IRIS 10 — Accounts Receivable

User manual

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Invoice entry: approve and issue

Overview

Invoice Entry holds invoice lines that wait to be approved and issued. On this screen you review the lines, find lines with errors, approve or unapprove lines, preview the invoices, and issue all approved invoices. Issuing creates invoices, and Credit memo documents for lines with negative amounts.

The grid shows these columns: **Date Of Service**, **Description**, **Quantity**, **Bill Rate**, **Extended Cost**, **Comments**, **Approved** and **Error Message**. **Invoice Number** is hidden by default. See Invoice line fields for the rules for each column.

Before you begin

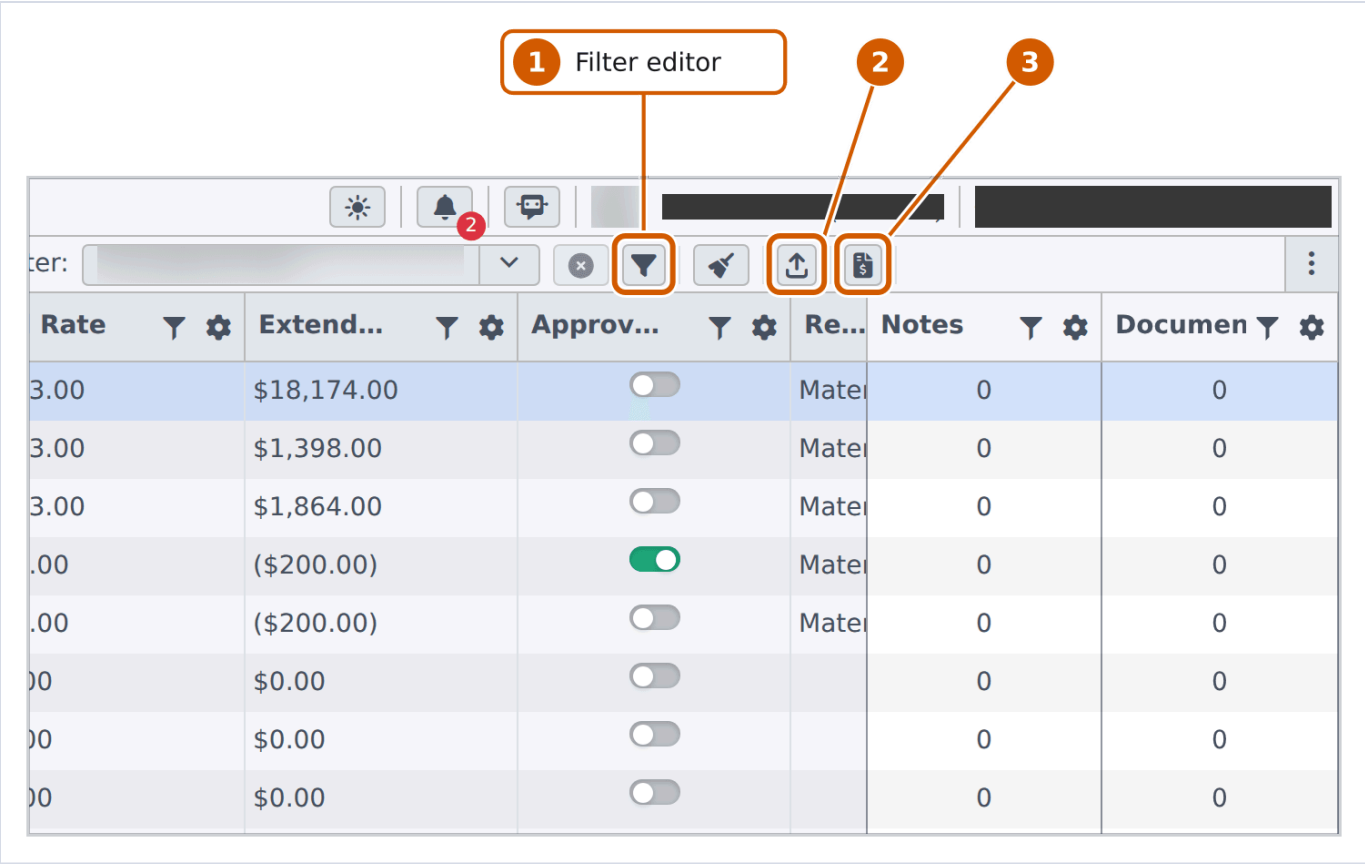
- Sign in to IRIS10.
- Make sure you have access to the **Invoice Entry** screen in the Accounts Receivable portal.
- Make sure you have access level 4 on **Invoice Entry** to approve, preview or issue invoices. See Security Administration: access levels by user.
- Know how to filter a grid. See Grid filters.

> **Important: Approve All**, **Unapprove All**, **Preview invoice**, **Preview summary invoice** and **Issue all approved invoices** act on every line that matches the current filter, not only on the rows you selected. Filter the grid first.

Procedure

Narrow the grid to the lines you want to work on

The figure shows the toolbar. Use **Filter editor** (shown in the toolbar) to narrow the grid before you use the other actions. Filter first: the actions apply to every line in the filter.



The Invoice Entry screen with its toolbar and the invoice lines waiting to be issued.

1. Issue all approved invoices
2. Preview invoice
3. Preview summary invoice

Follow these steps:

1. On the **Invoice Entry** screen, click **Filter editor** on the toolbar. The grid filter editor opens.
2. Build a filter that matches only the lines you want to approve, preview or issue, for example one customer or one organization. See Grid filters for details.
3. Apply the filter. The grid shows only the matching lines. **Approve All**, **Unapprove All**, the previews and **Issue all approved invoices** act on these lines.
4. To remove the filter later, click **Clear filter**. The grid shows all invoice lines again.

Approve or unapprove a single invoice line

1. Find the line in the grid.
2. Check the **Error Message** column for the line. If a previous issue attempt found that the line breaks a user rule, **Error Message** shows the rule's name.
3. Switch the **Approved** switch on the line on to approve, or off to unapprove. IRIS saves the change straight away. You do not need to click a save button. The grid refreshes.

> **Note:** Changing approval requires access level 4 on **Invoice Entry**.

Approve or unapprove every line in the current filter

1. Filter the grid so that it shows only the lines you want to change. The grid shows only the lines you want to change.
2. Click **Approve All** on the toolbar, or choose **Options** > **Approve All**. IRIS asks "Attention: Confirm the approval of all records?" with **Yes** and **No**.

   > **Note:** Requires access level 4 on **Invoice Entry**. To remove approval instead, click **Unapprove All** or choose **Options** > **Unapprove All**. IRIS then asks "Attention: Confirm the unapproval of all records?" with **Yes** and **No**.

3. Click **Yes**. IRIS changes every line in the current filter that is not already approved (or unapproved).

   > **Note:** To stop, click **No** instead. IRIS changes nothing.

Preview invoices before issuing

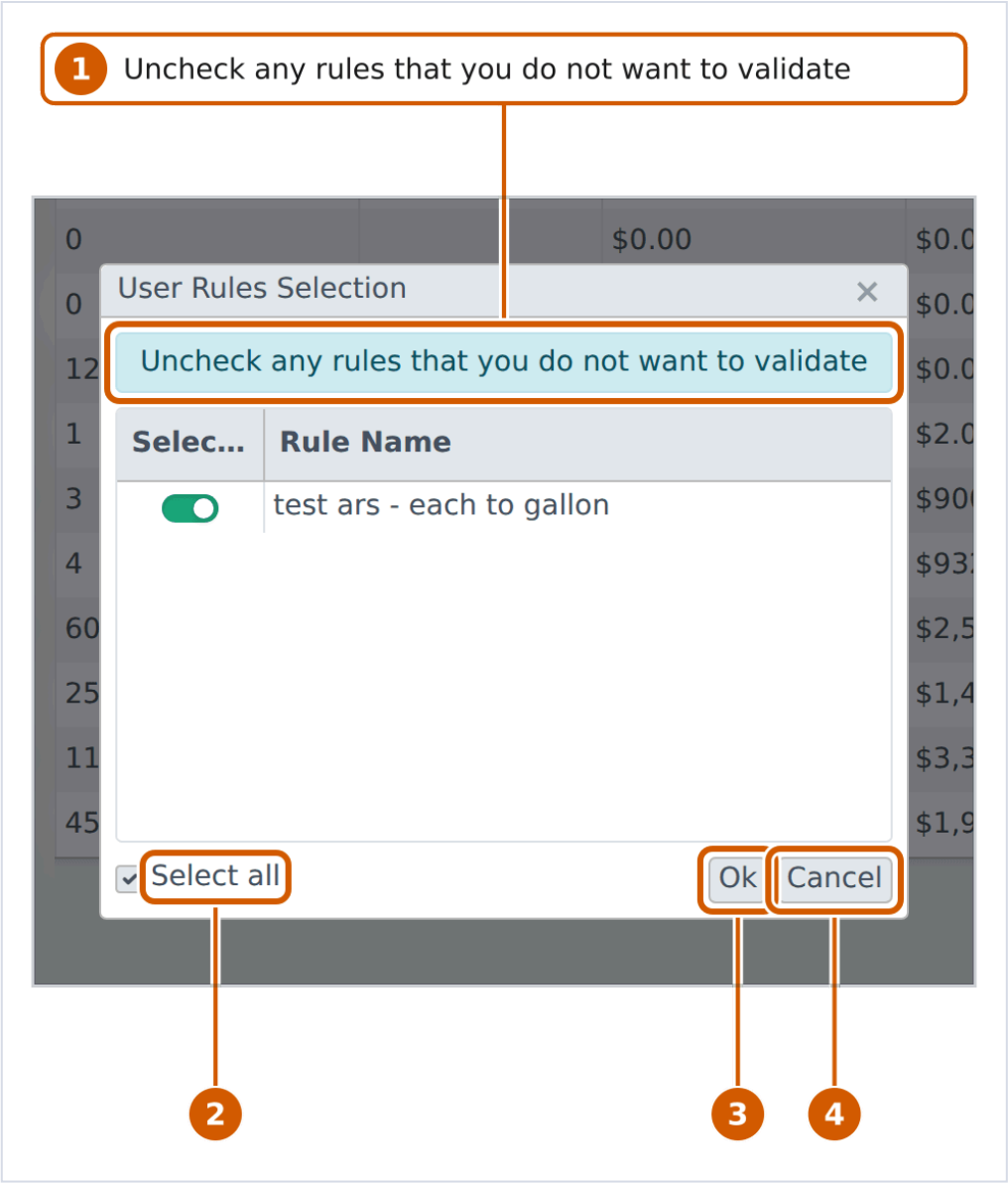
1. Filter the grid to the lines you want to preview. The grid shows the lines to preview.
2. Click **Preview invoice** for a detailed preview, or choose **Options** > **Preview Invoice**. A **Preview Invoice** window opens and shows the report. IRIS issues nothing.

   > **Note:** Requires access level 4 on **Invoice Entry**. For a summary preview, click **Preview summary invoice** or choose **Options** > **Preview Summary Invoice**. A **Preview Summary Invoice** window opens and shows the report. IRIS issues nothing.

Issue all approved invoices

1. Filter the grid so that it shows only the approved lines you want to issue. IRIS issues only approved lines that match the current filter.
2. Click **Issue all approved invoices** on the toolbar, or choose **Options** > **Issue All Approved Invoices**. The **User Rules Selection** window opens with the message "Uncheck any rules that you do not want to validate".

   > **Note:** Requires access level 4 on **Invoice Entry**.



The User Rules Selection window that opens first when you issue approved invoices.

1. Uncheck any rules that you do not want to validate
2. Select all
3. Ok: continues to the issue confirmation.
4. Cancel: stops without issuing.

3. In the rules list, switch off any rules that you do not want to use. IRIS checks only the selected rules against the lines. **Select all** is checked by default, so IRIS uses every rule unless you clear it.

> **Note:** Use **Select all** to select or clear every rule. For information on similar rules, see Timecard rules.

4. Click **Ok**. IRIS asks "Attention: Confirm the issuance of all approved invoices?" with **Yes** and **No**.

5. Click **Yes**. The **Invoice Report Type** window opens with "Please select an invoice report type:".
6. Choose **Summary report** or **Detail report**. **Detail report** is selected by default. Your choice decides which invoice report opens after IRIS issues the invoices.
7. Click **Accept**. IRIS checks the approved lines without issuing anything. It then shows "<n> INVOICE(S) totaling $<total> will be issued by this action.", a matching CREDIT MEMO(S) line if any lines have negative amounts, and "Continue?" with **Yes** and **No**. If lines break a rule, a posting messages window lists them. If no line can be issued, the process stops there.

   > **Note:** To stop, click **Cancel** in the **Invoice Report Type** window instead of **Accept**.

8. Read the counts and totals in the message.
9. Click **Yes**. IRIS issues the invoices. The invoice report of the type you chose opens in an **Issue Invoice** window, and the grid refreshes.

   > **Note:** To stop, click **No** instead. IRIS issues nothing.

Reference

Invoice Entry toolbar

BUTTON	TOOLTIP	WHAT IT DOES	ACCESS LEVEL
Clear grid configuration	"Click to clear grid configuration."	Clears the saved grid layout. See Grid configurations.	—
Grid configuration editor	"Click to open grid configuration editor."	Opens the grid configuration editor.	—
Clear filter	"Click to clear applied grid filter."	Removes the applied filter.	—
Filter editor	"Click to open grid filter editor."	Opens the filter editor so that you can narrow the lines.	—
Bulk delete mode	"Click to enter bulk delete mode."	Starts bulk delete mode. See Grid viewing and editing.	—
Issue all approved invoices	"Click to issue all approved invoices"	Issues every approved line in the current filter.	4
Preview invoice	"Click to preview invoice"	Shows a detailed invoice preview for the current filter without issuing.	4
Preview summary invoice	"Click to preview summary invoice"	Shows a summary invoice preview without issuing.	4
Approve All	"Click to approve all invoices."	Approves every line in the current filter after you confirm.	4

BUTTON	TOOLTIP	WHAT IT DOES	ACCESS LEVEL
Unapprove All	"Click to unapprove all invoices."	Unapproves every line in the current filter after you confirm.	4

Options menu

MENU ITEM	SAME AS TOOLBAR BUTTON
Issue All Approved Invoices	**Issue all approved invoices**
Preview Invoice	**Preview invoice**
Preview Summary Invoice	**Preview summary invoice**
Approve All	**Approve All**
Unapprove All	**Unapprove All**

Invoice line fields

FIELD	RULES
Date Of Service	Required. Format `MM/dd/yyyy`.
Description	Up to 512 characters.
Quantity	Required.
Bill Rate	Required. Currency, from 0 to 999999999999999.
Extended Cost	Read-only. Calculated.
Comments	Up to 256 characters.
Approved	Switch. Saves as soon as you switch it.
Error Message	Read-only. Shows the name of a user rule that the line breaks.
Invoice Number	Hidden by default. Cannot be edited.

Messages

MESSAGE	WHEN	WHAT TO DO
Posting canceled.	You close or cancel **User Rules Selection**.	IRIS issues nothing. Start again with **Issue all approved invoices**.
Attention: There are no approved invoice records present. Approve invoice(s) and try again.	IRIS finds no approved lines.	Approve lines, then issue again.
Invoice release canceled.	You close the **Invoice Report Type** window without clicking **Accept**.	IRIS issues nothing. Start again if you mean to issue.

MESSAGE	WHEN	WHAT TO DO
No Records to Issue.	No approved lines match the current filter.	Check the filter and the **Approved** switches.
Unable to issue invoice(s) due to a technical error. An email has been sent to support.	A technical failure happens while issuing.	Contact your IRIS administrator or support.
Unable to generate invoice report. An email has been sent to support.	IRIS cannot produce the invoice report.	Contact your IRIS administrator or support.
Unable to approve invoices due to a technical error. An email has been sent to support.	A technical failure happens while approving.	Contact your IRIS administrator or support.

What issuing creates

ITEM	RESULT
Invoice	One invoice per organization and customer for lines with zero or positive amounts.
Credit memo	One Credit memo per organization and customer for lines with negative amounts. IRIS stores the amount as a positive value.
Invoice number	Your organization's invoice number prefix, plus the issue date (`MMDDYY`), plus the next number in sequence. Credit memo numbers have `CM` at the end.
Invoice date	The date of issue.
Header description	The description of the invoice's first line, or `n/a` .
Detail lines	Each issued line becomes a detail line on its invoice. Line amount = **Quantity** × **Bill Rate**, rounded to 2 decimals. A line without a description gets `n/a` .
Balance	Equals the total. IRIS marks an invoice with a zero total as fully paid.
Issued lines	IRIS removes them from **Invoice Entry**.
Lines with errors or not approved	Stay on **Invoice Entry**.
Notification	IRIS sends an "Invoice issue" notification to the user who issued the invoices. See Notifications.

Tips and notes

> **Important:** The **Approved** switch saves as soon as you switch it. There is no separate save step.

> **Tip:** Clicking **Cancel** or **No** at any step before the final **Yes** stops the process without issuing anything.

Note: Lines that break a user rule are not issued. They stay on **Invoice Entry** and show the rule's name in **Error Message**. IRIS clears the error messages and checks them again each time you start an issue.

Note: Issued invoices and Credit memo documents appear on the ARS Invoice screen, where you can print, reinstate or delete them. See Issued invoices: print, reinstate, delete and assign budgets.

Note: Some counties use their own layout for the detail invoice report, so your report may look different from the examples.

Related topics

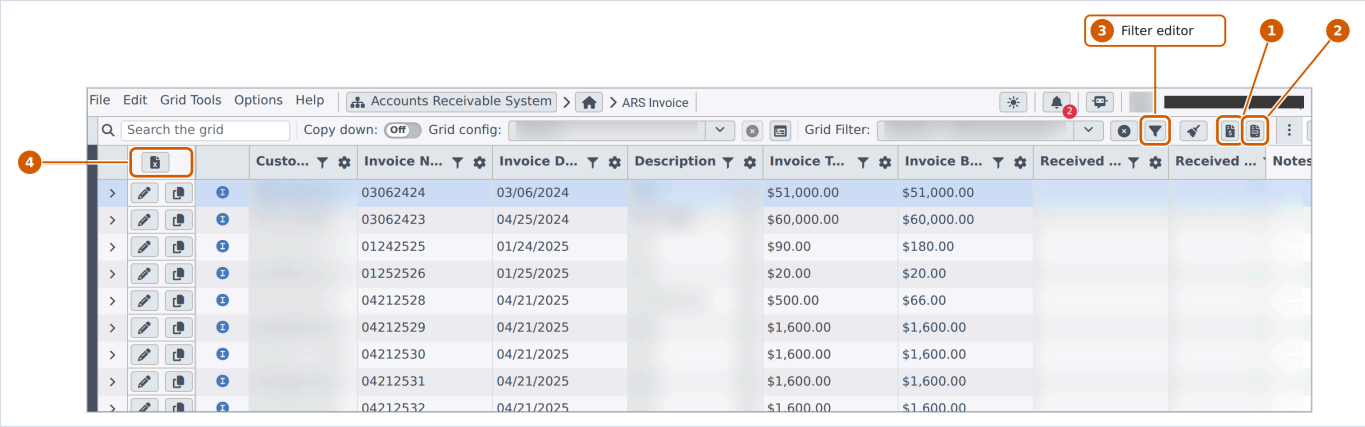
- Grid filters
- Notifications
- Issued invoices: print, reinstate, delete and assign budgets
- Timecard rules
- Grid viewing and editing
- Grid configurations
- Security Administration: access levels by user

Issued invoices: print, reinstate, delete and assign budgets

Overview

The issued invoices screen lists invoices that you have issued from Invoice entry: approve and issue. The grid lets you select several rows at once. Expand an invoice row to see its invoice detail lines in a child grid.

The **Current**, **Reinstated** and **Deleted** buttons in the screen header switch the invoices the grid shows. The toolbar and the **Options** menu hold the actions on this screen: print an invoice, print a summary invoice, reinstate invoices, delete invoices and assign a budget. An invoice type legend identifies the invoice types.



The issued invoices screen, with the print buttons on the toolbar and the invoice grid below.

1. **Print invoice**
2. **Print summary invoice**
3. **Filter editor**: the shared grid filter. Switching between **Current**, **Reinstated** and **Deleted** clears it.
4. **Grid columns**

Before you begin

- Sign in to IRIS10.
- Make sure you have access to **Accounts Receivable > Invoice**. The print, reinstate, delete and **Assign Budget** actions require access level 4. For details, see Security Administration: access levels by user.
- Issue the invoices from Invoice entry: approve and issue first.
- Know how to select rows, use filters and use configurations in the shared data grid. For details, see Data grid overview and basics.

Procedure

Choose which invoices to view

1. Open the issued invoices screen in the Accounts Receivable portal. The invoice grid opens. You can select several rows at once.
2. In the screen header, click **Current** to see open invoices. Any filter already on the grid is cleared. The grid shows invoices that are not payment complete, not canceled and not deleted.
3. Click **Reinstated** to see invoices that have been reinstated. Any filter already on the grid is cleared. The grid shows invoices marked Canceled.
4. Click **Deleted** to see invoices marked deleted. Any filter already on the grid is cleared. The grid shows invoices marked Deleted.
5. Expand an invoice row to see its invoice detail lines. A child grid lists the invoice's detail lines.

Print an invoice or summary invoice

1. Select the invoice you want to print. If no invoice is selected when you print, the message `Please select an invoice to print.` appears.
2. Click **Print invoice** on the toolbar, or choose **Options > Print Invoice**. The Invoice Detail Report is produced for the selected invoice.

   > **Note:** This action requires access level 4. Polk County uses its own version of the Invoice Detail Report.

3. To print a summary instead, click **Print summary invoice** on the toolbar, or choose **Options > Print Summary Invoice**. The ARS Invoice Summary report is produced for the selected invoice.

   > **Note:** This action requires access level 4.

4. If the message `Unable to print the current invoice. An email has been sent to support.` appears, the report came back empty. IRIS10 has already notified support.

Assign a budget to invoice lines

1. Select one or more invoices in the grid. If nothing is selected when you continue, the message `Please select at least one invoice to assign a budget.` appears.
2. Click **Assign Budget** on the toolbar. There is no **Options** menu item for this action. The **Assign Budget** window opens. It has a **Select Budget:** list (showing `Select a budget...`) and **Assign** and **Cancel** buttons.

   > **Note:** This action requires access level 4.

3. In the **Select Budget:** list, choose a revenue budget. For details on revenue budgets, see Revenue budgets.
4. Click **Assign**. The budget is applied right away to every line of all selected invoices. No further confirmation is asked. The message `Budget assigned successfully to all invoice detail records.` appears and the grid refreshes. If you did not choose a budget, `Please select a budget.` appears instead.
5. If an error says the budget is not active, choose an active budget in the **Select Budget:** list. You can assign only active budgets.
6. Click **Assign** again.

Reinstate an issued invoice

1. Click **Current**. The grid shows current invoices.
2. Select the invoice or invoices to reinstate. Make sure none of them have payments. If nothing is selected when you continue, the message `Please select at least one item to reinstate.` appears.
3. Click **Reinstate selected item(s)** on the toolbar, or choose **Options > Reinstate Selected Item(s)**. A confirmation appears: `Are you sure you want to reinstate the selected invoice(s)?` with **Yes** and **No**.

   > **Note:** This action requires access level 4.

4. Click **Yes** to continue. To cancel instead, click **No**. The issued invoice is marked Canceled and its lines go back to Invoice Entry as new unapproved lines. The grid refreshes and no success message is shown. The invoice now appears under **Reinstated**.
5. If a message lists invoices that have payments (`Could not reinstate records because the following invoices have payments:`), remove those invoices from your selection.
6. Click **Reinstate selected item(s)** again.
7. Open Invoice Entry to correct and reissue the returned lines. The lines keep their customer, organization, invoice number, activity, project, budget, contract, date of service, description, quantity, bill rate, unit of measure and comments.

Delete invoices issued in error

1. Select the invoices to delete. Make sure none of them have payments. If nothing is selected when you continue, the message `Please select at least one item to delete.` appears.
2. Click **Delete selected item(s)** on the toolbar, or choose **Options > Delete Selected Item(s)**. A confirmation appears: `This action cannot be reversed. Are you sure you want to delete the selected invoice(s)?` with **Yes** and **No**.

   > **Note:** This action requires access level 4.

3. Click **Yes** to continue. To cancel instead, click **No**. Delete removes the selected invoices (invoice, credit memo and counter sale invoices), and the grid refreshes.

4. If a message starting `Could not delete records because the following invoices have payments.` appears, remove the invoices it lists from your selection.
5. Click **Delete selected item(s)** again.

Reference

Toolbar buttons and Options menu items

All actions in this table require access level 4.

TOOLBAR LABEL	TOOLTIP	OPTIONS MENU ITEM	WHAT IT DOES
Print invoice	Click to print invoice	**Print Invoice**	Produces the Invoice Detail Report for the selected invoice.
Print summary invoice	Click to print summary invoice	**Print Summary Invoice**	Produces the ARS Invoice Summary report for the selected invoice.
Reinstate selected item(s)	Click to reinstate the selected invoice items	**Reinstate Selected Item(s)**	Cancels the selected invoices and returns their lines to Invoice Entry as unapproved lines. Refused for invoices that have payments.
Delete selected item(s)	Click to delete the selected invoice items	**Delete Selected Item(s)**	Removes the selected invoices (invoice, credit memo and counter sale invoices). Refused for invoices that have payments.
Assign Budget	Click to assign a budget to all child records	(none)	Sets one budget on every line of the selected invoices.

View buttons

BUTTON	TOOLTIP	SHOWS
Current	Display current invoices.	Invoices that are not payment complete, not canceled and not deleted
Reinstated	Display reinstated invoices.	Invoices marked Canceled
Deleted	Display deleted invoices.	Invoices marked Deleted

Grid columns

COLUMN	NOTES
(untitled first column)	No heading shown on screen
Customer	
Invoice Number	
Invoice Date	Shown as MM/dd/yyyy

COLUMN	NOTES
Description	
Invoice Total	Shown as currency
Invoice Balance	Amount still owed on the invoice, shown as currency
Received From	
Received By	
Payment Complete	
Payment Type	
Counter Sale Chk #	
Canceled	Set when an invoice is reinstated. Its lines go back to Invoice Entry.
Deleted	
Organization	
Created Date	
Created By	
Last Updated Date	
Updated By	
Notes	
Documents	

Invoice type legend

LEGEND ENTRY
Invoice
Payments
Refunds
Counter sale
Credit

Messages

MESSAGE	WHEN IT APPEARS	WHAT TO DO
`Please select an invoice to print.`	**Print invoice** or **Print summary invoice** with no invoice selected	Select an invoice first.
`Unable to print the current invoice. An email has been sent to support.`	The report came back empty	IRIS10 has notified support. Try again later or contact support.

MESSAGE	WHEN IT APPEARS	WHAT TO DO
`Please select at least one invoice to assign a budget.`	**Assign Budget** with no invoice selected	Select one or more invoices.
`Please select a budget.`	**Assign** clicked without choosing a budget	Choose a budget in **Select Budget:**.
`Budget assigned successfully to all invoice detail records.`	**Assign Budget** succeeded	None.
`Specified … is not active and may not be assigned.`	The chosen budget is inactive	Choose an active budget.
`Please select at least one item to reinstate.`	Reinstate with no invoice selected	Select one or more invoices.
`Are you sure you want to reinstate the selected invoice(s)?`	Reinstate confirmation	Click **Yes** or **No**.
`Could not reinstate records because the following invoices have payments:`	A selected invoice has payments	Remove the listed invoices from your selection.
`Please select at least one item to delete.`	Delete with no invoice selected	Select one or more invoices.
`This action cannot be reversed. Are you sure you want to delete the selected invoice(s)?`	Delete confirmation	Click **Yes** or **No**.
`Could not delete records because the following invoices have payments. Please remove them from your selection and try again:`	A selected invoice has payments	Remove the listed invoices from your selection.

Tips and notes

> **Important:** You can't reinstate or delete an invoice that has payments. Remove or correct the payments first (see Cancelling payments, refunds and credit memos), or leave those invoices out of your selection.

> **Important: Assign Budget** applies to every line of every selected invoice as soon as you click **Assign**. Nothing asks you to confirm, so check your selection first.

> **Note:** Deleting a counter sale invoice also removes its counter sale payment records. Deleting a credit memo also removes its credit payment records if they haven't been applied to a payment.

> **Tip:** Use Reinstate, not Delete, when an issued invoice only needs correcting. Reinstate sends the lines back to Invoice Entry so you can fix them and issue them again.

Note: Clicking **Current**, **Reinstated** or **Deleted** clears any filter already on the grid. Apply your filter again after you switch views. For details, see Grid filters.

Note: The print buttons print one invoice at a time. Select only the invoice you want before you click **Print invoice** or **Print summary invoice**.

Related topics

- Invoice entry: approve and issue
- Cancelling payments, refunds and credit memos
- Receiving payments
- Revenue budgets
- Data grid overview and basics
- Grid filters
- Security Administration: access levels by user

Receiving payments

Overview

Use the Accounts Receivable System screens to record money you receive from customers. Choose the screen that matches the situation:

FORM	USE IT WHEN	WHAT IT CREATES
Invoice Payment (Checks/Credits)	A check or credit is already on file and you want to apply it to open invoices	Payment details against invoice lines; lowers the balances of the check or credit and the invoices, and marks fully paid invoices
Invoice Payment (Enter new check)	A check or cash arrives and you want to apply it to invoices right away	A new payment for the full amount plus payment details for the lines you apply; any unapplied amount stays on the check
Enter Check	You want to record a check now and apply it later	A payment whose balance equals its amount, ready to choose in Checks/Credits; saved at once with no confirmation
Counter Sale	A customer pays at the counter for goods or services that are not yet invoiced	A Counter Sale invoice with its lines, a payment (memo "Counter Sale") and payment details in one step; you can print a receipt

This page also explains how to review a customer's unused payments, credits and amount due on Customer Summary, and how to print an invoice.

Before you begin

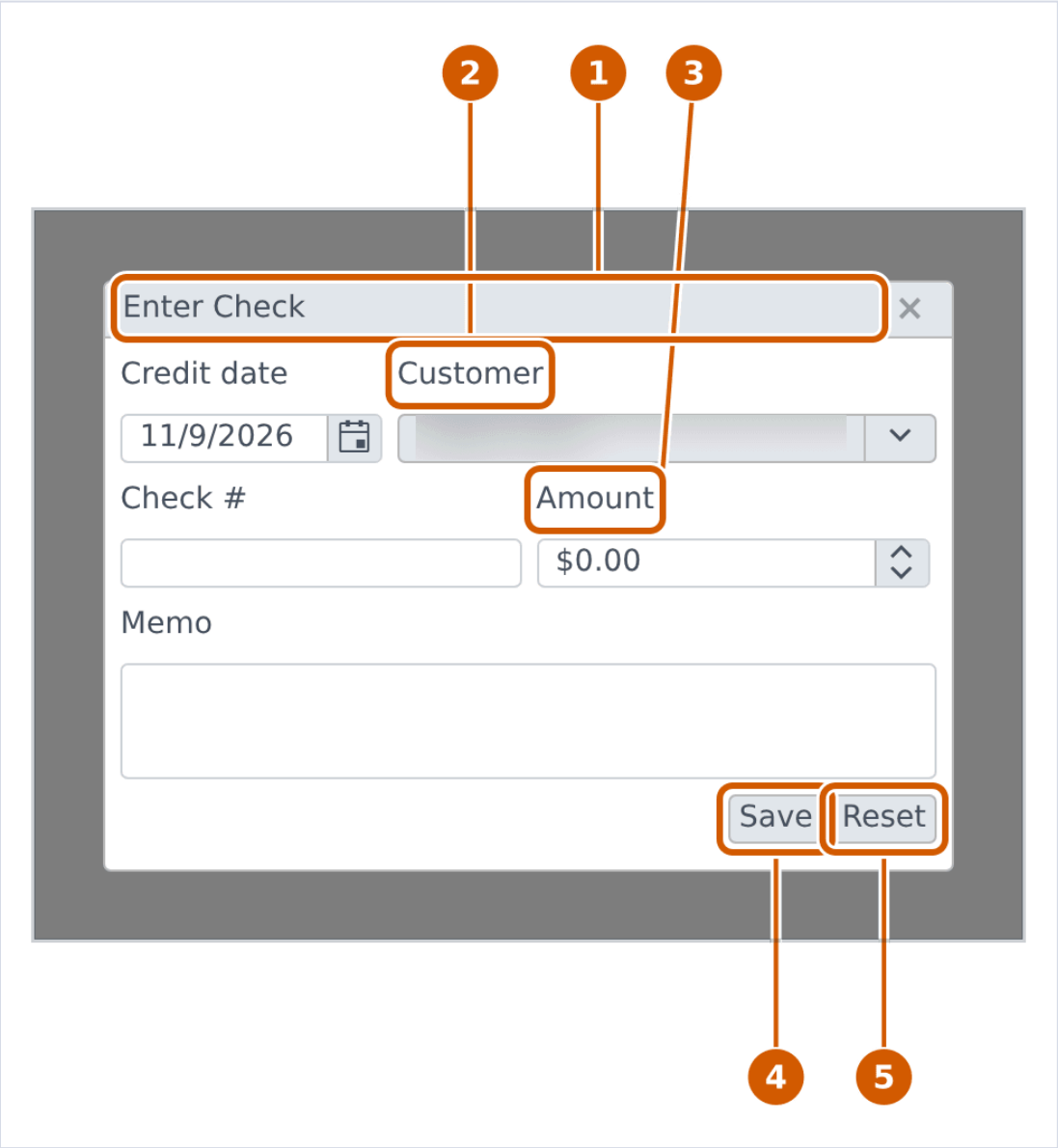
- Sign in to IRIS10 and open the Accounts Receivable System portal. See Navigating portals and pages.
- Make sure the customer's invoices are already issued. See Invoice entry: approve and issue.
- Make sure you have access to the Invoice Payment, Enter Check, Counter Sale or Customer Summary screen you need.
- To print an invoice from Customer Summary, you need access level 4. See Security Administration: access levels by user.

Procedure

Record a check to apply later (Enter Check)

> **Important:** Enter Check saves the check as soon as you click **Save**. There is no confirmation prompt, so check the customer, check number and amount before you save.

1. Open the Enter Check screen (the browser shows `/ars/entercheck`). A window titled "Enter Check" opens, with the fields **Credit date**, **Customer**, **Check #**, **Amount** and **Memo** and the buttons **Save** and **Reset**.



The Enter Check window. Save records the check right away, with no confirmation.

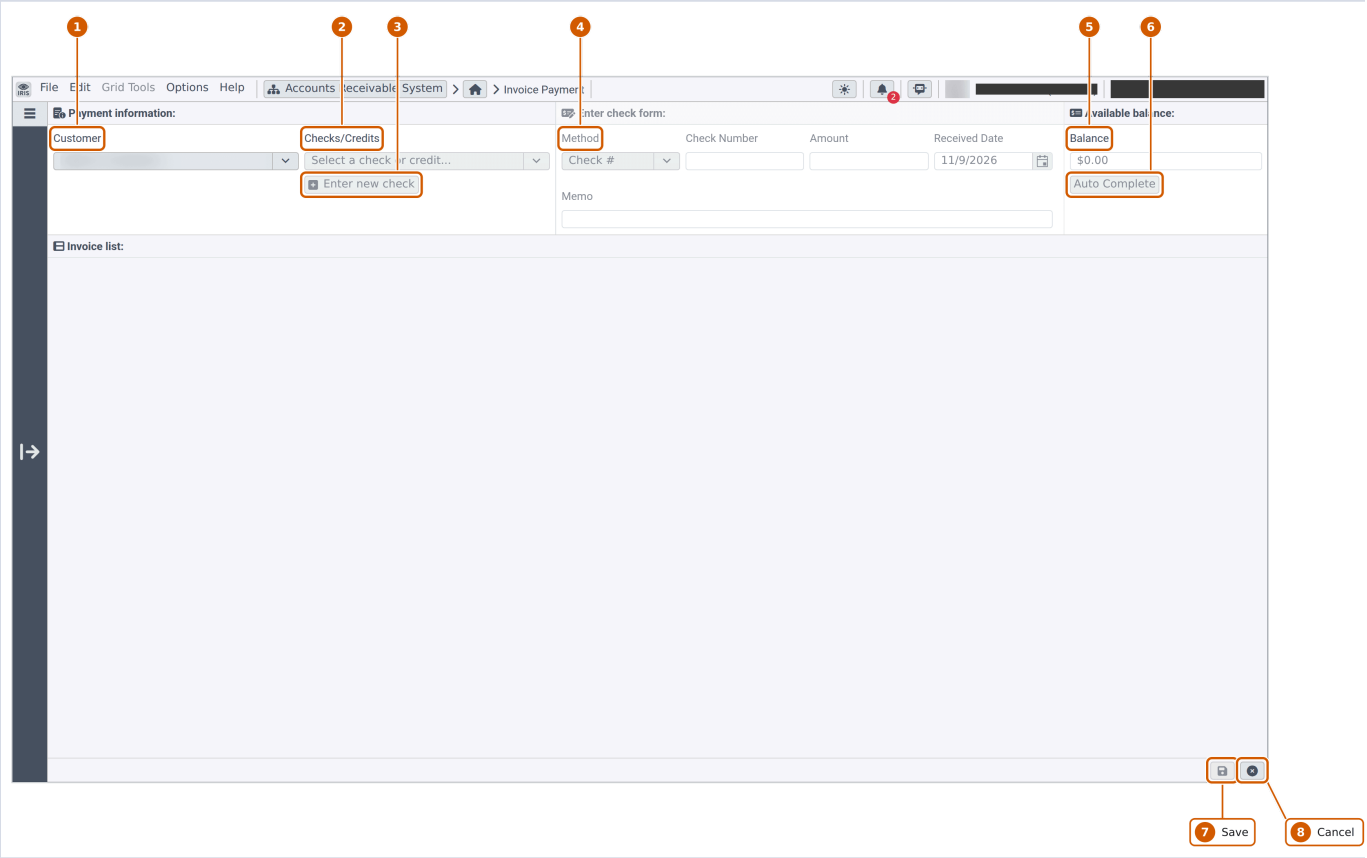
1. Enter Check
2. Customer
3. Amount
4. Save
5. Reset

2. Check **Credit date** and change it if the check arrived on another day. **Credit date** is set to today when the window opens.
3. In **Customer**, select the customer who sent the check. The list includes all customers, sorted by name.

4. In **Check #**, type the check number. A check number is required. It can be up to 15 characters, and the system removes spaces at the start and end.
5. In **Amount**, enter the amount of the check. The amount shows as currency. It starts at 0.
6. If you need to, type a note in **Memo**. **Memo** is a two-line text box that holds up to 512 characters.
7. Click **Save**. The system records the check right away, with no confirmation prompt. The message "The check was successfully entered." appears and the form clears. The check's balance is its full amount, so it is ready to apply on Invoice Payment. If Invoice Payment is open, its **Checks/Credits** list refreshes for the current customer.
8. To start over without saving, click **Reset**. **Credit date** goes back to today, and **Customer**, **Check #** and **Memo** clear. **Amount** goes back to 0.

Apply a check or credit on file to invoices (Invoice Payment)

1. Open the Invoice Payment screen (the browser shows `/ars/invoicepayment`). The screen is headed "Invoice Payment", with panels for Payment information, Enter check form, Available balance and Invoice list. **Enter new check**, **Auto Complete** and **Save** are unavailable.



Invoice Payment before a customer is chosen. Enter new check, Auto Complete and Save stay unavailable until you select a customer.

1. Customer

2. Checks/Credits
3. Enter new check
4. Enter check form
5. Balance
6. Auto Complete
7. Save
8. Cancel

2. In **Customer**, select the customer. Only customers with an outstanding balance are listed. When you select one, **Checks/Credits**, **Enter new check** and **Save** become available. The invoice list loads that customer's invoices that are not fully paid, canceled or deleted.

   > **Note:** To filter the list, type part of the customer name.

3. In **Checks/Credits**, select the check or credit you want to apply. The list shows only this customer's checks and credits that still have a balance above zero, in check-number order. The Enter check form fills in with **Method**, **Check Number**, **Amount**, **Received Date** and **Memo**. **Balance** shows what is left on the check or credit, and the invoice list becomes available.
4. Expand an invoice row to see its lines. A detail grid opens. Its columns are **Payment**, **Balance**, **Contract**, **Date of Service**, **Description**, **Quantity**, **Bill Rate**, **Extended Cost**, **Resource Type**, **Comment**, **Activity** and **Project**.
5. In the **Payment** box of each line you want to pay, type the amount to apply. If you type more than you can apply, the system lowers the amount to the smallest of: what you typed, the line's **Balance**, and what is left of the check or credit after other lines. Lines with a **Balance** of 0 cannot take a payment.
6. Or, instead of typing amounts, click **Auto Complete**. **Auto Complete** is available only while the available balance is above zero. It applies the balance to lines in list order and skips lines that already have a payment or are fully paid. The invoices it changed expand, and the message "Auto complete applied to N invoice(s)." appears.
7. On the toolbar, click **Save** (tooltip "Save the current invoice payment."). The system asks "Are you sure you want to save this invoice payment?" with **Save** and **Cancel** buttons. If the payments add up to more than the check balance, the system blocks the save with "The payments total X, but only Y is available on this check. Reduce the payments and save again."
8. In the prompt, click **Save**. Each amount you applied lowers the check or credit's balance and the invoice's **Balance**. The payment date for each amount is the check's **Received Date**. The system marks an invoice as fully paid when its balance reaches 0. The customer list refreshes and the screen clears for the next payment.

Enter and apply a new check on Invoice Payment

1. Open the Invoice Payment screen. The screen opens as described in the previous procedure.

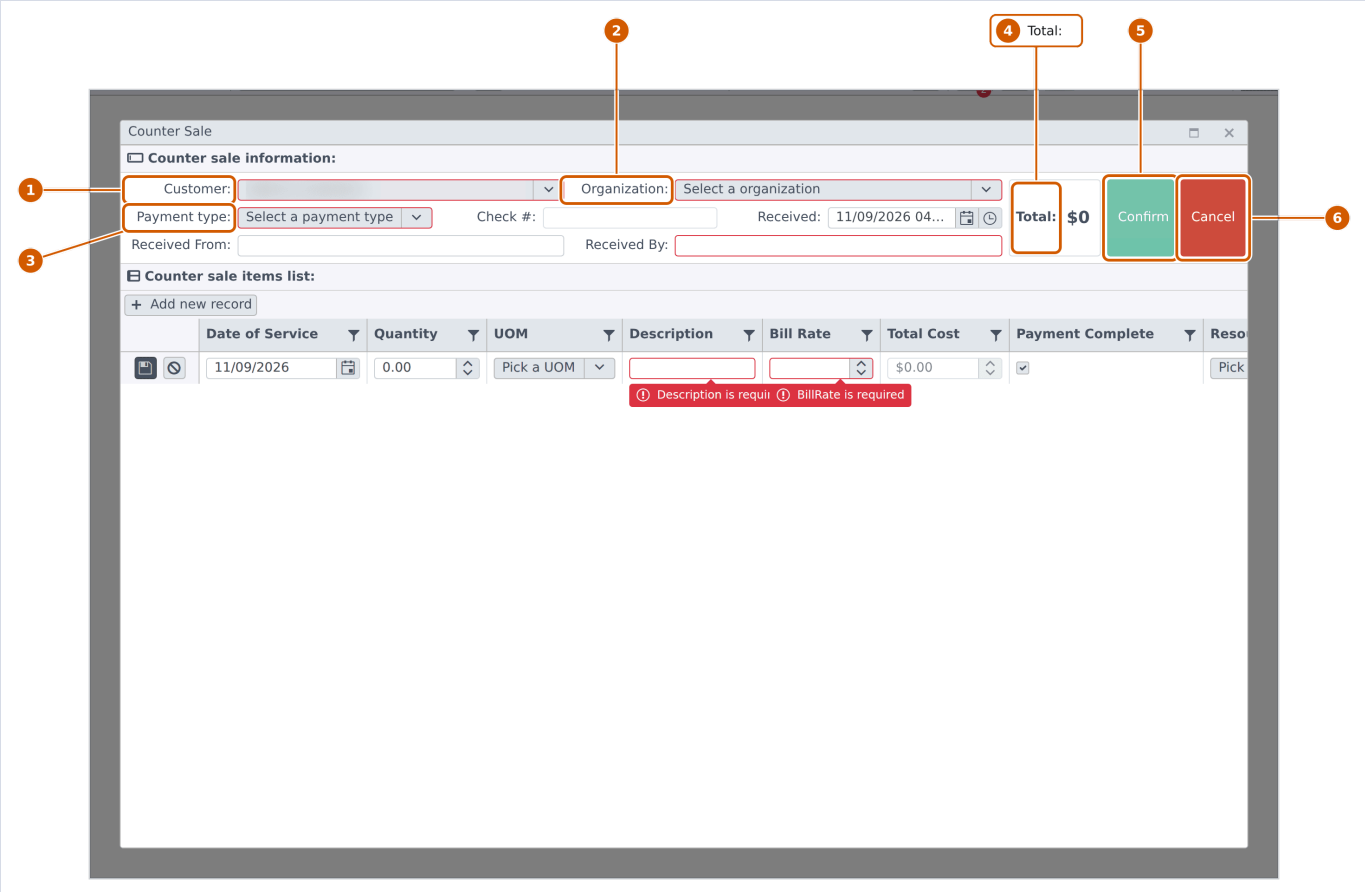
2. In **Customer**, select the customer. **Enter new check** becomes available and the customer's open invoices load.
3. Click **Enter new check**. The button stays pressed. **Checks/Credits** becomes unavailable and clears, and **Balance** shows 0. The Enter check form and the invoice list become available.

   > **Note:** To cancel, click **Enter new check** again. The form clears and becomes unavailable again.

4. In **Method**, select **Check #** or **CASH**. If you choose **CASH**, the system enters "CASH" in **Check Number**.
5. For a check, type the number in **Check Number**. **Check Number** is required and holds up to 15 characters. If you leave it empty, the message "Check number is required." appears. The system refuses the save if this customer already has a check with that number.
6. In **Amount**, enter the amount received. **Amount** is required and shows as currency. If you leave it empty, the message "Check amount is required." appears. **Balance** changes to the amount, and **Auto Complete** becomes available when it is above zero.
7. Check **Received Date** and change it if needed. **Received Date** is set to today. It becomes the payment date of every amount you apply.
8. If you need to, type a note in **Memo**. The system saves the memo with the payment.
9. In the **Payment** boxes, type amounts for the invoice lines you want to pay. Apply at least one line. You cannot pay the same line twice in one payment.
10. Or, instead of typing amounts, click **Auto Complete**. The system applies the balance to the invoice lines in list order.
11. Click **Save** on the toolbar. The system asks "Are you sure you want to save this invoice payment?"
12. In the prompt, click **Save**. The system records the new check for its full amount, and each applied amount lowers the check balance and the invoice balance. The system marks invoices that reach 0 as fully paid. If any amount fails the save checks, the system creates no check. After the save, the screen clears.

Ring up a counter sale

1. Open the Counter Sale screen (the browser shows `/ars/countersale`). A window titled "Counter Sale" opens with the sections "Counter sale information:" and "Counter sale items list:". **Total** shows `$ 0` and **Confirm** is unavailable.



The Counter Sale window: header fields, the items list and the running Total. Confirm stays unavailable until the required fields are complete and no line is being edited.

1. Customer:
2. Organization:
3. Payment type:
4. Total:
5. Confirm
6. Cancel

2. In **Customer:**, select the customer. **Customer:** is required.
3. In **Organization:**, select the organization making the sale. **Organization:** is required.
4. In **Payment type:**, select **Cash**, **Check**, **Credit Card** or **Money Order**. **Payment type:** is required.
5. For **Check**, **Credit Card** or **Money Order**, type the reference number in **Check #:**. **Check #:** stays unavailable until you choose a payment type. It is unavailable for **Cash** and required for **Check**, **Credit Card** and **Money Order**. It holds up to 10 characters. Anything longer shows "Check number must be 10 characters or fewer."
6. Check **Received:** and change the date and time if needed. **Received:** is set to the current date and time. An invalid value shows "Please enter a valid date and time."
7. In **Received From:**, type who paid. **Received From:** holds up to 40 characters.

8. In **Received By:**, type who took the payment. **Received By:** is required and holds up to 3 characters.
9. In the open line-item row, enter **Date of Service**, **Quantity**, **Description** and **Bill Rate**. An empty items list adds a row for you. **Date of Service**, **Quantity** and **Description** are required, and **Description** holds up to 512 characters. **Bill Rate** is required and must be at least 0.01. **Total Cost** is worked out as Quantity × Bill Rate and you cannot edit it. **Payment Complete** is checked by default.
10. If you need to, fill in **UOM**, **Resource Type**, **Activity**, **Project**, **Budget** and **Comments**. These fields are optional.
11. Click **Update** to save the line. The system saves the line and adds a new blank row.
12. To add another line, click **Add new record**. If a row is still being edited, the system asks "You have unsaved changes. Adding a new row will discard these changes. Do you want to continue?"
13. Click **Confirm** (tooltip "Click to complete the counter sale."). **Confirm** is available only when the required header fields are valid and no line is being edited. The system asks "Confirm counter sale." with **Yes** and **No** buttons.
14. Click **Yes**. In one step, the system creates a Counter Sale invoice with its lines, its payment and the payment details. The invoice number is the organization's invoice prefix, then the date as MMDDYY, then the next number in sequence. The payment's memo is "Counter Sale", and its number is the **Check #:** value or, if **Check #:** is blank, the payment type. The system then asks "Would you like to print a receipt."
15. Click **Yes** to print a receipt. The system produces the Invoice Detail Report for the new invoice, and the form clears for the next sale.
16. To skip the receipt, click **No**. The form clears for the next sale.
17. To abandon a sale, click **Cancel** (tooltip "Click to cancel the counter sale."). The system asks "Are you sure you want to cancel the counter sale? The current information will be lost."
18. Confirm the prompt. The Counter Sale window closes.

Review a customer's balance and print an invoice (Customer Summary)

1. Open the Customer Summary screen (the browser shows `/ars/customersummary`). The grid stays empty until you choose a customer. The cards "Unused payment balance:", "Unused credits:" and "Total amount due:" show $0.00.
2. In **Organization**, select the organization. **Customer** becomes available.
3. In **Customer**, select the customer. The cards show this customer's totals for the selected organization, and the grid lists their invoices, payments, refunds, Counter Sales and credits. A card turns green (unused payments or credits) or red (amount due) when it is not zero, and gray when it is zero.
4. Select an invoice row in the grid. **Print invoice** is available for this row if you have access level 4.

5. Click **Print invoice** on the toolbar (tooltip "Click to print invoice"). The system produces the Invoice Detail Report for the selected invoice. If no invoice is selected, the message "Please select an invoice to print." appears.

> **Note: Print invoice** is available only when the selected row is an invoice (not a payment or refund row) and you have access level 4. You can also use **Options** > **Print Invoice** in the main menu.

Reference

How payment amounts are limited

- When you type a payment amount, the system lowers it to the smallest of: what you typed, the line's **Balance**, and what is left of the check or credit after other lines.
- Lines with a **Balance** of 0 cannot take a payment.
- **Auto Complete** is available only while the available balance is above zero. It applies the balance to lines in list order and skips lines that already have a payment or are fully paid.
- **Balance** on Invoice Payment is a read-only box that shows how much of the check or credit is still available to apply.
- If the payments add up to more than the check balance, the system blocks the save.
- When you enter a new check, apply at least one line. You cannot pay the same line twice in one payment.

Invoice Payment fields and buttons

LABEL	BEHAVIOUR
Customer	Only customers with an outstanding balance; type to filter (contains)
Checks/Credits	Unavailable until a customer is chosen; lists the customer's checks and credits with a balance above zero
Enter new check	Toggle button; unavailable until a customer is chosen; opens the Enter check form for a new check
Method	**Check #** or **CASH**; **CASH** puts "CASH" in **Check Number**
Check Number	Required; up to 15 characters
Amount	Required; currency; sets **Balance**
Received Date	Today by default; used as the payment date of each applied amount
Memo	Free-text note
Balance	Read-only; amount still available to apply
Auto Complete	Available only when the available balance is above zero; fills lines in list order
Save	Unavailable until a customer is chosen; asks for confirmation
Cancel	Clears the screen right away, with no confirmation

Invoice list columns

GRID	COLUMNS
Invoice list	Invoice Number, Invoice Date, Invoice Total, Invoice Balance, Updated Date
Invoice lines (expanded row)	Payment, Balance, Contract, Date of Service, Description, Quantity, Bill Rate, Extended Cost, Resource Type, Comment, Activity, Project

Counter Sale fields

LABEL	REQUIRED	NOTES
Customer:	Yes	
Organization:	Yes	
Payment type:	Yes	Cash, Check, Credit Card or Money Order
Check #:	For Check, Credit Card and Money Order	Unavailable for Cash; up to 10 characters
Received:	Yes	Current date and time by default
Received From:	No	Up to 40 characters
Received By:	Yes	Up to 3 characters
Date of Service, **Quantity**, **Description**	Yes	**Description** up to 512 characters
Bill Rate	Yes	At least 0.01
Total Cost	Calculated	Quantity × Bill Rate; cannot be edited
Payment Complete	—	Checked by default
UOM, **Resource Type**, **Activity**, **Project**, **Budget**, **Comments**	No	

Customer Summary cards

CARD	SHOWS
Unused payment balance:	Payment amounts not yet applied (green when not zero)
Unused credits:	Credits not yet applied (green when not zero)
Total amount due:	What the customer owes (red when not zero)

Messages you may see

MESSAGE	WHEN
Are you sure you want to save this invoice payment?	Save on Invoice Payment

MESSAGE	WHEN
The payments total X, but only Y is available on this check. Reduce the payments and save again.	Payments add up to more than the check balance
Auto complete applied to N invoice(s).	After **Auto Complete**
You have unsaved changes. Switching customers will discard them. Do you want to continue?	Changing **Customer** with unsaved amounts
You have unsaved changes. Switching checks will discard them. Do you want to continue?	Changing **Checks/Credits** with unsaved amounts
You have unsaved changes. Leaving this screen will discard them. Do you want to continue?	Leaving Invoice Payment with unsaved amounts
The invoice payment could not be read. Check the Amount, Received Date and payment fields, then save again.	The payment could not be read when saved
Unable to save invoice payment due to a technical error. An email has been sent to support.	Invoice Payment save failed
The check was successfully entered.	Enter Check saved
Confirm counter sale.	**Confirm** on Counter Sale
Would you like to print a receipt.	After a Counter Sale is posted
Unable to post counter sale. An email has been sent to support.	Counter Sale failed
Are you sure you want to cancel the counter sale? The current information will be lost.	**Cancel** on Counter Sale
Please select an invoice to print.	**Print invoice** with no invoice selected

Tips and notes

Important: Enter Check saves the check as soon as you click **Save**. There is no confirmation prompt, so check the customer, check number and amount before you save.

Note: Cancel on the Invoice Payment toolbar clears the screen right away without asking, so you lose any amounts you typed.

Tip: You don't have to apply a whole check at once. Whatever is left stays on the check, and it appears again in **Checks/Credits** for that customer while its balance is above zero.

Note: A customer's check number can be used only once. The system refuses a new check with a number the customer already has.

Note: The Invoice Payment **Customer** list shows only customers who owe money. The Enter Check **Customer** list shows all customers.

> **Tip:** On a Counter Sale, only lines marked **Payment Complete** count as paid. If you clear **Payment Complete** on a line, its amount stays as a balance on the new invoice. The system always saves lines with a negative quantity as payment complete.

> **Note:** Check numbers can be up to 15 characters on Invoice Payment, but only 10 characters on Counter Sale.

Related topics

- Invoice entry: approve and issue
- Issued invoices: print, reinstate, delete and assign budgets
- Cancelling payments, refunds and credit memos
- Navigating portals and pages
- Data grid overview and basics
- Grid viewing and editing
- Grid filters
- Security Administration: access levels by user
- Units of measure, fiscal years and organizations

Cancelling payments, refunds and credit memos

Overview

Use this page to correct a payment in the Accounts Receivable System portal. Choose the correction that fits:

- **Cancel Payment** removes a payment completely and restores the invoice balances it paid. You can cancel any payment.
- **Refund** gives money back from a payment, either its unused balance or amounts on invoice line items.
- **Credit Memo** issues a new credit to a customer.

You can also look up cancelled payments, and the reason given, in the Deleted Payment Log.

Before you begin

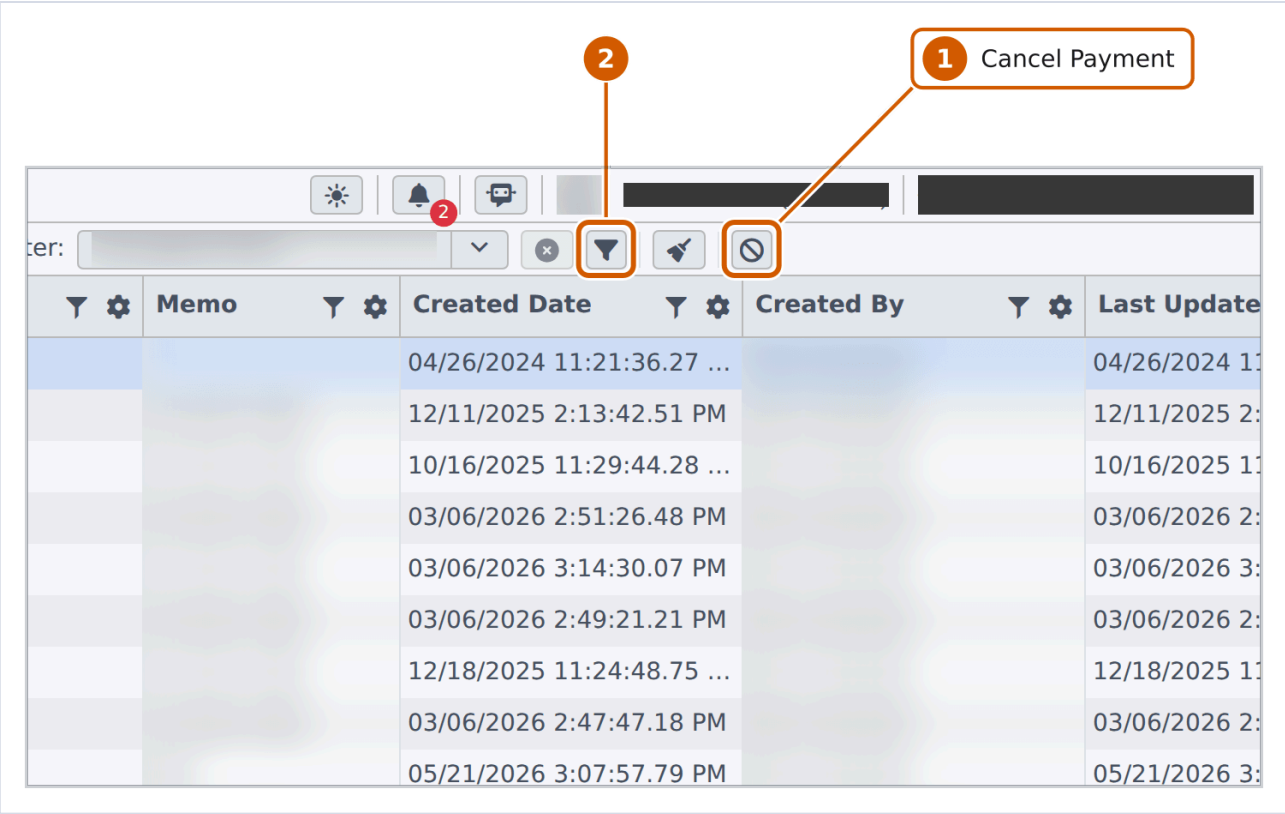
- Sign in to IRIS10 and work in the Accounts Receivable System portal. See Navigating portals and pages.
- Know how to record payments. See Receiving payments.
- Know how to select rows, filter and sort in a grid. See Data grid overview and basics.
- To use **Cancel Payment**, you need an access level that includes the **Cancel Payment** button on Payment History. See Security Administration: access levels by user.

Procedure

Cancel a payment

1. In the Accounts Receivable System portal, open the Payment History screen.

   The Payment History grid opens. Its toolbar includes the **Cancel Payment** button.



Payment History. Select a payment, then use Cancel Payment on the toolbar.

1. **Cancel Payment**: opens the Cancel Payment window for the selected row.
2. **Filter editor**: helps you find the payment. See Grid filters.

2. In the grid, select the row of the payment you want to cancel.

   The row is selected. Select only one payment, because **Submit** cancels only the first selected payment.

3. Click **Cancel Payment** on the toolbar (tooltip "Click to cancel payments."). Alternatively, choose **Options** > **Cancel Payment** from the menu.

   The Cancel Payment window opens and asks "Please enter why you are canceling this Check." If no row is selected, IRIS10 shows "Please select a data row before attempting to cancel a check." and does nothing else.

   > **Note: Cancel Payment** needs security level 4 on Payment History. If you can't use it, ask your administrator about your access level.

4. In the **Cancel check comment** box, type the reason you are cancelling the payment. Always enter a reason.

   The window doesn't check the reason before you submit. If you leave it blank, the cancel fails with "Unable to cancel the check. An email has been sent to support."

5. Click **Submit**.

   There is no second confirmation. IRIS10 cancels the first selected payment straight away. The window closes and the Payment History grid reloads without that payment. The payment, with your reason, now appears in the Deleted Payment Log, and IRIS10 restores

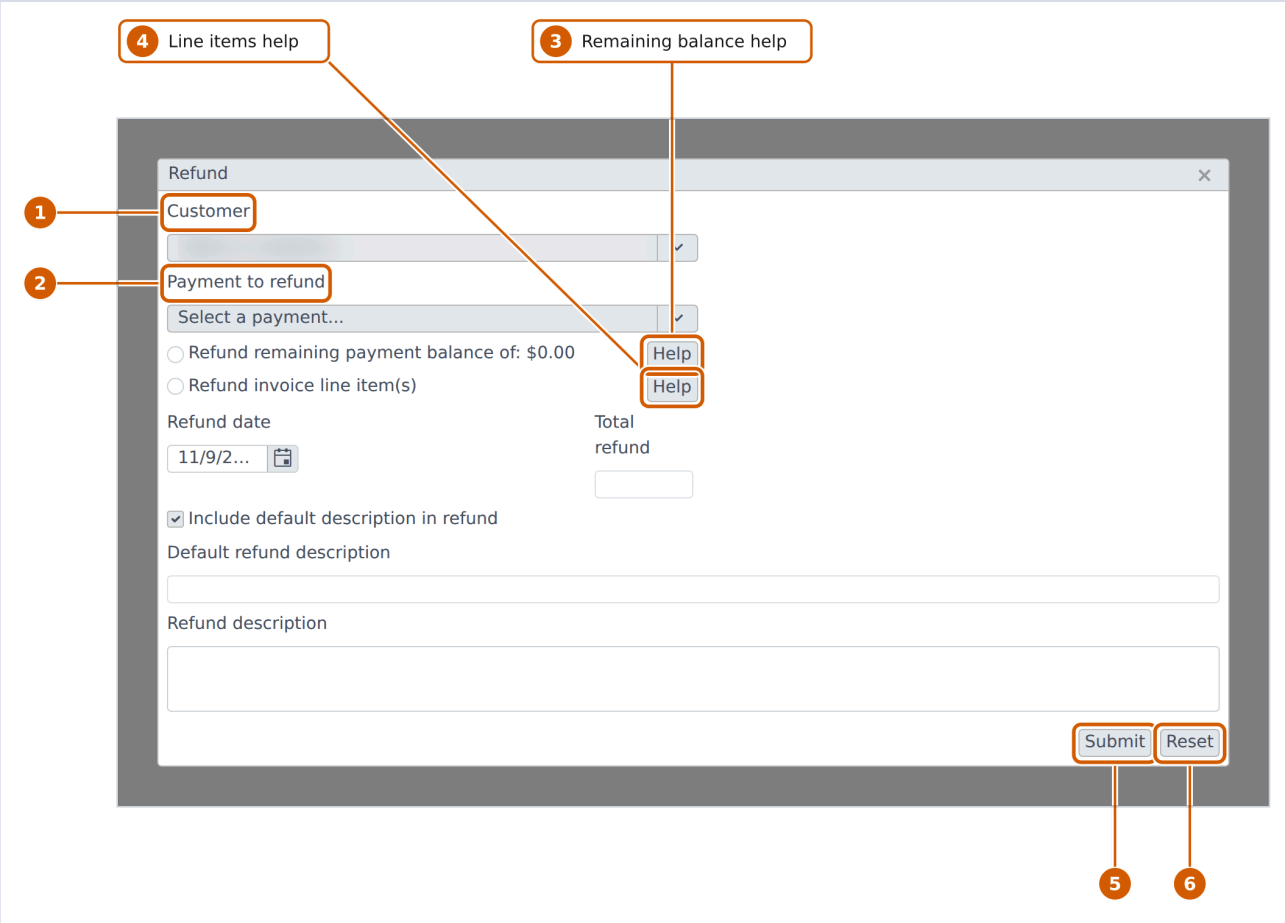
the invoice balances it paid. If the cancel fails, IRIS10 shows "Unable to cancel the check. An email has been sent to support."

For what IRIS10 changes when you cancel a payment, see What Cancel Payment changes.

Refund a payment's remaining balance

1. In the Accounts Receivable System portal, open the Refund page.

   The Refund window opens. **Refund date** shows today's date.



The Refund window. Choose the customer and payment, then the refund option.

   1. **Customer**
   2. **Payment to refund**
   3. **Remaining balance help**
   4. **Line items help**
   5. **Submit**
   6. **Reset**

2. In the **Customer** list, select the customer. You can type part of the name to filter the list.

   The list shows only customers with an outstanding balance. After you pick a customer, the **Payment to refund** list loads that customer's payments.

3. In the **Payment to refund** list, select the payment.

IRIS10 picks the refund option for you. If the payment still has a balance above zero, it selects "Refund remaining payment balance of: <amount>". Otherwise it selects "Refund invoice line item(s)".

4. Make sure "Refund remaining payment balance of: <amount>" is selected.

   IRIS10 hides the line-items grid. **Total refund** shows the payment's remaining balance.
5. Check the **Refund date** and change it if needed.

   IRIS10 requires a refund date.
6. To use the default description, leave **Include default description in refund** checked.

   Default refund description reads "Refunded remaining unused payment balance for Payment <payment>".
7. In **Refund description**, type your own note. This is optional while **Include default description in refund** is checked. If you uncheck that box, you must type a **Refund description**.

   The description can be up to 512 characters.
8. Click **Submit**.

   IRIS10 asks "A <total> REFUND will be issued by this action. Continue?" with **Yes** and **No**. If the payment has no remaining balance, IRIS10 shows "This payment has no remaining balance to refund." instead.
9. Click **Yes** to issue the refund.

   The Refund window closes and IRIS10 shows "Refund complete." The payment's remaining balance is now zero. If there is an error, IRIS10 shows the message and the Refund window stays open so you can fix it.

Refund invoice line items

1. In the Accounts Receivable System portal, open the Refund page.

   The Refund window opens.
2. In the **Customer** list, select the customer.

   The **Payment to refund** list loads that customer's payments.
3. In the **Payment to refund** list, select the payment.

   The payment is selected and IRIS10 picks a refund option.
4. Select "Refund invoice line item(s)".

   The line-items grid appears, with the columns **Invoice No.**, **Item No.**, **Description**, **Line Item Total** and **Refund Amount**.
5. In the **Refund Amount** cell of each line you want to refund, type the amount.

   Refund Amount is the only column you can edit. Each amount must be a number, can't be negative, and can't be more than that line's **Line Item Total**. **Total refund** shows the sum of the amounts you entered.
6. Check the **Refund date** and change it if needed.

   IRIS10 requires a refund date.
7. Set the description as described in Refund descriptions.

The default description reads "Refund applied to invoice line item for payment <payment>".

8. Click **Submit**.

   IRIS10 asks "A <total> REFUND will be issued by this action. Continue?" If no line has an amount, it shows "Enter a refund amount for at least one line item." instead.

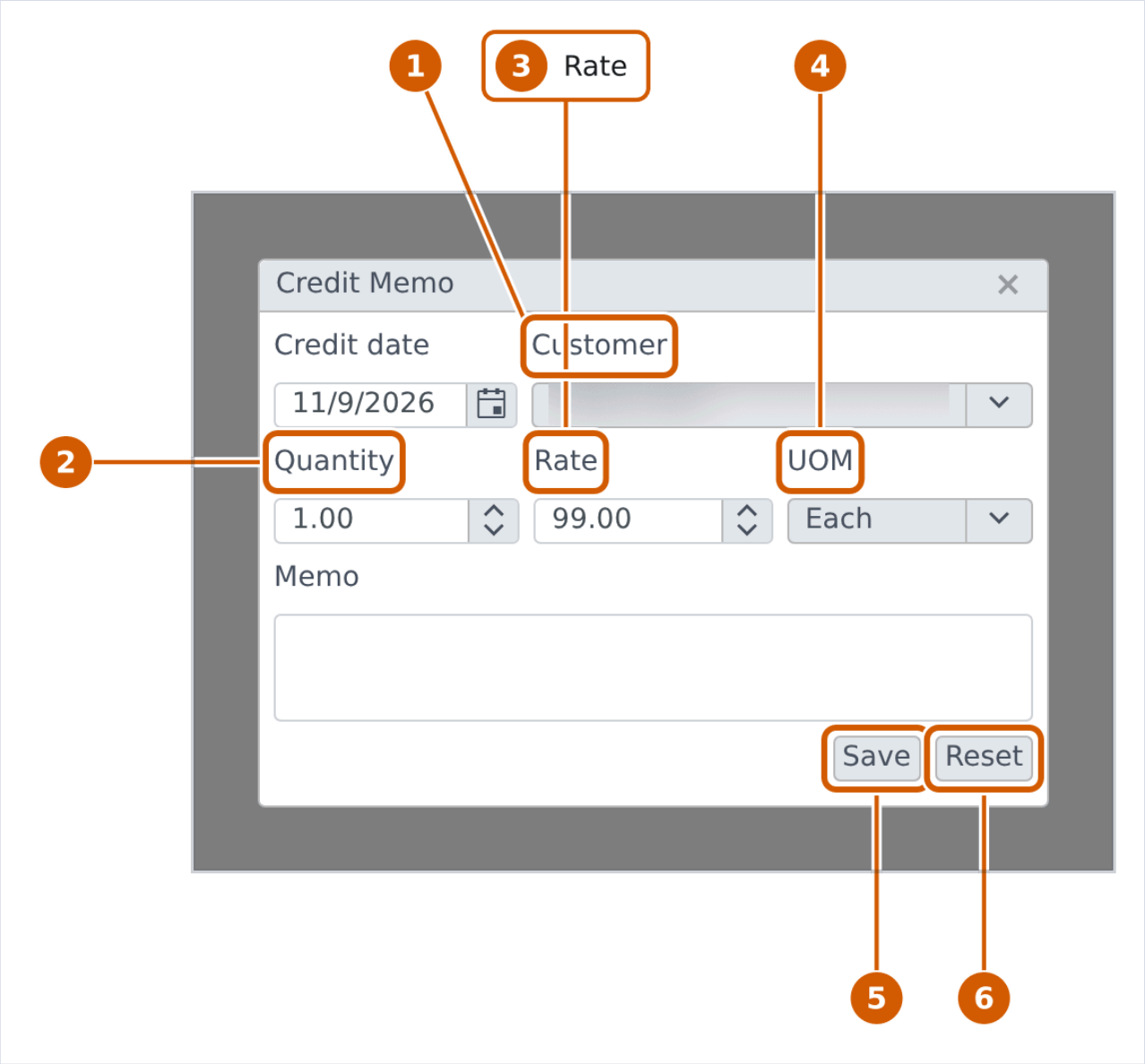
9. Click **Yes** to issue the refund.

   The Refund window closes and IRIS10 shows "Refund complete." If the total is more than the payment amount, or there is another error, IRIS10 shows the message and the window stays open.

Issue a credit memo

1. In the Accounts Receivable System portal, open the Credit Memo page.

   The Credit Memo window opens.



The Credit Memo window. Check every value, especially Rate, before you click Save.

1. **Customer**
2. **Quantity**
3. **Rate**: starts at 99.
4. **UOM**
5. **Save**
6. **Reset**

2. Check the **Credit date** and change it if needed.

   Credit date starts at today's date.
3. In the **Customer** list, select the customer who gets the credit.
4. In **Quantity**, enter the quantity.

   Quantity starts at 1. Type a value or use the increase and decrease arrows.
5. In **Rate**, enter the rate.

Rate starts at 99. Type a value or use the increase and decrease arrows. Always replace the starting **Rate** with the correct rate.

6. In the **UOM** list, select the unit of measure. See Units of measure, fiscal years and organizations.
7. In **Memo**, type a description of the credit.

   The memo becomes the description on the credit memo's line.
8. Click **Save**.

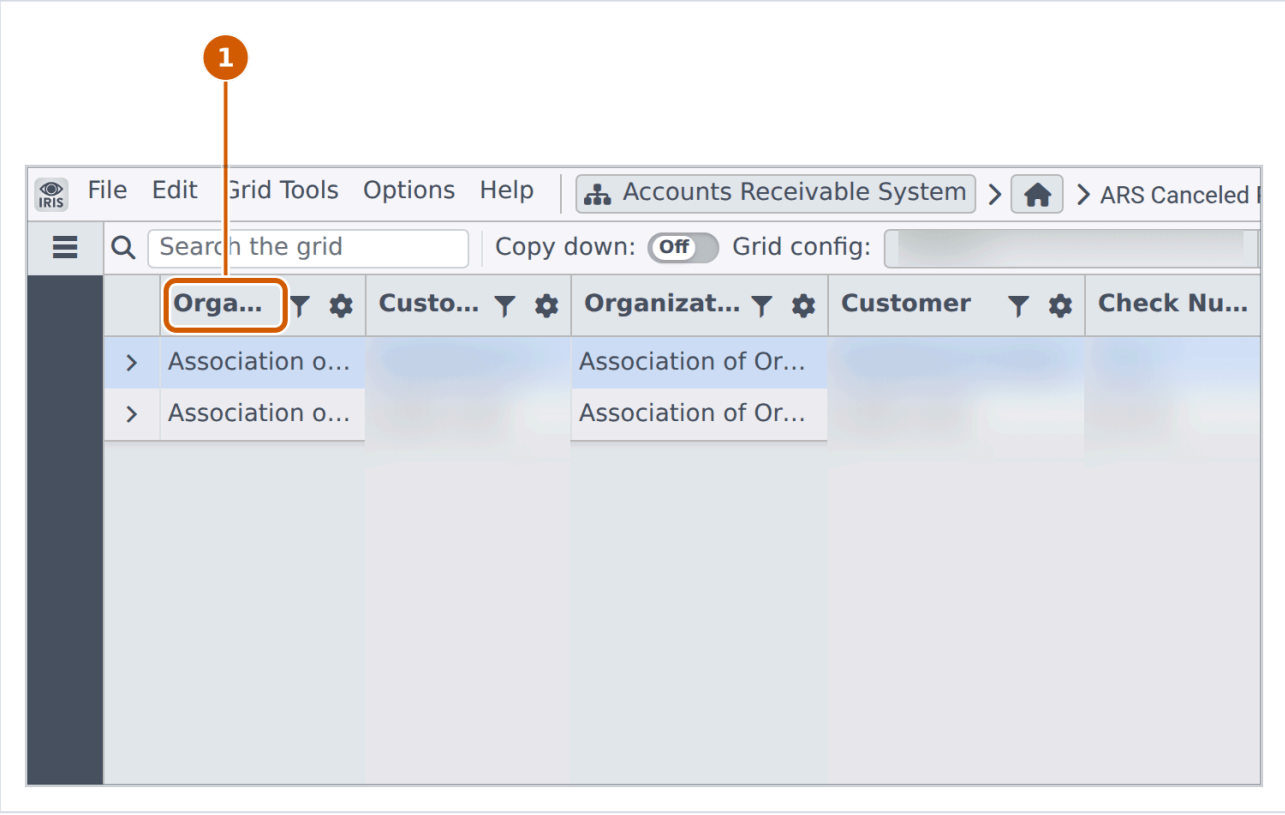
   IRIS10 asks "A $<amount> CREDIT will be issued by this action. Continue?" with **Yes** and **No**.
9. Click **Yes** to issue the credit.

   The Credit Memo window closes and the credit memo opens as a PDF in the Credit Memo Preview window. IRIS10 records the credit for the customer as a payment of Type Credit and creates a matching credit memo invoice. If there is an error, IRIS10 shows the message and the Credit Memo window stays open.

Review cancelled payments in the Deleted Payment Log

1. In the Accounts Receivable System portal, open the Deleted Payment Log screen.

   A read-only grid of cancelled payments opens. You can't add or edit records here.



The Deleted Payment Log lists cancelled payments. The Comment column shows the reason.

1. **Cancelled payment columns**

2. Find the payment by its **Customer**, **Check Number** or **Receive Date**. Use the grid filter if you need to. See Grid filters.
3. Read the **Comment** column to see the reason entered when the payment was cancelled.

   Comment shows the reason, and **Created By** and **Created Date** show who made the change and when.

Reference

Payment History grid columns

COLUMN
Customer
Check Number
Receive Date
Amount
Payment Balance
Type (shows Payment or Credit)
Memo
Created Date
Created By
Last Updated Date
Updated By

What Cancel Payment changes

PAYMENT	WHAT IRIS10 DOES WHEN YOU CANCEL IT
Any payment	Copies the payment and its detail lines to the Deleted Payment Log, with your reason in **Comment**. Reopens the invoice lines the payment paid, adds the paid amounts back to each invoice's balance and marks the invoice as not paid in full. Then removes the payment from Payment History.
Payment of Type Credit (credit memo)	Does all of the above and also removes the credit memo invoice created with the credit.
Payment tied to a counter sale	Does all of the above and also removes the counter-sale invoice.
Refund lines on the payment	Copies them to the log with the description "Refund # <refund number> - <refund description>". They don't change invoice balances, because refunds never affected those balances.

For more on invoices, see Issued invoices: print, reinstate, delete and assign budgets and Invoice entry: approve and issue.

Refund window fields and buttons

FIELD OR BUTTON	WHAT IT DOES
Customer	List of customers with an outstanding balance. Placeholder "Select a customer...". Type to filter. Required.
Payment to refund	List of the selected customer's payments. Placeholder "Select a payment...". Required.
Refund remaining payment balance of: <amount>	Refunds the payment's unused balance. Its Help button opens Refund Remaining Balance Help.
Refund invoice line item(s)	Shows the line-items grid so you can refund individual lines. Its Help button opens Refund Line Items Help.
Refund date	Starts at today's date. Required.
Total refund	Read-only. Shows the Payment Balance (remaining-balance refunds) or the sum of the **Refund Amount** entries (line-item refunds).
Include default description in refund	Checked at first. Uncheck it to leave out the default description.
Default refund description	Read-only text that IRIS10 creates for the refund option you chose.
Refund description	Two-line text box. Required if the default description is left out. Up to 512 characters.
Submit	Checks your entries and asks for confirmation before it issues the refund.
Reset	Clears the customer, payment, description, refund option and line items, sets **Refund date** back to today and checks the default-description box again.

Refund descriptions

REFUND OPTION	DEFAULT REFUND DESCRIPTION
Remaining balance	"Refunded remaining unused payment balance for Payment <payment>"
Invoice line items	"Refund applied to invoice line item for payment <payment>"

If you keep the default description and also type a **Refund description**, IRIS10 joins them as "<default description> - <your description>".

Refund line-items grid columns

COLUMN	EDITABLE
Invoice No.	No
Item No.	No
Description	No
Line Item Total	No
Refund Amount	Yes

Credit Memo window fields and buttons

FIELD OR BUTTON	STARTING VALUE OR BEHAVIOUR
Credit date	Today's date. Required.
Customer	List of customers. Required.
Quantity	1. Required.
Rate	99. Required. Replace it with the correct rate.
UOM	Unit of measure list. Required.
Memo	Two-line text box. Becomes the credit memo's line description.
Save	Asks for confirmation, then issues the credit and opens the Credit Memo Preview.
Reset	Sets **Credit date** back to today, the first customer and UOM, **Quantity** 1, **Rate** 99 and a blank **Memo**.

Deleted Payment Log columns

COLUMN
Organization
Customer
Check Number
Receive Date
Payment Amount
Payment Balance
Payment Type
Memo
Comment (the cancel reason)
Created Date
Created By
Last Updated Date
Updated By

Messages

MESSAGE	WHERE	WHAT TO DO
Please select a data row before attempting to cancel a check.	Payment History, **Cancel Payment**	Select the payment row first.

MESSAGE	WHERE	WHAT TO DO
Unable to cancel the check. An email has been sent to support.	Cancel Payment window	Make sure you entered a reason, then try again. If the message comes back, contact your administrator.
Customer is a required field. / Payment is a required field. / Refund date is a required field.	Refund	Fill in the field named in the message.
This payment has no remaining balance to refund.	Refund (remaining balance)	Use **Refund invoice line item(s)** instead, or choose another payment.
Enter a refund amount for at least one line item.	Refund (line items)	Type a **Refund Amount** on at least one line.
Refund amount for item N cannot be greater than the line item total.	Refund (line items)	Lower that line's **Refund Amount**.
Total refund of <x> is larger than the payment amount: <y>.	Refund (line items), after **Yes**	Lower the line amounts so the total is no more than the payment amount.
Refund complete.	Refund, after **Yes**	None. The refund was issued.

Tips and notes

Important: Cancel Payment acts as soon as you click **Submit**, with no second confirmation. It cancels only the first selected payment, so select one row.

Important: Always type a reason in the Cancel Payment window. The window doesn't check for one, and a blank reason fails with "Unable to cancel the check. An email has been sent to support."

Note: Cancelling a payment of Type Credit also removes its credit memo invoice. Cancelling a payment tied to a counter sale also removes that counter-sale invoice.

Tip: To see what each refund option does, click the Help button next to it.

Note: If you keep the default description and also type a **Refund description**, IRIS10 joins them as "<default description> - <your description>".

Note: Refunds and credit memos are numbered from your organization's invoice numbering: the invoice number prefix and the next invoice number, followed by R for a refund or CM for a credit memo.

Tip: Rate on the Credit Memo window starts at 99. Check **Rate** and **Quantity** before you click **Save**, and read the amount in the confirmation before you click **Yes**.

Note: The Deleted Payment Log is read-only. Use it to see what was cancelled, by whom, and why.

Related topics

- Receiving payments
- Issued invoices: print, reinstate, delete and assign budgets
- Invoice entry: approve and issue
- Data grid overview and basics
- Grid filters
- Navigating portals and pages
- Security Administration: access levels by user
- Units of measure, fiscal years and organizations

Revenue budgets

Overview

A revenue budget has a **Name**, a **Description**, a **Long Name** and an **Organization**. Each revenue budget has budget details per fiscal year. Each budget detail has a budget amount and an **Active** flag.

The **Revenue Budgets** screen is the Accounts Receivable screen that lists revenue budgets and their budget details by fiscal year. You see and change revenue budgets for your own county only.

Use this page to:

- Review revenue budgets and their budget details, including inactive details.
- Add or edit a revenue budget.
- Copy revenue budgets from one fiscal year into another.
- Set every revenue budget detail of a fiscal year to Active or Inactive at once.

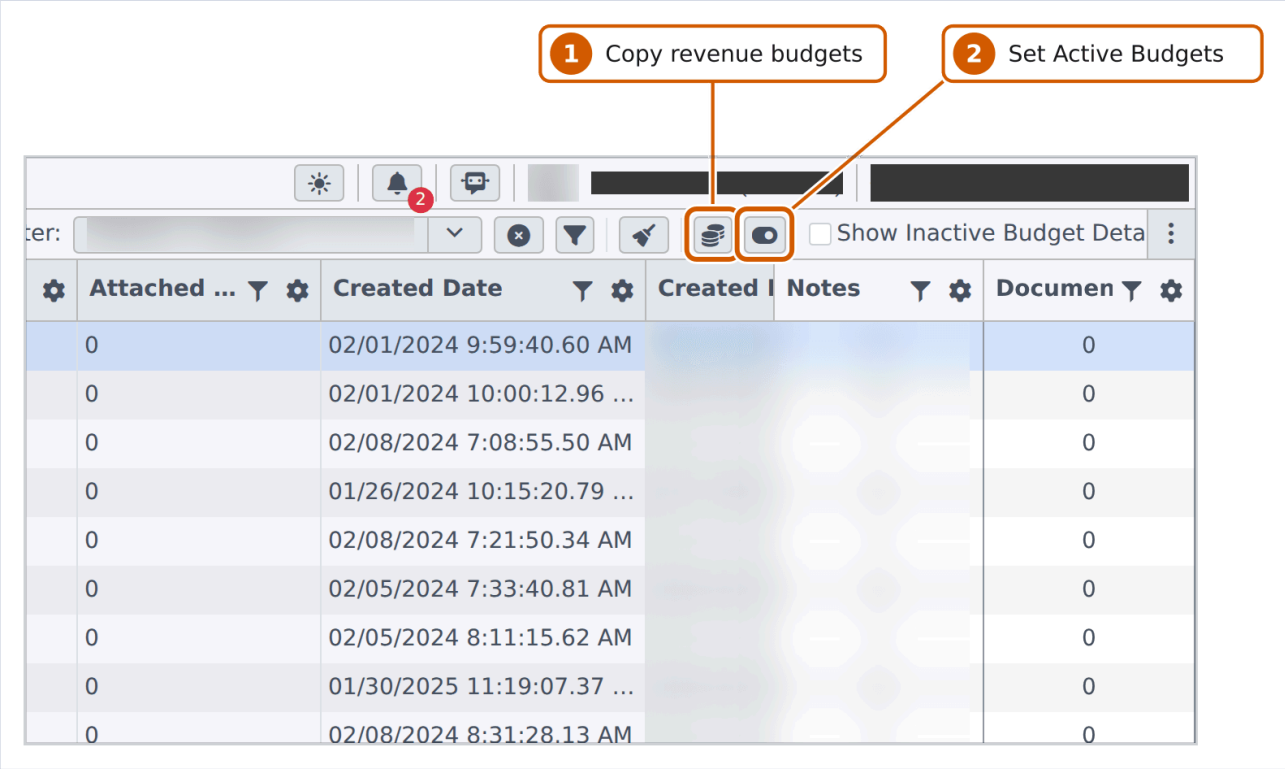
Before you begin

- Sign in to IRIS10.
- Make sure you have access to the **Revenue Budgets** screen in Accounts Receivable.
- Set up fiscal years and organizations. See Units of measure, fiscal years and organizations.
- Know how to use the shared data grid. See Data grid overview and basics.

Procedure

View revenue budgets and show inactive budget details

1. Open the **Revenue Budgets** screen in the Accounts Receivable portal. The **Revenue Budgets** grid opens, with a child grid of budget details for each budget.



The Revenue Budgets screen and its toolbar

1. Copy revenue budgets
2. Set Active Budgets

2. Open a budget's details in the child grid. The budget's details show the fiscal year, the budget amount and the **Active** flag.
3. To include inactive details, select the **Show Inactive Budget Details** checkbox on the toolbar. The setting is saved and the grid reloads. If the change fails, the checkbox goes back to its previous value.

> **Note:** As an alternative to the checkbox, choose **Options** > **Show Inactive Budget Details**. IRIS10 keeps the setting only for your current sign-in session. The setting lasts only until you sign out.

Add or edit a revenue budget

1. In the **Revenue Budgets** grid, use the add tool to add a budget. The **Revenue Budgets** editor opens.

> **Note:** To edit an existing budget, open it with the inline buttons or the pop-out editor instead. The editor opens the same way.

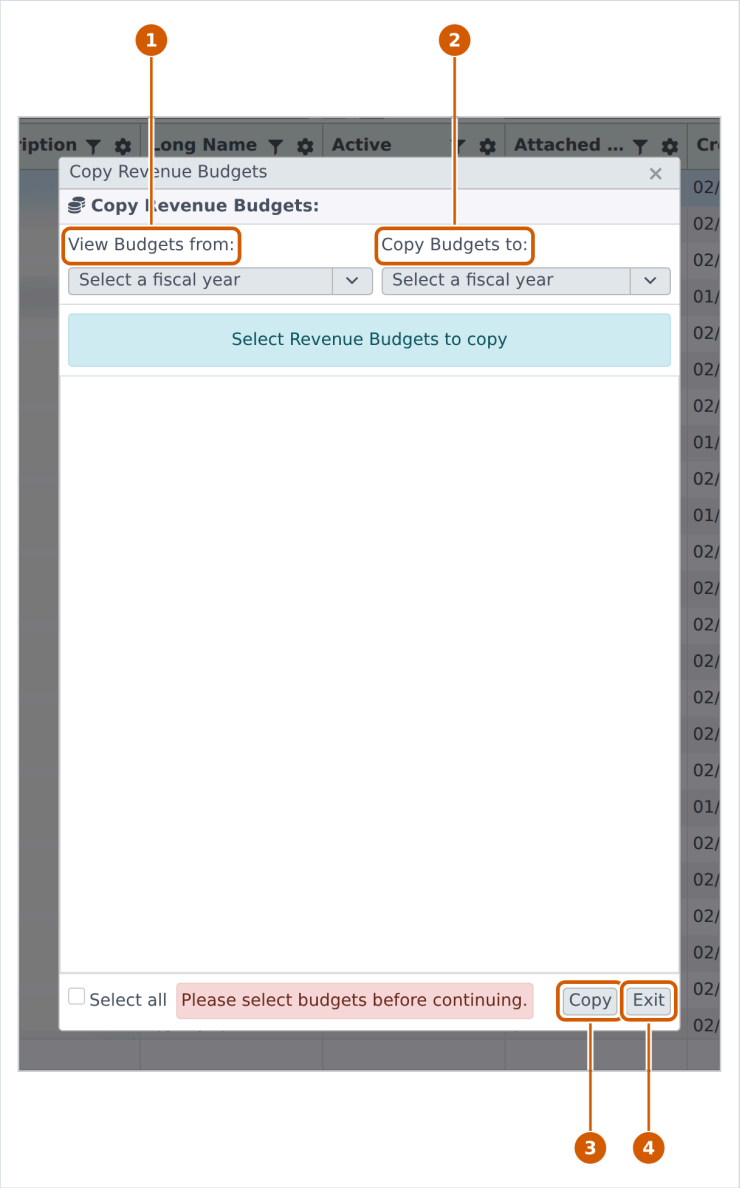
2. Choose the **Organization** from the drop-down.
3. Enter a **Name** of up to 30 characters. If you leave **Name** blank, IRIS10 shows a message that the field is required.
4. Optionally, enter a **Description** and a **Long Name** (up to 50 characters each).

5. Leave **Active** selected for a budget that is in use. Clear it to archive the budget. New budgets are Active by default.
6. Save the record. For saving grid records, see Grid viewing and editing.

Copy revenue budgets to another fiscal year

1. Click the toolbar button whose tooltip is "Click to copy revenue budgets." The **Copy Revenue Budgets** window opens with the header "Copy Revenue Budgets:" and the banner "Select Revenue Budgets to copy". If no fiscal years have budgets, IRIS10 shows "There are no budgets with associated fiscal years to copy." and closes the window.

> **Note:** You can also choose **Options** > **Copy Revenue Budgets**. You see this option only if your access level allows it. If it is missing, ask your administrator.



The Copy Revenue Budgets window

1. View Budgets from:
2. Copy Budgets to:
3. Copy: runs immediately with no confirmation
4. Exit

2. In **View Budgets from:**, choose the fiscal year to copy from. You can type to filter the list. Newest fiscal years appear first. The window then lists that year's budgets in alphabetical order.
3. In **Copy Budgets to:**, choose the fiscal year to copy into.
4. Select the budgets to copy in the list. To select every budget, select **Select all** instead. If you change the selection by hand after using **Select all**, **Select all** is cleared.
5. Click **Copy**. The copy runs right away, with no further confirmation. IRIS10 shows "{n} revenue budgets copied from: {from} to: {to}, successfully." Each copy keeps the source budget amount and is set to Active. Budgets that already exist in the destination year are

skipped. If nothing is copied, IRIS10 shows "No ARS budget detail records where found with that criteria to copy forward or records already exist for the destination fiscal year".

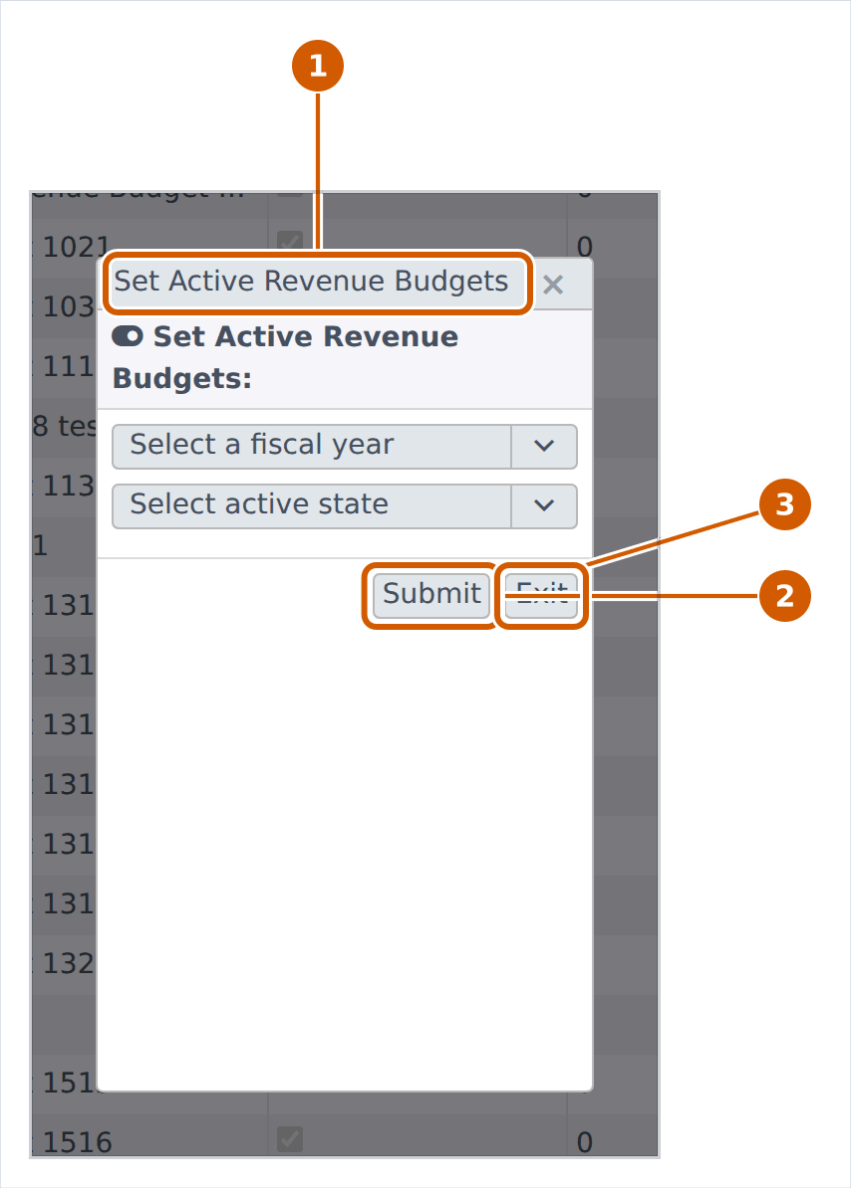
> **Note:** If either fiscal year is missing or no budget is selected, nothing is copied.

6. Click **Exit** to close the window. The window closes. **Exit** makes no changes of its own.

Set every revenue budget detail of a fiscal year to Active or Inactive

1. Click **Set Active Budgets** on the toolbar (tooltip "Click to set active state for revenue budgets by fiscal year."). This option is not on the **Options** menu. The **Set Active Revenue Budgets** window opens. If no fiscal years have budgets, IRIS10 shows "There are no budgets with associated fiscal years." and closes the window.

> **Note:** You see this button only if your access level allows it. If it is missing, ask your administrator.



The Set Active Revenue Budgets window

1. Set Active Revenue Budgets
2. Submit: changes every budget detail of the fiscal year immediately
3. Exit

2. Choose a fiscal year from the "Select a fiscal year" drop-down. A status line shows the current state of that year's budget details. See the Set Active status line table in the Reference section.
3. Choose **Active** or **Inactive** from the "Select active state" drop-down.
4. Click **Submit**. The change applies right away, with no further confirmation, to every revenue budget detail of that fiscal year, whatever is selected or filtered in the grid. IRIS10 shows "Revenue budgets for the selected fiscal year have been set to Active/Inactive successfully." and refreshes the grid and the status line.

> **Note:** If either drop-down is empty, IRIS10 shows "Please select both a fiscal year and an active state." and makes no change.

5. Click **Exit** to close the window. The window closes. **Exit** makes no changes of its own.

Reference

Revenue Budgets grid columns

COLUMN	RULES
Organization	Shown read-only in the grid. In the editor, you choose it from an editable drop-down.
Name	Required. Up to 30 characters.
Description	Optional. Up to 50 characters.
Long Name	Optional. Up to 50 characters.
Active	Selected by default for new budgets.
Attached Documents	Read-only.

Budget detail contents

ITEM	MEANING
Fiscal year	The fiscal year the budget detail applies to.
Budget amount	Defaults to 0. Stored to 4 decimal places.
Active	Shows whether the record is in use (Active) or archived (inactive). Defaults to Active.

Toolbar buttons and Options menu items

WHERE	ITEM	WHAT IT DOES
Toolbar (tooltip "Click to copy revenue budgets.") and **Options** menu > **Copy Revenue Budgets**	Copy Revenue Budgets	Opens the **Copy Revenue Budgets** window.
Toolbar only	Set Active Budgets	Opens the **Set Active Revenue Budgets** window.
Toolbar checkbox and **Options** menu	Show Inactive Budget Details	Includes inactive budget details in the grid for the current sign-in session.

Copy window fields

ITEM	MEANING
View Budgets from:	The fiscal year whose budgets you want to copy.
Copy Budgets to:	The fiscal year that receives the copied budgets.
Select all	Selects every budget in the copy list.

Set Active status line

STATUS SHOWN	MEANING
Currently Active (n records)	All of the year's budget details are active.
Currently Inactive (n records)	All of the year's budget details are inactive.
x Active, y Inactive of n records	The year has a mix of active and inactive details.
No budget details found for this fiscal year	The year has no budget details.

Messages

MESSAGE	WHEN IT APPEARS
{n} revenue budgets copied from: {from} to: {to}, successfully.	The copy finished.
There are no budgets with associated fiscal years to copy.	You opened Copy, but no fiscal years have budgets. The window closes.
No ARS budget detail records where found with that criteria to copy forward or records already exist for the destination fiscal year	Nothing was copied.
Unable to copy revenue budgets due to a technical error. An email has been sent to support.	The copy failed because of a technical error.
Revenue budgets for the selected fiscal year have been set to Active/Inactive successfully.	Set Active finished.
Please select both a fiscal year and an active state.	You clicked Submit with a drop-down empty.
There are no budgets with associated fiscal years.	You opened Set Active, but no fiscal years have budgets. The window closes.
Unable to set active state for revenue budgets due to a technical error. An email has been sent to support.	Set Active failed because of a technical error.

Tips and notes

Important: Copy and Submit act immediately. IRIS10 does not ask you to confirm. Check both fiscal years and your selection before you click.

Important: Set Active Budgets changes every revenue budget detail of the chosen fiscal year, whatever is selected or filtered in the grid.

Note: Copying copies only the budget amount, and the copies are set to Active. Budgets that already exist in the destination fiscal year are skipped, so no duplicates are created.

Note: IRIS10 remembers **Show Inactive Budget Details** only for your current sign-in session.

> **Note:** You only see and change revenue budgets for your own county.

> **Tip:** Use Inactive for budgets that are archived and Active for budgets that are in use.

Related topics

- Expenditure budgets
- Issued invoices: print, reinstate, delete and assign budgets
- Units of measure, fiscal years and organizations
- Grid viewing and editing
- Data grid overview and basics
- Security Administration: access levels by user