Accounts Receivable Process

Table of Contents

Accounts Receivable Process

Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

This guide provides you with information about using Accounts Receivable to perform the following functions:

- Maintain customer records
- Maintain invoice details such as invoice number, request date, customer purchase order numbers, and assigned budget codes
- Print invoices
- Run customer and invoice inquiries
- Create credit and debit memos
- Apply full and partial invoice payments
- Print customer notices, statements and aging information
- Interface with Finance to allow real-time general ledger updates

LEAs may use Accounts Receivable to issue invoices for the following:

- ESC contracts, workshops, etc
- Library fees
- Special events
- Tuition payments

This guide assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the ASCENDER Business Overview guide.

Prerequisites

To begin using Accounts Receivable, complete the following setup steps:

❏ Update Security Administration to access the Accounts Receivable application. You can create a new role or add to an existing role.Ensure that the applicable users have access to the necessary pages in order to perform their assigned tasks.

screenshot

District Administration > Maintenance > User Profiles > Permissions

Select Accounts Receivable permissions.

Under **Finance Automatic Posting Defaults**, add or verify the following:

Under **Accounts Receivable**, select **Global Access**.

screenshot

- **Accounts Receivable**
- **Overpayment Account**

District Administration > Options > Accounts Receivable

Indicate the number of invoices to be printed each month as well as any additional text you would like printed on invoices when overdue.

Finance > Maintenance > Vendor Information > Vendor Name/Address

Set up customers with a vendor number. This is **only** necessary if processing an overpayment refund to the customer. After creating a vendor number for the customer, add the vendor number to the customer record in step 5.

Need to look at all applicable AR options and indicate as needed.

District Administration > Workflow > Approval Path

Accounts Receivable > Tables > Customer Information

Set up the Accounts Receivable approval path. This is the path of approvers that submitted invoices will go through for review and approval.

Set up customers and add vendor information at this time if step 4 was completed. If not, vendor information can be added at a later time.

- In the **Workflow Type** dropdown, select *Accounts Receivable*.
- Click **+Add** to add approvers to the approval path.

This field is automatically populated with the next available customer number if Auto Assign Customer is selected on the District Administration > Options > Accounts Receivable Options page.

If Auto Assign Customer is not selected, type the new customer number.

Accounts Receivable > Tables > Product Information

Add product information. This allows invoices that are manually entered to automatically retrieve the product information and amount.

Invoices and invoice templates may be created without this table. However, if this table exists and an invoice is created, then the product types are conveniently available in the product type drop down.

Notes: A product number is automatically created and saved when a record is created in this product table. When a product type is selected from this table for an invoice, the corresponding product number is stored in the invoice product record. If you select a product type from the drop down when creating an invoice, the associated description and unit cost becomes the default values in the invoice record but can be changed. Users should be aware that the product number is still associated with the original description regardless of any changes made to the description.

- Only class 5XXX (Revenue Accounts) can be used for Accounts Receivable functions.
- The **Remittance Address** printed on invoices is retrieved from the District Administration > Tables > District Information > District Name/Address page along with “ATT: Accounts Receivable”. The invoice also displays the LEA's phone and fax numbers.

7.	Accounts Receivable > Maintenance > Create/Modify Invoice or Accounts Receivable > Utilities > Import Invoices You have two options for creating invoices. You can manually enter invoices on the Create/Modify Invoice page or import the invoices using the Import Invoices page.
8.	Accounts Receivable > Utilities > Print Invoices Print invoices. This process will: • Create a realized revenue in the finance application (credit to revenue) • Create a receivable in the 12XX account in the finance application (debit to receivable) The invoice will no longer be available for change in A/R. It can be reprinted through Reports. It can be voided or adjusted through Accounts Receivable > Maintenance > Invoice Voids/Adjustments. If the invoice amount needs to be increased, a new invoice must be issued. Finance > General Ledger Inquiry (invoicing)
9.	Accounts Receivable > Maintenance > Invoice Payments > Payments This will record the customer's payment. The user can continue posting to the same cash receipt number throughout the day. This process will: • Create a cash receipt coded against the 12XX account (credits receivable) • Debits cash • If an overpayment was made, the overpayment will hit the payable account that was set up in Finance > Tables > District Finance Options > Clearing Fund Maintenance Finance > Inquiry > General Ledger Inquiry (payments)