

Accounts Receivable Quick Reference Guide

Creating and Posting an A/R Batch - Page 2

Entering A/R Transactions in an A/R Batch - Pages 3-8

For individual customers

- Entering a payment for a single invoice (Page 3)
- Entering a credit adjustment for a single invoice (Page 3)
- Entering a debit adjustment (Page 4)
- Entering a payment for multiple invoices (Page 4)
- Entering a credit adjustment for multiple invoices (Page 5)

For corporate customers

- Entering a payment for a single invoice (Page 6)
- Entering a credit adjustment for a single invoice (Page 6)
- Entering a debit adjustment (Page 7)
- Entering a payment for multiple invoices (Page 7)
- Entering a credit adjustment for multiple invoices (Page 8)

Posting an A/R Batch Created by Posting Cash Invoices - Page 9

Creating and Posting an A/R Batch

1. From the Main Operations Menu, select #2 (Accounts Receivable), and press Enter.
2. Select #1 (A/R Batch Entry), and press Enter.
3. Press F10 (Create Batch).
4. Type the total amount of payments (cash and checks) and adjustments for the Batch Amount field, and press field +.

For example, for a batch with 4 payments of 102.20 each, 4 credit adjustments of 32.15 each, and 2 debit adjustments of 23.45 each, the Batch Amount is 327.10.

If the total amount of transactions is a negative amount, press field - after entering the amount for the Batch Amount field, and ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Batch Amount field. It will be corrected when data entry is complete.

5. Type the total number of A/R transactions for the Batch Count, and press field +.
For example, for a batch with 4 payments, 4 credit adjustments and 2 debit adjustments, the Batch Count equals 10.
6. Enter payment and adjustment transactions, as described in the pages that follow.
Any combination of payments, credit adjustments and debit adjustments can be entered in a single batch for both individual and corporate customers.
7. After entering all the transactions, verify that the amounts you entered for the Batch Amount and Batch Count fields equal the actual amounts appearing to the right of these fields at the top of the screen.
8. When the batch fields' amounts equal the actual amounts, press F10 to post the batch.
9. Press Enter to confirm. An A/R posting control report will print.

Entering A/R Transactions in an A/R Batch

Individual Customer: Entering a payment for a single invoice

1. Type P in the Typ field.
2. If you know the invoice number, tab to the Invoice field, type the number, press field + , and continue with step 6 below.
3. Tab to the Cust # field, and enter the customer number in one of these ways:
 - Type the customer number, press field + , and tab to the Amount field.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
4. Type the transaction amount (such as 102.20), and press field + .
5. Type the invoice number in the Invoice field, and press field + .
6. Type the check number of the payment in the Check No field, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Individual Customer: Entering a credit adjustment for a single invoice

1. Type A in the Typ field, and tab to the Cust # field.
2. Enter the customer number in one of these ways:
 - Type the customer number, press field + , and tab to the Amount field.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field - .
Ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Type the invoice number in the Invoice field, and press field + .
5. Type a reference description (if desired) in the Check No field.
6. Tab to the Rsn field, and enter the reason for the adjustment in one of these ways:
 - Type the reason's code, press field + , and press Enter.
 - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Individual Customer: Entering a debit adjustment

Debit adjustments, unlike credit adjustments, cannot be applied to an invoice in an A/R batch.

1. Type A in the Typ field, and tab to the Cust # field.
2. Enter the customer number in one of these ways:
 - Type the customer number, press field +, and tab to the Amount field.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 23.45), and press field +.
4. Press field + at the Invoice field.
5. Type a reference description (if desired) in the Check No field.
6. Tab to the Rsn field, and enter the reason for the adjustment in one of these ways:
 - Type the reason's code, press field +, and press Enter.
 - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Individual Customer: Entering a payment for multiple invoices

1. Type P in the Typ field, and tab to the Cust # field.
2. Enter the customer number in one of these ways:
 - Type the customer number, press field +, and tab to the Amount field.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Tab to the Check No field.
5. Type the check number of the payment, and tab to the Apply? field.
6. Type Y, and press Enter.
7. After the Display A/R For Select #2 screen appears, select credit memos first (if any), and invoices last in one of these ways:
 - Tab to the Invoice field, type in the number of a credit memo or invoice, press field +, and press Enter. Repeat this step until all the necessary credit memos and invoices are selected.
 - Type 1 in the ? column of all the credit memos first (if any), and press Enter. Repeat this step to select all the invoices.
8. After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
9. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Individual Customer: Entering a credit adjustment for multiple invoices

1. Type A in the Typ field, and tab to the Cust # field.
2. Enter the customer number in one of these ways:
 - Type the customer number, press field +, and tab to the Amount field.
 - Press F4 to search for the customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
Ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Tab to the Check No field.
5. Type a reference description (if desired) in the Check No field.
6. If you know the reason's code:
 - a) Tab to the Rsn field, and type the code.
 - b) Tab to the Apply? field, type Y, and press Enter.
 - c) After the Display A/R For Select #2 screen appears, select the invoices in one of these ways:
 - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
 - Type 1 in the ? column of all the invoices, and press Enter.
 - d) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
 - e) Continue with step 8 below.
7. If you do not know the reason's code:
 - a) Tab to the Apply? field, type Y, and press Enter.
 - b) Press F4 to search for the reason's code.
 - c) After the Select Adj/Credit Reason screen appears, type X to select the reason, and press Enter.
 - d) After the Display A/R For Select #2 screen appears, select the invoices in one of these ways:
 - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
 - Type 1 in the ? column of all the invoices, and press Enter.
 - e) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
8. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Corporate Customer: Entering a payment for a single invoice

1. Type P in the Typ field.
2. If you know the invoice number, tab to the Invoice field, type the number, press field +, and continue with step 6 below.
3. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount field.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
4. Type the transaction amount (such as 102.20), and press field +.
5. Type the invoice number in the Invoice field, and press field +.
6. Type the check number of the payment in the Check No field, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Corporate Customer: Entering a credit adjustment for a single invoice

1. Type A in the Typ field.
2. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount field.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
Ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Type the invoice number in the Invoice field, and press field +.
5. Type a reference description (if desired) in the Check No field.
6. Tab to the Rsn field, and enter the reason for the adjustment in one of these ways:
 - Type the reason's code, and press Enter.
 - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Corporate Customer: Entering a debit adjustment

Debit adjustments, unlike credit adjustments, cannot be applied to an invoice in an A/R batch.

1. Type A in the Type field.
2. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount field.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 23.45), and press field +.
4. Press field + at the Invoice field.
5. Type a reference description (if desired) in the Check No field.
6. Tab to the Rsn field, and enter the reason for the adjustment in one of these ways:
 - Type the reason's code, and press Enter.
 - Press F4 to search for the code, type X to select the reason, and press Enter.
7. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Corporate Customer: Entering a payment for multiple invoices

1. Type P in the Typ field.
2. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount field.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 102.20), and press field +.
4. Tab to the Check No field.
5. Type the check number of the payment, and tab to the Apply? field.
6. Type Y, and press Enter.
7. After the Display A/R For Select screen appears, select credit memos first (if any), and invoices last in one of these ways:
 - Tab to the Invoice field, type in the number of a credit memo or invoice, press field +, and press Enter. Repeat this step until all the necessary credit memos and invoices are selected.
 - Type 1 in the ? column of all the credit memos first (if any), and press Enter. Repeat this step to select all the invoices.
8. After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
9. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Entering A/R Transactions in an A/R Batch

Corporate Customer: Entering a credit adjustment for multiple invoices

1. Type A in the Typ field.
2. Enter the corporate customer number in one of these ways:
 - Type the corporate customer number, press field +, and tab to the Amount field.
 - Press F4 to search for the corporate customer, type X to select the customer, and press Enter.
3. Type the transaction amount (such as 32.15), and press field -.
Ignore the } character, the letter, or the incorrect number which appears at the far right for the final digit of the Amount field. It will be corrected when data entry is complete.
4. Tab to the Check No field.
5. Type a reference description (if desired) in the Check No field.
6. If you know the reason's code:
 - a) Tab to the Rsn field, and type the code.
 - b) Tab to the Apply? field, type Y, and press Enter.
 - c) After the Display A/R For Select screen appears, select the invoices in one of these ways:
 - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
 - Type 1 in the ? column of all the invoices, and press Enter.
 - d) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
 - e) Continue with step 8 below.
7. If you do not know the reason's code:
 - a) Tab to the Apply? field, type Y, and press Enter.
 - b) Press F4 to search for the reason's code.
 - c) After the Select Adj/Credit Reason screen appears, type X to select the reason, and press Enter.
 - d) After the Display A/R For Select screen appears, select the invoices in one of these ways:
 - Tab to the Invoice field, type in the number of an invoice, press field +, and press Enter. Repeat this step until all the necessary invoices are selected.
 - Type 1 in the ? column of all the invoices, and press Enter.
 - e) After viewing the Amount To Apply, Total Selected and Total Attempted fields at the top of the screen, press F3 to return to the A/R Batch Entry screen.
8. Continue entering transactions, or post the batch as described above in Creating and Posting an A/R Batch.

Posting an A/R Batch Created by Posting Cash Invoices

1. From the Main Operations Menu, select #2 (Accounts Receivable).
2. Select #1 (A/R Batch Entry), and locate the desired Batch ID equal to the route number.
3. Type 2 in the ? column, and press Enter.
4. Type the total for the Batch Amount field as it appears for the actual amount to the right of it, and press field +.
5. Type the total for the Batch Count field as it appears for the actual amount to the right of it, and press field +.
6. For each transaction of the batch:
 - a) Type 2 in the ? column, and press Enter.
 - b) Type the check number of the payment in the Check # field, press Enter, and press Enter to confirm.
7. To delete any unwanted transactions existing in the batch, type D in the ? column, and press Enter.
8. When all the changes above are complete, verify that the amounts you entered for the Batch Amount and Batch Count fields equal the actual amounts as described above.
9. When the batch fields' amounts equal the actual amounts, press F10 to post the batch.
10. Press Enter to confirm. An A/R posting control report will print.