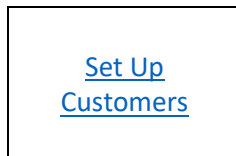


Accounts Receivable

Set Up Overview

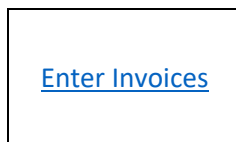
This diagram identifies the typical process for each task. For the most current and detailed information, refer to Help.



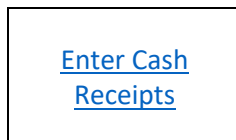
Set up customers in Accounts Receivable.

Workflow Overview

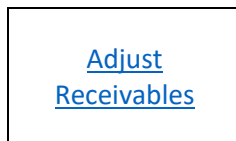
This diagram identifies the typical process for each task. For the most current and detailed information, refer to Help.



Record invoices that were prepared manually or outside the system.



Record invoice, customer, and miscellaneous cash receipts.



Edit and adjust existing invoices and cash receipts. Enter debit and credit memos, void invoices, and write off retainage.



Continued on next page...

[Post Entries](#)

Post entries so that the invoices and cash receipts will affect the customer balances and create entries to Contracts, Job Cost, General Ledger, and Cash Management.



[Reports and
Inquiries](#)

Print and review an invoice aging report. Age the customer balances based on invoice date or due date. You can do this as frequently as needed.

Set Up Customers

Below you will find a list of the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Setting up customers” topic.

1. From the **Setup** menu, select **Customer**.
2. Enter the customer ID.
3. Enter the customer name as you want it to appear on invoices, or click the binoculars icon and select a name from Address Book.
4. On the **General** tab, enter the customer’s address, telephone number and e-mail address.
5. Click the **Status** tab and enter the default terms for this customer.
6. Click the **Contacts** tab and enter the contacts associated with this customer.
7. Click the **Billing** tab and enter the customer’s billing information. If the customer’s billing address is different from its commercial address, enter it here. Select the finance charge defaults for this customer.
8. Click the **Tables** tab and enter the tables you want to use as defaults for this customer.
9. Click the **Taxes** tab and enter the tax groups you want to use for each cost type.
10. Click the **Checklist** tab and enter the checklist information for this customer.
11. Click each of the **Text** tabs and enter the text message you want printed on this customer’s invoices.
12. If you use custom fields, click the **Custom Fields** tab. Fill in the customer’s information.
13. Click [**Save**] when you are done entering the customer information.
14. Click [**Close**].



Note: Address Book will automatically be updated with customer and contact information.

Enter Invoices

You can use **Enter Invoices** to enter manual invoices that were not created in Billing.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Entering invoices” topic.

1. From the **Tasks** menu, select **Enter Invoices** and the view you want to use.
2. Enter the invoice information in the invoice grid at the top of the window.
3. Enter the distribution information in the distribution grid at the bottom of the window.
4. Click [**Finish**].
5. Enter the next invoice or click [**Finish**] if you are done entering invoices.
6. Print and review the Enter Invoices Journal.

Enter Cash Receipts

When you receive payments from customers, you need to record them in Accounts Receivable and apply them to the appropriate invoices. You may also receive miscellaneous payments that need to be applied to a specific General Ledger account or job.

The type of deposit determines the type of information that you need to enter. Enter data for cash receipts in four windows:

- **Deposit Information**—enter general deposit information. The deposit date entered here is used as the accounting date for General Ledger entries.
- **Deposit Items**—enter the individual deposit items included in the deposit.
- **Cash Receipt Selection**—apply the full or partial amount of the deposit item to an invoice. You can also write off an outstanding invoice or finance charge amount.
- **Enter Cash Receipts**—distribute deposit items to specific invoice distributions and enter customer cash receipts and miscellaneous GL and JC cash receipts. Miscellaneous GL cash receipts can be distributed to various General Ledger accounts. Miscellaneous JC cash receipts can be distributed to various jobs, extras, and cost codes.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Entering a customer cash receipt,” “Entering a Miscellaneous GL cash receipt,” “Entering a Miscellaneous JC cash receipt,” and “Entering an invoice cash receipt” topics.

1. From the **Tasks** menu, select **Enter Cash Receipts** and the entry view you want to use.
2. In the **Deposit Information** window, enter the deposit information and click [**OK**].

3. In the **Deposit Items** window, select the deposit item type and enter the customer, amount, and other deposit item information in the grid. Leave the customer blank if this is a miscellaneous GL or JC cash receipt.
4. In the **Cash Receipt Selection** window, select the invoices to which you want to apply the cash receipt. If this is a customer cash receipt, click [**Unapply**] to clear all invoices. Click [**Cash Receipts**].
5. In the **Enter Cash Receipts** window, select the appropriate **Cash Receipt Type** and enter the remaining information. Click [**Finish Cash Receipts**] to return to the **Deposit Items** window.
6. In the **Deposit Items** window, enter any additional deposit items, or if you are finished, click [**Finish**].
7. Print and review the Enter Cash Receipts Journal.

Adjust Receivables

After you post an invoice or cash receipt, you may realize that you made an entry error, or you may need to make an adjustment due to circumstances beyond your control. You can use **Adjust Receivables** to make corrections and create the appropriate entries to Contracts, Job Cost, General Ledger, and Cash Management.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Adjusting invoices” topic.

1. From the **Tasks** menu select **Adjust Receivables**.
2. Enter the **Customer ID**.
3. Enter the **Accounting date**.
4. Change the **View** as needed.
5. Select the invoice you want to adjust.
6. Click [**Adjust**] or [**Edit**].
7. Enter the adjustment or make any necessary edits and click [**Finish**] to save your entries.
8. If amount entered does not match the distributed amount, the **Distributions Out of Balance** window opens. If you click [**Auto Balance**], the invoice is automatically adjusted to equal the distributions. Click [**Cancel**] to manually correct the amount.
9. Click [**Finish**] to exit Adjust Receivables.
10. Print and review the Adjust Receivables Journal.

Write Off Retainage in Enter Cash Receipts:

1. From the **Tasks** menu, select **Enter Cash Receipts**.

2. Enter the deposit information and click **[OK]**.
3. Enter the deposit item information and click **[Save Line]**.
4. In the **Cash Receipt Selection** window, click **[Unapply]** to unapply all invoices. Select the invoice you want to write off.
5. Click **[Write off]**. The **Write-off Amount** window opens.
6. Enter the write-off amount for the invoice or the finance charge and click **[OK]** to return to the **Cash Receipt Selection** window.
7. Apply the cash receipt to the appropriate invoice and click **[OK]**.
8. In the **Deposit Items** window, enter the remaining deposit items or click **[Finish]**.
9. Print and review the Enter Cash Receipts and Adjust Receivables journals.



Note: You cannot write off more than the amount of the invoice.

Post Entries

Use the **Post Entries** command to update your customer totals and send entries to Job Cost, Contracts, General Ledger, and Cash Management.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Posting entries” topic.

1. Verify that all cash receipts and invoices are entered.
2. From the **Tasks** menu, select **Post Entries**.
3. Click **[Ranges]** to post specific batches.
4. Click **[Start]** to begin the post entries process.
5. Print and review the Accounts Receivable Post Entries report.

Reports and Inquiries

When you print the Customer Aging Summary report, or any custom aging report that uses the aging balances in the Master.arm file, you must run the **Age Receivable Balances** task prior to printing the report. This task ages the balances on the customer totals record. For transaction-based reports, you do not need to run this task.

The list below identifies the typical steps and reports for this task. For the most current and detailed information, refer to Help, specifically the “Aging receivables balances” topic.

1. From the **Tasks** menu, select **Age Receivable Balances**.
2. Enter the **Aging date**. The date you enter determines how amounts are aged. Depending on your Accounts Receivable settings (**File > Data Folder Settings > AR Settings > [Aging Settings]**), this date is compared to the invoice date or due date.
3. Click [**Ranges**] or [**Conditions**] to limit the customer balances that are aged.
5. Click [**Start**].
6. Print and review the Age Receivables Journal.