



# Accounts Receivable



## WHAT IT DOES FOR YOU

The **Accounts Receivable** component of the *AccuFund Accounting Suite* provides a complete receivable management system for an organization dependent on billing other organizations, agencies or individuals for all or part of its revenue. The component may be configured for different types of billing depending on the specific needs of your

## HOW IT WORKS

Invoices are created through invoice entry. Each invoice may have unlimited items. Each item can be for items in inventory or a free-form description can be entered. If using inventory items, the sale price and accounting distribution may be defaulted from **Inventory**. The account distribution may also be manually entered. Each item may have multiple account distributions. Once an invoice is completed it may be printed directly from the entry screen or all unprinted invoices may be printed as a group. Cash receipts are applied to individual invoices on a FIFO basis, or the application of cash may be manually distributed. The standard aging report gives you a view of customer payment status along with days delinquent and telephone number for collection calls.

## OTHER FEATURES

Other features of the **Accounts Receivable** component include:

Line	Stock Number	Description	Qty Ordered	Unit Price	U/M	Amount
1		DAY CHARGE	56.0000	10.0000	<none>	560.00
2		TRANSPORTATION	22.0000	56.0000	<none>	1,232.00
3		COUNSELLING	31.0000	50.0000	<none>	1,550.00
4		PHYSICAL THERAPY	22.0000	75.0000	<none>	1,650.00
						<b>Amount 4,992.00</b>

The invoice entry screen display is similar to an invoice, giving the user a quick preview of the billing including the total.

organization. Entering an Inventory item automatically tracks inventory counts and the cost of goods sold through **Accounts Receivable**. Non-Stock items, services and other items can also be entered into an invoice. When configured to do client billing a client can be attached any line item so that the responsible party can review each individual's services for proper payment.

**Accounts Receivable** includes a suite of standard report formats to give managers ready access to the status of expected revenue. The reports include user definable AR Invoice forms so that the specifically required information may be included.

Due Date	Invoice	Description	Unpaid	Amount	Invoice Date	Paid	Balance
11/28/2002	24	monthly billing	Unpaid	90.00	10/29/2002	50.00	40.00
10/11/2002	13	monthly billing	Paid	450.00	9/11/2002	450.00	
10/11/2002	14	monthly grant bill		12,345.00	9/11/2002	12,345.00	
12/8/2001	4	Weekly charges		200.00	11/8/2001	200.00	
12/8/2001	5			10.00	11/8/2001	10.00	

On the organization screen get a quick look at customer invoices and payment status.

- ✓ Client billing – track services provided to individual clients for which the billing is to a third party agency or individual.
- ✓ Sales tax calculation – automatically calculate up to four different taxes or fees to add to an invoice.

- ✓ Besides the sales price of inventory items, the module will also calculate and automatically post Cost of Goods Sold to the General Ledger.
- ✓ Repeating Invoices – if you send out the same invoices repeatedly, they may be stored, modified as necessary and coded for multiple billing cycles as required.
- ✓ Invoice import – some organizations have other systems that generate billing information. The detail transactions may then be imported into the **Accounts Receivable** component for billing.
- ✓ Credit memos – Credit memos can be created in the billing system and offset against invoices through the cash receipt/cash application process.

## COMPONENT INTEGRATION

- ✓ **General Ledger** – all transactions are immediately posted to the **General Ledger** for reporting purposes and all account entry is verified against the **General Ledger** for consistency of data.
- ✓ **Cash Receipts** – All AR cash receipt entry is done through the **Cash Receipts** component. Prepayment receipts are entered here and stored as payment credits until applied to an invoice.
- ✓ **Inventory** – The **Inventory** component stores inventory items for sale as well as non-stock and services items that store revenue codes and sale prices. The inventory can calculate volume prices, rate-based prices and prices based on customer specific demographics (requires the professional or stand-alone versions for this feature).
- ✓ **Report and Forms Designer** – All Accounts Receivable reports and forms are created through the Designer, giving users control over layout as well as easily adding additional fields and text specific to their organizations requirements.

## COMPONENT AVAILABILITY

The **AccuFund Accounts Receivable** component is available integrated with the **AccuFund Accounting Suite** or it may be used as a stand-alone module with a transaction export to be integrated with other accounting systems.

Program	Description	Student	Amount
DAY	Day Charge	Grant, Foster I.	200.00
	Day Charge	Welnus, William T.	10.00
	Day Charge	Gaynier, Jan	10.00
TRANS		Grant, Foster I.	200.00
	Transportation	Welnus, William T.	0.00
SALES	Sales tax		21.00
Interest at the rate of 1.5% per month will be charged on all unpaid balances over 90 days.			<b>Total Invoice</b> 441.00
Terms - Payable upon receipt. Please Remit a copy of the invoice with payment.			

## STANDARD TEMPLATES PROVIDED

**AccuFund** provides a set of default reports with the **Accounts Receivable** component. These reports and forms may be modified or added to through the **Reports/Forms Designer**. The default reports include:

- ✓ A/R Status
- ✓ A/R Aging

AccuFund Sample										
A/R Aging										
Customer	Invoice	Invoice Date	Due Date	Description	Late Days	Current	30 Days	60 Days	90 Days	Total
[2] AccuFund, Inc. (303)804-3283	3	3/31/2001	4/30/2001	Accounting Software	458				6,500.00	6,500.00
	7	11/8/2001	12/8/2001	Servicesw	236				200.00	200.00
AccuFund, Inc.Total									6,700.00	6,700.00
[4] Colorado Custom Decks	1	1/31/2001	2/15/2001	Services	532				10.00	10.00
Colorado Custom DecksTotal									10.00	10.00
[5] Colorado Department of Revenue	4	11/8/2001	12/8/2001	Weekly charges	236				100.00	100.00
	14	8/1/2002	8/31/2002	Monthly Billing for contract services		1,985.00				1,985.00
Colorado Department of RevenueTotal						1,985.00			100.00	2,085.00
Gaynier, Robert	10	12/21/2001	1/20/2002	monthly charge	193				20.00	20.00
	12	12/21/2001	1/20/2002		193				80.00	80.00
Gaynier, Robert Total									100.00	100.00
[521991234] Munson, John T	13	8/1/2002	8/31/2002			8,850.00				8,850.00
Munson, John TTotal						8,850.00				8,850.00
Uninsured	11	12/21/2001	1/20/2002		193				10.00	10.00
UninsuredTotal									10.00	10.00
Report Total						10,935.00	0.00	0.00	6,320.00	17,855.00