



Menu 4: Accounts Receivable

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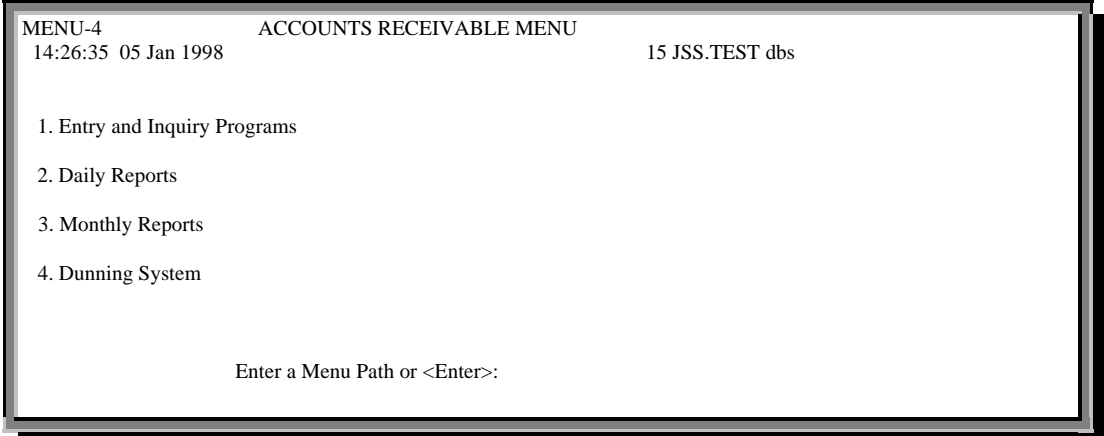
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Menu 4 Accounts Receivable



```
MENU-4          ACCOUNTS RECEIVABLE MENU          15 JSS.TEST dbs
14:26:35 05 Jan 1998

1. Entry and Inquiry Programs
2. Daily Reports
3. Monthly Reports
4. Dunning System

Enter a Menu Path or <Enter>:
```

Figure 4-1. The first screen in Accounts Receivable

Purpose

Most of the *processing* of accounts receivable (AR) entries—invoices, credit memos, cash, check, credit cards—is through Order Entry (Menu 1.2). The programs in Menu 4, on the other hand, allow you, the Credit Manager, to *inquire, update, report, and print* documents related to accounts receivable. General Ledger updates are handled automatically in the month-end process although many of these programs allow you to make special entries to the ledger by prompting for the entry of specific G/L numbers. Programs are grouped logically by function in four sub-menus.

This is a line item accounting system, so invoices are kept on file as individual items. Monies received are posted to individual invoices, not to a balance forward. This way, you can focus proper attention on past due accounts because all the detail of the transaction is retained until the invoice is paid in full. Extensive history detail is maintained by user-controlled parameters (see Menu 28 Auto Purge Retained Maintenance).

4.1 Entry and Inquiry Programs

As a credit manager, you will concentrate heavily on this menu. *Entry and Inquiry* houses all the input functions for AR payments and adjustments, and all inquiries for locating AR information, including open invoices or payment history.

```
MENU-4.1          ACCOUNTS RECEIVABLE ENTRY MENU          15 JSS.TEST dbs
14:27:53 05 Jan 1998
Input              Inquiries
-----           -
1. Cash Receipts Entry      7. Accounts Receivable Inquiry
2. A/R Adjustment Entry     8. Summary Accounts Receivable Inq
2A.Split A/R Records (30,60,90) 9. Credit Manager Inquiry
3. A/R Posting              9A.Memo Hardcopy
                             10. Quick Detailed Aged Trial Balance
Misc Code           11. A/R Detail Statement
-----
4. Miscellaneous Code Maintenance      Other
5. Miscellaneous Code Listing         ----
                                       12. Reopen AR History Items
Credit Hold Maint      13. Search AR History by Check#
-----
6. Credit Release Maintenance
6A.Credit Authorization Maintenance

Enter a Menu Path or <Enter>:
```

Figure 4-2. Menus within Entry and Inquiry Programs

4.1.1 Cash Receipts Entry

Use this menu to post your cash receipts (ROA's) to the customer invoices. Before you begin, gather all the money to post (cash, checks, credit card vouchers) and total them on an adding machine tape. Include any discounts, write-offs, and miscellaneous cash; you will enter these amounts into the batch control to avoid over- or under-posting.

Step 1 Cash Control

- a. Enter your operator code to access the Cash Control Entry screen. This is where you enter the figures from your tape and preliminary batch information.

CASH CONTROL ENTRY		DATE: 06/04/98	
1. CO #: 01	JOHNSTONE SUPPLY	BATCH #: 000123	
2. POSTING DATE:	11/01/97		
3. BANK NO:	001	BANK NAME:	BANK ONE
		BANK G/L#:	01-1010-00
4. A/R CONTROL:	100.00		
5. SERCHGE:			
6. CASHDIS:			
7. SALETAX:			
8. FRTALOW:			
9.			
10.			
11.			
12.			
13. CHGBACK:			
	A/R CASH:	100.00	
14. MISCELLANEOUS:			
15. TOTAL CASH:	100.00		

Figure 4-3. The Cash Control Entry screen

- b. Enter an existing batch number to revise or continue a previous posting, or **Enter** to start a new batch posting. For an existing batch, the prompt that appears next provides an option to delete the batch, followed by a prompt to change it.

A new posting prompts you to fill in the following fields:

1.CO# Enter the company number.

2.POSTING DATE **Enter** to default to the current date, or enter a new date to pre- or post-date. The system verifies that the posting date matches to the correct accounting period.

3.BANK NO Enter the bank number to which the cash receipts are deposited (see Menu 12.1.2, Bank Maintenance). The amounts from this posting update the general ledger account for this bank.

4.A/R CONTROL Enter the total amount from your adding machine tape. This is the total amount of A/R receipts to post, including discounts and write-offs. Use this to double-check your amount.

5-13. These fields represent user-definable write-off codes. Use them to account for discrepancies in payment versus invoice amounts for reasons like cash discounts, tax or freight adjustments, and charge-offs. If you do not know these amounts, bypass these fields for now since they will be automatically updated by values entered during posting (see Menu 4.1.4 and 4.1.5 for more information on miscellaneous codes).

Example *If a customer pays \$10 for a \$12 ticket, the system prompts for a miscellaneous code. You may choose to enter a freight code to write off the \$2 difference since the customer refused to pay the freight. The \$2 would then automatically appear on the field appropriately labeled as freight.*

A/R CASH This field is the total of fields 4 through 13.

14. MISCELLANEOUS Enter any miscellaneous cash, such as cash received for non-accounts receivable transactions (sale of fixtures or furniture).

15. TOTAL CASH Enter the total of line 4 through 14. The system notifies you if the amount does not balance.

- c. At the next prompt, IS THIS WHAT YOU WANT? (RET/N)#, **Enter** to accept the data or **N** to make corrections. When the data is accepted, the program assigns a new sequential batch number:

NEW BATCH # IS >>>: 000546 ,HIT <RTN> TO CONTINUE

Enter to continue.

Step 2 Customer Validation

- a. In the Customer Validation screen, enter customer number to which you want to post.

CUSTOMER VALIDATION	01/06/98
COMPANY #: 01 JOHNSTONE SUPPLY	
CUSTOMER#:	
OPTIONS: L'lookup T'invoice INQ'quiries 'AR'detail 'CI' Credit Mgr Inq 'END' or <CR> for previous ENTER CUSTOMER#	

Figure 4-4. The Customer Validation screen

If you do not know the customer number, use one of the following options:

- **L** to access a customer record by entering part of a customer's name, zip code or phone number.
- **I** to locate a customer name by invoice number.
- **INQ** to access the main inquiry menu (Menu 19).
- **AR** to access the A/R detail inquiry.

- **CI** to run the credit manager's inquiry program.
 - **Enter** to recall the last customer entered.
 - **END** to exit the program.
- b. Once you enter a valid customer number, the program displays the customer name and address and the following prompt:
- CORRECT CUSTOMER ? (CR/N): #
- Enter** to accept the entry or press **N** to make another selection.
- c. At the next prompt, enter **Y** for another customer, or **Enter** to proceed with the next step.

Step 3 Cash Application

Once you select a customer, the Cash Application screen appears:

CO#: 01	CASH APPLICATION	01/06/98 PAGE:
CUST#: 12345	BATCH #: 000546	METHOD
1.CHECK#:	CUSTOMER NAME	1.SIMPLE
2.CHECK AMT:	AMT APPLIED:	2.COMPLEX
A/R BAL: 531.18	BALANCE	NO. OF ITEMS:
LN TYP NUMBER DATE AMT OPEN	CASH DIS DATE PO REF NUMB	WRITE-OFF A/R CRED
ENTER CHECK # OR 'END':		

Figure 4-5. Cash Application—initial screen

- a. Enter a check number. If the payment is in cash, enter '*cash*' or press **Enter**. Information entered here is used for reference in payment history reports and inquiries.
- b. Enter the check or cash amount (with two decimal places). This amount may be positive or negative.

Cash Application screen fields:

- **CUSTOMER NAME**
- **AMT APPLIED** Amount applied reflects the amount of the check applied, plus any on-account credits applied during this transaction.
- **BALANCE** The balance represents how much money you have remaining to post. It is the *original* amount entered (**AMT APPLIED**), minus any amounts posted to any invoices, plus any

credits taken or applied to the account. The posting for this customer is complete when the balance equals zero.

CASH APPLICATION		01/06/98 PAGE: 1									
CO#: 01	BATCH #: 000546	METHOD									
CUST#: 12345	TEST CUSTOMER	1.SIMPLE									
1.CHECK#:	AMT APPLIED:	2.COMPLEX ****									
2.CHECK AMT: 120.30	BALANCE 120.30	NO. OF ITEMS: 11									
A/R BAL: 531.18	TRANS#: 01105968 - 01900496										
LN	TYP	NUMBER	DATE	AMT	OPEN	CASH DIS	DATE	PO REF NUMB	WRITE-OFF	A/R	CRED
1		01105968	09/20	-11.34	0.00		09/20				12345
2		01105965	10/14	427.28	0.00		10/14	1112545			12345
3		01935976	10/14	23.00	0.00		10/14				12345
4		01965976	10/14	24.00	0.00		10/14				12345
5		01995976	10/14	24.38	0.00		10/14				12345
6		01900328	12/31	7.31				SERVICE CHG			12345
7		01900397	03/25	7.31				SERVICE CHG			12345
8		01900451	06/30	7.31				SERVICE CHG			12345
9		01900469	06/30	7.31				SERVICE CHG			12345
10		01900487	06/30	7.31				SERVICE CHG			12345
11		01900496	06/30	7.31				SERVICE CHG			12345

Enter **Line#**, Next page, Previous page, **Range**, **C**date, Clear, Last, **IN**quiries, **IN**voice detail, **END** to exit, **CH** credit hold:

Figure 4-6. Cash Application—sample screen

- A/R BAL Amount of open accounts receivable in dollars
- METHOD There are two methods of posting: simple and complex.

The "simple" method assumes you know the invoice number to post to and requires you to enter it. There is no lookup facility provided for this method.

The "complex" method lists all the customer's open invoices, and allows you to post to them by line number or range of line numbers. "Complex" is really a misnomer since it is actually the easy way of posting. As a result, all systems default to this method, thus the four asterisks (****) after COMPLEX.

- NO. OF ITEMS Number of open items available to post.
 - TRANS# Range of open invoice numbers.
- c. Enter one of the following options:
- **LINE#** Enter line number to post to an invoice, or **Enter** to automatically clear the whole open amount from that line, regardless of the amount or credit/debit status. If you post a *partial* payment, enter that amount in the A/R CRED column.

A prompt appears at the bottom of the screen:

MISC CODE: #

Enter a miscellaneous code for write-offs and discounts (the codes are listed in Menu 4.1.5). The system then prompts for a write-off amount; the amount you enter applies to the invoice. This does not

affect the balance to post. To complete the transaction, enter **E** at the prompt.



With write-off amounts, make sure to post the whole amount in the AR CRED column.

Example *You have an invoice for \$100 and an open amount of \$100. The customer pays only \$90, minus \$5 for freight and \$5 for sales tax. To clear this invoice from the account, you want to post the whole amount (\$100). So, at MISC CODE enter two separate entries: one for the \$5 sales tax and one for the \$5 freight. This clears the whole invoice and adjusts the freight and tax. Menu 4.1.5 prints a list of the write-off codes.*

- **N** to view next page of invoices, if any.
- **P** to return to previous page of open invoices.
- **R** for a range of lines to post. Enter the beginning, then last line to post. Enter the credit amount. If you press **Enter** the entire open amount of the invoice is posted. This is the norm in most cases; however, if there is a discount or write-off, manually calculate and enter that amount.
- **CD** to set the Next Contact Date. This is useful for managing problem accounts. The day-end process prints a report of customers to be contacted based on this input.
- **C** clears all lines, including credits, until the check amount is depleted.
- **L** automatically posts all invoices, including credits, on the last statement.
- **INQ** displays the Inquiry Menu.
- **INV** displays the Order Entry Inquiry screen based on the line number you enter.
- **END** to finish posting. The posting transaction is not complete until the *balance to post is zero* and you '**end**' the posting session. The message "Now updating" appears briefly on the screen as amounts apply to customer invoices. If correcting an incorrect posting, follow the instruction in the box below.

Reversing a check the same day before an update

To place invoices back on the system, process a negative batch in Cash Control Entry of Menu 4.1.1.

1. Enter the check's dollar amount preceded by a dash ('-').
2. Enter the check number followed by a dash then the negative amount.
3. Enter the line number to which the payment was applied to and precede it with a dash. **Enter** again.
4. Press F1 twice to apply the payment in Step 3.

If the balance is *not zero*, check the posting method or invoice, type '*end*,' and use '**W**'ipe out to re-enter and post to the correct invoice.

- **CH** to change the customer's credit hold status.

If the "Balance" field is *not zero* when you finish posting, the following message appears:

```
ENTER 'ON ACCOUNT AMOUNT' OR 'RETURNED CHECK'
(O/A,R/C,'<RTN>'): ###
```

- *If the balance is positive*, you can place the amount into the customer's receivables account by typing '*o/a*' for "on account." Enter the company number to which the amount applies, then enter the reason. You can also use this option to post a lump sum onto a customer's account without necessarily needing a particular invoice to pay. For example, a customer sends \$300 to place "on account" (an overpayment).
- *If the balance is negative*, or if the customer has bounced a check, reapply the charge to the receivables account by entering '*r/c*' for "returned check." Apply the returned check to the original invoice, or enter a new invoice number. Update aging date and reference information at this time.
- If you press **Enter** and the balance is *not zero*, the program prompts:

```
ENTIRE CHECK NOT APPLIED,HIT <RTN> TO CONTINUE
```

When you **Enter** the following options appear:

```
ENTER 'C' TO CHANGE CHECK AMOUNT, 'A' TO RE-APPLY
OR 'W' TO WIPE OUT AND RE-ENTER ENTIRE CHECK:#
```

Enter one of the following (display only if the balance is not zero):

- **C** to change the check amount. This will change the balance figure, but not the amounts posted to invoices.
- **A** to return to the application process and post to more invoices.

- **W** to clear all postings in this session, reset previous customer values, and re-prompt for the check number and check amount to start the posting process over. This is the best option to use if you are not sure where the mistake occurred.

Step 4

Once the customer record is updated, the program returns to the Customer Validation screen and prompts for another customer number. Continue posting until all the checks are applied. Then type *'end'* to complete the process. The amounts posted are verified. If batch controls balance, the program returns to the Cash Control Entry; otherwise, the Cash Control Entry screen displays any discrepancies between what you entered in the batch control screen and what you actually applied to customer account(s).

- Choose one of three options at the next prompt:
 - ENTER 'A'-APPLY REG. CASH,'M'-MISCELL. CASH,OR 'E' TO END AND CHECK FIGURES: #
 - **A** redisplay the Customer Validation screen to apply more checks.
 - **M** to apply miscellaneous cash to correct the posting error. Distribute the balance to one or several G/L numbers.

MISCELLANEOUS CASH ENTRY		DATE: 01/07/98	
CO #: 01	JOHNSTONE SUPPLY	BATCH #: 000547	
MISCELLANEOUS AMT:	45.00		
AMT DISTRIBUTED:	0.00		
BAL TO DISTRIBUTE:	45.00		
G/L #	G/L DESCRIPTION	DESCRIPTION	AMOUNT
##-####-##			

Figure 4-7. Miscellaneous Cash Entry screen

- **E** to run a new batch number or exit the program to run a report to check your figures.

Step 5

To finalize the posting process and update the A/R files for the month that relate to this batch, 1) run Menu 4.2.8 (page ___) for a list of the day's cash batches, and 2) run Menu 4.2.1 (page ___) to update the monthly files and summarize the cash posting for the day by batch number.



We strongly recommend that you run these two reports after every batch. At the very least, run them once a day after all the cash posting has completed.

In cases of multiple stores, coordinate this run with all the stores since a run at one store will update all balanced batches to the monthly file in all the stores.

Moving credit amount from one account to another

Always create a new batch when moving credit amounts from one account to another. Do not transfer these amounts as part of another batch.

1. Use Menu 4.1.9 to locate the customer number and amount needed to remove from the account.
2. In Menu 4.1.1 (Cash Application) create a new batch with the following totals:

Field 4 AR CONTROL	\$0.00
Field 15 TOTAL CASH	\$0.00

(These are the only fields with values.)
3. Locate the account for the credit from Step 1.
4. If you know, use the original check number that was posted incorrectly. Otherwise use "0."
5. The amount of the check will be negative. The amount of credit to remove from the account is located in Step 1.
6. The next screen displays open amounts on the customer's account. Select the line to clear, and then **Enter** on the amount to clear the whole amount (amount must be negative to clear a negative amount). When finished, the balance should be \$0.00. **F1** (end) until the customer number prompt appears.
7. Bring up the account that is receiving the credit amount.
8. Use same check number from Step 4.
9. The check amount is opposite from the amount in Step 5. The amount is now positive.
10. Post the amount to a specific invoice or simply post the payment as an on-account amount. If posting to an invoice select the line and post the payment. If posting as on-account amount, '**end**' and enter '**o/a**'. The total is the same amount entered in Step 9.
11. Continue transferring credit amounts from account to account as needed. The batch will still be \$0.00 when you exit the process.
12. Run Menu 4.2.8 and Menu 4.2.1 as you normally do.

4.1.2 A/R Adjustment Entry

The A/R Adjustment Entry program allows you to make positive or negative adjustments to specific customer invoices and general ledger accounts.

Step 1

- a. Enter your operator code.

ACCOUNTS RECEIVABLE ADJUSTMENTS				ESC TO END
Company #	01			Adjust #
1. Customer #		123456	TEST CUSTOMER	
2. Adjust date		01/09/98		
3. Trans type		ADJ		
4. Inv number		105963	Open Balance	
5. Amount		100.00	138.96	
6. G/L number		##-####-##	L-lookup	
7. Comments				

Figure 4-8. Adjustments

- b. Enter your company number, then the customer number.
- c. **Enter** at the Adjust date field to default to the current date.
- d. **Enter** at the Trans type field for the default "ADJ."
- e. Enter the invoice number to adjust. The invoice number must be for the specified company and customer numbers in fields 1 and 2. Use Lookup if you are unsure of the invoice number. The open balance of the invoice displays.
- f. Enter the amount (positive or negative) to adjust the invoice. The "Open Balance" is updated. You may see either "T Tax" or "M Merchandise Sales" that automatically display; instead of the amount, you may enter *t* or *m*. These codes automatically adjust amounts from invoices and apply to the proper G/L accounts.
- g. Enter the general ledger account number to post the adjustment.
- h. Enter any comments regarding this adjustment.



Press the ESC key to exit the current Adjustment screen at any time without any updates.

When all the fields are filled, the program prompts:

IS THIS ENTRY OK? (Y/N):#

- Press *n* to change or delete your entry
- Press *y* to process this adjustment; note the adjustment entry number.

Step 2

To finalize the adjustment process and update the invoice and monthly files, run the report on Menu 4.2.2, Daily Adjustment Journal. This report summarizes the invoice adjustment posting for the day.

4.1.2A Split A/R Records (30,60,90)

This utility gives you the ability to split a receivable invoice into *three* payments. It is helpful in the following situations:

1. When dealing with customers who make large preseason purchases in which normal terms would place their accounts in arrears.
2. For setting up payment plans for past-due customers.
3. For arranging payment plans on delinquent invoices.



Before you begin, you must know the invoice number to split (look in Menu 4.1.9).

Step 1

Enter your operator code.

Step 2

Enter the eight-digit A/R—or invoice—number, which includes the two-digit company number. The invoice data displays:

CREATE 30/60/90 DAY A/R RECORDS			
A/R NUMBER:	01900496	Open Balance	300.00
Customer	TEST CUSTOMER	Balance Remaining	300.00
Release#		Current Due Date	06/30/97
Invoice#			
1.	30 day due date	06/30/97	
2.	30 day amount	100.00	
3.	60 day due date	07/30/97	
4.	60 day amount	100.00	
5.	90 day due date	08/29/97	
6.	90 day amount	100.00	
Enter Line#, Backout, DELETE, Edit, 0 to Accept			

Figure 4-9. A/R Record sample

Step 3

The program automatically splits the invoice into three equal parts and due dates. You may change a due date or amount by entering a corresponding line number. Notice that changing the 30-day date adjusts the 60- and 90-day dates automatically to 30 days later. The 30-day amount does not need to be one-third of the total, and the 60- and 90-day fields are not necessary. If used, the 90-day amount defaults to the remaining balance if you press **Enter** at that prompt.



'end' clears the screen without updating.

Step 4

At the next prompt,

ENTER 'Y***' TO UPDATE FILES, OR 'END' TO EXIT:

enter 'y***' to accept your entry(ies) and update the invoice and A/R files.

4.1.3 A/R Posting

This program allows you to create an invoice on a customer's account without going through the Order Entry process in Menu 1.2.



This menu is not highly recommended since it neither affects sales on the general ledger or inventory or cost of sales. It does, however, calculate sales tax, which does *not* appear on the month-end tax reports. This menu is usually used in conjunction with Menu 4.1.2, A/R Adjustment, to create a zero dollar item.

Step 1

Fill in the following fields:

- a. OPERATOR your operator code
- b. COMPANY your company number
- c. WAREHOUSE the warehouse number, or **Enter** for the default
- d. INV.DATE the invoice date; the program will prompt you if the date is not valid
- e. TYPE the transaction type, which is either '*inv*' (the default) for an invoice or '*cm*' for a credit memo

MDS A/R POSTING		01/12/98 09:05AM
1. OPERATOR		
2. COMPANY	01	JOHNSTONE SUPPLY
3. WAREHOUSE	001	DBS
4. INV. DATE	11/01/97	
5. TYPE	INV	

Figure 4-10. A/R Posting sample

Step 2

The A/R Posting Invoice Entry screen appears.

- a. Fill in the following fields:

- CUST.NO The customer number may match the invoice; you can also use the lookup feature **L**.
- 1.INV.NO** The invoice number assigned to this transaction is validated to avoid duplication; we recommend you choose a number well out of range of the current invoicing sequence to avoid confusion.
- 2.SOURCE** This is an optional field; **Enter** to skip it. For more info on source items see Menu 12.1.14, Order Source Maintenance.
- 3.CUST REF** This is an optional reference number field, like customer P/O; **Enter** to bypass it.
- 4.TERMS** This field automatically defaults to the current customer terms, but you can override it; however, you must know the code for the terms that you want since there is no lookup facility.
- 5.AS OF DT** This date defaults based on the terms and invoice date entered above. **Enter** to accept the default, or enter a specific due date.
- 6.SLSM** The salesman name defaults to the name in the customer file. **Enter** to accept default or type in a new name.
- 7.AMOUNT** Enter the amount of the invoice. For credit memos, place a minus sign *before* the amount.
- 8.TAX JUR** Defaults to the tax jurisdiction rate in the customer file; you can override it.
- 9.TAX%** Defaults to the tax percentage corresponding to the tax jurisdiction in Line 8; you can override it.
- 10.** Automatically displays the amount entered in Field 7.
- 11.FREIGHT** Manually calculate and enter the freight amount, or **Enter** to bypass. If the freight amount equals the amount entered in Field 7, the transaction is considered a "freight only invoice."
- 12.CASH%** The percentage of cash applies to a cash discount on the invoice. Enter the percentage of the discount, or **Enter** to accept the default from the Terms code above, assuming a cash discount term is offered.
- 13.** This field automatically calculates discount from field 12
- 14.** Enter the date of the discount.
- 15.COMM%** This is the salesman's commission on the invoice.
- 16.**

CO 01	WHSE 001	A/R POSTING INVOICE ENTRY		DT11/01/97
CUST.NO 123		JEFF TEST		
1	INV NO.	101000		
2	SOURCE			
3	CUST REF			
4	TERMS	05 NET 10TH FOLL PURCH		
5	AS OF DT	12/10/97		
6	SLSM	000 NO SALESMAN		
7	AMOUNT		130.00	
8	TAX JUR			
9	TAX% 0.000 ON	10.	130.00	0.00
11	FREIGHT		0.00	
			TOTAL:	130.00
12	CASH%	25.00	13	32.50 14 11/01/97
15	COMM%		16	0.00

Enter Line#, 'B'ackout, 'Y***' to accept

Figure 4-11. A/R Posting—second screen

b. When all entries are made, the program prompts:

ENTER LINE#, 'B'ACKOUT, 'Y***' TO ACCEPT

Enter 'y***' to accept the entry and file the invoice. To *abort* the process, enter '**b**' and then '**T**' for the Line# and type '*end*'. Type '*end*' again at the Customer Number field to return to the main menu.

4.1.4 Miscellaneous Code Maintenance

Use this menu to change, add, or delete a code that designates various payments or credits such as cash discounts and chargebacks. These miscellaneous codes are used in A/R posting usually when a customer short-pays an invoice or does not pay tax or freight. Using one of the codes, you write off the amount as sales tax adjustment or freight allowance.

MISCELLANEOUS CODES		DATE: 01/12/98
CO #: 01	JOHNSTONE SUPPLY	
CODE: 2		
1. DESCRIPTION:	CASH DISCOUNTS	
2. G/L #:	01-4100-00	
3. ABBR. DESC:	CASHDIS	
	*** NOTE ***	
	(FOR CHARGE BACKS ABBR. DESC MUST BE)	
	("CHGBACK")	
	(FOR CASH DISCOUNTS ABBR. DESC MUST BE)	
	("CASHDIS")	
	(FOR SHORT PAYMENTS ABBR. DESC MUST BE)	
	("SHORTPY")	

	INVALID G/L# ,HIT <RTN> TO CONTINUE	

Figure 4-12. Cash discount designated as Code 2

To change or delete a code

- Enter your company number.
- Enter the code number to change or delete.



Each company must have its own miscellaneous code. For example, adding a code to Company 01 does not automatically add it to Company 02.

- At the next prompt,
DO YOU WANT TO DELETE ? (Y/RET): #
type 'y' to delete the code, or **Enter** to proceed to the next prompt:
DO YOU WANT TO MAKE A CHANGE ? (RET/N): #
- Enter** and choose the line to change:
ENTER NUMBER OF LINE YOU WISH TO CHANGE OR HIT 'RET': ##
- Enter** to confirm your request:
IS THIS WHAT YOU WANT ? (RET/N): #
- End** at CO#.

To add a new code

- Enter your company number.
- Enter a code number.
- If the code number is not in use, the next prompt displays:
IS THIS A NEW MISC. CODE? (RET/N):#
- Fill in the description.

- e. Enter the corresponding general ledger number.
- f. Type in a seven-character abbreviated description. Note the predetermined abbreviations on the screen.
- g. The next prompt confirms your request:
IS THIS WHAT YOU WANT ? (RET/N): #
- h. **End** at CO#.

4.1.5 Miscellaneous Code Listing

Sorts and spools a new list of miscellaneous codes. **Enter** at the following prompt:

```
MISCELLANEOUS CODE LISTING
HIT <NL> TO CONTINUE OR 'END'
```

4.1.6 Credit Release Maintenance

Removes a credit hold on a specific order or release. This screen provides credit information that the credit manager may use to authorize credits without having to look in the files or go to the counter.

Step 1

Enter your operator code. A blank Credit Hold Release Maintenance screen appears.

```

<<< CREDIT HOLD RELEASE MAINTENANCE >>>
Order# / Release#: 01100296

Customer#: 1234          Internal#: 100023  Terms: 05 NET 10TH FOLL PURCH
Name : 1234 TEST
Address : 700 N. HAYDEN ISLAND DR
          SUITE 250
          ANOTHER LINE
          PORTLAND OR 97217-0001

Salesman : 001 SALESMAN ONE      Last Payment Date : 02/23/98
Credit Method: 00                Last Payment Amount : 100.00
Credit Limit : 9999999           Sales Dollars YTD : 8124.75
Credit Hold : n                  Amount Paid YTD : 5934.82
A/R Balance : 1018.31            Highest Credit : 1320
Open Order $ : 25834.56          Avg. Payment Days : 1302
In Picking $ : 18916.25          Oldest Invoice Date : 01/10/98
                                   Amt. of Oldest Invoice: 12.63
Total Amount : 28.42             Customer Create Date : 03/22/93

ENTER <R> TO REMOVE CREDIT HOLD - <END> TO END

```

Figure 4-13. Credit Hold Release Maintenance

Step 2

Enter an eight-digit order or 11-digit release number.

Step 3

Enter your credit release password (located in Menu 12.1.1, field 29).

Step 4

Press 'r' to remove the credit hold. To cancel the release go to Menu 1.2.

4.1.6A Credit Authorization Maintenance

As opposed to the previous menu, Credit Release Maintenance, this menu deals directly with the status of the customer and the customer authorization. Here, the current credit hold is removed from the customer's account—not just the order—so the counter can invoice all orders. *Example of usage:* When a customer is on credit hold or fails the initial credit check in Order Entry, the credit manager would authorize the customer using Menu 4.1.6A.

Step 1

Enter your operator code.

Step 2

Enter your company number.

Step 3

Enter your password (located in Menu 12.1.1)

Step 4

Enter the customer number to authorize, and the following prompt displays:

CREDIT HOLD OVERRIDE AUTHORIZED! HIT RETURN.

4.1.7 Accounts Receivable Inquiry

This inquiry allows you to review a customer's current credit status or detailed history.

Step 1

Enter your operator code.

Step 2

Enter the customer number.

Step 3

Enter to confirm the customer.

Step 4

Enter the company number, or *'all'*.

Step 5

Enter for a current inquiry, or **H**istory.

Step 6

When the program prompts for a hard copy, press **Enter** for no, or *'y'* for yes.

Step 7

View the next or previous page, or **E**nd.

CO#: 01	*****	CUSTOMER A/R INQUIRY	*****	01/13/98	05:44:59		
CUST#: 12345		TEST CUSTOMER			MTD	YTD	
CR CD: 05 HOLD: N		LAST	DATE		#ORD: 4	4	
LIMIT: 50000	INVOICE: 105976	10/14/96		SALES: 462.15	462.15		
HI CR: 531	ORDER: 105965	09/21/96		RETNS: 10.51-	10.51-		
ORD\$: 122.92	PAYMENT:			PROFT: 35.28	35.28		
A/R\$: 531.18	PAID-TD: 0.00			OLD INV: 11/10/96			
SLS: 000	NO SALESMAN	TRANS#: 01105968 - 01900496					
ORIGINAL DATE: 06/24/92	AVG PAY DAYS: 0	PHONE:					
TYP	INV#	DATE	REF NO	ORIG AMT	OPEN AMT	WHSE	CUST REF ORDER REL
C/M	01105968	09/20/96	105968	11.34-	11.34-	001	105968-001
INV	01105965	10/14/96		427.28	427.28	001	1112545 105965-001
S/C	01930496	06/30/97	900496	2.43	2.43		SERVICE CHG
INV	01935976	10/14/96		23.00	23.00	001	105976-001
S/C	01960496	06/30/97	900496	2.43	2.43		SERVICE CHG
INV	01965976	10/14/96		24.00	24.00	001	105976-001
S/C	01990496	06/30/97	900496	2.45	2.45		SERVICE CHG
INV	01995976	10/14/96		24.38	24.38	001	105976-001
S/C	01900328	12/31/96	900328	7.31	7.31		SERVICE CHG
S/C	01900397	03/25/97	900397	7.31	7.31		SERVICE CHG
S/C	01900451	06/30/97	900451	7.31	7.31		SERVICE CHG
S/C	01900469	06/30/97	900469	7.31	7.31		SERVICE CHG
N'EXT SCREEN, P'REVIOUS SCREEN, DATE(MM/DD/YY), E'ND							

Figure 4-14. A/R record for Customer 12345

The prompt DATE(MM/DD/YY) is for viewing records beginning with the date you input, thereby skipping many screens.

For explanation of column headings please see Appendix B.

4.1.8 Summary Accounts Receivable Inquiry

Summary of customer's current invoices and A/R aging. Provides billing and other vital A/R information including open A/R dollars, order in dollars, payments, and number of open invoices and orders. The summary aging is broken down into the standard aging buckets.

Step 1

Enter your operator code.

Step 2

Enter the company number, or *'all'*.

Step 3

Enter the customer number.

Step 4

Enter to confirm the customer.

Step 5

Enter to continue.

Step 6

Enter the next customer number or **End**.

:.....SUMMARY A/R INQUIRY:.....									
CUST NBR	BILL TO ADDRESS				CST CST SALESMAN				
12345	TEST CUSTOMER				CLS TYP NO SALESMAN		000		
	123 MAIN				01				
ORIG-DT					C/S CREDLMT CONTACT NAME & PHONE				
06/24/92	ANYTOWN	OR 12345			N 50000				
OPEN INVOICE \$	531.18	# OPEN INVOICES	4	DATE LST INV	10/14/96				
OPEN ORDER \$	122.92	# OPEN ORDERS	4	DATE OLD INV	11/10/96				
TOTAL	654.10	AVG PMT DAYS	0	DATE LST ORD	09/21/96				
		LST PMT AMT		DATE LST PMT					
:.....# ACCOUNTS RECEIVABLE AGING :.....									
FUTURE	CURRENT	20-49	50-79	80-109	110-139	140-OVR			
					24.38	24.00	482.80		
ORDER \$	SALES \$	GROSS PROFIT \$		PAYMENT \$					
MTD	574.56	MTD	462.15	MTD	35.28	MTD	0.00		
YTD	574.56	YTD	462.15	YTD	35.28	YTD	0.00		
		LY	0.00	LY	0.00				
HIT <RTN> TO CONTINUE									

Figure 4-15. A/R summary for Customer 12345

4.1.9 Credit Manager Inquiry

As a credit manager, you have access to the customer account to change terms, set credit hold flags, change credit limits, and enter free-form memos. You can also set the next customer contact date, which will generate a report in day-end, and print a credit report on the customer.



This menu is multi-functional in that all A/R inquiries run from here, including Credit Release Maintenance.

One screen presents the customer's current accounts receivable status in detail, including all open invoices and an up-to-date aging summary.

Step 1

Enter your operator code.

Step 2

Enter the customer number, or *INQ* to access Inquiry Menu, or *L* to run Customer Lookup.

Step 3

Enter to confirm the customer.

Step 4

Enter the company number, or *all*.

Step 5

When the program prompts for a hard copy, press **Enter** for no, or *y* for yes. If you print a hard copy, the information will include the Credit Manager's Header screen and the detail of open invoices

Step 6

The screen displays open invoices. Enter any of the following options:

ENTER **P**REVIOUS, **N**EXT, **I**NVOICE, **A** TO SEE TOTALS, OR **E**ND TO EXIT:

- View **P**revious or **N**ext page; the last page displays

ENTER **P**REVIOUS, **I**NVOICE, OR PRESS <**E**NTER> FOR AGING BUCKETS:

- **I**nvoice provides more options:

–**V**IEW to run Detailed Invoice Inquiry (Menu 19.5)

–**P**RINT to run Invoice Reprint

–**F**AX AN INVOICE from the Credit Manager's screen (if you have DQ).

Enter an eight-digit number.

- **A**' to see totals displays the final breakdown of open invoices in the aging buckets; **Enter** for the next options:

ENTER **C**UST MAST, **C**UST **D**ET, **S**HIP TO, **M**EMOS, **R**EPORT, **I**NQUIRIES, **CD**-CONTACT DATE, **AR**-DETAIL, **C**RED AUTH, **P**AYMENT HIST, **NSF**, OR **E**ND TO EXIT:

- **E**ND' to exit.



See Appendix B for option definitions.

```

COMPANY:01 ***** CREDIT INQUIRY SCREEN ***** 01/13/98 06:37:51
TEST CUSTOMER EX CUST#12345 ORIG-DT0 6/24/92
123 MAIN PHONE#: A/R$: 531.18
LST ORD:105965 09/21/96 ORD$: 1 22.92
LST PAY: CRD$: 50000
ANYTOWN OR 12345 PAY TD$: 0.00 PAYS:
CON: ALC PRIOR: AV PY DS 0 CRD HOLD: N HICR: 531
SLS:000 NO SALESMAN SLS: DUN FLAG: Y
TERMS: 05 NET 10TH FOLL PURCH NEXT CONTCT DATE:
SPEC INST: FAX:
TYP CO INV# DATE ORIG AMT OPEN AMT CUST REF TERMS/DUE ORDER REL
C/M01 105968 09/20/96 -11.34 -11.34 09/20/96 105968-001
INV01 105965 10/14/96 427.28 427.28 1112545 11/10/96 105965-001
S/C01 930496 06/30/97 2.43 2.43 SERVICE CHG 06/30/97
INV01 935976 10/14/96 23.00 23.00 09/01/97 105976-001
S/C01 960496 06/30/97 2.43 2.43 SERVICE CHG 07/30/97
INV01 965976 10/14/96 24.00 24.00 10/01/97 105976-001
S/C01 990496 06/30/97 2.45 2.45 SERVICE CHG 08/29/97
INV01 995976 10/14/96 24.38 24.38 11/01/97 105976-001
S/C01 900328 12/31/96 7.31 7.31 SERVICE CHG 12/31/96
S/C01 900397 03/25/97 7.31 7.31 SERVICE CHG 03/25/97
S/C01 900451 06/30/97 7.31 7.31 SERVICE CHG 06/30/97
Enter Previous, Next, Invoice, A to see totals, or END to exit:

```

Figure 4-16. Credit inquiry for Customer 12345, Company 01

4.1.9A Memo Hardcopy

Print a hardcopy of a customer memo that was entered in Credit Inquiry screen of Menu 4.1.9.

Step 1

Enter a printer destination or **Enter** for default.

Step 2

Enter customer number or *'all.'*

```

06:55:12 05 Jun 1998 MEMOS FOR CUSTOMER 123 PAGE 2
1. 02/24/98 Customer is refusing to pay bill. Talked to mgr- Tom W.
2. 02/24/98 He said he will work on getting the check to us by the first
3. 02/24/98 of next week. Will call back then.

```

Figure 4-17. Memos for Customer TripleA

4.1.10 Quick Detailed Aged Trial Balance

This menu prints a detailed list of all currently open aged A/R items for a specific customer(s). Enter the aging date and the program calculates the aging of open invoices from the date entered.

Step 1

Enter the date of month-end.

Step 2

Enter the customer number.

Step 3

Enter to confirm the customer.

Step 4

Type '*end*' and the report is filed.

4.1.11 A/R Detail Statement

Prints a very useful A/R report for locating customer payments applied through Order Entry or through A/R posting.

Step 1

Enter customer number(s).

Step 2

Choose to report on open A/R items or history items.

Step 3

Choose to print to screen or printer.

Step 4

Enter a beginning date.

DETAIL OF AR, FOR INPUT CUSTOMER(S)

ENTER CUST#, CUST#(S) SEP BY ', ' , 'L' FOR LOOKUP OR 'END' TO END:12345

REPORT FROM:
 1. OPEN AR ITEMS
 2. HISTORY ITEMS (ZEROED OUT)

ENTER REPORT SOURCE (1,2 OR 'END'):1

OPTIONS:
 1. TO CRT
 2. TO PRINTER

ENTER OPTION (1,2 OR 'END'):

Figure 4-18. A/R Detail—first screen of options

AR	A.CUST.NO	TYPE	REF.DATA	REF#	DATE	AMT	OPEN.BAL
01105968	12345	C/M		105968	09/20/96	-11.34	-11.34
01105965	12345	INV		1112545	10/14/96	427.28	427.28
01935976	12345	INV			10/14/96	23.00	23.00
01965976	12345	INV			10/14/96	24.00	24.00
01995976	12345	INV			10/14/96	24.38	24.38
01900328	12345	S/C	SERVICE CHG	900328	12/31/96	7.31	7.31
01900397	12345	S/C	SERVICE CHG	900397	03/25/97	7.31	7.31
01900451	12345	S/C	SERVICE CHG	900451	06/30/97	7.31	7.31
01900469	12345	S/C	SERVICE CHG	900469	06/30/97	7.31	7.31
01900487	12345	S/C	SERVICE CHG	900487	06/30/97	7.31	7.31
01900496	12345	S/C	SERVICE CHG	900496	06/30/97	0.00	0.00
	DTB				01/09/98	2.43	0.00
	DTB				01/09/98	2.43	0.00
	DTB				01/09/98	2.45	0.00
01930496	12345	S/C	SERVICE CHG	900496	06/30/97	2.43	2.43
01960496	12345	S/C	SERVICE CHG	900496	06/30/97	2.43	2.43
01990496	12345	S/C	SERVICE CHG	900496	06/30/97	2.45	2.45
TOTAL				531.18			

<Enter> for next page, 'Previous page, 'End:

Figure 4-19. A/R Detail of open items

16:10:26 04 Jun 1998		AR DETAIL STATEMENT		PAGE 1			
AR.HIST	A.CUST.NO	TYPE	REF.DATA	REF#	DATE	AMT	OPEN.BAL
01800044	123	O/A		018000	10/09/97	-49.95	0.00
		REA		100018	11/03/97	49.95	0.00
01800045	123	O/A		018000	10/09/97	-49.95	0.00
		REA		100020	11/03/97	49.95	0.00
01800048	123	O/A		018000	10/10/97	-49.95	0.00
		REA		100022	11/03/97	49.95	0.00
01800049	123	O/A		018000	10/10/97	-49.95	0.00
		REA		100023	11/03/97	49.95	0.00
01800050	123	O/A		018000	10/15/97	-229.21	0.00
		REA		100030	11/03/97	229.21	0.00
01800051	123	O/A		018000	10/15/97	-10.99	0.00
		REA		100032	11/03/97	10.99	0.00
01800052	123	O/A		018000	10/22/97	-249.75	0.00
		REA		100036	11/03/97	99.90	0.00
		PMT		B130	11/25/97	149.85	0.00
01800068	123	O/A 99		test f	11/01/97	-100.00	0.00
		PMT		B130	11/25/97	100.00	0.00
01100018	123	INV			11/03/97	49.95	0.00
		REA		800044	11/03/97	-49.95	0.00

<Enter> for next page, 'Previous page, 'E'nd:

Figure 4-20. A/R Detail of history items

4.1.12 Reopen AR History Items

Use this menu to retrieve an A/R item that has already been paid, cleared and run through end-of-day. This is usually run when a check was posted incorrectly, either to a wrong account or wrong invoice. Menu 4.1.12 is part of a two-step process in which Step 2 is the A/R adjustment to open the amount (Menu 4.1.2); this menu (Step 1) allows you to return to Step 1.



Reminder: Run the adjustment before it goes through end-of-day, otherwise you will have to re-reopen the item.

Step 1

Enter your operator code.

Step 2

Enter an eight-digit invoice number; the following prompt appears:

*** 01105976 HAS BEEN REOPENED ***

Step 3

Enter the next invoice to open or '*end.*'

Step 4

Run A/R Adjustment Entry (Menu 4.1.2).

4.1.13 Search AR History by Check#

Find a payment applied to an invoice in A/R and A/R history by a check number (searches for all occurrences of that check).

Step 1

Enter a check number.

Step 2

Enter if you do *not* want a hardcopy of the invoice(s) found— press 'y' if you do.

Step 3

The program searches the A/R file for all occurrences of the check number. **Enter** to scroll the list (if there are several pages) or Ctrl-X to end the listing.

Step 4

The same process is repeated for A/R history. Again, Ctrl-X to end the process and return to the main menu.

```

Search thru Accounts Receivable for an Invoice

Enter check number ?0110

Do you want a Hard Copy (Y/<Enter>)?
  
```

Figure 4-21. A/R Search—first screen

```

Now searching thru Open Accounts Receivables

Page 1  AR                      06:45:32 05 Jun 1998

A.CUST.NO  CUST.NAME..... CHECK#.... DATE.... TYPE      AMT..... BATCH#  inv#....
   123      Jeff's JSS.UPG    001    02/15/98  O/A    - 20.00   01800   113
           Tester

[405] 1 items listed out of 198 items.

Press <ENTER> to search thru Accounts Receivable History or <END> ?
  
```

Figure 4-22. A/R Search-second screen

Page 1 AR.HIST		06:10:49 23 Mar 1998					
A.CUST.NO	CUST.NAME.....	CHECK#....	DATE....	TYPE	AMT.....	BATCH#	INV#....
RICH	RICH'S SPECIAL SUPPLIES		07/02/96	INV	658.99		01105677
		OA	11/30/97	PMT	6.91	B536	
		OA	11/30/97	PMT	-13.82	B536	
		O/A	11/30/97	PMT	-0.06	B538	
		1111	11/30/97	PMT	-652.02	B539	
RICH	RICH'S SPECIAL SUPPLIES		07/03/96	INV	271.03		01105679
		1111	11/30/97	PMT	-271.03	B539	
RICH	RICH'S SPECIAL SUPPLIES		07/03/96	INV	596.98		01105680
		1111	11/30/97	PMT	-596.98	B539	
RICH	RICH'S SPECIAL SUPPLIES		07/03/96	INV	238.27		01105683
		1111	11/30/97	PMT	-238.27	B539	

[405] 4 items listed out of 203 items.

Figure 4-23. Resulting A/R History search report of invoice #01105677

4.2 Daily Reports

These are daily reports associated with the daily processing of A/R posting.

```

MENU-4.2          ACCOUNTS RECEIVABLE DAILY REPORTS MENU
10:57:40 13 Jan 1998          15 JSS.TEST dbs
Journals with Update
-----
1. Daily Cash Receipts Journal
2. Daily Adjustment Journal

Listings & Reports
-----
3. Open Batch Listing
4. Open Batch Listing - Screen
5. Credit Authorization Log Report
6. Daily Partial Payment Listing

8. Daily Cash Batches Listing
8A.Today's Cash With Orders
8B.Past Day's Cash Orders

9. Monthly Cash Batches Listing
10. Daily Deposits Report

MAIL
Enter a Menu Path or <Enter>:

```

Figure 4-24. Daily Reports menu

4.2.1 Daily Cash Receipts Journal

This report provides a summary of daily cash receipts by batch number, and a summary of cash taken at the counter (Cash with Orders). When the report is printed, you also have the opportunity to update the monthly cash file and clear the way for the month-end processing.

Step 1

Enter to continue the process.

Step 2

Choose a printer destination or **Enter** for the default.

Step 3

Review the report.

Step 4

When the warning appears (Figure 4-26), type 'y****' to update balanced batches to the file. If you do not want to update the files, type 'n.'



Customers with multiple stores should coordinate this update since it affects "ALL" balanced batches regardless of which store initiated the update.

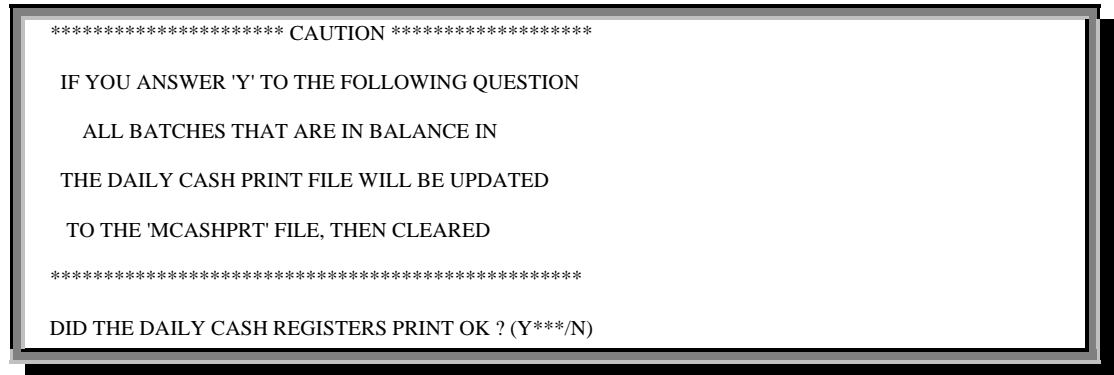


Figure 4-25. Heed the warning

You can run the update more than once a day to update any balanced batches. Unbalanced batches remain open until you resolve them.



If any balanced batches have not been updated (moved from daily to monthly file), the end-of-month processing will stop.

CO#	BATCH#	DATE....	AMT.....
		03/13/98	0.00
	IU		0.00
		03/03/98	-503.94
		03/06/98	45.94
		03/11/98	59.00
		03/13/98	2704.92
	OE		2305.92
01			2305.92
			2305.92

Figure 4-26. Cash With Orders report sample

BATCH#: IU and OE

"IU" items arise from end-of-day routines called Invoice Update and are generated from payments received during Order Entry. These items should always total 0 because, for each paid invoice, Invoice Update sets up two entries of opposite sign that apply to the invoice and the O/A record, one canceling the other.

"OE" items come from Order Entry and should match payments received during invoicing. The end-of-day process sets them in the AR file as an O/A (on account) item. Invoice Update then sets the IU items and the invoice.

See Appendix B for explanation of other column headings.

4.2.2 Daily Adjustment Journal

This report prints accounts receivable adjustment details, and updates monthly adjustment files to clear the way for month-end processing. Any non-updated adjustments stops end-of-month processing.

- Type 'y***' to update the monthly adjustment files, otherwise type 'n'.

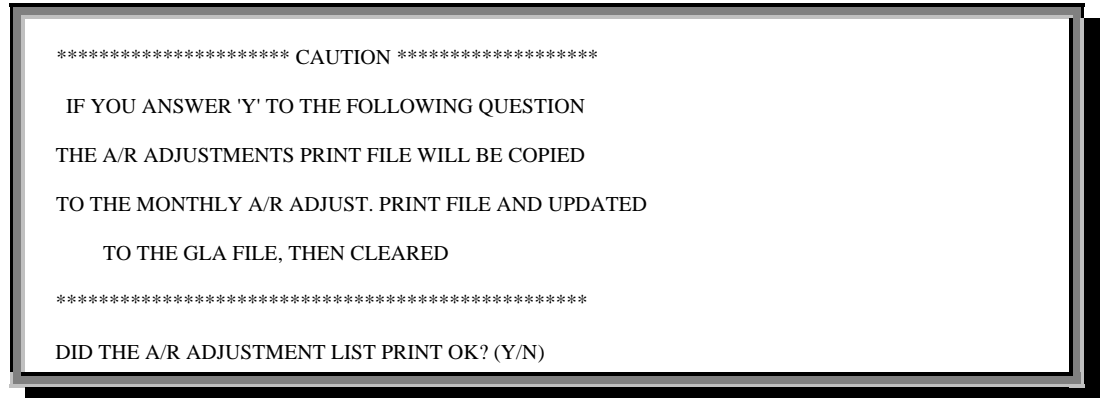


Figure 4-27. A warning similar to the previous one in Menu 4.2.1

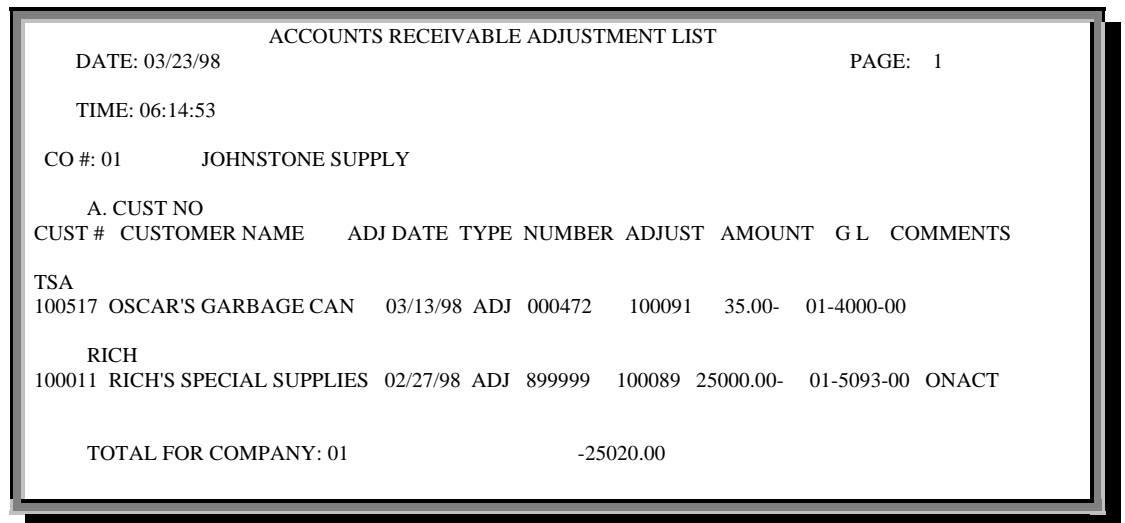


Figure 4-28. Adjustment List report sample

4.2.3 Open Batch Listing

This report identifies and prints (hardcopy) *all* out-of-balance cash receipts batches and in-balance cash receipt batches that have not been updated. Use this program if you think that some cash posting information was not updated.

OPEN BATCHES LISTING	DATE 01/13/98	PAGE 1
	TIME 11:01:13	
CO #: 01 JOHNSTONE SUPPLY	BATCH#: 000531	
POSTING DATE: 09/01/97		
BANK NO: 001	BANK NAME: WELLS FARGO	
	BANK G/L#: 01-1010-00	
*** BATCH TOTALS ***	*** APPLIED TOTALS ***	
A/R CONTROL:		108.00
TESTER :		
CASHDIS:		
SALETAX:		
FRTALOW:		
petcash:		
CASHDIS:		
A/R CASH:	0.00	108.00
MISCELLANEOUS:	0.00	

Figure 4-29. The first screen that automatically displays

Step 1

Press **Enter** at the first screen to display the second page.

Step 2

Enter twice to continue.

OPEN BATCHES LISTING	DATE 01/13/98	PAGE 2
	TIME 11:01:13	
TOTAL CASH:	0.00	108.00
HIT NL TO CONTINUE OR END		

Figure 4-30. The second page may have only one line



Remember to use Ctrl-X to end the scrolling.

4.2.4 Open Batch Listing—Screen

This report is identical to the previous one, except that this one prints to the screen.

4.2.5 Credit Authorization Log Report

Menu 4.2.5 lists operators who have authorized orders with credit holds. This report automatically prints as part of the day-end process.

4.2.6 Daily Partial Payment Listing

Use this menu to list all invoices with partial payments that result in an open balance.

TIME/DATE: 06:16:02 23 Mar 1998		DAILY INVOICE PARTIAL PAYMENT REPORT			PAGE: 1			
CUST#.....	CUSTOMER NAME	INVOICE#	BATCH#	TYPE	AMOUNT	APPL CD	WRITE-OFF	OPEN BAL
123	1234 TEST	01800741	000669		285.75			10.00
123	1234 TEST	01800742	000669		159.23			15.23
123	1234 TEST	01800744	000669		53.00			5.0

Figure 4-31. Daily Partial Payment report sample

4.2.8 Daily Cash Batches Listing

This report provides a summary or detailed report of cash receipt batches that are still open. Use it to find the reason for batches not balancing applied totals to batch control amounts.

```

DAILY CASH BATCHES LISTING
*****

OPTIONS:
1. LINEPRINTER
2. CRT
ENTER OPTION (1 OR 2) :2

ENTER BATCH #S (SEP BY ;), OR <CR> FOR ALL :

ENTER CUST #S (SEP BY ;), OR <CR> FOR ALL :

DISPLAY OPTIONS:
1. FULL DETAIL REPORT
2. SUMMARY TOTALS
ENTER OPTION (1 OR 2) :

```

Figure 4-32. The first screen of Daily Cash Batches

Step 1

Choose to print to a printer or screen.

Step 2

Enter one, several, or '*all*' batch numbers.

Step 3

Enter one, several, or '*all*' customer numbers.

Step 4

Choose a Detailed or Summary report. Use the Detailed report when a batch is out of balance to find your posting errors. The Detailed report provides a posting by posting breakdown of the batch, whereas the Summary gives a breakdown by customer and the total amount posted to each customer.

06:20:09 23 Mar 1998	DAILY CASH BATCHES LISTING
DCASHPRT 110402	
CO# 01	
BATCH# 000531	
INV# 01800717	
CHECK NBR 123	
TYPE O/A	
AMT 108.00	
DCASHPRT	
BATCH#	
ALPHA CUST Total	
CHECK NBR	
AMT 108.00	
DCASHPRT	
BATCH# BATCH TOTL 000531	
ALPHA CUST	
CHECK NBR	
AMT 108.00	
DCASHPRT ***	
BATCH#	
ALPHA CUST	
CHECK NBR	
AMT 108.00	
[405] 1 items listed out of 7 items.	

Figure 4-33. Full detail report

11:09:45 13 Jan 1998		DAILY CASH BATCHES LISTING			
CO#	BATCH#	ALPHA CUST.....	CUST.NAME.....	AMT.....	WO.AMT....
01				108.00	0.00
01		Total		108.00	0.00
	OTL 000531			108.00	0.00
02			TRESE	20.00	0.00
02		Total 123		20.00	0.00
	OTL 000543			20.00	0.00
01				0.00	0.00
01		Total		0.00	0.00
01			OSCAR'S GARBAGE CAN	-16587.84	4171.96
01		Total TSA		-16587.84	4171.96
	OTL 000545			-16587.84	4171.96
01			FRED'S SUDS	140.00	0.00
01		Total 1234		140.00	0.00
	OTL 000547			140.00	0.00

Figure 4-34. Summary totals

4.2.8A Today's Cash With Orders

Menu 4.2.8A provides a report of all counter cash transactions for the current day, sorted by type of payment. Use it to balance the cash drawer, so run it as often as needed.



Day-end processing automatically generates a copy of this report also.

Step 1

Select a printer or **Enter** for the default.

Step 2

Enter a company number or '*all*'.

Step 3

Enter when the report is finished printing.

4.2.8B Past Day's Cash with Orders

This report prints the cash transactions for a the previous day. It is especially helpful when tracing a discrepancy and the original cash-with-order is gone. It is only valid for the current month.

Step 1

Enter a company number or '*all*'.

Step 2

Enter beginning date.

Step 3

Enter ending date.

4.2.9 Monthly Cash Batches Listing

This menu provides a summary or detailed report of balanced cash batches for the current month. Use this menu to find a batch because once a cash batch is balanced and updated in Menu 4.2.1, it no longer shows up in Menu 4.2.8.

Step 1

Choose to print to a printer or screen.

Step 2

Enter a batch number (s) or **Enter** for 'all.'

Step 3

Enter a customer number(s) or **Enter** for 'all.'

Step 4

Choose a detailed or summary report.

Step 5

Enter for next pages. If necessary, press **Ctrl-X** to break out of the report.

```
CLOSED CASH BATCHES LISTING
*****

OPTIONS:
1. LINEPRINTER
2. CRT
ENTER OPTION (1 OR 2) :2

ENTER BATCH #S (SEP BY ;), OR <CR> FOR ALL :

ENTER CUST #S (SEP BY ;), OR <CR> FOR ALL :

DISPLAY OPTIONS:
1. FULL DETAIL REPORT
2. SUMMARY TOTALS
ENTER OPTION (1 OR 2) :1
```

Figure 4-35. Closed Cash Batches—first screen


```

07:12:00 14 Jan 1998  CLOSED CASH BATCHES LISTING

MCASHPRT  106802
BATCH#    000159
INV#      01035235
ALPHA CUST 1234
CUST.NAME 1234 TEST
REF.DATA   GEGWEQHRTWH
TYPE      PMT
AMT       -10.00

MCASHPRT
BATCH#
ALPHA CUST      Customer Total GOOMBA
AMT             -10.00

MCASHPRT
BATCH#    BATCH TOTL 000159
ALPHA CUST
AMT       -10.00

```

Figure 4-36. Closed Cash Batches—first page of detailed report

4.2.10 Daily Deposits Report

This reports on the current day's bank deposit amounts by type of payment. The report combines the cash with orders and the ROA (received on account) postings for the current day into one report. It is accurate only if Menu 4.2.1 has not been run and this total is not reflected in the total of daily balances.

```

DEPOSIT REPORT FOR 06:22:32 23 Mar 1998

TOTAL OF CASH EQUAL          154.92
TOTAL OF CHECKS EQUAL        268.00
TOTAL OF VISA EQUAL           100.00
TOTAL OF DSCV EQUAL           0.00
TOTAL OF M/C EQUAL            0.00
TOTAL OF JSCARD EQUAL         0.00
TOTAL DAILY DEPOSIT EQUALS    522.92

```

Figure 4-37. Daily Deposits report sample

4.3 Monthly Reports

This menu contains many of the reports that are automatically generated by the month-end process. At times, however, you may need to run any of these reports manually.



Generally, do not run the first two options—Menus 4.3.1 and 4.3.2—since they are handled automatically during each day-end process.

You can run the reports in Menu 4.3 at any time during the month.

MENU-4.3 ACCOUNTS RECEIVABLE MONTH-END REPORTS MENU		1 JSS.TEST dbs
06:23:23 23 Mar 1998		
Updates	Reports & Listings	
-----	-----	
1. Update Aging To Customer File	20. Cash Receipts Journal	
2. Purge A/R Zero-Balance Items	21. Monthly Cash Register By Customer	
	22. Summary Cash Register By Bank	
	23. Adjustment Journal	
5. Print Statements From Spooler	24. Customer Ledger Card Print	
	25. Detailed Aged A/R Report	
	26. Netted Open Item ATB	
Service Charge	27. Summary Aged A/R Report	
-----	28. Overdue A/R Report	
7. Service Charge Calculation/Printer	29. Statements	
8. Open Service Charge Listing	30. Cash Flow Position Report-Printer	
9. Paid Service Charge Report	31. Cash Flow Position - Screen	
10. Reprint Service Charge Invoices	32. Unapplied Cash Listing	
	33. Summary Tax Register	
	34. Special Aging Report	
	35. Commissions Register	
	36. Gross Profit By Class/Type/Sls	
Enter a Menu Path or <Enter>:		

Figure 4-38. The monthly reports

4.3.1 Update Aging to Customer File

This process is similar to the one run at each day-end. Run this menu to print a statement for a specific customer after posting payments if 1) the process occurs outside the regular end-of-month time, and 2) there is no activity in Accounts Receivable (no payments being posted, no invoices being run in Order Entry, and so on).

WARNING!!! THIS WILL UPDATE AGING BUCKETS IN YOUR CUSTOMER RECORDS.

THIS PROGRAM SHOULD ONLY BE RUN AFTER REGULAR HOURS.

THIS PROGRAM SHOULD NOT BE RUN WHILE ANYTHING ELSE IS UPDATING THE CUSTOMER RECORDS. THIS INCLUDES ORDER ENTRY, CASH, & DAY-END.

DO YOU WISH TO CONTINUE (Y/N) ?

Figure 4-39. Heed the warning

4.3.2 Purge A/R Zero-Balance Items

This menu runs automatically during the normal end-of-day routine.



Do not run Menu 4.3.2 unless Database has specifically instructed you to do so

4.3.5 Print Statements From Spooler

During the month-end process, statements are automatically generated and stored in the spooler. This program allows you to retrieve and print the alignment loop and statements generated from the end-of-month routine or Menu 4.3.29.

Step 1

Select a printer or **Enter** for the default.

Step 2

Select your print option:

1. Alignment Loop. An alignment loop is a test pattern used to help line up statement forms. It prints a character in every available space on the form. Print as many alignment loops as needed.
2. All statements. Choose this option after running Alignment Loop to print all statements generated a) during end-of-month processing, or 2) after returning to Menu 4.3.29 to calculate statements.
3. Statements starting with spec cust. Use this option to *continue* running statements after, for example, a paper jam or after running out of statements during the middle of a run. At the prompt ENTER STARTING CUSTOMER NUMBER enter any string of numbers to search (not necessarily the customer number). The program searches through the entire statement spooler entry for the very first occurrence of the string and starts printing right there.

Example To reprint statements beginning with "9999", enter that number and the program finds the first occurrence of that number, whether it is the customer number, invoice number, payment, open amount, zip code, or phone number. Printing begins from that number.

We recommend entering a unique string from a statement that printed properly *before* the printing ceased (to line up the printer, for example). Good strings to use are customer name or address.



Do not use Alignment Loop when using this option since it starts with a string anywhere—not at the top of a statement. Start several statements prior to the break to give yourself time to line them up.

4.3.7 Service Charge Calculation & Print



Run this program before you begin the month-end process. See Appendix B for complete instructions on month-end process.

This program scans all accounts receivable items and flags past-due records for service charges.

Step 1

Enter to begin the process.

Step 2

Select a printer or **Enter** for default.

```

TIME & DATE      = 16:01:49 26 Nov 1997
PORT NUMBER     = 33
SVC CHG CALC DATE = 11/26/97
# OF OVERDUE DAYS = 20
CURRENT PERIOD  = 9711

WARNING!!!! SERVICE CHARGES HAVE ALREADY BEEN CALC'D FOR
THIS PERIOD. PLEASE NOTE THE ABOVE INFORMATION.

ENTER 'CONTINUE' OR <CR> TO RETURN TO MAIN MENU:

```

Figure 4-40. Read the warning on the first screen

Step 3

Read the warning, then type '*continue*' to proceed.

Step 4

Enter the number of days past the invoice *due* date for the prompt

ENTER THE NUMBER OF OVER DUE DAYS A RECEIVABLES RECORD MUST HAVE IN ORDER FOR IT TO CALCULATE INTO SERVICE CHARGES:



The service charge calculation automatically includes this past-due charge.

Step 5

The system processes your response, calculates the service charges, prints a report, and prompts

REVIEW SERVICE CHARGE LISTING - NO FILES HAVE BEEN UPDATED YET!!!!

ACCEPT LIST AND UPDATE FILES (Y***/N) ?

Type 'y***' to accept the calculations and update the files, or type 'n' to reject the update and make corrections.



Run the report as often as necessary, but run the update only once. Also, review the list *before* updating since it is difficult to correct it afterwards.

SERVICE CHARGE LISTING					PAGE: 1
06:29:26 03/23/98					
CO #: 01 JOHNSTONE SUPPLY					
A.CUST NO	CUSTOMER NAME	TR DESCRIPTION	PAST DUE AMT		
PERCENT	SVC AMT	SVC DATE	SVC NUMBER	INV NUMBER	
12095	INTERSTATE SUPERMARKET	05 NET 10TH FOLL PURCH	10.51		

Figure 4-41. Service Charge report

Step 6

To this point, only the report has printed. Now print the service charge invoices since some customers do not pay service charges unless there is a corresponding invoice. Choose one of the service charge invoice print options:

1. All invoices prints all invoices generated from the service charge calculation
2. Invoices with 'P' flag prints all invoices with the "P" flag for customers that require an invoice before they will pay the service charges
3. Do not print does not print invoices, but the service charges appear on the account and on the customer statement as a line item

To print service charge invoices for only a few specific customers, set their service charge flag to "P", then select Option 2 above (see Customer Master Maintenance, Menu 12.2.2.2, for more information on Service Charge flag).

4.3.8 Open Service Charge Listing

Prints all open service charges not yet paid.

- **Enter** to begin the process.

OPEN SERVICE CHARGE REPORT FOR JOHNSTONE SUPPLY						
DATE: 03/23/98			PAGE: 1			
TIME: 06:32:30						
CO #: 01 JOHNSTONE SUPPLY						
CUST #	A.CUST NO	CUSTOMER NAME	SER CHG #	DATE	SER AMT	CUST A/R BAL
103499	45695	A-1 Direct Marketing Serv	900184	08/31/98	2.77	185.82

Figure 4-42. Open Service Charge report

4.3.9 Paid Service Charge Report

Prints the service charges paid during the month through A/R posting.

END OF MONTH										MONTHLY PAID SERVICE REPORT	
DATE: 03/23/98								PAGE: 2			
TIME: 06:32:48											
APPLIED CO #: 01 JOHNSTONE SUPPLY											
EXT CUST#	INT CUST	CUSTOMER NAME	TYPE	CO-INV#	REF #	A/R CRED	TESTER				
CASHDIS	SALETAX	FRTALOW	MISC	REAPPLY	CASH APPL	CHECK #					
TOT APPLIED CO #:01 0.00 0.00 18.37 0.00 0.00 0.00 0.00 0.00 -18.37											
CASHDIS 18.37											

Figure 4-43. Paid Service Charge report

4.3.10 Reprint Service Charge Invoices

Reprint service charge invoices for specific date.

Step 1

Enter the printer destination.

Step 2

Enter your choice from the following prompt:

SERVICE CHARGE INVOICE PRINT OPTIONS

- 1) ALL INVOICES
 - 2) INVOICES WITH 'P' FLAG
 - 3) DO NOT PRINT
- ENTER 1 2 OR 3 :

Step 3

Enter the date of the service charge.

Step 4

Enter beginning customer number or **Enter** for all. If by number, enter ending customer number as well.

4.3.20 Cash Receipts Journal

Run this report *only* as part of the end-of-month routine unless otherwise directed by Database.

Step 1

Enter to begin the process, and the prompt displays

IS THIS THE END OF MONTH PRINT (Y/N)

Step 2

If you answered 'y', then the next prompt appears:

ENTER MONTH-END DATE AS (MM/DD/YY)

Step 3

Enter the date, and the journal sorts then spools.

4.3.21 Monthly Cash Register by Customer

This report runs during end-of-month to show the cash received from the customer.



If you ever run this report, *never* answer with a 'y**' or else it will clear the general ledger file that is updated without keeping a record.**

Step 1

Enter to begin the process, and the prompt displays

IS THIS THE END OF MONTH PRINT (Y/N)

Step 2

If you answered 'y', then the next prompt appears:

ENTER MONTH-END DATE AS (MM/DD/YY)

Step 3

Enter the date, and the journal sorts and spools

4.3.22 Summary Cash Register by Bank

Lists each ROA batch for each bank. Shows totals and write-off codes for each batch. Run automatically during end-of-month.



Never answer 'y**' unless directed so by DBS; otherwise, it clears files that are necessary for end-of-day reporting.**

One prompt displays:

IS THIS THE LAST RUN FOR THE MONTH AND CAN WE
CLEAR THE MONTHLY CASH SUMMARY FILE ? :

- Type 'y' or 'n'.

4.3.23 Adjustment Journal

Lists the Accounts Receivable adjustments by month-to-date. Shows customer, invoice, amount, and General Ledger number.



Again, do not enter 'y**' when running this menu. The program automatically does this during normal end-of-month to update the files as necessary.**

Step 1

Enter to begin the process, and the prompt displays

IS THIS THE END OF MONTH PRINT (Y/N)

Step 2

If you answered 'y', then the next prompt appears:

ENTER MONTH-END DATE AS (MM/DD/YY)

Step 3

Enter the date, and the journal sorts and spools

RICH'S SPECIAL SUPPLIES	
11/30/97 ADJ	100001 100083 11261.23 01-1000-00 CREDIT DONE IN ERROR
TOTAL FOR COMPANY: 01	11261.23
12738.37	TOTAL ITEMS: 1 TOTAL AMOUNT:

Figure 4-44. Adjustment List report

4.3.24 Customer Ledger Card Print

Prints the old customer ledger card that was used when receivables were kept by hand.

Step 1

Enter to begin the process.

Step 2

Enter the date of the run.

Step 3

When the next question appears,

DO YOU WANT SPECIFIC CUSTOMERS (Y/N)

type

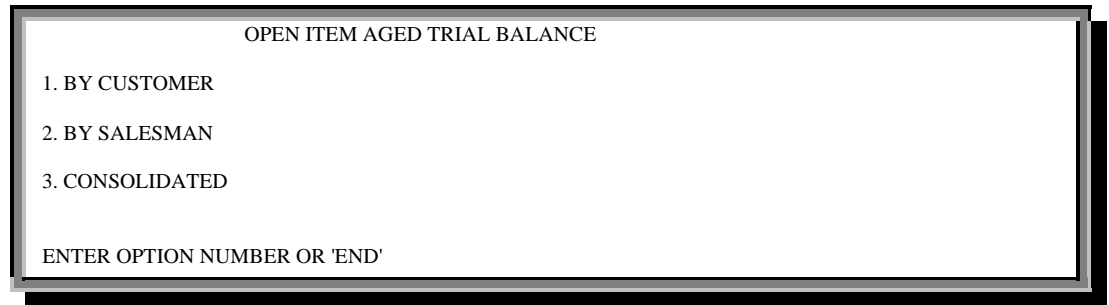
1. 'n' spools the ledger card to print, or
2. 'y' prompts you to type the starting customer number, then the ending number.

4.3.25 Detailed Aged A/R Report

Lists all the open A/R items by customer, and shows the aging.



The aging may be slightly different than the aging in other reports because this report contains a true "days" aging. For example, an invoice due on February 10 will not actually appear 30 days past due until 30 days *after* that date.



OPEN ITEM AGED TRIAL BALANCE

1. BY CUSTOMER
2. BY SALESMAN
3. CONSOLIDATED

ENTER OPTION NUMBER OR 'END'

Figure 4-45. Options for Menu 4.3.25

Step 1

Choose to report by customer, salesman, or by consolidating.

Step 2

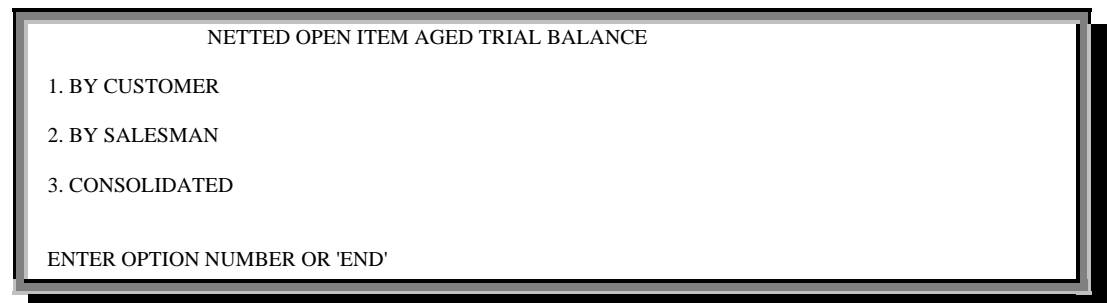
Enter the month-end date.

Step 3

Enter the company number or '*a*' for all. Sorts and spools aged trial balance

4.3.26 Netted Open Item ATB

Provides the same information as in Menu 4.1.10 except that this one is for *all* customers.



NETTED OPEN ITEM AGED TRIAL BALANCE

1. BY CUSTOMER
2. BY SALESMAN
3. CONSOLIDATED

ENTER OPTION NUMBER OR 'END'

Figure 4-46. A screen very similar to the previous menu's

- Choose one of three options for the report to process.

4.3.27 Summary Aged A/R Report

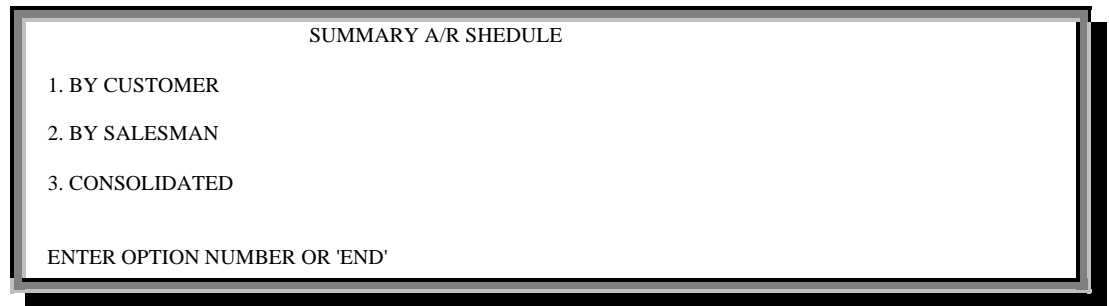
This report provides a summary of true "days" aging which "breaks" at each salesman number by starting a new page for each one. For a basic aging report, use Menu 4.3.34.

Step 1

Select a printer or **Enter** to default.

Step 2

Select your reporting option.



```
SUMMARY A/R SCHEDULE

1. BY CUSTOMER
2. BY SALESMAN
3. CONSOLIDATED

ENTER OPTION NUMBER OR 'END'
```

Figure 4-47. The same options as in Menu 4.3.26

Step 3

Enter the company number or 'a' for all.

Step 4

Enter the month-end date.

Step 5

If you answer 'y' at the next prompt,

IS THIS THE END OF MONTH PRINT (Y/N)

enter the date after the prompt

ENTER MONTH-END DATE AS (MM/DD/YY)

4.3.28 Overdue A/R Report

Lists overdue A/R amounts by customer or salesman.

Step 1

Choose a report by customer or salesman.

Step 2

Enter the month-end date.

```

ACCOUNTS RECEIVABLE OVERDUE REPORT

1. BY CUSTOMER

2. BY SALESMAN

ENTER OPTION NUMBER OR 'END'

```

Figure 4-48. Only two options this time

4.3.29 Statements

Use this menu to generate statements at a time other than end-of-month, usually for a specific customer, a range of customers, or all customers.

Step 1

Enter to begin the process. Accept the current statement messages or input new one(s). If you have multiple companies but want to keep the same message for all, **'0'** to accept the original message at all stores' screen, otherwise type different message(s) for each company.

```

STATEMENT MESSAGE MAINTENANCE

MESSAGE FOR COMPANY #:01

1. MSG LINE Summer is just around the corner. The heat is on its way.
2. MSG LINE Don't forget to check out the special summer A/C flyer.
3. MSG LINE Summer hours are 7am to 6pm
4. MSG LINE Monday through Friday
5. MSG LINE

Enter Line#, Backout, DELETE, Edit, 0 to Accept

```

Figure 4-49. Existing statement messages for Company 01

Do not leave blank message lines since the program stops looking for more text once it finds a blank line. Also, all text following a blank line is not selected or printed. To save time, statement message can be entered beforehand using Menu 12.12.

Step 2

Enter beginning date for payments or **'end'** for no payments. The date is the first day of the month you close

Example *If you close in May, the date is 05/01/98.*

Enter the date of run—preferably the first day of the current month you run the statement. All payments made to the account will print on the statement; however, *'end'* will not print payments.

Step 3

Specify which customers to report.

```

SELECT OPTIONS
1. SPECIFIC CUSTOMERS
2. STARTING/ENDING CUSTOMER NUMBERS
3. ALL CUSTOMERS

ENTER 1 2 OR 3

```

Figure 4-50. Your options for Menu 4.3.29

4.3.30 Cash Flow Position Report - Printer

Prints only the A/R totals due by month (no other information).

- **Enter** to begin the process.

4.3.31 Cash Flow Position - Screen

Same as above except the totals print to screen only.

- Three screens automatically display in succession; press **Enter** to proceed to the next screen and the main menu.

```

CO# 01 JOHNSTONE SUPPLY   CASH FLOW POSITION REPORT   14 Jan 1998

MONTH YEAR AR OPEN BALANCE NET AR BALANCE

                272,175.15          271,819.83
                -----
TOTAL          272,175.15          271,819.83

```

Figure 4-51. Menu 4.3.31, screen 1

CO# 02 JOHNSTONE - STORE 02 CASH FLOW POSITION REPORT 14 Jan 1998			
MONTH	YEAR	AR OPEN BALANCE	NET AR BALANCE
97		-60,943.81	-60,949.72

TOTAL	97	-60,943.81	-60,949.72

Figure 4-52. Menu 4.3.31, screen two

CO# 03 DATABASE BUSINESS SYSTEMS CASH FLOW POSITION REPORT 14 Jan 1998			
MONTH	YEAR	AR OPEN BALANCE	NET AR BALANCE
94		-131.25	-131.25

TOTAL	94	-131.25	-131.25
GRAND TOTAL		211,100.09	210,738.86

[405] 647 items listed out of 647 items.
:

Figure 4-53. Menu 4.3.31, screen three

4.3.32 Unapplied Cash Listing

Lists all credit memos (C/M) and open on-account (O/A) amounts. The report prints by customer. We recommend running this report periodically to clear open amounts from customer accounts.

4.3.33 Summary Tax Register

This is the same report that runs at month-end: tax report for previous month's closed items

4.3.34 Special Aging Report

Lists customer's aging method and buckets. Choose from various customer criteria.

Step 1

Select printer or **Enter** for default.

Step 2

Enter a single or several customer numbers (separated by semicolons, ';') or 'all'.

```

13:01:14 14 Jan 1998

                AGING REPORT
                -----

NOTE: - ENTER 'E' OR 'END' AT ANY PROMPT TO EXIT THIS PROGRAM
      - ENTER <CR> AT ANY PROMPT TO BACK-UP TO THE PREVIOUS PROMPT

ENTER CUST#S TO REPORT SEPARATED BY SEMICOLONS, OR 'ALL' CUSTOMERS
====> :

```

Figure 4-54. Special Aging Report—first prompt

Step 3

Select an aging period from the following list. This determines where the report starts its selection and what buckets prints on the report.

```

AGING PERIODS OPTION
  0 - ALL      (prints all)
  1 - CURRENT (prints customers with value in Current and over)
  2 - 30 TO 60 (prints customers with 30-60 buckets and over)
  3 - 60 TO 90
  4 - 90 TO 120
  5 - 120 TO 150
  6 - 150 & OVER

```

ENTER BEGINNING AGING BUCKET:

- Selecting '0' (all) displays two other prompts:

ENTER THE LOWEST CUSTOMER TOTAL BALANCE DUE TO REPORT.

and then

ENTER WHOLE DOLLARS, OR ENTER 'SKIP' TO GET ALL NON-ZERO
BALANCES ---> :

Step 4

Answer 'y' or 'n' to the next prompt:

DO YOU WANT TO REPORT JUST THOSE CUSTOMERS WHOSE OPEN
BALANCES EXCEED THEIR CREDIT LIMIT (Y/N) ?

Step 5

Choose the spacing:

DO YOU WANT THIS REPORT TO BE DOUBLE-SPACED (Y/N) ?

Step 6

Choose the company number(s):

ENTER COMPANY NUMBER TO REPORT (USE 2 NUMERIC), OR 'ALL'
COMPANIES :

15:30:10 05 Jun 1998		JOHNSTONE SUPPLY AGING REPORT FOR COMPANY 02							PAGE 2		
CUST#	NAME.....	CITY. PHONE#.....	CRLM TC	TOT.BAL	FUTURE	CURRENT	30-60	60-90	90-120	120-150	OVER-150
123	Jeff's Tester	PORTL 123-456-7890	9999 05	12867.61	39.97	97.65	12111.29			618.70	
123	JEFF***	PORTL 503-285-8958	1000 01	70.98	70.98	12938.59	39.97	97.65	2111.29	618.70	70.98
123	Jeff's Tester	PORTL 123-456-7890	9999 05	59.00	59.00		59.00		59.00		
GRAND TOTALS				12997.59	39.97		97.65		12170.29	618.70	70.98
[405] 3 items listed out of 3 items.											

Figure 4-55. Special Aging report

4.3.35 Commissions Register

This report originates from the invoice file. It sorts by salesman number and shows the sales amount, the cost, and the gross profit

Step 1

Enter the salesman ID or **Enter** for all.

<p>COMMISSION REGISTER -----</p> <p>NOTE: ENTER 'END' AT ANY PROMPT TO QUIT...</p> <p>ENTER SALESMAN-ID(S) OR (RETURN) FOR ALL :</p>
--

Figure 4-56. Commissions Register—first screen

Step 2

Specify the accounting month or **Enter** for all. Note the message:

ENTER ACCOUNTING MONTH (YYMM) OR (RETURN).
NOTE: IF YOU DON'T SPECIFY, YOU WILL GET
ONE MOUNTAIN OF PAPER OUT OF YOUR PRINTER! :

4.3.36 Gross Profit by Class/Type/SIs

This report is similar to End-of-Month Gross Profit Report except that this one contains some flexible sorting information.

Step 1

Enter the printer number or **Enter** for default.

Step 2

Enter the company numbers or *'all.'*

Step 3

Enter the customer types (from Menu 12.2.2.2, Screen 2, Field 3) or *'all.'*

Step 4

Enter the customer classes (from Menu 12.2.2.2, Screen 2, Field 4) or *'all.'*

Step 5

Enter the salesman number or *'all.'*

Step 6

Enter the year and month of fiscal period.

Step 7

Enter *'y'* or *'n'* to print addresses.

Step 8

Enter the contract number(s) or **Enter** for all.

4.4 Dunning System

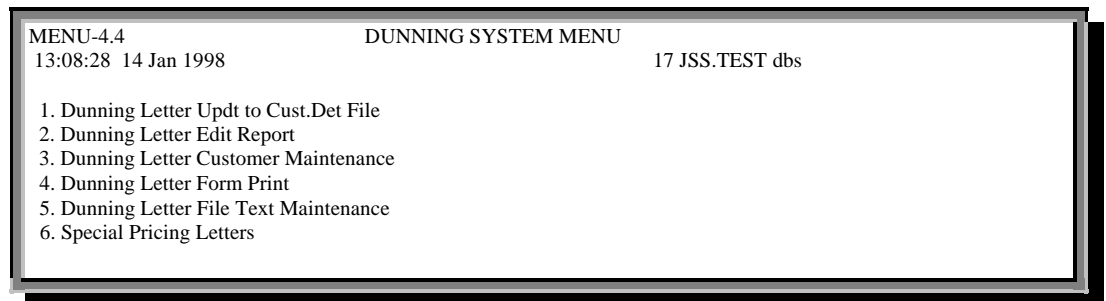


Figure 4-57. Dunning is a five-step process

Purpose

The dunning system helps you handle your accounts receivable past-due customers by generating past-due letters. You can completely omit a customer from the dunning process, or exclude a customer from a specific

letter. As customers become further in arrears, the content of the letters intensifies. There are three levels of content severity:

1. The first letter is assigned when the past-due amount ages beyond the user set parameter.
2. The next level is assigned each month that a payment is not received. A memo feature is included in the Credit Manager's Inquiry (Menu 4.1.9) to record conversations with the customer should litigation become necessary. Additionally, letter code 4 is assigned to customers who pay their balance, but do not pay the service charges, and letter code 5 is assigned to customers who make a payment, but still have an open balance. Letters 4 and 5 are not automatically sent, based on the premise that these situations require individual credit department review, and the production of computer generated letters might prove counter productive.

Once a customer has gone beyond the third level, the system flags them with an asterisk, and no further dunning processing occurs. Inevitably, this type of account requires more direct action than sending computer letters.

The Dunning Letter Process

After initial setup, the dunning system is a four-step process:

Step 1

Run Menu 4.4.1 to update the appropriate flag to the delinquent customer's file.

Step 2

Run Menu 4.4.2 to print the report of which customers will receive which letter.

Step 3

After reviewing the report, the credit department may use Menu 4.4.3 to override letter assignments on an individual customer basis.

Step 4

Finally, run Menu 4.4.4 to print the letters. The letters are designed to print on regular 8 1/2 x 11 paper, or letterhead, if you wish.

Step 5

Menu 4.4.5 allows you to edit the actual dunning letter text, to fit your personal needs.

4.4.1 Dunning Letter Update to Cust.Det file

Step 1

Enter to proceed with the process.

Step 2

Enter the date of run.



This date has no bearing on the outcome of the update since the update is based on the number of accounting periods that a customer is past due.

4.4.2 Dunning Letter Edit Report

The report lists the type of letters that will be sent to each customer, along with basic credit information for the credit department's review. An analysis of the number of each type of letter prints on the bottom of the report to measure the effectiveness of the dunning program.

- **Enter** to proceed.

4.4.3 Dunning Letter Customer Maintenance

This program allows the credit department to override the letter assignments made by the system before the letters print.

Step 1

Enter the customer number.

Step 2

Confirm the number.

Step 3

Enter the company number.

Step 4

Type '0' to accept, or change Line 1: type the letter assignment, 1-5, an asterisk (*), or spacebar to clear the customer from this run altogether.

Step 5

End or enter the next customer number.

```
DUNNING LETTER CUSTOMER MAINTENANCE

CUSTOMER NUMBER:      12345          TEST CUSTOMER
                     123 MAIN

                     ANYTOWN      OR 12345

COMPANY NUMBER: 01          JOHNSTONE SUPPLY

1. DUNNING LETTER: 1

ENTER LINE TO CHANGE, 'END' TO END OR '0' TO ACCEPT
```

Figure 4-58. The only screen that appears in the dunning process

4.4.4 Dunning Letter Form Print

This program prints the dunning letters based on the results of the Edit Report, Menu 4.4.2, and any subsequent maintenance.

Step 1

Enter to proceed.

Step 2

Enter the company number or '*a*' for all.

Step 3

Answer '*y*' or '*n*' if the letter(s) is for a specific customer(s).

Step 4

If yes, enter the starting, then the ending customer number.

Step 5

Select a printer or **Enter** for the default.

Step 6

Enter when finished printing

The letters print on regular 8 ½ x 11 paper at 10 or 12 cpi.

4.4.5 Dunning Letter File Text Maintenance

This program allows you to customize any of the five letters to fit your individual needs. A generic model of each is provided with the system as a guide. Review each model before issuing any letter to your customer.

Step 1

Enter your operator code.

Step 2

Enter the letter number 1-5.

Step 3

Enter the company number.

Step 4

If the letter and company numbers do not match, answer the next prompt:

NOT ON FILE. IS THIS A NEW ITEM (Y/CR) ?

Step 5

If yes, edit or delete any of the 12 lines, or '0' to accept. The 'B'ackout option is available if necessary.

Step 6

Enter the next letter code.



Use the cursor arrows to move across a line. To insert a character, Ctrl-R to turn on the Insert mode. Repeat the process to turn it off.



The dunning letter text can be changed at any time, but the sequence of the letters cannot.

DUNNING LETTER TEXT MAINTENANCE

LETTER CODE: 01 COMPANY CODE: 01

1. PLEASE REMIT PAYMENT WITHIN 30 DAYS

2. PLEASE REMIT PAYMENT WITHIN 10 BUSINESS DAYS

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Enter Line#, Backout, DELETE, Edit, 0 to Accept

Figure 4-59. Dunning Letter Maintenance

4.4.6 Special Pricing Letters

Step 1

Enter printer destination or **Enter** for default.

Step 2

Enter letter number to print.

Step 3

Enter customer number(s).

Appendix

Screen Column Headings

Name	Meaning
LN	Line number that corresponds to an open ar entry.
TYP	Type of transaction (INV, C/M..etc.)
NUMBER	A/R invoice number
DATE	Date of invoice or Date for cash discount.
LIMIT	Customer Credit Limit
HI CR	Customer's highest credit
ORD\$	Current customer order dollars
A/R\$	Current customer AR dollars
AMT OPEN	Amount remaining open on invoice
CASH DIS	Discount available to customer for paying cash.
PO REF NUM	Customer po# entered during order entry, often used as reference by the customer's AP department.
WRITE-OFF	Value entered through the write-off process during posting.
A/R CRED	Amount posted against the open invoice. The amount being credited against the open AR item.
2 nd COUNT	Subsequent count of the shelves
A.PROD.NO	Product number
ADJUSTMENTS	Quantity adjusted
AVG COST, AVG.CST	Average cost of the product; copied from Product Detail, Menu 12.3.2.3
B.ON.ORD, BACKORD	Quantity on backorder
BATCH#	A/R Batch number
C.ON.ORD	Quantity on order
CNT.VALUE	New count value (new count x avg. cost)
CNTR	Operator who counted products
COMPTR QTY-OH	On-hand quantity calculated by the computer
COST	Average cost of a single item

Name	Meaning
COUNT	Final count
COUNT ON HAND	Count entered
COUNTER	Operator who counted products
CREATE DATE	Date tag created
DESC, DESCRIPTION	Product description
FINAL COUNT	Total of <i>all</i> counts entered in Menu 9.4
IN.PICK	Quantity on pick ticket
INITIALS	Operator initials
ITEM DESC	Product description
ITEM#	Product number
NEG OH	Indicator when on-hand is below zero
NEW CNT	New count
OH @ PHS CNT	on-hands at PI count
OH.VALUE	On-hand dollar value (avg. cost x on-hand qty.)
OH NAND	On-hands counted during PI
OLD CNT	Last count
PART-NBR	Product number
PO#, PO. NO.	Purchase order reference number
POST DATE	Date count entered
PRE-COUNT	Number that was entered in Menu 9.1
PROD#, PRODUCT#	Product number
PROD.DET	Internal product number
QTY-COUNT	Number of products
SHELF COUNT	Warehouse or shelf count, or sometimes the final count
TAG#, TAG-NO	Computer-assigned tag number
TYPE	Type of transaction
VALCHG	Difference between on-hand and new count values
VALUE AFTER PHYSICAL	new on-hands x average cost
VALUE BEFORE PHYSICAL	on- hands before x average cost
VARIANCE	Difference between old and new count
VEND ON ORD	
WARELOC, WHS.LOC, WHS-LOC	Warehouse location where product is found (copied from Menu 12.3.2.3)
WHSE, WAREHOUSE	Warehouse number

A/R Month End

The following steps will help you have a successful Month-End.

- ___1. If you do not assess a service charge on overdue invoices, begin with Step 2. Otherwise, post service charges through Menu 4.3.7. Enter the number of "overdue" days an invoice must be to incur a service charge.

Example: *To calculate a service charge on unpaid invoices that were due on the 10th of the current month, but not on unpaid invoices due on the 25th, enter a number greater than 6 and less than 20 for the number of overdue days.*

Reprint service charge invoices using Menu 4.3.10.

- ___2. If there are no open batches proceed to Step 3. Otherwise run Menu 4.2.4 for an Open Batch Listing. If there are batches but they are not balanced, do so in Menu 4.1.1. Then run a final copy of Daily Cash Receipts Journal (Menu 4.2.1) and Daily Adjustment Journal (Menu 4.2.2). Month-end will not run if these reports show any activity, they have not been run, or cash batches are out of balance.
- ___3. Insert the Month-End tape labeled for the current month you are closing. We recommend a separate tape for each month.
- ___4. Log off the terminal (until the big "J" displays). At the logon prompt enter '*month-end*'. The month-end password is "ME."
- ___5. Check the month-end wakeup time (Option 1C). Change it if necessary.
- ___6. Select Option 1A to run the end-of-day/end-of-month combination. Read the message and the reminder to run reports in menus 4.2.1 and 4.2.2. **Enter**, and then answer the series of questions, followed by 'y' to confirm.
- ___7. Choose Option 1 for the File Save option. Enter the sleep option to begin processing immediately, or let it sleep to a later time as determined in Step 5. Note that the next prompt, ARE YOU REALLY SURE THE ABOVE IS CORRECT, is your last chance to backup in case you answered any of the above questions incorrectly.
- ___8. The program verifies that the Daily Cash is balanced. It then checks if anyone else is running end-of-month; the program stops if it detects another user.
- ___9. The Statement Message Maintenance screen is next. This screen is for adding special messages on all the statements. When the message is correct, enter '0' to accept. Do not insert blank lines between lines of text. The system prompts for multiple companies to allow a different statement message for each company. If your company does not print separate statements for each store, enter only a message for Company 01. You may change the statement message at any point throughout the month using Menu 12.12.
- ___10. Enter the beginning date for payments. Enter the first day of the current month (the month that you are closing). If you enter '*end*' instead of the date, the payment detail suppresses and does not print on the statements.

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