

A/R Ledger

PWR104.RPT

Overview	1
Purpose of the Report	1
When to Produce the Report	1
Permissions Required to Access the Report	1
Comparing Reports	1
Sort Options Available.....	2
Select Options Available.....	2
Format Options	3
Presentation Options - General Options	3
Sort Options Available for A/R Detail - A/R Options	3
Report Layouts.....	4
Accounts Receivable Detail	4
A/R Summary Aging (120 Day)	5
Glossary	7

Overview

Purpose of the Report

The A/R Ledger has two main formats: A/R Detail and A/R Summary. The A/R Detail can be used to make payment and adjustment application decisions. The A/R Detail and A/R Summary help you to monitor cash flow, slow paying accounts, and the relative age of A/R for a client, biller, partner, office, etc. Note: This report is a date based report.

When to Produce the Report

Produce the A/R Detail before applying payments to make application decisions. The Complete Ledger can be used instead of the A/R Ledger to make application decisions. You would choose the A/R Ledger over the Complete Ledger if you did not want or need the WIP detail or the additional period comparison reports it provides. Produce the A/R Summary when you need to determine which clients are delinquent and need special notification. Print this report both before beginning billing and after posting bills to verify that A/R totals increased by the expected amount. The A/R Summary should be printed monthly, by partner, before the Period Close to determine the partner billing and collection performance.

Permissions Required to Access the Report

An employee must have 'Payments' checked in the Employee's Permissions to be able to produce this report.

Comparing Reports

Because the A/R Ledger is a date based report it may not match period based reports such as A/R Reconciliation, Period Comparisons, General Ledger, or WIP Reconciliation.

Sort Options Available

You can determine the order that the clients appear on the report by choosing one or more of the following fields:

- Client-Engagement
- Client ID
- Client Engagement
- Billing Engagement
- Client Name
- Partner
- Manager
- Biller
- Billing Reviewer
- Accountant
- Group
- Office
- NAICS Code
- Entity
- Client Type1
- Client Type2
- Client Type1 1
- Client Type1 2
- Client Type1 3
- Client Type1 4
- Client Type1 5
- Client Type2 1
- Client Type2 2
- Client Type2 3
- Client Type2 4
- Client Type2 5

Select Options Available

You can determine which clients will appear on the report by entering a range or a list in one or more of the following fields:

- Client ID
- Client Engagement
- Billing Engagement
- Partner
- Manager
- Biller
- Billing Reviewer
- Accountant
- Group
- Office
- NAICS Code
- Entity
- Client Type1

- Client Type2
- Invoice #
- Dates

Format Options

Presentation Options - General Options

You can choose the format of the report:

- Accounts Receivable Detail - prints for the client all of the unpaid AR transactions and unapplied CASH transactions. Allows you to include - Client Name 2, Client Address, Last Bill, Last Paid, A/R Description and A/R Notes.
- A/R Summary Aging - this reports print a one line aging of the A/R. The aging is either 90 Day or 120 Day. The Type of Aging is either Invoice Date or Invoice Bank. This report will only print a line for each subtotal level defined on the Sort/Subtotal tab. This allows the printing of a one line per partner A/R aging style report, for example.
- Aging - if 90 Day is selected then the aging of the A/R summary will be aged into Current, 30 - 59 Days, 60 - 89 Days and 90/Over. If 120 Day is selected then the aging of the A/R summary will be aged into Current, 30 - 59 Days, 60 - 89 Days, 90 - 119 Days and 120/Over.
- Type of Aging - Invoice Date aging will cause the unapplied Payments and Adjustments to be aged by the transaction. Invoice Bank aging will first calculate the aging for the client engagement without the unapplied Payments and Adjustments, then apply the total of the unapplied Payments and Adjustments to the oldest balances first.

You can select the items you want included on your report:

- Show Client Name 2 - prints the second name field from Client Properties.
- Show Client Address - prints the address for the client.
- Show Last Bill - prints the date and amount for the invoice posted for the client with the latest date.
- Show Last Paid - prints the date and amount for the payment posted for the client with the latest date.
- Show A/R Description - prints the Memo for the AR transaction and the Description for the CASH transaction.
- Show A/R Notes - prints the Internal Notes for the CASH transaction.

Sort Options Available for A/R Detail - A/R Options

- Invoice #
- Project
- Check #
- Date
- Amount

Report Layouts

Accounts Receivable Detail

Employee: (1)

Page: 1

Billam and Smyle
Accounts Receivable Detail
 For the Period Ending August 31, 1997

T	Date	Invoice #	Project/Check #	Total	Current	30 - 59	60 - 89	90 - 119	120/Over	
<i>{ Client Header Information }</i>										
(2)		(3)	(4)					(5) / (6) / (7) / (8)		
			(9)					Last Bill (10)	On (11)	
			(12)					Last Paid (13)	On (14)	
			(15)							
			(16)	(17)	(18)					
			(19)							
<i>{ A/R Detail Section }</i>										
(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	
	(30)				(31)					
<i>{ A/R Detail Totals }</i>										
Total Client: (2) (3)					<u>(32)</u>	<u>(33)</u>	<u>(34)</u>	<u>(35)</u>	<u>(36)</u>	<u>(37)</u>

A/R Summary Aging (120 Day)

Employee: (1)

Page: 1

Billam and Smyle
A/R Summary Aging (120 Day)
For the Period Ending August 31, 1997

(38)	Total	Current	30 - 59	60 - 89	90 - 119	120/Over
{ A/R Summary Aging }						
(39)		(40)	(41)	(42)	(43)	(44)
						(45)

(1) Calculated field: Employee ID of Employee producing the report
{ Client Header Information }

- (2) From: Client ID in Client Properties
- (3) From: Engagement ID in Client Properties
- (4) From: Client Name in Client Properties
- (5) From: Partner in Client Properties
- (6) From: Manager in Client Properties
- (7) From: Accountant in Client Properties
- (8) From: Biller in Client Properties
- (9) From: The second Client Name in Client Properties
- (10) From: LastBillAmount in the Client file
- (11) From: LastBillDate in the Client file
- (12) From: The first Address line in Client Properties
- (13) From: LastCashAmount in the Client file
- (14) From: LastCashDate in the Client file
- (15) From: The second Address line in Client Properties
- (16) From: City in Client Properties
- (17) From: State in Client Properties
- (18) From: ZIP in Client Properties
- (19) From: Phone in Client Properties

{ A/R Detail Section }

- (20) Calculated Field: If an invoice or finance change, then from Type field in the AR file. If an adjustment or payment, then from Type field in the CASH file.
- (21) Calculated Field: If an invoice or finance change, then from InvoiceDate field in the AR file. If an adjustment or payment, then from DateReceived field in the CASH file.
- (22) Calculated Field: If an invoice or finance change, then from InvoiceNumber field in the AR file. If an adjustment or payment, then from InvoiceNumber field in the CASH file.
- (23) Calculated Field: If an invoice or finance change, then from Project field in the AR file. If an adjustment or payment, then from CheckNumber field in the CASH file.
- (24) Calculated Field: If an invoice, then the sum of UnpaidBal in the AR file with History 'F'. If a finance change, then from UnpaidBal field in the AR file with History 'F'. If an adjustment or payment with History 'F', then from Amount field in the CASH file.
- (25) Calculated Field: The sum of the amount from (24) with an age date greater than the current end of period date less 30 days.
- (26) Calculated Field: The sum of the amount from (24) with an age date greater than the current end of period date less 60 days and less than or equal to the current end of period date less 30 days.
- (27) Calculated Field: The sum of the amount from (24) with an age date greater than the current end of period date less 90 days and less than or equal to the current end of period date less 60 days.
- (28) Calculated Field: The sum of the amount from (24) with an age date greater than the current end of period date less 120 days and less than or equal to the current end of period date less 90 days.
- (29) Calculated Field: The sum of the amount from (24) with an age date less than or equal to the current end of period date less 120 days.
- (30) Calculated Field: If the transaction is from the AR file, then this is from the Memo field in the AR file. If the transaction is from the CASH file, then this is from the Description field in the CASH file.
- (31) Calculated Field: If the transaction is from the AR file, then this is blank. If the transaction is from the CASH file, then this is from the InternalMemo field in the CASH file.

{ A/R Detail Totals }

- (32) Calculated field: The sum of the amount from (24).
- (33) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (24) with an age date greater than the current end of period date less 30 days.
If Invoice Bank is selected and the sum of the amounts for (34), (35), (36) and (37) is zero, then this field is the sum of the amount from (24) for invoices, finance charges, payments and adjustments.
If Invoice Bank is selected and the sum of the amounts for (34), (35), (36) and (37) is greater than or equal to zero, then this field is the sum of the amount from (24) for invoice, finance charges, applied payments and applied adjustments with an age date greater than the current end of period date less 30 days.
- (34) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (24) with an age date greater than the current end of period date less 60 days and less than or equal to the current end of period date less 30 days.
If Invoice Bank is selected and the sum of the amounts for (35), (36) and (37) is zero, then this field is the greater of zero or the sum of the amount from (24) for invoices, finance charges, applied payments and applied adjustments age date greater than the current end of period date less 30 days plus the sum of the amount from (24) for unapplied payments and unapplied adjustments.
If Invoice Bank is selected and the sum of the amounts for (35), (36) and (37) is greater than or equal to zero, then this field is the sum of the amount from (24) for invoice, finance charges, applied payments and applied adjustments with an age date greater than the current end of period date less 60 days and less than or equal to the current end of period date less 30 days.
- (35) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (24) with an age date greater than the current end of period date less 90 days and less than or equal to the current end of period date less 60 days.
If Invoice Bank is selected and the sum of the amounts for (36) and (37) is zero, then this field is the greater of zero or the sum of the amount from (24) for invoices, finance charges, applied payments and applied adjustments age date greater than the current end of period date less 60 days plus the sum of the amount from (24) for unapplied payments and unapplied adjustments.
If Invoice Bank is selected and the sum of the amounts for (36) and (37) is greater than or equal to zero, then this field is the sum

- of the amount from (24) for invoice, finance charges, applied payments and applied adjustments with an age date greater than the current end of period date less 90 days and less than or equal to the current end of period date less 60 days.
- (36) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (24) with an age date greater than the current end of period date less 120 days and less than or equal to the current end of period date less 90 days.
If Invoice Bank is selected and the sum of the amounts for (37) is zero, then this field is the greater of zero or the sum of the amount from (24) for invoices, finance charges, applied payments and applied adjustments age date greater than the current end of period date less 90 days plus the sum of the amount from (24) for unapplied payments and unapplied adjustments.
If Invoice Bank is selected and the sum of the amounts for (37) is greater than or equal to zero, then this field is the sum of the amount from (24) for invoice, finance charges, applied payments and applied adjustments with an age date greater than the current end of period date less 120 days and less than or equal to the current end of period date less 90 days.
- (37) Calculated field: If Invoice Date is selected, then this field is the sum of the amount from (24) with an age date greater than the current end of period date less than or equal to the current end of period date less 120 days.
If Invoice Bank is selected, then this field is the greater of zero or the sum of the amount from (24) for invoices, finance charges, applied payments and applied adjustments age date greater than the current end of period date less 120 days plus the sum of the amount from (24) for unapplied payments and unapplied adjustments.
- { A/R Summary Aging (120) }*
- (38) Calculated Field: The text for the lowest sort chosen on the Sort/Subtotal tab with a subtotal.
- (39) Calculated Field: The value of the sort field selected at report runtime
- (40) Calculated Field: The sum of the amount from (32).
- (41) Calculated Field: The sum of the amount from (33).
- (42) Calculated Field: The sum of the amount from (34).
- (43) Calculated Field: The sum of the amount from (35).
- (44) Calculated Field: The sum of the amount from (36).
- (45) Calculated Field: The sum of the amount from (37).

Glossary

Age date - the date that a transaction is aged by on a report with aging. If the transaction is from the AR file, then the InvoiceDate is used. If the transaction is from the WIP file, then TranDate is used. If the transaction is from the CASH file and History is set to 'F', then the DateReceived is used. If the transaction is from the CASH file and History is set to 'T', then the InvoiceDate of the AR transaction where the Reference field equals the ARReference field in the CASH transaction is used. If there is not an AR transaction that matches, then the DateReceived is used.

Current state report - a report that reflects the data as it is now, without regard to what happened during the period or year. See also Point in time report.

Date based report - a report that filters transactions or accumulates amounts based on the date of the transaction rather than when the transaction was posted. For example, if a transaction dated in January was not posted until after January had been closed, a date based report would report as if the transaction was entered in January. See also Period based report.

Future dated WIP activity - any WIP activity with a PeriodNum or BilledPeriodNum greater than the current period.

Period based report - a report that filters transactions or accumulates amounts based on when the transaction was posted rather than the date of the transaction. For example, if a transaction dated in January was not posted until after January had been closed and the current period was February, a period based report would report as if the transaction was entered in February. See also Date based report.

Point in time report - a report that reflects the data as it was posted during a period of time, without regard to the current state of the data. For example, the PTD WIP Reconciliation shows how much time was posted to an account during the current period, not how much is left in the account when the report is printed. See also Current state report.

PTD - Period-to-date.

WIP activity - consists of Time, Expenses, Billings, MarkUps, MarkDowns, and Transfers in WIP.

YTD - Year-to-date.