



Accounts Receivable Training Manual

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AR Module Overview

This document outlines the Accounts Receivable module for Accounting Core. The AR module supports the creation of AR customers using the Accounting Core hierarchy along with multiple contacts for each customer.

The AR module has an Invoice Dashboard tab to show invoices that are queued for printing, generating or emailing. The dashboard also gives the user the ability to create recurring invoices from user defined templates.

Some additional features include:

1. Drill down into data. Right-click on any invoice grid and directly print, preview or email the invoice or display a complete invoice showing Line Item detail and any applied payments.
2. Right click on a payment and view or print the payment information.
3. Finance Charge calculation based on user configurable rules.
4. Automatic creation of Early Payment Discounts by Line Items.
5. Fast data entry for payments.
6. AR Reports that can be printed or sent to PDF or Excel.
7. Robust invoice searching.

Accounting Core Hierarchy

Accounting Core has three levels of grouping.

1. Enterprise
2. Company
3. Property

When Accounting Core is opened, it defaults to the last Enterprise, Company, or Property you were working on. For example, if you were working on the property Courtyard Bridge, that property will be your default selection when you exit and come back in. The purpose of this hierarchy is to provide grouping of information that matches various business models. The hierarchy also allows information to be “rolled up” for reporting. Most reports show subtotals for Enterprise, Company, and Property levels.

When adding a AR customer at the Company level, the customer can be associated with the Company or property level. If the customer is added at property level, that customer will only be associated with that property.

Since AR invoices are entered by customer and customers are attached to a selected level, the invoices are inherently linked to the same structure. This structure prevents data from one company/property from seeing data from another company/property.

Hierarchy Rules
<p>General</p> <ul style="list-style-type: none"> • There is always an enterprise selected. • Properties are set up at the company level (i.e. there must be a company)
<p>Customer</p> <ul style="list-style-type: none"> • AR Customers can be attached to the company or property level. They cannot be attached to the Enterprise level. When at the Enterprise Level, the New and Edit button are disabled. Enterprise level is for reporting purposes only. • If an AR customer is setup at the property level, the company level can still have access to that customer.
<p>Invoices</p> <ul style="list-style-type: none"> • When creating an invoice at the Company Level, the Line Item master drop down will include Line Items for the selected Company and properties within that company. Line Item types are available for all companies and properties. • When creating an invoice at the Property Level, the Line Item master drop down includes only the Line Items for the selected property. • Invoices are set up by customers (the customer list will vary according to the selected level). Since companies cannot be at the Enterprise level and invoices are by customer, invoice therefore cannot be at the enterprise level. • If at the company level, the customer selection list on the invoice screen will show all customers for all properties under the selected company. • If at the property level, the customer selection list on the invoice screen will show only the customers for the property level you are on.
<p>Administration/Application Settings</p> <ul style="list-style-type: none"> • The settings tab is at the Company and property levels. The property's settings tab will be the same as the company associated to that property. The GL dropdowns at the Company level should include the company and all properties GL accounts associated with that company. Property GL dropdowns should only contain GL accounts for the property. • When at the Company level, on the first tab (Application Settings), you will not have any property level information. • On the Line Item Master, the Line Items can be at the company and property levels. At the property level, you should only see the lines item master for the company and the property you are in. At the company level, you will see all the Line Item Masters for the company and all properties associated with it. • You can select the Daily Report option at the Company level; however, the user is warned that this set up is only available at the property level.

Example 1 - Enterprise Level

When at the Enterprise level, users can only view Customers and Invoices. The New and Edit tabs are disabled. The Application Settings tab is not visible at the Enterprise level. Reports can be run at the Enterprise level.

Example 2 - Company Level

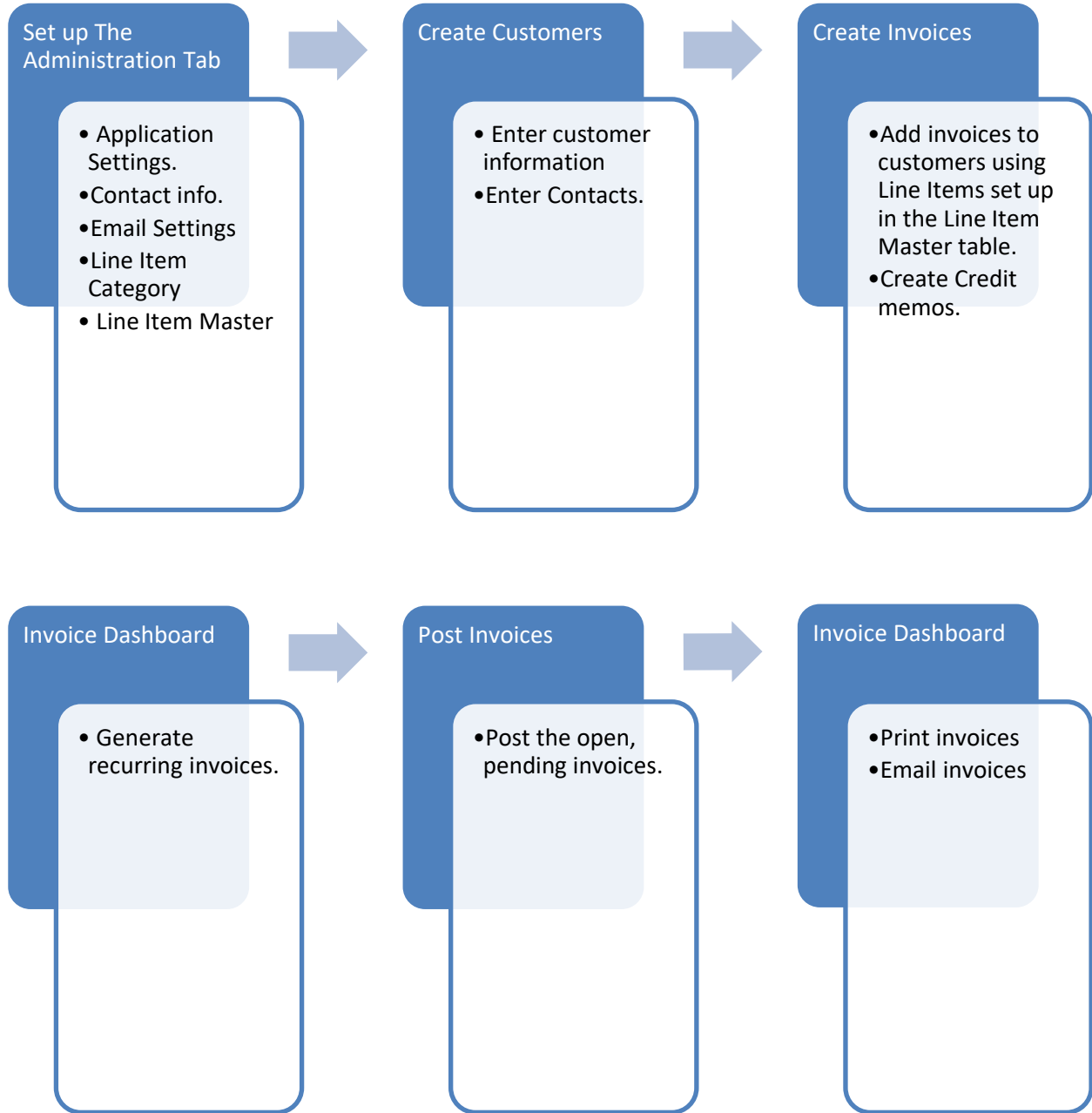
When at the company level, the customer list on the customer tab shows all customers under that company and includes any customers for the properties under that company. When the user clicks on the Invoice tab, the invoice list shows all open invoices for that company and properties.

Example 3 - Property Level

At this level, the customer list on the customer tab shows all customers associated with that property. On the invoice screen, the list will show invoices for the customers at the selected property level.

Accounts Receivable Workflow

The following diagram shows the workflow through the AR module.

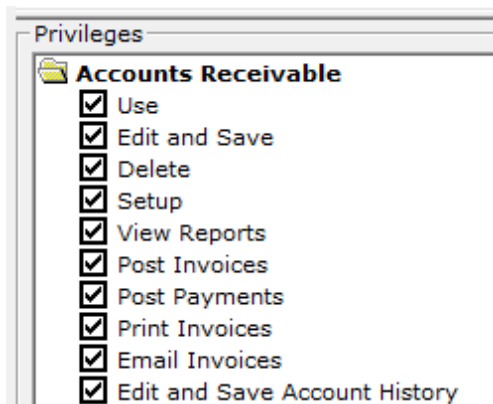


Security and Privileges

Accessibility to different actions in Accounting Core is driven through individual privileges that a user can be granted. The permissions are available through Accounting Core by going to the Maintenance menu/ User Manager.

On the Roles tab, the Role Name dropdown allows the user to switch between roles, and user membership to those roles can be set up in the list boxes below that. Privileges are not granted on a user-specific basis, they are granted to a role, and every user with that role will have access. If a user does not have access to permission, the related functionality will be unavailable.

The screen below is an example of the list of privileges that can be granted to the AR module.



Accounts Receivable will have its own privileges, detailed as follows:

- **Use** - Access to the module.
- **Edit and Save** - Add/Edit any records (customers, contacts, invoices).
- **Delete** - Delete any records (customers, contacts, invoices).
- **Setup** - Access to the Administration tab, where a user can setup application settings, Line Item types, and master Line Items.
- **View Reports** - This would give access to all reports.
- **Post Invoices** - Ability to post an invoice.
- **Post Payments** - Ability to post a payment.
- **Print Invoices** - Print invoices to be sent to customer. When an invoice is printed or emailed, it is considered to be processed.
- **Email Invoices** - Email an invoice to contact(s). When an invoice is printed or emailed, it is considered to be processed.
- **Edit and Save Account History**

Application Settings - (Setup) Before you begin

Before using the AR module, you must go to the Administration tab to enter setup information. The setup information is required in order to create invoices, calculate finance charges and early payment discounts. The posting process uses the setup information for tracking by general ledger accounts or daily report items.

General Ledger

This system will allow the user the ability to map each Line Item master to a General Ledger AR Account. When posting an invoice, each Line Item has an attached GL account. This GL account will be debited or credit in the Accounting Core General Ledger module.

Daily Report - ****Only at Property Level****

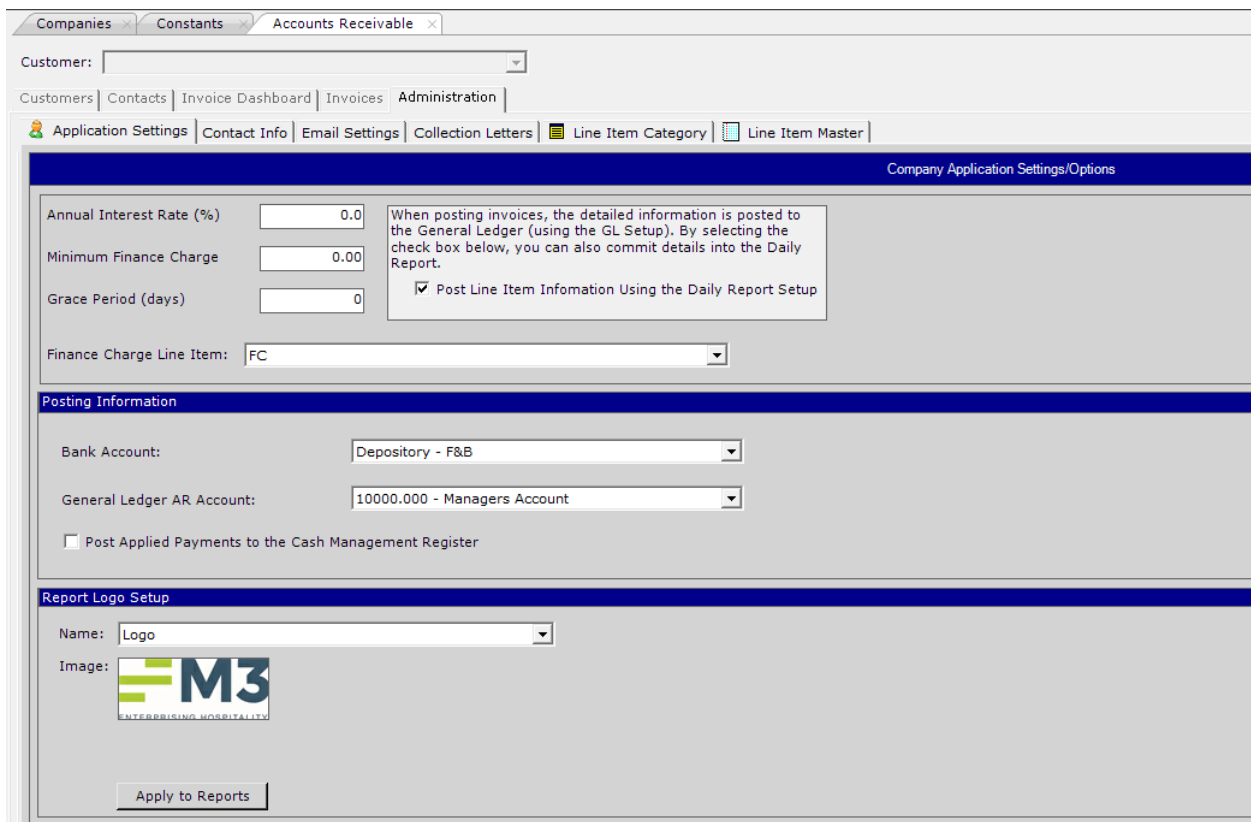
This system will allow the user the ability to map each Line Item to the Accounting Core Daily Report module. Each item can be mapped to an item in the Daily Report and the items will be committed to the Daily Report. There is a Daily Report Setup dropdown on the Line Item Master screen to select the Daily Report Item that each Line Item should update.

General Ledger vs. Daily Report


Detailed financial information is maintained using these two methods: 1) General Ledger Accounts or 2) Daily Reports. The user can use one or both methods.

Report Logo – Constant must be setup

The system will allow Images to be attached to AR Statements, Invoices, and Collection letters. Please note images will need to be added as an Image Constant under Maintenance > Constant > New > Image.



The screenshot displays the 'Company Application Settings/Options' window for 'Accounts Receivable'. The interface includes a breadcrumb trail: Companies > Constants > Accounts Receivable. Below this, there are tabs for 'Customers', 'Contacts', 'Invoice Dashboard', 'Invoices', and 'Administration'. A secondary set of tabs includes 'Application Settings', 'Contact Info', 'Email Settings', 'Collection Letters', 'Line Item Category', and 'Line Item Master'. The main content area is divided into several sections:

- Interest and Finance Settings:**
 - Annual Interest Rate (%): 0.0
 - Minimum Finance Charge: 0.00
 - Grace Period (days): 0
 - Finance Charge Line Item: FC
- Posting Information:**
 - Bank Account: Depository - F&B
 - General Ledger AR Account: 10000.000 - Managers Account
 - Post Applied Payments to the Cash Management Register
- Report Logo Setup:**
 - Name: Logo
 - Image: 
 - Apply to Reports button

A tooltip box provides additional context: "When posting invoices, the detailed information is posted to the General Ledger (using the GL Setup). By selecting the check box below, you can also commit details into the Daily Report." The checkbox for "Post Line Item Information Using the Daily Report Setup" is checked.

Annual Interest Rate

The annual interest rate is used when finance charges are calculated. The rate should be entered as a decimal number. For example, if the interest rate is 8.75%, enter it as 8.75. While this information represents an annual rate, it is converted into a monthly rate using the following formula:

$$\text{Monthly Rate} = (\text{Annual Interest Rate}/100)/12$$

Minimum Finance Charge

This field specifies the minimum amount the customer balance should be before a finance charge is generated. For example: If the customer has a balance of \$4.00, that is how much the calculated finance charge must be in order for a finance charge invoice to be created. Therefore, if a customer has a calculated finance charge of \$5.00 and the minimum is set to \$10.00, a finance charge invoice will not be created.

Grace Period

The grace period field specifies the number of days to allow in passing before a finance charge can be assessed. For example, if the field is set to 60 days, that means that only invoices that have an outstanding balance over 60 days should be included in the calculation.

Finance Charge Line Item

Before this item can be added in the Application Settings screen, the user MUST set up a description on the Line Item Master tab for Category FC type under the Item Name and description field. The user cannot change the Type from FC but, they can add in their desired description. After the FC description is added, the Line Item Master for FC can be set up. The Finance Charge Line Item pulls from the Line Item Master grid. This item is used when a finance charge invoice is created and is used as the detailed Line Item for the invoice. The added Line Item has a quantity of one and an amount equal to the amount of the finance charge.

Posting Information

Bank Account

This dropdown shows a list of bank accounts for the selected company. This selection is used when a payment is made. Each company bank account has an associated GL Cash (CR) Default Account #. When a payment is made, the bank's cash account is debited. *See the diagram below for the complete list of GL transactions for posting invoices and payments.*

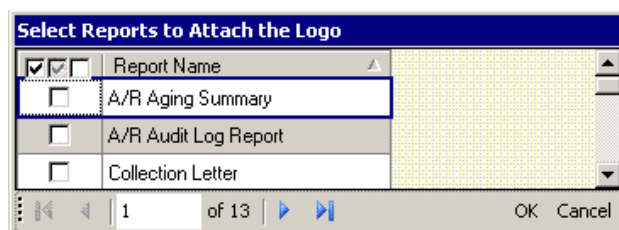
General Ledger AR Account

This drop down shows a list of all GL Accounts for the selected company. This selection is debited when an invoice is posted and credited when a payment is applied. *See the diagram below for the complete list of GL transactions for posting invoices and payments.*

Report Logo Setup

User will select Name of Logo from drop down list, this list is populated of the available images that has been added as a constant under Maintenance > Constants. After selecting Logo Image name user will select "Apply to reports" button and check which options of reports, statements, invoices, etc. to attach the Logo to.

Note: Do this assignment at both the company and property levels, should the newly set logo not display on the selected reports.



GL Account Transactions

- **Invoices:**

- Invoices are posted to GL through the “Post Invoice” button on the invoices tab.

Company: AR New Company

Customer: Test for DR

Customers | Contacts | Invoice Dashboard | **Invoices** | Administration

Invoice #: 3119 Customer Name: Test for DR Amount: 50.00

Delivery Method: Email Invoice Type: Manual

Invoice Date: 9/12/2012 Due Date: 9/23/2012 Invoice Printed?

Description: Invoice Emailed?

Recurring Invoice

Search By: Invoice Number Find Invoice Number: 0

Show Details | **Post Invoices** | Receive Payments | Post Payment GL

Invoice Date	Invoice #	Printed	Emailed	Posted	Voided	Invoice Type	Delivery Method	Due Date	Description
9/12/2012	3119	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manual	Email	9/23/2012	

- **Early Payment Discounts:**

- The EPD invoice is automatically posted to GL. The EPD payment will never post to GL. However, if the EPD was created in error, it can only be cleared by voiding the invoice.

2012-08-0006 Invoice #EPD3044 for Customer: Hilton

- **Payments:**

- Payments are first entered in the “Receive Payments” button window.
- When the “Receive Payments” screen is closed, payments will not automatically be posted to GL.
- The payments must be posted manually via the “Post Payments” button on the invoice screen. **Post Payment GL**
- If payments if not been posted to GL they can be applied and unapplied without affecting the GL. They can also be edited or deleted.
- Upon clicking the “Post Payment GL” button, all pending transactions for the current day and any previous days are posted.

Post Transactions to GL?

The following dates have payments that will post to GL:
- 3/19/2012

Transactions Have Posted

All pending transactions have posted to GL.

- For payments received (excluding Early Payment Discounts (EPD) and Credit Memo (CM) payments):
 1. A single pending GL Journal Entry is created in the GL for the specified day.

Contact Info:

The information in this tab determines the information that will pull into the return address on the Customer Statements, Invoices, Collection letters and Finance Charge Report.

If Company or Property is chosen, this information pulls from Maintenance Companies/Properties.

****NOTE**** Web site will always pull from the Contact Info screen in AR Module. It is not stored in Maintenance Companies.

****Note**** If the Company has multiple properties, the Contact Info must be Company or AR Contact Info. The user will see the following message:

If AR Contact Info is chosen, the information typed into the AR Contact Information screen is used.

Contact Info Settings

Name to print on Accounts Receivable reports: AR Contact Info ▼

AR Contact Information

Company Name: Robin Company, AR Contact Info,

Address 1: 888 Sunset Ln

Address 2:

City: St Pete Beach Locality: FL ▼

Postal Code: 33706-____ Country: United States of America ▼

Email: robin@m3as.com Phone: (555) 555-5555

Web Site: www.robin.com Fax: (222) 222-2222

Email Settings:

The Email Settings need to be filled in before the user can email statements or invoices to the customer. Setting this up just creates a default email. You will always see an email preview and be able to edit it before any emails are sent.

Email Settings

Reply To Email Address: accounting@m3as.com

Email Subject: Subject line will be set automatically based on the report being emailed.

Email Heading: To whom it may concern,

Email Body: This is the body of the message.

Email Closing: Sincerely,

Line Item Types

When you create individual master Line Items, you have to set each Line Item master type. The types are user configurable.

Type	Description
Blank Line Item	
Citrix	Monthly Citrix Fees
CM	Credit Memo
EPD	Early Payment Discount
FC	Finance Charge
Other Charge	Other Charge
Service	Service

There are two fields for each type: Note** FC, EPD and CM types cannot be changed. These types are defaults in the system. The user can change the description but not the Type for these three types.

1. **Type** – This field is a short abbreviation for the type. The AR module has the following default type abbreviations:
 - a. **EPD** – This type is used by the Early Payment Discount process. When an Early Payment invoice is created, a Line Item is added to the invoice for the amount of the discount. The Line Item must be set up in the Line Item master and marked as EPD. See *Creating Early Payment Discount* for more details.
 - b. **FC** – Finance Charges are created as a separate invoice. Like EPD items, a Line Item is added to the finance charge invoice for the amount of the finance charge. A Line Item master must be set up and marked as FC. See *Creating Finance Charge Invoices* for more detail.
 - c. **CM** – This type is for Credit Memos. When an invoice is created with a negative amount, a credit memo is created. This credit can be applied during the payment process.
2. **Description** – This field holds the actual description that appears on the invoices for **EPD** and **FC** Line Items.

As described above, the types are used to allow the user to configure meaningful text for auto created Line Items for **EPD** and **FC** invoices.

Line Item Master

This tab allows you to create the list of Line Items that are selectable when creating invoices. The following fields are defined for each Line Item:

Property	Name	Description	Category	Unit Price	Item Code	EPD	Daily Report Name	GL Account
AR HI Property	EPD Accknowledge Training:G...	Training Seminar	Service	\$500.0000	76551320	\$10.00		100.000 - Checking ...
AR Payment ...	ACCK Fee	Acknowledge fee	Service	\$50.0000	ACCK 12345	\$0.00		
AR HI Property	Accknowledge Training New E...	Setup & Access Right...	Service	\$850.0000	402168765	\$0.00	No Shows	1700.000 - Guest Se...
AR HI Property	Accknowledge Training New E...	License fee for acces...	Service	\$1,200.0000	320249874	\$0.00		

- 1. Category Type** – This drop down is filled with the available types that were set up in the Line Item Category tab. It allows user to categorize the Line Items by type.
- 2. Item Name** – This is the name of the item that appears in the selectable drop down when adding item to an invoice.
- 3. Property** – This drop down is disabled when you are at the Property level. If you are at the Company level, the drop down is enabled and allows the user to select a Property under the select Company.
- 4. Item Code** – Enter a user defined code to uniquely identify a Line Item.
- 5. Unit Price** – Enter the default amount for the Line Item.
- 6. Description** – This is the user defined description that appears on the Invoice.
- 7. GL Account** – GL Account assignment – select default GL account for Line Item
- 8. Daily Report Name** – Daily Report Item name association with Line Item. To use this functionality you must have the Application settings turned on under the “Application Settings” tab and you must be accessing the AR Module setup at the **Property Level** to select the Daily Report Setup options otherwise this section of the Line Item Master is greyed out and cannot be modified.

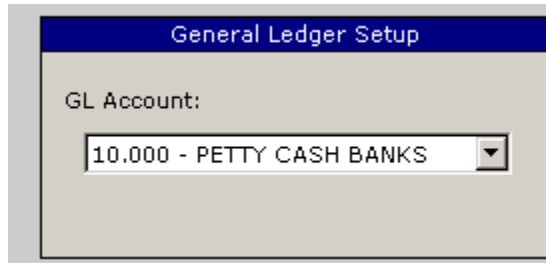
When posting invoices, the detailed information is posted to the General Ledger (using the GL Setup). By selecting the check box below, you can also commit details into the Daily Report.

Post Line Item Infomation Using the Daily Report Setup

- 9. EPD** – Early payment Discount Amount – select if Line Item is eligible and enter the discount amount.

Link to General Ledger

This box allows you to select an account for each Line Item master. You must map an account for every Line Item master. If one is not set, you will not be able to save the Line Item.

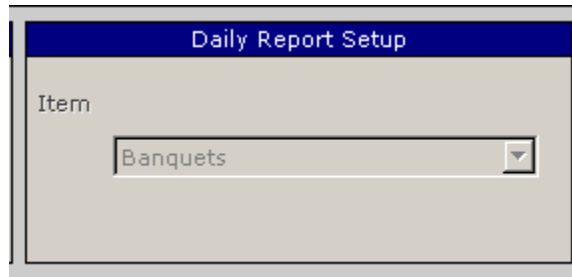


When an invoice is posted, two journal entries are created:

1. A debit to the selected AR account from the application settings tab.
2. A credit to the assigned general ledger account for each Line Item.

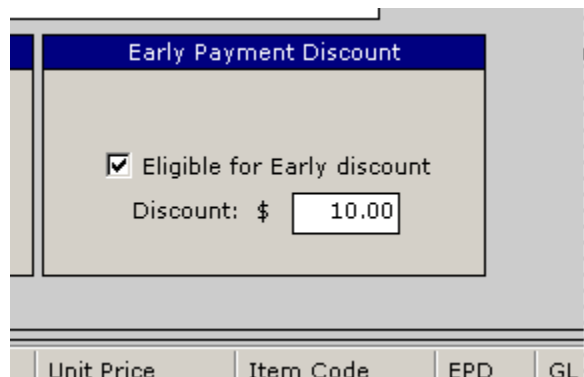
Link to Daily Report

This box allows you to select a Daily Report Item for each Line Item master. You can only do this at the property level. When you select commit to DR on the invoice screen, the Daily Report is updated with amounts based on invoices you have posted with Line Items linked to items on the Daily Report.



Early Payment Discounts (EPD)

Each Line Item Master can optionally be set to qualify for an Early Payment Discount. If this check box is selected, you must enter an amount. When entering a payment, a system check is performed for all open invoices in the payments list. This system check reviews all Line Items in the open invoice to see if the invoice contains any items that qualify for Early Payment Discount. An Early Payment Discount invoice is created for each open invoice that contains one or more qualifying items. The EPD amount is calculated by multiplying the quantity on the invoice times the discount amount for the item. See *Creating Early Payment Discount* for more information.

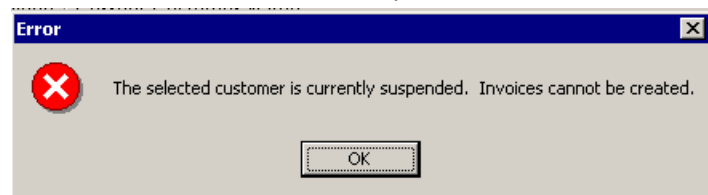


Customers Tab

Use the “Customers” tab to add, edit, or delete AR customers.

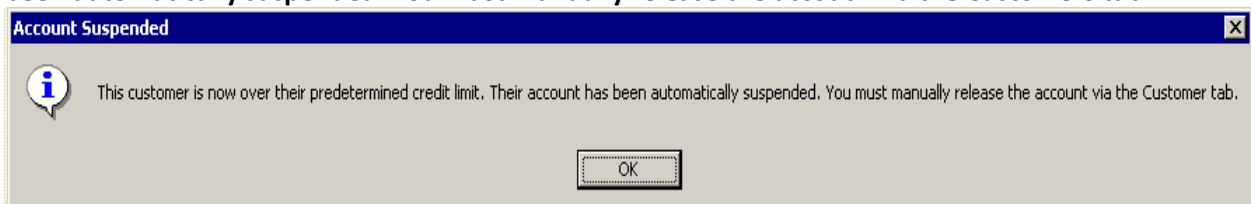
The “Customers” tab has the following fields:

1. **Customer Number** – A user define field that uniquely identifies a customer
2. **Customer Name** – The name of the customer that appears in reports
3. **Inactive** – This checkbox is used to “Hide” a customer. You cannot inactivate a customer if they have an outstanding balance. This option is useful for hiding a customer in the displays and reports without actually deleting them.
4. **Suspend** – If this box is checked, invoices can no longer be applied to the customer. Payments can be applied to the customer and EPD invoices. The only invoices that can be applied and posted are Finance Charges. If an invoice is added for a suspended customer, the user will see the warning message:



5. **Do Not Allow Finance Charges** – If this box is checked, the customer will not receive Finance Charges.
6. **Credit Limit** – To set a Credit limit, check this box and enter a credit limit for the customer. If the customer’s balance goes over the set credit limit, the customer will be automatically suspended.

****Note if a posted invoice forces the customer’s balance over their credit limit the following message will appear: “This customer is now over the predetermined credit limit. Their account has been automatically suspended. You must manually release the account via the Customers tab.”**



8. **City, Locality, Country and Postal Code** – If there is no Country set, the Locality field remains blank.
9. **Notes** – Users can enter any customer specific notes.
10. **Delivery Method** – Print or Email. This determines how the invoice for this customer is to be sent.
11. **Property** – Customer can be seen and used at the property level.
12. **Shipping Address Same As Billing Address** – Checking this box auto fills in the shipping address to match the Billing address.
13. **Show Less/Show More** – Click this button to collapse or expand the information on the customer screen.

The Customer Drop Down Selection

The customer drop down is at the top of the AR Module. It allows you to change the *Active* customer. When you change the active customer, the current tab refreshes the invoice grid for invoices for that customer. If you are on the customer tab, the *active* customer is highlighted in the customer list.



When user selects an invoice from the Invoice tab, the *active* customer in the drop down menu changes to match the customer from the invoice grid.

Creating and Deleting AR Customers

Use the customer tab to add, edit, or delete AR customers.

Customers | Contacts | Invoice Dashboard | Invoices | Administration

Customer Number: 333 Inactive

Customer Name (DBA): 333 Shipping Address Same As Billing Address

Address 1: Address 1:

Address 2: Address 2:

City: Locality: AK City: Locality: AK

Postal Code: Country: United States of America Postal Code: Country: United States of America

Description: Delivery Method: Email Property:

Do Not Allow Finance Charges

Generate Finance Charges

Active Customers					Account Activity: All Invoices for fiscal years 2011 to 2012					
Customer Name	Balance	Company	Property	Customer No.	Date	Trx Type	Number	Description	Credit Amount	Invoice Amount
333	-252.00	Dial Corporati...		333	7/6/2012	Payment	EPD2722	Payment created fr...	2.00	
Again	24797.92	Dial Corporati...		345	7/18/2012	Manual	2772			725.00
Aging	-7885.00	Dial Corporati...		47455	7/18/2012	Manual	2770			30.00
b	-320.00	Dial Corporati...	JJ Hotels	33	7/18/2012	Early Payment Disc...	EPD2777	Early Payment Disc...		0.00
Beach Inn S	-18008.40	Dial Corporati...	Cancun Hotel	11	7/18/2012	Payment	33256		28.00	
c	4604.07	Dial Corporati...	JJ Hotels	55	7/18/2012	Payment	EPD2777	Payment created fr...	2.00	
Cancun La Playas	113513.15	Dial Corporati...	Cancun Hotel	5678	7/18/2012	Payment	726		725.00	
Company level s	53215.55	Dial Corporati...		001	7/24/2012	Payment	CM2937	Payment created fr...	250.00	
Costa Del Mar	-14.00	Dial Corporati...	Jamaica Hotel	654564	7/24/2012	Manual	2911			0.00
Days Inn	7262.00	Dial Corporati...	ackc fee prop...	8745	7/24/2012	Credit Memo	CM2937			0.00
Demo Customer	2533.13	Dial Corporati...		547						
Dunns River - Jam Property ...	71553.81	Dial Corporati...	Jamaica Hotel	006						
go	250.00	Dial Corporati...	Jamaica Hotel	565656						
go again	-2620.00	Dial Corporati...		444						
Hilton	-1141.12	Dial Corporati...		3467878						
								Total	1,007.00	755.00
								Balance		-252.00

The customer tab has the following fields:

1. **Customer Number** – A user define field that uniquely identifies a customer
2. **Customer Name** – The name of the customer that appears in reports
3. **Address 1 and Address 2** – **Shipping Address** if different from billing
4. **City, Locality, Country and Postal Code** – If there is no locality set, this field remains blank.

5. **Delivery Method** – Print or Email. Determines how the invoice for this customer is to be sent.
6. **Notes** – Users can insert any customer specific notes
7. **Inactive** – This option is useful for hiding a customer in the displays and reports without deleting them. You cannot inactivate a customer if they have an outstanding balance. Note this does not prevent invoices from being created or payments being received for the customer.
8. **Property** – assign customer to Property to allow property users to view and use this customer
9. **Do Not Allow Finance Charges** – Check box to not allow finance charges to be invoiced for this customer.

Deleting an AR Customer

Customer with any activity cannot be deleted. This includes any contacts that may have been set up. If a customer has any invoices, payments or contacts, they are considered as having activity. Otherwise, make sure the correct customer is selected in the grid and click “delete” in the menu bar.

Note: When saving a customer, the fields are not validated.

Contacts Tab

Customer contacts are used on the invoice, statement, and Delinquent Accounts reports/letters.

Title	First	Last	Legal	Phone	Email
Mr.	John	Smith	JS	(321) 321...	

The contacts tab has the following fields:

1. **Title** – Mr., Mrs., or none
2. **First and Last Name** – First and Last Name
3. **Legal Name** – enter customer Legal Name vs DBA Name
4. **Phone Number and Extension** – Main phone number with optional extension
5. **Alternate Phone Number and Extension** – Alternate phone number (currently this does not appear anywhere on the reports).
6. **Fax** –Fax number
7. **Email address** – email address to be used for email invoices.

8. **Email Type** – This determines where the email address is to be used. If the associated customer has a delivery method of “Email” set, you must have at least one contact that is marked as the “To”.
9. **Notes** – Place for any general contact notes

The Customer Account Activity

The customer tab also contains a balance sheet like view of their activity on the lower right side of the screen. As you click on each customer on the grid, the Account Activity is displayed. This display is in chronological order oldest to newest. To add or remove Fiscal years select the or .

Account Activity: All Invoices for fiscal years 2011 to 2012					
Date	Trx Type	Number	Description	Credit Amount	Invoice Amount
7/6/2012	Payment	EPD2722	Payment created fr...	2.00	
7/18/2012	Payment	EPD2777	Payment created fr...	2.00	
7/18/2012	Payment	726		725.00	
7/18/2012	Manual	2772			725.00
7/18/2012	Manual	2770			30.00
7/18/2012	Early Payment Disc...	EPD2777	Early Payment Disc...		0.00
7/18/2012	Payment	33256		28.00	
7/24/2012	Manual	2911			0.00
7/24/2012	Payment	CM2937	Payment created fr...	250.00	
7/24/2012	Credit Memo	CM2937			0.00
9/5/2012	Manual	3111			250.00
9/11/2012	Manual	3118			250.00
9/26/2012	Payment	343434		300.00	
Total				1,307.00	1,255.00
Balance					-52.00

By right-clicking on the activity section, you can view either the invoice or a payment. Depending on the selected row, the context menu will show the appropriate “View” options.

ment	9800	9800	98.00
ment	CM5756	Payment cre...	0.00
ance Cha...	FC13592	Finance Char...	
ment	3		30.00
ual	137		
ment			100.00
Total			228.00

Payment Details Screen – shows below details of selected payment

Payment Details

Check: 28675	Date: 1/23/2012
Customer: 455 Hospitality-Doubletree Tarrytown	
Amount: \$388.45	Unapplied: \$0.00
Comments:	

Payment Breakout

Payment Date	Invoice Number	Invoice Date	Customer	Invoice Description	Payment Amount
1/23/2012	160967	1/1/2012	455 Hospitality-Doubletree Tarrytown	Accounts Receivable	388.45

Print OK

Payment	33256
Manual	
Payment	
Credit Memo	CM2937
Manual	3111

Invoice Details Screen – shows below details of Invoice

Invoice Number:

Invoice Date: Due Date:

Description:

Amount:

Payments:

Balance:

Invoice Type: Manual Delivered: N/A

PAID

Customer:

Address:

City: Locality:

Postal Code:

Invoice has been: Emailed

Last Printed on: Never

Emailed on: 7/26/2012

To: Unknown

Item Code	Line Item Description	Quantity	Unit Cost	Total
BR 345	Breakfast for room EPD	1	-\$30.0000	-\$30.00
BR 345	Breakfast for room EPD	1	\$30.0000	\$30.00

Payments Made to Invoice

Check Number	Check Received	Customer	Check Comments	Pa Ma

Invoice and Payment details can both be printed and exported.

Invoice Details

<p>Invoice Number: 3286</p> <p>Invoice Date: 10/1/2012 Due Date: 10/15/2012</p> <p>Description:</p> <p>Amount: \$300.00</p> <p>Payments: \$0.00</p> <p>Balance: \$300.00</p> <p>Invoice Type: Manual</p> <p>Delivered: Manual Invoice</p>	<p>Customer: Me</p> <p>Address: 123 Street</p> <p>City: City Locality: AK</p> <p>Postal Code: 12345-6789</p> <p>Invoice has been: Not Printed or Emailed</p> <p>Last Printed On:</p> <p>Last Emailed On:</p> <p>To:</p>
---	---

Line Items				
Quantity	Item Code	Line Item Description	Unit Cost	Total
1	!!Acknowledge Service Fee	Monthly Service Fee	\$300.0000	\$300.00

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AR Invoices

With the Customer and Contact information set up, invoices can now be created. By default, the invoice grid is loaded with the search by invoice number 0, which yields no invoices. You can change the list of invoices shown by using the invoice search bar described in the next section. In the invoice tab you can add, edit, or delete invoices. To create an invoice select “New” under functions.

Invoice Date	Invoice #	Printed	Emailed	Posted	Voided	Current Customer Name	Invoice Type	Delivery Method	Due Date	Description	Amount	Balance
7/18/2012	2772	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	333	Manual	Email	8/1/2012		725.00	475.00
8/2/2012	1343	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jennifer Dial	Manual	Email	8/16/2012		7500.00	7500.00
7/24/2012	FC2919	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Days Inn	Finance Charge	Email	7/24/2012	Finance Char...	2.00	2.00
6/24/2012	EPD2776	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	333	Early Payme...	Email	7/18/2012	Early Payme...	-2.00	0.00
6/7/2012	EPD2608	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Marriott Beachside	Early Payme...	Print	6/7/2012	Early Payme...	-2.00	0.00
6/15/2012	2641	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	new customer for daniel	Manual	Print	6/29/2012		30.00	30.00
7/25/2012	2999	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Costa Del Mar	Manual	Email	8/8/2012		30.00	0.00
7/23/2012	EPD2900	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	go	Early Payme...	Email	7/23/2012	Early Payme...	-2.00	0.00
6/20/2012	EPD2649	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jen Customer for EPDs	Early Payme...	Email	6/19/2012	Early Payme...	-2.00	0.00
6/7/2012	EPD2612	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marriott Beachside	Early Payme...	Print	6/7/2012	Early Payme...	-2.00	0.00
6/14/2012	1561	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jam Prop added at Company	Manual	Print	6/28/2012		5000.00	3969.00
7/24/2012	FC2914	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demo Customer	Finance Charge	Print	7/24/2012	Finance Char...	7.13	7.13
7/29/2012	893	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cancun La Playas	Manual	Email	8/12/2012		2500.00	2500.00
7/9/2012	2723	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Costa Del Mar	Manual	Email	7/23/2012		25.00	0.00
6/7/2012	EPD2607	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marriott Beachside	Early Payme...	Print	6/7/2012	Early Payme...	-2.00	0.00
6/15/2012	EPD2642	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	new customer for daniel	Early Payme...	Print	6/15/2012	Early Payme...	-2.00	0.00
6/7/2012	2609	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Costa Del Mar	Manual	Email	6/21/2012		30.00	0.00
6/1/2012	2571	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dunns River - Jam Property level added	Manual	Email	6/15/2012		1845.00	1845.00
6/22/2012	EPD2682	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jen Customer for EPDs	Early Payme...	Email	6/19/2012	Early Payme...	-2.00	0.00

The invoice tab has the following fields for entering an invoice:

1. **Invoice Number** – Automatically gives the next number to the invoice
2. **Customer Name**- Automatically set to the currently selected customer. Cannot change once in new or edit mode
3. **Delivery Method**- Email or Print, determines how the invoice will be sent
4. **Invoice Date**- The date on which the invoice was created. User configurable
5. **Due Date**- Usually 15 days after Invoice Date but is user configurable
6. **Description**- Optional description of the invoice
7. **Amount**- Automatically updated when Line Items are added
8. **Invoice Type**- All are manual unless a credit memo, finance charge or EPD (more on those later)
9. **Recurring Invoice**- Check this box to create a recurring template for an invoice that recurs periodically. Use the setup button to set up when the invoice will recur.
10. **Line Item Grid**- Where you add Line Items to the invoice (next section)

Line Item Grid

Customer: Jen added 0130

Customers: Contacts | Invoice Dashboard | **Invoices** | Administration

Invoice #: Customer Name: Jen added 0130 Amount: 500.0000000000000000

Delivery Method: Print Invoice Type: Manual

Invoice Date: 10/ 2/2012 Due Date: 10/16/2012 Invoice Printed?

Description: Invoice Emailed?

Recurring Invoice

Search By: Invoice Number Find Invoice Number:

Show Details Post Invoices Receive Payments Post Payment GL

Order	Line Item	Quantity	ItemCode	Description	Price Each
2	Finance Charge	1	FC 123	Finance Charge	0
1	EPD AccKnowledge Training:Group Training	1	76551320	Training Seminar	500
3	EPD AccKnowledge Training:Group Training	1			0

AccKnowledge Training New Emp:Setup & Access Rights

 AccKnowledge Training New Emp:Setup & Access Rights:PMS Setup Fe

 Blank Line Item

 Breakfast DR Item

 Cars

 Desk Items

 epd

3 of 3 First

Select a Line Item (setup under “Line Item Master” in Application Settings) from drop down menu and edit quantity of the item, price, and optionally add a description. Click the **plus (+)** sign at the bottom of the screen to add another line to the grid or simply tab, selecting the **X** will delete the selected line.

The amount of each Line Item is automatically calculated based on the quantity and price of the item and the total invoice amount is automatically calculated based on the amounts of each Line Item.

The order of each row of how it will appear on the invoice can be modified by clicking in the cell under the “Order” Column and changing the order number.

A blank Line Item can be used to spread out Line Items on an invoice report. Enter blank Line Items without a price or description to allow for spacing in the printed or emailed invoice.

An invoice must have at least 1 Line Item that is mapped to the GL in the “Line Item Master” before it can be saved.

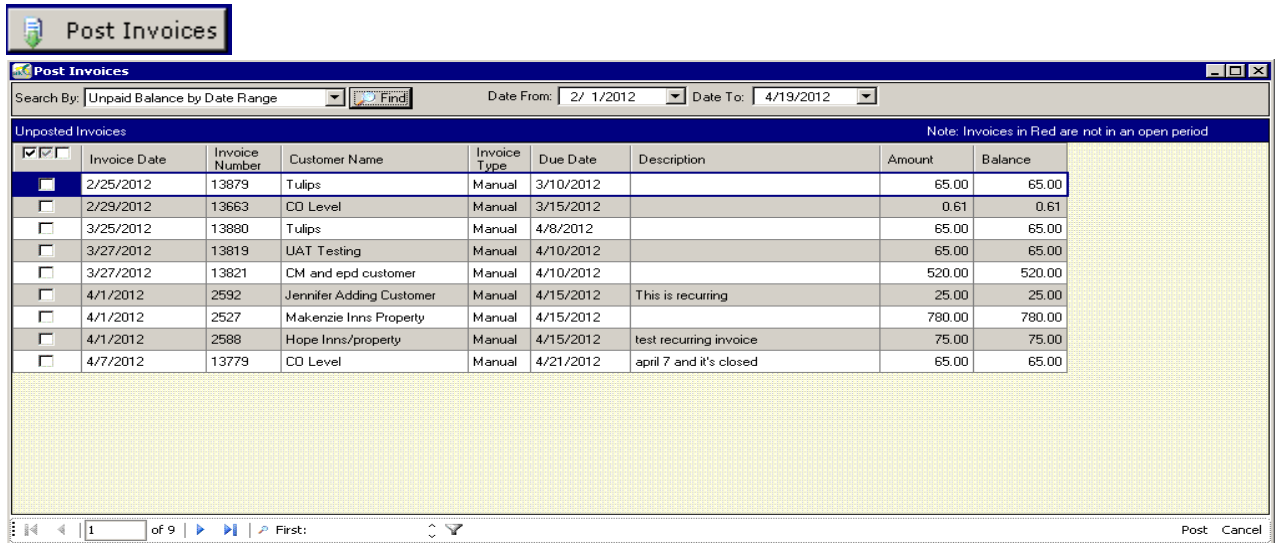
Accounting Periods and Dates

Accounting periods are setup in the company maintenance section under the advanced button. When an invoice is created, the user enters an Invoice Date. This date can be any date as dates are not verified against the accounting Periods at this point in the process. After an invoice is created and saved, the invoice can be posted.

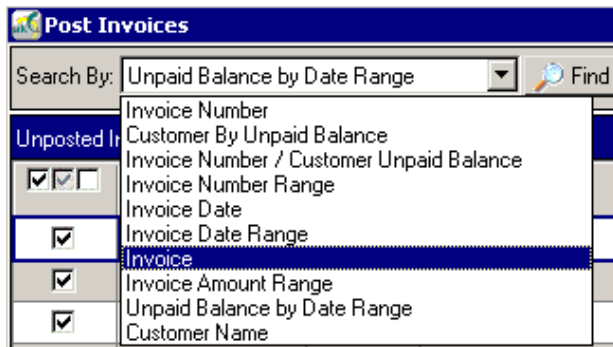
Posting Invoices

Once an invoice has been created, it must be posted in order to print or email to the customer. When posting an invoice, only invoices that have an invoice date that is in an open accounting period can be posted and invoices that are not in an open period will display in **Red** in the “Post Invoices” window.

On the Invoice Tab, click the Post Invoice button to display the invoice posting screen of pending/unposted invoices.



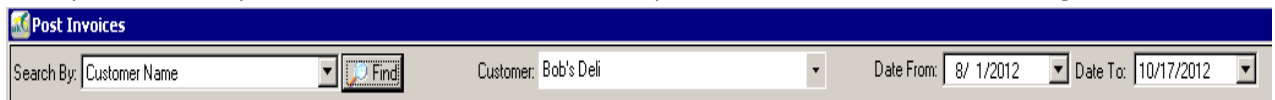
Use the “Search By” to load unposted/pending invoices based on search/filter criteria.



The Search Bar operates the same way as the one on the Invoice tab. When the list of unposted/pending invoices is displayed, the list can cross over multiple accounting periods. Any invoice that has a date that falls within a closed accounting period is displayed in **Red** and cannot be posted until the accounting period is open.

Based on user selected “Search By” option, the search criteria filter options change in the top portion of the screen.

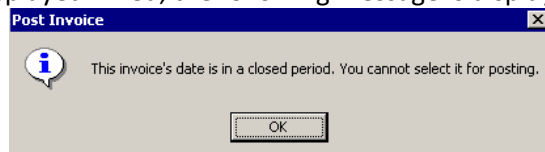
Example: “Search By” Customer Name user has filter options for Customer and Date Range.



Example: “Search By” Invoice Number user has filter field to enter invoice number.



The first column in the grid allows you to select/unselect which invoices are to be posted. If you try to select an invoice that is displayed in red, the following message is displayed.



Creating a Recurring Template

To create recurring invoices a template must first be created on the “Invoices” tab and then the invoices can be generated from the “Invoice Dashboard” tab. Create a template like entering a normal invoice.

The screenshot shows the 'Invoices' form in the M3 system. The 'Customer' is 'AR HI Customer'. The 'Invoice #', 'Amount', 'Delivery Method', 'Invoice Type', 'Invoice Printed?', and 'Invoice Emailed?' fields are visible. The 'Recurring Invoice' checkbox is checked. A red arrow points to this checkbox, and another red arrow points to the 'Setup' button. Below the form is a search bar and a table with columns: Order, Line Item, Quantity, ItemCode, Description, Price.

Then, check the “Recurring Invoice” option and click on the **Setup** button. Clicking “Setup” brings up a window that has 3 options:

1. **Frequency** -how often the invoice will occur; Monthly, Quarterly, or Annually
2. **Starting month** -month the first invoice will occur
3. **Billing day** -the day of each month, quarter, or year that the invoice will occur

Select “Save” to save the Recurring Invoice scheduling setup.

The 'Scheduling Setup' dialog box has a title bar with a close button. It contains a 'Scheduling' section with three dropdown menus: 'Frequency' (set to 'Monthly'), 'Starting Month' (set to 'February'), and 'Billing Day' (set to '20'). At the bottom are 'Save' and 'Cancel' buttons.

Creating Credit Memos

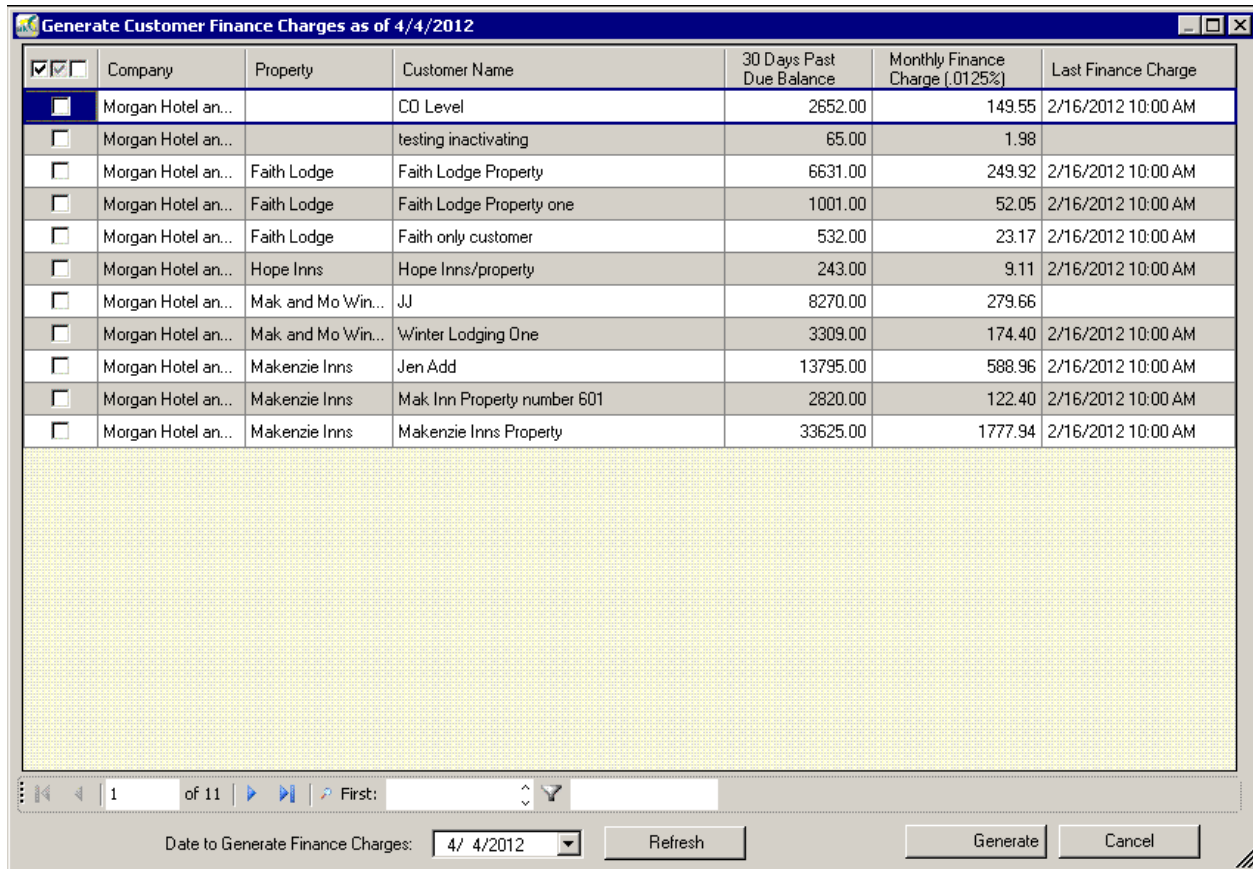
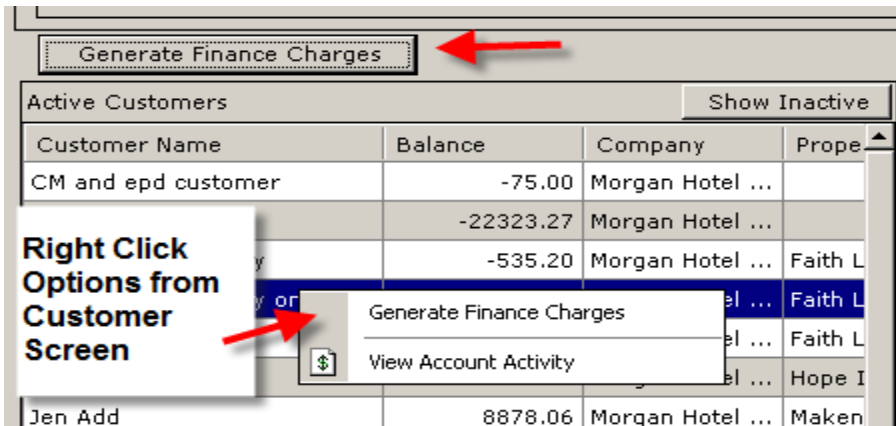
Credit memos are simply invoices with negative amounts. When saving an invoice, the amount is checked for a negative amount. If the amount is negative, the following message is displayed to let you know a credit memo is being created. If by chance the amount is negative by accident, you can answer **No** and edit the invoice to a positive amount or continue editing other invoice fields.

The 'Save Invoice as Credit Memo?' dialog box has a title bar with a close button. It contains a question mark icon and the text: 'This invoice has a negative amount and will be saved as a Credit Memo.' At the bottom are 'Yes' and 'No' buttons.

If you answer **Yes**, the invoice is created as a Credit Memo and can be later used as a payment. See *Using Credit Memos and Early Payment Discounts as Payments* under *Adding Payments*.

Creating Finance Charge Invoices

Finance Charges can be generated from the “Customers” Tab. As previously described, the “Application Settings” tab has configurable parameters for determining finance charges. Clicking on the “*Generate Finance Charges*” button or by right clicking in the customer grid will bring up the screen to Generate Finance Charges for all applicable customers or option to View Account Activity for selected customer.



The *Generate Finance Charges* screen list all customers who are due to have a finance charge generated. Using the “Application Settings” set up under Administration, the actual amount past due and the charge itself is shown. Using the check boxes, you can select which customers to generate charges for. Once customers are selected select the “Generate” button at bottom of screen to generate the fiancé charges.

Each selected customer generates a separate finance charge invoice. Using the “Master Line Item” type of **FC**, a Line Item is added to the past due invoice in the amount of the finance charge. Finance charges are calculated only on past due invoices. Past invoices marked as Finance Charge that has already been generated are not included. In other words, the finance charge is not compounded on past finance charges. After the finance charges are generated, they must be posted from the invoice screen before they can be paid.

General Ledger Posting

Activity is posted to the General Ledger module when invoices are posted, payments are received, and EPD discounts are voided. In the GL Module the **View Posted** grid shows all postings for the selected Company or Property. In the GL Module click **Show Detail** for the selected journal entry to see debits and credits to the correct accounts based on what was set up in the administration tab for Line Items and application settings.

Posting Invoices	
AR General Ledger	Rev/Cash General Ledger
Debit General Ledger AR Account from the Application Settings tab.	Credit Line Item GL Account from Line Item Master Setup (Link to GL section)

Receiving Payments	
Company Bank Account	Unapplied Cash General Ledger
Debit the Bank account in Maint>Companies>Advanced>Bank Acct	Credit the Unapplied Cash Account from the Application Settings tab.

Unapplying Payments	
Unapplied Cash General Ledger	AR General Ledger
Debit Unapplied Cash Account from the Application Settings tab.	Credit the Bank account in Maint>Companies>Advanced>Bank Acct

Posting EPDs and Credit Memos	
AR General Ledger	Rev/Cash General Ledger
Credit General Ledger AR Account from the Application Settings tab.	Debit Line Item GL Account from Line Item Master Setup (Link to GL section)

Voiding EPDs	
AR General Ledger	Rev/Cash General Ledger
Debit General Ledger AR Account from the Application Settings tab.	Credit Line Item GL Account from Line Item Master Setup (Link to GL section)

See Using *Credit Memos and Early Payment Discounts as Payments* under *Adding Payments*.

Daily Report Posting

Customer: Customer 21

Customers | Contacts | Invoice Dashboard | Invoices | Administration

Invoice #: Customer Name: Amount:

Delivery Method: Invoice Type:

Invoice Date: Due Date:

Description:

Invoice Printed?

Invoice Emailed?

Recurring Invoice

Search By: Invoice Number:

Invoice Date	Invoice #	Printed	Emailed	Posted	Current Customer Name	Invoice Type	Delivery Method	Due Date	Description	Amount	Balance
10/24/2011	62	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Customer 21	Manual	Email	11/8/2011		200.00	200.00
12/1/2011	2728	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Customer 21	Manual	Email	12/15/2011		100.00	100.00
12/29/2011	2736	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Customer 21	Manual	Email	1/13/2012	updated invs	200.00	100.00

Note, this functionality is only available at the Property level**

Use the Commit to DR button on the Invoices screen to commit the day's activities that are linked to the Daily report. Click on the button to see the below message:

Daily Report Posting Date

Click OK:

Post to Daily Report

Daily Report activity has been posted for 6/24/2012.

The Line Items that are mapped to the Daily Report will populate in the Daily Report/Input module for the current date the Daily Report is sitting on.

Invoice Dashboard

Once invoices are created and posted, you can email them or print them to be mailed to the customers from the Invoice Dashboard tab. The dashboard shows invoices within the date range at the top to be printed and emailed and recurring invoices to be generated.

****Note: EPD invoices DO NOT pull onto the Invoice Dashboard screen. To print or email these types of invoices, this will need to be processed on the Invoices screen.****

AccKnowledge - LSI

File Select Functions Modules Reports Maintenance Options Administration Help

New Edit Save Close Print Delete Cancel

Modules

- Morgan Hotel and ...
- Accounts Payable
- Accounts Receivable
- General Ledger
- Daily Report
- Check Writer
- Cash Management
- Financial Wizard
- Forecast
- Budget
- ConTrack
- Import Export Utility
- Inventory

Company: Morgan Hotel and Suites

Customer: CM and epd customer

Customers | Contacts | Invoice Dashboard | Invoices | Administration

From: 2/ 1/2012 To: 5/30/2012

Invoices To Be Printed | Print Invoices

Customer Name	Invoice Date	Invoice Number	InvoiceType	Due Date	Description	Amount	Balance
JJ	2/1/2012	13665	Manual	2/15/2012	due 2/1	55.00	0.00
Mak Stars an...	2/14/2012	EPD13781	Early Paymen...	3/26/2012	Early Payment Discount for Invoice #13780	-10.00	0.00
JJ	3/1/2012	13666	Manual	3/15/2012		105.00	30.00
Test epds	3/1/2012	13728	Manual	3/15/2012		65.00	0.00
Test epds	3/19/2012	EPD13738	Early Paymen...	3/21/2012	Early Payment Discount for Invoice #13737	-10.00	0.00
Test epds	3/21/2012	13726	Manual	4/4/2012		65.00	0.00

Invoices To Be Emailed | Email Invoices

Customer Name	Invoice Date	Invoice Number	InvoiceType	Due Date	Description	Amount	Balance
Tulips	2/1/2012	CM13857	Credit Memo	2/15/2012	Feb 1 CM	-1250.00	0.00
Tulips	2/1/2012	13874	Manual	2/15/2012		25.00	0.00
Tulips	2/1/2012	EPD13870	Early Paymen...	3/27/2012	Early Payment Discount for Invoice #13869	-10.00	0.00
CO Level	2/14/2012	13782	Manual	2/28/2012		65.00	65.00
Faith only cus...	2/16/2012	FC13592	Finance Charge	2/16/2012	Finance Charge for Past Due Invoices	6.65	6.65
Tulips	2/29/2012	EPD13884	Early Paymen...	3/29/2012	Early Payment Discount for Invoice #13883	-10.00	0.00

Recurring Invoices | Generate Recurring Invoices

Customer Name	Invoice Date	InvoiceType	Frequency	Due Date	Description	Amount	Balance
Faith Lodge P...	3/1/2012	Recurring Te...	Monthly	3/15/2012		1500.00	1500.00
Faith Lodge P...	3/1/2012	Recurring Te...	Monthly	3/15/2012	Recurring set to due date 15	12.00	12.00
Jen Add	3/7/2012	Recurring Te...	Monthly	3/21/2012	Recurring on the 7th	365.00	365.00
Jen Customer...	3/1/2012	Recurring Te...	Monthly	3/15/2012	This will be a recurring one	125.00	125.00
Mak Inn Prop...	3/6/2012	Recurring Te...	Monthly	3/20/2012		365.00	365.00
Mak Inn Prop...	3/1/2012	Recurring Te...	Monthly	3/15/2012		230.00	230.00

Invoices to be printed

Invoices for customers whose delivery method is set to print will show up in the Invoices to be Printed grid. Clicking on "Print Invoices" will bring up the second window below.

Unprinted Invoices

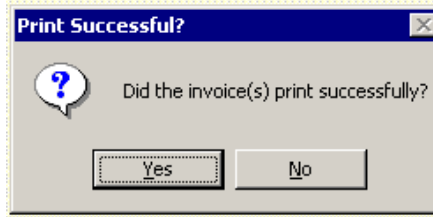
<input type="checkbox"/>	Customer	Invoice Number	Description
<input checked="" type="checkbox"/>	JJ	13665	due 2/1
<input checked="" type="checkbox"/>	Mak Stars and Stripes	13781	Early Payment Discount for Invoice #13780
<input checked="" type="checkbox"/>	JJ	13666	
<input checked="" type="checkbox"/>	Test epds	13728	
<input checked="" type="checkbox"/>	Test epds	13738	Early Payment Discount for Invoice #13737
<input checked="" type="checkbox"/>	Test epds	13726	
<input checked="" type="checkbox"/>	Test epds	13727	Early Payment Discount for Invoice #13726
<input checked="" type="checkbox"/>	Test epds	13730	
<input checked="" type="checkbox"/>	Test epds	13731	
<input checked="" type="checkbox"/>	Test epds	13732	
<input checked="" type="checkbox"/>	Test epds	13733	Early Payment Discount for Invoice #13731
<input checked="" type="checkbox"/>	Test epds	13734	
<input checked="" type="checkbox"/>	Test epds	13735	
<input checked="" type="checkbox"/>	Test epds	13736	Early Payment Discount for Invoice #13734
<input checked="" type="checkbox"/>	Test epds	13737	

1 of 20 | First: [dropdown]

Print Cancel

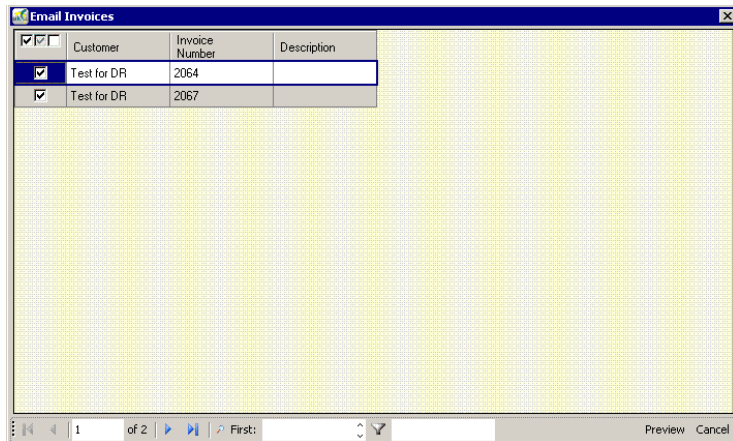
Once “Print Invoices” is clicked select which invoices to print using check boxes. Click “Print” in bottom right corner of window.

There will then being a pop up asking if the invoices printed successfully. If they did, click “Yes” and the invoices will no longer appear in the Invoices to be Printed grid. If they did not, click “No” and the invoices are still there to be printed again.

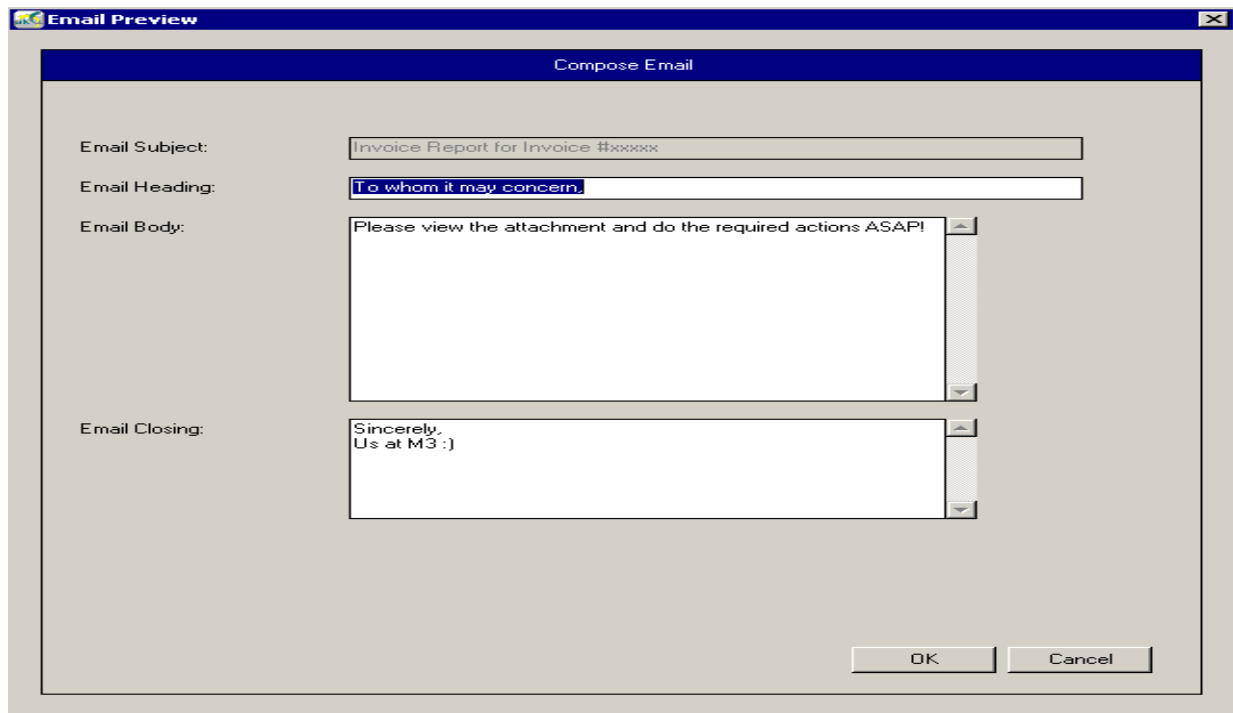


Invoices to be emailed

Invoices for customers whose delivery method is set to email will show up in the Invoices to be Emailed grid. Once you click “Email Invoices”, you can select which invoices to email using check boxes. Clicking “Preview” in the bottom right hand corner to generate the emails.



This will bring up the Compose Email box. The user can edit the heading, body and closing. Click OK to send emails.



Recurring Invoices

If the user has defined a recurring invoice template, this means the invoice should be re-generated on a regular basis. The frequency, starting month and billing days are user defined on the Invoice tab, however they must be generated from the Invoice Dashboard. If a recurring invoice needs to go out within the date range at the top of the dashboard and has not yet been generated, the invoice will show up in the Recurring Invoices grid.

Recurring Invoices		Generate Recurring Invoices					
Customer Name	Invoice Date	InvoiceType	Frequency	Due Date	Description	Amount	Balance
Faith Lodge P...	3/1/2012	Recurring Te...	Monthly	3/15/2012		1500.00	1500.00
Faith Lodge P...	3/1/2012	Recurring Te...	Monthly	3/15/2012	Recurring set to due date 15	12.00	12.00
Jen Add	3/7/2012	Recurring Te...	Monthly	3/21/2012	Recurring on the 7th	365.00	365.00
Jen Customer...	3/1/2012	Recurring Te...	Monthly	3/15/2012	This will be a recurring one	125.00	125.00
Mak Inn Prop...	3/6/2012	Recurring Te...	Monthly	3/20/2012		365.00	365.00
Mak Inn Prop...	3/1/2012	Recurring Te...	Monthly	3/15/2012		230.00	230.00

1 of 8 First: [dropdown]

Once you click generate recurring invoices, you can select which invoices you would like to generate using check boxes. Click generates. Once you have generated them, they no longer appear in this grid but are on the Invoice tab and must be posted and treated as a regular invoice.

Generate Recurring Invoices								
<input checked="" type="checkbox"/>	Customer Name	Invoice Date	Number to Create	Frequency	Due Date	Description	Amount	Balance
<input type="checkbox"/>	Faith Lodge Prop...	3/1/2012	3	Monthly	3/15/2012		1500.00	1500.00
<input type="checkbox"/>	Faith Lodge Prop...	3/1/2012	3	Monthly	3/15/2012	Recurring set to due date 15	12.00	12.00
<input type="checkbox"/>	Jen Add	3/7/2012	3	Monthly	3/21/2012	Recurring on the 7th	365.00	365.00
<input type="checkbox"/>	Jen Customer Ma...	3/1/2012	3	Monthly	3/15/2012	This will be a recurring one	125.00	125.00
<input type="checkbox"/>	Mak Inn Property...	3/6/2012	3	Monthly	3/20/2012		365.00	365.00
<input type="checkbox"/>	Mak Inn Property...	3/1/2012	3	Monthly	3/15/2012		230.00	230.00
<input type="checkbox"/>	Tulips	4/25/2012	2	Monthly	5/9/2012		65.00	65.00
<input type="checkbox"/>	Winter Lodging D...	3/5/2012	3	Monthly	3/19/2012	Recurring Template	5.00	5.00

1 of 8 First: [dropdown] Generate Cancel

Payments

To make payments, go to the invoice tab. Right-click on the invoice grid and select **Receive Payments** or click on the **Receive Payments** button beside the post invoice button.

Customers | Contacts | Invoice Dashboard | Invoices | Administration

Invoice #: Customer Name:

Delivery Method:

Invoice Date: Due Date:

Description:

Search By: Find Invoice Number:

Show Details | Post Invoices | **Receive Payments** | Post Payment GL

Invoice Date	Invoice #	Printed	Emailed	Posted	Current Customer Name	Invoice Type	D	M
Right Click Options from Invoice Tab								

- View Invoice Details
- Print Preview Invoice
- Email Invoice
- Receive Payments**

This selection brings up the payments screen. The payment screen will open to show the available credits and open invoices for the customer selected in the invoice screen.

Once this screen displays, you can search for the invoices you want displayed with the search bar at the top just like on the invoice grid. The Search defaults to Invoice Number. The payment screen will populate with the customer's open invoices and available credits that you had as the focus on the Invoice screen.

Invoice Payments

Search By: Find Invoice Number:

Include Zero Balance Payments

Posted	Date	Type	Number	Customer	Amount	Unapplied
<input type="checkbox"/>	2/3/2012	EPD	EPD644	Dunns River - Jam Property level added	4.00	4.00
<input checked="" type="checkbox"/>	2/3/2012	CHK		Dunns River - Jam Property level added	5000.00	5.00
<input checked="" type="checkbox"/>	2/22/2012	CHK	8745	Dunns River - Jam Property level added	55.00	55.00
<input checked="" type="checkbox"/>	3/19/2012	CHK	1	Dunns River - Jam Property level added	1100.00	1100.00
<input checked="" type="checkbox"/>	3/19/2012	CHK	1	Dunns River - Jam Property level added	101.00	101.00
<input checked="" type="checkbox"/>	3/20/2012	CHK	2	Dunns River - Jam Property level added	201.00	201.00
<input checked="" type="checkbox"/>	3/21/2012	CHK		Dunns River - Jam Property level added	1500.00	1500.00
<input checked="" type="checkbox"/>	3/21/2012	CHK	444	Dunns River - Jam Property level added	444.00	444.00
<input checked="" type="checkbox"/>	3/21/2012	CHK	3	Dunns River - Jam Property level added	301.00	301.00
<input checked="" type="checkbox"/>	6/4/2012	CHK	06042012	Dunns River - Jam Property level added	604.00	604.00
<input checked="" type="checkbox"/>	7/30/2012	CHK	07302012	Dunns River - Jam Property level added	1200.00	1200.00

Payment Details

Customer:

Type:

Number: Date:

Comments:

Payment Amount:

Applied Amount:

Unapplied Amount:

Auto Apply

Open Invoice(s)

Invoice Date	Invoice Number	Invoice Type	Customer	Due Date	Original Amount	Other Payments	This Payment	Ending Balance
5/27/2012	2531	Manual	Dunns River - Jam Property lev...	6/10/2012	800.00	\$32.00	0.00	768.00
2/27/2012	1222	Manual	Dunns River - Jam Property lev...	2/27/2012	120.00	\$0.00	0.00	120.00
3/17/2012	2048	Manual	Dunns River - Jam Property lev...	3/31/2012	300.00	\$0.00	0.00	300.00
3/29/2012	2021	Manual	Dunns River - Jam Property lev...	4/12/2012	2445.00	\$0.00	0.00	2445.00
3/1/2012	FC844	Finance Charge	Dunns River - Jam Property lev...	3/1/2012	86.37	\$0.00	0.00	86.37
6/1/2012	2571	Manual	Dunns River - Jam Property lev...	6/15/2012	1845.00	\$0.00	0.00	1845.00
8/22/2012	1333	Manual	Dunns River - Jam Property lev...	9/5/2012	2500.00	\$0.00	0.00	2500.00
2/3/2012	641	Manual	Dunns River - Jam Property lev...	2/18/2012	12500.00	\$12,495.00	0.00	5.00
2/28/2012	1254	Manual	Dunns River - Jam Property lev...	3/14/2012	2500.00	\$0.00	0.00	2500.00
10/22/20...	1335	Manual	Dunns River - Jam Property lev...	11/5/2012	2500.00	\$0.00	0.00	2500.00
6/4/2012	2530	Manual	Dunns River - Jam Property lev...	6/18/2012	2030.00	\$0.00	0.00	2030.00
9/22/2012	1334	Manual	Dunns River - Jam Property lev...	10/6/2012	2500.00	\$0.00	0.00	2500.00

Important Note: Payments can only be applied to posted invoices. Therefore, the payment screen is limited to showing only posted invoices.

Payments Panel

The payment panel displays all payments with unapplied amounts for the customer in the invoice list. Payments are attached to customers. So, to get the list of payments, the invoice list is scanned and a customer list is made. The payments data is then pulled for the list of customers. The payments panel has a checkbox that allows you to view all payments, even if they have no unapplied amounts.

Invoice Payments						
Search By: Invoice Number		Find		Invoice Number: 0		
<input type="checkbox"/> Include Zero Balance Payments						Edit Delete
Posted	Date	Type	Number	Customer	Amount	Unapplied
<input type="checkbox"/>	2/3/2012	EPD	EPD644	Dunns River - Jam Property level added	4.00	4.00
<input checked="" type="checkbox"/>	2/3/2012	CHK		Dunns River - Jam Property level added	5000.00	5.00
<input checked="" type="checkbox"/>	2/22/2012	CHK	8745	Dunns River - Jam Property level added	55.00	55.00
<input checked="" type="checkbox"/>	3/19/2012	CHK	1	Dunns River - Jam Property level added	1100.00	1100.00
<input checked="" type="checkbox"/>	3/19/2012	CHK	1	Dunns River - Jam Property level added	101.00	101.00
<input checked="" type="checkbox"/>	3/20/2012	CHK	2	Dunns River - Jam Property level added	201.00	201.00
<input checked="" type="checkbox"/>	3/21/2012	CHK		Dunns River - Jam Property level added	1500.00	1500.00
<input checked="" type="checkbox"/>	3/21/2012	CHK	444	Dunns River - Jam Property level added	444.00	444.00
<input checked="" type="checkbox"/>	3/21/2012	CHK	3	Dunns River - Jam Property level added	301.00	301.00
<input checked="" type="checkbox"/>	6/4/2012	CHK	06042012	Dunns River - Jam Property level added	604.00	604.00
<input checked="" type="checkbox"/>	7/30/2012	CHK	07302012	Dunns River - Jam Property level added	1200.00	1200.00

Payments Detail Panel

When you click on a payment from the payment panel, the details of that payment is displayed in the details panels. To add new payments, click on the **Add** button. This enables the panel for data entry.

Payment Details Add

Customer: Faith Lodge Property

Type: CHK

Number: 10009 Date: 4/ 4/2012

Comments: Invoice#13635

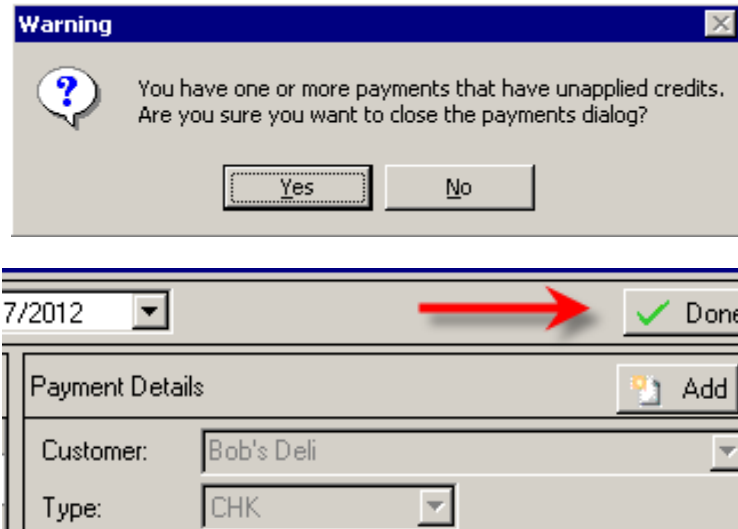
Payment Amount: 1500.00

Applied Amount: 0.00

Unapplied Amount: 1500.00

You must select a customer to attach the payment to. Enter the check number, the check date, any comments, and the check amount. At this point the payment can be saved. Once saved, the payment will need to be applied to an invoice(s).

If you click on the **Done** button without applying all the payments, the following message is displayed.



You can click on **Yes** and the payment is saved with unapplied amounts. If you click **No**, you can continue to add more payments and/or apply the amounts.

Applying a Payment to One or More Invoices

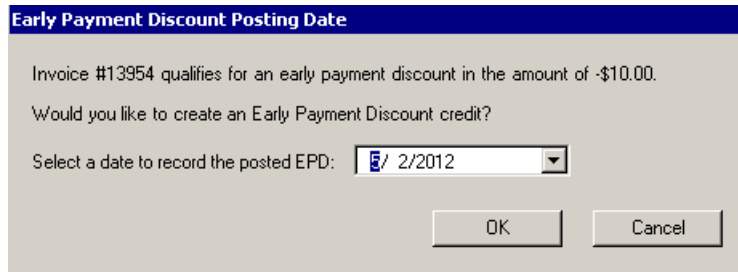
Select the payment in the payment grid that you would like to apply. There are two ways to apply this payment.

1. Click the **Auto Apply** button in the payment details panel to apply the entire unapplied amount (if possible) to the first invoices in the invoice grid. You can control what invoices the amount is auto applied to by using the filter options at the bottom of the invoice grid.
2. Manually enter the amount you want applied to each invoice using the “this payment” column in the invoice grid.

Due Date	Original Amount	Other Payments	This Payment	Ending Balance
11/30/20...	5.00	<u>\$0.00</u>	0.00	5.00
1/30/2012	46.40	<u>\$0.00</u>	0.00	46.40
12/6/2011	180.00	<u>\$0.00</u>	0.00	180.00
2/16/2012	65.15	<u>\$0.00</u>	0.00	65.15
1/18/2012	46.25	<u>\$0.00</u>	0.00	46.25
12/15/20...	3000.00	<u>\$0.00</u>	0.00	3000.00
11/30/20...	510.00	<u>\$0.00</u>	0.00	510.00
2/15/2012	1500.00	<u>\$0.00</u>	0.00	1500.00
11/30/20...	5.00	<u>\$0.00</u>	0.00	5.00
1/15/2012	1500.00	<u>\$70.00</u>	0.00	1430.00

Creating Early Payment Discounts

When a payment is entered, a check is made to see if any of the listed invoices contain one or more Line Items that qualify for an early payment discount. This function uses the Line Item master set up to determine the early payment eligibility and if so, how much. This event happens when the payment is applied to an invoice. The user will be prompted for an early payment discount if the customer is paid in full with no outstanding balances and the payment pays the current invoice in full. Also, the user will be prompted with an early payment discount if the payment received is equal to: (invoice amount eligible EPD amount). If there is an Early Payment Discount available, the following message is displayed:

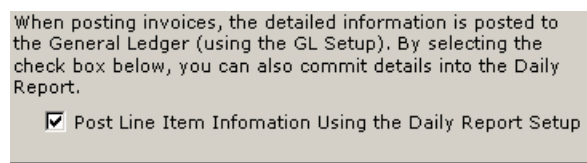


When an Early Payment Discount invoice is created, it uses the Line Item from the invoice that is eligible for an early payment discount.

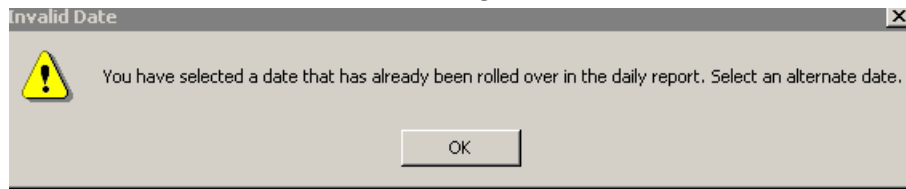
****NOTE:** The date for the EPD payment and invoice will be the date the user selects when applying the EPD. If the user chooses a date that is in a closed fiscal period, an informative box containing a list of open fiscal periods will appear.



****NOTE:** This box is informational only. The user can view the open periods only. After clicking on Close, the user fills in the appropriate date in the Early Payment Discount Posting Date box.



If the above Application Settings is checked to post items to the Daily Report, the user will not be able to select a date to post the EPD if the date they select has already been rolled over and committed in the Daily Report module. The user will receive the message:



Once the user clicks on OK, they are prompted to enter another date.

Open Invoices

The payments screen shows the list of invoices specified by the search at the top of the screen. This list displays the following columns of information:

	Original Amount	Other Payments	This Payment	Ending Balance
0...	200.00	\$200.00	0.00	0.00
0...	80.00	\$80.00	0.00	0.00
0...	1000.00	\$0.00	1000.00	0.00
2	15.00	\$15.00	0.00	0.00

Original Amount

This is the original amount of the invoice as it was originally created.

Other Payments and This Payment

The payment panel (upper left) list all payments for the customers. As each payment is selected, payment details panel is updated and the column called **This Payment** show how much of the current payment is applied to each of the invoices. The **Other Payments** column shows how much of other payments are applied. The method for displaying the payment amount is done this way to show various scenarios. For example, a payment can be split across multiple invoices and a single invoice can have multiple payments.

Ending Balance

This column shows the ending balance of the invoice. This is done by using the *original amount* and subtracting *other payments* and *this payment*.

Using Credit Memos and Early Payments Discounts as Payment

Credit Memos and Early Payment Discounts automatically appear in the payment panel of the receive payments screen just like check payments. The difference is they say either EPD or CM instead of CHK in the type column.

Posted	Date	Type	Number	Customer	Amount	Unapplied
<input type="checkbox"/>	4/3/2012	EPD	EPD2620	Marriott Beachside	2.00	2.00
<input checked="" type="checkbox"/>	6/7/2012	CHK	3000	Marriott Beachside	30.00	2.00
<input type="checkbox"/>	6/7/2012	EPD	EPD2612	Marriott Beachside	2.00	2.00
<input checked="" type="checkbox"/>	6/11/2012	CHK	300000	Marriott Beachside	30.00	30.00
<input checked="" type="checkbox"/>	6/12/2012	CHK	654654654	Marriott Beachside	2500.00	2500.00
<input checked="" type="checkbox"/>	7/9/2012	CHK	30	Marriott Beachside	30.00	30.00
<input type="checkbox"/>	9/28/2012	CM	CM3290	Marriott Beachside	250.00	250.00

payment: selecting the payment you want to apply and either using **Auto Apply** or the “this payment” column in the invoice grid.

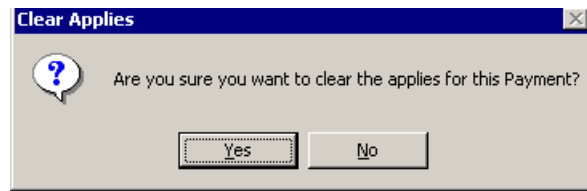
Unapplying Payments

There are two ways to unapply a payment that has been applied to one or more invoices. One way is to right click on the payment in the payments panel and select “Clear Applied Amounts.” This clears the payment from all invoices (not just the ones in the panel) whether the payment has been completely applied or only partially. The other way would be to manually change the amount you want applied from the selected payment in the “this payment” column of the invoice panel.

	Original Amount	Other Payments	This Payment	Ending Balance
J...	200.00	\$200.00	0.00	0.00
J...	80.00	\$80.00	0.00	0.00
J...	1000.00	\$0.00	1000.00	0.00
2	15.00	\$15.00	0.00	0.00

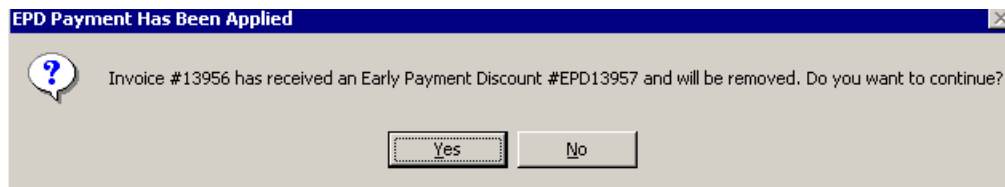
Unapplying Payments that created an EPD invoice and Payment:

When the user right clicks on a payment and chooses clear applied amounts, and this payment created an early payment discount and invoice the user will be prompted with:



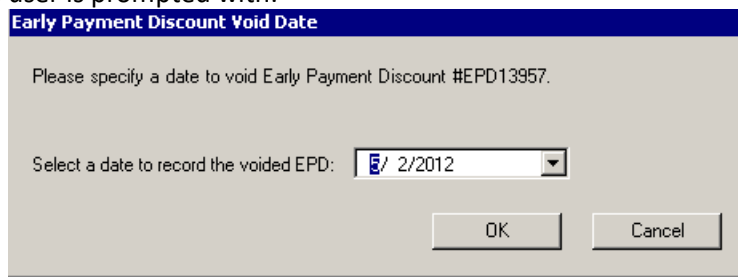
Click No, and the Clear Applies box closes and the payment remains the same.

Click Yes, and the user is prompted with:



Click No, and the EPD Payment Has Been Applied text box closes and the payment remains the same.

Click on Yes, and the user is prompted with:

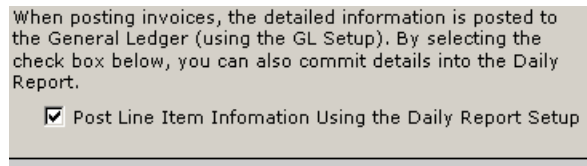


The user needs to enter a date for the Early Payment Discount void.

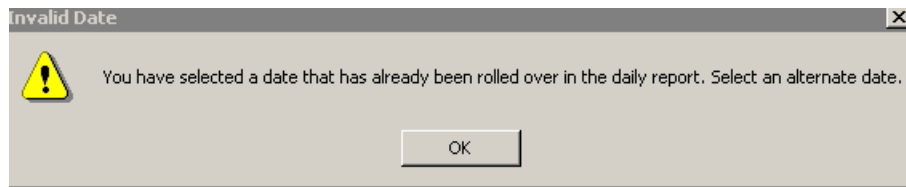
If the user chooses a date that is in a closed fiscal period, an informative box containing a list of open fiscal periods will appear.



****NOTE:** This box is informational only. The user can view the open periods only. After clicking on Close, the user fills in the appropriate date in the Early Payment Discount Posting Date box.



If the above Application Settings is checked to post items to the Daily Report, the user will not be able to select a date to post the EPD if the date they select has already been rolled over and committed in the Daily Report module. The user will receive the message:

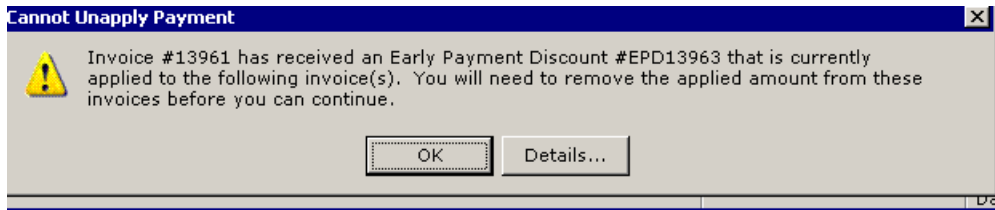


Once the user clicks on OK, they are prompted to enter another date.

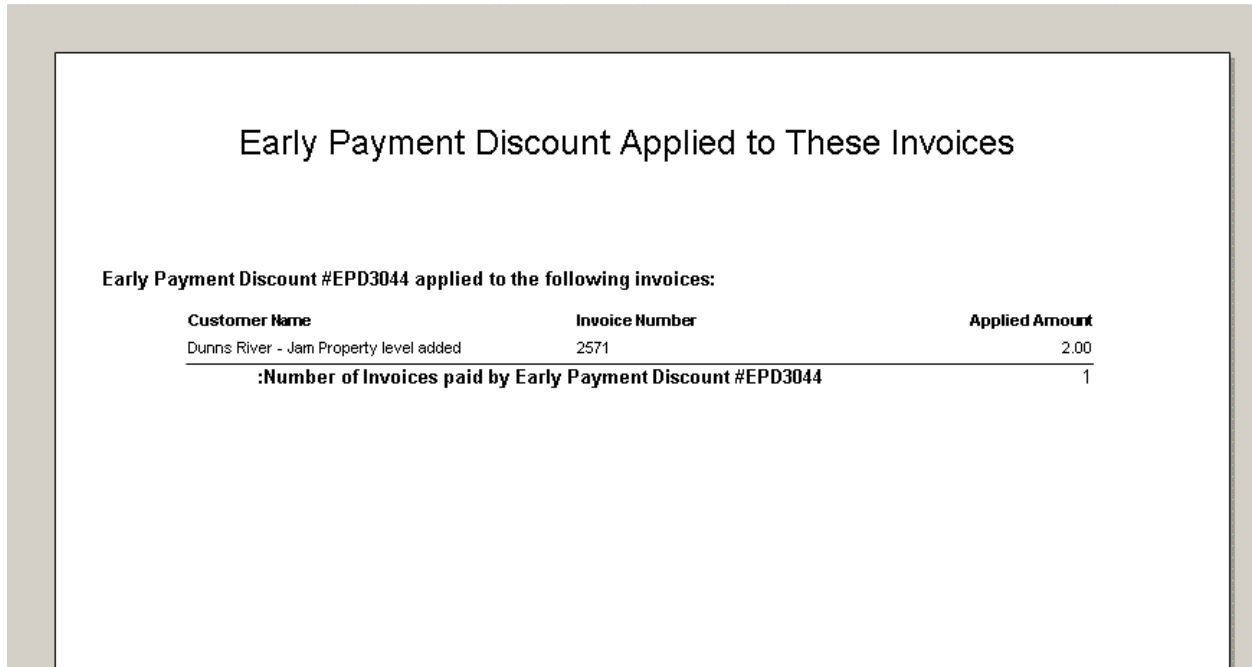
The EPD will be removed from Accounts Receivable, and it will be marked as voided in the General Ledger. The journal entry created for the voided EPD will have a type of ARVD. This voided payment will not show on the customer statement, customer balance or on invoice reports. ****It will show in the transaction detail report and it will be included in the commit to daily report and in the Daily Report Activity report.**

****NOTE:** The EPD invoice that was created will remain on the invoice screen and will be marked as voided.

If the EPD payment has already been applied to an invoice, the user will receive the message:

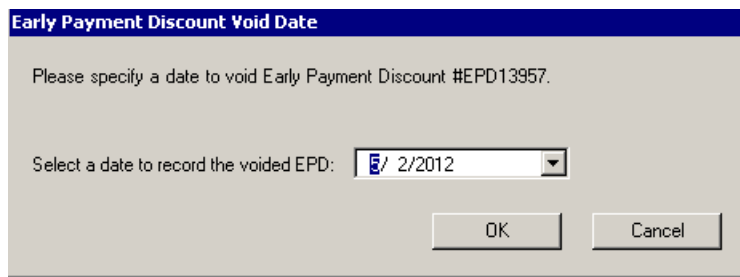


Click on OK, and the user is returned to the payment screen. Click on Details and a report will display showing the invoices the EPD payment was applied to.



****NOTE:** Once the EPD payment is unapplied the user can clear the check that created the EPD payment and invoice. If the EPD is applied and has not been cleared, the check that created the EPD cannot be cleared regardless if it was applied to the same invoice or a different invoice.

Once the EPD amounts have been cleared from the invoices, the user can proceed with the void.



Reports

All reports provide a Customer list for selecting which customers to report on using the Accounting Core system Hierarchy.

At the Enterprise Level: Select customers from list of companies/properties for Enterprise.

At the Company Level: Select customers from list of Company or Property selection.

At the Property Level: Select customers from list of Property selection.

Customer Statement Report

The Customer Statement Report shows the activity for a customer and the balance of the customer in the date range specified. From the first screen you can choose **Show Report** to view the report or **Distribute** to either print or email the report to the customer based on the customer's delivery method.

<input type="checkbox"/>	Customer	Delivery Method	Property	Balance
<input checked="" type="checkbox"/>	333	Print		-52.00
<input checked="" type="checkbox"/>	Again	Print		39977.80
<input checked="" type="checkbox"/>	Aging	Print		-7885.00
<input checked="" type="checkbox"/>	Beach Inn S	Email		75459.53
<input checked="" type="checkbox"/>	Beach Inn S...	Print	JJ Hotels	-320.00
<input checked="" type="checkbox"/>	c	Print	JJ Hotels	4560.04
<input checked="" type="checkbox"/>	Cancun La ...	Email	Cancun Hotel	293911.41
<input checked="" type="checkbox"/>	Company le...	Print		140519.94
<input checked="" type="checkbox"/>	Costa Del Mar	Email	Jamaica Hotel	-14.00
<input checked="" type="checkbox"/>	Dallas Cowb...	Email	JJ Hotels	-2.00
<input checked="" type="checkbox"/>	Days Inn	Email	acck fee property	7279.34
<input checked="" type="checkbox"/>	Demo Custo...	Print		2544.29
<input checked="" type="checkbox"/>	Dunns River...	Print	Jamaica Hotel	149946.99

1 of 35 First: [dropdown]

Date Range: Start Date: 9/28/2012 End Date: 9/28/2012

Show Report Distribute Cancel

<input type="checkbox"/>	Customer	Delivery Method	Property
<input checked="" type="checkbox"/>	Ducks United	Email	
<input checked="" type="checkbox"/>	Property Owners	Email	Charlene's Property

1 of 2 First: [dropdown]

Date Range: Start Date: 2/9/2012 End Date: 2/9/2012

Show Report Distribute Cancel

1. The company or property address, phone, fax, and logo (depending on what level is selected) pulls from Accounts Receivable Contact Info.

The statement date pulls from the end date of the date range.

Statement Report

Charlene's Company
Add uno
Add dos
City, GA 90619-7532

Ship To:
Ducks United
123 Duck Lane
Clearwater, GA 30519-7532

M3 Statement
Date: 2/28/2012
ENTERPRISING HOSPITALITY

Phone	Fax#	Accounting@m3as.com	Amount Due	Amount Enc.
		http://www.m3as.com	\$3450.00	
Date	Transaction	Amount	Balance	
6/27/2011	Balance Brought Forward		\$0.00	
7/26/2011	Invoice 13646	\$50.00	\$50.00	
8/24/2011	Invoice 3036	\$500.00	\$550.00	
8/26/2011	Invoice 13647	\$500.00	\$1,050.00	
9/8/2011	Invoice 5872	\$500.00	\$1,550.00	
9/26/2011	Invoice 13648	\$50.00	\$1,600.00	
10/28/2011	Invoice 13649	\$500.00	\$2,100.00	
11/28/2011	Invoice 13650	\$50.00	\$2,150.00	
12/28/2011	Invoice 13651	\$500.00	\$2,650.00	
1/24/2012	Invoice 3029	\$3,640.00	\$6,290.00	
1/24/2012	Invoice EPD3035	\$0.00	\$6,290.00	
1/24/2012	Invoice 3028	\$2,190.00	\$8,480.00	
1/24/2012	Invoice 3028	\$2,190.00	\$8,480.00	
1/24/2012	Invoice 13621	\$500.00	\$8,980.00	
1/24/2012	Invoice EPD3034	\$0.00	\$8,980.00	
1/24/2012	Payment 5476	\$25.00	\$8,955.00	
1/24/2012	Payment EPD3034	\$55.00	\$8,900.00	
1/24/2012	Payment 3698	\$700.00	\$8,200.00	
1/24/2012	Payment 1867	\$500.00	\$7,700.00	
1/24/2012	Payment 1576	\$70.00	\$7,630.00	
1/24/2012	Payment EPD3035	\$105.00	\$7,525.00	
1/24/2012	Payment 6398	\$50.00	\$7,475.00	
1/24/2012	Payment 4567	\$300.00	\$7,175.00	
1/24/2012	Payment 5421	\$500.00	\$6,675.00	
1/24/2012	Payment 1245	\$3,000.00	\$3,675.00	
1/24/2012	Payment 4567	\$500.00	\$3,175.00	
1/24/2012	Payment 1238	\$25.00	\$3,150.00	
1/28/2012	Invoice 13652	\$50.00	\$3,200.00	
2/8/2012	Invoice 5875	\$500.00	\$3,700.00	
2/8/2012	Payment 1335	\$100.00	\$3,600.00	
	CURRENT		500.00	
	1-30 DAYS PAST DUE		450.00	
	31-60 DAYS PAST DUE		150.00	
	61-90 DAYS PAST DUE		500.00	
	OVER 90 DAYS PAST DUE		1850.00	
				Amount Due
				\$3450.00

Run on 2/28/2012 at 11:53 AM Page 1

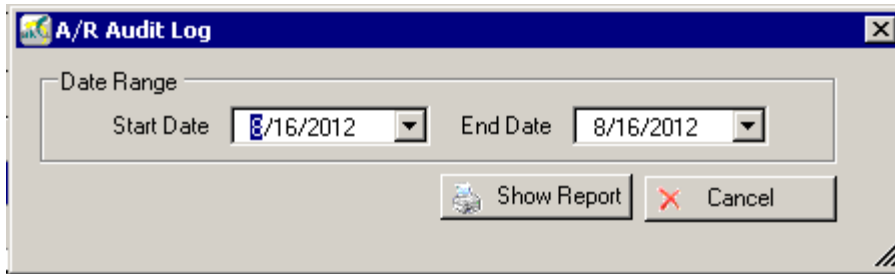
The Aging at the bottom of the report uses the invoice date to determine how old the invoice is and which column it should be added to. The Current column only has a balance of activity for the Statement Date (explained above). The 1-30 days column shows a balance for all activity from 1-30 days BEFORE the Statement Date etc.

i.e. I ran this for 2/28/2012. Therefore:

- The 1-30 says column has a balance for all activity with invoice dates from 1/29 to 2/27.
- The 31-60 days column has a balance for all activity with invoice dates from 12/30 to 1/28.
- The 61-90 days column has a balance for all activity with invoice dates from 11/30 to 12/29.
- The over 90 days column has a balance for all activity with invoice dates before 11/30.

A/R Audit Report

Select the A/R Audit report from the reports drop down, this pop up (below) would ask what date range the user is looking for. Select the dates and click show reports.



It produces a report showing all accounts receivable activity logged for the selected company or property within the time period noted.

A/R Audit Log

Date Range 8/16/2012 to 8/16/2012



Date	User	Activity	
8/16/2012 9:08:23 AM	m3ac-nuttc	Updated customer 'zAging Test', #555.	
8/16/2012 9:08:46 AM	m3ac-nuttc	Updated customer 'Aging Test', #555.	
8/16/2012 9:08:53 AM	m3ac-nuttc	Updated customer 'zDucks United', #12121212.	
8/16/2012 9:10:33 AM	m3ac-nuttc	Updated customer 'Ducks United', #12121212.	
8/16/2012 9:10:46 AM	m3ac-nuttc	Updated customer 'test', #.	
8/16/2012 9:11:22 AM	m3ac-nuttc	Updated customer 'Ducks United', #12121212.	
8/16/2012 11:40:49 AM	m3ac-nuttc	'A/R Audit Log' generated.	
8/16/2012 11:41:02 AM	m3ac-nuttc	'A/R Audit Log' generated.	
			Number of Activities
			8

If on enterprise level, all activity will be displayed on the report. If on company level, all activity entered at company level or at properties beneath the current company will be displayed. If at property level, only the activity entered at the current property will appear.

This is a list of all the items that the Audit Log report keeps track of.

Activity (what can be done)	Description (what shows on the report)
Admin Screen Accessed	The Admin Setup screen was accessed
Clear Invalid Email Address From Contact	The invalid email address flag has been removed from [First Name] [Last Name], email address '[Email Address]'.
Create Contact	Created new contact, [First Name] [Last Name].
Create Credit Memo	Created Credit Memo [Invoice Number] for [Customer Name], [Invoice Amount].
Create Customer	Created customer [Customer Name], [Customer Number].
Create EPD	Created EPD [Invoice Number] for [Customer Name], [Invoice Amount].
Create Finance Charges	Created Finance Charges [Invoice Number] for [Customer Name], [Invoice Amount].
Create Invoice	Created invoice [Invoice Number] for [Customer Name], [Invoice Amount].
Create Admin Application Settings	Created new Application Settings.
Create Admin Collection Letter	Created new Collection Letter, [Template Name].
Create Admin Contact Info	Created new Contact Info, [Contact Info].
Create Admin Email Settings	Created new Email Settings.
Create Admin Line Item Master	Created new Line Item Master, [Line Item Name].
Create Admin Line Item Type	Created new Line Item Type, [Line Item Type Name].
Create Payment	Created check [Check Number] for [Customer Name], [Check Amount].
Delete Contact	Deleted contact [First Name] [Last Name]
Delete Credit Memo	Deleted Credit Memo [Invoice Number] for [Customer Name], [Invoice Amount].
Delete Customer	Deleted customer [Customer Name], [Customer Number].
Delete EPD	Deleted EPD [Invoice Number] for [Customer Name], [Invoice Amount].
Delete Finance Charges	Deleted Finance Charges [Invoice Number] for [Customer Name], \$[Invoice Amount].
Delete Invoice	Deleted invoice [Invoice Number] for [Customer Name], [Invoice Amount].
Delete Admin Application Settings	Deleted Application Settings.
Delete Admin Collection Letter	Deleted Collection Letter, [Template Name].
Delete Admin Contact Info	Deleted Contact Info, [Contact Info].
Delete Admin Email Settings	Deleted Email Settings.
Delete Admin Line Item Master	Deleted Line Item Master, [Line Item Name].
Delete Admin Line Item Type	Deleted Line Item Type, [Line Item Type Name].
Delete Payment	Deleted check [Check Number] for [Customer Name], [Check Amount].
Email Bounce back Process Executed	Email Bounceback Process has executed, [Records Processed] emails processed.
Email Invoice	Invoice [Invoice Number] for [Customer Name] emailed to [Email Address].
Email Customer Statement	Customer Statement for [Customer Name] emailed to [Email Address].
Email Report	Report [Report Name] emailed to [Email Address].
Error Captured	[Error Text].
Log Off	[User ID] logged off.

Log On	[User ID] logged on.
Payment Applied	Applied check [Check Number] to [Customer Name], [Applied Amount].
Payment Auto Applied	Auto-Applied check [Check Number].
Payment Cleared	Cleared check [Check Number] from [Customer Name] invoice [Invoice Number], [Applied Amount].
Post Invoice to GL	Cleared check [Check Number] from [Customer Name] invoice [Invoice Number], [Applied Amount].
Post Payment to GL	Posted check [Check Number] to GL for [Customer Name] on [Post Date], [Check Amount].
Post Payment to Cash Management	Posted check [Check Number] to Cash Management for [Customer Name] on [Post Date], [Check Amount].
Print Invoice	Printed invoice [Invoice Number] for [Customer Name].
Print Report	Printed report [Report Name].
Print Statement	Printed statement for [Customer Name].
Report Generated	Report [Report Name] generated. // Report Criteria?
Update Contact	Updated contact, [First Name] [Last Name].
Update Credit Memo	Updated Credit Memo [Invoice Number] for [Customer Name], [Invoice Amount].
Update Customer	Updated customer [Customer Name], [Customer Number].
Update EPD	Updated EPD [Invoice Number] for [Customer Name], [Invoice Amount].
Update Finance Charges	Updated Finance Charges [Invoice Number] for [Customer Name], [Invoice Amount].
Update Invoice	Updated invoice [Invoice Number] for [Customer Name], [Invoice Amount].
Update Admin Application Settings	Updated Application Settings.
Update Admin Collection Letter	Updated Collection Letter, [Template Name].
Update Admin Contact Info	Updated Contact Info, [Company Name].
Update Admin Email Settings	Updated Email Settings.
Update Admin Line Item Master	Updated Line Item Master, [Line Item Name].
Update Admin Line Item Type	Updated Line Item Type, [Line Item Type Name].
Update Payment	Updated check [Check Number] for [Customer Name], [Check Amount].
Post to Daily Report	Posted to Daily Report for [Post Date].
Set Customer Inactive	Set customer [Customer Name] inactive, [Customer Number].
Void EPD	Voided EPD [Invoice Number] for [Customer Name], [Invoice Amount].

Aging Report

The Aging Report shows the amount due for each customer in a grid organized by number of days BEFORE the START date. It is broken down into companies and properties and is ordered A to Z. Report is broken down into properties from the company level and into companies and properties from the enterprise level.

Customer	Property
<input type="checkbox"/> Aging Test	
<input checked="" type="checkbox"/> Ducks United	
<input type="checkbox"/> Property Owners	Charlene's Property

Date
Start Date: 2/28/2012

Show Report! Cancel

I ran this report for 2/28/2012. Therefore:

1. The current column has a balance for all activity with the invoice date 2/28/2012
2. The 1-30 days column has a balance for all activity with invoice dates from 1/29 to 2/27.
3. The 31-60 days column has a balance for all activity with invoice dates from 12/30 to 1/28.
4. The 61-90 days column has a balance for all activity with invoice dates from 11/30 to 12/29.
5. The over 90 days column has a balance for all activity with invoice dates before 11/30.

	1 Current	2 1-30	3 31-60	4 61-90	5 >90	Total
Charlene's Company						
Ducks United	\$500.00	\$450.00	\$150.00	\$500.00	\$1,850.00	\$3,450.00
Subtotal:	\$500.00	\$450.00	\$150.00	\$500.00	\$1,850.00	\$3,450.00
Charlene's Property						
Property Owners	\$0.00	-\$14,500.00	\$0.00	\$0.00	\$0.00	-\$14,500.00
Charlene's Property Subtotal:	\$0.00	-\$14,500.00	\$0.00	\$0.00	\$0.00	-\$14,500.00
Charlene's Company Subtotal:	\$500.00	-\$14,050.00	\$150.00	\$500.00	\$1,850.00	-\$11,050.00

Collection Letter

There are 3 provided collection letter templates. One other than the defaults can be created via the administration > Collection Letter tab.

When running the report...

- A list of criteria will appear to make selections: Which customers to include, and how far overdue the payments are required to be for a collection letter to be sent.

Collection Letters

Choose Recipients:

Include:

Active
 Inactive
 Both

Limit letters to customers with payments overdue by:

1 day or more
 31 days or more
 61 days or more
 91 days or more

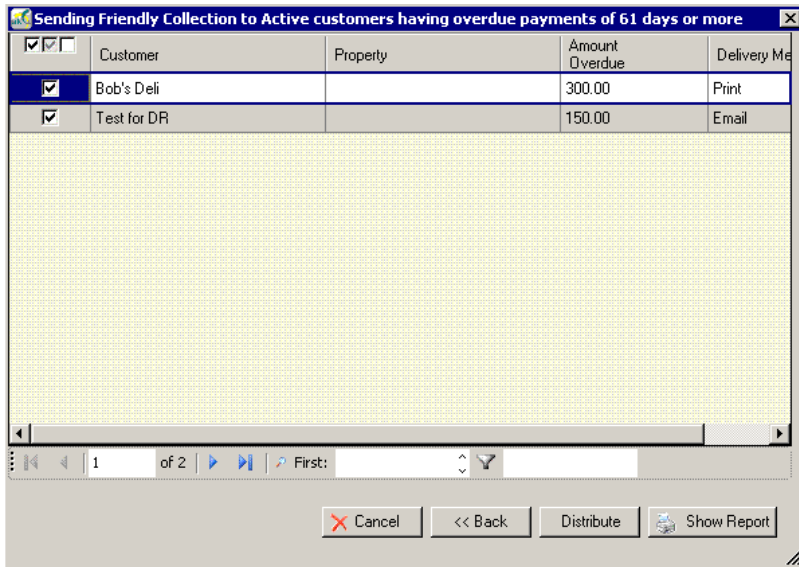
1 - 30 days
 31 - 60 days
 61 - 90 days

- Next, a list of templates to select which includes the 3 we provide as well as any custom templates that that were created from the admin> collection letter tab.

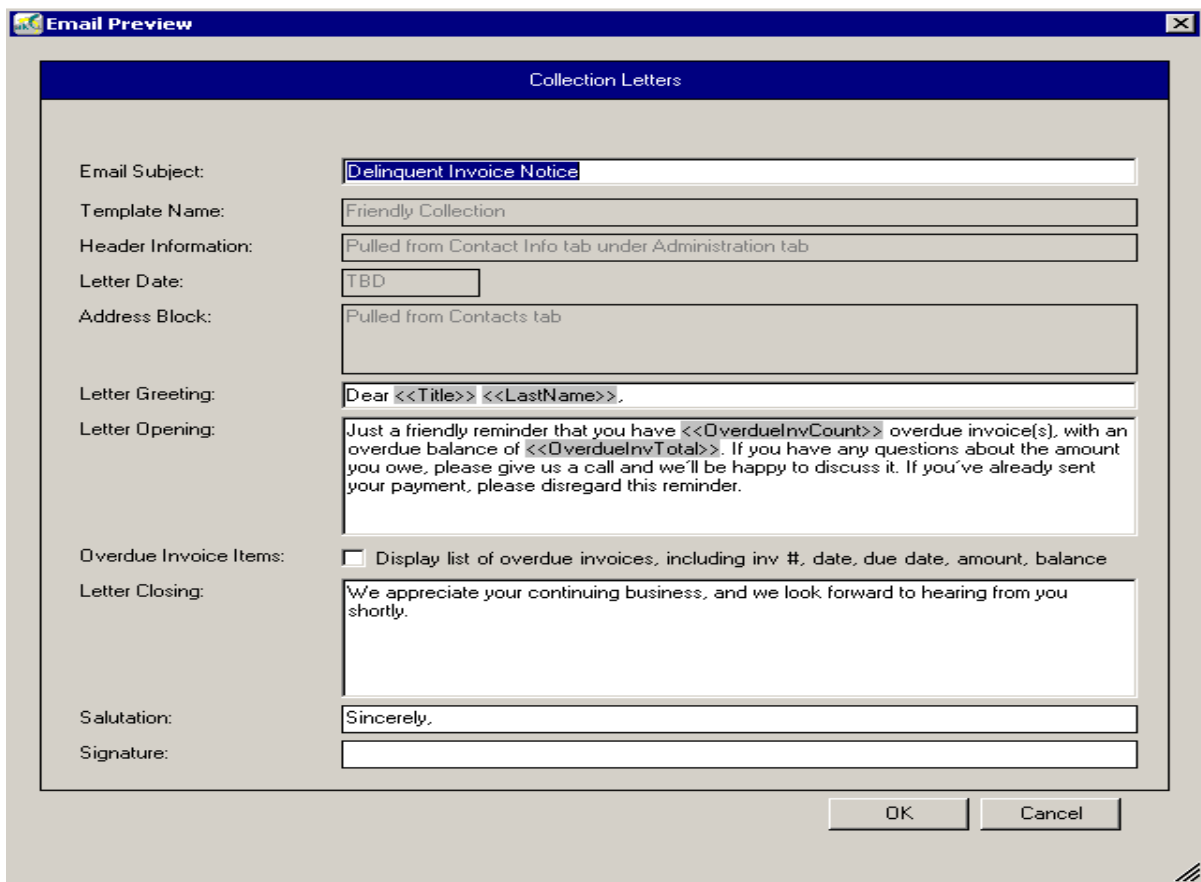
Collection Letters

Template
<input checked="" type="radio"/> Formal Collection
<input type="radio"/> Friendly Collection
<input type="radio"/> Harsh Collection

- Next, a list of customers who meet the criteria entered with the amount overdue will be displayed, and delivery method. From here the user can show the report or distribute.



- If distribute is selected, the letter can be previewed and modified. The system will ask if the collection letters are ready to be sent.



- If show report is selected, a report with a letter for each chosen customer will generate.

1. The company or property addresses (depending on what is in Accounts Receivable Contact Info)
2. The Customer address
3. The Contact name
4. Pulled from the email settings on the administration tab

1
 January10
 3326 Lake Ridge Bend
 Suite 10
 Spring, TX 77380
 65-4321321

2/29/2012

2
 3
 1 January Company Customer
 Attn: John First Contact
 114 The Falls Parkway Suite 123
 Duluth, GA 30019-5874

E-mail Address: jenniferm3acct@yahoo.com 4

To Whom it May Concern: 4

We have made several attempts to contact you with no resolution to the outstanding invoices. The following invoices are long overdue:

Number	Date	Due Date	Amount	Balance
13587	2/13/2012	2/28/2012	\$50.00	\$50.00
13583	2/13/2012	2/28/2012	\$50.00	\$30.00
FC5856	2/29/2012	2/29/2012	\$4.69	\$4.69

NET TERMS 15 DAYS

Please contact us immediately regarding this situation.

Unless we receive payment from you in SEVEN(7) days, all subscription services will be suspended and your account will be turned over to collections. Obviously, this is an action we do not wish to perform, as your business is very important to us. Your outstanding balance is \$84.69.

We must hear from you in SEVEN(7) days or be forced to take action. Once your account is turned over to our collection agency do not contact M3 accounting. All correspondence and payments will be handled by our collection agency once an account is handed over, so please send your payment in full or call us to discuss the matter.

Please note that failure to pay finance charges will result in suspension of services as well; if payment in full is received then you may call and request us to remove the finance charges. If payment is not received you can expect suspension of services without further notice and there will be a \$50.00 reconnection fee per user! This is your final notification before your services will be suspended!

Jennifer 4

Finance Charge Report

The Finance Charge Report shows an invoice report of all the finance charges for each customer for the given date range.

Customer	Property
<input checked="" type="checkbox"/> AutoTestCust	
<input checked="" type="checkbox"/> Bob's Deli	
<input checked="" type="checkbox"/> Hampton Customer	
<input checked="" type="checkbox"/> Hampton Customer	
<input checked="" type="checkbox"/> New January Customer	

Date: Start Date: 1/ 9/2012 End Date: 2/ 9/2012

Address, phone and fax from company or property (depending on which level is selected) from Accounts Receivable Contact Info.

Date pulls from end date on the date range entered

Date	Invoice
2/9/2012	FC936

Bill To:
Hampton Customer
123 Hampton Street
Searcy, GA -

Phone #	Fax#	Email Address	Terms
() -	() -	charlene@m3as.com	

Description	Balance
Finance Charge for Invoice #825 due on 9/17/2011 with overdue balance of 300.00	\$2.50
Total	\$2.50
Payment/Credit	\$0.00
Balance	\$2.50

Customer Balance Detail Report

The Customer Balance Detail Report gives the details of all the invoices for each customer for the given date range. It shows all transactions, even pending. The report pulls the past balance forward and keeps a running balance for the customer.

Customer	Property	Balance
<input checked="" type="checkbox"/> Aging Testing		(\$786.30)
<input type="checkbox"/> Charlene Customer # 1		\$645.00
<input type="checkbox"/> Charlene Customer # 2		\$28,635.00
<input type="checkbox"/> chris test		\$0.00
<input type="checkbox"/> Chris Test Customer		\$484.27
<input type="checkbox"/> Customer for EPD Testing		\$3,600.00
<input type="checkbox"/> Email Check	Santa Land	\$0.00
<input type="checkbox"/> Groundhog Day		\$200.00
<input type="checkbox"/> Hary Number	Santa Land	\$0.00
<input type="checkbox"/> Hotel		\$0.00
<input type="checkbox"/> Jen	Santa Land	\$0.00
<input type="checkbox"/> new customer	Santa Land	\$0.00
<input type="checkbox"/> None		\$0.00
<input type="checkbox"/> Snow Man	Santa Land	\$0.00

Customer Balance Detail

Transaction Date from 3/8/2012 to 3/8/2012



AR Payments

Customer	Transaction Date	Number	Type	Description	Amount	Balance
				Balance Brought Forward		-\$377.00
Aging Testing	3/8/2012	13702	Manual		\$100.00	-\$277.00
Aging Testing	3/8/2012	13706	Manual		\$200.00	-\$77.00
Aging Testing	3/8/2012	CM13703	Payment	Payment created from Credit Memo #CM13703.	-\$80.00	-\$157.00
Aging Testing	3/8/2012	CM13704	Payment	Payment created from Credit Memo #CM13704.	-\$20.00	-\$177.00
Aging Testing	3/8/2012	CM13705	Payment	Payment created from Credit Memo #CM13705.	-\$10.00	-\$187.00
				Customer Total:	\$190.00	-\$187.00
Customer	Transaction Date	Number	Type	Description	Amount	Balance
				Balance Brought Forward		\$8,106.25
Charlene Customer # 1	3/8/2012	CM13704	Payment	Payment created from Credit Memo #CM13704.	-\$30.00	\$8,076.25
				Customer Total:	-\$30.00	\$8,076.25
				Total:	\$160.00	\$7,889.25
				AR Payments Total:	\$160.00	\$7,889.25

Sales by Item Detail

The Sales by Item Detail report shows the details of all the sales in the date range but organizes them in the report by Line Item. On the first screen the user will also have a choice of what type of invoices are expected on the report.

Property	Name	Description
<input checked="" type="checkbox"/>	Santa Land	Acknowledge Fee
<input checked="" type="checkbox"/>		blank line item
<input checked="" type="checkbox"/>		Char Test
<input checked="" type="checkbox"/>		CO LI
<input checked="" type="checkbox"/>		Credit Memo
<input checked="" type="checkbox"/>		EPD
<input checked="" type="checkbox"/>		epd charge
<input checked="" type="checkbox"/>		Finance Charge
<input checked="" type="checkbox"/>	Santa Land	Jen Code
<input checked="" type="checkbox"/>	Santa Land	M3 Fee
<input checked="" type="checkbox"/>		M3Link:M3 Link Svc Fee - Apple/Basic
<input checked="" type="checkbox"/>	Santa Land	test

Select type(s) of Invoices to report on: **Posted**

Invoice Date Range: Start Date: 1/9/2012, End Date: 2/9/2012

This view only shows posted transactions because that is what is selected.

Sales by Item Detail AR Payments
Invoice Posted Date: 1/9/2012 - 2/9/2012

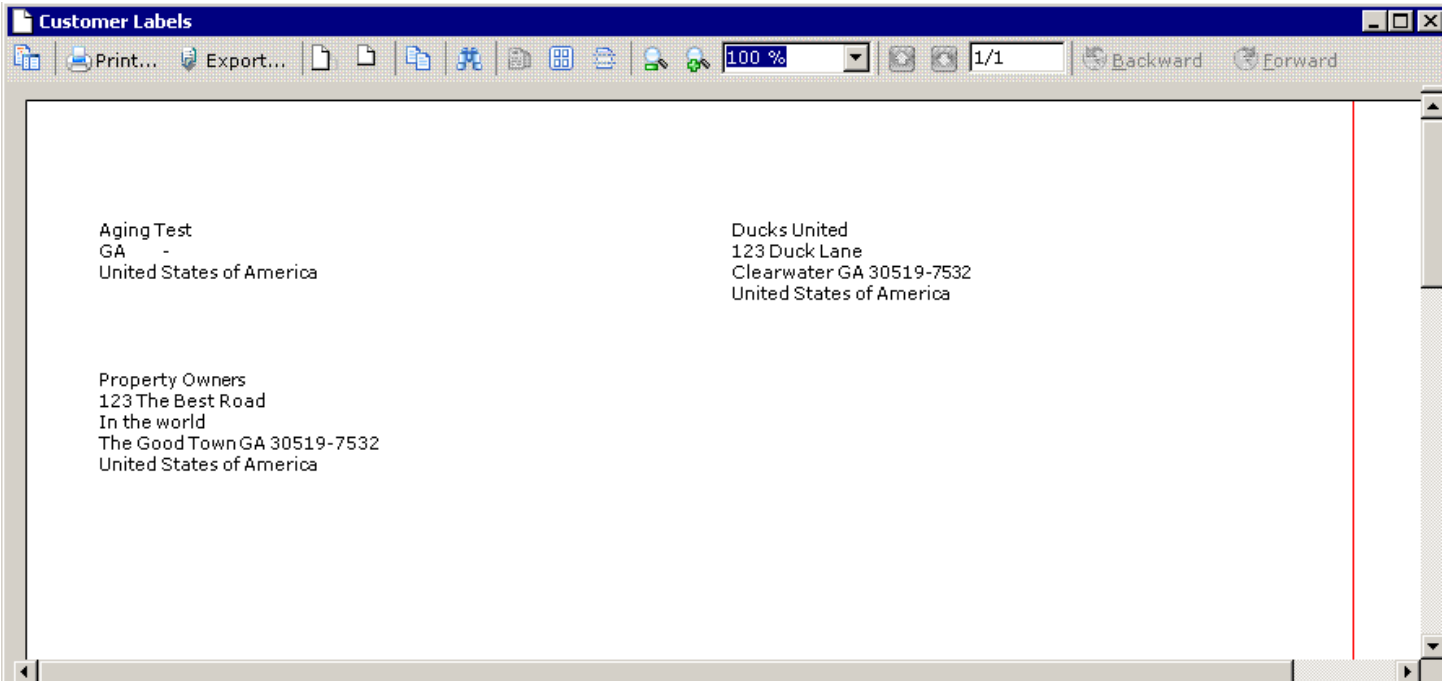
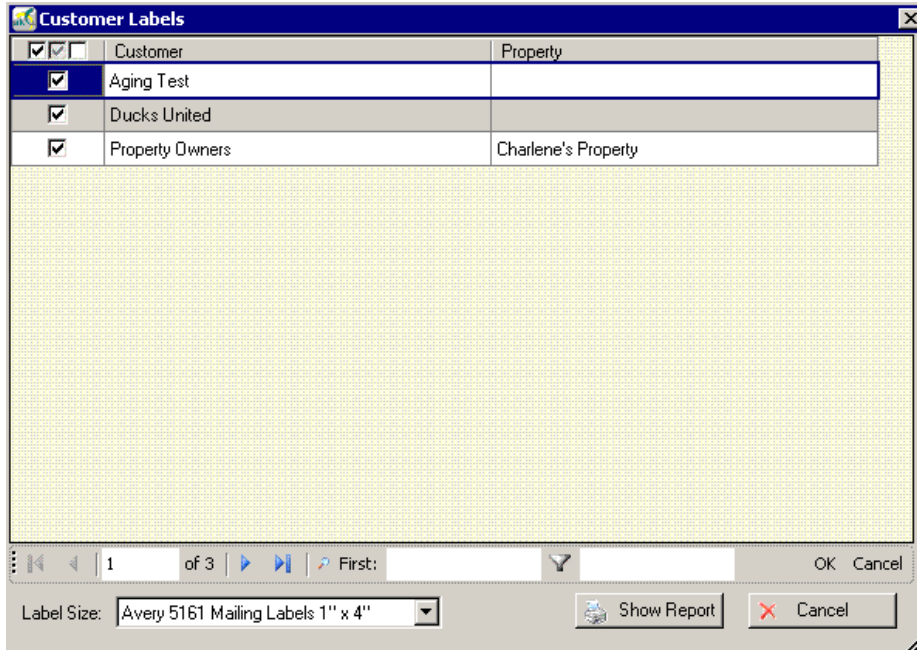
Company: AR Payments	Status	Qty	Sale Price	Amount
<i>blank line item</i>				
Invoice 2950	Posted	1	\$500.00	\$500.00
Invoice 2986	Posted	1	\$50.00	\$50.00
Invoice 2971	Posted	1	\$100.00	\$100.00
Invoice CM2985	Posted	1	-\$50.00	-\$50.00
Invoice 2959	Posted	1	\$0.00	\$0.00
Invoice 2958	Posted	1	\$6,347.00	\$6,347.00
Invoice 2989	Posted	1	\$50.00	\$50.00
Invoice 2935	Posted	1	\$20.00	\$20.00
Invoice 2965	Posted	1	\$10.00	\$10.00
Invoice 2962	Posted	1	\$80.00	\$80.00
Invoice 2960	Posted	1	\$35.84	\$35.84
Invoice 3026	Posted	1	\$80.00	\$80.00
Invoice 3022	Posted	1	\$50.00	\$50.00
Invoice 5736	Posted	1	\$10.00	\$10.00
Line Item Type Subtotal		14		\$7,282.84
<i>test</i>				
Invoice 3026	Posted	1	\$90.00	\$90.00
Invoice 5713	Posted	1	\$800.00	\$800.00
Line Item Type Subtotal		2		\$8,172.84
<i>Credit memo</i>				

This should be ordered by customer A to Z within each section.

Then these are A to Z.

Labels

The Labels report generates printable address labels for each customer based on the company and property that is selected



Line Item Master Report

This report shows the details for each Line Item. It [SHOULD] show the property name in the heading (not a column for every Line Item). It also shows for every Line Item the name, description, category, unit price, item code, EPD, daily report and GL account.

Property	Name	Description	Category	Unit Price	Item Code
	Credit Memo		CM	\$0.00	
	Early Payment Discount		EPD	\$30.00	
	Finance Charge		FC	\$5.00	
	Random Charges		Other Charge	\$500.00	
	Service Fee		Service	\$50.00	

Line Item Master Report

Property	Name	Description	Category	Unit Price	Item Code	EPD	Daily Report Name	GL Account
	Credit Memo		CM	\$0.00		\$0.00		32.000 - Char company account
	Early Payment Discount		EPD	\$30.00		\$5.00		32.000 - Char company account
	Finance Charge		FC	\$5.00		\$0.00		32.000 - Char company account
	Random Charges		Other Charge	\$500.00		\$10.00		32.000 - Char company account
	Service Fee		Service	\$50.00		\$0.00		32.000 - Char company account

Transaction Detail Report

The Transaction Detail report shows all the detailed transactions and a running balance for an entire company or property for the given date range. The report is ordered by Date and time entered starting with the start date in the date range. The report available at company and property level and show Accounts Receivable and Cash beginning balance at both levels.

Add a column to show the status of the transactions (pending or posted etc.). It will show all transactions by default but will have a filter on the report set up window.

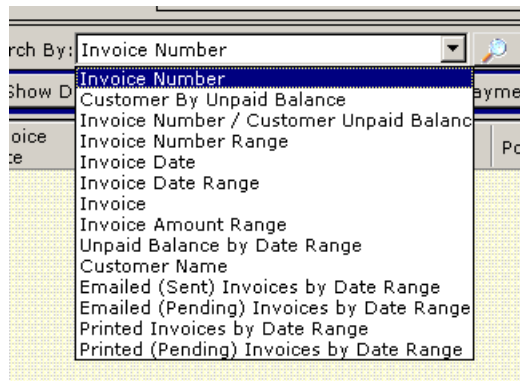
Transaction Detail Report

AutoTest12
Transaction Detail
Date Range 3/5/2012 to 3/5/2012

Type	Date	Number	Customer	Description	Amount	Balance
Accounts Receivable						\$0.00
Manual	3/5/2012	1449	Test GL Activity Report		\$20.00	\$20.00
Payment	3/5/2012	123	Test GL Activity Report		-\$10.00	\$10.00
Total:					<u>\$10.00</u>	<u>\$10.00</u>
Payments Received						-\$410.00
Payment	3/5/2012	123	Test GL Activity Report		\$10.00	-\$400.00
Total:					<u>\$10.00</u>	<u>-\$400.00</u>

Using the Search Bars:

Invoice screen search bar:



Invoice number: The invoice number entered along with any other invoices the customer may have.

Customer By Unpaid Balance: Prompt for a Customer name and the search will return all open invoices for that customer.

Invoice Number/Customer Unpaid Balance: Returns the invoice number entered along with any other open invoices the customer may have.

Invoice Number Range: Prompt the user for an invoice number range and a date range and will return all invoices within those ranges.

Invoice Date: Return all invoices for the date the user enters.

Invoice Date Range: Return all invoices in the date range the user enters.

Invoice: Prompt the user for Type, Date range and amount range and will return the invoices that match the search criteria.

Invoice Amount Range: Prompt the user for amount range and date range and will return the invoices that meet the search criteria.

Unpaid Balance By Date Range: Return all unpaid balances in the date range the user enters.

Customer Name: Prompt the user for a customer name and a date range and will return all invoices for that customer in the date range.

Emailed (Sent) Invoices By Date Range: Return all emailed invoices in the date range specified by the user.

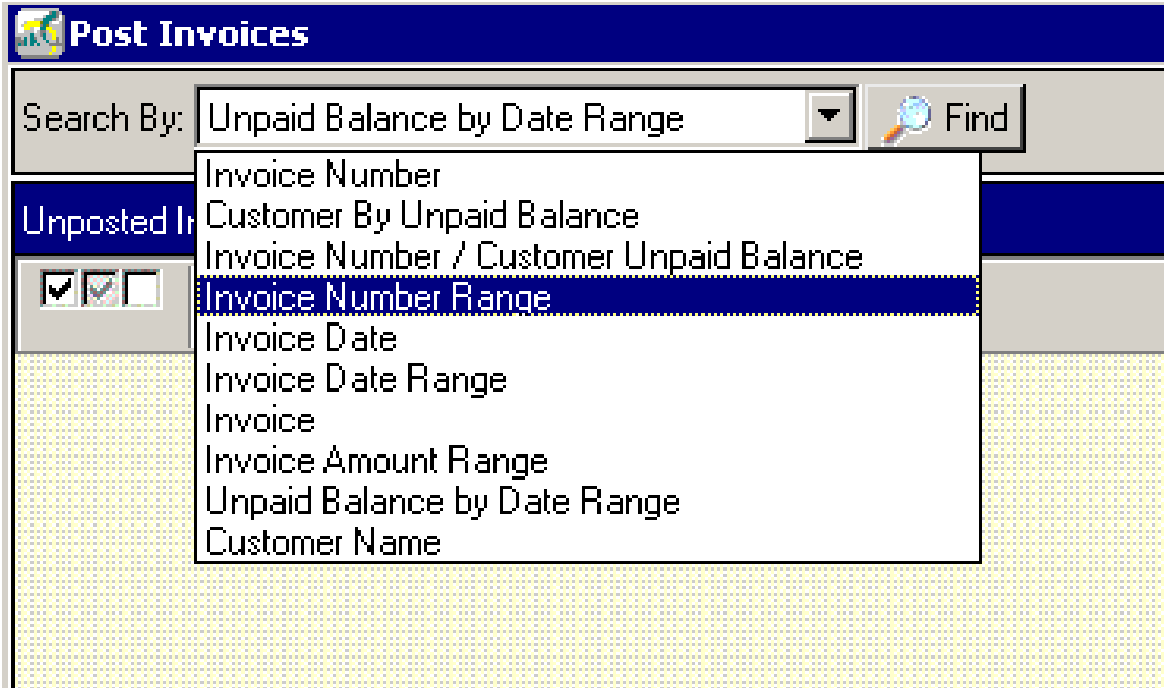
Emailed (Pending) Invoices By Date Range: Return all invoices ready to be emailed in the date range specified by the user.

Printed Invoices By Date Range: Return all invoices in the date range that have been printed.

Printed (Pending) Invoices By Date Range: Return all invoices in the date range that need to be printed.

The Post Invoices Search Bar:

****Note:** Only unposted invoices will appear on the Post Invoices screen. ******



Invoice number: The invoice number entered along with any other invoices the customer may have.

Customer By Unpaid Balance: Prompt for a Customer name and the search will return all open invoices for that customer.

Invoice Number/Customer Unpaid Balance: Returns the invoice number entered along with any other open invoices the customer may have.

Invoice Number Range: Prompt the user for an invoice number range and a date range and will return all invoices within those ranges.

Invoice Date: Return all invoices for the date the user enters.

Invoice Date Range: Return all invoices in the date range the user enters.

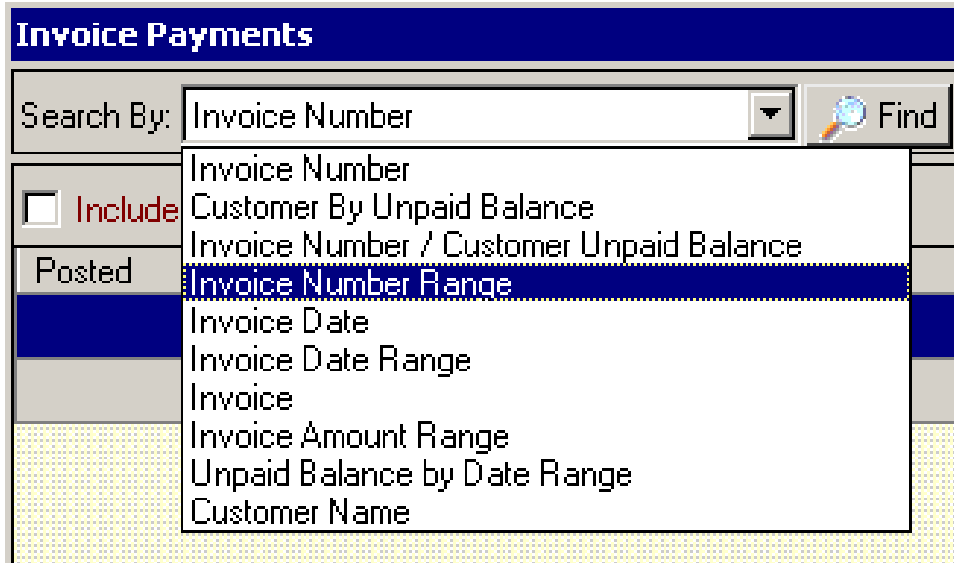
Invoice: Prompt the user for Type, Date range and amount range and will return the invoices that match the search criteria.

Invoice Amount Range: Prompt the user for amount range and date range and will return the invoices that meet the search criteria.

Unpaid Balance By Date Range: Return all unpaid balances in the date range the user enters.

Customer Name: Prompt the user for a customer name and a date range and will return all invoices for that customer in the date range.

The Post Payments Invoices Search Bar:



Invoice number: The invoice number entered along with any other invoices or open credits the customer may have.

Customer By Unpaid Balance: Prompt for a Customer name and the search will return all open invoices and open credits for that customer.

Invoice Number/Customer Unpaid Balance: Returns the invoice number entered along with any other open invoices and open credits the customer may have.

Invoice Number Range: Prompt the user for an invoice number range and a date range and will return all invoices within those ranges. This search will return all open credits for all customers.

Invoice Date: Return all invoices for the date the user enters and will display all open credits for all customers.

Invoice Date Range: Return all invoices in the date range the user enters and will display all open credits for all customers.

Invoice: Prompt the user for Type, Date range and amount range and will return the invoices that match the search criteria. ****Note, the only type available on the payment screen is Manual**** All open credits for all customers will be displayed.

Invoice Amount Range: Prompt the user for amount range and date range and will return the invoices that meet the search criteria and all open credits for all customers.

Unpaid Balance By Date Range: Return all unpaid balances in the date range the user enters and all open credits for all customers.

Customer Name: Prompt the user for a customer name and a date range and will return all invoices for that customer in the date range and all open credits for that customer.

Utilizing the Filter option:

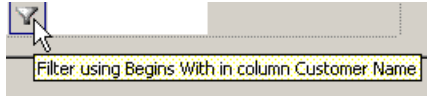
On the bottom of each grid, there is a filter option:



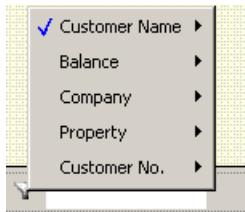
This option can be used to drill down into the data on the grids.

Each grid filter has a default option. This can be changed by clicking on the filter and choosing the search option.

For example: On the customer grid, the filter defaults to Begins with in the column Customer Name



You can change the filter by clicking on the cone.

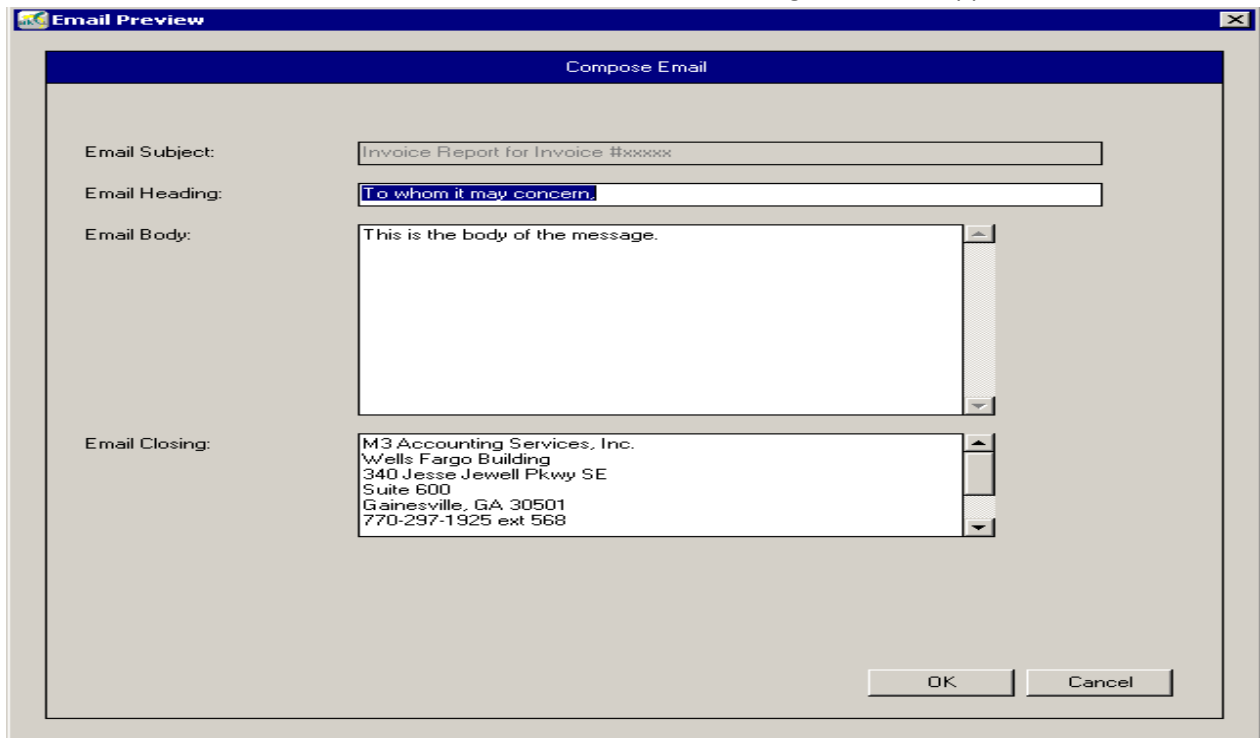


Once you choose what you want to search on, you have the options:

Email Preview and Bounceback:

Email Preview:

A user can choose to email statements and invoices. The following screen will appear:



This information is pulled from the Administration/Email Settings screen. The user can change The Heading, Body and closing of the email.

Email Bounce Backs

From the Reports menu, choose Email Bounceback. The user is prompted with:

Enter a date range to run the report.

Bounceback Report

9/28/2000 - 9/28/2012



Customer Name	Contact Name	Contact Email	Phone	Email Subject	Date of Email	Contact Updated	Updated By
Costa Del Mar	Jo Schmoe	M3ACCTDDD@YAHOO.COM		Undeliverable: Invoice Report for Invoice #2723	7/25/2012 3:18:56 PM	7/26/2012 9:44:09 AM	m3ac-dialj
Costa Del Mar	Jo Schmoe	M3ACCTDDD@YAHOO.COM		Undeliverable: Invoice Report for Invoice #2723	7/25/2012 3:19:06 PM	7/26/2012 9:44:09 AM	m3ac-dialj
Costa Del Mar	Jo Schmoe	M3ACCTDDD@YAHOO.COM		Undeliverable: Invoice Report for Invoice #2733	7/25/2012 3:19:43 PM	7/26/2012 9:44:09 AM	m3ac-dialj
Costa Del Mar	Jo Schmoe	JENNIFER3@M3AS.COM		Undeliverable: Invoice Report for Invoice #2999	7/26/2012 9:42:51 AM	7/26/2012 9:44:09 AM	m3ac-dialj
Costa Del Mar	Jo Schmoe	JENNIFER3@M3AS.COM		Undeliverable: Invoice Report for Invoice #2723	7/26/2012 9:43:20 AM	7/26/2012 9:44:09 AM	m3ac-dialj

Total Number of Bouncebacks

5

When a Contact has an email bounceback, the contact screen alerts the user:

Title	First	Last	Legal	Phone	Email
	Jo	Schmoe		() -	jennifer3@m3as.com