appx

Accounts Receivable
User Manual

Chapter 1: 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:

DR	Accounts Receivable	**CR**	**DR**	Sales Income	**CR**
180.00					180.00

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.

DR	Cash	CR	DR	Accounts Receivable	CR	DR	Discounts Given	CR
176.40					180.00	3.60		

Cash Receipts can also be used to record sales that do no 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" shown an example of a direct receipt for $50.00 of office supplies.

DR	Cash	CR	DR	Sales Income	CR
50.00					50.00

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.

DR	Accounts Receivable	CR	DR	Sales Income	CR
		20.00	20.00		

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

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.

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.

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).

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 you 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.

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.
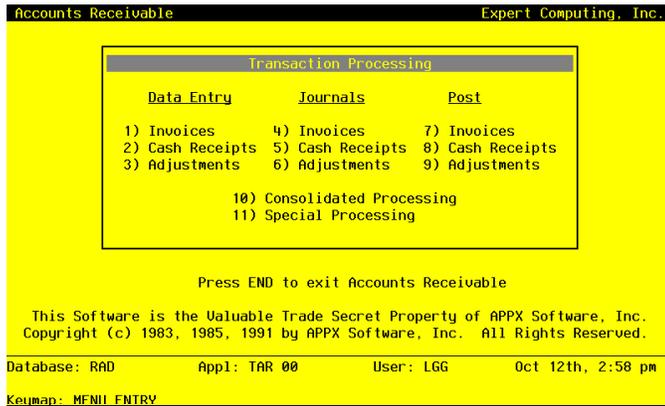
Figure 2. The Accounts Receivable Transaction Processing Menu

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.

Figure 3. The Accounts Receivable Invoices Control Groups 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:

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.

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.

Figure 4. The Accounts Receivable Invoices Operator ID 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:

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

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 past-due invoiced.

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.

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.

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.

Figure 6. The Accounts Receivable Invoice - Customer Address 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:

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.

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.

```
Accounts Receivable Invoices                         (Invoice)

Transaction No 4        Transaction Type  1  AR Invoice
Customer     00000050  Miscellaneous Customer         Post Mo/Yr  08 89
Invoice Number 3014          Apply To  3014           Order No
Accounts Receivable Invoices                          (Detail)
   1··· Quantity     5.00·······     Price  344.450···   Amount  1722.25····
        Item Code    ···············  Descript  conference·table···············
        Item Type    0 Taxable Sales                    Cost    1410.330··
        Offset Acct  3010001001WH     Sales, Wholesale
        Comm Percent ·····  ·····     Sub Type/Code  ·· ················
   ------------------------------------------------------------------------
   2    Quantity     1.00            Price  48.010      Amount  48.01
        Item Code                    Descript  freight charges
        Item Type    3 Freight                          Cost    .000
        Offset Acct  3010001001WH    Sales, Wholesale
        Comm Percent                 Sub Type/Code
   ------------------------------------------------------------------------

   Subtotal: 1722.25        Current: 1722.25        Remaining: .00
                 RETURN) Next Transaction    98) Audit Info
Database: RAD         Appl: TAR 00        User: LGG       Oct 12th, 3:01 pm

Keymap: DATA ENTRY                                         Mode: Chg
```

Figure 7. The Accounts Receivable Invoices Line Items 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:

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 override 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 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 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 Pervious 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 you 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 8. The Accounts Receivable Cash Receipts Control Group 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:

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 mare 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.

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

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-

lowed 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.

```
Accounts Receivable Cash Receipts                              (Checks)

Trx No         2                           Check Number      11690····
Customer       00000040     Burlington Enterprises
Check Amount   1500.00····      Date 08/22/89    Post Month/Year  08 89
Description    deposit······················     Bank Transit No  807···
Cash Account   1010001001··     Cash, Sales Outlets




Control Totals: 6552.66         Current: 6552.66        Remaining: .00
Hash Totals:    170                       170                      0
                RETURN) Receipt Detail    98) Audit Info
Database: RAD         Appl: TAR 00        User: LGG       Oct 12th, 3:03 pm

Keymap: DATA ENTRY                                        Mode: Chg
```
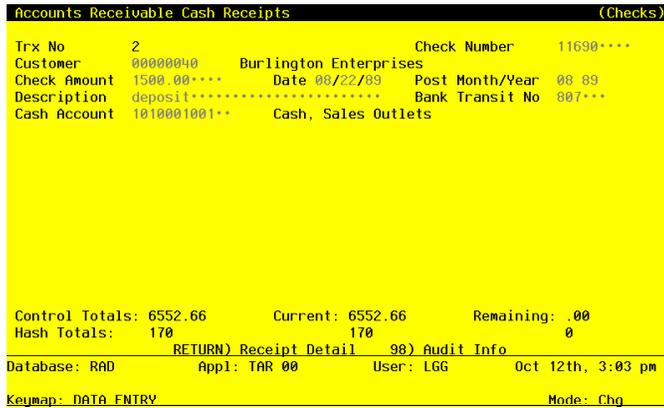
Figure 10. The Accounts Receivable Cash Receipts Screen

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 inquires 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:

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.

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 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.


```
Accounts Receivable Cash Receipts                                (Checks)

Trx No       2                           Check Number       11690
Customer     00000040    Burlington Enterprises
Accounts Receivable Lineitems                                    (Detail)
1***  Apply To Type    2 Deposit          Apply To  8010****   Write Off?  N
      Description      deposit·on·special·order******  Credit Amt  1500.00****
      Discount Given   ***********    Write Off Amt  .00*********
      Receivable Acct  2051000000**    Sales Deposits
      Direct Account   ************
      Direct Amount    ***********    Sub Type/Code  ** ***************
      -----------------------------------------------------------------------







      Check Amount: 1500.00        Current: 1500.00        Remaining: .00
                      RETURN) Next Line    98) Audit Info
Database: RAD        Appl: TAR 00        User: LGG      Oct 12th, 3:04 pm
         In ADD Mode, Option 17 Can Supply Data from Unpaid Invoices File
Keymap: DATA ENTRY                                        Mode: Chg
```

Figure 11. The Accounts Receivable Cash Receipts Line Items 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:

Line

Enter 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 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.

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
M In ADD Mode, Use Option 17 to Supply Data from Unpaid Invoices File
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

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.

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.
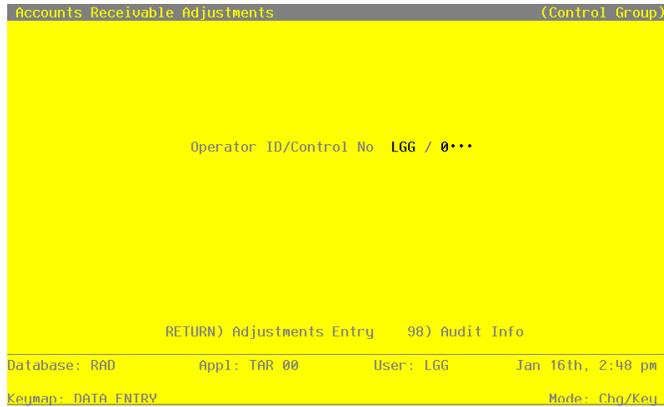
Figure 13. The Accounts Receivable Adjustments Operator ID Screen

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:

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.

```
Accounts Receivable Adjustments                            (Adjustments)

  1     Customer       00000040      Burlington Enterprises
        Apply To       3004····      Adj Date  08/30/89     Post Mo/Yr  08 89
        Amount         1896.35-···   Remark    wrong·customer·invoiced·······
        Receiv Account 1030001001WH  Accts Receiv, Sales/Wholesale
        Offset Account 3010001001WH  Sales, Wholesale
        Sub Type/Code  ·· ···············          Write Off?  N
  --------------------------------------------------------------------------

  2     Customer       00000010
        Apply To       3004          Adj Date  08/30/89     Post Mo/Yr  08 89
        Amount         1896.35       Remark    correction
        Receiv Account 1030001001WH  Accts Receiv, Sales/Wholesale
        Offset Account 3010001001WH  Sales, Wholesale
        Sub Type/Code                             Write Off?  N
  --------------------------------------------------------------------------

  Control Totals: 28.70-        Current: 28.70-        Remaining: .00
  Hash Totals:    240                   240                      0
                   RETURN) Next Adjustment    98) Audit Info
Database: RAD         Appl: TAR 00         User: LGG        Oct 12th, 3:06 pm

Keymap: DATA ENTRY                                          Mode: Chg
```

Figure 14. The Accounts Receivable Adjustments 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:

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 re-duce 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 accept-able.

The system displays the subsidiary type for the offsetting account, as defined in General Led-ger. 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 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.

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. Con-versely, 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.

A sample is shown below.

```
                                              Expert Computing, Inc.
10/12/94 15:10                                                                                LGG Page:  1
                                          Accounts Receivable Invoices Journal


  Trx  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
       Invoice      Apply To    Invc Amount    Deposit      Cust Disc        Freight    Sales Tax  Rep  Pct    Basis
=================================================================================================================

Control Group SRR / 0013  Orders through 8/20/89


Post Month/Year 08 / 89


0001  00000040  Burlington Enterprises    002 001    002  08 89 08/21/89  09/20/89  89A-556          007210      1850.00
      1030001001WH Accts Receiv, Sales/Wholesale    AR Invoice            special order shipped 8/18/89  010  5.0
      3011         3011          685.32    1200.00           .00       35.32         .00

Line Account/Item Cd  Description                Item Type/Sub Code  Price/Cost     Quantity Comm Pct    Amount

0001 3010001001MA      Sales, Manufacturing       Taxable Sales        1200.000       1.00              1200.00
                       special order desk         GL JONES              985.630
0002 3010001001WH      Sales, Wholesale           Taxable Sales         325.000       2.00               650.00
                       leather office chair                            489.550
                                                                                                         _____
                                                                   — Line Items Total —>              1850.00


0002  00000020  Master Sellers Company    002 001    001  08 89 08/21/89  08/21/89                    1358.25
      1030001001WH Accts Receiv, Sales/Wholesale    AR Invoice             8/15/89 shipment            020  5.0
      3012         3012         1452.20    .00               .00       24.62        69.33

Line Account/Item Cd  Description                Item Type/Sub Code  Price/Cost     Quantity Comm Pct    Amount

0001 3010001001WH      Sales, Wholesale           Taxable Sales         271.650       5.00              1358.25
                       file cabinet                                    1064.870
                                                                                                         _____
                                                                   — Line Items Total —>              1358.25

0003  00000040  Burlington Enterprises    002 001    002  08 89 08/21/89  09/20/89                    099852      3580.11
      1030001001WH Accts Receiv, Sales/Wholesale    AR Invoice             8/18/89 shipment            010  5.0
      3013         3013         3854.21    .00               .00         .00       274.10

Line Account/Item Cd  Description                Item Type/Sub Code  Price/Cost     Quantity Comm Pct    Amount

0001 3010001001WH      Sales, Wholesale           Taxable Sales         675.200       2.00              1350.40
                       10'x8' shelving unit                            1147.200
0002 3010001001WH      Sales, Wholesale           Taxable Sales         154.360      10.00              1543.60
                       metal shelf                                     1241.030
0003 3010001001WH      Sales, Wholesale           Taxable Sales         206.980       3.00               620.94
                       6'x3' bookcase                                   510.600
0004 3010001001WH      Sales, Wholesale           Taxable Sales          65.170       1.00                65.17
                       desk set                                          50.250
0005 3010001001WH      Sales, Wholesale           Sales Tax             274.100       1.00               274.10
```

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.

```
                                           Expert Computing, Inc.
10/12/94 15:11                                                                                      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   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            ARIV  SRR      08/21/89      1200.00
89   08   3010001001MA  Sales, Manufacturing      ARIV  SRR      08/21/89                  1200.00-
89   08   3010001001WH  Sales, Wholesale          ARIV  SRR      08/21/89                  6790.61-
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 —>      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.

```
                                            Expert Computing, Inc.
10/12/94 15:12                                                                              LGG Page:  1
                                            Cash Receipts Journal


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

Control Group SRR / 0009  Receipts through 8/21/90


Post Month/Year 08 / 89


0001 00000010 Alexander's Inc.     1640.00  000006179 08/22/89 1166    08 89 1010001001  Cash, Sales Outlets
              payment


              Apply Type            CR Receiv  W/O Amount  Disc Given     Direct  GL Receivable Account
Item Apply To Description              Amount  W/O SvcChg? Sub Type/Code  Amount  GL Direct Account
0001 1016     Apply to Invoice        1368.54                    .00        .00  1030001001WH Accts Receiv, Sales/Wholesale
              shelving units shipped 6/13/89              N
0002 1018     Apply to Invoice         275.98       4.52         .00        .00  1030001001WH Accts Receiv, Sales/Wholesale
              write off disputed charge                  N
                                       _____       ____        ____       ____
          — Line Items Totals —>      1644.52       4.52         .00        .00            Check Total:   1640.00
_____

0002 00000040 Burlington Enterprises      1500.00  000011690 08/22/89 807    08 89 1010001001  Cash, Sales Outlets
              deposit

              Apply Type            CR Receiv  W/O Amount  Disc Given     Direct  GL Receivable Account
Item Apply To Description              Amount  W/O SvcChg? Sub Type/Code  Amount  GL Direct Account
0001 8010     Deposit               1500.00                     .00        .00  2051000000  Sales Deposits
              deposit on special order                   N
                                      _____        ____        ____       ____
          — Line Items Totals —>     1500.00         .00         .00        .00            Check Total:   1500.00
_____

0003 00000070 Richards & Wright, PC       3200.00  000005208 08/22/89 1258   08 89 1010001001  Cash, Sales Outlets
              payment on account

              Apply Type            CR Receiv  W/O Amount  Disc Given     Direct  GL Receivable Account
Item Apply To Description              Amount  W/O SvcChg? Sub Type/Code  Amount  GL Direct Account
0001          Apply On Account       3228.70                    .00        .00  1030001001WH Accts Receiv, Sales/Wholesale
              payment on account                         N
                                      _____        ____        ____       ____
          — Line Items Totals —>     3228.70         .00         .00        .00            Check Total:   3228.70
```

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.

```
                                          Expert Computing, Inc.
10/12/94 15:13                                                                              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   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 —>           6557.18        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.

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.

```
                                    Expert Computing, Inc.
10/12/94 15:14                                                                    LGG Page:  1
                              Accounts Receivable Adjustments Journal


  Trx       Customer                          Apply To      Adj Date    Description                    Adj Amount
            Offset Account                                  Post Mo/Yr  Sub Type/Code
            Receivable Account
=================================================================================================================

Control Group SRR / 0001  August - group 2


Post Month/Year 08 / 89

  0001    00000040   Burlington Enterprises     3004        08/30/89    wrong customer invoiced           1896.35-
          3010001001WH  Sales, Wholesale                     08 89
          1030001001WH  Accts Receiv, Sales/Wholesale
  0002    00000010   Alexander's, Inc.          3004        08/30/89    correction                        1896.35
          3010001001WH  Sales, Wholesale                     08 89
          1030001001WH  Accts Receiv, Sales/Wholesale
  0003    00000060   Hale's Interiors            906        08/30/89    order cancelled-apply deposit      600.00
          3010001001WH  Sales, Wholesale                     08 89
          1030001001WH  Accts Receiv, Sales/Wholesale
  0004    00000060   Hale's Interiors           2023        08/30/89    order cancelled-apply deposit      600.00-
          3010001001WH  Sales, Wholesale                     08 89
          1030001001WH  Accts Receiv, Sales/Wholesale
  0005    00000070   Richards & Wright, PC      BF890630    03/16/90    write off service charge            28.70-
          3060000000  Miscellaneous Income                   08 89
          1030001001WH  Accts Receiv, Sales/Wholesale
                                                                                                          _____
                                                               — Post Month/Year 08 89 Totals —>            28.70-
                                                                                                        ============

                                                                                                          _____
                                                                      — Control Group Totals —>             28.70-
                                                                         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 —>                     28.70-

Number 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.

```
                                            Expert Computing, Inc.
10/12/94 15:16                                                                         LGG Page:  1
                                       Accounts Receivable Journals Summary

Yr   Mo   Account        Account Name              Jrnl  ID       Trx Date      Debits         Credits
=====================================================================================================
89   08   1030001001WH   Accts Receiv, Sales/Wholesale  ARAJ  SRR      08/30/89                      28.70-
89   08   3010001001WH   Sales, Wholesale          ARAJ  SRR      08/30/89
89   08   3060000000     Miscellaneous Income      ARAJ  SRR      08/30/89        28.70
                                                                              _____         _____
                                                     — Grand Totals —>           28.70          28.70-
                                                                              =============  =============
```

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.

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.
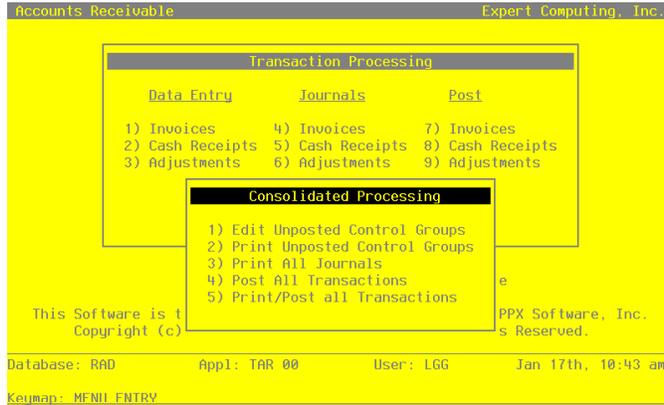
Figure 15. The Accounts Receivable Consolidated Processing Overlay

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.

```
Accounts Receivable Unposted Control Groups

                                            Print  Post  Jrnl  Invc
Op ID/Contr   File  Description              Jrnl?  Now?  OK?   Prtd?
===========   ====  ============================ =====  ====  ====  =====
SRR  / 1      ADJ   August - group 2            Y      N     Y
SRR  / 9      CASH  Receipts through 8/21/90    Y      N     N
SRR  / 13     INVC  Orders through 8/20/89      Y      N     N     Y










Database: RAD        Appl: TAR 00      User: LGG      Oct 12th, 3:47 pm

Keymap: DATA ENTRY                                    Mode: Chg
```

Figure 16. The Accounts Receivable Unposted Control Groups 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:

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.

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.

```
                                        Expert Computing, Inc.
10/12/94 15:48                                                                    LGG Page:  1
                                     Unposted Transactions - Invoices


                                    Invcs  No   Op   Prnt Jour Post Post
Op/Cntrl     Description            Prntd  Trx  Ex   Jour OK   Now  Strt   Cntrl Total       Hash
Total
================================================================================================

SRR / 0013   Orders through 8/20/89   Y     5   N    Y    N    N    N                         130
```

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.

```
                                    Expert Computing, Inc.
10/12/94 15:49                                                                      LGG Page:  1
                              Unposted Transactions - Cash Receipts


                                    No    Op   Prnt  Jour  Post  Post
Op/Cntrl      Description           Trx   Ex   Jour  OK    Now   Strt   Cntrl Total        Hash
Total
===================================================================================================
SRR / 0009    Receipts through 8/21/90    4    N     Y     N     N     N       6552.66        170
```

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.

```
                                    Expert Computing, Inc.
10/12/94 15:49                                                                      LGG Page:  1
                              Unposted Transactions - Adjustments


                                    No    Op   Prnt  Jour  Post  Post
Op/Cntrl      Description           Trx   Ex   Jour  OK    Now   Strt   Cntrl Total        Hash
Total
===================================================================================================
SRR / 0001    August - group 2           5    N     Y     Y     N     N        28.70-         240
```

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:

```
                                                    Expert Computing, Inc.
10/12/94 15:10                                                                                           LGG Page:  1
                                              Accounts Receivable Invoices Journal


 Trx  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
     Invoice      Apply To    Invc Amount     Deposit      Cust Disc       Freight     Sales Tax   Rep    Pct    Basis
=====================================================================================================================

Control Group SRR / 0013  Orders through 8/20/89


Post Month/Year 08 / 89


0001  00000040  Burlington Enterprises     002 001    002  08 89 08/21/89  09/20/89   89A-556              007210   1850.00
      1030001001WH Accts Receiv, Sales/Wholesale   AR Invoice          special order shipped 8/18/89     010    5.0
      3011      3011        685.32        1200.00          .00        35.32       .00

Line Account/Item Cd  Description            Item Type/Sub Code  Price/Cost    Quantity Comm Pct     Amount

0001 3010001001MA     Sales, Manufacturing       Taxable Sales       1200.000     1.00             1200.00
                      special order desk         GL JONES             985.630
0002 3010001001WH     Sales, Wholesale           Taxable Sales        325.000     2.00              650.00
                      leather office chair                            489.550
                                                                                                   _____
                                                                     — Line Items Total —>         1850.00


0002  00000020  Master Sellers Company     002 001    001  08 89 08/21/89  08/21/89                          1358.25
      1030001001WH Accts Receiv, Sales/Wholesale   AR Invoice             8/15/89 shipment           020    5.0
      3012      3012       1452.20          .00          .00        24.62      69.33

Line Account/Item Cd  Description            Item Type/Sub Code  Price/Cost    Quantity Comm Pct     Amount

0001 3010001001WH     Sales, Wholesale           Taxable Sales        271.650     5.00             1358.25
                      file cabinet                                  1064.870
                                                                                                   _____
                                                                     — Line Items Total —>         1358.25


0003  00000040  Burlington Enterprises     002 001    002  08 89 08/21/89  09/20/89                 099852   3580.11
      1030001001WH Accts Receiv, Sales/Wholesale   AR Invoice             8/18/89 shipment           010    5.0
      3013      3013       3854.21          .00          .00         .00      274.10

Line Account/Item Cd  Description            Item Type/Sub Code  Price/Cost    Quantity Comm Pct     Amount

0001 3010001001WH     Sales, Wholesale           Taxable Sales        675.200     2.00             1350.40
                      10'x8' shelving unit                         1147.200
0002 3010001001WH     Sales, Wholesale           Taxable Sales        154.360    10.00             1543.60
                      metal shelf                                  1241.030
0003 3010001001WH     Sales, Wholesale           Taxable Sales        206.980     3.00              620.94
                      6'x3' bookcase                                510.600
0004 3010001001WH     Sales, Wholesale           Taxable Sales         65.170     1.00               65.17
                      desk set                                       50.250
0005 3010001001WH     Sales, Wholesale           Sales Tax            274.100     1.00              274.10
```

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                                       1
990 Hammond Dr
Ste 800
Atlanta, GA  30328

                          I N V 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 98003

                          Due Date: 09/20/89
Your PO No:  89A-556            Terms: 2/10, Net 30
Salesperson: Mr. Jarvis W. Payne

   ===============================================================
Description                      Quantity        Price       Amount
special order desk                   1.00     1200.000      1200.00
leather office chair                 2.00      325.000       650.00
```

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 an/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:

```
                                     APPX Demonstration Company
11/30/94 10:30                                                                      LGG Page:  1
                                      Cash Receipts Journal


 Trx Customer                      Check Amt   Check No Date   Transit Mo/Yr Cash Account
=========================================================================================================
Control Group SRR / 0009  Receipts through 8/21/90


Post Month/Year 08 / 89


0001 00000010 Alexander's, Inc.    1640.00  000006179 08/22/89 1166   08 89 1010001001  Cash, Sales Outlets
              payment


              Apply Type         CR Receiv  W/O Amount  Disc Given     Direct  GL Receivable Account
Item Apply To Description            Amount  W/O SvcChg? Sub Type/Code  Amount  GL Direct Account
0001 1016     Apply to Invoice     1368.54                       .00      .00  1030001001WH Accts Receiv, Sales/Wholesale
              shelving units shipped 6/13/89          N
0002 1018     Apply to Invoice      275.98      4.52            .00      .00  1030001001WH Accts Receiv, Sales/Wholesale
              write off disputed charge              N
                                   _____   _____    _____    _____
              - Line Items Totals ->   1644.52      4.52     .00      .00          Check Total:    1640.00
                                   _____

0002 00000040 Burlington Enterprises        1500.00  000011690 08/22/89 807    08 89 1010001001  Cash, Sales Outlets
              deposit


              Apply Type         CR Receiv  W/O Amount  Disc Given     Direct  GL Receivable Account
Item Apply To Description            Amount  W/O SvcChg? Sub Type/Code  Amount  GL Direct Account
0001 8010     Deposit            1500.00                       .00      .00  2051000000  Sales Deposits
              deposit on special order               N
                                   _____   _____    _____    _____
              - Line Items Totals ->   1500.00      .00      .00      .00          Check Total:    1500.00
                                   _____

0003 00000070 Richards & Wright, PC         3200.00  000005208 08/22/89 1258   08 89 1010001001  Cash, Sales Outlets
              payment on account


              Apply Type         CR Receiv  W/O Amount  Disc Given     Direct  GL Receivable Account
Item Apply To Description            Amount  W/O SvcChg? Sub Type/Code  Amount  GL Direct Account
0001          Apply On Account    3228.70                       .00      .00  1030001001WH Accts Receiv, Sales/Wholesale
              payment on account                     N
                                   _____   _____    _____    _____
              - Line Items Totals ->   3228.70      .00      .00      .00          Check Total:    3228.70
                                   _____
```

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

            Transit        Check                 Customer                    Date            Check
            No             No       Cust No      Name                        Received        Amount
===================================================================================================================

Account 1010001001    Cash, Sales Outlets

            1258        000005208   00000070     Richards & Wright, PC       08/22/89        3200.00
            1166        000006179   00000010     Alexander's, Inc.           08/22/89        1640.00
            807         000011690   00000040     Burlington Enterprises      08/22/89        1500.00
            987         000654654   00000050     Miscellaneous Customer      08/22/89         212.66
                                                                                            _____
                                                        — Cash Account Subtotals —>         6552.66
                                                                                          ===========
```

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.

```
                                        APPX Demonstration Company
11/30/94 15:48                                                                              SRR Page:  1
                                    Accounts Receivable Adjustments Journal


  Trx      Customer                          Apply To      Adj Date    Description                    Adj Amount
           Offset Account                                  Post Mo/Yr  Sub Type/Code
           Receivable Account
==================================================================================================================
Control Group SRR / 0001  August - group 2


Post Month/Year 08 / 89

  0001     00000040   Burlington Enterprises    3004        08/30/89    wrong customer invoiced          1896.35-
           3010001001WH  Sales, Wholesale                     08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
  0002     00000010   Alexander's, Inc.         3004        08/30/89    correction                       1896.35
           3010001001WH  Sales, Wholesale                     08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
  0003     00000060   Hale's Interiors          906         08/30/89    order cancelled-apply deposit     600.00
           3010001001WH  Sales, Wholesale                     08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
  0004     00000060   Hale's Interiors          2023        08/30/89    order cancelled-apply deposit     600.00-
           3010001001WH  Sales, Wholesale                     08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
  0005     00000070   Richards & Wright, PC     BF890630    03/16/90    write off service charge           28.70-
           3060000000  Miscellaneous Income                 08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
                                                                                                       _____
                                                             — Post Month/Year 08 89 Totals —>           28.70-
                                                                                                       ============

                                                                                                       _____
                                                             — Control Group Totals —>                   28.70-

                                                                            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 —>                            28.70-

Number of Errors in This Journal:       0     Number of Warnings:       0
==================================================================================================================
==================================================================================================================
```

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-
                                                                          ============  ============
```

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. 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 ass 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.

```
                                          Expert Computing, Inc.
10/12/94 15:10                                                                           LGG Page:  1
                                     Accounts Receivable Invoices Journal


  Trx  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
           Invoice    Apply To    Invc Amount    Deposit     Cust Disc      Freight    Sales Tax      Rep  Pct     Basis
 ========================================================================================================================

 Control Group SRR / 0013  Orders through 8/20/89


 Post Month/Year 08 / 89


 0001  00000040  Burlington Enterprises    002 001    002  08 89 08/21/89  09/20/89  89A-556              007210   1850.00
       1030001001WH Accts Receiv, Sales/Wholesale   AR Invoice            special order shipped 8/18/89   010    5.0
       3011         3011          685.32   1200.00         .00        35.32         .00

 Line Account/Item Cd  Description            Item Type/Sub Code  Price/Cost     Quantity Comm Pct      Amount

 0001 3010001001MA     Sales, Manufacturing    Taxable Sales       1200.000       1.00                 1200.00
                       special order desk      GL JONES             985.630
 0002 3010001001WH     Sales, Wholesale        Taxable Sales        325.000       2.00                  650.00
                       leather office chair                         489.550
                                                                                                       _____
                                                                   — Line Items Total —>              1850.00
 _____

 0002  00000020  Master Sellers Company    002 001    001  08 89 08/21/89  08/21/89                            1358.25
       1030001001WH Accts Receiv, Sales/Wholesale   AR Invoice          8/15/89 shipment                020    5.0
       3012         3012          1452.20   .00             .00        24.62         69.33

 Line Account/Item Cd  Description            Item Type/Sub Code  Price/Cost     Quantity Comm Pct      Amount

 0001 3010001001WH     Sales, Wholesale        Taxable Sales        271.650       5.00                 1358.25
                       file cabinet                                1064.870
                                                                                                       _____
                                                                   — Line Items Total —>              1358.25
 _____

 0003  00000040  Burlington Enterprises    002 001    002  08 89 08/21/89  09/20/89                     099852   3580.11
       1030001001WH Accts Receiv, Sales/Wholesale   AR Invoice          8/18/89 shipment                010    5.0
       3013         3013          3854.21   .00             .00        .00          274.10

 Line Account/Item Cd  Description            Item Type/Sub Code  Price/Cost     Quantity Comm Pct      Amount

 0001 3010001001WH     Sales, Wholesale        Taxable Sales        675.200       2.00                 1350.40
                       10'x8' shelving unit                        1147.200
 0002 3010001001WH     Sales, Wholesale        Taxable Sales        154.360      10.00                 1543.60
                       metal shelf                                 1241.030
 0003 3010001001WH     Sales, Wholesale        Taxable Sales        206.980       3.00                  620.94
                       6'x3' bookcase                               510.600
 0004 3010001001WH     Sales, Wholesale        Taxable Sales         65.170       1.00                   65.17
                       desk set                                      50.250
 0005 3010001001WH     Sales, Wholesale        Sales Tax            274.100       1.00                  274.10
```

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                                        1
990 Hammond Dr
Ste 800
Atlanta, GA  30328

                          I N V 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 98003

                          Due Date: 09/20/89
Your PO No:  89A-556          Terms: 2/10, Net 30
Salesperson: Mr. Jarvis W. Payne

 =====================================================================
Description                      Quantity        Price        Amount
special order desk                   1.00      1200.000       1200.00
leather office chair                 2.00       325.000        650.00
```

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:

```
                                              Expert Computing, Inc.
10/12/94 15:12                                                                              LGG Page:  1
                                              Cash Receipts Journal


  Trx Customer                     Check Amt    Check No Date   Transit Mo/Yr Cash Account
==========================================================================================================
Control Group SRR / 0009  Receipts through 8/21/90


Post Month/Year 08 / 89


0001 00000010 Alexander's Inc.    1640.00  000006179 08/22/89 1166   08 89 1010001001  Cash, Sales Outlets
              payment


              Apply Type         CR Receiv  W/O Amount  Disc Given    Direct  GL Receivable Account
Item Apply To Description          Amount   W/O SvcChg? Sub Type/Code Amount  GL Direct Account
0001 1016     Apply to Invoice    1368.54                      .00       .00  1030001001WH Accts Receiv, Sales/Wholesale
              shelving units shipped 6/13/89            N
0002 1018     Apply to Invoice     275.98        4.52          .00       .00  1030001001WH Accts Receiv, Sales/Wholesale
              write off disputed charge                 N
                                   _____       _____        _____     _____
              — Line Items Totals —>  1644.52    4.52          .00       .00       Check Total:  1640.00
          _____

0002 00000040 Burlington Enterprises            1500.00  000011690 08/22/89 807   08 89 1010001001  Cash, Sales Outlets
              deposit


              Apply Type         CR Receiv  W/O Amount  Disc Given    Direct  GL Receivable Account
Item Apply To Description          Amount   W/O SvcChg? Sub Type/Code Amount  GL Direct Account
0001 8010     Deposit            1500.00                      .00       .00  2051000000  Sales Deposits
              deposit on special order                  N
                                   _____       _____        _____     _____
              — Line Items Totals —>  1500.00     .00          .00       .00       Check Total:  1500.00
          _____

0003 00000070 Richards & Wright, PC            3200.00  000005208 08/22/89 1258   08 89 1010001001  Cash, Sales Outlets
              payment on account

              Apply Type         CR Receiv  W/O Amount  Disc Given    Direct  GL Receivable Account
Item Apply To Description          Amount   W/O SvcChg? Sub Type/Code Amount  GL Direct Account
0001          Apply On Account    3228.70                      .00       .00  1030001001WH Accts Receiv, Sales/Wholesale
              payment on account                         N
                                   _____       _____        _____     _____
              — Line Items Totals —>  3228.70     .00          .00       .00       Check Total:  3228.70
```

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.

```
                                     Expert Computing, Inc.
10/12/94 15:28                                                                       LGG Page:  1
                                        Bank Deposit Slip

        Transit        Check                Customer                 Date           Check
        No             No        Cust No    Name                     Received       Amount
====================================================================================================


Account 1010001001    Cash, Sales Outlets
        1258        000005208    00000070   Richards & Wright, PC     08/22/89       3200.00
        1166        000006179    00000010   Alexander's, Inc.         08/22/89       1640.00
        807         000011690    00000040   Burlington Enterprises    08/22/89       1500.00
        987         000654654    00000050   Miscellaneous Customer    08/22/89        212.66
                                                                                    _____
                                               — Cash Account Subtotals —>          6552.66
                                                                                    ==========
```

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.

A sample output is shown below.

```
                                            APPX Demonstration Company
11/30/94 15:48                                                                              SRR Page:  1
                                     Accounts Receivable Adjustments Journal


   Trx     Customer                        Apply To    Adj Date   Description                Adj Amount
           Offset Account                               Post Mo/Yr  Sub Type/Code
           Receivable Account
============================================================================================================

Control Group SRR / 0001  August - group 2


Post Month/Year 08 / 89

   0001    00000040   Burlington Enterprises   3004      08/30/89   wrong customer invoiced      1896.35-
           3010001001WH  Sales, Wholesale                 08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
   0002    00000010   Alexander's, Inc.        3004      08/30/89   correction                   1896.35
           3010001001WH  Sales, Wholesale                 08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
   0003    00000060   Hale's Interiors          906      08/30/89   order cancelled-apply deposit  600.00
           3010001001WH  Sales, Wholesale                 08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
   0004    00000060   Hale's Interiors         2023      08/30/89   order cancelled-apply deposit  600.00-
           3010001001WH  Sales, Wholesale                 08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
   0005    00000070   Richards & Wright, PC   BF890630   03/16/90   write off service charge        28.70-
           3060000000  Miscellaneous Income             08 89
           1030001001WH  Accts Receiv, Sales/Wholesale
                                                                                              _____
                                                          — Post Month/Year 08 89 Totals —>       28.70-
                                                                                              ============

                                                                                              _____
                                                          — Control Group Totals —>               28.70-
                                                                 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 —>                        28.70-

Number of Errors in This Journal:        0    Number of Warnings:         0
============================================================================================================
============================================================================================================
```

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.

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.
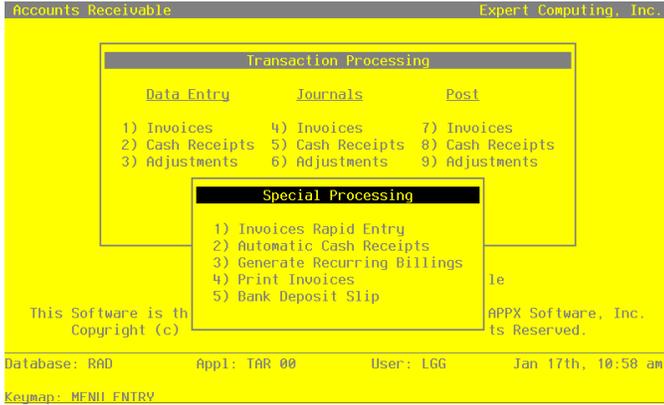
Figure 17. The Accounts Receivable Special Processing Overlay

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: 10 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.


```
Accounts Receivable Invoices                              (Control Group)

Operator ID/Control No   LGG / 0···
Operator Exclusive?      N

Description              Orders·through·8/20/89·········

Control Total           .00···········
Customer Hash Total      130··········

Print Journal?          Y
Journal OK?             N
Invoices Printed?       Y
Post Now?               N




                    RETURN) Invoice Entry    98) Audit Info

Database: RAD       Appl: TAR 00        User: LGG       Jan 17th, 11:47 am

Keymap: DATA ENTRY                                      Mode: Chg
```

Figure 18. The Accounts Receivable Invoices Control Groups 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:

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.

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.

```
Accounts Receivable Invoices                          (Control Group)




                    Operator ID/Control No  LGG / 0···







                    RETURN) Invoice Entry    98) Audit Info

Database: RAD          Appl: TAR 00       User: LGG       Jan 16th, 2:49 pm

Keymap: DATA ENTRY                                        Mode: Chg/Key
```

Figure 19. The Accounts Receivable Invoices Operator ID 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:

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.

```
Accounts Receivable Invoices                           (Invoice)

Transaction   1        Transaction Type  1  AR Invoice
Customer      00000040  Burlington Enterprises      Invoice No  3011····
Invoice Date  08/21/89  Invoice Amount  685.32·····     Deposit  1200.00····
Description   special·order·shipped·8/18/89·  PO 89A-556···  Order  007210
Freight       35.32······   Sales Tax  .00········     Discount  .00········




 Control Totals: .00           Current: 7121.99      Remaining: .00
 Hash Totals:    130               160                    -30
                RETURN) Invoice Detail    98) Audit Info
Database: RAD        Appl: TAR 00      User: LGG      Jan 17th, 11:47 am

Keymap: DATA ENTRY                                     Mode: Chg
```

Figure 20. The Accounts Receivable Invoices 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:

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.

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 no 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 and 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 positing 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.

Figure 21. The Accounts Receivable Invoice Line Items 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:

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 Automatic Cash Receipts                  (Control Group)

Operator ID/Control No  SRR / 9···
Operator Exclusive?     N

Description             Receipts·through·8/21/90······

Control Total           6552.66······
Customer Hash Total     170··········

Print Journal?          Y
Journal OK?             N
Post Now?               N




              RETURN) Cash Receipt Entry    98) Audit Info

Database: RAD         Appl: TAR 00        User: LGG       Jan 17th, 11:49 am

Keymap: DATA ENTRY                                        Mode: Chg
```

Figure 22. The Accounts Receivable Cash Receipts Control Groups 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:

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.

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.

Figure 23. The Accounts Receivable Cash Receipts Operator ID 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:

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:

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 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.

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 ac-ceptable. 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:

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.

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.

```
Accounts ReceivableAutomatic Cash Receipts                          (Check)

Trx No      2                              Check Number      11690
Customer     00000040     Burlington Enterprises
Check Amount  1500.00          Date  08/22/89   Post Month/Year  08 89

Line Apply To Description            Balance       Credit Amt   Disc Given  W/O
==== ======== ====================== ============ ============ =========== ===
1    8010     deposit on special or  .00             1500.00••••  •••••••••••  N









Check Amount: 1500.00          Current: 1500.00         Remaining: .00
                    RETURN) Next Line     98) Audit Info
Database: RAD         Appl: TAR 00        User: LGG        Oct 12th, 3:25 pm
          Use ´INQ´ Mode to View Applied Cash Receipts; ´CHG´ to Change
Keymap: DATA ENTRY                                        Mode: Chg
```

Figure 25. The Accounts Receivable Cash Receipts Line Items 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:

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

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.


```
Accounts Receivable Generate Recurring Billings




              Current Application Month/Year   08 89

              Generate Billings Month/Year     08 89







Database: RAD          Appl: TAR 00        User: LGG        Oct 12th, 3:26 pm

Keymap: DATA ENTRY                                          Mode: Add
```
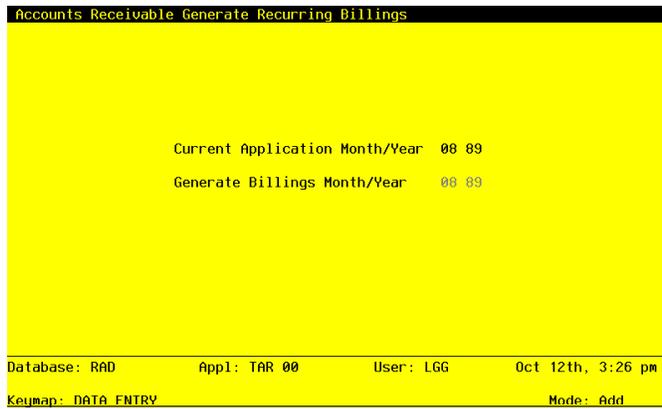
Figure 26. The Accounts Receivable Generate Recurring Billings Screen

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                                          1
990 Hammond Dr
Ste 800
Atlanta, GA  30328

                            I N V 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 98003

                            Due Date: 09/20/89
Your PO No:  89A-556            Terms: 2/10, Net 30
Salesperson: Mr. Jarvis W. Payne

============================================================================
Description                    Quantity         Price        Amount
special order desk                 1.00      1200.000       1200.00
leather office chair               2.00       325.000        650.00
```

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.

```
APPX Demonstration Company                                             1
990 Hammond Dr
Ste 800
Atlanta, GA  30328

                              I N V 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 98003

                              Due Date: 09/20/89
Your PO No:  89A-556           Terms: 2/10, Net 30
Salesperson: Mr. Jarvis W. Payne

   =========================================================================
Description                      Quantity          Price        Amount
special order desk                   1.00       1200.000       1200.00
leather office chair                 2.00        325.000        650.00
```

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.

```
                                           Expert Computing, Inc.
10/12/94 15:28                                                                                LGG Page:  1
                                             Bank Deposit Slip

          Transit       Check                 Customer                      Date            Check
          No            No         Cust No     Name                         Received        Amount
=================================================================================================================


Account 1010001001    Cash, Sales Outlets

          1258       000005208    00000070    Richards & Wright, PC         08/22/89        3200.00
          1166       000006179    00000010    Alexander's, Inc.             08/22/89        1640.00
          807        000011690    00000040    Burlington Enterprises        08/22/89        1500.00
          987        000654654    00000050    Miscellaneous Customer        08/22/89         212.66
                                                                                          _____
                                                     — Cash Account Subtotals —>           6552.66
                                                                                          ==========
```

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.
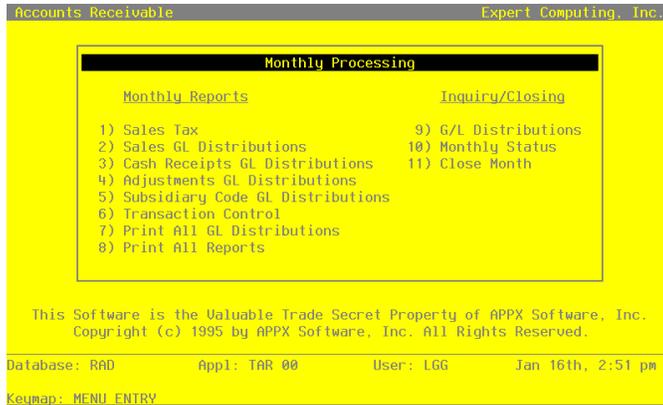
Figure 27. The Accounts Receivable Monthly Processing Menu

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.

```
Accounts Receivable Sales Tax




                      Time Period  1

                      1 = Month to Date
                      2 = Quarter to Date
                      3 = Year to Date







Database: RAD          Appl: TAR 00        User: LGG      Jan 16th, 2:51 pm

Keymap: DATA ENTRY                                        Mode: Add
```
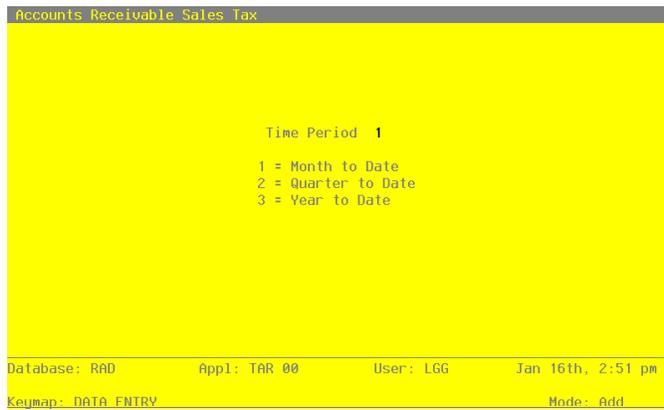
Figure 28. The Accounts Receivable Sales Tax Screen

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.

```
                                      Expert Computing, Inc.
 11/08/94 15:25                                                                    LGG Page:  1
                                           Sales Tax

                                         Year to Date

        Dist    District Name           Tax Rate   GL Account        Sales   Taxable Sales    Sales Tax
 ===================================================================================================

 Tax Code 001  No Sales Tax

         1      No tax                   .000                     29464.85      10007.91        135.45
                                                                 ---------     ---------       -------
                                  — Tax Code Totals —>            29464.85      10007.91        135.45
                                                                ============  ============   ============


 Tax Code 002  State Tax

         001    Washington State Tax-Urban   .081   2020001001    70677.17      67597.95       3649.69
         002    Washington State Tax - Rural .079   2020001001   185340.00     172440.00        136.23
         003    Nevada State Tax         .062   2020001001        5930.75       5930.75        415.65
                                                                 ---------     ---------       -------
                                  — Tax Code Totals —>           261947.92     245968.70       4201.57
                                                                ============  ============   ============

                                                                 ---------     ---------       -------
                                    — Grand Totals —>            291412.77     255976.61       4337.02
                                                                ============  ============   ============
```

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.
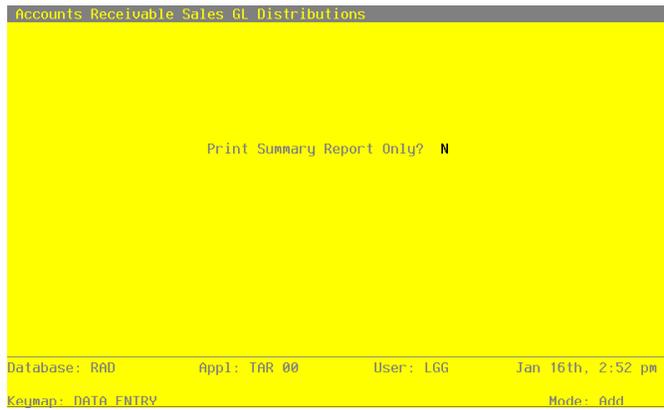
Figure 29. The Accounts Receivable Sales GL Distributions Screen

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 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.

```
                                        Expert Computing, Inc.
11/08/94 15:26                                                                          LGG Page:  1


                                    Sales Detail GL Distributions

ID  Ctrl Trx  Customer                  Inv/Ck  Trx   Date   Description         Debits    Credits   Net Change
===================================================================================================================
Post Month/Year 06 89


Account 1030001001WH  Accts Receiv, Sales/Wholesale

    0000 0000 00000010 Alexander's, Inc          401    SVC 06/30/89 Svc Charge Write Off      .00      20.26-
    0000 0000 00000020 Master Sellers Company     333    SVC 06/30/89 Svc Charge Write Off      .00       2.00-
    0000 0000 00000040 Burlington Enterprises     404    SVC 06/10/89 Svc Charge Write Off      .00      22.22-
    0000 0000 00000040 Burlington Enterprises     604    SVC 06/10/89 Svc Charge Write Off      .00     101.90-
                                                                                               _____
                                           — Current Month Totals —>              .00     146.38-     146.38-
                                           — Beginning GL Balance —>                                141659.39
                                                                                                   _____
                                                       — Account Total —>                          141513.01
                                                                                ============ ============ ============


Account 3060000000    Miscellaneous Income

    0000 0000 00000010 ????????????????????????? 401    SVC 06/30/89 Svc Charge Write Off    20.26       .00
    0000 0000 00000020 Master Sellers Company     333    SVC 06/30/89 Svc Charge Write Off     2.00       .00
    0000 0000 00000040 Burlington Enterprises     404    SVC 06/10/89 Svc Charge Write Off    22.22       .00
    0000 0000 00000040 Burlington Enterprises     604    SVC 06/10/89 Svc Charge Write Off   101.90       .00
                                                                                             _____    _____
                                           — Current Month Totals —>           146.38        .00      146.38
                                           — Beginning GL Balance —>                                     .00
                                                                                                      _____
                                                       — Account Total —>                             146.38
                                                                                ============ ============ ============

                                                                                 _____  _____  _____
                                           — Post Month/Year 06 89 Totals —>     146.38   146.38-      .00
                                                                                ============ ============ ============


Post Month/Year 07 89


Account 1030001001WH  Accts Receiv, Sales/Wholesale

    0000 0000 00000010 ????????????????????????? 401    SVC 07/31/89 Svc Charge Write Off      .00      20.56-
    0000 0000 00000020 Master Sellers Company     333    SVC 07/31/89 Svc Charge Write Off      .00       2.02-
                                                                                               _____    _____
                                           — Current Month Totals —>              .00      22.58-      22.58-
                                           — Beginning GL Balance —>                                110596.07
                                                                                                   _____
                                                       — Account Total —>                          110573.49
                                                                                ============ ============ ============
```

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.

```
                                            Expert Computing, Inc.
 11/08/94 15:26                                                                           LGG Page:  1


                                         Sales Summary GL Distributions

 Account                  Account Name                     Debits            Credits          Net Change
 ========================================================================================================

 Post Month/Year 06 89

 1030001001WH             Accts Receiv, Sales/Wholesale        .00            146.38-            146.38-
 3060000000               Miscellaneous Income             146.38               .00             146.38
                                                           _____          _____          _____
                          - Post Month/Year 06 89 Totals ->  146.38           146.38-              .00
                                                           ============      ============      ============


 Post Month/Year 07 89

 1030001001WH             Accts Receiv, Sales/Wholesale        .00             22.58-             22.58-
 3060000000               Miscellaneous Income              22.58               .00              22.58
                                                           _____          _____          _____
                          - Post Month/Year 07 89 Totals ->   22.58            22.58-              .00
                                                           ============      ============      ============


 Post Month/Year 08 89

 1030001001WH             Accts Receiv, Sales/Wholesale     18721.44             .00           18721.44
 1050001000               Service Charges Receivable           .00            140.96-            140.96-
 2020001001               Sales Tax Payable, Sales             .00           1069.12-           1069.12-
 2051000000               Sales Deposits                    2050.00             .00            2050.00
 3010001001MA             Sales, Manufacturing                 .00          10134.75-          10134.75-
 3010001001WH             Sales, Wholesale                     .00           8879.10-           8879.10-
 4190000001WH             Freight Out, Sales/Wholesale         .00            547.51-            547.51-
                                                           _____          _____          _____
                          - Post Month/Year 08 89 Totals ->  20771.44         20771.44-             .00
                                                           ============      ============      ============


 Post Month/Year 09 89

 1030001000MA             Accts Receiv, Corp./Mfg.         185210.68            .00           185210.68
 1030001001MA             Accts Receiv, Sales/Mfg.            954.50            .00              954.50
 1030001001WH             Accts Receiv, Sales/Wholesale       831.05            .00              831.05
 1100001000WH             Resale Inventory                      .00          73500.60-          73500.60-
 1100001001WH             Resale Inventory, Sales Outlet        .00          18995.50-          18995.50-
 2020001001               Sales Tax Payable, Sales             .00            136.62-            136.62-
 2051000000               Sales Deposits                     100.00             .00              100.00
 3010001001MA             Sales, Manufacturing                 .00            650.00-            650.00-
 3010001001WH             Sales, Wholesale                     .00         199629.13-         199629.13-
 3060000000               Miscellaneous Income                 .00            275.00-            275.00-
 4010000001WH             Cost of Goods Sold, Sales/Whls    92496.10            .00            92496.10
 4070000000MA             Discounts Lost, Mfg.                50.00             .00               50.00
 4071000001WH             Customer Disct, Sales/Wholesal     19.52             .00               19.52
 4190000001WH             Freight Out, Sales/Wholesale          .00           1150.00-           1150.00-
```

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.


```
Accounts Receivable Cash Receipts GL Distributions




                    Print Summary Report Only?  N












Database: RAD          Appl: TAR 00         User: LGG        Jan 16th, 2:53 pm

Keymap: DATA ENTRY                                            Mode: Add
```
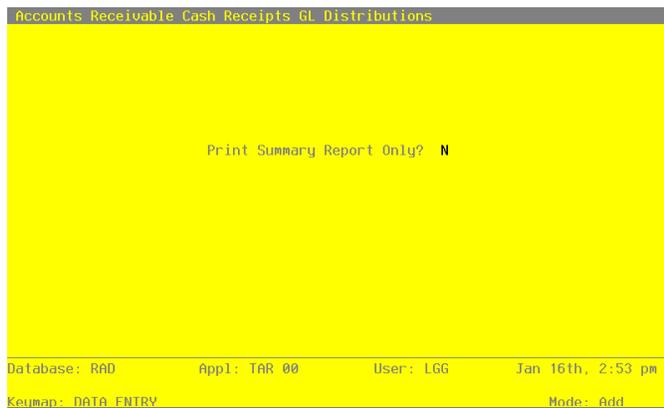
Figure 30. The Accounts Receivable Cash Receipts GL Distributions

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 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.

```
                                              Expert Computing, Inc.
11/08/94 15:28                                                                                    LGG Page:  1


                                       Cash Receipts Detail GL Distributions

ID  Ctrl Trx  Customer                    Inv/Ck   Trx   Date   Description           Debits      Credits      Net
Change
==================================================================================================================

Post Month/Year 08 89


Account 1010001000     Cash, Corporate

MRC 0010 0001 00000080 Dominion Business Machin 9988765  PAY 08/09/94 Cash             14675.00         .00
                                                       — Current Month Totals —>       14675.00         .00      14675.00
                                                       — Beginning GL Balance —>                               776673.21
                                                                                                              _____
                                                          — Account Total —>                                  791348.21
                                                                                   ============ ============ ============


Account 1010001001     Cash, Sales Outlets

SRR 0008 0001 00000010 Alexander's, Inc.        6130     PAY 08/11/89 payment          2170.28         .00
SRR 0008 0002 00000040 Burlington Enterprises   11603    PAY 08/11/89 payment          3111.95         .00
SRR 0008 0003 00000060 Hale's Interiors         817      PAY 08/11/89 payment          2600.00         .00
SRR 0008 0004 00000020 Master Sellers Company   1278     PAY 08/11/89 payment           600.40         .00
SRR 0008 0005 00000050 Miscellaneous Customer   3121     PAY 08/11/89 payment          2789.56         .00
SRR 0008 0006 00000030 Pool and Associates      4421     PAY 08/11/89 payment          3000.00         .00
SRR 0008 0007 00000020 Master Sellers Company   1279     PAY 08/11/89 deposit          1500.00         .00
SRR 0008 0008 00000050 Miscellaneous Customer   3144     PAY 08/11/89 deposit          2000.00         .00
                                                                                   _____
                                                       — Current Month Totals —>       17772.19         .00      17772.19
                                                       — Beginning GL Balance —>                              2148193.22
                                                                                                              _____
                                                          — Account Total —>                                 2165965.41
                                                                                   ============ ============ ============


Account 1030001000MA   Accts Receiv, Corp./Mfg.

MRC 0010 0001 00000080 Dominion Business Machin 9988765  PAY 08/09/94 payment              .00    14675.00-
                                                                                   _____ _____
                                                       — Current Month Totals —>           .00    14675.00-     14675.00-
                                                       — Beginning GL Balance —>                               256200.79
                                                                                                              _____
                                                          — Account Total —>                                  241525.79
                                                                                   ============ ============ ============
```

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.

```
                                    Expert Computing, Inc.
11/08/94 15:28                                                                    LGG Page:  1


                              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
                                                        ============       ============       ============
```

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.
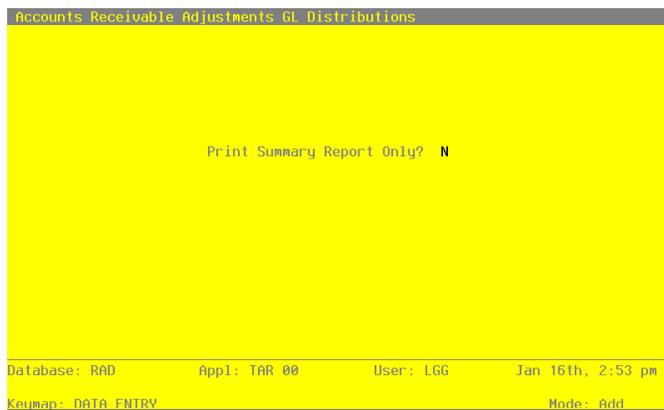
Figure 31. The Accounts Receivable Adjustments GL Distributions Screen

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 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.

```
                                      Expert Computing, Inc.
11/08/94 15:29                                                                    LGG Page:  1


                                  Adjustments Detail GL Distributions

ID  Ctrl Trx  Customer                   Inv/Ck   Trx   Date   Description            Debits       Credits  Net Change
========================================================================================================================

Post Month/Year 08 89


Account 1030001001WH   Accts Receiv, Sales/Wholesale

SRR 0000 0001 00000040 Burlington Enterprises  111      ADJ 08/12/89 order cancelled-apply   900.00        .00
SRR 0000 0002 00000040 Burlington Enterprises  1023     ADJ 08/12/89 order cancelled-apply     .00     900.00-
SRR 0000 0003 00000060 Hale's Interiors        1018     ADJ 08/12/89 wrong customer invoic     .00     275.98-
SRR 0000 0004 00000010 Alexander's, Inc.       1018     ADJ 08/12/89 correction              275.98        .00
SRR 0000 0005 00000020 Master Sellers Company  333      ADJ 08/12/89 write off service cha      .00       4.02-
                                                                                             _____    _____
                                                        — Current Month Totals ->           1175.98    1180.00-       4.02-
                                                        — Beginning GL Balance ->                                 131936.81
                                                                                                                  _____
                                                              — Account Total ->                                 131932.79
                                                                                          ============ ============ ============


Account 3010001001WH   Sales, Wholesale

SRR 0000 0001 00000040 Burlington Enterprises  111      ADJ 08/12/89 order cancelled-apply     .00     900.00-
SRR 0000 0002 00000040 Burlington Enterprises  1023     ADJ 08/12/89 order cancelled-apply   900.00        .00
SRR 0000 0003 00000060 Hale's Interiors        1018     ADJ 08/12/89 wrong customer invoice  275.98        .00
SRR 0000 0004 00000010 Alexander's, Inc.       1018     ADJ 08/12/89 correction                .00     275.98-
                                                                                             _____    _____
                                                        — Current Month Totals ->           1175.98    1175.98-        .00
                                                        — Beginning GL Balance ->                                 560855.13-
                                                                                                                  _____
                                                              — Account Total ->                                 560855.13-
                                                                                          ============ ============ ============


Account 3060000000    Miscellaneous Income

SRR 0000 0005 00000020 Master Sellers Company  333      ADJ 08/12/89 write off service cha     4.02        .00
                                                                                             _____    _____
                                                        — Current Month Totals ->              4.02        .00       4.02
                                                        — Beginning GL Balance ->                                    168.96
                                                                                                                   _____
                                                              — Account Total ->                                    172.98
                                                                                          ============ ============ ============

                                                                                             _____    _____    _____
                                                — Post Month/Year 08 89 Totals ->           2355.98    2355.98-        .00
                                                                                          ============ ============ ============

                                                                                             _____    _____    _____
                                                           — Grand Totals ->                2355.98    2355.98-        .00
                                                                                          ============ ============ ============
```

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.

```
                                      Expert Computing, Inc.
11/08/94 15:29                                                                      LGG Page:  1


                                 Adjustments Summary GL Distributions

Account                  Account Name                   Debits          Credits        Net Change
==================================================================================================

Post Month/Year 08 89

1030001001WH             Accts Receiv, Sales/Wholesale     1175.98         1180.00-            4.02-
3010001001WH             Sales, Wholesale                  1175.98         1175.98-             .00
3060000000               Miscellaneous Income                 4.02             .00            4.02
                                                         _____        _____         _____
                         — Post Month/Year 08 89 Totals —>   2355.98         2355.98-            .00
                                                         ============    ============     ============

                                                         _____        _____         _____
                         — Grand Totals —>                   2355.98         2355.98-            .00
                                                         ============    ============     ============
```

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.

```
Accounts Receivable Subsidiary Code GL Distributions




                      Print Summary Report Only?  N







Database: RAD        Appl: TAR 00       User: LGG      Jan 16th, 3:42 pm

Keymap: DATA ENTRY                                     Mode: Add
```
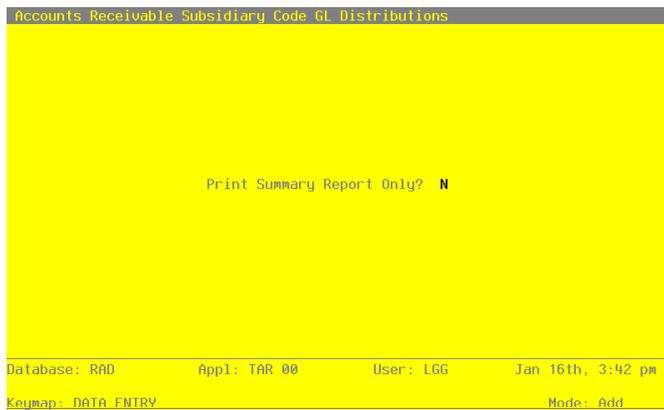
Figure 32. The Accounts Receivable Summary Code Distributions Screen

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'. 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.

```
                                          Expert Computing, Inc.
11/08/94 15:30                                                                            LGG Page:  1
                                       Subsidiary Code Detail GL Distributions


            Trx  Customer                      Invc/Chk  Trx    Date    Description                        Amount
===========================================================================================================
Subsidiary Type GL


Subsidiary Code JONES 2 JONES Salesperson Sam Jones

            0001  00000010  Alexander's, Inc      3001      INV    08/11/89    special order desk              900.00-
            0001  00000010  Alexander's, Inc.     3001      INV    08/11/89    special order chairs            600.00-
                                                                                                             -------
                                                                              — Subsidiary Code Subtotals —>  1500.00-
                                                                                                             ===========

Subsidiary Code PETERS 2 PETERS Salesperson George Peters

            0005  00000020  Master Sellers Company  3005    INV    08/11/89    special order table            2704.00-
                                                                                                             -------
                                                                              — Subsidiary Code Subtotals —>  2704.00-
                                                                                                             ===========

Subsidiary Code WILLIAMS 2 WILLIAMS Salesperson Kris Williams

            0006  00000050  Deno's Inc.           3006      INV    08/11/89    shelving unit                  5401.60-
            0006  00000050  Deno's Inc.           3006      INV    08/11/89    shelving unit                   529.15-
                                                                                                             -------
                                                                              — Subsidiary Code Subtotals —>  5930.75-
                                                                                                             ===========

                                                                                                             -----
                                                                              — Subsidiary Type Subtotals —> 10134.75-
                                                                                                             ===========

                                                                                                             -----
                                                                                            — Grand Totals —> 10134.75-
                                                                                                             ===========
```

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.

```
                                          Expert Computing, Inc.
11/08/94 15:30                                                                          LGG Page:  1
                                    Subsidiary Code Summary GL Distributions


                    Subsidiary Code              Debits              Credits            Net Change
=====================================================================================================
Sub Type GL
                    JONES                           .00             1500.00-             1500.00-
                    PETERS                          .00             2704.00-             2704.00-
                    WILLIAMS                        .00             5930.75-             5930.75-
                                                  ------            ---------            ---------
                    — Sub Type GL Totals –>         .00            10134.75-            10134.75-
                                               ============        ============        ============
                                                  ------            ---------            ---------
                         — Grand Totals –>         .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 Transaction Posted, 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.

```
                                        Expert Computing, Inc.
11/08/94 15:31                                                                           LGG Page:   1
                                    Accounts Receivable Transaction Control


Appl/File                         Control Group                Amt Posted          Last Tx
Date/Time               Jrnl      Description        Op Exc? Ctrl Total Hash Total  Trx   Errors
Warnings
=======================================================================================================
TAR ADJUSTMENTS                   SRR / 0000                        4.02-            5
03/16/90 14:25          ARAJ      August - group 1        N         .00       0      5      0       0

TAR CASH RECEIPTS                 MRC / 0010                     14675.00            1
08/09/94 15:40          ARCR      Cash Receipts           N     14675.00       0      1      0       0

TAR CASH RECEIPTS                 SRR / 0001                     10587.00            3
03/14/90 11:55          ARCR      June - group 1          N     10587.00      70      3      0       0

TAR CASH RECEIPTS                 SRR / 0002                     11446.03            3
03/14/90 11:55          ARCR      June - second group     N     11446.03     140      3      0       0

TAR CASH RECEIPTS                 SRR / 0003                      4272.58            2
03/14/90 11:55          ARCR      June - group 3          N      4272.58      70      2      0       0

TAR CASH RECEIPTS                 SRR / 0004                     13827.61            4
03/14/90 11:55          ARCR      June - EOM group        N         .00       0      4      0       0

TAR CASH RECEIPTS                 SRR / 0006                     14705.85            7
03/16/90 09:15          ARCR      through 7/15/89          N     14705.85     280      7      0       0

TAR CASH RECEIPTS                 SRR / 0007                     27427.64           10
03/16/90 09:15          ARCR      July receipts through EOM N    27427.64     340     10      0       0

TAR CASH RECEIPTS                 SRR / 0008                     17772.19            8
03/16/90 14:23          ARCR      Through 8/10/89          N     17772.19     280      8      0       0

TAR INVOICES                      KAJ / 0015                       954.50            2
05/16/90 10:06          ARIV                              N         .00       0      2      0       0

TAR INVOICES                      MRC / 0017                     16460.55            4
08/09/94 15:28          ARIV      FROM ORDER ENTRY        N         .00       0      4      0       0

TAR INVOICES                      MRC / 0018                    152569.88            1
09/20/94 12:15          ARIV      FROM ORDER ENTRY        N         .00       0      1      0       0

TAR INVOICES                      MRC / 0019                     32640.80            1
09/20/94 14:34          ARIV      FROM ORDER ENTRY        N         .00       0      1      0       0

TAR INVOICES                      SRR / 0001                     19107.60           10
03/13/90 14:17          ARIV      Orders through 6/10/89  N         .00     350     10      0       0

TAR INVOICES                      SRR / 0002                     27479.72            8
03/13/90 15:45          ARIV      Orders 6/11-6/20/89     N         .00     310      8      0       0

TAR INVOICES                      SRR / 0003                      5567.38            4
03/13/90 15:45          ARIV      June order 6/21/89-EOM  N      5567.38     190      4      0       0

TAR INVOICES                      SRR / 0004                       140.96            3
03/27/90 09:26          ARIV      Service charges-opening entry N  .00       0      3      0
```

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.

```
                                          Expert Computing, Inc.
11/08/94 15:32                                                                            LGG Page:  1


                                     Sales Detail GL Distributions

ID  Ctrl Trx  Customer                   Inv/Ck   Trx   Date   Description          Debits      Credits  Net Change
===================================================================================================================
Post Month/Year 06 89


Account 1030001001WH  Accts Receiv, Sales/Wholesale

    0000 0000 00000010 Alexander's           401   SVC 06/30/89 Svc Charge Write Off      .00       20.26-
    0000 0000 00000020 Master Sellers Company 333   SVC 06/30/89 Svc Charge Write Off      .00        2.00-
    0000 0000 00000040 Burlington Enterprises 404   SVC 06/10/89 Svc Charge Write Off      .00       22.22-
    0000 0000 00000040 Burlington Enterprises 604   SVC 06/10/89 Svc Charge Write Off      .00      101.90-
                                                                                        _____      _____
                                            — Current Month Totals —>        .00      146.38-     146.38-
                                            — Beginning GL Balance —>                            141659.39
                                                                                                 _____
                                                     — Account Total —>                          141513.01
                                                                       ============ ============ ============


Account 3060000000    Miscellaneous Income

    0000 0000 00000010 Alexander's, Inc.      401   SVC 06/30/89 Svc Charge Write Off    20.26         .00
    0000 0000 00000020 Master Sellers Company 333   SVC 06/30/89 Svc Charge Write Off     2.00         .00
    0000 0000 00000040 Burlington Enterprises 404   SVC 06/10/89 Svc Charge Write Off    22.22         .00
    0000 0000 00000040 Burlington Enterprises 604   SVC 06/10/89 Svc Charge Write Off   101.90         .00
                                                                                        _____      _____
                                            — Current Month Totals —>      146.38         .00      146.38
                                            — Beginning GL Balance —>                                  .00
                                                                                                 _____
                                                     — Account Total —>                            146.38
                                                                       ============ ============ ============
                                                                                        _____      _____      _____
                                            — Post Month/Year 06 89 Totals —>    146.38      146.38-        .00
                                                                       ============ ============ ============


Post Month/Year 07 89


Account 1030001001WH  Accts Receiv, Sales/Wholesale

    0000 0000 00000010 Alexander's, Inc.      401   SVC 07/31/89 Svc Charge Write Off      .00       20.56-
    0000 0000 00000020 Master Sellers Company 333   SVC 07/31/89 Svc Charge Write Off      .00        2.02-
                                                                                        _____      _____
                                            — Current Month Totals —>        .00       22.58-      22.58-
                                            — Beginning GL Balance —>                            110596.07
                                                                                                 _____
                                                     — Account Total —>                          110573.49
                                                                       ============ ============ ============
```

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.

```
                                   Expert Computing, Inc.
 11/08/94 15:33                                                              LGG Page:  1


                                Sales Summary GL Distributions

 Account                 Account Name                  Debits         Credits       Net Change
 =================================================================================================

 Post Month/Year 06 89

 1030001001WH            Accts Receiv, Sales/Wholesale       .00         146.38-         146.38-
 3060000000              Miscellaneous Income            146.38             .00          146.38
                                                       _____        _____        _____
                         — Post Month/Year 06 89 Totals —>   146.38         146.38-            .00
                                                       ============    ============    ============


 Post Month/Year 07 89

 1030001001WH            Accts Receiv, Sales/Wholesale       .00          22.58-          22.58-
 3060000000              Miscellaneous Income             22.58             .00           22.58
                                                       _____        _____        _____
                         — Post Month/Year 07 89 Totals —>    22.58          22.58-            .00
                                                       ============    ============    ============


 Post Month/Year 08 89

 1030001001WH            Accts Receiv, Sales/Wholesale   18721.44             .00        18721.44
 1050001000              Service Charges Receivable          .00         140.96-         140.96-
 2020001001              Sales Tax Payable, Sales            .00        1069.12-        1069.12-
 2051000000              Sales Deposits                  2050.00             .00         2050.00
 3010001001MA            Sales, Manufacturing                .00       10134.75-       10134.75-
 3010001001WH            Sales, Wholesale                    .00        8879.10-        8879.10-
 4190000001WH            Freight Out, Sales/Wholesale        .00         547.51-         547.51-
                                                       _____        _____        _____
                         — Post Month/Year 08 89 Totals —>  20771.44        20771.44-            .00
                                                       ============    ============    ============


 Post Month/Year 09 89

 1030001000MA            Accts Receiv, Corp./Mfg.       185210.68             .00       185210.68
 1030001001MA            Accts Receiv, Sales/Mfg.          954.50             .00          954.50
 1030001001WH            Accts Receiv, Sales/Wholesale     831.05             .00          831.05
 1100001000WH            Resale Inventory                    .00       73500.60-       73500.60-
 1100001001WH            Resale Inventory, Sales Outlet      .00       18995.50-       18995.50-
 2020001001              Sales Tax Payable, Sales            .00         136.62-         136.62-
 2051000000              Sales Deposits                   100.00             .00          100.00
 3010001001MA            Sales, Manufacturing                .00         650.00-         650.00-
 3010001001WH            Sales, Wholesale                    .00      199629.13-      199629.13-
 3060000000              Miscellaneous Income                .00         275.00-         275.00-
 4010000001WH            Cost of Goods Sold, Sales/Whls  92496.10             .00        92496.10
 4070000000MA            Discounts Lost, Mfg.             50.00             .00           50.00
 4071000001WH            Customer Disct, Sales/Wholesal    19.52             .00           19.52
 4190000001WH            Freight Out, Sales/Wholesale        .00        1150.00-        1150.00-
```

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.

A sample output is shown below.

```
                                          Expert Computing, Inc.
11/08/94 15:33                                                                          LGG Page:  1


                                     Cash Receipts Detail GL Distributions

ID  Ctrl Trx  Customer                       Inv/Ck   Trx   Date   Description         Debits      Credits      Net
Change
==========================================================================================================================

Post Month/Year 08 89


Account 1010001000    Cash, Corporate

MRC 0010 0001 00000080 Dominion Business Machin 9988765  PAY 08/09/94 Cash               14675.00       .00
                                                                                        _____      _____
                                              — Current Month Totals —>                 14675.00       .00       14675.00
                                              — Beginning GL Balance —>                                         776673.21
                                                                                                                _____
                                                   — Account Total —>                                          791348.21
                                                                                   ============  ============  ============
Account 1010001001    Cash, Sales Outlets

SRR 0008 0001 00000010 Alexander's, Inc        6130     PAY 08/11/89 payment           2170.28        .00
SRR 0008 0002 00000040 Burlington Enterprises  11603    PAY 08/11/89 payment           3111.95        .00
SRR 0008 0003 00000060 Hale's Interiors        817      PAY 08/11/89 payment           2600.00        .00
SRR 0008 0004 00000020 Master Sellers Company  1278     PAY 08/11/89 payment            600.40        .00
SRR 0008 0005 00000050 Miscellaneous Customer  3121     PAY 08/11/89 payment           2789.56        .00
SRR 0008 0006 00000030 Pool and Associates     4421     PAY 08/11/89 payment           3000.00        .00
SRR 0008 0007 00000020 Master Sellers Company  1279     PAY 08/11/89 deposit           1500.00        .00
SRR 0008 0008 00000050 Miscellaneous Customer  3144     PAY 08/11/89 deposit           2000.00        .00
                                                                                        _____      _____
                                              — Current Month Totals —>                17772.19        .00       17772.19
                                              — Beginning GL Balance —>                                         2148193.22
                                                                                                                _____
                                                   — Account Total —>                                          2165965.41
                                                                                   ============  ============  ============
```

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 a the end, showing Debit Amount Total, Credit Amount Total, and Net Change Amount Total.

A sample output is shown below.

```
                                      Expert Computing, Inc.
11/08/94 15:33                                                                    LGG Page:  1


                                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 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.

```
                                     Expert Computing, Inc.
11/08/94 15:33                                                                    LGG Page:  1


                               Adjustments Detail GL Distributions

ID  Ctrl Trx  Customer                   Inv/Ck   Trx   Date   Description          Debits       Credits  Net Change
===================================================================================================================

Post Month/Year 08 89


Account 1030001001WH   Accts Receiv, Sales/Wholesale

SRR 0000 0001 00000040 Burlington Enterprises  111      ADJ 08/12/89 order cancelled-apply    900.00        .00
SRR 0000 0002 00000040 Burlington Enterprises  1023     ADJ 08/12/89 order cancelled-apply      .00      900.00-
SRR 0000 0003 00000060 Hale's Interiors        1018     ADJ 08/12/89 wrong customer invoic      .00      275.98-
SRR 0000 0004 00000010 Alexander's, Inc.       1018     ADJ 08/12/89 correction              275.98        .00
SRR 0000 0005 00000020 Master Sellers Company  333      ADJ 08/12/89 write off service cha      .00        4.02-
                                                                                           _____      _____
                                                   — Current Month Totals —>            1175.98     1180.00-       4.02-
                                                   — Beginning GL Balance —>                                  131936.81
                                                                                                             _____
                                                         — Account Total —>                                  131932.79
                                                                                        ============ ============ ============


Account 3010001001WH   Sales, Wholesale

SRR 0000 0001 00000040 Burlington Enterprises  111      ADJ 08/12/89 order cancelled-apply      .00      900.00-
SRR 0000 0002 00000040 Burlington Enterprises  1023     ADJ 08/12/89 order cancelled-apply    900.00        .00
SRR 0000 0003 00000060 Hale's Interiors        1018     ADJ 08/12/89 wrong customer invoic    275.98        .00
SRR 0000 0004 00000010 Alexander's, Inc.       1018     ADJ 08/12/89 correction                .00      275.98-
                                                                                           _____      _____
                                                   — Current Month Totals —>            1175.98     1175.98-        .00
                                                   — Beginning GL Balance —>                                  560855.13-
                                                                                                             _____
                                                         — Account Total —>                                  560855.13-
                                                                                        ============ ============ ============


Account 3060000000   Miscellaneous Income

SRR 0000 0005 00000020 Master Sellers Company  333      ADJ 08/12/89 write off service cha      4.02        .00
                                                                                           _____      _____
                                                   — Current Month Totals —>                4.02        .00        4.02
                                                   — Beginning GL Balance —>                                     168.96
                                                                                                             _____
                                                         — Account Total —>                                     172.98
                                                                                        ============ ============ ============

                                                                                           _____      _____      _____
                                                 — Post Month/Year 08 89 Totals —>       2355.98     2355.98-        .00
                                                                                        ============ ============ ============

                                                                                           _____      _____      _____
                                                         — Grand Totals —>               2355.98     2355.98-        .00
                                                                                        ============ ============ ============
```

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.

```
                                          Expert Computing, Inc.
11/08/94 15:34                                                                        LGG Page:  1


                                    Adjustments Summary GL Distributions

Account                  Account Name                    Debits           Credits        Net Change
==================================================================================================

Post Month/Year 08 89

1030001001WH             Accts Receiv, Sales/Wholesale    1175.98         1180.00-            4.02-
3010001001WH             Sales, Wholesale                 1175.98         1175.98-             .00
3060000000               Miscellaneous Income                4.02             .00            4.02
                                                        _____        _____        _____
                            — Post Month/Year 08 89 Totals —>  2355.98   2355.98-             .00
                                                     ============    ============    ============

                                                        _____        _____        _____
                                 — Grand Totals —>          2355.98      2355.98-             .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 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.

```
                                              Expert Computing, Inc.
11/08/94 15:34                                                                              LGG Page:  1
                                         Subsidiary Code Detail GL Distributions

           Trx   Customer                        Invc/Chk   Trx   Date     Description                     Amount
========================================================================================================
Subsidiary Type GL


Subsidiary Code JONES 2 Salesperson Sam Jones JONES

           0001  00000010  Alexander's, Inc.      3001      INV   08/11/89  special order desk            900.00-
           0001  00000010  Alexander's, Inc.      3001      INV   08/11/89  special order chairs          600.00-
                                                                                                          _____
                                                                           — Subsidiary Code Subtotals —>  1500.00-
                                                                                                          ===========


Subsidiary Code PETERS 2 Salesperson George Peters PETERS

           0005  00000020  Master Sellers Company  3005      INV   08/11/89  special order table          2704.00-
                                                                                                          _____
                                                                           — Subsidiary Code Subtotals —>  2704.00-
                                                                                                          ===========

Subsidiary Code WILLIAMS 2 Salesperson Kris Williams WILLIAMS

           0006  00000050  Deno's Inc.             3006      INV   08/11/89  shelving unit               5401.60-
           0006  00000050  Deno's Inc.             3006      INV   08/11/89  shelving unit                529.15-
                                                                                                          _____
                                                                           — Subsidiary Code Subtotals —>  5930.75-
                                                                                                          ===========
                                                                                                          _____
                                                                           — Subsidiary Type Subtotals —> 10134.75-
                                                                                                          ===========

                                                                                                          _____
                                                                               — Grand Totals —>          10134.75-
                                                                                                          ===========
```

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.

```
                                      Expert Computing, Inc.
11/08/94 15:35                                                                LGG Page:  1
                               Subsidiary Code Summary GL Distributions


                  Subsidiary Code              Debits            Credits            Net Change
================================================================================================
Sub Type GL
                  JONES                            .00           1500.00-            1500.00-
                  PETERS                           .00           2704.00-            2704.00-
                  WILLIAMS                         .00           5930.75-            5930.75-
                                              _____          _____           _____
                  — Sub Type GL Totals —>         .00          10134.75-           10134.75-
                                              ============      ============        ============
                                              _____          _____           _____
                  — Grand Totals —>              .00          10134.75-           10134.75-
                                              ============      ============        ============
```

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.

```
                                    Expert Computing, Inc.
11/08/94 15:35                                                                    LGG Page:  1
                                         Sales Tax

                                        Month to Date

      Dist    District Name          Tax Rate   GL Account           Sales   Taxable Sales     Sales Tax
=============================================================================================================

Tax Code 001  No Sales Tax

      1       No tax                   .000                         2897.34        2880.50          .00
                                                                   _____       _____       _____
                                     — Tax Code Totals —>           2897.34        2880.50          .00
                                                                 ============   ============    ============


Tax Code 002  State Tax

      001     Washington State Tax-Urban     .081   2020001001    10326.72       10202.60        653.47
      002     Washington State Tax - Rural   .079   2020001001        .00            .00           .00
      003     Nevada State Tax               .062   2020001001     5930.75        5930.75        415.65
                                                                  _____       _____       _____
                                     — Tax Code Totals —>         16257.47       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.

```
                                      Expert Computing, Inc.
11/08/94 15:36                                                                   LGG Page:  1


                                   Sales Detail GL Distributions

ID  Ctrl Trx  Customer                  Inv/Ck   Trx   Date   Description            Debits       Credits  Net Change
================================================================================================================

Post Month/Year 06 89


Account 1030001001WH   Accts Receiv, Sales/Wholesale

    0000 0000 00000010 Alexander's, Inc.       401     SVC 06/30/89 Svc Charge Write Off      .00      20.26-
    0000 0000 00000020 Master Sellers Company  333     SVC 06/30/89 Svc Charge Write Off      .00       2.00-
    0000 0000 00000040 Burlington Enterprises  404     SVC 06/10/89 Svc Charge Write Off      .00      22.22-
    0000 0000 00000040 Burlington Enterprises  604     SVC 06/10/89 Svc Charge Write Off      .00     101.90-
                                                                                          _____      _____
                                                     — Current Month Totals —>           .00     146.38-    146.38-
                                                     — Beginning GL Balance —>                             141659.39
                                                                                                          _____
                                                         — Account Total —>                               141513.01
                                                                             ============ ============ ============


Account 3060000000    Miscellaneous Income

    0000 0000 00000010 Alexander's, Inc.       401     SVC 06/30/89 Svc Charge Write Off    20.26       .00
    0000 0000 00000020 Master Sellers Company  333     SVC 06/30/89 Svc Charge Write Off     2.00       .00
    0000 0000 00000040 Burlington Enterprises  404     SVC 06/10/89 Svc Charge Write Off    22.22       .00
    0000 0000 00000040 Burlington Enterprises  604     SVC 06/10/89 Svc Charge Write Off   101.90       .00
                                                                                          _____      _____
                                                     — Current Month Totals —>          146.38        .00     146.38
                                                     — Beginning GL Balance —>                                  .00
                                                                                                          _____
                                                         — Account Total —>                                146.38
                                                                             ============ ============ ============

                                                                                          _____      _____      _____
                                                 — Post Month/Year 06 89 Totals —>      146.38      146.38-       .00
                                                                             ============ ============ ============
```

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.

```
                                        Expert Computing, Inc.
11/08/94 15:36                                                                      LGG Page:  1


                                     Sales Summary GL Distributions

Account                  Account Name                     Debits            Credits         Net Change
=====================================================================================================

Post Month/Year 06 89

1030001001WH             Accts Receiv, Sales/Wholesale       .00            146.38-           146.38-
3060000000               Miscellaneous Income            146.38               .00            146.38
                                                         _____           _____           _____
                         — Post Month/Year 06 89 Totals —>   146.38        146.38-              .00
                                                         ============      ============      ============


Post Month/Year 07 89

1030001001WH             Accts Receiv, Sales/Wholesale       .00             22.58-            22.58-
3060000000               Miscellaneous Income             22.58               .00             22.58
                                                         _____           _____           _____
                         — Post Month/Year 07 89 Totals —>    22.58         22.58-              .00
                                                         ============      ============      ============


Post Month/Year 08 89

1030001001WH             Accts Receiv, Sales/Wholesale    18721.44             .00          18721.44
1050001000               Service Charges Receivable          .00            140.96-           140.96-
2020001001               Sales Tax Payable, Sales            .00           1069.12-          1069.12-
2051000000               Sales Deposits                  2050.00              .00           2050.00
3010001001MA             Sales, Manufacturing                .00          10134.75-         10134.75-
3010001001WH             Sales, Wholesale                    .00           8879.10-          8879.10-
4190000001WH             Freight Out, Sales/Wholesale        .00            547.51-           547.51-
                                                         _____           _____           _____
                         — Post Month/Year 08 89 Totals —> 20771.44       20771.44-             .00
                                                         ============      ============      ============
```

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.

```
                                     Expert Computing, Inc.
11/08/94 15:36                                                              LGG Page:  1


                               Cash Receipts Detail GL Distributions

ID  Ctrl Trx  Customer             Inv/Ck   Trx   Date   Description       Debits      Credits  Net Change
================================================================================================================

Post Month/Year 08 89


Account 1010001000    Cash, Corporate

MRC 0010 0001 00000080 Dominion Business Machin 9988765  PAY 08/09/94 Cash      14675.00        .00
                                                                           _____    _____
                                           — Current Month Totals —>        14675.00        .00      14675.00
                                           — Beginning GL Balance —>                             776673.21
                                                                                              _____
                                                      — Account Total —>                         791348.21
                                                                        ============ ============ ============


Account 1010001001    Cash, Sales Outlets

SRR 0008 0001 00000010 Alexander's, Inc.        6130     PAY 08/11/89 payment      2170.28        .00
SRR 0008 0002 00000040 Burlington Enterprises   11603    PAY 08/11/89 payment      3111.95        .00
SRR 0008 0003 00000060 Hale's Interiors         817      PAY 08/11/89 payment      2600.00        .00
SRR 0008 0004 00000020 Master Sellers Company   1278     PAY 08/11/89 payment       600.40        .00
SRR 0008 0005 00000050 Miscellaneous Customer   3121     PAY 08/11/89 payment      2789.56        .00
SRR 0008 0006 00000030 Pool and Associates      4421     PAY 08/11/89 payment      3000.00        .00
SRR 0008 0007 00000020 Master Sellers Company   1279     PAY 08/11/89 deposit     1500.00        .00
SRR 0008 0008 00000050 Miscellaneous Customer   3144     PAY 08/11/89 deposit     2000.00        .00
                                                                           _____    _____
                                           — Current Month Totals —>        17772.19        .00      17772.19
                                           — Beginning GL Balance —>                            2148193.22
                                                                                              _____
                                                      — Account Total —>                        2165965.41
                                                                        ============ ============ ============


Account 1030001000MA  Accts Receiv, Corp./Mfg.

MRC 0010 0001 00000080 Dominion Business Machin 9988765  PAY 08/09/94 payment       .00    14675.00-
                                                                           _____    _____
                                           — Current Month Totals —>            .00    14675.00-    14675.00-
                                           — Beginning GL Balance —>                             256200.79
                                                                                              _____
                                                      — Account Total —>                         241525.79
                                                                        ============ ============ ============
```

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.

```
                                      Expert Computing, Inc.
11/08/94 15:37                                                                    LGG Page:  1


                              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.

```
                                      Expert Computing, Inc.
11/08/94 15:37                                                                    LGG Page:  1


                                Adjustments Detail GL Distributions

ID  Ctrl Trx  Customer                   Inv/Ck   Trx   Date   Description           Debits      Credits  Net Change
======================================================================================================================

Post Month/Year 08 89


Account 1030001001WH   Accts Receiv, Sales/Wholesale

SRR 0000 0001 00000040 Burlington Enterprises  111      ADJ 08/12/89 order cancelled-apply    900.00       .00
SRR 0000 0002 00000040 Burlington Enterprises  1023     ADJ 08/12/89 order cancelled-apply      .00     900.00-
SRR 0000 0003 00000060 Hale's Interiors        1018     ADJ 08/12/89 wrong customer invoic      .00     275.98-
SRR 0000 0004 00000010 Alexander's, Inc.       1018     ADJ 08/12/89 correction               275.98       .00
SRR 0000 0005 00000020 Master Sellers Company  333      ADJ 08/12/89 write off service cha      .00       4.02-
                                                                                       _____
                                                 — Current Month Totals —>            1175.98    1180.00-      4.02-
                                                 — Beginning GL Balance —>                                131936.81
                                                                                                          _____
                                                 — Account Total —>                                       131932.79
                                                                               ============ ============ ============


Account 3010001001WH   Sales, Wholesale

SRR 0000 0001 00000040 Burlington Enterprises  111      ADJ 08/12/89 order cancelled-apply      .00     900.00-
SRR 0000 0002 00000040 Burlington Enterprises  1023     ADJ 08/12/89 order cancelled-apply    900.00       .00
SRR 0000 0003 00000060 Hale's Interiors        1018     ADJ 08/12/89 wrong customer invoic    275.98       .00
SRR 0000 0004 00000010 Alexander's, Inc.       1018     ADJ 08/12/89 correction                 .00     275.98-
                                                                                       _____     _____
                                                 — Current Month Totals —>            1175.98    1175.98-      .00
                                                 — Beginning GL Balance —>                                560855.13-
                                                                                                          _____
                                                 — Account Total —>                                       560855.13-
                                                                               ============ ============ ============


Account 3060000000    Miscellaneous Income

SRR 0000 0005 00000020 Master Sellers Company  333      ADJ 08/12/89 write off service cha      4.02       .00
                                                                                       _____
                                                 — Current Month Totals —>               4.02       .00       4.02
                                                 — Beginning GL Balance —>                                   168.96
                                                                                                            _____
                                                 — Account Total —>                                         172.98
                                                                               ============ ============ ============

                                                                               _____     _____      _____
                                                 — Post Month/Year 08 89 Totals —>    2355.98    2355.98-      .00
                                                                               ============ ============ ============

                                                                               _____     _____      _____
                                                 — Grand Totals —>                    2355.98    2355.98-      .00
                                                                               ============ ============ ============
```

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.

```
                                        Expert Computing, Inc.
11/08/94 15:37                                                                            LGG Page:  1

                                   Adjustments Summary GL Distributions

Account                 Account Name                      Debits            Credits         Net Change
=====================================================================================================

Post Month/Year 08 89

1030001001WH            Accts Receiv, Sales/Wholesale     1175.98           1180.00-             4.02-
3010001001WH            Sales, Wholesale                  1175.98           1175.98-              .00
3060000000              Miscellaneous Income                 4.02               .00              4.02
                                                         --------          ---------          -------
                        — Post Month/Year 08 89 Totals —>  2355.98           2355.98-             .00
                                                         ============      ============      ============

                                                         ------            ------            ------
                                  — Grand Totals —>        2355.98           2355.98-             .00
                                                         ============      ============      ============
```

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.

A sample output is shown below.

```
                                               Expert Computing, Inc.
11/08/94 15:38                                                                                    LGG Page:  1
                                          Subsidiary Code Detail GL Distributions


          Trx   Customer                        Invc/Chk  Trx    Date    Description                      Amount
==============================================================================================================
Subsidiary Type GL


Subsidiary Code JONES 2 Salesperson Sam Jones JONES

          0001  00000010  Alexander's, Inc.      3001      INV   08/11/89   special order desk          900.00-
          0001  00000010  Alexander's, Inc.      3001      INV   08/11/89   special order chairs        600.00-
                                                                                                        _____
                                                               — Subsidiary Code Subtotals —>          1500.00-
                                                                                                      ===========

Subsidiary Code PETERS 2 Salesperson George Peters PETERS

          0005  00000020  Master Sellers Company  3005      INV   08/11/89   special order table       2704.00-
                                                                                                        _____
                                                               — Subsidiary Code Subtotals —>          2704.00-
                                                                                                      ===========

Subsidiary Code WILLIAMS 2 Salesperson Kris Williams WILLIAMS

          0006  00000050  Deno's Inc.             3006      INV   08/11/89   shelving unit             5401.60-
          0006  00000050  Deno's Inc.             3006      INV   08/11/89   shelving unit              529.15-
                                                                                                        _____
                                                               — Subsidiary Code Subtotals —>          5930.75-
                                                                                                      ===========
                                                                                                        _____
                                                               — Subsidiary Type Subtotals —>         10134.75-
                                                                                                      ===========
                                                                                                        _____
                                                                        — Grand Totals —>             10134.75-
                                                                                                      ===========
```

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.

```
                                      Expert Computing, Inc.
11/08/94 15:38                                                                       LGG Page:  1
                              Subsidiary Code Summary GL Distributions


                    Subsidiary Code          Debits          Credits          Net Change
====================================================================================================
Sub Type GL
                    JONES                       .00          1500.00-          1500.00-
                    PETERS                      .00          2704.00-          2704.00-
                    WILLIAMS                    .00          5930.75-          5930.75-
                                             _____          _____          _____
                    — Sub Type GL Totals ->     .00         10134.75-         10134.75-
                                             ============    ============      ============
                                             _____          _____          _____
                         — Grand Totals ->      .00         10134.75-         10134.75-
                                             ============    ============      ============
```

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.

```
                                              Expert Computing, Inc.
11/08/94 15:38                                                                                    LGG Page:      1
                                           Accounts Receivable Transaction Control


Appl/File                             Control Group              Amt Posted         Last Tx
Date/Time              Jrnl           Description       Op Exc? Ctrl Total  Hash Total  Trx    Errors Warnings
=================================================================================================================
TAR ADJUSTMENTS                       SRR / 0000                      4.02-              5
03/16/90 14:25         ARAJ           August - group 1         N        .00         0     5       0      0

TAR CASH RECEIPTS                     MRC / 0010                  14675.00              1
08/09/94 15:40         ARCR           Cash Receipts            N   14675.00         0     1       0      0

TAR CASH RECEIPTS                     SRR / 0001                  10587.00              3
03/14/90 11:55         ARCR           June - group 1           N   10587.00        70     3       0      0

TAR CASH RECEIPTS                     SRR / 0002                  11446.03              3
03/14/90 11:55         ARCR           June - second group      N   11446.03       140     3       0      0

TAR CASH RECEIPTS                     SRR / 0003                   4272.58              2
03/14/90 11:55         ARCR           June - group 3           N    4272.58        70     2       0      0

TAR CASH RECEIPTS                     SRR / 0004                  13827.61              4
03/14/90 11:55         ARCR           June - EOM group         N   13827.61         0     4       0      0

TAR CASH RECEIPTS                     SRR / 0006                  14705.85              7
03/16/90 09:15         ARCR           through 7/15/89          N   14705.85       280     7       0      0

TAR CASH RECEIPTS                     SRR / 0007                  27427.64             10
03/16/90 09:15         ARCR           July receipts through EOM N   27427.64       340    10       0      0

TAR CASH RECEIPTS                     SRR / 0008                  17772.19              8
03/16/90 14:23         ARCR           Through 8/10/89          N   17772.19       280     8       0      0

TAR INVOICES                          KAJ / 0015                    954.50              2
05/16/90 10:06         ARIV                                    N        .00         0     2       0      0

TAR INVOICES                          MRC / 0017                  16460.55              4
08/09/94 15:28         ARIV           FROM ORDER ENTRY         N        .00         0     4       0      0

TAR INVOICES                          MRC / 0018                 152569.88              1
09/20/94 12:15         ARIV           FROM ORDER ENTRY         N        .00         0     1       0      0

TAR INVOICES                          MRC / 0019                  32640.80              1
09/20/94 14:34         ARIV           FROM ORDER ENTRY         N        .00         0     1       0      0

TAR INVOICES                          SRR / 0001                  19107.60             10
03/13/90 14:17         ARIV           Orders through 6/10/89   N        .00       350    10       0      0

TAR INVOICES                          SRR / 0002                  27479.72              8
03/13/90 15:45         ARIV           Orders 6/11-6/20/89      N        .00       310     8       0      0

TAR INVOICES                          SRR / 0003                   5567.38              4
03/13/90 15:45         ARIV           June order 6/21/89-EOM   N    5567.38       190     4       0      0

TAR INVOICES                          SRR / 0004                    140.96              3
03/27/90 09:26         ARIV           Service charges-opening entry N  .00        0     3       0      0
```

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.

```
************************  General Ledger Distributions  ************************

Account 1010001001  Cash, Sales Outlets

OpID Customer  Inv/Chck Trx Date    Description                   Amount

SRR  00000010  6130     PAY 08/11/89 payment                    2170.28
SRR  00000040  11603    PAY 08/11/89 payment                    3111.95
SRR  00000060  817      PAY 08/11/89 payment                    2600.00
SRR  00000020  1278     PAY 08/11/89 payment                     600.40
SRR  00000050  3121     PAY 08/11/89 payment                    2789.56
SRR  00000030  4421     PAY 08/11/89 payment                    3000.00
SRR  00000020  1279     PAY 08/11/89 deposit                    1500.00
SRR  00000050  3144     PAY 08/11/89 deposit                    2000.00
                                                                --------
                                     — 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.

In order to print the Monthly Status Inquiry, this step formats the Parameters information. The following data items are shown: Current Calendar Month, Current Calendar Year, Sales Tax Report Required, Sales Tax Report Printed, Sales Distribution Report Required, Sales Distribution Report Printed, Receipts Distribution Report Required, Receipts Distribution Report Printed, Adjustment Distribution Report Required, Adjustments Distribution Report Printed, Subsidiary GL Distribution Report Required, Subsidiary GL Distribution Report Printed, Transaction Control Report Required, Transaction Control Report Printed, Recurring Payments Generated?, and Service Charges Posted?.

A sample output is shown below.

```
*******************************   Monthly Status *******************************

                        Calendar Month/Year  08 89

         EOM Reports                      Required    Printed
    Sales Tax                               N           Y
    Sales GL Distributions                  Y           N
    Cash Receipts GL Distributions          Y           N
    Adjustments GL Distributions            Y           N
    Subsidiary GL Distributions             N           N
    Transaction Control                     N           N

                    Recurring Billings Generated?   N
                    Service Charges Posted?         N
```

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.

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 rolodex cards from this menu.
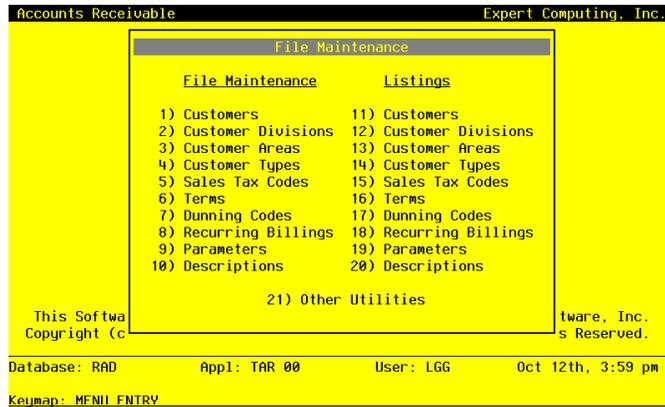
Figure 33. The Accounts Receivable File Maintenance Menu

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 34. The Accounts Receivable Customers Screen - Part 1 of 3

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.

If Commission Accounting is included in your system, enter the code that identifies the sales-person 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.

```
Accounts Receivable Customers                              (2 of 3)

Customer No. 00000020        Name        Master Sellers Company

Receivable Account       1030001001WH  Accts Receiv, Sales/Wholesale
Offset Account           3010001001WH  Sales, Wholesale

Open Item?               Y
Keep Sales History?      Y
Post to Sales Analysis?  N

First Transaction Date   11/01/88
Last Transaction Date    04/15/90
Last Payment Date        08/11/89

Comments:
Late·on·payments.··················································································
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Database: RAD        Appl: TAR 00        User: LGG        Oct 12th, 4:00 pm

Keymap: DATA ENTRY                                        Mode: Chg
```

Figure 35. The Accounts Receivable Customers Screen - Part 2 of 3

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

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'.

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.
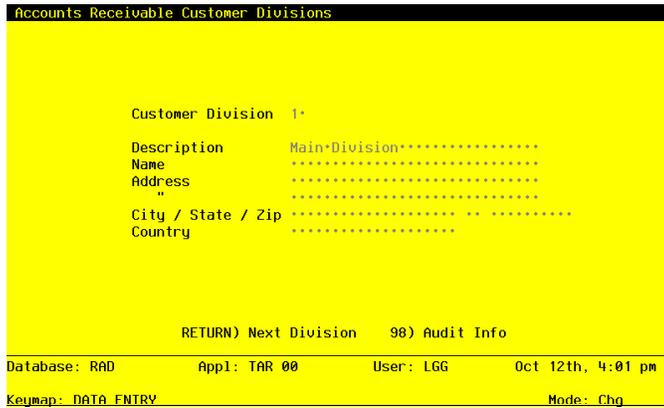
Figure 37. The Accounts Receivable Customer Divisions Screen

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:

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.
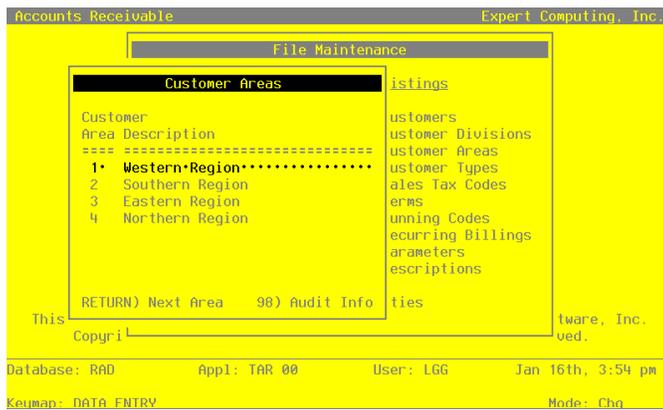

Figure 38. The Accounts Receivable Customer Areas Screen

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.
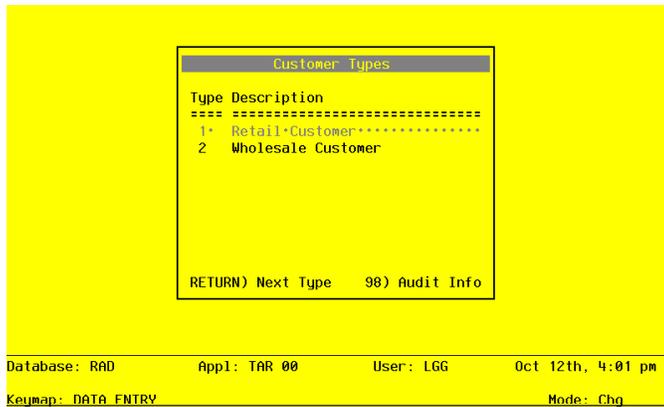
Figure 39. The Accounts Receivable Customer Types Screen

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.
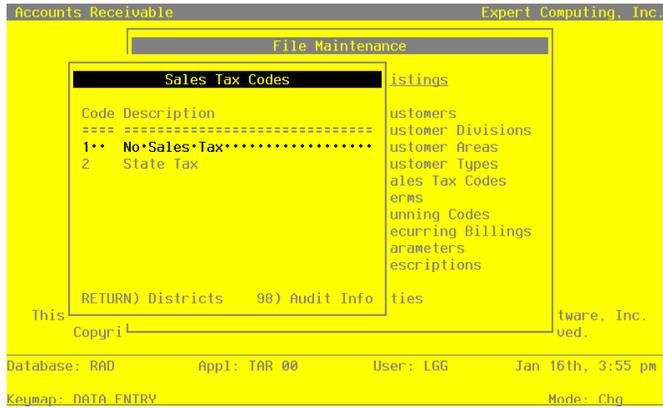
Figure 40. The Accounts Receivable Sales Tax Codes Screen

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.
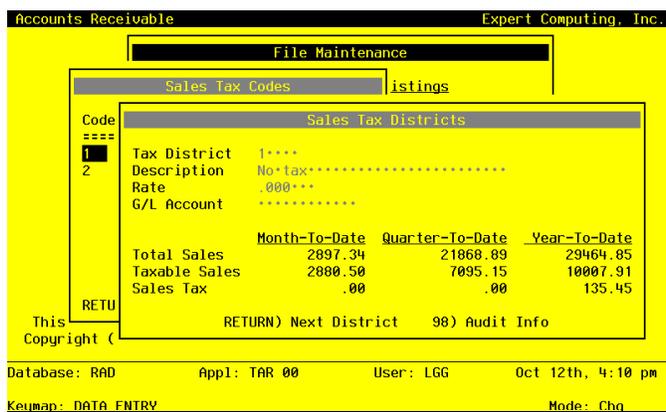
Figure 41. The Accounts Receivable Sales Tax Districts Screen

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.

NOTE: Because only one district is entered on an invoice, the tax rate must be the sum of all jurisdictions' taxes that apply to a customer located in that district. Fro example if state tax is 6 percent and local tax is 2 percent enter 8 percent in this field.

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.

```
Accounts Receivable Terms

                              ----- Discount ----- ------- Net --------
Terms                         Rcpt Within Specific Rcpt Within Specific
Code Description         Disc % Code  Days    Days  Code  Days    Days
==== ====================== ====== ==== ====== ======== ==== ====== ========
1··  Due·Upon·Receipt········ .000··  ·    ···    ·· ··  1    0··    ·· ··
     Service Charge Rate:    1.00    Minimum: .50··      Days: 30·

2    2/10, Net 30            .100    1    10               1    30
     Service Charge Rate:    1.50    Minimum: 1.00      Days: 30

3    Net 30                  .000                         1    30
     Service Charge Rate:    1.00    Minimum: 1.00      Days: 15

5    Mike's Terms           5.000                         1    15
     Service Charge Rate:     .00    Minimum: .00       Days: 0



                 RETURN) Next Terms Record    98) Audit Info

Database: RAD         Appl: TAR 00        User: LGG        Oct 12th, 4:11 pm

Keymap: DATA ENTRY                                          Mode: Chg
```

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.

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:

Service Charge = Overdue Balance * 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.
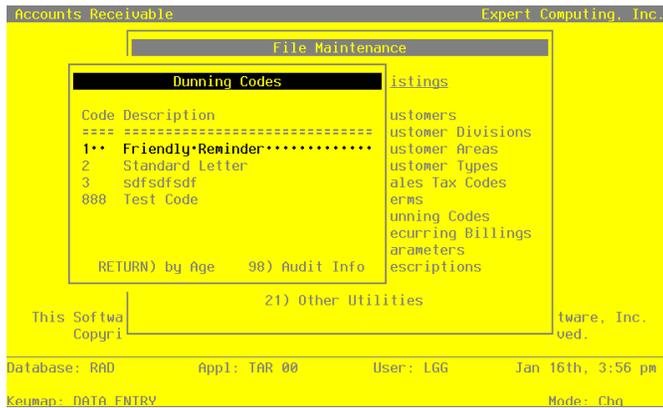
Figure 43. The Accounts Receivable Dunning Codes Screen

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.
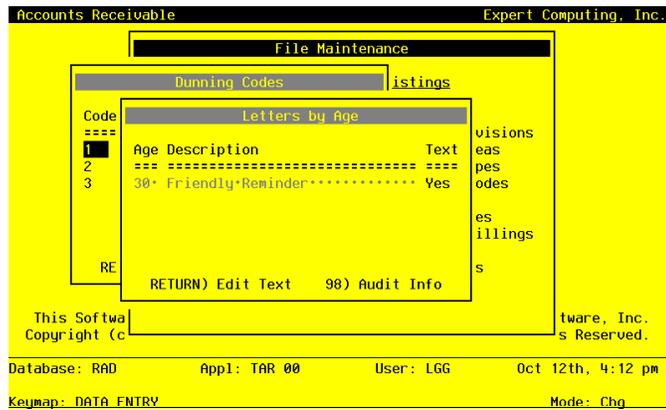
Figure 44. The Accounts Receivable Dunning Letters by Age Screen

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:

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.

```
Accounts Receivable Recurring Billings                    (Billing)

Billing          1···          Description  Monthly·shipment··············
Customer         00000090       Marsh & McLennan, Inc.

Generation Months JFMAMJJASOND·  Billing Day      10       13 Month Basis?  N
Limit            ·············  Start Mo/Year    03 89
Amount           600.00······  Billed To Date   3600.00

Receivable Acct  1···········  1
Terms Code       1··          Due Upon Receipt
Tax Code         1··          No Sales Tax
Tax District     1····        No tax

Salesperson 1    ···          Salesperson 2   ···

Comm on Subtotal? ·   Comm Pct  .0···   .0···   Comm Basis  .00···  .00···


              RETURN) Billing Distribution    98) Audit Info

Database: RAD        Appl: TAR 00        User: LGG      Oct 12th, 4:12 pm

Keymap: DATA ENTRY                                      Mode: Chg
```

Figure 45. The Accounts Receivable Recurring Billings 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:

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 'JFMAMJJASONDt'.

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 words 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-

ing Day of '10' means that payment should occur on the 10th day of the accounting period.

N: The recurring billing generation is based on a 12-month fiscal year. In this case, the Billing Day field corresponds to a day in the month.

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 bulling. 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.

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 an d1 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.

Figure 46. The Accounts Receivable Recurring Line Items 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:

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:

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 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 the Previous Window option to go back to the Recurring Billings screen. Select the Next Record option to go to the next Recurring Billings Line Items record. Select the End 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 Line Items file.

Option 9 - Parameters

Use this function to enter an 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.

Figure 47. The Accounts Receivable Parameters Screen - Part 1 of 2

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 ivoices 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.

```
Accounts Receivable Parameters                                    (2 of 2)

Post to Other Applications?       GL Y  CA N  SA N    System Control Numbers

Hold Transactions?                 Y                 Invoices         20
Summarize Service Charges?         N                 Cash Receipts    12
Compound Service Charges?          Y                 Adjustments      9
Use Average Daily Balance?         N                 Service Charges  3
Recurring Billings Generated?      N                 Closing Date     08/31/89
Service Charges Posted?            N                 Prior Closing    07/31/89
OK Applications                    ** AR OE GL ** ** ** ** ** **

        EOM Reports            Required?   Printed?       Preprinted Forms?

Sales Tax Report                   N          N           Statements     N
Sales GL Distribution              Y          N           Invoices       N
Receipts GL Distributions          Y          N
Adjustments GL Distributions       Y          Y
Subsidiary Code GL Distributions   N          N
Transaction Control                N          N


Database: RAD        Appl: TAR 00        User: LGG       Oct 12th, 4:14 pm

Keymap: DATA ENTRY                                       Mode: Chg
```

Figure 48. The Accounts Receivable Parameters Screen - Part 2 of 2

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 form 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.

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.

```
Accounts Receivable Descriptions

       Trx Type: 1)  AR·Invoice·····················    Abbreviation: INV
                 2)  Debit/Credit·Memo·············                  MEM
                 3)  AR·Adjustments················                  ADJ
                 4)  Cash·Receipt··················                  PAY
                 5)  OE·Invoice····················                  OEI
                 6)  Service·Charge················                  SVC
                 7)  Deposit·······················                  DEP

     Apply Type: 1)  Apply·On·Account··············
                 2)  Deposit·······················
                 3)  Apply·to·Invoice··············

      Item Type: 0)  Taxable·Sales·····
                 1)  Non-taxable·Sales·
                 2)  Customer·Discount·
                 3)  Freight···········
                 4)  Sales·Tax·········
                 5)  Other·············                  98) Audit Info

Database: RAD          Appl: TAR 00       User: LGG        Oct 12th, 4:14 pm

Keymap: DATA ENTRY                                            Mode: Chg
```

Figure 49. The Accounts Receivable Descriptions Screen

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.

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.

```
Accounts Receivable Customers List




                         Print Short List?  N







Database: RAD        Appl: TAR 00      User: LGG      Oct 12th, 4:15 pm
Keymap: DATA ENTRY                                    Mode: Add
```
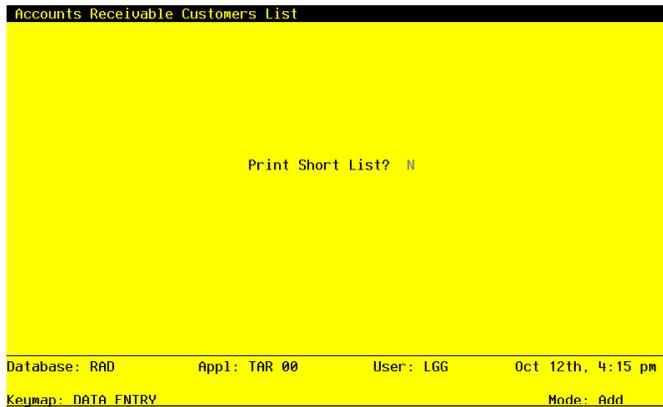
Figure 50. The Accounts Receivable Print Customers List Screen

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.

A sample output is shown below.

```
                                    Expert Computing, Inc.
10/17/94 14:50                                                                 LGG Page:    1
                                      Customers List
=============================================================================================

Atest       99999990  Phone: (   )   -      Contact:                  Salesperson:
                      FAX: (   )   -

THE TEST CO                          Tax Code:    001      No Sales Tax          Statement Type          Y
                                     Terms:       001      Due Upon Receipt      Open Item?              Y
                                     Tax District: 1        No tax                Statement Period
                                     Division:                                   Miscellaneous Customer?  N
                                     Area:                                       Service Charge?         Y
                                     Type:        01        Retail Customer       Write Off Svc Charge?   N
Balance:        .00                  Warehouse:                                  Keep Sales History?     Y
On Order:       .00                  Vendor:                                     Customer Hold OK?       Y
Credit Limit: 9999999                Receiv Acct:  1030001000  Accts Receiv, Intercompany   Post to Sales Analysis?  N
Credit Status: OK                    Offset Acct:  1100001001WH  Resale Inventory, Sales Outlet

Dunning Code:                        Dunning Sent:                              First Transaction:
                                     Last Payment:                              Last Transaction:
Comments:
_____

BELLWOOD     00000160  Phone: (   )   -      Contact:                  Salesperson:
                      FAX: (   )   -

Bellwood RV Sales                    Tax Code:    001      No Sales Tax          Statement Type          Y
                                     Terms:       001      Due Upon Receipt      Open Item?              Y
                                     Tax District: 1        No tax                Statement Period
                                     Division:                                   Miscellaneous Customer?  N
                                     Area:                                       Service Charge?         Y
                                     Type:                                       Write Off Svc Charge?   N
Balance:        .00                  Warehouse:                                  Keep Sales History?     Y
On Order:       .00                  Vendor:                                     Customer Hold OK?       Y
Credit Limit: 9999999                Receiv Acct:  1  1                          Post to Sales Analysis?  N
Credit Status: OK                    Offset Acct:

Dunning Code:                        Dunning Sent:                              First Transaction:
                                     Last Payment:                              Last Transaction:
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.

```
                                     Expert Computing, Inc.
10/17/94 14:51                                                               LGG Page:    1
                                     Customers List (Short)

Customer                    Customer                                            Terms
Name                        Number     Contact           Phone         FAX      Code Description
====================================================================================================

THE TEST CO                 99999990                     (   )  -    (   )  -   001 Due Upon Receipt
Bellwood RV Sales           00000160                     (   )  -    (   )  -   001 Due Upon Receipt
Burlington Enterprises      00000040   Molly Mogan       (205) 787-9987 (205) 765-8765 002 2/10, Net 30
Capital Truck Center        00000150                     (   )  -    (   )  -   001 Due Upon Receipt
Dietz Press, Inc.           00000140                     (   )  -    (   )  -   001 Due Upon Receipt
Dominion Business Machines  00000080                     (   )  -    (   )  -   001 Due Upon Receipt
Duplex Envelope Co.         00000120                     (   )  -    (   )  -   001 Due Upon Receipt
Fox Technical, Inc.         00000110                     (   )  -    (   )  -   001 Due Upon Receipt
Fiberlux                    00000444   Bill Edelman      (914) 855-1738 (   )  -   003 Net 30
Hale's Interiors            00000060   Helen Walls       (   )  -    (   )  -   002 2/10, Net 30
Highland Park Variety Shop  00000100                     (   )  -    (   )  -   001 Due Upon Receipt
Commonwealth Kennel LTD     00000130                     (   )  -    (   )  -   001 Due Upon Receipt
```

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.

```
                                       Expert Computing, Inc.
10/17/94 14:52                                                                    LGG Page:  1
                                       Customer Divisions List

vision      Description                 Address                    City           St   Zip Code
==================================================================================================

   01       Main Division

   02       Division 2                  449 Maryland Pkwy.         Las Vegas      NV   89109
            Expert Distributing, Inc.   Suite 401

   03       Division 3                  6698 Washington            Boulder        CO   65894
            Expert Distributing, Inc.
```

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.

```
                                    Expert Computing, Inc.
10/17/94 14:53                                                                    LGG Page:  1
                                     Customer Areas List

                         Area     Description
================================================================================================
                          01      Western Region
                          02      Southern Region
                          03      Eastern Region
                          04      Northern Region
```

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.

```
                                    Expert Computing, Inc.
10/18/94 09:00                                                                    LGG Page:  1
                                     Customer Types List

                        Type    Description
==================================================================================================
                          01     Retail Customer
                          02     Wholesale Customer
```

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.

```
                                    Expert Computing, Inc.
10/18/94 09:01                                                          LGG Page:  1
                                    Sales Tax Codes List


District  Description                Rate                Total         Taxable        Sales
          GL Account                                      Sales          Sales          Tax
=============================================================================================
Tax Code 001  No Sales Tax

1         No tax                     .000    Month-To-Date      2,897.34       2,880.50        0.00
                                             Quarter-To-Date   21,868.89       7,095.15        0.00
                                             Year-To-Date      29,464.85      10,007.91      135.45

Tax Code 002  State Tax

001       Washington State Tax-Urban .081    Month-To-Date     10,326.72      10,202.60      653.47
          2020001001  Sales Tax Payable, Sales  Quarter-To-Date 31,237.75     29,393.53    1,256.60
                                             Year-To-Date      70,677.17      67,597.95    3,649.69

002       Washington State Tax - Rural .079   Month-To-Date         0.00           0.00        0.00
          2020001001  Sales Tax Payable, Sales  Quarter-To-Date 185,140.00   172,240.00      136.07
                                             Year-To-Date     185,340.00     172,440.00      136.23

003       Nevada State Tax           .062    Month-To-Date      5,930.75       5,930.75      415.65
          2020001001  Sales Tax Payable, Sales  Quarter-To-Date  5,930.75      5,930.75      415.65
                                             Year-To-Date       5,930.75       5,930.75      415.65
```

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 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.

```
                                      Expert Computing, Inc.
10/18/94 09:01                                                                     LGG Page:  1
                                          Terms List

Terms                     Svc Chg  Svc Chg        Disc Disc Code      Discount  Net   Code          Net
Code Description          Disc %   Rate  Minimum  Days Code Description Day of Mo Days  Description Day of Mo
=================================================================================================================

001 Due Upon Receipt      0.000   1.00   0.50    30                              0  1 Invoice Date

002 2/10, Net 30          0.100   1.50   1.00    30    10   1 Invoice Date      30  1 Invoice Date

003 Net 30                0.000   1.00   1.00    15                            30  1 Invoice Date

005 Mike's Terms          5.000   0.00   0.00     0                            15  1 Invoice Date
```

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.

A sample output is shown below.

```
                                        Expert Computing, Inc.
10/18/94 09:03                                                                           LGG Page:  1
                                        Dunning Codes List


          Age        Description              Text
=======================================================================================================
Dunning Code    1  Friendly Reminder

          30          Friendly Reminder           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?

Dunning Code    2  Standard Letter

          45          Standard                    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.

          60          Stern                       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.

Dunning Code    3  sdfsdfsdf

           0          fdsg                        test

           1          df

           2          sdf

           3          sdf

           4          sdf

           5          sfdg

           6          dfg

           7          sd

           8          dfg

           9          sdfg

          10          sg

          11          sdf

Dunning Code  888  Test Code

          10          Letter                      You are past due
```

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.

A sample output is shown below.

```
                                      Expert Computing, Inc.
10/18/94 09:05                                                                    LGG Page:  1
                                      Recurring Billings List


Billing No                        Customer                        Account

Terms                                                                                 Amount
Tax Code                          Tax District                    13 Month Basis?      Limit
Comm on Subtotal?                 Commission Basis                 Generate Months   Billed To Date
Salesperson 1                     Salesperson 2                    Start Mo/Yr
Commission Percent                Commission Percent               Billing Day
==============================================================================================
0001    Monthly shipment          00000090  Marsh & McLennan, Inc.     1             1

001     Due Upon Receipt                                                               600.00
 1      No Sales Tax              1         No tax                 N                      0.00
                                       0.00    0.00                JFMAMJJASOND          3,600.00
                                                                   03 89
 0.0                                   0.0                         10

        Line   Type              GL Account                         Amount   Comm%  Comm%  Sub Type/Code

        0001   0 Taxable Sales   3010001001WH  Sales, Wholesale      600.00   0.0    0.0
               monthly merchandise shipment
----------------------------------------------------------------------------------------------
0002    Monthly shipment per contract  00000020  Master Sellers Company  1030001001WH  Accts Receiv, Sales/Wholesale

001     Due Upon Receipt                                                               200.00
 2      State Tax                002       Washington State Tax - Rural  N             2,400.00
                                       0.00    0.00                JFMAMJJASOND         2,000.00
20      Mr. James V. Anthony                                       10 88
 5.0                                   0.0                         10

        Line   Type              GL Account                         Amount   Comm%  Comm%  Sub Type/Code

        0001   0 Taxable Sales   3010001001MA  Sales, Manufacturing   100.00   0.0    0.0  GL JONES
               Materials
        0002   0 Taxable Sales   3010001001WH  Sales, Wholesale       100.00   0.0    0.0
               Supplies
----------------------------------------------------------------------------------------------
0003    Monthly Billing           00000030  Pool and Associates     1030001001WH  Accts Receiv, Sales/Wholesale

003     Net 30                                                                         300.00
 2      State Tax                001       Washington State Tax-Urban  N              6,000.00
                                       0.00    0.00                JFMAMJJASOND          600.00
30      Ms. Vanessa L. Hastings                                    06 89
 5.0                                   0.0                         01

        Line   Type              GL Account                         Amount   Comm%  Comm%  Sub Type/Code

        0001   1 Non-taxable Sales  3010001001WH  Sales, Wholesale   300.00   0.0    0.0
               Mailing services
```

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.

```
                                   Expert Computing, Inc.
10/18/94 09:06                                                                    LGG Page:   1
                              Accounts Receivable Parameters List
=================================================================================================

              Current Calendar Month / Year     8 89       Current Fiscal Month / Year  03 90
              Number of Fiscal Months          12          Start Month of Fiscal Year   06
              Months of Customer History       24          History by Calendar Month?    N
              Ask for Operator ID?              Y
              Use Transaction Control?          Y
              Months of Transaction Control     6           Months of Transaction History  2
              Ageing Type                       2
              Ageing Report Periods             0    30   60   90
              Transaction Register Periods      0    30

              Customer Discount Account         4071000001WH    Customer Disct, Sales/Wholesal
              Discount Given Account            4072000001WH    Discounts Given, Sales/Wholesl
              Freight Out Account               4190000001WH    Freight Out, Sales/Wholesale
              Service Charge Account            3020000000      Service Charge Income
              Svc Chg Write Off Account         3060000000      Miscellaneous Income
              Deposit Account                   2051000000      Sales Deposits

              Post to Other Applications?    GL  Y   CA  N   SA  N
                                                                 System Control Numbers:
              Hold Transactions?                Y                Invoices           20
              Summarize Service Charges?        N                Cash Receipts      12
              Compound Service Charges?         Y                Adjustments         9
              Use Average Daily Balance?        N                Service Charges     3
              Recurring Payments Generated?     N                Closing Date       08/31/89
              Service Charges Posted?           N                Prior Closing      07/31/89

              OK Applications                   AR OE GL

                     EOM Reports           Required?   Printed?      Preprinted Forms?
                     ___                       ___       ___

              Sales Tax Report                   N         N         Statements      N
              Sales Distribution Report          Y         N         Invoices        N
              Cash Receipts GL Distributions     Y         N
              Adjustments GL Distributions       Y         Y
              Subsidiary Code GL Distributions   N         N
              Transaction Control Report         N         N
```

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.

```
                                        Expert Computing, Inc.
10/18/94 09:06                                                                              LGG Page:  1
                                           Descriptions List
========================================================================================================

    Transaction Types:  Description          Abbreviation      Apply Types:  Description      Item Types:  Description
                    1)  AR Invoice              INV        1) Apply On Account               0)  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            PAY                                          3)  Freight
                    5)  OE Invoice              OEI                                          4)  Sales Tax
                    6)  Service Charge          SVC                                          5)  Other
                    7)  Deposit                 DEP
```

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.

```
Burlington Enterprises
404 W. 12th Street

Spokane,  WA  98003
```
```
Hale's Interiors
945 S. Airport Way

Seattle,  WA  98109
```
```
Master Sellers Company
401 Texas Blvd.
Bldg. 3-308
Los Alamos,  NM  45213
```
```
Pool and Associates
985 E. University Way
Suite 115
Seattle,  WA  98521
```
```
Richards & Wright, PC
501 Westlake
Suite 408
Seattle,  WA  98101
```

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.

```
00000040          (205) 787-9987
Burlington Enterprises
404 W. 12th Street

Spokane,  WA  98003

Contact:  Molly Mogan
FAX:      (205) 765-8765
```

```
00000060          (301) 555-6787
Hale's Interiors
945 S. Airport Way

Seattle,  WA  98109

Contact:  Helen Walls
FAX:      (301) 756-6665
```

```
00000020          (516) 561-7654
Master Sellers Company
401 Texas Blvd.
Bldg. 3-308
Los Alamos,  NM  45213

Contact:  Rich Gonzales
FAX:      (516) 555-7654
```

```
00000030          (804) 887-9836
Pool and Associates
985 E. University Way
Suite 115
Seattle,  WA  98521

Contact:  Shelly Hodges
FAX:      (804) 887-5658
```

```
00000070          (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.
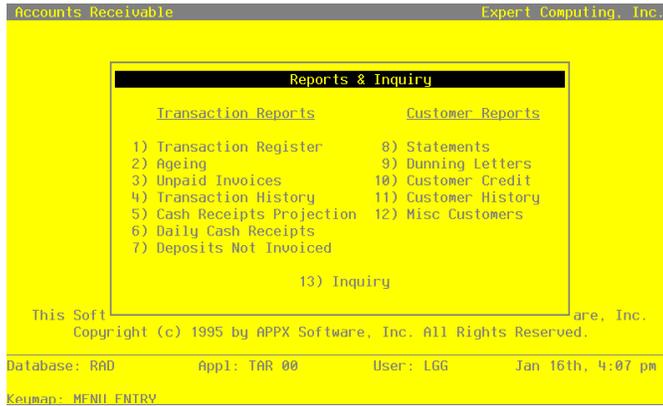
Figure 51. The Accounts Receivable Reports and Inquiry Menu

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.
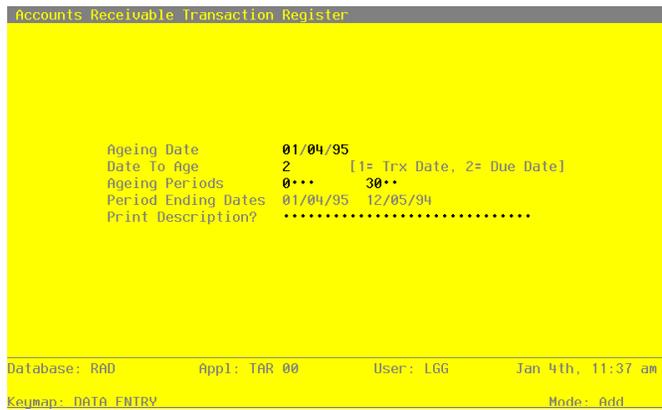
Figure 52. The Accounts Receivable Transaction Processing Menu

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 rot he 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.

```
                                          Expert Computing, Inc.
11/08/94 14:57                                                                         LGG Page:  1
                                    Accounts Receivable Transaction Register

                                       Aged as of 11/08/94 Using Due Date

                                                                          11/08/94      10/09/94
ID  Cont Trx  Invc/Chk Type Apply To Ord No Trx Date Due Date   Amount     Balance   0  & Under    1  To  30    Over  30
Description
=======================================================================================================================



Customer 00000010  Alexanders, Inc.

SRR 0004 0001 S0100     SVC 0040             06/10/89 06/10/89     16.84      16.84                                16.84
Service Charge
SRR 0001 0001 1001      INV 1001     000101 06/10/89 07/10/89    758.92
6/6/89 Supply shipment
SRR 0008 0001 6130      PAY 1001             08/11/89 08/11/89    778.92-     20.00-                               20.00-
6/6/89 Supply shipment
SRR 0002 0003 1013      INV 1013             06/21/89 07/21/89   1296.87    1296.87                              1296.87
chair shipment 6/12/89
SRR 0002 0006 1016      INV 1016             06/21/89 07/21/89   1368.54    1368.54                              1368.54
shelving units shipped 6/13/89
SRR 0000 0004 1018      ADJ 1018             08/12/89 08/12/89    275.98     275.98                               275.98
correction
SRR 0012 0001 3001      INV 102      000102 08/11/89 09/10/89    750.00     750.00                               750.00
Special order shipment
SRR 0006 0002 2002      INV 2002             07/10/89 08/09/89   1782.90    1782.90                              1782.90
7/6/89 shipment
SRR 0009 0002 2022      INV 2022             07/31/89 08/30/89   1896.55    1896.55                              1896.55
7/26/89 shipment
SRR 0012 0001 3001      INV 3001     000102 08/11/89 09/10/89    778.92     778.92                               778.92
Special order shipment
SRR 0012 0002 3002      INV 3002             08/11/89 09/10/89   1396.88    1396.88                              1396.88
8/2/89 shipment
SRR 0000 0001 401       INV 401      006981 05/04/89 05/14/89   1350.54
Opening Entry
SRR 0000 0002 401       SVC 401              06/30/89 06/30/89     20.26
SERVICE CHARGES
SRR 0000 0001 401       SVC 401              07/31/89 07/31/89     20.56
SERVICE CHARGES
SRR 0008 0001 6130      PAY 401              08/11/89 08/11/89   1391.36-
Opening Entry
    0000 0000 401       SVC 401              06/30/89            20.26-
Svc Charge Write Off
    0000 0000 401       SVC 401              07/31/89            20.56-      40.82-                               40.82-
Svc Charge Write Off
SRR 0011 0002 89071000  INV 89071000         07/10/89 08/09/89    600.00     600.00                               600.00
Monthly shipment
                                                                          _____      _____      _____      _____
Credit Limit       0                 — Customer Totals —>                  10102.66       0.          0.       10102.66
Available      10103-                                                                   .0  %        .0  %    100.0  %
=======================================================================================================================
```

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.

```
Accounts Receivable Ageing




         Ageing Date          01/04/95
         Date to Age          2      [1= Trx Date, 2= Due Date]
         Ageing Periods       ••0•      •30•      •60•      •90•
         Period Ending Dates  01/04/95  12/05/94  11/05/94  10/06/94
         Print Detail?        N







Database: RAD        Appl: TAR 00        User: LGG        Jan 4th, 11:37 am

Keymap: DATA ENTRY                                        Mode: Add
```
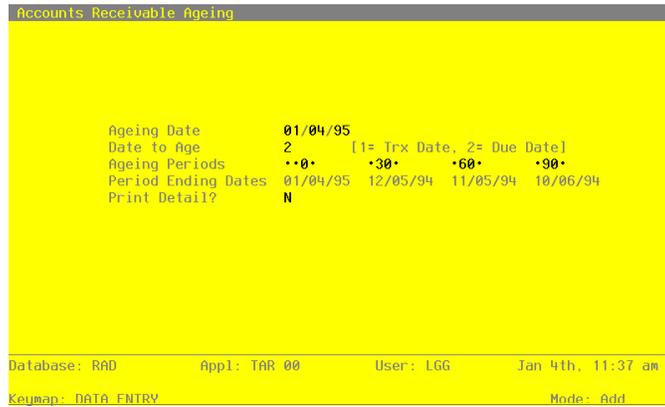
Figure 53. The Accounts Receivable Transaction Processing Menu

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.

```
                                    Expert Computing, Inc.
 11/08/94 14:58                                                                  LGG Page:  1
                                       Ageing Report

                              Aged as of 11/08/94 Using Due Date

                                    11/08/94      10/09/94      09/09/94   08/10/94
 Customer                      Balance  0  & Under   1  To  30   31  To  60   61  To  90     Over  90
 ===================================================================================================


 Receivable Account 1030001000MA   Accts Receiv, Corp./Mfg.

 00000080  Dominion Business Machines    14675.00-       0.           0.           0.           0.       14675.00-
 00000444  Fiberlux                     185210.68        0.       185210.68        0.           0.           0.
                                        _____       ___                       ___          ___         _____
              — Account Totals —>      170535.68        0.       185210.68        0.           0.       14675.00-
                                          .0  %      108.6  %      .0  %        .0  %       8.6- %
                                       ============  ============  ============  ============  ============  ============


 Receivable Account 1030001001MA   Accts Receiv, Sales/Mfg.

 00000020  Master Sellers Company          688.54       0.           0.           0.           0.         688.54
 00000050  Miscellaneous Customer         1220.46       0.           0.           0.           0.        1220.46
                                         _____                                                          _____
              — Account Totals —>        1909.00       0.           0.           0.           0.        1909.00
                                          .0  %       .0  %        .0  %        .0  %      100.0  %
                                       ============  ============  ============  ============  ============  ============
```

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 modifiable 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.

A sample output is shown below.

```
                                    Expert Computing, Inc.
11/08/94 14:58                                                                      LGG Page:  1
                              Accounts Receivable Unpaid Invoices


                                        Invoice  Due     Order    Invoice    Discount    Service Write
Apply To Description      Account Number Date     Date    Number   Amount     Given       Charge Off?
Balance
==================================================================================================
Customer 00000010  Alexander's, Inc.

0040     Service Charge  1030001001WH Accts Receiv, Sale 06/10/89 06/10/89           16.84      .00      16.84 N        16.84
1001     6/6/89 Supply sh1030001001WH Accts Receiv, Sale 06/10/89 07/10/89          758.92      .00       .00 N        20.00-
1013     chair shipment 61030001001WH Accts Receiv, Sale 06/21/89 07/21/89         1296.87      .00       .00 N      1296.87
1016     shelving units s1030001001WH Accts Receiv, Sale 06/21/89 07/21/89         1368.54      .00       .00 N      1368.54
1018     correction      1030001001WH Accts Receiv, Sale 08/12/89 08/12/89          275.98      .00       .00 N       275.98
2002     7/6/89 shipment 1030001001WH Accts Receiv, Sale 07/10/89 08/09/89         1782.90      .00       .00 N      1782.90
2022     7/26/89 shipment1030001001WH Accts Receiv, Sale 07/31/89 08/30/89         1896.55      .00       .00 N      1896.55
3001     Special order sh1030001001WH Accts Receiv, Sale 08/11/89 09/10/89          778.92      .00       .00 N       778.92
3002     8/2/89 shipment 1030001001WH Accts Receiv, Sale 08/11/89 09/10/89         1396.88      .00       .00 N      1396.88
401      Opening Entry   1030001001WH Accts Receiv, Sale 05/04/89 05/14/89 006981  1350.54      .00       .00 Y        40.82-
7210     deposit         2051000000   Sales Deposits    07/31/89 07/31/89         1200.00-      .00       .00 Y      1200.00-
7211     deposit         2051000000   Sales Deposits    07/31/89 07/31/89         1700.00-      .00       .00 Y      1700.00-
89071000 Monthly shipment1030001001WH Accts Receiv, Sale 07/10/89 08/09/89          600.00      .00       .00 N       600.00
                                                                                                                   ----------
                                                                          -- Customer Totals -->                    6452.66
                                                                                                                   ============

Customer 00000020   Master Sellers Company

1004     P3050          1030001001MA Accts Receiv, Sale 08/15/89 09/14/89          344.27      .00       .00 N       688.54
2006     7/2/89 shipment 1030001001WH Accts Receiv, Sale 07/10/89 07/10/89         1465.23      .00       .00 N      1465.23
2021     7/26/89 shipment1030001001WH Accts Receiv, Sale 07/31/89 07/31/89         1560.33      .00       .00 N      1560.33
3005     special order sh1030001001WH Accts Receiv, Sale 08/11/89 08/11/89         1685.63      .00       .00 N      1685.63
333      Opening entry   1030001001WH Accts Receiv, Sale 05/20/89 05/20/89 000333   200.00      .00       .00 Y        95.98
89071001 Monthly shipment1030001001WH Accts Receiv, Sale 07/10/89 07/10/89          200.16      .00       .00 N       100.00-
                                                                                                                   ----------
                                                                          -- Customer Totals -->                    5395.71
                                                                                                                   ============

Customer 00000030   Pool and Associates

2012     7/13/89 shipment1030001001WH Accts Receiv, Sale 07/21/89 08/20/89         1721.58      .00       .00 N      1721.58
BF890731 BALANCE FORWARD 1030001001WH Accts Receiv, Sale 07/31/89 07/31/89         4172.43      .00       .00 Y      1172.43
                                                                                                                   ----------
                                                                          -- Customer Totals -->                    2894.01
                                                                                                                   ============

Customer 00000040   Burlington Enterprises

100001   P10982         1030001001WH Accts Receiv, Sale 08/12/89 09/11/89 000001   100.00      .00       .00 N       100.00
1003     P10982         1030001001WH Accts Receiv, Sale 08/12/89 09/11/89 000001   831.05      .00       .00 N       831.05
1023     6/28/89 shipment1030001001WH Accts Receiv, Sale 06/30/89 07/30/89          957.45      .00       .00 N        57.45
2013     7/19/89 shipment1030001001WH Accts Receiv, Sale 07/21/89 08/20/89         1267.58      .00       .00 N      1267.58
2016     7/19 shipment   1030001001WH Accts Receiv, Sale 07/21/89 08/20/89         3954.25      .00       .00 N      3954.25
3003     8/5/89 shipment 1030001001WH Accts Receiv, Sale 08/11/89 09/10/89         4589.65      .00       .00 N      4589.65
3004     8/10/89 shipment1030001001WH Accts Receiv, Sale 08/11/89 09/10/89         1896.35      .00       .00 N      1896.35

                                                                                                                   ----------
                                                                          -- Customer Totals -->                   12696.33
                                                                                                                   ============

Customer 00000050   Miscellaneous Customer

1005                    1030001001MA Accts Receiv, Sale 08/20/89 09/19/89          610.23      .00       .00 N      1220.46
2015     7/19/89 shipment1030001001WH Accts Receiv, Sale 07/21/89 07/21/89         4897.65      .00       .00 N      4897.65
3006     8/4/89 shipment 1030001001WH Accts Receiv, Sale 08/11/89 08/11/89         6548.95      .00       .00 N      6548.95
8002     special order-NW2051000000   Sales Deposits    08/11/89 08/11/89         2000.00-      .00       .00 Y
2000.00-
                                                                                                                   ----------
                                                                          -- Customer Totals -->                   10667.06
                                                                                                                   ============
```

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.
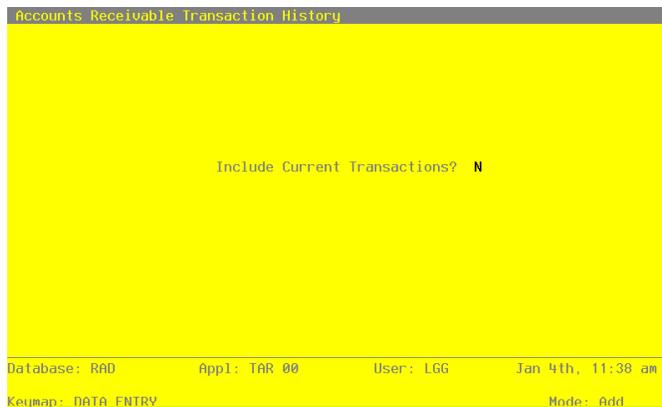
Figure 54. The Accounts Receivable Transaction Processing Menu

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.

```
                                        Expert Computing, Inc.
11/08/94 15:02                                                                       LGG Page:  1
                                          Transaction History


Op    Cntrl Trx   Post                           Trx   Order  Trx
ID    No    No    Mo / Yr  Apply To  Inv No  Chck No   Type   No     Date      Description                    Amount
================================================================================================================

Account 1030001001WH   Accts Receiv, Sales/Wholesale

Customer  00000010  Alexander's, Inc.                  FAX

SRR    0     4  04 / 89  0040      0040        0   INV    0      04/01/89  Opening Entry                  545.22
SRR    0     1  05 / 89  0040      0040        0   SVC    0      05/31/89  Service Charge - Opening Entry   8.18
SRR    0     1  06 / 89  0040      0040        0   SVC    0      06/30/89  SERVICE CHARGES                  8.30
SRR    6     1  07 / 89  0040      0         6060  PAY    0      07/15/89  Opening Entry                  561.70-
SRR    1     7  06 / 89  1007      1007        0   INV    0      06/10/89  6/2/89 shipment               1368.54
SRR    4     1  06 / 89  1007      0         5847  PAY    0      06/30/89  6/2/89 shipment               1368.54-
SRR    1     1  06 / 89  101       1001        0   INV    101    06/10/89  6/6/89 Supply shipment        1250.00
SRR    0     2  05 / 89  202       202         0   INV    314    05/24/89  Opening Entry                  520.00
SRR    1     1  06 / 89  202       0         5796  PAY    0      06/05/89  Opening Entry                  520.00-
SRR    0     2  05 / 90  502       502         0   INV    0      05/05/89  Opening Entry                   12.50
SRR    0     3  06 / 89  502       502         0   SVC    0      06/30/89  SERVICE CHARGES                  1.00
SRR    6     1  07 / 89  502       0         6060  PAY    0      07/15/89  Opening Entry                   13.50-
SRR    0     1  05 / 89  601       601         0   INV    526    05/05/89  Opening Entry                 1235.68
SRR    3     1  06 / 89  601       0         5831  PAY    0      06/21/89  Opening Entry                 1235.68-
SRR    0     1  05 / 89  701       701         0   INV    0      05/26/89  Opening entry                 1236.90
SRR    3     1  06 / 89  701       0         5831  PAY    0      06/21/89  Opening entry                 1236.90-
SRR    5     2  06 / 89  89061000  89061000     0   INV    0      06/10/89  Monthly shipment               600.00
SRR    7     2  07 / 89  89061000  0         6081  PAY    0      07/31/89  Monthly shipment               600.00-
                                                                                                        _____
                                                                          — Customer Total —>           1250.00
                                                                                                        ============


Customer  00000020  Master Sellers Company  (516) 561-7654        FAX  (516) 555-7654

SRR    1     4  06 / 89  1004      1004        0   INV    104    06/10/89  6/3/89 shipment               1568.92
SRR    4     4  06 / 89  1004      0         4097  PAY    0      06/30/89  6/3/89 shipment               1568.92-
SRR    1     5  06 / 89  1005      1005        0   INV    0      06/10/89  6/6/89 shipment                894.26
SRR    7     7  07 / 89  1005      0         1231  PAY    0      07/31/89  6/6/89 shipment                894.26-
SRR    2     1  06 / 89  1011      1011        0   INV    0      06/21/89  6/16/89 shipment              5632.90
SRR    7     7  07 / 89  1011      0         1231  PAY    0      07/31/89  6/16/89 shipment              5632.90-
SRR    1     4  06 / 89  104       1004        0   INV    104    06/10/89  6/3/89 shipment                700.00
SRR    0     7  05 / 89  306       306         0   INV    8523   05/03/89  Opening entry                 3400.00
SRR    2     1  06 / 89  306       0         3661  PAY    0      06/12/89  Opening entry                 3400.00-
SRR    0     6  05 / 89  613       613         0   INV    0      05/20/89  Opening entry                 3299.46
SRR    4     4  06 / 89  613       0         4097  PAY    0      06/30/89  Opening entry                 3299.46-
SRR    0     2  05 / 89  620       620         0   INV    55236  05/05/89  Opening entry                  514.63
SRR    0     5  06 / 89  620       620         0   SVC    0      06/30/89  SERVICE CHARGES                  5.15
SRR    6     4  07 / 89  620       0         1220  PAY    0      07/15/89  payment                        519.78-
SRR    5     3  06 / 89  89061001  89061001     0   INV    0      06/10/89  Monthly shipment per contract  200.16
SRR    6     4  07 / 89  89061001  0         1220  PAY    0      07/15/89  Monthly shipment per contract  200.16-
                                                                                                        _____
                                                                          — Customer Total —>            700.00
                                                                                                        ============
```

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.


```
Accounts Receivable Cash Receipts Projection




        Projected From Date   01/04/95
        Date to Use as Basis  2    [1= Trx Date, 2= Due Date]
        Projection Periods    ••7•      •14•       •21•      •28•
        Period Ending Dates   01/11/95  01/18/95  01/25/95  02/01/95






Database: RAD           Appl: TAR 00         User: LGG        Jan 4th, 11:38 am

Keymap: DATA ENTRY                                            Mode: Add
```
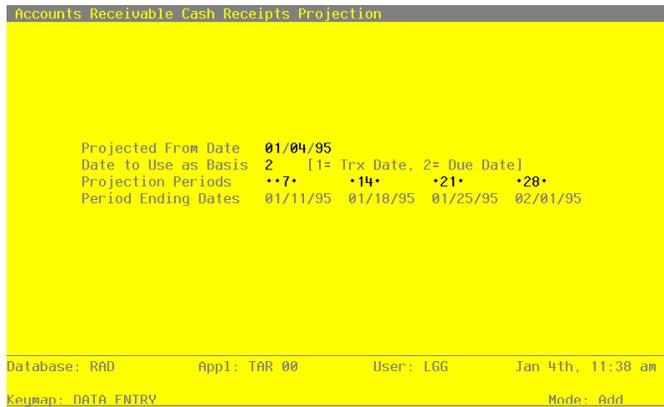
Figure 55. The Accounts Receivable Transaction Processing Menu

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.

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 periods 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 provides 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 Account 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.

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.

```
                                       Expert Computing, Inc.
 11/08/94 15:07                                                                        LGG Page:  1
                                       Cash Receipts Projection

                             Projected as of 11/08/94 Using Due Date
                                         11/15/94        11/22/94       11/29/94       12/06/94
 Apply To  Description        Date       Balance   7  & Under   8  To  14   15  To  21   22  To  28      Over  28
 ==================================================================================================================

 Customer 00000010  Alexander's, Inc.

 0040       Service Charge      06/10/89     16.84          16.84
 1001       6/6/89 Supply shipme 07/10/89     20.00-         20.00-
 1013       chair shipment 6/12/ 07/21/89   1296.87        1296.87
 1016       shelving units shipp 07/21/89   1368.54        1368.54
 1018       correction          08/12/89    275.98         275.98
 2002       7/6/89 shipment      08/09/89   1782.90        1782.90
 2022       7/26/89 shipment     08/30/89   1896.55        1896.55
 3001       Special order shipme 09/10/89    778.92         778.92
 3002       8/2/89 shipment      09/10/89   1396.88        1396.88
 401        Opening Entry        05/14/89     40.82-         40.82-
 7210       deposit              07/31/89   1200.00-       1200.00-
 7211       deposit              07/31/89   1700.00-       1700.00-
 89071000   Monthly shipment     08/09/89    600.00         600.00
                                          _____      _____                                    _____
              — Customer Totals ->         6452.66        6452.66          0.            0.            0.            0.
                                                          100.0  %        .0  %         .0  %         .0  %         .0  %
                                          ============   ============   ============   ============   ============   ============


 Customer 00000040  Burlington Enterprises

 100001     P10982              09/11/89    100.00         100.00
 1003       P10982              09/11/89    831.05         831.05
 1023       6/28/89 shipment     07/30/89     57.45          57.45
 2013       7/19/89 shipment     08/20/89   1267.58        1267.58
 2016       7/19 shipment        08/20/89   3954.25        3954.25
 3003       8/5/89 shipment      09/10/89   4589.65        4589.65
 3004       8/10/89 shipment     09/10/89   1896.35        1896.35
                                          _____      _____                                    _____
              — Customer Totals ->        12696.33       12696.33          0.            0.            0.            0.
                                                          100.0  %        .0  %         .0  %         .0  %         .0  %
                                          ============   ============   ============   ============   ============   ============
```

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.
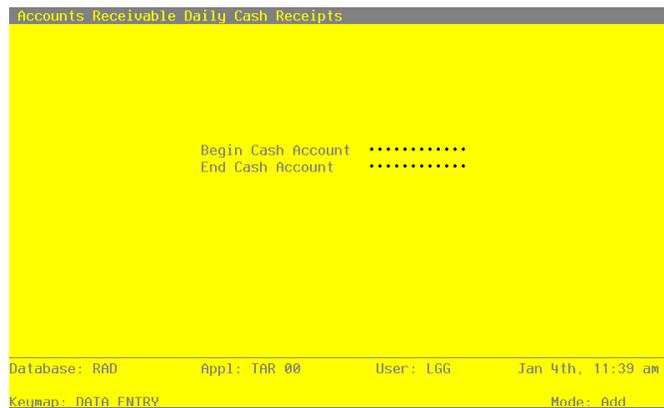
Figure 56. The Accounts Receivable Transaction Processing Menu

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.

```
                                           Expert Computing, Inc.
11/08/94 15:08                                                                          LGG Page:  1
                                           Daily Cash Receipts

             Trx  Post
Op ID/Cont No  Mo Yr  Customer                        Description           Trx Date  Check No  Apply To      Amount
=====================================================================================================================

Date Check Received 06/10/89

Account 1030001001WH  Accts Receiv, Sales/Wholesale

    / 0000 0000  06 89  00000040 Burlington Enterprises    Svc Charge Write Off 06/10/89  404       404          22.22-
    / 0000 0000  06 89  00000040 Burlington Enterprises    Svc Charge Write Off 06/10/89  604       604         101.90-
SRR / 0004 0001  08 89  00000010 Burlington Enterprises    Service Charge         06/10/89  S0100     0040         16.84
SRR / 0004 0002  08 89  00000040 Burlington Enterprises    Service charge         06/10/89  S0101     604         101.90
SRR / 0004 0003  08 89  00000040 Burlington Enterprises    Service charge         06/10/89  S0102     404          22.22
                                                                                                                 _____
                                                           — Account Number Subtotals —>                          16.84
                                                                                                             ===========

Account 1050001000  Service Charges Receivable

SRR / 0004 0001  08 89  00000010 Burlington Enterprises    Service charge         06/10/89  S0100     0040         16.84-
SRR / 0004 0002  08 89  00000040 Burlington Enterprises    Service charge         06/10/89  S0102     604         101.90-
SRR / 0004 0003  08 89  00000040 Burlington Enterprises    Service charge         06/10/89  S0102     404          22.22-
                                                                                                                 _____
                                                           — Account Number Subtotals —>                         140.96-
                                                                                                             ===========

Account 3060000000  Miscellaneous Income

    / 0000 0000  06 89  00000040 Burlington Enterprises    Svc Charge Write Off 06/10/89  404       404          22.22
    / 0000 0000  06 89  00000040 Burlington Enterprises    Svc Charge Write Off 06/10/89  604       604         101.90
                                                                                                                 _____
                                                           — Account Number Subtotals —>                         124.12
                                                                                                             ===========
                                                                                                                 _____
                                                           — Transaction Date Subtotals —>                          .00
                                                                                                             ===========

Date Check Received 06/30/89

Account 1030001001WH  Accts Receiv, Sales/Wholesale

    / 0000 0000  06 89  00000010 Alexander's, Inc.         Svc Charge Write Off 06/30/89  401       401          20.26-
    / 0000 0000  06 89  00000020 Master Sellers Company    Svc Charge Write Off 06/30/89  333       333           2.00-
                                                                                                                 _____
                                                           — Account Number Subtotals —>                          22.26-
                                                                                                             ===========
```

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.

```
                                    Expert Computing, Inc.
 11/08/94 15:10                                                                    LGG Page:  1
                                    Deposits Not Invoiced

                                                     Op     Post
 Customer                           Apply To Description    ID/Cntrl  Mo Yr  Trx Date   Deposit   Adjust-
 ments
 ================================================================================================
 00000010 Alexander's, Inc.         7210     deposit        SRR 0007  07 89  07/31/89   1200.00-       .00
 00000010 Alexander's, Inc.         7211     deposit        SRR 0007  07 89  07/31/89   1700.00-       .00
 00000020 Master Sellers Company    8001     deposit        SRR 0008  08 89  08/11/89   1500.00-       .00
 00000050 Miscellaneous Customer    8002     special order-NWWC, Inc.  SRR 0008  08 89  08/11/89   2000.00-       .00
 00000060 Hale's Interiors          7300     deposit        SRR 0007  07 89  07/31/89   1520.00-       .00
 00000060 Hale's Interiors          906      Deposit on special order  SRR 0000  05 89  05/28/89    600.00-       .00
                                                                                       ─────────
                                                      - Grand Totals ->                8520.00-       .00
                                                                                      =========== ===========
```

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

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.

```
Expert Distributing, Inc.
449 Maryland Pkwy.
Suite 401
Las Vegas, NV  89109


                          S T A T E M E N T
                         Closing Date: 11/30/89


        Master Sellers Company
        401 Texas Blvd.
        Bldg. 3-308
        Los Alamos,  NM  45213


Inv/Chk   Trx Apply To  Description      Trx Date Due Date    Amount    Balance
 ============================================================================
1004      OEI 1004      P3050            08/15/89 09/14/89    344.27     344.27
2006      INV 2006      7/2/89 shipment  07/10/89 07/10/89   1465.23    1465.23
2021      INV 2021      7/26/89 shipment 07/31/89 07/31/89   1560.33    1560.33
3005      INV 3005      special order sh 08/11/89 08/11/89   1685.63    1685.63
          DEP 333       Deposit Opening  05/15/89 05/15/89    100.00-
6013      INV 333       Opening entry    05/20/89 05/20/89    200.00
333       SVC 333       SERVICE CHARGES  06/30/89 06/30/89      2.00
333       SVC 333       Svc Charge Write 06/30/89              2.00-
333       SVC 333       SERVICE CHARGES  07/31/89 07/31/89      2.02
333       SVC 333       Svc Charge Write 07/31/89              2.02-
333       ADJ 333       write off servic 08/12/89 08/12/89      4.02-     95.98
1252      DEP 7220      deposit          07/31/89 07/31/89   1300.00-
3005      INV 7220      special order sh 08/11/89 08/11/89   1300.00       .00
1279      DEP 8001      deposit          08/11/89 08/11/89   1500.00-   1500.00-
89071001  INV 89071001  Monthly shipment 07/10/89 07/10/89    200.16
1278      PAY 89071001  Monthly shipment 08/11/89 08/11/89    300.16-    100.00-
89071002  INV 89071002  Co-op Advertisin 07/10/89 07/10/89    300.24
1278      PAY 89071002  Co-op Advertisin 08/11/89 08/11/89    300.24-      .00
                                                            ============
                                                               3551.44


     0  & Under       1  To  30      31  To  60      61  To  90     Over  90
        _____         _____       _____       _____      _____
           0.               0.             0.           344.27       3207.17
```

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.

```
Accounts Receivable Dunning Letters




              Ageing Date     01/04/95
              Days Past Due   0··
              Author          ····························
              Author's Title  ····························







Database: RAD          Appl: TAR 00        User: LGG        Jan 4th, 11:39 am

Keymap: DATA ENTRY                                          Mode: Add
```
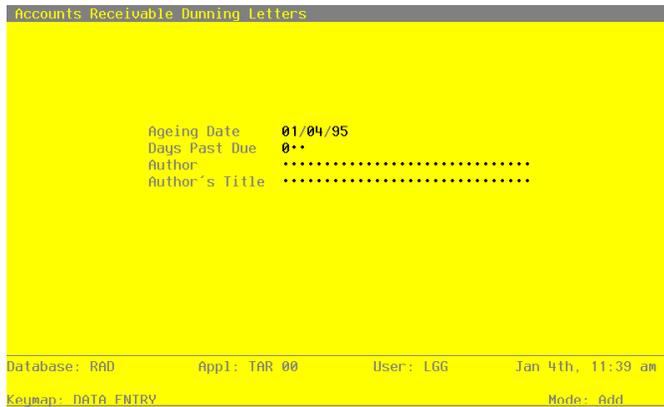
Figure 58. The Accounts Receivable Transaction Processing Menu

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.

```
Expert Distributing, Inc.                                           11/08/94
449 Maryland Pkwy.
Suite 401
Las Vegas, NV  89109


  00000060  Hale's Interiors
            945 S. Airport Way

            Seattle,  WA  98109

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.

Invoice   Description                    Trx Date    Due Date       Balance
==========================================================================
1024      6/28/89 shipment               06/30/89    07/30/89         42.12
2003      7/7/89 shipment                07/10/89    08/09/89       3620.40
2014      7/17/89 shipment               07/21/89    08/20/89        896.52
2023      easel shipment                 07/31/89    08/30/89        900.65
                                                               =============
                                                                    5459.69

Sincerely,


APPX User
Accounts Receivable Clerk
```

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.

```
Accounts ReceivableCustomer Credit




              Print Transaction Detail for each Customer?  Y









Database: RAD         Appl: TAR 00        User: LGG       Jan 4th, 11:40 am

Keymap: DATA ENTRY                                         Mode: Add
```
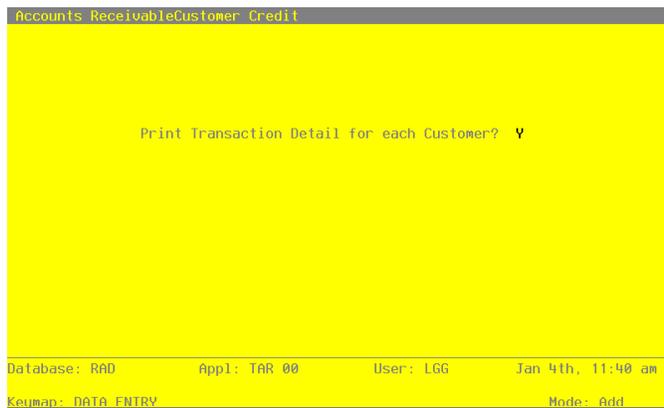
Figure 59. The Accounts Receivable Transaction Processing Menu

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.

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 Pervious Year Sales, Credit Status, Invoice Date, On Order, and Comments.

A sample output is shown below.

```
                                           Expert Computing, Inc.
11/08/94 15:15                                                                          LGG Page:  1
                                              Customer Credit

                                            As Of   8 / 89

Cust No      Customer Name           Cr Limit      High Balance      Average    First Trx        MTD Sales
             Contact                   Balance    Last 4 Quarters   Days to Pay  Last Trx         YTD Sales
             Phone No                 Available                     Last 4 Qtrs  Last Pay       Prev Yr Sales
             Comment                  Cr Status                                  Oldest Inv        On Order
==================================================================================================================

00000060     Hale's Interiors          9999.00       15786.00         54       04/05/89            .00
             Helen Walls               3339.69           .00           0       08/12/89       14210.16
             (212) 767-5666            6659.31           .00           0       08/11/89            .00
             OK                              .00           0       05/28/89         2370.00
             New customer as of April 1989. Limited credit until 9/1/89.

00000100     Highland Park Variety Shop 9999999.00     11321.00         54                         4380.50
                                            .00       2614.00          8                        17160.61
             (414) 555-1122          9999999.00       2715.00          6                        32485.00
             OK                       2297.00          7                         3940.00

00000130     Commonwealth Kennel LTD   9999999.00          .00          0                            .00
                                            .00           .00          0                            .00
             (303) 333-2345          9999999.00           .00          0                            .00
             OK                            .00          0                            .00

00000090     Marsh & McLennan, Inc.    9999999.00          .00          0                            .00
                                            .00           .00          0                            .00
             (333) 456-1223          9999999.00           .00          0                            .00
             OK                            .00          0                            .00

00000020     Master Sellers Company     1000.00       20581.00         47       11/01/88         5408.00
             Rich Gonzales             3895.71        1589.00         45       04/15/90        19567.20
             (516) 561-7654            2895.71-       2008.00         31       08/11/89        11320.00
             BAD                       2312.00         30       05/15/89            .00
             Late on payments.

00000030     Pool and Associates       9999999.00          .00          0       12/20/88            .00
             Shelly Hodges             2894.01        5100.00         15       07/31/89            .00
             (804) 887-9836          9997104.99       4729.00         13       08/11/89        20782.63
             OK                       4890.00         18       07/21/89            .00
             Good Customer. Also our ad agency.

00000070     Richards & Wright, PC     9999999.00      14695.00          0       06/10/89         1684.10
             Les Thompson              6462.30           .00          0       08/11/89        16804.11
             (804) 334-4554          9993536.70           .00          0       07/15/89            .00
             OK                            .00          0       06/30/89            .00
             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.

A sample output is shown below.

```
                                          Expert Computing, Inc.
11/08/94 15:16                                                                         LGG Page:  1
                                          Customer Credit (Detail)

                                              As Of   8 / 89
=======================================================================================================
Customer  00000010                        Cr Limit          9999999.00          High              .00
Contact                                   Balance                 .00           Balance            .00
Phone                 (   )  -            Available         9999999.00          Last               .00
                                          Cr Status              OK             4 Quarters          .00
Comment

              First Trx                   MTD Sales               .00           Average              0
              Last Trx                    YTD Sales               .00           Days to Pay          0
              Last Pay                    Prev Yr Sales           .00           Last                 0
              Oldest Inv  05/04/89        On Order                .00           4 Quarters           0
Error - Unexpected Error READ CUSTOMER
       ID    Trx   Type Apply To  Description            Ord No  Inv/Chk   Trx Date  Due Date    Amount

       SRR  0001  SVC  0040       Service Charge                 S0100     06/10/89  06/10/89      16.84
       SRR  0001  INV  1001       6/6/89 Supply shipment  000101 1001      06/10/89  07/10/89     758.92
       SRR  0001  PAY  1001       6/6/89 Supply shipment         6130      08/11/89  08/11/89     778.92-
       SRR  0003  INV  1013       chair shipment 6/12/89         1013      06/21/89  07/21/89    1296.87
       SRR  0006  INV  1016       shelving units shipped 6/13/89 1016      06/21/89  07/21/89    1368.54
       SRR  0004  ADJ  1018       correction                     1018      08/12/89  08/12/89     275.98
       SRR  0001  DEP  102        Deposit on Special Order                 05/10/89  05/10/89     750.00-
       SRR  0001  INV  102        Special order shipment  000102 3001      08/11/89  09/10/89     750.00
       SRR  0002  INV  2002       7/6/89 shipment                2002      07/10/89  08/09/89    1782.90
       SRR  0002  INV  2022       7/26/89 shipment               2022      07/31/89  08/30/89    1896.55
       SRR  0001  INV  3001       Special order shipment  000102 3001      08/11/89  09/10/89     778.92
       SRR  0002  INV  3002       8/2/89 shipment                3002      08/11/89  09/10/89    1396.88
       SRR  0001  INV  401        Opening Entry           006981 401       05/04/89  05/14/89    1350.54
       SRR  0002  SVC  401        SERVICE CHARGES                401       06/30/89  06/30/89      20.26
       SRR  0001  SVC  401        SERVICE CHARGES                401       07/31/89  07/31/89      20.56
       SRR  0001  PAY  401        Opening Entry                  6130      08/11/89  08/11/89    1391.36-
            SVC  401              Svc Charge Write Off           401       06/30/89                20.26-
            SVC  401              Svc Charge Write Off           401       07/31/89                20.56-
       SRR  0001  DEP  7210       deposit                        6082      07/31/89  07/31/89    1200.00-
       SRR  0001  DEP  7211       deposit                        6082      07/31/89  07/31/89    1700.00-
       SRR  0002  INV  89071000   Monthly shipment               89071000  07/10/89  08/09/89     600.00
-------------------------------------------------------------------------------------------------------
Customer  00000040  Burlington Enterprises Cr Limit         9999999.00          High           17737.00
Contact             Molly Mogan              Balance          12696.33          Balance        15983.00
Phone               (205) 787-9987           Available     9987302.67           Last           12128.00
                                             Cr Status           OK             4 Quarters      15467.00
Comment   Valued customer. President is on our Board of Directors. Do not offend.

              First Trx   09/03/87          MTD Sales          5814.50          Average             53
              Last Trx    08/12/89          YTD Sales         18580.69          Days to Pay          7
              Last Pay    08/11/89          Prev Yr Sales     64747.04          Last                 6
              Oldest Inv  05/05/89          On Order           2930.00          4 Quarters           6

       ID    Trx   Type Apply To  Description            Ord No  Inv/Chk   Trx Date  Due Date    Amount

       MRC  0002  OEI  100001     P10982                 100001  1003      08/12/89  09/11/89     100.00
       MRC  0002  OEI  1003       P10982                 100001  1003      08/12/89  09/11/89     831.05
       SRR  0003  INV  1023       6/28/89 shipment               1023      06/30/89  07/30/89     957.45
       SRR  0002  ADJ  1023       order cancelled-apply deposit  1023      08/12/89  08/12/89     900.00-
       SRR  0002  DEP  111        deposit - order                          05/05/89  05/05/89     900.00-
       SRR  0001  ADJ  111        order cancelled-apply deposit  111       08/12/89  08/12/89     900.00
       SRR  0004  INV  2004       7/7/89 shipment         000789 2004      07/10/89  08/09/89    2743.40
       SRR  0002  PAY  2004       7/7/89 shipment                11603     08/11/89  08/11/89    2743.40-
       SRR  0005  INV  2005       7/9/89 shipment         000412 2005      07/10/89  08/09/89     368.55
       SRR  0002  PAY  2005       7/9/89 shipment                11603     08/11/89  08/11/89     368.55-
       SRR  0003  INV  2013       7/19/89 shipment        000985 2013      07/21/89  08/20/89    1267.58
       SRR  0006  INV  2016       7/19 shipment           000663 2016      07/21/89  08/20/89    3954.25
       SRR  0003  INV  3003       8/5/89 shipment         006541 3003      08/11/89  09/10/89    4589.65
       SRR  0004  INV  3004       8/10/89 shipment        022216 3004      08/11/89  09/10/89    1896.35
       SRR  0003  SVC  404        Service charge                 S0102     06/10/89  06/10/89      22.22
            SVC  404              Svc Charge Write Off           404       06/10/89                22.22-
       SRR  0002  SVC  604        Service charge                 S0101     06/10/89  06/10/89     101.90
            SVC  604              Svc Charge Write Off           604       06/10/89               101.90-
```

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.

```
                              Expert Computing, Inc.
11/08/94 15:17                                                        LGG Page:   1
                               Customer History

                         Month       Sales        Margin          Cost      GM %
===================================================================================


     Account 1030001001WH  Accts Receiv, Sales/Wholesale

        Customer 00000040  Burlington Enterprises

           Year  90
                                  Jun     4678.11       1145.16      3532.95     24.48
                                  Jul     8088.08       1265.98      6822.10     15.65
                                  Aug     5814.50        722.71      5091.79     12.43
                                  Sep     1758.26       1268.06       490.20     72.12
                                        --------      --------     --------     -----
                  - Totals For Year 90 ->   20338.95       4401.91     15937.04     21.64
                                        ============  ============  ============  ======

           Year  89
                                  Aug     9052.66        348.00      8704.66      3.84
                                  Sep     5841.24        212.00      5629.24      3.63
                                  Oct     9412.19        361.00      9051.19      3.84
                                  Nov     5966.32        223.00      5743.32      3.74
                                  Dec     7256.33        303.00      6953.33      4.18
                                  Jan     5774.18        204.00      5570.18      3.53
                                  Feb     3841.00        168.00      3673.00      4.37
                                  Mar        .00           .00         .00        .00
                                  Apr    10553.27        351.00     10202.27      3.33
                                  May     7049.85        287.00      6762.85      4.07
                                        --------      --------     --------     -----
                  - Totals For Year 89 ->   64747.04       2457.00     62290.04      3.79
                                        ============  ============  ============  ======


                                        --------      --------     --------     -----
                     - Customer Totals ->   85085.99       6858.91     78227.08      8.06
                                        ============  ============  ============  ======

        Customer 00000060  Hale's Interiors

           Year  90
                                  Jun     9242.28       2030.65      7211.63     21.97
                                  Jul     4967.88        881.18      4086.70     17.74
                                  Aug        .00           .00         .00        .00
                                        --------      --------     --------     -----
                  - 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.

```
                                          Expert Computing, Inc.
  11/08/94 15:18                                                                         LGG Page:  1
                                          Miscellaneous Customers


  Customer   Apply To  Customer Name              Address                    City                State /Zip /Country
  ======================================================================================================================
  00000050   1005

  00000050   2001      Western Rental Mart        8759 Fir Street            Eugene,             OR    78021

  00000050   2015      South Dakota Steel         4080 Montana Avenue        Souix Falls,        SD    98663

  00000050   3006      Deno's Inc.                1599 Maryland Parkway      Las Vegas,          NV    89102
```

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.

```
*******************************  Sales History  *******************************

Customer  00000030  Pool and Associates                   Year  89

          Sales              Margin               Cost          Gross Margin %

Jun          .00                .00                .000                  .00
Jul          .00                .00                .000                  .00
Aug      3256.00             267.00            2989.000                 8.20
Sep      4050.00             299.00            3751.000                 7.38
Oct      1789.63             115.00            1674.630                 6.43
Nov          .00                .00                .000                  .00
Dec      3967.00             284.00            3683.000                 7.16
Jan      2288.00             202.00            2086.000                 8.83
Feb          .00                .00                .000                  .00
Mar      1222.00              91.00            1131.000                 7.45
Apr      4210.00             309.00            3901.000                 7.34
May          .00                .00                .000                  .00

EOY
                                                                _____

        20782.63            1567.00           19215.63                 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 00000030  Pool and Associates                       (804) 887-9836

Apply To Typ Invc/Chck Op  Order  Trx Date Due Date    Amount   W/O?  U

2012       INV 2012       SRR 000215 07/21/89 08/20/89   1721.58   N    1721.58
BF890731 INV BF890731    SRR          07/31/89 07/31/89   4172.43
BF890731 PAY 4421        SRR          08/11/89 08/11/89   3000.00-  Y    1172.43
                                        —  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           .00      Last Trx        07/31/89
          Prev Yr Sales  20782.63      Last Pay        08/11/89
          On Order            .00      Oldest Inv      07/21/89
          High Balance                 Avg Days to Pay
          Last 4 Quarters     .00      Last 4 Quarters      0
                          5100.00                          20
                          4729.00                          22
                          4890.00                          23
Salesperson   30     Ms. 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 Typ Invc/Chck  Op  Order   Trx Date  Due Date     Amount      Balance

1017      INV 1017      SRR         06/21/89  07/21/89     526.20
1017      PAY 4101      SRR         07/31/89  07/31/89     526.20-         .00
BF890630 INV BF890630   SRR         06/30/89  06/30/89     294.91
BF890630 PAY 3930       SRR         07/15/89  07/15/89     294.91-         .00
                                                                    _____
                               -  Customer Totals ->                     .00
                                                                    ============
```

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            Jrnl        Description                      Op Ex?

TAR  ADJUSTMENTS                  SRR / 0000
03/16/90 14:25       ARAJ        August - group 1                   N


                     Control Total              .00
                     Hash Total                   0
                     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.
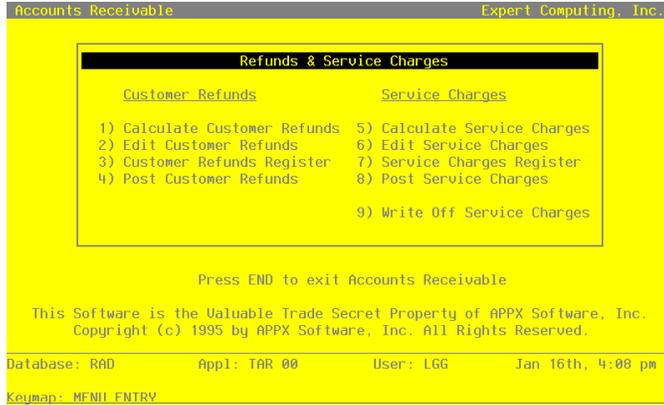
Figure 60. The Accounts Receivable Refunds and Service Charges Menu

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.

```
Accounts Receivable Calculate Customer Refunds




                         Transaction Date  01/04/95








Database: RAD        Appl: TAR 00        User: LGG        Jan 4th, 2:56 pm

Keymap: DATA ENTRY                                        Mode: Add
```
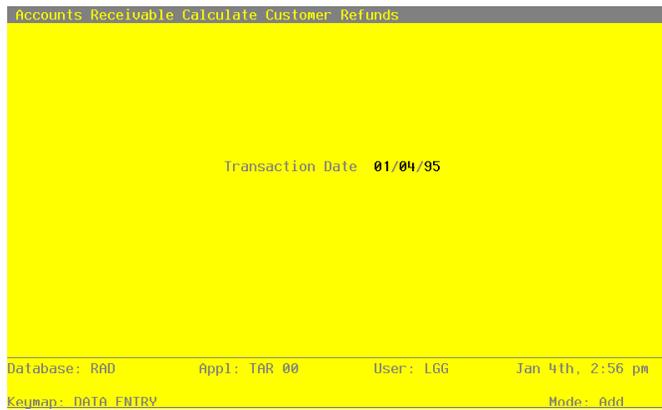
Figure 61. The Accounts Receivable Calculate Customer Refunds Screen

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.

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.

```
Accounts Receivable Customer Refunds

    Customer Number    00000010
    Apply To Invoice   1001            6/6/89 Supply shipment
    Refund Amount      20.00
    Amount to Pay      20.00······
    Payment Date       08/31/89
    Receivable Account 1030001001WH    Accts Receiv, Sales/Wholesale
    Vendor Number      00000010        Miscellaneous Supplier
    Payable Account    2010001000··    Accounts Payable, Corporate
---------------------------------------------------------------------
    Customer Number    00000020        Master Sellers Company
    Apply To Invoice   89071001        Monthly shipment per contract
    Refund Amount      100.00
    Amount to Pay      100.00
    Payment Date       08/31/89
    Receivable Account 1030001001WH    Accts Receiv, Sales/Wholesale
    Vendor Number      00000010        Miscellaneous Supplier
    Payable Account    2010001000      Accounts Payable, Corporate
---------------------------------------------------------------------
            RETURN) Next Transaction    98) Audit Info
Database: RAD        Appl: TAR 00      User: LGG      Jan 4th, 2:57 pm
                    Error - Record Not on file
Keymap: DATA ENTRY                                    Mode: Chg
```

Figure 62. The Accounts Receivable Edit Customer Refunds 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 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.

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.

A sample output is shown below.

```
11/08/94 15:22                              Expert Computing, Inc.                              LGG Page:  1
                                          Customer Refunds Register


                                          Post Month/Year  8 / 89

Customer Number                Apply To Description          Receivable Account                  Calculated     Amount
Vendor Number                           Trx Date            Payable Account                        Refund       to Pay
==============================================================================================================================

00000010 Alexander's, Inc.     1001      6/6/89 Supply shipme 1030001001WH Accts Receiv, Sales/Wholesale  20.00      20.00
00000010 Miscellaneous Supplier          08/31/89            2010001000  Accounts Payable, Corporate
Error - Record Not on file

00000020 Master Sellers Company 89071001 Monthly shipment per 1030001001WH Accts Receiv, Sales/Wholesale 100.00     100.00
00000010 Miscellaneous Supplier          08/31/89            2010001000  Accounts Payable, Corporate
                                                                                                         _____
                                                                                       — Grand Totals —>            120.00
                                                                                                         ==========
```

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.

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.
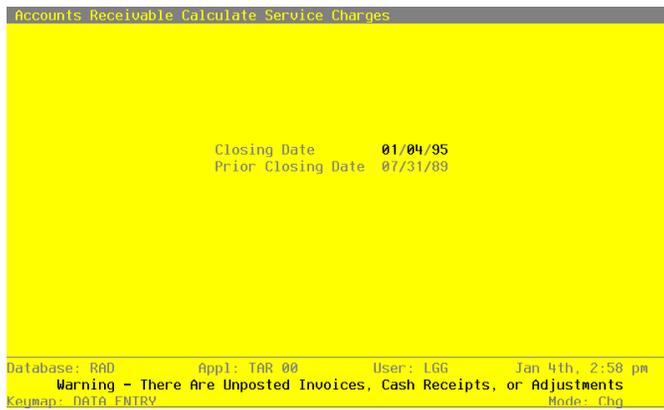
Figure 63. The Accounts Receivable Calculate Service Charges Screen

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 on 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

Customer Number     00000010
Invoice Number      1013
Receivable Account  1030001001WH     Accts Receiv, Sales/Wholesale
Amount Due          19.45            Oldest Due Date  07/10/89
Amount Charged      19.45······
-------------------------------------------------------------------------------
Customer Number     00000010
Invoice Number      1016
Receivable Account  1030001001WH     Accts Receiv, Sales/Wholesale
Amount Due          20.53            Oldest Due Date  07/10/89
Amount Charged      20.53
-------------------------------------------------------------------------------
Customer Number     00000020         Master Sellers Company
Invoice Number      2006
Receivable Account  1030001001WH     Accts Receiv, Sales/Wholesale
Amount Due          14.65            Oldest Due Date  07/10/89
Amount Charged      14.65
-------------------------------------------------------------------------------
                RETURN) Next Transaction    98) Audit Info
Database: RAD        Appl: TAR 00       User: LGG       Jan 4th, 2:58 pm
                    Error - Record Not on file
Keymap: DATA ENTRY                                        Mode: Chg
```

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.

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.

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.

```
                                      Expert Computing, Inc.
11/08/94 15:23                                                                        LGG Page:  1
                                      Service Charges Register

                        Closing Date:  08/31/89   Prior Closing:  07/31/89

Inv                    Short              Receiv                                    Due       Due      Amount
No       Date      Cust Name             Account      Account Name                  Date      Amount   Charged
=================================================================================================================
1013     08/31/89  00000010 Alexander's, Inc.         1030001001WH Accts Receiv, Sales/Wholesale  07/10/89     19.45     19.45
1016     08/31/89  00000010 Alexander's, Inc.         1030001001WH Accts Receiv, Sales/Wholesale  07/10/89     20.53     20.53
2006     08/31/89  00000020 Master Sellers Company    1030001001WH Accts Receiv, Sales/Wholesale  07/10/89     14.65     14.65
2021     08/31/89  00000020 Master Sellers Company    1030001001WH Accts Receiv, Sales/Wholesale  07/10/89     15.60     15.60
333      08/31/89  00000020 Master Sellers Company    1030001001WH Accts Receiv, Sales/Wholesale  05/20/89      2.00      2.00
BF890731 08/31/89  00000030 Pool and Associates       1030001001WH Accts Receiv, Sales/Wholesale  07/31/89     11.72     11.72
1023     08/31/89  00000040 Burlington Enterprises    1030001001WH Accts Receiv, Sales/Wholesale  07/30/89      1.00      1.00
1024     08/31/89  00000060 Hale's Interiors          1030001001WH Accts Receiv, Sales/Wholesale  07/21/89      1.00      1.00
BF890630 08/31/89  00000070 Richards & Wright, PC     1030001001WH Accts Receiv, Sales/Wholesale  06/30/89     28.99     28.99
BF890731 08/31/89  00000070 Richards & Wright, PC     1030001001WH Accts Receiv, Sales/Wholesale  06/30/89     18.80     18.80
                                                                                               --------  --------
                                                                    — 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.

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.

```
                                          Expert Computing, Inc.
11/08/94 15:23                                                                              LGG Page:  1
                                       Service Charge Register - Write-Offs

     Cust  Customer                                      Account
       No  Name                       Apply To  Trx Date  Number        Account Name                Amount
=================================================================================================================

   00000010  Alexander's, Inc.          401     06/30/89  1030001001WH  Accts Receiv, Sales/Wholesale    20.26
   00000010  Alexander's, Inc.          401     07/31/89  1030001001WH  Accts Receiv, Sales/Wholesale    20.56
   00000010  Alexander's, Inc.          401     06/30/89  1030001001WH  Accts Receiv, Sales/Wholesale    20.26-
   00000010  Alexander's, Inc.          401     07/31/89  1030001001WH  Accts Receiv, Sales/Wholesale    20.56-
   00000020  Master Sellers Company     333     06/30/89  1030001001WH  Accts Receiv, Sales/Wholesale     2.00
   00000020  Master Sellers Company     333     07/31/89  1030001001WH  Accts Receiv, Sales/Wholesale     2.02
   00000020  Master Sellers Company     333     06/30/89  1030001001WH  Accts Receiv, Sales/Wholesale     2.00-
   00000020  Master Sellers Company     333     07/31/89  1030001001WH  Accts Receiv, Sales/Wholesale     2.02-
   00000040  Burlington Enterprises     404     06/10/89  1030001001WH  Accts Receiv, Sales/Wholesale    22.22
   00000040  Burlington Enterprises     404     06/10/89  1030001001WH  Accts Receiv, Sales/Wholesale    22.22-
   00000040  Burlington Enterprises     604     06/10/89  1030001001WH  Accts Receiv, Sales/Wholesale   101.90
   00000040  Burlington Enterprises     604     06/10/89  1030001001WH  Accts Receiv, Sales/Wholesale   101.90-
```

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

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:

Invoice Subtotal:	$1000.00
Customer Discount:	$ 100.00
Freight Out:	$ 50.00
Sales Tax:	$ 7.85
Invoice Total:	$ 957.85

This is accompanied by a single line item for the sale of $1000.00 of merchandise.

This transaction posts to General Ledger as follows:

DR	Accounts Receivable	CR		DR	Customer Discount	CR
957.85				100.00		

DR	Freight Out	CR		DR	Sales Tax	CR		DR	Revenues	CR
		50.00				7.85				1000.00

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:

DR	Accounts	Receivable	**CR**		**DR**		Supplies	Discount	**CR**
957.85					75.00				

DR	Customer	Discount	**CR**		**DR**		Special	Freight	**CR**
25.00									50.00

DR	Special	Sales Tax	**CR**		**DR**		Revenues		**CR**
			7.85						1000.00

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.

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:

DR	Cash	CR	DR	Deposits	CR
100.00					100.00

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:

DR	Accounts Receivable	CR	DR	Deposits	CR	DR	Revenues	CR
900.00			100.00					1000.00

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:

DR	Cash	**CR**	**DR**	Accounts Receivable	**CR**
650.00					700.00

DR	Discounts Given	**CR**	**DR**	Write-Offs	**CR**
14.00			36.00		

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:

```
DR          Cash          CR      DR        Revenues      CR

  1000.00            |                  |            1000.00
                     |                  |
                     |                  |
                     |                  |
                     |                  |
```

Notes Receivable

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:

```
DR    Notes  Receivable    CR      DR         Cash         CR

 10,000.00            |                  |          10,000.00
                      |                  |
                      |                  |
                      |                  |
                      |                  |
```

The invoice as entered in Accounts Receivable looks like this:

Invoice Subtotal: $ 100.00
Invoice Total: $ 100.00

With line items of:

Principal: $ 10.00
Interest: $ 90.00

This posts to general Ledger as follows:

DR	Accounts Receivable	CR	DR	Notes Receivable	CR	DR	Interest Income	CR
100.00					10.00			90.00

Service Charges

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:

DR	Accounts Receivable	CR	DR	Service Charges	CR
25.00					25.00

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:

DR	Write-Offs	CR		DR	Accounts Receivable	CR
25.00						25.00

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:

DR	Accounts Receivable	CR		DR	Accounts Payable	CR
100.00						100.00

This generates an Accounts Payable Invoice for $100.00.

appx