AcctFund Insights

Advanced Fund Management Solutions

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Hi Everyone!

This month we look at adding notes to your requisitions (and your Purchase Orders, as well). Notes can greatly aid in the smooth flow of requisitions through the system.

Almost everyone has customers—now you have a way to report credits and deposits, as well as aging information for your UB and AR customers. Give it a try!

If you have any questions, give me a call!

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Did You Know?

Cash Management. You may import manual checks into the bank activity form by using the Import Wizard. You may access this import by opening the Browse Bank Activity form. You will find an Import Wizard button on the right hand side of the form. This import works in the same manner as the other imports you have used before.

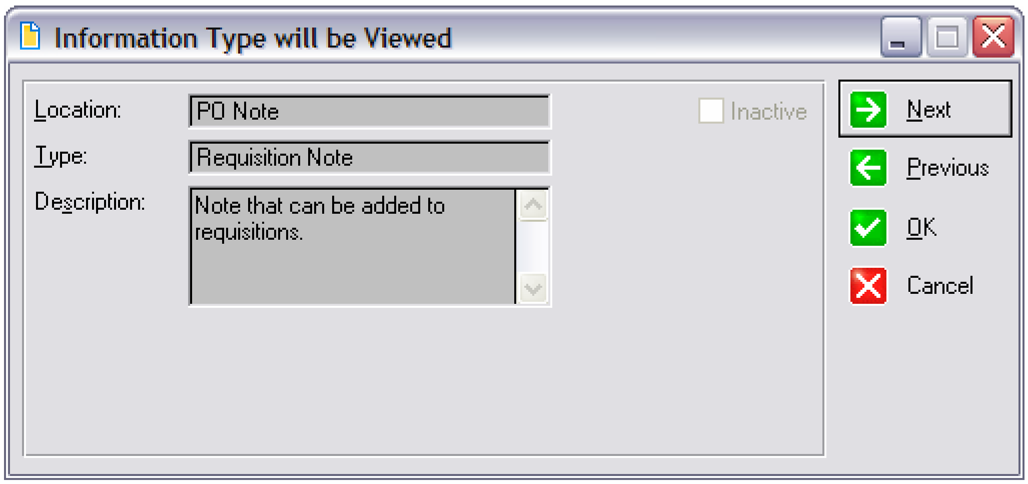
General Ledger. You may be using classifications in your financial reports so that certain accounts are properly included. This makes it important to correctly assign all of the appropriate classifications to any new accounts you add. You may write classification rules for each of your classifications. These rules will specify which accounts get which classifications assigned. Periodically you may run the rules so that all of your accounts receive the proper classifications. This can help correct mistakes.

Accounts Receivable. Invoices may be generated automatically based on invoices previously in your system. You could automatically generate billings each month with just a click of your mouse. You may control generated invoices by a reference or type on the old invoices.

Adding Notes to Requisitions

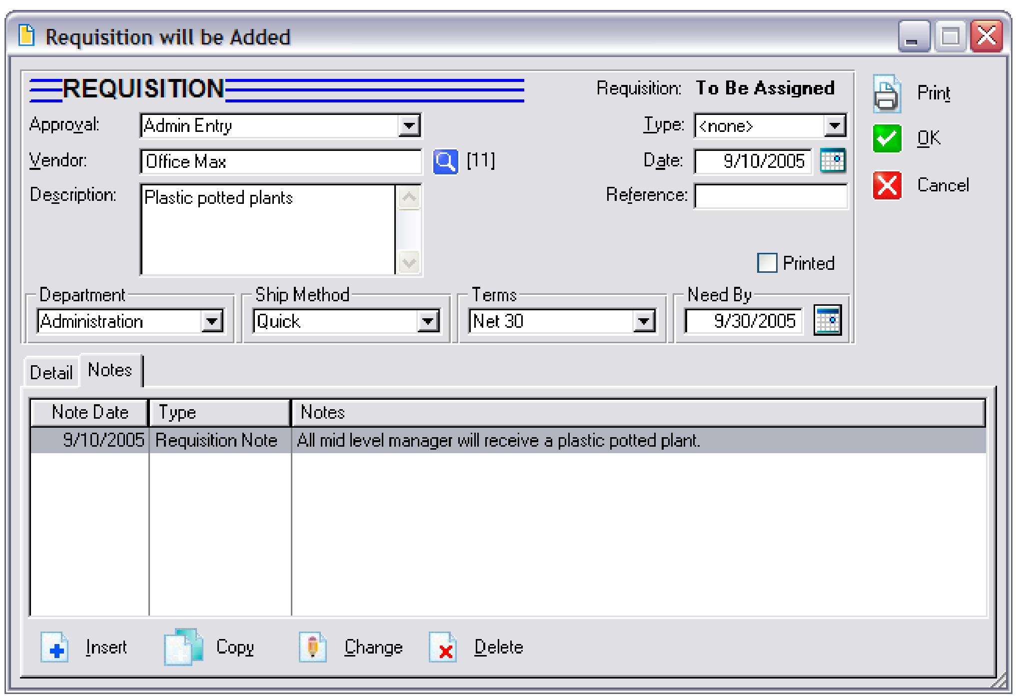
Sometimes you would just like to add a note to a requisition. Perhaps it's to record the justification for the purchase, where the item will be placed, who will be responsible for it, etc. The note could be read by the person who is approving the requisition and provide him or her with additional information required for decision making in your organization. It's easy to set up a note that will become part of your requisitions. This article shows you how.

Within AccuFund, notes are an Information Type. This means that we must add a note and associate it with the correct Information Type. Go to Setup/Information Types and click on the Insert button. From the Location drop down list, select PO Note (this means our new information type will be associated with Purchase Orders—and requisitions as well). Place your description in the "Type" field. Your description should summarize how it will be used. The Description field can be filled in as shown at right:



We now have a note (or information type) that can be attached to requisitions. Click on the OK button. Now we'll use the new note!

We'll enter a requisition next. Open the Browse Requisitions window and click on the insert key. Fill in the requisition form as shown at right. There is now a new Note tab next to the Detail tab. By clicking on the Insert button, you can add the requisition note and place text in the field. A note has been attached, as shown above. You may add the note as many times as you wish.

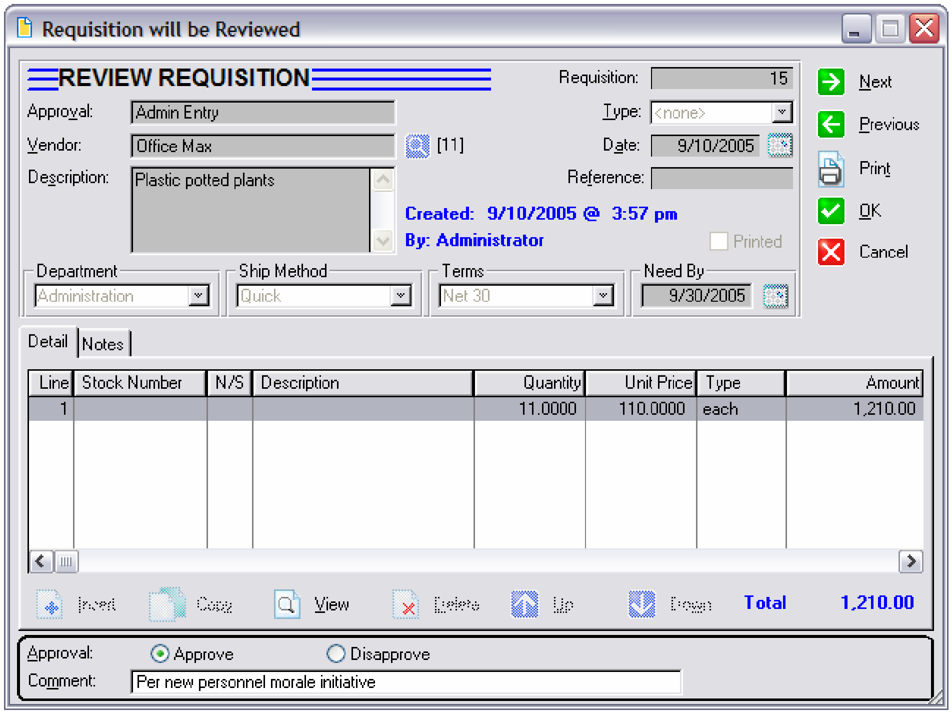


Fill in the account distribution tab with the quantity and unit price and enter an expense account.

The requisition is shown at right as it is being approved:

(The sample database has approval levels setup for you. Once approved, the requisition automatically becomes a purchase order.)

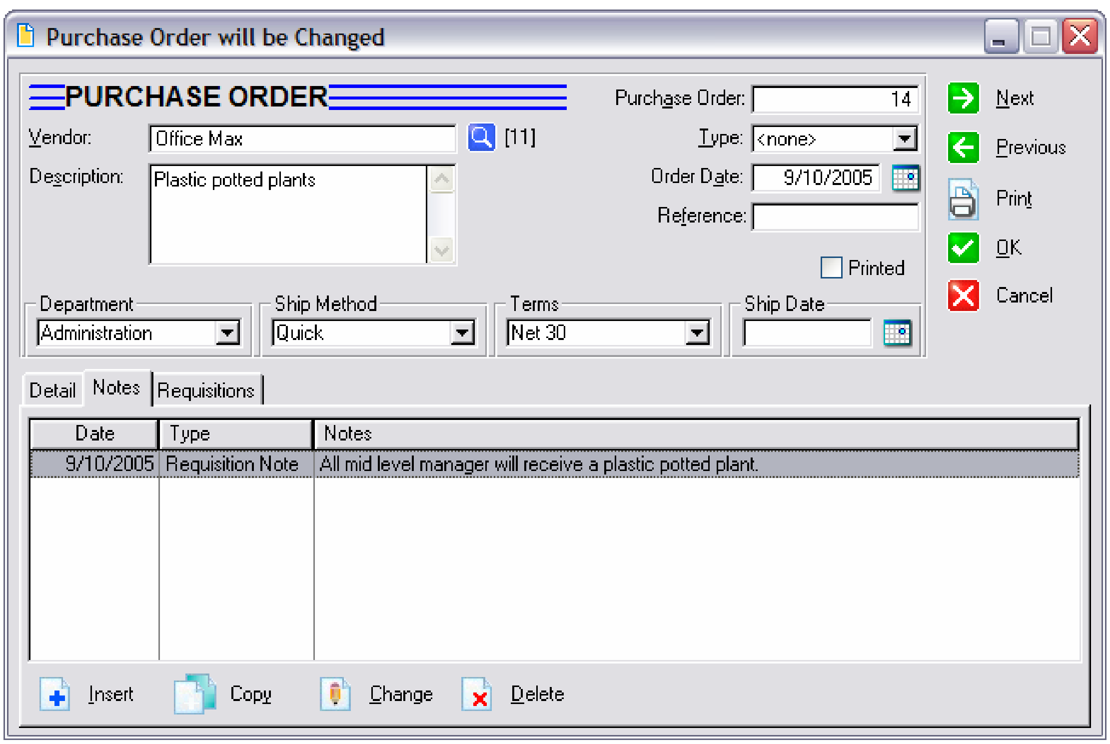
The approver has entered a comment. The Note tab (with our note in it) can be seen.



The requisition, upon approval, automatically becomes a purchase order, as shown below:

The use of notes on requisitions can help you move them through your system with fewer questions asked, and everyone understanding what is behind the request.

Note: Even if you don't use requisitions, you can add notes to Purchase Orders directly. The process is the same.



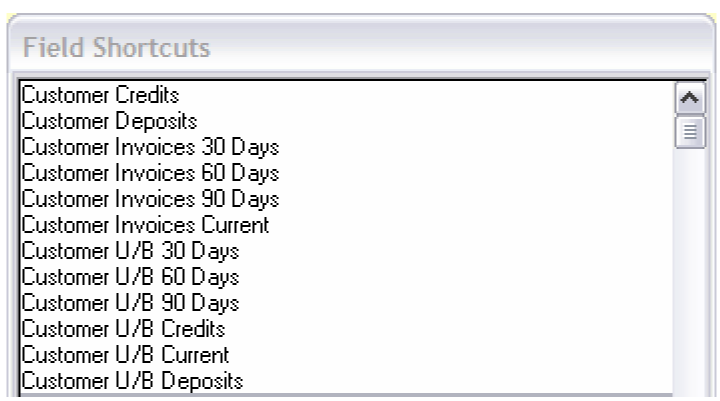
Customer Report

Several versions back, we were given the ability to see, on a single report, the amounts owed by Utility Billing and Accounts Receivable customers. We may also see the deposits and credits for both types of customers on the report. A report in the Sample database demonstrates this new feature. It's called zU/B and A/R Aging—you'll find it under Core/Ledger Customer reports. The report was output in Excel format and is shown below:

Utility Billing and Accounts Receivable Aging

Var No Brackets	U/B Credits A/R Credits	U/B Deposits A/R Deposits	U/B Current A/R Current	U/B 30 Days A/R 30 Days	U/B 60 Days A/R 60 Days	U/B 90 Days A/R 90 Days	UB Total A/R Total
[12] Smith, Jason		1024.58			191.50	188.25	379.75
	40.10						0.00
[2] Ardent Adventures, Inc.				123.00	218.00	78.50	419.50
							0.00
[3] Borden, Jane			78.24		197.50	197.50	473.24
			129.00				129.00
[4] Moore, Arnold		100.00		12.00	117.50	149.35	278.85
							0.00
[5] Kane, John		100.00	92.47	10.02			102.49
							0.00
[15] Quartermont, Adam					54.13	60.63	114.76
							0.00
[8] Gaynier, Robert			25.66	10.34			36.00
							0.00
[102] Munson, John T	145.00				54.13	54.13	108.26
	78.00						0.00
							0.00
U/B Total	145.00	1224.58	196.37	155.36	832.76	728.36	1912.85
A/R Total	118.10	0.00	129.00	0.00	0.00	0.00	129.00

Several modifications have been made to the report. But, before addressing them let's look at the report format. The report shows customers and has space for both Utility Billing and Accounts Receivable balances (the "stacked" column titles indicate that U/B is on top, with the A/R amounts immediately below). The first two numeric columns contain credits and deposits. These amounts are not included in the totals. The other columns (indicated by the addition of yellow highlighting), are included in the totals in the right most column. This indicates that the credits and deposits are kept out of the current aging numbers.



This report is made possible by the combination of report fields shown in the Field Shortcut list shown at right. This list enables you to pull, into one report, information from two different modules (Utility Billing and Accounts Receivable). Notice the credits and deposits from both modules. This is in addition to the standard aging information you would expect from both modules.

Now's the time for you to copy and make any changes you need to this useful customer report. Just about any information you need is now available to you!