

# Accounts Receivable

## Setup and Use

### Setting up Customer Accounts

Set up customer accounts using “F. File Maintenance” from the Main Menu. The customers, service, project and comment codes are maintained from this Main Menu item.

**1. Customer Maintenance:** Customer numbers are definable by length during installation. It is advisable to incorporate the customer numbers from other billing systems into this module as well for uniformity.

**2. Service Code Maintenance:** Service codes are user defined from 1 to 6 characters in length. The description and unit rate are defined for default values and may be changed during invoice entry. The General Ledger accounts to be affected by service code activity are defined in here.

**3. Project Code Maintenance:** Project codes allow invoicing to multiple vendors to be tied to a Project code for reporting. The feature is often not used.

**4. Comment Maintenance:** Comment Maintenance allows defining a code to link to Individual or All Invoices/Statements when printing. You may define a comment code in “I. Installation” from the Main Menu to have it appear on all Invoices/Statements. Define a comment code in the Customer Maintenance record for an Individual to have that comment appear, rather than the one defined in “I. Installation.”

### Invoice Maintenance

Producing an invoice requires linking a customer number to one or more service codes. This is done in “5. Invoice Maintenance,” off the Main Menu. You can add new or edit unprinted invoices in here. There is no due date in this system; the system is driven by invoice dates. The system assigns a unique invoice number to all invoices. You can alter the description and unit pricing on any service code during entry. You can not alter the General Ledger links. The option of printing the invoice directly may be used during entry. The ability to load multiple invoices and print them all together requires only saving during this phase.

Invoices can be printed multiple times. All activity about an invoice will be listed. Once an invoice has been printed, the Main Menu item “3. Adjusting Entries” is the only way to make changes on that invoice.

Statement printing allows multiple invoices to be combined to show balances owed. These may be produced as frequently as desired. It is possible to print statements and pick up new invoices at the same time.

### Cash Processing

Cash processing is performed by customer number, date and amount. These steps may be automatically fed from the Cash Receipts (CR) Module. They require a posting of the deposit in order to update the customer balances. When using the CR Module the General Ledger link accounts for cash should be a clearing liability account.