

Reconcile - Agent Receivables

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Overview:

Reconcile Receivables found on the A/R menu allows quick and easy invoice transaction reconciliation and payment posted to Agents account (1120). During the reconciliation process the operator will be able to pay and/or adjust any invoice transaction showing in the reconciliation process.

Process:

1. Select **AR -> Reconcile Receivables**
2. Select **1120 – Agent Receivables**.
3. Select create a new reconcile to start a new reconciliation, or load reconcile to return to a pending reconcile that was started and saved.
4. Enter the **Agent number** or left click gray area next to field to search for the account number.
5. Enter the **Start and End** dates of the invoices you want to reconcile/pay.
6. **Create** or **Use Existing** cash transaction will create or use an existing cash entry from the Agent that will be applied the invoices.
7. Enter the bank code, department, cash effective date, check number, a description, and the amount of the check received. *Use existing cash transaction to search on account cash transactions.*
8. The system displays all unpaid or partially paid invoice transactions. *These items can be sorted by policy, invoice, insured, alpha code etc by clicking on each column's header.*
9. **Right Click** the desired invoices to see the Action options. (Pictured below)

Edit...	Ctrl+E
Run Invoice Query	Ctrl+Q
<hr/>	
Ignore This Invoice	Ctrl+I
Reconcile This Invoice	Ctrl+R
Adjust This Invoice	Ctrl+A
Pay This Invoice In Full	Ctrl+P
Pay This Invoice In Part	Ctrl+Y
Freshen Invoice 000015	Ctrl+F
<hr/>	
Reconcile All	Shift+Ctrl+R
Pay All In Full	Shift+Ctrl+P
Pay All Non Premium	Shift+Ctrl+N
Expand All	Shift+Ctrl+E
Collapse All	Shift+Ctrl+C
Export To Excel	Ctrl+Alt+X
Add Invoices...	Shift+Ctrl+A
Print...	Ctrl+N

10. When finished select **Perform Reconciliation**.

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