ERP: Accounts Receivable

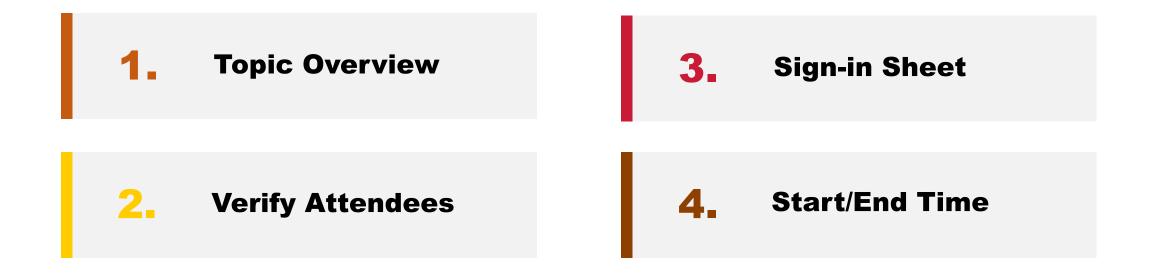Presenter: Doreen Crisostomo-Muña, Ph.D., CGFM

HOUSEKEEPING

1. Topic Overview

2. Verify Attendees

3. Sign-in Sheet

4. Start/End Time

Session Overview: Accounts Receivable

Create a Customer

Customer Balance Inquiry

Create a Free Text Invoice

Enter a Customer Payment Journal (Cashiers)

Create a Free Text Invoice from a Template

View a Customer Balance

Customer Transactions Inquiry

Enter a Write-Off

CREATE A CUSTOMER

Go to **Accounts Receivable> Customers > All customers**.

Click New.

In the Name field, type a value.

In the Customer group field, enter or select a value.

In the Terms of Payment field, enter or select a value (e.g., D30).

In the ZIP/postal code field, type a value.

In the Street field, type a value.

In the City field, verify if the City is correct.

Click Save.

On the header menu, go to Attachments, click Attachments, and upload the Customer approval form.

(Optional) Enter or select a value in the Default Financial Dimensions > Fund. Note: Fund **209** should default for CQA customers.

Click Save.

Close the page.

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• Plan • Execute • Evaluate • Succeed

PROJECT UNITY

CREATE A FREE TEXT INVOICE

Go to **Accounts Receivable > Invoices > All free text invoices.**

Click New.

In the Customer account field, enter or select a value.

In the Invoice section, select the Billing classification.

(Optional) In the Invoice account field, enter or select a value. This allows you to identify a different customer for the billing of this invoice.

In the Billing classification field, enter or select a value.

In the Date field, enter the due date.

On the **Invoice lines** menu select the first line.

Enter the Billing code and Main account fields.

Complete the Quantity, and Unit price fields.

Click Save. Click Post. Click Ok.

Close the page.

CREATE INVOICE FROM TEMPLATE

Go to **Accounts Receivable > Invoices > All free text invoices.**

Click **New from template** to open the drop dialog.

Select Template from dropdown menu

Select Customer account drop dropdown menu

Select Free text invoice template

On the invoice line, **verify** if the amount is correct.

Select Save.

Click Post to record transaction.

Click OK.

CUSTOMER TRANSACTION INQUIRY

Go to **Accounts Receivable > Customers > All customers.**

In the list, mark the selected customer.

On the Action Pane, Go to **Transactions.**

Click Transactions.

The list of invoices will be displayed.

Close the page by selecting the ← arrow.

Close the page by selecting the ← arrow.

CUSTOMER BALANCE INQUIRY

Go to **Accounts Receivable > Customers > All customers.**

In the list, find and select the desired customer.

Click Balance.

Click on the Balance in currency to see the list of invoices.

On the top menu, Click Open transactions to see the list of invoices.

Close the page by selecting the ← arrow.

Close the page by selecting the ← arrow.

ENTER A CUSTOMER PAYMENT JOURNAL (CASHIERS)

Go to **Accounts Receivable > Payments > Customer payment journal.**

Click New.

In the list, mark the selected row.

In the Name field, enter or select a value.

In the list, click the link in the selected row.

In the Description field, type a value.

Click Lines.

In the list, mark the selected row.

In the Account field, specify the desired values.

Click Settle transactions.

Go to the Mark check box.

Click on the invoice to pay.

Click OK.

ENTER A CUSTOMER PAYMENT JOURNAL (CASHIERS)

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In the list, mark the selected row.

In the Description field, enter or select a value.

Close the page.

In the Description field, type a value.

In the Offset account field, specify the desired values.

In the Method of payment field, enter or select a value.

In the list, find and select the desired record.

In the list, click the link in the selected row.

In the Payment status field, select an option.

In the Payment reference field, type a value (e.g., check or receipt number).

Click Validate.

Click Simulate posting.

Click Post.

ANOTHER OPTION FOR CUSTOMER PAYMENT JOURNAL

Go to **Accounts Receivable > Payments > Customer payment journal.**

1. Click New.

2. On the list, Click the Journal batch number.

3. In the Name field, enter or select a value.

4. On the Invoice field, Select the invoice number

5. In the Description field, Select a value (e.g. payment).

6. In the Method of payment, Select the payment method.

7. On the Payment reference field, enter a value (e.g. receipt number)

8. Click Post.

Repeat steps 1-8 for additional payments.

Close the page.

VIEW CUSTOMER BALANCE

Go to **Accounts receivable > All customers.**

Select a customer.

Go to **Balance > Balance**

Click **Open Transactions** to see all invoices.

WRITE OFF A CUSTOMER BALANCE

Go to **Credit and collections > Collections > Aged balances**.

Mark the row for the customer that you want to write off.

On the **Action Pane**, click **Collect**.

Click **Write off**.

Click **OK**.

Close the page.

Go to **General ledger > Journal entries > General journals**.

Select the journal batch number for the journal that contains your write-off. One line is created to reverse the customer balance. One or more lines are created to post the write-off to the write-off account.

In the Date field, enter a date.

Close the page.

Please complete the post-training survey: https://s.surveyplanet.com/fhpkg489

THANK YOU!

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