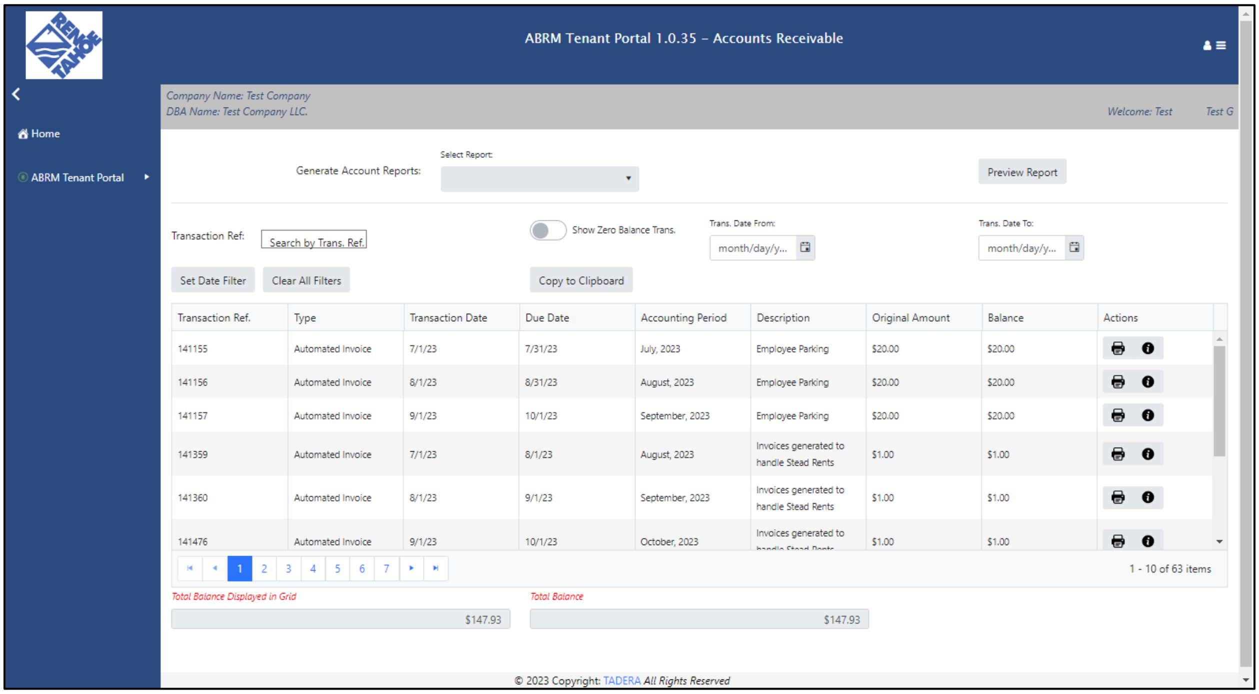
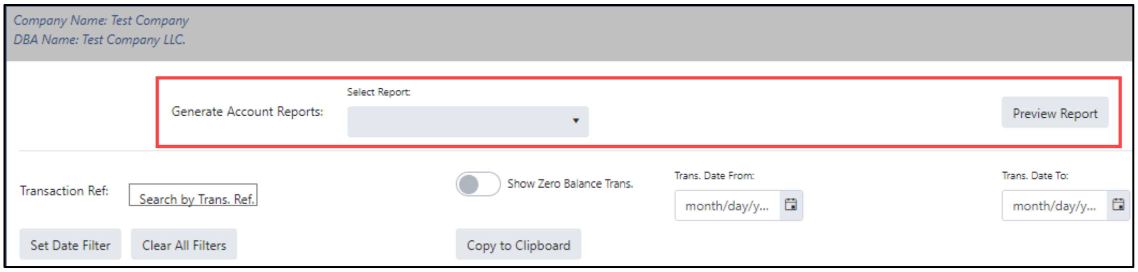
Accounts Receivable - Overview

Accounts Receivable is used to view four standard reports as well as to view invoices, credit memos, and other items related to billing. (Invoices and other billed items can also be viewed in the Payment Portal, if your airport uses that portal and has assigned you permission to see it.)



Viewing Standard Reports

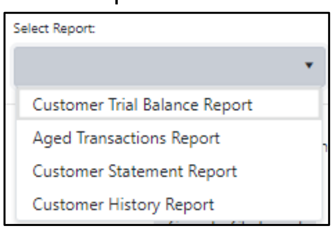
Accounts Receivable contains four standard reports that airports often share with tenants. These reports can be accessed in the top portion of the Accounts Receivable screen:



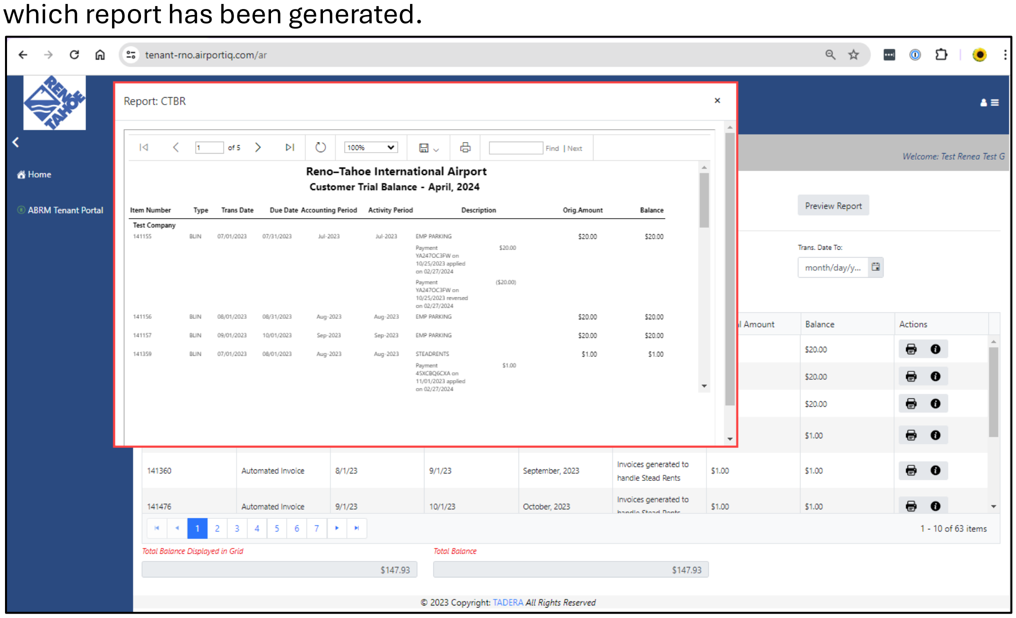
- Customer Trial Balance Report
- Aged Transactions Report
- Customer Statement Report
- Customer History Report

To view one of these reports,

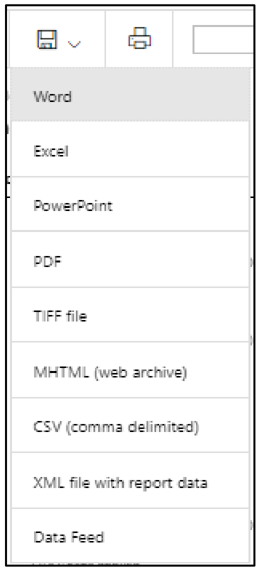
1. Click the drop-down arrow to Select Report.



2. Choose the desired report from the list.
3. Click the “Preview Report” button. The report opens in a new window. The short name of the report (CBTR, ATR, CSR, CHR) is displayed at the top of the window to let you know which report has been generated.



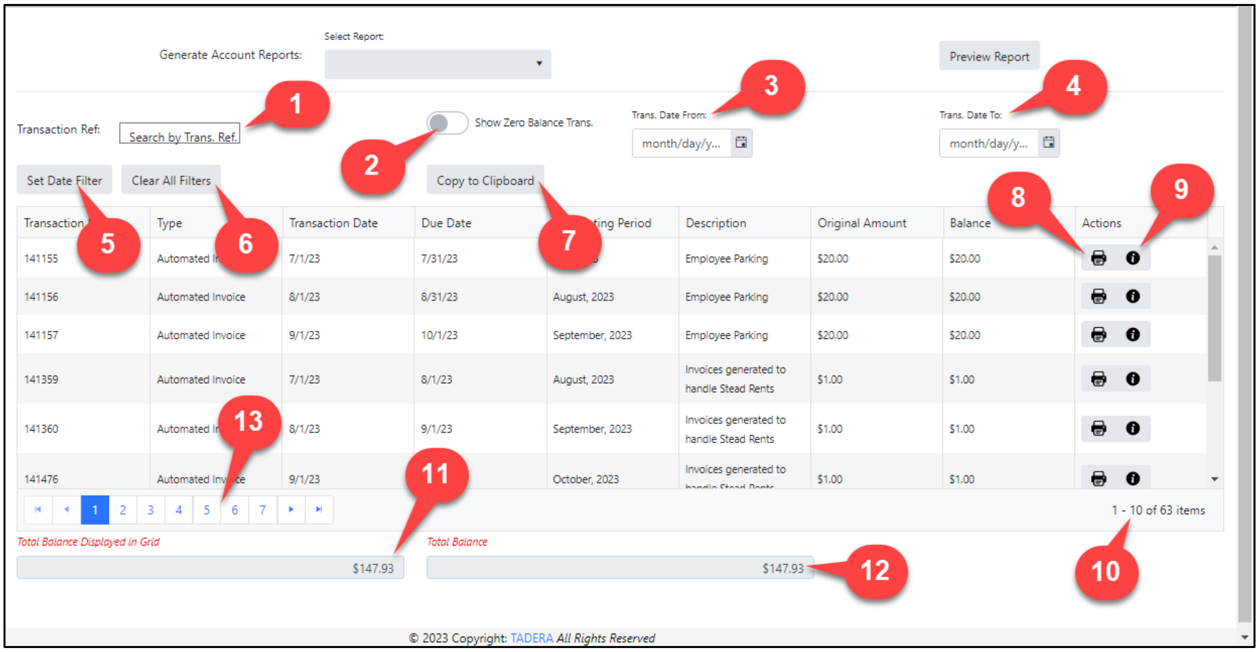
4. Click the Save ( ) button to view a list of options for saving the report to your computer.



5. Click the Refresh ( ) button to refresh the data in the report while keeping the report window open.
6. Click the Close ( ) button at the top right to close the report window and return to the Accounts Receivable screen.

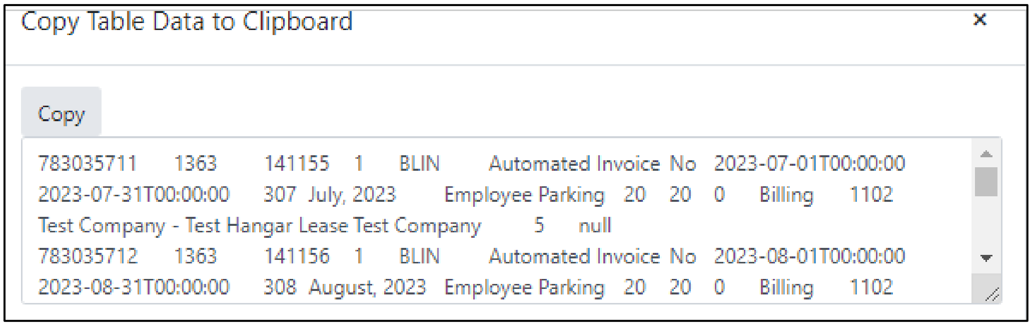
Viewing Invoices and Other Billed Items

The bottom portion of the Accounts Receivable screen displays invoices, credit memos, etc. and can be used to view these items individually:



1. To filter the screen for a specific item, enter a Transaction Reference number (or any portion of the number) in the Transaction List field. Press Enter to complete the search. The screen will display a filtered list that matches your entry. To return to the full list of items, delete any entries in the Transaction List field; then press Enter.
2. By default, this screen does not show items that have a zero balance. Click the Show Zero Balance Trans slider to include the items with a Balance of $0.00. The number of items should change, if there are zero balance items to view (see #10 below).
3. If you wish to filter for items by a specific date or date range, enter the “Trans Date From” (oldest date in the range).
4. If you are filtering by date or date range, enter the “Trans Date To” (most recent date in the range).
5. If you have set date ranges, click the “Set Date Filter” button to activate the date filter. The number of items should change, and the Balance amounts should change as well (see #10, 11, and 12 below).
6. Click the “Clear All Filters” button if you have applied date filters and wish to view all available items again.

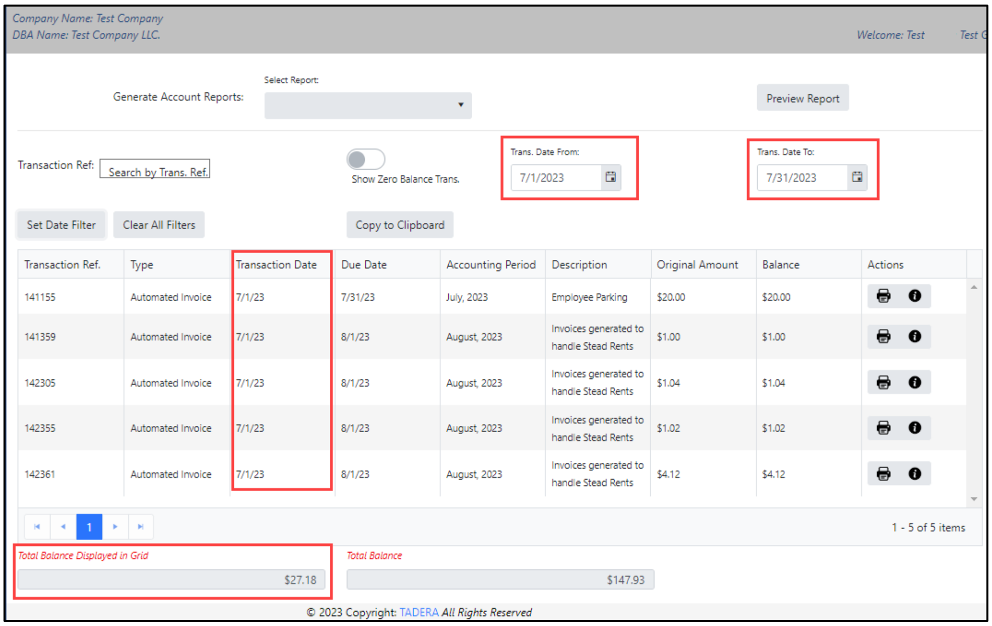
7. Click the “Copy to Clipboard” button if you wish to copy the contents of the current grid to the Windows Clipboard for pasting into another application. A window displays the contents to be copied: Click the Copy button; then paste the selection into your desired application.



	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	783035711	1363	141155	1	BLIN	Automated Invoice	No	2023-07-01T00:00:00	2023-07-31T00:00:00	307	July, 2023	Employee Parking
3	783035712	1363	141156	1	BLIN	Automated Invoice	No	2023-08-01T00:00:00	2023-08-31T00:00:00	308	August, 2023	Employee Parking
4	783035713	1363	141157	1	BLIN	Automated Invoice	No	2023-09-01T00:00:00	2023-10-01T00:00:00	309	September, 2023	Employee Parking
5	783036154	1363	141359	1	BLIN	Automated Invoice	No	2023-07-01T00:00:00	2023-08-01T00:00:00	308	August, 2023	Invoices generated to handle Stead Rents
6	783036155	1363	141360	1	BLIN	Automated Invoice	No	2023-08-01T00:00:00	2023-09-01T00:00:00	309	September, 2023	Invoices generated to handle Stead Rents
7	783036269	1363	141476	1	BLIN	Automated Invoice	No	2023-09-01T00:00:00	2023-10-01T00:00:00	310	October, 2023	Invoices generated to handle Stead Rents
8	783036270	1363	141477	1	BLIN	Automated Invoice	No	2023-10-01T00:00:00	2023-11-01T00:00:00	311	November, 2023	Invoices generated to handle Stead Rents

8. Click the Print ( ) button to print the item to a screen where it can be printed to paper in a desired format.
9. Click the Applied Details ( ) button to view a report of any credits or payments that have been applied (does not include payments submitted by the tenant but not yet posted by the airport; posted payments will be reflected in the Balance column). See next section for details of this report.
10. The counter at the bottom right of the screen displays the number of items currently showing in the grid.

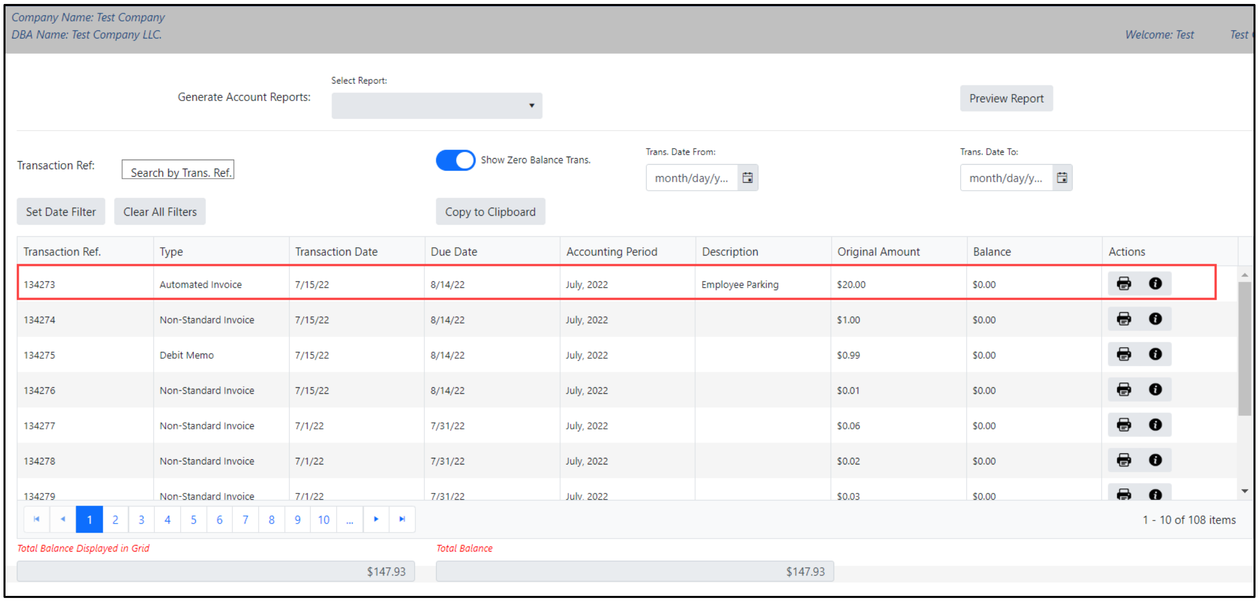
11. The Total Balance Displayed in Grid field shows the total balance of all items currently displayed on the screen. If you have filtered for specific items or dates, this total will be for only those items.
    a. For example:
        i. You have 63 invoices totaling $147.93.
        ii. You filter for those in the month of July.
        iii. You see 5 July invoices in the filtered list, totaling $27.18.
        iv. Total Balance Displayed in Grid = $27.18



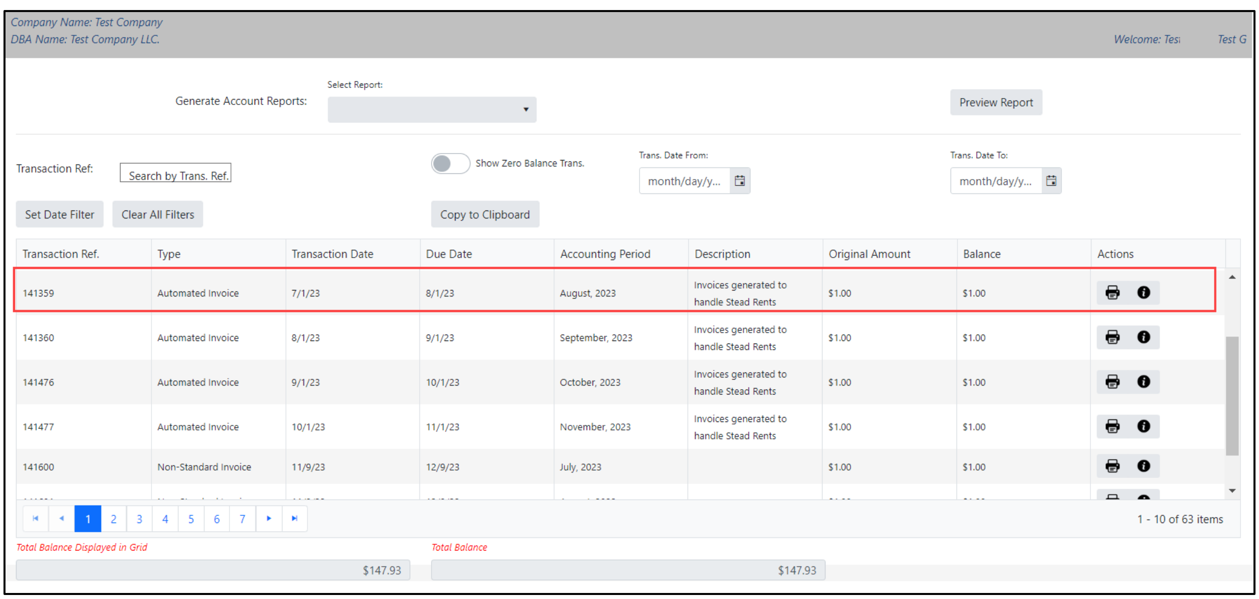
12. The Total Balance field always displays the total of all available items, regardless of filters that have been applied. In the example above, the Total Balance would remain at $147.93.
13. Pagination Area: the screen displays up to 10 items per page. If your current grid display exceeds 10 items, you would use the Pagination Area to view additional pages. (See Common Features and Functionality for details on how to use pagination.)

Viewing Applied Details

Items that show a change from the Original Amount to the Balance will display the details of any payments or credits when you click the Applied Details () button.

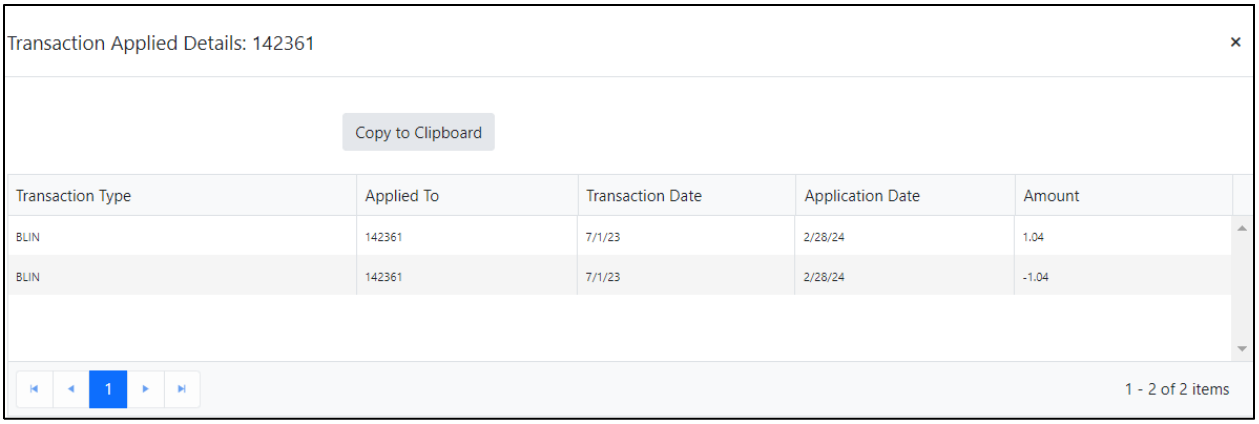


Original Amount of Invoice is $20.00; item has been paid to $0.00; click () to view details



Original Amount and Balance are equal; no details will be available

The Applied Details screen displays the information about any payments or credits that have been applied.



Transaction Applied Details: 142361

Copy to Clipboard

Transaction Type	Applied To	Transaction Date	Application Date	Amount
BLIN	142361	7/1/23	2/28/24	1.04
BLIN	142361	7/1/23	2/28/24	-1.04

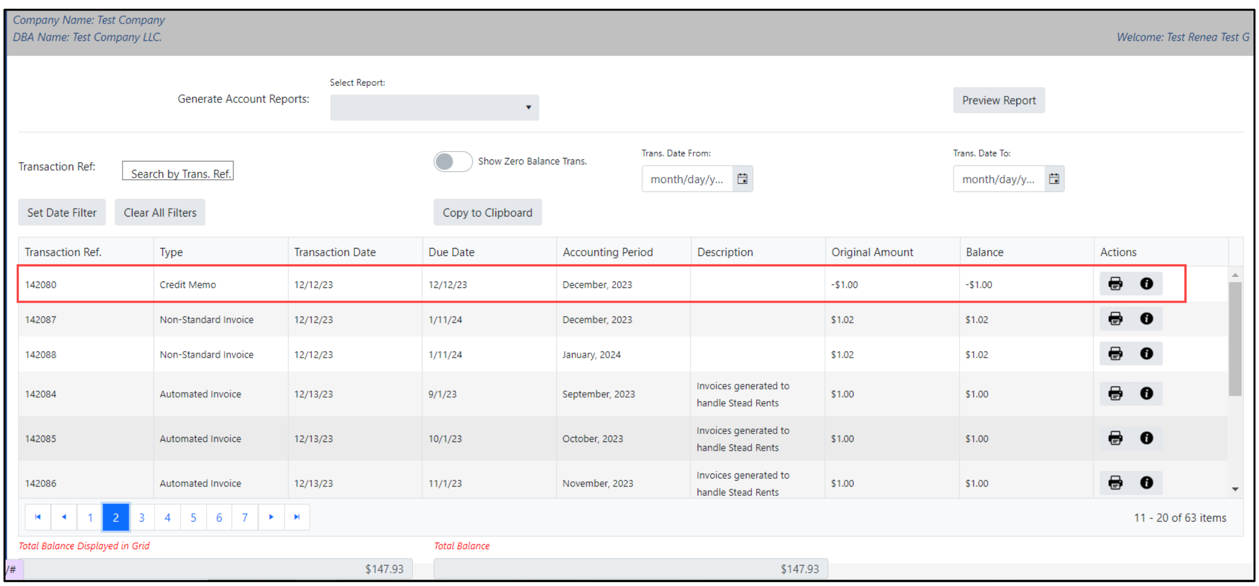
1 - 2 of 2 items

Applied To = the Invoice Number

Transaction Date = Invoice Date (date the invoice was sent)

Application Date = date the airport posted the payment (this may be different from the date on which you submitted the payment, even if you submitted it via the Payment Portal)

NOTE: items that do not have an Invoice Number in the Transaction Ref column, have a negative number in the Original Amount column, and have a Balance of $0.00 are records of the payments/credits and display all relevant details on the main screen. These items will not display any Print button or Applied Details button.



Company Name: Test Company
DBA Name: Test Company LLC.
Welcome: Test Renea Test G

Generate Account Reports: Select Report:
Preview Report

Transaction Ref: Search by Trans. Ref.
Show Zero Balance Trans.
Trans. Date From: month/day/y...
Trans. Date To: month/day/y...

Set Date Filter
Clear All Filters
Copy to Clipboard

Transaction Ref.	Type	Transaction Date	Due Date	Accounting Period	Description	Original Amount	Balance	Actions
142080	Credit Memo	12/12/23	12/12/23	December, 2023		-$1.00	-$1.00	
142087	Non-Standard Invoice	12/12/23	1/11/24	December, 2023		$1.02	$1.02	
142088	Non-Standard Invoice	12/12/23	1/11/24	January, 2024		$1.02	$1.02	
142084	Automated Invoice	12/13/23	9/1/23	September, 2023	Invoices generated to handle Stead Rents	$1.00	$1.00	
142085	Automated Invoice	12/13/23	10/1/23	October, 2023	Invoices generated to handle Stead Rents	$1.00	$1.00	
142086	Automated Invoice	12/13/23	11/1/23	November, 2023	Invoices generated to handle Stead Rents	$1.00	$1.00	

1 2 3 4 5 6 7
11 - 20 of 63 items

Total Balance Displayed in Grid $147.93
Total Balance $147.93