

## **IN THIS ISSUE**

Client Reconciliation

## **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 <b>Utility</b> menu, click <b>HOME</b> .	
2. On the <b>Primary</b> menu, click <b>ORGANIZATION</b> .	
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3. On the <b>ORGANIZATION</b> screen, click the <b>territories</b> tab.	



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

8.



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.

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Click OK to confirm	n selection. Cancel to return to summary.		
		OK Cancel	
10. In the Sele	ct Name box, select the appr	opriate name and click <b>C</b>	<b>DK</b> to open the <b>Reconciliation</b> tab.



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

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

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13. In the <b>A</b>	Account N	lumber colu	mn, click t	he Ellipsis	bu	tton an	d sel	ect th	e		

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.

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



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** correction, or click the **Remove** in icon and try again.

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