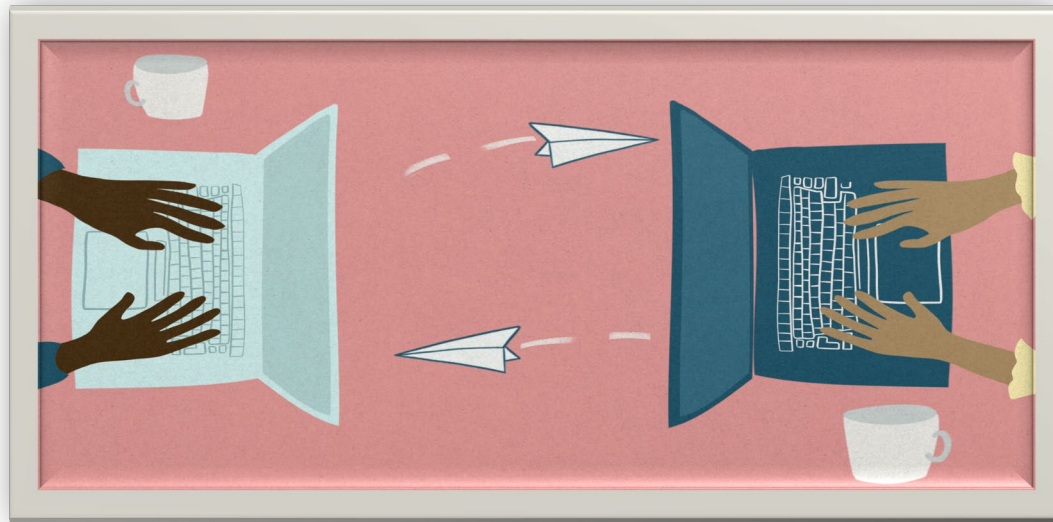


# PeopleSoft Finance – Accounts Receivable



September 2025

## Did You Know?



The AR Module is part of PeopleSoft Finance which is Queen's University's Financial System of Record.



There are 6 currencies available to bill in: CAD, USD, GBP, EUR, AUD, KRW



You do not have to collect payments or use a deposit transmittal form



Invoices generated can be automatically emailed to the customer contact



An invoice copy is retained within PeopleSoft and is easily accessible



The Module posts a journal entry to record the revenue and accounts receivable



Using the AR Module means less work for Departments

# Comparison (AR Module vs. Manual Creation)



	AR Module	Manual Creation	Manual Creation Notes
Professional, consistent format, that adheres to CRA regulations	✓	✗	Manual - invoices may not adhere to CRA regulations and/or follow Queen's marketing guidelines
Personalized contact information on invoice by faculty/departments	✓	✓	
Correct tax application on invoice	✓	✗	Manual - invoices need to ensure applying the correct tax rates
Invoice approval process	✓	✗	
Master customer listing	✓	✗	

# Comparison (AR Module vs. Manual Creation)



	AR Module	Manual Creation	Manual Creation Notes
Invoice can get emailed with a click of a button	✓	✗	Manual - need to save the invoice and then attach it to an email
Invoice copy is retained in PS Finance for future reference	✓	✗	Manual - need to retain a copy of the invoice according to the <a href="#">Universities Records Retention schedules</a>
Deposit Transmittal forms are required	✗	✓	Manual - must fill out a deposit transmittal form once payment is received

# Comparison (AR Module vs. Manual Creation)



	AR Module	Manual Creation	Manual Creation Notes
Aging reports are automated and can be used to help track outstanding receivables	✓	✗	Manual - no automated aging report
AR reports are available in FAST once invoice is finalized	✓	✗	Manual - no system reporting until payment has been received and posted
Revenue is recorded once invoice is finalized	✓	✗	Manual - revenue is recorded only when payment is posted

# Contact Information



RESOURCES:  
[ACCOUNTS RECEIVABLE | FINANCIAL  
SERVICES](#)



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