

Beginning balances – unpaid client invoices and prepayments

Goal: Enter beginning balances for unpaid client invoices and prepayments.

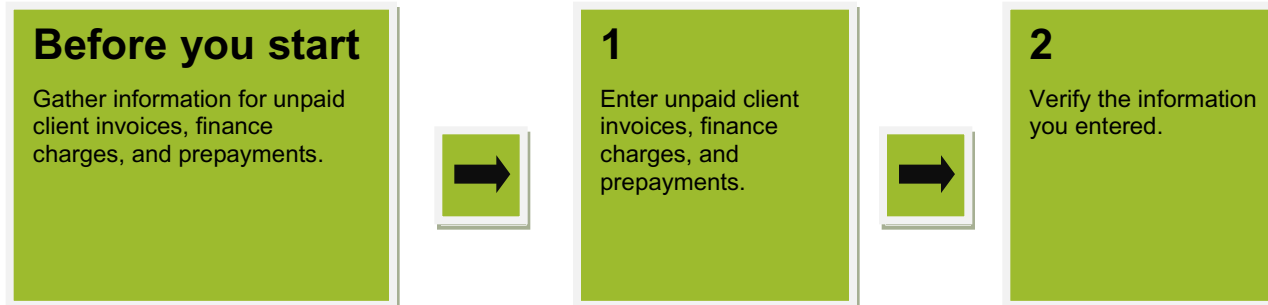
In this quick lesson

Step 1: Enter unpaid client invoices	2
Step 2: Enter unpaid finance charges	4
Step 3: Verify unpaid client invoice information	6
Step 4: Enter client prepayments	7
Step 5: Verify client prepayment information	8

If you have unpaid client invoices, or received prepayments from clients before your beginning balance date, enter the outstanding balance for each client.

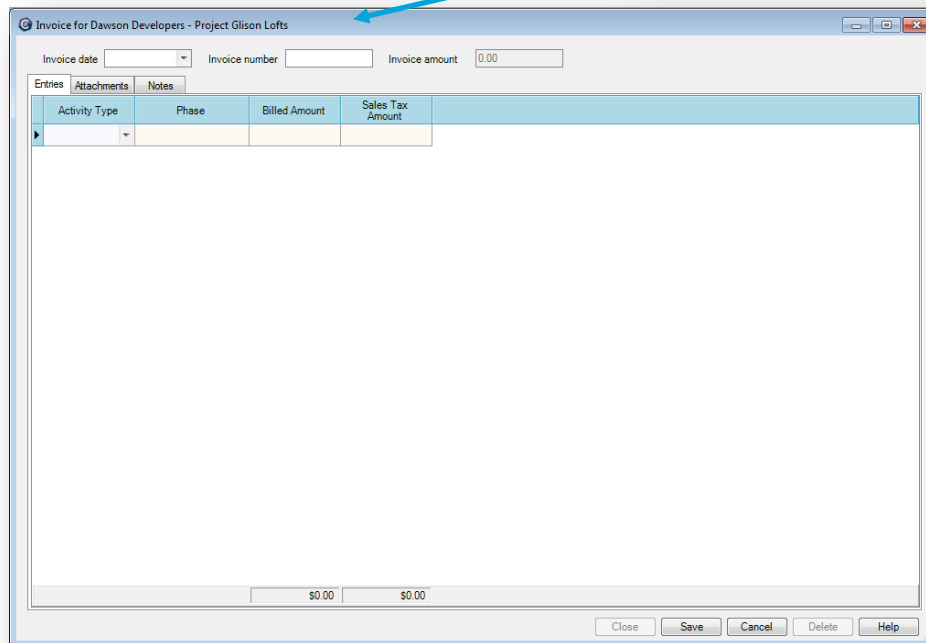
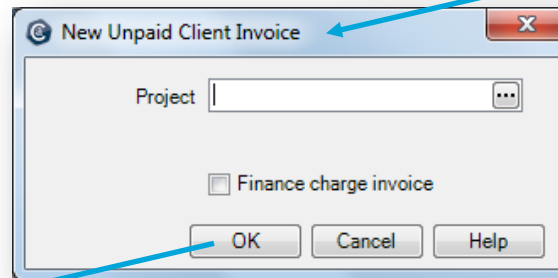
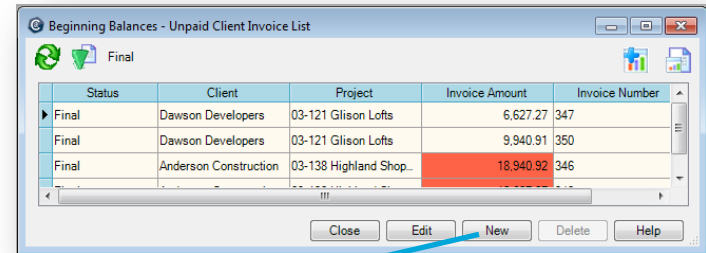
For an overview of the entire process, be sure to see the *Beginning balances introduction* quick lesson.

The process



Step 1: Enter unpaid client invoices

1. Click **Company > Beginning Balances > Unpaid Client Invoices**.
2. Click the **New** button.
3. Select the project associated with the client invoice, and click **OK**.



Step 1: Enter unpaid client invoices (continued)

4. Enter information for the client invoice.
5. Be sure to save your work when you are finished.
6. Repeat this step for each unpaid client invoice you need to enter.

The screenshot shows a software window titled "Invoice for Dawson Developers - Project Glison Lofts". At the top, there are three input fields: "Invoice date" with a dropdown menu showing "06/18/10", "Invoice number" with the value "347", and "Invoice amount" with the value "6,627.27". Below these fields are three tabs: "Entries", "Attachments", and "Notes". The "Entries" tab is active, displaying a table with the following data:

Activity Type	Phase	Billed Amount	Sales Tax Amount
Labor	Space Planning	6,000.00	0.00
Expense	Space Planning	627.27	0.00
*			

At the bottom of the window, there are two summary boxes: one showing "\$6,627.27" and another showing "\$0.00". At the very bottom, there are five buttons: "Close", "Save", "Cancel", "Delete", and "Help".

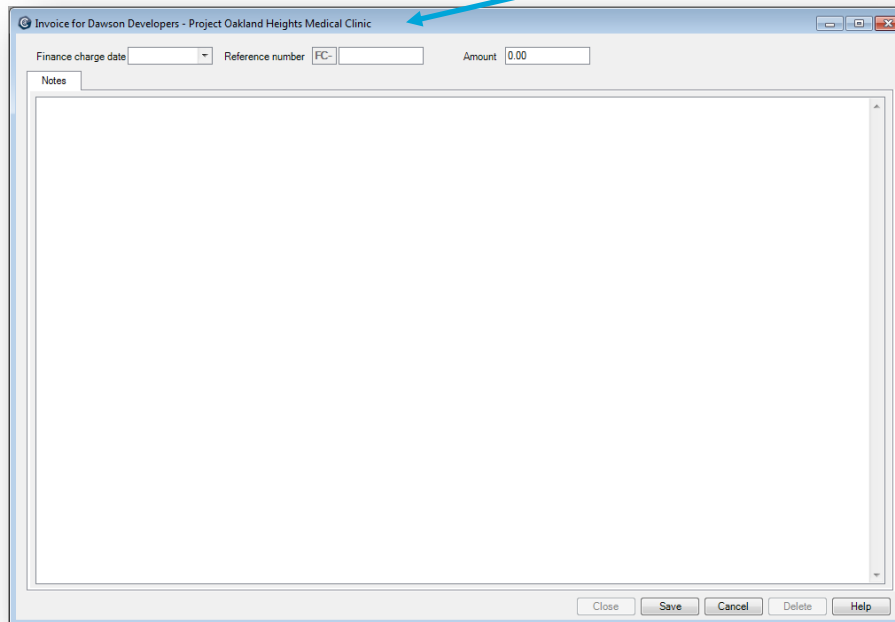
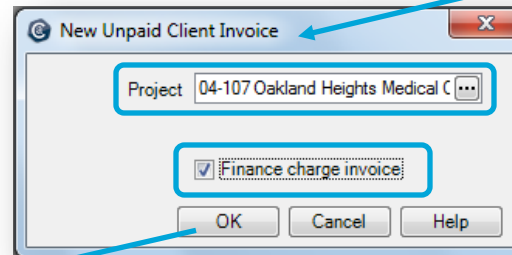
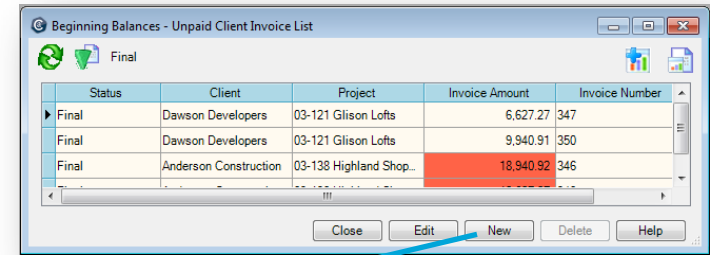
Callouts provide additional information:

- "Enter the invoice date." points to the "Invoice date" dropdown.
- "Enter an invoice number, if needed." points to the "Invoice number" field.
- "As you enter amounts in the table, Ajera calculates the total for you." points to the "Invoice amount" field.
- "Enter the billed amount by activity type (labor, expense, or consultant) for each phase. In this example, in the first row, you entered an amount for Labor on a phase. In the second row, you entered an amount for Expense for that same phase." points to the table rows.

Step 2: Enter unpaid finance charges

A finance charge can also be an unpaid client invoice.

1. Click **Company > Beginning Balances > Unpaid Client Invoices**.
2. Click the **New** button.
3. Select the project associated with the finance charge, select the **Finance charge invoice** check box, and click **OK**.



Step 2: Enter unpaid finance charges (continued)


4. Enter information for the finance charge.
5. Be sure to save your work when you are finished.
6. Repeat this step for each unpaid finance charge you need to enter.

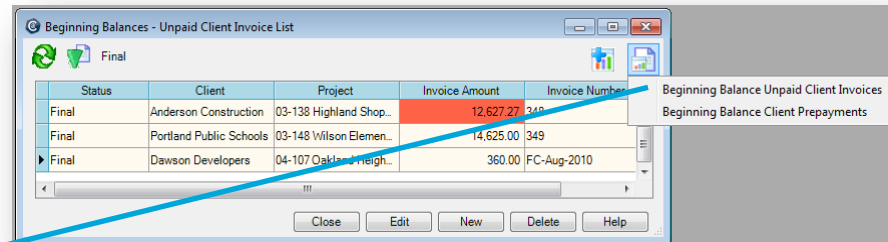
The screenshot shows a software window titled "Invoice for Dawson Developers - Project Oakland Heights Medical Clinic". The window contains the following fields and callouts:

- Finance charge date:** A dropdown menu showing "08/03/10". A callout bubble points to it with the text: "Enter the date of the finance charge."
- Reference number:** A text field containing "FC- Aug-2010". A callout bubble points to it with the text: "If you use reference numbers or IDs to keep track of finance charges, enter them here."
- Amount:** A text field containing "360.00". A callout bubble points to it with the text: "Enter the amount of the beginning balance finance charge for the project."
- Notes:** A large text area below the other fields. A callout bubble points to it with the text: "If you wanted to enter any notes about the finance charge, you would enter them here."

At the bottom of the window, there are five buttons: "Close", "Save", "Cancel", "Delete", and "Help".

Step 3: Verify unpaid client invoice information

1. Click **Company > Beginning Balances > Unpaid Client Invoices**.
2. Click the **Reports**  button, and select **Beginning Balance Unpaid Client Invoices**.
3. Verify that the information you entered is correct.



Beginning Balance Unpaid Client Invoices

Client:

Entry order

Entry order	Sales Tax	Billed	Total Billed
Entry order 349	0.00	14,625.00	14,625.00
Entry order 347	0.00	6,627.27	6,627.27
Entry order 350	0.00	9,940.91	9,940.91
Entry order FC-Aug-2010	0.00	360.00	360.00

Client: Dawson Developers

Invoice Number: FC-Aug-2010

Invoice Date: 8/3/2010

Invoice Amount: 360.00

Cutoff Date:

Billing Type: Percent Complete

Invoice Format: Percent Complete

Project Manager: Mary T. Boyle

Principal In Charge: Mark A. Royce

Billing Manager: Mark A. Royce

04-107 Oakland Heights Medical Clinic

M03-215 Business Development

Finance charge	0.00	360.00	360.00
Phase Total	0.00	360.00	360.00
Project Total	0.00	360.00	360.00
Invoice Total	0.00	360.00	360.00
Report Total	0.00	63,121.37	63,121.37

General Ledger Recap - Accrual

Accounting date: 6/18/2010

	Debit	Credit
1210 Accounts Receivable	25,568.19	
Architectural - 4110 Professional Fees Billed		20,400.00
Architectural - 4120 Expenses Billed		1,380.00
Interiors - 4110 Professional Fees Billed		2,700.00
Interiors - 4120 Expenses Billed		1,141.11

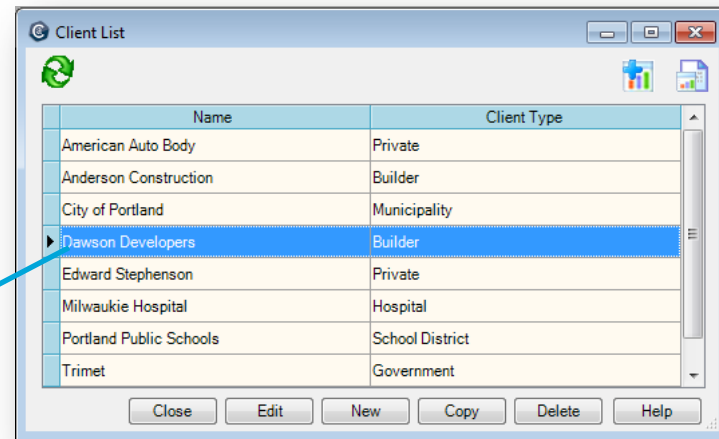
To see detail for an invoice or finance charge, expand it by clicking the plus icon.

To print the report, click the Print button.

The report total should equal the total of your outstanding invoices, which is the amount you entered for your Accounts Receivable account in your trial balance.

Step 4: Enter client prepayments

1. Click **Setup > Clients**.
2. Double-click the client for whom you have an unused client prepayment.
3. Enter the prepayment beginning balance, and click **Save**.
4. Repeat this step for each unused client prepayment you need to enter.




The Client - Dawson Developers window shows the General tab. The Status is set to Active. The Name is Dawson Developers. The Client type is Builder. The Date established is empty. The Annual percentage rate is 18.00 %. The Prepayment beginning balance is 2,300.00. The Send statement and Create finance charges checkboxes are checked. The Phone Numbers section contains fields for Office, Site, Cell, and Office fax. The Email and Website fields are also present.

Fields and values shown:

- Status: Active
- Name: Dawson Developers
- Client type: Builder
- Date established:
- Annual percentage rate: 18.00 %
- Prepayment beginning balance: 2,300.00
- Send statement: ☒
- Create finance charges: ☒
- Phone Numbers:
 - 503-502-6680 (Office)
 - 503-469-8998 (Site)
 - 503-349-9860 (Cell)
 - 503-502-7199 (Office fax)
- Email:
- Website: www.dawsondevelopers.com

Buttons at the bottom: Close, Save, Cancel, Help.

Step 5: Verify client prepayment information

1. Click **Company > Beginning Balances > Unpaid Client Invoices**.
2. Click the **Reports**  button, and select **Beginning Balance Client Prepayments**.

Beginning Balances - Unpaid Client Invoice List

Status	Client	Project	Invoice Amount	Invoice Number
Final	Dawson Developers	03-121 Glison Lofts	6,627.27	347
Final	Dawson Developers	03-121 Glison Lofts	9,940.91	350
Final	Anderson Construction	03-138 Highland Shop...	18,940.92	346
Final	Anderson Construction	03-138 Highland Shop...	12,627.27	348

Buttons: Close, Edit, New, Delete, Help

Navigation: Beginning Balance Unpaid Client Invoices, Beginning Balance Client Prepayments

Beginning Balance Client Prepayments

Client:

Accutera Architects

Wednesday, December 15, 2010
Page 1

Client	Prepayment Beginning Balance
Dawson Developers	2,300.00
Total	2,300.00

To print the report, click the Print button.

The report total should equal the amount you entered to the client prepayments account in your trial balance.

Summary

In this lesson, you learned how to enter beginning balances for unpaid client invoices and prepayments, and how to verify your information.

Be sure to see the other quick lessons about beginning balances.