



## **Accounts Receivable**



## imple™

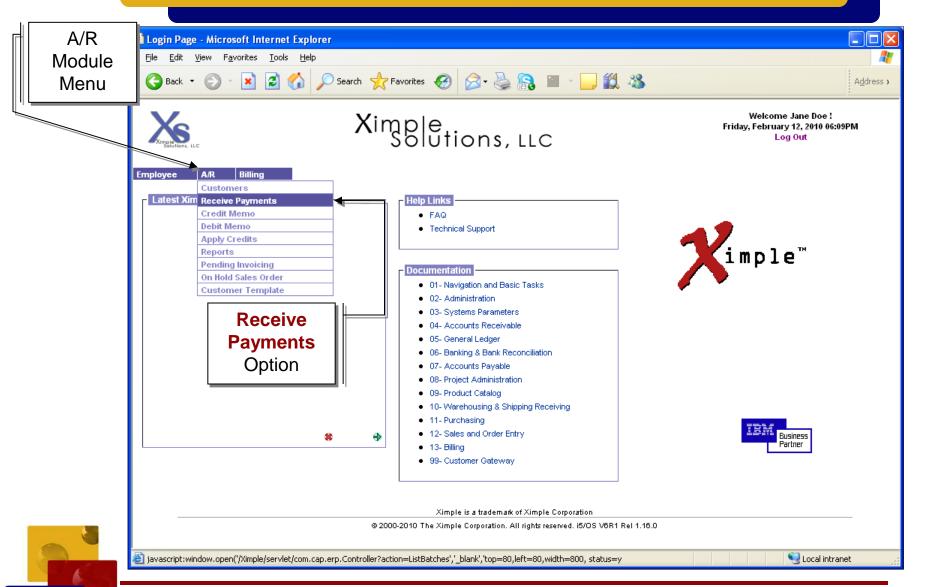
#### **AR Tasks**

- Receive Customer Payments
- Enter Customer Credits
- Enter Customer Debits
- Apply Customer Credits
- Release SO Credit Holds
- View & Release Pending Invoices
- Send Customer Statements
- Generate Reports
  - Aging Summary
  - Customer Statement
  - Transaction Detail
  - Payment Analysis
  - Sales Report



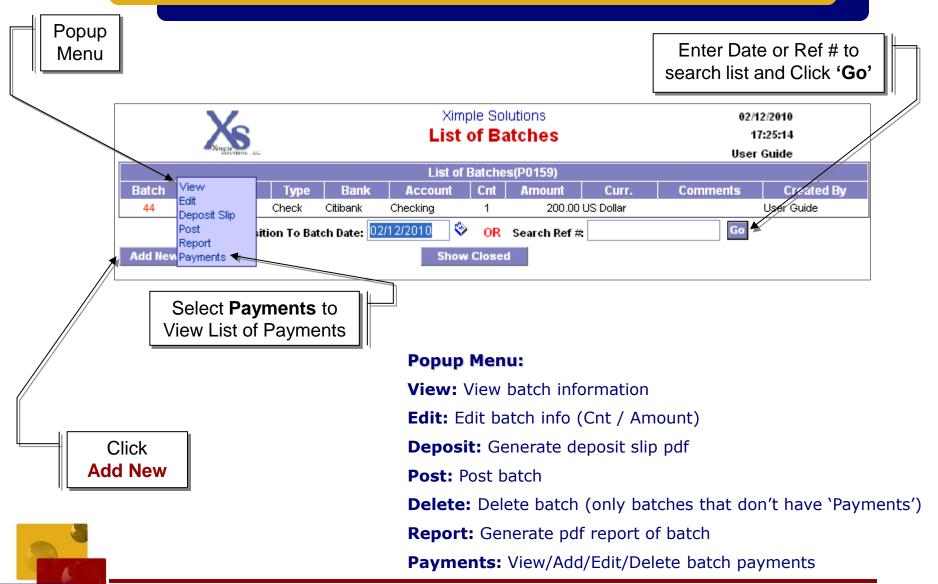


#### **Receive Payments**





#### **Receive Payments**





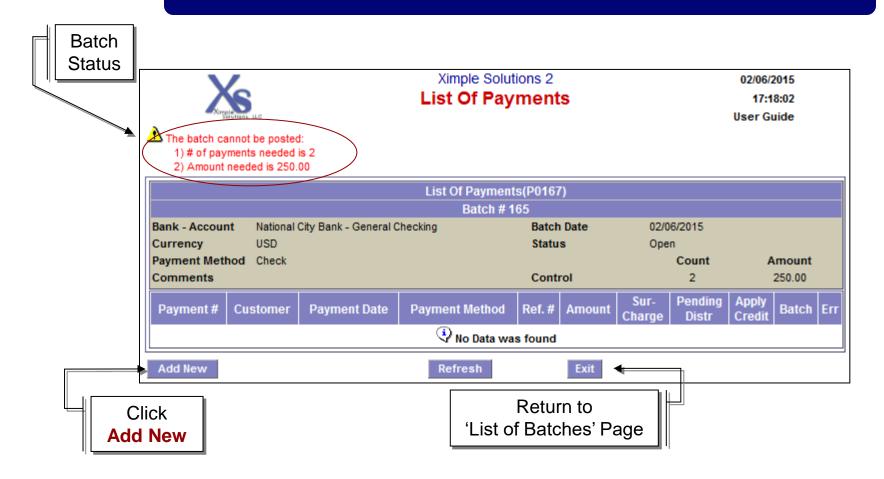
### **Add New Batch**

V		Solutions 2	02/06/2015
	Add N	lew Batch	17:17:54
Selutions, ILC			User Guide
	Add Nev	v Batch(P0160)	
*Payment Method	Check	*Batch Date	02/06/2015
*Bank	National City Bank 🗸		
*Account Name	General Checking (US)	~	
Comments			
Total Control Inform	mation		
*Control Count	2	250 X	
	Save	Cancel Cancel	
ll I	Click Save		





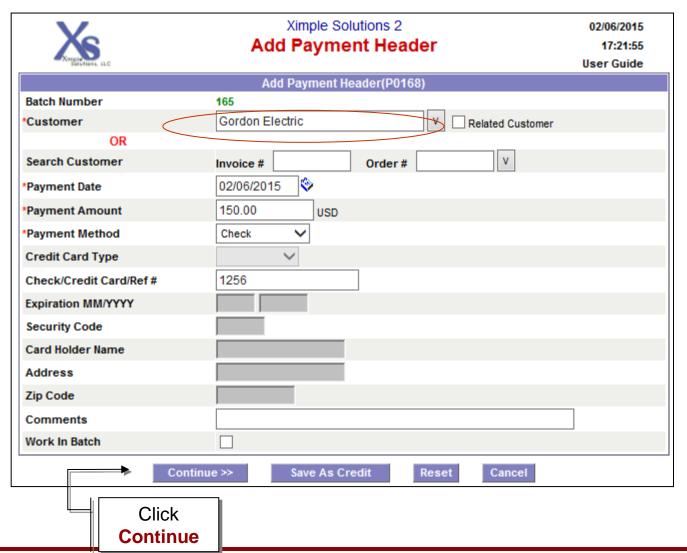
#### **List of Payments**







#### **Add Payment**







#### **Add Payment**



Open Credits

Open Bills

#### Ximple Solutions 2 Add Payment Detail

02/06/2015 17:24:13

**User Guide** 

							0001 001		-
			Add Pa	ayment Detail(F	P0169)				
Batc	h Number - Date	165 - 02/06/2015		Curre	Currency				
Cust	tomer	Gordon Electric (Cust #: 11132)		Paym	Payment		CR To Us		
Chec	ck/Credit Card/Ref#	Credit Card/Ref # 1256		Pend	ing Distribution	150.00		1 <sup>st</sup> crea	
Payn	nent Date	02/06/2015		Availa	able Credit	35.00		and ap	ply
Bank	c - Account	National City Bank - Ge	neral Check	ing Auto	Calculate 🗹			any Tax	CR
Shov	w Doc By Date	<b>&gt;</b>		Exclude	Service Charges	s 🗌	Refresh	Clear All	
			Av	ailable Credit L	ist				
	Customer	Doc Type	Doc#	Date	Amount	Curr	Balance	Amt To Use	
	Gordon Electric	Credit Memo	3	02/06/2015	20.00	USD	20.00		
	Gordon Electric	Credit Memo	Credit Memo 4		15.00	USD	15.00		
Total Credit 35.00 0.00									
			Pay	yment Distribut	ion				ĺ
					Ir	n Payment	Currency (USD)		
Pay in fu	Ciletomer I IIII e I	Date Doc # Doc. type	Date	SO # Original (		f. Early Pay Disc.	Interest Balan		
	Gordon Electric 03/31/2	2015 566728 Invoice (ROI)	02/06/2015	2870 59.67	59.67 3.91 0.0	0.56	0.00	9.11 0.00	
	Gordon Electric 03/31/2	2015 566729 Invoice (ROI)	02/06/2015	2871 400.19	400.19 26.18 0.0	0 3.74	0.00 39	6.45 0.00	
	I Documents: 2 I Credits: 2			(I	Pending Distribut	ion:	150.00 Total:	0.00	
									3

Calculate

Cancel

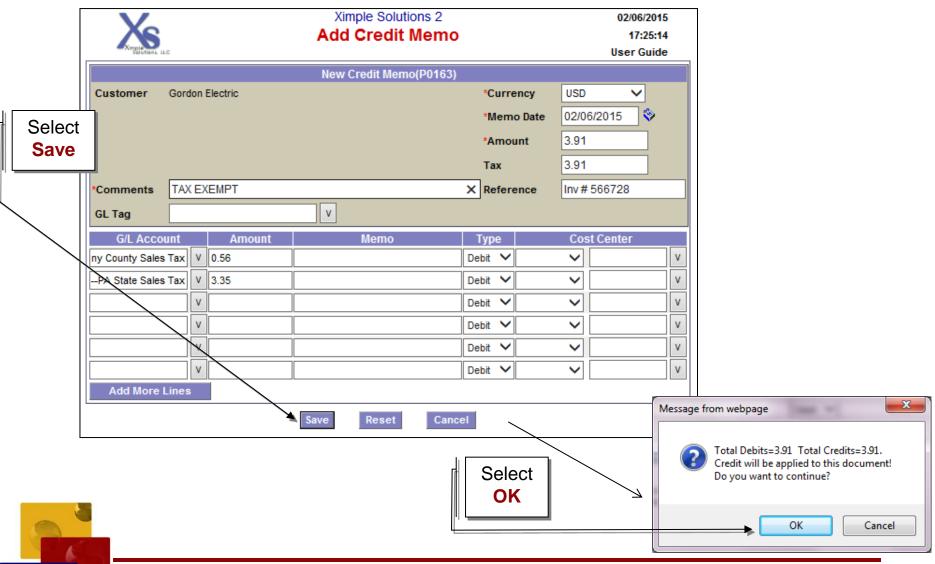
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Save

Reset



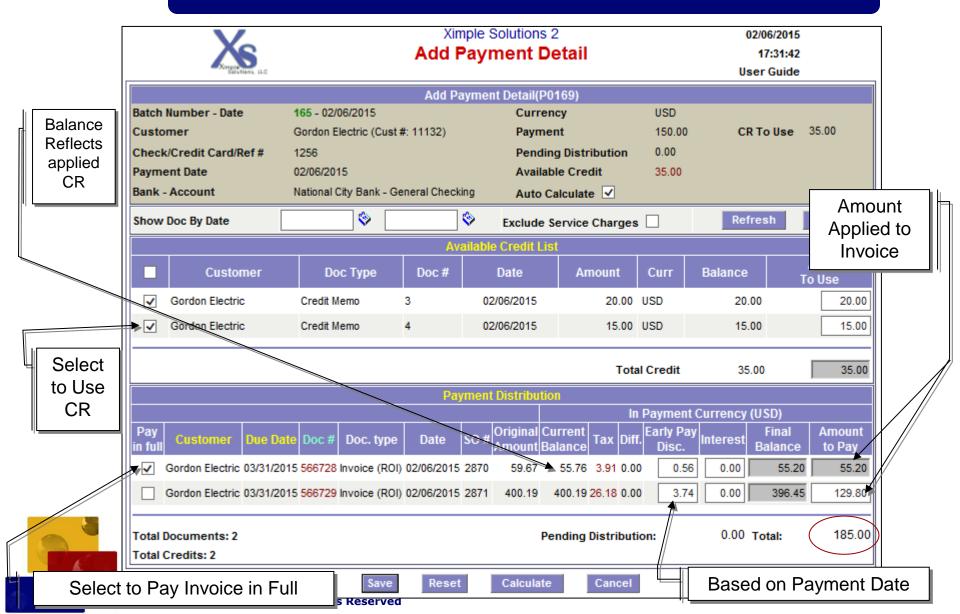
#### **Tax Credit**



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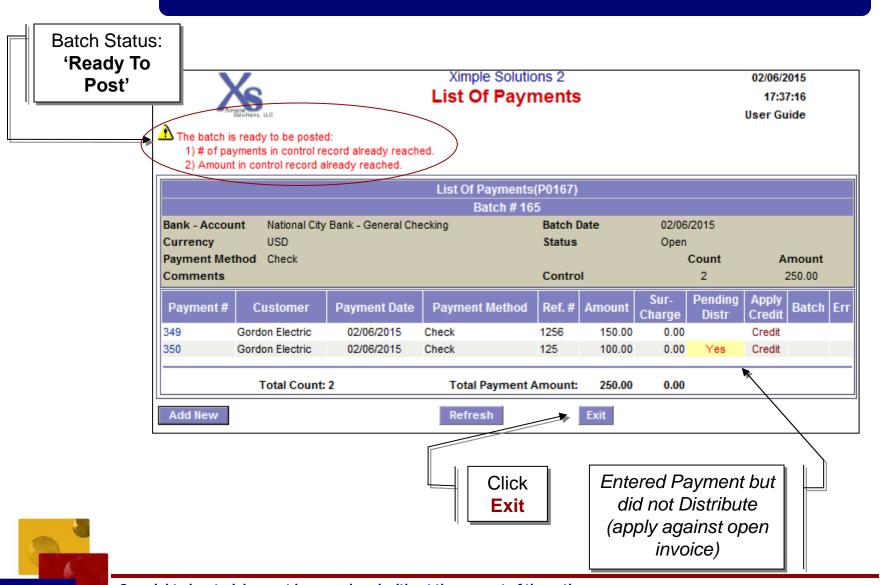


#### **Add Payment**





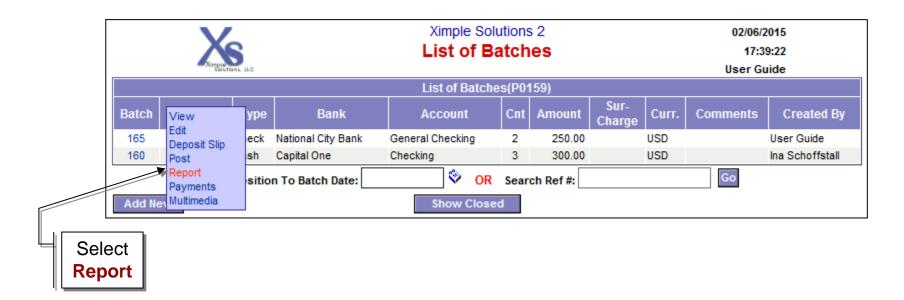
#### **Add Payment**







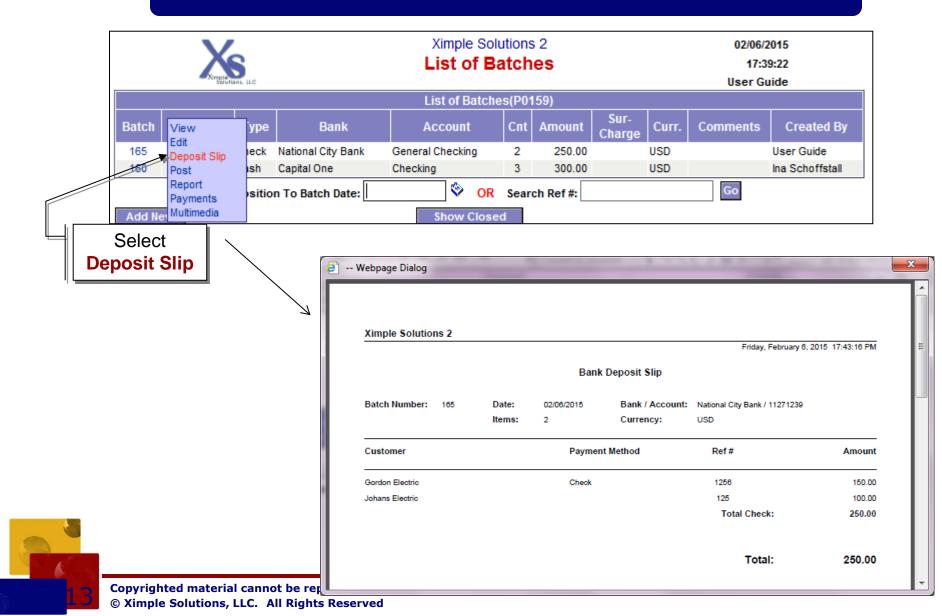
#### **Print Report**





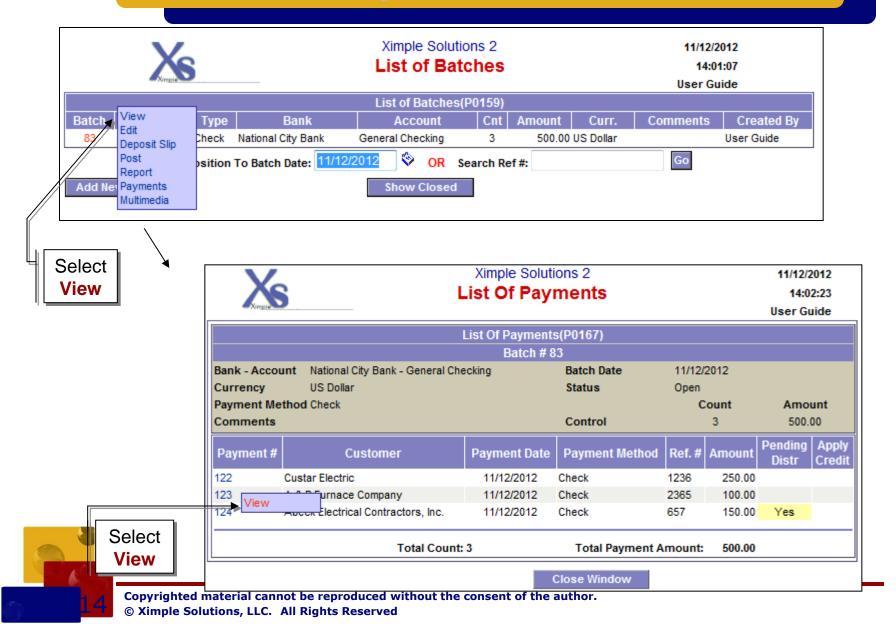


#### **Deposit Slip**



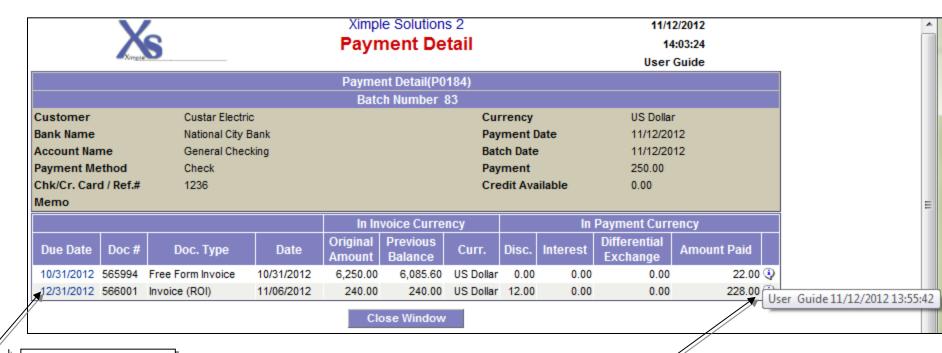


#### **View Payment Information**



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#### **View Payment**



Click on **Date** to view Document

Scroll on icon to view when payment was applied





### **View Payment**

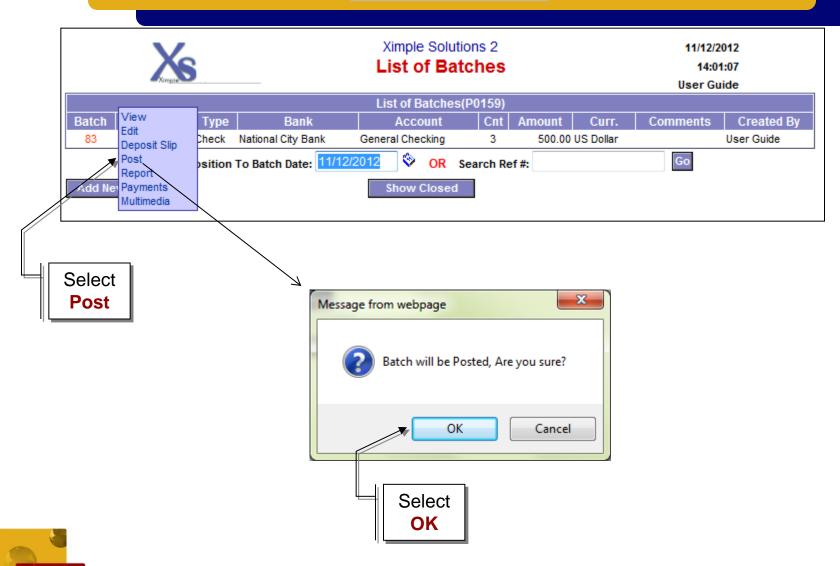
V					mple S				11	/12/2012
N		View Invoice							14:04:47	
Xiregite	Oregic Company of the							Use	er Guide	
View Invoice (P1323)										
Invoice #	566001 -	566001 - Invoice (ROI) - 1				Order# 1887				
Invoice Date	11/06/20	12				Store	Store MCK			
Billing Currency	US Dollar	г				Sales Person User Guide			ide	
Customer	Custar El	Custar Electric				Shipping Method Will Call				
Customer PO						Trip#				
Bill-To	Jamie Sn 2635 Cus 20852	nithe star Drive, I	Rockville, M	lontgome	ry, MD,	Ship-To	0			
<b>Inv Sent Status</b>	Print: P	ending	Email: P	ending	Fax:	N/A				
Payment										
Payment Term				Payı	ment Me	thod			Due Date	
Net 30 Prox				On A	Account				12/31/201	2
Display by Lot Pricing  Item Details										
No. Produc	t Qty.	UOM	Unit F	Price	Disc		Disc Amo	unt	Ext. Amount	Early Pay Disc %
Arctic 1-1	3	EA	8	30.00 EA	0.00			0.00	240.00	0.00
					Sub Tot	al			240.00	
	Discount								0.00	
	Tax								0.00	
S & H									0.00	
Total 240.00										
		Close Win	idow	<b>4</b>	keprint li	nvoice		Do not S	Send Doc.	



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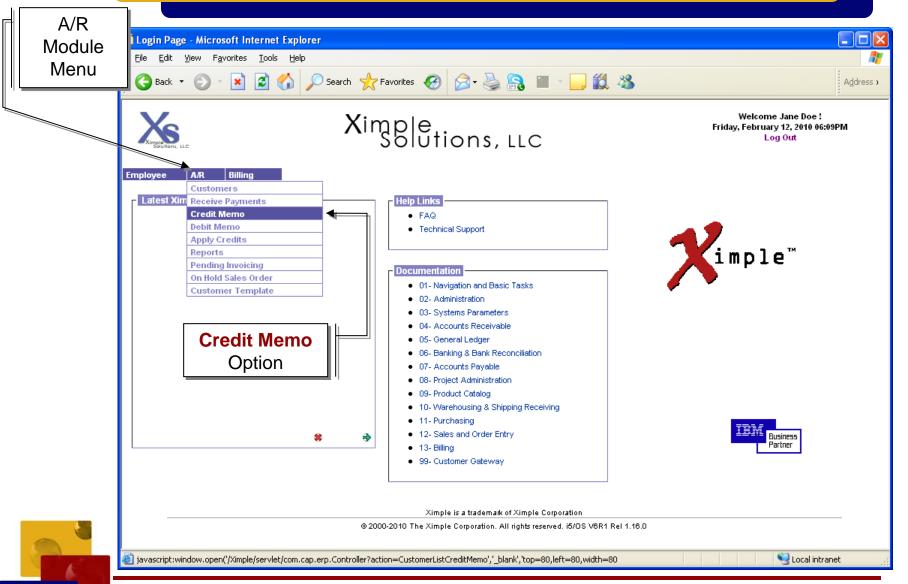
#### **Post Batch**







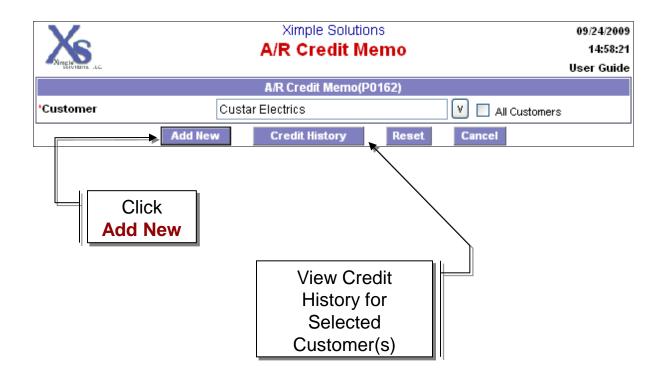
#### **Add Credit Memo**



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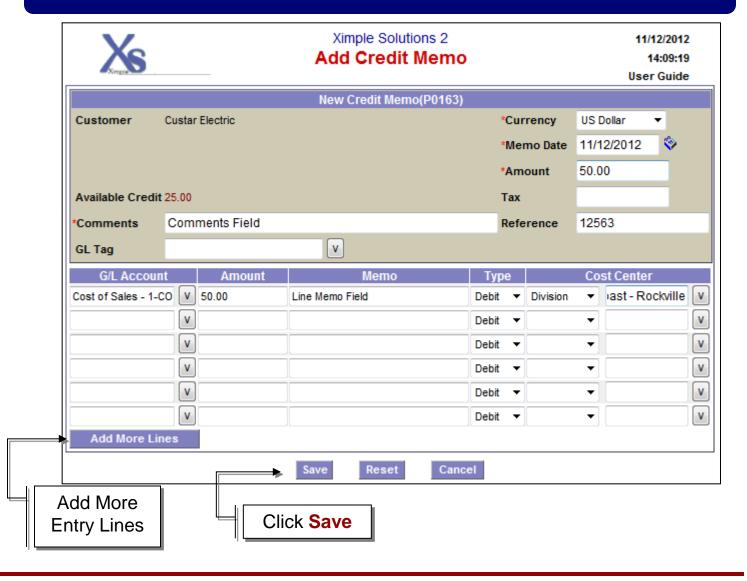
#### **Add Credit Memo**







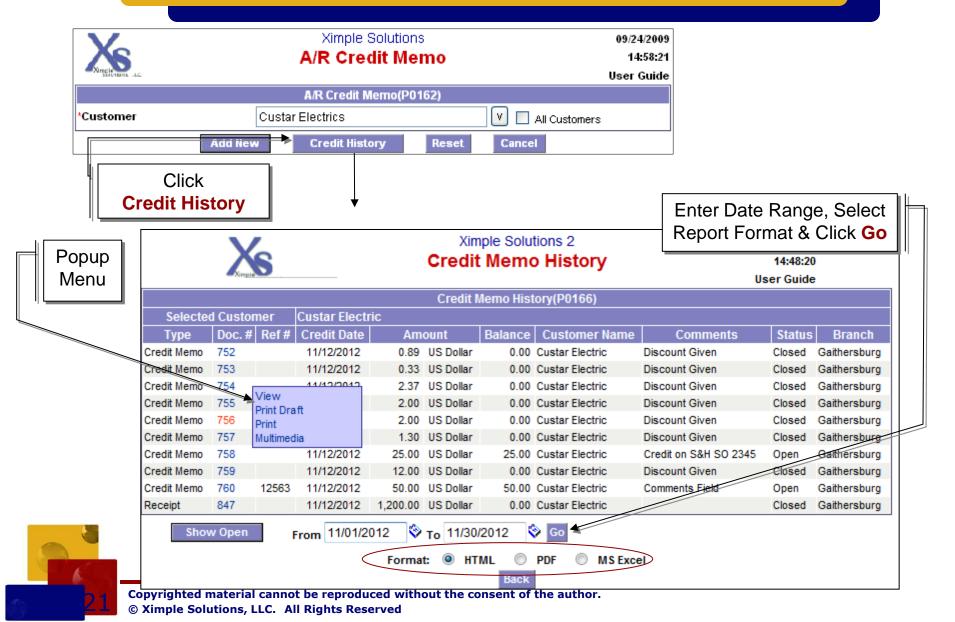
#### **Add Credit Memo**





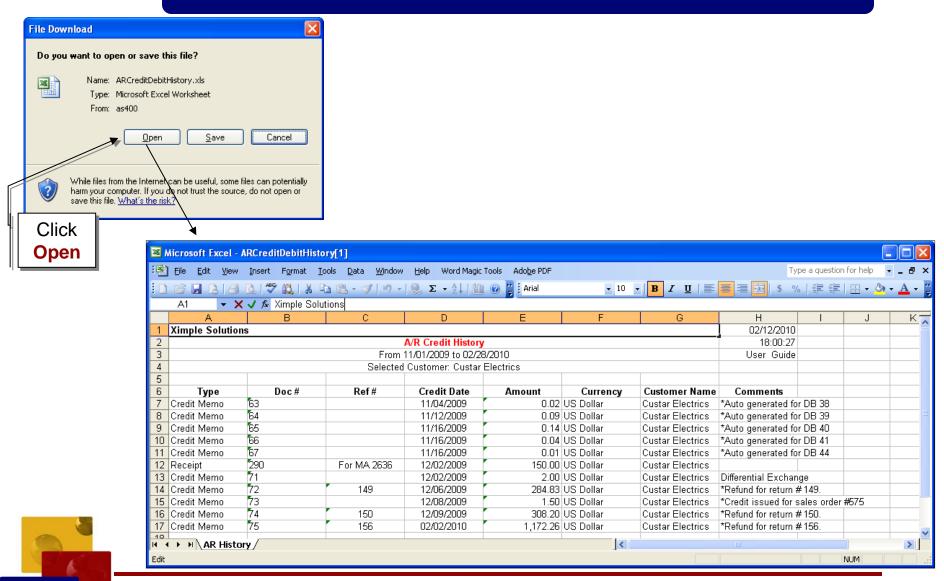


#### **Credit Memo History**





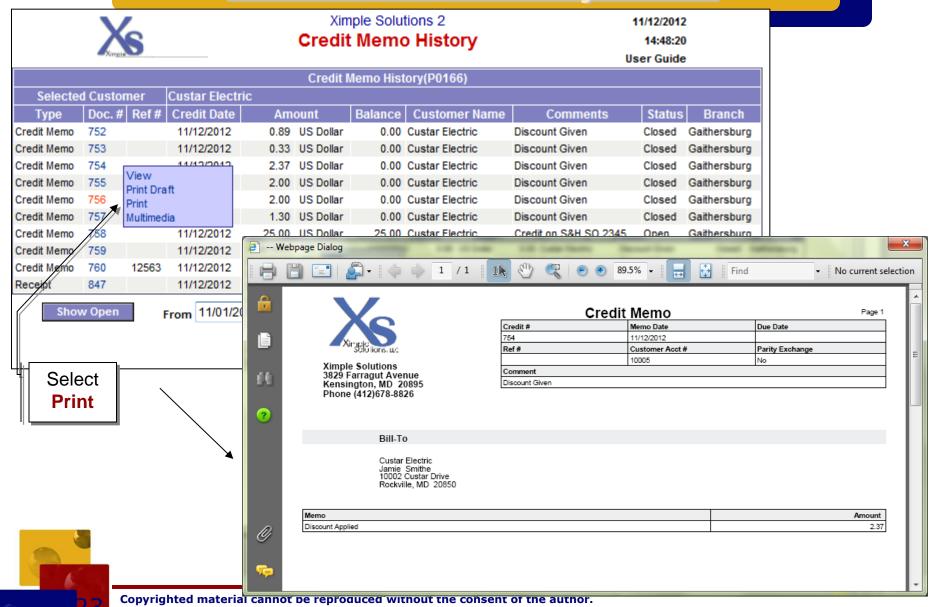
#### **Credit Memo Report**



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#### **Credit Memo History - Print**

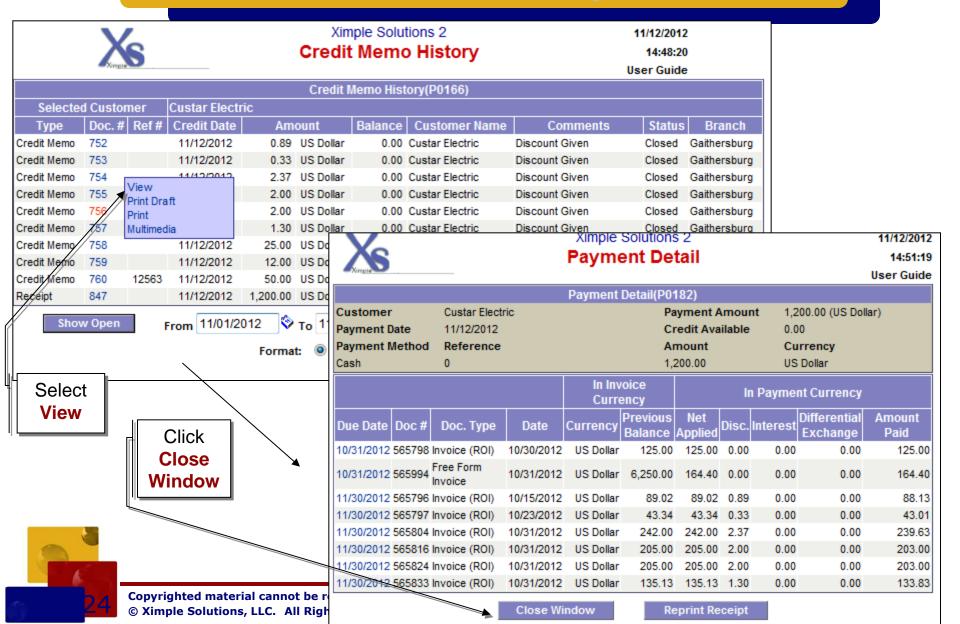
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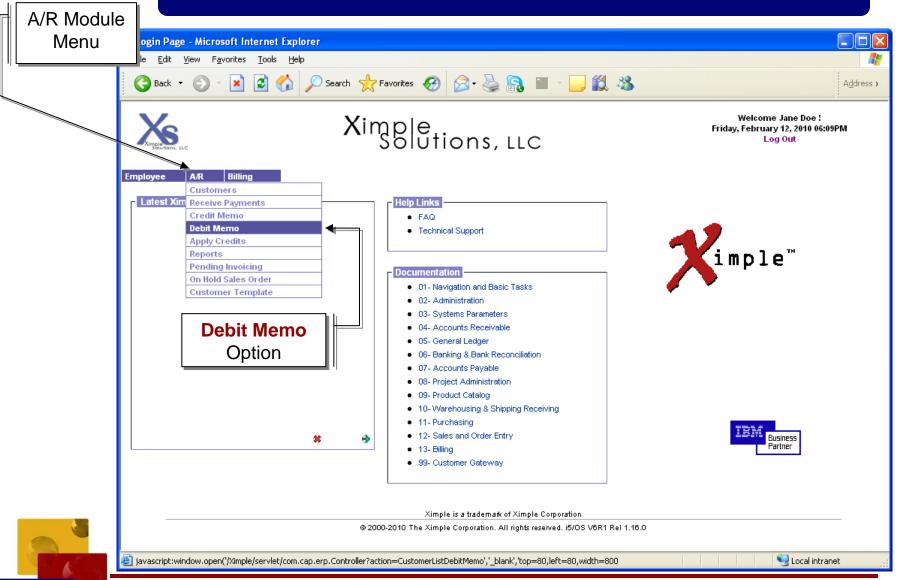


#### **Credit Memo History - View**





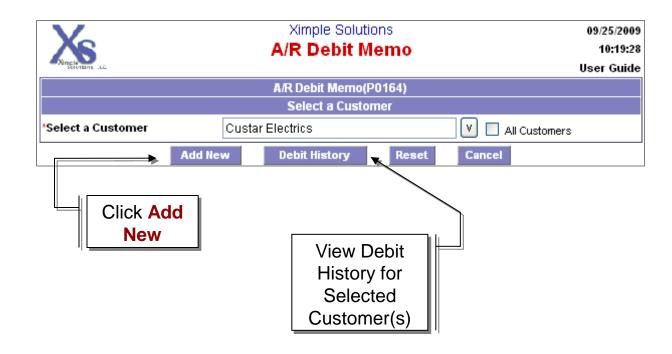
#### **Add Debit Memo**



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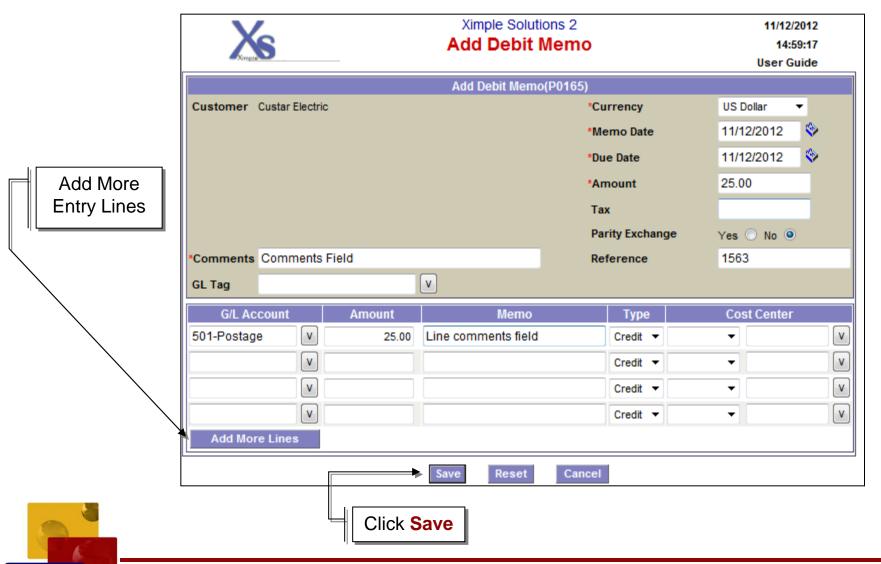
#### **Add Debit Memo**





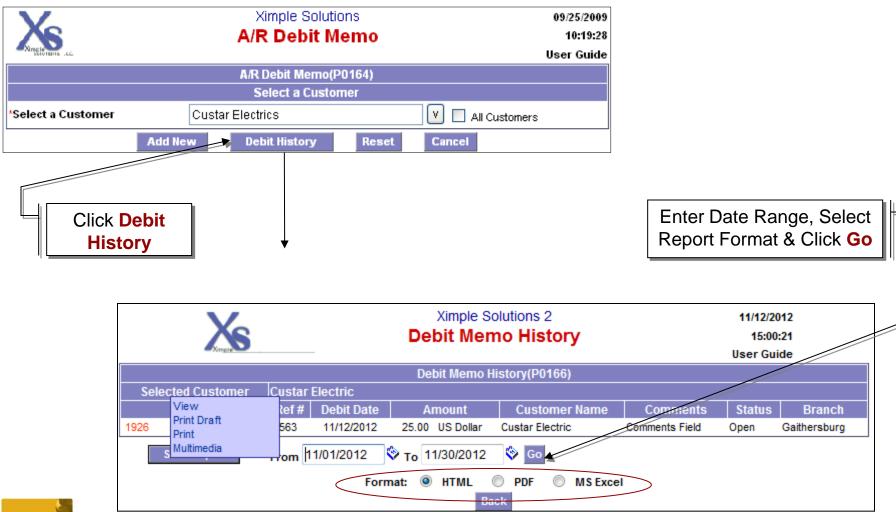


#### **Add Debit Memo**





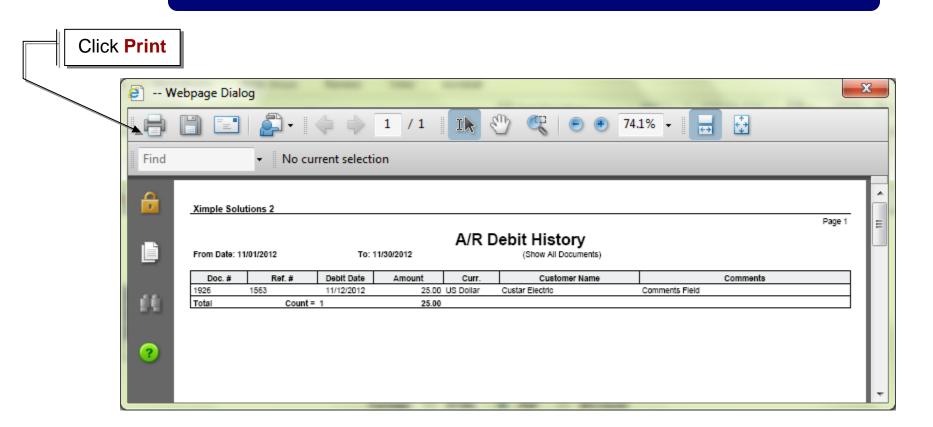
#### **Debit Memo History**







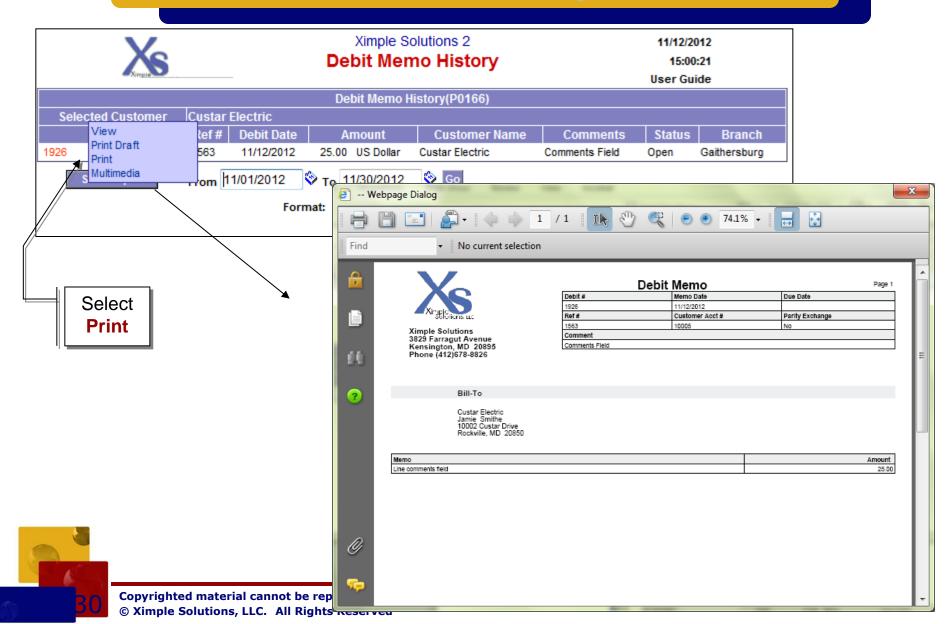
#### **Debit Memo History - Report**





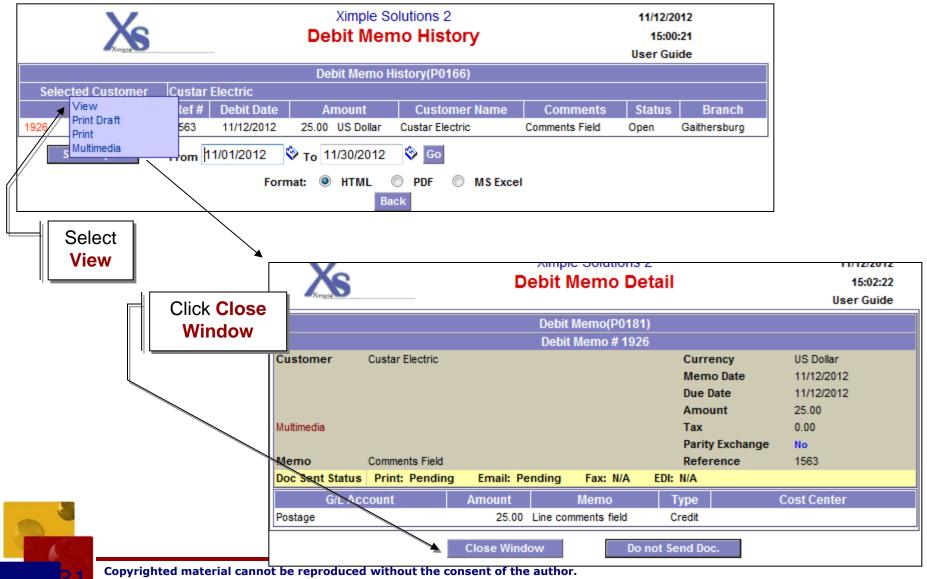


#### **Debit Memo History - Print**





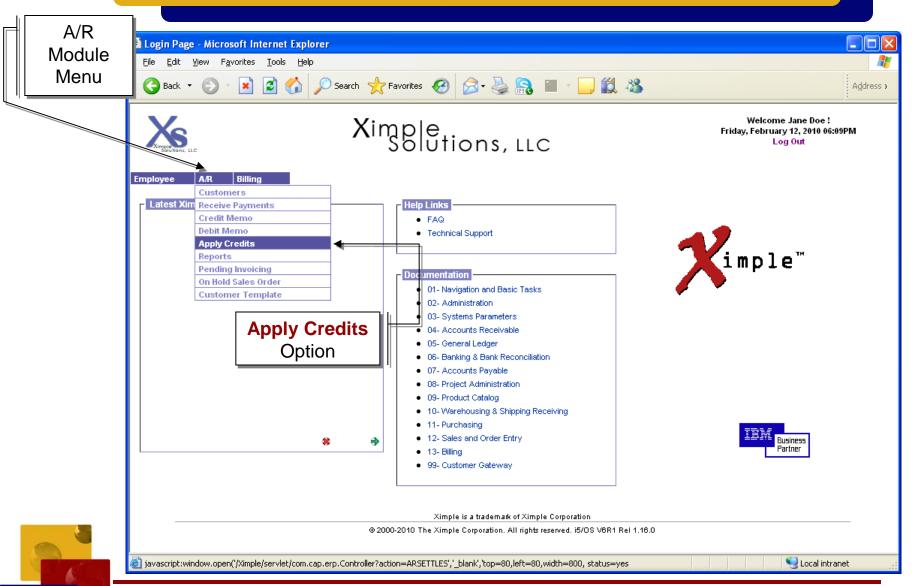
#### **Debit Memo History - View**



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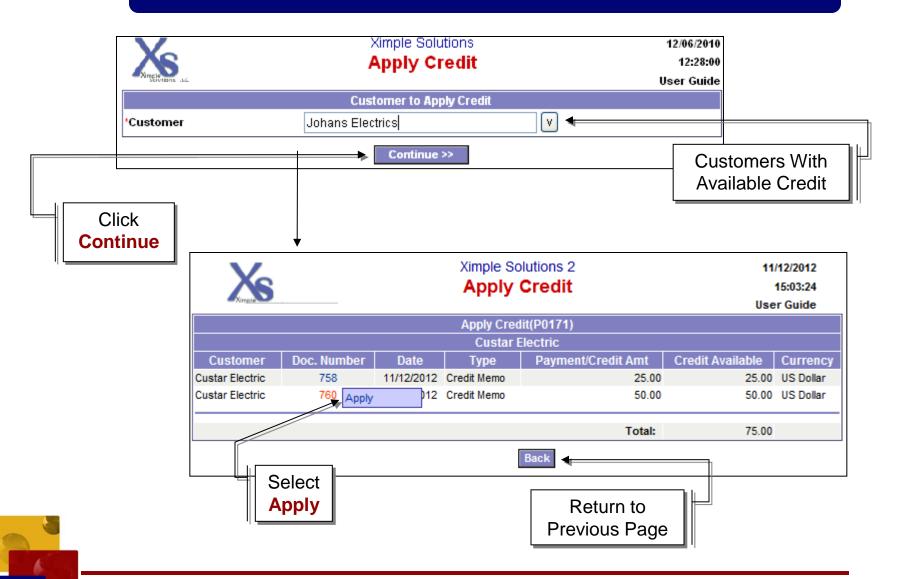
#### **Apply Credits**



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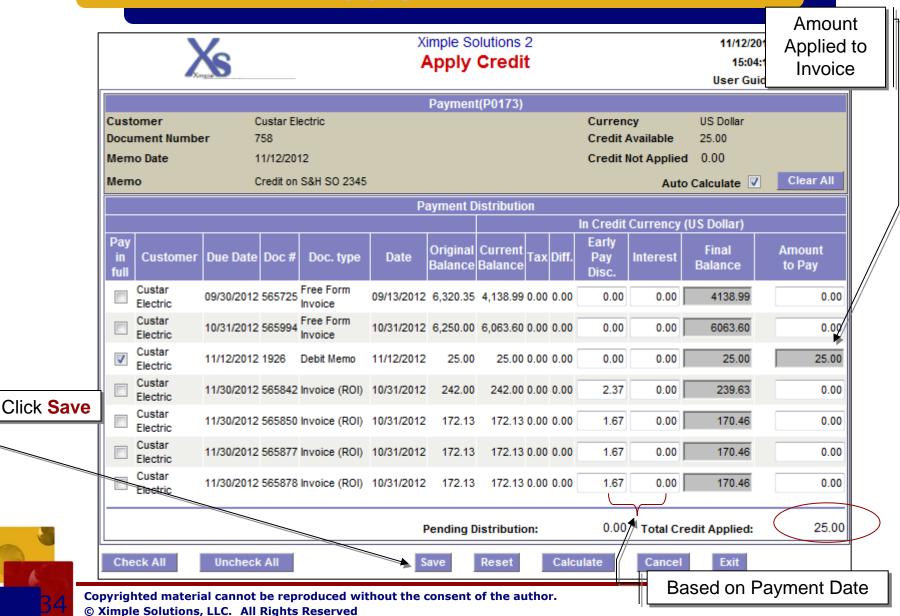


#### **Apply Credits**



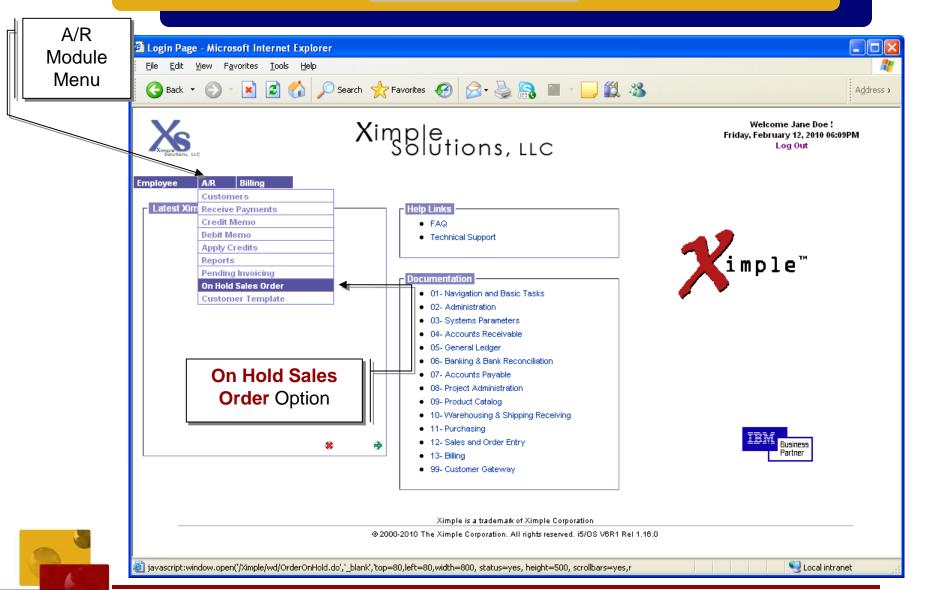


#### **Apply Credits**





#### On Hold SO



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#### On Hold SO



#### **Popup Menu:**

View: View Sales Order Info

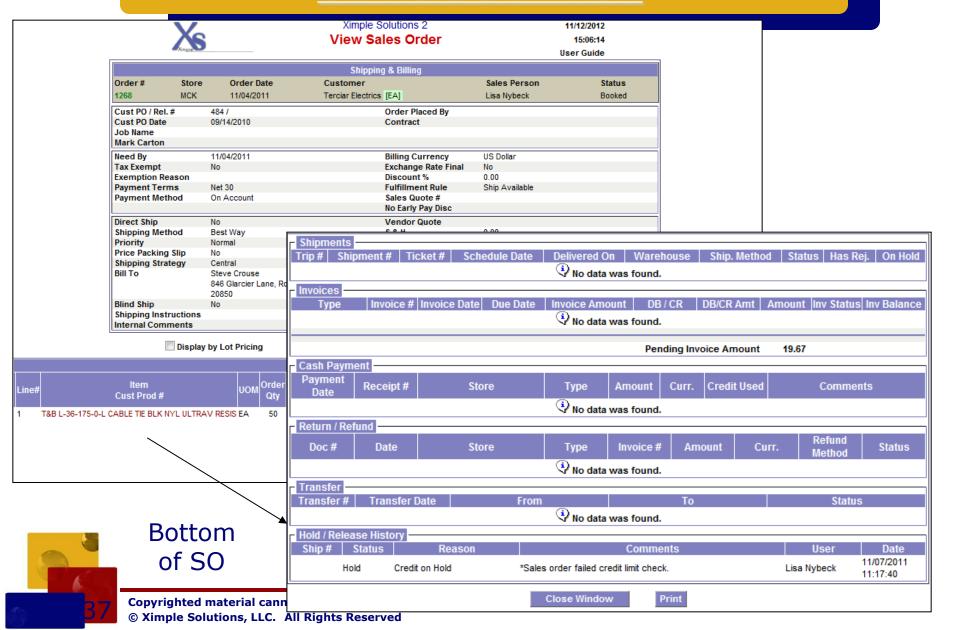
**Print:** Print Sales Order

Release: Release SO Hold



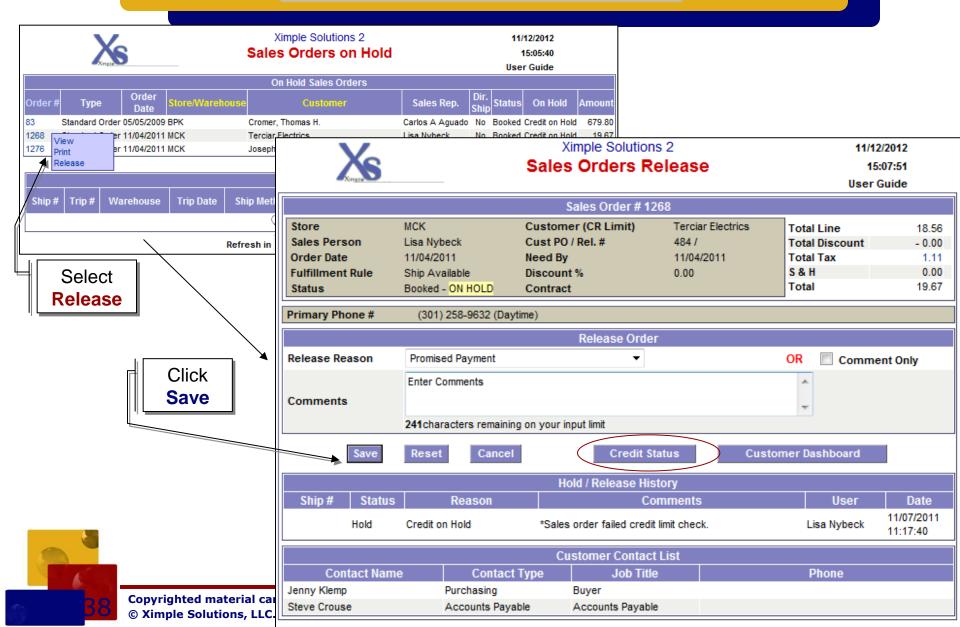
#### On Hold SO - View

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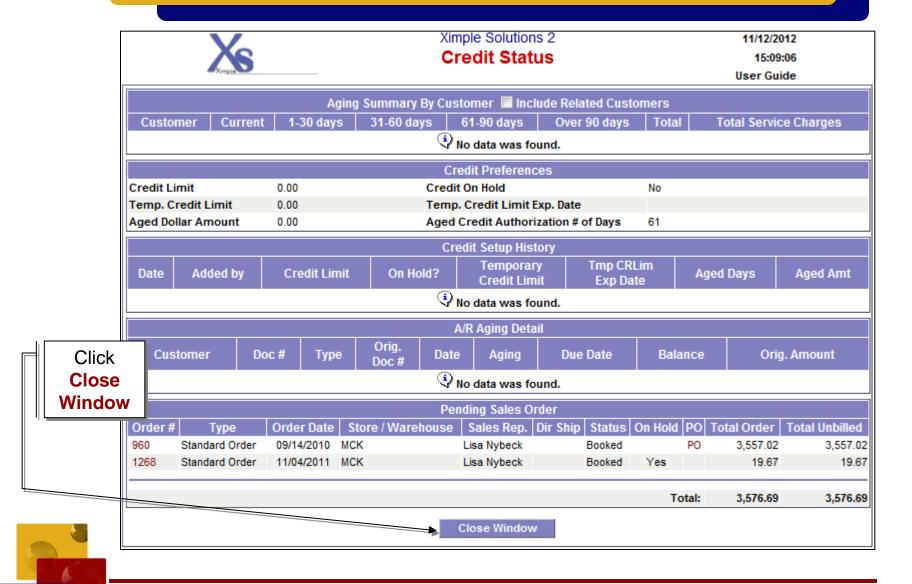


#### On Hold SO - Release





#### On Hold SO - Release



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#### **Invoicing & Ximple**

- Automatic Invoicing: Invoicing automatically occurs at time Trip/Shipment is closed. Exceptions:
  - Service items can be manually invoiced through Sales
  - Shipment has issues and system hold invoicing(must be manually released by user):
    - S&H not being charged
    - CC process failed
    - Price Discrepancy
- COD Invoices: Payment Entered after Trip is closed

**Note:** Invoices cannot be voided or edited after they have been generated



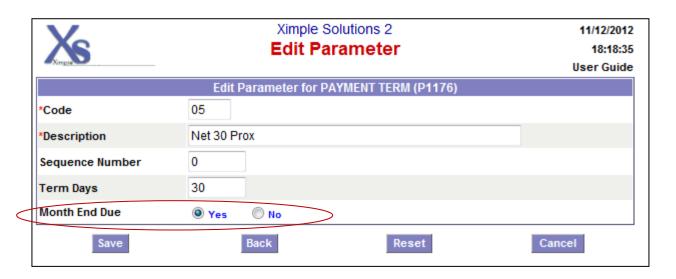


#### 1. Term Days: DOES NOT take into account Discount Days

**Payment Terms (parameter):** This defines # of days customer has to pay invoice. Payment Terms assigned individually to customers (<u>Edit Customer</u>)

#### **Month End Due:**

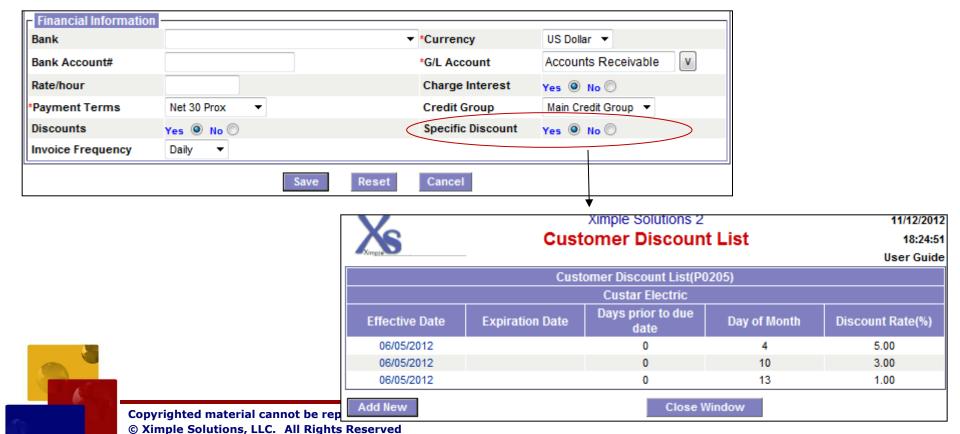
- Yes: The due date is pushed to the end of the month the payment is due on.
- No: The Due date is pushed to the Month End Cutoff Day.





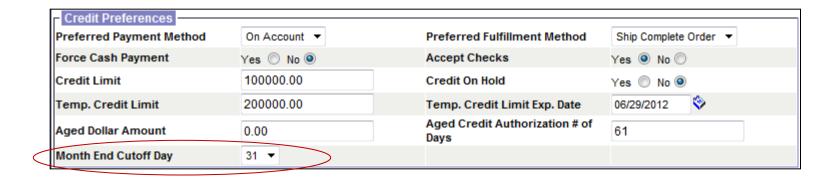


- 2. Early Pay Discounts: Set up at Customer Level (Edit Customer)
  - Discounts: Default company discounts.
  - Specific Discount: Customer Specific Discount. Can have multiple layers.





**3. Month End Cut off Day (Customer Preference):** day of the month, after term days are applied, that invoices will be due for the customer.



**Note:** If the customer does not have a Month End Cutoff Day, then:

**Due Date =** Payment Terms + Invoice Date.





#### 4. Calculating # Months to add to Due Date

#### If Term Days are divisible by 30:

(Term Days) / 30 = Number of Months to Add to Invoice Due Date

**Invoice Due Day =** Invoice Date + # Mnths

If Invoice Due Day > Month End Day (from <u>Customer Preference</u>) Then add a month to the invoice due date

#### If Term Days are not divisible by 30:

If [Invoice Date + Term Days] > Month End Day
Invoice Due Date = Invoice Date + Plus 1 Month

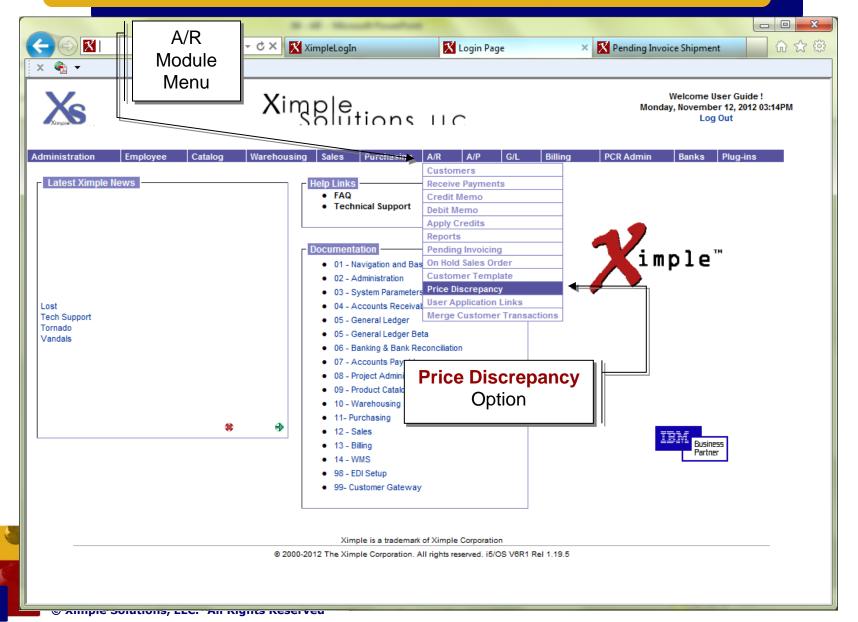
If [Invoice Date + Term Days] < Month End Day

Invoice Due Date gets pushed to 'Month End Cutoff Day'



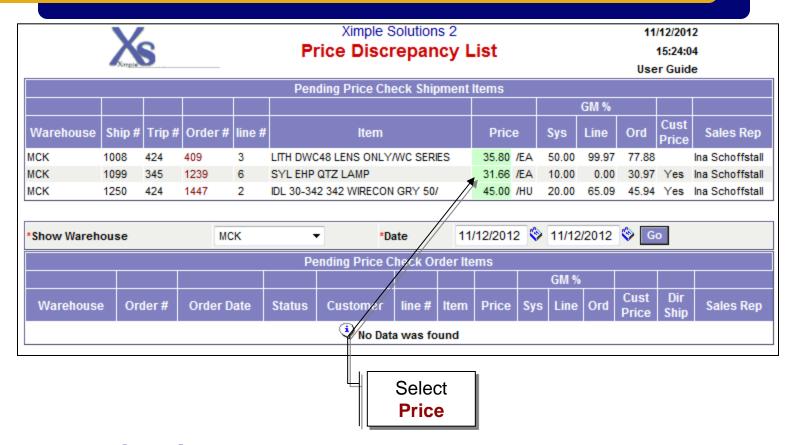


#### **Price Discrepancy**





#### **Price Discrepancy**



#### **Reasons for Discrepancy:**

User (sales person) is charging customer above or below company GM (General Company Parameter)





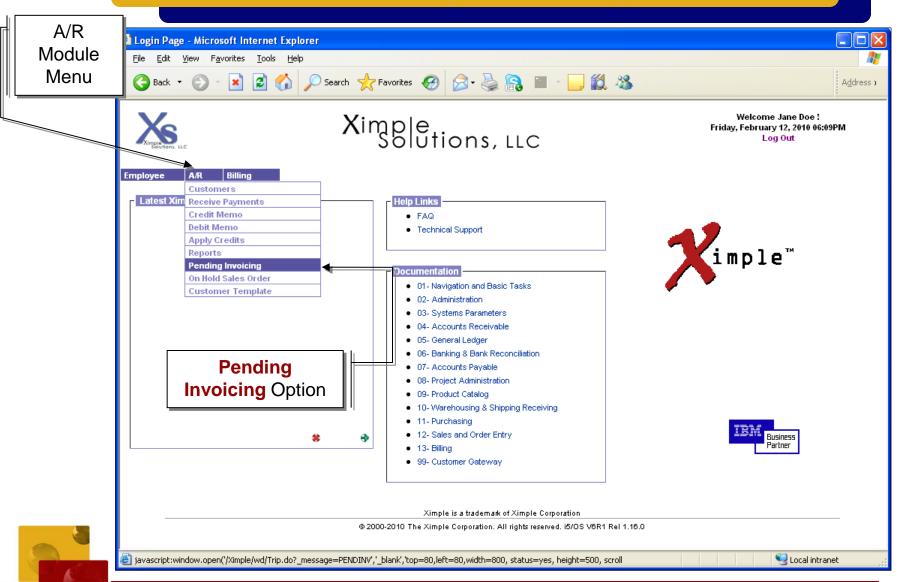
### **Price Discrepancy – Verify Price**







#### **Pending Invoicing**



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#### **Pending Invoicing**

	Xs.		Pend	Ximple Solution	11/12/2012 15:20:50 User Guide			
Shipment#	Warehouse	Trip#	Trip Close Date	Ship. Method	Doc.#	Entity	Invoiced	Process Invoice
1099	MCK	345	09/20/2012	Our Truck	1239	A K Steel	No	Proc Inv
1008	MCK	424	09/19/2012	UPS Ground	409	Duke Energy Corporation	No	Proc Inv
1250	MCK	424	09/19/2012	UPS Ground	1447	Neff Electric Co	No	Proc Inv
1395	SA	447	10/08/2012	UPS Ground	1659	Custar Electric	No	Service Item
				Refresh				
easons	for not	auto	omatica	ally proc	essii	na:		elect

- 1. Order marked as MUST charge S&H and this was not entered
- 2. CC processing failed
- 3. Service Item (manually get invoiced)
- 4. Price Discrepancy





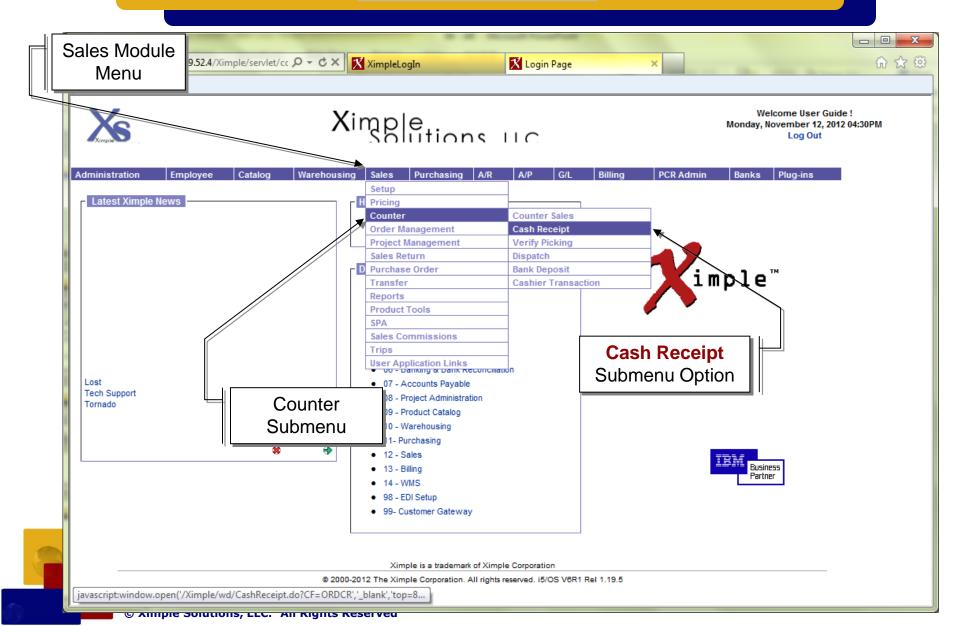
#### Pending Invoicing - Invoice





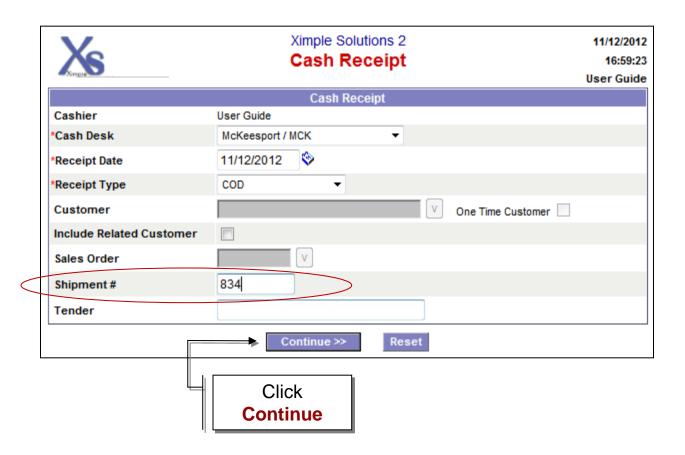


#### **COD Invoices**





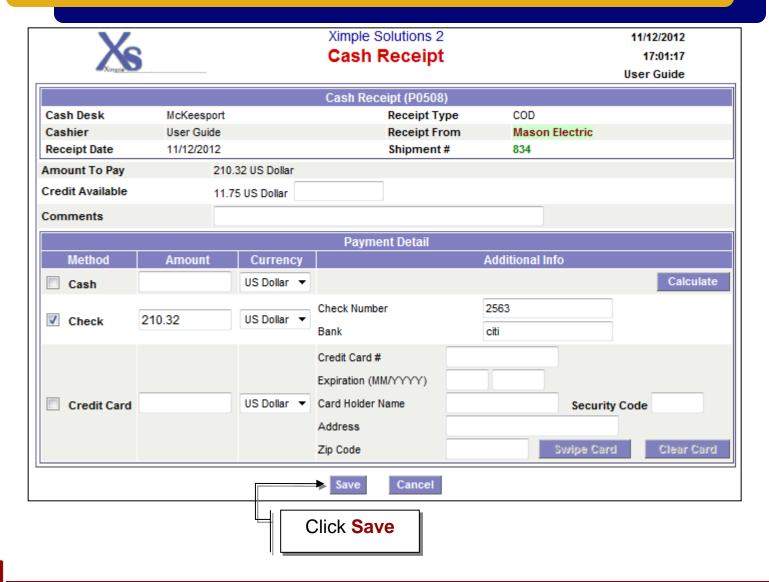
#### **COD – Enter Payment**







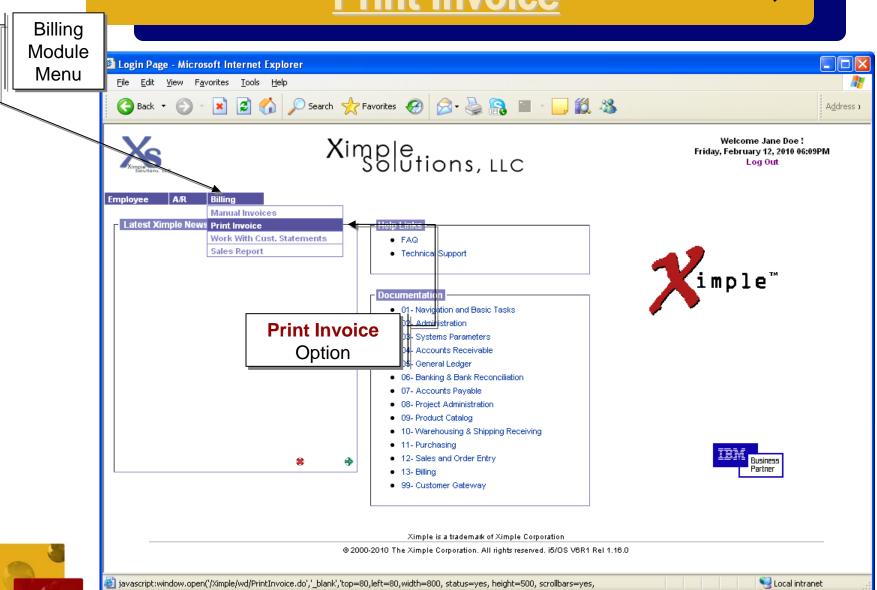
#### **COD - Enter Payment**







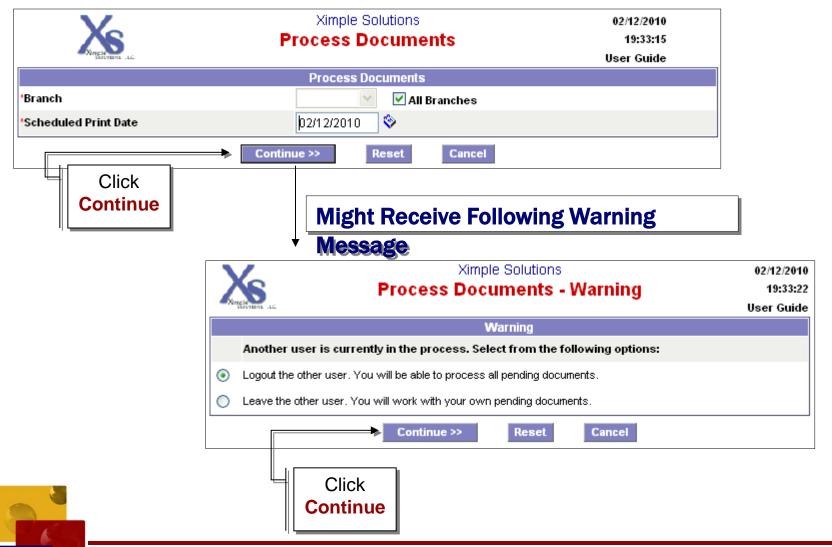
#### **Print Invoice**



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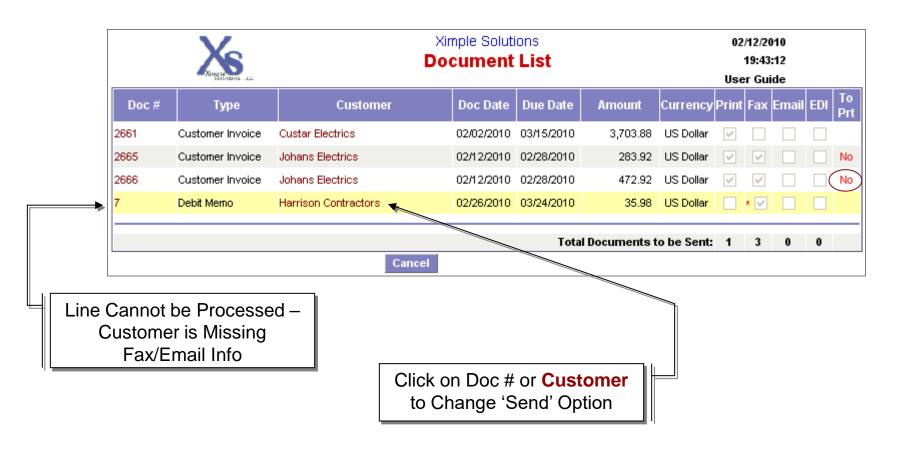


#### **Print Invoice**





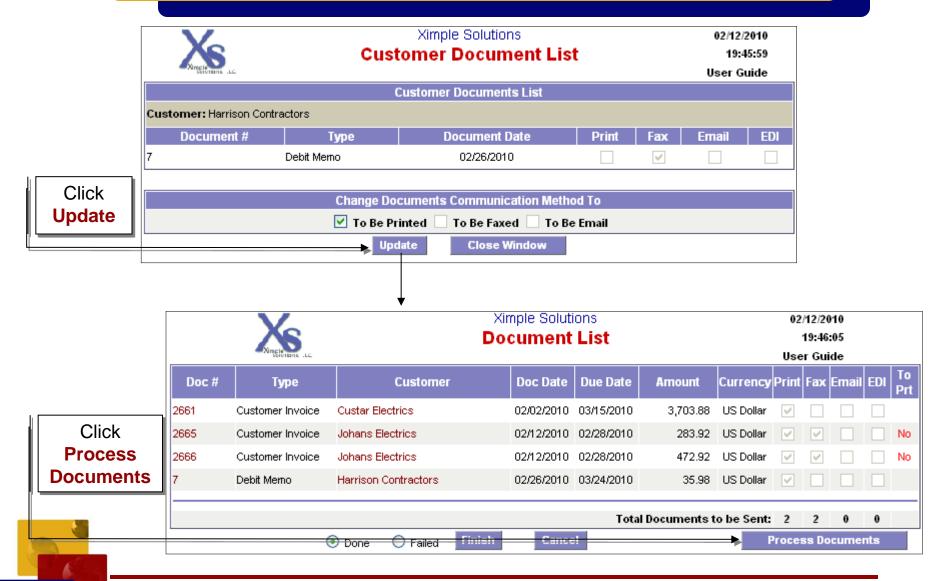
#### **Print Invoice**





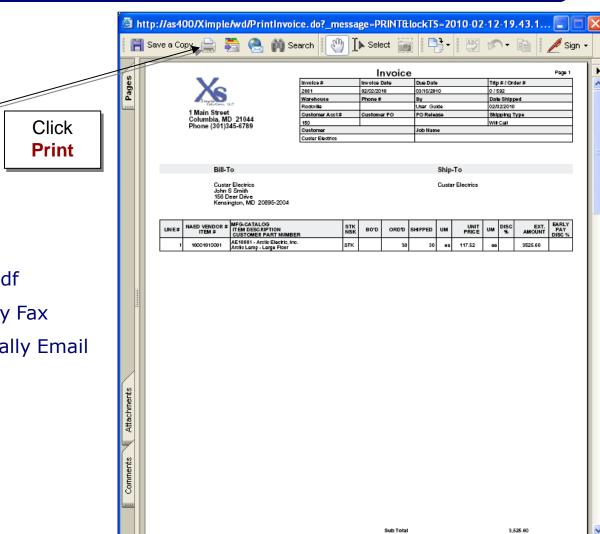
#### **Print Invoice – Change Send Option**

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#### **Print Invoice - Process Invoices**



1 of 2

Send Method

**Print:** System Will Generate Pdf

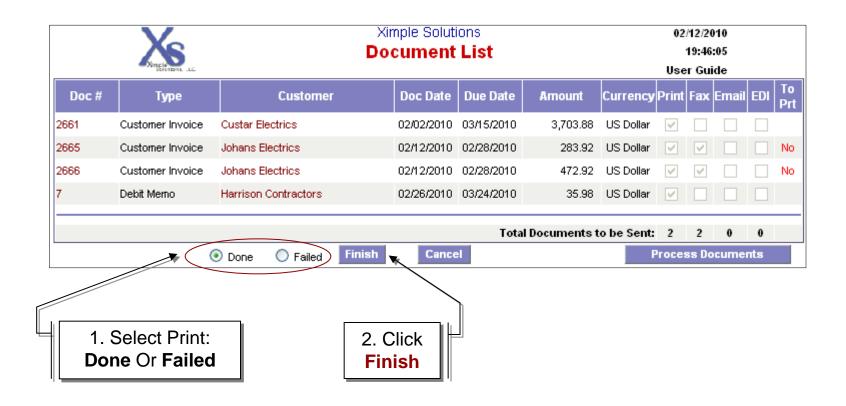
Fax: System Will Automatically Fax

**Email:** System Will Automatically Email





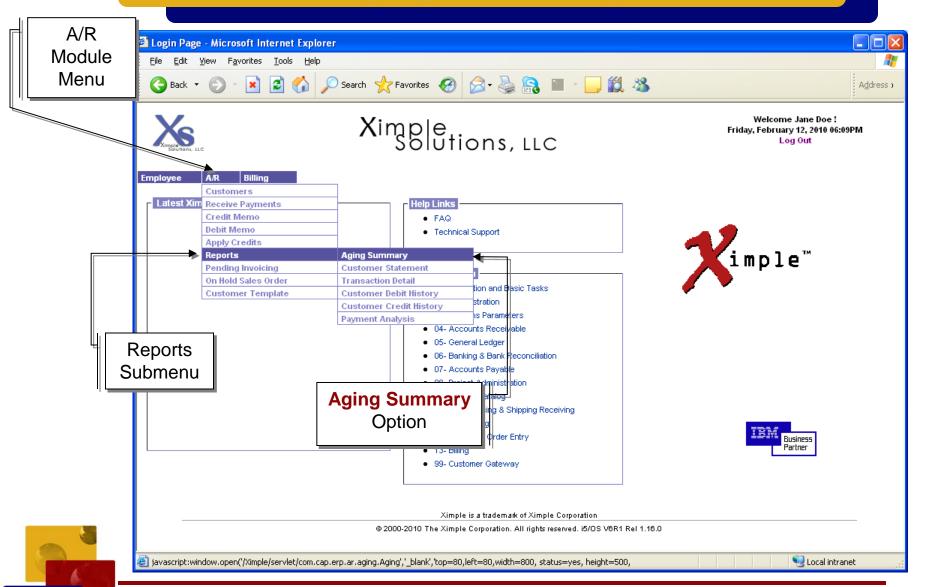
#### **Verify Printing of Invoices**







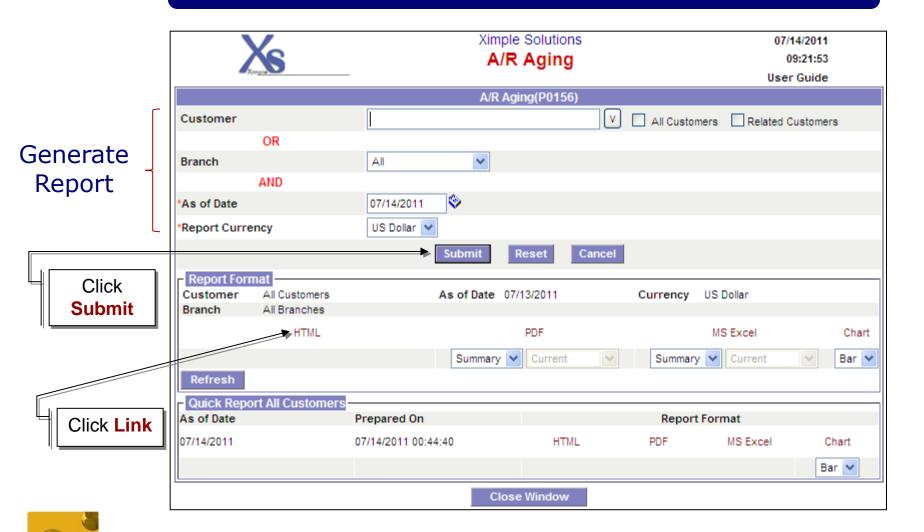
#### **Aging Summary**



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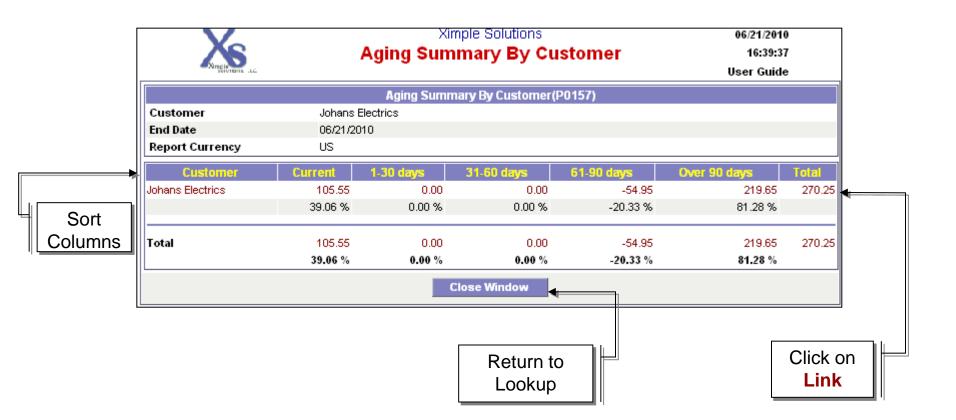


#### **Aging Summary**





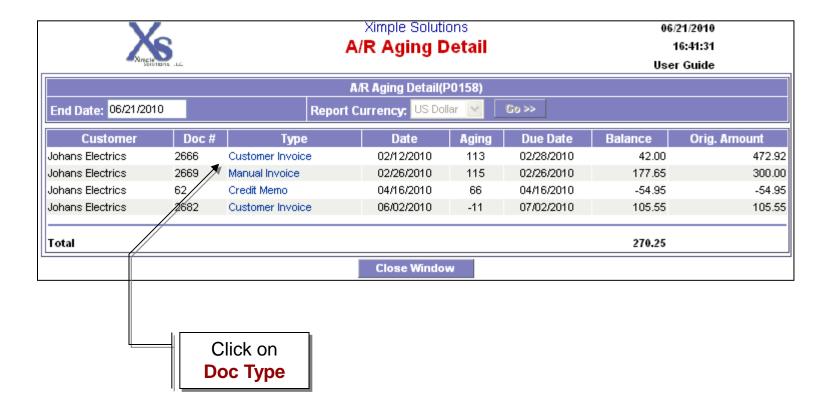
### Aging Summary - By Customer





### Aging Summary - Customer Detail

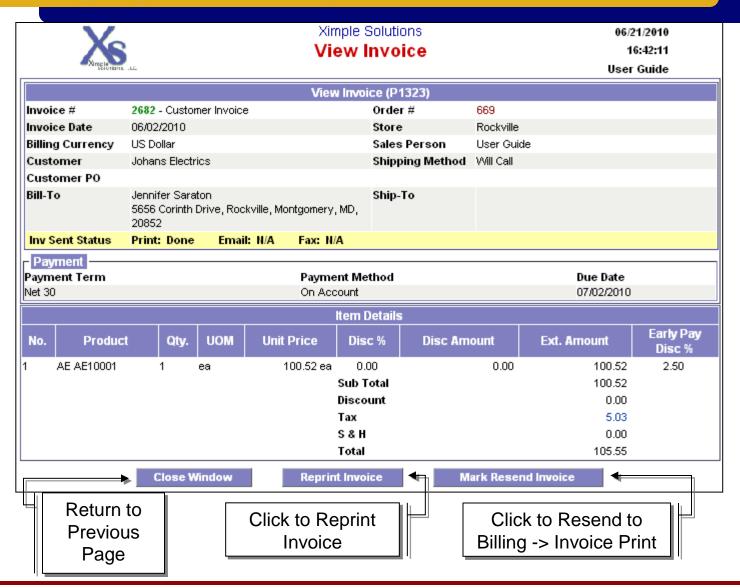
imple™







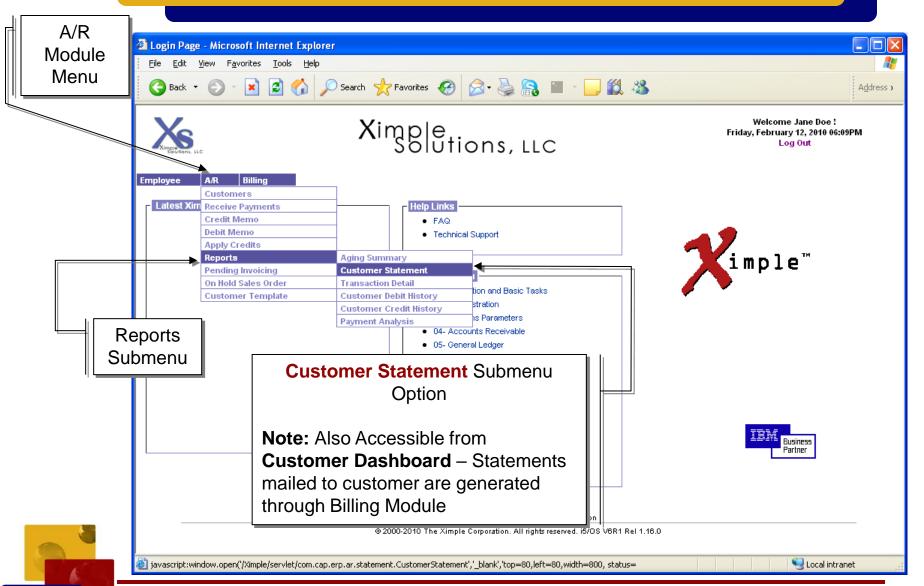
#### **Aging Summary - Customer Doc.**







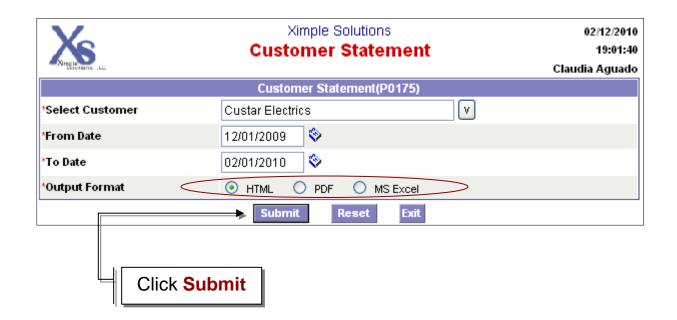
#### **Customer Statement**



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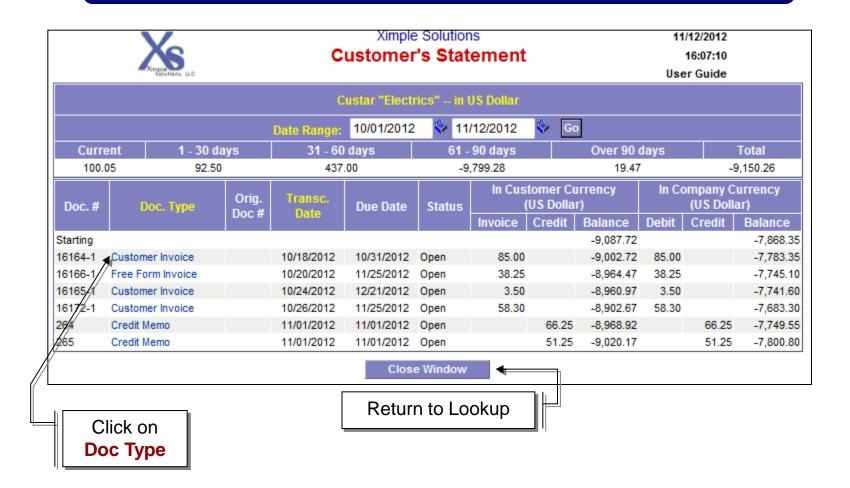
### **Customer Statement**







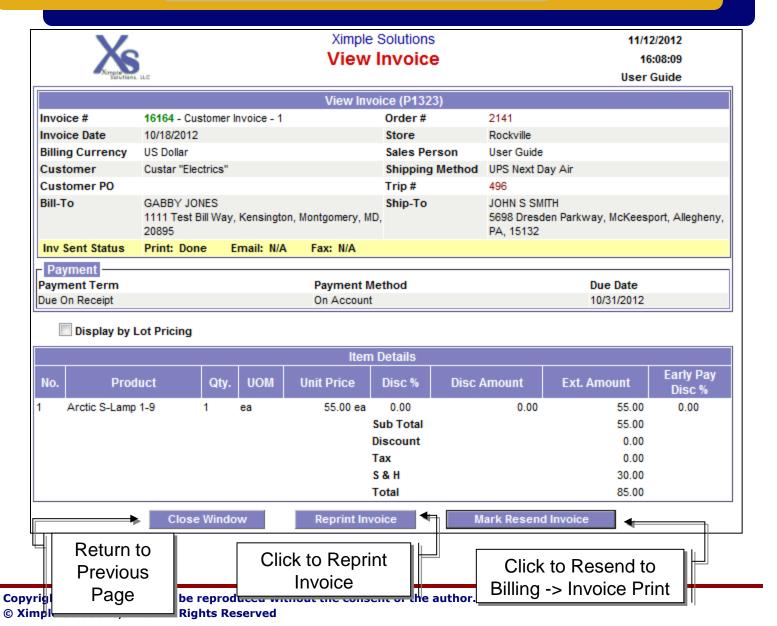
#### **Customer Statement**





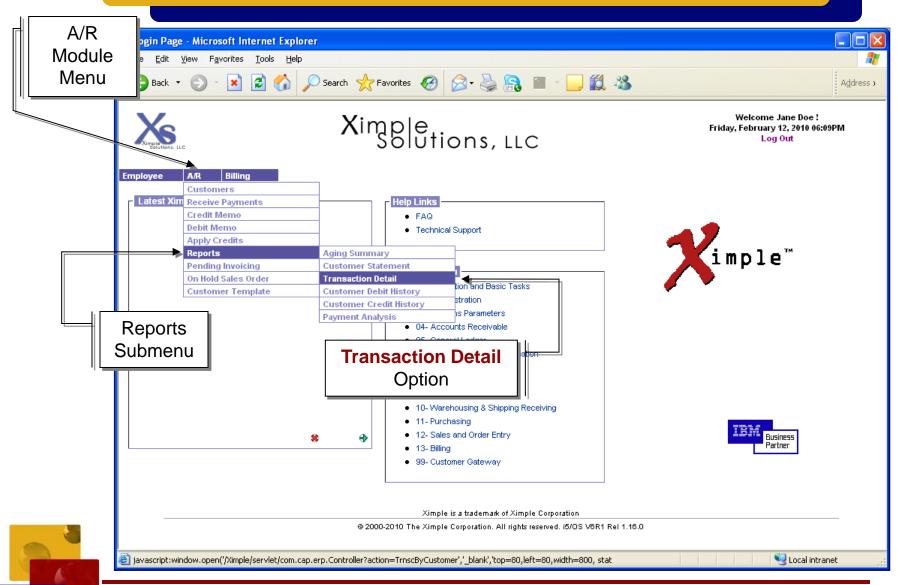
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#### **Customer Statement**





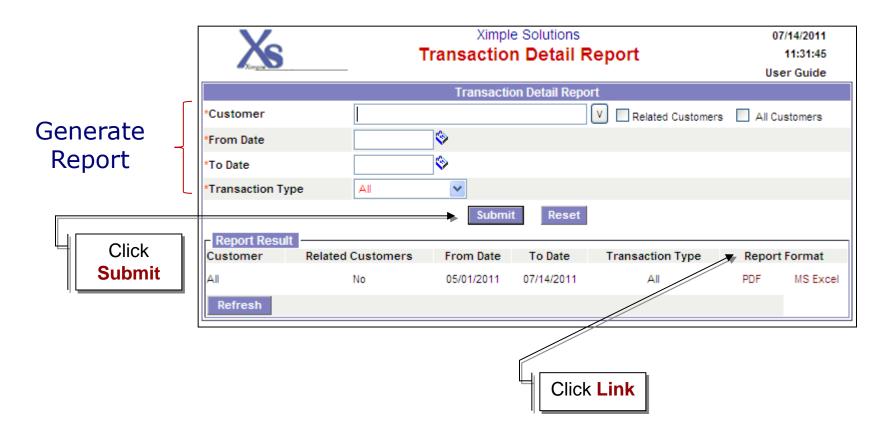
#### **Transaction Detail**



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#### **Transaction Detail**

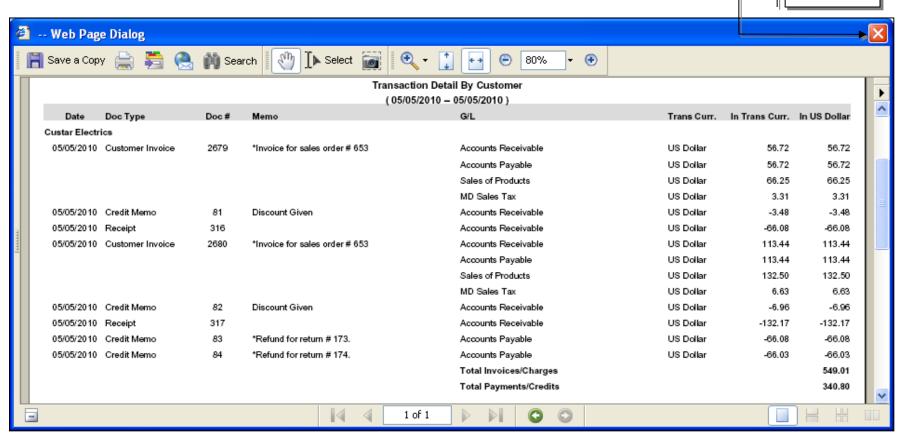






#### **Transaction Detail**

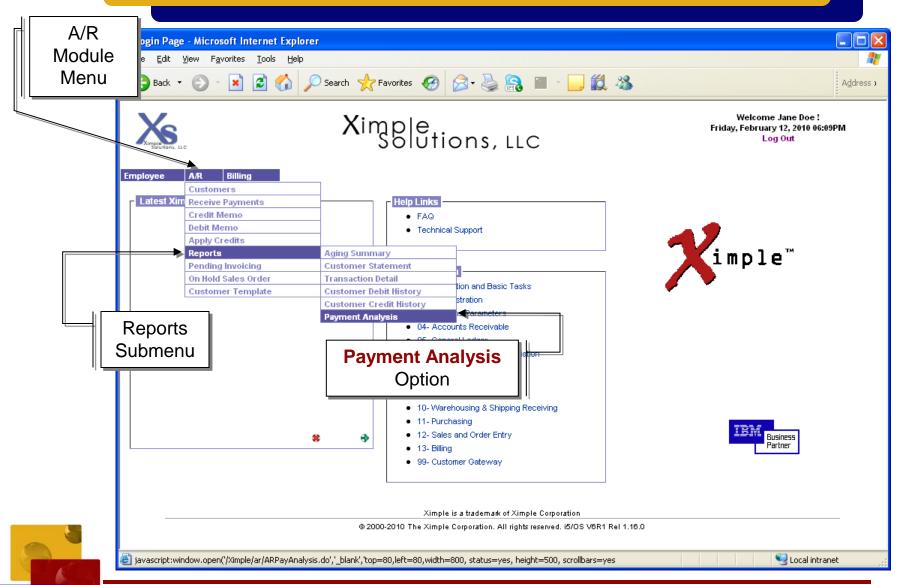
Click to Close





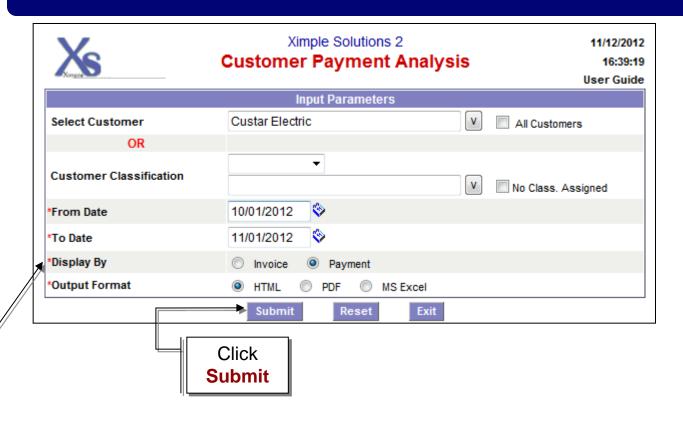


#### **Payment Analysis**





#### **Payment Analysis**



**Invoice:** Will display invoices for selected date range and any payments made against them

**Payment:** Will display payments made during selected date range and invoices linked to payment





### **Payment Analysis**



Ximple Solutions 2

**Customer Payment Analysis By Pay** 

11/12/2012

16:41:08 User Guide

	Ximple							Use	er Guide		
			Transactio	ons From 1	0/01/2012 to 11/0	1/2012 in U	S Dollar				
	Payment Type	Doc.#	Date	Amount	Invoices						
Customer					Туре	Doc.#	Date	Amount	# Days	Paid Amt	Disco
Custar Electric	Credit Memo	741	10/02/2012	10.40	Free Form Invoice	565725	09/13/2012	6320.35	2	4.63	
					Invoice (ROI)	565789	10/11/2012	5.81	-50	5.77	
	Credit Memo	742	10/11/2012	52.79	Invoice (ROI)	565788	10/11/2012	619.85	-20	52.79	
	Credit Memo	743	10/11/2012	93.82	Invoice (ROI)	565787	10/11/2012	58.34	-20	57.81	
	<b>≸</b> i				Invoice (ROI)	565788	10/11/2012	619.85	-20	36.01	
	Credit Memo	744	10/11/2012	2.90	Invoice (ROI)	565742	09/18/2012	300.22	-20	2.90	
	Credit Memo	745	10/11/2012	4.00	Invoice (ROI)	565784	10/05/2012	80.00	-50	4.00	
	Credit Memo	746	10/11/2012	5.88	Invoice (ROI)	565785	10/08/2012	117.65	-50	5.88	
	Credit Memo	747	10/11/2012	1.56	Invoice (ROI)	565786	10/08/2012	31.25	-50	1.56	
	Credit Memo	748	10/11/2012	0.04	Invoice (ROI)	565789	10/11/2012	5.81	-50	0.04	
	Credit Memo	749	10/11/2012	0.53	Invoice (ROI)	565787	10/11/2012	58.34	-20	0.53	
	Credit Memo	750	10/11/2012	2.87	Invoice (ROI)	565790	10/11/2012	292.13	-20	2.87	
	Credit Memo	751	10/11/2012	2.76	Invoice (ROI)	565791	10/11/2012	275.58	-20	2.76	
//	Receipt	663	10/11/2012	5000.00	Invoice (ROI)	565694	07/02/2012	95.40	41	14.44	
X					Invoice (ROI)	565695	07/02/2012	482.65	41	455.33	
					Invoice (ROI)	565707	09/11/2012	170.34	11	170.34	
					Manual Invoice	565714	09/11/2012	183.75	11	183.75	
					Manual Invoice	565715	09/11/2012	300.00	11	300.00	
					Free Form Invoice	565725	09/13/2012	6320.35	11	2147.23	
					Invoice (ROI)	565735	09/17/2012	160.00	-20	80.00	
					Invoice (ROI)	565738	09/17/2012	82.25	-20	40.00	
					Forced Invoice	565734	09/17/2012	1.00	11	1.00	
					Invoice (ROI)	565742	09/18/2012	300.22	-20	297.32	
					Invoice (ROI)	565784	10/05/2012	80.00	-50	76.00	
					Invoice (ROI)	565785	10/08/2012	117.65	-50	111.77	
					Invoice (ROI)	565786	10/08/2012	31.25	-50	29.69	
k Doc Ty <sub>l</sub>	oe				Invoice (ROI)	565788	10/11/2012	619.85	-20	531.05	
					Invoice (ROI)	565790	10/11/2012	292.13	-20	289.26	
					Invoice (ROI)	565791	10/11/2012	275.58	-20	272.82	
	Receipt	666	10/15/2012	10.00	Free Form Invoice	565725	09/13/2012	6320.35	15	10.00	
			l: Number of F					24,617.95	-506	5,187.55	2

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## Payment Analysis - View Doc Type

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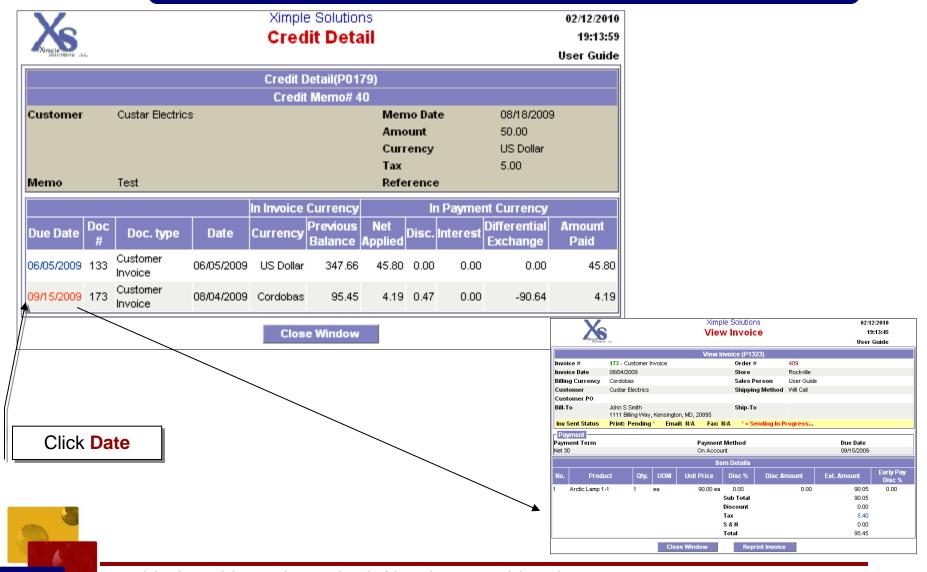
Ximple Solutions									02/1	02/12/2010		
	View Invoice								19	9:13:45		
	- Xingle Selvitons	.LC					User	User Guide				
View Invoice (P1323)												
Invoi	ce#	<b>173</b> - Cus	stomer Ir	rvoice		Order #	#	409				
Invoi	ce Date	08/04/200	09			Store		Rockville				
Billin	g Currency	Cordobas	3			Sales F	Person	User Guide	1			
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Inv S	ent Status	Print: Pe	ending	* Ema	il: N/A Fax: I	I/A * = S	ending In P	rogress				
Payment         Payment Method         Due Date           Net 30         On Account         09/15/2009												
					Ite	m Details						
No.	No. Product		Qty.	UOM	Unit Price	Disc %	Disc Amount		Ext. Amount	Early Pay Disc %		
1 Arctic Lamp 1-1 1		1	ea	90.00 ea	0.00		0.00	90.05	0.00			
						Sub Total		90.05				
Discount								0.00				
						Tax		5.40				
						S & H		0.00				
Total								95.45				
Close Window Reprint Invoice												



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### Payment Analysis - View Payment

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#### **END Accounts Receivable Overview**

