



Menu 3: Accounting Registers

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MENU 3: ACCOUNTING REGISTERS

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Menu 3 Accounting Registers

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MENU-3          ACCOUNTING REPORTS          1 JSS.UPG dbs
07:14:10 15 Jun 1998
Daily Registers
-----
1. Daily Invoice Register
2. Daily Credit Memo Register
3. Daily Tax Register

Weekly Registers
-----
6. Weekly Commission Report
7. Weekly Gross Profit Report

Monthly Registers
-----
8. Monthly Invoice Register
9. Monthly Credit Memo Register
11. Monthly Tax Register
12. Monthly Gross Profit Report
14. Monthly Returns Analysis
15. Monthly Tax Jurisdiction Summary
16. Monthly Refrigerant Tracking Report

Enter a Menu Path or <Enter>:
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Figure 3-1. Accounting Registers' main menu

Purpose

This entire menu consists of daily, weekly, and monthly accounting reports. Printing such reports using this menu is an easy alternative to printing them with spooler commands. The input date for all these reports is the aging and invoicing date. Also, invoices appear on the reports only if the end-of-day and end-of-month reports have been run.

3.1 Daily Invoice Register

Print report of all invoices for a specified invoice date. Credit memos or pick packs will *not* print.

Step 1

Enter to proceed with the process.

Step 2

Enter an invoice date (mm/dd/yy).

DAILY INVOICE REGISTER												
CO 01 Database Business Systems		ENTRY DATE 09/29/98		DATE 09/29/98		PAGE 1						
TIME 15:33:29												
CUST#	CUSTOMER NAME	INV #	DATE	INV TOTAL	SLS	SALE AMT	TAX AMT	FRT.AMT	MISC AMT	COSTAMT	GPAMT	GP % WH
100006	GOOMBA SAFARI SUP	101365	09/29	49.03	002	45.40	3.63		20.89	54.0	54.0	001
TOTAL COMPANY: 01 Database Business Systems				49.03		45.40	3.63	0.00	0.00	20.89	54.0	54.0
GRAND TOTAL				49.03		45.40	3.63	0.00	0.00	20.89	54.0	54.0

Figure 3-2. Daily Invoice Register

3.2 Daily Credit Memo Register

Print report of all credit memos created for a specified invoice date, including all finalized credit memos.

Step 1

Enter to proceed with the process.

Step 2

Enter a credit memo date (mm/dd/yy).

DAILY CREDIT MEMO REGISTER						ENTRYDATE 01/05/98		DATE 10/05/98		PAGE 1		
CO 01 Database Business Systems						TIME 08:11:13						
CUST#	CUSTOMER NAME	C/M #	DATE	INV #	C/M TOTAL	SLS	SALE AMT	FRT.AMT	MISC.AMT	COST AMT	GP AMT	G.P% R
TVW												
100393	TRESE	000332	01/05		-82.75	005	-68.96			-27.03	60.8	60.8 N
TVW												
100393	TRESE	000333	01/05		-260.69	005	-225.24			-406.86	-80.6	-80.6 N
TVW												
100393	TRESE	000334	01/05		-312.98	005	-260.82			-113.00	56.7	56.7 R
TVW												
100393	TRESE	000352 *	01/05		-10.00	005	0.00			0.00	0.0	0.0
TVW												
100393	TRESE	000353	01/05		-5.00	005	0.00	0.00	0.0	0.0	-294.20	0.00 -
47.5												
	'TOTAL'				-671.42		0.00			-546.89		
1.5		-555.02	0.00	1.5								
GRAND TOTAL					'RETURNS'		-312.98	0.00		-113.00	56.7	
-260.82	0.00	56.7			'NON RETURNS'		-358.44	0.00		-433.89	-47.5	
					'TOTAL'		-671.42	-294.20	0.00	-546.89	-47.5	1.5
							-555.02		0.00		1.5	

Figure 3-3. Daily Credit Memo Register

3.3 Daily Tax Register

Print a report of invoices and credit memos, their tax and totals. The tax is broken down by tax jurisdiction and by invoice.

Step 1

Enter to proceed with the process.

Step 2

Enter an invoice date (mm/dd/yy).

DAILY STANDARD TAX REGISTER ENTRY DT 09/29/98 DATE 09/29/98 PAGE 1										
CO 01 Database Business Systems		TIME 15:33:38								
CUST #	CUSTOMER NAME	TNX INV#	C/M NO	DATE	INV TOTAL	SALE AMT	TAXABLE	NON-TAX	TAX% COST DOL.	GP.AMT
G.P%										
GOOMBA										
100006	GOOMBA SAFARI SUPPLY	INV 101365	09/29		49.03	45.40	3.63			
TOTAL TAX JURISDICTION: 01 PENNSYLVANIA STATE					49.03	45.40	3.63	0.00	20.89	54.0 54.0
TOTAL COMPANY: 01 Database Business Systems					49.03	45.40	3.63	0.00	20.89	54.0 54.0
GRAND TOTAL					49.03	45.40	3.63	0.00	20.89	54.0 54.0

Figure 3-4. Daily Standard Tax Register Entry

3.6 Weekly Commission Report

A salesperson's tool, this commission report is useful for tracking individual commission checks on a daily, weekly or bi-weekly basis. The report gathers invoice records without print flags until month-end, at which time it clears and starts over.

- **Enter** to print the report.

WEEKLY STANDARD COMMISSION REGISTER						DATE 09/29/98	PAGE 1
CO 01	Database Business Systems		TIME 15:34:09				
SLS 000 NO SALESMAN							
CUST #	CUSTOMER NAME	TNX INV#	C/M NO	DATE	INV TOTAL	SALE AMT	COM% COMM AMT COST DOL. GP.AMT GP % OS WH
COD							
100000	C.O.D. NON-TAXABLE	INV 101359		08/28	44.17	40.90	0.00 20.59 40.90 49.7 001
123							
121925	Jeff's Tester	INV 000648		07/09	197.00	197.00	0.00 158.88 197.00 19.4 001
123							
121925	Jeff's Tester	INV 000649		07/09	235.00	235.00	0.00 186.43 235.00 20.7 001
123							
121925	Jeff's Tester	INV 000650		07/09	176.35	174.96	0.00 139.67 174.96 20.2 001

Figure 3-5. Weekly Standard Commission Register

3.7 Weekly Gross Profit Report

Similar to the Weekly Commission Report above, this report lists the weekly gross profit.

- **Enter** to print the report.

WEEKLY GROSS PROFIT REGISTER						DATE 09/29/98	PAGE 1						
CO 01 Database Business Systems						TIME 15:34:34							
SLS 000 NO SALESMAN													
CUST #	CUSTOMER NAME	TNX INV#	C/M NO	DATE	INV TOTAL	SALE AMT	COM%	COMM AMT	COST DOL.	GP.AMT	GP %	OS	WH
COD													
100000	C.O.D. NON-TAXABLE	INV 101359		08/28		44.17	40.90	0.00	20.59	49.7	49.7		001
123													
121925	Jeff's Tester	INV 000648		07/09	197.00	197.00		0.00	158.88	19.4	19.4		001
123													
121925	Jeff's Tester	INV 000649		07/09	235.00	235.00		0.00	186.43	20.7	20.7		001
123													
121925	Jeff's Tester	INV 000650		07/09	176.35	174.96		0.00	139.67	20.2	20.2		001

Figure 3-6. Weekly Gross Profit Register

3.8 Monthly Invoice Register

Print all invoices for the month ending with the date entered (Step 2).
Similar to Menu 3.1, Daily Invoice Register, this report is simply much longer.

Step 1

Enter to proceed with the process.

Step 2

Enter the month-end date (mm/dd/yy).

Step 3

Type the fiscal month date in the form of yy/mm.

MONTHLY INVOICE REGISTER												
DATE 11/23/98				PAGE 1				TIME 14:35:33				
CO 01 Database Business Systems				MONTH END DATE: 06/30/98				FISCAL MONTH: 9806				
CUST#	CUSTOMER NAME	INV #	DATE	INV TOTAL	SLS	SALE AMT	TAX AMT	FRT.AMT	MISC.AMT	COST AMT	GP AMT	GP % WH
121925	Jeff's Tester	000648	07/09	197.00	000	197.00	0.00		158.88	19.4	19.4	001
123												
121925	Jeff's Tester	000649	07/09	235.00	000	235.00	0.00		186.43	20.7	20.7	001
123												
121925	Jeff's Tester	000650	07/09	176.35	000	174.96	1.39		139.67	20.2	20.2	001
123												
121925	Jeff's Tester	000651	07/09	13.80*	000	13.80	0.00		11.17	19.1	19.1	001

Figure 3-7. Monthly Invoice Register

3.9 Monthly Credit Memo Register

Print all credit memos for a given month.

Step 1

Enter to proceed with the process.

Step 2

Enter the month-end date (mm/dd/yy).

Step 3

Type the fiscal month date (yy/mm).

08:33:03 05 Oct 1998 SUMMARY TAX REPORT FOR FISCAL 9803

(COMPOSITE INVOICED TAX JURISDICTION REPORT)

TAX JURISDICTION	TAX PERCENT	TAX TOTAL	COMPS	PERCENTS	COMP TOTALS	SALE\$	TAXABLE\$	EXEMPTS	CH
00 NON-TAX	0.000 %		0.00		0.00	461.54		461.54	0
01 PENNSYLVANIA STATE	8.000 %	3646.02			3646.02	50,973.53			
02 ALLEGHANEY COUNTY	7.900 %	75.00			75.00	575.00	500.00	0.00	1
06 ORE STATE SALES TAX!	5.000 %	361.89			361.89	26,862.83	7,237.46	19263.48	1
07 DENVER	5.000 %	1.24			1.24	-15.07	24.70	-41.01	0
XYZ TIMBUCTU	20.000 %	10.84			10.84	65.04	54.20	0.00	0

SUBTOTALS FOR COMPANY 01

TOTAL NUMBER OF INVOICES = 172
 TOTAL NUMBER TAXED = 122
 TOTAL NOT TAXED = 50
 TOTAL TAX DOLLARS PAID = 4,176.00
 TOTAL INVOICED DOLLARS = 80,654.25
 TOTAL TAXABLE BASE = 55,012.28
 TOTAL EXEMPT BASE = 21,465.97
 TOTAL NUMBER EXEMPT = 50
 NBR OF PERCENTS CHANGED = 3

NOTE: TAXABLE BASE & EXEMPT BASE FIGURES ABOVE DO NOT INCLUDE INVOICES WITH NO TAX JURISDICTION CODE. TO INSURE ACCURATE TAX

ACCOUNTING, MAKE SURE ALL CUSTOMERS HAVE A VALID TAX CODE.

08:33:04 05 Oct 1998 SUMMARY TAX REPORT FOR FISCAL 9803

(COMPOSITE INVOICED TAX JURISDICTION REPORT)

TAX JURISDICTION	TAX PERCENT	TAX TOTAL	COMPS	PERCENTS	COMP TOTALS	SALE\$	TAXABLE\$	EXEMPTS	CH
01 PENNSYLVANIA STATE	8.000 %	11.76			11.76	170.78	147.02	12.00	0
06 OREGON STATE SALES TAX!	5.000 %				0.00	0.00	0.00	0.00	1

SUBTOTALS FOR COMPANY 02

TOTAL NUMBER OF INVOICES = 3
 TOTAL NUMBER TAXED = 2
 TOTAL NOT TAXED = 1
 TOTAL TAX DOLLARS PAID = 11.76
 TOTAL INVOICED DOLLARS = 170.78
 TOTAL TAXABLE BASE = 147.02
 TOTAL EXEMPT BASE = 12.00
 TOTAL NUMBER EXEMPT = 1
 NBR OF PERCENTS CHANGED = 1

NOTE: TAXABLE BASE & EXEMPT BASE FIGURES ABOVE DO NOT INCLUDE INVOICES WITH NO TAX JURISDICTION CODE. TO INSURE ACCURATE TAX ACCOUNTING, MAKE SURE ALL CUSTOMERS HAVE A VALID TAX CODE.

(COMPOSITE INVOICED TAX JURISDICTION REPORT)

GRAND TOTALS

TOTAL NUMBER OF INVOICES = 175
 TOTAL NUMBER TAXED = 124
 TOTAL NOT = 51
 TOTAL TAX DOLLARS PAID = 4,187.76
 TOTAL INVOICED DOLLARS = 80,825.03
 TOTAL TAXABLE BASE = 55,159.30
 TOTAL EXEMPT BASE = 21,477.97
 TOTAL NUMBER EXEMPT = 51
 NBR OF PERCENTS CHANGED = 4

Figure 3-9. Monthly Tax Register

3.12 Monthly Gross Profit Report

Print a report of all gross profit for a given month.

Step 1

Enter to proceed with the process.

Step 2

Enter the month-end date (mm/dd/yy).

Step 3

Type the fiscal month date in the form of yy/mm.

MONTHLY GROSS PROFIT REGISTER											
DATE 11/23/98								PAGE 1			
CO 01	Database Business Systems	MONTH END DATE: 06/30/98		FISCAL MONTH: 9806		TIME 14:36:08					
SLS 000 NO SALESMAN											
CUST #	CUSTOMER NAME	TNX INV#	C/M NO	DATE	INV TOTAL	SALE AMT	COM%	COMM AMT	COST DOL.	GP.AMT	GP % OS WH
COD											
100000	C.O.D. NON-TAXABLE	INV 101359		08/28	44.17	40.90	0.00	20.59	49.7	49.7	001
123											
121925	Jeff's Tester	INV 000648		07/09	197.00	197.00	0.00	158.88	19.4	19.4	001
123											
121925	Jeff's Tester	INV 000649		07/09	235.00	235.00	0.00	186.43	20.7	20.7	001
123											
121925	Jeff's Tester	INV 000650		07/09	176.35	174.96	0.00	139.67	20.2	20.2	001
123											
121925	Jeff's Tester	INV 000654		08/05	157.23	151.98	0.00	116.57	23.3	23.3	001
123											
121925	Jeff's Tester	INV 000691		08/26	34.65	34.65	0.00	31.77	8.3	8.3	001
123											
121925	Jeff's Tester	INV 000692		08/26	3459.72	3459.72	0.00	3344.74	3.3	3.3	001
123											
121925	Jeff's Tester	INV 101351		08/26	26.21	26.21	0.00	25.33	3.4	3.4	001
123											
121925	Jeff's Tester	INV 101353		08/26	54.00	50.00	0.00	41.19	17.6	17.6	001

Figure 3-10. Monthly Gross Profit Report

3.14 Monthly Returns Analysis

This analysis report is useful for tracking the number of monthly returns to help identify defective products or customers who frequently return merchandise. The report lists the product, quantity, reason for return, and credit memo lines with return indicator "r" for Return to Stock (thus the importance of using the correct return reason code in Order Entry).

Step 1

Enter to proceed with the process.

Step 2

Type the fiscal month date (yy/mm).

RETURNS ANALYSIS						
DATE 11/23/98				PAGE 1		
CO 01 Database Business Systems						
TIME 14:36:43						
CUST#	CUSTOMER NAME	R/C	REASON	CREDIT \$	C/M NO	DATE
TSA						
100517	OSCAR'S GARBAGE CAN	004	DEFECTIVE ITEM	-2.13	000680	08/05/98
TOTAL R/C 004				-2.13		
TSA						
100517	OSCAR'S GARBAGE CAN	005	OTHER REASON	-1.96	000678	08/05/98
TOTAL R/C 005				-1.96		
TOTAL CUSTOMER 100517				-4.09		

Figure 3-11. Monthly Returns Analysis

3.15 Monthly Tax Jurisdiction Summary

Print a monthly report of sales tax broken down by jurisdiction.

- **Enter** to print the report.

PAGE 1		SALES BY TAX JURISDICTION SUMMARY			DATE 21:58:38 15 Jun 1998		
CO#: 01 JOHNSTONE SUPPLY							
TAX.JUR.DESC.....		INV.AMT..... SALE.AMT.. TAX.BASE. NON.TAX.. TAX.AMT..FRT.AMT..					
01 TAX JUR #1	29,199.73	28474.96	14308.28	14166.68	695.64	14.00	
02 LCL METRO	14,096.09	13819.66	13819.66	0.00	276.43	0.00	
03 STATE & LCL METRO	625.52	567.61	567.61	0.00	45.41	7.0	
01 TAX JUR #1	29,199.73	28474.96	14308.28	14166.68	695.64	14.00	
02 LCL METRO	4,096.09	13819.66	13819.66	0.00	276.43	0.00	
03 STATE & LCL METRO	625.52	567.61	567.61	0.00	45.41	7.00	
	147.25	147.25		0.00	147.25	0.00	0.00
	-----	-----		-----	-----	-----	-----
01 JOHNSTONE SUPPLY	44,068.59	43009.48	28695.55	14313.93	1,017.48	21.00	

Figure 3-12. Sales by Tax Jurisdiction Summary

3.16 Monthly Refrigerant Tracking Report

List all refrigerant sales including the invoice, customer, and EPA certification numbers.

Step 1

Select a printer destination.

Step 2

Enter beginning period (yy/mm).

Step 3

Type ending period (yy/mm).

Step 4

Enter a customer number or **Enter** for all.

21:59:27 15 Jun 1998 MONTHLY REFRIGERANT TRACKING REPORT FOR 9801 PAGE 1							
CUST#	SHIP TO CUSTOMER/ADDRESS	CO#	INV#	INV DATE	PRODUCT DESCRIPTION	QTY	CERTIFICATION NUMBER
MARA	MARA COHN 700 N. HAYDEN ISLAND DR PORTLAND, OR 97217-0001 7777 MARA COHN	01	100363	03/06/98	b92-085 R22-30 REFRIGERANT	1	
END OF REPORT							

Figure 3-13. Monthly Refrigerant Tracking Report

Appendix

Screen Columns Names

Name	Meaning
AMT	Amount
C/M NO DATE	Credit Memo Number & Date
C/M#	Credit Memo Number
CH	Credit Hold Flag
CO#	Company Number
COM%	Commission Percentage
COMM.AMT	Commission Amount
COMP TOTALS	Composite Totals
COMPS PERCENTS	Composite Tax Percentage
COST DOL	Cost in dollars
CUST#	Customer Number
EXEMPTS	Amount from Sales not taxed
FRT.AMT	Freight Cost
GP%	Gross Profit Percentage
GP.AMT	Gross Profit Amount
INV TOTAL	Invoice Total in Dollars
INV#	Invoice Number
LN#	Line number
MISC AMT	Miscellaneous Amount
NON-TAX	Non-taxable Amount
OS WH	Overstock Warehouse
QTY	Quantity
R	Return Indicator
R/C	Reason Code
SALES\$	Sales in Dollars
SLS	Sales
TAX%	Tax Percentage
TAXABLE\$	Amount Taxable
TNX	Transaction
WH	Warehouse

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