

**SmartStream®**

**Accounts Receivable/Billing**

**Invoice Processing**

October 2003  
Tracey Thomson

## Setting up a Receivable Account for Customer

Click on Receivable Account

-Fill in the following fields

-Account: account name (10417-3)

-Name: All caps (JENNIE O'BRYAN)

-Address: you can choose to add more lines, if needed.

The screenshot shows a software window titled "Receivable Account - 10417-3". The window contains the following fields and values:

- Receivable Account: 10417-3
- Name: JENNIE O'BRYAN
- DUNS Number: (empty)
- Comments: (empty)
- Address section (expanded):
  - Format: United States 2
  - Address Line 1: 800 CHEVES STREET
  - Address Line 2: #20
  - City: FLORENCE
  - State: SC
  - Zip Code: 29506

The window also shows a standard menu bar (File, Edit, Options, Settings, Window, Help) and a taskbar at the bottom with various application icons and the system clock showing 7:57 AM.

Click on Binoculars (any item that is in dark lettering must be completed)

The screenshot shows a software window titled "Activity Windows" with a menu bar (File, Edit, Options, Settings, Window, Help) and a toolbar. The main window is titled "Receivable Account - 10417-3". A context menu is open over the "Address" field, listing options: Address (selected), General Information, Draft Information, Reporting, Activity History, and Currency. The form contains the following fields:

- Receivable Account: 10417-3
- Name: JENNIE
- DUNS Number: [empty]
- Comments: [empty]
- Format: United States 2
- Address Line 1: 800 CHEVES STREET
- Address Line 2: #20
- City: FLORENCE
- State: SC
- Zip Code: 29506

The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 7:53 AM and page number 3 of 8.

Choose General information

Fill in the following fields

-Remit to: (use flashlight icon to get list) Cashier's Office

-Terms (flashlight) Net 30

The screenshot shows a software window titled "Receivable Account - 10417-3". The window has a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area contains the following fields:

- Receivable Account: 10417-3
- Name: JENNIE O'BRYAN
- DUNS Number: [Empty]
- Comments: [Icon]
- General Information**
  - Remit To: CASHIER'S OFFICE (with flashlight icon) CASHIER'S OFFICE
  - Terms: NET 30 NET 30
  - Country: UNITED STATES
  - Credit Account: [Empty]
  - Draft Allowed
  - User Field 1: [Empty]
  - User Field 2: [Empty]
  - Algorithm Options**
    - Use Algorithm Allocation Algorithm Policy: NONE
    - Use NonDeposit Checks  Ignore Remittance Advice

The Windows taskbar at the bottom shows the system is "Ready", with a clock at 7:53 AM. Open applications include "Production Applications", "Novell GroupWise - Mailbox", "SmartStream", and "Microsoft Word - Jackie".

## Reporting

- Check for changes
- Make any necessary changes

The screenshot shows a software window titled "Receivable Account - 10417-3". The window has a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area contains the following fields and options:

Receivable Account:   
Name:   
DUNS Number:   
Comments:

**Reporting**

Language:   
Statement Group:   
Negative Display:   
 Statement Exempt  
Phone Format:   
 Dunning Exempt

**Date Format**

MDY  
 DMY  
 YMD

**Separators**

Thousand:   
Decimal:   
Phone:

The window is part of an "Activity Windows" environment. The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "8:00 AM".

## Activity history

- Check for changes
- Make any necessary changes

The screenshot shows a software window titled "Activity Windows" with a menu bar (File, Edit, Options, Settings, Window, Help) and a toolbar. The main window is titled "Receivable Account - 10417-3".

Account details:

- Receivable Account: 10417-3
- Name: JENNIE O'BRYAN
- DUNS Number: [empty field]
- Comments: [empty field]

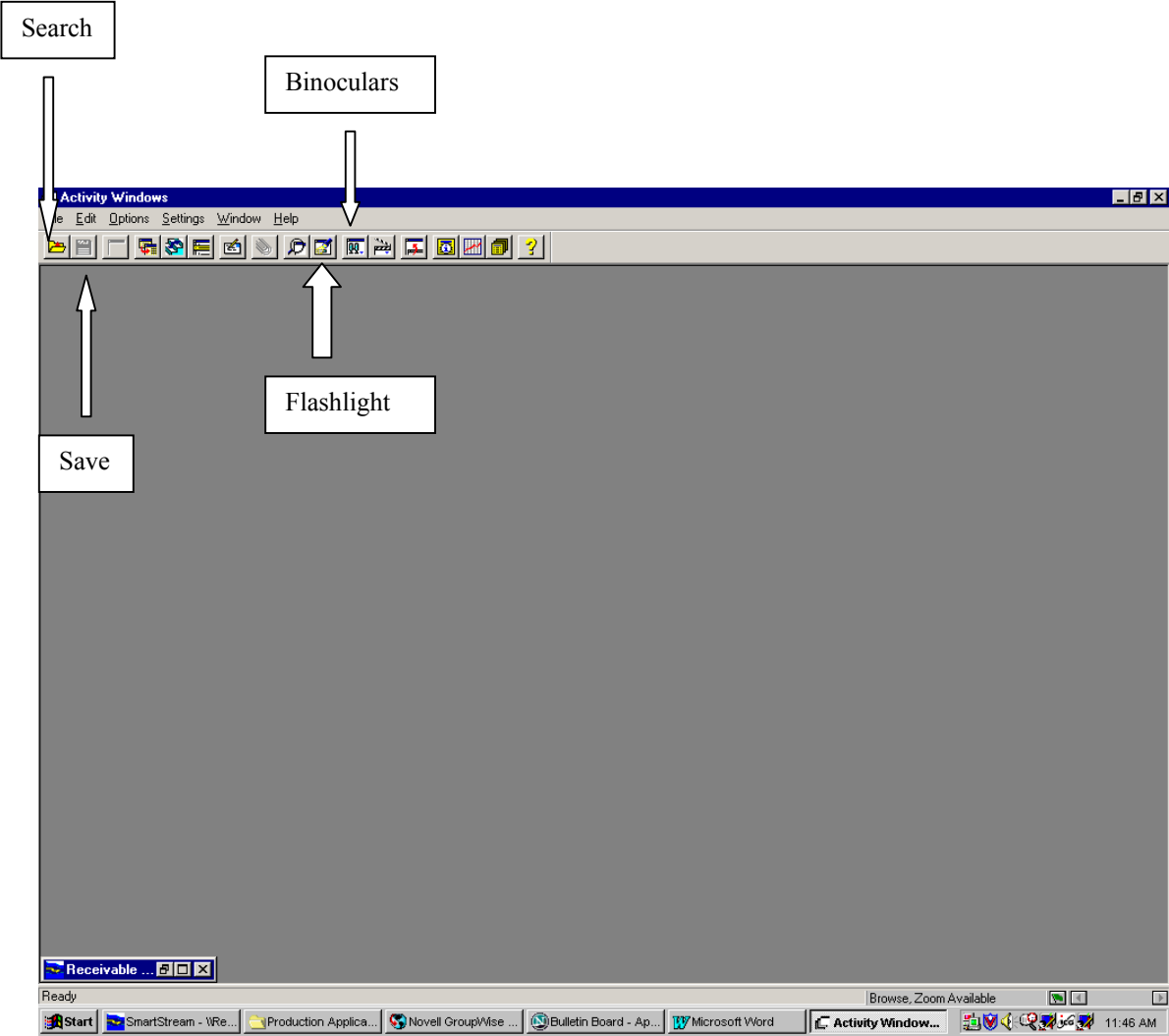
Activity History section:

Activity History	
<b>-Last Receivable</b> Identifier: Date:	<b>-Last Statement</b> Number: Date:
<b>-Last Remittance</b> Identifier: Qualifier: Date:	<b>-Last Dunning</b> Number: Letter: Date:
<b>-Last Maintenance</b> Operator: BILLTEMP1 Date: 03/09/2004	

The taskbar at the bottom shows the system is "Ready", the date is "3 of 8", and the time is "8:00 AM". Open applications include "Production Applications", "Novell GroupWise - Mailbox", "SmartStream", and "Microsoft Word - Jackie".

Save  
Close

# Reference



## Setting up Receivable Entity for Department

Click on Receivable Entity Policy

Search to see if entity is already set up with the UDAK

Fill in the following fields

-Receivable entity

-Choose a up to a 5 digit code for the entity (10417) -This entity will have a specific UDAK.

-Name: University Guest House

-Address: If address is needed

Activity Windows

File Edit Options Settings Window Help

Receivable Entity Policy - 10417

Receivable Entity: 10417 Name: University Guest House

Address

Format: United States 2

Address Line 1: JACKIE C. BOLTIN

Address Line 2:

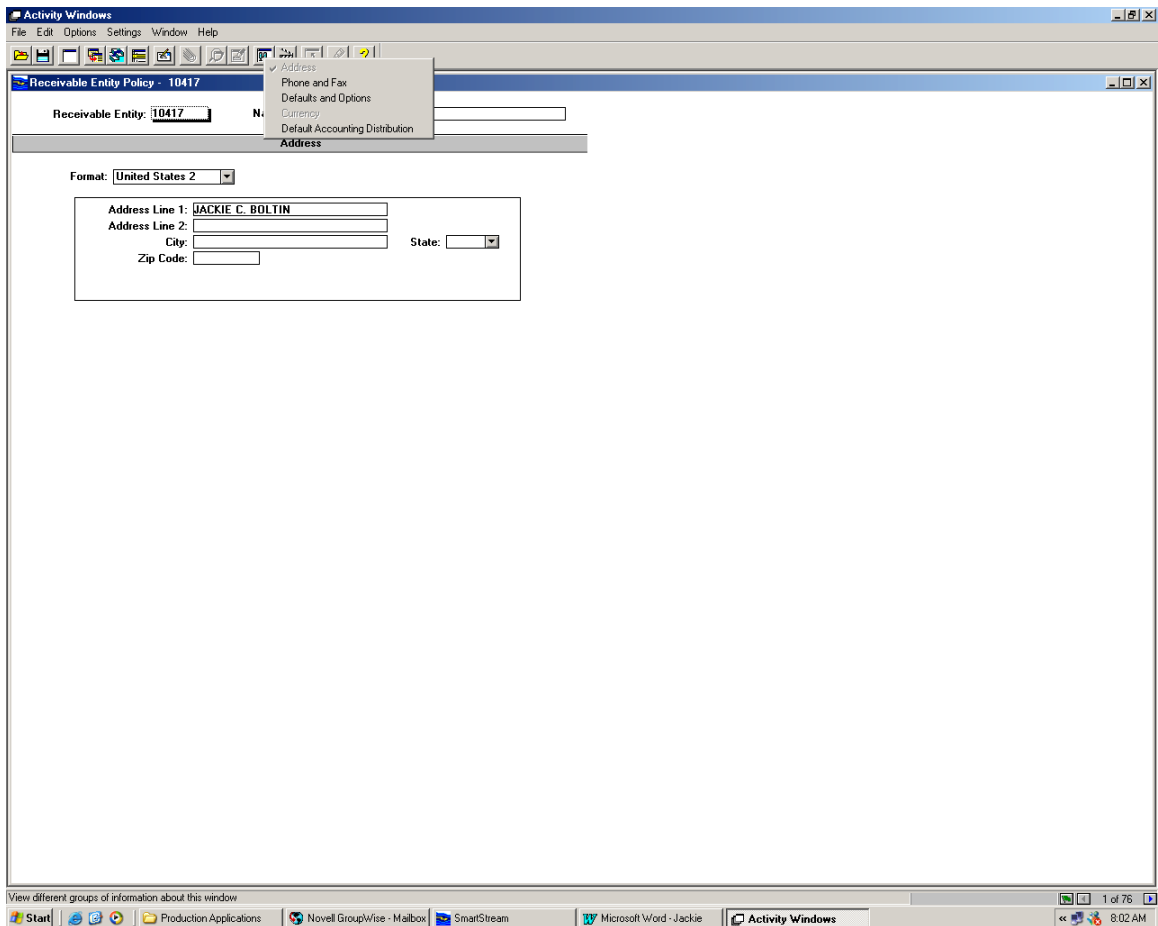
City: State:

Zip Code:

Ready

Start Production Applications Novell GroupWise - Mailbox SmartStream Microsoft Word - Jackie Activity Windows 1 of 76 8:01 AM

Click on Binoculars (any item that is in dark lettering must be completed)



Phone and Fax  
-Input department information

The screenshot shows a software window titled "Receivable Entity Policy - 10417". The window has a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is titled "Phone and Fax" and contains the following fields:

- Receivable Entity:
- Name:
- Format:
- Phone -
  - Area:  - Local:  - Ext:
- Fax -
  - Area:  - Local:

The taskbar at the bottom shows the system is "Ready" and the time is "8:02 AM". The taskbar includes icons for "Start", "Production Applications", "Novell GroupWise - Mailbox", "SmartStream", "Microsoft Word - Jackie", and "Activity Windows". The window title bar indicates "1 of 76" pages.

Click on Binoculars  
Defaults and Options

Fill in the following fields

-Terms: (flashlight) Net 30

-Aging: (flashlight) Standard

-Remit to: (flashlight) Cashier's Office

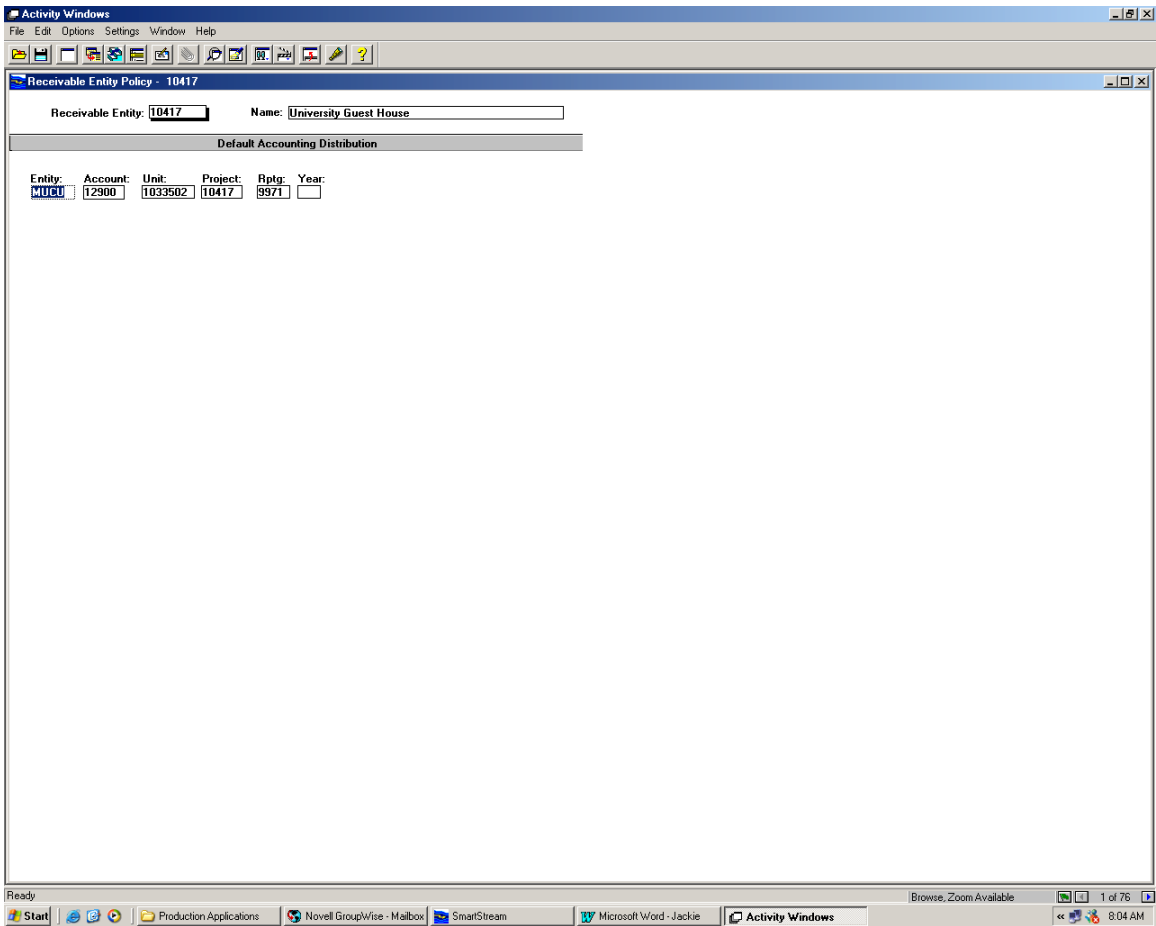
-Type: Check

The screenshot shows a software window titled "Receivable Entity Policy - 10417". The window has a menu bar with "File", "Edit", "Options", "Settings", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into several sections:

- Receivable Entity:** 10417
- Name:** University Guest House
- Defaults and Options:**
  - Terms:** NET 30 (selected), NET 30
  - Aging:** STANDARD (selected), Standard
  - Remit-To:** CASHIER'S OFFICE (selected), CASHIER'S OFFICE
- Remittance-On-Account:**
  - Category:** Remittance-On-Account
  - Type:** CHECK (selected), CHECK
- Effective Date:**
  - Entity
  - Period End
  - Document
- Remittance Allocation Tolerance:**
  - Write-Off Type:** PART (selected), INCORRECT BILLING
  - Maximum Tolerance Amount:** 1.00
  - Percentage of Remittance:** 0
- Voucher Number Options:**
  - Require
  - Automatically Generate
  - Allow Override

The window title bar shows "Ready" and "Browse, Zoom Available". The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "8:03 AM".

Click on binoculars  
Default Accounting Distribution  
-Input Receivable (12900) UDAK



Save  
Close

## Setting up Sales Item Catalog

Choose Sales Item Catalog

Fill in the following fields

- Item: UNIVERSITY GUEST HOUSE
- Description: ACCOMODATIONS
- UOM: EA
- Sales Item Commodity: GH (flashlight)
- Internal Item ID: SERVI (flashlight)

Activity Windows

File Edit Options Settings Window Help

Sales Item Catalog - UNIVERSITY GUEST HOUSE

Item: UNIVERSITY GUEST HOUSE

Item Description: ACCOMODATIONS

UOM: EA

Active Status: Active

Date Added: 02/10/2004

Sales Item Commodity: GH MUSC GUEST HOUSE

Internal Item ID: SERVI

Service Indicator:

Kit Indicator:

Tax Rule: [text field]

Tax Rate Code: [text field]

Revenue Recognition Indicator:

Comments

Ready

Start Production Applications Novell GroupWise - Mailbox SmartStream Microsoft Word - Jackie Activity Windows 91 of 91 8:05 AM

Save  
Close

## Setting up Sales Item Accounting Distribution

Choose Sales Accounting Distribution

Fill in the following fields

-Item: UNIVERSITY GUEST HOUSE

-Distribution type: Sales

-Input Sales item UDAK

Activity Windows

File Edit Options Settings Window Help

Sales Item Accounting Distribution - UNIVERSITY GUEST HOUSE, Sales

Item: UNIVERSITY GUEST HOUSE Description: ACCOMMODATIONS

Distribution Type					
Entity	Account	Unit	Project	Rptg	Year
Sales					
MUCU	47310	1033502	10417	9971	

Distribution Type: Sales Alias:

Entity	Account	Unit	Project	Rptg	Year
MUCU	47310	1033502	10417	9971	

Ready

Start Production Applications Novell GroupWise - Mailbox SmartStream Microsoft Word - Jackie Activity Windows 91 of 91 8:06 AM

Save  
Close

## Setting up Billing Accounting Distribution

Choose Billing Accounting Distribution

Fill in the following fields

-Receivable Entity: 10417

-Distribution type: Sales

-Input Sales item UDAK

Activity Windows

File Edit Options Settings Window Help

Billing Accounting Distributions - 10417, Sales

Receivable Entity: 10417 Name: University Guest House

Distribution Type					
Entity	Account	Unit	Project	Rptg	Year
Sales					
MUCU	47310	1033502	10417	9971	

Distribution Type: Sales Alias:

Entity: MUCU Account: 47310 Unit: 1033502 Project: 10417 Rptg: 9971 Year:

Ready

Start Production Applications Novell GroupWise - Mailbox SmartStream Microsoft Word - Jackie Activity Windows 8:07 AM

Save

## Setting up Billing Document

Billing document

Fill in the following fields

-Document: BOAR-GH-2004-???

-Account: 10417-?

-Receivable entity: 10417

-Type: MISC (flashlight)

-Terms: NET 30

-Document date and Effective Date

-It will bring in today's date, if you change the date, a pop up screen will come up asking is it should update the due date-click yes

Activity Windows

File Edit Options Settings Window Help

Billing Document - BOAR-GH-2004-016

Main View

Billing Document: **BOAR-GH-2004-016** Comments:

Status: Sent

Account: 10417-2 JAMES HASTINGS

Receivable Entity: 10417 University Guest House

Category: Invoice

Type: MISC

Terms: NET 30

Currency: USD

Document Date: 02/24/2004

Due Date: 03/25/2004

Effective Date: 02/24/2004

Plan:

Control Group

Identifier:

Date:

Reference

Base Document: BOAR-GH-2004-016

Original Document: BOAR-GH-2004-016

Cross Referenced To:

Tax Exempt:

<b>Totals</b>			
Goods and Services:	150.00	Total Taxes:	0.00
Freight:	0.00	Total:	150.00
Miscellaneous Charges:	0.00		

Ready

Start | Production Applications | Novell GroupWise - Mailbox | SmartStream | Microsoft Word - Jackie | Activity Windows | 6 of 6 | 8:09 AM

Click on Binoculars

Activity Windows

File Edit Options Settings Window Help

Main View

Billing Document - BOAR-GH-2004-016

Detail View  
 Activity View  
 Bill-To Address View  
 Ship-To Address View  
 Line View  
 Accounting Distribution View  
 Error Messages

Comments:

Billing Document: **BOAR-GH-2004-016**  
 Status: Sent  
 Account: 10417-2  
 Receivable Entity: 10417 University Gue  
 Category: Invoice  
 Type: MISC  
 Terms: NET 30  
 Currency: USD

Control Group  
 Identifier:   
 Date:

Reference  
 Base Document: BOAR-GH-2004-016  
 Original Document: BOAR-GH-2004-016  
 Cross Referenced To:   
 Tax Exempt:

Document Date: 02/24/2004  
 Due Date: 03/25/2004  
 Effective Date: 02/24/2004  
 Plan:

<b>Totals</b>			
Goods and Services:	150.00	Total Taxes:	0.00
Freight:	0.00	Total:	150.00
Miscellaneous Charges:	0.00		

View different groups of information about this window

Start | Production Applications | Novell GroupWise - Mailbox | SmartStream | Microsoft Word - Jackie | Activity Windows | 6 of 6 | 8:10 AM

Bill to address  
 -Make any necessary changes

Activity Windows

File Edit Options Settings Window Help

Billing Document - BOAR GH 2004 016

Bill-To Address View

Contact Name: MR & MRS JAMES HASTINGS Title:

Format: United States 2

Address Line 1: 114 FERRWICH DRIVE

Address Line 2:

City: PAWLEY'S ISLAND State: SC

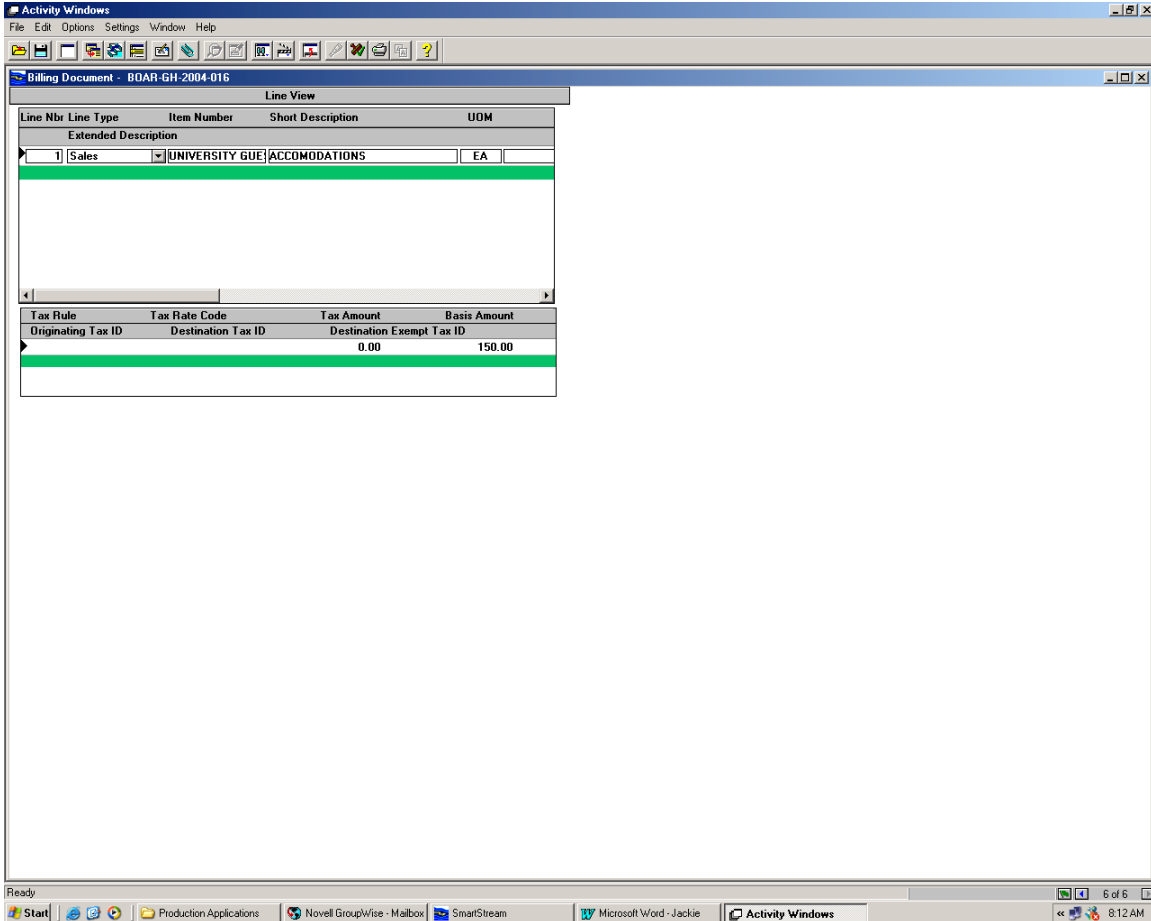
Zip Code: 29585

Ready

Start Production Applications Novell GroupWise - Mailbox SmartStream Microsoft Word - Jackie Activity Windows 6 of 6 8:12 AM

### Line view

- Type in the item number: UNIVERSITY GUEST HOUSE
- Quantity: type in how many nights stayed
- Unit price: \$75.00 (this should fill in with \$75. If not and a pop up screen comes up with “No default price”, click OK and type in \$75.00)

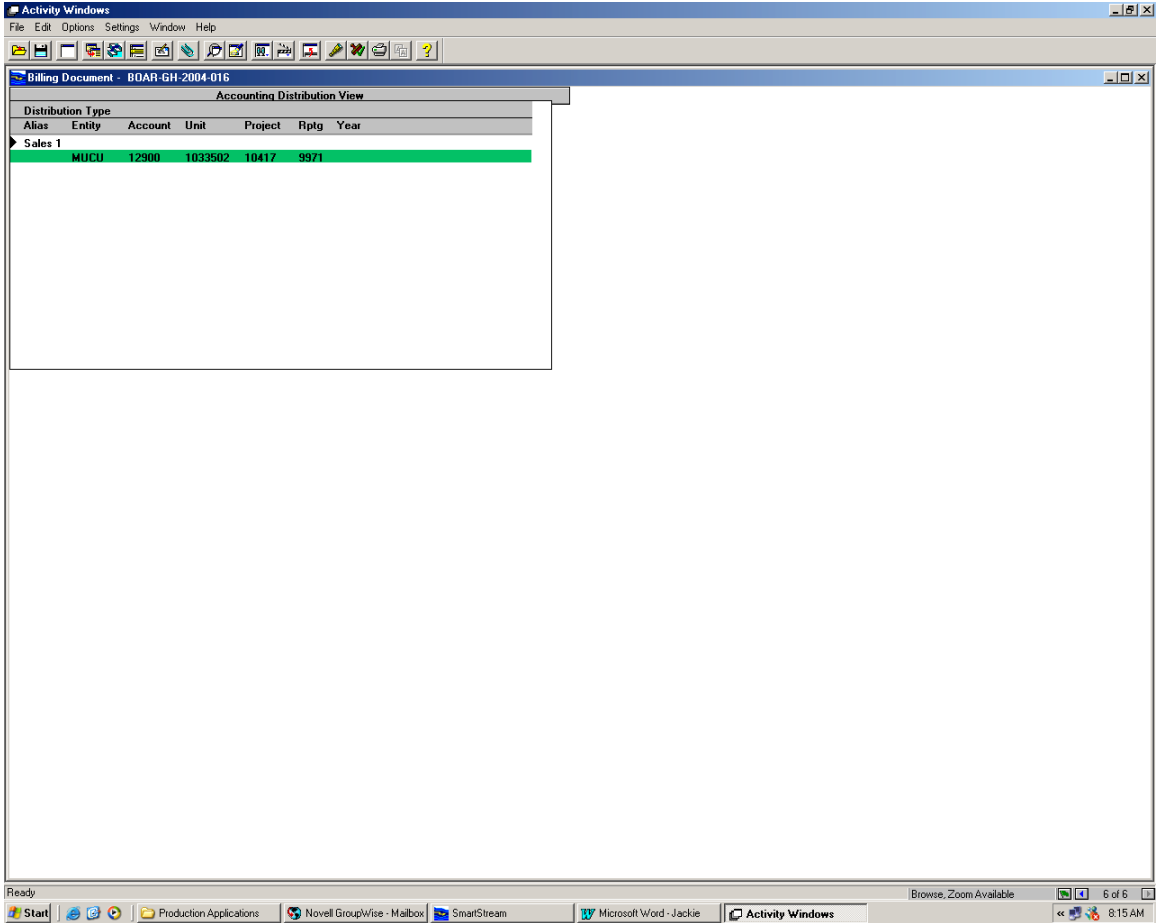


Click on binoculars

Accounting distribution

-This should show the sales item UDAK

-If it does not, check your Billing Accounting Distribution



The screenshot shows a software window with a menu bar (File, Edit, Options, Settings, Window, Help) and a toolbar. The main area displays a table titled 'Accounting Distribution View' with the following data:

Distribution Type	Alias	Entity	Account	Unit	Project	Rptg	Year
Sales 1	MUCU	12900	1033502	10417	9971		

The table has a green header row and a green data row. The status bar at the bottom shows 'Ready', 'Browse, Zoom Available', and '6 of 6'.

Save

Close

## Printing Invoice

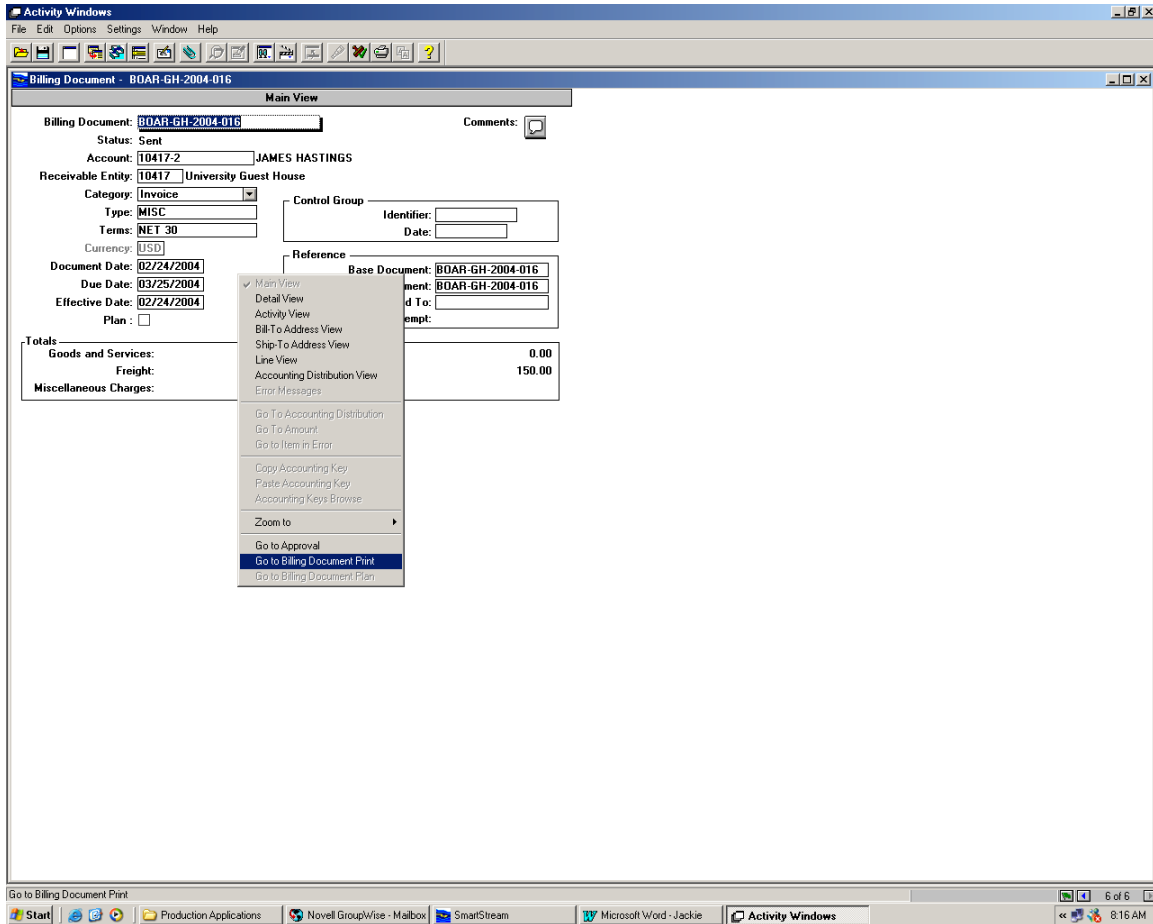
Once the billing document has gone through the approval process and the status is complete, you may print the invoice.

### Billing Document

Fill in the Billing document: BOAR-GH-2004-???

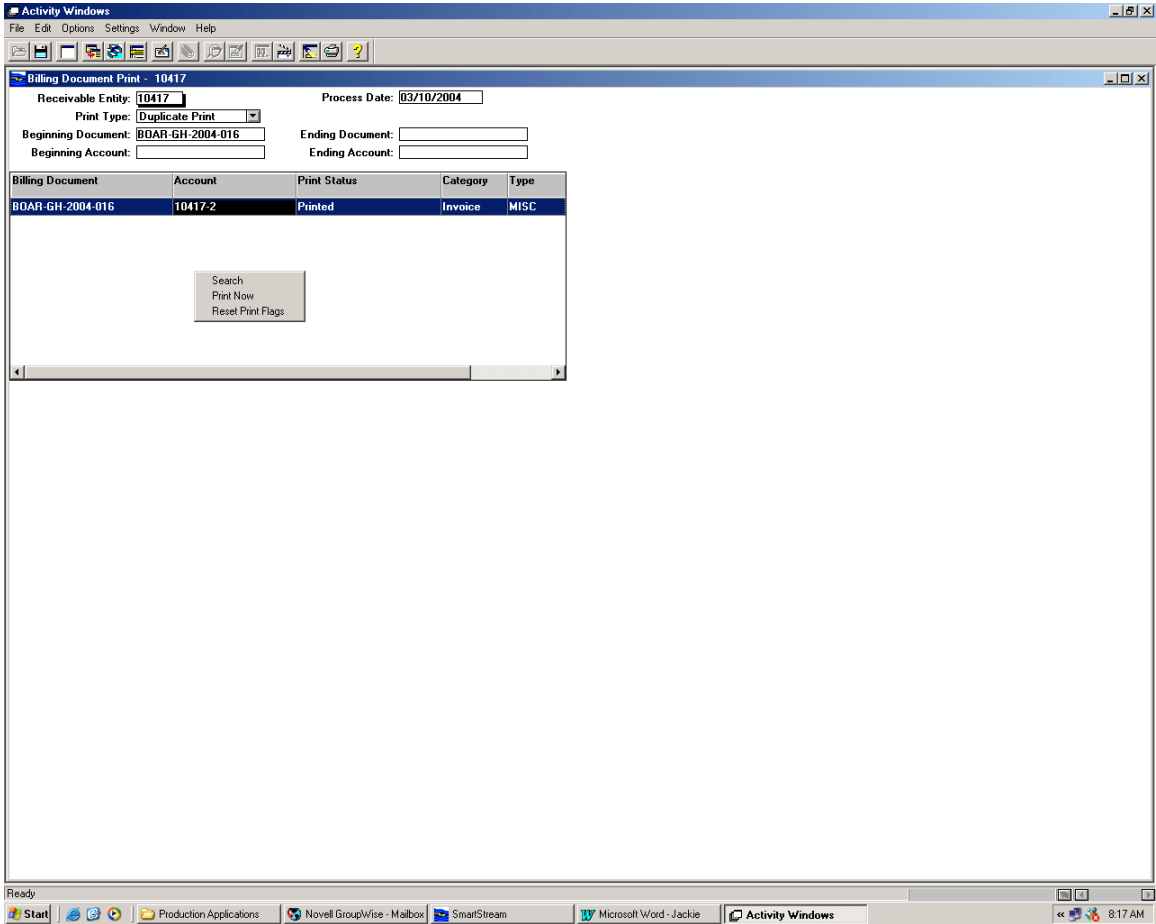
Right click

Click on Go to Billing Document Print



Fill in the following fields:

- Print type: normal print
  - If you need to print a second invoice choose duplicate print
- Highlight the billing document in the box  
Right click  
Click on print document



The process will bring you to Access and begin processing the invoice. This may take a few minutes so just let the process run. When the process finishes it will bring to the print document screen.

Close

