

How to handle a commitment for \$100,000 payable over 5 Years, with payments due July 1 and January 1 of each year.

February 2006

- 1: In Acct List Admin, setup a Billing Item under one of the 3 Long Term categories and connect the billing item to a G/L account.
- 2: Enter a Billing amount and set whether the payment flag is to be a donation or not a donation.
- 3: Start a Batch for Invoices only.
- 4: Use the member list to locate the member who made the commitment.
- 5: In the Member Finances, select the Long Term Setup screen.
- 6: Be sure to set the appropriate Fiscal Year (upper right corner of screen).
- 7: Select the Billing item that was entered in Account List Admin.
- 8: In the total Years column, select 5.
- 9: In the Curr Year column, select 1.
- 10: Select override and enter 100000 (This allows you the option to vary the amount per Long Term Commitment)
- 11: Select the invoice date (defaults to today's date)
- 12: IMPORTANT: Select All In current year or In Billing Year
All in current year means all invoices are posted to the general ledger in the current batch

In Billing Year means, the invoice is posted in the appropriate year. Un-posted invoices, remain in Blue, in the Members Invoice List.
- 13: In the installment Grid, (lower section of screen, click July and January)

In this example, the fiscal year is 2006-2007
Invoice date is 02/07/2006
Override amount is 100000
Start Fiscal Year is 2006
Total Years are 5
Current year is 1
All Invoices are to be posted in Current Year
Due Date is 1

14: Once you've checked your input, select Update Invoice and Add to Batch.

15: A window pops up, displaying your input criteria. If correct click Yes. Otherwise click No and make your changes,

Clicking Yes, using the criteria shown, will create 5 invoices, all with today's invoice date, but with different dues dates.

Inv #	Inv date	Inv Amt	Due		Due	
1	2/07/2006	\$20,000	7/01/2006	10,000	1/1/2007	10,000
2	2/07/2006	\$20,000	7/01/2007	10,000	1/1/2008	10,000
3	2/07/2006	\$20,000	7/01/2008	10,000	1/1/2009	10,000
4	2/07/2006	\$20,000	7/01/2009	10,000	1/1/2010	10,000
5	2/07/2006	\$20,000	7/01/2010	10,000	1/1/2011	10,000

G/L Number	Acct Desc	Debit	Credit	Posted Date
7000.0000	Long Term	0.00	\$100,000	02/07/2006
1210.0000	Account Rec	\$100,000	0.00	02/07/2006

Click Post and your done.

Use the Statement option, to display / print the members commitment
Please note, select the Option (with Balance Due All FY's (include Future Years) to display / print all years. The due date shown is the last due date for each invoice.

Select Installment Schedule to display installments for the current fiscal Year.

No matter what the invoice date, you can enter a payment against a long term installment.

IMPORTANT: Prior to posting, if you do not like the criteria set, you can quickly remove all items from the current batch, by clicking Options, then Remove All Items from Batch (follow the on screen prompts)

We'll prepare a separate report that itemizes what reports you should use in the Management Reports.

SOS continues to be enhanced through user comments and ideas. Please email your suggestions to SoSSupport@ansintech.com or SoSrequest@ansintech.com

For more details about SOS visit our web site at
www.ansintech.com

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