A/R Invoices

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Menu option is Daily > A/R Transactions. Click New Invoice Batch to begin entering invoices. Invoice entry is available if Settings > Accounts Receivable > Invoice Options is set to "Use Invoices".

Object Type/Payer: Enter the object type and payer ID. Click on the browse icon (magnifying glass) to select an object type and payer, or you may tab or click on the desired box and hit F4 to browse.

Payer: Enter the object type and payer ID. Click on the browse icon to select an object type and payer, or you may tab or click on the desired box and hit F4 to browse.

Address ID: Allows you to select an alternate address for the payer, if such exists on the payer maintenance screen.

Item ID: Enter the Invoice#. Item ID is used only if object type is defined as Open Item.

Detail ID: this is a system-assigned number.

Distribution Method: The method in which you get the account#(s) and object#(s) (if using object tracking). You can key an account to get an object, an object to get an account, or a transaction code to get both or to split distribution. Depending on which method you select, the other fields will be disabled and will fill in automatically when you key the entry field.

If the invoice you are entering has multiple distribution lines and you are not using a pre-set transaction code, simply enter the Item ID/Invoice#, amount, account#, etc. for the first invoice line; hit the ENTER key (or click Save+More). Enter the information for the second invoice line; hit the ENTER key (or click Save+More), etc. You will see each distribution line in your batch.

Transaction Code: Use of transaction codes is optional. The transaction code will assign the G/L account#(s) and object#(s) to charge. The transaction code identifies the G/L accounts for distribution.

Object#: If using Object Tracking, this is the object# to charge.

Scheduled Account#/Transaction Account#

Displays the G/L debit and credit accounts to be charged based on the transaction code or account# entered. The Object Type setting controls the scheduled account# for the debit side of the entry.

Amount: Amount charged to this selected G/L Account number. If you have multiple lines of distribution, you will enter the next line of distribution on the next screen. You may enter a negative amount to reverse a prior entry or as an invoice adjustment.

Comments: Comments entered here will be seen in the G/L transaction history. These comments can also be included on a printed or emailed invoice for the payer.

Date: Today's date is defaulted as the invoice date but may be overridden.

Period: The accounting period the invoice will get posted to in the general ledger. The same number of months forward and back is allowed as A/P. (Settings > Accounts Payable > Entry

Options).

Reference: This field can be used to record any identifying information you would like to track for this invoice row. For example, this could be used to reference a PO number that the payer assigned for this invoice.

Buttons

Save+More (or ENTER key): Enter another invoice line for the same payer. You may select a new Payer ID if you are finished with the invoice and ready to enter a new invoice to a different payer.

Exit: Leaves the screen without saving.

Delete: Deletes the transaction.

Attachments: Allows adding an attachment to this A/R receipt entry.

Clone: Allows you to clone a single invoice line from the payer’s history. Select the payer and click the Clone button, which displays the transaction history for this payer. Double click on the invoice transaction line you wish to clone. Make any changes as needed and save the new invoice.

Import: Invoices can be imported from the Accounts Receivable Batches screen. Import specs must first be defined in Settings > Accounts Receivable > Imports. Contact SGA for assistance in setting up the import specs.

Generating A/R Invoices for printing and/or emailing

Invoices can be printed or emailed by using the menu option **Reporting > Special Forms**. The Select tab allows selection criteria, such as a range of dates, batch#, invoice#, etc. for printing or emailing directly to the payer.

Contact SGA for assistance in setup of a custom invoice form for your organization.