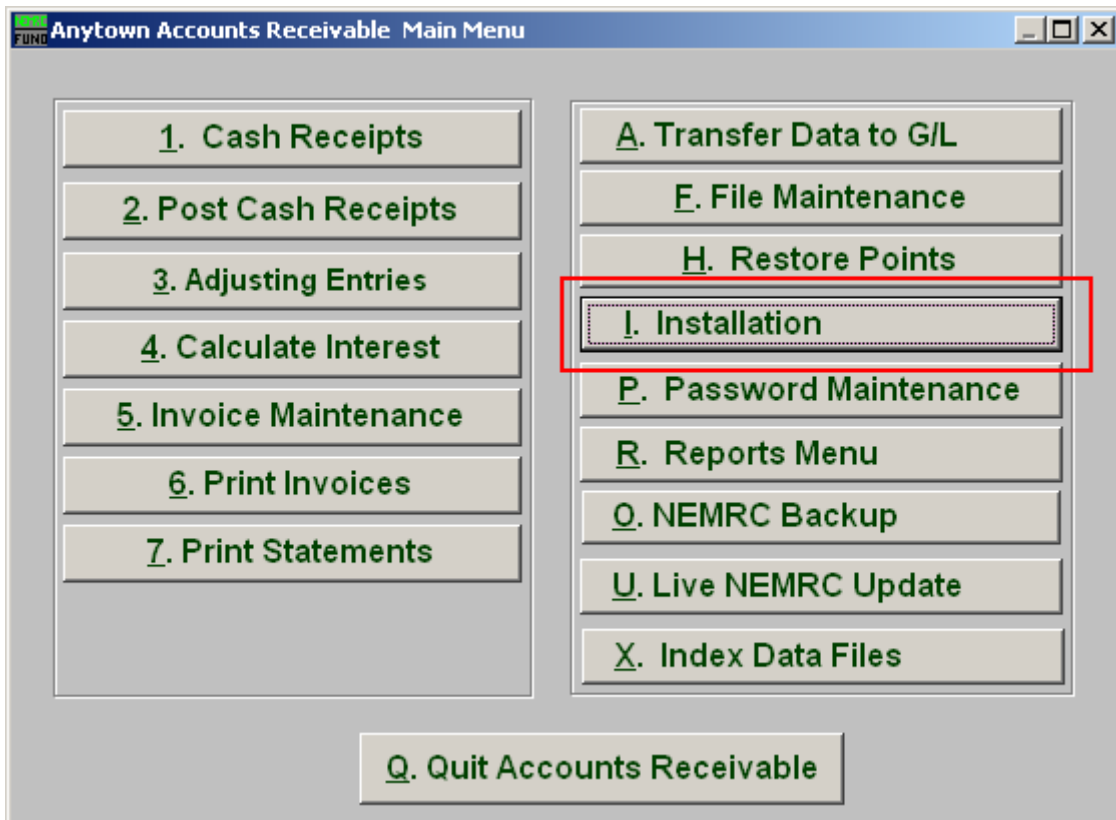


# Accounts Receivable

## I. Installation

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Click on “I. Installation” from the Main Menu and the following window will appear:

# Accounts Receivable

## Installation

The “General” tab

The screenshot shows the 'Accounts Receivable Installation Options' dialog box with the 'General' tab selected. The dialog has four tabs: General, F-Keys, Accounts, and Forms. The General tab contains various configuration options for the Accounts Receivable module. Red numbers 1 through 20 are overlaid on the dialog to highlight specific fields and sections. The fields include Statement Form (00), Invoice Form (00), Link to General Ledger (Yes), Link to Accounts Payable (Yes), Entity (01), Cash/Accrual (Accrual), Credit Vendor (8), Tax 1/2/3 (unchecked), Auto Apply Credits After Billing (unchecked), Apply payments to exact bill first? (unchecked), Include in Next Balance Forward (Payments, Adjustments, Interest checked; Print Invoices on a Statement Once unchecked), Save new invoices as printed (unchecked), Enter payment after entering new invoice. (unchecked), Cash Customer Code (blank), Misc Invoice Field Descriptions (5 rows), Misc Customer Field Descriptions (10 rows), and OK/Cancel buttons. A 'My Help' button is also present in the bottom right corner.

Misc Invoice Field Descriptions		Misc Customer Field Descriptions	
1		6	
2		7	
3		8	
4		9	
5		10	

- 1. Statement Form:** This form can be designed under the forms tab. It is commonly created by NEMRC during installation and is custom per site.
- 2. Invoice Form:** This form can be designed under the forms tab. It is commonly created by NEMRC during installation and is custom per site.
- 3. Link to General Ledger:** Choose “Yes” to link to the NEMRC General Ledger.
- 4. Entity:** Enter the appropriate General Ledger Entity to link to when item **3** is answered “Yes.”
- 5. Cash or Accrual:** Select the method of reporting to the General Ledger when item **3** is answered “Yes.”
- 6. Link to Accounts Payable:** Choose “Yes” to link to the NEMRC Accounts Payable.

## Accounts Receivable

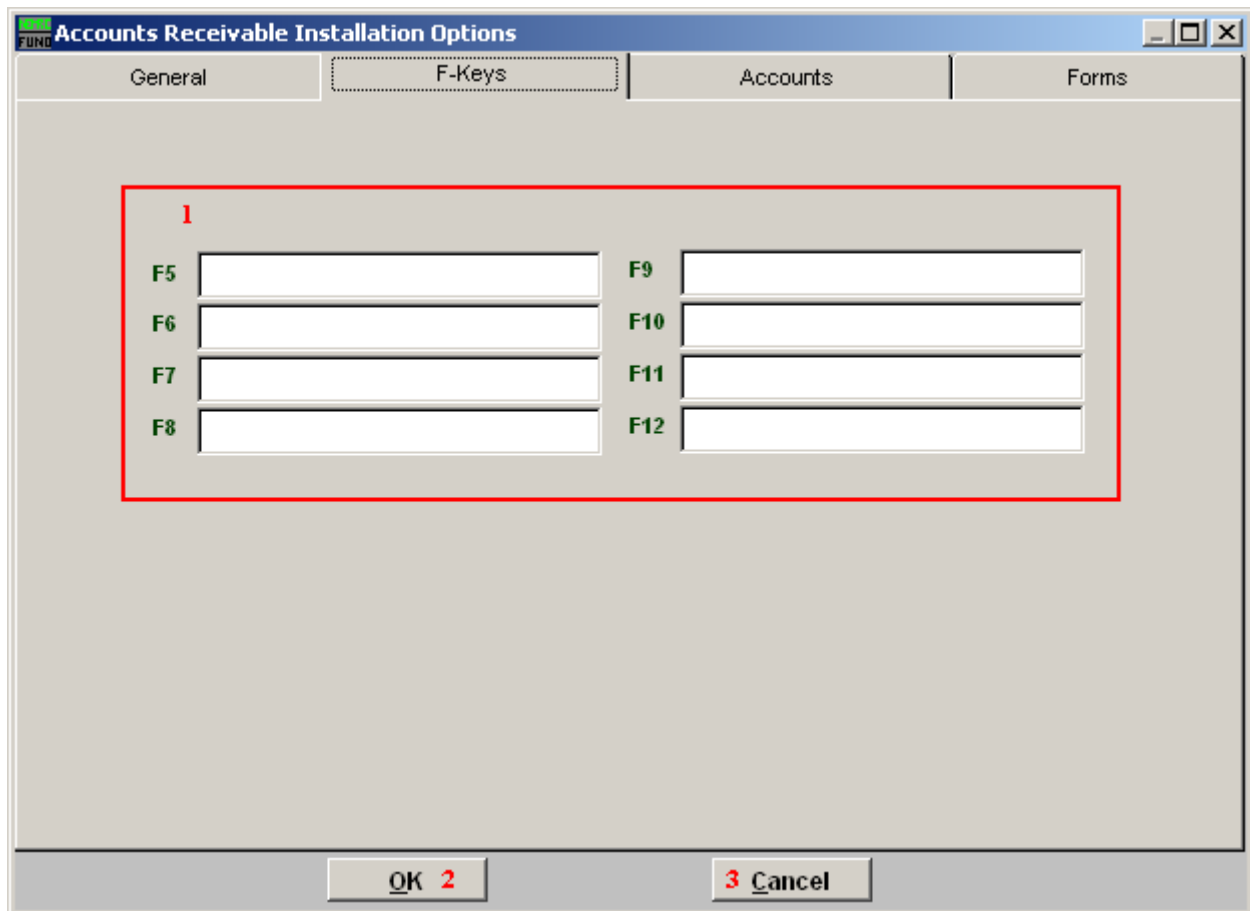
- 7. Entity:** Enter the appropriate Accounts Payable Entity to link to when item **6** is answered "Yes."
- 8. Credit Vendor:** Enter the default Accounts Payable vendor number to transfer Accounts Receivable overpayments to.
- 9. Select the default comment code for invoices/statements:** Comments are defined in the Main Menu item "F. File Maintenance," under the "Comment Maintenance" section. Selecting a comment code here will result in the message appearing on invoices and statements if designed into your form.
- 10. Tax 1 OR Tax 2 OR Tax 3:** The system will provide up to three different sales tax calculations. Check off as many as needed.
- 11. Auto Apply Credits After Billing:** Check this box to have credits automatically apply to open invoice amounts during the updating process that takes place after printing invoices.
- 12. Apply payments to exact bill first?** Check this box to have payments look for matching invoice billing amounts to apply payment before applying to the oldest invoice with a balance.
- 13. Include in Next Balance Forward:** Payments, Adjustments and Interest can be set to directly post to a customer balance and the General Ledger by checking them off here. When any item is not checked off it will appear on the next statement/invoice print in detail and can be updated after that particular print routine is completed.
- 14. Save new Invoices as printed:** Check this option to eliminate the need to print invoices in order to process payments. This may be used by some users of this application who process invoices as a record of billing and payment after the fact.
- 15. Enter payment after entering new invoice:** Check this option to eliminate the need to exit and process payments from the menu and directly go to that process. This works in conjunction with item **14**. This may be used by some users of this application may process invoices as a record of billing and payment after the fact.
- 16. Cash Customer Code:** Enter the customer number assigned in "F. File Maintenance" that represents a non-invoice customer. This is used when processing through the Yard Screen at a transfer station.
- 17. Misc Invoice Field Descriptions:** You can define up to five miscellaneous pieces of information to track here. During invoice entry these descriptions will appear for data entry on the Miscellaneous Tab.

## Accounts Receivable

- 18. Misc Customer Field Descriptions:** You can define up to ten miscellaneous pieces of information to track here. These descriptions will appear in the Main Menu item “File Maintenance,” under “Customer Maintenance” on the Miscellaneous tab.
- 19. Okay:** Click this button to save the changes and return to the previous screen.
- 20. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# Accounts Receivable

The “F-Keys” tab



The image shows a screenshot of the 'Accounts Receivable Installation Options' window, specifically the 'F-Keys' tab. The window has a title bar with the text 'Accounts Receivable Installation Options' and standard window controls. Below the title bar are four tabs: 'General', 'F-Keys' (which is selected and highlighted with a dotted border), 'Accounts', and 'Forms'. The main area of the window contains a red rectangular box labeled with a red '1' in the top-left corner. Inside this box are two columns of text input fields. The left column contains four fields labeled 'F5', 'F6', 'F7', and 'F8' in green text. The right column contains four fields labeled 'F9', 'F10', 'F11', and 'F12' in green text. At the bottom of the window are two buttons: 'OK 2' and '3 Cancel'. The 'OK' button has a red '2' next to it, and the 'Cancel' button has a red '3' next to it.

Each of the F Key fields (F5-F12) is linked to the associated F-Key on your keyboard. In other words, when you hit the “F\_” key on your keyboard, the text entered for that F-Key will appear.

- 1. F Keys:** Type in the command for each “F\_” key.
- 2. OK:** Click this button to except and save.
- 3. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# Accounts Receivable

The “Accounts” tab

The screenshot shows a software window titled "Accounts Receivable Installation Options" with a tabbed interface. The "Accounts" tab is selected, showing a list of account types with input fields for their chart of accounts numbers and "Find" buttons. The list includes Cash, Revenue, Interest Revenue, Write off Debt (Abate), Accounts Receivable, Interest Receivable, Due to other funds, Due from other funds, and Credits Payable. At the bottom are "OK" and "Cancel" buttons.

General	F-Keys	Accounts	Forms	
Cash	1	515-00-0003-30.30	Find	A/R Variance Account
Revenue	2	515-04-2215-98.00	Find	Miscellaneous
Interest Revenue	3	515-04-2215-98.00	Find	Miscellaneous
Write off Debt (Abate)	4	515-04-2215-98.00	Find	Miscellaneous
Accounts Receivable	5	515-00-0003-00.00	Find	Accounts Receivable
Interest Receivable	6	515-00-0003-00.00	Find	Accounts Receivable
Due to other funds	7	515-00-0004-00.00	Find	Due From/To Other Funds
Due from other funds	8	515-00-0004-00.00	Find	Due From/To Other Funds
Credits Payable	9	515-01-1200-15.01	Find	A/R Overpayments/Credits

OK 10 Cancel 11

These accounts are only used for default values during Code set up.

- 1. Cash:** Enter the chart of accounts number or click on “Find” and select from there.
- 2. Revenue:** Enter the chart of accounts number or click on “Find” and select from there.
- 3. Interest Revenue:** Enter the chart of accounts number or click on “Find” and select from there.
- 4. Write off Debt (Abate):** Enter the chart of accounts number or click on “Find” and select from there.
- 5. Accounts Receivable:** Enter in the chart of accounts number or click on “Find” and select from there.
- 6. Interest Receivable:** Enter the chart of accounts number or click on “Find” and select from there.

## Accounts Receivable

- 7. Due to other funds:** Enter the chart of accounts number or click on “Find” and select from there.
- 8. Due from other funds:** Enter the chart of accounts number or click on “Find” and select from there.
- 9. Credits Payable:** Enter the chart of accounts number or click on “Find” and select from there.
- 10. OK:** Click this button to save the changes and return to the previous screen.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.

# Accounts Receivable

The “Forms” tab

Form #	Header	Detail	Footer	Initialize	Form Name	Form Expression
01	FOOT	1	40		SAY TOTAL DUE NOW	IIF(MASTER->T_custno+MASTER->T_sub->M->lc_customer,'Statement')
01	FOOT	1	66		INVOICE TOTAL	IIF(MASTER->T_custno+MASTER->T_sub->M->lc_customer,TRANS(M->LN_SCROLL_TOTAL,'999,999,999.99'),")
01	FOOT	3	10		COMMENT LINE 1	MLINE(ARCOMM->M_COMMENT,1)
01	FOOT	4	10		COMMENT LINE 2	MLINE(ARCOMM->M_COMMENT,2)
01	FOOT	5	10		COMMENT LINE 3	MLINE(ARCOMM->M_COMMENT,3)
01	FOOT	6	0		DOTTED	REPL(' ',40)
01	FOOT	7	10		PLEASE DETACH	' PLEASE CUT ON DOTTED LINE AND MAIL TO THE ADDRESS ABOVE
01	FOOT	8	0		CITY ADDRESS 1	CENTER('Village of Bellows Falls',80)
01	FOOT	9	0		CITY STATE ZIP	CENTER('PO Box 370',80)
01	FOOT	10	0			CENTER('Bellows Falls VT 05101',80)
01	FOOT	11	0			CENTER('Cash Code: V013',80)
01	FOOT	13	20		SAY TOTAL DUE NOW	IIF(MASTER->T_custno+MASTER->T_sub->M->lc_customer,'Invoice')
01	FOOT	13	46		INVOICE TOTAL	IIF(MASTER->T_custno+MASTER->T_sub->M->lc_customer,TRANS(M->LN_SCROLL_TOTAL,'999,999,999.99'),")
01	FOOT	15	20		AMOUNT PAID IF DIFFERENT	'Amount Paid (if different): _____'
01	FOOT	18	20			'Customer: '+ALLT(M->T_CUSTNO)+' '+LEFT(M->lc_name1,30)
01	HEAD	0	0		COMPANY NAME	CENTER(' ',80)
01	HEAD	1	0		CITY ADDRESS 1	CENTER('Village of Bellows Falls',80)

2 Add 3 Delete  
 Form # 4 01 Header Detail Footer Initialize Edit Init data Row 7 1 Column 8 66  
 Name 9 INVOICE TOTAL  
 Expression 10 IIF(MASTER->T\_custno+MASTER->T\_sub->M->lc\_customer,TRANS(M->LN\_SCROLL\_TOTAL,'999,999,999.99'),")  
 OK 11 Cancel 12

- Form description by line item:** Select the line detail of the form you wish to edit. The items are modified using items 4 through 10 below.
- Add:** Click this button to add a line description.
- Delete:** Click on a line above you wish to remove then click this button to delete the line.
- Form #:** The form number must be consistent for use under the “General” tab.
- Header OR Detail OR Footer OR Initialize:** The location on the form must be either “FOOT” (bottom), “HEAD” (top) or “SCRL” (detail lines). The Initialize value defines the locations to start each section.
- Edit Init data:** Select the line that indicates “INT” for the form from the detail lines in item 1 then click the button to change the default form initialization values.
- Row:** This represents the line number within item 5 on which to print.



## Accounts Receivable

- 8. Column:** This represents the column position on item **7** to start printing at.
- 9. Name:** This describes what is to be printed for the user.
- 10. Expression:** This is a Foxpro Expression used to define what form the program to print.
- 11. OK:** Click this button to save the changes and return to the previous screen.
- 12. Cancel:** Click “Cancel” to cancel and return to the previous screen.