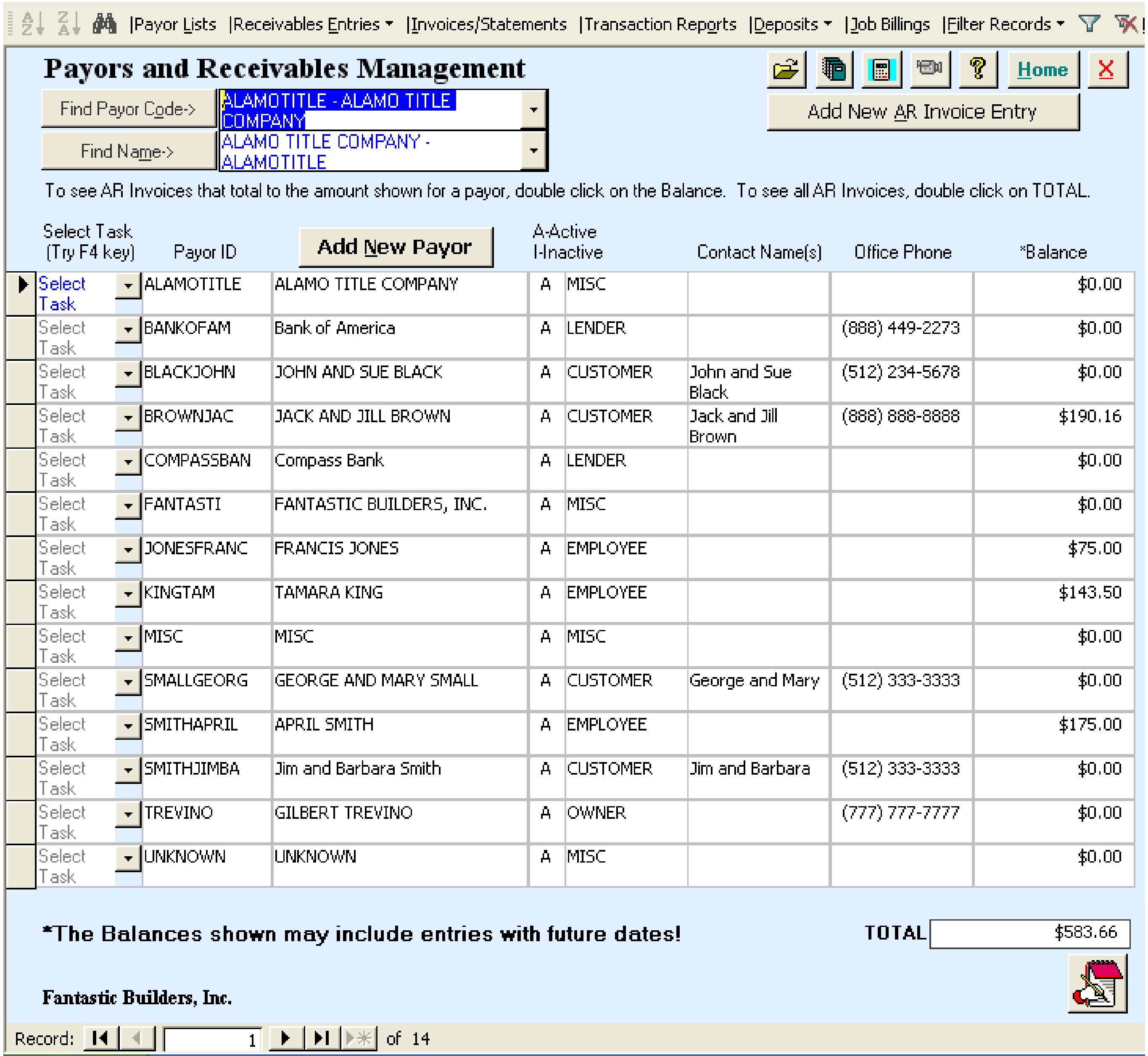
Payors and Receivables Management Window - Screenshot

The Payors and Receivables Management window can be used to add/edit Payors/Customers, review Totals due from Payors, AND to navigate to general receivables tasks available in the program. To open this window, click the "Customers/Payors Receivables" link on the Navigation/Home window. The next few pages on this instruction document will describe the features on this window.



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

Payors and Receivables Management

Home

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.

Add New Payor

Select Task (Try F4 key)	Payor ID		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!**

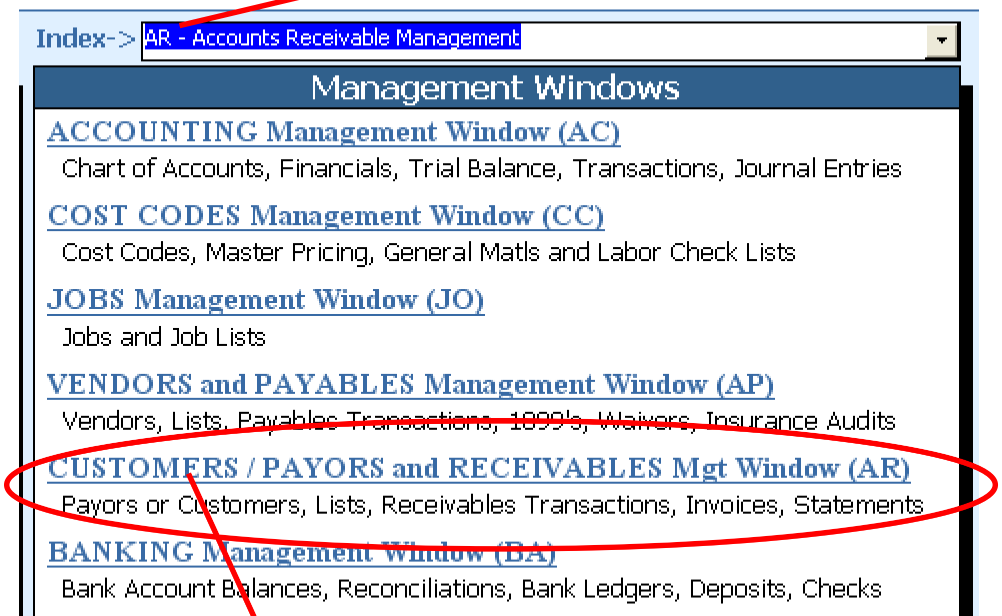
TOTAL $583.66

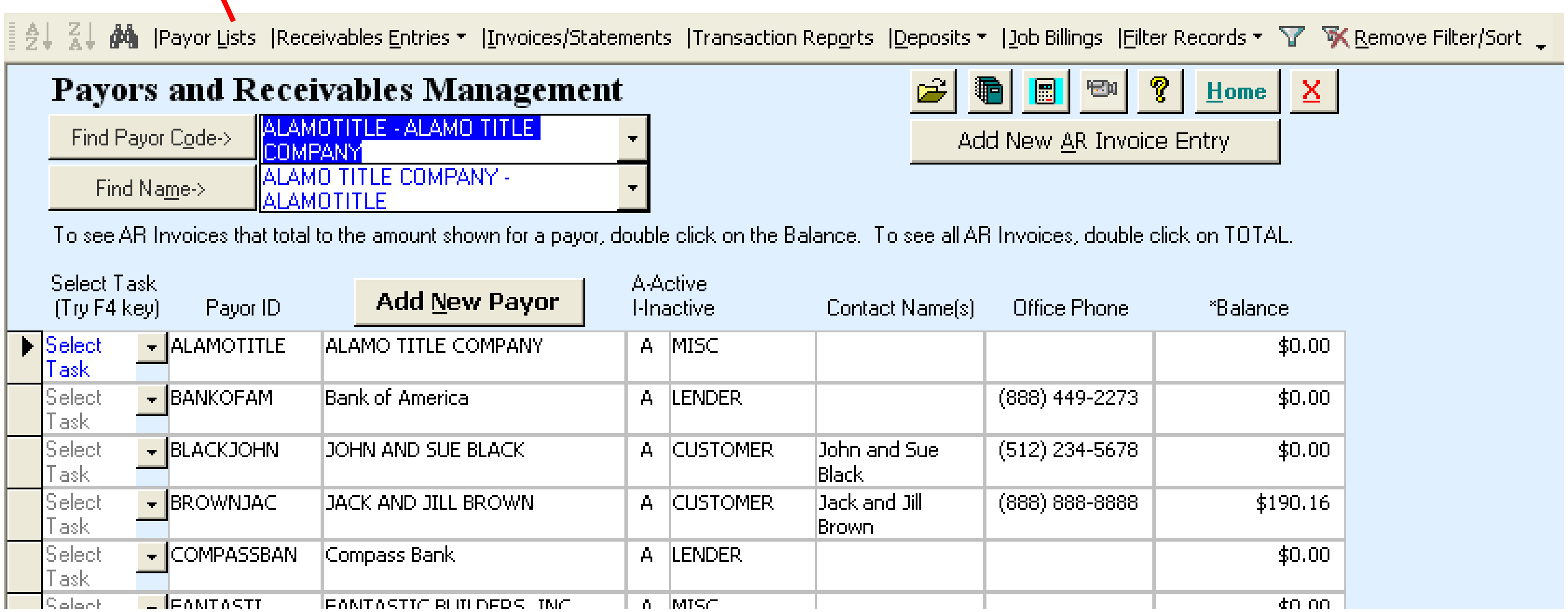
Fantastic Builders, Inc.

Record: 1 of 14

Opening the Payors and Receivables Management Window

To open the Payors and Receivables Management window, click the Customers/Payors and Receivables link on the Navigation/Home window. OR, just type AR into the Index text box and press the Enter key on your keyboard.



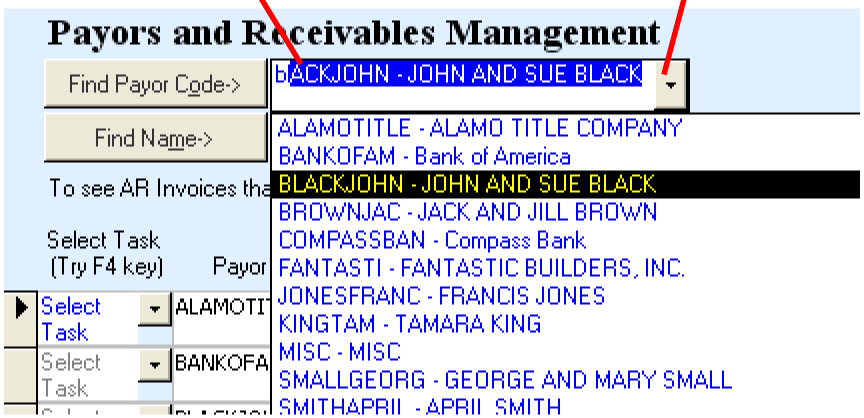


Find a Payor on the Payors and Receivables Management Window

To Find a Payor by its Payor ID, start typing the Payor ID into the ‘Find Payor Code’ text box. Payor ID’s that match will auto fill into the field as you type.   When the Payor ID is found, just press the Enter key on your keyboard.

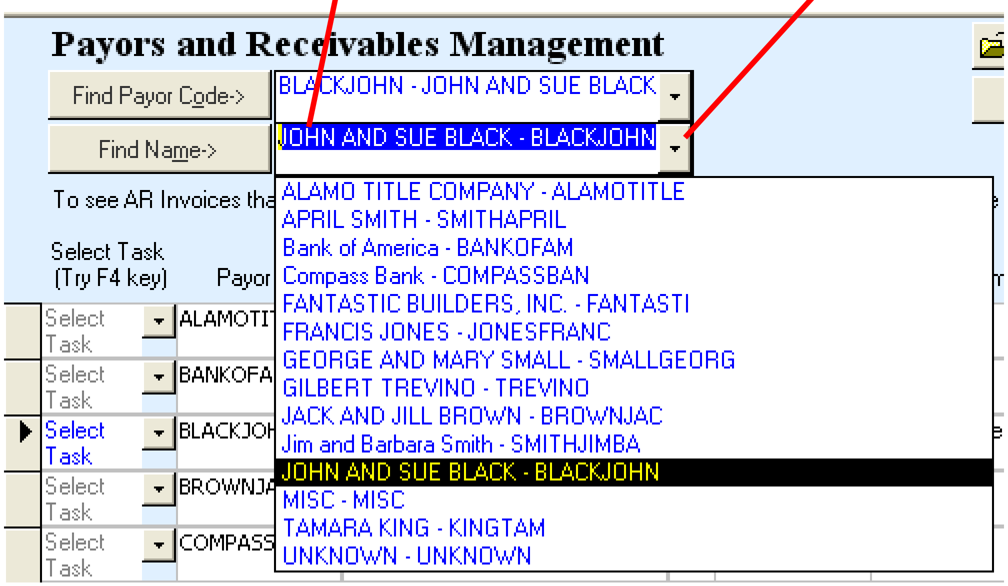
OR, use the ‘drop down’ button to scroll through a list of payors. Click on the desired payor.

Tip! Your F4 key will trigger a drop down list.



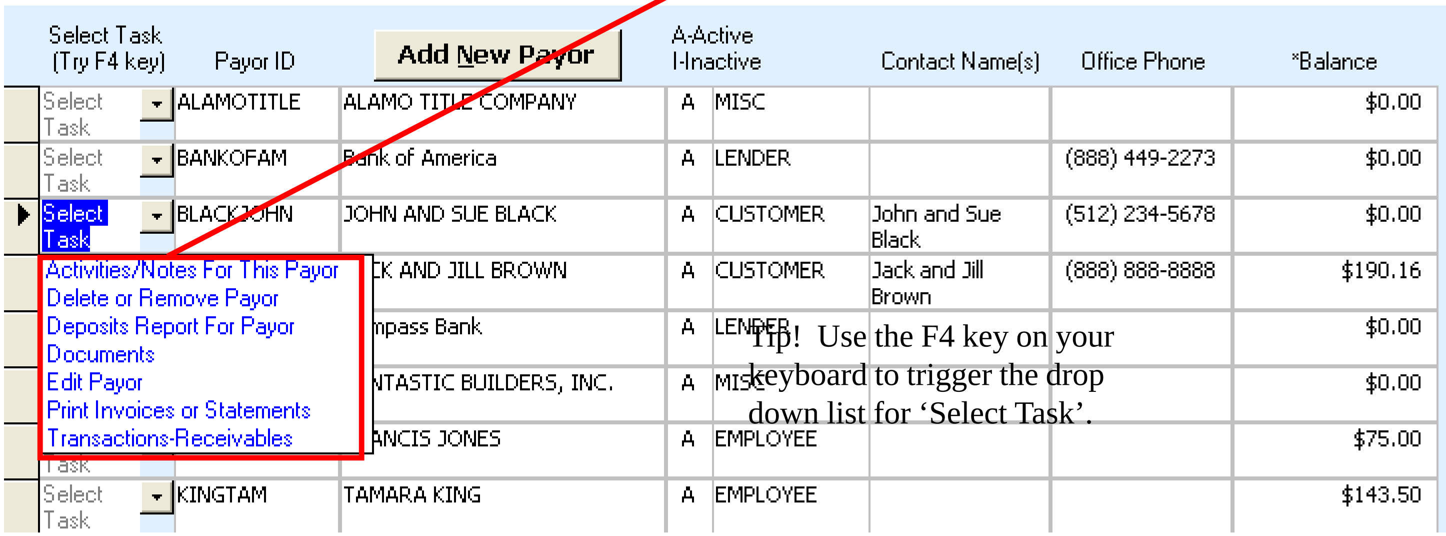
To Find a payor by its Name, start typing the name of the payor into the ‘Find Name’ text box. Payor names that match what you are typing will auto fill into the field as you type. When the payor name is found, just press the Enter key on your keyboard.

OR, use the ‘drop down’ button to scroll through a list of payors. Click on the desired payor.



Select Task for One Payor

To the left of every Payor in the Payors list, there is a ‘Select Task’ field. Use the drop down button to see tasks related to the payor. Then click on the desired task. Tasks related to payors on the Payors and Receivables Mgt window are briefly described below.



Tip! Use the F4 key on your keyboard to trigger the drop down list for ‘Select Task’.

Activities/Notes For This Payor - Opens the Activities/Notes window and displays all activities/notes related to the selected payor. See Help documents on that window.

Delete or Remove Payor - Pops up a window to use for deleting the payor. See Help documents about deleting payors.

Deposits Report for Payor - Pops up a Deposits Reports menu window that has options for printing various Deposit Reports. The reports are based on Deposits that have been entered on the Add/Edit Deposits window. See Help documents about Deposits and Deposit Reports.

Documents - Opens the Documents File Cabinet to be used for viewing stored PDF documents. See Help instructions about ‘Documents’ storage and retrieval.

Edit Payor - Opens the Add/Edit Payor window for the selected payor. See Help documents on that window. The Add/Edit Payor window can also be opened by double clicking on the Payor ID or Name.

Print Invoices or Statements - Pops up a Customer Statements and Invoices menu window. See Help documents on that window.

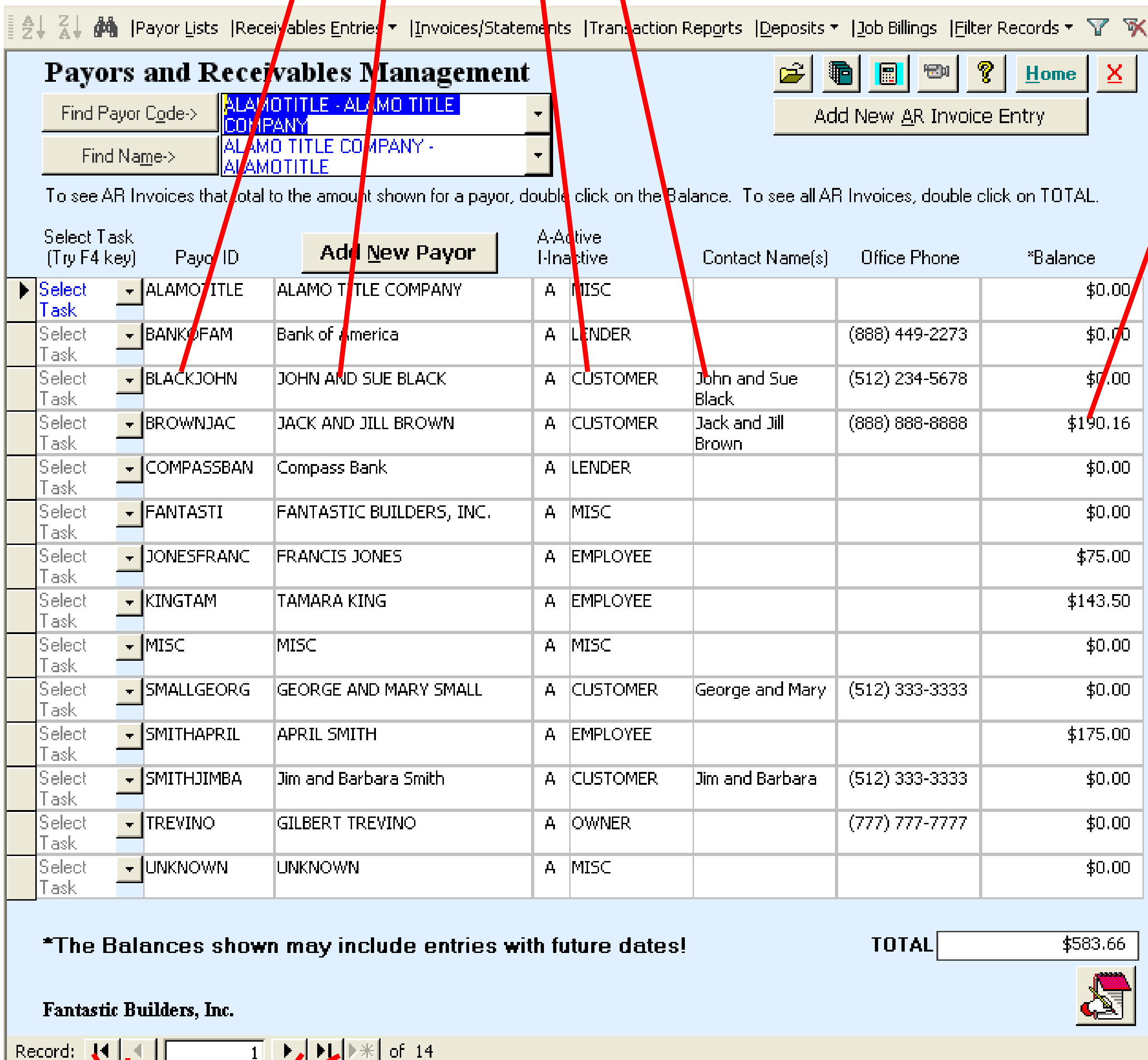
Transactions - Receivables - Opens an ‘Accounts Receivable Review’ window that displays all transactions for the selected payor. The same window can also be opened by double clicking on an amount in the ‘Balance’ column on the Payors Management window. See help documents for the ‘Accounts Receivable Review’ on that window.

Using 'Double Click' to Edit Payor or Review Payor Transactions

"Double Click" - Hold your cursor over desired payor or amount and quickly click your mouse button twice.

Double click on a Payor ID, Payor Name, or other Payor information to open the window to Edit that payor.

Double click on an amount in the 'Balance' column to open the "Accounts Receivable Review" window. The window will open displaying the transactions that total to the amount clicked.



Tip! You can use the 'Navigation' buttons at the bottom of the window to move from record to record!

Buttons on the Window / Save to Excel or Word

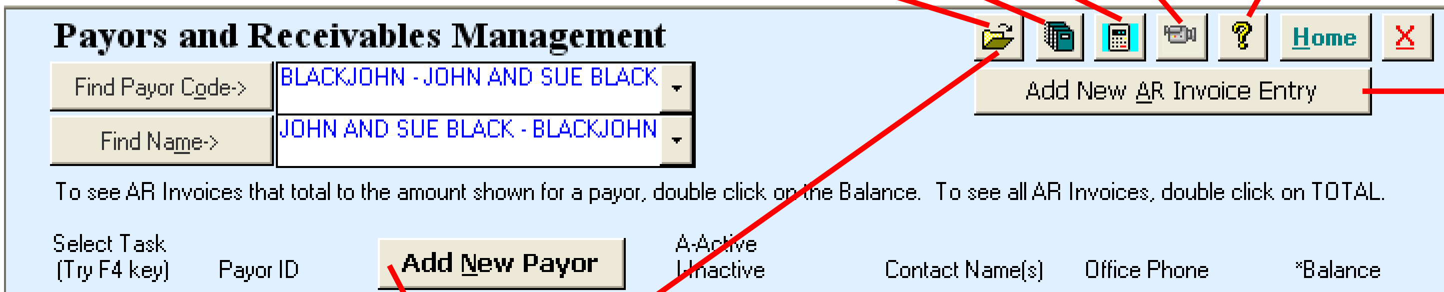
*Send Data To Excel, Word, etc. (explained below)

Stored Documents

Pop Up Calculator

Tutorial Movie Info

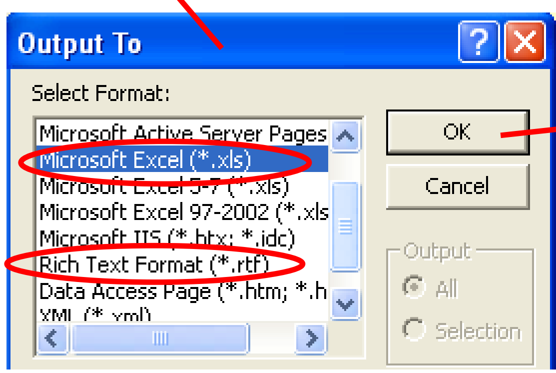
Help Documents



Opens window that can be used to posted new Accounts Receivable invoices.

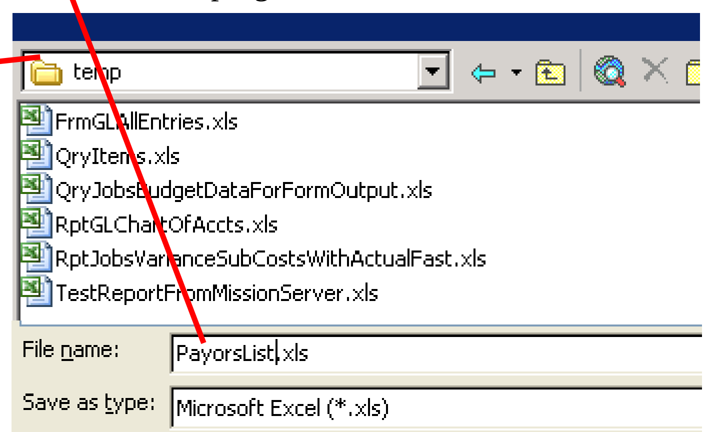
Opens window for setting up a new Payor.

***Send Data to Excel, Word, etc.** - Use the button that looks like an open folder to save the data displayed on the window as an Excel or Word file. To save as an Excel file, select one of formats that end in .xls. To save as a Word file, use the Rich Text Format (*.rtf).



After selecting a folder to save the file to, type in an appropriate name for the file. Then click the OK button.

The file will save to the selected folder and you can use it with the appropriate Excel or Word program.



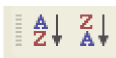
NOTE TO REMOTE USERS:
IF you save a file to 'My Documents' on the Remote Server, you will not be able to open it until it is downloaded to your own computer. Please follow the instructions in the 'Remote User Guide' about downloading files from the server to your own computer.

IF you navigate to your own computer to save the file, then downloading as mentioned above will not be necessary. HOWEVER, it CAN be faster to quickly save to My Documents on the server and then download later. This will avoid waiting for the program to calculate AND download at the same time.

Toolbar on Payors and Receivables Management Window

See Brief Toolbar Descriptions below.

For **Quick Selection** of a button on a toolbar, try holding down the Alt key on your keyboard and pressing the underlined letter shown on the button. If there is a drop down of selections associated with the button, just press the underlined letter for your selection on your keyboard.

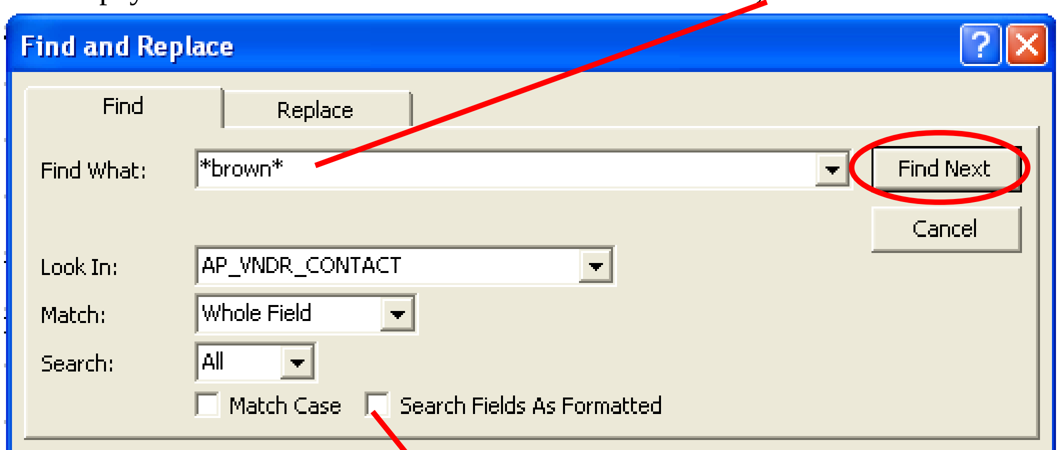


A-Z Sort - Sort records shown on the window in ascending order (A to Z, 1 to whatever, etc.). First decide which column should be used for the sort. Then click on anything in that column. Then use the sort button on the toolbar.

Z-A Sort - Sort records shown on the window in descending order (Z to A, whatever to 1, etc.). First decide which column should be used for the sort. Then click on anything in that column. Then use the sort button on the toolbar.

Binoculars (Find) - Use binoculars to find data within a column. First click in the column you want to search. Then click the binoculars. Type in what you are searching for. Then click the 'Find Next' button. If a match was found, it will be highlighted on the list of records. Click the Cancel button when you are finished searching.

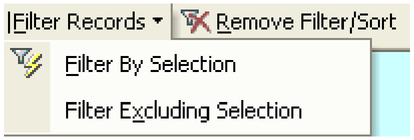
Example: Click on any name in the 'Contact Names' column. Then click the binoculars on the toolbar. To find payor contact names that have the last name Brown, use asterisks on either side of the word.



Hint: It can help to uncheck the 'Search Fields as Formatted' box first.

Continue to next page for more toolbar information.

Filtering Records

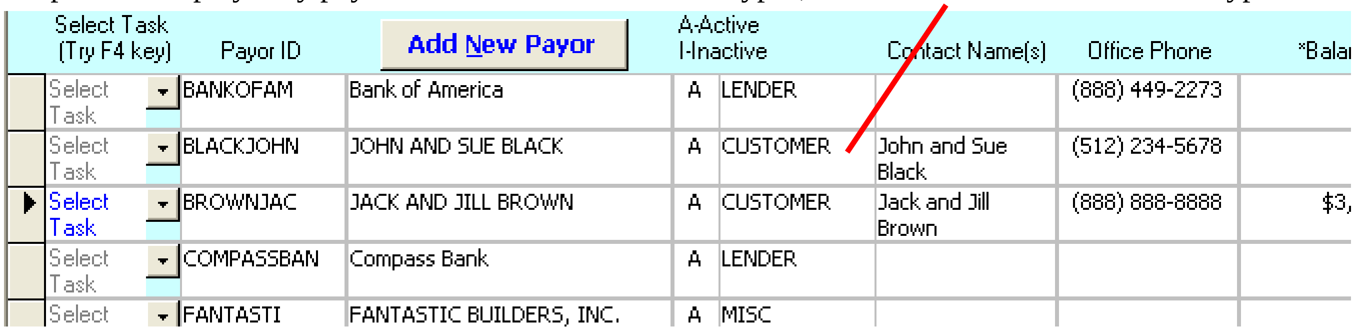


Filter Records->Filter By Selection - Use this button to filter and display only records with the same data that is in the field where the cursor is on the screen. The number of filtered records will be displayed on the bottom left of the screen with the word “Filtered” in parenthesis. To remove the filter and display all records, click the “**Remove Filter/Sort**” toggle button on the Toolbar.

Filter Records->Filter Excluding Selection - Use this button to filter and display only records that do NOT have same data that is in the field where the cursor is on the screen. The number of filtered records will be displayed on the bottom left of the screen with the word “Filtered” in parenthesis. To remove the filter and display all records, click the “**Remove Filter/Sort**” toggle button on the Toolbar.

Example:

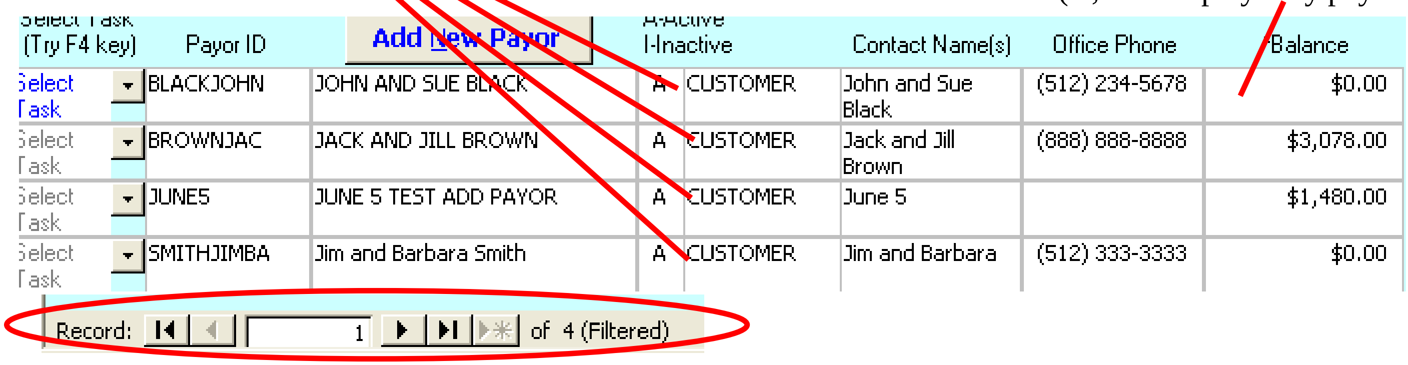
Step 1 - To display only payors marked as CUSTOMER types, click on ‘CUSTOMER” in the Type column for one of the payors.



Step 2 - Click Filter Records, Then Filter by Selection

After clicking **‘Filter By Selection’**, only the CUSTOMER payors are displayed. The bottom of the window will show how many “filtered” records are displayed. To return all payors to the window, use the **‘Remove Filter/Sort’** button.

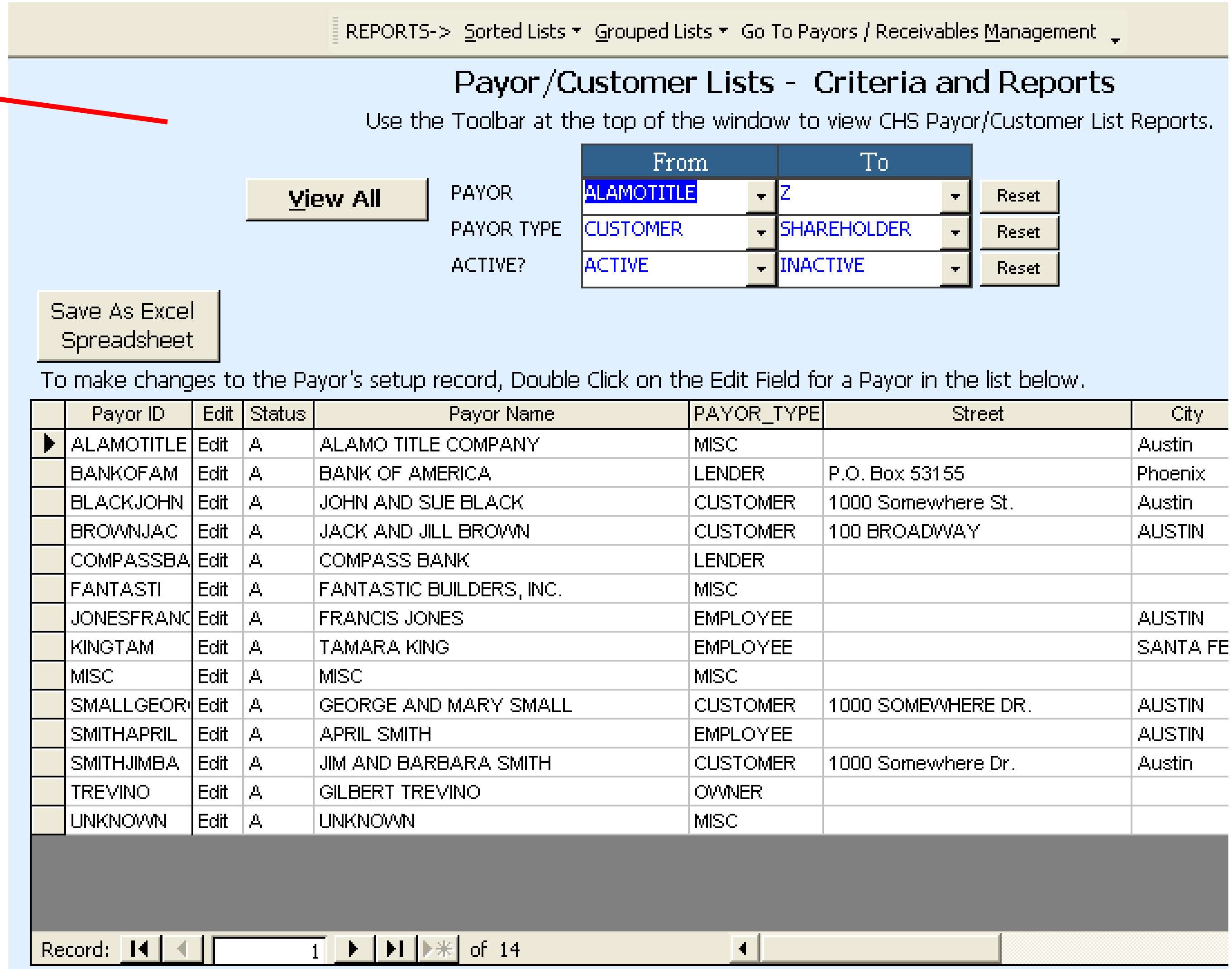
This feature can be used on any data in any column. For example, you could click on a zero amount in the ‘Balance’ column, and use **Filter Excluding Selection** to display only payors that do NOT have a zero in the ‘Balance’ column. (ie, will display only payors that have balances)



Toolbar on the Payors and Receivables Management Window - continued

Payor Lists

Payor Lists - Good for Excel Export - Opens window to print payor lists based on selected criteria, OR to send payor data to an Excel spreadsheet. Help documents are available on the window.



Other buttons on Payors and Receivables Management toolbar

Use other buttons on the toolbar to navigate to other features in the program. Help instructions for the windows that open will be available on those windows.