

Recurring Accounts Receivable Invoices

Index-> **RRE - Recurring Receivables Entries**

To set up Accounts Receivable invoices that will recur on a regular basis, type 'RRE' in the **Index** field on the Navigation/Home window. The window shown below will open.

Continue to the next page for information about this window.

| | | | |

Accounts Receivable Recurring Entries (RRE in index)

View All	From	To	
Payor	ALAMOTITLE	Z	Reset
Recur Day	1	28	Reset
Recur Type	0	ZZZZZZZZZZ	Reset
Jobs	DemoJob	TEST3	Reset
Departments	CH	SPEC	Reset
GL Number	0	99999	Reset

Select entries one at a time placing a check mark to the left of the entry (click or use space bar). OR, use the button to Select All Shown. Then use the button to Post The Selected (Checked) Entries as Invoices.

Post The Selected (Checked) Entries as Invoices in Accounts Receivable

When any selections are made in the From/To fields in order to display records, all records will be unchecked for billing. All records shown can be checked (selected) by using the Select All button.

To recognize revenues (or sales taxes due) only when the money is received (cash basis), go to the Company Master (CM in index) and UNCHECK the box for recognizing revenues when AR invoices are posted. See instructions.

Sorted by Entry Number

Bill?	Payor	Recur Day	Job	Dept	GL Number	Description	Amount	Sales Tax %	Sales Tax Amount	Total With Tax
<input checked="" type="checkbox"/>	KINGTAM	1	PM01	PM01	3200-RENT	Tamara King - Rent	1,150.00	0.00%	0.00	1,150.00
<input checked="" type="checkbox"/>	Recur Type-Can Type In		Last Posted	Ent #	GL to Recognize Revenues Later	Text for Invoice->	Monthly Rent - 1000 Broadway			
<input checked="" type="checkbox"/>	JONESFRANC	1	PM02	PM02	3200-RENT	Francis Jones - Rent	950.00	0.00%	0.00	950.00
<input checked="" type="checkbox"/>	Recur Type-Can Type In		Last Posted	Ent #	GL to Recognize Revenues Later	Text for Invoice->	Monthly Rent - 5000 Silver Street			
<input checked="" type="checkbox"/>	SMITHAPRIL	1	PM03	PM03	3200-RENT	April Smith - Rent	1,400.00	0.00%	0.00	1,400.00
<input checked="" type="checkbox"/>	Recur Type-Can Type In		Last Posted	Ent #	GL to Recognize Revenues Later	Text for Invoice->	Monthly Rent - 16000 Belleview			
<input checked="" type="checkbox"/>	SMITHAPRIL	1	PM03	PM03	3200-RENT	April Smith - Monthly Pet Fee	50.00	0.00%	0.00	50.00
<input checked="" type="checkbox"/>	Recur Type-Can Type In		Last Posted	Ent #	GL to Recognize Revenues Later	Text for Invoice->	Monthly Pet Fee - 16000 Belleview			
TOTALS							3,550.00	0.00	3,550.00	

Record: of 4

Creating an Accounts Receivable Recurring Entry

To create a new A/R recurring entry on the window shown on the previous page, use the button labeled 'Add New Recurring Entry'. NOTE: It is important to understand that creating a recurring entry does NOT mean the entry is posted as an actual invoice. See later pages in this document about posting recurring entries as 'actual' Accounts Receivable invoices.

In our example below, our demo company owns some properties for which they charge rent on a recurring monthly basis. They have these properties set up as jobs in the program so they can track revenues and expenses for each rental property. Descriptions of the fields for a recurring A/R entry are below the screenshot.

Bill?	Payor	Recur Day	Job	Dept	GL Number	Description	Amount	Sales Tax %	Sales Tax Amount	Total With Tax
<input type="checkbox"/>	KINGTAM	1	PM01	PM01	3200-RENT	Tamara King - Rent	1,150.00	0.00%	0.00	1,150.00
<input type="checkbox"/>	RENT			7	0-DEFAULT	Monthly Rent - 1000 Broadway				

Payor - Select the Payor from the drop down list. This should be the entity that will be invoiced for the amount due. If the Payor needs to be set up, use the button on the toolbar at the top of the window labeled 'Add/Edit Payor'.

Recur Day - Enter the day of the month that the invoice should recur. This is handy because there are fields at the top of the window to use for viewing entries for a selected recur day. If you have some recurring on the 1st day and some on the 15th day, you can use the criteria field at the top of the window to view only the ones for day 1, and then will be able to use a button to select the ones shown for posting as actual invoices to A/R. (Suggestion: Try using the 'To Do' Activities features described in Contacts Mgt and Activities Help Documents to set up some recurring 'To Do' reminders to remind yourself to process recurring A/R invoices.)

Job - Select the appropriate Job Code from the drop down list. If this entry does not pertain to a job, leave the generic "H" Job Code in the field.

Dept - Select the appropriate Department ID from the drop down list.

GL Number - Select the appropriate General Ledger account from the drop down list. The Accounts Receivable G/L Control number cannot be selected. That number will be used by the program to post the offsetting entries to the Accounts Receivable control account. (NOTE! See information about Recognizing Receivables Revenues later in the Help Document about posting A/R invoices !)

Description - Type in text that is descriptive of the entry. This text will appear on receivables Invoices, Statements, and Ledgers.

Amount - Enter the appropriate amount for the recurring invoice. Use a positive number if it is a charge to the Payor, and a negative number if it is a credit to the payor.

Print a Report of Recurring Entries

Print List of Recurring Entries Shown

Towards the bottom left of the 'A/R Recurring Entries' window, use the button labeled 'Print List of Recurring Entries Shown'. The report that opens will display the recurring entries based on your selections for which ones to display. They will be grouped and totaled first by 'Recur Type, then by Payor.

List of Receivables Recurring Entries

	From	To
PAYOR	ALAMOTITLE	Z
RECUR DAY	1	1
RECUR TYPE	RENT	RENT

	From	To
JOBS	3811VISTAW	TEST2
DEPT	CH	SPEC
GL Number	0	99999

Recur Day	Job	Dept	GL Number	Description	Amount	Sales Tax %	Sales Tax Amount	Total With Tax	Last Posted
<i>JONESFRANC FRANCIS JONES</i>									
RENT									
1	PM02	PM02	3200	Francis Jones - Rent	950.00	0.00%	0.00	950.00	
RENT					\$950.00			\$950.00	
TOTALS JONESFRANC					\$950.00			\$950.00	
<i>KINGTAM TAMARA KING</i>									
RENT									
1	PM01	PM01	3200	Tamara King - Rent	1,150.00	0.00%	0.00	1,150.00	
RENT					\$1,150.00			\$1,150.00	
TOTALS KINGTAM					\$1,150.00			\$1,150.00	
<i>SMITHAPRIL APRIL SMITH</i>									
RENT									
1	PM03	PM03	3200	April Smith - Monthly Pet Fee	50.00	0.00%	0.00	50.00	
1	PM03	PM03	3200	April Smith - Rent	1,400.00	0.00%	0.00	1,400.00	
RENT					\$1,450.00			\$1,450.00	
TOTALS SMITHAPRIL					\$1,450.00			\$1,450.00	
GRAND TOTALS					\$3,550.00			\$3,550.00	

Select and Post Recurring Entries As Actual A/R Invoices

To post Recurring A/R Entries as Actual Invoices, **FIRST** select the ones to post by clicking to place a check mark to the left of the appropriate lines.

OR, quickly select invoices by using the 'From' and 'To' criteria fields at the top of the window to display only the entries based on selected criteria.

After using the 'From' and 'To' fields to display the appropriate entries, try using the '**Select All Shown**' button. The program will place check marks to the left of all entries displayed in the window for you.

Accounts Receivable Recurring Entries (RRE in index)

View All From To

Payor ALAMOTITLE Z Reset

Recur Day 1 28 Reset

Recur Type 0 ZZZZZZZZZZ Reset

Jobs DemoJob TEST3 Reset

Departments CH SPEC Reset

GL Number 0 99999 Reset

Select entries one at a time placing a check mark to the left of the entry (click or use space bar). OR, use the button to Select All Shown. Then use the button to Post The Selected (Checked) Entries as Invoices.

When any selections are made in the From/To fields in order to display records, all records will be unchecked for billing. All records shown can be checked (selected) by using the Select All button.

To recognize revenues (or sales taxes due) only when the money is received (cash basis), go to the Company Master (CM in index) and UNCHECK the box for recognizing revenues when AR invoices are posted. See instructions.

Select All Shown Unselect All

Post The Selected (Checked) Entries as Invoices in Accounts Receivable

Sorted by Entry Number

Add New Recurring Entry

Bill?	Payor	Recur Day	Job	Dept	GL Number	Description	Amount	Sales Tax %	Sales Tax Amount	Total With Tax
<input checked="" type="checkbox"/>	KINGTAM	1	PM01	PM01	3200-RENT	Tamara King - Rent	1,150.00	0.00%	0.00	1,150.00
<input checked="" type="checkbox"/>	RENT				0-DEFAULT	Monthly Rent - 1000 Broadway				
<input checked="" type="checkbox"/>	JONESFRANC	1	PM02	PM02	3200-RENT	Francis Jones - Rent	950.00	0.00%	0.00	950.00
<input checked="" type="checkbox"/>	RENT				0-DEFAULT	Monthly Rent - 5000 Silver Street				
<input checked="" type="checkbox"/>	SMITHAPRIL	1	PM03	PM03	3200-RENT	April Smith - Rent	1,400.00	0.00%	0.00	1,400.00
<input checked="" type="checkbox"/>	RENT				0-DEFAULT	Monthly Rent - 16000 Belleview				
<input checked="" type="checkbox"/>	SMITHAPRIL	1	PM03	PM03	3200-RENT	April Smith - Monthly Pet Fee	50.00	0.00%	0.00	50.00
<input checked="" type="checkbox"/>	RENT				0-DEFAULT	Monthly Pet Fee - 16000 Belleview				
TOTALS							3,550.00		0.00	3,550.00

Record: 1 of 4

Continue to the next page.

Select and Post Recurring Entries As Actual A/R Invoices - continued

ring Entries (RRE in index)

To		
	Reset	Select entries one at a time placing a check mark to the left of the entry (click or use space bar). OR, use the button to Select All Shown. Then use the button to Post The Selected (Checked) Entries as Invoices.
28	Reset	
ZZZ	Reset	
	Reset	
	Reset	
		<input type="button" value="Select All Shown"/> <input type="button" value="Unselect All"/>
		<input type="button" value="Post The Selected (Checked) Entries as Invoices in Accounts Receivable"/>

After selecting recurring invoices to post as actual A/R invoices (as described on the previous page), use the button labeled '**Post The Selected (Checked) Entries as Invoices in Accounts Receivable**'. The window shown below will open.

See information below the screenshot.

Post the Selected Recurring Entries as Invoices

Invoice Date	05/01/07	
Beginning Invoice Number	66003	<Do not use spaces!
GL Num to Post Sales Tax Payable	2350-SALES AND USE TAXES PAYABLE	

Even if there will be no Sales Taxes billed, CHS requires that a Sales Tax Payable account is selected. If one is not set up under Current Liabilities on your Chart of Accounts, please do so. Then use the button on the toolbar for Deposit Categories, and select that account as the default G/L number for SALES TAX.

INV NUM	Payor	Job	Dept	GL Number	Description	Amount	Sales Tax %	Sales Tax Amount	Total With Tax
1	JONESFRANC	PM02	PM02	3200-REN	Francis Jones - Rent	950.00	0.00%	0.00	950.00
1	KINGTAM	PM01	PM01	3200-REN	Tamara King - Rent	1,150.00	0.00%	0.00	1,150.00
1	SMITHAPRIL	PM03	PM03	3200-REN	April Smith - Monthly Pe	50.00	0.00%	0.00	50.00
1	SMITHAPRIL	PM03	PM03	3200-REN	April Smith - Rent	1,400.00	0.00%	0.00	1,400.00
TOTALS						3,550.00		0.00	3,550.00

Record: 1 of 4

Invoice Date - Type in an appropriate date for the invoices to be posted. This date will be used to post the entries to your accounting books, AND to track the aging of an invoice.

Beginning Invoice Number - The program will supply the next available invoice number as the 'beginning invoice number' to use. If needed, a different beginning invoice number can be entered, but it cannot duplicate a previous number.





GL Num to Post Sales Tax Payable - Select an appropriate Sales Tax Payable account for the program to use for posting any sales tax that should be attached to the invoices when they are posting. Please read information on the window about the Sales Tax Payable account.

Continue to the next page.

Select and Post Recurring Entries As Actual A/R Invoices - continued

After entering the information described on the previous page, use the button labeled '1 - Fill Invoice Numbers'. The program will supply invoice numbers to the recurring entries based on the Beginning Invoice Number selected. After the program fills in the invoice numbers, the message shown below will pop up. See more information below the screenshot.

Post the Selected Recurring Entries as Invoices

Invoice Date	05/03/07		
Beginning Invoice Number	66003	<-Do not use spaces!	
GL Num to Post Sales Tax Payable	2350-SALES AND USE TAXES PAYABLE		

1-Fill Invoice Numbers
2-Post the Recurring Entries to A/R

Even if there will be no Sales Taxes billed, CHS requires that a Sales Tax Payable account is selected. If one is not set up under Current Liabilities on your Chart of Accounts, please do so. Then use the button on the toolbar for Deposit Categories, and select that account as the default G/L number for SALES TAX.

INV NUM	Payor	Job	Dept	GL Number	Description	Amount	Sales Tax %	Sales Tax Amount	Total With Tax
66003	JONESFRANC	PM02	PM02	3200-REN	Francis Jones - Rent	950.00	0.00%	0.00	950.00
66004	KINGTAM	PM01	PM01	3200-REN	Tamara King - Rent	1,150.00	0.00%	0.00	1,150.00
66005	SMITHAPRIL	PM03	PM03	3200-REN	April Smith - Monthly Pe	50.00	0.00%	0.00	50.00
66005	SMITHAPRIL	PM03	PM03	3200-REN	April Smith - Rent	1,400.00	0.00%	0.00	1,400.00

INVOICE NUMBERS ASSIGNED

Invoice numbers have been assigned. Please notice that the same Invoice Number is always assigned to entries with the same Payor, Job, and Department. Now use button 2 to post the entries.

OK

Beginning Invoice Number	66003			<-Do not use spaces!
GL Num to Post Sales Tax Payable	2350-SALES AND USE TAXES PAYABLE			

1-Fill Invoice Numbers
2-Post the Recurring Entries to A/R

INV NUM	Payor	Job	Dept
66003	JONESFRANC	PM02	PM02
66004	KINGTAM	PM01	PM01
66005	SMITHAPRIL	PM03	PM03
66005	SMITHAPRIL	PM03	PM03

BILLING POSTED

The selected Accounts Receivable recurring entries have been posted as invoices in Accounts Receivable. They can be deleted or edited using the button on the toolbar labeled 'Review Receivables Transactions'. OR, you can use the Invoices/Statements button to print invoices, if needed.

OK

After using the button described above to fill in invoice numbers, use the button labeled '2-Post the Recurring Entries to A/R'. The program will post all of the recurring entries shown on the window as actual invoices in Accounts Receivable. The pop up message shown below will display after the entries are posted.

Continue to the next page for information about reviewing and printing the invoices.

Review and Print The Actual Invoices

Please see the separate Help Document about Accounts Receivable Invoices. After recurring invoices are posted, they become 'actual' invoices and all of the information in the separate Help Document about reviewing and printing invoices will apply to the recurring entries that have been posted.