

# ACCOUNTS RECEIVABLE INVOICE TRAINING

ARI01

**Abila MIP Training**  
by Dennis McGovern

# ACCOUNTS RECEIVABLE INVOICE TRAINING

In this training video we will learn the following about processing and posting Accounts Receivable Invoices:

- How to properly fill out the session information screen
- What to use for the invoice number field
- How to code the revenue line properly
- What to enter in the transaction description field
- And how to run an unposted transaction report and post the session

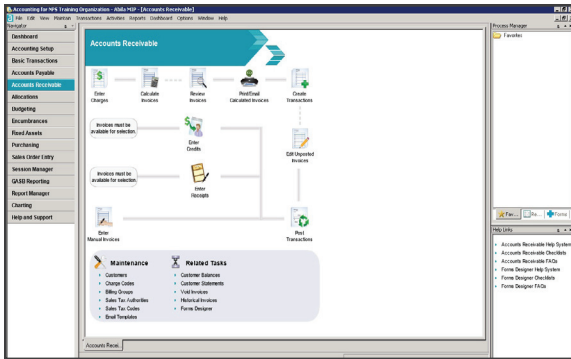


fig. 1

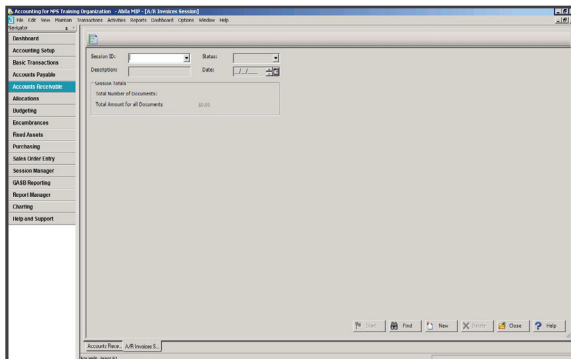


fig. 2

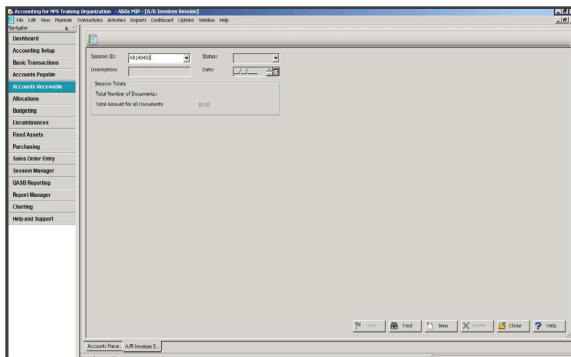


fig. 3

## Step 1

First you will need to enter accounts receivable invoices by clicking on Accounts Receivable on the Navigator toolbar, and then on the Enter Manual Invoices icon. (fig. 1)

## Step 2

Next you need to enter the session information. For Accounts Receivable Invoices, we recommend beginning the Session ID using “AR” which represents Accounts Receivable, and then the two- digit year, month, and day. Any other designation may be added to the end as you deem necessary. Labeling Session IDs this way will naturally sort your Session IDs in date order and by transaction type. (fig. 2, fig. 3).

## Step 3

Leave the session status as BP (Batch to Post). This will allow you to review and edit the transactions before posting, and also will allow you to include these transactions on various reports such as the Normal Trial Balance, Expanded General Ledger, and Statement of Revenues and Expenditures. (fig.4).

## Step 4

The description of the session may be left blank. The Session Description defaults to the Document Description and you will have to delete or replace it with the correct invoice description.

## Step 5

Leave the Session Date as the current date.

## Step 6

Click the start button to access the document information and begin the entry process. (fig.5).

## Step 7

In the invoice number field press the plus (+) key to auto increment the invoice number, or manually create your own invoice number. Invoice numbers must be unique within a given session. Auto incrementing numbers work if you have Enable Document ID Control established in the Administration module and you have assigned the last number used. To learn more about Enabling Document ID Control watch our tips & tricks video (TNT 03). (fig.6).

For invoices that we manually assign and process on a monthly basis we recommend using the two-digit year, and two-digit month followed by the first 3 letters of the customer name for each invoice. Creating Session IDs and document numbers in this manner will assure that they will naturally sort by Session ID, and then by document or invoice number within each respective session.

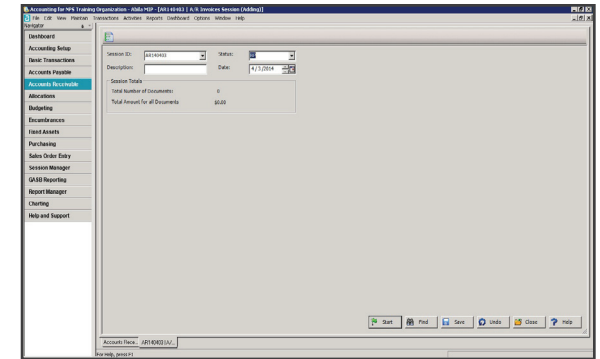


fig. 4

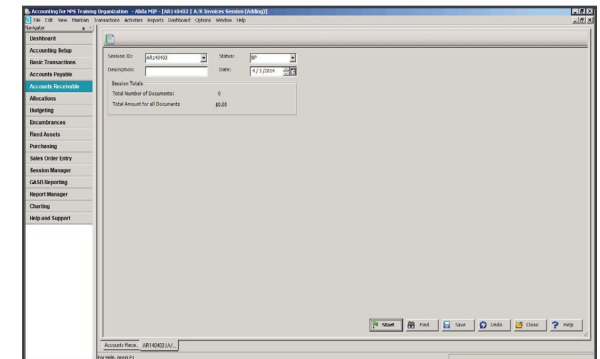


fig. 5

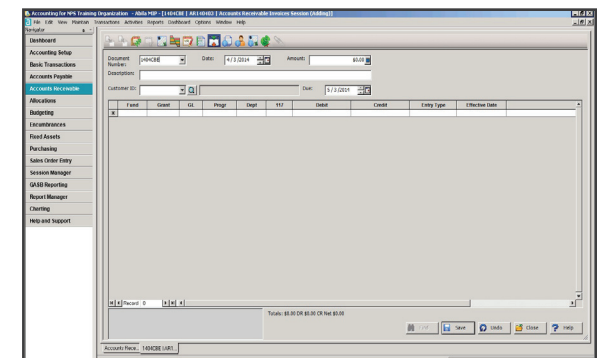


fig. 6

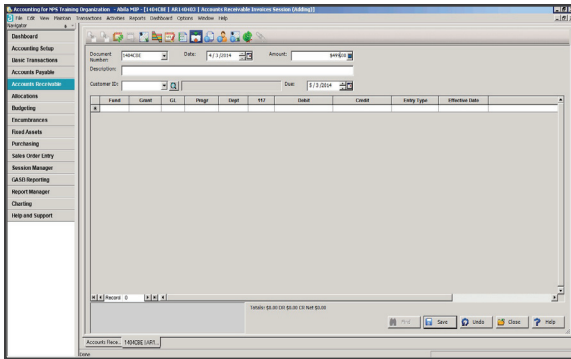


fig. 7

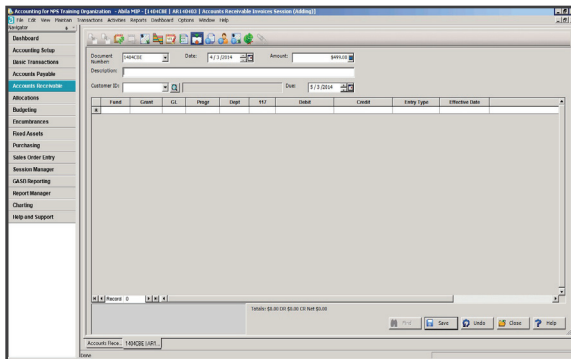


fig. 8

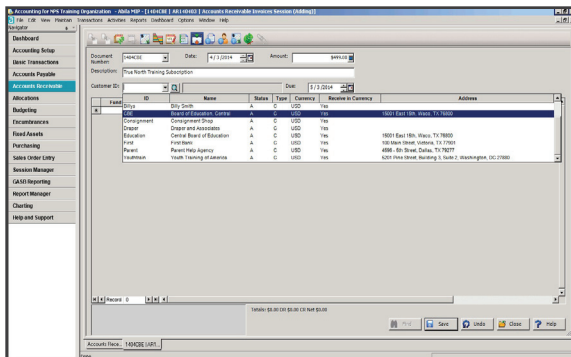


fig. 9

## Step 8

In the next field you will enter the date of the invoice. Later, you will be able to run the Accounts Receivable aging report using either the invoice date or the due date.

## Step 9

You will then enter the total amount of the invoice that will be charged to the Accounts Receivable Account. Press the tab key or click in the amount field and enter in the total amount. (fig. 7).

## Step 10

Press the tab key again and enter the Document Description. This description relates to the overall document. (fig. 8).

## Step 11

Next you will select the customer by either keying in the first part of the customer ID or by selecting it from the drop down menu. (fig. 9).

- If your desired customer does not appear in the drop down list, you will need to enter a new customer. If you wish to learn more about entering new customers, please see the Customer Setup Training Video (CUS 01).

## Step 12

After you select a customer the system will automatically generate a due date. The due date is calculated by taking the invoice date, and adding the number of days in the terms field within the customer's record. For example, if a customer has 30 day terms, the 30 days will be added to the invoice date to determine the net due date for the invoice.

## Step 13

We now begin the actual coding of the invoice. This can be done by either using the drop down menu or keying in the first part of the code for each segment in your chart of accounts. First enter the revenue or the non-accounts receivable account. When you begin entering the segment codes, you may notice the General Ledger segment or other segments automatically populate with account numbers and values. If this occurs, it simply means that a default General Ledger account and a default Distribution Code have already been set up for this customer. You can accept these default values or change them if desired. For more information on establishing default coding in the customer file see the Customer Setup Training Video (CUS 01). (fig.10).

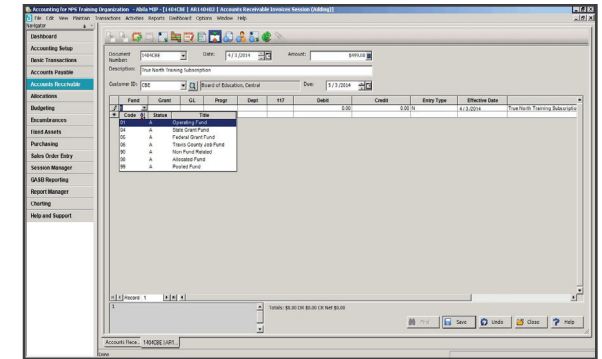


fig. 10

## Step 14

All of the entries that you will be making will be of an "N" or normal entry type. If you believe you need to use a different entry type please contact Abila or your business partner.

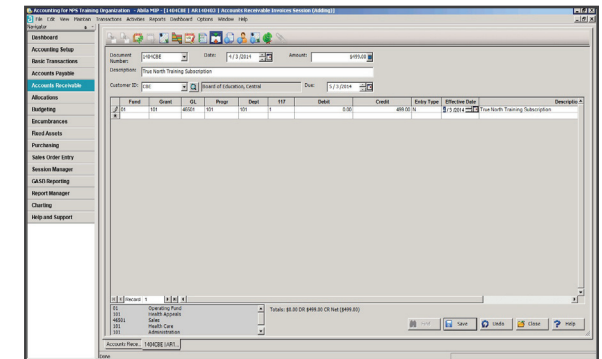


fig. 11

## Step 15

Always remember the effective date is the most important date in the system. This date defines the period in which the revenue and accounts receivable activity will appear. Always confirm that the date is correct so your financial reports will be accurate. (fig. 11).

## Step 16

The final step in completing the entry is to add a Transaction Description. The Transaction Description will automatically default from the Document Description at the top of the screen. Be as specific as possible. This will help you avoid having to go back and manually pull the original invoice to review the details. (fig. 12).

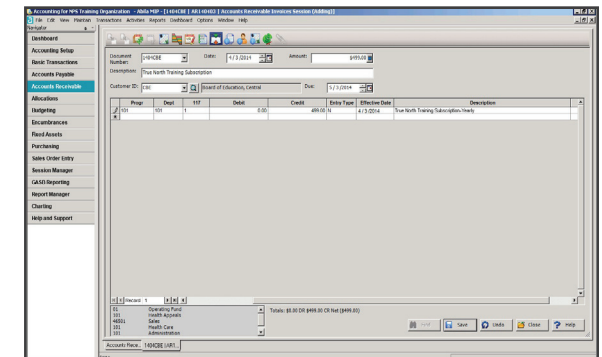


fig. 12

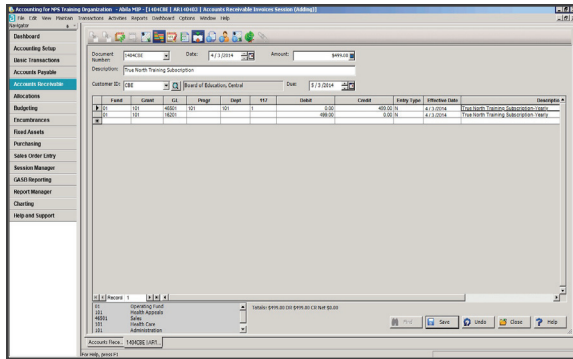


fig. 13

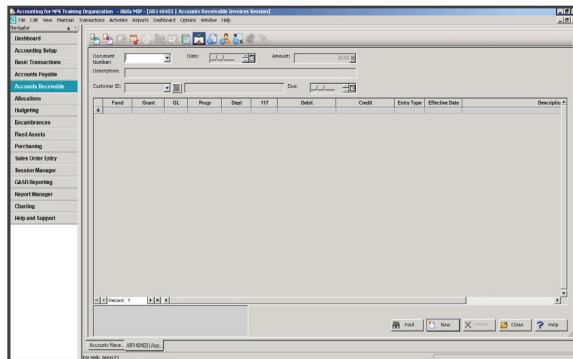


fig. 14

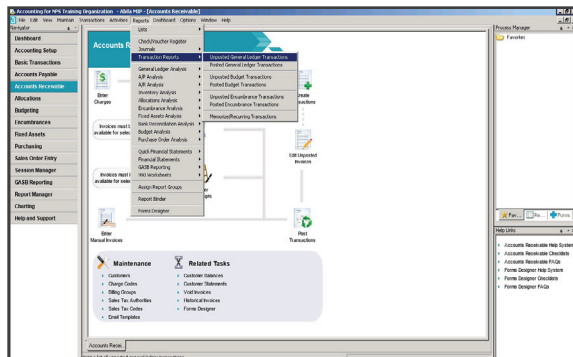


fig. 15

## Step 17

After you have completed the entry use the Offset Icon to balance the transaction to the Accounts Receivable account.

- If an error message appears that the account offsets cannot be found, you can still key in the amount to manually balance the transaction totals to accounts receivable. But to avoid this extra step, please refer to the Setting up Offsets Training Video (GLS 40) to learn how to set up offset account assignments.

## Step 18

After all the data is entered and you are ready to save the document, the system performs several checks before the document can be saved. First it will check to determine if it is balanced by effective date, then by fund. Entry types are valid based on the effective date being used. The document amount will equal transaction amounts, and debits must equal credits. When these are all valid you can save your document by clicking the Save button. (fig. 13).

## Step 19

Repeat this process until all of your invoices are in. When complete, click the Close button at the bottom of the screen to exit out of the session. You may then review the unposted transaction report to review your work or post the Session. (fig. 14).

## Step 20

To run a report to review your unposted transactions, click on Reports, Transaction Reports, and then click on Unposted General Ledger Transactions. To learn more about the unposted transaction report setup and running reports see the Unposted Reports Training Video (RPT 01). (fig. 15).

- After you have run your reports and determine that adjustments need to be made or if additional items need to be added, you may do so up until the time that the session is posted.

## Step 21

To edit, add or delete entries in an existing session, go back to Enter Accounts Receivable Invoices, select the original session from the drop down and click Start to access the information in that session. Note that only unposted sessions will appear in the drop down list. Once a session is posted it will no longer appear in the drop down, and if corrections need to be made it will require a correcting entry. Please see the Correcting An AR Invoice Transaction Training Video (ARI 80) on how to correct an accounts receivable invoice. (*fig. 16, fig. 17*).

## Step 22

After all edits or additional entries are made, you may then post the session to make it a permanent record within the system. To post a session click the Accounts Receivable tab on the Navigator toolbar, and then on the Post Transactions icon.

## Step 23

In the Post Transactions screen click the box next to the session you are posting. Once the session is chosen click on the Post transaction button to post that session. (fig. 18).

# Conclusion

To recap this training video on Accounts Receivable Invoices, you have learned how to properly fill out the session information screen, what to use in the invoice number field, how to code the revenue line properly, what to enter in the transaction description, and how to run an unposted transaction report and post the session.

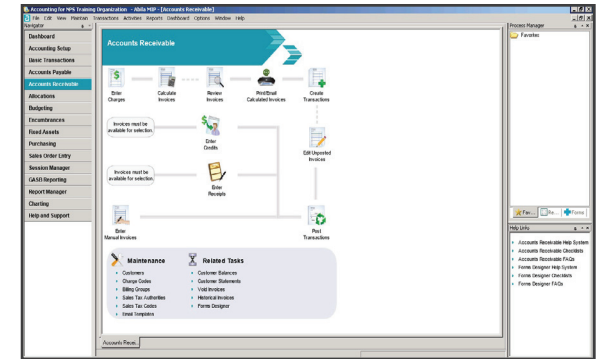


fig. 16

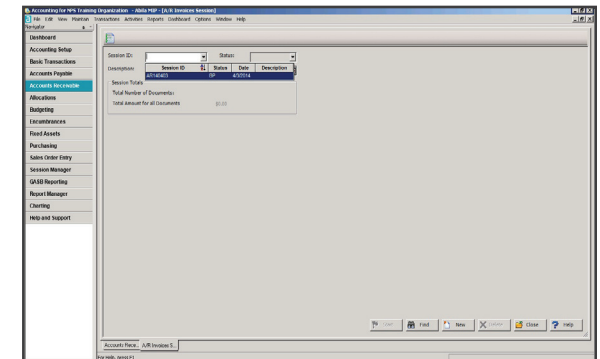


fig. 17

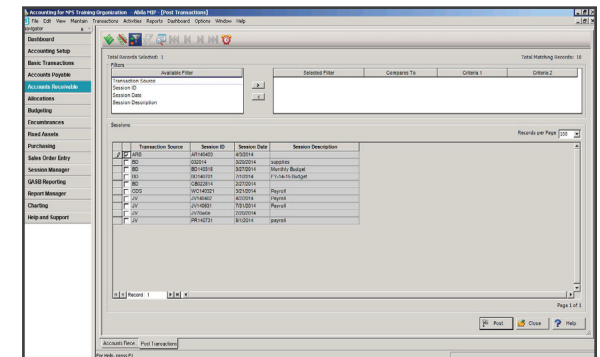


fig. 18