This document discusses Statements and Accounts Receivables in RMEx:

Understanding Statements and Accounts Receivables in RMEx

🎧 Click the icon to listen to an introduction to RMEx Statements and Account Receivables

Before we can fully understand how the statement process works, we need to know what information is included in the statement and where it is pulled from within RMEx. We will be working and referencing the RMEx "Plain Paper" statement. A statement allows us to provide information to our client showing what accounts paid, where the payment was made, and how much of the payment is owed to the client and the agency. We can also indicate what prior balance(s) is owed to the agency, check amount included and current amount due to agency.

```
                                    Client   1010                       Ending date 10-30-12

DEBTOR NAME                CODE    DATE         PAID        PAID        DUE         DUE       BALANCE
YOUR ACCOUNT#                      PAID         YOU         TO US       YOU         TO US      AFTER

PREVIOUS BALANCE
            CURRENT                                                                 75.00
            30 DAYS                                                                   .00
            60 DAYS                                                                   .00
            90 DAYS                                                                   .00
            120 DAYS                                                                100.00
GROSS, CLIENT               T    10/09/12                    50.00       25.00       25.00     800.00
4081614000951279
GROSS, CLIENT                    10/09/12       100.00                   50.00       50.00     700.00
4081614000951279


OUR CHECK ENCLOSED FOR      50.00   TOTALS      100.00       50.00       75.00      250.00
PLEASE REMIT TO US         250.00
TOTAL COLLECTED            150.00
```

What RMEx Data Points Are Used In Client Statements?

Did you know almost all the information found on a client statement is based on your client master, balance type set up and payment codes?

Client Master Data Points

At the client master level you decide:

- **Statement** or **Remitting Code** – user defined 1 character code and case sensitive, used to identify what statement to process. This code is use to define or separate daily, weekly and monthly client statement processing.
- **Statement** or **Remittance Type** – Gross, Gross with separate NSF, Net, Net with separate NSF
- **Sort Type** – controls how the debtors appear and in what order the statement.
- **Prior Balance** – the blank or default option is to show any prior balance owed by the client to the agency, if you <u>do not</u> want the prior balance included, you will select N.
- **Group Statement** – allows you to create one statement based on a client group.
- **Separate Directs** – creates a separate statement for all payment type 11's or payment made to your client.
- **Balance Types** – creates up to 3 separate statements for payments posted to the balance type specified.
- **Standard Rate**, **Other Rate**, **Fee Code**, **Commission Code**, and **Special Rate** – these fields determine the amount of money the agency is paid on the amount collected. This information is found in the due us column on the statement.

```
                        Client Update

  Company Name      2 Owe Us Collections
  Client Code       000002

 STATEMENT INFORMATION
  Remitting Code    X   Type (GBNC)  N    Sort Type (0,1,2) 0  Prior Bal.(N) _
  Statement to      JAMIE_____
  Attention of      _____       NOTE-Remit code is
  Address           THIS TESTIN_____                   case-sensitive
                    _____
  City-State-Zip    AL_____   AL  AL_____
  Check Payable to  SFAJDKLAJ_____  Grp.Stm.(Y) Y
  Sales Tax (Y)     _     Rate ____.00   Separate Directs (Y) _ Bal.Types  _ _ _
                                         Combine Pri/Int (Y)  _ Hold Checks (Y) Y
 COMMISSION INFORMATION                  Adj.Code for holds   D Days to hold   1
  Standard Rate           ____.00 %   High Rate                  ____.00 %
  Other Rate              ____.00 %   Use for Skip,Fwd,Legal,Add.ch(Y) _ _ _ _
  Fee Code                AB
  Commission Code         __          Days with no commission / Type ___ / _
  Per-Case charge, % flag ____.00 _   Special Rate of ____.00 % for ___ days
  Rate for Contact Series ____.00 %   Current Rate ____.00 %
                                                              Roundrectangle
```

Payment Types That Are Included In Client Statements - Posting Payments

Before we can send the client a statement showing payments, we need to post some payments. Below is a sample screen print of the payment posting screen. Keep in mind only certain payment types will appear on a client's statement. The two main payment types used by an agency is payment type **01 – Paid Agency** and payment type **11-Paid Client**. The example below shows a payment paid to the agency in the amount of $50.00, it is being applied to the **P** - **Principle Balance Type**.

```
                Debtor/Agency Payment Transaction Entry

  Company name       U Owe Us Collections
  Company Code       99
  Payment date            101012          Original posting date _____
  Details on Part Pmt.(Y,A,D) D
  Payment code            01
  Balance code(P,I,1-9,0,X,L) P

  Adjustment code         _
  Amount                  50.00

  Enter ONE of the following :
  1. Case number      952175     Initials   CN   Client Ref _____
  2. Street address   _____  Initials   __    (or date for reversal)
  3. Client number    _____     Client Acct# _____
     (or Group#)                 Other info.  _____
  Fwd.Agent Retained   ____.00              Session totals #
                                            (F22 to reset) $       .00
  Credit to Collector ____   Credit to split ____
  Special Commission ____.00 % Amount _____.00   Last entry -
  Receipt required (Y,C) _   Type (CA,CK,CC,MO,OT) __
                                                      Ref#
  F1-Inq F3-Tran F4-Del F9-Last F12-Adj F13-Rcp F15-PD/CC F20-Batch F24-Num.Acct#
```

Once we have posted our payment we can run a **Payments by Client for a Period of Time** report. This report will search based on payment date range. You can also specify certain client's to include or print leave these field blank for all clients.

```
           Payments By Client for a Period of Time


    Payment date range    100112 to 102512

    Client numbers (if individual clients   001015 _____ _____ _____ _____
     are required)                          _____ _____ _____ _____ _____

    Enter "Y" if group report is required   _

    Omit legal information and show         _
     commission percentage (Y)
```

Below is the **Payments by Client** report for payment date range 10/10/12 to 10/15/12. During this period, $150.00 was paid to the agency and the agencies commission is $75.00. The next column shows us $50.00 was paid to the client and agencies commission is $25.00. There are no payments applied during this payment date range for legal accounts.

```
Date :  11/29/12 23:24:47                                                    Page :    1
Req by  DELIGHT2
                           PAYMENTS BY CLIENT FROM 10/10/12 TO 10/15/12

Company : U Owe Us Collections

                            ----Paid To Agency----   ----Paid To Client----  --From Legal Accounts--
  Client                    Amount      Commission   Amount      Commission  Amount      Commission
001015 NET CLIENT           150.00          75.00     50.00          25.00      .00            .00

                    TOTALS  150.00          75.00     50.00          25.00      .00            .00
```

For a detailed listing of payments, you will use the **Payment Report for a Period**. This report allows you to search by payment date range and allows you select by Payment Type, Balance Codes and Adjustment codes.

```
               Payment reports for a period


   Payment date range    101012 to 101512

   Payment codes         01 11 __ __ __ __ __ __
     (Blank=ALL)

   Balance codes         _ _ _ _
   (P,I,1-9,0 Blank=ALL)

   Adjustment codes      _ _ _ _ _
     (Blank=ALL)


   Client numbers (if    001015 _____ _____ _____ _____
     individual clients  _____ _____ _____ _____ _____
     are required)

   Client codes are group codes (Y)  _
```

As you can see below, this report gives you an account level view of the payments posted for the selected date range.

```
  - -                              PAYMENT DETAIL LISTING FROM 10/10/12 TO 10/15/12

Company : U Owe Us Collections
Client  : 001015 NET CLIENT

PAYMENT CODES : 01 11
  Case#                        Payment   Payment               Comm Pmt. Adj. Balance                   Cash     Client
  Cl.Acct# Debtor Name           Date    Amount Commission     Rate Code Code Type        Credit        Adj.    Reference#
000952175 NET CLIENT           10/10/12    50.00     25.00     50.00  01             P       2 4
FDSS
000952175 NET CLIENT           10/10/12   100.00     50.00     50.00  01             P       2 4
FDSS
000952175 NET CLIENT           10/10/12    50.00     25.00     50.00  11             P       2 4
FDSS

                    Totals for Client    200.00    100.00
```

Balance Type Data Points

Balance Types play a big part in what appears on a statement. You must select what balance types, in system control, should appear on your client's statements. If you do not select a balance type to appear on statements, then if a payment is made to the agency and applied to that balance type, it will not be included on the statement. However, if a payment type 11 is applied to that balance type it WILL show on your client's statement, since you need to bill them for the payment made. This is also were you will set up any statement codes by balance type to show on your clients statements. This indicates to your client where the money was applied, primary, interest, court cost, etc.

```
                              Balance Types

   Company name       2 Owe Us Collections

   Balance type descriptions   1. bal1         2. bal2         3. bal3
     (Other than primary and   4. bal4         5. bal5         6. bal6
       standard interest)      7. bal7         8. bal8         9. bal9
                              10. bal10
   Balance   Client   -COMMISSIONS-    --COLLECTORS--    Int   --F.AGC COM-- Payment
             Stmt-Y  Taken-Y  Rate  Credit-Y Split-Y    (Y)  Taken-Y  Rate  Dist.
PRIMARY (P)    Y        Y      .00      Y        Y        _      _      .00    1
  1.    (1)    Y        _      .00      _        _        _      _      .00    _
  2.    (2)    Y        _      .00      _        _        _      _      .00    _
  3.    (3)    Y        _      .00      _        _        _      _      .00    _
  4.    (4)    Y        _      .00      _        _        _      _      .00    _
  5.    (5)    _        Y    100.00     Y        Y        _      _      .00    _
  6.    (6)    Y        _      .00      _        _        _      _      .00    _
  7.    (7)    _        _      .00      _        _        _      _      .00    _
  8.    (8)    Y        _      .00      _        _        _      _      .00    _
  9.    (9)    _        _      .00      _        _        _      _      .00    _
 10.   (10)    _        _      .00      _        _        _      _      .00    _
INTEREST(I)    Y        Y      .00      _        _        _      _      .00    _
Stmt.codes (P,1-10,I,Fwd,Legal)                              Prop.dist.(Y) Y
```

Payment Codes Data Points

The following payment/adjustment codes appear on statements:
- **01** paid agency
- **02** forwarding agency payment
- **11** direct payment to client

- **52** AR adjustment (optional)
- **21** Agency NSF
- **31** Client NSF
- **59** Bill client and increase debtor balance
- **71** Overpayment refund client

The following payment/adjustment codes do not appear:
- Adjustments (payment codes **40-49**)
- Balance types can keep transactions from appearing
- Payment code **52** may or may not
- Payment Code **72** Refund to debtor
- Payment Code **73** Overpayment adjustment
- Payment Code **90** collector commission adjustment

Types of Statements

In this section we will review the various types of statements you can request. We will also review how those statements affect your AR.

Gross Client Statements

The statement below is for a remit type of **G** = **gross client statement**. This is where you will send 100% of the money the agency collects to your client and bill them for your fees on payments made to the agency and the payments made to the client.

```
                              Client   1010                      Ending date 10-30-12

 DEBTOR NAME             CODE   DATE        PAID       PAID      DUE       DUE       BALANCE
 YOUR ACCOUNT#                  PAID        YOU        TO US     YOU       TO US     AFTER

 PREVIOUS BALANCE
         CURRENT                                                          75.00
         30 DAYS                                                            .00
         60 DAYS                                                            .00
         90 DAYS                                                            .00
         120 DAYS                                                         100.00
 GROSS, CLIENT            T  10/09/12                  50.00     25.00     25.00      800.00
 4081614000951279
 GROSS, CLIENT              10/09/12        100.00               50.00     50.00      700.00
 4081614000951279




 OUR CHECK ENCLOSED FOR    50.00   TOTALS   100.00     50.00     75.00     250.00
 PLEASE REMIT TO US       250.00
 TOTAL COLLECTED          150.00
```

Let's take a closer look at this statement and the information provided.

Starting from left to right of the statement, we see the following information:
- **Debtor Name**
- **Your Account #** - which appears under the debtor name

- **Previous Balance** – indicate prior balances still owed to the agency. In this example @90days $50.00 is owed and @120 days $50.00 is outstanding.
- **Code**
- **Date Paid** – indicate the date the payment was posted by the agency.
- **Paid You** – the amount paid directly to the client. In this example it is $100.00.
- **Paid To Us** – the amount paid to the agency. In this example it is $50.00.
- **Due You** – amount due the client less the commission in this example $25.00 and $50.00 is due the client.
- **Due Us** – amount of commission due agency. In this example $25.00 and $50.00 is due to agency.
- **Balance After** – indicate the debtors account balance after payment was posted.

At the bottom of the statement:
- **Our Check Enclosed For** - in this example we are sending the client $50.00 because it is a gross client and in this case we send 100% of the money collected to the client and bill them for our fees.
- **Please Remit To US** - indicate the amount due for the current statement and any prior balances still owing. In this example the client owes the agency $75.00 for this statement and $100.00 for previous statements. So we are showing a total owed to agency of $175.00.
- **Total Collected** - $150.00 this amount indicates the total amount collected by the agency and the payments made directly to the client.

Client Accounts Receivable Inquiry

Now let's take a look at the Client AR inquiry, located on the client statement menu.

```
              Client Accounts Receivable Inquiry

   Client     1010 GROSS CLIENT


                                     Transaction   Reference  Comment
    Reference    Description     Date    Amount       Total
    1110010000 Statement       10/01/11    50.00       50.00  Check      100.00

    1110150000 Statement       10/15/11      .00         .00  Check         .00

    1110160000 Statement       10/16/11    50.00       50.00  Check         .00

    1201310000 Statement       01/31/12      .00         .00  Check         .00

    1210100000 Statement       10/10/12    75.00       75.00  Check       50.00
```

The **Client Accounts Receivable Inquiry** screen shows us the following information:
- **Reference #** - this number is printed on each statement and the first 6 digits indicate the year, month, and day the statement was run.
- **Description** – indicates type of AR transaction.
   - o **Statement** – indicate a statement was created
   - o **Statement Credit** – indicates a statement created was applied to the AR
      - ▪ Statement Credits are typically seen with Net statements and will be applied when the client has a prior balance. When the statement is processed, it will look at outstanding AR and if you are sending a check to the client and the client owes you money, we will reduce the amount sent to the client by the amount owed, if the amount collected is enough to pay off prior balance.
   - o **Payment** – indicates a payment was made
   - o **Adjustment** – indicates an adjustment was made to the AR
- **Date** – indicate the date the transaction occurred

- **Transaction Amount** – shows amount of transaction. For statements it indicate how much is owed to the agency.
- **Reference Total** – indicate the balance due for the transaction amount. So, if you post a $50.00 payment to line 1 of this AR the Transaction Amount will show $50.00 and the Reference Total will show $0.00.
- **Comment** – this field will show the following:
  - **Check and amount** – when a statement is run. If you are billing client or the in the case of a Net remit, you may see "Check 0.00" since there is no money owed to the agency.
  - **Payment** – if the transaction indicates a payment was applied.
  - **Adjustment** – if the transaction indicates an Adjustment was made the AR.
  - **STM.DATE mmddyy** – this indicates a statement credit was applied to the statement date indicated on the comment line.
  - **Check No** – indicates a statement credit. This type of statement credit needs to be looked at closely and could be an incorrect statement credit for various posting reasons.   This can occur when payments applied to AR are NOT applied to the correct Reference #, thus creating a credit balance on the client AR. This can also happen, when you are running client statement other than Monthly and a client payment is applied prior to running that period's client statement. This type of statement credit occurs on gross remit clients and you should not post any client payments until you have run the statement for that period and prior to posting any debtor transactions.

Gross Statement with Separate NSF Statement

When choosing this option, if an NSF check is received, a separate statement will be printed for the NSF transactions only.   So, when selecting this option you will receive a main statement and a separate statement for NSF transactions.

AR Screen for Gross Client with Separate Statement for NSF Checks – take note of the 10/16/11 entries, this indicates that 2 statements were run on 10/16/11 and based on the reference # ending in 00 we see $75.00 was billed to the client and a check for $75.00 was sent to the client. Reference # ending in 10 shows we billed the client $50.00 for a returned or NSF check.

NOTE: When dealing with Gross Statement Clients it is important to remember that if you do not have a separate statement for NSF payments then the $50.00 that is owed by the client will be deducted from the amount sent to the client. So in this example, if we did NOT have a separate NSF statement we would have sent the client $25.00 even though we collected $75.00.

```
               Client Accounts Receivable Inquiry

 Client     1011 GROSS CLIENT W/SEP BAD CHK


                                  Transaction   Reference   Comment
  Reference    Description      Date    Amount      Total
  1110010000 Statement        10/01/11    50.00      50.00  Check      100.00

  1110150000 Statement        10/15/11      .00        .00  Check         .00

  1110160000 Statement        10/16/11    75.00      75.00  Check       75.00

  1110160010 Statement        10/16/11    50.00      50.00  Check         .00

  1201310000 Statement        01/31/12      .00        .00  Check         .00

  1210100000 Statement        10/10/12    50.00      50.00  Check      100.00
```

Gross Statement with Separate Statement for Direct (payment code 11) payments

```
GROSS CLIENT SEP DIRECTS                          1 Owe Us Collections
                                                  106/5 MONGOMERY AVENUE
MAIN ST                                           BETHESDA, MD  20817

BETH              MD 20804


                              Client   1012                 Ending date 10-30-12

DEBTOR NAME              CODE    DATE      PAID      PAID      DUE       DUE     BALANCE
YOUR ACCOUNT#                   PAID       YOU       TO US     YOU      TO US     AFTER

PREVIOUS BALANCE
          CURRENT                                                       75.00
          30 DAYS                                                         .00
          60 DAYS                                                         .00
          90 DAYS                                                         .00
          120 DAYS                                                       87.50
GROSS SEPERATE, DIRECTS    T  10/09/12             50.00     25.00     25.00     750.00
12356
```

Separate Direct Payment Statement

In this example you will see that the amount due for direct payments is <u>no</u> included on the main statement.

```
GROSS CLIENT SEP DIRECTS                          1 Owe Us Collections
                                                  106/5 MONGOMERY AVENUE
MAIN ST                                           BETHESDA, MD  20817

BETH              MD 20804


                              Client   1012                 Ending date 10-30-12

DEBTOR NAME              COLL    DATE      PAID      PAID      DUE       DUE     BALANCE
YOUR ACCOUNT#            CODE    PAID       YOU       TO US     YOU      TO US     AFTER

GROSS SEPERATE, DIRECTS         10/09/12   50.00               25.00     25.00     800.00
12356
GROSS SEPERATE, DIRECTS         10/10/12   50.00               25.00     25.00     700.00
12356


OUR CHECK ENCLOSED FOR            TOTALS... 100.00             50.00     50.00
PLEASE REMIT TO US        50.00
TOTAL COLLECTED          100.00
```

AR screen for Gross Client with Separate Statement for Direct Payments: Notice transaction date 10/10/12 for the above statements.

```
                    Client Accounts Receivable Inquiry

Client      1012 GROSS CLIENT SEP DIRECTS

                              Transaction   Reference  Comment
  Reference   Description        Date         Amount     Total
  1110010000  Statement       10/01/11          .00        .00  Check        .00

  1110010010  Statement       10/01/11        50.00      50.00  Check        .00

  1110150000  Statement       10/15/11          .00        .00  Check        .00

  1110160000  Statement       10/16/11        37.50      37.50  Check      75.00

  1110160010  Statement       10/16/11          .00        .00  Check      12.50

  1201310000  Statement       01/31/12          .00        .00  Check        .00

  1210100000  Statement       10/10/12        25.00      25.00  Check      50.00

  1210100010  Statement       10/10/12        50.00      50.00  Check        .00
```

The example below show <u>no</u> payment made to Main statement, but shows a direct $100.00 payment made to balance type 3 and $100.00 payment made to the agency for balance type 3. As you will notice, the first statement (Main) shows NO payments. The second statement or Direct Statement shows a $100.00 payment and the final Balance Type Statement shows a $100.00 payment. Note, since the client wants both a direct and balance type statement, when a direct payment is made to balance type 3, that payment will show up on the direct statement NOT the balance type statement. Only payment type 01 will show on the balance type statement, when is set up for separate direct statements, as shown below.

```
10/16/12 01-3 PAID AGENCY          100.00      600.00              01
10/16/12 11-3 PAID CLIENTS         100.00      500.00              01
```

Main Statement

```
                              Client   1014                    Ending date 10-30-12

  DEBTOR NAME              CODE   DATE        PAID       PAID       DUE        DUE       BALANCE
  YOUR ACCOUNT#                   PAID        YOU        TO US      YOU        TO US     AFTER

  PREVIOUS BALANCE
            CURRENT                                                           25.00
            30 DAYS                                                             .00
            60 DAYS                                                             .00
            90 DAYS                                                             .00
            120 DAYS                                                         225.00
  GROSS SEPERATE, BADCHECK      T  10/10/12             50.00      25.00      25.00      700.00
  TUIOPO


  OUR CHECK ENCLOSED FOR       50.00    TOTALS       .00       50.00      25.00      275.00
  PLEASE REMIT TO US          275.00
  TOTAL COLLECTED              50.00
```

Direct Statement

```
  GROSS CLIENT W/SEP BAD CHK  - DIR - BAL            1 Owe Us Collections
                                                     106/5 MONGOMERY AVENUE
  MAIN ST                                            BETHESDA, MD  20817

  BETH              MD 20804


                              Client   1014                    Ending date 10-30-12

  DEBTOR NAME              COLL   DATE        PAID       PAID       DUE        DUE       BALANCE
  YOUR ACCOUNT#           CODE    PAID        YOU        TO US      YOU        TO US     AFTER

  GROSS SEPERATE, BADCHECK        10/16/12    100.00               100.00               500.00
  TUIOPO

  OUR CHECK ENCLOSED FOR                 TOTALS... 100.00          100.00
  PLEASE REMIT TO US
  TOTAL COLLECTED          100.00
```

Balance Type Statement

```
GROSS CLIENT W/SEP BAD CHK  - DIR - BAL                  1 Owe Us Collections
                                                         106/5 MONGOMERY AVENUE
 MAIN ST                                                 BETHESDA, MD  20817

 BETH                MD 20804
```

		Client	1014			Ending date 10-30-12	

DEBTOR NAME	COLL	DATE	PAID	PAID	DUE	DUE	BALANCE
YOUR ACCOUNT#	CODE	PAID	YOU	TO US	YOU	TO US	AFTER
GROSS SEPERATE, BADCHECK	T	10/16/12		100.00	100.00		600.00
TUIOPO							

```
OUR CHECK ENCLOSED FOR    100.00    TOTALS...          100.00    100.00
PLEASE REMIT TO US
TOTAL COLLECTED           100.00
```

Net Statement

 In the example below $50.00 was paid to the client and $150.00 was paid to the agency. The amount due the agency is $100.00 for this statement and $50.00 due for a prior statement. Since this is a Net statement, the agency retains the $150.00 collected and applies $100.00 to the current statement and $50.00 to the outstanding balance. This will bring the client AR to zero.

		Client	1015			Ending date 10-30-12	

DEBTOR NAME	CODE	DATE	PAID	PAID	DUE	DUE	BALANCE
YOUR ACCOUNT#		PAID	YOU	TO US	YOU	TO US	AFTER
NET, CLIENT	T	10/10/12		50.00	25.00	25.00	800.00
FDSS							
NET, CLIENT		10/10/12	50.00		25.00	25.00	750.00
FDSS							
NET, CLIENT	T	10/10/12		100.00	50.00	50.00	650.00
FDSS							

```
OUR CHECK ENCLOSED FOR    50.00    TOTALS    50.00    150.00    100.00    100.00
PLEASE REMIT TO US          .00
TOTAL COLLECTED           200.00
```

Net Client AR

Based on the example statement above, you can see a statement credit was applied to the 10/16/11 statement date. This came from the statement ran on 10/10/12 as indicated below. You will also see that the 10/10/12 statement transaction amount is zero, because the agency did not send a check to the client for that statement.

```
              Client Accounts Receivable Inquiry

 Client    1015 NET CLIENT

                               Transaction   Reference  Comment
  Reference   Description       Date          Amount     Total
  1110010000 Statement         10/01/11        .00        .00   Check       50.00

  1110160000 Statement         10/16/11       50.00      50.00  Check         .00
  1110160000 Statement Credit  10/10/12       50.00-      .00   STM.DATE   101012

  1201310000 Statement         01/31/12        .00        .00   Check         .00

  1210100000 Statement         10/10/12        .00        .00   Check         .00
```

Net Statement with Separate Direct Payment Statement

Main Statement shows a $100.00 payment made to the agency with $50.00 to the client and $50.00 due to the agency, for the statement date ending 10/30/12. However, this is a prior balance due to the agency of $75.00. Please note these statements are working independently of each other. As you will see, we are NOT sending the client a check, instead, we are billing the client $25.00. This amount is calculated based on the $100.00 received by the agency, less the $125.00 owed the agency.

			Client	1017			Ending date 10-30-12	
DEBTOR NAME	CODE	DATE	PAID	PAID	DUE	DUE	BALANCE
YOUR ACCOUNT#		PAID	YOU	TO US	YOU	TO US	AFTER
PREVIOUS BALANCE							
CURRENT						75.00	
30 DAYS						.00	
60 DAYS						.00	
90 DAYS						.00	
120 DAYS						.00	
NET CLIENT, SEPERATE DIRE	T	10/10/12		100.00	50.00	50.00	700.00
EWRT							
OUR CHECK ENCLOSED FOR	.00	TOTALS	.00	100.00	50.00	125.00	
PLEASE REMIT TO US	25.00						
TOTAL COLLECTED	100.00						

This direct statement shows $150.00 paid to the client. We are billing the client for our fees on these payments only in the amount of $75.00.

```
                              Client   1017                 Ending date 10-30-12

 DEBTOR NAME              COLL      DATE     PAID     PAID      DUE      DUE      BALANCE
 YOUR ACCOUNT#            CODE      PAID     YOU      TO US     YOU      TO US    AFTER

 NET CLIENT, SEPERATE DIRE          10/10/12  50.00             25.00    25.00    800.00
 EWRT
 NET CLIENT, SEPERATE DIRE          10/10/12 100.00             50.00    50.00    600.00
 EWRT


 OUR CHECK ENCLOSED FOR             TOTALS... 150.00            75.00    75.00
 PLEASE REMIT TO US        75.00
 TOTAL COLLECTED          150.00
```

Net Client AR with Separate Direct

Let's take a look at how the statement ran on 10/10/12 effected this clients AR. First we want to look at the Reference #1210100000 it tell us there is no amount owed the agency for that statement and we sent the client a check for $37.50. Next we need to look at the Statement Credit created on 10/10/12 for $12.50- with paid off the amount due in the 120 day prior balance. (See main statement above) and the final thing we need to look at is the last entry Reference# 1210100010 this the separate direct payment statement and it shows the agency billed the client for $75.00 and did not send any check.

```
              Client Accounts Receivable Inquiry

 Client     1017 NET CLIENT SEP DIRECTS

                              Transaction   Reference   Comment
 Reference    Description       Date        Amount      Total
 1110010000 Statement         10/01/11        .00          .00   Check        .00
 1110010000 Statement Credit  10/16/11      37.50-       37.50-  STM.DATE  101611
 1110010000 Statement Credit  10/10/12      12.50-       50.00-  CHECK NO 0000006

 1110010010 Statement         10/01/11      50.00        50.00   Check        .00

 1110150000 Statement         10/15/11        .00          .00   Check        .00

 1110160000 Statement         10/16/11        .00          .00   Check        .00

 1110160010 Statement         10/16/11        .00          .00   Check      12.50

 1201310000 Statement         01/31/12        .00          .00   Check        .00

 1210100000 Statement         10/10/12        .00          .00   Check      37.50
                              Transaction   Reference   Comment
 Reference    Description       Date        Amount      Total
 1210100010 Statement         10/10/12      75.00        75.00   Check        .00
```

Group Statements

RMEx allows you set up a group statement, meaning you may have up to 100 individual clients under 1 group number and create 1 statement for all 100 clients. This is a very nice feature to have, however, we find that clients often run into problems when they take existing client, that have current AR and decide mid statement cycle to set them up for a group statement. This process should NOT be done WITHOUT careful consideration. As you will see issue with your client AR. Anytime you are dealing with statements and AR you must fully understand the outcome, before proceeding.

So, what should you do if you want to change to a group statement?

Before you can change an individual client from an individual statement to a group statement or add an existing client to a group statement, you MUST do the following in the order listed below:
1. Wait until the next statement process is due
2. **Important - Run the statements as normal**
3. **Do not make any changes or post any transactions for these clients until you have finished the steps listed below:**
4. For the Client numbers that are NOT the group number Client - Adjust these Clients outstanding account receivable balances down to zero
5. For the Client number that IS the group number Client - Adjust this Clients account receivables up by the amount you removed from the other Client numbers
6. Go to Client master and change the field Grp.Stm.(Y) to a "Y" and make sure the group number is correct on all Clients

Now all money owed from the various clients are now located on Group Clients accounts receivables. It is important to remember, when making the client adjustments to use the proper invoice numbers

Important things to keep in mind when processing statements:

Statements can be run at any time during the month. Statements are not tied into the Month End Process, they are date driven.

 It is important to remember that every time you run statements you are also updating your Client AR. RMEx provides a history of statement run dates and remit codes used for the statements created. Make sure you check that area prior to running your statements to avoid duplication. If you run your statements twice for the same date range and remit code, your Client AR will not be correct

FAQs - Statement/AR

When running statements:

RULE- Don't post any client payments until you have completed your weekly statements
RULE: Don't post any debtor payments until all client payments have been applied

RULE: Group Statements – all clients must have the same 'Group Code"
RULE: Per case reports MUST be run prior to statements.

Can a payment transaction appear on statement more than once?
No, once it has appeared it will not appear on another statement.

Can I rerun a statement for one client?
Yes, create unique remitting code, run a test statement, and put remit code back to original.

If the balance type 5 was posted as transaction type *11*, but the client statement option is not checked. Does the system still put this on the statement anyway at 100% commission? If it does show up on the statement, will it also show on the A/R?
Yes, even if a balance is non-reportable it will appear on the statement if the transaction was posted as paid to client. Double check the ones that appeared on the statement to make sure they are charging the client 100%, especially since they are set up for no commission, you want to make sure you get the money back from the client.

What can I do with overpayments?
Refund to the debtor using a payment code 72, refund to the client using payment code 71 or adjust the balance to zero using payment code 73.

Why would per case/ per letter charges not appear on a client statement?
- You have specified that the client is per case but you did not specify an amount.
- You ran the statements prior to running the per case report. The report must always be run prior to the statements being processed.

What happens if I transfer an account from one client to another?
The transactions posted prior to the transfer will appear on the old client statement and all futures will be applied to the new client.

Why do Per Case charges not appear on *Statement Report*?
Per Case charge appear on an "Invoice Report"

Why does my statement say *Statement Credit*?
- If you do run client statements a week later after running month-end, <u>do not</u> post client payments to the receivables during this period. This will cause client receivable issues and statement issues regarding balances.
- If the client is a Net client and they owe you a prior balance.
- If you have a gross client with separate balance type statement and an NSF was posted to the separate balance type will create a statement credit for the amount of the NSF amount due to the agency.

What happens if a client is set up for separate directs and separate balance types. Where will that transaction appear?

If a transaction qualifies for a client direct stmt and a balance type statement, it will always appear on the client direct statement.

What happens if you run statements twice?

Receivables will be aged – If not include prior balance, will generate a statement saying owes nothing. If include prior balance it will not show.   Another AR item will be created.

How do you have the rounding up of numbers?

Rounding up to the agency favor ½ penny