Accounts Receivable

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Accounts Receivable Menu

The Accounts Receivable module contains many functions that are used by clerical and upper management SedonaOffice Users. Each option within the module is secured by User Group Security permissions. All options within the Accounts Receivable Module are covered in depth under the Accounts Receivable topic heading.

Auto Process Non-Recurring Invoices — Selecting this option will open the Create Auto Non Recurring form where users can create and submit EFT payments (ACH or Credit Card) for non-recurring type invoices.

Batch Email Invoices — This option is used to email invoices in bulk.

Credit Off Invoices — This option is used when your company wants to write off several invoices at one time. This function may be used to write off invoices to a bad debt account for customer invoices that are no longer considered collectable, or to write off several invoices with small balances.

Credit Request — Selecting this option will display a list of pending Credit Requests. For more information see Credit Request Processing. If this option is activated in SedonaSetup, the Credit Memo menu option will not be displayed.

Credit Memo — Selecting this option will open a blank Credit Memo form for creating a new credit memo for a customer account. If your company has elected to use Credit Requests, this option is not available for creating Customer Credit Memos.

Cycle Invoicing — This option opens the Cycle Invoicing list where a new cycle batch may be generated and/or posted.

EFT Processing — This option opens the EFT Processing form; this option is only used by SedonaOffice customers that have subscribed to automatic payment processing with Bold Group merchant bank, Forte.

Finance Charge — Selecting this option will open the Finance Charge selection and generation form for creating finance charge invoices in bulk.

Invoicing — This option will open a blank miscellaneous invoice form for creating a new customer invoice.

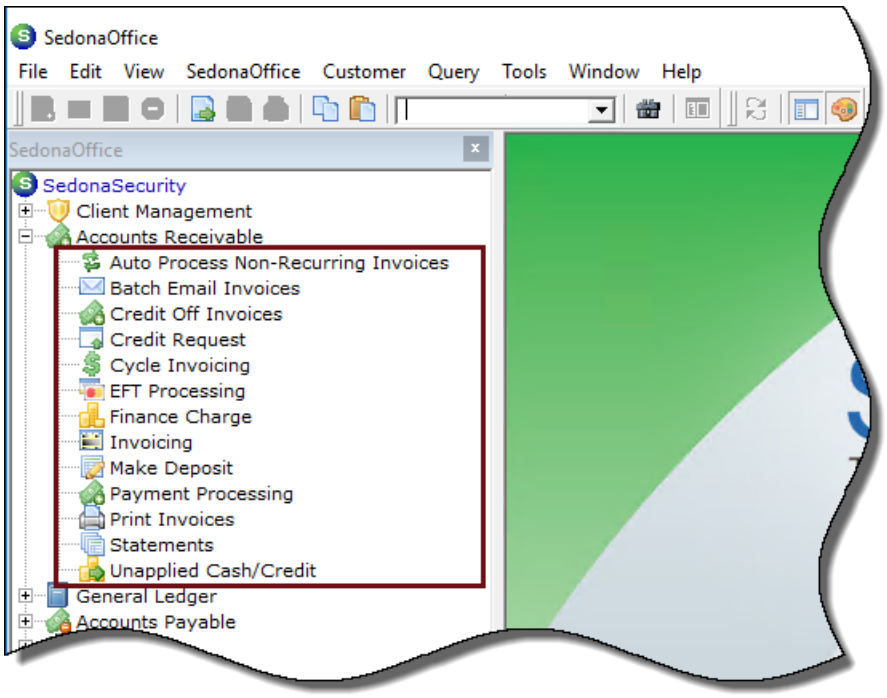
Make Deposit — This option is used to deposit a payment batch to a bank account.

Payment Processing — This option is used to create customer payment batches and enter the individual customer payments (checks).

Print Invoices — This option is used to print invoices in bulk.

Statements — Selecting this option is used to generate and print customer statements in bulk.

Unapplied Cash/Credit — Selecting this option will display a list of all customers with unapplied items on the account. Unapplied Items are unapplied cash, advance deposits (for Jobs), or unapplied credit memos. Unapplied items may be applied to invoices from this option.


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