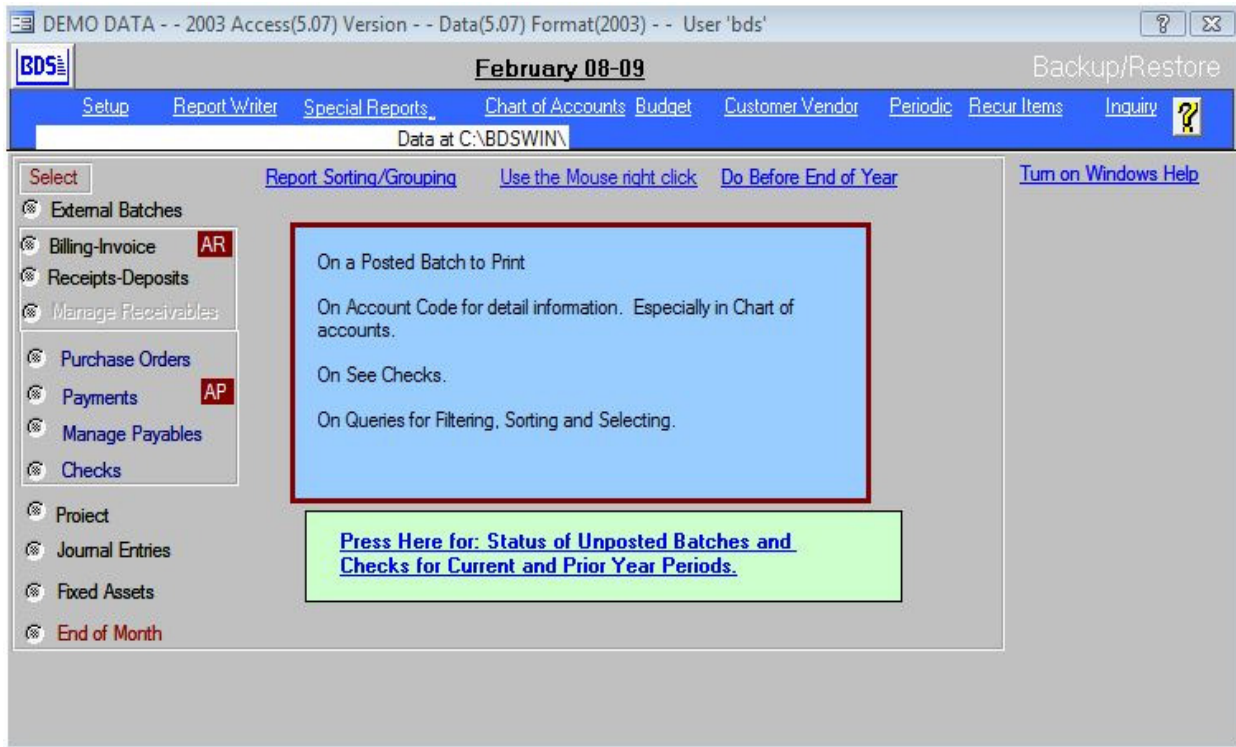


**Banyon Data Systems**  
**RECEIVABLE BILLING AND INVOICING MODULE**  
**FUND ACCOUNTING SOFTWARE**  
**(WinFund)**

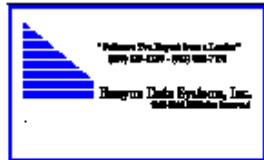


**WinFund Invoicing** is accessed from the Fund Accounting Desktop once it is purchased and activated.

## **Features:**

- **Posted invoices interface to accounts receivable and can be loaded in from the customer AR during a receipt batch.**
- **Create and print one invoice or a range of invoices.**
- **Create recur invoices on a monthly, quarterly, yearly, etc, or simply generate as needed.**
- **Software prints the invoice form.**
- **Add special instructions and comments to the invoice.**
- **Print an invoice history statement to show payments made.**
- **Print a customer statement to show all payments made to all invoices and balances due.**
- **Generate past dues notices and calculate penalty/interest.**

# Sample Invoice



## DEMONSTRATION DATA

101 W BURNSVILLE PARKWAY  
 BURNSVILLE mn 55337-  
 800-229-1130

## Invoice

No. 00000021  
 Date 3/4/1998

Sold To: CHRIS OLSON  
 417 West 2nd Street  
 Chanhassen MN 55317

Ship To: CHRIS OLSON  
 417 West 2nd Street  
 Chanhassen MN 55317

Shipped	Ship Via	Terms	Contract	Contact	Customer P.O.#
		30 Days Net		JEFF	98789
Qty	Unit	Description		Unit Price	Amount
1		BUILDING PERMITS		\$50.00	\$50.00
1		STATE TAX		\$3.25	\$3.25
1		Property Taxes		\$1,000.00	\$1,000.00
Special Instructions				Sub Total	\$1,053.25
A Payment drop box is located outside city hall				Tax	\$3.25
				Shipping	\$0.00
				Total	\$1,056.50

Customize this area to print anything you want.



ThankYou!

**Information to Print**

Invoice    Statement

Print COPY on Form  
 Print Shipping Info on Form  
 Print Amount Paid  
 If Amount Due > 0 print Past Due

Print Logo MUST setup in Report Writer

- Call it an invoice or statement
- Print copy for office records
- Optional to print the line: shipped, shipped via, terms, etc.
- Print paid amounts (if any)
- Option to print logo

## Invoice Entry Screen

Billing Invoice February 08-09

Order By: Number Ascending | Lookup: All Records | Add(F5) | Reset | Fields in Blue can be filtered use right click | 4 | Print | Delete

Invoice: 00001003 | Date: 06/18/2009 | Refer: 0 | Posted:  | Type:

Customer: BANYON DATA SYSTEMS | # 43 | Act Yr Created: 08-09 | 8

Vendor Customer | Change Inv#

Entry | Special Instructions | Comments | Post | History

SHIP To: BANYON DATA SYSTEMS  
101 W. BURNSVILLE PARKWAY  
SUITE 100  
BURNSVILLE MN 55337

Shipped	Ship Via	Terms	Contract	Contact	Customer PO#

Qty	Item	Unit Price	Total	Tax	TP	Act Code	Descr	T
1	City Hall Meeting Room Re	100.00	\$100.00	\$0.00	R	001-2090-1-4500	CHRGSERV	
1	City Fest Membership	25.00	\$25.00	\$0.00	R	001-2090-1-4550	MISCSERV	
1			\$0.00	\$0.00				

Shipping: \$0.00

Order: \$125.00 | Total Order: \$125.00 | Distributed: \$0.00 | Difference: \$125.00

\*Use right click on Vendor/Customer to add or change.

Record: 3 of 3

**Entry:** Simply select an item from the drop down list and the recur information like price, tax, account code, and description will appear if it was set up in the set up options.

- If it is a non recurring item, simply enter the information.

**Special instructions tab:** Put mailing instructions, payment types accepted, or specify payment box location.

**Comments tab:** Provide a paragraph detailing more information about the invoice.

- Special instructions and comments can be unique to each invoice or the same.

**Post:** Posts the invoice to accounts receivable where it will await payment by customer.

- Once posted, the invoice can also be voided/finaled from the post tab.

**History:** Shows payments made towards the invoice.

## Recur Setup

Recur Type	Item	Unit	Amount	Tp	/
Misc	City Hall Conference Room Rent		100.00	R	001
Membership	City Fest Membership		25.00	R	001

Tax	Description	Percent	Tp	Act Code	Description
-----	-------------	---------	----	----------	-------------

**Recur:** From the main fund desktop select recur items at the top

**Recur Type:** is mainly used for setting up recur items for an individual customer to be invoice monthly, quarterly, or yearly. Sample recur type might be memberships.

- To set up recur items for the drop down list on the invoice entry screen, simply assign a recur type of misc.
- Enter in the description, amount, account code, and tax information.

**Post Recur Items -** Post Date 6/18/2009 Cancel

Recur items that have been attached to the Vendor/Customer are used to create Invoices. Each Recur Item contains a Type and Date. You can use either the Type or the Date to create and Invoice.

**Method 1 - Type** Select the Type for Po Membership  
Select the Type for Po  
Select the Type for Po

Items matching one or more of the above types will be Invoiced.  
If you wish to bill for more than 3 types repeat the Above Process. Start

**Method 2 - Date** Select Month  
Select Year 2009

Items matching the above Month and Year will b

Select Cash Basis

- To generate recur invoices select post recur on top. Recur invoices can be selected to generate by the recur type or by a recur date that is attached to the customer recur setup screen.

## Customer Invoice Recur Setup

The screenshot shows the 'Customer/Vendor' screen with the 'Recur Billing' option selected in the left-hand menu. The main area displays the 'Billing Recur' setup for 'BANYON DATA SYSTEMS'. The 'Setup Recur Items' table is visible, showing a single item: 'Membership' with an amount of 25 and a total of \$25.00. The 'Recur Type' is 'Membership' and the 'Item' is 'City Fest Membership'. The 'Expire Date' is 6/18/2009. The 'Qty' is 1, 'Amount' is 25, 'Total' is \$25.00, and 'Ta' is \$0.00. The 'Record' indicator shows 1 of 1 records.

Customer/Vendor

Lookup Name [ ] Next Vendor Back

Active [ ] Search Name BANYON DATA SYSTEMS Type Vendor # 43

1099 [ ] Soc Sec [ ] Federal ID [ ] State ID [ ] Minority [ ] Race [ ]

Billing Recur

Tax Exempt [ ] Tax Exempt ID [ ]

If Tax Exempt is set, any Tax on Recur Items will be ignored.

	Recur Type	Item	Expire Date	Qty	Amount	Total	Ta
▶	Membership	City Fest Membership	6/18/2009	1	25	\$25.00	\$0.
*			6/18/2009	1			

Record: [ ] [ ] 1 [ ] [ ] [ ] of 1

**Recur Billing:** From the customer/vendor screen select recur billing on the left.

**Recur Type:** Select the recur type from the drop down

**Item:** Select the recur item from the drop down and the recur information will auto fill if it was entered in setup. Be sure to change the expire date if recurs will be processed by an expire date for the recur type.

## Receipt Entry of Invoice

**Fund Accounting Receipts** JANUARY 2002'01-12-03rec'

Select Entry or Add Entry(F5) Print Entry Delete Entry Copy Entry Allocate Entry Fixed Assets

Search Name: CHRIS OLSON Refer: 29 Invoice: Comments: Error: ?

Receipts: 01-12-03rec

From: CHRIS OLSON Invoice: Inv Date:

Vendor Customer Copy Recur See Transactions See Bill/AR When Lines are added below fields in Italics are copied.

Ref/Book#: 29

Comment: Bank or AR NORWEST C

Account: R

Receipts put money in Bank. Payments take money out of Bank.

**Invoices**

CHRIS OLSON

Hi Lite each item to be included. Hint use the shift key or control key for mutple items.

Invoice	Original Amt	Amt Paid	Due	C
00000021	\$50.00	\$0.00	\$50.00	B
00000021	\$3.25	\$0.00	\$3.25	S
00001016	\$500.00	\$0.00	\$500.00	A
00001016	\$25.00	\$0.00	\$25.00	T
00001022	\$10.50	\$0.00	\$10.50	F
00001026	\$10.00	\$0.00	\$10.00	A
00001026	\$100.00	\$0.00	\$100.00	B
00001026	\$1,000.00	\$0.00	\$1,000.00	F
00001030	\$30.00	\$0.00	\$30.00	A
00001032	\$30.00	\$0.00	\$30.00	A
00001033	\$30.00	\$0.00	\$30.00	A
00001034	\$30.00	\$0.00	\$30.00	A

Copy Selected Records Cancel 0000 2002

For Po's Final is set to false, all others Final is set to true.

**See Bill/AR:** Once a customer is selected on the receipt batch screen, click see Bill/AR option to show outstanding invoices for the customer.

Next, click on invoice # (s) the customer is paying and choose copy selected records to bring the entry into the batch.

**Fund Accounting Receipts** JANUARY 2002'01-12-03rec'

Select Entry or Add Entry(F5) Print Entry Delete Entry Copy Entry Allocate Entry Fixed Assets

Search Name: CHRIS OLSON Refer: 29 Invoice: Comments: Error: ?

Receipts: 01-12-03rec

From: CHRIS OLSON Invoice: Inv Date:

Vendor Customer Copy Recur See Transactions See Bill/AR When Lines are added below fields in Italics are copied.

Ref/Book#: 29

Comment: Bank or AR NORWEST CHECKING Transaction Date: 03/13/2007

Account	Comments	Invoice	Inv Date	Final	Proj Nbr
R 101-32000	LicPermt \$50.00 BUILDING PERMITS	0000000		<input checked="" type="checkbox"/>	12
R 101-31000	GenTaxes \$3.25 STATE TAX	0000000		<input checked="" type="checkbox"/>	12
* R	Account Blank			<input type="checkbox"/>	0

If the customer is not paying the full amount, change the dollar amount and then uncheck the final box and a remaining balance will be shown on the receivable report.

Receipts put money in Bank. Payments take money out of Bank.

Total \$53.25 Your Total \$0.00

# Sample Reports

## DEMO DATA \*Invoice Aging

06/19/09 8:48 AM  
Page 1

Uses Created Date

Search Name	Total Due	Current	30-60	60-90	90 Over
BANYON DATA SYSTEMS	\$125.00	\$125.00			
BANYON DATA SYSTEMS	\$100.00			\$100.00	
<b>Grand Total</b>	<b>\$225.00</b>	<b>\$125.00</b>		<b>\$100.00</b>	

## DEMO DATA \*Receivables Aging Summary©

06/19/09 8:50 AM  
Page 1

Account	Last Dim Descr	Invoice	Original Amt	Amt Paid	Amt Due	Due Date
<b>*Current</b>						
	Search Name BANYON DATA SYSTEMS	00001003	\$125.00	\$0.00	\$125.00	6/18/2009
<b>*Current</b>			\$125.00	\$0.00	\$125.00	
<b>60-90</b>						
	Search Name BANYON DATA SYSTEMS	00001001	\$1,000.00	\$500.00	\$0.00	3/24/2009
	Search Name BANYON DATA SYSTEMS	00001002	\$100.00	\$0.00	\$100.00	4/1/2009
<b>60-90</b>			\$1,100.00	\$500.00	\$100.00	
			\$1,225.00	\$500.00	\$225.00	

## DEMO DATA \*Receivables Summary©

06/19/09 8:51 AM  
Page 1

Account	Last Dim Descr	Invoice	Original Amt	Amt Paid	Amt Due	Due Date
	Search Name BANYON DATA SYSTEMS	00001001	\$1,000.00	\$500.00	\$0.00	3/24/2009
	Search Name BANYON DATA SYSTEMS	00001002	\$100.00	\$0.00	\$100.00	4/1/2009
	Search Name BANYON DATA SYSTEMS	00001003	\$125.00	\$0.00	\$125.00	6/18/2009
			\$1,225.00	\$500.00	\$225.00	