can view and pay MCPS invoices online. You can also download and print invoices as well as apply credits towards a specific transaction.

Viewing Account and Invoice Information

You can view account and invoice information on the iReceivables Account Summary page.

► **To view account and invoice information:**

- After logging in to iReceivables, on the left side of the Navigator, click **the iReceivables Account Management** responsibility.



iReceivables Account Management responsibility on the Navigator

- On the right side of the Navigator, click the **Customer Access** link. The iReceivables Account Summary web page opens.



Account Summary web page

3. While on the Account Summary page, you can drill down to view more details by clicking any underlined (this means it is linked) summary amount.
4. The information on the Account Summary page is detailed in the table below:

Account Summary Field	Description
Your Account Balance	This amount is the total dollar amount left to pay on all outstanding invoices against your account.

Account Summary Field	Description
Overdue Receivables	<p>Clicking this link will display a table that identifies all overdue invoices that have not been paid in full. The following information is shown in the table:</p> <ul style="list-style-type: none"> • The transaction number (invoice number) • The date of the initial transaction • The date full payment of the transaction is due (which by default is typically 30 days after the transaction date) • The original amount of each transaction • The amount that is still left to pay on each transaction <p>Click the transaction number to view all line items that make up the invoice. To return to the Overdue Receivables table, click the Account link breadcrumb in the upper-left corner. To return to the Account Summary page, click the Home tab shown in the upper-right corner.</p> <p>Click the Show Aging link to display a timeline of when payments were due in the following increments:</p> <ul style="list-style-type: none"> • Current • 1 – 30 Days Past Due • 31 – 60 Days Past Due • 61 – 90 Days Past Due • 90+ Days Past Due <p>The corresponding amount with each increment details how much money is owed during this particular time frame. Click the amount for a specific timeframe to display a list of invoices that represent the amount owed.</p>

Account Summary Field	Description
Total Open Receivables	<p>Clicking this link will display a table that identifies all invoices that are still open because they have not been paid in full. The following information is shown in the table:</p> <ul style="list-style-type: none"> • The transaction number (invoice number) • The date of the initial transaction • The date full payment of the transaction is due (which by default is typically 30 days after the transaction date) • The original amount of each transaction • The amount that is still left to pay on each transaction <p>Click the transaction number to view all line items that make up the invoice. To return to the Total Open Receivables table, click the Account link breadcrumb in the upper-left corner. To return to the Account Summary page, click the Home tab shown in the upper-right corner.</p>
Open Payments	<p>This is the amount of unapplied payments. Clicking this link will display a list of all the open payments for your account.</p>
Unapplied Credit Memos	<p>This is the amount of credit that can be used to reduce the amount due or to pay off an invoice. Clicking this link will display a list of all the credit memos for your account.</p>
Account Balance	<p>Clicking this link will display a table that identifies all invoices that have not been paid in full, therefore calculating the total amount outstanding against the account. The following information is shown in the table:</p> <ul style="list-style-type: none"> • The transaction number (invoice number) • The date of the initial transaction • The date full payment of the transaction is due (which by default is typically 30 days after the transaction date) • The original amount of each transaction • The amount that is still left to pay on each transaction <p>Click the transaction number to view all line items that make up the invoice. To return to the Account Balance table, click the Account link breadcrumb in the upper-left corner. To return to the Account Summary page, click the Home tab shown in the upper-right corner.</p>

Account Summary Field	Description
Pending Credit Request	This is the amount of credit that is pending approval. Once approved, this credit will then be added to the unapplied credit amount.
Remaining Guarantee	This is the amount of remaining commitment balance to be covered by one or more invoices. This summary field is not utilized by MCPS.

Downloading your iReceivables Statement

When you transition to iReceivables, you can choose to receive e-mail notifications or monthly pink invoices. If you elect to receive e-mail notifications and you require a copy of your iReceivables statement, you can download an electronic copy.

► **To download an electronic copy of your iReceivables statement:**

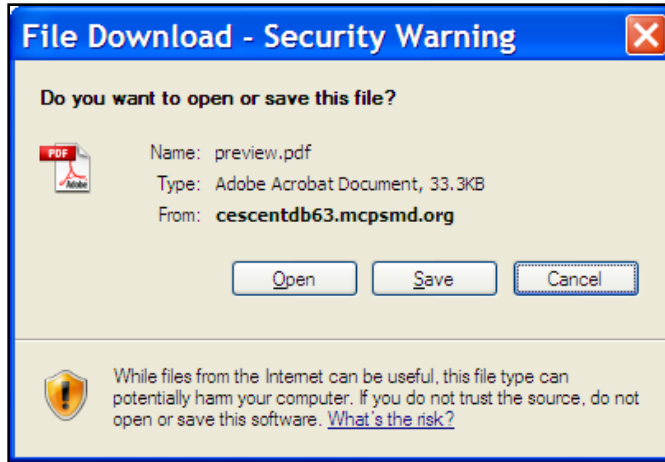
1. On the Account Summary page, click the **blue triangle** to the left of Statement Download to display selection lists for specifying how to download your iReceivables statement.

Statement download filters

2. Do not change the selections in the **Template** and **Locale** fields. The following are options in the **Format** field:

EXCEL	Select this option to open or save your iReceivables statement to an Excel file. This is the preferred format if you want to manipulate the data in a spreadsheet.
HTML	Select this option to open the iReceivables statement in a web browser window. This option is good for quickly printing your iReceivables statement. <i>If you select this option, you must then use your Internet browser's back button to navigate back to iReceivables.</i>
PDF	Select this option to open or save your iReceivables statement to a portable document format file. This is the preferred option if you wish to save and later print an electronic copy of your statement. <i>This is the recommended option, as it produces a formatted copy of the invoice that can easily be printed.</i>
RTF	Select this option to open or save your iReceivables statement to a rich text format file. This is the preferred format if you want to edit your statement using a word processing program.

3. Click the **Download** button.
4. You will be prompted to open or save your statement.



Open or Save dialog box

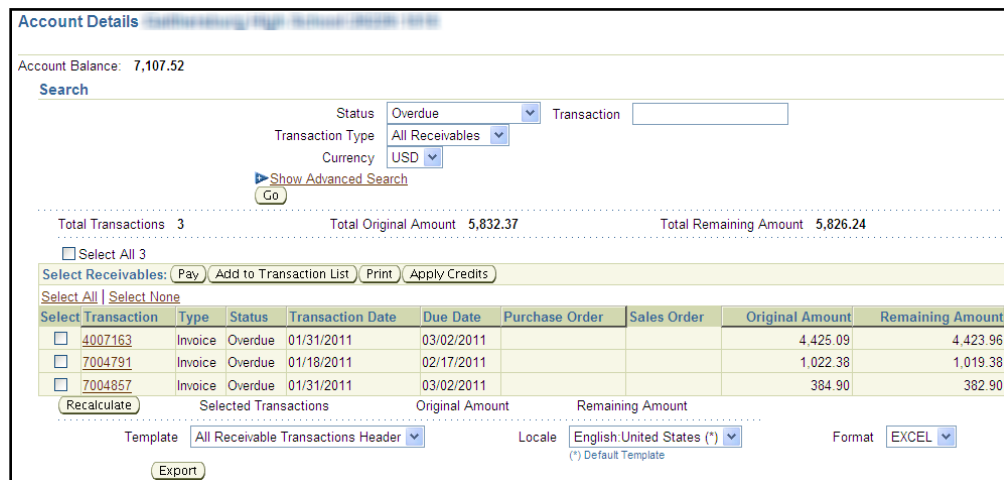
5. Click **Open** or **Save**, depending on your purpose for downloading the statement.

Exporting Transactions

After you have drilled down to view more detail about an item listed on the Account Summary page, you can export to Excel the information related to any transaction displayed.

► To export all your transactions:

1. If you wish to export information related to all transactions listed, you *do not* need to choose any specific transactions by selecting the corresponding check boxes. By default, all transactions will be included in the export.



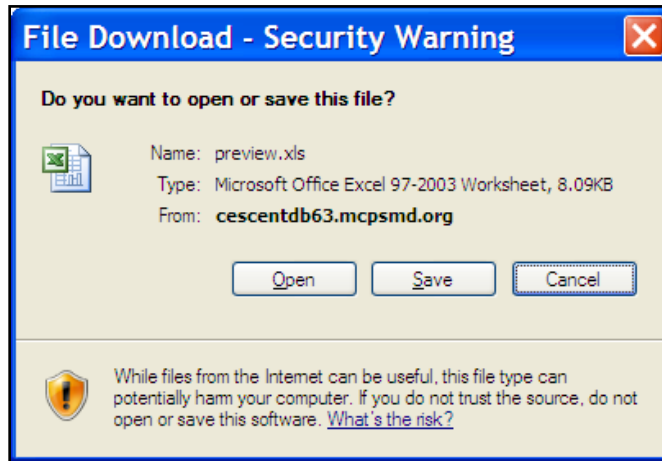
Account Details web page

2. Below the transactions, in the **Template** field, select **All Receivable Transactions Lines**. In the **Locale** field, leave the selection **English United States (*)**. In the **Format** field, select **EXCEL**.



Template, Locale, and Format fields

3. Click the **Export** button. A *File Download* dialog box will open.



Open or Save dialog box

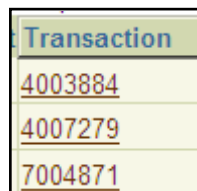
4. On the dialog box, click the **Open** button to open the Excel file. Notice that the line item details that make up the entire transaction are displayed in this Excel file; whereas, on the Account Details page in iReceivables, only summative information for the entire transaction is shown.

Transaction	Type	Status	Date	Shipment Date	Due Date	Purchase Order	Sales Order	Freight Amount	Tax Amount	Original Amount
	Item Num	Line Type	Description				Quantity Shipped	Taxable	Tax Amount	Unit Price
4003884	Invoice	Overdue	6/30/2009		7/30/2009			0	0	9091.74
	1	Line	AMEX CHERYL WALL-05 - MAY-18-2009				1	No		3.49
	2	Line	AMEX CHERYL WALL-05 - MAY-11-2009				1	No		3.99
	3	Line	AMEX DEBRA WILLIAMS-IAF - MAY-19-2009				1	No		-26.47
	4	Line	AMEX DEBRA WILLIAMS-IAF - MAY-19-2009				1	No		-21.18
	5	Line	AMEX CHERYL WALL-05 - MAY-12-2009				1	No		5.98
	6	Line	AMEX CHERYL WALL-05 - MAY-16-2009				1	No		6.88
	7	Line	AMEX CHERYL WALL-05 - MAY-11-2009				1	No		6.99

Exported account details transactions

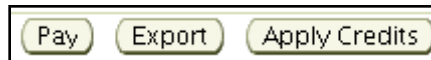
► **To export a single transaction:**

1. If you wish to export information related to one transaction, you must first click the transaction number from within the table on the Account Details page.



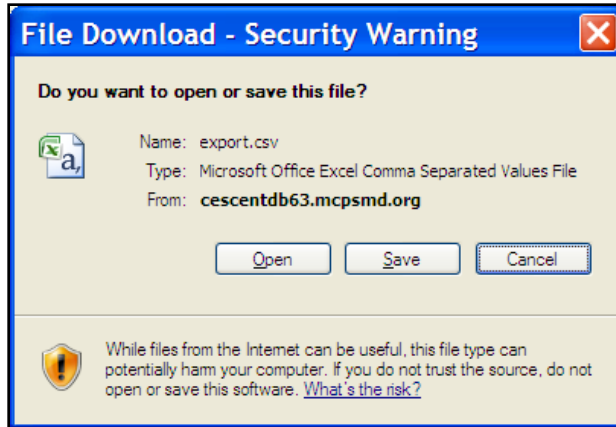
Transaction column

2. The selected invoice opens. At the bottom of the invoice, click the **Export** button. You will be prompted to save or open the invoice in an Excel file format.



Export button

3. Click **Open** or **Save**, depending on your purpose for exporting the invoice.



Open or Save dialog box

Printing a Single Transaction

Printing individual transactions is important because MCPS internal auditors require a paper copy of the invoice as supporting documentation for paying or applying credit towards a specific invoice.

► To print a single transaction:

1. If you wish to print information related to one transaction, you must first click the transaction number from within the table on the Account Details page.

Transaction
4003884
4007279
7004871

Transaction column

2. The selected invoice opens. At the bottom of the invoice, click the **Printable Page** button.



Print options for a single transaction



NOTE: If you wish to see how the invoice will look when printed, click the **Print Preview** button.

3. In the upper left corner, click the **Print** button.



Print button

Paying Invoices

Before paying an invoice with iReceivables, you will need to complete the Authorization Agreement for Direct Deposits (ACH Debit) form, which can be found on the FMS website.

► To download the Authorization Agreement for Direct Deposits (ACH Debit) form:

1. Using your Internet browser, access the MCPS website.
2. On the top of the page, click the **Staff** tab.
3. In the middle of the page, click the **Finances & Payroll** tab.



Financial Management System link

4. Click the **Financial Management System** link.
5. On the left side of the FMS web page, click the **Authorization Agreement for Direct Deposits (ACH Debit)** link.
6. Print *two copies* of this form. Send one copy to the *Division of the Controller* and the other to *the bank for your IAF account*.

► To pay an invoice:

1. On the account summary page, you can click the **Overdue Receivables** summary amount to view the list of the overdue unpaid invoices. You can also click the **Account** tab in the upper right-hand corner of the page for a more complete view of transactions in your account. The example below illustrates what is shown when you click the **Account** tab.

Select Transactions: (Pay) (Add to Transaction List) (Print) (Apply/Credits)									
Select All Select None									
Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Sales Order	Original Amount	Remaining Amount
<input type="checkbox"/>	226211	Credit Memo	Overdue	12/30/2010	12/30/2010			-28.00	-28.00
<input type="checkbox"/>	4003884	Invoice	Overdue	06/30/2009	07/30/2009			9,091.74	0.01
<input type="checkbox"/>	4007279	Invoice	Open	01/31/2011	03/02/2011			4,016.43	4,016.43
<input type="checkbox"/>	7004871	Invoice	Open	01/31/2011	03/02/2011			339.28	339.28
<input type="button" value="Recalculate"/>			Selected Transactions		Original Amount		Remaining Amount		

Account Details web page

2. In the **Select** column, select a check box next to the invoice you want to pay.
3. At the top of the transactions table, click the **Pay** button.
4. Do one of the following:
 - If this is your first invoice, add your checking account information by proceeding with the next step.

- If you have already paid an invoice, select your previously saved information, then proceed with step 8.
- 5. To enter information for your checking account, in the **Payment Method** field, select **New Bank Account**.
- 6. In the **Account Type** field, select **Checking Account**.
- 7. Input your checking account information as illustrated in the image of the check below.

Select Payment Method: Entering Check Information

- 8. In the **Payment Amount** field of the table, enter the amount of payment you would like to apply toward the invoice. If you want to pay part of an invoice, in the **Payment Amount** field, enter the desired amount, and then click the **Recalculate** button *before clicking the Apply button*.

Payment Amount field

- 9. At the bottom of the transaction table, click the **Apply** button to save your bank account information and apply the payment.

Payment confirmation

- 10. Print the confirmation and attach it to a paper copy of the invoice for bank reconciliation and MCPS internal auditors.

Applying Credits

After you have drilled down to view more details about an item listed on the Account Summary page, you can apply a credit to a specific invoice.

► **To apply a credit:**

1. Click the **Account** tab in the upper right-hand corner of the page for a more complete view of the transactions in your account.

Select	Transaction	Type	Status	Date	Due Date	Purchase Order	Sales Order	Original Amount	Remaining Amount
<input type="checkbox"/>	1500050	Invoice	Open	02/04/2008	03/05/2008			2,455.74	2,455.74
<input type="checkbox"/>	204703	Invoice	Overdue	10/15/2007	11/14/2007			559.23	0.03
<input type="checkbox"/>	205627	Invoice	Overdue	01/01/2008	01/31/2008			181.44	176.44
<input checked="" type="checkbox"/>	4000859	Invoice	Overdue	12/31/2007	01/30/2008			15,983.18	15,483.18

Account Details web page

2. In the **Select** column, specify the invoice to apply credits to by selecting the corresponding check box.
3. At the top of the transactions table, click the **Apply Credits** button.
4. To apply credits, you must first add unapplied credit(s) to the specified invoice. To add an unapplied credit, at the top of the transactions table, click the **Add Credits** button.

Select	Transaction	Type	Date	Original Amount
No results found.				
				Total

Add credits to the selected invoice

5. The Search and Select: Add Credits web page opens. In the **Search By** field, select **Transaction Number**. In the empty field to the right of that field, enter % and click the **Go** button.

Select	Transaction Number	Type	Date	Due Date	Purchase Order	Sales Order	Original Amount	Remaining Amount
No search conducted.								

Search and Select: Add Credits web page



NOTE: Entering a percent sign in the empty field means that you want to search for all the unapplied credits for your account.

6. A list of available unapplied credits is displayed. In the **Select** column, specify the credit you want to use by selecting the corresponding check box.

Search and Select: Add Credits Cancel Select

Search
To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Transaction Number % Go

Results
[Select All](#) | [Select None](#)

Select	Transaction Number	Type	Date	Due Date	Purchase Order	Sales Order	Original Amount	Remaining Amount
<input type="checkbox"/>	32312	Payment	03/22/2010	03/22/2010			-487.38	-347.00

Cancel Select

List of available unapplied credits

7. Click the **Select** button.
8. After you have selected a credit, do one of the following:
 - Leave the amount shown in the **Application Amount** field to apply the whole credit.
 - Change the amount to apply a partial credit. To apply a partial credit, in the **Application Amount** field, enter the amount you wish to apply. *Since you are applying a partial credit, the amount must be less than the selected credit, and the value must be preceded with a negative sign indicating that this is a credit and not a payment.* Click the **Recalculate** button.

Apply Credits : Select Credits Cancel Step 1 of 3: Select Credits Next

Total Invoices Selected : 382.90

Select Credits: [Remove](#) | [Clear All](#) | [Add Credits](#) | [Reset Application Amounts](#)

[Select All](#) | [Select None](#)

Select	Transaction	Type	Date	Original Amount	Remaining Amount	Application Amount	Unapplied Credits Currency	
<input type="checkbox"/>	32312	Payment	03/22/2010	-487.38	-347.00	-347.00	0.00 USD	
Recalculate					Total	-347.00	-347.00	0.00

TIP Discounts apply to payments only. If you apply both payments and credits, adjust the credit application amounts to match the invoice amounts.

Cancel Step 1 of 3: Select Credits Next

Apply Credits: Select Credits web page

9. After you have entered the desired amount *and removed* the lines for which you are not applying credit, click the **Next** button.
10. Specify the invoice(s) against which you would like to apply the credits by selecting the check box in the **Select** column. *The application amount for both the selected invoice and the corresponding credit must be equal.*

Apply Credits : Select Invoices Cancel Back Step 2 of 3: Select Invoices Next

Select Invoices: [Remove](#) | [Clear All](#) | [Add Invoices](#) | [Reset Application Amounts](#)

[Select All](#) | [Select None](#)

Select	Transaction	Type	Date	Due Date	Payment Terms	Remaining Amount	Discount Amount	Application Amount	Balance Due Currency
<input type="checkbox"/>	7004857	Invoice	01/31/2011	03/02/2011	30 NET	382.90	0.00	347.00	35.90 USD
Recalculate						Total	382.90	0.00	347.00

Selected Credits

Transaction	Type	Date	Original Amount	Remaining Amount	Application Amount	Unapplied Credits Currency
32312	Payment	03/22/2010	-487.38	-347.00	-347.00	0.00 USD
Total				347.00	347.00	0.00

TIP Discounts apply to payments only. If you apply both payments and credits, adjust the credit application amounts to match the invoice amounts.

Cancel Back Step 2 of 3: Select Invoices Next

Apply Credits: Select Invoices web page

11. Click the **Next** button. Review and verify the information you entered.

Apply Credits : Review [Cancel] [Back] Step 3 of 3: Review [Apply]

Selected Invoices

Transaction	Type	Date	Due Date	Payment Terms	Remaining Amount	Discount Amount	Application Amount	Balance Due	Currency
7004857	Invoice	01/31/2011	03/02/2011	30 NET	382.90	0.00	347.00	35.90	USD
Total					382.90	0.00	347.00	35.90	

Selected Credits

Transaction	Type	Date	Original Amount	Remaining Amount	Application Amount	Unapplied Credits	Currency
32312	Payment	03/22/2010	-487.38	-347.00	-347.00	0.00	USD
Total				347.00	347.00	0.00	

TIP Discounts apply to payments only. If you apply both payments and credits, adjust the credit application amounts to match the invoice amounts.

[Cancel] [Back] Step 3 of 3: Review [Apply]

Apply Credits: Review web page

12. Click the **Apply** button. You will receive a confirmation that the selected credits have been applied.

Financial Management System Bill Management FMS [Contact Us] [Transaction List] [Home] [Logout]

[Home] [Account] [Requests]

Confirmation

The selected credits have been applied to the selected invoices.

[Return to Account Details](#) [View Payment Activities]

Copyright (c) 2006, Oracle. All rights reserved. [Home](#) | [Account](#) | [Requests](#) | [Contact Us](#) | [Transaction List](#) | [Home](#) | [Logout](#) [Privacy Statement](#)

Applying Credits Confirmation

13. Print the confirmation and attach it to a paper copy of the invoice for bank reconciliation and MCPS internal auditors.

HELP AND SUPPORT

Supporting documents for iReceivables can be found on the FMS website:

<http://www.montgomeryschoolsmd.org/departments/fms>

For additional support or questions, contact iReceivablehelp@mcpsmd.org.