In this section, you will now learn how to search for, edit, create and disable Accounts Receivable access on the Oracle Online User Security Request Form.

Accounts Receivable, one of the modules within Harvard’s Oracle financial applications, is a web-based billing and collection system for local units who bill external customers.

Additionally, users of the Accounts Receivable module will also have access to iReceivables which provides a dashboard-like view of customer and invoice, payment, and credit information that can be exported or printed.

Navigate to the **Accounts Receivable** section of the User Security Request form and click on the New Accounts Receivable Responsibility button.



 In the new window that opens, you can search for existing Accounts Receivable responsibilities.



To see a list of all current AR responsibilities:

* Type in the letters HRVD, followed by a caret (^)
* Type the acronym AR, followed by a caret
* Type the 3 or 4 letter acronym for the school or unit

Then click the flashlight icon

To select an existing responsibility, click on the Radio button in the Select column

Then click the **Select** button.

* Easier: click the Quick Select icon to select the value.





A list of values matching the search criteria will appear on the screen.

* The list begins with the AR responsibility name. An additional column displaying the Org Range will appear to the right of the responsibility.
* If there are more than 10 entries on the list, a Next 10 Link will appear on the screen that will allow you to view additional responsibilities.

*Note: The Tub Level Org is also included for all AR responsibilities in addition to the orgs your request. The Tub Level Org is needed to record the receivables side of AR transactions.*

After selecting a responsibility, you will be returned to the Request Accounts Receivable Responsibility screen and the selected Responsibility Name and Org Range will appear.



To add this existing responsibility to your user, simply click on the **Add to Request** button.

To create a new Accounts Receivable responsibility for this user, you can use the existing responsibility and modify it to meet your user's needs.

In this example:

* + The Org value in the responsibility name will be replaced with a new value.
	+ The Org values represented by the new Org will be entered into the Org Range field.

Once these values have been changed, click on the **Add to Request** button.



Enter the modified org range in the Org Range field

Change the org value in the Modified name field

You will return to the User Security Form. The responsibility will appear in the Accounts Receivable Section.

* + Note the asterisk to the left of the requested responsibility. This means that you have added a request but it has not yet been submitted for approval.
	+ Click on the **Show** link to see more details about this responsibility.



The information regarding the Org Ranges will appear.

* + Close these details by clicking on the **Hide** link.



After the request is submitted and approved, this responsibility will be added to the user's security profile.

* + If at any time I want to disable this user's access, you can simply check off the Disable checkbox.
	+ If the user leaves the position and/or the University, you can disable all Oracle and Reporting privileges by selecting the Disable User checkbox under the User Access heading.

Disable the user and all their access



Or just disable the responsibility

If you wish to add notes about this request to the FSS Client Services Team, scroll down to the bottom of the screen and add your comments in the Comments field.



Enter your comments in the Requestor Comments field

If there are no further changes needed for this user, select one of the buttons at the top or bottom of the screen.

You have several options available to you.

* + If you wish to submit the request, click on the Submit Request button.
	+ You can also choose to simply save the form, or Save and Return to the Security Form search screen.
	+ You can also Return to the Search screen without saving, or Cancel the request.
	+ In this example, Submit Request will be selected.



After you submit your request, a confirmation screen will appear.



When your request for Accounts Receivable access has been completed, your user will be assigned the responsibility you requested, plus the HRVD^iReceivables responsibility.

* **HRVD^AR^HMS^45315n1^INV**
* **HRVD^iReceivables Internal**

The **INV** at the end of the **HRVD^AR^HMS^45315n1^INV** responsibility name indicates that this is an Accounts Receivable Invoicing responsibility.

**HRVD^iReceivables Internal** allows the user to run reports and search for receivables information. This responsibility is automatically assigned whenever a HRVD^AR INV responsibility is assigned to a user.

The **HRVD^iReceivables Internal** search window.

