

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 'File', 'Edit', 'Report', 'Setup', 'Window', and '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 'AccuFund Accounting (Admin) - [NPO_602ms]'. The 'Browse A/R Invoices' window shows a table of invoices with columns for Invoice, Web, Type, Lookup, Name, Description, Reference, Invoice Date, Hold, Balance, Due Date, Owed, Paid, and Cancelled. The 'Changing Invoice' window is open, showing details for invoice 39. It 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). There are also checkboxes for 'Pay by line', 'Hold', 'Printed', and 'Web'. A table below shows the invoice line items:

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

At the bottom of the 'Changing Invoice' window, there are buttons for '+ Add', 'Copy', 'Change', 'Delete', and arrows for navigation. The 'Total' is shown as 50.00. The bottom of the software interface has a 'Report' button and navigation arrows for 'Previous', 'Next', 'OK', and 'Cancel'.

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

REPEATING INVOICE

Customer: Grant, Foster I. [103] Reference: MONTHLY

Description: [Empty] Type: <none>

Net days: 30

Posting Months: Jan Feb Mar Apr May Jun
 Jul Aug Sep Oct Nov Dec

Posting Range: [Calendar] To [Calendar]

#	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 [Calendar] Last date [Calendar]

Order: 20.0000 at 10.0000 <none> 200.00

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

Next OK Cancel

Multiply Efficiencies with Built-in Integrations

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 or visit www.accufund.com.

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