

# Invoicing, Receivables & GL – Procedures, Balancing, Common Problems, What's New, Tips & Tricks

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**Student Outline**

## **INVOICE PROCESS**

- Review of recommended Invoicing Procedure
- Recommendations for invoicing Credit/Debit Memos Separately
- Update Costs & Prices
- Recommendations for invoicing COD Orders Separately
- Recommendations for separating by Accounting Category
- Recommendations for report setup
- Invoicing Configuration
- Invoicing Frequency
- Creating Orders for Separate Invoices
- Suspending Options for Product/Ticket
- Voiding Ticket Reason Codes
- Automatically updating missing ticket times

## **PRINTING & UPDATING INVOICES**

- Filling out the Print Invoice screen
- What happens when you Print Invoices
- Reprint option
- What happens when you Update invoices
- GL Errors during Update invoices
- Invoice Restart

## **CREDIT & DEBIT MEMOS**

- Brief review of credit/debit memos

## **INVOICING REPORTS**

- Price Source Codes
- Priced Orders
- Transfer Orders Register
- Invoice Run Totals Report

## **COMMON PROBLEMS WITH SALES TAX ADJUSTEMENTS**

- Performing Sales Tax Adjustments
- Incorrect Tax Adjustments
- Changing one tax authority on an invoice
- Invoice Adjustments Involving Sales Tax
- How Sales Tax Adjustments affect Sales Tax Reports

## **COMMON PROBLEMS WITH DISCOUNT TRANSACTIONS**

- Discount Methods
- Chargeback Method
- Valid, no tax on discount Method
- Valid Method when configured to allow tax on discount

## **PAYMENT TRANSACTIONS**

- Open Payments
- Entry of Check Number

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- Recommended payment entry procedures for COD
- Receipt Printing
- Printing directly from the Payment Batch screen

## **PREPAYMENTS**

- Purpose
- Process
- GL Booking
- Setup

## **INTERCOMPANY TRANSACTIONS**

- Intercompany A/R & A/P Transactions
- Intercompany Sales & Sales Qty Transactions
- Intercompany Transfers

## **POSTING & RELEASING TRANSACTION BATCHES**

- What happens when you release a batch
- What happens when you post a batch
- Common errors during posting
- Deleting batches

## **A/R REPORTS**

- Summary
- A/R Invoices
- Sales Tax Report

## **RECEIVABLES PROCESS**

- Review of updated Monthly Receivables Process

## **RECOMMENDED BALANCING ROUTINE**

- What balances and what does not
- Balancing Intercompany Transactions
- Recommended frequency for balancing
- Daily/Weekly balancing
- Monthly balancing
- Troubleshooting when you are out of balance

## **MONTH END ROUTINES**

- Apply Open Balances
- Create Finance Charges
- Create Statements
- Generate Monthly A/R Reports
- Period End Process
- Reopening a closed accounting period

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## **PURGING & ARCHIVING**

- What happens when you purge
- Recommendations for purging
- What happens when you archive
- Recommendations for archiving

## **GENERAL LEDGER**

- How the system reads your GL setup to book transactions
- How to troubleshoot the GL
- Editing incorrect GL information in an unposted Sales batch
- Editing incorrect GL information in an unposted Payment batch
- Editing incorrect GL information in an unposted Adjustment batch
- Editing incorrectly GL information in an unposted Void Payments batch
- Changing your GL setup
- Tips for setup of Sales Tax Payable Booking Codes
- Miscellaneous GL tips

## **TAXING CONFIGURATION**

- Destination taxing
- Origination taxing
- Reciprocation
- Other taxing configurations

## **AGING CONFIGURATION**

- By Calendar Month
- By Accounting Month
- By Day
- By Prox Date
- Age by Date
- Changing Your Aging Configuration

## **REVIEW OF CONFIGURABLE OPTIONS**

- Invoice by Order or Ticket Date
- Use Product Level Terms Code Discount Overrides
- Statement Configuration

## **FORMATTING INVOICES & STATEMENTS**

- Document Tags available
- Modifying Invoice/Statement Formats
- Adding Conditional Tags to Invoice/Statement Formats