Lumens 3rd Party & Accounts Receivable

Contents

3rd Party Process & Accounts Receivable (AR)

Introduction

Welcome to Augusoft Lumens!

Let's take a moment to discuss your workbook content:

- The accounts receivable feature allows your organization to take a registration and place the class payment on the account of the party responsible for payment. This feature provides the option to then invoice the organization or individual requesting payment at a later date.
- The option of a third party pay feature provides the option to create accounts for organizations and chose to allow them to register students themselves (if activated) and pay for those student's registrations directly, either via credit card or using the accounts receivable feature is desired.

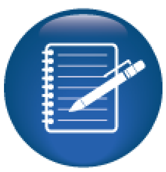
Lumens 3rd Party Pay and Accounts Receivable will include training on the following topics:

- 3rd Party Creation
- 3rd Party Registrations
- Accounts Receivable Process
- Accounts Receivable Reports

There are several icons used in the manuals. Each icon has a visual value:

I Wish Lumens Could… Lumens thrives on user feedback to influence new features and updates – indicates an area where you may be able to think about what else Lumens can do for your program.

Information indicates informational items, things to consider as you set up your site, tips based on best practices or common practices of other Lumens customers.



Retention Activity indicates something to be done after or outside of the training.

Questions indicates questions for review and also to frame thought about the way you will setup your site.

Ripple Effect indicates the importance of understanding the information as well as how it impacts other areas that will be downstream or dependent on the setup.

Try It! Is a suggested place in your training to stop and practice what you are learning.

Additional Reference indicates a process not formally addressed in the workbook. Additional resources will be indicated, such as a QRA (Quick Reference Aid or resource indicated, outside this training).

Knowledge Check is at the end of a section, designed to review new content.

3rd Party Process

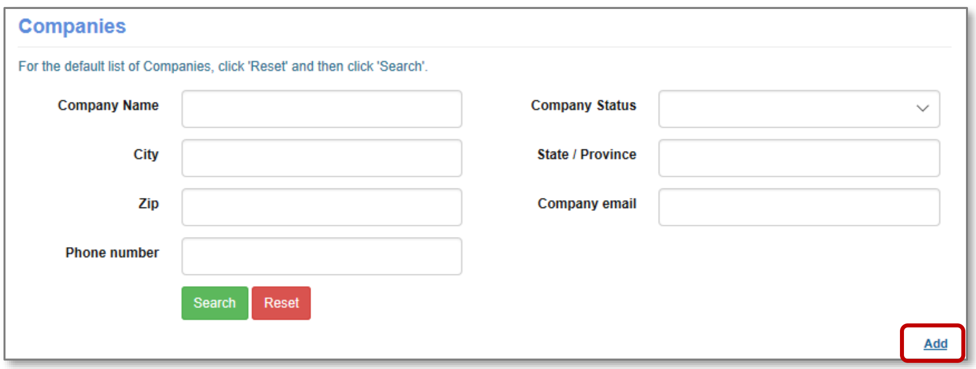
Company Profile

Objectives for 3rd Party creation:

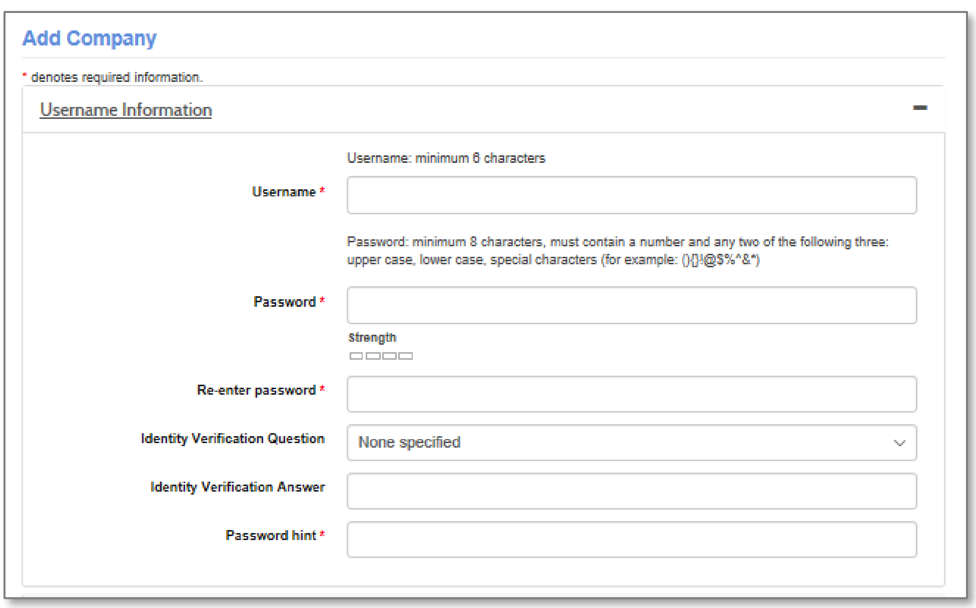
- Add a Company profile
- Edit a Student profile to assign a Company to the profile
- Complete a registration using the 3rd Party Payment option
- Review the Manage Request feature for Third Party payment requests
- Review the Request Third Party Pay templates

This section of the workbook will focus on the creation of 3rd party accounts.

*Registrations > **Companies** (will display under Contract Training if active)*



3rd Party Payment must be activated on your site in order for companies to display.

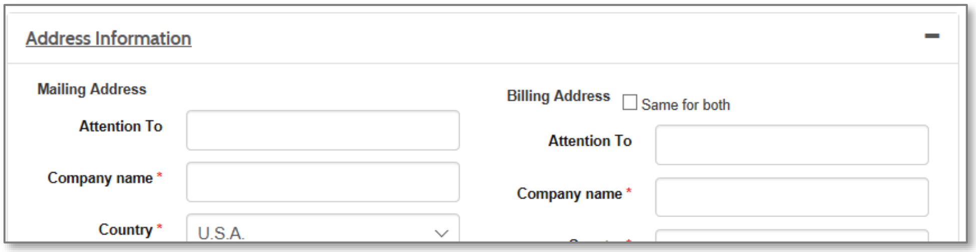


Add Company credentials for access and other profile information:

You must submit the initial profile and select *Edit* from the drop down to add Company Contacts and Divisions.

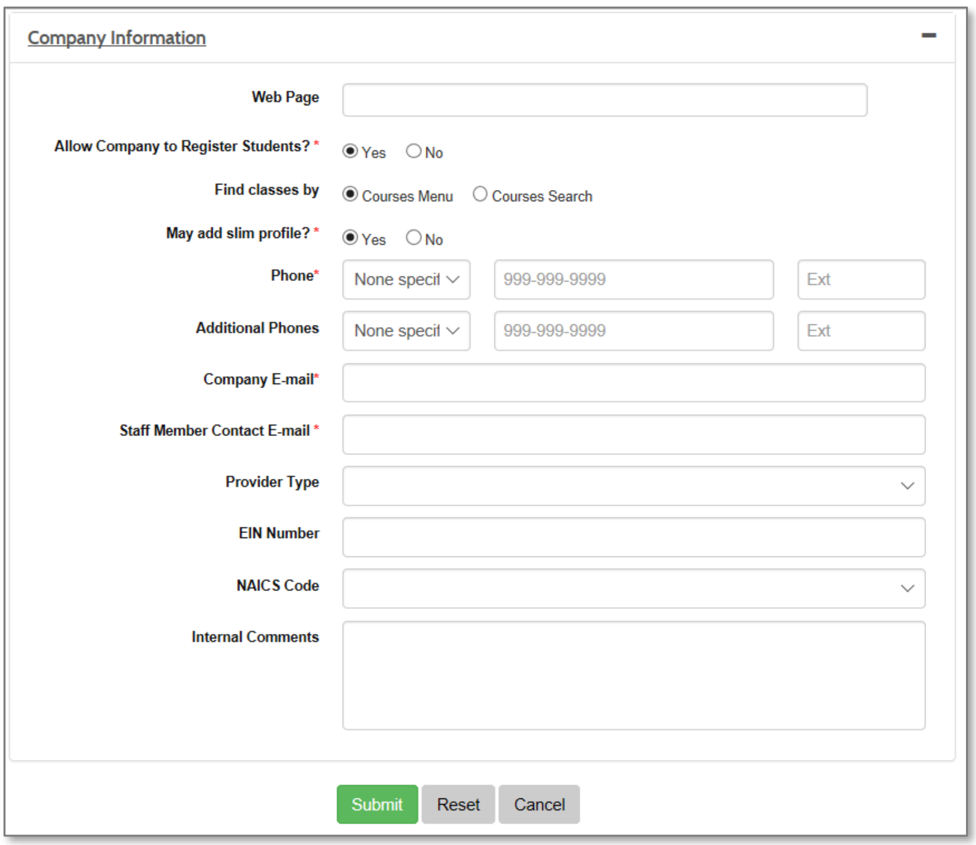
3rd Party Process

Company Profile - Continued



Address Information:

The Company Name field will display on the drop down and on transaction receipts. The billing address can be the same as the mailing address.



Company Information:

- Allow Company to Register Students: Will display IF activated on 3rd Party Power User setting.
- May add slim profile: Will display if slim profiles are activated in configuration.
- Company email: This email will receive communications related to the company account.
- Staff member contact email: This is an internal staff member that will receive emails on the 3rd party requests for this account (if in use).

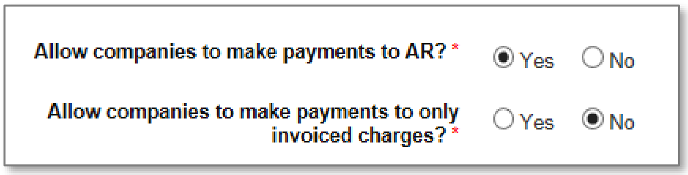
3rd Party Process

Company Profile - Continued

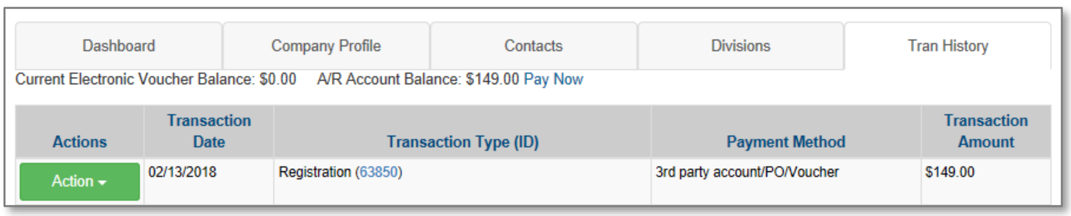
Accounts Receivable Self-Payments

Lumens can accommodate the process of allowing companies and students to make payments directly to the AR accounts. This requires a configuration setting to be activated by Customer Service. Once activated, options will display in the power user settings.

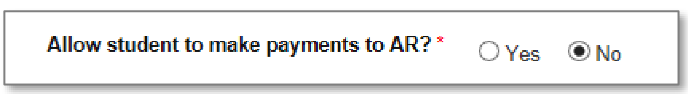
*System Option > Power User > **3rd Party Settings***



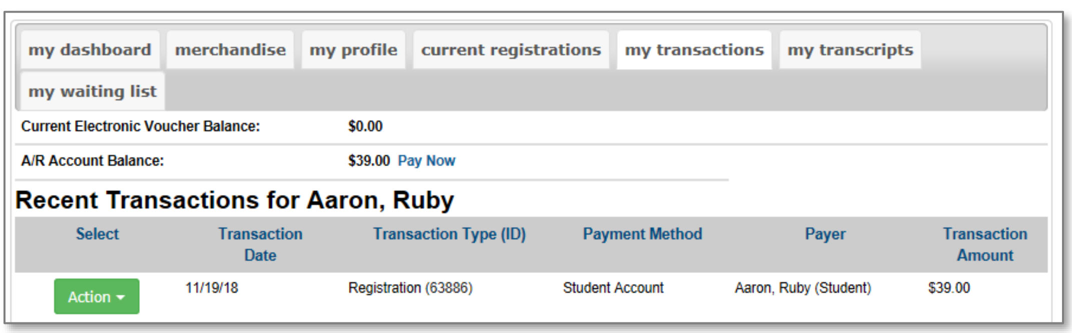
In the Company view if an AR balance exists a *Pay Now* link will display



*System Option > Power User > **General Settings***



In the Student view if an AR balance exists a *Pay Now* link will display



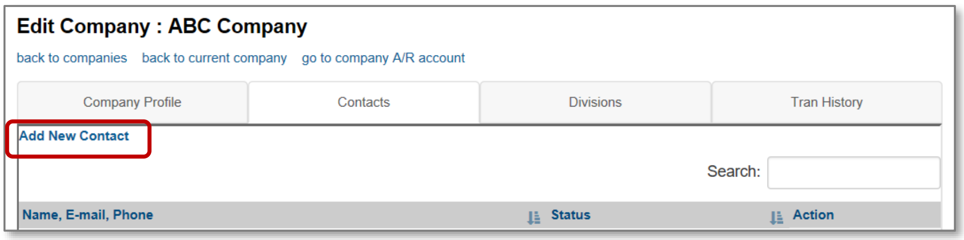
<u>Additional Reference:</u>

For detailed information on Document Editor please go to *Customer Support > Document Center > Quick Reference Library >* ***Accounts Receivable Self-Payments***

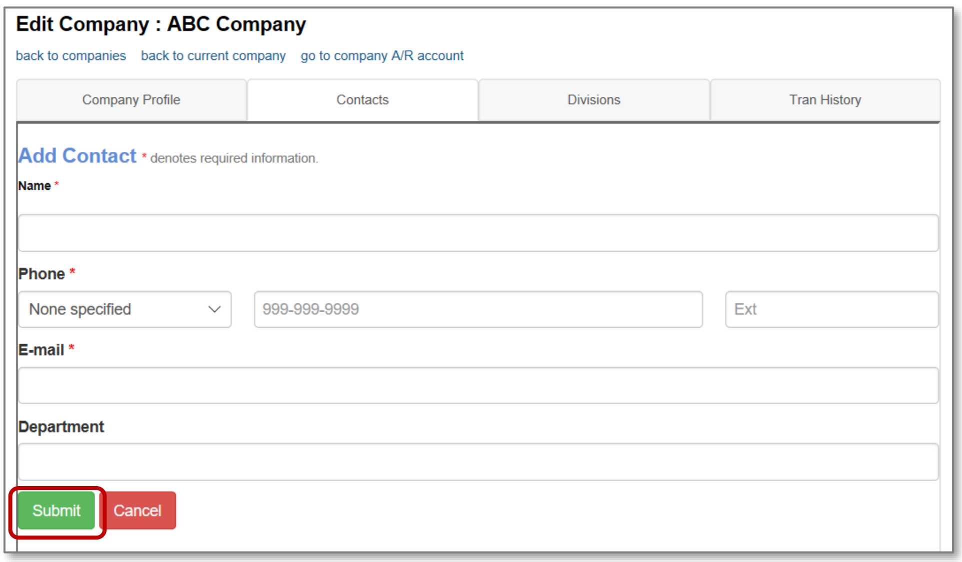
3rd Party Process

Company Profile - Continued

Registration > ***Companies*** Select Company and choose *Edit* from the drop-down list.



Click Add New Contact to create a new Company contact. Company users are required for 3rd Party Pay.



This Contact will receive a notification when a 3rd party pay request has been submitted.

Divisions are not required in Lumens.

Transaction History will display any transaction completed specific to this company.

Try It!:

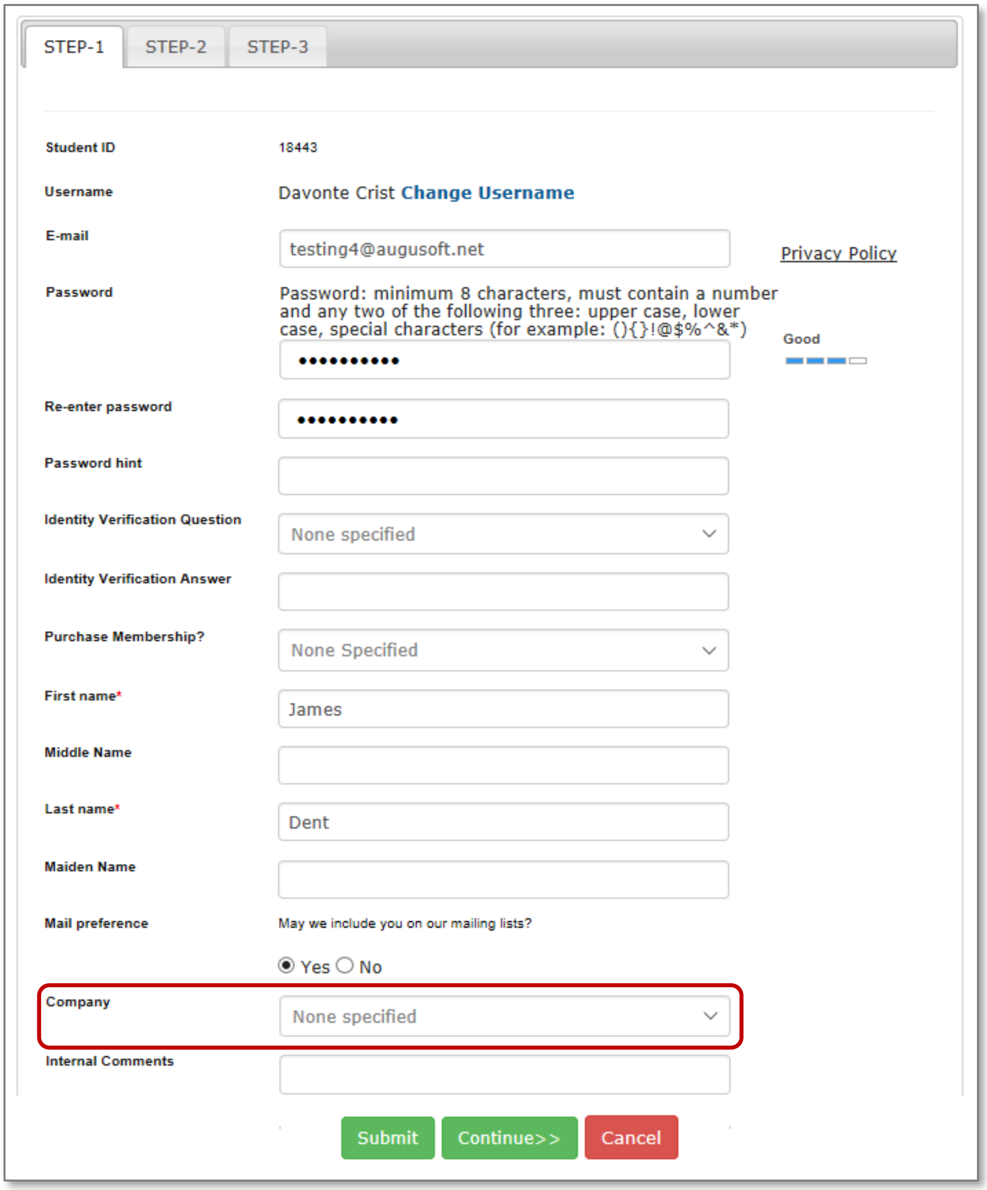
Create a Company and Company contact in your site. Do not use true Company emails in your staging site, as while you are testing, emails will generate like a live production site. You can use contacts from your own organization, as long as you ensure each Company is different.

Ripple Effect:

The Company Contact name will appear in the drop-down fields when requesting a 3rd Party Payment. This is required in order to complete a 3rd party payment request.

You must have 3rd party capabilities active on your site (activated on your site configuration) for Companies to display. If you have 3rd Party activated on your site, you can create company profiles, and allow those companies to be assigned to Student profiles.

Access *Students* > ***Student Management*** Choose a Student and select *Edit* from the drop-down column.



The Company field will always display for the Staff but will only display for the Student if activated in Power User menu.

System Options > ***Power User*** scroll down to Show Company Field to Students and select *Yes.*

The drop-down list is consistent with the Companies that you have created.

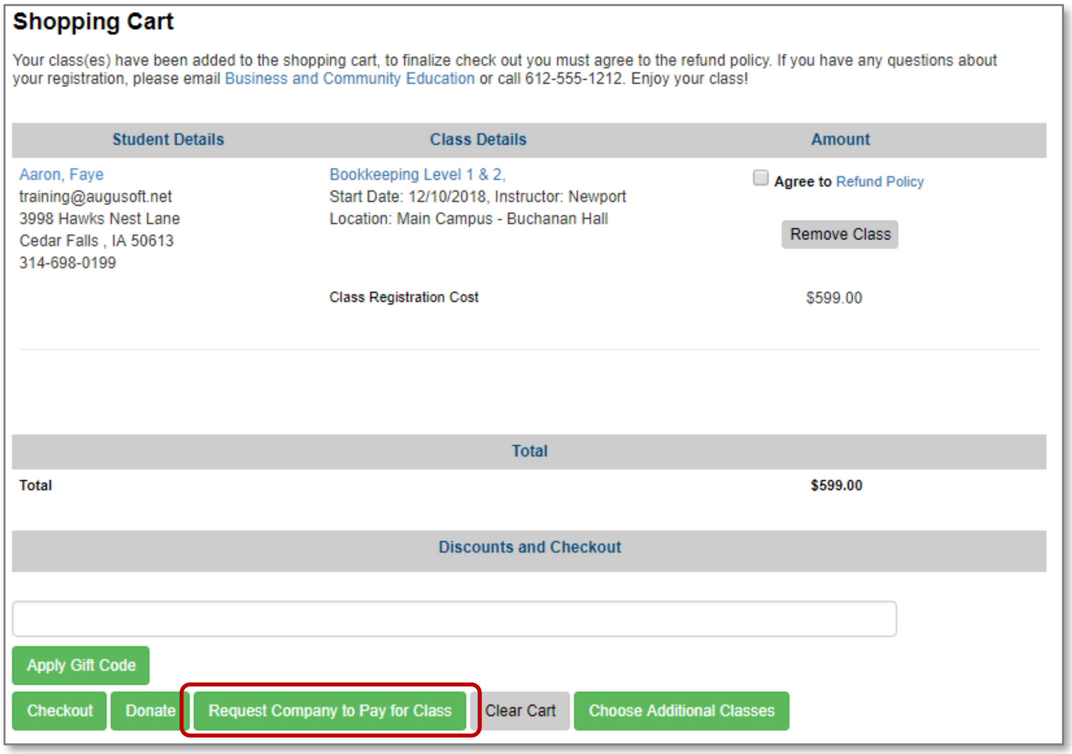
<u>Try It!:</u>

Edit the Student you created. Add a Company to the profile. Save the record.

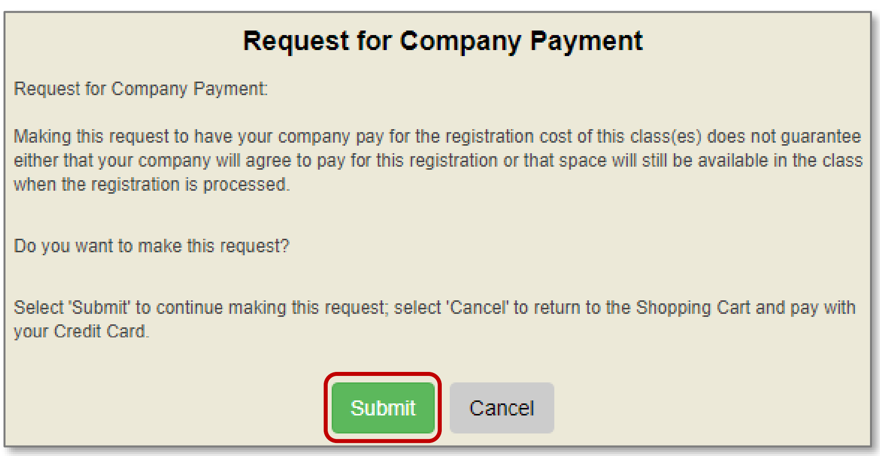
3rd Party Process

Manage Requests and Registrations - Student View

When a Student initiates the request, they place the class in their shopping cart and request payment by a 3rd party. Student then waits for approval by receipt of class confirmation.



Student chooses *Request Company to Pay for Class* (only if Student profile is associated with Company).

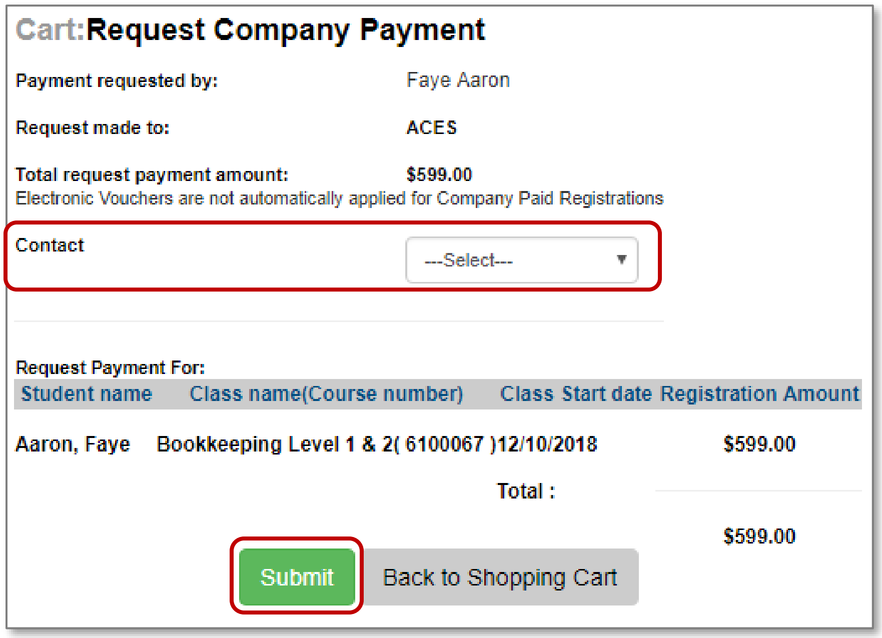


Ripple Effect:
The request Company to Pay for Class button only displays if you have activated the option on your Power User 3rd Party Option settings.

3rd Party Process

Manage Requests and Registrations - Student View - Continued

Student must choose the contact name based on the Company listed in their profile and click *Submit.* This pop up (with customizable text) will display. It indicates that the Company contact will be notified, and the Student will receive either a registration confirmation or a denial email.



Cart:**Request Company Payment**

Payment requested by:	Faye Aaron
Request made to:	**ACES**
Total request payment amount:	**$599.00**

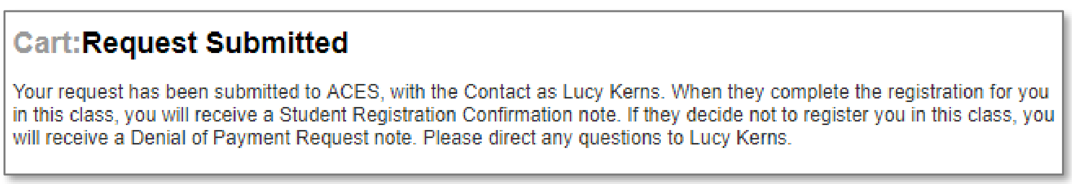
Electronic Vouchers are not automatically applied for Company Paid Registrations

Contact ---Select---

Request Payment For:

Student name	Class name(Course number)	Class Start date	Registration Amount
Aaron, Faye	Bookkeeping Level 1 & 2(6100067)	12/10/2018	$599.00
		Total :	$599.00

Submit   Back to Shopping Cart



Cart:**Request Submitted**

Your request has been submitted to ACES, with the Contact as Lucy Kerns. When they complete the registration for you in this class, you will receive a Student Registration Confirmation note. If they decide not to register you in this class, you will receive a Denial of Payment Request note. Please direct any questions to Lucy Kerns.

<u>Ripple Effect:</u>
If your organization is going to use 3rd Party Payments, you must first decide how extensively 3rd Party options will be used. For example, will Staff use these features only, Staff and Companies, Staff and Students, or by all.

<u>Try It!:</u>
Sign in as a Student and submit at least two requests for 3rd party payment on a class. We will use these as part of future activities.

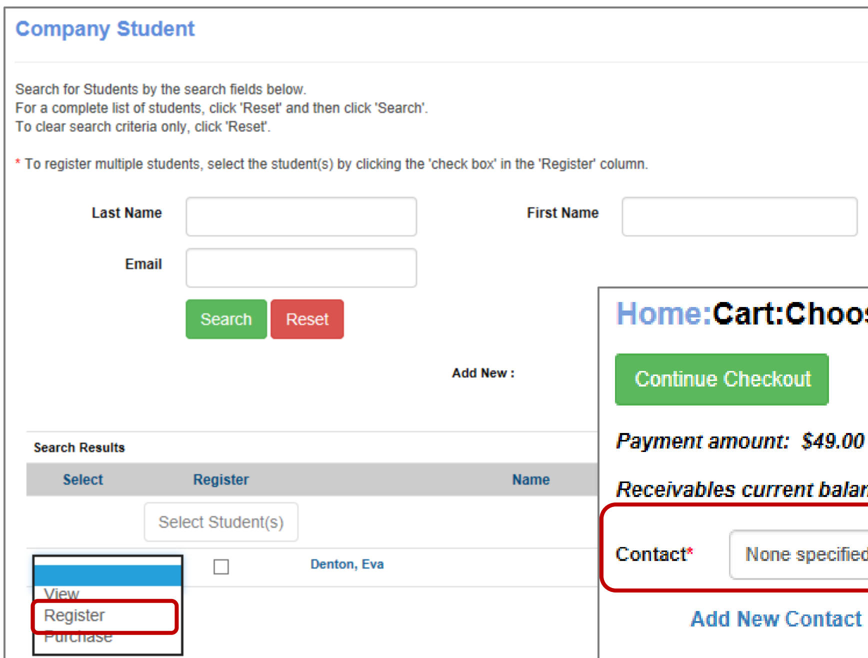
3rd Party Process

Manage Requests and Registrations - Company View

The Student must be associated with the Company for the Company representative to have the ability to register a Student, view a transcript or view a limited profile. Once granted access, the process is:

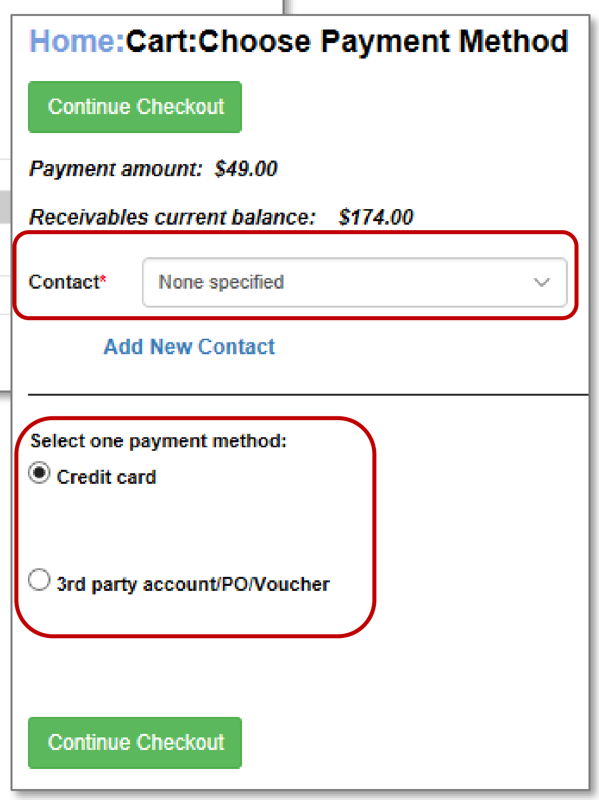
- Company registers the Student in a class
- Company applies credit card payment or chooses to put on AR Account
- Student is registered in class

To register a Student, go to **Student** menu from the main navigation menu.



Choose a Student and select *Register* from the drop-down menu.

Choose a class and add it to the Cart.



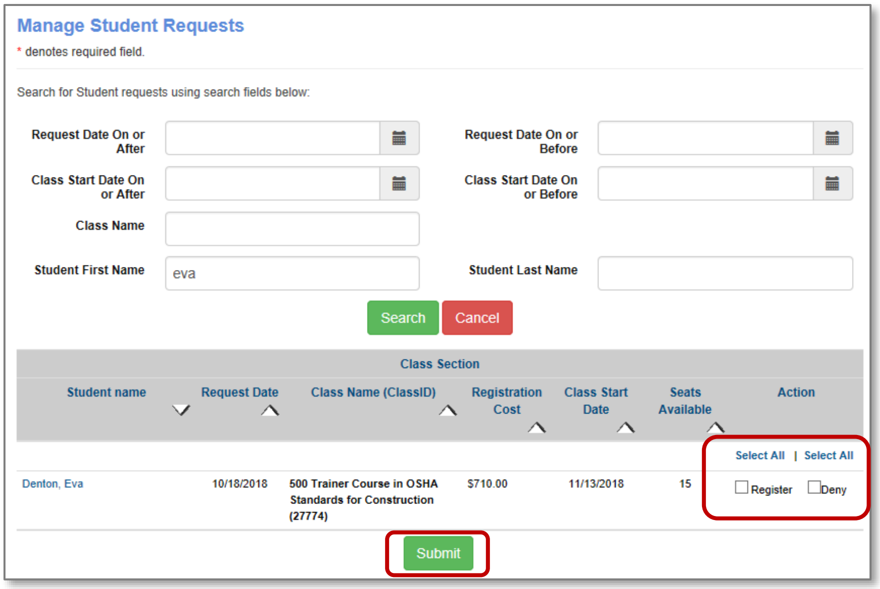
To finish the registration, select the Contact and choose payment method by either using a credit card or choosing 3rd party account / PO / Voucher.

In addition to registering Students, the Company user may also view the Student's classes that were paid for by the Company.

3rd Party Process

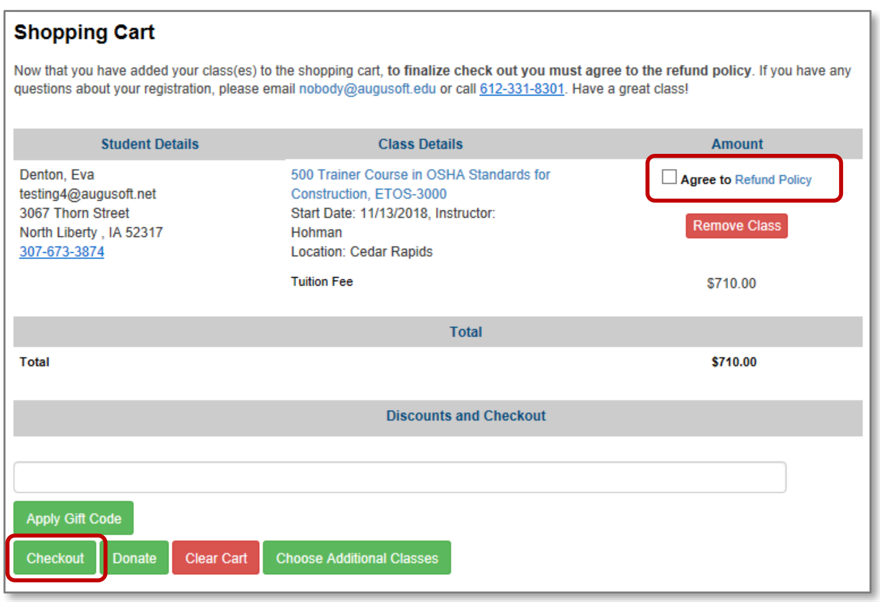
Manage Requests and Registrations - Company View - Continued

Manage Requests menu option is available if the Company is granted the option to manage requests. This is added in the Power User setting – 3rd Party setting Logged in as a Company, select **Manage Requests** from the main navigation menu.



The search options are available but not required.

Select *Register* or *Deny*, then *Submit*. Once decision is made, the request is removed from the screen and an email is sent to the Student.



The Company must agree to the refund policy (as the payee).

Click *Checkout* and add payment method to complete transaction. Only 3rd Party Account or Credit Card are available to Companies.

Try It!:

Sign in as a Company and register a student that previously submitted a request for company to pay. Don't register all as we will use others as we progress.

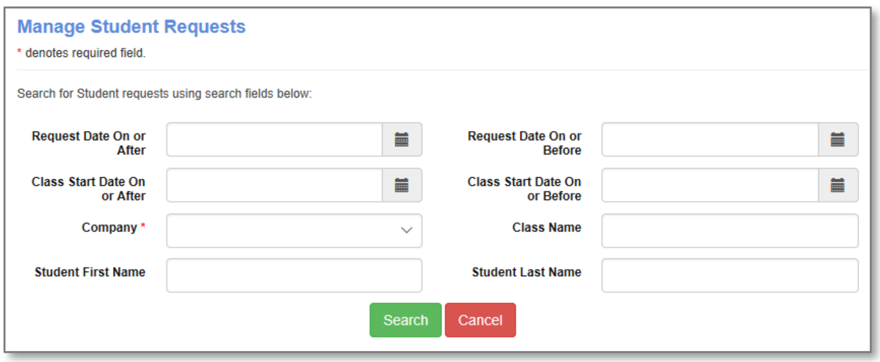
3rd Party Process

Manage Requests and Registrations - Staff View

If Students are allowed to request 3rd Party Payments requests through your site, those requests must be managed:

- Staff receives the request
- Staff receives Company approval to register or denial
- Staff completes registration applying payment as authorized or choses deny generating an email

*Registration > **Manage Requests***

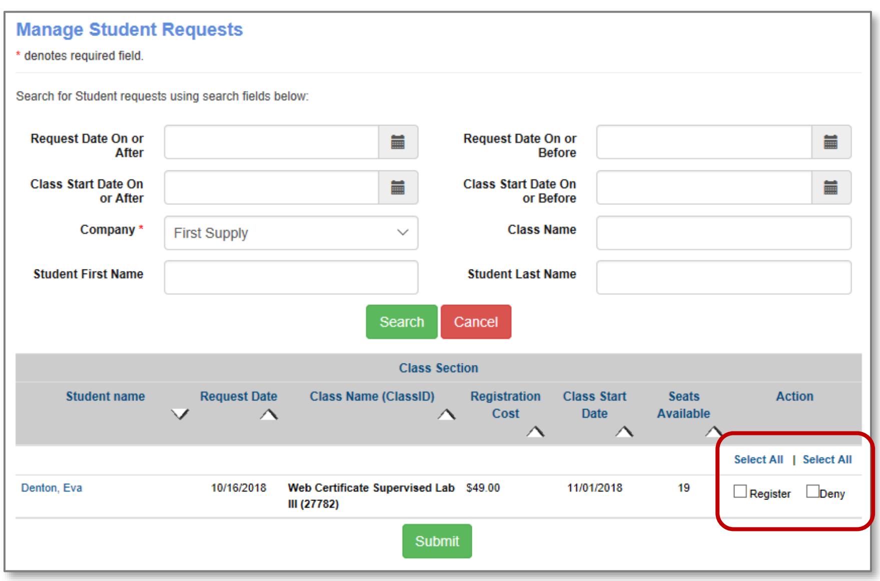


Requests are managed one Company at a time.

Additional fields can narrow the search.

Enter criteria and select, *Search.*

Staff will use this feature to manage learners requesting a 3rd Party to pay for their registration.



Staff can complete the registration once the Company approves the request.

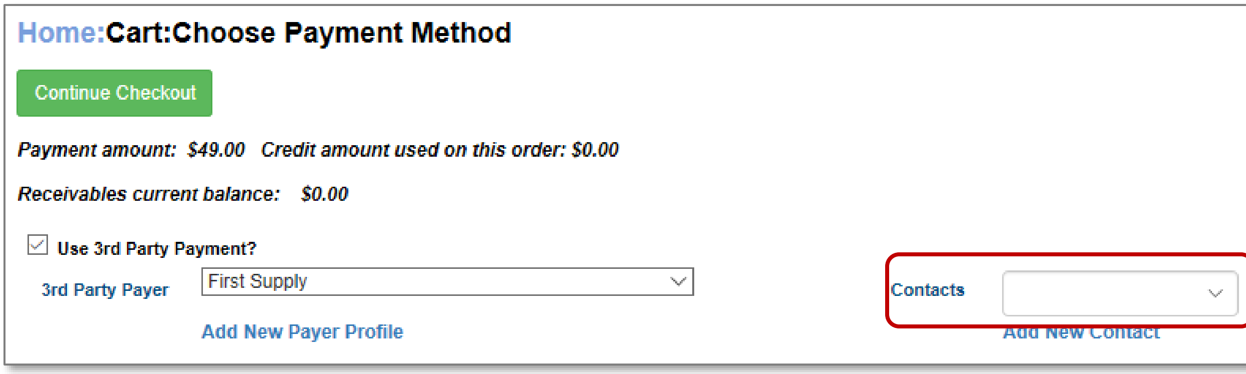
If the registration is <u>approved,</u> the learner will receive via email a registration confirmation upon completion of registration process. The Company will receive the transaction receipt.

If <u>denied</u>, the Student will receive the denial email (template managed by a Power User) and the registration will not be completed.

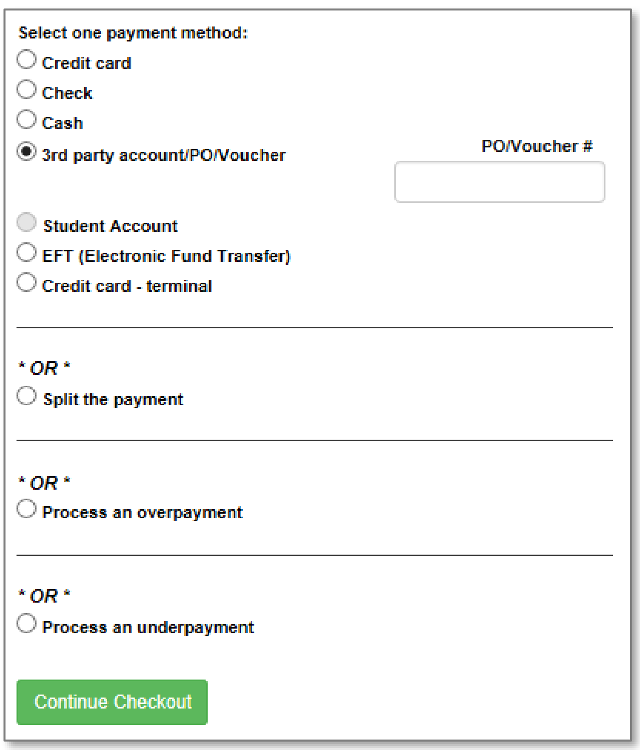
3rd Party Process

Manage Requests and Registrations - Staff View - Continued

If the Company approves and you select *Register* you will be prompted with the checkout process.



Third party is already selected by default and populated per the request. Choose the contact from the drop-down list or Add New Contact if necessary. These details will be tracked in 3rd party pay reports.



Payment methods are consistent with other Staff registration processes and include the 3rd Party payment.

When using 3rd party payment, an A / R account for the Company will be charged the payment amount (top of the screen), for payment at a later date.

The PO / Voucher # is optional for Staff. Click *Continue Checkout*.

Ripple Effect:

The Manage Requests submenu will only display if you have 3rd Party Payments active on your site.

3rd Party Process

Manage Requests and Registrations - Staff View - Continued

<u>Ripple Effect:</u>

The Manage Requests submenu will only display if you have 3rd Party Payments active on your site.

<u>Try It!</u>

Sign in as a Staff member, access a Company, and look at the Students who have requested registration payment (remember we created requests earlier). Choose to either register or deny one of the requests, if more than one is available, complete another in a different manner.

Which Company did you review?

____

Did you register or deny?

____

<u>Questions:</u>

What will the Student receive if the registration is approved and processed?

____

What will the Student receive if the registration denied and how does that get generated?

____

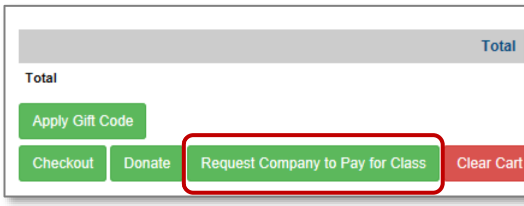
A 3rd Party pay request does not guarantee a seat but does provide the Company (or school/organization if you choose to manage) with the Student name and class details.

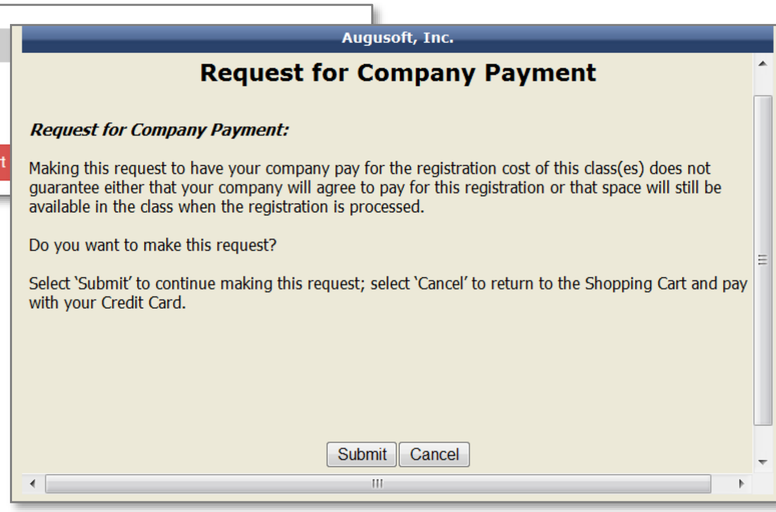
3rd Party Process

3rd Party Templates

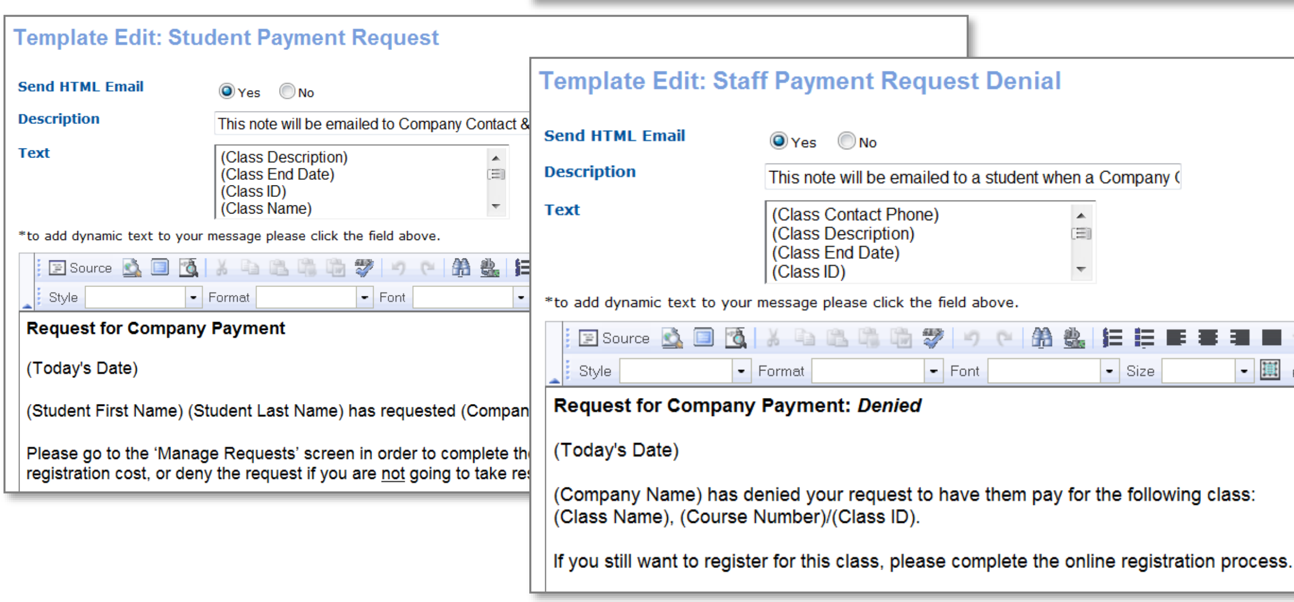
When Requests for Third Party Pay is active, several templates should be reviewed and updated. Contact your Power Users to ensure these templates current.

If Students are allowed to request 3rd party payment, the Student profile must already be associated with a Company unless your organization allows Students to see Company profiles and be able to add a Company to their own profile. If the Student does not have a Company association and is not allowed to see the list of available Companies, the Student will not see the option to Request Company to Pay for Class.





Remember that in Lumens, no registration is finalized until payment or payment authorization has been secured.



The Student will receive an email upon submission of the request and if the request is approved, either the Company or the Program Staff will complete the registration and the Student will receive a class confirmation email (see below image for example. If the request is denied, the Student will receive a denial email.

Accounts Receivable Management

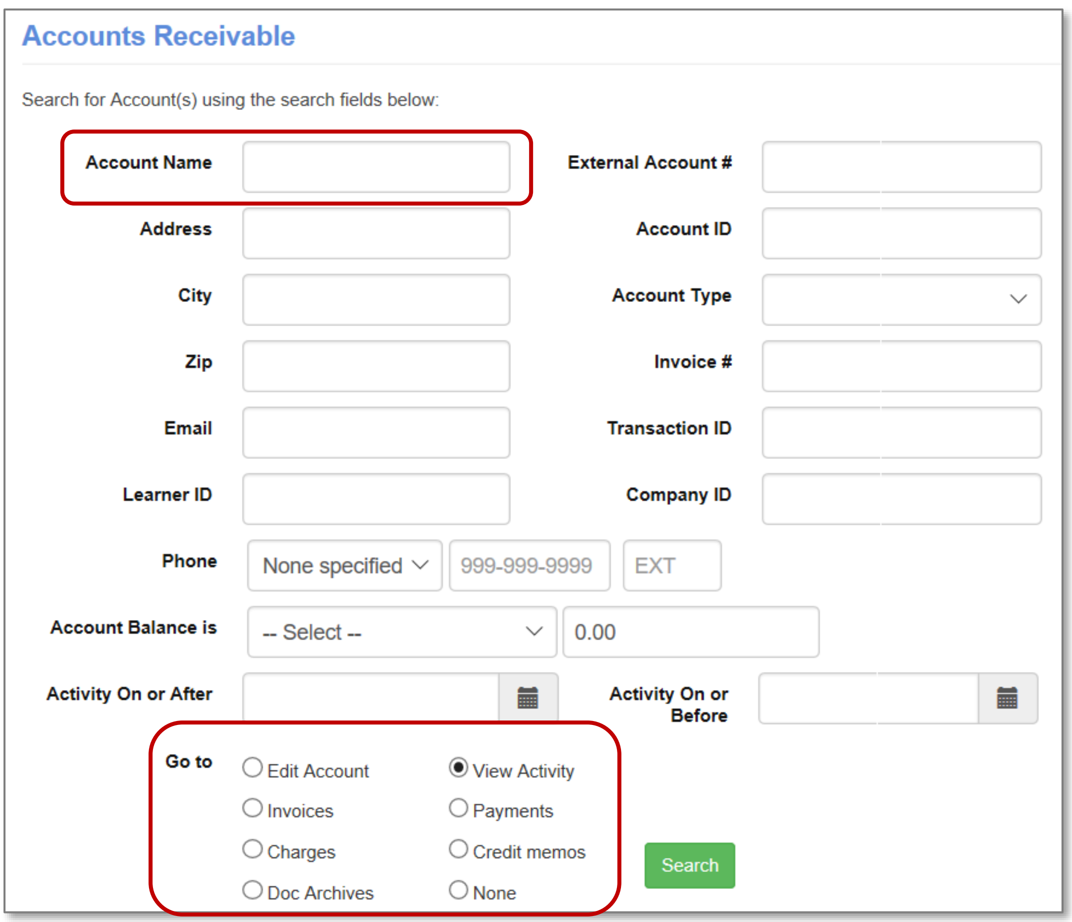
Accounts Receivable

Objectives for Accounts Receivable Management:

- Review the Accounts Receivable process in Lumens
- View an Invoice template
- Generate an invoice in Lumens
- Complete a payment on an AR account

This section of the workbook will focus on the process used in Lumens to manage accounts receivable that can be used for either 3rd Party or Student accounts.

Access *Financial Management* > ***Accounts Receivable Management***
The main accounts receivable screen allows you to search for specific accounts using the filters in the upper half of the screen. You can also narrow the search by using the search fields available.



The lower section of the screen defines what you will see regarding the account. If you want to see all the information related to an account, select *View Activity*. This is also the default view. The Accounts Receivable section includes the management of: Activity, Payments, Charges, Invoices, Document Archives, Editing Accounts and Credit Memos.

Accounts Receivable

Action	Account name, type	Current balance	Status
Action	109th Medical Battallion *Company*	$42,374.00	Active
Action	1s, Saniya *Student*	$0.00	Active
Action	21st Imaging Solutions *Company*	$2,694.00	Active
Action	3m (Ames location) *Company*	$0.00	Active
Action	3m Corporation *Company*	$13,886.00	Active
Action	3MTest CO *Company*	$30.00	Active
Action	Aaberg, Peter *Household (members: Peter Aaberg, Jackie Aaberg, Sarah Aaberg)*	$880.00	Active

AR accounts are created when a 3rd Party agrees to pay later for a registration or a Student is allowed to pay later for a registration. If no search criteria are entered, and you click *Search*, all accounts display. This includes the Student and the Company accounts.

Student Account
Edit
Account Activity
View activity
Invoices
Charges
Payments
Credit Memos
Doc Archive

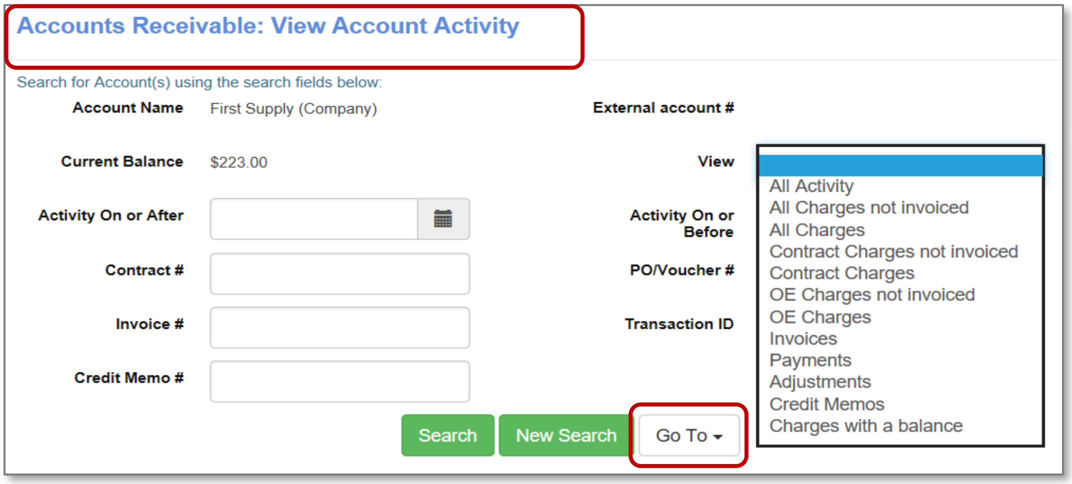
If you are viewing a list of accounts, to access a specific view, click on the drop down under the action column and choose the view you need.

Try It!:
Earlier you each created a registration for a Student and placed the payment request On Account for a third party. Please locate that Student. Use the *View Activity* option to see what has occurred on your Students account.

Accounts Receivable Management

Accounts Receivable – View Activity

View Account Activity provides an overall view of all AR activity for a specific account.



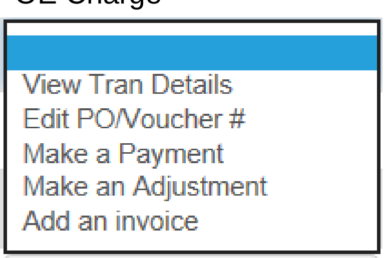
The Go To feature allows you to quickly move between basic views.

TranID/ Contract #	Tran Date	Activity Type	Original Amount	Current Balance	Invoice #	Action
63850	02/13/2018	OE Charges	$149.00	$149.00	UNASSIGNED	
31446	02/20/2015	Payment	$60.00		3255	
29693	12/19/2014	OE Charges	$60.00	$0.00	3255	
29693	02/06/2015	Invoices	$60.00	$0.00	3255	

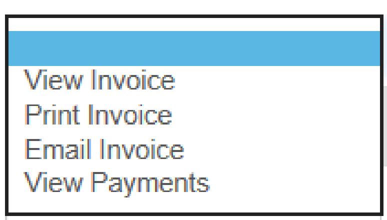
- The TranID / Contract #: Lists the transaction number (and contract number if applicable) that the charge or payment applies.
- Tran Date: Indicates when the charge, payment, invoice, refund, etc. was entered
- Activity Type: Describes the action – OE (Open Enrollment) Charges, Payment, Refund, Invoice, Adjustment, etc.
- Original Amount: Indicates the amount of the original transaction.
- Current Balance: Applies to charges and invoicing. If the charge or invoice original amount was $100 and a payment of $25 was applied, the balance will display as $75.
- Invoice #: If the charge has been invoiced, the invoice number will display.

Different activity types provide different action options in the drop down. See Examples:

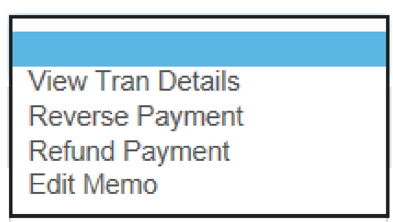
OE Charge



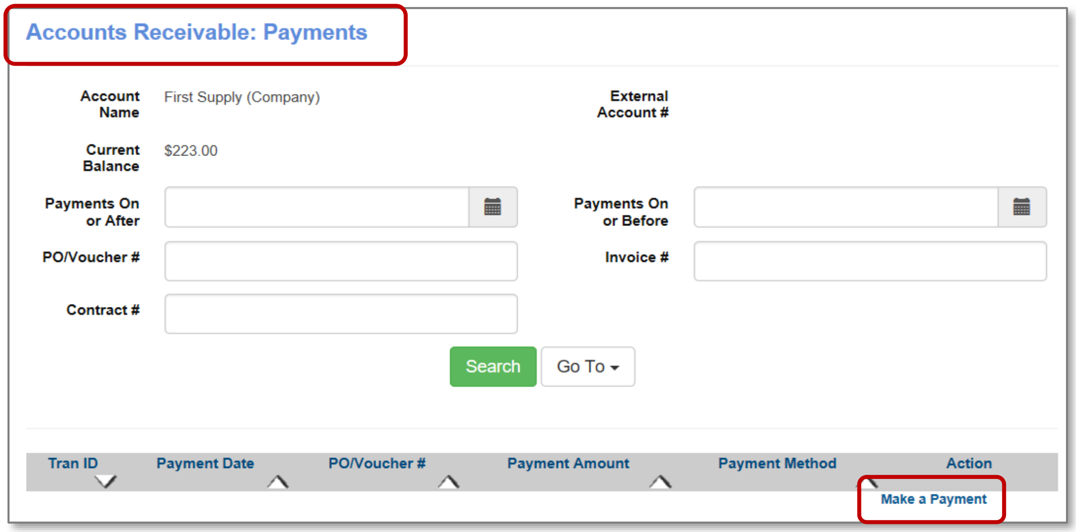
Invoice



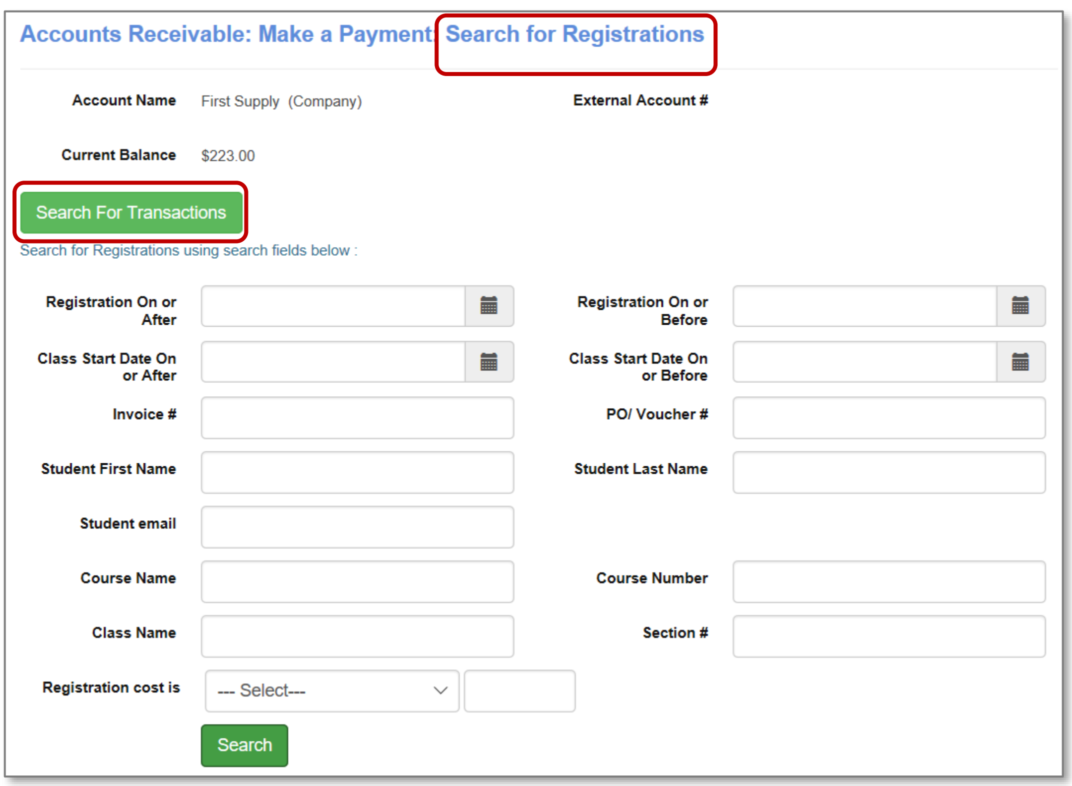
Payments



Access *Financial Management* > ***Accounts Receivable Management*** identify the account and select *Payments* as a filter and click *Search.*



To apply a payment, click on the *Make a Payment* link.



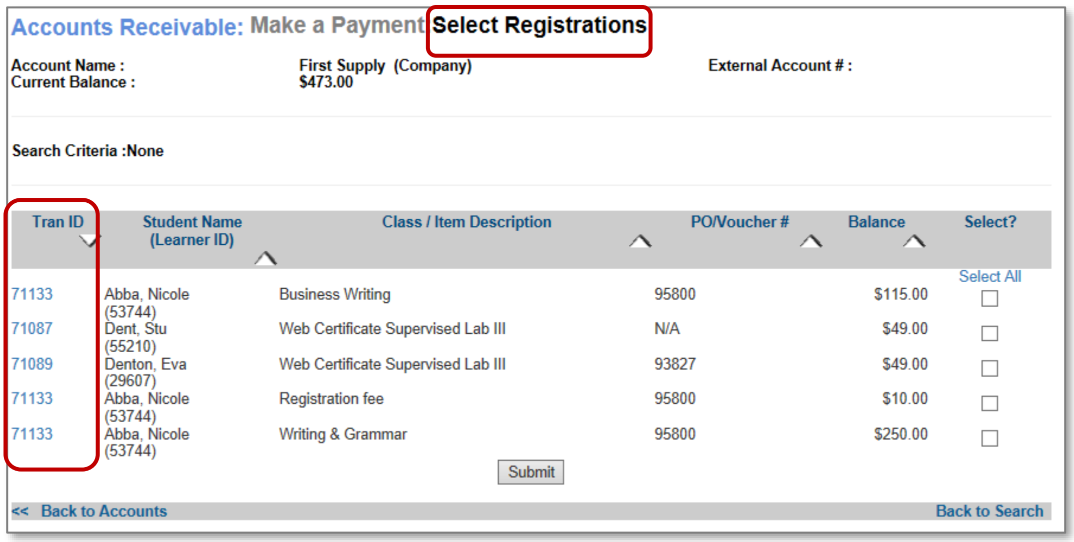
Search fields allow the Staff to narrow the search. You can change your main search criteria between Transactions and Registrations.

Accounts Receivable Management

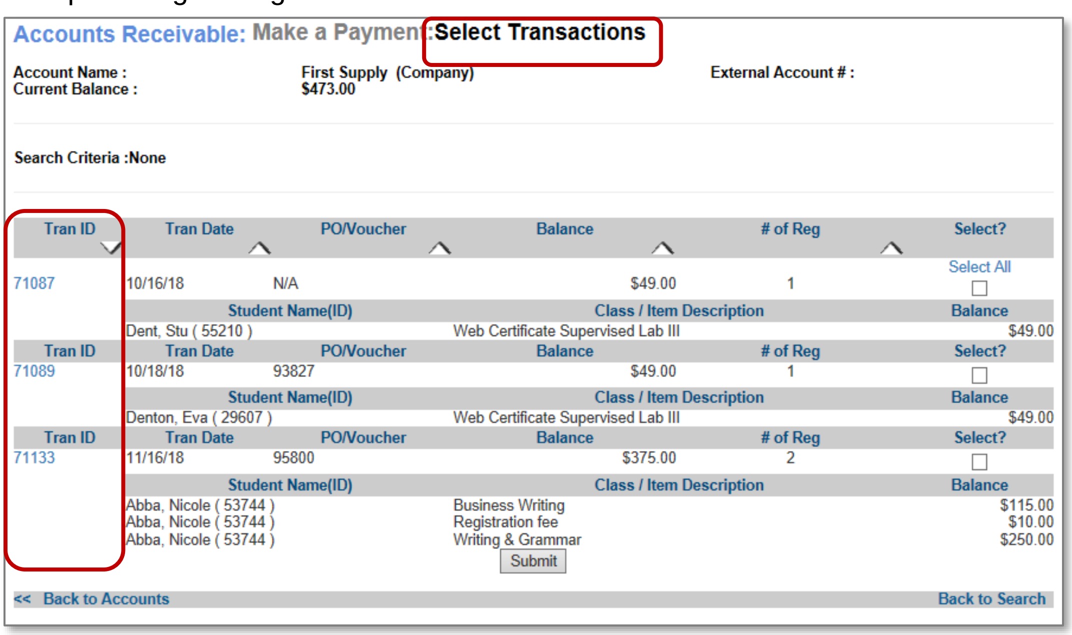
Accounts Receivable – Payment - Continued

After clicking search, the list of transactions or registrations will appear. You can choose <u>one</u> or <u>multiple</u> transactions / registrations to apply the payment. Payments can only be applied to a transaction or registration. Once chosen, click *Submit*.

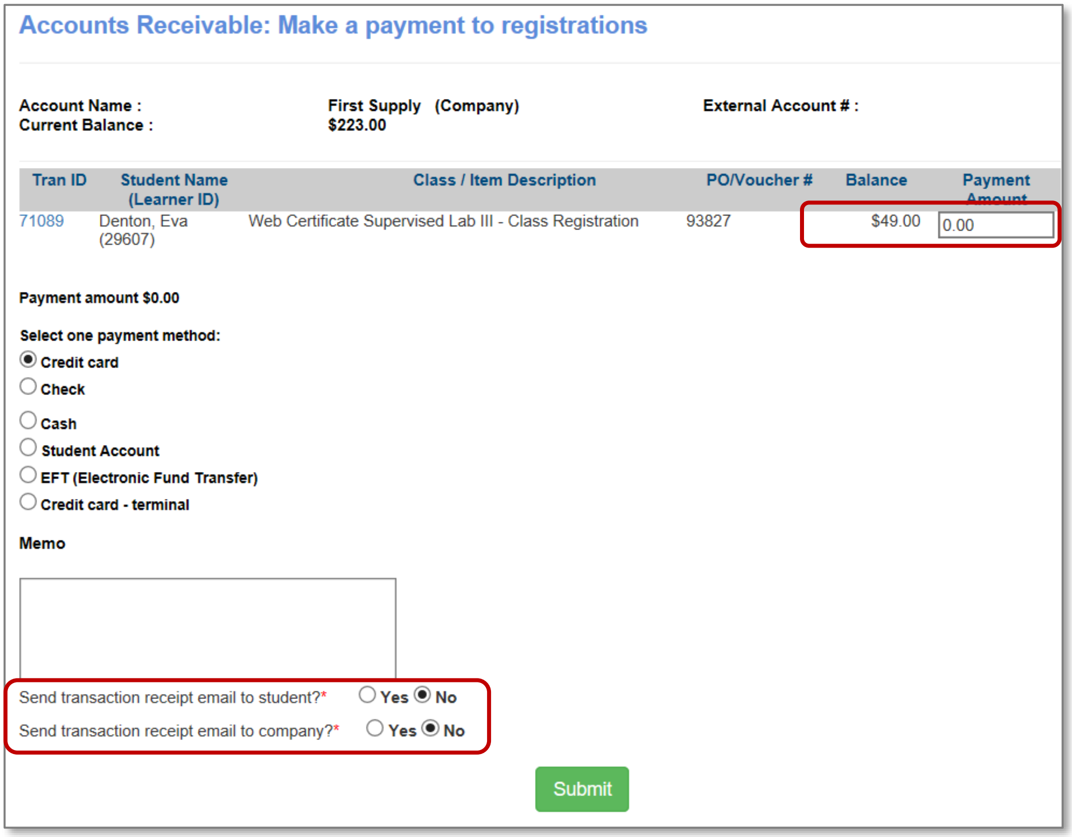
Search Registrations, allows you to make a payment against any registration with a balance.



Search Transactions, allows you to make a payment against any transaction, which may have multiple charges / registrations.



The 3rd Party payment options are consistent with options available in a standard checkout. If you choose credit card, the Gateway screen will display. If you choose check, the check details drop down will display. The option to provide a transaction receipt to either companies and/or students is set with a default in the Power User setting but can be modified here.



The Payment view will display. Enter the payment amount for each transaction or registration (or amounts within the registration, for example, fees), which is receiving payments.

- Choose the payment method
- Enter applicable memo
- When complete, click *Submit*.
- The Payment Amount field on the left will automatically populate the total payment amount based on the amounts entered in the transaction/registration fields.

Payment can be made against a charge but can also be made against an invoice. When searching, if an invoice has been created that will display instead of the charges assigned to the invoice.

If the transaction included a documentation of a PO#, the PO# will display with the charge details.

Accounts Receivable Management

Accounts Receivable – Payment - Continued

If a partial payment is necessary, enter the partial payment amount. The AR feature will retain the charge balance for additional payments at a later date.

We encourage your organization to determine one choice when you are searching as well as when you make payments or create invoices. This ensures that documentation is consistent, by either registration or transaction.

Try It!:

- Access your Company's accounts receivable record.
- Access the Payment View.
- Make a payment against an OE Charge.
- Apply the payment in any method you choose, credit card, check, cash, Student account, or credit card terminal.
- Return to the Company Activity View to see what happened to the OE charge (or charges) and view the payment.

Questions:
What is the balance of the OE charge to which the payment was applied?

Was it difficult to locate the OE charge?

Were you able to locate the payment you applied?

Additional Reference:
For detailed information on Document Editor please go to *Customer Support > Document Center > Quick Reference Library >* ***Transaction Receipt for AR Payment***

Accounts Receivable Management

Accounts Receivable – Charges

Access *Financial Management* > ***Accounts Receivable Management*** identify the account and select *Charges* as a filter and click *Search.*

TranID/ Contract #	Tran Date	Activity Type	Original Amount	Current Balance	Invoice #	Action
71133	11/16/2018	OE Charges	$115.00	$115.00	UNASSIGNED	
71133	11/16/2018	OE Charges	$250.00	$250.00	UNASSIGNED	
71133	11/16/2018	OE Charges	$10.00	$10.00	UNASSIGNED	
71089	10/18/2018	OE Charges	$49.00	$49.00	UNASSIGNED	
71087	10/16/2018	OE Charges	$49.00	$49.00	851	

Action options for:

Unassigned Charge

View Tran Details
Edit PO/Voucher #
Make a Payment
Make an Adjustment
Add an invoice

Invoiced Charge

View Tran Details
Edit PO/Voucher #
Make a Payment
Make an Adjustment

All charges in accounts receivable will display in this view. The balance view is consistent as in the activity view. If an OE charge was $99.00, and a payment of $50.00 was applied, the balance of $49.00 will display. If the full $99.00 were paid, the balance would display as $0.00.

You can view the original transaction by clicking the Action drop down and selecting View Trans Details.

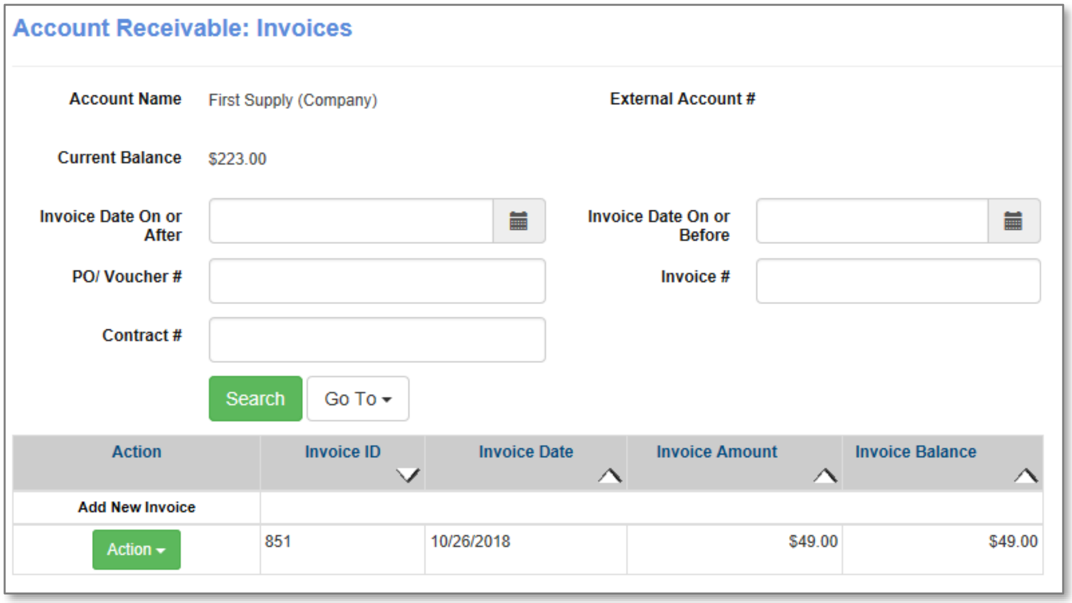
If you want to make a payment to an individual charge, select *Make a Payment* from the dropdown list in the action column. If you use this feature, you will apply the payment to only that specific line item.

If you need to apply an adjustment to a charge, the adjustment dropdown is available. Adjustments can be made to charges; however, the adjustment will create a misc. charge or credit in your financial reports. Any adjustment process should be well defined and used judiciously.

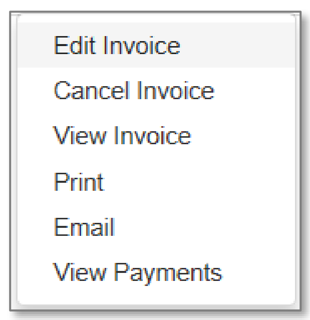
Accounts Receivable Management

Accounts Receivable – Invoices

Access *Financial Management* > ***Accounts Receivable Management***, select an *Account* and choose *Invoices* from the Action column drop drown menu.



Accessing the invoice view allows you to view an existing invoice. Staff may: print or email the invoice, and view payments made against an invoice. Additionally, an invoice can be edited or cancelled if no payments have been applied. Action drop-down options are:



Payment can be made against an invoice as well as an OE charge. The balance of an invoice is affected by any payments applied to the invoice or charge associated with the invoice.

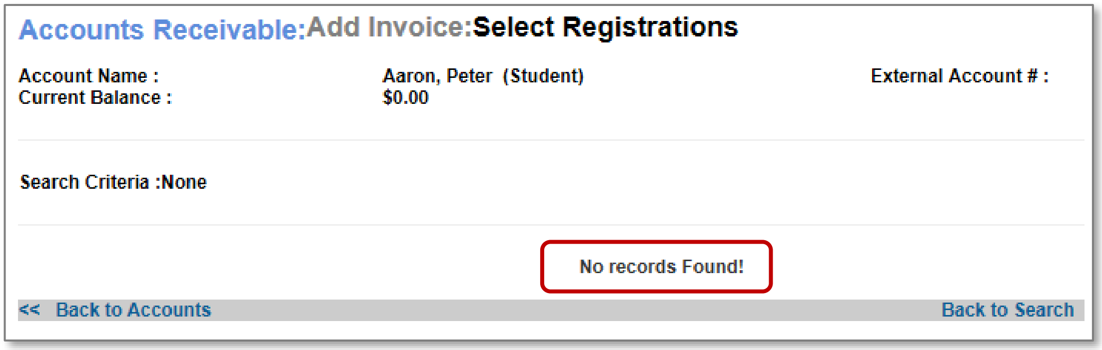
Notice, the invoice ID is displayed along with the invoice date, invoice amount and the balance still due on that invoice.

When a new invoice is necessary, click on *Add New Invoice*.

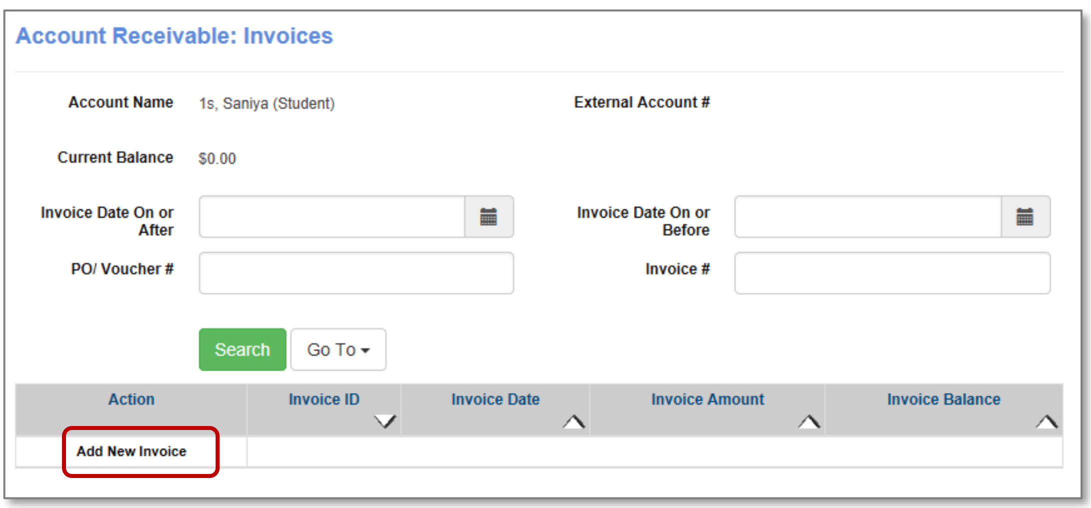
Accounts Receivable Management

Accounts Receivable – Invoices - Continued

After searching you may get a result reading, *No Records Found!* That is because there are no charges attached to this account that are not already assigned to an existing invoice. Even though a balance exists on the account, it is based on an existing invoice.



Again, charges already associated with an invoice will not display on a search whether the search for a charge is conducted via Transaction or Registration. A charge can only be associated with one invoice.



If you access the *Add New Invoice* option from the drop down of a single transaction / registration, the system will assume only that transaction / registration is part of the invoice.

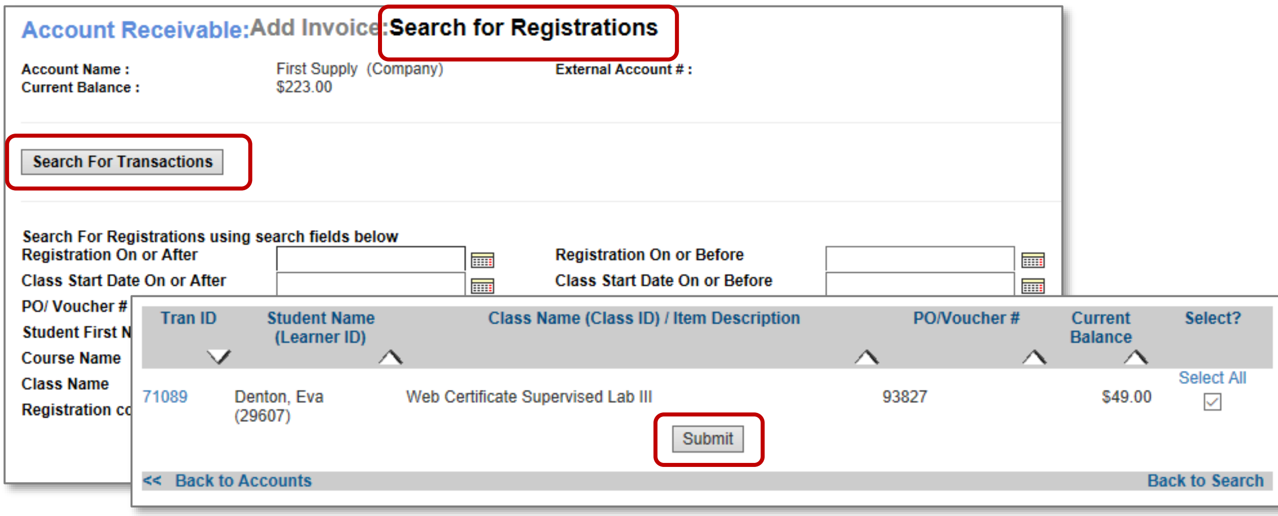
When searching for an account with charges, but no invoice you will have the option to add an invoice.

If the account has a registration (the search was by registration) that is not currently assigned to an invoice. If multiple charges existed, you choose each applicable charge for the invoice. The details of each registration will display in the invoice based on the mail merge fields added to the template you choose to use.

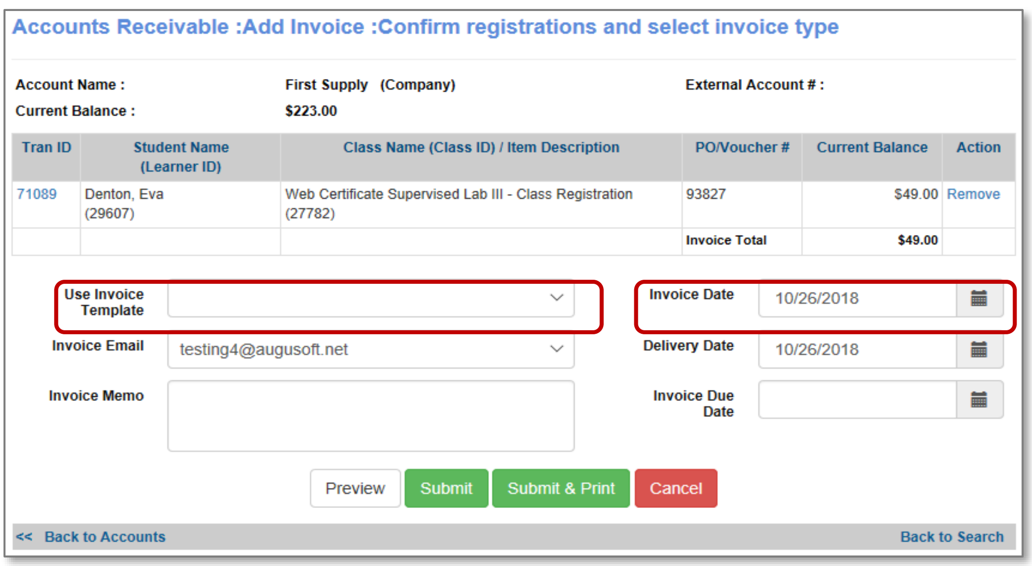
Accounts Receivable Management

Accounts Receivable – Invoices - Continued

When building an invoice, you may search for Transactions or Registrations.



You must choose a template and invoice date.
Confirm the selected line items you selected are correct, remove if needed.



Before submission, we recommend previewing your invoice. Click *Submit* (save only) or *Submit & Print*. When submitting, you must name the document (recommend defining a standard naming convention).

<u>Ripple Effect:</u>

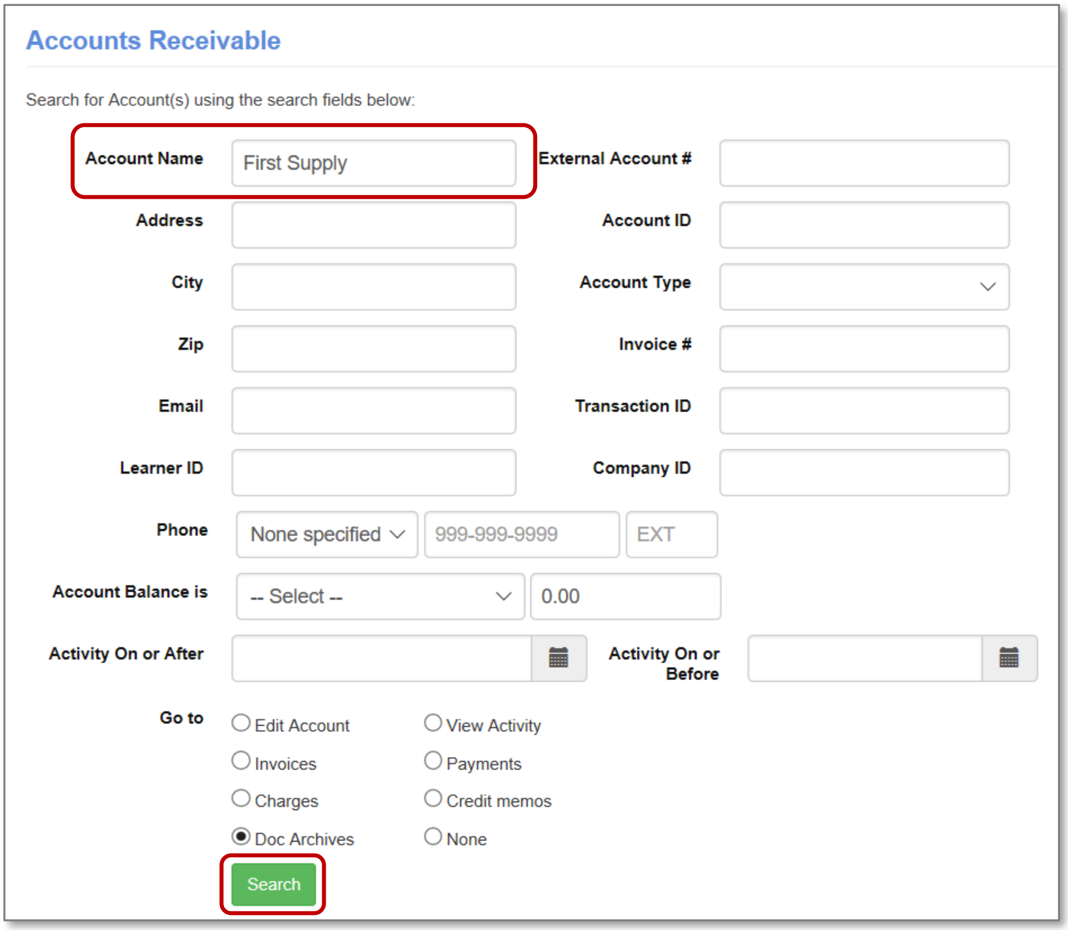
A registration that is invoiced requires the invoice to be removed before a cancellation can occur. The cancel view will display the invoice for an immediate access to modify the invoice to complete the cancellation.

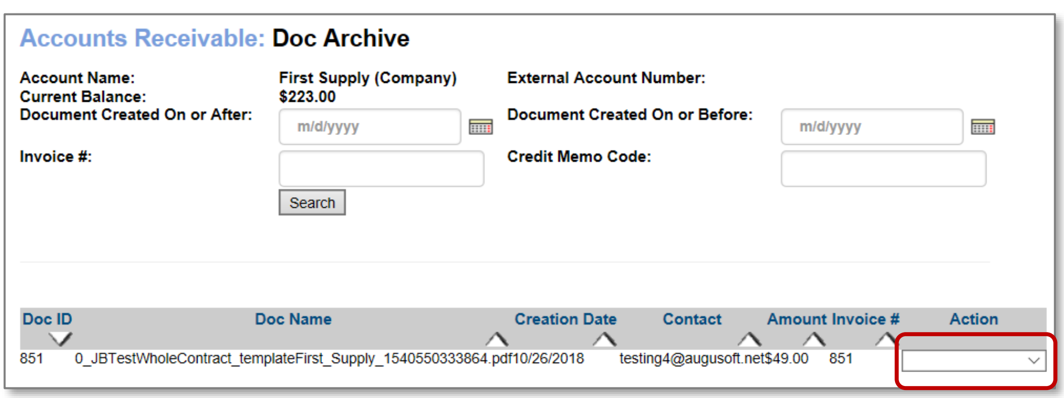
Accounts Receivable Management

Accounts Receivable – Document Archives

Access *Financial Management* > ***Accounts Receivable Management***, select an account and choose *Document Archives*.

Document Archive view allows you to see existing invoices and credit memos. From here, Staff may: view, print or email the document.

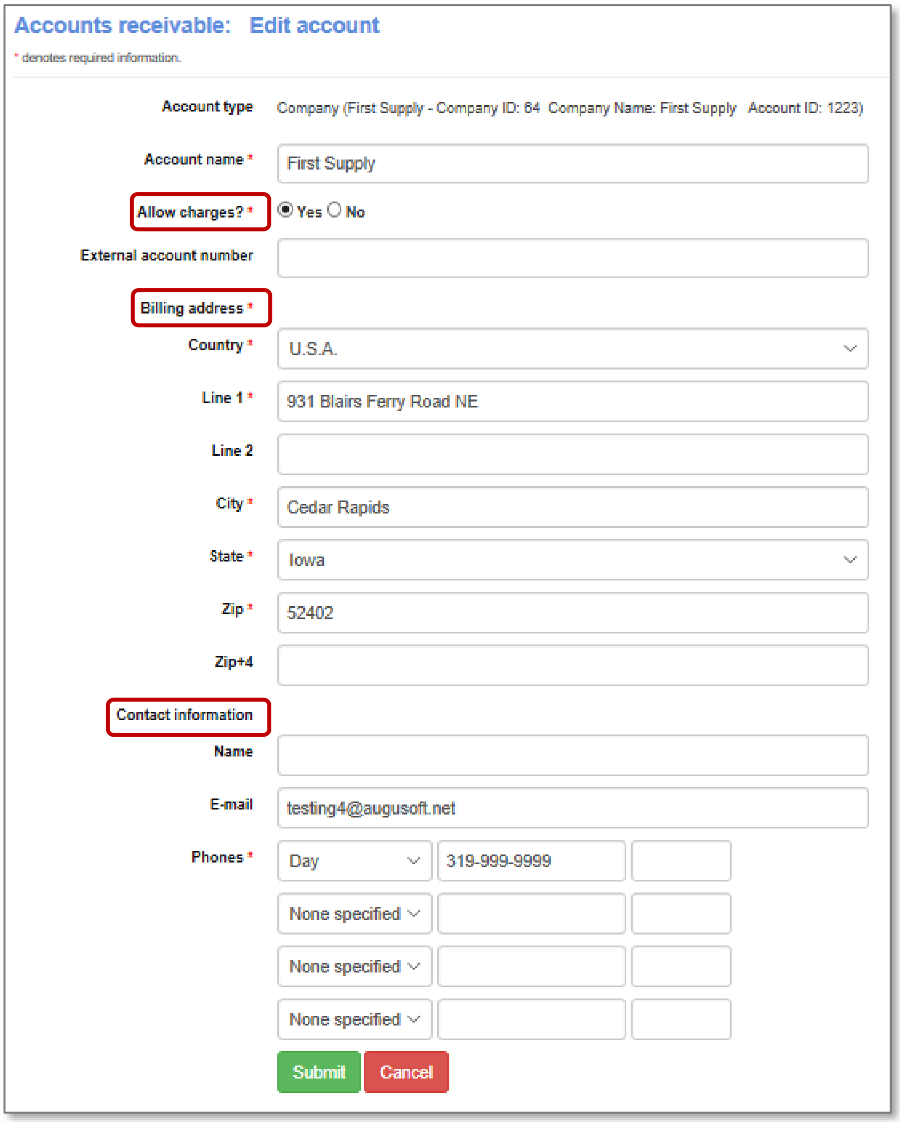




Accounts Receivable Management

Accounts Receivable – Edit Account

Staff may edit a Company or Student account to change charge options, billing details, etc. *Access Financial Management* > ***Accounts Receivable***, select the account and click on *Edit Account.*



Accounts receivable: Edit account

* denotes required information.

Account type	Company (First Supply - Company ID: 64 Company Name: First Supply Account ID: 1223)
Account name *	First Supply
Allow charges? *	Yes / No
External account number	
Billing address *	
Country *	U.S.A.
Line 1 *	931 Blairs Ferry Road NE
Line 2	
City *	Cedar Rapids
State *	Iowa
Zip *	52402
Zip+4	
Contact information	
Name	
E-mail	testing4@augusoft.net
Phones *	Day 319-999-9999
	None specified
	None specified
	None specified

Submit Cancel

Allow changes? Limits the ability for a company to have purchases placed on account.

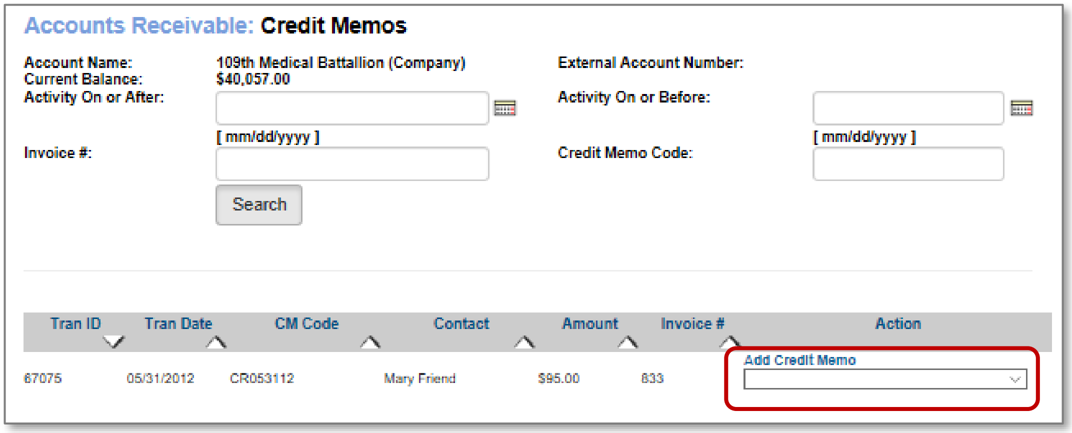
Billing address is automatically populated from the profile, but a billing address can be different from the profile.

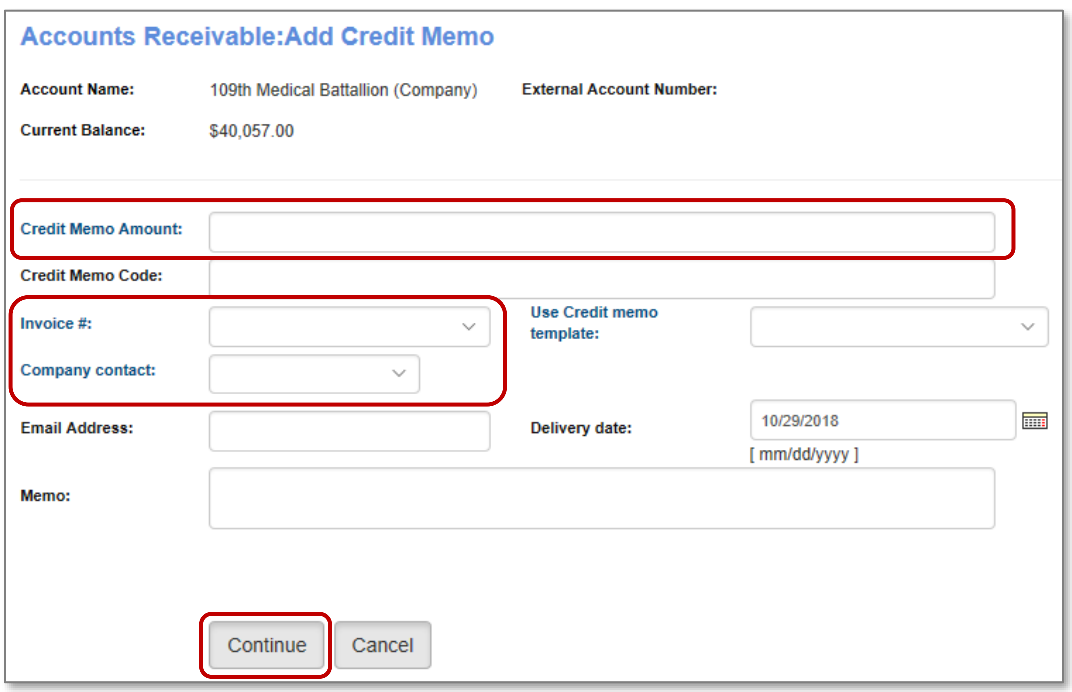
Contact information automatically populates from the account but can also be different.

Accounts Receivable Management

Accounts Receivable – Credit Memo

Credit Memos can only be created if an invoice has been issued. Credit Memos reduce the Accounts Receivable balance owed on the invoice.



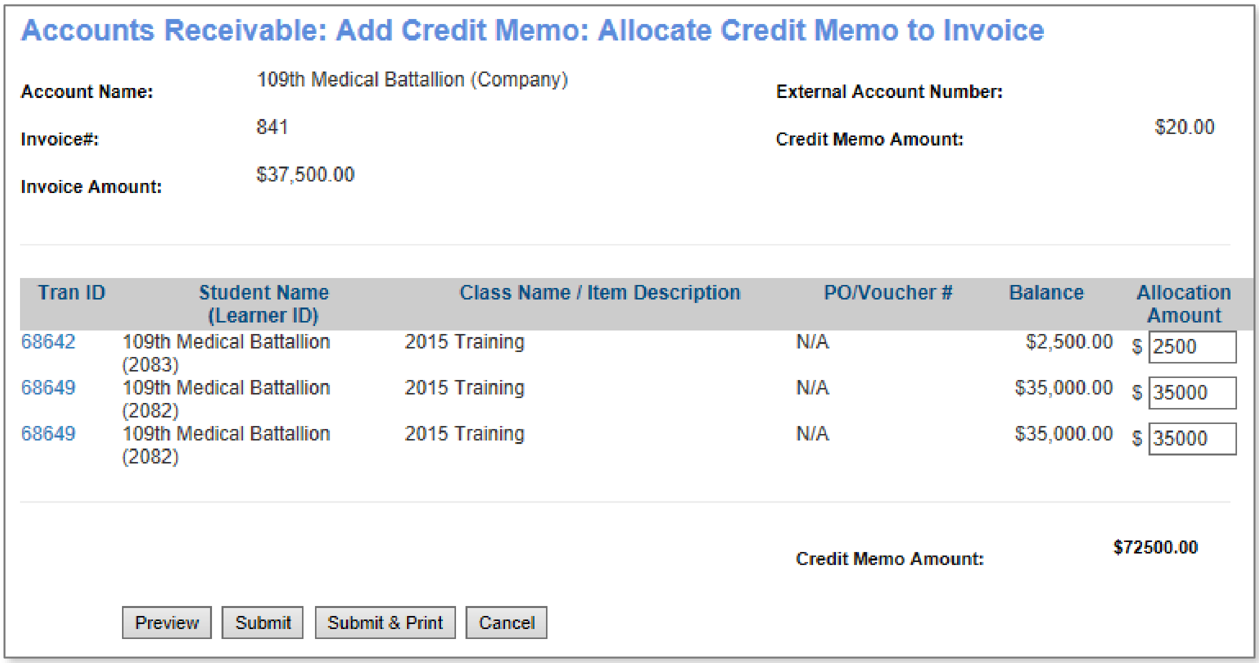


To create a Credit Memo, you must enter the amount of the credit, select an invoice, and choose a template. Optionally, you may define a credit code, enter an email address and / or delivery date, or add a memo.

Accounts Receivable Management

Accounts Receivable – Credit Memo – Continued

You must apply the credit to the transactions / registrations associated with the invoice chosen. This ensures amounts are tracked specifically by transaction/registration. It's a good idea to preview your memo before submission.



Accounts Receivable: Add Credit Memo: Allocate Credit Memo to Invoice

Account Name: 109th Medical Battallion (Company)

External Account Number:

Invoice#: 841

Credit Memo Amount: $20.00

Invoice Amount: $37,500.00

Tran ID	Student Name (Learner ID)	Class Name / Item Description	PO/Voucher #	Balance	Allocation Amount
68642	109th Medical Battallion (2083)	2015 Training	N/A	$2,500.00	$ 2500
68649	109th Medical Battallion (2082)	2015 Training	N/A	$35,000.00	$ 35000
68649	109th Medical Battallion (2082)	2015 Training	N/A	$35,000.00	$ 35000

Credit Memo Amount: **$72500.00**

Preview | Submit | Submit & Print | Cancel

Question:

Does your organization currently provide credits on accounts? What causes the need for credit?

____

Accounts Receivable Management

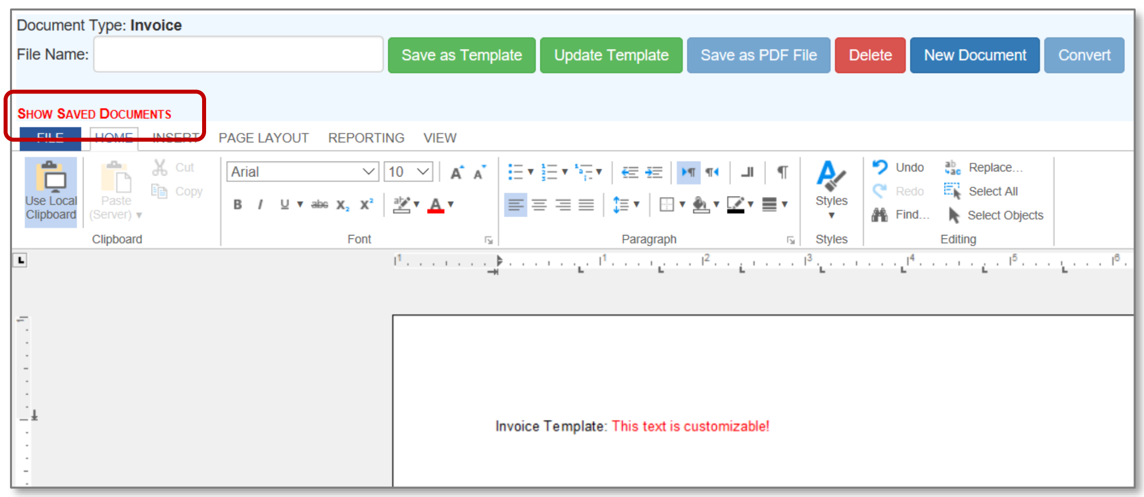
Accounts Receivable Templates

Access *Financial Management* > ***Invoice Templates*** *or* ***Credit Memo Templates***

Each organization develops templates. If you currently use an invoice or credit memo template that is saved in other software, such as MS Word, this can be copied and pasted into the template view and then saved and modified.

You must create your templates prior to creating invoices or credit memos. Each process requires a template to be chosen.

You must use the mail merge fields in Document Editor to have information pulled into the document from other locations within Lumens. We encourage you to test the process in your staging site with an example, so you can confirm your document appears as you anticipate.



Try It!:

Locate any templates you currently use then copy and save into your Lumens site. These documents can be built in staging and copied to your production site at a later date.

Additional Reference:

For detailed information on Document Editor please go to *Customer Support* > *Document Center* > *Quick Reference Library* > ***Document Editor Fundamentals*** *and* ***Document Editor Mail Merge/Blocks***

Accounts Recievable Reports

Accounts Receivable Reports

Objectives for Accounts Receivable Reports:

- Review the Accounts Receivable Report Group
- Access applicable reports to track AR activity

This section of the workbook focuses on review of Accounts Receivable reports.

Access *Reports* > ***Accounts Receivable***

accounts receivable	Type	Action
3rd Party Class Activity	Standard	Run / Schedule | Edit | Add to my favorites | Help
3rd Party Registration Activity	Standard	Run / Schedule | Edit | Add to my favorites | Help
A/R Activity	Standard	Run / Schedule | Edit | Add to my favorites | Help
A/R Aging	Standard	Run / Schedule | Edit | Add to my favorites
A/R Balance	Standard	Run / Schedule | Edit | Add to my favorites | Help
A/R Balance As Of	Standard	Run / Schedule | Edit | Add to my favorites | Help
A/R Charges Not Invoiced	Standard	Run / Schedule | Edit | Add to my favorites | Help
Charges with a Balance	Standard	Run / Schedule | Edit | Add to my favorites | Help
Invoices with a Balance	Standard	Run / Schedule | Edit | Add to my favorites | Help
Student 3rd Party Requests	Standard	Run / Schedule | Edit | Add to my favorites | Help

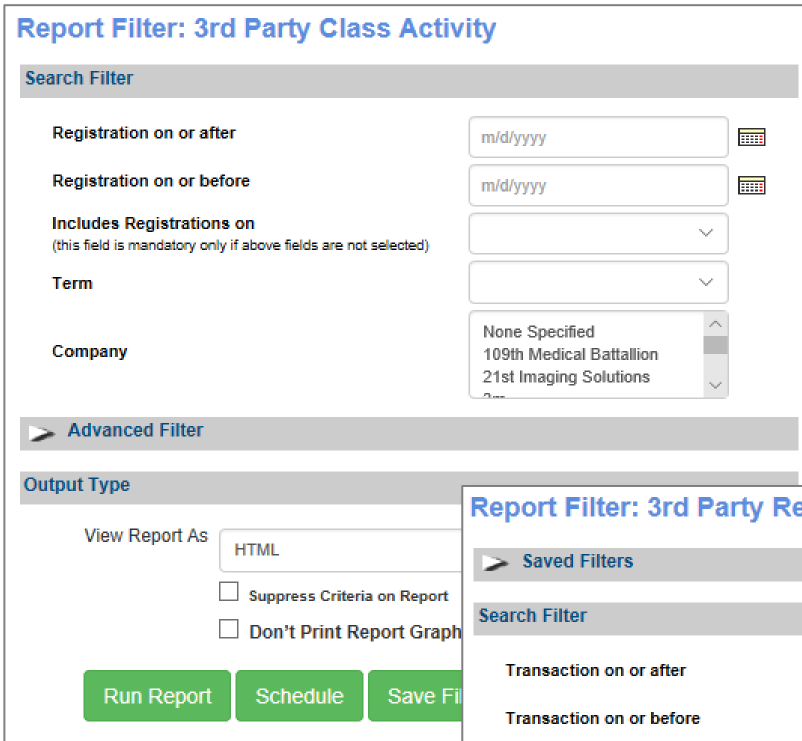
The following reports are available reports in Accounts Receivable.

- **3rd Party Class/Registration Activity:** Designed to track the number of registrations per class or Students per class that were the financial responsibility of the 3rd Party for payment.
- **A/R Activity:** Lists each transaction that involves AR, whether a charge, adjustment, or payment. The AR account name and ID, the Company or Student ID, transaction type and amount make this report valuable for managing your AR.
- **AR Aging:** Designed to let you monitor AR balances based on the age of the charge.
- **A/R Balance/Balance as of:** Lists the balance of all AR accounts with a balance greater than zero or the balance as of a certain date.
- **A/R Charges Not Invoiced:** Displays all charges not included on an invoice; filtered by transaction date.
- **Charge/Invoices with a Balance:** Lists all charges/invoices to AR not yet paid and therefore has a balance, provides the original charge, current charge, and number of days since the charge.
- **Student 3rd Party Requests:** List of all Students who have submitted a request that their Company pay for their registration in a class.

Accounts Receivable Reports

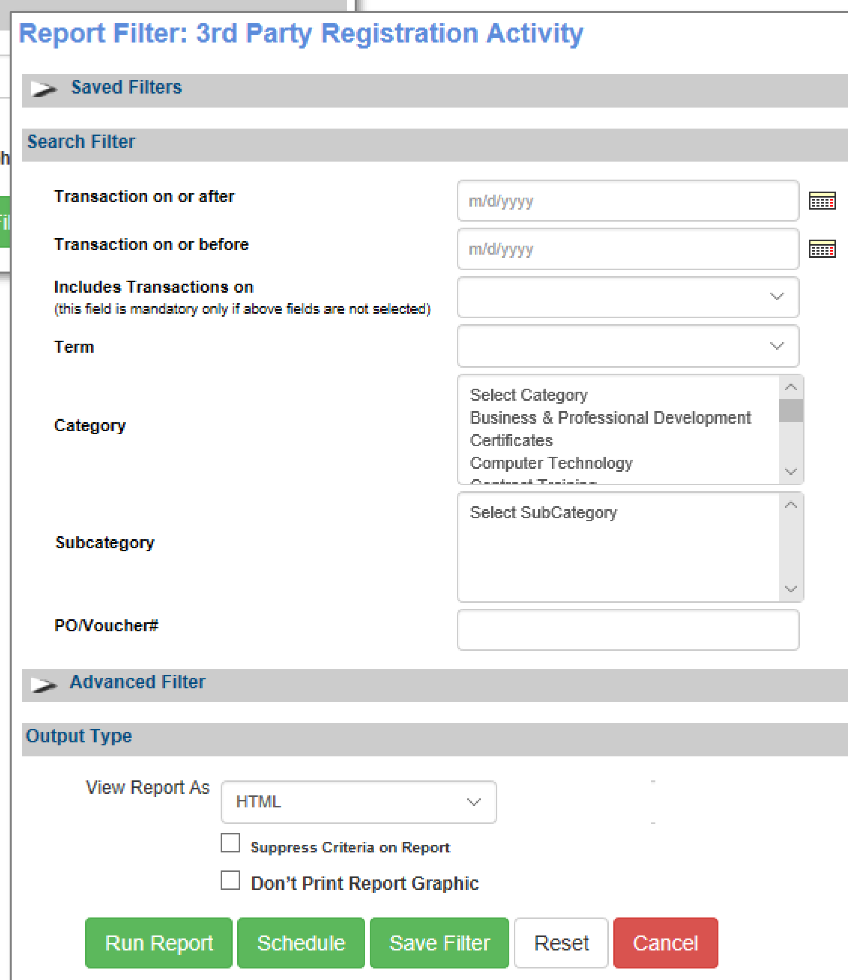
Accounts Receivable Reports – 3rd Party Class Activity / Registration Activity

Access *Reports* > *Accounts Receivable* > ***Class Activity*** *(or)* ***Registration Activity***



Provides Company registration details for any given class.

This is an applicable report if you need to identify individual OE classes the Company has paid for, for their employees to attend. The report includes, class information, enrollment numbers, and class totals.



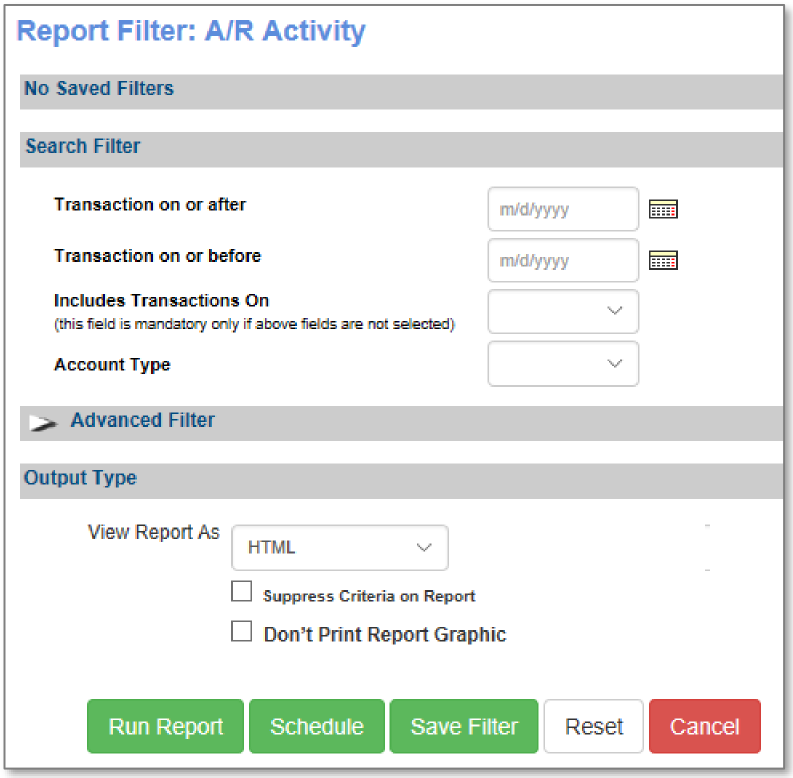
Provides individual Student registration details and 3rd party (Company) associations.

It identifies Students registered for classes paid for by his / her Company. You can sort by Company name.

Accounts Receivable Reports

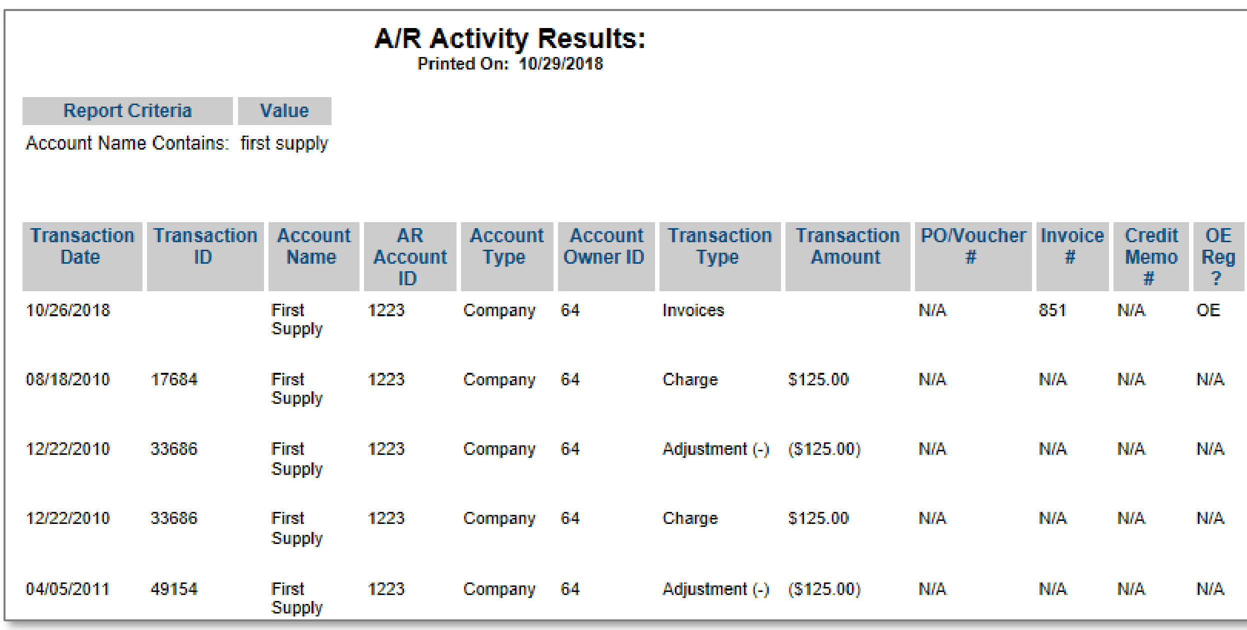
Accounts Receivable Reports – AR Activity

Access *Reports* > *Accounts Receivable* > ***AR Activity***



Provides overall AR activity for any given account.

For tracking AR transactions for any given Student and / or 3rd party. Use the Advance Filter feature and choose account name, this will provide a running tally of the charges, adjustments, invoices (if applicable), and payments for the specific account.



A/R Activity Results:
Printed On: 10/29/2018

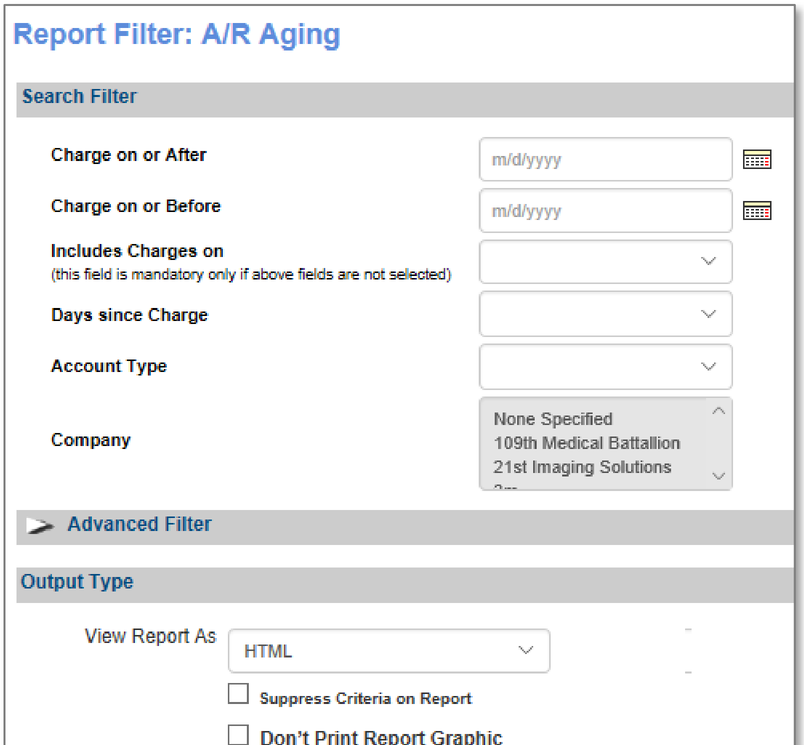
Report Criteria	Value
Account Name Contains:	first supply

Transaction Date	Transaction ID	Account Name	AR Account ID	Account Type	Account Owner ID	Transaction Type	Transaction Amount	PO/Voucher #	Invoice #	Credit Memo #	OE Reg ?
10/26/2018		First Supply	1223	Company	64	Invoices		N/A	851	N/A	OE
08/18/2010	17684	First Supply	1223	Company	64	Charge	$125.00	N/A	N/A	N/A	N/A
12/22/2010	33686	First Supply	1223	Company	64	Adjustment (-)	($125.00)	N/A	N/A	N/A	N/A
12/22/2010	33686	First Supply	1223	Company	64	Charge	$125.00	N/A	N/A	N/A	N/A
04/05/2011	49154	First Supply	1223	Company	64	Adjustment (-)	($125.00)	N/A	N/A	N/A	N/A

Accounts Receivable Reports

Accounts Receivable Reports – AR Aging

Access *Reports* > *Accounts Receivable* > ***AR Aging***



Provides an ongoing list of the AR accounts and their current age.

For tracking charges based on the accounting standard of 30, 31-60, 61-90, 91-120, and +120-day tracking. It also indicates the age of the charge based on its invoice date.

Each 3rd Party and / or Student is listed individually.

The original amount and current amount display to indicate if payments have been applied.

Account Name	Account Type	AR Account ID	Account Owner ID	Account Owner ID	Company/Student/Funding Source ID	External Account Number	Original Charge Balance	Current Charge Balance

Balance Aged 0-30 Days	Balance Aged 31-60 Days	Balance Aged 61-90 Days	Balance Aged 91-120 Days	Balance Aged 121+ Days	Invoice Balance Aged 0-30 Days	Invoice Balance Aged 31-60 Days	Invoice Balance Aged 61-90 Days

Invoice Balance Aged 91-120 Days	Invoice Balance Aged 121 - 180 Days	Invoice Balance Aged 181-365 Days	Invoice Balance Aged 366+ Days	Registration Hold (Y/N)	Account Owner ID

Ripple Effect:

These reports directly link to how you manage the accounts receivable in your Lumens site. If you choose not to use the A/R and 3rd Party Pay features, this group of reports will not display. If you choose to use 3rd Party Pay, the AR feature must be activated.

Accounts Receivable Reports

Accounts Receivable Reports – AR Balance / AR Balance As Of

Reports > Accounts Receivable > ***AR Balance*** *(or)* ***AR Balance As Of***

A/R Balance Results:

Printed On: 11/29/2018

Report Criteria	Value

Account Name	Account Type	Account Owner ID	AR Account ID	Learner ID	Current Balance	Registration Hold (Y/N)
AAA District Department	Company	383	383		$149.00	No
Aaron, Ruby	Student	18590	2524	18590	$39.00	No
All Star Plumbing & Heating, Inc.	Company	4	4		$4,700.00	No
Allamakee County Sheriff's Office	Company	166	166		$85.00	No
Archer Electric	Company	2069	2069		$1,800.00	No

The AR Balance report provides overall current balances for AR accounts.

AR Balance As Of provides the option to run balances for a specific day/date and display either by account, transaction, or accounting code.

Report Filter: A/R Balance As Of

No Saved Filters

Search Filter

Charges on or after: m/d/yyyy

Charges on or before: m/d/yyyy

Balance as of: 11/29/2018

Report By: (•) By AR Account ( ) By Transaction ( ) By Accounting Code

Account Name:

Advanced Filter

Output Type

View Repor

Run Re

Balance As Of

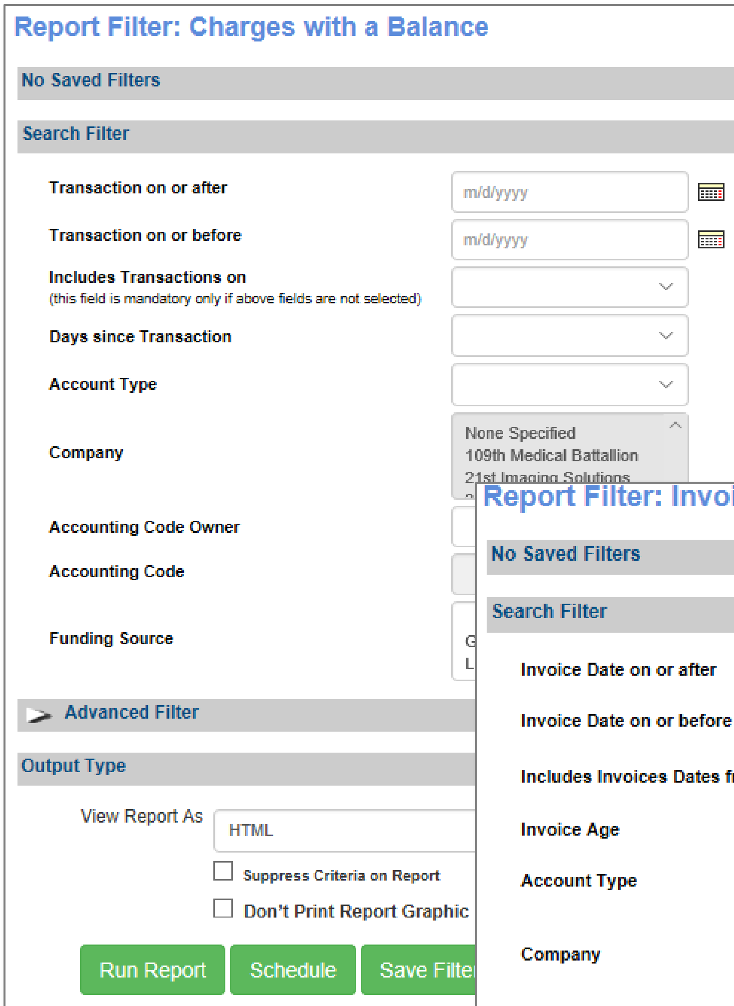
Report Criteria	Value
Balance as of:	11/29/2018
Report By:	By AR Account

AR Account Name	AR Account ID	Account Owner ID	AR Account Type	Balance as of 11/29/2018
Accurate Gear and Machine, Incorporated	1	1	Company	$0.00
A-Line Striping	3	3	Company	$0.00
All Star Plumbing & Heating, Inc.	4	4	Company	$4,700.00
Unity Point Healthcare fka Allen Memorial Hospital	5	5	Company	$0.00
Alpha Express, Incorporated	6	6	Company	$0.00
Alter Metal Recycling	7	7	Company	$0.00

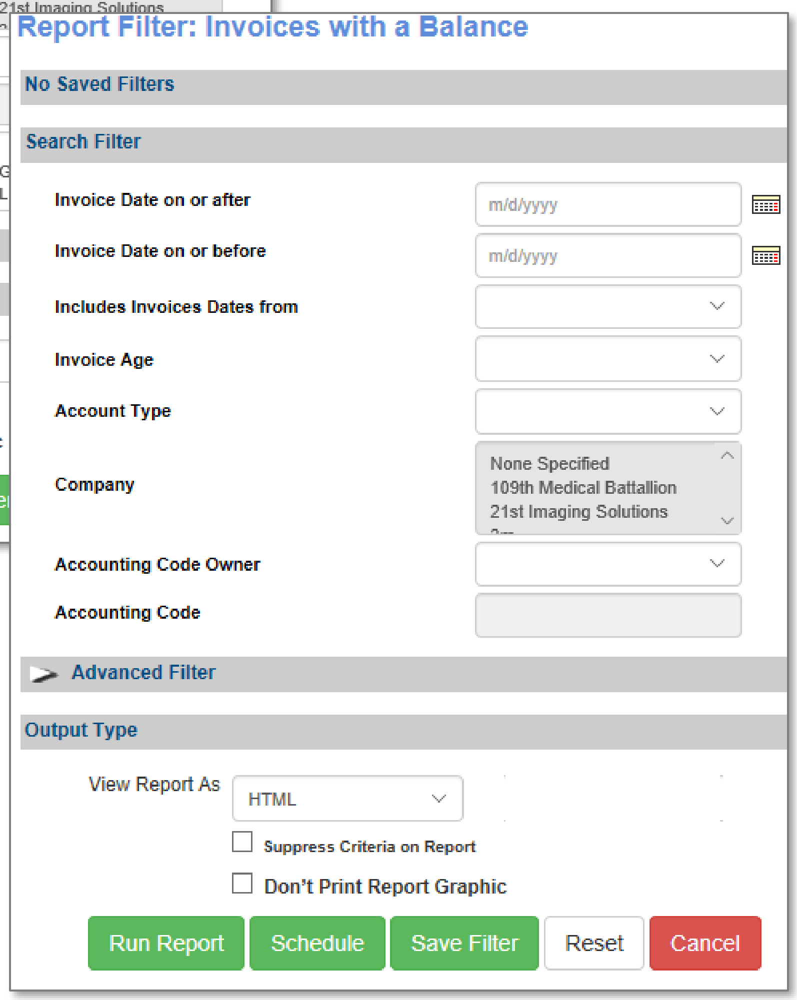
Accounts Receivable Reports

Accounts Receivable Reports – Charges / Invoices with a Balance

Reports > Accounts Receivable > ***Charges with a Balance*** *(or)* ***Invoices with a Balance***



Both reports are very similar. When using invoicing, the Charges with a Balance report can be redundant.

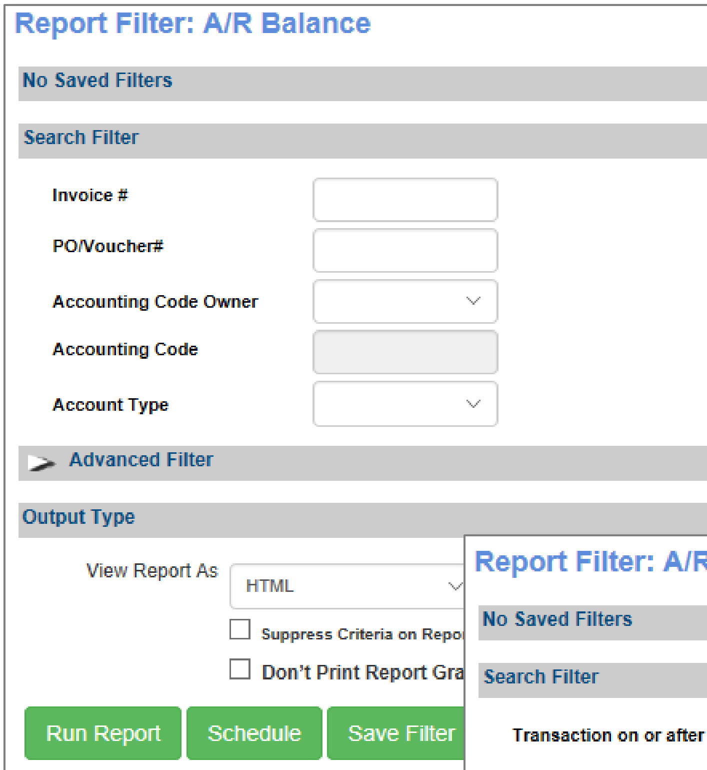


Either report can be used to identify AR accounts with a balance to determine if follow up for payment is required.

Accounts Receivable Reports

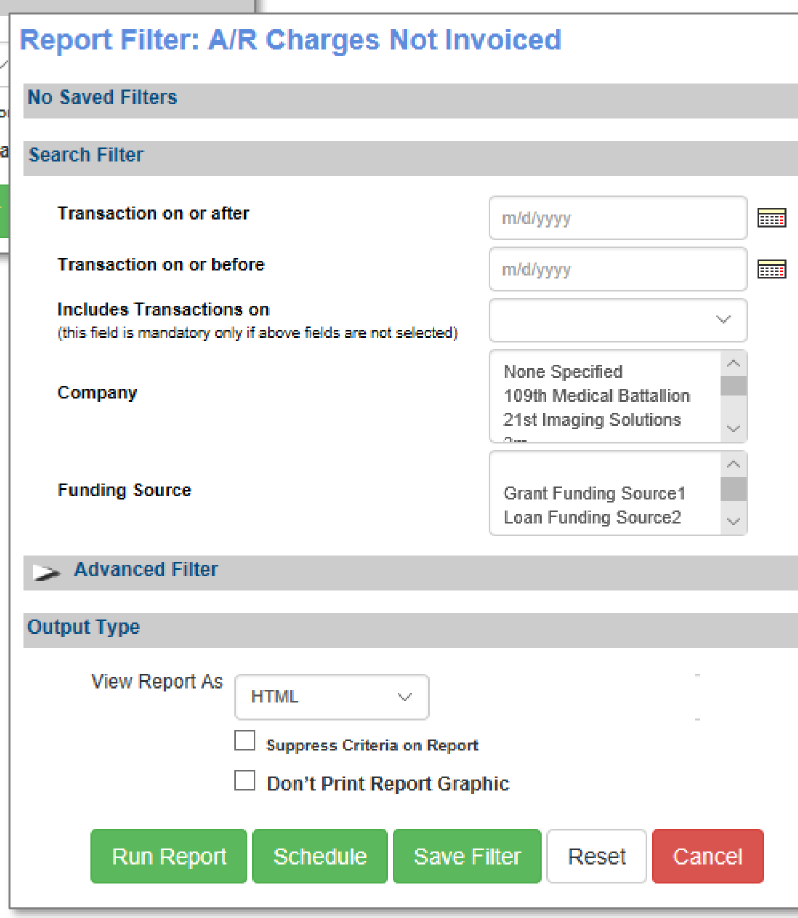
Accounts Receivable Reports – AR Balance / AR Charges Not Invoiced

Access *Reports* > *Accounts Receivable* > ***A/R Balance*** *(or)* ***A/R Charges Not Invoiced***



Provides AR Balances.

This is a high-level report that includes primarily the account name and AR balance at the time the report is processed.



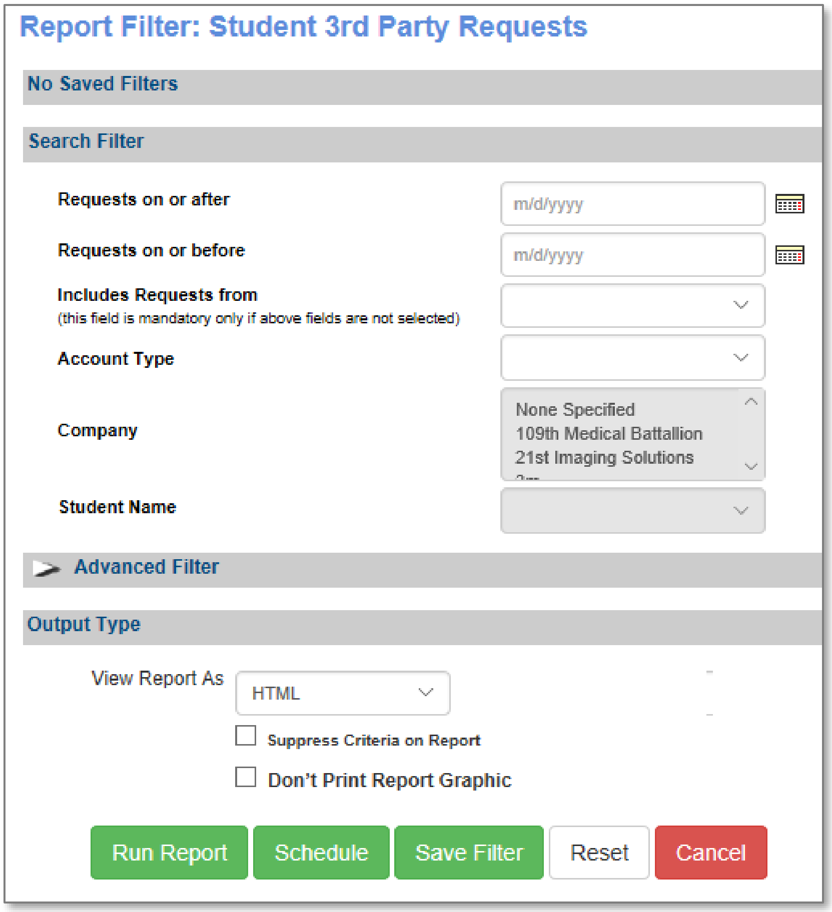
Provides a list of charges not associated with an invoice by account name.

Best if invoicing <u>all</u> charges. We highly recommend running this report regularly to track all charges to ensure each one has been invoiced.

Accounts Receivable Reports

Accounts Receivable Reports – Student 3rd Party Requests

Access *Reports* > *Accounts Receivable* > ***Student 3rd Party Requests***



Provides a list of Students who have submitted 3rd party payment requests (only applies if active on site).

We highly recommend scheduling this report to be sent automatically to an individual(s) to track Student requests and to ensure the request is managed.

The Student name (requestor) is listed with the Class details and includes the number of seats available for the class (at the time the report is run). In addition, the report displays the Company Name (payee) and whether or not the Student has been registered.

Report Criteria	Value
Company	First Supply
Account Type	Company

Student Name	Learner ID	Request Date	Registered in Class?	Class Name	Course Name	Class ID	Class Start Date	Registration Cost	Remaining Seats in Class	Company Name	Contact Name	Registration Hold (Y/N)
Denton, Eva	29607	10/18/2018	No	OSHA Standards for Construction	OSHA Standards for Constructio	27774	11/13/2018	$710.00	15	First Supply	Shirley Gomez	No
Denton, Eva	29607	10/22/2018	No	Advanced Stress Management	Advanced Stress Management	27688		$800.00	9999	First Supply	Shirley Gomez	No

Knowledge Review
3rd Party Process Review

This review is based on the *3rd Party Module*. Use this review to check your knowledge of the topics and objectives of the module.

Objectives for 3rd Party Process:

- Add a Company profile
- Edit a Student profile to assign a Company to the profile
- Complete a registration using the 3rd Party Payment option
- Review the Manage Request feature for Third Party payment requests
- Review the Request Third Party Pay templates

To complete this review, use the *3rd Party Process Module* as a resource.

- The review has five statements below.
- Add the missing information.
- Compare your responses against the answer key (how did you do?).

Companies must have a ____ set up if they want to process 3rd Party registrations.

A student can self-identify a connection with a __________________________ if the option is set to *Yes* by a Power User.

Allowing Companies to ____ is set at the Company profile view IF the options is set to *Yes* by Power Users.

Students that request a company to pay for a registration are not ___________________________________ in the class until either a staff member of company complete the registration.

If a student's request for a company to pay for their registration is _______________________________ the student is sent an email notification and at that time, the student can choose to register themselves for the class.

Knowledge Review

3rd Party Review Key

Review answer key:

Companies must have a ________________contact name__________________________________ set up if they want to process 3rd Party registrations.

A student can self-identify a connection with a _________company____________________ if the option is set to *Yes* by a Power User.

Allowing Companies to ___________________register students____________________________ is set at the Company profile view IF the options is set to *Yes* by Power Users.

Students that request a company to pay for a registration are not
___________________enrolled____________________ in the class until either a staff member of company complete the registration.

If a student's request for a company to pay for their registration is
___________________denied__________________ the student is sent an email notification and at that time, the student can choose to register themselves for the class.

Additional Resources:

Customer Support > Document Center > Quick Reference Aids > ***Company Created Student Profiles*** *and* ***AR Self-Payments***

Knowledge Review

Accounts Receivable Management Review

This review is based on the *Accounts Receivable Management Module*. Use this review to check your knowledge of the topics and objectives of the module.

Objectives for Accounts Receivable Management Module:

- Review the Accounts Receivable process in Lumens
- Create Invoice & Credit memo templates
- Generate an invoice in Lumens
- Complete a payment on an AR account

To complete this review, use the *Accounts Receivable Management Module* as a resource.

- The review has four questions (multiple choice or True / False).
- Answer the questions to the best of your knowledge.
- Compare your responses against the answer key (how did you do?).

1. The following templates can be created using the Financial Management template option:
   - ○ Contracts
   - ○ Grades
   - ○ Invoices
   - ○ Proposals

2. **T/F:** An AR charge that is <u>unassigned</u> has not been invoiced.

3. **T/F:** The search results for transactions or registrations display the exact same way.

4. The payment options in AR are ___________________________.
   - ○ Check
   - ○ Credit Card
   - ○ Student/3rd Party Account
   - ○ All of the Above

Knowledge Review

Accounts Receivable Management Review Key

Review answer key:

Expected Results	Related Information
The following templates can be created using the Financial Management template option: ○ Invoices	*Grades, Contracts, and Proposals will display in different template views.*
T: An AR charge that is <u>unassigned</u> has not been invoiced.	
F: The search results for transactions or registrations display the exact same way.	*False: Transactions will display all registrations within the transaction together.*
The payment options in AR are ____________________. ○ All of the Above	*Payment options are based on the active options within your organization.*

Additional Reference:

For detailed information on Document Editor please go to *Customer Support* > *Document Center* > *Quick Reference Library* > ***Transaction Receipt for AR Payment***

Knowledge Review

Accounts Receivable Reports Review

This review is based on the *Accounts Receivable Reports Module*. Use this review to check your knowledge of the topics and objectives of the module.

Objectives for Accounts Receivable Reports:

- Review the Accounts Receivable Report Group
- Access applicable Reports to track AR activity

To complete this review, use the *Accounts Receivable Reports Module* as a resource.

- The review has four statements below.
- Add the missing information.
- Compare your responses against the answer key (how did you do?).

The ____ report provides the current age of any given AR charge.

These two reports ____ and ____ are very similar but if you are using the invoicing feature, one can be much more valuable than the other.

When the 3rd Party Pay Request feature is active, we recommend scheduling the ____ report to track these requests.

The 3rd Party Class Activity and the 3rd Party Registration Activity reports are __________________________, however, one focuses on classes while the other is focused on student registrations.

Knowledge Review

Accounts Receivable Reports Review Key

Review answer key:

The ____________________AR Aging________________________ report provides the current age of any given AR charge.

These two reports ________________Invoices with a Balance__________________________ and _______________Charges with a Balance____________________ are very similar but if you are using the invoicing feature, one can be much more valuable than the other.

When the 3rd Party Pay Request feature is active, we recommend scheduling the __________________Student 3rd Party Requests_______________________ report to track these requests.

The 3rd Party Class Activity and the 3rd Party Registration Activity reports are ______similar___________, however, one focuses on classes while the other is focused on student registrations.

Additional Reference: *Customer Support > Document Center > Quick Reference Library > **Reports for Beginners***