ACCOUNTS RECEIVABLE MODULE

The Accounts Receivable Module provides a uniform structure for managing the finances connected to any of your operations, regardless of the MEMBERS ONLY module where the activity originated. Most Accounts Receivable data is entered automatically by your other work in the system.

The MEMBERS ONLY Approach to AR

MEMBERS ONLY tracks all revenue-side financial activity connected to the operations you manage through any of its modules.

- Different types of sales or commitments made in the various modules, such as membership renewals, donations, registrations, or literature orders all create a uniform financial object we call a **SALE** in the MEMBERS ONLY financial database. Sales from various modules are flagged as being in a specific *journal* tied to that module.

- Any change in the balance of a sale is related to a **TRANSACTION**, such as a payment, a credit adjustment, or a refund. Transaction Types are user definable.

- Transactions entered into MEMBERS ONLY by users can be either *batched* or *unbatched*. Your accounting supervisor will determine which types of transactions are stored in a **BATCH.**

- All transactions must be against a specific sale. Each transaction has a **DISTRIBUTION** against two or more general ledger accounts.

- In addition to the sales created by activity recorded in MEMBERS ONLY modules, miscellaneous sales can be created directly in the AR module.

Transaction Data Entry in MEMBERS ONLY

No matter where in MEMBERS ONLY you are when you enter a transaction, the data entry is always done by means of the same Transaction Detail Form.

- *Batched transactions* can be entered either directly into a batch using the Transaction Spreadsheet, or one by one. If they are entered individually, they are <u>automatically</u> stored in a batch. We refer to this as *implicit batching*. An authorized user must post batched transactions before they are finalized. This is done from the Transaction Spreadsheet.

Once a transaction is posted, it cannot be altered or deleted except by an accounting supervisor. Posted transactions may be exported to your General Ledger via the internal MEMBERS ONLY GL LINK, embedded in the AR module, and generic to virtually any commercial accounting package.

Transaction Distribution

- Every Transaction entered into MEMBERS ONLY is distributed across two or more General Ledger Accounts.

- When a transaction is entered, it is assigned a default distribution based on the account numbers you have entered into the Accounting Setup forms, the business rules built into MEMBERS ONLY, and any additional business rules customized for your organization. The distribution assigned by the system will almost always be correct as it is, but you can edit it for special cases.

- The distribution of each transaction is visible on the Transaction Detail Form.

- If for any reason a user attempts to save a transaction with an unbalanced distribution, a message to that effect appears on the Transaction Detail Form.

Transaction Batch Operations

The Transaction Spreadsheet displays system-created implicit transaction batches. It also allows you to create and edit your own batches. Several operations can be performed on a transaction batch.

- **Print**. This function prints a listing of all the transactions in the batch.

- **Post**. This function POSTS the batch. A batch can only be posted if it is in balance. Once a batch has been posed, only an Accounting Supervisor can edit the transactions in the batch, and they may be exported to your General Ledger via the **MEMBERS ONLY G/L LINK**. You can configure your system so that when transactions are posted; either the transaction date or the bank date is set to the posting date.

- **Attach Memo**. A memo can be attached to any transaction batch.

- **Set Transaction Date**. This function lets authorized users reset the transaction date in an entire batch of transactions to any specified date.

- **Set Bank Date**. Similarly, this function lets authorized users reset the bank date in an entire batch to any specified date.

Sale Operations

Each Sale in MEMBERS ONLY can be viewed and edited in the MEMBERS ONLY Sale Information Form. From this form, authorized users can perform a variety of other operations on the Sale. These operations include:

- **Post Sale**. This locks down the sale and posts the initial Charge transaction.

- **Write-off Balance**. This function writes off any outstanding balance on the sale.

- **Void Sale**. This function goes one step further, and writes off the entire initial amount of the sale.

- **Refund Credit**. This function inserts a refund transaction for any amount due back to the customer.

- **Cut and Paste Credit**. This convenient function allows a credit balance to be transferred from one sale to another by an authorized user.

- **Transaction**. A transaction of any type can be applied against the sale.

Accounts Receivable Reporting

A Suite of five standard reports allows you to generate uniform accounting reports that span various MEMBERS ONLY Modules. All reports can be run either for all transactions or posted transactions only. The reports are:

- **Sales Control Report**. This report shows all sales entered into MEMBERS ONLY between user-specified dates. You can restrict it to a specific company or journal.

- **Aged Receivables Report**. Shows outstanding receivables aged in 30-day intervals. The report can be restricted to an individual company or journal, and run *as-of* any date up to the present day. The user can set a minimum balance cutoff, so that very small balances will not be reported.

- Financial Activity Report by G/L Number. This report shows all activity by general ledger account number between user specified dates. The selection can be by bank date or transaction date. The report can be restricted to a single journal or company. In addition, the sort order within each G/L account can be specified.

- **Cash Receipts Report**. This report shows all transactions between dates, which touched a cash account. The selection can be by bank date or transaction date. The report can include all transactions, which touch cash, or be limited just to payments.

- **Batch Control Report**. This report shows all batches created between user-specified dates, and is used to verify that all batches in the period have been balanced and posted.