



# IMAS Works

## Accounts Receivable

The Accounts Receivable module handles the entry and collection of all A/R transactions, including the collection of invoices billed in other IMAS Works modules (Property Tax Billing, Utility Billing, etc.).

### TRACKS NECESSARY MASTER INFORMATION

- The A/R Account Master tracks billing information for all IMAS Works billing modules. By having a single source for all Accounts Receivable customers, there is no longer a need for repetitive data entry when address changes occur.
- Account Master tracks detailed billing information, including; Account ID, Alternate ID, Account Classification Billing Name (2 fields), Physical and Mailing Addresses, Phone, Fax and Email. Free-form notes may be attached to each account.
- The Transaction Master tracks important information on all types of bill codes. Use this program to define the bill/transaction codes, including; default amount, interest rate, lien flag, and the general ledger accounts that are debited and credited as each transaction occurs. This design allows for background processing of all transactions all the way to the General Ledger.

### ENTER MISCELLANEOUS ACCOUNTS RECEIVABLE ENTRIES

- Handles batch entry of miscellaneous A/R entries. Each batch may be printed and verified before posting to A/R.
- Batches may be saved and recalled for quick re-entry of recurring billing transactions.
- Detailed notes may be attached to each invoice entry.
- Invoice Batch Journal report can be printed in detail or in summary.

**A/R Account Master**

Master | Notes

ID: 1567 Alt ID: BERNWIL Class: 01 Last Updated: 8/21/98

Name 1: BERNER, WILLIAM J By: ATKC

Name 2: BERNER DORIS A

Address 1: 16 SOUTH MAIN STREET

Address 2: [Empty]

City/ST/Zip: MOODUS CT 06469  Never Purge

Phone/Fax: 555-5252 555-8558 Vendor ID: [Empty]

Contact: BILL BERNER Terms: Receipt

E-Mail: BILLYB@MOODUS.COM Credit Limit: [Empty]

Mail Address 1: PO BOX 333

Mail Address 2: [Empty]

Mail City/ST/Zip: MOODUS CT 06469

**Transaction Master**

Code: CUTX Description: PROPERTY TAX CURRENT

Master | Distribution | Tracking | History

Income

	Debit (DR)	Credit (CR)
Income (IN)	100-1080-1-000	100-3110-1-000
Interest (IT)	100-1010-1-000	100-3190-1-000
Costs (CT)	100-1010-1-000	100-3190-1-000

Payments / Credits

	Debit (DR)	Credit (CR)
Payments (PA)	100-1010-1-000	100-1080-1-000
Overpayments (OP)	100-1010-1-000	100-2020-3-000
Unapplied (UN)	100-1010-1-000	100-2020-2-000
Abatements (AB)	100-3110-2-000	100-1080-1-000

**Invoice Batch 685**

Date	Total	Source	Tax Year	Reference	Invoice Total	
09/28/98	0.00	PT	1998		700.00	
					Total Invoices	1,200.00

ID	Date	Due Date	Invoice No	Property ID	Description	Amount
2641	02/04/98	03/06/98	AR-100	15-87-0	Yield Taxes	500.00
2615	02/04/98	03/06/98	AR-101	6-10-59	Land Use Change Tax	700.00

Messages

Code	Type	Account	Description	Amount
CULD	IN	670-3120-1-000	CURRENT USE-Income	700.00

G/L Account: CURRENT USE REVENUE  
Transaction: CURRENT USE Type: Income

BRODERICK, LAWRENCE F

## BATCH ENTRY OF PAYMENTS

- Entry of payments is done in batch. Each payment batch may be printed and edited before processing to A/R.
- If used with Property Tax or Utility Billing modules, lookup is provided to each module's Master files. For example, lookup to the Property Master is provided at the Property ID field if the Property Tax Billing module is installed.
- Quickly apply the payment to the balance of the account (paying off oldest invoices first), or selectively post payments to invoices. A detailed lookup is provided of all open invoices.
- Automatically calculates and displays interest and costs based on the user-defined age date. Principal, interest and cost to be applied may be modified by the user.
- Select to have overpayments refunded or entered as prepayments towards a future bill. Refund reports and vouchers are available for reporting of overpayments needing refunds.

Due Date	Invoice No	Year	Balance	Invoice No	TCode	Interest	Costs	Principal
3/30/98	AA-11039	1997	1,219.74			0.00	0.00	0.00
3/21/97	AA-8949	1996	1,199.72					
7/1/98	1998-1-2991	1998	558.00					

## OTHER FEATURES

- Current and historical invoice information may be viewed at any time. The Customer View window may be active on your screen at all times, so it is not necessary to exit a program in order to look up account information. Query is provided by Account ID and Account Name. If other IMAS Billing modules are installed, additional lookup capabilities are available.
- Enter and report abatements and credit memos.
- Statements may be printed for customers directly from the View Customer Invoices screen.
- Prints a variety of reports, including uncollected lists, totals by transaction/bill code and A/R General Ledger reports in detail and in summary.

Invoice No	Date	Due Date	Description	Amount	Balance	Source	Tax Year	Property ID
UB98 0317 00	03/20/1998	04/19/1998	Acct: 30455 Utility Bill	26,181.13	0.00	UB	1998	15-98-0
1998-1-3013	05/15/1998	07/01/1998	1998-1-0 Property Tax	179,622.00	0.00	PT	1998	15-98-0
UB98 0630 51	06/30/1998	07/30/1998	June Utility Billing	47,810.86	6.44	UB	0	15-98-0

## INTERFACE TO OTHER IMAS Works MODULES

- Updates in detail or in batch to the IMAS Works General Ledger.
- Receives billing information from other IMAS Works billing modules; Property Tax Billing, Utility Billing and Miscellaneous Billing.
- Optionally update refund transactions to the IMAS Works Accounts Payable module.

## FOR MORE INFORMATION CONTACT:



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