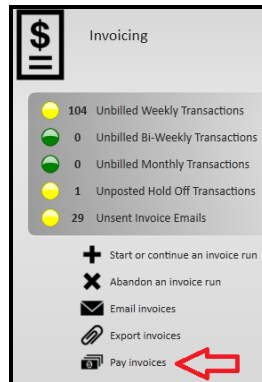


Accounts Receivable Payment Posting

TempWorks Enterprise allows for posting of payments to your Accounts Receivable. This is done within the **Pay/Bill** area/*Invoicing/Pay Invoices*.



Clicking on *Pay Invoices* will open the **Payments – Start** form:

To begin a new Payment Session:

- Enter the *Payment Date*. This will default to the current date but can be changed as needed.
- Verify to change the *Description*. The Description will default to include the user's name, batch number, date and time.
- Select the *Bank Account* to be used for this batch of payments.
- Click *Start New Session*.

*Note – A previously started Payment Session can be continued from the Payments – Start form. Click to highlight the Session then click *Continue Session* to proceed with a previously started Session.

Payments can be posted using:

- **Find Invoices** which allows for searching for Invoices using multiple criteria.
- **Quick Pay** Allows payments to be posted by Invoice Number.

*Note – as you are posting payments you can switch between Find Invoices and Quick Pay in the same batch. Find Invoices and Quick Pay differ only in the searching and finding of an Invoice.

Quick Pay:

If the Invoice number is known, click Quick Pay and Key in the Invoice Number which the payment should be applied to:

Tab to enter the “Check Number” being used to make the payment.

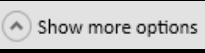
Tab to enter the “amount” being paid.

Click *Pay* to apply the payment which has been entered.

Find Invoices:

The Payment Amounts form will open. From this form find the Invoices for which payments need to be posted. Invoices can be searched for based on Invoice Summary Information:

- Start and End Dates
- Invoice Amount
- Customer Name
- Customer ID
- Invoice Balance
- Branch Name
- Invoice Number

Click *Show More Options*  to be able to search based on transactional detail information from within the Invoice:

Hide the additional options by clicking the *Hide Options* button.


Once Criteria is set, click *Search* to find the Invoices you are searching for:

Invoice #	Customer	Date	Total	Balance	Action	Reason	Check #	Pay Amount
▶ 43159	Worthington Industries	2/9/2011	\$4,800.00	\$4,785.00	Payment			\$0.00
▶ 5553658	Payroll Refactory	5/30/2011	\$3,806.50	\$3,806.50	Payment			\$0.00
▶ 43178	Worthington Industries	4/21/2011	\$1,600.00	\$1,600.00	Payment			\$0.00
▶ 43176	Worthington Industries	4/21/2011	\$1,600.00	\$1,600.00	Payment			\$0.00

*Note – columns can be managed (rearranged and hidden) the same as all grids in TempWorks Enterprise.

The Columns which are available for display include:

Invoice #	Customer	Customer ID	Dept	Date	Total	Balance	Action	Pmt Date	Reason	Check #	Pay Amount	Note
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Invoice details can be displayed from within Pay Invoices: Click on the  button to open the Invoice/Transactional details:

43160	Worthington Industries	2/9/2011	\$755.00	\$355.00	Payment						\$0.00	
INVOICE TRANSACTIONS												
Employee	Employee ID	WeekendDate	RHours	BillRate	TotalBill							
Alabama, Nick A	5025	1/23/2011		10	20	200						
Alabama, Nick A	5025	1/23/2011		20	20	400						
Proke, Dominic E	5814	1/23/2011		10	16	155						
Total Transactions: 3											Hide	

Clicking the gray expand button again will collapse the Invoice details.

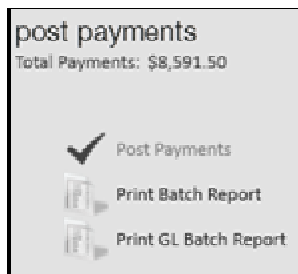
To post payments:

- Select the "Default Pay Date" for the current payments.
- Enter the "Check Number" being used to pay the Invoice.
- Enter the "Amount" being paid.

*Note – the check boxes allow you to set the Tab Stops so once you have arranged the Invoices properly you don't have to reach for your mouse to move into the appropriate field. Use your mouse or the enter key to move to the next column/field.

Default Pay Date: 9/16/2011											
Invoice #	Customer	Date	Total	Balance	Action	Reason	Check #	Pay Amount			
▶ 43159	Worthington Industries	2/9/2011	\$4,800.00	\$4,785.00	Payment		332	\$4,785.00			
▶ 5553658	Payroll Refactory	5/30/2011	\$3,806.50	\$3,806.50	Payment		1244	\$3,806.50			
▶ 43178	Worthington Industries	4/21/2011	\$1,600.00	\$1,600.00	Payment			\$0.00			
43176	Worthington Industries	4/21/2011	\$1,600.00	\$1,600.00	Payment			\$0.00			
▶ 5553646	Big Int Testers	3/31/2011	\$1,341.00	\$1,341.00	Payment			\$0.00			
43153	Uline Products Inc.	1/3/2011	\$1,160.00	\$1,138.00	Payment			\$0.00			
▶ 43177	Anderson Consulting	4/21/2011	\$784.00	\$784.00	Payment			\$0.00			
43171	Anderson Consulting	4/21/2011	\$784.00	\$784.00	Payment			\$0.00			
▶ 43180	Green Thumb	4/21/2011	\$775.00	\$775.00	Payment			\$0.00			
43173	Green Thumb	4/21/2011	\$775.00	\$775.00	Payment			\$0.00			
Total Payments: \$8,591.50											
<input type="button" value="Cancel"/> <input type="button" value="Next >"/> <input type="button" value="Finish"/>											

Once all payments have been entered click *Next*.



Click Post Payments to Post Payments to the Invoices

Click Print Batch Report will generate a report including all payments in this batch.

Click Print GL Batch Report will generate a report with totals to be posted to the General Ledger.

Options for Posting Payments

There are a series of options available when Posting Payments:



Messages:



The Message Option allow a Message to be logged for the highlighted Invoice. The message can be linked to various records such as a Contact or Employee and can have a follow-up Task added:

This message can be viewed from any record it is linked to as well as from within the Extended Invoice Details of the Invoice.

Date	Action	Message
9/16/2011	AR - 1st Call	Posting payment to invoice

Lump Sum Payments:



If a Customer sends a lump sum payment which should be applied to multiple Invoices:

- Click to highlight the Invoices to which the Lump Sum Payment should be applied. ***Note - Select the Invoices in the order in which the payments should be applied:**

▶ 43180	Green Thumb	4/21/2011	\$775.00	\$775.00	Payment	2	\$0.00
▶ 43173	Green Thumb	4/21/2011	\$775.00	\$775.00	Payment	3	\$0.00
▶ 5553666	Green Thumb	7/14/2011	\$2,115.00	\$225.00	Payment	1	\$0.00

- Click the *Lump Sum Payment* button which will open the following:

- Enter the "Check Number" used to make the payment.
- Enter the "total amount" of the payment.
- Click *Save*, the payments will be applied in the order in which the Invoices were selected until the money is used up.
- If there is a partial payment for the last Invoice, the payment will be displayed in **RED**.

▶ 43180	Green Thumb	4/21/2011	\$775.00	\$775.00	Payment	15001	\$775.00
▶ 43173	Green Thumb	4/21/2011	\$775.00	\$775.00	Payment	15001	\$300.00
▶ 5553666	Green Thumb	7/14/2011	\$2,115.00	\$225.00	Payment	15001	\$225.00

*Note -

- Any time a payment is applied which does not satisfy the total amount owing on that invoice the amount entered will be displayed in **RED**.
- When the sum of all Payments for a single batch, with a single invoice do not equal the balance amount those payments will be displayed in **RED**.
- Red Lines will be able to be filtered so only the Red Line items are displayed.

Pay In Full:

Paid In Full allows you to flag an Invoice has been Paid In Full without having to key in the amount:

Invoice #	Customer	Date	Total	Balance	Action	Reason	Check #	Pay Amount
43171	Anderson Consulting	4/21/2011	\$784.00	\$768.00	Payment			\$768.00
43177	Anderson Consulting	4/21/2011	\$784.00	\$0.00	Payment			\$0.00

Click to highlight the Invoice to be paid then click on the *Paid In Full* button to apply the full balance to the Invoice.

Load New Payments:

Clicking *Load Payments* Button will refres the screen to show only the Invoices that have payments or an adjustment pasted. It clears the search criteria and displays a staged verion of the batch.

Create Zero Dollar Invoice:



Zero Dollar Invoices can be created "on the fly".

To create an invoice which does not already exist, start a new session:

enter payment amounts

Find Invoices Quick Pay

Start Date Customer Name Branch Name

End Date Customer ID Inv Number

Inv Amount Inv Balance

Search

Show more options

Default Pay Date: 9/16/2011

Click the *Create Zero Dollar Invoice* Button. The following form will appear:

add zero dollar invoice

Invoice Number 9999101

Customer

Customer	Department
Royal American Bank	Primary
Royal American Bank	Teller
Royal American Bank	New Accounts
Royal American Bank	Accounting
Royal American Bank	Loans
Royal Caribbean	Restaurant
Royal Caribbean	Royal Caribbean Ca
Royal Caribbean	Security
Royal Caribbean	Primary

- Enter the "Invoice Number" to be created.
- Look up Customer for whom the Invoice is being created.
- Click Save.

Note – this will advise that the Invoice number does not currently exist.

An Invoice will be created with the new Invoice Number:

Invoice #	Customer	Date	Total	Balance	Action	Reason	Check #	Pay Amount
9999101	Royal Caribbean	9/16/2011	\$0.00	\$0.00				\$0.00

New Line Item:



Invoice Line Items can be duplicated for splitting payments or adding adjustments.

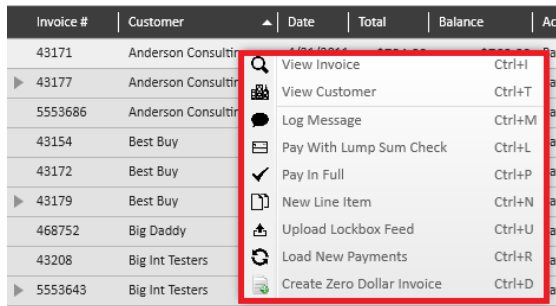
Click to highlight the Invoice Line to be duplicated. Click the New Line Item button. The Line which is highlighted will be duplicated:

Invoice #	Customer	Date	Total	Balance	Action	Reason	Check #	Pay Amount
5553657	123 Nursing	5/30/2011	\$585.00	\$585.00	Payment			\$0.00
5553657	123 Nursing	5/30/2011	\$585.00	\$585.00	Payment			\$0.00

Right Click Options:

When viewing an Invoice within the Pay Invoices area, right click on an Invoice for several options. The options which are below the separation line are exactly the same options as in the toolbar covered in Options Section above. Two additional options are available when right clicking:

Invoice #	Customer	Date	Total	Balance	Action
43171	Anderson Consultin				
43177	Anderson Consultin				
5553686	Anderson Consultin				
43154	Best Buy				
43172	Best Buy				
43179	Best Buy				
468752	Big Daddy				
43208	Big Int Testers				
5553643	Big Int Testers				




- Clicking View Invoice will open the Invoice which has been right clicked.
- Clicking View Customer will navigate to the Customer (or Department, if Invoices are separated by Department) of this invoice.

Adjustments:

Adjustments can be applied to invoices. If this is a general adjustment to be applied to the entire Invoice, the adjustment can be made within the Pay Invoices.

- Look up the Invoice to be adjusted.
- In the *Action* column select "Adjustment".
- From the *Reason* Column select the reason for this Adjustment.
- In the *Pay Amount* key in the amount the Invoice should be adjusted by.

Invoice #	Customer	Date	Total	Balance	Action	Reason	Check #	Pay Amount
43176	Worthington Industries	4/21/2011	\$1,600.00	\$1,600.00	Adjustm	SBWO		100.00

*Note – Payments and Adjustments can be processed in the same batch. Click the New Line Item button  to duplicate the Invoice Line Item, use one Line for the Payment, the other for the Adjustment.

Navigation:

To navigate effectively and efficiently through the Pay Invoices area several "Hot Keys" have been created specifically for use within Pay Invoices:

HotKey	Action
CTRL +1	Display 'Filter Invoices' tab
CTRL +2	Display 'Quick Pay' tab
CTRL +I	View Invoice
CTRL +E	View Employee
CTRL +T	View Customer
CTRL +L	Pay with Lump Sum Check
CTRL +M	Log Message
CTRL +P	Pay in Full
CTRL +R	Load New Receipts
CTRL +W	Clear Search Form
CTRL +D	Create Zero Dollar Invoice
Numpad MULTIPLY (*)	Expand / Collapse transaction details for selected invoice
Numpad DIVIDE (/)	Switch focus between upper form and invoices
CTRL +Space	Show / Hide more 'Find Invoices' options
CTRL +UP	Move selection to previous invoice
CTRL +DOWN	Move selection to next invoice

Still Have Questions?

For more information about the Accounts Receivable Payment Posting, to schedule training on Accounts Receivable Payment Posting, submit suggestions on how to improve this document, or to request documentation on other Enterprise functionality please contact our Training Department at trainers@TempWorks.com.