Accounts Receivable

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Accounts Receivable

ASCENDER Accounts Receivable increases management efficiency and improves customer communication.

The application automatically generates invoices and interfaces directly with the Finance application to maintain billing records. Flexibility is built-in, allowing for full or partial payments, overpayments, adjustments, credit memos, and approvals, while always keeping the general ledger in sync.

Maintenance

Use the Table of Contents to access a page.

Create/Modify Invoice - BAR3000

Accounts Receivable > Maintenance > Create/Modify Invoice

This page is used to create an invoice and modify an existing invoice that has not been printed. If you need to void an invoice, print the invoice and then void it on the Accounts Receivable > Maintenance > Invoice Voids/Adjustments page. An invoice that is approved but not printed cannot be voided, deleted, or reversed.

Create or edit an invoice:

<table>
<tr>
<td rowspan="3">Add</td>
<td>Add - Clear All</td>
<td>Click to clear all data for the invoice and add a new invoice.</td>
</tr>
<tr>
<td>Add - Clear Customer</td>
<td>Click to clear the customer information only and add a new invoice. The existing product and account data is not cleared.</td>
</tr>
<tr>
<td>Add - Clear Detail</td>
<td>Click to clear the product and account data only and add a new invoice. The existing customer information is not cleared.</td>
</tr>
<tr>
<td>Retrieve an invoice.</td>
<td colspan="2">In the Invoice Number field, type the invoice number to be retrieved if known. Leading zeros are not required. The field can be a maximum of six digits. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled.

Click Retrieve.
• If the invoice number is not known, click Directory.
• To search for a specific invoice number, type data in one or more of the search fields.
• To search through all available data, leave all fields blank.
• Click Search. A list of invoice numbers matching the search criteria is displayed.
• Select an invoice number from the list. Otherwise, click Cancel.</td>
</tr>
</table>

Field	Description
Invoice Nbr	The invoice number is populated after the invoice is saved.
Requested By	Type the name of the person from the customer's organization who requested the service or product. The **Requested By** field is required if the **Customer PO #** field is left blank.
Customer Nbr	Click ⋮ to select the customer for whom the invoice is being created, or type the customer number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The corresponding customer name is populated in the **Customer Name** field.
Customer PO #	Type the customer's purchase order number. This field is required if **P.O. Required** on the Customer Information page is selected for the customer and the **Requested By** field is blank.
Customer Name	This field is automatically populated based on the customer number selected in the **Customer Nbr** field.
Reference	Type the cross-reference information. The field can be a maximum of 20 characters.
Print Invoices	Selected by default.

Field	Description
Date Requested	Indicates the date that the service or product was requested. The field is automatically populated with the current system date. Otherwise, enter a due date in the MM-DD-YYYY format.
Invoice status	The current status of the invoice process is displayed. • *Needs Review (N)* - Invoice has been created but cannot be printed until reviewed. • *Returned (R)* - Invoice has been reviewed but not approved. Returned to originator. • *Approved (A)* - Invoice has been reviewed and approved. If review not needed, approve when created. • *Printed (P)* - Invoice has been printed and interfaced to Finance. • *Complete (C)* - Invoice has been paid in full or has been voided.
Due Date	This date represents the date that the invoice is to be processed. The field is automatically populated with the current system date. Otherwise, enter a due date in the MM-DD-YYYY format.
Campus/Dept	Type the name of the campus submitting the invoice. As you type the data, a drop-down list of corresponding data is displayed. Select the campus/department.

The **Attention**, **Street Address**, **City**, **State/Zip**, **Phone Number**, and **Ext** fields are display only and are populated from the Customer Information page.

❑ Under **Products**, list the services and products ordered by the customer.

Quantity	Type the quantity of the item being requested. The value cannot be zero or blank and is required to save the invoice. The default is 1.00.
Unit of Issue	Click ⌄ to select a basic unit of issue. By default, the field is set to EA Each.
Product Type	Type the service or product type being requested. As you type the data, a drop-down list of corresponding product types is displayed. Select a product type from the list. If the product type is not known, click ⋮ to view a list of all available product types or services.
Description	Type a description of the item being requested. Or, the description is automatically populated based on the **Product Type** field. This field can be a maximum of 200 characters.
Unit Price	Type the price per unit of issue for the item being requested. This is automatically populated based on the **Product Type** field.
Item Total	This amount is automatically calculated by multiplying the quantity by the unit price.
Invoice Total	This amount is automatically calculated by adding the item totals.

❑ Click **Update Totals** to update the **Invoice Total** field.

❑ Under **Budget**, enter the account codes to receive the funds from the invoice.

Account Code	Type the account code which is to receive the funds from the invoice. As you type the data, a drop-down list of corresponding account codes is displayed. Select an account code. • To view a list of account code components, place the cursor in one of the account code component fields and then click ⋮ or press F2. • Type the applicable account code components, or leave blank for all account codes and then click **Search**. • A list of available account code components is displayed. All valid account codes (except 4XXX) in file ID C are displayed. • Select an account code from the list. Otherwise, click **Cancel**.

❏ Click **Uniform Acct Distr** to assign one or more account codes to the entire requisition. You can split all of the costs for a requisition item between two or more funds. The percentage split does not have to be the same for each fund, but the sum of all percentages must equal 100%.

The Uniform Account Distribution pop-up window is displayed.

❏ Complete the following fields:

Account Code	Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.). The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item. Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click ⋮. The Accounts Codes lookup is displayed. • Type data in the individual account code component fields and click **Search**. • A list of account codes matching your search components is displayed. • Select the applicable account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup. • The **Description** field is populated with the description of the account. **Note**: If an account code is added or changed, click **Approve** to save the account code and continue with the approval process.
Description	This field is populated with the account description from the Finance chart of accounts.
Balance	Displays the fund balance available in the account. A negative balance indicates that the fund has available funds.
Pct	Type the percent of that item to charge the selected fund. Each requisition must equal 100%. For example, the percent would be 100% if you paid from one account; however, if you paid from two accounts, you could split the amount 50/50, 75/25, or 60/40 for a total of 100%.
Amount	Type the amount to charge the selected fund. The amount that will be charged to that account according to the percent entered in the **Percent** Field.

❏ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

❏ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

❏ Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.

- Click **OK** to apply the amounts.
- Click **Cancel** to close the window without applying the amounts.

❑ Click **Update Totals/Description** to populate the default offset fields. Click ⋮ to select a different offset object code, subobject code, or organization code for the offset account.

The **Budget Total** and **Description** are also updated.

Notes:

- The account codes default to the **Accounts Receivable** account code fields on the District Administration > Maintenance > User Profiles > Permissions page. If the District Administration 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.
- The **Offset Obj** field is limited to 12XX accounts only.
- The **Offset Fund** and **Offset Fscl Yr** fields cannot be changed.

Description	The account description from the general ledger is displayed.
Amount	Type the amount to be applied from the invoice total, or leave blank and click **Uniform Distribution** to distribute the invoice total amount equally among multiple account codes. **Note**: If you have not entered any amounts for the account code records, once all the account numbers have been entered, click **Uniform Distribution**, which distributes the dollar amount from the invoice total equally across all the account codes. If you enter only one account number, the entire invoice total goes to that one account, which prevents the user from possibly making an error when manually entering the data. If the uniform distribution does not handle pennies the way the user wants, the user can modify the amounts.

❑ Click **Save**.

Other functions and features:

+Add	Click to add a new row.
Submit	Click to submit the invoice for approval.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print Copy	Click to print a copy of the invoice. An invoice that is printed from this page is assumed to be a convenience copy, not the real invoice. Review the report.
Notes	Click to add notes to the selected invoice. Type the note that you want to be printed on the invoice. Click **OK** to continue and return to the Create/Modify Invoice page. Otherwise, click **Cancel** to not record notes and return to the Create/Modify Invoice page. A paperclip icon is displayed on the **Notes** button if notes exist.

Delete	Click to delete a saved invoice. A message is displayed asking if you want to delete the invoice.
	Click **Yes** to delete the invoice. Click **No** to not delete the invoice.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
	Click **Save**.
Documents	View or attach supporting documentation.

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Create/Modify Template - BAR3100

Accounts Receivable > Maintenance > Create/Modify Template

> This page is used to create an invoice template for customers with reoccurring invoices (e.g., for monthly e-mail services, Internet access, forms support). Invoice templates are used with the Create Periodic Invoices utility to generate those periodic invoices. Invoice templates are models only and do not create any finance transactions when saved.

Create or edit an invoice template:

Add	Add - Clear All	Click to clear all data for the invoice and add a new invoice.
	Add - Clear Customer	Click to clear the customer information only and add a new invoice. The existing product and account data is not cleared.
	Add - Clear Detail	Click to clear the product and account data only and add a new invoice. The existing customer information is not cleared.
Retrieve a template.	In the **Template Nbr** field, type the specific template number that is to be retrieved. Click **Retrieve**. If the template number is not known, click **Directory**. A list of templates is displayed. Select an item from the list. Otherwise, click **Cancel**.	

Field	Description
Customer Name	Type the customer for whom the invoice template is being created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name.
Customer Nbr	The number is automatically populated, or type the customer number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number.
Requested By	Type the name of the person from the customer's organization who requested the service or product. The **Requested By** field is required if the **Customer PO #** field is left blank.
Template Nbr	Type the code for the invoice template. If the number is already in use, an error message is displayed. The field can be a maximum of six characters.
Print Invoices	Selected by default.
Date Requested	Type the date that the service or product was requested in the MM-DD-YYYY format.
Template Name	Type the name of the invoice template which is displayed in the Create Periodic Invoices utility.
Reference	Type the cross-reference information. The field can be a maximum of 20 characters.
Customer PO #	Type the customer's purchase order number. The field is required if the **P.O. Required** option is selected for the customer on the Customer Information page. The field is also required if the **Requested By** field is left blank.
Due Date	Type the invoice due date in the MM-DD-YYYY format.

Field	Description
Nbr Invoices	Type the number of times you want to use this invoice template. For example, if you are going to use the template to generate one invoice per month, you would type 12.
Nbr Created	This number is incremented by one each time the Create Periodic Invoices utility is used to create an invoice. Once the number of invoices and the number created are equal, this invoice template is not displayed in the utility. The **Nbr Created** field can be changed at any time.
Group Code	Click ⌄ to select the code that indicates the logical group to which the invoice template belongs (e.g., TECH for Technology Services). The field can be a maximum of four characters. To add a new group code, type a four-character code for the template. When the template is saved, the group code is saved to the **Group Code** drop down and can be used by other Accounts Receivable users.

❏ Under **Products**, list the services and products ordered by the customer.

Quantity	Type the quantity of the item being requested. The value cannot be zero or blank and is required to save the invoice. The default is 1.00.
Unit of Issue	Click ⌄ to select a basic unit of issue. By default, the field is set to EA Each.
Product Type	Type the service or product type being requested. As you type the data, a drop-down list of corresponding product types is displayed. Select a product type from the list. If the product type is not known, click ⋮ to view a list of all available product types or services.
Description	Type a description of the item being requested. Or, the description is automatically populated based on the **Product Type** field.
Unit Price	Type the price per unit of issue for the item being requested. This is automatically populated based on the **Product Type** field.
Item Total	This amount is automatically calculated by multiplying the quantity by the unit price.
Invoice Total	This amount is automatically calculated by adding the item totals.

❏ Click **Update Totals** to update the **Invoice Total** field.

❏ Under **Budget**, enter the account codes to receive the funds from the invoice.

Account Code	Type the account code which is to receive the funds from the invoice. As you type the data, a drop-down list of corresponding account codes is displayed. Select an account code. • To view a list of account code components, place the cursor in one of the account code component fields and then click ⋮ or press F2. • Type the applicable account code components, or leave blank for all account codes and then click **Search**. • A list of available account code components is displayed. All valid account codes (except 4XXX) in file ID C are displayed. • Select an account code from the list. Otherwise, click **Cancel**.

❏ Click **Update Totals/Description** to populate the default offset fields. Click ⋮ to select a different offset object code, subobject code, or organization code for the offset account.

The **Budget Total** and **Description** are also updated.

Notes:

- The account codes default to the **Accounts Receivable** account code fields on the District Administration > Maintenance > User Profiles > Permissions page. If the District Administration 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.
- The **Offset Obj** field is limited to 12XX accounts only.
- The **Offset Fund** and **Offset Fscl Yr** fields cannot be changed.

❑ Click **Uniform Acct Distr** to assign one or more account codes to the entire requisition. You can split all of the costs for a requisition item between two or more funds. The percentage split does not have to be the same for each fund, but the sum of all percentages must equal 100%.

The Uniform Account Distribution pop-up window is displayed.

❑ Complete the following fields:

Account Code	Type the account code to be charged. The account code must exist in the general ledger and in the user profile (the account code must be assigned to the Requestor's user profile in District Administration.). The account code is comprised of the fund, function, object, subobject, organization, and program codes, and are the individual components that uniquely identify a specific budget category. You can add multiple accounts for each item. Press the SPACEBAR to view a list of account codes associated with the requestor's user profile. If the account code is not known, click ⋮ . The Accounts Codes lookup is displayed. • Type data in the individual account code component fields and click **Search**. • A list of account codes matching your search components is displayed. • Select the applicable account code from the list. Otherwise, click **Cancel** to close the Account Codes lookup. • The **Description** field is populated with the description of the account. **Note**: If an account code is added or changed, click **Approve** to save the account code and continue with the approval process.
Description	This field is populated with the account description from the Finance chart of accounts.
Balance	Displays the fund balance available in the account. A negative balance indicates that the fund has available funds.
Pct	Type the percent of that item to charge the selected fund. Each requisition must equal 100%. For example, the percent would be 100% if you paid from one account; however, if you paid from two accounts, you could split the amount 50/50, 75/25, or 60/40 for a total of 100%.

Amount	Type the amount to charge the selected fund. The amount that will be charged to that account according to the percent entered in the **Percent** Field.

☐ Click **Refresh Totals** to update the totals if any amounts are changed in the grid.

☐ Click **Calculate Percent** to populate the **Percent** column based on the amount entered in the **Amount** column.

☐ Click **Calculate Amount** to populate the **Amount** column based on the amount entered in the **Percent** column.

- Click **OK** to apply the amounts.
- Click **Cancel** to close the window without applying the amounts.

Description	The account description from the general ledger is displayed.
Amount	Type the amount to be applied from the invoice total, or leave blank and click **Uniform Distribution** to distribute the invoice total amount equally among multiple account codes. **Note**: If you have not entered any amounts for the account code records, once all the account numbers have been entered, click **Uniform Distribution**, which distributes the dollar amount from the invoice total equally across all the account codes. If you enter only one account number, the entire invoice total goes to that one account, which prevents the user from possibly making an error when manually entering the data. If the uniform distribution does not handle pennies the way the user wants, the user can modify the amounts.

☐ Click **Save**.

Other functions and features:

+Add	Click to add a new row.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print Copy	Click to print a copy of the invoice. An invoice that is printed from this page is assumed to be a convenience copy, not the real invoice. Review the report.
Delete	Click to delete a saved invoice. A message is displayed asking if you want to delete the invoice. Click **Yes** to delete the invoice. Click **No** to not delete the invoice.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

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Credit Memo - BAR3700

Accounts Receivable > Maintenance > Credit Memo

This page is used to apply credit memos to existing printed invoices with a zero or unpaid balance. If an invoice already has a negative balance (i.e., overpayment), you cannot select the invoice to create a credit memo.

Note: If the credit memo causes a negative balance, an overpayment record is created. For example, if a customer has a $100 invoice and pays $75, and then has a credit memo of $50, the remaining invoice balance is -25, which will require an overpayment record. If the invoice balance is zero or positive, the overpayment record is not created.

Retrieve an invoice:

Use the following fields to retrieve an existing invoice. If the invoice number is not known, click Directory. The Directory includes all invoices with and without credit memos.

Field	Description
Invoice Number	Type a specific invoice number to be retrieved. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled. The field can be six characters.
Credit Memo Number	Type a credit memo number. Leading zeros are not required. If left blank, a new credit memo for the associated invoice can be created. The credit memo field must be blank to add a new credit memo. The credit memo number is auto-assigned when the credit memo data is saved. Once the credit memo is saved, the record cannot be edited. If you need to make additional changes to the same invoice, delete any numbers that are displayed in the **Credit Memo Number** field and click **Retrieve** to create a new credit memo.

❑ Click **Retrieve**. The following invoice details are displayed.

- **Invoice Nbr**
- **Requested By**
- **Attention**
- **Customer Nbr**
- **Customer PO #**
- **Street Address**
- **Customer Name**
- **Reference**
- **City**
- **Print Invoices**
- **Date Requested**
- **State/Zip**
- **Invoice Status**

- **Due Date**
- **Phone Number**

Apply a credit memo:

❑ Under **Products**, a list of the services/products included in the invoice is displayed.

Product Type	The service or product type is displayed.
Description	The service or product description is displayed.
Quantity	The quantity of the ordered item is displayed.
Unit of Issue	The basic unit of issue.
Unit Price	The price per unit of issue for the item being requested is displayed.
Item Total	The item total amount is displayed. It is calculated by multiplying the quantity by the unit price.
Invoice Total	The invoice total is displayed. It is calculated by adding the item totals.

❑ Under **Budget Accounts**, a list of the invoice account codes to which a credit memo can be credited is displayed.

Account Code	The account code which is to receive the funds from the credit memo is displayed.
Account Description	The account code description from the Chart of Accounts is displayed.
Original Amt	The original amount of account code line item deduction is displayed.
Credit Memo Total	The total amount of previously applied credit memos is displayed.
Payment Amt	The amount of any previously applied payments is displayed.
Overpayment Crd	The amount of any previously applied overpayment credits is displayed.
Balance	The remaining balance for the line item is displayed.
Credit Memo Amt	Type the amount of the credit memo to be applied. The amount must be a negative (-) number. The total amount of the credit memo for all lines cannot exceed the invoice total.
Transaction Date	Type the transaction date in the MMDDYYYY format. Or, select a date from the calendar.
Adj Reason	Type the district-defined reason adjustment reason code for creating the credit memo. Or, click ⋮ to select a code from the Adjustment Reasons lookup. The adjustment reason codes are maintained on the Accounts Receivable > Tables > Adjustment Reasons page. This field is required.

❑ Click **Save**. A credit memo number is automatically created for the transaction and will be associated with the invoice number.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print the credit memo information. The **Print** button is only displayed if a credit memo number is retrieved for an invoice. If the invoice does not have a credit memo number or if the invoice is retrieved without the credit memo number, the **Print** button is not displayed.

Invoice Approval - BAR3200

Accounts Receivable > Maintenance > Invoice Approval

This page is used to review and approve invoices that are created by other users. Only users with permission to approve invoices can access the Invoice Approval page. You can approve invoices and return invoices to the originator for modifications.

Note: The Accounts Receivable > Invoice Approval link is displayed on the Approval Summary page if the logged-on user has pending invoice approvals. However, the link will not be displayed if the approver does not have access to the Invoice Approval page in Security.

Approve an invoice:

The first invoice to be approved is displayed on the page.

Retrieve an invoice.	In the **Invoice Number** field, type the invoice number to be retrieved if known. Leading zeros are not required. The field can be a maximum of six digits. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled.
	Click **Retrieve**. • If the invoice number is not known, click **Directory**. • To search for a specific invoice number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of invoice numbers matching the search criteria is displayed. • Select an invoice number from the list. Otherwise, click **Cancel**.

Path	Click to display the Approval Path page, which allows you to insert an approver. Under **Insert Approver**: Click **Before** or **After** to indicate where to insert the approver. In the **Approver** field, click ⌄ to select an approver. Click **OK** to save the inserted approver and close the dialog box. Otherwise, click **Cancel** to close the page without inserting an approver. **Note**: A user who is listed in the autosuggest drop down has been previously set up on the Security Administration > Manage Users page with an employee number.
Return	Click to return the invoice to the originator for modifications. The status of the invoice is marked as Returned. The originator can modify the returned invoice and resubmit it. The invoice is removed from the page.
Skip	Click to continue to the next invoice without returning or approving it.
Approved	Click to approve the completed invoice. The status of the invoice is marked as Approved. The invoice is removed from the page.

Other functions and features:

+Add	Click to add a new row.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print Copy	Click to print a copy of the invoice. An invoice that is printed from this page is assumed to be a convenience copy, not the real invoice. Review the report.
Notes	Click to add notes to the selected invoice. Type the note that you want to be printed on the invoice. Click **OK** to continue and return to the Create/Modify Invoice page. Otherwise, click **Cancel** to not record notes and return to the Create/Modify Invoice page. A paperclip icon is displayed on the **Notes** button if notes exist.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Documents	View or attach supporting documentation.

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Invoice Inquiry Customer Notes

Use the Table of Contents to access a page.

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Inquiry - BAR3500

Accounts Receivable > Maintenance > Invoice Inquiry/Customer Notes > Inquiry

> This tab is used to view invoice data and record contacts with customers regarding payment of invoices.

Perform an invoice inquiry:

Retrieve an invoice.	In the **Invoice Number** field, type the invoice number to be retrieved if known. Leading zeros are not required. The field can be a maximum of six digits. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled. Click **Retrieve**. • If the invoice number is not known, click **Directory**. • To search for a specific invoice number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of invoice numbers matching the search criteria is displayed. • Select an invoice number from the list. Otherwise, click **Cancel**.

Other functions and features:

Print Copy	Click to print a copy of the invoice. An invoice that is printed from this page is assumed to be a convenience copy, not the real invoice. Review the report.
Notes	Click to add notes to the selected invoice. Type the note that you want to be printed on the invoice. Click **OK** to continue and return to the Create/Modify Invoice page. Otherwise, click **Cancel** to not record notes and return to the Create/Modify Invoice page. A paperclip icon is displayed on the **Notes** button if notes exist.
Documents	View or attach supporting documentation.

Payment Notes - BAR3500

Accounts Receivable > Maintenance > Invoice Inquiry Customer Notes > Payment Notes

This tab is used to record payment notes.

Record payment note information:

Retrieve an invoice.	In the **Invoice Number** field, type the invoice number to be retrieved if known. Leading zeros are not required. The field can be a maximum of six digits. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled. Click **Retrieve**. • If the invoice number is not known, click **Directory**. • To search for a specific invoice number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of invoice numbers matching the search criteria is displayed. • Select an invoice number from the list. Otherwise, click **Cancel**.

❑ Click **+Add** to add a row.

Field	Description
Date Contacted and Time Contacted	These fields are set to the system date and time.
Person Contacted	Type the name of the client who was contacted.
Contacted By	Type the name of the person who contacted the client.
Contact Note	Type comments or conversation notes regarding the selected invoice.

❑ Click **Save**. The user ID of the person who created the record is saved. Only that person can delete the payment note record.

Invoice Payments

Use the Table of Contents to access a page.

Apply Overpayment - BAR3400

Accounts Receivable > Maintenance > Invoice Payments > Apply Overpayment

This tab is used to apply either a partial or full amount of a customer's available overpayment as payment toward one or more of that same customer's outstanding invoices.

Notes:

- Invoices must be printed before an overpayment can be applied.
- The BAR7500 - Reprint Invoices Report always prints the original invoice, even if an overpayment has been applied to the invoice.

Apply overpayments:

❑ Under **Select an Outstanding Overpayment**, a list of customers who have outstanding overpayments is displayed. The list is sorted by customer name and check date.

- The cash receipt number, check number, check amount, overpayment amount, and available amount are also displayed.
- Select a customer by clicking the **Select** check box next to the customer's name. If the customer has unpaid invoices, the invoice records are displayed in the bottom grid.

❑ Under **Invoices available for Customer**:

- Each invoice record displays the invoice number, invoice date, invoice amount, amount paid, adjusted amount, overpayment credit, outstanding amount, and invoice account code.
- If the customer has an outstanding invoice that has yet to be printed, the invoice record is not displayed and an overpayment cannot be applied.
- In the **Apply Amount** field, type the payment amount to be applied to the corresponding invoice number.
    - The amount must be equal or less than the customer's available overpayment amount (i.e., the amount displayed in the **Available Amount** column in the top grid).
    - The amount cannot exceed the invoice amount.

❑ Click **Apply Overpayment** to disburse the indicated amount(s) to the outstanding invoice(s). The payment amount will be applied to the outstanding amount of the invoice.

If the available overpayment amount is depleted, the overpaid invoice is no longer displayed in the top grid or on the Utilities > Print Overpayment Refunds page.

Other functions and features:

| **Refresh** | Click to restore the data on the page to its original view. A message is displayed prompting you to confirm that you want to continue.

Click **Yes** to refresh the data without saving your changes.

Click **No** to return to the Apply Overpayment page and continue making changes. |

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Cash Receipt Inquiry - BAR3400

Accounts Receivable > Maintenance > Invoice Payments > Cash Receipt Inquiry

This tab is used to review all cash receipts from Accounts Receivable and Finance. You cannot update the information displayed on this tab.

View payments:

Use one of the following to retrieve an invoice:

Field	Description
Cash Receipt Nbr	Click ⌄ to select a cash receipt number. If you type a partial cash receipt number (from one to five digits) and tab out of the field, the field is zero-filled to equal six digits. If alphanumeric values are entered, the field is not zero-filled.
Customer Name	Type the customer's name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The **Customer Nbr** field is automatically populated.
Customer Nbr	Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The **Customer Name** field is automatically populated.
Date Range	Type the from and to dates from which to select invoices. The **To** field is set to the current system date, but it can be modified.
Process Date	Click ⌄ to select one of the following: • *Unprocessed Only* - Select to include cash receipts without a process date. Unprocessed cash receipts can still be edited (reversed). When the End of Month Closing utility is run, the unprocessed cash receipts are processed. • *Processed Only* - Select to include cash receipts with a process date. Processed cash receipts have gone through the end-of-month process and can no longer be edited. • *All* - Select to include all (processed and unprocessed) cash receipts.

❑ Click **Retrieve**. The cash receipt and associated account code data are displayed.

Invoice Payment History - BAR3400

Accounts Receivable > Maintenance > Invoice Payments > Invoice Payment History

This tab is used to review payment information for a selected invoice. You cannot update the information displayed on this tab.

View payment history:

Use one of the following to retrieve an invoice:

Field	Description
Invoice Number	Type an invoice number. The field can be a maximum of six digits. If you enter a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to equal six digits. If alphanumeric values are entered, the field is not zero-filled.
Customer Name	Type the customer for whom the invoice was created. The **Customer Nbr** field is populated by the system when the **Customer Name** field is populated.
Customer Nbr	Type the customer number for whom the invoice was created. The field can be a maximum of 20 characters. The **Customer Name** field is automatically populated when the **Customer Nbr** field is populated.
Include Fully Paid	Select to retrieve fully paid invoices. Otherwise, leave blank.
Date Range	Type the from and to dates from which to select invoices. The **To** field is set to the current system date, but it can be modified.

❑ Click **Retrieve**. The selected invoices and payments that have been received are displayed. The associated account code and payment information are displayed in the bottom grid for each invoice.

Payment History - BAR3400

Accounts Receivable > Maintenance > Invoice Payments > Payment History

This tab is used to view information about prior payments. You cannot modify a payment record but can reverse the entire payment, and then enter a new payment record again with the correct information on the Payments tab.

View payments:

Use one of the following to retrieve an invoice:

Field	Description
Cash Receipt Nbr	Type a six-digit cash receipt number. If you type a partial cash receipt number (from one to five digits) and tab out of the field, the field is zero-filled to equal six digits. If alphanumeric values are entered, the field is not zero-filled.
Customer Name	Type the customer's name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The **Customer Nbr** field is automatically populated.
Customer Nbr	Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The **Customer Name** field is automatically populated.
Date Range	Type the from and to dates from which to select invoices. The **To** field is set to the current system date, but it can be modified.

❑ Click **Retrieve** and select the invoice to be displayed.

Notes:

- If a cash receipt number was entered, all the payment records associated with the cash receipt number are displayed in the payment grid.
- If the invoice selection was based on the customer name or customer number, all printed invoices for the customer are displayed in the grid at the bottom of the tab.
- If the invoice selection was based on a date range, all printed invoices for all customers within that date range are displayed in the grid at the bottom of the tab.

Reverse a payment:

❑ Click **Reverse** to reverse the selected payment. The following occurs:

- The payment record is updated with the date of the reversal and the user ID of the person performing the reversal.

- The invoice payment record for each account that received money from this payment is updated with the date of the reversal and the user ID of the person performing the reversal.
- Return to the Payments tab to enter the new payment record with the correct information.

Payments - BAR3400

Accounts Receivable > Maintenance > Invoice Payments > Payments

This tab is used to record payments that have been received from customers. You can record a new payment and verify the amounts being credited to each account. If you need to reverse a payment made by a customer, use the Payment History tab to reverse the entire payment and then enter the payment again on this tab.

Process invoice payments:

❑ Under **Select/Create a Cash Receipt**:

Field	Description
Cash Receipt Nbr	Type a six-digit cash receipt number, or click **Cash Receipts** to open the Cash Receipts lookup to search for and select a cash receipt number. **Note**: Only cash receipt transactions from the current Accounts Receivable accounting period and current Finance GL file ID are included in the Cash Receipts lookup. If you type a partial cash receipt number (from one to five digits) and tab out of the field, the field is zero-filled to equal six digits. If alphanumeric values are entered, the field is not zero-filled. <table><tr><td>**Cash Receipt Nbr**</td><td>This field is enabled if **Use Automatic Cash Receipt Number Assignment** is not selected on the Tables > District Finance Options page and is required before the payment transaction can be saved.</td></tr><tr><td>**Use Automatic Cash Receipt Number Assignment**</td><td>If selected on the Finance > Tables > District Finance Options page, the **Cash Receipt Nbr** field is disabled.</td></tr></table>
Description	Type a description for the cash receipt number if a new cash receipt number was entered.
New Cash Receipt	Click to create a new cash receipt.

❑ Under **Select Invoices to Pay**, use one of the following to retrieve an invoice:

Invoice Number	Type the specific invoice number to be retrieved. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled.
Customer Name	Type the customer's name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The **Customer Nbr** field is automatically populated.
Customer Nbr	Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The **Customer Name** field is automatically populated.

Date Range	Type the from and to date range criteria to be used when retrieving invoices. The **To** field is set to the current date but it can be modified. The date range uses the invoice date when retrieving invoice data.
Accounting per	The accounts receivable period established on Finance > Tables > District Finance Options > Accounting Periods page is displayed.

❑ Click **Retrieve** and select the invoice to be displayed.

❑ Under **Apply Payment to Accounts Receivable**:

Check Number	Type a payment check number. The field can be a maximum of 20 characters. If you type a partial check number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled (e.g., the user entered CASH; the check number remains CASH).
Payment Date	The default is the system date but can be changed.
Amount	Type the payment amount. An amount greater than zero is required.
Over Pay Amt	The overpayment amount is displayed. Click **Refresh** to update this field.
Cash Account	In the **Obj** and **Sobj** fields, click ⋮ to select a valid cash account object code and sub-object code to be used when processing the invoice payment. If these fields are used, both fields must be populated. If blank, the **Cash Account** default values on the Finance > Tables > District Finance Options > Clearing Fund Maintenance tab are used. This data can be verified on the general ledger.

❑ Click **Distribute** to apply the payment amount to the displayed account codes in the invoice number and then account code order. This continues until the payment amount is exhausted.

- If the payment amount does not equal the total balance due for all selected invoices, a message is displayed that the payment amount is not sufficient to pay all invoices.
- If the payment amount is greater than the total balance due for all selected invoices, a message is displayed that there was an overpayment. The amount of the overpayment is shown on the last invoice account code.
- You can select an invoice account and change the distribution amount.
- The payment amount for a specific account code cannot be larger than the current balance.
- The total payments must be less than or equal to the payment amount.
- Accounts that were not originally part of the selected invoice cannot be added to the invoice.

Note: At any time, you can clear the **Apply Payment** column to change which invoices are to be paid, and then click **Distribute** again. Any previous payment amounts that were entered are cleared, including those payment amounts that were manually entered.

❑ Click **Save Payment** to save the payment transactions after all payment amounts are applied.

- If **Use Automatic Cash Receipt Number Assignment** is selected on the Finance > Tables >

District Finance Options > Finance Options tab, the **Cash Receipt Nbr** field is automatically populated with the next available cash receipt number.

- If **Use Automatic Cash Receipt Number Assignment** is not selected on the Finance > Tables > District Finance Options > Finance Options tab and the **Cash Receipt Nbr** field is blank, an error message is displayed, and no payment transactions are saved. You must type a six-digit cash receipt number in the **Cash Receipt Nbr** field and click **Save Payment** again to save the payment transactions.
- The **Check Number**, **Payment Date**, and **Amount** fields are cleared and the invoices that are paid in full.
- The **Cash Receipt Nbr** and **Description** fields remain populated after the payment information fields are cleared. You can continue entering additional checks against the current cash receipt.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

Invoice Status Inquiry - BAR3250

Accounts Receivable > Maintenance > Invoice Status Inquiry

> This page is used to view the status of an invoice. The workflow path along with the product and budget information is displayed.

View invoice status:

Retrieve an invoice.	Invoice Number	Type the invoice number to be retrieved, if known. Leading zeros are not required. The field can be a maximum of six digits. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled.
	From Date	Type the beginning search date in the MMDDYYYY format.
	To Date field	Type the ending search date in the MMDDYYYY format.
	Status	Click ˅ to select one of the an invoice status.
	Customer Name	Type the customer's name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The **Customer Nbr** field is automatically populated.
	Customer Nbr	Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The **Customer Name** field is automatically populated.

❏ Click **Retrieve**. A list of the available invoices is displayed.

- If the invoice number is not known, click **Directory**.
- To search for a specific invoice number, type data in one or more of the search fields.
- To search through all available data, leave all fields blank.
- Click **Search**. A list of invoice numbers matching the search criteria is displayed.
- Select an invoice number from the list. Otherwise, click **Cancel**.

❏ Click 🔍 to view the invoice details. The Product, Budget, and Approval Path information is displayed.

❏ If notes exist for the invoice, click the **Notes** link. A pop-up window is displayed with the associated notes. Click **OK** or **X** to close the pop-up window.

Other functions and features:

Print Copy	Click to print a copy of the invoice. An invoice that is printed from this page is assumed to be a convenience copy, not the real invoice. [Review the report.](#)
Documents	[View or attach supporting documentation.](#)

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Invoice Voids/Adjustments - BAR3300

Accounts Receivable > Maintenance > Invoice Voids/Adjustments

This page is used to make adjustments to the budget amounts for printed invoices that were already sent to the customer. Once the invoice is printed, you cannot change the customer or service/product information. You can lower the amount to be paid, change budget code data, or void the invoice. An invoice that is approved but not printed cannot be voided, deleted, or reversed. If you need to increase the invoice total amount, you must issue another invoice.

Void an invoice/create an adjustment:

Retrieve an invoice.	In the **Invoice Number** field, type the invoice number to be retrieved, if known. Leading zeros are not required. The field can be a maximum of six digits. If you type a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If alphanumeric values are entered, the field is not zero-filled. Click **Retrieve**. • If the invoice number is not known, click **Directory**. • To search for a specific invoice number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of invoice numbers matching the search criteria is displayed. • Select an invoice number from the list. Otherwise, click **Cancel**. **Notes**: If you selected an invoice based on only the invoice number, the customer number, customer name, and invoice number are displayed for the selected invoice. If you selected an invoice based on the customer name and number, all approved customer invoices are displayed. If you selected an invoice based on a date range, all approved invoices that were created within the date range are displayed. All service/product information is display only.

❑ Under **Budget Adjustments**:

Field	Description
Original Amt	The total for each account code at the time the invoice was printed is displayed.
Adjust Amt	The total amount for each account code of prior adjustments is displayed.
Payment Amt	The total amount for each account code of payments that have been made is displayed. Reversed payments are not included.
Balance	The original amount for each account code minus adjustments and payments made to date is displayed.

Void	Click to void an invoice. The balance in the existing invoice budget records is reversed in Finance and creates an adjustment record to record the date, person performing the void, and the adjustment reason. The invoice record is not deleted. **Note**: If a payment has already been made on an invoice, the invoice cannot be voided.
Void Reason	Type a reason for the voiding of the selected checks. The information from this field is used as the description for the finance transactions that are created when invoices are voided. If a void reason is not entered, the finance transactions use the default adjustment description.

❑ Under **Budget Adjustments**:

Adjust Amt	Type the new amount for that account to create an invoice adjustment. The difference between the remaining amount in the record and the adjusted amount you entered is determined, and an Invoice Adjustment record that reflects that amount is created. The **Totals** field changes to reflect the reduction in the amount.
	In the **Adjust Reason** field, type the reason for reducing the previous budget code totals for the selected invoice.
	Only reductions are allowed. If an increase to the invoice is required, a new invoice must be created to reflect this change.
	For each budget code, the system displays the current remaining amount. This is computed from the original amount plus any adjustments minus any payments made to that account code.

❑ Click **Refresh Description** after an existing object code number is entered to update the **Description** field. The object code description is populated from the Object tab.

❑ Click **Update Totals** to update the **Budget Adjustments Total** field.

Account Code	Type the account code which is to receive the funds from the invoice. As you type the data, a drop-down list of corresponding account codes is displayed. Select an account code. • To view a list of account code components, place the cursor in one of the account code component fields and then click ⋮ or press F2. • Type the applicable account code components, or leave blank for all account codes and then click **Search**. • A list of available account code components is displayed. All valid account codes (except 4XXX) in file ID C are displayed. • Select an account code from the list. Otherwise, click **Cancel**.
Amount	Type the amount to be applied from the invoice total, or leave blank and click **Uniform Distribution** to distribute the invoice total amount equally among multiple account codes. **Note**: If you have not entered any amounts for the account code records, once all the account numbers have been entered, click **Uniform Distribution**, which distributes the dollar amount from the invoice total equally across all the account codes. If you enter only one account number, the entire invoice total goes to that one account, which prevents the user from possibly making an error when manually entering the data. If the uniform distribution does not handle pennies the way the user wants, the user can modify the amounts.

The detail section displays the adjustment transactions for the highlighted account code. The

adjustment transactions list is display only. Each row includes the adjustment date, account code, adjustment amount, adjustment reason, and user ID.

❏ Click **Save**.

Notes:

- All required fields must be completed, the invoice total and budget total amounts must match, no amounts can be blank or zero, and the total adjusted amount cannot be greater than the total remaining balance.
- The Finance transaction records necessary to adjust the amounts to reflect the difference between the previous records and the new information are created.
- If errors are encountered, an error message is displayed, and you must correct the error before the invoice can be saved.

Other functions and features:

+Add	Click to add a new row.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Notes	Click to add notes to the selected invoice. Type the note that you want to be printed on the invoice. Click **OK** to continue and return to the Create/Modify Invoice page. Otherwise, click **Cancel** to not record notes and return to the Create/Modify Invoice page. A paperclip icon is displayed on the **Notes** button if notes exist.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Documents	View or attach supporting documentation.

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Reports

Use the Table of Contents to access a page.

Accounts Receivable Reports

Accounts Receivable > Reports > Accounts Receivable Reports

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

❏ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

❏ Type or select the report options. **Parameters in bold are required.**

❏ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data:
	You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ▶ to move the selected columns to the right side of under **Sort Columns**. Continue moving columns to the right grid as needed.
(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.

Click **OK** to apply the selected sort criteria to the report.
Click **Cancel** to close the window without re-sorting.

Filter	Filter report data:
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.
	From the report window, click **Sort/Filter** to open the **Sort/Filter** window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.
	If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.
	Click **Add Criterion** to add new filter criteria. A blank row is displayed in the grid.

Field	Description
Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
Operator	Select an operator. = Equals ≠ Not equals ‹ Less than ≤ Less than or equal to › Greater than ≥ Greater than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the **Column** field, type a date to view only data for a specific date.

Other functions and features:

Add Criterion	Add another row. Select the logical connector (*AND* or *OR*) in the **Logical** field. Continue adding rows as needed. Using the *AND* operator limits search results, because the program looks only for records that contain both criterion. Using the *OR* operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the **Delete Selected** button. The row is deleted from the filter criteria.

Click OK to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.

Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.

BAR1000 - Customer Listing

Accounts Receivable Reports > Accounts Receivable Reports > Customer Listing

This report displays a list of customers and their contact information. The default sort is by alpha, but the sort function can be used to re-sort the data.

Parameter	Description
Sort by Alpha (A), Customer Number (N)	A - Sort the report alphabetically. N - Sort the report by customer number. This is a required field.
Select Status Active (A), Inactive (I), or blank for ALL	A - Print active customers only. I - Print inactive customers only. Blank - Print both active and inactive customers.
PO required Y or N, blank for ALL	Y - Include customers that require a purchase order before an invoice is created. N - Include customers that do not require a purchase order before an invoice is created. Blank - Print all customers.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click to search for customers. Otherwise, leave blank to use all customer numbers.

Generate the report.

BAR3000 - Customer Statement

Accounts Receivable > Reports > Accounts Receivable Reports > Customer Statement

This report prints customer statements with all outstanding invoices. The information on the statements includes invoice information, adjustment and payment amounts, and totals for the age of the invoices in 30-day increments.

Parameter	Description
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click ⠿ to search for customers. Otherwise, leave blank to use all customer numbers.
Use Due Date for Aging? (Y/N)	Y - Use due date for aging. N - Do not use due date for aging. This is a required field.

Generate the report.

BAR6000 - Detail Aging Report

Accounts Receivable > Reports > Accounts Receivable Reports > Detail Aging Report

This report displays totals for invoices that are still open, data on individual invoices, totals for the age of the invoices in 30-day increments, and percentages due.

Parameter	Description
Use Due Date for Aging? (Y/N)	Y - Use due date for aging. N - Do not use due date for aging. This is a required field.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click ⁞ to search for customers. Otherwise, leave blank to use all customer numbers.
As-Of Date (MMDDYYYY), or blank for ALL	Type the as-of date in the MMDDYYYY format, or leave blank to use all invoice dates.

Generate the report.

BAR6500 - Detail Aging Report by Organization

Accounts Receivable > Reports > Accounts Receivable Reports > Detail Aging Report By Organization

This report displays payments received for invoices after the report date and totals for the age of the invoices in 30-day increments. The report may be run for a specific organization.

Parameter	Description
Use Due Date for Aging? (Y/N)	Y - Use due date for aging. N - Do not use due date for aging. This is a required field.
Page Break on Organization? (Y/N)	Y - Insert a page break between each organization. N - Do not insert a page break between each organization. This is a required field.
Select Organization(s), or blank for ALL	Type the three-digit organization number separating multiple organization numbers with a comma (e.g., 001, 699). Or, click to search for organization numbers. Otherwise, leave blank to use all organization numbers.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click to search for customers. Otherwise, leave blank to use all customer numbers.
As-Of Date (MMDDYYYY), or blank for ALL	Type the as-of date in the MMDDYYYY format, or leave blank to use all invoice dates.

Generate the report.

BAR3500 - Invoice Detail Listing

Accounts Receivable > Reports > Accounts Receivable Reports > Invoice Detail Listing

This report prints customer statements with all outstanding invoices. The information on the statements includes invoice information, adjustment and payment amounts, and totals for the age of the invoices in 30-day increments.

Parameter	Description
Sort by Invoice (I), Customer Number (C)	I - Sort the report by invoice number. C - Sort the report by customer number. This is a required field.
Include Invoice Status (Select From List)	Click ⋮ to select an invoice status. This is a required field.
From Invoice Date (MMDDYYYY), or blank for ALL	Type the from invoice date in the MMDDYYYY format, or leave blank to use all from dates.
To Invoice Date (MMDDYYYY), or blank for ALL	Type the to invoice date in the MMDDYYYY format, or leave blank to use all to dates.
Select Invoice(s), or blank for ALL	Type the invoice number separating multiple invoice numbers with a comma. Or, click ⋮ to search for invoice numbers. Otherwise, leave blank to use all invoice numbers.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click ⋮ to search for customers. Otherwise, leave blank to use all customer numbers.

Generate the report.

BAR4000 - Invoice Listing by Revenue Code

Accounts Receivable > Reports > Accounts Receivable Reports > Invoice Listing by Revenue Code

This report displays a list of invoices by budget code. Subtotals are provided by organization and fund, and a grand total is also printed.

Parameter	Description
Sort by Account Code (A), Customer Name (C)	A - Sort the report by account code. C - Sort the report by customer name. This is a required field.
Print only Open Invoices (O), or Blank for ALL	O - Print open invoices only. Blank - Print all invoices.
From Invoice Date (MMDDYYYY), or blank for ALL	Type the from invoice date in the MMDDYYYY format, or leave blank to use all from dates.
To Invoice Date (MMDDYYYY), or blank for ALL	Type the to invoice date in the MMDDYYYY format, or leave blank to use all to dates.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click to search for customers. Otherwise, leave blank to use all customer numbers.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click to search for funds/years. Otherwise, leave blank to use all fund codes.

Generate the report.

BAR7000 - Invoice Offset Accounts Report

Accounts Receivable > Reports > Accounts Receivable Reports > Invoice Offset Accounts Report

This report displays the contra account accounts (12XX) that were selected for invoices.

Parameter	Description
Sort by Invoice (I), Offset Account (O) or Invoice Account(A)	I - Sort the report by invoice. O - Sort the report by offset account. A - Sort the report by invoice account. This is a required field.
All Invoices (A) or Open Invoices Only (O)	A - Include all invoices on the report. O - Only include open invoices on the report. This is a required field.
Select Invoice(s), or blank for ALL	Type the invoice number separating multiple invoice numbers with a comma. Or, click ⋮ to search for invoice numbers. Otherwise, leave blank to use all invoice numbers.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click ⋮ to search for funds/years. Otherwise, leave blank to use all fund codes.
Select Organization(s), or blank for ALL	Type the three-digit organization number separating multiple organization numbers with a comma (e.g., 001, 699). Or, click ⋮ to search for organization numbers. Otherwise, leave blank to use all organization numbers.
From Invoice Date (MMDDYYYY), or blank for ALL	Type the from invoice date in the MMDDYYYY format, or leave blank to use all from dates.
To Invoice Date (MMDDYYYY), or blank for ALL	Type the to invoice date in the MMDDYYYY format, or leave blank to use all to dates.

Generate the report.

BAR4500 - Outstanding Invoices by Customer

Accounts Receivable > Reports > Accounts Receivable Reports > Outstanding Invoices by Customer

This report displays all outstanding invoices with a positive balance and the remaining balance for each account of the invoice. The report also includes credit memo amounts in the account and total invoice balance calculations. In addition, the .csv file includes the overpayment credit and credit memo amounts for the account as well as the invoice total adjustment, payment, balance, and credit memo totals.

The report is grouped by the customer and sorted by customer name, invoice number, and account code. Subtotals are provided by customer invoice (if there is more than one account), and a grand total is printed for the district.

Note: Under **Product Description**, only the first product description for an invoice is displayed.

Parameter	Description
From Invoice Date (MMDDYYYY), or blank for ALL	Type the from invoice date in the MMDDYYYY format, or leave blank to use all from dates.
To Invoice Date (MMDDYYYY), or blank for ALL	Type the to invoice date in the MMDDYYYY format, or leave blank to use all to dates.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click ⋮ to search for customers. Otherwise, leave blank to use all customer numbers.

Generate the report.

BAR9500 - Payment Listing Report

Accounts Receivable > Reports > Accounts Receivable Reports > Payment Listing Report

This report displays information on payments including payment date, check number, and payment amounts.

Parameter	Description
Include Account Code? (Y/N)	Y - Include the account code on the report. N - Do not include the account code on the report. This is a required field.
From Payment Date (MMDDYYYY), or blank for ALL	Type the from payment date in the MMDDYYYY format, or leave blank to use all from dates.
To Payment Date (MMDDYYYY), or blank for ALL	Type the to payment date in the MMDDYYYY format, or leave blank to use all to dates.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click ⋮ to search for customers. Otherwise, leave blank to use all customer numbers.

Generate the report.

BAR7500 - Reprint Invoices Report

Accounts Receivable > Reports > Accounts Receivable Reports > Reprint Invoices Report

This report allows you to reprint invoices as needed.

Parameter	Description
Select Copy to Print	Type the label print options with a comma and no spaces (e.g., Y,Y,N,N,N,N). Or, click ⋮ to select print options. This is a required field.
Select Printed Status to Print	Type the printed status options with a comma and no spaces (e.g., Y,N,N,N,N). Or, click ⋮ to select print status options. This is a required field.
Select Invoice(s), or blank for ALL	Type the invoice number separating multiple invoice numbers with a comma. Or, click ⋮ to search for invoice numbers. Otherwise, leave blank to use all invoice numbers.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click ⋮ to search for customers. Otherwise, leave blank to use all customer numbers.
From Invoice Date (MMDDYYYY), or blank for ALL	Type the from invoice date in the MMDDYYYY format, or leave blank to use all from dates.
To Invoice Date (MMDDYYYY), or blank for ALL	Type the to invoice date in the MMDDYYYY format, or leave blank to use all to dates.
From Requested Date (MMDDYYYY), or blank for ALL	Type the from requested date in the MMDDYYYY format, or leave blank to use all from dates.
To Requested Date (MMDDYYYY), or blank for ALL	Type the to requested date in the MMDDYYYY format, or leave blank to use all to dates.
Sort by Customer Name (A) or Invoice Number (N)	A - Sort the report (invoices) alphabetically by customer name. N - Sort the report (invoices) numerically by invoice number. This is a required field.

Generate the report.

BAR5000 - Summary Aging Report

Accounts Receivable > Reports > Accounts Receivable Reports > Summary Aging Report

This report displays summary totals for invoices that are still open by customers, totals for the age of the invoices in 30-day increments, and percentages due.

Parameter	Description
Use Due Date for Aging? (Y/N)	Y - Use due date for aging. N - Do not use due date for aging. This is a required field.
Select Customer(s), or blank for ALL	Type the customer number separating multiple customer numbers with a comma. Or, click ⋮ to search for customers. Otherwise, leave blank to use all customer numbers.
As-Of Date (MMDDYYYY), or blank for ALL	Type the as-of date in the MMDDYYYY format, or leave blank to use all invoice dates.

Generate the report.

BAR9000 - Template Listing

Accounts Receivable > Reports > Accounts Receivable Reports > Template Listing

This report displays a list of invoice templates and information such as customer information and invoice template counts.

Parameter	Description
Select Created by User ID(s), or blank for ALL	Type the user ID separating multiple user ID numbers with a comma. Or, click ⋮ to search for created by user IDs. Otherwise, leave blank to use all user IDs.
Enter part or all of Customer name, or blank for ALL	Type a partial or the whole customer name, or leave blank to use all customers.

Generate the report.

Tables

Use the Table of Contents to access a page.

Adjustment Reasons - BAR2700

Accounts Receivable > Tables > Adjustment Reasons

This page is used to create and maintain a list of adjustment reason codes to be used for credit memos applied on the Accounts Receivable > Maintenance > Credit Memo page.

Add an adjustment reason code:

A list of existing adjustment reason codes is displayed in the grid.

❏ Click **+Add** to add a row.

Field	Description
Reason Code	Type a unique adjustment reason code. The field must be two characters.
Description	Type the adjustment reason description. The field can be a maximum of 30 characters.
Status	Click ⌄ to select the status (*A - Active* or *I - Inactive*) for the adjustment reason code.

❏ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print the report. Review the report.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

Customer Information - BAR2000

Accounts Receivable > Tables > Customer Information

> This page is used to establish and maintain a record for each customer doing business with the LEA.

Add or retrieve a customer record:

Add	Click to add a customer record.
Retrieve an existing record.	In the **Customer Name** field, type the customer's name (e.g., Angel ISD). As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The field is required. • If the customer name is not known, click **Directory**. The Customers lookup is displayed. • To search for a specific customer name or customer number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of data that matches the search criteria is displayed. • Select an item from the list. Otherwise, click **Cancel**. In the **Customer Number** field, if you type a partial customer number (from one to six digits) and tab out of the field, the field is zero-filled to equal six digits. The field can be a maximum of six digits and is required. • As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. If the customer number is not known, click **Directory**. The Customers lookup is displayed. • To search for a specific customer name or customer number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click **Search**. A list of data that matches the search criteria is displayed. • Select an item from the list. Otherwise, click **Cancel**.

Field	Description
Customer Name	Type the customer's name (e.g., Angel ISD).
Customer Nbr	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.
Status	By default, this field is set to **Active**. If the customer is set to **Inactive**, the record remains, but you cannot use it in posting data. If set to **Inactive**, you can use the customer name for transactions that were created prior to setting the flag (e.g., printing invoices, reversals, changes), but not to create new transactions.

Field	Description
Vendor Nbr	Type a valid vendor number, which is validated against the vendor file. As you type the data, a drop-down list of corresponding vendor numbers is displayed. Select a vendor number. The following field is populated with the vendor name when a valid vendor number is typed.
Primary Contact	Type the name of the customer's primary contact (e.g., business office manager).
PO Required	Select if the customer is required to submit a purchase order before the product/service can be invoiced. By default, **P.O. Required** is selected. If selected and no purchase order number is entered when creating an invoice for this customer, the error message "P.O. Required" is displayed when you try to save the invoice.
Phone Number	Type the phone number in the (###)-###-#### format.
Extension	Type the extension number. The field can be a maximum of four digits.
Fax Number	Type the fax number in the (###)-###-#### format.
E-mail	Type the e-mail address to be used to send information to the contact person. The field can be a maximum of 45 characters. Click **E-mail** to send the e-mail using the user's default e-mail client. The To: e-mail address is populated if the **E-mail** field contains an e-mail address.

❑ Under **Customer Address**:

Attention	Type the customer point of contact or other pertinent address information (e.g., Business Office).
Local Use	Type the local use information. The field can be a maximum of 35 characters.
Street Nbr/Name	Type the customer's mailing or physical address. Use the apartment abbreviation (APT) or the suite abbreviation (STE) and number, if known.
City/State	Type the name of the city where the customer is located. Click ⌄ to select the two-character state code.
Zip Code	Type the five-digit postal code for the delivery area.
+ 4	Type the additional four digits of the zip code, if known.

❑ Click **Save**.

Other functions and features:

Delete	Click to delete a customer record. **Notes**: Normally, the **Delete** function is used just after creating a customer in error or after using the Purge Prior Year Invoices utility, and you want to delete customers who no longer have invoices in the system. When you try to delete a customer record, the system checks that there are no invoices with this customer number. This includes both open (balance greater than zero) and closed (balance equal to zero) invoices. If the system finds either type of invoice for a customer, it will not allow you to delete the customer. Existing customer information can only be deleted if no outstanding invoices exist and the customer does not have any cash receipts. You can change any information for an existing customer record except the customer number. If a record is created with a customer number that you now want to change and it has no invoice records, you can delete the existing customer record and then add it back with the new number.
Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Documents	View or attach supporting documentation.

Product Information - BAR2000

Accounts Receivable > Tables > Product Information

This page is used to create a table of the products and services offered by the LEA. Invoices and invoice templates may be created without the existence of this table. However, if this table exists when you are creating invoices, 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, its corresponding product number is stored in the invoice product record.
- If you select a product type from the drop down when creating an invoice, it's associated description and unit cost becomes the default values in the invoice record and can be changed. The product number is still associated with the original description regardless of any changes made to the description.

Add product data:

❏ Click **+Add** to add a row.

Field	Description
Product Type	Type the code for the product type. The field groups "like" products together. The field can be a maximum of ten characters.
Description	Type the description for the specified product type. The field can be a maximum of 200 characters.
Unit Cost	Type the cost of each unit of the product.

❏ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print the product information report. Review the report.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.

Utilities

Use the Table of Contents to access a page.

Change Fiscal Year - BAR6300

Accounts Receivable > Utilities > Change Fiscal Year

This utility is used to change the fiscal year for fund/fiscal year combinations that are tied to an open (not fully paid) invoice. This process moves the open invoices to another fiscal year.

If the new fund/yr does not exist in the Finance chart of accounts, an error message with the missing fund/yr(s) is displayed.

Change fiscal years:

A list of available fund/yr(s) for all open (not fully paid) invoices is displayed.

❑ Select the fund/yr(s) to be changed. Selecting a fund enables the **To Year (0-9)** field for changes.

Field	Description
Fund/Yr	Displays the available fund/yr(s) for all open (not fully paid) invoices.
To Year (0-9)	By default, this field is disabled and set to the next fiscal year (current year plus one). However, the value can be changed if necessary. The fund must be selected to enable this field.
Fund Description	Displays the fund description from the Finance chart of accounts.

❑ Click **Execute** to execute the process. An error report is displayed. Review the report.

❑ Click **Process** to continue the process.

A message is displayed indicating that the process was completed successfully. The processed fund/fy(s) are no longer displayed on the page.

Use the Accounts Receivable > Maintenance > Invoice Status Inquiry page to verify the updated fund/fiscal year on the invoice(s).

Other functions and features:

Reset	Click to reset all previously selected options to the default.

Create Periodic Invoices - BAR3150

Accounts Receivable > Utilities > Create Periodic Invoices

This utility uses the templates from the Create/Modify Template page to create invoices that are generated every month or every quarter.

Create periodic invoices:

A list of all available invoice templates is displayed on the left side of the page.

Field	Description
Group Code	Click ⌄ to select a specific group of invoice templates. Otherwise, leave blank to display all invoice templates. Click **Retrieve**.
Due Date	This field is automatically populated with the current date but can be changed. Type a due date in the MM-DD-YYYY format or select a date from the calendar to be used when creating the invoice. If this field is blank, the selected template due date is used.

❑ Select an invoice template to create the periodic invoice.

❑ Use the following buttons to include or exclude an invoice template from the Create Periodic Invoices process.

→	- Click to move selected entries from the left side to the right side of the page.
⇒	- Click to move all entries from the left side to the right side of the page.
←	- Click to move selected entries from the right side to the left side of the page.
⇐	- Click to move all entries from the right side to the left side of the page.

Note: If an invoice template from one group is moved to the right side of the page, and then a new group is selected and another invoice template is moved to the right side of the page, the first invoice template is not replaced. Both invoice templates are used to create periodic invoices.

❑ Click **Execute** to execute the process.

One invoice is created for each template listed and assigns the next available invoice number to the new periodic invoice. The system adds one to the **Nbr Created** field in the template record and updates the **Last Used** field with the system date.

A message is displayed indicating that the invoices were created successfully. Click **OK**.

Delete Customer Records - BAR6200

Accounts Receivable > Utilities > Delete Customers Records

This utility is used to delete customer records for which there are no invoices or invoice templates. After a customer record has been deleted, that customer number can be used for another customer.

Delete customer records:

A list of all available customers is displayed on the left side of the page under **Available Customers**.

❏ Select the customers to delete.

❏ Use the following buttons to move the selected customers to the right side of the page.

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

❏ Click **Execute** to delete the customers on the right side of the page. A message is displayed confirming that you are about to delete customer records.

- Click **Yes** to continue with the deletion process.
- Click **No** to return to the Delete Customer Records page.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.

Import Invoices - BAR3600

Accounts Receivable > Utilities > Import Invoices

This utility is used to upload a comma-delimited text (.txt) or comma-separated values (.csv) file to create invoice records. Once the records are imported, the invoices are given an "Approved" status. The invoices can be printed; however, cannot be edited or deleted.

Notes:

- A separate invoice record is created for each row of data in the file, and the Invoice Numbers are assigned in sequential order.
- Commas may only be used in the file to separate data values, not within a field (e.g., (Invoice) Description field).
- The current system date will populate any blank **Date Requested** fields. If there are any invalid dates, an error is displayed on the report and the import is not completed.
- Decimal places are not implied for amounts (e.g., 6789 indicates $6,789.00 and 67.89 indicates $67.89). You can enter 11 numeric characters with two decimal places, or if using whole numbers, you can enter nine numeric characters.
- Account codes are validated on the Finance > Maintenance > Create Chart of Accounts page.

Import Invoices File Layout

Import invoices:

Number of Days for Due Date	Type the number of days for the invoice due date. This number of days is added to the requested date of the invoice to generate the invoice due date. If zero or blank, no days are added. For example, if you type 10 in this field and an invoice has a requested date of 4/18/2022, then the due date for the invoice will be 4/28/2022.

❑ Click **Choose File** to select a file to be imported.

❑ Click **Execute** to execute the process.

If any errors are encountered during the import process, the Import Invoices Error Report is displayed. Review the report.

If no errors are encountered during the import process, the Import Invoices Preview report is displayed. Review the report.

❑ Click **Process** to proceed. A message is displayed indicating the invoices were created successfully.

❑ Click **Cancel** to return to the Import Invoices page.

Print Invoices - BAR6000

Accounts Receivable > Utilities > Print Invoices

This utility is used to print invoices that have not been previously printed. The number of copies printed, the label used on each copy, and the inclusion/exclusion of the account numbers are set on the Accounts Receivable Options table. The invoices print in order by the label. If there are more items than can fit on one page, a second page is added.

Print invoices:

Use one of the following to retrieve an invoice.

Field	Description
Invoice Number	Type the invoice number to be retrieved. The field can be a maximum of six digits. If you enter a partial invoice number (from one to five digits) and tab out of the field, the field is zero-filled to six digits. If you enter alphanumeric values, the field is not zero-filled.
Customer Name	Type the customer name for whom the invoice was created. As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The **Customer Nbr** field is automatically populated.
Customer Nbr	Type the customer's number. As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. The **Customer Name** field is automatically populated.
Accounting per	The accounts receivable period established on the District Finance Options page is displayed.
Date Range	Type the from and to dates from which to select invoices. The **To** field is set to the current system date, but it can be modified.
Sort Invoices by Alpha or Numeric	Click ⌄ to select a sort option for the invoices. • *Alpha* - Sort invoices alphabetically by customer name. • *Numeric* - Sort invoices numerically by invoice number.
Invoice Date	The invoice date is set to the current system date which is printed on each invoice and used for calculating aging reports. You can accept this date or change it.

❑ Click **Retrieve**. A list of all available invoices that have not been printed is displayed under **Available Invoices to Generate**.

❑ Select the invoice(s) to print.

❑ Use the following buttons to move the selected invoice(s) to the right side of the page.

[→] - Click to move selected entries from the left side to the right side of the page.

[⇒] - Click to move all entries from the left side to the right side of the page.

[←] - Click to move selected entries from the right side to the left side of the page.

[⇐] - Click to move all entries from the right side to the left side of the page.

❏ Click **Generate/Print** to print the selected invoices. A preview page is displayed with the first invoice to be printed.

The number of invoices generated is based on the **Number of Invoices to Print** field on the District Administration > Options > Accounts Receivable Options page. If the field is set to zero, a blank page is displayed.

[Review the report.](#)

❏ Click **Proceed** to print the displayed invoice. A message is displayed prompting you to create a backup.

A message is displayed asking if the invoices printed correctly.

- Click **Yes** if the invoices printed correctly.
- Click **No** if the invoices did not print correctly.

Note: If a copy of an invoice is printed after the original is printed, then the Accounts Receivable Options setting for the first copy determines if the account number is printed on the invoice copy.

Print Overpayment Refunds - BAR6400

Accounts Receivable > Utilities > Print Overpayment Refunds

This utility is used to clear overpayments by allowing you to issue a refund check.

To successfully process a refund, the **Vendor Nbr** field must be populated for the customer on the Accounts Receivable > Tables > Customer Information page. The vendor number is assigned to the customer on the Finance > Maintenance > Vendor Information > Vendor Name/Address tab.

Print overpayment refund checks:

A list of customers who are eligible to receive a refund check is displayed under **Available Customer Refunds**.

❏ Select the customers who will be issued refunds.

❏ Use the following buttons to move the selected customers to the right side of the page.

→	- Click to move selected entries from the left side to the right side of the page.
⇒	- Click to move all entries from the left side to the right side of the page.
←	- Click to move selected entries from the right side to the left side of the page.
⇐	- Click to move all entries from the right side to the left side of the page.

❏ After all necessary entries have been moved to the **Customer Refunds to Generate** column, click **Next**.

❏ Under **Check Options**:

Field	Description
Beginning Check Number	This field is automatically populated but you can change it.
Check Date	Type the check date in the MMDDYYYY format, or use the calendar to select a check date. This field represents the date to be printed on the checks and is a required field.

❏ Click **Next** to continue. Otherwise, click **Previous** to go back to the previous page, or click **Cancel** to return to the Print Overpayment Refunds page.

- If you click **Next**, the test pattern page is displayed. Use the scroll bars to view and verify the alignment of the check.

- If the LEA uses electronic signatures for checks, click Check Signatures.

❏ Click **Next** to continue. A preview page is displayed with the first refund check to be printed. Review the report. Otherwise, click **Previous** to go back to the previous page. Or, click **Cancel** to return to the Print Overpayment Refunds page.

❏ Click **Next** to continue. The check records report page is displayed.

❏ Under **Record Checks Printed**, the **Print Overpayment Summary** reports is selected by default.

❏ Click **Update All** to update all records or click **Update Selected** to update only the selected records.

❏ Click **Update**. The Overpayment Summary report is displayed. Review the report. Otherwise, click **Cancel**

Purge Prior Year Invoices - BAR6100

Accounts Receivable > Utilities > Purge Prior Year Invoices

This utility is used to annually delete invoice records that have been paid in full. You can specify the date range from which to delete the invoices. Budget codes, service and product data, and adjustment records associated with the invoices are also deleted. This utility does not delete Finance records.

Purge prior year invoices:

Select one of the following options. The date fields are populated with the current system date but can be changed.

Field
Delete all invoices created before this date: MM-DD-YYYY
Delete all invoices created between: MM-DD-YYYY and MM-DD-YYYY

☐ Click **Execute** to execute the process and delete the invoices according to the entered dates.