

## Accounts Receivable

*AccuFund Onsite*

### Your Complete Receivables Management System

AccuFund's Accounts Receivable module is ideal for governmental and nonprofit organizations that depend on billing other organizations, agencies, and individuals for all or part of their revenue.

The module includes a suite of valuable features to streamline workflows, such as report formats that give managers immediate visibility into expected revenue, document management capabilities, and a convenient repeat billing feature for receivables such as tenant rent.

### Accounts Receivable Online Version

Looking for the cloud online version of this module?

[Show Me the Online Version](#)

The screenshot displays the AccuFund Accounting software interface. At the top, there is a menu bar with options: File, Edit, Report, Setup, Window, Help. Below the menu is a toolbar with icons for Accounts Receivable, Organizations, Invoices, Cash Receipts, Inventory, Report Invoices, Report Inventory, and Exit. The main window is titled 'Browse A/R Invoices' and contains a table of invoices. A 'Changing invoice' dialog box is open, showing details for invoice 39. The dialog includes fields for Customer (Colorado Department of Revenue), Description (monthly services), Invoice Type (<none>), Invoice Date (7/01/2018), Net Days (30), Reference, and Due Date (7/31/2018). Below these fields is a table of invoice lines. The first line is selected, showing details for 'COUN' (Counseling) with a quantity of 1.0000 and a unit price of 50.0000, resulting in an amount of 50.00. The dialog also has buttons for Add, Copy, Change, Delete, and navigation arrows. At the bottom of the dialog are buttons for Report, Previous, Next, OK, and Cancel.

Invoice	Web	Type	Lookup	Name	Description	Reference	Invoice Date	Hold	Balance	Due Date	Owed	Paid	Cancelled
18		Grants	CDR	Colorado Department of Revenue	Grant payments	MONTHLY	1/31/2017		15,000.00	3/02/2017	15,000.00		
19		Client	CDR	Colorado Department of Revenue		MONTHLY	11/30/2017		420.00	12/30/2017	420.00		
20		Client	ACC001	AccuFund, Inc.	Servicesw	MONTHLY	11/30/2017		200.00	12/30/2017	200.00		
21		Grants	CDR	Colorado Department of Revenue	Grant payments	MONTHLY	11/30/2017		15,000.00	12/30/2017	15,000.00		

Line	Lookup	Client	Stock Number	Description	Qty Ordered	Unit Price	U/M	Amount
1	204	Ertwistle, Laura	COUN	Counseling	1.0000	50.0000	<none>	50.00

## Everything You Need from Invoice to Payment

Invoices created in Accounts Receivable can be for services, grants, inventory items and more. Entering an inventory item automatically tracks inventory counts and the cost of goods sold. Sale prices and accounting distributions can be defaulted from inventory.

Non-stock items, services, and other items can also be entered into an invoice. When paired with AccuFund's Client Accounting, a client can be attached to any line item so that the responsible party can review each individual's services for proper payment.

Once an invoice is completed, it can be printed directly from the entry screen. Alternatively, all unprinted invoices can be printed as a group.

Cash receipts are applied to individual invoices on a FIFO basis, or the application of cash can be manually distributed.

The standard aging report gives you a view of customer payment status along with days delinquent and a telephone number for collection calls.

## Powerful Features Make Managing Receivables Much More

## Efficient

Get more done in less time with AccuFund's Accounts Receivable module:

- Client Billing—Track services for individual clients that are billed to third-party agencies or individuals.
- Sales Tax Calculation—Automatically calculate up to four different taxes or fees and add them to an invoice.
- Cost of Goods Sold—In addition to the sales price of inventory items, the module calculates and posts the cost of goods sold to the general ledger.
- Repeating Invoices—Recurring invoices can be stored, modified as necessary, and coded for multiple billing cycles.
- Invoice Import—If you use other systems to generate billing information, you can import it into Accounts Receivable for actual billing.
- Credit Memos—Credit memos can be created in the billing system and offset against invoices through the cash receipt/cash application process.

**Changing repeating invoice**

Customer: Grant, Foster I. [103] Reference: MONTHLY  
 Description: [ ] Type: <none>  
 Net days: 30  
 Posting Months:  Jan  Feb  Mar  Apr  May  Jun  
 Jul  Aug  Sep  Oct  Nov  Dec  
 Posting Range: [ ] To [ ]

#	Lookup	Client	Stock Number	Description	Qty Ordered	Unit Price	U/M	Amount	First D
1	103	Grant, Foster I.	DAY CHARGE	Day Charge	20.0000	10.0000	<none>	200.00	
2	33	Grant, Foster I.	\$100	Full Support Services	20.0000	10.0000	<none>	200.00	
3	GayJ								
4	100								
5	100								

**Update repeating invoice activity**

Client: Grant, Foster I. [103]  
 Stock number: DAY CHARGE [103]  
 Use stock:  Description  Unit price  
 Description: Day Charge  
 Post activity range: First date [ ] Last date [ ]  
 Order: 20.0000 at 10.0000 <none> 200.00

Restrictor Grant	Obj.	Program Description	Percentage
001	000	4990 00 Miscellaneous Income	100.00

Buttons: + Add, Copy, Change, Delete, Next, OK, Cancel

## Multiply Efficiencies with Built-in Integrations

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Because Accounts Receivable is integrated with other AccuFund modules, you'll save time and reduce errors:

- General Ledger—All transactions are immediately posted to the General Ledger for reporting purposes, and entries are verified against the General Ledger for data consistency.
- Cash Receipts—All AR cash receipt entries are done through the Cash Receipts module. Prepayment receipts are entered here and stored as payment credits until applied to an invoice.
- Payment Portal—Give your customers the ability to make payments online (licensed separately).
- Inventory—Store inventory items, non-stock items, and services, including revenue codes and sale prices. The Inventory module can calculate prices based on volume, rates, and customer-specific demographics.
- Reports/Forms Designer—Gain control over form fields, text, and layout based on your organization's specific requirements.

## Let's Get Started

AccuFund supports your mission with a full suite of financial management applications for nonprofit and government organizations. To learn more and arrange a demo, contact AccuFund at 877-872-2228 or [sales@accufund.com](mailto:sales@accufund.com) or visit [www.accufund.com](http://www.accufund.com).

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