# Accounts Receivable User Manual

## Table of Contents

**Chapter 1: General Information**

- Introduction ......................................................... 1
- What Is Accounts Receivable? ............................... 2
- The Accounts Receivable Cycle ............................ 4
- Purpose ..................................................................... 4
- Contents ..................................................................... 4
- Other Manuals ....................................................... 4
- Phases ....................................................................... 5
  - Initial Setup .......................................................... 5
  - Live Operations .................................................... 5
  - Recovery Processing ............................................. 5
- Accounting Audit Trails .......................................... 5
  - Transaction Entry .................................................. 6
  - Journal Printing .................................................... 6
  - Transaction Posting .............................................. 6
  - Modification Logs ................................................ 6
- Major Functions ..................................................... 7
- Application Features .............................................. 7
  - Customer Type and Area ....................................... 8
  - Transaction Control ............................................. 8
  - Cash Flow ............................................................. 8
  - Historical Information ......................................... 9
  - Service Charges .................................................. 9
  - Customer Refunds ............................................... 10
  - Dunning Letters and Statements .......................... 10
  - Open Item or Balance Forward Customers ............. 10
- Application Interfaces ........................................... 11
- Accounts Receivable ............................................. 12

**Chapter 2: Transaction Processing**

- Option 1 - Invoices Entry ...................................... 14
- Option 2 - Cash Receipts ......................................... 33
- Option 3 - Adjustments Entry ............................... 46
- Option 4 - Invoices Journal ................................. 55
- Option 5 - Cash Receipts Journal ......................... 57
- Option 6 - Adjustments Journal ............................ 59
- Option 7 - Invoices Post ....................................... 61
- Option 8 - Cash Receipts Post ............................... 62
**Table of Contents**

Option 9 - Adjustments Post ................................................................. 63
Option 10 - Consolidated Processing ....................................................... 65
  Edit Unposted Control Groups ......................................................... 65
  Print Unposted Control Groups ....................................................... 68
  Print All Journals ........................................................................... 70
  Post All Transactions ..................................................................... 79
  Print/Post All Transactions .......................................................... 81
Option 11 - Special Processing .............................................................. 92
  Invoices Rapid Entry ..................................................................... 92
  Automatic Cash Receipts ............................................................... 104
  Generate Recurring Billings ......................................................... 115
  Print Invoices .............................................................................. 117
  Bank Deposit Slip ......................................................................... 120

**Chapter 3: Monthly Processing** ....................................................... 121
Option 1 - Sales Tax Report ................................................................. 122
Option 2 - Sales GL Distributions ......................................................... 125
Option 3 - Cash Receipts GL Distributions .......................................... 129
Option 4 - Adjustments GL Distributions ............................................ 132
Option 5 - Subsidiary Code GL Distributions ...................................... 135
Option 6 - Transaction Control .......................................................... 138
Option 7 - Print All GL Distributions .................................................. 140
Option 8 - Print All Reports ............................................................... 149
Option 9 - General Ledger Distributions Inquiry ................................. 160
Option 10 - Monthly Status Inquiry ..................................................... 161
Option 11 - Close Month .................................................................. 161

**Chapter 4: File Maintenance** .......................................................... 165
Option 1 - Customers ....................................................................... 166
Option 2 - Customer Divisions ........................................................... 179
Option 3 - Customer Areas ............................................................... 182
Option 4 - Customer Types ............................................................... 184
Option 5 - Sales Tax Codes ............................................................... 185
Option 6 - Terms ............................................................................ 190
Option 7 - Dunning Codes ............................................................... 194
Option 8 - Recurring Billings ............................................................ 197
Option 9 - Parameters ..................................................................... 206
Option 10 - Descriptions ................................................................. 219
Table of Contents

Option 11 - Customers List ................................................................. 222
Option 12 - Customer Divisions List .................................................. 225
Option 13 - Customer Areas List ....................................................... 226
Option 14 - Customer Types List ....................................................... 227
Option 15 - Sales Tax Codes List ....................................................... 228
Option 16 - Terms List ....................................................................... 229
Option 17 - Dunning Codes List ......................................................... 231
Option 18 - Recurring Billings List ..................................................... 233
Option 19 - Parameters List ............................................................... 235
Option 20 - Descriptions List ............................................................. 237
Option 21 - Labels .............................................................................. 238
Option 22 - Rolodex Cards ................................................................. 239

Chapter 5: Reports and Inquiry .............................................................. 241
Option 1 - Transaction Register .......................................................... 242
Option 2 - Ageing ............................................................................... 246
Option 3 - Unpaid Invoices ................................................................. 249
Option 4 - Transaction History ............................................................ 251
Option 5 - Cash Receipts Projection ..................................................... 254
Option 6 - Daily Cash Receipts ............................................................. 257
Option 7 - Deposits Not Invoiced ......................................................... 260
Option 8 - Statements ....................................................................... 261
Option 9 - Dunning Letters ................................................................. 264
Option 10 - Customer Credit ............................................................... 267
Option 11 - Customer History .............................................................. 272
Option 12 - Miscellaneous Customers ............................................... 274
Option 13 - Sales History Inquiry ....................................................... 275
Option 14 - Transactions Inquiry ....................................................... 276
Option 15 - Customer Credit Inquiry .................................................. 277
Option 16 - Transaction History Inquiry ............................................ 278
Option 17 - Transaction Control Inquiry ............................................ 279

Chapter 6: Refunds and Service Charges ............................................... 281
Option 1 - Calculate Customer Refunds .............................................. 282
Option 2 - Edit Customer Refunds ....................................................... 284
Option 3 - Customer Refunds Register ............................................... 286
Option 4 - Post Customer Refunds ...................................................... 287
Option 5 - Calculate Service Charges ................................................ 288
Table of Contents

Option 6 - Edit Service Charges ................................................................. 290
Option 7 - Service Charges Register ......................................................... 292
Option 8 - Post Service Charges ............................................................... 293
Option 9 - Write Off Service Charges ....................................................... 293

Appendix A .......................................................................................... 295
Introduction ......................................................................................... 296
Entering Invoices .................................................................................. 296
Deposits .................................................................................................. 300
Cash Receipts ........................................................................................ 301
  Payment for an Invoice ...................................................................... 301
  Direct Sale ......................................................................................... 302
Notes Receivable .................................................................................. 303
Service Charges ................................................................................... 304
Write-Off Service Charges ................................................................. 304
Refunds ............................................................................................... 305
Chapter 1: General Information


General Information

Introduction

What Is Accounts Receivable?

Accounts Receivable is a means by which you can record sales and send bills and statements to your customers. Simply put, Accounts Receivable keeps track of your company’s revenues and your customer’s unpaid bills.

When a sale is recorded, an invoice is sent to the customer. Besides the total amount of money owed, the invoice usually contains information about any discount you may be offering your customer as incentive to pay the invoice in a timely fashion, and when the total amount of the invoice is due (the terms of the invoice); the products or services purchased by the customer; and the amount of freight or tax attributed to the purchase.

The revenue is recorded as income when you post the invoice. Normally, when you post an invoice the system credits, or increases, the balance in a revenue account. Since the customer has not yet paid the invoice, the amount of the invoice also debits, or increases, an asset account called Accounts Receivable. Some examples of receivable accounts are Notes Receivable, Employee Loans Receivable, and Customer Accounts Receivable. The total amount in Accounts Receivable represents the total amount of revenues which have not yet been collected. If General Ledger is part of your system, Accounts Receivable postings also update the General Ledger balances, providing you with up-to-date financial information.

The following “T charts” shown the effect of the posting of a $180.00 invoice to a customer for the purchase of office supplies:

<table>
<thead>
<tr>
<th>DR</th>
<th>Accounts Receivable</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>180.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DR</th>
<th>Sales Income</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>180.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When the check is received from the customer, it is entered as a Cash Receipt. At this time you can record any discounts the customer has taken in addition to the discounts offered on the invoice. A cash receipt credit (decreases) Accounts Receivable; debits (increases) cash; and debits, or increases, any discount given account. Customer discounts are debits, usually to a contra-revenue account.

Below is a “T chart” example of a cash receipt which includes a 2% discount amount.

Assume it is payment for the invoice in the first example.
Cash Receipts can also be used to record sales that do not include an invoice (for example, a cash sale). This type of sale is called a “Direct Receipt”. With a direct receipt, the only record of the sale is the receipt itself and no receivable is incurred. Consequently, entry of a direct receipt debits (increases) the balance of the cash account instead of increasing the receivable. As with all sales, the offsetting credit amount increases the balance in a revenue account.

The following “T charts” show an example of a direct receipt for $50.00 of office supplies.

```
<table>
<thead>
<tr>
<th>DR</th>
<th>Cash</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>DR</th>
<th>Sales Income</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>50.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Adjustments can be entered to make changes to invoices that you have already posted. You can adjust the amount of an invoice or change the revenue account to which the invoice was posted. The following “T charts” show a typical example of an adjustment to change the amount of an invoice. The invoice was originally entered for $220.00 but actually should have been $200.00.

```
<table>
<thead>
<tr>
<th>DR</th>
<th>Accounts Receivable</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>DR</th>
<th>Sales Income</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

For additional information and examples regarding postings to General Ledger from Accounts Receivable, refer to Appendix A of this manual.
1 General Information

The Accounts Receivable Cycle
Accounts Receivable is normally operated on a monthly accounting cycle. During the month you enter and post invoices as sales occur, enter and post adjustments as necessary, and enter and post cash receipts as they are received. Once a month you may want to generate service charges and/or dunning letters for invoices that are more than 30 or 60 days overdue. If you issue refunds, these should also be done once a month. Also, most businesses print statements for their customers once a month. At the end of the month, print the monthly reports and balance the Accounts Receivable for the current month and prepare for next month’s processing.

Reports can be printed and inquiries can be used to supply information at any time during the month.

Purpose
This manual provides instructions for using the Live Operations phase of the Accounts Receivable application. Use this manual as a guide for performing day-to-day and monthly procedures.

The features described in this manual are included in the standard Accounts Receivable application. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

Contents
In addition to an overview explaining the functions of the application, this manual includes:

- Sample screen displays
- Data field characteristics
- Instructions and explanations for valid entries
- Pertinent examples
- Default sort sequences
- Selection criteria for all outputs
- Sample reports, lists, and inquiries

Other Manuals
The APPX User Manual provides general information about starting up your system, making entries, printing, and using other features common to all APPX applications. It also includes overviews of the operational and accounting concepts that characterize the design of all APPX accounting software. Since the information contained in the APPX User Manual is not repeated in this or other APPX manuals, you should read it carefully prior to working with the system.
The Accounts Receivable System Administration manual describes the Initial Setup phase and the Recovery Processing phase of the APPX Accounts Receivable application. The APPX User Manual, the Accounts Receivable System Administration manual, and this manual complete the set of user manuals which are available for the APPX Accounts Receivable application.

For questions about the computer hardware used at your installation, please refer to the manuals provided by the hardware manufacturer.

Phases

APPX Accounts Receivable operates in three distinct phases:

• Initial Setup
• Live Operations
• Recovery Processing

Initial Setup
During Initial Setup, master files and system-maintained files can be set up and transaction history can be entered. Information entered during the Initial Setup phase provides the basis for Live Operations.

Live Operations
Live Operations is used to perform daily transaction processing, file maintenance, report generation and monthly processing functions.

In Live Operations, invoices, cash receipts, and adjustments can be entered. Service charges and refunds can be generated, and invoices, deposit slips, dunning letters, and statements can be printed. Recurring Billings can also be generated. After printing journals for the necessary audit trail, transactions can be posted. Many different types of reports can be printed, and information can be viewed using a variety of inquiries. File maintenance can be performed on system master files.

Recovery Processing
There is a certain day-to-day risk of losing data due to sudden power surges or outages and other system problems. Recovery Processing is used to manually restore information to system-maintained files and fields which are normally not accessible during Live Operations.

Accounting Audit Trails
During Live Operations, the Transaction Processing, File Maintenance, and Reports and Inquiry menus provide functions used during day-to-day operation of the system.
General Information

To process transactions, a three-step procedure is followed: (1) transaction entry; (2) printing journals; and (3) transaction posting, where records are integrated with permanent master files.

Transaction Entry
Entry of data occurs in groups, or batches, called “Control Groups”, which you should review prior to posting them to your master files. These groups are identified by user ID and control number”, which allows each operator to process transactions separately from other operators. The system performs validation checks on all transactions when they are entered. Accounts Receivable may also receive customer invoice information from Order Entry.

Journal Printing
After transaction entry, the control groups must be printed on a journal before they can be posted. The journals should be reviewed or edited by the operator, or someone else in the department who can verify the entered data. Save the journals; they are an important part of your audit trail.

During journal printing, the system performs validation checks on the data to ensure that it can be posted correctly. Errors and warnings may be printed on the journal and summarized at the end of the journal. A control group that prints with errors will not be allowed to post until the errors are corrected and the journal is reprinted without error.

This process ensures that data is verified twice prior to being posted to permanent master files, and gives added assurance that erroneously entered data will not be posted to permanent files.

Transaction Posting
Once transactions have been entered and the journal has been printed without error, the control group is ready to be posted to our permanent master files. This process usually involves adding records to a system-maintained detail file, and summarizing the detail for historical records. Each transaction is deleted after it has been posted. Any errors encountered will be printed on an error log. During posting, Accounts Receivable may transfer sales information to Sales Analysis, commissions to Commission Accounting, and cash receipts to the Outstanding Checks file in Accounts Payable.

In Accounts Receivable, the detail files are Month-to-Date Postings, Transactions, and Unpaid Invoices; historical records are maintained in the Customer History, Transaction Control, and Transaction History files.

Modification Logs
In all APPX applications, optional Modification Logs may be enabled to provide an additional degree of audit control over who makes changes to master files, and when such changes are made. When a modification log name is supplied to a file maintenance function, a record of all additions, deletions, and changes to that file is transferred to a print file. When additions to a file are made, all new field contents are shown; when deletions are done, the key value and all field contents are recorded; when
changes are made, old field contents and new field contents are shown. In all cases, the user ID of the individual who performed the maintenance is printed, along with the date and time of the change.

Examples of master files in Accounts Receivable are Customers, Terms, Customer Types, Customer Areas, Customer Divisions, Sales Tax Codes, Descriptions, and Recurring Billings. Modification logs are not enabled for transaction files such as Invoices, adjustments, or Cash Receipts.

**Major Functions**

APPX Accounts Receivable is designed to manage your customer accounts and facilitate positive cash flow for your company. Accounts Receivable functions control the maintenance of customer, invoice, and cash receipt data, as well as the processing of debit or credit memos, adjustments, refunds, and service charges. This data is used to generate sophisticated transactional analyses, and receivables reports and inquiries.

Major functions include:
- Transaction Processing
- Monthly Processing
- File Maintenance
- Reports and Inquiry
- Refunds and Service Charges

The features described in this manual are included in the APPX turnkey Accounts Receivable application. Any modification to the software or documentation is the responsibility of the software consultant who makes the modification.

**Application Features**

Accounts Receivable provides the accounting information required for analysis and control of your company’s revenues. Invoices, Adjustments, and Cash Receipts are entered through an online user workstation, and detail or summary information generated from Order Entry can also provide input to Accounts Receivable. All transactions entering the system are controlled and processed against individual customer terms, occurs online and does not allow invalid or out-of-balance data to post to master files. During posting, Accounts Receivable transfers information to the General Ledger, Accounts Payable, Sales Analysis, and/or Commission Accounting applications.

Accounts Receivable can support either twelve or thirteen financial periods per fiscal year. The fiscal year may be synchronized with or independent of the calendar year. Other applications may coincide with the Accounts Receivable accounting period, or may be ahead of or behind that used by Accounts Receivable. Transaction entry functions allow the user to specify the month and year to which a transaction is to be posted.
General Information

The Close Month function within Accounts Receivable deletes historical data older than the number of months of history you choose to keep and prepares the files for the next accounting month.

Customer Type and Area

Customers can be categorized using Customer Types and Customer Areas. Many of the Accounts Receivable reports and updating functions can be sorted and selected by using these fields. For example, “customers” who are company employees that borrow funds from the company can be given their own Customer Type.

Transaction Control

On the Accounts Receivable Parameters file, there are two entries which allow you to define the level of transaction control detail that is appropriate for your business. These fields are labeled “Ask for Operator ID?” and “Use Transaction Control?”.

Every transaction file is keyed by Operator ID and a sequential Control Number that is a part of your audit trail. If you enter ‘N’ (No) for “Ask for Operator ID?”, the system will automatically assign the Operator ID and Control Number for each group of transactions, but the Control Number can be changed. No operator will be allowed to edit another operator’s transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file.

If you enter ‘Y’ (Yes) to “Ask for Operator ID?” and ‘N’ (No) for “Use Transaction Control?”, the system will assign the Operator ID and Control Number for each group of transactions, but the Control Number can be changed. Additionally, any operator will be allowed to edit another operator’s transactions. No control or hash totals will be kept, and no data will be posted to the Transaction Control file.

If you enter ‘Y’ (Yes) to “Ask for Operator ID?” and ‘Y’ (Yes) to “Use Transaction Control?”, the system will assign the Operator ID and Control Number to each group of transactions, but the Control Number can be changed. In addition, control and hash totals can be entered and will be balanced against the sum of the transactions. Each control group can have a unique description. An “Operator Exclusive?” option allows any operator to restrict access to his or her transactions. One record will be written to the Transaction Control file for each group of transactions posted, detailing the Operator ID, Control Number, Description, Number of Transactions and Last Transaction Posted, Total Amount Posted, Number of Errors, and Number of Warnings. This information can be printed on reports and viewed through an inquiry.

Cash Flow

For Cash flow forecasting purposes, Accounts Receivable provides a Cash Receipts Projection report. This report shows a projection of receivable amounts, based on either the invoice due date or the discount due date, for whatever time intervals you designate.
Historical Information

Accounts Receivable maintains historical information for several types of data. The Customer History file maintains total sales, total margin, the number of invoices, the high balance, and the total number of days it took to pay the invoices for each customer by month. You may choose to keep customer history by either calendar or fiscal year. On the Parameters file, you can specify the number of months of customer history you wish to keep.

The Transaction History file saves invoice, receipt, and adjustment detail for each customer. When paid invoices are purged from the Current Transactions file at end of month, they are stored on the Transaction History file. On the Parameters file, you can specify the number of months of transaction history to keep.

The Transaction Control file keeps a record of each control group of transactions that is posted. Operator ID, journal code, file posted, number of transactions, and total amount posted are among the types of information kept. This information is available in inquiry or as hard copy. As with the other types of history, you can specify the number of months of historical transaction control information to keep with an entry on the Parameters file.

The advantage of saving data for an extended period of time is that it allows you online access to more information. The disadvantage of saving a great deal of historical information is that it consumes disk space and may affect system performance.

Service Charges

Service charges can be calculated by invoice, or by customer if you use the “Summary Service Charges?” field on the Parameters file. A response of ‘Y’ (Yes) to this question will result in a single service charge invoice per customer; a response of ‘N’ (No) to this question will result in a service charge invoice for each overdue invoice in the system. If you choose to issue individual service charge invoices, you can automatically write off services charges by using the “Write Off?” feature on the Customer master file. This “Write Off” field is attached to each invoice and can be modified either through Adjustments or through Cash Receipts entry.

You can also issue service charges using the “Average Daily Balance?” feature available on the Parameters file. A response of ‘Y’ (Yes) to this question will automatically cause a response of ‘Y’ to the “Summary Service Charges?” question, and will result in a single service charge invoice per customer, based on the average daily balance in their account.

The number of allowable days overdue, the percentage for calculating the service charge, and the minimum service charge amount are all maintained on the Terms file, and can therefore be different for each customer (or invoice, if you are calculating service charges on a detail basis).
1 General Information

Customer Refunds
Refunds can be generated for any invoice with a credit balance. Generated refunds are placed in a file which can be edited and printed on a Customer Refunds Register. The Customer Refunds Register must be printed before refunds can be posted. Posting refunds creates adjustments in Accounts Receivable and open invoices in Accounts Payable, which can then be paid in the normal fashion.

If your system does not include Accounts Payable, you will be unable to process refunds in the manner described above.

Dunning Letters and Statements
The Dunning Letters feature allows you to set up a variety of different text options and assign different styles of letters to different customers. In addition, different types of text can be generated based on how many days overdue the oldest customer invoice is.

Statements can be issued monthly, detailing each overdue invoice and any adjustments posted to it. Optionally, you can also print all detail for the current month, including any invoices that have been paid in full.

Open Item or Balance Forward Customers
You can keep current customer transactions either as “open item” or “balance forward” information. If you choose to keep a customer on an “open item” basis, all detail for any currently unpaid invoice will be kept until the end of the month in which the invoice is fully paid. This allows you to maintain a complete audit trail for any unpaid invoice.

Alternatively, you can choose to keep a customer on a “balance forward” basis. In this case, at the end of each month, open transactions are summed into a single “Balance Forward” record and the detail is deleted. Any invoice that is not due until the following month is retained in detail however. The advantage of the “balance forward” basis is that it requires fewer disk resources because fewer transactions are maintained.

It is possible to maintain both types of customers simultaneously. In other words, you can have some customers that are “balance forward” customers, and some that are “open item” customers.
Application Interfaces

The combination of Accounts Receivable and other APPX accounting applications, such as General Ledger, Order Entry, Inventory Control, Sales Analysis, and Commission Accounting, provides a fully integrated system for effective management and control of your business. There are many separate applications that can be installed, in whatever configuration best suits your requirements. Components of each application contribute to the overall effectiveness of the system. The particular combination which is most effective for your installation, as well as the specific way in which the applications interact, will be determined by the specialized needs of your company.

Information contained in the master files of one application may be accessed, modified, updated, or even entered from another application. This eliminates the need for duplication in entering and storing information, thereby saving valuable computer storage space and increasing accuracy.

Accounts Receivable may be installed as a stand-alone application, or as part of a system that includes General Ledger, Budget Analysis, General Subsidiary, Accounts Payable, Inventory Control, Purchase Orders, Order Entry, Commission Accounting, and Sales Analysis. In a multi-application system, data can be exchanged between applications.

If your system includes Order Entry, Accounts Receivable receives customer invoice postings from that application. Operation of Order Entry requires the existence of Accounts Receivable and Inventory Control.

Information from Accounts Receivable is sent to General Ledger, General Subsidiary, Sales Analysis, Commission Accounting, and Accounts Payable. However, none of these applications are necessary for the functioning of Accounts Receivable. If General Ledger is not installed, however, account verification will not be performed within Accounts Receivable.
1 General Information

Accounts Receivable

This is the Accounts Receivable application main menu. It allows you to access Accounts Receivable submenus.

Figure 1. The Accounts Receivable Application Main Menu
Chapter 2: Transaction Processing
Transaction Processing

This menu allows you to enter transaction data, print journals, and post transactions. Recurring billings generation and invoice and deposit slip printing are also available from this menu.

Figure 2. The Accounts Receivable Transaction Processing Menu

Option 1 - Invoices Entry

Use this function to enter and edit customer invoices. You also have the option of entering invoices through the “Invoices Rapid Entry” function. Invoices can be entered or edited using either function; however, some data items are not available for editing in Rapid Entry.

The normal process of posting invoices includes: 1) entering the invoices; 2) printing the invoices and the Invoices Journal; and 3) posting the invoices. If the journal shows any errors, the errors must be corrected and the journal reprinted. If the journal has been printed and some of the data is modified, the journal must be reprinted before the data can be posted.

On the following pages, the five screens displayed by this function are shown.

The screen shown below presents information about Invoice Control Groups.

When you enter invoices, you will see only one of the two possible screens for Invoice Control Groups. Which screen you see will depend on how you answered two questions on your Parameters file. These are the “Ask Operator ID?” question, and the “Use Transaction Control” question.

If you answered ‘Y’ to both questions, you will see the screen below, and you will be able to enter...
control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered ‘Y’ to “Ask operator ID?”, and ‘N’ to “Use Transaction Control?”, you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered ‘N’ to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER. The record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only number and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID which you entered at log-on is displayed. All control groups are separated by operator.
2 Transaction Processing

Control No

Enter a positive number with up to 7 digits.  A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required. Indicate whether or not you want to restrict access to these invoices.

Y: Yes, access should be restricted to the user who enters the invoices.
N: No, access is not restricted. Any user can edit these invoices.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required. Describe this group of invoices. This description appears on the Transaction Control report and inquiry.

Control Total

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal. Supply the total of all invoices. This total is balanced against the running total being kept by the system as each transaction is entered.

Customer Hash Total

Enter a positive number with up to 12 digits. Supply the hash total of all customer numbers on this group of invoices. Any discrepancy between the hash total entered and the calculated hash total may represent transposition errors on one or more customer numbers.

Print Journal?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required. ‘Y’ is displayed to indicate that these invoices are ready for printing. Enter ‘N’ if you want to delay the printing of the journal for any reason.
Journal OK?
The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This indicates whether or not the journal has been printed without errors. If ‘N’, the control
group may contain errors and cannot be posted.

Invoices Printed?
The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This indicates whether or not invoices have been printed for this control group. The printing
of invoices is optional.

Post Now?
Enter ‘Y’ (Yes) or ‘N’ (No). the initial default value is ‘Y’. This field is requires.
‘Y’ is displayed to indicate that these invoices are ready for posting. Enter ‘N’ if you want to
delay posting for any reason.

The entered data is validated. During validation, including access to other files, conditions may be
found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may
result are shown below:

E This Control Group Has Already Been Used For Invoice Posting
E This Operator’s Data May Not Be Edited - Posting Was Started
E You May Not Change Data Entered By the Original Operator

Press ENTER to continue to the next screen.

Select Next Record to go to the next Invoice Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the
Invoice Control Groups file.

This screen may optionally be used to display information about Invoice Control Groups.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID which you entered at log-on is displayed. All control groups are separated by operator.

**Control No**

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:
E This Operator’s Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Invoice Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoice Control Groups file.

The screen shown below presents information about Invoices.

This file contains information that applies to the entire invoice, such as customer number, terms code, total invoice amount, freight, and sales tax.

![Figure 5. The Accounts Receivable Invoices Screen](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.
2 **Transaction Processing**

Data items for the preceding screen are described below:

**Transaction No**

The system displays a positive number with up to 4 digits. A sequential transaction number is supplied for each invoice. This number is printed on the journal, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail. It is printed on many reports and inquiries throughout Accounts Receivable.

**Transaction Type**

Enter a positive number with 1 digit. In ADD mode, this field will automatically be saved from one record to the next. The system displays a 1-digit code that identifies this type of transaction, along with the description entered for that code on the Descriptions file. The system defaults to an accounts receivable invoice (type 1). However, this value may be changed. If changed, the new description is displayed for verification. Valid choices are:

1: AR Invoice — transaction is entered as an invoice through A/R.
2: Debit/Credit Memo — transaction reflects a debit or credit memo issued.
6: Service Charge — transaction is a service charge on a past-due invoice.

The transaction Type prints on the Transaction Register and the General Ledger Distribution reports.

**Customer**

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. You can use PF2 to search for an appropriate entry. Identify the customer who is receiving this invoice. The customer number must be on file in the Customers file; the system displays the customer name so that you can verify your entry.

**Post Month**

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required. In ADD mode, this field will automatically be saved from one record to the next. Identify the month to which this transaction is to be posted. The current calendar month is supplied from the Parameters file; if you want to post to a prior or future month, you can change it. If your system is based on 12 accounting periods, enter the calendar month; if you
are using 13-period accounting, enter the fiscal period. Valid entries and their meanings are:
1-13: Calendar period
EY: End-of-Year

Post Year
Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be saved from one record to the next.
Identify the year to which this transaction is to be posted. The current calendar year is supplied from the Parameters file; if you want to post to a prior or future year you can change it.
If you are using 12-month accounting, this will be the calendar year; if you are using 13 period accounting, this will be the fiscal year.
NOTE: A value of zero in the Post Year will cause the transaction to be posted to the year 2000.

Invoice Number
Enter an upper case alphanumeric field, up to 8 characters in length. This field is required.
Identify the invoice number for this invoice, debit memo, or credit memo.

Apply To
Enter an upper case alphanumeric field, up to 8 characters in length. This field is required.
This field identifies the invoice to which the transaction applies. By default, the system displays the Invoice Number in this field for Invoice transaction types. For debit or credit memos, you must enter this field; you may want the Apply To to reference the original invoice. In any case, you may override the display.

Order No
Enter a positive number with up to 6 digits.
Identify the sales order to which this invoice applies, if any. If the Order Entry application is part of your system, this number must be on file in the Sales Orders file.
If there is a deposit associated with this invoice, you should have already entered the deposit as a cash receipt using the order number as the “Paid Invoice”, and posted the cash receipt; enter that order number here.

Invoice Amount
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
2 Transaction Processing

Provide the net invoice amount. The Invoice Amount is calculated by this formula:
Amount = Subtotal - Customer Discount - Deposit + Freight + Sales Tax
For a credit memo, enter a negative amount.

NOTE: The "subtotal" as listed above, is defined as the sum of all the invoice line items excluding any memo items.

Subtotal

The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
The sum of the invoice line items, excluding any memo items, is displayed. This subtotal is calculated using the formula listed under Invoice Amount, above. A “memo” line item might be a detail entry for freight or sales tax, which is also supplied in the invoice record itself. See the documentation on “Discount”, “Freight”, and “Sales Tax” below for additional explanation.

Deposit

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Identify the prepaid deposit on this invoice, if any. This amount is debited to the Deposit account identified in the Parameters file.
Deposits should be entered and deposited as cash receipts, using the Order No as the “Paid Invoice” number, before the invoice is posted. If you enter an amount in this field, you must identify the Order No that was used as the “Paid Invoice” number when the cash receipt was posted, so that the system can track the deposit properly.

Invoice Date

Enter a date (YMD). This field is required.
Supply the date of the invoice.

Terms

Enter a positive number with up to 3 digits. You can use PF2 to search for an appropriate entry.
The system displays the terms code from the Customers record; you can override the display.
The system also displays the description from the terms file so that you can verify your entry.
Due Date
Enter a date (YMD). This field is required.
The system displays the due date based on the invoice date and terms for this customer. You may change this date.

Description
Enter an alphanumeric field, up to 30 characters in length.
Describe this invoice. This description will be printed on various reports throughout Accounts Receivable. If you leave this field blank, the system will use the customer’s Purchase Order number as the description.

Customer PO
Enter an alphanumeric field, up to 10 characters in length.
Supply the customer’s Purchase Order number, if any. If the Description field is left blank, the system will use the customer’s PO number in its place. The PO number prints on the invoice; the description prints on statements and dunning letters.

Tax Code
Enter a positive number with up to 3 digits. You can use PF2 to search for an appropriate entry.
The system displays the Tax Code entered on the Customers record from the Tax Codes file; you can override the display. The system also displays the corresponding description so that you can verify your entry.

Discount
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
For an invoice (transaction type 1), supply any discount offered to this particular customer, independent of the usual terms discount. This amount is debited to the Customer Discount account identified in the Parameters file.
You can enter the customer discount here and enter type 2 (customer discount) line items. In this case, the line items are memo-only; that is, they are printed on the invoice but not posted to General Ledger. Rather, the General Ledger posting is taken from this field as described above.
If you leave this field blank and enter discount line items, the General Ledger posting will be made to the account numbers supplied on the line items.
2 Transaction Processing

Tax District

Enter an alphanumeric field, up to 5 characters in length.

The system displays the Tax District entered on the Customers record; you can override the display. The tax district must be valid for any Tax Code you entered.

Sales Tax

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

For an invoice (transaction type 1) or a debit/credit memo (transaction type 2), supply the sales tax for all line items, if any. This is the amount of tax that is billed to the customer. This amount is credited to the sales tax liability account entered for the tax district in the Tax Codes file.

You can enter the sales tax here and enter type 4 (sales tax) line items. In this case, the line items are memo only; that is, they are printed on the invoice but not posted to General Ledger. Rather, General Ledger is posted using this amount as described above.

If you leave this field blank and enter sales tax line items, the General Ledger posting will be made to the account numbers supplied on the line items.

Freight

Enter a number with up to 7 digits to left of the decimal and 2 digits to the right of the decimal.

If there are any freight charges, identify them. This amount is credited to the Freight Out account identified in the Parameters file.

You can also enter the freight amount here and enter type 3 (freight) line items. In this case, the line items are memo only; that is, they are printed on the invoice, but not posted to General Ledger. Rather, the General Ledger is posted using this amount, as described above.

If you leave this field blank and enter freight line items, the General Ledger posting will be made to the account numbers supplied on the line items.

Receivable Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use PF2 to search for an appropriate entry.

Supply the account that should be debited when this invoice is posted. By default, the system displays the receivable account for the customer from the Customer’s record. You may change this account number. If the General Ledger application is part of the system, the account number must be on file in the Chart of Accounts file, and the system displays the description of this account so that you can verify your entry.
Salesperson
Enter a positive number with up to 3 digits. You can use PF2 to search for an appropriate entry.

If your system includes Commission Accounting, you may supply up to two codes from the Salespersons file to identify the salesperson(s) who made or received credit for the sale. The system displays the corresponding salesperson Alpha entry from that file so that you can verify your entry.

If your system does not include Commission Accounting, you can make an entry here for your information.

Comm Pct
Enter a positive number with up to 3 digits to the left of the decimal and 1 digits to the right of the decimal.

This field specifies the percentage used to calculate the commission earned by the salesperson you entered.

If your system includes Commission Accounting, the system displays the Commission Percent from the Salespersons record for each salesperson that you entered. You can override the display.

If your system does not include Commission Accounting, you can make an entry here for your information.

Comm Basis
Enter a positive number with up to 3 digits to the left of the decimal and 2 digits to the right of the decimal.

Provide the percentage of the commissionable dollars that each Salesperson is allocated for this order. This percentage is applied either to the Subtotal or to each line item, depending on the entry in the “Comm on Sub?” field.

If the commission is split between two salespeople, the first entry represents the percentage that the first salesperson receives, and the second entry represents the percentage that the second salesperson receives.

If Commission Accounting is part of the system, the first entry defaults to ‘100’ and the second to ‘0’. You can override these defaults.

These entries do not need to add up to 100. Any overage or underage will be posted to the “House Account” in Commission Accounting.
Comm on Sub?

Enter ‘Y’ (Yes) or ‘N’ (No).

Specify the amount on which commissionable dollars are to be calculated. Valid entries are:

Y: The invoice Subtotal amount
N: Each individual line item amount

Leave this field blank if commissions will not be calculated.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Blank Not Permitted If Deposit Amount Entered
E  Cannot Post to a Heading Account
E  Cannot Post to a Summary Account
E  Cannot Post to the 13th Month in a 12 Month Fiscal Year
E  Invalid Application Type
E  Invalid Transaction Type
E  No Sales Tax Will Be Posted for This Invoice
E  Tax District Has No Account Number; G/L Will Be Out of Balance
W  Invoice Already on File
W  Invoice Not on File
W  Post Month is Previous to Parameters Calendar Month
W  Post Year of Zero Will Be Treated as the Year 2000

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Previous Image to go back to the Invoice Control Groups screen. Select Next Record to go to the next Invoices record. Select End to go to the next Invoice Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices file.

The screen below presents additional information about Invoices.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Miscellaneous Customer Name**

Enter an alphanumeric field, up to 30 characters in length.

Supply the name of this miscellaneous customer. This information will be printed on the invoice and several reports throughout Accounts Receivable.

**Address 1**

Enter an alphanumeric field, up to 30 characters in length.

Provide the first address line for this miscellaneous customer. You may want to list the shipping address in the first line and the mailing address in the second line.

**Address 2**

Enter an alphanumeric field, up to 30 characters in length.

Provide the second address line for this miscellaneous customer, if applicable. You may want to list the shopping address in the first address line and the mailing address in the second address line.
2 Transaction Processing

City

Enter an alphanumeric field, up to 20 characters in length.
Supply the city for this miscellaneous customer.

State

Enter an upper case alphanumeric field, up to 2 characters in length.
Provide the two-character standard abbreviation for the miscellaneous customer’s state.

Zip

Enter an upper case alphanumeric field, up to 10 characters in length.
Supply the zip code for this miscellaneous customer.

Country

Enter an alphanumeric field, up to 20 characters in length.
Provide the country of this miscellaneous customer, if necessary.

Press ENTER to continue to the next screen.

Select Previous Image to go back to the Invoice Control Groups screen. Select Next Record to go to the next Invoices record. Select End to go to the next Invoice Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices file.

The screen shown below presents information about Invoice Line Items.

This file identifies and describes the individual purchases made by the customer.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Line Item**

Enter a positive number with up to 3 digits.

The system automatically number line items in sequence beginning with “1”. You may return to this field and change the number. However, each line item must be identified by a unique number.

**Quantity**

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Supply the number of items sold. If units do not apply here, enter “1”.

For a credit memo or a discount line item, enter a negative number.

**Price**

Enter a positive number with up to 6 digits to the left of the decimal and 3 digits to the right of the decimal.
Supply a unit price for the item being sold. If the price per unit does not apply here, enter the line item amount.

**Amount**
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
The system calculates and displays the line item amount based on the Quantity and Price. This number is rounded to 2 decimal positions.
The Amount, Quantity, and Price fields are interrelated. Thus, if you change the Quantity or Price, the Amount is recomputed. If you change the Amount, the Price is recomputed.

**Item Code**
Enter an alphanumeric field, up to 16 characters in length.
Identify the inventory item code of the product or service being sold, if appropriate. If Inventory Control is part of your system, your entry must be on file in the Inventory Products file.

**Description**
Enter an alphanumeric field, up to 30 characters in length.
If your system includes Inventory control, the system displays the description (from the Inventory Products file) of the item code you entered in the previous field. You can override the display.
If your system does not include Inventory Control, you can provide a description of the line item. This entry is printed on invoices, the invoices journal, and the Sales GL Distribution report.

**Item Type**
Enter a positive number with 1 digit.
Enter a 1-digit code from the Descriptions file that identifies the type of line item. The system displays the description next to this field. Valid codes are:

0: Taxable Sale; 1: Nontaxable Sale; 2: Customer Discount; 3: Freight; 4: Sales Tax; 5: Other

If an entry was made in the Customer Discount field on the header screen, a type 2 line item is memo only. That is, it printed on the invoice but not posted to General Ledger. If no entry was made in the Customer Discount field on the header, a type 2 line item is posted to the offset account entered for the line item. The same holds true for the Freight and Sales Tax fields on the header and type 3 and 4 line items, respectively. If no entry was made on the header, the line item is posted to the offset account. If an entry was made on the header, the line item is memo only.
Cost
Enter a number with up to 6 digits to the left of the decimal and 3 digits to the right of the
decimal.
Identify the total Cost of Goods Sold for this line item.
If your system includes Order Entry, and if this invoice was entered through Order Entry, the
system displays the cost that was calculated in Order Entry for this line item. You can over-
ride the display; if your system does not include Order Entry, supply the total Cost of Goods
for this line item.
This field is used to calculate margins for reports and inquiries. It is not posted to General
Ledger.

Offset Account
Enter an upper case alphanumeric field, up to 12 characters in length. You can use PF2 to
search for an appropriate entry.
The offset account is defaulted from the customer’s record. You may override this entry.
This is the account to which the line item amount will be posted. For invoices, freight, sales
tax, and debit memos, this account is credited. For credit memos and discounts, this account
is debited.
If your system includes General Ledger, this account number must be on file in the Chart of
Accounts file. The system displays the corresponding description so that you can verify your
entry.

Comm Percent
Enter a positive number with up to 3 digits to the left of the decimal and 1 digit to the right of
the decimal.
If you entered ‘N’ for Comm on Sub? on the invoice header, enter the commission percent to
be paid on this line item.

Sub Type
Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are accept-
able.
The system displays the subsidiary type for the account, as defined in General Ledger. This
reflects the subsidiary to which this line item will be posted.
If General Ledger is not part of your system, you may enter any value in this field. The trans-
actions that are posted to various subsidiary types and codes can be printed on the Subsidiary
Codes GL Distributions report on the Monthly Processing menu.
2 Transaction Processing

Sub Code

Enter an upper case alphanumeric field, up to 1 characters in length.

Supply a subsidiary code if this line item is to be posted to a subsidiary costing application. If the sub type is ‘GL’, it is assumed that the transaction will flow through to General Subsidiary. You cannot enter a subsidiary code if the subsidiary type is blank; conversely, if the subsidiary type is not blank you must enter a subsidiary code.

The transactions that are posted with the various subsidiary types and codes can be viewed on the Subsidiary Code GL Distributions report on the Monthly Processing menu.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Amount Must Have The Same Numeric Sign As Quantity
E  Cannot Have Sub Code With Blank Sub Type
E  Cannot Have Sub Type With Blank Sub Code
E  Cannot Post to a Heading Account
E  Cannot Post to a Summary Account
E  Invalid Application Type
E  Item Must Be Entered
E  Quantity Times Price Exceeds Maximum Value of Amount
E  Sales Tax Cannot Be Posted - No Tax District Was Specified
E  Subsidiary Code Not on Subsidiary Codes by Account File
E  Subsidiary Codes by Account File Does Not Exist

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Previous Image to go back to the Invoices screen. Select Next Record to go to the next Invoice Line Items record. Select End to go to the next Invoices record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoice Line Items file.
Option 2 - Cash Receipts

Use this function to enter a debit cash receipts. You can also enter cash receipts using the Cash Receipts - Automatic function on this menu. The Automatic function will apply the cash beginning with the oldest invoices, and then allow you to edit the applied cash receipts.

The normal process of posting cash receipts includes: 1) entering the cash receipts; 2) printing the Cash Receipts Journal; and 3) posting the cash receipts. If the journal shows any errors, the errors must be corrected and the journal reprinted. If the journal has been printed and some of the data is modified, the journal must be printed before the data can be posted.

On the following pages, the four screens displayed by this function are shown.

The screen shown below presents information about Cash Receipts control Groups.

When you enter cash receipts, you will see only one of the two possible screens for Cash Receipts Control Groups. Which screen you see will depend on how you answered two questions on your Parameters file. These are the “Ask Operator ID?” question, and the “Use Transaction Control?” question.

If you answered ‘Y’ to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered ‘Y’ to “Ask Operator ID?” and ‘N’ to “Use Transaction Control?”, you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered ‘N’ to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only number and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The system displays the operator ID you entered at log-on. All transactions are separated by operator.

**Control No**

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of cash receipts. This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.
Operator Exclusive?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not you want to restrict access to these cash receipts.

Y: Yes, access should be restricted to the user who enters the receipts.
N: No, access is not restricted. Any user can edit these cash receipts.

Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.
Describe this group of cash receipts. This description appears on the Transaction Control report and inquiry.

Control Total

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.
Sum all of the checks in this control group, and enter the total.

Customer Hash Total

Enter a positive number with up to 12 digits.
Supply the hash total of all customer number on the group of cash receipts. Any discrepancy between the hash total enter and the calculated hash total may represent transposition errors on one or more customer numbers.

Print Journal?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.
‘Y’ is displayed to indicate that these cash receipts are ready for posting. Enter ‘N’ if you want to delay printing of the journal for any reason.

Journal OK?

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This indicates whether or not the journal has been printed without errors. If ‘N’, the control group may contain errors and cannot be posted.
2 Transaction Processing

Post Now?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

‘Y’ is displayed to indicate that these cash receipts are ready for postings. Enter ‘N’ if you want to delay posting for any reason.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E This Control Group Has Already Been Used For Receipts Posting
E This Operator's Data May Not Be Edited - Posting Was Started
E You May Not Change Data Entered By the Original Operator

Press ENTER to continue to the next screen.

Select Next Record to go to the next Cash Receipts Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Cash Receipts Control Groups file.

This screen may optionally be used to display information about Cash Receipts Control Groups.

![Figure 9. The Accounts Receivable Cash Receipts Operator ID Screen](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan Option. The records will be presented on an “Access” screen, and you will be al-
allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only number and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The system displays the operator ID you entered at log-on. All transactions are separated by operator.

**Control No**

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of cash receipts. This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  This Operator’s Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Cash Receipts Control Groups records.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Cash Receipts Control Groups file.

The screen shown below presents information about cash Receipts.

This file contains information pertaining to the entire receipt: customer, date, amount, check number, and cash account.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Trx No**

The system displays a positive number with up to 4 digits.

A sequential transaction number is supplied for each check record. This number is printed on the journal, and posted to General Ledger for detail accounts.

Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail. It is printed on many reports and inquiries throughout Accounts Receivable.
Check Number
Enter a positive number with up to 9 digits.
Supply the number imprinted on the check.

Customer
Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. This field is required. You can use PF2 to search for an appropriate entry.
Identify the customer who issued this check. The customer number must be on file in the Customers file. The system displays the customer name so that you can verify your entry.

Check Amount
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
If this cash receipt applies to the receivable accounts entered on the line items, the Check Amount is given by this formula:
Check Amount = Credit Amount - Discount Given - Write Off Amount
Alternatively, if this cash receipt applies to the Direct Accounts entered on the line items, the Check Amount is given by this formula:
Check Amount = Direct Amount - Discount Given
Direct, Credit, and Write Off amounts, as well as Discount Given, are entered on the line item screens for this cash receipt.

Date
Enter a date (YMD). This field is required. In ADD mode, this field will automatically be saved from one record to the next.
This is the date the check was received (deposited), not the date printed on the check.

Post Month
Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required. In ADD mode, this field will automatically be saved from one record to the next.
Identify the month to which this transaction is to be posted. The current month defined in the Parameters file is supplied; if you want to post to a prior or future month, you can change it.
If your system is based on 12 accounting periods, enter the calendar month; if you are using 13-period accounting, enter the fiscal period. Valid entries and their meanings are:
2  Transaction Processing

1 - 13: Calendar period
EY: End-of-Year

Post Year

Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be
saved from one record to the next.

Identify the year to which this transaction is to be posted. The year defined in the Parameters
file is supplied; if you want to post to a prior or future year, you can change it. If you are
using 12-month accounting, this will be the calendar year; if you are using 13-period account-
ing, this will be the fiscal year.
NOTE: A value of zero in the calendar year will cause the transaction to be posted to the year
2000.

Description

Enter an alphanumeric field, up to 30 characters in length.
Describe the transaction. This description will be printed on various reports throughout Ac-
counts Receivable and may be useful as a part of your audit trail.

Bank Transit No

Enter an alphanumeric field, up to 6 characters in length.
Supply the bank transit number printed on the check. This is the number requested on the
bank deposit slip.

Cash Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required.
You can use PF2 to search for an appropriate entry.
Provide the number of the cash account that will be debited for this receipt. If your system
includes General Ledger, this number must be on file in the Chart of Accounts file, and the
system displays the corresponding description so that you can verify your entry.

The entered data is validated. During validation, including access to other files, conditions may be
found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may
result are shown below:

E Cannot Post to the 13th Month in a 12 Month Fiscal Year
E Check Number Must Be Entered
Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Previous Image to go back to the cash Receipts Control Groups screen. Select Next Record to go to the next Cash Receipts record. Select End to go to the next Cash Receipts Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Cash Receipts file.

The screen shown below presents information about Cash Receipts Line Items.

![Figure 11. The Accounts Receivable Cash Receipts Line Items Screen](Image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Line**

Enter a positive number with up to 4 digits.
2 Transaction Processing

The system automatically numbers cash receipt line items in sequence beginning with ‘1’. you may change this number. Each paid invoice or direct sale item must be identified by a unique number.

Apply To Type

Enter an upper case alphanumeric field, 1 character in length. Only numbers are acceptable. Valid entries are 1, 2 and 3. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Identify how the receipt should be applied. If the customer is a Balance Forward customer, a ‘1’ defaults; if the customer is Open Item, a ‘3’ defaults. If you define this receipt as type 1, the amount will be applied to the oldest invoices first. The system displays the description so that you can verify your entry. Valid codes and their meanings are:

1: Apply on Account
2: Deposit
3: Apply to Invoice or Direct Sale

Apply To

Enter an upper case alphanumeric field, up to 8 characters in length. Identify the invoice to which this receipt should be applied.

If this receipt is a deposit on a sales order, enter the order number. The order number and deposit amount must also be indicated on the invoice when it is entered so that the system can track the deposit correctly.

If this receipt is not being applied to an invoice (for example, for an on-account receipt), leave this field blank.

You can use PF2 to search the Unpaid Invoices file if this is an Apply To Type 3.

If you enter an invoice number, and that invoice is on you Unpaid Invoices file, you may press PF17 to default the credit amount to the current invoice balance.

Write Off?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.

This field specifies whether or not service charges accrued against the Apply To invoice will be written off when the Write Off Service Charges function is run. By default, the system displays the Write Off Service Charge? field (‘Y’ or ‘N’) from the Customers record. It may be changed:
Y: Service Charges accrued against the Apply To invoice will be written off.
N: Service Charges accrued against the Apply To invoice will not be written off.

NOTE: This function is only available if you entered ‘N’ as a response to “Summary Service Charges?” on your Parameters file. In other words, you can only use the automatic write off procedure if you are calculating service charges on each individual invoice.

Description
Enter an alphanumeric field, up to 30 characters in length.
If you pressed PF17 as described for Apply To, the system displays the Customer PO number or description that was entered for the Apply To invoice. You can override the display.

Credit Amount
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
If the receipt applies to an existing receivable that has been or will be posted, enter the amount to apply. This amount will be credited to the Receivable Account that you enter.
Leave this field blank for items that do not affect a receivable (for example, cash sales). Use the Direct Amount field instead.

Discount Given
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Identify the amount of discount given according to the terms on this transaction. This amount will be debited to the Discounts Given account specified in your Parameters file.

Write Off Amount
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Supply the amount to be written off for this invoice, if applicable. This amount will be debited to the Write Off account number specified in your Parameters file.

Receivable Account
Enter an upper case alphanumeric field, up to 12 characters in length. You can use PF2 to search for an appropriate entry. In ADD mode, this field will automatically be saved from one record to the next.
2 Transaction Processing

The system displays the receivable account from the Customers record (or the unpaid invoice, if PF17 was used to create the receipt). You may change this account number. If this receipt applies to an existing receivable, this receivable account will be credited for the Credit Amount that you enter.

If your system includes General Ledger, this account number must be on file in the Chart of Accounts file, and the system automatically displays the account description from that file so that you can verify your entry.

If you are using a Direct Account, erase this field; if this is a deposit, the Deposits account should default from the Parameters file.

Direct Account

Enter an upper case alphanumeric field, up to 12 characters in length. You can use PF2 to search for an appropriate entry.

If this receipt does not apply to an invoice that has been or will be posted (if it is, for example, a cash sale), enter the number of the account that will be credited for the Direct Amount. This credit offsets the debit to cash; therefore, this account is usually a revenue account.

If your system includes General Ledger, this account number must be on file in the Chart of Accounts file, and the system displays the account description from that file so that you can verify your entry.

Direct Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If the receipt does not affect an invoice that has been or will be posted (if it is, for example, a cash sale), enter the amount of the sale. This amount will be credited to the Direct Account.

Sub Type

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.

The system displays the subsidiary type for the Direct Account, as defined in General Ledger. This reflects the subsidiary to which the Direct Amount will be posted.

The subsidiary type and code apply only to direct receipts; for posted invoices, the subsidiary type and code were indicated when the invoice was entered.

If General Ledger is not part of your system, you may enter any value in this field. The transactions that are posted to various subsidiary types and codes can be printed on the Subsidiary codes GL Distributions report on the Monthly processing menu.
Sub Code

Enter an upper case alphanumeric field, up to 16 characters in length.

If this is a direct receipt, and the amount is to be passed to a costing subsidiary system, supply the subsidiary code to which the receipt applies. If the subsidiary involved is General Subsidiary, the subsidiary type must be ‘GL’. You cannot enter a subsidiary code if the subsidiary type is blank. Conversely, if the subsidiary type is not blank, you must enter a subsidiary code.

The transactions that are posted with the various subsidiary types and codes can be viewed on the Subsidiary Code GL Distributions report on the Monthly Processing menu.

The subsidiary type and code apply only to direct receipts; for posted invoices, the subsidiary type and code were identified when the invoice was entered.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E A Credit Amount Must Accompany the Receivable Account
- E A Direct Account Must Be Assigned for the Direct Amount
- E A Direct Amount Must Accompany the Direct Account
- E A Receivable Account Must Be Assigned for the Credit Amount
- E Cannot Enter Write Off Amount with On Account Payment
- E Cannot Have Sub Code With Blank Sub Type
- E Cannot Have Sub Type With Blank Sub Code
- E Cannot Post to a Heading Account
- E Cannot Post to a Summary Account
- E Deposits Must Specify Order Number as Paid Invoice
- E Enter Either Credit Amt/Rec’v Acct OR Direct Amt/Direct Acct
- E Invalid Application Type
- E Subsidiary Code Not on Subsidiary Codes by Account File
- E Subsidiary Code Valid Only for Direct Cash Receipts
- E Subsidiary Codes by Account File Does Not Exist
- W Apply To Will Be Ignored For On Account Payments
- W Customer/Apply To Not on Unpaid Invoices File

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Previous Image to go back to the Cash Receipts screen. Select Next Record to go to the next Cash Receipts Line Items record. Select End to go to the next Cash Receipts record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Cash Receipts Line Items file.
Option 3 - Adjustments Entry

Use this function to enter and edit adjustments to posted invoices.

The normal process of posting adjustments includes: 1) entering the adjustments; 2) printing the Adjustments Journal; and 3) posting the adjustments. If the journal shows any errors, the errors must be corrected and the journal reprinted. If the journal has been printed and some of the data is modified, the journal must be reprinted before the data can be posted.

On the following pages, the three screens displayed by this function are shown.

The screen shown below presents information about Adjustments Control Groups.

When you enter adjustments, you will see only one of the two possible screens for Adjustments Control Groups. Which screen you see will depend on how you answered two questions on your Parameters file. These are the “Ask Operator ID?” question, and the “Use Transaction Control” question.

If you answered ‘Y’ to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered ‘Y’ to “Ask Operator ID?”, and ‘N’ to “Use Transaction Control?”, you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered ‘N’ to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.

![Figure 12. The Accounts Receivable Adjustments Control Groups Screen](image-url)
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The system displays the operator ID you entered at log-on. All transactions are separated by operator.

**Control No**

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of adjustments. This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

**Operator Exclusive?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.

Indicate whether or not you want to restrict access to these adjustments.

Y: Yes, access should be restricted to the user who enters the adjustments.

N: No, access is not restricted. Any user can edit these adjustments.

**Description**

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this group of adjustments. This description appears on the Transaction Control report and inquiry.

**Control Total**

Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.
2 Transaction Processing

Supply the total of all adjustments. This total is balanced against the running total being kept by the system as each transaction is entered.

**Customer Hash Total**

Enter a positive number with up to 2 digits.

Supply the hash total of all customer number on the group of adjustments. Any discrepancy between the hash total entered and the calculated hash total may represent transposition errors on one or more customer numbers.

**Print Journal?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

‘Y’ is displayed to indicate that these adjustments are ready for printing. Enter ‘N’ if you want to delay the printing of the journal for any reason.

**Journal OK?**

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.

This indicates whether or not the journal has been printed without errors. If ‘N’, the control group may contain errors and cannot be posted.

**Post Now?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

‘Y’ is displayed to indicate that these adjustments are ready for posting. Enter ‘N’ if you want to delay posting for any reason.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E This Control Group Has Already Been Used For Adjustments Posting
E This Operator’s Data May Not Be Edited - Posting Was Started
E You May Not Change Data Entered By the Original Operator

Press ENTER to continue to the next screen.

Select Next Record to go to the next Adjustments Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Adjustments Control Groups file.
This screen may optionally be used to display information about Adjustments Control Groups.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only number and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The system displays the operator ID you entered at log-on. All transactions are separated by operator.

**Control No**

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of adjustments. This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.
The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

**E**  This Operator's Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Adjustments Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Adjustments Control Groups file.

The screen shown below presents information about Adjustments.

This file contains adjustments to posted invoices. The General Ledger distribution, if appropriate, is always to the receivable account in the amount of the adjustment, with an offsetting distribution to the account entered. If you want to reduce the amount of an invoice, you must enter a negative amount.

![Figure 14. The Accounts Receivable Adjustments Screen](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.
Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Transaction Number**

The system displays a positive number with up to 4 digits. A sequential transaction number is supplied for each detail record. This number is printed on the journal, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail. It is printed on many reports and inquiries throughout Accounts Receivable.

**Customer**

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. You can use PF2 to search for an appropriate entry. Identify the customer whose invoice is to be adjusted. This number must be on file in the Customers file. The system displays the customer’s name so that you can verify your entry.

**Apply To**

Enter an upper case alphanumeric field, up to 8 characters in length. This field is required. Identify the invoice that you are adjusting with this entry.

**Adjust Date**

Enter a date (YMD). This field is required. In ADD mode, this field will automatically be saved from one record to the next. Supply the adjustment date, By default, the system displays today’s date. You may override the display.

**Post Month**

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required. In ADD mode, this field will automatically be saved from one record to the next.
Identify the month to which this transaction is to be posted. The current calendar month is supplied from the Accounts Receivable Parameters file; if you want to post to a future or prior month, you can change it. If your system is based on 12 accounting periods, enter a calendar month; if you are using 13-period accounting, enter a fiscal period. Valid entries and their meanings are:

1-13: Calendar period  
EY: End-of-year

### Post Year

Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be saved from one record to the next.

Identify the year to which this transaction is to be posted. The current calendar year is supplied from the Accounts Receivable Parameters file; if you want to post to a prior or future year, you can change it. If you are using 12-month accounting, this will be the calendar; if you are using 13-period accounting, this will be the fiscal year.

NOTE: A value of zero in the Post Year will cause the transaction to be posted to the year 2000.

### Amount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Supply the amount of the adjustment. This entry may be a positive or a negative amount. A positive adjustment is added to the invoice balance; a negative adjustment is subtracted from the invoice balance.

### Remark

Enter an alphanumeric field, up to 30 characters in length.

Describe this adjustment. This description is printed on various reports throughout Accounts Receivable and can be useful as a part of your audit trail.

### Receivable Account

Enter an upper case alphanumeric field, up to 12 characters in length. You can use PF2 to search for an appropriate entry.

Identify the receivable account to which this adjustment will be posted. By default, the system displays the receivable account for the customer from the Customers file. You may change this account.
If General Ledger is part of your system, this account number must be on file in the Chart of Accounts file, and the system displays the account description from that file so that you can verify your entry.

**Offset Account**

Enter an upper case alphanumeric field, up to 12 characters in length. You can use PF2 to search for an appropriate entry.

Supply the offset account to which this adjustment will be posted. If General Ledger is part of your system, this account number must be on file in the Chart of Accounts file, and the system displays the account description from that file so that you can verify your entry.

For example, if you posted an invoice incorrectly because you failed to note a deposit of $100.00 on that invoice, you would need an adjustment to reduce the receivable and also reduce the "amount deposited" in you Deposits account. In this instance, you would enter an adjustment for -$100.00, identifying the appropriate receivable account, and entering the Deposits account in this field. This entry, when posted, will credit the receivable account and debit the Deposits account.

**Sub Type**

Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.

The system displays the subsidiary type for the offsetting account, as defined in General Ledger. This reflects the subsidiary to which this adjustment will be posted.

If General Ledger is not part of your system, you may enter any value in this field. The transactions that are posted with the various subsidiary types and codes can be printed on the subsidiary Codes GL Distributions report on the Monthly Processing menu.

**Sub Code**

Enter an upper case alphanumeric field, up to 16 characters in length.

If this adjustment will be passed to a subsidiary costing system, enter the subsidiary code to which the adjustment applies. If the subsidiary involved is General Subsidiary, the subsidiary type must be ‘GL’. You cannot enter a subsidiary code if the subsidiary type is blank. Conversely, if the subsidiary type is not blank, you must enter a subsidiary code.

The transactions that are posted with the various subsidiary types and codes can be viewed on the subsidiary Code GL Distributions report on the Monthly Processing menu.

**Write Off?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Enter ‘Y’ if you want to cause the Write Off Service Charges function to remove any existing service charges on this invoice.

The automatic Service Charge Write Off function is only available if you are generating service charges by invoice. Otherwise, you must selectively write off service charges using this Adjustments Entry function. Control over the Service Charges feature is determined by your responses to two questions on the Accounts Receivable Parameters file. A response of ‘N’ to the question “Summary Service Charges?” will produce a service charge invoice for each customer invoice. A response of ‘Y’ to that question will produce a single service charge invoice for each customer. In addition, a response of ‘Y’ to the question “Use Average Daily Balance?” will not only produce a summary service charge, but the basis of that service charge will be the customer’s average daily balance.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Cannot Have Sub Code With Blank Sub Type  
E Cannot Have Sub Type With Blank Sub Code  
E Cannot Post to a Heading Account  
E Cannot Post to a Summary Account  
E Cannot Post to the 13th Month in a 12 Month Fiscal Year  
E Invalid Application Type  
E Offset Account Not on File  
E Receivable Account Not on File  
E Subsidiary Code Not on Subsidiary Codes By Account File  
E Subsidiary Codes by Account File Does Not Exist  
W Adjustment Amount Has Not been Entered  
W Customer/Apply To Not on Unpaid Invoices File  
W Post Month Is Previous to Parameters Calendar Month  
W Post Year of Zero Will Be Treated as the Year 2000

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Previous Image to go back to the Adjustments Control Groups screen. Select Next Record to go to the next Adjustments record. Select End to go to the next Adjustments Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Adjustments file.
Option 4 - Invoices Journal

Use this function to print a journal of invoice transactions entered through either invoices entry function. The following processing steps accomplish this job.

**Step 1**
In preparation for performing a sort/selection process on the Invoices information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year, and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal?, Journal OK?, and Invoices Printed?, with the option to enter user-specified comparisons at run time.

**Step 2**
This is the standard disposition used for all transaction journals.

**Step 3**
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 4**
In order to print the Accounts Receivable Invoices Journal, this step formats the Invoices and Invoice Line Items information. The following data items are shown: Transaction No, Customer, Name, Tax Code and District, Terms, Post Month and Year, Invoice and Due Date, Customer PO, Comm on Sub?, Order No, Subtotal, Receivable Account, Description, Transaction Type, Salespersons, Comm Percent, Comm Basis, Invoice Number, Apply To, Invoice Amount, Deposit, Discount, Freight, Sales Tax, Line Item, Offset Account, Line Item Type, Price, Quantity, Amount, Item Code, Description, Sub Type, Sub Code, and Cost. As appropriate, group headings appear whenever a change occurs in Control Number or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Invoice Total, Deposit Total, Discount Total, Freight Total, Tax Total, Control Total, and Hash Total. Grand totals print at the end, showing Journal Errors and Journal Warnings.
### Accounts Receivable Journal

#### Accounts Receivable Invoices Journal

<table>
<thead>
<tr>
<th>Trx</th>
<th>Customer</th>
<th>Tax Cd/Dst</th>
<th>Trms</th>
<th>Mo/Yr</th>
<th>Inv Date</th>
<th>Due Date</th>
<th>C/Sub?</th>
<th>Order No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>Receiv Account</th>
<th>Tax Type</th>
<th>Description</th>
<th>Flx</th>
<th>Comm</th>
<th>Comm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Line Account/Item Cd

<table>
<thead>
<tr>
<th>Description</th>
<th>Item Type/Sub Code</th>
<th>Price/Cost</th>
<th>Quantity</th>
<th>Comm Pct</th>
<th>Amount</th>
</tr>
</thead>
</table>

#### Step 5

In order to print the Accounts Receivable Journal Summary, this step formats the Summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits, and Credits.
A sample is shown below.

<table>
<thead>
<tr>
<th>Yr</th>
<th>Mo</th>
<th>Account</th>
<th>Account Name</th>
<th>Jrnl  ID</th>
<th>Trx Date</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>89</td>
<td>08</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>ARIV</td>
<td>08/21/89</td>
<td>7121.99</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>2020001001</td>
<td>Sales Tax Payable, Sales</td>
<td>ARIV</td>
<td>08/21/89</td>
<td></td>
<td>343.43</td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>2051000000</td>
<td>Sales Deposits</td>
<td>ARIV</td>
<td>08/21/89</td>
<td>1200.00</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>3010001001MA</td>
<td>Sales, Manufacturing</td>
<td>ARIV</td>
<td>08/21/89</td>
<td></td>
<td>1200.00</td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>3010001001WH</td>
<td>Sales, Wholesale</td>
<td>ARIV</td>
<td>08/21/89</td>
<td></td>
<td>6790.61</td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>4071000001WH</td>
<td>Customer Disct, Sales/Wholesale</td>
<td>ARIV</td>
<td>08/21/89</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>4190000001WH</td>
<td>Freight Out, Sales/Wholesale</td>
<td>ARIV</td>
<td>08/21/89</td>
<td></td>
<td>107.95</td>
</tr>
</tbody>
</table>

-- Grand Totals --  8441.99  8441.99

Option 5 - Cash Receipts Journal

Use this function to print a journal of cash receipt transactions entered through either cash receipts entry function. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Cash Receipts information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year, and Post Month, with no option to change the sequence at runtime. Selection of data records is provided by Operator ID, Control Number, Print Journal?, and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all transaction journals.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
Step 4

In order to print the Cash Receipts Journal, this step formats the Cash Receipts and Cash Receipts Line Items information. The following data items are shown: Transaction No, Customer, Name, Check Amount, Check No, Date, Bank Transit No, Post Month, Post year, Cash Account, Description, Line No, Apply To, Apply Type Description, Credit Amount, Write Off Amount, Discount Given, Direct Amount, Receivable Account, Write Off?, Subsidiary Type, Subsidiary Code, Direct Account, Receivable Total, Discount Amount Total, Direct Total, and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control Number of Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Receivable Amount, Write Off Amount, Discount Amount, Direct Amount, Check Amount, Control Total, and Hash Total. Grand totals print at the end, showing Journal Errors and Journal Warnings.
Step 5
In order to print the Accounts Receivable Journals Summary, this step formats the Summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits, and Credits.

A sample output is shown below.

```
Accounts Receivable Journals Summary

---

Yr   Mo   Account       Account Name                    Jrnl  ID        Trx Date        Debits        Credits
---
89   08   1010001001    Cash, Sales Outlets             ARCR  SRR       08/22/89       6552.66
89   08   1030001001WH  Accts Receiv, Sales/Wholesale   ARCR  SRR       08/22/89                      4873.22-
89   08   2051000000    Sales Deposits                  ARCR  SRR       08/22/89                      1500.00-
89   08   3010001001WH  Sales, Wholesale                ARCR  SRR       08/22/89                       212.66-
89   08   3060000000    Miscellaneous Income            ARCR  SRR       08/22/89          4.52

---

---Grand Totals---                      6552.66        6585.88-
```

Option 6 - Adjustments Journal

Use this function to print a journal of adjustment transactions entered through the Adjustments Entry function. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Adjustments information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year, and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal?, and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all transaction journals.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
2 Transaction Processing

Step 4
In order to print the Accounts Receivable Adjustments Journal, this step formats the Adjustments information. The following data items are shown: Transaction Number, Customer, Name, Apply To, Adjust Date, Remark, Amount, Offset Account, Description, Post Month, Post Year, Subsidiary Type, Subsidiary Code, and Receivable Account. As appropriate, group headings appear whenever a change occurs in Control Number or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Adjustment Total, Control Total, and Hash Total. Grand totals print at the end, showing Journal Errors and Journal Warnings.

A sample output is shown below.

```

Accounts Receivable Adjustments Journal

<table>
<thead>
<tr>
<th>Trx</th>
<th>Customer</th>
<th>Apply To</th>
<th>Adj Date</th>
<th>Description</th>
<th>Adj Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>00000040 Burlington Enterprises</td>
<td>3004</td>
<td>08/30/89</td>
<td>wrong customer invoiced</td>
<td>1896.35</td>
</tr>
<tr>
<td>0002</td>
<td>00000010 Alexander's, Inc.</td>
<td>3004</td>
<td>08/30/89</td>
<td>correction</td>
<td>1896.35</td>
</tr>
<tr>
<td>0003</td>
<td>00000060 Hale's Interiors</td>
<td>906</td>
<td>08/30/89</td>
<td>order cancelled-apply deposit</td>
<td>600.00</td>
</tr>
<tr>
<td>0004</td>
<td>00000060 Hale's Interiors</td>
<td>2023</td>
<td>08/30/89</td>
<td>order cancelled-apply deposit</td>
<td>600.00</td>
</tr>
<tr>
<td>0005</td>
<td>00000070 Richards &amp; Wright, PC</td>
<td>BF890630</td>
<td>03/16/90</td>
<td>write off service charge</td>
<td>28.70</td>
</tr>
</tbody>
</table>

--- Post Month/Year 08 89 Totals ---
Entered Calculated Difference
Control Group: SRR / 0001  August - group 2
Control Totals:         28.70-        28.70-
Exclusive?     N                                                        Hash Totals:              240           240
Post Now?      N

--- Grand Total ---
Entered Calculated Difference
Control Group: SRR / 0001  August - group 2
Grand Total:         28.70-        28.70-
Hash Totals:              240           240

Names of Errors in This Journal: 0 Number of Warnings: 0

```
Step 5
In order to print the Accounts Receivable Journals Summary, this step formats the Summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits, and Credits.

A sample output is shown below.

---

**Accounts Receivable Journals Summary**

<table>
<thead>
<tr>
<th>Yr</th>
<th>Mo</th>
<th>Account</th>
<th>Account Name</th>
<th>Jrnl</th>
<th>Trx Date</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>89</td>
<td>08</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>ARAJ</td>
<td>08/30/89</td>
<td></td>
<td>28.70</td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>3010001001WH</td>
<td>Sales, Wholesale</td>
<td>SRR</td>
<td>08/30/89</td>
<td></td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>08</td>
<td>3060000000</td>
<td>Miscellaneous Income</td>
<td>ARAJ</td>
<td>08/30/89</td>
<td></td>
<td>28.70</td>
</tr>
</tbody>
</table>

---

**Grand Totals**

<table>
<thead>
<tr>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.70</td>
<td>28.70</td>
</tr>
</tbody>
</table>

---

Option 7 - Invoices Post

Use this function to post those invoice control groups that have had their journals print without error. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Invoice Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK?, Post Now?, and Invoices Printed?, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all posting functions.

Step 3
This step prevents CANCEL from canceling the current job.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
Step 5
This step processes the information for Invoice control Groups, Invoices, and Invoice Line Items. Under certain conditions, records in the General Ledger Transaction Control file will be added. Updates to certain fields in the Invoice control Groups, Invoices, Invoice Line Items, and General Ledger Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Receivable, Post GL Transactions in General Ledger, and Convert Calendar To Fiscal In General Ledger.

Step 6
This step processes the information for Invoice Control Groups, Invoices, and Invoice Line Items. Under certain conditions, records in the Accounts Receivable Transaction Control and Miscellaneous Customers files will be added. Updates to certain fields in the Parameters, Invoice Control Groups, Miscellaneous Customers, and Accounts Receivable Transaction Control files will occur. Generalized routines are performed to Post Sales Tax in Accounts Receivable, roll over commissions in Accounts Receivable, Post AR Transactions in Accounts Receivable, calculate commissions in Accounts Receivable, Post CA Transactions in Commission Accounting, and Post SA Transactions in Sales Analysis. Records in the Invoice Line Items, Invoices, and Invoice Control Groups files will then be deleted.

Step 7
This function displays a warning to the operator if any errors were encountered during posting.

Option 8 - Cash Receipts Post
Use this function to post those cash receipt control groups that have had their journals print without error. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Cash Receipts Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK?, and Post Now?, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all posting functions.

Step 3
This step prevents CANCEL from canceling the current job.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
Step 5
This step processes the information for Cash Receipts Control Groups, Cash Receipts, and Cash Receipts Line Items. Under certain conditions, records in the General Ledger Transaction Control file will be added. Updates to certain fields in the Cash Receipts Control Groups, Cash Receipts, Cash Receipts Line Items, and General Ledger Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Receivable, Post GL Transactions in general Ledger, and Convert Calendar To Fiscal in General Ledger.

Step 6
This step processes the information for Cash Receipts Control Groups, Cash Receipts, and Cash Receipts Line Items. The Accounts Payable Receipts file will be created. Under certain conditions, records in the Accounts Receivable Transaction Control and accounts Payable Receipts files will be added. Updates to certain fields in the Parameters, Cash Receipts Control Groups, Cash Receipts, and Accounts Receivable Transaction Control files will occur. Generalized routines are performed to Post AR Transactions in Accounts Receivable. Records in the Cash Receipts Line Items, Cash Receipts, and Cash Receipts Control Groups files will then be deleted.

Step 7
This step processes the information for Accounts Payable Receipts. Under certain conditions, records in the Accounts Payable Outstanding Checks file will be added.

Step 8
This function displays a warning to the operator if any errors were encountered during posting.

Option 9 - Adjustments Post

Use this function to post those adjustment control groups that have had their journals print without error. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Adjustments Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK?, and Post Now?, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all posting functions.

Step 3
This step prevents CANCEL from canceling the current job.
2 Transaction Processing

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
This step processes the information for adjustments Control Groups and Adjustments. Under certain conditions, records in the General Ledger Transaction Control file will be added. Updates to certain fields in the Adjustments Control Groups, Adjustments, and General Ledger Transaction Control files will occur. Generalized routines are performed to do Month to Date postings in Accounts Receivable, Post GL Transaction in General Ledger, and Convert Calendar To Fiscal In General Ledger.

Step 6
This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the Accounts Receivable Transaction Control file will be added. Updates to certain fields in the Parameters, Adjustments Control Groups, and Accounts Receivable Transaction Control files will occur. Generalized routines are performed to Post AR Transactions in Accounts Receivable. Records in the Adjustments and Adjustments Control Groups files will then be deleted.

Step 7
This function displays a warning to the operator if any errors were encountered during posting.
Option 10 - Consolidated Processing

Use this option to access the Consolidated Processing overlay. The options available from this overlay are described below.

**Edit Unposted Control Groups**

Use this function to change the value of the “Print Journal?” and “Post Now?” fields on the control group records of all outstanding transactions.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Control Groups.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

The system displays an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable.

Identify the operator who entered the control group you wish to edit.

**Control No**

The system displays a positive number with up to 4 digits.

Supply the control number of the control group you want to edit.

**File**

The system displays an upper case alphanumeric field, up to 4 characters in length.

The originating file is identified.
Description

The system displays an alphanumeric field, up to 30 characters in length.
The description of this control group is displayed.

Print Journal?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.
Enter ‘N’ if you want to delay printing the journal for any reason.

Post Now?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.
Enter ‘N’ if you want to delay posting for any reason.

Invoices Printed?

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This indicates whether or not Invoices have been printed. It has no meaning for Cash Receipts or Adjustments.

Journal OK?

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This indicates whether or not the journal has been printed without errors. If ‘N’, the control group may contain errors and cannot be posted.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Control Group Can Only Be Edited by the Original Operator

Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Control Groups record.

At this screen, the use of the MODE keys - CHG, or INQ - pertain to those records in the Control Groups file.
2 Transaction Processing

Print Unposted Control Groups

Use this function to print listings itemizing each control group that still remains to be posted. The number of transactions will also be included. The following processing steps accomplish this job.

Step 1

This is the standard disposition used for all reports not printed on special forms.

Step 2

In order to print the Unposted Transactions - Invoices, this step formats the Invoice Control Groups information. The following data items are shown: Operator ID, Control Number, Description, Number of Transactions, Operator Exclusive?, Print Journal?, Journal OK?, Post Now?, Post in Progress?, Control Total, and Hash Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Op/Control</th>
<th>Description</th>
<th>Invoiced</th>
<th>No.</th>
<th>Op</th>
<th>Post</th>
<th>Jour</th>
<th>Post</th>
<th>Jour</th>
<th>Post</th>
<th>Post</th>
<th>Post</th>
<th>Total</th>
<th>Hash</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRR / 0013</td>
<td>Orders through 8/20/89</td>
<td>Y</td>
<td>5</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>130</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 3

In order to print the Unposted Transactions - Cash Receipts, this step formats the Cash Receipts Control Groups information. The following data items are shown: Operator ID, Control Number, Description, Number of Transactions, Operator Exclusive?, Print Journal?, Journal OK?, Post Now?, Post in Progress?, Control Total, And Hash Total.

A sample output is shown below.

Step 4

In order to print the Unposted Transactions - Adjustments, this step formats the Adjustments Control Groups information. The following data items are shown: Operator ID, Control Number, Description, Number of Transactions, Operator Exclusive?, Print Journal?, Journal OK?, Post Now?, Post Started?, Control Total, And Hash Total.

A sample output is shown below.
Print All Journals

Use this function to print the invoices, cash receipts, and adjustment journals, as well as invoice forms and bank deposit slips. The following processing steps accomplish this job.

Step 1
This is the standard disposition used for all transaction journals.

Step 2
In preparation for performing a sort/selection process on the Invoices information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year, and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal?, Journal OK?, and Invoices Printed?, with the option to enter user-specified comparisons at run time.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the accounts Receivable Invoices Journal, this step formats the Invoices and Invoice Line Items information. The following data items are shown: Transaction No, Customer, Name, Tax Code and District, Terms, Post Month and Year, Invoice and Due Date, Customer PO, Comm on Sub?, Order No, Subtotal, Receivable Account, Description, Transaction Type, Salespersons, Comm Percent, Comm Basis, Invoice Number, Apply To, Invoice Amount, Deposit, Discount, Freight, Sales Tax, Line Item, Offset Account, Line Item Type, Price, Quantity, Amount, Item Code, Description, Sub Type, Sub Code, and Cost. As appropriate, group headings appear whenever a change occurs in Control Number or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Invoice Total, Deposit Total, Discount Total, Freight Total, Tax Total, Control Total, and Hash Total. Grand totals print at the end, showing Journal Errors and Journal Warnings.
A sample output is shown below:

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Sales Tax</th>
<th>Freight</th>
<th>Sales</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burlington Enterprises</td>
<td>08/21/89</td>
<td>09/20/89</td>
<td>89A-556</td>
<td>007210</td>
<td>1500.00</td>
<td>18.50</td>
</tr>
<tr>
<td>Master Sellers Company</td>
<td>08/21/89</td>
<td>08/21/89</td>
<td></td>
<td></td>
<td>1358.25</td>
<td>13.58</td>
</tr>
<tr>
<td>Burlington Enterprises</td>
<td>08/21/89</td>
<td>09/20/89</td>
<td></td>
<td></td>
<td>3580.11</td>
<td>35.80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sales Tax</th>
<th>Freight</th>
<th>Sales</th>
<th>Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Order Desk</td>
<td>985.63</td>
<td>35.32</td>
<td>1220.00</td>
<td>5.00</td>
</tr>
<tr>
<td>Leather Office Chair</td>
<td>489.55</td>
<td>69.33</td>
<td>558.88</td>
<td>5.00</td>
</tr>
<tr>
<td>File Cabinet</td>
<td>271.65</td>
<td>1358.25</td>
<td>1383.90</td>
<td>10.00</td>
</tr>
<tr>
<td>10'x8' Shelving Unit</td>
<td>1147.20</td>
<td>274.10</td>
<td>1421.30</td>
<td>10.00</td>
</tr>
<tr>
<td>Metal Shelf</td>
<td>1241.03</td>
<td>274.10</td>
<td>1515.13</td>
<td>10.00</td>
</tr>
<tr>
<td>6'x3' Bookcase</td>
<td>510.60</td>
<td>274.10</td>
<td>784.70</td>
<td>10.00</td>
</tr>
<tr>
<td>Desk Set</td>
<td>50.25</td>
<td>274.10</td>
<td>324.35</td>
<td>10.00</td>
</tr>
</tbody>
</table>
Step 5
In preparation for performing a sort/selection process on the Invoices information, this step provides sequencing of data records by Operator ID, Control Number, and Invoice Number, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, and Invoices Printed?, with the option to enter user-specified comparisons at run time.

Step 6
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 7
This function checks the Parameters file to see if preprinted forms are to be used.

Step 8
In order to print Invoices on plain 8-1/2 x 11 inch paper, this step formats the Invoices and Invoice Line Items information. The following data items are shown: Line Item Description, Quantity, Price and Amount.

A sample output is shown below.
Step 9
In preparation for performing a sort/selection process on the Cash Receipts information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year, and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal?, and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 10
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 11
In order to print the Cash Receipts Journal, this step formats the Cash Receipts and Cash Receipts Line Items information. The following data items are shown: Transaction No, Customer, Name, Check Amount, Check No, Date, Bank Transit No, Post Month, Post Year, Cash Account, Description, Line No, Apply To, Apply Type Description, Credit Amount, Write Off Amount, Discount Given, Direct Amount, Receivable Account, Write Off?, Subsidiary Type, Subsidiary Code, Direct Account, Receivable Total, Discount Amount Total, Direct Total, and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control Number or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Receivable Amount, Write Off Amount, Discount Amount, Direct Amount, Check Amount, Control Total, and Hash Total. Grand totals print at the end, showing Journal Errors and Journal Warnings.
## Transaction Processing

A sample output is shown below:

```plaintext
Cash Receipts Journal

Trx Customer                                 Check Amt   Check No Date   Transit Mo/Yr Cash Account

<table>
<thead>
<tr>
<th>Customer</th>
<th>Check Amt</th>
<th>Check No</th>
<th>Date</th>
<th>Transit Mo/Yr</th>
<th>Cash Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander's, Inc.</td>
<td>1640.00</td>
<td>000006179</td>
<td>08/22/89</td>
<td>1166</td>
<td>08 89 1010001001</td>
</tr>
<tr>
<td>Burlington Enterprises</td>
<td>1500.00</td>
<td>000011690</td>
<td>08/22/89</td>
<td>807</td>
<td>08 89 1010001001</td>
</tr>
<tr>
<td>Richards &amp; Wright, PC</td>
<td>3200.00</td>
<td>000005208</td>
<td>08/22/89</td>
<td>1258</td>
<td>08 89 1010001001</td>
</tr>
</tbody>
</table>
```

### Line Items Totals

```plaintext
- Line Items Totals -> 1644.52 4.52 .00 .00 Check Total: 1640.00
- Line Items Totals -> 1500.00 .00 .00 .00 Check Total: 1500.00
- Line Items Totals -> 3228.70 .00 .00 .00 Check Total: 3228.70
```

74 Accounts Receivable User Manual
Step 12
In preparation for performing a sort/selection process on the Cash Receipts information, this step provides sequencing of data records by Cash Account and Check Number, with no option to change the sequence at run time. Selection of data records is provided by Cash Account and Check Number, with the option to enter user-specified comparisons at run time.

Step 13
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 14
In order to print the bank Deposit Slip, this step formats the Cash Receipts information. The following data items are shown: Bank Transit No, Check No, Customer, Name, Date, and Check Amount.

A sample output is shown below.

```
APPX Demonstration Company
11/30/94 10:31                                                                                                       LGG Page:  1
Bank Deposit Slip

<table>
<thead>
<tr>
<th>Transit No</th>
<th>Check No</th>
<th>Cust No</th>
<th>Name</th>
<th>Date</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1258</td>
<td>000005208</td>
<td>0000070</td>
<td>Richards &amp; Wright, PC</td>
<td>08/22/89</td>
<td>3200.00</td>
</tr>
<tr>
<td>1166</td>
<td>000006179</td>
<td>0000010</td>
<td>Alexander's, Inc.</td>
<td>08/22/89</td>
<td>1640.00</td>
</tr>
<tr>
<td>807</td>
<td>000001486</td>
<td>0000060</td>
<td>Burlington Enterprises</td>
<td>08/22/89</td>
<td>1500.00</td>
</tr>
<tr>
<td>907</td>
<td>000655054</td>
<td>0000050</td>
<td>Miscellaneous Customer</td>
<td>08/22/89</td>
<td>212.66</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Cash Account Subtotals</th>
<th>6552.66</th>
</tr>
</thead>
</table>
```

A sample output is shown below.
Step 15
In preparation for performing a sort/selection process on the Adjustments information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post year, and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal?, and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 16
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 17
In order to print the Accounts Receivable Adjustments Journal, this step formats the Adjustments information. The following data items are shown: Transaction Number, Customer, Name, Apply To, Adjust Date, Remark, Amount, Offset Account, Description, Post Month, Post Year, Subsidiary Type, Subsidiary Code, and Receivable Account. As appropriate, group headings appear whenever a change occurs in Control Number of Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Adjustment Total, Control Total, and Hash Total. Grand totals print at the end, showing Journal Errors and Journal Warnings.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Customer</th>
<th>Apply To</th>
<th>Adj Date</th>
<th>Description</th>
<th>Adj Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burlington Enterprises</td>
<td>08/30/89</td>
<td>wrong customer invoiced</td>
<td>1896.35-</td>
<td></td>
</tr>
<tr>
<td>Alexander's, Inc.</td>
<td>08/30/89</td>
<td>correction</td>
<td>1896.35-</td>
<td></td>
</tr>
<tr>
<td>Hale's Interiors</td>
<td>08/30/89</td>
<td>order cancelled-apply deposit</td>
<td>600.00-</td>
<td></td>
</tr>
<tr>
<td>Hale's Interiors</td>
<td>08/30/89</td>
<td>order cancelled-apply deposit</td>
<td>600.00-</td>
<td></td>
</tr>
<tr>
<td>Richards &amp; Wright, PC</td>
<td>03/16/90</td>
<td>write off service charge</td>
<td>28.70-</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>08/89</td>
<td></td>
<td>28.70-</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entered</th>
<th>Calculated</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.70-</td>
<td>28.70-</td>
<td>28.70-</td>
</tr>
</tbody>
</table>

Number of Errors in this Journal: 0
Number of Warnings: 0
2 Transaction Processing

Step 18

In order to print the Accounts Receivable Journals Summary, this step formats the Summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date, Debits, and Credits.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Yr</th>
<th>No</th>
<th>Account</th>
<th>Account Name</th>
<th>Jrnl ID</th>
<th>Trx Date</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>89</td>
<td>ON</td>
<td>1050001001</td>
<td>Cash, Sales Outlets</td>
<td>ARCR</td>
<td>08/22/99</td>
<td>6552.66</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>ON</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>ARIV</td>
<td>08/21/99</td>
<td>7213.99</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>ON</td>
<td>2020001001</td>
<td>Sales Tax Payable, Sales</td>
<td>ARCR</td>
<td>08/22/99</td>
<td>345.83</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>ON</td>
<td>2053001000</td>
<td>Sales Deposits</td>
<td>ARCR</td>
<td>08/22/99</td>
<td>1500.00</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>ON</td>
<td>2051000000</td>
<td>Sales Deposits</td>
<td>ARIV</td>
<td>08/21/99</td>
<td>1200.00</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>ON</td>
<td>3010001001MA</td>
<td>Sales, Manufacturing</td>
<td>ARIV</td>
<td>08/21/99</td>
<td>120.00</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>ON</td>
<td>3010001001WH</td>
<td>Sales, Wholesale</td>
<td>ARCR</td>
<td>08/22/99</td>
<td>212.66</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>ON</td>
<td>3010001001WH</td>
<td>Sales, Wholesale</td>
<td>ARIV</td>
<td>08/21/99</td>
<td>6790.61</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>ON</td>
<td>3060000000</td>
<td>Miscellaneous Income</td>
<td>ARCR</td>
<td>08/22/99</td>
<td>4.52</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>ON</td>
<td>4080000101WH</td>
<td>Freight Out, Sales/Wholesale</td>
<td>ARIV</td>
<td>08/21/99</td>
<td>128.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

--- Grand Totals ---

14999.17 15027.87

 Accounts Receivable User Manual
Post All Transactions

Use this function to post the invoice, cash receipt, and adjustment transactions to the appropriate master and holding files. The following processing steps accomplish this job.

Step 1
This is the standard disposition used for all posting functions.

Step 2
In preparation for performing a sort/selection process on the Invoice Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK?, Post Now?, and Invoices Printed?, with the option to enter user specified comparisons at run time.

Step 3
This step prevents CANCEL from canceling the current job.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
This step processes the information for invoice Control Groups, Invoices, and Invoice Line Items. Under certain conditions, records in the General Ledger Transaction Control file will be added. Updates to certain fields in the Invoice Control Groups, Invoices, Invoice Line Items, and General Ledger Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Receivable, Post GL Transactions in General Ledger, and Convert Calendar to Fiscal in General Ledger.

Step 6
This step processes the information for Invoice Control Groups, Invoices, and Invoice Line Items. Under certain conditions, records in the Accounts Receivable Transaction Control and Miscellaneous Customers files will be added. Updates to certain fields in the Parameters, Invoice Control groups, Miscellaneous Customers, and Accounts Receivable Transaction Control files will occur. Generalized routines are performed to Post Sales Tax in Accounts Receivable, roll over commissions in Accounts Receivable, Post AR Transactions in Accounts Receivable, calculate commissions in Accounts Receivable, Post CA Transactions in Commission Accounting, and Post SA Transactions in Sales Analysis. Records in the Invoice Line Items, Invoices, and Invoice Control Groups files will then be deleted.

Step 7
In preparation for performing a sort/selection process on the Cash Receipts Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time.
2 Transaction Processing

time. Selection of data records is provided by Operator ID, Control Number, Journal OK?, and Post Now?, with the option to enter user-specified comparisons at run time.

Step 8
This step prevents CANCEL from canceling the current job.

Step 9
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 10
This step processes the information for Cash Receipts Control Groups, Cash Receipts, and Cash Receipts Line Items. Under certain conditions, records in the General Ledger Transaction Control file will be added. Updates to certain fields in the Cash Receipts Control Groups, Cash Receipts, Cash Receipts Line Items, and General Ledger Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Receivable, Post GL Transactions in General Ledger, and Convert Calendar To Fiscal in General Ledger.

Step 11
This step processes the information for Cash Receipts Control Groups, Cash Receipts, and Cash Receipts Line Items. The Accounts Payable Receipts file will be created. Under certain conditions, records in the Accounts Receivable Transaction Control and Accounts Payable Receipts files will be added. Updates to certain fields in the Parameters, Cash Receipts Control Groups, Cash Receipts, and Accounts Receivable Transaction Control Files will occur. Generalized routines are performed to Post AR Transactions in Accounts Receivable. Records in the Cash Receipts, and Cash Receipts Control Groups files will then be deleted.

Step 12
This step processes the information for accounts Payable receipts. Under certain conditions, records in the Accounts Payable Outstanding Checks file will be added.

Step 13
In preparation for performing a sort/selection process on the Adjustments Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK?, and Post Now?, with the option to enter user-specified comparisons at run time.

Step 14
This step prevents CANCEL from canceling the current job.
Step 15
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 16
This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the General Ledger transaction Control file will be added. Updates to certain fields in the Adjustments Control Groups, Adjustments, and General Ledger Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Account Receivable, Post GL Transactions in General Ledger, and Convert Calendar To Fiscal in General Ledger.

Step 17
This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the Accounts Receivable Transaction Control file will be added. Updates to certain fields in the Parameters, Adjustments Control Groups, and Accounts Receivable Transaction Control files will occur. Generalized routines are performed to Post AR Transactions in Accounts Receivable. Records in the Adjustments and Adjustments Control Groups files will then be deleted.

Step 18
This function displays a warning to the operator if any errors were encountered during posting.

Print/Post All Transactions
Use this function to print the invoices, cash receipts, and adjustments journals, as well as bank deposits slips and invoice forms, and then post these transactions. The following processing steps accomplish this job.

Step 1
This is the standard disposition used for all transaction journals.

Step 2
In preparation for performing a sort/selection process on the Invoices information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year, and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal?, Journal OK?, and Invoices Printed?, with the option to enter user-specified comparisons at run time.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
Step 4

In order to print the Accounts Receivable Invoices Journal, this step formats the Invoices and Invoice Line Items information. The following data items are shown: Transaction No, Customer, Name, Tax Code and District, Terms, Post Month and Year, Invoice and Due Date, Customer PO, Comm on Sub?, Order No, Subtotal, Receivable Account, Description, Transaction Type, Salespersons, Comm Percent, Comm Basis, Invoice Number, Apply To, Invoice Amount, Deposit, Discount, Freight, Sales Tax, Line Item, Offset Account, Line Item Type, Price, Quantity, Amount, Item Code, Description, Sub Type, Sub Code, and Cost. As appropriate, group headings appear whenever a change occurs in Control Number or Post Month. If requested, totals appear whenever a change occurs in Control Number or Post Month. If totals are specified, the following items are accumulated: Invoice Total, Deposit Total, Discount Total, Freight Total, Tax Total, Control Total, and Hash Total. Grand totals print at the end, showing Journal Errors and Journal Warnings.

| Tax Customer | Tax Cd/Dst | Trms | Mo/Yr | Inv Date | Due Date | Customr PO | C/Sub? | Order No | Subtotal | Receiv Account | Trx Type | Description | Sls | Comm | Comm Pct | Invoice | Apply To | Invc Amount | Deposit | Cust Disc | Freight | Sales Tax | Rep | Pct | Basis |
|--------------|-----------|------|-------|----------|----------|------------|--------|---------|----------|----------|-------------|---------|-------------|-----|------|---------|---------|--------|------------|--------|----------|---------|----------|-----|-----|-------|
| Control Group SRR / 0013 Orders through 8/20/89 |

<table>
<thead>
<tr>
<th>Post Month/Year</th>
<th>08 / 89</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001 00000040  Burlington Enterprises</td>
<td>002 001</td>
</tr>
<tr>
<td>Line Item Total</td>
<td>1850.00</td>
</tr>
<tr>
<td>0002 00000020  Master Dealer Company</td>
<td>002 001</td>
</tr>
<tr>
<td>Line Item Total</td>
<td>1358.25</td>
</tr>
<tr>
<td>0003 00000040  Burlington Enterprises</td>
<td>002 001</td>
</tr>
</tbody>
</table>

82 Accounts Receivable User Manual
Step 5
In preparation for performing a sort/selection process on the Invoices information, this step provides sequencing of data records by Operator ID, Control Number, and Invoice Number, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, and Invoices Printed?, with the option to enter user-specified comparisons at run time.

Step 6
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 7
This function checks the Parameters file to see if preprinted forms are to be used.

Step 8
In order to print Invoices on plain 8-1/2 x 11 inch paper, this step formats the Invoices and Invoice Line Items information. The following data items are shown: Line Item Description, Quantity, Price and Amount.

A sample output is shown below.

```
APPX Demonstration Company
990 Hammond Dr
Ste 800
Atlanta, GA 30328

INVOICE

         Invoice Number: 3011           Invoice Date: 08/21/89
         Apply To: 3011
Sold To:  
Burlington Enterprises
404 W. 12th Street
 Spokane, WA 99202
Due Date: 09/20/89
Your PO No: 89A-556            Terms: 2/10, Net 30
Salesperson: Mr. Jarvis W. Payne

===========================================================================

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>special order desk</td>
<td>1.00</td>
<td>1200.00</td>
<td>1200.00</td>
</tr>
<tr>
<td>leather office chair</td>
<td>2.00</td>
<td>325.00</td>
<td>650.00</td>
</tr>
</tbody>
</table>
```
Step 9
In preparation for performing a sort/selection process on the Cash Receipts information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year, and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal?, and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 10
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 11
In order to print the Cash Receipts Journal, this step formats the Cash receipts and cash Receipts Line Items information. The following data items are shown: Transaction No, Customer, Name, Check Amount, Check No, Date, Bank Transit No, Post Month, Post Year, Cash Account, Description, Line No, Apply To, Apply Type Description, Credit Amount, Write Off Amount, Discount Given, Direct Amount, Receivable Account, Write Off?, Subsidiary Type, Subsidiary Code, Direct Account, Receivable Total, Discount Amount Total, Direct Total, and Line Items Total. As appropriate, group headings appear whenever a change occurs in Control Number or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Receivable Amount, Write Off Amount, Discount Amount, Direct Amount, Check Amount, Control Total, and Hash Total. Grand totals print at the end, showing Journal Errors and Journal Warnings.
A sample output is shown below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Apply To</th>
<th>Description</th>
<th>Amount</th>
<th>W/O Amount</th>
<th>Disc Given</th>
<th>GL Receivable Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>1016</td>
<td>Apply to Invoice</td>
<td>1368.54</td>
<td>.00</td>
<td>.00</td>
<td>1030001001WH Accts Receiv, Sales/Wholesale shelving units shipped 6/13/89 N</td>
</tr>
<tr>
<td>0002</td>
<td>1018</td>
<td>Apply to Invoice</td>
<td>275.98</td>
<td>.52</td>
<td>.00</td>
<td>1030001001WH Accts Receiv, Sales/Wholesale write off disputed charge N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Line Items Totals</td>
<td>1644.52</td>
<td>.52</td>
<td>.00</td>
<td>Check Total: 1640.00</td>
</tr>
<tr>
<td>0002</td>
<td>00000040</td>
<td>Burlington Enterprises</td>
<td>1500.00</td>
<td>.00</td>
<td>.00</td>
<td>2051000000 Sales Deposits deposit on special order N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Line Items Totals</td>
<td>1500.00</td>
<td>.00</td>
<td>.00</td>
<td>Check Total: 1500.00</td>
</tr>
<tr>
<td>0003</td>
<td>00000070</td>
<td>Richards &amp; Wright, PC</td>
<td>3200.00</td>
<td>.00</td>
<td>.00</td>
<td>1030001001WH Accts Receiv, Sales/Wholesale payment on account N</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Line Items Totals</td>
<td>3228.70</td>
<td>.00</td>
<td>.00</td>
<td>Check Total: 3228.70</td>
</tr>
</tbody>
</table>
2 transaction processing

step 12
in preparation for performing a sort/selection process on the cash receipts information, this step provides sequencing of data records by cash account and check number, with no option to change the sequence at run time. selection of data records is provided by cash account and check number, with the option to enter user-specified comparisons at run time.

step 13
according to previously specified criteria, this step actually performs the desired selection and/or sorting process.

step 14
in order to print the bank deposit slip, this step formats the cash receipts information. the following data items are shown: bank transit no, check no, customer, name, date, and check amount.

a sample output is shown below.

```
Bank Deposit Slip

<table>
<thead>
<tr>
<th>Transit No</th>
<th>Check No</th>
<th>Cust No</th>
<th>Name</th>
<th>Date</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td>00000021</td>
<td>0000052</td>
<td>Richards &amp; Wright, PC</td>
<td>08/22/89</td>
<td>3200.00</td>
</tr>
<tr>
<td>116</td>
<td>00000617</td>
<td>0000001</td>
<td>Alexander's, Inc</td>
<td>08/22/89</td>
<td>1640.00</td>
</tr>
<tr>
<td>807</td>
<td>00001169</td>
<td>0000004</td>
<td>Burlington Enterprises</td>
<td>08/22/89</td>
<td>1500.00</td>
</tr>
<tr>
<td>987</td>
<td>00005465</td>
<td>0000005</td>
<td>Miscellaneous Customer</td>
<td>08/22/89</td>
<td>212.66</td>
</tr>
</tbody>
</table>

- Cash Account Subtotals -> 6552.66
```

86 accounts receivable user manual
Step 15
In preparation for performing a sort/selection process on the Adjustments information, this step provides sequencing of data records by Post Now?, Operator ID, Control Number, Post Year, and Post Month, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Print Journal?, and Journal OK?, with the option to enter user-specified comparisons at run time.

Step 16
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 17
In order to print the Accounts Receivable Adjustments Journal, this step formats the Adjustments information. The following data items are shown: Transaction Number, Customer, Name, Apply To, Adjust Date, Remark, Amount, Offset Account, Description, Post Month, Post Year, Subsidiary Type, Subsidiary Code, and Receivable Account. As appropriate, group headings appear whenever a change occurs in Control Number or Post Month. If requested, totals appear whenever a change occurs in Post Month or Control Number. When totals are specified, the following items are accumulated: Adjustment Total, Control Total, and Hash Total. Grand totals print at the end, showing Journal Errors and Journal Warnings.
## 2 Transaction Processing

A sample output is shown below.

<table>
<thead>
<tr>
<th>Trx</th>
<th>Customers</th>
<th>Offset Account</th>
<th>Apply To</th>
<th>Adj Date</th>
<th>Description</th>
<th>Adj Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Control Group SRS / 0001 August – group 2

<table>
<thead>
<tr>
<th>Post Month/Year</th>
<th>Customers</th>
<th>Offset Account</th>
<th>Apply To</th>
<th>Adj Date</th>
<th>Description</th>
<th>Adj Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Control Group SRS / 0001 August – group 2

<table>
<thead>
<tr>
<th>Post Month/Year</th>
<th>Customers</th>
<th>Offset Account</th>
<th>Apply To</th>
<th>Adj Date</th>
<th>Description</th>
<th>Adj Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
**Step 18**

In order to print the Accounts Receivable Journals Summary, this step formats the Summarized Distributions information. The following data items are shown: Post Year, Post Month, GL Account, Description, Journal Code, Operator ID, Transaction Date Debits, and Credits.

A sample output is shown below.

```
APPX Demonstration Company
11/30/94 10:32                                                                                                       LGG Page:  1

Accounts Receivable Journals Summary

!!! ONE OR MORE OF THE CONTROL GROUPS ON THE DETAIL JOURNAL CONTAINED ERRORS; GROUPS WITH ERRORS WILL NOT POST !!!

Yr   Mo   Account       Account Name                    Jrnl  ID        Trx Date        Debits        Credits
=================================================================================================================================
89   08   1010001001    Cash, Sales Outlets             ARCR  SRR       08/22/89       6552.66
89   08   1030001001WH  Accts Receiv, Sales/Wholesale   ARCR  SRR       08/22/89                      4873.22-
89   08   1030001001WH  Accts Receiv, Sales/Wholesale   ARIV  SRR       08/21/89       7121.99
89   08   2020001001    Sales Tax Payable, Sales        ARIV  SRR       08/21/89                       343.43-
89   08   2051000000    Sales Deposits                  ARCR  SRR       08/22/89                      1500.00-
89   08   2051000000    Sales Deposits                  ARIV  SRR       08/21/89       1200.00
89   08   3010001001MA  Sales, Manufacturing            ARIV  SRR       08/21/89                      1200.00-
89   08   3010001001WH  Sales, Wholesale                ARCR  SRR       08/22/89                       212.66-
89   08   3010001001WH  Sales, Wholesale                ARIV  SRR       08/21/89                      6790.61-
89   08   3060000000    Miscellaneous Income            ARCR  SRR       08/22/89          4.52
89   08   4071000001WH  Customer Disct, Sales/Wholesal  ARIV  SRR       08/21/89        120.00
89   08   4190000001WH  Freight Out, Sales/Wholesale    ARIV  SRR       08/21/89                       107.95-

--- Grand Totals ---       14999.17       15027.87-

```

**Step 19**

In preparation for performing a sort/selection process on the Invoice Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK?, Post Now?, and invoices Printed?, with the option to enter user-specified comparisons at run time.

**Step 20**

This step prevents CANCEL from canceling the current job.

**Step 21**

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
2 Transaction Processing

Step 22
This step processes the information for Invoice Control Groups, Invoices, and Invoice Line Items. Under certain conditions, records in the General Ledger Transaction Control file will be added. Updates to certain fields in the Invoice Control Groups, Invoices, Invoice Line Items, and General Ledger Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Receivable, Post GL Transactions in General Ledger, and Convert Calendar To Fiscal in General Ledger.

Step 23
This step processes the information for Invoice Control Groups, Invoices and Invoice Line Items. Under certain conditions, records in the Accounts Receivable Transaction Control and Miscellaneous Customers files will be added. Updates to certain fields in the Parameters, Invoice Control Groups, Miscellaneous Customers, and accounts Receivable Transaction Control files will occur. Generalized routines are performed to Post Sales Tax in Accounts Receivable, roll over commissions in Accounts Receivable, Post AR Transactions in Accounts Receivable, calculate commissions in Accounts Receivable, Post CA Transactions in Commission Accounting, and Post SA Transactions in Sales Analysis. Records in the Invoice Line Items, Invoices, and Invoice Control Groups files will then be deleted.

Step 24
In preparation for performing a sort/selection process on the Cash Receipts Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK?, and Post Now?, with the option to enter user-specified comparisons at run time.

Step 25
This step prevents CANCEL from canceling the current job.

Step 26
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 27
This step processes the information for Cash Receipts Control Groups, Cash Receipts, and Cash Receipts Line Items. Under certain conditions, records in the General Ledger Transaction Control file will be added. Updates to certain fields in the Cash Receipts Control Groups, Cash Receipts, Cash Receipts, Cash Receipts Line Items, and General Ledger Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Receivable, Post GL Transactions in General Ledger, and Convert Calendar To Fiscal in General Ledger.

Step 28
This step processes the information for Cash Receipts Control Groups, Cash Receipts, and Cash Receipts Line Items. The Accounts Payable Receipts file will be created. Under certain conditions,
records in the Accounts Receivable Transaction Control and Accounts Payable Receipts files will be added. Updates to certain fields in the Parameters, Cash Receipts Control Groups, Cash Receipts, and Accounts Receivable Transaction Control files will occur. Generalized routines are performed to Post AR Transactions in Accounts Receivable. Records in The Cash Receipts Line Items, Cash Receipts, and Cash Receipts Control Groups files will then be deleted.

**Step 29**
This step processes the information for Accounts Payable Receipts. Under certain conditions, records in the Accounts Payable Outstanding Checks file will be added.

**Step 30**
In preparation for performing a sort/selection process on the Adjustments Control Groups information, this step provides sequencing of data records by key, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, Journal OK?, and Post Now?, with the option to enter user-specified comparisons at run time.

**Step 31**
This step prevents CANCEL from canceling the current job.

**Step 32**
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 33**
This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the General Ledger Transaction Control file will be added. Updates to certain fields in the Adjustments Control Groups, Adjustments, and General Ledger Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Receivable, Post GL Transactions in General Ledger, and Convert Calendar To Fiscal in General Ledger.

**Step 34**
This step processes the information for Adjustments Control Groups and Adjustments. Under certain conditions, records in the Accounts Receivable Transaction Control file will be added. Updates to certain fields in the Parameters, Adjustments Control Groups, and Accounts Receivable Transaction Control files will occur. Generalized routines are performed to Post AR Transactions, in Accounts Receivable. Records in the Adjustments and Adjustments Control Groups files will then be deleted.

**Step 35**
This function displays a warning to the operator if any errors were encountered during posting.
Option 11 - Special Processing

Use this option to access the Special Processing overlay. The options available from this overlay are described below.

![Figure 17. The Accounts Receivable Special Processing Overlay](image)

Invoices Rapid Entry

Use this function to enter and edit invoices. Unlike the standard Invoices Entry function, most data will be defaulted and you need only enter certain key items; for this reason, invoices can be entered more quickly than usual. If it becomes necessary to change an invoice entered in this fashion, you can also use the standard Invoices Entry function to edit your data.

If you need to enter invoices that post to a subsidiary application such as General Subsidiary, or that relate to a miscellaneous customer, you should use the standard invoices entry function; Sub Type and Code, and Miscellaneous Customer Name and Address, are not available for editing in this function.

The normal process of posting invoices includes: 1) entering the invoices; 2) printing the invoices and the Invoices Journal; and 3) posting the invoices. If the journal shows any errors, the errors must be corrected and the journal reprinted. If the journal has been printed and some of the data is modified, the journal must be reprinted before the data can be posted.

On the following pages, the four screens displayed by this function are shown.

The screen shown below presents information about Invoice Control Groups.
When you enter invoices, you will see only one of the two possible screens for Invoice Control Groups. Which screen you see will depend on how you answered two questions on your Parameters file. These are the “Ask Operator ID?” question, and the “Use Transaction Control?” question.

If you answered ‘Y’ to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered ‘Y’ to “Ask Operator ID?”, and ‘N’ to “Use Transaction Control?”, you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered ‘N’ to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.

![Figure 18. The Accounts Receivable Invoices Control Groups Screen](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only number and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.
2 Transaction Processing

The operator ID which you entered at log-on is displayed. All control groups are separated by operator.

Control No
Enter a positive number with up to 4 digits.
A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not you want to restrict access to these invoices.
Y: Yes, access should be restricted to the user who enters the invoices.
N: No, access is not restricted. Any user can edit these invoices.

Description
Enter an alphanumeric field, up to 30 characters in length. This field is required.
Describe this group of invoices. This description appears on the Transaction Control report and inquiry.

Control Total
Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.
Supply the total of all invoices. This total is balanced against the running total being kept by the system as each transaction is entered.
Customer Hash Total Enter a positive number with up to 12 digits.
Supply the hash total of all customer numbers on this group of invoices. Any discrepancy between the hash total entered and the calculated hash total may represent transposition errors on one or more customer numbers.

Print Journal?
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.
‘Y’ is displayed to indicate that these invoices are ready for printing. Enter ‘N’ if you want to delay the printing of the journal for any reason.
Journal OK?

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This indicates whether or not the journal has been printed without errors. If ‘N’, the control
group may contain errors and cannot be posted.

Invoices Printed?

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This indicates whether or not invoices have been printed for this control group. The printing
of invoices is optional.

Post Now?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.
‘Y’ is displayed to indicate that these invoices are ready for posting. Enter ‘N’ if you want to
delay posting for any reason.

The entered data is validated. During validation, including access to other files, conditions may be
found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may
result are shown below:

E  This Control Group Has Already Been Used For Invoice Posting
E  This Operator’s Data May Not Be Edited - Posting was Started
E  You May Not Change Data Entered By the Original Operator

Press ENTER to continue to the next screen.

Select Next Record to go to the next Invoice Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the
Invoice Control Groups file.

This screen may optionally be used to display information about Invoice Control Groups.
2 Transaction Processing

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The operator ID which you entered at log-on is displayed. All control groups are separated by operator.

**Control No**

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of invoices. This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:
E This Operator’s Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Invoice Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoice Control Groups file.

The screen shown below presents information about Invoices.

This file contains information that applies to the entire invoice, such as customer number, terms code, total invoice amount, freight, and sales tax.

![Figure 20. The Accounts Receivable Invoices Screen](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.
Data items for the preceding screen are described below:

**Transaction No**
The system displays a positive number with up to 4 digits.
A sequential transaction number is supplied for each invoice. This number is printed on the journal, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail. It is printed on many reports and inquiries throughout Accounts Receivable.

**Transaction Type**
Enter a positive number with 1 digit. In ADD mode, this field will automatically be saved from one record to the next.
The system displays a 1-digit code that identifies this type of transaction, along with the description entered for that code on the Descriptions file. The system defaults to an accounts receivable invoice (type 1). However, this value may be changed. If changed, the new description is displayed for verification. Valid choices are:

1: AR Invoice — transaction is entered as an invoice through A/R.
2: Debit/Credit Memo — transaction reflects a debit or credit memo issued.
6: Service Charge — transaction is a service charge on a post-due invoice.

The Transaction Type prints on the Transaction Register and the General Ledger Distribution reports.

**Customer**
Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. You can use PF2 to search for an appropriate entry.
Identify the customer who is receiving this invoice. The customer number must be on file in the Customers file; the system displays the customer name so that you can verify your entry.

**Invoice Number**
Enter an upper case alphanumeric field, up to 8 characters in length. This field is required.
Identify the invoice number for this invoice, debit memo, or credit memo.

**Invoice Date**
Enter a date (YMD). This field is required.
Supply the date of the invoice.
Invoice Amount
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Provide the net invoice amount. The Invoice Amount is calculated by this formula:
Amount = Subtotal - Customer Discount - Deposit + Freight + Sales Tax
For a credit memo, enter a negative amount.
NOTE: The “subtotal” as listed above, is defined as the sum of all the invoice line items excluding any memo items.

Deposit
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Identify the prepaid deposit on this invoice, if any. This amount is debited to the Deposit account identified in the Parameters file.
Deposits should be entered and posted as cash receipts, using the Order No as the “Paid Invoice” number, before the invoice is posted. If you enter an amount in this field, you must identify the Order No that was used as the “Paid Invoice” number when the cash receipt was posted, so that the system can track the deposit properly.

Description
Enter an alphanumeric field, up to 30 characters in length.
Describe this invoice. This description will be printed on various reports throughout Accounts Receivable. If you leave this field blank, the system will use the customer’s Purchase Order number as the description.

PO
Enter an alphanumeric field, up to 10 characters in length.
Supply the customer’s Purchase Order number, if any. If the Description field is left blank, the system will use the customer’s PO number in its place. The PO number prints on the invoice; the description prints on the invoice; the description prints on statements and dunning letters.

Order
Enter a positive number with up to 6 digits.
Identify the sales order to which this invoice applies, if any. If the Order Entry application is part of your system, this number must be on file in the Sales Orders file.
2 Transaction Processing

If there is a deposit associated with this invoice, you should have already entered the deposit as a cash receipt using the order number as the “Paid Invoice”, and posted the cash receipt; enter that order number here.

Freight

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If there are any freight charges, identify them. This amount is credited to the Freight Out account identified in the Parameters file.

You can also enter the freight amount here and enter type 3 (freight) line items. In this case, the line items are memo only: that is, they are printed on the invoice, but not posted to General Ledger. Rather, the General Ledger is posted using this amount, as described above.

If you leave this field blank and enter freight line items, the General Ledger posting will be made to the account numbers supplied on the line items.

Sales Tax

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

For an invoice (transaction type 1) or a debit/credit memo (transaction type 2), supply the sales tax for all line items, if any. This is the amount of tax that is billed to the customer. This amount is credited to the sales tax liability account entered for the tax district in the Tax Codes file.

You can enter the sales tax here and enter type 4 (sales tax) line items. In this case, the line items are memo only; that is, they are printed on the invoice but not posted to General Ledger. Rather, General Ledger is posted using this amount as described above.

If you leave this field blank and enter sales tax line items, the General Ledger posting will be made to the account numbers supplied on the line items.

Discount

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

For an invoice (transaction type 1), supply any discount offered to this particular customer, independent of the usual terms discount. This amount is debited to the Customer Discount account identified in the Parameters file.

You can enter the customer discount here and enter type 2 (customer discount) line items. In this case, the line items are memo only: that is, they are printed on the invoice but not posted to General Ledger. Rather, the General Ledger posting is taken from this field as described above.
If you leave this field blank and enter discount line items, the General Ledger posting will be made to the account number supplied on the line items.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Blank Not Permitted If Deposit Amount Entered
E  Cannot Post to a Heading Account
E  Cannot Post to a Summary Account
E  Invalid Transaction Type
E  Sales Tax Cannot Be Posted - No Tax District Was Specified
E  Tax District Has No Account Number; G/L Will Be Out of Balance
W  Invoice Already on File
W  Invoice Not on File
W  Miscellaneous Customer — Use Standard Entry to Enter Address

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Previous Image to go back to the Invoice Control Groups screen. Select Next Record to go to the next Invoices record. Select End to go to the next Invoice Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoices file.

The screen shown below presents information about Invoice Line Items.

This file identifies and describes the individual purchases made by the customer.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

Line Item
The system displays a positive number with up to 3 digits.

The system automatically numbers line items in sequence beginning with “1”. You may return to this field and change the number. However, each line item must be identified by a unique number.

Description
Enter an alphanumeric field, up to 30 characters in length.

If your system includes Inventory Control, the system displays the description (from the Inventory Products file) of the item code you entered in the previous field. You can override the display.
If your system does not include Inventory Control, you can provide a description of the line item. This entry is printed on invoices, the invoices journal, and the Sales GL Distribution report.

**Item Type**

Enter a positive number with 1 digit.

Enter a 1-digit code from the Descriptions file that identifies the type of line item. The system displays the description next to this field. Valid codes are:

0: Taxable Sale; 1: Nontaxable Sale; 2: Customer Discount; 3: Freight; 4: Sales Tax; 5: Other

If an entry was made in the Customer Discount field on the header screen, a type 2 line item is memo only. This is, it is printed on the invoice but not posted to General Ledger. If no entry was made in the Customer Discount field on the header, a type 2 line item is posted to the offset account entered for the line item. The same holds true for the Freight and Sales Tax fields on the header and type 3 and 4 line items, respectively. If no entry was made on the header, the line item is posted to the offset account. If an entry was made on the header, the line item is memo only.

**Quantity**

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Supply the number of items sold. If units do not apply here, enter “1”.

For a credit memo or a discount line item, enter a negative number.

**Price**

Enter a positive number with up to 6 digits to the left of the decimal and 3 digits to the right of the decimal.

Supply a unit price for the item being sold. If the price per unit does not apply here, enter the line item amount.

**Offset Account**

Enter an upper case alphanumeric field, up to 12 characters in length. You can use PF2 to search for an appropriate entry.

The offset account is defaulted from the customer’s record. You may override this entry. This is the account to which the line item amount will be posted. For invoices, freight, sales tax, and debit memos, this account is credited. For credit memos and discounts, this account is debited.
If your system includes General Ledger, this account number must be on file in the Chart of Accounts file. The system displays the corresponding description so that you can verify your entry.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

- E  Account Requires Sub Code; Use Normal Invoices Entry
- E  Cannot Post to a Heading account
- E  Cannot Post to a Summary Account
- E  Item Must Be Entered
- E  Quantity Times Price Exceeds Maximum Value of Amount
- E  Sales Tax Cannot Be Posted - No Tax District Was Specified

Press ENTER to save the information on this screen.

Select Previous Image to go back to the Invoices screen. Select Next Record to go to the next Invoice Line Items record. Select End to go to the next Invoices record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Invoice Line Items file.

**Automatic Cash Receipts**

Use this function to enter cash receipts and allow the system to distribute them for you; the payment is distributed to the oldest invoices first. You have the option to edit which invoices are being paid. Also, any cash receipt entered in this fashion can be edited using the standard Cash Receipts Entry function.

This function automatically applies the check amount to outstanding customer invoices, oldest invoice first. You can then edit the created cash receipts. If you want to enter direct sales, or write off any portion of an invoice, you must use the standard cash receipts entry function.

The normal process of posting cash receipts includes: 1) entering the cash receipts; 2) printing the Cash Receipts Journal; and 3) posting the cash receipts. If the journal shows any errors, the errors must be corrected and the journal reprinted. If the journal has been printed and some of the data is modified, the journal must be reprinted before the data can be posted.

On the following pages, the four screens displayed by this function are shown.

The screen shown below presents information about Cash Receipts Control Groups.
When you enter cash receipts, you will see only one of the two possible screens for Cash Receipts Control Groups. Which Screen you see will depend on how you answered two questions on your Parameters file. These are the “Ask Operator ID?” question, and the “Use Transaction Control?” question.

If you answered ‘Y’ to both questions, you will see the screen below, and you will be able to enter control and hash totals for your invoices. In addition, a record will be written to the Transaction Control file for each control group posted.

If you answered ‘Y’ to “Ask Operator ID?”, and ‘N’ to “Use Transaction Control?”, you will see the second screen, which displays only the Operator ID and the Control Number.

If you answered ‘N’ to both questions, you will see the second screen, but you will not be allowed to edit the Operator ID.

![Accounts Receivable Cash Receipts Control Groups Screen](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.
2 Transaction Processing

The system displays the operator ID you entered at log-on. All transactions are separated by operator.

Control No
Enter a positive number with up to 4 digits.
A sequential number is supplied to identify this group of cash receipts. This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

Operator Exclusive?
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not you want to restrict access to these cash receipts.
Y: Yes, access should be restricted to the user who enters the receipts.
N: No, access is not restricted. Any user can edit these cash receipts.

Description
Enter an alphanumeric field, up to 30 characters in length. This field is required.
Describe this group of cash receipts. This description appears on the Transaction Control report and inquiry.

Control Total
Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.
Sum all of the checks in this control group, and enter the total.

Customer Hash Total
Enter a positive number with up to 12 digits.
Supply the hash total of all customer numbers on the group of cash receipts. Any discrepancy between the hash total entered and the calculated hash total may represent transposition errors on one or more customer numbers.

Print Journal?
Enter ‘Y’ (Yes) or ‘N’ (no). The initial default value is ‘Y’. This field is required.
‘Y’ is displayed to indicate that these cash receipts are ready for printing. Enter ‘N’ if you want to delay the printing of the journal for any reason.

Journal OK?
The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This indicates whether or not the journal has been printed without errors. If ‘N’, the control group may contain errors and cannot be posted.

Post Now?
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.
‘Y’ is displayed to indicate that these cash receipts are ready for posting. Enter ‘N’ if you want to delay posting for any reason.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  This Control Group Has Already Been Used For Receipts Posting
E  This Operator’s Data May Not Be Edited - Posting Was Started
E  You May Not Change Data Entered By the Original Operator

Press ENTER to continue to the next screen.

Select Next Record to go to the next Cash Receipts Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Cash Receipts Control Groups file.

This screen may optionally be used to display information about Cash Receipts Control Groups.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Operator ID**

Enter an upper case alphanumeric field, up to 3 characters in length. Only numbers and letters are acceptable. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

The system displays the operator ID you entered at log-on. All transactions are separated by operator.

**Control No**

Enter a positive number with up to 4 digits.

A sequential number is supplied to identify this group of cash receipts. This number is printed on the journal, tracked on the Transaction Control file, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:
This Operator’s Data May Not Be Edited - Posting Was Started

Press ENTER to continue to the next screen.

Select Next Record to go to the next Cash Receipts Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Cash Receipts Control Groups file.

The screen shown below presents information about Cash Receipts.

This file contains information pertaining to the entire receipt: customer, date amount, check number, and cash account.

![Cash Receipts Screen](image)

Figure 24. The Accounts Receivable Automatic Cash Receipts Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.
Data items for the preceding screen are described below:

**Trx No**

The system displays a positive number with up to 4 digits.

A sequential transaction number is supplied for each check record. This number is printed on the journal, and posted to General Ledger for detail accounts. Although it is not necessary that this number be exactly sequential, the number itself is important as a part of your audit trail. It is printed on many reports and inquiries throughout Accounts Receivable.

**Check Number**

Enter a positive number with up to 9 digits.

Supply the number imprinted on the check.

**Customer**

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. This field is required. You can use PF2 to search for an appropriate entry.

Identify the customer who issued this check. The customer number must be on file in the Customers file. The system displays the customer name so that you can verify your entry.

**Check Amount**

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If this cash receipt applies to the receivable accounts entered on the line items, the Check Amount is given by this formula:

\[
\text{Check Amount} = \text{Credit Amount} - \text{Discount Given} - \text{Write Off Amount}
\]

Alternatively, if this cash receipt applies to the Direct Accounts entered on the line items, the Check Amount is given by this formula:

\[
\text{Check Amount} = \text{Direct Amount} - \text{Discount Given}
\]

Direct, Credit, And Write Off amounts, as well as Discount Given, are entered on the line item screens for this cash receipt.

**Date**

Enter a date (YMD). This field is required. In ADD mode, this field will automatically be saved from one record to the next.

This is the date the check was received (deposited), not the date printed on the check.
Post Month

Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13 and EY. This field is required. In ADD mode, this field will automatically be saved from one record to the next.

Identify the month to which this transaction is to be posted. The current month defined in the Parameters file is supplied; if you want to post to a prior or future month, you can change it. If your system is based on 12 accounting periods, enter the calendar month; if you are using 13-period accounting, enter the fiscal period. Valid entries and their meanings are:

- 1 - 13: Calendar period
- EY: End-of-Year

Post Year

Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be saved from one record to the next.

Identify the year to which this transaction is to be posted. The year defined in the Parameters file is supplied; if you want to post to a prior or future year, you can change it. If you are using 12-month accounting, this will be the calendar year; if you are using 13-period accounting, this will be the fiscal year.

NOTE: A value of zero in the calendar year will cause the transaction to be posted to the year 2000.

Description

Enter an alphanumeric field, up to 30 characters in length.

Describe the transaction. This description will be printed on various reports throughout Accounts Receivable and may be useful as a part of your audit trail.

Bank Transit No

Enter an alphanumeric field, up to 6 characters in length.

Supply the bank transit number printed on the check. This is the number requested on the bank deposit slip.

Cash Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use PF2 to search for an appropriate entry.

Provide the number of the cash account that will be debited for this receipt. If your system includes General Ledger, this number must be on file in the Chart of Accounts file, and the system displays the corresponding description so that you can verify your entry.
2 Transaction Processing

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Cannot Post to the 13th Month in a 12 Month Fiscal Year
E Check Number Must Be Entered
W Check Amount Has Not Been Entered
W No Unpaid Invoices; Will Be Created as an “On Account” Payment
W Post Month Is Previous to Parameters Calendar Month
W Post Year of Zero Will Be Treated as the Year 2000

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select Previous Image to go back to the Cash Receipts Control Groups screen. Select Next Record to go to the next Cash Receipts record. Select End to go to the next Cash Receipts Control Groups record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Cash Receipts file.

The screen shown below presents information about Cash Receipts Line Items.

The screen shown below presents information about Cash Receipts Line Items.

![Figure 25. The Accounts Receivable Cash Receipts Line Items Screen](image-url)
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Line**

The system displays a positive number with up to 4 digits. The system automatically numbers cash receipt line items in sequence beginning with ‘1’. You may change this number. Each paid invoice or direct sale item must be identified by a unique number.

**Apply To**

The system displays an upper case alphanumeric field, up to 8 characters in length. Identify the invoice to which this receipt should be applied.

If this receipt is a deposit on a sales order, enter the order number. The order number and deposit amount must also be indicated on the invoice when it is entered so that the system can track the deposit correctly.

If this receipt is not being applied to an invoice (for example, for an on-account receipt), leave this field blank.

You can use PF2 to search the unpaid Invoices file if this is an Apply To Type 3.

If you enter an invoice number, and that invoice is on your Unpaid Invoices file, you may press PF17 to default the credit amount to the current invoice balance.

**Description**

The system displays the amount due on this Apply To invoice, including all invoices, receipts, or adjustments that apply.

**Balance**

This field is used to display the description for transaction types, as follows:

1. AR Invoice
2. Debit/Credit Memo
3. AR Adjustment
4. Cash Receipt
5. OE Invoice
6. Service Charge
7. Prepayment
2 *Transaction Processing*

**Credit Amount**

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

If the receipt applies to an existing receivable that has been or will be posted, enter the amount to apply. This amount will be credited to the Receivable Account that you enter.

Leave this field blank for items that do not affect a receivable (for example, cash sales). Use the Direct Amount field instead.

**Discount Given**

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

Identify the amount of discount given according to the terms on this transaction. This amount will be debited to the Discounts Given account specified in your Parameters file.

**W/O (Write Off?)**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.

This field specifies whether or not service charges accrued against the Apply To invoice will be written off when the Write Off Service Charges function is run. By default, the system displays the Write Off Service Charges function is run. By default, the system displays the Write Off Service Charge? field (‘Y’ or ‘N’) from the Customers record. It may be changed:

Y: Service Charges accrued against the Apply To invoice will be written off.
N: Service Charges accrued against the Apply To invoice will not be written off.

NOTE: This function is only available if you entered ‘N’ as a response to “Summary Service Charges?” on your Parameters file. In other words, you can only use the automatic write off procedure if you are calculating service charges on each individual invoice.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Can Only Change or Inquire on Receipt Line Items
M Use ‘INQ’ Mode to View Applied Cash Receipts; ‘CHG’ to Change

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select Previous Image to go back to the Cash Receipts screen. Select Next Record to go to the next Cash Receipts Line Items record. Select End to go to the next Cash Receipts record.
At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Cash Receipts Line Items file.

**Generate Recurring Billings**

Use this function to generate invoice entries for those items defined in the Recurring Billings file. The generated invoices can be reviewed and edited before the journal is printed and the invoices are posted. The following processing steps accomplish this job.

**Step 1**

This function allows you to enter a month and year for Recurring Billings, prior to generating invoices.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter parameters needed to generate recurring billings.

![Figure 26. The Accounts Receivable Generate Recurring Billings Screen](image)

Data items for the preceding screen are described below:

**Generate Billings Month**

Enter an upper case alphanumeric field, up to 2 characters in length. This is required. Supply the month for which recurring billing invoice entries will be generated. The current calendar month defined in the Parameters file is supplied. If you want to post to a prior or future month, you can change it. If your system is based on 12 accounting periods, enter the calendar month; if you are using 13-period accounting, enter the fiscal period.
Generate Billings Year

Enter a positive number with up to 2 digits.
Supply the year for which recurring billing invoice entries will be generated. The calendar year defined in the Parameters file is supplied; you can change it. If you are using 12-month accounting, enter the calendar year; if you are using 13-period accounting, enter the fiscal year.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Cannot Generate Recurring Billings for End of Year
E  Cannot Post to the 13th Month in a 12 Month Fiscal Year
W  A Year of Zero Will Be Processed as the Year 2000
W  Recurring Billings Already Generated During Current Month

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Step 2
This step provides sequencing of data records by Billing Day, Customer, and Billing, with no option to change the sequence at run time.

Step 3
This is the standard disposition used for all processing functions other than posts.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
This step processes the information for Recurring Billings and Recurring Billings Line Items. Under certain conditions, records in the Invoice Control Groups, Invoices, and Invoice Line Items files will be added. Updates to certain fields in the Parameters, Recurring Billings, and Invoices files will occur. Generalized routines are performed to define Due Dates in Accounts Receivable.
Print Invoices
Use this function to print invoices on standard 8-1/2 x 11 white stock paper or on special preprinted forms depending on the entry in the Parameters file. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Invoices information, this step provides sequencing of data records by Operator ID, Control Number, and Invoice Number, with no option to change the sequence at run time. Selection of data records is provided by Operator ID, Control Number, and Invoices Printed?, with the option to enter user-specified comparisons at run time.

Step 2
This disposition is used to print invoices. Although they are designed to print on 8-1/2 x 11 white paper, many customers may have preprinted forms they wish to use, which may require modification of this disposition function.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
This function checks the Parameters file to see if preprinted forms are to be used.

Step 5
In order to print Invoices on plain 8-1/2 x 11 inch paper, this step formats the Invoices and Invoice Line Items information. The following data items are shown: Line Item Description, Quantity, Price and Amount.
A sample output is shown below:

```
APPX Demonstration Company
990 Hammond Dr
Ste 800
Atlanta, GA 30328

INV O I C E

Invoice Number: 3011            Invoice Date: 08/21/89
Apply To: 3011
Sold To:
Burlington Enterprises
404 W 12th Street
Spokane, WA 99203

Due Date: 09/20/89
Your PO No: 89H-316
Terms: 2/10, Net 30

Salesperson: Mr. Jarvis W. Payne

+---------------------------------+----------+----------+----------+
<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>special order desk</td>
<td>1.00</td>
<td>1200.00</td>
<td>1200.00</td>
</tr>
<tr>
<td>leather office chair</td>
<td>2.00</td>
<td>325.00</td>
<td>650.00</td>
</tr>
</tbody>
</table>
```

118 Accounts Receivable User Manual
Step 6
In order to print Invoices on preprinted forms, this step formats the Invoices and Invoice Line Items information. The following data items are shown: Line Item Description, Quantity, Price and Amount.

A sample output is shown below.
Bank Deposit Slip

Use this function to print a bank deposit slip for cash receipts. The following processing steps accomplish this job.

**Step 1**
In preparation for performing a sort/selection process on the Cash Receipts information, this step provides sequencing of data records by Cash Account and Check Number, with no option to change the sequence at run time. Selection of data records is provided by Cash Account and Check Number, with the option to enter user-specified comparisons at run time.

**Step 2**
This is the standard disposition used for all reports not printed on special forms.

**Step 3**
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 4**
In order to print the Bank Deposit Slip, this step formats the Cash Receipts information. The following data items are shown: Bank Transit No, Check No, Customer, Name, Date, and Check Amount.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Bank Deposit Slip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account 1010001001</td>
</tr>
<tr>
<td>1258</td>
</tr>
<tr>
<td>1166</td>
</tr>
<tr>
<td>297</td>
</tr>
<tr>
<td>987</td>
</tr>
</tbody>
</table>

| — Cash Account Subtotals —> | 6552.66 |
| __________________________ | = = = = = = |

2 Accounts Receivable User Manual
Chapter 3: Monthly Processing
This menu provides access to all monthly reports that may need to be printed prior to closing the month, as well as the Monthly Status Inquiry and Close Month junctions.

![Accounts Receivable Monthly Processing Menu](image)

**Figure 27. The Accounts Receivable Monthly Processing Menu**

**Option 1 - Sales Tax Report**

Use this function to print sales tax liability information from the Sales Tax Codes file. The following processing steps accomplish this job.

**Step 1**

This function allows you to enter the time period for the Sales Tax Report. This can be Month to date, Quarter to Date, or Year to Date.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter parameters needed to print the Sales Tax report.
Data items for the preceding screen are described below:

**Time Period**

Enter an upper case alphanumeric field, 1 character in length. Only numbers are acceptable. Valid entries are 1, 2, and 3. The initial default value is ‘1’. This field is required.

Specify the time period that you want the report to cover. Valid options are:

1: Month to date
2: Quarter to date
3: Year to date

Press ENTER to save the information on this screen.

**Step 2**

In preparation for performing a sort/selection process on the Sales Tax Districts information, this step provides you with a default sequencing of data records by Tax Code and Tax district, with the option to change modifiable parameters at run time. Selection of data records is provided by Tax Code and Tax District, with the option to enter user-specified comparisons at run time.

**Step 3**

This is the standard disposition used for all reports not printed on special forms.
Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print the Sales Tax report, this step formats the Sales Tax Districts information. The following data items are shown: Tax District, Description, Rate, GL Account, Total Sales, Taxable Sales and Total Sales tax. As appropriate, group headings appear whenever a change occurs in Tax Code. If requested, totals appear whenever a change occurs in Tax Code. When totals are specified, the following items are accumulated: Total Sales by Tax Code, Taxable Sales by Tax Code, and Sales Tax by Tax Code.

A sample output is shown below.

<table>
<thead>
<tr>
<th>District Name</th>
<th>Tax Rate</th>
<th>GL Account</th>
<th>Sales</th>
<th>Taxable Sales</th>
<th>Sales Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>No tax</td>
<td>.000</td>
<td>29646.85</td>
<td>10987.91</td>
<td>135.45</td>
<td></td>
</tr>
<tr>
<td>- Tax Code Totals</td>
<td>29646.85</td>
<td>10987.91</td>
<td>135.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washington State Tax - Urban</td>
<td>.081</td>
<td>2020001001</td>
<td>70677.17</td>
<td>67597.95</td>
<td>3089.22</td>
</tr>
<tr>
<td>Washington State Tax - Rural</td>
<td>.079</td>
<td>2020001001</td>
<td>185340.00</td>
<td>172440.00</td>
<td>136.23</td>
</tr>
<tr>
<td>Nevada State Tax</td>
<td>.062</td>
<td>2020001001</td>
<td>5930.75</td>
<td>5930.75</td>
<td>415.65</td>
</tr>
<tr>
<td>- Tax Code Totals</td>
<td>261947.92</td>
<td>245968.70</td>
<td>4201.57</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Grand Totals</td>
<td>291412.77</td>
<td>255976.61</td>
<td>4337.02</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Option 2 - Sales GL Distributions

Use this function to print information about sales postings to General Ledger. The following processing steps accomplish this job.

**Step 1**
This function is used to select the “summary only” option for the Sales GL Distributions Report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to print only the summary Sales GL Distributions report.

![Accounts Receivable Sales GL Distributions Screen](image)

**Figure 29. The Accounts Receivable Sales GL Distributions Screen**

Data items for the preceding screen are described below:

**Print Summary Report Only?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.

You can choose to print just the summary report by entering ‘Y’. If you enter ‘N’, both the detail and the summary report will be printed.

Press ENTER to save the information on this screen.

**Step 2**
In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account Num-
ber, Operator ID, and Transaction No, giving additional sort order choice by account component, with
the option to change modifiable parameters at run time. Selection of data records is provided by Post
Year, Post Month, Account Number, and Account component, with the option to enter user-specified
comparisons at run time.

**Step 3**
This is the standard disposition used for all reports not printed on special forms.

**Step 4**
According to previously specified criteria, this step actually performs the desired selection and/or sort-
ing process.

**Step 5**
In order to print the report requested, this step formats the Month To Date Postings information. The
following data items are shown: Operator ID, Transaction No, Customer, Name, Invoice/Check Num-
er, Transaction Type, Transaction Date, Apply Type, Debit Amount, and Credit Amount. As appro-
priate, group headings appear whenever a change occurs in Post Month, Account Number, or account
component. If requested, totals appear whenever a change occurs in Account Number, account com-
ponent, or Post Month. When totals are specified, the following items are accumulated: Debit Amount
Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing
Debit Amount Total, Credit Amount Total, and Net Change Amount Total.
A sample output is shown below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl Trx</th>
<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Alexander's, Inc</td>
<td>401</td>
<td>SVC 06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.26-</td>
<td>20.26-</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC 06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.00-</td>
<td>2.00-</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>Burlington Enterprises</td>
<td>404</td>
<td>SVC 06/10/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>22.22-</td>
<td>22.22-</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>Burlington Enterprises</td>
<td>604</td>
<td>SVC 06/10/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>101.90-</td>
<td>101.90-</td>
</tr>
</tbody>
</table>

**Post Month/Year 06 89**

**Account 1030001001WH  Accts Receiv, Sales/Wholesale**

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl Trx</th>
<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Alexander's, Inc</td>
<td>401</td>
<td>SVC 06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.26-</td>
<td>20.26-</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC 06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.00-</td>
<td>2.00-</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>Burlington Enterprises</td>
<td>404</td>
<td>SVC 06/10/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>22.22-</td>
<td>22.22-</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
<td>Burlington Enterprises</td>
<td>604</td>
<td>SVC 06/10/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>101.90-</td>
<td>101.90-</td>
</tr>
</tbody>
</table>

**Beginning GL Balance —>** 141659.39

**Account Total —>** 141513.01

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl Trx</th>
<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Alexander's, Inc</td>
<td>401</td>
<td>SVC 06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56-</td>
<td>20.56-</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC 06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02-</td>
<td>2.02-</td>
</tr>
</tbody>
</table>

**Current Month Totals —>** 146.38- 146.38- 22.58- 22.58-

**Beginning GL Balance —>** 110596.07

**Account Total —>** 110573.49

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl Trx</th>
<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Alexander's, Inc</td>
<td>401</td>
<td>SVC 07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56-</td>
<td>20.56-</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC 07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02-</td>
<td>2.02-</td>
</tr>
</tbody>
</table>

**Current Month Totals —>** 22.58- 22.58-

**Account Total —>** 110570.49

<table>
<thead>
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<th>ID</th>
<th>Ctrl Trx</th>
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<th>Trx Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Alexander's, Inc</td>
<td>401</td>
<td>SVC 07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56-</td>
<td>20.56-</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC 07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02-</td>
<td>2.02-</td>
</tr>
</tbody>
</table>

**Beginning GL Balance —>** 110596.07

**Account Total —>** 110570.49

**Post Month/Year 07 89**

<table>
<thead>
<tr>
<th>ID</th>
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<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Alexander's, Inc</td>
<td>401</td>
<td>SVC 08/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56-</td>
<td>20.56-</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC 08/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02-</td>
<td>2.02-</td>
</tr>
</tbody>
</table>

**Beginning GL Balance —>** 110596.07

**Account Total —>** 110570.49

**Post Month/Year 08 89**

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl Trx</th>
<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Alexander's, Inc</td>
<td>401</td>
<td>SVC 09/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56-</td>
<td>20.56-</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC 09/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02-</td>
<td>2.02-</td>
</tr>
</tbody>
</table>

**Beginning GL Balance —>** 110596.07

**Account Total —>** 110570.49

**Post Month/Year 09 89**

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl Trx</th>
<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>Alexander's, Inc</td>
<td>401</td>
<td>SVC 10/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56-</td>
<td>20.56-</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC 10/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02-</td>
<td>2.02-</td>
</tr>
</tbody>
</table>

**Beginning GL Balance —>** 110596.07

**Account Total —>** 110570.49
## Monthly Processing

### Step 6

In order to print the report requested, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Post Month. If requested, totals appear whenever a change occurs in Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

### Sample Output

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts Receiv, Sales/Wholesale</td>
<td>146.38</td>
<td>146.38</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts Receiv, Sales/Wholesale</td>
<td>22.58</td>
<td>22.58</td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts Receiv, Corp./Mfg.</td>
<td>18721.44</td>
<td>0.00</td>
<td>18721.44</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts Receiv, Sales/Wholesale</td>
<td>92496.10</td>
<td>0.00</td>
<td>92496.10</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts Receiv, Sales/Mfg.</td>
<td>92496.10</td>
<td>0.00</td>
<td>92496.10</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts Receiv, Sales/Wholesale</td>
<td>92496.10</td>
<td>0.00</td>
<td>92496.10</td>
</tr>
</tbody>
</table>

---

### Sales Summary GL Distributions

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts Receiv, Sales/Wholesale</td>
<td>20771.44</td>
<td>0.00</td>
<td>20771.44</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accts Receiv, Sales/Wholesale</td>
<td>1150.00</td>
<td>1150.00</td>
<td></td>
</tr>
</tbody>
</table>
Option 3 - Cash Receipts GL Distributions

Use this function to print information about cash receipts postings to General Ledger. The following processing steps accomplish this job.

**Step 1**
You can use this function to select the “summary only” option for the Cash Receipts GL Distributions report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to print only the summary Cash Receipts report.

![Figure 30. The Accounts Receivable Cash Receipts GL Distributions](image)

Data items for the preceding screen are described below:

**Print Summary Report Only?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.

You can choose to print just the summary report by entering ‘Y’. If you enter ‘N’, both the detail and the summary report will be printed.

Press ENTER to save the information on this screen.

**Step 2**
In preparation for performing a sort/selection process on the Month To Date Postings information, this
Monthly Processing

Step 3
This is the standard disposition used for all reports not printed on special forms.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print the report requested, this step formats the Month To Date Postings information. The following data items are shown: Operator ID, Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Apply Type, Debit Amount, and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account Number, or account component. If requested, totals appear whenever a change occurs in Account Number, account component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010001000</td>
<td>Cash, Corporate</td>
<td>14675.00</td>
<td>.00</td>
<td>14675.00</td>
</tr>
<tr>
<td>1010001001</td>
<td>Cash, Sales Outlets</td>
<td>17772.19</td>
<td>.00</td>
<td>17772.19</td>
</tr>
<tr>
<td>1030001000 MA</td>
<td>Accts Receiv, Corp./Mfg.</td>
<td>16675.00-</td>
<td>.00</td>
<td>16675.00-</td>
</tr>
</tbody>
</table>

---

Cash Receipts Detail GL Distributions

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl</th>
<th>Trx</th>
<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx</th>
<th>Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1010001000</td>
<td>Cash, Corporate</td>
<td>14675.00</td>
<td>.00</td>
<td>14675.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1010001001</td>
<td>Cash, Sales Outlets</td>
<td>17772.19</td>
<td>.00</td>
<td>17772.19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1030001000 MA</td>
<td>Accts Receiv, Corp./Mfg.</td>
<td>16675.00-</td>
<td>.00</td>
<td>16675.00-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Post Month/Year: 08 89

---

Accounts Receivable User Manual 131
Step 6
In order to print the report requested, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Post Month. If requested, totals appear whenever a change occurs in Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1010100</td>
<td>Cash, Corporate</td>
<td>1000.00</td>
<td>0.00</td>
<td>1000.00</td>
</tr>
<tr>
<td>1020000</td>
<td>Sales Deposits</td>
<td>1000.00</td>
<td>0.00</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

Option 4 - Adjustments GL Distributions

Use this function to print information about adjustments postings to General Ledger. The following processing steps accomplish this job.

Step 1
You can use this function to select the “summary only” option for the Adjustments GL Distributions report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to print only summary information on the Adjustments report.
Print Summary Report Only?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.

You can choose to print just the summary report by entering ‘Y’. If you enter ‘N’, both the detail and the summary report will be printed.

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account Number, Operator ID, and Transaction No, giving additional sort order choice by account component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account Number, and account component, with the option to enter user-specified comparisons at run time.

Step 3

This is the standard disposition used for all reports not printed on special forms.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
### Step 5

In order to print the report requested, this step formats the Month To Date Postings information. The following data items are shown: Operator ID, Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Apply Type, Debit Amount and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account Number, or account component. If requested, totals appear whenever a change occurs in Account Number, account component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl</th>
<th>Trx</th>
<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx</th>
<th>Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0000 0000 0000 0000 0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>SRR 0000 0000 0000 0000 0000 0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>SRR 0000 0000 0000 0000 0000 0000</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>SRR 0000 0000 0000 0000 0000 0000</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

### Account Total

<table>
<thead>
<tr>
<th>Account</th>
<th>GL Balance</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030001001WH</td>
<td>131936.81</td>
<td>1175.98</td>
<td>1180.00</td>
<td>-4.02</td>
</tr>
<tr>
<td>3010001001WH</td>
<td>560855.13</td>
<td>1175.98</td>
<td>1175.98</td>
<td>0.00</td>
</tr>
<tr>
<td>3060000000</td>
<td>168.96</td>
<td>4.02</td>
<td>4.02</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

### Post Month/Year 08 89 Totals

<table>
<thead>
<tr>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2355.98</td>
<td>2355.98</td>
<td>0.00</td>
</tr>
</tbody>
</table>

---

### Grand Totals

<table>
<thead>
<tr>
<th>Debit Amount</th>
<th>Credit Amount</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2355.98</td>
<td>2355.98</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Step 6
In order to print the report requested, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Post Month. If requested, totals appear whenever a change occurs in Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1175.98</td>
<td>1180.00</td>
<td>-4.02</td>
</tr>
<tr>
<td>3010001001WH</td>
<td>Sales, Wholesale</td>
<td>1175.98</td>
<td>1175.98</td>
<td>0.00</td>
</tr>
<tr>
<td>3060000000</td>
<td>Miscellaneous Income</td>
<td>-4.02</td>
<td>0.00</td>
<td>4.02</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2355.98</td>
<td>2355.98</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2355.98</td>
<td>2355.98</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Option 5 - Subsidiary Code GL Distributions

Use this function to print the General Ledger distributions which were posted to General Subsidiary. The following processing steps accomplish this job.

Step 1
This function allows you to select the “summary only” option for the Subsidiary Code GL distributions report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to print only the summary Subsidiary Code GL Distributions report.
Data items for the preceding screen are described below:

**Print Summary Report Only?**

Enter ‘Y’ (Yes) or ‘N’ (no). The initial default value is ‘N’. This field is required.

You can choose to print just the summary report by entering ‘Y’. If you enter ‘N’, both the detail and the summary report will be printed.

Press ENTER to save the information on this screen.

**Step 2**

In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Subsidiary Type, Subsidiary Code, and Account Number, with the option to change modifiable parameters at run time. Selection of data records is provided by Subsidiary Type, Subsidiary Code, and account component, with the option to enter user-specified comparisons at run time.

**Step 3**

This is the standard disposition used for all reports not printed on special forms.

**Step 4**

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
### Step 5

In order to print the Subsidiary Code Detail GL Distributions, this step formats the Month To Date Postings information. The following data items are shown: Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Description, and Amount.

A sample output is shown below.

```
<table>
<thead>
<tr>
<th></th>
<th>Customer</th>
<th>Invc/Chk</th>
<th>Trx</th>
<th>Amount</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Alexander's, Inc</td>
<td>0001</td>
<td>INV</td>
<td>900.00-</td>
<td>08/11/89</td>
<td>special order desk</td>
</tr>
<tr>
<td></td>
<td>Alexander's, Inc</td>
<td>0001</td>
<td>INV</td>
<td>600.00-</td>
<td>08/11/89</td>
<td>special order chairs</td>
</tr>
<tr>
<td></td>
<td>Subsidiary Code Subtotal -&gt;</td>
<td>1500.00-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subsidiary Code Subtotals -&gt;</td>
<td>2704.00-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subsidiary Code Subtotals -&gt;</td>
<td>5930.75-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Subsidiary Type Subtotals -&gt;</td>
<td>10134.75-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

### Step 6

In order to print the Subsidiary Code Summary GL Distributions, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Subsidiary Type or Subsidiary Code. If requested, totals appear whenever a change occurs in Subsidiary Code or Subsidiary Type. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.
A sample output is shown below.

```
Subsidiary Code Summary GL Distributions

<table>
<thead>
<tr>
<th>Subsidiary Code</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES</td>
<td>.00</td>
<td>1500.00</td>
<td>1500.00</td>
</tr>
<tr>
<td>PETERS</td>
<td>.00</td>
<td>2704.00</td>
<td>2704.00</td>
</tr>
<tr>
<td>WILLIAMS</td>
<td>.00</td>
<td>5930.75</td>
<td>5930.75</td>
</tr>
</tbody>
</table>

-- Sub Type GL Totals --

0.00 10134.75 10134.75

-- Grand Totals --

0.00 10134.75 10134.75
```

Option 6 - Transaction Control

Use this function to print a report of Transaction Control information. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Transaction Control information, this step provides you with a default sequencing of data records by Application, File Posted, Operator ID, and Control No, with the option to change modifiable parameters at run time. Selection of data records is provided by Application, File Posted, Operator ID, Control No, and Journal Code, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all reports not printed on special forms.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Transaction Control report, this step formats the Transaction Control information. The following data items are shown: Application, File Posted, Operator ID, Control No, Amount Posted, Last TransactionPosted, Date/Time, Journal Code, Description, Operator Exclusive?, Control Total, Hash Total, Number of Transactions, Number of Errors, and Number of Warnings.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Appl/File</th>
<th>Control Group</th>
<th>Description</th>
<th>Date/Time</th>
<th>Jrnl</th>
<th>Description</th>
<th>Op Exc?</th>
<th>Ctrl Total</th>
<th>Amt Posted</th>
<th>Hash Total</th>
<th>Trx</th>
<th>Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAR ADJUSTMENTS</td>
<td>SRR / 0000</td>
<td>TAR - group 1</td>
<td>03/16/90 14:25</td>
<td>ARAJ</td>
<td>August - group 1</td>
<td>N</td>
<td>.00</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECEIPTS</td>
<td>SRR / 0001</td>
<td>June - group 1</td>
<td>03/14/90 11:55</td>
<td>ARCR</td>
<td>Cash Receipts</td>
<td>N</td>
<td>11446.03</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECEIPTS</td>
<td>SRR / 0002</td>
<td>June - group 2</td>
<td>03/14/90 11:55</td>
<td>ARCR</td>
<td>Cash Receipts</td>
<td>N</td>
<td>10587.00</td>
<td>70</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECEIPTS</td>
<td>SRR / 0003</td>
<td>June - EOM group</td>
<td>03/14/90 11:55</td>
<td>ARCR</td>
<td>Cash Receipts</td>
<td>N</td>
<td>4272.58</td>
<td>70</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECEIPTS</td>
<td>SRR / 0004</td>
<td>June - group 3</td>
<td>03/14/90 11:55</td>
<td>ARCR</td>
<td>Cash Receipts</td>
<td>N</td>
<td>13827.61</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECEIPTS</td>
<td>SRR / 0005</td>
<td>June - group 4</td>
<td>03/14/90 11:55</td>
<td>ARCR</td>
<td>Cash Receipts</td>
<td>N</td>
<td>14705.85</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR INVOICES</td>
<td>SRR / 0002</td>
<td>Orders through 6/10/90</td>
<td>03/13/90 14:17</td>
<td>ARIV</td>
<td>Service charges-opening entry</td>
<td>N</td>
<td>19107.60</td>
<td>20</td>
<td>4</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR INVOICES</td>
<td>SRR / 0003</td>
<td>Orders 6/11-6/20/90</td>
<td>03/13/90 15:45</td>
<td>ARIV</td>
<td>Service charges-opening entry</td>
<td>N</td>
<td>27479.72</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR INVOICES</td>
<td>SRR / 0004</td>
<td>June order 6/21/90-EOM</td>
<td>03/27/90 15:26</td>
<td>ARIV</td>
<td>Service charges-opening entry</td>
<td>N</td>
<td>140.96</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Accounts Receivable User Manual 139
Monthly Processing

Option 7 - Print All GL Distributions

Use this function to print the Sales, Cash Receipts, Adjustments, and Subsidiary Code General Ledger Distributions reports. The following processing steps accomplish this job.

Step 1
This is the standard disposition used for all reports not printed on special forms.

Step 2
In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Post year, Post Month, Account Number, Operator ID, and Transaction No, giving additional sort order choice by account component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account Number, and account component, with the option to enter user-specified comparisons at run time.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the report requested, this step formats the Month To Date Postings information. The following data items are shown: Operator ID, Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction date, Apply Type, Debit Amount, and Credit Amount. As appropriate, Group headings appear whenever a change occurs in Post Month, Account Number, or account component. If requested, totals appear whenever a change occurs in Account Number, account component, or Post Mont. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.
A sample output is shown below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl</th>
<th>Trx</th>
<th>Customer</th>
<th>Inv/Ck</th>
<th>Trx</th>
<th>Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000018</td>
<td>Alexander's</td>
<td>401</td>
<td>SVC</td>
<td>06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.26</td>
<td>-20.26</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC</td>
<td>06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02</td>
<td>-2.02</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000040</td>
<td>Burlington Enterprises</td>
<td>404</td>
<td>SVC</td>
<td>06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>22.22</td>
<td>-22.22</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000040</td>
<td>Burlington Enterprises</td>
<td>604</td>
<td>SVC</td>
<td>06/10/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>101.90</td>
<td>-101.90</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000018</td>
<td>Alexander's</td>
<td>401</td>
<td>SVC</td>
<td>06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.26</td>
<td>-20.26</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC</td>
<td>06/30/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02</td>
<td>-2.02</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000040</td>
<td>Burlington Enterprises</td>
<td>404</td>
<td>SVC</td>
<td>06/10/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>22.22</td>
<td>-22.22</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000040</td>
<td>Burlington Enterprises</td>
<td>604</td>
<td>SVC</td>
<td>06/10/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>101.90</td>
<td>-101.90</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000018</td>
<td>Alexander's</td>
<td>401</td>
<td>SVC</td>
<td>07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56</td>
<td>-20.56</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC</td>
<td>07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02</td>
<td>-2.02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000018</td>
<td>Alexander's</td>
<td>401</td>
<td>SVC</td>
<td>07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56</td>
<td>-20.56</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC</td>
<td>07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02</td>
<td>-2.02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000018</td>
<td>Alexander's</td>
<td>401</td>
<td>SVC</td>
<td>07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56</td>
<td>-20.56</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC</td>
<td>07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02</td>
<td>-2.02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000018</td>
<td>Alexander's</td>
<td>401</td>
<td>SVC</td>
<td>07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>20.56</td>
<td>-20.56</td>
</tr>
<tr>
<td>0000</td>
<td>0000</td>
<td>000000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>SVC</td>
<td>07/31/89</td>
<td>Svc Charge Write Off</td>
<td>.00</td>
<td>2.02</td>
<td>-2.02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 5

In order to print the report requested, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Post Month. If requested, totals appear whenever a change occurs in Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/09</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>146.38</td>
<td>146.38</td>
<td>0.00</td>
</tr>
<tr>
<td>09/09</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>22.58</td>
<td>22.58</td>
<td>0.00</td>
</tr>
<tr>
<td>09/09</td>
<td>Accts Receiv, Corp./Mfg.</td>
<td>185210.68</td>
<td>185210.68</td>
<td>0.00</td>
</tr>
<tr>
<td>10/09</td>
<td>Accts Receiv, Sales/Mfg.</td>
<td>954.50</td>
<td>954.50</td>
<td>0.00</td>
</tr>
<tr>
<td>10/09</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>831.05</td>
<td>831.05</td>
<td>0.00</td>
</tr>
<tr>
<td>11/09</td>
<td>Accts Receiv, Corp./Mfg.</td>
<td>185210.68</td>
<td>185210.68</td>
<td>0.00</td>
</tr>
<tr>
<td>11/09</td>
<td>Accts Receiv, Sales/Mfg.</td>
<td>954.50</td>
<td>954.50</td>
<td>0.00</td>
</tr>
<tr>
<td>11/09</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>831.05</td>
<td>831.05</td>
<td>0.00</td>
</tr>
<tr>
<td>12/09</td>
<td>Accts Receiv, Corp./Mfg.</td>
<td>185210.68</td>
<td>185210.68</td>
<td>0.00</td>
</tr>
<tr>
<td>12/09</td>
<td>Accts Receiv, Sales/Mfg.</td>
<td>954.50</td>
<td>954.50</td>
<td>0.00</td>
</tr>
<tr>
<td>12/09</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>831.05</td>
<td>831.05</td>
<td>0.00</td>
</tr>
</tbody>
</table>
**Step 6**

In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account Number, Operator ID, and Transaction No, giving additional sort order choice by account component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account Number, and account component, with the option to enter user-specified comparisons at run time.

**Step 7**

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 8**

In order to print the report requested, this step formats the Month To Date Postings information. The following data items are shown: Operator ID, Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Apply Type, Debit Amount, and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account Number, or account component. If requested, totals appear whenever a change occurs in Account Number, account component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.
# Monthly Processing

A sample output is shown below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl</th>
<th>Trx</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>0001</td>
<td>00000008</td>
<td>Dominion Business Machine</td>
<td>9988765</td>
<td>PAY 08/09/94 Cash</td>
<td>14675.00</td>
</tr>
<tr>
<td>0008</td>
<td>0001</td>
<td>00000010</td>
<td>Alexander’s, Inc</td>
<td>6130</td>
<td>PAY 08/11/89 payment</td>
<td>2170.28</td>
</tr>
<tr>
<td>0008</td>
<td>0002</td>
<td>00000040</td>
<td>Burlington Enterprises</td>
<td>11603</td>
<td>PAY 08/11/89 payment</td>
<td>3111.95</td>
</tr>
<tr>
<td>0008</td>
<td>0003</td>
<td>00000060</td>
<td>Hale’s Interiors</td>
<td>817</td>
<td>PAY 08/11/89 payment</td>
<td>2600.00</td>
</tr>
<tr>
<td>0008</td>
<td>0004</td>
<td>00000020</td>
<td>Master Sellers Company</td>
<td>1278</td>
<td>PAY 08/11/89 payment</td>
<td>600.40</td>
</tr>
<tr>
<td>0008</td>
<td>0005</td>
<td>00000050</td>
<td>Miscellaneous Customer</td>
<td>3121</td>
<td>PAY 08/11/89 payment</td>
<td>2789.56</td>
</tr>
<tr>
<td>0008</td>
<td>0006</td>
<td>00000030</td>
<td>Pool and Associates</td>
<td>4421</td>
<td>PAY 08/11/89 payment</td>
<td>3000.00</td>
</tr>
<tr>
<td>0008</td>
<td>0007</td>
<td>00000020</td>
<td>Master Sellers Company</td>
<td>1279</td>
<td>PAY 08/11/89</td>
<td>1500.00</td>
</tr>
<tr>
<td>0008</td>
<td>0008</td>
<td>00000050</td>
<td>Miscellaneous Customer</td>
<td>3144</td>
<td>PAY 08/11/89 deposit</td>
<td>2000.00</td>
</tr>
</tbody>
</table>

- Current Month Totals: 14675.00, 0.00, 14675.00
- Beginning GL Balance: 776373.31
- Account Total: 791048.21

---

<table>
<thead>
<tr>
<th>Account 1010001001 Cash, Sales Disbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRR 0008 0001 00000050 Miscellaneous Customer</td>
</tr>
<tr>
<td>SRR 0008 0002 00000050 Miscellaneous Customer</td>
</tr>
</tbody>
</table>

- Current Month Totals: 17772.19, 0.00, 17772.19
- Beginning GL Balance: 2148192.22
- Account Total: 2165965.41

---

144 Accounts Receivable User Manual
Step 9
In order to print the report requested, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Post Mont. If requested, totals appear whenever a change occurs in Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1010001000</td>
<td>Cash, Corporate</td>
<td>14675.00</td>
<td>.00</td>
<td>14675.00</td>
</tr>
<tr>
<td>1010001001</td>
<td>Cash, Sales Outlet</td>
<td>17772.19</td>
<td>.00</td>
<td>17772.19</td>
</tr>
<tr>
<td>1030001000MA</td>
<td>Accts Receiv, Corp./Mfg.</td>
<td>.00</td>
<td>14675.00</td>
<td>14675.00</td>
</tr>
<tr>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>.00</td>
<td>14272.19</td>
<td>14272.19</td>
</tr>
<tr>
<td>2051000000</td>
<td>Sales Deposits</td>
<td>.00</td>
<td>3500.00</td>
<td>3500.00</td>
</tr>
<tr>
<td></td>
<td>Post Month/Year 08 89 Totals</td>
<td>32447.19</td>
<td>32447.19</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>Post Month/Year 08 89 Totals</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>Post Month/Year 08 89 Totals</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
</tbody>
</table>

Step 10
In preparation for performing a sort/selection process on the month To Date Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account Number, Operator ID, and Transaction No, giving additional sort order choice by account component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account Number, and account component, with the option to enter user-specified comparisons at run time.

Step 11
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 12
In order to print the report requested, this step formats the Month To Date Postings information. The following data items are shown: Operator ID, transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Apply Type, Debit Amount, and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account Number, or account component. If requested, totals appear whenever a change occurs in Account Number, account com-
ponent, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Ctrl</th>
<th>Trx</th>
<th>Date</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>1023</td>
<td>ADJ</td>
<td>08/12/89</td>
<td>order cancelled-apply</td>
<td>900.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>1018</td>
<td>ADJ</td>
<td>08/12/89</td>
<td>wrong customer invoice</td>
<td>275.98</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>333</td>
<td>333</td>
<td>ADJ</td>
<td>08/12/89</td>
<td>write off service charge</td>
<td>.00</td>
<td>4.02</td>
<td></td>
</tr>
</tbody>
</table>

---

Adjustment Detail GL Distributions

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>900.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>3010001001WH</td>
<td>Sales, Wholesale</td>
<td>900.00</td>
<td>.00</td>
<td></td>
</tr>
<tr>
<td>3060000000</td>
<td>Miscellaneous Income</td>
<td>.00</td>
<td>4.02</td>
<td>4.02</td>
</tr>
</tbody>
</table>

---

Post Month/Year 08 89 Totals

<table>
<thead>
<tr>
<th>Debits</th>
<th>Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2355.98</td>
<td>2355.98</td>
<td>.00</td>
</tr>
</tbody>
</table>

---

Grand Totals

<table>
<thead>
<tr>
<th>Debits</th>
<th>Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2355.98</td>
<td>2355.98</td>
<td>.00</td>
</tr>
</tbody>
</table>

---

Accounts Receivable User Manual
Step 13
In order to print the report requested, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Post Month. If requested, totals appear whenever a change occurs in Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>1175.98</td>
<td>1180.00-</td>
<td>-4.02-</td>
</tr>
<tr>
<td>3010001001WH</td>
<td>Sales, Wholesale</td>
<td>1175.98</td>
<td>1175.98-</td>
<td>0.00</td>
</tr>
<tr>
<td>3060000000</td>
<td>Miscellaneous Income</td>
<td>4.02</td>
<td>.00</td>
<td>4.02</td>
</tr>
<tr>
<td>— Post Month/Year 08 89 Totals —&gt;</td>
<td></td>
<td>2355.98</td>
<td>2355.98-</td>
<td>0.00</td>
</tr>
<tr>
<td>— Grand Totals —&gt;</td>
<td></td>
<td>2355.98</td>
<td>2355.98-</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Step 14
In preparation for performing a sort/seletion process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Subsidiary Type, Subsidiary Code, and Account Number, with the option to change modifiable parameters at run time. Selection of data records is provided by Subsidiary Type, Subsidiary Code, and account component, with the option to enter user-specified comparisons at run time.

Step 15
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 16
In order to print the Subsidiary Code Detail GL Distributions, this step formats the Month To Date Postings information. The following data items are shown: Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Description, and Amount.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Trx</th>
<th>Customer</th>
<th>Invc/Chk</th>
<th>Trx</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Alexander's, Inc.</td>
<td>3001</td>
<td>INV</td>
<td>08/11/89</td>
<td>special order desk</td>
<td>900.00-</td>
</tr>
<tr>
<td>0001</td>
<td>Alexander's, Inc.</td>
<td>3001</td>
<td>INV</td>
<td>08/11/89</td>
<td>special order chairs</td>
<td>600.00-</td>
</tr>
<tr>
<td></td>
<td><strong>Subsidiary Code Subtotals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1500.00-</td>
</tr>
<tr>
<td>0005</td>
<td>Master Sellers Company</td>
<td>3005</td>
<td>INV</td>
<td>08/11/89</td>
<td>special order table</td>
<td>2704.00-</td>
</tr>
<tr>
<td></td>
<td><strong>Subsidiary Code Subtotals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2704.00-</td>
</tr>
<tr>
<td>0006</td>
<td>Deno's Inc.</td>
<td>3006</td>
<td>INV</td>
<td>08/11/89</td>
<td>shelving unit</td>
<td>5401.60-</td>
</tr>
<tr>
<td>0006</td>
<td>Deno's Inc.</td>
<td>3006</td>
<td>INV</td>
<td>08/11/89</td>
<td>shelving unit</td>
<td>529.15-</td>
</tr>
<tr>
<td></td>
<td><strong>Subsidiary Code Subtotals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5930.75-</td>
</tr>
<tr>
<td></td>
<td><strong>Subsidiary Type Subtotals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10134.75-</td>
</tr>
</tbody>
</table>

Step 17

In order to print the Subsidiary Code Summary GL Distributions, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Subsidiary Type or Subsidiary Code. If requested, totals appear whenever a change occurs in Subsidiary Code or Subsidiary Type. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.
A sample output is shown below.

```
<table>
<thead>
<tr>
<th>Subsidiary Code</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES</td>
<td>00</td>
<td>1500.00-</td>
<td>1500.00-</td>
</tr>
<tr>
<td>PETERS</td>
<td>00</td>
<td>2704.00-</td>
<td>2704.00-</td>
</tr>
<tr>
<td>WILLIAM</td>
<td>00</td>
<td>5930.75-</td>
<td>5930.75-</td>
</tr>
<tr>
<td></td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td>—</td>
<td>10134.75-</td>
<td>10134.75-</td>
</tr>
</tbody>
</table>

Option 8 - Print All Reports

Use this function to print the Sales Tax Report, Sales Report, Cash Receipts Report, Adjustments Report, Subsidiary GL Distributions Report, and Transaction Control Report. The following processing steps accomplish this job.

**Step 1**
This is the standard disposition used for all reports not printed on special forms.

**Step 2**
This function supplies a default value for the “time period” (month, quarter, or year) in the Sales Tax Report.

**Step 3**
In preparation for performing a sort/selection process on The Sales Tax Districts information, this step provides you with a default sequencing of data records by Tax Code and Tax District, with the option to change modifiable parameters at run time. Selection of data records is provided by Tax Code and Tax District, with the option to enter user-specified comparisons at run time.

**Step 4**
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
Step 5
In order to print the Sales Tax report, this step formats the Sales Tax Districts information. The following data items are shown: Tax District, Description, Rate, GL Account, Total Sales, Taxable Sales and Total Sales Tax. As appropriate, group headings appear whenever a change occurs in Tax Code. If requested, totals appear whenever a change occurs in Tax Code. When totals are specified, the following items are accumulated: Total Sales by Tax Code, Taxable Sales by Tax Code, and Sales Tax by Tax Code.

A sample output is shown below.

```
Sales Tax
Month to Date

<table>
<thead>
<tr>
<th>Tax Code</th>
<th>Tax District Name</th>
<th>Tax Rate</th>
<th>GL Account</th>
<th>Sales</th>
<th>Taxable Sales</th>
<th>Sales Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Washington State Tax-Urban</td>
<td>.081</td>
<td>2020001001</td>
<td>10326.72</td>
<td>10202.60</td>
<td>653.47</td>
</tr>
<tr>
<td>002</td>
<td>Washington State Tax - Rural</td>
<td>.079</td>
<td>2020001001</td>
<td>00</td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td>003</td>
<td>Nevada State Tax</td>
<td>.062</td>
<td>2020001001</td>
<td>5930.75</td>
<td>5930.75</td>
<td>415.65</td>
</tr>
</tbody>
</table>

Tax Code Totals -> 16257.46 | 16133.35 | 1069.12

Grand Totals -> 19154.81 | 19013.85 | 1069.12
```

Step 6
In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account Number, Operator ID, and Transaction No, giving additional sort order choice by account component, with the option to change modifiable parameters at run time.

Step 7
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 8
In order to print the report requested, this step formats the Month To Date Postings information. The following data items are shown: Operator ID, Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Apply Type, Debit Amount, And Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account Number, or account
component. If requested, totals appear whenever a change occurs in Account Number, account component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Post Month/Year</th>
<th>06 89</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Detail GL Distributions</td>
<td></td>
</tr>
<tr>
<td>Account Name</td>
<td>Debit</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>Alexander's, Inc.</td>
<td>20.26</td>
</tr>
<tr>
<td>Master Sellers Company</td>
<td>2.00</td>
</tr>
<tr>
<td>Burlington Enterprises</td>
<td>22.22</td>
</tr>
<tr>
<td>Burlington Enterprises</td>
<td>101.90</td>
</tr>
<tr>
<td>— Current Month Totals —&gt;</td>
<td>146.38</td>
</tr>
<tr>
<td>— Beginning GL Balance —&gt;</td>
<td>141659.39</td>
</tr>
<tr>
<td>— Account Total —&gt;</td>
<td>141513.01</td>
</tr>
</tbody>
</table>

| Miscellaneous Income |       |       |            |
| Alexander's, Inc. | 22.22 | 0.00 | 22.22 |
| Master Sellers Company | 2.00 | 0.00 | 2.00 |
| Burlington Enterprises | 101.90 | 0.00 | 101.90 |
| — Current Month Totals —> | 146.38 | 0.00 | 146.38 |
| — Beginning GL Balance —> | 0.00 |       |       |
| — Account Total —> | 146.38 |       |       |

| Post Month/Year | 06 89 Totals —> |       |            |
| Accounts Receivable | 146.38 | 146.38- | 0.00 |

| Accounts Receivable User Manual | 151 |
### Monthly Processing

#### Step 9
In order to print the report requested, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Post Month. If requested, totals appear whenever a change occurs in Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>.00</td>
<td>146.38</td>
<td>-146.38</td>
</tr>
<tr>
<td>3060000000</td>
<td>Miscellaneous Income</td>
<td>146.38</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Post Month/Year 06 89 Totals -&gt;</td>
<td>146.38</td>
<td>146.38</td>
<td>0</td>
</tr>
<tr>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>.00</td>
<td>22.58</td>
<td>-22.58</td>
</tr>
<tr>
<td>3060000000</td>
<td>Miscellaneous Income</td>
<td>22.58</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Post Month/Year 07 89 Totals -&gt;</td>
<td>22.58</td>
<td>22.58</td>
<td>0</td>
</tr>
<tr>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>18721.44</td>
<td>0</td>
<td>18721.44</td>
</tr>
<tr>
<td>1050001000</td>
<td>Service Charges Receivable</td>
<td>.00</td>
<td>140.96</td>
<td>-140.96</td>
</tr>
<tr>
<td>2020001000</td>
<td>Sales Tax Payable, Sales</td>
<td>20771.44</td>
<td>0</td>
<td>20771.44</td>
</tr>
<tr>
<td>3010001000</td>
<td>Sales, Manufacturing</td>
<td>0</td>
<td>10134.75</td>
<td>-10134.75</td>
</tr>
<tr>
<td>4190000001WH</td>
<td>Freight Out, Sales/Wholesale</td>
<td>.00</td>
<td>547.51</td>
<td>-547.51</td>
</tr>
<tr>
<td></td>
<td>- Post Month/Year 08 89 Totals -&gt;</td>
<td>20771.44</td>
<td>20771.44</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Step 10
In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account Number, Operator ID, and Transaction No, giving additional sort order choice by account component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account Number, and account component, with the option to enter user-specified comparisons at run time.
Step 11
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 12
In order to print the report requested, this step formats the Month To Date Postings information. The following data items are shown: Operator ID, Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Apply Type, Debit Amount, and Credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account Number, or account component. If requested, totals appear whenever a change occurs in Account Number, account component, or post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Post Month/Year</th>
<th>08 89</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>1010001000</td>
</tr>
<tr>
<td>MRC 0010 0001 00000080</td>
<td>Dominion Business Machin 9988765</td>
</tr>
<tr>
<td>— Current Month Totals —&gt;</td>
<td>14675.00</td>
</tr>
<tr>
<td>— Beginning GL Balance —&gt;</td>
<td>776673.21</td>
</tr>
<tr>
<td>— Account Total —&gt;</td>
<td>791348.21</td>
</tr>
<tr>
<td>Post Month/Year</td>
<td>08 89</td>
</tr>
<tr>
<td>Account</td>
<td>1010001001</td>
</tr>
<tr>
<td>MRC 0010 0001 00000080</td>
<td>Alexander's, Inc</td>
</tr>
<tr>
<td>MRC 0010 0002 00000099</td>
<td>Burlington Enterprises 11003</td>
</tr>
<tr>
<td>MRC 0010 0003 00000010</td>
<td>Dominion Business Machin 9988765</td>
</tr>
<tr>
<td>MRC 0010 0004 00000020</td>
<td>Master Sales Company 1279</td>
</tr>
<tr>
<td>MRC 0010 0005 00000030</td>
<td>Pool and Associates 4421</td>
</tr>
<tr>
<td>MRC 0010 0006 00000040</td>
<td>Miscellaneous Customer 3121</td>
</tr>
<tr>
<td>MRC 0010 0007 00000050</td>
<td>Miscellaneous Customer 3144</td>
</tr>
<tr>
<td>— Current Month Totals —&gt;</td>
<td>17772.19</td>
</tr>
<tr>
<td>— Beginning GL Balance —&gt;</td>
<td>2148193.22</td>
</tr>
<tr>
<td>— Account Total —&gt;</td>
<td>2165965.41</td>
</tr>
</tbody>
</table>

Accounts Receivable User Manual 153
Step 13
In order to print the report requested, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Post Month. If requested, totals appear whenever a change occurs in Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

```
Cash Receipts Summary GL Distributions

Account                      Account Name                                   Debits                 Credits              Net Change
---------------------------------------------------------------------------------------------
Post Month/Year 08 89
1010001000                  Cash, Corporate                             14675.00                     .00                14675.00
1010001001                  Cash, Sales Outlets                         17772.19                     .00                17772.19
1030001000MA                Accts Receiv, Corp./Mfg.                         .00                14675.00-               14675.00-
1030001001WH                Accts Receiv, Sales/Wholesale                    .00                14272.19-               14272.19-
2051000000                  Sales Deposits                                   .00                 3500.00-                3500.00-
— Post Month/Year 08 89 Totals —>          32447.19                32447.19-                    .00
============            ============            ============
— Grand Totals —>          32447.19                32447.19-                    .00
============            ============            ============
```

Step 14
In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Post Year, Post Month, Account Number, Operator ID, and Transaction No, giving additional sort order choice by account component, with the option to change modifiable parameters at run time. Selection of data records is provided by Post Year, Post Month, Account Number, and account component, with the option to enter user-specified comparisons at run time.

Step 15
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 16
In order to print the report requested, this step formats the Month To Date Postings information. The following data items are shown: Operator Id, Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Apply Type, Debit Amount, and credit Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account Number or account
component. If requested, totals appear whenever a change occurs in Account Number, account component, or Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.
Step 17
In order to print the report requested, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Post month. If requested, totals appear whenever a change occurs in Post Month. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, And Net Change Amount Total.

A sample output is shown below.

---

Step 18
In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Subsidiary Type, Subsidiary Code, and Account Number, with the option to change modifiable parameters at run time.

Step 19
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 20
In order to print the Subsidiary Code Detail GL Distributions, this step formats the Month To Date Postings information. The following data items are shown: Transaction No, Customer, Name, Invoice/Check Number, Transaction Type, Transaction Date, Description, and Amount.
### Step 21

In order to print the Subsidiary Code Summary GL Distributions, this step formats the Month To Date Postings information. As appropriate, group headings appear whenever a change occurs in Subsidiary Type or Subsidiary Code. If requested, totals appear whenever a change occurs in Subsidiary Code or Subsidiary Type. When totals are specified, the following items are accumulated: Debit Amount Total, Credit Amount Total, and Net Change Amount Total. Grand totals print at the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

---

A sample output is shown below.

<table>
<thead>
<tr>
<th>Subsidiary Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES</td>
<td>special desk</td>
<td>900.00-</td>
</tr>
<tr>
<td></td>
<td>special chairs</td>
<td>600.00-</td>
</tr>
<tr>
<td>PETERS</td>
<td>special table</td>
<td>2704.00-</td>
</tr>
<tr>
<td>WILLIAMS</td>
<td>shelving unit</td>
<td>5401.60-</td>
</tr>
<tr>
<td></td>
<td>shelving unit</td>
<td>529.15-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5930.75-</td>
</tr>
</tbody>
</table>

---

### Subsidiary Code JONES 2 Salesperson Sam Jones JONES

<table>
<thead>
<tr>
<th>Customer</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexander's, Inc.</td>
<td>special order desk</td>
<td>900.00-</td>
</tr>
<tr>
<td>Alexander's, Inc.</td>
<td>special order chairs</td>
<td>600.00-</td>
</tr>
</tbody>
</table>

---

### Subsidiary Code PETERS 2 Salesperson George Peters PETERS

<table>
<thead>
<tr>
<th>Customer</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Sellers Company</td>
<td>special order table</td>
<td>2704.00-</td>
</tr>
</tbody>
</table>

---

### Subsidiary Code WILLIAMS 2 Salesperson Kris Williams WILLIAMS

<table>
<thead>
<tr>
<th>Customer</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deno's Inc.</td>
<td>shelving unit</td>
<td>5401.60-</td>
</tr>
<tr>
<td>Deno's Inc.</td>
<td>shelving unit</td>
<td>529.15-</td>
</tr>
</tbody>
</table>

---

### Subsidiary Code Summary GL Distributions

<table>
<thead>
<tr>
<th>Subsidiary Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES</td>
<td>special desk</td>
<td>900.00-</td>
</tr>
<tr>
<td></td>
<td>special chairs</td>
<td>600.00-</td>
</tr>
<tr>
<td>PETERS</td>
<td>special table</td>
<td>2704.00-</td>
</tr>
<tr>
<td>WILLIAMS</td>
<td>shelving unit</td>
<td>5401.60-</td>
</tr>
<tr>
<td></td>
<td>shelving unit</td>
<td>529.15-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5930.75-</td>
</tr>
</tbody>
</table>

---

### Grand Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10134.75-</td>
</tr>
</tbody>
</table>
A sample output is shown below.

### Subsidiary Code Summary GL Distributions

<table>
<thead>
<tr>
<th>Subsidiary Code</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES</td>
<td>.00</td>
<td>1500.00-</td>
<td>1500.00-</td>
</tr>
<tr>
<td>PARKER</td>
<td>.00</td>
<td>2704.00-</td>
<td>2704.00-</td>
</tr>
<tr>
<td>WILLIAMS</td>
<td>.00</td>
<td>5930.75-</td>
<td>5930.75-</td>
</tr>
</tbody>
</table>

**Sub Type GL Totals**

<table>
<thead>
<tr>
<th></th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.00</td>
<td>10134.75-</td>
<td>10134.75-</td>
</tr>
</tbody>
</table>

**Grand Totals**

<table>
<thead>
<tr>
<th></th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>.00</td>
<td>10134.75-</td>
<td>10134.75-</td>
</tr>
</tbody>
</table>

---

**Step 22**

In preparation for performing a sort/selection process on the Transaction Control information, this step provides you with a default sequencing of data records by Application, File Posted, Operator ID, and Control No, with the option to change modifiable parameters at run time. Selection of data records is provided by Application, File Posted, Operator ID, Control No, and Journal Code, with the option to enter user-specified comparisons at run time.

**Step 23**

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 24**

In order to print the Transaction Control report, this step formats the Transaction Control information. The following data items are shown: Application, File Posted, Operator ID, Control No, Amount Posted, Last Transaction Posted, Date/Time, Journal Code, Description, Operator Exclusive?, Control Total, Hash Total, Number of Transaction, Number of errors, and Number of Warnings.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Applied/Date/Time</th>
<th>Control Group</th>
<th>Description</th>
<th>Op Exc?</th>
<th>Ctrl Total</th>
<th>Hash Total</th>
<th>Trx Errors</th>
<th>Warnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAR ADJUSTMENTS</td>
<td>SRR / 0005</td>
<td>Augen - group 1</td>
<td>N</td>
<td>000</td>
<td>000</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0001</td>
<td>Cash Receipts</td>
<td>N</td>
<td>13477.00</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0006</td>
<td>June - group 1</td>
<td>N</td>
<td>15567.00</td>
<td>70</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0007</td>
<td>June - group 1</td>
<td>N</td>
<td>4272.50</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0008</td>
<td>June - group 2</td>
<td>N</td>
<td>14046.00</td>
<td>140</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0009</td>
<td>June - group 3</td>
<td>N</td>
<td>4272.50</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0010</td>
<td>June - group 3</td>
<td>N</td>
<td>14046.00</td>
<td>140</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0011</td>
<td>June - group 3</td>
<td>N</td>
<td>4272.50</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0012</td>
<td>June - group 3</td>
<td>N</td>
<td>14046.00</td>
<td>140</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0013</td>
<td>June - group 3</td>
<td>N</td>
<td>4272.50</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0014</td>
<td>June - group 3</td>
<td>N</td>
<td>14046.00</td>
<td>140</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>TAR CASH RECV</td>
<td>SRR / 0015</td>
<td>June - group 3</td>
<td>N</td>
<td>4272.50</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TAR INVOICES</td>
<td>SRR / 0001</td>
<td>Orders through 6/10/89</td>
<td>N</td>
<td>000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR INVOICES</td>
<td>SRR / 0002</td>
<td>Orders through 6/10/89</td>
<td>N</td>
<td>000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR INVOICES</td>
<td>SRR / 0003</td>
<td>Orders through 6/10/89</td>
<td>N</td>
<td>000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR INVOICES</td>
<td>SRR / 0004</td>
<td>Orders through 6/10/89</td>
<td>N</td>
<td>000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TAR INVOICES</td>
<td>SRR / 0005</td>
<td>Orders through 6/10/89</td>
<td>N</td>
<td>000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Option 9 - General Ledger Distributions Inquiry

Use this function to view all the general Ledger distributions for a given account. This inquiry is not available if General Ledger is not part of your system. The following processing steps accomplish this job.

#### Step 1

This function cancels the GL Distributions Inquiry if General Ledger does not exist.

#### Step 2

In order to print the General Ledger Distributions Inquiry, this step formats the Chart of Accounts and Month To Date Postings information. The following data items are shown: Account Number, Description, Operator ID, Customer, Invoice/Check Number, Transaction Type, Transaction Date, and Amount.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>OpID</th>
<th>Customer</th>
<th>Inv/Chck</th>
<th>Trx Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10100010</td>
<td>Cash, Sales Outlets</td>
<td>SRR</td>
<td>00000010</td>
<td>6130</td>
<td>PAY 08/11/89 payment</td>
<td>2170.28</td>
</tr>
<tr>
<td>10100010</td>
<td>Cash, Sales Outlets</td>
<td>SRR</td>
<td>00000040</td>
<td>11603</td>
<td>PAY 08/11/89 payment</td>
<td>3111.95</td>
</tr>
<tr>
<td>10100010</td>
<td>Cash, Sales Outlets</td>
<td>SRR</td>
<td>00000060</td>
<td>817</td>
<td>PAY 08/11/89 payment</td>
<td>2600.00</td>
</tr>
<tr>
<td>10100010</td>
<td>Cash, Sales Outlets</td>
<td>SRR</td>
<td>00000020</td>
<td>1278</td>
<td>PAY 08/11/89 payment</td>
<td>600.40</td>
</tr>
<tr>
<td>10100010</td>
<td>Cash, Sales Outlets</td>
<td>SRR</td>
<td>00000050</td>
<td>3121</td>
<td>PAY 08/11/89 payment</td>
<td>2789.56</td>
</tr>
<tr>
<td>10100010</td>
<td>Cash, Sales Outlets</td>
<td>SRR</td>
<td>00000030</td>
<td>4421</td>
<td>PAY 08/11/89 payment</td>
<td>3000.00</td>
</tr>
<tr>
<td>10100010</td>
<td>Cash, Sales Outlets</td>
<td>SRR</td>
<td>00000020</td>
<td>1279</td>
<td>PAY 08/11/89 deposit</td>
<td>1500.00</td>
</tr>
<tr>
<td>10100010</td>
<td>Cash, Sales Outlets</td>
<td>SRR</td>
<td>00000050</td>
<td>3144</td>
<td>PAY 08/11/89 deposit</td>
<td>2000.00</td>
</tr>
</tbody>
</table>

---

**Account Total** | 17772.19

---
Option 10 - Monthly Status Inquiry

Use this function to display the current month and year, the status of monthly reports, and whether recurring billings have been generated.


A sample output is shown below.

<table>
<thead>
<tr>
<th>Calendar Month/Year</th>
<th>Report</th>
<th>Required</th>
<th>Printed</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOM</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Sales Tax</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Sales GL Distributions</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Cash Receipts GL Distributions</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Adjustments GL Distributions</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Subsidiary GL Distributions</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Transaction Control</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Recurring Billings Generated?</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Service Charges Posted?</td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>

Option 11 - Close Month

Use this function to perform end of month processing. The following processing steps accomplish this job.

**Step 1**
This function verifies the End-of-Month report status before proceeding with the Close Month process. In addition, the Recurring Billings Generated? field is examined, and a WARNING message is displayed if recurring billings have not been generated.

**Step 2**
This is the standard disposition used for all posting functions.

**Step 3**
This step prevents CANCEL from canceling the current job.
Step 4
This step deletes current and prior month records in the Month To Date Postings file. Future period postings are not deleted.

Step 5
In preparation for performing a sort/selection process on the Transactions information, this step provides sequencing of data records by Customer, Apply To, and Invoice Due Date, with no option to change the sequence at run time.

Step 6
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 7
This step processes the information for Transactions. Zero balance invoices will be transferred to the Transactions History file; then those records in the Transactions, Unpaid Invoices, and Miscellaneous Customers files will be deleted.

Step 8
In preparation for performing a sort/selection process on the Transactions information, this step provides sequencing of data records by Customer, Apply To, and Transaction Type, with no option to change the sequence at run time.

Step 9
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 10
This step creates “balance forward” records in the Transactions and Unpaid Invoices files for “balance forward” customers. Related records in the Transactions and Unpaid Invoices files will then be deleted.

Step 11
This step processes the information for Sales Tax Districts. Updates to Month to Date, Quarter to Date, and Year to Date dollar fields in the Sales Tax Districts file will occur.

Step 12
This step processes the information for Parameters; the calendar and fiscal month and year are advanced.
Step 13
This step processes the information for Customer History and Customer History by Month. Records older than the “Number of Months of Customer History” defined on the Parameters file will be deleted.

Step 14
This step processes the information for customers; record-protection fields will be reset in the Customers file if that customer has no more transactions on file.

Step 15
In preparation for performing a sort/selection process on the Transactions History information, this step provides sequencing of data records by Customer, Apply To, and Invoice Due Date, with no Option to change the sequence at run time.

Step 16
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 17
This step processes the information for Transaction History. Records older than the “Number of Months of Transaction History” defined in the Parameters file will be deleted.

Step 18
This step processes the information for Transaction Control. Records older than the “Number of Months of Transaction Control” defined in the Parameters file will be deleted.

Step 19
This function displays a warning to the operator if any errors were encountered during posting.
3 Monthly Processing
Chapter 4: File Maintenance
This menu allows you to perform file maintenance and print lists for master files. You can also print customer labels and roledex cards from this menu.

Option 1 - Customers

Use this function to enter and edit customer records. Make sure this information you enter is accurate and complete, as this data is crucial to the proper functioning of the Accounts Receivable application.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the three screens displayed by this function are shown.

The screen shown below presents information about Customers.

This file contains the information for a specific customer. Some of the information is used as reference information and some is used in processing the customer’s transactions.

Figure 33. The Accounts Receivable File Maintenance Menu
When the key value for a particular record is requested, you can review all the records in the file by selecting the scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Customer No**

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. By using Scan you may use this as an ‘access key’ for selecting records.

Supply a unique number to identify this customer. This is the number that is used to recall or reference the customer’s records throughout the Accounts Receivable application.

**Name**

Enter an alphanumeric field, up to 30 characters in length. This field is required. By using Scan you may use this as an ‘access key’ for selecting records.

Provide the customer’s name.
Alpha Code
Enter an alphanumeric field, up to 8 characters in length. This field is required. By using Scan you may use this as an 'access key' for selecting records.
Supply a code that will provide an alternative identification for the customer. You may want to use a portion of the customer name. Many reports are sorted by Customer Alpha throughout Accounts Receivable.

Address (Line 1)
Enter an alphanumeric field, up to 30 characters in length.
Provide the first line of the customer's street address.

Address (Line 2)
Enter an alphanumeric field, up to 30 characters in length.
If appropriate, enter additional information to complete the customer's address.

City
Enter an alphanumeric field, up to 20 characters in length.
Supply the city in the customer's address.

State
Enter an upper case alphanumeric field, up to 2 characters in length.
Supply the standard 2-letter state abbreviation for the customer's state.

Zip Code
Enter an upper case alphanumeric field, up to 10 characters in length.
Supply the customer's zip code.

Country
Enter an alphanumeric field, up to 20 characters in length.
Name the customer's country, if appropriate.

Contact Name
Enter an alphanumeric field, up to 20 characters in length.
Name the contact person at the customer's office. (This will be the addressee on dunning letters sent to this customer.)
Telephone
Enter an upper case alphanumeric field, up to 14 characters in length.
Provide the customer’s phone number, including the area code. You may use any notation or format (for example, ‘(###) ###-####’ or ‘###-###-####’).

Facsimile
Enter an upper case alphanumeric field, up to 14 characters in length.
Supply the customer’s FAX number, if appropriate. Include the area code; any format is appropriate.

Terms Code
Enter a positive number with up to 3 digits. You can use Scan to search for an appropriate entry.
Identify the payment terms that apply to this customer. This code must be on file in the Terms file. The system displays the description from this file so that you can verify your entry.
This code is defaulted when invoices are entered for this customer.

Cust Type
Enter a positive number with up to 2 digits. You can use Scan to search for an appropriate entry.
Identify the type that applies to this customer. Your entry must be on file in the Customer Types file. The system displays the type description from this file so that you can verify your entry.
Many reports in Accounts Receivable are sorted by customer division, customer area, and customer type.

Miscellaneous Customer?
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
If this record is being set up to handle “miscellaneous” customers — that is, customers you may only do business with occasionally, and whom you do not want to track individually — enter ‘Y’. When you enter an invoice for a miscellaneous customer, the system will prompt you for a name and address to be printed on the invoice. You may create as many miscellaneous customers as you want; many businesses create only one, for all such customers.

Salesperson
Enter a positive number with up to 3 digits. You can use Scan to search for an appropriate entry.
4 File Maintenance

If Commission Accounting is included in your system, enter the code that identifies the salesperson to be credited with sales to this customer. Only number from the Salespersons file are accepted. The salesperson’s name is displayed so that you can verify your entry. If your system does not include Commission Accounting, you can make an entry here for your information.

This code is defaulted when invoices are entered for this customer.

Tax Code
Enter a positive number with up to 3 digits. You can use Scan to search for an appropriate entry.

Supply the tax code that applies to this customer, if any. If entered, this code must be on file in the Sales tax Codes file. The system displays the description from this file so that you can verify your entry.

This code is defaulted when invoices are entered for this customer. If no tax code and tax district are entered, sales tax cannot be entered on invoices for this customer.

Tax District
Enter an alphanumeric field, up to 5 characters in length. You can use Scan to search for an appropriate entry.

Supply the tax district that applies to this customer, if appropriate. If entered, this code must be on file in the Sales tax Codes file for the tax code you entered in the previous field. The system displays the description of the tax district from this file so that you can verify your entry.

If you enter a tax code, you should also enter a tax district. This district is defaulted during invoices entry for this customer. If no tax code and tax district are entered, sales tax cannot be calculated on invoices for this customer.

Division
Enter a positive number with up to 2 digits. You can use Scan to search for an appropriate entry.

Identify the division to which the customer belongs. This number must be on file in the Customer divisions file. The system displays the description of the division from this file so that you can verify your entry.

Many reports in Accounts Receivable are sorted by customer division, customer area, and customer type.
Area

Enter a positive number with up to 2 digits. You can use Scan to search for an appropriate entry.

Identify the area to which the customer belongs. The area must be on file in the Customer Areas file. The system displays the description of the area from this file so that you can verify your entry.

Many reports in Accounts Receivable are sorted by customer division, customer area, and customer type.

Warehouse

Enter a positive number with up to 2 digits. You can use Scan to search for an appropriate entry.

Identify the warehouse that usually supplies the inventory items purchased by this customer. If your system includes Inventory Control, this number must be on file in the Ware houses file. The system displays the warehouse description from this file so that you can verify your entry.

This warehouse is used as a default for this customer in the Order Entry application.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

W  No Sales Tax Will Be Collected for This Customer

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select the Next Record option to go to the next Customers record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Customer file.

The screen below presents additional information about Customers.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing. Data items for the preceding screen are described below:

**Receivable Account**

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Supply the receivable account for this customer from the General Ledger Chart of Accounts file. If General Ledger is part of your system, this number must be a valid account number. When you enter a valid account number, the system displays the account description from the Chart of Accounts file so that you can verify your entry.

During Live Operations, this account number will be used as the default receivable account for this customer’s transactions.

**Offset Account**

Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.

Supply the standard offset account for this customer. This is usually a revenue account. This account will default for you when you are entering invoices. If there is no default offset account for this customer, leave this field blank.
If entered, this account must be on file in the General Ledger Chart of Accounts file. The system will display the account description from that file so that you can verify your entry.

**Open Item?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

Specify whether this customer’s account will be maintained on an open-item or balance-forward basis. Values and their meanings are:

Y: The customer’s account is maintained on an open-item basis. All transactions will be kept in detail in the Transactions file. During Close Month processing in Live Operations, the system will delete only zero-balance invoices from these files.

N: The customer’s account will be maintained on a balance-forward basis. During Close Month processing in Live Operations, all of the month’s invoice records, based on due date will be summed into a single balance-forward record. After the Close Month function has finished, statements, transaction reports, dunning letters, and inquiries will not show prior months’ transaction detail for this customer. However, an invoice with a due date in a future month will be excluded from the summary and maintained in detail.

**Keep Sales History?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

Specify whether or not sales history will be maintained for this customer in the Customer History file.

Y: Keep sales history for this customer.

N: Do not keep sales history for this customer.

History will be maintained for the number of months specified in the Months of Customer History field in the Parameters file.

**Post to Sales Analysis?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.

Specify whether or not you want to post this customer’s invoices to the Sales Analysis application.

Y: Post this customer’s invoices to Sales Analysis.

N: Do not post this customer’s invoices to Sales Analysis (or, Sales Analysis is not part of your system).
**First Transaction Date**

The system displays a date (YMD).

During Initial Setup, you can enter the sale of the first sale to this customer. During Live Operations, the system sets and displays the date of the first sale to this customer. Once set, this field never changes.

**Last Transaction Date**

The system displays a date (YMD).

During Initial Setup, you can enter the date of the most recent sale to this customer. During Live Operations, the system maintains and displays the date of the most recent sale to this customer. This field is updated during transaction posting. If a cash receipt was the last posted transaction, this date and the Last Payment date are the same.

**Last Payment Date**

The system displays a date (MD).

During Initial Setup, you can enter the date the most recent payment was received from this customer. During Live Operations, the system maintains and displays the date the most recent payment was received from this customer. This field is updated during transaction posting.

**Comments**

Enter a text field, up to 237 characters in length. You can use the options to split, join and redisplay text, the End Paragraph option, and the fixed space character to “hold” spaces in this field.

Supply any additional information you may need about this customer. This field is optional, and appears only on the standard Customer List, the Customer Credit Inquiry, and the Customer Credit report.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

**E** Miscellaneous Customers Must Be Open Item

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select the Next Record option to go to the next Customers record.
At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Customers file.

The screen below presents additional information about Customers.

![Figure 36. The Accounts Receivable Customers Screen - Part 3 of 3](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Credit Limit**

Enter a number with up to 7 digits.

Define the maximum amount of credit extended to this customer. The system uses this amount to set the Credit Status for this customer if the system is set up to maintain this information (see the Hold OK? field). The Credit Limit does not prevent you from entering sales over the limit.

If you leave a blank entry in this field, the system assumes a limit of 0, not an unlimited line of credit. The default value is 9999999, meaning that unlimited credit is available for this customer.
**Credit Status**

Enter an upper case alphanumeric field, up to 3 characters in length. Valid entries are OK, NO and BAD. The initial default value is ‘OK’. This field is required.

Use one of the following codes to identify this customer’s credit status:

OK: The customer’s credit is not exceeded.

NO: The customer’s balance exceeds the customer’s credit limit.

BAD: For some reason other than the credit limit, this customer is considered to be a poor credit risk. You are the only one allowed to set or change this status code; the system will not alter a credit status of “BAD”.

The credit status indicator is used in Order Entry, to inform users entering sales orders of the customer’s current credit status.

The system will maintain this field only if the Hold OK? field (see next field) is set to ‘Y’.

**Hold OK?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

Indicate whether or not the system should maintain this customer’s credit status (that is, whether or not the system should update the credit status field).

N: The system should not maintain this customer’s credit status.

Y: The system should maintain this customer’s credit status. It will set Credit Status to ‘NO’ during any post when this customer’s credit limit is exceeded, and will set Credit Status to ‘OK’ during any post when this customer’s balance goes below the credit limit.

NOTE: The system will not alter the credit status if you set it to ‘BAD’. See the credit Status field above.

**Statement Type**

Enter an upper case alphanumeric field, 1 character in length. Valid entries are N, Y and Z. The initial default value is ‘Y’. This field is required.

Supply one of the following codes to identify how monthly statements will be handled for this customer:

N: Do not print a statement for this customer.

Y: Print a statement if there is an outstanding balance for this customer’s account.

Z: Print a statement even if there is a zero balance for the customer’s account.
Statement Period

Enter an upper case alphanumeric field, up to 2 characters in length.
Specify the statement period; this code is used for sorting when statements are printed. For example if you wanted to separate your customers into three segments, you might choose Period 1 as all customers whose names begin with A through H; Period 2 as all customers whose names begin with I through P; and Period 3 as all customers whose names begin with Q through Z. Any combination or separation is allowed.

Service Charge?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.
Specify whether or not service charges should be calculated on past-due invoices and added to the customer’s account when the Calculated Service Charges function is run during Live Operations. Values are:

N: This customer is not subject to service charges.
Y: This customer is subject to service charges. The basis of the service charge is defined on the terms record identified by the Terms code entered.

Service charges should be calculated, edited, printed, posted, and written off on a monthly basis. The type of service charges calculated are affected by your responses to two questions on the Parameters file: “Summary Service Charges?” and “Use Average Daily Balance?” A response of ‘N’ to “Summary Service charges?” will cause service charge invoices to be created for each customer invoice. A response of ‘Y’ will cause one service charge invoice to be created per customer. “Average Daily Balance” is a Summary charge.

Write Off Service Charge?

Enter ‘Y’ (Yes) or ‘N” (No). The initial default value is ‘Y’. This field is required.
Specify whether or not service charges can be written off for this customer when the Write Off Service Charges program is run in Live Operations. Values are:

Y: Service Charges can be written off for this customer.
N: Service charges can not be written off for this customer.

During Live Operations, this entry will be the default on invoices for this customer. However, it can be changed for individual invoices during cash receipts and adjustments entry. The automatic Service Charge Write Off feature can only be used if service charges are calculated on each invoice individually. This means that the question “Summary Service Charges?” in the Parameters file has an entry of ‘N’.
4 File Maintenance

Dunning Code
Enter a positive number with up to 3 digits. You can use Scan to search for an appropriate entry.

Identify the set of dunning letters which will be sent to this customer if receivables are overdue. The code you enter must be on file in the Dunning Codes file. The system displays the description of the code from that file so that you can verify your entry.

Dunning Letters are printed from the Reports and Inquiry menu in Live Operations.

Date Dunning Sent
The system displays a date (YMD).

The date on which the last dunning letter was printed for this customer is displayed.

On Order Amount
The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

During Initial Setup, supply the total dollar value of all outstanding sales orders not yet shipped to the customer. During Live Operations, the system maintains and displays the total amount of all outstanding sales orders not yet shipped to the customer. The Order Entry application updates this field.

Balance Due
The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.

For new records entered during Initial Setup, this field is zero. When you run the Process Initial Setup function, the system will calculate the total amount of outstanding invoices based on the opening entries and will place the result in this field.

During Live Operations, the system maintains and displays the total amount of all outstanding invoices for the customer. This field is updated during transaction posting.

Refund Vendor No
Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. You can use Scan to search for an appropriate entry.

If this customer will need a refund for any reason, it will be necessary to transfer the refund to Accounts Payable in order to print a check. Supply the vendor number for this customer, if a check is possible.

You might want to create a Miscellaneous Vendor specifically to handle refunds. If a refund is created for a Miscellaneous Vendor, the name and address for the vendor invoice are transferred from the Customers file.
Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select the Next Record option to go to the next Customers record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Customers file.

**Option 2 - Customer Divisions**

Use this function to enter and edit Customer Divisions records. These divisions represent subsets of your company which do business with different customers.

If you prefer to use this file merely to subdivide your customers, leave the addresses blank. Then, when invoices, statements, and dunning letters are pretend, the system will supply the company name and address that was entered when your system was installed. Otherwise, the data in this file is used.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Customer Divisions.

This file contains a record identifying each division used within your company. Each division can have its own name and address; if entered, these names and addresses will be printed as the company name and address on invoices, statements, and dunning letters.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Customer Division**

Enter a positive number with up to 2 digits. By using Scan you may use this as an 'access key' for selecting records.

Use a unique code to identify each division within your company.

**Description**

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe each division. This description is for your information only; it will not be printed on invoices.
Name
Enter an alphanumeric field, up to 30 characters in length.
Supply the name of each division, if you want a name other than your company name to be printed on invoices, statements, and dunning letters.

Address (Line 1)
Enter an alphanumeric field, up to 30 characters in length.
Provide each division’s street address, if you want an address other than your company address to printed on invoices, statements, and dunning letters.

Address (Line 2)
Enter an alphanumeric field, up to 30 characters in length.
If needed, enter an additional address line to complete each division’s address.

City
Enter an alphanumeric field, up to 20 characters in length.
Supply the city for the division’s address, if it is different from the city that was entered during system installation. If you enter a city here, be sure to also supply the state and zip code.

State
Enter an upper case alphanumeric field, up to 2 characters in length.
Supply the standard 2-letter state abbreviation for each division, if appropriate.

Zip Code
Enter an alphanumeric field, up to 10 characters in length.
Provide the zip code for each division, if appropriate.

Country
Enter an alphanumeric field, up to 20 characters in length.
Supply the country in which each division is located, if appropriate.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Blank Not Permitted
Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Customer Divisions record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Customer Divisions file.

**Option 3 - Customer Areas**

Use this function to enter and edit Customer Areas records. Customer Areas provides you with another way to subdivide your customers; the areas need not be geographical. Many reports in Accounts Receivable are sorted by Customer Area.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Customer Areas.

You can use this file to define the various areas in which your customers are located. The “areas” need not be geographical.

![Figure 38. The Accounts Receivable Customer Areas Screen](image-url)
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Customer Area**
- Enter a positive number with up to 2 digits. By using PF1 you may use this as an ‘access key’ for selecting records.
- Supply a unique code to identify this customer area.

**Description**
- Enter an alphanumeric field, up to 30 characters in length. This field is required.
- Describe this customer area. This description is for your information only; it will print on subheadings for various reports throughout Accounts Receivable.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

**E** Blank Not Permitted

Press ENTER to save the information on this screen.

Select Next Record to go to the next Customer Areas record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Customer Areas file.
Option 4 - Customer Types

Use this function to enter and edit Customer Types records. Customer Types provides you with another way to subdivide your customers. Many reports in Accounts Receivable are sorted by Customer Type.

When you use this function, a record of all entries will be printed. For additions, all new field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Customer Types.

This file allows you to subdivide your customers by type.

![Figure 39. The Accounts Receivable Customer Types Screen](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.
Data items for the preceding screen are described below:

**Customer Type**

Enter a positive number with up to 2 digits. By using PF1 you may use this as an ‘access key’ for selecting records.

Supply a unique code to identify this customer type.

**Description**

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this customer type. This description is printed on various reports throughout Accounts Receivable.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

**E** Blank Not permitted

Press ENTER to save the information on this screen.

Select Next Record to go to the next Customer types record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Customer Types file.

**Option 5 - Sales Tax Codes**

Use this function to enter and edit Sales Tax Codes records. For each tax code, you should enter and describe the tax districts within that tax code, and supply each tax percentage.

Sales Tax Codes are used during invoice entry in Accounts Receivable and Order Entry to calculate the sales tax due. For each customer, you supply a default Sales Tax Code and District, which is transferred to each new invoice that is entered. These default values can be changed.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the two screens displayed by this function are shown.
The screen shown below presents information about Sales Tax Codes.

This file contains records identifying the tax codes which apply to customers in Account Receivable.

![Figure 40. The Accounts Receivable Sales Tax Codes Screen](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Tax Code**

Enter a positive number with up to 3 digits. By using Scan you may use this as an ‘access key’ for selecting records.

Supply a unique number to identify this sales tax code.
Description

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this sales tax code.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Blank Not Permitted

Press ENTER to continue to the next screen.

Select the Next Record option to go to the next Sales Tax Codes record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Sales Tax Codes file.

The screen show below presents information about Sales Tax Districts.

Each tax code may have any number of jurisdictions to which it refers; each jurisdiction may have its own tax percentage. In the case of overlapping jurisdictions and/or compound sales tax, a separate "tax district" should be created for each combination or separate jurisdiction.

This file contains one record for each tax district within a specified tax code.

![Figure 41. The Accounts Receivable Sales Tax Districts Screen](image)
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Tax District**
- Enter an alphanumeric field, up to 5 characters in length. This field is required.
- Supply a unique code to identify this taxing district.

**Description**
- Enter an alphanumeric field, up to 30 characters in length. This field is required.
- Describe this taxing district.

**Rate**
- Enter a number with up to 2 digits to the left of the decimal and 3 digits to the right of the decimal.
- Provide the percentage to be used as the tax rate.
- If your system includes Order Entry, this tax rate is applied to sales in this taxing district. If Order Entry is not part of your system, this field is used for information only.

**G/L Account**
- Enter an upper case alphanumeric field, up to 12 characters in length. You can use Scan to search for an appropriate entry.
- Define the General Ledger account to which this district’s sales taxes will be credited. During invoice posting, this account will be credited for taxes billed to the customer.
- If your system includes General Ledger, this number must be on file in the Chart of Account.
file, and the system displays the corresponding description so that you can verify your entry. If the Rate is zero, you can leave this field blank.

**Total Sales**

The system displays a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

During Initial Setup, you can enter the total amounts of the month-to-date, quarter-to-date, and year-to-date sales made in this tax district. During Live Operations, the system displays the total amounts of the month-to-date, quarter-to-date, and year-to-date sales made in this tax district. Year-to-date and quarter-to-date figures reflect the calendar year totals.

**Taxable Sales**

The system displays a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

During Initial Setup, you can enter the total amounts of the taxable month-to-date, quarter-to-date, and year-to-date sales in this tax district. During Live Operations, the system displays the total amounts of the taxable month-to-date, quarter-to-date, and year-to-date sales made in this tax district. Year-to-date and quarter-to-date figures reflect the calendar year totals.

**Sales Tax**

The system displays a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.

During Initial Setup, you can enter the total amounts of the month-to-date, quarter-to-date, and year-to-date taxes charged for this tax district. During Live Operations, the system displays the total amounts of the month-to-date, quarter-to-date, and year-to-date taxes charged for this tax district. Year-to-date and quarter-to-date figures reflect the calendar year totals.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

**E  General Ledger Account Must Be Entered**

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select the Previous Window option to go back to the Sales Tax Codes screen. Select the Next Record option to go to the next Sales Tax Districts record. Select the End option to go to the next Sales Tax Codes record.
At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Sales Tax Districts file.

**Option 6 - Terms**

Use this function to enter and edit Terms records. Terms records not only determine when the invoice is due, but also define the service charge percent, if any.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record's contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Customer Terms.

This file contains days and codes used to calculate when invoices are due. It also contains days, service charge minimums, and service charge percentages.

### Figure 42. The Accounts Receivable Terms Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scant he available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.
Accounts Receivable User Manual

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Terms Code**
- Enter a positive number with up to 3 digits. By using Scan you may use this as an ‘access key’ for selecting records.
- Supply a unique code for each Terms record.

**Description**
- Enter an alphanumeric field, up to 16 characters in length. This field is required.
- Describe the terms. For example, ‘2/10, net 30’. This field is printed on the invoice.

**Discount Percentage**
- Enter a positive number with up to 2 digits to the left of the decimal and 3 digits to the right of the decimal.
- Supply the discount percent for these terms. For example, two and one-half percent would be entered as ‘2.5’. This percent is for your information only; the system does not directly calculate the terms discount.

**Receipt Code (Discount)**
- Enter a positive number with 1 digit.
- Supply a code to indicate the date from which the payment days are counted in calculating discount dates. Valid codes are:
  1: From the invoice date
  2: From the last day of the month
  3: From a specific day or days of the month (for example, the 15th or the 25th)
- NOTE: This data is for your information only; the system does not directly calculate the terms discount.

**“Within” Days (Discount)**
- Enter a positive number with up to 3 digits.
- Define the number of days within which invoices must be paid in order to qualify for the dis-
count. If no discount terms are offered, this field is not required. This data is for your information only; terms discounts are not directly calculated by the system.

**Specific Days of Month (Discount)**

Enter a positive number with up to 2 digits.

Supply the day of the month from which the payment days are to be counted for discounts. You may enter up to two dates for discounts. This field is used if you entered a code of ‘3’ in the Receipt Code (Discount) field. This data is for your information only; terms discounts are not directly calculated by the system.

For example, assume that the Specific Days (Disc) are 10 and 25, and the Specific Days (Net) are 25 and 10. In this example, invoices dated from the 25th of the month through the 9th of the next month have their discount due date as the 10th of the month, and the net invoice is due on the 25th; and for invoices dated from the 10th of the month to the 24th, their discount due date is the 25th of the month, and their net due dates are the 10th of the next month.

**Receipt Code (Net)**

Enter a positive number with 1 digit.

Supply a code to indicate the date from which the payment days are counted in calculating due dates. These codes are:

1: From the invoice date
2: From the last day of the month
3: From a specific day or days of the month (for example, the 15th or the 25th)

**“Within” Days (Net)**

Enter a positive number with up to 3 digits.

Supply the number of days within which invoices must be paid in full.

**Specific Days of Month (Net)**

Enter a positive number with up to 2 digits.

Supply the days of the month from which the payment days are to be counted for net payments. You may enter up to two dates for net payments. This field is used if you entered a code of ‘3’ in the Receipt Code (Net) field.

For example, assume that the Specific Days (Disc) are 10 and 25, and the Specific Days (Net) are 25 and 10. In this example, invoices dated from the 25th of the month through the 9th of the next month have their discount due date as the 10th of the month, and the net invoice is...
due on the 25th; and for invoices dated from the 10th of the month to the 24th, their discount due date is the 25th of the month, and their net due dates are the 10th of the next month.

Service Charge Rate
Enter a positive number with 1 digit to the left of the decimal and 2 digits to the right of the decimal.
Identify the monthly percentage rate at which service charges are accumulated when an invoice is past due. For example, if service charges are accumulated at one and one-half percent per month, enter ‘1.5’.

Service Charge Minimum
Enter a positive number with up to 2 digits to the left of the decimal and 2 digits to the right of the decimal.
Define the minimum amount that will be charged when service charges are calculated. If the calculated service charge is under the minimum, the system will increase the calculated charge to the minimum charge. If you are calculating service charges by invoice (‘Summarize Service Charges?’ = ‘N’ on your Parameters file), this is the minimum amount charged per invoice.

Service Charge Days
Enter a positive number with up to 3 digits.
Identify the number of days that an invoice must be past due before service charges are applied. Once this number of days has been reached and service charges have been generated, the amount of the service charge is calculated with reference to the invoice due date. The formula for service charge calculation is:

\[ \text{Service Charge} = \frac{\text{Overdue Balance} \times \text{Service Charge Rate}}{100} \]

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Blank Not Permitted
E  Discount Receipt Code Must Be Entered with Discount %
E  Enter Specific Days Only for Receipt Code 3
E  If Discount Is Specific Day Then Net Must Be Specific Day Also
E  If Net Is Specific Day Then Discount Must Be Specific Day Also
E  If Only One Period Is Defined It Must Be the First Period
E  Receipt Code 3 Uses Only Specific Days
E  Specific Days Must Be Entered for Receipt Code 3
Press ENTER to save the information on this screen.

Select the Next Record option to go to the next Customer Terms record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Customer Terms file.

Option 7 - Dunning Codes

Use this function to enter and edit dunning letter text. You may enter any number of letters for each dunning code. Each letter has a different number of days to age and different text for the body of the letter. This would allow you, for example, to have different letters for 30, 60, 90, and 120 day-over-due invoices.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the two screens displayed by this function are shown.

The screen shown below presents information about Dunning Codes.

This file identifies and describes each set of dunning letters.

![Figure 43. The Accounts Receivable Dunning Codes Screen](image-url)
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Code**

Enter a positive number with up to 3 digits. By using Scan you may use this as NA ‘access key’ for selecting records.

Provide a unique code to identify each set of dunning letters.

**Description**

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this set of dunning letters.

Press ENTER to continue to the next screen.

Select the Next Record option to go to the next Dunning Codes record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Dunning Codes file.

The screen shown below presents information about Dunning Letters by Age.

This file contains the text used when printing dunning letters for each ageing category.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Age**

Enter a positive number with up to 3 digits.

Identify the number of days past due an invoice must be, in order to generate this dunning text.

**Description**

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this dunning code and age combination.
Text

Enter a text field, up to 600 characters in length. You can use the options to split, join, or redisplay text, the End Paragraph option, and the fixed space character to “hold” spaces in this field.

Supply the body of the dunning letter for this age. This is the text that will appear above the statement information when the dunning letter is printed.

Press ENTER to save the information on this screen.

Select the Previous Window option to go back to the Dunning Codes screen. Select the Next Record option to go to the next Dunning Letters by Age record. Select the End option to go to the next Dunning Codes record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Dunning Letters by Age file.

Option 8 - Recurring Billings

Use this function to enter and edit Recurring Billings records, and to define the line items that make up each recurring billing.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for deletions, the deleted record’s contents are shown; for changes, both old field contents and new field contents are shown; and in all cases, the User ID, date, and time are printed.

On the following pages, the two screens displayed by this function are shown.

The screen shown below presents information about Recurring Billings.

This file defines invoice entries to be automatically generated within the invoice transaction files every month when the Generate Recurring Billings function is run.
When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an "Access" screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Billing**

Enter a positive number with up to 4 digits. By using Scan you may use this as an 'access key' for selecting records.

The system automatically displays the next available number beginning with '1'. You may enter your own unique number of up to 4 digits or accept the default.

**Description**

Enter an alphanumeric field, up to 30 characters in length. This field is required.

Describe this recurring billing.
Customer

Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. You can use Scan to search for an appropriate entry.

Identify the customer who receives this recurring billing. This number must be on file in the Customers file. The system displays the customer name so that you can verify your entry.

Generation Months

Enter an alphanumeric field, up to 13 characters in length. Only letters are acceptable. The initial default value is 'JFMAMJASONDt'.

Each of these letters represents the name of a month. If you are set up on a 13-period year in the Parameters file, a "t" appears after the last month to identify the 13th period.

Delete the characters of all months during which you do not want to generate a recurring billing. For example, if you want to generate a recurring billing every "odd" month, you would remove the even-month characters. The field would look like this:

Generation Months J M M J S N

Billing Day

Enter a positive number with up to 2 digits.

Supply the date used on the invoice. Depending on the entry in the 13 month Basis? field, the Billing Day specifies either the day of the month or the day of the period.

If 13 Month Basis? is 'Y', the Billing Day pertains to a 28-day accounting period, and the system calculates the actual calendar date. For example, suppose that you are currently in the second calendar period of the year. If you entered a '2' for Billing Day, the '2' would represent January 30th, since this date is the second day in the calendar period.

If 13 Month Basis? is 'N', the Billing Day is the day of the calendar month. For example, suppose you entered a '2' for Billing Day, and you are currently in February. The '2' would represent February 2nd, since this date is the second day in the calendar month.

13 Month Basis?

Enter 'Y' (Yes) or 'N' (No). The initial default value is 'N'. This field is required.

The system displays 'Y' or 'N' to indicate whether or not the Billing Day is based on a 13-month accounting period. This field works in conjunction with the Billing Day field on this screen. If your system is on a 12-month fiscal year (see Parameters file), this field is automatically set to 'N' and cannot be changed. If your system is on a 13-month fiscal year, the entries are either:

Y: The recurring billing generation is based on a 13-period fiscal year. In this case, the Billing Day field corresponds to a day in the 28-day accounting period. For example, a Bill-
Limit
Enter a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.
Specify the maximum dollar amount that may be generated by this recurring billing. A billing will not be generated once the Billed to Date field reaches this limit. If this field is left blank, the recurring billing is unlimited. In the event that a partial billing is generated due to reaching the limit, the line items are prorated to reflect the partial bill.

Start Month
Enter an upper case alphanumeric field, up to 2 characters in length. Only numbers and letters are acceptable. Valid entries are 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, and EY. This field is required.
Identify the calendar month and year of the first month for which you want to generate invoices for this recurring billing.

Start Year
Enter a positive number with up to 2 digits. In ADD mode, this field will automatically be saved from one record to the next.
Supply the first calendar year for which you want to generate invoices for this recurring billing.

Amount
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Supply the dollar amount to be debited or credited to the receivable account for this recurring billing. Enter a negative amount for a credit entry.

Billed to Date
The system displays a number with up to 9 digits to the left of the decimal and 2 digits to the right of the decimal.
During Initial Setup you can enter the total dollar amount that has been billed to date for this
recurring billing. During Live Operations, the system maintains and displays the total amount that has been Billed to Date for this recurring billing. This field is used with the Limit field to control the recurring billing generation.

**Receivable Account**

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

The system displays the receivable account set up for this customer; you can enter a new receivable account. If General Ledger is part of your system, the account number you enter must be on file in the Chart of Accounts file, and the system, displays the description from that file so that you can verify your entry.

**Terms Code**

Enter a positive number with up to 3 digits. You can use Scan to search for an appropriate entry.

The system displays the terms code entered on the Customers record; you can enter a new terms code if you choose. The code you enter must be on file in the Terms file, and the system displays the description of your entry for verification.

**Tax Code**

Enter a positive number with up to 3 digits. You can use Scan to search for an appropriate entry.

The system displays the Tax Code entered on the Customers record. You can override the display. The system displays the corresponding description so that you can verify your entry.

**Tax District**

Enter an alphanumeric field, up to 5 characters in length. You can use Scan to search for an appropriate entry.

The system displays the Tax District entered on the Customers record. You can override the display. The system displays the corresponding description so that you can verify your entry. The tax district must be valid for the Tax Code you entered.

**Salespersons**

Enter a positive number with up to 3 digits. You can use Scan to search for an appropriate entry.

If your system includes Commission Accounting, you can make an entry here for your information.
**File Maintenance**

**Comm on Subtotal?**

Enter ‘Y’ (Yes) or ‘N’ (No).

Specify the base on which commissions are to be calculated.

- **Y:** The invoice Subtotal amount
- **N:** The line item amounts

Leave this field blank if commissions will not be calculated.

**Comm Pct**

Enter a positive number with up to 3 digits to the left of the decimal and 1 digit to the right of the decimal.

This field specifies the percentage base used to calculate the commission earned by each salesperson you entered.

If your system includes Commission Accounting, the system displays the Commission Percent from the Salesperson record for each salesperson that you entered. You can override the display.

If your system does not include Commission Accounting, you can make an entry here for your information.

**Comm Basis**

Enter a positive number with up to 3 digits to the left of the decimal and 2 digits to the right of the decimal.

Supply the percentage of the commissionable dollars that each salesperson is allocated for this invoice. This percentage is applied either to the Subtotal or to each line item, depending on the entry in the Comm on Subtotal? field.

If the commission is split between two salespeople, the first entry should be the percentage of the sales used to calculate the first salesperson’s commission, and the second should be the percentage used to calculate the second salesperson’s commission.

If Commission Accounting is part of the system, the first entry defaults to ‘100’ and the second to ‘0’. You can override these defaults.

These entries do not need to add up to 100. Any underage or overage will be posted to the “House Account” in Commission Accounting.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:
E 13 Month Basis Must Be “Y” to Generate for 13th Month
E Cannot Post to a Heading Account
E Cannot Post to a Summary Account
E Invalid Application Type
E Limit Cannot Be Less Than Amount

W Misc. Customer Name and Address must be Added in Invoices Entry
W Start Year Has Not Been Entered

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

Select the Next Record option to go to the next Recurring Billings record.

At this screen, the use of the MODE keys - ADD, DEL, CHG, or INQ - pertain to those records in the Recurring Billings file.

The screen below presents information about Recurring Line Items.

This file defines invoice line items to be automatically generated within the invoice transaction file every month when the Generate Recurring Billings function is run.

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.
**4 File Maintenance**

Data items for the preceding screen are described below:

**Line Item Number**

Enter a positive number with up to 4 digits.
Identify the line item number. You may enter line items in any sequence. The system automatically starts with '1, and sorts them into numerical order when you complete the screen entry.

**Account**

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.
The Offset Account from the Customer record is supplied; you may change it. If your system includes General Ledger, the account you enter must be on file in the Chart of Accounts file, and the system displays the account description form that file so that you can verify your entry.

**Item Type**

Enter a positive number with 1 digit.
Identify the type of this line item. The system displays the description so that you can verify your entry. Valid codes are:

0: Taxable sale
1: Nontaxable sale
2: Customer discount
3: Freight
4: Sales tax
5: Other

**Amount**

Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Identify the amount to be debited or credited for this recurring billing line item. A positive amount is considered a credit; for a discount line item, enter a negative amount.
Description
Enter an alphanumeric field, up to 30 characters in length.
Describe this recurring line item.

Sub Type
Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable.
The system displays the subsidiary type for the account, as defined in General Ledger. This reflects the subsidiary to which this line item will be posted.
If General Ledger is not part of your system, you may enter any value in this field. The transactions that are posted to various subsidiary types and codes can be printed on the Subsidiary Codes GL Distributions report on the Monthly Processing menu.

Sub Code
Enter an upper case alphanumeric field, up to 16 characters in length. You can use Scan to search for appropriate entry.
Supply a subsidiary code if this line item is to be posted to a subsidiary costing application. If the sub type is 'GL', it is assumed that the transaction will flow through to General Subsidiary. You cannot enter a subsidiary code if the subsidiary type is blank; conversely, if the subsidiary type is not blank you must enter a subsidiary code.
The transactions that are posted with the various subsidiary types and codes can be viewed on the Subsidiary Code GL Distributions report on the Monthly Processing menu.

Commission Percent
Enter a positive number with up to 3 digits to the left of the decimal and 1 digit to the right of the decimal.
If you entered 'N' for Comm on Subtotal? on the previous screen, enter the commission percent(s) to be paid on this line item. This field is optional.
If your system does not include Commission Accounting, you can make an entry here for your information.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:
Option 9 - Parameters

Use this function to enter or edit the Parameters record. Be careful that this information is correct; it controls the operation of the Accounts Receivable application.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for changes, both old field contents and new field contents are shown; and in both cases, the User ID, date, and time are printed.

On the following pages, the two screens displayed by this function are shown.

The screen shown below presents information about Parameters.
Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Current Calendar Month**

The system displays a positive number with up to 2 digits.

If you are in Initial Setup mode, enter the current calendar month. During Live Operations, the system displays the current calendar month.

**Current Calendar Year**

The system displays a positive number with up to 2 digits.

If you are in Initial Setup mode, enter the current calendar year. During Live Operations, the system displays the current calendar year.

**Current Fiscal Month**

Enter a positive number with up to 2 digits.

If General Ledger is a part of your system, the fiscal month will be supplied for you and you...
will not be able to change it. If you are operating Accounts Receivable without General Ledger, you should supply the appropriate fiscal month.

**Current Fiscal Year**

Enter a positive number with up to 2 digits.

If General Ledger is a part of your system, the proper fiscal year will be supplied for you and you will not be able to change it. If you are operating Accounts Receivable without General Ledger, you should supply the appropriate fiscal year.

**Number of Accounting Periods**

The system displays a positive number with up to 2 digits.

If you are in Initial Setup mode, enter either ‘12’ or ‘13’ to specify the number of periods in the fiscal year. During Live Operations, the system displays either ‘12’ or ‘13’.

If General Ledger is part of your system, the number is provided for you and you cannot change it.

**Start Month of Fiscal Year**

The system displays a positive number with up to 2 digits.

The starting month for your fiscal year is provided from General Ledger, if it is part of your system. If your system does not include General Ledger, enter the starting month for your fiscal year.

**Months of Customer History**

Enter a positive number with up to 3 digits.

Specify the number of months that summary customer history will be kept on file. After the system reaches this number, the records for the oldest month are deleted during Close Month processing.

**History by Calendar Month?**

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’.

Normally the system will keep customer history by calendar period. If you would prefer to keep customer history by fiscal period, enter ‘N’. The reports affected by your decision are the Customer History report and the Customer Credit report. The sales History Inquiry and the Customer Credit Inquiry will also be affected.

NOTE: The option to keep history by fiscal period is not available unless your system includes General Ledger. In the absence of General Ledger, history will be kept by calendar period.
Ask For Operator ID?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

The operator ID in any transaction file is always defaulted. If this field is set to ‘Y’, any operator can change the operator ID on any transaction file during data entry. This permits editing of another operator’s transactions. If this field is set to ‘N’, then the system does not allow the operator ID in any transaction file to be changed. This creates an “operator exclusive” environment wherein an operator may not access any transactions except those she/he entered.

If you wish to use the Transaction Control feature, set this field to ‘Y’ and also set the “Use Transaction Control?” field to ‘Y’. This will bring up a screen during Transaction Processing that will allow you to establish “operator exclusive” control groups if you choose.

Use Transaction Control?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘Y’. This field is required.

The system assumes that you wish to use the Transaction Control feature available in Accounts Receivable. Transaction Control allows you to enter control and hash totals for each control group, and tracks the number of transactions posted and the total amount posted. It also notes the last transaction posted and whether any errors or warnings were encountered during posting.

If you do not choose to use this feature, enter ‘N’. If you want to use this feature and also want to ensure that an operator has exclusive control of his or her own transactions, enter ‘Y’ in this field, and change the default value of the ‘Operator Exclusive?’ field on each Control Group record in Transaction Processing to ‘Y’. NOTE: If you enter ‘Y’ to this question, the system assumes that “Ask for Operator ID?” is also ‘Y’.

Months of Transaction Control

Enter a positive number with up to 3 digits.

Enter the number of months of historical Transaction Control records you want to keep. If you are not using the Transaction Control feature, leave this entry blank. Since these records are deleted based on the actual date and time of posting, there may be some slight discrepancy between your choice of month-end closing date and the actual number of months kept. However, Transaction Control history can be useful as an audit trail.

Months of Transaction History

Enter a positive number with up to 3 digits.

Supply the number of months of transaction history you wish to keep. This will be a historical reference of the chronological audit trail for all your transactions, including invoices, receipts, adjustments, service charges, and refunds. This information is transferred from the
current Transaction file at End of Month when an invoice nets to zero. If you keep many months of history this file can become very large.

This historical data differs from Transaction Control. Transaction Control history merely reflects the number of transactions and the total value for any given control group of transactions. Transaction History includes the transactions themselves.

**Ageing Type**

Enter an upper case alphanumeric field, 1 character in length. The initial default value is ‘2’.

Specify the default ageing basis that will be used for the Ageing and Transaction Register reports in Live Operations:

1: Invoice date
2: Due date

**Ageing Report Periods**

Enter a number with up to 3 digits.

Define the default ageing periods for the Ageing Report and customer Statements. Up to 4 ageing entries may be entered to define up to 5 actual ageing periods.

Each ageing period refers to either the invoice date or the due date, depending on the entry in the Ageing Type field. A positive entry indicates the number of days after the invoice or due date. A negative entry indicates the number of days before the invoice or due date.

For example, ageing entries of ‘0’, ‘30’, ‘60’, and ‘90’ would define the following five periods:

0 and before; 1 to 30; 31 to 60; 61 to 90; 91 and above

These values may be changed when the Ageing report is printed.

**Transaction Register Periods**

Enter a number with up to 3 digits.

Define the default ageing periods for the Transaction Register report. Up to 2 ageing entries may be entered to define up to 3 actual ageing periods.

Each ageing period refers to either the invoice date or the due date, depending on the entry in the Ageing Type field. A positive entry indicates the number of days after the invoice or due date. A negative entry indicates the number of days before the invoice or due date.

For example, ageing entries of ‘0’ and ‘30’ would define the following three periods:

0 and before; 1 to 30; 31 and above

These values may be changed when the Transaction Register report is printed.
Customer Discount Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Enter the General Ledger account to which customer discounts (discounts offered to specific customers independent of terms discounts) will be posted. If General Ledger is part of your system, this account number must be on file in the Chart of Accounts file. The system displays the account description from that file so that you can verify your entry.

This account will be debited for the Customer Discount amount during invoice posting.

Discounts Given Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Enter the General Ledger account to which terms discount will be posted. If General Ledger is part of your system, this account number must be on file in the Chart of Accounts file. The system displays the account description from that file so that you can verify your entry.

This account will be debited for the Discounts Given amount during cash receipts posting.

Freight Out Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Enter the General Ledger account to which freight charges on invoices will be posted. If General Ledger is part of your system, this account number must be on file in the Chart of Accounts file. The system displays the account description from that file so that you can verify your entry.

This account will be credited for the Freight amount during invoice posting.

Service Charge Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Enter the General Ledger account to which service charges on past-due invoices will be posted. If General Ledger is part of your system, this account number must be on file in the Chart of Accounts file. The system displays the account description from that file so that you can verify your entry.

This account will be credited during service charge posting.
Write Off Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Enter the General Ledger account to which service charge write off amounts will be posted. This is also the account to which write off amounts entered through Cash Receipts will be posted. If General Ledger is part of your system, this account number description from that file so that you can verify your entry.

This account will be debited when Write Off Service Charges is run, and also when any write off amounts are posted through Cash Receipts.

Deposit Account

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required. You can use Scan to search for an appropriate entry.

Enter the General Ledger account to which customer deposits will be posted. If General Ledger is part of your system, this account number must be on file in the Chart of Accounts file. The system displays the account description from that file so that you can verify your entry.

This account will be credited when the deposit is posted through cash receipts, and debited when the deposit is acknowledged through invoices posting.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E Ageing Periods Must Be In Ascending Order
E General Ledger Must Exist to Keep Fiscal History
E Transaction Ageing Periods Must Be In Ascending Order

Press ENTER to display system-supplied information and then press ENTER again to continue to the next screen.

The screen below presents additional information about Parameters.
Data items for the preceding screen are described below:

**Post to Other Applications - CA? SA?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required. Tell the system whether or not to allow information transfer to the General Ledger application, the Commission Accounting application, or the Sales Analysis application.

**Hold Transactions?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required. Tell the system whether or not to hold zero-balance invoices beyond the current calendar month rather than deleting them at month-end closing. Since transactions may be entered with a posting date for a future month, the system needs to know how long to keep zero-balance invoices on file. Enter either:

Y: Hold zero-balance invoices until the Accounts Receivable current month reaches the transaction month, as defined by the latest date on the invoice, receipt, or service charge.

N: Delete zero-balance invoices during month-end closing, regardless of their transaction dates.

**Invoices Control Number**

The system displays a positive number with up to 4 digits.
The system provides the Control Group number for Invoices. This number will default for the next group of invoices and will be incremented for subsequent groups of invoices.

**Summarize Service Charges?**
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
If you want the system to issue only one service charge invoice per customer, enter ‘Y’. If you want the system to issue service charges on each past-due invoice, enter ‘N’. On a summary basis, information such as the receivable account and terms is retrieved from the Customers file; on a detail basis, that information comes from the invoice itself. This information can vary from invoice to invoice.

*NOTE:* The automatic “write off service charges” feature is specifically designed to work on an invoice by invoice basis. If you choose to summarize service charges, then write offs will have to be taken care of individually, either through adjustments or cash receipts.

*NOTE:* If you calculate service charges based on the Average Daily Balance in your customers’ accounts, then you are summarizing service charges.

**Cash Receipts Control Number**
The system displays a positive number with up to 4 digits.
The system provides the Cash Receipts Control Group number. This number will default for the next group of cash receipts and will be incremented for subsequent groups of cash receipts.

**Compound Service Charges?**
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Specify whether or not the receivable balance on which service charges will be calculated will include service charge receivables from pervious assessments.

Y: Include previous service charge assessments in the receivable balance when calculating service charges for the current month.
N: Do not include previous service charge assessments in the receivable balance when calculating service charges for the current month.
N: Do not include previous service charge assessments in the receivable balance when calculating service charges for the current month.
Adjustments Control Number

The system displays a positive number with up to 4 digits.

The system provides the Adjustments Control Group number. This number will default for the next group of adjustments or refunds and will be incremented for subsequent groups of adjustments or refunds.

Use Average Daily Balance?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.

Enter ‘Y’ if you calculate service charges based on an “Average Daily Balance” for your customers. The “Average Daily Balance” will be calculated by summing the balances for each day since the last closing date, and then dividing the total by the number of days since the last closing date. To be consistent in the use of Average Daily Balance, service charges should be calculated using the same day of the month as the “closing date” each month, and that date should be as close as possible to your month-end closing date.

Service Charges Control Number

The system displays a positive number with up to 4 digits.

The system provides a control number for Service Charges. This number will default for the next group of service charges and will be incremented for subsequent groups of service charges.

Recurring Billings Generated?

The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.

This field indicates whether or not recurring billings have been generated in the current period.

During Initial Setup, set this field to ‘N’. During Live Operations, the system displays either ‘Y’ or ‘N’ to indicate whether or not recurring billings have been generated in the current period.

Closing Date

The system displays a date (YMD).

The system stores the closing date for service charges so that it can be printed on the Service Charge Register. The closing date also determines how many days overdue any given invoice is. The system date is the default value; you can change it.
Service Charges Posted?
The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This field indicates whether or not service charges have been posted for the current period.
During Initial Setup, set this field to an ‘N’. During Live Operations, the system automatically maintains this field.

Prior Closing Date
The system displays a date (YMD).
The system supplies the date that service charges were last calculated. The number of days between the Prior Closing Date and the current Closing Date is used to determine the Average Daily Balance.

OK Applications
Enter an upper case alphanumeric field, up to 2 characters in length. Only letters are acceptable. Valid entries are AP, AR, FA, GL, IC, PA, PO and OE.
Enter the application IDs of those applications which are allowed to interface with Accounts Receivable. If you intend to include blanks as a valid value, the “blank” entry should not be the last entry.

Sales Tax Report Required
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not you want to that the Sales Tax report be printed before running the Close Month procedure.

Sales Tax Report Printed
The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This field indicates whether or not the Sales Tax report has been printed for the current month.
During Initial Setup, set this field to an ‘N’. During Live Operations, the system automatically maintains this field; it is set to ‘Y’ when the Sales Tax report is printed, and set to ‘N’ when invoices are posted.

Preprinted Statements?
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not preprinted forms will be used when printing Statements. The format for preprinted statements is the same as the format for regular statements, except that the company name and column headings are not printed by the computer.
Preprinted forms which are appropriate for use with Customer Statements are available from well-known forms companies.

**Sales GL Distribution Report Required**
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not you want to require that the Sales GL Distribution report be printed before running the Close Month procedure.

**Sales GL Distribution Report Printed**
The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This field indicates whether or not the Sales GL Distribution report has been printed for the current month.
During Initial Setup, set this field to an ‘N’. During Live Operations, the system automatically maintains this field; it is set to ‘Y’ when the Sales GL Distributions report is run, and set to ‘N’ when invoices or service charges are posted.

**Preprinted Invoices?**
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not preprinted forms will be used when printing Invoices. The format for preprinted invoices is the same as the format for regular invoices, except that the company name and column headings are not printed by the computer.
Preprinted forms appropriate for use with Customer Invoices are available from well-known forms companies.

**Receipts GL Distribution Report Required**
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’  This field is required.
Indicate whether or not you want to require that the Cash Receipts GL Distribution report be printed before running the Close Month procedure.

**Receipts GL Distribution Report Printed**
The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This field indicates whether or not the Cash Receipts GL Distribution report has been printed for the current month.
During Initial Setup, set this field to an ‘N’. During Live Operations, the system automatically maintains this field; it is set to ‘Y’ when the Cash receipts GL Distributions report is printed, and set to ‘N’ when cash receipts are posted.
4 File Maintenance

Adjustments GL Report Required
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not you want to require that the Adjustments GL Distribution report be printed before running the Close Month procedure.

Adjustments GL Report Printed
The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
This field indicates whether or not the Adjustments GL Distribution report has been printed for the current month.
During Initial Setup, set this field to an ‘N’. During Live Operations, the system automatically maintains this field; it is set to ‘Y’ when the Adjustments GL Distributions report is printed, and set to ‘N’ when adjustments or refunds are posted.

Subsidiary Code GL Distributions Report Required?
Sub Code GL Report Required?
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not the Subsidiary Code GL Distributions report should be printed before the month is closed.

Subsidiary Code GL Distributions Report Printed?
The system displays ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.
The system will set this field to ‘Y’ when you print the Subsidiary Code GL Distributions report.
Set this field to ‘N’ in Initial Setup.
During Live Operations, this field is maintained by the system; it is set to ‘Y’ when the Sub Code GL Distributions report is printed, and set to ‘N’ during any transaction post.

Transaction Control Report Required
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not the Transaction Control report should be printed before the month is closed.

Transaction Control Report Printed?
The system displays ‘Y’ when the Transaction control report is printed.
During Initial Setup, set this field to ‘N’. During Live Operations, this field is maintained by
the system; it is set to ‘Y’ when the Transaction Control report is printed, and set to ‘N’ when any transaction is posted.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (e), Warnings (W), and Messages (M) that may result are shown below:

E  Commission Accounting is NOT On System — Can’t Post to CA
E  General Ledger is NOT On System — Cannot Post to GL
E  Prior Closing Date Cannot Be Later than Current Closing Date
E  Sales Analysis is NOT On System — Can’t Post to SA
W  Using Average Daily Balance Requires Summary Service Charges

Press ENTER to save the information on this screen.

Option 10 - Descriptions

Use this function to enter and edit the Descriptions file. The Descriptions file allows you to supply your own wording for various types of transactions required by Accounts Receivable. You can also supply your own wording for invoice line item types and cash receipt “apply to” types. Default values are provided; they may be changed.

When you use this function, a record of all entries will be printed. For additions, all new field contents are printed; for changes, both old field contents and new field contents are shown; and in both cases, the User ID, date and time are printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Descriptions.

This file contains descriptions for transaction type, apply type, and line item type.
File Maintenance

Note that the Audit Info option is available at the bottom of this screen. When this option is invoked, the Audit Information overlay appears and displays the date the record was created and who created it, as well as the date the record was last modified and who modified it. Press the END key or the RETURN key to clear the overlay from your screen. The information displayed in the Audit Information overlay is system-supplied and non-modifiable.

Data items for the preceding screen are described below:

**Transaction Type Description**

Enter an alphanumeric field, up to 21 characters in length.

The system displays a description of the transaction types. You can override the display. The system can sort through the various transactions based on this type for reporting purposes.

Listed below are standard descriptions for each transaction type.

1: AR Invoice
2: Debit/Credit Memo
3: AR Adjustment
4: Cash Receipt
5: OE Invoice
6: Service Charge
7: Deposit

NOTE: Changing the description does NOT change the way the system functions.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AR Invoice</td>
</tr>
<tr>
<td>2</td>
<td>Debit/Credit Memo</td>
</tr>
<tr>
<td>3</td>
<td>AR Adjustment</td>
</tr>
<tr>
<td>4</td>
<td>Cash Receipt</td>
</tr>
<tr>
<td>5</td>
<td>OE Invoice</td>
</tr>
<tr>
<td>6</td>
<td>Service Charge</td>
</tr>
<tr>
<td>7</td>
<td>Deposit</td>
</tr>
</tbody>
</table>
Transaction Type Abbreviation
Enter an upper case alphanumeric field, up to 3 characters in length.
Listed below are the standard abbreviations for each transaction type. You may change these values. Changing the abbreviation does NOT change the way the system functions.
1: INV
2: MEM
3: ADJ
4: REC
5: OEI
6: SVC
7: DEP

Apply Type Description
Enter an alphanumeric field, up to 16 characters in length.
Describe how receipts are to be applied to invoices. Listed below are the default values for descriptions for each apply to type. You may use these descriptions or enter your own. Changing these descriptions does NOT change the way the system functions.
1: On Account
2: Deposit
3: Invoice

Item Type Description
Enter an alphanumeric field, up to 18 characters in length.
Describe each type of invoice line item. Listed below are the default descriptions for each line item type. You may use these descriptions or enter your own. Changing these descriptions does NOT change the way the system functions.
0: Taxable Sales
1: Nontaxable Sales
2: Customer Discount
3: Freight
4: Sales Tax
5: Other

Press ENTER to save the information on this screen.
Option 11 - Customers List

Use this function to print a list of the Customer file. A complete detail list can be printed, as well as a short list. The short list prints one line per customer. The following processing steps accomplish this job.

Step 1
This function allows you to choose either the standard Customer List or the shortened version.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose to print the “short” form of the Customers List.

![Figure 50. The Accounts Receivable Print Customers List Screen](image)

Data items for the preceding screen are described below:

**Print Short List?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required. You can choose to print the “short” customer list — one line per customer — by entering ‘Y’. If you leave the entry as ‘N’, you will print the fully detailed customer list.

Press ENTER to save the information on this screen.
Step 2
In preparation for performing a sort/selection process on the customers information, this step provides you with a default sequencing of data records by Customer Alpha and Customer, giving additional sort order choice by Receivable Account, Zip Code, Terms Code, Customer Type, Division, and Area, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer, Customer Alpha, Zip Code, Credit Status, Customer Hold OK?, Terms Code, Changed On, Salesperson, Tax Code, Service Charges?, Write Off Service Charge?, Statement Type, Customer Type, Division, And Area, with the option to enter user-specified comparisons at run time.

Step 3
This is the standard disposition used for all lists of master files.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print the customers List, this step formats the Customers information. The following data items are shown: Customer Alpha, Customer, Phone, Contact, Salesperson, FAX Number, Name, Terms Code, Description, Open Item?, Address, Tax Code, Statement Type, Tax District, Statement Period, City, State, Zip Code, Division, Service Charges?, Country, Area, Write Off Service Charge?, Type, Sales History?, Balance, Warehouse, Customer Hold OK?, On order, Vendor No (for Refunds), Post to Sales Analysis?, Credit Limit, Receivable Account, Credit Status, Offset Account, Dunning Code, Dunning Sent, First Transaction Date, Last Payment Date, Last Transaction Date, and Comments.
Step 6

In order to print the Customers List (Short), this step formats the Customers information. The following data items are shown: Name, Customer, Contact, Phone, FAX Number, Terms Code, and Description.
A sample output is shown below.

Option 12 - Customer Divisions List

Use this function to print a list of the Customer Divisions file. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Customer Divisions information, this step provides you with a default sequencing of data records by Customer Division, giving additional sort order choice by Description, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer Division, Description, and Date Changed, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all lists of master files.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Customer Divisions List, this step formats the Customer Divisions information. The following data items are shown: Customer Division, Description, Address, City, State, Zip Code, Name, And Country.
A sample output is shown below.

```
01 Main Division

02 Division 2
    Expert Computing, Inc.
    669 Maryland Pkwy.
    Las Vegas, NV 89109

03 Division 3
    Expert Computing, Inc.
    6959 Washington
    Boulder, CO 80304
```

### Option 13 - Customer Areas List

Use this function to print a list of the Customer Areas file. The following processing steps accomplish this job.

**Step 1**

In preparation for performing a sort/selection process on the Customer Areas information, this step provides you with a default sequencing of data records by Customer Area, giving additional sort order choice by Description, with the option to change modifiable parameters at run time. Selection of data records is provided by Changed On, with the option to enter user-specified comparisons at run time.

**Step 2**

This is the standard disposition used for all lists of master files.

**Step 3**

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 4**

In order to print the Customer Areas List, this step formats the customer Areas information. The following data items are shown: Customer Area and Description.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Western Region</td>
</tr>
<tr>
<td>02</td>
<td>Southern Region</td>
</tr>
<tr>
<td>03</td>
<td>Eastern Region</td>
</tr>
<tr>
<td>04</td>
<td>Northern Region</td>
</tr>
</tbody>
</table>

**Option 14 - Customer Types List**

Use this function to print a list of the Customer Types file. The following processing steps accomplish this job.

**Step 1**

In preparation for performing a sort/selection process on the Customer Types information, this step provides you with a default sequencing of data records by Customer Type, giving additional sort order choice by Description, with the option to change modifiable parameters at run time. Selection of data records is provided by Changed On, with the option to enter user-specified comparisons at run time.

**Step 2**

This is the standard disposition used for all lists of master files.

**Step 3**

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 4**

In order to print the Customer Types List, this step formats the Customer Types information. The following data items are shown: Customer Type and Description.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Retail Customer</td>
</tr>
<tr>
<td>02</td>
<td>Wholesale Customer</td>
</tr>
</tbody>
</table>

**Option 15 - Sales Tax Codes List**

Use this function to print a list of the Sales Tax Codes file. The following processing steps accomplish this job.

**Step 1**
In preparation for performing a sort/selection process on the Sales Tax Codes information, this step provides you with a default sequencing of data records by Tax Code, with the option to change modifiable parameters at run time. Selection of data records is provided by Tax Code and Changed On, with the option to enter user-specified comparisons at run time.

**Step 2**
This is the standard disposition used for all lists of master files.

**Step 3**
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 4**
In order to print the Sales Tax Codes List, this step formats the Sales Tax Codes and Sales Tax Districts information. The following data items are shown: Tax District, Description, Rate, Total Sales, Taxable Sales, Sales Tax, and GL Account.
A sample output is shown below.

---

**Option 16 - Terms List**

Use this function to print a list of the Terms file. The following processing steps accomplish this job.

**Step 1**

In preparation for performing a sort/selection process on the Customer Terms information, this step provides you with a default sequencing of data records by Terms Code, giving additional sort order choice by Description, with the option to change modifiable parameters at run time. Selection of data records is provided by Terms Code, Description, Receipt Code (Discount), Receipt Code (Net), and Changed On, with the option to enter user-specified comparisons at run time.

**Step 2**

This is the standard disposition used for all lists of master files.

**Step 3**

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
Step 4

In order to print the Terms List, this step formats the Customer Terms information. The following data items are shown: Terms Code, Description, Discount Percentage, Service Charge Rate, Service Charge Minimum, Service Charge Days, “Within” Days (Discount), Receipt Code (Discount), Discount/Net Code Description, Specific Days of the Month, “Within” Days (Net), and Receipt Code (Net).

A sample output is shown below.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Due Upon Receipt</td>
<td>0.000</td>
<td>1.00</td>
<td>0.50</td>
<td>30</td>
<td>0</td>
<td>1 Invoice Date</td>
<td>0</td>
<td>1 Invoice Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>2/10, Net 30</td>
<td>0.100</td>
<td>1.50</td>
<td>1.00</td>
<td>30</td>
<td>10</td>
<td>1 Invoice Date</td>
<td>30</td>
<td>1 Invoice Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003</td>
<td>Net 30</td>
<td>0.000</td>
<td>1.00</td>
<td>1.00</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>005</td>
<td>Mike’s Terms</td>
<td>5.000</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

230 Accounts Receivable User Manual
Option 17 - Dunning Codes List

Use this function to print a list of the Dunning Codes file. The following processing steps accomplish this job.

**Step 1**
In preparation for performing a sort/selection process on the Dunning Codes information, this step provides you with a default sequencing of data records by Dunning Code, with the option to change modifiable parameters at run time. Selection of data records is provided by Dunning Code and Changed On, with the option to enter user-specified comparisons at run time.

**Step 2**
This is the standard disposition used for all lists of master files.

**Step 3**
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 4**
In order to print the Dunning Codes List, this step formats the Dunning Codes and Dunning Letters by Age information. The following data items are shown: Dunning Code, Age, Description, and Text.
## Dunning Codes List

<table>
<thead>
<tr>
<th>Age</th>
<th>Description</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Friendly Reminder</td>
<td>this is a reminder that the invoice listed below is now past due. If payment has been made, ignore this note. Otherwise, may we please receive your payment promptly?</td>
</tr>
<tr>
<td>30</td>
<td>Friendly Reminder</td>
<td>this is a reminder that the invoice listed below is now past due. If payment has been made, ignore this note. Otherwise, may we please receive your payment promptly?</td>
</tr>
<tr>
<td>45</td>
<td>Standard Letter</td>
<td>please note that the invoices listed above are now at least 45 days past due. If there is a problem involving these invoices, please contact me. Otherwise, please send your payment immediately.</td>
</tr>
<tr>
<td>60</td>
<td>Stern</td>
<td>the invoices listed above are seriously past due. If payment is not received within the next 7 days, this matter will be turned over to a collection agency.</td>
</tr>
<tr>
<td>1</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>2</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>3</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>4</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>5</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>6</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>7</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>8</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>9</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>10</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>11</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>12</td>
<td>df</td>
<td>test</td>
</tr>
<tr>
<td>13</td>
<td>df</td>
<td>test</td>
</tr>
</tbody>
</table>

## 232 Accounts Receivable User Manual
Option 18 - Recurring Billings List

Use this function to print a list of the Recurring Billings file. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Recurring Billings information, this step provides you with a default sequencing of data records by Billing and Customer, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer, Billing, and Changed On, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all lists of master files.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Recurring Billings List, this step formats the Recurring Billings and Recurring Line Items information. The following data items are shown: Billing, Description, Customer, Name, Receivable Account, Terms Code, Amount, Tax Code, Tax District, 13 Month Basis?, Limit, Commission on Subtotal?, Commission Basis, Generation Months, Billed to Date, Salespersons, Start Month, Start Year, Commission Percent, Billing Day, Line Item Number, Item Type, Account, Commission Percent, Sub Type, and Sub Code.
### File Maintenance

A sample output is shown below.

```plaintext
<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Terms</th>
<th>Customer</th>
<th>Account</th>
<th>GL Account</th>
<th>Description</th>
<th>Amount</th>
<th>Salesperson</th>
<th>% Comm</th>
<th>% Comm</th>
<th>Sub Type/Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>10/18/94</td>
<td>Monthly</td>
<td>Marsh &amp; McLennan, Inc.</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>Monthly shipment per contract</td>
<td>60.00</td>
<td>Mr. James V. Anthony</td>
<td>0.00</td>
<td>0.00</td>
<td>GL JONES</td>
</tr>
<tr>
<td>002</td>
<td>10/18/94</td>
<td>Monthly</td>
<td>Master Sellers Company</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>Monthly shipment per contract</td>
<td>70.00</td>
<td>Ms. Vanessa L. Hastings</td>
<td>0.00</td>
<td>0.00</td>
<td>GL JONES</td>
</tr>
<tr>
<td>003</td>
<td>10/18/94</td>
<td>Monthly</td>
<td>Pool and Associates</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>Monthly Billing</td>
<td>20.00</td>
<td>Ms. Vanessa L. Hastings</td>
<td>0.00</td>
<td>0.00</td>
<td>GL JONES</td>
</tr>
</tbody>
</table>
```

---

234 Accounts Receivable User Manual
Option 19 - Parameters List

Use this function to print a list of the Parameters file. The following processing steps accomplish this job.

Step 1
This is the standard disposition used for all lists of master files.

Step 2
In order to print the Accounts Receivable Parameters List, this step formats the Parameters information. The following data items are shown: Calendar Month and Year, Fiscal Month and Year, Months of History, Keep History by Fiscal Period, Ask For Operator ID, Use Transaction Control, Ageing Type, Ageing Periods, Transaction Register Periods, Customer Discount Account, Discount Given Account, Freight Out Account, Service Charge Account, Write Off Account, Deposit Account, Post to GL, CA, and SA, Hold Transactions, various Control Numbers, Summarize Service Charges, Compound Service Charges, Use Average Daily Balance, Recurring Payments Generated, Service Charges Posted, OK Applications, Sales Tax Report Required and Printed, Preprinted Statements, Sales Distribution Report Required and Printed, Preprinted Invoices Forms, Receipts Distribution Report Required and Printed, Adjustment Distribution Report Required and Printed Subsidiary GL Distributions Report Required and Printed, and Transaction Control Report required and Printed.
**Accounts Receivable Parameters List**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Calendar Month / Year</td>
<td>8 89</td>
</tr>
<tr>
<td>Current Fiscal Month / Year</td>
<td>03 90</td>
</tr>
<tr>
<td>Number of Fiscal Months</td>
<td>12</td>
</tr>
<tr>
<td>Start Month of Fiscal Year</td>
<td>06</td>
</tr>
<tr>
<td>Months of Customer History</td>
<td>24</td>
</tr>
<tr>
<td>History by Calendar Month?</td>
<td>N</td>
</tr>
<tr>
<td>Ask for Operator ID?</td>
<td>Y</td>
</tr>
<tr>
<td>Use Transaction Control?</td>
<td>Y</td>
</tr>
<tr>
<td>Months of Transaction Control</td>
<td>8</td>
</tr>
<tr>
<td>Months of Transaction History</td>
<td>2</td>
</tr>
<tr>
<td>Ageing Type</td>
<td>2</td>
</tr>
<tr>
<td>Ageing Report Periods</td>
<td>30 60 90</td>
</tr>
<tr>
<td>Transaction Register Periods</td>
<td>3 30</td>
</tr>
<tr>
<td>Customer Discount Account</td>
<td>4072000001WH</td>
</tr>
<tr>
<td>Discounts Given Account</td>
<td>4072000001WH</td>
</tr>
<tr>
<td>Freight Out Account</td>
<td>4190000001WH</td>
</tr>
<tr>
<td>Service Charge Account</td>
<td>3020000000</td>
</tr>
<tr>
<td>Service Charge Write Off Account</td>
<td>3060000000</td>
</tr>
<tr>
<td>Deposit Account</td>
<td>2051000000</td>
</tr>
<tr>
<td>Post to Other Applications? GL Y CA N AR N</td>
<td>System Control Numbers:</td>
</tr>
<tr>
<td>Hold Transactions?</td>
<td>Y</td>
</tr>
<tr>
<td>Summarize Service Charges?</td>
<td>N</td>
</tr>
<tr>
<td>Summarize Service Charges?</td>
<td>N</td>
</tr>
<tr>
<td>Use Average Daily Balance?</td>
<td>N</td>
</tr>
<tr>
<td>Service Charges Generated?</td>
<td>N</td>
</tr>
<tr>
<td>Service Charges Posted?</td>
<td>N</td>
</tr>
<tr>
<td>Service Charges Posted?</td>
<td>N</td>
</tr>
<tr>
<td>OK Applications</td>
<td>AR OR GL</td>
</tr>
<tr>
<td>EOM Reports</td>
<td>Required?</td>
</tr>
<tr>
<td>Printed?</td>
<td>N</td>
</tr>
<tr>
<td>Preprinted Form?</td>
<td>N</td>
</tr>
<tr>
<td>Sales Tax Report</td>
<td>Y</td>
</tr>
<tr>
<td>Statements?</td>
<td>N</td>
</tr>
<tr>
<td>Sales Distribution Report</td>
<td>Y</td>
</tr>
<tr>
<td>Devices?</td>
<td>N</td>
</tr>
<tr>
<td>Cash Receipts GL Distributions</td>
<td>Y</td>
</tr>
<tr>
<td>Adjustment GL Distributions</td>
<td>Y</td>
</tr>
<tr>
<td>Subsidiary Code GL Distributions</td>
<td>N</td>
</tr>
<tr>
<td>Transaction Control Report</td>
<td>N</td>
</tr>
<tr>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>
Option 20 - Descriptions List

Use this function to print a list of the Descriptions file. The following processing steps accomplish this job.

**Step 1**
This is the standard disposition used for all lists of master files.

**Step 2**
In order to print the Descriptions list, this step formats the Descriptions information. The following data items are shown: Transaction Type Description, Transaction Type Abbreviation, Apply to Type, and Item Type.

A sample output is shown below.

```
Descriptions List
Transaction Types: Description | Abbreviation | Apply Types: Description | Item Types: Description
1) AR Invoice | INV | 1) Apply On Account | 5) Taxable Sales
2) Debit/Credit Memo | MEM | 2) Deposit | 1) Non-Taxable Sales
3) AR Adjustments | ADJ | 3) Apply to Invoice | 2) Customer Discount
4) Cash Receipt | CSH | | 3) Freight
5) OE Invoice | OEI | | 4) Sales Tax
6) Service Charge | SVC | | 5) Other
7) Deposit | DEP |
```

---

*Accounts Receivable User Manual* 237
Option 21 - Labels

Use this function to print labels from the Customer file. Miscellaneous customers are not included. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Customers information, this step provides you with a default sequencing of data records by Customer Alpha and Customer, giving additional sort order choice by Zip Code, Division, Area, and Salesperson, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer Alpha, Customer, Zip Code, Division, Area, Salesperson, and Type, with the option to enter user-specified comparisons at run time.

Step 2
This disposition is used to print labels from the Customer file.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Customer Labels, this step formats the Customers information. The following data items are shown: Name, Address, City, State, and Zip Code.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burlington Enterprises</td>
<td>406 W. 12th Street</td>
<td>Spokane, WA 98003</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hale’s Interiors</td>
<td>945 S. Airport Way</td>
<td>Seattle, WA 98109</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master Sellers Company</td>
<td>401 Texas Blvd. Bldg. 3-306</td>
<td>Los Alamos, NM 87545</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pool and Associates</td>
<td>901 E. University Way</td>
<td>Seattle, WA 98121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richards &amp; Wright, PC</td>
<td>931 Westlake</td>
<td>Seattle, WA 98101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Option 22 - Rolodex Cards

Use this function to print rolodex cards from the Customer file. Miscellaneous customers are not included. The following processing steps accomplish this job.

**Step 1**
In preparation for performing a sort/selection process on the Customers information, this step provides you with a default sequencing of data records by Customer Alpha and Customer, giving additional sort order choice by Zip Code, Division, Area, and Salesperson, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer Alpha, Customer, Zip Code, Division, Area, Salesperson, and Type, with the option to enter user-specified comparisons at run time.

**Step 2**
This disposition is used to print Rolodex cards from the Customer file.

**Step 3**
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 4**
In order to print the Customer Rolodex Cards, this step formats the Customers information. The following data items are shown: Customer, Phone, Name, Address, City, State, Zip Code, Country, and FAX Number.
A sample output is shown below.

```
(205) 787-9987
Winston Enterprises
614 W. 12th Street
Spokane, WA 99203
Contact: Molly Mogan
FAX: (205) 787-9765

(301) 555-8767
Burlington Enterprises
404 W. 12th Street
Spokane, WA 99203
Contact: Helen Walls
FAX: (301) 756-6665

(516) 561-7654
Master Sellers Company
401 Texas Blvd.
Bldg. 3-308
Los Alamos, NM 45213
Contact: Rich Gonzales
FAX: (516) 555-7654

(804) 887-9836
Pool and Associates
985 E. University Way
Suite 115
Seattle, WA 98521
Contact: Shelly Hodges
FAX: (804) 887-5658

(206) 555-8765
Richards & Wright, PC
501 Westlake
Suite 408
Seattle, WA 98101
Contact: Les Thompson
FAX: (206) 555-7756
```
Chapter 5: Reports and Inquiry
Reports and Inquiry

This menu allows you to print transaction and customer reports, as well as view many different types of information.

Option 1 - Transaction Register

Use this function to print a detail listing of customer transactions, printing the balance in the appropriate ageing column. Zero balance invoices are not included for months prior to the current month; this information is located on the Transaction History file. The following processing steps accomplish this job.

Step 1
This function allows you to enter the ageing date, choose which date to age from, enter the ageing periods, and choose whether or not to print the transaction description.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter parameters needed to print the Transaction Register report.
Data items for the preceding screen are described below:

**Ageing Date**

Enter a date (YMD). This field is required. You can specify the date from which the transactions to printed will be aged. By default, the system displays today’s date. You can enter a new date to override the display.

**Date to Age**

Enter a positive number with 1 digit. The system displays the Ageing Type entry from the Parameters file. If you wish, you can change it. Valid options are:

1: Invoice date
2: Due date

**Ageing Periods**

Enter a number with up to 3 digits. The system displays the ageing periods that were entered in the Parameters file for this report. You can override any ageing period.

Each ageing period refers to either the invoice date or the due date, depending on the entry in the Date To Age or Closing Date field. A positive entry indicates the number of days after the invoice or due date.
Period Ending Dates

The system displays a date (YMD).

These dates shown you the actual ending date for each ageing period that is to be printed. This date is determined by subtracting the number of days in the corresponding Ageing Period to the Ageing Date. For example, if the Ageing Date is 6/30/90, and the ageing periods are 0, 30, 60, and 90, the Period Ending Dates will be 6/30/90, 5/31/90, 5/01/90, and 4/01/90.

Print Description?

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’.

You can choose to print the description of each transaction on the Transaction Register. Printing this information requires an extra line. By default, the system displays ‘N’. The display can be changed:

Y: Print the customer’s purchase order number/description for each transaction on the Transaction Register.

N: Do not print customer purchase order numbers/descriptions for each transaction on the Transaction Register.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Ageing Periods Must Be in Ascending Order

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Transactions information, this step provides you with a default sequencing of data records by Account Number, Customer Alpha, Customer, Apply To, and Date/Time, giving additional sort order choice by Post Year and Post Month, with the option to change modifiable parameters at run time. Selection of data records is provided by Account Number, Customer, Post Year, and Post Month, with the option to enter user-specified comparisons at run time.

Step 3

This is the standard disposition used for all reports not printed on special forms.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
### Step 5

In order to print the Transaction register, this step formats the Transactions information. The following data items are shown: Operator ID, Control No, Transaction No, Invoice or Check Number, Transaction Type, Apply To, Order Number, Transaction Date, Invoice Due Date, Amount, and optionally Transaction Description. As appropriate, group headings appear whenever a change occurs in Post Month, Account Number, or Post Month. When totals are specified, the following items are accumulated: Total Balance, Total Amount, and Ageing Period Percent. Grand totals print at the end, showing Total Balance, Total Amount, and Ageing Period Percent.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Description</th>
<th>Date</th>
<th>Due Date</th>
<th>Amount</th>
<th>Balance</th>
<th>0-30</th>
<th>31-60</th>
<th>61-90</th>
<th>Over 90</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRR 0004 0001 6100</td>
<td>Service Charge</td>
<td>06/10/89</td>
<td>06/10/89</td>
<td>16.84</td>
<td>16.84</td>
<td>16.84</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0008 0001 6100</td>
<td>Supply shipment</td>
<td>08/11/89</td>
<td>07/12/89</td>
<td>778.92</td>
<td>1296.87</td>
<td>1296.87</td>
<td>1296.87</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0002 0001 1013</td>
<td>Chair shipment</td>
<td>06/10/89</td>
<td>07/21/89</td>
<td>1296.87</td>
<td>1296.87</td>
<td>1296.87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0002 0003 1013</td>
<td>Chair shipment</td>
<td>06/21/89</td>
<td>07/21/89</td>
<td>1296.87</td>
<td>1296.87</td>
<td>1296.87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0002 0006 1016</td>
<td>Chair shipment</td>
<td>08/12/89</td>
<td>08/26/89</td>
<td>275.98</td>
<td>275.98</td>
<td>275.98</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0004 1018</td>
<td>Correction</td>
<td>08/12/89</td>
<td>08/26/89</td>
<td>275.98</td>
<td>275.98</td>
<td>275.98</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0002 0001 3010</td>
<td>Special order shipment</td>
<td>09/04/89</td>
<td>08/26/89</td>
<td>700.00</td>
<td>700.00</td>
<td>700.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0002 0002 3010</td>
<td>Special order shipment</td>
<td>09/05/89</td>
<td>08/26/89</td>
<td>1792.90</td>
<td>1792.90</td>
<td>1792.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0002 0002 3010</td>
<td>Special order shipment</td>
<td>09/06/89</td>
<td>08/26/89</td>
<td>1792.90</td>
<td>1792.90</td>
<td>1792.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0002 0006 3010</td>
<td>Special order shipment</td>
<td>08/12/89</td>
<td>08/26/89</td>
<td>275.98</td>
<td>275.98</td>
<td>275.98</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0001 401</td>
<td>Opening Entry</td>
<td>05/04/89</td>
<td>05/14/89</td>
<td>1350.54</td>
<td>1350.54</td>
<td>1350.54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0002 401</td>
<td>Service Charge</td>
<td>06/30/89</td>
<td>06/30/89</td>
<td>20.26</td>
<td>20.26</td>
<td>20.26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0001 401</td>
<td>Service Charge</td>
<td>07/31/89</td>
<td>07/31/89</td>
<td>20.56</td>
<td>40.82</td>
<td>40.82</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0012 0001 3001</td>
<td>Special order shipment</td>
<td>08/11/89</td>
<td>09/10/89</td>
<td>778.92</td>
<td>778.92</td>
<td>778.92</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0012 0002 3001</td>
<td>Special order shipment</td>
<td>08/11/89</td>
<td>09/10/89</td>
<td>1396.88</td>
<td>1396.88</td>
<td>1396.88</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0001 401</td>
<td>Opening Entry</td>
<td>05/04/89</td>
<td>05/14/89</td>
<td>1350.54</td>
<td>1350.54</td>
<td>1350.54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0002 401</td>
<td>Service Charge</td>
<td>06/30/89</td>
<td>06/30/89</td>
<td>20.26</td>
<td>20.26</td>
<td>20.26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0001 401</td>
<td>Service Charge</td>
<td>07/31/89</td>
<td>07/31/89</td>
<td>20.56</td>
<td>40.82</td>
<td>40.82</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0001 401</td>
<td>Service Charge</td>
<td>08/31/89</td>
<td>09/30/89</td>
<td>20.82</td>
<td>61.64</td>
<td>61.64</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SRR 0000 0002 401</td>
<td>Service Charge</td>
<td>09/30/89</td>
<td>10/30/89</td>
<td>40.82</td>
<td>61.64</td>
<td>61.64</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit Limit: $0
Available: $0

Customer: 00000010  Alexanders, Inc.

---

**Accounts Receivable User Manual** 245
Option 2 - Ageing

Use this function to print customer balances and break them down by ageing category. Detail on invoices can be printed if you choose. The following processing steps accomplish this job.

Step 1
You can use this function to enter the ageing date, choose which date to age from, define the ageing periods, and choose whether or not to print invoice detail on the ageing report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter parameters needed to print the Ageing Report.

![Figure 53. The Accounts Receivable Transaction Processing Menu](image)

Data items for the preceding screen are described below:

Ageing Date
Enter a date (YMD).
You can specify the date from which the transactions to be printed will be aged. By default, the system displays today’s date. You can enter a new date to override the display.

Date to Age
Enter a positive number with 1 digit.
The system displays the Ageing Type entry from the Parameters file. If you wish, you can change it. Valid options are:
1: Invoice date
2: Due date

**Ageing Periods**

Enter a number with up to 3 digits.

The system displays the ageing periods that were entered in the Parameters file for this report. You can override any ageing period.

Each ageing period refers to either the invoice date or the due date, depending on the entry in the Date To Age or Closing Date field. A positive entry indicates the number of days after the invoice or due date. A negative entry indicates the number of days before the invoice or due date.

**Period Ending Dates**

The system displays a date (YMD).

These dates shown you the actual ending date for each ageing period that is to be printed. This date is determined by subtracting the number of days in the corresponding Ageing Period to the Ageing date. For example if the Ageing Date is 6/30/90 and the ageing periods are 0, 30, 60, and 90, the period Ending Dates will be 6/30/90, 5/31/90, 5/01/90, and 4/01/90.

**Print Transaction Detail?**

Enter ‘Y’ (Yes) or ‘N’ (No). This field is required.

Specify whether or not transaction detail should be printed for each customer on the report. The default value is ‘Y’. The display may be changed:

Y: Print transaction detail.
N: Do not transaction detail.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warning (W), and Messages (M) that may result are shown below:

E Ageing Periods Must Be in Ascending Order

Press ENTER to save the information on this screen.
Step 2
In preparation for performing a sort/selection process on the Transaction information, this step provides you with a default sequencing of data records by Account Number, Customer Alpha, Customer, Apply To, and Date/Time, giving additional sort order choice by Post Year and Post month, with the option to change modifiable parameters at run time. Selection of data records is provided by Account Number, Customer, Post Year, and Post Month, with the option to enter user-specified comparisons at run time.

Step 3
This is the standard disposition used for all reports not printed on special forms.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print the Ageing Report, this step formats the Transactions information. As appropriate, group headings appear whenever a change occurs in Account Number. If requested, totals appear whenever a change occurs in Account Number. When totals are specified, the following items are accumulate: Total Balance, Amount Total, and Ageing Period Percent. Grand totals print at the end, showing Total Balance, Amount Total, and Ageing Period Percent.

A sample output is shown below.

```
11/08/94 15:38

Ageing Report
Aged as of 11/08/94 Using Due Date

Customer

<table>
<thead>
<tr>
<th>Balance</th>
<th>1 2 Orders</th>
<th>31 To 60</th>
<th>61 To 90</th>
<th>Over 90</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/08/94</td>
<td>10/09/94</td>
<td>09/09/94</td>
<td>08/10/94</td>
</tr>
<tr>
<td>----------</td>
<td>------------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
</tr>
</tbody>
</table>

Receivable Account 1030010000MA Accts Receiv, Corp./Mfg.
00000080 Dominion Business Machines 14475.00 0 0 0 14475.00
00000444 Fiberlux 185210.68 0 185210.68 0 0

— Account Totals —> 170535.68 0 185210.68 0 14675.00

% 108.6 % 0.0 % 0.0 % 8.6%

Receivable Account 1030010010MA Accts Receiv, Sales/Mfg.
00000020 Master Sellers Company 688.54 0 0 0 688.54
00000050 Miscellaneous Customer 1220.46 0 0 0 1220.46

— Account Totals —> 1909.00 0 0 0 1909.00

% 100.0 % 0.0 % 0.0 % 100.0 %

LGG Page: 1
```
Option 3 - Unpaid Invoices

Use this function to print an itemized list of all unpaid invoices, providing totals by customer. Fully paid invoices are excluded from this report. The following processing steps accomplish this job.

**Step 1**
In preparation for performing a sort/selection process on the Unpaid Invoices information, this step provides you with a default sequencing of data records by Customer, Apply To, Balance Due, and Invoice Due Date, giving additional sort order choice by Receivable Account, with the option to change modifyable parameters at run time. Selection of data records is provided by Receivable Account, Customer, Apply To, Invoice Due Date, Invoice Date, and Balance Due, with the option to enter user-specified comparisons at run time.

**Step 2**
This is the standard disposition used for all reports not printed on special forms.

**Step 3**
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

**Step 4**
In order to print the Unpaid Invoices report, this step formats the Unpaid Invoices information. The following data items are shown: Apply To, Description, Receivable Account, Account Description, Invoice Date, Invoice Due Date, Order Number, Credit Receivable, Discount Given, Service Charge, Write Off Service Charge?, and Balance Due. As appropriate, group headings appear whenever a change occurs in Customer. If requested, totals appear whenever a change occurs in Customer. When totals are specified, the following items are accumulated: Total Balance.
### Reports and Inquiry

A sample output is shown below.

<table>
<thead>
<tr>
<th>Invoice Due</th>
<th>Order No</th>
<th>Invoice Number</th>
<th>Discount</th>
<th>Service Write</th>
<th>Apply To Description</th>
<th>Account Number</th>
<th>Date</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/89</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>05/04/89</td>
<td>05/14/89</td>
<td>006981</td>
<td>Opening Entry</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>08/12/89</td>
<td>08/12/89</td>
<td>275.98</td>
</tr>
<tr>
<td>06/10/89</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>07/10/89</td>
<td>08/09/89</td>
<td>009482</td>
<td>Opening Entry</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>07/10/89</td>
<td>07/10/89</td>
<td>1350.54</td>
</tr>
<tr>
<td>06/10/89</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>07/10/89</td>
<td>07/10/89</td>
<td>1350.54</td>
<td>Opening Entry</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>07/10/89</td>
<td>07/10/89</td>
<td>1350.54</td>
</tr>
<tr>
<td>06/10/89</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>08/11/89</td>
<td>09/10/89</td>
<td>000333</td>
<td>Opening Entry</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>08/11/89</td>
<td>08/11/89</td>
<td>200.00</td>
</tr>
<tr>
<td>06/10/89</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>07/10/89</td>
<td>08/09/89</td>
<td>000333</td>
<td>Opening Entry</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>07/10/89</td>
<td>07/10/89</td>
<td>200.00</td>
</tr>
<tr>
<td>06/10/89</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>08/11/89</td>
<td>08/11/89</td>
<td>200.00</td>
<td>Opening Entry</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>08/11/89</td>
<td>08/11/89</td>
<td>200.00</td>
</tr>
<tr>
<td>06/10/89</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>07/10/89</td>
<td>07/10/89</td>
<td>200.00</td>
<td>Opening Entry</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>07/10/89</td>
<td>07/10/89</td>
<td>200.00</td>
</tr>
<tr>
<td>06/10/89</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>08/11/89</td>
<td>08/11/89</td>
<td>200.00</td>
<td>Opening Entry</td>
<td>1030001001WH Accts Receiv, Sale</td>
<td>08/11/89</td>
<td>08/11/89</td>
<td>200.00</td>
</tr>
</tbody>
</table>

---

### Accounts Receivable User Manual

250
Option 4 - Transaction History

Use this function to print transaction history information for your customers. You also have the option to include current transactions on this report. The following processing steps accomplish this job.

**Step 1**
This function checks to see whether the end user has chosen to keep Transaction History, before executing any function that requires the file.

**Step 2**
Transaction History records include all the transactions for fully paid invoices that have been removed from the current Transactions file by means of a Close Month process, and that are within the guidelines of the “number of Months of Transaction History” established in the Parameters file.

This function allows you to choose to include current transactions in addition to historical information on the Transaction History Report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter parameters needed to print the Transaction History report.

![Figure 54. The Accounts Receivable Transaction Processing Menu](image)

Data items for the preceding screen are described below:
Include Current Transactions?
Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.
Indicate whether or not transactions for the current month should be included in this report.
NOTE: Even if you answer ‘Y’ to this question, if there are no historical records for a given customer, that customer’s current information will be bypassed.

Press ENTER to save the information on this screen.

Step 3
In preparation for performing a sort/selection process on the Transaction History information, this step provides you with a default sequencing of data records by Account Number, Customer, and Apply To, giving additional sort order choice by Post Month and Post Year, with the option to change modifiable parameters at run time. Selection of data records is provided by Account Number, Customer, Apply To, Operator ID, Post Month, and Post Year, with the option to enter user-specified comparisons at run time.

Step 4
This is the standard disposition used for all reports not printed on special forms.

Step 5
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 6
In order to print the Transaction History report, this step formats the Transaction History information. The following data items are shown: Operator ID, Control No, Transaction No, Post Month, Post Year, Apply To, Invoice Number, Check Number, Transaction Type, Order Number, Transaction Date, Transaction Description, and Amount. As appropriate, group headings appear whenever a change occurs in Post Month, Account Number, or Customer. If requested, totals appear whenever a change occurs in Customer, Account Number, or Post Month. When totals are specified, the following items are accumulated: Total Amount. Grand totals print at the end, showing Total Amount.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Account 10300101INN, Aerts Service, Sales/Wholesale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer 00000010, Alexander's, Inc.</td>
</tr>
<tr>
<td>Customer 00000020, Master Sellers Company</td>
</tr>
<tr>
<td>Customer 00000030, Master Sales Company</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Up</th>
<th>Ctrl</th>
<th>Tax</th>
<th>Post</th>
<th>Tax</th>
<th>Order</th>
<th>Trx</th>
<th>Type</th>
<th>No</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>4</td>
<td>04</td>
<td>0000</td>
<td>0400</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>04/11/89</td>
<td>Opening Entry</td>
<td>545.22</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>00</td>
<td>0040</td>
<td>0040</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>04/11/89</td>
<td>Service Charge - Opening Entry</td>
<td>8.00</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>07</td>
<td>0000</td>
<td>0000</td>
<td>6060</td>
<td>PAY</td>
<td>0</td>
<td>07/15/89</td>
<td>Opening Entry</td>
<td>561.70</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>07</td>
<td>1007</td>
<td>1007</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>08/10/89</td>
<td>6/2/E9 shipment</td>
<td>1568.94</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>15</td>
<td>1001</td>
<td>1001</td>
<td>0</td>
<td>ENC</td>
<td>150</td>
<td>04/10/89</td>
<td>6/4/E9 Supplies shipment</td>
<td>1250.00</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>2</td>
<td>08</td>
<td>202</td>
<td>202</td>
<td>0</td>
<td>ENC</td>
<td>3144</td>
<td>05/24/89</td>
<td>Opening Entry</td>
<td>520.00</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>2</td>
<td>02</td>
<td>020</td>
<td>020</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>05/29/89</td>
<td>Opening Entry</td>
<td>12.18</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>07</td>
<td>002</td>
<td>002</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>07/15/89</td>
<td>Opening Entry</td>
<td>12.18</td>
<td></td>
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<tr>
<td>0</td>
<td>1</td>
<td>05</td>
<td>002</td>
<td>002</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>07/20/89</td>
<td>Opening Entry</td>
<td>1220.88</td>
<td></td>
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<tr>
<td>0</td>
<td>1</td>
<td>04</td>
<td>001</td>
<td>001</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>08/04/89</td>
<td>Opening Entry</td>
<td>600.00</td>
<td></td>
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<tr>
<td>0</td>
<td>1</td>
<td>08</td>
<td>001</td>
<td>001</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>09/30/89</td>
<td>Opening Entry</td>
<td>520.00</td>
<td></td>
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<tr>
<td>0</td>
<td>2</td>
<td>02</td>
<td>001</td>
<td>001</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>06/10/89</td>
<td>Opening Entry</td>
<td>520.00</td>
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</tr>
<tr>
<td>0</td>
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<td>02</td>
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<td>001</td>
<td>0</td>
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<td>05/26/89</td>
<td>Opening Entry</td>
<td>1236.90</td>
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<td>Opening Entry</td>
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<td>Opening Entry</td>
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<td>ENC</td>
<td>0</td>
<td>05/26/89</td>
<td>Opening Entry</td>
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<td>05/26/89</td>
<td>Opening Entry</td>
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<td>ENC</td>
<td>0</td>
<td>05/26/89</td>
<td>Opening Entry</td>
<td>1236.90</td>
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<td>08</td>
<td>001</td>
<td>001</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>05/26/89</td>
<td>Opening Entry</td>
<td>1236.90</td>
<td></td>
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<td>08</td>
<td>001</td>
<td>001</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>05/26/89</td>
<td>Opening Entry</td>
<td>1236.90</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>08</td>
<td>001</td>
<td>001</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>05/26/89</td>
<td>Opening Entry</td>
<td>1236.90</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>08</td>
<td>001</td>
<td>001</td>
<td>0</td>
<td>ENC</td>
<td>0</td>
<td>05/26/89</td>
<td>Opening Entry</td>
<td>1236.90</td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

Customer 00000010, Alexander's, Inc.: 1250.00

Customer 00000020, Master Sellers Company: 700.00

---

**Accounts Receivable User Manual** 253
Option 5 - Cash Receipts Projection

Use this function to print summaries of projected cash receipts. The number of days projected can be varied, allowing you to do comparative analyses. The following processing steps accomplish this job.

Step 1
You can use this function to enter a projection date, choose which date to project from, and choose the length of the projection periods.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter parameters needed for the Cash Receipts Projection report.

![Figure 55. The Accounts Receivable Transaction Processing Menu](image)

Data items for the preceding screen are described below:

**Projected From Date**

Enter a date (YMD). This field is required.

Specify the date from which the transactions to be printed will be projected. By default, the system displays today’s date. You can enter a new date to override the display.
Accounts Receivable User Manual

Date to Use as Basis

Enter an upper case alphanumeric field, 1 character in length. This field is required.
The system displays a default value from the Parameters file. If you wish, you can change it.
This entry signifies which date to use as the basis for projections. Valid options are:
1: Invoice date
2: Due date

Projection Periods

Enter a number with up to 3 digits.
The system displays, in days, a set of weekly projection periods. You can override any of the
period values.
Each projection period refers to either the invoice date or the due date, depending on the entry
in the Date to Use as Basis field. A positive entry indicates the number of days ahead that you
want to project.

Period Ending Dates

The system displays a date (YMD).
These dates shown you the actual ending date for each projection period that is to be printed.
This date is determined by adding the number of days in the corresponding Projection Period
to the Projection Date. For example, if the projection date is 7/01/90 and the projection peri-
ods are 7, 14, 21, and 28 days, the Period Ending Dates will be 7/08/90, 7/15/90, 7/22/90,
and 7/29/90.

The entered data is validated. During validation, including access to other files, conditions may be
found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may
result are shown below:

E Projection Periods Must Be in Ascending Order

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Transactions information, this step pro-
vides you with a default sequencing of data records by Customer Alpha, Customer, Apply To, and
Date/Time, giving additional sort order choice by Post Year, Post Month, and Account Number, with
the option to change modifiable parameters at run time. Selection of data records is provided by Ac-
count Number, with the option to change modifiable parameters at run time. Selection of data records
is provided by Account Number, Customer, Post Month, and Post Year, with the option to enter user-
specified comparisons at run time.
5  Reports and Inquiry

Step 3
This is the standard disposition used for all reports not printed on special forms.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print the Cash Receipts Projection, this step formats the Transactions information. As appropriate, group headings appear whenever a change occurs in Customer. If requested, totals appear whenever a change occurs in Customer or Account Number. When totals are specified, the following items are accumulated: Total Balance, Amount Total, and Ageing Period Percent. Grand totals print at the end, showing Total Balance, Amount Total, and Ageing Period Percent.

A sample output is shown below.

```
<table>
<thead>
<tr>
<th>Customer</th>
<th>Description</th>
<th>Date</th>
<th>Balance</th>
<th>7 &amp; Under</th>
<th>8 To 14</th>
<th>15 To 21</th>
<th>22 To 28</th>
<th>Over 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>0043</td>
<td>Service Charge</td>
<td>06/10/89</td>
<td>16.84</td>
<td>16.84</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1001</td>
<td>6/4/89 Supply ship</td>
<td>07/12/99</td>
<td>20.00</td>
<td>20.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1013</td>
<td>chair shipment 6/12/</td>
<td>07/22/99</td>
<td>1290.97</td>
<td>1290.87</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1014</td>
<td>wheeling units ship</td>
<td>07/22/99</td>
<td>1682.56</td>
<td>1682.56</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1019</td>
<td>correction</td>
<td>08/2/99</td>
<td>270.88</td>
<td>270.88</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>7/6/89 shipment</td>
<td>08/29/99</td>
<td>1792.85</td>
<td>1792.85</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>7/6/89 shipment</td>
<td>08/30/99</td>
<td>1896.65</td>
<td>1896.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>6/2/89 shipment</td>
<td>08/19/99</td>
<td>1996.85</td>
<td>1996.85</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2113</td>
<td>Deposit</td>
<td>07/21/99</td>
<td>1200.00</td>
<td>1200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3001</td>
<td>Special order shipment</td>
<td>09/10/99</td>
<td>778.92</td>
<td>778.92</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3002</td>
<td>8/2/89 shipment</td>
<td>09/10/99</td>
<td>1396.88</td>
<td>1396.88</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>401</td>
<td>Opening Entry</td>
<td>05/14/89</td>
<td>40.82</td>
<td>40.82</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7210</td>
<td>deposit</td>
<td>07/15/99</td>
<td>1200.00</td>
<td>1200.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7211</td>
<td>deposit</td>
<td>07/15/99</td>
<td>1792.85</td>
<td>1792.85</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>Monthly shipment</td>
<td>08/29/99</td>
<td>4589.65</td>
<td>4589.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>Monthly shipment</td>
<td>09/10/99</td>
<td>1896.35</td>
<td>1896.35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3003</td>
<td>Monthly shipment</td>
<td>09/10/99</td>
<td>4589.65</td>
<td>4589.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3004</td>
<td>Monthly shipment</td>
<td>09/10/99</td>
<td>1896.35</td>
<td>1896.35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Customer</th>
<th>Description</th>
<th>Date</th>
<th>Balance</th>
<th>7 &amp; Under</th>
<th>8 To 14</th>
<th>15 To 21</th>
<th>22 To 28</th>
<th>Over 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>10001</td>
<td>P10982</td>
<td>09/11/99</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1002</td>
<td>P10982</td>
<td>09/11/99</td>
<td>1461.45</td>
<td>1461.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1022</td>
<td>6/10/99 ship</td>
<td>07/09/99</td>
<td>57.45</td>
<td>57.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>7/6/89 ship</td>
<td>08/28/99</td>
<td>1896.35</td>
<td>1896.35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3003</td>
<td>8/6/89 ship</td>
<td>09/10/99</td>
<td>6020.45</td>
<td>6020.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3004</td>
<td>8/6/89 ship</td>
<td>09/10/99</td>
<td>1896.35</td>
<td>1896.35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Customer</th>
<th>Description</th>
<th>Date</th>
<th>Balance</th>
<th>7 &amp; Under</th>
<th>8 To 14</th>
<th>15 To 21</th>
<th>22 To 28</th>
<th>Over 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>10001</td>
<td>P10982</td>
<td>09/11/99</td>
<td>100.00</td>
<td>100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1002</td>
<td>P10982</td>
<td>09/11/99</td>
<td>1461.45</td>
<td>1461.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1022</td>
<td>6/10/99 ship</td>
<td>07/09/99</td>
<td>57.45</td>
<td>57.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>7/6/89 ship</td>
<td>08/28/99</td>
<td>1896.35</td>
<td>1896.35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3003</td>
<td>8/6/89 ship</td>
<td>09/10/99</td>
<td>6020.45</td>
<td>6020.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3004</td>
<td>8/6/89 ship</td>
<td>09/10/99</td>
<td>1896.35</td>
<td>1896.35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

A sample output is shown below.

```

256  Accounts Receivable User Manual
Option 6 - Daily Cash Receipts

Use this function to print a report that shows all cash receipts that have been posted, in sequence by posting date. The following processing steps accomplish this job.

**Step 1**
This function allows you to enter a low and high cash account range in order to print the Daily Cash Receipts report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter parameters needed for the Daily Cash Receipts report.

![Figure 56. The Accounts Receivable Transaction Processing Menu](image)

Data items for the preceding screen are described below:

**Begin Cash Account**

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required.
Supply the beginning account in the cash account range for the Daily Cash Receipts report.

**End Cash Account**

Enter an upper case alphanumeric field, up to 12 characters in length. This field is required.
Supply the ending account in the cash account range for the Daily Cash Receipts report. If only one account is to be printed, the Start and End Cash Accounts should be the same.
The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  End Account Must Be Higher Than Begin Account

Press ENTER to save the information on this screen.

Step 2
In preparation for performing a sort/selection process on the Month To Date Postings information, this step provides you with a default sequencing of data records by Transaction Date, Account Number, Operator ID, and Control No, giving additional sort order choice by Post Month and Post Year, with the option to change modifiable parameters at run time. Selection of data records is provided by Transaction Date, Operator ID, Control No, Post Month, and Post Year, with the option to enter user-specified comparisons at run time.

Step 3
This is the standard disposition used for all reports not printed on special forms.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print the Daily Cash Receipts, this step formats the Month To Date Postings information. The following data items are shown: Operator ID, Control No, Transaction No, Post Month, Post Year, Customer, Name, Description, Transaction Date, Invoice/Check Number, Apply To, and Amount. As appropriate, group headings appear whenever a change occurs in Transaction Date or Account Number. If requested, group totals appear whenever a change occurs in Account Number or Transaction Date.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Date Check Received</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/89</td>
<td>22.22</td>
</tr>
<tr>
<td>06/10/89</td>
<td>101.90</td>
</tr>
<tr>
<td>06/10/89</td>
<td>16.84</td>
</tr>
<tr>
<td>06/10/89</td>
<td>101.90</td>
</tr>
<tr>
<td>06/10/89</td>
<td>22.22</td>
</tr>
<tr>
<td>06/10/89</td>
<td>16.84</td>
</tr>
<tr>
<td>06/30/89</td>
<td>22.22</td>
</tr>
</tbody>
</table>

**Account Number Subtotals**

- Account 1030001001WH: 16.84
- Account 1050001000: 140.96
- Account 3060000000: 124.12
- Total: 382.92

**Transaction Date Subtotals**

- 06/10/89: 0.00
- 06/30/89: 0.00
- Total: 0.00

---

**Daily Cash Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th>Trx Date</th>
<th>Check No</th>
<th>Apply To</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Charge Write Off</td>
<td>06/10/89</td>
<td>404</td>
<td>404</td>
<td>22.22</td>
</tr>
<tr>
<td>Service Charge Write Off</td>
<td>06/10/89</td>
<td>604</td>
<td>604</td>
<td>101.90</td>
</tr>
<tr>
<td>Service Charge</td>
<td>06/10/89</td>
<td>S0100</td>
<td>0040</td>
<td>16.84</td>
</tr>
<tr>
<td>Service Charge</td>
<td>06/10/89</td>
<td>S0101</td>
<td>604</td>
<td>101.90</td>
</tr>
<tr>
<td>Service Charge</td>
<td>06/10/89</td>
<td>S0102</td>
<td>404</td>
<td>22.22</td>
</tr>
<tr>
<td>Service Charge Write Off</td>
<td>06/10/89</td>
<td>401</td>
<td>401</td>
<td>20.26</td>
</tr>
<tr>
<td>Service Charge Write Off</td>
<td>06/10/89</td>
<td>333</td>
<td>333</td>
<td>2.00</td>
</tr>
<tr>
<td>Service Charge Write Off</td>
<td>06/30/89</td>
<td>333</td>
<td>333</td>
<td>2.00</td>
</tr>
</tbody>
</table>

---

**Accounts Receivable User Manual**
Option 7 - Deposits Not Invoiced

Use this function to print a report containing all deposits that have been made for which there is no corresponding invoice. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Transactions information, this step provides you with a default sequencing of data records by Customer, Apply To, Post Month, Post Year, Transaction Date, and Invoice Due Date, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer, Apply To, Post Month, Post Year, Transaction Date, and Invoice Due Date, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all reports not printed on special forms.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Deposits Not Invoiced report, this step formats the Transactions information. The following data items are shown: Customer, Name, Apply To, Transaction Description, Operator ID, Control No, Post Month, Post Year, Transaction Date, Deposit Amount, and Adjustments.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Customer</th>
<th>Apply To Description</th>
<th>Op</th>
<th>Post</th>
<th>Mo Yr</th>
<th>Trx Date</th>
<th>Deposit</th>
<th>Adjust-</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000010 Alexander’s, Inc.</td>
<td>deposit</td>
<td>SRR 0007</td>
<td>07/31/89</td>
<td>1200.00-</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000010 Alexander’s, Inc.</td>
<td>deposit</td>
<td>SRR 0007</td>
<td>07/31/89</td>
<td>1700.00-</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000020 Master Sellers Company</td>
<td>deposit</td>
<td>SRR 0008</td>
<td>08/11/89</td>
<td>1500.00-</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000050 Miscellaneous Customer</td>
<td>special order-NWWC, Inc.</td>
<td>SRR 0008</td>
<td>08/11/89</td>
<td>2000.00-</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000060 Hale’s Interiors</td>
<td>deposit</td>
<td>SRR 0007</td>
<td>07/31/89</td>
<td>1520.00-</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000060 Hale’s Interiors</td>
<td>Deposit on special order</td>
<td>SRR 0000</td>
<td>05/28/89</td>
<td>600.00-</td>
<td>.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Grand Totals -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>8520.00-</td>
<td>.00</td>
<td></td>
</tr>
</tbody>
</table>

A sample output is shown below.
Option 8 - Statements

Use this function to print customer statements. The following processing steps accomplish this job.

**Step 1**

This function allows you to enter the Closing Date and to indicate whether to use the invoice date or due date for ageing the Customer Statements.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter parameters needed to print Statements.

![Figure 57. The Accounts Receivable Transaction Processing Menu](image)

Data items for the preceding screen are described below:

**Closing Date**

Enter a date (YMD).

Specify the closing date for this function. Only invoices dated on or before this date are included. By default, the system displays today’s date. You can enter a new date to override the display.

**Print Paid Invoices?**

Enter ‘Y’ (Yes) or ‘N’ (No). The initial default value is ‘N’. This field is required.

Specify whether or not you want to have invoices that have been paid in full print on the statement, as well as outstanding invoices.
Ageing Periods

Enter a number with up to 3 digits.

The system displays the ageing periods that were entered in the Parameters file for this report. You can override any ageing period.

Each ageing period refers to either the invoice date or the due date, depending on the entry in the Date To Age or Closing Date field. A positive entry indicates the number of days after the invoice or due date. A negative entry indicates the number of days before the invoice or due date.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Ageing Periods Must Be in Ascending Order

Press ENTER to save the information on this screen.

Step 2
In preparation for performing a sort/selection process on the Transactions information, this step provides you with a default sequencing of data records by Statement Period, Customer Alpha, Customer, Apply To, and Transaction Date, with the option to change modifiable parameters at run time. Selection of data records is provided by Statement Type, Statement Period, Customer, and Customer Alpha, with the option to enter user-specified comparisons at run time.

Step 3
This disposition is used to select printer and output options for printing Statements.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
This function checks the Parameters file to see if preprinted forms are to be used.

Step 6
In order to print Statements on plain 8-1/2 x 11 inch paper, this step formats the Transactions information. The following data items are shown: Invoice or Check Number, Transaction Type, Apply To, Description, Transaction Date, Invoice Due Date and Amount. One statement is printed for each customer.
A sample output is shown below.

```
<table>
<thead>
<tr>
<th>Inv/Chk</th>
<th>Trx Apply To</th>
<th>Description</th>
<th>Trx Date Due Date</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1004</td>
<td>OEI</td>
<td>P3050</td>
<td>08/15/89</td>
<td>344.27</td>
<td>344.27</td>
</tr>
<tr>
<td>2006</td>
<td>INV</td>
<td>07/27/89 shipment</td>
<td>08/14/89</td>
<td>1460.22</td>
<td>1804.22</td>
</tr>
<tr>
<td>2021</td>
<td>INV</td>
<td>08/11/89 special order</td>
<td>08/11/89</td>
<td>1855.63</td>
<td>1855.63</td>
</tr>
<tr>
<td>333</td>
<td>SVC</td>
<td>SERVICE CHARGES</td>
<td>06/30/89</td>
<td>2.02</td>
<td>2.02</td>
</tr>
<tr>
<td>333</td>
<td>SVC</td>
<td>Svc Charge Write</td>
<td>07/31/89</td>
<td>2.02</td>
<td>2.02</td>
</tr>
<tr>
<td>333</td>
<td>SVC</td>
<td>SERVICE CHARGES</td>
<td>08/11/89</td>
<td>7.00</td>
<td>7.00</td>
</tr>
<tr>
<td>6013</td>
<td>INV</td>
<td>Opening entry</td>
<td>01/01/89</td>
<td>366.27</td>
<td>366.27</td>
</tr>
<tr>
<td>333</td>
<td>SVC</td>
<td>SERVICE CHARGES</td>
<td>01/02/89</td>
<td>2.02</td>
<td>2.02</td>
</tr>
<tr>
<td>333</td>
<td>SVC</td>
<td>Svc Charge Write</td>
<td>01/03/89</td>
<td>2.02</td>
<td>2.02</td>
</tr>
<tr>
<td>333</td>
<td>SVC</td>
<td>SERVICE CHARGES</td>
<td>01/04/89</td>
<td>2.02</td>
<td>2.02</td>
</tr>
</tbody>
</table>
```

Closing Date: 11/30/89

Accounts Receivable User Manual 263
Option 9 - Dunning Letters

Use this function to print dunning letters for customers with past due balances. You can specify the date to use for ageing, the author, and the number of days past due that causes a dunning letter to be sent. The following processing steps accomplish this job.

Step 1
This function allows you to enter the author, date to age from, and number of days an invoice must be past due to cause a dunning letter to be printed.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter parameters needed to print dunning letters.

![Figure 58. The Accounts Receivable Transaction Processing Menu](image)

Data items for the preceding screen are described below:

**Ageing Date**
Enter a date (YMD). This field is required.
You can specify the date from which the transactions to be printed will be aged. By default, the system displays today’s date. You can enter a new date to override the display.

**Days Past Due**
Enter a positive number with up to 3 digits.
Define the number of days an invoice must be past due before a dunning letter is printed.
Author

Enter an alphanumeric field, up to 30 characters in length. This field is required.
Provide the name that will appear as the signature on the dunning letter.

Author’s Title

Enter an alphanumeric field, up to 30 characters in length. This field is required.
Supply the title of the individual identified in the Author field.

Press ENTER to save the information on this screen.

Step 2
In preparation for performing a sort/selection process on the Unpaid Invoices information, this step provides you with a default sequencing of data records by Customer Alpha, Customer, and Invoice Due Date, giving additional sort order choice by Division, Area, and Type, with the option to change modifiable parameters at run time. Selection of data records is provided by Division, Type, Area, Customer, and Customer Alpha, with the option to enter user-specified comparisons at run time.

Step 3
This is the standard disposition used for all reports not printed on special forms.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print Dunning Letters, this step formats the Unpaid Invoices information. The following data items are shown: Apply To, Description, Invoice Date, Invoice Due Date, and Balance Due. One Dunning Letter is printed for each customer that has a balance that is overdue by the appropriate number of days.
A sample output is shown below.

```
Dear Helen Walls,

The invoices listed above are seriously past due. If payment is not received within the next 7 days, this matter will be turned over to a collection agency.

As of 11/08/94 the following invoices are past due:

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Description</th>
<th>Tax Date</th>
<th>Due Date</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234</td>
<td>6/28/89 shipment</td>
<td>06/30/89</td>
<td>07/30/89</td>
<td>42.12</td>
</tr>
<tr>
<td>2013</td>
<td>7/7/89 shipment</td>
<td>07/10/89</td>
<td>08/10/89</td>
<td>3620.40</td>
</tr>
<tr>
<td>2014</td>
<td>7/17/89 shipment</td>
<td>07/21/89</td>
<td>08/21/89</td>
<td>896.52</td>
</tr>
<tr>
<td>2023</td>
<td>easel shipment</td>
<td>07/31/89</td>
<td>08/31/89</td>
<td>900.65</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5459.69</td>
</tr>
</tbody>
</table>

Sincerely,

APPX User
Accounts Receivable Clerk

---

Reports and Inquiry

---

Expert Distributing, Inc.
445 Maryland Pkwy
Suite 401
Las Vegas, NV 89109

Hale's Interiors
945 S. Airport Way
Seattle, WA 98119

```

266 Accounts Receivable User Manual
Option 10 - Customer Credit

Use this function to print credit information by customer. You can print the transaction detail, if you choose. The following processing steps accomplish this job.

Step 1
You can use this function to choose whether or not to print the transaction detail for each customer on this report.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to choose either the detail or the summary Customer Credit report.

![Figure 59. The Accounts Receivable Transaction Processing Menu](image)

Data items for the preceding screen are described below:

Print Transaction Detail?

Enter ‘Y’ (Yes) or ‘N’ (No). This field is required.
Specify whether or not transaction detail should be printed for each customer on the report.
The default value is ‘Y’. The display may be changed:
Y: Print transaction detail.
N: Do not print transaction detail.

Press ENTER to save the information on this screen.
5  Reports and Inquiry

Step 2
In preparation for performing a sort/selection process on the Customers information, this step provides you with a default sequencing of data records by Customer Alpha and Customer, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer Alpha, Customer, Credit Status, Area, Type, Division, Terms Code, Salesperson, and On Order, with the option to enter user-specified comparisons at run time.

Step 3
This is the standard disposition used for all reports not printed on special forms.

Step 4
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5
In order to print the Customer Credit report, this step formats the Customers information. The following data items are shown: Customer, Name, Customer, Credit Limit, Customer High Balances Per Quarter, Average Days for Payment, First Transaction, Customer MTD Sales, Contact, Balance, Last Transaction, Customer YTD Sales, Phone, Available Credit Amount, Last Payment, Customer Previous Year Sales, Credit Status, Invoice Date, On Order, and Comments.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Cust No</th>
<th>Customer Name</th>
<th>Credit Limit</th>
<th>High Balance</th>
<th>Average</th>
<th>First Trx</th>
<th>MTD Sales</th>
<th>Phone No</th>
<th>Contact</th>
<th>Available</th>
<th>Last 4 Quarters</th>
<th>Last Pay</th>
<th>Prev Yr Sales</th>
<th>Comment</th>
<th>Cr Status</th>
<th>Oldest Inv</th>
<th>On Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000060</td>
<td>Hale's Interiors</td>
<td>9999.00</td>
<td>15786.00</td>
<td>54</td>
<td>04/05/89</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>OK</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Helen Walls</td>
<td>3339.69</td>
<td>3339.69</td>
<td>5</td>
<td>08/12/89</td>
<td>3339.69</td>
<td>(212) 767-9494</td>
<td>4159.31</td>
<td>10</td>
<td>08/11/89</td>
<td>00</td>
<td></td>
<td></td>
<td>OK</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(212) 767-9494</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>New customer as of April 1989. Limited credit until 9/1/89.</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000100</td>
<td>Highland Park Variety Shop</td>
<td>9999999.00</td>
<td>11321.00</td>
<td>54</td>
<td></td>
<td>4380.50</td>
<td>(414) 555-1122</td>
<td>9499999.00</td>
<td>2720.00</td>
<td>4380.50</td>
<td></td>
<td>2297.00</td>
<td></td>
<td>OK</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>000000130</td>
<td>Commonwealth Kennel LTD</td>
<td>9999999.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>.00</td>
<td>(303) 333-2365</td>
<td>9999999.00</td>
<td>0.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td>OK</td>
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<td></td>
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</tr>
<tr>
<td>000000300</td>
<td>Marsh &amp; McLennan, Inc.</td>
<td>9999999.00</td>
<td>0.00</td>
<td>0</td>
<td></td>
<td>.00</td>
<td>(333) 650-1223</td>
<td>9999999.00</td>
<td>0.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td>OK</td>
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<td></td>
</tr>
<tr>
<td>000000220</td>
<td>Master Select Company</td>
<td>1000.00</td>
<td>20581.00</td>
<td>47</td>
<td>12/31/88</td>
<td>5063.00</td>
<td>(516) 561-7654</td>
<td>1000.00</td>
<td>20581.00</td>
<td>5063.00</td>
<td></td>
<td></td>
<td></td>
<td>BAD</td>
<td></td>
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<tr>
<td></td>
<td>Late on payments</td>
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</tr>
<tr>
<td>000000330</td>
<td>Pool and Associates</td>
<td>9999999.00</td>
<td>0.00</td>
<td>5</td>
<td>12/24/88</td>
<td>.00</td>
<td>(804) 334-4554</td>
<td>9999999.00</td>
<td>0.00</td>
<td>.00</td>
<td></td>
<td></td>
<td></td>
<td>OK</td>
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<td></td>
</tr>
<tr>
<td>000000700</td>
<td>Richards &amp; Wright, PC</td>
<td>9999999.00</td>
<td>14695.00</td>
<td>0</td>
<td>06/10/89</td>
<td>1684.10</td>
<td>(804) 334-4554</td>
<td>9999999.00</td>
<td>14695.00</td>
<td>1684.10</td>
<td></td>
<td></td>
<td></td>
<td>OK</td>
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<td>Late on payments</td>
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</tr>
</tbody>
</table>

Late on payments.

Good Customer. Also our ad agency.

May require special delivery.
Step 6
In preparation for performing a sort/selection process on the Transactions information, this step provides you with a default sequencing of data records by Customer Alpha and Customer, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer, Apply To, Transaction Date, Invoice Due Date, Post Month, Post Year, Operator ID, and Control No, with the option to enter user-specified comparisons at run time.

Step 7
This is the standard disposition used for all reports not printed on special forms.

Step 8
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 9
In order to print the Customer Credit (Detail), this step formats the Transactions information. The following data items are shown: Operator ID, Transaction No, Transaction Type, Apply To, Transaction Description, Order Number, Invoice or Check Number, Transaction Date, Invoice Due Date, and Amount.
<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Code No</th>
<th>Inv/Order</th>
<th>Due Date</th>
<th>Sale Date</th>
<th>Status</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/89</td>
<td>SVC</td>
<td>Service Charge Write Off</td>
<td>404</td>
<td>06/30/89</td>
<td>07/10/89</td>
<td>22.22</td>
<td></td>
<td>22.22</td>
</tr>
<tr>
<td>06/10/89</td>
<td>SRR</td>
<td>SVC 604 Service Charge</td>
<td>0002</td>
<td>06/10/89</td>
<td>06/10/89</td>
<td>101.90</td>
<td></td>
<td>101.90</td>
</tr>
<tr>
<td>06/10/89</td>
<td>SRR</td>
<td>SVC 404 Service Charge</td>
<td>0003</td>
<td>06/10/89</td>
<td>06/10/89</td>
<td>101.90</td>
<td></td>
<td>101.90</td>
</tr>
<tr>
<td>06/10/89</td>
<td>SRR</td>
<td>INV 3004 8/10/89 shipment</td>
<td>0004</td>
<td>06/10/89</td>
<td>06/10/89</td>
<td>1896.35</td>
<td></td>
<td>1896.35</td>
</tr>
<tr>
<td>06/10/89</td>
<td>SRR</td>
<td>INV 3003 8/5/89 shipment</td>
<td>0005</td>
<td>06/10/89</td>
<td>06/10/89</td>
<td>4589.65</td>
<td></td>
<td>4589.65</td>
</tr>
<tr>
<td>07/19/89</td>
<td>SRR</td>
<td>INV 2016 7/19 shipment</td>
<td>0006</td>
<td>07/19/89</td>
<td>07/19/89</td>
<td>3954.25</td>
<td></td>
<td>3954.25</td>
</tr>
<tr>
<td>07/19/89</td>
<td>SRR</td>
<td>INV 2013 7/19 shipment</td>
<td>0003</td>
<td>07/19/89</td>
<td>07/19/89</td>
<td>1267.58</td>
<td></td>
<td>1267.58</td>
</tr>
<tr>
<td>07/09/89</td>
<td>SRR</td>
<td>PAY 2005 7/9/89 shipment</td>
<td>0002</td>
<td>07/10/89</td>
<td>07/10/89</td>
<td>368.55</td>
<td></td>
<td>368.55</td>
</tr>
<tr>
<td>07/09/89</td>
<td>SRR</td>
<td>PAY 2004 7/7/89 shipment</td>
<td>0002</td>
<td>07/10/89</td>
<td>07/10/89</td>
<td>2743.40</td>
<td></td>
<td>2743.40</td>
</tr>
<tr>
<td>08/12/89</td>
<td>SRR</td>
<td>ADJ 111 order cancelled-apply deposit</td>
<td>111</td>
<td>08/12/89</td>
<td>08/12/89</td>
<td>900.00</td>
<td></td>
<td>900.00</td>
</tr>
<tr>
<td>05/05/89</td>
<td>SRR</td>
<td>DEP 111 deposit - order</td>
<td>05/05</td>
<td>05/05/89</td>
<td>05/05/89</td>
<td>900.00</td>
<td></td>
<td>900.00</td>
</tr>
<tr>
<td>08/12/89</td>
<td>SRR</td>
<td>ADJ 1023 order cancelled-apply deposit</td>
<td>1023</td>
<td>08/12/89</td>
<td>08/12/89</td>
<td>900.00</td>
<td></td>
<td>900.00</td>
</tr>
<tr>
<td>08/12/89</td>
<td>SRR</td>
<td>DEP 1023 deposit on Special Order</td>
<td>05/05</td>
<td>05/05/89</td>
<td>05/05/89</td>
<td>900.00</td>
<td></td>
<td>900.00</td>
</tr>
<tr>
<td>08/10/89</td>
<td>SRR</td>
<td>INV 3001 Special order shipment</td>
<td>0001</td>
<td>08/10/89</td>
<td>08/10/89</td>
<td>778.92</td>
<td></td>
<td>778.92</td>
</tr>
<tr>
<td>07/31/89</td>
<td>SRR</td>
<td>SVC 401 Opening Entry</td>
<td>0001</td>
<td>07/31/89</td>
<td>07/31/89</td>
<td>20.56</td>
<td></td>
<td>20.56</td>
</tr>
<tr>
<td>07/31/89</td>
<td>SRR</td>
<td>SVC 401 Opening Entry</td>
<td>0001</td>
<td>07/31/89</td>
<td>07/31/89</td>
<td>20.26</td>
<td></td>
<td>20.26</td>
</tr>
<tr>
<td>07/26/89</td>
<td>SRR</td>
<td>INV 2001 7/26 shipment</td>
<td>0002</td>
<td>07/26/89</td>
<td>07/26/89</td>
<td>1896.55</td>
<td></td>
<td>1896.55</td>
</tr>
<tr>
<td>07/26/89</td>
<td>SRR</td>
<td>INV 2002 7/6/89 shipment</td>
<td>0002</td>
<td>07/26/89</td>
<td>07/26/89</td>
<td>1782.90</td>
<td></td>
<td>1782.90</td>
</tr>
<tr>
<td>07/10/89</td>
<td>SRR</td>
<td>INV 1003 Monthly shipment</td>
<td>1003</td>
<td>07/10/89</td>
<td>07/10/89</td>
<td>600.00</td>
<td></td>
<td>600.00</td>
</tr>
<tr>
<td>07/09/89</td>
<td>SRR</td>
<td>INV 1002 Monthly shipment</td>
<td>1002</td>
<td>07/09/89</td>
<td>07/09/89</td>
<td>600.00</td>
<td></td>
<td>600.00</td>
</tr>
<tr>
<td>05/10/89</td>
<td>SRR</td>
<td>DEP 1001 Deposit on Special Order</td>
<td>05/10</td>
<td>05/10/89</td>
<td>05/10/89</td>
<td>750.00</td>
<td></td>
<td>750.00</td>
</tr>
<tr>
<td>06/13/89</td>
<td>SRR</td>
<td>INV 1016 shelving units shipped 6/13/89</td>
<td>1016</td>
<td>06/13/89</td>
<td>06/13/89</td>
<td>270.88</td>
<td></td>
<td>270.88</td>
</tr>
</tbody>
</table>

### As Of 8/89
- Customer: Burlington Enterprises
- Cr Limit: $9,999,999.00
- High: $9,999,999.00
- Balance: $159,830.00
- Days to Pay: 121
- Average: 52
- Cr Limit: $9,999,999.00
- High: $9,999,999.00
- Average: 52
- Cr Status: OK
- 4 Quarters: 15487.00

### Customer Credit (Detail)
- First Trx: 09/03/87
- MTD Sales: $5814.50
- Average: 53
- Last Trx: 08/22/89
- MTD Sales: $64747.04
- Average: 64
- Last Pay: 08/11/89
- Prev Yr Sales: $5814.50
- Average: 53
- Balance: $159,830.00
- High: $17737.00
- Valued customer: President is on our Board of Directors. Do not offend.

### Accounts Receivable User Manual

**Reports and Inquiry**

**5**

---

**As Of 8/89**

**Customer Credit (Detail)**

- First Trx: 09/03/87
- MTD Sales: $5814.50
- Average: 53
- Last Trx: 08/22/89
- MTD Sales: $64747.04
- Average: 64
- Last Pay: 08/11/89
- Prev Yr Sales: $5814.50
- Average: 53
- Balance: $159,830.00
- High: $17737.00
- Valued customer: President is on our Board of Directors. Do not offend.

**Error - Unexpected Error READ CUSTOMER**

**Reports and Inquiry**

**5**

---

**As Of 8/89**

**Customer Credit (Detail)**

- First Trx: 09/03/87
- MTD Sales: $5814.50
- Average: 53
- Last Trx: 08/22/89
- MTD Sales: $64747.04
- Average: 64
- Last Pay: 08/11/89
- Prev Yr Sales: $5814.50
- Average: 53
- Balance: $159,830.00
- High: $17737.00
- Valued customer: President is on our Board of Directors. Do not offend.

**Accounts Receivable User Manual**

271
Option 11 - Customer History

Use this function to print monthly sales history information by customer. This information will be printed by calendar or fiscal period, depending on your answer to the “Keep History by Calendar?” field in the Parameters file. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Customer History by Month information, this step provides you with a default sequencing of data records by Receivable Account, Customer Alpha, customer Number, Year, and Month, with the option to change modifiable parameters at run time. Selection of data records is provided by Receivable Account, Customer, and Year, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all reports not printed on special forms.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Customer History report, this step formats the Customer History by Month information. The following data items are shown: Month, Sales Margin, Cost, and Gross Margin Percent. As appropriate, group headings appear whenever a change occurs in Receivable Account or Customer. If requested, totals appear whenever a change occurs in Customer or Receivable Account. When totals are specified, the following items are accumulated: Sales, Margin, Cost, and Gross Margin Percent. Grand totals print at the end, showing Sales, Margin, cost, and Gross Margin Percent.
A sample output is shown below.

<table>
<thead>
<tr>
<th>Month</th>
<th>Sales</th>
<th>Margin</th>
<th>Cost</th>
<th>GM %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun</td>
<td>4679.11</td>
<td>1160.14</td>
<td>3522.95</td>
<td>24.88</td>
</tr>
<tr>
<td>Jul</td>
<td>8258.08</td>
<td>1265.98</td>
<td>6992.14</td>
<td>15.39</td>
</tr>
<tr>
<td>Aug</td>
<td>5610.36</td>
<td>722.76</td>
<td>5087.79</td>
<td>12.93</td>
</tr>
<tr>
<td>Sep</td>
<td>1756.28</td>
<td>1266.93</td>
<td>490.35</td>
<td>72.12</td>
</tr>
</tbody>
</table>

- Totals For Year 90 → 20338.95 4823.95 15515.00 22.48

<table>
<thead>
<tr>
<th>Month</th>
<th>Sales</th>
<th>Margin</th>
<th>Cost</th>
<th>GM %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>8532.46</td>
<td>380.00</td>
<td>8152.46</td>
<td>4.59</td>
</tr>
<tr>
<td>Sep</td>
<td>8441.26</td>
<td>222.00</td>
<td>8219.26</td>
<td>2.76</td>
</tr>
<tr>
<td>Oct</td>
<td>9606.33</td>
<td>323.00</td>
<td>9283.33</td>
<td>3.51</td>
</tr>
<tr>
<td>Nov</td>
<td>7206.33</td>
<td>203.00</td>
<td>6903.33</td>
<td>2.86</td>
</tr>
<tr>
<td>Dec</td>
<td>3778.16</td>
<td>206.00</td>
<td>3572.16</td>
<td>5.53</td>
</tr>
<tr>
<td>Jan</td>
<td>3841.00</td>
<td>126.00</td>
<td>3715.00</td>
<td>3.37</td>
</tr>
<tr>
<td>Feb</td>
<td>6599.37</td>
<td>351.00</td>
<td>6248.37</td>
<td>5.67</td>
</tr>
<tr>
<td>Mar</td>
<td>7849.95</td>
<td>287.00</td>
<td>7562.95</td>
<td>3.67</td>
</tr>
</tbody>
</table>

- Totals For Year 89 → 64747.04 2457.00 62290.04 3.79

- Customer Totals → 85085.99 6858.91 78227.08 8.06

<table>
<thead>
<tr>
<th>Month</th>
<th>Sales</th>
<th>Margin</th>
<th>Cost</th>
<th>GM %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>9242.28</td>
<td>2030.65</td>
<td>7211.63</td>
<td>21.97</td>
</tr>
<tr>
<td>Feb</td>
<td>4967.88</td>
<td>881.18</td>
<td>4086.70</td>
<td>17.74</td>
</tr>
<tr>
<td>Mar</td>
<td>800.00</td>
<td>0.00</td>
<td>800.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Apr</td>
<td>10553.27</td>
<td>351.00</td>
<td>10202.27</td>
<td>3.33</td>
</tr>
<tr>
<td>May</td>
<td>7049.85</td>
<td>287.00</td>
<td>6762.85</td>
<td>4.07</td>
</tr>
</tbody>
</table>

- Totals For Year 90 → 14210.16 2911.83 11298.33 20.49

- Customer Totals → 14210.16 2911.83 11298.33 20.49
Option 12 - Miscellaneous Customers

Use this function to print a report of miscellaneous customers, detailing names and addresses. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Miscellaneous Customers information, this step provides you with a default sequencing of data records by Customer and Apply To, giving additional sort order choice by State, Country, and Zip Code, with the option to change modifiable parameters at run time. Selection of data records is provided by Customer, Apply To, State, Country, and Zip Code, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all reports not printed on special forms.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 4
In order to print the Miscellaneous Customers report, this step formats the Miscellaneous Customers information. The following data items are shown: Customer, Apply To, Name, Address, City, State, Zip Code, and Country.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Customer</th>
<th>Apply To</th>
<th>Customer Name</th>
<th>Address</th>
<th>City</th>
<th>State /Zip /Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000050</td>
<td>1005</td>
<td>Western Rental Mart</td>
<td>8759 Fir Street</td>
<td>Eugene,</td>
<td>OR 78021</td>
</tr>
<tr>
<td>00000050</td>
<td>2015</td>
<td>South Dakota Steel</td>
<td>4080 Montana Avenue</td>
<td>Souix Falls,</td>
<td>SD 88663</td>
</tr>
<tr>
<td>00000050</td>
<td>3006</td>
<td>Deno’s Inc.</td>
<td>1599 Maryland Parkway</td>
<td>Las Vegas,</td>
<td>NV 89122</td>
</tr>
</tbody>
</table>
Option 13 - Sales History Inquiry

Use this function to view sales history information by customer.

In order to print the Sales History Inquiry, this step formats the Customer History information. The following data items are shown: Customer, Name, Year, Month, Sales, Margin, Cost, Gross Margin Percent, Total Sales, Total Margin, Total Margin, Total Cost, and Total Gross Margin Percent.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Sales</th>
<th>Margin</th>
<th>Cost</th>
<th>Gross Margin %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Jul</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Aug</td>
<td>1234.00</td>
<td>200.00</td>
<td>2034.00</td>
</tr>
<tr>
<td>Sep</td>
<td>3000.00</td>
<td>400.00</td>
<td>3400.00</td>
</tr>
<tr>
<td>Oct</td>
<td>1500.00</td>
<td>250.00</td>
<td>1750.00</td>
</tr>
<tr>
<td>Nov</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Dec</td>
<td>1800.00</td>
<td>300.00</td>
<td>2100.00</td>
</tr>
<tr>
<td>Jan</td>
<td>2200.00</td>
<td>400.00</td>
<td>2600.00</td>
</tr>
<tr>
<td>Feb</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>Mar</td>
<td>1200.00</td>
<td>100.00</td>
<td>1300.00</td>
</tr>
<tr>
<td>Apr</td>
<td>4000.00</td>
<td>600.00</td>
<td>4600.00</td>
</tr>
<tr>
<td>May</td>
<td>.00</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>EOY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 20782.00 | 1574.00 | 19208.00 | 7.54
### Option 14 - Transactions Inquiry

Use this function to view current transactions for a customer.

In order to print the Transactions Inquiry, this step formats the Customers and Transactions information. The following data items are shown: Customer, Name, Phone, Apply To, Transaction Type, Invoice, or Check Number, Operator ID, Order Number, Transaction Date, Invoice Due Date, Amount, and Balance.

A sample output is shown below.

```
***************************  Current Transactions  ****************************
Customer 0000030 Pool and Associates                           (804) 887-9836

<table>
<thead>
<tr>
<th>Type</th>
<th>Date/Time</th>
<th>Order</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>INV</td>
<td>1/21/89</td>
<td>08/22/89</td>
<td>1721.58</td>
<td>N</td>
</tr>
<tr>
<td>BF890731 INV BF890731</td>
<td>07/31/89</td>
<td>07/31/89</td>
<td>4172.43</td>
<td></td>
</tr>
<tr>
<td>BF890731 PAY 4421</td>
<td>08/11/89</td>
<td>08/11/89</td>
<td>3000.00</td>
<td>Y</td>
</tr>
</tbody>
</table>

--- Customer Totals ---
2894.01
```
Option 15 - Customer Credit Inquiry

Use this function to display customer credit information.

In order to print the customer Credit Inquiry, this step formats the Customers information. The following data items are shown: Current Calendar Month, Current Calendar Year, Customer, Name, Customer Credit Limit, Contact, Balance, Phone, Available Credit Amount, Credit Status, Customer MTD Sales, First Transaction, Customer YTD Sales, Last Transaction, Customer Previous Year Sales, Last Payment, On Order, Invoice Date, Customer High Balances Per Quarter, Average Days for Payment, Salesperson, and Comments.

A sample output is shown below.

```
******************************  Customer Credit  ****************************
as of   8 / 89

00000030  Pool and Associates            Credit Limit  9999999.00     Credit
Shelly Hodges                  Balance          2894.01     Status
(804) 887-9836                 Available     9997104.99       OK
MTD Sales .00 First Trx 12/20/88
YTD Sales 20748.67 Last Trx 07/31/89
On Order .00 Oldest Inv 07/21/89
High Balance                   Avg Days to Pay
Last 4 Quarters .00 Last 4 Quarters
5520 98 20                     5120 88 20
4708 98 22                     4895 98 23
Salesperson 30 Mr. Vanessa L. Hastings
Comments: Good Customer. Also our ad agency.
```
Option 16 - Transaction History Inquiry

Use this function to view transaction history for any customer. The following processing steps accomplish this job.

**Step 1**
This function checks to see whether the end user has chosen to keep Transaction History, before executing any function that requires the file.

**Step 2**
In order to print the Transaction History Inquiry, this step formats the Customers and Transaction History information. The following data items are shown: Customer, Name, Phone, Apply To, Transaction Type, Invoice or Check Number, Operator ID, Order Number, Transaction Date, Invoice Due Date, Amount, And Balance.

A sample output is shown below.

```
******************* Transaction History *******************
Customer: 00000030  Pool and Associates  (804) 887-9836

Apply To   Type     Inv/Check  Sp Gr    Order     Tran Date    Due Date    Amount    Balance
1017       INV 1017  PAY 07/21/89  07/21/89  526.20
1017       PAY 4101  INV 07/31/89  07/31/89  526.20-        .00
BF890630   INV BF890630  PAY 06/30/89  06/30/89  294.91
BF890630   PAY 3930   INV 07/15/89  07/15/89  294.91-        .00

--- Customer Totals ---
                  0.00
```

---

278 Accounts Receivable User Manual
Option 17 - Transaction Control Inquiry

Use this function to view Transaction Control information.

In order to print the transaction Control Inquiry, this step formats the Transaction Control information. The following data items are shown: Application, File Posted, Operator ID, Control No, Date/Time, Journal Code, Description, Operator Exclusive?, Control Total, Hash Total, Number of Transactions, Number of Errors, Number of Warnings, Last Transaction Posted, and Total Amount Posted.

A sample output is shown below.

```
*************************** Transaction Control  ***************************
Appl/File                Control Group
Date/Time                Description            Op Ex?
03/16/90 14:25          August - group 1       N

Control Total          .00
Hash Total              .
Number of Transactions  5
Number of Errors        0
Number of Warnings      0
Last Transaction Posted 5
Total Amount Posted     4.02-
```
Chapter 6: Refunds and Service Charges
This menu allows you to generate, edit and post customer refunds and service charges. Refunds and service changes must be printed on a register before being posted.

**Option 1 - Calculate Customer Refunds**

Use this function to generate refund records for each customer invoice with a credit balance. Deposits without a corresponding invoice are ignored. Once calculated, these records can be edited before printing the Customer Refunds Register and posting the refunds. Any existing refund records will be deleted before new refunds are calculated. The following processing steps accomplish this job.

**Step 1**

This function allows you to enter a transaction date to be used on the refunds.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter a transaction date for Customer Refunds.
Data items for the preceding screen are described below:

**Transaction Date**

Enter a date (YMD). This field is required.

Supply an appropriate date to be used as the “transaction date” for both the Accounts Receivable Adjustment date and the Accounts Payable Invoice date.

Press ENTER to save the information on this screen.

**Step 2**

In preparation for performing a sort/selection process on the Transactions information, this step provides sequencing of data records by Customer, Apply To, and Transaction Type, with no option to change the sequence at run time. Selection of data records is provided by Division, Type, Area, Customer, and Apply to, with the option to enter user-specified comparisons at run time.

**Step 3**

This is the standard disposition used for all processing functions other than posts.

**Step 4**

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
6 Refunds and Service Charges

Step 5
This step processes the information for Transactions. The entire contents of the Customer Refunds file will be deleted. The Customer refunds file will be created. Records in the Customer Refunds file will be added, one for each invoice with a credit balance. Deposits without a corresponding invoice will be ignored.

Option 2 - Edit Customer Refunds

Use this function to edit refund records created when you selected Calculate Customer Refunds, if they need to be changed before posting.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Customer Refunds. These records were created when the Calculate Customer Refunds function was selected.

![Figure 62. The Accounts Receivable Edit Customer Refunds Screen](image)

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:
Customer Number
The system displays an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable.
Identify the customer number associated with this refund transaction. This number must be on file in the Customers file; the system displays the customer name so that you can verify your entry.

Apply To Invoice Number
The system displays an upper case alphanumeric field, up to 8 characters in length.
Identify the invoice number to which this refund applies.

Refund Amount
The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
This is the refund amount as calculated by the calculate Customer Refunds function.

Amount to Pay
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Identify the amount of refund that you want to be paid. By default, the system supplies the amount calculated when the Calculate Customer Refunds function was run; this amount can be changed.

Payment Date
Enter a date (YMD). This field is required.
This is the date entered when refunds were calculated. You may override the display.

Receivable Account
The system displays an upper case alphanumeric field, up to 12 characters in length.
This is the receivable account which applies to this refund, retrieved from the invoice being refunded. If General Ledger is a part of your system, this account must be on file in the General Ledger Chart of Accounts file, and the system displays the account description from that file.
Refunds and Service Charges

Vendor Number
Enter an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable. This field is required. You can use Scan to search for an appropriate entry.
The vendor number is defaulted from the customer master file; you may change it.
This number must be on file in the accounts Payable Vendors file, and the system displays the name from that file so that you can verify your entry.

Payable Account
Enter an upper case alphanumeric field, up to 12 characters in length. This field is required.
You can use Scan to search for an appropriate entry.
The payable account associated with this refund is defaulted from the Vendor record defined for this customer. You may override the display. If General Ledger is part of your system, this account must be on file in the Chart of Accounts file, and the system displays the corresponding description so that you can verify your entry.

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.

Select the Next Record option to go to the next customer refunds record.

At this screen, the use of the MODE keys - DEL, CHG, or INQ - pertain to those records in the Customer Refunds file.

Option 3 - Customer Refunds Register
Use this function to print an itemized list of the refunds to be posted. This register will serve as your audit trail, both for Accounts Receivable Adjustments and for Accounts Payable Invoices. The following processing steps accomplish this job.

Step 1
This is the standard disposition used for all transaction journals.

Step 2
In order to print the Customer refunds Register, this step formats the Customer Refunds information. The following data items are shown: Customer Number, Name, Apply To Invoice Number, Invoice Title, Receivable Account, Description, Amount to Refund, amount to Pay, Vendor Number, Transaction Date, and Payable Account.
Option 4 - Post Customer Refunds

Use this function to post the refunds. They will be posted as adjustments to Accounts Receivable and as unpaid invoices in Accounts Payable. The following processing steps accomplish this job.

Step 1
This is the standard disposition used for all posting functions.

Step 2
This step prevents CANCEL from canceling the current job.

Step 3
This step processes the information for Customer Refunds. Under certain conditions, records in the General Ledger, Accounts Receivable, and Accounts Payable Transaction Control files, and the Accounts Payable Miscellaneous Vendor file, will be added. Updates to certain fields in the Parameters and Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Receivable, Post GL Transactions in General Ledger, Convert Calendar To Fiscal in General Ledger, Post AR Transactions in Accounts Receivable, and Post AP Transactions in Accounts Payable. Records in the Customer Refunds file will then be deleted.

Step 4
This function displays a warning to the operator if any errors were encountered during posting.
6 Refunds and Service Charges

Option 5 - Calculate Service Charges

Use this function to calculate service charges for designated customers with past due balances. This function uses the percentage, number of days, and minimum amount defined in the Terms file for each customer (or invoice). Any existing service charge records will be erased before the new service charges are calculated. The following processing steps accomplish this job.

Step 1
Use this function to enter the Closing Date for calculation of service charges. Service charge calculation will be affected by the entries in the “Summary Service Charges?”, “Compound Service Charges?”, and “Use Average Daily Balance?” fields on the Parameters file. Service charges should be processed monthly, just before the month is closed.

On the following pages, the screen displayed by this function is shown.

The screen shown below allows you to enter a closing date for the calculation of Service Charges.

![Figure 63. The Accounts Receivable Calculate Service Charges Screen](image)

Data items for the preceding screen are described below:

Closing Date

Enter a date (YMD). This field is required.

The system stores the closing date for service charges so that it can be printed on the Service Charge Register. The closing date also determines how many days overdue any given invoice is. The system date is the default value; you can change it.
Prior Closing Date

Enter a date (YMD).

The system supplies the date that service charges were last calculated. The number of days between the Prior Closing Date and the current Closing Date is used to determine the Average Daily Balance.

The entered data is validated. During validation, including access to other files, conditions may be found which cause messages to be displayed. Errors (E), Warnings (W), and Messages (M) that may result are shown below:

E  Prior Closing Date Must Be Earlier Than Current Closing Date
W  Service Charges Have Been Posted For The Current Period
W  There Are Unposted Invoices, Cash Receipts, or Adjustments

Press ENTER to save the information on this screen.

Step 2

In preparation for performing a sort/selection process on the Transactions information, this step provides sequencing of data records by Account Number, Customer, Apply To, and Transaction Type, with an option to change the sequence at run time. Selection of data records is provided by Account Number, Customer, and Apply To, with the option to enter use-specified comparisons at run time.

Step 3

This is the standard disposition used for all posting functions.

Step 4

According to previously specified criteria, this step actually performs the desired selection and/or sorting process.

Step 5

This step processes the information for Transactions. The entire contents of the Service Charges and Daily Balances files will be deleted. The Service Charges and Daily Balances files will be created. Under certain conditions, records in the daily Balances and Service Charges files will be added. Updates to certain fields in the Daily Balances file will occur.
Option 6 - Edit Service Charges

Use this function to edit the service charge transactions that were generated by the Calculate Service Charges function, if they need to be changed before posting.

On the following pages, the screen displayed by this function is shown.

The screen shown below presents information about Service Charges:

![Accounts Receivable Edit Service Charges Screen]

Figure 64. The Accounts Receivable Edit Service Charges Screen

When the key value for a particular record is requested, you can review all the records in the file by selecting the Scan option. The records will be presented on an “Access” screen, and you will be allowed to scan the available data until you find the record you want. Then, position the cursor by that record and press ENTER; the record will be displayed for editing.

Data items for the preceding screen are described below:

**Customer Number**

The system displays an upper case alphanumeric field, up to 8 characters in length. Only numbers are acceptable.

Identify the customer to whom the service charges apply. This number must be on file in the Customers file. The system displays the customer’s name so that you can verify your entry.
Refunds and Service Charges

Invoice Number
The system displays an upper case alphanumeric field, up to 8 characters in length.
Identify the invoice to which service charges will be applied. For summary service charges, including average daily balance, the invoice number will be SC plus the date the service charge was created. For example, if service charges are calculated on January 29, 1990, the summary invoice number will be SC900129.

Receivable Account
The system displays an upper case alphanumeric field, up to 12 characters in length.
This is the receivable account from the invoice (or from the Customer file, for summary service charges). If your system includes General Ledger, this number must be on file in the General Ledger Chart of Accounts file, and the system displays the account description from that file.

Amount Due
The system displays a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
This is the total amount of the service charge due, as calculated by the Calculate Service Charges function. This amount was calculated by multiplying the invoice balance (or the customer balance, for summary service charges) by the service charge percentage located on the Terms record for this invoice or customer. This amount is also affected by the number of days and minimum service charge on that record.

Oldest Due Date
The system displays a date (YMD).
The due date from the oldest invoice is saved, to be printed for reference on the Service Charge Register.

Amount Charged
Enter a number with up to 7 digits to the left of the decimal and 2 digits to the right of the decimal.
Specify the amount of the service charge that will actually be applied. By default, the system displays the Amount Due in this field. You can override the display.

Press ENTER to display system-supplied information and then press ENTER again to save the information on this screen.
Refunds and Service Charges

Select the Next Record option to go to the next Service Charges record.

At this screen, the use of the MODE keys - DEL, CHG, or INQ - pertain to those records in the Service Charges file.

Option 7 - Service Charges Register

Use this function to print a journal of service charge invoices that were generated by the calculate service charges function. The following processing steps accomplish this job.

Step 1
This is the standard disposition used for all transaction journals.

Step 2
In order to print the Service Charges Register, this step formats the Service Charges information. The following data items are shown: Invoice Number, Date, Customer Number, Name, Receivable Account, Description, Oldest Due Date, Amount Due, and Amount Charged.

A sample output is shown below.

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Short Name</th>
<th>Receivable Account</th>
<th>Description</th>
<th>Oldest Due Date</th>
<th>Amount Due</th>
<th>Amount Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1013</td>
<td>08/31/89</td>
<td>Alexander’s, Inc.</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>07/10/89</td>
<td>19.45</td>
<td>19.45</td>
</tr>
<tr>
<td>1016</td>
<td>08/31/89</td>
<td>Alexander’s, Inc.</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>07/10/89</td>
<td>20.53</td>
<td>20.53</td>
</tr>
<tr>
<td>2006</td>
<td>08/31/89</td>
<td>Master Sellers Company</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>07/10/89</td>
<td>14.65</td>
<td>14.65</td>
</tr>
<tr>
<td>2021</td>
<td>08/31/89</td>
<td>Master Sellers Company</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>07/10/89</td>
<td>15.60</td>
<td>15.60</td>
</tr>
<tr>
<td>333</td>
<td>08/31/89</td>
<td>Master Sellers Company</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>05/20/89</td>
<td>2.00</td>
<td>2.00</td>
</tr>
<tr>
<td>BF890731</td>
<td>08/31/89</td>
<td>Pool and Associates</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>07/31/89</td>
<td>11.72</td>
<td>11.72</td>
</tr>
<tr>
<td>1023</td>
<td>08/31/89</td>
<td>Burlington Enterprises</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>07/30/89</td>
<td>1.95</td>
<td>1.95</td>
</tr>
<tr>
<td>1024</td>
<td>08/31/89</td>
<td>Hale’s Interiors</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>07/21/89</td>
<td>1.95</td>
<td>1.95</td>
</tr>
<tr>
<td>BF890820</td>
<td>08/31/89</td>
<td>Richards &amp; Wright, PC</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>06/30/89</td>
<td>28.99</td>
<td>28.99</td>
</tr>
<tr>
<td>BF890731</td>
<td>08/31/89</td>
<td>Richards &amp; Wright, PC</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>06/30/89</td>
<td>18.80</td>
<td>18.80</td>
</tr>
</tbody>
</table>

Grand Totals: 133.74 133.74
Option 8 - Post Service Charges

Use this function to post service charges to the appropriate master and system-maintained files in Accounts Receivable and General Ledger. The following processing steps accomplish this job.

Step 1
This is the standard disposition used for all posting functions.

Step 2
This step prevents CANCEL from canceling the current job.

Step 3
This step processes the information for Service Charges. Under certain conditions, records in the General Ledger and Accounts Receivable Transaction Control files will be added. Updates to certain fields in the Parameters and Transaction Control files will occur. Generalized routines are performed to do Month to Date Postings in Accounts Receivable, Post GL Transactions in General Ledger, Convert Calendar To Fiscal In General Ledger, and Post AR Transactions in Accounts Receivable. Records in the Service Charges file will then be deleted.

Step 4
This function displays a warning to the operator if any errors were encountered during posting.

Option 9 - Write Off Service Charges

Use this function to print and post service charges that have been designated as “write offs”. The write off process reverses the original service charge. This function is only available if you are generating service charges by invoice (“Summary Service Charges?” in your Parameters file is set to ‘N’). The “Write Off?” field can be changed through Cash Receipts or Adjustments. The following processing steps accomplish this job.

Step 1
In preparation for performing a sort/selection process on the Transactions information, this step provides sequencing of data records by Account Number, Customer, Apply To, and Transaction Type, with no option to change the sequence at run time. Selection of data records is provided by Account Number, Customer, and Apply To, with the option to enter user-specified comparisons at run time.

Step 2
This is the standard disposition used for all transaction journals.

Step 3
According to previously specified criteria, this step actually performs the desired selection and/or sorting process.
6 Refunds and Service Charges

Step 4
In order to print the Service Charge Register - Write Offs, this step formats the Transactions information. The following data items are shown: Customer, Name, Apply To, Transaction Date, Account Number, Description, and Amount.

A sample output is shown below.

<table>
<thead>
<tr>
<th>Cust No</th>
<th>Customer</th>
<th>Apply To</th>
<th>Trn Date</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000010</td>
<td>Alexander's, Inc.</td>
<td>001</td>
<td>06/30/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>20.26</td>
</tr>
<tr>
<td>00000010</td>
<td>Alexander's, Inc.</td>
<td>001</td>
<td>07/31/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>20.56</td>
</tr>
<tr>
<td>00000010</td>
<td>Alexander's, Inc.</td>
<td>001</td>
<td>06/30/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>20.26-</td>
</tr>
<tr>
<td>00000010</td>
<td>Alexander's, Inc.</td>
<td>001</td>
<td>07/31/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>20.56-</td>
</tr>
<tr>
<td>00000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>06/30/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>2.00</td>
</tr>
<tr>
<td>00000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>07/31/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>2.02</td>
</tr>
<tr>
<td>00000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>06/30/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>2.00-</td>
</tr>
<tr>
<td>00000020</td>
<td>Master Sellers Company</td>
<td>333</td>
<td>07/31/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>2.02-</td>
</tr>
<tr>
<td>00000040</td>
<td>Burlington Enterprises</td>
<td>404</td>
<td>06/10/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>22.22</td>
</tr>
<tr>
<td>00000040</td>
<td>Burlington Enterprises</td>
<td>404</td>
<td>06/10/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>22.22-</td>
</tr>
<tr>
<td>00000040</td>
<td>Burlington Enterprises</td>
<td>604</td>
<td>06/10/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>101.90</td>
</tr>
<tr>
<td>00000040</td>
<td>Burlington Enterprises</td>
<td>604</td>
<td>06/10/89</td>
<td>1030001001WH</td>
<td>Accts Receiv, Sales/Wholesale</td>
<td>101.90-</td>
</tr>
</tbody>
</table>

Step 5
This step prevents CANCEL from canceling the current job.

Step 6
This step processes the information for Transactions. Under certain conditions, records in the Transaction Control file will be added. Updates to certain fields in the Parameters and Transaction Control files will occur. Generalized routines are performed to Post AR Transactions in Accounts Receivable, do Month to Date Postings in Accounts Receivable, Post GL Transactions in General Ledger, and Convert Calendar To Fiscal in General Ledger.

Step 7
This function displays a warning to the operator if any errors were encountered during posting.
Appendix A
Appendix A

Introduction

This Appendix is intended to show the accounting impact of transactions entered and posted in Accounts Receivable. The “T” charts show the debits (DR) and credits (CR) to General Ledger accounts for a number of typical transactions. The values of pertinent fields are also shown for each example.

Entering Invoices

When an invoice is entered, it may have associated with it a Customer Discount, a Freight charge, and/or Sales Tax. (Note that the Customer Discount is above and beyond any discount the customer may take due to the terms of the invoice.) There are three ways that you can represent this on an invoice; each method is described below.

Example 1:
The Customer Discount, Freight, and Sales Tax are lump sums that should be posted to the standard accounts for those items (i.e., the Customer Discount and Freight Out accounts in the Parameters file, and the Sales Tax liability account in the Sales Tax District file for the appropriate sales tax code).

The invoice itself has the following items on it:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Subtotal</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Customer Discount</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Freight Out</td>
<td>$ 50.00</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>$  7.85</td>
</tr>
<tr>
<td>Invoice Total</td>
<td>$ 957.85</td>
</tr>
</tbody>
</table>

This is accompanied by a single line item for the sale of $1000.00 of merchandise.

This transaction posts to General Ledger as follows:
Example 2:
The Customer Discount, Freight Out, and Sales Tax are lump sums that should be posted to their customary accounts, but the customer prefers to see them itemized as line items on the invoice.

The invoice itself has the following items on it:

Invoice Subtotal: $1000.00  
Customer Discount: $ 100.00  
Freight Out: $ 50.00  
Sales Tax: $ 7.85  
Invoice Total: $ 957.85

This is accompanied by the following line items:

Merchandise: $1000.00  
Customer Discount: $ 100.00-  
Freight Out: $ 50.00  
Sales Tax: $ 7.85

This invoice posts exactly like the invoice in Example 1. Since the discount, freight, and sales tax were entered on the invoice itself, the system ignores the discount, freight, and tax line items. They are called “memo” line items, and exist only to be printed on the invoice. Notice that the discount line item is a negative amount; invoice line items are normally credit amounts, so the sign of the amount on an invoice line item must be reversed if the line item is a debit.
Example 3:
You have an invoice where the Customer Discount, Freight Out, and Sales Tax should be posted to accounts that are not their standard account numbers.

The invoice itself has the following items on it:

Invoice Subtotal: $957.85
Invoice Total: $957.85

This is accompanied by the following line items:

Merchandise: $1000.00
Supplies Discount: $75.00
Customer Discount $25.00
Special Freight: $50.00
Special Sales Tax: $7.85

This transaction posts to General Ledger as follows:
Notice that the system will take the account numbers for the discount, freight, and tax from the line items using this method. This is because no discount, freight, or sales tax was entered on the invoice itself.

NOTE: You can “mix and match” using the invoice itself or a line item to express Customer Discount, Freight, and Sales Tax. In other words, you can enter the Customer discount and Sales Tax on the invoice itself, and enter a Freight line item; or, you can enter Sales Tax on the invoice itself, and enter a Freight line item; or, you can enter Sales Tax on the invoice and Customer Discount and Freight line items, and so forth. Any combination may be used. If an amount is entered on the invoice itself for any of these three items, the amount is posted to the customary account for that item and any corresponding line item is ignored. Conversely, if there is no amount on the invoice itself for one of these three items, any corresponding line item is posted to the account specified on the line item.
Appendix A

Deposits

Occasionally, a customer will leave a cash deposit on an order and agree to pay the balance when invoiced. Two transactions are needed to accomplish this; the first is a cash receipt to record the deposit, and the second is the invoice that acknowledges the deposit. Both of these transactions are detailed below.

For the cash receipt, enter the amount received on the check record and identify that amount as the “Credit Amount” on the line item. Make sure that the account number in the “Receivable Acct” field is the Deposit account number as defined in the Parameters file (this should default for you), and that the “Apply to Type” is 2 (Deposit). Make sure also that the “Apply To” is the sales order number for the associated order. This order number also has to be entered on the invoice for the system to properly acknowledge the deposit.

Assume a $100.00 deposit was made on a $1000.00 sale. The cash receipt entry looks like this:

Check Amount: $100.00

With the following line item:

Credit Amount: $100.00
Apply To: Sales Order Number
Receivable Acct: Deposits

When the cash receipt is posted to General Ledger, the following accounts are updated:

<table>
<thead>
<tr>
<th>DR</th>
<th>Cash</th>
<th>CR</th>
<th>DR</th>
<th>Deposits</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>100.00</td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When the invoice is issued, the following items are entered:

Invoice Subtotal: $1000.00
Deposit: $100.00
Invoice Total: $900.00
Order Number: Sales Order Number entered on Cash Receipt
This accompanied by a single line item for $1000.00 of merchandise.

When the invoice is posted, the following accounts are updated:

<table>
<thead>
<tr>
<th>DR</th>
<th>Accounts Receivable</th>
<th>CR</th>
<th>900.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Deposits</td>
<td>CR</td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td>Revenues</td>
<td>CR</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

**Cash Receipts**

Cash Receipts entry is normally used to record the receipt of invoice payments. However, it can also be used to record “direct” sales, that is, sales that are paid for immediately. Both types of transactions are described below.

**Payment for an Invoice**

When you receive payment for an invoice, the amount of cash received may not be the full amount of the invoice. It is possible that this could be a partial payment; more often, however, the customer took advantage of your terms discount and paid their account in a timely fashion. Another possibility is that you and your customer had a dispute over part of the invoice, and you agreed to write off a portion of the charge.

Assume a cash receipt of $650.00, applied against an invoice with an original amount of $700.00. The customer paid promptly, and therefore qualifies for a 2 percent discount, but disputes a $36.00 charge for copying services.

The cash receipt looks like this:

Check Amount: $650.00

With the following line items:

- Credit Amount: $700.00
- Discount Given: $14.00
- Write Off Amount: $36.00

This updates the following accounts when posted to General Ledger:
Appendix A

Note that the full amount of the receivable was credited. If you had chosen to insist that the customer pay the $36.00 copying charge the Write-Off Amount would have been zero, and the Credit Amount (to Accounts Receivable) would have been $664.00. If the customer had not disputed the copying charge in the above example, the Check Amount would have been $686.00, and the Write-Off Amount would have been zero.

Direct Sale

When you receive money for a direct sale, there is no need to record the sale into the Accounts Receivable account; rather, that account can be bypassed, and the sale’s revenue and cash can be recorded together.

The cash receipt for a direct sale of $1000.00 of merchandise would look like this:

Check Amount: $1000.00

With the following line item:

Direct Amount: $1000.00
Direct Account: Revenues

This updates the following accounts when posted to General Ledger:
Below is an example of how to process the initial receivable and subsequent invoices for a Note Receivable, Loan, or any other pre-existing or lump sum receivable that is invoiced in regular installments. Assume that you are issuing $10,000.00 in cash for which you are receiving a signed note. Your customer agrees to repay the note in monthly installments of $100.00. Part of each monthly payment applies toward the principal of the note and part is an interest payment. For this example, assume the first monthly installment pays $10.00 of the note principal and $90.00 of interest.

The General Ledger Journal Entry for the Note posts as follows:

\[
\begin{align*}
\text{DR} & \quad \text{Notes Receivable} & \quad \text{CR} \\
10,000.00 & & 10,000.00 \\
\end{align*}
\]

The invoice as entered in Accounts Receivable looks like this:

\[
\begin{align*}
\text{Invoice Subtotal: } & \quad $ 100.00 \\
\text{Invoice Total: } & \quad $ 100.00 \\
\end{align*}
\]

With line items of:

\[
\begin{align*}
\text{Principal: } & \quad $ 10.00 \\
\text{Interest: } & \quad $ 90.00 \\
\end{align*}
\]

This posts to general Ledger as follows:
When you calculate service charges, the system checks outstanding invoices for overdue amounts, and multiplies the amount of those invoices by a percentage that you establish. There are a variety of ways to calculate service charges; see the chapter entitled Application Features for a full accounting of your options. No matter how service charges are calculated, they are always posted the same: The system debits the appropriate Accounts Receivable account for the amount of the charge, and credits the Service Charges income account established in the Parameters file.

Thus, the post to General Ledger of a $25.00 service charge updates the following accounts:

<table>
<thead>
<tr>
<th>DR</th>
<th>Accounts Receivable CR</th>
<th>25.00</th>
<th>DR</th>
<th>Service Charges CR</th>
<th>25.00</th>
</tr>
</thead>
</table>

Write-Off Service Charges

If you choose to use the automatic Service Charge Write-Off feature, for any invoice that has a value of ‘Y’ (Yes) for the “Write Off?” field, the system generates a reversing entry for any service charges. These write-offs credit the appropriate Accounts Receivable account and debit the Write-Off account established in the Parameters file.

Thus, the post to General Ledger of a $25.00 write-off updates the following accounts:
Refunds

When Calculate Refunds is selected, the system issues a refund transaction for any invoice with a credit balance. You have the option to edit or delete any refund transaction. When refunds are posted, the amount of the refund is transferred from Accounts Receivable to Accounts Payable by means of an Accounts Receivable Adjustment, and an invoice is created in Accounts Payable so that a check can be printed for the customer.

For example, a refund of $100.00 generates an Accounts Receivable Adjustment that posts to general ledger as follows:

\[
\begin{array}{ccc}
\text{DR} & \text{Accounts Receivable} & \text{CR} \\
100.00 & & 100.00
\end{array}
\]

This generates an Accounts Payable Invoice for $100.00.