Accounts Receivable

Joseph Callahan, Yvette Carranza & Kevin Chan
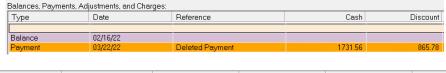
1

Statement Inquiry <3422>

2

Transaction detail

3

Enhanced invoice detail

4

Deleted payments

- Payments that are deleted are visible in the Balances and Payment area.
  - Previously they could only be found by generating a Deleted Transaction register

Balances, Payments, Adjustments, and Charges:

Type	Date	Reference	Cash	Discount
Balance	02/16/22			
Payment	03/22/22	Deleted Payment	1731.56	865.78

Current	30 Day	60 Day	90 Day	120 Day	Total
					4551.88
0.00	2597.34	0.00	0.00	0.00	-2597.34

5

Menu Bar Updates / Additions

dvi Accounts Receivable
Statements Reports Payments Past Due F3:Open Item F4:Display Alt+F5:Phone Log F6:Account Master Advanced

- Statements
  - Display statement
  - Email statement to account
  - Statement Terms
  - Statement Messages
- Reports
  - Aged Balance (.csv file)

- Payments
  - Batch Payments
- Past Due Notices
- Advanced
  - View Projected Discount
  - View Projected Finance Charge
  - Open Item Overview

6

Statements

- View Statement creates the same statement PDF, including any customized features, that is transmitted or printed for the account

7

Statements (wsr)

- Email statement to a singular account
  - Requires account to be set up with email for statements in account master
  - Once Email Statements option selected, presented with:

8

Statements

- Editing of the Statement Messages and Terms message moved from A/R Statements menu
  - Account-specific statement message
- Auto-generate statements during month-end cycling

9

Reports

Reports	Payments	F3:Open Item	F
Payment History		F9	
Deleted Transactions		F10	
Open Item		F11	
Adjustments Register		F12	
Aged Balances			

- Centralized location for reports for any account
- Aged balance is an overview of all accounts, written as a .csv file for easy import into Excel

10

Reports – Aged Balances

N:\ar\aged_balances.csv
Ctrl+A:Select All   Ctrl+F:Find   F7:Print

Account	Name	Div	Rep	Current	30day	60day	90day	120day	Total
0	ALABAMA OPTICAL	INT	910	-223.14	0.00	0.00	0.00	0.00	-223.14
1	ALASKA OPTICAL	INT	910	0.00	0.00	0.00	0.00	0.00	0.00
2	ARIZONA OPTICAL	INT	910	0.00	0.00	0.00	0.00	0.00	0.00
6	CANADA OPTICAL	INT	910	0.00	0.00	0.00	0.00	0.00	0.00
7	COLORADO OPTICAL	INT	910	0.00	0.00	0.00	0.00	0.00	0.00
8	CONNECTICUT OPTICAL		843	0.00	0.00	0.00	0.00	0.00	0.00
9	DELAWARE OPTICAL		910	0.00	56.48	285.47	0.00	0.00	341.95
10	D.C. OPTICAL		910	0.00	0.00	0.00	0.00	0.00	0.00

11

Batch Payment Entry

- Allows posting of multiple payments on one screen
- Complements the single-payment entry and preserves features:
  - Warnings for over- or under-payment
  - Duplicate-checking
  - Automatic discount calculation

Total	Current	30 Day	60 Day	90 Day	> 90 Day	
3487.01	0.00	3487.01	0.00	0.00	0.00	

- A report of all payments posted is generated.

F2: Post   F4: Clear List   Del: Delete Selected Lines

Account #	Account Name	Check Number	Routing	Check Amount	Cash Discount	Payment Date	Balance Due	Payment Amount	Status
9	DELAWARE OPTICAL	345		341.95	0.00	03/01/22	341.95	341.95	
105	ILLINOIS OPTICAL	998		76.34	0.00	03/05/22	76.34	76.34	
544	TEXAS OPTICAL	2403		1500.00	0.00	03/11/22	3487.01	1500.00	UNDERPAYMENT

12

Past-due Notices

- Now uses a form
  - Logo capable
  - Customizable
- Set up is in Past Due menu in Statement Inquiry

13

View Projected Discount

- Preview month-end discount for a selected account
  - Useful for validating any changes to discount table
  - Example – account table changed from CM (fixed 20%) to A (sliding scale)

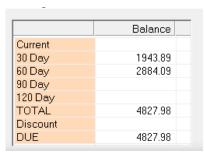| Table	Type	PList	Dept	ShpAct	BllAct	Volume	3rdPrty	Dsc'ble	Net	Rate	Discount
CM	RX			184	184	2041.01	0.00	217.89	1823.12	20.00%	43.58
TOTAL						2041.01	0.00	217.89	1823.12		43.58

Table	Type	PList	Dept	ShpAct	BllAct	Volume	3rdPrty	Dsc'ble	Net	Rate	Discount
A	RX			184	184	2041.01	0.00	217.89	1823.12	17.00%	37.04
TOTAL						2041.01	0.00	217.89	1823.12		37.04

14

View Projected Finance Charge

- Preview finance charges that would be calculated for the selected account at month-end
  - Validate changes to account or global finance charge setup

	Balance	
Current		
30 Day	1943.89	
60 Day	2884.09	
90 Day		
120 Day		
TOTAL	4827.98	
Discount		
DUE	4827.98	

Month-End Finance Charge ✕

Account 314 will incur the 'Projected Finance Charge' if no further payments are posted to the account before month-end.

Past Due Balance:	Finance Charge Rate:	Projected Finance Charge:
4827.98	1.5%	72.42

15

Account-specific Terms (wsr)

- Can be set to 30/60/90 days by account
- Controls generation of finance charges
- Changes "Amount Due" on statement
- Changes balance display in Statement Inquiry

16

Account-specific Terms (wsr)

Alt+F5:Phone Log   F6:Account Master   Advanced

	Balance
Current	
30 Day*	6120.56
60 Day*	10733.21
90 Day	
120 Day	
TOTAL	16853.77
Discount	
DUE	16853.77

STATEMENT

STATEMENT DATE
03/31/22

ACCOUNT
4601

AMOUNT DUE
10733.21

Vision Inc., PO Box 82294, Portland, OR 97282. Credit card payments can be

CURRENT	30 DAY	60 DAY	90 DAY
0.00	6120.56	10733.21	0.00

(C) COPYRIGHT DIGITAL VISION, INC 202

17

Open Item Overview

Open Item Overview   X

F1:Create Text Report

Account	#Unreconciled	Unapplied Cash	Oldest Record
564213	15	915.11	2021-09-13
976000	24	1659.72	2021-09-03
978000	9252	378770.32	2021-07-01

- Displays status of all accounts set to use Open Item.
  - Show accounts balances and date of last payment received
- Can be saved to a .txt file for export

18

9

Thank you

19