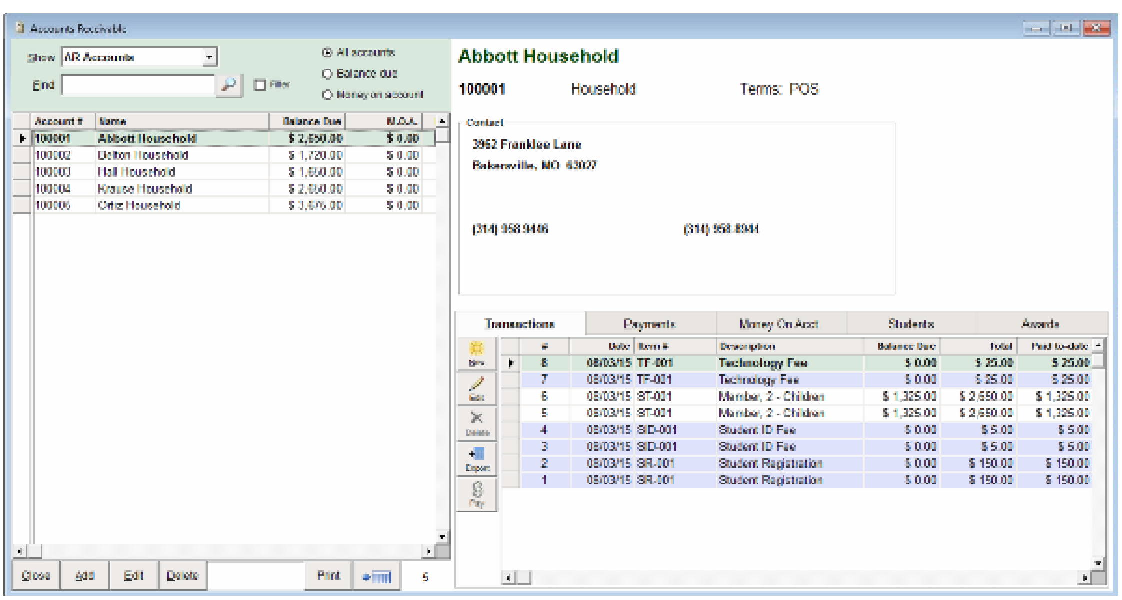
shepherd's staff®

Accounts Receivable Instructions

The Accounts Receivable system allows you to generate invoices, track payments by multiple payees, manage sets of line items, customize discounts and payment structures, and more.

Access the Accounts Receivable window by clicking on the AR icon in the navigation bar.

- Accounts can be added or edited within the AR window.
- The drop down in the upper left corner allows you to add or edit items / charges / fees, accounts, transactions, payments, or awards.
- Print statements or mailing labels from within the window by clicking the Print button at the bottom of the window.



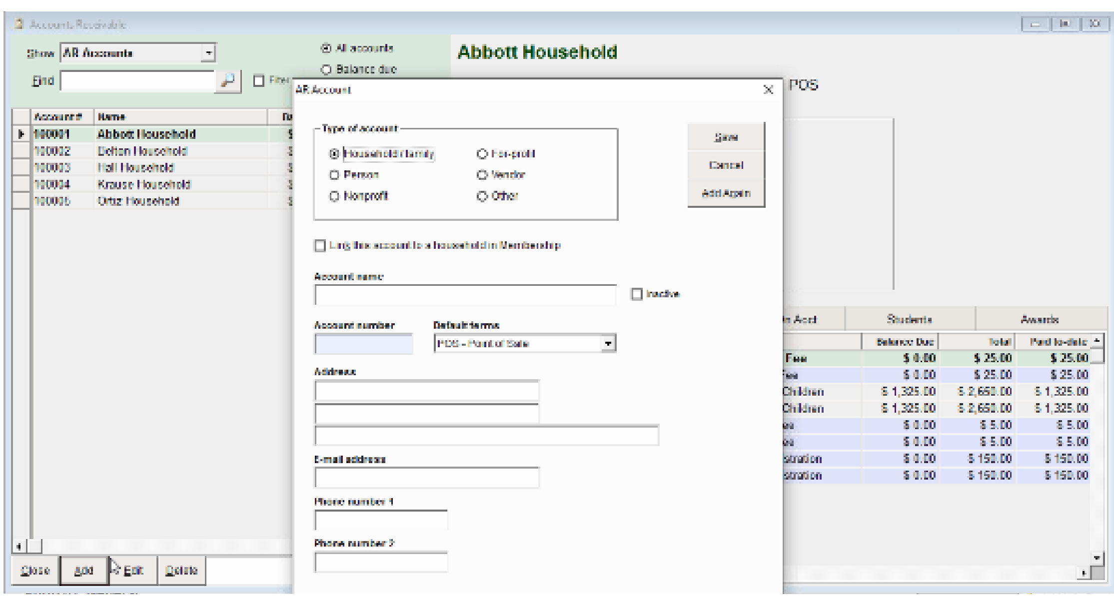
AR Accounts

Setting up your accounts is the first step to using Accounts Receivable in Shepherd's Staff.

All account types can be linked with information recorded in other places in Shepherd's Staff. If you link the account, it will automatically fill in the other information.

The Accounts view is also a good starting point for completing other actions within the AR window, such as adding transactions or making a payment.

1. Select Accounts from the drop down in the upper left corner.
2. Click "Add" at the bottom.
3. Select the type of account from the list.
4. Click "Save" to save and close the window; or, click "Add Again" to save the previous item and keep the window open to add other items.
5. If you save something and you need to edit it, simply click on the item in the list and click "Edit" on the bottom of the board.



Transactions

Transactions can be added from three different views within the Accounts Receivable window.

The first method listed on the right (starting from the Accounts view) is preferred. Starting here will automatically fill in several fields when you add the transaction, saving you both time and effort.

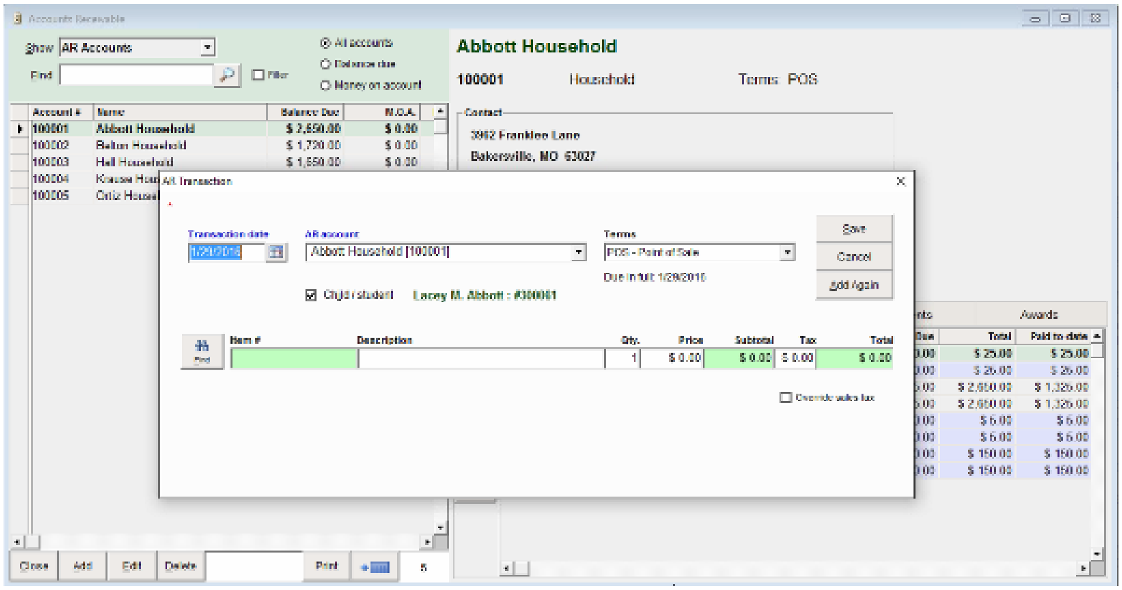
1. Add a transaction by doing any of the following:

- Accounts view—Click the drop down in the upper right corner and select "Accounts." To the right, select the Transaction tab and click "New."
- Students / Children view—Click "Add."
- Transactions view—Click "Add."

2. After completing any of the above steps, select the date of the transaction. Choose the account from the drop down, which shows all the accounts already created in the AR system.
3. Select an individual child or student to see which child is linked to which AR account.

Note: You can only select students under 18.

1. Click "Find" to select the item/charge from a list of items that can be charged to an account.
2. Click "Save" to close the window and add this single charge. Click "Add Again" to save the previous charge and continue adding additional charges.
3. To edit a transaction, click on the charge in any view. Click "Edit."



Payments

There are several ways to add payments to an account:

- In the Account view, select the Transaction tab. Select the transaction and click "Pay." This will add payment only to the selected transaction.
- You can use the same process in the Student / Children view.
- In the Payments view, click "Add."

Next, select the account receiving the payment, the payment amount, and the transaction that will be paid. Add information such as payment method, document number, or comments.

Selecting Multiple Transactions (if available) requires manually entering the applied amounts. Note that the applied amount(s) must match the total payment(s).

Click "Save" to save and close the window or "Add Again" to save and add another payment.

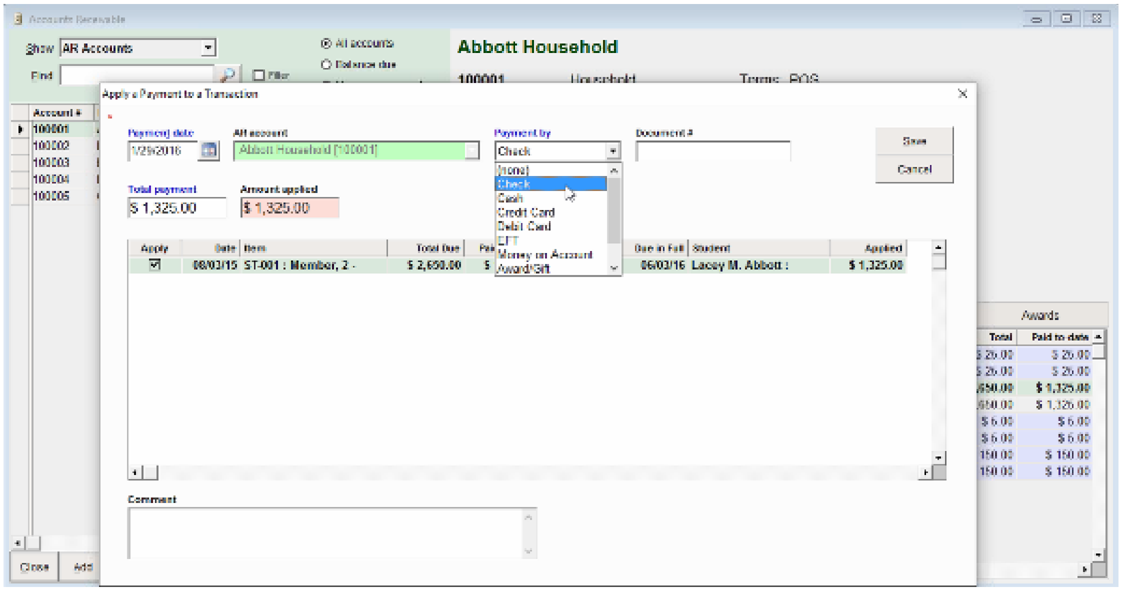
Note: You cannot edit a payment once it has been added

To pay with money in an account:

1. Navigate to the payment window using one of the methods listed above.
2. Select an account with money in it.
3. From the drop down, select which money will be applied.
4. Select the transaction. Fill out the applied column.
5. Click "Save."

To apply an award to a different account:

1. Set up the award and add it an account (see Awards), you can apply it to different account.
2. Navigate to the payment window using one of the methods listed above.
3. Use the Payment drop down to select Award.
4. Select the Award to be applied.
5. Select the transaction. Fill in the total payment amount.
6. Click "Save."

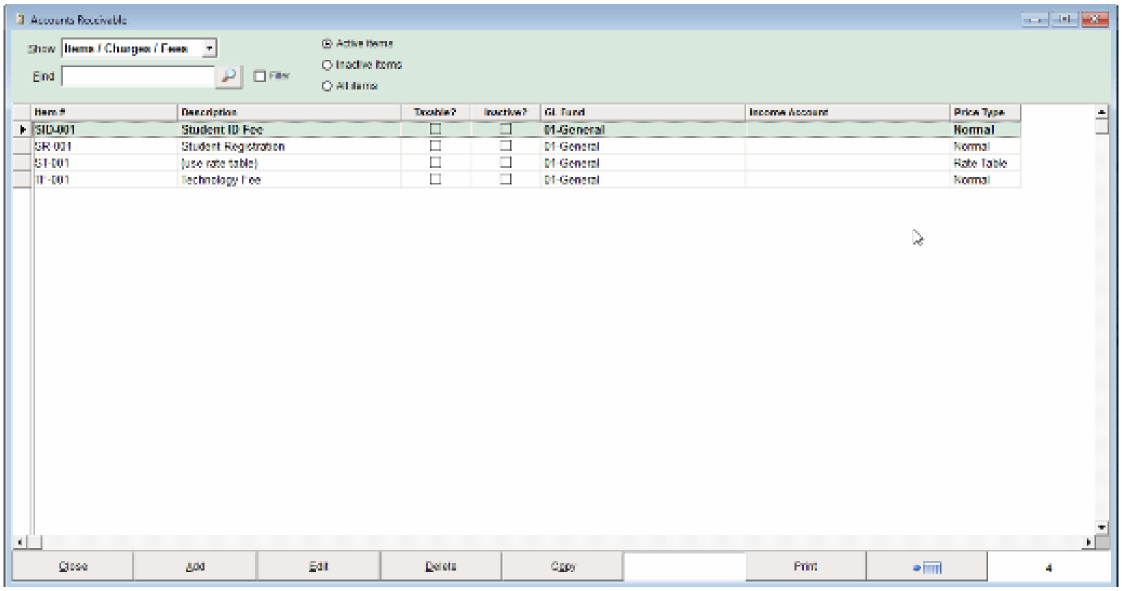


Items / Charges / Fees

1. Select Items / Charges / Fees from the drop down.
2. At the bottom of the window, click "Add."
3. Fill out the information. Select from the different price types:

- Normal—Set fee charged to any account.
- Rate Table—Create discounted tuition pricing for families with multiple children. Edit the titles of each column and row, filling in the prices.
- Manually entered—Categories that change on a consistent basis, varying from student to student.
- No price—When a price does not apply but you still want to show that an action was completed or an item was received. For example, a gym uniform included in the tuition will not have a price, but this allows you to record it.

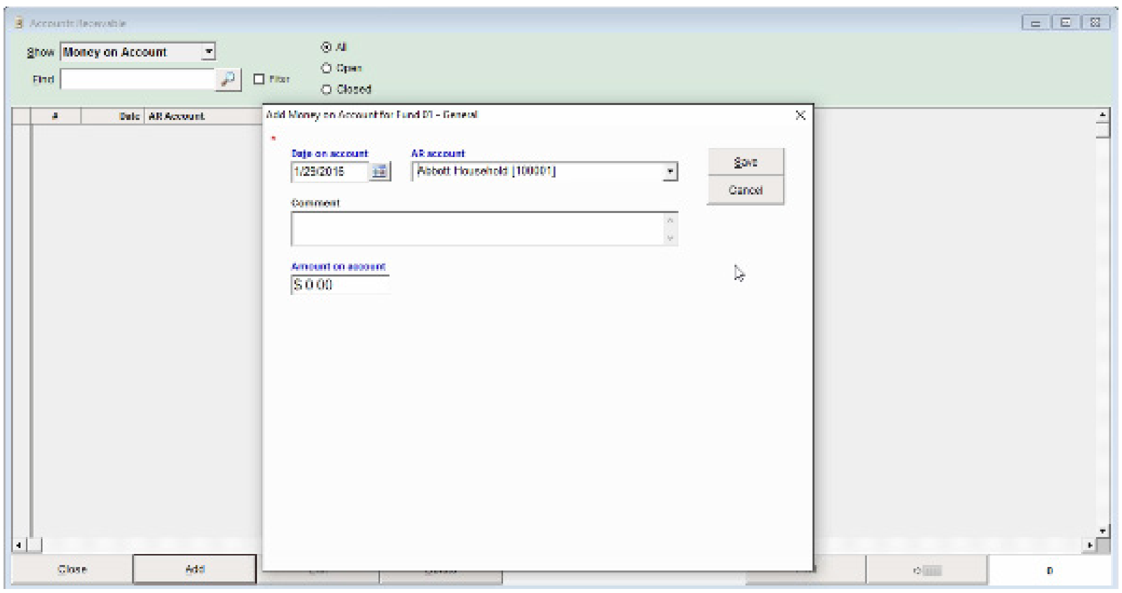
4. Click "Save" to save and close the window; or, click "Add Again" to save the previous item and keep the window open to add other items.
5. To edit a saved item, select the item in the list and click "Edit" at the bottom of the window.



Money on Accounts

A transaction cannot have more money applied to it than it is worth. Therefore, you can add or edit money on an account in Accounts Receivable.

1. Use the drop down in the upper left corner to switch to the "Money on Account" view.
2. Click "Add."
3. Enter the date, account, and amount.
4. Double click an entry to edit. Note that you cannot change the total amount to be less than the amount already applied.



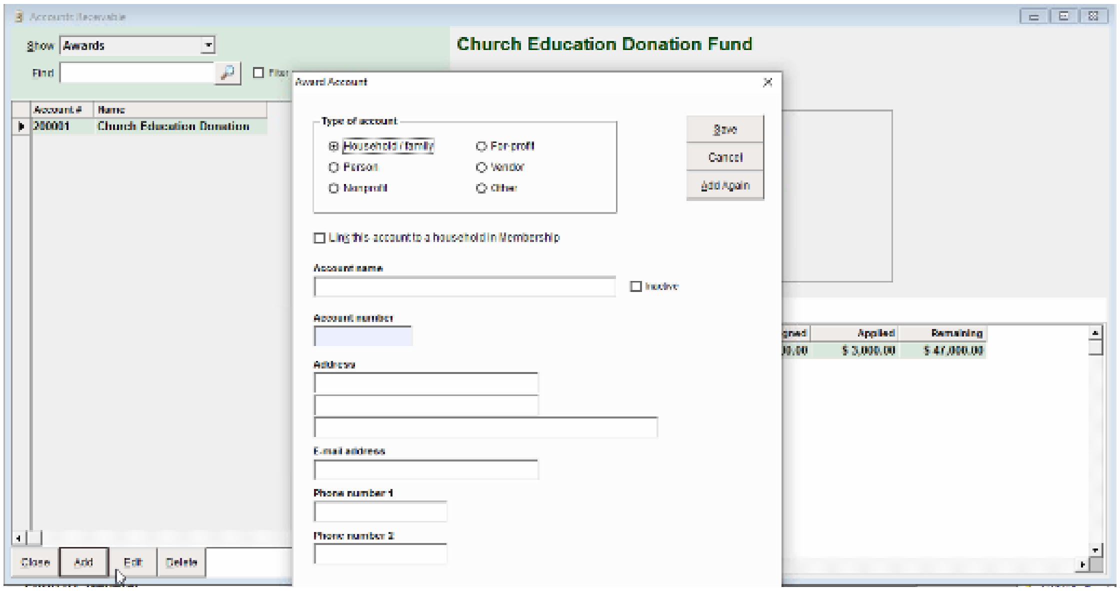
Awards

Adding an award is a two-step process. First, create an award account in the AR system. Then, add the award to the student's account.

1. Add an award account to Accounts Receivable by selecting "Awards" from the drop down in the upper left corner.

2. Select Add at the bottom left.
3. Fill out the account information (an account can have several different types of awards).
4. Click "New" on the right.
5. Fill out the required date, name, and amount for the award account. Select a "Type," then describe the requirements for the award in the comments.
6. Add an Award to an Account by clicking the Award tab on the right.
7. Fill in the award's name and amount. Assign it to an individual student or the account as a whole. Add notes to the award as need.

Note: Adding an award to an account does not complete a transaction. This simply assigns the amount to the account or student.



Reports and Labels

Reports and labels are slightly different in Accounts Receivable.

To keep the system contained in one window, you can access the reports and label printouts at any time from most any page. Simply look for the print button at the bottom of the window.

1. To print a statement or mailing labels in Accounts Receivable, click the Print button, which will be at the bottom of most views within the window.
2. When the window pops up, choose from several options:

- Do you want the information from all accounts or just one?
- Do you only want to print accounts with activity within the past several months?
- How would you like the printouts to be sorted?

3. Choose Print to immediately print the selected items; or, see a preview first by clicking Preview.