

Augu'soft[®]

Lumens 3rd Party & Accounts Receivable



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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

3rd Party Pay & Accounts Receivable

Introduction - Icons

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)

Companies

For the default list of Companies, click 'Reset' and then click 'Search'.

Company Name	<input type="text"/>	Company Status	<input type="text"/>
City	<input type="text"/>	State / Province	<input type="text"/>
Zip	<input type="text"/>	Company email	<input type="text"/>
Phone number	<input type="text"/>		

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

Add Company

* denotes required information.

Username Information

Username: minimum 6 characters

Username *

Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: 0!@#\$%^&*)

Password *

Strength
□ □ □ □

Re-enter password *

Identity Verification Question

Identity Verification Answer

Password hint *

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

Mailing Address

Attention To

Company name *

Country * U.S.A.

Billing Address Same for both

Attention To

Company name *

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

Web Page

Allow Company to Register Students? * Yes No

Find classes by Courses Menu Courses Search

May add slim profile? * Yes No

Phone * 999-999-9999 Ext

Additional Phones 999-999-9999 Ext

Company E-mail *

Staff Member Contact E-mail *

Provider Type

EIN Number

NAICS Code

Internal Comments

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**

Allow companies to make payments to AR? *	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Allow companies to make payments to only invoiced charges? *	<input type="radio"/> Yes	<input checked="" type="radio"/> No

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

Dashboard	Company Profile	Contacts	Divisions	Tran History
Current Electronic Voucher Balance: \$0.00 A/R Account Balance: \$149.00 Pay Now				
Actions	Transaction Date	Transaction Type (ID)	Payment Method	Transaction Amount
Action ▾	02/13/2018	Registration (63850)	3rd party account/PO/Voucher	\$149.00

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

Allow student to make payments to AR? *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
--	---------------------------	-------------------------------------

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

my dashboard	merchandise	my profile	current registrations	my transactions	my transcripts
my waiting list					
Current Electronic Voucher Balance:		\$0.00			
A/R Account Balance:		\$39.00 Pay Now			
Recent Transactions for Aaron, Ruby					
Select	Transaction Date	Transaction Type (ID)	Payment Method	Payer	Transaction Amount
Action ▾	11/19/18	Registration (63886)	Student Account	Aaron, Ruby (Student)	\$39.00

Additional Reference:

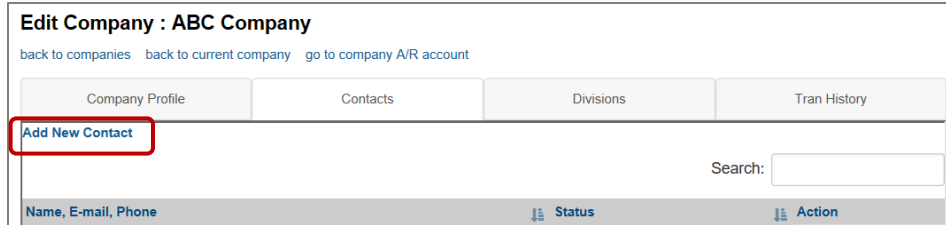
For detailed information on Document Editor please go to *Customer Support > Document Center > Quick Reference Library > Accounts Receivable Self-Payments*



3rd Party Process

Company Profile - Continued

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



Edit Company : ABC Company
back to companies back to current company go to company A/R account

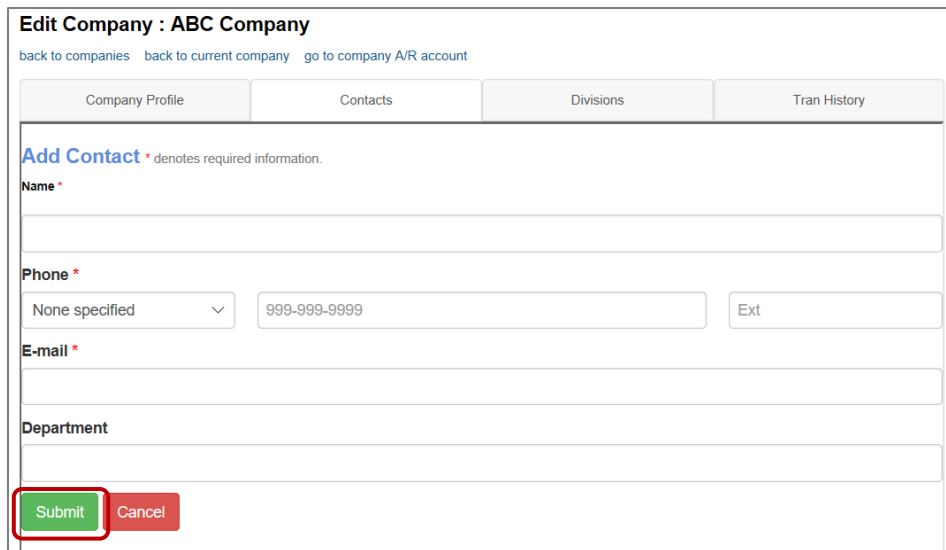
Company Profile Contacts Divisions Tran History

Add New Contact

Search:

Name, E-mail, Phone Status Action

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



Edit Company : ABC Company
back to companies back to current company go to company A/R account

Company Profile Contacts Divisions Tran History

Add Contact * denotes required information.

Name *

Phone *

None specified 999-999-9999 Ext

E-mail *

Department

Submit Cancel

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.

3rd Party Process

Company Profile – Continued

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

The screenshot shows a multi-step form for editing a student profile. At the top, there are three tabs: STEP-1 (selected), STEP-2, and STEP-3. The form fields are as follows:

- Student ID: 18443
- Username: Davonte Crist [Change Username](#)
- E-mail: testing4@augusoft.net [Privacy Policy](#)
- Password: Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&*) [Progress bar: Good]
- Re-enter password: [Progress bar: Good]
- Password hint: [Empty field]
- Identity Verification Question: None specified (dropdown)
- Identity Verification Answer: [Empty field]
- Purchase Membership?: None Specified (dropdown)
- First name*: James
- Middle Name: [Empty field]
- Last name*: Dent
- Maiden Name: [Empty field]
- Mail preference: May we include you on our mailing lists? Yes No
- Company: None specified (dropdown, highlighted with a red box)
- Internal Comments: [Empty field]

At the bottom of the form are three buttons: Submit (green), Continue>> (green), and Cancel (red).

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.

Try It!:

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.

Shopping Cart

Your class(es) have been added to the shopping cart, to finalize check out you must agree to the refund policy. If you have any questions about your registration, please email [Business and Community Education](#) or call 612-555-1212. Enjoy your class!

Student Details	Class Details	Amount
Aaron, Faye training@augusoft.net 3998 Hawks Nest Lane Cedar Falls , IA 50613 314-698-0199	Bookkeeping Level 1 & 2, Start Date: 12/10/2018, Instructor: Newport Location: Main Campus - Buchanan Hall	<input type="checkbox"/> Agree to Refund Policy Remove Class
	Class Registration Cost	\$599.00
<hr/>		
Total		
Total		\$599.00
<hr/>		
Discounts and Checkout		
<input type="text"/>		
<input type="button" value="Apply Gift Code"/>		
<input type="button" value="Checkout"/> <input type="button" value="Donate"/> <input type="button" value="Request Company to Pay for Class"/> <input type="button" value="Clear Cart"/> <input type="button" value="Choose Additional Classes"/>		

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

Request for Company Payment

Request for Company Payment:

Making this request to have your company pay for the registration cost of this class(es) does not guarantee either that your company will agree to pay for this registration or that space will still be available in the class when the registration is processed.

Do you want to make this request?

Select 'Submit' to continue making this request; select 'Cancel' to return to the Shopping Cart and pay with your Credit Card.

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:

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

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.

Ripple Effect:

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.



Try It!:

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.

Company Student

Search for Students by the search fields below.
For a complete list of students, click 'Reset' and then click 'Search'.
To clear search criteria only, click 'Reset'.

* To register multiple students, select the student(s) by clicking the 'check box' in the 'Register' column.

Last Name First Name

Email

Add New :

Search Results

Select	Register	Name
<input type="checkbox"/>	<input type="checkbox"/>	Denton, Eva

Select Student(s)

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

Choose a class and add it to the Cart.

Home: Cart: Choose Payment Method

Payment amount: \$49.00

Receivables current balance: \$174.00

Contact*

Select one payment method:

Credit card

3rd party account/PO/Voucher

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.

Manage Student Requests

* denotes required field.

Search for Student requests using search fields below:

Request Date On or After	<input type="text"/>	Request Date On or Before	<input type="text"/>
Class Start Date On or After	<input type="text"/>	Class Start Date On or Before	<input type="text"/>
Class Name	<input type="text"/>		
Student First Name	<input type="text" value="eva"/>	Student Last Name	<input type="text"/>

Class Section						
Student name	Request Date	Class Name (ClassID)	Registration Cost	Class Start Date	Seats Available	Action
Denton, Eva	10/18/2018	500 Trainer Course in OSHA Standards for Construction (27774)	\$710.00	11/13/2018	15	<input type="button" value="Select All"/> <input type="button" value="Select All"/> <input type="checkbox"/> Register <input type="checkbox"/> Deny

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.

Shopping Cart

Now that you have added your class(es) to the shopping cart, to finalize check out you must agree to the refund policy. If you have any questions about your registration, please email nobody@augusoft.edu or call [612-331-8301](tel:612-331-8301). Have a great class!

Student Details	Class Details	Amount
Denton, Eva testing4@augusoft.net 3067 Thorn Street North Liberty , IA 52317 307-673-3874	500 Trainer Course in OSHA Standards for Construction, ETOS-3000 Start Date: 11/13/2018, Instructor: Hohman Location: Cedar Rapids Tuition Fee	<input type="checkbox"/> Agree to Refund Policy <input type="button" value="Remove Class"/> \$710.00
Total		\$710.00

Discounts and Checkout

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

Manage Student Requests
* denotes required field.

Search for Student requests using search fields below:

Request Date On or After	<input type="text"/>	Request Date On or Before	<input type="text"/>
Class Start Date On or After	<input type="text"/>	Class Start Date On or Before	<input type="text"/>
Company *	<input type="text"/>	Class Name	<input type="text"/>
Student First Name	<input type="text"/>	Student Last Name	<input type="text"/>

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.

Manage Student Requests
* denotes required field.

Search for Student requests using search fields below:

Request Date On or After	<input type="text"/>	Request Date On or Before	<input type="text"/>
Class Start Date On or After	<input type="text"/>	Class Start Date On or Before	<input type="text"/>
Company *	First Supply	Class Name	<input type="text"/>
Student First Name	<input type="text"/>	Student Last Name	<input type="text"/>

Class Section						
Student name	Request Date	Class Name (ClassID)	Registration Cost	Class Start Date	Seats Available	Action
Denton, Eva	10/16/2018	Web Certificate Supervised Lab III (27782)	\$49.00	11/01/2018	19	Select All Select All <input type="checkbox"/> Register <input type="checkbox"/> Deny

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

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

If denied, 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.

Home:Cart:Choose Payment Method

[Continue Checkout](#)

Payment amount: \$49.00 Credit amount used on this order: \$0.00

Receivables current balance: \$0.00

Use 3rd Party Payment?

3rd Party Payer

[Add New Payer Profile](#)

Contacts

[Add New Contact](#)

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.

Select one payment method:

Credit card

Check

Cash

3rd party account/PO/Voucher

Student Account

EFT (Electronic Fund Transfer)

Credit card - terminal

* OR *

Split the payment

* OR *

Process an overpayment

* OR *

Process an underpayment

[Continue Checkout](#)

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

Ripple Effect:

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



Try It!

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?

Questions:

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.

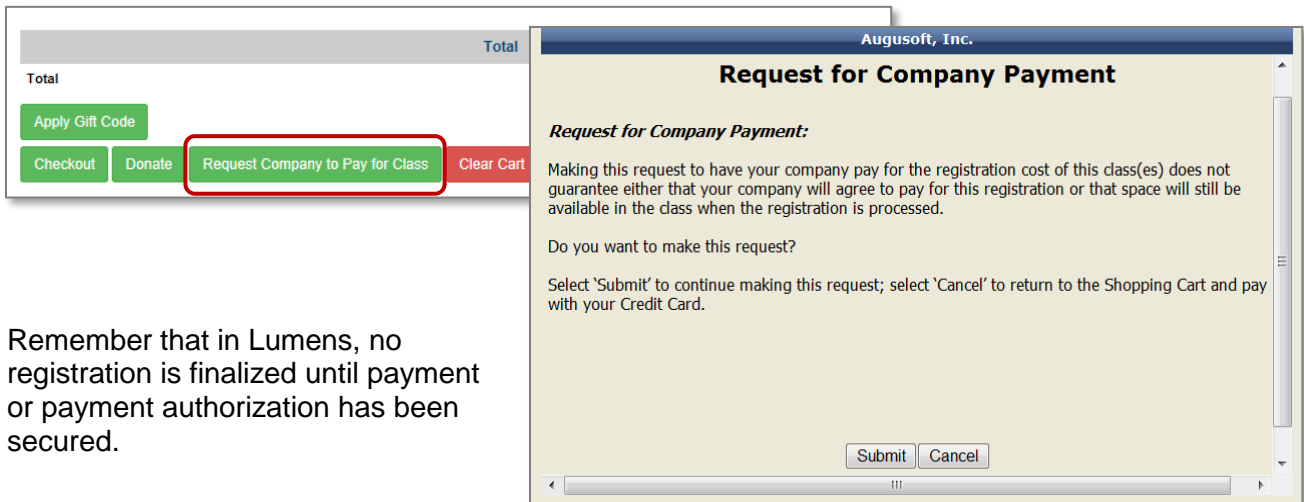


3rd Party Process

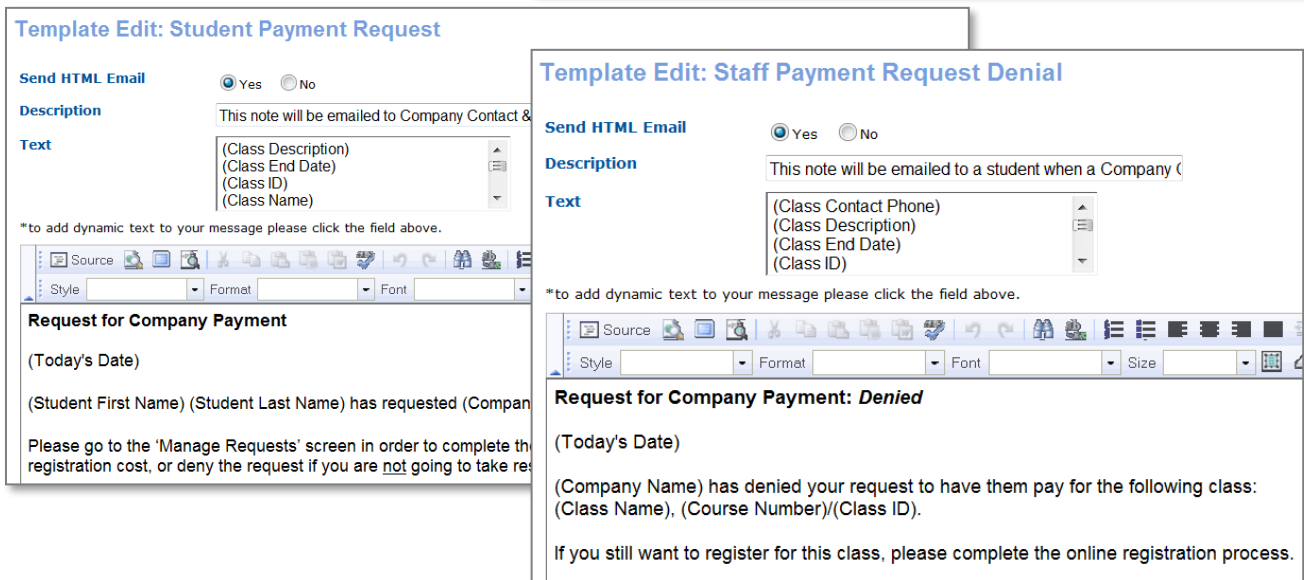
3rd Party Templates

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.

Accounts Receivable

Search for Account(s) using the search fields below:

Account Name	<input type="text"/>	External Account #	<input type="text"/>
Address	<input type="text"/>	Account ID	<input type="text"/>
City	<input type="text"/>	Account Type	<input type="text" value="v"/>
Zip	<input type="text"/>	Invoice #	<input type="text"/>
Email	<input type="text"/>	Transaction ID	<input type="text"/>
Learner ID	<input type="text"/>	Company ID	<input type="text"/>
Phone	<input type="text" value="None specified v"/> <input type="text" value="999-999-9999"/> <input type="text" value="EXT"/>		
Account Balance is	<input type="text" value="-- Select -- v"/>	<input type="text" value="0.00"/>	
Activity On or After	<input type="text"/> <input type="text" value="v"/>	Activity On or Before	<input type="text"/> <input type="text" value="v"/>

Go to

- Edit Account
- View Activity
- Invoices
- Payments
- Charges
- Credit memos
- Doc Archives
- None

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 Management

Accounts Receivable - Continued

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

Accounts Receivable: View Account Activity

Search for Account(s) using the search fields below:

Account Name First Supply (Company)	External account #
Current Balance \$223.00	View
Activity On or After <input type="text"/>	Activity On or Before <input type="text"/>
Contract # <input type="text"/>	PO/Voucher # <input type="text"/>
Invoice # <input type="text"/>	Transaction ID <input type="text"/>
Credit Memo # <input type="text"/>	

Search
New Search

Go To
▼

- All Activity
- All Charges not invoiced
- All Charges
- Contract Charges not invoiced
- Contract Charges
- OE Charges not invoiced
- OE Charges
- Invoices
- Payments
- Adjustments
- Credit Memos
- Charges with a balance

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:

<p>OE Charge</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f2f2f2;"> <ul style="list-style-type: none"> <li style="background-color: #4CAF50; color: white; padding: 2px;">View Tran Details <li style="padding: 2px;">Edit PO/Voucher # <li style="padding: 2px;">Make a Payment <li style="padding: 2px;">Make an Adjustment <li style="padding: 2px;">Add an invoice </div>	<p>Invoice</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f2f2f2;"> <ul style="list-style-type: none"> <li style="background-color: #4CAF50; color: white; padding: 2px;">View Invoice <li style="padding: 2px;">Print Invoice <li style="padding: 2px;">Email Invoice <li style="padding: 2px;">View Payments </div>	<p>Payments</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f2f2f2;"> <ul style="list-style-type: none"> <li style="background-color: #4CAF50; color: white; padding: 2px;">View Tran Details <li style="padding: 2px;">Reverse Payment <li style="padding: 2px;">Refund Payment <li style="padding: 2px;">Edit Memo </div>
--	---	--

Accounts Receivable Management

Accounts Receivable – Payment

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

Accounts Receivable: Payments

Account Name	First Supply (Company)	External Account #	
Current Balance	\$223.00		
Payments On or After	<input type="text"/>	Payments On or Before	<input type="text"/>
PO/Voucher #	<input type="text"/>	Invoice #	<input type="text"/>
Contract #	<input type="text"/>		

Tran ID	Payment Date	PO/Voucher #	Payment Amount	Payment Method	Action
					<input type="button" value="Make a Payment"/>

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

Accounts Receivable: Make a Payment

Account Name	First Supply (Company)	External Account #	
Current Balance	\$223.00		

Search for Registrations using search fields below :

Registration On or After	<input type="text"/>	Registration On or Before	<input type="text"/>
Class Start Date On or After	<input type="text"/>	Class Start Date On or Before	<input type="text"/>
Invoice #	<input type="text"/>	PO/ Voucher #	<input type="text"/>
Student First Name	<input type="text"/>	Student Last Name	<input type="text"/>
Student email	<input type="text"/>		
Course Name	<input type="text"/>	Course Number	<input type="text"/>
Class Name	<input type="text"/>	Section #	<input type="text"/>
Registration cost is	<input type="text"/>		

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 one or multiple 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.

Accounts Receivable: Make a Payment Select Registrations

Account Name : First Supply (Company) External Account # :
 Current Balance : \$473.00

Search Criteria :None

Tran ID	Student Name (Learner ID)	Class / Item Description	PO/Voucher #	Balance	Select?
71133	Abba, Nicole (53744)	Business Writing	95800	\$115.00	<input type="checkbox"/>
71087	Dent, Stu (55210)	Web Certificate Supervised Lab III	N/A	\$49.00	<input type="checkbox"/>
71089	Denton, Eva (29607)	Web Certificate Supervised Lab III	93827	\$49.00	<input type="checkbox"/>
71133	Abba, Nicole (53744)	Registration fee	95800	\$10.00	<input type="checkbox"/>
71133	Abba, Nicole (53744)	Writing & Grammar	95800	\$250.00	<input type="checkbox"/>

<< Back to Accounts Back to Search

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

Accounts Receivable: Make a Payment Select Transactions

Account Name : First Supply (Company) External Account # :
 Current Balance : \$473.00

Search Criteria :None

Tran ID	Tran Date	PO/Voucher	Balance	# of Reg	Select?
71087	10/16/18	N/A	\$49.00	1	<input type="checkbox"/>
Student Name(ID)		Class / Item Description		Balance	
Dent, Stu (55210)		Web Certificate Supervised Lab III		\$49.00	
Tran ID	Tran Date	PO/Voucher	Balance	# of Reg	Select?
71089	10/18/18	93827	\$49.00	1	<input type="checkbox"/>
Student Name(ID)		Class / Item Description		Balance	
Denton, Eva (29607)		Web Certificate Supervised Lab III		\$49.00	
Tran ID	Tran Date	PO/Voucher	Balance	# of Reg	Select?
71133	11/16/18	95800	\$375.00	2	<input type="checkbox"/>
Student Name(ID)		Class / Item Description		Balance	
Abba, Nicole (53744)		Business Writing		\$115.00	
Abba, Nicole (53744)		Registration fee		\$10.00	
Abba, Nicole (53744)		Writing & Grammar		\$250.00	

<< Back to Accounts Back to Search

Accounts Receivable Management

Accounts Receivable – Payment - Continued

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.

Accounts Receivable: Make a payment to registrations

Account Name : First Supply (Company) External Account # :
Current Balance : \$223.00

Tran ID	Student Name (Learner ID)	Class / Item Description	PO/Voucher #	Balance	Payment Amount
71089	Denton, Eva (29607)	Web Certificate Supervised Lab III - Class Registration	93827	\$49.00	0.00

Payment amount \$0.00

Select one payment method:

Credit card
 Check
 Cash
 Student Account
 EFT (Electronic Fund Transfer)
 Credit card - terminal

Memo

Send transaction receipt email to student?* Yes No
Send transaction receipt email to company?* Yes No

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

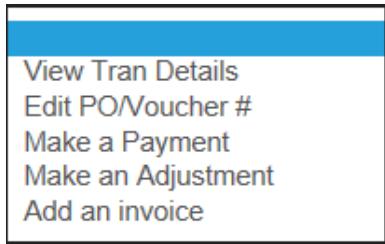
Accounts Receivable – Charges

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

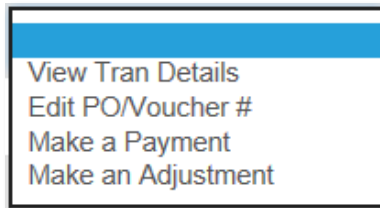
TranID/ Contract #	Tran Date	Activity Type	Original Amount	Current Balance	Invoice #	Action
71133	11/16/2018	OE Charges	\$115.00	\$115.00	UNASSIGNED	▼
71133	11/16/2018	OE Charges	\$250.00	\$250.00	UNASSIGNED	▼
71133	11/16/2018	OE Charges	\$10.00	\$10.00	UNASSIGNED	▼
71089	10/18/2018	OE Charges	\$49.00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

Action options for:

Unassigned Charge



Invoiced Charge



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 down menu.

Account Receivable: Invoices

Account Name: First Supply (Company) External Account #

Current Balance: \$223.00

Invoice Date On or After:  Invoice Date On or Before: 

PO/ Voucher #: Invoice #:

Contract #:

Action	Invoice ID	Invoice Date	Invoice Amount	Invoice Balance
<input type="button" value="Add New Invoice"/>				
<input type="button" value="Action"/>	851	10/26/2018	\$49.00	\$49.00

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:

- Edit Invoice
- Cancel Invoice
- View Invoice
- Print
- Email
- View Payments

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.

Accounts Receivable: Add Invoice: Select Registrations

Account Name : Aaron, Peter (Student) External Account # :
Current Balance : \$0.00

Search Criteria : None

No records Found!

<< Back to Accounts Back to Search

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.

Account Receivable: Invoices

Account Name 1s, Saniya (Student) External Account #
Current Balance \$0.00

Invoice Date On or After Invoice Date On or Before
PO/ Voucher # Invoice #

Search Go To ▾

Action	Invoice ID	Invoice Date	Invoice Amount	Invoice Balance
Add New 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.

Account Receivable: Add Invoice: Search for Registrations

Account Name : First Supply (Company) External Account # :
 Current Balance : \$223.00

Search For Transactions

Search For Registrations using search fields below

Registration On or After [] Registration On or Before []
 Class Start Date On or After [] Class Start Date On or Before []

Tran ID	Student Name (Learner ID)	Class Name (Class ID) / Item Description	PO/Voucher #	Current Balance	Select?
71089	Denton, Eva (29607)	Web Certificate Supervised Lab III	93827	\$49.00	Select All <input checked="" type="checkbox"/>

Submit

<< Back to Accounts Back to Search

You must choose a template and invoice date.

Confirm the selected line items you selected are correct, remove if needed.

Accounts Receivable : Add Invoice : Confirm registrations and select invoice type

Account Name : First Supply (Company) External Account # :
 Current Balance : \$223.00

Tran ID	Student Name (Learner ID)	Class Name (Class ID) / Item Description	PO/Voucher #	Current Balance	Action
71089	Denton, Eva (29607)	Web Certificate Supervised Lab III - Class Registration (27782)	93827	\$49.00	Remove
Invoice Total				\$49.00	

Use Invoice Template [] Invoice Date 10/26/2018 []
 Invoice Email testing4@augusoft.net [] Delivery Date 10/26/2018 []
 Invoice Memo [] Invoice Due Date []

Preview Submit Submit & Print Cancel

<< Back to Accounts Back to Search

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).

Ripple Effect:

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

Search for Account(s) using the search fields below:

Account Name	<input type="text" value="First Supply"/>	External Account #	<input type="text"/>
Address	<input type="text"/>	Account ID	<input type="text"/>
City	<input type="text"/>	Account Type	<input type="text" value="v"/>
Zip	<input type="text"/>	Invoice #	<input type="text"/>
Email	<input type="text"/>	Transaction ID	<input type="text"/>
Learner ID	<input type="text"/>	Company ID	<input type="text"/>
Phone	<input type="text" value="None specified v"/> <input type="text" value="999-999-9999"/> <input type="text" value="EXT"/>		
Account Balance is	<input type="text" value="-- Select -- v"/> <input type="text" value="0.00"/>		
Activity On or After	<input type="text"/> <input type="text"/>	Activity On or Before	<input type="text"/> <input type="text"/>
Go to	<input type="radio"/> Edit Account <input type="radio"/> View Activity <input type="radio"/> Invoices <input type="radio"/> Payments <input type="radio"/> Charges <input type="radio"/> Credit memos <input checked="" type="radio"/> Doc Archives <input type="radio"/> None		
	<input type="button" value="Search"/>		

Accounts Receivable: Doc Archive

Account Name:	First Supply (Company)	External Account Number:	
Current Balance:	\$223.00		
Document Created On or After:	<input type="text" value="m/d/yyyy"/> <input type="text"/>	Document Created On or Before:	<input type="text" value="m/d/yyyy"/> <input type="text"/>
Invoice #:	<input type="text"/>	Credit Memo Code:	<input type="text"/>
	<input type="button" value="Search"/>		

Doc ID	Doc Name	Creation Date	Contact	Amount Invoice #	Action
851	0_JBTestWholeContract_templateFirst_Supply_1540550333864.pdf	10/26/2018	testing4@augusoft.net	\$49.00 851	<input type="text" value="v"/>

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 *

Allow charges? * Yes No

External account number

Billing address *

Country *

Line 1 *

Line 2

City *

State *

Zip *

Zip+4

Contact information

Name

E-mail

Phones *

Day	<input type="text" value="319-999-9999"/>	<input type="text"/>
None specified	<input type="text"/>	<input type="text"/>
None specified	<input type="text"/>	<input type="text"/>
None specified	<input type="text"/>	<input type="text"/>

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.

Accounts Receivable: Credit Memos

Account Name: 109th Medical Battalion (Company) External Account Number:
Current Balance: \$40,057.00
Activity On or After: [mm/dd/yyyy] Activity On or Before: [mm/dd/yyyy]
Invoice #: Credit Memo Code:

Tran ID	Tran Date	CM Code	Contact	Amount	Invoice #	Action
67075	05/31/2012	CR053112	Mary Friend	\$95.00	833	<input type="button" value="Add Credit Memo"/>

Accounts Receivable: Add Credit Memo

Account Name: 109th Medical Battalion (Company) External Account Number:
Current Balance: \$40,057.00

Credit Memo Amount:

Credit Memo Code:

Invoice #: Use Credit memo template:
Company contact:

Email Address: Delivery date: 10/29/2018 [mm/dd/yyyy]
Memo:

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 Battalion (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 Battalion (2083)	2015 Training	N/A	\$2,500.00	\$ 2500
68649	109th Medical Battalion (2082)	2015 Training	N/A	\$35,000.00	\$ 35000
68649	109th Medical Battalion (2082)	2015 Training	N/A	\$35,000.00	\$ 35000

Credit Memo Amount: \$72500.00

Question:

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



Accounts Receivable Management

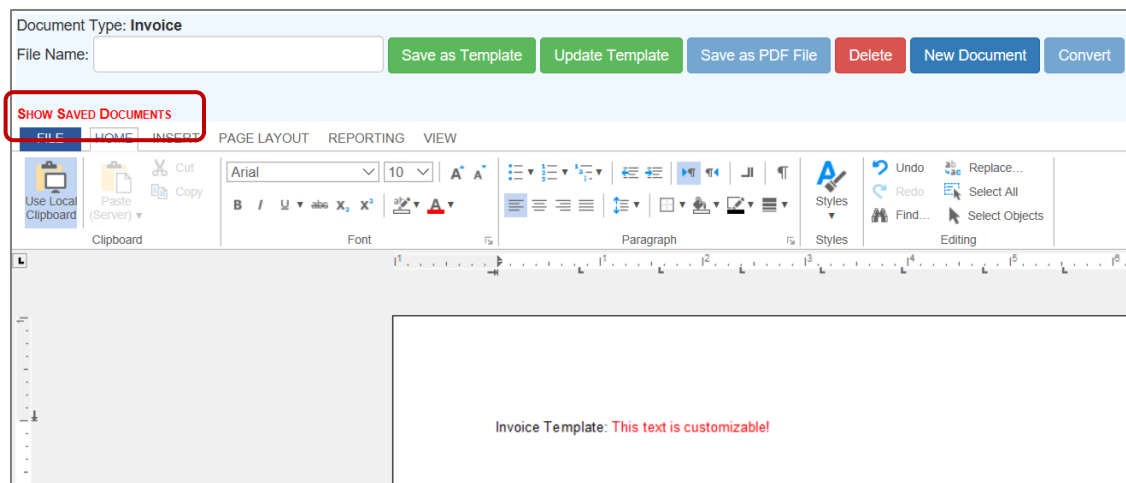
Accounts Receivable Templates

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 Receivable 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**

Report Filter: 3rd Party Class Activity

Search Filter

Registration on or after: m/d/yyyy

Registration on or before: m/d/yyyy

Includes Registrations on (this field is mandatory only if above fields are not selected):

Term:

Company: None Specified, 109th Medical Battallion, 21st Imaging Solutions

Advanced Filter

Output Type

View Report As: HTML

Suppress Criteria on Report

Don't Print Report Graph

Run Report Schedule Save Filter

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.

Report Filter: 3rd Party Registration Activity

Saved Filters

Search Filter

Transaction on or after: m/d/yyyy

Transaction on or before: m/d/yyyy

Includes Transactions on (this field is mandatory only if above fields are not selected):

Term:

Category: Select Category, Business & Professional Development, Certificates, Computer Technology

Subcategory: Select SubCategory

PO/Voucher#:

Advanced Filter

Output Type

View Report As: HTML

Suppress Criteria on Report

Don't Print Report Graphic

Run Report Schedule Save Filter Reset Cancel

Accounts Receivable Reports

Accounts Receivable Reports – AR Activity

Access *Reports > Accounts Receivable > AR Activity*

Report Filter: A/R Activity

No Saved Filters

Search Filter

Transaction on or after:

Transaction on or before:

Includes Transactions On (this field is mandatory only if above fields are not selected):

Account Type:

Advanced Filter

Output Type

View Report As:

Suppress Criteria on Report

Don't Print Report Graphic

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**

Report Filter: A/R Aging

Search Filter

Charge on or After:

Charge on or Before:

Includes Charges on (this field is mandatory only if above fields are not selected):

Days since Charge:

Account Type:

Company: (dropdown menu with options: 109th Medical Battalion, 21st Imaging Solutions)

Advanced Filter

Output Type

View Report As: (dropdown menu)

Suppress Criteria on Report

Don't Print Report Graphic

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:

Charges on or before:

Balance as of:

Report By: By AR Account By Transaction By Accounting Code

Account Name:

Advanced Filter

Output Type

View Report

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

Run Report

Accounts Receivable Reports

Accounts Receivable Reports – Charges / Invoices with a Balance

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

Report Filter: Charges with a Balance

No Saved Filters

Search Filter

Transaction on or after: m/d/yyyy

Transaction on or before: m/d/yyyy

Includes Transactions on (this field is mandatory only if above fields are not selected):

Days since Transaction:

Account Type:

Company: None Specified, 109th Medical Battalion, 21st Imaging Solutions

Accounting Code Owner:

Accounting Code:

Funding Source:

Advanced Filter

Output Type

View Report As: HTML

Suppress Criteria on Report

Don't Print Report Graphic

Run Report Schedule Save Filter

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

Report Filter: Invoices with a Balance

No Saved Filters

Search Filter

Invoice Date on or after: m/d/yyyy

Invoice Date on or before: m/d/yyyy

Includes Invoices Dates from:

Invoice Age:

Account Type:

Company: None Specified, 109th Medical Battalion, 21st Imaging Solutions

Accounting Code Owner:

Accounting Code:

Advanced Filter

Output Type

View Report As: HTML

Suppress Criteria on Report

Don't Print Report Graphic

Run Report Schedule Save Filter Reset Cancel

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*

Report Filter: A/R Balance

No Saved Filters

Search Filter

Invoice #

PO/Voucher#

Accounting Code Owner

Accounting Code

Account Type

▶ **Advanced Filter**

Output Type

View Report As

Suppress Criteria on Report

Don't Print Report Graphic

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 all charges. We highly recommend running this report regularly to track all charges to ensure each one has been invoiced.

Report Filter: A/R Charges Not Invoiced

No Saved Filters

Search Filter

Transaction on or after

Transaction on or before

Includes Transactions on
(this field is mandatory only if above fields are not selected)

Company

Funding Source

▶ **Advanced Filter**

Output Type

View Report As

Suppress Criteria on Report

Don't Print Report Graphic

Accounts Receivable Reports

Accounts Receivable Reports – Student 3rd Party Requests

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

Report Filter: Student 3rd Party Requests

No Saved Filters

Search Filter

Requests on or after

Requests on or before

Includes Requests from
(this field is mandatory only if above fields are not selected)

Account Type

Company
109th Medical Battalion
21st Imaging Solutions

Student Name

▶ **Advanced Filter**

Output Type

View Report As

Suppress Criteria on Report

Don't Print Report Graphic

Run Report
Schedule
Save Filter
Reset
Cancel

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 unassigned 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: <ul style="list-style-type: none">○ Invoices	<i>Grades, Contracts, and Proposals will display in different template views.</i>
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.	<i>False: Transactions will display all registrations within the transaction together.</i>
The payment options in AR are _____. <ul style="list-style-type: none">○ All of the Above	<i>Payment options are based on the active options within your organization.</i>

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*

