Accounts Receivable Manual

(Accounting Office)

Full Contact Accounting ™
Professional Business Manager ™

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This manual has been provided to assist in setting up and processing Accounts Receivable in Full Contact Accounting System (FCAS) or Professional Business Manager (PBM). FCAS or PBM can be used for processing balance forward accounts receivable clients. There is no Open Item option in the program. Before creating the company file, follow the instructions in Appendix A to optimize set up and processing time.

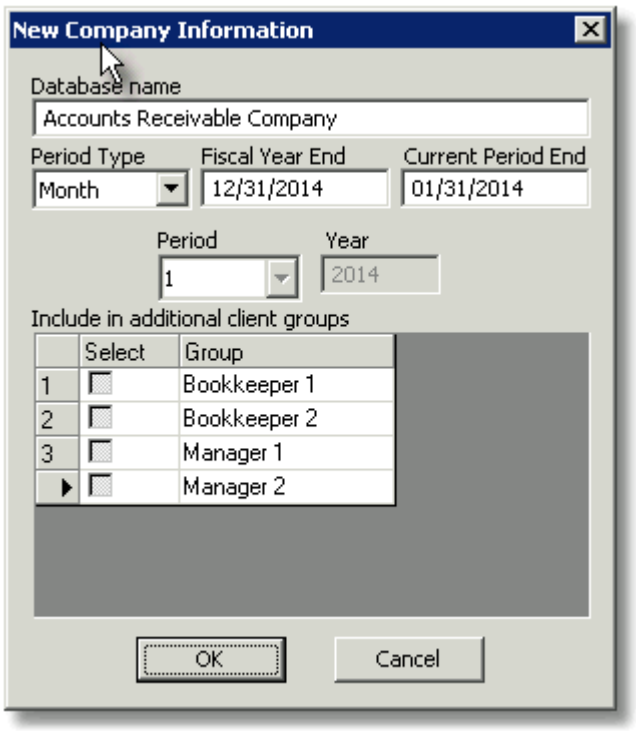
Monthly Processing Overview

1. Verify client file is in correct period. Close if necessary.
2. Enter miscellaneous payments received.
3. Enter non-repetitive billing. (There may be new customers that didn't get set up. Entering non-repetitive billing first will point out any omissions to the repetitive billing maintenance. If repetitive billing is generated prior to new customers being set up, first month's billing will have to be entered as non-repetitive.)
4. Add new customers or Sync Contacts. (See Chapter 8)
5. Edit repetitive billing items and/or amounts as necessary. (Chapter 8)
6. Generate repetitive billing.
7. Print statements and reports.
8. Close period.
9. Generate credit card, draft and/or ACH payments.

Chapter 1 - Create a New Company File

To create a new company file:

1. Select **File/New/Company** to create a new company file.
2. The **Database name** entered here is what will appear in the **Company List**.
3. Select **Month** from the drop-down list in the **Period Type** field if accounts receivable will be processed on a monthly basis.
4. Enter the **Fiscal Year End**.
5. The **Current Period End Date** should be the same as the period end for opening balance entries.
6. Enter through the **Year** field to accept the value suggested by the program.
7. Select the desired **Group(s).**
8. Click **OK** to create the company file.



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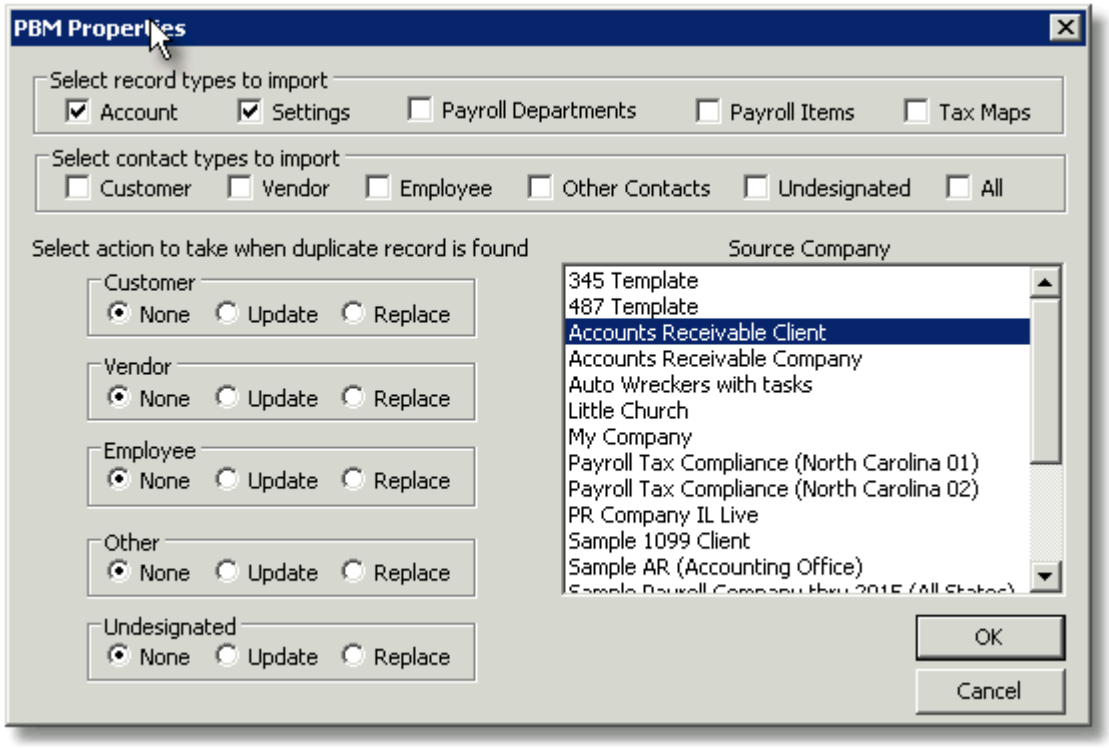
Chapter 2 - Import Accounts and Settings from Existing Company File

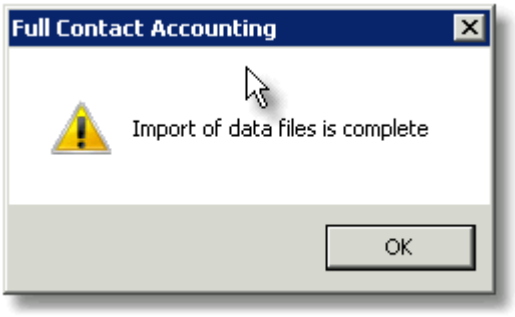
Accounts and Settings can be imported from an existing PBM or FCAS client. When **Settings** is selected, the screen options and column configuration information is copied from the source company.

To import from another file:

1. Select **File/Imports/Full Contact Accounting** or **File/Imports/Professional Business Manager**.
2. Check **Account** and **Settings**. Leave the **Select action to take when duplicate record is found** at **None** for all contact types.
3. Select a company with an appropriate Chart of Accounts from the **Source Company** list.
4. Click **OK** to begin import.



The following dialog box will appear when the import is complete.



5. Click **OK** to close the dialog box.

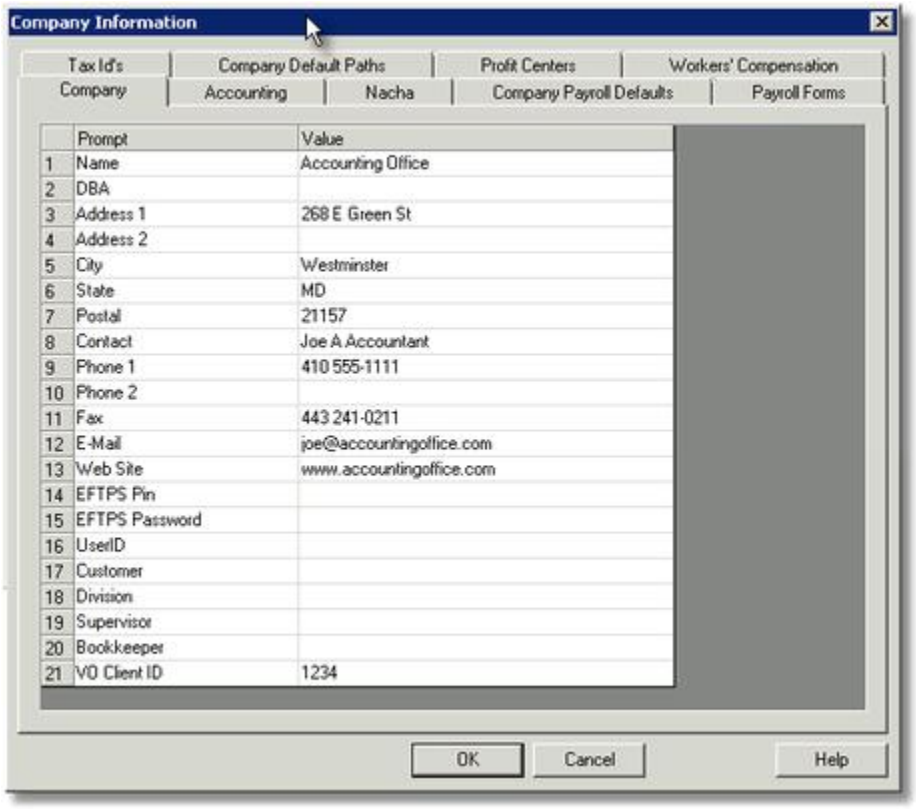
Note: If information is in a file in Advantage, QuickBooks, Check Writer, BusinessWorks, Peachtree or Creative Solutions CBS (DOS), GL accounts (except for CBS (DOS)), Customers, Vendors, Employees, etc. can be imported using the **File/Imports** menu instead of importing accounts from PBM or FCAS. See **Help** for specific instructions.

Chapter 3 – Set Up Company Information

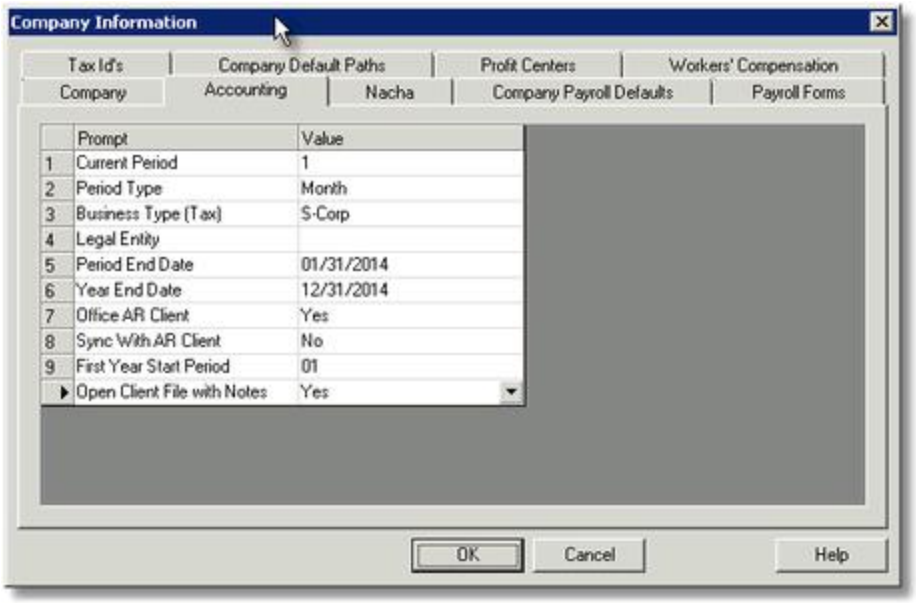
The company name and address must be entered to print on statements.

To enter company information:

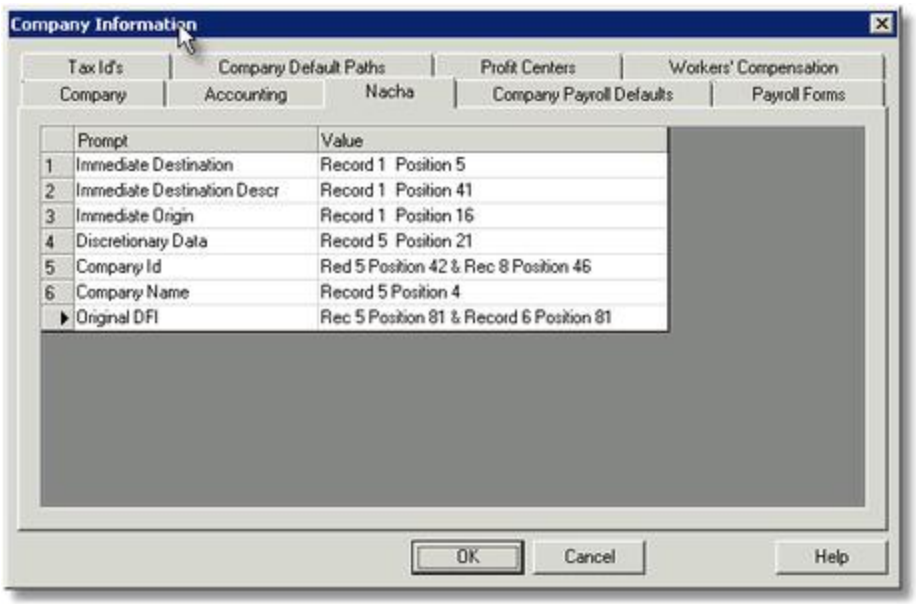
1. Select **Setup/Company Information**.
2. Enter the desired **Company** information in the appropriate fields.



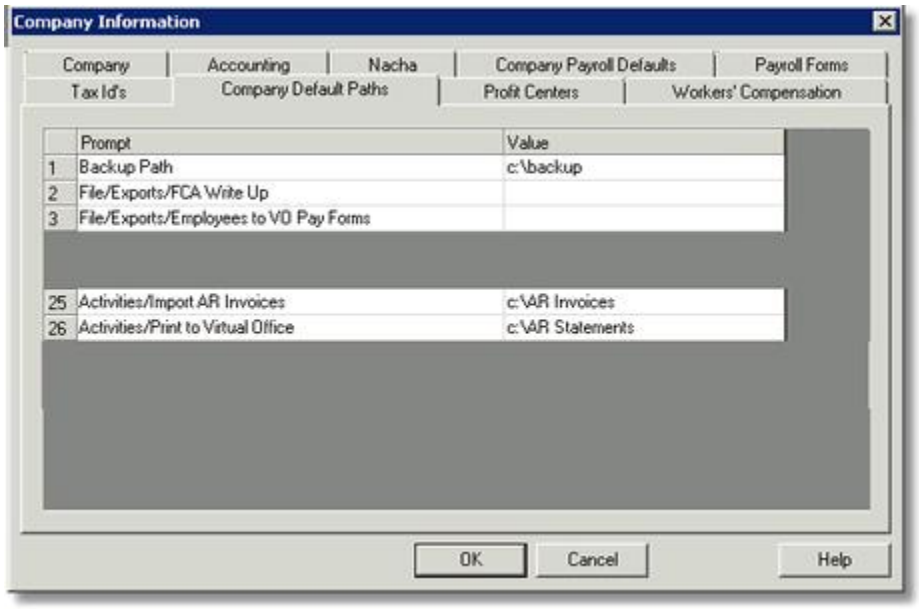
3. Select the **Accounting** tab.
4. Change **Office AR Client** to **Yes.**



5. Select the **Nacha** tab if creating a Nacha file for the deposit.
6. Enter the appropriate **Values**. The image below shows where each **Value** will appear in the **Nacha** file.



7. Select the **Company Default Paths** tab.
8. Enter desired default **Backup Path** (Line 1).
9. Enter the desired default path for file from which invoices are imported in **Activities/Import AR Invoices** (Line 25).
10. Enter desired default path for pdf files uploaded to the Virtual Office for **Activities/Print to Virtual Office** (Line 26).



11. Click **OK**.

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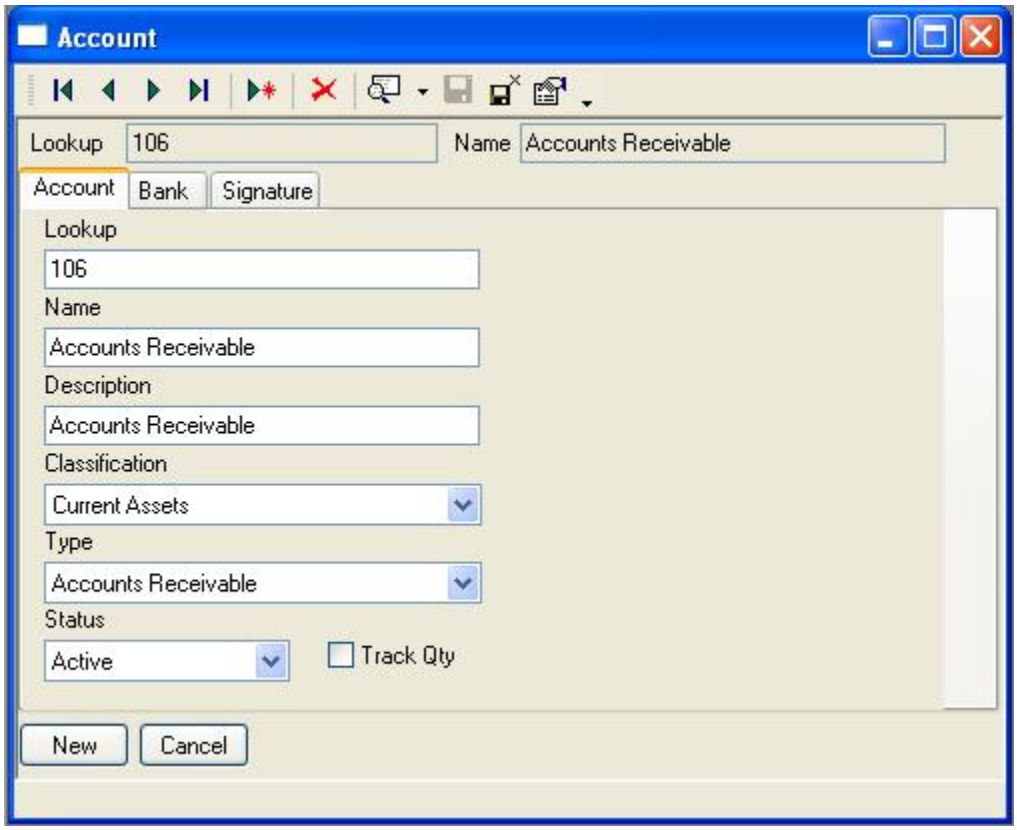
Chapter 4 - General Ledger Account Maintenance

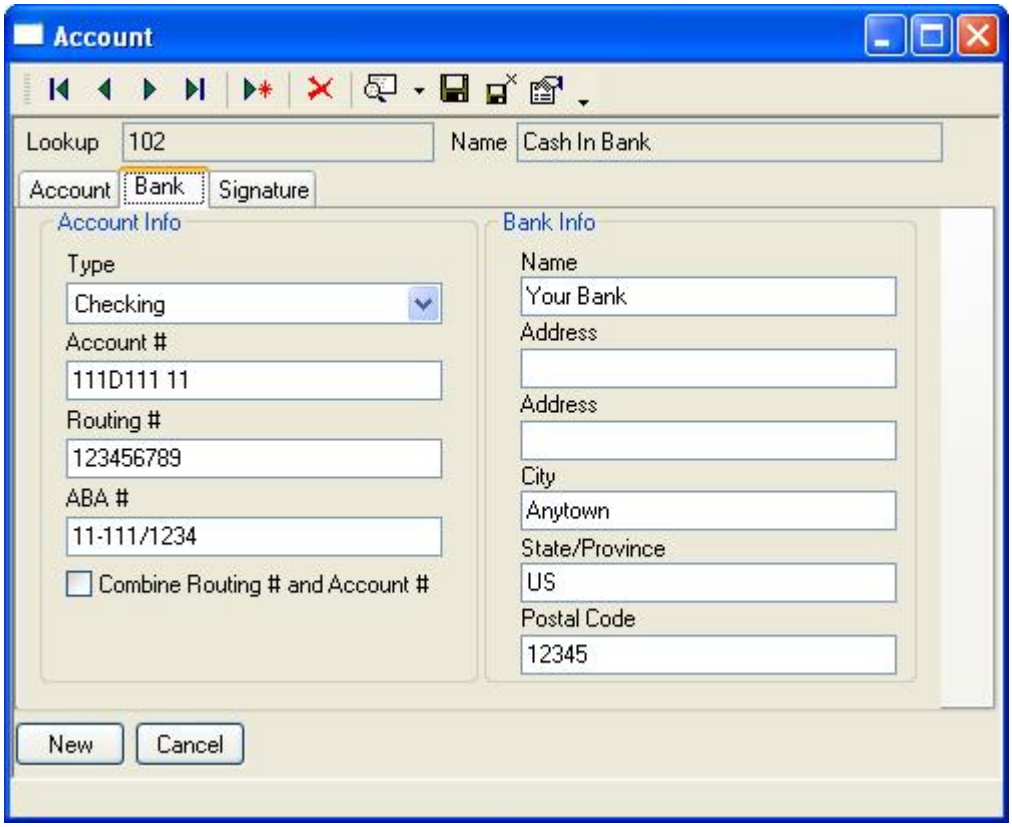
The company file **must** have an account with a **Type** of **Accounts Receivable**. A clearing account may also be desired for payments posted. Some of the accounts that were imported from the source company file may need modification. Additional accounts may also need to be set up for some clients.

1. Select **Setup/Accounts**.
2. Click on the **List** icon or press **Ctrl + I** and verify all necessary income and purchase accounts are set up.
3. Verify that the **Accounts Receivable** account has a **Type** of **Accounts Receivable**.
4. Set up any additional necessary accounts.



If client payments will be made via **ACH**:

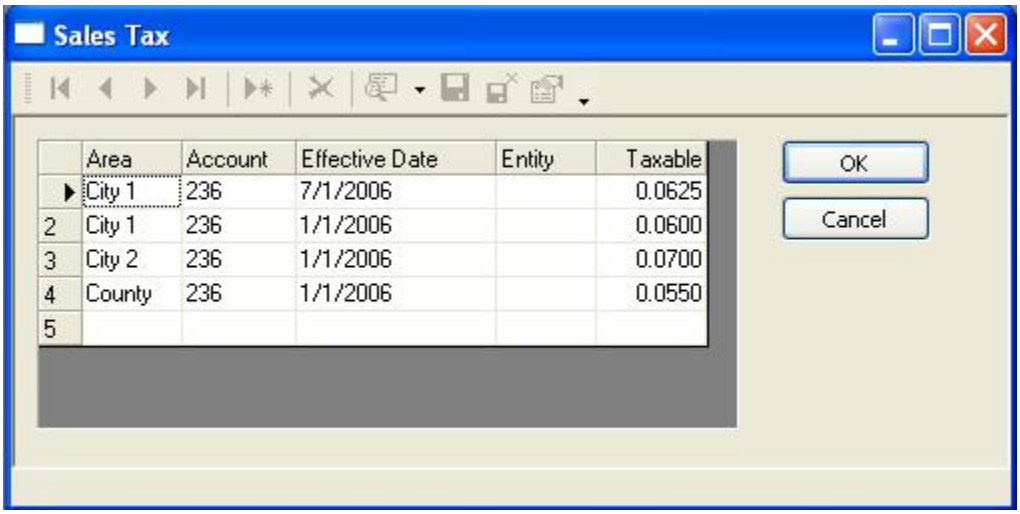
5. Select the **checking** account deposits will be posted to.
6. Click on the **Bank** tab.
7. Enter information for **Company Checking Account** as necessary.



Chapter 5 - Set Up Sales Tax Tables

To set up Sales Tax:

1. Select **Setup/Sales Tax**.
2. Enter a name to define the combined tax for the **Area**.
3. Enter the **Account** that sales tax is posted to.
4. Enter the **Effective Date** for this rate.
5. **Entity** is not used at this time.
6. Enter the rate as a decimal in the **Taxable** field.



Note: Enter an additional line for a new rate with a new **Effective Date** when notification is received.

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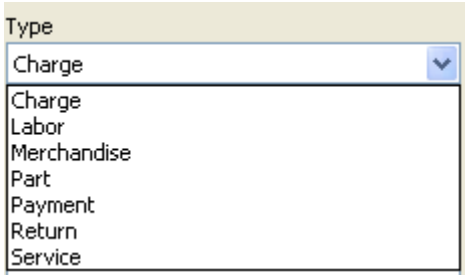
Chapter 6 - Set Up Invoice Items

Service Business with Repetitive Billing (Accounting Office)

Invoice Items are used to identify the type of entry which is posting to a customer's account and also to control general ledger posting. There is no limit to the number of Invoice Items which can be set up. The **Lookup** of an Invoice Item can be any alphanumeric value. It can also be changed at any time. If a numeric value is used for the **Lookup** and a numeric value is used for the **Customer Lookup**, invoices can be entered using only the 10-key pad on the keyboard.

To set up Invoice Items:

1. Select **Setup/Invoice Items**.
2. Select the appropriate **Type** from the drop-down list.



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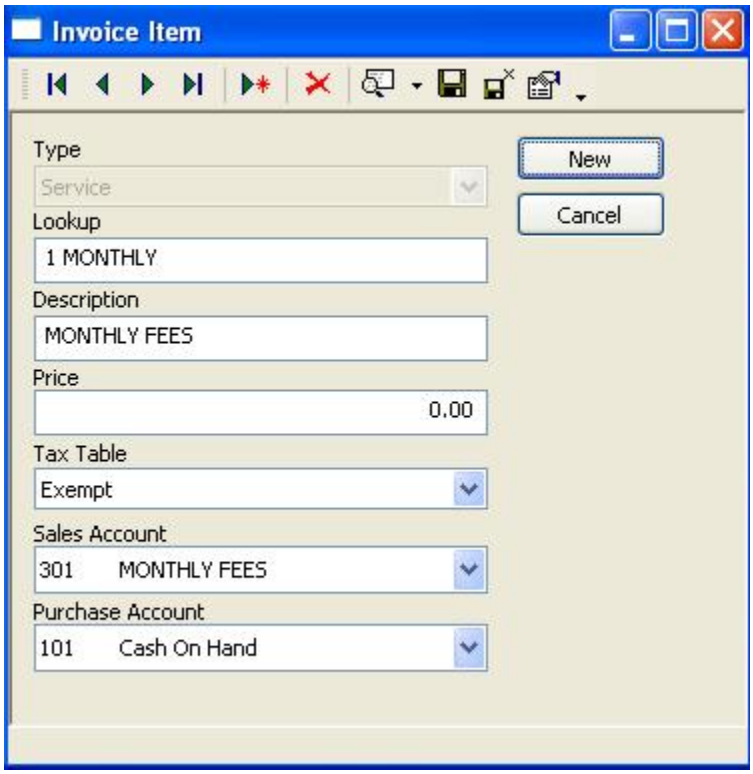
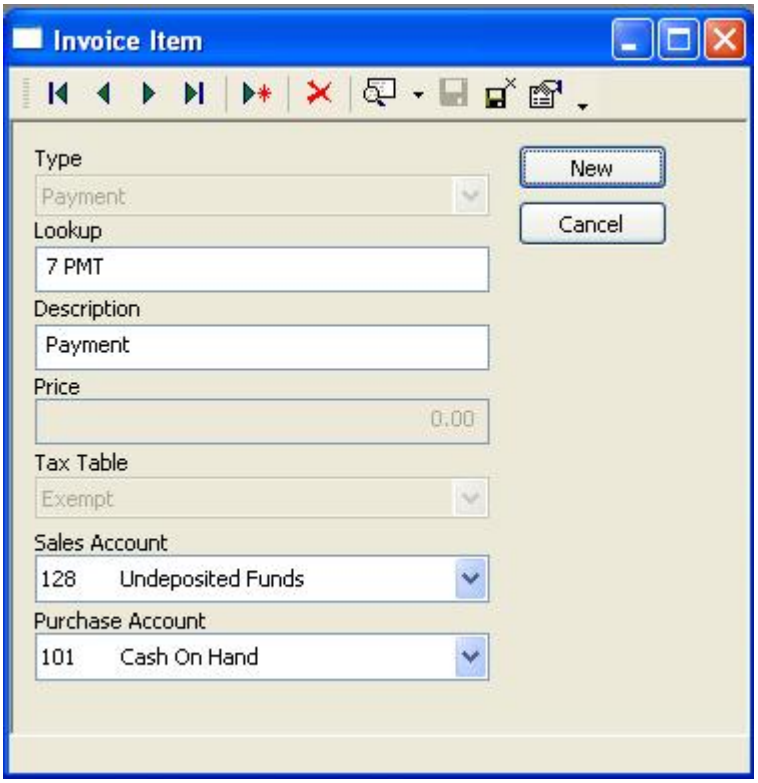
3. Enter a **Lookup**.
4. Enter a **Description**.
5. Enter a **Price** if this item has a per unit price.
6. Select the appropriate **Tax Table** from the drop-down list.
7. Select the appropriate **Sales Account** from the drop-down list.
8. Select the appropriate **Purchase Account** from the drop-down list.



An item with a **Type** of **Payment** MUST be set up for posting payments.



The following is an example of the **Invoice Items** that would typically be set up for an accounting office.

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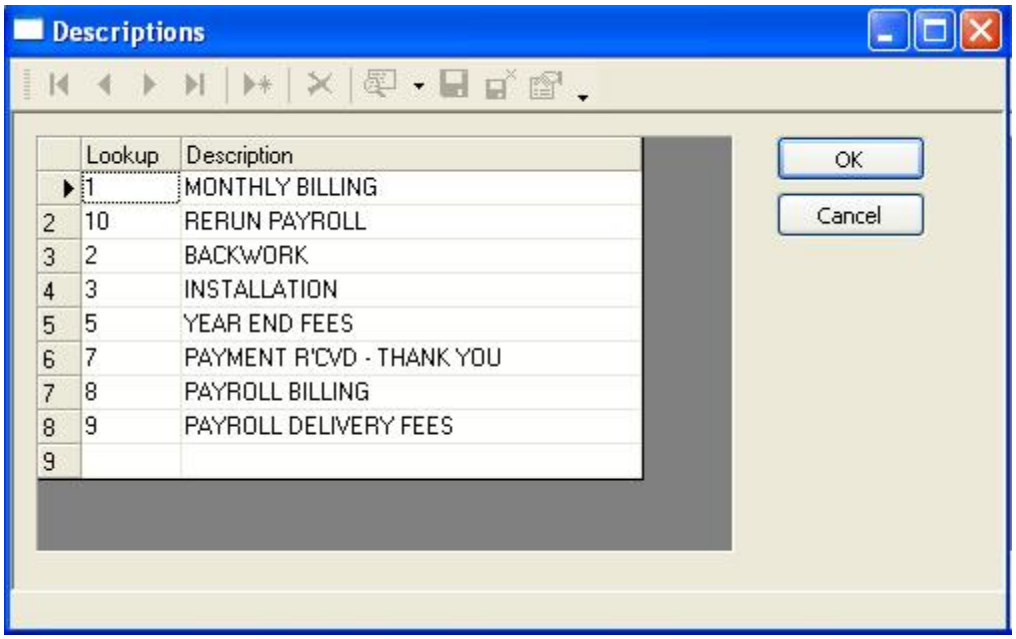
Chapter 7 - Set Up Automatic Descriptions

Frequently used invoice descriptions can be memorized. Invoice descriptions for payments received or non-repetitive billing such as payroll services or tax returns are just a few examples of frequently used descriptions. A numeric value may be entered in the **Memo** field of the **Accounts Receivable Invoice** and the system will enter the memorized description which will print on the statement. There is no limit to the number of automatic descriptions that can be set up.

To set up automatic descriptions:

1. Select **Setup/Descriptions**.
2. Enter the desired number in the **Lookup** field.
3. Enter the desired **Description**.
4. Click **OK**.



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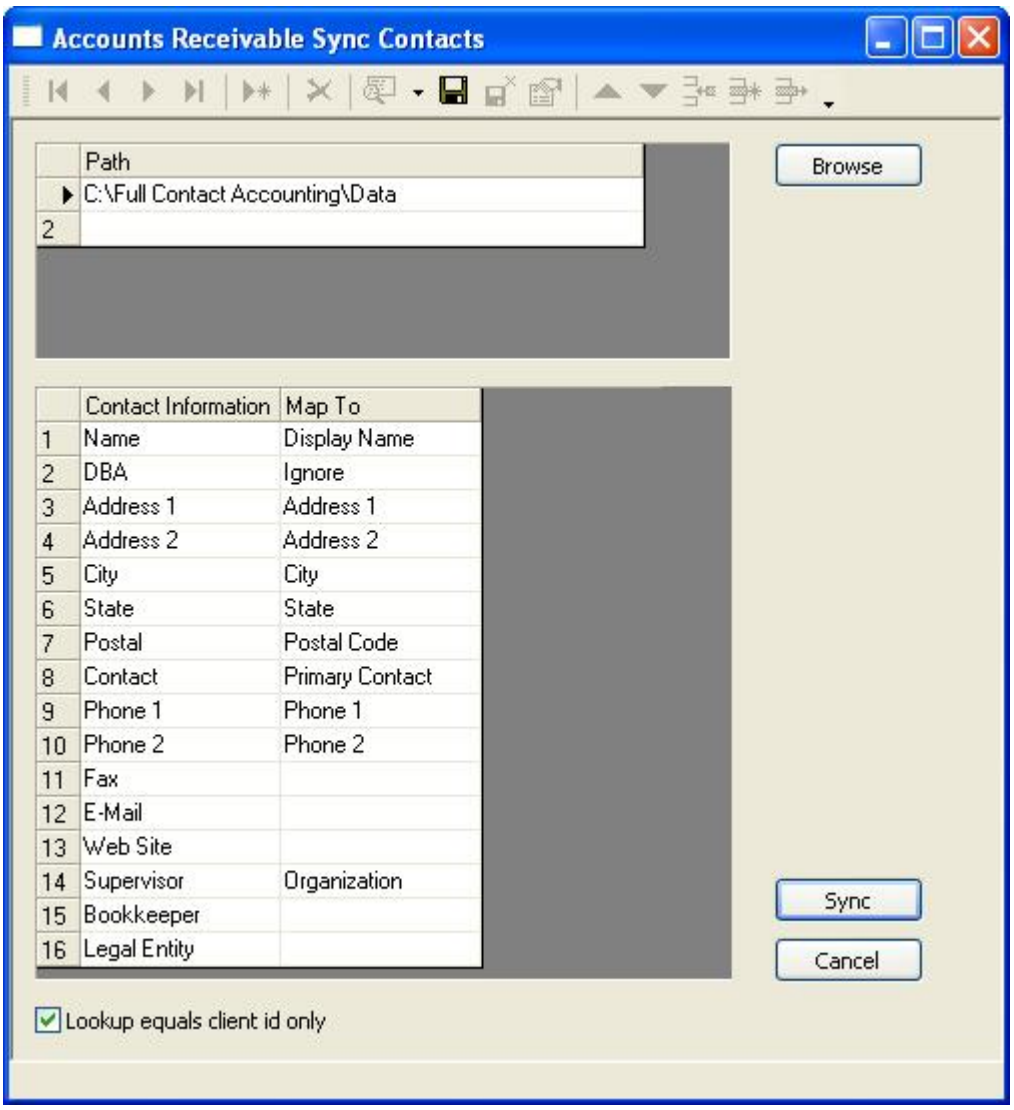
Chapter 8 - Set Up Customers

Customer contact information may be set up and maintained manually or may be synchronized with information which exists on the **Company Tab** in a Write Up or Payroll file in FCAS or PBM. The **Sync With AR Client** option on the **Accounting Tab** in **Setup/Company Information** in the **Write Up and/or Payroll file** must be set to yes for the information to be imported. Imported information will overwrite existing contact information. All updates to customer information for synchronized contacts should be done in the client write up or payroll file.

To synchronize customer contact information:

1. Select **Activities/Sync Contacts**.



2. Click the **Browse** button to browse to the desired **Data** folder.

If Write Up and Payroll files are in separate installations of the program, you may import from each installation. The imports will be completed in the order listed in the **Path** grid. If a client exists in more than one installation and is set to sync from all installations, the information from the last import is what will be saved.

3. Select the appropriate fields from the drop-down list in the **Map To** column. Select **Ignore** or leave the **Map To** field blank for any fields which are not to be imported.

   The **Contact Information** field names refer to fields on the **Company Tab** in **Setup/Options**. The **Map To** field name choices refer to the **Contact Tab** and **Customer Tab** in **Setup/Contacts**.

4. Check **Lookup equals client id only,** if desired.

   If this box is **NOT checked**, the **Lookup** for the contact will be the same as the client **file name**. If this box IS **checked**, the **Lookup** for the contact will be the first string of characters to the left of the first space.

5. Click the **Sync** button to import customer contact information.
6. Click **OK** on the **Import of Accounts Receivable contacts is complete** dialog.
7. Edit contacts as necessary after the first **Sync**.

To set up customers manually:

Select **Setup/Contacts/Company Contacts**.

Contact Tab - enter general contact information.

1. Enter a **Lookup**. This can be any desired alpha-numeric value. If a client number is used, it is recommended that at least a portion of the name be entered as well. The only value that will appear on some data entry screens is the **Lookup**.
2. Enter the **Primary Contact**, if desired.
3. Enter desired information in the **Organization** field, or select an existing **Organization** from the drop-down list.
   Note: **Organization** provides the ability to associate contacts in any group that is defined. To create an organization item, just type it in the **Organization** field of any record and it will be available in the drop-down list for all contact records.
4. Enter desired information in the **Status** field, or select an existing **Status** from the drop-down list.
   Note: **Status** - provides the ability to further identify contacts in groups. To create a status item, just type it in the **Status** field of any record and it will be available in

the drop-down list for all contact records. Examples of **Status** are Active, Inactive, and Prospect.

5. Edit **Display Name**, if necessary.
   Note: The information that is entered in the **Lookup** field will drop down to the **Display Name** field when a new contact is set up. The **Display Name** is what will print on the **A/R Statements**. If a client number is included in the Lookup, it should be deleted from the Display Name to make the statement presentation more professional.
6. Enter the **Business Name, Address, City, State** and **Postal Code**.
7. Enter **Phone Number(s)**, the **Fax Number** and **Email address(es),** as desired.
8. Check the **Customer** box. If the **Customer** box is **not** checked, an A/R statement will **not** print.

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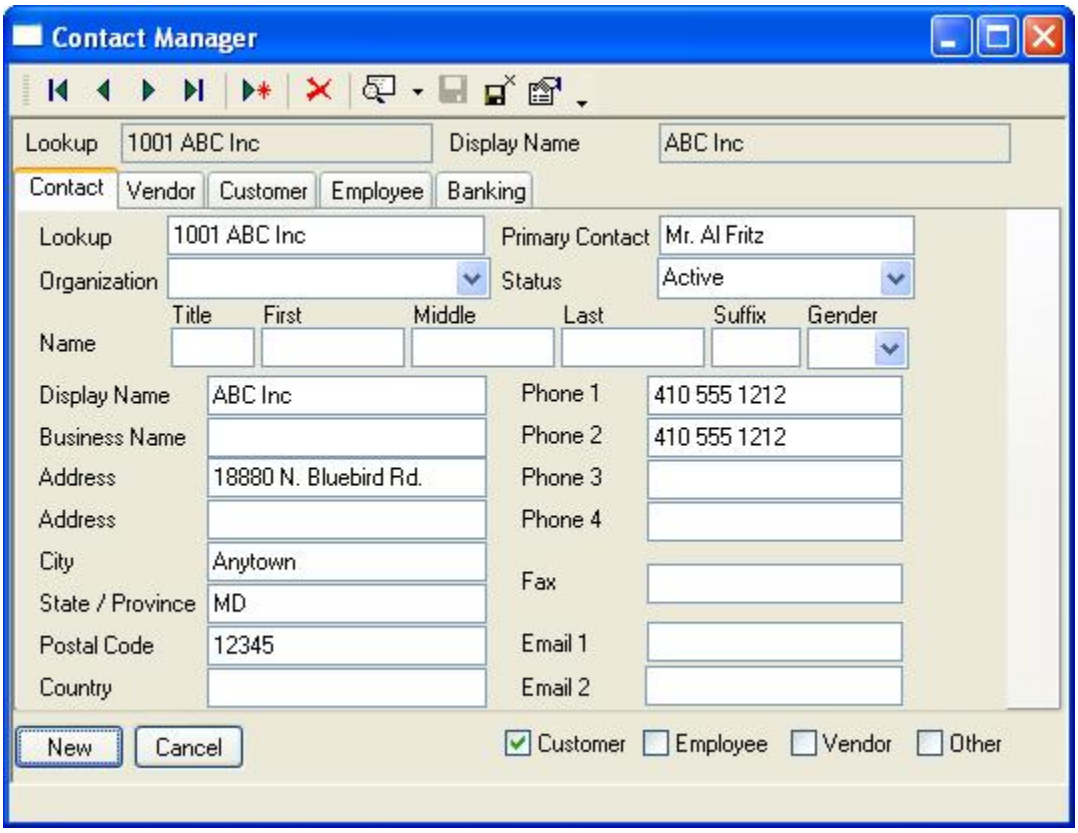
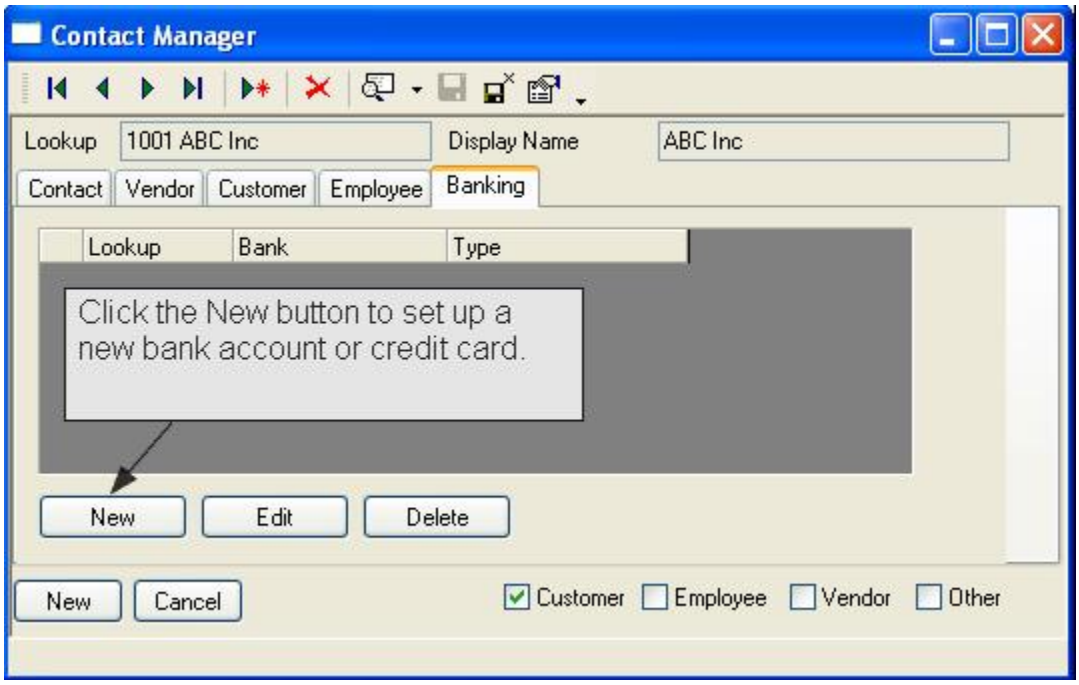
Example of completed **Contact** tab:



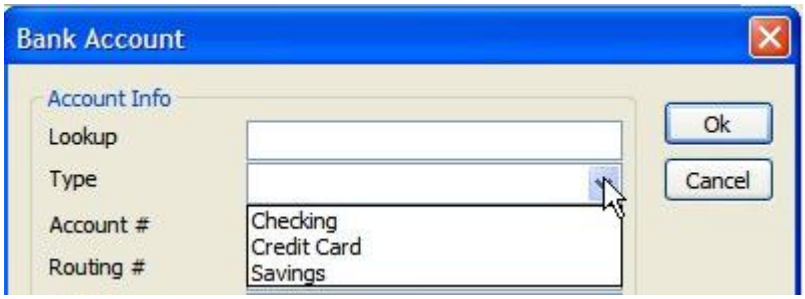
Banking Tab

Set up a Customer's Bank or Credit Card information only if the customer has authorized automatic payment by ACH, draft or credit card. This information **must** be entered before the **Customer** tab can be completed.

1. Select the **Banking** tab.



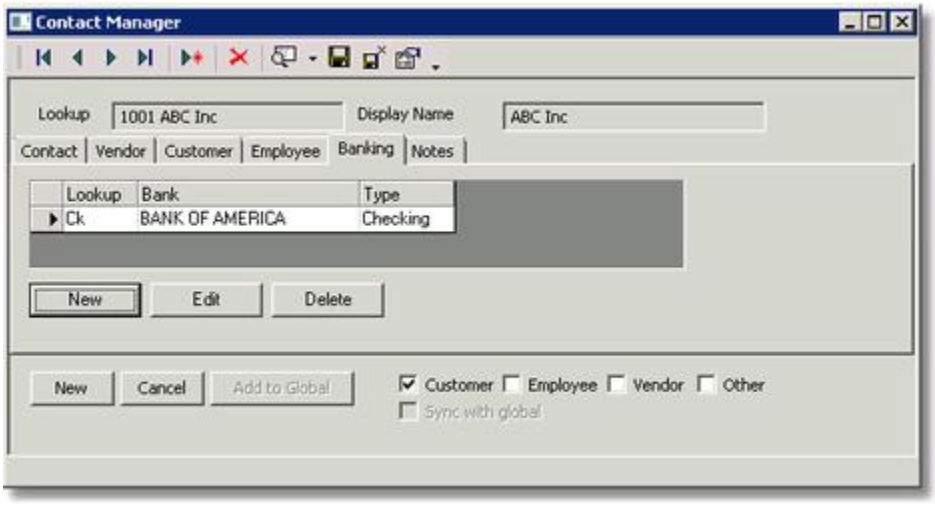
2. Click **New**.
3. Enter **Ck** in the **Lookup** field for customers who are paying by draft or ACH debit. Enter **CC** in the **Lookup** field for customers who are paying by credit card.
4. Select the appropriate account type from the drop-down list in the **Type** field.



If the customer is paying by **Draft** or **ACH**:

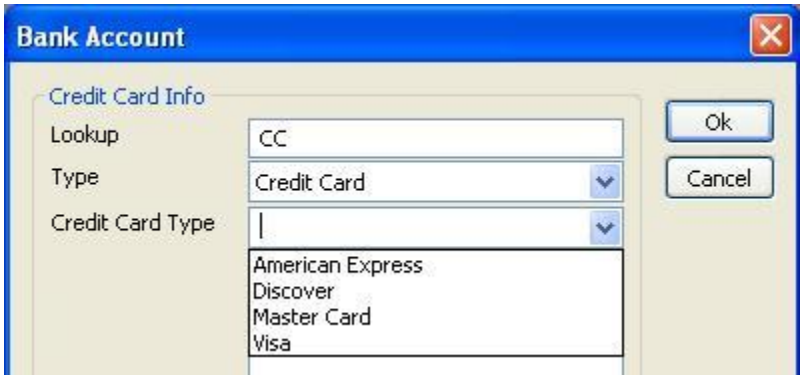
5. Enter the **Bank Account #, Bank Routing #** and **Bank ABA #** in the appropriate fields in the **Account Info** section.
6. Enter the **Bank Name, Address, City, State** and **Zip Code** in the appropriate fields in the **Bank Info** section.
7. Click **Ok**.

The following is an example of the **Banking** tab after bank or credit card information has been entered.

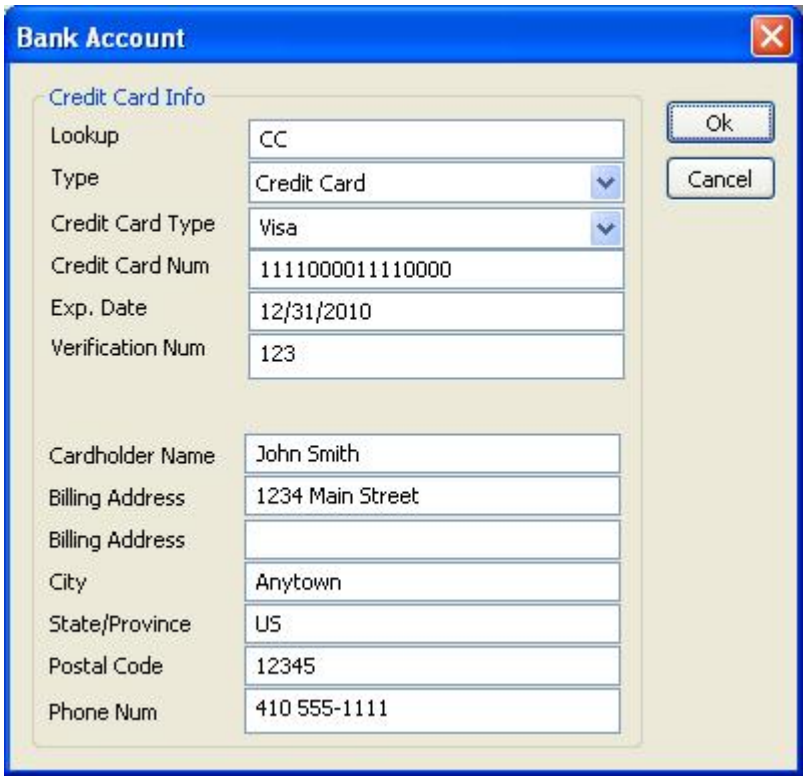


If the customer is paying by **credit card**:

5. Select the appropriate **Credit Card Type** from the drop-down list.



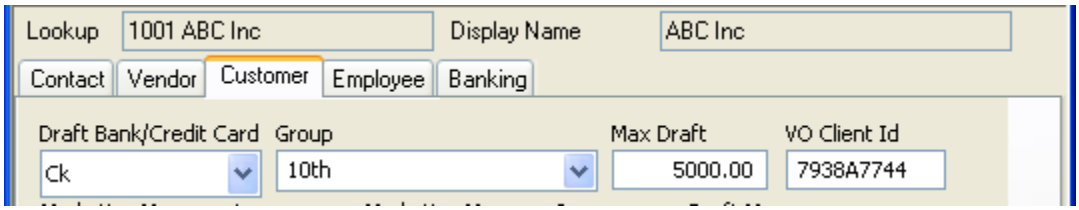
6. Enter the **Credit Card Account Number** in the **Credit Card Num** field. Do NOT use spaces or dashes.
7. Enter the **Credit Card Expiration Date** in the **Exp. Date** field. Type the */*'s.
8. Enter the **3 or 4 digit Security Number** from the back of the card in the **Verification Num** field, if available.
9. Enter the **Cardholder and Billing Information** in the appropriate fields.
10. Click **Ok**.



Customer Tab

Automatic payment information and repetitive billing information is entered on the **Customer** tab.

1. Select the **Customer** tab.



2. Select the **Draft Bank/Credit Card** from the drop-down list created by accounts on the **Banking** tab.
3. Select the desired **Group** from the drop-down list or type a new group name in this field.

   Group – This is the payment group. Different groups may be defined for different payment dates.

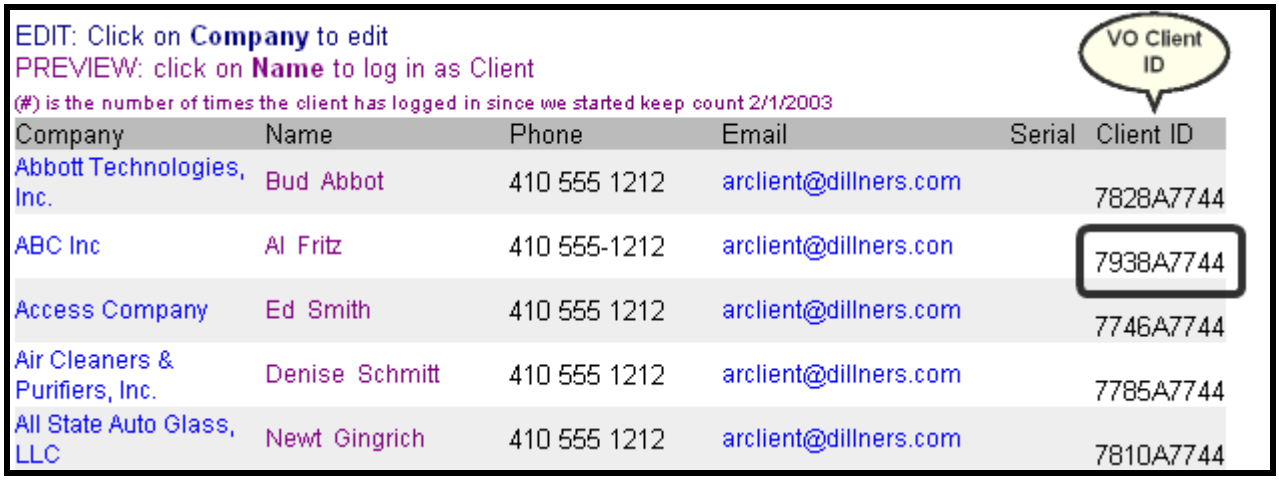
   To create a payment group:

   A. Type the desired group name in the **Group** field.
   B. Press **Enter**.
   C. The following dialog box will appear. Click **Yes** only if it is correct. A group cannot be edited or deleted once it's been created.

4. Enter the amount to be printed on the bank draft as the maximum allowable amount in the **Max Draft** field.

5. Enter the **VO Client Id** ONLY if invoices and/or statements are to be printed directly to the Virtual Office for this customer. Type **None** if invoices and/or statements are NOT to be printed directly to the Virtual Office for this customer AND this customer has a write up or payroll file in FCAS or PBM.

   Note: The **VO Client Id** appears on the **Clients** page in the **Virtual Office**. See **Appendix C** to add client to the Virtual Office. When using the **Sync Contacts** utility to update customer contact information, the **VO Client Id** will be updated if the **VO Client Id** is entered on the **Company Tab** in the client write up or payroll file.

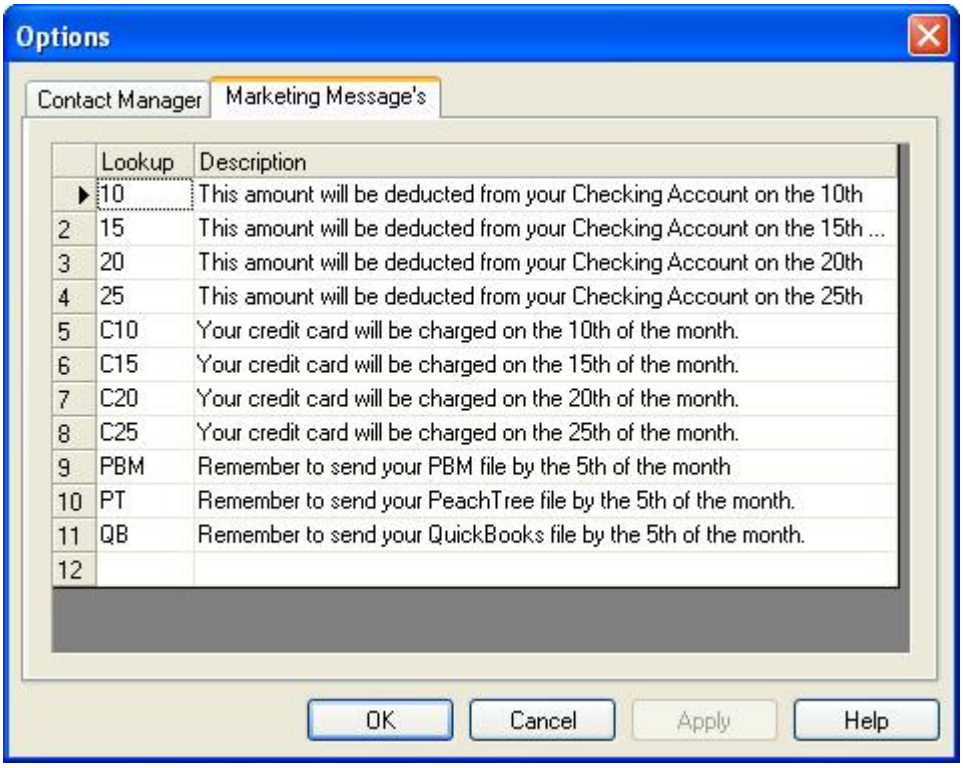


Messages

When statements are printed, messages may be printed. There are two marketing message lines available and a draft message is also available. Default marketing and draft messages may be entered on the **Report Options** screen. The default messages may be overwritten by custom messages.

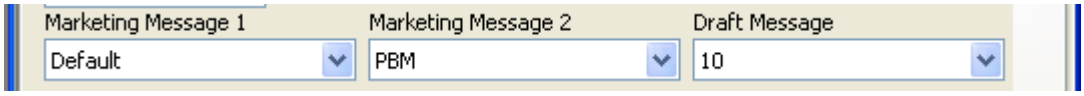
To set up **Custom Messages:**

A. Click on the **Screen Options** icon in the toolbar.
B. Click on the **Marketing Messages** tab.
C. Enter a meaningful **Lookup**.
D. Type the desired message in the **Description** field.
E. Click **OK** to save the messages.

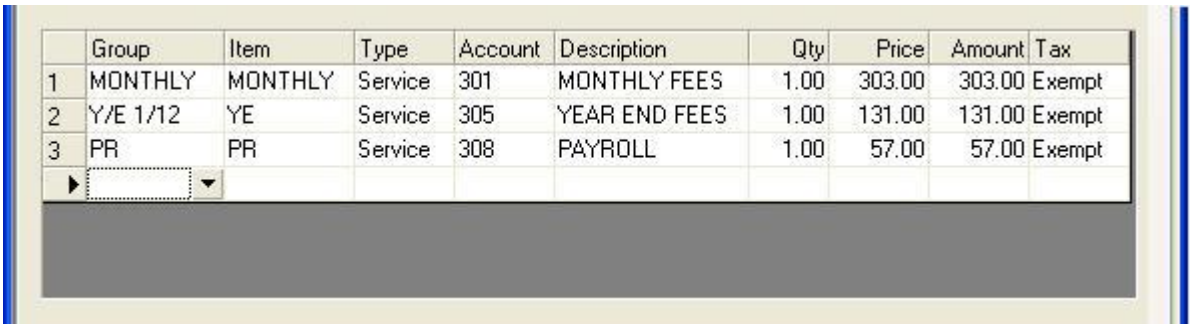


To select **Custom Message(s)**:

1. Enter to the desired **Message** field.
2. Select the desired **Message** from the drop-down list.
3. Repeat as necessary.



To set up **Repetitive Billing**:



	Group	Item	Type	Account	Description	Qty	Price	Amount	Tax
1	MONTHLY	MONTHLY	Service	301	MONTHLY FEES	1.00	303.00	303.00	Exempt
2	Y/E 1/12	YE	Service	305	YEAR END FEES	1.00	131.00	131.00	Exempt
3	PR	PR	Service	308	PAYROLL	1.00	57.00	57.00	Exempt

1. Select the desired **Group** from the drop-down list or type a new group name in this field.

   The Group here is the repetitive billing group. Select the desired **Group** from the drop-down list or type a new group name in this field.

   To create a Repetitive Billing Group:

   A. Type the desired group name in the **Group** field.
   B. Press **Enter**.
   C. The following dialog box will appear. Click **Yes** only if it is correct. A Repetitive Billing Group cannot be edited or deleted once it's been created.

2. Enter the desired **Item Lookup** or select the desired **Item** from the drop-down list. These items are created in **Setup/Invoice Items** (See **Chapter 5**). The program will populate the **Type, Account, Description** and **Tax** fields with values from the **Invoice Item**.
3. Leave **1.00** in the **Qty** field.
4. Enter repetitive billing amount in the **Price** or **Amount** field.
5. Select the appropriate **Area** from the drop-down list in the **Tax** field, if this item is taxable.

There is no limit to the number of repetitive billing items or groups that may be entered for a customer.

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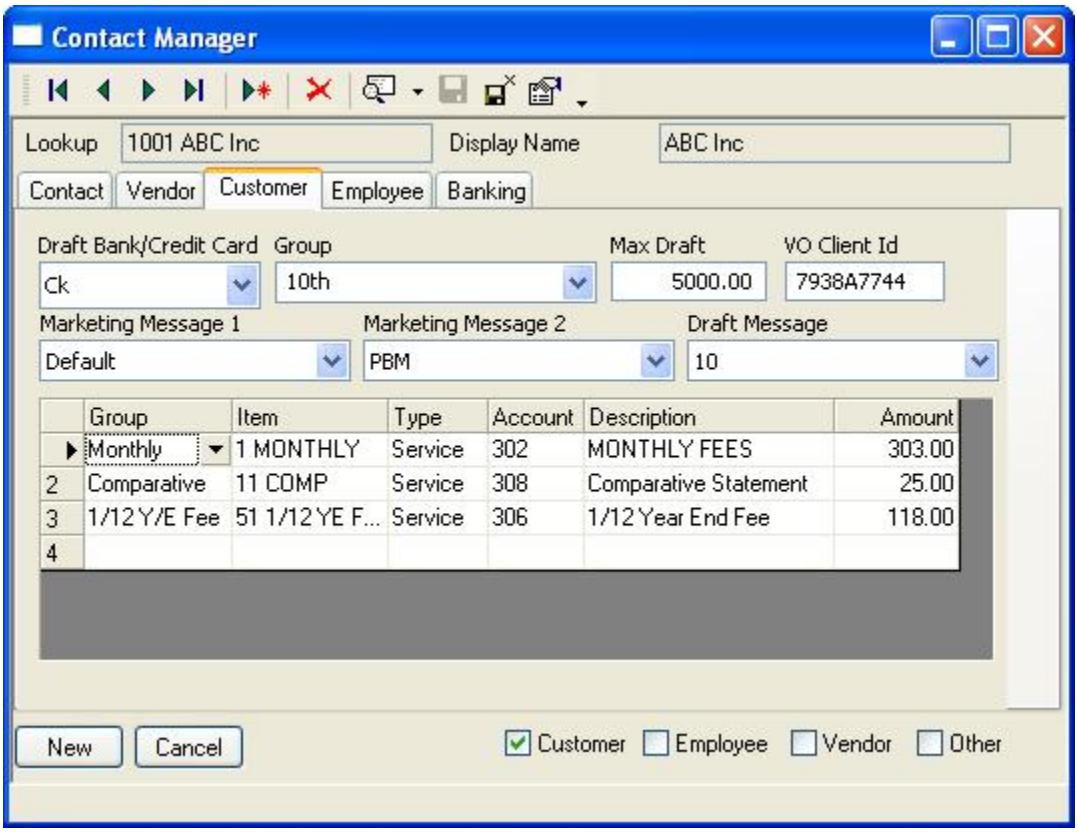
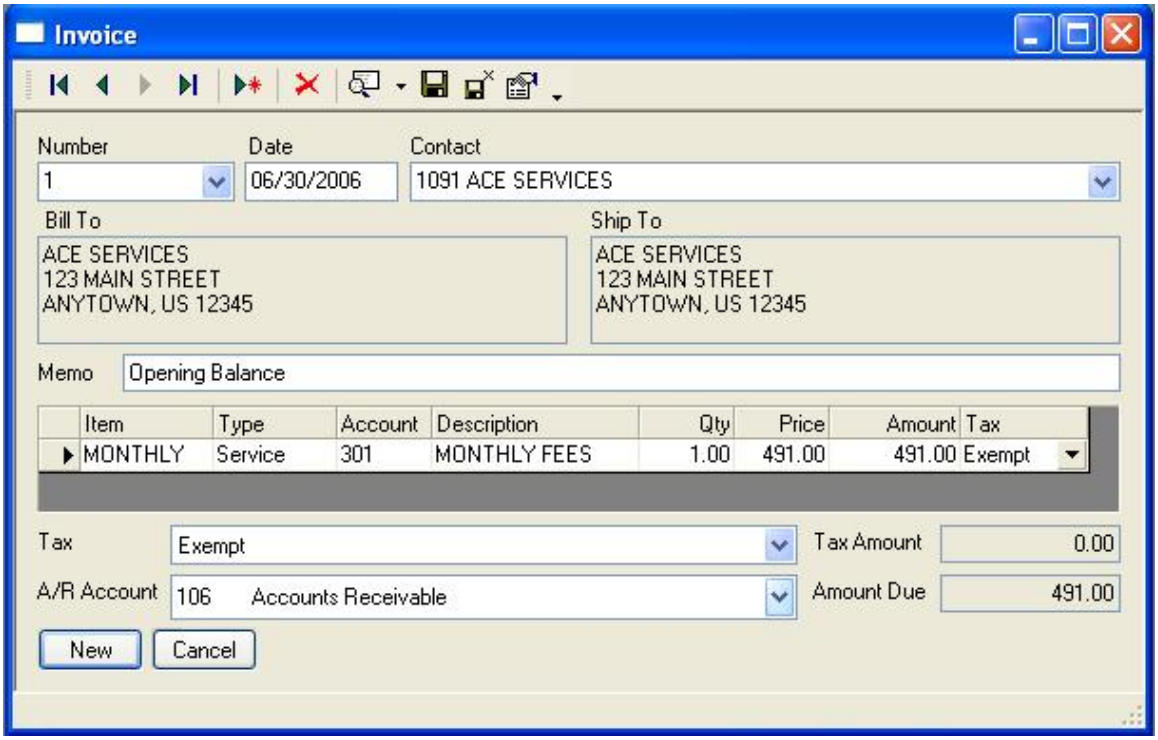
Example of completed **Customer** tab:



Chapter 9 - Enter Opening Balances

To enter Opening Balances:

1. Select **Activities/Enter Receivable Invoices**.
2. Enter an invoice number in the **Number** field.
3. Enter the date of the last **A/R Statement** in the **Date** field.
4. Enter the **Contact Lookup** or select a contact from the drop-down list in the **Contact** field.
5. Type a description in the **Memo** field.
6. Enter the desired **Item Lookup** or select the desired **Item** from the drop-down list. These items are created in **Setup/Invoice Items** (See **Chapter 5**). The program will populate the **Type, Account, Description** and **Tax** fields with values from the **Invoice Item**.
7. Leave **1.00** in the **Qty** field.
8. Enter the opening balance amount in the **Amount** field.
9. Click **New** or enter through the **Tax** and **A/R Account** fields to start a new invoice.



Review the Aging Summary report to verify totals.

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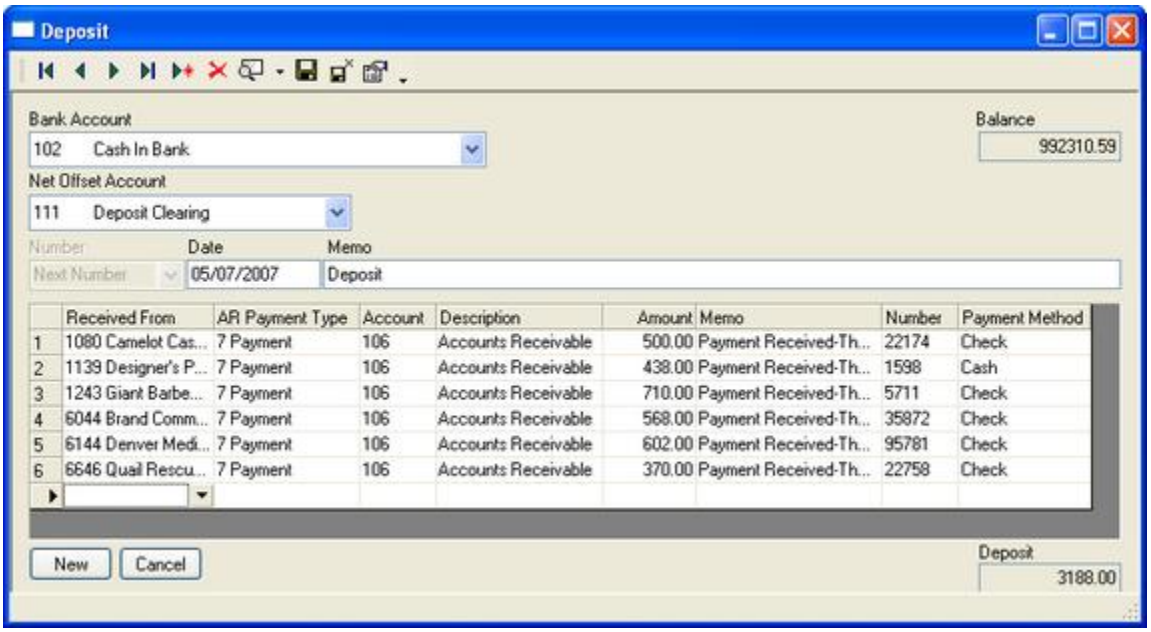
Chapter 10 - Post Payments Received

Entries for payments made by credit card, ACH and/or draft can be automatically posted as the payment file is generated or drafts are printed. Other payments received must be entered manually.

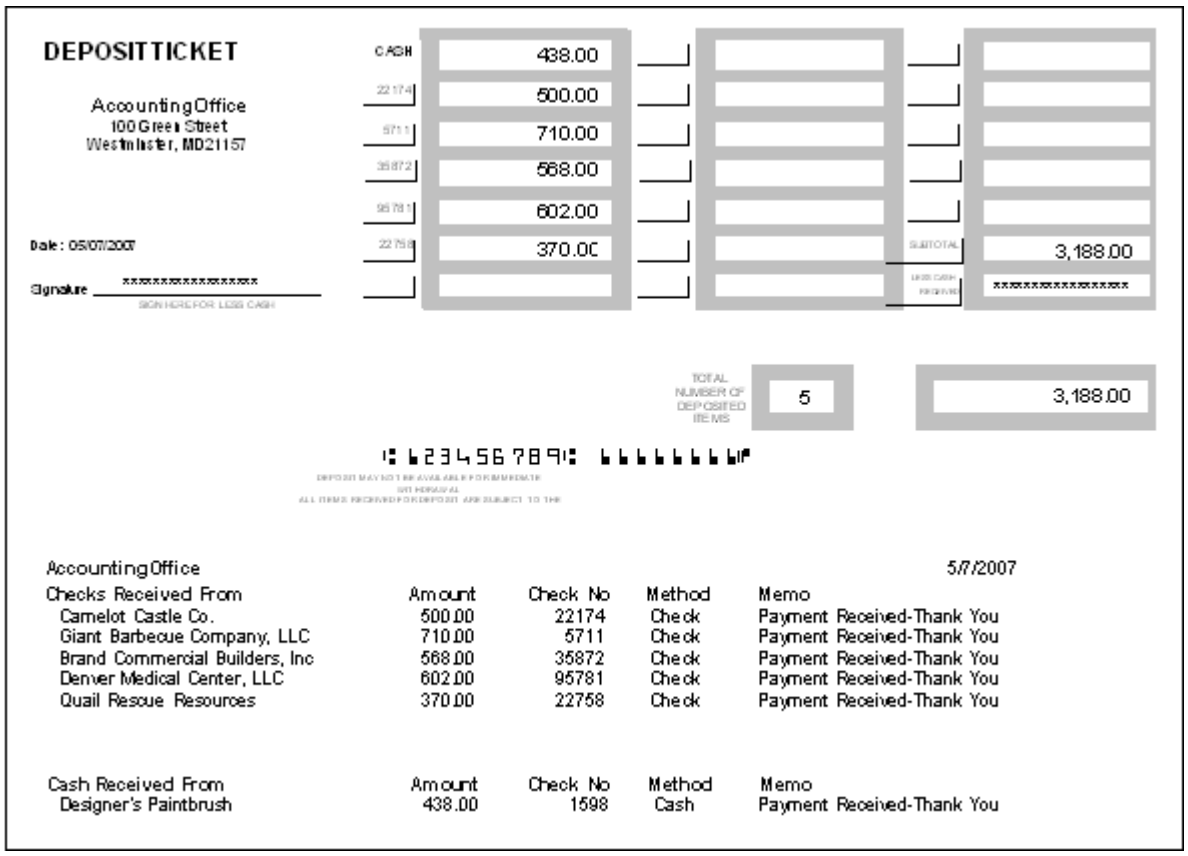
The system will post an entry for the total amount of the deposit as a debit to the Bank Account and credit to the Net Offset Account. Each individual line item will be posted as a credit to the account entered on that line and a debit to the Net Offset Account.

To enter payments received:

1. Select **Activities/Deposit**.
2. Select the appropriate **Bank Account**.
3. Select the appropriate **Net Offset Account**.
4. Enter the deposit **Date**.
5. Enter a description to be associated with the deposit transaction in the **Memo** field.
6. Enter the Contact Lookup or select a Contact from the drop-down list in the **Received From** field.
7. Select the appropriate **AR Payment Type** from the drop-down list.
8. Enter a description in the **Memo** field. This description will print on the statement.
9. Enter the client's check **Number**, if desired.
10. Enter the **Payment Method**.
    Note: The system will print the total of all entries with a **Payment Method** of **Cash** on the Cash line of the deposit slip. All entries with a **Payment Method** of **Check** will be itemized on the deposit slip.
11. Click **Save** .



12. Select **Edit/Commands/Print** or to print a deposit slip for the bank.



DEPOSIT TICKET

Accounting Office
100 Green Street
Westminster, MD 21157

Date: 05/07/2007

Signature **********

SIGN HERE FOR LESS CASH

CASH	438.00				
22174	500.00				
5711	710.00				
35872	568.00				
95781	602.00				
22758	370.00			SUBTOTAL	3,188.00
				LESS CASH RECEIVED	**********

TOTAL NUMBER OF DEPOSITED ITEMS: 5

3,188.00

DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
ALL ITEMS RECEIVED FOR DEPOSIT ARE SUBJECT TO THE

Accounting Office 5/7/2007

Checks Received From	Amount	Check No	Method	Memo
Camelot Castle Co.	500.00	22174	Check	Payment Received-Thank You
Giant Barbecue Company, LLC	710.00	5711	Check	Payment Received-Thank You
Brand Commercial Builders, Inc	568.00	35872	Check	Payment Received-Thank You
Denver Medical Center, LLC	602.00	95781	Check	Payment Received-Thank You
Quail Rescue Resources	370.00	22758	Check	Payment Received-Thank You

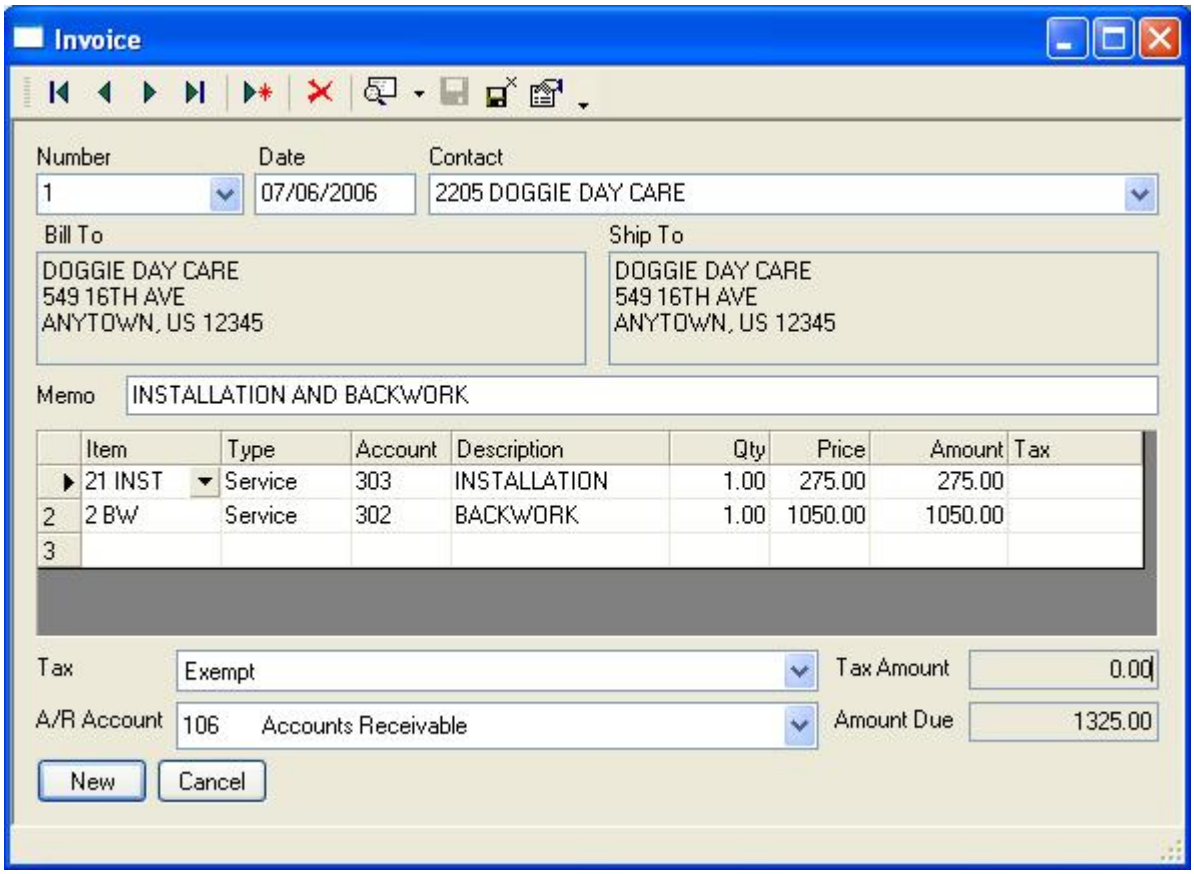
Cash Received From	Amount	Check No	Method	Memo
Designer's Paintbrush	438.00	1598	Cash	Payment Received-Thank You

Note: The deposit ticket is limited to 78 checks. When depositing more than 78 checks, split the deposit into separate transactions.

Chapter 11 - Enter Non-Repetitive Billing

To enter non-repetitive billing:

1. Select **Activities/Enter Receivable Invoices**.
2. Enter an invoice number in the **Number** field.
3. Enter the invoice date in the **Date** field.
4. Enter the Contact Lookup or select a Contact from the drop-down list in the **Contact** field.
5. Enter a description in the **Memo** field. This description will print on the statement.
6. Enter the Lookup for the desired item or select it from the drop-down list in the **Item** field.
7. The program will populate the **Type**, **Account**, **Description**, **Qty** and **Tax** fields based on the setup for the **Invoice Item**.
8. Leave **1.00** in the **Qty** field.
9. Enter the amount in the **Price** or **Amount** field.
10. Select the appropriate tax area from the drop-down list, if applicable or leave **Exempt** in the **Tax** field.
11. Change the **A/R Account** if necessary.
12. Enter through or click **New** to save this entry and start a new invoice.



The invoice in the example will print on the A/R statement as one single line item with the description of Installation and Backwork with an amount of 1325.00. To show charges for Installation and Backwork as separate items on the statement, enter them as separate invoices.

If the value for the option **Auto new entry** is set to **Yes**, the program will save the existing invoice and start a new one after the **A/R Account** field is entered through.

If an Invoice Item is taxable, the system will use the invoice date to calculate the sales tax based on the effective rate from **Setup/Sales Tax**.

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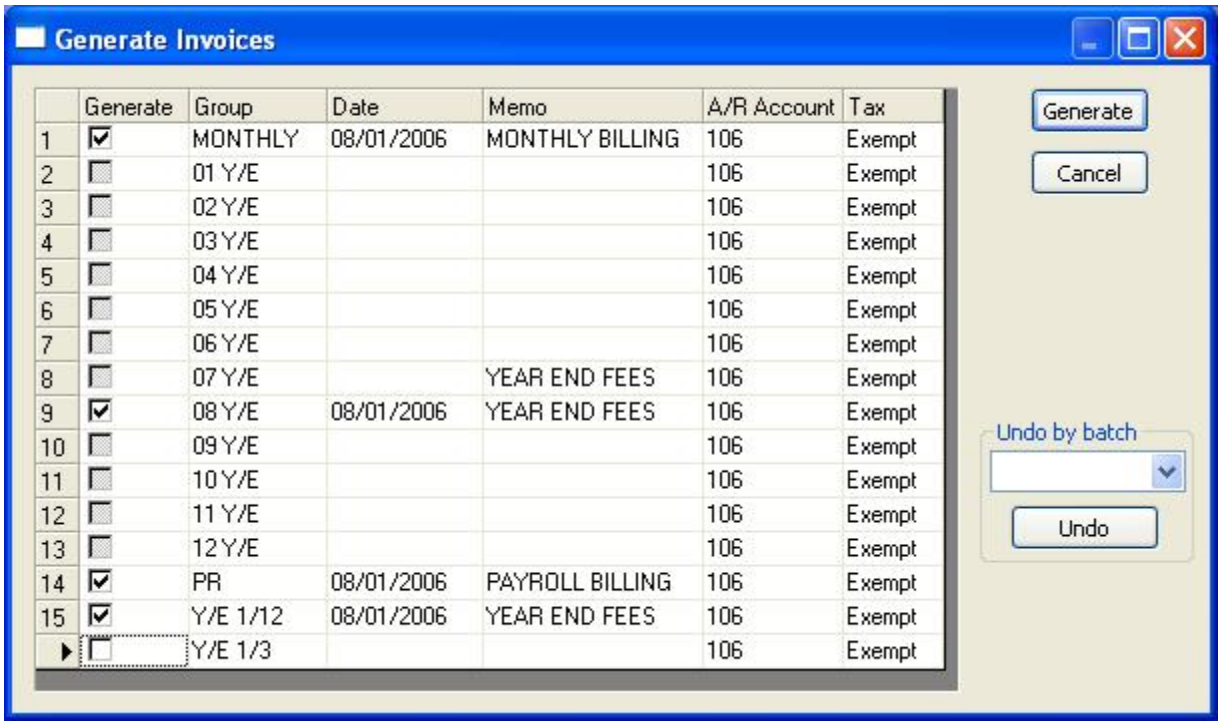
Chapter 12 - Generate Repetitive Billing

To generate repetitive billing invoices:

1. Select **Activities/Generate Invoices**.
2. Check the box in the **Generate** column for any billing group to be used this period. More than one group may be checked.
3. Enter the **Date** that will be used for the invoices.
4. Enter a **Memo**, if desired. This **Memo** will appear at the top of each **Invoice** and as a description on the **A/R Statement**.
5. Select the **A/R Account** that the invoices will be posted to. Only **GL** accounts with a **Type** of **Accounts Receivable** will be available in the list.
6. Select the **Tax** area that will be used on the invoices. If there are multiple taxing areas, a unique **Repetitive Billing Group** must be set up for each tax area.
7. Click **Generate** to generate invoices.



	Generate	Group	Date	Memo	A/R Account	Tax
1	☑	MONTHLY	08/01/2006	MONTHLY BILLING	106	Exempt
2	☐	01 Y/E			106	Exempt
3	☐	02 Y/E			106	Exempt
4	☐	03 Y/E			106	Exempt
5	☐	04 Y/E			106	Exempt
6	☐	05 Y/E			106	Exempt
7	☐	06 Y/E			106	Exempt
8	☐	07 Y/E		YEAR END FEES	106	Exempt
9	☑	08 Y/E	08/01/2006	YEAR END FEES	106	Exempt
10	☐	09 Y/E			106	Exempt
11	☐	10 Y/E			106	Exempt
12	☐	11 Y/E			106	Exempt
13	☐	12 Y/E			106	Exempt
14	☑	PR	08/01/2006	PAYROLL BILLING	106	Exempt
15	☑	Y/E 1/12	08/01/2006	YEAR END FEES	106	Exempt
▶	☐	Y/E 1/3			106	Exempt

The following dialog box will appear when invoices have been generated.

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Additional notes:

The **Description(s)** entered in the **Memo** field(s) and the **A/R Account** selection(s) will be remembered and do not have to be entered when processing future months.

Batch Name

A batch name is assigned to repetitive billing invoices. Each repetitive billing group is assigned a unique **Batch Name**. The **Billing Group**, **Effective Year** and **Effective Period** are identified in the **Batch Name**. For example, **GMONTHLY 2006-08** identifies an invoice as follows: **G** – Generate Invoices screen, **MONTHLY** – Billing Group, **2006** – Effective Year, **8** – Effective period. If invoices were generated for a billing group more than once, a hyphen and number will be added for each additional iteration. For example: **GMONTHLY 2006-08-1, GMONTHLY 2006-08-2**, etc.

Missed Billing Groups

If it is discovered that a billing group was inadvertently left unchecked, return to **Utilities/Generate Invoices**. Check the skipped groups and click **Generate**.

Duplicate Billing

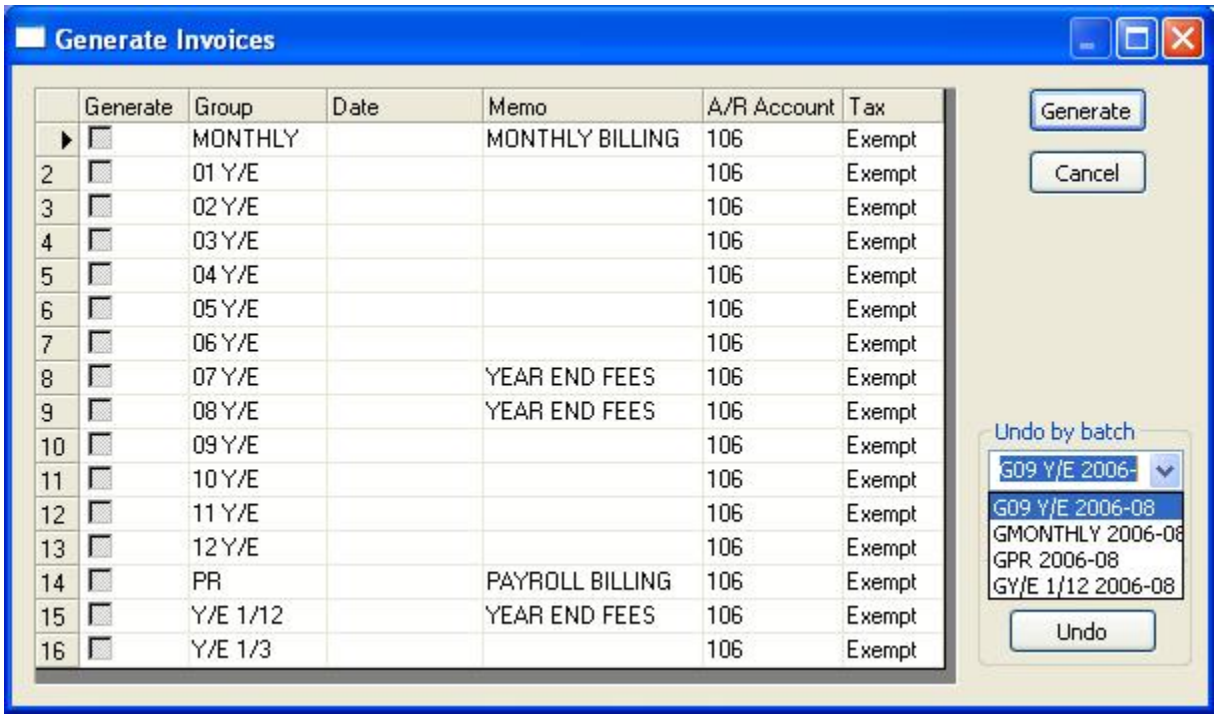
If a billing group is selected a second time in a period, the following dialog will appear identifying the groups which have already been used. Click **NO,** uncheck the boxes for the duplicated groups, then click **Generate**.

Delete Generated Invoices

If a billing group was selected in error and invoices were generated, the entire group may be deleted at one time. It may also be necessary to delete a group of invoices if they were generated before customer maintenance was completed.

To delete invoice by batch:

1. Select **Activities/Generate Invoices**.
2. Select the batch that needs to be deleted from the drop-down list in the **Undo by batch** field.
3. Click **Undo**.



The following dialog box will appear when the batch has been deleted.

Note: The effective year and period for an invoice is determined by the invoice date. If invoices are dated for a future period, select **Utilities/Process Future Period**. Select the period that matches the invoice date to **Undo** invoices.

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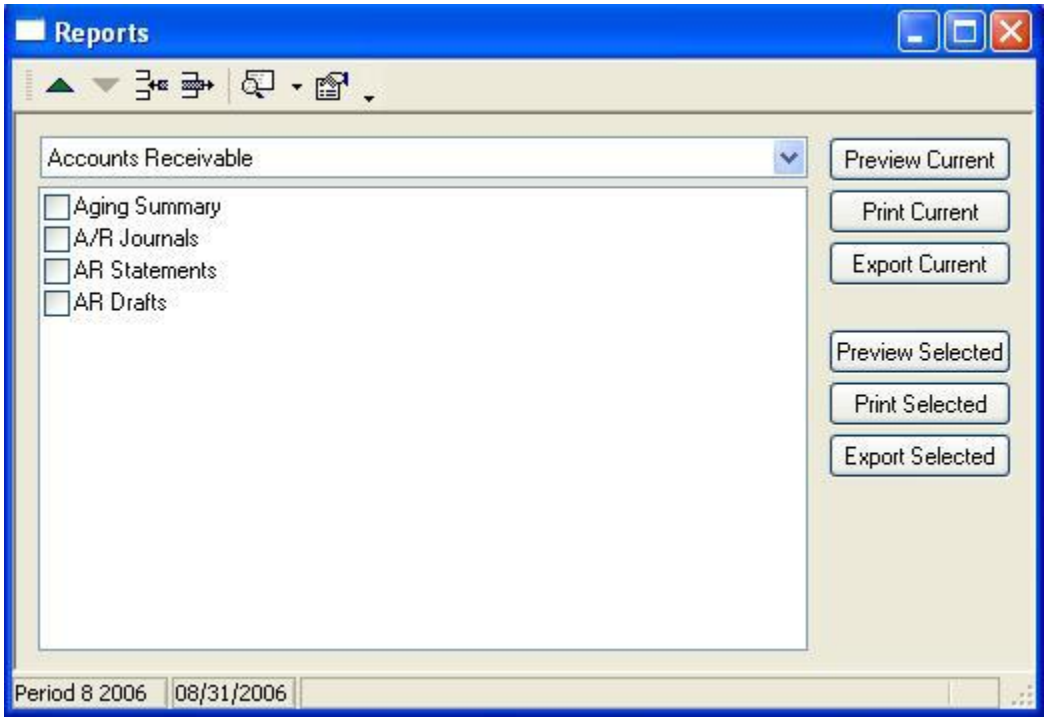
Chapter 13 - Print Reports and Statements

See Appendix B for instructions to set up a client specific report group.

All reports that are printed on white paper may be selected and printed together. When printing a report on special paper, such as statement paper or drafts, load paper in printer and print reports individually.

To print reports and statements:

1. Select **Reports/Reports List**.
2. Select the desired **Report Group** from the drop-down list.



3. Select the desired reports.
4. Click **Print Selected**.

The following dialog box will appear for the **Aging Summary**, **A/R Statements** and **A/R Statements Lines** reports.

5. Leave **All** in the **Customer** field or select a specific **Contact** from the drop-down list. Only **Contacts** with the **Customer** box checked will be available for selection.
6. Enter the first date of the statement period in the **From Date** field.
7. Enter the last date of the statement period in the **To Date** field.
8. Click **OK**.

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Sample Aging Summary report

PROFESSIONAL BUSINESS SERVICES
Aging Summary
For The Months Ended August 31, 2006

Statement Period: 8/1/2006 to 8/31/2006

Lookup / Name	Over 90	61 to 90	31 to 60	Contact / 1 to 30	Telephone / Current	Total
1091 ACE SERVICES / ACE SERVICES	0.00	0.00	0.00	TIM / 0.00	410 555-1212 / 491.00	491.00
1135 A PLUS / A PLUS	0.00	0.00	0.00	0.00	410 555-1234 / 200.00	200.00
1779 BEAR SKIN RUGS / BEAR SKIN RUGS	0.00	0.00	0.00	DALE / 0.00	600.00	600.00
2205 DOGGIE DAY CARE / DOGGIE DAY CARE	0.00	0.00	0.00	610.00	1,100.00	1,710.00
5821 MAGIC / MAGIC	0.00	0.00	0.00	0.00	410-555-2345 / 430.00	430.00
8442 TEAM SPORTS / TEAM SPORTS	0.00	0.00	0.00	0.00	195.00	195.00
Total Accounts Recievable	0.00	0.00	0.00	610.00	3,016.00	3,626.00

Sample Accounts Receivable Journal

PROFESSIONAL BUSINESS SERVICES
Accounts Receivable Journal
For The Month Ended August 31, 2006

Printing for A/R Account Filter: 106

Date	Invoice #	Customer	Account	Amount	Description	Invoice Total
106		**Accounts Receivable**				
8/10/06	2	DOGGIE DAY CARE	306	825.00	TAX RETURNS	825.00
					Total	825.00
106		**Accounts Receivable**	**ACHD 08/05/2006-1**			
8/5/06	ACHD 08\	BEAR SKIN RUGS	128	(600.00)	Payment	(600.00)
8/5/06	ACHD 08\	TEAM SPORTS	128	(195.00)	Payment	(195.00)
					Total ACHD 08/05/2006-1	(795.00)
106		**Accounts Receivable**	**CCAR 08/05/2006-1**			
8/5/06	CCAR 08\	A PLUS	128	(200.00)	Payment	(200.00)
8/5/06	CCAR 08\	MAGIC	128	(430.00)	Payment	(430.00)
					Total CCAR 08/05/2006-1	(630.00)
106		**Accounts Receivable**	**GMONTHLY 2006-08**			
8/31/06	20	ACE SERVICES	301	303.00	MONTHLY FEES	303.00
8/31/06	21	A PLUS	301	200.00	MONTHLY FEES	200.00
8/31/06	22	BEAR SKIN RUGS	301	600.00	MONTHLY FEES	600.00
8/31/06	23	DOGGIE DAY CARE	301	275.00	MONTHLY FEES	275.00
8/31/06	24	MAGIC	301	322.00	MONTHLY FEES	322.00
					Total GMONTHLY 2006-08	1,700.00
106		**Accounts Receivable**	**GPR 2006-08**			
8/31/06	25	ACE SERVICES	308	57.00	PAYROLL	57.00
8/31/06	26	MAGIC	308	108.00	PAYROLL	108.00
8/31/06	27	TEAM SPORTS	308	195.00	PAYROLL	195.00
					Total GPR 2006-08	360.00
106		**Accounts Receivable**	**GY/E 1/12 2006-08**			
8/31/06	28	ACE SERVICES	305	131.00	YEAR END FEES	131.00
					Total GY/E 1/12 2006-08	131.00
106		**Accounts Receivable**	**PMT**			
8/10/06	3	ACE SERVICES	128	(491.00)	Payment	(491.00)
8/15/06	D1	DOGGIE DAY CARE	128	(315.00)	Payment	(315.00)
					Total PMT	(806.00)
					Total 106 Accounts Receivable	785.00
					Total Accounts Receivable Invoices	785.00

Accounts Receivable entries are grouped and subtotaled by **Batch Name**.

Sample Statement

Statement of Account

1091 ACE SERVICES 8/31/2006

Date	Reference	Description	Amount
		Previous Balance	491.00
08 05 2006	ADJ-ACHD 08/05/200		(491.00)
08 31 2006	AR-20.8	MONTHLY BILLING	303.00
08 31 2006	AR-25.8	PAYROLL BILLING	57.00
08 31 2006	AR-28.8	YEAR END FEES	131.00
		Please Pay This Amount	491.00

Detach And Return With Payment

PROFESSIONAL BUSINESS SERVICES
9988 W 95TH ST
ANYTOWN, US 12345

1091 ACE SERVICES
8/31/2006
Amount Due 491.00

Amount Enclosed

PROFESSIONAL BUSINESS SERVICES
9988 W 95TH ST
ANYTOWN, US 12345

ACE SERVICES
123 MAIN STREET
ANYTOWN, US 12345

Detach And Retain For Records

1091 ACE SERVICES 8/31/2006 ACE SERVICES

Date	Reference	Description	Amount
		Previous Balance	491.00
08 05 2006	ADJ-ACHD 08/05/200		(491.00)
08 31 2006	AR-20.8	MONTHLY BILLING	303.00
08 31 2006	AR-25.8	PAYROLL BILLING	57.00
08 31 2006	AR-28.8	YEAR END FEES	131.00
		Please Pay This Amount	491.00

Over 90	61 to 90	31 to 60	1 to 30	Current	Total
0.00	0.00	0.00	0.00	491.00	491.00

Telephone
410 555-1212

Contact
TIM

1091 ACE SERVICES

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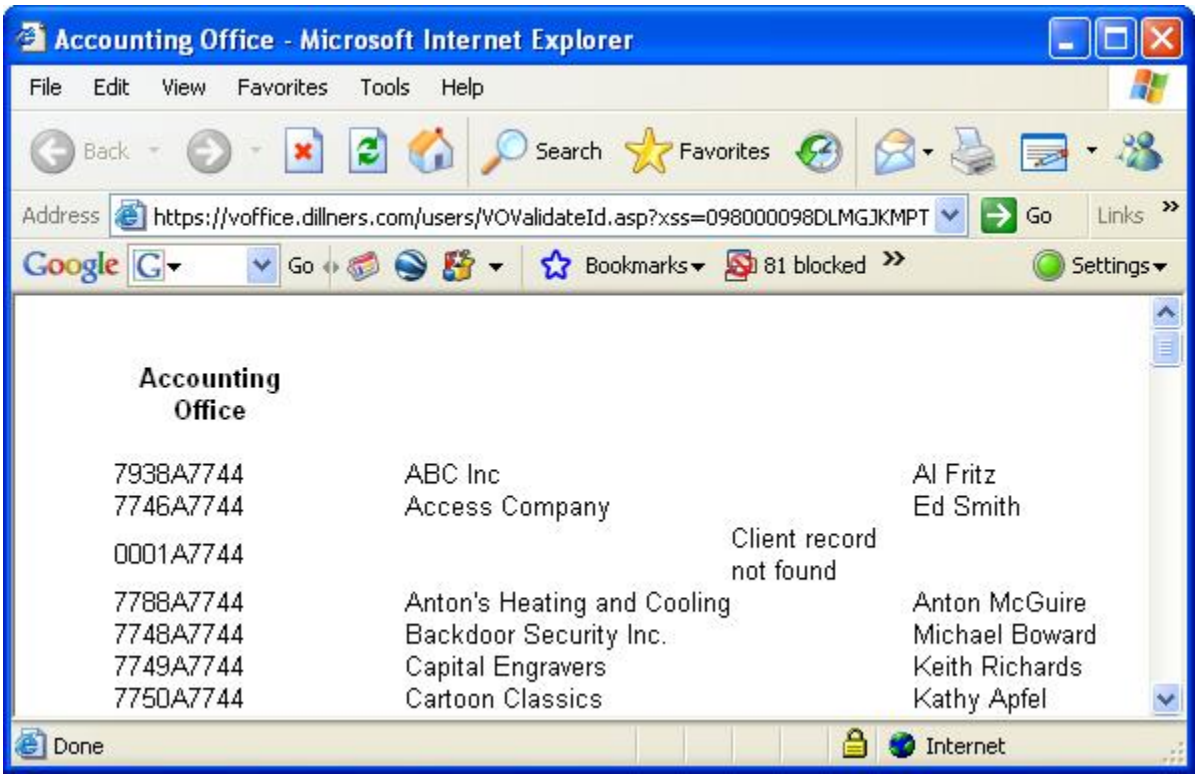
Chapter 14 - Print Invoices and/or Statements to VO

Invoices and/or statements may be uploaded directly to client(s) through the Virtual Office and attached to the email notification that is sent, if desired. Statements and/or invoices will be generated ONLY for customers with activity and/or a balance due AND a valid **VO Client Id** on the **Customer** tab. The selected reports will be automatically printed to your system and uploaded to each customer's respective file cabinet.

To print invoices/statements directly to the Virtual Office:

1. Select **Activities/Print to Virtual Office**.
2. Select or verify **Path**. A PDF file will be created for each statement and stored in the selected directory.
3. Select **Validate Client Id's** to verify accuracy of all **VO Client Id's** which have been entered or select **Val Client Id's w/Bal or Act** to verify accuracy of **VO Client Id's** for customers with activity or a balance.

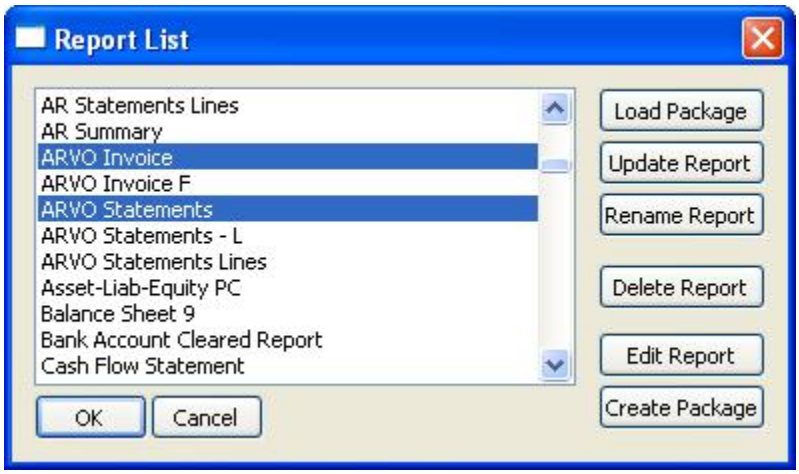
   Note: A browser window will open and show a list of all customers with valid Client Id numbers. Any invalid Id numbers will be noted. To correct errors, go to **Utilities/Search Contacts**. Enter the invalid client Id in the **Search for text** field and click **Search**. Double click the client in the search screen to return to the contact. Edit the **VO Client Id** on the **Customer** tab to correct.



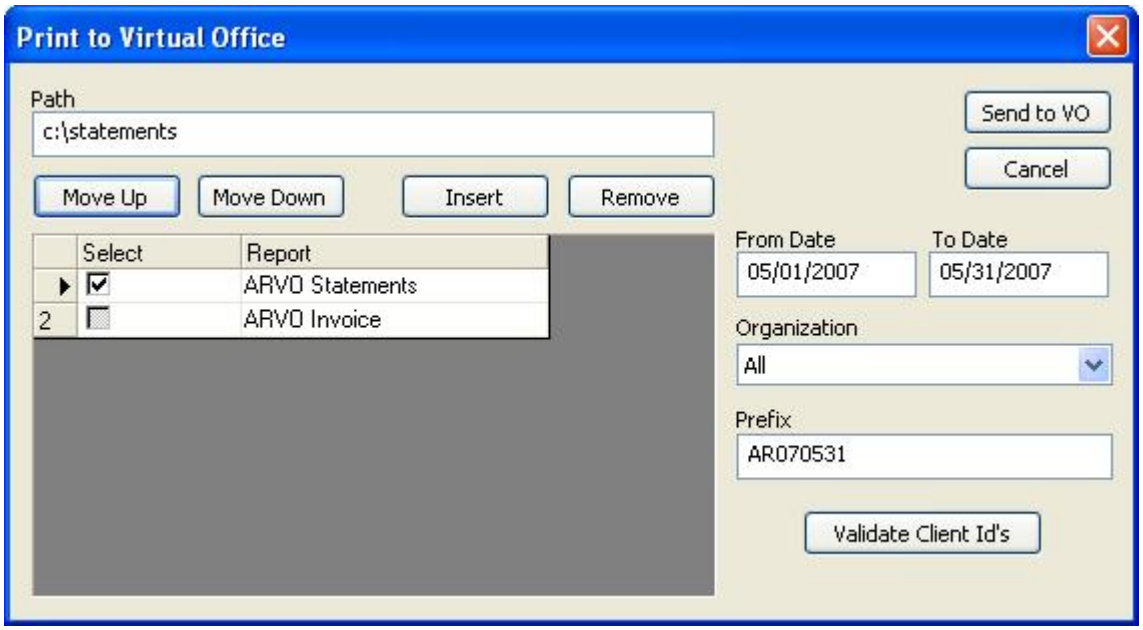
To select reports to print to **VO**.

4. Click **Insert** to insert a report.
5. Select the desired report(s).
6. Click **OK**.

Note: Only reports which start with **ARVO** will print to the Virtual Office.



7. Select the desired report(s).
8. Enter desired **From Date** and **To Date**.
9. Select the desired **Organization**.
10. Enter desired **Prefix**.
11. Click **Send to VO**.

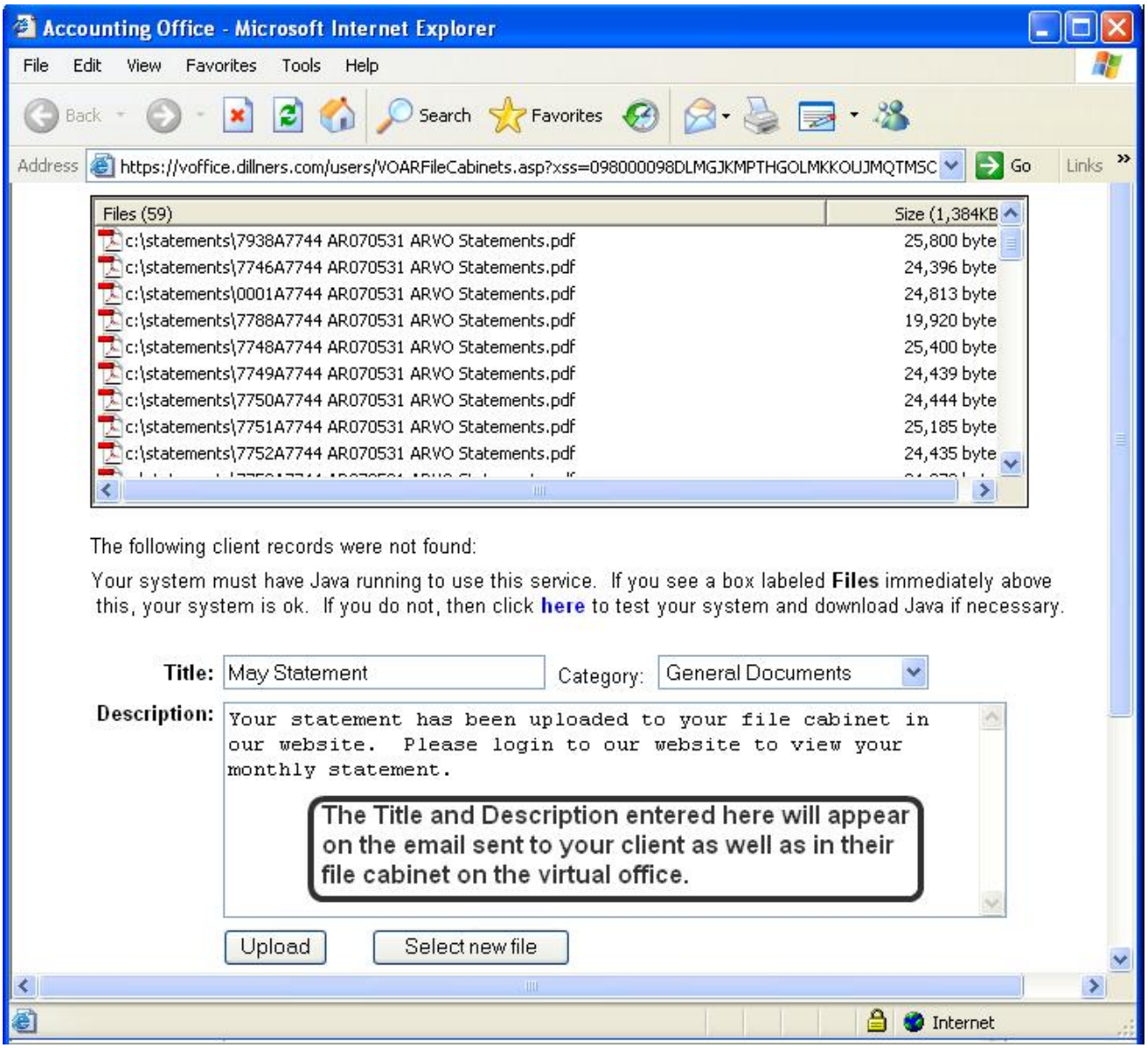


Note: This process may take several minutes. A dialog box will appear when it is complete.

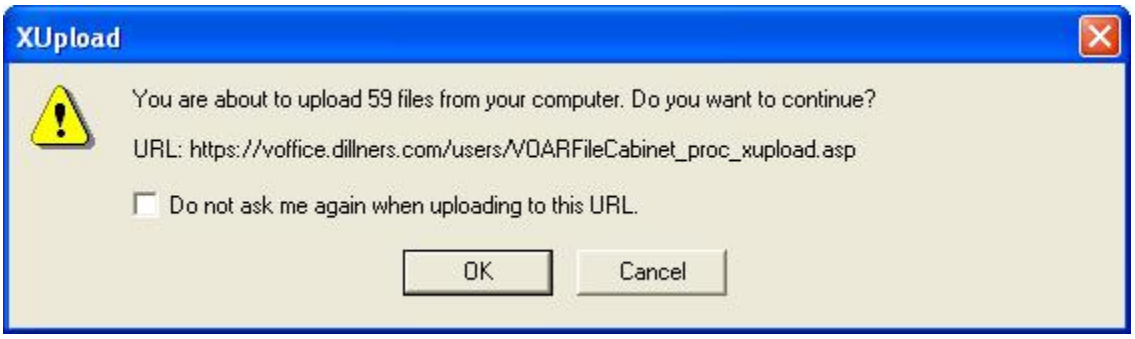
A browser window will open. Files may be added or deleted. Follow the instructions on the screen to add or delete files.

To upload file(s) to customer(s):

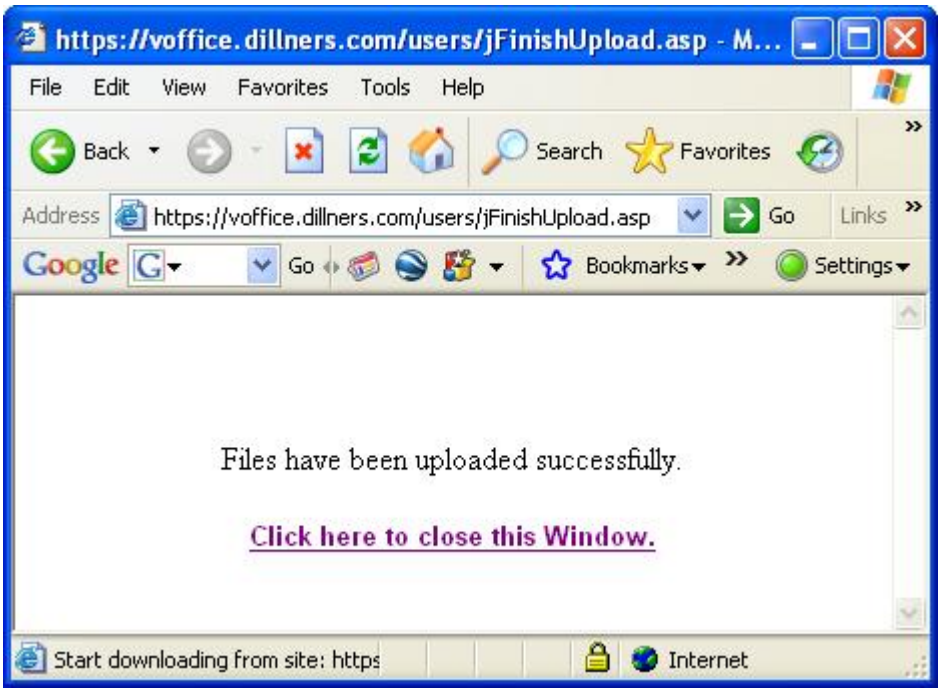
12. Enter desired **Title**.
13. Select desired **Category** from the drop-down list.
14. Type desired email message to customer(s) in the **Description** field.
15. Click **Upload**.



Note: The following dialog box will appear the first time files are uploaded. If the **Do not ask me again when uploading to this URL** box is checked, this message will not appear again. (hopefully, but this is up to Microsoft) Click **OK** to proceed with upload.



16. Close the browser window when the process is complete.



Chapter 15 - Process Preauthorized Payments

Electronic files can be generated to upload for preauthorized payments. The program will create a NACHA file for payments from customers who have authorized automatic withdrawals from their checking accounts. A file can also be created to upload credit card payments to companies such as Authorize.net. Paper drafts can be printed, if desired.

The program will also generate the entries to post these payments automatically to reduce the amount of data entry that needs to be done, if desired. If this option is chosen, the company file must be closed to the next period before generating the payments.

Close Period

To close the period:

1. Select **Write Up/Close Period** or **Activities/Close Period**.
2. Click **Yes** at **Would You Like To Close The Current Accounting Period?**.
3. Click **Yes** at **Would You Like To Backup Before Closing Period?**.
4. Click **Save** on the **Extract Data** dialog window.
5. Verify the **Period** and **End Date** are correct.
6. Click **OK.**
7. Click **OK** on the **Successfully Closed Period** window.

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ACH File

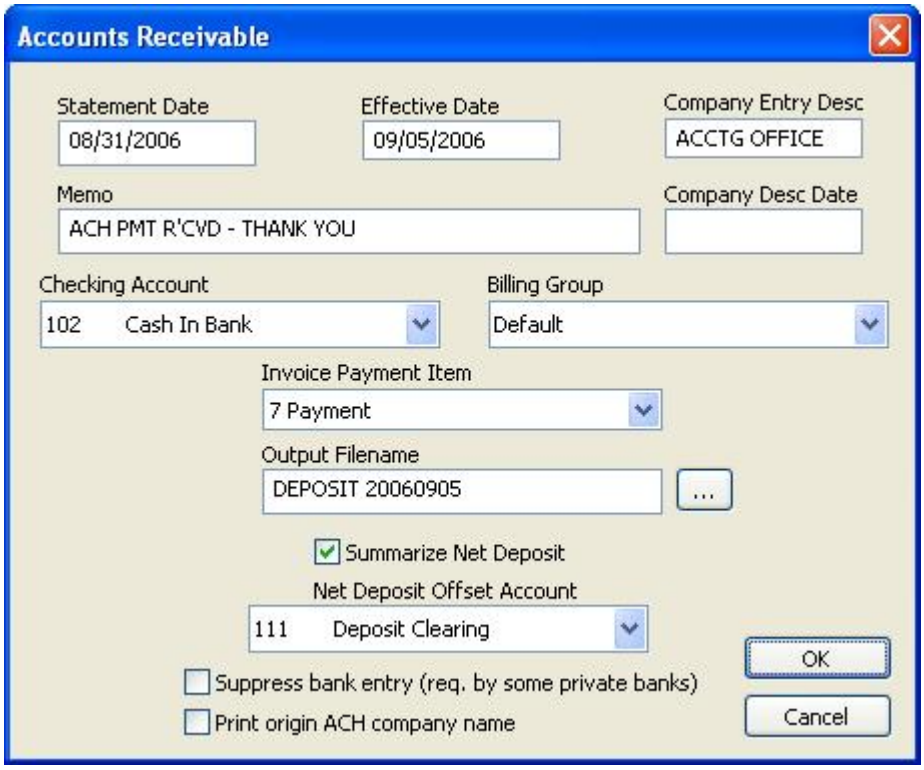
To create a NACHA file for ACH upload:

1. Select **Activities/ACH Nacha File**.
2. Enter the **Statement Date**. The program will generate payments for all outstanding balances through this date.
3. Enter the deposit date in the **Effective Date** field.
4. Enter the description that will appear on the customer's bank statement in the **Company Entry Desc** field. This field is limited to ten characters.
5. Enter a description for the payment in the **Memo** field. This description will print on the customer's **A/R Statement**.
6. Entry the **Company Desc Date**, if necessary. (required by some banks)
7. Select the **Checking Account** the deposit should post to.
8. Select the appropriate **Billing Group** from the drop-down list. Payments will be generated for customers who have the selected draft group on the **Customer** tab in **Setup/Contacts**.
9. Select the appropriate **Invoice Payment Item** from the drop-down list. The system will use this item to post payment entries.
10. Enter the desired **Output Filename** or click on the **Browse** button to browse to the desired folder. The file must be a .txt file.
11. Check the **Summarize Net Deposit** option, if desired.

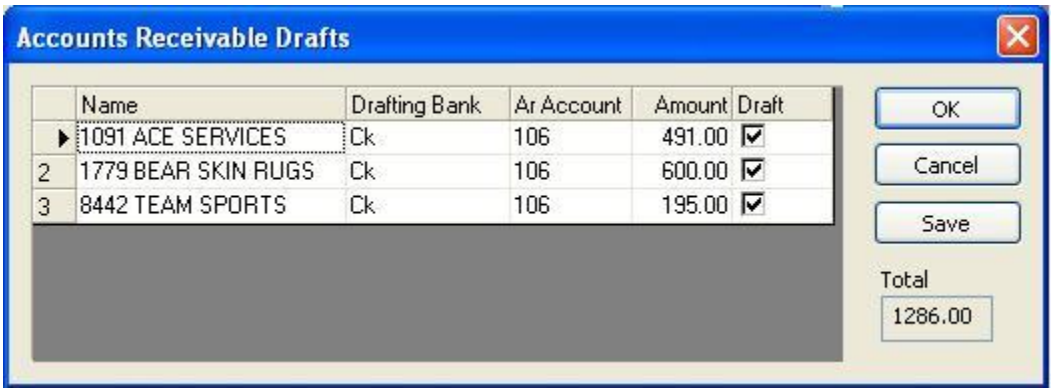
    Note: Select this if the **Checking Account** is to be debited with one total amount for all payments made at this time. In this case, each payment transaction will be created with a **Credit** to the appropriate **A/R** account and **Debit** to the **Net Deposit Offset Account** entered below. An additional transaction will be created with a **Debit** to the **Checking Account** and a **Credit** to the **A/R** account for the total amount of the ACH. If this option is not selected, individual transactions will be created for each customer with a **Debit** to the **Checking Account** and a **Credit** to the appropriate **A/R** account.

12. Select the appropriate **Net Deposit Offset Account** from the drop-down list. This field is only visible if **Summarize Net Deposit** is **Checked**.
13. Check the **Suppress bank entry** box if required.
14. Check the **Print origin ACH company name** if required.
15. Click **OK**.

ACH/Accounts Receivable Dialog Screen



A list of the balances as of the entered statement date for all customers in the selected **Payment Group** with **Checking** or **Savings** accounts set up on the **Banking** tab and selected in the **Draft Bank/Credit Card** field on the **Customer** tab in **Setup/Contacts** will appear.



To generate the payment file:

1. **Right Click** on the list and click **Select All** to select all items in the list.

   Note: If the full balance due is not the amount to be paid, override the suggested amount by typing the desired number in the **Amount** field.

2. Click **Save** if amounts have been edited but the ACH transaction is not ready to be processed yet.

   Click **Cancel** to close screen without processing the ACH transaction. (Any editing that has been saved will be remembered the next time the screen is opened.)

   Click **OK** to create file for ACH.

   Note: When **OK** is selected, the following dialog will appear.

3. Click **Yes** to generate the posting of the payments. Click **NO** if payment information is incorrect and file needs to be recreated.

Paper Drafts

Paper drafts may be printed for open balances as of a specific date for all customers in a payment group, or for individual customers.

To print drafts for a group of customers:

1. Select **Reports/Reports List**.
2. Select the report **AR Drafts**, **Right Click** and select **Report Options**.
3. Set the value for the option **Use Billing Groups** to **Yes**.
4. Click **OK**.
5. Click **Print Selected**.
6. Select the appropriate **Billing Group** from the drop-down list. Payments will be generated for customers which have the selected draft group on the **Customer** tab in **Setup/Contacts**.
7. Enter the **Statement Date**. The program will generate payments for all outstanding balances through this date.
8. Enter the **Draft Date**.
9. Select **Create Automatic Payment Transactions**, if desired. If this option is selected, entries will be created to post the customers' payments, eliminating extra data entry. If this option is **NOT Selected,** skip to **Step 13**.
10. Select the appropriate **Checking Account** from the drop-down list.
11. Select the appropriate **Invoice Payment Item** from the drop-down list. The system will use this item to post payment entries.
12. Enter a description for the payment in the **Memo** field. This description will print on the customer's **A/R Statement**.
13. Check the **Summarize Net Deposit** option, if desired.

    Note: Select this if the **Checking Account** is to be debited with one total amount for all payments made at this time. In this case, each payment transaction will be created with a **Credit** to the appropriate **A/R** account and **Debit** to the **Net Deposit Offset Account** entered below. An additional transaction will be created with a **Debit** to the **Checking Account** and a **Credit** to the **A/R** account for the total amount of the ACH. If this option is not selected, individual transactions will be created for each customer with a **Debit** to the **Checking Account** and a **Credit** to the appropriate **A/R** account.

14. Select the appropriate **Net Deposit Offset Account** from the drop-down list. This field is only visible if **Summarize Net Deposit** is **Checked**.

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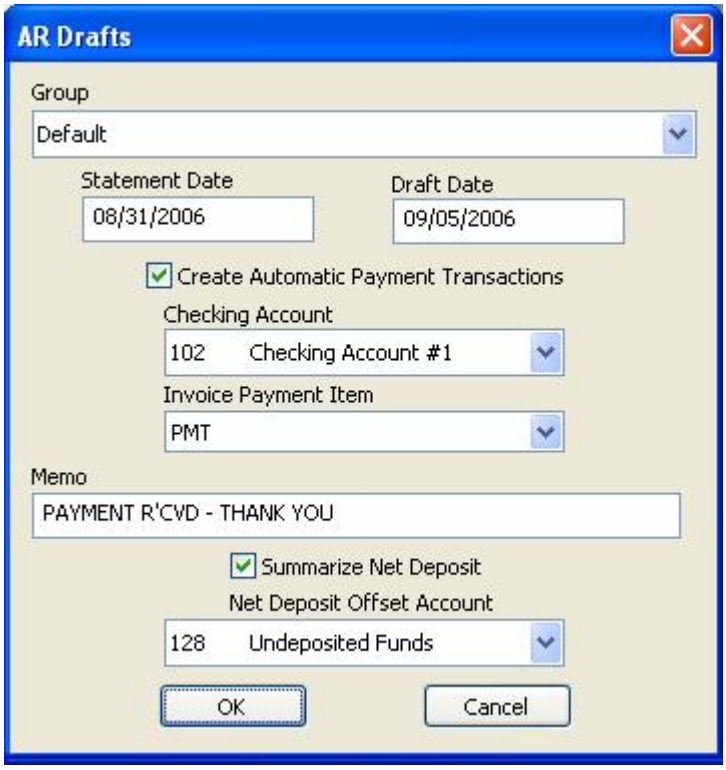
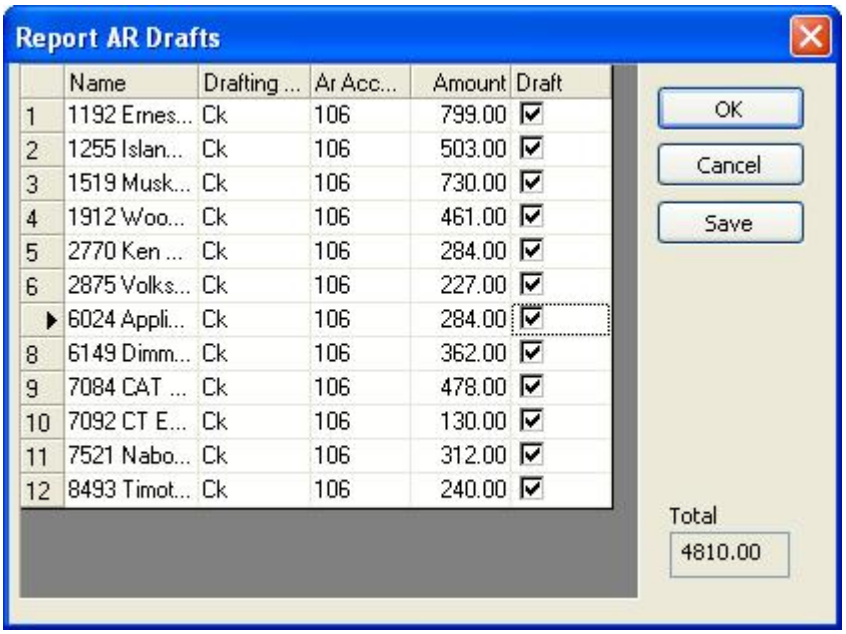
AR Draft Dialog Screen



15. Click **OK**.



16. **Right click** in the select drafts and **Select All** or select drafts individually by clicking in the **Draft** column for desired drafts.

NOTE: The **Amount may NOT be edited** for paper drafts. If it is necessary to draft a customer for an amount other than the balance due, select the **Drafts** report in the report list and enter the desired customer lookup and draft amount on the dialog screen.

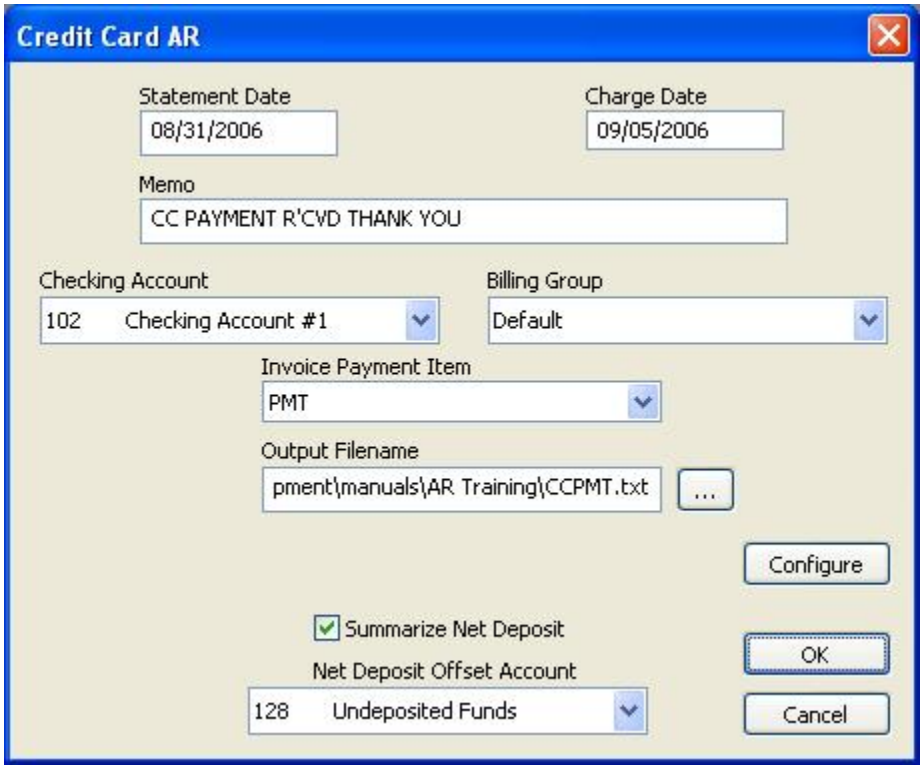
17. Select **OK** to print the drafts.

The following dialog will appear after drafts have been sent to printer. Verify that drafts have printed correctly and click **OK** to generate payment transactions.

Credit Card Payment File

To create a text file for upload:

1. Select **Activities/Credit Card Upload File**.



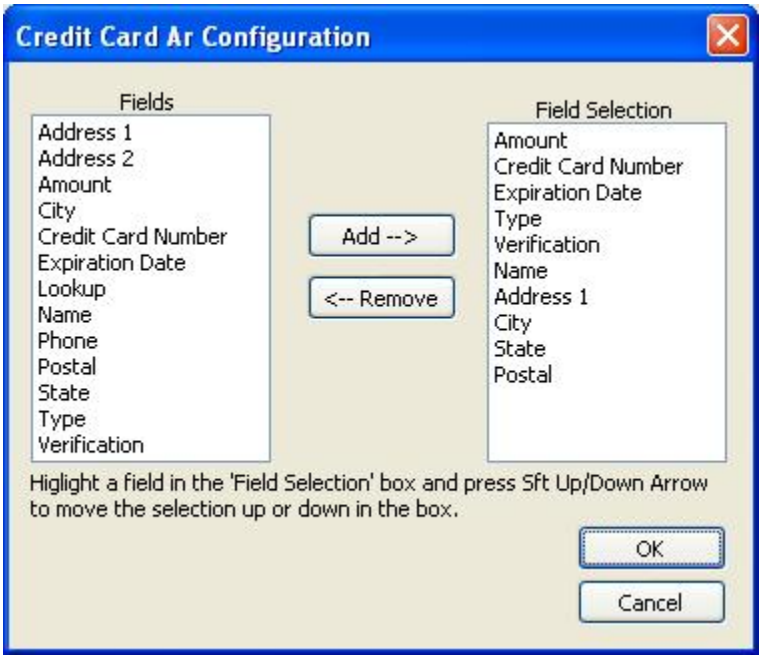
2. Enter the **Statement Date**. The program will generate payments for all outstanding balances through this date.
3. Enter the processing date for the credit card payments in the **Charge Date** field.
4. Enter a description for the payment in the **Memo** field. This description will print on the customer's **A/R Statement**.
5. Select the **Checking Account** the deposit should post to.
6. Select the appropriate **Billing Group** from the drop-down list. Payments will be generated for customers who have the selected draft group on the **Customer** tab in **Setup/Contacts**.
7. Select the appropriate **Invoice Payment Item** from the drop-down list. The system will use this item to post payment entries.
8. Enter the desired **Output Filename** or click on the **Browse** button to browse to the desired folder. The file must be a .txt file.

9. Check the **Summarize Net Deposit** option, if desired.

   Note: Select this if the **Checking Account** is to be debited with one total amount for all payments made at this time. In this case, each payment transaction will be created with a **Credit** to the appropriate **A/R** account and **Debit** to the **Net Deposit Offset Account** entered below. An additional transaction will be created with a **Debit** to the **Checking Account** and a **Credit** to the **A/R** account for the total amount of the ACH. If this option is not selected, individual transactions will be created for each customer with a **Debit** to the **Checking Account** and a **Credit** to the appropriate **A/R** account.

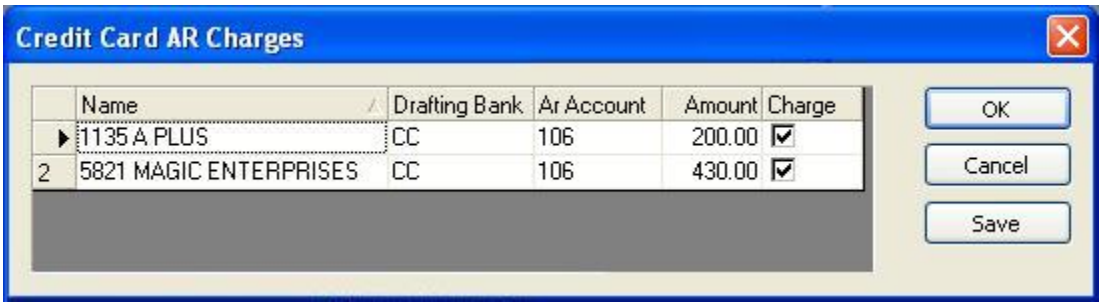
10. Select the appropriate **Net Deposit Offset Account** from the drop-down list. This field is only visible if **Summarize Net Deposit** is **Checked**.
11. Click **Configure** the first time this file is being processed or if the configuration needs to be edited.

    Note: The order of fields selected in the **Credit Card Ar Configuration** screen must match the order set in Authorize.net. Be sure to include any field used for verification purposes.



12. Click **OK** to save the configuration information.
13. Click **OK**.

A list of the balances as of the entered statement date for all customers in the selected **Payment Group** with **Credit Card** accounts set up on the **Banking** tab and selected in the **Draft Bank/Credit Card** field on the **Customer** tab in **Setup/Contacts** will appear.



To generate the payment file:

1. **Right Click** on the list and click **Select All** to select all items in the list.

   Note: If the full balance due is not the amount to be paid, override the suggested amount by typing the desired number in the **Amount** field.

2. Click **Save** if amounts have been edited but the credit card transaction is not ready to be processed yet.

   Click **Cancel** to close screen without processing the credit card transaction. (Any editing that has been saved will be remembered the next time the screen is opened.)

   Click **OK** to create file for processing.

   Note: When **OK** is selected, the following dialog will appear.

3. Click **Yes** to generate the posting of the payments. Click **NO** if payment information is incorrect and file needs to be recreated.

Upload ACH or Credit Card payment file.

Follow instructions provided by the direct deposit provider or merchant company to upload the ACH and/or Credit Card payment file(s) which were created.

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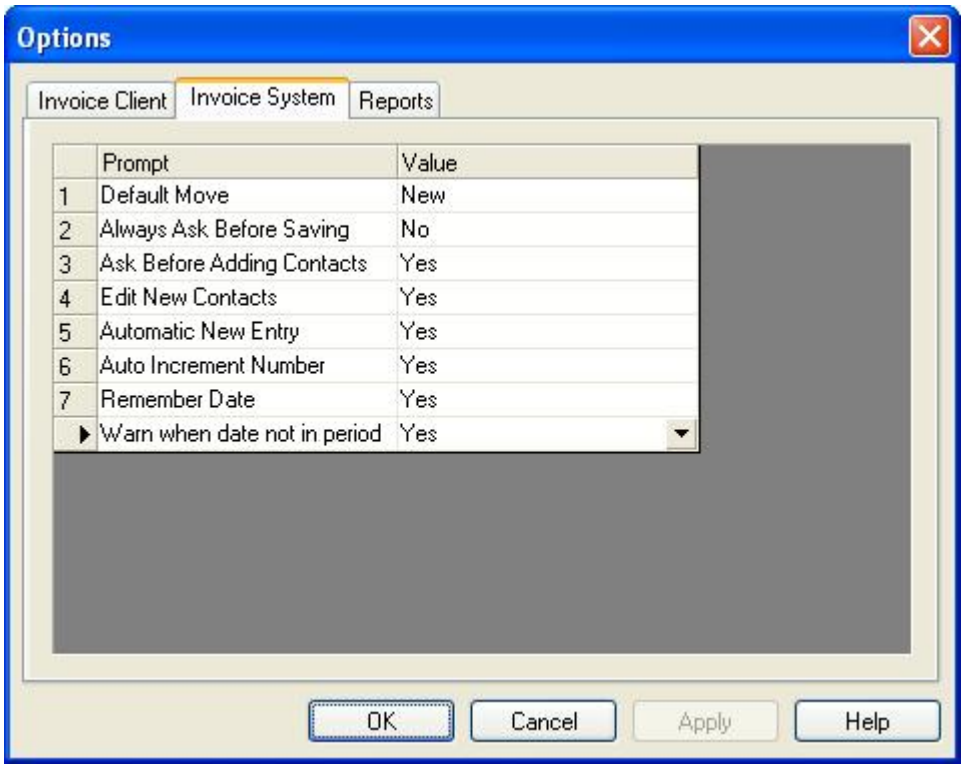
Appendix A – Screen Options and Column Configuration

Screen options and columns may be customized to optimize processing time.

To customize a screen for entering **accounts receivable invoices**:

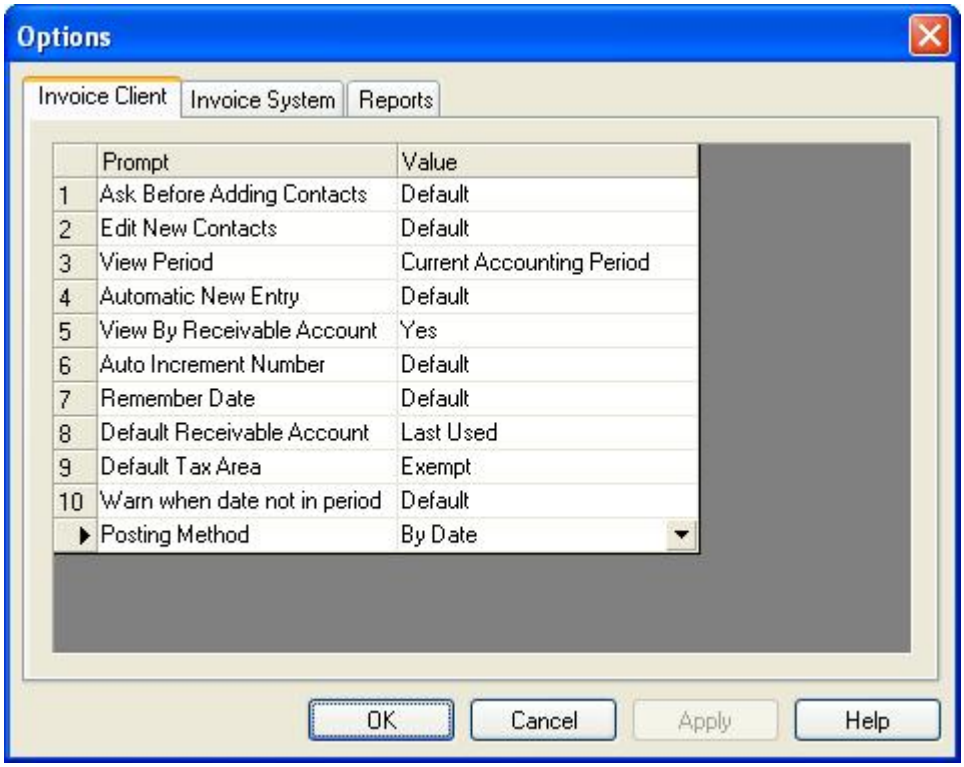
1. Select **Activities/Enter Receivable Invoices**.
2. Click on the **Screen Options** icon.
3. Select the **Invoice System** tab.
4. Select the values as shown below for optimum processing. (Refer to **Help** in the program for detailed explanations.)

Note: Set desired options on the **Invoice System** tab before setting options on the **Invoice Client** tab. Options set by a user on the **System** tab will apply to all clients. These options can be overridden at the client level.

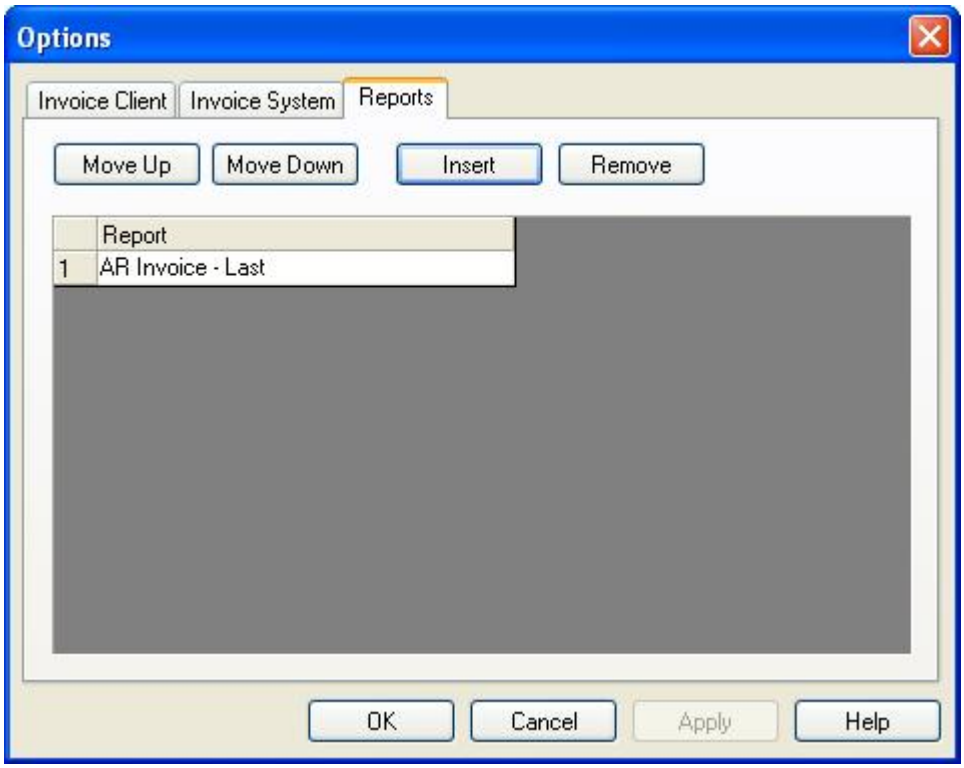


5. Select the **Invoice Client** tab.
6. Select the values as shown below for optimum processing. (Refer to **Help** in the program for more detailed explanations.)

   Note: A **Value** of **Default** for an option will cause the program to use the value selected on the **Invoice System** tab.

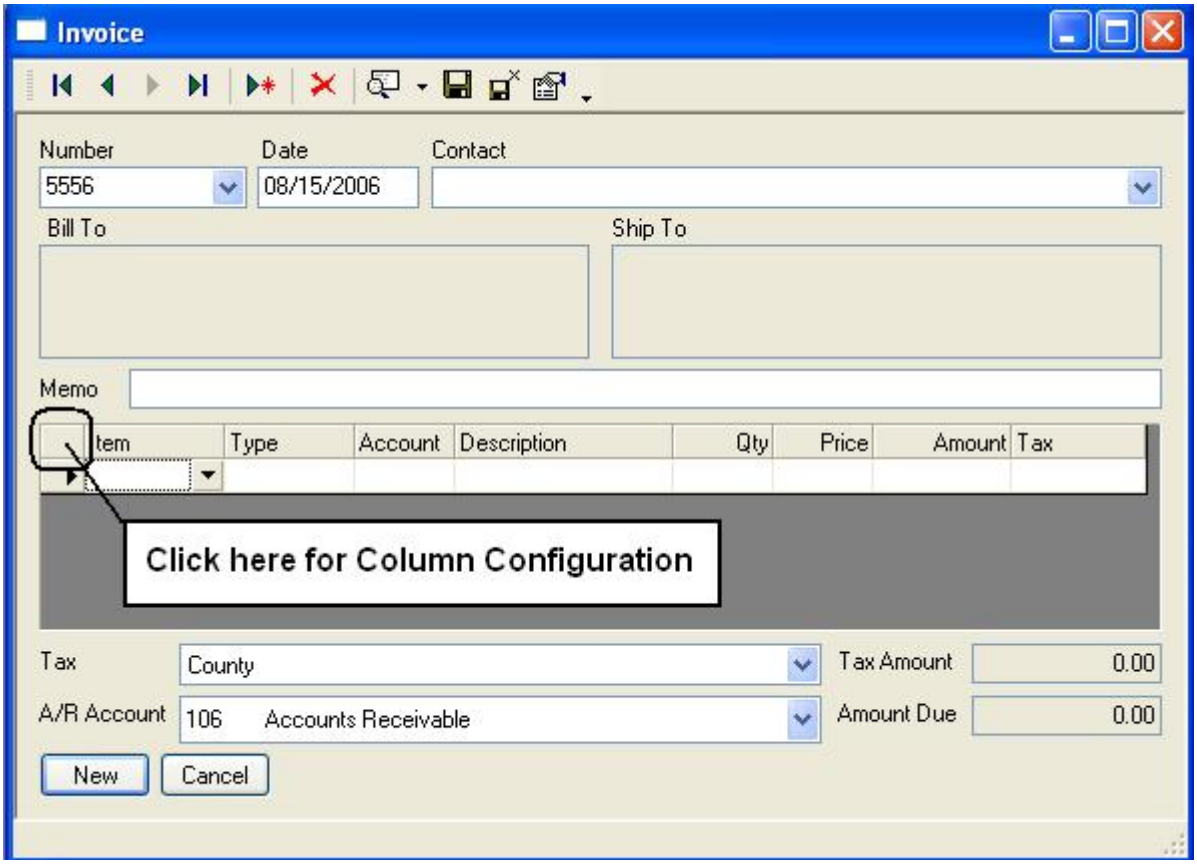


7. Select the **Reports** tab.
8. Click the **Insert** button to **Insert** a report.
9. Select the **AR Invoice – Last** report from the **Report List**.
10. Click **OK** to save the settings.



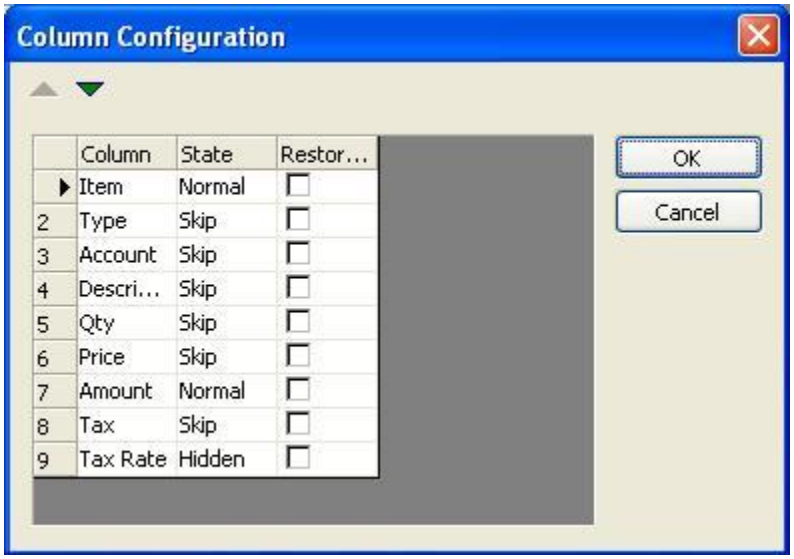
Column Configuration

Column configuration in the data entry grid in the **Invoice** screen may be customized to reduce the number of keystrokes required and facilitate heads-down processing.



To configure columns:

1. Click on the empty box as shown above.



2. Select the desired **State** for each **Column**.

   Normal – The cursor will stop in the column when Entering (or Tabbing) through the grid.
   Hidden - Removes the column from the grid.
   Skip - Leaves the column in the grid but the cursor will skip the column when Entering (or Tabbing) through the grid. Cells in the column are still accessible with the Mouse.
3. Click **OK**.

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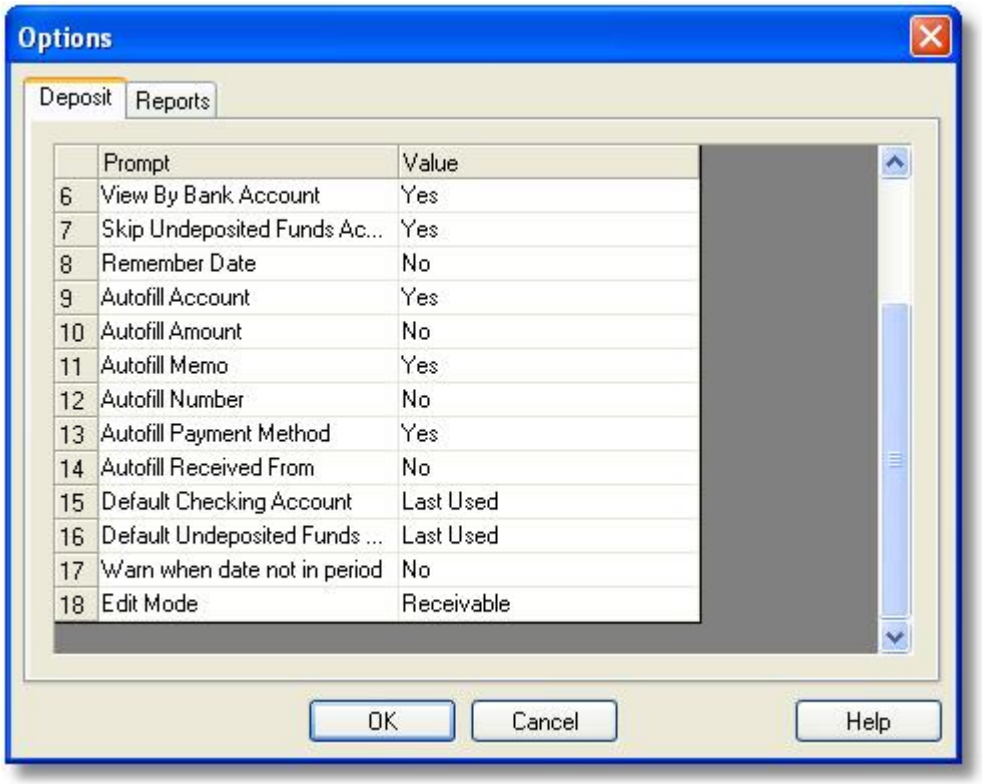
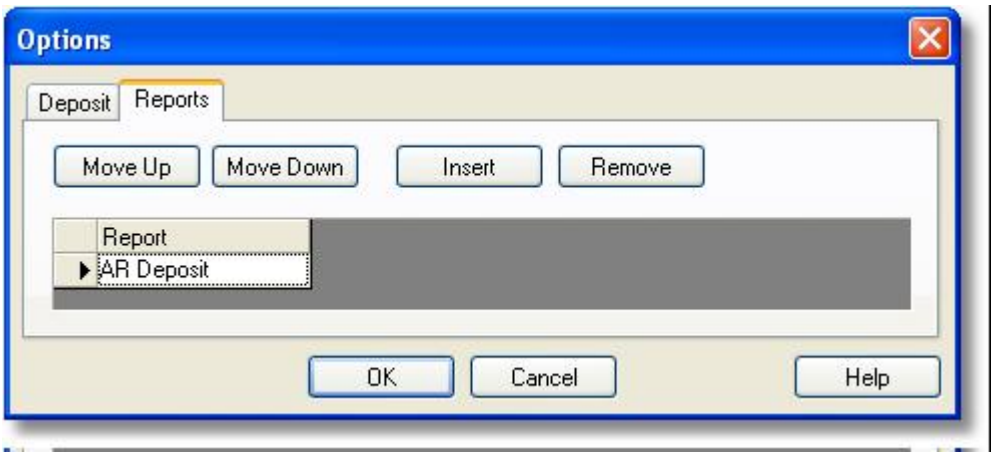
To customize a screen for entering **accounts receivable payments received**:

1. Select **Activities/Deposit**.
2. Click on the **Screen Options** icon.
3. Select the values as shown below for optimum processing. (Refer to **Help** in the program for detailed explanations.)



4. Select the **Reports** tab.
5. Click the **Insert** button to **Insert** a report.
6. Select the **AR Deposit** report from the **Report List**.
7. Click **OK** to save the settings.



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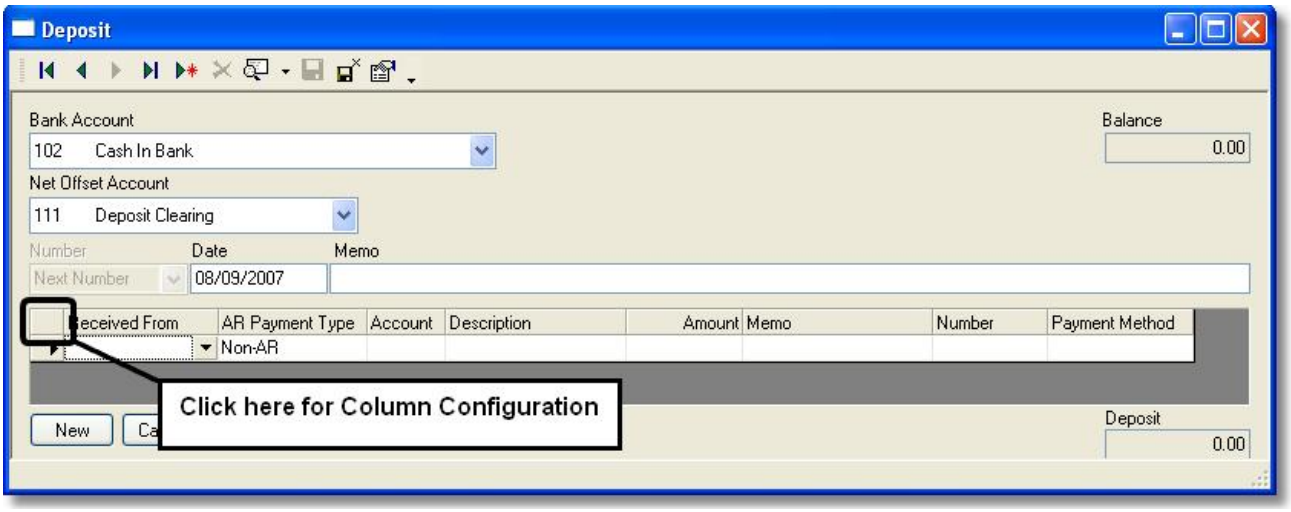
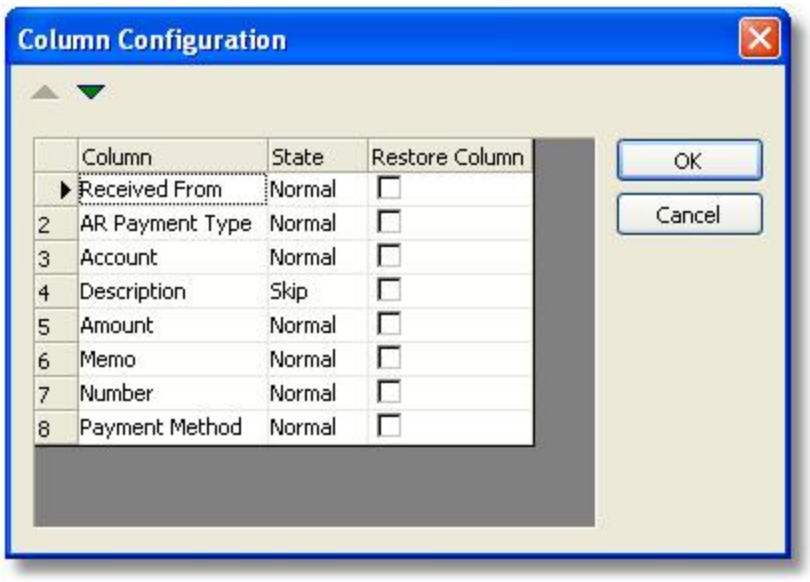


To configure columns:

1. Click on the empty box as shown above.
2. Select the desired **State** for each **Column**.

   Normal – The cursor will stop in the column when Entering (or Tabbing) through the grid.
   Hidden - Removes the column from the grid.
   Skip - Leaves the column in the grid but the cursor will skip the column when Entering (or Tabbing) through the grid. Cells in the column are still accessible with the Mouse.

3. Click **OK**.



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Appendix B – Setting Up a Report Group

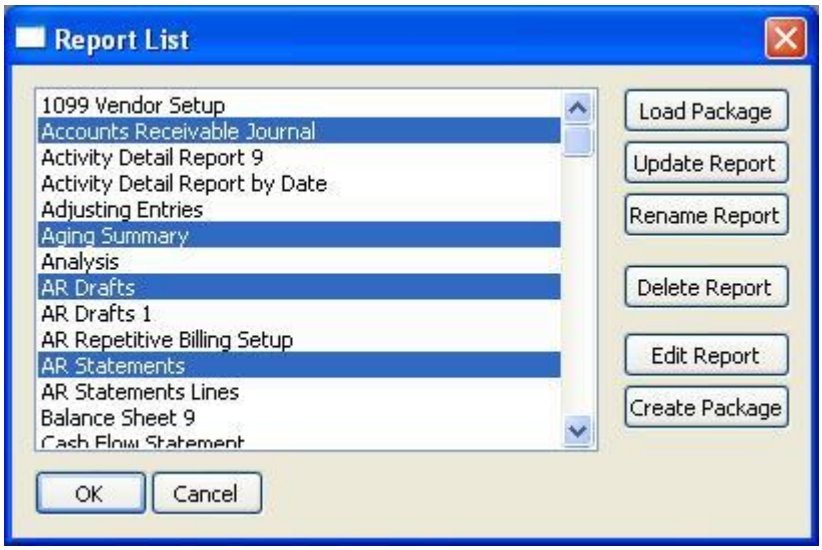
Set up a client specific report group containing only the reports which will be printed for this client to make report selection easier when processing.

To set up a client specific report group:

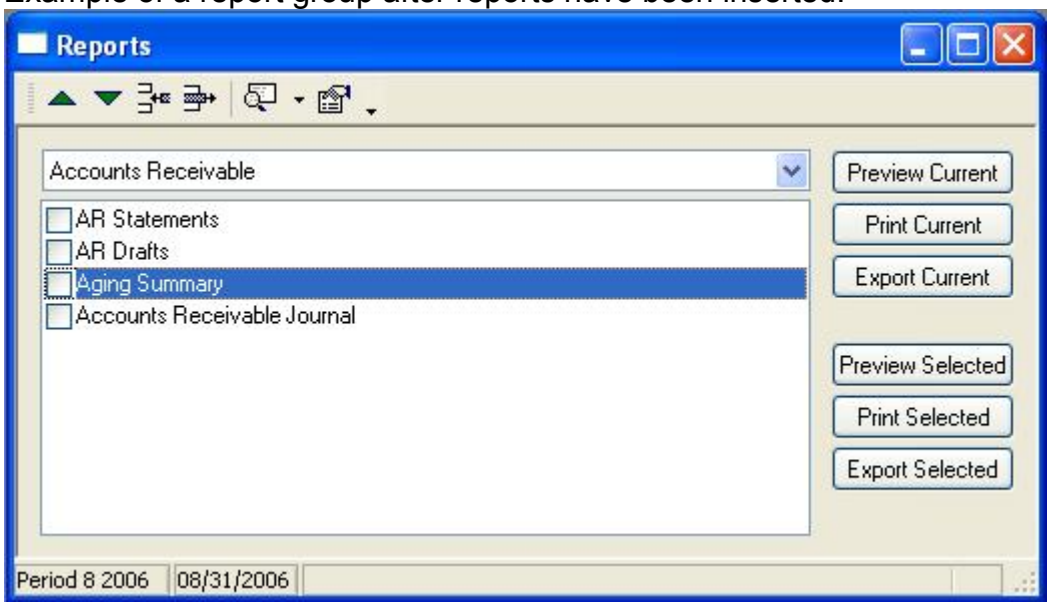
1. Select **Reports/Report List**.
2. **Right click** in the list of reports.
3. Select **New Report Group**.
4. Enter the desired report group **Name**.
5. **Check** the **Client** box.
6. Click **OK**.

To insert reports:

7. Click the **Insert Row** icon in the toolbar to insert reports.
8. Click one time on each desired report to select.
9. Click **OK**.



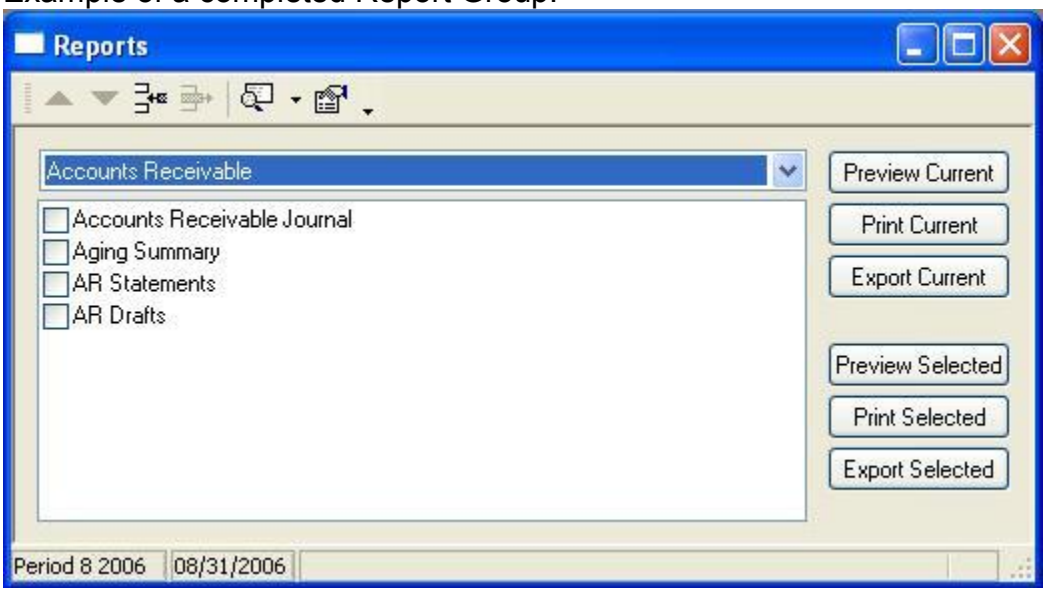
Example of a report group after reports have been inserted:



To arrange reports in specified order:

10. Click on a desired report to select.
11. Click the **Move Row Up** or **Move Row Down** icon to arrange reports in print order.

Example of a completed Report Group:



Note: Many reports have different options available to customize the output. Highlight a report, **Right Click** and select **Report Options** to see available options.

A report may be inserted into a group more than once. If different presentations of the same report are desired, insert the report as many times as needed. Highlight report, **Right Click** and select **Rename Report**. Rename the report in the list to indicate different options selected. For example: **Aging Summary** and **Aging Summary by A/R Account** can be displayed in the list to indicate the difference in the sort.

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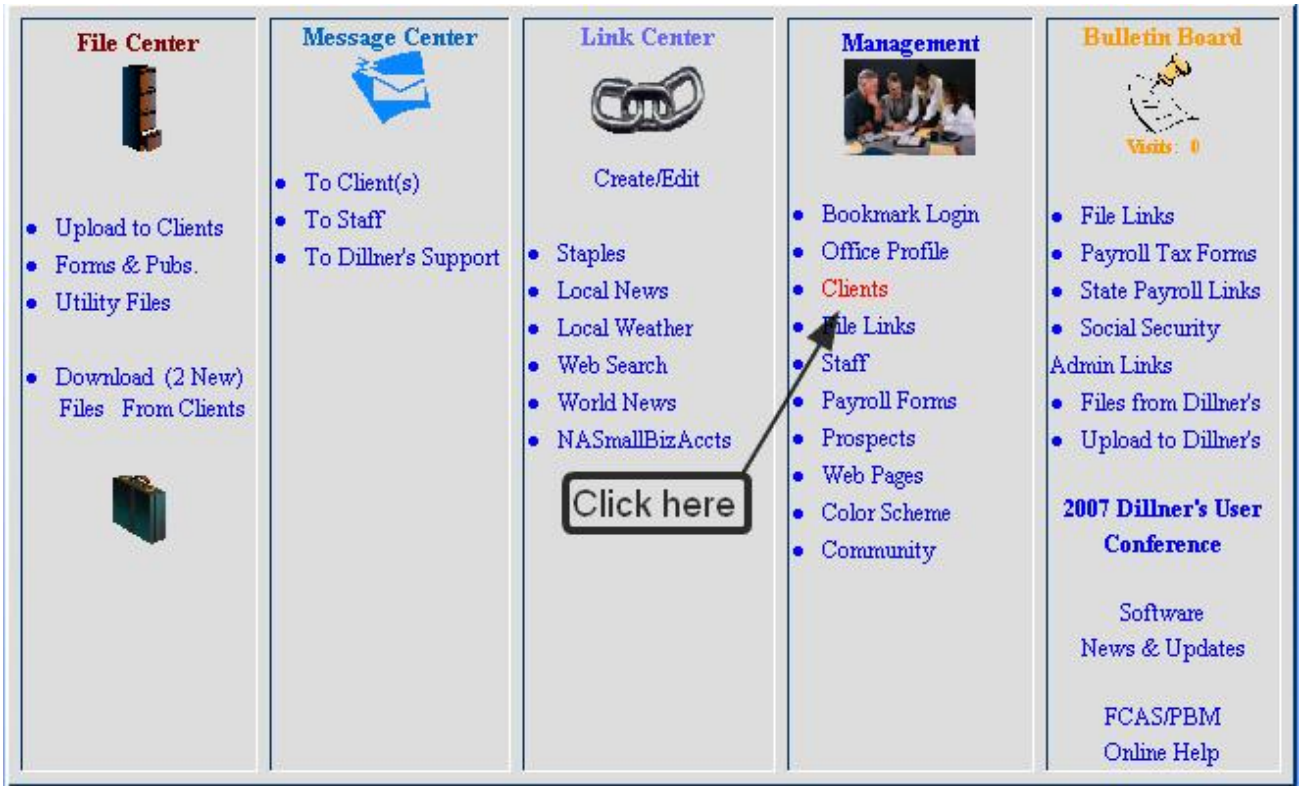
Appendix C – Setting Up Clients in the Virtual Office

A client may be automatically created in the Virtual Office using the **VO Setup** option in FCAS if Full Contact Accounting is used to process the client's financial statements or payroll.

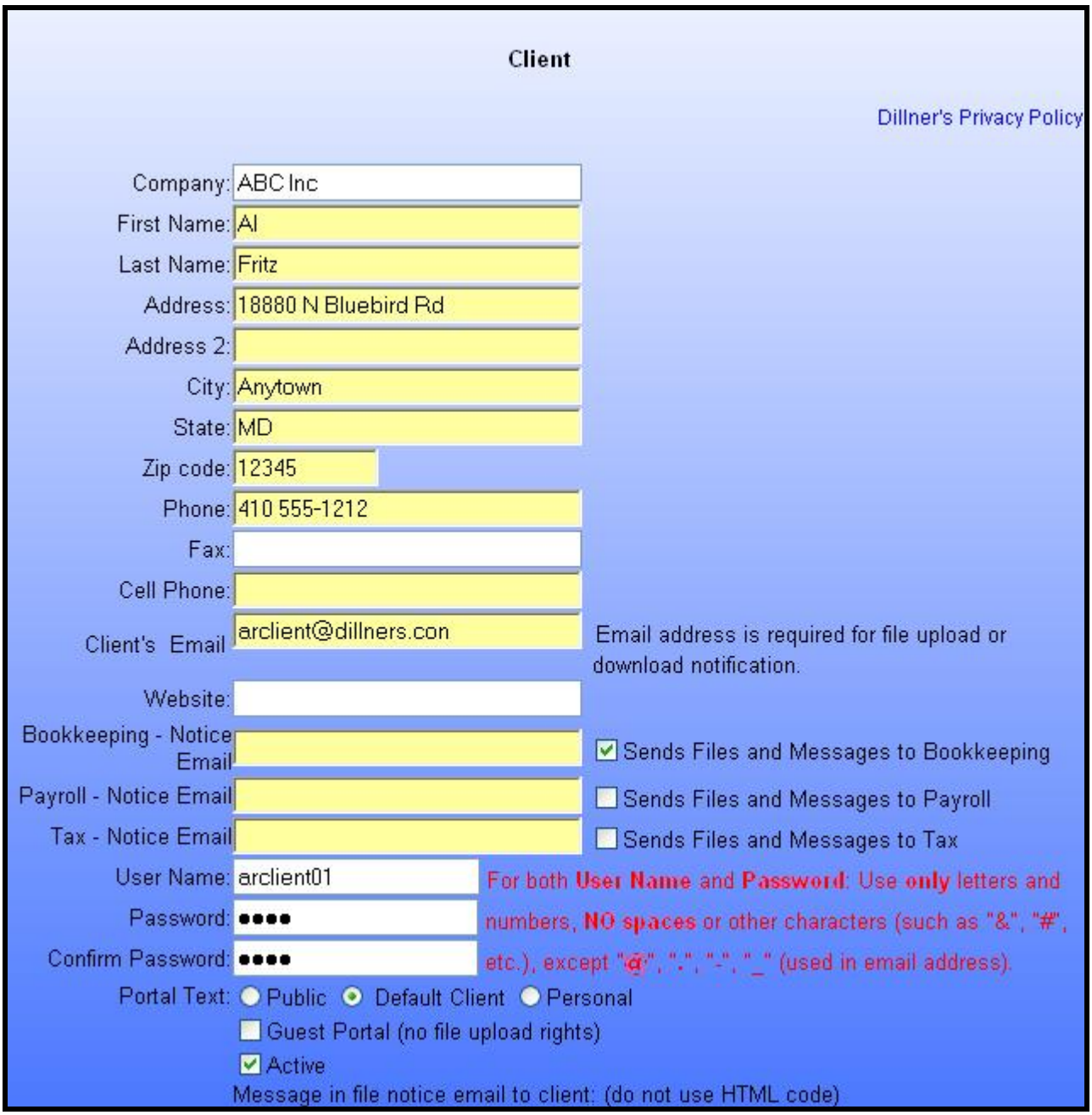
To set up clients in the Virtual Office:

1. Log in to the Virtual Office.
2. Click the **Clients** link in the **Management** pane.



3. Click **Create New Client Portal**.

4. Enter desired information.



Note: The **User Name** and **Password** entered here will be used by the client. The client may change his/her password if desired.

5. Click **Submit** to save.

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