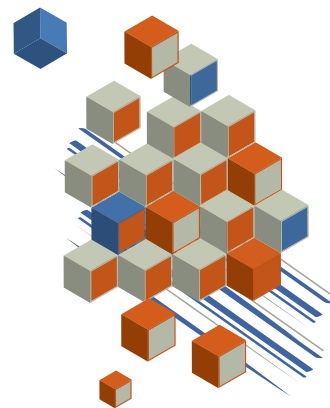




# Accounts Receivable

**SIMMS** Inventory Management Software 8.0

July 11, 2011



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# Accounts Receivable

An account receivable is the money your customers owe you for the goods or services you provided to them. In SIMMS, you can process your customer's payments in two ways: The Quick Payment Window, or in the AR Manager.

You can receive payments by cash, check, and credit card, and your customers can pay their invoices from any existing credit they may have on file.

In addition, your customers can make a deposit on either a quote or sales order. And they have the option to change an existing credit on file into a deposit for either a quote or sales order.

SIMMS handles multi-currency payments.

## Payments with the Quick Payment Window

In the Quick Payment window you can process your customer's cash, check, or credit card payments. In addition, you can process multi-currency payments or apply a customer's credit to an invoice.

Unlike the AR Manager, you can apply a customer's payment to only one invoice at a time in the Quick Payment window.

When enabled, the Quick Payment window opens after you save your invoices. You enable the Quick Payment window in Global Settings.

### Enable the Quick Payment Window

1. Open the **Setup** menu, and then click **Global Settings**.  
The Global Settings window opens.
2. Click the **Sales** tab, and then click the **Show Quick Payment Screen after Saving an Invoice** check box.
3. Click **Save**.

### Process a Customer's Payment in the Quick Payment Window

1. In the **Quick Payment** window, if your customer's payment is in a currency other than your default currency, in the **Currency** text box, type the currency's code.
2. Choose a payment method:
  - **Cash**  
In the **Cash** box, type your customer's payment amount.

- **Check**

Click the **Check** link. The **Check** dialog box opens. In the **Payment Per Type** box, type the amount your customer's check is for. In the **Number** text box, type the check number. Click **OK**.

- **Credit Card**

Click the **Credit Card** link. The Credit Card window opens. In the **Payment Per Type** box, type your customer's payment amount. In the **Type** list, select their credit card type. In the **Number** text box, type the credit card number. In the **Expiration: End** of box and list, enter the expiration date of the credit card. In the **Name on Card** text box, type your customer's name as it appears on the credit card. Click **OK**.

If you have previously added your customer's credit card information to their profile in the Customer Manager, you can retrieve that information. In the **Credit Card** list select your customer's credit card type, and then click the **Get Credit Card Information** link. SIMMS enters your customer's credit card information in the appropriate fields.

- **Credit**

Click the **Use Credit** link. The link is only active if your customer has existing credit. The Quick Payment window expands showing your customer's credit information. In the active box (see Figure 1), type your customer's payment amount. This amount is taken from their credit.

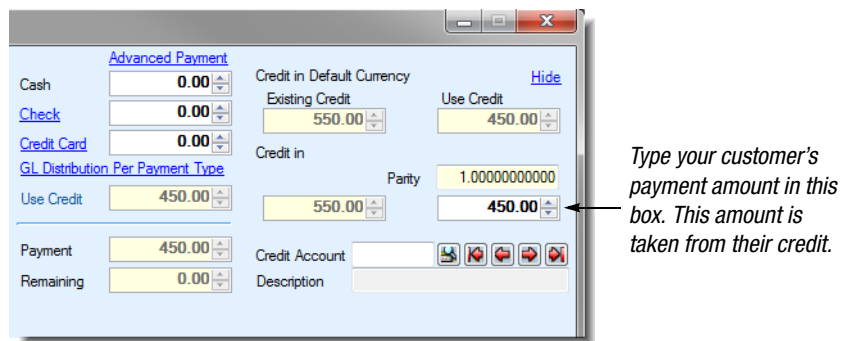


Figure 1: Applying a customer's credit to an invoice.

- **Multi-Currency**

Your customer can make multiple payments using different currencies. SIMMS converts any foreign currency payments to your default currency. Click the **Advanced Payment** link. The Advanced Payment Information window opens. In the **Payment Type** list, select your cus-

customer's payment method (Cash, Check, Credit Card, or Debit Card). In the **Amount** field, type the payment amount for your chosen method of payment. In the **Currency** list, select the currency your customer's payment is made with. Click in the **Parity** field to update all the fields. Click **OK**. Your customer's payment is added to the Quick Payment window (converted to your default currency).

3. In the **Comments** text box, type a comment.
4. Click **Pay**.
5. If your customer's invoice was paid from an existing credit, the Apply Credit dialog box opens. In the **Apply Credit** dialog box, Do one of the following steps:
  - Click **Apply Credit**. SIMMS takes your customer's payment from the oldest credit available. If your customer's payment is greater than this credit, the remainder of the payment is taken from the next oldest credit.
  - For any available credit, in the **Applied** column type your customer's payment. If the payment amount is greater than any single credit you can use more than one credit to make up the payment.

## Payments with the AR Manager


In the AR Manager you can process your customer's cash, check, or credit card payments. In addition, you can process multi-currency payments or apply a customer's credit to an invoice.

Unlike the Quick Payment window, you can apply payments to multiple invoices in the AR Manager.

### Process a Customer's Payment in the AR Manager

1. Open the **Financial Management** menu, open the **Accounts Receivable** submenu, and then click **AR Manager**.

The Accounts Receivable - Customer payments window opens.

2. Click the **New** icon .
3. In the **Customer** list, select a customer.
4. Choose one of the following payment methods:

- **Cash**

In the **Payment Type** list, select **Cash**. In the **Payment Per Type** box, type your customer's payment amount.

- **Check**

In the **Payment Type** list, select **Check**. The Check dialog box opens. In the **Payment Per Type** box, type your customer's payment amount. In the **Number** text box, type the check number. Click **OK**.

- **Credit Card**

In the **Payment Type** list, select **Credit Card**. The Credit Card dialog box opens. In the **Payment Per Type** box, type your customer's payment amount. In the **Type** list, select your customer's credit card type. In the **Number** text box, type their credit card number. In the **Expiration: End of** box and list, enter the expiration date of the credit card. In the **Name on Card** text box, type your customer's name as it appears on the credit card. Click **OK**.

If you have previously added your customer's credit card information to their profile in the Customer Manager, you can retrieve that information. In the **Credit Card** list select your customer's credit card type, and then click the **Get Credit Card Information** link. SIMMS enters your customer's credit card information in the appropriate fields.

- **Credit**

Click the **Use Credit** check box. The Use Credit check box is only active if your customer has an existing credit.

- **Multi- Currency**

Your customer can make multiple payments using different currencies. Click the **Advanced Payment** link. The Advanced Payment Information window opens. In the **Payment Type** list, select your customer's payment method (Cash, Check, Credit Card, or Debit Card). In the **Amount** field type the payment amount for your chosen method of payment. In the **Currency** list, select the currency your customer's payment is made with. Click in the **Parity** field to update all the fields. Click **OK**. The Advanced Payment Information window closes. The sum of your payments are added to the Payment Per Type box in the AR Manager.

5. In the **Comment** text box, type a comment.

Your comment appears in the Account Receivable report.

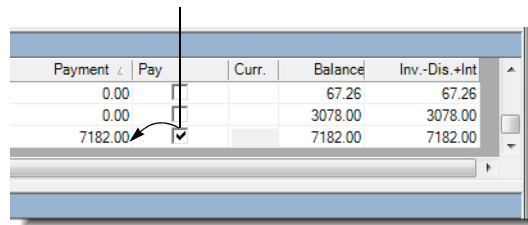
6. Do one of the following steps:

- To automatically apply a payment to your customer's invoice, Click **Automatic Payment**.

SIMMS applies your customer's payment to their oldest invoice. If a customer's payment is greater than the amount due on that invoice, SIMMS applies the remainder of the payment to the next oldest invoice.

- To manually apply a payment to an invoice, under **Unpaid Invoices**, in the **Pay** column, click the check box for the invoice to which you want to apply your customer's payment, and then click inside the adjacent **Payment** field to update this field.

*To manually apply a payment to an invoice, click the Pay check box for the invoice, and then click in the adjacent Payment field to update that field.*



*Figure 2: Manually applying a payment to an invoice.*

If your customer's payment amount is greater than the amount due on the invoice, click the **Pay** check box for other invoices to apply the remainder of the payment to those invoices.

- You can edit the following fields in the AR Manager's grid:

**Table 1: Editable Fields in the AR Manager**

<b>Manual</b>	<p>Click this check box if you want to edit or add payment terms (early payment discount or late payment charges) on an invoice.</p> <p>The Discount field is for early payment terms. The Interest field is for late payment charges. You must select the Manual check box to edit or add to these fields.</p>

**Table 1: Editable Fields in the AR Manager**

<b>Apply Terms</b>	<p>Click this check box to apply purchase terms (early payment discount and late payment charges) to an invoice.</p> <p>The Apply Terms check box is automatically selected if purchase terms were added to the invoice when it was created.</p> <p>To not apply those terms clear the <b>Apply Terms</b> check box.</p>
<b>Discount</b>	<p>In this field SIMMS enters an invoice's early payment discount. You can edit this discount.</p> <p>If no discount was entered when creating your invoice, you can enter one in the Discount field.</p> <p>To edit or enter an invoice's discount you need to click the <b>Manual</b> check box.</p>
<b>Interest</b>	<p>In this field SIMMS enter an invoice's late payment charge. You can edit this charge.</p> <p>If no charge was entered when creating your invoice, you can enter one at this stage.</p> <p>To edit or enter an invoice's charge you need to click the <b>Manual</b> check box.</p>
<b>Payment</b>	<p>In this field you can type the payment amount you want to apply to an invoice.</p> <p>After you type your payment amount in the <b>Payment</b> field, you need to select the <b>Pay</b> check box.</p>
<b>Pay</b>	<p>Click this check box to select which of your customer's invoices you want to apply their payment to.</p>

8. Click the **Save** icon .

9. If your customer's invoice was paid from an existing credit, the Apply Credit dialog box opens. In the **Apply Credit** dialog box, Do one of the following steps:
  - Click **Apply Credit**. SIMMS takes your customer's payment from the oldest credit available. If your customer's payment is greater than the credit, the remainder of the payment is taken from the next oldest credit.
  - For any available credit, in the **Applied** column type your customer's payment. If the payment amount is greater than any single credit you can use more than one credit to make up the payment.


## Making a Deposit

Your customers can make a deposit on either a quote or sales order. They can make their deposit with cash, check, or credit card.

### Processing a Customer's Deposit

1. Open the **Financial Management** menu, open the **Accounts Receivable** submenu, and then click **Make Deposit on a Document**.

The AR - Deposits window opens.

2. Click the **New** icon .
3. In the **Customer** list, select a customer.
4. Choose one of the following payment methods:
  - **Cash**  
In the **Payment Type**, list select **Cash**. In the **Payment Per Type** box, type your customer's deposit amount.
  - **Check**  
In the **Payment Type** list, select **Check**. The Check dialog box opens. In the **Payment Per Type** box, type your customer's deposit amount. In the **Number** text box, type the check number. Click **OK**.
  - **Credit Card**  
In the **Payment Type** list, select **Credit Card**. The Credit Card window opens. In the **Payment per Type** box, type your customer's deposit amount. In the **Type** list, select the credit card type. In the **Number** text box, type the credit card number. In the **Expiration: End of** box and list, enter the expiration date of the credit card. In the **Name on Card** text box, type your customer's name as it appears on the credit card. Click **OK**.

If you have previously added your customer's credit card information to their profile in the Customer Manager, you can retrieve that information. In the **Credit Card** list select your customer's credit card, and then click the **Get Credit Card Information** link. SIMMS enters your customer's credit card information in the appropriate fields.

- **Multi- Currency**

Your customer can make multiple deposits using different currencies. SIMMS converts any foreign currency deposit to your default currency. Click the **Advanced Payment** link. The Advanced Payment Information window opens. In the **Payment Type** list, select your customer's payment method (Cash, Check, Credit Card, or Debit Card). In the **Amount** field, type the payment amount for your chosen method of payment. In the **Currency** list, select the currency your customer's payment is made with. Click in the **Parity** field to update all the fields. Click **OK**. The Advanced Payment Information window closes. The sum of your payments are added to the Payment Per Type box in the AR Manager.

5. If your customer's deposit is in a currency other than your default currency, in the **Currency** list, select the currency.
6. Under **Document Type**, choose the type of document (quote or sales order) your customer's deposit is applied to.
7. Click the **Ellipsis** button. In the window that appears, under **Orders**, select the document you want to apply your customer's deposit to, and then click **Select and Close**.

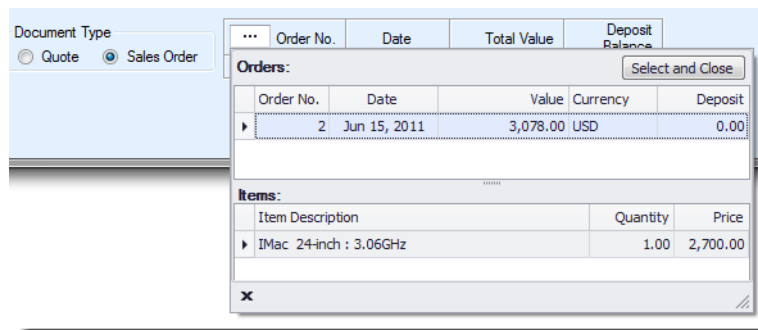



Figure 3: Making a deposit on a document.



8. Click the **Save** icon .
9. A message displays asking you to confirm that you want to save the deposit. Click **Yes**.

# Managing a Customers Account

## Write-Off the Value of an Invoice

1. Open the **Financial Management** menu, open the **Accounts Receivable** submenu, and then click **AR Manager**.

The Accounts Receivable - Customer payments window opens.

2. Click the **New** icon .
3. In the **Customer** list, select a customer.
4. In the **Payment Type** list, select **Write-Off**.
5. In the **Payment Per Type** box, type the amount of the invoice you want to write off.
6. In the **Pay** column, click the check box for the invoice whose total you want to write off, and then click inside the **Payment** field to update it.
7. Click the **Save** icon .

## Add a Credit Card Type

To process a customer's credit card payments, you need to add their credit card type (Visa, Master Card, American Express) into SIMMS. By doing this, the credit card's type is available for selection when entering your customer's credit card information.

1. Open the **Financial Management** menu, open the **Accounts Receivable** submenu, and then click **Credit Card Type Setup**.

The Credit Card Type window opens.

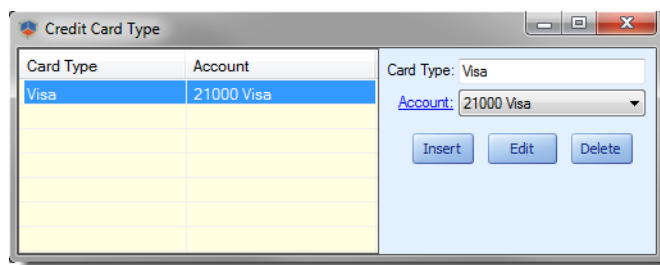


Figure 4: Adding a credit card type.

2. In the **Card Type** text box, type the name of the credit card (such as Visa, Master Card, or American Express).
3. If your using SIMMS' General Ledger, in the **Account** list, select the account your credit card payment is applied to.


4. Click **Insert**.

### Add a Customer's Credit Card Information

You can add your customer's credit card information to their profile in the Customer Manager. By doing this, you can then retrieve this information when processing your customer's credit card information. Thereby, saving you the time needed to always manually enter your customer's credit card information.

1. Open the **Sales** menu, open the **Sales** submenu, and then click **Customer Manager**.

The Customer Manager window opens.

2. From the list of customers (left), select the customer whose credit card information you want to add to their profile.
3. Click the **Edit** icon , and then click the **Accounting** tab.
4. Click the **New** link, (lower pane).

The Credit Card window opens.

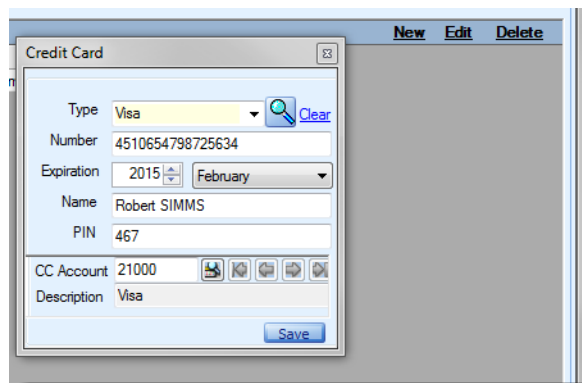




Figure 5: Adding a customer's credit card information in the Customer Manager.

5. In the **Type** list, select your customer's credit card type (such as Visa, Master Charge, American Express).
6. In the **Number** text box, type the credit card number.
7. In the **Expiration** box and list, select the date the credit card expires.
8. In the **Name** text box, type your customer's name as it appears on the credit card.
9. In the **PIN** text box, type the credit card's CVV number

For Visa and MasterCard, the CVV number is a 3-digit number on the back of the credit card. For American Express, the CVV number is a 4-digit number on the front of the credit card.

10. If you are using SIMMS' **General Ledger**, click the **View** icon  adjacent to the **CC Account** text box. In the window that appears select the account your customer's credit card payments are applied to, and then click **OK**.
11. Click the **Save** icon .

### **Recalculate Overdue Interest**

You add a customer's payment terms (early payment discounts and late payment charges) to their profile in the Customer Manager. You can change these terms and then recalculate the overdue interest owed on any outstanding invoices your customer may have.

To recalculate a customer's overdue interest do the following steps:

1. After editing your customer's payment terms in the **Customer Manager**, open the **Financial Management** menu, open the **Accounts Receivable** submenu, and then click **(Re-) Calculate Overdue Interest**.
2. SIMMS prompts you to confirm that you want to re-calculate the overdue interest for the customer whose payment terms you have changed. Click **Yes**.

### **Change a Credit into a Deposit**

You can change a customer's credit to a deposit, which you then apply to a customer's quote or sales order.

1. Open the **Financial Management** menu, open the **Accounts Receivable** submenu, and then click **Change Credit into Deposit**.

The Change Credit to Deposit window opens.

SIMMS lists in the window your customer's credits.

2. Select the customer's credit that you want to change to a deposit.
3. Under **Document Type**, choose either **Quote** or **Sales** order, and then click the **Ellipsis** button.
4. In the window that appears, select the document to which you want to apply your customer's credit as a deposit, click **Select and Close**.
5. Click **Move to Deposit**.


### **Refund Money to a Customer**

You can refund money to your customers. Their refund is taken from the credit they have on file. If your customer has more than one credit

on file, you can choose which credit their refund is taken from. A refund amount cannot exceed your customer's total credit amount.

1. Open the **Financial Management** menu, open the **Accounts Receivable** submenu, and then click **Money Back to Customer**.

The Money Back to Customer window opens.

2. Click the **New** icon .
3. In the **Customer** list, select the customer you are refunding money to.
4. Choose one of the following refund methods:

- **Check**

In the **Return Type** list, select **Check**, and then in the **Check No.** text box, type the check number.


- **Cash**

In the **Return Type** list, select **Cash**.

- **Credit Card**

In the **Return Type** list, select **Credit Card**. The Credit Card window opens. In the **Payment Per Type** box, type your customer's payment amount. In the **Type** list, select your customer's credit card type. In the **Number** text box, type the credit card number. In the **Expiration: End of** box and list, enter the expiration date of the credit card. In the **Name on Card** text box, type your customer's name as it appears on their credit card. Click **OK**.

If you have previously added your customer's credit card information to their profile in the Customer Manager, you can retrieve that information. In the **Credit Card** list select your customer's credit card, and then click the **Get Credit Card Information** link. SIMMS enters your customer's credit card information in the appropriate fields.

5. If your refund method is either check or cash, in the **Amount** box, type the refund amount.
6. If the refund is in a currency other than your default currency, in the **Foreign Currency** list, select the currency.
7. In the **Comment** text box, you can add an additional comment to SIMMS default comment.
8. Click the **Save** icon .
9. A message displays, asking you to confirm that you want to save the refund. Click **Yes**.

The Apply Credit window opens.

In this window you choose one or more of your customer's credits to take their refund from.

10. In the **Apply Credit** window, do one of the following steps:
  - Click **Auto Apply**  
SIMMS automatically takes your customer's refund from their oldest credit. If the refund is greater than this credit, SIMMS takes the remainder of the refund from the next oldest credit.
  - For any of your customer's credits, in the **Applied** column, type your customer's refund amount. You can take your customer's refund from more than one of their available credits.
11. Click **OK**.

The Apply Credit window closes.

Before you exit the Money Back To Customer window you can print your customer's refund check.

## Print a Customer's Refund Check

1. In the **Money Back To Customer** window, click the **Print** icon .

The Printing Checks dialog box opens.

SIMMS enters your check's details for you.

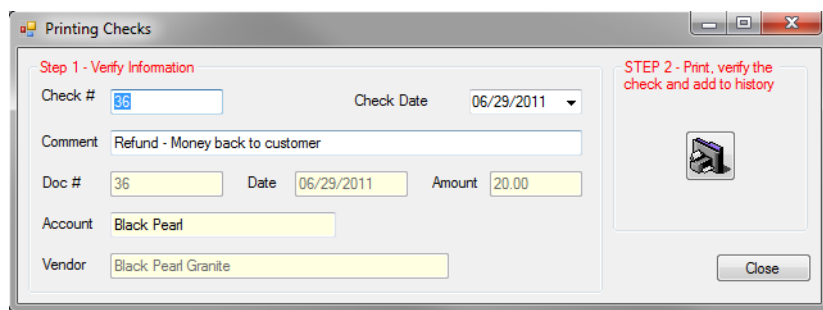


Figure 6: Printing a refund check.

2. Click the **Print** icon .

## View an Existing AR Document

1. Open the **Financial Management** menu, open the **Accounts Receivable** submenu, and then click **AR Manager**.

The Accounts Receivable - Customer payments window opens.

2. Click the **View** icon .

3. The **Find Transaction** window opens.

Listed in the window are your accounts receivable documents.


4. Select the document you want to view, and then click **OK**.

Your document opens in the Accounts Receivable - Customer payments window.

## View Customer Details in the AR Manager


Your customer's details appear in the Customer Detail report. This report shows your customer's contact information, payment terms, credit limit, and so on.

The report is only available when a customer's name is selected from the Customer list in the AR Manager. The Customer Detail report is generated for the customer that appears in the Customer list.

- ◆ In the **AR Manager**, for either an existing accounts receivable document or new one. Click the **Report** icon , and then click **Customer Details**.

The Customer Details report opens.

## Sending Overdue Receivable Alerts

You can have SIMMS alert you when receivables become overdue. You receive your alerts in SIMMS or by e-mail. You view your alerts in SIMMS by clicking the Alert icon  at the top right corner of SIMMS' main window.

## Setup Overdue Receivable Alerts

1. Open the **SIMMS Server Agent**.

The SIMMS Server Agent dialog box opens.

2. Click **Add**.

The login dialog box opens.

3. Log in to the **SIMMS Server Agent**. (The default **Username** is admin and the default **Password** is admin)

After you log in to the SIMMS Server Agent, it's Task window appears.

4. In the **Task name** text box, type a task name.

5. Click the **User alert** option, and then in the adjacent list, select **Accounts Receivable Overdue**
6. Do one or both of the following steps:
  - To receive your alert directly in SIMMS, click the **SIMMS Alert** check box.
  - To receive your alert by e-mail, click the **Email** check box.

For a user to receive an e-mail alert, they must have an e-mail address entered as part of their profile in the User Manager.
7. Click the **Ellipsis** button (adjacent to the Recipient(s) box). In the window that appears, click the check box beside the users you want to receive the **Accounts Receivable Overdue** alert. Click **OK**.
8. If you have chosen to send your alerts by e-mail, in the **Subject** text box, type a subject for your e-mail. In the **Body** text box, type the message you want to appear in the body of your e-mail.

## Schedule Overdue Receivable Alerts

After choosing your alert and the people who you want to receive it, you need to schedule how often you want to send your alert.

1. At the bottom of the **SIMMS Server Agent** dialogue box, click **Scheduler**.

The Scheduler pane appears.

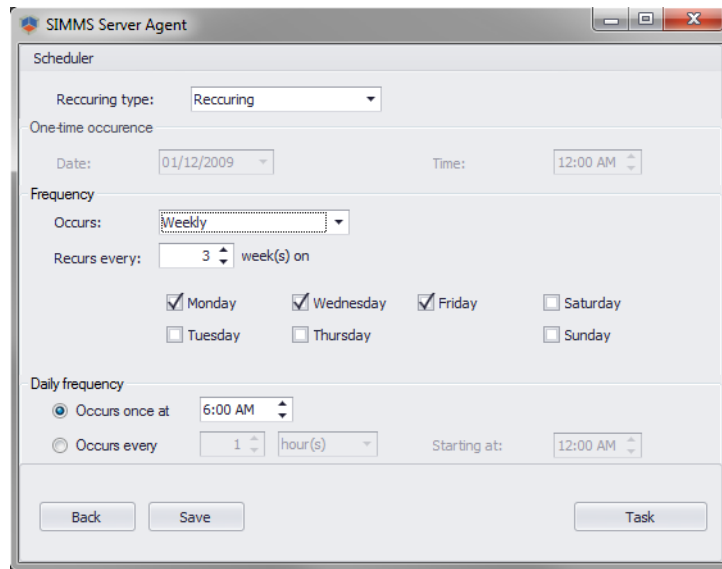


Figure 7: Scheduling alerts.

2. Do one of the following group of steps:
  - In the **Recurring type** list, select **Recurring**. Under **Frequency**, in the **Occurs** list, select how often you want SIMMS to send an alert (Daily Weekly, Monthly). Configure the related options that appear.

Under **Daily Frequency**, choose either the **Occurs once at** or **Occurs every** option, and then configure the related options that appear.


Under **Duration** in the **Start date** box, select the date you want to start sending your alerts. If you want your alerts to continue indefinitely, choose the **No end date** option. Otherwise, choose the **End date** option, and then in the adjacent date box, select the date you want your alerts to stop.
  - In the **Recurring type** list, select **One time**. Under **One-time occurrence** enter the date and time you want to send the alert.
3. Click **Save**.

## Account Receivable Reports

SIMMS has 19 reports for accounts receivable. You generate these reports from the Accounts Receivable - Report Generator. Depending on the report you choose, there are various options to filter the information that appears on the report. For example, you can generate an Aged Invoice report for all of your customers or just one. And another example, you can filter the Customer Sales Analysis report by date.

See *Table 2: Accounts Receivable Reports* for a explanation of the reports you can generate.

### View Accounts Receivable Reports

1. Open the **AR Manager**, click the **Reports** icon , and then click the **Accounts Receivable - Report Generator**.

The Accounts Receivable - Report Generator opens.

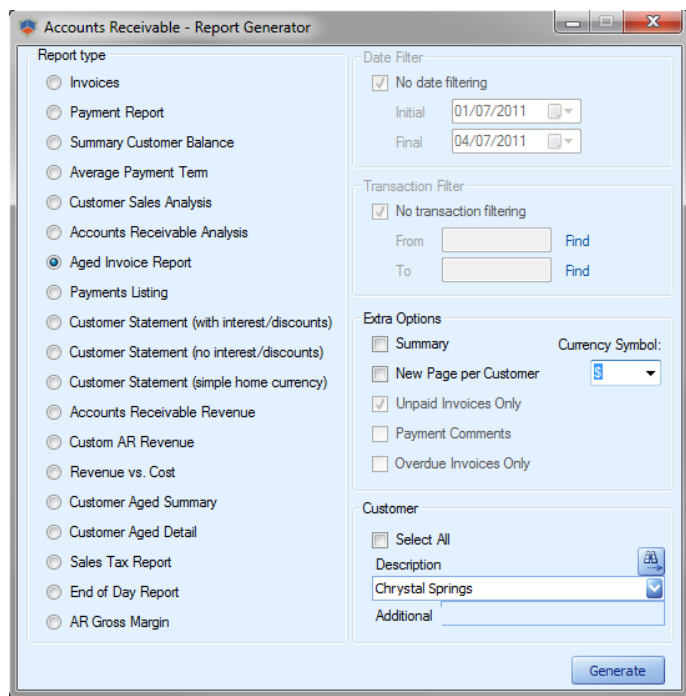


Figure 8: Generating accounts receivable reports.

2. Under **Report type**, select a report.
3. Select any of the available filters for your chosen report, and then Click **Generate**.

**Table 2: Account Receivable Reports**

Report	Description
<b>Invoices Report</b>	This report lists a customer's invoices and any balance due.
<b>Payment Report</b>	This report lists your customer's payments by their AR document number.
<b>Summary Customer Balance Report</b>	This report shows a customers total payments and total balances owing for all invoices.

**Table 2: Account Receivable Reports**

Report	Description
<b>Average Payment Term Report</b>	This report lists each of your customers and the average number of days they take to pay an invoice.
<b>Customer Sales Analysis Report</b>	This report list the total sales amount for each of your customers and the total payments received.  In addition, the report shows how many invoices were created for each customer.
<b>Account Receivable Analysis Report</b>	This report lists the total payments received by month and the number of invoices created for each month.
<b>Aged Invoice Report</b>	This report lists your invoices that are unpaid and past their due date.
<b>Payment Listing</b>	This report lists your customer's payments by invoice and any balance due.
<b>Customer Statement</b> (with interest/discount)	This report details your customer's accounts receivable activity. This includes invoices, credit notes, and payments, interest on overdue payments and discounts for early payment.
<b>Customer Statement</b> (no interest/discounts)	This report details your customer's accounts receivable activity. This includes invoices, credit notes, and payments.  This report does not show the interest or discounts based on your customer's payment terms.

**Table 2: Account Receivable Reports**

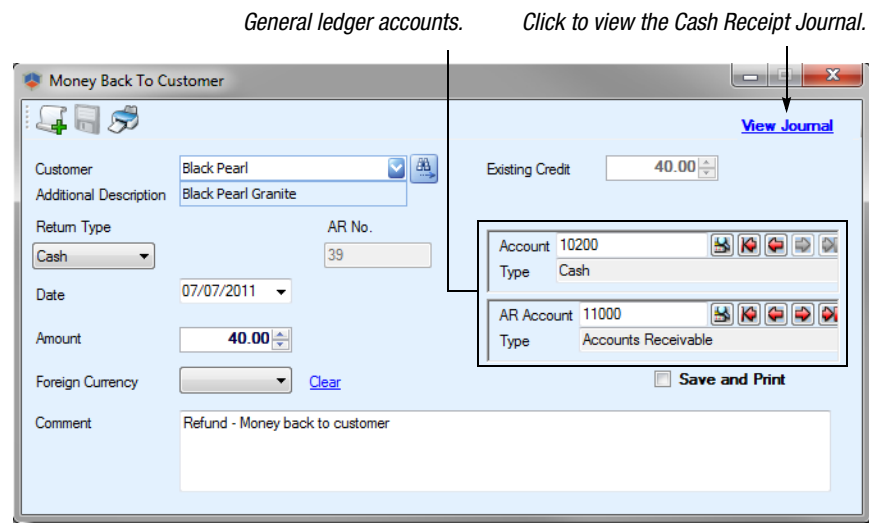
<b>Report</b>	<b>Description</b>
<b>Customer Statement</b> (simple home currency)	This report details your customer's accounts receivable activity. This includes invoices, credit notes, and payments.
<b>Accounts Receivable Revenue Report</b>	This report lists your total debit and credit. Your credit is categorized by taxes, Stock Item categories, Misc. Charges categories, and freight.
<b>Custom AR Revenue Report</b>	This report lists your total debit and credit. Your credit is categorized by taxes, stock item categories, and freight.
<b>Revenue vs. Cost Report</b>	This report lists your revenue by Stock Item categories and Misc. Charges categories. It includes details on the total cost and gross margins for each category.
<b>Customer Aged Summary</b>	This report lists each of your customer's total overdue payments for all their invoices. The overdue payments are categorized by how long they are overdue: 30, 60, 90, or 90 plus days.
<b>Customer Aged Detail Report</b>	This report list your customer's overdue payments. The overdue payments are categorized by how long they are overdue: 30, 60, 90, or 90 plus days. This report lists each of your customers invoices.
<b>Sales Tax Report</b>	This report lists the total amount of taxes collected for each of your tax codes.

**Table 2: Account Receivable Reports**

Report	Description
<b>End of Day Report</b>	This report lists the total accounts receivables for the day. There is a separate entry for each AR document categorized by payment method.
<b>AR Gross Margin Report</b>	This report list the COG, gross profit, and gross margin for each item on an invoice.

## The General Ledger and Accounts Receivable

SIMMS' General Ledger is integrated with SIMMS' Accounts Receivable. For example when you refund money to a customer the appropriate accounts are shown in the Money Back To Customer window (the debit account and the credit account). Which account appears by default for a particular transaction depends on how you have configured your chart of accounts in the general ledger. But, you have the option to change your default accounts to another account at the transaction level.



*Figure 9: SIMMS General Ledger is integrated with SIMMS Accounts Receivable.*

Another general ledger feature integrated with accounts receivable is the Cash Receipt Journal. This journal records how money was received into SIMMS and shows which account received the money and to which account the money was deposited.

To view the Cash Receipt Journal, click the **View Journal** link in any of the following windows: Accounts Receivable - Customer Payment, AR - Credits, AR - Deposits, Money Back To Customer.

## **The Customer Manager and Accounts Receivable**

In the Customer Manager you have access to a complete view of your customer's purchase and payment history. There you can view your customer's invoices and any accounts receivable document associated with those invoices.

Some of the information available to you in the Customer Manager is your customer's total credit, balance owing, and an invoices' status (paid, overdue, returned and so on).

In addition, you can open the AR Manager from the Customer Manager to process a customer's payment.

### **View a Customer's Purchase and Payment Activity**

1. Open the **Sales** menu, open the **Sales** submenu, and then click **Customer Manager**.

The Customer Manager's window opens.

2. Select a customer from your list of customers (left), and then click the **Sales** tab.
3. On the **Sales** tab, click the **Issue** option.

SIMMS lists in the Document tab your customer's invoices.

Your customers invoices are listed on the Documents tab. Select an invoice, any accounts receivable documents associated with that invoice appears in bottom pane. Click New Payment to open the AR Manager and process a customer's payment.



Figure 10: A customer's invoices listed in the Customer Manager.