



# Accounts Receivable Process



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# Accounts Receivable 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](#).



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.

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## Prerequisites

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.

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## Set up Accounts Receivable Permissions & Options

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

1. [Select AR permissions](#).

## Select AR permissions

[District Administration](#) > [Maintenance](#) > [User Profiles](#) > [Permissions](#)

Under **Accounts Receivable**, select **Global Access** to allow the user to view all invoices regardless of the originator.



The screenshot shows the 'Maintenance > User Profiles' interface. At the top, there is a green header with a home icon, the breadcrumb 'Maintenance > User Profiles', and a dropdown menu for 'District Administration'. Below the header is a 'Save' button. A navigation bar contains buttons for 'Retrieve User', 'Lookup User', 'Add User', 'Delete User', and 'Remove Process'. Below this is a tabbed interface with tabs for 'ACCOUNTS', 'PERMISSIONS', 'PURCHASING PERMISSIONS', 'PURCHASING ADDRESSES', 'PURCHASING REQUESTORS', and 'PURCHASING RESTRICT CAMPUS/DEPT'. The 'PERMISSIONS' tab is active. A 'Print' button is located below the tabs. The 'Accounts Receivable' section is expanded, showing a 'Global Access' checkbox that is checked and highlighted with a red box. Below this are three input fields: 'Offset Obj', 'Offset Subj', and 'Offset Org'.

### 2. [Select AR options.](#)

## Select AR options

[District Administration](#) > [Options](#) > [Accounts Receivable](#)

Set up Accounts Receivable options such as the number of invoices to print, labels for each invoice copy, payment terms, overdue comments, and whether to review invoices.

Options > Accounts Receivable District Adm

Save

Retrieve Print

Number of Invoices to Print:

**Options**

Auto Assign Customer?

Collate Print Copies by Invoice?

**Workflow**

Allow Approval Process?

Reset Approval Path?

**Labels**

Label on First Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?
Label on Second Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?
Label on Third Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?
Label on Fourth Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?
Label on Fifth Copy: <input type="text"/>	<input type="checkbox"/> Include Account Numbers?	<input type="checkbox"/> Print Approval Path?

**Additional Invoice Text**

Overdue Comment:  Number of Days Overdue for Comment:

Terms:

### 3. [Set up AR approval path](#)

## Set up AR workflow

### District Administration > Workflow > Approval Path

Use the following pages to set up the first approver, the approval path (hierarchy of approvers), approval rules, and alternate approvers (as needed) for the Accounts Receivable invoice approval process.

- [First Approver](#)
- [Approval Path](#)
- [Approval Rules](#)
- [Alternate Approver](#)

### 4. [Verify accounting periods.](#)

## Verify accounting periods

[Finance > Tables > District Finance Options > Accounting Periods](#)

Verify that the **Accounts Receivable Period** is accurate. The **Accounts Receivable Period** field cannot be less than the **Current (Open) Accounting Period** field nor greater than the **Next Accounting Posting Period** field.

Tables > District Finance Options Finance

Save

FINANCE OPTIONS   ACCOUNTING PERIODS   CLEARING FUND MAINTENANCE

Retrieve   Print

Current (Open) Accounting Period:    Lock Current Accounting Period:

Next Accounting Posting Period:

Purchasing Accounting Period:

Accounts Receivable Period:

Travel Accounting Period:

Warehouse ID	Description	Accounting Period
1	WAREHOUSE	<input type="text" value="01"/>
2	TECH STORE	<input type="text" value="01"/>
3	CHILD NUTRITION/FOOD SERV	<input type="text" value="01"/>
4	WAREHOUSE -TRANSPORTATION	<input type="text" value="01"/>

5. [Indicate clearing accounts.](#)

### Add or verify clearing accounts

[District Administration](#) > [Maintenance](#) > [User Profiles](#) > [Permissions](#)

Under **Accounts Receivable**, add or verify the following:

- **Offset Obj**
- **Offset Sobj**
- **Offset Org**

The above fields are used as the default account codes for the user when creating invoices on the Accounts Receivable > Maintenance > Create/Modify Invoice page. If these fields are blank, then the **Offset Obj** and **Offset Sobj** fields default to the values in the **Accounts Receivable** field on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab and the **Offset Org** field is set to 000.

[Finance > Tables > District Finance Options > Clearing Fund Maintenance](#)

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

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

## Create Customer and Product Records

1. [\(Optional\) Create vendor records.](#)

### **(Optional) Create vendor records**

[Finance > Maintenance > Vendor Information > Vendor Name/Address](#)

Set up customers with a vendor number.



A vendor number is required to process an overpayments (refunds) to the customer.

After creating a vendor number for the customer, add the vendor number to the customer record in the following step as you are creating new customer records or updating existing records.

## 2. Create customer records.

### Create customer records

[Accounts Receivable > Tables > Customer Information](#)

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

The screenshot shows the 'Customer Information' form in the Accounts Receivable system. The form is titled 'Tables > Customer Information' and 'Accounts Receivable'. It includes fields for Customer Name (ABC Consulting), Customer Nbr (999999), Status (Active), Primary Contact (Dave Matthews), P.O. Required (checked), Vendor Nbr (11682), Phone Number, Fax Number, E-mail (abcconsulting@email.com), and Customer Address (Attention: D.Matthews, Street Nbr/Name: 55 Street, City/State: San Antonio, TX - Texas, Zip Code: 78250).

- If **Auto Assign Customer** is selected on the District Administration > Options > Accounts Receivable Options page, then the **Customer Nbr** field is automatically populated with the next available customer number.
- If **Auto Assign Customer** is not selected, type a new customer number.

## 3. Create product information records.

### Create product information records

[Accounts Receivable > Tables > Product Information](#)

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

Invoices and invoice templates may be created without this table. However, if this table does exist when an invoice is created, then the product types are available in the **Product Type** look up.

**Note:** A product number is automatically created and saved when a record is created in this table. When creating an invoice and selecting a product type listed in this table, the corresponding product number is registered to 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. Even if the description is updated, the product number is still associated with the original description.



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.

## Invoice Customers and Record Payments

### 1. [Enter invoices.](#)

#### **Create invoices**

[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.

### 2. [Print invoices.](#)

#### **Print invoices**

[Accounts Receivable > Utilities > Print Invoices](#)

Print the customer invoices. The following occurs when printing invoices:

- A realized revenue is created in Finance (credit to revenue).
- A receivable is created in the 12XX account in Finance (debit to receivable).

After an invoice is printed, it is no longer available for changes in Accounts Receivable; however, you can reprint it using the Reports menu.

If necessary, printed invoices 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.

You can view invoices by running an inquiry on the [Finance > General Ledger Inquiry](#) tab.

### 3. Record customer payments.

## Record customer payments

[Accounts Receivable](#) > [Maintenance](#) > [Invoice Payments](#) > [Payments](#)

Record the customer payments. You 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 is recorded in the payable account that was set up on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab.

You can view recorded payments by running an inquiry on the Finance > Inquiry > General Ledger Inquiry tab.



**TIP:** If you need to reverse a customer payment, use the Accounts Receivable > Maintenance > Invoice Payments > Payment History tab.