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

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Accounts Receivable Overview

Pam Sanchez, Georgetown ISD
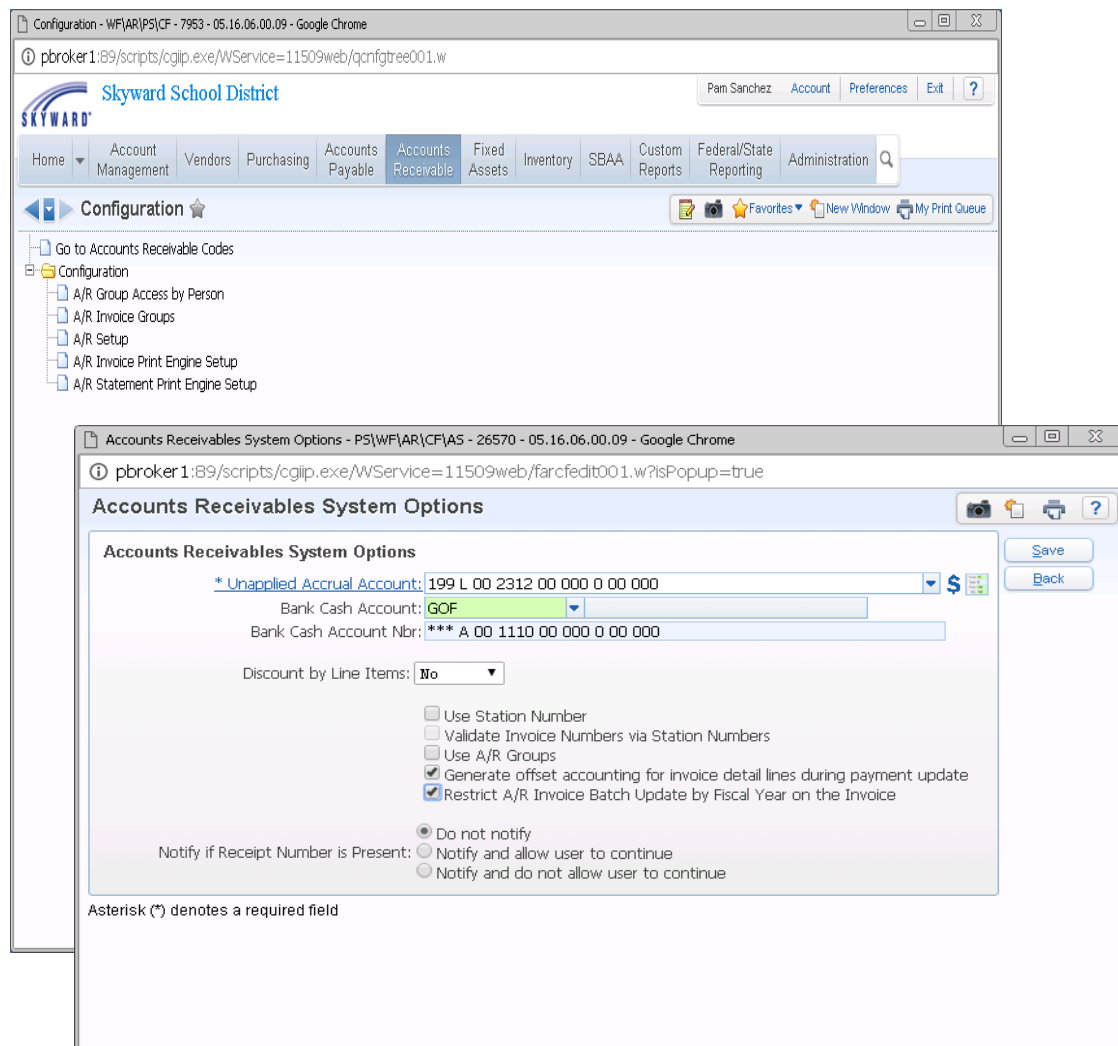
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Session Title

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.
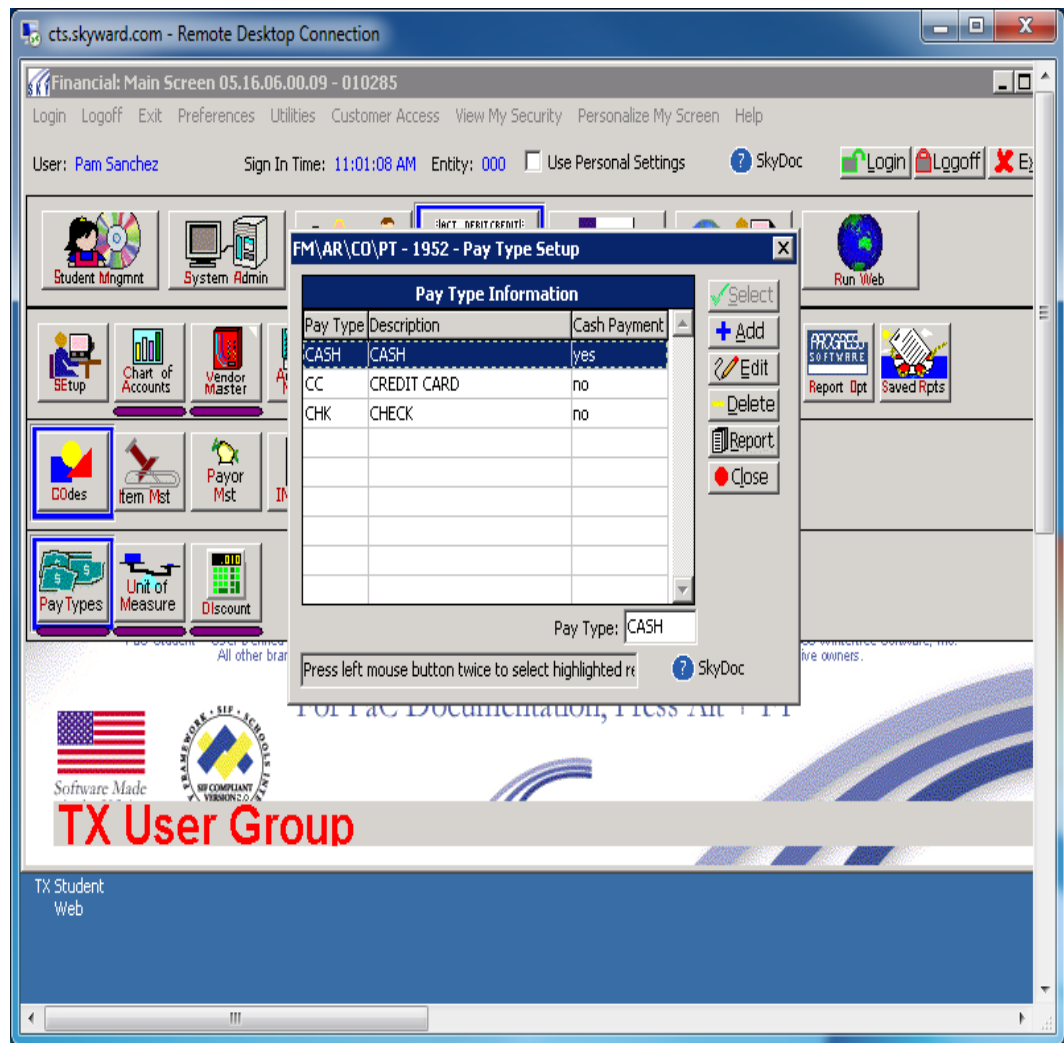
A/R Setup (Web only) – System Options

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:**
    - o When set to Yes- Triggers the system to create a separate discount entry for each detail item in an Accounts Receivables invoice.
    - o When set to No – Creates only discount entry for the entire invoice.
- **Use Station Number:**
    - o Will only be available to select if the Use NR Groups option is not checked.
    - o 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:**
    - o Becomes available when the Use Station Number option is checked.
    - o 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:**
    - o Will only be available to select if the Use Station Number option is not checked.
    - o 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.
    - o NR Invoice Groups
- **Generate offset accounting for invoice detail lines during payment update** – Affects the accounting that takes place during the payment batch update.
    - o If unchecked the accounts receivable accrual account and cash will be affected.
    - o 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.
    - o When checked, the system will not post invoices from other fiscal years to a posting date in a different fiscal year.
- **Notify Option**s- 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.
    - o Do not notify
    - o Notify and allow user to continue
    - o Notify and do not allow user to continue

A/R Invoice Print Engine Setup (Web only) – add district as a Payor so contact information can be displayed on invoices.

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

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.

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

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

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

Reporting (PaC and Web) – provides a list of available reports to print the invoice, statements, outstanding invoices (Aging), and A/R recon report.

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

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

End of presentation –

Extra space for other notes

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THANK YOU FOR ATTENDING!