

Post Prior Period Accounts Receivable

In the Help Document for setting up CHS, there is a page about Gathering Prior Period info that includes gathering Open Accounts Receivable amounts as of the date you are converting to this program. As explained in that document, the total of open receivables invoices should equal the total Balance Forward posted to the Prior Period Accounts Receivable account on the accounting Chart of Accounts. These invoices should all have dates that are prior to or equal to the Balance Forward date set up for accounting.

Prior Period Accounts Receivable invoices are handled somewhat differently than current invoices so they will not interfere with Balances Forward for accounts on your books. To post a Prior Period AR invoice, click the button labeled *Accounts Receivable* on the Home tab under **Payors, Deposits, Receivables, Draws**. On the Accounts Receivable menu, click the button labeled *Add Prior Period AR Invoice*.

On the Create New Receivables Invoice window that opens, select the Payor from the drop down list. The program will provide an AR Invoice number, but you may enter a different one if needed. If appropriate, select a Job and a Department. Then click the button labeled *Create New AR Invoice*.

Close All Tabs Except Last One Fantastic Builders, Inc. User: Demo 1 Session will expire if left idle for 30 minutes. A 5 minute warning will let you exte

Home Accounts Receivable Menu Chart Of Accounts

Accounts Receivable - MENU CLOSE

Create Accounts Receivable Entries

- Add New Receivables Invoice
- Add Prior Period AR Invoice
- Quick Job Cost Billing (ONLY if not using Draw Requests!)

Review or Edit Accounts Receivable

- Review, EDIT, DELETE AR Entries
- AR Invoices and Balances Summary

Set Up New Accounts Receivable Invoice

Create New Receivables Invoice Close - Do Not Create Invoice

To add a new Receivables Invoice, fill in the basics below. Then click the Create New AR Invoice button. A window will open to create the records for the invoice.

Payor BLACKJOHN JOHN AND SUE BLACK

Invoice # 65441 Invoice # Dropdown is for review only, not selection!

Job TEST1

Dept CH

Create New AR Invoice Reset Form Payor Activities NOT DONE

When the *Create New AR Invoice* button above is clicked, the window shown below will open. Read the information on the window about this being a PRIOR PERIOD AR Invoice entry. Enter the invoice date. It must be on or before your Balance Forward date. Enter a Brief Description and the Amount, and any Notes For the Invoice. Then click the button labeled *Submit AR Invoice*.

Add New Accounts Receivable Invoice Entries

Add New Accounts Receivable Invoice Deposits Review AR Invoices List Current Period CLOSE - Do NOT Submit New AR Invoice

Invoice Number: 65441 Payor: BLACKJOHN JOHN AND SUE BLACK

Job: H Dept: OH

ALERT! Prior Period AR Invoice! The GL number will be set to the Prior Pd AR account AND the GL Date must be on or before your books Balance Forward date!

Date	GL Num	GL Account Name	Brief Description	Amount	Line Actions
11/15/01	1211	Prior Period Accts Receivable	Invoice for work in Nov 2001	\$1,050.00	Add Line + Copy Del X

Notes For Invoice: Work done to for John Black in November, 2001.

Cost Code: 0

Prior Period Invoice: Yes Prior AR Balance: \$1,050.00

INVOICE TOTAL: \$1,050.00

Submit AR Invoice Reset

Note: Lines with an Amount of zero will NOT be posted!

Post Prior Period Accounts Receivable - continued

When the Prior Period Receivables Invoice is submitted, the program will post a credit entry to the Prior Period Accounts Receivable account, AND an offsetting entry to the control Accounts Receivable account. This moves the amount out of Prior Period A/R and into the control A/R account. AFTER you have posted all Prior Period Receivables invoices that tie to your Balance Forward for Accounts Receivable, the balance in the Prior Period Accounts Receivable account on your books should be zero. You can check this by clicking the button labeled *Accounting Database / General Ledgers* on the Home tab under **Accounting / Financials**. Search for the Accounts Receivable account AND the Prior Period Accounts Receivable account through your Balance Forward date. Then use the Reports button to print a General Ledger report. In our example, we only had one open Receivables invoice as of our Balance Forward date. You can see that the Balance Forward amount entered on the Chart of Accounts window was posted to the Prior Period AR account. THEN when we posted the Prior Period invoice, the amount was moved from the Prior Period AR account TO the regular Accounts Receivable account.






1210-ACCOUNTS RECEIVABLE-TRADE									
GL Date	Journal	Doc ID	Vendor	Payor	Description	Dept	Job	Cost Code	Amount
11/15/01	AR	65441	Z	BLACKJOHN	Invoice for work in Nov 2001	OH	H	0	1,050.00
1210-ACCOUNTS RECEIVABLE-TRADE									1,050.00

1211-Prior Period Accts Receivable									
GL Date	Journal	Doc ID	Vendor	Payor	Description	Dept	Job	Cost Code	Amount
11/15/01	AR	65441	Z	BLACKJOHN	Invoice for work in Nov 2001	OH	H	0	-1,050.00
12/31/01	AJE	Bal Fwd	Z		User Balance Forward	OH	H	0	1,050.00
1211-Prior Period Accts Receivable									0.00

REPORT TOTAL 1,050.00

Filters: |GL Num >= "1210" AND |GL Num <= "1211" AND |GL Date <= "12/31/2001"