

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 ▾

 Home

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

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.

The screenshot shows the 'Management Windows' menu with the following options:

- ACCOUNTING Management Window (AC)**: Chart of Accounts, Financials, Trial Balance, Transactions, Journal Entries
- COST CODES Management Window (CC)**: Cost Codes, Master Pricing, General Matls and Labor Check Lists
- JOBS Management Window (JO)**: Jobs and Job Lists
- VENDORS and PAYABLES Management Window (AP)**: Vendors, Lists, Payables Transactions, 1099's, Waivers, Insurance Audits
- CUSTOMERS / PAYORS and RECEIVABLES Mgt Window (AR)**: Payors or Customers, Lists, Receivables Transactions, Invoices, Statements
- BANKING Management Window (BA)**: Bank Account Balances, Reconciliations, Bank Ledgers, Deposits, Checks

The 'CUSTOMERS / PAYORS and RECEIVABLES Mgt Window (AR)' option is circled in red. A red arrow points from this option to the 'Payors and Receivables Management' window below.

The 'Payors and Receivables Management' window features a navigation bar with icons for Home, Add New AR Invoice Entry, and other functions. Below the navigation bar, there are search fields for 'Find Payor Code' and 'Find Name', both containing 'ALAMOTITLE' related entries. A table below lists various payors and their details.

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

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.

Payors and Receivables Management

Find Payor Code-> BLACKJOHN - JOHN AND SUE BLACK

Find Name->

To see AR Invoices the

Select Task (Try F4 key) Payor

Select Task ALAMOTI

Select Task BANKOFA

Select Task BLACKJOH

Select Task BROWNJA

Select Task COMPASS

ALAMOTITLE - ALAMO TITLE COMPANY
BANKOFAM - Bank of America
BLACKJOHN - JOHN AND SUE BLACK
BROWNJAC - JACK AND JILL BROWN
COMPASSBAN - Compass Bank
FANTASTI - FANTASTIC BUILDERS, INC.
JONESFRANC - FRANCIS JONES
KINGTAM - TAMARA KING
MISC - MISC
SMALLGEORG - GEORGE AND MARY SMALL
SMITHAPRII - APRIL SMITH

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.

Payors and Receivables Management

Find Payor Code->

Find Name-> JOHN AND SUE BLACK - BLACKJOHN

To see AR Invoices the

Select Task (Try F4 key) Payor

Select Task ALAMOTI

Select Task BANKOFA

Select Task BLACKJOH

Select Task BROWNJA

Select Task COMPASS

ALAMO TITLE COMPANY - ALAMOTITLE
APRIL SMITH - SMITHAPRIL
Bank of America - BANKOFAM
Compass Bank - COMPASSBAN
FANTASTIC BUILDERS, INC. - FANTASTI
FRANCIS JONES - JONESFRANC
GEORGE AND MARY SMALL - SMALLGEORG
GILBERT TREVINO - TREVINO
JACK AND JILL BROWN - BROWNJAC
Jim and Barbara Smith - SMITHJIMBA
JOHN AND SUE BLACK - BLACKJOHN
MISC - MISC
TAMARA KING - KINGTAM
UNKNOWN - UNKNOWN

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.

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		CK AND JILL BROWN	A CUSTOMER	Jack and Jill Brown	(888) 888-8888	\$190.16
Select Task		mpass Bank	A LENDER			\$0.00
Select Task		NTASTIC BUILDERS, INC.	A MISC			\$0.00
Select Task		ANCIS JONES	A EMPLOYEE			\$75.00
Select Task	KINGTAM	TAMARA KING	A EMPLOYEE			\$143.50

Activities/Notes For This Payor
Delete or Remove Payor
Deposits Report For Payor
Documents
Edit Payor
Print Invoices or Statements
Transactions-Receivables

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.

Payors and Receivables Management

Find Payor Code-> ALAMO TITLE - 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

Fantastic Builders, Inc.

Record: 1 of 14

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.

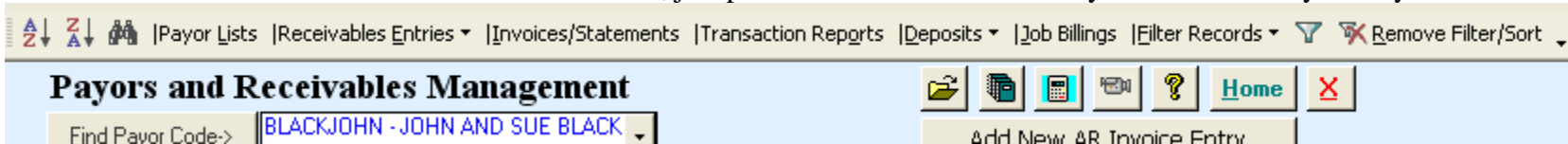
NOTE TO REMOTE USERS:

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.



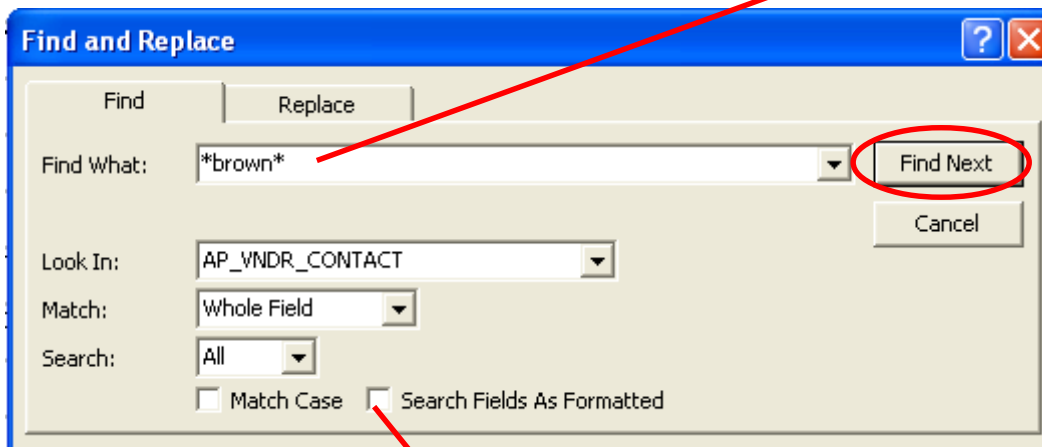
A-Z Sort - Sort records shown on the window in ascending order (A to Z, 1 to whatever, etc.). First decide which column should be used for the sort. Then click on anything in that column. Then use the sort button on the toolbar.

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.

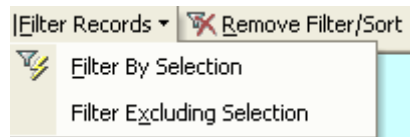
Example: Click on any name in the 'Contact Names' column. Then click the binoculars on the toolbar. To find payor contact names that have the last name Brown, use asterisks on either side of the word.



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:

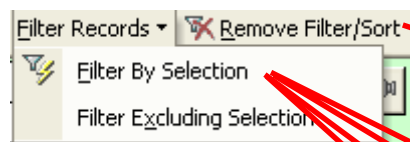
Step 1 - To display only payors marked as CUSTOMER types, click on ‘CUSTOMER’ in the Type column for one of the payors.

Select Task (Try F4 key)	Payor ID	Add New Payor	A-Active I-Inactive	Contact Name(s)	Office Phone	*Bal
Select Task	BANKOFAM	Bank of America	A LENDER		(888) 449-2273	
Select Task	BLACKJOHN	JOHN AND SUE BLACK	A CUSTOMER	John and Sue Black	(512) 234-5678	
Select Task	BROWNJAC	JACK AND JILL BROWN	A CUSTOMER	Jack and Jill Brown	(888) 888-8888	\$3,
Select Task	COMPASSBAN	Compass Bank	A LENDER			
Select Task	FANTASTI	FANTASTIC BUILDERS, INC.	A MISC			

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)



Select Task (Try F4 key)	Payor ID	Add New Payor	A-Active I-Inactive	Contact Name(s)	Office Phone	Balance
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	\$3,078.00
Select Task	JUNE5	JUNE 5 TEST ADD PAYOR	A CUSTOMER	June 5		\$1,480.00
Select Task	SMITHJIMBA	Jim and Barbara Smith	A CUSTOMER	Jim and Barbara	(512) 333-3333	\$0.00



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.

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

PAYOR: ALAMOTITLE (From) Z (To) [Reset]

PAYOR TYPE: CUSTOMER (From) SHAREHOLDER (To) [Reset]

ACTIVE?: ACTIVE (From) INACTIVE (To) [Reset]

Save As Excel Spreadsheet

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

Record: 1 of 14

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.

Receivables Entries ▾ Invoices/Statements Transaction Reports

- New Accounts Receivable Entry
- Edit / Review Receivables Entries
- Setup Recurring Receivables Entries

Bank of America

BANKOFAM

Deposits ▾ Job Billings Filter Records Remove Filter/Sort

- Add/Edit Deposits
- Deposit Reports

Home