ACS 10.0 Upgrade
Accounts Receivable Enhancements
Part I

**Setup**

**AR Setup**

1. **Terms** - A term is used for early payment situations and can also be used to automatically set the due date for invoices. A term applies to the entire invoice. This is different from discounts where the discount is automatically given for a specific fee (Ex. multiple child discount).

2. **Track Family Records** - Tracking a family record helps share common information between the family members and helps group them together for performing lookups, printing statements, and reports.
   - Associate multiple families to a customer in a split family situation - by associating a family record(s) to a family member, you can setup a billing situation that enables multiple families to pay for a customer's fees.
   - Use Family records to track customers and their association with an organization - if tracking Minister's Insurance premiums and you would like to associate them with a Church. For this purpose, the word 'Family' in the Track Family Records option is a hyperlink where this term can be changed. You may also change the Record Types from Parents and Students to the desired wording in this situation.
   - Note: The Track family option can only be unchecked if family records do not exist. If the Family option is selected after transactions have been entered, those transactions will remain with the individual customer and a message will display accordingly.

3. **Calendar Exceptions** - when setting up schedules for billing code invoices, an invoice due date may fall on a weekend or holiday or a date your organization may be closed. Setting up calendar exceptions enables you to control the placement of the invoice's due date in these situations.
   - Federal government holidays are automatically included with the ability to add additional dates (for example spring break and Christmas break).
   - When setting up exclusion dates, you have the ability to set the exclusion as a particular day of a month or a date range as shown. Note: When date range is selected, the other options gray out.

**Transaction Setup**

4. **Auto Assign Next Receipt Number** - each payment is assigned a receipt number. When entering a payment, the system will automatically assign the next receipt number for speed of entry, according to the next receipt number field which can be edited by the user.

5. **Multiple Discount Calculation** - Multiple discounts can be applied/associated to an invoice. They must be entered directly below the Fee to which they apply. Two types are available.
   - **Original fee** (default) - If Original fee option is selected and Fee line item = $100 then 1st discount of 10% = $10 and 2nd discount line item of 10% also = $10.
   - **Include Discounts** - If Original - Previous Discounts is selected, in the same example, 1st discount of 10% will = $10 and the 2nd discount line item will = $9 ($100 - $10).
   - When the option to Include Discounts is selected for Multiple Discount Calculation, a Set Calculation Order button displays. This feature gives the ability to set the order in which discounts will be calculated generating Mass Billing Code invoices. When manually entering invoices, the discounts will be used as they are entered.
6. **Apply Payment Method** - Entering payments has two basic methods of application
   - Apply to Invoice (default) – enables you to specify the amount to apply to each specific invoice.
   - Apply to Balance - the system automatically applies the amount to the oldest charge.

7. **Unapplied Payments Fee** – this was the Miscellaneous fee where overpayments could be applied. This is now called the Unapplied Payments fee and can be selected when entering payments.

**GL Interface**

8. **ACH Source** - ACH payment types posted to the General Ledger will contain this source. A separate deposit source should be setup in General Ledger Define Lists to be used here. This will enable you to print and track payments made specifically using the ACH payment type.

9. **Bad Debt/Write Off Expense** - In Add/Edit Invoices, you have the ability to Write Off an unpaid invoice (according to your organization's practice and procedures). When editing an unpaid invoice a Write Off button is available. When this occurs, the Write Off Fee that is defined here is used.

10. **Late Fee** - In Add/Edit Invoices, you have the ability to add a Late fee invoice. When entering the late fee as a separate invoice, the system can automatically fill in the distribution to use what is setup here.

11. **NSF Fee and Amount** - When returning a payment the system will prompt you to automatically enter an NSF Fee invoice type to the Payer associated with the payment (with the ability to confirm the NSF Fee and Amount).

12. **Select Multiple Fees** - used when multiple General Ledger Funds are being tracked in one Accounts Receivable dataset and you need to distinguish the fee to be used for each General Ledger fund. If selected, a Select Multiple Fees option is available for designating a NSF fee, Write Off fee, and Late fee to use for each GL Fund.

**Bank Account Maintenance**

13. What used to be a button in AR Setup is now a tab. If Tracking Families is selected in AR Settings, bank accounts will be associated with Family records. However if you have a situation where a customer is not assigned a family, you may select an individual Customer.
18. Discounts - multiple discounts can be added and assigned to Customer records to be used in conjunction with Mass Billing Codes. Multiple discounts can also be used when manually entering invoices to customers.

19. Billing Codes - Billing Codes are automatically flagged to Accept Discounts and will apply any discount associated with the customer's record to the billing code.
   - Specific discounts can be set for a billing code if only selected ones should be used.
   - Frequency and Amount can now be changed when assigning the billing code to customers.
   - If Tracking Families is selected in AR Settings, Billing Codes are assigned to 'Student' and/or 'Other' record types. If the charge pertains to the family and not a particular student (Parent Teacher dues, yearbook, etc.), billing codes can also be assigned to a Family record.

20. Payment Codes – ACH has been added as an available payment type.
   - Select ACH to generate the payment code as an ACH transaction. This enables you to create an ACH file for these transactions to submit to your bank for automatic withdrawal from the customer's bank account.
   - Frequency and Amount can be changed when assigning the payment code to the customer records.
   - Transfer from scholarship account - If setting up a payment credit for a scholarship you have the option of posting a scholarship transfer at the time of posting the credit. This is used if the scholarship money is currently held in a liability or restricted account in the General Ledger and you'd like to move it to the revenue account of the invoice the credit will be applied to. Whether on cash or accrual the transfer will Debit the scholarship account and Credit the Income account of the invoice.

21. Individual – all dates, fields, and numbers that used to be defined in Setup are now listed under the new Individual section in defined lists.

22. Other - a new type has been added to track miscellaneous profile information about Customers. It consists of Marital Status, Title and Suffix along with Comment, E-mail, Phone, Relation, Address, and Contact types. These are all new items that can be tracked for customers. Common defaults are automatically given.

Mass Assign Assistant

23. Mass Assign Assistant - This option only displays when Accounts Receivable list types are highlighted.

24. Mass Assign Assistant - Mass Assign provides an easy way to mass add grades, customer discounts, billing codes, and payment codes to customers.

25. Mass Assign Assistant – A mass change option is available for grades to promote students.

26. Mass Assign Assistant - Mass remove billing codes and payment codes has been added to easily removed those codes from customer records.

Define List Order

27. Define List Order - enables you to set the order list items should display in drop down lists or lookup screens when accessing them through customer records or report setup screens. For example, when looking up Marital Status you may prefer Married to be first, followed by Single and Divorced. Items available for sorting are Grades, Individual Lists, and Other Lists.
Customers

Customer Lookup
28. Customer Lookup – Added the option to lookup an individual based on a search rather than seeing all names in the lookup. There are now two options when selecting to right click and customize the lookup screen:
   - Locate – displays all individuals with the ability to search within the grid
   - Search – no individuals display in the lookup and you key in a name in the name field for searching. Ex. Armbruster, James
29. Customer Lookup – added E-mail and Goes by Name as a customizable field in the right click menu.

The Global Name List
30. Adding Records – An ellipsis now displays in the Last Name field when adding individuals. When selecting the ellipse, it displays a Global Name List which displays all individuals in the system. This is possible because all individuals have been combined into one database. This enables you to add a record from another module in any area of the software, setting up a record one time and share it among modules. Ex. Add an Employee as a Customer.
31. Duplicate Name Checking – when adding customers in ACS, a duplicate name check is now performed. ACS checks the First Name, Last Name, and Suffix for matches. If a match is found, a duplicate name window displays. You have the option to continue, select from one of the matching names, or cancel.
32. Name Setup – A new Name Setup tab is available in General Ledger Setup. Use this tab to define the Display Name for individuals in ACS grids and reports. The default format is First Name, M. Last Name Suffix. With the proper security, you can change this format.
33. Next Code – On the GL Name Setup tab, you can select to auto-assign individual codes when adding records and set the next code to assign when you add a record.
34. Codes – Employee/Vendor/Customer codes are now ten digits. All leading zeroes are removed from numeric fields. All individual codes can now be changed on the fly when editing a record.
35. Merge Names – If duplicate records exist in any module, you now have the option to merge names in GL Setup on the Name Setup tab. For example, if an individual has been added multiple times in one module or multiple modules, their records can be merged into one record.

Profile Tab
36. A Profile tab has been added to show all pertinent information concerning a customer.
37. Name Information - added a name information section to easily see the customer name while working on any tab of the customer record. With this new section, you are now able to assign Title, Suffix, and Goes by to the customer name.
38. Profile Information - Gender has been added as a field for tracking.
39. Profile Information – If tracking Terms in AR Settings, a term field displays to track early payment discounts for a customer.
40. Profile Information - Record Type has been added to customer records so that you can track multiple Parent Records for a family. This gives the ability to track SS#, Birth date, and other individual information that you’d like to track for parents.
41. Profile Information – Other is a record type given to customers not part of a school or daycare. For example if using AR for both church and daycare in the same dataset.
42. Date Deactivated - is populated when the Active flag is deselected and cannot be edited.
43. Date Last Changed – when any changes are made to the customer record the date last changes is also updated.
44. Flag Status – the flag status gives the ability to flag Customers using a color code. It's user defined so its meaning is unique to the Organization. Ex. Red can mean No Checks or Green can mean In Good Standing or Yellow can mean Has Paid Registration. The possibilities are endless.
45. Contact Information - contact information is included on the Profile tab to quickly access this information. If tracking families, the primary family information displays with the ability to see the individual’s primary contact information if needed.
Edit Customer Record - Family Tab
46. The Family tab enables you to select or add a family for a customer. This tab only displays if Track Families is selected in AR Settings.
47. The Family record is a separate record used for grouping and printing reports and statements.
48. Multiple families can now be associated to a customer. The first family assigned is the Primary family with the ability to change it if needed.
49. Family Members - each member of the family that's currently highlighted displays along with the relation to the family.
50. Family Members - you can double click on any of the family members to open that customer's record.
51. Remove Family - when removing a family that has unpaid invoices assigned to that family, the system now leaves the paid invoices with that original family and gives the ability to select which unpaid invoices should be reassigned to the new family.

Additional Fields/Address/Phone/Contacts Tabs
52. Additional Fields - enables you to track an unlimited amount of miscellaneous information for Customers.
53. Addresses – unlimited addresses can now be tracked for a customer. If tracking families, both the primary family and individual addresses display.
54. Phones/E-mails – unlimited phones and E-mails can now be tracked for a customer. If tracking families, it automatically displays the primary family’s phones/E-mails with the ability to select the Individual information to display.
55. Comments – the notes tab has been changed to a Comments tab with unlimited comments for tracking. If tracking families, both the primary family and individual comments display.
56. Comments – a comment can be flagged as a key comment to make that comment stand out. Security has also been added to limit comment types for desired users.
57. Contacts - contacts associated with customers now have unlimited address/phone/e-mail information that can be entered. If tracking families, this tab is limited to Student and Other record types.
58. Contacts – a contact type and relation type has been added to track which contacts are pickup, emergency, medical, etc. and how they are related to the customer.

Billing Tab
59. The Billing tab gives the ability to assign mass billing codes to a customer. If tracking families, this tab is limited to Student and Other record types. The mass billing codes pertaining to student fees are assigned to the Student/Other record types. Ex. Tuition
60. Discounts – multiple discounts can be assigned on the billing tab. The discounts assigned are automatically applied to any billing code that is added to the customer record. Billing Codes that should not receive discounts should have the Accept Discounts flag deselected in Define Lists.
61. Mass Billing Codes – you can now change the frequency when associating a billing code to a customer.
62. Mass Billing Codes - billing codes can now be scheduled to make generating invoices easier. This is helpful when several payment options are given to customers and you have to track when the invoices should be generated and due.
63. Mass Billing Codes – Discount Calculation – when discounts are associated with the customer, a discount calculation tab displays on the add/edit billing code screen to explain how the discount was applied and calculated into the invoice amount.
64. Assign Payer – If tracking families and multiple families exist on the student record, an Assign Payer option displays on the billing tab. Selecting this option requires all billing codes and manually entered invoices be assigned a Payer (family) responsible for the charge. This option should only be used if each family wants to only see their charges on the student’s statement. If this option is not selected, any family associated with the student can pay for any charge posted to the customer record.
65. Billing tab - If the customer is not assigned a family, the Billing tab will display 'Charge Late Fee' and 'Receive Statement' check boxes. Otherwise, these options will display on the Family record.
Family

66. The Family tab enables you to create a family record for the customers entered. It is a separate record that will be used to group customers together. A family record contains the members of the family, Address, Phone, Comments, family Billing Codes, and family payment codes.

67. Family Members – when adding a family, each family member can be added (along with their information) at once. The information entered on the family record will automatically apply to Members as they are added.

68. Family Name - the family name is entered in Last Name, Head and Spouse name format. For example 'Aaron, James and Jane’. The name needs to be last name, first name format for searching and sorting purposes.

69. Mail Name - many reports are printed ‘by family’. The family name that you wish to display on outgoing communication such as statements should be entered here. For example Mr. and Mrs. James Aaron or if you wish for a more informal name James and Jane Aaron. Another example could be The Aaron Family. The system attempts to populate this field for you in the following way: If the word ‘and’ or ‘&’ is used in the name field, it’s populated with Mr. and Mrs. Head Name Last Name. Ex. Mr. and Mrs. James Aaron. If ‘and’ or ‘&’ does not exist, it is populated with the Name as it is typed. Ex. Last Name, First Name. It can be changed as desired.

70. Receive Statement - If a Student is associated with multiple families, you can select which families should receive a copy of the child's statement.

71. Charge Late Fees - if a Student is associated with multiple families, you can select which families late fee charges can be waived.

72. Addresses, Phones, Comments - these tabs work the same as when adding the same type of information to an Individual Customer's record. Multiple records can be set up for each and a Primary set.

73. Billing Codes - The Billing tab on the Family record only contains mass billing codes for reoccurring charges that apply to the family as a whole. For example, parent teacher dues. Discounts do not apply here as they only apply to tuition which exists on the student records.

74. Payment codes - When tracking families, Payment Codes are available on the family record for reoccurring payments, for example ACH Withdrawal.

75. Payment Codes – Added ability to set a payment code as an ACH withdrawal. If this is selected, the bank information tab displays to enter account information for withdrawal.

76. Payment Codes – Added the ability to set a schedule for payment codes. This is helpful if you have specific time periods for which scholarships are given to families as well as a family who wants to specify the frequency and amount a payment should be withdrawn from their account.