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Client Reconciliation

Client Reconciliation, released in Nexsure version 1.94.5, is a new tool for writing off client balances and clearing open credits and debits. It has been designed to replace the need to create zero disbursements and zero receive payments previously used to clean up open Accounts Receivable (A/R) balances.

Here are two useful tips to consider when using this new functionality:

1. When writing off a balance to a general ledger account, you must first enter the GL line item under the **General Ledger** link before selecting the A/R item to be written off under the **Journal Transactions** link.
2. When associating debits to credits, you must follow these simple guidelines when selecting items to be applied against each other:
 - Select one credit item to apply to one selected debit item.
 - Select one credit item to apply to many selected debit items.
 - Select many credit items to apply to one selected debit item.

Selecting many credit items to apply to many debit items cannot be completed in the same step. Multiple credits to multiple debits must be entered one pair at a time using the [[Transactions Associations](#)] link between each association.

Perform the following to write off a small client balance and apply outstanding A/R debits and credits in the same Client Reconciliation:

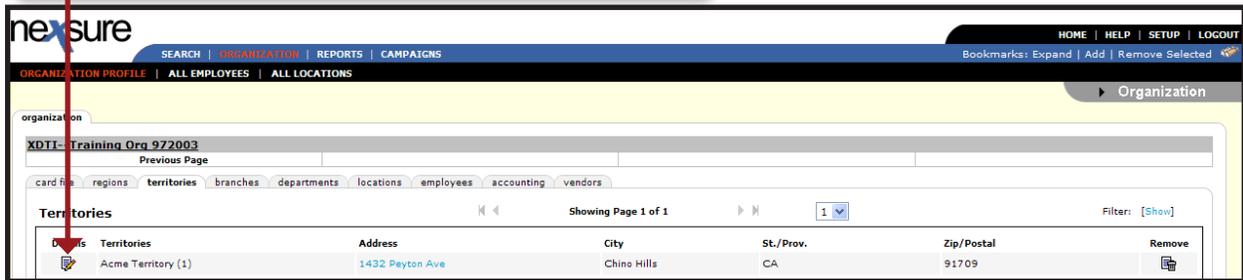
1. On the **Utility** menu, click **HOME**.

2. On the **Primary** menu, click **ORGANIZATION**.



3. On the **ORGANIZATION** screen, click the **territories** tab.

4. Click the **Details**  icon next to the territory to reconcile.



5. Click the **accounting** tab.



6. Click the **transactions** tab.

7. Click the **reconciliation** tab.

8. Click the **[Add New Reconciliation]** link to open the **Reconciliation** dialog box.

9. In the **Entity Type** list, select **Client**, enter at least three characters for **Entity Name** and click **Search**.

Note: Enter three characters in **Location Name** and/or **Address** to narrow the search results.

The screenshot shows the 'Reconciliation' dialog box in the Nexsure application. The 'Entity Type' dropdown is set to 'Client'. The 'Entity Name' field contains 'sul'. The 'Location Name' and 'Address' fields are empty. The 'Search' button is highlighted. Below the search fields, the 'Select Name' list shows 'Sullivan Recycling' selected. The 'Select Address' dropdown is set to 'Office - 4614 New Calhoun Hwy NE[4614 New Calhoun Hwy NE]'. At the bottom, there are 'OK' and 'Cancel' buttons. Red arrows from the text above point to the 'Entity Type' dropdown, the 'Entity Name' field, the 'Search' button, and the 'Select Name' list.

10. In the **Select Name** box, select the appropriate name and click **OK** to open the **Reconciliation** tab.

11. Confirm the **Date Booked**, and enter a **Description**.

reconciliation

Reconciliation ID: 413 Credits Total: \$0.00 AR Balance: \$6,006.20
 Entity Type: Client Debits Total: \$0.00
 Name: Sullivan Recycling General Ledger Total: \$0.00
 Posted: Journal Total: \$0.00
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 12/09/2009 Out of Balance: \$0.00
 Date Created: 12/09/2009
 Created By: Mary Oberleitner

Description: offset reversal/write off sm...

Quick Navigation
 Header
 General Ledger
 Transaction Activity
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 Reconciliation Posting

Reconciliation Summary Print Post Abort Save Add Row Delivery

Name: Sullivan Recycling
 4614 New Calhoun Hwy
 NE
 Rome, GA 30163

Date Booked: 12/09/2009
 Description: (100 Char. Max)
 offset reversal/write off
 small balance

Internal Note: (250 Char. Max)

12. In the **Quick Navigation** panel, click **General Ledger** and click the **Add Row** link on the **Navigation Toolbar**.

reconciliation

Reconciliation ID: 413 Credits Total: \$0.00 AR Balance: \$6,006.20
 Entity Type: Client Debits Total: \$0.00
 Name: Sullivan Recycling General Ledger Total: \$6.20
 Posted: Journal Total: \$0.00
 Posted By: Reconciliation Total: \$6.20
 Date Booked: 12/09/2009 Out of Balance: \$6.20
 Date Created: 12/09/2009
 Created By: Mary Oberleitner

Description: offset reversal/write off sm...

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Reconciliation Summary Print Post Abort Save Add Row Delivery

General Ledger

Account Number	Description	Debit	Credit	1099	LID #	Remove
25.001.0001.001.00.700500 Balance W	write off small balan	\$6.20	\$0.00	<input type="checkbox"/>	0	
Totals:		\$6.20	\$0.00			
Total to write off:		\$0.00	\$6.20			

13. In the **Account Number** column, click the **Ellipsis** button and select the **General Ledger** account number to write off, enter the **Description** and enter the **Debit** or **Credit** amounts. In the **Navigation Toolbar**, click **Save**.

14. In the **Quick Navigation** panel, click the **Journal Transactions** link to select the small balance item to be written off to the general ledger account previously added in the **General Ledger items available to write off** box. In the **Transactions available to write off** box, select the credit line item to be written off along with its associated debit.

Reconciliation ID: 413 Credits Total: \$0.00 AR Balance: \$6,006.20
 Entity Type: Client Debits Total: \$0.00
 Name: Sullivan Recycling General Ledger Total: \$6.20
 Journal Total: (\$6.20)
 Posted: Reconciliation Total: \$0.00
 Out of Balance: \$0.00
 Posted By:
 Date Booked: 12/09/2009
 Date Created: 12/09/2009
 Created By: Mary Oberleitner Description: offset reversal/write off sm...

Quick Navigation
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Journal Transaction View
 Description: [offset reversal/write off small balance] [Journal Associations] Search Filter: [Show]
 [Deselect All] Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

General Ledger items available:									
Select	Journal Type	Item #	General Ledger Number	Description	Original Amount	Balance	Amount to Journal	New Balance	
<input checked="" type="checkbox"/>	General Ledger	413-J1	25.001.0001.001.00.700500	Balance Write-Off	write off small balance	\$6.20	\$6.20	\$6.20	\$0.00
					This Page Total:	\$6.20	\$6.20	\$6.20	\$0.00
					All Pages Total:	\$6.20	\$6.20	\$6.20	\$0.00

[Deselect All] Showing Page 1 of 1 1 Total Rows: 4 Display: Default (10)

Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Journal	New Balance	Amount Applied
<input checked="" type="checkbox"/>	07/18/2009	11935	Sullivan Recycling	WC-900000	Invoice/Endorsement	Premium	Work Comp Policy	\$6.20	\$6.20	6.20	\$0.00	\$0.00
<input type="checkbox"/>	09/18/2009	11932/-11936	Sullivan Recycling	WC-900000	Invoice/Endorsement	Premium	Work Comp Policy	\$1,022.00	\$1,022.00	0.00	\$1,022.00	\$0.00
<input type="checkbox"/>	05/18/2009	11933	Sullivan Recycling	WC-900000	Invoice/Term Policy	Premium	Work Comp Policy	\$6,000.00	\$6,000.00	0.00	\$6,000.00	\$0.00

15. Click the **[Journal Associations]** link to view the **Journal Association** screen.

Reconciliation ID: 413 Credits Total: \$0.00 AR Balance: \$6,006.20
 Entity Type: Client Debits Total: \$0.00
 Name: Sullivan Recycling General Ledger Total: \$6.20
 Journal Total: (\$6.20)
 Posted: Reconciliation Total: \$0.00
 Out of Balance: \$0.00
 Posted By:
 Date Booked: 12/09/2009
 Date Created: 12/09/2009
 Created By: Mary Oberleitner Description: offset reversal/write off sm...

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Journal Associations
 [Add New] Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

Details	Recon ID	Transaction Type Item ID From	Item From Amount	Transaction Type Item ID To	Item To Amount	Description	Remove
	413-1	General Ledger 1071	\$6.20	Invoice 11935	\$6.20	offset reversal/write off small balance	

16. In the **Quick Navigation** panel, click **Transaction Activity** to open the **Transaction View** screen and to begin clearing selected debit and credit items.

reconciliation

Reconciliation ID: 413 Credits Total: \$0.00 AR Balance: \$6,006.20
 Entity Type: Client Debits Total: \$0.00
 Name: Sullivan Recycling General Ledger Total: \$6.20
 Posted: Journal Total: (\$6.20)
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 12/09/2009 Out of Balance: \$0.00
 Date Created: 12/09/2009
 Created By: Mary Oberleitner Description: offset reversal/write off sm...

Reconciliation Summary Print Post Abort Save Add Row Delivery

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Transaction Association

Showing Page 0 of 0 Total Rows: 0 [Add New]

There are no results for this search criteria.

17. On the **Transaction Association** screen, click **[Add New]** to open the **Transaction View** screen and to view the available debits and credits.

18. Click the **Maximize** button to view the transactions in full-screen.

Transaction View

Description: offset reversal/write off small balance [Transactions Associations] Search Filter: [Show]

[Deselect All] Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

Credit Transactions available:

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input type="checkbox"/>	09/18/2009	-11936/11932	Sullivan Recycling	WC-900000	Invoice/Endorsement	Premium	Work Comp Policy	(\$1,022.00)	(\$1,022.00)	0.00	(\$1,022.00)
This Page Total:								(\$1,022.00)	(\$1,022.00)	\$0.00	(\$1,022.00)
All Pages Total:								(\$1,022.00)	(\$1,022.00)	\$0.00	(\$1,022.00)

Note: Refer to the guidelines on **Page 1** of this document when applying debits to credits.

19. In the **Select** column, select one item from the **Credit Transactions available** list and one item from **Debit Transactions available** list. If needed, enter the value in the **Amount to Apply** column to adjust an individual item's amount.

Important: Selecting multiple credits can be applied to a single debit line item, or selecting multiple debits can be applied to a single credit item, but not multiple credits to multiple debits.

reconciliation

Transaction View

Description: [offset reversal/write off small balance] [Transactions Associations] [Save] Search Filters: [Show]

[Deselect All] Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	09/18/2009	11936/11932	Sullivan Recycling	WC-900000	Invoice/Endorsement	Premium	Work Comp Policy	(\$1,022.00)	(\$1,022.00)	-\$1,022.00	\$0.00
This Page Total:								(\$1,022.00)	(\$1,022.00)	(\$1,022.00)	\$0.00
All Pages Total:								(\$1,022.00)	(\$1,022.00)	(\$1,022.00)	\$0.00

[Deselect All] Showing Page 1 of 1 1 Total Rows: 2 Display: Default (10)

Select	Effective Date	Item #	Name: Client Bill To	Policy Number	Transaction/Bill Type	Line Type	Description	Original Amount	Balance	Amount to Apply	New Balance
<input checked="" type="checkbox"/>	09/18/2009	11932/-11936	Sullivan Recycling	WC-900000	Invoice/Endorsement	Premium	Work Comp Policy	\$1,022.00	1,022.00	1,022.00	\$0.00
<input type="checkbox"/>	05/18/2009	11933	Sullivan Recycling	WC-900000	Invoice/Term Policy	Premium	Work Comp Policy	\$6,000.00	\$6,000.00	0.00	\$6,000.00
This Page Total:								\$7,022.00	7,022.00	\$1,022.00	\$6,000.00
All Pages Total:								\$7,022.00	7,022.00	\$1,022.00	\$6,000.00

20. Click the **[Transactions Associations]** link to open the Client Transaction Association screen and to view the associated debit(s) and credit(s).

21. Click the **[Add New]** link and repeat the process for additional debit/credit associations. New items will be displayed in the **Transaction Association** screen when applying debits and credits against each other. Columns for **Transaction Type Item ID From** and **Transaction Type Item ID To** display how the items are allocated. If an association has been added incorrectly, click the **Details** icon to make a correction, or click the **Remove** icon and try again.

reconciliation

Reconciliation ID: 413 Credits Total: (\$1,022.00) AR Balance: \$6,006.20

Entity Type: Client Debits Total: \$1,022.00

Name: Sullivan Recycling General Ledger Total: \$6.20

Posted: Journal Total: (\$6.20)

Posted By: Reconciliation Total: \$0.00

Date Booked: 12/09/2009 Out of Balance: \$0.00

Date Created: 12/09/2009

Created By: Mary Oberleitner

Description: offset reversal/write off sm...

Quick Navigation: Header, General Ledger, Transaction Activity, Journal Transactions, Association Summary, Reconciliation, Posting

Reconciliation Summary: Print, Post, Abort, Save, Add Row, Delivery

Transaction Association

[Add New] Showing Page 1 of 1 1 Total Rows: 1 Display: Default (10)

Details	Recon ID	Transaction Type Item ID From	Item From Amount	Transaction Type Item ID To	Item To Amount	Description	Remove
	413-1	Invoice 11936	(\$1,022.00)	Invoice 11932	\$1,022.00	offset reversal/write off small balance	

22. In the **Quick Navigation** panel, click the **Association Summary** link to review all of the debits and credits that are now associated in this client reconciliation.

reconciliation

Reconciliation ID: 413 Credits Total: (\$1,022.00) AR Balance: \$6,006.20
 Entry Type: Client Debits Total: \$1,022.00
 Name: Sullivan Recycling General Ledger Total: \$6.20
 Posted: Journal Total: (\$6.20)
 Posted By: Reconciliation Total: \$0.00
 Date Booked: 12/09/2009 Out of Balance: \$0.00
 Date Created: 12/09/2009
 Created By: Mary Oberleitner Description: offset reversal/write off sm...

Quick Navigation

- Header
- General Ledger
- Transaction Activity
- Journal Transactions
- Association Summary
- Reconciliation Posting

Reconciliation Summary Print **Post** Abort Save Add Row Delivery

Showing Page 1 of 1 1 Total Rows: 2 Display: Default (10)

Details	Recon ID	Transaction Type Item ID From	Item From Amount	Transaction Type Item ID To	Item To Amount	Description
	413-T1	Invoice 11936	(\$1,022.00)	Invoice 11932	\$1,022.00	offset reversal/write off small balance
	413-J2	General Ledger 1071	\$6.20	Invoice 11935	\$6.20	offset reversal/write off small balance

23. When satisfied with the results, click the **Post** link to post the reconciliation.