



Accounts Receivable

User Guide

OVERVIEW

Accounts Receivable Overview	1
Available Help	2
Help File	
Web Page	
Customer Support	
Create a Support Request and Program Suggestions	3
Backups	4
Printing Reports	5
Set Screen Preferences	6
Accounts Receivable System File	7
General Ledger System File and Fund File	8

Accounts Receivable

Accounts Receivable is an add-on module of the School Accounting System that can be fully integrated with the General Ledger module. The Accounts Receivable module is a complete balance-forward system that can be used for customer or student billing needs. With the Accounts Receivable module, invoices and payments are entered for each customer to track purchases (for goods or services) and payments. In Accounts Receivable, departments are defined to break down the areas within your organization from which goods and/or services can be purchased; balances are then tracked for each customer by department. Late charges (or finance charges) can be set up to calculate within the Accounts Receivable module, if desired. Numerous reports can be printed within the Accounts Receivable module, such as statements, balance reports, customer summary reports, payment receipt forms, and the statements can also be emailed to the customers, if applicable.

Available Help

Help File

The School Accounting System (including the Accounts Receivable module) features a Help File that includes a table of contents, a topical index, a search option, and context-sensitive help. To open the Help File, select the **Help** menu from any screen and then select **School Accounting System Help**. To access the table of contents, click the **Contents** tab located in the upper left-hand corner of the screen; to use the topical index, click the **Index** tab; or to complete a search for specific information, click the **Search** tab.

The context-sensitive help provides help text related to a specific field in the data entry and maintenance screens of the School Accounting System and its add-on modules. To access the context-sensitive help, place the cursor on the desired field and then press the **F1** key (or right-click in a field and select **What's This?**).

To print a specific topic in the Help File, bring up the desired topic and then click the **Print** button located at the top of the screen.

Web Page

Access Software Unlimited, Inc.'s web site at www.su-inc.com, and to view the Knowledge Base containing Frequently Asked Questions (FAQs) and Training Tidbits, click the **Knowledge Base** link under the Help & Support section on any of the main screens in the School Accounting System.

Customer Support Help Line

The Customer Support Help Line is a toll-free number available to our customers from 8 a.m. to 5 p.m. Central Time, Monday through Friday. The annual maintenance fee for the software includes help line assistance for questions related to the School Accounting System and the add-on modules your organization has licensed. **To reach our Customer Support Help Line, call 800.756.0035, Ext. 2**, or utilize the Create a Support Request feature in the software. If calling, be ready to give the receptionist your Name, School District, Customer ID, and a brief message regarding the problem. After calling or creating a support request, one of our Certified Customer Support Representatives will call you back to assist with problem resolution.

Create a Support Request

The Create a Support Request feature allows a user to request assistance from Customer Support for help with a question or issue. Once a request has been submitted, a Customer Support Representative will contact you for assistance.

Creating a Support Request:

1. From the main School Accounting System screen or a module's main screen, click the **Request Support** icon (see **Diagram A**) in the lower right-hand corner of the screen, or click the **Create a Support Request** link under the Help & Support section.

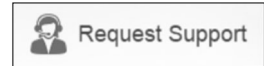


Diagram A

2. At the Create a Support Request screen, the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and cannot be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for assistance, or click the **down-arrow** button to select the correct one.

Note: Only the users we have listed in our records for your organization are able to be entered into the Name field; if your name is not listed, click the **Cancel** button and contact Customer Support.

4. Enter your question or a description of the issue in the Comment/Question field. The question or description can be up to **8,000** characters long.
5. If desired, to attach a file to submit with the support request, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.

Note: Only one file can be attached, and the file size cannot be greater than 50MB.

6. Click the **Execute** button.
7. A prompt will appear stating the request has been submitted; click **OK**.

Program Suggestions

The Program Suggestions feature allows a user to submit a suggestion for a future change or enhancement to the School Accounting System or one of the add-on modules.

Submitting a Program Suggestion:

1. From the main School Accounting System screen or a module's main screen, click the **Program Suggestions** link under the Information section.
2. At the Program Suggestions screen (see **Diagram B**), the customer ID number assigned to your organization by Software Unlimited, Inc. displays in the Customer Number field and cannot be changed.
3. In the Name field, enter the name of the user at your organization that should be contacted for any additional information regarding the suggestion, or click the **down-arrow** button to select the correct one.
4. Enter a description of the suggestion and an explanation of the benefits for the enhancement in the applicable fields. The description and explanation can each be up to **8,000** characters long.
5. Complete the next three fields by clicking the **down-arrow** button and selecting the appropriate response.
6. If desired, to attach a file to submit with the program suggestion, enter the path (drive and folders) and file name of the file to attach in the Attach File field, or click the **Attach File** button to browse to and select the file.

A screenshot of a web browser window titled "sas Program Suggestions". The window has a menu bar with "File" and "Help". The form contains several fields: "Customer Number" with the value "9997"; "Name" with a dropdown menu showing "Carolyn Smith"; a large text area for "Describe your idea for a program enhancement in as much detail as possible."; a section titled "Why would this enhancement be beneficial?" with a text area; a dropdown menu for "The program, in its current state, is not meeting this need because (choose one):"; a dropdown menu for "How much time do you spend working around this each time you encounter it?"; a dropdown menu for "How often would you use this program enhancement?"; and an "Attach File" field with a browse button. A callout box with an arrow points to the text area, containing the text: "Enter the information into the appropriate fields and then click the **Execute** button to submit a program suggestion."

Diagram B

7. Click the **Execute** button to submit the suggestion.
8. A prompt will appear stating the suggestion has been submitted; click **OK**.

Backups

The backup database function, which is accessed by clicking the **Backup** icon on the main screen of the School Accounting System or the Backup option listed under the Check Cycle menus in Accounts Payable and Payroll, makes an encrypted backup file of the database at a specific point in time. Since all the data in the School Accounting System resides in one database, the backup database function backs up all modules including Accounts Payable, General Ledger, Payroll, Fixed Asset Inventory, Human Resources, Negotiations, Report Writer, and Accounts Receivable.

When making a backup in the School Accounting System, the backup file of the database is created in the backup folder in the SQL Server instance and can be copied to a different location, such as to a flash drive or a location on the user's local hard drive, if desired. The backup files in the backup folder in the SQL Server instance are retained based on the values entered in the Number of Days to Keep Backups field and the Minimum Number of Backups to Keep field in the System File, while the additional backup copies can be stored for longer periods of time as desired.

Tips:

- Be sure to make a backup prior to updating files in the School Accounting System (for example, make a backup prior to updating a check cycle).
- **For organizations using the School Accounting System-Online version**, a nightly backup is automatically made and the nightly backups are retained for three weeks. If needed, the previous night's backup file is readily available to be restored by contacting Customer Support for assistance to access it; if a nightly backup other than the prior night's backup is needed, there may be a fee to access it (as that nightly backup file is stored offsite).
- **For organizations with the School Accounting System installed locally**, be sure to make regular backups of your database in the School Accounting System (such as a weekly or a daily backup), in addition to making backups prior to updating files; and develop a schedule for all users for when to make backups and establish a procedure for storing the backups in a safe place away from the office in case of a fire or other natural disaster.

Note: For organizations with the School Accounting System installed locally, the School Accounting System can be set up to complete daily backups of the database, if desired. To set up the system to make a daily backup, complete the fields on the Backup Options screen in the System File (refer to Steps 1, 4, and 5 of the Completing the System File topic in the Help File). When making a daily backup, the backup file is only created in the backup folder in the SQL Server instance (an external copy is not made).

Backing Up:

Note: The steps below are for completing the backup database function at a specific point in time in the School Accounting System.

1. From the School Accounting System screen, click the **Backup** icon.

Note: The Backup option can also be accessed by selecting the **Check Cycle** menu and then **Backup** from the Accounts Payable or Payroll screen if backing up prior to updating a batch of checks for Accounts Payable or Payroll. If making a backup as part of completing the Change Account Structure, Crosswalk Account Numbers, Purge Data, or Upload Database to SUI option, or installing an update, skip this step.

2. At the Backup Database screen (see **Diagram A**), enter a description to explain the reason for making the backup in the Comment field. The description can be up to **1,000** characters long. For example, if making a backup prior to updating a batch of checks in Accounts Payable, enter **Accounts Payable Checks Backup October YYYY** in the Comment field. If applicable (such as when making a backup as part of completing an option or installing an update), leave this field blank to use a default description assigned by the system.
3. Select the Make an Additional Copy field to copy the backup from the backup folder (on the SQL Server instance) to a different location, such as to a flash drive or a location on the user's local hard drive, in order to retain the backup for a longer period of time (than what is stipulated on the Backup Options screen in the System File) or store the backup away from the office. A checkmark will appear in the box if the field is selected.
4. If the Make an Additional Copy field is selected, the Path for Additional Copy field will be enabled. Enter the destination location for where to make the additional backup copy in the Path for Additional Copy field, or click the **Directory** button to browse to the desired path and then click the

OK button. The path last specified when an additional backup was made on your computer appears as the default, but can be changed.

5. Click the **Execute** button to backup the database.

Tip: The name of the backup file will include the date and time the backup was made, using the following format: **XX_####_OrganizationName_yyyy-mm-dd_hhmmss**, with **XX** being the appropriate state abbreviation and **####** being the customer ID number for the organization. The backup file created in the backup folder will have a file extension of **.bak**, while the additional backup file copied to the specified location (if applicable) will have a file extension of **.gz**.

6. Once the backup file (**.bak** file) has been created, the Backup Database screen will close. If an additional copy was selected to be made, the system will start creating the additional backup file (**.gz** file) after the screen closes and will continue working in the background. (**Tip:** If the additional backup file is being made on a removable drive (i.e. a flash drive), keep the removable drive connected until the additional copy has been completed.)

Note: The Backup Database screen will remain open until the additional copy (if applicable) was created if making a backup while installing an update to the School Accounting System or completing the Upload Database to SUI Support option.

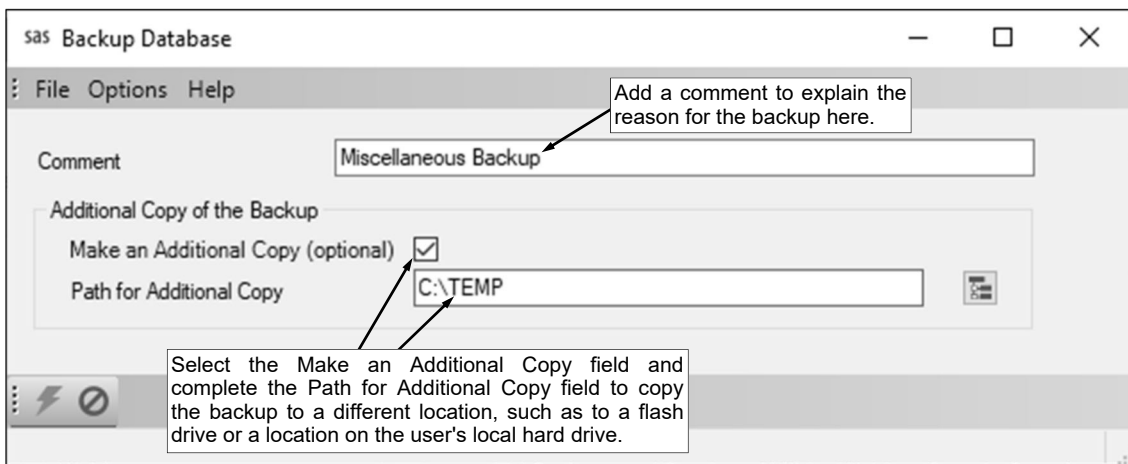


Diagram A

Printing Reports

Printing a Report:

1. From the applicable screen, select the **Reports** menu. See **Diagram A**.

Tips:

1) If accessing the **Reports** menu from the main screen for a module, select **Report Writer - Standard** if the report to print is a standard report; select **Report Writer - Custom** if the report to print is a custom report; select the Report Search option to search for a particular report within that module; select the appropriate group (for example, Employee Reports, Vendor Reports, etc.) as a short-cut to only view reports pertaining to a particular file or item; or select the "favorites" group for your user to view only the reports designated as a favorite for your User ID. (**Note:** The Report Writer - Custom option is only available if custom reports have been built for the particular module.)

2) If printing a report *prior* to printing checks during an Accounts Payable or Payroll check cycle, select the **Check Cycle** menu and then **Pre-Check Reports**, or if printing a report *after* printing checks during a check cycle, select the **Check Cycle** menu and then **Post-Check Reports**.

3) Within the various option or groups of reports, the custom reports are listed with an icon of a blue pencil.

2. Select the desired report.
3. If printing mailing labels, when prompted, select the label setup for which to use by double-clicking on the desired format.
4. Complete the required report printing options, if applicable. See **Diagram B**.

Tip: If the report printing options for the particular report have been previously saved by clicking the **Save Settings** button, click the **Retrieve Settings** button at this time to display the saved settings.

- a. If applicable, specify the desired type of the report to print in the Report Selection Description field. For

example, when printing the Balance Sheet in General Ledger, select either **Monthly** or **Annual**, depending on which type of balance sheet to print. The default report selection will appear in the Report Selection Description field but can be changed by clicking the **down-arrow** button and selecting the correct one.

- b. If applicable, specify the variable values for each field listed in the Variable Fields section to determine what information to print on the report. When entering the value for a date, month, or year variable field, use the format of **mm/dd/yyyy** for a date, **mm/yyyy** for a month, or **yyyy** for a year, or click the **down-arrow** button to select the desired date, month, or year.

- c. If applicable, specify the ranges or select only certain records for each field listed in the Report Parameter section to determine what information to print on the report. To select the desired records to include on the report for the parameter fields, complete one of the following:

- Click the **Search** button to select specific records. When using the **Search** button, only the records applicable for the other specified selections will appear (for example, if a particular pay group has been specified on a Payroll report, only the employees in the particular pay group will appear when clicking the **Search** button for the Employee ID parameter).

Note: If the **Search** button is used to select specific records, the number of records selected will appear to the right of the button (or if the description of the selected records will fit in the space allotted for the display, the description of those selected records will display instead).

- Enter the desired starting record to include on the report in the From field and the ending record to include in the To field. If the parameter field is for a date or month, use the format of **mm/dd/yyyy** when entering a date or **mm/yyyy** for a month, or click the **down-arrow** button to select the desired date or month.
- Enter the records to include on the report using the wildcard characters (**%** or **_**) as placeholders in your variable search information for the parameters in the From field. Use the percent sign (**%**) as a placeholder for an unlimited number of characters and the underscore (**_**) as a placeholder for one character. For example, enter **G%** in the From

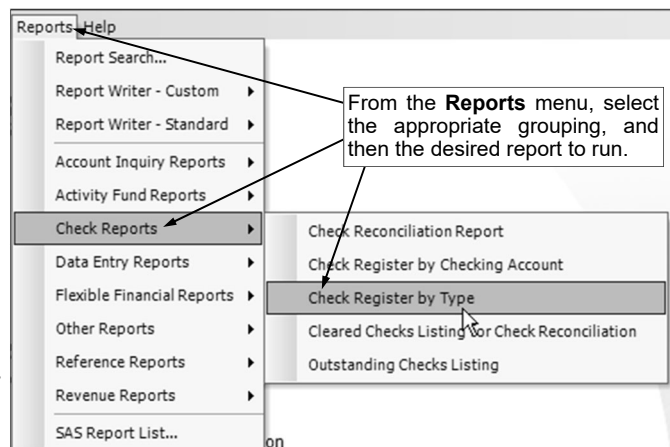


Diagram A

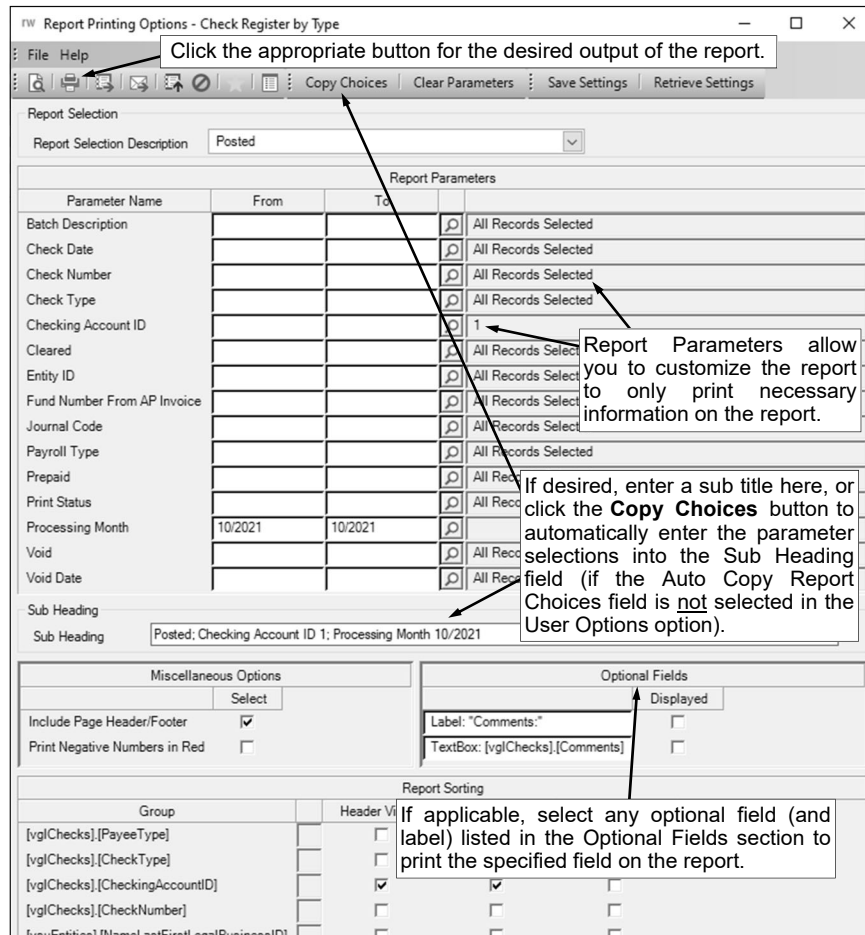


Diagram B

field for a Vendor ID parameter to print all vendors defined with an ID starting with the letter G. **When entering a mask for account numbers using the wildcard characters, be sure to key spaces between the account dimensions.**

- Enter the particular range of records to include using a "z". To print a range, enter the beginning information of the first records to print in the range in the From field for the desired parameter; then in the To field for that parameter, enter the beginning information of the last records to print in the range followed by a "z" at the end of the string. For example, to print all vendors defined with an ID starting with letters A through H, enter **A** in the From field for a Vendor ID parameter and enter **H^z** in the To field. **When entering a range for account numbers using a "z", be sure to key spaces between the account dimensions.**

Tip: If there are parameters selected by default (for example, a batch is selected by default), click the **Clear Parameters** button, if desired, to clear the defaults so that all records are selected for each item.

- d. If desired, enter a description to use as a sub title for the report in the Sub Heading field. The sub heading can be up to **255** characters long. If the Auto Copy Report Choices field is selected within the User Options option, a default sub heading will appear but can be changed.

Tip: Click the **Copy Choices** button to automatically copy the selections made to the report, such as the specified Report Selection Description and selected parameters, into the Sub Heading field (only applicable if the Auto Copy Report Choices field is not selected within the User Options option).

- e. If applicable, complete the Miscellaneous Options section with the desired options.

- The Include Page Header/Footer field appears if the report contains the Page Header and Page Footer sections. If applicable, select the Include Page Header/Footer field (by clicking the box under the Select column located to the right of the field) to print the information included in the Page Header and Page Footer sections on the report. A checkmark will appear in the box if the field is selected. This field is selected by default.

Tip: Typically, this field is only unselected if the report will be exported to a format in which the page header and page footer sections should be omitted, such as when exporting to a Microsoft® Excel spreadsheet file.

- The Mask Federal ID field appears if the report contains the Federal ID field for employees or vendors. If applicable, select the Mask Federal ID field (by clicking the box under the Select column located to the right of the field) to print only the last 4 digits of the federal IDs on the report. If this field is selected, the first digits of the federal IDs will be masked (for example, XXX-XX-4321 or XX-XXX1234). A checkmark will appear in the box if the field is selected. This field is selected by default.
Note: This field will be disabled if the user does not have the Print Federal ID field selected within the User Security option.
 - The Mask Bank Account Number field appears if the report contains a bank account number field. If applicable, select the Mask Bank Account Number field (by clicking the box under the Select column located to the right of the field) to print only the last 4 digits of the bank account numbers on the report. If this field is selected, the first digits of the bank account numbers will be masked (for example, XXXXXXX4321). A checkmark will appear in the box if the field is selected. This field is selected by default.
 - The Print Negative Numbers in Red field appears if the report contains numeric fields. If applicable, select the Print Negative Numbers in Red field (by clicking the box under the Select column located to the right of the field) to have the numeric values that are negative on the report appear in red on the preview screen and print in red (provided a color printer is utilized). A checkmark will appear in the box if the field is selected. This field will be selected by default if the Print Negative Numbers in Red field is selected within the User Options option for the specified user.
- f. If applicable, select the Displayed field for any optional field and the corresponding label field listed in the Optional Fields section to print the specified field on the report. A checkmark will appear in the box if the Displayed field is selected and the optional field will print on the report.
- g. Only the following items can be changed for the Report Sorting section; otherwise, if other changes are made, the report will not print correctly.
- If the [vprEmployeePersonnelReference].[NoCustomReferencedID] field appears as a Report Sorting field, click the **Search** button to select the desired referenced custom field on which to sort the information included on the report.
 - If applicable, for each Report Sorting field listed, select the New Page After field to insert a page break after the specified item. For example, if printing the Deduction Register by Deduction report, select the New Page After field for the [vprDeductionsAndTaxes].[DeductionID] report sorting field to have each deduction print on a separate page.
Note: If the selected report was built with a defined page break for a particular item, the New Page After field will be selected by default for that item, but can be changed. Each time the report is printed, only the default page breaks will be selected.
 - Only when printing the applicable reports, such as the Employee Detail Listing for Payroll or the Vendor Listing - Detail, select the Footer Visible field to remove the checkmark for any section to omit (not print).
5. If desired, click the **Save Settings** button at this time to save the specified report printing options in order to run the report with these exact settings in the future by utilizing the **Retrieve Settings** button. If you do not click the **Save Settings** button at this time, the settings must be re-entered the next time the report is generated.
Tip: A report can also be set as a favorite report (for the user) at this time by clicking the **Favorite Reports** button, or the report can be added to the user's report list accessed under the Reports menu on a module's main screen by clicking the **Report List** button.
6. Click the appropriate button for the desired output:
- a. To preview the report on the screen, click the **To Screen** button.
 - b. To print the report directly to the printer, click the **To Printer** button.
 - c. To export the report to a file, click the **Export** button and then complete the Export Options as desired.
 - d. To email the report, click the **Email** button. Refer to the Emailing a Report topic for requirements to email a report.
 - e. For organizations with the K12Docs module licensed and users with the applicable rights, click the **Upload to K12Docs** button to upload the report to K12Docs.
7. After the report is printed, click the **X** in the upper right-hand corner to close the reporting printing options screen, if applicable.

Set Screen Preferences

The Set Screen Preferences option allows a user to define settings for a specific screen, in order to have the fields (or tabs) on the screen display or function a certain way. The Set Screen Preferences are saved by user (except for the settings with custom fields, which are saved and applied to all users system wide). Depending on where the Set Screen Preferences option is accessed, the following functions may be available when setting the screen preferences: changing the order of the fields, columns, or screens; hiding particular fields, columns, or screens; and/or defining which fields to repeat information automatically from the previous entry without requiring an additional keystroke by the user. There are also a few additional miscellaneous features available within the Set Screen Preferences option for particular screens.

The Set Screen Preferences option is only available for certain screens within the School Accounting System. In the Accounts Receivable module, the options where the Set Screen Preferences option can be accessed, along with the functions available for the option, are listed below.

Option

Customer Inquiry
Invoices
Payments - Detail Information
Payments - Header Information
Prepaid Invoices

Set Screen Preference Functions

Change order, hide
Change order, hide, repeat
Change order, hide
Change order, hide, repeat
Change order, hide, repeat

Note: If changes are made to the screen preferences, the default preference settings can be restored if desired. The option to restore the default settings is not available for custom fields.

Setting Screen Preferences for Data Entry Screens:

1. From within the specific entry screen, select the **Options** menu and then **Set Screen Preferences**.

Note: When setting the screen preferences for an item in Accounts Receivable, select Set Screens Preferences (Header) or Set Screen Preferences (Detail), depending on the location of the fields for which screen preferences to change.

2. If applicable, to define a field so it will automatically repeat the information from the previous entry without requiring an additional keystroke by the user, select the Repeat field for the desired field. A checkmark will appear in the box if the option is selected. See **Diagram A**.

Note: The Repeat function does not work for fields that have other preset default values.

3. When setting the screen preferences for the options in Accounts Receivable, additional options for Hide and Required are displayed, along with buttons to change the order of the fields, if desired.

- To define a field so it will not display on the entry screen, select the Hide field for the desired field. A checkmark will appear in the box if the option is selected.

Note: If a field is marked as Required, the Hide field cannot be selected as the field must appear on the screen.

- To change the order of the fields, click once on the field to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the field is in the desired position.

4. After setting the desired screen preferences, click the **Save** button.
5. The Set Screen Preferences screen will close and the new settings will take effect immediately.

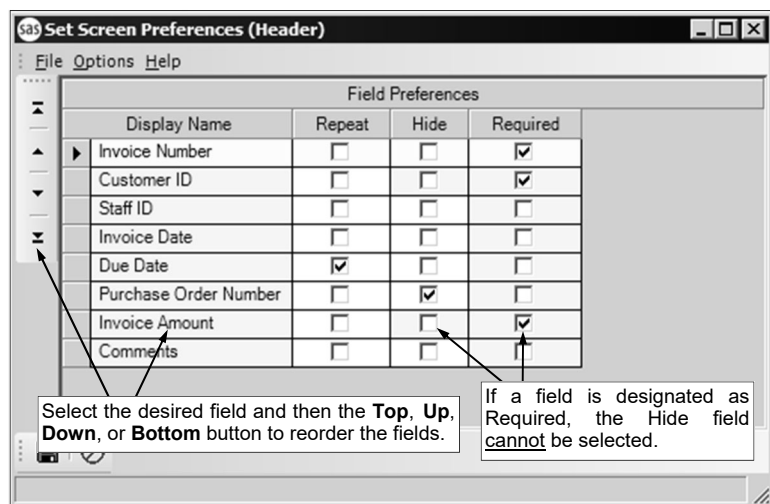


Diagram A

Setting Screen Preferences for Inquiry Screens:

1. From within the specific inquiry screen, select the **Options** menu and then **Set Screen Preferences**.
2. To change the order of the columns (fields), click once on the column (field) to move and then click the **Top**, **Up**, **Down**, or **Bottom** button until the column (field) is in the desired position.
3. To define a column (field) so it will not display on the inquiry screen, select the Hide field for the desired column (field). A checkmark will appear in the box if the option is selected.
4. After setting the desired screen preferences, click the **Save** button.
5. The Set Screen Preferences screen will close and the new settings will take effect immediately.

Accounts Receivable System File

The Accounts Receivable System File includes customized information pertaining to the Accounts Receivable module for your organization.

Completing the Accounts Receivable System File:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Accounts Receivable System File**. See **Diagram A**.
2. Complete the Posting Type section as follows:
 - In the Post to General Ledger field, enter the method (**Accrual Basis**, **Cash Basis**, or **None**) for posting entries from the Accounts Receivable module to the General Ledger module, or click the **down-arrow** button to select the correct one. To operate the Accounts Receivable module on an accrual basis, enter **Accrual Basis**. To operate the Accounts Receivable module on a cash basis, enter **Cash Basis**. To not post any entries to the General Ledger module, enter **None**.
Note: When initially setting up the Accounts Receivable module, the Post to General Ledger field is enabled, but later the field is disabled. To change the method entered in the Post to General Ledger field if the field is disabled, contact Customer Support.
 - If **Accrual Basis** is specified in the Post to General Ledger field, the Invoice Transactions field is enabled. In the Invoice Transactions field, specify whether to have the system post detailed or summarized entries to General Ledger when posting invoices. To post separate entries for each invoice detail line to the accounts receivable accounts and the revenue accounts, enter **Detail Receivable and Revenue**. To post separate entries for each invoice detail line to the accounts receivable accounts, and post one entry per date per revenue account, enter **Detail Receivable/Summarize Revenue**. To post one entry per date per account (per accounts receivable account or revenue account), enter **Summarize Receivable and Revenue**. To post one entry per date per accounts receivable account, and post separate entries for each invoice detail line to the revenue accounts, enter **Summarize Receivable/Detail Revenue**.
 - If **Accrual Basis** or **Cash Basis** is specified in the Post to General Ledger field, the Payment Transactions field is enabled. In the Payment Transactions field, specify whether to have the system post detailed or summarized entries to General Ledger when posting payments. To post separate entries for each payment detail line to the cash accounts and the accounts receivable accounts (if operating on an accrual basis) or the revenue accounts (if operating on a cash basis), enter **Detail Cash and Receivable/Revenue**. To post separate entries for each payment detail line to the cash accounts, and post one entry per date per accounts receivable account (if operating on an accrual basis) or per revenue account (if operating on a cash basis), enter **Detail Cash/Summarize Receivable/Revenue**. To post one entry per date per account (per cash account and accounts receivable account (if operating on an accrual basis) or revenue account (if operating on a cash basis)), enter **Summarize Cash and Receivable/Revenue**. To post one entry per date per cash account, and post separate entries for each payment detail line to the accounts receivable accounts (if operating on an accrual basis) or revenue accounts (if operating on a cash basis), enter **Summarize Cash and Detail Receivable/Revenue**.

The screenshot shows the 'Accounts Receivable System File' window. The 'Posting Type' section has three dropdown menus: 'Post to General Ledger' set to 'Accrual Basis', 'Invoice Transactions' set to 'Detail Receivable and Revenue', and 'Payment Transactions' set to 'Summarize Cash and Detail Receivable/Revenue'. The 'Late Charges' section has a checked 'Enable Late Charges' box, 'Starting Point Days' set to '31-60', 'Annual Percentage' set to '5.00', and 'Minimum Amount' set to '0.50'. A text box at the top right says 'In this example, the Accounts Receivable module is operated on an accrual basis.' with an arrow pointing to the 'Accrual Basis' dropdown. Another text box at the bottom right says 'Complete the Late Charges section if late charges (finance charges) will be calculated on past due customer balances.' with an arrow pointing to the 'Enable Late Charges' checkbox.

Diagram A

3. Select the Automatically Calculate Totals on Data Entry field to have the system automatically add up all the detail line items when entering (saving) invoices, payments, or prepaid invoices in Accounts Receivable, and display the total in the Invoice or Payment Amount field located in the header. A checkmark will appear in the box if the field is selected.
4. To use a generic description for all payments, such as "Thank you for the payment.", enter the description in the Default Payment Detail Description field. The description can be up to **40** characters long. When entering a payment, the default description can be used, or a new description entered, if desired.
5. In the Default Payment Receipt Report field, enter the name of the report to print when clicking the **To Screen & Save** button from within the Payments option (or Prepaid Invoices option, if applicable) in Accounts Receivable, or click the **down-arrow** button to select the correct one.

Note: Only the reports that appear under the **Reports** menu in the Payments option within Accounts Receivable that have a report parameter (and parameter type) for Payment Number are able to be entered into this field.

6. Enter the method (**Month of Due Date** or **Processing Month**) by which to determine the age of the outstanding balances (amounts due) for the customers in the Aging Method field, or click the **down-arrow** button to select the correct one. To use the month of the due date on the invoices to determine the age of the outstanding balances, enter **Month of Due Date**. To use the processing month in which the invoices were posted to determine the age of the outstanding balances, enter **Processing Month**.

Tip: The ages of the outstanding balances tracked for the customers in Accounts Receivable are: Current, 31-60 Days, 61-90 Days, 91-120 Days, and 121+ Days.

7. If late charges will be calculated on past due customer balances, complete the Late Charges section.
 - To be able to calculate late charges on the outstanding balances for applicable departments using the Process Late Charges option, select the Enable Late Charges field. A checkmark will appear in the box if the field is selected.

Tip: After completing the Late Charges section here in the Accounts Receivable System File, be sure to define the applicable departments in the Department File to calculate late charges by selecting the Assess Late Charges field and completing the Late Charge Revenue Account field (only if operating on an accrual basis).

Note: If late charges will no longer be calculated and the Enable Late Charges field is unselected (the checkmark was removed), a prompt will appear stating the late charge information will also be removed for departments; click **OK**. Then upon saving the changes made in the Accounts Receivable System File, the system will automatically unselect the Assess Late Charges field for the departments, remove the account number from the Late Charge Revenue Account field for the departments (applicable if operating on accrual basis), and inactivate the invoice transactions for late charges for departments.
 - Enter the range of days (**31-60**, **61-90**, **91-120**, and **121+**) to use as the starting point for calculating late charges when completing the Process Late Charges option in the Starting Point Days field, or click the **down-arrow** button to select the correct one. To start calculating late charges when the outstanding balances are aged at 31-60 days, enter **31-60**; aged at 61-90 days, enter **61-90**; aged at 91-120 days, enter **91-120**; or aged at 121 or more days, enter **121+**. This field is only enabled if the Enable Late Charges field is selected.
 - Enter the annual percentage rate to use to calculate late charges in the Annual Percentage field. For example, if the annual percentage rate is 2.75%, enter **2.75** in this field. The percentage must be *greater than 0*, and can be up to **12** characters long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable. This field is only enabled if the Enable Late Charges field is selected.
 - If there is a minimum fee for late charges, enter that amount in the Minimum Amount field. For example, if the minimum late charge fee is \$1.00, enter **1** in this field; then if a customer's late charge calculates to \$0.55, the late charge assessed will actually be \$1.00, which is the minimum amount. The amount can be up to **14** characters long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. This field is only enabled if the Enable Late Charges field is selected.
8. Click the **Save** button.

General Ledger System File and Fund File

If the Accounts Receivable module is set up to post to the General Ledger module, complete the General Ledger System File with the mask account for the Accounts Receivable Account, and also complete the Accounts Receivable Cash Account field and the Accounts Receivable Account field in the Fund File for each applicable fund. The Accounts Receivable Account is only utilized if operating on an accrual basis, while the Accounts Receivable Cash Account is utilized if operating on either an accrual basis or a cash basis.

Completing the General Ledger System File:

Note: The General Ledger System File only needs to be updated if operating the Accounts Receivable module on an accrual basis (**Accrual Basis** is specified in the Post to General Ledger field within the Accounts Receivable System File).

1. From the General Ledger screen, select the **Maintenance** menu and then **General Ledger System File**.
2. Only if operating the Accounts Receivable module on an accrual basis, enter the mask and account type for the accounts receivable account number in the Accounts Receivable Account field. See **Diagram A**. The Accounts Receivable Account field is only enabled for organizations that have licensed the Accounts Receivable module and operate it on an accrual basis; the field is disabled for organizations operating the Accounts Receivable module on a cash basis or are not posting entries from Accounts Receivable to General Ledger. When a new fund is added, the system uses the masks defined here to automatically add the required accounts for the new fund. **When entering the mask, be sure to follow the balance sheet account structure defined for your organization, key spaces between the account dimensions, and use Xs as placeholders.**

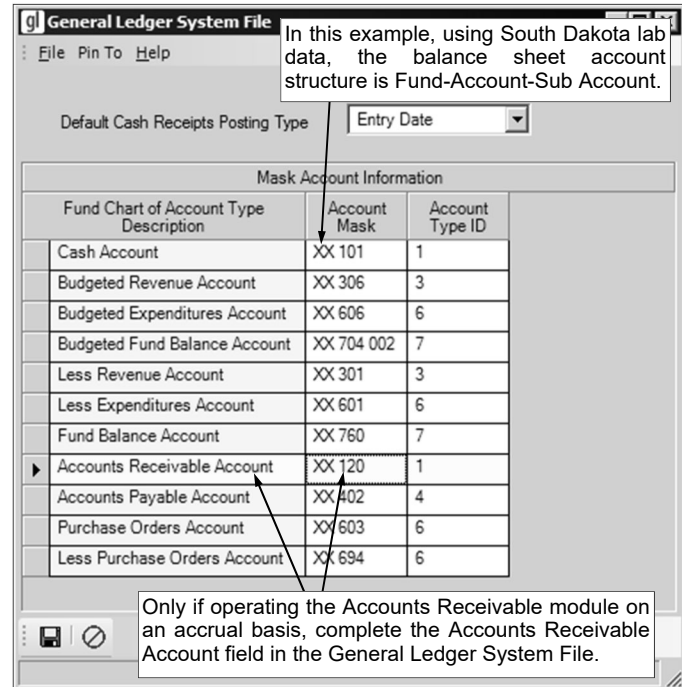


Diagram A

3. Click the **Save** button.

Completing the Fund File:

Note: The Fund File needs to be updated if operating the Accounts Receivable module on either an accrual basis or cash basis (either **Accrual Basis** or **Cash Basis** is specified in the Post to General Ledger field within the Accounts Receivable System File).

1. From the General Ledger screen, select the **Maintenance** menu, **Reference Files**, and then **Funds**.
2. Enter the number of the fund to edit in the Fund Number field. If the number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. In the Accounts Receivable Cash Account field (see **Diagram B**), enter the account number of the cash account to be debited when posting payments for the fund in the

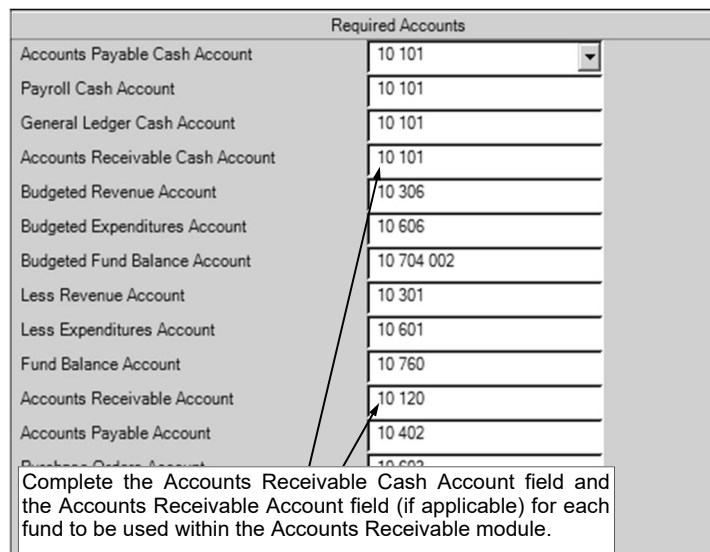


Diagram B

Accounts Receivable module, or click the **down-arrow** button to select the correct one. The Accounts Receivable Cash Account field is only enabled for organizations that have licensed the Accounts Receivable module and operate it on a cash basis or accrual basis; the field is disabled for organizations not posting entries from Accounts Receivable to General Ledger.

Tip: The accounts receivable cash account is the cash account to be debited when payments for the fund are posted in Accounts Receivable.

4. Only if operating the Accounts Receivable module on an accrual basis, enter the accounts receivable account number to use for the fund in the Accounts Receivable Account field, or click the **down-arrow** button to select the correct one. The Accounts Receivable Account field is only enabled for organizations that have licensed the Accounts Receivable module and operate it on an accrual basis; the field is disabled for organizations operating the Accounts Receivable module on a cash basis or are not posting entries from Accounts Receivable to General Ledger.

Tip: The accounts receivable account number is debited when posting invoices for the fund in the Accounts Receivable module and credited when posting payments for the fund.

5. Click the **Save** button.
6. Repeat Steps 2-5 until all the funds that will be used in the Accounts Receivable module have been updated.

DATA ENTRY

Invoices	9
Payments.....	10
Prepaid Invoices.....	11

Invoices

Invoices are entered into Accounts Receivable to record the charge to a customer for the sale of goods or services purchased from your organization. Invoices include the customer ID, the amount billed, and the account number(s) to credit, if applicable. If there are invoices that need to be posted each month for the same dollar amount or charged to the same account numbers, they can be set up as recurring entries in the batch options.

If operating on a cash basis, there are not any entries recorded in General Ledger when invoices are posted. If operating on an accrual basis, the specified revenue account numbers are credited and the applicable Accounts Receivable account number (as designated in the Fund File) is debited when invoices are posted.

Tip: If desired, to enter the invoice and the payment at the same time for a sale to a customer, enter a prepaid invoice instead.

Entering Invoices:

Note: The instructions listed below explain each field as they appear on the Invoices screen when the screen preferences are set to the defaults. If the screen preferences were changed, the fields may be out of order as described below and there may even be fields that do not appear on the screen. If desired, the default screen preferences can be restored.

Also, for any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the Accounts Receivable screen, select the **Data Entry** menu and then **Invoices**.
2. If a batch already exists, the Invoices Batch Search screen will appear. To continue adding invoices to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

- a. Enter a unique description for the new batch in the Batch Description field. See **Diagram A**. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system.

Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, **Batch Description-0001**) to make it distinctive.

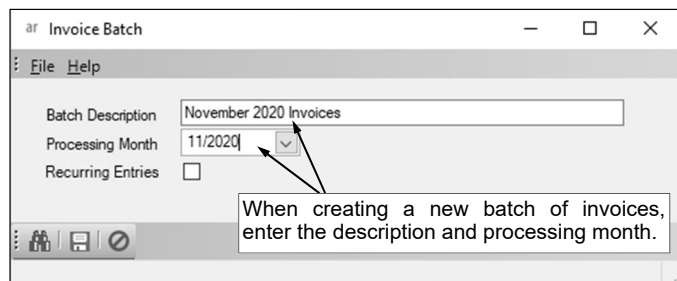
- b. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

Tip: If the Aging Method field in the Accounts Receivable System File is set to **Processing Month**, the month of the date entered here will be used to determine the age of the outstanding balances.

Note: If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the specified processing month is in the next fiscal year and there are funds in the Fund File in General Ledger with the Automatically Start New Fiscal

Year field not selected, the Start New Fiscal Year option will need to be completed **Diagram A** for the appropriate funds if it has not already been done.

- c. If applicable, select the Recurring Entries field to retain the batch of entries after posting the batch. A checkmark will appear in the box if the field is selected. For example, select the field if the batch (entries) needs to be processed on a regular basis, such as each month or quarter.
- d. Click the **Save** button.



ar Invoices - November 2020 Invoices (Processing Month: 11/2020)

File Options Reports Pin To Help

Header Information

Invoice Number: 119

Customer ID: JONES

Staff ID: JONESKARA

Invoice Date: 11/01/2020

Due Date: 11/30/2020

Purchase Order Number:

Invoice Amount: 257.50

Comments:

TIM AND JANICE JONES
PO BOX 122
SOMEPLACE IA 55490

Last Invoice Date: 10/20/2020
Last Payment Date: 09/11/2020

Enter the header information for the invoice.

The Revenue Account Number field (column) only appears if operating on an accrual basis.

Detail Information

	Invoice Transaction ID	Department ID	Revenue Account Number	Invoice Detail Description	Quantity	Unit Price	Invoice Detail Amount
X	LUNCHCHRG	LUNCH	61 0000 1611 000 0000	Lunch Ticket Purchase	50.00	2.75	137.50
X	LUNCHMILK	LUNCH	61 0109 1613 000 0000	Milk Ticket Purchase	40.00	.50	20.00
* X	LUNCHBRKFS	LUNCH	61 0000 1612 000 0000	Breakfast Ticket Purchase	50.00	2.00	100.00
* X							

Enter the detail lines for the invoice.

Distributed: 257.50 | Remaining: 0.00 | Batch Total: 257.50 | Chart Of Account Description: Daily Sales-school Breakfast

Document Management: LUNCH

Diagram B

3. The Invoices screen will appear for the selected invoices batch. See **Diagram B**. The description and processing month for the selected batch will appear in the title bar, and if the Recurring Entries field is selected for the batch, **Recurring Batch** will also appear.
4. Click the **New Record** button to initialize the screen for a new entry.
5. Complete the Header Information of the invoice.
 - a. Enter the number of the invoice in the Invoice Number field. The invoice number must be unique, and can be alphanumeric and up to **20** characters long (for recurring invoices, only **15** characters). Leave this field blank to have the system automatically assign the next available invoice number once the invoice is saved.

Note: If having the system assign the invoice number, the number will be incremented from the most recently used invoice number.
 - b. In the Customer ID field, enter the ID of the customer who purchased the materials or services from your organization and the invoice (bill) will be sent. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: In order to enter an ID in this field for an entity already defined as an employee, employer history, payee, received from, ship to address, and/or vendor, the entity role of AR Customer must first be added by calling up the entity within the Customer File in Accounts Receivable and clicking **Yes** when prompted to make the entity a customer.
 - c. If the specified customer has staff defined, the Staff ID field will be enabled. If applicable, enter the ID of the staff member for the specified customer who purchased the materials or services in the Staff ID field, if desired. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: The Staff ID field is disabled if there are not any customers that have staff defined.
 - d. Enter the date of the invoice in the Invoice Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.
 - e. Enter the date the invoice is due (the payment by the customer for the invoice is required) in the Due Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

Tip: If the Aging Method field in the Accounts Receivable System File is set to **Month of Due Date**, the month of the date entered here will be used to determine the age of the outstanding balances.

- f. If the customer issued a purchase order to your organization for the purchase of the materials or services and the invoice should reference the particular purchase order, enter the number of the purchase order in the Purchase Order Number field, if desired. The number can be up to **15** digits long.
- g. Enter the total amount of the invoice in the Invoice Amount field. The amount can be up to **14** characters long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. If desired, leave this field blank until all the invoice detail lines have been entered; then click the **Calculate** button to have the system automatically add up all the detail lines and display the total in this field.

Note: If the Automatically Calculate Totals on Data Entry field in the Accounts Receivable System File is selected, the system will automatically add up all the detail lines when saving the invoice and display the total in this field.

- h. Enter any additional information to track for the invoice in the Comments field, if desired. The comment can be up alphanumeric and up to **1,000** characters long.

6. Complete the Detail Information of the invoice.

- a. Enter the ID of the invoice transaction for the line in the Invoice Transaction ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
- b. The ID of the department assigned to the specified invoice transaction appears in the Department ID field and cannot be changed.
- c. Only if operating on an accrual basis (as defined in the Accounts Receivable System File), the Revenue Account Number field appears. If applicable, enter the appropriate revenue account number to credit for the invoice line in the Revenue Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If the specified invoice transaction was defined with the Default Revenue Account field completed (only applicable if operating on an accrual basis), the designated revenue account number will appear by default but can be changed if needed.

Note: If **None** or **Cash Basis** is specified in the Post to General Ledger field in the Accounts Receivable System File, the Revenue Account Number field will not appear.

Tip: Once the account number is specified, the name of the account will display in the status bar located at the bottom of the screen.

- d. Enter a description for the invoice line in the Invoice Detail Description field. The description can be alphanumeric and up to **1,000** characters long.

Note: To use the description of the invoice transaction, enter a **T** in this field. To use the description of the department, enter a **D** in this field. To use the description of the account number from the Chart of Accounts File (only applicable if operating on an accrual basis), enter a **C** in this field.

- e. Enter the quantity of the item purchased in the Quantity field, if applicable. The quantity can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.
- f. Enter the cost of one unit of the item in the Unit Price field, if desired. If the specified invoice transaction was defined with the Default Unit Price field completed, the designated unit price will appear by default but can be changed if needed. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.
- g. If the Quantity and Unit Price fields were completed, the system automatically calculates the total cost of the line item and displays it in the Invoice Detail Amount field (can be changed, if needed); otherwise, enter the amount to be distributed to the specified account number for this line item in the Invoice Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.

7. Repeat the steps to complete the Detail Information to enter all the detail lines for the invoice.

Note: The Distributed amount for the invoice must equal the Invoice Amount specified in the Header Information. These totals along with the batch total are displayed at the bottom of the screen.

8. If the Invoice Amount field was left blank (and the Automatically Calculate Totals on Data Entry field in the Accounts Receivable System File is not selected), click the **Calculate** button for the Invoice Amount field at this time to have the system automatically add up the total of all the detail lines and display the total amount.
9. Click the **Save** button.
10. Once all the invoices have been entered, print a listing and post the batch.

Tip: Print the **Invoice Listing for Accounts Receivable-Detail** or **Invoice Listing for Accounts Receivable-Summary** from the **Reports** menu to view a listing of all the invoices in the selected batch, or print one of the other **Invoice Listings** to have the data sorted differently, if desired. Print the **Standard Invoice Form** report (or other custom invoice form setup defined for your school district) from the **Reports** menu to print the actual invoice forms.

Posting Entries:

1. After all the items have been entered in the batch, select the **Options** menu (from within the desired batch) and then **Post Entries**.

2. The Post Entries screen will appear; verify the information on the screen.

Note: If any information for the current batch displayed on the screen (in the disabled fields) needs to be changed, click the **Cancel** button and then complete the Change Batch Options to edit the information.

- If posting a batch with the Recurring Entries field selected in the batch options, complete the New Processing Month field by entering the fiscal period for which to use as the next processing month for the recurring batch. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. The next month (as based on the computer date) will appear as the default, but can be changed.
3. Click the **Execute** button to continue posting the batch.
 4. A prompt will appear stating the batch has been posted; click **OK**.

Correcting an Invoice Before Posting:

1. From the Accounts Receivable screen, select the **Data Entry** menu and then **Invoices**.
2. The Batch Search screen will appear.
3. Select the batch which contains the invoice to correct by double-clicking on the desired batch description.
4. The Invoices screens will appear for the selected invoice batch. The description for the selected batch will appear in the title bar, and if the Recurring Entries field is selected for the batch, (recurring batch) will appear after the batch description.
5. Enter the invoice number for the invoice to edit in the Invoice Number field. If the invoice number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
6. Make the desired changes to the invoice.
 - In the Detail Information section, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new line item to the invoice, or click the **Delete** button located to the left of a desired line item to delete one (when prompted to delete, click **Yes**).
7. If the total amount of the invoice changed but the Invoice Amount field was not updated (and the Automatically Calculate Totals on Data Entry field in the Accounts Receivable System File is not selected), click the **Calculate** button for the Invoice Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.
8. After all the changes have been made, click the **Save** button.
9. If the invoice number was changed, a prompt will appear verifying whether or not to change the specified information for the invoice or add a new one. To change the information for the invoice, click the **Change** button. To not change the information and revert to use the original information, click the **Revert to Original** button. To add a new invoice with the specified information that is a duplicate of the current one, click the **Create New** button.

Correcting an Invoice After Posting:

Once an invoice has been posted, the only change that can be made is to edit the due date by using the Change Due Date on Invoice option. If other changes are needed, the invoice must be voided and then reentered with the correct information.

Note: The Void Invoices option only allows invoices that have not been fully or partially paid to be voided. If part of an invoice was previously paid, utilize the Clear Outstanding Invoices option to cancel (reverse) the remaining balances for selected detail lines.

Deleting an Invoice Before Posting:

1. From the Accounts Receivable screen, select the **Data Entry** menu and then **Invoices**.
2. The Batch Search screen will appear.
3. Select the batch which contains the invoice to delete by double-clicking on the desired batch description.
4. The Invoices screens will appear for the selected invoice batch. The description for the selected batch will appear in the title bar, and if the Recurring Entries field is selected for the batch, (recurring batch) will appear after the batch description.
5. Enter the invoice number for the invoice to delete in the Invoice Number field. If the invoice number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
6. Once the invoice to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Deleting an Invoice After Posting:

Once an invoice has been posted, the invoice must be voided in order to delete it.

Note: The Void Invoices option only allows invoices that have not been fully or partially paid to be voided. If part of an invoice was previously paid, utilize the Clear Outstanding Invoices option to cancel (reverse) the remaining balances for selected detail lines.

Payments

Payments are entered into Accounts Receivable to record the money received from customers for previous charges to their accounts (for the balance due from posted invoices). Payments include the customer ID, the amount paid, and the account number(s) to credit, if applicable. When payments are entered, the invoice lines for which the payment applies are selected.

If needed, advance payments can also be entered in anticipation for an upcoming invoice that has not yet been entered and posted. After posting an advance payment and when entering future payments for the particular customer, the advance payment will show similar to an unpaid invoice. Once the anticipated invoice has been entered and posted, the advance payment must be selected as part of a payment (payment number) for the customer, along with the appropriate invoice, in order to stipulate which invoice the advance payment applies.

If operating on a cash basis, the specified revenue account numbers are credited and the applicable Accounts Receivable cash account (as designated in the Fund File) is debited when payments are posted. If operating on an accrual basis, the specified Accounts Receivable account number is credited and the applicable Accounts Receivable cash account (as designated in the Fund File) is debited when payments are posted.

Entering Payments:

Note: The instructions listed below explain each field as they appear on the Payments screen when the screen preferences are set to the defaults. If the screen preferences were changed, the fields may be out of order as described below and there may even be fields that do not appear on the screen. If desired, the default screen preferences can be restored.

Also, for any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the Accounts Receivable screen, select the **Data Entry** menu and then **Payments**.
2. If a batch already exists, the Payments Batch Search screen will appear. To continue adding payments to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.
 - a. Enter a unique description for the new batch in the Batch Description field. See **Diagram A**. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system.

Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, **Batch Description-0001**) to make it distinctive.

- b. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

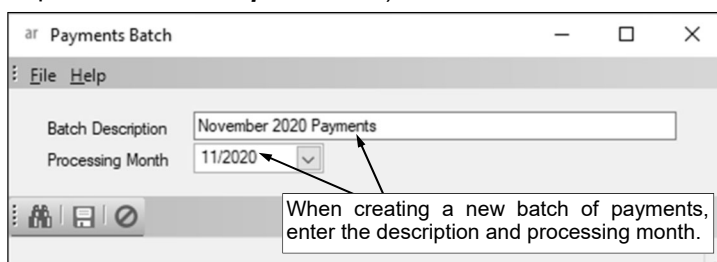


Diagram A

- Note:** If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the specified processing month is in the next fiscal year and there are funds in the Fund File in General Ledger with the Automatically Start New Fiscal Year field not selected, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has not already been done.
- c. Click the **Save** button.
3. The Payments screen will appear for the selected payment batch. The description and processing month for the selected batch will appear in the title bar.

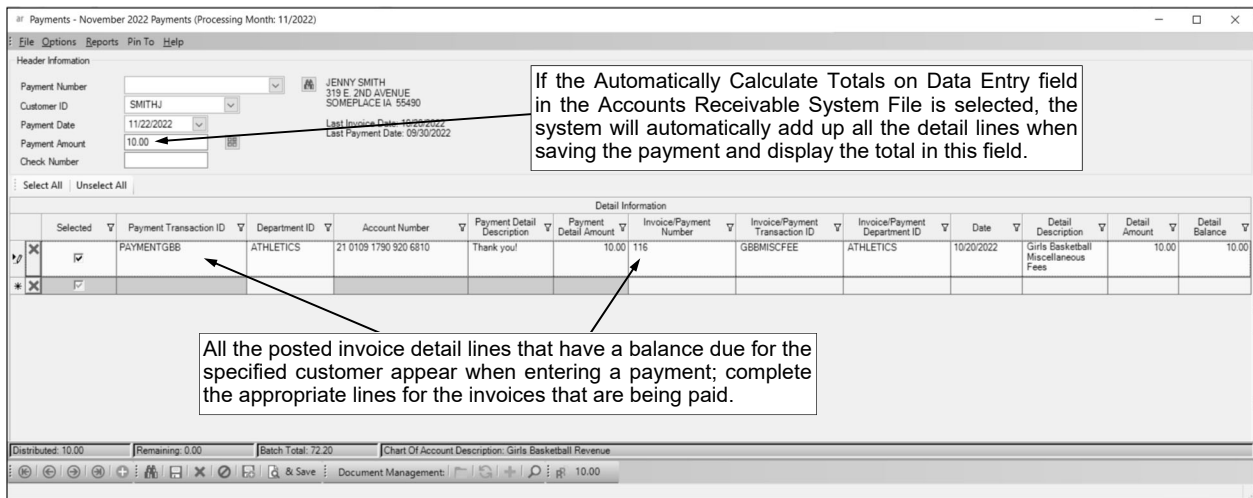


Diagram B

4. Click the **New Record** button to initialize the screen for a new entry.
5. Complete the Header Information of the payment. See **Diagram B**.
 - a. Enter the number of the payment in the Payment Number field. The payment number must be unique, and can be alphanumeric and up to **20** characters long. Leave this field blank to have the system automatically assign the next available payment number once the payment is saved.

Note: If having the system assign the payment number, the number will be incremented from the most recently used payment number.
 - b. Enter the ID of the customer from whom the payment was received in the Customer ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: In order to enter an ID in this field for an entity already defined as an employee, employer history, payee, received from, ship to address, and/or vendor, the entity role of AR Customer must first be added by calling up the entity within the Customer File in Accounts Receivable and clicking **Yes** when prompted to make the entity a customer.
 - c. Enter the date of the payment in the Payment Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

Note: The date for the entry should be within the specified processing month for the batch or else it could result in not being able to successfully complete the check reconciliation option if the entries in Accounts Receivable post to General Ledger (as defined in the Accounts Receivable System File).
 - d. Enter the total amount of the payment in the Payment Amount field. The amount can be up to **14** characters long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. If desired, leave this field blank until all the payment detail lines have been entered; then click the **Calculate** button to have the system automatically add up all the detail lines and display the total in this field.

Note: If the Automatically Calculate Totals on Data Entry field in the Accounts Receivable System File is selected, the system will automatically add up all the detail lines when saving the payment and display the total in this field.
 - e. If the payment was made by check, enter the number of the check in the Check Number field, if desired. The number can be alphanumeric and up to **15** characters long.
6. Complete the Detail Information of the payment.

Note: All the posted invoice detail lines that have a balance due for the specified customer appear in the Detail Information section. Complete the appropriate lines for the invoices that are being paid.

Tip: If needed, advance payments can be entered in anticipation for an upcoming invoice that has not yet been entered and posted. To enter an advance payment (a payment that is not tied to an existing invoice), add a new detail line by completing the blank line (indicated with an asterisk) at the bottom of the Detail Information List. After posting an advance payment and when entering future payments for the particular customer, the advance payment will show similar to an unpaid invoice. Once the anticipated invoice has been entered and posted, the advance payment must be

selected as part of a payment (payment number) for the customer, along with the appropriate invoice, in order to stipulate which invoice the advance payment applies.

- a. To indicate the line is being paid, whether the payment is for a specific item (invoice detail line or advance payment line) or for a new payment line not tied to an item, click the Selected field. A checkmark will appear in the box if the field is selected. This field is selected by default when adding a new payment line not tied to an item. To select to pay all the detail lines displayed on the screen, click the **Select All** button located above the Detail Information List.
- b. Enter the ID of the payment transaction for the line in the Payment Transaction ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If paying a specific invoice detail line and there is a payment transaction defined with the Default Payment Transaction field selected (within the Payment Transaction File) for the particular department, the ID of the default payment transaction will appear but can be changed if needed.
- c. The ID of the department assigned to the specified payment transaction appears in the Department ID field and cannot be changed. If paying a specific item (invoice detail line or advance payment line) and the Payment Transaction field is not yet completed, the ID of the department from the particular invoice detail line or advance payment line appears instead, if applicable.
- d. Only if the entries in Accounts Receivable post to General Ledger (as defined in the Accounts Receivable System File), the Account Number field appears. If applicable, enter the account number to credit for the payment line in the Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If operating on a cash basis, enter the appropriate revenue account number. If operating on an accrual basis, enter the appropriate accounts receivable account number. If the specified payment transaction was defined with the Default Revenue Account field completed (only applicable if operating on a cash basis) or the Default Fund Number field completed (only applicable if operating on an accrual basis), the appropriate revenue account number or the Accounts Receivable Account for the designated fund will appear by default but can be changed if needed.

Note: If **None** is specified in the Post to General Ledger field in the Accounts Receivable System File, the Account Number field will not appear.

Tip: Once the account number is specified, the name of the account will display in the status bar located at the bottom of the screen.

- e. Enter a description for the payment line in the Payment Detail Description field. The description can be alphanumeric and up to **40** characters long. If the Default Payment Detail Description field is completed in the Accounts Receivable System File, that description will appear as the default when paying a specific item (invoice detail line or advance payment line) but it can be changed as needed; or for a new payment line not tied to an item, leave the field blank to use the default description.

Note: To use the description of the payment transaction, enter a **T** in this field. To use the description of the department, enter a **D** in this field. To use the description of the account number from the Chart of Accounts File (only applicable if operating on an accrual or cash basis), enter a **C** in this field.
 - f. Enter the amount paid for the line in the Payment Detail Amount field. The amount can be up to **14** characters long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable. If paying a specific item (invoice detail line or advance payment line), the balance due for the line will appear by default but can be changed as needed; the amount must be a positive number. If entering a new payment line not tied to an item, the amount can be a positive or negative number.
 - g. If paying a specific item (invoice detail line or advance payment line), the information for the line appears in the Invoice/Payment Number, Invoice/Payment Transaction ID, Invoice/Payment Department ID, Date, Detail Description, Detail Amount, and Detail Balance fields and cannot be changed.
7. Repeat the steps to complete the Detail Information to enter all the detail lines for the payment.

Note: The Distributed amount for the payment must equal the Payment Amount specified in the Header Information. These totals along with the batch total are displayed at the bottom of the screen.
 8. If the Payment Amount field was left blank (and the Automatically Calculate Totals on Data Entry field in the Accounts Receivable System File is not selected), click the **Calculate** button for the

Payment Amount field at this time to have the system automatically add up the total of all the detail lines and display the total amount.

9. Click the **Save** button.

Note: If desired, to print an actual receipt form for a payment (payment number), click the **To Screen & Save** button instead to save the payment and print the receipt now, using the report entered in the Default Payment Receipt Report field in the Accounts Receivable System File.

10. Once all the payments have been entered, print a listing and post the batch.

Tip: Print a Payment Listing from the **Reports** menu to view a listing of all payments in the selected batch. Print the **Payment Receipt Form** report from the **Reports** menu to print an actual receipt form for a payment (payment number).

Posting Entries:

1. After all the items have been entered in the batch, select the **Options** menu (from within the desired batch) and then **Post Entries**.

2. The Post Entries screen will appear; verify the information on the screen.

Note: If any information for the current batch displayed on the screen (in the disabled fields) needs to be changed, click the **Cancel** button and then complete the Change Batch Options to edit the information.

3. Click the **Execute** button to continue posting the batch.
4. A prompt will appear stating the batch has been posted; click **OK**.

Correcting a Payment Before Posting:

1. From the Accounts Receivable screen, select the **Data Entry** menu and then **Payments**.
2. The Batch Search screen will appear.
3. Select the batch which contains the payment to correct by double-clicking on the desired batch description.
4. The Payments screens will appear for the selected payment batch. The description for the selected batch will appear in the title bar.
5. Enter the payment number for the payment to edit in the Payment Number field. If the payment number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
6. Make the desired changes to the payment.
 - In the Detail Information section, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new payment line not tied to a specific item (invoice detail line or advance payment line), or click the **Delete** button located to the left of a desired line to delete a payment line (when prompted to delete, click **Yes**).
7. If the total amount of the payment changed but the Payment Amount field was not updated (and the Automatically Calculate Totals on Data Entry field in the Accounts Receivable System File is not selected), click the **Calculate** button for the Payment Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.
8. After all the changes have been made, click the **Save** button.
9. If the payment number was changed, a prompt will appear verifying whether or not to change the number of the payment. To change the payment number, click the **Change** button. To not change the payment number and revert to use the original number, click the **Revert to Original** button.

Correcting a Payment After Posting:

Once a payment has been posted, it cannot be changed, and so additional payments must be entered to reverse the original payment and then enter a new payment with the correct information. To reverse a payment, enter the new payment exactly the same as the original entry except enter the amount as a negative number. Then enter the new payment with the correct information.

Tip: If applicable, after posting a negative payment, the negative payment automatically becomes an advance payment, and then when entering future payments for the particular customer, the advance payment will show similar to an unpaid invoice.

Deleting a Payment Before Posting:

1. From the Accounts Receivable screen, select the **Data Entry** menu and then **Payments**.
2. The Batch Search screen will appear.

3. Select the batch which contains the payment to delete by double-clicking on the desired batch description.
4. The Payments screens will appear for the selected payment batch. The description for the selected batch will appear in the title bar.
5. Enter the payment number for the payment to delete in the Payment Number field. If the payment number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
6. Once the payment to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Deleting a Payment After Posting:

Once a payment has been posted, it cannot be deleted, and so an additional payment must be entered to reverse the original payment. To reverse a payment, enter the new payment exactly the same as the original entry except enter the amount as a negative number.

Tip: If applicable, after posting a negative payment, the negative payment automatically becomes an advance payment, and then when entering future payments for the particular customer, the advance payment will show similar to an unpaid invoice.

Prepaid Invoices

Prepaid invoices are used in Accounts Receivable to enter the invoice and the payment for a customer at the same time, in order to record both the sale and the payment if completed all at once. Prepaid invoices include the customer ID, the amount billed, the amount paid, and the account number(s) to credit, if applicable.

If operating on a cash basis or an accrual basis, the specified revenue account numbers are credited and the applicable Accounts Receivable cash account (as designated in the Fund File) is debited when prepaid invoices are posted.

Entering Prepaid Invoices:

Note: The instructions listed below explain each field as they appear on the Invoices screen when the screen preferences are set to the defaults. If the screen preferences were changed, the fields may be out of order as described below and there may even be fields that do not appear on the screen. If desired, the default screen preferences can be restored.

Also, for any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

1. From the Accounts Receivable screen, select the **Data Entry** menu and then **Prepaid Invoices**.
2. If a batch already exists, the Prepaid Invoices Batch Search screen will appear. To continue adding prepaid invoices to an existing batch, select the desired batch by double-clicking on the batch description; otherwise, to enter a new batch, click the **New Record** button and then complete the batch options. If a batch does not exist, the batch options screen will appear immediately in order to create a new batch.

- a. Enter a unique description for the new batch in the Batch Description field. See **Diagram A**. The description can be alphanumeric and up to **50** characters long. Leave the field blank to use a default description assigned by the system.

Note: If a unique description is not entered, the system will add a dash and four numbers starting with **0001** at the end (for example, **Batch Description-0001**) to make it distinctive.

- b. In the Processing Month field, enter the fiscal period for which to post the entries within the batch to the applicable modules; for example, enter the month for which to post the entries to General Ledger, if applicable. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

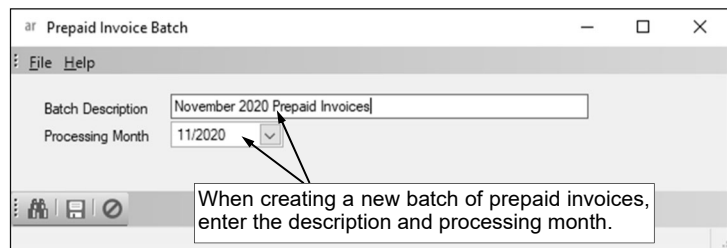


Diagram A

Leave the field blank to default to the current month (as based on the computer date).

Tip: If the Aging Method field in the Accounts Receivable System File is set to **Processing Month**, the month of the date entered here will be used to determine the age of the outstanding balances.

Note: If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the specified processing month is in the next fiscal year and there are funds in the Fund File in General Ledger with the Automatically Start New Fiscal Year field not selected, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has not already been done.

- c. Click the **Save** button.
3. The Prepaid Invoices screen will appear for the selected prepaid invoices batch. See **Diagram B**. The description and processing month for the selected batch will appear in the title bar.
 4. Click the **New Record** button to initialize the screen for a new entry.
 5. Complete the Header Information of the prepaid invoice.
 - a. Enter the number of the prepaid invoice in the Invoice Number field. The invoice number must be unique, and can be alphanumeric and up to **20** characters long. Leave this field blank to

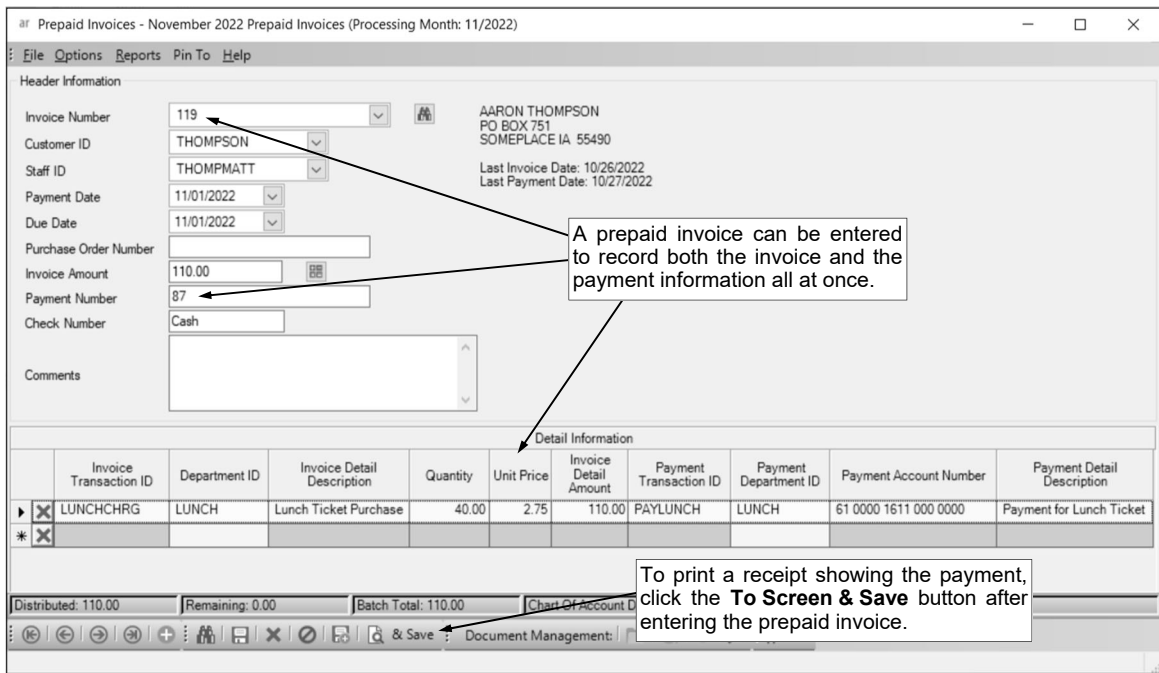


Diagram B

have the system automatically assign the next available invoice number once the invoice is saved.

Note: If having the system assign the invoice number, the number will be incremented from the most recently used invoice number.

- b. In the Customer ID field, enter the ID of the customer who purchased the materials or services from your organization. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: In order to enter an ID in this field for an entity already defined as an employee, employer history, payee, received from, ship to address, and/or vendor, the entity role of AR Customer must first be added by calling up the entity within the Customer File in Accounts Receivable and clicking **Yes** when prompted to make the entity a customer.

- c. If the specified customer has staff defined, the Staff ID field will be enabled. If applicable, enter the ID of the staff member for the specified customer who purchased the materials or services in the Staff ID field, if desired. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: The Staff ID field is disabled if there are not any customers that have staff defined.

- d. Enter the date of the payment in the Payment Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

Note: The date for the entry should be within the specified processing month for the batch or else it could result in not being able to successfully complete the check reconciliation option if the entries in Accounts Receivable post to General Ledger (as defined in the Accounts Receivable System File).

- e. Enter the date the invoice is due (the payment by the customer for the invoice is required) in the Due Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

Tip: If the Aging Method field in the Accounts Receivable System File is set to **Month of Due Date**, the month of the date entered here will be used to determine the age of the outstanding balances.

- f. If the customer issued a purchase order to your organization for the purchase of the materials or services and the invoice should reference the particular purchase order, enter the number of the purchase order in the Purchase Order Number field, if desired. The number can be up to **15** digits long.

- g. Enter the total amount of the invoice in the Invoice Amount field. The amount can be up to **14** characters long (including the decimal point and comma(s) if applicable) and will be rounded to **2** decimal places by the system if capable. If desired, leave this field blank until all the invoice

detail lines have been entered; then click the **Calculate** button to have the system automatically add up all the detail lines and display the total in this field.

Note: If the Automatically Calculate Totals on Data Entry field in the Accounts Receivable System File is selected, the system will automatically add up all the detail lines when saving the prepaid invoice and display the total in this field.

- h. Enter the number of the payment in the Payment Number field. The payment number must be unique, and can be alphanumeric and up to **20** characters long. Leave this field blank to have the system automatically assign the next available payment number once the prepaid invoice is saved.

Note: If having the system assign the payment number, the number will be incremented from the most recently used payment number.

- i. If the payment was made by check, enter the number of the check in the Check Number field, if desired. The number can be alphanumeric and up to **15** characters long.
- j. Enter any additional information to track for the prepaid invoice in the Comments field, if desired. The comment can be up alphanumeric and up to **1,000** characters long.

6. Complete the Detail Information of the prepaid invoice.

- a. Enter the ID of the invoice transaction for the line item in the Invoice Transaction ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

- b. The ID of the department assigned to the specified invoice transaction appears in the Department ID field and cannot be changed.

- c. Only if operating on an accrual basis (as defined in the Accounts Receivable System File), the Revenue Account Number field appears. If applicable, enter the appropriate revenue account number to credit for the line item in the Revenue Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If the specified invoice transaction was defined with the Default Revenue Account field completed (only applicable if operating on an accrual basis), the designated revenue account number will appear by default but can be changed if needed.

Note: If **None** or **Cash Basis** is specified in the Post to General Ledger field in the Accounts Receivable System File, the Revenue Account Number field will not appear.

Tip: Once the account number is specified, the name of the account will display in the status bar located at the bottom of the screen.

- d. Enter a description for the invoice of the line item in the Invoice Detail Description field. The description can be alphanumeric and up to **1,000** characters long.

Note: To use the description of the invoice transaction, enter a **T** in this field. To use the description of the department, enter a **D** in this field. To use the description of the account number from the Chart of Accounts File (only applicable if operating on an accrual basis), enter a **C** in this field.

- e. Enter the quantity of the item purchased in the Quantity field, if applicable. The quantity can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.
- f. Enter the cost of one unit of the item in the Unit Price field, if desired. If the specified invoice transaction was defined with the Default Unit Price field completed, the designated unit price will appear by default but can be changed if needed. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **4** decimal places by the system if capable.
- g. If the Quantity and Unit Price fields were completed, the system automatically calculates the total cost of the line item and displays it in the Invoice Detail Amount field (can be changed, if needed); otherwise, enter the amount to be distributed to the specified account number for this line item in the Invoice Detail Amount field. The amount can be up to **14** digits long (including the decimal point, if applicable) and will be rounded to **2** decimal places by the system if capable.
- h. Enter the ID of the payment transaction for the line item in the Payment Transaction ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If a payment transaction is defined with the Default Payment Transaction field selected (within the Payment Transaction File) for the specified department, the ID of the default payment transaction will appear but can be changed if needed.

- i. The ID of the department assigned to the specified payment transaction appears in the Payment Department ID field and cannot be changed.
- j. Only if operating on a cash basis (as defined in the Accounts Receivable System File), the Payment Account Number field appears. If applicable, enter the appropriate revenue account number to credit for the line item in the Payment Account Number field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature. If the specified payment transaction was defined with the Default Revenue Account field completed (only applicable if operating on a cash basis), the designated revenue account number will appear by default but can be changed if needed.

Note: If **None** or **Accrual Basis** is specified in the Post to General Ledger field in the Accounts Receivable System File, the Payment Account Number field will not appear.

Tip: Once the account number is specified, the name of the account will display in the status bar located at the bottom of the screen.

- k. Enter a description for the payment of the line item in the Payment Detail Description field. The description can be alphanumeric and up to **40** characters long. If the Default Payment Detail Description field is completed in the Accounts Receivable System File, leave the field blank to use the default description.

Note: To use the description of the payment transaction, enter a **T** in this field. To use the description of the department, enter a **D** in this field. To use the description of the account number from the Chart of Accounts File (only applicable if operating on an accrual or cash basis), enter a **C** in this field.

7. Repeat the steps to complete the Detail Information to enter all the detail lines for the prepaid invoice.

Note: The Distributed amount for the prepaid invoice must equal the Invoice Amount specified in the Header Information. These totals along with the batch total are displayed at the bottom of the screen.

8. If the Invoice Amount field was left blank (and the Automatically Calculate Totals on Data Entry field in the Accounts Receivable System File is not selected), click the **Calculate** button for the Invoice Amount field at this time to have the system automatically add up the total of all the detail lines and display the total amount.
9. Click the **Save** button.
10. Once all the prepaid invoices have been entered, print a listing and post the batch.

Posting Entries:

1. After all the items have been entered in the batch, select the **Options** menu (from within the desired batch) and then **Post Entries**.
2. The Post Entries screen will appear; verify the information on the screen.

Note: If any information for the current batch displayed on the screen (in the disabled fields) needs to be changed, click the **Cancel** button and then complete the Change Batch Options to edit the information.

3. Click the **Execute** button to continue posting the batch.
4. A prompt will appear stating the batch has been posted; click **OK**.

Correcting a Prepaid Invoice Before Posting:

1. From the Accounts Receivable screen, select the **Data Entry** menu and then **Prepaid Invoices**.
2. The Batch Search screen will appear.
3. Select the batch which contains the prepaid invoice to correct by double-clicking on the desired batch description.
4. The Prepaid Invoices screens will appear for the selected prepaid invoice batch. The description for the selected batch will appear in the title bar.
5. Enter the invoice number for the prepaid invoice to edit in the Invoice Number field. If the invoice number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
6. Make the desired changes to the prepaid invoice.
 - In the Detail Information section, complete the blank line (indicated with an asterisk) at the bottom of the list to add a new line item, or click the **Delete** button located to the left of a desired line item to delete one (when prompted to delete, click **Yes**).

7. If the total amount of the prepaid invoice changed but the Invoice Amount field was not updated (and the Automatically Calculate Totals on Data Entry field in the Accounts Receivable System File is not selected), click the **Calculate** button for the Invoice Amount field at this time to have the system automatically add up the total of all the detail line items and display the updated total.
8. After all the changes have been made, click the **Save** button.
9. If the invoice number was changed, a prompt will appear verifying whether or not to change the specified information for the prepaid invoice. To change the information for the invoice, click the **Change** button. To not change the information and revert to use the original information, click the **Revert to Original** button.

Correcting a Prepaid Invoice After Posting:

Once a prepaid invoice has been posted, the only change that can be made is to edit the due date by using the Change Due Date on Invoice option. If other changes are needed, additional prepaid invoices must be entered to reverse the original prepaid invoice and then enter a new one with the correct information. To reverse a prepaid invoice, enter the new prepaid invoice exactly the same as the original entry except enter the amount as a negative number. Then enter the new prepaid invoice with the correct information.

Deleting a Prepaid Invoice Before Posting:

1. From the Accounts Receivable screen, select the **Data Entry** menu and then **Prepaid Invoices**.
2. The Batch Search screen will appear.
3. Select the batch which contains the prepaid invoice to delete by double-clicking on the desired batch description.
4. The Prepaid Invoices screens will appear for the selected prepaid invoice batch. The description for the selected batch will appear in the title bar.
5. Enter the invoice number for the prepaid invoice to delete in the Invoice Number field. If the invoice number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
6. Once the prepaid invoice to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Deleting a Prepaid Invoice After Posting:

Once a prepaid invoice has been posted, it cannot be deleted, and so an additional prepaid invoice must be entered to reverse the original one. To reverse a prepaid invoice, enter the new prepaid invoice exactly the same as the original entry except enter the amount as a negative number.

STATEMENT CYCLE

Process Late Charges.....	12
Print/Email Statements	13

Process Late Charges

The Process Late Charges option in Accounts Receivable is only accessible if the Enable Late Charges field is selected in the Accounts Receivable System File. The Process Late Charges option computes the late charges for the customers who have a balance within (and greater than) the number of days specified in the Starting Point Days field in the Accounts Receivable System File for the designated departments (those with the Assess Late Charges field selected in the Department File).

The Process Late Charges option calculates the late charges for the applicable customers by multiplying the designated department balances with the annual percentage rate as entered in the Accounts Receivable System File, and then dividing that amount by 12 to determine the late charges for the month. If the calculated amount for late charges is less than the Minimum Amount defined in the Accounts Receivable System File (if applicable), the amount entered in the Minimum Amount field will be used as the late charges that month, prorated among all the department balances if needed, for the customer.

When the Process Late Charges option is completed, invoices are created and posted automatically for the appropriate customers for the late charges using the next available invoice numbers, the specified invoice and due dates, the late charge invoice transactions automatically created for departments, and the designated revenue account numbers defined for the departments (only applicable if operating on an accrual basis).

Processing Late Charges:

Note: In order to use the Process Late Charges option, set up the system to calculate late charges by doing the following: 1) in the Accounts Receivable System File, select the Enable Late Charges field and complete the remaining fields in the Late Charges section; and 2) in the Department File, select the Assess Late Charges field for the applicable departments and complete the Late Charge Revenue Account field (only if operating on an accrual basis).

1. From the Accounts Receivable screen, select the **Statement Cycle** menu and then **Process Late Charges**.

Note: The Process Late Charges option is disabled if the Enable Late Charges field is not selected in the Accounts Receivable System File.

2. At the Process Late Charges screen (see **Diagram A**), enter the month for which to post the late charges (invoices) in the Processing Month field. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

Diagram A

Tip: If the Aging Method field in the Accounts Receivable System File is set to **Processing Month**, the month of the date entered here will be used to determine the age of the outstanding balances.

Note: If the month entered in this field is more than two months different from the current month, a warning icon will appear to the right of the field; verify the month entered is correct. If the specified processing month is in the next fiscal year and there are funds in the Fund File in General Ledger with the Automatically Start New Fiscal Year field not selected, the Start New Fiscal Year option will need to be completed for the appropriate funds if it has not already been done.

3. Enter the invoice date to use on the invoices for the late charges in the Late Charge Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.
4. Enter the date the late charges (invoices) are due (the payment is required) in the Due Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.

Tip: If the Aging Method field in the Accounts Receivable System File is set to **Month of Due Date**, the month of the date entered here will be used to determine the age of the outstanding balances.

5. All the customers with late charges calculated for the specified processing month appear in the Late Charges List. Only the customers who have a balance within (and greater than) the number of days specified in the Starting Point Days field in the Accounts Receivable System File for the designated departments appear. For each customer, the outstanding balance separated out by department, the amount of late charges calculated for the department, and the appropriate revenue account number to credit for the late charges (only if operating on an accrual basis) display. If desired, make the following changes as needed:
 - a. To change the amount of the late charges and use a different amount than what was calculated for a customer (customer's department balance), click in the Late Charges field and key the desired amount. The amount can be up to **14** characters long (including the decimal point) and will be rounded to **2** decimal places by the system if capable.
 - b. To delete a late charge from this list so it will not be processed for the customer (customer's department balance), click the **Delete** button to the left of the desired row; when prompted to delete it, click **Yes**.

Note: The late charges are calculated by multiplying the department balances for the customers with the annual percentage rate as entered in the Accounts Receivable System File, and then dividing that amount by 12 to determine the late charges for the month. If the calculated amount for late charges is less than the Minimum Amount defined in the Accounts Receivable System File (if applicable), the amount entered in the Minimum Amount field will be used as the late charges that month, prorated among all the department balances if needed, for the customer.

Tip: If the late charges had previously been processed for the specified month for a particular customer (customer's department balance), the row will be disabled (gray) and the late charges will not be processed again for that customer (customer's department balance). Also, if a customer has a credit (negative) balance in another department than the one for which the late charges are being calculated, a warning icon will appear in the Amount Past Due field; verify the customer's balances before continuing as a payment may have been applied to an incorrect department and thus the late charges may not need to be processed for the specified department.

6. To view a listing of the late charges to be processed, print the Late Charges Listing from the **Reports** menu.
7. Once all the information is correct, click the **Execute** button to process the late charges; when prompted to continue, click **Yes**.
8. After the late charges are processed, a message will appear; click **OK**.

Print/Email Statements

The Print/Email Statements option in Accounts Receivable is used to print the statements for customers, which is typically completed at the end of each month. With the Print/Email Statement option, statements can also be emailed to the desired customers (as a .PDF or .XLSX file attachment).

Printing/Emailing Statements:

Note: In order to email the statements to customers using the Print/Email Statements option, complete the following: 1) complete the General Options tab in the Email Manager option (if not already completed) by selecting the Enable Email Manager field and completing the remaining fields; 2) if needed, on the Email Addresses tab in the Email Manager option, add an email address to use when emailing the statements; 3) complete the Default Email Address ID field in the Report Options section on the Accounts Receivable tab in the Email Manager option, if desired; 4) select the Email Statements field in the Customer File for the applicable customers; 5) enter up to three email addresses (for Business, Personal, and/or Other) in the Customer File for the applicable customers; and 6) select at least one of the usage fields (Direct Deposit, Tax Forms, or Other Communication field) for the email addresses for the customers (the usages for which email addresses to use is specified at the time the statements are emailed).

1. From the Accounts Receivable screen, select the **Statement Cycle** menu and then **Print/Email Statements**.
2. At the Print/Email Statements screen, enter the name of the statement report to print (and email, if applicable) in the Report Name field, or click the **down-arrow** button to select the correct one. See **Diagram A**. The name of the statement report selected the last time the option was completed will appear by default but can be changed if needed.

Note: Only a report format created within the Statement Report Setup option can be entered in this field.

3. Enter the date to print on the statements in the Statement Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The date specified the last time the option was completed will appear by default. Clear the field and leave it blank to default to the current date.

The screenshot shows the 'Print/Email Statements' window with three callout boxes:

- Top callout: 'In this field, enter or select the format of the statement to print (and email, if applicable).' pointing to the 'Report Name' dropdown menu.
- Middle callout: 'Enter the date to print on the statements in this field.' pointing to the 'Statement Date' field.
- Bottom callout: 'Enter the month for which to generate the statements in this field.' pointing to the 'Processing Month' dropdown menu.

Diagram A

4. Enter the month for which to generate the statements in the Processing Month field. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. The month specified the last time the option was completed will appear by default. Clear the field and leave it blank to default to the current month (as based on the computer date).

Note: The charges (invoices) and payments posted to the month specified in this field will be included on the statements as new (current period) items and calculated as part of the balance due and the aged category of Current Balance, while outstanding items posted to a month prior are reflected in the previous balance (and balance due, if applicable) and included in the appropriate aged category (Current Balance, 31-60 Days, 61-90 Days, 91-121 Days, and 121+ Days) as determined by the Aging Method field specified in the Accounts Receivable System File.

5. Click the **Execute** button.
6. Complete the desired report printing options. See **Diagram B**.

Tips:

- 1) Utilize the Email Statements parameter to include or exclude the customers who are defined to have statements emailed. For example, enter **False** in the Email Statements parameter when printing paper copies of the statements to mail to the customers, or enter **True** when emailing the statements to the applicable customers.
- 2) Utilize the Statements to Include parameter to stipulate which statements to print or email, including those for the customers with balances on the statements, those with credit balances on the

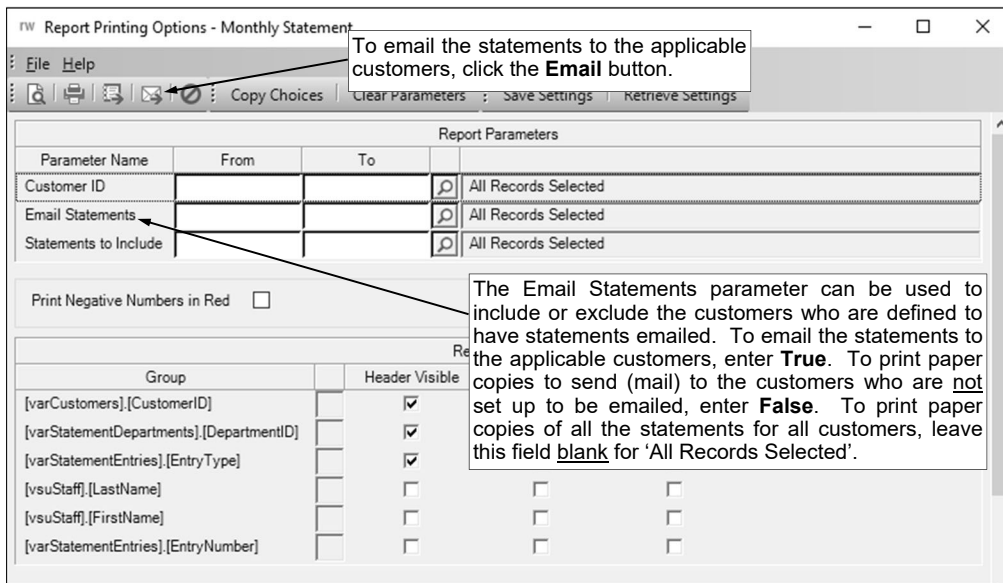


Diagram B

statements, or those with zero balances on the statements. For example, to not print statements with zero balances, only select **Statements with Balance** and **Statements with Credit Balance** for the Statements to Include parameter; or to print all statements including those with credit balances and zero balances, select **Statements with Balance**, **Statements with Credit Balance**, and **Statements with Zero Balance** (or leave the parameter blank to use the default of 'All Records Selected').

7. Click the appropriate button for the desired output:
 - a. To preview the statements on the screen, click the **To Screen** button.
 - b. To print the statements directly to the printer (as designated in the Printer Setup option), click the **To Printer** button.
 - c. To email the statements, click the **Email** button and then complete the steps below.

Tip: Statements previewed on the screen can also be emailed by clicking the **Email** button on the preview screen.

- At the Email Report screen, select the Email Recipients Individual Pages field in order to email each customer the applicable statement. See **Diagram C**. A checkmark will appear in the box if the field is selected.
- In the Email Address to Use section, specify the email addresses for which to email the report by selecting the desired usage fields: Direct Deposit, Other Communication, and/or Tax Forms. A checkmark will appear in the box if the field is selected. The Other Communication field will be selected by default.
- In the Send to Recipients section, select the Customers field. A checkmark will appear in the box if the field is selected.

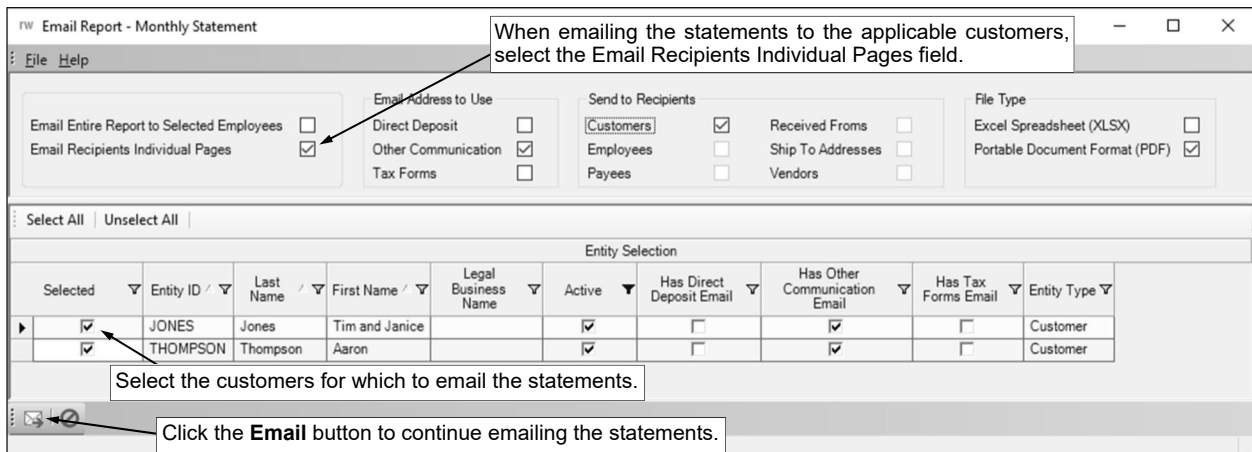


Diagram C

- In the File Type section, select to email the report as a .PDF or .XLSX file attachment by selecting the Excel Spreadsheet (XLSX) field or the Portable Document Format (PDF) field. A checkmark will appear in the box if the field is selected. The Portable Document Format (PDF) field will be selected by default.
- In the Entity Selection List, select the customers for which to email their statements by clicking the box for the Selected column to the left of the desired record. A checkmark will appear in the box if the customer is selected. To select all the customers listed on the screen, click the **Select All** button located above the Entity Selection List. If desired, change the filters to modify the customers displayed here.

Note: If the Customer ID parameter was completed on the Report Printing Options screen, the applicable customers selected for the Customer ID parameter will be selected in the Entity Selection List by default, but can be changed as needed. If report parameters other than the Customer ID parameter were completed for the report, only the entities based on the selections for those other parameters appear in the Entity Selection List.

- Click the **Email** button.
- The Email Options screen will appear; complete the email options as needed. See **Diagram D**.
- Click the **Execute** button to send the emails.

Note: If the first email is unable to be sent successfully, a prompt will appear asking to continue trying to send the remaining emails; click **Yes** to continue sending the remaining emails, or click **No** to quit sending the emails at this time (and, if desired, edit the Recipients List and then resend). If an email is rejected because an incorrect email address was entered for a recipient, the rejection notice will be sent to the appropriate address for the designated email address in the Email Manager option.

- A message will appear in the status bar once the emails have been sent.
- Click the **X** in the upper right-hand corner to close the Email Options screen.

Note: If there were one or more emails not successfully sent, the **Cancel** button and **Retry** button appear at the bottom of the Email Options screen. If desired, edit the Recipients List and then click the **Retry** button to try resending the emails to those recipients who did not have one sent initially; otherwise, click the **Cancel** button to close the Email Options screen.

8. After the statements are printed and/or emailed, click the **X** in the upper right-hand corner to close the report printing options screen (only applicable if the Auto Close Report Printing Options field in the User Options option is not selected for the user).

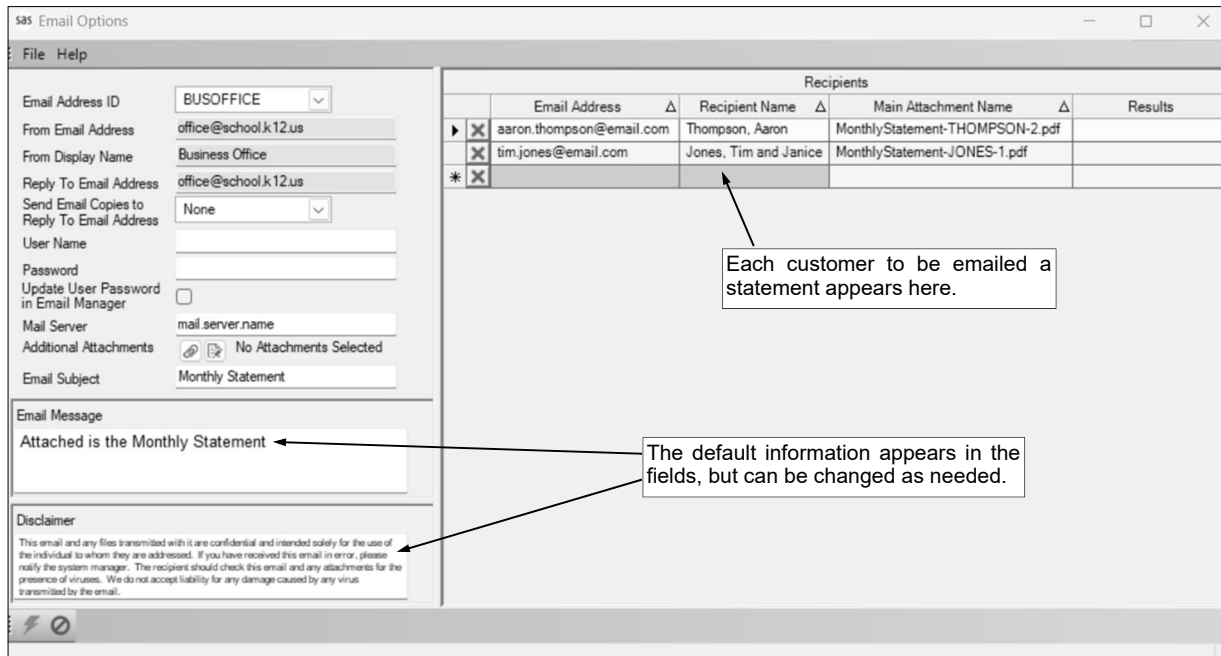


Diagram D

MAINTENANCE

Departments	14
Invoice Transactions	15
Payment Transactions	16
Customers	17
Staff	18
Statement Report Setup	19
Invoice From Setup	20

Departments

Departments in Accounts Receivable are used to define the different areas within your organization that provide materials or services to customers. The balances for the customers are then tracked by department and listed separately with subtotals on the statements. Each department can be set up to calculate late charges, if needed.

Note: There must be at least one department defined in the Department File.

Adding a Department:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Departments**.
2. At the Departments screen (see **Diagram A**), click the **New Record** button.

Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

The screenshot shows a window titled 'ar Departments' with a menu bar (File, Reports, Pin To, Help) and a form. The form has the following fields: Department ID (ATHLETIC), Department Description (Athletic Department), Assess Late Charges (checked), and Late Charge Revenue Account. A tooltip points to the Assess Late Charges field with the text: 'If applicable, select the Assess Late Charges to calculate finance charges on outstanding balances for the department.' Another tooltip points to the Late Charge Revenue Account field with the text: 'The Late Charge Revenue Account field is only applicable for departments with the Assess Late Charges field selected and if the organization operates the Accounts Receivable module on an accrual basis.'

3. Enter a unique ID for the department in the Department ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

Diagram A

Note: To have the system automatically assign the ID using the first 10 characters (letters and numbers only) of the description, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Select the Active field to stipulate the department is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new department, the Active field is selected by default.
5. Enter the description for the department in the Department Description field. The description can be up to **40** characters long.
6. The Assess Late Charges field is only enabled if the Enable Late Charges field in the Accounts Receivable System File is selected. If applicable, to calculate late charges on the outstanding customer balances for the department (using the Process Late Charges option), select the Assess Late Charges field. A checkmark will appear in the box if the field is selected.
Note: If this field is selected, an invoice transaction will automatically be created for use when calculating late charges for the department. The ID of the invoice transaction will be *LC* followed by the department ID (for example, if the department ID is *A*, the invoice transaction ID will be *LCA*) and the description will be *Late Charges*.
7. Only if operating on an accrual basis (as defined in the Accounts Receivable System File) and the Assess Late Charges field is selected for the department, the Late Charge Revenue Account field is enabled. If applicable, enter the revenue account number to be credited for the late charges for the department in the Late Charge Revenue Account field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
8. Click the **Save** button to save the new department.

Changing a Department:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Departments**.
2. At the Departments screen, enter the ID of the department to change in the Department ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the department.
4. After all the changes have been made, click the **Save** button.

5. If the ID for the department was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the department, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new department with the specified ID that is a duplicate of the current department, click the **Create New** button.
6. If the Active field was unselected (the checkmark was removed) so the department is inactive, all the invoice transactions (including the one automatically created for use when calculating late charges for the department, if applicable) and payment transactions tied to the department will be changed to inactive as well. If the Active field was selected (a checkmark appears in the box) so the department is active, all the invoice transactions (including the one for late charges, if applicable) and payment transactions tied to the department will be changed to active as well.
7. If late charges will no longer be calculated for the department and the Assess Late Charges field was unselected (the checkmark was removed), the invoice transactions for late charges for the department will be inactivated.

Deleting a Department:

Note: If a department has been used, the system will not allow it to be deleted; however, a department that will no longer be used can be made inactive by removing the checkmark for the Active field within the Department File.

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Departments**.
2. At the Departments screen, enter the ID of the department to delete in the Department ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the department to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Invoice Transactions

Invoice transactions in Accounts Receivable are used to define the different business deals that are recorded when entering invoices for customers who purchase materials or services from your organization. Each invoice transaction is tied to a department and can be set up with default information, if desired.

Note: There must be at least one invoice transaction defined for each department prior to entering invoices.

Adding an Invoice Transaction:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Invoice Transactions**.
2. At the Invoice Transactions screen (see **Diagram A**), click the **New Record** button.
Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.
3. Enter a unique ID for the invoice transaction in the Invoice Transaction ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).
Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the description*, leave the ID field blank; once the record is saved, the ID will be assigned.
4. Select the Active field to stipulate the invoice transaction is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new invoice transaction, the Active field is selected by default.
5. Enter the description for the invoice transaction in the Invoice Transaction Description field. The description can be up to **40** characters long.
6. Enter the ID of the department assigned to the invoice transaction in the Department ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
7. If desired, enter the amount to use as the default for the unit price for a detail line on an invoice using this transaction in the Default Unit Price field. The amount can be up to **14** characters long (including the decimal point and comma(s) if applicable) and will be rounded to **4** decimal places by the system if capable.
8. Only if operating on an accrual basis (as defined in the Accounts Receivable System File), the Default Revenue Account field is enabled. If applicable, enter the revenue account number to use as the default for a detail line on an invoice using this transaction in the Default Revenue Account field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
9. Click the **Save** button to save the new invoice transaction.

The screenshot shows a software window titled "ar Invoice Transactions". It has a menu bar with "File", "Options", "Reports", "Pin To", and "Help". The main area contains several input fields: "Invoice Transaction ID" with a dropdown menu showing "CHARGE" and a "Repeat" button; "Invoice Transaction Description" with a text box containing "Athletic Charge"; "Department ID" with a dropdown menu showing "ATHLETIC"; "Default Unit Price" with an empty text box; and "Default Revenue Account" with a dropdown menu. An "Active" checkbox is checked. A tooltip points to the "Default Revenue Account" field, stating: "The Default Revenue Account field is only utilized if operating the Accounts Receivable module on an accrual basis." At the bottom, there is a toolbar with navigation and action icons.

Diagram A

Changing an Invoice Transaction:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Invoice Transactions**.
2. At the Invoice Transactions screen, enter the ID of the invoice transaction to change in the Invoice Transaction ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

3. Make the desired changes to the invoice transaction.

Note: For invoice transactions that were automatically created for use when calculating late charges for a department (those with an invoice transaction ID of LC followed by the department ID), only the description can be edited.

4. After all the changes have been made, click the **Save** button.
5. If the ID for the invoice transaction was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the invoice transaction, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new invoice transaction with the specified ID that is a duplicate of the current invoice transaction, click the **Create New** button.

Deleting an Invoice Transaction:

Note: If an invoice transaction has been used, the system will not allow it to be deleted; however, an invoice transaction that will no longer be used can be made inactive by removing the checkmark for the Active field within the Invoice Transaction File.

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Invoice Transactions**.
2. At the Invoice Transactions screen, enter the ID of the invoice transaction to delete in the Invoice Transaction ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the invoice transaction to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Combining Invoice Transactions:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Invoice Transactions**.
2. At the Invoice Transactions screen, select the **Options** menu and then **Combine Invoice Transactions**.
3. At the Combine Invoice Transactions screen, enter the ID of the invoice transaction for which to combine with another in the Combine field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: The ID of the invoice transaction entered in this field will no longer be valid after the transactions have been combined.

4. Enter the ID of the invoice transaction to combine with the first transaction in the With field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: The ID of the invoice transaction entered in this field will remain valid after the transactions have been combined.

5. After all the invoice transactions to combine have been entered, click the **Execute** button.
6. When prompted to combine the IDs, click **Yes**.
7. A message will appear when the process is completed; click **OK**.

Payment Transactions

Payment transactions in Accounts Receivable are used to define the different business deals that are recorded when entering payments from customers who purchased materials or services from your organization. Each payment transaction is tied to a department and can be set up with default information, if desired.

Note: There must be at least one payment transaction defined for each department prior to entering payments.

Adding a Payment Transaction:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Payment Transactions**.

2. At the Payment Transactions screen (see **Diagram A**), click the **New Record** button.

Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Enter a unique ID for the payment transaction in the Payment Transaction ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

Note: To have the system automatically assign the ID using the first 10 characters (letters and numbers only) of the description, leave the ID field blank; once the record is saved, the ID will be assigned.

The screenshot shows a software window titled "Payment Transactions" with a menu bar (File, Options, Reports, Pin To, Help) and a toolbar. The main area contains several input fields: "Payment Transaction ID" (with a dropdown arrow and an "Active" checkbox), "Payment Transaction Description" (text input), "Department ID" (dropdown arrow), "Default Revenue Account" (dropdown arrow), "Default Fund Number" (dropdown arrow), and "Default Payment Transaction" (checkbox). A callout box points to the "Default Revenue Account" and "Default Fund Number" fields, stating: "The Default Revenue Account field is enabled if operating the Accounts Receivable module on a cash basis, while the Default Fund Number field is enabled if operating on an accrual basis." The "Active" checkbox is checked.

4. Select the Active field to stipulate the payment transaction is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new payment transaction, the Active field is selected by default. **Diagram A**

5. Enter the description for the payment transaction in the Payment Transaction Description field. The description can be up to **40** characters long.

6. Enter the ID of the department assigned to the payment transaction in the Department ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

7. Only if operating on a cash basis (as defined in the Accounts Receivable System File), the Default Revenue Account field is enabled. If applicable, enter the revenue account number to use as the default for a detail line on a payment using this transaction in the Default Revenue Account field. If the account number is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

8. Only if operating on an accrual basis (as defined in the Accounts Receivable System File), the Default Fund Number field is enabled. If applicable, enter the number of the fund from which to use the Accounts Receivable Account as the default for a detail line on a payment using this transaction in the Default Fund Number field, or click the **down-arrow** button to select the correct one.

9. To use the payment transaction as the default for the department when entering payments, select the Default Payment Transaction field. A checkmark will appear in the box if the field is selected. A payment transaction set as the default will only be used when making a payment for an invoice line for the corresponding department (lines manually added to a payment are not associated with an invoice and thus must have a payment transaction specified (the default is not used)).

Note: The Default Payment Transaction field can only be selected for one payment transaction per department.

10. Click the **Save** button to save the new invoice transaction.

Changing a Payment Transaction:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Payment Transactions**.
2. At the Payment Transactions screen, enter the ID of the payment transaction to change in the Payment Transaction ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the payment transaction.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the payment transaction was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the payment transaction, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new payment transaction with the specified ID that is a duplicate of the current payment transaction, click the **Create New** button.

Deleting a Payment Transaction:

Note: If a payment transaction has been used, the system will not allow it to be deleted; however, a payment transaction that will no longer be used can be made inactive by removing the checkmark for the Active field within the Payment Transaction File.

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Payment Transactions**.
2. At the Payment Transactions screen, enter the ID of the payment transaction to delete in the Payment Transaction ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the payment transaction to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Combining Payment Transactions:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Payment Transactions**.
2. At the Payment Transactions screen, select the **Options** menu and then **Combine Payment Transactions**.
3. At the Combine Payment Transactions screen, enter the ID of the payment transaction for which to combine with another in the Combine field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
Note: The ID of the payment transaction entered in this field will no longer be valid after the transactions have been combined.
4. Enter the ID of the payment transaction to combine with the first transaction in the With field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
Note: The ID of the payment transaction entered in this field will remain valid after the transactions have been combined.
5. After all the payment transactions to combine have been entered, click the **Execute** button.
6. When prompted to combine the IDs, click **Yes**.
7. A message will appear when the process is completed; click **OK**.

Customers

Customers are used in Accounts Receivable to define each company or individual that purchases materials or services from your organization. Within the Customers option, each company or individual has a record containing specific information including name, address, phone numbers, email address, and other miscellaneous information.

Note: In the School Accounting System, all entities with an address defined within the various modules are stored in the Entities Table within the database. Therefore, a customer with a particular ID is able to also be set up as an employee (in Payroll), employer history (in Human Resources), payee (in Payroll), received from (in General Ledger), vendor (in Accounts Payable) and/or a ship to address (in Accounts Payable), using the *exact same ID* since it is just one entity, if desired.

Adding a Customer:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Customers**.
2. At the Customers screen (see **Diagram A**), click the **New Record** button.
Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.
3. Enter a unique ID for the customer in the Customer ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

Note: To have the system automatically assign the ID *using the first 10 characters (letters and numbers only) of the Legal Business Name (or Last Name if an individual)*, leave the ID field blank; once the record is saved, the ID will be assigned. If the company's name starts with the

ar Customers

File Options Reports Pin To Help

Customer ID: SMITH [Active] Entity Roles: AR Custom

Legal Business Name: []

Last Name: Smith Prefix: [] Suffix: []

First Name: Sue Middle Name: []

Attention: []

Address 1: 120 E 1st Street Email Statements:

Address 2: [] Last Invoice Date: 11/01/2020

City: Someplace Last Payment Date: []

State/Province: IA

Zip Code: 55490

Country: US

Primary Phone Number: [] Phone Type: []

Secondary Phone Number: []

Other Phone Number: []

Internet Address: []

Contact Person: []

Comments: []

When adding a new customer, leave the Last Invoice Date and Last Payment Date fields blank; the fields will automatically be updated once invoices and payments (or prepaid invoices, if applicable) have been entered and posted.

To email the statements to the customer, select the Email Statements field and then enter at least one email address with one of the usage fields selected.

Email Addresses				
Email Address Type	Email Address	Direct Deposit	Tax Forms	Other Communication
Business	sue.smith@email.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal	[]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	[]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document Management: SMITH

Diagram A

word "The" and "The" is entered at the beginning of the company name in the Legal Business Name field, the system will disregard "The" when automatically assigning the ID. If the ID entered in the field is for an existing entity not currently flagged with the entity role of AR Customer, a prompt will appear asking if the AR Customer role should be added; click **Yes** to make the entity a customer in Accounts Receivable.

4. Select the Active field to stipulate the customer is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new customer, the Active field is selected by default.
5. The role(s) in which the customer is defined and used within the School Accounting System appears in the Entity Roles field. When adding a new customer in Accounts Receivable, the system automatically assigns the entity role of AR Customer. If more than one entity role appears, the customer can be used and accessed in all the applicable areas using the exact same ID.
6. **If the customer is a company**, enter the name of the company in the Legal Business Name field. **If the customer is an individual**, leave this field blank. The name can be alphanumeric and up to **75** characters long.

Note: If the company's name starts with the word "The", be sure to enter "The" at the beginning of the name in the Legal Business Name field; the system will disregard "The" when automatically assigning the ID (if applicable) and when searching on the Customer Name field in other areas of the system (for example, "The Paper Company" becomes "Paper Company, The" for sorting and searching purposes).

7. **If the customer is an individual**, enter the person's last name in the Last Name field. **If the customer is a company**, leave this field blank, or if desired, enter the last name of the person who owns the business in the Last Name field. The last name can be up to **40** characters long.
8. **If the customer is an individual**, enter the prefix (such as Dr., Mr., or Mrs.) for the person in the Prefix field if applicable, or click the **down-arrow** button to select the correct one. **If the customer is a company**, leave this field blank.
9. **If the customer is an individual**, enter the suffix (such as Jr. or Sr.) for the person in the Suffix field if applicable, or click the **down-arrow** button to select the correct one. **If the customer is a company**, leave this field blank.
10. **If the customer is an individual**, enter the person's first name in the First Name field. **If the customer is a company**, leave this field blank. The first name can be up to **30** characters long.
11. **If the customer is an individual**, enter the person's middle name in the Middle Name field. **If the customer is a company**, leave this field blank. The middle name can be up to **30** characters long.
12. If the customer is a company and the correspondence should be sent directly to a specific person or department at the company, enter the name of the person or department in the Attention field. The name can be alphanumeric and up to **30** characters long.
13. Enter the address (up to two lines) for the customer in the Address 1 and Address 2 fields. The addresses can be alphanumeric and each can be up to **30** characters long.
14. Enter the city where the customer is located in the City field. The city can be alphanumeric and up to **25** characters long.
15. Enter the appropriate state abbreviation (or applicable code for the province, if located outside of the United States) for the customer in the State/Province field. If the state abbreviation or province code is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: Only the state abbreviations and province codes for the specified country (as entered in the Country field, or United States if the Country field is blank) appear by default when searching, but the filters can be changed if needed in order to view other state or province codes.

16. Enter the zip code for the customer in the Zip Code field. The zip code can be alphanumeric and up to **15** characters long. The system will automatically add the dash in the zip code if 9 digits are entered, using the format of ##### - #####.
17. Enter the applicable **2-digit** code of the country where the customer is located in the Country field, or click the **down-arrow** button to select the correct one. If the State/Province field is completed, the corresponding country code will appear by default in this field and can only be changed by first deleting the state or province (or specifying a different state or province).

18. Enter up to three phone numbers (including a fax number, if applicable) for the customer in the Primary Phone Number, Secondary Phone Number, and Other Phone Number fields. Then enter the appropriate type (**Business, Cell, Fax, Home, or Other**) in the Phone Type field for each phone number entered, or click the **down-arrow** button to select the correct one. Each phone number can be up to **30** digits long. The system will automatically add the dashes for the phone numbers (if entered with numbers only) using the following formats: 1) **### - #####** if 7 digits are entered; 2) **### - ##### x ##** if 8 or 9 digits are entered; 3) **### - ### - #####** if 10 digits are entered; or 4) **### - ### - ##### x ##** if 11 or more digits are entered.
19. If desired, enter the address of the website for the customer in the Internet Address field. The website address can be up to **50** characters long.
Note: If your computer is connected to the Internet, click the **Go To** button located to the right of this field to launch the Internet browser and display the specified website.
20. If the customer is a company, enter the name of the person or department who should be contacted with any questions in the Contact Person field. The name can be alphanumeric and up to **30** characters long.
21. Select the Email Statements field in order to email statements to the customer. A checkmark will appear in the box if the field is selected.
Note: If the Email Statements field is selected, the customer must have a valid email address entered in the Business, Personal, or Other field in the Email Addresses section with at least one of the usage fields (Direct Deposit, Tax Forms, or Other Communication field) selected for each applicable email address (the usages for which email addresses to use is specified at the time the statements are emailed).
22. Leave the Last Invoice Date field blank when entering the new customer, as the system will automatically update this field with the latest date an invoice (or prepaid invoice, if applicable) was entered and posted for the customer. If a date is in this field, it will display below the customer's address when entering invoices, prepaid invoices, and payments.
23. Leave the Last Payment Date field blank when entering the new customer, as the system will automatically update this field with the latest date a payment (or prepaid invoice, if applicable) was entered and posted for the customer. If a date is in this field, it will display below the customer's address when entering invoices, prepaid invoices, and payments.
24. Enter any additional information to track for the customer in the Comments field, if desired. The comment can be alphanumeric and up to **1,000** characters long. If a comment is entered, it will display below the customer's address when entering invoices, prepaid invoices, and payments.
25. If desired, enter the email address(es) for the customer in the Email Addresses section.
 - a. Enter the business email address for the customer in the Business Email Address field. Enter a home or personal email address for the customer in the Personal Email Address field. Enter another email address for the customer in the Other Email Address field. The email addresses can be up to **50** characters long and must follow the proper format of "username@example.com".
 - b. Specify the uses for each email address by selecting the appropriate usage fields (Direct Deposit, Tax Forms, and/or Other Communication fields). If the customer will be sent other email communications, such as reports, from within the School Accounting System using the particular email address, select the Other Communication field. Disregard the fields for Direct Deposit and Tax Forms as they are not applicable to a customer (would only be used in other areas if the customer had multiple entity roles). A checkmark will appear in the box if the field is selected.
Note: In order to email reports or statements to a particular email address for the customer, at least one of the usage fields (Direct Deposit, Tax Forms, or Other Communication field) must be selected for the email address (at the time a report or statement is emailed, the usages for which email addresses to use is then specified).
26. Click the **Save** button to save the new customer.

Changing a Customer:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Customers**.
2. At the Customers screen, enter the ID of the customer to change in the Customer ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

Note: If the ID entered in the field is for an entity not currently flagged with the entity role of AR Customer, a prompt will appear asking if the AR Customer role should be added; click **Yes** to make the entity a customer in Accounts Receivable.

3. Make the desired changes to the customer.
 - a. To change the country for where the customer is located in the Country field, do one of the following: 1) click the **down-arrow** button for the State/Province field (or press the **Ctrl+F** keys to access the search feature), change the filters for the Country Code, and then select the appropriate state or province within the desired country; or 2) delete the information in the State/Province field, change the Country field as needed, and then complete the State/Province field again.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the customer was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the customer, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new customer with the specified ID that is a duplicate of the current customer, click the **Create New** button.

Deleting a Customer:

Note: If a customer has been used with a data entry item in Accounts Receivable, the system will not allow it to be deleted; however, a customer that will no longer be used can be made inactive by removing the checkmark for the Active field within the Customer File. If a customer was defined only with an Entity Role of AR Customer, it will be completely deleted from the system with the process below; however, if the customer had multiple Entity Roles, the ID will remain valid for the other applicable areas and just the Entity Role of AR Customer will be deleted.

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Customers**.
2. At the Customers screen, enter the ID of the customer to delete in the Customer ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the customer to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Staff

Staff is an optional file in Accounts Receivable that is used to subcategorize customers, if desired. For example, staff can be used to define the employees at a company or the children in a family. Within the Staff option, each staff member has a record containing the first and last name and is assigned to a particular customer.

Adding a Staff Member:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Staff**.
2. At the Staff screen, click the **New Record** button. See **Diagram A**.

Note: For any field equipped with the repeat function, click the **Repeat** button or press the **Ctrl+R** keys to repeat the previous entry for the specified field. The repeat function is only available after your initial entry.

3. Enter a unique ID for the staff member in the Staff ID field. The ID can be alphanumeric and up to **10** characters long (no spaces).

Note: To have the system automatically assign the ID using the first 10 characters (letters only) of the name entered in the Last Name field, leave the ID field blank; once the record is saved, the ID will be assigned.

4. Select the Active field to stipulate the staff member is currently active and used by the district. A checkmark will appear in the box if the field is selected. When adding a new staff member, the Active field is selected by default.

The Staff ID can be alphanumeric and up to 10 characters long.

In this field, enter the ID of the customer for which the staff member is tied.

If desired, enter any additional information to track for the staff member here.

Diagram A

5. Enter the ID of the customer to which the staff member belongs in the Customer ID field. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.
6. Enter the last name of the staff member in the Last Name field. The last name can be up to **40** characters long.
7. Enter the first name of the staff member in the First Name field. The first name can be up to **30** characters long.
8. Enter any additional information to track for the staff member in the Comments field, if desired. The comment can be up to **1,000** characters long.
9. Click the **Save** button to save the new staff member.

Changing a Staff Member:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Staff**.
2. At the Staff screen, enter the ID of the staff member to change in the Staff ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Make the desired changes to the staff member.
4. After all the changes have been made, click the **Save** button.
5. If the ID for the staff member was changed, a prompt will appear verifying whether or not to change the ID or add a new one. To change the ID for the staff member, click the **Change** button. To not change the ID and revert to use the original ID, click the **Revert to Original** button. To add a new staff member with the specified ID that is a duplicate of the current staff member, click the **Create New** button.

Deleting a Staff Member:

Note: If a staff member has been used with invoices or prepaid invoices in Accounts Receivable, the system will not allow it to be deleted; however, a staff member that will no longer be used can be made inactive by removing the checkmark for the Active field within the Staff File.

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Staff**.
2. At the Staff screen, enter the ID of the staff member to delete in the Staff ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Once the staff member to delete is displayed on the screen, click the **Delete** button; when prompted to delete the record, click **Yes**.

Statement Report Setup

The Statement Report Setup option in Accounts Receivable is used to create the report format for statements, which are typically printed or emailed to customers at the end of each month. A report format for statements can include all the details for the charges (invoices) and payments made during the month by the customer and show the current balance due. With the Statement Report Setup option, a template of a standard statement report is opened (copied) when creating a new one, and then changes can be made to customize it.

Note: The template that is used when creating a new statement is the standard report called "Standard Customer Statement".

Adding a Statement Report Setup:

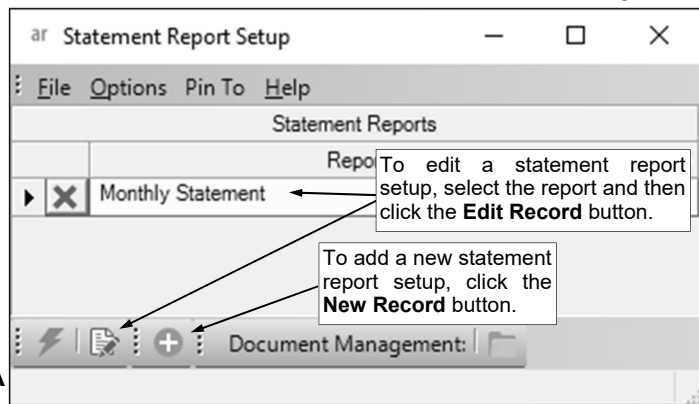
1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Statement Report Setup**.

2. At the Statement Report Setup screen, click the **New Record** button. See **Diagram A**.

3. When prompted, enter the name of the new statement report and click the **OK** button. The name can be alphanumeric up to **251** characters long.

Tip: Include "Statement" as part of the name to distinguish it from other custom Accounts Receivable reports.

4. Edit the statement report as desired. See **Diagram A**.



Refer to the "Editing a Report" topic in the Help File for detailed instructions.

Note: The Categories/Screens option (and the Categories/Screens button) is disabled within the Statement Report Setup option.

5. Click the **Save** button to save the new statement report.
6. Click the **X** in the upper right-hand corner to close the Edit Report screen.
7. If desired, click the **Execute** button to print the report from within the Statement Report Setup option.

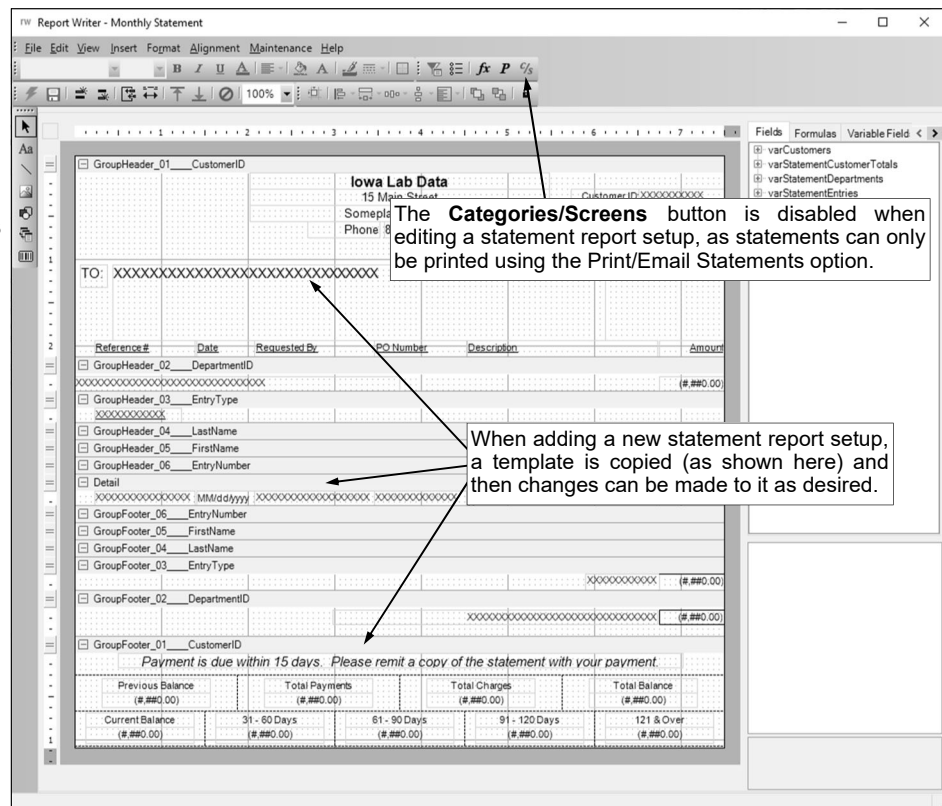


Diagram B

Note: The new statement report will only be available within the Statement Report Setup option and the Print/Email Statements option; it will not display under any of the **Reports** menus in Accounts Receivable and it will not be accessible in the Report Writer module.

Changing a Statement Report Setup:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Statement Report Setup**.
2. At the Statement Report Setup screen, select the statement report to change and then click the **Edit Record** button.
3. Edit the statement report as desired. Refer to the "Editing a Report" topic in the Help File for detailed instructions.

Note: The Categories/Screens option (and the **Categories/Screens** button) is disabled within the Statement Report Setup option.

4. Click the **Save** button.
5. Click the **X** in the upper right-hand corner to close the Edit Report screen.
6. If desired, click the **Execute** button to print the report from within the Statement Report Setup option.

Deleting a Statement Report Setup:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Statement Report Setup**.
2. At the Statement Report Setup screen, click the **Delete** button located to the left of the desired statement report to delete.
3. When prompted, click **Yes** to delete it.

Invoice Form Setup

The Invoice Form Setup option in Accounts Receivable is used to define a custom invoice format for printing the actual invoice forms that can be sent (or emailed) to customers. With the Invoice Form Setup option, a template of a standard invoice format is opened (copied) when creating a new one, and then changes can be made to customize it.

Note: The template that is used when creating a new invoice format is the standard report called "Standard Invoice Form".

Adding an Invoice Form Setup:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Invoice Form Setup**.

2. At the Invoice Form Setup screen, click the **New Record** button. See **Diagram A**.

Diagram A

3. When prompted, enter the name of the new invoice format and click the **OK** button. The name can be alphanumeric and up to **251** characters long.

Tip: Include "Invoice" as part of the name to distinguish it from other custom Accounts Receivable reports.

4. Edit the invoice format as desired.

5. Click the **Save** button to save the new invoice format.

6. Click the **X** in the upper right-hand corner to close the Edit Report screen.

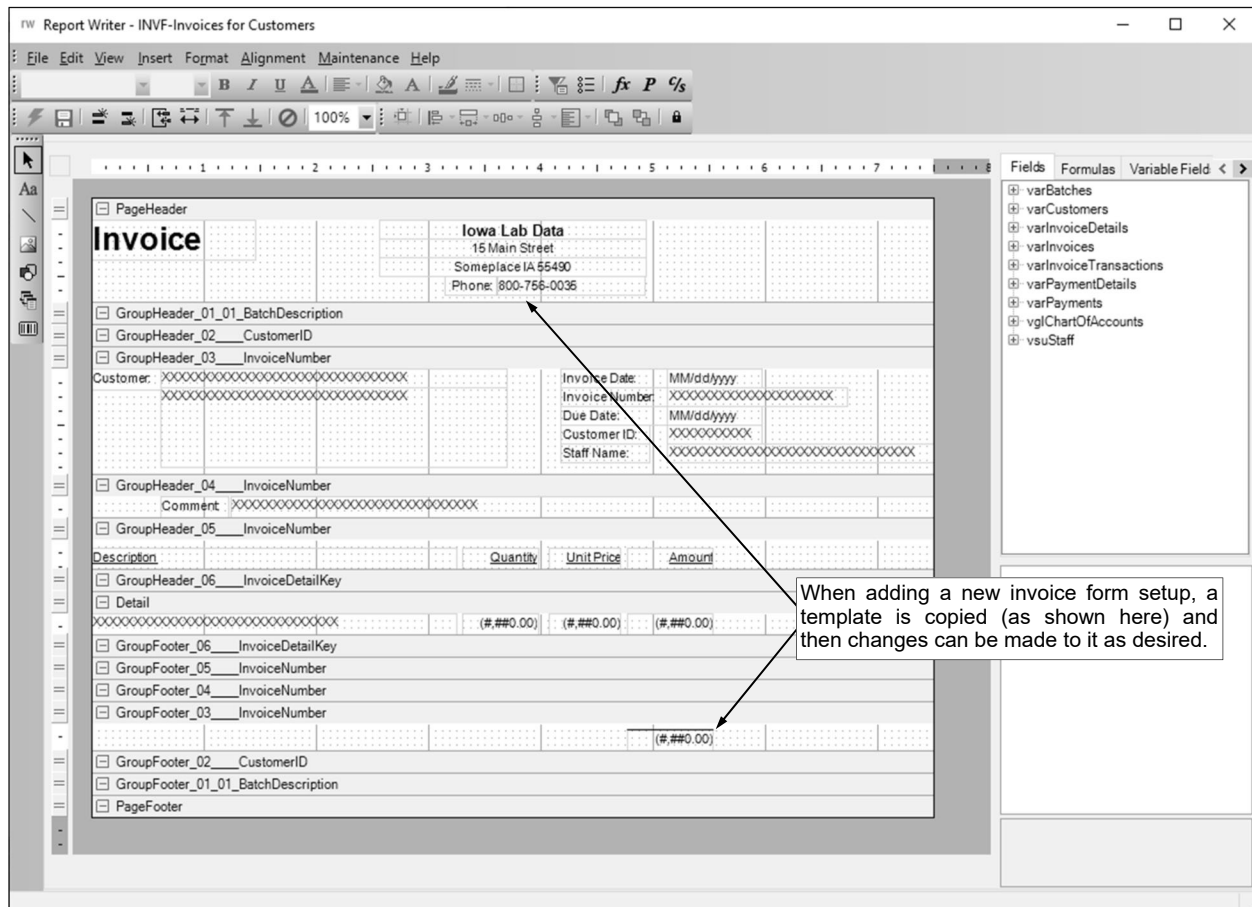
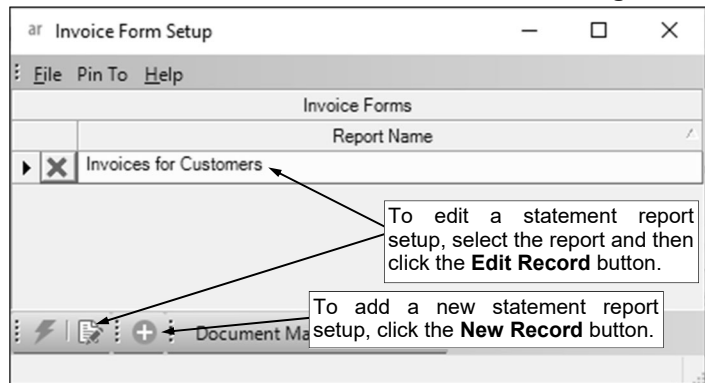


Diagram B

7. If desired, click the **Execute** button to print the report from within the Invoice Form Setup option.
8. In order to see the new report under the Reports menu on the Accounts Receivable screen, the Accounts Receivable screen must be refreshed by closing the screen and then re-opening it, or clicking the Refresh Screen icon in the lower right-hand corner of the Accounts Receivable screen.

Changing an Invoice Form Setup:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Invoice Form Setup**.
2. At the Invoice Form Setup screen, select the invoice format to change and then click the **Edit Record** button.
3. Edit the invoice format as desired. Refer to the "Editing a Report" topic in the Help File for detailed instructions.
4. Click the **Save** button.
5. Click the **X** in the upper right-hand corner to close the Edit Report screen.
6. If desired, click the **Execute** button to print the report from within the Invoice Form Setup option.

Deleting an Invoice Form Setup:

1. From the Accounts Receivable screen, select the **Maintenance** menu and then **Invoice Form Setup**.
2. At the Invoice Form Setup screen, click the **Delete** button located to the left of the desired invoice format to delete.
3. When prompted, click **Yes** to delete it.

MISCELLANEOUS

Customer Inquiry21
Void Invoices22
Clear Outstanding Invoices23
Change Due Date on Invoice24

Customer Inquiry

The Customer Inquiry option in Accounts Receivable shows all the transactions for a particular customer. All the invoices and payments that have been entered (both posted and unposted) for the customer are included in the inquiry. The detail information, such as the date, description, and account number(s), for each transaction are shown.

The customer balances, which are tracked automatically by the system, also display within the Customer Inquiry option, and can be viewed by department, if desired. The balances shown in the Customer Inquiry option include the previous balance; the totals of invoices and payments entered and posted in the month; the totals of invoices and payments entered but not yet posted; the totals of invoices and payments entered and posted in future months; the outstanding balance due from the customer including unposted and future invoices and payments; the aged outstanding balances for Current, 31-60 Days, 61-90 Days, 91-120 Days, and 121+ Days; and the fiscal year totals of invoices and payments.

Note: The aging method (Month of Due Date or Processing Month) by which the outstanding balances (amounts due) are determined is set in the Accounts Receivable System File. When calculating the balances, the system subtracts the payments from the oldest balances first within each department.

Completing an Account Inquiry:

1. From the Accounts Receivable screen, select the **Options** menu and then **Customer Inquiry**.

Note: The Customer Inquiry option can also be accessed from the **Options** menu within the Customers, Invoices, Payments, and Prepaid Invoices options.

2. At the Customer Inquiry screen, enter the ID for the customer for which to complete the inquiry in the Customer ID field. See **Diagram A**. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

Note: To search for a specific invoice or payment instead, key the number of the invoice or payment in the appropriate field, or click the **Search** button for the applicable field to select the desired one.

3. To view the transactions and balances for only one particular department for the customer, enter the ID of the department to view in the Department ID field. If the ID is not known, click the **down-arrow**

Customer ID: JONES
 Department ID: [Empty]
 Invoice Number: [Empty]
 Payment Number: [Empty]
 Processing Month: 10/2018

TIM AND JANICE JONES
 PO BOX 122
 SOMEPLACE ND 58000

Previous Balance	0.00	Current Balance	60.75
Current Invoices	60.75	31-60 Day Balance	0.00
Current Payments	0.00	61-90 Day Balance	0.00
Unposted Invoices	0.00	91-120 Day Balance	0.00
Unposted Payments	0.00	121+ Balance	0.00
Future Invoices	0.00	Fiscal Year to Date Invoices	793.25
Future Payments	0.00	Fiscal Year to Date Payments	732.50
Total Balance	60.75		

Transaction Type	Transaction Date	Invoice/Payment Number	Has Documents	Transaction ID	Transaction Description	Transaction Amount	Transaction Balance	Department	
Transaction Type: Invoice							793.25	60.75	
Transaction Date: 10/20/2018							60.75	60.75	
Invoice/Payment Number: 115							60.75	60.75	
Invoice	10/20/2018	115		GBBUNIFORM	Girls Basketball Uniforms Fee	50.75	50.75	ATHLETICS	
Invoice	10/20/2018	115		GBBMISCFEE	Girls Basketball Miscellaneous Fees	10.00	10.00	ATHLETICS	
Transaction Date: 09/01/2018							732.50	.00	
Invoice/Payment Number: 105							257.50	.00	
Invoice	09/01/2018	105		LUNCHCHRG	Lunch Ticket Purchase	137.50	.00	LUNCH	
Invoice	09/01/2018	105		LUNCHMILK	Milk Ticket Purchase	20.00	.00	LUNCH	
Invoice	09/01/2018	105		LUNCHBRKFS	Breakfast Ticket Purchase	100.00	.00	LUNCH	
Invoice/Payment Number: 106							237.50	.00	
Invoice	09/01/2018	106		LUNCHCHRG	Lunch Ticket Purchase	137.50	.00	LUNCH	
Invoice	09/01/2018	106		LUNCHBRKFS	Breakfast Ticket Purchase	100.00	.00	LUNCH	

Diagram A

button to select the correct one. Leave the field blank to view the transactions and balances for all departments for the customer.

4. Enter the month for which to compute and display the balances in the Processing Month field. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. By default, the most recent (greatest) month used for a batch in Accounts Receivable will appear, but can be changed.
5. All the transactions for the particular customer appear in the Transaction Detail List and the balances appear in the upper right corner of the screen. The balances that display include the previous balance; the totals of invoices and payments entered and posted in the month; the totals of invoices and payments entered but not yet posted; the totals of invoices and payments entered and posted in future months; the outstanding balance due from the customer including unposted and future invoices and payments; the aged outstanding balances for Current, 31-60 Days, 61-90 Days, 91-120 Days, and 121+ Days; and the fiscal year totals of invoices and payments.

Note: The aging method (Month of Due Date or Processing Month) by which the outstanding balances (amounts due) are determined is set in the Accounts Receivable System File. When calculating the balances, the system subtracts the payments from the oldest balances first within each department.

Tip: The order of the columns in the Transaction Detail List can be changed by clicking on the column heading and dragging the column to the desired location. To change the order of the columns, or hide columns, so that the settings are retained for the next time the Customer Inquiry option is accessed, use the Set Screen Preferences option. If the screen preferences are changed, the default screen preferences can be restored, if desired.

6. To view the detail information for a particular invoice or payment, double-click the desired line for the invoice or payment. See **Diagram B**. When finished, click the **Cancel** button to display only the information on the left side of the screen.

Note: If desired, if viewing the detail information for a line item on a payment, click the **To Screen** button located to the right of the Payment Number field to preview or reprint a copy of the receipt using the report entered in the Default Payment Receipt Report field in the Accounts Receivable System File. If viewing the detail information for a line item on a payment, click the **Go To** button located to the right of the Invoice Number field or Advance Payment Number field to view the detail information for the invoice or advance payment.

7. To print the information for the customer inquiry, complete a print screen, print grid, or print a Customer Balances or Department Balances report from the **Reports** menu, or if desired, export the information in the Transaction Detail List to a file using the Export Grid option.

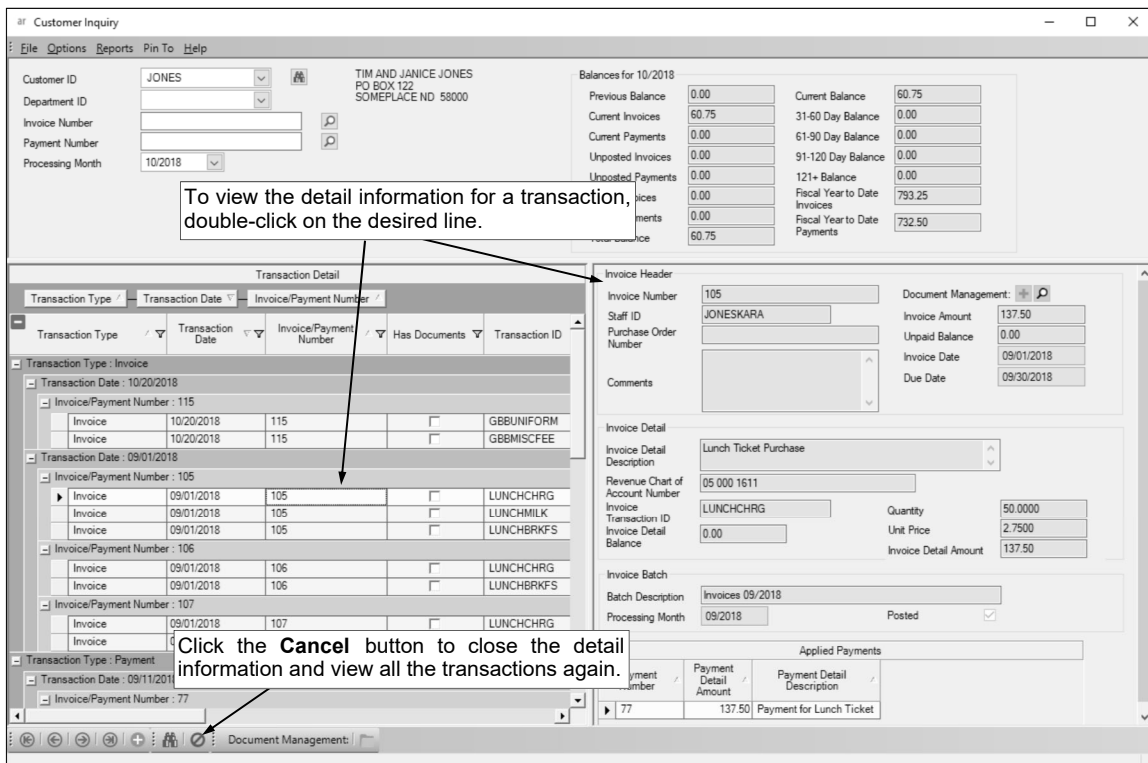


Diagram B

Void Invoices

The Void Invoices option in Accounts Receivable is used to void a posted invoice for a customer if the invoice no longer applies, or if trying to correct a posted invoice since only the due date can be changed for an invoice in Accounts Receivable once it has been posted (the incorrect invoice must first be voided and then reentered). With the Void Invoices option, a copy of the original invoice is created using negative amounts in order to reverse entries originally posted to General Ledger, if applicable; the original invoice is not deleted. The invoice that is created as a negative copy is renumbered to start with a **V*** to indicate it was created to void the original invoice. For example, if invoice number **12345** for a total of \$500.00 was voided, the original invoice would remain in the system as is and then a second invoice would be created as invoice number **V*12345** for a total of -\$500.00.

The Void Invoices option voids one invoice at a time, and only allows invoices that have not been fully or partially paid to be voided. If part of an invoice was previously paid, utilize the Clear Outstanding Invoices option to cancel (reverse) the remaining balances for selected detail lines.

Note: The amounts for voided invoices, including both the original invoice amount and the void invoice amount, are omitted from the customer balances and will not print on the statements.

Voiding an Invoice:

1. From the Accounts Receivable screen, select the **Options** menu and then **Void Invoices**.
2. At the Void Invoices screen, enter the ID of the customer for the invoice to void in the Customer ID field. See **Diagram A**. If the ID is not known, click the **down-arrow** button to select the correct one, or press the **Ctrl+F** keys to access the search feature.

Note: Click the **Find** button to select the correct customer and invoice number of the invoice to void; then continue with Step 4.

3. Enter the number of the invoice to void in the Invoice Number field. If the invoice number is not known, click the **Find** button to select the correct one.

Note: Only invoices that have not been fully or partially paid can be voided. If part of an invoice was previously paid, utilize the Clear Outstanding Invoices option to cancel (reverse) the remaining balances for selected detail lines.

4. The information for the specified invoice will display on the right-hand side of the screen, including the Invoice Amount and Invoice Date.
5. Enter the date the invoice is voided in the Void Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.
6. Enter the month for which to post the voided invoice in the Void Month field. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

Note: Only for organizations that operate on an accrual basis, if the month entered is *prior* to the current month, all the financials from the month specified and *forward* will be affected (changed).

7. Click the **Execute** button to void the specified invoice.
8. When prompted to continue, click **Yes** to void the invoice.

The screenshot shows the 'Void Invoices' window with the following fields and values:

Field	Value
Customer ID	SMITHJ
Invoice Number	116
Void Date	11/30/2020
Void Month	11/2020
Invoice Amount	60.75
Invoice Date	10/20/2020

A callout box points to the Void Date and Void Month fields with the text: "Enter the date and month when the invoice is voided. Leave the fields blank to default to the current date and month."

Diagram A

Clear Outstanding Invoices

The Clear Outstanding Invoices option in Accounts Receivable cancels (reverses) the remaining balances for selected detail lines on outstanding invoices for a customer, including invoices that have been partially paid.

With the Clear Outstanding Invoices option, a copy of the original invoice is created, containing only the cancelled detail lines using negative amounts in order to reverse entries originally posted to General Ledger, if applicable; the original invoice detail lines are not deleted. The invoice that is created as a negative copy for the cancelled detail lines is renumbered to start with a **R*** to indicate it was created to reverse the cancelled invoice detail lines. For example, if invoice number **1234** for a total of \$500.00, with two detail lines for \$250.00 each, had one of the detail lines cleared, the original invoice would remain in the system as is and then a second invoice would be created as invoice number **R*1234** for a total of -\$250.00 for the one cancelled detail line.

Note: The amounts for cleared invoices, including both the original invoice amount and the cleared (reversed) invoice detail line amounts, are included in the customer balances and will print on the statements for the appropriate months in which they were cancelled.

Clearing Outstanding Invoices:

1. From the Accounts Receivable screen, select the **Options** menu and then **Clear Outstanding Invoices**.
2. At the Clear Outstanding Invoices screen, enter the ID of the customer for the invoices to clear (reverse) in the Customer ID field. See **Diagram A**. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. Enter the date the invoice detail lines are cleared (reversed) in the Clear Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current date.
4. Enter the month for which to post the cleared (reversed) invoice detail lines in the Clear Month field. Use the **mm/yyyy** format or click the **down-arrow** button to select the desired date. Leave the field blank to default to the current month (as based on the computer date).

Note: Only for organizations that operate on an accrual basis, if the month entered is *prior* to the current month, all the financials from the month specified and *forward* will be affected (changed).

5. All the outstanding invoices (those with balances remaining) for the specified customer appear in the Invoice Information List. Select the invoice detail lines to clear (reverse):
 - **To select an invoice detail line**, click the box in the Selected column for the desired invoice detail line. A checkmark will appear in the box if a detail line is selected.
 - **To select all the detail lines on a particular invoice**, click the box in the Selected column for the desired invoice number. If selected, a checkmark will appear in the box for the invoice number and for all the detail lines for the invoice.

Invoice Number	Department ID	Selected	Invoice Detail Description	Invoice Detail Amount	Invoice Detail Balance	Invoice Date	Processing Month
Total :				72.20	72.20		
Invoice Number : 102				11.45	11.45		
102	LIBRARY	<input checked="" type="checkbox"/>	Library Book Fine	1.50	1.50	09/10/2020	09/2020
102	LIBRARY	<input checked="" type="checkbox"/>	Library Book Lost or Damaged Fee	9.95	9.95	09/10/2020	09/2020
Invoice Number : 116				60.75	60.75		
116	ATHLETICS	<input type="checkbox"/>	Girls Basketball Uniforms Fee	50.75	50.75	10/20/2020	10/2020
116	ATHLETICS	<input type="checkbox"/>	Girls Basketball Miscellaneous Fees	10.00	10.00	10/20/2020	10/2020

Diagram A

- **To select all the detail lines for all invoices displayed on the screen**, click the box in the Selected column for the Total line. If selected, a checkmark will appear in the box for the Total line and for all the detail lines for all invoices on the screen.
6. Click the **Execute** button to clear (reverse) the selected invoice detail lines.
 7. When prompted to continue, click **Yes**.

Change Due Date on Invoice

The Change Due Date on Invoice option in Accounts Receivable is used to change the due date on a posted invoice (or prepaid invoice). With the Change Due Date on Invoice option, the outstanding balances are also automatically refigured after the due date is changed, if applicable.

Note: The outstanding balances are only refigured with the Change Due Date on Invoice option if the method for determining the age of the outstanding balances is based on the month of the due date of the invoices (**Month of Due Date** is selected in the Aging Method field in the Accounts Receivable System File).

Changing Due Date on Invoice:

1. From the Accounts Receivable screen, select the **Options** menu and then **Change Due Date on Invoice**.
2. At the Change Due Date on Invoice screen, enter the number of the invoice (or prepaid invoice) for which to change the due date in the Invoice Number field. See **Diagram A**. If the invoice number is not known, click the **down-arrow** button or the **Find** button to select the correct one.
3. The date currently designated as the due date for the invoice displays in the Old Due Date field.
4. Enter the new date to use as the due date for the invoice in the New Due Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date.
5. Click the **Execute** button.
6. When prompted to continue, click **Yes**.

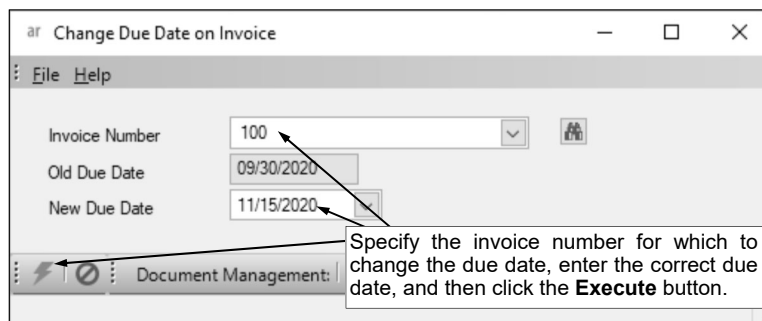


Diagram A