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Conversion Tips

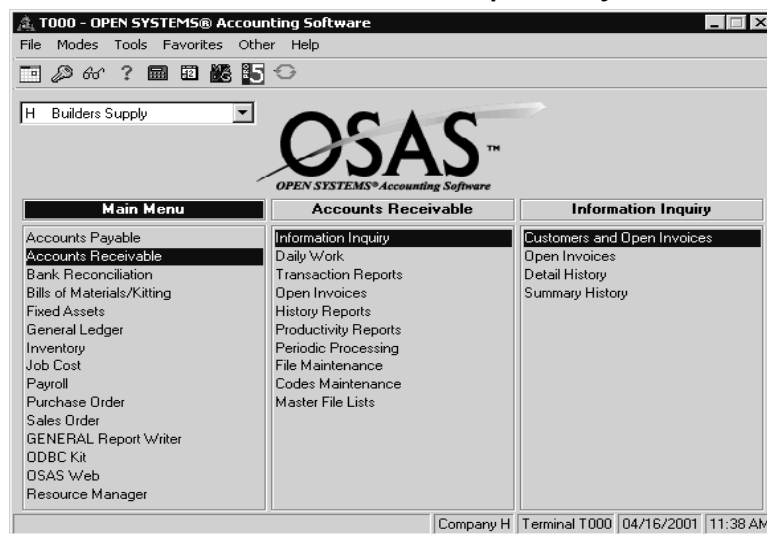
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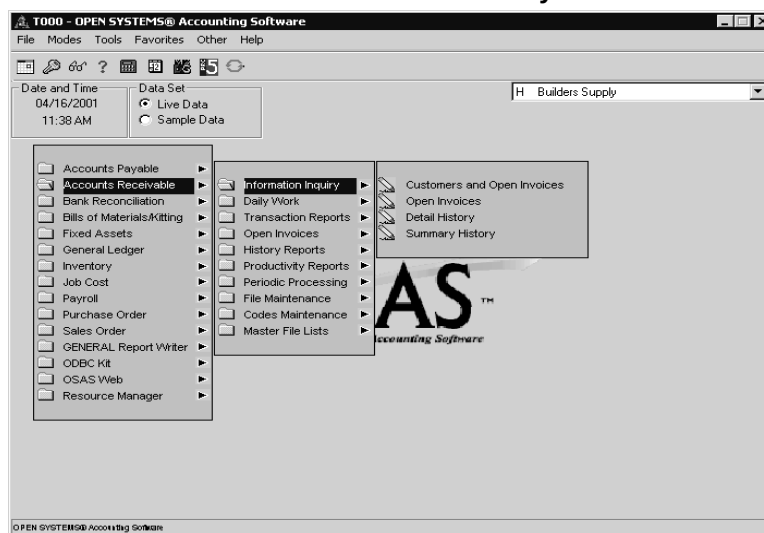
OSAS Accounts Receivable helps you manage two important areas of your business: cash and customer relations. You can produce timely statements and invoices to track your receivables. Also, you will be able to produce informative reports, such as the Customer Analysis Report, the Aged Trial Balance Report, the Commissions Report, and a Sales Representative List. These reports will help you identify who your best customers and sales representatives are, and are not. The complete Detail History Report helps you identify trends and improve your profitability too.

Accounts Receivable Main Menu - Graphical Style



Accounts Receivable Menus

Accounts Receivable Main Menu - Start Style



Use the Information Inquiry functions to:

- view Customer and open invoice information on the screen
- view summary and detail history for individual customers

Use the Daily Work functions to:

- enter invoices and miscellaneous credit transactions
- enter and edit unposted cash receipts in the Accounts Receivable transaction files
- copy recurring entries to the Accounts Receivable transaction files
- move unposted transactions from one batch to another
- use Batch Control for processing specific transaction groups

Use the Transactions Reports functions to:

- print invoices and credit memos for your customers
- print the Sales Journal, Miscellaneous Credits Journal, Cash Receipts Journals as audit trails of your transactions
- print the Methods of Payments Journal and the Deposits Report
- print the Daily Tax Report
- Post Transactions

Use the Open Invoices function to:

- hold or release invoices, and split and reapply credits and payments
- print the Open Invoice Report, the Cash Flow Report
- print the Aged Trial Balance
- calculate finance charges
- print statements
- print the Customer Analysis Report
- print the Commissions Report

Use the History Reports function to:

- print the AR Analysis and Sales Analysis reports
- print the Detail history Report
- print the Customer Sales and Customer Activity reports
- print Summary Invoice History reports
- print a Promotional Analysis Report when interfaced to Inventory
- reprint invoices with the Print History Invoices function
- print the Tax Audit Report

Use the Periodic Processing functions to:

- print a Sales Tax Report for the period
- perform period-, quarter-, or year-end maintenance
- purge customer comments
- purge recurring orders, detail and summary history, and paid invoices

Use the File Maintenance functions to:

- set up Customers, Recurring Entries, Sales Reps, and Tables
- set up individual or multiple Ship to addresses for your customers
- build the open invoices file to initialize customer activity

Use the Codes Maintenance functions to:

- set up Sales and Cost of Goods Sold accounts
- set up Accounts Receivable accounts in Distribution Codes
- set up Terms Codes for customers
- set up Payment and Shipping Methods for customers

Use the Master File Lists function to:

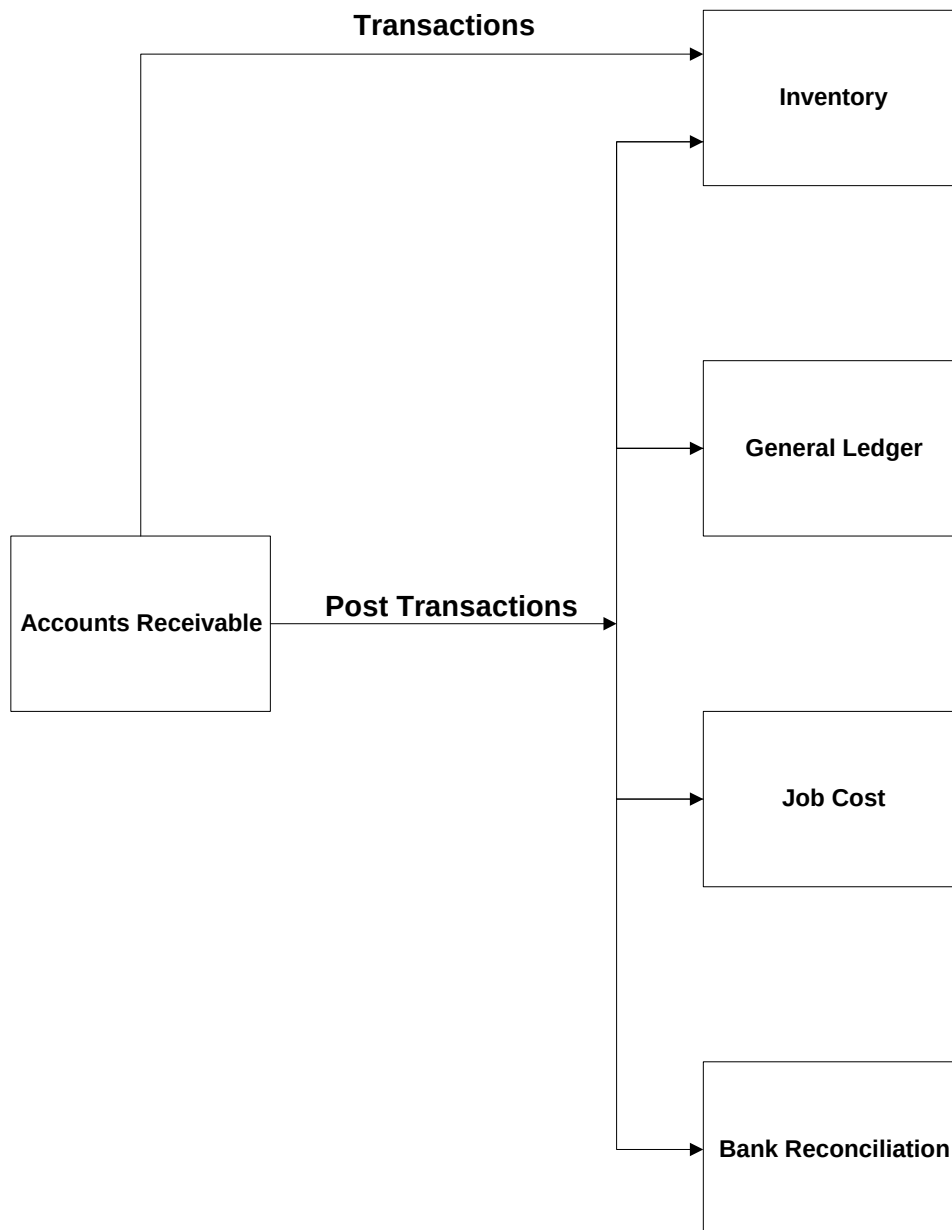
- print Sales Rep Lists
- print Customer Detail and Comments Lists
- print Customer Labels
- print Ship to Address Lists
- print Ship to Address Labels
- print the Recurring Entries, Codes, and Tables lists

Use the Resource Manager, Company Setup, Options and Interfaces function to Interface Accounts Receivable with:

- Inventory
- Job Cost
- Bank Reconciliation
- General Ledger

System Flowchart

Accounts Receivable Interaction With Interfaced Applications



Printing Reports

Open Systems offers several different output devices when printing reports. Select:

(P)rinter - to send a report to a printer. If you have more than one printer set up on your system, you are prompted to select the printer you want to use from a list.

p(R)review - to use a GUI window to view the printed report. The system prompts you to select the printer you want to use for the preview. After viewing the report on the screen, you can select to send the report to a printer.

(F)ile - to print the report to a file so that it can be printed later. In the Defaults function on the Workstation Configuration Menu in Resource Manager, you can specify a default path for print files.

(S)creen - to print a report to the screen.

(E)nd - to exit from the report selection screen without printing the report

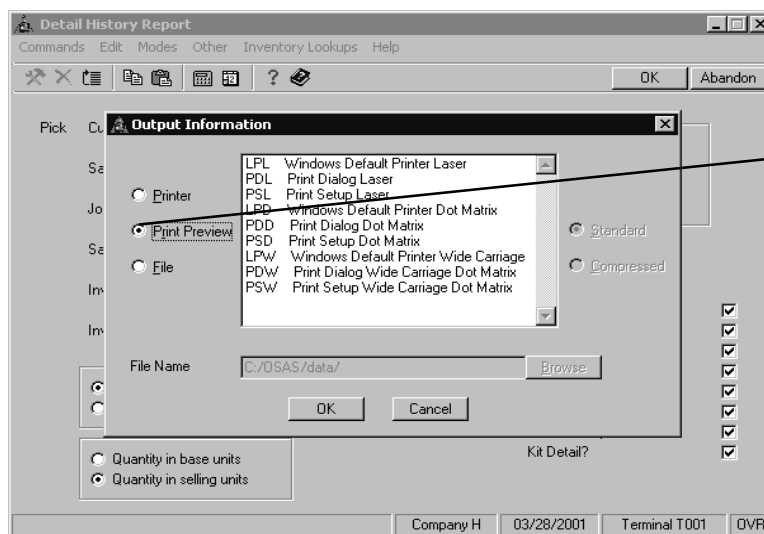
Using the Preview Output Device

When you finish making the print selections for a report you are prompted to choose an output device. The selection **p(R)review** allows you to see what the report looks like before you send it to the printer.

Note

The **pReview** selection will only be available if you have at least one sysprint device defined on your system.

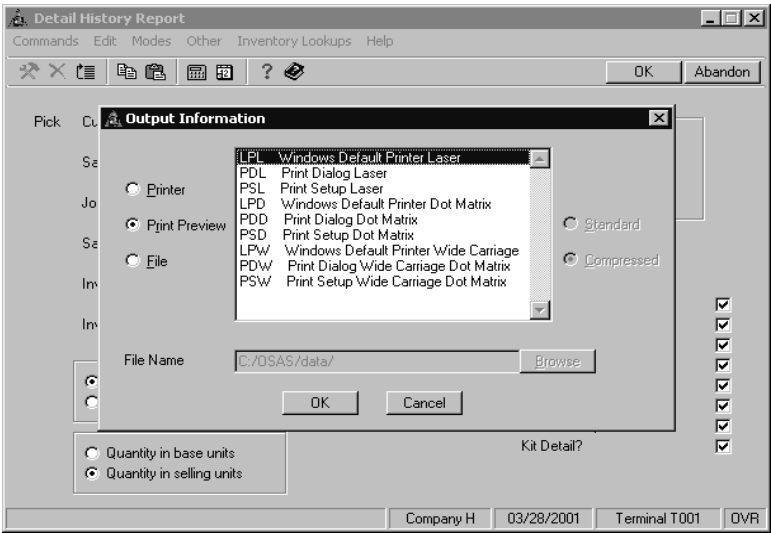
Detail History Selection Screen



Press **R** (**Alt R** in GUI mode) to use the preview command to view the printed report before sending it to the printer.

Select the printer you want to use to print the report.

Detail History Report



The Report Preview Screen displays the printed report.

Using the buttons available on this screen you can:

Report Preview

Send the report to the printer

Print Preview

File Page View Help

Horizontal

Page 1 of 19

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Builders Supply

Detail History Report

By Customer ID

PAGE 1

CUST ID	Rep. 1 2	Description	Loc. #	Sls. Cat.	Invoice Number	Invoice Date	quantity	units	Cost/ discount	Sales/ check amount	Profit	%
ACE001	GPO	100 Electrical package	MM0001	P1	12670001	07/14/99	515.0000	PKGS	178313.60	185774.66	7461.06	4.0
ACE001	GPO	150 Plumbing Package	MM0001	P1	12670001	07/14/99	75.0000	PKGS	66222.75	71467.99	5245.24	7.3
ACE001	GPO	Miscellaneous charge	MM0001		12670001	07/14/99	230.0000		34500.00	86078.05	51578.05	59.9
ACE001	GPO	300 Miscellaneous charges	MM0001	O1	12670001	07/14/99	240.0000	EA	4773.60	5546.52	772.92	13.9
ACE001	GPO	Interior Door	MM0001	O1	12670001	07/14/99	35.0000	EA	7299.25	8341.88	1042.63	12.5
ACE001	GPO	Entry Door	MM0001	P1	12670001	07/14/99	75.0000	PKGS	63062.25	67379.29	4317.04	6.4
ACE001	GPO	Interior Materials	MM0001	W1	12670001	07/14/99	50.0000	EA	7600.00	8133.83	533.83	6.6
ACE001	GPO	450 slide by window 24" x 40"	MM0001	W2	12670001	07/14/99	70.0000	EA	12140.80	12494.27	353.47	2.8
ACE001	GPO	550 slide by window 30" x 40"	MM0001	P1	12670001	07/14/99	50.0000	PKGS	90083.50	94395.25	4311.75	7.9
ACE001	GPO	600 millwork package	MM0001	W1	12670001	07/14/99	145.0000	EA	17007.05	18426.82	1419.77	7.7
ACE001	GPO	610 standard window 24" x 40"	MM0001	W2	12670001	07/14/99	83.0000	EA	11372.66	12589.69	1217.03	9.7
ACE001	GPO	PAYMENT RECEIVED	2451		12670001	08/27/99			.00	530628.25		
ACE001	GPO	100	MM0001	P1	12670010	08/17/99	75.0000	PKGS	26104.37	27054.56	950.19	3.5

NUM

Report Preview

Access the Print Page Setup Window

CUST ID	Rep	Description	Loc./Sls. #	Invoice Number	Invoice Date	Quantity	Units	Cost/Discount	Sales/check Amount	Profit	%
KEE001	GPD	100 Electrical Package	MM0001 P1	12670001	07/14/99	515.0000	PKG	178313.60	185774.66	7461.06	4.0
KEE001	GPD	150 Plumbing Package	MM0001 P1	12670001	07/14/99	75.0000	PKG	66222.75	71467.99	5245.24	7.3
KEE001	GPD	Miscellaneous Charge	MM0001	12670001	07/14/99	230.0000		34500.00	86078.05	51578.05	59.9
KEE001	GPD	Miscellaneous Charges	MM0001 01	12670001	07/14/99	240.0000	EA	4773.60	5546.52	772.92	13.9
KEE001	GPD	350 Interior Door	MM0001 01	12670001	07/14/99	35.0000	EA	7299.25	8341.88	1042.63	12.5
KEE001	GPD	400 Entry Door	MM0001 P1	12670001	07/14/99	75.0000	PKG	63062.25	67379.29	4317.04	6.4
KEE001	GPD	450 Interior Materials	MM0001 W1	12670001	07/14/99	50.0000	EA	7600.00	8133.83	533.83	6.6
KEE001	GPD	460 Slide by window 24" x 40"	MM0001 W2	12670001	07/14/99	70.0000	EA	12140.80	12494.27	353.47	2.8
KEE001	GPD	550 Slide by window 30" x 40"	MM0001 P1	12670001	07/14/99	50.0000	PKG	50083.50	54395.25	4311.75	7.9
KEE001	GPD	600 Millwork Package	MM0001 W1	12670001	07/14/99	145.0000	EA	17007.05	18426.82	1419.77	7.7
KEE001	GPD	610 Standard window 24" x 40"	MM0001 W2	12670001	07/14/99	83.0000	EA	11372.66	12589.69	1217.03	9.7
KEE001	GPD	100 PAYMENT RECEIVED	2461	12670001	08/27/99			.00	530628.25		
KEE001	GPD	100 Electrical Package	MM0001 P1	12670010	08/17/99	75.0000	PKG	26104.37	27054.56	950.19	3.5

Print the active document

In the Print Page Setup Window you can select:

Print Page Setup Window

Print to a file

Which pages of the report to print

The number of copies to print

Printer

Name: \\DOM_BOB\HP4SI

Status: Ready

Type: HP LaserJet 4Si

Where: Dom Bob

Comment:

☐ Print to file

Print range

☒ All

☒ Pages from: 1 to: 19

☐ Selection

Copies

Number of copies: 1

☒ Collate

OK Cancel

Report Preview

Adjust the report to fit the width of the window

Print Preview

File Page View Help

Horizontal Page 1 of 19

Fit Page To Window Width

03/28/2001 12:04 PM

builders Supply
Detail History Report
By Customer ID

PAGE 1

Dist	Rep.	Description	Loc./	Sls.	Invoice	Invoice	Quantity	Units	Cost/	Sales/	Profit	%
ID	1	2	Chk.	#	Cat.	Number	Date		Discount	Check	Amount	
ACE001	GPD	100	MN0001	P1	1.2670001	07/14/99	\$15.0000	PKG	178.313.60	185774.66	7461.06	4.0
ACE001	GPD	130	MN0001	P1	1.2670001	07/14/99	75.0000	PKG	66222.75	71467.99	5245.24	7.3
ACE001	GPD	300	MN0001	P1	1.2670001	07/14/99	230.0000		34500.00	86078.05	51578.05	59.9
ACE001	GPD	300	MN0001	P1	1.2670001	07/14/99	240.0000	EA	4773.60	5546.52	772.92	13.9
ACE001	GPD	350	MN0001	P1	1.2670001	07/14/99	35.0000	EA	7299.25	8341.88	1042.63	12.5
ACE001	GPD	400	MN0001	P1	1.2670001	07/14/99	75.0000	PKG	63062.25	67379.29	4317.04	6.4
ACE001	GPD	450	MN0001	P1	1.2670001	07/14/99	50.0000	EA	7600.00	8133.83	533.83	6.6
ACE001	GPD	460	MN0001	P1	1.2670001	07/14/99	70.0000	EA	12140.80	12494.27	353.47	2.8
ACE001	GPD	550	MN0001	P1	1.2670001	07/14/99	50.0000	PKG	50083.50	54395.25	4311.75	7.9
ACE001	GPD	600	MN0001	P1	1.2670001	07/14/99	145.0000	EA	17007.05	18426.82	1419.77	7.7
ACE001	GPD	610	MN0001	P1	1.2670001	07/14/99	83.0000	EA	11372.66	12589.69	1217.03	9.7
ACE001	GPD	2461	MN0001	P1	1.2670001	08/27/99			.00	5306.25		
ACE001	GPD	100	MN0001	P1	1.2670010	08/17/99	75.0000	PKG	26104.37	27054.56	950.19	3.5

Fit Page To Window Width

NUM

Report Preview

Adjust the page to the window height

Print Preview

File Page View Help

Vertical Page 1 of 19

Fit Page To Window Height

03/28/2001 12:04 PM

builders Supply
Detail History Report
By Customer ID

PAGE 1

Dist	Rep.	Description	Loc./	Sls.	Invoice	Invoice	Quantity	Units	Cost/	Sales/	Profit	%
ID	1	2	Chk.	#	Cat.	Number	Date		Discount	Check	Amount	
ACE001	GPD	100	MN0001	P1	1.2670001	07/14/99	\$15.0000	PKG	178.313.60	185774.66	7461.06	4.0
ACE001	GPD	130	MN0001	P1	1.2670001	07/14/99	75.0000	PKG	66222.75	71467.99	5245.24	7.3
ACE001	GPD	300	MN0001	P1	1.2670001	07/14/99	230.0000		34500.00	86078.05	51578.05	59.9
ACE001	GPD	300	MN0001	P1	1.2670001	07/14/99	240.0000	EA	4773.60	5546.52	772.92	13.9
ACE001	GPD	350	MN0001	P1	1.2670001	07/14/99	35.0000	EA	7299.25	8341.88	1042.63	12.5
ACE001	GPD	400	MN0001	P1	1.2670001	07/14/99	75.0000	PKG	63062.25	67379.29	4317.04	6.4
ACE001	GPD	450	MN0001	P1	1.2670001	07/14/99	50.0000	EA	7600.00	8133.83	533.83	6.6
ACE001	GPD	460	MN0001	P1	1.2670001	07/14/99	70.0000	EA	12140.80	12494.27	353.47	2.8
ACE001	GPD	550	MN0001	P1	1.2670001	07/14/99	50.0000	PKG	50083.50	54395.25	4311.75	7.9
ACE001	GPD	600	MN0001	P1	1.2670001	07/14/99	145.0000	EA	17007.05	18426.82	1419.77	7.7
ACE001	GPD	610	MN0001	P1	1.2670001	07/14/99	83.0000	EA	11372.66	12589.69	1217.03	9.7
ACE001	GPD	2461	MN0001	P1	1.2670001	08/27/99			.00	5306.25		
ACE001	GPD	100	MN0001	P1	1.2670010	08/17/99	75.0000	PKG	26104.37	27054.56	950.19	3.5

Fit Page To Window Height

NUM

Report Preview

View two pages
at once

Print Preview

FilePageViewHelp

Two Pages

Pages [1,2] of 19

FR Two Pages													FR Two Pages												
Sales Order													Sales Order												
Doc	Rep	Description	Loc./	Sls.	Invoice	Invoice	Quantity	Units	Cost/	Sales/	Profit	%	Doc	Rep	Description	Loc./	Sls.	Invoice	Invoice	Quantity	Units	Cost/	Sales/	Profit	%
ID	1	2	Chk.	#	Cat.	Number	Date			Discount	Check	Amount	ID	1	2	Chk.	#	Cat.	Number	Date			Discount	Check	Amount
10000001	1000	Heating/Cooling Pack	TX0001	P1	24899031	12/09/00	13.0000	PKG	.00	28833.60	28833.60	100.0	10000001	1000	Heating/Cooling Pack	TX0001	P1	24899031	12/09/00	13.0000	PKG	.00	28833.60	28833.60	100.0
Customer: TENNOC TENNESSEE SHELTERS, INC.													Customer: TENNOC TENNESSEE SHELTERS, INC.												
249,266.23 770042.54 5,20776.31 67.6													249,266.23 770042.54 5,20776.31 67.6												
Customer: VIS001 VISA													Customer: VIS001 VISA												
.00 .00 .00 0.0													.00 .00 .00 0.0												
GRAND TOTAL													GRAND TOTAL												
3556515.79 6934840.04 3378333.25 48.7													3556515.79 6934840.04 3378333.25 48.7												

FR Two Pages

NULM

Report Preview

Move between
the pages of
the report
-first page
-previous page
-next page
-last page

Print Preview

File Page View Help

Horizontal Page 19 of 19

Previous Page

Doc	Rep	Description	Loc./	Sls.	Invoice	Invoice	Quantity	Units	Cost/	Sales/	Profit	%
ID	1	2	Chk.	#	Cat.	Number	Date			Discount	Check	Amount
10000001	1000	Heating/Cooling Pack	TX0001	P1	24899031	12/09/00	13.0000	PKG	.00	28833.60	28833.60	100.0
Customer: TENNOC TENNESSEE SHELTERS, INC. 249,266.23 770042.54 5,20776.31 67.6												
Customer: VIS001 VISA .00 .00 .00 0.0												
GRAND TOTAL 3556515.79 6934840.04 3378333.25 48.7												

End of Report

Go To Previous Page

Getting Ready

2

To set up the Accounts Receivable system properly, you need to gather and organize your accounting data. You will need the following information:

- a chart of accounts for the company
- sales and receipt cycle information
- identification and credit information for the customers
- previous- and current-year sales, returns, and payments history organized by customer

Structuring Codes

IDs and codes should be assigned in a way that makes sense for the user. A consistent format should be established before any information is gathered and entered into data files. Planning ahead allows better use of the system's sorting and selecting capabilities.

How the System Organizes

Because the system arranges code characters in a particular order, you have to decide what kind of codes will work best to identify customers, term codes, and so on. Here's an example of how the system organizes several different IDs (the dashes represent blank spaces that are entered by pressing the space bar):

----0

----1

----Z

----a

---01

--a---

000000

000001

1

Notice that 1 appears four times in the list. Because the codes were entered differently (for example, zeros and/or blanks before some but not others), the system organized them differently. Here's why:

- The system goes through each code, from left to right, until it finds something other than a blank space.
- Items come out in this order for each position:

blank spaces

special characters (-, *, /, etc.)

numerals (0-9)

uppercase letters (A-Z)

lowercase letters (a-z)

Hints

The most important thing about assigning ID numbers and codes is to choose a consistent format and stick to it. Here are some suggestions:

- Use uppercase (and in some instances, lowercase) letters, numerals, or special characters (such as hyphens) in IDs.
- When letters are used in IDs, enter them consistently, either all uppercase or all lowercase letters, to avoid organization and identification problems later.
- Assign IDs that are the same length to prevent organization problems. If the ID is divided into more than one part, each part should be the same length. For example, use AND-XT and AND-YT instead of AND-X and AND-YT. Don't use blank spaces in the middle of an ID.
- Use leading zeros to make all numbers the same length; for example, use 001 and 040 instead of 1 and 40.
- Usually, you should use IDs that convey information about the customer or codes. For Example, ACE001 and SUN001 are more descriptive than 000001 and 000002. However, if you are already using a numbered system, it may be more convenient to stick with it.
- If you need to organize customers by a particular element, include that element in the ID. For example, if you will probably want to organize customers alphabetically by their company name, you should include the first characters of the customer's company name in the customer ID. To ensure that new customers can be inserted into the sequence later, use a combination of letters and numbers that leaves room in the sequence for later additions.

Setup Checklist

Planning

- o Read the *Resource Manager User's Guide*
- o Read the *Accounts Receivable User's Guide*
- o Collect and Organize the Data
- o Plan the Implementation Schedule
- o Set Up a Backup Schedule

Set Up in Resource Manager

- o Fiscal year and periods
- o Select Options and Interfaces Used During Setup
- o Tax Information (See Appendix A)

Set Up in Accounts Receivable

- o Set Up/Verify Tables (x=company ID, t=terminal ID)
 - ___ ARGLxxx ___ DUNxxx
 - ___ ARPDxxx ___ FINCHxxx
 - ___ DFtttt ___ FORMxxx
 - ___ Q?ttt (?=C,H1,H2,N,R,S,V)
- o Set Up the Sales/COGS Accounts in GL Codes
- o Set Up the Distribution Codes
- o Set Up the Terms Codes
- o Set Up Payment Methods
- o Set Up Shipping Methods
- o Set up Sales Reps
- o Set Up Customers
- o Set Up Shipping Addresses
- o Set up Shipping Labels
- o Set Up Recurring Entries
- o Build Open Invoice file for Customers (Summary or Detail)

Complete Set Up in Resource Manager for Accounts Receivable

- o Set Up Access Codes
- o Reset Options and Interfaces for Using the System

Implementing AR

3

Information in both the Resource Manager and Accounts Receivable applications should be set up and/or verified when you set up Accounts Receivable. The selections you make during setup determine how the Accounts Receivable system operates.

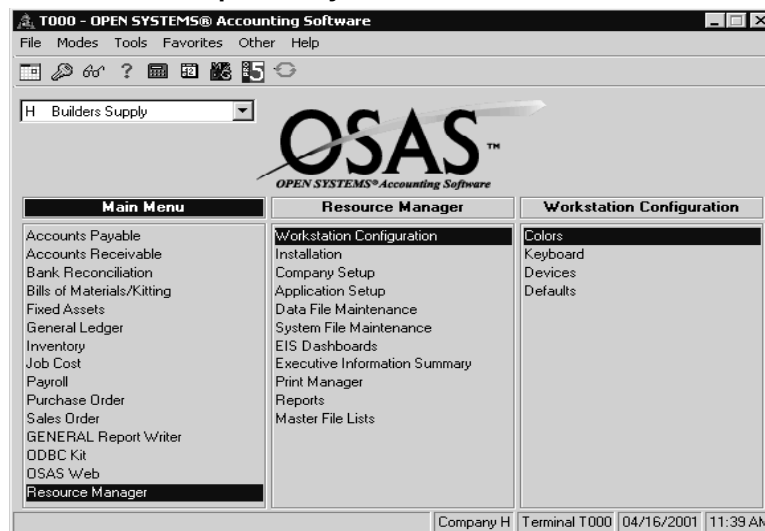
Setup In Resource Manager

Resource Manager Functions are used to set up:

- the menu style used for the workstation
- the company's current fiscal year
- the date range for each fiscal period in the company's fiscal year
- the company default Location and Bank IDs
- the numeric masks used for the company
- the company's Option and Interface settings for Accounts Receivable
- the company's tax information for sales and purchases

To set up this information, select **Resource Manager** from the Main Menu.

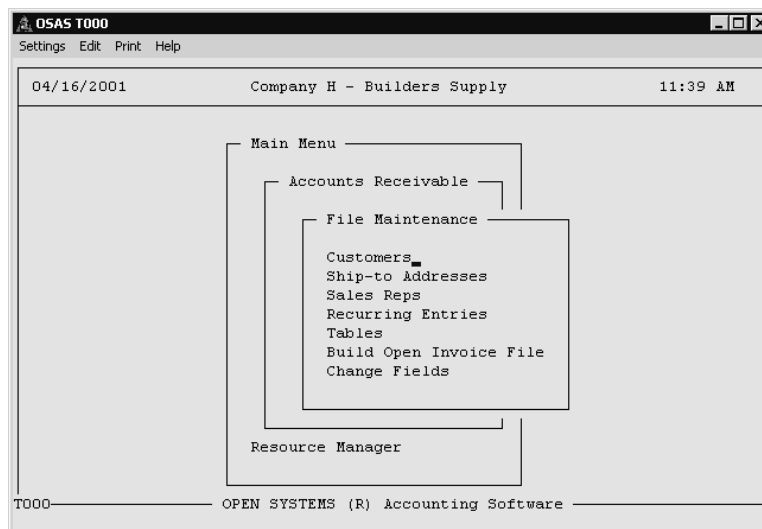
Main Menu - Graphical Style



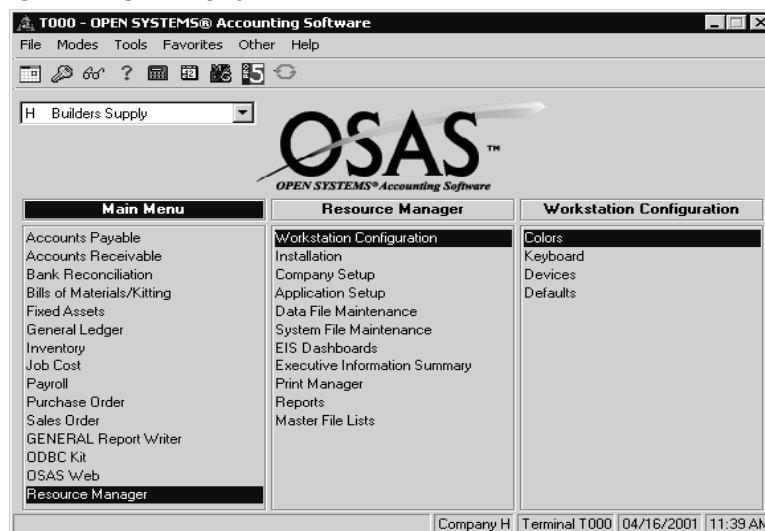
Selecting the Menu Style

Each workstation can select from three different menu styles:

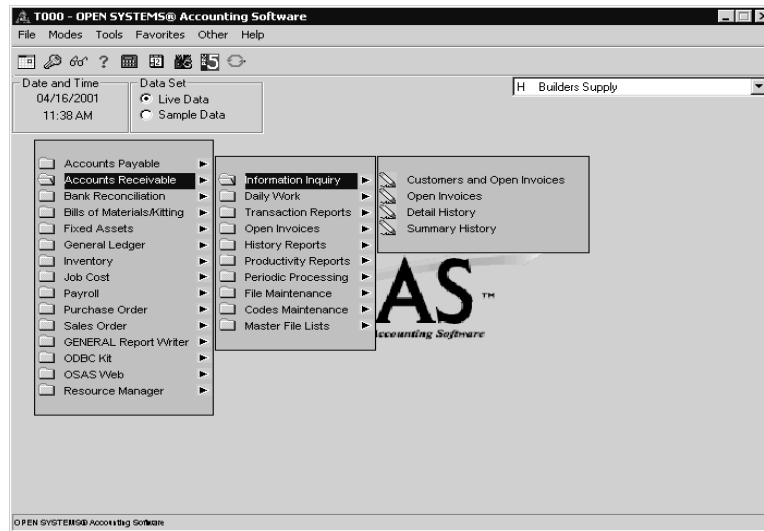
1. TEXT Menu



2. GRAPHICAL Menu



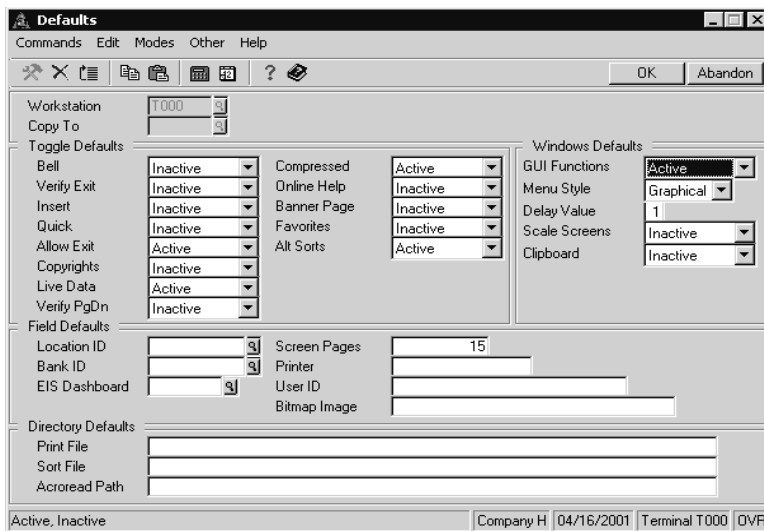
3. START STYLE Menu



To select the menu style used for each workstation, perform the following steps:

1. Choose Workstation Configuration on the Resource Manager menu.
2. Select the Defaults function.

Defaults Selection



3. The current workstation number defaults in the **Workstation** field.
4. Use the **Tab** key to move the cursor to the **GUI FUNCTIONS** field.

Select:

- Active** to use the GUI features--including the Graphical or Start-style menus.
- Inactive** to deactivate the GUI features--including the Graphical or Start-style menus.

5. Press **Enter** to move to the **MENU STYLE** field.

Select the menu style to use as the workstation default--**Text**, **Graphical**, or **Start-style**.

Workstation Defaults Selection

The screenshot shows the 'Defaults' dialog box with the following settings:

- Workstation:** T000
- Copy To:** [Empty]
- Toggle Defaults:**
 - Bell: Inactive
 - Verity Exit: Inactive
 - Insert: Inactive
 - Quick: Inactive
 - Allow Exit: Active
 - Copyrights: Inactive
 - Live Data: Active
 - Verity PgDn: Inactive
 - Compressed: Active
 - Online Help: Inactive
 - Banner Page: Inactive
 - Favorites: Inactive
 - Alt Sorts: Active
- Windows Defaults:**
 - GUI Functions: Active
 - Menu Style: Graphical
 - Delay Value: 1
 - Scale Screens: Inactive
 - Clipboard: Inactive
- Field Defaults:**
 - Location ID: [Empty]
 - Bank ID: [Empty]
 - EIS Dashboard: [Empty]
 - Screen Pages: 15
 - Printer: [Empty]
 - User ID: [Empty]
 - Bitmap Image: [Empty]
- Directory Defaults:**
 - Print File: [Empty]
 - Sort File: [Empty]
 - Acroread Path: [Empty]

At the bottom, the status bar shows: Text, Graphical, Start | Company H | 04/16/2001 | Terminal T000 | OVR

6. Use the **Proceed** command, **PgDn** or **Esc P**, to save the selections.

If you selected **Active**, use the **Shift F5** or **Esc G** key sequence to toggle between the three menu styles on the menu screens.

Company Defaults & Masks

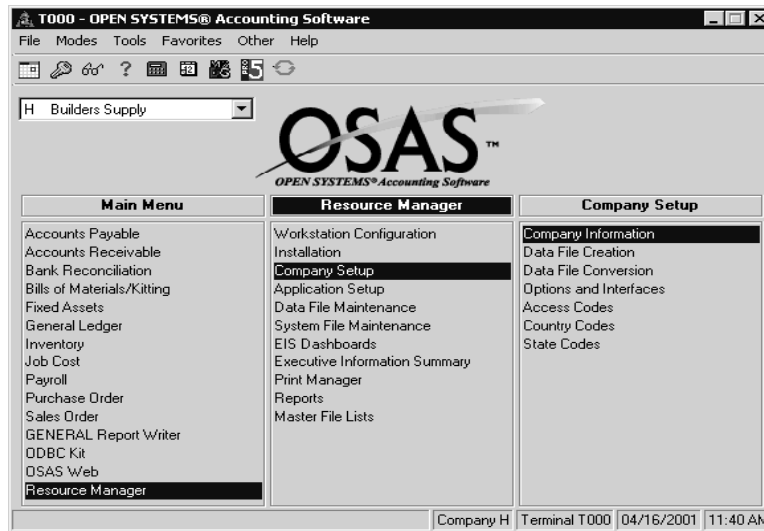
The following defaults can be set up for a company:

- a date and time mask
- a default Location ID and Bank ID
- the number of decimal places used for different types of numeric values

To setup or verify the company's defaults and numeric masks, perform the following steps:

1. Choose Company Setup on the Resource Manager menu.

RM Company Setup Menu



2. Select the Company Information function. Enter the ID of the company you want to use, or use the Inquiry command, **F2** or **Esc W**, to select the company ID from a list.

Company Information Screen

Company ID: [H]

Name: Builders Supply

Address 1: 1157 Valley Park Dr

Address 2:

City: Shakopee

State: MN

Zip: 55379

Country: US U.S.A.

Site:

Phone: (952)496-2465

Fax: (952)496-2495

OSAS Web: Active

Date Mask: 0 USA (mm/dd/yyyy)

Time Mask: 0 12-Hour (hh:mm AM/PM)

Defaults:

Location ID: MN0001

Bank ID: FNB001

OSAS Web Batch ID: 000001

Weight Unit:

Mask Type	Number of Decimals	Sample Display
Reg Dollars	2	999999999.99-
IN Costs	4	9999999.9999-
IN Prices	4	9999999.9999-
IN Qtys	4	9999999.9999-
Rates	3	9999999.999-
Hours	3	9999999.999-
Cr Limits	0	99999999999-

E-mail Address: webmaster@builders_supply.com

Web Site: www.builders_supply.com

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3. Enter information in the following fields:

Field	Description
Company ID	Enter the ID of the company you want to setup. The Company ID can be 1-3 characters long. The company you are currently in, will display by default. You can press Enter to accept the default, enter a new company ID or use the Inquiry command, F2 or Esc W , to select the company.
Name	Enter the name of the company or press Enter to skip this field.
Address 1/Address 2	Enter the address for the company or press Enter to skip these fields.
City	Enter the company's city or press Enter to skip this field
State	Select the state the company is in. You can use the Inquiry command, F2 or Esc W , to select the state or press Enter to skip this field.
Zip	Enter the company's zip code or press Enter to skip this field.
Country	Enter the country the company is in. You can use the Inquiry command, F2 or Esc W , to select the country or press Enter to skip this field.
Site	Enter the company's site number or press Enter to skip this field.
Phone/Fax	Enter the company's phone and/or fax numbers or press Enter to skip these fields.
OSAS Web^a	If you use OSAS Web and want to allow your customers to place orders with this company from the web, select Active , otherwise select Inactive .
Date Mask	Select which date mask format to use with this company. 0 for USA, mm/dd/yyyy 1 for Euro, dd/mm/yyyy
Time Mask	Select which time mask format to use with this company 0 for 12-hour, hh:mm AM/PM 1 for 24-hour, hh:mm

a. This option is available in versions 6.1x and higher.

4. Press **Enter** to move the cursor to the **Defaults** section of the screen. Enter information in the following fields:

Field	Description
Location ID	If you use the Inventory application, enter the default location to use for transactions that affect Inventory. You can use the Inquiry command, F2 or Esc W , to select the location.
Bank ID	If you use the Bank Reconciliation application, enter the default bank ID to use for transactions that affect Bank Rec. You can use the Inquiry command, F2 or Esc W , to select the bank ID.
OSAS Web Batch ID	If OSAS Web is set to active for this company, select the Sales Order batch ID for the transactions entered from the web.
Weight Unit	Enter the unit of measure for items weights in OSAS. All item weights in Inventory and Sales Order will use this unit of weight.

Company Information Screen

The screenshot shows the 'Company Information' window with the following data:

Company ID		Defaults:	
Name	Builders Supply	Location ID	MN0001
Address 1	1157 Valley Park Dr	Bank ID	FNB001
Address 2		OSAS Web Batch ID	000001
City	Shakopee	Weight Unit	
State	MN		
Zip	55379		
Country	US U.S.A.		
Site			
Phone	(952)496-2465		
Fax	(952)496-2495		
OSAS Web	Active		
Date Mask	0 USA (mm/dd/yyyy)		
Time Mask	0 12-Hour (hh:mm AM/PM)		

Mask Type	Number of Decimals	Sample Display
Reg Dollars	2	999999999.99-
IN Costs	4	9999999.9999-
IN Prices	4	9999999.9999-
IN Qtys	4	9999999.9999-
Rates	3	9999999.999-
Hours	3	9999999.999-
Cr Limits	0	999999999999-

E-mail Address: Webmaster@builders_supply.com
 Web Site: www.builders_supply.com

Company H | 04/16/2001 | Terminal T000 | OVR

5. Specify the number of decimal places to use for the company when displaying:

- dollar amounts
- inventory costs, prices, and quantities
- rates, hours, and credit limits.

The numeric mask size displayed here is the maximum size the system can use. There are a total of **14** places, including the decimal "." and the minus sign "-". As the number of decimal places is increased, the number of places to the left of the decimal decreases. Make sure the mask is large enough to accommodate totals.

6. Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes made on the Company Information screen.

AR Options & Interfaces

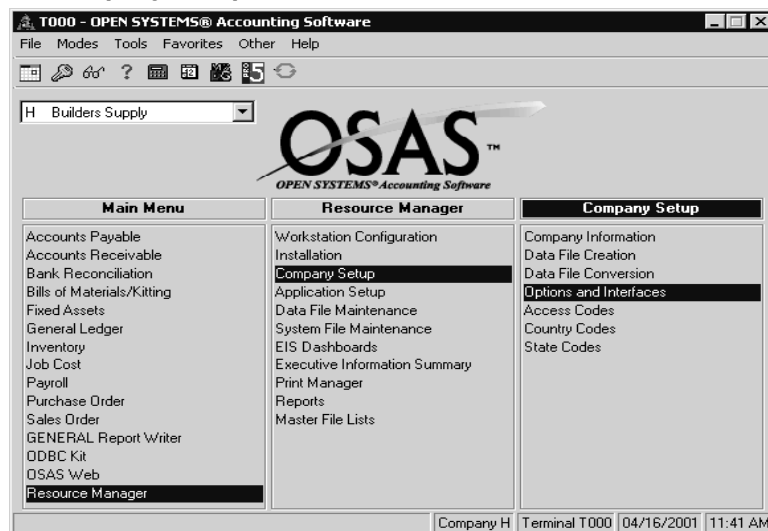
Use the Options and Interfaces function on the Company Setup menu to make the following selections for the company:

- which applications you want Accounts Receivable to interface with
- the settings for the Accounts Receivable options

To setup or verify the company's options and interfaces for AR, perform the following steps:

1. Select Options and Interfaces from the Company Setup menu.

RM Company Setup Menu



2. The Options and Interfaces Screen is displayed.

Options and Interfaces

Option Table Type selection.
Share or **Own**

3. Make the following Selections:

Field	Description
Option Table Type	Share - select this setting if the OSAS Accounts Receivable system is used for multiple companies and all companies use the same interfaces and options Own - select this setting to set up options and interfaces specifically for this company.
Application ID	Enter AR , the two-letter Application ID for Accounts Receivable. The Inquiry command, F2 or Esc W , is available to select the Application ID from a list of the installed applications.

4. When you press **Enter**, the Accounts Receivable Options screen is displayed.

Accounts Receivable Options

Description	Value
Interface to General Ledger?	YES
Interface to Inventory?	YES
Interface to Job Cost?	YES
Interface to Bank Reconciliation?	YES
Use Transaction Batching?	YES
System Generated Batch Numbers?	YES
Use Additional Descriptions?	YES
Copy Additional Descriptions from Inventory?	YES
Keep Detail Sales History?	YES
Keep Additional Description History?	YES
Keep Summary Sales History?	YES
Display Unit Cost During Line Item Entry?	YES
Allow Customer Level Change in Transaction Entry?	YES
Allow Expired Credit Card in Payment Entry?	NO
Display Quantities and Quantity Breaks During Line Entry?	YES
Print Online Invoices?	YES
Use Plain Paper Invoices?	YES

Option (001 of 026)

Enter = Toggle Goto Write

Company H 04/16/2001 Terminal T000 OVR

5. Use the arrow keys to move the cursor to the option you want to change, then press **Enter** to toggle between the option settings:

Interface/Option	Setting	Effect
Interface to General Ledger?	YES	Information is posted to the General Journal file during the Post Transactions function.
	NO	Information is NOT posted to the General Journal file.
Interface to Inventory?	YES	Inventory information is available during transaction entry. Quantities and history in Inventory are updated on-line as transactions are entered.
	NO	Inventory information is NOT available during transaction entry. Quantities and history in Inventory are NOT updated on-line as transactions are entered
Interface to Job Cost?	YES	Jobs, Phases, and Cost information are available in AR by using the Inquiry command, F2 or Esc W . If job number, phase, and cost information is entered for transactions, the transaction information updates the job and phase cost information during Post Transactions.
	NO	Jobs, Phases, and Cost information are NOT available in AR. Job number, phase, and cost information entered for transactions DOES NOT update job and phase cost information.
Interface to Bank Reconciliation?	YES	When the Post functions are used, cash receipt information is posted to the Bank Reconciliation Transactions File.
	NO	Cash receipt information is NOT posted to the Bank Reconciliation Transactions File.
Use Transaction Batching?	YES	If you choose YES , you can group invoices, miscellaneous credits, and cash receipts for printing and posting. One operator may add, edit or post transactions while another operator runs reports or posts in another batch.
	NO	If you select NO , you cannot enter transactions while another operator is posting.
System Generated Batch Numbers?	YES/NO	If you choose YES , the system will generate batch numbers, choose NO if you wish to create batch names of your own. This option is set to NO automatically if transaction batching is not being used.
Use additional descriptions?	YES	If you choose YES , the Additional Descriptions Window, 1 to 10 lines of 35 characters each, is available for additional text entry during transaction entry. If you want to copy Additional Description information from Inventory, you must select YES for this option.
	NO	The Additional Descriptions Window is not available.

Interface/Option	Setting	Effect
Copy Additional Desc. from IN?	YES	If you selected to use additional descriptions in both Inventory and Accounts Receivable, select YES to have the inventory additional descriptions default to the Accounts Receivable additional description field during transaction entry.
	NO	If AR is not interfaced with Inventory or NO is selected for Use additional descriptions? , this option is set to NO automatically.
Keep detail sales history?	YES	Detail information for each line-item on each invoice is saved in the Detail History file. You must have this option set to YES , in order to use the Print History Invoices function on the History Reports menu.
	NO	Detail history information is not available for Information Inquiry or Reports.
Keep additional description history?	YES	If you selected to use additional descriptions, select YES to have that information saved in the Additional Descriptions History file.
	NO	Additional Description information is NOT available for history reports.
Keep summary sales history?	YES	Transaction information summarized by year and fiscal period is kept for the company, each customer, and each inventory item.
	NO	Summarized information for transactions is not available for Information Inquiry or reports.
Display Unit Cost during Line Entry?	YES/NO	If you select YES , the cost information will be displayed based off of valuation method used in inventory. This option is automatically set to NO if you are not interfaced to inventory.
Allow Customer Level Change during Transaction Entry?	YES	If you choose YES , you can edit the Customer Level field on the Header Information screen in the Transactions function. You must be interfaced to Inventory to select and change the Customer Levels.
	NO	If you choose NO , the Customer Level field cannot be edited during transaction entry.
Allow Expired Credit Card in Payment Entry?	YES	You will receive the message Credit card has expired, but be allowed to enter the credit card number.
	NO	You will receive the message Credit card has expired and be returned to the Expiration field if you select NO . You will not be allowed to save payment information until a valid date is entered in this field.
Display Quantities and Quantity Breaks during Line Entry?	YES/NO	Select YES to view the current quantities and quantity break information for each line item. This option is automatically set to NO if you are not interfaced to inventory.
Print Online Invoices?	YES/NO	Select YES to print individual invoices on-line during transaction entry; otherwise select NO .

Interface/Option	Setting	Effect
Use Plain Paper Invoices?	YES/NO	Select YES to print invoices on plain paper instead of preprinted forms. Column headings will be printed in correct area of the form and you can choose to print company information too. If you are using preprinted invoices select NO .
Invoice Form Type?:	8 1/2 x 11	Select this setting if the company is using preprinted invoice forms that are 8 1/2x 11
	LASER	Set this option to LASER if the company is using invoice forms specifically designed for a laser printer.
	STANDARD	Select this setting if the company is using invoice forms that have the column headings already printed on them.
Use Pre-numbered Invoice Forms?	YES/NO	Select YES if your invoice forms are pre-numbered. You can set your beginning form number in FORMxxx table. Select NO if your invoice forms are not pre numbered.
Use Plain Paper Statements?	YES/NO	Select YES to print statements on plain paper instead of preprinted forms. Column headings will be printed in correct area of the form and you can choose to print company information too. If you are using preprinted statements select NO .
Statement Form Type?	8 1/2 x 11	Select this setting if the company is using preprinted statement forms that are 8 1/2x 11 .
	LASER	Set this option to LASER if the company is using statement forms specifically designed for a laser printer.
	STANDARD	Select this setting if the company is using statement forms that have the column headings already printed on them.
Print Company Information on Plain Paper Forms?	YES/NO	Select YES to have the system print your company name on plain paper invoices or statements; otherwise, select NO .
Post without Printing Reports?	YES	If you select YES , you can post without printing the Sales, Cash Receipts and Miscellaneous Credits journals. This is not recommended as you will not have a valid audit trail for your transactions.
	NO	If you select NO , you cannot post without printing the Sales, Cash Receipts and Miscellaneous Credits journals
Post Detail to General Ledger?	YES	Every line item in your transactions, along with the GL accounts affected by those transactions, post to the General Ledger Journal file.
	NO	One entry is made for the net difference between the debits and credits to the GL accounts affected by the transactions.

Interface/Option	Setting	Effect
Use Online Aging?	YES	You can elect to age invoices for customers before you view the information for them on the Customer and Invoice Inquiry or the Customer maintenance screens
	NO	Invoices are aged only when you post and when you select Periodic Maintenance.
Apply Credits to the Oldest Items?	YES/NO	If you select YES , unapplied credits will be applied with the oldest items. If you choose NO they will be applied to the current aging period on statements.

Accounts Receivable Options Screen

Accounts Receivable Options

Commands Edit Modes Other Scroll Commands Help

OK Abandon

Description	Value
Use Plain Paper Statements?	YES
Statement Form Type:	Standard
Print Company Information on Plain Paper Forms?	YES
Post Without Printing Reports?	YES
Post Detail to General Ledger?	YES
Use Online Aging?	YES
Apply Credits to Oldest Items?	NO

Option (**020** of **026**)

Enter = Toggle Goto Write

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After you have made your selections, type **W** to use the **Write** command. Select **Yes** if you want to save the Options and Interfaces, otherwise select **No**.

Fiscal Year & Periods

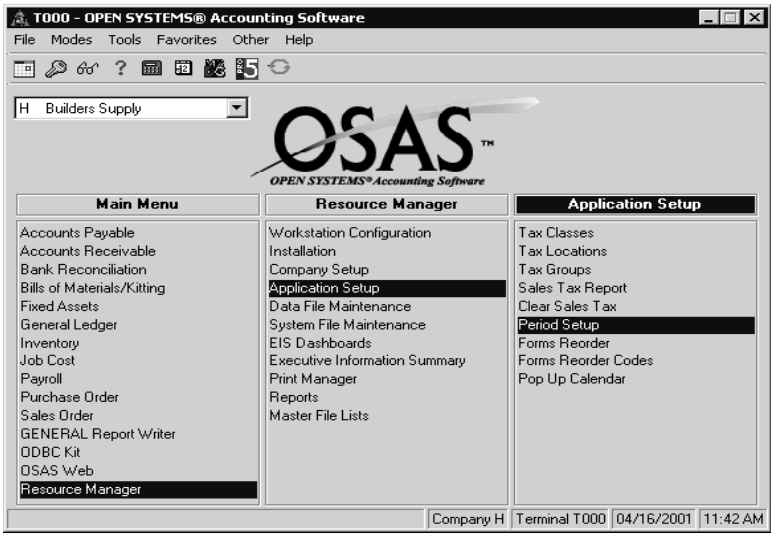
The current fiscal year and the fiscal period date ranges for your company are set up only once in the Resource Manager. Once the fiscal year and periods are set up for a company, all applications use that information while processing transactions for the company.

If this information has already been setup for the company, you do not have to do it again. You should, however, review the information to make sure it is correct.

To setup or verify the current fiscal year date ranges, perform the following steps:

- 1. Select Application Setup from the Resource Manager menu.

Resource Manager Menu



- 2. Choose the Period Setup function on the Application Setup menu.
- 3. The Period Setup screen displays. Enter the following information in the header section of this screen:

Field	Description
Current Fiscal Year	Enter the current fiscal year for the company.
No of Periods/Year	Enter the number of fiscal period per fiscal year used by the company. You can select either 12 or 13 .

This information is stored in the **RMPDxxx** table.

Period Setup

The screenshot shows the 'Period Setup' window with the following fields and table:

Current Fiscal Year: 2000
No of Periods/Year: 13

Period	Begin Date	End Date
1	/	/
2	/	/
3	/	/
4	/	/
5	/	/
6	/	/
7	/	/
8	/	/
9	/	/
10	/	/
11	/	/
12	/	/
13	/	/

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- Use the Proceed command, **PgDn** or **Esc P**, to move the cursor to the lower section of the screen.

Period Setup

The screenshot shows the 'Period Setup' window with the following fields and table:

Current Fiscal Year: 2000
No of Periods/Year: 13

Period	Begin Date	End Date
1	01 / 01	01 / 31
2	02 / 01	02 / 29
3	03 / 01	03 / 31
4	04 / 01	04 / 30
5	05 / 01	05 / 31
6	06 / 01	06 / 30
7	07 / 01	07 / 31
8	08 / 01	08 / 31
9	09 / 01	09 / 30
10	10 / 01	10 / 31
11	11 / 01	11 / 30
12	12 / 01	12 / 30
13	12 / 31	12 / 31

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By default, the fiscal periods are set up for a calendar fiscal year where January 1 through January 31 is Period 1, February 1 through February 29 is Period 2, and so on. Edit the date ranges if this company does not use a calendar fiscal year. You should account for each day in the year and you can not have the same day assigned to two periods. The date ranges for the fiscal periods are stored in the **CNVTxxx** table.

- Use the Proceed command, **PgDn** or **Esc P**, to save any changes made in the *Begin Date* and *End Date* fields.

Note

If multiple companies are being used on the OSAS Accounting System, the current fiscal year, number of accounting periods, and fiscal period dates must set up for each company.

Updating a Quarterly System

If the company uses a quarterly system with an accounting period of one week, the Begin Date and End Date fields for each fiscal period must edited at the end of each quarter (after you've closed the books) so that the correct accounting period number is displayed.

Set Up In Accounts Receivable

The setup in Accounts Receivable is done in two areas - Codes Maintenance and File Maintenance.

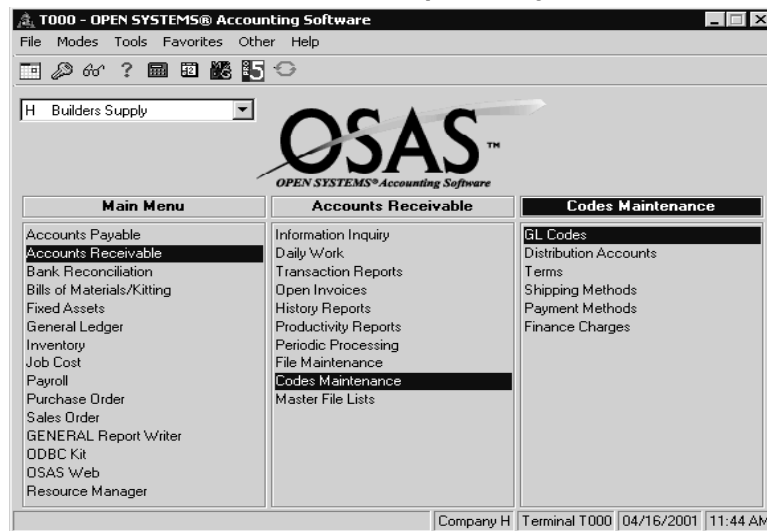
Codes Maintenance

Functions on the Codes Maintenance Menu are used to set up:

- the Sales and COGS accounts used in transaction processing
- the distribution accounts that are assigned to each customer
- the terms of payment for each transaction
- the shipping methods available for transactions
- the methods of payment for transactions
- the finance charge codes for each customer

To set up this information, select **Codes Maintenance** from the AR Menu.

Accounts Receivable Menu - Graphical Style



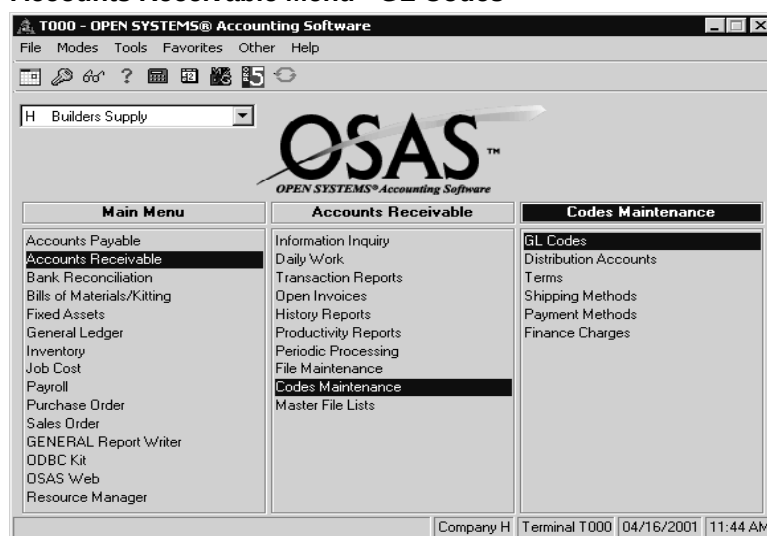
GL Codes

The GL Codes Function is used to identify the Sales and COGS accounts to be used in transaction entry.

Adding GL Codes

Select **GL Codes** from the Codes Maintenance menu.

Accounts Receivable Menu - GL Codes



GL Codes Screen

The screenshot shows a window titled "GL Codes" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, print, and help. The main area contains the following fields:

- GL Code:** A text box containing "RT" with a dropdown arrow.
- Description:** A text box containing "Retail Sales".
- GL Sales Account:** A text box containing "401000" with a dropdown arrow.
- GL COGS Account:** A text box containing "501000" with a dropdown arrow.

To the right of these fields, the text "RETAIL SALES" and "COST OF GOODS SOLD - RETAIL" is displayed. At the bottom right, there are "OK" and "Abandon" buttons. The status bar at the bottom shows "Company H | 04/16/2001 | Terminal T000 | INS".

To set up a GL Codes table enter the following information:

Field	Description
GL Code	Enter a two characters to identify the GL Code. You can use the Inquiry command, F2 or Esc W, to select an existing GL Code.
Description	Enter a description of the GL Code.
GL Sales Account	Enter the GL account number to use for posting sales. You can use the Inquiry command, F2 or Esc W, look up if you are interfaced to General Ledger.
GL Cogs Account	Enter the GL account number to use for posting the cost of goods sold. You can use the Inquiry command, F2 or Esc W, look up if you are interfaced to General Ledger.

Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Editing a GL Code

To edit an existing GL Code, perform the following steps:

1. In the GL Code field, enter the GL code or use the Inquiry command, F2 or Esc W, to select the GL Code you want to edit.
2. You can change the Description, GL Sales Account or GL Cogs Account.
3. Use the Proceed command, PgDn or Esc P, to save the changes.

Deleting a GL Code

To delete a GL Code, perform the following steps:

1. In the **GL Code** field, enter the GL Code or use the Inquiry command, F2 or Esc 2, to select the GL Code you want to delete.
2. Use the **Delete** command, F3 or Esc D. The system prompts you to use the Delete command again to confirm deleting the GL code.

Distribution Accounts

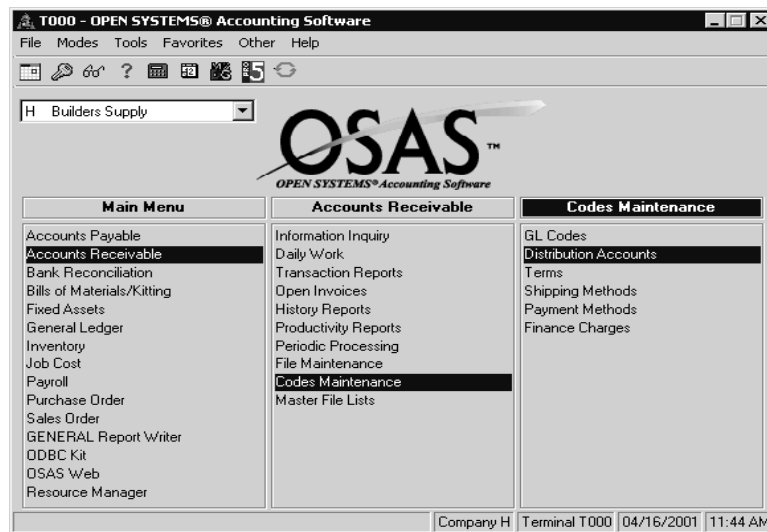
Distribution Accounts are used to create a set of general ledger accounts used for:

- receivables
- sales tax
- freight
- miscellaneous expenses

A default distribution code must be entered in each customer record. When transactions for that customer are processed, the set of accounts assigned to the default distribution code are used for the transaction.

To add or change codes for your general ledger distribution accounts, or to set up a selection of different accounts receivable accounts, select the Distribution Codes function on the Codes Maintenance menu.

AR Codes Maintenance Menu



Adding a Distribution Code

Distribution Codes Screen

Distribution Accounts

Commands Edit Modes Other Help

OK Abandon

Distribution Code: 01

Description: Regular Customers

GL Accounts:

Receivables	101000	ACCOUNTS RECEIVABLE
Sales Tax	203800	SALES TAX PAYABLE
Freight	405000	FREIGHT OUT
Miscellaneous	801000	OTHER INCOME

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1. To add a Distribution Code, enter the following information:

Field	Description
Distribution Code	Enter the two-character code used for the set of general ledger accounts.
Description	Enter a description for the set of general ledger accounts.
GL Accounts:	If AR is interfaced with General Ledger, use the Inquiry command, F2 or Esc W , to select an account from the list that appears.
Receivables	Enter the accounts receivable account for the set of accounts.
Sales Tax	Enter the general ledger account to use for sales tax for the set of accounts.
Freight	Enter the general ledger account to use for freight expense for the set of accounts.
Miscellaneous	Enter the general ledger account to use for miscellaneous expense for the set of accounts.

2. Use the **Proceed** command, **PgDn** or **Esc P**, to save the distribution code.

Editing a Distribution Code

To edit an existing **Distribution Code**, perform the following steps:

1. In the **Distribution Code** field, enter the Distribution Code or use the **Inquiry** command, **F2** or **Esc W**, to select the code from a list.
2. Change any of the information in the **Description** or **GL Accounts** fields.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes made to the distribution code.

Deleting a Distribution Code

To delete a **Distribution Code**, perform the following steps:

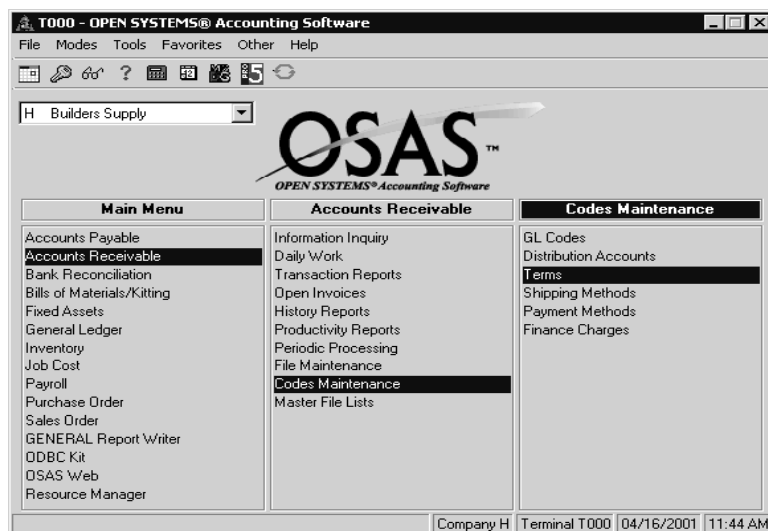
1. In the **Distribution Code** field, enter the Distribution Code or use the **Inquiry** command, **F2** or **Esc W**, to select the code from a list.
2. Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the distribution code.

Note

Before deleting a Distribution Code that is currently being used by a customer you must first purge all invoice records (paid or unpaid) for that customer from the open invoice file **ARINXXX**.

Terms Codes

AR Codes Maintenance Menu



To add or change codes for payment terms for transactions, select the **Terms Codes** function from the Accounts Receivable Codes Maintenance menu.

Adding a Terms Code

Terms Code in Append Mode

The screenshot shows a software window titled "Terms" in "Append Mode". The window contains several input fields: "Terms Code" with the value "3PCT", "Type" with a dropdown menu showing "Reg", "Percent" with the value "3.0", "Discount Days" with the value "10", "Net Due Days" with the value "30", and "Description" with the value "3/10,n/30". There are "OK" and "Abandon" buttons in the top right corner. The status bar at the bottom displays "Company H", "04/16/2001", "Terminal T000", and "INS".

To add a terms code, perform the following steps:

1. Enter the following information:

Field	Description
Terms Code	Enter a 6 character code to use for the payment terms.
Type	Select Reg, Regular, if discount and net due days are calculated using the number of days from the invoice date. Select Prox terms if discount and net due days are calculated from the beginning of the next month.
Percent	Enter the percent of the discount as a whole number, not a decimal. For example, for a 5.5% discount 5.5 is entered.
Discount Days	Enter the number of days that payment must be received for the invoice in order to be eligible for the discount.
Net Due Days	Enter the number of days that the invoice must be paid in full.
Description	A suggested description for the terms code defaults in this field based on the previous information entered. You can change it.

2. Use the Proceed command, PgDn or Esc P, to save the entry.

Editing a Terms Code

Terms Code Screen

Terms Code Screen

Terms Code: 3PCT

Type: Reg

Percent: 3.0

Discount Days: 10

Net Due Days: 30

Description: 3/10,n/30

Company H 04/16/2001 Terminal T000 INS

To edit an existing terms code, perform the following steps:

1. In the **Terms Code** field, enter the **Terms Code** or use the **Inquiry** command, **F2** or **Esc W**, to select the code from a list.
2. Press **Enter**. You can edit the **Type**, **Percent**, **Discount Days**, **Net Due Days**, or **Description** fields for the term code.

Deleting a Terms Code

To delete an existing terms code, perform the following steps:

1. In the **Terms Code** field, enter the **Terms Code** or use the **Inquiry** command, **F2** or **Esc W**, to select the code from a list.
2. Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the **Delete** command again to confirm deleting the terms code.

Note

Do not delete a Terms Code that is currently being used for an unpaid invoice or transaction.

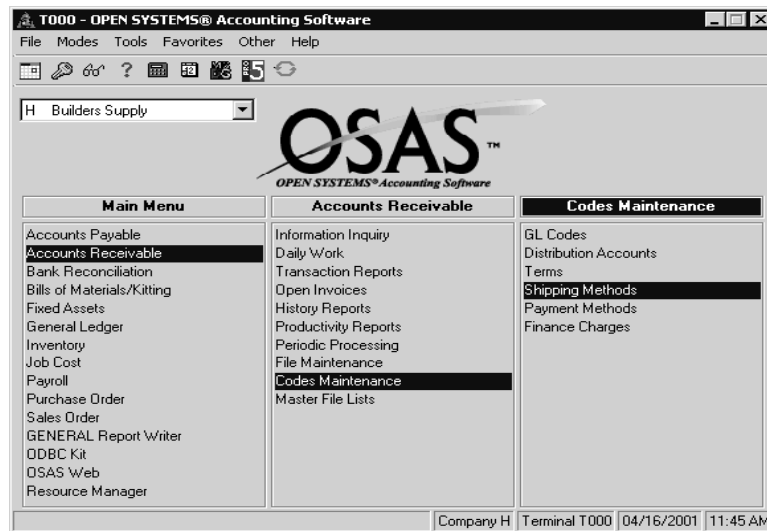
Shipping Methods

Use the Shipping Methods function on the Codes Maintenance menu to add or change the codes that will describe the shipping methods used. You can use this as a shorthand method to enter ship via information for transactions

Adding a Shipping Method

Select the Shipping Methods function from the Codes Maintenance menu.

AR Codes Maintenance Menu



Shipping Methods Screen

To create a shipping method enter the following:

Field	Description
Shipping Code	Enter a 1-6 character identification for the Shipping Code.
Description	Enter a brief description of the shipping code.

Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Editing a Shipping Method

To edit a shipping method perform the following:

1. In the Shipping Code field, enter the Shipping Code or use the Inquiry command, F2 or Esc W, to select the code.
2. Press Enter. You can edit the **Description** of the shipping code.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Deleting a Shipping Method

To delete a shipping method perform the following:

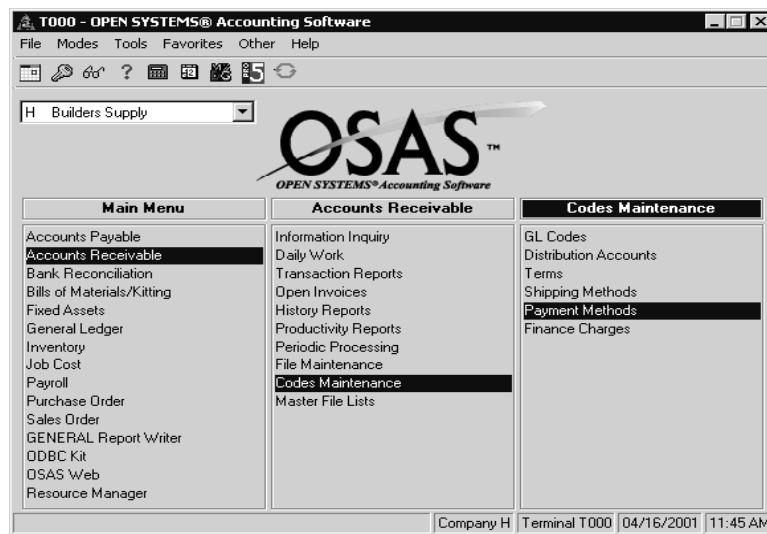
1. In the **Shipping Code** field, enter the **Shipping Code** or use the Inquiry command, F2 or Esc W, to select the code.
2. Use the Delete command, F3 or Esc D. The system prompts you to use the Delete command again to confirm deleting the shipping code.

Payment Methods

Use the Payment Methods function from the Codes Maintenance menu to setup and maintain the various types of payments you accept from your customers. You can classify each payment method as cash, check, credit card, other or write off.

Select the **Payment Methods** function from the Codes Maintenance menu.

Payment Methods Screen



Non Credit Card Payment Types

To create a payment select the following:

Payment Method Screen

Field	Description
Payment Method Code	Enter up to 3 characters to use for the payment code. You can use the Inquiry command, F2 or Esc W, to select an existing payment code.
Description	Enter a description of the payment code.
Short Description	Enter a short description of the payment code. The short description will be printed in the check number column on the 8-1/2 x 11 statement form.
Payment Type	Select the payment type for this payment code. Valid entries are: 1 for cash payments 2 for checks 3 for credit card payments 4 for write off 5 for other payment methods
Bank Account ID	This field only appears if you select 1 or 2 for a payment type. If you are interfaced to Bank Reconciliation, enter the Bank Account ID you want updated for cash and check payments.
Debit GL Account	Enter the GL account number to which the payment will be debited. If the payment type is 1 or 2 and you entered an ID in the Bank Account ID field the GL account setup for that bank ID is defaulted in this field and cannot be changed.

The bottom portion of the screen displays the **Period-to-Date**, **Quarter-to-Date**, **Year-to-Date**, and **Last Year** payments received for this payment code. These fields are updated by the system when Cash Receipts are posted and cleared by the system during periodic processing. You can edit these fields.

Use the Proceed command, PgDn or Esc P, to save the entries.

Credit Card Payment Types

The setup for a credit card payment type is basically the same as a non credit card type, with one exception. For Credit Card Payment types you can enter a credit card customer to track receivables from the credit card companies.

Payment Method Screen

The screenshot shows the 'Payment Methods' window with the following data:

Field	Value
Payment Method Code	VIS
Description	VISA
Short Description	VISA
Payment Type	3 Credit Card
Credit Card Cust ID	VIS001
Debit GL Account	101000

	Period to Date	Qtr to Date	Year to Date	Last Year
Payments	.00	27373.61	358547.80	.00

Company: H Date: 04/16/2001 Terminal: T000 User: INS

Field	Description
Payment Method Code	Enter up to 3 characters to use for the payment code. You can use the Inquiry command, F2 or Esc W, to select an existing payment code.
Description	Enter a description of the payment code.
Short Description	Enter a short description of the payment code. The short description will be printed in the check number column on the 8-1/2 x 11 statement form.
Payment Type	3 for credit card payments
Credit Card Customer ID	This field only appears if you have selected 3 for the payment type. Enter the credit card customer if you wish to track receivables from a credit card company just as you would any other customer. Setup the credit card customer in the Customer file, and enter C in the Group Code field to identify the customer as a credit card company.
Debit GL Account	If you entered a Customer ID in the Credit Card Customer ID field, the receivables account from that customer's Distribution Code is displayed and cannot be changed.

The bottom portion of the screen displays the **Period-to-Date**, **Quarter-to-Date**, **Year-to-Date**, and **Last Year** payments received for this payment code. These fields are updated by the system when Cash Receipts are posted and cleared by the system during periodic processing. You can edit these fields.

Use the Proceed command, PgDn or Esc P, to save the entries.

Editing a Payment Method

To edit an existing payment method perform the following:

1. In the Payment Method Code field, enter the Payment Method Code or use the Inquiry command, F2 or Esc W, to select the code.
2. Press Enter. You can edit the **Description, Short Description, Payment Type, Bank Account ID, Credit Card Customer ID, Debit GL Account**, and the **Period-to-Date, Qtr-to-Date, Year-to-Date**, and **Last Year** payment amounts.
3. Use the Proceed command, PgDn or Esc P, to save the changes.

Deleting a Payment Method

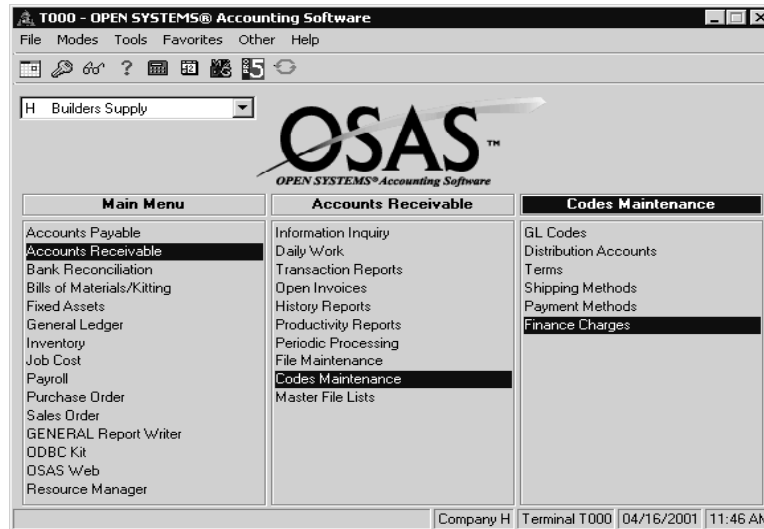
To delete a payment method perform the following:

1. In the Payment Method Code field, enter the Payment Method Code or use the Inquiry command, F2 or Esc W, to select the code.
2. Use the Delete command, F3 or Esc D. The system prompts you to use the Delete command again to confirm deleting the payment method code.

Finance Charges¹⁴

Use the Finance Charge function to setup finance charge calculations for your customers, including the finance charge rate, terms and the minimum charge amount. With this function you can setup different finance charge calculations and each customer can have a different finance charge percentage and amount calculated by the system.

AR Codes Maintenance Menu



Select Finance Charges from the Codes Maintenance Menu

14. Finance Charges are only available in versions 6.1x and higher. If you are on a version lower than 6.1x you must setup the FINCHxxx table in File Maintenance to calculate finance charges for your customers.

Adding a Finance Charge

Finance Charge Codes Screen

To add a Finance Charge enter information in the following:

Field	Description
Finance Charge Code	Enter the finance charge code you want to create, or use the Inquiry command, F2 or Esc W, to select an existing code.
Description	Enter a description of the finance charge code.
Percent	Enter the finance charge percent you want to use with this code.
Minimum Charge	Enter the minimum amount in finance charges you want assess you customers with this finance charge code. This amount is used if there is a balance and the calculated finance charge amount is less than the minimum amount.
Open Invoice Days	Enter the number of days you want to use to start charging finance charges for Open Invoice Customers.
Balance Forward Days	Select which day span you want to use to start charging finance charges for Balance Forward Customers. The valid choices are: 1 for 30 Days 2 for 60 Days 3 for 90 Days 4 for 120 Days

Use the Proceed command, PgDn or Esc P, to save the entries.

Editing a Finance Charge

To edit an existing finance charge perform the following:

1. In the Finance Charge Code field, enter the Finance Charge Code or use the Inquiry command, F2 or Esc W, to select the code.
2. Press Enter. You can edit the **Description, Percent, Minimum Charge, Open Invoice, and Balance Forward Days.**
3. Use the Proceed command, PgDn or Esc P, to save the changes.

Deleting a Finance Charge

To delete a finance charge perform the following:

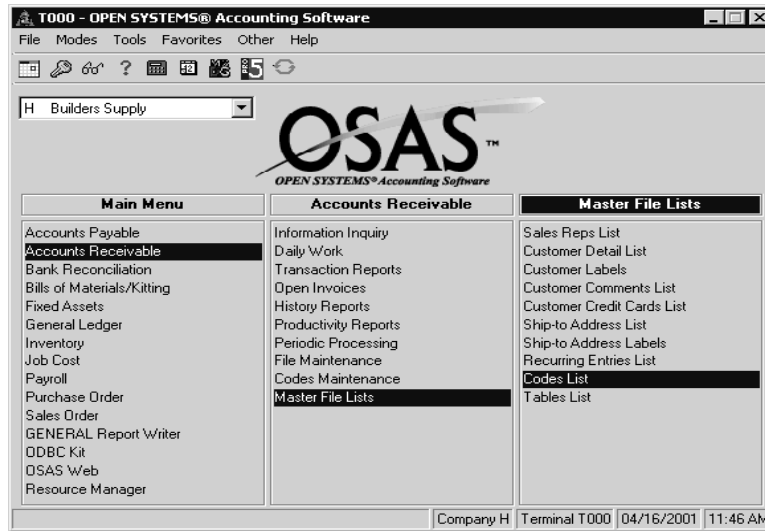
1. In the Finance Charge Code field, enter the Finance Charge Code or use the Inquiry command, F2 or Esc W, to select the code.
2. Use the Delete command, F3 or Esc D. The system prompts you to use the Delete command again to confirm deleting the finance charge code.

Printing A Codes List

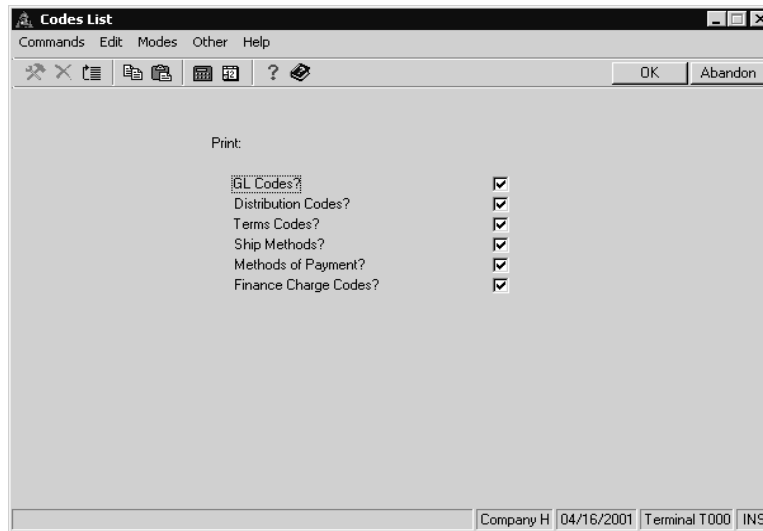
To print a list of the codes used in Accounts Receivable and their values, select Master File Lists on the Accounts Receivable menu.

Then select **Codes List** from the Master File Lists menu.

Master File List



Codes List Selection Screen



Select the following:

Selection	Description
GL Codes:	Select Y for yes to print or N for no to print.
Distribution Codes?	Select Y for yes to print or N for no to print.
Terms Codes?	Select Y for yes to print or N for no to print.
Shipping Methods?	Select Y for yes to print or N for no to print.
Methods of Payment?	Select Y for yes to print or N for no to print.
Finance Charge Codes?	Select Y for yes to print or N for no to print.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)eview - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Codes Lists

03/29/2000
2:37 PM

Builders Supply
Codes List

Page 1

GL Codes

Code	Description	Sales Account	COGS Account
C1	Contract Sales	402000	502000
R1	Retail Sales	401000	501000

Distribution Account Codes

ID	Description	Receivables	Sales Tax	Freight	Miscellaneous
01	Regular Customers	101000	203800	405000	801000
02	Credit Card Customers	101000	203800	405000	801000

Terms Codes

Code	Description	Type	Percent	Due Days	Net Due Days
1PCT	1/10,n/30	Reg	1.0	10	30
2PCT	2/10,n/30	Reg	2.0	10	30
5PCT	5/10,n/30	Reg	5.0	10	30
8PCT	8/10,n/30	Reg	8.0	10	30
COD	C.O.D.	Reg	.0	0	0
CODCHK	COD-Comp Chk	Reg	.0	0	0
NET	n/30	Reg	.0	0	30
P10	n/10 EOM	Prox	.0	0	10

Shipping Methods

Code	Description
FED2	Federal Exp 2nd-Day
FED0	Federal Exp Overnight
FEDP	Federal Exp Priority
UPSB	UPS - Blue
UPSR	UPS - Red

Methods of Payment Codes

ID	Description	Payment Type	Debit to GL Account	Pd-to-Date	Qtr-to-Date	Year-to-Date	Last Year
CHK	Check	2 Check	100000	279192.83	1241510.51	3437365.19	.00
COU	Coupons	5 Other	403000	.00	.00	.00	.00
CSH	Cash	1 Cash	100000	54409.72	370634.62	778417.78	.00
VIS	VISA	3 Credit Card	101000	.00	27373.61	358547.80	.00

03/29/2000
2:37 PM

Builders Supply
Codes List

Page 2

Methods of Payment Codes (continued)

ID	Description	Payment Type	Debit to GL Account	Pd-to-Date	Qtr-to-Date	Year-to-Date	Last Year
W/O	Write-off to Bad Debt	4 Write Off	102000	.00	.00	.00	.00

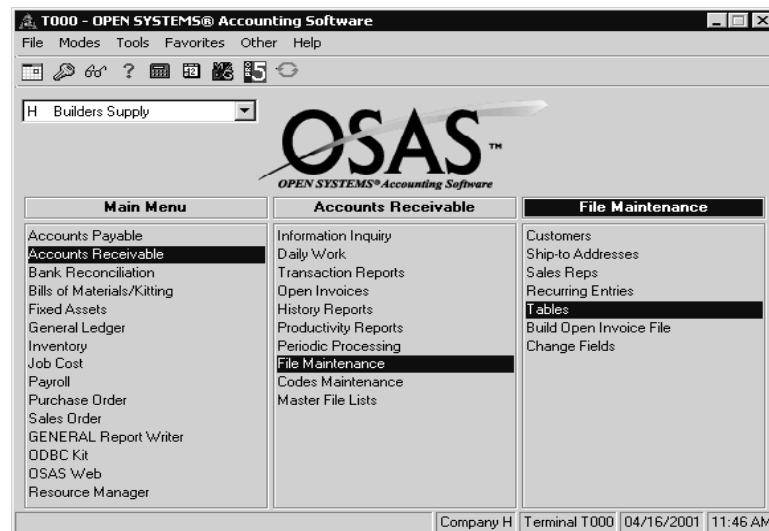
End of Report

File Maintenance

Functions on the File Maintenance Menu are used to set up:

- the customers you sell to
- the ship to address for your customers
- the sales reps who make the sales
- any recurring orders you customers may have
- the tables uses in Accounts Receivable
- create the Open Invoice file for a new setup
- change certain fields in Accounts Receivable

AR File Maintenance Menu



Working with Tables

A complete set of the tables for AR is provided with the sample company, Builders Supply-- Company ID H. When a new company is created, the system copies the tables from the sample company. Tables can be generic, company specific, or terminal specific.

Generic Tables

If a table has no company or terminal ID added to its table ID, it is considered generic because it is used by any company or terminal on the system that does not have a company/terminal specific table set up for it.

For example, the General Ledger Accounts table, table ID **ARGL**, is a generic table because no company ID is included in the table ID.

Company Specific Tables

Some tables can be made company specific. Their table IDs consist of the table ID followed by a company ID, represented by **xxx**. In this manual, when **xxx** is shown as part of the table ID, it means that the table can be made company specific.

In the example above, ARGL is the table ID. There was no company ID added to the table ID. To make ARGL company specific for the sample company, Company ID **H**, **H** is added to the table ID, ARGLH. The values store in ARGLH are only used for company ID **H**.

Terminal Specific Tables

Some tables can also be made terminal specific. In this manual, tables that can be made terminal specific have **ttt** added to the table ID.

For example, the quick entry tables can use the terminal ID as part of the table ID to make them terminal specific. QM, the quick entry table for the Miscellaneous Credits screen, can be made specific for terminal T000 by adding the terminal ID to the table ID, QMT000.

Copying Tables

New tables that are company or terminal specific can be created from existing tables. When a new table ID is entered in the **Table ID** field on the **ARTB** screen, a **Copy From** field appears. Enter the existing table ID you want to copy and then edit the appropriate fields in the copied table.

More than one company?

If you have more than one company on the Accounts Receivable system, you can set up tables in two ways:

- Set up one table without a company ID included in the table ID for all companies that are alike. For example, to post amounts to the same general ledger account numbers for all companies, you would use the ARGL table.
- Set up one table for each company that uses different accounts. For example, for the companies that use different accounts, you would set up the table ARGLA for company A, ARGLB for company B, and so on.

If you delete a company-specific table, then that company uses the generic table. For example, if you delete the ARGLA table, company A will use the ARGL table.

More than one terminal?

If you are on a multi-user system, the default table (DFtttt) and the quick entry tables (QEttaa, QH1tttt, QH2tttt, QIttaa, QMttaa,) can be terminal-specific or company-specific.

To create a terminal-specific table, replace ttaa with the terminal ID. It can be two to four characters. To create a company-specific table, replace xxx with the company ID, it can be up to three characters.

Table Hierarchy

During processing, the system looks for a terminal specific table first, then a company-specific table, and then a generic table.

For example:

If you're entering transactions on terminal **T1** in company **A**, the system first looks for default table **DFT1**.

If it doesn't find the table, it looks for table **DFA**.

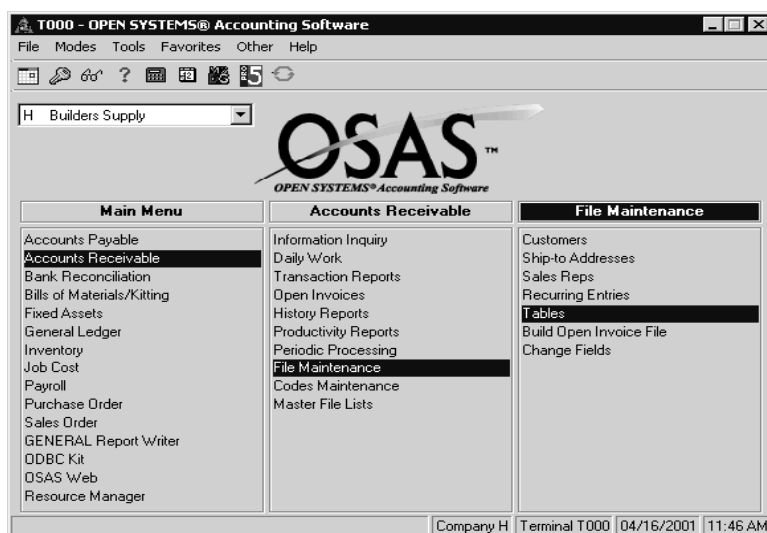
If it doesn't find either of the tables, the system uses the generic table, **DF**.

Tables

To edit or add new tables, select File Maintenance on the Accounts Receivable menu.

Then select the **Tables** function from the File Maintenance menu.

AR File Maintenance Menu



Note

Most tables are positional. The system retrieves the information from the table based on its position in the table therefore you should not delete or rearrange the rows on the tables.

On the **ARGLxxx table**, for example, the system assumes that the account entered on the first line is for cash receipts and the account on the second line is for discounts--no matter what is in the description column.

ARGLxxx - General Ledger Accounts Table Screen

[illegible]

The **ARGLxxx** table stores the general ledger accounts debited for cash receipts, discounts, and credited for inventory, and finance charges when the Post Transactions function is used.

Set up the ARGLxxx table even if Accounts Receivable **is not** interfaced with General Ledger. When invoices and receipts are posted, the accounts entered in this table are printed on the posting totals log. Then, the posting log information can be used to make any necessary manual entries in General Ledger.

To set up the ARGLxxx table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to the **GL ACCOUNT** column of the **Cash Receipts** row.
2. Enter the number of the general ledger account to debit for the cash receipt amount when the Post Transactions function is used, or press **Enter** accept the account number displayed. *This account is used if the Payment Method **does not** have a Debit GL Account assigned.*
3. Move the cursor to the **GL ACCOUNT** column of the **Discounts** row.
4. Enter the number of the general ledger account to debit for the discount amount when invoices are posted, or press **Enter** accept the account number displayed.
5. Move the cursor to the **GL ACCOUNT** column of the **Inventory** row.
6. Enter the number of the general ledger account to credit for the cost amount of each line item of a invoice when transactions are posted, or press **Enter** accept the account number displayed. *This account is used if you are not interfaced to Inventory or you are selling a non-inventory item.*
7. Move the cursor to the **GL ACCOUNT** column of the **Finance Charge** row.
8. Enter the number of the general ledger account to credit when finance charges are created during periodic processing, or press **Enter** accept the account number displayed. Generally, this account is considered a revenue or an income related account.
9. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Fiscal Year/Period Table - ARPDxxx

PERIOD	FISCAL YEAR	# PERIODS/YR
12.00	2000.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

The **ARPDxxx** table stores the company's current fiscal period, fiscal year, and number of fiscal periods per year. The system uses this information when posting to the Summary History file, **ARHSxxx**.

Note

This table must be company-specific, so create a separate table for each company.

To set up the ARPDxxx table, enter the following information:

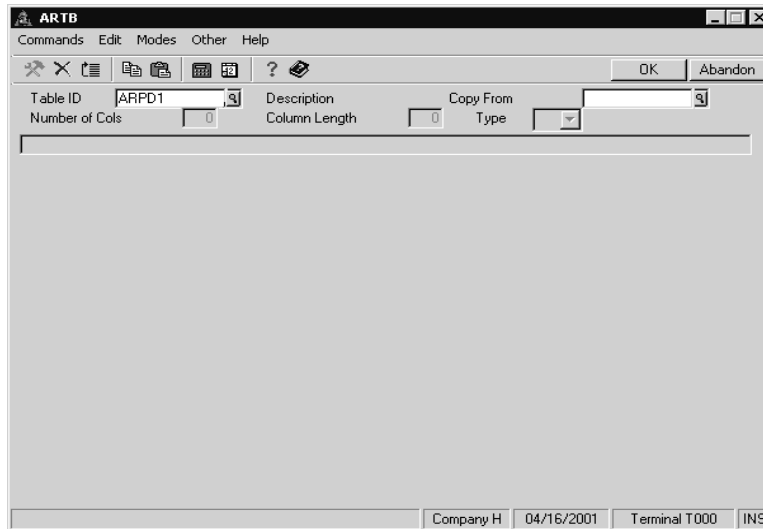
1. Using the **Enter** or arrow keys, move the cursor to the first row of the **PERIOD** column.
2. Enter the company's current fiscal period. The period is incremented when you use the Period- and Quarter-end maintenance option in the Periodic Processing function.
3. Move the cursor to the first row of the **FISCAL YEAR** column.
4. Enter the company's current fiscal year. The year is incremented when you run the Year-end maintenance option in the Periodic Processing function.
5. Enter the number of fiscal periods per year the company uses. If you entered 13 in General Ledger but period 13 is only used for closing or adjusting entries, enter 12 here. The number of periods entered here is used to record summarized transaction information in the summary history file, **ARHSxxx**.
6. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Copying an existing Table

All the tables used in the sample company, Builders Supply - Company H, are available in your live companies as well. Copying the sample company tables will save you setup time and ensure the table is setup properly to use with OSAS. Once the table is copied you can edit to fit the data for your company.

To create a table from an existing table perform the following.

ARPDxxx Table



1. In the Table ID field, enter the name of the table you are creating. For Example ARPD1 to create a Fiscal Year/Period table for company 1.
2. Press **Enter**. The **Copy From** field is displayed.
3. Use the Inquiry command, F2 or Esc W, to select the table you want to copy.

ARPD1 Table

ARTB [OK] [Abandon]

Commands Edit Modes Other Help

Table ID: ARPD1 Description: AR Periods Table

Number of Cols: 3 Column Length: 12 Type: N

PERIOD	FISCAL YEAR	# PERIODS/YR
15.00	2000.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

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4. Edit the table to match the data for your company.
5. Use the Proceed command, PgDn or Esc P, to save the entries.

Transaction Default Accounts Table - DFxxx or DFtttt

The Transaction Default Accounts table stores the default Batch ID, Distribution Code, GL Code, and Cash Receipt invoice number for payments on account. You can change the default accounts during transaction entry.

This table can be either terminal- or company-specific.

DFxxx or DFtttt - Transaction Default Table

ARTB

Commands Edit Modes Other Help

?

Table ID: DF Description: Defaults Table
Number of Cols: 2 Column Length: 12 Type: A

FIELD	DEFAULT VALUE
BATCH ID	000001
DIST CODE	01
GL CODE	R1
C/R INVOICE	DEPOSIT

Company H 04/16/2001 Terminal T000 OVR

To create a company or terminal specific DF table--DFxxx/DFtttt table, enter the following:

1. Enter the table ID with the company or terminal ID.

For example:

To create a defaults table used only by the terminal **T000**, type *DFT000* in the **Table ID** field.

2. Enter DF in the **Copy From?** field. The DF table information appears on the screen.
3. Using the **Enter** or arrow keys, move the cursor to the **Batch ID** row of the **DEFAULT VALUE** column.
4. Enter the default Batch ID to be used during transaction entry.
5. Move the cursor to the **Distribution Code** row of the **DEFAULT VALUE** column and enter the default Distribution Code to be used during transaction entry.
6. Move the cursor to the **GL Code** row of the **DEFAULT VALUE** column and enter the default GL Code to be used during transaction entry.
7. Move the cursor to the **C/R Invoice** row of the **DEFAULT VALUE** column and enter the default invoice to be used for unapplied payments in cash receipt entry.
8. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Dunning Message Table - DUNxxx

The **DUNxxx** table stores the dunning message that print on statements based on the dates selected in the Statements function. The system will automatically change the table for you when you key in a message in the Statements function.

DUNxxx - Dunning Message Table

ARTB

Commands Edit Modes Other Help

Table ID: DUN Description: Dunning Messages Table

Number of Cols: 1 Column Length: 36 Type: A

Messages

Please pay promptly.
Your account is past due.
Seriously past due. Please remit.
Legal action is imminent.

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To set up the DUNxxx table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to **Line 1** of the **Messages** column.
2. Enter a **general message to be displayed with all statements**; otherwise you can leave it blank and enter the general message in the Statements function.
3. Move the cursor to **Line 2** of the **Messages** column.
4. Enter a **message to be displayed statements with balances 30+ days old**; otherwise you can leave it blank and enter the general message in the Statements function.
5. Move the cursor to **Line 3** of the **Messages** column.
6. Enter a **message to be displayed statements with balances 60+ days old**; otherwise you can leave it blank and enter the general message in the Statements function.
7. Move the cursor to **Line 4** of the **Messages** column.
8. Enter a **message to be displayed statements with balances 90+ days old**; otherwise you can leave it blank and enter the general message in the Statements function.
9. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Finance Charge Table - FINCHxxx¹⁵

The **FINCHxxx** table stores the information the system needs to calculate and assess finance charges on overdue balances, including the finance charge percent, the minimum finance charge amount, and the minimum number of days that must pass before a finance charge is assessed.

FINCHxxx - Finance Charge Table

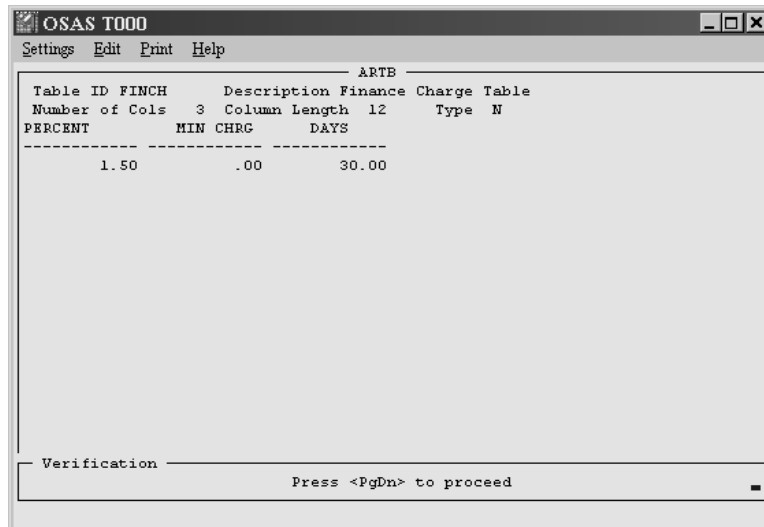


Table ID	FINCH	Description	Finance Charge Table
1.50	.00	30.00	

Verification: Press <PgDn> to proceed

To set up the **FINCHxxx** table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to **Line 1** of the **PERCENT** column.
2. Enter the finance charge percentage used to calculate finance charges.
3. Move the cursor to the **MINIMUM CHARGE** column of **Line 1**.
4. Enter the minimum finance charge that will be assessed on customers with a past due balance that are flag as **YES** for finance charge.
5. Move the cursor to the **DAYS** column of **Line 1**.
6. Enter the number of days that must pass before a finance charge will be assessed.
7. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

¹⁵This table is available in versions 6.05 and lower. If you are using version 6.1x or higher, setup finance charges with the Finance Charge function on the Codes Maintenance menu.

Form Number Table - FORMxxx

The **FORMxxx** table stores the next invoice number the system will use when you print invoices online or with the Print Invoice function, and the message that prints on all invoices. You can enter this information when you actually print the invoice and the system will update the **FORMxxx** table automatically.

FORMxxx - Next Invoice Number Table

Table ID	Description	Number of Cols	Column Length	Type
FORM	Form Number Table	6	12	A

Invoices	2091	Thank you fo	r your order		

Company H 04/16/2001 Terminal T000 OVR

To edit the **FORMxxx** table, enter the following information:

1. Using the **Enter** or arrow keys, move the cursor to **Line 1** and the second column.
2. Enter the number of the next invoice number to be printed.
3. Using the **Enter** or arrow keys, move the cursor to **Line 1** and the third column.
4. Enter the message that you would like to appear on your invoice. You may not exceed the column length, but can continue the message in the next column.
5. Use the **Proceed** command, **PgDn** or **Esc P**, to save the entry.

Quick Entry Tables, - Q?tttt

The **Quick Entry tables, Q?tttt**, store instructions that control where the cursor stops when quick entry is activated in the transactions entry and edit screens. Quick entry tables can be set up to be terminal specific.

The **?** in the quick entry table ID represents the character-abbreviation for the function screen that the quick entry table controls. These are the quick entry table IDs and the function screens that use them:

- QEttaa, Edit Transactions
- QH1tttt, Transaction Header Part 1
- QH2tttt, Transaction Header Part 2
- QItttt, Invoice Transactions
- QMttaa, Miscellaneous Credits

QEttaa - Edit Transactions Quick Entry Table

FIELD	DATA
Description	
Addnl Descr	
Category	
Tax Code	
Price Struct	T
GL Code	
Sales Acct	
COGS Acct	
Inv Acct	
Qty Ordered	T
Units	E
Qty Shipped	E
Qty Bkord	
Unit Price	E
Unit Cost	E

The fields for the Quick Entry table selected are listed in **FIELD** column.

In the **DATA** column:

- type a **T** next to a field if you want the cursor to stop at the field when you press the **Tab** key on the screen that the quick entry table controls.
- type an **E** if you want the cursor to stop at the field when you press the **Tab** or **Enter** key on the screen the quick entry table controls.
- leave the **DATA** column blank if you want the cursor to skip the field. During transaction entry, the arrow key can be used to move the cursor to a field that has been skipped.

- When you have completed selecting the **Tab** and **Enter** stops¹⁶, use the **Proceed** command, **PgDn** or **Esc P**, to save the entries.

Creating A Terminal Specific Quick Entry Table

QETttt Edit Transactions Quick Entry Table

FIELD	DATA
Description	
Addnl Descr	
Category	
Tax Code	
Price Struct	T
GL Code	
Sales Acct	
COGS Acct	
Inv Acct	
Qty Ordered	T
Units	E
Qty Shipped	E
Qty Bkord	
Unit Price	E
Unit Cost	E

To create a terminal specific quick entry table, perform the following steps:

- Enter the quick entry table ID followed by the terminal ID in the Table ID field.

For example, to create a QE quick entry table used only by terminal **T000**, type **QET000** in the **Table ID** field.

- Enter the quick entry table ID you want to copy in the **Copy From?** field when it appears. In our example, **QE**.

The sample quick entry table information defaults on the screen. The fields on the transactions or material requisitions entry/editing screen that the table controls are listed in the **FIELD** column.

- In the **DATA** column enter **T** for Tab, **E** for Enter or leave the field blank.
- Use the Proceed command, PgDn or Esc P, to save the table.

The fields are listed in the order they appear on the transaction screens. Do not rearrange the order or your Quick Entry table may not operate correctly.

ACTIVATING QUICK ENTRY

To activate the Quick Entry function, select Defaults from the Workstation Configuration menu in the Resource Manager. Set the Quick Entry default to Active. Press **Ctrl-F** to toggle quick-entry on and off when using the transactions and material requisitions entry and edit screens.

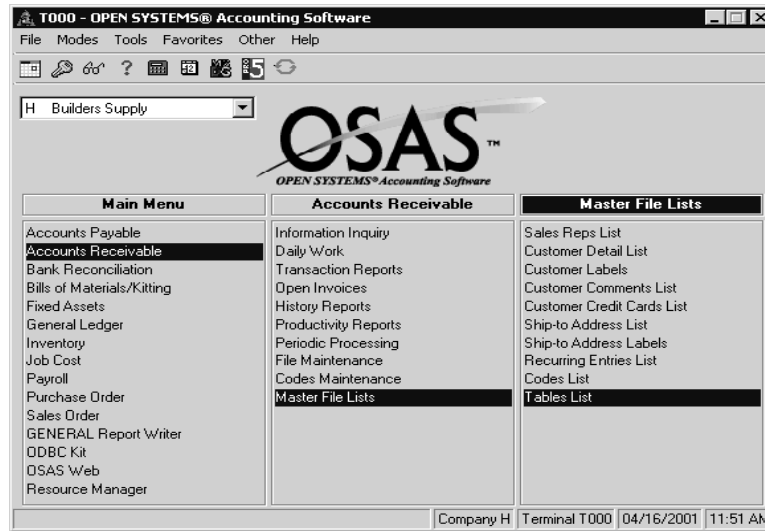
¹⁶Some fields are required and the cursor will always stop at them, even if you leave the DATA column blank for that field. For an inventory line entry, the cursor will always stop at the Quantity Order field. For a noninventory line entry, the cursor will always stop at the Description, Quantity Order, Unit Price, and Unit Cost fields

Printing A Tables List

To print a list of the tables used in Accounts Receivable and their settings, select Master File Lists on the Accounts Receivable menu.

Then select **Tables List** from the Master File Lists menu.

Master File Lists Menu



Tables List Selection Screen

Select the following:

Selection	Description
Application From/Thru	AR defaults into these fields.
Table ID From/Thru	Enter the range of table IDs you want to include on the list.
Suppress Blank Lines?	To suppress blank lines in the report select YES ; otherwise, select NO .
Page Break per Table?	To place each table on a separate page select YES ; otherwise, select NO .

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Tables List

03/30/2000 8:21 AM	Builders Supply Tables List Accounts Receivable	Page 1
Table ID ARGL	Description GL Accounts Table	
No. of Columns 2	Column Length 12	Type A
DESCRIPTION	G/L NUMBER	
CASH RECPTS	100000	
DISCOUNTS	404000	
INVENTORY	104400	
FIN CHR	802000	

03/30/2000 8:21 AM	Builders Supply Tables List Accounts Receivable	Page 2
Table ID ARPDH	Description AR Periods Table	
No. of Columns 3	Column Length 12	Type N
PERIOD	FISCAL YEAR	# PERIODS/YR
7.00	1999.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

03/30/2000 8:21 AM	Builders Supply Tables List Accounts Receivable	Page 3
Table ID DF	Description Defaults Table	
No. of Columns 2	Column Length 12	Type A
FIELD	DEFAULT VALUE	
BATCH ID	000001	
DIST CODE	01	
GL CODE	R1	
C/R INVOICE	DEPOSIT	

03/30/2000 8:21 AM	Builders Supply Tables List Accounts Receivable	Page 4
Table ID DUN	Description Dunning Messages Table	
No. of Columns 1	Column Length 36	Type A
Messages		
Please pay promptly.		
Your account is past due.		
Seriously past due. Please remit.		
Legal action is imminent.		

03/30/2000	Builders Supply	Page	5
8:21 AM	Tables List		
	Accounts Receivable		
Table ID	FINCH	Description	Finance Charge Table
No. of Columns	3	Column Length	12 Type N
PERCENT	MIN CHRG	DAYS	

1.50	.00	30.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	
.00	.00	.00	

03/30/2000	Builders Supply	Page	6
8:21 AM	Tables List		
	Accounts Receivable		
Table ID	FORM	Description	Form Number Table
No. of Columns	6	Column Length	12 Type A

Invoices	2096 Thank you fo r your order .		

03/30/2000	Builders Supply	Page	7
8:21 AM	Tables List		
	Accounts Receivable		
Table ID	QE	Description	Quick Entry Table - Edit Trans
No. of Columns	2	Column Length	12 Type A
FIELD	DATA		

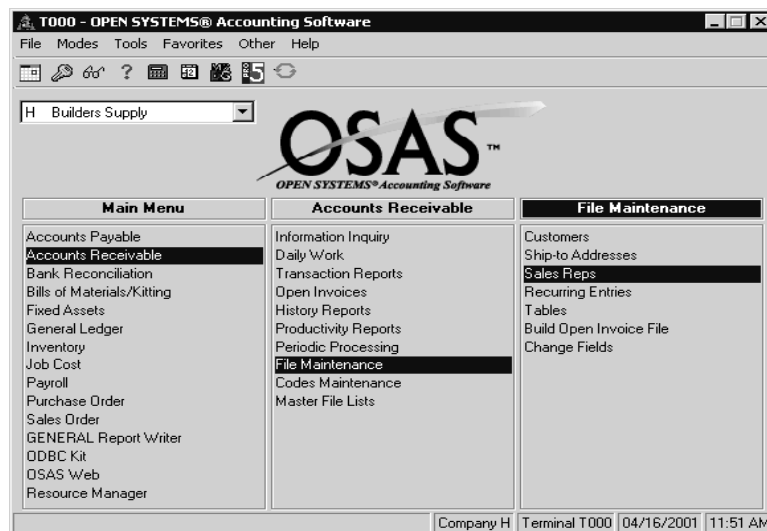
Description			
Addnl Descr			
Category			
Tax Code			
Price Struct T			
GL Code			
Sales Acct			
COGS Acct			
Inv Acct			
Qty Ordered T			
Units	E		
Qty Shipped	E		
Qty Bkord			
Unit Price	E		
Unit Cost	E		

Sales Reps

Use the Sales Reps function to set up and maintain records for sales reps for whom you wish to track sales. You can also set the system to calculate commissions for each sales rep entered.

To set up sales reps, select the **Sales Reps** function on the File Maintenance menu.

AR File Maintenance Menu



Adding a Sales Rep

Sales Reps Screen

The screenshot shows the 'Sales Reps' window with the following data entered:

- Sales Rep ID:** DMM
- Name:** Donna M Mendelsohn
- Address 1:** 6712 5th Avenue North
- Address 2:**
- Address 3:**
- City/State:** Dallas TX
- Zip Code:** 77773-8976
- Country:** US
- Phone:** (111) 532-9873
- Fax:** () -
- Empl ID:**
- Run Code:** 0
- Commission Pct:** 5.250 %
- Percent of:** Sales (Net)
- Based on:** Booked Sales
- Pay on:** Line Items (checked), Tax, Freight, Misc.
- SALES HISTORY:**
 - Gross Sales:** Month to Date: 72364.67, Year to Date: 821577.40
 - Last Sales Date:** 12/25/2000
- E-Mail Address:** donnam@builders_supply.com
- Company H:** 04/16/2001
- Terminal:** T000
- OVR:**

To enter a new sales rep enter information in the following fields:

Field	Description
Sales Rep ID	Enter up to a 3 character ID for each sales rep. You can use the Inquiry command, F2 or Esc W to select an existing sales rep.
Copy From	If you enter a new ID in the Sales Rep ID field, the Copy From field appears. You can copy all information from an existing sales rep except sales history.
Name	Enter the name of the sales rep
Address 1/ Address 2/ Address 3	You can enter up to 3 lines, 30-characters per line, of address information for the sales rep. Press Enter to skip these fields.
City/State/Zip Code/Country	Enter the city, state, zip code and country for the sales rep. You can use the Inquiry command, F2 or Esc W, to select the state and country code. Press Enter to skip these fields.
Phone/Fax	Enter the sales reps phone and fax numbers. Press Enter to skip these fields.
Empl ID	Enter the sales reps employee ID used in Payroll. You cannot interface from AR to Payroll. This field is just for your informational purposes.
Run Code	This field is provided for you own use. You can enter a valid run code of 0-9 or skip this field. 0 will display in the field by default.
Commission Pct	If you are calculating commissions for this sales rep, enter the commissions percentage for the rep.
Percent of	If you entered a Commissions Pct for this sales rep, enter what that commissions will be based on. Enter S if the commission is on actual sales amounts. Enter G if the commissions is based on gross profit. If you want to track sales without paying commissions enter N for None.
Based On	If the sales rep gets a commission when the sales is booked, enter B for Booked Sales. If the sales rep gets a commission when the invoice is paid, enter P for Paid Invoices.

Sales Reps Screen

The screenshot shows a software window titled "Sales Reps". It contains several input fields and sections:

- Sales Rep ID:** DMM
- Name:** Donna M Mendelsohn
- Address 1:** 6712 5th Avenue North
- Address 2:**
- Address 3:**
- City/State:** Dallas TX
- Zip Code:** 77773-8976
- Country:** US
- Phone:** (111) 532-9873
- Fax:** () -
- Empl ID:**
- Run Code:** 0
- Commission Pct:** 5.250 %
- Percent of:** Sales (Net)
- Based on:** Booked Sales
- Pay on:**
 - Line Items: ☒
 - Tax: ☐
 - Freight: ☐
 - Misc.: ☐
- SALES HISTORY:**
 - Gross Sales: Month to Date 72364.67, Year to Date 821577.40
 - Last Sales Date: 12/25/2000
- E-Mail Address:** donnam@builders_supply.com
- Footer:** Company H, 04/16/2001, Terminal T000, OVR

Field	Description

Pay on:	Select what you will pay commissions on per invoice. Enter YES or NO for Line Items, Tax, Freight, or Misc. (Miscellaneous Charges)

Sales History	The Month-to-Date and Year-to-Date Gross Sales are updated by the system when an order is posted using this Sales Rep ID. These fields are cleared when you perform periodic processing. The date of the most recent sale posted for the Sales Rep is displayed in the Last Sales Date field. You can enter or edit the data for all of these fields.

E-mail Address^a	Enter the sales reps E-mail address or press Enter to skip this field.

a. This field is only available in version 6.1x and higher.

Use the **Proceed** command, **PgDn** or **Esc P**, to save the entry.

Editing a Sales Rep

Perform the following tasks to edit a sales rep:

1. Use the arrow keys to place the cursor at the field you wish to change, you cannot change the Sales Rep ID.
2. You can edit the **Name**, **Address Information**, **Commissions Information**, and **Sales History**. Press **Enter** to accept.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to write and save your changes.

Deleting a Sales Rep

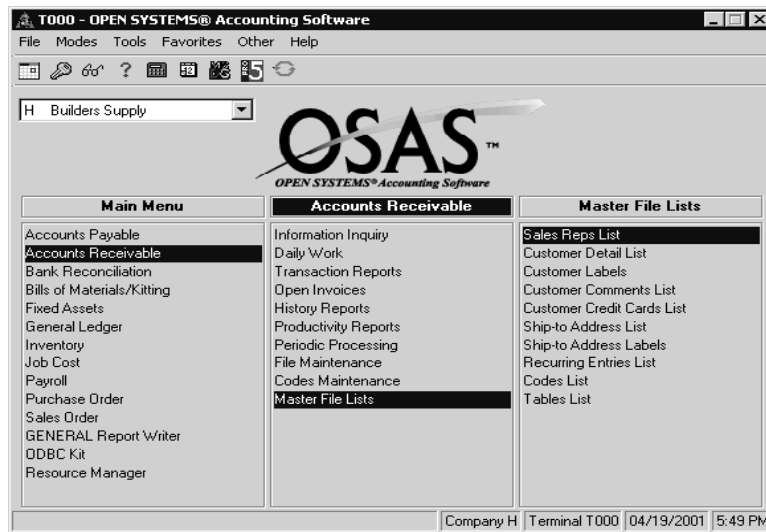
Perform the following tasks to delete a ship-to address:

1. Use the **Inquiry** command, **F2** or **Esc W**, to select the sales rep ID from a list.
2. Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the Delete command again to confirm deleting the sales rep ID.

Printing a Sales Rep List

To print a list of the sales reps used in Accounts Receivables and their settings, select Master File List on the Accounts Receivable menu.

Master File List Menu



Select **Sales Rep List** from the Master File List menu.

Sales Rep List Selection Screen

Select the following:

Selection	Description
Sales Rep ID From/Thru	Enter the range of sales rep IDs you want to include on the list. You can use the Inquiry command, F2 or Esc W, to select the sales rep IDs or press Enter to leave the fields blank to get all sales reps.
Print Address	Select YES to print the sales rep's addresses on the list or NO if you do not want to include the addresses on the list.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Sales Rep List

03/31/2000 3:05 PM			Builders Supply Sales Reps List			Page 1
----- Sales Rep -----			Employee ID	Commission	Sales MTD	
ID	Name		Phone Number	Rate	Pay On	Sales YTD
	Address		Fax Number	Basis		Last Sale Date

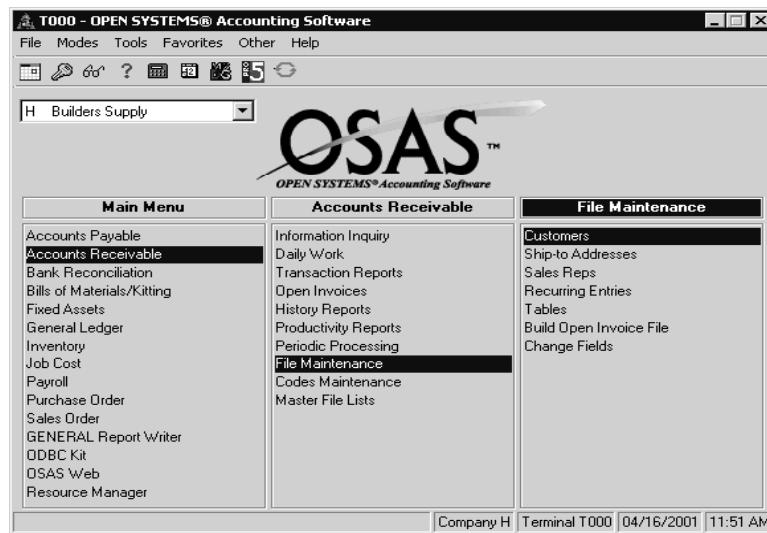
DMM	Donna M Mendelsohn		MEN001	5.250	Line Items YES	72364.67
	6712 5th Avenue North		(111) 532-9873	Net Sales	Sales Tax NO	821577.40
				Booked Sales	Freight NO	
					Misc NO	
	Dallas TX 77773-8976	US				
GPD	Garry P. Deacon		DEA001	5.000	Line Items YES	32837.35
	819 Cross Street		(999) 563-7690	Net Sales	Sales Tax NO	1871709.37
				Booked Sales	Freight NO	
					Misc NO	
	Los Angeles CA 99873-3412	US				
JAH	James A. Hovland		HOV001	5.500	Line Items YES	35108.78
	1930 Cedarhurst Drive		(888) 567-8324	Net Sales	Sales Tax NO	720069.29
				Booked Sales	Freight NO	
					Misc NO	
	Kansas City MO 56663-2341	US				
PRT	Patrick R Thomassen		TH001	5.250	Line Items YES	13945.76
	1674 West 77th Street		(100) 873-8954	Net Sales	Sales Tax NO	321059.69
	Apt 1203			Booked Sales	Freight NO	
					Misc NO	
	New YORK NY 10027-4359	US				
End of Report						

Customers

Use the Customers function to setup and maintain records for each customer to whom you sell product. Each customer's record contains the customers name, address, payment methods, terms, credit and balance information, sales and payment history and miscellaneous comments.

After all the customer information is entered, print the Customer Detail List to verify the information and to retain a hard copy.

AR File Maintenance Menu



Customer Information Selection Screen

Customers

Commands Edit Modes Other Help

Customer ID ACE001

Customer Name ACE BUILDERS

Do You Want to Add/Change:

General Information	☒
Credit and Balance Information	☒
Credit Card Information	☒
History Information	☒
Customer Comments	☒

Company H 04/16/2001 Terminal T000 OVR

Each customer's record consists of the following information:

- **General Information** - customer address, sales rep, terms code, group code, customer level, account type, distribution code, and tax group.
- **Credit and Balance information** -payment method, new and unpaid finance charges; current amount due, 31-60, 61-90, 91-120-, 121+ balances, unapplied credits, and total due.
- **Credit Card Information** - information on the credit cards the customer uses.
- **History Information** - first and last sales and payment information, sales, payments, discounts and finance charge history for Last Year and Period-, Quarter-, and Year to Date, and credit status.
- **Customer Comments** - internal comments on the customer's account.

Select **YES** for the type of information you want to work with. If you are adding a new customer you must select yes for General Information and Credit and Balance Information.

Adding a Customer

Copy From? Prompt

The screenshot shows a window titled "Customers" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for various functions. The main area contains the following fields and options:

- Customer ID:
- Customer Name:
- Copy From:
- Do You Want to Add/Change:
 - General Information: ☒
 - Credit and Balance Information: ☒
 - Credit Card Information: ☒
 - History Information: ☒
 - Customer Comments: ☐

At the bottom, there is a status bar showing "Company H", "04/16/2001", "Terminal T000", and "OVR".

To add a customer, perform the following steps:

1. Enter the ID for the new customer. The **Copy from?** field appears.

You can copy the General Information and payment information from the Credit and Balance screen, from an existing customer and then edit the appropriate fields. The **Inquiry** command, **F2** or **Esc W**, is available to select the customer to copy from.

Or, press **Enter** to skip over the **Copy From?** field.

2. General Information must be entered for a new customer and the setting defaults to **YES**.

Select whether to enter Balance Information, History information or Customer Comments when adding the customer.

3. Use the **Proceed** command, **PgDn** or **Esc P**, to move to the first information screen selected.

General Information

Customer General Information

1. Enter the following information:

Field	Description
Name	Enter up to 30-characters for the customers name, or press Enter to leave this field blank.
Address 1/ Address 2/ Address 3	Enter up to 30-characters per line for the customers address, or press Enter to leave these fields blank.
City/State/Zip/ Country	Enter the customer's city, state, zip code and country code. You can use the Inquiry command, F2 or Esc W, to select the state and country code or press Enter to leave these fields blank.
Ship Zone	Enter a code for the customer's shipping zone or press Enter to leave this field blank. This field is user defined.
Attention	Enter the name of the person or the department you send invoices and statements to or press Enter to leave this field blank. This field will print on the invoices and statements.
Phone/Fax	Enter the customers phone and fax numbers or press Enter to leave these fields blank.
Contact	Enter the name of the person you usually contact about questions or payments or press Enter to leave this field blank.
Class	Enter a code to classify this customer or press Enter to leave this field blank. The customer class can be used to sort some summary history reports. This field is user defined.
Sales Rep	Enter the sales rep for the company. You can use the Inquiry command, F2 or Esc W, to select the sales rep, the Maintenance command, F6 or Esc P, to edit or add a sales rep, or press Enter to leave this field blank. This sales rep will default in on each transaction for commissions calculations.

Field	Description
Territory	Enter the territory the customer is located in or press Enter to leave this field blank. This field is user defined.
Terms Code	Enter the terms code that identifies the discount and terms received by default for the customer. You can use the Inquiry command, F2 or Esc W, to select the terms code, the Maintenance command, F6 or Esc F, to edit or add a terms code or press Enter to leave this field blank.
Group Code	Enter the group code used to create recurring entries for groups of customers that have the same billing requirements. If this is a credit card company, enter C . A group code is required for each customer the default value is zero.
Statement / Invoice Code	Enter I if the customer receives invoices only. S if the customer receives statements only. Enter B if the customer receives both, or N if the customer receives neither.
Customer Level	If you are interfaced to inventory enter a customer level to group customers for similar pricing calculations. You can use the Inquiry command, F2 or Esc W, to select the customer level, the Maintenance command, F6 or Esc F, to edit or add a customer level, or press Enter to leave the field blank.
Account Type	Enter a O for an Open Invoice customer, or a B for a Balance Forward customer.
Distribution Code	Enter the distribution code that identifies the receivables, sales tax, freight, and miscellaneous GL accounts that are posted to when transactions or cash receipts are entered for the customer. You can use the Inquiry command, F2 or Esc W, to select the code, the Maintenance command, F6 or Esc F, to add a new distribution code or edit an existing one. A distribution code is required for each customer and cannot be changed if the customer has a balance.
Partial Ship?	Enter YES if the customer will accept a partial shipment, otherwise enter NO .
Tax Group	Enter a default Tax Group for the Customer. You can use the Inquiry command, F2 or Esc W, to select the tax group or the Maintenance command, F6 or Esc F, to add a new Tax Group. The Tax Group entered here defaults into the header of transactions processed for the customer and can be changed per transaction.
Taxable?	If the customer's transactions are generally taxable, enter YES , if not, enter NO . This field is used for a default in transaction entry and can be changed per transaction.
Exempt ID	If the customer is exempt from taxes enter their tax exemption number here.
2. Use the Proceed command, PgDn or Esc P , to save the information and move to the next screen selected.	

Credit¹⁷ and Balance Information

The Credit and Balance Information screen displays the customer's default method of payment, the finance charge code, credit limit, and if the customer is on credit hold, along with the customer's current balances showing the finance charges, amounts for the current period, and for balances 30-, 60-, 90-, and 120 days past as well as unapplied credits. The information is updated when you post transactions and payments.

Customer Credit and Balance Information Screen

Field	Description
Pymt Method	Enter the default method of payment for the customer. You can use the Inquiry command, F2 or Esc W, to select the method of payment or the Maintenance command, F6 or Esc F, to edit or create a method of payment. The Payment Method is a required field.
Fin Charge?	If you want to calculate finance charges for past due invoices, select YES, otherwise select NO.
Fin Charge Code^a	If you entered Yes in the Fin Charge field, select the Finance Charge Code to use for this customer. You can use the Inquiry command, F2 or Esc W, to select the Finance Charge Code or the Maintenance command, F6 or Esc F, to edit or create a finance charge code. You are required to enter a Finance Charge Code if you selected Yes in the Fin Charge field. If you entered No in the Fin Charge field, this field is skipped. a. This options is available in version 6.1x or higher. If you are using a version lower then 6.1x, you must setup the FINCHxxx table to calculate finance charges.

¹⁷If you are on version 6.05 or lower, the Credit Information is entered on the General Information screen.

Credit and Customer Balance Information Screen

Credit and Balance Information

Customer ID: **ACE001** **ACE BUILDERS** **Open Invoice**

Commands Edit Modes Other Help

Pynt Method: **CHK** **Check**

Fin Charge? ☒

Fin. Charge Code: **UU**

Credit Limit: **315000**

Credit Hold: ☐

Balance Information

New Finance Charges	.00
Unpaid Finance Charges	.00
Current Due	.00
Balance 31-60 days	.00
61-90 days	.00
91-120 days	21722.07
121+ days	115016.37
Unapplied Credits	.00
Total Due	136738.44

Company: H 04/16/2001 Terminal: T000 OVR

Field	Description

Credit Limit	Enter the customer's credit limit or leave blank if the customer does not have a credit limit.

When you enter invoices, a warning message appears when you enter a customer ID if the customer's credit limit has been exceeded. A warning also appears while you are entering line items if the customer's credit limit is exceeded with items purchased on this order or invoice.

Credit Hold	Enter YES if the customer is on credit hold or NO if the customer is not.

In Accounts Receivable, a message appears when you try to enter an invoice for a customer that is on credit hold. This stops you from entering the invoice for that customer, until they are taken off credit hold.

In Sales Order you receive a message and cannot enter a shipped order for a customer that is on credit hold. You will receive a warning message if you enter a new order for a customer on credit hold, but you will be able to proceed with the new order.

The **Balance Information** section displays the **New Finance Charge**, **Unpaid Finance Charge**, **Current Amount Due** and **Balances 31-60, 61-90, 91-120**, and **121+** days old, along with any **Unapplied Credits** and the **Total Due** from the customer. These fields are updated when you post transactions and cash receipts in Accounts Receivable/Sales Order, and when you do Periodic Processing. Normally you will only enter in these fields if you need to adjust the totals.

After installation and setup, you can create balances in the Customer file using the Detail or Summary method.

Use the Proceed command, PgDn or Esc P, to save the entries.

Credit Card Information¹⁸

Credit Card Information can store a list of the credit cards used by the customer for payments during sales transactions, cash receipts and on account.

Credit Card Information Screen

In the header of this screen, select YES in the **Validate Credit Card?** field if you want to validate credit card numbers entered in cash receipts or payments made during transaction entry, against the list of credit cards on this screen. If you want to allow any credit cards entered for the customer, select **NO** in the **Validate Credit Card?** field.

Use the Proceed command, PgDn or Esc P, to move the cursor to the credit card section of the screen.

All credit cards entered for this customer are displayed, showing the **Payment Method**, the **Card Number**, the **Cardholder's Name**, and the date the credit card **Expires**.

The command options display across the bottom of the screen

Command	Description
Enter=edit	Move the cursor to the desired card and press Enter to edit the Cardholder's Name and Expiration Date.
Append	Press A to add a credit card to the list.
Header	Press H to move the cursor back to the Header portion of this screen.
Next screen	Press N to move the next selected screen.
Previous screen	Press P to move to the previous selected screen.
Goto	If there are more cards than will fit on one screen press G to move the cursor to s specific card.

¹⁸.Credit Card Information is only available in versions 6.1x and higher.

Adding a Credit Card

Credit Card Information Screen - Append Option

To add a credit card, press **A** for **Append** and enter the following:

Field	Description
Pmt Method	Enter the ID of the method of payment associated with this credit card. You can use the Inquiry command, F2 or Esc W, to select the payment method or the Maintenance command, F6 or Esc F, to edit or create a payment method. You must enter a Payment Method for each credit card.
Card No	Enter the customer's credit card number.
Name	Enter the cardholders name.
Exp	Enter the expiration month and year for this credit card.

Deleting a Credit Card

To delete a credit card perform the following:

1. Move the cursor to the card you want to remove from this screen.
2. Use the Delete command, F3 or Esc D. The system prompts you to use the Delete command again to confirm deleting the credit card.

History Information

The History Information screen displays sales and payment history for each customer. The information is updated when you post transactions and payments. The finance charge and credit status fields are updated when you do periodic processing. If you are using the summary method to enter initial balances for customers and this information is available, enter it on this screen when you set up your customers.

Customer History Information

	Period to Date	Qtr to Date	Year to Date	Last Year
Sales	26650.89	216761.42	1665331.24	1223579.63
Profit	2269.42	48490.15	492899.03	370863.25
No/Inv	2	4	14	8
Fin Chg			.00	
Pymts	.00	647524.54	1627397.84	1110548.58
Disc	.00	.00	12630.63	1595.38
No/Pymts	0	2	14	5
Tot Days/Pay	0	95	715	211
Avg Days/Pay	0.00	47.50	51.07	42.20

	First Date	Last Date	Last Amount	Last Inv No
Sale	07/14/1999	12/21/2000	21722.07	12670074
Payment		11/27/2000	154642.54	00014189

Customer High Balance	722144.10	Credit Status	33221122211

Company H 04/16/2001 Terminal T000 OVR

Field	Description
Sales	Enter the sales amounts for the customer, for the current period, current quarter, current year and last year. This field is updated when you post transactions.
Profit	Enter the profit you have made from sales to this customer, for the current period, current quarter, current year and last year. This field is updated when you post transactions.
No/Inv	Enter the number of invoices for this customer, for the current period, current quarter, current year and last year. This field is updated when you post transactions.
Fin Chg	Enter the Year-to-Date and Last Year finance charge amounts. This field is updated when you do periodic processing.
Payments	Enter the payment amounts made by the customer for the current period, current quarter, current year and last year. This field is updated when you post cash receipts.
Disc	Enter the discount amounts taken by the customer for the current period, current quarter, current year, and last year. This field is updated when you post cash receipts.
No/Pymts	Enter the number of payments made by the customer for the current period, current quarter, current year and last year. This field is updated when you post cash receipts.

Customer History Information

	Period to Date	Qtr to Date	Year to Date	Last Year
Sales	26650.89	216761.42	1665331.24	1223579.63
Profit	2269.42	48490.15	492899.03	370863.25
No/Inv	2	4	14	8
Fin Chg			.00	
Pymts	.00	647524.54	1627397.84	1110548.58
Disc	.00	.00	12630.63	1595.38
No/Pymts	0	2	14	5
Tot Days/Pay	0	95	715	211
Avg Days/Pay	0.00	47.50	51.07	42.20

	First Date	Last Date	Last Amount	Last Inv No
Sale	07/14/1999	12/21/2000	21722.07	12670074
Payment		11/27/2000	154642.54	00014189

Customer High Balance	722144.10	Credit Status	332211222211

Company H 04/16/2001 Terminal T000 DVR

Field	Description
Tot Days/Pay	Enter the total number of days it took the customer to pay off all invoices for the current period, current quarter, current year, and last year. This field is updated when you do periodic processing.
Avg Days/Pay	Displays the average number of days it took the customer to pay off all invoices for the current period, current quarter, current year, and last year. This field is calculated by the system and cannot be changed.
Sale	Enter the first and last sales date, the last sales amount and the last invoice number used for the customer. The first sales date field is updated when you post the first sale for this customer. The remaining fields are updated when you post transactions.
Payment	Enter the last payment date, payment amount and last check or payment number used for the customer. This field is updated when when you post cash receipts.
Customer High Balance	Enter the highest outstanding balance the customer has had. This field is updated when you post transactions and can be cleared when you Year End Maintenance in Periodic Processing.
Credit Status	The system keeps a running status of the customer's credit history. Each position in the Credit Status field represents 1 of 12 periods, starting with the current period in the first position and going back 11 periods. One of the following values is used for each period. 0 All invoices were paid within 30 days or there was no activity. 1 An invoice was 31 to 60 days overdue. 2 An invoice was 61 to 90 days overdue. 3 An invoice was 91 to 120 days overdue. 4 An invoice was more than 120 days overdue.

Customer History Information

History Information				
Commands Edit Modes Other Help				
OK Abandon				
Cust ID	ACE001			
Name	ACE BUILDERS			
	Period to Date	Qtr to Date	Year to Date	Last Year
Sales	26650.89	216761.42	1665331.24	1223579.63
Profit	2269.42	48490.15	492899.03	370863.25
No/Inv	2	4	14	8
Fin Chg			.00	
Pymts	.00	647524.54	1627397.84	1110548.58
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	First Date	Last Date	Last Amount	Last Inv No
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Payment		11/27/2000	154642.54	00014189
Customer High Balance	722144.10		Credit Status	332211222211
Company H 04/16/2001 Terminal T000 OVR				

The Period-to-Date amounts are cleared when the Period End Maintenance selection is used in Periodic Processing.

The Period-to-Date and Qtr-to-Date amounts are cleared when the Quarter End Maintenance selection is used in Periodic Processing.

The Period-to-Date, Qtr-to-Date and Year-to-Date amounts are cleared and the Year-to-Date amounts are moved to the Last Year column when the Year End Maintenance selection is used in Periodic Processing.

Use the **Proceed** command, **PgDn**, to save history info and move to the next screen selected.

Customer Comments

The Customer Comments section allows you to add and maintain comments for the customer.

Customer Comments Window

Date	Ref	Comment
01/20/2000	2	PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS.
01/20/2000	2	TRACER PUT ON LAST SHIPMENT.
01/14/1999	3	ACE AGREED TO PAY \$3000 ON 2-1-89.
01/04/1999	1	PLEASE NOTIFY JANE AT ACE WHEN ITEM IS MAILED.
01/04/1999	1	CALLED CUSTOMER ABOUT PAST DUE BALANCE.

1. Enter the following information to add or edit customer comments:

Field	Description
Customer ID and Customer Name	The customer you are currently working with is displayed.
Ref	The terminal ID is displayed as the reference ID press Enter to work with comments entered with this reference ID or change the reference ID and press Enter. To see all comments regardless of the reference ID, clear the field and press Enter.
End Date	The current workstation date is displayed by default. Any comments entered on or before this date are displayed, comments entered after this date are not displayed. Press Enter to accept the date or change the end date and press Enter. To work with all comments based on date, clear the field and press Enter.

The comments are displayed and sorted by date, reference ID and sequence number. The most recent comments are displayed first.

Customer Comment Window

The screenshot shows a window titled "Customer Comments" with a menu bar (Commands, Edit, Modes, Other, Scroll Commands, Help) and a toolbar with icons for various actions. Below the toolbar, there are input fields for "Customer ID" (ACE001), "Ref ID", and "End Date". The main area contains a table with columns "Date", "Ref", and "Comment". The table lists several comments, including "PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS." and "TRACER PUT ON LAST SHIPMENT." At the bottom of the window, there are buttons for "Ref ID", "end Date", "Append", "Enter = edit", and "Goto". A status bar at the very bottom displays "Company H", "04/16/2001", "Terminal T000", and "OVR".

Date	Ref	Comment
01/20/2000	2	PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS.
01/20/2000	2	TRACER PUT ON LAST SHIPMENT.
01/14/1999	3	ACE AGREED TO PAY \$3000 ON 2-1-89.
01/04/1999	1	PLEASE NOTIFY JANE AT ACE WHEN ITEM IS MAILED.
01/04/1999	1	CALLED CUSTOMER ABOUT PAST DUE BALANCE.

The command options available are listed at the bottom of the screen:

Command	Action
Ref ID^a	Press R to move the cursor to the Ref ID field to enter a new reference ID.
end Date¹	Press D to move the cursor to the End Date field to enter a new ending date.
Append^b	Press A to add a new comment
Enter=edit^c	Press Enter to edit an existing comment.
Goto	If the comments fill more than one screen, press G to move the cursor to a specific comment.

- If you are on a version lower than 6.1x, select N for New Ref to enter a new reference ID and change the end date.
- If you are on a version lower than 6.1x, select A for Add/Insert to add a new comment.
- If you are on a version lower than 6.1x, select E for Edit to change an existing comment.

Adding a Comment

Customer Comments with Append Window

The screenshot shows a software interface for adding customer comments. The main window, titled 'Customer Comments', has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll', 'Commands', and 'Help'. Below the menu is a toolbar with various icons and 'OK' and 'Abandon' buttons. The main area contains fields for 'Customer ID' (ACE001), 'Ref ID', 'End Date', and 'End Date'. An 'Append Comment' dialog box is open, showing 'Date' (04/16/2000), 'Reference' (000), and 'Comment' (Will give 5% discount on all invoices.). The dialog box also has a menu bar and toolbar. At the bottom of the main window, there are buttons for 'Ref ID', 'end Date', 'Append', 'Enter = edit', and 'Goto'. The status bar at the bottom shows 'Company H', '04/16/2001', 'Terminal T000', and 'OVR'.

Press **A** for **Append** to add a comment and enter the following information:

Field	Description
Date	Enter the date you want to use for these comments. The current workstation date is displayed by default, press Enter to accept the date or change the date.
Reference^a	Enter a 1-3 character reference ID you want for these comments. The sequence of the comments is determined by the date and reference entered.
Comment^b	Enter up to 61 characters of comments. - If you are on a version lower than 6.1x, enter the Reference ID and Sequence Number for the comment. - If you are on a version lower than 6.1x, you have up to 50 characters to use for the comments.

Use the Proceed command, PgDn or Esc P, to save the comments.

Editing A Comment

Customer Comments with Edit Window

Perform the following tasks to edit an existing comment:

1. Place the cursor next to the comments you want to edit
2. Press **Enter**¹⁹ to edit the comment.
3. You can edit the date, reference ID, and comments.
4. Use the Proceed command, PgDn or Esc P, to save the comments.

Deleting a Comment

Perform the following tasks to delete a comment:

1. Place the cursor next to the comments you want to delete.
2. Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the Delete command again, to confirm deleting the comment.

Note

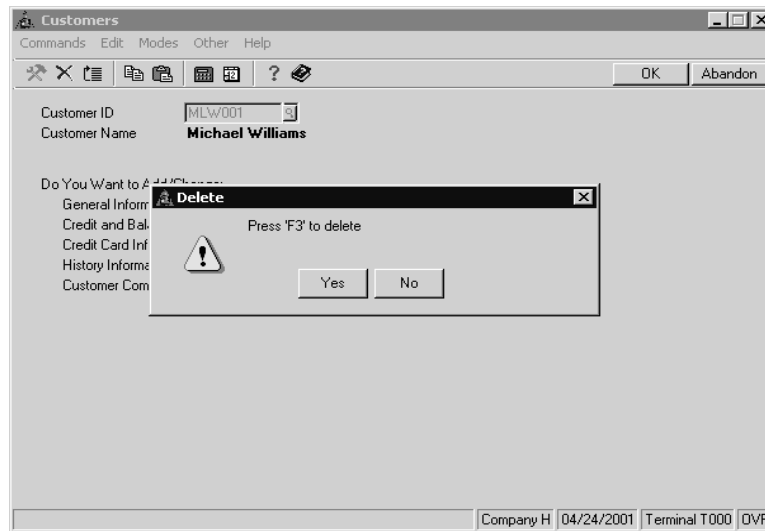
You can delete comments with the **Purge Customer Comments** function on the **Periodic Processing** menu.

When you have finished working with the customer comment information, use the **Exit** command, **F7** or **Esc M**, to return to the Customer Information Selection screen.

¹⁹If you are using a version lower than 6.1x, press **E** to edit the comment. Enter the date, reference ID and sequence number of the comment you want to edit. Change the comment and press **Enter** to save the changes.

Deleting a Customer

Deleting a Customer



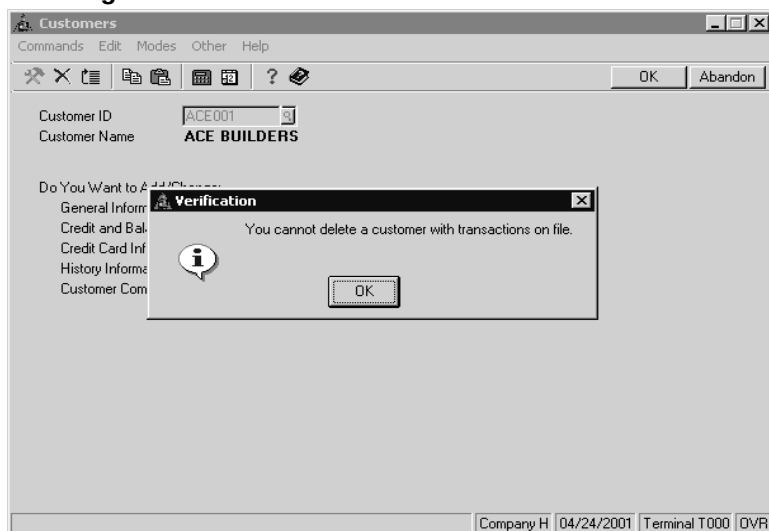
Perform the following tasks to delete a customer:

1. On the Customer Information Selection screen, enter the ID of the customer you want to delete, or use the **Inquiry** command, **F2** or **Esc W**, to select the customer ID from a list.
2. Use the **Delete** command, **F3** or **Esc D**, to delete the customer.

Note

You cannot delete a customer that has invoices in the Open Invoice file (ARINxxx), orders or in the Transaction files (ARTDxxx, ARTHxxx) or receipts in the Cash Receipt file (ARCRxxx).

Deleting a Customer



Recording Initial Balances for Customers

You can use the detail method or the summary method, or the Build Open Invoice function to set up the initial customer balances and open invoices. The detail method provides complete sales history, but it's more time-consuming than the summary method. The summary method is quicker than the detail method, but it does not provide complete sales history. The Build Open Invoice method is the quickest way to record initial balances, but does not provide any sales history.

Detail Method

1. Leave the history fields (except last-year values) in the customer records blank.
2. Use the **Transactions** function to enter outstanding **Invoices** and **Miscellaneous Credits** for the first General ledger period. If payments were made against the invoices, enter them in the **Payment** field on the **Totals** screen.
3. Print the **Sales and Miscellaneous Credits Journals**. Select **Edit Transactions** to correct any mistakes.
4. Use **Cash Receipts** function to enter any other cash payments, such as applied credits for the first general ledger period.
5. Print the **Cash Receipts Journal**. Select the **Edit Cash Receipts** function to correct any mistakes.
6. **Post** the transactions you entered in step 2 and step 4.
7. Repeat steps 2-7 for subsequent periods until you reach the current date.

Summary Method

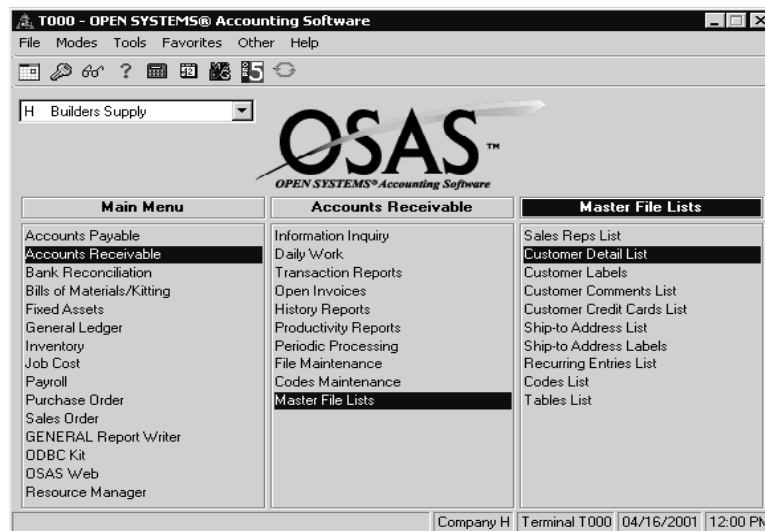
1. Use the Customer function to enter summary amounts in the period-, quarter-, and year-to-date and last-year sales and payment history fields for each customer--if you have these amounts available.
2. Use the Transactions function to enter outstanding Invoices and Miscellaneous Credits. If you made payments against the invoices, enter them in the **Payment** field on the **Totals** screen.
3. Print the Sales and Miscellaneous Credits Journals. Select Edit Transactions to correct any mistakes.
4. Use Cash Receipts function to enter any other cash payments, such as applied credits.
5. Print the Cash Receipts Journal. Select the Edit Cash Receipts function to correct any mistakes.
6. Post the outstanding transactions you entered in step 2 and step 4 to build the Open Invoice file (ARINxxx).

Printing A Customer Detail List

After setting up the customer, use the Customer Detail List function to print a list of each customer's information. This report includes each customer's name and address, balance information, sales history, and sales information.

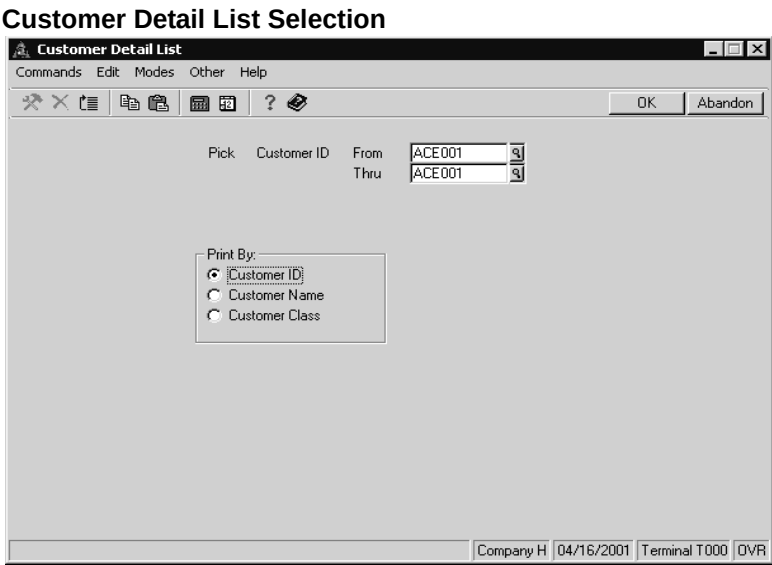
To print this report, select Master File Lists from the AR menu.

AR Master File Lists Menu



Select the **Customer Detail List** function from the Master File Lists menu.

The Customer Detail List selection screen appears.



Make the following selections:

Selection	Description
Pick	
Customer ID	Enter a range of customer IDs to include in the report.
From/Thru	The Inquiry command, F2 or Esc W , is available to select the customer IDs from a list. If the From and Thru fields are left blank, all customers are included on the list.
Print By:	
1. Customer ID	Select 1 to sort customers on the report in Customer ID order.
2. Customer Name	Select 2 to sort customers on the report by the customer name.
3. Customer Class	Select 3 to sort customers on the report by the customer class.

Select the output device you want to use:

Customer Detail List

03/30/2000 8:22 AM	Builders Supply Customer Detail List By Customer ID	Page 1																																																												
ACE001 ACE BUILDERS 1588 SE 31ST STREET PADUCAH KY 28655-7865 US ATTN: ACCOUNTS PAYABLE Ship Zone: 01 Phone: (505) 555-1646 Reg Fax: (502) 555-1566 New Finance Charge: .00 Unpaid Finance Chrg .00 Current Due: 16372.71 Balance 31-60: 26650.89 61-90: .00 91-120: .00 121+ : 75888.05 Unapplied Credits: 17513.36- Total Due: 101398.29																																																														
Partial Ship? YES Territory: MIDATL Class: WHSL Contact: BRIAN Sales Rep: GPD Garry P. Deacon Group Code: 0 Statement Code: Both Account Type: Open Invoice Dist Code: 01 Cust Level: ACE001 Finance Chg? YES Terms Code: 2PCT 2/10,n/30 2.0% 10 DAYS, NET 30 Taxable? NO Tax Group: MN Minnesota Exempt ID: Credit Limit: 315000 Credit Hold: NO Payment Method: CHK Card Number: Cardholder: Credit Status: 3-3-2-2-1-1-2-2-2-1-1																																																														
<table border="0"> <thead> <tr> <th></th> <th>Period-to-Date</th> <th>Qtr-to-Date</th> <th>Year-to-Date</th> <th>Last Year</th> </tr> </thead> <tbody> <tr> <td>Sales</td> <td>26778.73</td> <td>216889.26</td> <td>1665459.08</td> <td>1223579.63</td> </tr> <tr> <td>Profit</td> <td>4069.35</td> <td>50290.08</td> <td>494698.96</td> <td>370863.25</td> </tr> <tr> <td>Number of Invoices</td> <td>7</td> <td>9</td> <td>19</td> <td>8</td> </tr> <tr> <td>Payments</td> <td>35467.99</td> <td>682992.53</td> <td>1662865.83</td> <td>1110548.58</td> </tr> <tr> <td>Discounts</td> <td>.00</td> <td>.00</td> <td>12630.63</td> <td>1595.38</td> </tr> <tr> <td>Number of Payments</td> <td>1</td> <td>3</td> <td>15</td> <td>5</td> </tr> <tr> <td>Total Days to Pay</td> <td>27</td> <td>122</td> <td>742</td> <td>211</td> </tr> <tr> <td>Average Days to Pay</td> <td>27.00</td> <td>40.67</td> <td>49.47</td> <td>42.20</td> </tr> </tbody> </table> <table border="0"> <thead> <tr> <th></th> <th>1st Date</th> <th>Last Date</th> <th>Last Amount</th> <th>Last Number</th> </tr> </thead> <tbody> <tr> <td>Sale</td> <td>07/14/1998</td> <td>03/28/2000</td> <td>5275.46</td> <td>00002095</td> </tr> <tr> <td>Payment</td> <td></td> <td>12/21/1999</td> <td>35467.99</td> <td>14269</td> </tr> </tbody> </table> YTD Finance Charge .00 High Balance 722144.10				Period-to-Date	Qtr-to-Date	Year-to-Date	Last Year	Sales	26778.73	216889.26	1665459.08	1223579.63	Profit	4069.35	50290.08	494698.96	370863.25	Number of Invoices	7	9	19	8	Payments	35467.99	682992.53	1662865.83	1110548.58	Discounts	.00	.00	12630.63	1595.38	Number of Payments	1	3	15	5	Total Days to Pay	27	122	742	211	Average Days to Pay	27.00	40.67	49.47	42.20		1st Date	Last Date	Last Amount	Last Number	Sale	07/14/1998	03/28/2000	5275.46	00002095	Payment		12/21/1999	35467.99	14269
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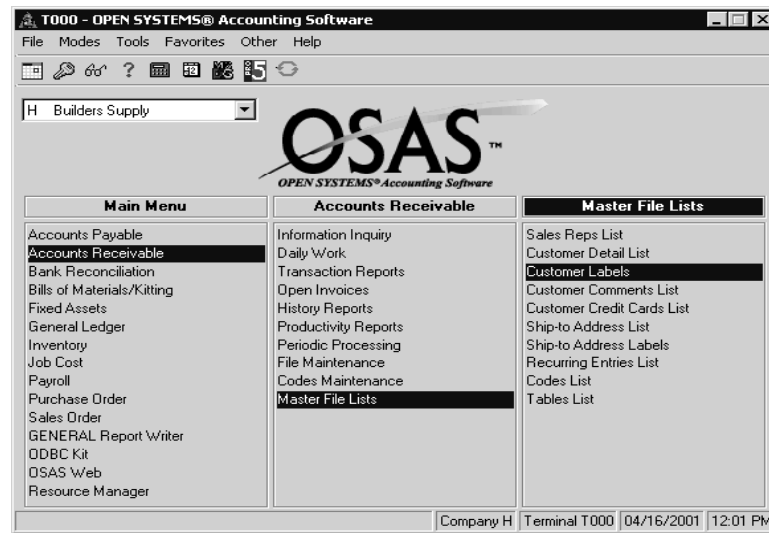
Printing Customer Labels

Several types of labels can be printed for customers:

- standard labels
- mailing labels that print either the customer address with Customer ID, or with an Attention To line
- print labels to paper as a phone list of customers

To print labels, select Master File Lists from the AR menu.

AR Master File Lists Menu



Select the **Customer Labels** function from the Master File Lists menu.

The Customer Labels selection screen appears.

Customer Labels

Make the following selections

Selection

Description

Customer ID From/Thru

Enter a range of customer IDs to print labels for, or to include on a list.

The **Inquiry** command, **F2** or **Esc W**, is available to select the customer IDs from a list.

If the **From** and **Thru** fields are left blank, all customers are included on the list.

Zip Code From/Thru

Enter the range of zip codes to print labels for, or to include on a list.

Print By:

1. **Customer ID** Select **1** to sort the labels, or customers on the list, by the customer ID.
2. **Zip Code** Select **2** to sort the labels, or customers on the list, by zip code.
3. **Customer Name** Select **3** to sort the labels, or customers on the list, by the customer name.

Label Type:

- Standard 15/16 x 3 1/2** Select **1** if you are using this standard label size.
- Standard 1 7/16 x 3 1/2** Select **2** if you are using this standard label size.
- Mailing - 15/16 x 3 1/2** Select **3** if you want to print the attention line, customer name, and the customer address stored in the customer's record on a mailing label.
- Mailing - 1 7/16 x 3 1/2** Select **4** if you want to print the attention line, customer name, and the customer address stored in the customer's record on a mailing label.
- Print Phone Number?** Select **YES** to print the customer's phone number on the label or list; otherwise select **NO**. You will not get this option if you are using mailing labels.

Select the output device you want to use:

Customer Labels

ACE001 (505)555-1646
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865

DAL001 (111)555-2389
DALLAS-FT WORTH DOME HOMES
1025 37TH AVE SE
DALLAS TX 77777

GRE001 (100)555-0011
GREATER NEW YORK DOMES, INC.
1001 AVE OF THE AMERICAS
NEW YORK CITY NY 10012-4335

KAN001 (888)555-5333
KANSAS CITY GEODESIC HOMES
2382 WEST 53RD AVENUE
KANSAS CITY MO 66666

LOS001 (999)555-9802
LOS ANGELES CONSTRUCTION CO. 9
8042 VENTURA BOULEVARD
ENCINO CA 99999-9584

SUN001 (103)555-6477 S
UNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI FL 33333-4323

TEN001 (105)555-0299 T
TENNESSEE SHELTERS, INC.
1001 COUNTRY ROAD
NASHVILLE TN 54327-4383

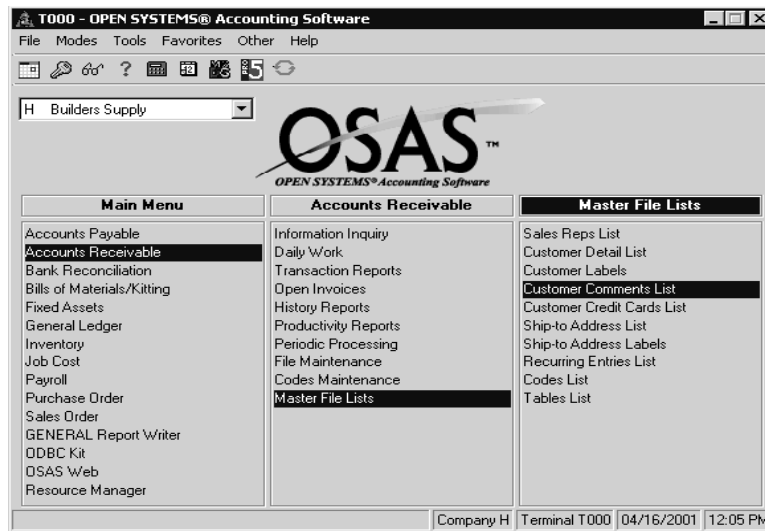
VIS001 (203)555-3642
VISA
2347 WEST VIRGINIA AVE SUITE 1025
DOVER DE 14003-2347

Printing a Customer Comments List

After adding or maintaining customer comments, use the Customer Comment List function to print a list of the comments entered for each customer.

To print this report, select Master File Lists from the AR menu.

AR Master File Lists Menu



Select the Customer Comments List from the Master File Lists menu.

The Customer Comments List selection screen appears

Customer Comments List Selection

Make the following selections:

Selection	Description
Pick	
Customer ID From/Thru	Enter the range of customer IDs to include in the report. The Inquiry command, F2 or Esc W, is available to select the customer IDs from a list. If the From and Thru fields are left blank, all customers are included on the list.
Date From/ Thru	Enter the range of comment dates to include in the report. If the From and Thru fields are left blank, all comments are listed based on the comment date.
Reference ID From/Thru	Enter the range of reference ID to include in the report. If the From and Thru fields are left blank, all comments are listed based on the reference ID.
Print By	
Customer ID/ Date	Select 1 if you want to list the report in customer ID and comment date order.
Customer ID/ Reference ID	Select 2 if you want to list the report in customer ID and reference ID order.

Select the output device you want to use.

Customer Comments List

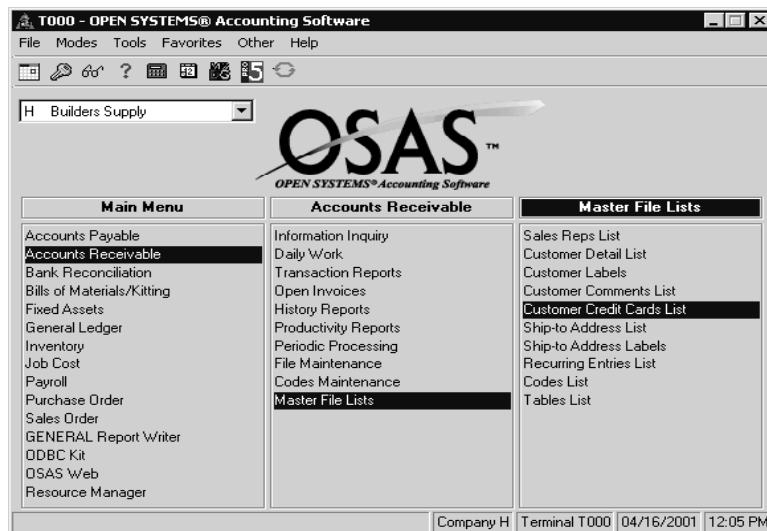
04/30/2001 11:41 AM		Builders Supply Customer Comments List By Customer ID/Date		Page 1
Customer	Date	Ref	Comment	
ACE001	ACE BUILDERS			
	01/20/2000	2	PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS. TRACER PUT ON LAST SHIPMENT.	
	01/14/1999	3	ACE AGREED TO PAY \$3000 ON 2-1-89.	
	01/04/1999	1	PLEASE NOTIFY JANE AT ACE WHEN ITEM IS MAILED. CALLED CUSTOMER ABOUT PAST DUE BALANCE.	
CASHCA	CASH SALES-OAKLAND, CA			
	01/24/1999	1	CUSTOMER REQUESTED A CREDIT APPLICATION.	
DAL001	DALLAS-FT WORTH DOME HOMES			
	05/07/2000	1	CUST REQ'S THAT WE ONLY TAKE ORDERS FROM JACKIE	
	02/14/2000	1	SENT NEW CREDIT APPLICATION	
	01/21/1999	1	CUSTOMER REQUESTED THAT WE SEND INV TO NEW ADDRESS	
GRE001	GREATER NEW YORK DOMES, INC.			
	02/28/2000	1	BOB HAS BEEN PROMOTED. NEW CONTACT IS JULIE.	
	01/16/1999	1	BOB SAID WE SHOULD SKIP THE REFUND REQUEST.	
	01/15/1999	1	BOB CALLED AND REQUESTED A REFUND ON CREDIT BAL.	
KAN001	KANSAS CITY GEODESIC HOMES			
	02/14/2000	1	CUSTOMER REQUESTED THAT ALL MAIL BE SENT TO NEW HQ	
	01/13/1999	1	JANE REQUESTED A FAX COPY OF INV # 39839.	
LOS001	LOS ANGELES CONSTRUCTION CO.			
	07/14/2000	1	RICHARD REQ'D DETAILED HISTORY OF JUNE'S ACTIVITY.	
	05/27/2000	1	NEW CREDIT LIMIT SET.	
SUN001	SUNSHINE HOMES, INC.			
	12/09/2000	1	CUSTOMER REQUESTED A REFUND FOR DEFECTIVE WINDOWS.	
End of Report				

Customer Credit Card List

Use the Customer Credit Card List function to print a list of the credit card numbers and names setup for your customers.

To print this report, select Master File Lists from the AR Menu

AR Master File Lists Menu



Select Customer Credit Card List from the Master File Lists menu.

The Customer Credit Card List selection screen appears.

Customer Credit Card List Selection Screen

Customer ID From ACE001 Thru ACE001

Payment Method From Thru

Company H 04/16/2001 Terminal T000 OVR

Make the following selections:

Selection	Description
Pick	
Customer ID From/Thru	Enter the range of customer IDs to include in the report. The Inquiry command, F2 or Esc W, is available to select the customer IDs from a list. If the From and Thru fields are left blank, all customers are included on the list.
Payment Method From/Thru	Enter the range of payment method IDs to include in the report. The Inquiry command, F2 or Esc W, is available to select the payment method IDs from a list. If the From and Thru fields are left blank, all payment methods are included on the list.

Select the output device you want to use.

Customer Credit Card List

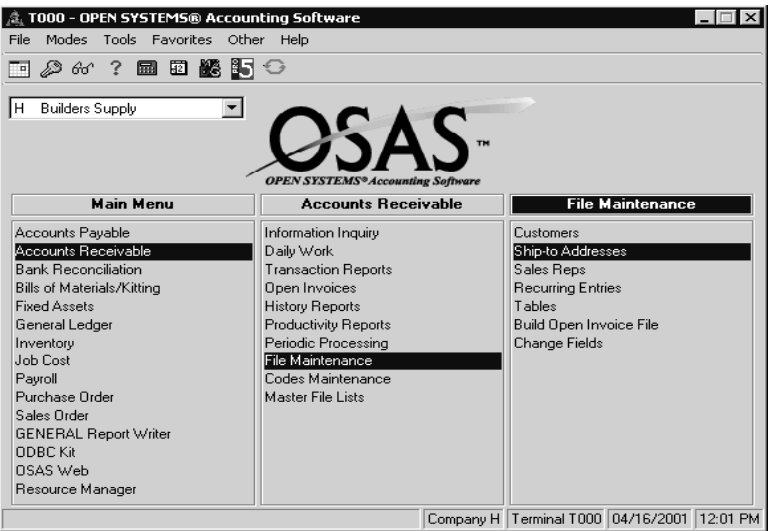
04/30/2001 12:07 PM		Builders Supply Customer Credit Cards List			Page 1
Cust. ID	MOP Code		Card Number	Card Holder's Name	Expiration Date

ACE001	AMX	American Express	3111774899320122	Ace Builders, Inc.	7/2001
ACE001	MC	Master Card	2111737790209022	Ace Builders, Inc.	9/2002
ACE001	VIS	VISA	1111634766239920	Ace Builders, Inc.	4/2001
End of Report					

Ship-to Addresses

Use the Ship-to Addresses function to create up to **999,999** shipping addresses for each customer and to change or delete ship-to addresses.

AR File Maintenance



To set up ship-to addresses, select the Ship-to Addresses function on the File Maintenance menu.

Adding A Ship-to Address

To add a Ship-to-Address enter information in the following fields:

The screenshot shows a window titled "Ship-to Addresses" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for various actions. The window contains the following fields and values:

- Cust ID:** SUN001
- Ship To:** 000001
- Name:** SUNSHINE HOMES, INC.
- Addr 1:** 1000 OCEAN BOULEVARD
- Addr 2:** (empty)
- Addr 3:** (empty)
- City:** MIAMI
- State:** FL
- Zip Code:** 33333-9823
- Country:** US
- Ship Via:** UPS - Red
- Ship Zone:** (empty)
- Tax Group:** MD

At the bottom of the window, there is a status bar showing: Company H | 04/16/2001 | Terminal T000 | QVR

Field	Description
Cust ID	Select the ID of the customer for whom you want to setup a ship-to-address. The Inquiry command, F2 or Esc W, is available to select the customer from a list. The Maintenance command, F6 or Esc F, is available to create a new customer.
Ship To	Enter a number between 1 and 999,999 for this ship to address, or use the Inquiry command, F2 or Esc W, to edit an existing ship-to-address.
Name	Enter the name of the customer at this shipping address.
Addr 1/ Addr 2/ Addr 3	Enter up to 3 lines, 30 characters per line, for the address of this ship to ID.
City/State/ Zip Code/ Country	Enter the city, state, zip code and country code for this ship-to-address. The Inquiry command, F2 or Esc W, is available to select the state and country.
Ship Via	Enter the method by which you usually ship items to this ship-to-address.
Ship Zone	Enter the code for the customer's shipping zone for this ship-to-address.
Tax Group	Enter the ID of the tax group used to calculate sales tax for this ship-to-address. The Inquiry command, F2 or Esc W, is available to select the tax group for a list. The Maintenance command, F2 or Esc F, is available to create a new tax group. If you leave the field blank, the tax group setup in the customer file is used by default.

Use the **Proceed** command, **PgDn** or **Esc P**, to write and save the information.

Editing a Ship-to Address

Perform the following tasks to edit a ship-to address:

1. Select the Customer and Ship To IDs you want to edit. You can use the **Inquiry** command, **F2** or **Esc W**, to select the IDs from a list.
2. You can edit the **Name**, **Address Information**, **Ship Via**, **Ship Zone**, and **Tax Group**. Press **Enter** to accept.
3. Use the **Proceed** command, **PgDn** or **Esc P**, to write and save your changes.

Deleting a Ship-to Address

Perform the following tasks to delete a ship-to address:

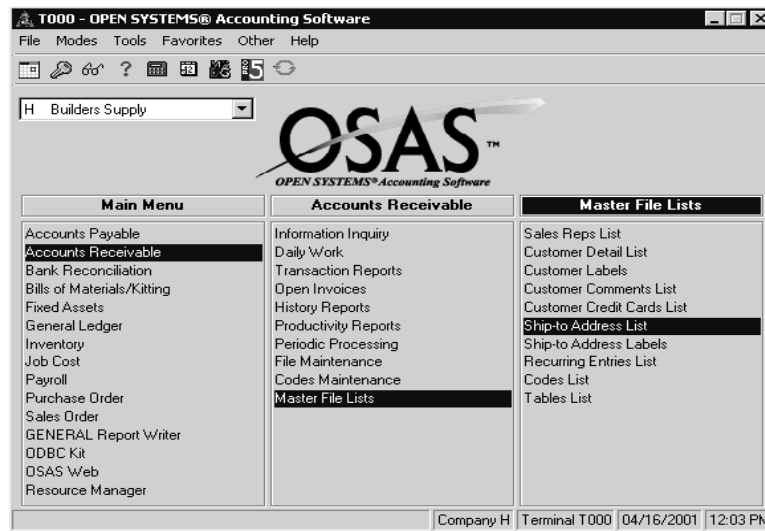
1. Use the **Inquiry** command, **F2** or **Esc W**, to select the customer ID from a list.
2. Use the **Inquiry** command, **F2** or **Esc W**, to select the ship-to ID from a list.
3. Use the **Delete** command, **F3** or **Esc D**. The system prompts you to use the Delete command again to confirm deleting the ship-to address.

Printing A Ship-to Address List

After setting up ship-to addresses, use the Ship-to Addresses List function on the Master File List menu to print a list of ship-to addresses. You can pick by customer ID or by zip code, and print by the same.

The report will display the customer and ship-to ID, the shipping address, the method of shipping if selected and the tax group used for that address.

AR Master File Lists Menu



The Ship-to Address List selection screen appears.

Ship-to Address List Selection Screen

Make the following selections:

Selection	Description
Customer ID From/Thru	Enter a range of customer IDs to include in the report. The Inquiry command, F2 or Esc W, is available to select the customer IDs from a list. If the From and Thru fields are left blank, all customers are included on the list.
Zip Code From/Thru	Enter a range of zip codes to be included in the report. If the From and Thru fields are left blank, all customers are included on the list based on zip codes.
Print Ship Via?	Enter YES if you wish to see the preferred method of shipping for that ship-to address, otherwise enter NO.
Print By:	
1. Customer ID	Select 1 to sort customers on the report in Customer ID order.
2. Zip Code	Select 2 to sort customers on the report by their zip code.

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(E)nd - to exit from the selection screen without printing the report

Ship-to Address List

Builders Supply
Ship-to Address List
By Customer ID

Page 1

----- Ship-to -----				
Ship-to Cust ID	Name Address	Ship Via	Group	Tax Group Description

100000 ACE001	Tim Hudson			Tax Group Not on File
000001 KAN001	KANSAS CITY GEODESIC HOMES 2382 WEST 53RD AVENUE KANSAS CITY, MO 56666-5425 US	NORTH AMERICAN	TX	Texas
000001 SUN001	SUNSHINE HOMES, INC. 1000 OCEAN BOULEVARD MIAMI, FL 33333-9823 US	UPS - Red	MD	Maryland
000002 SUN001	SUNSHINES HOMES, INC. 9350 W. GULFSTREAM DRIVE TAMPA, FL 33333-8825 US	UPS - Red	MD	Maryland
000001 TEN001	TENNESSEE SHELTERS-NASHVILLE 100 HWY 42 NASHVILLE, TN 54329-4736 US	UPS - Blue	TX	Texas
000002 TEN001	TENNESSEE SHELTERS-MEMPHIS 300 W. 37TH STREET MEMPHIS, TN 54338-4938 US	UPS - Blue	TX	Texas
000003 TEN001	TENNESSEE SHELTERS-CHATTANOOGA 9000 CO RD 4 CHATTANOOGA, TN 54897-2034 US	UPS - Blue	TX	Texas

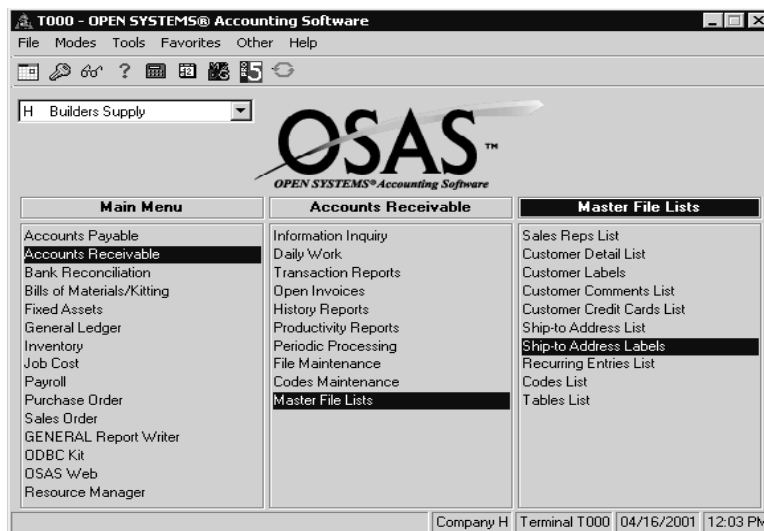
End of Report

Printing Ship-to Labels

After setting up ship-to addresses, use the Ship-to Addresses Labels function on the Master File List menu to print labels from ship-to addresses. You can pick by customer ID or by zip code, and print by the same.

Select Master File Lists from the AR menu.

AR Master File Lists Menu



Select the Ship-to-Address Labels from the Master File Lists menu.

The Ship-to Address Labels selection screen appears.

Ship-to Address Labels

The screenshot shows a window titled "Ship-to Address Labels". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu bar is a toolbar with icons for back, forward, print, and help. The main area contains the following fields and controls:

- Pick:** A label "Customer ID" followed by a text input field.
- From:** A label "Thru" followed by a text input field.
- Zip Code:** A label "From" followed by a text input field, and a label "Thru" followed by a text input field.
- Print Ship Via?:** A button with a checkmark icon.
- Print By:** A group box containing two radio buttons: "Customer ID" (selected) and "Zip Code".

The status bar at the bottom of the window displays "Company H", "04/16/2001", "Terminal T000", and "QVR".

Make the following selections:

Selection	Description
Customer ID From/Thru	Enter a range of customer IDs to include in the report. The Inquiry command, F2 or Esc W, is available to select the customer IDs from a list. If the From and Thru fields are left blank, all customers are included on the list.
Zip Code From/Thru	Enter a range of zip codes to be included in the report. If the From and Thru fields are left blank, all customers are included on the list based on zip codes.
Print Ship Via?	Enter YES if you wish to see the preferred method of shipping for that ship-to address, otherwise enter NO.
Print By:	
1. Customer ID	Select 1 to sort the labels, or customers on the list, by the customer ID.
2. Zip Code	Select 2 to sort the labels, or customers on the list, by zip code.

Select the output device you want to use.

Ship-to Address Labels

KAN001000001 NORTH AMERICAN
KANSAS CITY GEODESIC HOMES
2382 WEST 53RD AVENUE
KANSAS CITY MO 66666-5425

SUN001000001 UPS - Red
SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI FL 33333-9823

SUN001000002 UPS - Red
SUNSHINES HOMES, INC.
9350 W. GULFSTREAM DRIVE
TAMPA FL 33333-8825

TEN001000001 UPS - Blue
TENNESSEE SHELTERS-NASHVILLE
100 HWY 42
NASHVILLE TN 54329-4736

TEN001000002 UPS - Blue
TENNESSEE SHELTERS-MEMPHIS
300 W. 37TH STREET
MEMPHIS TN 54338-4938

TEN001000003 UPS - Blue
TENNESSEE SHELTERS-CHATTANOOGA
9000 CO RD 4 C
HATTANOOGA TN 54897-2034

Recurring Entries

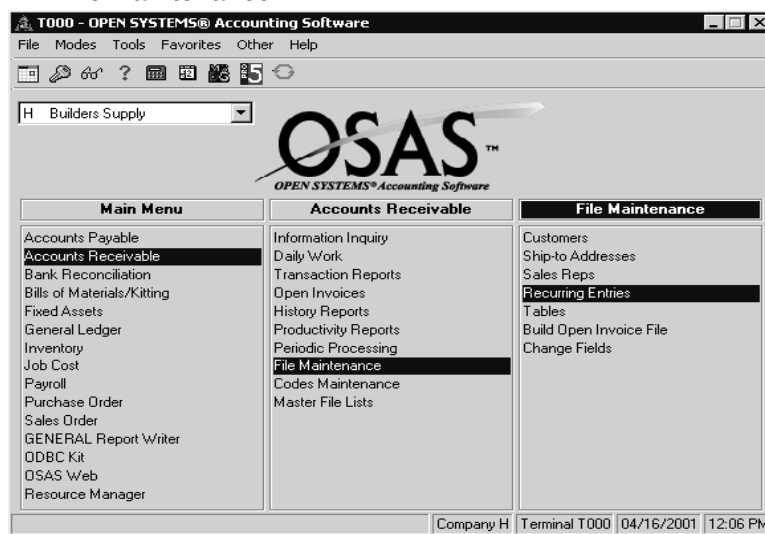
Use the Recurring Entries function to set up non-inventory invoices that you send to customers regularly. You can set up recurring entries for individual customers or for groups of customers. Examples of recurring entries are rent, service contracts or maintenance fees.

Note

Recurring entries are for non-inventory items because they are copied to the transaction file as invoiced transactions. If inventory items were allowed, the system would not know if there were enough items in stock to fill the quantities ordered. Sales order does allow entry of recurring orders for inventory items because the orders are copied Open Order file as new orders. They must be verified before they are posted and the quantities available can be checked at that time. See the "Implementing SO" section for more details about recurring orders in Sales Order.

To set up recurring entries, select **Recurring Entries** on the File Maintenance menu.

AR File Maintenance



Adding a Recurring Entry

Select **1. Recurring Entries** from the Transaction Type menu to set up a new recurring entry.

Recurring Entries Menu

The screenshot shows a software interface with a main window titled "Recurring Entries" and a sub-window titled "Transaction Type". The "Transaction Type" sub-window is open, displaying a menu with two options: "Recurring Entries" (selected with a radio button) and "Edit Recurring Entries". The main window contains various fields for entering transaction details, including "Recurring No", "Sold to", "Sales Rep 1", "Sales Rep 2", "Cust Level", "Terms Code", "Terms Desc", "Terms%", "Order No", "Ord Date", "Run Cd", "Type", "Days", "Net Days", "Ship Method", "Ship Via", "Pick Slip No.", "Taxable", "Tax Group", and "Description". The status bar at the bottom indicates "Company H", "04/16/2001", "Terminal T000", and "OVR".

The Recurring Entries Header Information screen appears.

Entering Recurring Entry Header Information

Recurring Entries Header Information Screen

1. Enter the following header information for the recurring entry:

Field	Description
Recurring No	Enter a number used to identify the recurring entry.
Sold to:	Enter the customer's ID, or use the Inquiry command, F2 or Esc W , to select it from a list. If the entry is for a group of customers, enter an asterisk (*) and the customer's group code. (You assign group codes when you set up the customer records.) The Maintenance command, F6 or Esc F , is available to add a new customer.
Sales Rep 1	The ID of the sales rep who usually sells to that customer is displayed. Use the Inquiry command, F2 or Esc W , to select it from a list, the Maintenance command, F6 or Esc F , to create a new sales rep, or press Enter to skip this field.
Percent	Enter the percent of the transaction that will be used to calculate commissions for sales rep 1.
Sales Rep 2	Enter the ID of the second sales rep who will receive a commission from the sale (if any). Use the Inquiry command, F2 or Esc W , to select it from a list, the Maintenance command, F6 or Esc F , to create a new sales rep, or press Enter to skip this field.
Percent	Enter the percent of the transaction that will be used to calculate commissions for sales rep 2. The combined percents for both sales reps <i>cannot exceed 100%</i> .
Customer Level	The customer level is used to help determine the price the customer will pay. The default level setup in the customer file is displayed. You cannot change the customer level when setting up or editing a recurring entry.
Terms Code	The terms code from the customer's record defaults into this field. You can press Enter to accept it, use the Inquiry command, F2 or Esc W , to select one from a list or use the Maintenance command, F6 or Esc F , to add a new one.
Order Number	To identify the transaction, enter your sales order number or the customer's purchase order number. Press Enter to skip this field.

Field	Description
Order Date	Enter the date of the order. If you do not enter a order number this field will not be available.
Run Code	Enter a run code for the recurring entry. The Run Code is used to copy recurring entries to the transaction files. Use the same run code for entries that you want to copy at the same time. For example, you could use run code 01 for all of the recurring entries you copy on the first day of each month, 15 for all of the recurring entries you copy on the fifteenth day of each month, and so on.
Cutoff Date	Enter the date when the recurring entry should no longer be copied. A cutoff date is entered when recurring entries are copied to the transaction files. If the date entered on the Copy Recurring Entries screen is after the Cutoff Date assigned to the entry, the recurring entry is not copied. The Cutoff Date can also be used to delete recurring entries using the Purge Selected Files function on the File Maintenance menu.

Recurring Entries Header Information

Recurring No: 4

Sold to: SUN001
SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI FL 33333-4323 US

Ship to: 1
SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI FL 33333-9823 US

Sales Rep 1: PRT Percent 100.0
Sales Rep 2: Percent 0
Cust Level: JOBBER
Terms Code: 1PCT
Terms Desc: 1/10,n/30 Type: Reg
Terms%: 1.0 Days: 10 Net Days: 30
Order No:
Ord Date: / /
Run Cd: 01 Cutoff Date: 12/31/2001

Ship Method: FED2
Ship Via: Federal Exp 2nd-Day
Pick Slip No.:
Taxable: ☒
Tax Group: MD
Description: Maryland

Company H | 04/16/2001 | Terminal T000 | OVR

Field	Description
Ship to:	Enter a ship-to address or use the Inquiry command, F2 or Esc W, to select one from a list. The Maintenance command, F6 or Esc F, is available to edit an existing ship-to address or to add a new one.
Ship Method:	Enter a shipping method to be used or use the Inquiry command, F2 or Esc W, to select one from a list. The Maintenance command, F6 or Esc F, is available to edit an existing shipping method or to add a new one.
Ship Via	Enter the method usually used by this customer for shipping, if you entered a shipping method above this description will default in. Press Enter to skip this field.
Pick Slip Number	Enter a picking slip number for this transaction or press Enter to skip this field.
Taxable	Enter YES if the transaction is taxable or NO if it is not taxable.
Tax Group	The Tax Group from the customer's record or the ship-to-ID defaults into the field. Press Enter to accept it, or enter a different Tax Group. The Inquiry command, F2 or Esc W, is available to select one from a list. The Maintenance Command, F6 or Esc F, is available to create a new Tax Group, if needed.
Description	The description for the tax group is defaulted into this field.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the header information and move to the line-item entry screen.

Entering Line-items For Recurring Entries

Recurring Entries Append Line

Recurring Entries Append Line

Commands Edit Modes Other Scroll Commands Information Help

OK Abandon

Append Line

Commands Edit Modes Other Information Help

OK Abandon

Entry 001

Desc MONTHLY MAINTENANCE AGREEMENT GL Code R1

Sls Cat Sales Acct 401000

Tax Class 00 .000 % COGS Acct 501000

Inv Acct 104400

Ordered 1.0000 Units Price .0000 Ext Price .00

Cost .0000 Ext Cost .00

Entry (of)

Subtotal .00 Freight .00 Miscellaneous .00 Sales Tax .00 Net Due .00

Enter = edit Append Header Totals View Goto Next trans

Company H 04/16/2001 Terminal T000 OVR

1. Enter the following information for the recurring entry line-item.

Field Description

Description Enter a description of the noninventory line-item.

Additional Descriptions If you elected to use additional descriptions in the Resource Manager Options and Interfaces function, you can enter up to **10 additional description lines** of **35 characters** each for this line-item.

Additional Descriptions Window

Recurring Entries Append Line

Commands Edit Modes Other Scroll Commands Information Help

OK Abandon

Append Line

Commands Edit Modes Other Information Help

OK Abandon

Entry 001

Desc MONTHLY MAINTENANCE AGREEMENT GL Code R1

Sls Cat Sales Acct 401000

Tax Class 00 .000 % COGS Acct 501000

Inv Acct 104400

Ordered 1.0000 Units Price .0000 Ext Price .00

Cost .0000 Ext Cost .00

Entry (of)

Subtotal .00 Freight .00 Miscellaneous .00 Sales Tax .00 Net Due .00

Enter = edit Append Header Totals View Goto Next trans

Company H 04/16/2001 Terminal T000 OVR

Additional Descriptions

Commands Edit Modes Other Help

OK Abandon

Desc MONTHLY MAINTENANCE AGREEMENT

Sls Cat

Tax Class

Ordered

FLOORS AND CARPETING 5 NIGHTS/WEEK

TRASH MONDAY/WEDNESDAY/FRIDAY

Entry 001

1000

1000

4400

.00

.00

Entry (of)

Subtotal .00 Freight .00 Miscellaneous .00 Sales Tax .00 Net Due .00

Enter = edit Append Header Totals View Goto Next trans

Company H 04/16/2001 Terminal T000 OVR

Recurring Entries Append Line

Field	Description

Sales Category	Enter the Sales Category the recurring entry belongs to or press Enter to skip this field. Sales Categories are setup in Inventory.

Tax Class	Enter the tax class you want to use for this line item. If you do not enter a tax class, 00 defaults into the field and is used when the transaction is copied. You can use the Inquiry command, F2 or Esc W , to select the tax class from a list or the Maintenance command, F6 or Esc F , to create a new tax class.

GL Code	The GL Code helps determine the Sales and COGS. The GL Code setup on the default table (DFxxx) is displayed. You can use the Inquiry command, F2 or Esc W , to select a different GL Code or the Maintenance command, F6 or Esc F , to create a new one.

Sales Acct	Enter the number of the sales account to use for this line item. The account displayed comes from the GL Code. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.

COGS Acct	Enter the number of the cost of goods sold account to use for this line item. The account displayed comes from the GL Code. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.

Inv Acct	Enter the number of the inventory account to use for this line item. The account displayed comes from the ARGLxxx table. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.

Recurring Entries Line-Item Scrolling Screen

Append Line

Commands Edit Modes Other Information Help

Entry **001**

Desc MONTHLY MAINTENANCE AGREEMENT GL Code R1

Sls Cat Sales Acct 401000

Tax Class 00 .000 % COGS Acct 501000

Inv Acct 104400

Ordered 1.0000 Units Price 2250.0000 Ext Price .00

Cost .0000 Ext Cost .00

Entry (of)

Subtotal .00 Freight .00 Miscellaneous .00 Sales Tax .00 Net Due .00

Enter = edit Append Header Totals View Goto Next trans

Company H 04/16/2001 Terminal T000 OVR

Field	Description

Ordered	Enter the quantity sold. It must be greater than zero.
Units	Enter the unit of measure for the item displayed. Press Enter to accept it, or to skip this field if you wish.
Unit Price	Enter the unit price of the line item.
Unit Cost	Enter the unit cost of the line item.
Ext Price	The extended price is calculated and displayed.
Ext Cost	The extended cost is calculated and displayed.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the line-item.

The Append Line window reappears so that the next line-item can be entered. Enter any additional line items for the recurring entry.

- When line-item entry is complete, use the **Exit** command, **F7** or **Esc M**, to exit from the line-item entry window and move to the line-item scrolling screen.

The top portion of the line item scrolling screen displays the sold to and ship to information for the recurring entry, the recurring entry transaction number and the transaction type.

The middle portion of the screen displays the line items, quantity, unit price and extended price for the recurring entry as well as the number of the line-item where the cursor is located displayed in the lower right corner of the line-item scrolling screen.

The bottom portion of the screen displays the subtotal, freight, miscellaneous charges, sales tax and net due amounts.

Use **PgDn**, **PgUp** or the **arrow** keys to move the cursor to a different line-item.

The command options available are displayed in the Command Bar at the bottom of the screen.

Recurring Entries Line-Item Scrolling Screen

Command Action

Edit	Move the cursor to the line-item to change and press Enter . The Edit Line Window appears. Make the necessary changes. Use the Proceed command, PgDn or Esc P to save any changes.
Append	Press A to add a line-item after the last line-item listed for the recurring entry. The Append Line window appears. Enter the line-item information. Use the Proceed command, PgDn or Esp P , to save the added line-item.
Header	Press H to return to the header screen to make changes there. Use the Proceed command, PgDn or Esc P , to save any changes and to return to the line-item scrolling screen.
Totals	Press T to move to the totals area of the line-item scrolling screen to enter or edit sales tax, freight, and miscellaneous charges. Use the Proceed command, PgDn or Esp P , to save the total information.
View	Move the cursor to a line-item and press V to view the detail information for the line-item. Information cannot be changed when using the View mode.

Recurring Entries Line-Item Scrolling Screen

Command Action

Next trans To return to the Recurring Entry Transaction Type Menu screen to setup or edit another recurring entry, press **N** when you have finished entering the line-items for this recurring entry.

At the Recurring Entry Transaction Type menu, use the **Exit** command, **F7** or **Esc M**, to return to the File Maintenance menu.

Goto This command appears in the command bar when the recurring entry has more than one screen full of line-items.

To use the **Goto** command, move the cursor directly to a particular line-item:

Press **G** and the **Goto** window appears. Enter the line-item number, or use the **Inquiry** command, **F2** or **Esc W**, to look up and select the line-item number from the list that appears.

Inserting A Line-item

To insert a line-item between two existing line-items, perform the following tasks:

1. Move the cursor, to the line-item where you want to insert the new line-item.
2. Press the **Ins** key. The Append Line window appears.
3. Enter the information for the new line-item.
4. Use the **Proceed** command, **PgDn** or **Esc P**, to save the line-item and return to the line-item scrolling screen. The new line-item is inserted between the two line-items.

Deleting A Line-item

To delete a line-item, perform the following tasks:

1. Move the cursor, to the line-item you want to delete.
2. Use the **Delete** command, **F3** or **Esc D**, to delete the line-item

Note

If this is the only line-item on the recurring entry transaction, you cannot delete the line-item. You must delete the entire recurring entry transaction from the header screen.

Deleting A Recurring Entry From The Line-item Screen

Perform the following tasks:

1. Use the **Header** command, **H**, to return to the header screen.
2. Use the **Delete** command, **F3** or **Esc D** to delete the entire transaction. Press **F3** or **Esc D** again to confirm the delete.

USING AR INFO, SHIFT-F2 OR ESC I

When *Info* is displayed at the bottom of a screen, the Information command, **Shift-F2** or **Esc I**, can be used to access the AR Information Menu.

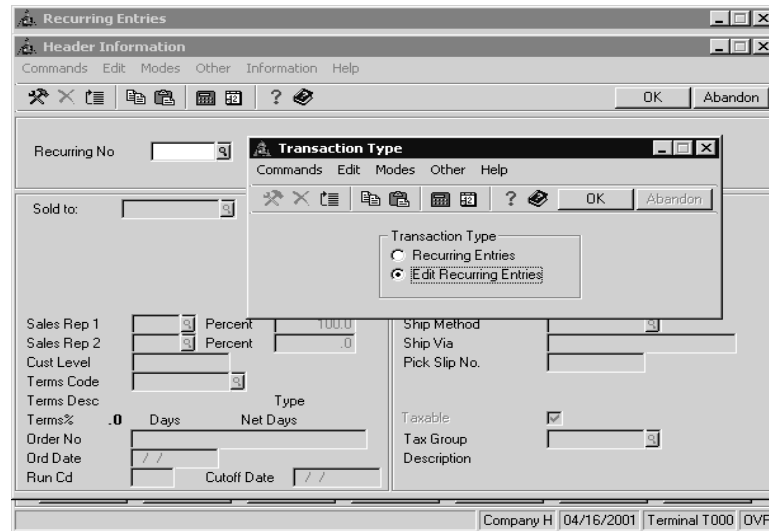
Customer information and customer comments are available on the AR Information Menu when setting up or editing recurring entries. However, because recurring entries are for noninventory items only, item information is not available here.

Refer to the Transactions section in this manual, page **Error! Bookmark not defined.** for detail information about using the functions on the AR Information Menu.

Editing A Recurring Entry

To change or delete a recurring entry, use the Edit Recurring Entries function on the Recurring Entries Transaction Types menu. Use this function when you need to add, change, or delete line-items from the information set up for a recurring entry.

Recurring Entries Transaction Type Menu

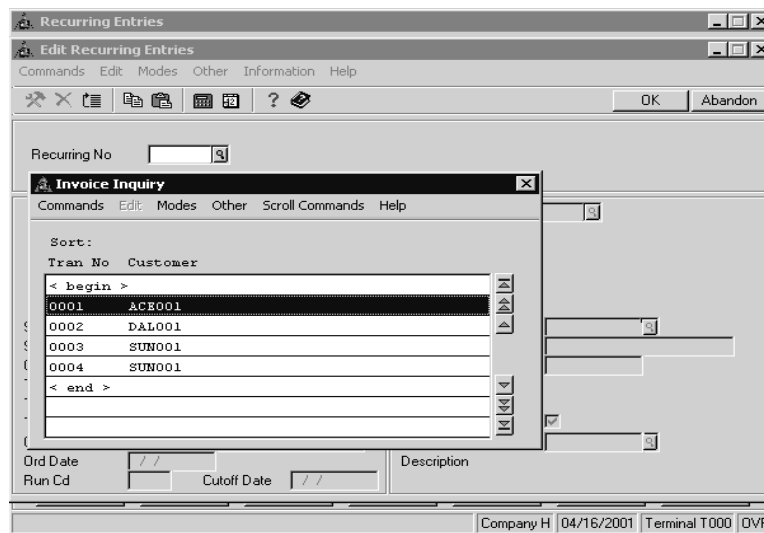


When you select **2. Edit Recurring Entries**, the Edit Recurring Entries Screen appears.

To edit a recurring entry, perform the following tasks:

1. Enter the number of the recurring entry you want to edit or delete, or use the **Inquiry** command, **F2** or **Esc W**, to select the entry number from a list.

Edit Recurring Entries



2. You can change any of the information on the header. Use the **Proceed** command, **PgDn** or **Esc P**, to save the header information and move to the line-item scrolling screen.

Edit Recurring Entries Line-Item Scrolling Screen

Recurring Entries

Commands Edit Modes Other Scroll Commands Information Help

Sold to: **SUN001** **SUNSHINE HOMES, INC.** Tran No: **0004**
 Ship to: **000001** **SUNSHINE HOMES, INC.** Type: **Invoice**

Description	Qty Ordered	Units	Unit Price	Ext Price
MONTHLY MAINTENAC...	1.0000		2250.0000	2250.00

Entry (001 of 001)

Subtotal	Freight	Miscellaneous	Sales Tax	Net Due
2250.00	.00	.00	112.50	2362.50

Enter = edit Append Header Totals View Goto Next trans

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- Use the command options listed at the bottom of the screen to change the line-item information. The commands listed are the same as the commands available when setting up recurring entries.
- Use the **Next** command, **N**, to return to the Recurring Entries Transaction Type menu. Then use the **Exit** command, **F7** or **Esc M**, to return to the File Maintenance menu when you have finished editing recurring entries.

Printing A Recurring Entries List

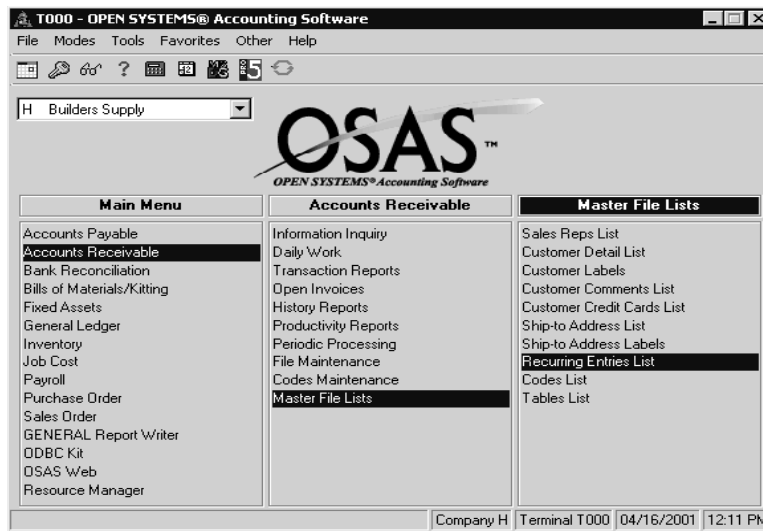
After you set up recurring entries, but before copying them to the transaction files, print a Recurring Entries List to check for mistakes and omissions.

If you find mistakes, use the Edit Recurring Entries function to correct them.

To print a Recurring Entries List, perform the following tasks:

1. Select Master File Lists on the Accounts Receivable menu.

AR Master File Lists Menu



2. Select Recurring Entries List on the Master File Lists menu.

Recurring Entries List Selection Screen

Make the following selections:

Field	Description
Customer ID	Enter a range of the customer IDs with recurring entries to include in the report.
From/Thru	Use the Inquiry command, F2 or Esc W , to select the customer IDs from a list. Leave these fields blank to include recurring entries for all customers.
Print By:	
1. Recurring Number	Select 1 if you want the recurring entries listed on the report in the order of the recurring entry number assigned to each recurring entry.
2. Customer ID	Select 2 if you want the recurring entries grouped together on the report by the customer ID they are sold to.
3. Run Code	Select 3 if you want the recurring entries grouped together on the report by the run codes assigned to each recurring entry.
Print:	
Line Detail	Select 1 if you want to print line item detail for each recurring entry on the report.
Transaction Totals	Select 2 if you want to print only the transaction total for each recurring entry on the report.
Break Totals	Select 3 if you want to print recurring entry totals on the report by the print by selection.

Select the output device you want to use.

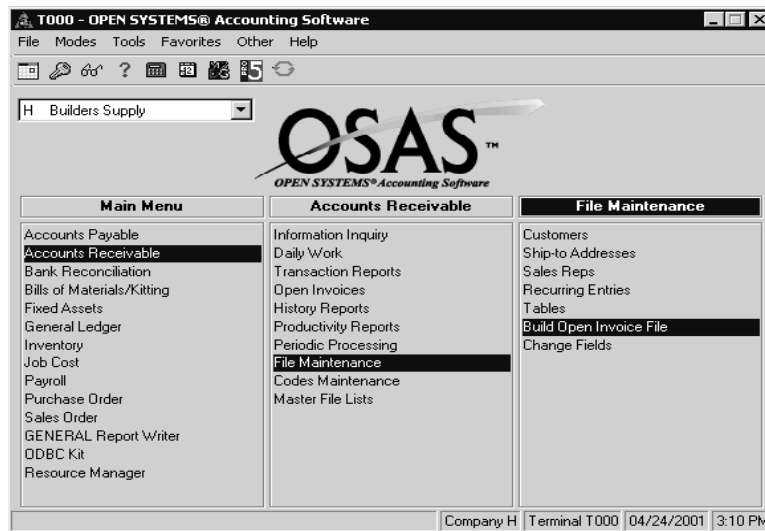
Recurring Entries List

03/30/2000 8:26 AM		Builders Supply Recurring Entries List By Recurring Entry Number						PAGE 1	
Entry Line	Cust ID Run Code Description	Sales Account COGS Account Inv. Account	Units	Qty. Ordered Qty. Shipped	Unit Price Unit Cost	Ext. Cost	Ext. Price	Tax Class	
0001 001	ACE001 1 CONSULTING FEE	401000 501000 104400	EA	1.0000 1.0000	125.0000 .0000	.00	125.00	00 MN	
	Cust ID Order No. Order Date	SR1 SR2 Tx Grp.	Freight	Subtotal	Sales Tax	Invoice Total			
	Ship To Cutoff Date Terms Desc.	Miscellaneous							
	ACE001	GPD MN	.00	125.00	.00	125.00			
	12/31/1999	2/10,n/30	.00						
0002 001	DAL001 1 CONSULTING FEE	401000 501000 104400	EA	1.0000 1.0000	125.0000 .0000	.00	125.00	00 TX	
	Cust ID Order No. Order Date	SR1 SR2 Tx Grp.	Freight	Subtotal	Sales Tax	Invoice Total			
	Ship To Cutoff Date Terms Desc.	Miscellaneous							
	DAL001	DMM TX	.00	125.00	.00	125.00			
	1/10,n/30		.00						
0003 001	SUN001 1 CONSULTING FEE	401000 501000 104400	EA	1.0000 1.0000	125.0000 .0000	.00	125.00	00 MD	
	Cust ID Order No. Order Date	SR1 SR2 Tx Grp.	Freight	Subtotal	Sales Tax	Invoice Total			
	Ship To Cutoff Date Terms Desc.	Miscellaneous							
	SUN001	PRT MD	.00	125.00	.00	125.00			
	1/10,n/30		.00						
				Freight	Subtotal	Sales Tax	Extended Cost	Extended Price	
				Miscellaneous					
GRAND TOTAL				.00	375.00	.00	.00	375.00	
				.00					
End of Report									

Build Open Invoice File

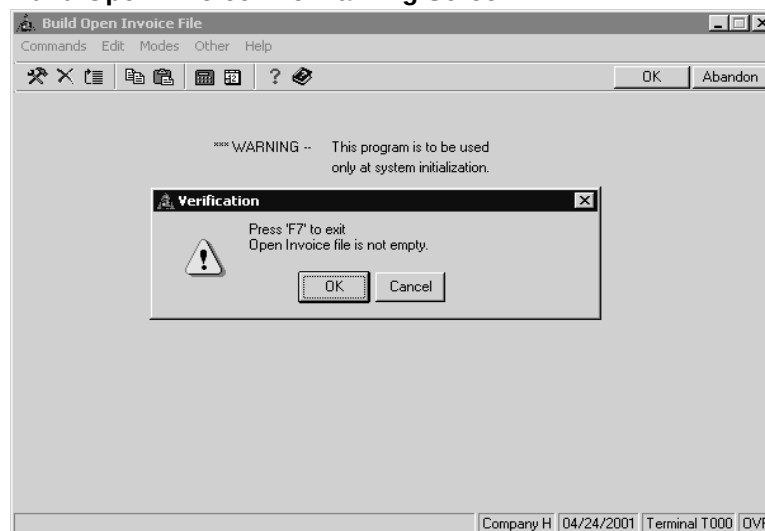
Use the Build Open Invoice function to record initial balances for the customers. The Build Open Invoice function uses the data entered in the aging buckets in the Customer File (ARCUxxx) to create open invoices in the Open Invoice file (ARINxxx). You can only use this function only during Accounts Receivable/Sales Order setup, when there are no transactions posted to the Open Invoice file. While this function does create invoices it does not create any customer, sales or payment history. If you need to save the history, use the detail or summary methods for entering initial balances.

AR File Maintenance Menu



If there are records in the Open Invoice file, you cannot use the Build Open Invoice File function. The system forces you to exit the function.

Build Open Invoice File Warning Screen



To use the Build Open Invoice File function perform the following:

File Maintenance - Customers

1. Select Customers from the AR/SO File Maintenance menu.
2. For each customer that you want to enter initial balances for, select Credit and Balance Information²⁰.
3. Use the Proceed command, PgDn or Esc P, to enter to the Credit and Balance Screen.

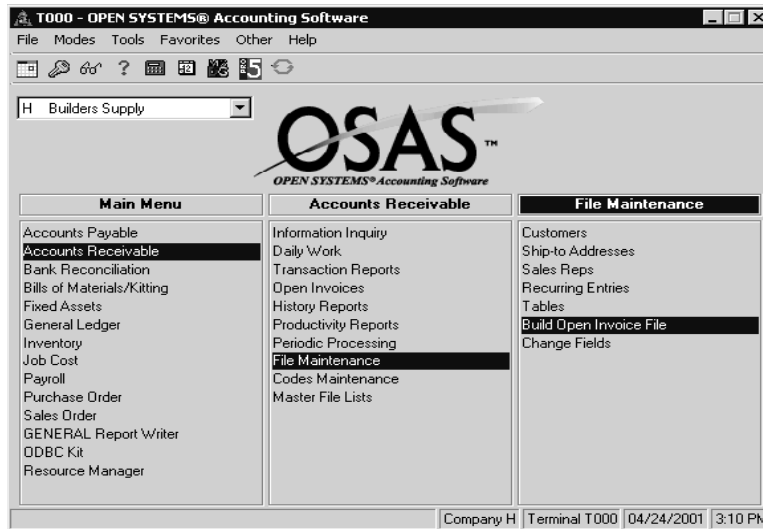
Credit and Balance Information Screen

4. Enter the **New Finance Charge**, **Unpaid Finance Charge**, **Current Due**, **Balances 31-60**, **61-90**, **91-120**, **121+ Days** and any **Unapplied Credits** the customer owes you. The Build Open Invoice File function will create invoices from these totals.
5. Use the Proceed command, PgDn or Esc P, to save the entries.

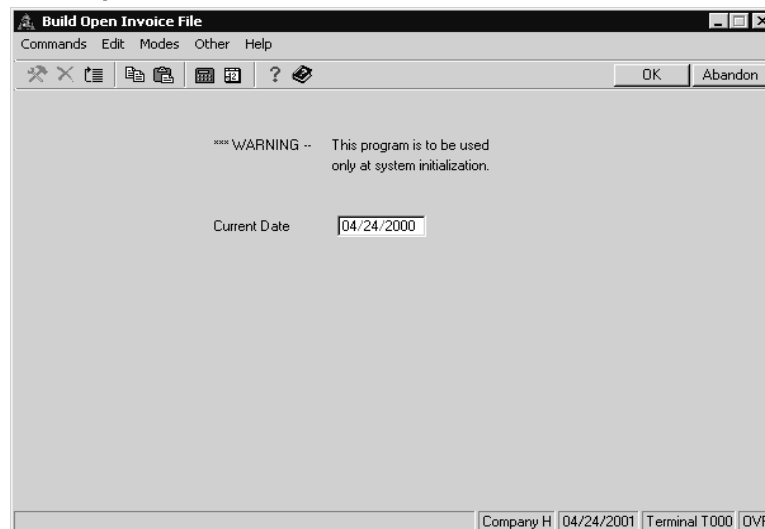
²⁰If you are on a version lower than 6.1x, select Balance Information.

Note

You must enter these totals for all customers that you want to create initial balances for, before using the Build Open Invoice File function.

AR File Maintenance Menu

- Once all the totals are entered for each customer, select the Build Open Invoice File function from the File Maintenance menu.

Build Open Invoice File Screen

The system displays a warning saying "**This program is to be used only at system initialization**".

- The workstation date is displayed in the **Current Date** field. Enter the date you want to use to create the invoice for the Current Due amount and to age the other Balance Due fields.
- Use the Proceed command, PgDn or Esc P, to create the invoices.

Hold Release Invoices Screen

Hold/Release Invoices

Commands Edit Modes Other Scroll Commands Help

Customer ID **ACE BUILDERS**

Account Type **Open Invoice**

Invoice	Type	Stat	Inv Date	Check No	Gross Amount	Discount
BAL CRED	CRED	REL	04/24/2000		-50.15	.00
BF022300	INVC	REL	02/23/2000		125.14	.00
BF032400	INVC	REL	03/24/2000		1458.00	.00
BF042400	INVC	REL	04/24/2000		3150.00	.00
BF122599	INVC	REL	12/25/1999		300.25	.00
FC200012	INVC	REL	04/24/2000		125.00	.00

Hold/release All Split/reapply Customer First Last Next Prev Goto

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Invoices are created in the Open Invoice file. The Invoice number assigned to each invoices is BF followed by the Invoice Date, which is based on the date entered in the Current Date field in the Build Open Invoice File function.

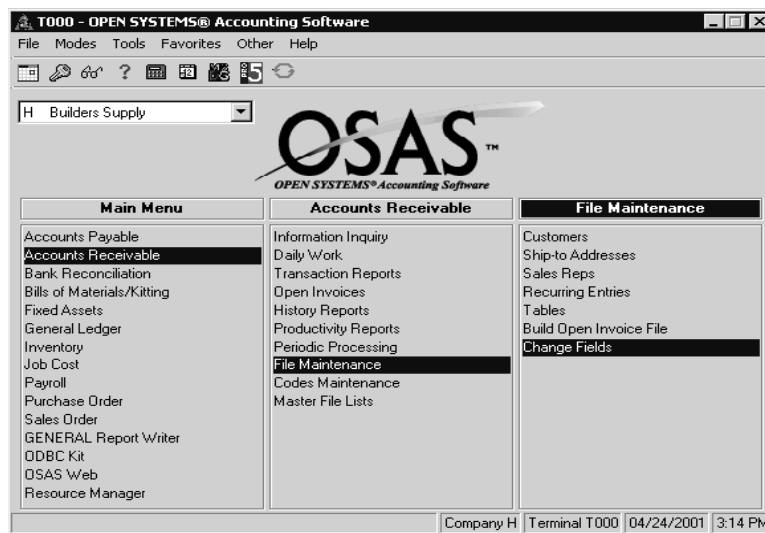
Change Fields²¹

Use the Change Fields function to change the data stored in certain Accounts Receivable fields throughout your OSAS data files.

For example you can use this function to change a Customer ID in all associated fields throughout your OSAS applications, including Accounts Receivable, Sales Order, Inventory and Job Cost.

To use the function, select Change Fields from the AR File Maintenance menu.

AR File Maintenance Menu



²¹The Change Fields function is only available in versions 6.1x and higher.

The Change Fields screen is displayed

Change Fields Selection Screen

1. Enter the following information:

Field

Description

Field ID

Enter the ID of the field, whose value you want to change.

You can use the Inquiry command, F2 or Esc W, to select the field.

All changeable fields display when you use the Inquiry command, but you can only change AR fields with the AR Change Fields function.

Print Log

Select **YES** if you want to print a log showing the field changes you make and the files that were changed, otherwise select **NO**.

2. Use the Proceed command, PgDn or Esc P, to continue.

Change Fields

The left side of the screen displays the data you want to change. The right side of the screen displays all the files the system will check to change the data.

The available commands display across the bottom.

Command	Description
Tab=tag Tab=value	Press the Tab key to move the cursor between the Value and File Description sections.
Enter=edit Enter=Tab/Untag	In the Value section, press Enter to edit any added data values. In the File Description section, press Enter to tag or untag a file. If the file is tagged the system will search that file and change the field, should it appear in that file. If the file is untagged the system will skip that file when making changes.
Append	In the Value section, press A to add data to change. Enter the Original Value. You can use the Inquiry command, F2 or Esc W, to select the data to change. After entering the original value, enter the value you want to change the field to in the New Value field.
All	In the File Description section, press A to tag all files listed.
None	In the File Description section, press N to untag all files listed.
Begin Code Change/Begin	Once the Original and New values are entered, press B to start the change fields function.
Header	Press H to move the cursor to the Print Log field.
Goto	If there are more values or files than will fit on once screen, press G to move the cursor to a specific value or field.
Field ID	Press F to change the Field ID.

- Once the field has been selected, use the Append command to add the date you want to change

Change Fields

Change Fields

Commands Edit Modes Other Scroll Commands Help

Field ID: AR CUSTOMER ID

Print Log? ☒

Original Value

Add Original/New Values

Original Value: DAL001

New Value: DAL123

File Description

File Description	Time	Tag
AR Rec. Entries Header fi	Short	☒
AR Ship-to Address File	Short	☒
AR Transaction Detail fil	Short	☒
AR Transaction Header fil	Short	☒
IN Alternate Items	Long	☒
IN Detail History	Long	☒
IN Lot History	Long	☒

Line No (000001 of 000000)

Tab = tag Enter = edit Append Begin code change Header Goto Field ID

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- Enter the Original and New values.
- Use the Proceed command, PgDn or Esc P, to save the entries.

Change Fields

Change Fields

Commands Edit Modes Other Scroll Commands Help

Field ID: AR CUSTOMER ID

Print Log? ☒

Original Value: DAL001

New Value: DAL123

File Description

File Description	Time	Tag
AR Customer Comments File	Short	☒
AR Cash Receipts File	Short	☒
AR Detail Sales History F	Short	☒
AR Summary History File	Short	☒
AR Open Invoice File	Short	☒
AR Payment Methods File	Long	☒
AR Rec. Entries Detail Fi	Short	☒
AR Rec. Entries Header fi	Short	☒
AR Ship-to Address File	Short	☒
AR Transaction Detail fil	Short	☒
AR Transaction Header fil	Short	☒
IN Alternate Items	Long	☒
IN Detail History	Long	☒
IN Lot History	Long	☒

Line No (000001 of 000022)

Tab = value Enter = Tag/Untag All None Begin Header Goto Field ID

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- Tab to the File Description section and Tag the files you want the system to change

MAKE SURE YOU HAVE A BACKUP OF YOUR DATA FILES BEFORE PROCEEDING.

- Once you have tagged all the files you want the system to change, press B to start the change fields function. The system prompts "Have you backed up your data files", select YES if you have backed up the data files, otherwise select NO and backup your data files.

Change Fields Log

04/01/2000		Builders Supply		Page	1
11:51 AM		Change Code Log			
File Name	Records Read	Records Converted	Original Total Record	New Total Records	

ARCUH	2	1	13	13	
ARCCH	4	3	17	17	
ARCRH	2	1	21	21	
ARHIH	47	46	503	503	
ARHSH	40	39	537	537	
ARINH	2	1	17	17	
ARPYH	4	0	8	8	
ARREH	2	1	3	3	
ARRHH	2	1	3	3	
ARSAH	1	0	6	6	
ARTDH	1	0	34	34	
ARTHH	1	0	11	11	
INAIH	6	0	189	189	
INHIH	Improper field length for Record Test; KNUM=0, Record=ENTRY				
INHHH	457	41	1010	1010	
INLHH	Improper field length for Record Test; KNUM=0, Record=ENTRY				
INLHH	0	0	406	406	
INSHH	Improper field length for Record Test; KNUM=0, Record=ENTRY				
INSHH	27	0	585	585	
JOBSH	11	10	25	25	
JOHIH	1	1	189	189	
JOHHH	0	0	189	189	
SORHH	2	1	5	5	
SORLH	7	6	20	20	
SOTDH	1	0	29	29	
SOTHH	1	0	9	9	
Field ID	AR CUSTOMER ID				
Original Value	New Value				
DAL001	DAL123				

Once valid codes and IDs have been entered in the system using the functions on the Codes Maintenance and File Maintenance menus, transactions to record sales, cash receipts, and returns of goods are entered using the functions on the Daily Work menu.

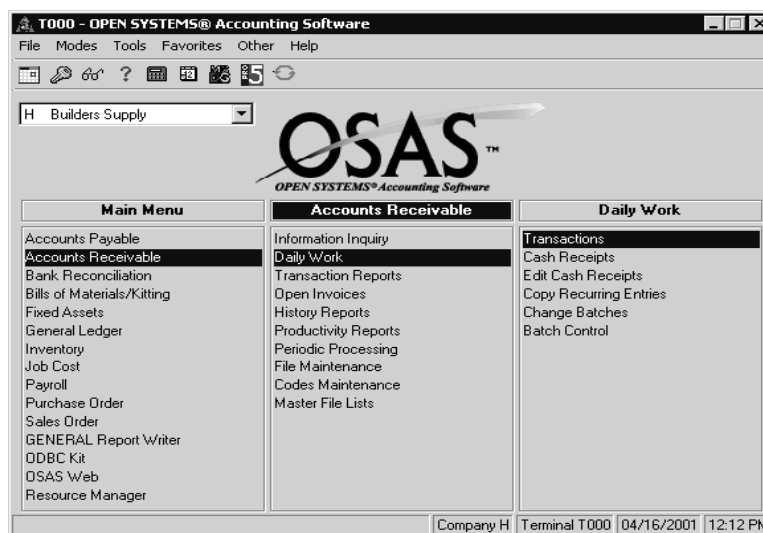
The functions on the Transaction Reports menu are used to print invoices and run the necessary reports and journals associated with your transactions before posting your transaction information to the customer, open invoice, history and other applications you may be interfaced to including General Ledger.

The functions on the Open Invoices and History Reports menus are used to change open invoice status, print statements, calculate finance charges, and run reports to help analyze your cash flow, including the Aged Trial Balance. Also included is the ability to reprint invoices based upon your sales history as well as other historical sales information.

On the Periodic Processing Menu, the Periodic Maintenance function is used to perform period-, quarter-, and year-end processing to insure valid customer history information.

The Purge Selected Files and Purge Customer Comments functions, also located on the Periodic Processing menu, are used periodically to maintain Accounts Receivable data files.

AR Main Menu



Daily Work

Functions on the Daily Work menu are used to enter and process accounts receivable transactions.

Use these functions to:

- enter invoices and miscellaneous credit transactions
- enter and edit cash receipts
- copy recurring entries to the transaction files
- change or delete unposted transactions
- change batches, or move specific transactions from one batch to another before posting
- create new batches for specific groupings of transactions

Posting clears the Transactions and Cash Receipts files and updates the Open Invoice, Customer, Sales Rep., Tax Locations, and the Summary and Detail History (optional) files.

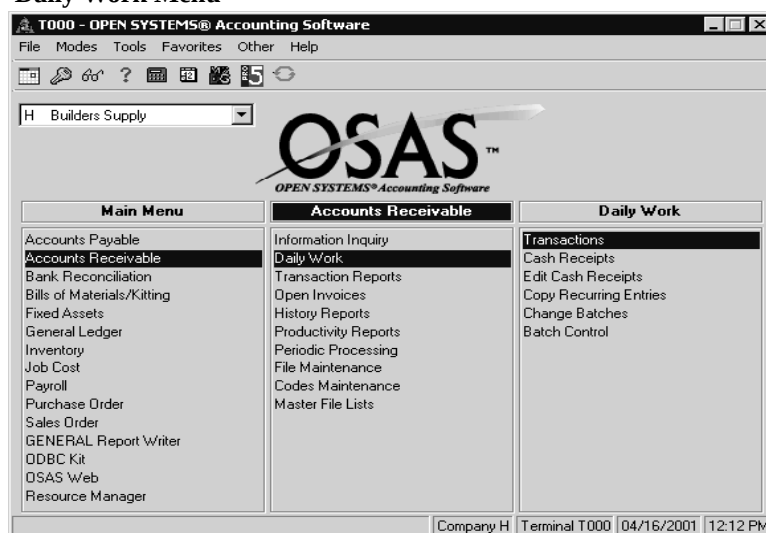
If Accounts Receivable is interfaced to General Ledger, the Journal file is updated with either summary or detail information depending upon options set.

If Accounts Receivable is interfaced to Inventory, the item quantities, dates, balances and transaction history are updated.

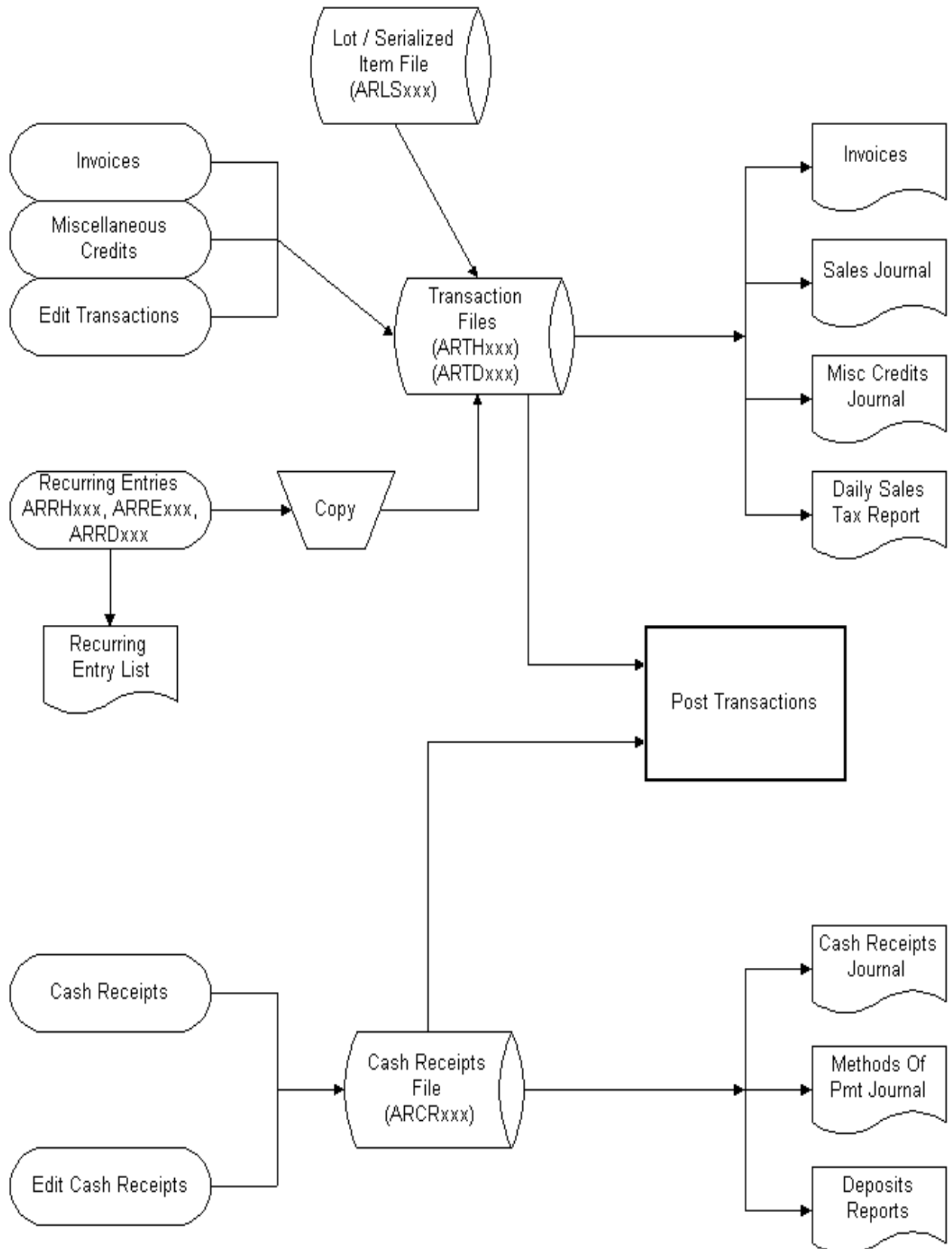
If Accounts Receivable is interfaced to Job Cost, the Jobs file is updated.

If Accounts Receivable is interfaced to Bank Reconciliation, the Bank Reconciliation Transaction file is updated with deposit and cash sale information.

Daily Work Menu



Daily Work Flowchart



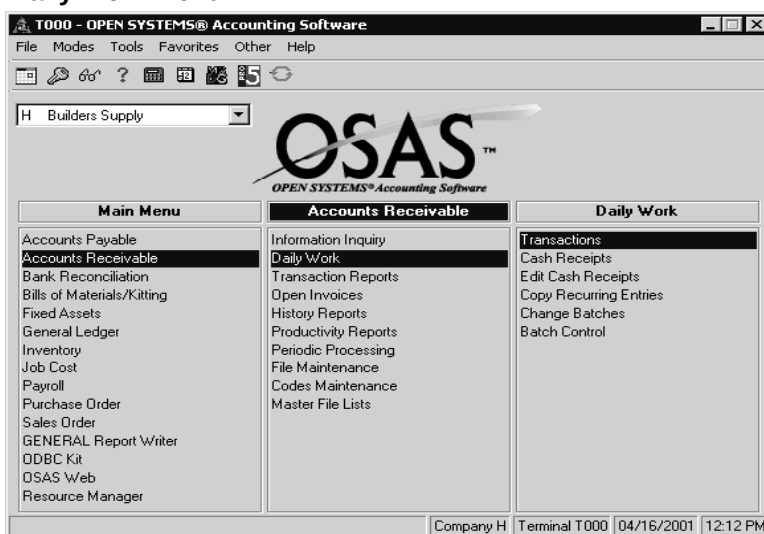
Daily Work Processing Checklist

- o Enter all sales and miscellaneous credit transactions.
- o Enter or edit all cash receipt transactions.
- o Use the Copy Recurring Entries function to copy recurring entries that are due.
- o Use the Change Batches function if you need to change a batch ID, or if you would like move specific transactions from one batch to another before processing further.
- o Use the Batch Control function to create additional batches for future transaction entry.

Entering Transactions

Use the Transactions function on the Daily Work menu to enter or edit invoices or miscellaneous credits.

Daily Work Menu



Select the Transactions function, the Transaction Type Selection Menu appears.

Selecting Transaction Type

Transaction Type Selection Menu

Transaction Type:

- Select **1** to enter **Invoices**.
- Select **2** to enter **Miscellaneous Credits**.
- Select **3** to **Edit** or change any unposted Invoices or Miscellaneousness credits.

Three types of information make up an individual transaction:

1. Header Information

This information is entered using the *Header Information Screen*.

The information entered on this screen is stored in the Transaction Header File, **ARTHxxx**, before transactions are posted.

2. Line-Item Detail Information

This information is entered using the *Append Line Window* and is displayed on the line-item scrolling screen.

Before transactions are posted, the basic line-item information is stored in the Transaction Detail File, **ARTDxxx**, serial and lot number information is stored in the Serialized Lotted Item File, **ARLSxxx**, and if the **Use Additional Descriptions?** option is set to **YES**, the additional description information for line-items is stored in the Additional Descriptions File, **ARDExxx**.

3. Total and Prepayment information

This information is entered using the *Totals Information Screen*.

Before transactions are posted, the totals and payment information is stored in the Transaction Header File, **ARTHxxx**.

Entering Invoices

When you enter sales, general information about the customer, the invoice and order number, the terms code, shipping method and the tax group that apply to the transaction, the GL period for the transaction is specified on the Header Information screen for the transaction.

When you select **1. Invoices**, the Invoices Header Information screen appears.

Sales Header Information Screen

The following information defaults into these fields:

Field	Description
Batch ID	Will only appear with the Transaction batching option on. The batch ID will default in from the Default table (DFxxxx). If this batch does not exist, or you wish to create a new batch, the Maintenance command, F6 or Esc F, is available to add the batch ID. You can also use the Maintenance command to make changes to the status of the batch.
Transaction No	The transaction number is generated automatically, you cannot access the field to change it.
Loc ID	The Location ID that defaults is based on the selection made in the Resource Manager: - a default Location ID is set up for the company using the Company Information function on the Company Setup menu. - a default Location ID can be set up for the workstation using the Defaults function on the Workstation Configuration menu. This default setting overrides the company default set up in Company Information.

The defaulted Location ID can be changed by using the up arrow to access this field.

If interfaced to Inventory you can use the **Inquiry** command, **F2** or **Esc W**, to select the location from a list or the Maintenance command, **F6** or **Esc F**, to create a new location.

Customer Inquiry Window

Transactions

Header Information

Commands Edit Modes Other Information Help

Batch ID: 000001

Trans No: 26

Location: MN0001

Transaction Type: Invoice

MINNEAPOLIS WAREHOUSE

Sold to:

Ship to: 000000

Customer Inquiry

Commands Edit Modes Other Scroll Commands Help

Sort:

Cust ID	Customer Name	ZIP Code	Rep
< begin >			
ACR001	ACE BUILDERS	28655-7865	GPD
CASHCA	CASH SALES-OAKLAND, CA		
CASHMD	CASH SALES-BALTIMORE, MD		
CASHMN	CASH SALES-MINNEAPOLIS		
CASHPS	CASH SALES-DALLAS, TX		

Inv No: Date: Description:

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Enter the following information:

Field	Description

Sold to:	Enter the ID of the customer you are invoicing goods to.

The **Inquiry** command, **F2** or **Esc W**, is available to select the Customer ID from a list.

If this is a new customer that you will be invoicing, the **Maintenance** command, **F6** or **Esc F**, is available to add the customer. You can also use the Maintenance command to make changes to a customer's information.

Invoice Header Information Screen

Batch ID: 000001
 Trans No: 25
 Location: MN0001
 Transaction Type: Invoice
 MINNEAPOLIS WAREHOUSE

Sold to: ACE BUILDERS
 1588 SE 31ST STREET
 PADUCAH, KY 28655-7865, US

Sales Rep 1: GPD, Percent: 100.0
 Sales Rep 2: ACE001, Percent: 0.0
 Cust Level: ACE001
 Terms Code: 2PCT
 Terms Desc: 2/10, n/30, Type: Reg, Net Days: 30
 Order No: P017595
 Ord Date: 04/16/2000
 Inv No: 246801, Date: 04/16/2000

Ship to: 000000
 Ship Method: UPSB
 Ship Via: UPS - Blue
 Pick Slip No.:
 Ship Date: 04/16/2000
 GL Period: 4
 Taxable: ☒
 Tax Group: MN
 Description: Minnesota

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Field	Description

Sales Rep 1	The ID of the sales rep that usually sells to the customer is displayed from the customer record. Press Enter to accept it, use the Inquiry command, F2 or Esc W , to select a sales rep from a list or use the Maintenance command, F6 or Esc F, to create a new sales rep.

Percent	Enter the percent that you want to base the sales rep's commission on.

Sales Rep 2	Enter the ID of the second sales rep receiving commissions on the sale, use the Inquiry command, F2 or Esc W , to select a sales rep from a list or use the Maintenance command, F6 or Esc F, to create a new sales rep.

Percent	Enter the percent that you want to base the sales rep's commission on. The combined percent totals for both sales reps cannot exceed 100.

Customer Level	The customer level used for discount pricing will default in from the customer record, press Enter to accept it. If you have the option to change customer level during transaction entry and you are interfaced to Inventory, use the Inquiry command, F2 or Esc W , to select a customer level from a list or use the Maintenance command, F6 or Esc F, to create a new customer level.

Invoice Header Information Screen

Batch ID: 000001
 Trans No: 26
 Location: MN0001
 Transaction Type: Invoice
 MINNEAPOLIS WAREHOUSE

Sold to: ACE001
 ACE BUILDERS
 1588 SE 31ST STREET
 PADUCAH KY 28655-7865 US

Sales Rep 1: GPD
 Sales Rep 2:
 Cust Level: ACE001
 Terms Code: 2PCT
 Terms Desc: 2/10,n/30
 Terms%: 2.0 Days
 Order No: PO17595
 Ord Date: 04/16/2000
 Inv No: 246801
 Date: 04/16/2000

Ship to: 000000
 Ship Method: UPSB
 Ship Via: UPS - Blue
 Pick Slip No.:
 Ship Date: 04/16/2000
 GL Period: 4
 Taxable: ☒
 Tax Group: MN
 Description: Minnesota

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Field	Description

Terms Code	The terms code from the customer's file is displayed. Press Enter to accept it, use the Inquiry command, F2 or Esc W , to select a different terms code from a list or use the Maintenance command, F6 or Esc F , add a new one.
Order No	Press Enter to skip this field, or enter the sales order number or customer's purchase order to identify the transaction.
Order Date	If you entered data in the order number field, enter the sales order date or the customer's purchase order date. The system will skip this field if no order number was entered.
Invoice No	Enter the invoice number for the sale if it has already been assigned. If you wish the system to create the invoice number press Enter to skip this field.
Date	Enter the date of the invoice. You must enter a date if you have entered data in the invoice number field. Press Enter to accept it, or enter a different invoice date. Use the + or - keys to adjust the date.

Invoice Header Information Screen

Field	Description
Ship to:	Enter the shipping address code, or press Enter to skip this field, use the Inquiry command, F2 or Esc W , to select the ship-to address from a list or the Maintenance command, F6 or Esc F , to add a new ship-to address.
Ship Method	Enter the shipping method to be used for this transaction, or use the Inquiry command, F2 or Esc W , is available to select the ship-to address from a list.
Ship Via	If you enter a ship-to address, the system will default in a value. Press Enter to accept it, or to skip the field if a ship-to address has not been selected.
Pick Slip No	Enter the pick slip number, or press Enter to skip this field.
Ship Date	Enter the shipping date for the order. The current workstation date is displayed by default.
GL Period	Press Enter to post the transaction to the GL period displayed, or enter a different fiscal period.
Taxable	If the transaction is taxable press enter YES , if not, enter NO .
Tax Group	The tax group assigned to the customer or the ship-to-ID is displayed. Press Enter to accept, use the Inquiry command, F2 or Esc W , to select a tax group from a list, or use the Maintenance command, F6 or Esc F , to add a new tax group.

Use the **Proceed** command, **PgDn** or **Esc P**, to save the header information and move to the *Append Line Window* to enter the line-items purchased.

Quick Entry

When Quick is displayed at the bottom of a screen, the cursor stops at required fields and the fields designated in the quick entry table for the screen. Press **Ctrl-F** to toggle between quick entry and standard entry.

Quick entry can be set to Active in the Defaults function on the Workstation Configuration menu in Resource Manager in order for Quick to appear.

AR Information Menu, Shift F2 Or Esc I

Use the **Information**¹⁴ command, **Shift F2** or **Esc I**, to access the AP Information Menu.

Invoices Append Line Screen With AR Information Menu

The screenshot shows the 'Transactions' window with the 'Header Information' screen. The 'Information' menu is open, showing options: Customer Information, Customer Comments, Customer History, and Item Information. The main screen displays invoice details for 'ACE BUILDERS'.

Batch ID		Trans No		Location	
000001		26		MN0001	

MINNEAPOLIS WAREHOUSE

Sold to:		Ship to:	
ACE001		000000	
ACE BUILDERS			
1588 SE 31ST STREET			

PADUCAH		KY		28655-7865		US	
Sales Rep 1	GPD	Percent	100.0				
Sales Rep 2		Percent	.0				
Cust Level	ACE001						
Terms Code	2PCT						
Terms Desc	2/10,n/30	Type	Reg				
Terms%	2.0 Days	10	Net Days	30			
Order No	PD17595						
Ord Date	04/16/2000						
Inv No	246801	Date	04/16/2000				

Ship Method		Ship Via		Pick Slip No.		Ship Date		GL Period	
UPSB		UPS - Blue				04/16/2000		4	

Taxable		Tax Group		Description	
☒		MN		Minnesota	

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Customer Information or Customer Comments are accessed using the AR Information Menu.

If the option to **Interface Accounts Receivable with Inventory** is set to **YES**, Item Information can also be accessed using this menu.

14.If you are using GUI mode, select Information from the menu bar at the top.

Using Customer Information

Select Customer Information from the AR Information Menu to view the following information for the customer you are working with:

- the customer class, customer price code and credit information status
- the first and last sale and payment dates and amounts
- the customer balance information and the total amount due
- the period-, quarter-, year-to-date and last-year history information

Invoices Append Line Screen With Customer Information

The screenshot shows a window titled "Customer Information" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area displays customer data for "ACE BUILDERS" (Customer ID: ACE001). The data is organized into several sections:

Customer ID: ACE001 Name: ACE BUILDERS					
New Fin Charge	.00	Territory	MIDATL	Class	WWSL
Unpaid Fin Charge	.00	Price Code	ACE001	Fin Code	YES
Current Due	.00	Credit Limit	315000		
Balance 31-60	.00	High Balance	722144.10		
61-90	.00	Credit Status	332211222211		
91-120	21722.07				
121+	115016.37	1st Sale	07/14/1999		---
Unapplied Credits	.00	Last Sale	12/21/2000		21722.07
Total Due	136738.44	Last Pmt	11/27/2000		154642.54

	Period-to-Date	Qtr-to-Date	Year-to-Date	Last Year
Sales	26650.89	216761.42	1665331.24	1223579.63
Profit	2269.42	48490.15	492899.03	370863.25
Number of Invoices	2	4	14	8
Payments	.00	647524.54	1627397.84	1110548.58
Discounts	.00	.00	12630.63	1595.38
Average Days to Pay	.00	.00	.00	.00

At the bottom, there are buttons for "Enter for Next ID" and "Customer".

The following commands are available:

Command	Action
<Enter>	Press Enter to display the next customer in the file
F5 for New Customer	Use the Abandon command, F5 or Esc X , to enter the ID for the customer's information you want to view. The customer information displayed cannot be changed here.
Exit	Use the Exit command, F7 or Esc M , to return to the Invoices screen.

Using Customer Comments

Select **Customer Comments** from the **AR Information Menu** to view, add, insert, or delete comments for a customer during transaction entry.

For details on using the Customer Comments function, refer to page **Error! Bookmark not defined.** in the Customer Comments section of **Setting Up And Maintaining Customers**.

Customer Comments Screen

The following commands are available:

Command	Action
Ref ID^a	Press R to move the cursor to the Ref ID field to enter a new reference ID.
end Date¹	Press D to move the cursor to the End Date field to enter a new ending date.
Append^b	Press A to add a new comment
Enter=edit^c	Press Enter to edit an existing comment.
First^d	Press F to view comments for the first customer on file.
Next⁴	Press N to move forward to the next customer on file.
Prev⁴	Press P to move backwards to the previous customer on file
Last⁴	Press L to view comments for the last customer on file.
Goto	If the comments fill more than one screen, press G to move the cursor to a specific comment.

- If you are on a version lower than 6.1x, select **N** for New Ref to enter a new reference ID and change the end date.
- If you are on a version lower than 6.1x, select **A** for Add/Insert to add a new comment.
- If you are on a version lower than 6.1x, select **E** for Edit to change an existing comment.
- Available only in versions 6.1x and higher.

Use the **Exit** command, **F7** or **Esc M**, to return to the transaction screen.

Customer History¹⁵

Select Customer History from the AR Information Menu to view the detail history for the customer. You cannot use this function if you are not saving detail history.

Customer History Screen

Tp	Invoice	Date	Item/Job/Description	Quantity	Units	Amount
IN	12670001	07/14/99	100	515.0000	PKG	185774.66
IN	12670001	07/14/99	150	75.0000	PKG	71467.99
IN	12670001	07/14/99	Miscellaneous Chrg	230.0000		86078.05
IN	12670001	07/14/99	300	240.0000	EA	5546.52
IN	12670001	07/14/99	350	35.0000	EA	8341.88
IN	12670001	07/14/99	400	75.0000	PKG	67379.29
IN	12670001	07/14/99	450	50.0000	EA	8133.83
IN	12670001	07/14/99	460	70.0000	EA	12494.27
IN	12670001	07/14/99	550	50.0000	PKG	54395.25
IN	12670001	07/14/99	600	145.0000	EA	18426.82
IN	12670001	07/14/99	610	83.0000	EA	12589.69
PY	12670001	08/27/99	PAYMENT CHK# 2461			530628.25

The following commands are available:

Command	Action
Customer	Press C to select a different customer's detail history. You can use the Inquiry command, F2 or Esc W, to select the customer.
First	Press F to view the detail history of the first customer on file.
Last	Press L to view the detail history of the last customer on file.
Next	Press N to move forward to the next customer on file.
Prev	Press P to move backwards to the pervious customer on file.
Start date	Press S to change the start date. History on or after the date entered, are displayed. If you leave the field blank all history for the customer is displayed.
Totals	Press T to view the totals for the invoice next to the cursor.
View	Press V to view the detail for the line next to the cursor.
Goto invoice	If there are more invoices, credit memos, and payments than will fit on one screen, press G to move the cursor to a specific invoice.

Use the Exit command, F7 or Esc M, to return to the transaction screen.

¹⁵This options is only available in versions 6.1x and higher.

Item Information

If Accounts Receivable is interfaced with Inventory, select Item Information from the AR Information Menu to display last sale date, base unit of measure and base price, and alternate unit of measures with their conversion factors. The quantity statuses of on-hand, in-use, committed, available, and on order quantities. Sales history for the month to date and year to date quantities and dollars sold.

To view an inventory item, enter the following information:

Field	Description
Location ID	The default location is displayed. Use the up arrow key to change it.
Item ID	Enter the ID for the item to view. Press Enter to display the information.

Invoices With Item Information Screen

The screenshot shows the 'Item Information' window with the following data:

Location ID	Item ID	Item Status	Item Type	On Hand	In Use	Committed	Available	On Order	Last Sale Date
MN0001	100	Active	1 Nonserialized	19.0000	1.0000	.0000	18.0000	6.0000	12/10/2000

Units	Base Price	Conv Factor	Penalty	Type	Dflt
PKG	528.5400	1.0000	.0000	%	☒
					☐
					☐
					☐
					☐
					☐
					☐

At the bottom, there are buttons: Enter = Next Item, New Item, Previous Item, Location, and Goto. The status bar shows: Company H 04/16/2001 Terminal T000 OVR.

The following commands are available:

Command	Action
Next Item	Press Enter to display information for the next inventory item in the file.
New Item	Press N to move the cursor to the Item ID field to enter a new item ID.
Previous Item	Press P to display info. for the inventory item in the file before this one.
Location	Press L to move the cursor to the Loc ID field to enter a new location ID. The item information cannot be changed here.

Use the **Exit** command, **F7** or **Esc M**, to return to the **Invoices** screen.

Entering Line-Items

If Accounts Receivables is interfaced with Inventory, transactions can have two basic types of line-items: inventory or noninventory.

Entering Noninventory Line-items

Noninventory line-items are items that are not set up in Inventory.

This is the only type of line-item available for transactions if Accounts Receivable is not interfaced with the Inventory application.

Invoices With Append Line Window Screen

Enter the following information:

Field	Description
Item/Job^a	Enter the type of line item to be entered. Select I for Item (default) if you are selling inventory or non inventory items. Select J for Job if you are entering sales for a job.
Loc ID¹	The location from the header is displayed. You can accept the location, use the Inquiry command, F2 or Esc W, to select a different location for this line item, or use the Maintenance command, F6 or Esc F, to create a new location.
ID	
If Interfaced to Inventory	Press Enter to skip the Item ID field for a non-inventory line-item.
If Not Interfaced to Inventory	Enter an ID for this line-item, if desired.
Desc	Enter a description of the noninventory line-item
a.	By default the system starts you in the ID field, use the up arrow to move the cursor to these fields.

Invoices With Append Line Window Screen

The screenshot displays the 'Transactions' window with the 'Insert Line' menu open. The 'Additional Descriptions' dialog box is active, showing a list of fields (Item/Job, ID, Desc, Sls Cat, Tax Class, Ordered, Shipped, Backord) and a large text area for entering descriptions. The background window shows transaction details for Entry 001, Trans No 0028, with a subtotal of 1043.44, freight of .00, sales tax of 40.34, and a net due of 1083.78.

Field	Description

Additional Descriptions	If the option Use additional descriptions? is set to YES in Options and Interfaces, the Additional Descriptions window displays. Enter up to 10 lines of 35 characters each of additional description information for the line-item.

Invoices With Append Line Window Screen

The screenshot shows the 'Insert Line' window with the following data:

Field	Value
Item/Job	ITEM
Loc ID	MN0001
Cust ID	ACE001
GL Code	R1
Sales Acct	401000
COGS Acct	501000
Inv Acct	104400
Tax Class	00
Units	EACH
Price	150.0000
Ext Price	150.00
Cost	25.0000
Ext Cost	.00

Field	Value
Subtotal	1193.44
Freight+Misc	.00
Sales Tax	50.09
Prepayment	.00
Net Due	1243.53

Field	Description

Sls Cat	Enter the sales category the item belongs to.

Tax Class	Enter the Tax Class for the line item. Press Enter to accept the default Tax Class of 00 for non inventory line items, use the Inquiry command, F2 or Esc W , to select the tax class, or use the Maintenance command, F6 or Esc F , to create a new tax class. If you enter a taxable code, the system calculates the appropriate tax for the line item.

GL Code	The GL Code helps determine the Sales and COGS. If Sales Order is interfaced to Inventory and this is an inventory item, the Sales, and Cogs accounts come from the inventory record. If Sales Order is not interfaced to Inventory or this is a non-inventory item, the GL Code setup on the default table (DFxxx) is displayed. You can use the Inquiry command, F2 or Esc W , to select a different GL Code or the Maintenance command, F6 or Esc F , to create a new one.

Sales Acct	Enter the number of the sales account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.

COGS Acct	Enter the number of the cost of goods sold account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.

Inv Acct	Enter the number of the inventory account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the ARGLxxx table. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.

Invoices With Append Line Window Screen

The screenshot shows the 'Insert Line' window with the following data:

Field	Value
Item/Job ID	ITEM
Loc ID	MN0001
Cust ID	ACE001
Entry	001
Trans No	0028
Desc	ELECTRICAL MATERIALS
GL Code	R1
Sales Acct	401000
COGS Acct	501000
Inv Acct	104400
Tax Class	00
Units	EACH
Ordered	1.0000
Shipped	1.0000
Backord	.0000
Price	150.0000
Cost	25.0000
Ext Price	150.00
Ext Cost	.00

Field	Value
Subtotal	1193.44
Freight+Misc	.00
Sales Tax	50.09
Prepayment	.00
Net Due	1243.53

Entry (001 of 003)

Buttons: Enter = edit, Append, Header, Totals, View, Goto, Online, Next Trans

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Field	Description

Ordered	Enter the number of units the customer ordered.

Units	Press Enter to accept the unit of measure displayed (if any) or enter a different unit of measure.

Shipped	Enter the quantity of items shipped. If the quantity shipped is less than the quantity ordered and the customer is flagged as not receiving partial shipments, a warning message appears at the bottom of the screen. You can press Enter to get past it.

Backord	If the quantity shipped is less than the quantity ordered that number will be defaulted in the Backord (Back ordered) field. You cannot have backorders in AR, because the orders are erased when you post. If you have a backorder quantity, you will have to enter a new order for this quantity.

Price	Enter the unit price for this item.

Cost	For non inventory items, enter the unit cost you want to associate with this item.

Ext Price	The Extended Price is calculated based off of the shipped quantity, multiplied by the price of the item.

Ext Cost	The Extended Cost is calculated based off of the shipped quantity, multiplied by the cost of the item.

Entering Inventory Line-items

When Accounts Receivable is interfaced with Inventory, there are four types of inventory line-items that can be entered:

- nonserialized items
- serialized items
- lotted items - both nonserialized and serialized
- service items

The system prompts you for different information to complete line-item entry based on the type of item used for the line-item.

Nonserialized Inventory Line-items

An inventory item that is set up as a type *1 - Nonserialized* and has the **Track Lots?** field set to **NO**, does not require serial or lot number information during line-item entry.

Invoices With Append Line Window Screen

Field	Description
Item/Job^a	Enter the type of line item to be entered. Select I for Item (default) if you are selling inventory or non inventory items. Select J for Job if you are entering sales for a job.
Loc ID¹	The location from the header is displayed. You can accept the location, use the Inquiry command, F2 or Esc W, to select a different location for this line item, or use the Maintenance command, F6 or Esc F, to create a new location.
a. By default the system starts you in the ID field, use the up arrow to move the cursor to these fields.	

Entering The Item ID

When Accounts Receivable is interfaced with Inventory, the following methods are available to select the Item ID for an inventory item:

- an inventory **ALIAS** to select the item ID from a list of items.
- the **IN SEARCH** commands, **Shift F3** through **Shift F8**, can be used to select an item ID using different types of inventory information.
- the **Inquiry** command, **F2** or **Esc W**, is available to select the item from an item ID list.
- the **Maintenance** command, **F6** or **Esc F**, is available to create a new inventory item.

Using the Inventory ALIAS

If you have inventory items that are the same item type, but have different colors, weights, etc., you can set up an alternate item ID in Inventory called an Alias. An Alias can be used in the Item ID field. The same Alias can be used for multiple inventory items so that a list of the items is retrieved when the Alias is used.

Invoices With Append Line Window Screen

The screenshot displays the 'Append Line' window with the following details:

- Item/Job:** ITEM
- Loc ID:** MN0001
- Cust ID:** ACE001
- Entry:** 001
- Trans No:** 0027
- GL Code:** R1
- Sales Acct:** 401000
- COGS Acct:** 501000
- Inv Acct:** 104400
- Tax Class:** 00
- Price ID:** (empty)
- Units:** (empty)
- Ordered:** 1.0000
- Shipped:** .0000
- Backord:** .0000
- Price:** .0000
- Cost:** .0000
- Ext Price:** .00
- Ext Cost:** .00

At the bottom, there is a table for 'Current Quantities' and 'Break Quantity':

Current Quantities ()	Break Quantity	Unit Price
Quantity On Hand	Base	
Committed	1	
In Use	2	
	3	
Available	4	
On Order	5	

The status bar at the bottom indicates: Company H | 04/16/2001 | Terminal T000 | OVR

Follow these steps to use an Alias to select an item ID:

1. Enter the **Alias** in the **Item ID** field.

For example, PAINT has been set up as an **Alias** for all of the paints in the Builders Supply inventory system.

If the specific item ID for a paint is not known, **PAINT** is entered in the **Item ID** field to produce a list of the item IDs assigned the Alias **PAINT**.

2. Press **Enter** to begin the search for inventory item IDs assigned the **Alias** entered in the **Item ID** field.

In our example, the system searches for inventory item IDs assigned the Alias **PAINT**.

3. The Bar Codes and Aliases window appears.

Append Line Window With Bar Codes and Aliases Window

The screenshot shows the 'Transactions' application with the 'Append Line' window open. The 'Bar Codes and Aliases' sub-window is active, displaying a list of item IDs and their descriptions. The main window shows fields for Item/Job ID (ITEM), Loc ID (MN0001), Cust ID (ACE001), Entry (001), Trans No (0027), and GL Code (R1). The sub-window has an 'Alternate ID' field set to 'PAINT' and a table of items.

Item ID	Description	Type
810001	Paint - White - Enamel	Alias
810002	Paint - White - SemiGloss	Alias
810003	Paint - White - Flat	Alias
811001	Paint - Ivory - Enamel	Alias
811002	Paint - Ivory - SemiGloss	Alias
811003	Paint - Ivory - Flat	Alias
812001	Paint - Seafoam - Enamel	Alias

Line No. (000001 of 000009)

Buttons: Enter = select item, Goto, No Selection, OK, Abandon

4. All item IDs that have the **Alias** entered set up in Inventory appear in the window.
5. Use the arrow keys to select the item ID for the line-item and press **Enter**. The item ID is inserted in the **Item ID** field and information set up for the item defaults in the Append Line Window.

Using IN Search Commands, Shift F3 through Shift F8

If Accounts Receivable is interfaced with Inventory, you have access to the Inventory Search functions. These functions are accessed by using the Shift-F3 through Shift-F8 key combinations to search the inventory file.

When the cursor is in the Item ID field, **IN Search** displays on the bottom of the screen. This tells you that the Inventory Search functions are active.

Alias Lookup, Shift-F3 Or Esc-B

Use this function to look up **Aliases** that have been set up in Inventory.

Alias Lookup Window With Search Criteria

Transactions

Alias Lookup

Commands Edit Modes Other Scroll Commands Help

Alias: *PA* Location ID: MN0001

Alias	Item ID	Description	Loc ID

Line No. (of)

Enter = select item Goto View Detail Off Alias Location No Selection

Quantity On Hand Committed In Use Available On Order

Base 1 2 3 4 5

Valid wildcards are ? * . Company H 04/16/2001 Terminal T000 OVR

If you don't know the exact Alias name setup in Inventory, use wildcards, the ? or the * , in the search criteria.

The search criteria entered on the screen above, ***PA***, uses the * wildcard to retrieve items assigned an Alias with any value before or after the capital letters **PA**.

When you press **Enter**, the results of the search are displayed on the screen.

Alias Lookup Window With Search Results - View Details Off

Alias	Item ID	Description	Loc ID
EXTERIOR PANELS	250	Exterior Panels	MN0001
PAD	820001	Paint/Stain Pad	MN0001
PAINT	810001	Paint - White - Enamel	MN0001
PAINT	810002	Paint - White - SemiGloss	MN0001
PAINT	810003	Paint - White - Flat	MN0001
PAINT	811001	Paint - Ivory - Enamel	MN0001
PAINT	811002	Paint - Ivory - SemiGloss	MN0001

Line No. (000001 of 000020)

Enter = select item Goto View detail on Alias Location No Selection

Quantity On Hand	Base
Committed	1
In Use	2
Available	3
On Order	4
	5

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When search results are displayed, the active command options are displayed at the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Alias Lookup Window With View Item Detail Window

Alias	Item ID	Description	Loc ID
EXTERIOR PANELS	250	Exterior Panels	MN0001
PAD	820001	Paint/Stain Pad	MN0001
PAINT	810001	Paint - White - Enamel	MN0001
PAINT	810002	Paint - White - SemiGloss	MN0001
PAINT	810003	Paint - White - Flat	MN0001
PAINT	811001	Paint - Ivory - Enamel	MN0001
PAINT	811002	Paint - Ivory - SemiGloss	MN0001

Line No. (000001 of 000020)

Enter = select item Goto View detail off Alias Location No Selection

Item ID	250	UOM	CS	On Hand	242.0000
Description	Exterior Panels			In Use	20.0000
Location ID	MN0001			Comm	.0000
Alias	EXTERIOR PANELS			Avail	222.0000
				On Order	10.0000

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Command Action

Enter = select item Press **Enter** to select the item where the cursor is located as the line-item.

Goto When more than one screen of information is retrieved, press **G** to use the entry number to move directly to the Alias and Item ID you want.

Alias Lookup Window With View Item Detail Window

The screenshot shows the 'Alias Lookup' window with the following data:

Alias	Item ID	Description	Loc ID
EXTERIOR PANELS	250	Exterior Panels	MN0001
PAD	820001	Paint/Stain Pad	MN0001
PAINT	810001	Paint - White - Enamel	MN0001
PAINT	810002	Paint - White - SemiGloss	MN0001
PAINT	810003	Paint - White - Flat	MN0001
PAINT	811001	Paint - Ivory - Enamel	MN0001
PAINT	811002	Paint - Ivory - SemiGloss	MN0001

Line No. (000001 of 000020)

Buttons: Enter = select item, Goto, View detail off, Alias, Location, No Selection

Item ID	250	UOM	CS	On Hand	242.0000
Description	Exterior Panels			In Use	20.0000
Location ID	MN0001			Comm	.0000
Alias	EXTERIOR PANELS			Avail	222.0000
				On Order	10.0000

Company: H | Date: 04/16/2001 | Terminal: T000 | User: OVR

Command	Action

View detail on/off	Use this command when you want to view more information for the Item ID. Select the Alias and Item ID with the cursor and press V . The View Item Detail window appears.

Use the **View detail off** command to remove this window.

Alias	This command returns the cursor to the Alias field in the Alias Lookup window so that new search criteria for an Alias can be entered.

Location	If you want to search for the Alias at another location, press L . The cursor moves to the Location ID field so that a new location can be selected for the search. Enter an * in this field to search all locations.

No selection	To return to the Item ID field in the Append Line window without selecting an item, press N .

To select an item:

1. Use the arrow keys to move the cursor to the Item ID you want to use
2. Press **Enter**.
3. Use the Proceed command, PgDn or Esc P, to select the item.

Alias Lookup Window with Selection Prompt

4. The selected item ID is inserted in the Item ID field and the other item information defaults in the Append Item window.

Invoices With Append Line Window Screen

Customer/customer Lookup, Shift-F4 Or Esc-C

Use this search function to look up customer or customer part numbers setup in Inventory.

Customer/customer Lookup Window With Search Criteria

Field	Description
Type	Use this field to select whether you want to look up a customer or customer alternate ID. This field defaults to customer because you are using the search key in AR.
Source ID	Enter the customer ID whose Alternate ID you are searching for. The Inquiry command, F2 or Esc W , is available to select the Source ID from a list of customer or customer IDs, depending on the Type selected.
Loc ID	Enter the ID for the location you want to search.
Alt ID	Use this field to enter the part number, or the portion of the part number you know combined with wild cards. If you enter an * in this field, then all alternate IDs set up for the Source ID entered are retrieved by the search.

Customer/customer Lookup Window With Search Results

Customer/Vendor Lookup

Commands Edit Modes Other Scroll Commands Help

Type: Customer Source ID: ACE001 Location ID: MN0001 Alt ID:

Alternate Item ID	Item ID	Source ID	Loc ID
1358XQ-3D	100	ACE001	MN0001
383-12	200	ACE001	MN0001
EXPL4398-07	250	ACE001	MN0001
PL9Z45	150	ACE001	MN0001

Line No. (000001 of 000004)

Enter = select item Goto View detail on Type Alternate No Selection

Quantity On Hand	Base
Committed	1
In Use	2
	3
Available	4
On Order	5

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The command options available for the customer/Customer Lookup search are displayed in the command bar. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the item where the cursor is located.
View detail on/off	Press V to toggle on and off the detailed information about the item where the cursor is located.
Type	Press T to move the cursor directly to the Type field to select the other type of part number--customer or customer.
Alternate	Press A to move the cursor directly to the Alt ID field to enter new search criteria.
No selection	Press N to remove the Customer/customer Lookup window without selecting any of the items listed.

Detail Lookup, Shift-F5 Or Esc G

The Detail Lookup gives you the ability to enter search criteria for any of the fields on the search pick screen, in any combination, to narrow the search.

Wildcards, ? or *, can also be used with the criteria.

When using search criteria in these fields, it is important to remember that the search is case sensitive. So, you must enter the search criteria in the same upper and lower case format that was used to enter the data in inventory.

Detail Lookup Window With Search Criteria

Field	Description
Location ID	Enter the location you want to search. The location selected for the order will display by default. Enter NONE to have the system search all locations. Quantities will not display if you select NONE.
Item ID	Enter the item ID you want to search for. Press Enter to leave the field blank or use the Inquiry command, F2 or Esc W, to select the item.
Description	Enter the description of the item you want to search for. Press Enter to leave this field blank. Descriptions are case sensitive, so you must search for the description using the same case entered for the item description.
Product Line	Enter the product line of the item you want to search for. Press Enter to leave this field blank or use the Inquiry command, F2 or Esc W, to select the product line.
Sales Cat	Enter the sales category for the item you want to search for. Press Enter to leave this field blank or use the Inquiry command, F2 or Esc W, to select the sales category.
Price ID	Enter the price structure ID for the items you want to search for. Press Enter to leave this field blank or use the Inquiry command, F2 or Esc W, to select the price ID.
Vendor	Enter the ID of the vendor who has an vendor part number setup for the item you are searching for. Press Enter to leave this field blank or use the Inquiry command, F2 or Esc W, if you have Accounts Payable/Purchase Order, to select the vendor.

Field	Description
Quantity Type	Select the quantity type for the items that you want to search for. Select N , for None if you do not want to search any quantity fields Select O to search the On hand quantity field. Select C to search the Committed quantity field. Select I to search the In use quantity field. Select A to search the Available quantity field. Select P to search the PO on order field.
Quantity	If you selected a quantity type other than NONE, enter the comparison operator and the quantity amount you want to use to search for the items. The valid operators are >, <, =, <>, >=, and <=. If you select NONE in the quantity type field, this field is skipped.
Display Active Items?/ Display Discontinued Items?/ Display Obsolete Items?/ Display Superseded Items?	For each item status, select YES if you want the system to search that particular item status, otherwise select NO if you do not want to search that status.
User Define Fields	If you use any of the user define fields in Inventory, select which of the fields you want to search for the items. The sample data uses Application, Department and Color as the user define fields.

The example search shown on the screen above uses the * wildcard to retrieve any item with the word **White** anywhere in the Description.

Detail Lookup Window With Search Results

The screenshot shows the 'Detail Lookup' window with a table of search results. The table has three columns: Item ID, Description, and Loc ID. The results are as follows:

Item ID	Description	Loc ID
810001	Paint - White - Enamel	MN0001
810002	Paint - White - SemiGloss	MN0001
810003	Paint - White - Flat	MN0001
901	Refrigerator - White	MN0001
910002	Dishwasher - White	MN0001
920002	Stove - White	MN0001

Below the table, there are buttons for 'Enter = select item', 'Goto', 'View detail on', 'Detail Description', and 'No Selection'. There are also checkboxes for 'Display Active items?', 'Display Discontinued Items?', 'Display Obsolete Items?', and 'Display Superseded Items?'. At the bottom, there is a status bar showing 'On Order' with a value of 5, and a footer with 'Company H', '04/16/2001', 'Terminal T000', and 'DVR'.

The search results are displayed on the screen above. There are six inventory items with an **Active** status that use the word **White** in their descriptions.

To select an item:

1. Move the cursor to that item ID and press **Enter**.
2. The system prompts you to press **PgDn** to select the item. The ID is inserted in the **Item ID** field and the other item information defaults in the Append Line Window.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the item where the cursor is located as the line-item.
View detail on/off	Press V to toggle detail for an item on and off. When View detail is on, the following information displays for the item location selected: the Item ID , Description , Location ID , Product Line , Sales Cat , and the On Hand , In Use , Committed , Available , and On Order quantities.
Detail selection	Press D to return to the Detail Lookup window to enter new search criteria.
None	Press N to return to the Append Line window without selecting any of the items listed for the search.

Lot Number-Item Lookup, Shift-F6 OR ESC-K

Use this function to look up lot numbers entered in the inventory system for lotted inventory items.

Lot Number-Item Lookup Window With Search Criteria

Transactions

Lot - Item Lookup

Commands Edit Modes Other Scroll Commands Help

Lot Number Location ID

Lot Number	Item ID	Description	Loc ID

Line No. (of)

Enter = select item Goto View Detail Off Lot Number Location No Selection

Quantity On Hand	Base
Committed	1
In Use	2
	3
Available	4
On Order	5

Valid wildcards are '?', '*'.

Company H | 04/16/2001 | Terminal T000 | QVR

Field

Description

Lot Number

Enter the lot number you want to search for or press Enter to leave the field blank. You can use the wildcards of ? and * to search for the lot numbers.

Location

Enter the location you want to search. The location selected for the order will display by default.

Enter NONE to have the system search all locations. Quantities will not display if you select NONE.

The results of the search are displayed on the screen.

Lot Number-Item Lookup Window With Search Results

Transactions
Lot - Item Lookup
 Commands Edit Modes Other Scroll Commands Help

Lot Number: 1??? Location ID: MN0001

Lot Number	Item ID	Description	Loc ID
1001	810001	Paint - White - Enamel	MN0001
1002	810001	Paint - White - Enamel	MN0001
1003	810001	Paint - White - Enamel	MN0001
1011	810002	Paint - White - SemiGloss	MN0001
1012	810002	Paint - White - SemiGloss	MN0001
1013	810002	Paint - White - SemiGloss	MN0001
1021	810003	Paint - White - Flat	MN0001

Line No. (000001 of 000021)

Enter = select item Goto View detail on Lot Number Location No Selection

Quantity On Hand	Base
Committed	1
In Use	2
Available	4
On Order	5

Company H 04/16/2001 Terminal T000 OVR

To select an item ID for a lot number:

1. Move the cursor to the lot number and item ID. Press **Enter**.
2. The system prompts you to press **PgDn** to select that item ID and lot number. The ID is inserted in the Item ID field in the Append Line Window.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the item where the cursor is located as the line-item.
Goto	When more than one screen of information is retrieved, press G to use the entry number to move directly to the Lot Number and Item ID you want.
View detail on/off	Press V to toggle detail information for the lot number on and off.
Lot Number	Press L to move the cursor directly to the Lot Number field to enter new search criteria
Location	Press O to move the cursor to the Location field to enter new search criteria.
No selection	Press N to return to the Append Line window without selecting any of the lot numbers and item IDs listed for the search.

Serial Number-item Lookup, Shift-F7 Or Esc-N

This function retrieves items by their serial numbers.

Serial Number-Item Lookup Window With Search Criteria

Transactions
Serial Number - Item Lookup

Commands Edit Modes Other Scroll Commands Help

Serial Number LTQ* Location ID MN0001

Serial Number	Item ID	Loc ID

Line No. (of)

Enter = select item Goto View Detail Off Serial No. Location No Selection

Current Quantities ()		Base	
Quantity On Hand	Committed	1	
	In Use	2	
		3	
	Available	4	
	On Order	5	

Valid wildcards are '?', '*'.

Company H | 04/16/2001 | Terminal T000 | OVR

Field

Description

Serial Number

Enter the serial number you want to search for or press Enter to leave the field blank. You can use the wildcards of ? and * to search for the serial numbers.

Location ID

Enter the location you want to search. The location selected for the order will display by default.

Enter NONE to have the system search all locations. Quantities will not display if you select NONE.

The results of the search are displayed on the screen

Serial Number-Item Lookup Window With Search Results

Serial Number - Item Lookup

Serial Number: LTQ* Location ID: MN0001

Serial Number	Item ID	Loc ID
LTQ6131084	900	MN0001
LTQ6141084	900	MN0001
LTQ6151084	900	MN0001
LTQ6401084	900	MN0001
LTQ6411084	900	MN0001
LTQ6421084	900	MN0001
LTQ6431084	900	MN0001

Line No. (000001 of 000028)

Enter = select item Goto View detail on Serial No. Location No Selection

Quantity On Hand Committed In Use Available On Order

Base 1 2 3 4 5

Company H 04/16/2001 Terminal T000 OVR

To select the item ID of a serial number:

1. Move the cursor to the serial number and item ID. Press **Enter**.
2. The system prompts you to press **PgDn** to select that item ID. The ID is inserted in the **Item ID** field and the other information for the serialized item defaults in the Append Line Window.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the item where the cursor is located as the line-item.
Goto	When more than one screen of information is retrieved, press to use the entry number to move directly to the Serial Number and Item ID you want.
View detail on/off	Press V to toggle detail information for the lot number on and off.
Serial no	Press S to move the cursor directly to the Serial Number field to enter new search criteria.
Location	Press L to move the cursor to the Location ID field to enter new search criteria.
No selection	Press N to return to the Append Line window without selecting any of the serial numbers and item IDs listed for the search.

Item Description Lookup, Shift-F8 Or Esc-Q

Use this **IN Search** function to look up an inventory item if you do not know the Item ID, but do know a term that appears in the item's description.

Item Description Lookup Window With Search Criteria

The screenshot shows the 'Item Description Lookup' window. The 'Description' field contains '*Water*' and the 'Location ID' field contains 'MN0001'. The table below is empty. The status bar at the bottom indicates 'Valid wildcards are *?, *.*', 'Company H', '04/16/2001', 'Terminal T000', and 'OVR'.

Field	Description
Description	Enter the description you want to search for or press Enter to leave the field blank. You can use the wildcards of ? and * to search for the description.
Location ID	Enter the location you want to search. The location selected for the order will display by default. Enter NONE to have the system search all locations. Quantities will not display if you select NONE.

The search is case sensitive, so the search criteria entered must use the same upper and lowercase format that was used when the data was entered in Inventory.

The results of the search are displayed on the screen below.

Item Description Lookup Window With Search Results

The screenshot shows the 'Item Description Lookup' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll Commands', and 'Help'. Below the menu is a toolbar with various icons. The main area has two input fields: 'Description' with the value 'Water' and 'Location ID' with the value 'MN0001'. Below these is a table with three columns: 'Item ID', 'Description', and 'Loc ID'. The table contains two rows of data: '200200' for 'Water Heater' at 'MN0001', and '200400' for 'Water Softener' at 'MN0001'. Below the table, there's a status bar showing 'Line No. (000001 of 000002)'. At the bottom, there's a row of buttons: 'Enter = select item', 'Goto', 'View detail on', 'Description', 'Location', and 'No Selection'. Below the buttons is a section for 'Current quantities ()' with a table showing 'Quantity On Hand', 'Committed', 'In Use', 'Available', and 'On Order' against a 'Base' of 1 and a 'Break quantity' of 5. The bottom status bar shows 'Company H', '04/16/2001', 'Terminal T000', and 'OVR'.

To select an item ID:

1. Move the cursor to the item ID and press **Enter**.
2. The system prompts you to press **PgDn** to select that item ID. The ID is inserted in the Item ID field and the other item information defaults in the Append Line Window.

The active commands are displayed in the command bar on the bottom of the screen. Use the Hot Keys--displayed as capital letters--to select a command.

Command	Action
Enter = select item	Press Enter to select the item ID the cursor is located at as the line-item.
Goto	When more than one screen of information is retrieved, press G to use the entry number to move directly to the Item ID you want.
View detail on/off	Press V to toggle detail information for the lot number on and off.
Description	Press D to move the cursor directly to the Description field to enter new search criteria.
Loc ID	Press L to move the cursor to the Location ID field to enter new search criteria.
No selection	Press N to return to the <i>Append Line window</i> without selecting any of the item IDs listed from the search.

Entering Other Information for Inventory Line-Items

Invoices Screen With Additional Descriptions Window

The screenshot shows the 'Transactions' application window with the 'Append Line' sub-window active. The 'Additional Descriptions' window is open, displaying the following information:

- Customer's No:** 1358XQ-3D
- Includes Electrical Outlets and Breaker Box**

The background window shows the 'Append Line' screen with the following fields:

- Item/Job ID:** 100
- Desc:** Ele
- Sls Cat:** P1
- Tax Class:** 0
- Ordered:** ☐
- Shipped:** ☐
- Backord:** ☐
- Unit Price:** 422.8320
- Quantity On Hand:** 18.0000
- On Order:** 6.0000

The status bar at the bottom indicates: Company H | 04/16/2001 | Terminal T000 | OVR

After the Item ID is entered, enter the following information:

Field	Description
Desc	The description for the inventory item defaults into this field.
Additional Descriptions	If YES was selected for the option Use additional descriptions? in Options and Interfaces, you can enter up to 10 lines of 35 characters each, of additional description information for the line-item. When interfaced with Inventory, you can select to have the additional description information from Inventory default into this field by setting the option Copy additional descriptions from Inventory? to YES. If this customer has a part number set up on the Alternate Items screen for this item in Inventory, the part number is copied to the first line in the Additional Descriptions window when the Copy additional descriptions from Inventory? is set to YES.

The **QIxxxx** quick entry table is used when entering line items for Invoice orders.

Append Line Window with Quantity/Quantity Break Option set to Yes

The screenshot shows the 'Append Line' window with the following data:

Field	Value
Item/Job	ITEM
Loc ID	MN0001
Cust ID	ACE001
Entry	001
Trans No	0027
ID	100
Desc	Electrical Package
Sls Cat	BU
Tax Class	03
Price ID	BUILD
Units	PKG
Ordered	1.0000
Shipped	1.0000
Backord	.0000
Price	422.8320
Cost	343.5500
Ext Price	422.83
Ext Cost	343.55

Current Quantities ()		Break Quantity		Unit Price
Quantity On Hand	19.0000	Base	1.0000	422.8320
Committed	.0000	1	8.0000	380.5520
In Use	1.0000	2		
		3		
Available	18.0000	4		
On Order	6.0000	5		

Company H | 04/16/2001 | Terminal T000 | DVR

Field Description

- Sls Cat** Enter the sales category the item belongs to, if AR is interfaced to Inventory, use the **F2** Inquiry command to look up and select a sales category.
- Tax Class** The sales tax class from the inventory item is displayed. Press Enter to use the default class, use the Inquiry command, **F2** or **Esc W**, to select a different tax class from a list, or use the Maintenance command, **F6** or **Esc F**, to create a new tax class. If this is a taxable sale, the sales tax is calculated based on the percentages in the tax location file for the tax class entered.
- Price ID** Price IDs are setup in Inventory to give discounts or to mark up prices for customers, based on the item, the customer level or the category of the item. Press Enter to accept the default price ID or use the Inquiry command, **F2** or **Esc W**, to select a different price ID.
- GL Code** The GL Code helps determine the Sales and COGS. If Sales Order is interfaced to Inventory and this is an inventory item, the Sales, and Cogs accounts come from the inventory record. If Sales Order is not interfaced to Inventory or this is a non-inventory item, the GL Code setup on the default table (DFxxx) is displayed. You can use the **Inquiry** command, **F2** or **Esc W**, to select a different GL Code or the **Maintenance** command, **F6** or **Esc F**, to create a new one.
- Sales Acct** Enter the number of the sales account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command, **F2** or **Esc W**, to select a different account, or the **Maintenance** command, **F6** or **Esc F**, to create a new one.
- COGS Acct** Enter the number of the cost of goods sold account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command, **F2** or **Esc W**, to select a different account, or the **Maintenance** command, **F6** or **Esc F**, to create a new one.

Append Line Window with Quantity/Quantity Break Option set to No

Transactions
Commands Edit Modes Other Scroll Commands Information Help

Append Line
Commands Edit Modes Other Inventory Lookups Information Help

Item/Job ID: **ITEM** Loc ID: **MN0001** Cust ID: **ACE001** Entry: **001** Trans No: **0028**

Desc: **Electrical Package** GL Code: Sales Acct: **401000**

Sls Cat: **BU** COGS Acct: **501000**

Tax Class: **03** Price ID: **BUILD** Inv Acct: **104400**

Units: **PKG**

Ordered: **1.0000** Price: **422.8320** Ext Price: **422.83**

Shipped: **1.0000** Cost: **343.5500** Ext Cost: **343.55**

Backord: **.0000**

Subtotal: **422.83** Freight+Misc: **.00** Sales Tax: **.00** Prepayment: **.00** Net Due: **422.83**

Enter = edit Append Header Totals View Goto Online Next Trans

Quantity on hand = 19 Available for sale = 18 Company H 04/16/2001 Terminal T000 DVR

Field Description

- Inv Acct** Enter the number of the inventory account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the **ARGLxxx** table. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command, **F2** or **Esc W**, to select a different account, or the **Maintenance** command, **F6** or **Esc F**, to create a new one.
- Ordered** Enter the number of units the customer ordered. If Accounts Receivable is interfaced with Inventory and this is a inventory item, the quantity on hand and the quantity available are displayed at the bottom of the screen. If not enough items are available, you can display alternate items and locations.
- Units** Press **Enter** to accept the unit of measure displayed (if any) or enter a different units of measure. If you are interfaced to Inventory and this is an inventory item you can use the Inquiry command, **F2** or **Esc W**, to select a different unit of measure or the Maintenance command, **F6** or **Esc F**, to create a new unit of measure.
- Shipped** Enter the quantity of items shipped. If the quantity shipped is less then the quantity ordered and the customer is flagged as not receiving partial shipments, a warning message appears at the bottom of the screen. You can press **Enter** to get past it. The back ordered amount will be gone after you post transactions.
- Backord** If the quantity shipped is less than the quantity ordered that number will be defaulted in the Backord (Back ordered) field. You cannot have backorders in AR, because the orders are erased when you post. If you have a backorder quantity, you will have to enter a new order for this quantity.
- Price** Enter the unit price for this item. If you are interfaced to Inventory the price will default and you will be allowed to change it.
- Cost** If you are interfaced to Inventory and the option to display unit cost is set to YES, the unit cost for the inventory item will be displayed. You cannot change the cost of inventory items.
- Ext Price** The Extended Price is calculated based off of the shipped quantity, multiplied by the price of the item.
- Ext Cost** The Extended Cost is calculated based off of the shipped quantity, multiplied be the cost of the item.

Use the **Proceed** command, **PgDn** or **Esc P**, to save the line-item.

Entering Lotted Line-Items

When a **Type 1-NonSerialized** or **Type 2-Serialized** inventory item with the **Track Lots?** field set to **YES** is entered, the system requires lot number information for the line-item.

Invoice Screen With Append Line Window

The screenshot shows the 'Append Line' window in the Transactions application. The window is titled 'Append Line' and has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Inventory Lookups', 'Information', and 'Help'. The main area contains various fields for entering transaction data. The 'Item/Job' field is set to 'ITEM', 'Loc ID' is 'MN0001', 'Cust ID' is 'ACE001', 'Entry' is '002', and 'Trans No' is '0028'. The 'ID' field is '810001', 'Desc' is 'Paint - White - Enamel', 'Sls Cat' is 'MA', and 'Tax Class' is '00'. The 'Price ID' is 'MATRL'. The 'Units' field is 'GAL'. The 'Ordered' field is '10.0000', 'Shipped' is '10.0000', and 'Backord' is '.0000'. The 'Price' field is '15.5100', 'Cost' is '.0000', 'Ext Price' is '155.10', and 'Ext Cost' is '.00'. The 'Subtotal' is '577.93', 'Freight+Misc' is '.00', 'Sales Tax' is '10.08', 'Prepayment' is '.00', and 'Net Due' is '588.01'. The window also includes buttons for 'Enter = edit', 'Append', 'Header', 'Totals', 'View', 'Goto', 'Online', and 'Next Trans'. The status bar at the bottom shows 'Quantity on hand = 30', 'Available for sale = 30', 'Company H', '04/16/2001', 'Terminal T000', and 'OVR'.

1. After the Item ID is entered, enter the following information for the lotted item:

Field	Description

Desc	The description for the inventory item defaults into this field.

Additional Descriptions	If YES was selected for the option Use additional descriptions? in Options and Interfaces, you can enter up to 10 lines of 35 characters each, of additional description information for the line-item.

When interfaced with Inventory, you can select to have the additional description information from Inventory default into this field by setting the option **Copy additional descriptions from Inventory?** to **YES**.

If this customer has a part number set up on the Alternate Items screen for this item in Inventory, the part number is copied to the first line in the Additional Descriptions window when the **Copy additional descriptions from Inventory?** is set to **YES**.

Sls Cat	Enter the sales category the item belongs to, if AR is interfaced to Inventory, use the F2 Inquiry command to look up and select a sales category.

Tax Class	The sales tax class from the inventory item is displayed. Press Enter to use the default class, use the Inquiry command, F2 or Esc W, to select a different tax class from a list, or use the Maintenance command, F6 or Esc F, to create a new tax class. If this is a taxable sale, the sales tax is calculated based on the percentages in the tax location file for the tax class entered.

Price ID	Price IDs are setup in Inventory to give discounts or to mark up prices for customers, based on the item, the customer level or the category of the item. Press Enter to accept the default price ID or use the Inquiry command, F2 or Esc W, to select a different price ID.

I

Field	Description
GL Code	The GL Code helps determine the Sales and COGS. If Sales Order is interfaced to Inventory and this is an inventory item, the Sales, and Cogs accounts come from the inventory record. If Sales Order is not interfaced to Inventory or this is a non-inventory item, the GL Code setup on the default table (DFxxx) is displayed. You can use the Inquiry command, F2 or Esc W , to select a different GL Code or the Maintenance command, F6 or Esc F , to create a new one.
Sales Acct	Enter the number of the sales account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.
COGS Acct	Enter the number of the cost of goods sold account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.
Inv Acct	Enter the number of the inventory account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the ARGLxxx table. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.
Ordered	Enter the number of units the customer ordered. If Accounts Receivable is interfaced with Inventory and this is a inventory item, the quantity on hand and the quantity available are displayed at the bottom of the screen. If not enough items are available, you can display alternate items and locations.
Units	Press Enter to accept the unit of measure displayed (if any) or enter a different units of measure. If you are interfaced to Inventory and this is an inventory item you can use the Inquiry command, F2 or Esc W, to select a different unit of measure or the Maintenance command, F6 or Esc F, to create a new unit of measure.
Shipped	Enter the quantity of items shipped. If the quantity shipped is less then the quantity ordered and the customer is flagged as not receiving partial shipments, a warning message appears at the bottom of the screen. You can press Enter to get past it. The back ordered amount will be gone after you post transactions.
Backord	If the quantity shipped is less than the quantity ordered that number will be defaulted in the Backord (Back ordered) field. You cannot have backorders in AR, because the orders are erased when you post. If you have a backorder quantity, you will have to enter a new order for this quantity.

Invoice Screen With Append Line Window

Transactions

Append Line

Commands Edit Modes Other Inventory Lookups Information Help

OK Abandon

Item/Job: ITEM Loc ID: MN0001 Cust ID: ACE001 Entry 002 Trans No 0028

ID: 810001 GL Code: Sales Acct: 401000

Desc: Paint - White - Enamel COGS Acct: 501000

Sls Cat: MA Tax Class: 00 Price ID: MATRL Inv Acct: 104400

6.500 % Units: GAL

Ordered: 10.0000 Shipped: 10.0000 Backord: .0000

Price: 15.5100 Cost: .0000 Ext Price: 155.10 Ext Cost: .00

Entry (001 of 001)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
577.93	.00	10.08	.00	588.01

Enter = edit Append Header Totals View Goto Online Next Trans

Quantity on hand = 30 Available for sale = 30 Company H 04/16/2001 Terminal T000 OVR

Field	Description

Price	Enter the unit price for this item. If you are interfaced to Inventory the price will default and you will be allowed to change it.

Cost	If you are interfaced to Inventory and the option to display unit cost is set to YES, the unit cost for the inventory item will be displayed. You cannot change the cost of inventory items.

Ext Price	The Extended Price is calculated based off of the shipped quantity, multiplied by the price of the item.

Ext Cost	The Extended Cost is calculated based off of the shipped quantity, multiplied be the cost of the item.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the information entered in the Append Line window and move to the Lot Entry window.

The Lot Entry window is displayed.

The top portion of the screen displays the item ID and description, the Location ID and location description, the ordered Units and the quantity requested for this lotted item.

The middle portion of the screen displays the lot numbers added to the order, the original and fulfilled quantities and the extended cost for each lot number selected.

3. The active commands are listed at the bottom of the Lot Entry window in the command bar. The capitalized letters in the commands are the Hot Keys used to activate the command.

Invoice Screen With Lot Entry Window

The screenshot shows the 'Lot Entry' window with the following details:

- Item ID:** 810001
- Loc ID:** MN0001
- Units:** GAL
- Description:** Paint - White - Enamel
- Location:** MINNEAPOLIS WAREHOUSE
- Requested Qty:** 10.0000

Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
000001			
000000			

Lot Number (000001 of 000000) .00

Entry (001 of 001)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
577.93	.00	10.08	.00	588.01

Company H | 04/16/2001 | Terminal T000 | DVR

Command Action

- Enter = edit** To edit a lot number that has been entered, use the arrow keys to move the cursor to that lot number and then press the **Enter** key.
- Append** To record the lot numbers you are selling, press **A** and the Append Lot Number window appears so that information for the lot can be entered in the system.
- Goto** If there are more lot numbers than will fit on the screen, press **G** to move the cursor to a specific lot number.
- Done** When all lot numbers have been entered, press **D** to save the information and move to a new Append Line window.

Entering Lot Numbers

To record lot number information in the system, perform the following tasks:

1. Use the Append command to display the Append Lot Number window.

Lot Entry Screen With Append Lot Number Window

The screenshot shows a software interface with two windows. The background window is titled 'Lot Numbers' and contains a table with columns 'Lot Number', 'Exp. Date', and 'Stat'. The table lists three entries: 1001, 1002, and 1003, all with a status of 'A'. The foreground window is titled 'Append Lot Number' and contains fields for 'Lot No', 'Orig Qty', 'Fullfill Qty', 'Backord Qty', and 'Comment'. The 'Lot No' field is set to '000001 of 000000'. The 'Orig Qty' field is set to '.0000'. The 'Cost' field is set to '.0000'. The 'Ext Cost' field is set to '.00'. The 'Append Lot Number' window also has 'OK' and 'Abandon' buttons.

2. Enter the lot information:

Field	Description

Lot No	Enter the lot number you are selling to the customer. You can use the Inquiry command, F2 or Esc W , to select the lot number from a list. The lot selected must have a status of A for Available to use in AR sales.

Lot Entry Screen With Append Lot Number Window

The screenshot shows two overlapping windows from a software application. The top window is titled "Lot Entry" and contains the following information:

- Item ID: 810001
- Loc ID: MN0001
- Units: GAL
- Paint - White - Enamel
- MINNEAPOLIS WAREHOUSE
- Requested Qty: 10.0000

Below this information is a table with four columns: Lot Number, Ordered Quantity, Fulfilled Qty, and Ext Cost. The table is currently empty. At the bottom of the table, it says "Lot Number (000001 of 000000) .00".

The bottom window is titled "Append Lot Number" and contains the following information:

- Lot No: 1001
- Orig Qty: 5.0000
- Fulfill Qty: 5.0000
- Backord Qty: .0000
- Cost: 14.1000
- Ext Cost: 70.50
- Comment: (empty field)

At the bottom of the "Append Lot Number" window, it says "Qty. On Hand = 10.0000 Avail. for Sale = 10.0000".

Field	Description
Orig Qty	Enter the quantity ordered on this transaction for this item. You can leave this field blank, because the ordered quantity is based off the Requested Qty field at the top.
Fulfill Qty	Enter the shipped and invoice quantity for this lot number.
Backord Qty	Enter the quantity back ordered on this transaction for this item. You cannot have backorders in AR, because the orders are erased when you post. If you have a backorder quantity, you will have to enter a new order for this quantity.
Cost	If you are interfaced to Inventory and the option to display unit cost is set to YES, the unit cost for the inventory item will be displayed. You cannot change the cost of inventory items.
Ext Cost	The Extended Cost is calculated based off of the fulfil quantity, multiplied be the cost of the item.
Comment	Enter a comment of up to 35 characters for the lot number, or press Enter to skip this field.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the lot number information.

Lot Entry Screen With Append Lot Number Window

The screenshot shows the 'Lot Entry' window with the following data:

Item ID	810001	Paint - White - Enamel
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE
Units	GAL	Requested Qty
		10.0000

Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
1001	5.0000	5.0000	70.50
Lot Number (000001 of 000001)			70.50

Append Lot Number

Lot No	1002	Cost	14.1000	Ext Cost	84.60
Orig Qty	5.0000				
Fulfill Qty	6.0000				
Backord Qty	.0000				
Comment					

Qty. On Hand = 10.0000 Avail. for Sale = 10.0000 Company H 04/16/2001 Terminal T000 OVR

4. If you need to record additional lot numbers for the line-item, repeat steps 2 and 3.

Invoice Screen With Lot Entry Window

The screenshot shows the 'Lot Entry' window with the following data:

Item ID	810001	Paint - White - Enamel
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE
Units	GAL	Requested Qty
		10.0000

Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
1001	5.0000	5.0000	70.50
1002	5.0000	6.0000	84.60
Lot Number (000002 of 000002)			155.10

Enter = Edit Append Goto Done

Entry (001 of 001)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
577.93	.00	10.08	.00	588.01

Enter = edit Append Header Totals View Goto Online Next Trans

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If the lot number entry is completed for the line-item, use the **Exit** command, **F7** or **Esc M**, to remove the Append Lot Number window and return to the Lot Entry window.

Editing Lot Number Information

Use the **Enter = edit** command in the Lot Number Entry window to change lot number information before exiting to the Append Line Window screen.

Follow these steps to edit a lot number:

1. Move the cursor to the lot number you want to change.
2. Press **Enter**. The lot number information is displayed in the Edit Lot Number window. You can edit the **Orig Qty**, **Fulfill Qty**, **Backord Qty** and the **Comment** fields.
3. Press **PgDn** to save the changes and return to the Lot Number Entry Window.

Deleting a Lot Number

Use the **Delete** command, **F3** or **Esc D**, in the Lot Number Entry window to delete a lot number before exiting the Append Line Window screen.

Follow these steps to delete a lot number:

1. Move the cursor to the lot number to be deleted.
2. Use the **Delete** Command, **F3** or **Esc D**. The system prompts you to confirm the delete by pressing **F3** or **Esc D** again. You are returned to the Lot Entry Window.

If the lot number information is correct, press **D** to use the **Done** command to return to a blank Append Line Window to enter the next line-item.

If there is a difference between the requested quantity entered in the Append Line window and the quantity entered for the lot numbers through the Lot Entry window, a message displays when you select **Done**.

Lot Entry Window With Fulfill Quantity Message

Lot Entry

Commands Edit Modes Other Scroll Commands Help

Item ID: 810001 Paint - White - Enamel
 Loc ID: MN0001 MINNEAPOLIS WAREHOUSE
 Units: GAL Requested Qty: 10.0000

Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
1001			70.50
1002			84.60
			155.10

Lot Number ()

Enter = Edit Append Goto Done

Entry (001 of 001)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
577.93	.00	10.08	.00	588.01

Enter = edit Append Header Totals View Goto Online Next Trans

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Press **PgDn**, or **Esc P**, to:

- change the fulfilled quantity from the original quantity entered in the Append Line window to the quantity entered for the lots in the Append Lot Number window.
- display a blank Append Line window for the next line-item.

If line-item entry is complete for this sale, use the Exit command, **F7** or **Esc M**, to exit the Append Line window to the line item scrolling screen.

Serialized Inventory Line-items

An inventory item that is set up as a type 2 - *Serialized* requires that serial number information be entered in order to complete the line-item entry. Serialized items can be either lotted or nonlotted.

Invoices Screen With Append Line Window

The screenshot shows the 'Append Line' window in the Transactions module. It contains the following fields and values:

- Item/Job ID:** 900
- Desc:** Refrigerator - Black
- Sls Cat:** AP
- Tax Class:** 00
- Loc ID:** MN0001
- Cust ID:** ACE001
- GL Code:** (blank)
- Sales Acct:** 401000
- COGS Acct:** 501000
- Inv Acct:** 104400
- Price ID:** APPL
- Units:** EA
- Ordered:** 2.0000
- Shipped:** 2.0000
- Backord:** .0000
- Price:** 263.6260
- Cost:** 239.6600
- Ext Price:** 527.25
- Ext Cost:** 479.32

At the bottom, there is a summary section with the following values:

- Subtotal:** 593.44
- Freight+Misc:** .00
- Sales Tax:** 11.09
- Prepayment:** .00
- Net Due:** 604.53

Buttons at the bottom include: Enter = edit, Append, Header, Totals, View, Goto, Online, Next Trans. The status bar shows: Quantity on hand = 4, Available for sale = 4, Company H, 04/16/2001, Terminal T000, OVR.

1. After the Item ID is entered, enter the following information for the serialized item:

Field	Description

Desc	The description for the inventory item defaults into this field.

Additional Descriptions	If YES was selected for the option Use additional descriptions? in Options and Interfaces, you can enter up to 10 lines of 35 characters each, of additional description information for the line-item.

When interfaced with Inventory, you can select to have the additional description information from Inventory default into this field by setting the option **Copy additional descriptions from Inventory?** to **YES**.

If this customer has a part number set up on the Alternate Items screen for this item in Inventory, the part number is copied to the first line in the Additional Descriptions window when the **Copy additional descriptions from Inventory?** is set to **YES**.

Sls Cat	Enter the sales category the item belongs to, if AR is interfaced to Inventory, use the F2 Inquiry command to look up and select a sales category.

Tax Class	The sales tax class from the inventory item is displayed. Press Enter to use the default class, use the Inquiry command, F2 or Esc W, to select a different tax class from a list, or use the Maintenance command, F6 or Esc F, to create a new tax class. If this is a taxable sale, the sales tax is calculated based on the percentages in the tax location file for the tax class entered.

Price ID	Price IDs are setup in Inventory to give discounts or to mark up prices for customers, based on the item, the customer level or the category of the item. Press Enter to accept the default price ID or use the Inquiry command, F2 or Esc W, to select a different price ID.

Field	Description
GL Code	The GL Code helps determine the Sales and COGS. If Sales Order is interfaced to Inventory and this is an inventory item, the Sales, and Cogs accounts come from the inventory record. If Sales Order is not interfaced to Inventory or this is a non-inventory item, the GL Code setup on the default table (DFxxx) is displayed. You can use the Inquiry command, F2 or Esc W , to select a different GL Code or the Maintenance command, F6 or Esc F , to create a new one.
Sales Acct	Enter the number of the sales account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.
COGS Acct	Enter the number of the cost of goods sold account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the GL Code. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.
Inv Acct	Enter the number of the inventory account to use for this line item. If you are interfaced to Inventory and this is an inventory item, the account displayed comes from the inventory record. If you are not interfaced to Inventory or this is a non-inventory item, the account displayed comes from the ARGLxxx table. Press Enter to accept the account or if you are interfaced to General Ledger, use the Inquiry command, F2 or Esc W , to select a different account, or the Maintenance command, F6 or Esc F , to create a new one.
Ordered	Enter the number of units the customer ordered. If Accounts Receivable is interfaced with Inventory and this is a inventory item, the quantity on hand and the quantity available are displayed at the bottom of the screen. If not enough items are available, you can display alternate items and locations.
Units	The unit of measure defaults to each, EA . This is the only unit of measure available for a serialized item and you cannot change it.
Shipped	Enter the quantity of items shipped. If the quantity shipped is less then the quantity ordered and the customer is flagged as not receiving partial shipments, a warning message appears at the bottom of the screen. You can press Enter to get past it. The back ordered amount will be gone after you post transactions.
Backord	If the quantity shipped is less than the quantity ordered that number will be defaulted in the Backord (Back ordered) field. You cannot have backorders in AR, because the orders are erased when you post. If you have a backorder quantity, you will have to enter a new order for this quantity.

Invoices Screen With Append Line Window

The screenshot shows the 'Append Line' window in a software application. The window has a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Inventory Lookups', 'Information', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains several input fields and a summary table.

Item/Job ID: 900
Loc ID: MN0001
Cust ID: ACE001
Trans No: 0028

Description: Refrigerator - Black
GL Code: [blank]
Sales Acct: 401000
COGS Acct: 501000
Inv Acct: 104400

Tax Class: 00
Units: EA
Price ID: APPL

Ordered	2.0000	Price	263.6260	Ext Price	527.25
Shipped	2.0000	Cost	239.6600	Ext Cost	479.32
Backorder	.0000				

Summary Table:

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
593.44	.00	11.09	.00	604.53

Buttons: Enter = edit, Append, Header, Totals, View, Goto, Online, Next Trans

Status Bar: Quantity on hand = 4, Available for sale = 4, Company H, 04/16/2001, Terminal T000, OVR

Field	Description

Price	Enter the unit price for this item. If you are interfaced to Inventory the price will default and you will be allowed to change it.

Cost	If you are interfaced to Inventory and the option to display unit cost is set to YES, the unit cost for the inventory item will be displayed. You cannot change the cost of inventory items.

Ext Price	The Extended Price is calculated based off of the shipped quantity, multiplied by the price of the item.

Ext Cost	The Extended Cost is calculated based off of the shipped quantity, multiplied by the cost of the item.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the information entered in the Append Line window and move to the Serial Number Entry window.

The Serial Number Entry window is displayed.

The top portion of the screen displays the item ID and description, the Location ID and location description, the ordered Units and the quantity requested for this lotted item.

The middle portion of the screen displays the serial numbers added to the order, the unit cost and unit price for each serial number.

- The active commands are listed at the bottom of the Serial Number Entry window in the command bar. The capitalized letters in the commands are the Hot Keys used to activate the command.

Invoices Screen With Serial Number Entry Window

The screenshot shows the 'Serial Number Entry' window. At the top, it displays item information: Item ID 900, Loc ID MN0001, Units EA, and a description 'Refrigerator - Black MINNEAPOLIS WAREHOUSE'. Below this is a table with columns for Serial Number, Unit Cost, and Unit Price. The table shows a single entry with Serial Number 000001, Unit Cost .0000, and Unit Price .0000. At the bottom, there is a command bar with buttons: Enter = edit, Append, Goto, Done, Header, Totals, View, Online, and Next Trans. The status bar at the very bottom shows 'Company H | 04/16/2001 | Terminal T000 | OVR'.

The active commands are listed at the bottom of the screen in the command bar. The capitalized letters in the commands are the Hot keys used to activate the command.

Command	Action
Enter = edit	To edit a serial number that appears in the Serial Number Entry window, use the arrow keys to move the cursor to the serial number and then press the Enter key.
Append	To record the serial numbers you are selling, press A . The Append Serial Number window appears to enter the serial number.
Goto	If there are more serial numbers than will fit on one screen, press G to move the cursor to a specific entry.
Done	When all serial numbers have been entered, press D to save the information and return to a new Append Line window.

Entering Serial Numbers

1. Use the Append command to activate the Serial Number Entry window.

Append Serial Number Window

The screenshot shows two overlapping windows from a legacy software application. The top window, titled 'Serial Number Lookup', displays a table of serial numbers for Item ID 900. The bottom window, titled 'Append Serial Number', is used for entering transaction details.

Serial Number	Item ID	Loc ID	Stat
< begin >			
LTQ6131084	900	MM0001	A
LTQ6141084	900	MM0001	A
LTQ6151084	900	MM0001	A
LTQ6401084	900	MM0001	S
LTQ6411084	900	MM0001	S

Serial Number (000001 of 000000) .0000 .0000

Append Serial Number

Serial No: [] Cost: .0000

Orig Qty: .0000 Price: .0000

Fulfill Qty: 1.0000

Backord Qty: .0000

Comment: []

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To enter the serial numbers purchased, perform the following tasks:

2. Enter the following information:

Field	Description
Serial No	Serial numbers uniquely define each item. Enter a serial number or use the F2 inquiry command to select from a list. The serial number must have a status of A for Available in order to sell.

Append Serial Number Window

Serial Number Entry

Item ID: 900 Refrigerator - Black
 Loc ID: MN0001 MINNEAPOLIS WAREHOUSE
 Units: EA Requested Qty: 2.0000

Serial Number	Unit Cost	Unit Price

Serial Number (000001 of 000000) .0000 .0000

Append Serial Number

Serial No: LTQ6131084
 Orig Qty: .0000 Cost: 239.6600
 Fulfill Qty: 1.0000 Price: 450.0000
 Backord Qty: .0000
 Comment:

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Field	Description

Orig Qty	This field is not used for serialized items.
Fulfill Qty	The shipped quantity defaults to 1 for each serial number and cannot be changed.
Backord Qty	This field is not used for serialized items
Cost	If you are interfaced to Inventory and the option to display unit cost is set to YES, the unit cost for the inventory item will be displayed. You cannot change the cost of inventory items.
Price	Enter the price of the serialized item you are selling.
Comment	Enter a comment of up to 35 characters or press Enter to skip this field.

- Use the **Proceed** command, **PgDn** or **Esc P**, to save the serial number information.
- If you need to record additional lot numbers for the line-item, repeat steps 2 and 3.

Serial Number Window

Serial Number Entry

Commands Edit Modes Other Scroll Commands Help

Item ID 900 Refrigerator - Black
Loc ID MN0001 MINNEAPOLIS WAREHOUSE
Units EA Requested Qty 2.0000

Serial Number	Unit Cost	Unit Price
LTQ6131084	239.6600	450.0000

Serial Number (000001 of 000001) 239.6600 450.0000

Enter = Edit Append Goto Done

Entry (002 of 002)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
593.44	.00	11.09	.00	604.53

Enter = edit Append Header Totals View Goto Online Next Trans

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- When serial number entry is complete, use the **Exit** Command, **F7** or **Esc M**, to exit the Append Serial Number Window.

Editing Serial Number Information

Use the **Enter = edit** command in the Serial Number Entry window to change serial number information before exiting to the line-item scrolling screen.

Follow these steps to edit a serial number:

- Move the cursor to the serial number that needs to be changed.
- Press **Enter**. The serial number information is displayed in the *Edit Serial Number window*. You can Edit the **Price** and the **Comment** fields.
- Press **PgDn** to save the changes and return to the *Serial Number Entry window*.

Deleting a Serial Number

Use the **Delete** command, **F3** or **Esc D**, in the Serial Number Entry window to delete a serial number before exiting to the line-item scrolling screen.

Follow these steps to delete a serial number:

- Move the cursor to the serial number to be deleted.
- Use the **Delete** Command, **F3** or **Esc D**. The system prompts you to confirm the delete by pressing **F3** or **Esc D** again. You are returned to the *Serial Number Entry Window*.

If the serial number entry is correct, press **D** to use the Done command to return to the Append Line Window to enter the next line-item.

If there is a difference between the original quantity entered in the Append Line window and the number of serial numbers entered through the Serial Number Entry window, a message displays.

Fulfilled Quantity Message

The screenshot shows the 'Serial Number Entry' window. A 'Proceed' dialog box is displayed in the center, containing a warning icon and the text: 'Press 'PgDown' to continue to change fulfilled qty. from 2.0000 to 1.0000'. The background window displays the following information:

Item ID	900	Refrigerator - Black
Loc ID	MN0001	MINNEAPOLIS WAREHOUSE
Units	EA	Requested Qty 2.0000
Serial Number	LTQ6131084	Unit Price 450.0000

At the bottom of the window, a summary table is shown:

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
593.44	.00	11.09	.00	604.53

The system prompts you to press **PgDn** to:

- change the fulfilled quantity from the original quantity entered in the Append Line window to the number of serial numbers entered using the Append Serial Number window.
- display a blank Append Line window for the next line-item.

If line-item entry is completed for this invoice, use the **Exit** command, **F7** or **Esc M**, to exit from the Append Line window and move to the line-item scrolling screen.

Job Cost Line Items

If Accounts Receivable is interfaced with Job Cost, you can enter transactions with billing information for jobs.

Append Window

The screenshot shows the 'Append Line' window with the following data:

Field	Value
Item/Job	JOB
Loc ID	MN0001
Cust ID	ACE001
Entry	005
Trans No	0028
GL Code	R1
Sales Acct	
COGS Acct	
Inv Acct	
Tax Class	00
Units	.000 %
Price ID	
Ordered	1.0000
Shipped	.0000
Backorder	.0000
Price	.0000
Cost	.0000
Ext Price	.00
Ext Cost	.00

Entry (004 of 004)				
Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
1193.44	.00	50.09	.00	1243.53

Buttons: Enter=edit, Append, Header, Totals, View, Goto, Online, Next Trans

Footer: Company H | 04/16/2001 | Terminal T000 | DVR

To create a sale for a job enter the following:

Field	Description
Item/Job^a	Select J for Job if you are entering sales for a job.
Loc ID¹	The location from the header is displayed. You can accept the location, use the Inquiry command, F2 or Esc W, to select a different location for this line item, or use the Maintenance command, F6 or Esc F, to create a new location.
a. By default the system starts you in the ID field, use the up arrow to move the cursor to these fields.	

Append Line Window with Job/Phase

Field Description

ID Enter the Job and Phase (if any) IDs for this line item. If you are interfaced to Job Cost use the Inquiry command, F2 or Esc W, to select the job and/or phase from a list, or use the Maintenance command, F6 or Esc F, to create a new job and/or phase.

Append Line Window with Job/Phase Finish Prompt

After entering the Job and Phase (if any) you are prompted "Is Job/Phase Done?", select YES if the job/phase is done and to add a finish date to the job/phase. Select NO if the job/phase is not done.

Append Line Window with Job/Phase

The screenshot shows the 'Append Line' window with the following data:

Field	Value
Item/Job	JOB
Loc ID	MN0001
Cust ID	ACE001
Entry	005
Trans No	0028
ID	100004
Desc	PLAT 104 LOT 4/INTERIOR/FINISHING
Sls Cat	
Tax Class	00
Units	6.500
Price ID	
Price	11980.0000
Cost	5620.3300
Ext Price	11980.00
Ext Cost	5620.33
Subtotal	13173.44
Freight+Misc	.00
Sales Tax	828.79
Prepayment	.00
Net Due	14002.23

Field Description

- Desc** The description for the job and phase defaults into this field.
- Additional Descriptions** If **YES** was selected for the option **Use additional descriptions?** in Options and Interfaces, you can enter up to 10 lines of 35 characters each, of additional description information for the line-item.
- Sls Cat** Enter the sales category the job belongs to.
- Tax Class** Enter the Tax Class for the line item. Press **Enter** to accept the default Tax Class of **00** for non inventory line items, use the **Inquiry** command, **F2** or **Esc W**, to select the tax class, or use the **Maintenance** command, **F6** or **Esc F**, to create a new tax class. If you enter a taxable code, the system calculates the appropriate tax for the line item.
- GL Code** The GL Code helps determine the Sales and COGS. The GL Code setup on the default table (DFxxx) is displayed. You can use the **Inquiry** command, **F2** or **Esc W**, to select a different GL Code or the **Maintenance** command, **F6** or **Esc F**, to create a new one.
- Sales Acct** Enter the number of the sales account to use for this line item. The account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command, **F2** or **Esc W**, to select a different account, or the **Maintenance** command, **F6** or **Esc F**, to create a new one.
- COGS Acct** Enter the number of the cost of goods sold account to use for this line item. The account displayed comes from the GL Code. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command, **F2** or **Esc W**, to select a different account, or the **Maintenance** command, **F6** or **Esc F**, to create a new one.
- Inv Acct** Enter the number of the inventory account to use for this line item. The account displayed comes from the **ARGLxxx** table. Press **Enter** to accept the account or if you are interfaced to General Ledger, use the **Inquiry** command, **F2** or **Esc W**, to select a different account, or the **Maintenance** command, **F6** or **Esc F**, to create a new one.

Append Line Window with Job/Phase

The screenshot shows the 'Append Line' window with the following data:

Field	Value
Item/Job	JOB
Loc ID	MN0001
Cust ID	ACE001
Entry	005
Trans No	0028
ID	100004
Desc	PLAT 104 LOT 4/INTERIOR/FINISHING
GL Code	R1
Sls Cat	
Sales Acct	401000
Tax Class	00
COGS Acct	501000
Price ID	
Inv Acct	104400
Units	
Ordered	1.0000
Shipped	1.0000
Backord	.0000
Price	11980.0000
Cost	5620.3300
Ext Price	11980.00
Ext Cost	5620.33

Entry (004 of 004)				
Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
13173.44	.00	828.79	.00	14002.23

Buttons at the bottom: Enter = edit, Append, Header, Totals, View, Goto, Online, Next Trans.

Footer: Company H | 04/16/2001 | Terminal T000 | OVR

Field Description

Ordered	Enter the number of units the customer ordered.
Units	Press Enter to accept the unit of measure displayed (if any) or enter a different unit of measure.
Shipped	Enter the quantity of items shipped. If the quantity shipped is less then the quantity ordered and the customer is flagged as not receiving partial shipments, a warning message appears at the bottom of the screen. You can press Enter to get past it.
Backord	If the quantity shipped is less than the quantity ordered that number will be defaulted in the Backord (Back ordered) field. You cannot have backorders in AR, because the orders are erased when you post. If you have a backorder quantity, you will have to enter a new order for this quantity.
Price	The actual billed amount defaults in this field for jobs, press Enter to accept the amount or you can change it.
Cost	The cost of the job is displayed, you can change this field.
Ext Price	The Extended Price is calculated based off of the shipped quantity, multiplied by the unit price of the item.
Ext Cost	The Extended Cost is calculated based off of the shipped quantity, multiplied be the unit cost of the item.

Use the Proceed command, PgDn or Esc P, to save the entry.

Inserting A Line-item

To insert a line item between existing line-items, perform the following tasks:

1. Move the cursor to where you want to insert the line-item. The new line-item is inserted above the cursor.
2. Press the **Insert** key.
3. Enter the information for the line-item.
4. Use the **Proceed** command, **PgDn** or **Esc P**, to save the line-item and return to the line-item scrolling screen.

Deleting A Line-item

When there is only one line-item for the transaction, *you cannot delete the line-item*. You must delete the entire transaction. Use the **Delete** command, **F3** or **Esc D**, when you are on the header screen for the transaction.

The procedure for deleting a line-item depends on the type of inventory item used for the line-item. The procedure for the different types of inventory items are listed below.

A Nonserialized Item

1. Move the cursor to the line-item to be deleted.
2. Use the **Delete** command, **F3** or **Esc D**, to delete the line-item.
3. The other line-items for the transaction are resequenced.

A Lotted Item

1. Move the cursor to the line-item to be deleted.
2. Press **Enter** to edit the line-item.
3. Press **PgDn** or **Esc P**, to move to the Lot Entry Window.
4. Use the **Delete** command, **F3** or **Esc D**, to delete the lot numbers for the line-item.
5. When all lot numbers are deleted, press **D** to use the **Done** command.
6. Press **PgDn** or **Esc P**, to confirm the change in the fulfilled quantity and return to the line-item scrolling screen.
7. If the item is also serialized, the serial number information must also be deleted before the line-item can be deleted. Follow the steps listed in the section for deleting a serialized item before performing the next step.
8. Use the **Delete** command, **F3** or **Esc D**, to delete the line-item.
9. The other line-items for the transaction are resequenced.

A Serialized Item

1. Move the cursor to the line-item to be deleted.
2. Press **Enter** to edit the line-item.
3. Press **PgDn** or, **Esc P**, to move to the Serial Number Entry Window.
4. Use the **Delete** command, **F3** or **Esc D**, to delete the serial numbers for the line-item.
5. When all serial numbers are deleted, press **D** to use the **Done** command.
6. Press **PgDn** or, **Esc P**, to confirm the change in the fulfilled quantity and return to the line-item scrolling screen.
7. Use the **Delete** command, **F3** or **Esc D**, to delete the line-item.
8. The other line-items for the transaction are resequenced.

Using The Line-item Scrolling Screen

The Line-Item Scrolling screen displays when the **Exit** command, **F7** or **Esc M**, is used to exit from the Append Line Window.

Invoice Line Item Scrolling Screen

Item/Job ID	Description	Qty Ordered	Units	Qty Shipped	Unit Price	Ext Price
		1.0000	EACH		150.0000	150.00
ELECTRICAL MATERIALS		1.0000				
100		1.0000	PKG		422.8320	422.83
Electrical Package		1.0000				
810001		10.0000	GAL		15.5100	170.61
Paint - White - E...		11.0000				
900		2.0000	EA		450.0000	.00
Refrigerator - Black		1.0000				
100004 D		1.0000			11980.0000	11980.00
PLAT 104 LOT 4/N...		1.0000				

Entry (001 of 005)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
13173.44	.00	828.79	.00	14002.23

Enter = edit Append Header Totals View Goto Online Next Trans

Company H 04/16/2001 Terminal T000 QVR

The top portion of the screen displays the sold and ship to information, the location ID, the batch ID and transaction number.

The scrolling area displays the item and job IDs on the order, the description of the items, the quantity ordered and shipped, the units, the unit price and extended price for each item.

The number of the line-item where the cursor is located displays in the lower right corner of the line-item scrolling screen. Use **PgDn**, **PgUp** or the **arrow** keys to move the cursor to a different line-item.

The bottom portion of the screen displays the subtotal, freight and miscellaneous charges, the sales tax, prepayments and net due amounts.

The active command options are displayed in the command bar at the bottom of the screen. The capitalized letter in each command is the Hot Key that activates that command.

Invoice Line Item Scrolling Screen

Item/Job ID	Description	Qty Ordered	Units	Unit Price	Ext Price
		1.0000	EACH	150.0000	150.00
100	ELECTRICAL MATERIALS	1.0000			
		1.0000	PKG	422.8320	422.83
810001	Electrical Package	1.0000			
		10.0000	GAL	15.5100	170.61
900	Paint - White - E...	11.0000			
		2.0000	EA	450.0000	.00
100004 D	Refrigerator - Black	1.0000			
		1.0000		11980.0000	11980.00
	PLAT 104 LOT 4/IN...	1.0000			

Entry (001 of 005)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
13173.44	.00	828.79	.00	14002.23

Enter = edit Append Header Totals View Goto Online Next Trans

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Command

Action

- Enter = edit** To edit a line-item, move the cursor to that line-item and press **Enter**. The Edit Line window appears and you can make changes.
- Use the **Proceed** command, **PgDn** or **Esc P**, to save the changes.
- Append** To add a line-item after all the other entered the line-items, press **A**. Use the **Proceed** command, **PgDn** or **Esc P**, to save it.
- Header** Press **H** to return to the header screen for the sale.
- Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes and to return to the line-item scrolling screen.
- Totals** Press **T** to go to the totals information screen. You can add freight and miscellaneous charges. If the invoice's tax location allows for tax on freight, you can also add a tax class for freight to this screen.
- The nontaxable and taxable subtotal is calculated. The sales tax is calculated from the tax class assigned to each line item and tax on freight.
- If you need to make an adjustment to the sales tax, use the Tax Adjustment field and then enter the tax class for the adjustment amount.
- View** To view the information for a line-item where the cursor is located, press **V**. You cannot change the line-item information using this command.
- Goto** If there are more line items than will fit on one screen, press **G** to move the cursor to a specific entry.
- Online** If you have the option to print online invoices set to YES, press **O** to print the invoice.
- Next transaction** Press **N** if the transaction is complete and to return to the Transaction Type menu.

When transaction entry is complete, use the **Exit** command, **F7** or **Esc M**, to return to the Daily Work menu.

Totals Screen

Press **T** for **Totals**, from the line item scrolling screen, to view and enter freight and miscellaneous charges, to adjust the sales tax and enter up to 2 prepayments from the customer.

Totals Screen

The screenshot displays the 'Totals Information' window. It contains the following data:

Subtotal	13173.44		
Freight	100.00	Tax Class	00
Miscellaneous Chgs	50.00	Tax Class	00
Sales Tax	828.79		
Invoice Total	14152.23		
Payment 1	.00	Method	
Payment 2	.00	Method	
Net Due	14152.23		

Navigation buttons at the bottom: Enter = edit, Append, Header, Totals, View, Goto, Online, Next Trans. Status bar: Company H, 04/16/2001, Terminal T000, OVR.

Field	Description
Subtotal	Displays the subtotal of all items on the order. The subtotal is the extended price of all line items, and does not include any freight, miscellaneous, tax or prepayments.
Freight	Enter the freight charges to the customer (if any).
Tax Class	If the order is taxable and you entered freight charges, enter the tax class associated with the freight charges. If the tax location provides for tax on freight, the sales tax will be calculated based on the percentage setup for this tax class in that location. The default tax class is 00, press Enter to accept it, use the Inquiry command, F2 or Esc W, to select a different tax class, or use the Maintenance command, F6 or Esc F, to create a new one. If the order is non taxable this field is skipped.
Miscellaneous Chgs	Enter the miscellaneous charges to the customer (if any).
Tax Class	If the order is taxable and you entered miscellaneous charges, enter the tax class associated with the miscellaneous charges. If the tax location provides for tax on miscellaneous charges, the sales tax will be calculated based on the percentage setup for this tax class in that location. The default tax class is 00, press Enter to accept it, use the Inquiry command, F2 or Esc W, to select a different tax class, or use the Maintenance command, F6 or Esc F, to create a new one. If the order is non taxable this field is skipped.

Totals Screen - Sales Tax Information

The screenshot shows a window titled "Transactions" with a sub-window titled "Sales Tax Information". The "Sales Tax Information" window has a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area contains the following fields:

Tax Location	Tax Amount	Tax Loc	Class
MN	828.79	MN	00
Tax Adjustment	00		
Sales Tax	828.79		
Net Due		14152.23	

At the bottom of the window, there are buttons: Enter = edit, Append, Header, Totals, View, Goto, Online, and Next Trans. The status bar at the bottom shows: Company H | 04/16/2001 | Terminal T000 | OVR.

When you enter to the sales tax field for a taxable order, the **Sales Tax Information** screen is displayed. You can adjust the sales tax amount on this screen.

If the order is non taxable, the sales tax field is skipped and this screen does not display.

Field	Description
Tax Location	Displays the tax location from the header of the order. You must go back to the header screen to change this field.
Tax Amount	Displays the amount of sales tax calculated for the order based on the tax location, tax class for each item, unit price and quantity.
Tax Adjustment	If you need to adjust the sale tax, enter the amount of tax adjustment in this field. Positive numbers increase the sales tax and negative numbers decrease the sales tax. To leave the tax amount as it was calculated, press Enter. For example if the tax amount is \$800 and you need to adjust the amount to \$500, enter -300 in the Tax Adjustment field.
Tax Loc	Displays the tax location from the header of the order. You must go back to the header screen to change this field.
Class	If you adjust the tax amount, select the tax class you want the adjustment to go to. Press Enter to accept the displayed tax class, use the Inquiry command, F2 or Esc W, to select a different tax class, or use the Maintenance command, F6 or Esc F, to create a new one.

Use the Proceed command, PgDn or Esc P, to save the entries.

Totals Screen

Totals Information			
Subtotal	13173.44		
Freight	100.00	Tax Class	00
Miscellaneous Chgs	50.00	Tax Class	00
Sales Tax	828.79		
Invoice Total	14152.23		
Payment 1	5000.00	Method	CHK
Payment 2	.00	Method	
Net Due	9152.23		

Enter = edit Append Header Totals View Goto Online Next Trans

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Field	Description
Payment 1	If the customer has made a payment on this invoice, enter the amount here.
Method	If you entered an amount in the Payment 1 field, select the method of payment made by the customer. The method setup in the Customer file (ARCUxxx) is displayed. Press Enter to accept the method of payment, use the Inquiry command, F2 or Esc W, to select a different method of payment, or use the Maintenance command to create a new one. If a payment is entered, you must select a payment method.
Payment 2	If the customer has made a second payment on this invoice, enter the amount here.
Method	If you entered an amount in the Payment 2 field, select the method of payment made by the customer. The method setup in the Customer file (ARCUxxx) is displayed. Press Enter to accept the method of payment, use the Inquiry command, F2 or Esc W, to select a different method of payment, or use the Maintenance command to create a new one. If a payment is entered, you must select a payment method.
Net Due	The net due amount is the subtotal, plus any freight, miscellaneous charges, and sales tax and minus any prepayments.

Use the Proceed command, PgDn or Esc P, to save the entries and return to the line item scrolling screen.

Printing Online Invoices

Print Online Invoice Option

The screenshot shows the 'Transactions' window with a 'Verification' dialog box open. The dialog asks 'Print online invoice?' with 'Yes' and 'No' buttons. The background window displays transaction details for 'ACE BUILDERS' (Loc ID: MN0001, Trans No: 000001, Invoice: 0028). The item list includes ELECTRICAL, Electrical Pac, Paint - White, Refrigerator - Black, and PLAT 104 LOT 4/IN... with their respective quantities, units, and prices. The bottom summary shows a Subtotal of 13173.44, Freight+Misc of 150.00, Sales Tax of 828.79, Prepayment of 5000.00, and a Net Due of 9152.23.

Item/Job ID	Description	Qty Ordered	Units	Unit Price	Ext Price
ELECTRICAL					150.00
100					422.83
810001	Electrical Pac				170.61
900	Paint - White	2.0000	EA	450.0000	.00
	Refrigerator - Black	1.0000			
100004 D		1.0000		11980.0000	11980.00
	PLAT 104 LOT 4/IN...	1.0000			

Entry (001 of 005)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
13173.44	150.00	828.79	5000.00	9152.23

Buttons: Enter = edit, Append, Header, Totals, View, Goto, Online, Next Trans

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If the option is set to **YES** to allow online printing of invoices, the prompt above appears when you press **O**.

The system prompts you to "**Print online invoice?**", select **YES** if you want to print the invoice online, otherwise select **NO** to print the invoice with the Print Invoice function on the Transaction Reports menu.

Note

If you print the invoice online, it will not reprint with the Print Invoice function.

You can print online invoices for any customer, even if a customer is not set up to receive invoices. You can also print online invoices for prepaid sales.

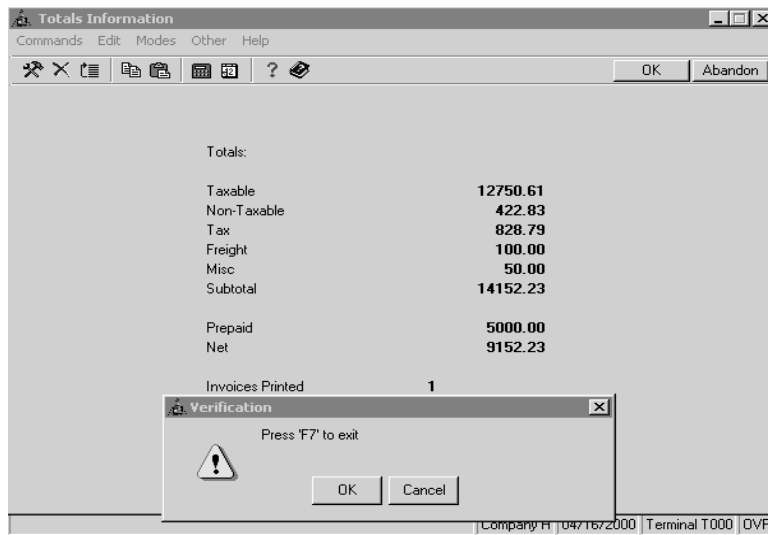
Online Invoicing Screen

Field	Description
Invoice No/ Preprinted Form No	If you have the option to "<i>Use Prenumbered Invoice Forms</i>" set to NO and you entered an invoice number on the header, that number is displayed here. If you did not enter an invoice number on the header, the next invoice number from the FORMxxx table is displayed. If you have the option to "<i>Use Prenumbered Invoice Forms</i>" set to YES, the next invoice number from the FORMxxx table is displayed even if you entered an invoice number on the header screen.
Message for Invoice	The message from the FORMxxx table is displayed. Press Enter to accept the message or you can change the message. If you change the message the FORMxxx table is updated with the new message, so when you print future invoices, the new message will display.
Print Additional Descriptions?	If you have the option to use additional descriptions set to YES, select YES to print the additional descriptions on the invoice, otherwise select NO if you do not want them to print on the invoice.

Select the output device for the invoice.

After the invoice prints the system will prompt you to "Reprint Invoice", select YES to reprint the invoice, otherwise select NO to exit the transaction and return to the Transaction Type menu.

Online Invoice Totals Screen



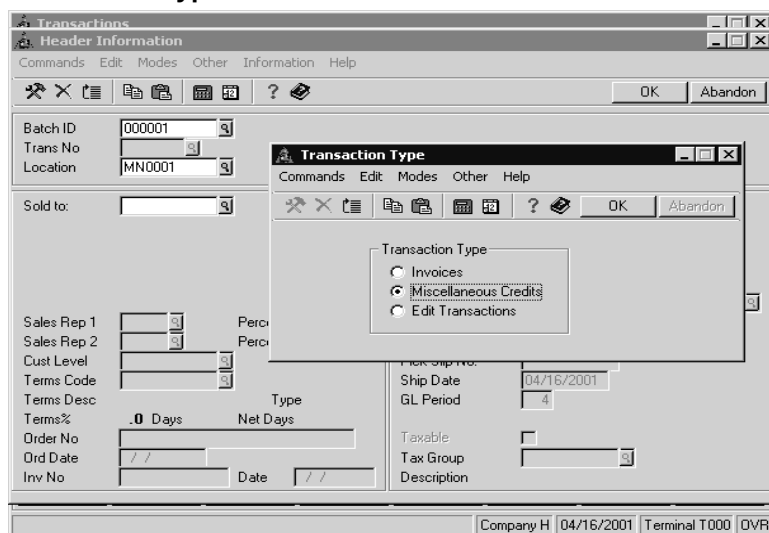
If you print any invoices online, the Online Invoice Totals screen appears, when you exit Transactions. The totals for all invoices printed online are displayed. You can use the List command, F8 or Esc L, to print this screen.

Use the Exit command, F7 or Esc M, to exit this screen and return to the Daily Work menu.

Entering Miscellaneous Credits

Use the Miscellaneous Credits function to credit a customer's account for returned goods, to correct mistakes on invoices that have been posted, or to correct double-posting errors.

Transaction Type Menu



When **2. Miscellaneous Credits** is selected from the menu, the Miscellaneous Credits Header screen appears.

Entering Miscellaneous Credits Header Information

The fields on the Miscellaneous Credits Header Information screen are the same as those on the Invoices Header Information screen. For detailed information about these fields, refer to the Entering Invoices section of this manual.

Miscellaneous Credits Header Information Screen

Miscellaneous Credits Header Information

Commands Edit Modes Other Information Help

Batch ID: 000001
 Trans No: 25
 Location: MN0001
 Transaction Type: Credit
 MINNEAPOLIS WAREHOUSE

Sold to: DAL001
 DALLAS-FT WORTH DOME HOMES
 1025 37TH AVE SE

Ship to: 000000

DALLAS TX 77777 US
 Sales Rep 1: DMM Percent: 100.0
 Sales Rep 2: Percent: 0
 Cust Level: WHSL
 Terms Code: 1PCT
 Terms Desc: 1/10.n/30 Type: Reg
 Terms%: 1.0 Days 10 Net Days: 30
 Order No:
 Ord Date: / /
 Inv No: / /

Ship Method:
 Ship Via:
 Pick Slip No.:
 Ship Date: 04/16/2001
 GL Period: 4

Taxable: ☐
 Tax Group: TX
 Description: Texas

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After entering the header information, use the **Proceed** command, **PgDn** or **Esc P**, to save it.

Entering Line-Items

Use the Append Line window to record information for returned items.

Miscellaneous Credits Screen

Miscellaneous Credits

Commands Edit Modes Other Scroll Commands Information Help

Append Line

Commands Edit Modes Other Inventory Lookups Information Help

Item/Job ID: 250 Loc ID: MN0001 Cust ID: DAL001 Entry: 001 Trans No: 0029

Desc: Exterior Panels GL Code: Sales Acct: 401000

Sls Cat: BU COGS Acct: 501000

Tax Class: 03 Price ID: BUILD Inv Acct: 104400

Ordered: 1.0000 Units: CS Price: 2500.0000 Ext Price: 2500.00

Shipped: 1.0000 Cost: 1342.8700 Ext Cost: 1342.87

Backord: .0000

Entry (of)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
2500.00	.00	.00	.00	2500.00

Enter = edit Append Header Totals View Goto Online Next Trans

Quantity on hand = 242 Available for sale = 222 Company H 04/16/2001 Terminal T000 DVR

Follow the same procedure outlined for entering line-items for invoice transactions in the Entering Line-Items section beginning on page 16. Detailed information on the fields in the Append Line window is also available in that section.

This additional information pertains to entering miscellaneous credit line-items:

Field	Description
Ordered	Do not use a negative sign when entering ordered quantities for Miscellaneous Credits. The system automatically makes the correct credit and debit entries when a miscellaneous credit transaction is posted. If Accounts Receivable is interfaced with Inventory and you enter an inventory line-item, the Available quantities in the Inventory item location record are increased on-line by the quantities entered here. When you post transactions the On-Hand quantities are increased.
Cost	You can enter the cost of the item for Miscellaneous Credits. If you are interfaced to Inventory and you have the option to display unit cost set to YES, the cost of the item is displayed, based on the Item Valuation Method in Inventory Options.

Quick Entry

If you are using Quick Entry, the fields the cursor stops at for miscellaneous credits are determined by the settings in the **QMtttt** table.

Press **Ctrl-F** to toggle Quick entry off and on.

Returning Lotted Items

If you are returning a lotted item, you must enter the lot numbers for the items being returned.

Using the Lot Entry window for a miscellaneous credit line-item is similar to entering a invoice line-item for a lotted item. Refer to the Entering Lotted Line-Items for a more detailed discussion of the commands and fields available on these screens.

Lot Entry Screen

Lot Entry

Commands Edit Modes Other Scroll Commands Help

Item ID: 800001 Wallpaper - Contemporary
 Loc ID: MN0001 MINNEAPOLIS WAREHOUSE
 Units: ROLL Requested Qty: 5.0000

Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost

Lot Number (000001 of 000000) .00

Enter = Edit Append Goto Done

Entry (001 of 001)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
2512.50	.00	.00	.00	2512.50

Enter = edit Append Header Totals View Goto Online Next Trans

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Entering Lot Numbers

Perform the following tasks to record lot number information for returned items:

1. Use the **Append** command to access the Lot Entry window to begin recording the lot information for the returned items.

The Append Lot Number window appears

Append Lot Number Window

The screenshot shows two overlapping windows. The top window is titled 'Lot Entry' and contains the following information:

- Item ID: 800001
- Loc ID: MN0001
- Units: ROLL
- Requested Qty: 5.0000

Below this is a table with the following headers: Lot Number, Ordered Quantity, Fulfilled Qty, and Ext Cost. The table is currently empty.

The bottom window is titled 'Append Lot Number' and contains the following information:

- Lot No: 274D0714
- Orig Qty: 5.0000
- Cost: 1.7600
- Ext Cost: 8.80

At the bottom of the 'Append Lot Number' window, there is a status bar with the following text: Qty. On Hand = 150.0000 Avail. for Sale = 150.0000 Company H 04/16/2001 Terminal T000 OVR

2. Enter the lot number, or use the **Inquiry** command, **F2** or **Esc W**, to select the lot number from a list of the lot numbers in stock.
3. You can enter/edit the **Cost** of the items being returned.
4. Use the **Proceed** command, **PgDn** or **Esc P**, to save the lot number information.

The lot number is displayed in the Lot Entry portion of the screen and a blank Append Lot Number window is displayed to enter the next returned lot number.

Enter the next returned lot number.

5. When the lot number entry is complete for the line-item, use the **Exit** command, **F7** or **Esc M**, to remove the Append Lot Number window and move to the Lot Entry window.
6. If the displayed lot numbers are correct, use the **Done** command to return to a blank Append Line window.

If the total quantity entered for the lot numbers through the Lot Entry window is different than the quantity entered in the Append Line window, a message is displayed prompting to press **PgDn** to update the quantity entered on the Append Line window.

When line-item entry is complete, use the **Exit** command, **F7** or **Esc M**, to remove the Append Line window and display the line-item scrolling screen.

Returning A Serialized Item

When the Append Line window information is completed for a serialized line-item, you must enter the serial numbers for the items being returned.

The tasks and information required to record returned serialized items are similar to those used when recording the sale of a serialized item. Refer to the Serialized Line-Items portion of Entering Inventory Line Items section for a more detailed discussion of the fields and commands on these screens.

Miscellaneous Credits Screen With Serial Number Entry Window

Serial Number Entry

Commands Edit Modes Other Scroll Commands Help

Item ID: 900 Refrigerator - Black
 Loc ID: MN0001 MINNEAPOLIS WAREHOUSE
 Units: EA Requested Qty: 1.0000

Serial Number	Unit Cost	Unit Price

Serial Number (000001 of 000000) .0000 .0000

Enter = Edit Append Goto Done

Entry (002 of 002)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
2512.50	.00	.00	.00	2512.50

Enter = edit Append Header Totals View Goto Online Next Trans

Company: H 04/16/2001 Terminal: T000 DVR

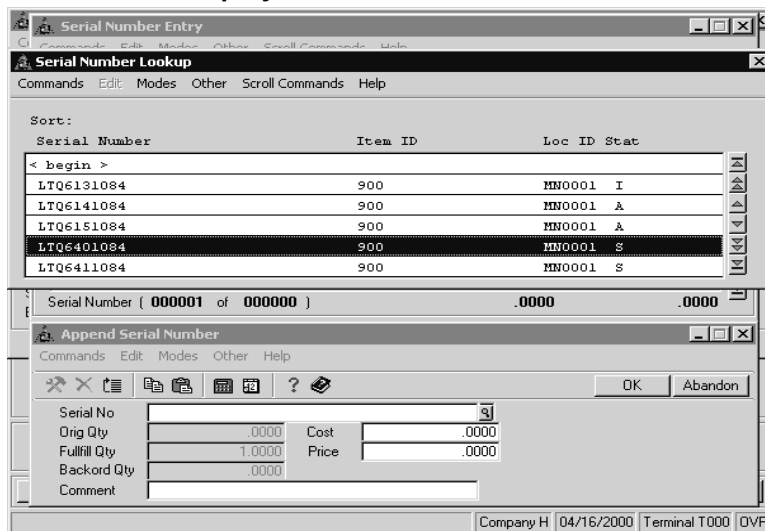
Entering Serial Numbers

To record the serial numbers for the line-item, perform the following tasks:

1. Press **A** to use the Append command to enter the serial numbers for the returned items.

The Append Serial Number window appears.

Serial Number Inquiry Window



The screenshot shows the 'Serial Number Entry' window with the 'Serial Number Lookup' sub-window active. The 'Serial Number Lookup' window displays a table of serial numbers for Item ID 900, Location ID MN0001, and Status S. The table has columns for Serial Number, Item ID, Loc ID, and Stat. The serial numbers listed are LTQ6131084, LTQ6141084, LTQ6151084, LTQ6401084, and LTQ6411084. Below the table, the 'Append Serial Number' sub-window is open, showing fields for Serial No, Orig Qty, Fullfill Qty, Backord Qty, Cost, and Price. The 'Serial No' field is empty, and the 'Orig Qty' field is set to .0000. The 'Fullfill Qty' field is set to 1.0000. The 'Backord Qty' field is set to .0000. The 'Cost' field is set to .0000, and the 'Price' field is set to .0000. The 'Append Serial Number' window has 'OK' and 'Abandon' buttons.

Serial Number	Item ID	Loc ID	Stat
< begin >			
LTQ6131084	900	MN0001	I
LTQ6141084	900	MN0001	A
LTQ6151084	900	MN0001	A
LTQ6401084	900	MN0001	S
LTQ6411084	900	MN0001	S

Serial Number (000001 of 000000) .0000 .0000

Append Serial Number

Serial No: [] Cost: .0000

Orig Qty: .0000 Fullfill Qty: 1.0000 Price: .0000

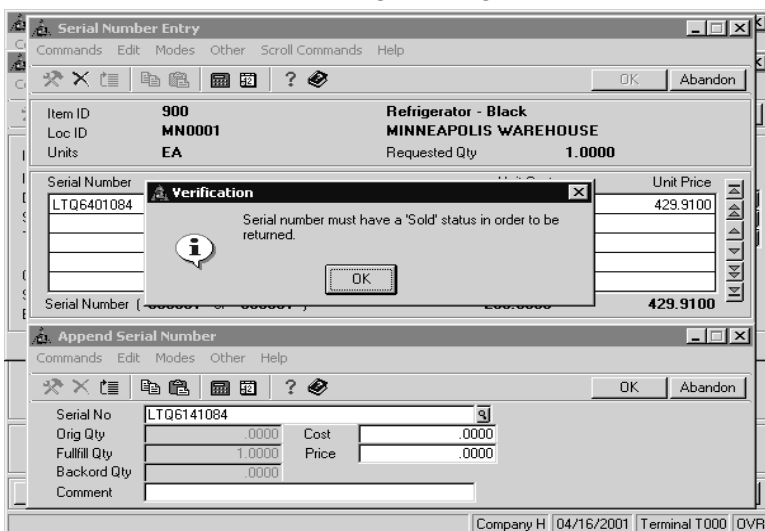
Backord Qty: .0000

Comment: []

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2. Enter the first serial number, or use the **Inquiry** command, **F2** or **Esc W**, to select the serial number from a list of serial numbers. The serial number must have a status of **S** for **Sold** to be returned.

Serial Number Status Warning Message



The screenshot shows the 'Serial Number Entry' window with the 'Serial Number Lookup' sub-window active. The 'Serial Number Lookup' window displays a table of serial numbers for Item ID 900, Location ID MN0001, and Status S. The table has columns for Serial Number, Item ID, Loc ID, and Stat. The serial numbers listed are LTQ6131084, LTQ6141084, LTQ6151084, LTQ6401084, and LTQ6411084. Below the table, the 'Append Serial Number' sub-window is open, showing fields for Serial No, Orig Qty, Fullfill Qty, Backord Qty, Cost, and Price. The 'Serial No' field is empty, and the 'Orig Qty' field is set to .0000. The 'Fullfill Qty' field is set to 1.0000. The 'Backord Qty' field is set to .0000. The 'Cost' field is set to .0000, and the 'Price' field is set to .0000. The 'Append Serial Number' window has 'OK' and 'Abandon' buttons. A 'Verification' dialog box is displayed over the 'Append Serial Number' window, with the message: 'Serial number must have a "Sold" status in order to be returned.' The dialog box has an 'OK' button.

Serial Number Entry

Serial Number Lookup

Sort:

Serial Number	Item ID	Loc ID	Stat
< begin >			
LTQ6131084	900	MN0001	I
LTQ6141084	900	MN0001	A
LTQ6151084	900	MN0001	A
LTQ6401084	900	MN0001	S
LTQ6411084	900	MN0001	S

Serial Number (000001 of 000000) .0000 .0000

Append Serial Number

Serial No: [] Cost: .0000

Orig Qty: .0000 Fullfill Qty: 1.0000 Price: .0000

Backord Qty: .0000

Comment: []

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Verification

Serial number must have a "Sold" status in order to be returned.

OK

Append Serial Number Window

Serial Number Entry

Commands Edit Modes Other Scroll Commands Help

Item ID **900** Refrigerator - Black
 Loc ID **MN0001** MINNEAPOLIS WAREHOUSE
 Units **EA** Requested Qty **1.0000**

Serial Number	Unit Cost	Unit Price

Serial Number (000001 of 000000) .0000 .0000

Append Serial Number

Commands Edit Modes Other Help

Serial No LTQ6401084
 Orig Qty .0000 Cost 239.6600
 Fullfill Qty 1.0000 Price 429.9100
 Backord Qty .0000
 Comment

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3. You can enter/edit the **Cost** for each serial number being returned.
4. Use the **Proceed** command, **PgDn** or **Esc P**, to save the serial number information.

The serial number entered is displayed in the Serial Number Entry section of the screen along with a blank Append Serial Number window.

Enter the next returned serial number.

5. When all of the returned serial numbers are recorded, use the **Exit** command, **F7** or **Esc M**, to exit the Append Serial Number window and return to the Serial Number Entry window.
6. If all of the serial number information displayed in the Serial Number Entry window is correct, press **D** to use the **Done** command from the command bar. The Done command saves the line-item information and moves the cursor to a blank Append Line window.
7. If the number of serial numbers entered through the Serial Number Entry window is a different quantity than the quantity entered in the Append Line window, a message is displayed.

Press **PgDn**, or **Esc P**, to update the quantity entered on the Append Line window.

The command options available are displayed at the bottom of the screen.

If line-item entry is complete for the miscellaneous credit, use the **Exit** command, **F7** or **Esc M**, to remove the Append Line window and move to the line-item scrolling screen.

Editing Transactions

Use the Edit Transactions function on the Transaction Type menu to change or delete unposted invoices and miscellaneous credit transactions.

You **cannot** use the Edit Transactions function to correct transactions once the transaction is posted.

- To reverse incorrect posted purchases, use the Miscellaneous Credits function.
- To reverse incorrect posted miscellaneous credits, use the Invoices function.

Invoices Screen With Transaction Type Menu

The screenshot shows the 'Miscellaneous Credits' window with the 'Transaction Type' sub-menu open. The 'Transaction Type' menu has three options: 'Invoices', 'Miscellaneous Credits', and 'Edit Transactions', with 'Edit Transactions' selected. The main window contains various fields for transaction details, including Batch ID (000001), Trans No, Location (MN0001), Sold to, Sales Rep 1 and 2, Cust Level, Terms Code, Terms Desc, Terms% (.0 Days), Order No, Ord Date, Inv No, Ship Date (04/16/2001), GL Period (4), Taxable, Tax Group, and Description. The status bar at the bottom indicates 'Company H', '04/16/2001', 'Terminal T000', and 'OVR'.

To edit an unposted invoice or miscellaneous credit transaction, perform the following tasks:

1. Select the Transactions function on the Daily Work menu.
2. The Transaction Type menu appears. Select **3. Edit Transactions**.

3. In the **Batch ID** and **Trans No** fields, enter the batch number and transaction number of the invoice or miscellaneous credit you want to change. The **Inquiry** command, **F2** or **Esc W**, is available to select the batch and transaction numbers from a list.

Edit Transaction Inquiry

Sort:

Tran No	Cust ID	Ship Date	Cust PO Number
0018	ACE001	12/21/99	
0019	ACE001	12/21/99	
0020	KAN001	12/21/99	
0021	SUN001	12/21/99	
0022	CASHTX	12/21/99	
0028	ACE001	04/16/00	P017595
0029	DAL001	04/16/01	

< end >

Sales Rep 2: Percent: 0

Cust Level: Ship Via:

Terms Code: Pick Slip No.:

Terms Desc: Ship Date: 04/16/2001

Terms%: .0 Days Net Days Type: GL Period: 4

Order No: Taxable: ☐

Ord Date: Tax Group:

Inv No: Date: Description:

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The Header Information screen appears.

Editing the Header Information

You can change any field on the header screen except the Transaction Type.

Edit Transactions Header Information Screen

Header Information

Commands Edit Modes Other Information Help

Batch ID: 000001 Trans No: 28 Location: MN0001 Transaction Type: **Invoice** MINNEAPOLIS WAREHOUSE

Sold to: ACE001 ACE BUILDERS 1508 SE 31ST STREET

Ship to: 000000

PADUCAH KY 28655-7865 US

Sales Rep 1: GPD Percent: 100.0

Sales Rep 2: Percent: 0

Cust Level: ACE001

Terms Code: 2PCT

Terms Desc: 2/10.n/30 Type: Reg

Terms%: 2.0 Days: 10 Net Days: 30

Order No: PD17535

Ord Date: 04/16/2000

Inv No: 00246801 Date: 04/16/2001

Ship Method: Ship Via: UPS - Blue

Pick Slip No:

Ship Date: 04/16/2000

GL Period: 4

Taxable: ☒

Tax Group: MN

Description: Minnesota

Company H 04/16/2001 Terminal T000 DVR

Use the **Proceed** command, **PgDn** or **Esc P**, to save any changes on the header screen and move to the line-item scrolling screen.

Editing Line-Items

The active command options are displayed in the command bar at the bottom of the screen.

Edit Transactions Line-Item Scrolling Screen

Edit Transactions

Commands Edit Modes Other Scroll Commands Information Help

Sold to: ACE001 ACE BUILDERS Loc ID: 000001

Ship to: MN0001 Trans No: 0028 (Invoice)

Item/Job ID	Description	Qty Ordered	Units	Unit Price	Ext Price
		1.0000	EACH	150.0000	150.00
ELECTRICAL MATERIALS		1.0000			
100		1.0000	PKG	422.8320	422.83
Electrical Package		1.0000			
810001		10.0000	GAL	15.5100	170.61
Paint - White - E...		11.0000			
900		2.0000	EA	450.0000	.00
Refrigerator - Black		1.0000			
100004 D		1.0000		11980.0000	11980.00
PLAT 104 LOT 4/IN...		1.0000			

Entry (001 of 005)

Subtotal	Freight+Misc	Sales Tax	Prepayment	Net Due
13173.44	150.00	828.79	5000.00	9152.23

Enter = edit Append Header Totals View Goto Online Next Trans

Company H 04/16/2001 Terminal T000 DVR

Editing and Deleting a Nonserialized Items

If the line item you select to edit is nonserialized and non lotted you cannot edit/change the Item/Job field, the location or the item ID. You can change all other fields, if you had access to those fields when the transaction was originally entered.

Edit Transactions Screen Nonserialized Item

The screenshot shows the 'Edit Transactions' window with the 'Edit Line' sub-window. The 'Item/Job ID' is 'ITEM 100'. The 'Desc' is 'Electrical Package'. The 'Sls Cat' is 'P1'. The 'Tax Class' is '03'. The 'Loc ID' is 'MN0001'. The 'Cust ID' is 'ACE001'. The 'Entry' is '002' and 'Trans No' is '0027'. The 'Price ID' is 'BUILD'. The 'Units' are 'PKG'. The 'Ordered' quantity is '1.0000'. The 'Shipped' quantity is '1.0000'. The 'Backord' quantity is '.0000'. The 'Price' is '422.8320'. The 'Ext Price' is '422.83'. The 'Cost' is '343.5500'. The 'Ext Cost' is '343.55'. The 'Subtotal' is '13173.44'. The 'Freight+Misc' is '150.00'. The 'Sales Tax' is '828.79'. The 'Prepayment' is '5000.00'. The 'Net Due' is '9152.23'. The 'Quantity on hand' is '18' and 'Available for sale' is '16'. The 'Company' is 'H', 'Date' is '04/16/2000', and 'Terminal' is 'T000'.

Deleting a Nonserialized Item

1. Move the cursor to the line-item to be deleted.
2. Use the **Delete** command, **F3** or **Esc D**, to delete the line-item. The system prompts you to use the Delete command again, to confirm deleting the line item.
3. The other line-items for the transaction are resequenced.

Note

You cannot delete the line item if it is the only line item on the order. You must go to the header and delete the entire order.

Editing And Deleting Lotted Line Items

If the line-item you select to edit is lotted, the Lot Entry window appears when you press **PgDn** in the Edit Line window.

Edit Transactions Screen With Lot Entry Window

The screenshot shows two overlapping windows. The top window is titled 'Lot Entry' and contains the following information:

- Item ID: 810001, Loc ID: MN0001, Units: GAL, Requested Qty: 11.0000
- Description: Paint - White - Enamel, MINNEAPOLIS WAREHOUSE
- Table with columns: Lot Number, Ordered Quantity, Fulfilled Qty, Ext Cost.

Lot Number	Ordered Quantity	Fulfilled Qty	Ext Cost
1001	5.0000	5.0000	70.50
1002	5.0000	6.0000	84.60
Lot Number (000002 of 000002)			155.10

The bottom window is titled 'Edit Lot Number' and contains the following information:

- Lot No: 1002
- Orig Qty: 5.0000, Cost: 14.1000, Ext Cost: 84.60
- Fulfill Qty: 5.0000
- Backord Qty: .0000
- Comment: (empty field)

At the bottom of the screen, a status bar displays: Qty. On Hand = 10.0000, Avail. for Sale = 4.0000, Company H, 04/16/2000, Terminal T000, DVR.

The lot number entered for the line-item is displayed on the screen.

The active commands are listed at the bottom of the screen in the command bar. The capitalized letters in each command are the Hot Keys used to activate the command.

Command Action

Enter = edit	To edit a serial number, use the arrow keys, PgUp , or PgDn , to move the cursor to the serial number and then press the Enter key.
Append	To add a lot number, press A . The Append Lot Number window appears. Enter the information for the additional lot number.
Goto	If there are more lot numbers than will fit on one screen, press G to move the cursor to a specific entry.
Done	When all the serial number information is correct, press D to save the information. • If you were editing a line-item, you are returned to the line-item scrolling screen. • If you were adding a line-item, you are returned a blank Append Line window.

To delete a lot number, perform the following tasks:

1. Use the **arrow** keys, **PgUp**, or **PgDn**, to move the cursor to the lot number you want to delete. Use the **Delete** command, **F3** or **Esc D**, to delete the lot number.
2. When you have finished deleting lot numbers, use the **Done** command, **D**.
3. The system prompts you to press **PgDn** to adjust the quantity originally entered for the lotted line-item and returns you to the line-item scrolling screen.

Editing And Deleting Serialized Line-items

If the line-item you select to edit is serialized, the Serial Number Entry window appears when you press **PgDn** in the Edit Line window.

Serial Number Entry Window

The serial number entered for the line-item is displayed on the screen.

The active commands are listed at the bottom of the screen in the command bar. The capitalized letters in each command are the Hot Keys used to activate the command.

Command Action

Enter = edit	To edit a serial number, use the arrow keys, PgUp , or PgDn , to move the cursor to the serial number and then press the Enter key.
Append	To add a serial number, press A . The Append serial number window appears. Enter the information for the additional serial number.
Goto	If there are more serial number than will fit on one screen, press G to move the cursor to a specific entry.
Done	When all the serial number information is correct, press D to save the information. • If you were editing a line-item, you are returned to the line-item scrolling screen. • If you were adding a line-item, you are returned a blank Append Line window.

To delete a serial number, perform the following tasks:

1. Use the **arrow** keys, **PgUp**, or **PgDn**, to move the cursor to the serial number you want to delete. Use the **Delete** command, **F3** or **Esc D**, to delete the serial number.
2. When you have finished deleting serial numbers, use the **Done** command, **D**.
3. The system prompts you to press **PgDn** to adjust the quantity originally entered for the serialized line-item and returns you to the line-item scrolling screen.

Deleting A Transaction

Use the transaction type **3. Edit Transactions** to delete an unposted invoice or miscellaneous credit transaction.

Invoices Screen With Transaction Type Menu

Complete the following tasks to delete an unposted invoice or miscellaneous credit transaction:

1. In the **Batch ID** and **Trans No** field, enter the batch number and transaction number of the invoice or miscellaneous credit you want to delete. The **Inquiry** command, **F2** or **Esc W**, is available to select the batch and transaction numbers from a list.

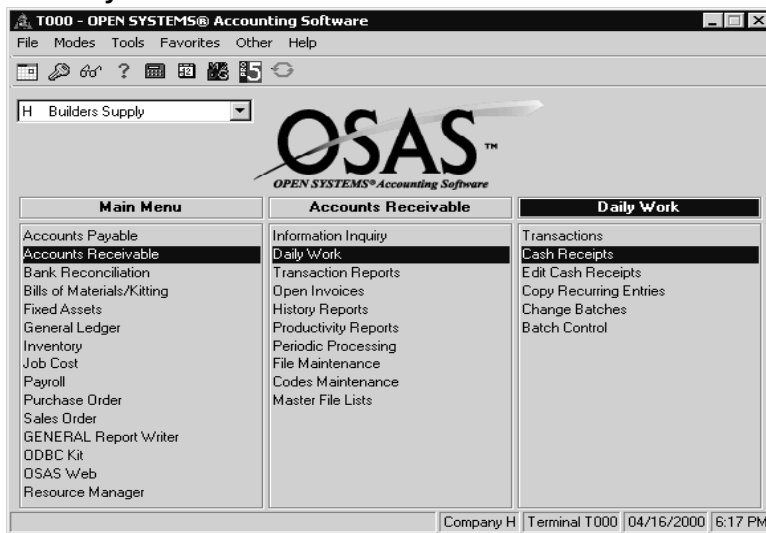
The Header Information screen appears.

Edit Transactions Header Information Screen

2. To delete the entire transaction, use the **Delete** command, **F3** or **Esc D**. The system prompts you to confirm the delete by using the **Delete** command again.

Entering Cash Receipts

AR Daily Work Menu



Use the Cash Receipts function to record payments received from customers. You can also use this function to:

- Record unapplied cash receipts from a source other than a customer, for example, to record the sale of stock.
- Apply prepayments from customers that have not been billed.
- Enter deposits for job.

You can enter deposit information (such as the bank account ID, a batch/deposit number, and so forth) for cash receipts.

Entering Cash Receipts For Open Invoice Customers

Cash Receipts Function Screen for Open Invoice Customers

Cash Receipts

Commands Edit Modes Other Scroll Commands Information Help

Batch/Dep No 000001 Acct Type Open Invoice

Date 04/16/2000 GL Period 4 Session Total .00

Customer ID ACE001 ACE BUILDERS

Pymt Amt 10000.00 Applied .00 Remaining 10000.00

Payment Method CHK Check

Bank ID FN8001 1st National Bank

Batch/Dep No 000001

Check Number 178635

Invoice Number	Invoice Date	Net Due	Discount Allowed	Payment Applied	Discount Taken
12670046	09/05/2000	74619.56	1492.39	.00	.00
12670064	11/24/2000	.00	709.36	35467.99	.00
12670074	12/21/2000	21722.07	434.44	.00	.00
24889030	12/09/2000	4928.82	98.58	.00	.00

Customer Apply Receipt View Edit Done On acct Totals Goto

Company H 04/16/2000 Terminal T000 OVR

Select Cash Receipts from the Daily Work menu, and this function screen appears.

Field	Description
Batch/Dep No	If you are using transaction batching, enter the batch/despot ID you want to work with. The batch ID from the DFxxx table is the default, press Enter to accept it, use the Inquiry command, F2 or Esc W, to select a batch ID from a list, or use the Maintenance command, F6 or Esc F, to create a new batch. This number also serves as a deposit number if you are interfaced to Bank Reconciliation. If you are not using transaction batching, this field is not available.
Date	Enter the date of receipt or accept the system date that defaults in by pressing Enter .
GL Period	Press Enter to post this cash receipt to the General Ledger period displayed or enter a different period. The period that corresponds to the Date entered is displayed by default.
Customer ID	Enter the ID of the customer to whom this cash receipt will be applied. You can use the Inquiry command, F2 or Esc W, to select the customer, or the Maintenance command, F6 or Esc F, to create a new one. For nonreceivable cash receipts, skip this field.
Pymt Amt	Enter the payment amount you received.
Payment Method	Press Enter to accept the default method of payment displayed from the Customer file (ARCUxxx), use the Inquiry command, F2 or Esc W, to select a different method, or use the Maintenance command, F6 or Esc M, to create a new one. If you enter a payment method of payment type <i>cash</i> or <i>check</i>, the Bank ID and Check Number fields appear. If you enter a payment method of payment type <i>credit card</i>, the Card Number, Card Holder, Expiration Date, and Authorization Code fields appear. If you enter a payment method of payment type <i>write-off</i> or <i>other</i>, the Memo field appears.

Cash Receipts Function Screen for Open Invoice Customers

Cash Receipts

Commands Edit Modes Other Scroll Commands Information Help

Batch/Dep No: 000001 Acct Type: Open Invoice

Date: 04/16/2000 GL Period: 4 Session Total: .00

Customer ID: ACE001 ACE BUILDERS

Pymt Amt: 10000.00 Applied: .00 Remaining: 10000.00

Payment Method: CHK Check

Bank ID: FNB001 1st National Bank

Batch/Dep No: 000001

Check Number: 178695

Invoice Number	Invoice Date	Net Due	Discount Allowed	Payment Applied	Discount Taken
12670046	09/05/2000	74619.56	1492.39	.00	.00
12670064	11/24/2000	.00	709.36	35467.99	.00
12670074	12/21/2000	21722.07	434.44	.00	.00
24889030	12/09/2000	4928.82	98.58	.00	.00

Customer Apply Receipt View Edit Done On acct Totals Goto

Company H 04/16/2000 Terminal T000 OVR

Field	Description
Bank ID	When the payment type is cash or check, the default bank ID is displayed and cannot be changed.
Batch/Dep No	The batch ID assigned earlier is displayed and cannot be changed.
Check Number	Enter the number of the customer's check for check payment types. Cash defaults in this field for cash payment types.
Card Number	If the payment type for the method of payment is credit, enter the credit card number for the customer. You can use the Inquiry command, F2 or Esc W, to select from the credit cards you have on file for this payment method, or use the Maintenance command, F6 or Esc F, to add a new credit card for this customer.^a If you have Validate Credit Cards set to YES in the customer file, you can only use cards that have been setup in the Credit Card Screen for this customer.¹
Card Holder	Enter the card holder's name, or press Enter to accept the name setup on the Credit Card Screen for the card entered.
Expiration Date	Enter the expiration date of the credit card the customer used, or press Enter to accept the date entered on the Credit Card Screen for the card entered.
Authorization Code	Enter the credit card company's authorization code for this payment.
Memo	If the payment type for the method of payment is other or write off, enter memo information, up to 25 characters, associated with the payment. For example, <i>discount, promotion, or trade</i>.

a. This option is not available if you are on a version lower than 6.1x.

Cash Receipts Function Screen for Open Invoice Customers

Cash Receipts

Commands Edit Modes Other Scroll Commands Information Help

Batch/Dep No: 000001 Acct Type: Open Invoice

Date: 04/16/2000 GL Period: 4 Session Total: .00

Customer ID: ACE001 ACE BUILDERS

Pymt Amt: 10000.00 Applied: .00 Remaining: 10000.00

Payment Method: CHK Check

Bank ID: FNB001 1st National Bank

Batch/Dep No: 000001

Check Number: 178695

Invoice Number	Invoice Date	Net Due	Discount Allowed	Payment Applied	Discount Taken
12670046	09/05/2000	74619.56	1492.39	.00	.00
12670064	11/24/2000	.00	709.36	35467.99	.00
12670074	12/21/2000	21722.07	434.44	.00	.00
24889030	12/09/2000	4928.82	98.58	.00	.00

Customer Apply Receipt View Edit Done On acct Totals Goto

Company H 04/16/2000 Terminal T000 OVR

The active command options are displayed in the command bar at the bottom of the screen. The capitalized letter in each command is the Hot Key that activates that command.

Command Action

- Customer** Press **C** to select a different customer ID, after the all of the payment amount has been applied or put on account.
- Apply** Move the cursor to the invoice you want to apply a payment to and press **A** to apply any or all of the payment amount to that invoice.
- Receipt** Press **R** to enter a different payment amount.
- View** Press **V** to view the customers receipts and invoices.
- Edit** Press **E** to edit the cash receipt after the amount has been applied to an invoice.
- Done** Press **D** to adjust the payment amount to the applied payment amount and end cash receipt entry. The system will prompt you to adjust the payment amount to the applied amount. Use the Proceed command, PgDn or Esc P, to adjust the amount and save the entry.
- On acct** Press **O** to put the remaining payment amount on account and not apply that amount to a specific invoice.
- The system prompts you for an invoice number and amount to put on account. The invoice number from the **DFxxx** table is displayed and the remaining payment amount is used. You can accept or change both of these fields.
- Totals** Press **T** to view the batch/deposit totals for each of the payment types.
- Goto** If there are more invoices than will fit on one screen, press **G** to move the cursor to a specific entry.

Apply Receipt Window

Cash Receipts

Batch/Dep No: 000001 Acct Type: Open Invoice

Date: 04/16/2000 GL Period: 4 Session Total: .00

Customer ID: ACE001 ACE BUILDERS

Apply Receipt

Invoice No	Invoice Date	Net Due	Discount Allowed	Payment Applied	Discount Taken
12670074	12/21/2000	21722.07	434.44	.00	.00
		Apply:		10000.00	.00
12670046	09/05/2000	74619.56	1492.39	.00	.00
12670064	11/24/2000	.00	709.36	35467.99	.00
12670074	12/21/2000	21722.07	434.44	.00	.00
24889030	12/09/2000	4928.82	98.58	.00	.00

Buttons: Customer, Apply, Receipt, View, Edit, Done, On acct, Totals, Goto

Company H | 04/16/2000 | Terminal T000 | OVR

To apply a full or partial payment to a invoice, move the cursor to that invoice and press **A**. The apply receipt box is displayed. Enter the following information.

Field	Description
Invoice No	The invoice number selected is displayed. You cannot change this field
Invoice Date	The date of the invoice is displayed. You cannot change this field.
Net Due	The net due amount is displayed. You cannot change this field.
Discount Allowed	The discount amount allowed for this invoice, based on the terms used, is displayed. You cannot change this field.
Payment Applied	Enter the payment amount to assign to this invoice. By default the system will apply any remaining payment amount to the invoice. You can change or accept the amount displayed.
Discount Taken	Enter the amount of discount taken (if any) on this receipt for this invoice.

Use the Proceed command, PgDn or Esc P, to save the entry.

To change the payment amount, press **R**. You can enter a new payment amount and change the payment method information.

Cash Receipts Screen With View Receipts/Invoices Window

Invoice	Pmt Date	Bank	Dep #	MDP	Check#	Payment	Difference
00246801	04/16/2000	FNB001	000001	CHK	178566	5000.00	.00
12670064	12/21/2000	FNB001	000001	CHK	14269	35467.99	.00
12670074	04/16/2000	FNB001	000001	CHK	178695	10000.00	.00

Receipts or Invoices? Invoices

Company H 04/16/2000 Terminal T000 OVR

Press **V** to view outstanding invoices, credit memos and payments that are in the Open Invoice file. You can also view unposted cash receipt entries.

After you press **V** to view invoices or receipts, press **R** to review receipts or **I** to review invoices. Press **Enter** to toggle between the receipts and invoices.

Batch/Deposit Totals Window

	Receipts	Prepayments	Total
Cash	54409.72	.00	54409.72
Check	289192.83	5000.00	294192.83
Credit Card	.00	.00	.00
Write Off	.00	.00	.00
Other	.00	.00	.00
Total	343602.55	5000.00	348602.55

Batch/Dep No: 000001 Acct Type: Open Invoice Date: 04/16/2000 GL Period: 4 Session Total: 10000.00

Batch/Deposit: 000001

Customer Apply Receipt View Edit Done On acct Totals Goto

Company H 04/16/2000 Terminal T000 OVR

Press **T** to list total payments for a particular batch/deposit number. These payments will be broken down into receipts and prepayments and categorized into the five payment methods.

After applying the payment amount, the invoice and payment information that is displayed on the screen is updated to include the payments you enter. The Payment Applied column includes only the unposted cash receipts. The Net Due column is the gross invoice amount less cash receipts or credit memos that have been applied to the invoice, including unposted cash receipts.

You can edit any part of a cash receipt transaction or use the **F3** delete command to delete a cash receipt entry.

Entering Cash Receipts For Balance Forward Customers

Cash Receipts Function Screen For Balance Forward Customers

Invoice Number	Invoice Date	Net Due	Discount Allowed	Payment Applied	Discount Taken
12670072	12/06/2000	.00	.00	1940.87	.00
BAL FWRD	11/27/2000	49546.36	.00	.00	.00

Refer to the section on Entering Cash Receipts for Open Invoice Customers for a more detailed discussion of the commands and fields available on these screens.

For balance forward customers, you must enter a aging code. Enter one of the following codes:

- 0 to apply payment to the oldest balance first
- 1 to apply payment to any unpaid finance charge
- 2 to apply payment to the 121+ days old balance
- 3 to apply payment to the 91-120 days old balance
- 4 to apply payment to the 61-90 days old balance
- 5 to apply payment to the 31-60 days old balance
- 6 to apply payment to the current balance

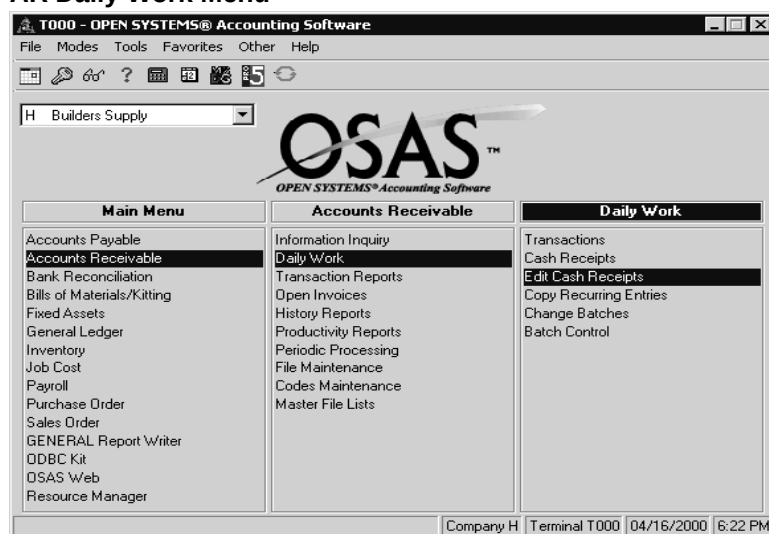
When you are finished entering cash receipts, do these things:

- Print the Cash Receipts Journal to check for errors.
- Edit the incorrect cash receipts.
- If you edit cash receipts, print the Cash Receipts Journal again for a accurate audit trail.
- Post the transactions to update the Customer and Sales Rep file and to create open items in the Open Invoice file for each cash receipt that you have entered. If you elected to save detail and/or summary history, these files are also updated.

Editing Cash Receipts

Use the Edit Cash Receipts function to edit or delete a cash receipt before it is posted to the Open Invoice file (ARINxxx).

AR Daily Work Menu



Editing a Cash Receipt

To edit a cash receipt perform the following:

Edit Cash Receipts Screen

Field	Description
Batch/Deposit Number	Select the batch/deposit number for the cash receipts you want to edit. You can use the Inquiry command, F2 or Esc W, to select the batch/deposit ID or use the Maintenance command, F6 or Esc F, to create a new batch ID.
Transaction Number	Select the transaction number you want to edit. You can use the Inquiry command, F2 or Esc W to select the transaction.
Customer ID	Enter the ID of the customer to whom this cash receipt will be applied. Press Enter to accept the customer ID displayed, use the Inquiry command, F2 or Esc W, to select a different customer, or the Maintenance command, F6 or Esc F, to create a new one. For nonreceivable cash receipts, leave this field blank.
Invoice Number	Enter the invoice number to which this cash receipt will be applied. Press Enter to accept the invoice number displayed or use the Inquiry command, F2 or Esc W, to select a different invoice number.
Payment Date	Enter the date for this receipt, or press Enter to accept the date displayed.
GL Period	Press Enter to post this cash receipt to the general ledger period displayed, or enter a different period.

Field	Description
Payment Amount^a	Enter the payment amount applied to this invoice.
Disc/Difference	Enter the amount of discount taken (if any) on this invoice.
Payment Method	Press Enter to accept the method of payment displayed, use the Inquiry command, F2 or Esc W, to select a different method of payment or the Maintenance command, F6 or Esc F, to create a new method of payment.
Bank ID/ Card Number	If the payment type for the payment method is cash or check, the bank ID setup for that method of payment is displayed and cannot be changed. If the payment type for the method of payment is credit, enter the credit card number for the customer. You can use the Inquiry command, F2 or Esc W, to select from the credit cards you have on file for this payment method, or use the Maintenance command, F6 or Esc F, to add a new credit card for this customer.^b If you have Validate Credit Cards set to YES in the customer file, you can only use cards that have been setup in the Credit Card Screen for this customer.²
Batch/Dep #/ Card Holder/ Memo	If the payment type for the payment method is cash or check, the batch/deposit number entered at the top of the screen is displayed and cannot be changed. If the payment type for the method of payment is credit, enter the name on the credit card. If the payment type for the method of payment is other or write off, enter memo information, up to 25 characters, associated with the payment.

- a. If you change the payment amount to a smaller number, the system does not store the remaining amount anywhere, so if you need to account for that amount you will have to enter another cash receipt.

For example: If you received and originally entered a payment amount of \$1000 and you edit this amount to \$500, you must enter another cash receipt for the remaining \$500.

- b. This option is not available if you are on a version lower than 6.1x.

Edit Cash Receipts

Edit Cash Receipts

Commands Edit Modes Other Information Help

Batch/Deposit Number: 000001 Source Tran No:
 Transaction Number: 23

Customer ID: ACE001 ACE BUILDERS
 Invoice Number: 12670074
 Payment Date: 04/16/2000 GL Period: 04

Payment Amount: 10000.00
 Disc/Difference: .00

Payment Method: CHK Check

Bank ID: FNB001 1st National Bank
 Batch/Dep #: 000001
 Check Number: 178695

Company H 04/16/2000 Terminal T000 OVR

Field	Description
Check Number/ Expiration	If the payment type for the payment method is check, enter the check number used. If the payment type is cash, CASH defaults in this field and cannot be changed. If the payment type for the method of payment is credit, enter the expiration date of the credit card.
Auth Code	If the payment type for the method of payment is credit, enter the credit card company's authorization code for this payment.

Use the **Proceed** command, PgDn or Esc P, to save the changes.

Deleting a Cash Receipt

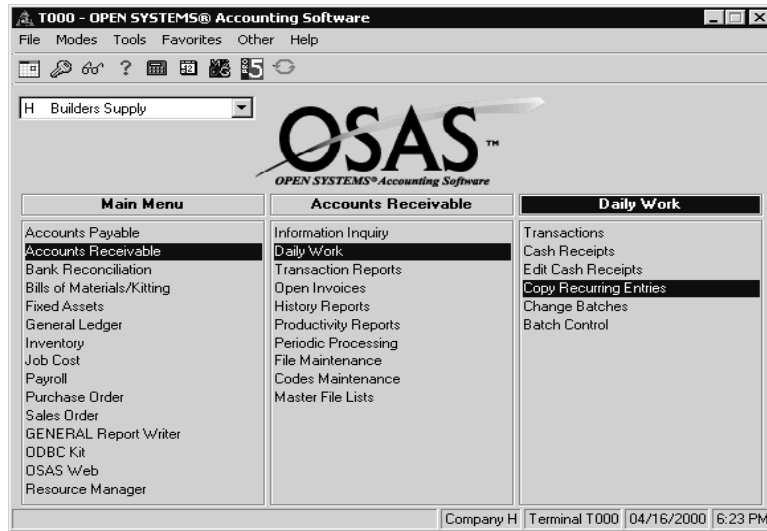
To delete a cash receipt perform the following.

1. Select the batch/deposit number for the cash receipt you want to delete.
2. Select the transaction number for the cash receipt you want to delete.
3. Use the Delete command, F3 or Esc D. The system prompts you to use the Delete command again to confirm deleting the cash receipt.

Copying Recurring Entries

Use the Copy Recurring Entries function on the Daily Work menu to copy the recurring entries setup in with the Recurring Entries function on the File Maintenance menu, from the recurring entry files (ARRExxx, ARRHxxx, and ARRDxxx) to the transaction files (ARTDxxx, ARTHxxx, and ARDExxx).

AR Daily Work Menu



Copy Recurring Entries Selection Screen

To copy recurring entries, make the following selections:

Field	Description
Run Code From/Thru	Enter the range for the run codes to copy. If you leave the From and Thru fields blank, all recurring entries are copied based on the run codes.
Copy to GL Period	The GL Period defaults based on the workstation date. Press Enter to accept the GL period displayed, or enter a different period. This fiscal period is assigned to each recurring entry as it is copied to the transaction files.
Cutoff Date	The workstation date is displayed. Press Enter to accept the date, or enter a different date. Recurring entries that have a cutoff date <i>before</i> the date entered here are not copied to the transaction files. The cutoff date is used as the transaction date for all recurring entries copied at this time.
Batch ID	If you are using batch processing, enter the batch ID for the transactions you are about to copy. This batch ID will be assigned to the orders once the Copy Recurring Entries function is complete.

Select the output device you want to use for the log:

Copy Recurring Entries Log

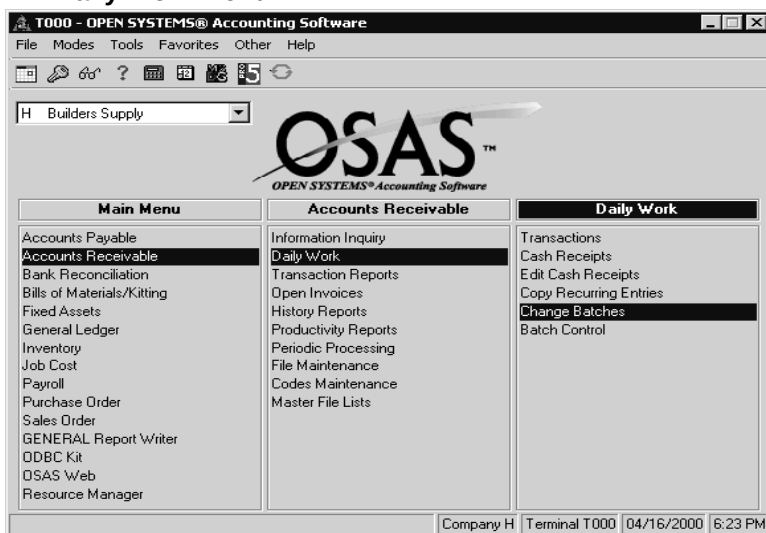
01/18/1999 Builders Supply PAGE 1
2:26 PM Copy Recurring Entries Log
 Cutoff Date 01/18/1999
 Run Code 01 thru 99
 Batch ID 000003

From	To			Customer	Order
Trn No	Trn No	Entry	Description	ID	Amount
0001	0071	001	CONSULTING FEE	ACE001	125.00
0071	0071	999	(Subtotal, Tax, Freight, Misc.)	ACE001	125.00
0002	0072	001	CONSULTING FEE	DAL001	125.00
0072	0072	999	(Subtotal, Tax, Freight, Misc.)	DAL001	125.00
0003	0073	001	CONSULTING FEE	SUN001	125.00
0073	0073	999	(Subtotal, Tax, Freight, Misc.)	SUN001	125.00
6 lines copied.				Grand Total	375.00
End of Report					

Changing Batches

Use the Change Batches function to change the batch numbers on individual transactions or a group of transactions. You can use this function only if you elected to use batch processing in Options and Interfaces.

AR Daily Work Menu



Moving a single Transaction from one Batch to another Batch

Change Batches Selection Screen

To move a transaction from one batch to another batch perform the following:

Field	Description
Change:	
TransactionNo/ Batch ID	Select 1 to move a single transaction from one batch to another.
Old Batch ID	Select the batch which contains the transaction you want to move. You can use the Inquiry command, F2 or Esc W, to select the batch ID.
Transaction Number	Select the transaction number you want to move. You can use the Inquiry command, F2 or Esc W, to select the transaction number.
New Batch ID	Select the batch ID where you want to move the transaction. You can use the Inquiry command, F2 or Esc W, to select the batch ID or use the Maintenance command, F6 or Esc F, to create a new batch ID.

Use the Proceed command, PgDn or Esc P, to move the transaction.

Moving all Transactions from one Batch to another Batch

Change Batches Selection Screen

To move all transactions from one batch to another batch perform the following:

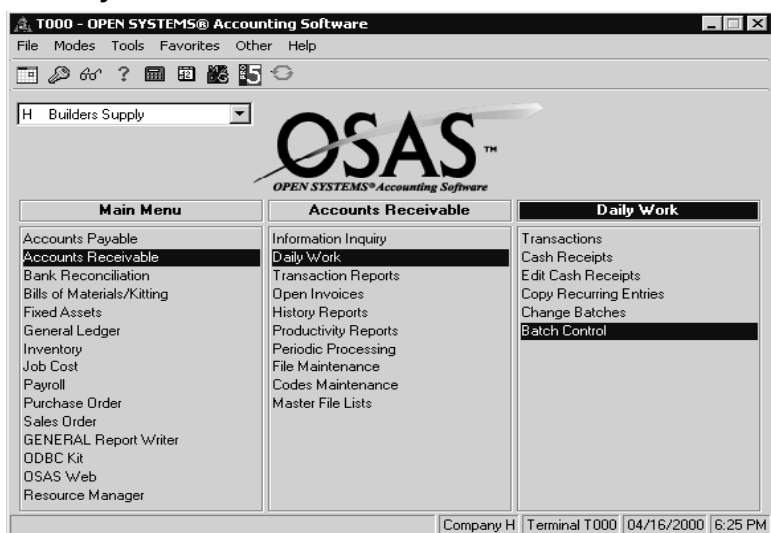
Field	Description
Change:	
TransactionNo/ Batch ID	Select 2 to move all transactions from one batch to another.
Old Batch ID	Select the batch that contains the transactions you want to move. You can use the Inquiry command, F2 or Esc W, to select the batch ID.
New Batch ID	Select the batch ID where you want to move the transactions. You can use the Inquiry command, F2 or Esc W, to select the batch ID or use the Maintenance command, F6 or Esc F, to create a new batch ID.

Use the Proceed command, PgDn or Esc P, to move the transaction.

Using Batch Control

Use the Batch Control function to add or change batch information. You can use this function only if the option to use transaction batching is set to YES.

AR Daily Work Menu



Batch Control Selection Screen

To add a new batch number to the system perform the following:.

Field	Description
Batch ID	Enter the batch ID you want to add. If you have the option for System Generated Batch Numbers set to YES, use the Proceed command, PgDn or Esc P, to have the system assign the next batch number. If you are changing an existing batch, select the batch ID you want to edit. You can use the Inquiry command, F2 or Esc W, to select the batch to edit.
Lock Flag	The Lock Flag field is blank until someone is performing an action that requires the batch to be locked from transaction entry, such as posting or printing reports. When a terminal performing a function that requires the batch to be locked, the terminal ID of that user is placed in this field. Once that function is complete the lock flag field is erased.
Description	This field is for reference only. You can give each batch a description.
Status^a	Enter H to hold the batch from transaction entry, which will prevent anyone from entering or editing a transaction in this batch. Enter R if the batch is released allowing users to enter or edit transactions in the batch. a. If you are using a version lower than 6.1x the No of Trans field is not used by the system and a 0 is entered in this field by default.

Batch Control Selection Screen

Field

Description

Report Status

**Sales Journal/
Misc Credit Journal/
Cash Receipts Journal**

These fields contain the status of the sales, miscellaneous credit and cash receipts journals. The system updates each field based on the types of transactions in the batch and if the journals are printed.

The statuses are:

N for **Not Applicable** meaning that transaction type **IS NOT** in this batch.

U for **Unprinted** meaning that transaction type **IS** in the batch but the journal has **NOT** been printed.

P for **Printed** meaning that transaction type **IS** in the batch and the journal **HAS** been printed.

R for **Reprint** meaning that transaction type **IS** in the batch and the journal **HAS** been printed, **BUT** transactions were added to the batch or someone edited a transaction of that type in that batch, which means the journal should be reprinted.

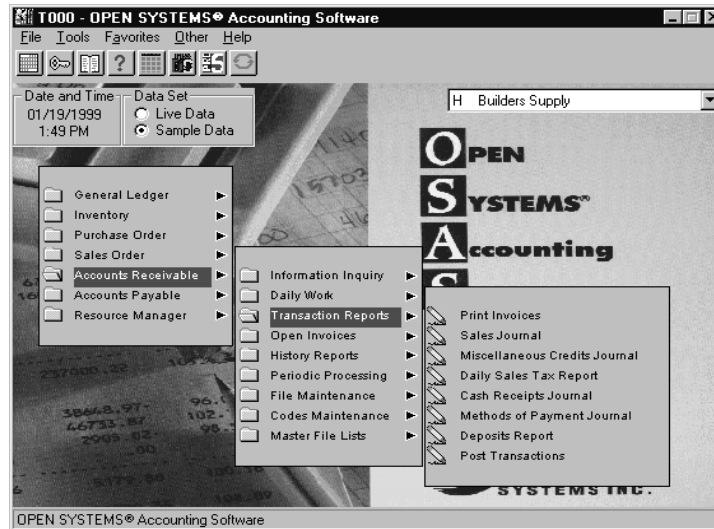
When you post transactions, the system warns you if a report has a status of Unprinted or Reprint.

Once a batch has been added or changed, use the **Proceed** command, PgDn or Esc P, to save the information.

Transaction Reports

5

AR Transaction Reports Menu



Use the Transaction Report functions to:

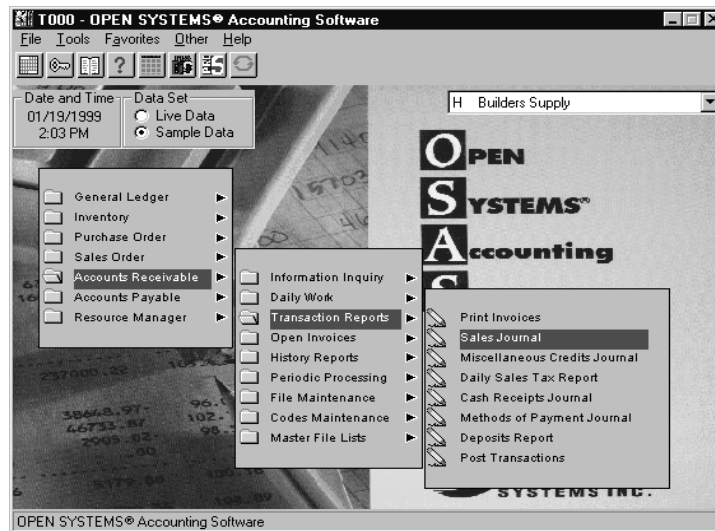
- print invoices and credit memos for your customers
- print Sales, Miscellaneous Credits and Cash Receipts Journals as audit trails of your transactions
- print the Daily Sales Tax Report, Methods of Payment Journal, and Deposits Report for a further audit trail
- post transactions

Posting clears the transactions for the batches you are posting from the Transaction and Cash Receipts files. The Open Invoice, Customer, Sales Rep, Tax Locations, and (optionally) Summary and Detail History files are updated with the transaction information.

Sales Journal

Print the Sales Journal before you post transactions to check for mistakes and omissions. Use it as an audit trail for purchase transactions.

AR Transaction Reports Menu



If you find mistakes in the Sales Journal, use the Edit Transactions function to edit or delete purchase transaction information.

To print the Sales Journal, make the following selections:

1. Select the Sales Journal function on the Transaction Reports menu.

The Sales Journal Selection screen appears

Sales Journal Selection Screen

```

OSAS T000
Settings Edit Print Help

Sales Journal

Pick Customer ID From
Thru GRE001

Batches to Print:
000003

Print By:
1. Batch/Transaction
2. Customer ID
3. Invoice Number
4. GL Pd/Sales Account
5. Item No/Loc ID or Job/Phase
1

Print:
1. Line Detail
2. Transaction Totals
3. Break Totals
1

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

```

2. Enter the following information:

Selection	Description
Pick	
Customer ID From/Thru	Enter a range of customer IDs to include in the journal. If you enter a range of customers, the status of this report will not be changed to Printed and a warning message appears when you post transactions. If these fields are left blank, transactions for all customers are included.
Batches to Print:	If the option to use batch processing is on, enter the batch ID's you want to include in the Sales Journal in this field. After entering all the batches you want to print (the maximum number of batches that can be printed on one Sales Journal is 50), press Enter at a blank batch ID field to continue.
Print By	
1. Batch/Trans	Select 1 to the print by the sales transactions/batches on the report.
2. Customer ID	Select 2 to group and subtotal sales transactions by Customer ID.
3. Invoice No.	Select 3 to group and subtotal sales transactions by invoice number.
4. GL Pd/Sales Account	Select 4 to group and subtotal sales transactions by the GL period and Sales account number assigned to them.
5. Item #/Loc ID or Job/Phase	Select 5 to group and subtotal sales transactions by warehouse within item, or by phase within job.
Print	
1. Line Detail	Select 1 to print all of the line items and totals records on the report.
2. Trans Totals	Select 2 to print only total records on the report.
3. Break Totals	Select 3 to print subtotals after each print-by criteria is met (for example, one total for each customer)

3. Select the Output Device:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Sales Journal

01/19/1999 2:16 PM		Builders Supply Sales Journal By Batch/Transaction						Page 1	
Batch Trans Line	Cust ID Invc. No. Order No.	ID Job/Phase or Loc./Item ID Description	Rep 1 Sales Acct. Rep 2 COGS Acct. Inv. Acct.	Units	Qty. Ordered Qty. Shipped Qty. Backord	Unit Price Unit Cost	Ext. Price Ext. Cost	Tax Class	
0071 001	ACE001	I NONE CONSULTING FEE	GPD 401000 501000 104400	EA	1.0000 1.0000 .0000	125.0000 .0000	125.00 .00	00	
Cust. Batch Ship To	Trans No Invc. No	Rep 1 Rep 2	Inv. Date Ord. Date	Per Tx Grp	Freight Miscellaneous	Subtotal	Sales Tax	Inv. Total	Pmt. Pmt. Amount
0071	0071	GPD	01 MN		.00 .00	125.00	.00	125.00	.00 .00
		2/10,n/30	01/18/1999						
Batch Trans Line	Cust ID Invc. No. Order No.	ID Job/Phase or Loc./Item ID Description	Rep 1 Sales Acct. Rep 2 COGS Acct. Inv. Acct.	Units	Qty. Ordered Qty. Shipped Qty. Backord	Unit Price Unit Cost	Ext. Price Ext. Cost	Tax Class	
0072 001	DAL001	I NONE CONSULTING FEE	DMM 401000 501000 104400	EA	1.0000 1.0000 .0000	125.0000 .0000	125.00 .00	00	
Cust. Batch Ship To	Trans No Invc. No	Rep 1 Rep 2	Inv. Date Ord. Date	Per Tx Grp	Freight Miscellaneous	Subtotal	Sales Tax	Inv. Total	Pmt. Pmt. Amount
0072	0072	DMM	01 TX		.00 .00	125.00	.00	125.00	.00 .00
		1/10,n/30	01/18/1999						
GRAND TOTAL			Freight Miscellaneous		Subtotal	Sales Tax	Ext. Cost	Ext. Price	
			.00 .00		250.00 .00	.00	.00	250.00	

Note

The Sales Journal shows all prepaid and credit sales. The unit cost of nonserialized items is only a estimate. It is updated when you post with the most current cost, based on your costing method.

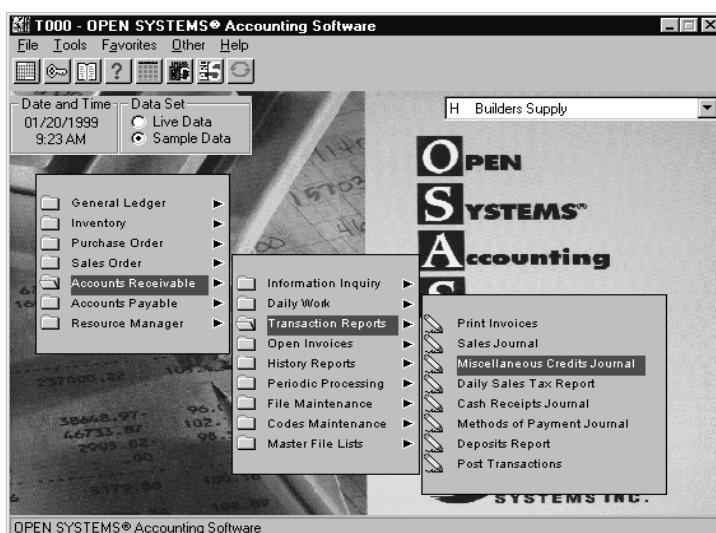
Note

General Ledger account numbers are included only if the journal is organized by general ledger account numbers within each period.

Miscellaneous Credits Journal

Print the Miscellaneous Credits Journal before you post transactions to check for mistakes and omissions. Use this journal as an audit trail for miscellaneous credit transactions.

AR Transaction Reports Menu



If you find mistakes, use the Edit Transactions function to edit or delete miscellaneous credits transaction information.

To print the Miscellaneous Credits Journal, perform the following tasks:

1. Select the Miscellaneous Credits Journal function on the Transaction Reports menu.

Miscellaneous Credits Journal Selection Screen

OSAS T000

Settings Edit Print Help

Miscellaneous Credits Journal

Pick Customer ID From
Thru GRE001

Batches to Print:
000003

Print By:

1. Batch/Transaction
2. Customer ID
3. Invoice Number
4. GL Pd/Sales Account
5. Item No/Loc ID or Job/Phase

1

Print:

1. Line Detail
2. Transaction Totals
3. Break Totals

2

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)nd

2. Make the following selections:

Selection	Description
Pick	
Customer ID From/Thru	Enter a range of customer IDs to include in the journal. If you enter a range of customers, the status of this report will not be changed to Printed and a warning message appears when you post transactions. If these fields are left blank, transactions for all customers are included.
Batches to Print:	If the option to use batch processing is on, enter the batch ID's you want to include in the Miscellaneous Credits Journal in this field. After entering all the batches you want to print (the maximum number of batches that can be printed on one Miscellaneous Credits Journal is 50), press Enter at a blank batch ID field to continue.
Print By	
1. Batch/Trans	Select 1 to the print miscellaneous credit transactions/batches on the report.
2. Customer ID	Select 2 to group and subtotal misc. credit transactions by Customer ID.
3. Invoice No.	Select 3 to group and subtotal misc. credit transactions by invoice number.
4. GL Pd/Sales Account	Select 4 to group and subtotal miscellaneous credit transactions by the GL period and Sales account number assigned to them.
5. Item #/Loc ID or Job/Phase	Select 5 to group and subtotal miscellaneous credit transactions by warehouse within item, or by phase within job.
Print	
1. Line Detail	Select 1 to print all of the line items and totals records on the report.
2. Trans Totals	Select 2 to print only total records on the report.
3. Break Totals	Select 3 to print subtotals after each print-by criteria is met (for example, one total for each customer)

3. Select the Output Device:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

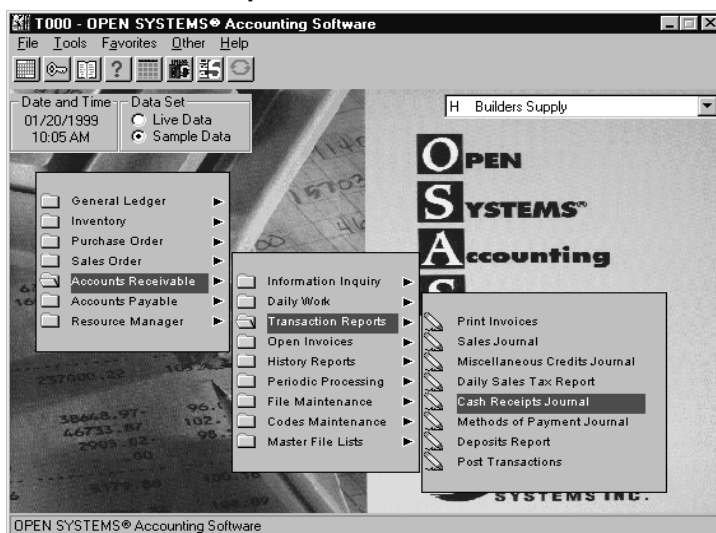
Miscellaneous Credits Journal

01/20/1999 9:53 AM				Builders Supply Miscellaneous Credits Journal By Batch/Transaction					Page 1	
Cust. Batch	Trans No	Rep 1 Rep 2	Inv. Date Ord. Date	Per Tx Grp	Freight Miscellaneous	Subtotal	Sales Tax	Inv. Total	Pmt.	Pmt. Amount
Ship To	Order No	Terms Desc.	Ship Date							
ACE001	0068	GPD		01 MN	.00	422.83	.00	422.83		.00
		2/10,n/30	01/12/1999		.00					.00
ACE001	0069	GPD		01 MN	.00	.00	.00	.00		.00
		2/10,n/30	01/12/1999		.00					.00
		Lot Number: 274D0714					6.0000			
ACE001	0070	GPD		01 MN	.00	11.62	.00	11.62		.00
		2/10,n/30	01/12/1999		.00					.00
GRAND TOTAL					Freight Miscellaneous	Subtotal	Sales Tax	Ext. Cost	Ext. Price	
					.00	434.45	.00	354.11	434.45	
					.00	.00				
End of Report										

Cash Receipts Journal

The Cash Receipts Journal is a record of each cash receipt in the Cash Receipts file. Print it after you've entered all the cash receipts for the day, but before you post the transactions (because posting clears the Cash Receipts file).

AR Transaction Reports Menu



If you find mistakes, use the Edit Cash Receipts function on the Daily Work menu, to edit or delete cash receipts information.

To print the Cash Receipts Journal, perform the following tasks:

1. Select the Cash Receipts Journal function on the Transaction Reports menu.

Cash Receipts Journal Selection Screen

OSAS T000

Settings Edit Print Help

Cash Receipts Journal

Pick Customer ID From
Thru

Method of Payment From
Thru

Bank Account From
Thru

Batches to Print:
000003

Print by:

1. Customer ID
2. GL Period/Account
3. Bank Account - Deposit/Batch ID
4. Deposit/Batch ID
5. Method of Payment

1

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)nd

2. Make the following selections:

Selection	Description
Pick Customer ID From/Thru	Enter a range of customer IDs to include in the journal. If these fields are left blank, transactions for all vendors are included.
Method of Payment From/Thru	Enter the ID of the first method of payment you want to list, use the F2 Inquiry command to look up and select an ID from the list that appears, or press Enter to begin with the first ID in the file.
Bank Account From/Thru	Enter the ID of the first bank account whose receipts you want to list; if Accounts Receivable is interfaced with Bank Reconciliation, use the F2 Inquiry command to look up and select the ID from the list that appears; or press Enter to begin with the first ID on file.
Batches to Print	If the option to use batch processing is on, enter the batch ID's you want to include in the Cash Receipts Journal in this field. After entering all the batches you want to print (the maximum number of batches that can be printed on one Cash Receipts Journal is 50), press Enter at a blank batch ID field to continue.

Cash Receipts Selection Screen

Selection	Description

Pick By

1. Customer ID	Select 1 to group and subtotal cash receipt transactions by Customer ID.
2. GL Period/Account	Select 2 to group and subtotal cash receipt transactions by the GL period and account number assigned to them.
3. Bank Acct -Deposit/ Batch ID	Select 3 to group and subtotal cash receipt trans. by Bank Account and Deposit/ Batch ID.
4. Deposit/Batch ID	Select 4 to group and subtotal cash receipt trans. by Deposit/Batch ID only.
5. Method of Payment	Select 5 to group and subtotal cash receipt trans. by Method of Payment.

3. Select the Output device:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Cash Receipts Journal

01/20/1999 10:25 AM		Builders Supply Cash Receipts Journal By Customer ID										Page 1
Deposit/												
Batch ID	Cust ID	Credit ID	Invoice	Payment		Customer/Inv		Pymt	Discount/	Type/		
Tran No.	Bank	GL Account	Number	Date	Age	Balance	Payment Amount	Mthd	Difference	Check #	Balance Due	

000003	ACE001	101000	00000021	01/20/99	0	500.00	100.00	CHK	.00	045698	400.00	
0023	FNB001											
	ACE001	101000	24889030	01/13/99	0	4928.82	1200.00	CHK	.00	012376	3728.82	
0022	FNB001											
Customer ACE001 ACE BUILDERS						Total	1300.00		.00			
000003	GRE001	101000	12670078	01/20/99	0	26902.57	200.00	VIS	.00	CR CARD	26702.57	
0024												
Customer GRE001 GREATER NEW YORK DOMES, INC.						Total	200.00		.00			
GRAND TOTAL			Credits:	1500.00		Debits:	1500.00		.00			
End of Report												

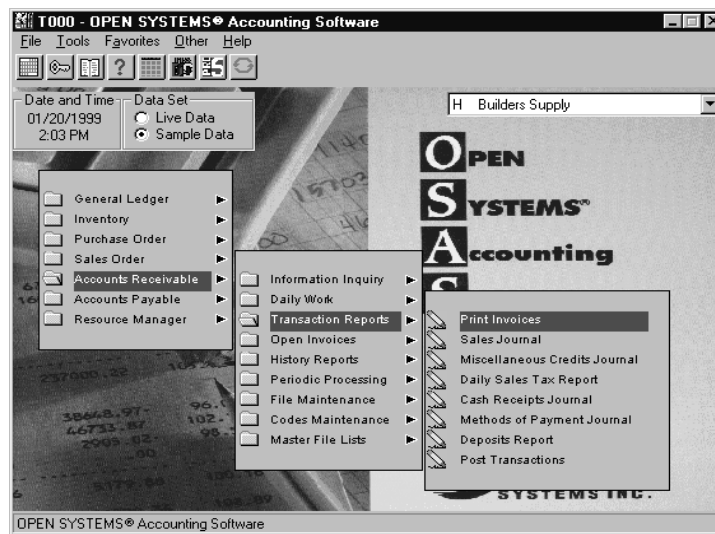
Printing Invoices

You can print an invoice or a credit memo for each invoice or miscellaneous credit that you entered in the Transaction file.

Since your company may send invoices to only selected customers, this is an optional function.

If you assigned numbers to the invoices when you entered them, print the Sales Journal before and after you print the invoices.

AR Transaction Reports Menu



To print invoices, perform the following tasks:

1. Select the Print Invoices function on the Transaction Reports menu.

Print Invoices Selection Screen

```

OSAS T000
Settings Edit Print Help

Print Invoices

Is AR Transaction Entry Complete? YES

Batches to Print:
000003

Invoice Date      01/20/1999
First Invoice No   00002084
Last Good Invoice No 00000000
(If Restart)

Message for All Invoices:
Thank you for your order.

Print Additional Descriptions? YES

Output device - (P)rinter p(R)eview (F)ile (E)nd
  
```

2. Make the following selections:

Selection	Description
Is AR Transaction Entry Complete?	If you haven't entered all the invoices and credit memos that you want to print, enter N . If you have entered all the invoices and credit memos you want to print, enter Y .
Batches to Print	If the option for batch processing is on, enter the batch numbers for the invoices that are to be printed. Once a batch number is selected, that batch is locked and no other users can access that batch until printing is finished. You can print 50 batch IDs at one time.
Invoice Date	Enter the invoice date that you want to assign to each invoice. This invoice date will be used to age these invoices. If you entered an invoice date during transaction entry, the invoice date will be overwritten with this new invoice date.
First Invoice #	If you didn't assign numbers to the invoices when you entered them (that is, if you use pre-numbered forms), enter the number of the first form you intend to use. The system defaults the first invoice number based on the last time invoices were printed.
Last Good Invoice#	If you are not reprinting invoices, press Enter to skip this field. If you are reprinting invoices (for example, if the printer jammed while printing invoices initially), enter the number of the last form that was printing successfully. If this is a reprint and you use pre-numbered invoices, print the Sales Journal after you've printed all the invoices so that you have a record of the invoice numbers.
Message for All Invoices	The message you used the last time you printed invoices is displayed. Press Enter to accept it, or enter a different message.
Print Additional Descriptions?	Enter Yes or No to print additional descriptions from each line item on the invoices.

Note

When a open invoice customer makes a payment toward a particular invoice, you must apply the payment correctly. The invoice number stored in the Open Invoice file must correspond with the number on the invoice the customer receives. Since the Print Invoices function reassigns invoice numbers (but not credit memo numbers), keep track of the numbers by printing the Sales Journal before and after you print invoices.

3. Select the Output Device:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Sample Invoice

BUILDERS SUPPLY
1157 VALLEY PARK DR
SHAKOPEE MN 55379

I N V O I C E

Page 1

ACE001

Sold To: ATTN: ACCOUNTS PAYABLE
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865

Ship To: ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865

Date	Rep ID	Order No.	Ord Date	Ship Via	Terms	Inv No.
01/03/00	GPD	0012			2/10,n/30	00002081
Item/Description			Quantities	Units	Price	Amount
100		Ordered	4.0000			
Electrical Package		Shipped	4.0000	PKG	528.5400	2114.16
150		Ordered	2.0000			
Plumbing Package		Shipped	2.0000	PKG	1317.3840	2634.77
300		Ordered	2.0000			
Interior Door		Shipped	2.0000	EA	51.3810	102.76
550		Ordered	3.0000			
Millwork Package		Shipped	3.0000	PKG	1434.5910	4303.77
600		Ordered	2.0000			
Standard Window 24" X 40"		Shipped	2.0000	EA	286.6500	573.30

Thank you for your order.

					Subtotal :	9728.76
Non-Taxable	Taxable	Sales Tax	Freight	Misc	* Invoice Total *	
9728.76	.00	.00	.00	.00	9728.76	

Daily Sales Tax Report

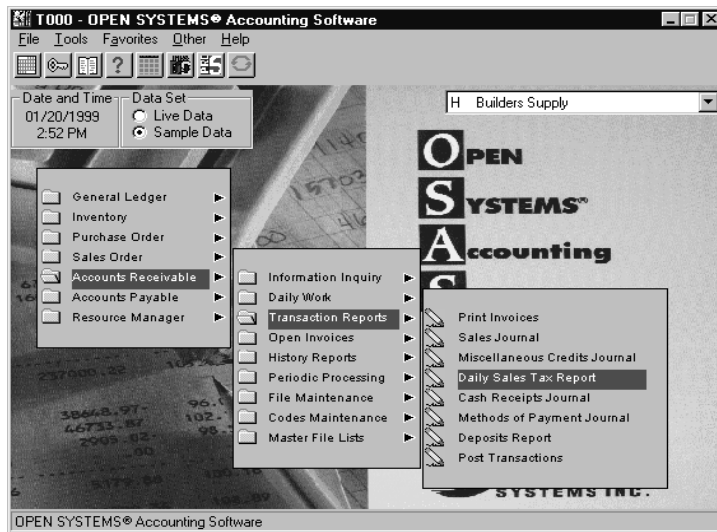
If you are tracking sales tax amounts for your sales, print the **Daily Sales Tax Report** before you use the Post Transactions function.

Use this report to print and review the sales tax amounts calculated for accounts receivable transactions for the range of tax locations specified on the report's selection screen.

To print the Daily Sales Tax Report, perform these tasks:

1. Select the Daily Sales Tax function on the Transaction Reports menu.

AR Transaction Reports Menu



- The Daily Sales Tax Report Selection screen appears.

Daily Sales Tax Report Selection Screen

```

OSAS T000
Settings Edit Print Help

Daily Sales Tax Report

Pick Tax Group ID From CA
Thru MNMPLS

Batches to Print:
000003

Print Detail or Summary Detail

Output device - (P)rinter p(R)evue (F)ile (S)creen (E)nd
  
```

Make the following selections:

Selection	Description
Pick Tax Location From/Thru	Enter the ID of the first tax group you want to print, use the Inquiry command to look up and select the ID from the list that appears, or press Enter to begin with the first ID in the file. If you leave these fields blank, all Tax Location IDs are included in the report.
Batches to Print	If the batch processing option is on, enter the batch numbers you want to include in this report.
Print Detail or Summary	If you want to list detail tax location amounts, press D . If not, press S .

- Select the Output device for the report:

(P)rinter - to send the report to a printer

p(R)evue - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Daily Sales Tax Report

01/20/1999	Builders Supply					Page	1					
3:11 PM	Daily Sales Tax Report											
	By Tax Location											
	Detail											
Invoice	Inv. Date	----	Tax Level 1	----	Tax Level 2	----	Tax Level 3	----	Tax Level 4	----	Tax Level 5	----
0073			MD		.00							
0076			MD		30.92							
SUBTOTAL			MD		30.92							
0068			MN		.00							
0069			MN		.00							
0070			MN		.00							
0071			MN		.00							
00002084	01/20/1999		MN		.00							
0075			MN		10.00							
0072			TX		.00							
SUBTOTAL			TX		10.00							
TOTAL					40.92							
GRAND TOTAL					40.92							
End of Report												

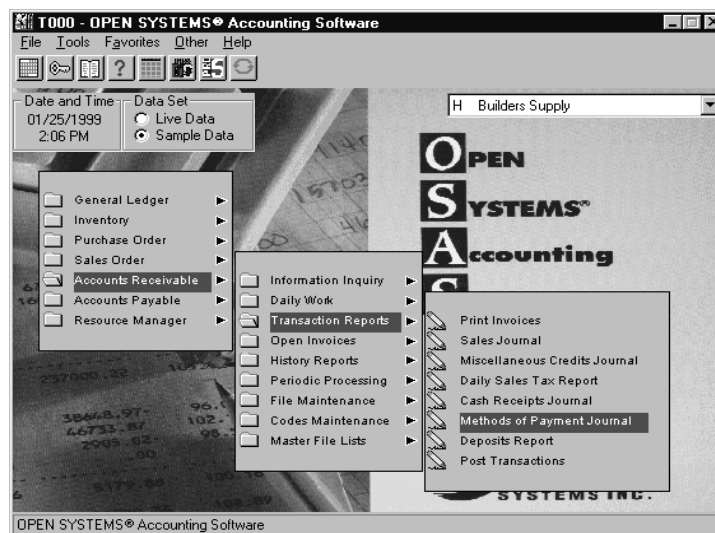
Methods of Payment Journal

The Methods of Payment Journal shows you cash receipt entries by their payment type.

To print the Methods of Payment Journal, perform the following tasks:

1. Select the Methods of Payment Journal function on the Transaction Reports menu.

AR Transaction Reports Menu



2. The Methods of Payment Journal Selection screen appears.

Methods of Payment Journal Selection Screen

Make the following selections:

Selection	Description
Method of Payment From/Thru	Enter the ID of the first method of payment you want to list, use the F2 Inquiry command to look up and select the ID from the list that appears, or press Enter to begin with the first ID in the file.
Batches to Print	If you chose to use batch processing, enter the IDs of the batches you want to include in the report.
Print Type	
1. Cash	Select 1 to print cash methods only.
2. Check	Select 2 to print check methods only.
3. Credit Card	Select 3 to print credit card methods only.
4. Write-off	Select 4 to print write-off methods only.
5. Other	Select 5 to print other methods only.
6. All Methods	Select 6 to include all methods of payment on the report.

3. Select the Output device for the report:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Methods of Payment Journal

01/25/1999 2:26 PM		Builders Supply Methods of Payment Journal Type All Methods						Page 1
Method	Description	Type		GL Account				
CHK	Check	Check		100000				
	Deposit/ Batch ID	Cust ID	Invoice Number	Tran	Payment Date	Bank ID	Check Number	Payment Amount
		ACE001	24889030	0022	01/13/99	FNB001	012376	1200.00
000003	ACE001	00000021		0023	01/20/99	FNB001	045698	100.00
Payment Type CHK Total								1300.00
Method	Description	Type		GL Account				
VIS	VISA	Credit Card		101000				
	Deposit/ Batch ID	Cust ID	Invoice Number	Tran	Payment Date	Card Holder	Card Account Number	Exp. Date Auth #
								Payment Amount
000003	GRE001	12670078		0024	01/20/99	John Parker	4128331728634229	01/2001
								200.00
Payment Type VIS Total								200.00
Grand Total								1500.00
End of Report								

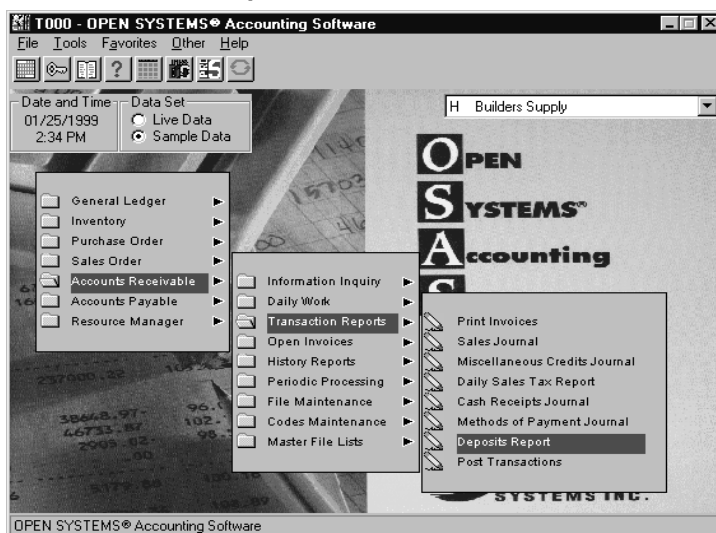
The Deposits Report

Print the Deposits Report to list cash receipts by bank account and deposit numbers. If the Bank Reconciliation module is interfaced, this report will show the amounts that will be posted to each bank.

To print the Deposits Report, perform the following tasks:

1. Select the Deposits Report function on the Transaction Reports menu.

AR Transaction Reports Menu



- The Deposits Report Selection screen appears.

Deposits Report Selection Screen

OSAS T000

Settings Edit Print Help

Deposits Report

Pick Bank Account ID From Thru

Deposits/Batches to Print:
000003

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

Make the following selections:

Selection	Description
Pick Bank Account ID From/Thru	Enter the ID of the first bank account whose receipts you want to list; if Accounts Receivable is interfaced with Bank Reconciliation, use the F2 Inquiry command to look up and select the ID from the list that appears; or press Enter to begin with the first ID on file.
Deposits/Batches to Print	Enter the ID of the batch to print, or use the F2 Inquiry command to look up and select one. If the batch is being printed on another terminal, or if it has already been printed, or if it isn't on file, a warning message appears.

- Select the Output device for the report:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Deposits Report

01/25/1999 2:52 PM		Builders Supply Deposits Report			Page 1	
Bank FNB001						
					Deposit #	
Cust ID	Customer Name	Checks	Cash	Check No.	Payment Date	

ACE001	ACE BUILDERS	1200.00		012376	01/13/1999	
Deposit/Batch Total		1200.00	1200.00	.00		
Bank FNB001						
					Deposit # 000003	
Cust ID	Customer Name	Checks	Cash	Check No.	Payment Date	

ACE001	ACE BUILDERS	100.00		045698	01/20/1999	
Deposit/Batch Total		100.00	100.00	.00		
Bank FNB001 Total		1300.00	1300.00	.00		
Grand Total		1300.00	1300.00	.00		
End of Report						

Posting Transactions

When you run the Post Transactions function:

- The sales, miscellaneous credit and cash receipt entries are moved from the transaction and cash receipt files, ARTDxxx, ARTHxxx, and ARCRxxx to the Open Invoice ARINxxx, Customer ARCUxxx, Sales Rep ARSRxxx, Tax Locations file RMTXxxx, and Summary and Detail history files ARHSxxx, ARHIxxx.
- The due date is updated for each transaction from the invoice date and number of due days, and the discount date is updated from the invoice date and number of discount days from the customer's terms.
- Transactions for the batches that were posted are cleared from the Transaction file to make room for the next group of accounts receivable entries.
- The balance, sales, and payment history fields in the Customer file are updated.
- The month and year-to-date gross sales figures in the Sales Rep file are updated.
- The taxable and nontaxable totals from the transactions update the existing totals in the Tax Locations file.
- If you elected to keep sales history in Options and Interfaces, the Detail, Additional Description and Summary History files are updated.

If Accounts Receivable is interfaced with Inventory these things happen when you post:

- The quantity bucket is updated through the costing method you chose in Options and Interfaces.
- The month and year-to-date sales quantity, dollars, and COGS dollars are updated.
- The quantity in use is adjusted. For invoice transactions, the quantity shipped is subtracted from the quantity in use and the quantity on hand. For miscellaneous credit transactions, the quantity shipped is added to the quantity in use and the quantity on hand.
- The Inventory History file is updated with the quantity and cost of each line item.

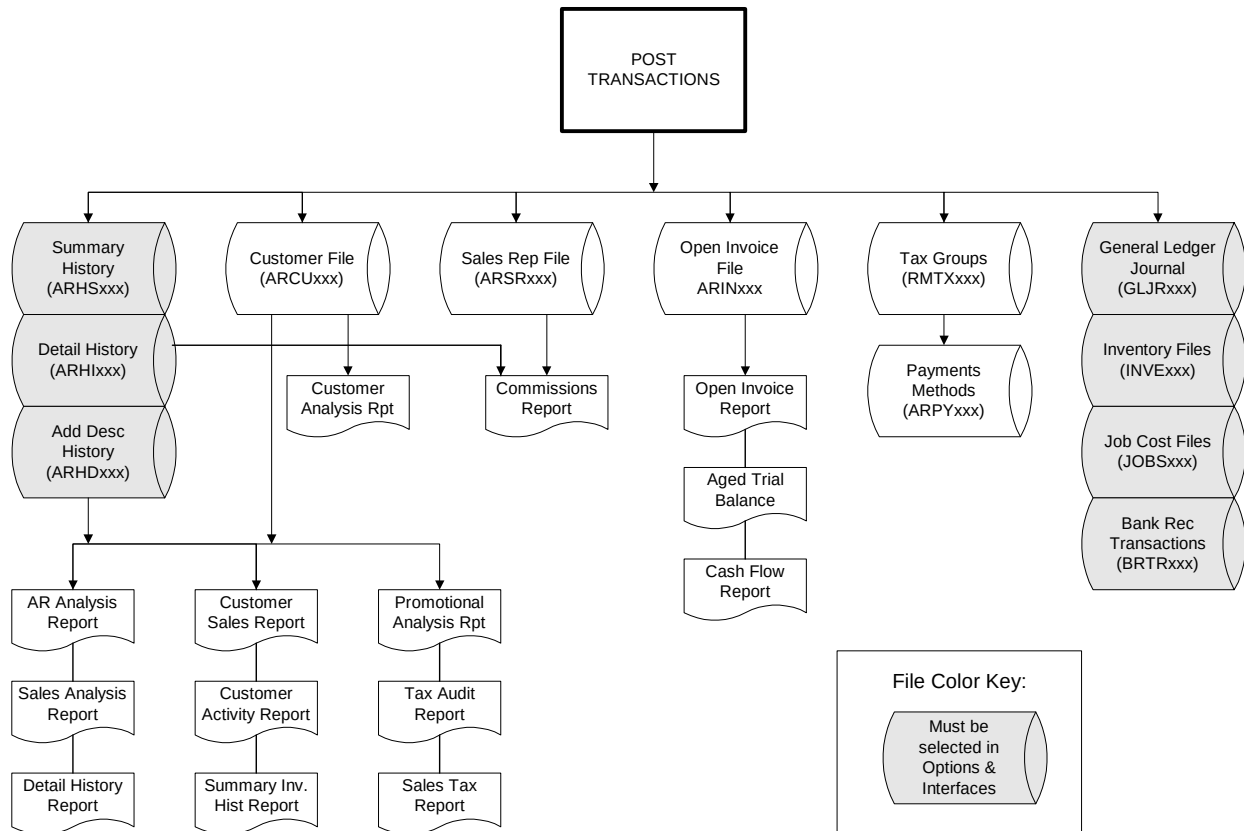
If Accounts Receivable is interfaced with Bank Reconciliation, a summary record is created in the BR Transactions file for each deposit when you post.

If Accounts Receivable is interfaced with Job Cost, the billing date amount and the last bill date in the Jobs file are updated when you post. If a job or phase is completed, the actual end date is also updated.

If Accounts Receivable is interfaced with General Ledger, debit and credit entries are created in the GL Journal. If you post detail information, entries are made for each line item. If you post summary information, a single entry is made for each account.

Posting Transactions Flowchart

This flow chart illustrates how transaction information moves to other data files in Accounts Receivable and interfaced applications when transactions are posted:



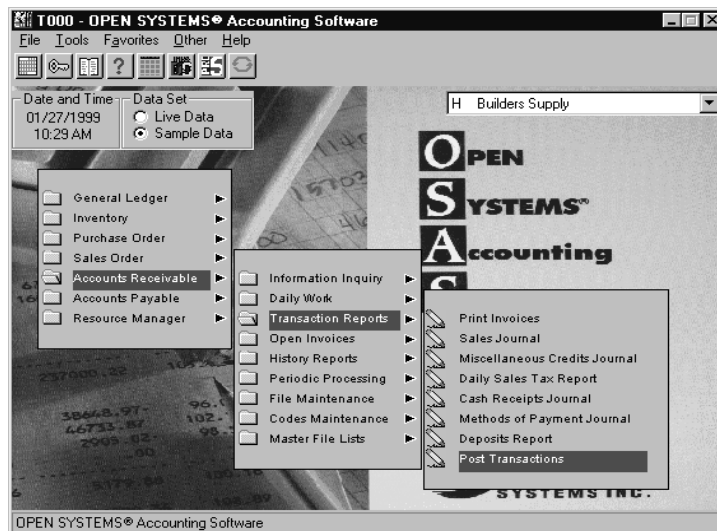
Before posting transactions:

1. Confirm that transaction entry is completed.
2. Print the Sales Journal.
3. Print the Miscellaneous Credits Journal.
4. Cash Receipts Journal.
5. Print the Daily Sales Tax Report if you are tracking sales taxes for sales.
6. Print the Methods of Payment Journal.
7. Print the Deposits Report.
8. Back up the company's data files.

To post transactions, complete the following tasks:

1. Select the Post Transactions function on the Transaction Reports menu.

AR Transaction Reports Menu



- The Post Transactions Selection screen appears.

Post Transactions Selection Screen

```

OSAS T000
Settings Edit Print Help

Post Transactions

Have You Backed Up Your Data Files? YES

Batches to Post:
000003

Post To:
1. Current Fiscal Year (1999)
2. Last Fiscal Year (1998)
1

Age All Customers? NO

Output device - (P)rinter p(R)review (F)ile (E)nd
  
```

Make the following selections:

Selection	Description
Have You Backed Up Your Data Files?	If you've backed up your data files, enter Y ; if not, enter N and do so before continuing.
Batches to Post	Enter the ID of the batch you want to post, or use the F2 Inquiry command to look up and select one. If the batch is being posted on another terminal, or if it isn't on file, a warning message appears. A status window also appears if the audit reports for the batch have not been printed.
Post To:	
1. Current Fiscal Year	If Accounts Receivable is interfaced with General Ledger and last year files exist, you can elect to post to the current-year or last-year files.
2. Last Fiscal Year	
Age All Customers?	If you want to age the Customer file at the end of the post, enter YES , otherwise NO . If you elected to age customers online, in Options and Interfaces enter NO here. The post function will be faster if you do not age all customers.

Select the output device you want to use for the Post Transactions Log:

(P)rinter - to send the report to a printer

p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Journal Entries Created During Post Transactions

When you post invoices for sales on credit, entries are made to these accounts:

SALES	SALES TAX	FREIGHT	MISC	A/R
CREDIT	CREDIT	CREDIT	CREDIT	DEBIT

The sales account comes from the account entered on each line item. The sales tax account comes from the tax location record or the customer's distribution code if the account number is missing from the tax location record. All other accounts come from the distribution code assigned to each customer.

If a cost is associated with a line item, entries are made to these accounts:

INVENTORY	COGS
CREDIT	DEBIT

Both the inventory and cost-of-goods-sold account number come from each line item record.

When you post prepaid sales, entries are made to these accounts:

SALES	SALES TAX	FREIGHT	MISC	CASH
CREDIT	CREDIT	CREDIT	CREDIT	DEBIT

The sales account comes from the account entered on each line item. The sales tax account comes from the tax location record or the customer's distribution code if the account is missing from the tax location record. The freight and miscellaneous charges accounts come from the customer's distribution code. The cash account comes from the Bank Accounts file if Bank Reconciliation is interface with Accounts Receivable; otherwise, the cash account comes from the payment method that is associated with each prepayment.

If a cost is associated with a line item, entries are made to these accounts:

INVENTORY	COGS
CREDIT	DEBIT

Both the inventory and cost-of-goods-sold account number come from each line item record.

When you post miscellaneous credits, entries are made to these accounts:

SALES		SALES TAX		FREIGHT		MISC		A/R	
DEBIT		DEBIT		DEBIT		DEBIT			CREDIT

The sales account comes from the account entered on each line item. The sales tax account comes from the tax location record or the customer's distribution code. The other accounts come from the customer's distribution code.

If a cost is associated with a line-item, entries are made to these accounts:

INVENTORY		COGS	
DEBIT			CREDIT

Both the inventory and cost-of-goods-sold accounts come from each line-item record.

When you post invoices for cash receipts, entries are made to these accounts:

A/R		CASH		DISCOUNT	
	CREDIT	DEBIT		DEBIT	

The discount account comes from the ARGLx table. The A/R account comes from the customer's distribution code. You can specify the account to credit instead of the accounts receivable account when a cash receipt is entered with not customer ID. If Accounts Receivable is interfaced with Bank Reconciliation, the cash account comes from the Bank Accounts file; otherwise, the cash account comes from the method-of-payment record set up in Codes Maintenance. If the method-of-payment record is missing, the cash account from the ARGLx table is used.

Aborted Post

An aborted post is one that doesn't successfully complete. Occurrences of this problem are rare. The most common reason for an aborted post is loss of power supply to the computer during the posting process. In Accounts Receivable, you can restart from the point where the original post stopped without duplicating or double posting entries. When a post is aborted, other terminals are prevented from accessing information related to the batches that were supposed to be posting. The following message appears on terminals other than the terminal that aborted the post: **Aborted Post Detected on Terminal Txxx Press Enter to Continue.**

If other terminals try to continue past the previous message, they get the following message:
Transactions Are in Aborted Post on Terminal Txxx. When this message appears, that terminal must exit from the function.

On the terminal that had the original aborted post, the following message appears: **Aborted Post Detected on This Terminal Press Enter to Restart It or Press F7 to Return to the Menu.**

If any of the above messages appear, go to the Post Transactions function at the original terminal. A message warns you that the post was aborted. Press **Enter** to continue the post from that point. Once the post is successful, the warning messages on all terminals disappear.

If the continued post process fails or produces a error message, take the following steps:

1. Restore the most recent backup that was made before the original post.
2. At the operating system level, change to the \OSAS\DATA directory or comparable directory. Then erase the **ARTMTxxx** file (Txxx is the terminal ID that had the original aborted post). Here's a example of this step:

C:\>CD OSAS\DATA

C:\OSAS\DATA>ERASE ARTMTxxx
3. If you are using Transaction Batching you will need to go into the Batch Control Function and blank out the lock flag for the batches that were being posted.
4. Go back into Accounts Receivable and print the Sales, Miscellaneous Credit and Cash Receipt Journals. Then post the transactions again.

Post Transactions Log

02/01/1999 10:24 AM	Builders Supply Post Transactions	Page A- 1
Terminal: T000		
Batches Posted:		
000003		
Posted to CURRENT YEAR (1999)		

02/01/1999	Builders Supply				Page B-	1					
10:24 AM	POST INVENTORY ITEMS										
Batch	Tran #	Ln	Tr	Invoice	Loc.	Item # or Job/Phase	Qty Shipped	Units	Unit Cost	Extended Cost	
Lot Numbers											
Serial Numbers											

000003	0074	001	IN	00002084	MN0001	100	1.0000	PKG	343.5500	343.55	
000003	0074	002	IN	00002084	MN0001	400	1.0000	PKG	855.6100	855.61	
000003	0074	003	IN	00002084	MN0001	150	1.0000	PKG	907.5300	907.53	
										=====	
TRANSACTION TOTAL										2106.69	
000003	0075	001	IN	02010075	MN0001	100	1.0000	PKG	343.5500	343.55	
000003	0075	002	IN	02010075	MN0001	100	1.0000	PKG	343.5500	343.55	
										=====	
TRANSACTION TOTAL										687.10	
000003	0076	001	IN	02010076	MN0001	920003	1.0000	EA	.0000	.00	
							LST7419001	1.0000	EA	336.6000	336.60
							TOTAL OF LOT/SERIAL ITEMS				336.60
										=====	
TRANSACTION TOTAL										336.60	
										=====	
GRAND TOTAL										3130.39	

02/01/1999
10:24 AM

Builders Supply
POST ACCOUNTS RECEIVABLE

Page C- 1

TOTAL POSTED TO OPEN INVOICE FILE 3479.20
CUSTOMER FILE 3479.20
JOB COST JOBS FILE .00

Transactions Posted to GL Period 01

Description	GL Account	Reference	Debit	Credit
PAYMENTS RECEIVED	100000	AR	100.00	
AR	101000	AR	3779.20	
AR	101000	AR		300.00
PAYMENTS RECEIVED	101000	AR	200.00	
INVENTORY	104400	AR		3130.39
TAX ADJ.	203800	AR		40.92
SALES	401000	AR		3738.28
COST OF SALES	501000	AR	3130.39	

PERIOD 01 BALANCE			7209.59	7209.59
=====				
TOTAL GL POSTINGS			7209.59	7209.59

02/01/1999		Builders Supply	Page D-	1
10:24 AM		POST CASH RECEIPTS		
Mthd	Type	Description	Amount	
-----	-----	-----	-----	
CHK	2	Check	100.00	
	2	TOTAL CHECKS	100.00	
VIS	3	VISA	200.00 *	
	3	TOTAL CREDIT CARDS	200.00 *	
		=====		
		GRAND TOTAL	300.00	
* Open Invoice Created				

02/01/1999		Builders Supply	Page E-	1
10:24 AM		POST DEPOSITS		
Dep #	Date	Amount		
-----	-----	-----		
BANK ACCOUNT FNB001 -				
000003	02/01/1999	100.00		

	TOTAL FOR BANK ACCOUNT FNB001	100.00		
		=====		
	GRAND TOTAL	100.00		
End of Report				

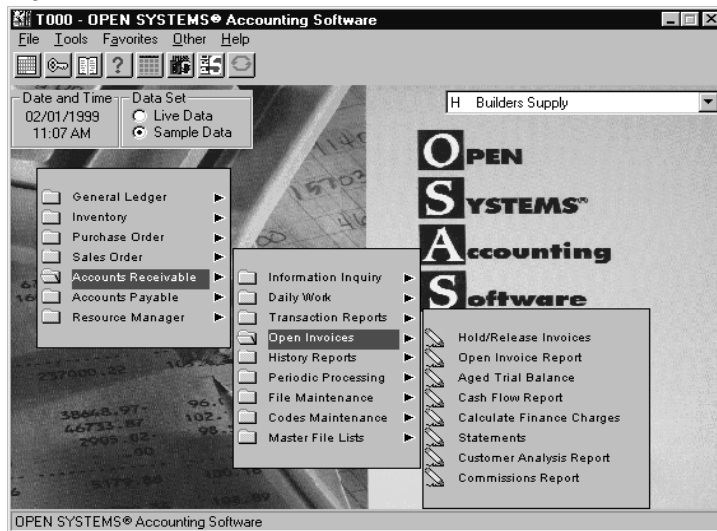
Open Invoices

6

Use the functions on the Open Invoices menu to perform these periodic activities:

- change the status of a invoice
- print the Open Invoice, Aged Trial Balance, Cash Flow, Customer Analysis and Commissions Reports
- calculate finance charges
- print customer statements

Open Invoices Menu Screen



Changing the Status of a Invoice

Use the **Hold/Release Invoices** function to place disputed invoices on hold, release invoices that are on hold and to split or reapply payments to appropriate invoices.

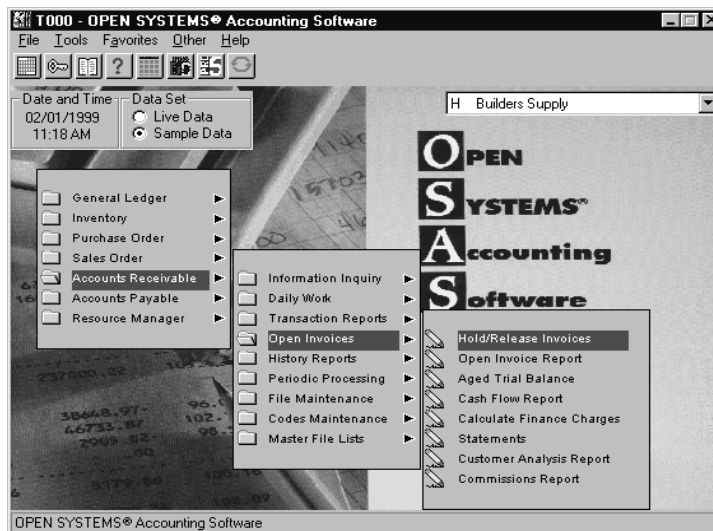
If you put an invoice, miscellaneous credit, or cash receipt on hold, it will not appear on the customer's statement, but it will continue to be aged properly. Finance charges are not assessed on held invoices.

Use the Hold/Release Invoices function only for open invoice customers.

To Change the Status of a Invoice, perform the following tasks:

1. Select the Hold/Release Invoices function on the Open Invoices menu.

Open Invoices Menu



- The Hold/Release Invoices screen appears.

Hold/Release Invoices Screen

Invoice	Type	Stat	Invc Date	Check No	Gross Amount	Discount
12670056	INVC	REL	10/14/1999		9739.64	97.40
12670066	INVC	REL	11/15/1999		7203.92	72.04
12670066	PYMT	REL	12/21/1999	13649	7203.92	.00
12670077	INVC	REL	12/25/1999		8991.26	89.91

Hold/release, All, Split/reapply, Customer, First, Last, Next, Prev
Company H Info Verify

Enter the following information:

Field	Description

Customer ID	Enter the ID of the customer whose open invoice you want to work with, use the Inquiry (F2) command to look up and select the ID from the list that appears, or press Enter to display the first customer with open invoices. After you enter the ID, the information about the customer appears.

- To hold or release an invoice, move the cursor to the line containing the invoice you want to work with. Then press **H** to change the invoice status. To hold or release all the invoices on the screen, press **A**; then press **H** to hold all invoices or **R** to release all invoices.

Split/Reapply Payments/Credits Window

OSAS T000

Settings Edit Print Help

Hold/Release Invoices

Customer ID DAL001 DALLAS-FT WORTH DOME HOMES
Account Type Open Invoice

Invoice	Type	Stat	Invc Date	Check No	Gross Amount	Discount
12670056	INVC	REL	10/14/1999		9739.64	97.40
12670066	PYMT	REL	12/21/1999	13649	7203.92	.00

Split/Reapply Payments/Credits

Amount 1 7203.92 Apply to Invoice
Amount 2 Apply to Invoice

Company H Info Verify

4. To split a payment into several parts or reapply a payment or credit to a invoice, press **S**, and the above screen will appear.
5. Enter the invoice number to apply the payment or credit to and the amount to reapply. If you reapply only a portion of a payment or credit to a different invoice, the remaining portion of the payment or credit remains with the original invoice. You can also reapply a payment to an invoice that is not on file to reflect a prepayment or deposit on account.

When you reapply a payment or credit, the system creates a payment or credit record for the invoice you are reapplying the payment or credit to and a negative payment or credit record for the invoice you are taking the payment or credit from. The payment or credit records are created online in the Open Invoice file.

Hold/Release Invoice Screen

OSAS T000

Settings Edit Print Help

Hold/Release Invoices

Customer ID DAL001 DALLAS-FT WORTH DOME HOMES
Account Type Open Invoice

Invoice	Type	Stat	Invc Date	Check No	Gross Amount	Discount
12670056	INVC	REL	10/14/1999		9739.64	97.40
12670066	INVC	REL	11/15/1999		7203.92	72.04
12670066	PYMT	REL	12/21/1999	13649	7203.92	.00
12670077	INVC	REL	12/25/1999		8991.26	89.91

Hold/release, All, Split/reapply, Customer, First, Last, Next, Prev

Company H Info Verify

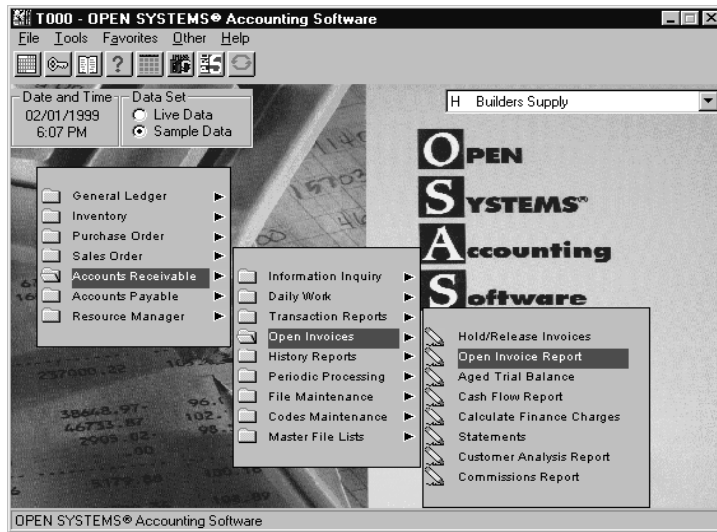
6. When you are finished working with a customer, press **C** to enter a different customer ID, **F** to start with the first customer, **L** to go to the last customer, **N** for the next customer or **P** for the previous customer. When you complete the hold/release function, use the **F7** command to exit.

Open Invoice Report

The Open Invoice Report lists the invoices, miscellaneous credits, and cash receipts in the Open Invoice file. All the open invoice customers (account type O) in the Customer file, **ARCUxxx** are included on this report.

Before you print the Open Invoice Report, make sure that you have posted all the transactions.

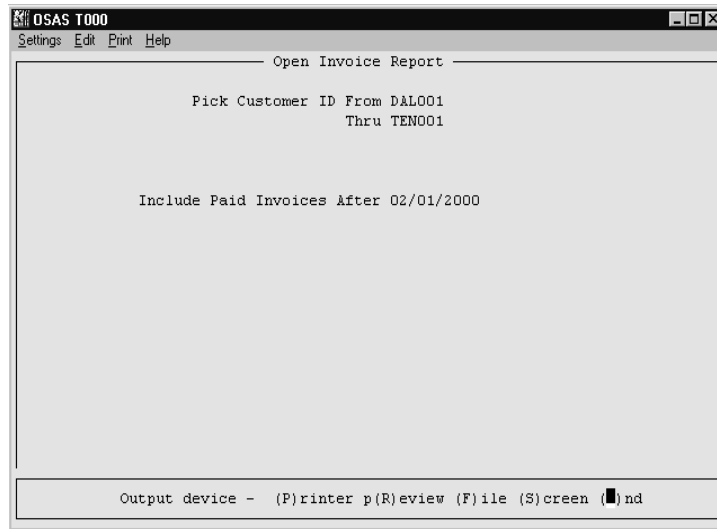
AR Open Invoice Menu



To print the Open Invoice Report make the following selections:

1. Select the Open Invoice Report function on the Open Invoice menu.

Open Invoice Report Selection Screen



Open Invoice Report Selection Screen

OSAS T000

Settings Edit Print Help

Open Invoice Report

Pick Customer ID From D&L001
Thru TEN001

Include Paid Invoices After 02/01/2000

Output device - (P)rinter p(R)review (F)ile (S)creen (E)nd

2. Enter the following information:

Selection	Description
Pick Customer ID From/Thru	Enter the range of customers whose information you want on the report.
Include Paid Invoices After	Enter the date of the first paid invoice that you want to include on the report. Paid invoices dated on or after the date you enter will be included on the report.

Note

The Open Invoice Report shows invoice summary information. If you need a more detailed report for sales analysis, print the Detail History Report. The letter *H* in the STATUS column indicates that the invoice is on hold

Select the Output Device:

(P)rinter - to send the report to a printer

p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Open Invoice Report

02/01/1999 6:10 PM				Builders Supply Open Invoice Report					Page 1		
Invoice Number	Type	St	MOP	Invoice Date	Due Date	Discount Date	Gross Amount	Discount Amount	Payments	Misc. Credits	Balance

Customer DAL001 DALLAS-FT WORTH DOME HOMES											
12670056	IN			10/14/1999	11/13/1999	10/24/1999	9739.64	97.40			9739.64
12670077	IN			12/25/1999	01/24/2000	01/04/2000	8991.26	89.91			18730.90
TOTAL							18730.90		.00	.00	18730.90

Customer KAN001 KANSAS CITY GEODESIC HOMES											
12670202	IN			12/21/1999	01/20/2000	12/31/1999	25685.76	256.86			25685.76
12670205	IN			12/21/1999	01/20/2000	12/31/1999	951.37	9.51			26637.13
12670208	CM					12/21/1999				2642.70	23994.43
24889028	IN			11/12/1999	12/12/1999	11/22/1999	418949.70	4189.50			442944.13
24889028	PY	CHK		12/21/1999					12072.97		430871.16
TOTAL							445586.83		12072.97	2642.70	430871.16

Customer LOS001 LOS ANGELES CONSTRUCTION CO.											
12670070	IN			11/13/1999	12/13/1999	11/23/1999	14977.46	299.55			14977.46
12670073	IN			12/14/1999	01/13/2000	12/24/1999	47000.00	940.00			61977.46
24889102	IN			12/21/1999	01/20/2000	12/31/1999	7273.27	145.47			69250.73
24889108	CM					12/21/1999				48214.65	21036.08
TOTAL							69250.73		.00	48214.65	21036.08

Customer SUN001 SUNSHINE HOMES, INC.											
02010076	IN			01/20/1999	02/19/1999	01/30/1999	649.41	6.49			649.41
12670203	IN			12/21/1999	01/20/2000	12/31/1999	951.37	9.51			1600.78
12670209	CM					12/21/1999				17484.01	15883.23
24889103	IN			12/21/1999	01/20/2000	12/31/1999	4318.74	43.19			11564.49
TOTAL							5919.52		.00	17484.01	11564.49

Customer TEN001 TENNESSEE SHELTERS, INC.											
24889029	IN			11/12/1999	12/12/1999	11/22/1999	59145.84	1182.92			59145.84
24889029	PY	CHK		12/21/1999					18895.87		40249.97
24889031	IN			12/09/1999	01/08/2000	12/19/1999	57667.20	1153.34			97917.17
TOTAL							116813.04		18895.87	.00	97917.17

GRAND TOTAL							656301.02		30968.84	68341.36	556990.82
=====											
End of Report											

Aged Trial Balance

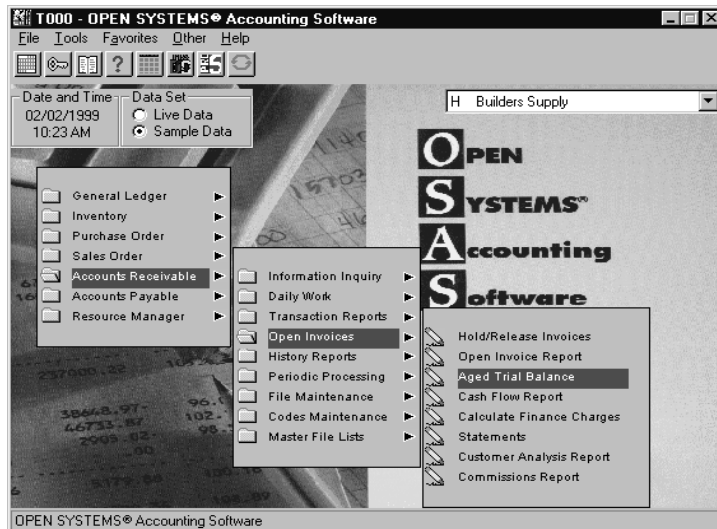
The Aged Trial Balance shows the invoice balances broken down into **five** aging periods.

You can print a detailed or summary Aged Trial Balance. The detail report shows all outstanding invoices; the summary report shows only the aging period totals.

For balance forward customers, the summary balances of five aging periods are shown. You must do periodic maintenance before you enter activity for a new month. If you don't, the CURRENT column in this report will show activity for the current month, plus the months for which you did not do periodic maintenance.

For open invoice customers, the invoices, credits, and receipts in the Open Invoice file and the aging period to which each transaction belongs are shown (in the detail report).

AR Open Invoices Menu



To print the Aged Trial Balance, make the following selections:

1. Select the Aged Trial Balance function on the Open Invoices menu.

Aged Trial Balance Selection Screen

OSAS T000
Settings Edit Print Help

Aged Trial Balance

Pick Customer ID	From	Age By:
	Thru	1. Invoice Date
Sales Rep	From	2. Discount Date
	Thru	3. Invoice Due Date
State	From	3
	Thru	Print By:
Distribution Code	From	1. Customer ID
	Thru	2. Customer Name
Aging Date	02/02/1999	3. Sales Rep
Cutoff Date	02/02/1999	4. State/City
Include Paid Invoices After	01/15/1999	5. Distribution Code
		1

Aging Breaks:	Days	Date	
Current	---	02/02/1999	Past Due Customers Only? NO
Past Due 1	30	01/03/1999	Full Detail? YES
Past Due 2	60	12/04/1998	Balance Forward Customers? YES
Past Due 3	90	11/04/1998	Zero Balance Customers? NO
Past Due 4	120	10/05/1998	Print Page Breaks NO

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)nd

2. Enter the following information:

Selection	Description
Pick Customer ID From/Thru	Enter the ID of the first customer you want to list, use the Inquiry (F2) command to look up and select the ID from the list that appears, or press Enter to begin with the first ID in the file.
Sales Rep From/Thru	Enter the range of sales reps you want to include on the report.
State From/Thru	Enter the range of states you want to include on the report.
Distribution Code From/Thru	Enter the range of distribution codes you want included on this report.
Aging Date	Press Enter to accept the displayed aging date, or enter a different one. The aging date you enter is used to age invoices for open invoice customers.
Cutoff Date	Press Enter to accept the displayed cutoff date, or enter a different one. Enter a cutoff date to stop an invoice from showing if the invoice date is after the cutoff date.
Include Paid Invoices After	Accept the displayed date, or enter the date of the first statement that you want to include in the report. Invoices paid before the date you enter will not be included in the report.

Aged Trial Balance Selection Screen

OSAS T000 Settings Edit Print Help

Aged Trial Balance

Pick Customer ID	From	Age By:
	Thru	1. Invoice Date
Sales Rep	From	2. Discount Date
	Thru	3. Invoice Due Date
State	From	3
	Thru	Print By:
Distribution Code	From	1. Customer ID
	Thru	2. Customer Name
Aging Date	02/02/1999	3. Sales Rep
Cutoff Date	02/02/1999	4. State/City
Include Paid Invoices After	01/15/1999	5. Distribution Code
		1

Aging Breaks: Days Date		
Current	--- 02/02/1999	Past Due Customers Only? NO
Past Due 1	30 01/03/1999	Full Detail? YES
Past Due 2	60 12/04/1998	Balance Forward Customers? YES
Past Due 3	90 11/04/1998	Zero Balance Customers? NO
Past Due 4	120 10/05/1998	Print Page Breaks NO

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)nd

Selection**Description**

Age Breaks Choose the past due aging break dates. The defaults will appear as standard **30, 60, 90** and **120** days past due aging. If a different aging period is desired, enter the appropriate days past due you would like to see broken down.

Age By

- 1. Invoice Date** Select **1** to age by invoice date.
- 2. Discount Date** Select **2** to age by discount date.
- 3. Invoice Due Date** Select **3** to age by the invoice due date.

Print By

- 1. Customer ID** Select **1** to group and subtotal transactions by customer ID.
- 2. Customer Name** Select **2** to group and subtotal transactions by customer name.
- 3. Sales Rep** Select **3** to group and subtotal transactions by sales rep.
- 4. State/City** Select **4** to group and subtotal transactions by state and city.
- 5. Distribution Code** Select **5** to group and subtotal transactions by distribution code.

Past Due Customers Only Enter **YES** to list only customers that have an amount due other than a current amount. Enter **NO** to list all customers that have any amount due.

Full Detail Enter **YES** to see each invoice aged separately for open invoice customers. Enter **NO** to summarize invoices into one amount for each of the aging periods.

Aged Trial Balance Selection Screen

Selection	Description
Balance Forward Customers	Enter YES to include balance forward customers in the report. Enter NO to include only open invoice customers.
Zero Balance Customers	Enter YES to include zero balance customers in the report. Enter NO to include only customers with a non-zero balance.
Print Page Breaks	You can do page breaks if the Age Trial Balance is printed by sales rep, state/city or distribution code. If you print by any of these three choices, enter YES to start a new page after each criteria you are printing by.

Select the Output Device:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Aged Trial Balance

02/02/1999 6:06 PM		Builders Supply Detail Aged Trial Balance Aged By Invoice Due Date						Page 1	
S T	Invoice t p	Due Date	Amount	Current	31-60	61-90	91-120	Over 120	Unapplied

ACE001	ACE BUILDERS		(505)555-1646	Contact BRIAN			Sales Rep GPD Garry P. Deacon		
00000021	P	01/20/99	100.00-						100.00
00002083	I	02/10/99	422.83	.00					
00002084	I	02/19/99	2274.13	.00					
01120047	I	02/10/99	.00	.00					
01120052	I	02/10/99	14.76	.00					
01120054	I	02/10/99	170.61	.00					
01120055	I	02/10/99	1706.10	.00					
01120058	I	02/10/99	.00	.00					
01120060	I	02/10/99	23.23	.00					
01120064	C	01/12/99	422.83-	.00					
01120065	C	01/12/99	422.83-	.00					
01120067	C	01/12/99	422.83-	.00					
02010075	I	02/19/99	855.66	.00					

Cust ACE001	TOTAL		4098.83	.00	.00	.00	.00	.00	100.00
CASHCA	CASH SALES-OAKLAND, CA			Contact			Sales Rep		

Cust CASHCA	TOTAL		104285.79	56680.30	.00	32858.76	.00	14746.73	.00
CASHMN	CASH SALES-MINNEAPOLIS			Contact			Sales Rep		

Cust CASHMN	TOTAL		4683.92	4683.92	.00	.00	.00	.00	.00
CASHPS	CASH SALES-DALLAS, TX			Contact			Sales Rep		

Cust CASHPS	TOTAL		1710.72	1710.72	.00	.00	.00	.00	.00
DAL001	DALLAS-FT WORTH DOME HOMES		(111)555-2389	Contact BOB BARKER			Sales Rep DMM Donna M Mendelsohn		

Cust DAL001	TOTAL		.00	.00	.00	.00	.00	.00	.00
GRE001	GREATER NEW YORK DOMES, INC.		(100)555-0011	Contact JOHN PARKER			Sales Rep PRT Patrick R Thomassen		

Cust GRE001	TOTAL		26702.57	15209.13	.00	11493.44	.00	.00	.00
KAN001	KANSAS CITY GEODESIC HOMES		(888)555-5333	Contact SCOTT			Sales Rep JAH James A. Hovland		

Cust KAN001	TOTAL		.00	.00	.00	.00	.00	.00	.00

Note

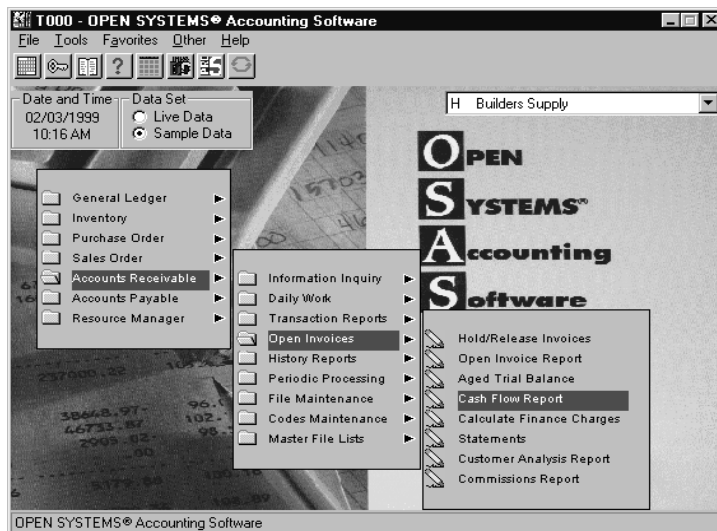
The letter **H** in the STATUS column indicates that the invoice is on hold. The CURRENT column shows the balances that are not past due.

Cash Flow Report

The Cash Flow Report can help you determine the amount of cash that is due to be received within any four aging periods that you specify.

The Cash Flow Report lists only customers with open invoice accounts. The information for this report is taken from the Open Invoice file, ARINxxx and the Customer file, ARCUxxx.

AR Open Invoices Menu



To print the Cash Flow Report, make the following selections:

1. Select the Cash Flow Report function on the Open Invoices menu.

Cash Flow Selection Screen

```

OSAS T000
Settings Edit Print Help

Cash Flow Report

Pick Customer ID From DAL001
Thru

1. Print all invoices
2. Print only held invoices
1

Enter four dates for aging periods
02/03/1999
03/05/1999
04/04/1999
05/04/1999

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

```

2. Enter the following information:

Selection	Description
Pick Customer ID From/Thru	Enter the ID of the first customer you want to list, use the Inquiry (F2) command to look up and select the ID from the list that appears, or press Enter to begin with the first ID in the file.
1. Print all invoices	Select 1 to include all invoices in the report.
2. Print only held invoices	Select 2 to include only held invoices in the report.
Enter four dates for aging periods	Enter four aging periods for the invoices, or press Enter at each field to accept the displayed date. You must enter the dates in chronological order, with the earliest date first.

Select the Output Device:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Cash Flow Report

02/03/1999 10:34 AM		Builders Supply Cash Flow Report All Invoices							Page 1
Invoice Number	S T	Due Date	Discount Date	Amount	Current	After 02/03/1999	After 03/05/1999	After 04/04/1999	After 05/04/1999

Customer DAL001 DALLAS-FT WORTH DOME HOMES									
12670056	I	11/13/1999	10/24/1999	9739.64					9739.64
12670066	I	12/15/1999	11/25/1999	7203.92					
12670066	P		12/21/1999	7203.92-					.00
12670077	I	01/24/2000	01/04/2000	8991.26					8991.26
Customer Total				18730.90	.00	.00	.00	.00	18730.90
Customer KAN001 KANSAS CITY GEODESIC HOMES									
12670202	I	01/20/2000	12/31/1999	25685.76					25685.76
12670205	I	01/20/2000	12/31/1999	951.37					951.37
12670208	C	01/20/2000	12/21/1999	2642.70-	2642.70-				
24889024	I	11/19/1999	10/30/1999	73932.30					
24889024	P	11/27/1999	11/27/1999	68972.27-					
24889024	P		12/21/1999	4960.03-					.00
24889028	I	12/12/1999	11/22/1999	418949.70					
24889028	P		12/21/1999	12072.97-					406876.73
Customer Total				430871.16	2642.70-	.00	.00	.00	433513.86
Customer LOS001 LOS ANGELES CONSTRUCTION CO.									
12670070	I	12/13/1999	11/23/1999	14977.46					14977.46
12670073	I	01/13/2000	12/24/1999	47000.00					47000.00
24889102	I	01/20/2000	12/31/1999	7273.27					7273.27
24889108	C	01/20/2000	12/21/1999	48214.65-	48214.65-				
Customer Total				21036.08	48214.65-	.00	.00	.00	69250.73
Customer SUN001 SUNSHINE HOMES, INC.									
02010076	I	02/19/1999	01/30/1999	649.41		649.41			
12670080	I	01/11/2000	12/22/1999	8246.32					
12670080	P		12/21/1999	8246.32-					.00
12670203	I	01/20/2000	12/31/1999	951.37					951.37
12670209	C	01/20/2000	12/21/1999	17484.01-	17484.01-				
24889103	I	01/20/2000	12/31/1999	4318.74					4318.74
Customer Total				11564.49-	17484.01-	649.41	.00	.00	5270.11
Customer TEN001 TENNESSEE SHELTERS, INC.									
24889029	I	12/12/1999	11/22/1999	59145.84					
24889029	P		12/21/1999	18895.87-					40249.97
24889031	I	01/08/2000	12/19/1999	57667.20					57667.20
02/03/1999 10:34 AM									
		Builders Supply Cash Flow Report All Invoices							Page 2
Invoice Number	S T	Due Date	Discount Date	Amount	Current	After 02/03/1999	After 03/05/1999	After 04/04/1999	After 05/04/1999

Customer Total				97917.17	.00	.00	.00	.00	97917.17
Customer VIS001 VISA									
CC990201	I	03/03/1999	02/11/1999	200.00		200.00			
Customer Total				200.00	.00	200.00	.00	.00	.00
GRAND TOTAL				557190.82	68341.36-	849.41	.00	.00	624682.77
=====									
End of Report									

Calculating Finance Charges

Use the Calculate Finance Charges function to calculate finance charges on overdue invoices, produce a Finance Charge Report, and update the New Fin Chg (new finance charge) field in the Customer file, **ARCUxxx**.

If your company doesn't assess finance charges, you don't need to use this function.

When you run this function, the system calculates finance charges for only those customers that you said YES to assess finance charges in the Customer file. The calculation is based on the minimum charge, the percentage, and the cutoff days specified in the FINCHxxx table.

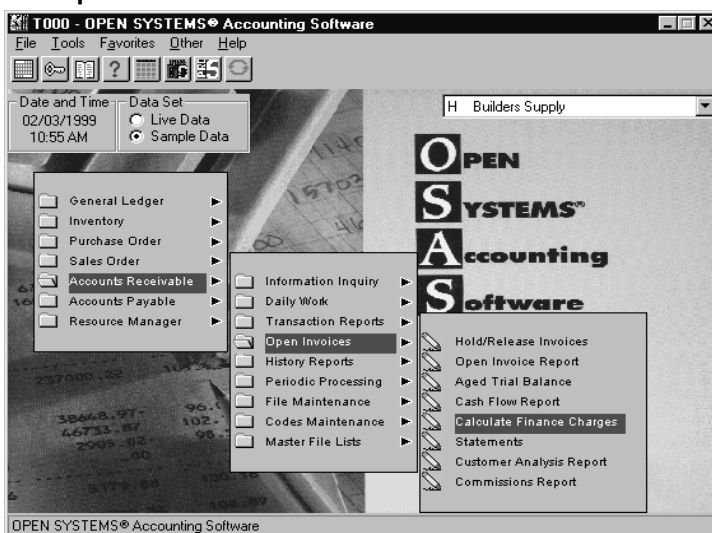
If you recalculate finance charges, you must do so before you run the Periodic Maintenance function because periodic maintenance moves the figure in the New Fin Chg (new finance charge) field to the Unpaid Fin Chg (unpaid finance charge) field in the customer record.

The statement date is the date you use to print statements and to age invoices for open invoice customers. (These dates should be the same.)

Adjusting finance charges

If you need to adjust some finance charges calculated with this function, you can change the amount in the New Fin Chg field in a customer's record.

AR Open Invoices Menu



To calculate finance charges, make the following selections:

1. Select the Calculate Finance Charges function on the Open Invoices menu.

Calculate Finance Charges Selection Screen

OSAS T000

Settings Edit Print Help

Calculate Finance Charges

Pick Customer ID From
Thru

Statement Date 02/03/1999

Finance Charges Based Off Invoice Date

Finance Charges Will Be Calculated for Items Dated Before 01/04/1999

Output device - (P)rinter p(R)review (F)ile (E)nd

2. Enter the following information:

Selection	Description
Pick Customer ID From/Thru	Enter the ID of the first customer you want to list, use the Inquiry (F2) command to look up and select the ID from the list that appears, or press Enter to begin with the first ID in the file.
Statement Date	Accept the displayed statement date, or enter a different date. Invoice aging for open invoice customers is based on this date.
Finance Charges Based Off	To calculate finance charges based on the due date, press D . To calculate finance charges based on the invoice date, press I . Your choice is then written to the FINCHxxx table. Finance charges are calculated for invoices dated before the displayed date, which is determined by the number of days in the FINCHxxx table and the due or invoice dates.

Select the Output Device:

(P)rinter - to send the report to a printer

p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Finance Charge Report

02/03/1999		Builders Supply				Page	1
11:16 AM		Calculate Finance Charges					
Statement Date 02/03/1999							
1.5 Percent Finance Charge							
\$ 0 Minimum Charge							
Charge Over 30 Days							

Customer -----		Type	Unpaid	Balance	Balance	Calculated	
ID	Name		Fin. Chg.	0- 30 Days	31+ Days	Fin. Chg.	

ACE001	ACE BUILDERS	OI	.00	92401.31	.00	.00	
CASHCA	CASH SALES-OAKLAND, CA	BF	.00	56680.30	47605.49	.00	Finance Code = 0
CASHMD	CASH SALES-BALTIMORE, MD	BF	.00	.00	.00	.00	Finance Code = 0
CASHMN	CASH SALES-MINNEAPOLIS	BF	.00	4683.92	.00	.00	Finance Code = 0
CASHPS	CASH SALES-DALLAS, TX	BF	.00	1710.72	.00	.00	Finance Code = 0
CASHTX	CASH SALES-DALLAS, TX	BF	.00	4587.70	.00	.00	Finance Code = 0
DAL001	DALLAS-FT WORTH DOME HOMES	OI	.00	18730.90	.00	.00	
GRE001	GREATER NEW YORK DOMES, INC.	BF	.00	15209.13	11493.44	172.40	
KAN001	KANSAS CITY GEODESIC HOMES	OI	.00	430871.16	.00	.00	
LOS001	LOS ANGELES CONSTRUCTION CO.	OI	.00	21036.08	.00	.00	
SUN001	SUNSHINE HOMES, INC.	OI	.00	11564.49-	.00	.00	
TEN001	TENNESSEE SHELTERS, INC.	OI	.00	97917.17	.00	.00	
VIS001	VISA	OI	.00	200.00	.00	.00	Finance Code = 0
			-----	-----	-----	-----	
TOTAL			.00	732463.90	59098.93	172.40	
End of Report							

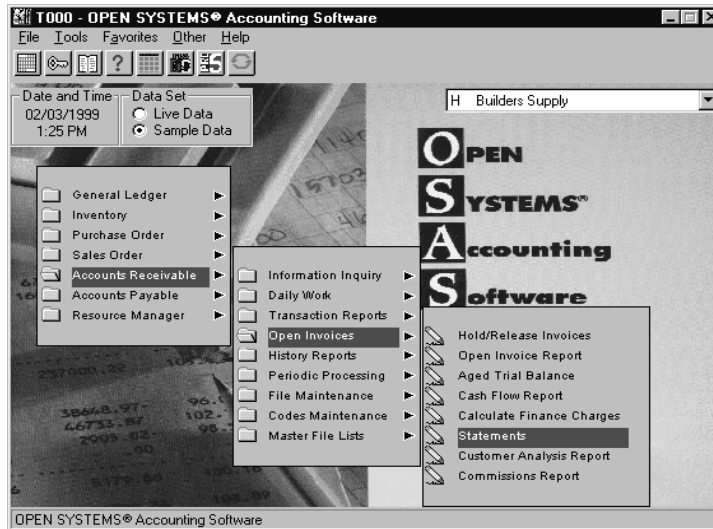
Note

BF in the TYPE column indicates a balance forward account; OI indicates an open invoice account. FINANCE CODE=0 indicates that the customer is not assessed finance charges.

Printing Statements

Statements summarize your customer accounts by listing the current month's transactions. Use the Statements function to print statements for all your customers that you indicated should receive statements in the Customer file. Based on your company's options and interfaces for Accounts Receivable, statements can be printed on statement forms or plain paper.

AR Open Invoices Menu



To print statements, make the following selections:

1. Select the Statements function on the Open Invoices menu.

Statements Selection Screen

OSAS T000
Settings Edit Print Help

Statements

Pick Customers From	Print Statements:
Thru	1. For All Customers
Closing Date	2. For All Customers With Activity
Statement Date	3. With Nonzero Balances
Cutoff Date	4. With Positive Balances
Include Paid Invoices after	5. With Balances 30+ Days Old
Print YTD Finance Charge?	6. With Balances 60+ Days Old
Print PO Number?	7. With Balances 90+ Days Old
	1

Print By:

- Customer/Invoice Number
- Customer/Invoice Date

1

Dunning Messages: 90 Days Legal action is imminent.
60 Days Seriously past due. Please remit.
30 Days Your account is past due.
General Please pay promptly.

Output device - (P)rinter p(R)evuew (F)ile (M)nd

2. Enter the following information:

Selection	Description
Pick Customer ID From/Thru	Enter the ID of the first customer you want to list, use the Inquiry (F2) command to look up and select the ID from the list that appears, or press Enter to begin with the first ID in the file.
Closing Date	The workstation date is displayed. Press Enter to accept it, or enter a different date before which customers must pay their statements to avoid finance charges.
Statement Date	The workstation date is displayed. Press Enter to accept it, or enter a different date in which invoices will be aged by.
Cutoff Date	The workstation date is displayed. Press Enter to accept it, or enter a different date. Invoices with a date after the cutoff date will not show on the statements.
Include Paid Invoices after	Accept the displayed date or enter the date of the first paid invoice you want to include in the statements. Paid invoices dated on or after the date you enter will be included on the statements.
Print YTD Finance Charge?	If you want to print customers' year-to-date finance charges on the statements, enter Y ; if not, enter N .
Print PO Number?	If you want to print purchase order numbers on the statements enter Y ; if not, enter N .
Print By	
1. Customer/Invoice No	Select 1 to organize invoices on statements, with the customer followed by the invoice number.
2. Customer/Invoice Date	Select 2 to organize invoices on statements, with the customer followed by the invoice date.

Statements Selection Screen

OSAS 1000
Settings Edit Print Help

Statements

Pick Customers From	Print Statements:
Thru	1. For All Customers
Closing Date 02/03/1999	2. For All Customers With Activity
Statement Date 02/03/1999	3. With Nonzero Balances
Cutoff Date 02/03/1999	4. With Positive Balances
Include Paid Invoices after 01/15/1999	5. With Balances 30+ Days Old
Print YTD Finance Charge? NO	6. With Balances 60+ Days Old
Print PO Number? NO	7. With Balances 90+ Days Old

Print By:

1. Customer/Invoice Number
2. Customer/Invoice Date

1

Dunning Messages: 90 Days Legal action is imminent.
60 Days Seriously past due. Please remit.
30 Days Your account is past due.
General Please pay promptly.

Output device - (P)rinter p(R)evuew (F)ile (E)nd

Selection**Description****Print Statements**

1. For All Customers	Select 1 to print statements for all customers.
2. For All Customers With Activity	Select 2 to print for customers only with activity.
3. With Nonzero balances	Select 3 to print for customers with nonzero balances.
4. With Positive balances	Select 4 to print for customers with positive balances.
5. With Balances 30+ Days Old	Select 5 to print for customers with balances that are 30 days or older.
6. With Balances 60+ Days Old	Select 6 to print statements for customers with balances that are 60 days or older.
7. With Balances 90+ Days Old	Select 7 to print statements for customers with balances that are 90 days or older.

Dunning Messages

Enter dunning messages that you want to appear on the statements. Depending on the customer's aging status, the appropriate message will appear on the statement. The system brings in the last dunning messages used.

Select the Output Device:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Plain Paper Statement Sample

S T A T E M E N T

Page: 1

ATTN: ACCOUNTS PAYABLE	Account No.	Statement
ACE BUILDERS	ACE001	Date
1588 SE 31ST STREET		02/03/1999
PADUCAH KY 28655-7865	Terms	
	2/10,n/30	

Trans Date	Invoice	Type	Check #	Charges	Credits	Amount Due
01/20/99	00000021	PY	45698		100.00	100.00-
01/11/99	00002083	IN		422.83		422.83
01/20/99	00002084	IN		2274.13		2274.13
01/11/99	01120052	IN		14.76		14.76
01/11/99	01120054	IN		170.61		170.61
01/11/99	01120055	IN		1706.10		1706.10
01/11/99	01120060	IN		23.23		23.23
01/12/99	01120064	CR			422.83	422.83-
01/12/99	01120065	CR			422.83	422.83-
01/12/99	01120067	CR			422.83	422.83-
01/20/99	02010075	IN		855.66		855.66

Please pay promptly.

Activity after 02/03/1999 will be reflected on your next statement.

UNPD F/C	CURRENT	31-60	61-90	OVER 90	NEW F/C	NEW BALANCE
.00	4098.83	.00	.00	.00	.00	4098.83

To avoid additional finance charges, pay by 02/03/1999

Customer Analysis Report

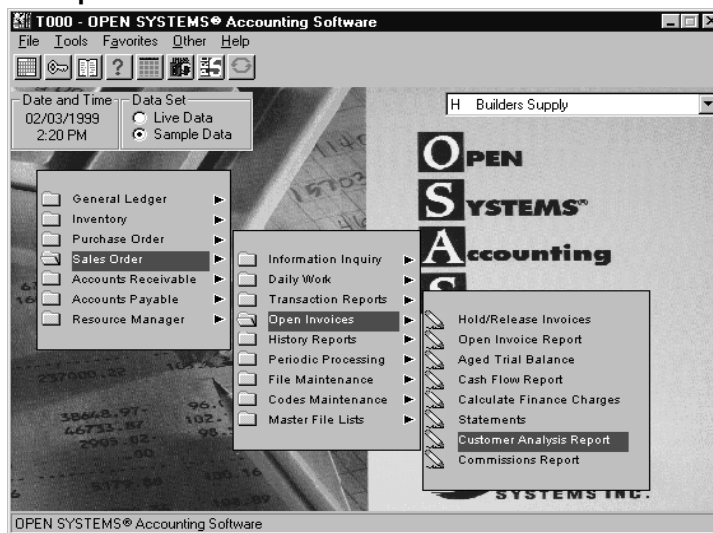
Print the Customer Analysis Report to find out:

- how much you customers are buying
- if your customers are paying on time
- the last time a customer purchased items from your company
- who you most profitable customers are

Print the Customer Analysis Report before you do periodic maintenance, because the maintenance function clears several fields in the Customer file, ARCUxxx.

You must have the option to save summary history on, in order to print this report.

AR Open Invoices Menu



To print the Customer Analysis Report, make the following selections:

1. Select the Customer Analysis Report function on the Open Invoices menu.

Customer Analysis Report Selection Screen

```

OSAS T000
Settings Edit Print Help

Customer Analysis Report

Pick Customer ID From GRE001
Thru

Select:
Period-to-Date History      YES
Quarter-to-Date History     YES
Year-to-Date History        YES
Last-Year History           YES

Print By:
1. Customer ID
2. Sales Rep ID
1

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

```

2. Enter the following information:

Selection	Description
Pick Customer ID From/Thru	Enter the ID of the first customer you want to list, use the Inquiry (F2) command to look up and select the ID from the list that appears, or press Enter to begin with the first ID in the file.
Select	
Period -to-date history	Enter Y to include period-to-date history on the report, otherwise enter N .
Quarter-to-date history	Enter Y to include quarter-to-date history on the report, otherwise enter N .
Year-to-date history	Enter Y to include year-to-date history on the report, otherwise enter N .
Last-year history	Enter Y to include last year history on the report, otherwise enter N .
Print By	
1. Customer ID	Select 1 to sort the report by customer ID.
2. Sales Rep ID	Select 2 to sort the report by sales rep ID.

Select the Output Device:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Customer Analysis Report

02/03/1999 2:46 PM		Builders Supply Customer Analysis Report By Customer ID						Page 1		
----- Customer -----		Rep	--- Terms ---			Dist.	Credit Limit	Balance Due	First Sales	Last Sales
ID	Name		Per	Days	Net	Code			Date	Date

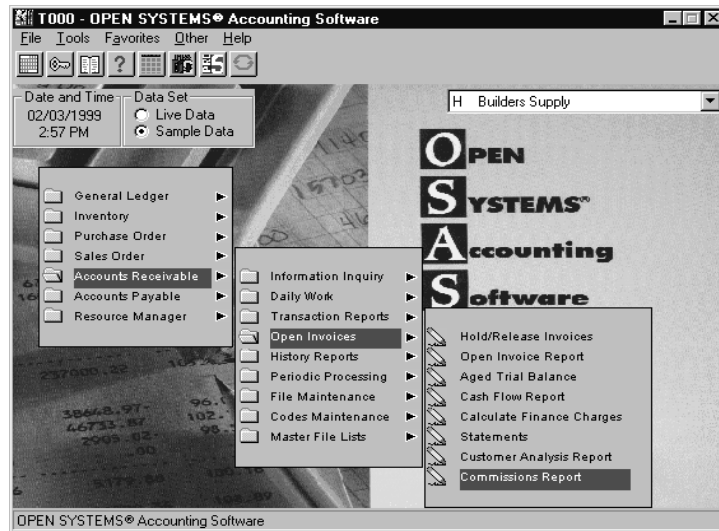
GRE001	GREATER NEW YORK DOMES, INC.	PRT	0.0	0	0	01	150000	26702.57	07/05/1998	12/21/1999
			----- Sales History -----							
		Sales	Profit		Inv.	Average Inv.				
	PTD	15209.13	3056.07		2	7604.57				
	QTD	38058.41	4763.21		4	9514.60				
	YTD	322323.06	155329.55		9	35813.67				
	L/Y	183707.43	43537.30		3	61235.81				
KAN001	KANSAS CITY GEODESIC HOMES	JAH	1.0	10	30	01	250000	430871.16	07/09/1998	12/21/1999
			----- Sales History -----							
		Sales	Profit		Inv.	Average Inv.				
	PTD	35262.33	10190.93		2	17631.17				
	QTD	610832.01	380618.92		6	101805.34				
	YTD	720222.84	386632.63		8	90027.86				
	L/Y	377085.30	162918.65		4	94271.33				
LOS001	LOS ANGELES CONSTRUCTION CO.	GPD	2.0	10	30	01	100000	21036.08	08/26/1998	12/21/1999
			----- Sales History -----							
		Sales	Profit		Inv.	Average Inv.				
	PTD	6058.62	1033.93		1	6058.62				
	QTD	38154.84	19270.04		3	12718.28				
	YTD	206250.29	106931.28		6	34375.05				
	L/Y	541297.57	279249.19		4	135324.39				
SUN001	SUNSHINE HOMES, INC.	PRT	1.0	10	30	01	100000	11564.49-	07/19/1998	12/21/1999
			----- Sales History -----							
		Sales	Profit		Inv.	Average Inv.				
	PTD	3349.09-	192.58-		3	1116.36-				
	QTD	3349.09-	192.58-		3	1116.36-				
	YTD	3349.09-	192.58-		3	1116.36-				
	L/Y	77317.62	48552.90		2	38658.81				
TEN001	TENNESSEE SHELTERS, INC.	DMM	2.0	10	30	01	125000	97917.17	07/26/1998	12/19/1999
			----- Sales History -----							
		Sales	Profit		Inv.	Average Inv.				
	PTD	63373.41	42853.74		2	31686.71				
	QTD	197986.50	125791.85		6	32997.75				
	YTD	454090.26	191153.56		12	37840.86				
	L/Y	808094.96	569860.83		5	161618.99				
VIS001	VISA		2.0	10	30	01	0	200.00		
			----- Sales History -----							
		Sales	Profit		Inv.	Average Inv.				
	PTD	.00	.00		0	.00				
	QTD	.00	.00		0	.00				
	YTD	.00	.00		0	.00				
	L/Y	.00	.00		0	.00				
TOTAL		PTD	116554.40	56942.09		10	11655.44		565162.49	
	QTD	881682.67	530251.44		22	40076.49				
	YTD	1699537.36	839854.44		38	44724.67				
	L/Y	1987502.88	1104118.87		18	110416.83				
End of Report										

Printing The Commissions Report

The Commissions Report shows the sales information for each sales rep that had activity during the range of dates you select. If you don't keep detail history, no information will be available to print this report.

Print this report before you do periodic maintenance because you can clear the Detail History file, **ARHIxxx** through the Periodic Maintenance function.

AR Open Invoices Menu



To print the Commissions Report, make the following selections:

1. Select the Commissions Report function on the Open Invoices menu.

Commissions Report Selection Screen

```

OSAS T000
Settings Edit Print Help
----- Commissions Report -----

Pick Sales Rep From
Thru
Invoice Date From 02/03/1999
Thru 08/30/1999

Print:
1. Line Item Detail
2. Invoice Detail
3. Sales Rep Summary
2

Output device - (P)rinter p(R)review (F)ile (S)creen (E)nd

```

2. Enter the following information:

Selection	Description
Pick Sales Rep From/Thru	Enter the ID of the first sales rep you want to list, use the Inquiry (F2) command to look up and select the ID from the list that appears, or press Enter to begin with the first ID in the file.
Invoice Date From/Thru	Enter the date of the oldest invoice you want to list, or press Enter to begin with the oldest invoice date in the file.
Print	
1. Line Item Detail	Select 1 to show price, profit and commission for each line item.
2. Invoice Detail	Select 2 to show total price, profit , and commission for each invoice.
3. Sales Rep Summary	Select 3 to show only the totals for each sales rep.

Select the Output Device:

(P)rinter - to send the report to a printer

p(R)review - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Commissions Report

02/03/1999 2:59 PM		Builders Supply Commissions Report					Page 1	
Sales Rep: DMM Employee ID: MEN001		02/03/1999 Thru 08/30/1999					Invoice Detail	
Name: Donna M Mendelsohn								
Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission

TEN001	12670026	02/05/1999		Invoice Total	37397.88	2022.04	100.0	1963.39
TEN001	12670028	03/18/1999		Invoice Total	17534.38	769.39	100.0	920.55
DAL001	24889020	04/18/1999		Invoice Total	49288.20	49288.20	100.0	2587.63
DAL001	12670033	05/04/1999		Invoice Total	38648.12	3684.49	100.0	2029.03
TEN001	12670036	06/26/1999		Invoice Total	86082.05	15389.78	100.0	4519.31
TEN001	12670039	07/03/1999		Invoice Total	51713.57	2667.89	100.0	2714.96
Sales Rep DMM Total Based on		5.250% of Net Sales		/Booked Sales	280664.20	73821.79		14734.87
02/03/1999 2:59 PM		Builders Supply Commissions Report					Page 2	
Sales Rep: GPD Employee ID: DEA001		02/03/1999 Thru 08/30/1999					Invoice Detail	
Name: Garry P. Deacon								
Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission

ACE001	12670025	02/05/1999		Invoice Total	111644.07	15767.84	100.0	5582.20
ACE001	12670027	03/02/1999		Invoice Total	288828.44	13281.83	100.0	14441.42
ACE001	12670030	04/03/1999		Invoice Total	14429.10	824.70	100.0	721.46
LOS001	12670034	05/01/1999		Invoice Total	89169.49	46265.35	100.0	4458.47
ACE001	12670032	05/03/1999		Invoice Total	166661.08	10475.91	100.0	8333.05
ACE001	12670035	06/21/1999		Invoice Total	83718.08	4797.08	100.0	4185.90
ACE001	12670038	07/18/1999		Invoice Total	83718.08	4797.08	100.0	4185.90
LOS001	12670042	08/01/1999		Invoice Total	53198.48	26438.08	100.0	2659.92
ACE001	12670041	08/09/1999		Invoice Total	67470.70	19655.82	100.0	3373.54
ACE001	00000021	08/18/1999		Invoice Total	500.00	500.00	100.0	25.00
ACE001	00002081	08/18/1999		Invoice Total	.00	.00	100.0	.00
ACE001	00002082	08/18/1999		Invoice Total	.00	.00	100.0	.00
ACE001	00002084	08/18/1999		Invoice Total	.00	.00	100.0	.00
ACE001	00002085	08/18/1999		Invoice Total	800.00	800.00	100.0	40.00
ACE001	00002086	08/18/1999		Invoice Total	1000.00	1000.00	100.0	50.00
Sales Rep GPD Total Based on		5.000% of Net Sales		/Booked Sales	961137.52	144603.69		48056.86
02/03/1999 2:59 PM		Builders Supply Commissions Report					Page 3	
Sales Rep: PRT Employee ID: TH001		02/03/1999 Thru 08/30/1999					Invoice Detail	
Name: Patrick R Thomassen								
Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission

GRE001	24889018	02/22/1999		Invoice Total	36966.15	36966.15	100.0	1940.72
GRE001	12670029	04/20/1999		Invoice Total	89898.13	20722.68	100.0	4719.65
Sales Rep PRT Total Based on		5.250% of Net Sales		/Booked Sales	126864.28	57688.83		6660.37
02/03/1999 2:59 PM		Builders Supply Commissions Report					Page 4	
Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission

				GRAND TOTAL	69452.10			
End of Report								

Periodic Processing

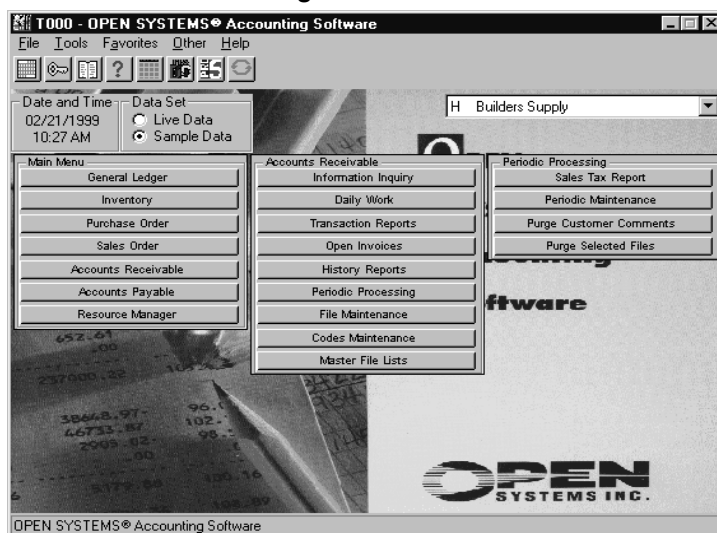
7

At the end of each accounting period, use the Periodic Processing function to prepare the system for the next fiscal period's, quarter's, or year's activity.

Use the functions on the Periodic Processing menu to:

- Print the Sales Tax Report
- Perform Periodic Maintenance for the period, quarter, or year end\
- Purge Customer comments
- Purge outdated information from the Recurring Entries, Detail History, or the Summary History files.

AR Periodic Processing Menu



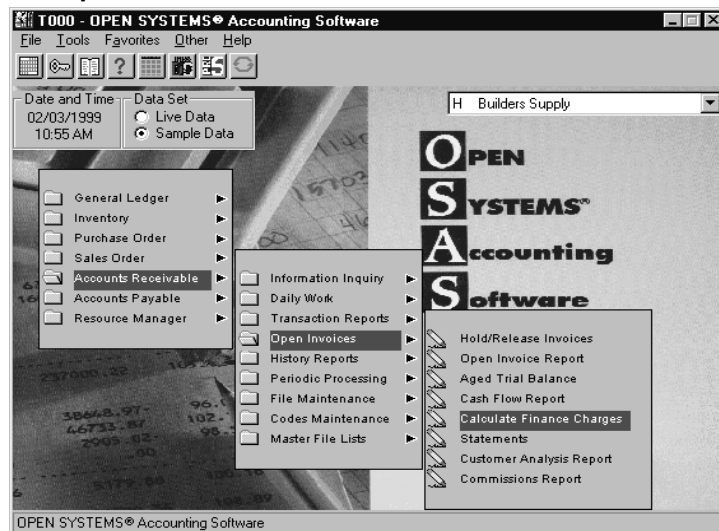
Periodic Processing Checklist

1. Enter and post all orders/invoices, cash receipts and credit memos.
2. Calculate finance charges for the period.
3. Print statements for the month.
4. Print the Customer Analysis, AR Analysis, Sales Analysis, and Sales History Reports.
5. Print the Sales Tax Report. Print this report for both sales and purchases if you are using Accounts Payable or Purchase Order.
6. (OPTIONAL) Print or save any additional reports.
7. Backup data files.
8. Verify that no one is using the AR/SO system.
9. Use the Periodic Maintenance function to clear totals for the accounting period in the Customer file.
 - At the end of a fiscal period, select Period-End Maintenance. In the Customer file ARCUxxx, period-to-date totals are cleared.
 - At the end of the quarter, select Quarter-End Maintenance to clear period-to-date and quarter-to-date totals in the Customer file.
 - At the end of the year, select Year-End Maintenance. Year-to-date totals in the Customer file are transferred to the Last Year fields. Period, quarter, and year-to-date totals are cleared.
10. Print the Customer Comment Report from the Master Lists menu. Then Purge Customer Comments through Periodic Processing.
11. Use the Purge Selected Files function to:
 - remove summary and detail sales history before a specified date
 - purge recurring entries for the cutoff date you enter
 - delete paid invoices from the Open Invoice file before a specified date
12. (OPTIONAL) To delete inactive customers use File Maintenance, Customers function, select the customer ID and use the delete command. If you delete customers, we highly recommend that you rebuild the ARCUxxx file. To rebuild, select Resource Manager, Data File Maintenance, File Rebuild/Verify.

Calculate Finance Charges

Calculate finance charges *before* you perform periodic maintenance. Periodic maintenance moves the figure in the New Fin Chg (new finance charge) field to the Unpaid Fin Chg (unpaid finance charge) field in the customer record.

AR Open Invoices Menu



Select Calculate Finance Charges from the Open Invoice Menu.

The Calculate Finance Charges selection screen appears.

Calculate Finance Charges Selection Screen

OSAS T000

Settings Edit Print Help

Calculate Finance Charges

Pick Customer ID From
Thru

Statement Date 02/03/1999

Finance Charges Based Off Invoice Date

Finance Charges Will Be Calculated for Items Dated Before 01/04/1999

Output device - (P)rinter p(R)eview (F)ile (E)nd

Detail information on calculating finance charges can be found in the *Using AR* section of this manual.

Finance Charge Report

02/03/1999		Builders Supply				Page 1	
11:16 AM		Calculate Finance Charges					
Statement Date 02/03/1999							
1.5 Percent Finance Charge							
\$ 0 Minimum Charge							
Charge Over 30 Days							

Customer		Type	Unpaid	Balance	Balance	Calculated	
ID	Name		Fin. Chg.	0- 30 Days	31+ Days	Fin. Chg.	

ACE001	ACE BUILDERS	OI	.00	92401.31	.00	.00	
CASHCA	CASH SALES-OAKLAND, CA	BF	.00	56680.30	47605.49	.00	Finance Code = 0
CASHMD	CASH SALES-BALTIMORE, MD	BF	.00	.00	.00	.00	Finance Code = 0
CASHMN	CASH SALES-MINNEAPOLIS	BF	.00	4683.92	.00	.00	Finance Code = 0
CASHPS	CASH SALES-DALLAS, TX	BF	.00	1710.72	.00	.00	Finance Code = 0
CASHTX	CASH SALES-DALLAS, TX	BF	.00	4587.70	.00	.00	Finance Code = 0
DAL001	DALLAS-FT WORTH DOME HOMES	OI	.00	18730.90	.00	.00	
GRE001	GREATER NEW YORK DOMES, INC.	BF	.00	15209.13	11493.44	172.40	
KAN001	KANSAS CITY GEODESIC HOMES	OI	.00	430871.16	.00	.00	
LOS001	LOS ANGELES CONSTRUCTION CO.	OI	.00	21036.08	.00	.00	
SUN001	SUNSHINE HOMES, INC.	OI	.00	11564.49	.00	.00	
TEN001	TENNESSEE SHELTERS, INC.	OI	.00	97917.17	.00	.00	
VIS001	VISA	OI	.00	200.00	.00	.00	Finance Code = 0
			-----	-----	-----	-----	
TOTAL			.00	732463.90	59098.93	172.40	
End of Report							

Printing Statements

Statements summarize your customer accounts by listing the current month's transactions. Print statements *before* you perform periodic maintenance.

Detail information on using the Statements Selection Screen can be found in the *Using AR* section of this manual.

Statements Selection Screen

OSAS T000
Settings Edit Print Help

Statements

Pick Customers From	Print Statements:
Thru	1. For All Customers
Closing Date 02/03/1999	2. For All Customers With Activity
Statement Date 02/03/1999	3. With Nonzero Balances
Cutoff Date 02/03/1999	4. With Positive Balances
Include Paid Invoices after 01/15/1999	5. With Balances 30+ Days Old
Print YTD Finance Charge? NO	6. With Balances 60+ Days Old
Print PO Number? NO	7. With Balances 90+ Days Old

Print By:

- Customer/Invoice Number
- Customer/Invoice Date

1

Dunning Messages: 90 Days Legal action is imminent.
60 Days Seriously past due. Please remit.
30 Days Your account is past due.
General Please pay promptly.

Output device - (P)rinter p(R)evuew (F)ile (M)nd

Plain Paper Statement Sample

S T A T E M E N T

Page: 1

ATTN: ACCOUNTS PAYABLE	Account No.	Statement
ACE BUILDERS	ACE001	Date
1588 SE 31ST STREET		02/03/1999
PADUCAH KY 28655-7865	Terms	
	2/10,n/30	

Trans Date	Invoice	Type	Check #	Charges	Credits	Amount Due
01/20/99	00000021	PY	45698		100.00	100.00-
01/11/99	00002083	IN		422.83		422.83
01/20/99	00002084	IN		2274.13		2274.13
01/11/99	01120052	IN		14.76		14.76
01/11/99	01120054	IN		170.61		170.61
01/11/99	01120055	IN		1706.10		1706.10
01/11/99	01120060	IN		23.23		23.23
01/12/99	01120064	CR			422.83	422.83-
01/12/99	01120065	CR			422.83	422.83-
01/12/99	01120067	CR			422.83	422.83-
01/20/99	02010075	IN		855.66		855.66

Please pay promptly.

Activity after 02/03/1999 will be reflected on your next statement.

UNPD F/C	CURRENT	31-60	61-90	OVER 90	NEW F/C	NEW BALANCE
.00	4098.83	.00	.00	.00	.00	4098.83

To avoid additional finance charges, pay by 02/03/1999

Printing the Customer Analysis Report

Print the Customer Analysis Report to find out:

- how much you customers are buying
- if your customers are paying on time
- the last time a customer purchased items from your company
- who you most profitable customers are

Print the Customer Analysis Report before you do periodic maintenance, because the maintenance function clears several fields in the Customer file, **ARCUxxx**.

You must have the option to **Save Summary History?** on, in order to print this report.

Detail information on using the Customer Analysis Report Selection Screen can be found in the *Using AR* section of this manual.

Customer Analysis Report Selection Screen

The screenshot shows a window titled "OSAS T000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area is titled "Customer Analysis Report" and contains the following text:

Pick Customer ID From GRE001
Thru

Select:

Period-to-Date History	YES
Quarter-to-Date History	YES
Year-to-Date History	YES
Last-Year History	YES

Print By:

1. Customer ID
2. Sales Rep ID

1

Output device - (P)rinter p(R)evue (F)ile (S)creen (I)nd

Customer Analysis Report

02/03/1999 2:46 PM		Builders Supply Customer Analysis Report By Customer ID						Page 1	
----- Customer -----		Rep	--- Terms ---		Dist.	Credit Limit	Balance Due	First Sales	Last Sales
ID	Name		Per	Days	Net	Code		Date	Date

GRE001	GREATER NEW YORK DOMES, INC.	PRT	0.0	0	0	01	150000	26702.57	07/05/1998 12/21/1999
----- Sales History -----									
	Sales	Profit	Inv.	Average Inv.					
PTD	15209.13	3056.07	2	7604.57					
QTD	38058.41	4763.21	4	9514.60					
YTD	322323.06	155329.55	9	35813.67					
L/Y	183707.43	43537.30	3	61235.81					
KAN001	KANSAS CITY GEODESIC HOMES	JAH	1.0	10	30	01	250000	430871.16	07/09/1998 12/21/1999
----- Sales History -----									
	Sales	Profit	Inv.	Average Inv.					
PTD	35262.33	10190.93	2	17631.17					
QTD	610832.01	380618.92	6	101805.34					
YTD	720222.84	386632.63	8	90027.86					
L/Y	377085.30	162918.65	4	94271.33					
LOS001	LOS ANGELES CONSTRUCTION CO.	GPD	2.0	10	30	01	100000	21036.08	08/26/1998 12/21/1999
----- Sales History -----									
	Sales	Profit	Inv.	Average Inv.					
PTD	6058.62	1033.93	1	6058.62					
QTD	38154.84	19270.04	3	12718.28					
YTD	206250.29	106931.28	6	34375.05					
L/Y	541297.57	279249.19	4	135324.39					
SUN001	SUNSHINE HOMES, INC.	PRT	1.0	10	30	01	100000	11564.49-	07/19/1998 12/21/1999
----- Sales History -----									
	Sales	Profit	Inv.	Average Inv.					
PTD	3349.09-	192.58-	3	1116.36-					
QTD	3349.09-	192.58-	3	1116.36-					
YTD	3349.09-	192.58-	3	1116.36-					
L/Y	77317.62	48552.90	2	38658.81					
TEN001	TENNESSEE SHELTERS, INC.	DMM	2.0	10	30	01	125000	97917.17	07/26/1998 12/19/1999
----- Sales History -----									
	Sales	Profit	Inv.	Average Inv.					
PTD	63373.41	42853.74	2	31686.71					
QTD	197986.50	125791.85	6	32997.75					
YTD	454090.26	191153.56	12	37840.86					
L/Y	808094.96	569860.83	5	161618.99					

Printing the Commissions Report

The Commissions Report shows the sales information for each sales rep that had activity during the range of dates you select. If you don't keep detail history, no information will be available to print this report.

Print this report before you do periodic maintenance because you can clear the Detail History file, **ARHIxxx** through the Periodic Maintenance function.

Detail Information on using the Commissions Report Selection Screen can be found in the *Using AR* section of this manual.

Commissions Report Selection Screen

OSAS T000

Settings Edit Print Help

Commissions Report

Pick Sales Rep From
Thru

Invoice Date From 02/03/1999
Thru 08/30/1999

Print:

1. Line Item Detail
2. Invoice Detail
3. Sales Rep Summary

2

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)nd

Commissions Report

02/03/1999 2:59 PM			Builders Supply Commissions Report				Page 1	
Sales Rep: DMM Employee ID: MEN001 Name: Donna M Mendelsohn			02/03/1999 Thru 08/30/1999				Invoice Detail	
Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission

TEN001	12670026	02/05/1999		Invoice Total	37397.88	2022.04	100.0	1963.39
TEN001	12670028	03/18/1999		Invoice Total	17534.38	769.39	100.0	920.55
DAL001	24889020	04/18/1999		Invoice Total	49288.20	49288.20	100.0	2587.63
DAL001	12670033	05/04/1999		Invoice Total	38648.12	3684.49	100.0	2029.03
TEN001	12670036	06/26/1999		Invoice Total	86082.05	15389.78	100.0	4519.31
TEN001	12670039	07/03/1999		Invoice Total	51713.57	2667.89	100.0	2714.96
Sales Rep DMM Total Based on			5.250% of Net Sales	/Booked Sales	280664.20	73821.79		14734.87
02/03/1999 2:59 PM			Builders Supply Commissions Report				Page 2	
Sales Rep: GPD Employee ID: DEA001 Name: Garry P. Deacon			02/03/1999 Thru 08/30/1999				Invoice Detail	
Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission

ACE001	12670025	02/05/1999		Invoice Total	111644.07	15767.84	100.0	5582.20
ACE001	12670027	03/02/1999		Invoice Total	288828.44	13281.83	100.0	14441.42
ACE001	12670030	04/03/1999		Invoice Total	14429.10	824.70	100.0	721.46
LOS001	12670034	05/01/1999		Invoice Total	89169.49	46265.35	100.0	4458.47
ACE001	12670032	05/03/1999		Invoice Total	166661.08	10475.91	100.0	8333.05
ACE001	12670035	06/21/1999		Invoice Total	83718.08	4797.08	100.0	4185.90
ACE001	12670038	07/18/1999		Invoice Total	83718.08	4797.08	100.0	4185.90
LOS001	12670042	08/01/1999		Invoice Total	53198.48	26438.08	100.0	2659.92
ACE001	12670041	08/09/1999		Invoice Total	67470.70	19655.82	100.0	3373.54
ACE001	00000021	08/18/1999		Invoice Total	500.00	500.00	100.0	25.00
ACE001	00002081	08/18/1999		Invoice Total	.00	.00	100.0	.00
ACE001	00002082	08/18/1999		Invoice Total	.00	.00	100.0	.00
ACE001	00002084	08/18/1999		Invoice Total	.00	.00	100.0	.00
ACE001	00002085	08/18/1999		Invoice Total	800.00	800.00	100.0	40.00
ACE001	00002086	08/18/1999		Invoice Total	1000.00	1000.00	100.0	50.00
Sales Rep GPD Total Based on			5.000% of Net Sales	/Booked Sales	961137.52	144603.69		48056.86
02/03/1999 2:59 PM			Builders Supply Commissions Report				Page 3	
Sales Rep: PRT Employee ID: TH001 Name: Patrick R Thomassen			02/03/1999 Thru 08/30/1999				Invoice Detail	
Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission

GRE001	24889018	02/22/1999		Invoice Total	36966.15	36966.15	100.0	1940.72
GRE001	12670029	04/20/1999		Invoice Total	89898.13	20722.68	100.0	4719.65
Sales Rep PRT Total Based on			5.250% of Net Sales	/Booked Sales	126864.28	57688.83		6660.37
02/03/1999 2:59 PM			Builders Supply Commissions Report				Page 4	
Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission

GRAND TOTAL								69452.10
End of Report								

Printing the Sales Tax Report

Print the Sales Tax Report for a record of the sales taxes paid to each tax location. Print this report before you use the Clear Sales Tax function. The amounts that appear in this report are removed from the Tax Location Detail file, RMTDxxx, by the Clear Sales Tax function.

Note

If you are also using Accounts Payable/Purchase Order, make sure you have printed this report for both sales and purchases before using the Clear Sales Tax function.

Use the Sales Tax Report function to print this report. The Sales Tax Report function is located on three different menus: the Periodic Processing menu in Accounts Receivable/Sales Order, the Management Reports menu in Accounts Payable/Purchase Order, and the Application Setup menu in Resource Manager.

Sales Tax Report Selection Screen

OSAS T000

Settings Edit Print Help

Sales Tax Report

Pick Tax Authority From
Thru
Tax Location From
Thru

Print By:
1. Tax Location
2. Tax Authority
2

Print:
Sales YES
Purchases NO

Output device - (P)rinter p(R)evuew (F)ile (S)creen (I)nd

Sales Tax Report Selection Screen

```

OSAS T000
Settings Edit Print Help

Sales Tax Report

Pick Tax Authority From
                        Thru
Tax Location From
                        Thru

Print By:
1. Tax Location
2. Tax Authority
2

Print:
Sales      YES
Purchases  NO

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

```

Make the following selections:

Selection	Description
Tax Authority From/Thru	Enter the range of tax authorities to include in the report. Leave these fields blank to include all tax authorities.
Tax Location From/Thru	Enter the range of tax locations to include in the report. The Inquiry (F2) command is available to select the Tax Authority. Leave these fields blank to include all tax locations in the report.
Print By:	
1. Tax Location	Select 1 to print the report in tax location order and produce subtotals for each tax location.
2. Tax Authority	Select 2 to group tax locations by tax authority and print subtotals for each tax location and tax authority.
Print:	
Sales	Select YES if you want the amounts accumulated for sales taxes printed on the report; otherwise, select NO .
Purchases	Select YES if you want the amounts accumulated for taxes paid on purchases printed on the report; otherwise, select NO .

Select the output device you want to use:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

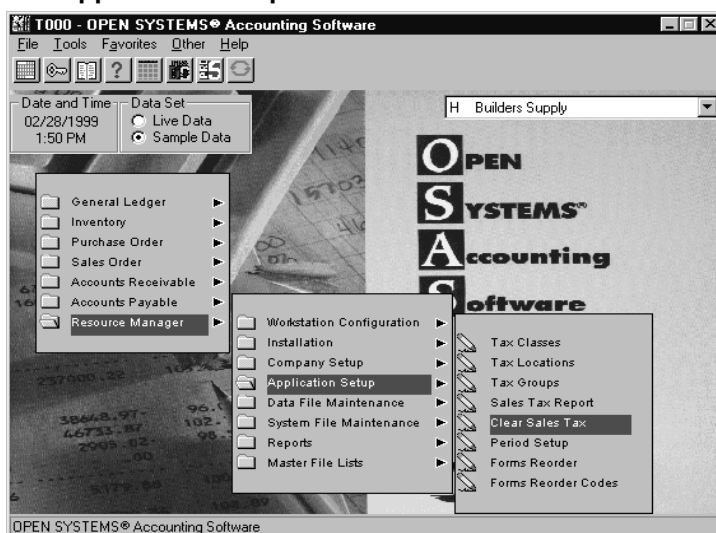
Sales Tax Report

02/24/1999 2:17 PM			Builders Supply Sales Tax Report By Tax Authority			Page 1		
Tax Loc Name		Level	Tax Auth.	Tax ID	General Ledger Accounts		--- Tax on ---	
					Tax Liability	Refundable	Frnt.	Misc.
CA	California Sales Tax	1	CA	45-983459823	203800	203800	NO	NO
Tax Class	Description Sales Tax		Taxable	Nontaxable	Tax	Calculated	Over/Short	
00	Consumer Goods	4.000	Sales	29316.14	46522.97	1172.64	1172.65	.01-
01	Resale Sales	.000	Sales	.00	.00	.00	.00	.00
02	Exempt Sales	.000	Sales	.00	.00	.00	.00	.00
03	Ind/Agr Prod.	6.000	Sales	15781.16-	.00	946.87-	946.87-	.00
04	Interstate Comm	8.000	Sales	.00	.00	.00	.00	.00
05	Motor Vehicles	.000	Sales	.00	.00	.00	.00	.00
06	Food Products	.000	Sales	.00	.00	.00	.00	.00
07	Clothing	.000	Sales	.00	.00	.00	.00	.00
08	Gasoline	.000	Sales	.00	.00	.00	.00	.00
09	Services	.000	Sales	.00	.00	.00	.00	.00
TOTAL FOR LOCATION CA			Sales	13534.98	46522.97	225.77	225.78	.01-

Clearing the Sales and Use Tax Values

The Clear Sales Tax function clears the Taxable Sales, Nontaxable Sales, Tax Collected, fields for sales tax and the Taxable Purchases, Nontaxable Purchases, Tax Paid, and Tax Refundable fields for sales tax on purchases in the tax locations records. Then, new figures are accumulated for the next sales tax reporting period. You can clear tax locations for a range of taxing authorities and/or a range of tax locations.

RM Application Setup Menu



The information cleared by this function is stored in the Tax Location Detail file, **RMTDxxx**.

Before using the function, make sure you have printed the Sales Tax Report. If you are also using Accounts Payable/Purchase Order, print the Sales Tax report for both sales and purchases before using the Clear Sales Tax function.

To clear purchase and sales tax amounts, select the Clear Sales Tax function from the Application Setup menu in the Resource Manager. The Clear Sales Tax selection screen appears.

Clear Sales Tax Selection Screen

OSAS T000

Settings Edit Print Help

Clear Sales Tax

Have You:
--Printed the Sales Tax Report?
YES

Pick Tax Authority From
Thru
Tax Location From
Thru

Company H Inquiry Verify

Make the following selections:

Selection	Description
Have You:	
Printed the Sales Tax Report?	Select YES if you have already printed the Sales Tax Report; otherwise select NO . You must have printed the Sales Tax Report in order to proceed.
Pick	
Tax Authority From/Thru	Enter the range of the tax authorities to clear. The tax amounts accumulated in the Sales Tax, Purch Tax, Tax Collected, and Tax Paid fields are cleared. Leave these fields blank to clear the fields for all tax authorities.
Tax Location From/Thru	Enter the range of the tax locations to clear. The tax amounts accumulated in the Sales Tax, Purch Tax, Tax Collected, and Tax Paid fields are cleared. Use the Inquiry command, F2 or Esc W , to select the tax locations.

Tax Location Screen Changes

To view the information for a Tax Location, select the Tax Locations function on the Application Setup menu in the Resource Manager.

Tax Locations Screen - Before Running the Clear Sales Tax Function

OSAS T000

Settings Edit Print Help

Tax Locations

Tax Location	MN	Name	Minnesota Sales Tax
Tax Level	1	Tax ID	23-876182734
Authority	MN	Tax on: Freight?	NO Misc? NO
Tax Liability Acct	203800	Tax Refundable Acct	203800

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	6.500	6.500	1307.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				1307.00	.00
Calculated				1307.01	.00
Over/Short				-.01	.00

Enter = edit, Tax Loc, First, Last, Next, Prev, View, Header

Company H Verify

Each tax location has tax class codes you specify in the Tax Class function. Each tax class can have different percents and can be either taxable or nontaxable. This is the Tax Location screen **BEFORE** using the Clear Sales Tax function.

Tax Locations Screen - With Edit Line Window

OSAS T000

Settings Edit Print Help

Tax Locations

Tax Location	CA	Name	California Sales Tax
Tax Level	1	Tax ID	45-983459823
Authority	CA	Tax on: Freight?	NO Misc? NO

Edit Line

Tax Class	00	Description	Consumer Goods
Sales Tax Percent	4.000	Taxable Sales	2326.14
Purch Tax Percent	4.000	Nontaxable Sales	46522.97
Refundable Percent	0.000	Tax Collected	93.04
Expense Acct	806000	Taxable Purchases	.00
		Nontaxable Purchases	.00
		Tax Paid	.00
		Tax Refundable	.00

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				93.04	.00
Calculated				93.05	.00
Over/Short				-.01	.00

Company H Verify

To view the **Taxable Purchases**, **Nontaxable Purchases**, and **Tax Refundable** fields, place the cursor at the Tax Class and press Enter. The Edit Line window appears. The fields are displayed here.

Tax Locations Screen - After Running the Clear Sales Tax Function

OSAS T000

Settings Edit Print Help

Tax Locations

Tax Location MN Name Minnesota Sales Tax
 Tax Level 1 Tax ID 23-876182734
 Authority MN Tax on: Freight? NO Misc? NO
 Tax Liability Acct 203800 Tax Refundable Acct 203800

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
> 00	Consumer Goods	6.500	6.500	.00	.00
01	Resale Sales	0.000	0.000	.00	.00
02	Exempt Sales	0.000	0.000	.00	.00
03	Ind/Aggr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				.00	.00
Calculated				.00	.00
Over/Short				.00	.00

Enter = edit, Tax Loc, First, Last, Next, Prev, View, Header
 Company H Verify

This is the tax location screen **AFTER** using the Clear Sales Tax function. The Tax Collected and Tax Paid columns have been cleared in order to begin accumulating tax information for the next tax reporting period.

Place the cursor at the Tax Class and press Enter to display the Taxable Purchases, Nontaxable Purchases, and Tax Refundable fields.

Tax Locations Screen - With Edit Line Window

OSAS T000

Settings Edit Print Help

Tax Locations

Tax Location CA Name California Sales Tax
 Tax Level 1 Tax ID 45-983459823
 Authority CA Tax on: Freight? NO Misc? NO

Edit Line

Tax Class	Description	
00	Consumer Goods	
	Taxable Sales	.00
	Nontaxable Sales	.00
	Tax Collected	.00
	Taxable Purchases	.00
	Nontaxable Purchases	.00
	Tax Paid	.00
	Tax Refundable	.00

Expense Acct 806000

Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
08	Gasoline	0.000	0.000	.00	.00
09	Services	0.000	0.000	.00	.00
Total				.00	.00
Calculated				.00	.00
Over/Short				.00	.00

Company H Verify

Performing Period-End Maintenance

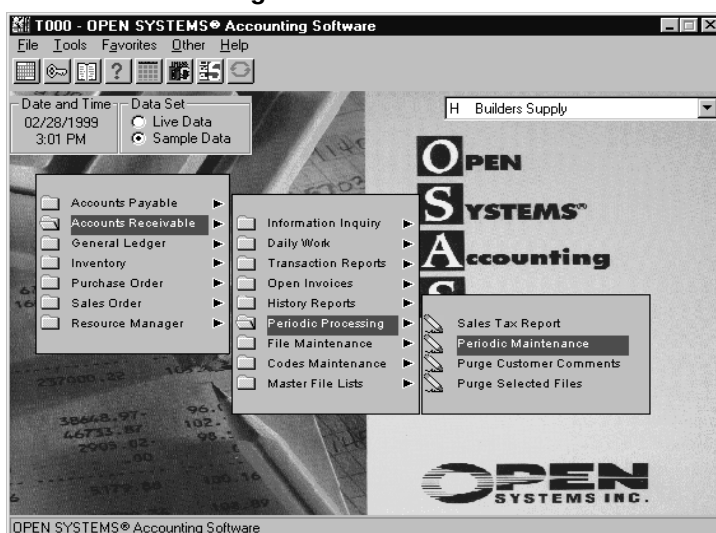
Use the Periodic Maintenance function to perform maintenance tasks on the Customer, Sales Rep, Open Invoice, Recurring Entries, Detail and Summary History files, preparing them for the next processing period.

This function provides an error log that lists the errors encountered during processing and shows the finance charges posted to the specified period.

The information that appears on the customer statements and in the Customer Analysis, Detail History, and Commissions Reports comes from the Customer, Open Invoice, Detail and Summary History, and Sales Rep files. Because the Periodic Maintenance function affects the data in these files, print the statements and the reports before you do this function.

When you are ready to perform period-end maintenance, select Periodic Maintenance function from the Periodic Processing menu.

Periodic Processing Menu Screen



The Periodic Maintenance Selection screen appears.

Periodic Maintenance Selection Screen

```

OSAS T000
Settings Edit Print Help

Periodic Maintenance

Have You:                                Choose One:
--Printed Statements?                    1. Period-End Maintenance
--Printed the Customer Analysis Report?  2. Quarter-End Maintenance
--Backed Up Your Data Files?            3. Year-End Maintenance
YES                                     1

Clear:
YTD Finance Charges? NO
Customer High Balances?

Current Period/Fiscal Year 12/1999

Output device - (P)rinter p(R)review (F)ile (E)nd

```

Make the following selections:

Selection:	Description:

Have you:

Printed Statements?	Select YES if you have performed these tasks; otherwise, select NO .

**Printed Customer
Analysis Reports?**

**Backed Up Your
Data Files?**

Choose One:

**1. Period-End
Maintenance**

Select **1** to accomplish these things:

- flag paid invoices from the Open Invoices file as "**Paid**"
- accumulate balance totals for balance forward customers
- adjust the Customer file to match the Open Invoice file for open invoice customers if they do not match
- advance the figures in the aging periods in the Customer file
- clear period-to-date-history
- update the credit status in the Customer file
- update the aging balances in the Summary History file
- clear month-to-date sales amounts from the Sales Rep file
- remove summary and detail sales history before a specified date
- post finance charges to the period specified
- purges recurring entries for the cutoff date you entered
- clear YTD finance charges if specified (should be done at the end of the calendar year)
- increment the period in the **ARPDxxx** table by 1

Periodic Maintenance Selection Screen

OSAS T000
Settings Edit Print Help

Periodic Maintenance

Have You:	Choose One:
--Printed Statements?	1. Period-End Maintenance
--Printed the Customer Analysis Report?	2. Quarter-End Maintenance
--Backed Up Your Data Files?	3. Year-End Maintenance
YES	1

Clear:

YTD Finance Charges?	NO
Customer High Balances?	

Current Period/Fiscal Year 12/1999

Output device - (P)rinter p(R)evuew (F)ile (M)nd

Selection:**Description:****Clear:****YTD Finance Charges?**

If you want the Year to Date Fin Chg field on the History Information screen cleared, select **YES**; otherwise select **NO**.

Customer High Balances?

If you want the Customer High Balance field on the History Information screen cleared select **YES**; otherwise select **NO**.

**Current Period/
Fiscal Year**

The current period and fiscal year are displayed from the **ARPDxxx** table, you cannot edit them.

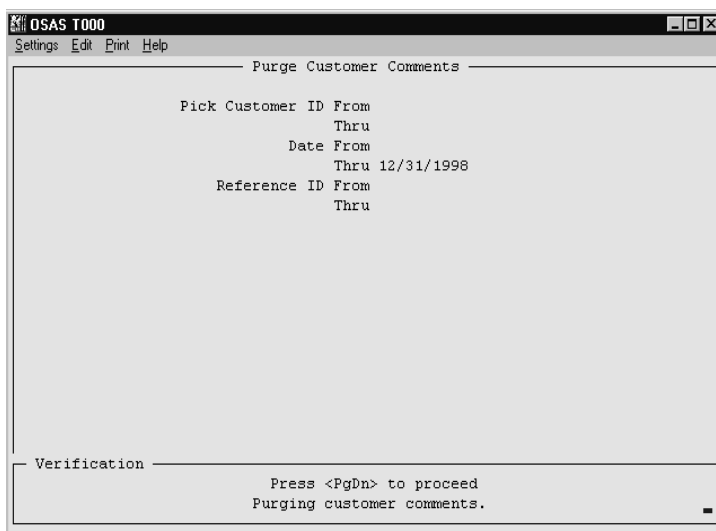
Select Output Device.

Purging Outdated Customer Comments

Before using the Purge Customer Comments function, use the Customer Comments List function on the Master File Lists menu to print customer comments entered in Accounts Receivable/Sales Order.

Customer comments can be deleted at any time, not just at year end. When you are ready to delete comments from the Customer Comments file, **ARCCxxx**, select the Purge Customer Comments function on the Periodic Processing menu. The Purge Customer Comments selection screen appears.

Purge Customer Comments Selection Screen



The screenshot shows a window titled "OSAS T000" with a menu bar containing "Settings", "Edit", "Print", and "Help". The main area is titled "Purge Customer Comments" and contains the following text:

```
Pick Customer ID From
                        Thru
Date From
                        Thru 12/31/1998
Reference ID From
                        Thru
```

At the bottom, there is a "Verification" section with the text:

```
Press <PgDn> to proceed
Purging customer comments.
```

Comments can be purged from the file based on a range of customer IDs, dates, and/or reference IDs. If all of the **From/Thru** fields for the selection criteria are left blank, all of the customer comments are purged from the file.

Changes to the Customer Comments File

Customer Comments were selected to be purged from the file by entering 12/31/1998 in the **Date Thru** field.

Customer Comments file BEFORE

OSAS T000
Settings Edit Print Help

Customers

Customer ID ACE001
Customer Name ACE BUILDERS

Customer Comments

Cust ID	Ref	Seq	Comment
ACE001			
Name	ACE BUILDERS	End Date	
Date	Ref	Seq	Comment
01/20/1999	2	001	PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS.
01/20/1999	2	002	TRACER PUT ON LAST SHIPMENT.
01/14/1998	3	001	ACE AGREED TO PAY \$3000 NEXT MONTH.
01/04/1998	1	001	PLEASE NOTIFY JANE AT ACE WHEN ITEM IS MAILED.
01/04/1998	1	002	CALLED CUSTOMER ABOUT PAST DUE BALANCE.

New Ref, Home, Add/insert, Edit

Company H Verify

Customer comments are displayed ranging from 01/04/1998 through 01/20/1999.

Customer Comments file AFTER

OSAS T000
Settings Edit Print Help

Customers

Customer ID ACE001
Customer Name ACE BUILDERS

Customer Comments

Cust ID	Ref	Seq	Comment
ACE001			
Name	ACE BUILDERS	End Date	
Date	Ref	Seq	Comment
01/20/1999	2	001	PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS.
01/20/1999	2	002	TRACER PUT ON LAST SHIPMENT.

New Ref, Home, Add/insert, Edit

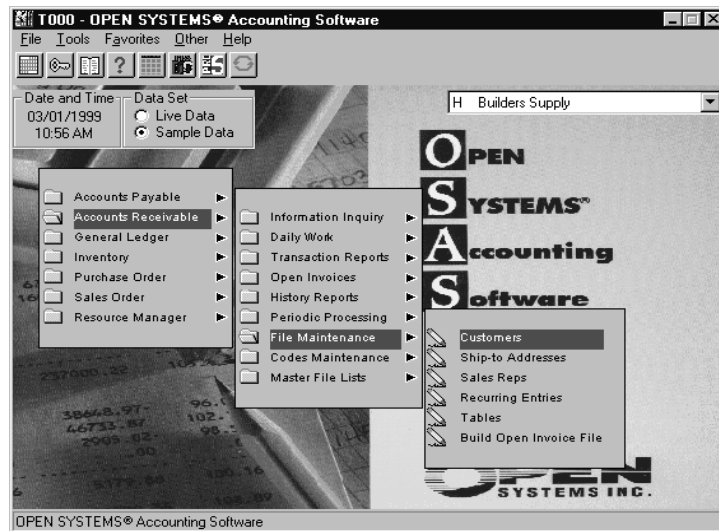
Company H Verify

Customer comments dated up to 12/31/98 have been removed from the Customer Comments File.

Deleting Customers

The end of the fiscal year is a good time to reduce the size of the Customer file, ARCUxxx, by deleting inactive customers. You cannot delete customers with open invoices.

AR File Maintenance Menu Screen



The Customers function on the File Maintenance menu is used to delete an inactive customer. The Customers selection screen appears.

Customers Selection Screen

OSAS T000

Settings Edit Print Help

Customers

Customer ID ACE001
Customer Name ACE BUILDERS

Do You Want to Add/Change:

General Information	NO
Balance Information	YES
History Information	YES
Customer Comments	NO

Verification

Press <PgDn> to proceed

To delete an inactive customer:

1. Enter the ID for the customer you want to delete in the Customer ID field or use the **Inquiry** (F2) command to select the customer ID from a list.
2. Use the **Delete** (F3) command to delete that customer.
3. If this customer has outstanding orders or invoices, a warning message appears and you will not be allowed to delete the customer until all their orders and invoices are cleared.

If you delete any customers, we recommend that you rebuild the Customer file, **ARCUxxx**, using the File Rebuild/Verify function on the Data File Maintenance menu in Resource Manager.

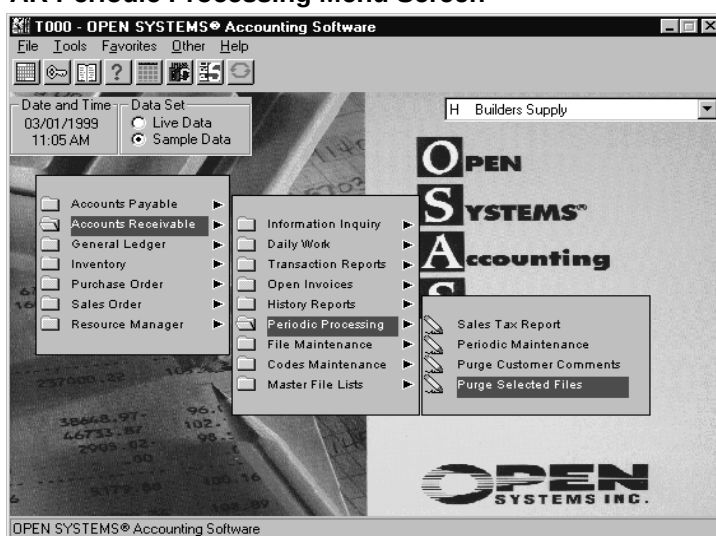
Purging Outdated Information

The Purge Selected Files function is located on the Periodic Processing menu.

Use the Purge Selected Files function to purge outdated information from the Open Invoice, Recurring Entries, Detail History, or the Summary History files.

Purging outdated information from these data files is not a function that should only be performed at year end. By occasionally purging outdated information from these files, you can improve system performance and minimize the potential for file corruption.

AR Periodic Processing Menu Screen



Purge Selected Files Selection Screen

OSAS T000

Settings Edit Print Help

Purge Selected Files

Have you backed up your data files? YES

Remove:

Recurring Entries with Cutoff Dates Before	12/31/1998
Detail History for Invoices Dated Before	12/31/1998
Summary History Before Period/Fiscal Year	12 1998
Paid Invoices with Dates Before	12/31/1998

Verification

Press <PgDn> to proceed

To remove outdated information, enter a date next to the option for the type of information you need to remove. If you leave the field blank, no information is deleted for that option.

Remove Option**Results****Recurring Entries with Cutoff Dates Before**

Removes recurring entries with a cutoff date before the date entered from the Recurring Entries files, **ARRHxxx** and **ARRExxx**.

Detail History for Invoice Dated Before

Removes invoices with an invoice date before the date entered from the Detail History file, **ARHIxxx**.

Summary History Before Period/Fiscal Year

Removes summary history records before the fiscal period and year entered from the Summary History file, **ARHSxxx**.

Paid Invoices with Dates Before

Removes paid invoices with dates before the date entered from the Open Invoice file, **ARINxxx**.

An Example - Summary History Changes

The Summary History function on the Information Inquiry menu displays the information stored in the Summary History file, ARHSxxx.

12/1998 was entered for the Purge Selected Files option *Remove: Summary History Before Period/ Fiscal Year*

Summary History Screen BEFORE

Summary History				
Customer ID	ACE001	ACE BUILDERS		
Fiscal Year	1998			
Pd	Sales	COGS	Discounts	Avg Invoice
1	.00	.00	.00	.00
2	.00	.00	.00	.00
3	.00	.00	.00	.00
4	.00	.00	.00	.00
5	.00	.00	.00	.00
6	.00	.00	.00	.00
7	806642.17	522558.02	.00	403321.09
8	57388.22	54715.52	.00	57388.22
9	101131.41	95163.61	.00	101131.41
10	79768.75	76980.76	.00	79768.75
11	67213.41	39242.74	1595.38	67213.41
12	111435.67	64055.73	.00	55717.84
YTD	1223579.63	852716.38	1595.38	152947.45
Enter = next customer, New ID, View period				
Company H	Info	Verify		

Summary History information is displayed for fiscal periods 7 through 12.

Summary History Screen AFTER

Summary History				
Customer ID	ACE001	ACE BUILDERS		
Fiscal Year	1998			
Pd	Sales	COGS	Discounts	Avg Invoice
1	.00	.00	.00	.00
2	.00	.00	.00	.00
3	.00	.00	.00	.00
4	.00	.00	.00	.00
5	.00	.00	.00	.00
6	.00	.00	.00	.00
7	.00	.00	.00	.00
8	.00	.00	.00	.00
9	.00	.00	.00	.00
10	.00	.00	.00	.00
11	.00	.00	.00	.00
12	111435.67	64055.73	.00	55717.84
YTD	111435.67	64055.73	.00	55717.84
Enter = next customer, New ID, View period				
Company H	Info	Verify		

The summary history records for each period **before** 12/1998 have been deleted. The period 12 information has been retained in the Summary History file.

Performing Quarter-End Maintenance

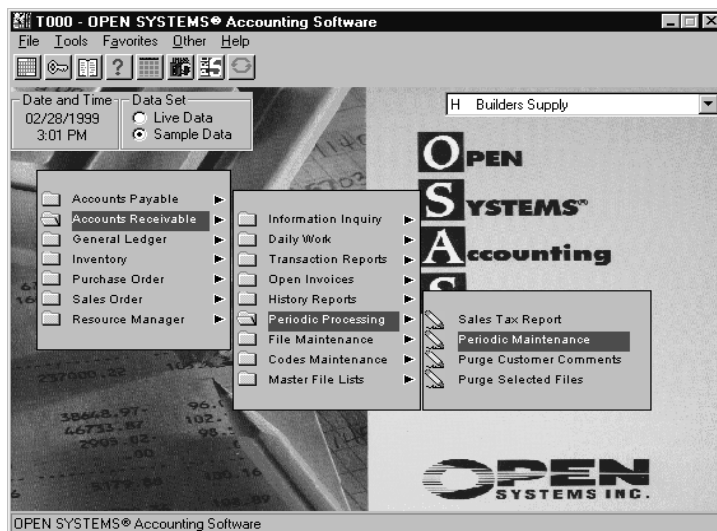
Use the Periodic Maintenance function to perform maintenance tasks on the Customer, Sales Rep, Open Invoice, Recurring Entries, Detail and Summary History files, preparing them for the next processing period.

This function provides an error log that lists the errors encountered during processing and shows the finance charges posted to the specified period.

The information that appears on the customer statements and in the Customer Analysis, Detail History, and Commissions Reports comes from the Customer, Open Invoice, Detail and Summary History, and Sales Rep files. Because the Periodic Maintenance function affects the data in these files, print the statements and the reports before you do this function.

When you are ready to perform quarter-end maintenance, select Periodic Maintenance function from the Periodic Processing menu.

Periodic Processing Menu Screen



The Periodic Maintenance Selection screen appears.

Periodic Maintenance Selection Screen

```

OSAS T000
Settings Edit Print Help
----- Periodic Maintenance -----

Have You:                                Choose One:
--Printed Statements?                    1. Period-End Maintenance
--Printed the Customer Analysis Report?  2. Quarter-End Maintenance
--Backed Up Your Data Files?            3. Year-End Maintenance
YES                                     2

Clear:
YTD Finance Charges? NO
Customer High Balances?

Current Period/Fiscal Year  1/2000

Output device - (P)rinter p(R)evision (F)ile (M)nd
  
```

Make the following selections:

Selection:

Description:

Have you:

Printed Statements?

Select **YES** if you have performed these tasks; otherwise select **NO**.

Printed Customer Analysis Reports?

Backed Up Your Data Files?

Choose One:

2. Quarter-End Maintenance

Select **2** to perform quarter-end maintenance. Quarter-end maintenance performs all the period-end maintenance tasks and also clears the quarter-to-date accumulators in the Customer file, **ARCUxxx**.

For a detailed list on what quarter-end maintenance and period-end maintenance accomplishes, refer to the Performing Period-End Maintenance chapter in this section.

Clear:

YTD Finance Charges?

If you want the **Year to Date Fin Chg** field on the History Information cleared, select **YES**; otherwise select **NO**.

Customer High Balances?

If you want the **Customer High Balance** field on the History Information cleared select **YES**; otherwise select **NO**.

Current Period/Fiscal Year

The current period and fiscal year are displayed from the **ARPDxxx** table, you cannot edit them.

Select Output Device.

Performing Year-End Maintenance

Use the Periodic Maintenance function on the Periodic Processing menu to perform year-end maintenance tasks that prepare the Customer, Sales Rep, Open Invoice, Payment Methods and Summary History files for the next fiscal year.

An error log is produced that lists errors encountered during year-end processing and the finance charges posted to the General Ledger in the fiscal period specified on the Periodic Maintenance selection screen.

Note

The information used to produce customer statements and the Customer Analysis Report is stored in the Customer and Open Invoice files. Since periodic maintenance changes the information stored in these files, print customer statements, the Customer Analysis Report, and the AR Analysis Report **before** you perform periodic maintenance.

Note

The Periodic Maintenance function also affects data stored in the Sales Rep, Payment Methods, and Summary History files and can therefore affect any reports that are printed using the data stored in these files.

Periodic Maintenance Selection Screen

OSAS T000

Settings Edit Print Help

Periodic Maintenance

Have You:	Choose One:
--Printed Statements?	1. Period-End Maintenance
--Printed the Customer Analysis Report?	2. Quarter-End Maintenance
--Backed Up Your Data Files?	3. Year-End Maintenance
YES	3

Clear:

YTD Finance Charges?	YES
Customer High Balances?	YES

Current Period/Fiscal Year 1/2000

Output device - (P)rinter p(R)evue (F)ile (I)nd

Tasks Performed During Year-End Maintenance

Year-End Maintenance automatically performs all the tasks performed by the Period- and Quarter-End Maintenance functions. Select **3 Year-End Maintenance** to perform these tasks:

- accumulates balance totals for balance forward customers
- creates an open invoice record in the Open Invoice file for new finance charges
- adds the value in the **New Fin Chg** field to the value in the **Unpaid Fin Chg** field in the Customer file and zero out the **New Fin Chg** field
- adjusts balance total information in the Customer file to match the total of the open invoices in the Open Invoice file if these totals do not match
- advances figures in the aging periods in the Customer file
- re-sequences the Accounts Receivable transaction files
- moves amounts in the **Year to Date** column to the **Last Year** column in the Customer file history information
- clears values in the **Period to Date**, **Quarter to Date**, and **Year to Date** columns in the Customer file history information
- updates the **Credit Status** field in the Customer file history information
- updates the aging balances in the Summary History file
- clears the **Month to Date** and **Year to Date** Gross Sales fields in the Sales Rep file
- moves the amount in the **Year to Date Payments** field to the **Last Year Payments** field in the Methods of Payment file
- clears **Period to Date**, **Qtr to Date**, and **Year to Date Payments** fields in the Methods of Payment file
- posts finance charges to the General Journal file
- clears the **Year to Date Fin Chg** field in the Customer file history information if selected⁴
- clears the **Customer High Balance** field in the Customer file history information if selected
- increments the fiscal year by **1** and changes the period to **1** in the ARPDxxx table

Year-End Checklist

- 1.____ Enter and post all orders/invoices, cash receipts and credit memos.
- 2.____ Calculate finance charges for the period.
- 3.____ Print statements for the month.
- 4.____ Print the Customer Analysis, AR Analysis, Sales Analysis, Sales History, Customer Sales, Customer Activity and Commissions Reports.
- 5.____ Print the Sales Tax Report. Print this report for both sales and purchases if you are using Accounts Payable or Purchase Order.
- 6.____ (*OPTIONAL*) Print or save any additional reports.
- 7.____ **Backup data files.**
- 8.____ Year-End is a single user function, make sure that no is using AR/SO.
- 9.____ Use the Clear Sales Tax function to clear taxable and non-taxable sales from the Tax Locations. (This function can be found in Resource Manager).
- 10.____ Year-End maintenance is used to accomplish these functions:
 - accumulate balance totals for balance forward customers
 - adjust the Customer file to match the Open Invoice file for open invoice customers if these files do not match
 - advance the figures in the aging periods in the Customer file
 - re sequence the transaction file
 - move year-to-date history information to the last-year column
 - clear period-to-date, quarter-to-date and year-to-date history
 - update the credit status field in the Customer file
 - update the aging balances in the Summary History file
 - clear month-to-date and year-to-date sales amounts in the Sales Rep file
 - clear month, quarter and year-to-date receipt amounts from the Payment Methods file
 - post finance charges to General ledger
 - clear YTD finance charges if selected (should be done at the end of the calendar year)
 - clear customer high balances if selected
 - increment the fiscal year in the ARPDxxx table by 1 and change the period to 1
- 11.____ Print the Customer Comment Report from the Master Lists menu. Then Purge Customer Comments through Periodic Processing.

12.____ Use the Purge Selected Files function to:

- remove summary and detail sales history before a specified date
- purge recurring entries for the cutoff date you enter
- delete paid invoices from the Open Invoice file before a specified date

Note

This function can and should be performed more than once a year.

13.____ (*OPTIONAL*) To delete inactive customers use File Maintenance, Customers function, select the customer ID and use the delete command. If you delete customers, we highly recommend that you rebuild the ARCUxxx file. To rebuild, select Resource Manager, Data File Maintenance, File Rebuild.

Selecting the Year-End Maintenance Option

To perform Year-End Maintenance, select the Periodic Maintenance function on the Periodic Processing menu. The Periodic Maintenance selection screen appears.

Periodic Maintenance Selection Screen

```

OSAS T000
Settings Edit Print Help

----- Periodic Maintenance -----

Have You:                                Choose One:
--Printed Statements?                    1. Period-End Maintenance
--Printed the Customer Analysis Report?  2. Quarter-End Maintenance
--Backed Up Your Data Files?            3. Year-End Maintenance
YES                                     3

Clear:
YTD Finance Charges? YES
Customer High Balances? YES

Current Period/Fiscal Year  1/2000

Output device - (P)rinter p(R)eview (F)ile (E)nd
  
```

To perform Year-End Maintenance, make the following selections:

1. If you have already printed statements, the Customer Analysis Report, and backed up you data files, select **YES**; otherwise select **NO** and perform the tasks.
2. Select **3. Year-End Maintenance**.
3. If you want the **Year to Date Fin Chg** field on the History Information screen in the Customers function cleared, select **YES**; otherwise select **NO**.
4. If you want the **Customer High Balance** field on the History Information screen in the Customers function cleared, select **YES**; otherwise select **NO**.

The current period and fiscal year are displayed from the **ARPDxxx** table, you cannot edit them.

5. Select the output device you want to use to produce the Year-End Maintenance Error Log in case errors are encountered.

Changes made to the ARPDxxx Table

Year-End Maintenance increments the fiscal year by 1 and changes the period to 1 in the ARPDxxx table. The ARPDH table for the sample company H shows the Year-End Maintenance changes.

The ARPDH table BEFORE

OSAS T000

Settings Edit Print Help

ARTB

Table ID	ARPDH	Description	AR Periods	Table
Number of Cols	3	Column Length	12	Type N

PERIOD	FISCAL YEAR	# PERIODS/YR
12.00	1999.00	12.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

Company H Verify

The current period is 12 and the fiscal year is 1999.

The ARPDH table AFTER

OSAS T000

Settings Edit Print Help

ARTB

Table ID	ARPDH	Description	AR Periods	Table
Number of Cols	3	Column Length	12	Type N
PERIOD	FISCAL YEAR	# PERIODS/YR		
1.00	2000.00	12.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		
.00	.00	.00		

Company H Verify

Year-End Maintenance sets the period to 1 and increments the fiscal year by 1.

Changes made to the Customer File

Information displayed on the History Information and the Balance Information screens in the Customers function on the File Maintenance menu show the changes made to the Customers file, ARCUxxx, during Year-End Maintenance.

Changes Made to Balance Information

During Year-End Maintenance, how the aging balance values are updated depends on the setting in the **Acct. Type** field for the individual customer.

If the setting is:

Open Invoice The aging balances are recalculated based on the open invoices for the customer in the Open Invoice file.

Balance Forward The aging balances are advanced from one aging period to the next

Year-End Maintenance makes the following changes to information displayed on the Balance Information screen in the Customers function:

- adds the value in the **New Fin Chg** field to the value in the **Unpaid Fin Chg** field and zeroes out the **New Fin Chg** field
- adjusts balance total information in the Customer file to match the total of the open invoices in the Open Invoice file if these totals do not match
- advances figures in the aging periods

Balance Information Screen BEFORE

The screenshot shows a window titled "OSAS T000" with a menu bar (Settings, Edit, Print, Help) and a title bar. The main area is titled "Balance Information". At the top, it displays "Customer ID ACE001 ACE BUILDERS" and a button "Open Invoice". Below this, a table of financial data is shown:

New Fin Chg	2051.08
Unpaid Fin Chg	.00
Current Due	136738.44
Balance 31-60	.00
61-90	.00
91-120	.00
121+	.00
Unapplied Cr	.00
Total Due	138789.52

At the bottom, there is a "Verification" section with the instruction "Press <PgDn> to proceed".

2051.08 is displayed in the **New Fin Chg** field.

Balance Information Screen AFTER

The screenshot shows the same "OSAS T000" window, but the financial data has been updated:

New Fin Chg	.00
Unpaid Fin Chg	2051.08
Current Due	136738.44
Balance 31-60	.00
61-90	.00
91-120	.00
121+	.00
Unapplied Cr	.00
Total Due	138789.52

The "Verification" section at the bottom remains the same, with the instruction "Press <PgDn> to proceed".

The **New Fin Chg** field has been cleared and 2051.08 is displayed in the **Unpaid Fin Chg** field.

Changes made to the History Information

Year-End Maintenance makes the following changes to the information displayed on the History Information screen in the Customers function:

- moves amounts in the **Year to Date** column to the **Last Year** column
- clears values in the **Period to Date**, **Quarter to Date**, and **Year to Date** columns
- updates the **Credit Status** field to reflect the oldest unpaid invoice at the time Year-End Maintenance is performed
- clears the **Year to Date Fin Chg** field in the Customer file history information if selected
- clears the **Customer High Balance** field in the Customer file history information if selected

History Information Screen BEFORE

	Period to Date	Qtr to Date	Year to Date	Last Year
Sales	26650.89	216761.42	1665331.24	1223579.63
Profit	2269.42	48490.15	492899.03	370863.25
No/Inv	2	4	14	8
Fin Chg			.00	
Pymts	.00	647524.54	1627397.84	1110548.58
Disc	.00	.00	12630.63	1595.38
No/Pymts	0	2	14	5
Tot Days/Pay	0	95	715	211
Avg Days/Pay	0.00	47.50	51.07	42.20
	First Date	Last Date	Last Amount	Last Inv No
Sale	07/14/1998	12/21/1999	21722.07	12670074
Payment		11/27/1999	154642.54	00014189
Customer High Balance	722144.10	Credit Status	332211222211	
Company H Verify				

Values are displayed in the **Period to Date**, **Quarter to Date**, and **Year to Date** columns.

The first position of the **Credit Status** field is 3.

The value displayed in the **Customer High Balance** field is 722144.10.

History Information Screen AFTER

History Information				
Cust ID	ACE001			
Name	ACE BUILDERS			
	Period to Date	Qtr to Date	Year to Date	Last Year
Sales	.00	.00	.00	1665331.24
Profit	.00	.00	.00	492899.03
No/Inv	0	0	0	14
Fin Chg			2051.08	
Pymts	.00	.00	.00	1627397.84
Disc	.00	.00	.00	12630.63
No/Pymts	0	0	0	14
Tot Days/Pay	0	0	0	715
Avg Days/Pay	0.00	0.00	0.00	51.07
	First Date	Last Date	Last Amount	Last Inv No
Sale	07/14/1998	12/21/1999	21722.07	12670074
Payment		11/27/1999	154642.54	00014189
Customer High Balance		.00	Credit Status	033221122221
Company H Verify				

The amounts in the **Year to Date** column have been transferred to the **Last Year** column.

The **Period to Date**, **Qtr to Date**, and **Year to Date** columns have been cleared.

The **First Date**, **Last Date**, **Last Amount**, and **Last Inv No** information for Sale and Payment have been retained.

The **Fin Chg** field in the **Year to Date** column has been cleared because **YES** was selected for the *Clear: YTD Finance Charges?* prompt on the Periodic Maintenance Selection screen.

The **Customer High Balance** field has been cleared because **YES** was selected for the *Clear: Customer High Balances?* prompt on the Periodic Maintenance Selection screen.

The value in the first position in the **Credit Status** field is 0. It has been updated to reflect the age of the oldest invoice in the Open Invoice file when Year-End Maintenance was performed.

Credit Status Field Values

Each position in the **Credit Status** field represents 1 of 12 fiscal periods-the current fiscal period is represented by the value in the first position.

The following values are used to represent the age of the oldest unpaid invoice in the Open Invoice file when periodic processing is performed:

- 0 None of the open invoices was over 30 days old, or there are no open invoices.
- 1 The oldest open invoice was between 31 to 60 days overdue.
- 2 The oldest open invoice was between 61 to 90 days overdue.
- 3 The oldest open invoice was between 91 to 120 days overdue.
- 4 The oldest open invoice was over 120 days overdue.

Changes Made To the Payment Methods File

Information stored in the Methods of Payment file, ARPYxxx, is displayed in the Payment Methods function on the Codes Maintenance menu.

Year-End Maintenance makes the following changes to information stored in the Methods of Payment file:

- moves the amount in the **Year to Date Payments** field to the **Last Year Payments** field
- clears **Period to Date**, **Qtr to Date**, and **Year to Date Payments** fields

Payment Methods Screen BEFORE

	Period to Date	Qtr to Date	Year to Date	Last Year
Payments	.00	962317.68	3158172.36	.00

The **Qtr to Date** and **Year to Date** fields both display values.

Payment Methods Screen AFTER

	Period to Date	Qtr to Date	Year to Date	Last Year
Payments	.00	.00	.00	3158172.36

The amount in the **Payments Year-to-Date** field has been moved to the **Payments Last Year** field.

The **Period To Date**, **Quarter To Date** and **Year to Date** fields have been cleared to begin tracking amounts for the next fiscal period, quarter, and year.

Changes Made To the Sales Rep File

The information store in the Sales Rep file, ARSRxxx, is displayed in the Sales Reps function on the File Maintenance menu. Year-End Maintenance clears the **Month to Date** and **Year to Date Gross Sales** fields in the Sales Rep file

Sales Reps Screen BEFORE

Sales Reps			
Sales Rep ID DMH		Run Code 0	
Name Donna M Mendelsohn		Commission Pct 5.250%	
Address 1 6712 5th Avenue North		Percent of Sales (Net)	
Address 2		Based on Booked Sales	
Address 3			
City/State Dallas TX			
Zip Code 77773-8976 Country US			
Phone/Fax (111)532-9873 () -			
Empl ID MEN001			
Pay on:		S A L E S H I S T O R Y	
Line Items YES		Month to Date	Year to Date
Tax NO		Gross Sales 72364.67	821577.40
Freight NO			
Misc. NO			
Last Sales Date		12/25/1999	
Company H Verify			

Values are displayed in the **Gross Sales Month to Date** and **Year to Date** fields.

Sales Reps Screen AFTER

Sales Reps			
Sales Rep ID DMH		Run Code 0	
Name Donna M Mendelsohn		Commission Pct 5.250%	
Address 1 6712 5th Avenue North		Percent of Sales (Net)	
Address 2		Based on Booked Sales	
Address 3			
City/State Dallas TX			
Zip Code 77773-8976 Country US			
Phone/Fax (111)532-9873 () -			
Empl ID MEN001			
Pay on:		S A L E S H I S T O R Y	
Line Items YES		Month to Date	Year to Date
Tax NO		Gross Sales .00	.00
Freight NO			
Misc. NO			
Last Sales Date		12/25/1999	
Verification			
Press <PgDn> to proceed			

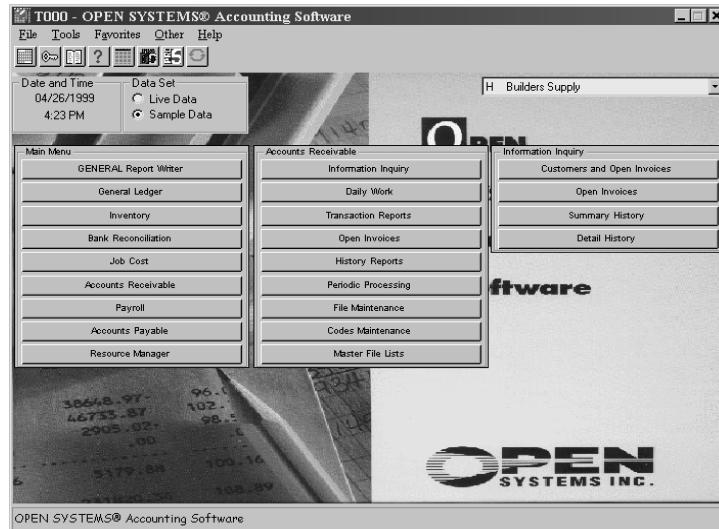
The **Gross Sales Month to Date** and **Year to Date** fields have been cleared.

Information Inquiry

8

Use the functions on the Information Inquiry menu to view customer, open invoice, summary or detail history information. You cannot change any information when you use these functions.

Information Inquiry Menu Screen



Customers and Open Invoices

When you select Customers and Open Invoices, the Customers and Open Invoices screen appears.

In the **Customer ID** field:

- enter the ID for the customer's information you want to look at,
- OR, use the **Inquiry** command, **F2** or **Esc W**, to select the ID from the list that appears,
- OR, press **Enter** to view information for the first customer in the file.

The customer's information is displayed.

Customers and Open Invoices Screen

Customers and Open Invoices			
Cust ID	ACE001	Group Code	0
Name	ACE BUILDERS	Stmnt/Inv Code	Both
Address 1	1588 SE 31ST STREET	Cust Level	ACE001
Address 2		Acct Type	Open Invoice
Address 3		Distrib Code	01
City/State	PADUCAH KY	Fin Charge?	YES
Zip Code	28655-7865 Country US	Credit Limit	315000
Ship Zone	01	Credit Hold?	NO
Attention	ACCOUNTS PAYABLE	Partial Ship?	YES
Phone/Fax	(505)555-1646 (502)555-1566	Tax Group	MN Taxable? NO
Contact	BRIAN		
Class	WWSL	New Fin Chg	.00
Sales Rep	GPD Garry P. Deacon	Unpaid Fin Chg	.00
Territory	MIDATL	Current Due	107144.31
Terms Code	2PCT 2/10,n/30 Reg	Balance 31-60	3193.19
	2.0% 10 DAYS NET 30	61-90	.00
		91-120	.00
		121+	.00
Pymt Method	CHK	Unapplied Cr	-17936.19
Card No	Exp	Total Due	92401.31
Name			

Customer, First, Last, Next, Prev, History, Invoices

Company H Info Verify

The commands available are displayed in the command bar at the bottom of the screen. The Hot Key for each command is capitalized.

Command	Action
Customer	Press C to return to the Customer ID field to enter a different customer ID.
First	Press F to move to the first customer in the file.
Last	Press L to go to the last customer in the file.
Next	Press N to look at the next customer in the file.
Prev	Press P to look at the previous customer.

Command Action**History**Press **H** to view sales or payment history for this customer.Press **Enter** to return to the Customers and Open Invoices Screen.**Customers and Open Invoices History Screen**

OSAS T000				
Settings Edit Print Help				
Customers and Open Invoices				
Cust ID	ACE001			
Name	ACE BUILDERS			
	Period-to-Date	Qtr-to-Date	Year-to-Date	Last Year
Sales	17871.75	207982.28	1656552.10	1223579.63
Profit	-2655.18	43565.55	487974.43	370863.25
Number of Invoices	17	19	29	8
Finance Charge			.00	
Payments	35567.99	683092.53	1662965.83	1110548.58
Discounts	.00	.00	12630.63	1595.38
Number of Payments	2	4	16	5
Total Days to Pay	183	88	532	211
Average Days to Pay	91.50	22.00	33.25	42.20
	1st Date	Last Date	Last Amount	Last Number
Sale	07/14/1998	12/21/1999	-15693.74	12670207
Payment		12/21/1999	35467.99	00014269
Customer High Balance	722144.10		Credit Status	332211222211
Enter=Customer Inquiry				
Company H				Verify

Command Action**Invoices**Press **I** to scan the open invoices for this customer.Press **Enter** to return to the Customers and Open Invoices Screen.**Customers and Open Invoices Screen**

OSAS T000						
Settings Edit Print Help						
Customers and Open Invoices						
Customer ID	ACE001 ACE BUILDERS					
Account Type	Open Invoice					
Credit Limit	315000					
Include Paid Invoices After	02/03/1999			Sort By: Invoice Number		
Invoice Number	Type	Stat	Invoice Date	Check Number	Due Date Disc Date	Gross Amount Discount Amount
00000021	INVC	REL	08/18/1999		09/17/1999 08/28/1999	500.00 10.00
00000021	PYMT	REL	01/20/1999	45698	01/20/1999	-100.00 .00
00002081	INVC	REL	08/18/1999		09/17/1999 08/28/1999	.00 .00
00002082	INVC	REL	08/18/1999		09/17/1999 08/28/1999	.00 .00
00002082	INVC	REL	08/18/1999		09/17/1999 08/28/1999	.00 .00
Total						92401.31
Enter = cust inquiry, Customer, First, Last, Next, Prev, Sort, Goto						
Company H				Info	Verify	

Open Invoices

When you select Open Invoices from the Information Inquiry menu, the Open Invoice screen appears.

Open Invoices Inquiry Screen

Invoice Number	Type	Stat	Invoice Date	Check Number	Due Date	Disc Date	Gross Amount	Discount Amount
								Total

In the **Customer ID** field:

- enter the ID for the customer’s information you want to look at,
- OR, use the **Inquiry** command, **F2** or **Esc W**, to select the ID from the list that appears,
- OR, press **Enter** to view information for the first customer in the file.

The customer's information is displayed.

Open Invoices Inquiry Screen

OSAS T000

Settings Edit Print Help

Open Invoices

Customer ID ACE001 ACE BUILDERS

Account Type Open Invoice

Credit Limit 315000

Include Paid Invoices After 02/03/1999 Sort By: Invoice Number

Invoice Number	Type	Stat	Invoice Date	Check Number	Due Date	Disc Date	Gross Amount	Discount Amount
00000021	INVC	REL	08/18/1999		09/17/1999	08/28/1999	500.00	10.00
00000021	PYMT	REL	01/20/1999	45698	01/20/1999		-100.00	.00
00002081	INVC	REL	08/18/1999		09/17/1999	08/28/1999	.00	.00
00002082	INVC	REL	08/18/1999		09/17/1999	08/28/1999	.00	.00
00002082	INVC	REL	08/18/1999		09/17/1999	08/28/1999	.00	.00
Total							92401.31	

Customer, First, Last, Next, Prev, Sort, Goto

Company H Info Verify

The commands available are displayed in the command bar at the bottom of the screen. The Hot Key for each command is capitalized.

Command Action

Customer Press **C** to return to the **Customer ID** field to enter a different customer ID.

First Press **F** to move to the first customer in the file.

Last Press **L** to go to the last customer in the file.

Next Press **N** to look at the next customer in the file.

Prev Press **P** to look at the previous customer.

Sort Press **S** to change the sort order of the open invoices.

Each time you press **S**, the **Sort By:** field toggles between the two sorts available: invoice number and invoice date.

Summary History

Select the Summary History function to look at history information for a customer.

The Summary History Inquiry Screen appears.

Summary History Inquiry Screen

OSAS T000

Settings Edit Print Help

Summary History

Customer ID [REDACTED]
Fiscal Year 1999

Pd	Sales	COGS	Discounts	Avg Invoice

Company H Info Inquiry Verify

In the **Customer ID** field:

- enter the ID for the customer's information you want to look at,
- or, use the **Inquiry** command, **F2** or **Esc W**, to select the ID from the list that appears,
- or, press **Enter** to view information for the first customer in the file.

Enter the fiscal year you want to view. The current fiscal year defaults from the **ARPDxxx** table.

The customer's sales, COGS, discounts and average invoice amounts for each fiscal period appear.

Summary History Inquiry Screen

Pd	Sales	COGS	Discounts	Avg Invoice
1	68787.54	62739.02	.00	9826.79
2	111644.07	95876.23	.00	111644.07
3	288828.44	275546.61	2232.88	288828.44
4	14429.10	13604.40	2041.45	14429.10
5	166661.08	156185.17	.00	166661.08
6	83718.08	78921.00	3333.22	83718.08
7	83718.08	78921.00	1674.36	83718.08
8	69770.70	47814.88	3348.72	8721.34
9	567501.56	197147.61	.00	283750.78
10	154642.54	109999.54	.00	154642.54
11	35467.99	33890.26	.00	35467.99
12	11382.92	17931.95	.00	2845.73
YTD	165652.10	1168577.67	12630.63	57122.49

Enter = next customer, New ID, View period

Company H Info Verify

The commands available are displayed in the command bar at the bottom of the screen. .

Command**Action**

Enter = next customer

Press **Enter** to view the next customer's summary history.

New ID

Press **N** to enter a different customer ID and/or fiscal year.

View period

Press **V** to look at the customer's item and job history for a particular fiscal period.
Enter the fiscal period to view.

For each item sold during the period, the item number or job number, line type, quantity, units, sales and cost of goods are displayed. Use the **Exit** command, **F7** or **Esc M**, to go back to the menu.

Press **Enter** to return to the Summary History Inquiry screen.

Exit to the Menu

Use the **Exit** command, **F7** or **Esc M**.

Summary History Screen With View Period Prompt

Pd	Sales	COGS	Discounts	Avg Invoice
1	68787.54	62739.02	.00	9826.79
2	111644.07	95876.23	.00	111644.07
3	288828.44	275546.61	2232.88	288828.44
4	14429.10	13604.40	2041.45	14429.10
5	166661.08	156185.17	.00	166661.08
6	83718.08	78921.00	3333.22	83718.08
7	83718.08	78921.00	1674.36	83718.08
8	69770.70	47814.88	3348.72	8721.34
9	567501.56	197147.61	.00	283750.78
10	154642.54	109999.54	.00	154642.54
11	35467.99	33890.26	.00	35467.99
12	11382.92	17931.95	.00	2845.73
YTD	165652.10	1168577.67	12630.63	57122.49

Enter Period to View

Company H Info Verify

Detail History

If you elected to save Detail History, you can select Detail History from the Information Inquiry menu.

The Detail History Inquiry screen appears.

Detail History Inquiry Screen

OSAS T000

Settings Edit Print Help

Detail History

Customer ID

Order Number

PO Number

Start Date

Typ Invoice	Item/Job/Description	Quantity	Units	Amount
Date	Loc ID			

Company H

Info

Inquiry

Verify

In the **Customer ID** field:

- enter the ID for the customer’s information you want to look at,
- OR use the **Inquiry** command, **F2** or **Esc W**, to select the ID from the list that appears,
- OR press **Enter** to view information for the first customer in the file.

The customer's detail history information displays.

Detail History Inquiry Screen

Customer ID		ACE001 ACE BUILDERS		Start Date	
Order Number	*	PO Number	*		
Typ Invoice	Item/Job/Description	Quantity	Units	Amount	
Date	Loc ID				
>IN 00000021		1.0000		500.00	
08/18/1999	MN0001				
PY 00000021	PAYMENT CK 45698			100.00	
01/20/1999	45698				
IN 00002081		1.0000		.00	
08/18/1999	MN0001				
IN 00002082		1.0000		.00	
08/18/1999	MN0001				
IN 00002082		1.0000		.00	
08/18/1999	MN0001				
IN 00002083	100	1.0000	PKG	422.83	
01/11/1999	MN0001				

Customer, First, Last, Next, Prev
Start date, Totals, View, Goto invc
Company H Info Verify

The commands available are displayed in the command bar at the bottom of the screen. The Hot Key for each command is capitalized.

Command Action

Customer	Press C to return to the Customer ID field to enter a different customer ID.
First	To look at the history for the first customer in the file, press F .
Last	To look at the history for the last customer in the file, press L .
Next	Press N to look at history for the next customer in the file.
Prev	To look at the history for the previous customer in the file, press P .
Start Date	To start at a particular date, press S and enter a date.

Command Action

Totals Press **T** at the line-item record to view the grand totals for that invoice, including cost, sales, profit, discounts, tax, freight and miscellaneous charges. When you are at a payment type transaction, the total payment for that invoice number is displayed.

Detail History Inquiry Screen With Invoice Totals Window

OSAS T000

Settings Edit Print Help

Detail History

Customer ID ACE001 ACE BUILDERS Start Date

Order Number * PO Number *

T Invoice Totals Invoice # 00000021 t

	Cost	Sales	Profit	Pct
I Invoice Total	.00	500.00	500.00	100.0
P Credits	.00	.00	.00	
I Total	.00	500.00	500.00	100.0
I Discounts		.00		
I Payments		100.00		
I Balance		400.00		
I Press any key...				

Customer, First, Last, Next, Prev

Company H Info Verify

Command Action

View Press **V** for more information about the line-item: sales reps, customer's PO number, sales order number, GL accounts and period that was used, and more information about the item, job or service sold.

To view the check date and other check information, move the cursor to the PY transaction.

Detail History Inquiry Screen With View Line Window For Invoice

OSAS T000

Settings Edit Print Help

Detail History

Customer ID ACE001 ACE BUILDERS Start Date

Order Number * PO Number *

View Line		Invoice #
Seq # 000564	Type Invoice	00000021
Sales Rep 1 GPD	Percent 100.0	Sales Acct 401000
Sales Rep 2	Percent 0.0	COGS Acct 501000
		Inv Acct 104400
Inv Date 08/18/1999		GL Period 08
Cust PO #		
SO Number 00000021		
Item	Loc ID MN0001	Sls Cat
Desc		
Qty Shipped Units	Ext Cost	Ext Price Profit Pct
1.0000	.00	500.00 500.00 100.00
Press any key...		

Company H Info Verify

Detail History Inquiry Screen With View Line Window for Payment

OSAS T000

Settings Edit Print Help

Detail History

Customer ID ACE001 ACE BUILDERS Start Date

Order Number * PO Number *

Typ Invoi	Date	Seq #	Type	Payment	Invoice #	Amount
IN	00000	000641	GPD		00000021	500.00
	08/18		Sales Rep 2			
PY	00000					100.00
	01/20		Method CHK	Pmt Date 01/20/1999	GL Period 01	
IN	00002					.00
	08/18		Check # 45698	Card #		
IN	00002		Bank ID FNB001	Name		.00
	08/18		Dep # 000003	Auth Cd		
IN	00002					.00
	08/18		Payment Amount	100.00		
IN	00002		Disc/Difference	.00		422.83
	01/11					
Press any key...						

Company H Info Verify

Command Action

Goto inv To view a specific invoice number: press **G**, then enter the invoice number.

Detail History Inquiry Screen With Go To Invoice Window

OSAS T000						
Settings Edit Print Help						
Detail History						
Customer ID		ACE001 ACE BUILDERS		Start Date		
Order Number		*	PO Number		*	
Typ	Invoice	Item/Job/Description	Quantity	Units	Amount	
Date	Loc ID					
IN	0000			00	500.00	
	08/1	Go To Invoice: [REDACTED]				
PY	0000			Inquiry	100.00	
	01/20/1999	45698				
IN	00002081		1.0000		.00	
	08/18/1999	MN0001				
IN	00002082		1.0000		.00	
	08/18/1999	MN0001				
IN	00002082		1.0000		.00	
	08/18/1999	MN0001				
IN	00002083	100	1.0000	PKG	422.83	
	01/11/1999	MN0001				
Customer, First, Last, Next, Prev						
Start date, Totals, View, Goto invc						
Company H		Info		Verify		

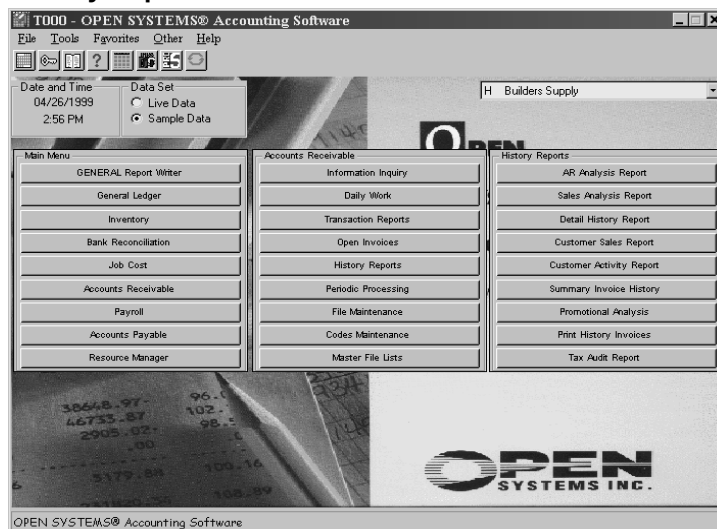
History Reports

9

Use the functions on the History Reports menu to print:

- the AR Analysis Report to show the status of the company's outstanding receivables.
- the Sales Analysis Report for a list of the company's sales for a given reporting period and of the last year's trends.
- the Detail History Report for detailed information about the company's sales history.
- the Customer Sales Report for sales information about a specific customer and optionally for what items or jobs they are purchasing.
- the Customer Activity Report to shows who your top customers are.
- the Summary Invoice History Report for customer and invoice summary totals.
- the Promotional Analysis report to show who is selling specific items and what the variance is versus different pricing methods.
- the Print History Invoices Report to recreate a invoice from detail history.
- the Tax Audit Report to list the sales and use tax breakdown by customer, invoice date, and tax group.

History Reports Menu Screen



AR Analysis Report

The AR Analysis Report provides an analysis of the company's outstanding receivables. The information used to produce this report is stored in the Summary History file, **ARHSxxx**, so you must select **YES** for the option **Keep Summary Sales History?** in the Options and Interfaces function to be able to produce this report.

Since the Fiscal Year/Period Table for the company, **ARPDxxx**, is used to post information to the Summary History file, this table must be setup and then properly maintained by using the Periodic Maintenance function on the File Maintenance menu. The system reads backwards through the Summary History file to find data for the previous fiscal periods. If you didn't perform periodic maintenance for a fiscal period, the data stored in the Summary History file is inaccurate for that fiscal period.

This report compares the receivables of the period specified on the AR Analysis Report Selection screen with the receivables for the previous fiscal period, the receivables for the three previous fiscal periods and the receivables for the same fiscal period in the previous fiscal year.

The report has three sections:

1. the first section shows the total accounts receivable balance and the outstanding receivables.
2. the second section shows the sales by aging period and the percentage amount of outstanding receivables it represents.
3. the third section shows the invoice information such as average amount, and payment information as to days outstanding, total number o invoices and number of payments.

An asterisk (*) is displayed next to a column when no summary history is available for that fiscal period, or if there is insufficient summary history for the range of periods.

The information in the AR Analysis Report comes from the company records in the Summary History file **ARHSxxx**. There is one company record for each period and each year that summary history has been saved.

The first section provides a breakdown of the receivables into aging buckets and shows the amount of accounts receivable. The Total AR column includes finance charges, but they are not included in the individual aging columns. The current period, prior period, and same period last year are displayed from the file. The three-period average is a total of the previous three periods divided by three. The number of days sales were outstanding is calculated as:

$$\text{Total AR} / (\text{Total company sales} / \text{number of days in the period})$$

The number of days in the period is the number you entered on the pick screen for the report and is used for the current period. The other periods use 30 days as an average.

The Days Sales Outstanding column provides a guideline for how well receivables are keeping pace with sales. The higher the number, the farther receivables are from sales. In the report following, the Days Sales Outstanding for the current period is almost six times greater than it is for the same period last year. It might be higher because customers are taking longer to pay on account this year than last year. It might also be higher if sales are lower this year than last year for the period with the same amount of receivables.

The section of the report shows a composite of the receivables outstanding for more than 30, 60, 90, and 120 days. This means that the total amount over 30 includes amounts that are over 60, 90, and 120 days too. The total amount over 60 includes amounts that are over 90, and 120 days old, and so on. The Pct / Tot figure is the Total Amt. / Total AR. Total AR is displayed in the first section of the report.

The third section of the report shows the average invoice amount, the average number of days it took the customer to pay their invoices, and the number of days sales were outstanding. The number of invoices that were sent to the customers and the number of payments that were received from the customers is also displayed.

Average Invoice = Total company sales for this period / number of invoices

Average Days to Pay = Total days to pay / number of payments

The number of invoices and the number of payments are displayed from the file. The Pct amount is the amount for this column divided by the current period amount.

AR Analysis Report Selection Screen

OSAS T000

Settings Edit Print Help

AR Analysis Report

Report Period/Year 12/1999

Days in Period 30

Output device - {P}rinter p{R}eview {F}ile {S}creen {E}nd

To print the report, make the following selections:

Selection	Description
Report Period /Year	The current fiscal period that is stored in the Fiscal Year/Period Table for the company, ARPDxxx , is displayed. Press Enter to accept it or enter a different fiscal period.
Days in Period	The system will default in 30 days. Press Enter to accept it or enter a different number of days.

Select an Output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

AR Analysis Report

05/18/1999 1:10 PM	Builders Supply AR Analysis Report Period 12 - 1999						Page 1
	----- Accounts Receivable Balance -----						Days Sales Outstanding
	Current	31-60	61-90	91-120	Over 120	Total AR	
Period 12	200004.94	.00	.00	.00	.00	200004.94	33.31
3-Period Avg	66668.31	325568.90	108238.08	24873.19	26017.90	551366.38	38.66
Prior Period	.00	644709.57	155164.24	74619.56	35388.60	909881.97	38.59
Last Year Period 12	.00	345107.12	.00	.00	63127.31	408234.43	35.05
----- Over 30 ----- Over 60 ----- Over 90 ----- Over 120 -----							
	Total Amt	Pct/Tot	Total Amt	Pct/Tot	Total Amt	Pct/Tot	Total Amt Pct/Tot
Period 12	.00	.00	.00	.00	.00	.00	.00 .00
3-Period Avg	484698.07	87.91	159129.17	28.86	50891.09	9.23	26017.90 4.72
Prior Period	909881.97	100.00	265172.40	29.14	110008.16	12.09	35388.60 3.89
Last Year Period 12	408234.43	100.00	63127.31	15.46	63127.31	15.46	63127.31 15.46

	Period 12 Amount	--- 3-Period Avg Amount	Pct	--- Prior Period Amount	Pct	--- Same Period Last Yr- Amount	Pct
Average Invoice	13854.90	34699.37	250.45	58938.95	425.40	69887.31	504.42
Average Days to Pay	.00	39.44	.00	40.09	.00	62.00-	.00
Days Sales Outstanding	33.31	38.66	116.06	38.59	115.85	35.05	105.22
Number of Invoices	13	12	94.85	12	92.31	5	38.46
Number of Payments	0	6	.00	11	.00	1	.00
End of Report							

Sales Analysis Report

The Sales Analysis Report provides an analysis of the company's sales based on the reporting period you specify on the Sales Analysis Selection screen and of the last fiscal year's trend by period.

The information included in this report is stored in the Summary History file, so you must select **YES** for the option **Keep Summary Purchase History?** in the Options and Interfaces function in order to produce this report.

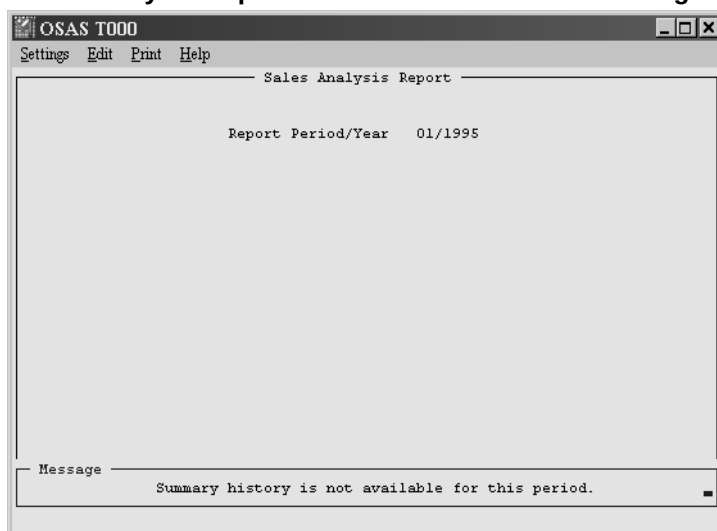
Since the Fiscal Year/Period Table for the company, ARPDxxx, is used to post information to the Summary History file, this table must be setup and then properly maintained by using the Periodic Maintenance function on the File Maintenance menu. The system reads backwards through the Summary History file to find data for the previous fiscal periods for the Sales Analysis Report. If you didn't perform periodic maintenance for a fiscal period, the data stored in the Summary History file is inaccurate for that fiscal period.

The report has two parts:

1. the first part shows the current and previous fiscal year's sales, COGS, gross profit, the average invoice total and the number of invoices for the fiscal period selected, the quarter, and year.
2. the second part of the report shows the same data as a baseline and then compares the previous 12 fiscal periods to the current period as a percentage against it.

If there is insufficient summary history for the range of fiscal periods needed to produce the report, a warning message is displayed on the Sales Analysis Report Selection screen when the fiscal period and year are selected for the report. When the report is printed, an asterisk (*) is printed next to a column when no summary history is available for that fiscal period, or if there is insufficient summary history for the range of fiscal periods.

Sales Analysis Report Selection Screen With Warning



Sales Analysis Report Selection Screen

To produce the report, make the following selections:

Selection	Description
Report Period / Year	The current fiscal period stored in the Fiscal Year/Period Table for the company, ARPDxxx , is displayed. Press Enter to accept it or enter a different fiscal period.

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evue - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Sales Analysis Report

05/18/1999 1:46 PM		Builders Supply Sales Analysis Report Period 12 - 1999				Page 1				
		----- Current Year -----			----- Last Year -----					
		Current Period	Quarter-to-Date	Year-to-Date	Current Period	Quarter-to-Date	Year-to-Date			

Sales		707267.41	1103416.00	4409625.23	283685.16	619752.55	4125688.40 *			
COGS		297944.24	506582.62	2338347.54	153015.12	295165.40	2035638.12 *			
Gross Profit		409323.17	596833.38	2071277.69	130670.04	324587.15	2090050.28 *			
Average Invoice		58938.95	45975.67	67840.39	141842.58	154938.14	137522.95 *			
Number of Invoices		12	24	65	2	4	30*			
12-Month Trend										
Periods	----- Sales -----		----- COGS -----		----- Gross Profit -----		--- Average Invoice ---		-No. of Invoices-	
	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct/Curr

Current	707267.41	100.00	297944.24	100.00	409323.17	100.00	58938.95	100.00	12	100.00
Back 1	396148.59	56.01	208638.38	70.03	187510.21	45.81	33012.38	56.01	12	100.00
Back 2	815003.61	115.23	351230.91	117.88	463772.70	113.30	67916.97	115.23	12	100.00
Back 3	340103.88	48.09	157004.62	52.70	183099.26	44.73	85025.97	144.26	4	33.33
Back 4	248214.45	35.09	183559.56	61.61	64654.89	15.80	82738.15	140.38	3	25.00
Back 5	338974.33	47.93	149613.27	50.22	189361.06	46.26	112991.44	191.71	3	25.00
Back 6	294478.69	41.64	234052.94	78.56	60425.75	14.76	98159.56	166.54	3	25.00
Back 7	287490.73	40.65	107844.81	36.20	179645.92	43.89	71872.68	121.94	4	33.33
Back 8	355651.02	50.29	304844.20	102.32	50806.82	12.41	118550.34	201.14	3	25.00
Back 9	222974.25	31.53	150050.97	50.36	72923.28	17.82	74324.75	126.10	3	25.00
Back 10	403318.27	57.02	193563.64	64.97	209754.63	51.24	67219.71	114.05	6	50.00
Back 11	349436.56	49.41	161970.22	54.36	187466.34	45.80	69887.31	118.58	5	41.67
Back 12	283685.16	40.11	153015.12	51.36	130670.04	31.92	141842.58	240.66	2	16.67
End of Report										

Detail History Report

Use this report to review the sales, miscellaneous credits and payment transactions for the company. The report can be printed in a detail or summary format. When printed in detail, the report lists the individual line-items for each invoice included on the report. The summary format only prints totals for the selected sort, the Quantity in base units / selling units fields are skipped.

Since the information included in this report is stored in the Detail History file, **ARHIxxx**, **YES** must be selected for the option, **Keep Detail Sales History?**.

If you selected **YES** for the options **Use additional descriptions?** and **Keep additional description in history?**, you can elect to include the additional description history information in the report.

Print the Detail History Report to find out:

- which items are being sold the most
- which customers buy most frequently
- what each customer is buying
- what each sales rep is, or is not selling
- when items are being sold
- how much each item is being sold for

Detail History Report Selection Screen

OSAS T000

Settings Edit Print Help

Detail History Report

Pick Customer ID From LOS001 Thru

Sales Rep 1 From Thru

Job or Item No From 150 Thru 350

Sls Cat From Thru

Invoice Date From Thru

Invoice Number From Thru

1. Full detail

2. Summary only

1

1. Quantity in base units

2. Quantity in selling units

1

Print By:

1. Customer ID

2. Sales Rep ID

3. Job or Inventory No

4. Sls Cat

1

Select:

Invoice Line Items YES

Payments YES

Sales Tax YES

Freight Charges YES

Misc Charges YES

Finance Charges YES

Addl. Descriptions NO

Output device - (P)rinter p(R)ewiew (F)ile (S)creen (M)nd

Detail History Report Selection Screen

OSAS T000

Settings Edit Print Help

Detail History Report

Pick Customer ID	From LOS001	Print By:
	Thru	1. Customer ID
Sales Rep 1	From	2. Sales Rep ID
	Thru	3. Job or Inventory No
Job or Item No	From 150	4. Sls Cat
	Thru 350	1
Sls Cat	From	
	Thru	
Invoice Date	From	Select:
	Thru	Invoice Line Items YES
Invoice Number	From	Payments YES
	Thru	Sales Tax YES
1. Full detail		Freight Charges YES
2. Summary only		Misc Charges YES
1		Finance Charges YES
1. Quantity in base units		Addl. Descriptions NO
2. Quantity in selling units		
1		

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)nd

Make the following selections for the report:

Selection	Description

Pick

**Customer ID
From/Thru**

Enter the range of customer IDs for the transactions you want to include in the report.
The **Inquiry** command, **F2** or **Esc W**, is available to select the IDs.
Leave the **From/Thru** fields blank to include transactions for all customers in the report.

**Sales Rep 1
From/Thru**

Enter the range of sales reps for the transactions you want to include in the report.
The **Inquiry** command, **F2** or **Esc W**, is available to select the IDs.
Leave the **From/Thru** fields blank to include transactions for all sales reps in the report.

**Job or Item No
From/Thru**

Enter the range of job or item ID's for the transactions you want to include in the report.
If you are interfaced to Job Cost or Inventory the **Inquiry** command, **F2** or **Esc W**, is available to select the IDs from a list.
Leave the **From/Thru** fields blank to include transactions for all jobs or items in the report.

Detail History Report Selection Screen

Selection	Description
Sales Cat From/Thru	Enter the range of sales categories to include in the report. If you leave these fields blank, then items from all sales categories stored in the <i>Detail History file</i> are included in the report.
Invoice Date From/Thru	Enter the date range for transactions you want to include in the report. If you leave these fields blank, then all transactions stored in the <i>Detail History file</i> are included in the report--regardless of their date.
Invoice Number From/Thru	Enter the range of invoice numbers for transactions you want to include in the report. If you leave these fields blank, then all transactions stored in the <i>Detail History file</i> are included in the report--regardless of their invoice number.
1. Detail	Select 1 if you want individual line-items listed in the report.
2. Summary	Select 2 if you want transactions summarized as totals in the report.
1. Quantity in Base Units	Select 1 to have quantities on the report displayed in the <i>Base Unit</i> of Measure for the inventory items in the report.
2. Quantity in Selling Units	Select 2 if you want the quantities in the report to reflect the unit of measure used for the transaction.

Detail History Report Selection Screen

OSAS T000

Settings Edit Print Help

Detail History Report

Pick Customer ID	From LOS001	Print By:	1. Customer ID
	Thru		2. Sales Rep ID
Sales Rep 1	From		3. Job or Inventory No
	Thru		4. Sls Cat
Job or Item No	From 150		1
	Thru 350		
Sls Cat	From		
	Thru		
Invoice Date	From	Select:	
	Thru	Invoice Line Items	YES
Invoice Number	From	Payments	YES
	Thru	Sales Tax	YES
		Freight Charges	YES
		Misc Charges	YES
		Finance Charges	YES
		Addl. Descriptions	NO
1. Full detail			
2. Summary only			
1			
1. Quantity in base units			
2. Quantity in selling units			
1			

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)nd

Selection

Description

- Print By:** These selections determine how the report is sorted and subtotaled.
- 1. Customer ID** Select **1** to have the transactions listed in the report grouped by the Customer ID. This sort produces customer ID subtotals.
- 2. Sales Rep ID** Select **2** to have the transactions listed in the report grouped by the Sales Rep ID. This sort produces sales rep ID subtotals.
- 3. Job ID / Item ID** Select **3** to group transactions by Job or Item IDs. Subtotals for each Job or Item ID are produced by this sort.
- 4. Sales Category** Select **4** to group transactions by Sales Category. This sort produces subtotals for each sales category.
- Print Invoice Line Items?** Select **YES** to include line items in the report; otherwise select **NO**.
- Print Payments?** Select **YES** to include payments in the report; otherwise select **NO**.
- Print Sales Tax?** Select **YES** to include payments in the report; otherwise select **NO**.
- Print Freight Charges?** Select **YES** to include freight charges in the report; otherwise select **NO**.
- Print Misc. Charges?** Select **YES** to include miscellaneous charges in the report; otherwise select **NO**.
- Print Finance Charges?** Select **YES** to include finance charges in the report; otherwise select **NO**.
- Print Additional Descriptions?** Select **YES** to print the additional descriptions; otherwise select **NO**.

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Detail History Report

05/18/1999 3:23 PM		Builders Supply Detail History Report By Customer ID										PAGE 1
Cust ID	Rep. 1 2	Description	Loc./ Chk. #	Sls. Cat.	Invoice Number	Invoice Date	Quantity	Units	Cost/ Discount	Sales/ Check Amount	Profit	%
LOS001	GPD	300	CA0001	D1	12670017	11/06/94	200.0000	EA	3978.00	9762.20	5784.20	59.3
LOS001	GPD	250	CA0001	S1	12670042	08/01/95	20.0000	CS	25964.80	51029.06	25064.26	49.1
LOS001	GPD	300	CA0001	D1	12670042	08/01/95	40.0000	EA	795.60	2169.42	1373.82	63.3
LOS001	GPD	300	CA0001	D1	12670050	09/24/95	10.0000	EA	198.90	542.36	343.46	63.3
LOS001	GPD	350	CA0001	D1	12670050	09/24/95	25.0000	EA	5250.77	12495.59	7244.82	58.0
LOS001	GPD	250	CA0001	S1	12670058	10/27/95	1.0000	CS	1298.24	2551.45	1253.21	49.1
LOS001	GPD	300	CA0001	D1	12670058	10/27/95	10.0000	EA	198.90	542.36	343.46	63.3
LOS001	GPD	350	CA0001	D1	12670058	10/27/95	20.0000	EA	4200.62	9996.47	5795.85	58.0
LOS001	GPD	150	CA0001	P1	12670073	12/14/95	1.0000	PKG	902.11	1251.51	349.40	27.9
LOS001	GPD	300	CA0001	D1	12670073	12/14/95	83.0000	EA	1701.11	3646.18	1945.07	53.4
CUSTOMER LOS001 LOS ANGELES CONSTRUCTION CO.									44489.05	93986.60	49497.55	52.7
SUN001	PRT	300	MD0001	D1	12670007	07/19/94	10.0000	EA	.00	542.36	542.36	100.0
SUN001	PRT	350	MD0001	D1	12670007	07/19/94	25.0000	EA	5213.75	12495.59	7281.84	58.3
CUSTOMER SUN001 SUNSHINE HOMES, INC.									5213.75	13037.95	7824.20	60.0
TEN001	DMM	250	TX0001	S1	12670005	07/26/94	2.0000	CS	2538.20	2820.03	281.83	10.0
TEN001	DMM	250	TX0001	S1	12670019	12/01/94	20.0000	CS	25382.00	28200.27	2818.27	10.0
TEN001	DMM	150	TX0001	P1	12670026	02/05/95	20.0000	PKG	17491.20	19058.13	1566.93	8.2
TEN001	DMM	150	TX0001	P1	12670036	06/26/95	20.0000	PKG	17491.20	19058.13	1566.93	8.2
TEN001	DMM	300	TX0001	D1	12670036	06/26/95	100.0000	EA	2180.00	2311.05	131.05	5.7
TEN001	DMM	350	TX0001	D1	12670036	06/26/95	30.0000	EA	6256.50	7150.19	893.69	12.5
TEN001	DMM	150	TX0001	P1	12670039	07/03/95	10.0000	PKG	8745.60	9529.07	783.47	8.2
TEN001	DMM	250	TX0001	S1	12670049	09/14/95	3.0000	CS	3824.29	4230.04	405.75	9.6
TEN001	DMM	300	TX0001	D1	12670059	10/17/95	3.0000	EA	63.43	69.33	5.90	8.5
TEN001	DMM	250	TX0001	S1	12670076	12/19/95	3.0000	CS	3824.29	3807.04	17.25	0.5
CUSTOMER TEN001 TENNESSEE SHELTERS, INC.									87796.71	96233.28	8436.57	8.8
GRAND TOTAL									137499.51	203257.83	65758.32	32.4
End of Report												

Customer Sales Report

The Customer Sales Report shows how much you have sold to your customers, the gross profit for those sales, the average invoice amounts and the number of invoices. You can list only customer sales history, or you can include item and job history.

Enter a range of customer Ids, customer classes, and sales reps that you want in the report. You print the report by customer ID, customer name, customer class, or sales rep.

You can choose to include item / job history in the report.

The information included in this report is stored in the Summary History file, so you must select **YES** for the option **Keep Summary Purchase History?** in the Options and Interfaces function in order to produce this report.

Since the Fiscal Year/Period Table for the company, ARPDxxx, is used to post information to the Summary History file, this table must be setup and then properly maintained by using the Periodic Maintenance function on the File Maintenance menu. If you didn't perform periodic maintenance for a fiscal period, the data stored in the Summary History file is inaccurate for that fiscal period.

The amounts in the Quantity Sold, Sales and Number of invoices columns come from the Summary History file (ARHSxxx). The sales amount does not include freight, tax, or miscellaneous amounts.

Gross Profit = Sales - COGS amount

Average Invoice = Sales / Number of invoices

The information on the customer line is from the customer record in the Summary History file for the specified period and year.

The Pct / Tot is the amount for the customer divided by the total amount for the company, which is stored in the company record in the Summary History file.

The Pct / Tot amount listed for the items and jobs is the amount for the item divided by the total amount for that customer.

The Pct / Tot in the No of Invoices column on the customer line is the number of invoices for the customer divided by the GRAND TOTAL.

The Pct / Tot for the items or jobs is the number of invoices for the item or job divided by the total number of invoices for the customer.

The amounts on the GRAND TOTALS lines are a summation of the amounts printed in the report.

The Pct / Tot is the GRAND TOTAL divided by the company total from the company record for this period and year. The Pct / Tot may be less than 100.00 if you print this report for a range of customer Ids, customer classes, and / or sales reps.

Customer Sales Report Selection Screen

```

OSAS T000
Settings Edit Print Help

Customer Sales Report

Pick Customer ID      From GRE001
                      Thru TEN001
Customer Class        From
                      Thru
Sales Rep              From
                      Thru

Print By:
1. Customer ID
2. Customer Name
3. Customer Class
4. Sales Rep
1

Print Item/Job History? YES

Report Period/Year 12/1999

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)nd

```

Make the following selections to produce this report:

Selection	Description
Pick:	
Customer ID From/Thru	Enter a range of the customer IDs to be included in the report.
Customer Class From/Thru	Enter a range of the customer classes to be included in the report.
Sales Rep From/Thru	Enter the range of sales reps to be included in the report.
Print By:	The sort you select determines how the transactions on the report are grouped and subtotaled.
1. Customer ID	Select 1 to group sales by customer ID. A subtotal is printed for each customer.
2. Customer Name	Select 2 to group sales by customer name. A subtotal is printed for each customer.
3. Customer Class	Select 3 to group sales by class. A subtotal is printed for each customer class.
4. Sales Rep	Select 4 to group sales by sales rep. A subtotal is printed for each sales rep.
Print Item/Job History?	Select YES if you want to include the line items and job each customer has purchased, otherwise select NO .
Report Period/ Year	The current fiscal period stored in the Fiscal Year/Period Table for the company, ARPDxxx, is displayed. Press Enter to accept it or enter a different fiscal period.

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Customer Sales Report

05/19/1999 5:36 AM			Builders Supply Customer Sales Report with Job/Item Detail for Period 12/1999 By Customer ID						Page 1	
Customer Item Number	---Quantity Sold-----		Sales	-----	Gross Profit	-----	Average Invoice ---		- No of Invoices -	
	Quantity	Units	Amount	Pct/Tot	Amount	Pct/Tot	Amount	Pct/Tot	Amount	Pct/Tot
GRE001 GREATER NEW YORK DOMES, INC.			11693.44	1.65	870.40	.21	11693.44	19.84	1	8.33
100	6.0000	PKG	2164.37	18.51	86.93	9.99	2164.37	18.51	1	100.00
150	10.0000	PKG	9529.07	81.49	783.47	90.01	9529.07	81.49	1	100.00
Total Items/Jobs			11693.44	100.00	870.40	100.00	11693.44	100.00		
KAN001 KANSAS CITY GEODESIC HOMES			490648.80	69.37	314825.54	76.91	245324.40	416.23	2	16.67
150	75.0000	PKG	71467.99	14.57	5177.61	1.64	71467.99	29.13	1	50.00
300	10.0000	EA	231.11	.05	90.28	.03	231.11	.09	1	50.00
200	85.0000	PKG	209474.85	42.69	100082.80	31.79	209474.85	85.39	1	50.00
Total Items/Jobs			281173.95	57.31	105350.69	33.46	281173.95	114.61		
LOS001 LOS ANGELES CONSTRUCTION CO.			14977.46	2.12	8335.11	2.04	14977.46	25.41	1	8.33
600	55.0000	EA	14977.46	100.00	8335.11	100.00	14977.46	100.00	1	100.00
Total Items/Jobs			14977.46	100.00	8335.11	100.00	14977.46	100.00		
SUN001 SUNSHINE HOMES, INC.			.00	.00	.00	.00	.00	.00		.00
Total Items/Jobs			.00	.00	.00	.00	.00	.00		
TEN001 TENNESSEE SHELTERS, INC.			85255.56	12.05	46176.50	11.28	42627.78	72.33	2	16.67
550	24.0000	PKG	26109.72	30.63	2069.64	4.48	26109.72	61.25	1	50.00
200	12.0000	PKG	29572.92	34.69	14533.94	31.47	29572.92	69.37	1	50.00
Total Items/Jobs			55682.64	65.31	16603.58	35.96	55682.64	130.63		
GRAND TOTALS - All Sales			602575.26	85.20	370207.55	90.44	100429.21	170.40	6	50.00
- Items/Jobs			363527.49	51.40	131159.78	32.04	45440.94	77.10		
End of Report										

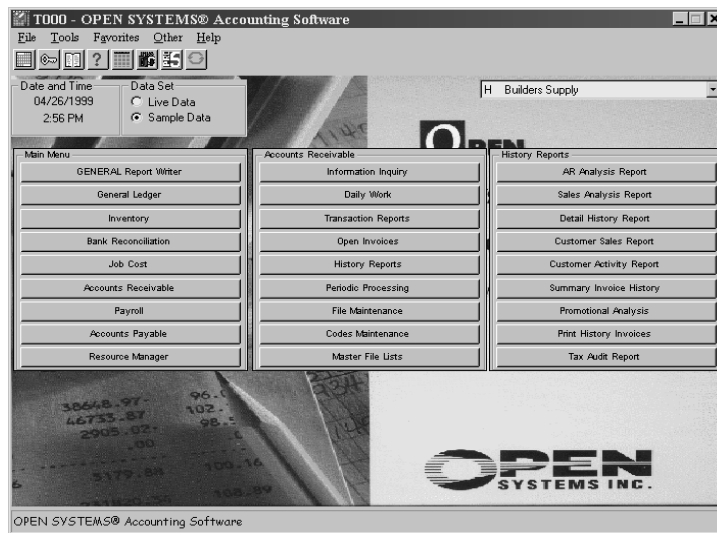
Customer Activity Report

The Customer Activity Report will show who your top customers are. The customers are listed in order of descending sales; that is, the customer that bought the most from your company is listed first and the customer buying the least is listed last.

The information stored in the Summary History file, ARHSxxx, is used to produce this report, therefore, the option **Keep Summary Sales history?** must be set to **YES** to be able to produce the report.

Choose the Customer History Report from the History Reports Menu.

Accounts Receivable History Reports Menu



The Customer Activity Report Selection screen appears.

Customer Activity Report Selection Screen

```

OSAS T000
Settings Edit Print Help

Customer Activity Report

Pick Customer ID From GRE001
                  Thru TEN001
Customer Class From
                  Thru
Sales Rep      From
                  Thru

Print By:
1. Customer ID
2. Customer Class
3. Sales Rep
1

Report Period/Year 12/1999

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)nd

```

To print this report, make the following selections:

Selection	Description
Pick	
Customer ID From / Thru	Enter the range of customer IDs to include on the report. Leave these fields blank to include all customer IDs in the report. The Inquiry command, F2 or Esc W , is available to select the customer IDs from a list.
Customer Class From/Thru	Enter a range of the customer classes to be included in the report.
Sales Rep From/Thru	Enter the range of sales reps to be included in the report. The Inquiry command, F2 or Esc W , is available to select the customer IDs from a list.
Print By:	
1. Customer ID	Select 1 to show totals for each customer ID and listed in descending order of sales.
2. Customer Class	Select 2 to show subtotals for each customer class and the customers within each subtotal in order of descending sales.
3. Sales Rep	Select 3 to show subtotals for each sales rep and the customers within each subtotal in order of descending sales.
Report Period	The current fiscal period stored in the Fiscal Year/Period Table for the company, ARPDxxx, is displayed. Press Enter to accept it or you can change it.
Fiscal Year	The current fiscal year stored in the Fiscal Year/Period Table for the company, ARPDxxx, is displayed. Press Enter to accept it or you can change it.

Select an output device for the report:

(P)rinter - to send the report to a printer

p(R)evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Customer Activity Report

This is an example of the Customer Activity Report printed by customer ID.

05/27/1999 9:01 PM		Builders Supply Customer Activity Report for Period 11/1999 By Customer ID						Page 1	
Cust ID	Customer Name	----- Sales -----		--- Gross Profit ---		-- Average Invoice --		- No of Invoices -	
		Amount	Pct/Tot	Amount	Pct/Tot	Amount	Pct/Tot	Amount	Pct/Tot
KAN001	KANSAS CITY GEODESIC HOMES	490648.80	69.37	314825.54	76.91	245324.40	416.23	2	16.67
TEN001	TENNESSEE SHELTERS, INC.	85255.56	12.05	46176.50	11.28	42627.78	72.33	2	16.67
LOS001	LOS ANGELES CONSTRUCTION CO.	14977.46	2.12	8335.11	2.04	14977.46	25.41	1	8.33
GRE001	GREATER NEW YORK DOMES, INC.	11693.44	1.65	870.40	.21	11693.44	19.84	1	8.33
SUN001	SUNSHINE HOMES, INC.	.00	.00	.00	.00	.00	.00		.00
GRAND TOTALS		602575.26	85.20	370207.55	90.44	100429.21	170.40	6	50.00
End of Report									

The sales and the number of invoices amounts come from the summary history file.

Gross Profit = Sales minus COGS amount.

Average Invoice = Sales / number of invoices

The information on the Customer line is from the customer record for the specified period and year.

The Pct / Tot is the amount for the customer divided by the total amount for the company, which is stored in the company record in the Summary History file.

The amounts listed in the GRAND TOTALS line are a summation of the amounts printed in the report.

The Pct / Tot is the GRAND TOTAL divided by the company total from the company record for this period and year. The Pct / Tot may be less than 100.00 if you print this report for a range of customers IDs, customer classes, or sales rep.

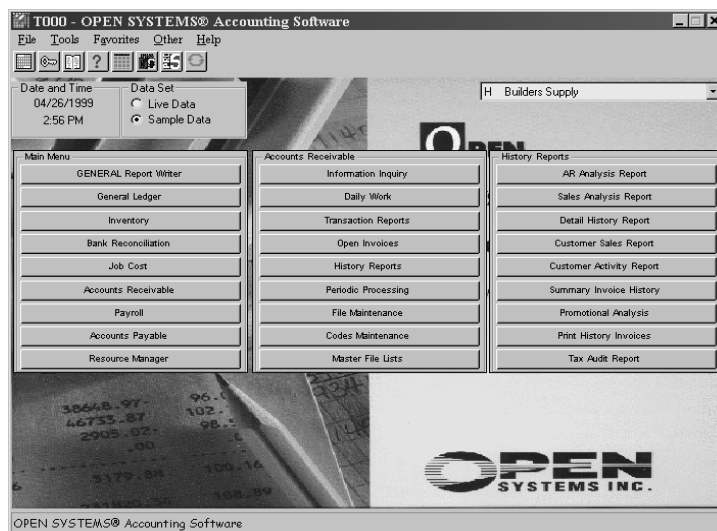
Summary Invoice History Report

Print this report to review summarized transaction information for individual vendors. This report lists summarized information for each invoice and debit memo as well as a subtotal for each vendor ID included in the report. Information listed for each invoice includes:

- Vendor ID
- Purchase Order Number
- Fiscal Period
- Transaction Type
- Invoice Subtotal
- Sales Tax
- Freight
- Miscellaneous Charges
- Invoice Total

The information on the report is stored in the Detail History file, ARHIxxx. So, the option **Keep Detail Sales History?** must be set to **YES** in order to produce this report.

Accounts Receivable History Reports Menu



Choose the Summary Invoices History Report and the selection screen appears.

Summary Invoice History Selection Screen

OSAS T000

Settings Edit Print Help

Summary Invoice History

Pick Customer ID From DAL001 Thru TEN001

Invoice No From Thru

Invoice Date From 10/01/1999 Thru 11/30/1999

Sales Rep 1 From Thru

Sales Rep 2 From Thru

Sort By:

1. Cust/Invoice

2. Invoice Date

3. Sales Rep 1

4. Sales Rep 2

3

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)nd

To print this report, make the following selections:

Selection	Description

Pick

Customer ID From / Thru	Enter the range of customer IDs to include on the report. Leave these fields blank to include all customer IDs in the report. The Inquiry command, F2 or Esc W , is available to select the customer IDs from a list.
Invoice No From / Thru	Enter the range of invoice numbers to include in the report. Leave these fields blank to include all invoice numbers stored in the <i>Summary History file</i> in the report.
Invoice Date From / Thru	Enter the range of dates for the invoices you want to include in the report. Leave these fields blank to include invoices for all dates stored in the <i>Summary History file</i> in the report.
Sales Rep 1 From / Thru	Enter the range of sales reps to be included in the report. The Inquiry command, F2 or Esc W , is available to select the sales rep IDs from a list.
Sales Rep 2 From / Thru	Enter the range of sales reps to be included in the report. The Inquiry command, F2 or Esc W , is available to select the sales rep IDs from a list.

Sort By:

1. Customer ID	Select 1 to organize and subtotal the report by customer ID and invoice number.
2. Invoice Date	Select 2 to organize and subtotal the report by invoice date.
3. Sales Rep 1	Select 3 to organize and subtotal the report by sales rep 1.
4. Sales Rep 2	Select 4 to organize and subtotal the report by sales rep 2.

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Summary Invoice History Report

05/27/1999 10:19 PM			Builders Supply Summary Invoice History Sort by Sales Rep 1					Page	1		
Cust ID	Invoice	Inv. Date	Rep 1	Rep 2	Order No.	Ship To	Subtotal	Sales Tax	Freight	Misc	Total
Cust Name						P.O. Number					

TEN001	24889026	10/03/1995	DMM		00000003	000000	49288.20	.00	.00	.00	49288.20
TENNESSEE SHELTERS, INC.				48356							
DAL001	12670056	10/14/1995	DMM			000000	9739.64	.00	.00	.00	9739.64
DALLAS-FT WORTH DOME HOMES				950699							
TEN001	12670059	10/17/1995	DMM			000000	69.33	.00	.00	.00	69.33
TENNESSEE SHELTERS, INC.				48355							
TEN001	12670069	11/11/1995	DMM			000000	26109.72	.00	.00	.00	26109.72
TENNESSEE SHELTERS, INC.				48760							
TEN001	24889029	11/12/1995	DMM		00000003	000000	59145.84	.00	.00	.00	59145.84
TENNESSEE SHELTERS, INC.				48761							
DAL001	12670066	11/15/1995	DMM			000000	7203.92	.00	.00	.00	7203.92
DALLAS-FT WORTH DOME HOMES				951077							
Sales Rep DMM Total							151556.65	.00	.00	.00	151556.65

LOS001	12670058	10/27/1995	GPD			000000	17118.76	.00	.00	.00	17118.76
LOS ANGELES CONSTRUCTION CO.				9590478							
LOS001	12670070	11/13/1995	GPD			000000	14977.46	.00	.00	.00	14977.46
LOS ANGELES CONSTRUCTION CO.				9590701							
Sales Rep GPD Total							32096.22	.00	.00	.00	32096.22

KAN001	24889024	10/20/1995	JAH		00000001	000000	73932.30	.00	.00	.00	73932.30
KANSAS CITY GEODESIC HOMES				126809							
KAN001	12670055	10/24/1995	JAH			000000	10988.58	.00	.00	.00	10988.58
KANSAS CITY GEODESIC HOMES				126808							
KAN001	24889028	11/12/1995	JAH		00000002	000000	418949.70	.00	.00	.00	418949.70
KANSAS CITY GEODESIC HOMES				127499							
KAN001	12670067	11/16/1995	JAH			000000	71699.10	.00	.00	.00	71699.10
KANSAS CITY GEODESIC HOMES				127498							
Sales Rep JAH Total							575569.68	.00	.00	.00	575569.68

GRE001	12670057	10/19/1995	PRT			000000	11155.84	.00	.00	.00	11155.84
GREATER NEW YORK DOMES, INC.				27483803							
GRE001	12670063	11/02/1995	PRT			000000	11693.44	.00	.00	.00	11693.44
GREATER NEW YORK DOMES, INC.				27484378							
Sales Rep PRT Total							22849.28	.00	.00	.00	22849.28

GRAND TOTAL							782071.83	.00	.00	.00	782071.83

End of Report											

Promotional Analysis Report

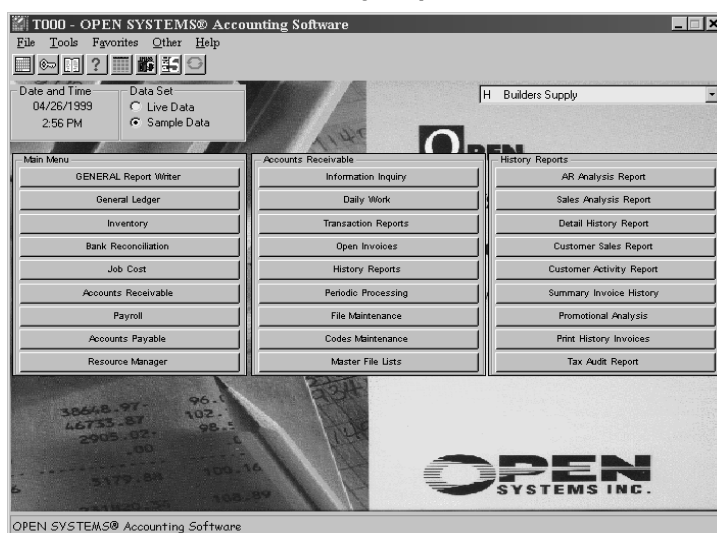
Use the Promotional Analysis Report to show comparisons between promotional pricing and other types of pricing available. With this report you can identify which promotions have been successful, and which promotions have not in terms of the quantities of items sold. Determine which customer's sales are influenced more by specific promotional items and track which sales reps are selling more of the promotional items than others.

The report will also show both the variance amount in dollars, versus whatever pricing method you choose to compare with and the same variance as a percentage versus the pricing you have chosen to compare with it.

You can only produce this report if Accounts Receivable is interfaced with Inventory, where the product promotional information is stored.

Choose the Promotional Analysis Report from the history reports menu.

Accounts Receivable History Reports Menu



Choose the Promotional Analysis Report and the selection screen appears.

Promotional Analysis Report Selection Screen

OSAS T000

Settings Edit Print Help

Promotional Analysis

Pick Promo ID	From YR-END	Sort By:
	Thru YR-END	1. Item/Location
Item ID	From 100	2. Location/Item
	Thru 250	3. Customer
Location ID	From MN0001	4. Sales Rep 1
	Thru TX0001	5. Sales Rep 2
Customer ID	From	6. Sales Category
	Thru	3
Sales Rep 1	From	
	Thru	
Sales Rep 2	From	Price Comparison to:
	Thru	1. List
Invoice Date	From	2. Minimum
	Thru	3. Base
		4. Average
		5. Current Calculated
		4

Output device - (P)rinter p(R)evuew (F)ile (S)creen (M)end

To print this report make the following selections.

Selection	Description

Pick

Promo ID	Enter the range of promo IDs to be included on the report. Leave this field blank if you wish to include all promo IDs in the report.
From / Thru	The Inquiry Command, F2 or Esc W , is available to select the promo IDs.
Item ID	Enter the range of item IDs to be included on the report. Leave this field blank if you wish to include all item IDs in the report.
From / Thru	The Inquiry Command, F2 or Esc W , is available to select the item IDs.
Location ID	Enter the range of location IDs from which item IDs previously selected will be included on the report. Leave this field blank to include all location IDs in the report.
From / Thru	Inquiry Command, F2 or Esc W , is available to select the location IDs.
Customer ID	Enter the range of customer IDs you want to include in the report. Leave these fields blank to include all customer IDs in the report.
From / Thru	Inquiry Command, F2 or Esc W , is available to select the customer IDs.
Sales Rep 1	Enter the range of sales reps to be included in the report. The Inquiry command, F2 or Esc W , is available to select the sales rep IDs from a list.
From / Thru	
Sales Rep 2	Enter the range of sales reps to be included in the report. The Inquiry command, F2 or Esc W , is available to select the sales rep IDs from a list.
From / Thru	
Invoice Date	Enter the range of dates for the invoices you want to include in the report. Leave these fields blank to include invoices for all dates stored in the <i>Summary History file</i> in the report.
From / Thru	

Promotional Analysis Report Selection Screen

OSAS T000

Settings Edit Print Help

Promotional Analysis

Pick Promo ID	From YR-END	Sort By:
	Thru YR-END	1. Item/Location
Item ID	From 100	2. Location/Item
	Thru 250	3. Customer
Location ID	From MN0001	4. Sales Rep 1
	Thru TX0001	5. Sales Rep 2
Customer ID	From	6. Sales Category
	Thru	3
Sales Rep 1	From	
	Thru	
Sales Rep 2	From	Price Comparison to:
	Thru	1. List
Invoice Date	From	2. Minimum
	Thru	3. Base
		4. Average
		5. Current Calculated
		4

Output device - (P)rinter p(R)eview (F)ile (S)creen (M)nd

Select the sort by which the report will be organized.

Selection	Description

Sort By:

1. Item / Location	Select 1 to organize and subtotal the report by item ID and location ID.
2. Location / Item	Select 2 to organize and subtotal the report by location ID and item ID.
3. Customer	Select 3 to organize and subtotal the report by customer ID, entries will be in order of item ID location ID.
4. Sales Rep 1	Select 4 to organize and subtotal the report by sales rep 1, entries will be in order of item ID, location ID, and customer.
5. Sales Rep 2	Select 5 to organize and subtotal the report by sales rep 2, entries will be in order of item ID, location ID, and customer.
6. Sales Category	Select 6 to organize and subtotal the report by sales category, entries will be in order of item ID, location ID, and customer.

Select the price comparison you wish to see on the report.

Selection	Description

Price Comparison To:

1. List	Select 1 to view variance amount & percentage between the promo and list price.
2. Minimum	Select 2 to view variance amount & percentage between the promo and minimum price.
3. Base	Select 3 to view variance amount & percentage between the promo and base price.
4. Average	Select 4 to view variance amount & percentage between the promo and average price.
5. Current Calculated	Select 5 to view variance amount & percentage between the promo and currently calculated price.

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Promotional Analysis Report

07/02/1999 11:05 AM		Sample Testing Promotional Analysis							Page	1
Item Description	Location	Customer	Rep 1 Rep 2	Cat	Units Inv. Date	Quantity	Average Price	Promo Price	Variance	Variance Percent
100 Electrical Package	MN0001	ACE001	GPD	P1	PKG 12/21/1999	47.0000	23920.25	15258.78	8661.47	36.21
300 Interior Door	MN0001	ACE001	GPD	D1	EA 12/21/1999	5.0000	259.78	104.00	155.78	59.97
350 Entry Door	MN0001	ACE001	GPD	D1	EA 12/21/1999	10.0000	5564.23	2145.06	3419.17	61.45
Customer ACE001 Total						62.0000	29744.25	17507.84	12236.41	41.14
100 Electrical Package	CA0001	CASHCA		P1	PKG 12/06/1999	3.0000	1382.47	1427.06	44.59-	3.23-
300 Interior Door	CA0001	CASHCA		D1	EA 12/06/1999	10.0000	482.00	513.81	31.81-	6.60-
Customer CASHCA Total						13.0000	1864.46	1940.87	76.41-	4.10-
300 Interior Door	TX0001	DAL001	DMM	D1	EA 12/25/1999	10.0000	519.55	208.00	311.55	59.97
350 Entry Door	TX0001	DAL001	DMM	D1	EA 12/25/1999	25.0000	14160.57	5362.64	8797.93	62.13
Customer DAL001 Total						35.0000	14680.12	5570.64	9109.48	62.05
350 Entry Door	MD0001	GRE001	PRT	D1	EA 12/19/1999	2.0000	1114.33	429.01	685.32	61.50
Customer GRE001 Total						2.0000	1114.33	429.01	685.32	61.50
100 Electrical Package	MN0001	KAN001	JAH	P1	PKG 12/10/1999	20.0000	10178.83	6493.10	3685.73	36.21
Customer KAN001 Total						20.0000	10178.83	6493.10	3685.73	36.21
100 Electrical Package	CA0001	LOS001	GPD	P1	PKG 12/14/1999	3.0000	1382.47	1355.71	26.76	1.94
150 Plumbing Package	CA0001	LOS001	GPD	P1	PKG 12/14/1999	1.0000	1357.64	1251.51	106.13	7.82
300 Interior Door	CA0001	LOS001	GPD	D1	EA 12/14/1999	83.0000	4000.57	3646.18	354.39	8.86
Customer LOS001 Total						87.0000	6740.67	6253.40	487.27	7.23
250 Exterior Panels	TX0001	TEN001	DMM	S1	CS 12/19/1999	3.0000	4556.74	3807.04	749.70	16.45
Customer TEN001 Total						3.0000	4556.74	3807.04	749.70	16.45
Promo YR-END Total						222.0000	68879.39	42001.90	26877.49	39.02
GRAND TOTAL						222.0000	68879.39	42001.90	26877.49	39.02

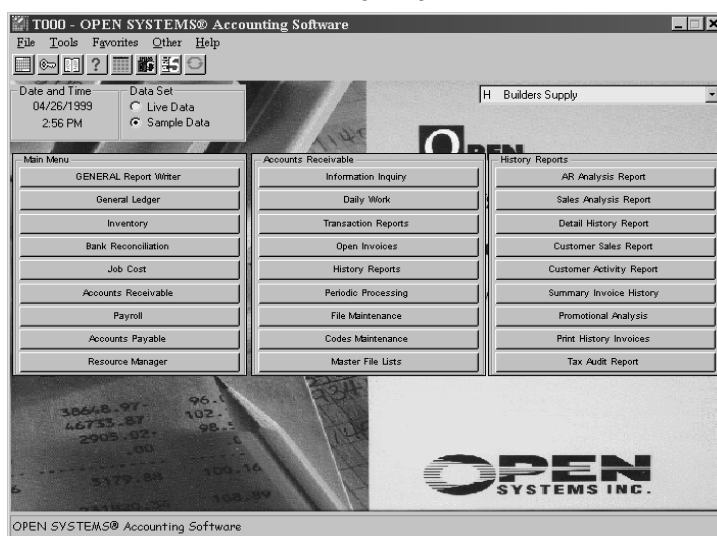
Print History Invoices

Use this function to print duplicate invoices from detail history either for your records or for customers that may have misplaced or lost them.

The information on the report is stored in the Detail History file, ARHIxxx. So, the option **Keep Detail Sales History?** must be set to **YES** in order to produce this report.

To print History Invoices choose this function from the Accounts Receivable History Reports menu.

Accounts Receivable History Reports Menu



The print History Invoices screen appears.

Print History Invoices Selection Screen

OSAS T000

Settings Edit Print Help

Tax Audit Report

Pick Tax Group From CA
Thru TXH0US

Customer ID From
Thru

Invoice Date From 10/01/1999
Thru 11/30/1999

Print Invoice Detail? YES
Print Zero Tax Invoices? YES

Output device - (P)rinter p(R)evuew (F)ile (S)creen (E)nd

To print this report make the following selections.

Selection	Description

Pick:**Customer ID
From / Thru**

Enter the range of customer IDs you want to include in the report. Leave these fields blank to include all customer IDs in the report.

The **Inquiry** Command, **F2** or **Esc W**, is available to select the customer IDs from a list.

**Invoice No
From / Thru**

Enter the range of invoice numbers to include in the report. Leave these fields blank to include all invoice numbers stored in the *Detail History file* in the report.

**Invoice Date
From / Thru**

Enter the range of dates for the invoices you want to include in the report. Leave these fields blank to include invoices for all dates stored in the *Detail History file* in the report.

Print:**1. Invoices**

Select **1** to print only invoices meeting the criteria selected above.

2. Credit Memos

Select **2** to print only credit memos meeting the criteria selected above.

3. Both

Select **3** to print both invoices and credit memos meeting the the criteria selected above.

You can alter the dunning message to be printed on each invoice or credit memo if you like.

Select **YES** or **NO** to print additional descriptions on the invoice, if the option to **Use additional descriptions?** has been selected.

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Print History Invoices Report

12670080 12/12/99 1					
SUN001 <<INVOICE REPRINT>>					
ATTN: RANDY SULIVAN			SUNSHINE HOMES, INC.		
SUNSHINE HOMES, INC.			1000 OCEAN BOULEVARD		
1000 OCEAN BOULEVARD			MIAMI FL 33333-4323		
MIAMI FL 33333-4323					
					8246.32
PRT	12/12/99	12/12/99	07/02/99		
C.O.D.	17189				
450	03 EA	10.0000	362.5630	3625.63	
Slide by Window 24" x 40"					
460	03 EA	10.0000	397.0620	3970.62	
Slide by Window 30" X 40"					
610	03 EA	2.0000	325.0350	650.07	
Standard Window 30" X 40"					
Thank you for your order.					
Location Tax Breakdown					
Tax location not on file .00					
.00					
Subtotal :					8246.32
8246.32	.00	.00	.00	.00	8246.32

Run Totals:	
Taxable	8246.32
Non-Taxable	.00
Tax	.00
Freight	.00
Misc	.00
Total Sales	8246.32
Prepaid Amount	.00
Total Credit Sales	8246.32
Invoices Printed:	1

Tax Audit Report

This report lists the individual transactions for each tax group. The tax location for each tax level in the tax group is listed along with the amount of tax calculated for each tax level for each individual transaction.

The information shown on this report is stored in the Detail History file, **ARHIxxx**. Therefore, the **Keep detail sales history?** option must be set to **YES** in order to produce this report.

Tax Audit Report Selection Screen

OSAS T000

Settings Edit Print Help

Tax Audit Report

Pick Tax Group From CA
Thru TXHOUS

Customer ID From
Thru

Invoice Date From 10/01/1999
Thru 11/30/1999

Print Invoice Detail? YES

Print Zero Tax Invoices? YES

Output device - (P)rinter p(R)evue (F)ile (S)creen (M)nd

Make the following selections for the report:

Selection	Description

Pick:

Tax Group From/Thru	Enter the range of tax groups that you want to include in the report. The Inquiry command, F2 or Esc W , is available to select the Tax Groups from a list. Leave these fields blank to include all Tax Groups in the report.
Customer ID From/Thru	Enter the range of the customer IDs you want included in the report. The Inquiry command, F2 or Esc W , is available to select the Tax Groups from a list. Leave these fields blank to include all Customer IDs in the report.
Invoice Date From/Thru	Enter a date range for the invoices you want to include in the report. Leave these fields blank to include all invoices stored in the Detail History file in the report.

Select an output device for the report:

(P)rinter - to send the report to a printer

p**(R)**evuew - to view what the printed report looks like in a GUI window. The system prompts you to select the printer you want to use for the preview. You can select whether to send the report to a printer.

(F)ile - to print the report to a file

(S)creen - to print the report to the screen

(E)nd - to exit from the selection screen without printing the report

Tax Audit Report

07/02/1999 7:40 AM		Sample Testing Tax Audit Report						Page 1
Invoice Date	Invoice Number	Customer ID	Invoice Subtotal	Level 1 Tax	Level 2 Tax	Level 3 Tax	Level 4 Tax	Level 5 Tax

Tax Group CAR								
10/27/1999	12670058	LOS001	17118.76	.00	.00	.00	.00	.00
11/13/1999	12670070	LOS001	14977.46	.00	.00	.00	.00	.00
Tax Group CAR TOTAL			32096.22	.00	.00	.00	.00	.00

Tax Group CAT								
10/14/1999	12670060	CASHCA	14855.00	.00	.00	.00	.00	.00
Tax Group CAT TOTAL			14855.00	.00	.00	.00	.00	.00

Tax Group MDR								
10/16/1999	12670061	CASHMD	18495.10	.00	.00	.00	.00	.00
10/19/1999	12670057	GRE001	11155.84	.00	.00	.00	.00	.00
11/01/1999	12670068	CASHMD	14855.00	.00	.00	.00	.00	.00
11/02/1999	12670063	GRE001	11693.44	.00	.00	.00	.00	.00
Tax Group MDR TOTAL			56199.38	.00	.00	.00	.00	.00

Tax Group MNR								
10/17/1999	12670054	ACE001	154642.54	.00	.00	.00	.00	.00
10/24/1999	12670055	KAN001	10988.58	.00	.00	.00	.00	.00
11/16/1999	12670067	KAN001	71699.10	.00	.00	.00	.00	.00
11/24/1999	12670064	ACE001	35467.99	.00	.00	.00	.00	.00
Tax Group MNR TOTAL			272798.21	.00	.00	.00	.00	.00

Tax Group MNT								
10/25/1999	12670062	CASHMN	8481.00	.00	.00	.00	.00	.00
11/03/1999	12670065	CASHMN	5708.28	.00	.00	.00	.00	.00
Tax Group MNT TOTAL			14189.28	.00	.00	.00	.00	.00

Tax Group TXD								
11/15/1999	12670071	CASHPS	8598.20	343.93	.00	.00	.00	.00
Tax Group TXD TOTAL			8598.20	343.93	.00	.00	.00	.00
GRAND TOTALS			398736.29	343.93	.00	.00	.00	.00
=====								

Track Sales and Use Taxes

A

The following functions must be set up in order to track sales and use taxes:

- Tax Classes are set up for each type of goods or services that are taxed at a specific rate. Tax classes are assigned to each line-item of a transaction.
- Tax Locations are set up to specify the tax rates for each individual tax authority.
- Tax Location Groups are used to group Tax Locations and assign the tax rates.

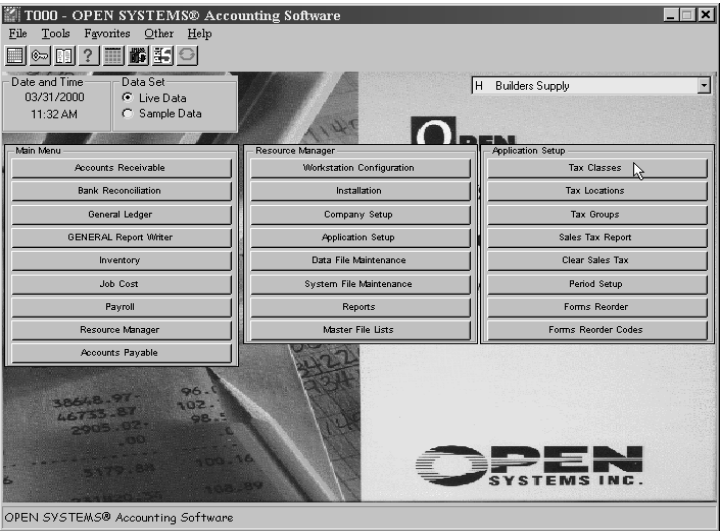
To track the sales tax you pay to various tax authorities, perform the following tasks:

1. Set up or modify tax classes so that they conform to tax regulations.
2. Set up tax locations for the individual tax authorities you report to. For example, a municipal, a state, a province, a county, or a national government.
3. Set up tax location groups. Tax location groups may be a single tax authority or a group of tax authorities. For example, a state and a city sales tax can be grouped together as one tax location.

If an authority charges sales or use tax on the tax amount paid to another tax authority, select the tax location levels in the Tax on Tax Level window.

4. Assign the tax location group to vendors, recurring entries, or individual transactions.
5. At the end of the reporting period for each tax authority:
 - Print the Sales Tax Report on the Management Reports menu.
 - Use the Clear Sales Tax function on the Application Setup menu in Resource Manager to clear the accumulated sales and use tax amounts from the tax location records.
 - Use the functions on the Application Setup menu in RM to set up use and sales taxes.

Application Setup Menu Screen



Setting Up And Maintaining Tax Classes

Tax classes define the tax category of the line-items purchased or sold. A tax percentage for each class is set up for each tax location. When Tax Classes are assigned to individual inventory items in Inventory they automatically default when the inventory item is selected as a line-item for a transaction.

Adding a tax class

Perform the following tasks to add a tax class:

1. Select the Tax Classes function on the Application Setup menu. The Tax Classes screen appears.

Tax Classes Screen

Class	Description
> 00	Consumer Goods
01	Resale Sales
02	Exempt Sales
03	Ind/Agr Prod.
04	Interstate Comm
05	Motor Vehicles
06	Food Products
07	Clothing
08	Gasoline
09	Services

Company H Enter = edit, Append Verify

2. Press **A** to use the Append command to add a tax class.

Tax Classes Screen - Append Mode

Class	Description
00	Consumer Goods
01	Resale Sales
02	Exempt Sales
03	Ind/Agr Prod.
04	Interstate Comm
05	Motor Vehicles
06	Food Products
07	Clothing
08	Gasoline
09	Services
10	

Enter = edit, Append

Company H Verify

3. A new tax class is automatically added in sequence. Enter the description and press **Enter** to save the tax class.

Tax Classes Screen - Append Mode

Class	Description
00	Consumer Goods
01	Resale Sales
02	Exempt Sales
03	Ind/Agr Prod.
04	Interstate Comm
05	Motor Vehicles
06	Food Products
07	Clothing
08	Gasoline
09	Services
10	Health Prod

Enter = edit, Append

Company H Verify

Note

Once a tax class has been added, it cannot be deleted. You can only edit the description field for the tax class.

Modifying a Tax Class

Perform the following tasks to edit the description for a tax class:

1. Select the Tax Classes function on the Application Setup menu. The Tax Classes screen appears.
2. Press **E** to use the Edit command to change the description of a Tax Class.

Tax Classes Screen - Edit Mode

OSAS T000

Settings Edit Print Help

Tax Classes

Class	Description
00	Consumer Goods
01	Resale Sales
02	Exempt Sales
03	Ind/Agr Prod.
04	Interstate Comm
05	Motor Vehicles
06	Food Products
07	Clothing
08	Gasoline
09	Services
10	Health Prod

Enter = edit, Append

Company H Verify

3. Enter the new description and press **Enter** to save the change.

Setting Up And Maintaining Tax Locations

Set up a tax location for each tax authority that you must report sales or use taxes to. When you set up each tax authority, you specify the tax rate that the tax authority applies to each tax class.

Editing Tax Class Information For A Tax Location

Perform the following tasks to edit the tax class information:

1. Select the Tax Locations function on the Application Setup menu. The Tax Locations screen appears.

Tax Locations Screen

Tax Locations				
Class Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
Total				
Calculated				
Over/Short				

2. Enter the following information in the header section of the screen:

Field	Description
Tax Location	Enter the ID to use for the new tax location.
Name	Enter the tax authority's name.
Tax Level	The tax level determines the sequence that the tax is calculated. This is important when "tax on tax" is calculated. A national or state tax is usually assigned a level 1; a city, county, or province is usually assigned a higher level.
Tax ID	Enter the identification number assigned to this company by the tax authority.
Authority	Enter the two-character code for the tax authority. This field is used to summarize tax locations when reporting sales and use taxes.
Tax on:	
Freight?	If freight charges are subject to sales or use taxes by this tax authority, select YES ; otherwise select NO .

- Misc?** If miscellaneous charges are subject to sales or use taxes by this tax authority, select **YES**; otherwise select **NO**.
- Tax Liability Acct** Enter the general ledger liability account that the tax amounts calculated is posted to.
When Accounts Payable is interfaced with General Ledger, the **Inquiry** (F2) command is available to select the account number from a list.
- Tax Refundable Acct** Enter the general ledger account that the refundable portion of the tax is posted to. This field applies to taxes paid or collected in Canada only. Press **Enter** to skip this field.
When Accounts Payable is interfaced with General Ledger, the **Inquiry** (F2) command is available to select the account number from a list.

3. Use the **Proceed** (PgDn) command to move to the lower section of the screen. The tax classes are listed here.

Tax Locations Screen

OSAS T000

Settings Edit Print Help

Tax Locations

Tax Location	MNLOCH	Name	Duluth, MN
Tax Level	2	Tax ID	5678-22-123
Authority	mn	Tax on: Freight?	NO
Tax Liability Acct	220005	Misc?	NO
		Tax Refundable Acct	220005

Class Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00 Consumer Goods	0.000	0.000	.00	.00
01 Resale Sales	0.000	0.000	.00	.00
02 Exempt Sales	0.000	0.000	.00	.00
03 Ind/Agr Prod.	0.000	0.000	.00	.00
04 Interstate Comm	0.000	0.000	.00	.00
05 Motor Vehicles	0.000	0.000	.00	.00
06 Food Products	0.000	0.000	.00	.00
07 Clothing	0.000	0.000	.00	.00
08 Gasoline	0.000	0.000	.00	.00
09 Services	0.000	0.000	.00	.00
Total			.00	.00
Calculated			.00	.00
Over/Short			.00	.00

Enter = edit, Tax Loc, First, Last, Next, Prev, View, Header, Goto Class
Company H Verify

4. Move the cursor to the tax class you want to set up for the tax authority and press **Enter**. The Edit Line window appears.

Tax Locations Screen with Edit Line Window

The screenshot shows the OSAS T000 Tax Locations screen. The main window has a menu bar with Settings, Edit, Print, and Help. Below the menu bar, there are two sections: Tax Locations and Edit Line. The Tax Locations section displays the following information:

Tax Location	MNLOCH	Name	Duluth, MN
Tax Level	2	Tax ID	5678-22-123
Authority	mn	Tax on: Freight?	NO
		Misc?	NO

The Edit Line window is open, showing a table with columns for Tax Class, Description, and Consumer Goods. The table contains the following data:

Tax Class	Description	Consumer Goods
00	Taxable Sales	.00
	Nontaxable Sales	.00
	Tax Collected	.00
	Taxable Purchases	.00
	Nontaxable Purchases	.00
	Tax Paid	.00
	Tax Refundable	.00

Below the Edit Line window, there is a table with columns for Tax Class, Description, and Consumer Goods. The table contains the following data:

Tax Class	Description	Consumer Goods
08	Casoline	.00
09	Services	.00
	Total	.00
	Calculated	.00
	Over/Short	.00

At the bottom of the screen, there is a field for Company H and a Verify button.

5. Enter the following information for the tax class:

Field	Description
Tax Class	The tax class you selected to work with is displayed. You cannot change it.
Description	The description for the tax class selected is displayed. You cannot change it here; it can be edited using the Tax Classes function.
Sales Tax Percent	If this tax authority collects a sales tax for the tax class, enter the percentage here. Enter the percent as a whole number, not decimal format.
Purch Tax Percent	If this tax authority collects a purchase or use tax for the tax class, enter the percentage here. Enter the percent as a whole number.
Refundable Percent	Enter the percentage amount of the tax for this tax class that is refundable. Refundable taxes only apply to taxes collected by Canadian tax authorities.
Expense Acct	Enter the general ledger account number used to expense the purchase or use tax. When Accounts Payable is interfaced with General Ledger, the Inquiry (F2) command is available to select the account number.
Taxable Sales	Enter the amount of taxable sales for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when sales transactions are posted.
Nontaxable Sales	Enter the sales amount that is not subject to tax by the tax authority for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when sales transactions are posted.
Tax Collected	Enter the amount of tax collected for sales in the tax authority's current reporting period. Once the tax location is set up, the system updates this value when sales transactions are posted.
Taxable Purchases	Enter the amount of taxable purchases for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.
Nontaxable Purchases	Enter the amount of nontaxable purchases for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.

Field	Description
Tax Paid	Enter the amount of tax paid during the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.
Tax Refundable	Enter the amount of the tax that is refundable for the tax authority's current reporting period. Once the tax location is set up, the system updates this value when purchase transactions are posted.

Tax Locations Screen with Edit Line Window

- Use the **Proceed** (PgDn) command to save the tax class information.

Tax Locations Screen

OSAS T000

Settings Edit Print Help

Tax Locations

Tax Location MNLOCH Name Duluth, MN
 Tax Level 2 Tax ID 5678-22-123
 Authority mn Tax on: Freight? NO Misc? NO

Edit Line

Tax Class	Description	Amount
00	Consumer Goods	
	Taxable Sales	.00
Sales Tax Percent 6.500	Nontaxable Sales	.00
Purch Tax Percent 6.500	Tax Collected	.00
Refundable Percent 0.000		
Expense Acct 806000	Taxable Purchases	.00
	Nontaxable Purchases	.00
	Tax Paid	.00
	Tax Refundable	.00

08 Gasoline	0.000	0.000	.00	.00
09 Services	0.000	0.000	.00	.00
Total			.00	.00
Calculated			.00	.00
Over/Short			.00	.00

Verification

Press <PgDn> to proceed

Deleting A Tax Class From A Tax Location

Perform the following tasks to delete a tax class:

- On the Tax Locations screen, move the cursor to the tax class you want to delete.
- Use the **Delete** (F3) command. The system prompts you to use the **Delete** command again to confirm deleting the tax class from the tax location.

Setting Up And Maintaining Tax Groups

Use this function to group tax locations together when sales or purchases are taxed by more than one tax authority; for example state and county sales/use taxes. When tax groups are set up, you can also specify whether *tax on tax* should be calculated.

This example illustrates how to use tax groups:

Suppose that Minnesota has a state sales tax and Minneapolis has a city sales tax. Sales in Minneapolis incur two sales taxes: one owed to the state of Minnesota and the other to the city of Minneapolis. A tax group is created that contains both tax locations--the state of Minnesota and the city of Minneapolis. When this tax group is used for a transaction, taxes due to both tax authorities are calculated.

TAX ON TAX

Tax on tax means that a taxing authority not only calculates its tax based on the price of goods and services, but also on the taxes charged by another tax authority. When the system calculates *tax on tax*, the Level 1 tax is calculated and sub totaled. Then the Level 2 tax is calculated on that subtotal. You can create up to five tax levels.

Tax on tax is used primarily outside of the United States. Goods and Services Tax (GST) and Provincial Sales Tax (PST) are examples of taxes that can require tax on tax calculations.

This example illustrates how to use tax groups to calculate tax on tax:

Suppose that Canada has a goods and services tax (GST) and Quebec has a provincial state tax (PST) that also taxes the GST amount for a sale. When the tax group is set up, Canada is the Level 1 tax location and Quebec is the Level 2 tax location. When Quebec is entered as the Level 2 tax, **YES** is selected for the **Tax on Tax Level 1?** prompt. Sales or Purchase transactions recorded with this tax group incur taxes for the Canadian GST tax calculated on the amount of goods and services and taxes for Quebec PST tax calculated on the subtotal of the goods and services plus the amount of the Canadian GST tax.

Adding A Tax Group

To add a tax group, perform the following tasks:

1. Select the Tax Groups function from the Application Setup menu in Resource Manager. The Tax Groups screen appears.

Tax Groups Screen

Group ID	Description	Reporting Method	One	Two	Three	Four	Five
CA	California	Combined	CA				
MD	Maryland	Combined	MD				
MN	Minnesota	Combined	MN				
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS			
TX	Texas	Combined	TX				
TXHOUS	Houston, TX	Combined	TX	TXHOUS			

Enter = edit, Append

Company H Verify

2. Press **A** to use the Append command to add a tax group.

Tax Groups Screen - Append Mode

Group ID	Description	Reporting Method	One	Two	Three	Four	Five
CA	California	Combined	CA				
MD	Maryland	Combined	MD				
MN	Minnesota	Combined	MN				
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS			
TX	Texas	Combined	TX				
TXHOUS	Houston, TX	Combined	TX	TXHOUS			

Company H Verify

Tax Groups Screen - Append Mode

Group ID	Description	Reporting Method	One	Two	Three	Four	Five
CA	California	Combined	CA				
MD	Maryland	Combined	MD				
MN	Minnesota	Combined	MN				
MNMPLS	Minneapolis, MN	Combined	MN	MNMPLS			
TX	Texas	Combined	TX				
TXHOUS	Houston, TX	Combined	TX	TXHOUS			
MNDULT	Duluth, MN						

Valid entries are Combined and Separate.

Company H Verify

3. Enter the following information:

Field	Description
Group ID	Enter the ID you want to use for the tax group.
Description	Enter a description for the tax group.
Reporting Method	
Combined	Select Combined if you want the tax amount for all tax locations in the tax group to be added together and printed as one total sales tax amount on invoices.
Separate	Select Separate if you want the individual tax amounts for each tax location in the group printed on the invoice.
Tax Levels:	Enter the tax locations you want to group together in this tax group in the appropriate level for the tax location. You can group five tax levels into one tax group. Tax locations must be entered in the tax level field for the tax level that they were assigned when they were setup in Tax Locations. The Inquiry (F2) command is available to select the tax locations.

4. The Tax on Tax Level prompt appears after you enter the second tax level:

Tax Groups Screen With Tax on Tax Level Prompt

- Select YES if the amount of tax calculated for the previous tax location level should be added to the transaction total before calculating the tax for this tax location level. The tax is calculated:

$(\text{Transaction Total} + \text{Tax Calculated for the previous Tax Location Level}) (\text{Tax Percent for this Tax Location Level})$

- Select NO if the amount of tax for this tax location should only be based on the amount of the transaction total. The tax is calculated:

$\text{Transaction Total} (\text{Tax Location Level Percent})$

An Example:

Transaction Total: \$1000

Tax Level:	1	2	3	4	5
Tax Percent:	5%	5%	5%	5%	5%
Tax on Tax:		Y	Y	Y	Y

Calculations:

Level 1: $(\$1000 * 5\%) = \$50$

Level 2: $(\$1000 + \$50) * 5\% = \$52.50$

Level 3: $(\$1000 + \$50 + \$52.50) * 5\% = \$55.13$

Level 4: $(\$1000 + \$50 + \$52.50 + \$55.13) * 5\% = \$57.88$

Level 5: $(\$1000 + \$50 + \$52.50 + \$55.13 + \$57.88) * 5\% = \$60.78$

Total for the order including tax = $\$1000 + \$50 + \$52.50 + \$55.13 + \$57.88 + \$60.78 = \$1276.29$

- The tax group is saved when you press **Enter** in the Tax Level Five field.

Tax Groups Screen

Editing Tax Group Information

Perform the following tasks to edit a tax group:

- Move the cursor to the Group ID for the tax group you want to edit and press **Enter**.

Tax Groups Screen - Edit Mode

- Edit the information for the tax group. When you press **Enter** at the field for Tax Level Five, the changes are saved.

Deleting A Tax Group

Complete the following steps to delete a tax group:

1. Move the cursor to the Group ID for the tax group you want to delete.
2. Use the **Delete** (F3) command. The system prompts you to use the **Delete** command again to confirm deleting the tax group.

Tax Groups Screen - Delete Mode

Periodic Processing for Sales and Use Taxes

At the end of the reporting period for each tax authority, perform the following tasks:

1. Print the Sales Tax Report for the tax authority. This report contains the accumulated tax information for the reporting period.

This function is located on the Management Reports menu in Accounts Payable and the Application Setup menu in Resource Manager. Refer to the Periodic Processing section of this manual for detailed instructions on how to use this function.

2. Use the Clear Sales Tax function to remove the accumulated tax information for the current reporting period. This function prepares the tax location record to begin accumulating values for the next reporting period.

This function is located on the Application Setup menu in Resource Manager. Refer to the Periodic Processing section of this manual for detailed instructions on how to use this function.

Conversion Tips

B

CONVERTING FROM EARLIER VERSION OF OSAS

1. Install OSAS 6.0x Applications into a new directory.
 - A. Create RM data files
 - B. Setup fiscal periods in Period Setup function in RM (CNVTxxx)
2. Applications must be converted in a specific order.

Recommended Order: GL, SO/AR, PO/AP, IN, BK, Other Apps...

A. **General Ledger** - Needs to be converted first to establish the system wide uniform Chart of Accounts. When other applications are converted, they can then change/or use these standard accounts.

B. **Sales Order/Accounts Receivable** - Should be converted next to supply RM files with Tax information. Will completely supply required "Tax on Tax" information. (Also smart enough to create RM data files if they don't exist already). This conversion must be done before Inventory, because the Inventory conversion will look to the AR/SO files to pull in information for customer levels. If you are coming from versions earlier than 5.1x, you must first create data files for AR before converting due to some data file changes.

C. **Purchase Order/Accounts Payable** - This conversion must be done after tax locations, groups, classes are set up in RM. If you do not have **AR/SO**, set up the tax locations, groups and classes manually thru RM before converting **AP/PO**. The conversion prompts the user for the new tax class and tax group to be used on all open orders and recurring orders.

D. **Inventory** - This conversion uses information from both **AR/SO** and **AP/PO** data files to set up Inventory files. The conversion prompts the user for Auto Reorder Parts **YES/NO** and a default Forecast Type. The **Auto Reorder?** Field for all items is set to the user's selection, **YES** or **NO**. The default Forecast Type entered is set up in the Forecast Types on the Code Maintenance menu using the previous month weighted at 100% and is entered in the Forecast Type field for all item location. Inventory data files must be available to convert BK. The BK conversion writes to the Inventory data files.

E. **Bill of Materials/Kitting** - This conversion must follow the Inventory conversion because it will check what is assigned as kits in BK, and then flags the corresponding inventory items as "Kits".

F. **Other Applications** - At this time, the remaining applications can follow the conversion of the applications listed above in any order.

OTHER HELPFUL CONVERSION HINTS

- Because of this required conversion order, you cannot convert a company's different applications at the same time on different terminals anymore. (A trick used to save time).
- It will also be hard to "stack" applications when converting to 6.0x, because certain applications will STOP the conversion process and prompt the user for required information needed during the conversion. (GL, PO/AP, IN and PA).
- Substantial disk space may be required! Remember, if you select **NO** for **Erase Source Files?** and the client is converting from version 4.5 or earlier, you need to have enough hard disk space for at least three (+) sets of data files.

General Information Files

The Accounts Receivable Codes File (ARCDxxx)

The Codes file stores information about sales/COGS accounts, distribution accounts, proximal and regular payment terms, tax classes, and shipping methods. The codes you set up here are used as a shorthand method to enter descriptions in transactions. Use the functions on the Codes Maintenance menu to set up these codes.

The Accounts Receivable Table File (ARTB)

Each application has a Table file that holds the tables needed by its programs. The file is named xxTB, where xx is the two-character program prefix. The sample table file for the application is copied into the data directory at time of installation. There is one record for each table used by Accounts Receivable. Tables may be company specific or shared by two or more companies.

The Accounts Receivable Ship-to-Address File (ARSAXxx)

The Ship-to-Address file stores alternate shipping addresses for customers whose shipping address is different from the mailing address in the customer record, and for customers who have several shipping addresses (up to 999,999 per customer).

The Accounts Receivable Sales Rep File (ARSRxxx)

The Sales Rep file stores information about the sales reps for whom you track sales. If you plan to track commissions, you must set up this file.

History Files

The Accounts Receivable Additional Descriptions History File (ARHDxxx)

If the options are set to use additional descriptions and save additional description history, the Additional Descriptions History file contains the additional description from transactions that have been posted to the AR Detail History file.

The Accounts Receivable Detail History File (ARHIxxx)

If you select the option to save detail history, the Detail History files stores detail information about past sales, credits and aging in a compact form so that you can keep them on file for an extended period of time. Line-item and totals information is added to this file as you post orders to the Open Invoice and Customer files. Use the History Reports menu to print reports using the information stored in this file. Records can be erased from this file by using the Purge Selected Files function on the Periodic Processing menu.

The Accounts Receivable Summary History File (ARHSxxx)

If you elect to save summary history in the Options table, the Summary History file contains information about sales, credits and aging for a particular year and period. Summarized transaction information is added to the file as you post transactions. Use the History Reports menu to print reports using the information stored in this file. Records can be erased from this file by using the Purge Selected Files function on the Periodic Processing menu.

Recurring Entries Files**Accounts Receivable Recurring Additional Descriptions File (ARRDxxx)**

The Recurring Additional Descriptions file contains the additional description information entered in the Recurring Entries function on the File Maintenance menu.

The Accounts Receivable Recurring Entries Header File (ARRHxxx)

The Recurring Entries Header file holds header information for recurring invoices. The entries are copied to the Transaction Header file during the Copy Recurring Entries function. There is one record for each transaction header.

The Accounts Payable Recurring Entries Detail File (ARRExxx)

The Recurring Entries Detail File holds the information for recurring invoices. The entries are copied to the Transaction File during the Copy Recurring Entries function. Each entry consists of a number of line-item records numbered 001-999.

Transaction Files**Before Posting****Accounts Receivable Batch Control File (ARBTxxx)**

The Batch Control file is used to keep track of the batches of transactions in use by each terminal. This file is checked each time you enter or change a transaction to ensure that no one else is printing or posting in this batch.

Accounts Receivable Cash Receipts File (ARCRxxx)

The cash receipts file stores unposted cash receipts transactions. For open invoice customers, you apply receipts against individual invoices; for balance forward customers, you apply them against outstanding balances.

Accounts Receivable Control File (ARCTxxx)

The Control file stores one record for each terminal ID that is currently entering or editing transactions or recurring entries. When the transaction or recurring entry being worked on is exited, the entry for it is removed from this file. A control record contains the next available transaction number.

Accounts Receivable Additional Descriptions File (ARDExxx)

The Additional Descriptions file contains the additional description entered during transaction entry.

Accounts Receivable Lot/Serialized Detail File (ARLSxxx)

The Lot/Serialized Detail file keeps a record of the serial/lot numbers entered in the Accounts Receivable transactions so that you can change and delete previously entered serial/lot numbers before transactions are posted. There is one record for each serial/lot number.

Accounts Receivable Transaction Detail File (ARTDxxx)

The Transaction Detail file holds the line-item detail information on invoices, cash sales, and credits. The transactions are erased after you post summary information to the Open Invoice and Customer files. Each transaction consists of a number of line-item records in the Transaction Detail file plus one header record in the Transaction Header file.

Accounts Receivable Transaction Header File (ARTHxxx)

The Transaction Header file holds the line-item detail information on invoices, cash sales, and credits. The transactions are erased after you post summary information to the Open Invoice and Customer files. Each transaction consists of a number of line-item records in the Transaction Detail file plus one header record in the Transaction Header file.

After Posting

Accounts Receivable Open Invoice File (ARINxxx)

The Open Invoice file stores detailed invoice information for open invoice customers and summary invoice information for balance forward customers. Invoices remain in the file until you do periodic maintenance. They are removed then if they are paid in full or reversed by another transaction.

Accounts Receivable Methods of Payment File (ARPYxxx)

In the Payment Methods file you can define methods of payment for five payment types: cash, check, credit card, write-off, and user-defined other types of payment. The file stores the period-quarter- and year-to-date and last-year payment totals for each payment code. Use the Payment Methods function on the Codes Maintenance menu to set up this file.

Customer Files

Accounts Receivable Customer Comments File (ARCCxxx)

The Customer Comments file stores comments about customers you do business with. You enter comments through the Customers function or during transaction entry, using the Information command to access the Customer Comments window.

The Accounts Receivable Customer File (ARCUxxx)

The Customer file stores general and history information about the customers with whom you do business. General information includes a customer's name, address, phone, and fax numbers, contact, class, sales rep, territory, credit limit, credit hold and partial ship flags, account type information and summary balances. History information includes last-sale and payment information and period-to-date, quarter-to-date, year-to-date and last-year information for sales and payments.

Checklists

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Setup Checklist

Planning

1. Read the Resource Manager User's Guide
2. Read the Accounts Receivable User's Guide
3. Collect and Organize the Data
4. Plan the Implementation Schedule
5. Set Up a Backup Schedule
6. Set Up in Resource Manager
 - Fiscal year and periods
 - Select Options and Interfaces Used During Setup
 - Tax Information (See Appendix A)
7. Set Up in Accounts Receivable
8. Set Up/Verify Tables (x=company id, t=terminal id)
 - ____ARGLxxx ____DUNxxx
 - ____ARPDxxx ____FINCHxxx
 - ____DFtttt ____FORMxxx
 - ____Q?ttt (?=C,H1,H2,N,R,S,V)
9. Set Up the Sales/COGS Accounts in GL Codes
10. Set Up the Distribution Codes
11. Set Up the Terms Codes
12. Set Up Payment Methods
13. Set Up Shipping Methods
14. Set up Sales Reps
15. Set Up Customers
16. Set Up Shipping Addresses
17. Set up Shipping Labels
18. Set Up Recurring Entries
19. Build Open Invoice file for Customers (Summary or Detail)

Complete Set Up in Resource Manager for Accounts Receivable

20. Set Up Access Codes
21. Reset Options and Interfaces for Using the System

Daily Work Processing Checklist

1. Enter all sales and miscellaneous credit transactions.
2. Enter or edit all cash receipt transactions.
3. Use the Copy Recurring Entries function to copy recurring entries that are due.
4. Use the Change Batches function if you need to change a batch ID, or if you would like move specific transactions from one batch to another before processing further.
5. Use the Batch Control function to create additional batches for future transaction entry.

Periodic Processing Checklist

1. Enter and post all orders/invoices, cash receipts and credit memos.
2. Calculate finance charges for the period.
3. Print statements for the month.
4. Print the Customer Analysis, AR Analysis, Sales Analysis, and Sales History Reports.
5. Print the Sales Tax Report. Print this report for both sales and purchases if you are using Accounts Payable or Purchase Order.
6. (OPTIONAL) Print or save any additional reports.
7. Backup data files.
8. Verify that no one is using the AR/SO system.
9. Use the Periodic Maintenance function to clear totals for the accounting period in the Customer file.
 - At the end of a fiscal period, select Period-End Maintenance. In the Customer file ARCUxxx, period-to-date totals are cleared.
 - At the end of the quarter, select Quarter-End Maintenance to clear period-to-date and quarter-to-date totals in the Customer file.
 - At the end of the year, select Year-End Maintenance. Year-to-date totals in the Customer file are transferred to the Last Year fields. Period, quarter, and year-to-date totals are cleared.
10. Print the Customer Comment Report from the Master Lists menu. Then Purge Customer Comments through Periodic Processing.
11. Use the Purge Selected Files function to:
 - remove summary and detail sales history before a specified date
 - purge recurring entries for the cutoff date you enter
 - delete paid invoices from the Open Invoice file before a specified date
12. (OPTIONAL) To delete inactive customers use File Maintenance, Customers function, select the customer ID and use the delete command. If you delete customers, we highly recommend that you rebuild the ARCUxxx file. To rebuild, select Resource Manager, Data File Maintenance, File Rebuild/Verify.

Year-End Checklist For AR/SO

1. Enter and post all orders/invoices, cash receipts and credit memos.
2. Calculate finance charges for the period.
3. Print statements for the month.
4. Print the Customer Analysis, AR Analysis, Sales Analysis, Sales History,
5. Customer Sales, Customer Activity and Commissions Reports.
6. Print the Sales Tax Report. Print this report for both sales and purchases if you are using Accounts Payable or Purchase Order.
7. (OPTIONAL) Print or save any additional reports.
8. **Backup data files.**
9. Year-End is a single user function, make sure that no is using AR/SO.
10. Use the Clear Sales Tax function to clear taxable and non-taxable sales from the Tax Locations. (This function has been moved to the Application Setup menu in Resource Manager).
11. Year-End maintenance is used to accomplish these functions:
 - accumulate balance totals for balance forward customers
 - adjust the Customer file to match the Open Invoice file for open invoice customers if these files do not match
 - advance the figures in the aging periods in the Customer file
 - resequence the transaction file
 - move year-to-date history information to the last-year column
 - clear period-to-date, quarter-to-date and year-to-date history
 - update the credit status field in the Customer file
 - update the aging balances in the Summary History file
 - clear month-to-date and year-to-date sales amounts in the Sales Rep file
 - clear month-to-date, quarter-to-date and year-to-date receipt amounts from the Payment Methods file
 - post finance charges to General ledger
 - clear YTD finance charges if selected (should be done at the end of the calendar year)

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- clear customer high balances if selected
 - increment the fiscal year in the ARPDxxx table by 1 and change the period to 1
12. Print the Customer Comment Report from the Master Lists menu. Then Purge Customer Comments through Periodic Processing.
13. Use the Purge Selected Files function to:
- remove summary and detail sales history before a specified date
 - purge recurring entries for the cutoff date you enter
 - delete paid invoices from the Open Invoice file before a specified date

Note

This function can and should be performed more than once a year.

14. (OPTIONAL) To delete inactive customers use File Maintenance, Customers function, select the customer ID and use the delete command. If you delete customers, we highly recommend that you rebuild the ARCUxxx file. To rebuild, select Resource Manager, Data File Maintenance, File Rebuild.