

Accounts Receivable - DA2020

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District Administration > Options > Accounts Receivable

This page is used to set up options for the Accounts Receivable application. These options include the number of invoices to print, labels for each invoice copy, payment terms, overdue comments, and whether to review invoices.

The following options cannot be changed:

- Class - Only class 5XXX accounts can be used for Accounts Receivable functions.
- Remittance Address - There are not separate fields to indicate which remittance address should be printed on the invoices. Instead, when the system prints the invoices, it takes information from the Tables > District Information > District Name/Address page and adds an “ATT: Accounts Receivable” line. The invoice also shows the district's phone and fax numbers.

Finance accounts receivable options

The following Accounts Receivable options are set up in Finance:

Finance > Tables > District Finance Options > Accounting Periods

- The **Accounts Receivable Period** field cannot be less than the **Current (Open) Accounting Period** field or greater than the **Next Accounting Posting Period** field.
- When **Lock Current Accounting Period** is selected, you are not allowed to post (e.g., create invoices, record payments) to the current accounting period. You can continue to post in the next period. When the Finance End of Month Closing utility is run, the Accounts Receivable Period field is incremented.

Finance > Tables > District Finance Options > Clearing Fund Maintenance

- In the **Accounts Receivable** field, the object code is 1290 by default; it can be a maximum of four digits. By default, the subobject code is set to 99; it can be a maximum of two digits. You cannot edit the first two digits of the object code field, but you can change the rest of the code.
- In the **Overpayment Account** field, the object code is set to 2111 by default; it can be a maximum of four digits. By default, the subobject code is set to 99; it can be a maximum of two digits. You cannot edit the first two digits of the object code field, but you can change the rest of the code.

Set up accounts receivable options:

Field	Description
Number of Invoices to Print	Type the number of copies of each invoice to be printed. By default, the field is set to 1 to print one copy, but you can print up to five copies.

Under **Options**:

Auto Assign Customer?	Select to automatically assign the customer number when a customer record is created. If left blank, you must enter a customer number on the Customer Information page.
Collate Print Copies by Invoice?	Select to group all copies by invoice. If left blank, invoices are grouped by each copy.

Under **Workflow**:

Allow for Approval Process?	Select to allow the invoice to go through an approval path of approvers prior to being finalized. The workflow approval path must be set up in the District Administration application.
Reset Approval Path?	Select to reset the approval path of an invoice when a new invoice transaction is added, or when the amount or the account number of an existing invoice transaction is changed by an approver. When the reset process occurs, an email message is sent to the originator indicating that the invoice changed; the originator can resubmit the revised invoice.

Under **Labels**:

Label on First Copy	Type the label to be printed at the bottom of the first page of the invoice (e.g., ORIGINAL) when the invoice is printed. If blank, no label is printed on the bottom of the invoice.
Label on Second Copy - Label on Fifth Copy	Type the labels to be printed at the bottom of each of the second through fifth pages of the invoice (e.g., REMITTANCE, CUSTOMER, FILE). If blank, no labels are printed on the bottom of the invoice copies.
Include Account Numbers?	Select to include account numbers on any or all of the five invoices. If blank, the account numbers are not included on the invoice.
Print Approval Path?	Select to include the approval path on any or all of the five invoices. If blank, the approval path is not included on the invoice.

Under **Additional Invoice Text**:

Overdue Comment	Type the text to print on customer statements that have overdue invoices listed. The field may be left blank.
Number of Days Overdue for Comment	Click ⌄ to select the number of days an invoice is overdue, which allows the **Overdue Comment** field to be printed on the customer statement. If *No Comment* is selected, the **Overdue Comment** field is not printed.
Terms	Type the text that identifies the payment terms for the invoice (e.g., Payable on Receipt, Past Due After 10 Days, Net 30 Days).

❑ Click **Save**.

Other functions and features:

Retrieve	Click to retrieve information from the last save. If you click **Retrieve**, any unsaved changes will be lost.
Print	Click to print the Accounts Receivable Options report. Review the report.