Accounts Receivable

Introduction

The Accounts Receivable module of CDM+ Accounting allows users to create invoices, track payments, and generate statements. Payments can be entered and a deposit entry made in the General Ledger or the receivables module can be used without direct posting into the ledger. The module consists of four primary areas: customer records, invoices, payments, and statements. Finance charges can be generated from the Accounts Receivable module if desired.

Some primary uses of this module can be for daycare billing, property rental, weddings, and special outside functions which are billed by the church.

Setting up the Customer Record

▶**Program** ▶**Receivables**

Be sure to enter a valid **Email Address** if you wish to e-mail Invoices or Statements to a customer.

Name tab

Click **Add** or **Multi-Add** to enter new customer information: name, address, phone, and e-mail. For a customer with address information in CDM+ Membership, you may click the **Select Address** button. This opens a new window where you can find and select any address in the CDM+ Membership database to auto fill this information.

A **Default Chart of Account** number and **Default Terms** can be entered if the invoices for this customer are to be charged to the same account most of the time. The last statement date and customer account balance displays.

Billing tab

Displays lists of **Invoices** and **Payments** for this customer. Double-click on an an invoice or payment to see its details.

Statements tab

Displays lists of **Statements** for this customer, including detail of each Invoice and Payment.

Recurring tab

This feature is used for customers who are billed on a regular basis. A **Recurring Invoice** can be entered by clicking **Change**, then **Add**, and entering the recurring transaction information.

If you check the "Posted Date" box in the Set Invoice Date Column it will date the invoice for the day you post it. If unchecked, it will set the date for the day of the month you have set for the recurring invoice to take place

Click on pencil icon to choose the **Account** number from the Select Account window. Enter a **Description**, **Qty**, **Cost,** and the **Day of Month** the invoice is to be generated. If this recurring invoice is for a limited time, enter the date of the last invoice to be created. If it is ongoing, leave the **Expires** field blank. If you want to schedule a recurring invoice to begin on a certain date, enter a **Start Date**.

Connections tab

Use Connections to link customers to each other or to other records.

Individuals tab

Use this tab to allow indviduals logged into Engage to make payment on this customer's account.

User Fields tab

This tab allow you to add an unlimited number of extra fields to customers. Store text, date, numbers, and files. For childcare, keep permission slips, vaccination dates, and custom notes on students.

Groups tab

Organize customers into groups. For child care, this is a great way to track grades, allergies, or denote accounts who pay on a given fequency.

Events tab

You can link customer to Roommate events and generate invoices for facility usage. Any events to which the customer is linked will appear on this tab.

Notices tab

The Notices tab will display notices sent to this customer.

Creating Invoices

There are three ways to create invoices in Accounts Receivable. They are:

1. Entering them on the Invoices window, accessible by
   – clicking the Invoices jump button on the Customer Records window or
   – menu (▶**Program** ▶**Receivables** ▶**Invoices**), toolbar, or Welcome to Accounting (Windows) selection
2. Creating Recurring Invoices
3. Generating Invoices from Roommate

Creating an Invoice on the Invoices Window

NOTE: If the customer has any invoices connected to their account, you will see the Invoices button at the bottom of the Customer Records window. When you click that button, any existing invoices for that customer will display in the results list at the top of the window.
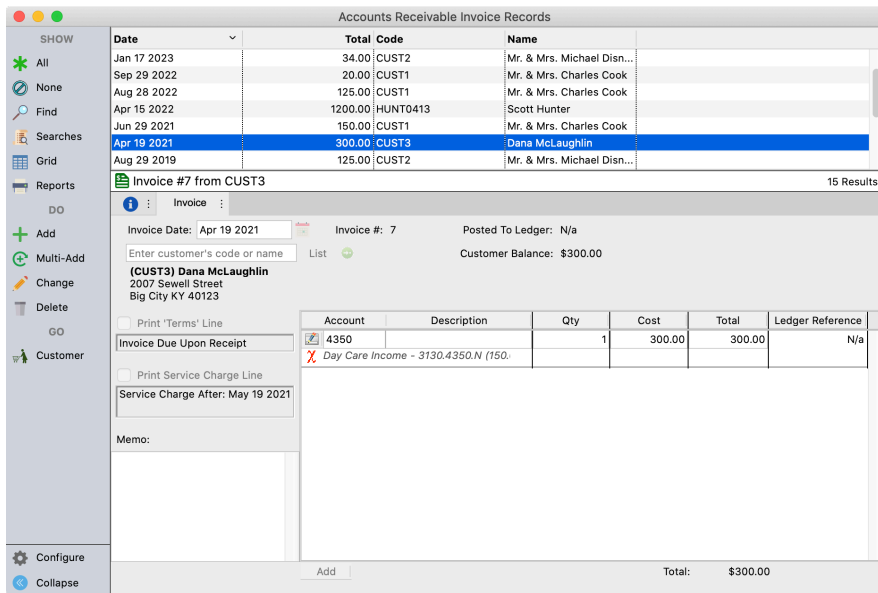
Choose the **Add** or **Multi-Add** button and complete the invoice information. The **Customer** can be chosen from the list resulting from clicking or by typing in the name of the customer and clicking Tab on your keyboard. the small List button. A **Memo** may be entered and the **Print 'Terms' Line** and **Print 'Service Charge' Line** check boxes can be selected. Choose the appropriate Income account by clicking on the hand icon and complete the **Description**, **Quantity**, and **Cost** fields. More than one account breakdown can be added if necessary. Click **Save**.

The Invoice can then be printed from this window by clicking the **Print** button and selecting Invoices. A **Selected Record** invoice can be printed, or you can print all the invoices shown in the **Results** list at the top of the window.

Creating Recurring Invoices

This feature is used for Customers who get billed on a regular basis. Setup for these invoices is done on the Customer Records window under the Recurring tab.

▶**Program** ▶**Receivables** ▶**Create Recurring Invoices**

Placing a check in the "Bring Invoice Window Up after Filing" box will automatically open the Invoices

In the **Month Selection** box, choose the month and year for which you desire to create invoices and reset the invoice dates for that month. Changes to the amount or line items can be made here after clicking the **Change** button. Any changes here will only affect the invoices being created at this time. Click the **File Selected** button to create and file these invoices. This creates new invoices for these customers in the Invoices window and updates the Billing tab of the relevant Customer Records.

Generating Invoices from Roommate

Roommate is a powerful tool to manage your facilities and resources. If you charge for the use of your space, you can easily generate Accounts Receivable Invoices from events tracked in Roommate.

This features requires you own both the Roommate and Accounting programs.

Setting Up Events

Begin by creating or editing a Roommate event. For more information on Roommate, refer to the Roommate chapter in this book.

Select the **Billing** tab, enter an amount and select a customer.

Save your changes. If this is a recurring event and the customer will be billed each time, apply the change to all future events.
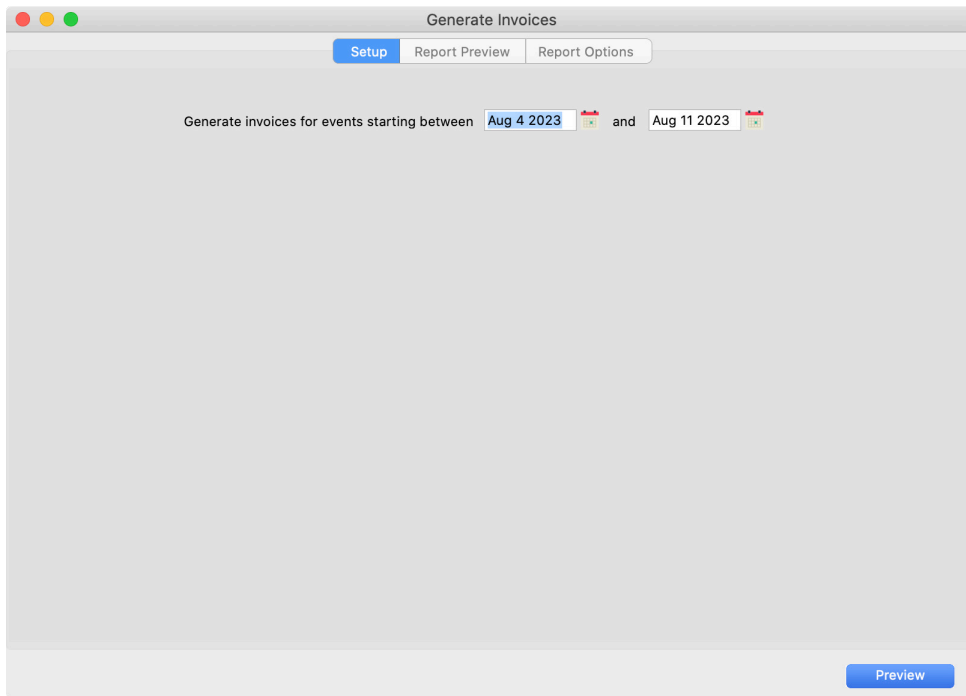
▶CDM+(macOS)/File(Windows) ▶System Preferences ▶Roommate ▶Posting
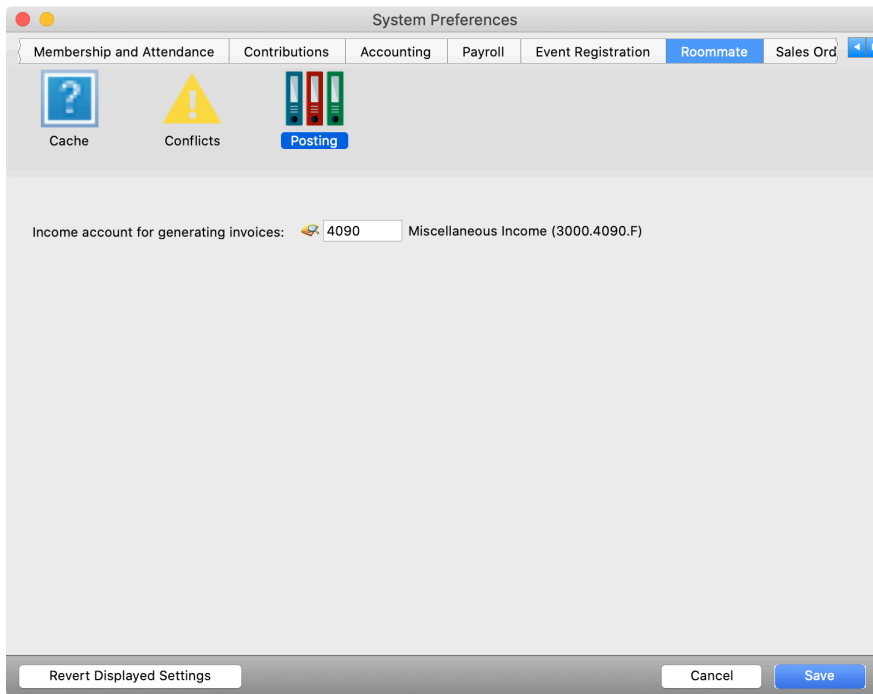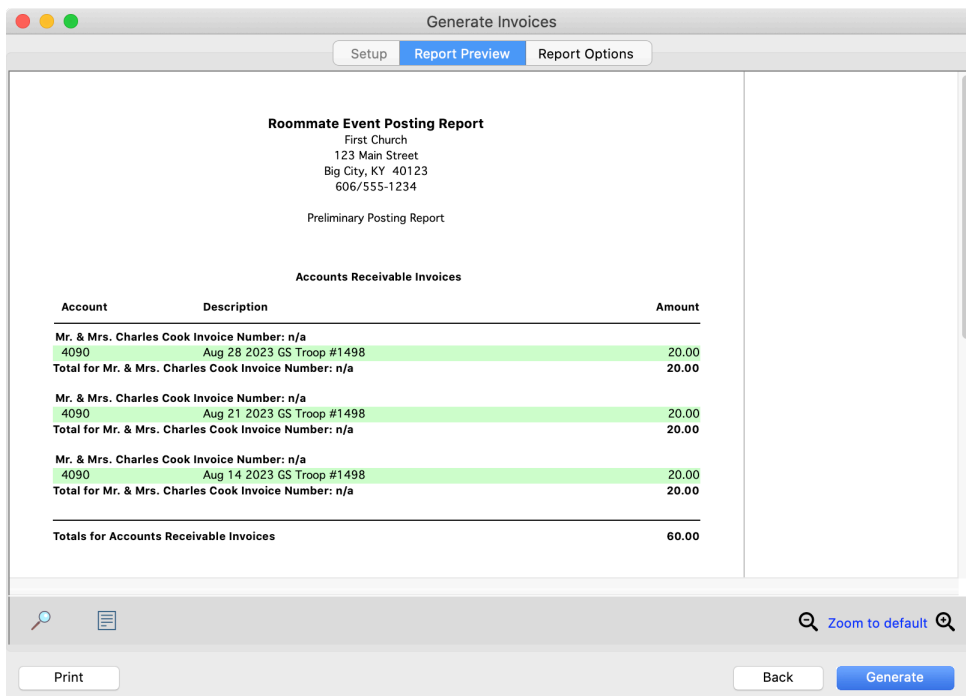

Select the income account use on invoices generated from Roommate.

▶Program ▶Roommate ▶Generate Invoices

Enter the date range of Events for which you will generate invoices.

Click **Preview** to see a preview of a report of invoices that will be generated.

Click **Generate** to create the invoices. Once an invoice is created from an event, that event cannot be deleted and the billing information cannot be changed.

Entering Payments

There are two ways to open the Payments window. They are:

1. Clicking the Payments jump button on the Customer Records window or

2. Use the menu (▶**Program** ▶**Receivables** ▶**Payment Records**), toolbar, or Welcome to Accounting (Windows) to select Payments

NOTE: If you use the **Payments** jump button on the Customer Records window, the Results section at the top of the Payments window will display all existing payments for the customer you had selected.

Regardless of how you open the Payments window, to enter a payment, choose the **Add** or **Multi-Add** button and complete the payment information. The customer can be chosen using the **List** button. **Notes** can be entered, if desired.

Payments can be identified as five types: check, cash, credit card, credit memo, and bank transfer. This is optional information, but different reports for each type can be generated. Use the drop-down list to identify the type of payment received. After the information is entered, click on the **Save** button.


This creates a new payment for the customer on the Payments window and updates the Billing pane of the Customer Records window. CDM+ will credit payments to the most outstanding invoice balance. However, you have the option to select the specific invoice(s) to which the payment will be credited by choosing which invoice you want the payment applied to in the Apply First to Invoice # field.

The Results list at the top of the Customer Payments window displays each payment after it is entered and saved. A Payment Summary list of the payments displayed there can be printed by clicking the **Print** button, choosing **Results List**, and clicking **OK**..

Multi-Add button allows you to enter as many payments as needed without repeatedly clicking on the **Add** button.
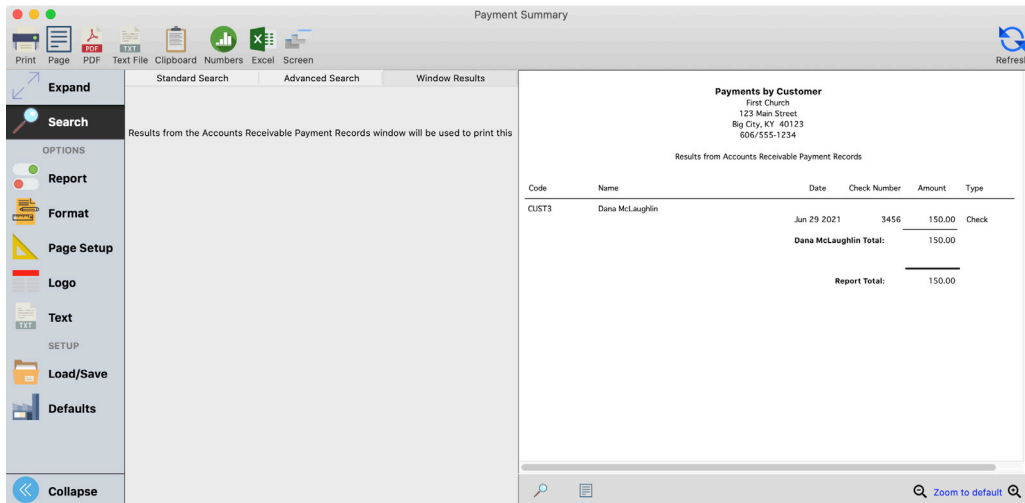
Engage Billing

Engage Billing is a complimentary service to Accounts Receivable that allows customers to make electronic payments on their account using a credit card, debit card, or bank transfer.

There are a number of requirements for Engage Billing:

- Accounting Program
- Membership Program
- Data Hosting or SAAS
- Engage Subscription
- Merchant Account with Paragon

If you have a Paragon Merchant Account for online giving, registration, or payroll, that same account can be used for Engage Billing.

Linking Customers

Begin by linking customers to individuals. This linkage determines for which customer(s) an individual can make payments after logging into Engage. You can link an individual to multiple customers, and multiple individuals to one customer. This allows, for example, parents of multiple children to each log into Engage and make payments on each of the children.

▶**Program** ▶**Receivables** ▶**Customer Records** ▶**Individuals** tab
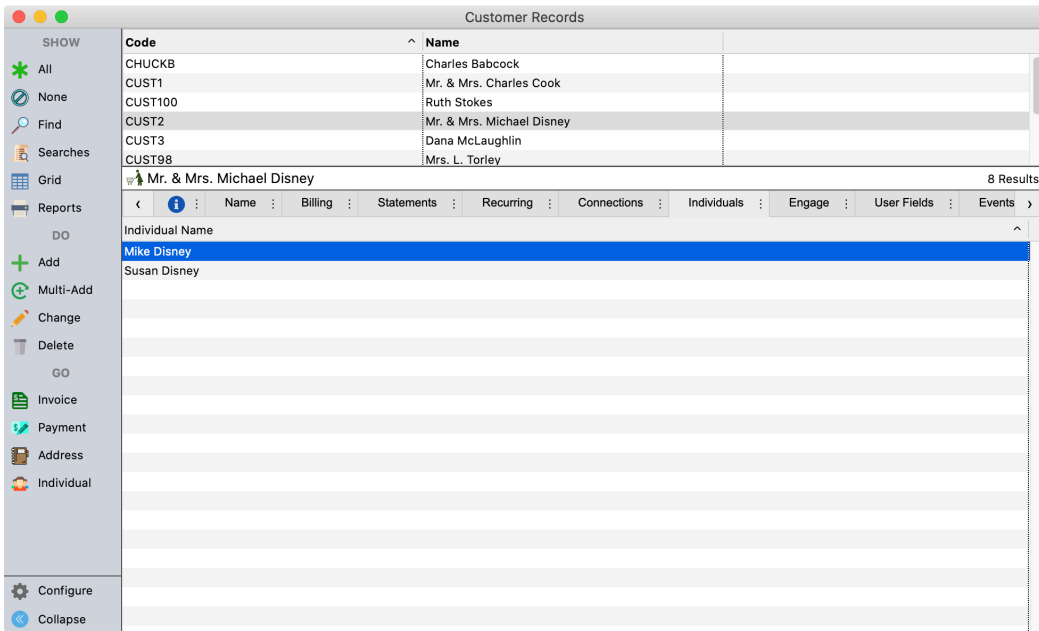
Find a customer and click **Change** or **Add** a new customer. On the Individuals tab, click **Add** and find an individual. Select the individual and click **Save**. That individual will now be able to make payments for this customer when logging into Engage.

Program ▶ CDM+ Engage ▶ Settings ▶ Billing
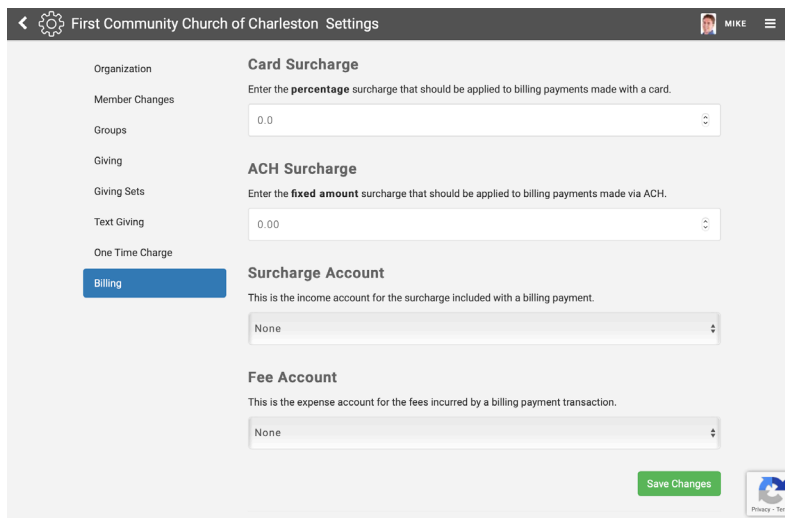
Click on the Billing options in Settings. At minimum, select an expense account to use for fees. You can also add an optional surcharge to recoup processing fees. If you do not specify a surcharge, no fees will be added. You can specify a surcharge for credit/debits cards, ACH transactions, or both. If using a surcharge be sure to select an income account to receive the surcharge funds.

Invoices
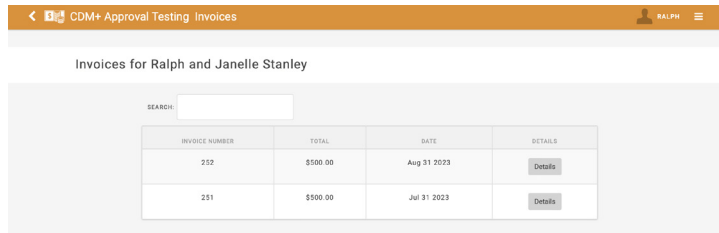
When you create an invoice for the customer it will automatically show up for them to view on their Engage account. Clicking on details will provide them with the line items you listed on the invoice.

New Payment
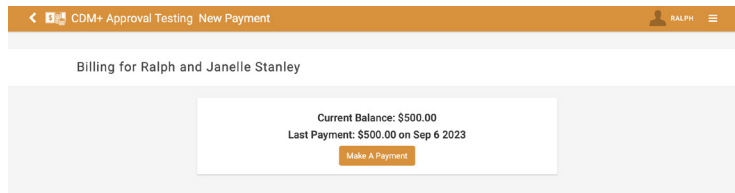
The New Payment section of Engage Billing will provide the customer their total balance due as well as the amount and date of their last payment. When you click on the Make a Payment button they will have the option to pay the balance in full or pay a specific amount towards their balance.

New Payment Method
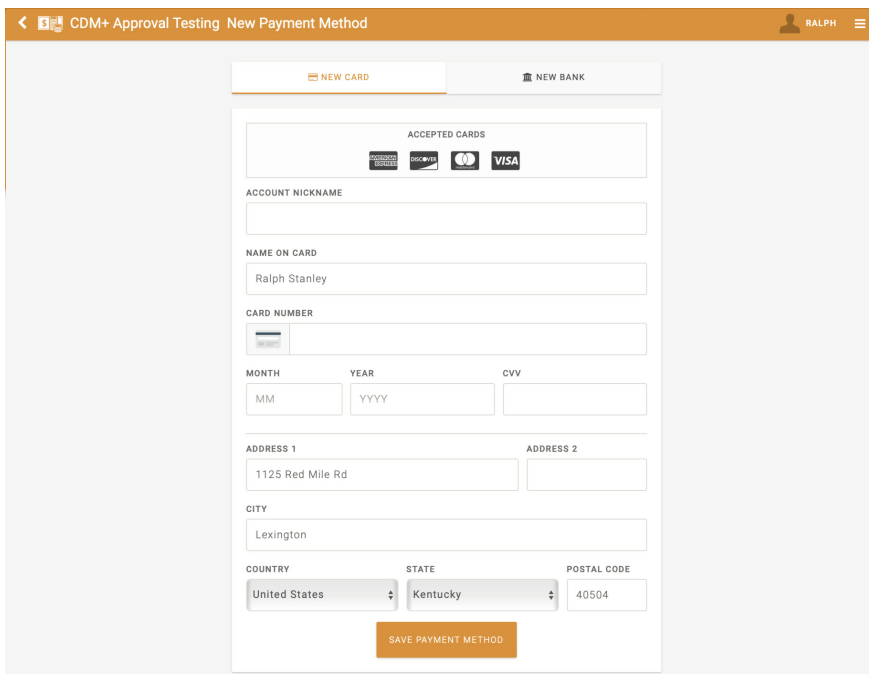
When they make a payment in Engage Billing it will show them the payment methods they have saved in their Engage account. They can choose one of those methods or create a new payment method to use. You can make one of the payment methods as the primary one you want to use for billing.

Payments
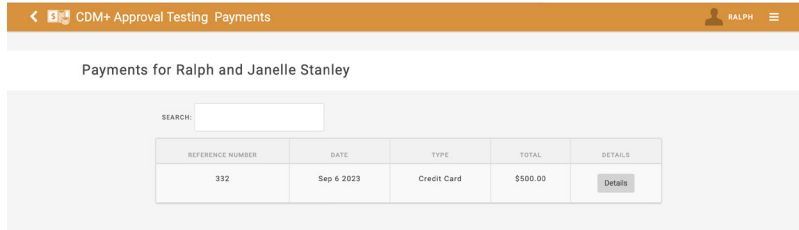
This section of Engage Billing will show all payments that have been made for that customer whether paid online or manually put into the system. They can click on the details button and see the detail of that specific payment.

Payment in CDM+

Engage will create an Accounts Receivable Payment Record in CDM+ for the amount of the payment. Any surcharges will be omitted from this record, but will be added to the deposit from Deposit Processing.

Engage Billing assumes invoices are accrued to the ledger using the system-wide accrual account.

The payment will appear in Deposit Processing after a few days. Once processed, the ledger will be affected thusly:

Account	Debit	Credit
Checking Asset	Net payment + surcharge after fees	
Accounts Receivable Asset		Gross Payment
Surcharge Income		Surcharge Amount
Fee Expense	Total Fee	

Printing Statements

Statements can be generated at any time. Usually this is done on a monthly basis. A cut-off date is entered when statements are created. All invoices and payments from the last statement date up to this date will print. When the statements are finished printing, the user is asked if the statements are to be marked as printed.

▶**Program** ▶**Receivables** ▶**Create Monthly Statements**
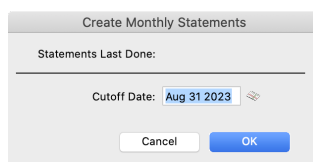
NOTE: Once statements have been generated, invoice and payment records cannot be entered for the period covered by the statement. If you need to delete accidentally-generated statements, please contact CDM+ Support for help deleting statements.

There are two ways to print statements after they have been created:

1. From the Statements section of the Receivables Reports menu.
2. From the Detailed Statements section of the Receivables Reports menu.

Print Statements

▶**Reports** ▶**Receivable Reports** ▶**Statements** ▶**Statements**

Statements can be printed for all customers or for one customer. Select the statement to be printed using the **Statement Ending** drop-down box.

Print Detail Statements

▶**Reports** ▶**Receivable Reports** ▶**Statements** ▶**Detail Statement**

This report allows the printing of a list of Invoices and Payments that have different dates by selecting the Begin Date and the Ending Date. A Detail Statement may be printed for all customers, selected customers, or for a single customer.

Email Statements

▶**Reports** ▶**Accounting Reports** ▶**Statements** ▶**Email Statements**

Email Statements allows you to send statements to customers via email. Configure email statements just like you would for print.
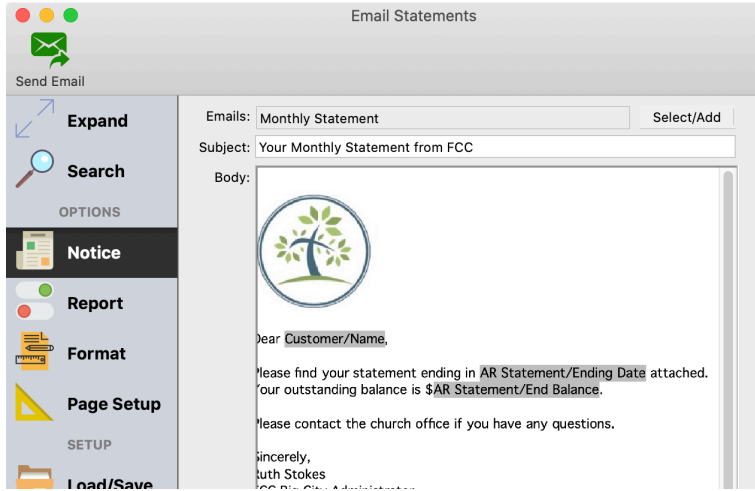
Posting Accounts Receivable to the Ledger

To post accounts receivable payments to the ledger, some information must be entered on the Accounting Setup window. A receivables asset must be defined. If you want to charge finance charges, you can enter the rate and income account for the finance charge.

▶**Accounting** ▶**Accounts Setup** ▶**Accounts Receivables** tab
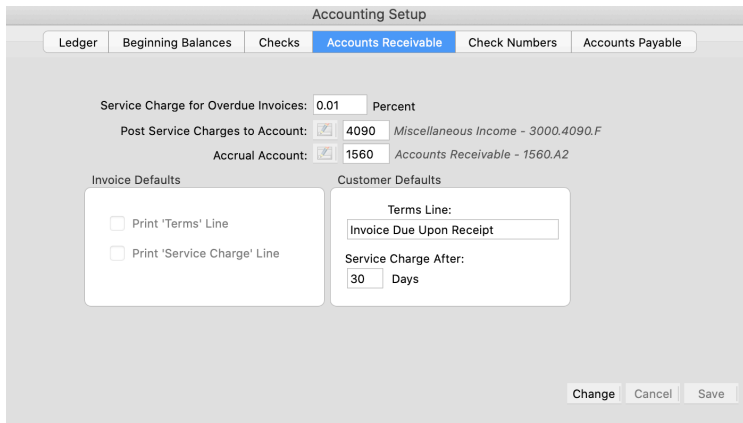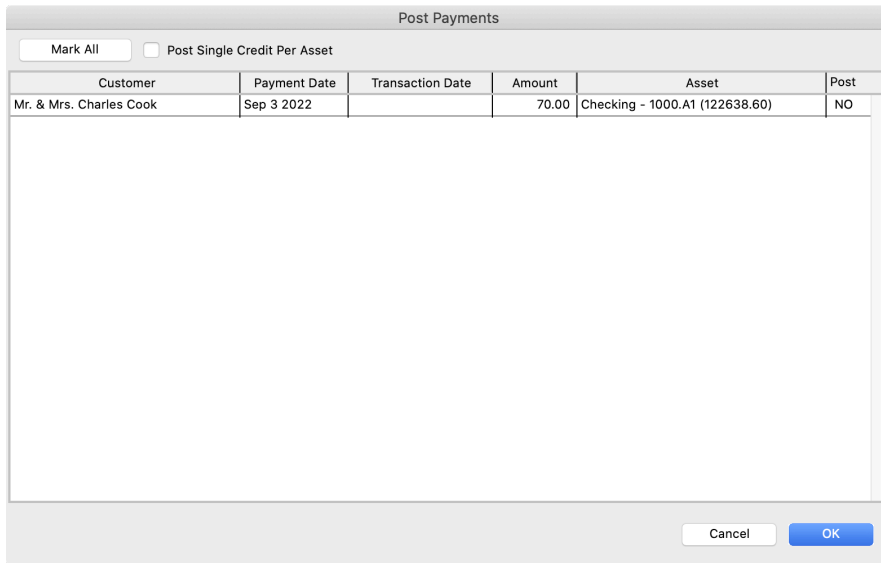

Accrue Receivables

▶**Accounting** ▶**Receivables** ▶**Accrue Receivables**

This option allows the user to show income in the General Ledger for items that have been billed, but not yet paid. A listing of all outstanding invoices will be displayed. Click on the items to be accrued or click on the Mark All button to accrue all items. A listing of line items to be accrued will be printed.

Customer	Invoice Date	Transaction Date	Amount	Invoice #	Post
Mr. & Mrs. Michael Disney	Jul 26 2017		100.00	3	NO
Mr. & Mrs. Charles Cook	Jul 26 2017		75.00	4	NO
Mr. & Mrs. Michael Disney	Aug 26 2019		125.00	5	NO
Mr. & Mrs. Michael Disney	Aug 29 2019		125.00	6	NO

Post Payments

▶Accounting ▶Receivables ▶Post Payments

Post Payments					
Mark All ☐ Post Single Credit Per Asset					
Customer	**Payment Date**	**Transaction Date**	**Amount**	**Asset**	**Post**
Mr. & Mrs. Charles Cook	Sep 3 2022		70.00	Checking - 1000.A1 (122638.60)	NO

Cancel   OK

On the Post Payments window, click the Mark All button to select the payments to post. Click the Post button. Print the posting report to the screen to review before actually posting the payments to the Ledger.

Reports

▶Reports ▶Receivable Reports

Reports	Help	Window
Membership Reports ▶		
Attendance Reports ▶		
Preaching Aids Reports ▶		
Media Ministry Reports ▶		
Contribution Reports ▶		
Memorial Gifts Reports ▶		
Statistics Reports ▶		
Payables Reports ▶		
Receivables Reports ▶	Listings and Exports ▶	
Ledger Reports ▶	Summaries ▶	
Accounting Reports ▶	Labels ▶	
Payroll Reports ▶	Notices ▶	
Sales Order Reports ▶	Statements ▶	
Investment Reports ▶	Invoices	
Event Registration Reports ▶	Aging Invoices	
Roommate Reports ▶		
Check-In/Check-Out Reports ▶		

▶Reports ▶Receivable Reports ▶Summaries ▶Invoice Summary

▶Reports ▶Receivable Reports ▶Summaries ▶Payment Summary

▶Reports ▶Receivable Reports ▶Aging Invoices