4.3 Accounts Receivable (customer waiting room)

**Understanding the Basics:**

Accounts receivable are monies that people owe you. This page is a virtual customer waiting room or cash register, called the Receivables Homepage, and is where you can go to see who still owes you money and invoices that have not been deposited yet.

The Receivables Homepage is fed from invoices. This page contains multiple links for efficiently managing and navigating your receivables. These links allow you to view/search all your receivables, manage customer receivables, apply payments to customer accounts, view customer logs, histories, create statements, and more.

**Getting Started:**

From the Receivables Homepage the initial information displayed depends on the “Report Type” that has been selected. Click the show/hide search criteria button to change your report type or filter data and set parameters you are interested in viewing. Explore other active links to search customer accounts, apply payments or create a statement.

Get to the Receivables Homepage from the Classic Homepage under System Assets – Receivables Homepage; My Favorites Homepage under Deposits – Receivables Homepage; or the Interactive Map Homepage under the a/r – customer waiting room button.

**Suggested Permissions and Settings:**

**Permissions:**

**Basic Use:**

 System Assets Section: “Basic Receivables” – this allows a user to look up accounts receivable, this is a view only permission and does not allow any editing of data.

**Admin Use:**

 System Assets Section: “Admin Receivables” – this allows a user to modify the deposit status on receivables.

For admin users, and even for a basic user, to effectively use the Receivables section, other permissions would be helpful such as basic customer permissions, statement permissions, and other related actions.

**Related Pages & Help File Links:**

Receivables Homepage: Your hub for managing accounts receivable information.

<https://www.adilas.biz/top_secret/secure/receivable_home.cfm>

Customer Invoice Report: This is a special invoice/payment search page for individual customers and is a pre-filtered search when you link from their totals or what they owe on the receivables homepage.

<https://www.adilas.biz/top_secret/help.cfm?id=263&pwd=invoice>

Apply Payments to Invoices: This page helps you apply payments to multiple invoices for a customer from a single page.

<https://www.adilas.biz/top_secret/help.cfm?id=262&pwd=payments>

Invoice Homepage: This is where all of your invoice sales show up whether they are paid, unpaid or partially paid.

<https://www.adilas.biz/top_secret/secure/invoice_home.cfm>

**Additional Content:**

 -Screen shot of the Receivables Homepage, possibly even some of its differing views.