

PREFACE PREFACE

The AS/400 CIMS III Accounts Receivable Management User's Guide is intended for management and staff-level users of the Accounts Receivable Module (AMS). The book contains instructions for maintaining, year-end processing, and operating ARS.

How This Book

Each chapter in this book is numbered with the chapter number and page number within the chapter. The Table of Contents lists each chapter by number as well as the chapter subsections. A glossary and index at the end of the book provide you with extra information.

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LAST UPDATE: October 2007

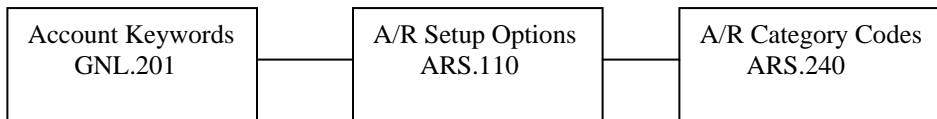
ACCOUNTS RECEIVABLE INTRODUCTION

This chapter describes how to use the CIMS III Accounts Receivable module. It also discusses the accounts receivable "flow" of operation and some alternatives of how it may be implemented within your environment.

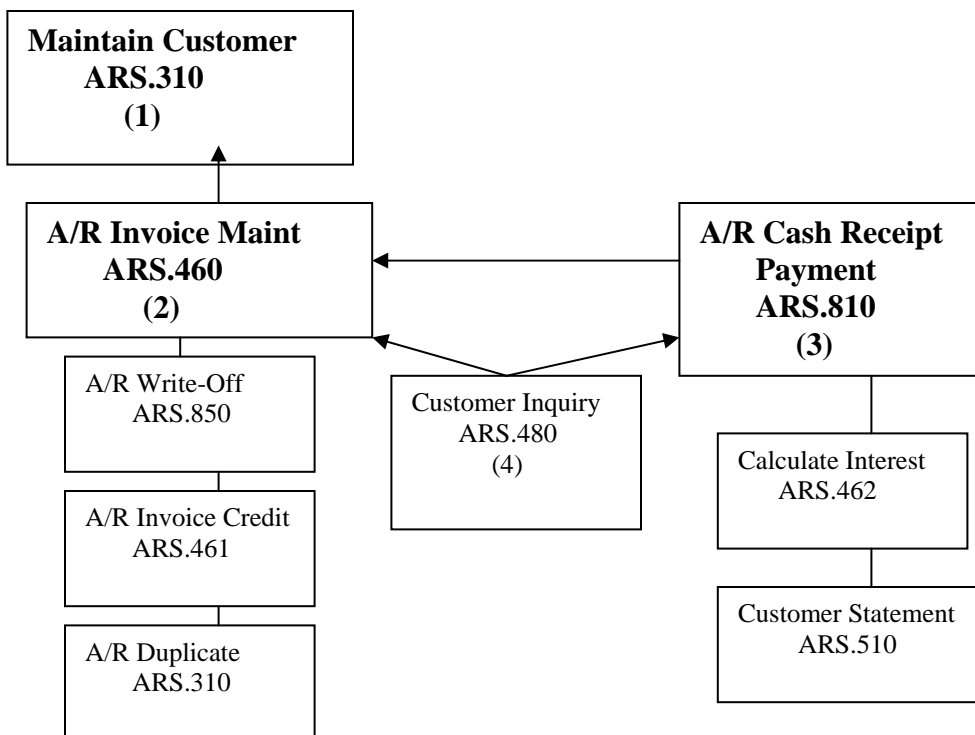
Refer to the Financial Management Year-End/Year-Start manual for additional information on how to initially setup Accounts Receivable and close operations at year end.

How Information Flows in AMS How Information Flows in AMS

Pre-Requisites/Codes:



General Operations



1. All Invoices must be assigned to a valid customer number that has first been created by program ARS.310. Each assigned customer number has associated name, address and default charge information that must be maintained. Current and Prior Year statement balances appear

for lookup only within the customer maintenance screen. Each customer may be assigned to a A/R Keyword or offset. This will allow you to break apart your receivables to more than one receivables account. Customers may be setup with default revenue account to help the inputter.

2. All invoice activity (create, delete, print, change) is done through program ARS.460 interactively. When ENTER is pressed to accept an invoice all accounts are updated immediately. When changes are done, revenue adjustments are made at that time. Invoices contain header information describing customer, receiver code and tax information as well as an unlimited amount of line item detail describing what has been invoiced.
3. Payment of Accounts Receivable Invoices may be maintained independently from the FMS Cash Receipt programs. All A/R payments received must be matched against invoice lines entered through ARS.460. The system allows partial payments and item "write-offs". Statement prints can show balances and payments if desired. NOTE: The system posts A/R Cash Receipts directly to the G/L. If desired, the posting procedure can be removed to allow standard FMS cash receipting.
4. On-screen or printed Customer inquiries can be done which show current and previous year balances and activity in summary. A second screen is also available that shows payment detail of every invoice item as well as a 30-60-90 Day payment review.

How AMS works with Other Applications

AMS integrates within the FMS, Student, and WHS modules. In FMS: When an invoice is entered, appropriate revenue is added to requested accounts and an offset is made to Accounts Receivable. When payment is received, the accounts receivable accounts and general bank funds are adjusted. GST and tax amounts are disbursed as requested in general options. Separate A/R journals are maintained that contain every transaction done through the A/R Module.

Note that revenue is recorded at the time the invoice is issued. When account lookup is used, users cannot see what invoice amounts may still be outstanding. Print an open invoice report by account and compare it to revenue account balances to help indicate "true" account balances.

In WHS: Permit Maintenance entries for facilities rentals can automatically create Accounts Receivable Invoices. This automates the process of creating permits to facilitate building/room rentals.

In Student: When Student billing entries are covered by a Sponsor or company, the day-end posting procedure will automatically create Accounts Receivable invoices. Also, when Continuing Education courses are paid for by a Company, day-end postings will automatically generate an A/R Invoice.

In Bookstore: When textbooks or materials purchased through the bookstore module are charged to a Sponsor or company through the POS system in bookstore, day-end postings will automatically generate an Accounts Receivable Invoice.

YEAR START-END AND SETUP OPERATIONS

The Accounts Receivable module follows similar setup and year end-start procedures to the FMS product:

- 1) Client Member must be setup each year.
- 2) Customer balances and invoices must be carried forward/backward. Balance figures must be reset.
- 3) General Code definition and DOCID criteria must be maintained
- 4) User **MUST** decide whether A/R Invoice and Cash Receipt Amounts should automatically post to the General Ledger. During initial startup or year carry-over Invoice Posting may be turned Off and On. Cash Receipt posting may be accomplished directly through A/R or users may choose to post independently through FMS Cash Receipts.

Items Necessary to Open the New Year

Use ARS.000 in the existing year to open the necessary files in the new Year. This procedure creates the necessary annual files. Make sure that you are 'A'dding for the next available financial year.

Once ARS files are open (ARS.000) just a few things have to be done in the newly created year to allow for activity to begin. I/T will have to assign you access to the new year and once this is established:

- a) In the New year use ARS.110 to setup the parameters for the new year.
- b) Use MGR.501 to change the numbering of Accounts Receivable Items (INV, INVA, INVW) if applicable, ie: if the numbering has been setup to hold year as its starting value.

Considerations - CarryForward A/R Invoices

It is critical that districts spend appropriate time to:

- a) Run Invoice cleanup to ensure all items are correct CLN.460 (leave prompts blank ENTER)
- b) Run ARS.335 to ensure customers balances are appropriately stated (leave prompts blank ENTER)
- c) review A/R invoices and decide which should be written off . Use ARS.612 in the existing year to get a printout that can be checked.
- d) review A/R entries for system completeness. If partial payments are appearing or Invoices that also have credit invoices - ALL of these items should be addressed. Specifically, make sure to use \$0 cash receipts to get appropriate line amounts marked as complete so that they do not carry to the new year. This step is **CRITICAL**. Your listing should be clean, ie: no positive/negative invoices unaccounted for.
- e) Run ARS.337 to doublecheck for any non-completed zero value entries. This program will automatically close them.
- f) Re-run ARS.612 to confirm that only outstanding values appear on the listing.
- g) Balance your Accounts Receivable Accounts with system entries. Your G/L A/R totals must match what ARS.612 shows. It may be helpful to run based on category if you have categorized your customers to match account keyword.

Once you are comfortable that all the above has been completed, you are ready to go into the newly created year and:

- a) check that the current A/R receivable accounts are \$0 or if operations have started note the balance totals so that once carryforward has completed you can balance the values
- b) Use ARS.345 to carryforward the invoices. Run the option Report Only 'Y'. Confirm that the report is accurate, ie:
 - There are no bad revenue accounts stated that need to be added to the new year
 - There are no partially stated A/R invoices of credit/debitOnce you are happy with the results, indicate Report Only 'N' to carry everything forward
- c) Balance the receivable accounts to entries brought forward
- d) Use ARS.336 to take current values (less carryforwarded amounts to populate the previous year field on each customer)
- e) Use ARS.335 to recalculate totals in the new year based on current plus everything brought forward
- f) Consider using ARS.975 to cleanup/inactivate customers based on activity.

General Accounts Receivable Operations

ARS.310 - Customer Maintenance

Customer information must be created before a billing can be recorded against an organization or person. Customer information can be changed as necessary. A customer cannot be deleted once activity has been done, ie: once an invoice has been generated for the number.

The user can choose to provide numbering for the customer ID sequence. It is recommended that a strategy be established as to how to do the numbering, ie: 92XXXXXX (for 1992 entries). Optionally, the system will auto-number customers.

Default A/R and Tax keywords are associated to a customer and then defaulted within invoice entry. Before creating a customer, program GNL.201 should be reviewed to assure that appropriate Accounts Receivable keywords have been created.

Program ARS.310 is primarily used to maintain customer information. It may also be used to inquire about current and prior year balances, last activity date and write-off balances. Customer balances are updated every time invoices and payments are made and adjusted.

A/R Customer Screens

Session A - [24 x 80] File Edit View Communication Actions Window Help

2/14/06 FY 6 TAKE TWO INC. 11:40:37 QPADEV0003
 AMS Customer Maintenance Ref: ARS.310 .11

Customer Number: 151 Active Y
 Srch DEPT OF ED - FRENCH DIVISION Student# _____
 Name DIVISION DU BUREAU DE Alternate _____
 Attn ATTN: MARY SMITH _____
 Address L'EDUCATION BRANCH _____
1181 PORTAGE AVE, LOCAL 509 _____
 City WINNIPEG _____
 Prv Pst MB R8NOT3 _____
 St Zip _____
 Phone # (____) _____ (____) _____
 Fax # (____) _____ (____) _____
 Terms: _____ A/R Keyword : ACCT REC
 Statement Type : D (B - Bal Fwd, 0 - Open, D - Det) Print State: Y
 Def PST Tax : .0000 % Def GST Tax : .0000 %
 PST Exempt# : _____ GST Exempt# : _____
 Allow Discount : N Discount % : .0000 %
 Oldest Item: 0 Avg Pay Cycle: 0 Last Activity: 0/00/00
 Current Balance: 314.13 Last Stat Bal: _____
 Cur. Year-To-Date: 1,099.46 Cur Write Off: _____
 Prior Year-To-Date: _____ Prv Write Off: _____
 Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

MA a 10/045
 [902 - Session successfully started] HP Color LaserJet 2500 PCL 6 on DOT4_001

Session A - [24 x 80] File Edit View Communication Actions Window Help

2/14/06 FY 6 TAKE TWO INC. 11:41:23 QPADEV0003
 AMS Customer Maintenance Ref: ARS.310 .12

Category GOV _____

Comments TROUBLE COLLECTING.

Email deptofed@gov.mb.ca

Mode: Change F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N

MA a 11/029
 [902 - Session successfully started] HP Color LaserJet 2500 PCL 6 on DOT4_001

Customer Number must be numeric and must be unique per customer. Customers can be retrieved by Name or number. It is not important to have the numbering sequence coincide alphabetically by customer.

Active flag must be answered "Y" in order to be able to create an invoice against a customer. Inactive customers disappear from customer selection prompts and reports.

Customer company, name, attention to and address information should be filled out completely for each customer. The system accepts both US and Canadian Addresses. There are 2 lines for Customer Name. The First Line should be used as a "S"earch name (eg. Bonneteau, Bert). The second line may be used to indicate the name that will appear on the statement if different than line 1. eg: Bert Bonneteau.

Account Keyword is important. This will determine the A/R offset account. If you must separate revenue types, then do this here by keyword.

Categories: The Account Keyword is customer based. If you want to be able to run A/R listings by account keyword, establish category codes to match.

ARS.460 - Invoice Entry and Maintenance ARS.460

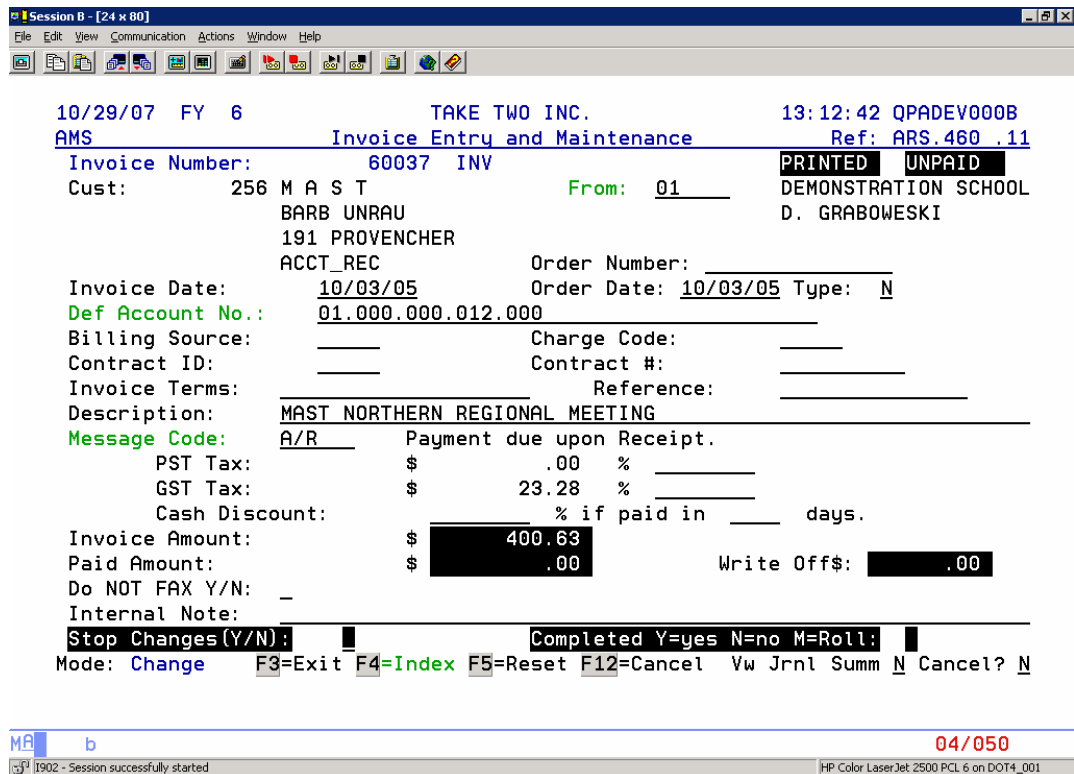
All charges and adjustments to invoices must be entered using program ARS.460. Waiving fees should be entered as Credit Invoices or Adjustment Invoices (ARS.461). All activity is performed interactively, ie: charges and postings are applied immediately to the accounts when ENTER is pressed to accept the invoice. Adjustments to invoices can be made until payment is complete or the user indicates to "Stop Changes". Status indicators for an invoice appear at the top right of the invoice to aid the user in identifying what "stage" the invoice is at, ie:

- PARTIAL - Some Invoice Items have been paid
- PAID - Invoice has been Paid in Full
- UNPAID - No payment has been received against the invoice
- PRINTED - Invoice has been "P"rinted
- OPEN - Invoice has not been closed
- REVISED - Changes have been made after invoice was printed

Invoice identification (numbering) is user controllable according to the DOCID chosen when "A"dding an invoice. If several departments or areas wish to determine their own invoice numbering scheme, use MGR.501 to create multiple DOCIDs. Users would select a DOCID when entering each invoice.

Note that similar to Purchase Orders and Requisitions, users must be permitted to use appropriate DOCIDs. Assure that access has been granted to A/R users by granting them authority through program GLB.001.

Customer Invoices consist of 2 parts (similar to Accounts Payable Invoicing). A user first enters default revenue accounts, payment terms, discount amounts, and invoice description. Once this has been completed a second screen appears allowing the user to enter an unlimited amount of invoice items to which charges are being made for. Each line works independently from the next so charges can be made to multiple accounts and the user can control tax, discounting and description for each individual line. Note that A/R Payments are made based on line items. If partial payments are expected, the expected payments should each be entered as a separate line on the invoice entry screen. Invoices cannot be deleted once payment or partial payment has been made against the invoice number. If outstanding amounts are to be waived, a second adjustment/credit invoice should be created. An invoice must have a valid customer number, DOCID, revenue account, amount, and receiver code to be accepted by the system.



The Invoice number may be user assigned or sequential depending on the DOCID chosen.

A valid customer number must be entered. If the customer does not exist to AMS, the user will have to cancel from invoice entry and add the customer using program ARS.310.

The Account Receivable keyword is shown. Double-check that you are OK with this and proceed.

A user may choose to report on "types" of invoices. If appropriate, the user can classify invoices to be "N"ormal, an "A"adjustment invoice (for cancelled or credit invoices), "C"ash invoice (miscellaneous) or an "I"nterest payment invoice.

The current date defaults as invoice date and be overwritten. Revenue amounts will post in accordance with the month indicated as invoice date.

Similar to purchase orders, a default revenue account **MUST** be entered on the initial header page of the invoice. This account number will appear on each invoice line item to be entered but it can be overwritten.

If invoice terms were entered within the customer maintenance screen, the text would by default appear. This field as well as an additional reference field allows the user to indicate how payment must be made. Text can appear on statements and customer invoices as required.

Contents of the description field appear within journal and G/L reports. By default the customer name appears and it can be overwritten.

If required, the user can indicate a message code (as defined in PUR.202) that he wishes printed at the bottom of a customer invoice.

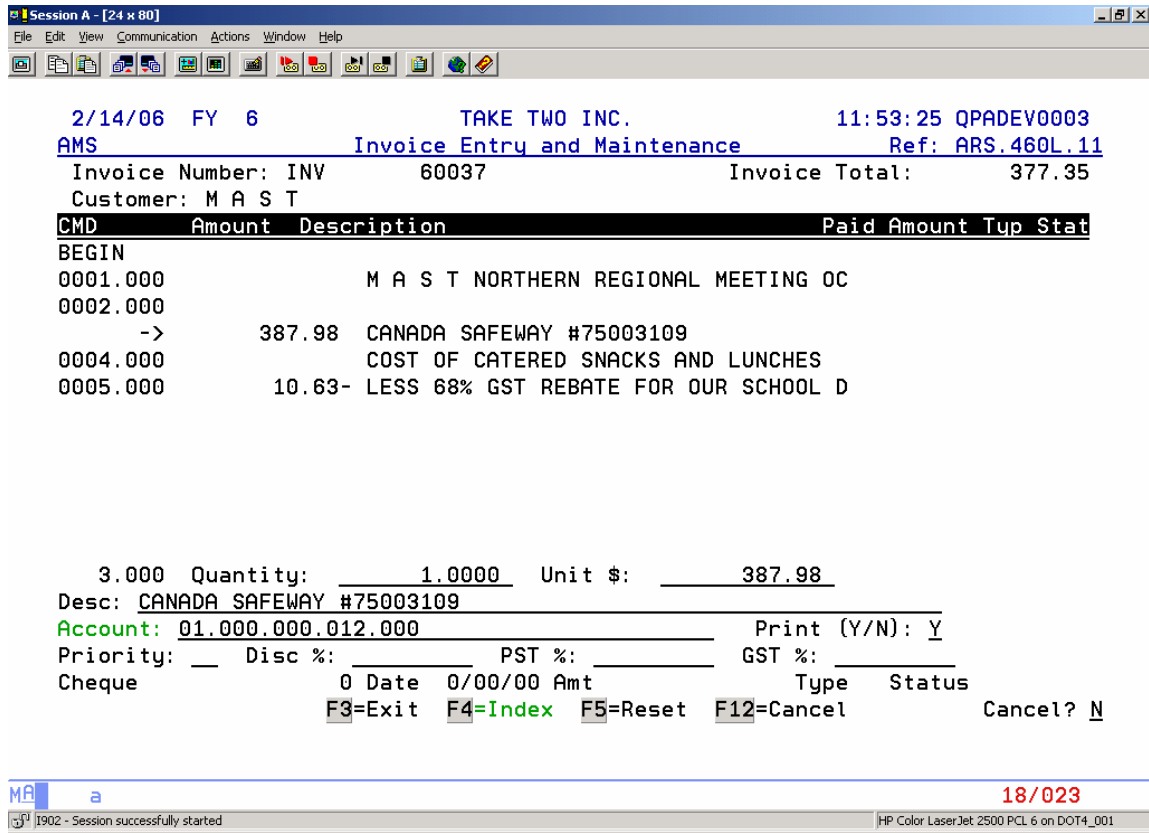
Default tax rates will appear according to values entered within general options of customer maintenance programs. Users can alter default tax rates if applicable. Tax may be applied against any invoice line. If tax is applied, the value of taxes will appear in the GST, PST keyword accounts and **ARE NOT** included in the revenue.

Discount values will default here based on what was entered within customer maintenance. If a discount percentage is entered, the system will indicate the discount value and criteria on the invoice or statement print.

Invoice total and payment amounts will appear automatically based on invoice item entry (second portion of invoice maintenance) and payment of the items. The user cannot adjust these values, adjustments would have to be made to appropriate invoice item lines.

Internal note information can be entered to indicate special "notes" that you wish to maintain with the invoice for the internal benefit of anyone who looks up the invoice. This field will not print on customer invoices or statements. It will appear whenever anyone accesses the invoice. It will also be displayed on the screen when payments are being made against the invoice.

Invoices are closed by indicating "Y" in the STOP CHANGES field. Once the value has been flagged, the "C"hange, D"elete, and "P"rint option will no longer be operational for the invoice or any lines within the invoice. It is important to maintain invoices closes and to periodically run reports to assure that invoices are closed. **NOTE:** If an invoice must be printed and it has been flagged as closed, use ARS.465 to print a range/single Invoice. This option will print invoices regardless of "closed" status.



Invoice and customer information is displayed from the previous screen. The invoice grand total accumulates and appears at the top right of the screen.

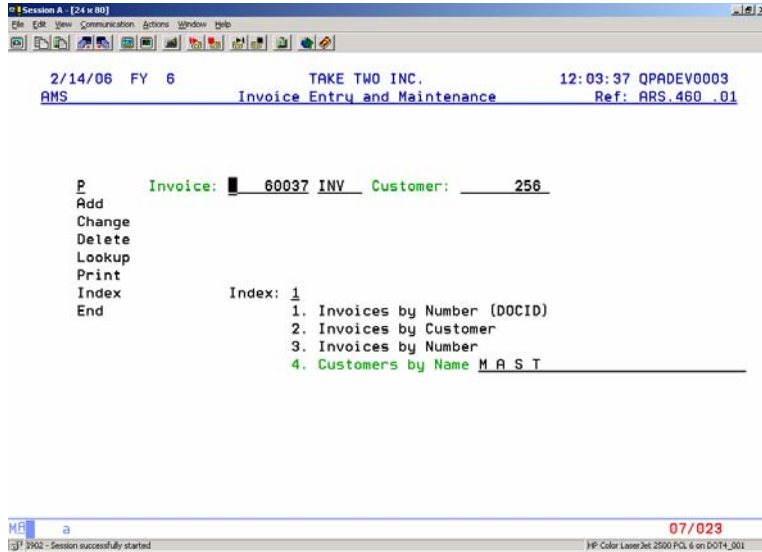
Each invoice line item appears similar to purchase order lines or any other CIMS III line-by-line entry screen.

- For each invoice item, the following information is required to be entered:
- QUANTITY: Numeric value - must be filled in if a dollar value is to be associated with the line.
- UNIT \$: If an invoice charge is to be associated with this line, a unit price must be entered.
- DESCR: A brief description of the charge.
- ACCOUNT: This value can be overwritten for each line if required.
- PRINT: This flag will determine whether or not the line should be printed on invoices.
- PRIORITY: A user can indicate payment priority by line item.
- TAX,DIS%: Discount and tax percentages will appear by default according to what was entered on the header screen. Any of the values can be overwritten if required.

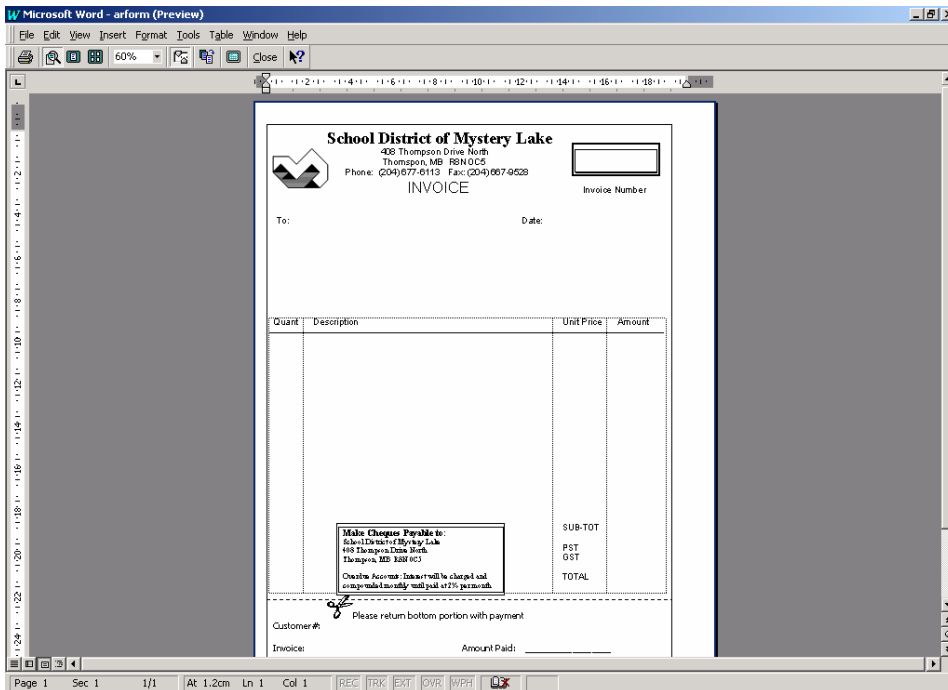
- If payments have been made against any invoice lines, the detail of payment will appear;
- CHEQUE: The customer cheque number of payment
- DATE: Recorded Date of Payment
- AMOUNT: Total amount of payment for the line
- TYPE: User indicated type of payment (cash,cheque,VISA,etc.)

STATUS: "Y"es indicates that full payment for the line has been received. "N"o implies that more payment for the line is expected. A "W" indicates a write-off.

The Invoice can be printed immediately, or you can select a print by range option in the reporting menu:



A/R Invoices can be laser forms and will utilize an overlay.



A/R Invoices can be auto-faxed or auto-emailed based on your setup switches.

ARS.461 - Create An Adjustment Invoice

Option ARS.461 can be used to produce a Credit Invoice or in situation where you want to reverse the account postings of an Invoice. The option will run regardless of Invoice status. Only unpaid Invoice items will be copied to the adjusted Invoice.

You can adjust the Invoice to reflect the value you wish to credit.

The adjustment invoice number could be anything. Our recommendation is to have the invoice number of the adjustment match the original invoice but use a different docid INVA. This way it is easy to see against original invoice.

Each time you do an adjustment invoice - it should be followed up with a cash receipt. This will clear/complete appropriate invoice lines.

Eg: Invoice is created for \$200 and let's say \$100 gets paid

District decides that the invoice amount should have been \$100 so does a credit invoice for \$100

..... Once credit invoice has been completed:

- Use option ARS.810 to create a receipt - total value \$0.00
- The original invoice line for \$100 outstanding will appear - indicate paid \$100
- The adjustment invoice line for \$100- will appear - indicate paid \$100-

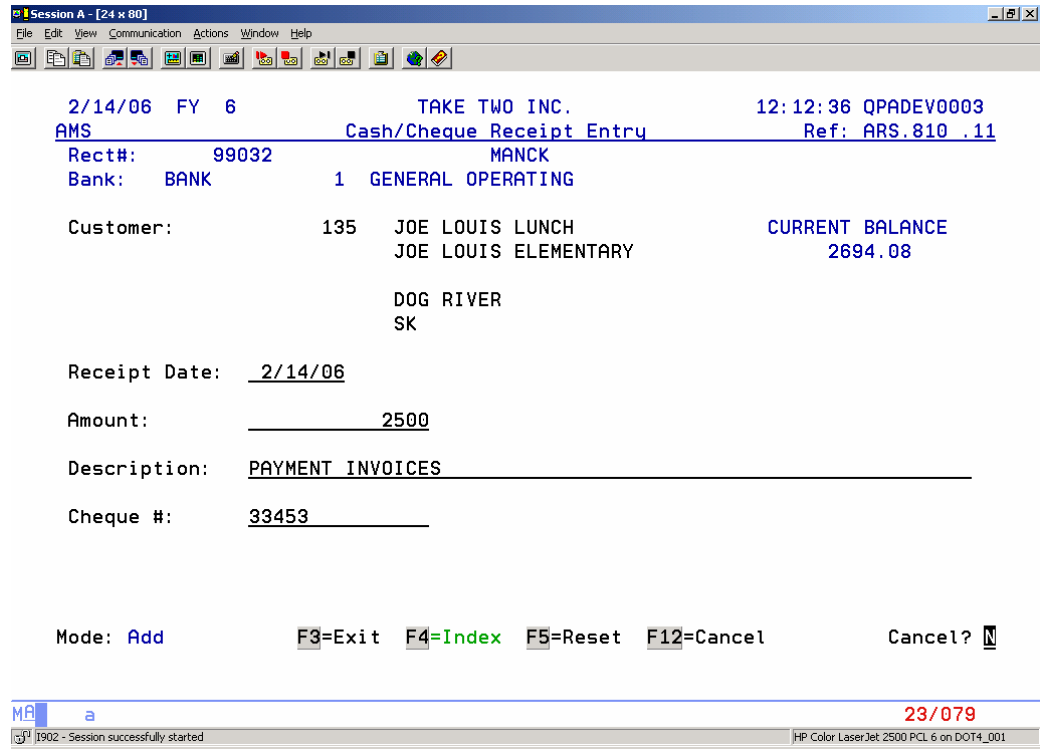
ARS.810 - Cash/Cheque Receipt Entry

Accounts Receivable receipts are similar to the Accounts Payable system. In order to accept payment for an invoice the user must enter a Bank ID, a customer number, and receipt number DOCID. Assure that appropriate codes have been setup using FMS programs CDS.100 and MGR.501 before starting to make payments.

Note: It may be desirable to have the system receipt number match a manual receipt number from a receipt book. This can be accomplished by creating a DOCID that requires a manual number rather than sequential to be entered. Note: If a Customer has no Open Items a cash receipt cannot be entered. The system allows payment by showing all open items for a customer rather than to pay directly against an invoice number.

A/R receipt payment consists of 2 steps. First header information is entered describing in summary what payment is for. This description will appear on G/L reports and journals. Upon pressing ENTER, all open invoice items are displayed to the screen and the user flags and adjusts item details and amounts to reflect the cash/cheque that has been issued. Payments **MUST** be made from open items that appear on the list. Over payments can be made by adjusting an open invoice item amount to show a higher paid amount in comparison to what had been invoiced.

General Ledger account adjustments are made to the A/R holding account and the bank at the time that the A/R payment receipt is ENTERED. Account changes cannot be made when making payment against A/R invoices.



The Receipt Number, receipt DOCID, bank code, and bank account number appear based on information entered on the previous screen.

Customer information appears according to the customer number entered on the previous screen. If the number had been incorrectly keyed, the user can easily "Cancel - 'Y'" to exit the program and then re-add a payment receipt.

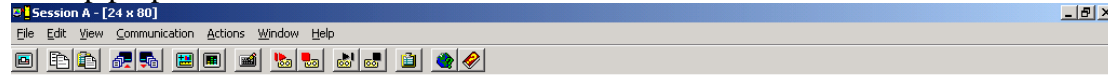
By default the current date appears as the payment date. The date can be overwritten to indicate customer cheque date. Note that this date becomes the transaction date that appears within the G/L.

The total amount of payment should be entered at this field. It will audit line payment on the next screen. The user will not be able to post payment until the line amounts match the dollar value entered here.

To Close Credit Invoices, a value of \$0.00 should be entered as the amount. Once the open items appear the positive and negative line values can be marked paid ... the two values should net to \$0.00

Description MUST be entered to identify in summary what payment is being made for. Reference, voucher, or cheque numbers may be included as part of the description.

Customer cheque, mastercard, or reference numbers may be entered on this field for reporting and lookup purposes.

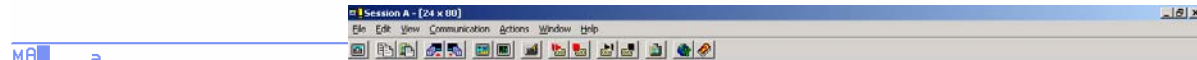


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2/14/06 FY 6 TAKE TWO INC. 12:15:14 QPADEV0003
AMS Cash/Cheque Receipt Entry Ref: ARS.810L.11
Customer #: 135 JOE LOUIS LUNCH Chq $: 2500.00
Bank Info: 99032 Line$: 251.70- DIFF$: 2751.70
CMD Invoice Description Invoice Amt$ OutStanding$ Paid Amt$
BEGIN
0001.000 60042 WAGES 228.96 228.96
0002.000 60042 UIC 6.25 6.25
0003.000 60043 WAGES 159.00 159.00
0004.000 60043 CPP 7.18 7.18
0005.000 60043 UIC 4.34 4.34
-> 60048 WAGES 228.96 228.96
0007.000 60048 UIC 6.25 6.25
0008.000 60019 RUN 766 #60019 TRF 0 641.30- 641.30-
0009.000 60019 RUN 766 #60019 TRF 0 4.89- 4.89-
0010.000 60019 RUN 766 #60019 TRF 0 17.49- 17.49-
  
```

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6.000 Invoice: INV 60048 4.000 1.0000 228.96
Customer: 135 JOE LOUIS LUNCH
Inv$: 228.96 Paid$: ( 228.96 ) Pay$: 207.71
Paid Stat: Invoice Account: 01.181.250.360.003
F3=Exit F4=Index F5=Reset F12=Cancel Cancel? N
  
```



MA a
1902 - Session successfully started

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2/14/06 FY 6 TAKE TWO INC. 12:17:05 QPADEV0003
AMS Cash/Cheque Receipt Entry Ref: ARS.810L.01
Customer #: 135 JOE LOUIS LUNCH Chq $: 2500.00
Bank Info: 99032 Line$: DIFF$: 2500.00
CMD Invoice Description Invoice Amt$ OutStanding$ Paid Amt$
BEGIN
0001.000 60042 WAGES 228.96 228.96
0002.000 60042 UIC 6.25 6.25
0003.000 60043 WAGES 159.00 159.00
0004.000 60043 CPP 7.18 7.18
0005.000 60043 UIC 4.34 4.34
0006.000 60048 WAGES 228.96 22.74- 251.70
0007.000 60048 UIC 6.25 6.25
0008.000 60019 RUN 766 #60019 TRF 0 641.30- 641.30-
0009.000 60019 RUN 766 #60019 TRF 0 4.89- 4.89-
0010.000 60019 RUN 766 #60019 TRF 0 17.49- 17.49-
  
```

COMMANDS: C L F T E POSITION: +n, n.n, -n, Roll-up, Roll-down



Customer, Bank information, and open item information appear as carry-over from the previous screen and from information that has been collected through invoice entry and maintenance.

The Line Total is displayed to indicate the pay items you have flagged for payment. The system will not allow you to exit this screen unless the Line Total amount matches the Invoice Amount. If an error has been made on the previous page invoice amount the user must first "fudge" a line amount to be able to exit the entry, then request to "C"hang the receipt.

All Open Invoice items, their details, amount already paid, and a blank payment status will appear on the screen. By definition an OPEN INVOICE ITEM is an item where PAID STAT: has not been flagged.

The Invoiced Amount appears according to what had been entered in ARS.460 - Invoice Maintenance. The user cannot adjust this amount when making payment, the original invoice would have to be changed.

The Paid Amount is displayed to indicate the total value of payment(s) that have been made against this invoice line.

Payment is made by "C"anging the line items that require payment and adding a pay amount on the field provided. If payment has been made in full IT IS CRITICAL that the Paid Status be changed to "Y". If the status is not changed, the line item will continue to appear on statements and on the payment screen.

Paid Status works in coordination with payments (review item #6 above) and write-offs (refer to section ARS.850). The following Status' are valid responses for this field:

' ' - item is still open and will appear on statements, invoices, write-off, and payment screens and reports.

'Y' - item has been paid in full

ARS.480 - Open Invoice Inquiry

An onscreen or printed listing is available that displays a customer profile in summary as well as details of all items that are open.

Specifically, the following information is displayed:

- Customer name, address, and alternate address information
- Customer A/R previous year and current balances
- Last Activity dates
- Invoice item description, account# charge, tax percentages, discount amounts, and amount paid to date

If you wish to print the contents of an inquiry choose to print customer statement with type "D"etail.

ARS.850 - Invoice Write-Off Maintenance

An Invoice write-off works similar to an adjustment invoice in that postings are reversed. However, when you write something off - you are indicating that the customer did in fact owe you the money. You have just established that you will never get it.

We recommend that on an Invoice write-off you:

- a) use existing INV docid and let the system auto-number next available number
- b) Complete the write-off value. The system brings up all open invoices and allows you to select the appropriate invoice lines and 'C'change to indicate a write off amount. If the entire line is being written off make sure to indicate a Paid Status of 'W'.

Written off values will always show on that year's invoice inquiry for that customer.

ARS.415 - Changing a Customer# on an existing Invoice

This is a very dangerous option. Keep in mind that when you change a customer - no account posting is checked or re-done. If you change to a customer that has a different keyword - the account posting will not be changed to accommodate the new customer just entered and this will be confusing to anyone reconciling the books.

ARS.462 - Auto Assess Interest on existing Invoice(s)

The auto-assess interest option can be done for a single customer or by category (eg: only charge interest for those customers dealing with category tuition).

It is important to run the listing Report Only 'Y' first to ensure that you are satisfied with what entries have been selected.

Interest will be applied to any positive value invoices seen. Watch out that all appropriate credit values (invoice adjustments) have been properly cash receipted else interest charges may appear to high (only consider positive invoice lines).

Interest will appear on a separate A/R invoice numbered the same as the original invoice but with a docid of INVI.

Report Items

ARS.511 - Customer Detail Profile

Use this option for a detailed profile for a customer. This will show every invoice, adjustment, write-off, payment made by the customer for the date range selected. Careful to include a date range wide enough to accommodate invoices that may have been carried forward (theses invoices are in the current year but they may have a very old date).

ARS.612 - Aged Open A/R Listing

Use this report to balance your receivables and to notice line(s) and invoices that may require completing (adding 0 cash receipt).