4th Quarter® Accounting Solution
Accounts Receivable Brief

This brief reviews some of the special features of 4th Quarter's Accounts Receivable area. Similar features are available in the Accounts Payable area. These features include:

split payments

advance payments

consolidation (all charges and payments link to the customer's receivable account)

allocation deferral

automatic allocation on an account-by-account basis

up to 10 levels of payment priority

up to 4 levels of account balance monitoring

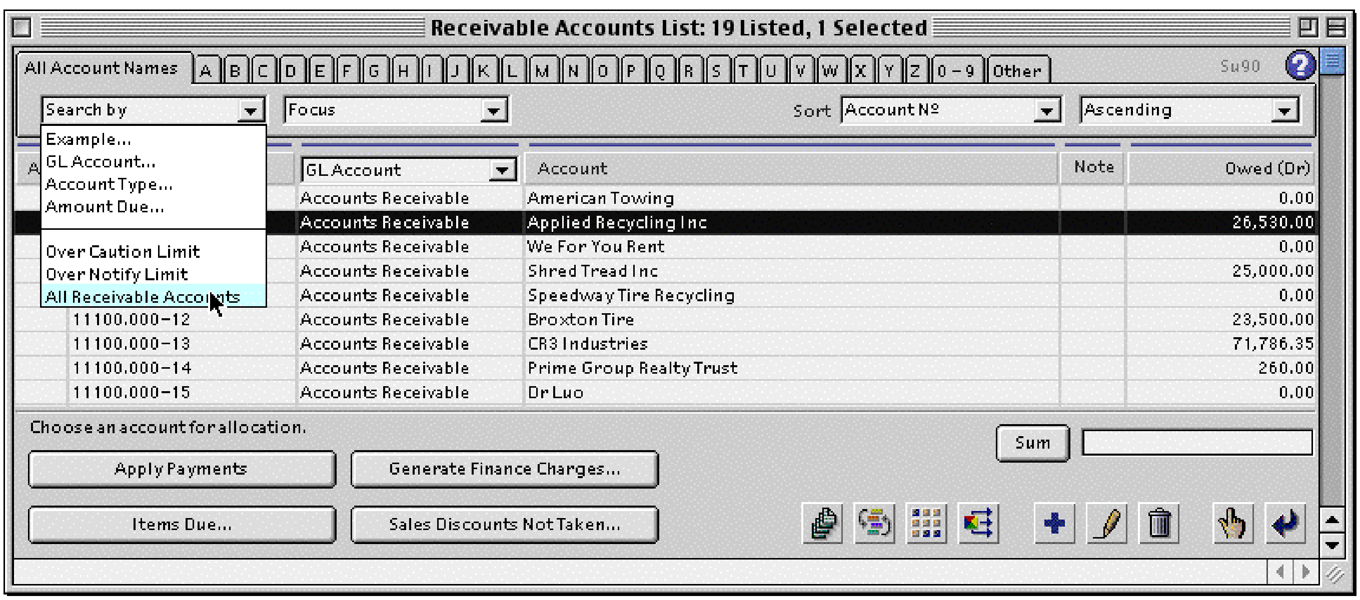
"dynamic statement reconciliation"

4th Quarter's **dynamic statement reconciliation** means that you can reallocate payments to debts at any time through Accounts Payable or Receivable. This ensures that you can always reconcile your records with those of your clients and vendors.

The following screens illustrate these features.

I. Enter the Accounts Receivable screen

The Account Receivables screen is accessed by choosing the **Accounts Receivable** popup from the 4Q control screen. This opens a receivable account list screen. You have access to all AR reports through the **Reports** button. Various actions on multiple accounts can be handled through the **Allocation** menu. To manage an individual account, highlight it and press the **Select** icon ().



II. Review charges and payment history

The receivable account screen (below) shows the customer's charge and payment history. It displays the original charges and payments, the amount due on each charge, and the amount that remains available (unallocated) on each payment. Blank Due and Payment Available amounts indicate these items are fully covered.

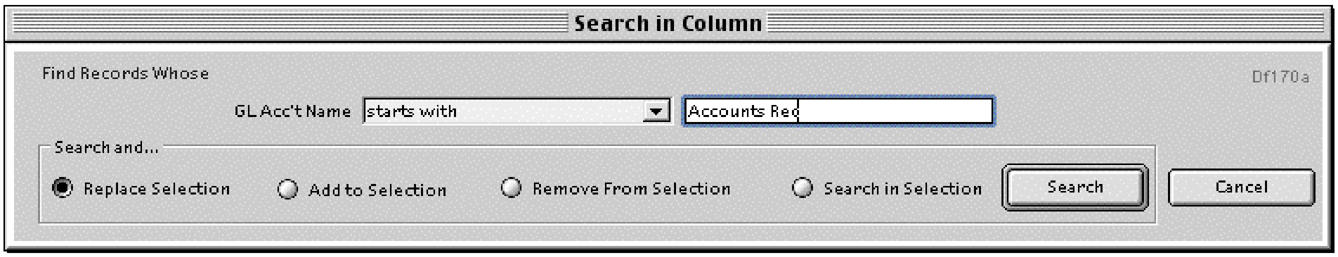
Use the **Search** popup to locate items by date, amount, or any of various other criteria. Reorder the displayed items using the **Sort** button. Print reports to screen, paper or disk using the **Reports** icon (). Examine the original entries using the **View** button. Popups above the item's area allow you to view the properties of different items.

Searching and sorting can also be performed using the blue "Quick Search" bars that appear above the column labels. Click the column titles themselves to sort items in ascending order on the values shown in that column (Hold the shift key down when clicking to sort in reverse order).

Clicking on the blue quick search bar.

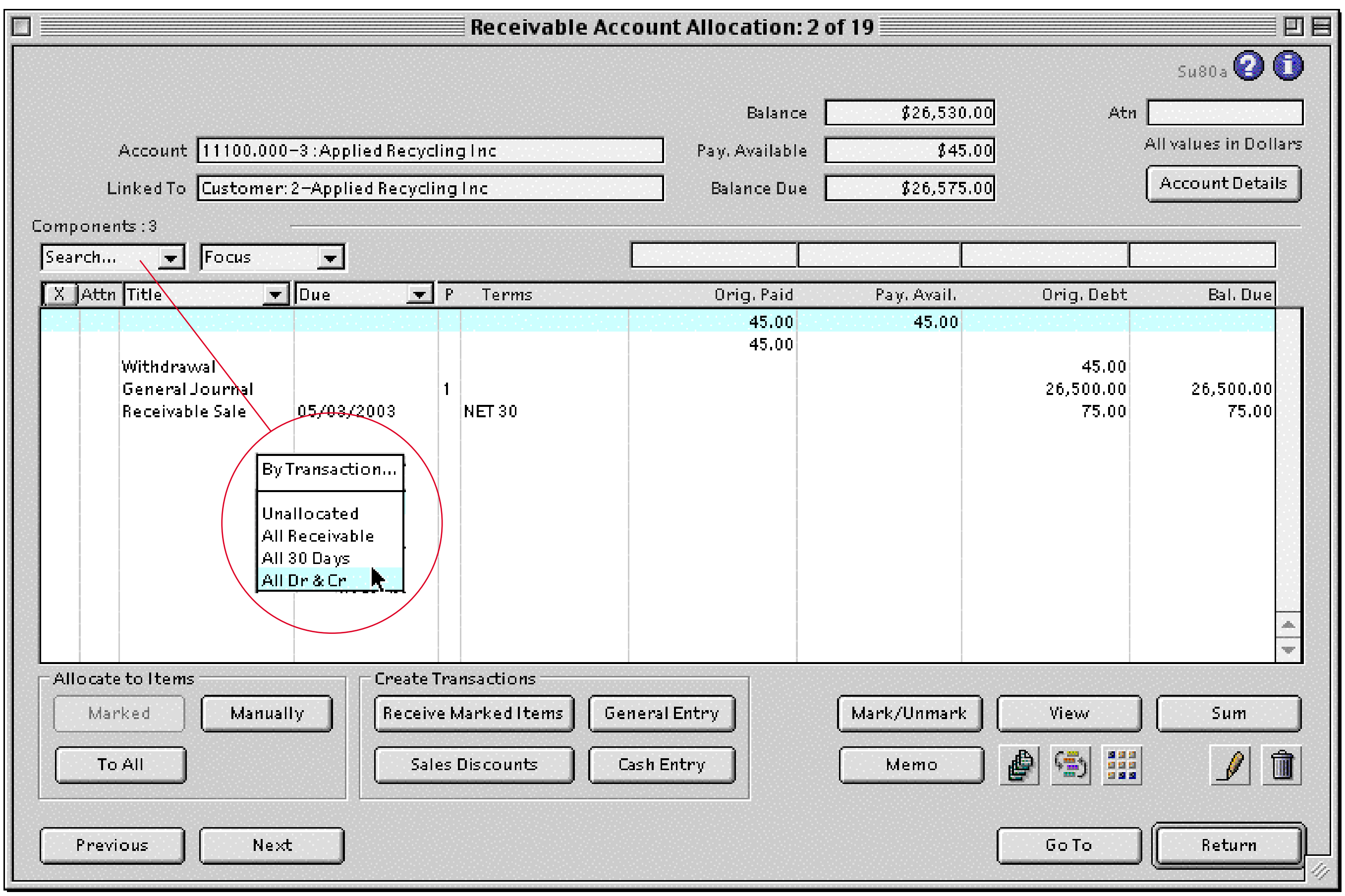
Sorting by clicking on the column title.

The Quick Search bar open a dialog box like the one shown below.



III. Create new entries

From the receivable screen you can receive marked items, enter new charges, modify existing items, and remove sales discounts. Use the popup labeled "Search…" to locate additional items. Select "All Dr & Cr" to see the full past history.



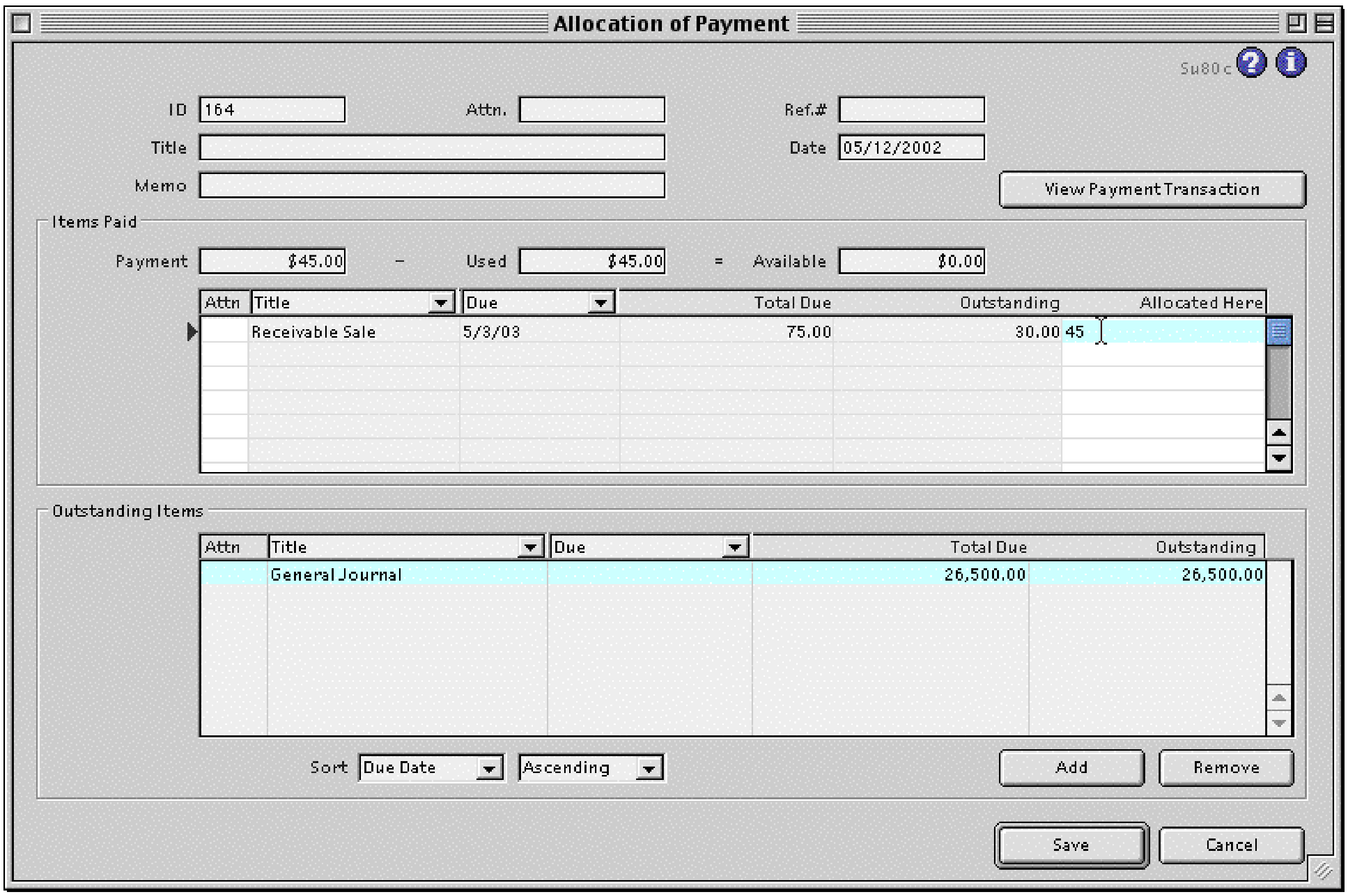
IV. Change allocation

Highlight a payment that has been disbursed and press the **Allocate Manually** button.

The next screen shows the items this payment is allocated to, and lists the unpaid debts that remain in the accout.

You can change the amounts paid to each item, remove items from payment, or pay off new items by selecting them from the list of items due and pressing **Add**.

All of these changes can be made at any time — they are unaffected by the posting process. And having allocated funds does not prevent you from changing the transactions involved, as long as they haven’t been posted.



Receivable accounts are automatically created when customers are entered.

You can create types of customers that are not related to receivable accounts.

You can create general receivable accounts that are not linked to customers.