Welcome to Our Accounts Receivable System!

This system is designed to streamline the management of invoicing, payments, and billing contacts for monthly assessment fees related to plots owned by members. Our goal is to provide a simple, thorough, and robust platform that simplifies the billing process and tracks all necessary data for reporting.

What Our Accounts Receivable System Does:

Our system is built to handle all aspects of your monthly assessment billing, ensuring accuracy and ease of use. Key functionalities include:

- **Invoicing:** Generate invoices for members designated as Billing Contacts for their respective Billable Assets (Plots).
- **Payment Tracking:** Keep track of payments and balances for members responsible for one or more plots.
- **Credit Management:** Overpayments automatically create credit balances that are applied to outstanding invoices, streamlining future payments.
- **Draft Batches:** Create and manage draft batches of invoices for upcoming monthly billing periods, with options to review, finalize, cancel, and recreate them to ensure accuracy.
- **Late Fee Application:** Automatically apply late fees to overdue invoices after a 5-day cutoff.
- **Email Notifications:** Send automated email notifications to Billing Contacts with outstanding balances after invoicing and late fees are applied.
- **Transaction History:** Provides a detailed history of all billing and payment transactions.
- **Voiding Capabilities:** Allows for voiding invoices and payments to correct discrepancies and maintain accurate balances.
- **Reporting:** Designed to gather all necessary data for reporting needs.

How to Use the Accounts Receivable System:

This section provides a step-by-step guide to managing your accounts receivable.

1. Managing Billing Contacts and Billable Assets (Plots)

The system manages invoicing at the "Billable Asset" level, with each asset billed to a designated "Billing Contact".

- **Designating a Billing Contact:**
    - Members with Admin or Manager roles can manage members and access Accounts Receivable options.
    - Navigate to Manage > Members > Manage Members.
    - Find the desired member using the search option.
    - Click on the member's row to go to the Manage Member page.

Manage Member page.

- Scroll to the bottom of the form, select the checkbox "Is a Billing Contact," and click Save.

This enables them to be assigned to Billable Assets and receive invoices.

- **Assigning Billable Assets (Plots):**
    - While all 82 current plots are pre-configured, you can edit and transfer plots to new Billing Contacts.
    - Go to Manage > Accounts Receivable > Billable Assets.
    - Find the asset (plot) in the table using the search field or sorting.
    - Click the Edit button in the Edit column to open a dialog box.
    - Here, you can set the Assigned Billing Contact, Plot Identifier, Assessment Fee (currently $165 per month for all plots), and add an Optional Description.
    - Click Update Asset to save changes.

2. Creating and Finalizing Draft Batches

Draft batches are generated for the upcoming month's billing and should typically be reviewed shortly after the first of the month.

- **Create a Draft Batch:**
  - Navigate to Manage > Accounts Receivable > Create Draft Batches.
  - The settings for the Invoice Date and Due Date will automatically reflect the next month's billing, due on the 1st.
  - Enter a Batch Description (e.g., "Monthly Assessment July 2025").
  - Click Create a Draft Invoice Batch.
- **Review and Finalize Draft Batches:**
  - You will be taken to the Review Draft Batches page, or you can access it via Manage > Accounts Receivable > Review Draft Batches.
  - Review the listing to ensure the correct Billing Contact is assigned to each Billable Asset.
  - If corrections are needed, use Cancel & Delete Batch, make corrections to your Billable Assets, and then re-create the draft batch.
  - The Billing button at the end of each row takes you to that Billing Contact's Billing History for detailed review.
  - Once reviewed and confirmed accurate, click the Finalize Batch button.
  - Finalizing changes invoice status from Draft to Due and applies any existing credit balances.

3. Applying Late Fees and Sending Notifications

- After the 5-day cutoff (typically the 6th of the month), you can automatically apply late fees.
- On the Accounts Receivable Current Balances page, click the Apply Late Fees to All Eligible button.
- After applying late fees, click the Email Balance Notifications button. This ensures the emailed balance includes any newly applied late fees. Notifications are sent approximately three weeks before the due date.

4. Recording Payments and Managing Credit Balances

Payments are currently accepted only via checks.

- **Finding Billing History:**

    - One of the quickest ways is to go to Manage > Accounts Receivable > Billable Assets.
    - Search for the Billing Contact's name or plot number.
    - Click the Billing button in the Billing column for the relevant row. This will take you to the Billing History page.
- **Recording a New Payment:**
    - On the Billing History page, click the Payment button.
    - You will see a list of all invoices for that Billing Contact.
    - For multi-asset contacts who send a lump sum payment covering multiple invoices, simply select **one** invoice and overpay it with the total check amount. The system will automatically treat the overpayment as a Credit Balance and apply it to all other outstanding Due Invoices. Any remaining credit will be applied towards future invoices.
    - Enter the Payment Date, Payment Amount, Payment Method (Check), and a Reference Number (e.g., Check #).
    - Click Record New Payment.
    - The system will show all due invoices as paid, the balance due will return to zero, and any overpayment will be reflected as a credit.

System Integrity

The system is designed for high integrity, allowing you to void invoices and payments to ensure accurate balance tracking. While some invoice fields can be edited, the system strives to minimize this need by ensuring correct Billing Contact assignments.

If you have any questions about any area, or suggestions for improvement or additional needs, please do not hesitate to contact us.

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