

### **A. Accounts Receivable**

- a. Be sure all invoices and payments have been entered and posted
- b. Select **Dynamics SL** from menu
- c. Select General Ledger from menu
- d. Select Post Transaction from menu
- e. Select "Module" AR and "Refresh" to get only A/R batches
- f. Press "Begin Process"
- g. When "complete" press "ok"
- h. Select "Close Statement Cycle"
- i. "x" selection for statement cycle
- j. Press "begin processing"
- k. When "complete" press "ok"
- l. Go to AR Report
- m. Click Aged AR
- n. Click Print Preview
- o. This will open up the Aged AR Detail Report
- p. Click on Export button
- q. Click on Address Bar
- r. Find [\\Terastation\Account Docs](#) folder
- s. Choose AR Reports
- t. Click File Name: Name the document: AGED.AR.06302012.PDF (Put period ending date)
- u. Click on Save as Type and choose PDF (\*.pdf)
- v. Click Save button
- w. This will save to the Accounting server
- x. Select General Ledger from menu
- y. Select Closing
- z. Select "Period" by Accounts Receivable Module to close the current period
- aa. Press "Begin Processing"

### **B. Past due Client Procedures**

- a. All clients with balance in the 60 or 90 day column on the statements will receive a letter from the President, & CEO indicating their account is past due. 90 day letters will be sent by certified mail.
- b. Record the names of all clients receiving a 90 day certified letter concerning their account
- c. Clients who do not respond to the 90 day letter within 15 days will have their subscriber privileges suspended until the past due amount is paid. Clients will pay non-subscriber rates and cash at time of class.
- d. The first letter the client receives will indicate that a "three strike" process has begun with the first letter. A client receiving a second and third 90 day notice within a twelve month period will have all subscriber privileges suspended for one year from date of third notice if the account is not brought current within 10 days from the date of the third notice.
- e. Non-subscriber companies who do not send payment with the student the day of class will have their account put on hold until payment is received for the training. The employee who received the training will have a notation placed in his/her file so that a lost badge may not be purchased until the training received has been paid for.

### **C. New Subscriber Client Policy**

All new subscriber companies will have a \$1000.00 credit limit for the first year the account is open. If payment history is satisfactory during that time the credit limit will be increased. All companies will be suspended if an invoice is 60 days past invoice date within the first year the account is open.