

Accounts Receivable Overview

What will be covered:

This session will give an overview of the Accounts Receivable system, how the system works and the ways it can be used by your district. An open question and answer format will follow the overview.

- Accounts Receivable Configuration (PaC to Web)
- Codes Setup (PaC and Web)
- Setup Items to be used as detail lines in Invoices (PaC only)
- Setup Payors (PaC and Web)
- Enter Invoices and Batch Update (PaC only)
- Payment Entry (PaC and Web)
- Reporting (PaC and Web)

Links to additional resources:

[Accounts Receivable Overview](#)

[A/R Setup](#)

[A/R Group Access by Person](#)

[A/R Invoice Groups](#)

[A/R Pay Type Codes](#)

[A/R Unit of Measure Codes](#)

[A/R Item Master](#)

[A/R Payor Master](#)

[A/R Invoices](#)

[A/R Aging Report](#)

[A/R Refunds](#)

[A/R Payments](#)

[A/R Calculate Interest](#)



Texas Skyward User Group Conference

Accounts Receivable Overview

Pam Sanchez, Georgetown ISD



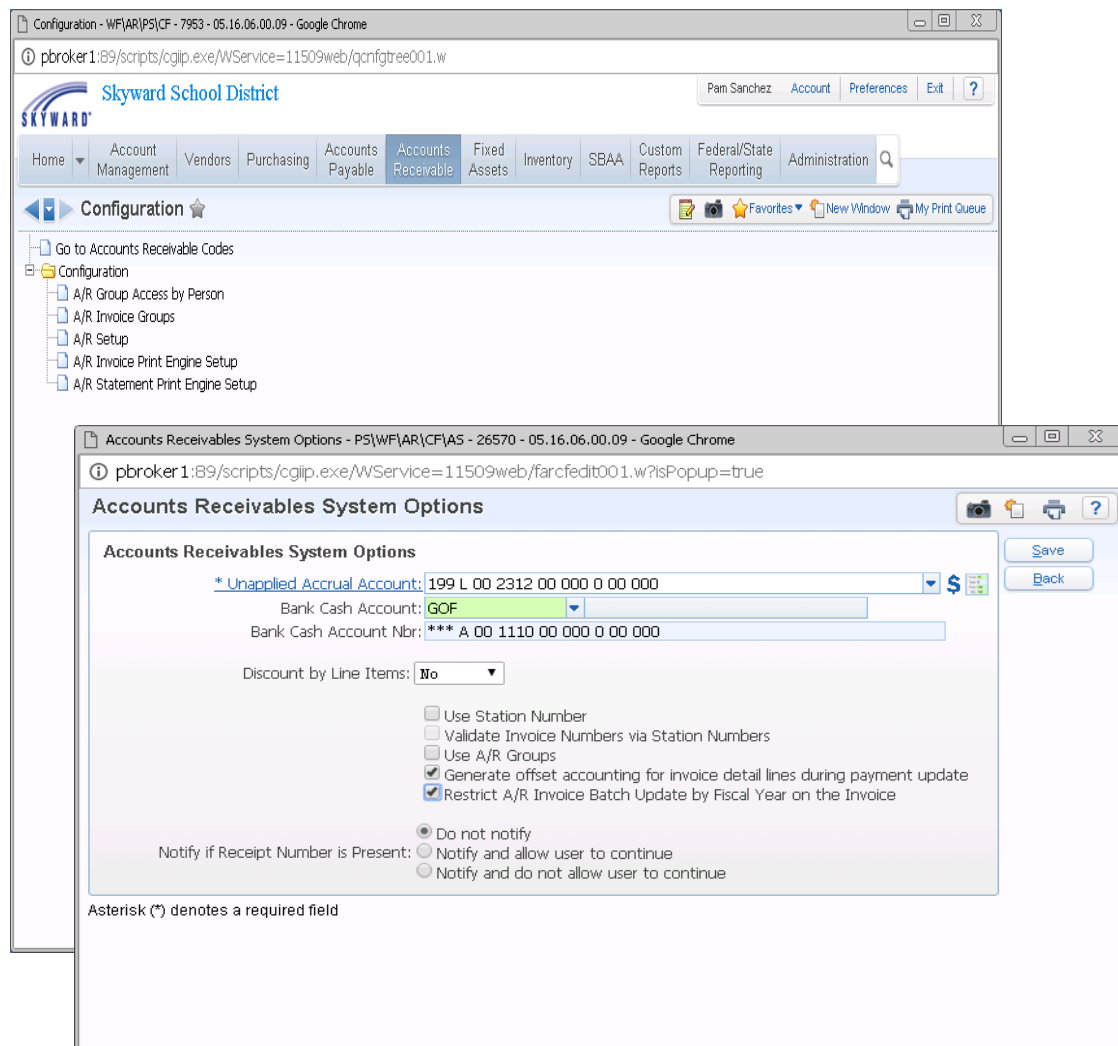
Session Title



This session will give an overview of the Accounts Receivable module, how the system works and the ways it can be used by your district

- Accounts Receivable Configuration (PaC to Web)
- Codes Setup (PaC and Web)
- Setup Items to be used as detail lines in Invoices (PaC only)
- Setup Payors (PaC and Web)
- Enter Invoices and Batch Update (PaC only)
- Payment Entry (PaC and Web)
- Reporting (PaC and Web)

Security Groups and Configuration (Web only) – select the liability and cash accounts, use A/R Groups if campuses and departments are entering invoices.



The image shows two overlapping browser windows from the Skyward School District web application.

The top window, titled "Configuration - WF\AR\PS\CF - 7953 - 05.16.06.00.09 - Google Chrome", displays the "Configuration" page. The breadcrumb trail is "Home > Accounts Management > Vendors > Purchasing > Accounts Payable > Accounts Receivable". The left sidebar shows a tree view under "Configuration" with the following items: "Go to Accounts Receivable Codes", "A/R Group Access by Person", "A/R Invoice Groups", "A/R Setup", "A/R Invoice Print Engine Setup", and "A/R Statement Print Engine Setup".

The bottom window, titled "Accounts Receivables System Options - PS\WF\AR\CF\A5 - 26570 - 05.16.06.00.09 - Google Chrome", displays the "Accounts Receivables System Options" page. The breadcrumb trail is "Home > Accounts Management > Vendors > Purchasing > Accounts Payable > Accounts Receivable > Fixed Assets > Inventory > SBAA > Custom Reports > Federal/State Reporting > Administration". The page contains the following fields and options:

- * Unapplied Accrual Account:** 199 L 00 2312 00 000 0 00 000
- Bank Cash Account:** GOF
- Bank Cash Account Nbr:** *** A 00 1110 00 000 0 00 000
- Discount by Line Items:** No
- Use Station Number
- Validate Invoice Numbers via Station Numbers
- Use A/R Groups
- Generate offset accounting for invoice detail lines during payment update
- Restrict A/R Invoice Batch Update by Fiscal Year on the Invoice
- Notify if Receipt Number is Present:**
 - Do not notify
 - Notify and allow user to continue
 - Notify and do not allow user to continue

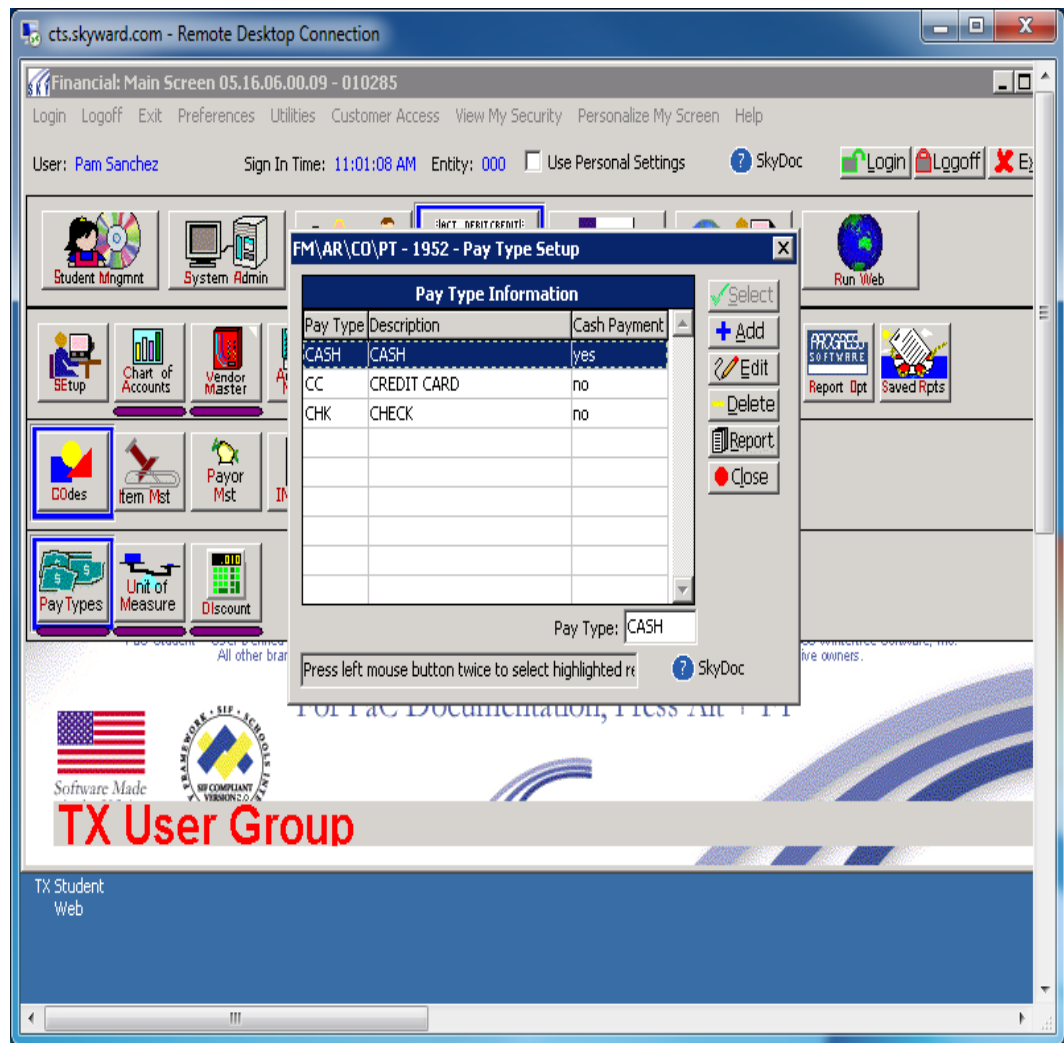
Asterisk (*) denotes a required field

A/R Setup (Web only) – System Options

Enter/select the options accordingly.

- **Unapplied Accrual Account** – This is typically a liability account and is used when posting unapplied payments. Unapplied payments are prepayments received in anticipation of future invoices.
- **Bank Cash Account**- This is an asset account and represents,along with the Unapplied Accrual account,how the software will post monies received that are beyond the invoiced amount.
- **Discount by Line Items:**
 - When set to Yes- Triggers the system to create a separate discount entry for each detail item in an Accounts Receivables invoice.
 - When set to No – Creates only discount entry for the entire invoice.
- **Use Station Number:**
 - Will only be available to select if the Use NR Groups option is not checked.
 - When checked,when invoices are added,separate station numbers will be set up for different groupings of invoice numbers.
- **Validate Invoice Numbers via Station Numbers:**
 - Becomes available when the Use Station Number option is checked.
 - Verifies that invoice numbers are unique,are limited to the range specified within the Station Number, and do not overlap with invoice numbers assigned to other Station Numbers.
- **Use NR Groups:**
 - Will only be available to select if the Use Station Number option is not checked.
 - NR Groups are used to group NR Invoices together. Starting invoice numbers by fiscal year are established and authorized users are assigned to each group.
 - [NR Invoice Groups](#)
- **Generate offset accounting for invoice detail lines during payment update** – Affects the accounting that takes place during the payment batch update.
 - If unchecked the accounts receivable accrual account and cash will be affected.
 - If checked the same accounting will occur, plus the originating revenue (or expense) will have an in/out posting for the payment amount.
- **Restrict NR Invoice Batch Update by Fiscal Year on the Invoice** – Forces the system to only update invoices that fall within the fiscal year of the Batch Update Posting Date.
 - When checked, the system will not post invoices from other fiscal years to a posting date in a different fiscal year.
- **Notify Options**- When there is no receipt number entered on a payment,this setting determines if the user can continue with the payment,continue but with a warning, or be prevented from completing the payment until a receipt number is entered.
 - Do not notify
 - Notify and allow user to continue
 - Notify and do not allow user to continue

Create codes (PaC and Web) for Pay Types, Unit of Measure and Discount.



Financial: Main Screen 05.16.06.00.09 - 010285

User: Pam Sanchez Sign In Time: 11:01:08 AM Entity: 000 Use Personal Settings SkyDoc

FM\AR\CD\PT - 1952 - Pay Type Setup

Pay Type	Description	Cash Payment
CASH	CASH	yes
CC	CREDIT CARD	no
CHK	CHECK	no

Pay Type: CASH

Press left mouse button twice to select highlighted row

TX Student Web

Software Made in the USA
 TX User Group

Item Master (PaC only) lists the different types of items to be invoiced and stores each items unit of measure, description, amount and revenue account.

FM\AR\IM - 1946 - Item Master

Report Add Edit Delete Select Close

Item ATHLETIC FACILITY USAGE ATHLETIC FACILI Active: yes Prev Next

1 Search 2 Item dtl 3 A/R 4 Inventory

Item Code	Description	Active
ATHLETIC FACI	ATHLETIC FACILITY USAGE	Yes
FACILITY USAGI	FACILITY USAGE	Yes
FS MILEAGE	FOOD SERVICE MILEAGE	Yes
YMCA FACILITY	YMCA FACILITY USAGE	Yes

List item(s):

- Only Active
- Accounts Receivable
- Inventory
- Fixed Assets

FM\AR\IM - 1946 - Item code system information

Item Code YMCA FACILITY Active: yes

Unit of Measure EACH EA

Short Item Description YMCA FACILITY USAGE

Detail Item Description After School Care

Image Location Find

Unit of measure description.

OK Cancel

Used in AR
Used in Inventory
Used by Fixed assets

SkyDoc

Payor Setup (PaC and Web) – add Payor name, address, phone, asset accrual account, contact, and email address if invoices are sent by email.

FM\AR\PM\PM - 1947 - Payor master information

Name	YMCA OF GREATER WILLIAMSON COUNTY	YMCA OF 000	OK
Address:	ROUND ROCK TX 78680		
Primary Phone:		Ext:	
Accrual	A/R ACCRUAL	A/R-ACCR	Cancel
Account:	*** A 00 1290 00 000 0 00 000		
Contact:			
Interest:	yes		
Type:			
E-mail Invoices to:	contact@ymca.org		
Inv Email Start Date:	09/28/2015		
E-mail Statements to:			
Stmt Email Start Date:			
Enter the Accrual Code.			
SkyDoc			

Invoice Entry (PaC only) - enter invoice number, payor, asset account for accrual, due date, bank account, amount, add item detail which includes the revenue or expense account.

FM\AR\IN\IN - 1948 - AR Invoice

Invoice Master						
Invoice Number	Payor	Payor Name	S	Invoice Amount	Due date	Invoice Description
7501700001	YMCA OF 000	YMCA OF GREATER WILLIAMSCB		1,000.00	10/10/2016	Afer School Care August 2016

FM\AR\IN\IN - 1948 - Invoice Maintenance

Invoice #: 7501700001 Status: Batch

Invoice Date: 09/10/2016 Ship Date: 09/10/2016 Due Date: 10/10/2016

Ship Via: Bank Cash Account: GOF SKY COMMUNITY BANK

Bill To: YMCA OF GREATER WILLIAMSON COU YMCA OF 000 Payor Address: ROUND ROCK, TX 78680

Accrual: A/R-ACCR Account: *** A 00 1290 00 000 0 00 000

Ship To: YMCA OF GREATER WILLIAMSON COU YMCA OF 000

Batch: ps Desc: Afer School Care August 2016

Fiscal Year: 2016-2017 Proj/Grant: Inv Amount: 1,000.00 Detail Amount: 1,000.00 Balance: 0.00

Discount: SKY COMMUNITY BANK

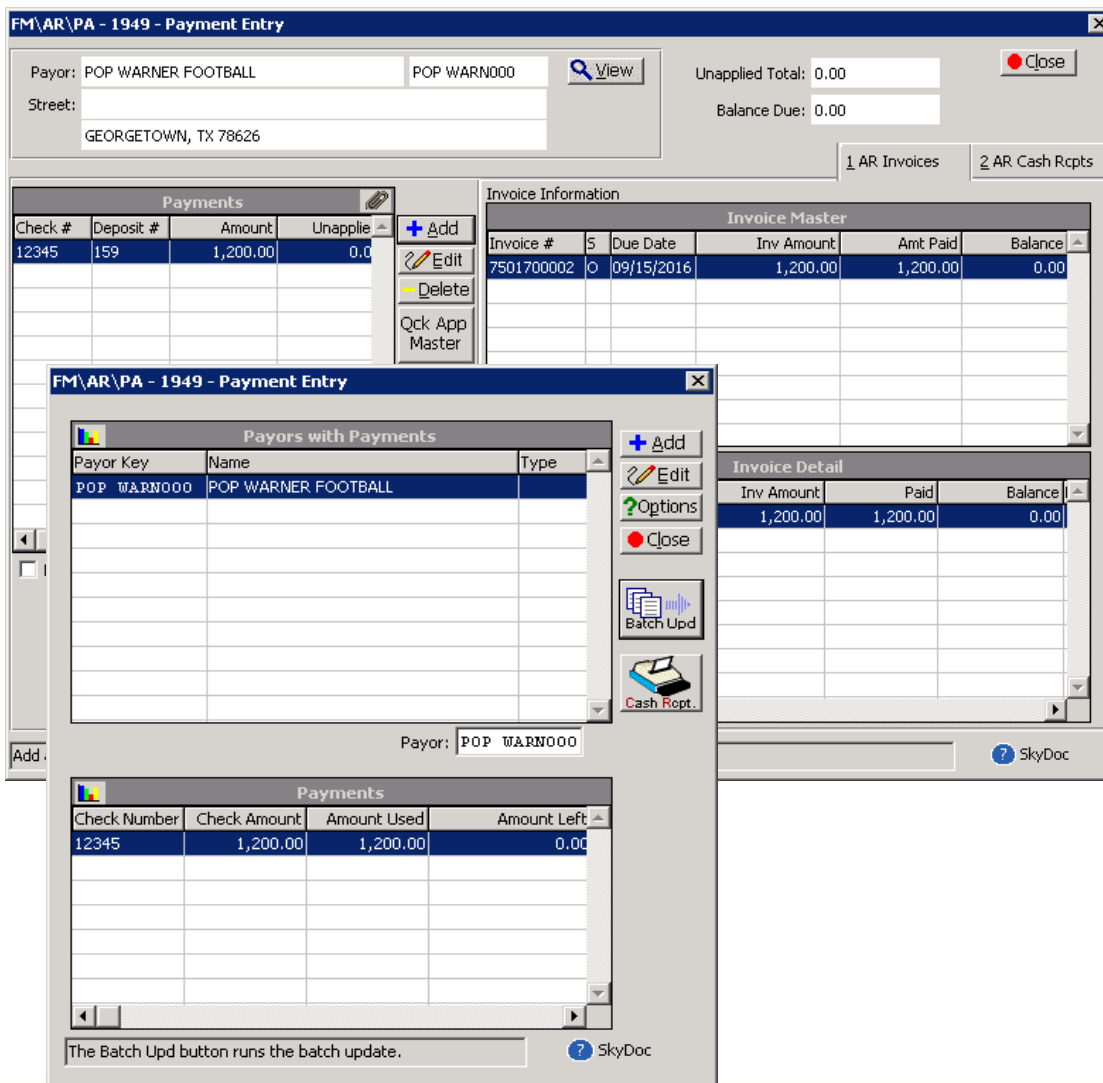
Invoice Detail

Line Number	Item	Description	Account	Unit Cost	Quantity
10	FACILITY USAG		199 R 00 5743 00 000 0 00 000	1,000.0000	1.00

Line number: 10

The bill to code: SkyDoc

Payment Entry (PaC only) - to record payments received against outstanding invoices or cash receipt to record non-invoiced payment from a payor.



The screenshot displays the 'FM\AR\PA - 1949 - Payment Entry' window. At the top, the payor is identified as 'POP WARNER FOOTBALL' with key 'POP WARN000'. The address is 'GEORGETOWN, TX 78626'. Financial summary shows 'Unapplied Total: 0.00' and 'Balance Due: 0.00'. The interface includes a 'Payments' table, an 'Invoice Information' section with an 'Invoice Master' table, and an 'Invoice Detail' table. A 'Payors with Payments' dialog box is open, listing the payor 'POP WARNER FOOTBALL'. A 'Payments' table at the bottom shows a payment of 1,200.00 for check number 12345. A status bar at the bottom notes: 'The Batch Upd button runs the batch update.'

Check #	Deposit #	Amount	Unapplied
12345	159	1,200.00	0.00

Invoice #	S	Due Date	Inv Amount	Amt Paid	Balance
7501700002	0	09/15/2016	1,200.00	1,200.00	0.00

Inv Amount	Paid	Balance
1,200.00	1,200.00	0.00

Payor Key	Name	Type
POP WARN000	POP WARNER FOOTBALL	

Check Number	Check Amount	Amount Used	Amount Left
12345	1,200.00	1,200.00	0.00

Reporting – Aging Report gives a list of outstanding invoices and the number of days outstanding. Web reports give email options as well.

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File Edit View Window Help

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Tools Sign Comment

Sign In

- Export PDF Files
- Create PDF Files
- Send Files

3arinv03.p-4

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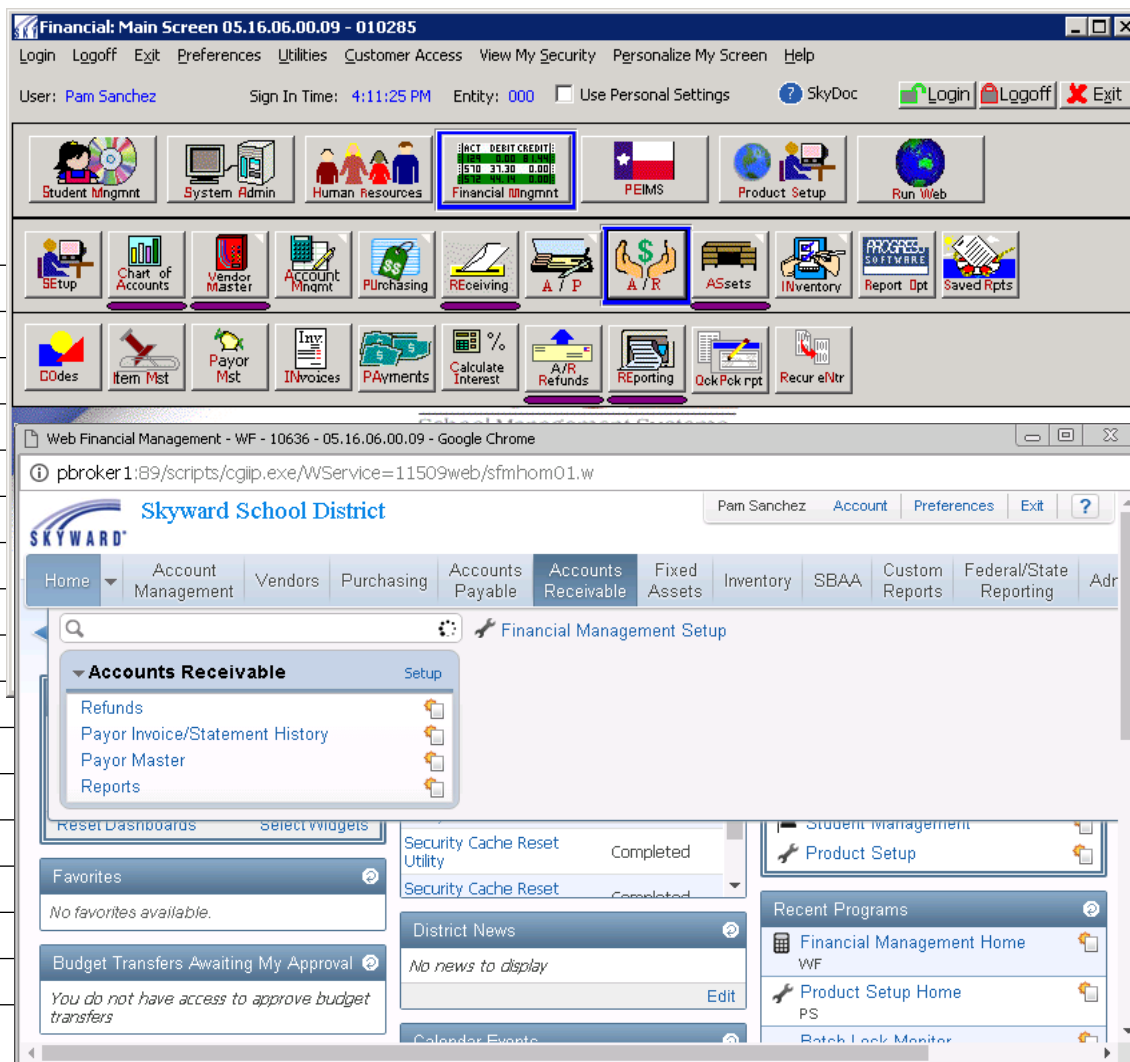
SCRAMBLED DATABASE 5:59 PM 09/12/16

Accounts Receivable Aging report PAGE: 1

Payor key	Name		- 9999 -	20	20 -	30	30 -	60	60 -	90	> 90	Total due
SCHEKO 0000	SCHEKO SERVICES OF TEXAS											
7501700003	Mileage reimbursement for									50.00		50.00
YMCA OF 000	YMCA OF GREATER WILLIAMSON COUNTY											
7501700001	Afta School Care August 20		1,000.00									1,000.00
	GRAND TOTALS -->		1,000.00							50.00		1,050.00
	CREDIT TOTAL -->											0.00
	INTEREST TOTALS -->											0.00
	UNAPPLIED TOTALS -->											0.00

***** End of report *****

Session Summary – Web allows you to setup A/R, enter Refunds, ReEmail Invoice to Payor, add Payor and Reporting.





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THANK YOU FOR ATTENDING!

