

Set Up Payors/Customers

Management

ACCOUNTING Management Window

Chart of Accounts, Financials, Trial Balance

COST CODES Management Window

Cost Codes, Master Pricing, General Ledger

JOBS Management Window (JOB)

Jobs and Job Lists

VENDORS and PAYABLES Management Window

Vendors, Lists, Payables Transactions

CUSTOMERS / PAYORS and RECEIVABLES Management Window

Payors or Customers, Lists, Receivables

BANKING Management Window

In this program, all entities (customers, lenders, title companies, shareholders, etc.), that the company receives money from are referred to as Payors. To set up or edit Payors, click the **Customers/Payors and Receivables** link on the Navigation window. OR type **AR** (for Accounts Receivable) into the Index field and press your Enter key. This will open the **'Payors and Receivables Management Window'**.

Payors will be used when entering deposits, Accounts Receivable invoices, as customers attached to jobs, etc. They do not have to be set up all at once. You will be able to set up Payors "on the fly" from those windows and other windows as you need them.

The window that opens after clicking the 'Receivables' button will display a list of all Payors, some payor info, and balances for open receivables invoices for payors. Several features on this window will be described in a separate Help document.

Payor Lists | Receivables Entries | Invoices/Statements | Transaction Reports | Deposits | Job Billings | Filter Records

Payors and Receivables Management

Find Payor Code-> ALAMOTITLE - ALAMO TITLE COMPANY
 Find Name-> ALAMO TITLE COMPANY - ALAMOTITLE

Add New AR Invoice Entry

To see AR Invoices that total to the amount shown for a payor, double click on the Balance. To see all AR Invoices, double click on TOTAL.

Select Task (Try F4 key)	Payor ID	Add New Payor	A-Active I-Inactive	Contact Name(s)	Office Phone	*Balance
Select Task	ALAMOTITLE	ALAMO TITLE COMPANY	A	MISC		\$0.00
Select Task	BANKOFAM	Bank of America	A	LENDER	(888) 449-2273	\$0.00
Select Task	BLACKJOHN	JOHN AND SUE BLACK	A	CUSTOMER	John and Sue Black (512) 234-5678	\$0.00
Select Task	BROWNJAC	JACK AND JILL BROWN	A	CUSTOMER	Jack and Jill Brown (888) 888-8888	\$190.16
Select Task	COMPASSBAN	Compass Bank	A	LENDER		\$0.00
Select Task	FANTASTI	FANTASTIC BUILDERS, INC.	A	MISC		\$0.00
Select Task	JONESFRANC	FRANCIS JONES	A	EMPLOYEE		\$75.00
Select Task	KINGTAM	TAMARA KING	A	EMPLOYEE		\$143.50
Select Task	MISC	MISC	A	MISC		\$0.00
Select Task	SMALLGEORG	GEORGE AND MARY SMALL	A	CUSTOMER	George and Mary (512) 333-3333	\$0.00
Select Task	SMITHAPRIL	APRIL SMITH	A	EMPLOYEE		\$175.00
Select Task	SMITHJIMBA	Jim and Barbara Smith	A	CUSTOMER	Jim and Barbara (512) 333-3333	\$0.00
Select Task	TREVINO	GILBERT TREVINO	A	OWNER	(777) 777-7777	\$0.00
Select Task	UNKNOWN	UNKNOWN	A	MISC		\$0.00

***The Balances shown may include entries with future dates!** TOTAL \$583.66

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Setting Up Payors - continued

To Add a New Payor, click the 'Add New Payor' button. OR, hold down the Alt key on your keyboard and press the letter N. (Notice that N is underlined on the button.)

Payors and Receivables Management

Find Payor Code-> ALAMOTITLE - ALAMO TITLE COMPANY

Find Name-> ALAMO TITLE COMPANY - ALAMOTITLE

To see AR Invoices that total to the amount shown for a payor, double

Select Task (Try F4 key)	Payor ID	Add New Payor	A-Ac I-I-na
Select Task	ALAMOTITLE	ALAMO TITLE COMPANY	A
Select	BANKOFAM	Bank of America	A

Add New Payor

Enter a New Payor ID - Up to 10 Alpha or Numeric Characters
OR Select a Vendor or Contact from the list to include as a Payor.

(Employees cannot be set up as a Payor.)

BROWNJAC

Add the New Payor

Do Not Add a New Payor

The first window that pops up is for assigning a 'Payor ID' to the payor. The Payor ID is used to identify and hold records related to the Payor. See hints below for creating Payor ID's.

Note: If you will collect money from employees for advances or other reimbursements, you CAN set them up as Payors, but must use a Payor ID that is different than their Employee ID.

If you need to set up a Vendor as a Payor, the same code CAN be used.

Use the drop down list in the Payor ID field to review ID's or Codes that have already been assigned to vendors, employees, and Payors.

PAYOR ID - You may use up to 10 alpha or numeric characters for the PAYOR ID. It is suggested that you begin the ID with Alpha characters related to the Payor's name. This is because PAYOR ID drop down lists and various reports related to Payors are sorted by the Payor ID. Also, it makes it easier to use the "auto fill" function on screens that require a Payor ID.

Button: Add the New Payor - When the 'Add the New Payor' button is clicked, the Add/Edit Payors/Customers window shown on the next page will open.

Setting Up Payors - continued

To Find a Payor that is already set up, type the Payor ID into the Find box.

Button: Change Payor ID - To change the Payor ID, click the 'Change Payor ID' button. When a Payor ID is changed, all records that were connected to the original Payor ID will be changed to the new Payor ID. A note about the change (and who changed it) will be sent to the Audit table.

See explanations for fields on the Add/Edit Payors/Customers window below.

Add/Edit Payors / Customers

Find (try F4)-> **BROWNJAC** **Add New Payor/Customer** Payor Activities / Notes

Status **ACTIVE** Payor IDs "MISC" and "UNKNOWN" cannot be changed because they are used

PAYOR ID	BROWNJAC	Change Payor ID	
TYPE	CUSTOMER	Add Payor Type	
NAME	JACK AND JILL BROWN		
ADDRESS	100 BROADWAY		
CITY	AUSTIN	STATE TX	ZIP 78704
CONTACT NAME	Jack and Jill Brown		

Phone Numbers and Email			
Home	(999) 999-9999	Ext:	
Work 1	(888) 888-8888	Fax 1	(777) 777-7777
Work 2	(111) 111-1111	2	Fax 2 (333) 333-3333
Mobile 1	(666) 666-6666	Mobile 2	(444) 444-4444
EMAIL	kingcarol@msn.com		

PAYOR NOTES (Use Tab key to exit field.)

To Pop Up Notes when the Payor is selected during data entry, use the Payor Activities/Notes button at the top of the window.

Review (N)

- ARROYO
- ATABEXAR
- AUDIOVID
- AUSBLDG
- AUSBUSJO
- AUSCOUNT
- AUSPROF
- AUSSTAR
- AUSWROUG
- BANKOFAM
- BATCITY
- BEAUCHAM
- BETTERBB
- BETTIS
- BINGHAMJ
- BLACKJOHN
- BOACC
- BRIGHTON
- BROWNJAC**
- BUNISCP

A Payor ID cannot have already been used as a Payor, use the Add New Payor/Customer button on the page.

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PAYOR ID - Described on previous pages.

TYPE - Select a Payor type from the drop down list. Add or edit Payor Types by using the button labeled “**Add Payor Type**” to the right of the field. Payor types can be used to post a batch of recurring receivables invoices, for printing customer statements/invoices, and when selecting Contacts for letters, postcards, and labels.

NAME - Type in the name (person or Company name) of the Payor.

ADDRESS, CITY, STATE, ZIP, CONTACT NAME - Self explanatory.

Phone Numbers and Email - Optional. Enter the appropriate phone numbers and email for the Payor. Area codes are NOT required. To leave out the area code, move your cursor past the area code parenthesis.

PAYOR NOTES - Optional. Type in notes about the payor. HOWEVER, it is a good idea to use the “Activities/Notes” button to keep track of notes about the Payor/Customer.

NOTE! Payors that are customers associated with a job can be set up for communication with the builder online. The program will store all communications between the builder and home buyer. To set up a Home Buyer Online, go to the Navigation Window, select Jobs, then find the Job on the Jobs Management window. Select the Task for Home Buyer Online Setup. See Help documents there.

Print Payor Lists

Navigation: **Payor Lists** | Receivables Entries | Invoices/Statements | Transaction R

Payors and Receivables Management

Find Payor Code: **ALAMOTITLE - ALAMO TITLE COMPANY**

Find Name: **ALAMO TITLE COMPANY - ALAMOTITLE**

To see AR Invoices that total to the amount shown for a payor, double click on the Balance

Select Task (Try F4 key) | Payor ID | **Add New Payor** | A-Active | I-Inactive

Select Task	ALAMOTITLE	ALAMO TITLE COMPANY	A	MISC
Select	BANKOFAM	Bank of America	A	LENDER

To print Lists of Payors, open the Payors and Receivables Management window (see first page of this document). On the toolbar at the top of the window, click 'Payor Lists'.

Also, To open the Payor/Customer Lists from the Navigation/Home window, type **PLI** in the Index field.

Index -> **PLI - Payors/Customers Lists**

Information about the window shown below can be found in the Help documents about Payor Lists.

REPORTS-> Sorted Lists | Grouped Lists | Go To Payors / Receivables Management

Payor/Customer Lists - Criteria and Reports

Use the Toolbar at the top of the window to view CHS Payor/Customer List Reports.

View All

Save As Excel Spreadsheet

From	To	Reset
ALAMOTITLE	Z	Reset
CUSTOMER	SHAREHOLDER	Reset
ACTIVE	INACTIVE	Reset

To make changes to the Payor's setup record, Double Click on the Edit Field for a Payor in the list below.

Payor ID	Edit	Status	Payor Name	PAYOR_TYPE	Street	City	State
ALAMOTITLE	Edit	A	ALAMO TITLE COMPANY	MISC		Austin	TX
BANKOFAM	Edit	A	BANK OF AMERICA	LENDER	P.O. Box 53155	Phoenix	Arizona
BLACKJOHN	Edit	A	JOHN AND SUE BLACK	CUSTOMER	1000 Somewhere St.	Austin	TX
BROWNJAC	Edit	A	JACK AND JILL BROWN	CUSTOMER	100 BROADWAY	AUSTIN	TX
COMPASSBA	Edit	A	COMPASS BANK	LENDER			
FANTASTI	Edit	A	FANTASTIC BUILDERS, INC.	MISC			
JONESFRANC	Edit	A	FRANCIS JONES	EMPLOYEE		AUSTIN	TX
KINGTAM	Edit	A	TAMARA KING	EMPLOYEE		SANTA FE	NM
MISC	Edit	A	MISC	MISC			
SMALLGEOR	Edit	A	GEORGE AND MARY SMALL	CUSTOMER	1000 SOMEWHERE DR.	AUSTIN	TX
SMITHAPRIL	Edit	A	APRIL SMITH	EMPLOYEE		AUSTIN	TX
SMITHJIMBA	Edit	A	JIM AND BARBARA SMITH	CUSTOMER	1000 Somewhere Dr.	Austin	TX
TREVINO	Edit	A	GILBERT TREVINO	OWNER			
UNKNOWN	Edit	A	UNKNOWN	MISC			

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