DIGITAL VISION

ACCOUNTS RECEIVABLE

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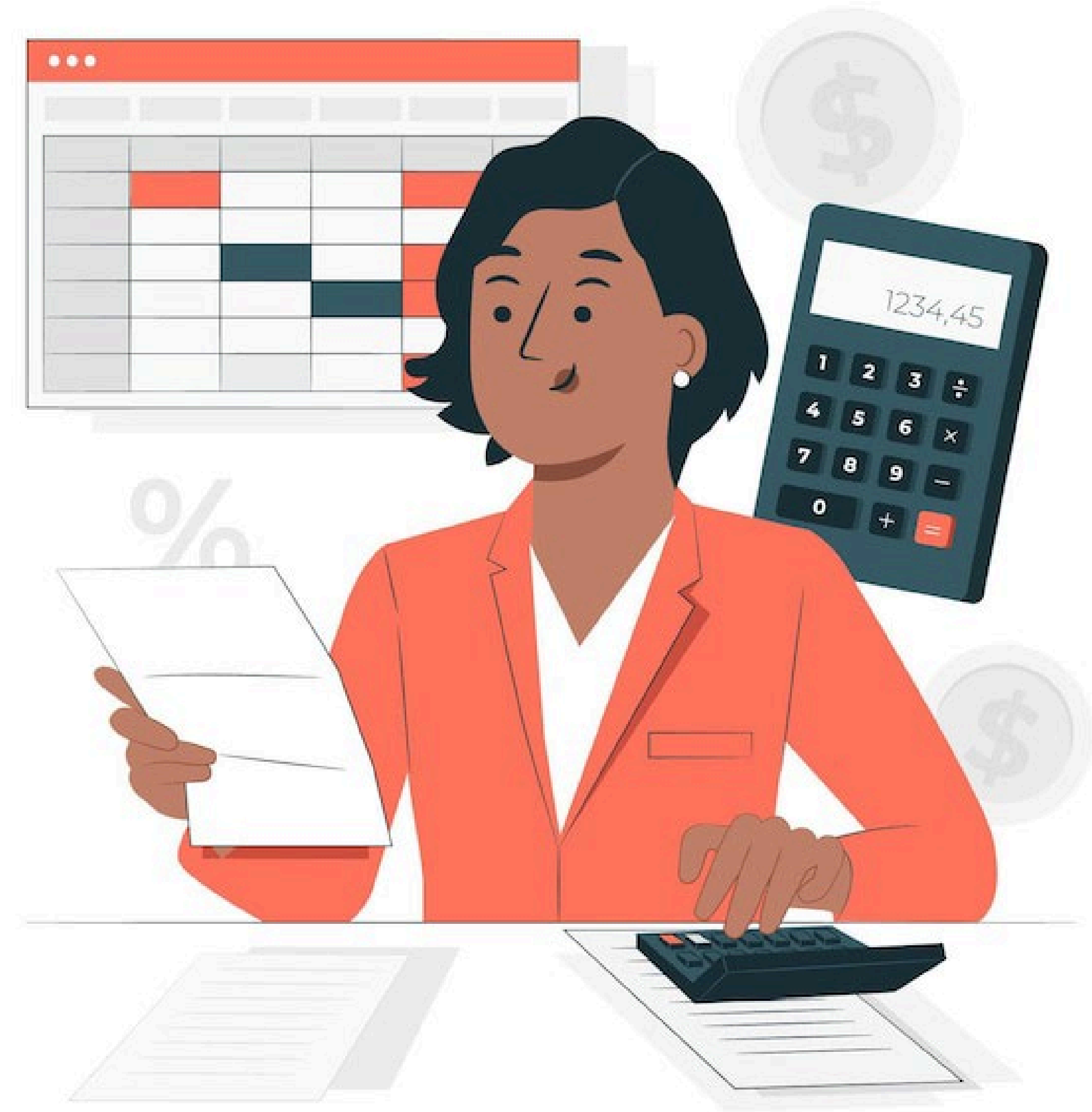# ACCOUNTS RECEIVABLE

Overview

- ✦ Separate module from VISION

- ✦ 90+ installations

- ✦ Two versions: local and consolidated

- ✦ How AR and VISION co-exist

  - Benefits of modularity

  - A/R Transfer

    - Branch AR transfer

    - Mandatory version update

ACCOUNTS RECEIVABLE

Main Functions

✦ Load transactions

✦ Record payments

   - Manual, Batch, Lockbox

✦ Track open items

   - Manual, VSP payment file, CSV

✦ Discount Calculation

✦ Statement Generation

   - -Paper, email, PDF

✦ Registers & Reports

ACCOUNTS RECEIVABLE

Developments

✦ Batch payment entry

✦ Stringent handling of applied cash

   - Can't delete payment with applied cash

   - Must un-apply cash from transactions and payments

✦ Past Due Notices

✦ Open item import and export

✦ Reports and exports

✦ Statements output

ACCOUNTS RECEIVABLE

Configuration

- ✦ Finance Charges
    - Default rate and range
- ✦ Discounting
    - Many options
- ✦ Statements
    - Type should be F
- ✦ Apply Credits to Previous Balance
- ✦ Days to Keep Open Item
- ✦ Payment Authorization

IMPORT / EXPORT OPTIONS

External Systems

✦ DVI's Accounts Receivable module is designed to meet the specific needs of optical lab billing and tracking payments and discounts

✦ Different options to import payments and export balances have been developed to accommodate external systems, usually larger ERP systems or generic banking files

✦ Lockbox Payment processing

IMPORT / EXPORT OPTIONS

SpecCheck™

✦ SpecCheck's A/R tools:

- Handles payment information

- Schedules and processes payments

- Delivers importable payments

- Tracks current and aging balances

- Makes pdf invoices and statements available online

- Interfaces with Quickbooks Online

✦ Setup requires coordination between DVI and SpecCheck™

IMPORT / EXPORT OPTIONS

SpecCheck™

- ✦ What it looks like:
  - Statement Inquiry
  - Payments → Batch Payments
  - Download Payments

- ✦ Imports all payments made since the last time downloaded payments were posted

Batch Payments

F2: Post All   F4: Clear List   Del: Delete Selected Lines   Import Payments   Download Payments

Payment Note

Total	Current	30 Day	60 Day	90 Day	> 90 Day
600.64	0.00	68.64	532.00	0.00	0.00

Account #	Account Name	Check Number	Routing	Check Amount	Cash Discount	Payment Date	Balance Due	Payment Amount	Status
3084	ALASKA OPTICAL	us_bank_ac	SPECCHECK	5106.00	0.00	06/02/23	0.00	5106.00	OVERPAYMENT
4006	OKLAHOMA OPTICAL	us_bank_ac	SPECCHECK	5886.00	0.00	06/02/23	411.00	5886.00	OVERPAYMENT
3000	NEVADA OPTICAL	card	SPECCHECK	3012.00	0.00	06/05/23	2650.27	3012.00	OVERPAYMENT
3089	COLORADO OPTICAL	us_bank_ac	SPECCHECK	4130.00	0.00	06/07/23	8607.80	4130.00	UNDERPAYMENT
1078	MASSACHUSETTS OPTICAL	card	SPECCHECK	465.00	0.00	06/08/23	600.64	465.00	UNDERPAYMENT
3080	WISCONSIN OPTICAL	us_bank_ac	SPECCHECK	458.32	0.00	06/19/23	982.45	458.32	UNDERPAYMENT
3022	WEST VIRGINIA OPTICAL	card	SPECCHECK	331.58	0.00	06/26/23	7497.26	331.58	UNDERPAYMENT
4000	NEW JERSEY OPTICAL	card	SPECCHECK	3813.00	0.00	07/03/23	5755.08	3813.00	UNDERPAYMENT
3084	ALASKA OPTICAL	us_bank_ac	SPECCHECK	8418.50	0.00	07/05/23	0.00	8418.50	OVERPAYMENT
3000	NEVADA OPTICAL	card	SPECCHECK	4054.92	0.00	07/05/23	2650.27	4054.92	OVERPAYMENT
3000	NEVADA OPTICAL	card	SPECCHECK	4054.92	0.00	07/05/23	2650.27	4054.92	OVERPAYMENT
1078	MASSACHUSETTS OPTICAL	card	SPECCHECK	393.00	0.00	07/12/23	600.64	393.00	UNDERPAYMENT
4037	HAWAII OPTICAL	card	SPECCHECK	5548.86	0.00	07/19/23	3331.40	5548.86	OVERPAYMENT
3037	GEORGIA OPTICAL	card	SPECCHECK	3362.46	0.00	07/19/23	4209.55	3362.46	UNDERPAYMENT
1002	ARKANSAS OPTICAL	us_bank_ac	SPECCHECK	2739.62	0.00	07/21/23	5885.74	2739.62	UNDERPAYMENT
3022	WEST VIRGINIA OPTICAL	card	SPECCHECK	1474.92	0.00	08/01/23	7497.26	1474.92	UNDERPAYMENT
3084	ALASKA OPTICAL	us_bank_ac	SPECCHECK	637.00	0.00	08/05/23	0.00	637.00	OVERPAYMENT
4037	HAWAII OPTICAL	card	SPECCHECK	899.00	0.00	08/05/23	3331.40	899.00	UNDERPAYMENT
3000	NEVADA OPTICAL	card	SPECCHECK	2518.00	0.00	08/09/23	2650.27	2518.00	UNDERPAYMENT
1078	MASSACHUSETTS OPTICAL	card	SPECCHECK	765.00	0.00	08/10/23	600.64	765.00	OVERPAYMENT
4032	CONNECTICUT OPTICAL	card	SPECCHECK	472.00	0.00	08/11/23	2622.62	472.00	UNDERPAYMENT
4017	VERMONT OPTICAL	card	SPECCHECK	1364.84	0.00	08/11/23	36.36	1364.84	OVERPAYMENT
3037	GEORGIA OPTICAL	card	SPECCHECK	3081.50	0.00	08/19/23	4209.55	3081.50	UNDERPAYMENT
4033	DELAWARE OPTICAL	card	SPECCHECK	738.00	0.00	08/22/23	3205.86	738.00	UNDERPAYMENT

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IMPORT / EXPORT OPTIONS

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New Export Reports

✦ Under the Reports menu option in Statement Inquiry

✦ Excel Friendly

✦ Import Friendly

✦ Reports:

- Aged Balances (view by rep) [WSR]

- Statement Export

- Payment Export

STATEMENT CREATION OPTIONS

Several statement functions can be accessed directly from within the Statement Inquiry program <Accounts Receivable,2>

- ✦ PDF Statements

  - Statement creation to specified directory via command-line option (work with DVI)

- ✦ Printed paper statements

- ✦ Emailed statements

- ✦ The View Statement option displays current statement, or statement from previous periods

  - PDF Viewer is required

STATEMENT CREATION OPTIONS (CONT.)

Breakdown of three options:

- ✦ **Create PDF statement:** generates pdf versions for all accounts in AR\STATEMENTS folder

  - Available to external platforms (e.g. secure account portals on lab's website)

- ✦ **Print paper statements:** generates traditional paper statements, sent to printer

- ✦ **Send statement emails:** generates pdfs to \vision\stmtpdf folder, followed by a prompt to send them

  - Replaces previous two-step function

HANDLING PRE-PRINTED FORMS

Does your lab use pre-printed forms?

✦ In the non-postscript era, all statement generation options use the customized statement form <5,4,1, Statements>

✦ Emailed statements use this form

✦ If using pre-printed forms that have existing company logo and address, a new filter option can suppress information if account has a printed statement

✦ Prevents inclusion of logo and address info from statement form onto pre-printed form

PAYMENT-FILE IMPORT OPTIONS FOR OPEN-ITEM ACCOUNTS

Import payment files from CSV file

✦ VSP/Eyefinity™ is the traditional model for open-item accounting

✦ Open item accounts pay by invoice vs. statement. Keeping track of which invoices have been paid vs. those which are outstanding can be challenging

✦ A file listing transaction and payment amounts can be imported. Cash is applied and reconciled against unpaid invoices, marking as paid, over-paid, or under-paid

✦ Any account that pays by invoice can be configured for open-item. Those accounts can supply payment files in a CSV format

✦ DVI can provide layout and assistance
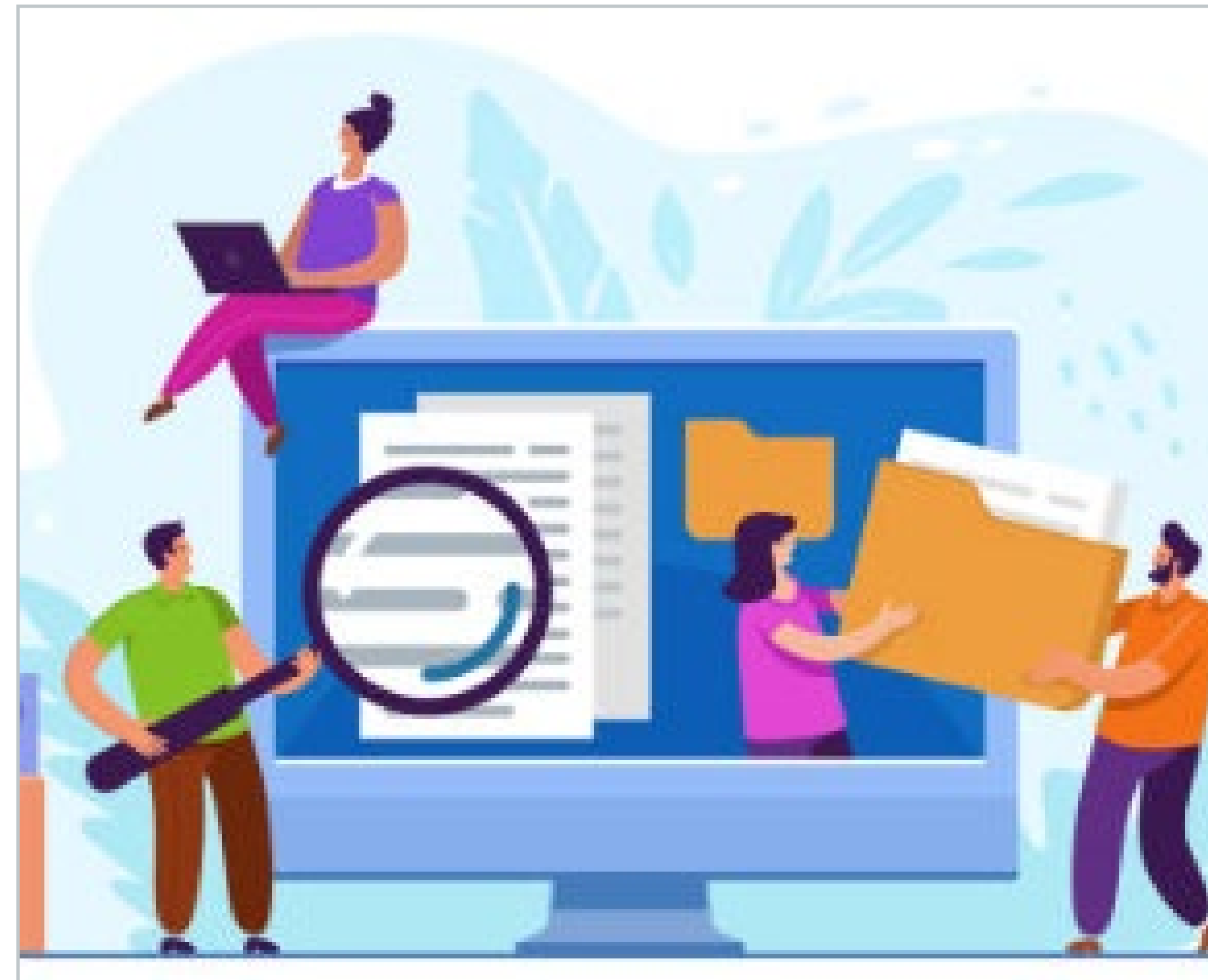
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THANK YOU

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