



The Professionals' Choice

StarPM: Accounts Receivable

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User Guide

Copyright

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Introduction

StarPM: Accounts Receivable enables users to:

- Post cash receipts, either individually or in batches
- Allocate receipts
- Delete receipts
- Approve batches
- Undo allocations
- Post Nominal Adjustments (General and Finance Charge Adjustments, Bad Debt).

The [Batches](#) tab is the module's home page; the first view on login. It automatically displays any existing Batches previously selected by the currently logged-in user.

Prerequisite Setup

Before Staff can use StarPM: Accounts Receivable, an administrator must complete various set-up tasks, each of which is detailed in the [Setup](#) appendix to this document.

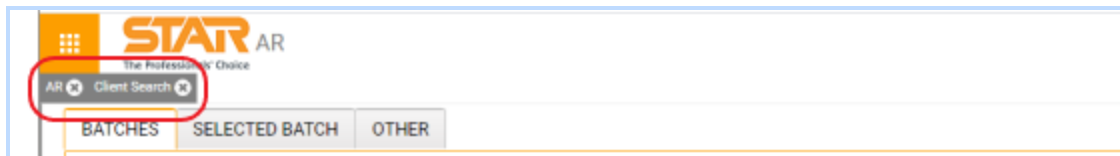
Replace Terms

Many of the standard terms used throughout any 'vanilla' installation of StarPM can be replaced by synonyms. This is useful, for instance, when Star terminology does not reflect the standard lexicon of your organisation. Star refers to such synonyms as Replace Terms.

This Help manual uses standard terms throughout.

Module Tabs

In the StarPM application, each open module is represented by a tab in a tab row beneath the HTML Title header.



Open module tabs can be configured either to be of fixed display, or to be hidden automatically when not in use. Fixed display prevents vertical interface shifts whenever the user moves their cursor over the header area, thus invoking the tabs' display.

Batches: The Home Page

The initial StarPM: Accounts Receivable view is the **Batches** tab, which is the module's home page.

This screen is blank when it is accessed for the first time, pending the creation or selection of Batches.

Here you can create and edit batches, and access [reporting](#) if reporting has been configured.

Edit, view and approve functions are all dependent upon user privileges. Reporting is configurable, and may not be available in your organisation's implementation of StarPM: Accounts Receivable.

REFERENCE	CREATED	TOTAL	CURRENCY	ENTITY	POSTING DATE	BATCH DATE	BATCH TYPE	APPROVED
SW709	9/7/2020	\$709.01	GBP (£)	Star & Co	2/28/2009	2/28/2009	Receipt	<input type="checkbox"/>
sw9_0409_svr1	9/4/2020	\$409.02	GBP (£)	Star & Co	2/28/2009	2/28/2009	Receipt	<input type="checkbox"/>
sw0409.1	9/4/2020	\$4.09	GBP (£)	Star & Co	2/28/2009	2/28/2009	Receipt	<input type="checkbox"/>

The **Batches** tab automatically displays those Batches (if any) last selected by the currently logged-in user.

Any Batches you [create](#) will be displayed here.

You can also maintain a selection of existing Batches to display by updating a **Selector Pool** in the [Batch Selector](#).

Getting Started

To create a Batch:

- In the [main toolbar](#) tab, click **New Batch** to view the [New Receipt Batch](#) window, and there define the parameters of the new Batch. When that is completed, a row representing the new Batch will be inserted into the main grid in the **Batches** tab.

To view existing Batches:

- Click **Select Batches** in the [main toolbar](#) to view the [Batch Selector](#), and there select one or more Batches, adding them to a 'selection pool'. This selection will be used populate the **Batches** tab. You can then open any listed Batch for processing.

To open a selected Batch for processing, use any of the following methods:

- Double-click the Batch row
- Select the Batch row and click **Edit Batch**
- Right-click the Batch row and select **Edit Batch** from the [context menu](#)
- Click the link in the **Reference** column on the Batch row.

The details of the selected Batch are then displayed for editing in the **Batch** tab, which is re-titled to include the name of the selected Batch. See [Processing Batches](#).

Paging

The **Batches** grid view is paged. Pages are represented – and can be navigated - by the 'index' of numbered circles at the foot of the grid, alongside Go to Previous/Go to Last, etc.

The number of rows displayed in each page is limited to a maximum of 1000 by default, although this might be extended to a limit of 5,000 in your organization's implementation of StarPM: Accounts Receivable.

Context Menu

When a Batch is selected in the **Batches** grid, selected [toolbar](#) options are also available via a right-click context menu .

Shift+Click and **Ctrl+Click** are supported for multiple selection .

- **Edit Batch** - Populates the [Batch](#) tab with details of the selected Batch.
- **Delete Batch** - Displays a prompt for confirmation. If you click **Yes** in this dialog all data for the Batch is deleted.

Reporting Tabs

Reporting tabs can be displayed beneath the main grid to provide either general reporting, or context-specific details of any currently selected Batch. Context-sensitive reporting allows you to review the details of each Batch without having to open any of them.

Reporting tabs may not be available in your organisation's implementation of StarPM: Accounts Receivable.

Where Reporting Tabs are available, they can be configured (in StarPM: Dashboard) to display any information stored in the Star database, so what you see will be specific to your organization's implementation.

To view context-sensitive Reporting on a selected Batch:

- Select a Batch in the **Batches** tab.

The Reporting tabs are updated automatically to display information relating to the selected Batch.

If Reporting is not context-specific in your organisation's implementation, Batch selection will have no effect on Reporting.

The Main Toolbar

The main toolbar presents the following options:

- **Select Batches** - Displays the [Batch Selector](#), in which to search for and select one or more Batches with which to populate the [Batches Tab \(Home Page\)](#).
- **New...**
 - **Batch** - Displays the [New Receipt Batch](#) window, in which to enter the basic details of the Batch you want to create. (On creation, a new tab is displayed for the new Batch.)
 - **Quick Batch** - Displays the [New Quick Receipt Batch](#) window, in which to enter the basic details of a new Quick Batch.

Quick Batch is a simplified Batch creation process, allowing repeated Receipt Approval on the day of Batch creation.

- **Bad Debt** - Displays the [New Bad Debt](#) window, in which to enter the basic details of a new Bad Debt.
 - **Finance Charge Adjustment** - Displays the [New Finance Charge Adjustment](#) window, in which to enter the basic details of a new Finance Charge Adjustment.
 - **General Adjustment** - Displays the [New General Adjustment](#) window, in which to enter the basic details of a new General Adjustment.
- **Edit Batch** - Populates the [Batch](#) tab with details of the selected Batch.

Active only when a Batch is selected in the **Batches tab**.

- **Delete Batch** - Displays a prompt for confirmation, which confirms the Batch Reference. If you click **Yes** in this dialog, the entire Batch and all its data is deleted.

Active only when a Batch is selected in the **Batches tab**.

Creating a Batch

This topic describes how to create a standard Receipt Batch.

Requires the relevant User Privilege. The option may be unavailable in your organisation's implementation of StarPM: Accounts Receivable (Post Batch Receipts).

To create a Quick Receipt Batch, see [below](#).

To create a new Receipt Batch:

1. In the [main toolbar](#), select **New / Batch**.

This displays the New Receipt Batch window.

2. Enter the basic details of the new Batch.

All inputs are mandatory, unless stated otherwise.

The **New Receipt Batch** window is mirrored by the **Edit Receipt Batch** window, which can be accessed via the [Batch](#) tab. In Edit mode, only the **Batch Date** and **Total** are editable, all other fields being read-only.

All receipts posted in the same Batch will use the same Bank Account, Currency, Entity, Posting Date and Batch Date.

- **Entity** - The Batch Entity.

Defaults to the last used Entity for the Batch Type. If there is no last used Entity or the last used is invalid then the default Entity is selected. If the default Entity is not in the list then the first item in the list is selected.

The list of Entities available for selection is restricted by User Privilege. If only one valid Entity is available it is selected by default and the control is inactive (read only).

- **Account** - The account into which the Batch will be processed.

The list of accounts available for selection is dependent on the Batch Type, the **Entity** you have selected, Entity restrictions, and whether or not individual accounts are hidden.

- **Posting Date** - Select the Batch posting date from the drop-down control.

If only one valid Posting Date is available it is selected by default and the control is inactive (read only).

A [Firm Switch](#) maintained by your StarPM administrator, **ReceiptsFuturePeriods** can be set to specify for how many months ahead of a period close you can set both the Batch Date and the Posting Date.

- **Batch Date** - The Batch date. Click the calendar icon to pick a date from the calendar control.
If only one valid Batch Date is available it is selected by default and the control is inactive (read only).
- **Batch Ref.** - Optional. Enter a unique Batch Reference.

Requires the relevant User Privilege. The option may be unavailable in your organisation's implementation of StarPM: Accounts Receivable.

Input is restricted to 20 characters.

If no reference is entered, the **Batch Ref.** defaults to a unique Batch Identifier generated automatically by the application.

- **Total** - Optional. The Batch Total amount.

The format in which the **Total** is displayed is determined by your app configuration's globalization settings.

3. To create the Batch, click **Save**

The new Batch is validated automatically.

The **Batches** tab ([Home Page](#)) is updated automatically, with the new Batch added to the top of the list, and the **Batch** tab is updated to display its details: See [Editing a Batch](#).

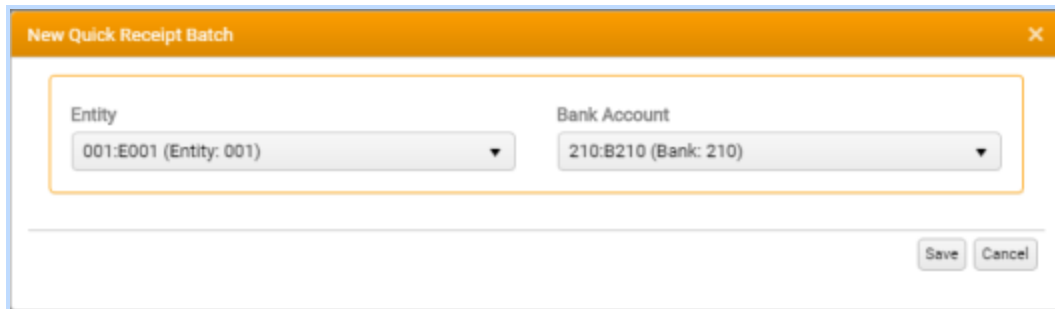
Quick Receipt Batch

Requires the relevant User Privilege. The option may be unavailable in your organisation's implementation of StarPM: Accounts Receivable.

To create a Quick Receipt Batch:

1. In the [main toolbar](#), select **New / Quick Batch**.

This displays the New Quick Receipt Batch window.



2. Enter the basic details of the new Quick Receipt Batch.

All inputs are mandatory, unless stated otherwise.

All receipts posted in the same Batch will use the same Bank Account, Currency, Entity, Posting Date and Batch Date.

- **Entity** - Select the Batch Entity.

Defaults to the last used Entity for the Batch Type. If there is no last used Entity or the last used is invalid then the default Entity is selected. If the default Entity is not in the list then the first item in the list is selected.

The list of Entities available for selection is restricted by User Privilege. If only one valid Entity is available it is selected by default and the control is inactive (read only).

- **Bank Account** - Select the relevant bank account for the Batch Entity.

The list of accounts available for selection is dependent on the **Entity** you have selected.

3. To post the Quick Receipt Batch, click **Save**

Your changes are validated automatically.

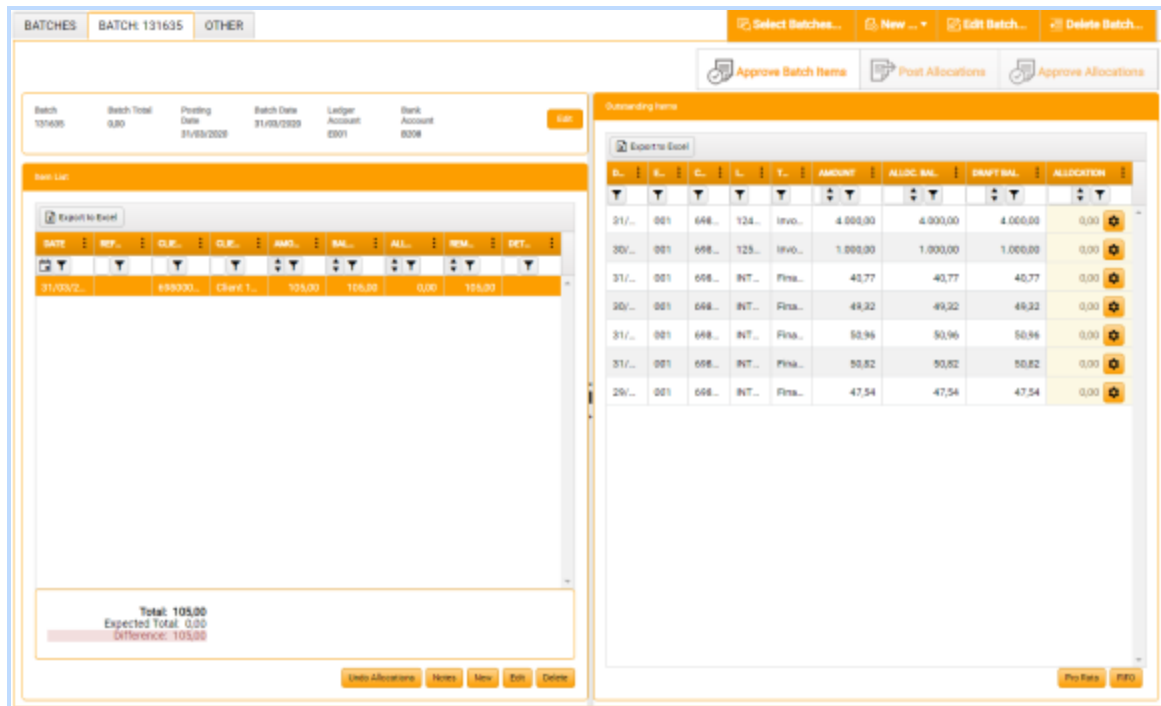
The **Batches** tab ([Home Page](#)) is updated automatically, with the new Quick Receipt Batch added to the top of the list, and the **Batch** tab is updated to display its details: See [Editing a Batch](#).

Processing Batches (The Batch Tab)

The **Batch** tab provides a summary of each of the receipts that comprise the Batch, and provides Batch edit and Batch Item allocation functionality. It is populated automatically whenever:

- a Batch is created (see [Creating a Receipt Batch](#)).
- an existing Batch is selected in the [Batches tab \(Home Page\)](#) and opened for editing.

In either case, the tab re-titled **Batch: <Batch Name>**, and populated with the details of the selected Batch, and - when a Batch Item is selected in the **Item List** (on the left) - any **Outstanding Items** (on the right) for that Batch Item.



Multi Currency

When Multi-Currency functionality is active, in order to make the allocation process more intuitive, the grids in [Item List](#), [Item Details](#), and [Outstanding Items](#) each display two sets of columns: **Currency Values** (columns with a **C.** prefix, e.g. **C. Amount**), and **Functional Values** (columns with an **F.** prefix, e.g. **F. Amount**).

CURRENCY VALUES				FUNCTIONAL VALUES				
C. AMOUNT	C. BALANCE	C. ALLOCATE	C. REMAINING	F. AMOUNT	F. BALANCE	F. ALLOCATE	F. REMAINING	F. DISCO
1,500.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00	0.00	1,500.00	

As allocations are entered in the **Outstanding Items** grid, StarPM: Accounts Receivable automatically calculates a default currency allocation, which is displayed in the **C. ALLOCATE** column. Where exchange rate rounding is applied, any necessary adjustment can be made in [Discount Splits](#). See [Allocating](#) for further details.

Cross Entity Allocation

Cross Entity Allocation, if so enabled, allows you to allocate to invoices from different Entities simultaneously, subject to Entity restrictions.

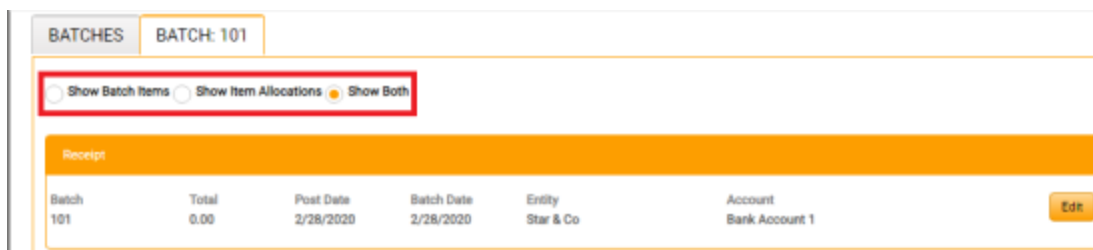
Cross Entity Allocation may not be available in your organisation's implementation of StarPM: Accounts Receivable. Availability is governed by [switch setting](#) ReceiptsCrossEntity, which is maintained in Star PDM by your system administrator.

When ReceiptsCrossEntity is active (on):

- When creating a receipt for an Invoice in an Entity other than the Batch Entity, Unallocated Cash Jobs across all Entities are available for selection.
- When editing a posted Receipt, and applying a [Quick Search Filter](#) when selecting an Unallocated Cash Job, the search will return Jobs across all Entities (according to search criteria).

Split View Controls

The 'split view controls' above the [Item List](#) allow you to expand either half of the Selected Batch tab to full window width, rendering, column headers much more easily readable in the expanded grids.





Select the **Show** radio button corresponding to your preference:

- **Show Batch Items** - Displays the [Batch Summary](#) and [Item List](#) at full window width.
- **Show Item Allocations** - Displays the [Item Details](#) and [Outstanding Items](#) at full window width.
- **Show Both** - Displays both Batch Items and Item Allocations, divided by the Splitter.

When the **Show Both** radio button is selected, the 'splitter' that divides the **Batch** tab vertically can be used to adjust the proportion of the tab occupied by the Batch Items on the left and the Item Allocations on the right.

To adjust the display, simply click and hold the black bar at the centre of the splitter, and drag left or right as required. Alternatively:

- Click  (upper) to hide the left-hand panel containing the Item List. The splitter moves to the left of the tab.
- Click  (lower) to hide the right-hand panel containing Open Items. The splitter moves to the right of the tab.



If either side of the tab is hidden, to restore the split view, simply click the single arrow in the sidelined splitter.

Batch Summary

The region above the **Item List** displays the basic details of the Batch, as provided on Batch creation.

Batch	Total	Post Date	Batch Date	Entity	Account	Edit
SW0910a	0.00	3/31/2020	3/31/2020	E001	B210	

In this region the Batch details are read-only. However, the **Total** (displayed for Receipt Batches only), **Batch Date**, and **Account** can be edited by clicking **Edit** to open an [Edit Batch Details](#) window.

Item List

The **Item List** displays each of the individual items that together comprise the Batch. These might be any of the following, according to the Batch Type:

- Receipts posted in a selected Batch
- Individual Receipts posted
- Posted General Ledger Adjustments, Finance Charge Adjustments, Bad Debt (Nominal Adjustments)
- Credit Notes.

Any item can be selected for editing. You can also delete selected items from the Batch or add new items to it.

INCURR...	REFERE...	CLIENT...	AMOUNT	BALAN...	ALLOCA...	REMA...
05/02/2020	RE00024	608	12,00	12,00	0,00	12,00
05/02/2020	RE00023	461	1.230,00	1.230,00	0,00	1.230,00
04/02/2020	RE00021	436	125,00	125,00	0,00	125,00
16/09/2020	RE00059	11	100,00	100,00	0,00	100,00
			Total: 1.467,00			
			Expected Total: 12.345,68			
			Difference: -10.878,68			

[New](#) [Edit](#) [Delete](#)

For each item, the following details are displayed:

- **Date**, **Reference**, **Client Ref**, **Client Name**, **Amount**, **Balance**, the amount to **Allocate**, the amount then **Remaining**, and any additional **Detail** provided when the Receipt was added to the Batch.

Values in the **Remaining** column are rendered in red until all cash has been allocated to a Job, at which point they revert to black.

BALANCE	ALLOCATE	REMAINING
2.96	0.00	2.96


Any of these columns except the **Amount** column, which is mandatory, can be hidden or re-selected for display. See [Column Sorting and Filtering](#).

To view any outstanding items for the Batch item and make allocations, simply select the appropriate grid row to update the **Outstanding Items** grid.

Totals

The Totals displayed at the foot of the grid are displayed for Receipt Batches only. They indicate the **Total** of individual Receipt Batch items, as currently configured, the **Expected Total** (i.e. the Batch total), and the **Difference** between these two values.

Notes

A Transactional Notes icon  is displayed in the **Client** column only on Batch Item rows for which there are existing Client AR Transactional Notes. Click this icon to display the [AR Notes for Client](#) window, in which you can view and edit those Notes.

Button Functions

- **Undo Allocations** - Displays the [Undo Allocations](#) window.
- **Notes** - Displays the [AR Notes for Client](#) window, in which you can manage any Client AR Transactional Notes.
- **New** - Displays the [New Receipt](#) window.
- **Edit** - Displays the [Edit Receipt](#) window.
- **Delete** - Deletes the selected Batch item, after displaying a prompt for confirmation.
Click **OK** in the **Delete?** dialog to confirm the deletion.

The **Undo Allocations** option is enabled only if Allocations are approved. The other options are enabled only until Allocations are approved.

Context Menu

- **Edit Item** - Displays the [Edit Receipt](#) window.
- **Delete Item** - Deletes the selected Batch item, after displaying a prompt for confirmation.
Click **OK** in the **Delete?** dialog to confirm the deletion.
- **Undo Allocations** - Displays the [Undo Allocations](#) window.

The **Undo Allocations** option is enabled only if Allocations are approved. The other options are enabled only until Allocations are approved.

- **Transfer Unallocated Cash** - Displays the [Job Selector](#), in which you can select any Job, in any Entity, to which to transfer unallocated cash. This might be necessary if an approved Allocation is undone, and its balance restored. For details, see [Transfer Unallocated Cash](#).
- **Reverse** - Displays the [Edit Receipt](#) window. For details, see [Reverse](#).

Item Details

The **Item Details** region displays details of the Batch Item currently selected in the [Item List](#)., allowing you to see its details when the **Item List** is hidden (using the [Split View Control](#)).

Item Details								
	DATE	CLIENT REF	JOB REF	F. AMOUNT	F. BALANCE	F. ALLOCATE	F. REMAIN...	F. DISCOUNT
ⓘ	3/31/2020	106	265	1,000.00	1,000.00	1,000.00	0.00	-1,000.00

In this grid, you can easily modify the Batch Item allocation amount in order to make an Adjustment. To do this, simply modify the amount in the **Allocate** column.

Any errors are indicated by a warning icon ⓘ in the first grid column, as in the screenshot above. Rest your cursor over this icon to view an explanatory tooltip.

For more on Adjustments and Discounts, see [Nominal Adjustments](#) and [Discounts](#).

Outstanding Items (Allocations)

The **Outstanding Items** grid displays any Outstanding Items for the Batch item currently selected in the [Item List](#), with no default filtering applied.

Outstanding Items are those Items (Receipts, Adjustments) posted to a Client with an outstanding ledger balance.

Outstanding Items : RE00036								
<input checked="" type="checkbox"/> Export to Excel								
ITEM	TYPE	ALOC...	AMOU...	ALOC...	DRAFT ...			
IN00280	Invoice	0.00	6,600.00	6,100.00	6,100.00			
AR002	ARTes...	AR003	Audit ...	0.00	6,600....	6,100....	6,100....	
CODE	DES...	DET...	ALL...	AM...	ALL...	DRA...		
LINE1F...	LINE1F...		0.00	3,600.00	3,327.27	3,327.27		
LINE1F...	LINE1F...		0.00	2,400.00	2,218.18	2,218.18		
LINE1F...	LINE1F...		0.00	600.00	554.55	554.55		

The **Outstanding Items** grid is populated only while there are receipts in the Batch still to allocate, i.e. until Receipts are fully allocated and the Batch is approved.

In this grid, you can allocate the Balance on the selected Batch Item. You can allocate both at Job level and—by expanding Job rows, as in the screenshot above—at Split level.

Allocations are not committed until the Batch is approved. Until then, you can edit, delete, or reallocate Receipts, or even edit and delete Batches that have been submitted or saved.

Outstanding Items can be any of the following:

- Invoices
- Credit Notes
- General Adjustments
- Finance Charges
- Finance charge Adjustments
- Bad Debt
- Receipts.

Exceptionally, Bad Debt can be allocated only to Invoices, Credit Notes, or other Bad Debt.

Type Filter

The **Type** column [filter](#) allows you to specify which Item Types are displayed in the **Outstanding Items** grid.

The options in the **Type** filter are:

- **Receipt**
- **Invoice**
- **Finance Charge Adjustment.**

The default selection is **Invoice**. To make an alternative selection, select only the checkbox of each Type you want to view, and then click **Filter**.

Your selection will be reset to **Invoice** for the next Batch.

In all other columns, standard [column filtering](#) is available.

Allocating

You can allocate a Receipt at the level of the Batch Item on any row in an un-expended [Outstanding Items](#) grid.

ITEM	TYPE	ALLOCA...	AMOUNT	ALLOC...	DRAFT B...
IN00277	Invoice	0.00	27,000.00	26,300.00	26,300.00
RE00033	Receipt	0.00	-500.00	-425.00	-425.00

You can also allocate fully or partially at Batch Item, Job or Fees level by expanding the grid.

To allocate at Job level:

- Expand the relevant Batch Item row to display the Job row(s), and there enter the **Allocate** amount:

ITEM	TYPE	ALLOCA...	AMOUNT	ALLOC...	DRAFT B...		
IN00277	Invoice	0.00	27,000.00	26,300.00	26,300.00		
623	ARTest...	1321	AR Tax ...	0.00	18,000...	17,608...	17,608...
623	ARTest...	1322	AR Tax ...	0.00	9,000.00	8,691.75	8,691.75

When Multi-Currency functionality is active, as allocations are entered here StarPM: Accounts Receivable automatically calculates a default currency allocation, which is displayed in the **C. ALLOCATE** column. With exchange rate rounding, the default currency allocation for the receipt might differ from allocations made to Outstanding Items. Where this occurs, simply over-type the **C. ALLOCATE** value to remove the cents / pence difference and then check to ensure the adjustment is correct in [Discount Splits](#).

To allocate at Fees level:

- First expand the relevant Batch Item row, and then expand the relevant Job row to display the Job Fee row(s), and there enter the **Allocation** amount:

ITEM	TYPE	ALLOCA...	AMOUNT	ALLOC...	DRAFT B...		
IN00277	Invoice	0.00	27,000.00	26,300.00	26,300.00		
623	ARTest...	1321	AR Tax ...	0.00	18,000...	17,608...	17,608...
	CODE	DESC...	DETA...	ALLO...	AMO...	ALLO...	DRAF...
	LINE1FEE	LINE1FEE		0.00	18,000.00	17,608.25	17,608.25
623	ARTest...	1322	AR Tax ...	0.00	9,000.00	8,691.75	8,691.75


To fully or partially allocate:


- In the **Allocation** column at Batch Item, Job or Fees level, enter the amount to Allocate. For a partial allocation, this will be an amount less than the Batch Item **Amount**.

When you tab out of the **Allocation** field the Batch Item Row in the Item List updates to reflect the Allocation along with the [Batch Summary](#).

If you enter a value that exceeds balance restrictions a warning message to that effect is displayed, and the **Allocation** reverts to its initial value.

To Auto-Allocate:

- In the **Allocation** column at any level, click  in the **Allocation** cell. The Batch Item Row in the Item List updates to reflect the Allocation along with the Batch Summary.

To reverse the auto-allocation (to Deallocate), click  again.

To allocate proportionately, on a prorata basis:

- Click the **Pro Rata** button beneath the **Outstanding Items** grid. The Balance is allocated proportionally, and the grid is refreshed automatically.

If filtering is applied to grid rows, the proration is applied only on the visible grid rows.

To allocate on a First In, First Out basis, allocating the maximum amount possible of each item according to the order of posting to the database (i.e. by **Date**):

- Click the **FIFO** button beneath the **Outstanding Items** grid. The Balance is allocated FIFO, and the grid is refreshed automatically.

If filtering is applied to grid rows, the FIFO allocation is applied only on the visible grid rows.

To clear or reset allocations to zero:

- Click the **Clear** button beneath the **Outstanding Items** grid. This automatically zeros any current allocations.

Over-typing an allocation with 0 generates a transaction to adjust the allocation to zero, which can result in a positive allocation on one split, with a corresponding negative allocation on another split.

Post Allocations

[Allocations](#) can be posted until either Allocations or the Batch are approved. Posting puts them into a Draft state, pending [approval](#).

The Post Allocations option is available in a toolbar displayed above the **Outstanding Items** grid within the [Batch](#) tab.

To post Allocations:

1. Click **Post Allocations**

The Allocations are saved in a Draft state.

A Confirmation dialog displays the message "Allocations successfully posted".

2. Click **OK** to close the dialog.

In the **Item List**, the Receipt may be deselected automatically, but it can be re-selected, and the Allocations remain editable until they are Approved.

Draft Allocations are represented as such in the Client fees record, which can be viewed in the StarPM: Client UDF module.

Allocations are posted by nominalID order, Invoices before Receipts. If the value of an Invoice is reduced, the tax on that invoice is recalculated.

Undo Allocations

You have the option to undo [Allocations](#) even after they have been [approved](#).

To undo allocations you must have the appropriate User Privilege.

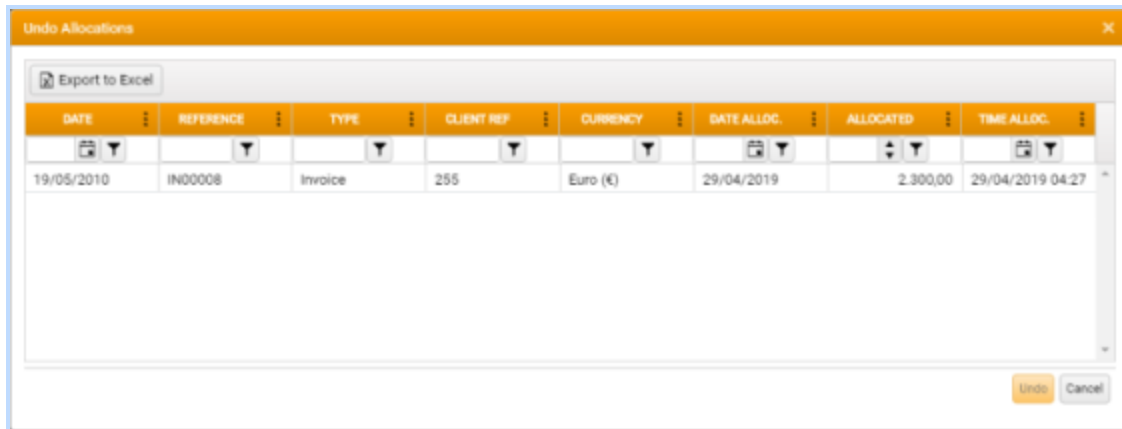
Allocations cannot be undone if the Job is closed or suspended.

To undo allocations:

1. In the [Item List](#), click **Undo Allocations**.

In [Other Allocations](#), right-click the Other Item row, and select **Undo Allocations** from the context menu.

This displays the **Undo Allocation - Batch Item** window.



2. Select a Receipt to de-allocate.

Multiple selection is not supported in this grid.

3. Click **Undo**.

The application reverses the allocation, resets the **Amount**, and displays a confirmation dialog.



4. Click **OK** to close the dialog.

Transactional Notes

Type **AR** Transactional Notes enable you to review specific instructions pertaining to AR Batch Items (Receipts, Nominal Adjustments, etc.) before they are posted.

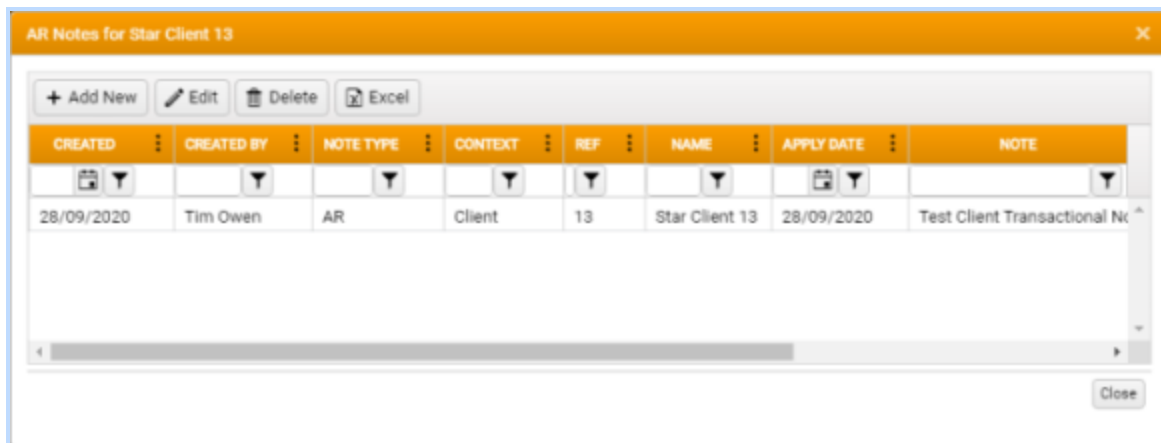
You must have the relevant [User Privilege](#) to view, create, edit, or delete AR Transactional Notes. Any of these options may be unavailable in your organisation's implementation of StarPM: Accounts Receivable.

Viewing Transactional Notes

To view any Client Transactional Notes already recorded against the Batch Item:

1. In the [Batch](#) tab **Item List**, either click the **Notes** button or, in the Item row, click the **Notes** icon.

This displays the **AR Notes for Client x** window.



This window displays any Transactional Notes recorded against the Client.

2. In this window:
 - **Add New** - Displays the [Add New Transactional Note](#) window, in which you can record a new Client Transactional Note.

If the **Add New** option is not available in your organisation's implementation of StarPM: Accounts Receivable, AR Notes must be created in the StarPM: Client UDF module.

With a Note selected in the grid:

- **Edit** - Select a Note in the grid, and click **Edit** to view the details of that note in an [Edit Transactional Note](#) window.
 - **Delete** - Displays a **Confirm Delete** dialog.
 - In the **Confirm Delete** dialog, click **Yes** to confirm the deletion of the selected Note.
 - **Excel** - Downloads the contents of the grid as an Excel worksheet with the filename *AR Notes for Client x.xls* to your local downloads folder.
3. When you have finished, click **Close** to close the **AR Notes for Client x** window.

Adding and Editing Transactional Notes

To add or edit a Transactional Note:

1. In the **AR Notes for Client x** window accessed via the [Item List](#), click either **Add New** or **Edit**, as appropriate.

If the **Add New** option is not available in your organisation's implementation of StarPM: Accounts Receivable, AR Notes must be created in the StarPM: Client UDF module.

The **Add New** or **Edit Transactional Note** window is displayed.

The elements of the **Add New** and **Edit Transactional Note** windows are the same; only the title will vary.

2. In this screen:
 - **Note** - Enter the text of the Transactional Note.
 - **Note Type** - Select **AR**.
 - **Apply Date** - Defaults to the current date. If you want the Note to display only as of a specific date, click the calendar control to display a drop-down calendar from which to select the date.
 - **Attachment** - Optional. If you want to attach a file to accompany the new Note, click **Select Attachment** to display a file browser in which to locate and select the file.
3. When your Note is complete, click **Update**.

The Note has been created, but will not be visible in StarPM: Accounts Receivable until the next browser refresh.

4. Refresh the web browser.

From the specified **Apply Date** onwards, the new Client Transactional Note can be viewed by clicking the Note icon in the [Item List](#), **Client Name** column.

Approval

Approval options are available in a toolbar displayed above the **Outstanding Items** grid within the [Batch](#) tab.

Only Batch Receipts are approved. The system puts all other items (Individual Receipts, Nominal Adjustments, etc.) in an Approved state as they are posted.

Once a Batch is approved, individual items in that Batch can no longer be edited or deleted.

To approve Batch Receipts:

- Click **Approve Batch Items**

All items in the Batch are approved. In the [Batches](#) tab, the **Approved** checkbox is checked automatically.

If the Batch is subsequently selected for editing, the [Item List](#) in the **Batch** tab will be blank, as the approved Batch Items are no longer editable.

To approve Allocations:

- Click **Approve Allocations**.

Enabled only if there are draft allocations awaiting approval.

All Allocations in the Batch are approved, and the Batch can no longer be edited.

Creating or Editing a Receipt

The Receipt details window allows you to enter and maintain the details of an individual Receipt.

Batch Receipts can be amended at any time until the Batch is approved, but not thereafter.

To add one or more new Receipts to a Batch:

- In the Batch Tab [Item List](#), click **New**.

This displays the **New Receipt** window, in which you can define the values for one or more new Receipts. Values are either undefined or set to defaults.

To edit an existing Receipt:

- Select the Receipt in the **Item List** and click **Edit**.

This displays the **Edit Receipt** window, in which you can amend the details of the selected Receipt. Values are as previously defined.

The **New** and **Edit Receipt** windows both display the same controls, with one exception. Only the **New Receipt** window displays a **Next** button, which allows you to define multiple Receipts before closing the window.

In this screen:

- Receipt Date** - If posting to a full receipts batch, the Receipt Date defaults to the posting date defined on the batch; for all other batches, defaults to the system date. To select an alternative date, click the calendar icon to display a date picker.
- Client** - Select or search for the relevant Client. Once selected, the current **Balance** for that Client is displayed automatically.
Click for [Quick Search Filter Options](#), then to display the [Client Selector](#).

If the current status of the Client you select is Suspended, the text (**SUSPENDED**) is appended to the Client name.

- Amount** - Enter the amount for this Receipt.
- Balance** - The sum of outstanding balances for the selected Client. (Populated automatically on **Client** selection.)

Where the **Balance** control is relabelled **Balance (All Entities)**, this indicates that Receipts Cross Entity functionality is active in your organisation's implementation of StarPM: Accounts Receivable.

- **Receipt Reference** - Optional. Enter a short identifying reference for the new Receipt.
If Auto-Referencing is enabled (by [switch setting ReceiptAutoRef](#)), the **Receipt Reference** field defaults to **Auto**. This can be overtyped. If it is accepted, the system will automatically create a reference for the Receipt.
- **Billing Partner** - Optional. Select the Partner responsible for the remaining balance on the Receipt. Selection may be restricted either to Partners that can see the Batch Entity or Partners that are on Jobs that belong both to the Client and to the Batch Entity.

If no **Billing Partner** is selected, defaults to the Partner for the selected **Job**.

May not be available in your organisation's implementation.

- **Payment Type** - Optional. Payment Types are user-defined.
- **Unallocated Cash Job** - Optional. Select the Job to which to post the remaining balance on the Receipt.

This drop-down is automatically filtered to include only Jobs that belong to the Client being posted to and the Ledger the Batch is for. If Cross Entity functionality is active in your organisation's implementation, and the Receipt is for an Invoice in an Entity other than the Batch Entity, this will include Jobs across all Entities.

Requires the relevant User Privilege. The option may be unavailable in your organisation's implementation.

In some implementations, a dialog is displayed to any user who partially allocates a receipt that they must allocate the as-yet unallocated cash to a Job. In the [Item List](#), values in the **Remaining** column are rendered in red until all unallocated cash has been allocated to a Job, at which point they revert to black.

Click  for [Quick Search Filter Options](#), then  to display the Job Selector.

- **Detail** - Optional. Enter any comments regarding the Receipt.

Button Functions

- **Next** - Validates the current Receipt, and clears all inputs so you can define another.

Available only in the **New Receipt** window.

If all inputs pass validation the **Item List** is updated and the New Receipt screen is cleared for the next Receipt.

If any input fails validation, focus remains on the current Receipt and a warning prompt indicates which values failed validation.

New Receipt

- You must select a client
- You must enter an amount

Date: 14/09/2020

Client: Select a Client

Amount: 0,00

Balance: 0,00

Reference: Auto

Billing Partner: Please Select

Payment Type: Cheque

Unallocated Cash Job: Select a Job

Detail

Next Save Cancel

- **Save** - Validates and saves your changes.

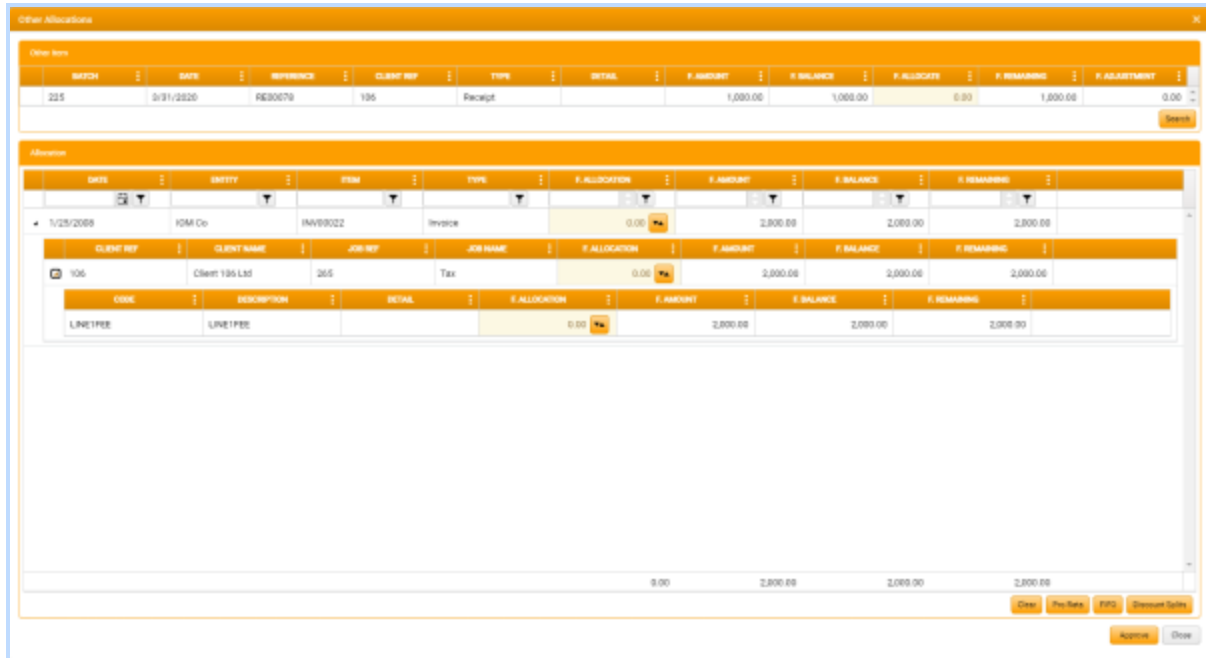
The window is closed automatically. If you are editing a Receipt, its details are updated in the Item List. If you are adding Receipts, a new entry for each is inserted into the **Item List**.

- **Cancel** - Closes the window with no save or validation.

Other Allocations

The **Other Allocations** tab enables you to perform Batch operations that cannot readily be performed within the **Batch** tab (see [Processing Batches](#)).

Here a single 'Other' Batch Item, such as a partially allocated Invoice from a previously processed Batch, or a Batch Item imported from Star PDM, can be quickly selected and allocated against.

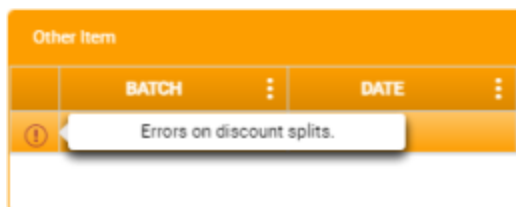


The upper, **Other Item** grid displays the details of a single Other Item.

A right-click context menu in this grid presents the options **Undo Allocations**, **Transfer Unallocated Cash**, and **Reverse**. See below for details.


To select the Other Item, click the **Select** button within this grid to display the [Other Allocation Items Selector](#).

Any errors are indicated by a warning icon ⓘ in the first grid column. Rest your cursor over this icon to view an explanatory tooltip:



Once the **Other Item** has been selected, the lower **Allocations** frame is populated, and you can proceed to make allocations against the selected Item.

Allocations can be performed at Item, Job and Split Level, exactly as for [Outstanding Items](#).

1. Select an **Allocation Item** row.
2. Allocate the receipt by any of the following methods:
 - To allocate by value, enter the **Amount** to allocate.
 - To partially allocate a Receipt, enter an **Amount** less than the Other Item **Amount**.
 - To allocate automatically, click the **Auto-Allocate** button  in the **Amount** cell.
 - To allocate proportionately, on a pro rata basis, click the **Pro Rata** button.
 - To allocate on a First In, First Out basis, click the **FIFO** button.

3. Click **Approve**.

For further details, see [Allocating at Item, Job and Split Level](#), and [Allocating](#).

Context Menu

the following right-click context menu options are available in the upper **Other Item** grid.

- **Undo Allocations** - Displays the [Undo Allocations](#) window.

The **Undo Allocations** option is enabled only if Allocations are approved. The other options are enabled only until Allocations are approved.

- **Transfer Unallocated Cash** - Displays the [Job Selector](#), in which you can select any Job, in any Entity, to which to transfer unallocated cash. This might be necessary if an approved Allocation is undone, and its balance restored. For details, see [Transfer Unallocated Cash](#).
- **Reverse** - Displays the [Edit Receipt](#) window. For details, see [Reverse](#).

Nominal Adjustments

You can post a Finance Charge Adjustment, Bad Debt or General Adjustment to any Batch that has already been created.

In the [main toolbar](#), select as appropriate:

- **New / Finance Charge Adjustment** - Displays the [New Finance Charge Adjustment](#) window
- **New / Bad Debt** - Displays the [New Bad Debt](#) window.
- **New / General Adjustment** - Displays the New General Adjustment window.

These options are available only to users with the required Permissions.

Finance Charge Adjustment

Finance Charge adjustments are used to write off the interest charged on a Bill that has been outstanding over a period of time.

Requires the relevant User Privilege. The option may be unavailable in your organisation's implementation of StarPM: Accounts Receivable.

To create a Finance Charge Adjustment:

1. In the [main toolbar](#), select **New / Finance Charge Adjustment**.

This displays the New Finance Charge Adjustment window.

2. Enter the basic details of the new adjustment.

All inputs are mandatory, unless stated otherwise.

All receipts posted in the same Batch will use the same Bank Account, Currency, Entity, Posting Date and Batch Date.

- **Entity** - Select the Batch Entity.

Defaults to the last used Entity for the Batch Type. If there is no last used Entity or the last used is invalid then the default Entity is selected. If the default Entity is not in the list then the first item in the list is selected.

The list of Entities available for selection is restricted by User Privilege. If only one valid Entity is available it is selected by default and the control is inactive (read only).

- **Finance Service Code** - Select the Service Code for the Finance Charge Adjustments Account.

3. To post the adjustment, click **Save**

Your changes are validated automatically.

The **Batches** tab ([Home Page](#)) is updated automatically, with the new Finance Charge Adjustment Batch added to the top of the list, and the **Batch** tab is updated to display its details: See [Editing a Batch](#).

Bad Debt

Bad debt adjustments are used to write off invoiced amounts that are deemed to be non-collectable.

Requires the relevant User Privilege. The option may be unavailable in your organisation's implementation of StarPM: Accounts Receivable.

To post a Bad Debt adjustment:

1. In the [main toolbar](#), select **New / Bad Debt**.

This displays the New Bad Debt window.

2. Enter the basic details of the new Bad Debt.

All inputs are mandatory, unless stated otherwise.

All adjustments posted in the same Batch will use the same Bank Account, Currency, Entity, Posting Date and Batch Date.

- **Entity** - Select the Batch Entity.

Defaults to the last used Entity for the Batch Type. If there is no last used Entity or the last used is invalid then the default Entity is selected. If the default Entity is not in the list then the first item in the list is selected.

The list of Entities available for selection is restricted by User Privilege. If only one valid Entity is available it is selected by default and the control is inactive (read only).

- **Bad Debt Account** - Select the relevant bank account for the Bad Debt.

The list of accounts available for selection is dependent on the **Entity** you have selected.

3. To post the Bad Debt, click **Save**

Your changes are validated automatically.

The **Batches** tab ([Home Page](#)) is updated automatically, with the new Batch added to the top of the list, and the **Batch** tab is updated to display its details: See [Editing a Batch](#).

General Adjustment

General adjustments are generally used to make minor adjustments to Bills.

Requires the relevant User Privilege. The option may be unavailable in your organisation's implementation of StarPM: Accounts Receivable.

To create a Finance Charge Adjustment:

1. In the [main toolbar](#), select **New / General Adjustment**.

This displays the New General Adjustment window.

2. Enter the basic details of the new adjustment.

All inputs are mandatory, unless stated otherwise.

All receipts posted in the same Batch will use the same Bank Account, Currency, Entity, Posting Date and Batch Date.

- **Entity** - Select the Batch Entity.

Defaults to the last used Entity for the Batch Type. If there is no last used Entity or the last used is invalid then the default Entity is selected. If the default Entity is not in the list then the first item in the list is selected.

The list of Entities available for selection is restricted by User Privilege. If only one valid Entity is available it is selected by default and the control is inactive (read only).

- **General Adjustment Account** - Select the relevant bank account for the General Adjustment.

The list of accounts available for selection is dependent on the **Entity** you have selected.

3. To post the adjustment, click **Save**

Your changes are validated automatically.

The **Batches** tab ([Home Page](#)) is updated automatically, with the new General Adjustment Batch added to the top of the list, and the **Batch** tab is updated to display its details: See [Editing a Batch](#).

Discounts

Discounts, which can be either profit or loss, are used to correct differences between total credit and total debit allocations. Such differences can occur if either:

- a. An over- or under-allocation creates a profit or loss.
- b. An exchange difference has occurred, due, for example, to an exchange rate change.

For example: If \$200 was worth 150 functional on an invoice but only 130 when the \$200 receipt was posted, allocating the entire currency amount of each would generate a loss of 20 in functional currency.

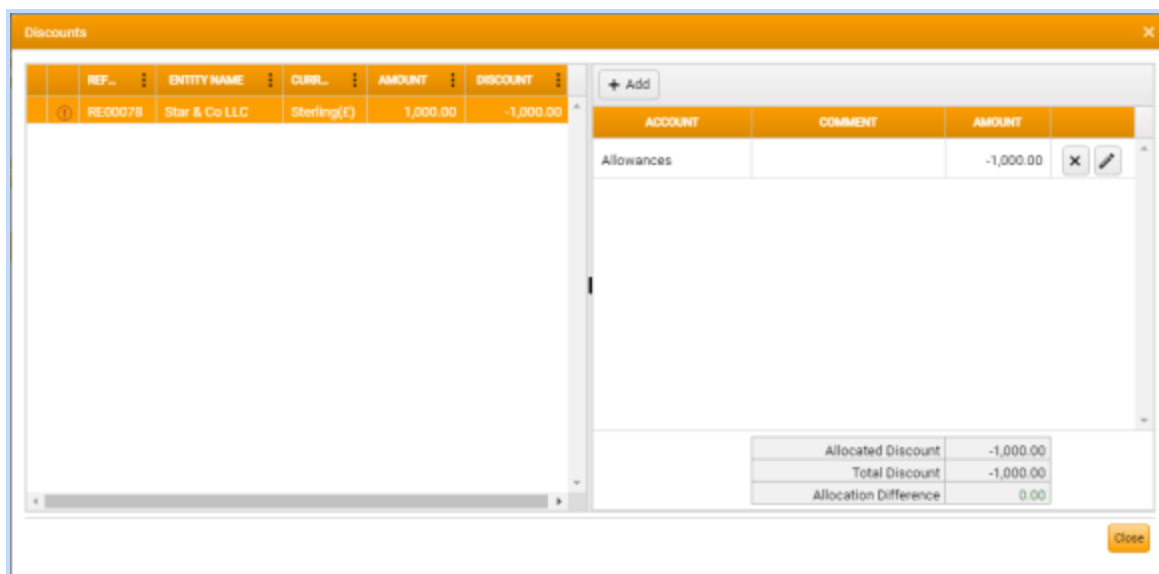
In either case, you can make or amend (edit or delete) Discounts against a Batch Item via the **Discounts** window.

Discounts are always processed as functional amounts.

To view the **Discounts** window:


1. In [Outstanding Items](#), select the Item row.
In [Other Allocations](#), select the **Other Item** row.
2. Click the **Discount Splits** button beneath the grid.

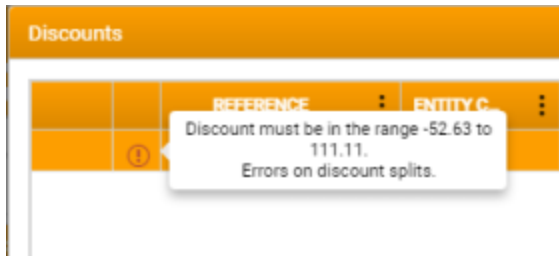
The **Discounts** window is displayed.



The left-hand grid details the Batch Item that was selected in the **Outstanding Items** grid when the **Discounts** window was invoked.



The right-hand grid lists each of the Discount Splits currently configured for the selected Batch Item.

Any errors in currently configured Discounts are indicated by a warning icon  in the second grid column. Rest your cursor over this icon to view details in an explanatory tooltip:



Edit

To edit a Discount Split:

1. In the relevant row in the right-hand grid, click  (edit) to put the row into edit mode.
2. Modify the Discount Split **Amount**.
3. Optionally, annotate your edit by entering or updating the **Comment**.
4. Click  to save your changes.

Discount Splits

Discount Splits allow you to alter the nominal accounts to which a discount will be posted, and to sub-divide the discount between different accounts.

To create discount splits:

1. In the right-hand grid, click **+ Add** to insert a new row.


The new row is inserted in edit mode by default.

2. In the **Account** drop-down control, select the relevant profit/loss account for the type of Adjustment required.

You can create only one Discount Split for each Account.


3. Optionally, annotate each Split by entering a **Comment**.
4. Enter or adjust the **Amount** of each Split.

The **Allocated Discount**, **Total Discount**, and **Allocation Difference** values displayed at the foot of the grid are automatically updated as you make your changes.

5. Click  to save your changes.

Delete

To delete a Discount Split:

1. In the right-hand grid, select the Discount Split that you want to delete.
2. Click  (delete).
You are prompted for confirmation.
3. Click **OK** to close the confirmation dialog.
The Split is deleted.

Transfer Unallocated Cash

If there is any unallocated cash remaining in an approved Batch, or an approved Allocation is undone and its balance restored, you can transfer the unallocated cash to another Job, which can be any Job in any Entity, for any Client.

This functionality is available (active) only for a Receipt, Bad Debt, or Adjustment with a remaining balance in an approved Batch. It is not available for Invoices, Credit Notes or Finance Charges.

To transfer unallocated cash, within either the [Item List](#) or the **Other Item** grid in [Other Allocations](#):

1. Select the Batch Item with a balance.
2. Either:
 - Right-click the Item row and select **Transfer Unallocated Cash** from the context menu.
 - Click the **Transfer Unallocated Cash** button at the foot of the grid.

The [Job Selector](#) is displayed.

3. In the **Job Selector**, search for and select the target Job to which to transfer unallocated cash.
This can be any Job, in any Entity.
4. Click **Select**.

The Job Selector is closed, and the application displays a prompt for confirmation:

"Are you sure you want to transfer unallocated cash to the selected Job?"

5. Click **OK** to confirm the transfer and close the dialog.

If the target Job is in the same Entity and for the same Client as the source Job, a new Batch Item is created for the transferral with the Unallocated Cash Job selected automatically.

If Cross Entity functionality is active in your organisation's implementation, a contra is created to write out the balance on the Receipt and a new unapproved Batch is created for the transferral.

The [Outstanding Items](#) grid is updated.

Reverse

You have the option to reverse Allocations after both they and the Batch have been approved.

Reverse is similar to [Undo Allocations](#), except that where an Undo is applied to an individual Batch Item, Reversing undoes all of the Items in a Batch simultaneously, automatically creating contra records in order to write out the balance. For a Reverse to succeed, any unposted Allocations in the Batch must be either cancelled, or [posted](#) and [approved](#).

This functionality is available (active) only for a Receipt, Bad Debt, or Adjustment with a remaining balance in an approved Batch. It is not available for Invoices, Credit Notes or Finance Charges.

To Reverse allocations, within either the [Item List](#) or the **Other Item** grid in [Other Allocations](#):

1. Select the Batch Item with a balance.
2. Either:
 - Right-click the Item row and select **Reverse** from the context menu.
 - Click the **Reverse** button at the foot of the grid.

If there are any unposted Allocations in the Batch, a message dialog is displayed to that effect. Before you can continue, these Allocations must be either cancelled, or [posted](#) and [approved](#).

If no unposted Allocations are found in the Batch, the application displays a prompt for confirmation:

"Are you sure you want to reverse the Selected item?"

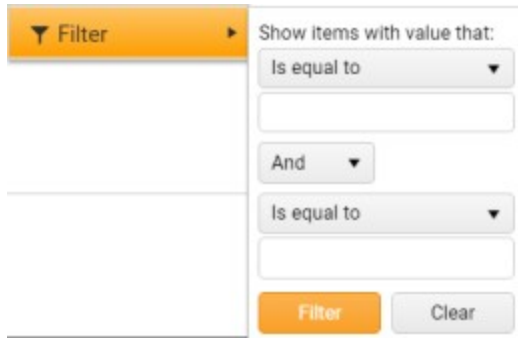
3. Click **OK** to confirm the reverse and close the dialog.

The application reverses the allocations.

Column Sorting and Filtering

Left-click to the right in any column header to access the following context menu options:

- **Sort Ascending** - Applies an ascending alphanumeric sort order to the column.
- **Sort Descending** - Applies a descending alphanumeric sort order to the column.
- **Columns** - Displays a list of all columns available for display. Select only those that you want to view.
- **Filter** - Displays a filter control, enabling you to filter the column to display only those search results that match one or two specified conditions:



The screenshot shows a context menu for filtering. The menu is titled "Filter" and has a right-pointing arrow. Below the title is the text "Show items with value that:". There are two "Is equal to" dropdown menus, each followed by a text input field. Between the two dropdowns is an "And" dropdown menu. At the bottom of the menu are two buttons: "Filter" (orange) and "Clear" (grey).

To apply a column filter:

1. In the upper selection control, select the first condition (**Is equal to**, **Starts with**, **Contains**, etc.).
2. In the first field, enter the value for the first condition.
3. If you are specifying two conditions, in the second selection control, select the appropriate operator (**And**, **Or**).
4. In the third selection control, select the second condition.
5. In the second field, enter the value for the second condition.
6. Click **Filter**.

Column Grouping

In certain grids - as in the Selected Budget, **Budget** tab [Budget Details grid](#) - you can create a hierarchical, vertically nested view of the default grid layout.

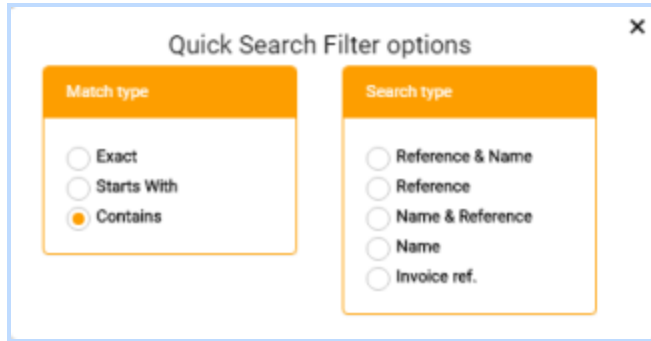
To apply column grouping:

1. Drag-and-drop the column representing the principle category into the area labelled "Drag a column header and drop it here to group by that column."
The labelling text is replaced by the column.
2. Drag-and-drop the column representing the secondary category to the right of the parent column.
You can drop to the left, but this will affect the hierarchical order.
3. Repeat step 2 for any further child columns/categories.

Quick Search Filter Options

The Quick Search Filter Options are available on selected controls. They enable you to apply a filter to the control before applying a search.

Filtering a search will reduce the volume of results returned by excluding any that do not match the criteria you specify.



The screenshot above illustrates **Search Type** options for a Client control. The options for other controls will differ.

To apply filter options:

1. **Match Type** - Select the type of match you want the search to make:
 - **Exact** - Return only results that match your input to the control exactly .
 - **Starts With** - Return only results that begin with the string of characters you input to the control.
 - **Contains** - Return any results that contain the string of characters you input to the control.
2. **Search Type** - Select the specific data type you want the search to return.

This set of radio buttons will vary according to the control type.

3. Click the close **X** to close the dialog.

Your filter options are applied to any search you conduct on the current control.

Your selections are remembered, and will be applied to any other searches in that control unless you amend them.

Selectors

The selectors described below each serve a specific database search function. Each is accessed at the appropriate point in the budget workflow.

The Batch Selector

The **Batch Selector** allows you to populate the [Batches tab \(Home Page\)](#) by locating and selecting or de-selecting the 'pool' of Batches you want to work on. It is accessed by clicking **Select Batches** in the [main toolbar](#).

To enter a Batch search:

1. Enter any appropriate **Search Criteria** that would help to narrow the search, e.g.:
 - Batch Type** - All Batches in the Star database are available for selection.
 - Narrow your search by selecting the type of Batch you want to view: **Receipt, Quick Receipt, Bad Debt, Finance Charge Adjustment, General Adjustment, or Standing Order.**
2. Click **Search**.
 - Any records that match the Search Criteria you entered are displayed in the **Search Results**.
 - If you need to narrow your search, enter additional Search Criteria and click **Search** again.
 - You can also clear individual criteria, or click **Reset** to clear all criteria and begin again.
3. In the **Search Results**:
 - Select the Batches that you want to view.
 - Shift+Click** and **Ctrl+Click** are supported for multiple selection .
 - Click **Add** to move your selected batches to the **Selector Pool** on the right. You can then search for and add further Batches, as required.

You can organize the **Search Results** by applying [Column Sorting and Filtering](#).
4. In the **Selector Pool**, when you have selected all of the relevant Batches, click **OK**.

Once added to the **Selector Pool**, Batches remain there until they are removed, even after they are approved and fully allocated.

The Batch Selector is closed and the [Batches tab \(Home Page\)](#) is populated with details of the selected Batches.

To remove a Batch from the **Selector Pool**, simply select it and click **Remove**. There is no prompt for confirmation.

The Client Selector

The Client Selector enables you to select the appropriate Client for a Receipt.

It is accessed by clicking the ellipsis button adjacent to the **Client** or **Unallocated Cash Job** controls in the **New** or **Edit Receipt** windows (see [Adding or Editing a Receipt](#)).

Client Selector - Accounts Receivable

Search Criteria

Client ID: Client Ref: Search Name: First Name: Type:

Group: Office: Partner: Manager: Address:

City: County: Postcode: Country: Telephone:

Invoice No: Invoice Amount: Amount Comparison:

Search Results

CLIENT REF	FIRST NAME	SEARCH NAME	ADDRESS	CITY	COUNL.	COUNL.	INVOICE NO	INVOICE AMOUNT	OFFICE	GROUP
399	Star	Client 399								
400	Star	Client 400								
401	Star	Client 401								
402	Star	Client 402								
403	Star	Client 403								
465	Star	Client 465								
466	Star	Client 466								

1 - 13 of 13 items

Select Close

To enter a search:

1. Enter any appropriate **Search Criteria** that would help to narrow the search.
2. Click **Search**.

Any records that match the **Search Criteria** you entered are displayed in the **Search Results**.

If you need to narrow your search, enter additional Search Criteria and click **Search** again.

You can also clear individual Search Criteria, or click **Reset** to clear them all and begin again.

3. In the **Search Results**, apply any sort options or filters that will help to refine your selection. See below for details.
4. Select the Client from the **Search Results**.
5. Click **Select**.

The **Client** or **Unallocated Cash Job** control in the **New** or **Edit Receipt** window is updated with your selection.

You can click **Close** at any time to close the Selector without making a selection.

The Job Selector

When [transferring unallocated cash](#), the **Job Selector** allows you to select the target Job to which to post the remaining balance on the Receipt.

It can be used to select any Job in any Entity, for any Client, and can be accessed from the right-click context menu in either the [Item List](#) or the **Other Item** grid in [Other Allocations](#), or by clicking the **Transfer Unallocated Cash** button in the [Item List](#).

JOBEF	NAME	CLIENTREF	TYPE	OFFICE	DEPT	ENTITY	BUDGETYPE	STATUS	PLANNING	DUEDATES
25	Tax	14	Accounts	Jersey	Tax	Star & Co LLC	\$0.00	Active	false	false
27	Compliance S...	14	Compliance S...	Geneva	Compliance	Star & Co LLC	\$0.00	Active	false	false
91	Accounts (91)	143	Accounts	London	Audit	Star & Co LLC	\$0.00		false	false
0092AU2007	Audit 2007	143	Force Budget	London	Audit	Star & Co LLC	\$0.00		false	false
0108AU2007	Audit 2007	204	Force Budget	QA	Audit	Star & Co LLC	\$0.00		false	false
0109CO2007	Compliance 2...	204	Compliance	QA	Compliance	Star & Co LLC	\$0.00	Active	false	false
0110AC2007	Actuarial 2007	204	Actuarial	QA	Actuarial	Star & Co LLC	\$0.00	Active	false	false
0205AU2007	Audit 2007	16	Force Budget	London	Audit	Star & Co LLC	\$0.00		false	false
0296AU2007	Audit 2007	144	Force Budget	London	Audit	Star & Co LLC	\$0.00		false	false
298	Corporate Re...	146	Corporate Re...	Geneva	Corporate Re...	Star & Co LLC	\$0.00		false	false

To enter a Job search:

1. Enter any appropriate **Search Criteria** that would help to narrow the search.
2. Click **Search**.

Any matching Job records that match the Search Criteria you entered are displayed in the **Search Results**.

Search results may include Jobs that belong to any Client.

If you need to narrow your search, enter additional Search Criteria and click **Search** again.

You can also clear individual Search Criteria, or click **Reset** to clear them all and begin again.

3. In the **Search Results**, apply any sort options or filters that will help to refine your selection. See below for details.
4. Select the Job to which you want to transfer the cash from the **Search Results**.

You can organize the Search Results by applying [Column Sorting and Filtering](#).

5. Click **Select**.

The Job is selected, the Selector is closed, and the application displays a prompt for confirmation:

"Are you sure you want to transfer unallocated cash to the selected Job?"

6. Click **OK** to confirm the transfer and close the dialog.

If the target Job is in the same Entity and for the same Client as the source Job, a new Batch Item is created with the Unallocated Cash Job selected automatically.

If Cross Entity functionality is active in your organisation's implementation, a contra is created to write out the balance on the Receipt and a new Batch is created.

The [Outstanding Items](#) grid is updated.

The Other Allocation Items Selector

The Other Allocation Items Selector allows you to select first a Client, and then a Batch Item for [Other Allocations](#). It is access by clicking displays the details the currently selected single Item. To select that Item, click **Select** within the **Other allocations** window, **Other Item** grid.

DATE	REFERENCE	AMOUNT	BALANCE	ENTITYCODE	ENTITYNA...	CLIENTREF	CLIENTNA...	NOMINALT...	CURRENCY...
1/29/2009	INV00936	\$7,473.61	\$7,473.61	IOM Co	Star & Co LLC	102	Client 102	Invoice	Sterling (E)
5/29/2008	INV00374	\$7,264.56	\$0.00	IOM Co	Star & Co LLC	102	Client 102	Invoice	Sterling (E)

Initially, only the upper **Clients** selector is displayed. The lower **Search Criteria** and **Search Results** frames are displayed only after a Client has been selected.

To select the Other Item that you want to allocate against, you must first select the relevant Client:

1. Start typing a Client name into the **Clients** field.
2. Any matching Clients are automatically listed in a drop-down, from which you can make a quick selection. Alternatively, click ▼ at the end of the **Clients** field to display a full drop-down selection, or click the ellipsis (...) button to display the full [Client Selector](#).

Once a Client is selected, the **Search Criteria** and **Search Results** frames are displayed, and you can proceed to select a Batch Item.

1. In the **Search Criteria** frame, selectively enter or select any Batch Item criteria that would help to narrow the search.
2. Click **Search**.
Any records that match the **Search Criteria** you entered are displayed in the **Search Results**.
If you need to narrow your search, enter additional Search Criteria and click **Search** again.
You can also clear individual Search Criteria, or click **Reset** to clear them all and begin again.
3. In the **Search Results**, apply any sort options or filters that will help to refine your selection. See below for details.
4. Select the Batch Item from the **Search Results**.
5. Click **Select**.

The **Other Item** grid in the **Other Allocations** window is updated with your selection.

You can click **Close** at any time to close the Selector without making a selection.

Export to Excel

You can export the contents of most StarPM: Accounts Receivable grids, including the column header row, as a new Excel worksheet.

To export the contents of the grid:

- Click **Export to Excel**.

The contents of the grid are saved as a new an Excel worksheet, with an indicative filename, in your default downloads folder.

Export filenames incorporate the prefix 'AR', the name of the source grid, the date of the export (yyyymmdd), the time prefix 'T', and the time of the export (hhmm); e.g. *ARBatchItems-20201029T0918.xlsx* for an export of the [Item List](#) on 29 October 2020 at 09:18.

Setup

The behaviour of the StarPM: Accounts Receivable module is affected by multiple settings maintained in Star PDM, and in the Star PDM database via SQL Management.

User Privileges

Access to functionality in StarPM: Accounts Receivable is dependent upon User Privileges.

User Privileges are maintained in Star PDM by your system administrator.

In Privileges Section **Post AR**:

- **Post General Adjustments** - Yes or No.
- **Post Bad Debts** - Yes or No.
- **Post Batch Receipts** - Yes or No.
- **Post Individual Receipts** - Yes or No.
- **Post Finance Charges** - Yes or No.
- **Unallocated Receipts** - Yes or No.
- **Allow Edit Reference** (i.e. Batch Reference) - Yes or No.
- **Post Card Payments** - Yes or No.
- **Receipt Import Layout Saves** - Yes or No.
- **Edit AR Notes** - None, View, Add, Edit, Delete, Add/Edit, Edit/Delete, or Add/Edit/Delete.

Access to AR Notes functionality within the StarPM: Client UDF module requires the **Transactional Notes** privilege in Privileges Section **Job/Client Admin**.


Enabling AR Transactional Notes

AR Transactional Notes must be enabled in Star PDM, as described below.

Once enabled, AR Transactional Notes can be managed either in StarPM: Accounts Receivable or, if that is not permitted in your organization's implementation, in StarPM: Client UDF (Custom Forms), where the relevant user interface components are as described in this document (see [Client Transactional Notes](#)).

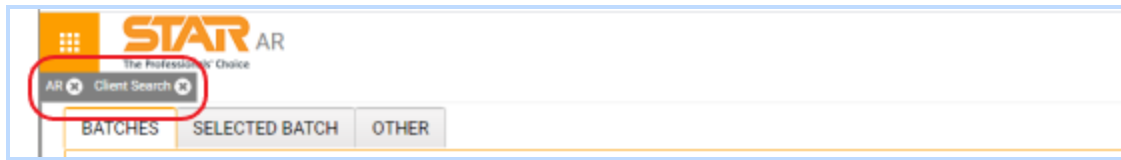
In Star PDM:

1. Select **Setup / Dimensions / Data Types / Transactional Notes**.
2. Select the checkbox in the **Show in AR** column

AR Transactional Notes will now be selectable in the **Note Type** control in the StarPM: Accounts Receivable **Add New Transactional Note** window, and accessible via a Note  icon in the [Batch tab Item List](#).

Module Tabs Auto-hide

In the StarPM application, each open module is represented by a tab in a tab row beneath the HTML Title header.



Open module tabs can be set either to be of fixed display, or to be hidden automatically when not in use. Fixed display prevents vertical interface shifts whenever the user moves their cursor over the header area, thus invoking the tabs' display.

The auto-hide behaviour is controlled by a setting, `LauncherAutohide`, in Star database table `tblPersonalSettings`. To enable auto-hide, `LauncherAutohide` must be set to 1. The default value is 0 (auto-hide disabled).

Switch Settings

Each of the following Switches affects functionality in StarPM: Accounts Receivable.

These switches are maintained in Star PDM by your system administrator.

- **BadDebtMustAllocate**

When active, Bad Debt must be fully allocated to post. It is validated on saving and closing the Allocation form. De-allocated Bad Debt is contra'd, as it cannot remain on the system.

- **BillingAdvancedAdminFee**

Flag that indicates whether advanced admin fees are in use. When in use, the calculation for determining totals and balances on invoice splits are amended. The standard calculation for a total is:

[Total] + [Tax1] + [Tax2]

The amended calculation for advanced admin fees is:

[Total] + [Tax1] + [Tax2] + [AdminFee]

The AdminFee field is used in both versions, but in the former its value is already incorporated into the total.

- **BillingParamsOverrideFirm**

Where a switch is a duplicate of a Firm-level setting, this switch determines whether the Firm switches are used (False) or the ledger overrides are used (True).

- **ChildOwnsFeesLedger**

When active, child Clients can be the target of receipt postings. Otherwise all receipts are posted to the parent Client.

- **DefaultBatchDateID**

Defines the behaviour for the batch date. The options are:

- Default Behaviour
- End of Last Period
- End of Current Period
- User-defined.

- **DefaultPostingDateID**

Defines the behaviour for the posting date. The options are:

- Default Behaviour
- End of Last Period
- End of Current Period
- User-defined.

- **EnforceBatchRefSequence**

When set to 1, when posting or approving Batch Receipts, Batch Reference sequencing is enforced by prompting for the first and automatically incrementing the remainder.

- **ForceJobLinkage**

Works only in conjunction with **LinkWIPBillsToJob**. When active, the user must select a Job. If there are no Jobs to which to link the unallocated cash, the post is cancelled.

- **GeneralAdjustMustAllocate**

General Adjustments must be fully allocated to post. Validation is on saving and closing the Allocation form. It must be fully allocated in order to post it. Validation is on saving and closing the allocation form. De-allocated General Adjustments are contra'd, as they cannot remain on the system.

- **LinkWIPBillsToJob**

When active, unallocated amounts should be linked to a Client Job. When posting the amount, if the full balance has not been allocated, a Job selector is displayed. The user can dismiss the Job Selector and continue unless **ForceJobLinkage** is also set.

- **MaxCashDiscount**

Sets the maximum permitted loss, defined as a percentage.

- **MinCashDiscount**

Sets the maximum permitted profit, defined as a percentage.

- **MultiCurrencyData: Observe Multicurrency Rules.**

When active, multi-currency functionality is enabled. All entities use the firm-level Currency unless **EntityFunctionalCurrencyProcessing** is also selected.

This setting is constrained by a multi-currency licensing check.

- **MultiCurrency: EntityFunctionalCurrencyProcessing**

When active, Entity multi-currency functionality is enabled. Each Entity has its own functional currency.

Once set, this setting cannot be amended.

- **ReceiptAutoRef**

When active, if the user does not enter a Reference for a new Receipt a reference is automatically generated by the system.

- **ReceiptsCrossEntity**

When active, users can allocate simultaneously to all Entities in which the Client has invoices, subject to Entity restrictions.

- **ReceiptsExcludeNCJobs**

When active, the system excludes non-chargeable jobs from user selection.

- **ReceiptsFuturePeriods** - Defines the number of months ahead of a period close in which the user can set Batch Date and Posting Date.
 - Setting: An integer value (months).
 - Default if missing: 2.

ReceiptsFuturePeriods works in conjunction with Firm Switches **DefaultPostingDateID** and **DefaultBatchDateID** to constrain the input range and allowed values for the Batch Date and Posting Date.

- **ReceiptsLockNominalOff**

Turns off the record locking when entering a receipt batch reference.
- **ReceiptsProRata**

Activates pro-rated allocations instead of FIFO.
- **ReceiptsShowFCBalanceForFCAdjust**

Offers just the finance charge balance when setting posting client.
- **ReceiptsUsePaymentTypes**

Causes the payment type selection to be displayed when posting receipts.
- **RestrictFinanceChargeAllocation**

When active, the allocation of Finance Charge Adjustments is restricted to just Finance Charges and Finance Charge Adjustments.
- **ROBRef**

When active, the Batch Reference is rendered read-only, so the Reference cannot be edited during Batch creation.
- **SplitDiscounts**

Enables the splitting of profit and loss between multiple profit/loss accounts. When Allocations are saved a discount screen is displayed, allowing users to add more discount lines and portion the total discount. Each profit/loss account can have its own max profit and loss percentage.
- **SplitReceiptAllocation**

Determines the level to which users can make manual allocations. The display in the allocation form is adjusted accordingly, displaying child grid lines as required. The options are:

 - Parent Level Only
 - Parent and Job Level
 - Parent, Job, and Nominal Split Levels.

Allocation is always down to Nominal Split Level. Hidden levels are automatically allocated by cascading input amounts.