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Accounts Receivable

The Accounts Receivable module displays information about individual outstanding income sources. Use this screen to verify that invoice receipts, cash receipts, and other revenue entries are credited to the proper General Ledger account. The A/R module is integrated with the inventory system and is capable of automatic offsets of internal accounts. You may browse both current and new year histories. The System also allows you to print both current and new year history reports.
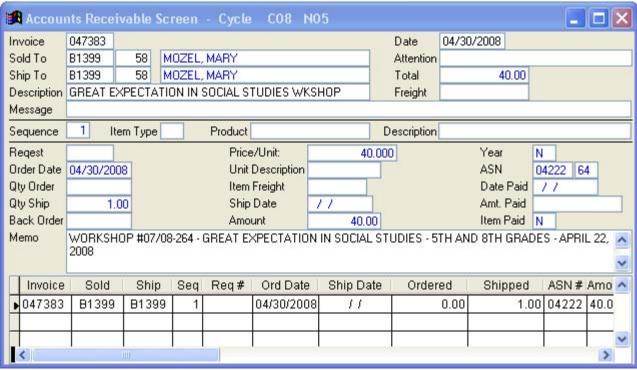
This module has four component screens. They are:

- Accounts Receivable

- Cash Receipts Batch Entry Screen

- Cyclical Cash Receipts Batch Entry

- Accounts Receivable History

You may not make entries or edit line items on the *Accounts Receivable* and *Accounts Receivable History* screens, they are read-only. Use the *Cash Receipts Batch Entry Screen* to enter batches of cash and invoice receipts. Enter groups of regularly recurring receivables in the *Cyclical Cash Receipts Batch Entry* screen.

Accounts Receivable Screen

Use this screen to find and view details of specific invoices. Select **Modules → Accounts Receivable → Accounts Receivable Screen** to open this screen. Bring individual invoices to the screen by using either the **Browse** or **Find** functions. Use the bottom portion of the screen to scroll through invoice line items. Click on individual line items to see details of that item.

Accounts Receivable Screen

You may edit invoice header information, along with the "Memo" field. You may not edit the line item fields from this screen.

Instructional documentation to complete the following processes related to the Accounts Receivable Screen can be found on the following pages:

- Accounts Receivable: Toolbar Options   7-9

Accounts Receivable Screen Operations

Send Current Year Invoices to New Year   Transfers invoices for processing in the new fiscal year. This removes all postings related to these invoices for the current year and places them in the new year.

Send New Year Invoices to Current Year Transfers invoices for processing in the current fiscal year. This removes all postings related to these invoices for the new year and places them in the current year.

Accounts Receivable Screen Reports

Re-Create Invoice Original Copy Generates an original print of the currently displayed invoice.

Re-Create Invoice All Copies Prints copies of the currently displayed invoice.

A/R Detail List by Customer Lists all invoices grouped by customer.

A/R Detail List by Invoice Lists all invoices grouped by invoice number.

A/R Detail List by ASN Lists all invoices grouped by ASN number.

Customer Aging Report Lists totals of invoices by customer.

Customer Aging Report by Date Lists totals of invoices by customer, sorted by date.

Facility Aging Report Lists totals of invoices by facility.

Past Due Stmnt for one Customer Prints a "Past Due" statement for one customer.

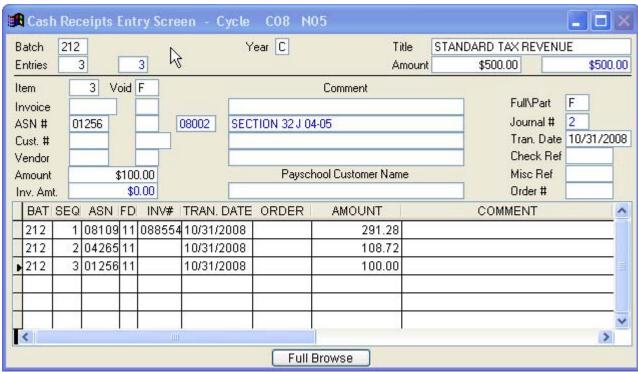**Statement of Past Due Invoices** Prints statements listing each customer's past due invoices.

A/R Detail List by Facility Lists all invoices grouped by facility.

Accounts Receivable Screen View Options

Accounts Receivable Receipt History Displays accounts receivable transaction history.

Cash Receipts Batch Entry Screen

Use this screen to post batches of both cash and invoice receipts. Open the screen by selecting **Modules → Accounts Receivable → Cash Receipts Batch Entry Screen**. Enter individual receipts as line items on the screen. The System automatically posts the group of receipts to their respective accounts when you finish.

Cash Receipts Batch Entry Screen

Instructional documentation to complete the following processes related to the Cash Receipts Batch Entry Screen can be found on the following pages:

- Cash Receipts: Creation and Posting   7-10
- Pay School File Import   7-12

Cash Receipts Batch Entry Screen Operations

Post a Batch   Posts the batch currently displayed to the General Ledger. The System will ask you for cycle and run numbers; the cycle number is the fiscal month and the run number is a unique number for reporting. See the Accounts Payable chapter for more information.

Change Batch Offsets   Performs a mass reassignment of offsetting accounts for the currently displayed batch.

Cash Receipts Batch Entry Screen Reports

Print a Batch   Prints the batch currently displayed; includes ASN totals.

Print a Batch W/O Totals   Prints the currently displayed batch without ASN totals.

Cash Receipts Batch Entry Screen View Options

View All Batch Information   Displays all A/P, A/R, and journal batches in browse format.

Cyclical Cash Receipts Batch Entry Screen

This screen allows you to post in one operation revenues that come in on a regular schedule. This kind of revenue might include such things as scheduled cash reimbursements, or installment payments. Open the screen by choosing **Modules** → **Accounts Receivable** → **Cyclical Cash Receipts Batch Entry**.

Cyclical Cash Receipts Entry Screen

Instructional documentation to complete the following processes related to the Cyclical Cash Receipts Entry Screen can be found on the following pages:

Cyclical Cash Receipts Batch Entry Screen Operations

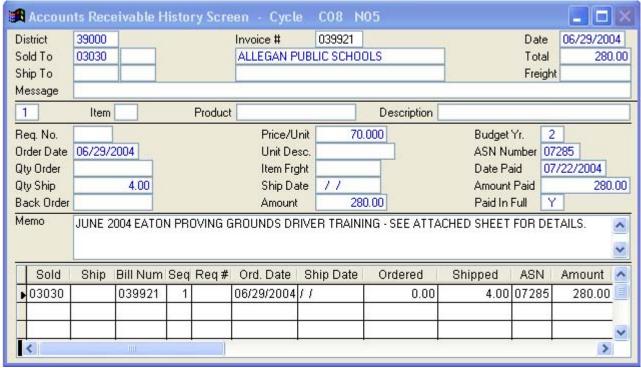|	
Send Batch to Cash Receipts	Copies the batch currently displayed to the *Cash Receipts Screen*.
Mass Change Transaction Date	Changes the transaction date of all entries in the batch to a specified date.

Cyclical Cash Receipts Batch Entry Screen Reports

Print a Batch   Prints the batch currently displayed on your screen.

Accounts Receivable History Screen

The *Accounts Receivable History Screen* displays all invoices paid or voided since the last year-end shift. Choose **Modules** → **Accounts Receivable** → **Accounts Receivable History** to open the screen.

Accounts Receivable History Screen

Instructional documentation to complete the following processes related to the Accounts Receivable History Screen can be found on the following pages:

- AR History Screen: Toolbar Options   7-17

Accounts Receivable History Screen Reports

A/R History List by Customer   Prints a full A/R history list sorted by customer.

A/R History for One Customer   Prints an A/R history for a single customer.

Accounts Receivable History Screen View Options

Accounts Receivable Receipt History   Displays A/R history for the currently displayed customer.

Accounts Receivable: Toolbar Options

Locate an Invoice Using Find or Browse

The System gives you three methods of opening an invoice in the *Accounts Receivable Screen*.

1. Open the screen by selecting **Modules** → **Accounts Receivable** → **Accounts Receivable Screen.** The screen opens to the last invoice you worked with. The cursor automatically goes to the "Invoice" field; this refers to the invoice number.

2. If you know the number of the invoice you wish to view, you can simply type it into the field, overtyping the number already there.

3. Alternatively, you can click **Find** on the toolbar.
    This opens a small window with a blank field for you to enter the invoice number you want. Enter the number, then click **OK**.
    The invoice you requested will open in the *Accounts Receivable Screen*.

4. As a third option, you can use the System's **Browse** function.
    Click **Browse** to open a numerical list of all open invoices. Scroll through the browse list to find the invoice you want to view.
    Highlight the invoice number you want by clicking on it with your mouse pointer.
    Press **Enter** to open the selected invoice to the screen.

Cash Receipts : Creation and Posting

CREATION

*** denotes a mandatory field

- Module: Accounts Receivable
- Screen: Cash Receipts Batch Entry Screen
    a. Click **New** on the toolbar, the cursor jumps to the "Batch" field when you open the screen.
    b. *****Batch #** : Key in the Batch Number and press **Enter**
    c. *****Year**: Key in year ("C" for Current or an "N" for New fiscal year)
    d. **Title**: Key in a title for this batch
    e. *****Entries**: Key in the number of items to be entered in this batch. Once entered, the second box will total the entries as entered until the amount in the second box matches the amount in the first box.
    f. *****Amount**: Key the total amount of batch receipts into the first box. The second box will total the entries as entered. The system will not allow a post until both boxes match.
    g. **Item**: Auto filled to count each item in sequence.
    h. **Void**: The system automatically enters **F**alse. Changing this to **T**rue reverses the entry and voids the invoice that follows.
    i. **Invoice**: Invoice number the receipt is being paid against.
    j. *****ASN**: ASN number will be defaulted by the System when the invoice number is entered. If there is no invoice number key in the ASN to apply the receipt to. **SPLIT:** If an invoice is split between 2 or more ASNs, each ASN will need to be on a separate record with the partial amount matching the invoice amount. Reference the receipt or tie the records together using the Comment field or the Misc Ref field.
    k. **Cust#**: Key in the Customer number and section that was used for the original invoice.
    l. **Vendor**: Not typically used for cash receipts.
    m. **Amount**: Key in the dollar amount to be applied to the ASN from the receipt.
    n. **Comment**: Key in any comment up to 30 characters long.
    o. **Full or Partial**: **F**ull or **P**artial payment, depending on the dollar amount entered. Automatically entered for an invoice. This is based on ASN number.
    p. **Journal #**: Defaulted by the system. Enters 2 for cash receipt or 9 for a voided invoice.
    q. *****Transaction Date**: The date you receive payment.
    r. **Check Ref**: Key in the check number of the check used for payment.
    s. **Misc Ref**: Used as a reference field if desired.
    t. **Order #:** Key in the customer purchase order, if used.

The system automatically saves the item when the cursor passes the "Order#" field. Enter additional items by repeating the above steps.

- Reports: Print a Batch
    a. Will allow you to preview or print the currently displayed batch.

POSTING

- Operation: Post a Batch
  a. Up to 5 batches may be posted at the same time. If the batch selected is coded with "N" for new fiscal year, you will be asked "Should this batch post to the New Fiscal Year?" If the batch selected is coded with "C" for current fiscal year, you will be asked "Should this batch post to the Current Fiscal Year?" If you select OK to either question, you must enter the correct cycle and run number for your entries. The cycle number is the FISCAL month. The run number should be unique, since it separates data for reporting purposes.

Pay School File Import

1) The file must come in an Excel format in the order stated. This file must be located in the directory labeled "\FA\IMPORT\" under the title "FAPAYIMP.XLS".

2) The spreadsheet must not contain any header lines or footer lines. It must contain data lines only. The spreadsheet must also be closed prior to attempting to import the file.

3) Once this file is in place you need to sign into the financial accounting system and select the Cash Receipts Batch Entry Screen.

4) From the batch screen select the Operation labeled "Import Payschool Spreadsheet Batch" and follow the prompts.

5) This will import the file from the spreadsheet into the batch number you select.

6) The field layout for your Purchase Card is as follows:
    i) Category   Character -   (21)
    ii) Order date   Date Format
    iii) Order Time   Time Format
    iv) Customer First Name   Character -   (18)
    v) Customer Last Name   Character -   (19)
    vi) Comment   Character -   (30)
    vii) Student ID   Numeric -   (9,0)
    viii) Student First Name   Character -   (15)
    ix) Student Last Name   Character -   (15)
    x) Filler   Character -   (13)
    xi) ASN   Character -   (5)
    (Please note that the ASN must be in text format including leading zeros to import properly from the spreadsheet)
    xii) Price   Numeric -   (8,2)
    xiii) Quantity   Numeric -   (8,0)
    xiv) Total   Numeric –   (12,2)

Cyclical Cash Receipts: Creation and Transfer

CREATION

*** denotes a mandatory field

- Module: Accounts Receivable
- Screen: Cyclical Cash Receipts Batch Entry
    a. Click **New** on the toolbar, the cursor jumps to the "Batch" field when you open the screen.
    b. *****Batch #** : Key the Batch Number and press **Enter**
    c. *****Year**: Type "C" for current or an "N" for new fiscal year.
    d. **Title**: Key a title for this batch
    e. *****Entries**: Key the total number of items to be entered in this batch. Once entered, the second box will total the entries as entered until the amount in the second box matches the amount in the first box.
    f. **Amount**: Key the total amount of the batch receipts into the first box. The second box will total the entries as entered. The system will not allow a post until both boxes match.
    g. **Item**: Auto filled to count each item in sequence.
    h. *****ASN**: Type the ASN to apply the receipt to.
    i. **Cust#**: Key the Customer number and section that was used for the original invoice.
    j. **Vendor**: Not typically used for cash receipts.
    k. *****Amount**: Key the dollar amount to be applied to the ASN from the receipt.
    l. **Comment**: Key any comment up to 30 characters long.
    m. **Full or Partial**: **F**ull or **P**artial payment, depending on the dollar amount entered. Automatically entered for an invoice. This is based on ASN number.
    n. **Journal #**: Defaulted by the system. Enters 2 for cash receipt or 9 for a voided invoice.
    o. *****Date**: The date you receive payment.
    p. **Check Ref**: Key the check number of the check used for payment.
    q. **Misc Ref**: Used as a reference field if desired.
    r. **Order #:** Key the customer purchase order, if used.

The system automatically saves the item when the cursor passes the "Order#" field. Enter additional items by repeating the above steps.

- Reports:
    a. Print a Batch
    b. Will allow you to preview or print the currently displayed batch.

TRANSFER

- Operations: Send Batch to Cash Receipts Batch Screen
    a. This operation transfers the batch to the Cash Receipts Batch Entry Screen for posting.
    b. You must enter the next regular cash receipts batch number to use. This is not the same number as the cyclical batch.

c. Indicate whether you want to zero the batch after sending or not. If you zero the batch after sending it to a cash receipts batch, the cyclical batch will be ready for the new amounts for the next entry. If you don't zero the batch the old amounts will remain in the cyclical batch. You can still modify these amounts by typing over them.

After the cyclical batch has been transferred to a cash receipts batch, you must go to the **Cash Receipts Batch Entry Screen** to post it.

POSTING

- Screen: Cash Receipts Batch Entry Screen
- Operation: Post a Batch
  a. Up to 5 batches may be posted at the same time. You will be asked "Should this batch post to the Current Fiscal Year?" If you select OK, you must enter the correct cycle and run number for your entries. The cycle number is the FISCAL month. The run number should be unique, since it separates data for reporting purposes.

Cyclical Cash Receipts: Update and Transfer

UPDATE

- Module: Accounts Receivable
- Screen: Cyclical Cash Receipts Batch Entry
- Click Browse
    a. Mark Browse Cyclical Batches
    b. Click OK
    c. Mark the batch number you want to update
    d. Click OK
    e. Now you can begin to make changes for the correct batch.
    f. Click Browse to Browse and Update Amounts or Browse and Update Comments.
    g. Choose your option
    h. Click OK

- **Browse and Update Amounts**
    a. Cursor will appear in the Amount column.
    b. Key the new amount for each line item. As you enter, the cursor will drop down to the next amount to be updated.
    c. After all amounts have been updated, click OK.

- **Browse and Update Comments (for updating each comment 1 by 1)**
    a. Cursor will appear in the Comment column.
    b.   Key the new comment for each line item. As you enter, the cursor will drop down to the next comment to be updated.
    c. After all comments have been updated, click OK.

- Click on something other than the browse list in the Cyclical Cash Receipts Entry screen.
- Operations: **Mass Change Transaction Date**
    a.   Key in the new transaction date.
    b.   Click OK.
    c. All records will be updated with the new transaction date.

- Click on something other than the browse list in the Cyclical Cash Receipts Entry screen.
- Operations: **Mass Change Comment**
    a. Key in the new comment.
    b. Click OK.
    c. All records will be updated with the new comment.

- Click on something other than the browse list in the Cyclical Cash Receipts Entry screen.
- Operations: **Mass Change Misc. Ref**
    a. Key in the new miscellaneous reference.
    b. Click OK.
    c. All records will be updated with the new miscellaneous reference.

TRANSFER

- Reports: Print a Batch
  a. Will allow you to preview or print the currently displayed batch.
- Operations: Send Batch to Cash Receipts Batch Screen
  a. This operation transfers the batch to the Cash Receipts Batch Entry Screen for posting.
  b. You must enter the next regular cash receipts batch number to use. This is not the same number as the cyclical batch.
  c. Indicate whether you want to zero the batch after sending or not. If you zero the batch after sending it to a cash receipt batch, the cyclical batch will be ready for the new amounts for the next entry. If you don't zero the batch the old amounts will remain in the cyclical batch. You can still modify these amounts by typing over them.

After the cyclical batch has been transferred to a cash receipts batch, you must go to the **Cash Receipts Batch Entry Screen** to post it.

POSTING

- Screen: Cash Receipts Batch Entry Screen
- Operation: Post a Batch
  a. Up to 5 batches may be posted at the same time. You will be asked "Should this batch post to the Current Fiscal Year?" If you select OK, you must enter the correct cycle and run number for your entries. The cycle number is the FISCAL month. The run number should be unique, since it separates data for reporting purposes.

AR History Screen: Toolbar Options

Locate an Invoice Using Find or Browse

The System gives you three methods of opening an invoice in the *Accounts Receivable History* screen.

1. Open the screen by selecting **Modules** → **Accounts Receivable** → **Accounts Receivable History Screen.** The screen opens to the last invoice you worked with. The cursor automatically goes to the "Invoice" field; this refers to the invoice number.

2. If you know the number of the invoice you wish to view, you can simply type it into the field, overtyping the number already there.

3. Alternatively, you can click **Find**.
   This opens a small window with a blank field for you to enter the invoice number you want. Enter the number, then click **OK**.
   The invoice you requested will open in the *Accounts Receivable History Screen*.

4. As a third option, you can use the System's **Browse** function.
   Click **Browse** to open a numerical list of all open invoices. Scroll through the browse list to find the invoice you want to view.
   Highlight the invoice number you want by clicking on it with your mouse pointer.
   Press **Enter** to open the selected invoice to the screen.