

Quick Topic - Efficient initialization of system to receive AR aging through Customer Payments

Title: Efficient initialization of system to receive AR agings through Customer Payments

Brief description:

When you convert to Unanet Financials, you will either have been using Billing previously or may be creating Billings in order to get their cumulative project billings into the system. In both cases, this can result in numerous items in the Accounts Receivable Aging that need to be "received" through Customer Payments prior to system launch. With the template provided here you can quickly export items then immediately import them as a Customer Payment.

What's covered in this document:

- [Steps](#)
- [Additional Information](#)

Steps

1. Download and save the attached export template.
 - a. This template takes Invoice amounts and invoice numbers in the correct format for import as a customer payment: [Export Open A-R in Customer Payment format.csv](#)
2. Import the export template into your Unanet system (**Admin > Export > Lists**).
3. Click the blue run button on the export template and populate the required fields.
 - a. On the Export criteria screen enter the BANK ACCOUNT name as it appears in your client's bank account setup. Enter a POSTED DATE (prior to your go-live date or be certain that *Post to General Ledger* in **Admin > Properties > Financials > General Ledger** is not selected.) Finally add the LEGAL ENTITY (currently there is not a legal entity field option in the AR export). The payment method has been hard coded as ACH because this doesn't require a check number which you generally wouldn't need for this process.

| Admin Export – Export Open A/R in Customer Payment format Criteria | |
|--|--|
| ▶ Run Export 📄 Save Criteria | |
| SAVED EXPORT: | <Default Export> |
| TEMPLATE: | Export Open A/R in Customer Payment format |
| FILE NAME: | Invoice.csv |
| E-MAIL: | |
| SUPPRESS OUTPUT TO THE SCREEN: | <input type="checkbox"/> |
| SUPPRESS REPEATING VALUES: | <input type="checkbox"/> |
| LEGAL ENTITY: | |
| POST AND DOCUMENT DATE: | |
| BANK ACCOUNT: | |
| Accounts Receivable Selection Criteria | |
| MARK DATA AS EXTRACTED: | <input type="checkbox"/> |

4. Run the export and download the output (save). This format is the Customer Payment import format.
 - a. The Group ID indicates how you would like to group the amounts by Customer Payment.

| *legal_ent | document | group_id | document | post_date | customer_ori | payment_amo | payment_method | bank_account | description | paid_doc | paid_doc_number | paid_payment_amount |
|------------|----------|----------|----------|------------|--------------|-------------|----------------|--------------|--------------------------------|----------|-----------------|---------------------|
| | | 1 | | 12/31/2014 | C_A | 1080423.94 | HISTORICAL | | Checking Historical Receipt CI | | 18 | 1080424 |
| | | 2 | | 12/31/2014 | C_A | 3589781.14 | HISTORICAL | | Checking Historical Receipt CI | | 66 | 3136687 |
| | | 2 | | 12/31/2014 | C_A | 3589781.14 | HISTORICAL | | Checking Historical Receipt CI | | 8510-68 | 252740.7 |
| | | 2 | | 12/31/2014 | C_A | 3589781.14 | HISTORICAL | | Checking Historical Receipt CI | | 8511-16 | 200353.7 |
| | | 3 | | 12/31/2014 | C_A | 12510050.66 | HISTORICAL | | Checking Historical Receipt CI | | 0-21 | 12510051 |

this indicates that there will be 3 customer payments

when multiple amounts are grouped on one payment, the payment_amount value must be the same (the sum of the paid_amount column values for that payment)

5. Import the file as Customer Payments:

- a. Navigate to **Admin > Import** and select "Customer Payment" from the TYPE OF IMPORT dropdown menu.
- b. We recommend you choose the SUBMITTED status.

Unanet Organizations Project People Forecast Time Expense Financials

Admin – Import

IMPORT SELECTION

TYPE OF IMPORT: Customer Payment

FILE TO IMPORT: No file chosen

OUTPUT OPTIONS:

All (errors, warnings and informational messages)
 Errors and Warnings (suppress informational messages)
 Errors (suppress warnings and informational messages)

CUSTOMER PAYMENTS: First purge details and paid documents associated with imported Customer Payments

RESULTING STATUS: INUSE SUBMITTED

FISCAL PERIOD: Allow changes to Customer Payments in closed Fiscal Periods

Additional Information

[Help Docs - Import Customer Payment](#)