Accounts Receivable

Training Manual

ETMAR11

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This document has been prepared to conform to the current release version of TRAVERSE Accounting Business Software for Windows. Because of our extensive development efforts and our desire to further improve and enhance the product, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Introduction

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1 INTRODUCTION

OVERVIEW

TRAVERSE Accounts Receivable helps you manage two important areas of your business: cash and Customer relations. It enables you to produce timely statements and invoices to track your receivables. It also enables you to produce informative reports and lists such as the Customer Analysis Report, the Aged Trial Balance Report, the Daily Tax Report, the Detail History Report, and the Sales Representative List. These reports can help you improve your profitability and identify trends and who your best Customers are.

System Information

Additional information about using the system is found in the following sources:

- the *Accounts Receivable Online Help*
- the online help for other TRAVERSE applications
- the *Developer's Guide* and *Developer's Object Descriptions* manuals

Customer Support

Open Systems Holdings Corp. has a strong commitment to Customer service and product quality. If you need help using any Open Systems product, follow these procedures:

- Consult the online help and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE Customer support program, you can consult your Customer support representative (1-800-320-3088) or e-mail them at traverse_support@osas.com.

1 INTRODUCTION

Overview

ABOUT ACCOUNTS RECEIVABLE

Frequently used functions

The most frequently used functions are on the Transactions and Transaction Journals menus. Use these functions for the following tasks:

- Enter invoices, miscellaneous credits, and cash receipts.
- Copy recurring entries.
- Change and delete unposted transactions.
- Add and change batch control.
- Print the invoices, and credit memos for your Customers.
- Print the Sales, Miscellaneous Credits, and Cash Receipts Journals as audit trails of your transactions.
- Print the Methods of Payment Journal, the Deposits Report.
- Post transactions.

Open Invoice functions

Open invoice functions are on the Open Invoices menu. Use these functions for the following tasks:

- Hold and release invoices, and reapply credits to invoices.
- Calculate finance charges.
- Print Customer statements.

Periodic Processing

Use the Periodic Processing menu to run the periodic maintenance and if you have multi-currency print the unrealized gains and losses and post unrealized gains and losses.

Reports

Reports provide the means of seeing data stored in the system.

Interactive Views

Customer, invoice, detail, and summary information can be displayed through the Interactive Views functions.

Interfaces

Accounts Receivable can be interfaced with General Ledger, Bank Reconciliation, Inventory, Accounts Payable, Payroll, and Project Costing.

2

Setting Up AR

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2 SETTING UP AR

SETUP CHECKLIST

Required

___ Set up Business Rules for Accounts Receivable.

___ Set up distribution accounts.

___ Set up terms.

___ Set up payment methods.

___ Set up tax information (classes, locations, and groups).

___ Set up Customers.

Recommended

___ Set up sales/COGS accounts.

___ Set up initial balances.

___ Set up shipping methods.

___ Set up sales reps.

___ Set up ship-to addresses.

___ Set up recurring entries.

2 SETTING UP AR

Setup Checklist

SETUP PROCEDURES

Before you can use the Accounts Receivable application, you must follow the setup procedures in this chapter. Setup procedures include gathering your information, defining the Customers you do business with, assigning codes and IDs, and setting up initial account balances. Follow these procedures carefully; the choices you make determine how the system operates.

Gather Your Information

Gather and organize the following accounting data:

- A chart of accounts for your business.
- Identification and credit information about your Customers.
- Previous- and current-year sales, returns, and receipts histories, organized by Customer.
- A list of unpaid invoices organized by Customer or an aging report.

What You Need to Define

To set up the Accounts Receivable system, follow these steps:

1. Use the **Business Rules** function (page 3-7) to define how you want the system to work.
2. Define the IDs and codes you plan to use. See **IDs and Codes** (page 2-6).
3. Set up **Tax Classes**, **Locations**, and **Location Groups**. See **Tax Locations and Tax Location Groups** in the *Systems Manager Training Manual.*
4. Use the **Payment Methods** function (page 3-47) to set up payment methods.
5. Use the **Sales Reps** function (page 3-59) to set up information about your sales representatives.
6. Use the **Customers** function (page 3-77) to define your Customers, and assign Customer price IDs and Customer levels.
7. Set up initial Customer balances (page 2-9).
8. Use the **Ship-To Addresses** function (page 3-117) to set up shipping addresses and assign them to Customers.
9. If you send invoices to Customers regularly, use the **Recurring Entries** function (page 3-131) to set up recurring invoice records.

Setting Up IDs and Codes

IDs and codes tell the system how to identify each item on file. The system uses these identifiers to organize information.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:

- Do not use the following characters in an ID or a code: | " ' & #.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE 1 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly. For information about how IDs and codes are sorted, see the General Information guide.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute—name or group, put the attribute in the ID. For example, to organize Customers by name, put the first characters of the name of the Customer in the Customer ID.
- Use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.

Customer ID

You must assign an ID to each Customer you do business with. Most functions require that you specify a Customer ID. For information about defining a Customer, see the Customers function (page 3-77).

Class Codes

You can assign Class Codes as an additional sort criterion for reports. Class Codes are arbitrary attributes; the information is stored only with the Customer record. For information about defining Customer Class Codes, see the Class Codes function (page 3-35).

Distribution Codes

Use Distribution Codes to allocate General Ledger Accounts for Receivables, Freight, Miscellaneous charges, Project Cost Deposit Receivables and Deposit Receivables Contra accounts. For information about defining Distribution Codes, see the Distribution Codes function (page 3-39).

Payment Method ID

Payment Method IDs specify which kinds of payment you honor for Customers. For example, you can set up IDs to designate personal checks, company checks, write-offs, cash, credit cards. For information about defining Payment Method IDs, see the Payment Methods function (page 3-47)

Sales/COGS Codes

The Sales/COGS Codes serve as a shorthand method of assigning the accounts to a transaction. When you Post Transactions, information associated with a Sales/COGS Code is sent to the specified accounts. For information about defining Sales/COGS Accounts, see the Sales/COGS Accounts function (page 3-55).

Sales Rep IDs

Sales Rep IDs identify sales reps and their commission schedules. For information about defining Sales Rep IDs, see the Sales Reps function (page 3-59).

Ship-To IDs

Ship-To IDs provide quick and easy access to Shipping Addresses, Shipping Methods, and Payment Methods for a Customer. For information about defining Ship-To IDs, see the Ship-To Addresses function (page 3-117).

Shipping Method Codes

Shipping Method Codes serve as a shorthand method of entering information about how goods are shipped when you enter transactions. For information about defining Shipping Method Codes, see the Shipping Method Codes function (page 3-67).

Terms Codes

Terms Codes define the discount percentage and the number of days in which a Customer must pay you to receive a discount. For information about defining Terms Codes, see the Terms Codes function (page 3-73).

Tax Classes

Tax Classes define the tax category of the items you sell. Ten tax classes are predefined in the sample company and only the description can be changed. You can add Tax Classes. For information about adding Tax Classes or changing Tax Class Descriptions, see the Tax Classes function in the *System Manager Training Manual*.

Tax Location IDs

Tax Location IDs identify the Tax Authorities you pay sales tax to. When you set up the system, enter the Sales Tax Percent, Taxable Sales, Nontaxable Sales, and Tax Collected for each applicable Tax Class. These fields are updated when you post sales. For information about defining Tax Location IDs, see the Tax Locations function in the *System Manager Training Manual*.

Tax Group IDs

Use Tax Groups to group Tax Locations. Tax Groups are assigned to Customers, Transactions, and Recurring Entries. For information about defining Tax Groups, see the Tax Location Groups function in the *System Manager Training Manual*.

Run Codes

Run Codes are used by the Recurring Entries, the Sales Reps, and the Commissions functions as an additional grouping method. You might want to set up Run Codes to reflect when you want to print commission checks or run recurring entries. For example, you might assign run code **01** to entries that should be used to create transactions on the first of the month and **15** to those that should be used to create transactions on the fifteenth of each month. The run codes for the Sales Reps and Commissions functions are the same and distinct from the Run Codes for the Recurring Entries function (page 3-131).

INITIAL BALANCES

Set up initial Customer balances after you set up Customer records. If you are not setting up Accounts Receivable at the beginning of the year and if you are keeping detail and summary history, you must also enter sales history.

You can use the summary method, the detail method, or a combination of the summary and detail methods to set up the initial Customer balances and open invoices.

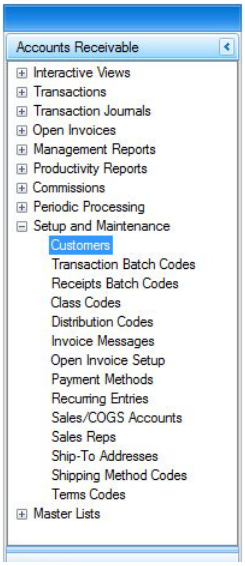
Summary Method

The summary method takes less time than the detail method, but it does not provide complete sales history.

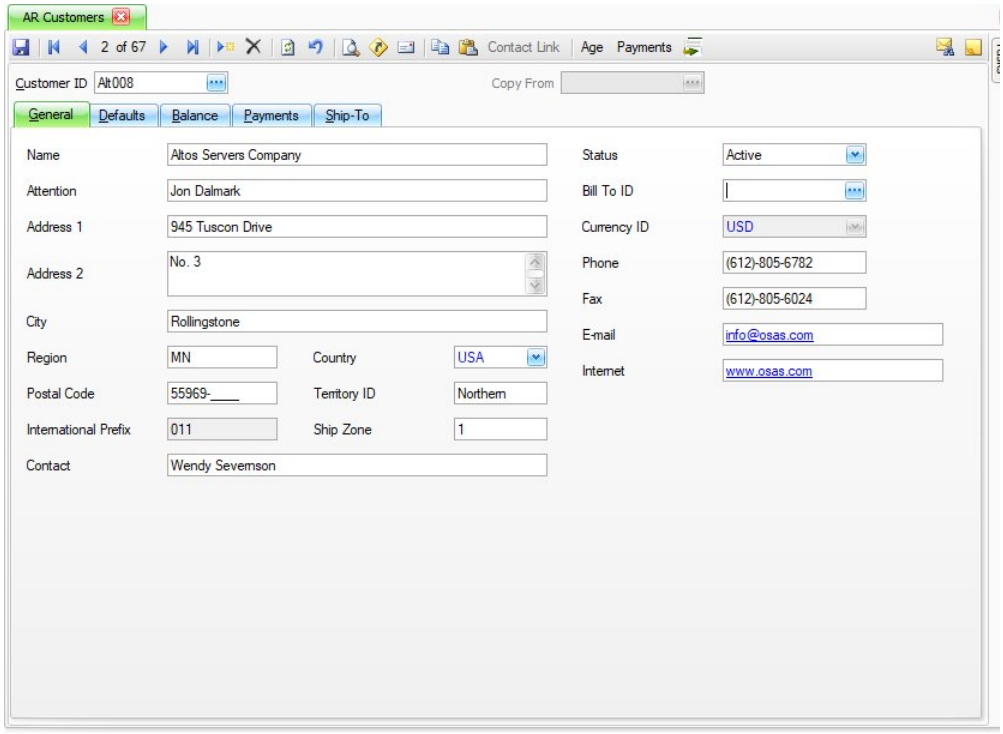
The summary method consists of the following steps:

1. Select **Customers** from the **Setup and Maintenance** menu.

Customers Menu

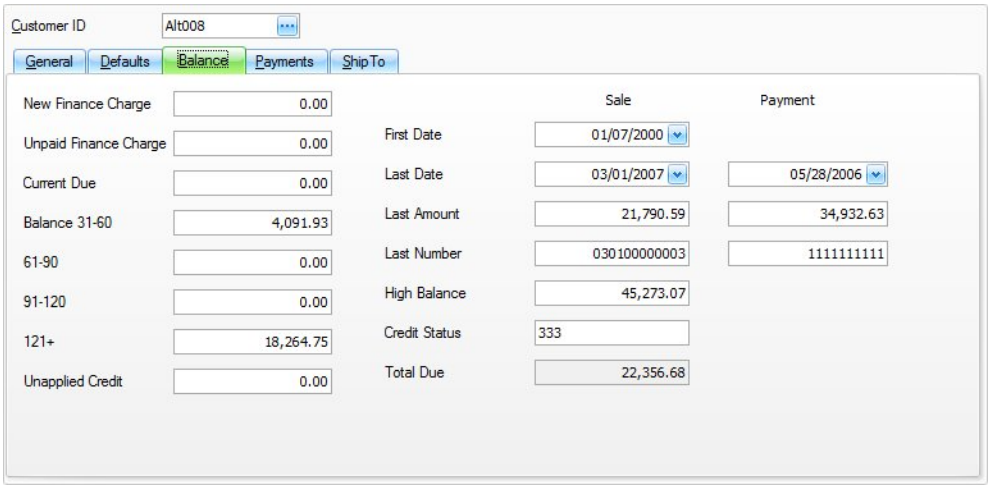


Customers General Tab



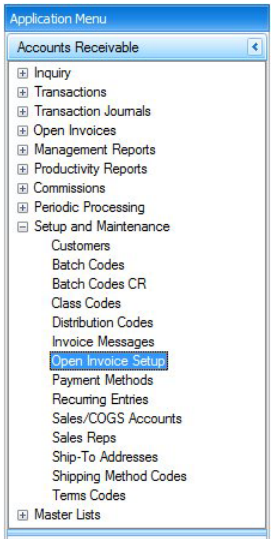
2. Select the **Balance Tab**

Customers Balance Tab

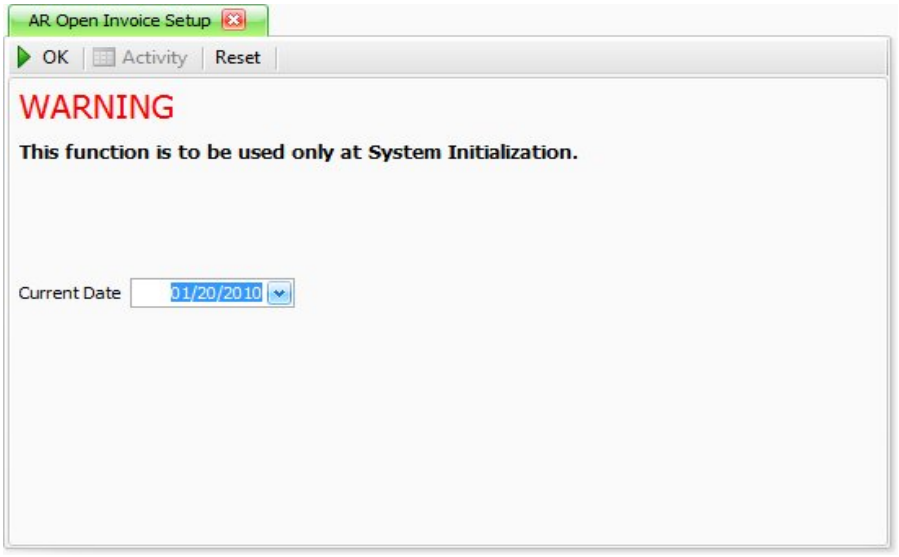


3. Enter the outstanding invoice amounts for the current period and the four aging periods.
4. Select **Open Invoice Setup** from the **Setup and Maintenance** menu.

Open Invoice Setup Menu



Open Invoice Setup Screen



5. Enter the **Current Date**, or use the default date.

6. Select **OK** build an invoice for each unpaid finance charge, each current amount due, and the balance in an aging period; or select **Close** to return to the Main menu.

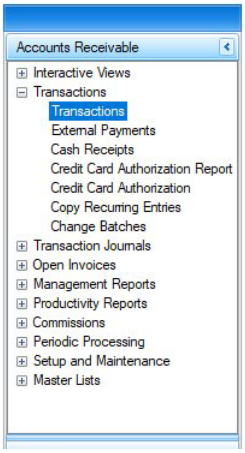
Detail Method

The detail method provides complete sales history, but it takes more time than the summary method.

The detail method consists of the following steps:

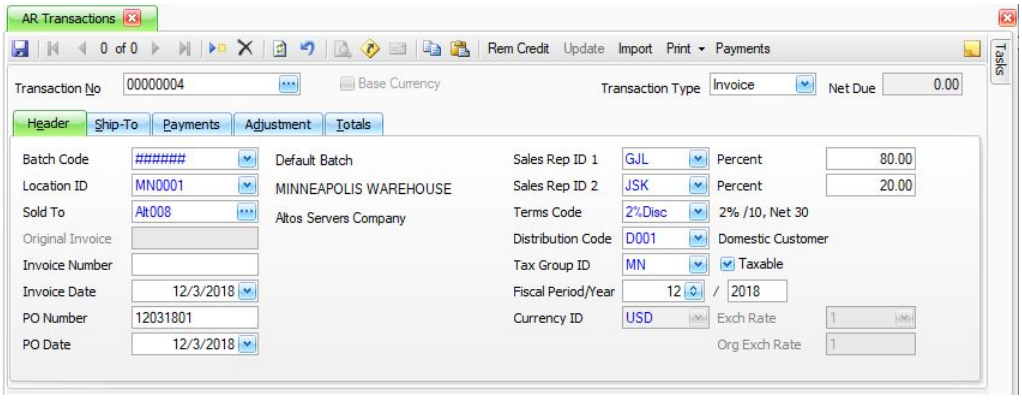
1. Select **Transactions** from the **Transactions** menu.

Transactions Menu



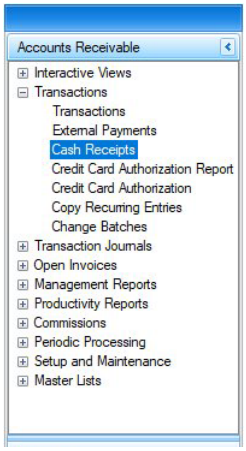
2. Select the **New Record** icon on the toolbar. A blank screen appears.

Transactions Screen



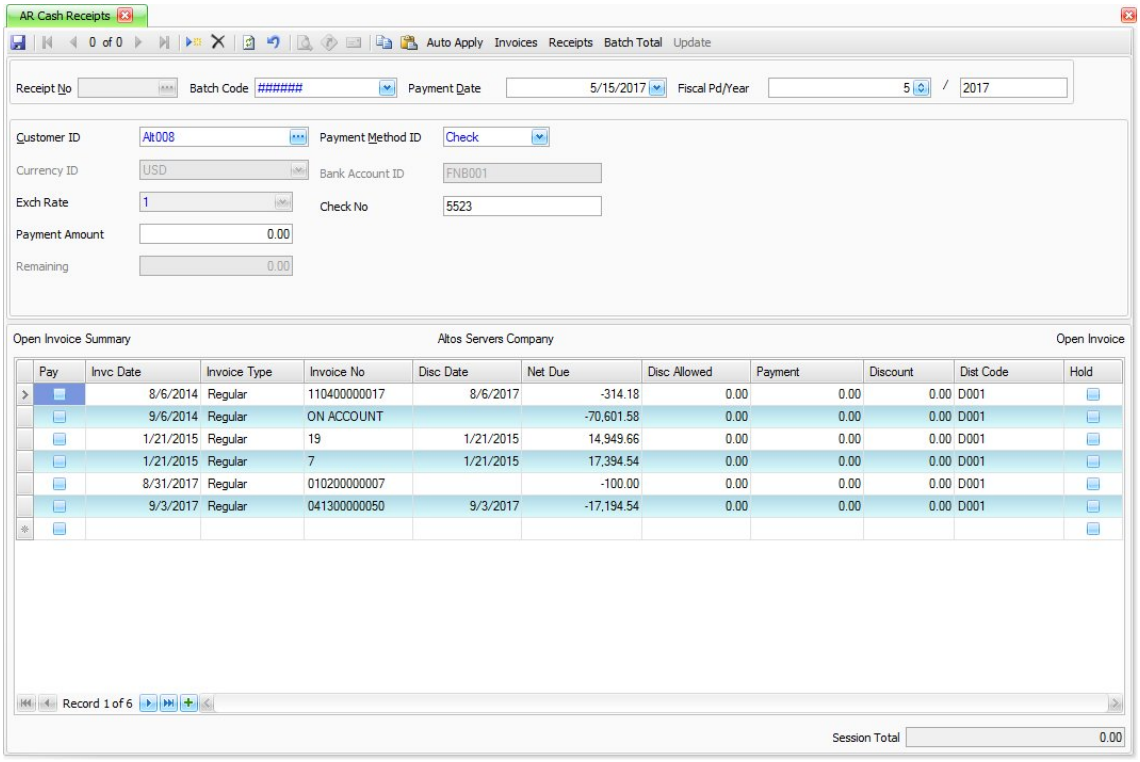
3. Fill in the required Transactions **Header** tab information.
4. Select the **Item Detail** grid.
5. Fill in the line-item entries in the **Item Detail** grid.
6. Select **Cash Receipts** from the **Transactions** menu.

Cash Receipts Menu



7. Select the **New Record** icon on the toolbar. A blank screen appears to add cash receipts.

Cash Receipts Screen



Pay	Invc Date	Invoice Type	Invoice No	Disc Date	Net Due	Disc Allowed	Payment	Discount	Dist Code	Hold
	8/6/2014	Regular	110400000017	8/6/2017	-314.18	0.00	0.00	0.00	D001	
	9/6/2014	Regular	ON ACCOUNT		-70,601.58	0.00	0.00	0.00	D001	
	1/21/2015	Regular	19	1/21/2015	14,949.66	0.00	0.00	0.00	D001	
	1/21/2015	Regular	7	1/21/2015	17,394.54	0.00	0.00	0.00	D001	
	8/31/2017	Regular	010200000007		-100.00	0.00	0.00	0.00	D001	
	9/3/2017	Regular	041300000050	9/3/2017	-17,194.54	0.00	0.00	0.00	D001	

8. Add the transactions to the appropriate fields. The Customer records are updated with these amounts.
9. Post the invoices and cash receipts using the **Post Transactions** and **Post Cash Receipts** functions on the **Transaction Journals** menu.

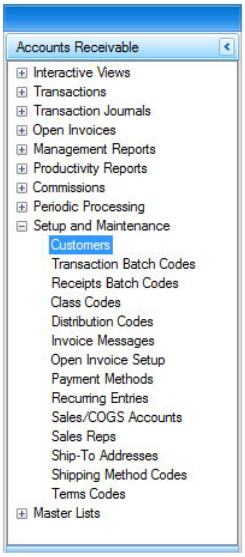
Combination Method

The combination method, a blend of the summary and detail methods, is less time-consuming than the detail method, but it does not provide a complete sales history.

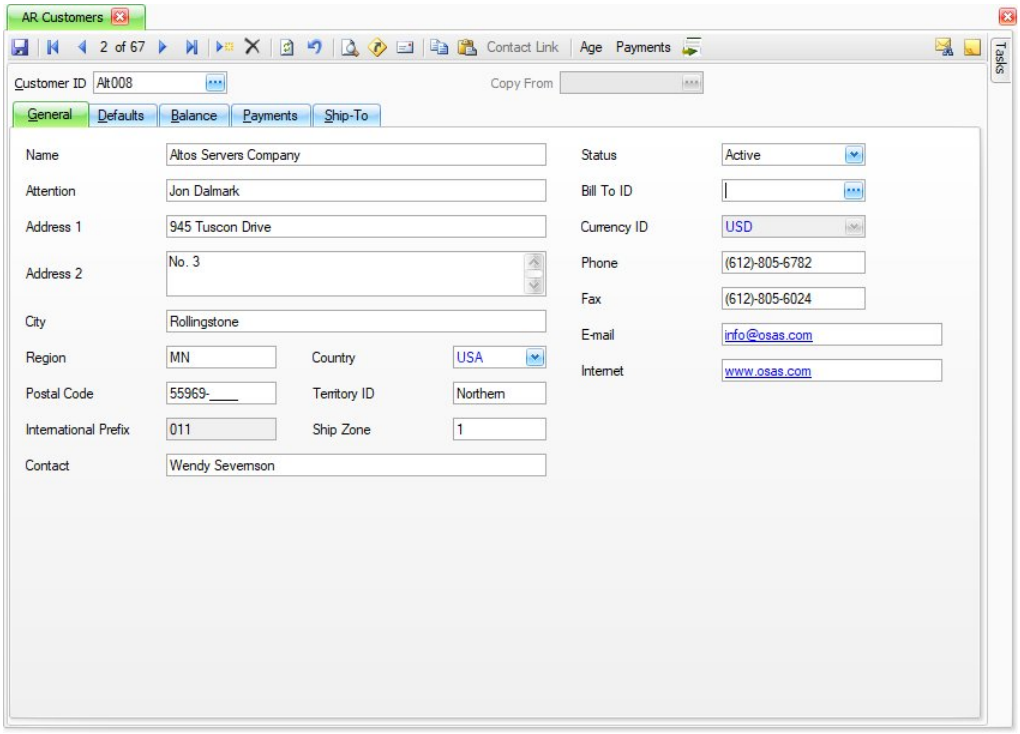
The combination method consists of the following steps:

1. Select **Customers** from the **Setup and Maintenance** menu.

Customers Menu

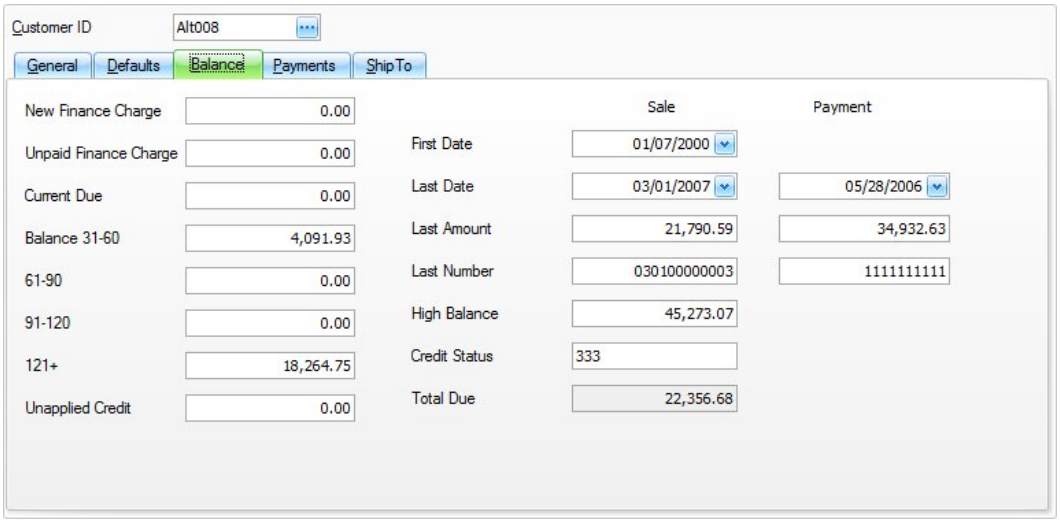


Customers General Tab



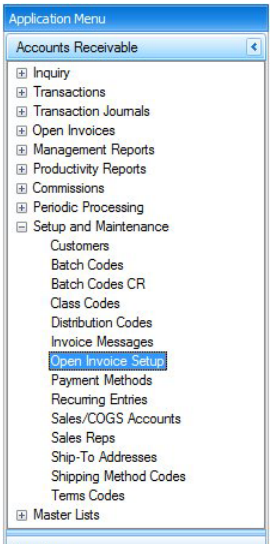
2. From the Customer screen select the **Balance Tab**.

Customers Balance Tab

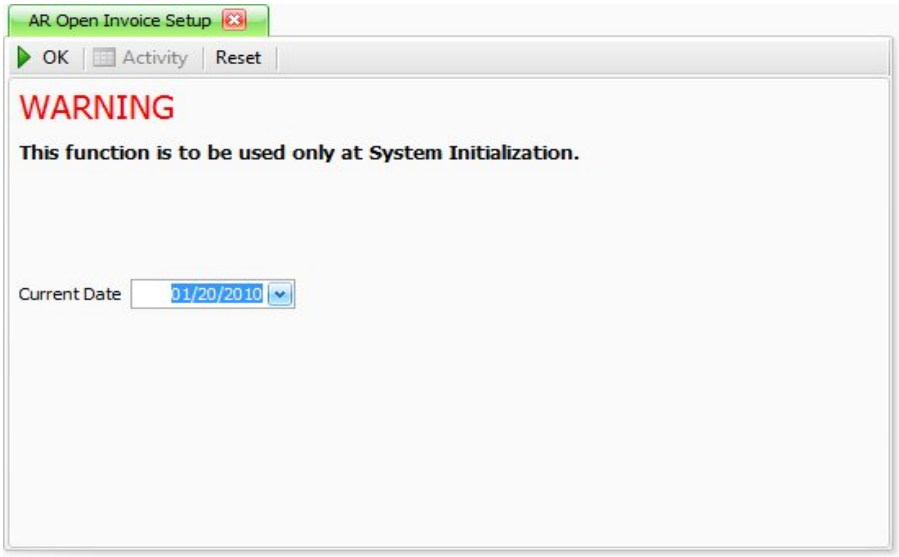


3. Enter the outstanding invoice amounts for the current period and the four aging periods and the summary balance for credit and payment transactions.
4. Select **Open Invoice Setup** from the **Setup and Maintenance** menu.

Open Invoice Setup Menu

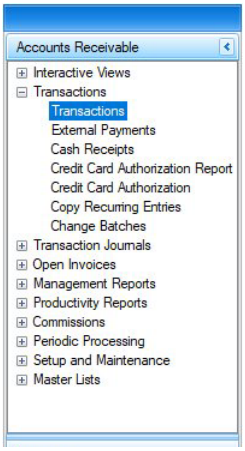


Open Invoice Setup Screen



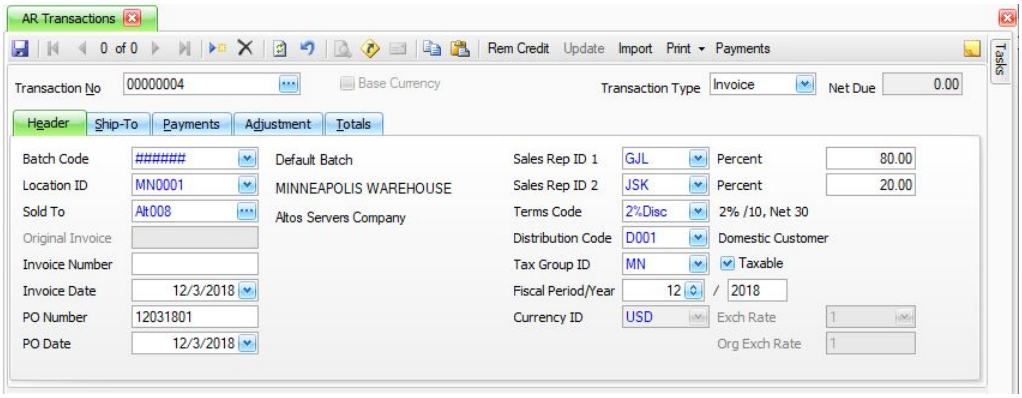
5. Use the **Open Invoice Setup** function to build an invoice for each unpaid finance charge, each current amount due, and the balance in an aging period.
6. Select **Transactions** from the **Transactions** menu.

Transactions Menu



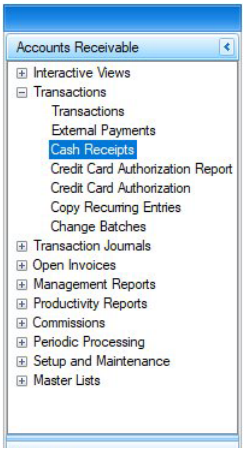
7. Select the **New Record** icon on the toolbar. A blank screen appears. Enter the detail information for the invoices due in your current period.

Transactions Screen



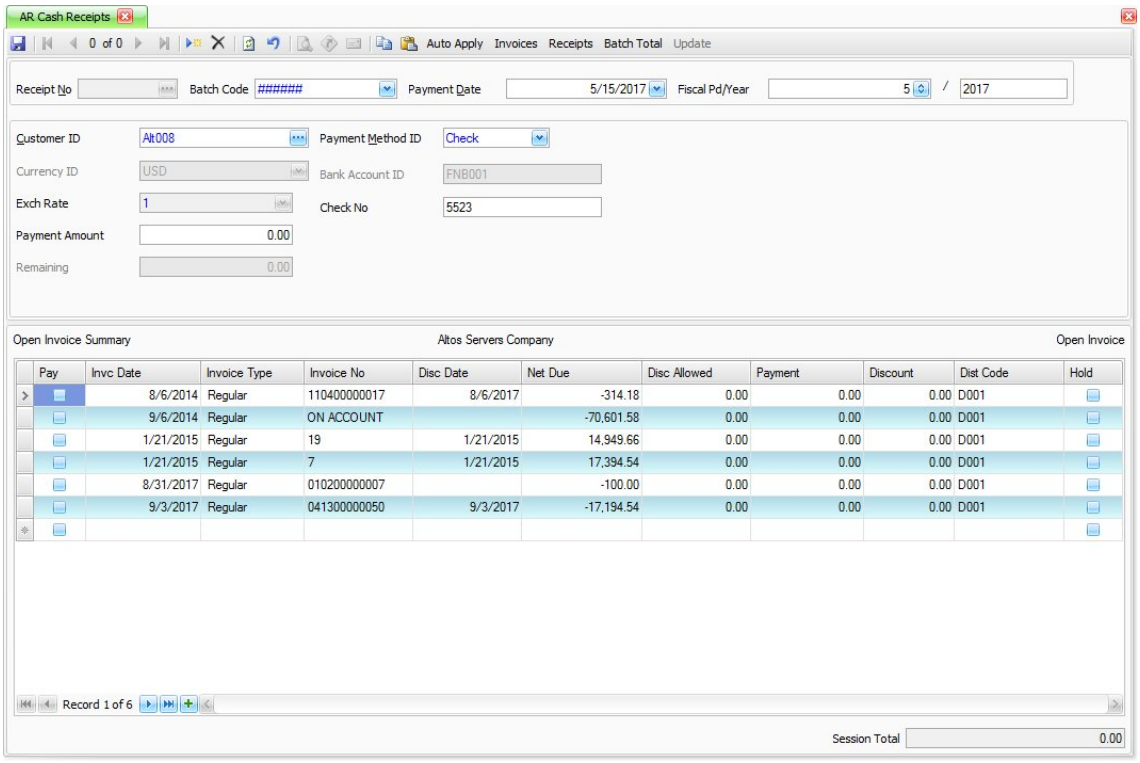
8. Fill in the required **Header** tab information.
9. Select the **Item Detail** grid.
10. Fill in the line-item entries in the **Item Detail** grid.
11. Select **Cash Receipts** from the **Transactions** menu.

Cash Receipts Menu



12. Select the **New Record** icon on the toolbar. A blank screen appears to add Cash Receipts.

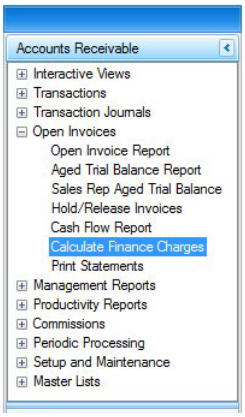
Cash Receipts Screen



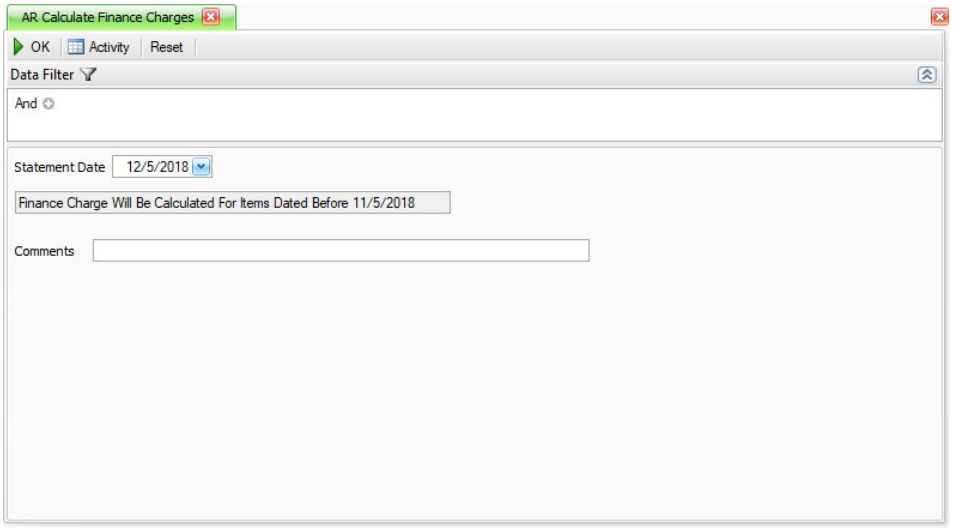
13. Post the transactions and cash receipts to the appropriate fields. The Customer records are updated with these amounts.

14. Select **Calculate Finance Charges** from the **Open Invoices** menu.

Calculate Finance Charge Menu



Calculate Finance Charges Screen



15. Select the range of **Customer IDs** for which to calculate finance charges.
16. Enter the **Statement Date**. A date before which invoices are assessed a finance charge will appear based upon your selection.
17. Select **OK** to begin processing or **Close** to exit from the function. The Customer records are updated with these amounts.

3

Implementing AR

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3 IMPLEMENTING AR

OVERVIEW

The implementation stage involves putting data into the system, making it current, and producing lists.

Use the **Business Rules** functions from the **Company Setup** menu in **System Manager** to determine how your application will work with your TRAVERSE system.

Define the IDs and codes you plan to use.

- When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help you to establish a useful format:
- Do not use the following characters in an ID or code: | “ ' & #.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute, name or group, put the attribute in the ID. For example, to organize Customers by name, put the first characters of the Customer name in the Customer ID.
- To ensure that new items can be inserted into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leave room for three IDs in between.

Set up Tax Classes, Locations, and Location Groups. See Tax Locations and Tax Location Groups in the *Systems Manager Training Manual*.

Below is a summary of the Setup and Maintenance for Accounts Receivable.

- Use the **Payment Methods** function to set up payment methods (page 3-47).
- Use the **Sales Reps** function to set up information about your sales representatives (page 3-59).
- Use the **Customers** function to define your Customers (page 3-77).

Set up initial Customer balances. See Setting Up Initial Balances.

- Use the **Ship-To Addresses** function to set up shipping addresses for your Customers (page 3-117).
- If you send invoices to Customers regularly, use the **Recurring Entries** function to set up recurring invoice records (page 3-131).
- You must assign an ID to each Customer with whom you do business. Most functions require that you specify a Customer ID. For information about defining a Customer, see **Customers** (page 3-77).
- **Batch Codes** allow you to post sales, miscellaneous credits, and cash receipts on a group basis rather than on an individual basis. Batch Codes also enable many users to enter and post transactions simultaneously without interfering with each other. For information about defining a batch, see **Batch Codes** (page 3-23).
- You can assign **Class Codes** as an additional sort criterion for reports. Class Codes are arbitrary attributes; the information is stored only with the Customer record. For information about defining Customer Class Codes, see **Class Codes** (page 3-35).
- You use **Distribution Codes** to allocate general ledger accounts for Receivables, Freight, Miscellaneous charges, Project Cost Deposit Receivables and Deposit Receivables Contra accounts. For information about defining Distribution Codes, see **Distribution Codes** (page 3-39).
- **Payment Method ID**s specify which kinds of payment you honor for Customers. For example, you can set up IDs to designate personal checks, company checks, write-offs, cash, credit cards, and so forth. For information about defining Payment Method IDs, see **Payment Methods** (page 3-47).
- **Run Codes** are used by the **Recurring Entries** (page 3-131), the **Sales Reps** (page 3-59), and the **Commissions** functions as an additional grouping method. You might want to set up run codes to reflect when you want to print commission checks or run recurring entries. For example, you might assign run code 01 to entries that should be used to create transactions on the first of the month, and 15 to those that should be used to create transactions on the fifteenth of each month. The run codes for the **Sales Reps** and **Commissions** functions are the same and distinct from the run codes for the **Recurring Entries** function.
- The **Sales/COGS Accounts** codes serve as a shorthand method of assigning the accounts to a transaction. When you post transactions, information associated with a Sales/COGS Code is sent to the specified accounts. For information about defining Sales/COGS Accounts, see **Sales/COGS Accounts** (page 3-55).
- **Sales Rep** IDs identify sales reps and their commission schedules. For information about defining Sales Rep IDs, see **Sales Reps** (page 3-59).

- **Shipping Method Codes** serve as a shorthand method of entering information about how goods are shipped when you enter transactions. For information about defining Shipping Method Codes, see **Shipping Method Codes** function (page 3-67).
- **Ship-To ID**s provide quick and easy access to Shipping Addresses, Shipping Methods, and Payment Methods for a Customer. For information about defining Ship-To IDs, see **Ship-To Addresses** (page 3-117).
- **Terms codes** define the discount percentage and the number of days in which a Customer must pay you to receive a discount. For information about defining Terms Codes, see **Terms Codes** (page 3-73).
- **Tax Classes** define the tax category of the items you sell. Ten tax classes are predefined, in the sample company and only the description can be changed. You can add Tax Classes. For information about adding Tax Classes or changing Tax Class Descriptions, see "Tax Classes" in the *System Manager Training Manual*.
- **Tax Location** IDs identify the Tax Authorities to which you pay sales tax. When you set up the system, enter the Sales Tax Percent, Taxable Sales, Nontaxable Sales, and Tax Collected for each applicable Tax Class. These fields are updated when you post sales. For information about defining Tax Location IDs, see "Tax Locations" in the *System Manager Training Manual*.
- Use **Tax Groups** to group the Tax Locations. Tax Groups are assigned to Customers, Transactions, and Recurring Entries. For information about defining Tax Groups, see "Tax Location Groups" in the *System Manager Training Manual*.

Use the **Master Lists** menus from the **Accounts Receivable** application to produce lists for the following Accounts Receivable information:

- Payment Methods
- Sales Reps
- Customer Records
- Customer Labels
- Ship-To Addresses
- Recurring Entries

3 IMPLEMENTING AR

Overview

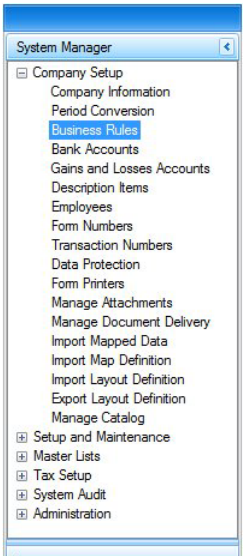
BUSINESS RULES

Use the **Business Rules** function to define application interfaces and general information about Accounts Receivable functions.

To set up the **Business Rules** for Accounts Receivable, follow these steps:

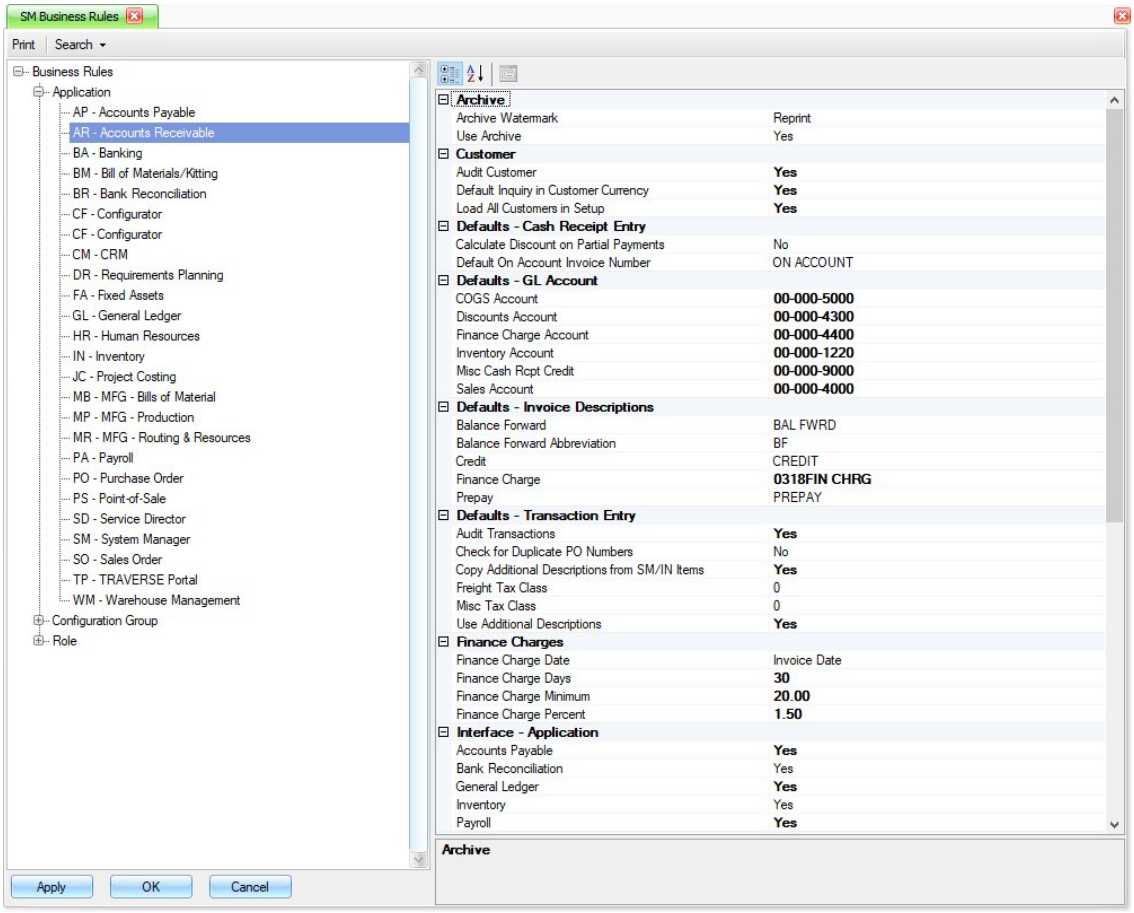
1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears. Select **Accounts Receivable** from the Applications list.

Business Rules Screen



Archive

3. **Archive Watermark**: Enter the watermark text to be printed on archived documents.
4. **Use Archive**: Select **Yes** to utilize the document archiving functionality for storing and reprinting documents (you must also select **Yes** in the **Business Rules Archive Configuration Group**).

Customer

5. Select **Yes** to **Audit Customers**; otherwise, select **No**.

   When you select **Yes**, you will see any changes made to the Customer record, such as Address, Phone Number, Fax Number, Contact and so forth. The audit will show the date and time of the change, the user that made the change and what the change was. For more information on the Audit Explorer see the *System Manager Training Manual*.

6. If you use multi-currency, select **Yes** if you want to **Default Inquiry in Customer Currency**, amounts to appear in the Customer's currency by default when you use the functions on the Interactive Views menu. Select **No** if you want to view these amounts in base currency.

   If you do not use multi-currency, this option is not available.

7. Select **Yes** to **Load All Customers in Setup** to load all Customer information into the Customer setup screen. When the rule is set to **No**, the Customer maintenance screen will open with no data presented and the navigation bar will be disabled. The Customer lookup and auto-complete functionality in the Customer ID field remain.

Defaults-Cash Receipt Entry

8. Select **Yes** to **Calculate Discounts on Partial Payments**; otherwise, select **No**.

   If you allow discounts on partial payments, the **Cash Receipts** function calculates discounts when the Customer makes a partial payment and applies the discount against the invoice amount.

9. In the **Default On Account Invoice Number** text box, enter the default invoice number to use when receiving payments on accounts.

Defaults-GL Account

10. Select the default COGS, Discounts, Finance Charge, Inventory, Misc Cash Receipts, and Sales accounts for which to post. If Accounts Receivable does not interface with General Ledger, enter the accounts for which to post.

    COGS Account will be a default Cost of Goods Sold account for miscellaneous items entered into the item detail of a transaction. Miscellaneous items would be items that are not set up in Inventory or System Manager. You will have the option to change this account at the time of the transaction.

    Discounts Account will be the account posted to when you give discounts to your clients, at the time the cash receipt is entered.

    Finance Charge Account will be the account calculated finance charges will be posted to, when you run the periodic maintenance.

Inventory Account will be a default account for miscellaneous items entered into the item detail of a transaction. Miscellaneous items would be items that are not set up in Inventory or System Manager. You will have the option to change this account at the time of the transaction.

NOTE: Do not enter your Inventory account here. This should be an account to offset any COGS accounts you use for miscellaneous items' costs. If you use your inventory account here your Inventory Valuation report will not reconcile to your General Ledger. You would be updating the Inventory GL account with no corresponding quantity and value added to your Inventory.

Misc. Cash Receipts Credit account will be a default account for cash receipts without a Customer ID entered. You will have the option to change this account at the time of the cash receipt.

Sales Account will be a default account for miscellaneous items entered into the item detail of a transaction. Miscellaneous items would be items that are not set up in Inventory or System Manager. You will have the option to change this account at the time of the transaction.

Defaults-Invoice Descriptions

11. Enter the **Balance Forward** term to use on initial invoices in the **Open Invoice Setup** function. This will also be used as the invoice number for balance forward Customers' open invoice balance when Periodic Maintenance is run.
12. Enter the **Balance Forward Abbreviation** to use on initial invoices in the **Open Invoice Setup** function.
13. Enter the **Credit** term to use on initial invoices in the **Open Invoice Setup** function.
14. Enter the **Finance Charge** term to use on initial invoices in the **Open Invoice Setup** function. This will also be the invoice number for finance charge invoices generated when the Calculate Finance Charges function is run and posted using the Periodic Maintenance.

    For a more detailed list of finance charge invoices generated, add an extension to the FinChrg default invoice number and change it each month prior to running the Calculate Finance Charges and Periodic Maintenance. An example of the extension could be FinChrg012017. Then change the month number each month.

    If all the finance charge invoices have the same invoice number, NO finance charge invoice will be cleared from the open invoices until ALL the finance charge invoices are paid.
15. In the **Prepay** text box, enter the prepayment term to use on initial invoices in the **Open Invoice Setup** function.

Defaults-Transaction Entry

16. Select **Yes** or **No** to **Audit Transactions**, to determine if you want to track changes that have been made to the transactions that have been entered into Accounts Receivable Transactions. The changes to the transactions will be listed in the Audit Explorer on the System Audit menu. You can also view the Audit Explorer in the Server Manager under the Tools function.
17. Select **Yes** to **Check for Duplicate PO Numbers** on the active transaction to check if the Customer PO Number has already been used for the Customer. If the Customer PO Number has already been used for the Customer, a warning message will display. Otherwise, select **No**.
18. Select **Yes** to **Copy additional descriptions from SM/IN Items**; otherwise, Select **No**. If Accounts Receivable interfaces with Inventory, System Manager items are not used.

    If Accounts Receivable does not interface with Inventory or if you do not elect to use additional descriptions, this option is not available.
19. Select the default **Freight Tax Class** to apply to freight charges.
20. Select the default **Misc Tax Class** to apply to miscellaneous charges.
21. Select **Yes** to **Use additional descriptions** for items on the Transactions screen **Detail** view and the Recurring Entries screen **Detail** view; otherwise, Select **No**.

Finance Charges

22. Select the date you want to use as the **Finance Charge Date**:

    When you select the **Invoice Date** it will use the invoice date to age backwards to determine if the invoice is overdue to calculate finance charges.

    When you select **Due Date** the due date calculated from the Terms Code will be used to determine if the invoice is overdue to calculate finance charges.
23. Enter the **Finance Charge Days** to use in a finance charge cycle.

    When you calculate finance charges there is a Statement Date field on the screen. This date and the Finance Charge Days will be used to calculate the date put into the field “Finance Charges Will Be Calculated For Items Dated Before”. Any open unpaid invoice for Customers that have the finance charges box checked prior to this date will have a finance charge calculated.

    The date used on the invoice used to calculate finance charges will be determined by the selection of the Finance Charge Date, Invoice Date or Due Date.

24. Enter the **Finance Charge Minimum** amount.

    This amount will be used if the calculated finance charge is not greater than this amount. For example: if you enter 10.00 as a minimum and a Customer had a finance charge calculated of 5.00 they would be charged 10.00 as a finance charge.

25. Enter the **Finance Charge Percent**, to use to calculate finance charges.

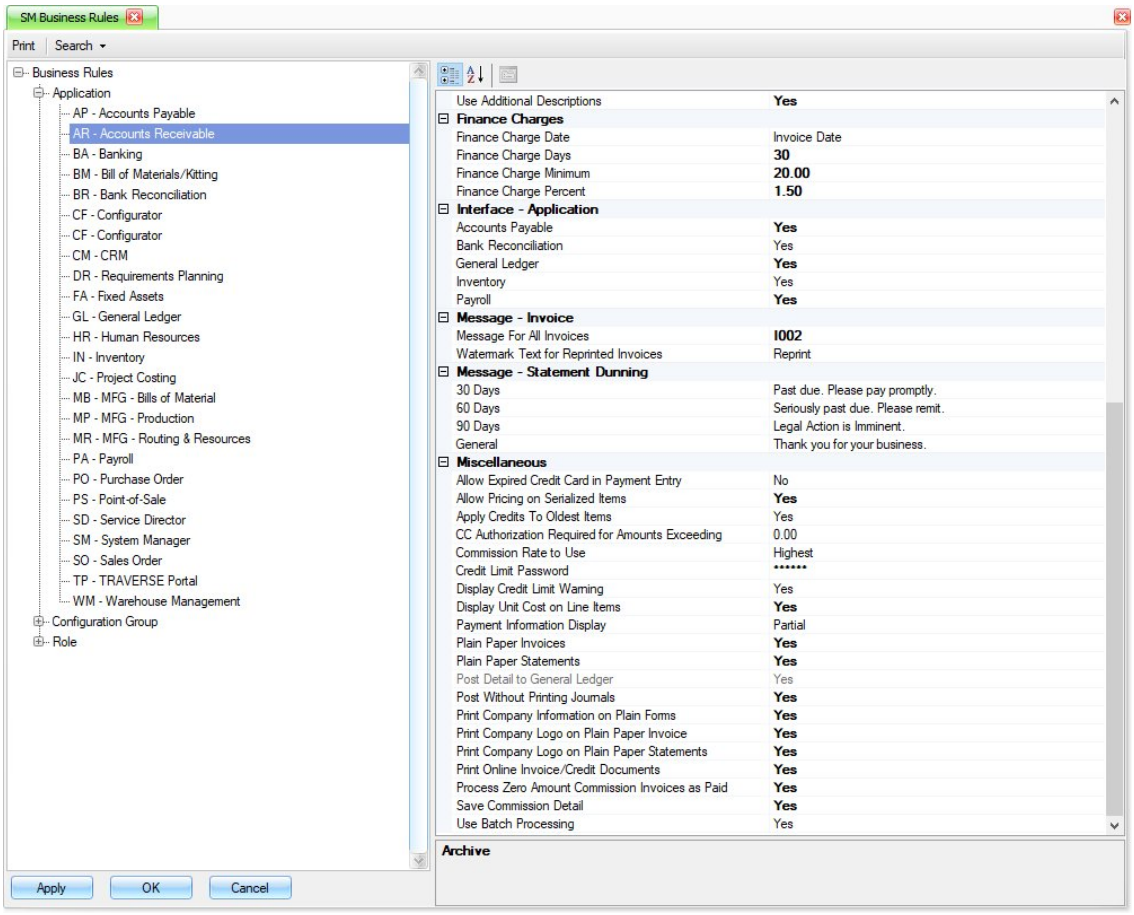
    This is the finance charge percent you want to use each time you calculate finance charges. Enter the percentage as a whole number. For example to use 1.5% enter 1.5.

Interface-Application

26. Select the applications with which you want to interface Accounts Receivable.

    - If Accounts Receivable is interfaced with **Accounts Payable**, Sales Reps can be set up as Vendors and associate their Vendor ID with their Sales Rep ID. When commissions are posted, a transaction will be made in the Accounts Payable Transactions function, so they can be paid as 1099 vendors.
    - If Accounts Receivable interfaces with **Bank Reconciliation**, you will have the ability to select a Bank Account that is set up in Bank Reconciliation when you are setting up Payment Methods for the cash and check payment types. Posting Accounts Receivable Cash Receipts, updates the BR Master with deposit records for cash and check receipts.
    - If Accounts Receivable interfaces with **General Ledger**, posting in Accounts Receivable makes entries in the GL Journal for transactions that affect the ledger (such as Sales Tax, Freight, and Miscellaneous expenses). The System Manager **Period Conversion** function can be used to close Accounts Receivable accounting periods. (Transactions and finance charges cannot be posted to closed accounting periods.)
    - If Accounts Receivable interfaces with **Inventory**, you will have the ability to select Items that are set up in Inventory when you enter transactions. The information such as Description, Account numbers, Cost, and Price will all be brought into the transaction from Inventory. Transactions update the Inventory On-Hand and Available quantities online. Posting Accounts Receivable transactions updates the history records in Inventory.
    - If Accounts Receivable is interfaced with **Payroll**, Sales Reps can be set up with their Employee ID and when commissions are posted a transaction will be made in the Payroll, Payroll Transactions function, to pay them their commissions as employees.

Business Rules Screen (Continued)



Message-Invoice

27. If you want a **Message For All Invoices** to appear on all invoices, select the Message Code. The Message Code defaults on the Print Invoices and Print Online Invoices screens. You may change the message on these screens when you print invoices.

28. Enter **Watermark Text for Reprinted Invoices**, which will print in the center of an invoice printed from the Detail History View or Open Invoices View. The default is **Reprint**, accept the default or enter other text.

Message-Statement Dunning

29. Enter the statement dunning messages that you want to print on statements for **30 Days**, **60 Days**, and **90 Days**, and enter a **General** dunning message.

    The General message will be printed when the Customer has a current balance only. The Print Statements function will look at the oldest aging period balance greater than 0 to apply the message. You will have the option to change the messages when Printing Statements.

Miscellaneous

30. Select **Yes** to **Allow Expired Credit Cards in Payment Entry**; otherwise, Select **No**.

    If **Yes** is selected you will be allowed to enter a cash receipt for a Customer, for a credit card payment type with the expiration date expired, when entering the date into the cash receipt.

    If **No** is selected you will not be allowed to continue to enter a cash receipt for a Customer that has an expired credit card date entered into the cash receipt, for credit card type transactions.

31. Select **Yes** to **Allow Pricing on Serialized Items**; otherwise, Select **No**.

    If **Yes** is selected the serial number price entered in Inventory, Item Locations setup, Serial Info tab will be used.

    If **No** is selected the base price set up Inventory, Item Locations setup on the Price Info tab will be used and the serial number price will be ignored.

32. Select **Yes** to **Apply Credits To Oldest Items First** for statements; otherwise, Select **No**.

    When **Yes** is selected, all cash receipts posted for Balance Forward Customers will have the cash receipt amount automatically applied to the oldest balance, when looking at the Customers setup screen, Balance tab. When the Statement is printed any cash receipts posted will also show as applied to the oldest balance.

    When **No** is selected, cash receipts will be applied to the aging period selected when entering the cash receipt.

33. Enter the **CC Authorization Required for Amounts Exceeding** amount you want to require a credit card authorization number to be entered for cash receipts. If a cash receipt is entered for a credit card payment type above this amount, and an authorization number is not entered, the cash receipt will not be posted.

34. Select the default **Commission Rate to Use**, when calculating commissions for Sales Reps on invoices and transactions when multiple rates are set up for the Sales Reps:

Highest - default to the highest commission rate from the rates set up for the sales reps.

Lowest - default to the lowest commission rate from the rates set up for the sales rep.

This option applies, when Line Item Commissions are used in Sales Order transactions, and multiple rates are set up for a Sales Rep, and multiple rates apply to the item(s) entered into the Sales Order.

35. Enter a **Credit Limit Password** if you want to require a password to close the credit limit warning message displayed in transactions, when the Customer is over their credit limit.

    - Select the **Edit** button ... to display the **Credit Limit Password** screen. Enter the desired password required to close the credit limit warning box.

    - You may leave the password blank if you do not want the password required to close the credit limit warning box.

36. Select **Yes** in the **Display Credit Limit Warning** field to automatically display the credit limit detail box in AR and SO Transactions, when a Customer has exceeded their credit limit. Select **No** to keep the credit limit detail box hidden.

37. Select **Yes** to **Display Unit Cost on Line Items** in transactions; otherwise, Select **No**.

38. Select your **Payment Information Display** level, for showing credit card and direct debit account numbers:

    None - to display the full credit card or bank account information.

    Partial - to display only the last 4 digits of the credit card or bank account number, the first portion will show as X's.

    All - to hide the whole credit card or bank account number with X's.

39. Select **Yes** to use **Plain Paper Invoices**; otherwise, select **No** to use preprinted forms.

40. Select **Yes** to use **Plain Paper Statements**; otherwise, select **No** to use preprinted forms.

41. Select **Yes** to **Post Detail to General Ledger**, to post line-item detail information to General Ledger. Select **No** to post only summary information.

    If you use multi-currency, this option is automatically selected and cannot be changed. Information is always posted in detail when you use multi-currency.

42. Select **Yes** to **Post Without Printing Journals**. Select **No** to post and print reports.

    With this selection of **Yes**, you will be allowed to post transactions without printing your Sales Journal, Misc. Credits Journal, and Cash Receipts Journal to a printer or file. You will receive a dialog box stating the reports have not been printed and you may continue or stop and go print the reports.

    With the selection of **No**, you will not be allowed to post transactions without printing your Sales Journal, Misc. Credits Journal, and Cash Receipts Journal to a printer or file. You will receive a prompt stating which batches do not have reports printed and if you want to drop them from the posting.

43. Select **Yes** to **Print Company Information on Plain Paper Forms**; otherwise, select **No**. This will print the company name and address entered into the company information screen.

44. Select **Yes** to **Print Company Logo on Plain Paper Invoice**; otherwise, select **No**. This will look at the Company Logo field in the System Manager, Company Setup, Company Information function for a company logo. This option can only be changed to **Yes** if you said **Yes** to the option to use **Plain Paper Invoices**.

45. Select **Yes** to **Print Company Logo on Plain Paper Statements**; otherwise select **No**. This will look at the Company Logo field in the System Manager, Company Setup, Company Information function for a company logo. This option can only be changed to **Yes** if you said **Yes** to the option to use **Plain Paper Statements**.

46. Select **Yes** to **Print Online Invoices/Credit Documents** for the transaction displayed; otherwise, Select **No**.

    Selecting **Yes** will activate the Print button in the toolbar of the Transactions screen in both Accounts Receivable and Sales Order.

47. Select **Yes** to **Process Zero Amount Commission Invoices as Paid**, to include in the commission calculation the invoices against which payment has not been made; otherwise, select **No**.

48. Select **Yes** to **Save Commission Detail** for commission reporting; otherwise, Select **No**.

    If you do not save commission detail, you can still calculate commissions but you cannot work with commission detail or print the Commission Detail List for posted invoices.

49. Select **Yes** to **Use Batch Processing**; otherwise, Select **No**.

    Batch processing will allow you to have multiple users entering data, printing journals and posting transactions in different batches at the same time. When you elect not to use batch processing, all the transactions will go to Batch Code ######, and you will not be able to have multiple users entering transactions, printing journals or posting transactions at the same time.

50. Click **Print** to preview and print a report showing your selected business rules.
51. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.
Search	Perform a wild-card search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

Business Rules Report

Continental Products Unlimited Page 1
Business Rules List

Application	Group / Description	Current Value	Default Value
AR - Accounts Receivable			
	Customer		
	Audit Customer	Yes	No
	Default Inquiry in Customer Currency	Yes	No
	Load All Customers in Setup	Yes	Yes
	Defaults - Cash Receipt Entry		
	Calculate Discount on Partial Payments	No	No
	Default On Account Invoice Number	ON ACCOUNT	ON ACCOUNT
	Defaults - GL Account		
	COGS Account	00-000-5000	-
	Discounts Account	00-000-4300	-
	Finance Charge Account	000004400	-
	Inventory Account	00-000-1220	-
	Misc Cash Rcpt Credit	00-000-9000	-
	Sales Account	00-000-4000	-
	Defaults - Invoice Descriptions		
	Balance Forward	BAL FWRD	BAL FWRD
	Balance Forward Abbreviation	BF	BF
	Credit	CREDIT	CREDIT
	Finance Charge	FIN CHRG	FIN CHRG
	Prepay	PREPAY	PREPAY
	Defaults - Transaction Entry		
	Audit Transactions	Yes	No
	Copy Additional Descriptions from SMIN Items	Yes	No
	Use Additional Descriptions	Yes	No
	Finance Charges		
	Finance Charge Date	Invoice Date	Invoice Date
	Finance Charge Days	30	0
	Finance Charge Minimum	20.00	0.00
	Finance Charge Percent	1.50	0.00
	Interface - Application		
	Accounts Payable	Yes	No
	Bank Reconciliation	Yes	Yes
	General Ledger	Yes	No
	Inventory	Yes	Yes
	Payroll	Yes	No
	Message - Invoice		
	Message For All Invoices	I002	-
	Watermark Text for Reprinted Invoices	Reprint	Reprint
	Message - Statement Dunning		
	30 Days	Past due. Please pay promptly.	Past due. Please pay promptly.
	60 Days	Seriously past due. Please remit.	Seriously past due. Please remit.
	90 Days	Legal Action is Imminent.	Legal Action is Imminent.
	General	Thank you for your business.	Thank you for your business.

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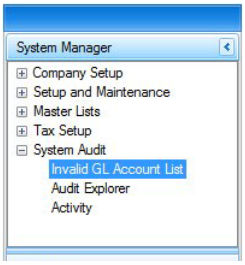
Invalid GL Account List

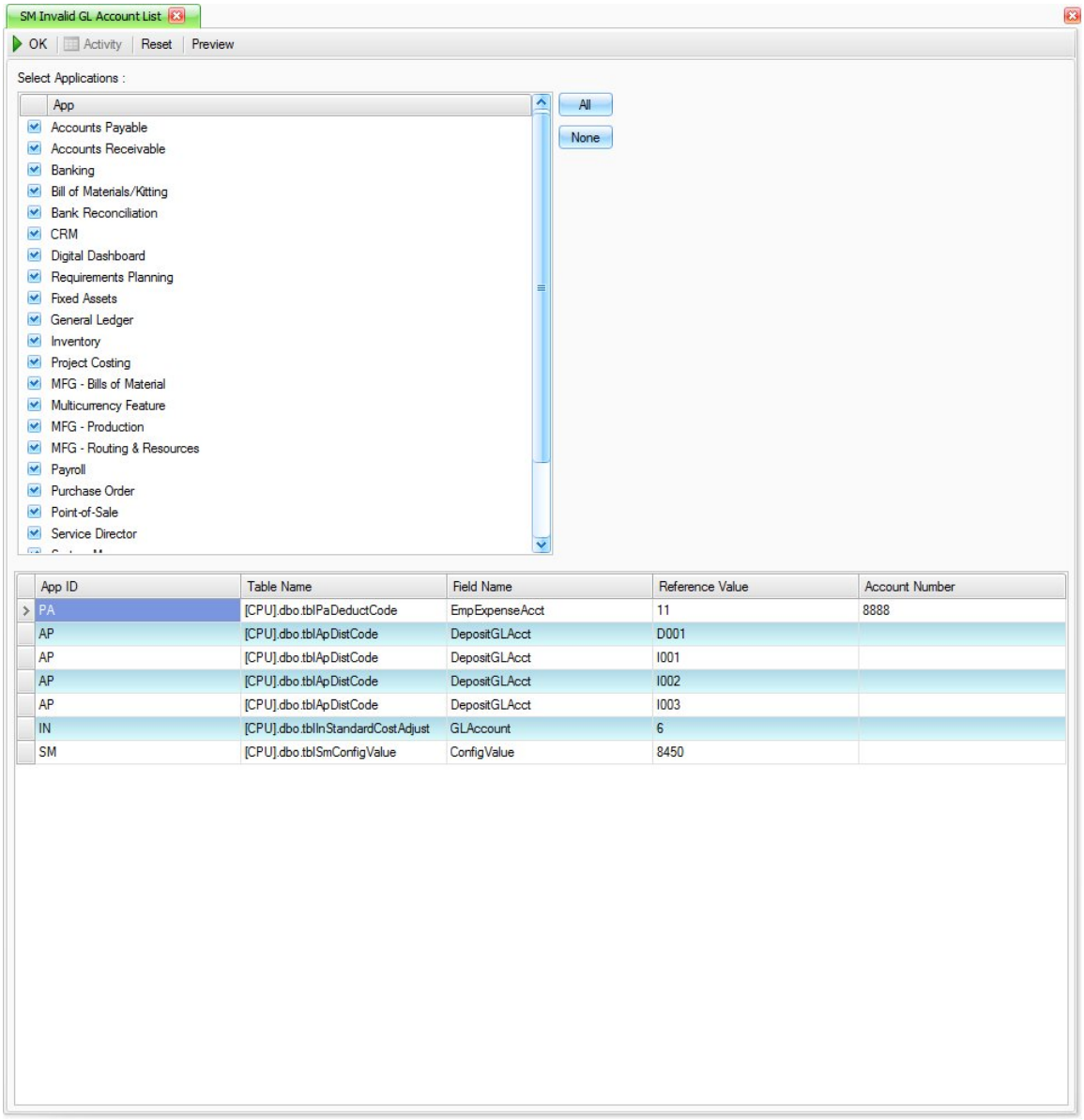
1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu



2. The Invalid **GL Account List** screen appears.

Invalid GL Account List Screen



3. Select the **applications** you want to check for invalid GL accounts. If you want to have all applications checked click the **All** button.
4. Click **OK** to start the search for invalid GL accounts.

5. If one of your selected applications has invalid GL accounts the grid at the bottom of the screen will display the invalid account records.
6. Select a command button:

Command Buttons

Name	Description
OK	Will start the search for invalid accounts
Reset	Will reset all to the defaults
Preview	Preview the list on your monitor.

Invalid GL Accounts List

Continental Products Unlimited
SM Invalid GL Account List

Page 1

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021

TRANSACTION BATCH CODES

Use the **Transaction Batch Codes** function to define codes for entering and posting sales and miscellaneous credits. Each transaction can be assigned to a Batch Code, and then transactions can be posted by Batch Code.

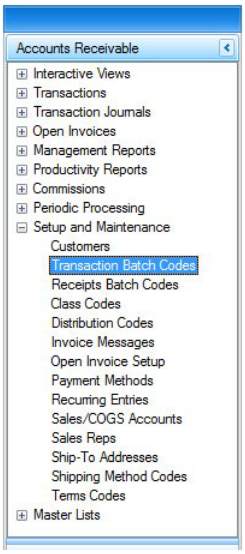
Batch Codes are useful in network environments. They enable many users to enter and post transactions without interfering with each other. Batch Codes are available for both the Accounts Receivable and Sales Order applications; you must set up Batch Codes to be used with Accounts Receivable in the Accounts Receivable application.

If you elected not to use batch processing in the **Business Rules** function, use the **Batch Codes** function to toggle the hold and lock status of the batch ######, which is the main batch and is used to save all transactions. This batch code will not be deleted even if the permanent box is unchecked.

To set up **Transaction Batch Codes**, follow these steps:

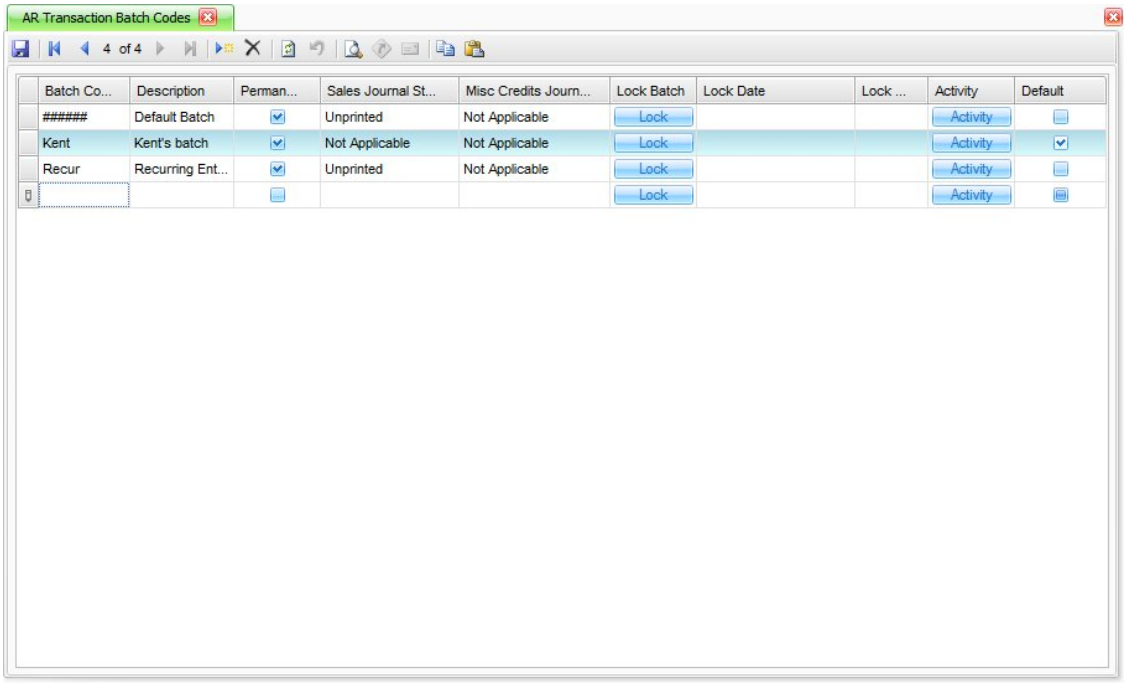
1. Select **Transaction Batch Codes** from the **Setup and Maintenance** menu.

Transaction Batch Codes Menu



2. The **Transaction Batch Codes** screen appears.

Transaction Batch Codes Screen



3. Select the **New Record** button on the toolbar, or click in a blank record at the end of the list of Batch Codes.
4. Enter the **Batch Code**.
5. Enter the **Description** of the batch.
6. Select the **Permanent** check box if you would like the batch to remain on file after you post the transactions in the batch. If you clear the box, the batch will be deleted when you post transactions.
7. The status of the **Sales Journal** and **Miscellaneous Credits Journal**, is displayed:
    - **Not Applicable**; Transactions do not exist for the batch.
    - **Unprinted**; Transactions exist in the batch but the journal has not been printed.
    - **Printed**; The journal has been printed and the transactions are ready to be posted.
    - **Reprint**; The journal needs to be reprinted due to changes made to transactions or transactions added to the batch.

8. Select the **Lock** button to lock the batch; if the batch is locked, click the button to release the batch. Use this option to prevent other users from entering or editing transactions in a batch that is being posted.

   The batch is locked when it is printed or if it is unsuccessfully posted. To unlock a batch, click the **Lock** button. When a batch is locked, you cannot enter, edit, or post it.

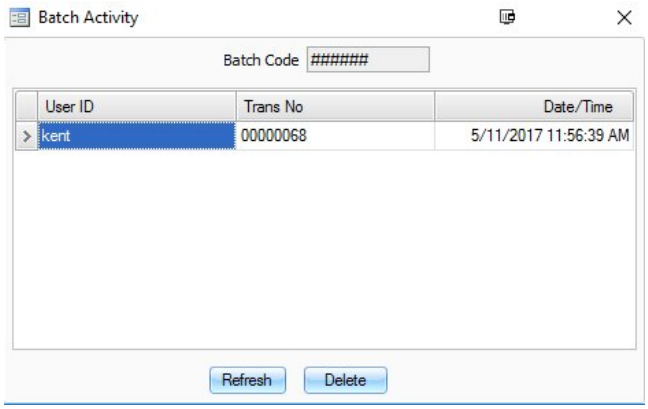
9. The **Lock Date** and **Lock By** fields will be populated if a user has selected the **Lock** button. To clear the fields select the **Lock** button.

10. Check the box to indicate which batch will be the **Default** batch for this company.

Command Buttons

Name	Description
Lock	Manually lock the batch and populate the Lock Date and Lock By fields.
Activity	List batch activity.

Batch Activity Dialog Box



The **Batch Activity** dialog box appears when you select **Current Activity** on the Batch Codes screen.

Field Descriptions

Name	Description
Batch Code	The batch code entered on the Batch Codes screen is displayed.
User ID	The IDs of the users who are using the batch are displayed.
Trans No	The transaction number is displayed.
Date/Time	The workstation date and time are displayed.

Command Buttons

Name	Description
Refresh	Refresh the list of users in the dialog box.
Delete	Change the status of a transaction from locked to unlocked and delete it from the Batch Activity dialog box.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Task Summary

To add a Transaction Batch Code, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank record appears.
2. Enter the **Batch Code** and the **Description** of the batch.

To edit a Transaction Batch Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Transaction Batch Code, follow these steps:

1. Make sure that the **Batch Code** is not being used.
2. Select the **Batch Code** to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

Producing a Transaction Batch Codes List

Use the **Transaction Batch Codes List** function to produce a list of the batch codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **Transaction Batch Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of batches.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction Batch Codes List

Continental Products Unlimited
AR Transaction Batch Codes

Page 1

Batch Code	Description	Permanent	Sales Journal Status	Misc Credits Journal Status	Lock Batch	Lock Date	Lock By	Activity
######	Default Batch	☑	Unprinted	Not Applicable				
Frid	Friday's Batch	☑	Not Applicable	Not Applicable				
Mond	Monday's Batch	☑	Not Applicable	Not Applicable				
Thurs	Thursday's Batch	☑	Unprinted	Not Applicable				
Tues	Tuesday's Batch	☑	Not Applicable	Not Applicable				
Wedn	Wednesday's Bat	☑	Not Applicable	Not Applicable				

RECEIPTS BATCH CODES

Use the **Receipts Batch Codes** function to define codes for entering and posting cash receipts. Each cash receipt can be assigned to a batch code, and then cash receipts can be posted by batch code.

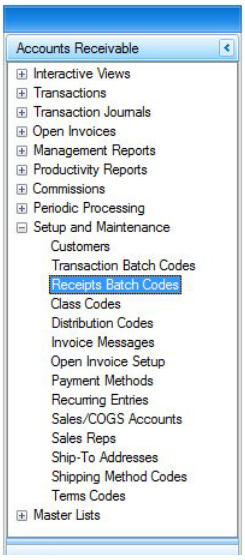
Batch codes are useful in network environments. They enable many users to enter and post cash receipts without interfering with each other. Batch Codes are available for both the Accounts Receivable and Sales Order applications; you must set up batch codes to be used with Accounts Receivable in the Accounts Receivable application.

If you elected not to use batch processing in the **Business Rules** function, use the **Batch Codes** function to toggle the hold and lock status of the batch ######, which is the main batch and is used to save all transactions. This batch code will not be deleted even if the permanent box is unchecked.

To set up **Receipts Batch Codes**, follow these steps:

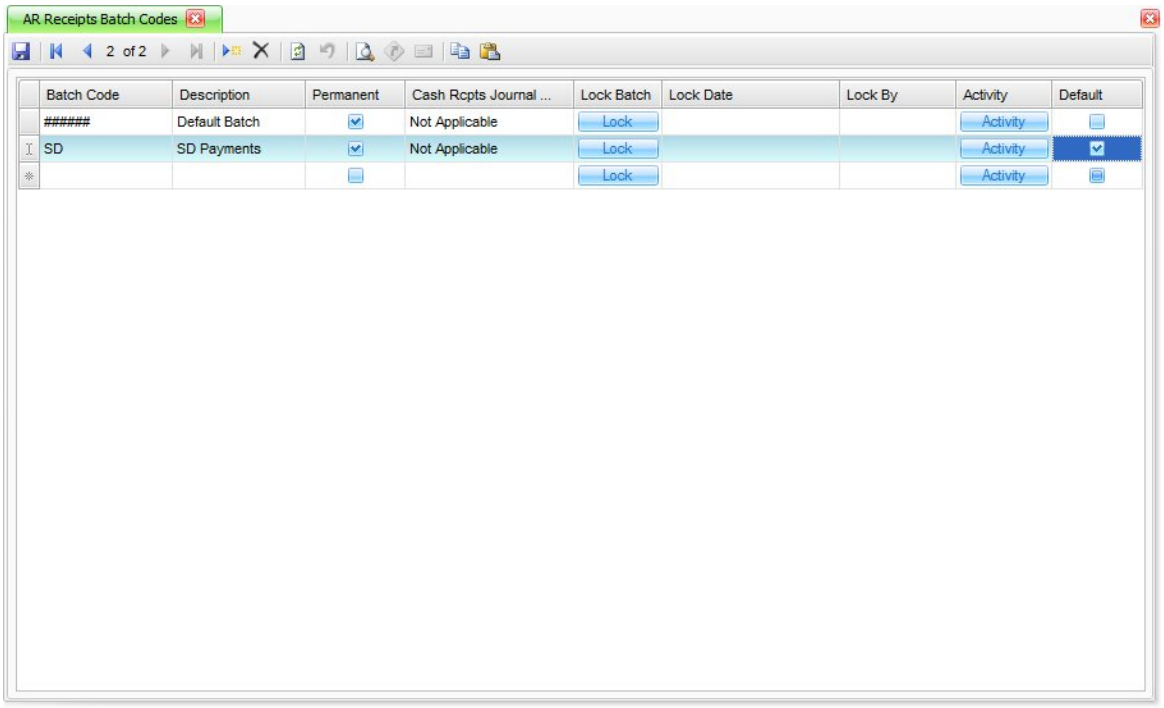
1. Select **Receipts Batch Codes** from the **Setup and Maintenance** menu.

Receipts Batch Codes Menu



2. The **Receipts Batch Codes** screen appears.

Receipts Batch Codes Screen



3. Select the **New Record** button on the toolbar, or click in a blank record at the end of the list of Batch Codes.
4. Enter the **Batch Code**.
5. Enter the **Description** of the batch.
6. Select the **Permanent** check box if you would like the batch to remain on file after you post the cash receipts in the batch. If you clear the box, the batch will be deleted when you post cash receipts.
7. The status of the **Cash Receipts Journal** is displayed:
    - **Not Applicable**; Transactions do not exist for the batch.
    - **Unprinted**; Transactions exist in the batch but the journal has not been printed.
    - **Printed**; The journal has been printed and the transactions are ready to be posted.
    - **Reprint**; The journal needs to be reprinted due to changes made to transactions or transactions added to the batch.

8. Select the **Lock** button to lock the batch; if the batch is locked, click the button to release the batch. Use this option to prevent other users from entering or editing cash receipts in a batch that is being posted.

   The batch is locked when it is printed or if it is unsuccessfully posted. To unlock a batch, click the **Lock** button. When a batch is locked, you cannot enter, edit, or post it.

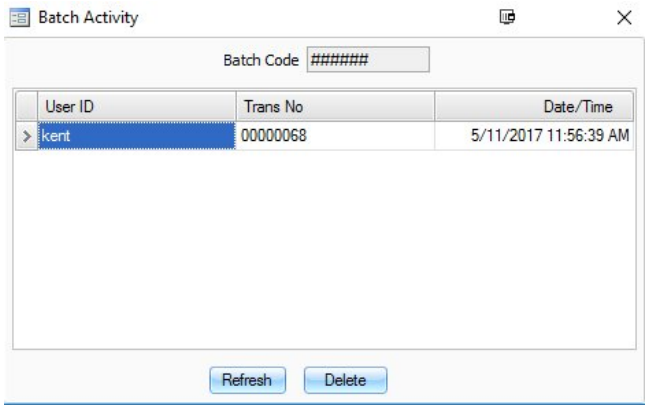
9. The **Lock Date** and **Lock By** fields will be populated if a user has selected the **Lock** button. To clear the fields select the **Lock** button.

10. Check the box to indicate which batch will be the **Default** batch for this company.

Command Buttons

Name	Description
Lock	Manually lock the batch and populate the Lock Date and Lock By fields.
Activity	List batch activity.

Batch Activity Dialog Box



The **Batch Activity** dialog box appears when you select **Current Activity** on the Batch Codes screen.

Field Descriptions

Name	Description
Batch Code	The batch code entered on the Batch Codes screen is displayed.
User ID	The IDs of the users who are using the batch are displayed.
Trans No	The transaction number is displayed.
Date/Time	The workstation date and time are displayed.

Command Buttons

Name	Description
Refresh	Refresh the list of users in the dialog box.
Delete	Change the status of a transaction from locked to unlocked and delete it from the Batch Activity dialog box.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Task Summary

To add a Receipt Batch Code, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank record appears.
2. Enter the **Batch Code** and the **Description** of the batch.

To edit a Receipt Batch Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Receipt Batch Code, follow these steps:

1. Make sure that the **Batch Code** is not being used.
2. Select the **Batch Code** to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

Producing a Receipts Batch Codes List

Use the **Receipts Batch Codes List** function to produce a list of the batch codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **Receipts Batch Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of batches.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Receipts Batch Codes List

Continental Products Unlimited
AR Receipts Batch Codes

Page 1

Batch Code	Description	Permanent	Cash Rcpts Journal Status	Lock Batch	Lock Date	Lock By	Activity
######	Default Batch	☑	Not Applicable				
MonRec	Monday's Receipts	☑	Not Applicable				
TueRec	Tuesday's Receipts	☑	Not Applicable				
WedRec	Wednesday's Recei	☑	Not Applicable				
ThuRec	Thursday's Receipts	☑	Not Applicable				
FriRec	Friday's Receipts	☑	Not Applicable				

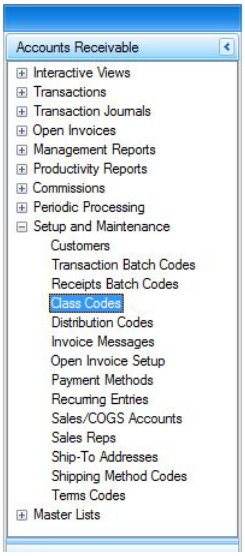
CLASS CODES

Class Codes are used as a sort criterion for the Customer Sales Report and most interactive views. Unlike Terms Codes and Distribution Codes, Class Codes are not assigned any meaning.

To set up **Class Codes**, follow these steps:

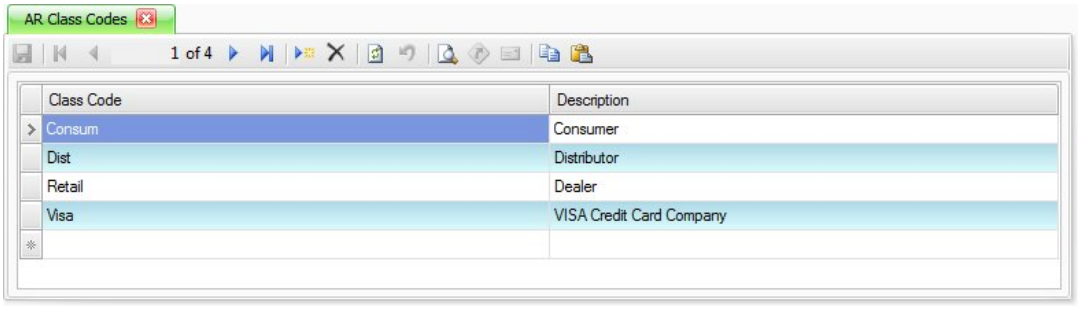
1. Select **Class Codes** from the **Setup and Maintenance** menu.

Class Codes Menu



2. The **Class Codes** screen appears.

Class Codes Screen



3. Select or enter the **Class Code**.

4. Enter the **Description** of the code.

Task Summary

To add a Class Code, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank record appears.
2. Enter the **Class Code** and the **Description** of the Class Code.

To edit a Class Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Class Code, follow these steps:

1. Make sure that the **Class Code** is not being used.
2. Select the **Class Code** to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

Producing a Class Codes List

Use the **Class Codes List** function to produce a list of the Customer class codes you defined in the Class Codes function on the Setup and Maintenance menu.

To produce a **Class Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Class Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Class Codes List

Continental Products Unlimited
AR Class Codes

Page 1

Class Code	Description
Consum	Consumer
Dist	Distributor
Retail	Dealer
Visa	VISA Credit Card Company

DISTRIBUTION CODES

Use the **Distribution Codes** function to add, change, and delete Distribution Codes for your General Ledger distribution accounts, or to set up a selection of different Receivable accounts. These General Ledger accounts are used when transactions are posted for the Customer.

You must assign Distribution Codes to Customers when you set up Customer records; thereafter, when you Post Transactions that involve the Customers, transaction information moves directly to the accounts you specify for the associated Distribution Code. The same Accounts Receivable account that is debited during invoice entry must be credited when payment or credit is received on that invoice.

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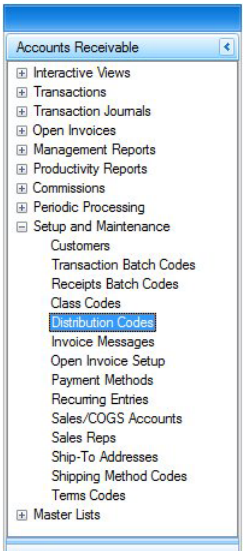
If you use multi-currency, it's important to remember that TRAVERSE validates the currency assigned to the Receivables account in the Distribution Codes you set up against the Customer's and the base currency. That is, the currency for the Receivables account in the Distribution Code must match either the Customer's currency or the base currency, when you assign a Distribution Code to a Customer record. The system validates only the Receivables currency because it assumes that the Freight and Miscellaneous accounts use base currency.

To set up **Distribution Codes**, follow these steps:

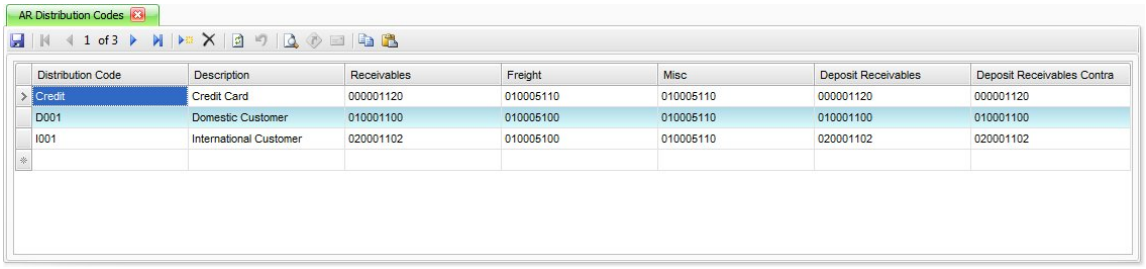
1. Select **Distribution Codes** from the **Setup and Maintenance** menu.

Distribution Codes Menu



2. The **Distribution Codes** screen appears.

Distribution Codes Screen



3. Enter the **Distribution Code**.
4. Enter the **Description** of the code.
5. If Accounts Receivable is interfaced with General Ledger, select the following GL accounts:
    - **Receivables**; this account will be debited when posting invoices and credited when posting cash receipts or credit memos.
    - **Freight**; this account is credited for the amount you enter into the freight field on the totals tab when entering transactions.
    - **Miscellaneous**; this account is credited for the amount you enter into the miscellaneous field on the totals tab when entering transactions.
    - **Deposit Receivables**; this account is used when a Project Costing deposit is entered and posted, in place of the Receivables account in the distribution code. This account will get Debited when the deposit is posted and Credited when the cash receipt has been applied to the deposit.
    - **Deposit Receivables Contra**; this account is used when a Project Costing deposit is entered and posted, it will get the credit transaction to off set the debit used in the deposit receivables account. This account will get Credited when the deposit is posted and Debited when the cash receipt has been applied to the deposit.
6. If Accounts Receivable is not interfaced to General Ledger, you may enter accounts of your own choosing, but must have entries in all fields.

Task Summary

To add a Distribution Code, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank record appears.
2. Enter the **Distribution Code**, the **Description** of the code, and the General Ledger accounts.

To edit a Distribution Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Distribution Code, follow these steps:

1. Make sure that the **Distribution Code** is not being used.
2. Select the **Distribution Code** to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

Producing a Distribution Codes List

Use the **Distribution Codes List** function to produce a list of the distribution codes you defined in the Distribution Codes function on the Setup and Maintenance menu.

To produce a **Distribution Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Distribution Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Distribution Codes List

Continental Products Unlimited
AR Distribution Codes

Page 1

Distribution Code	Description	Receivables	Freight	Misc	Deposit Receivables	Deposit Receivables Contra
Credit	Credit Card	000001120	010005110	010005110	000001120	000001120
D001	Domestic Customer	010001100	010005100	010005110	010001100	010001100
I001	International Custom	020001102	010005100	010005110	020001102	020001102

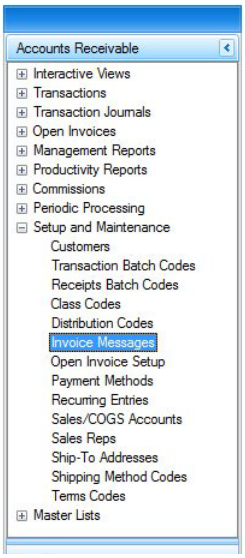
INVOICE MESSAGES

Use the **Invoice Messages** function to create, edit, and delete messages that are printed on Customer invoices in the Print Invoices function and online invoices in the Transactions function.

To set up **Invoice Messages**, follow these steps:

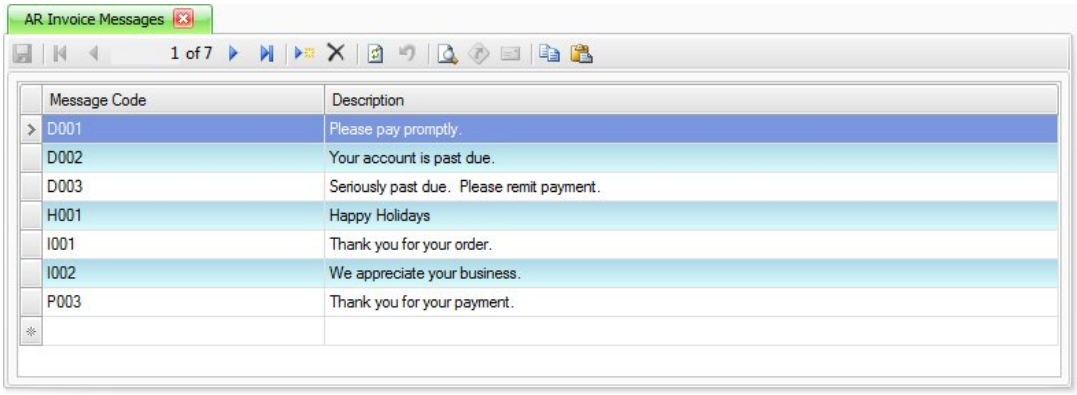
1. Select **Invoice Messages** from the **Setup and Maintenance** menu.

Invoice Messages Menu



2. The **Invoice Messages** screen appears.

Invoice Messages Screen



3. Enter the **Message Code**.
4. Enter the **Description** of the message code.

Task Summary

To add an Invoice Message, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank record appears.
2. Enter the **Message Code** and the **Description** of the message.

To edit an Invoice Message, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete an Invoice Message, follow these steps:

1. Make sure that the **Invoice Message** is not being used. You cannot delete a message that you elected to use as the default for all invoices in the Business Rules function.
2. Select the **Invoice Message** to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

Producing an Invoice Messages List

Use the **Invoice Messages List** function to produce a list of the invoice messages you defined in the Invoice Messages function on the Setup and Maintenance menu.

To produce an **Invoice Messages List**, follow these steps:

1. Select the **Print Preview** button to preview the list of batches.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Invoice Messages List

Continental Products Unlimited
AR Invoice Messages

Page 1

Message Code	Description
D001	Please pay promptly.
D002	Your account is past due.
D003	Seriously past due. Please remit payment.
H001	Happy Holidays
I001	Thank you for your order.
I002	We appreciate your business.
P003	Thank you for your payment.

PAYMENT METHODS

Use the **Payment Methods** function to setup IDs to represent the methods of payment you accept from Customers, for example; personal checks, company checks, write-offs, cash, credit cards, and so forth.

If you are using the TRAVERSE Payment System functions you must set up a Payment Method using the External Type and select that Payment Method in the System Manager Business Rules as the default Payment Method for your preferred payment service.

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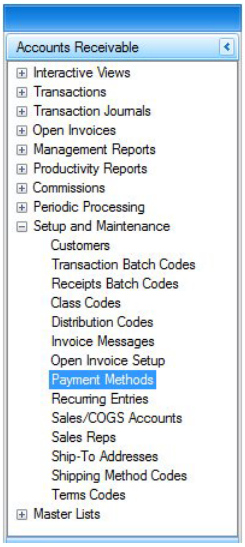
If you use multi-currency, it's important to remember that the currency associated with the GL account (or bank account) you specify in the payment method determines the payment method's currency. In other words, the currency of the GL or bank account in the payment method you assign to a payment determines how the payment is credited. TRAVERSE calculates any conversion needed using the appropriate exchange rate automatically.

To add a **Payment Method** ID, follow these steps:

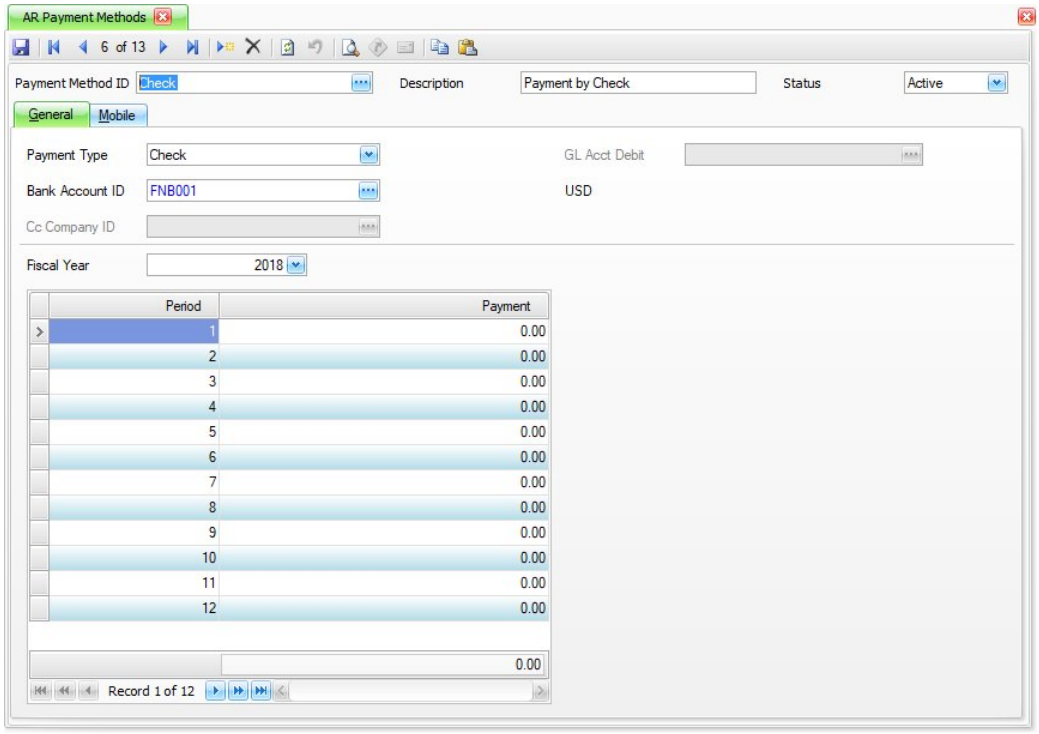
1. Select **Payment Methods** from the **Setup and Maintenance** menu.

Payment Methods Menu



2. The **Payment Methods** screen appears.

Payment Methods Screen



3. Click the **New Record** button from the toolbar. A blank Payment Methods screen appears.
4. Enter a new **Payment Method ID**.
5. Enter the **Description** of the Payment Method and select the **Payment Type**.
    - If you select **Cash** or **Check** in the Payment Type list box, select the **Bank Account ID**.
    - If you select **External** or **Credit Card** in the Payment Type list box, select the **CC Company ID**. This will be a Customer you set up in the Setup and Maintenance, Customers (page 3-77) with the CC Company box checked on the Defaults tab. This Customer must have a payment method with the type of cash or check.

NOTE: The External Payment Type is used to set up the default payment method for the TRAVERSE Payment System functionality. You must have an External Payment Type Payment Method set up to use the TRAVERSE Payment System.

NOTE: The Payment Provider must first be set up and selected in the System Manager Business rules to activate the External Payment Type.

When a cash receipt is posted an open invoice will be made for the Customer set up as the credit card company. When you receive your statement from the credit card company a second cash receipt must be made for the open invoice made for the credit card company.

You may leave the CC Company ID field blank. You will get a warning message stating "Open invoices will not be created for a credit card Customer". Entries will be made to the GL account selected in the GL Account Debit field and the Distribution Code. No other transactions will be generated from the cash receipt.

- If you select **Credit Card**, **Direct Debit**, **Write Off**, or **Other** in the **Payment Type** list box, select the General Ledger account to debit in the **GL Acct Debit** field. It is recommended that you not select your cash account for these types of cash receipts.

Maint

When you select **Credit Card** as the **Payment Type**, **DO NOT** select your cash account here. It works best to have a special account as a holding account for credit card payments. In the Distribution Codes, set up a distribution code with the GL account selected for the credit card payment methods, as the Accounts Receivable account. Assign this distribution code to the credit card company Customer. When the initial cash receipt is posted this account will be debited, when the cash receipt is posted to the open invoice made from the credit card payment, the same account will be credited.

If you use multi-currency, the currency assigned to this account determines the currency of the payment method and how payments are credited. TRAVERSE automatically calculates any conversions as needed using the Exchange Rate you specify in transactions.

6. Select the fiscal year you want to enter. In **Detail** view , the period appears, and the payments received from Customers using the payment method selected in the **Payment Type** list box for each period appear, and can be changed.

Task Summary

To add a Payment Method, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank **Payment Methods** screen appears.
2. Enter the **Payment Method ID**, **Payment Type**, **Debit GL Account**, or **Bank Account ID**, where applicable, and **Payment Amounts**.
3. Select the **Save** icon on the toolbar to save the new **Payment Method**.

To edit a Payment Method, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Payment Method, follow these steps:

1. Make sure that the **Payment Method** is not being used.
2. Select the Payment Method to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

Using the Payment Type of Credit Card.

If you use the payment type of Credit Card you could have your cash account posted to twice. The reason it would hit your cash account twice is if you put your cash account as the GL Account to Debit in your credit card payment method.

There are two methods to setting up payment methods for credit cards.

Credit Card Payment Method with Payment Type of Credit Card

1. The **GL Account to Debit** should be an AR Holding account, NOT a Cash Account.
2. Create an AR holding account, and set up a **Distribution Code** with the new AR holding account as the AR account.
3. Then, when you have a **Credit Card Customer** (VISA), pick the **Distribution Code** set up with the AR holding account. You must have a payment method for this Customer as either a Cash or Check type.
4. When you enter a cash receipt with the credit card payment method and post it, it will make an open invoice to the **Credit Card Customer** (VISA) for the amount of the cash receipt. The GL accounts posted to will be a Debit to the AR holding account from the **Payment Method** for the credit card and the Credit will be to the AR account set up in the **Distribution Code** for the Customer for which the cash receipt was entered.
5. You will need to make another cash receipt to the **Credit Card Customer** (VISA) for the amount of the invoice you applied the cash receipt to for your regular Customer.
6. When you post these cash receipts the entries to GL will be a Debit to the cash account you set up in your Cash or Check payment method **Bank Account**, the Credit will be to your AR holding account from the **Distribution Code** in your **Credit Card Customer** (VISA). This is where you will see it hit your cash account in GL.

Credit Card Payment Method with Payment Type Check

If you use the method described below to set up credit card payment methods, you will not be able to enter credit card information on the Payment tab of the Customer setup screen. You may only select payment methods with the type of Credit Card on this tab.

1. In **General Ledger**, **Setup and Maintenance**, **Chart of Accounts** set up an account to debit when applying payments to invoices using the credit card payment methods being set up with the **Type** of **Check**. This account should be a cash holding account.
2. In **System Manager**, **Company Setup**, **Bank Accounts** set up a bank account for each credit card payment method to apply your credit card cash receipts to. The GL account selected for this bank account needs to be the accounts you set up in step 1 above.
3. In **Accounts Receivable**, **Setup and Maintenance**, **Payment Methods** set up Payment Methods for each credit card accepted for payment, selecting **Check** as the payment **Type**.
4. When applying cash receipts, using the **Transactions**, **Cash Receipts** function, select the payment methods setup for the credit cards. Enter a confirmation number as the check number for each cash receipt.
5. When the cash receipts are posted, the GL accounts in the bank accounts set up in step 2 above will be debited for the payment amounts. If you have Bank Reconciliation the deposits will be added to the bank balance and to the reconciliation reports.
6. If you do not use Bank Reconciliation, enter GL journal transactions to transfer the cash balance paid to you by the credit card company from the holding account to your cash account. The credit card fee amount will remain in this account and must be reconciled by your accountant.
7. If you use Bank Reconciliation, enter an account transfer to transfer the amount paid to you by the credit card company, from the credit card bank account to your cash bank account. The credit card fee amount will remain in this account and must be reconciled by your accountant.

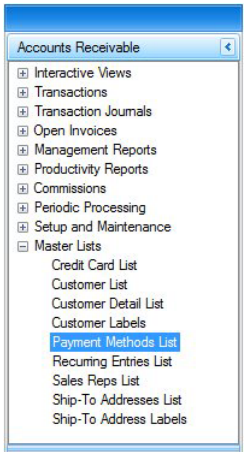
Producing a Payment Methods List

Use the **Payment Methods List** function to produce a list of the payment method IDs you defined in the Payment Methods function on the Setup and Maintenance menu.

To produce a **Payment Methods List**, follow these steps:

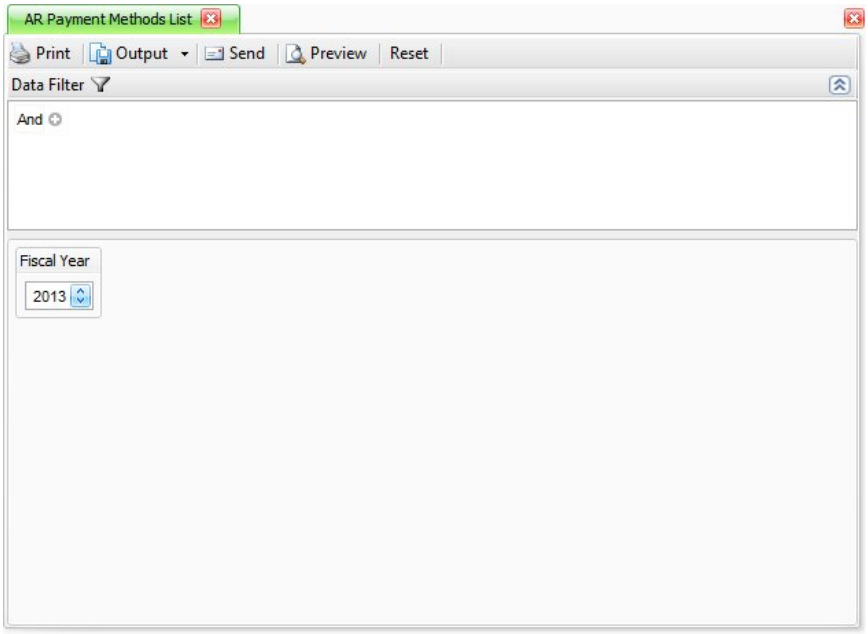
1. Select **Payment Methods List** from the **Master Lists** menu.

Payment Methods List Menu



2. The **Payment Methods List** screen appears.

Payment Methods List Screen



3. In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.
4. Select the **Fiscal Year** you want the report run for.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Payment Methods List

Continental Products Unlimited
Payment Methods List
Fiscal Year (2018)

Report Filter

Payment Method ID	Description	Payment Type	Bank ID/Cc Comp ID	GL Acct Debit	Period	Payment
BC-GC	Big Commerce Gift Cert	Credit Card		00-000-1120		
				Total for Payment Method ID BC-GC		
BC-OTHER	Big Commerce Other	Other		00-000-1120		
				Total for Payment Method ID BC-OTHER		
BC-STCR	Big Commerce Store Credit	Other		00-000-1120		
				Total for Payment Method ID BC-STCR		
Cash	Cash	Cash	FNB001			
				Total for Payment Method ID Cash		
Cash-DD	Cash - Direct Debit	Direct Debit	FNB001			
				Total for Payment Method ID Cash-DD		
Check	Payment by Check	Check	FNB001	01-000-1000		
				Total for Payment Method ID Check		
Coupon	Coupons	Other		00-000-1120		
				Total for Payment Method ID Coupon		
Deposit	Deposits Applied	Other		00-000-2030		
				Total for Payment Method ID Deposit		
MasterCard	MasterCard	Credit Card	MasterCard	00-000-1000		
				Total for Payment Method ID MasterCard		
OpenEdge	Open Edge Credit Card	External	Vis001	00-000-1120	11	2,903.78
				Total for Payment Method ID OpenEdge		2,903.78
VANTIV	Vantiv Credit Card	External	MasterCard	00-000-1120		
				Total for Payment Method ID VANTIV		
Visa	Visa Credit Card	Credit Card	Vis001	00-000-1100		
				Total for Payment Method ID Visa		
Write-off	Write-off to bad debt	Write-off		00-003-7200		
				Total for Payment Method ID Write-off		
Grand Total						2,903.78

12/3/2018 9:26 AM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

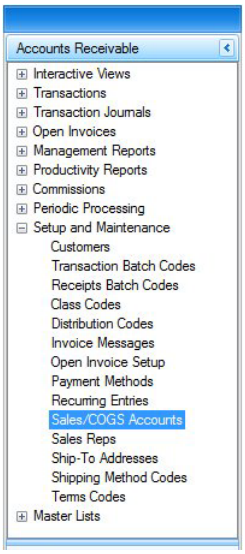
SALES/COGS ACCOUNTS

Use the **Sales/COGS Accounts** function to assign Sales and Cost-Of-Goods-Sold accounts in General Ledger to an account code, which is assigned to transactions. When you post transactions, the amounts are posted to the selected accounts.

To set up **Sales/COGS Accounts**, follow these steps:

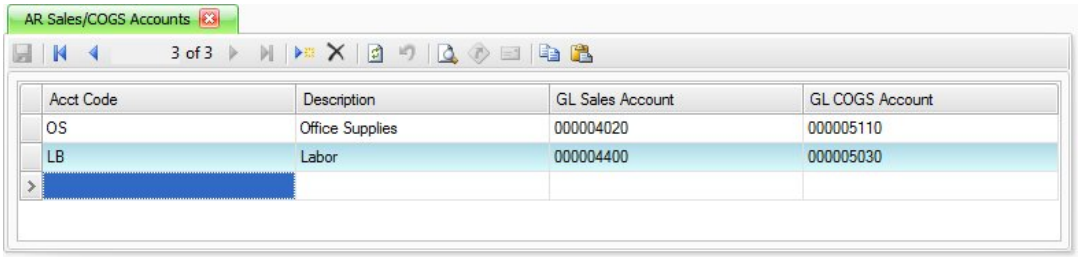
1. Select **Sales/COGS Accounts** from the **Setup and Maintenance** menu.

Sales/COGS Accounts Menu



2. The **Sales/COGS Accounts** screen appears.

Sales/COGS Accounts Screen



3. Enter the **Account Code**.

4. Enter the account code **Description**.
5. If Accounts Receivable is interfaced with General Ledger, select the **GL Sales Account** number from the GL chart of accounts; otherwise enter a GL sales account number.
6. If Accounts Receivable is interfaced with General Ledger, select the **GL COGS Account** number from the GL chart of accounts; otherwise, enter a GL Cost-Of-Goods-Sold account number.

Task Summary

To add a Sales/COGS Account Code, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank record appears.
2. Enter the **Acct Code** and a **Description** of the code.
3. Select the **GL Sales Account** and **GL COGS account**.

To edit a Sales/COGS Account Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Sales/COGS Account Code, follow these steps:

1. Select the **Account Code** to delete.
2. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

Producing a Sales/COGS Accounts List

Use the **Sales/COGS Accounts List** function to produce a list of sales and cost-of-good-sold account codes. To change sales and COGS account codes, use the Sales/COGS Accounts function on the Setup and Maintenance menu.

To produce a **Sales/COGS Accounts List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Account Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Sales\COGS Accounts List

Continental Products Unlimited
AR Sales/COGS Accounts

Page 1

Acct Code	Description	GL Sales Account	GL COGS Account
01	Code	010004000	010005000
PT	Private Transfer	000004010	000005000

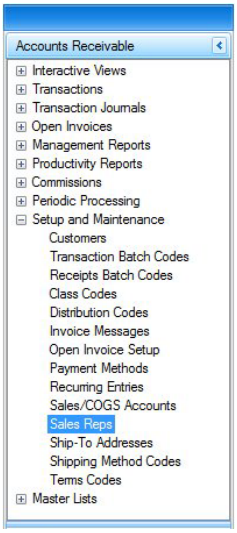
SALES REPS

Use the **Sales Reps** function to set up and maintain records for Sales Reps whose sales you want to track. Commissions can be paid on any combination of Line Items, Sales Tax, Freight, or Miscellaneous charges. Calculate commissions as a percentage of Net Sales or Gross Profits and base commissions on Booked Sales or Paid Invoices.

To set up **Sales Reps**, follow these steps:

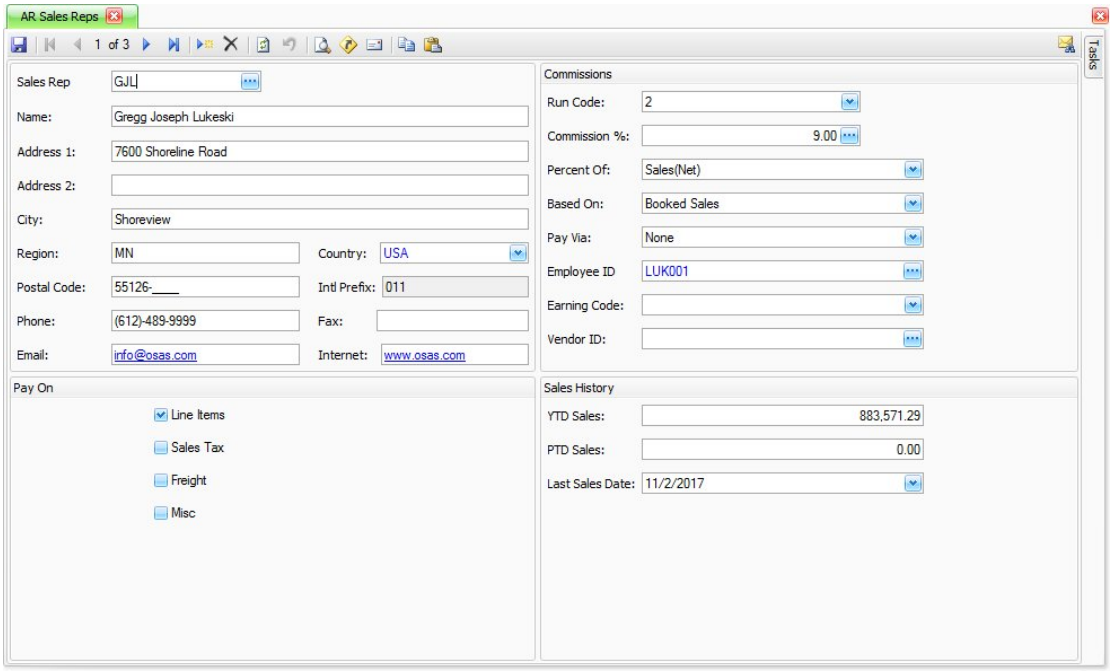
1. Select **Sales Reps** from the **Setup and Maintenance** menu.

Sales Reps Menu



2. The **Sales Reps** screen appears.

Sales Reps Screen



3. Select the **New Record** icon on the toolbar. A blank record appears. The **Copy From** is activated when entering a new ID.

   To edit, select a **Sales Rep ID**; use the Inquiry command (F4) to select an existing **Sales Rep**.

4. Enter the **Name**, **Address**, **City**, **Region**, **Country**, **Postal Code**, and other **Contact Information** for a new sales rep., or edit any of this information as needed.

5. Enter the Sales Reps **Phone** and **Fax** numbers for communications.

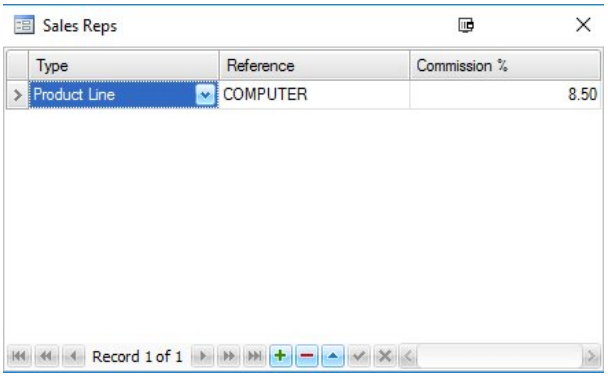
6. Enter the Sales Reps **Email** and **Internet** addresses for easier communications.

7. Enter the **Run Code** to assign to the Sales Rep. The Run Code is used for Preparing Commissions and setting sort ranges in the Commission Edit Register and Commission Detail List.

8. Enter the Sales Rep's **Commission %** rate. Each Sales Rep can receive as much as 100 percent of a sale.

9. Click on the **Detail** button [...] to open the **Sales Reps** detail screen.

Sales Rep Commission Detail Screen



- From this screen you can specify a different commission percent for different sales **Categories**, **Product Lines** and **Item IDs**.
  - Select the **Type** from the combo box list of **Category**, **Product Line** or **Item ID**. These selections are only available if you have Accounts Receivable interfaced to Inventory in the Business Rules function (page 3-7).
  - From your **Type** select the corresponding **Reference** you want to apply a specific commission percentage to.

    The list will consist of the records set up for the **Type** selected.
  - Enter the **Commission%** you want to apply to the **Type** and **Reference**.
- Close the **Sales Reps** detail window to return to the main Sales Rep screen.

10. Select the base for the commission rate:
    - **Sales(Net)**; is the total amount of the sales invoice, for the Pay On selections.
    - **Gross Profit**; is the amount of profit of the sales invoice, (Net Sales - Total Cost).
    - **No Base**; will calculate no commissions. The Sales History fields will be updated only.
11. Select the base for the commission:
    - The **Booked Sales** method pays commission on posted invoices.
    - The **Paid Invoices** method pays commission on a fully paid invoice.

12. Select the module from the **Pay Via** field for which you want to pay the sales rep:
    - **Payroll**; If you choose to pay the Sales Rep through the Payroll application, enter the rep's **Employee ID** and the **Earning Code** you want to use.
    - **Accounts Payable**; If you choose to pay the Sales Rep via Accounts Payable, enter the rep's **Vendor ID**.
13. Select the portions of the invoice to pay commissions on: **Line Items**, **Sales Tax, Freight**, and **Misc**.
14. Enter the sales rep's **Year-To-Date** and **Period-To-Date** gross sales. The figures are updated when you post the Sales Rep's transactions.
15. Enter the date of the Sales Rep's **Last Sale**. This field is updated when you post transactions.

NOTE: The information for the Commissions Detail List comes from commissions history. If you change these fields, the history information is not updated.

Task Summary

To add a Sales Rep record, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank **Sales Reps** screen appears.
2. Enter the **Name**, **Address**, **Pay On**, **Commissions**, and **Sales History** information.
3. Select the **Save** icon on the toolbar to save the new **Sales Rep**.

To edit a Sales Rep record, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.
3. Select the **Save** icon on the toolbar to save the changes to the **Sales Rep**.

To delete a Sales Rep record, follow these steps:

1. Make sure that the **Sales Rep** record is not being used.
2. Select the **Sales Rep** record to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

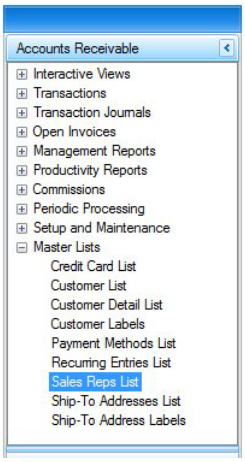
Producing a Sales Reps List

Use the **Sales Reps List** function to produce a list of the information about your Sales Reps—Name, Address, Commission information, and Sales History information. To change Sales Rep information, use the Sales Reps function on the Setup and Maintenance menu.

To produce a **Sales Reps List**, follow these steps:

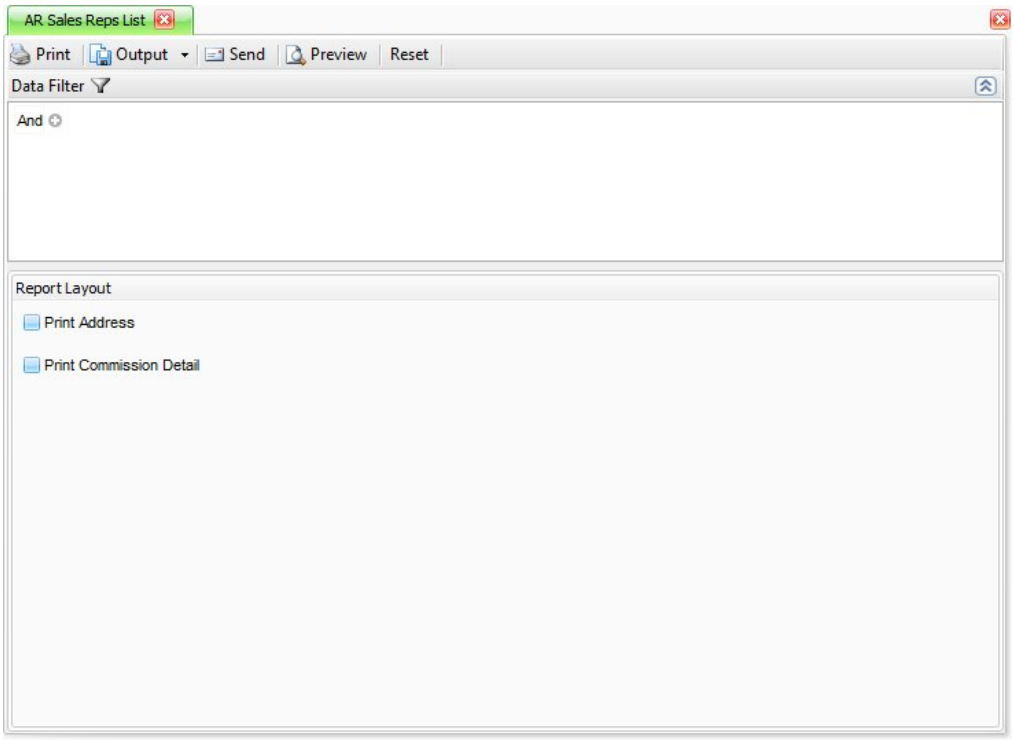
1. Select **Sales Reps List** from the **Master Lists** menu.

Sales Reps List Menu



2. The **Sales Reps List** screen appears.

Sales Reps List Screen



3. In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.
4. Select the box if you want in the **Report Layout**: **Print Addresses** and **Print Commission Detail**. Otherwise, clear the box.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Sales Reps List

Continental Products Unlimited

Sales Reps List

Sales Rep Id	Name/Address	Intl Prefix	Phone	Vendor ID	Commission %	Pay On	PTD Sales	Last Sales Date	Run Code
		Email	Fax	Earning Code	Percent Of		YTD Sales		
		Internet	Employee ID	Pay Via	Based On				
GJL	Gregg Joseph Lukeski	011	(612)-489-9999	P04	9.00	Line Items\Yes	331,532.42	3/1/2007	2
	7600 Shoreline Road	info@osas.com#mailto:info@osas.com			Sales (Net)	Sales Tax\No	679,639.06		
	Shoreview MN 55126 USA	www.osas.com#http://www.osas.com#	LUK001	PA	Booked Sales	Freight\No			
						Misc\No			
		Type	Reference		Commission %				
		Product Line	APPLIANCE		8.50				
		Product Line	COMPONENT		8.00				
		Category	D1		9.00				
		Category	E1		9.25				
JSK	Jim Kent	011	(612)-560-1300	PCB009	5.00	Line Items\Yes	1,260,969.23	3/14/2007	1
	14875 Zane Ave South	info@osas.com#mailto:info@osas.com	(612)-560-1352		Sales (Net)	Sales Tax\No	3,281,802.69		
	Brooklyn Park MN 55443 USA	www.osas.com#http://www.osas.com#		AP	Paid Invoices	Freight\No			
						Misc\Yes			
		Type	Reference		Commission %				
		Product Line	APPLIANCE		8.50				
		Product Line	COMPONENT		8.00				
		Category	D1		9.00				
		Category	E1		9.25				
MSL	Mary Sue Linder	011	(218)-829-1400		12.00	Line Items\Yes	462,328.13	3/19/2007	2
	1483 Route 2	info@osas.com#mailto:info@osas.com	(218)-829-5613		Gross Profit	Sales Tax\No	1,458,495.22		
	Brainerd MN 56401 USA	www.osas.com#http://www.osas.com#		None	Booked Sales	Freight\No			
						Misc\Yes			
		Type	Reference		Commission %				
		Product Line	APPLIANCE		8.50				
		Product Line	COMPONENT		8.00				
		Category	D1		9.00				
		Category	E1		9.25				

SHIPPING METHOD CODES

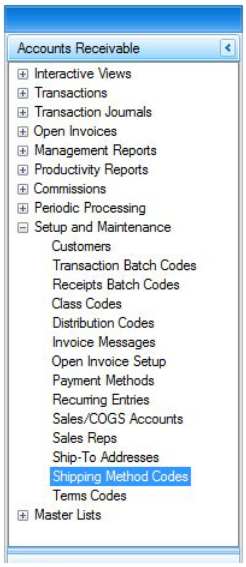
Use the **Shipping Method Codes** function to set up and maintain codes for Shipping Methods, which are entered in transactions.

The **Shipping Method Codes** function on the **Setup and Maintenance** menu supports Internet-based order tracking.

To set up **Shipping Method Codes**, follow these steps:

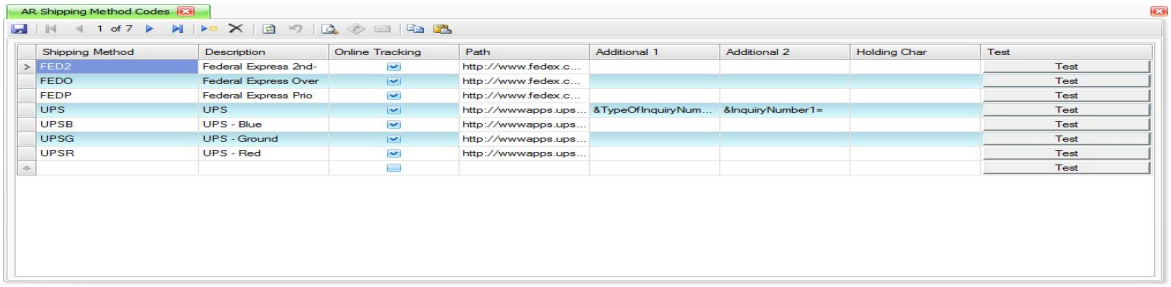
1. Select **Shipping Method Codes** from the **Setup and Maintenance** menu.

Shipping Method Codes Menu



2. The **Ship Method Codes** screen appears.

Shipping Methods Screen



3. Click the **New Record** button on the toolbar. A blank record appears at the bottom of the list.
4. Enter a new **Shipping Method** code.
5. Enter the code **Description**. The description appears in the Ship Via field on the Transactions, Recurring Entries, and Ship-To Addresses screens, and prints on Invoices and Credit Memos.
6. Check the **Online Tracking** box if you want this shipping method code to be search-able to the web when a shipment number is entered into the Ship-To tab on Sales Orders.
7. Enter the **Path** used to access the associated shipper's Internet tracking website.

   For **UPS** enter - http://wwwapps.ups.com/etracking/tracking.cgi?tracknums_displayed=5?

   or http://wwwapps.ups.com/WebTracking/processInputRequest?HTMLVersion=5.0&sort_by=status&tracknums_displayed=5&TypeOfInquiryNumber=T&loc=en_US&AgreeToTermsAndConditions=yes&InquiryNumber1=

   This link does not require addtl 1 or 2 information.

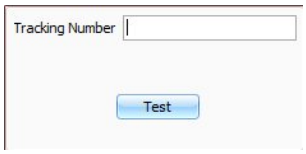
   For **FedEx** enter - http://www.fedex.com/Tracking?action=track&tracknumbers=
8. In the **Additional1** and **Additional2** boxes, enter search variables. These search variables define how the shipper's website is built to display the tracking information. Use the website to enter a site to locate, then examine the resulting URL to identify the variables used by that site. You should not change these variables unless the website changes how it builds pages.

   For **UPS Addtl 1** - &TypeOfInquiryNumber=T&HTMLVersion=4.0

   For **UPS Addtl 2** - &InquiryNumber1=

9. Enter a **Holding Character**, if necessary. The holding character is the special character used as a placeholder.

10. To test the mapping program, click the **Test** button for the Shipping Method to test. Enter a **Tracking Number** into the field on the window that appears and click the **Test** button. TRAVERSE uses this information, combined with the shipment tracking number you enter in Sales Order, to automatically open the shipping company's website to track order shipments when you use the **SO Order View** function on the Sales Order **Interactive View** menu. You must add the Shipment Number to the view using the Column Chooser and double click on the Shipment Number.



NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Task Summary

To add a Shipping Method Code, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank record appears.
2. Enter the **Shipping Method Code** and the description of the code.

To edit a Shipping Method Code, follow these steps:

1. Select the **Shipping Method** code to edit.
2. Edit the **Description** and/or the **Online Tracking** information of the code.

To delete a Shipping Method Code, follow these steps:

1. Make sure that the **Shipping Method Code** to delete is not being stored in Customer records or used in transactions.
2. Select the **Shipping Method Code** to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

Producing a Shipping Method Codes List

Use the **Shipping Method Codes List** function to produce a list of shipping method codes you defined in the Shipping Method Codes function on the Setup and Maintenance menu.

To produce a **Shipping Method Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Shipping Method Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Shipping Method Codes List

Continental Products Unlimited
AR Shipping Method Codes

Page 1

Shipping Method	Description	Online Tracking	Path	Additional 1	Additional 2	Holding Char	Test
FED2	Federal Express 2	☑	http://www.fedex.com/cgi-bin/tracking				
fedex	fedex test	☑	http://www.fedex.com/cgi-bin/tracking	&cntry_code=	&tracknumber		
FEDO	Federal Express O	☐	http://www.fedex.com/cgi-bin/tracking				
FEDP	Federal Express P	☑	http://www.fedex.com/cgi-bin/tracking				
UPS	UPS Ground	☑	http://wwwapps.ups.com/etracking/tra	&TypeOfInqui	&InquiryNum		
UPSB	UPS - Blue	☑	http://wwwapps.ups.com/WebTrackin				
UPSG	UPS - Ground	☐	http://wwwapps.ups.com/WebTrackin				
UPSR	UPS - Red	☑	http://wwwapps.ups.com/WebTrackin				

TERMS CODES

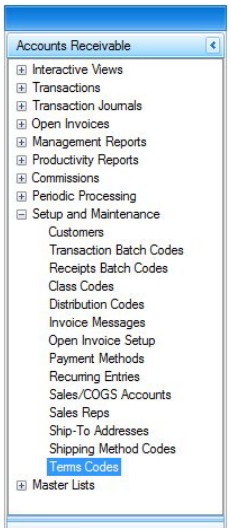
Use the **Terms Codes** function to add, change, or delete codes for Customer payment terms. These codes serve as a shorthand method of assigning particular conditions for doing business with a Customer. For example, you can assign a terms code with 10 discount days to one Customer and a terms code with 30 discount days to another Customer.

When you set up Terms Codes, you must assign one to the Customer records. Then when you enter transactions, the terms you specified are automatically applied and you are allowed to change the terms for an individual transaction.

To set up **Terms Codes**, follow these steps:

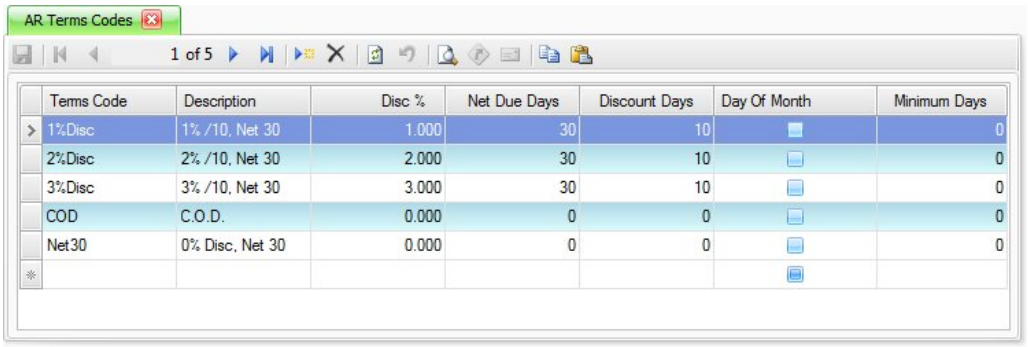
1. Select **Terms Codes** from the **Setup and Maintenance** menu.

Terms Codes Menu



2. The **Terms Code** screen appears.

Terms Codes Screen



Terms Code	Description	Disc %	Net Due Days	Discount Days	Day Of Month	Minimum Days
1%Disc	1% /10, Net 30	1.000	30	10	☐	0
2%Disc	2% /10, Net 30	2.000	30	10	☐	0
3%Disc	3% /10, Net 30	3.000	30	10	☐	0
COD	C.O.D.	0.000	0	0	☐	0
Net30	0% Disc, Net 30	0.000	0	0	☐	0
					☐	

3. Enter the **Terms Code**.
4. Enter the **Description** of the code. The Description is printed on Invoices and Credit Memos.
5. Enter the percent used to calculate the **Discount %** amount of the payment.
6. Enter the number of days your Customer has to pay you in the **Net Due Days**, or enter the day of the month that the net payment is due.
7. Enter the number of **Discount Days** a Customer has to pay an invoice and receive a discount, or enter the Day Of the Month by which an invoice must be paid to receive a discount.
8. Check the **Day Of Month** box if the Discount Days and the Net Due Days fields are a day of the month; otherwise, clear the box. This also is referred to as Prox Terms.
9. If you checked the Day Of Month box, enter the number of **Minimum Days** prior to the Net Due date to enter an invoice and have the invoice due the following month. This also will change the Discount Date to fall on the date of the next month.

   Example: If the minimum days is set to 10, the net due date is set to 30 and the discount is set to 10, and a Customer places an order with you on the 21st of the month your Invoice would not be due on the 30th of this month, but the 30th of the next month. Likewise the discount would also change to the 10th of the next month.

   If your Customer would place an order on the 15th of the month their invoice would be due on the 30th of this month, and they would have no chance for a discount.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Task Summary

To add a Terms Code, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank record appears.
2. Enter the **Terms Code**, **Description**, **Discount Percent**, **Discount Days**, **Net Due Days**, and **Minimum Days**.

To edit a Terms Code, follow these steps:

1. Position the cursor in the field to edit.
2. Change the value in the field.

To delete a Terms Code, follow these steps:

1. Make sure that the **Terms Code** is not being used.
2. Select the **Terms Code** to delete.
3. Select the **Delete** hot key (F3), or click on the **Delete** record button on the tool bar.

Producing a Terms Codes List

Use the **Terms Codes List** function to produce a list of the terms codes you defined in the Terms Codes function on the Setup and Maintenance menu.

To produce a **Terms Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Terms Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Terms Codes List

Continental Products Unlimited
AR Terms Codes

Page 1

Terms Code	Description	Disc %	Net Due Days	Discount Days	Day Of Month	Minimum Days
1%Disc	1% /10, Net 30	1.00	30	10	☐	0
10%Dis	10%Disc, Net30	10.00	30	30	☐	0
2%Disc	2% /10, Net 30	2.00	30	10	☐	0
20%Dis	20% Disc,Net30	20.00	30	30	☐	0
3%Disc	3% /10, Net 30	3.00	30	10	☐	0
COD	C.O.D.	0.00	0	0	☐	0
Net30	0% Disc, Net 30	0.00	30	0	☐	0

CUSTOMERS

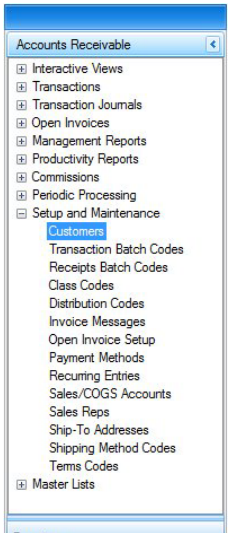
Use the **Customers** function to set up and maintain Customer records. A Customer account can be set up as an Open Invoice or a Balance Forward account. For Open Invoice accounts, detail is kept on invoices, and payments are applied to specific invoices. For Balance Forward accounts, detail is kept on invoices for the current month, and payments are applied to the total balance.

After you set up Customer records, you must create initial (opening) balances for them. The method for creating initial balances depends on whether you have Open Invoice accounts, Balance Forward accounts, or both. See Setting Up Initial Balances (page 2-9) for information about entering initial balances.

To work with **Customers**, follow these steps:

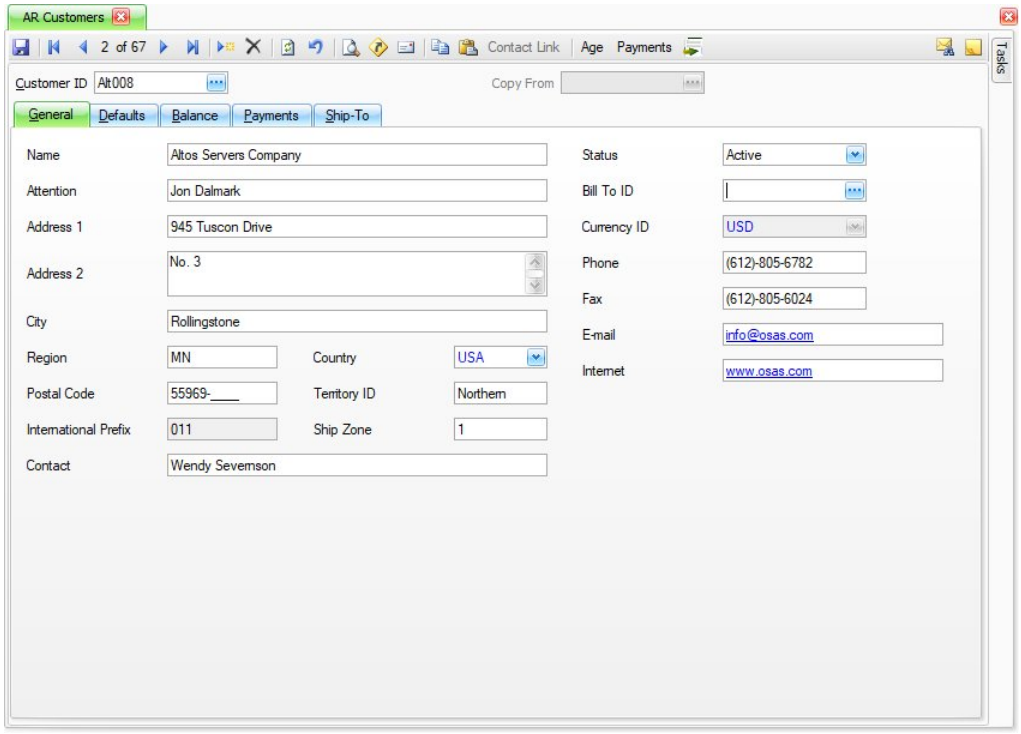
1. Select **Customers** from the **Setup and Maintenance** menu.

Customers Menu



2. The **Customers** screen appears with the **General** tab displayed.

Customers Screen



Use the **General** tab to enter the Customer's Name, Address, Contact, Phone Number, E-mail address, and Internet site.

3. Select the **New Record** button in the toolbar to add a new Customer ID record.
4. Enter the new **Customer ID** or select a Customer ID with which to work.
5. Select the ID of the Customer to copy information from or enter new information. The **Copy From** box is available only if you enter a new Customer ID.
6. Enter the Customer's **Name**.
7. In the **Attention** field, enter the name of the person or department to which you want to address Invoices and Statements. The Attention name is printed on Invoices, Statements, and Mailing Labels.
8. Enter the Customer's **Address**. Use **Ctrl+Enter** to start a second line in the **Address 2** text box.
9. Enter the Customer's **City** and state or **Region**.

Maint

10. Select the Customer's **Country Code**.

11. Enter the Customer's **Postal Code**. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.

12. Enter the Customer's **Territory**, if applicable.

13. The Customer's **International Prefix** appears. See step 11 for setup information.

14. Enter the Customer's **Ship Zone**. This will usually be associated with a shipping zone such as those used by UPS or FedEx.

15. In the **Contact** text box, enter the name of the person to contact regarding billing questions or invoice payments.

16. Choose the Customer's **Status**:

    - Setting the Customer's Status to **Active** will allow you to enter new transactions and cash receipts for the Customer.
    - Setting the Customer's Status to **Inactive** will prevent them from accidentally being engaged in future transactions.

17. Choose the **Bill To ID**, if Sales Order transactions for this Customer are to be billed to a different Customer ID. If not, leave this field blank.

    If a Bill To Customer ID is selected, the Bill To ID Customer information will be brought into the Bill-To tab in Sales Order transactions, and will print in the Sold-To field on invoices. The Customer information on the Header tab, in the Sold To field will print in the Ship To field on the invoice.

Maint

¥$£€

18. If you use multi-currency, select the Customer's **Currency ID**. This box does not appear if you do not use multi-currency.

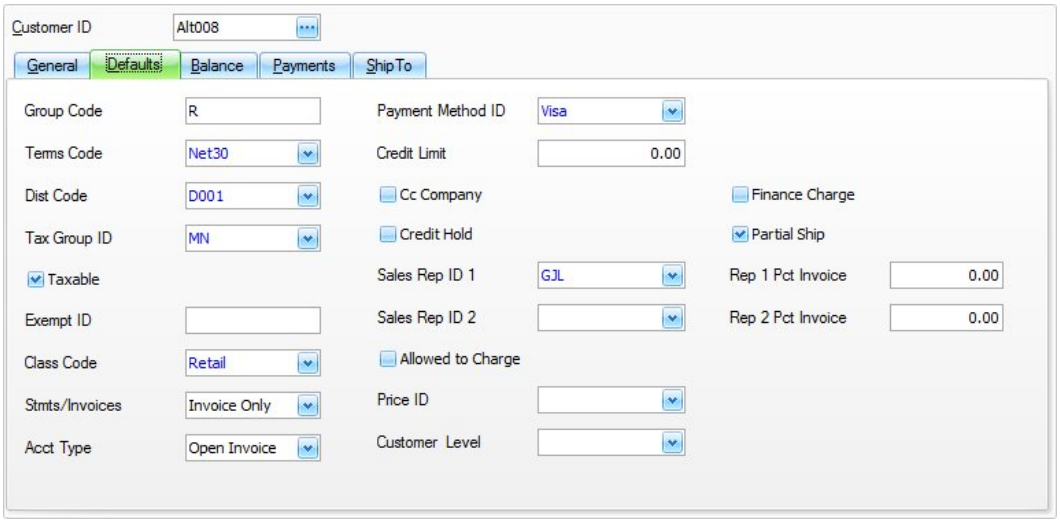
19. Enter the Customer's **Phone** number. See step 11 for mask setup information.

20. Enter the Customer's **Fax** number, **E-mail** address, and **Internet** address. See step 11 for mask setup information.

    - The E-mail address and Internet address fields are hyper link fields.
    - If you enter an e-mail address into the E-mail address field and hover your cursor over the address you will notice the cursor will change to the hyper-link hand. When you click on the email address your email software will automatically be opened with a new message and the email address entered into the To field.

- If you enter an Internet address into the Internet address field and hover your cursor over the address you will notice the cursor will change to the hyper-link hand. When you click on the Internet address your default web browser will automatically be opened and the web site will be brought up.

Defaults Tab



Use the **Defaults** tab to enter information about the Customer to default during transaction entry.

1. In the **Group Code** field, enter the Customer's periodic billing group code.

Maint

2. Select the Customer's payment **Terms Code** and **Distribution Code**.

¥$£€

If you use multi-currency, the currency assigned to the Receivables account in the distribution code you select must match either the Customer's currency or the base currency. In addition, you cannot change the Distribution Code to one that uses a different currency if open transactions or invoices exist for the Customer.

Maint

3. Select the **Tax Group ID** of the tax location group to which you want sales tax for the Customer to be assigned. Tax Group IDs are set up in the **Tax Location Groups** function in System Manager.

4. Select the **Taxable** check box if the Customer should be charged sales tax; otherwise, clear it.

5. If the Customer is tax exempt and should not be charged sales tax, enter the Customer's tax **Exempt ID**.

Maint

6. Select the Customer's **Class Code**.

7. Select the **Stmnts/Invoices** field information to send to the Customer: **Invoice Only**, **Statement Only**, **Both**, or **None**. For a Customer that pays cash, select **Invoice Only**.
8. Select the **Acct Type** assigned to the Customer:
    - **Open Invoice** Customers have all invoices listed separately on their statement, and cash receipts are applied to individual invoices.
    - **Balance Forward** Customers will have all open invoices combined into one open balance invoice when periodic maintenance is run. Cash receipts are applied to a period balance, and not individual invoices. Statement balances will be listed as one open invoice balance.

        When Periodic Maintenance is run, all invoices posted since the last time Periodic Maintenance was run, will be combined into one invoice with the Invoice number as the default balance forward invoice set in Business Rules.

Maint

9. Select the Customer's usual **Method Of Payment ID**.
10. Enter the Customer's **Credit Limit**. The credit limit is used in the **Transactions** function.

    If the Credit Limit is set to 0.00, there is no credit limit for the Customer.

11. Select the **Cc Company** check box if the Customer is a credit card company; otherwise, clear it. See the Payment Methods setup (page 3-47) for details on what the Cc Company is used for.
12. Select the **Credit Hold** check box if the Customer is on credit hold; otherwise, clear it.

    If you place a Customer on Credit Hold, and then enter a sale paid for on credit, a message states that the Customer is on credit hold, and will not let you continue. You can only enter a transaction for that Customer after you uncheck the Credit Hold box.

13. Select the **Finance Charge** check box to apply a finance charge to the Customer; otherwise, clear it.
14. Select the **Partial Ship** check box if the Customer accepts partial shipments; otherwise, clear it.

    If a Customer does not accept partial shipments and the quantity shipped is less than the quantity ordered, a warning message appears.

Maint

15. Select the **Sales Rep ID 1** and **2**, who usually sell to the Customer.
16. Enter the default **Rep 1** and **2 Pct Invoice** for the sales reps. The percent of invoice, is the percentage of the invoice used to calculate commissions for the Sales Rep. Each Sales Rep can receive as much as 100 percent of a sale.

Maint

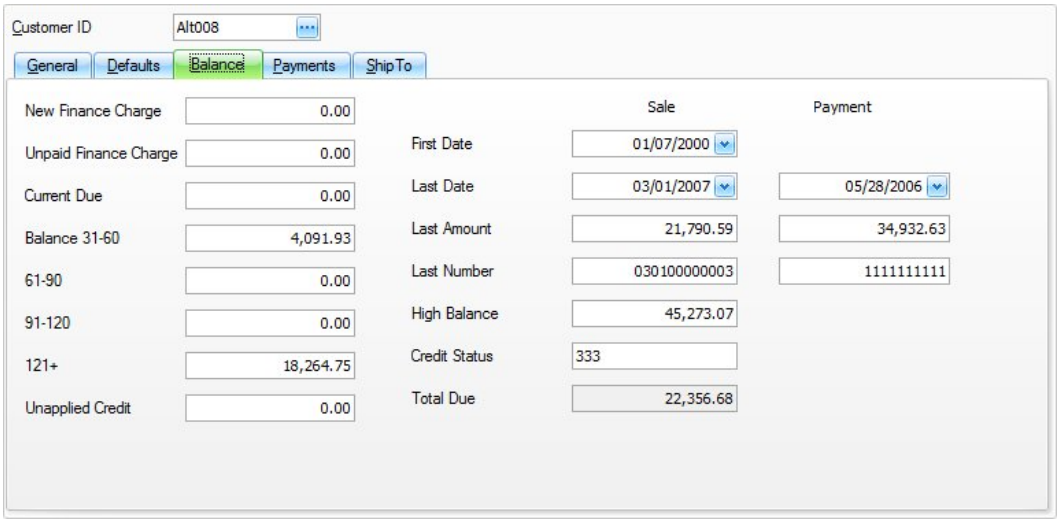
17. Enter the **Price ID** assigned to the Customer. This is only used if you have Sales Order installed and have Price Structures set up.

Maint

18. Select the **Customer Level**. This option is available only if you are currently using the Sales Order application and have defined Customers or groups of Customers in the **Customer Levels** function of Sales Order.

NOTE: The Allowed to Charge check box is only available if you interface Accounts Receivable with Point of Sale. See the Point of Sale Training Manual for more information.

Balance Tab



Customer balance amounts are updated when transactions are posted. If initial balances are entered on this screen (during setup or any other time), balances are updated each time you work with an open invoice Customer.

1. As you assess charges using the **Calculate Finance Charges** function and run the **Periodic Maintenance** function, the finance charges are posted, and updates the **New Finance Charge** field. Use the default value or enter a different one.
2. If the Customer has an unpaid finance charge, enter it in the **Unpaid Finance Charge** box or accept the default value. This value is updated automatically when you run the **Periodic Maintenance** function, and have a **New Finance Charge** balance. The New Finance Charge balance is added to the current Unpaid Finance Charge amount. The amount is also updated when you post a cash receipt that has been applied to the current invoice attributable to finance charges.
3. The current amount due within 30 days of the invoice date appears in the **Current Due** field. If you track only a summary invoice, enter the value in this field.

4. Generally data is entered in the **Balance** fields only if the aging for balance forward Customers needs to be adjusted.

   If you want to enter one summary invoice for each aging period for a new Customer, summarize all overdue invoices for each aging period and enter that amount in the **Current Due** text box. If a Customer does not have a balance due for an aging period, leave the field blank. After you have entered summary balances for new Customers, use the **Open Invoice Setup** function to create invoices for these amounts. Refer to the **Open Invoice Setup** function (page 3-149) for more information.

NOTE: If you currently have open invoices, DO NOT use the Open Invoice Setup function. That function will delete ALL current open invoice records, for ALL Customers and regenerate 1 open invoice for each Customer for each aging period.

5. Enter the **Balance** due **31–60** days after the invoice date, **61–90** days after the invoice date, **91–120** days after the invoice date, and more than **120** days after the invoice date.

   These values will be updated each time the Post Transactions function is run. These values will also be updated when Periodic Maintenance is run.

6. If you owe the Customer money, enter the amount in the **Unapplied Credit** field.

7. The **New Finance Charge**, **Unpaid Finance Charge**, **Current Due** and balances in the **31-60**, **61-90**, **91-120**, and **120+** are summed, and the **Unapplied Credit** is subtracted from the sum. The result appears in the **Total Due** field as the overall amount the Customer owes you.

8. In the **First Date** field, enter the date of the first sale to the Customer. This field, if blank, is updated when you post transactions.

9. In the **Last Date** field, enter the date of the last sale to the Customer. This field is updated when you post transactions.

10. Enter the **Last Amount** of the **Sale** to the Customer. This field is updated when you post transactions.

11. Enter the **Last Number** of the Invoice **Sale** for the Customer. This field is updated when you post transactions.

12. Enter the **Last Date** of the **Payment** the Customer made. This field is updated when you post cash receipts.

13. Enter the **Last Amount** of the **Payment** the Customer made. This field is updated when you post cash receipts.

14. Enter the **Last Number** of the **Payment** the Customer issued to you. This field is updated when you post cash receipts.

15. Enter the **High Balance** the Customer has accumulated. This field is updated when you post invoices. You can clear the Customer's high balance when you perform Periodic Maintenance.

16. The system tracks Customer payment history for the last 12 periods in the **Credit Status** field. Each character corresponds to one of the 12 periods—the first character is the current period; the last is the oldest period. For each position, one of these values is used:

    - **0** indicates that all invoices were paid within 30 days or there was no activity.
    - **1** indicates that at least one invoice was 31 to 60 days overdue.
    - **2** indicates that an invoice was 61 to 90 days overdue.
    - **3** indicates that an invoice was 91 to 120 days overdue.
    - **4** indicates that an invoice was more than 120 days overdue.

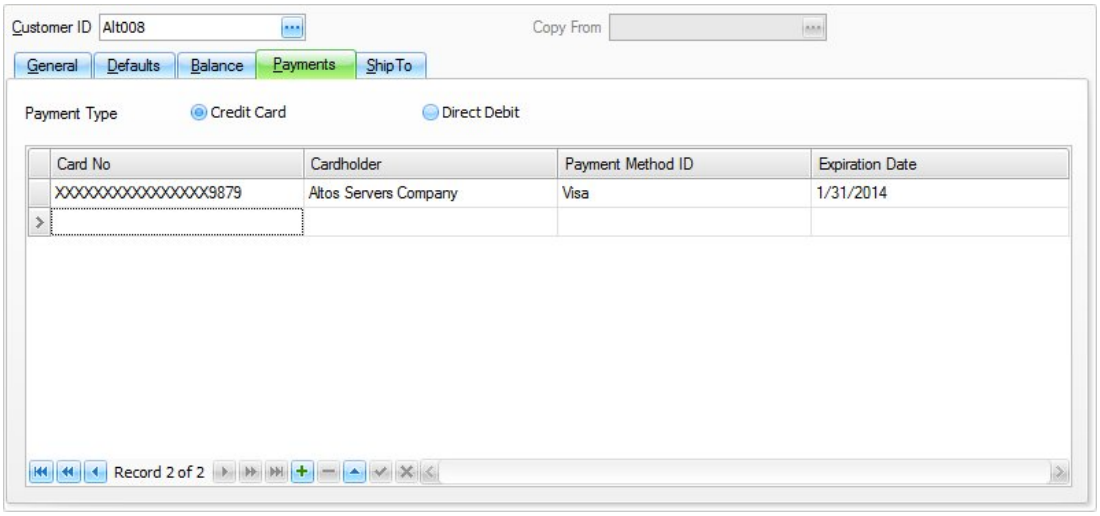
    Each time Periodic Maintenance is run, the Credit Status is updated with a new value in the left most position. Once 12 periods have been recorded, the value on the right will be dropped.

Use the **Payments** tab to enter account information for Credit Card and Direct Debit type Payment Methods. You can enter as many credit card and direct debit accounts as you wish. The only Payment Method IDs to select from, will be those that are set up with the Credit Card or Direct Debit payment types.

NOTE: The information described below is used if you are not using the TRAVERSE Payment System functionality. For information on setting up Credit Cards using the TRAVERSE Payment System see the Payments Button information below (page 3-91).

- Select the **Payment Type**: **Credit Card** or **Direct Debit**.

Payments Tab (Credit Card)



1. Enter the **Card No**. for the Credit Card you are setting up.
2. Enter the **Cardholder** name on the credit card.
3. Select the **Payment Method ID** to use with the corresponding credit card.

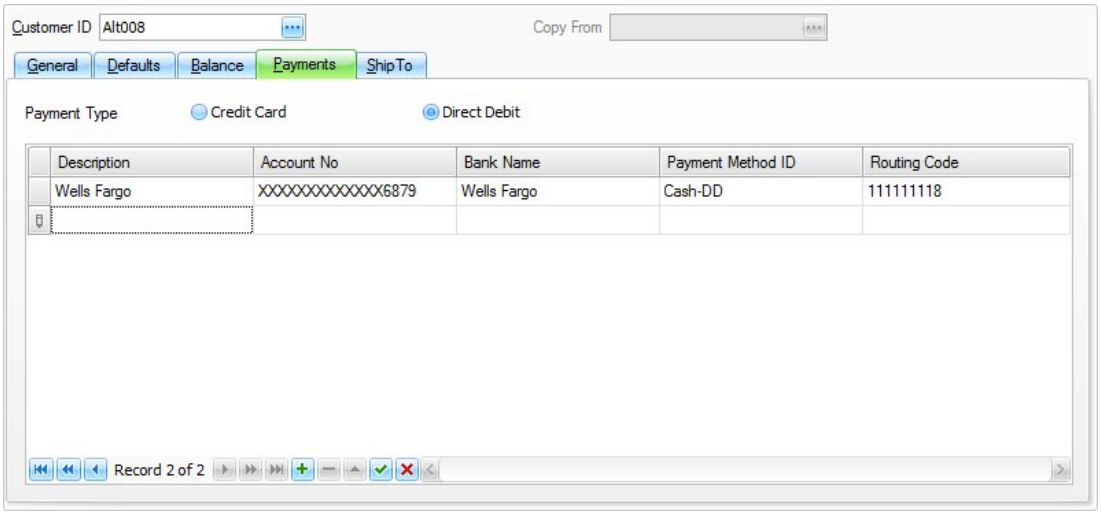
   When working with Credit Cards the only payment methods valid for selection are those that are set up with Credit Card as the payment Type.

4. Enter the credit card **Expiration Date** of the Credit Card.

   The credit card Expiration Date may be entered with just the month and year and when the field is saved the date will default to the last date of the month entered.

BA

Payments Tab (Direct Debit)



1. Enter a **Description** of the Direct Debit account.
2. Enter the **Account Number** the Customer has supplied you for their bank account.
3. Enter the **Bank Name** for the Direct Debit account.

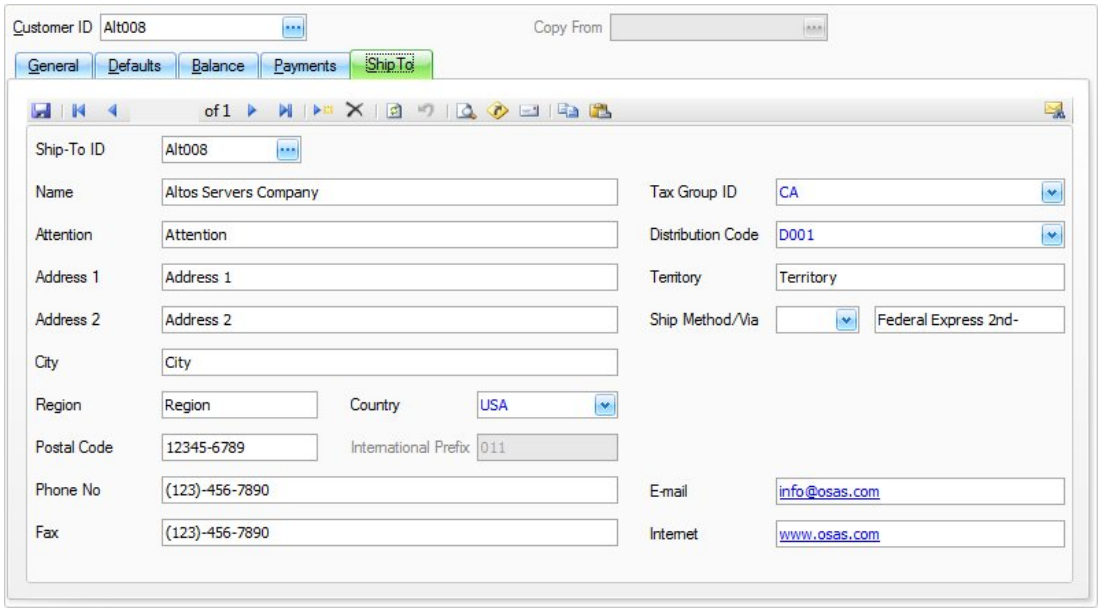
Maint

4. Select the **Payment Method ID** to use with the corresponding direct debit account.

   When working with a Direct Debit account the only payment methods valid for selection are those set up with Direct Debit as the payment Type.

5. Enter the bank **Routing Code** for the Direct Debit account.

Ship-To Tab



Use the **Ship-To** tab to enter, assign, change, and delete shipping addresses. This is an additional way to access the Setup and Maintenance **Ship-To Addresses** function.

NOTE: If you do not have permission to access the Setup and Maintenance Ship-To Addresses function, this tab is unavailable. See the Administrator's Guide for more information on setting permissions.

1. Select the **New Record** button on the toolbar within the Ship-To tab.

Maint

2. Enter a new **Ship-To ID** or select the ID you want to edit.
3. Enter or make changes to the Customer's Ship-To **Name**.
4. Enter or make changes, in the **Attention** field. Enter the name of the person or department to which the order should be shipped.
5. Enter or make changes to the Customer's **Address**. Use **Ctrl + Enter** to start a second line in the **Address 2** field.
6. Enter or make changes to the Customer's Ship-To **City** and **Region**.

Maint

7. Select the Customer's Ship-To **Country Code**.

8. Enter or make changes to the Customer's Ship-To **Postal Code**. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.
9. The **International Prefix** appears. See step 8 for setup information.
10. Enter the Customer's Ship-To **Phone No** and **Fax** number. See step 8 for mask setup information.

Maint

11. Select the Customer's Ship-To **Tax Group ID**. Use the **Tax Location Groups** function in System Manager to set up Tax Group IDs.

    If the Ship-To **Tax Group ID** is different than the Customer's **Tax Group ID**, you will be prompted to use the Ship-To Tax Group to calculate the sales tax. You have the option to use the Ship-To Tax Group or the Customer Tax Group.

Maint

12. Select the Customer's Ship-To **Distribution Code**.

    If the Ship-To Distribution Code is different than the Customer Distribution Code, the Ship-To Distribution Code GL accounts will be used for the invoice.

13. Enter the Customer's Ship-To **Territory**.

Maint

14. Select the **Shipping Method** you usually use to ship items to the Customer; for example, the name of a shipping service, UPS or FedEx.

    A description of the Ship Method appears. The system saves the **Ship Method/Via** information with the transaction and prints it on the invoice.

15. Enter or change the Customer's Ship-To **E-mail** and **Internet** address.

NOTE: You can launch your default email program and send an email to the Customer, or launch the Customer's web page by clicking the link in the Internet field.

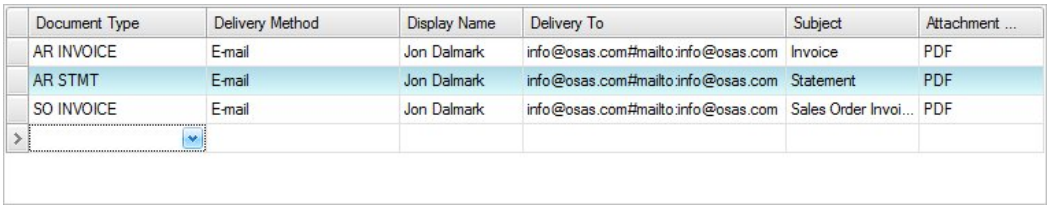
Document Delivery and Customer Inquiry Buttons

These buttons, at the top of the screen, are available for all the tabs on the Customers screen:

Select the **Document Delivery** button to set document delivery options for the Customer.

- The **Document Delivery** dialog box allows you to choose email, or fax for each type of document you can produce for this Customer.
- If no **Document Delivery** method is selected the document will print to paper.

Customer Document Delivery Screen



Document Type	Delivery Method	Display Name	Delivery To	Subject	Attachment ...
AR INVOICE	E-mail	Jon Dalmark	info@osas.com#mailto:info@osas.com	Invoice	PDF
AR STMT	E-mail	Jon Dalmark	info@osas.com#mailto:info@osas.com	Statement	PDF
SO INVOICE	E-mail	Jon Dalmark	info@osas.com#mailto:info@osas.com	Sales Order Invoi...	PDF

1. Choose the **Document Type** for which you would like to set delivery options.

   The selection list will vary depending on the applications you have installed. The available documents are: **AR INVOICE**, **AR STMT**, **PROF INVOICE** (PC), **PS INVOICE** (POS), **PS RECEIPT** (POS), **SD INVOICE**, **SO ACK**, **SO INVOICE**, **SO QUOTE**, **SO RMA**, and **TPS RCPT**.

2. Choose from **E-mail,** or **Fax** in the **Delivery Method** field.

   - For the method you choose, fill in the required information for delivery. To set technical parameters for the Email and Fax delivery methods, see the Forms control section of the Business Rules in the System Manager Training Manual.
   - You must have at least one Form Printer set up for each of the documents listed for this function to work correctly. See the Form Printers section in the System Manager Training Manual for further information.
   - You can set up multiple records for the same form. For example: A Customer wants to have their invoice sent via email to a specific person. They also want the invoice sent via fax, to their payables department. You can set up multiple records for the invoice, one for email, and one for fax.
   - To email to multiple recipients you can enter the email addresses with a semi-colon (;) between each email address, or enter multiple records for the form you want emailed with each record with the recipients' email address entered.

Select the **View Map** button in the toolbar to view a map of the Customer's location, generated by the mapping program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button is not available.

NOTE: See the System Manager Training Manual for more information on defining the default mapping program.

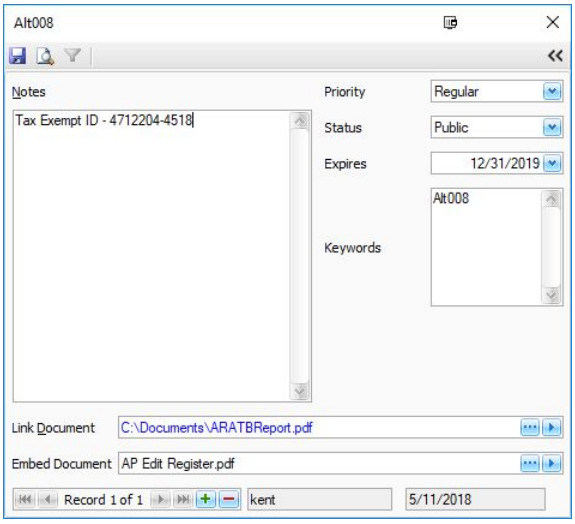
Use the **Age** button to age the Customer balance. A dialog box will open asking "Do you want to update the balance with real-time aging?". Click **Yes** to proceed, or **No** to cancel.

> The **Age** function will look at the current Open Invoices for the Customer to determine the aging balance for each period, then update the **Balance** tab with the current aging balances.

Click the **Search Email** button , to view the emails to and/or from the Customer selected, searching for the email address on the General tab. You must have the Message Tracking Setup in System Manager completed to use this function. See the System Manager Training Manual for details on setting this up.

Click the **Attachments** button to enter comments or attach documents relating to this Customer.

Attachments Screen



1. Select the **Priority** for the comment and attachment; **Regular**, **High** or **Low**.
2. Select the **Status** for the comment and attachment; **Public** or **Private**.
3. Select the **Expires** date for the comment. Once the Expires date passes the attachment is no longer displayed on the Manage Attachments screen in System Manager.
4. The Customer ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the Customer.

6. Use the **Link Document** to link a document associated with this Customer, by clicking on the **Browse** button and selecting the file to attach. To view the document click the **View** button .

   To view the document you must have permissions to read the folder the document is stored in.

7. You may use the **Embed Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.

   To embed a document associated with this Customer, click on the **Browse** button and select the file to embed. To view the document click the **View** button .

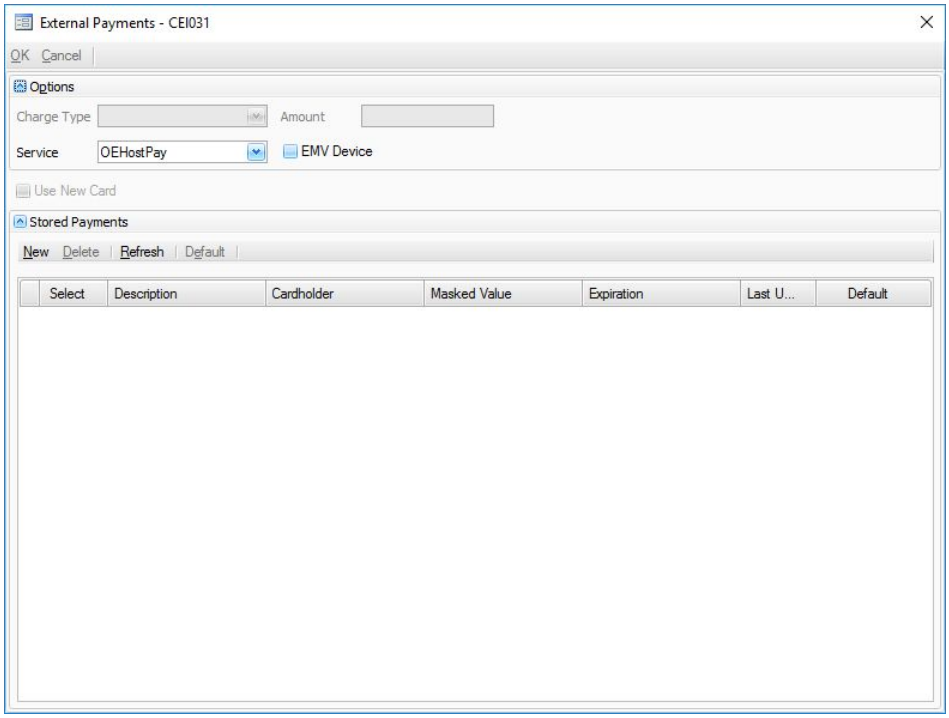
Payments Button

When the TRAVERSE Payment System functionality is being used, the Payments button is active to allow you to enter a Credit Card when a Customer gives you a Credit Card number.

1. Select the **Payments** button in the toolbar.

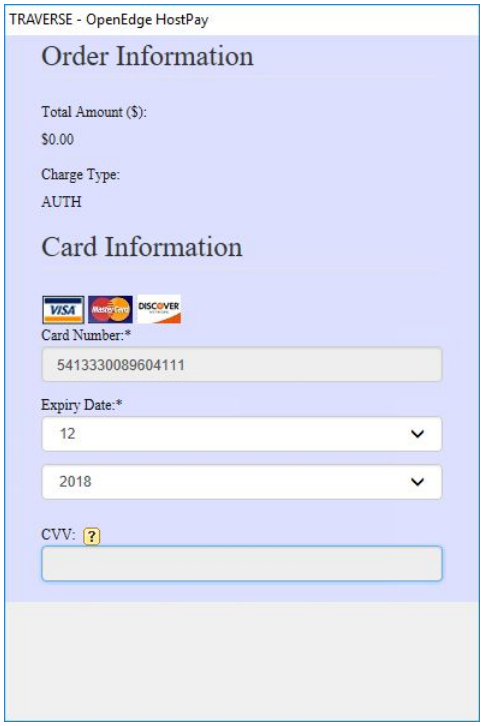
2. The **External Payments** screen appears.

External Payments Screen - Blank

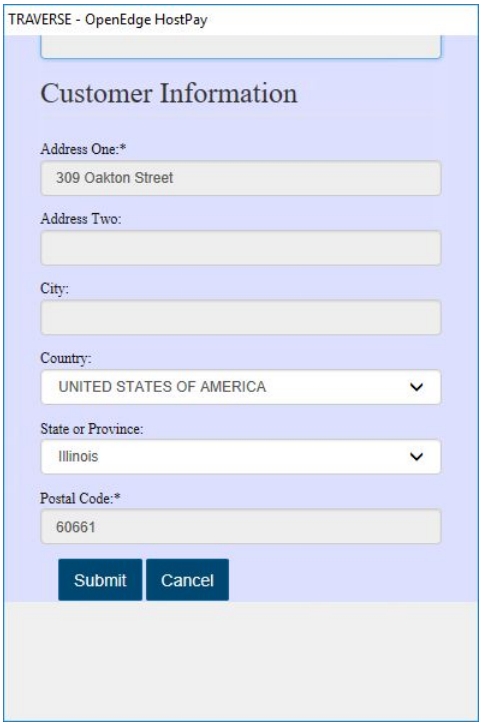


3. The **Service** field will fill in based on your **Payment Service** selected in the System Manager Business Rules.
4. Select the **New** button in the **Stored Payments** area of the screen.
5. The Credit Card entry screen will be displayed. The format of the screen will depend on your Service.

Open Edge Credit Card Entry

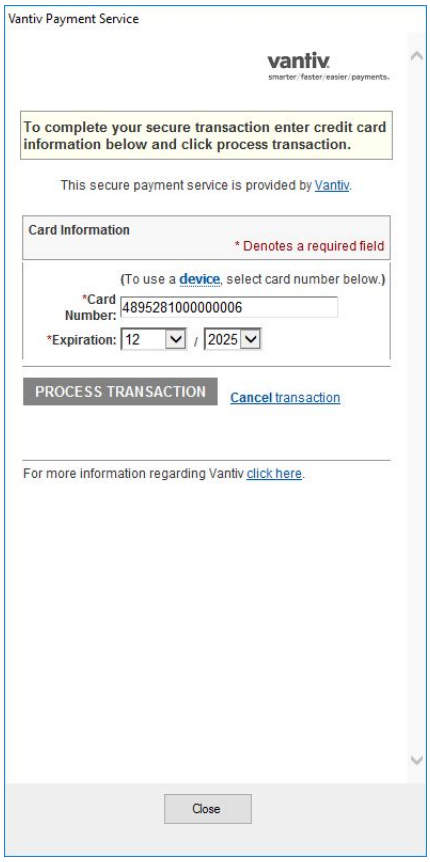


OpenEdge Customer Information



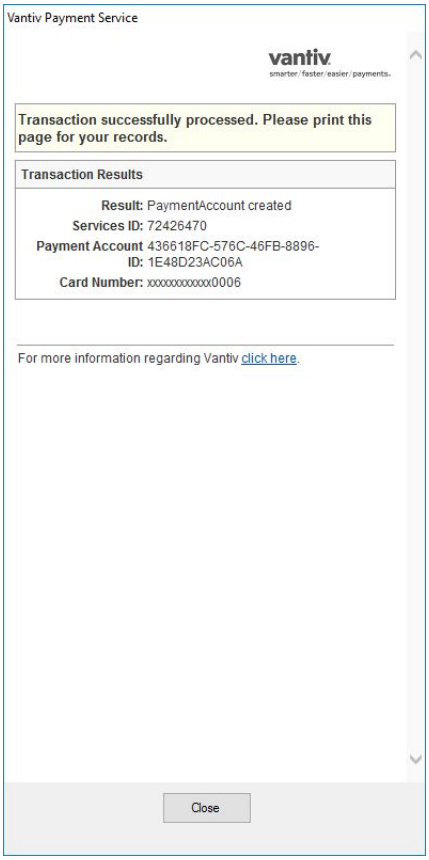
6. When using OpenEdge, enter the **Credit Card Number** and **Expiry Date**.
7. Enter the **CVV** and **Customer Address** information.
8. Click the **Submit** button.
9. When using Vantiv/Worldpay, Enter the **Credit Card Number** and **Expiration Date.**

Vantiv/Worldpay Credit Card Entry



10. Click the **Process Transaction** button to submit the new credit card.
11. The **Transaction Results** screen will display with the **Payment Account** created Result.

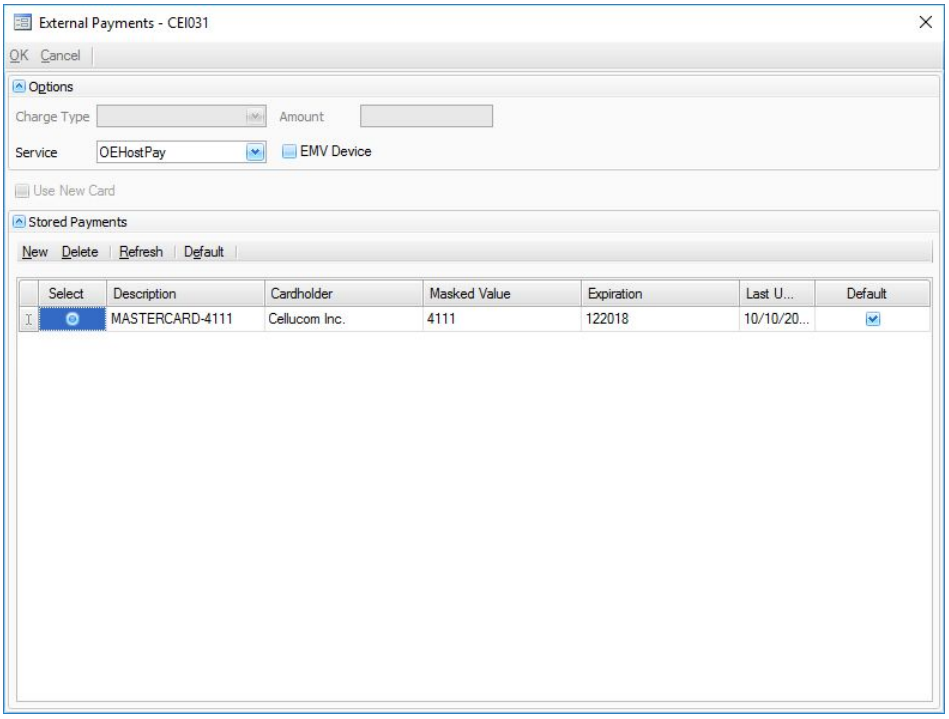
Vantiv/Worldpay Transaction Results Screen



12. Either click the **Close** button for Vantiv, or click **OK** on the confirmation screen for OpenEdge to return to the External Payments screen.

NOTE: If an EMV machine is used to process credit card transactions, the EMV machine may be used to add a new credit card number with the EMV Device and Use New Card check boxes selected.

External Payments Screen Filled



13. Close the **External Payments** screen to return to the Payments tab with the Credit Card information fill in.

Working With Cash Customers

If any of your Customers pay with cash, and you do not want to keep track of each individual cash Customer, you can set up one cash Customer record for all cash sales. You can then record these cash sales as one total for the day.

To set up cash Customers, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The **Customers** screen appears.
2. Click the **New Record** button on the toolbar. A blank **Customers** screen appears.
3. Enter **CASH** (or another specific ID) for the **Customer ID**.
4. Go to the **Defaults** tab, and select **Invoice Only** in the **Stmts/Invoices** field (to indicate no statements).
5. Select **Balance Forward** in the **Acct Type** field.

6. Enter a **Terms Code**, **Distribution Code**, and **Tax Group ID**. Leave the other fields blank.
7. When you record cash invoices, enter **CASH** (or the ID you set up in step 1) in the **Sold To** field to record the transaction automatically.
8. Enter the required information to complete the transaction.

Task Summary

To edit a Customer ID, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The **Customers** screen appears.
2. Select the **Customer ID** of the Customer to edit on the **General** tab. Information about the Customer appears.
3. Edit the information on the remaining tabs.
4. Click the **Save** button on the toolbar to save your changes.

To delete a Customer ID, follow these steps:

1. Select **Customers** from the **Setup and Maintenance** menu. The Customers screen appears.
2. Select the **Customer ID** of the Customer to delete.
3. Press the **Delete** hot key (F3) or select the **Delete** button on the toolbar. When you delete a Customer record, the Customer's Attachments are not automatically deleted. For information about purging Customer Attachments, see the System Manager Training Manual.

Producing a Customer List

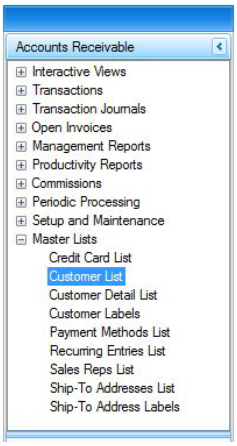
The **Customer List** function on the **Master Lists** menu is there to help you print lists of basic Customer information, such as Name, Address, and Contact information. This function works in the same manner as other Master Lists functions.

Use the **Customer List** function to produce a basic list of the information stored in your Customer record for each Customer's Name, Address, and Contact information.

To produce a **Customer List**, follow these steps:

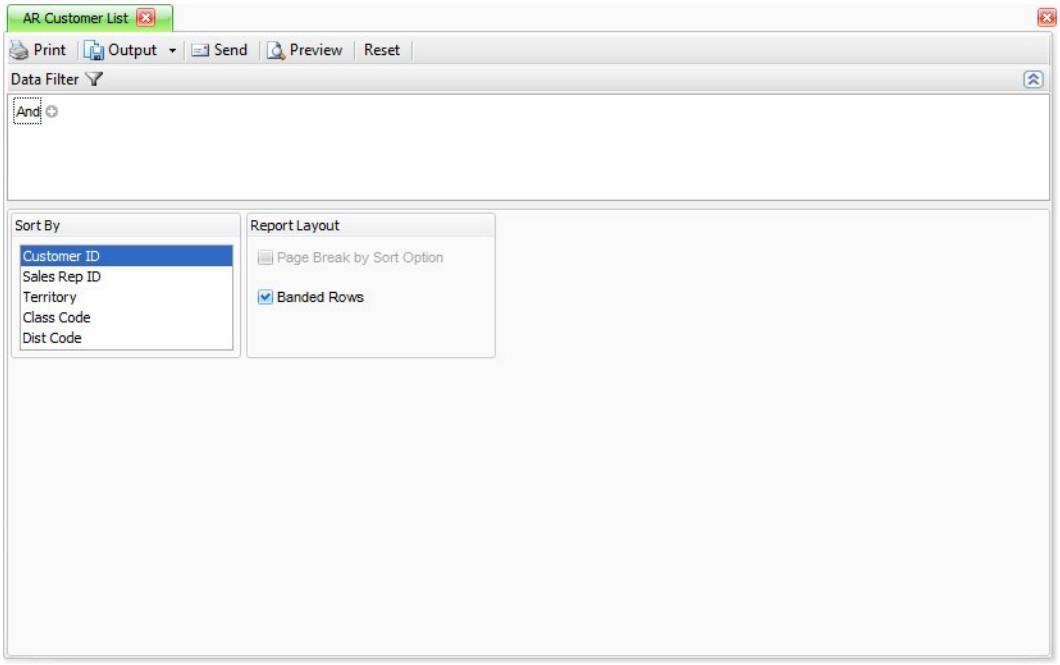
1. Select **Customer List** from the **Master Lists** menu.

Customer List Menu



2. The **Customer List** screen appears.

Customer List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the IDs.
4. Select from the **Sort By** list: **Customer ID**, **Sales Rep ID**, **Territory**, **Class Code** or **Dist Code**.
5. Select the **Page Break by Sort Option** check box to create a page for each sort option.

   This option is available for all Sort By options but the Customer ID.
6. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.
7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Customer List Report

Continental Products Unlimited
Customer List
Sorted by Customer ID

Page 1

Customer ID / Name	Address	Status	Contact / Phone / E-mail	Rep ID / Class / Dist Code	Territory
Alt008 Altos Servers Company	945 Tuscon Drive No. 3 RollingstoneMN55969	Active	Wendy Severson 6128056782 info@osas.com#mailto:info@osas.com	GJL Retail D001	Northern
Arg026 ARG Systems Inc.	5-2 Nishi-Shinjuku 5-chome Shinjuku-Ku1600023	Active	Sue Rogers 3-334 5111 info@osas.com#mailto:info@osas.com	GJL Retail I001	Asia
Atm047 Asynchronous Networking Tech.	960 Parker Street DeerwoodMN56444	Active	 6129063214 info@osas.com#mailto:info@osas.com	GJL Retail D001	Northern
Atm053 ATM Switches Inc.	5023 Howard Street Suite 701 GettysburgSD57442	Active	 6054895023 info@osas.com#mailto:info@osas.com	JSK Retail D001	Northern
Axi040 Axis Electronics	5102 Birch Street WheatlandND58079	Active	David Johanson 7016032312 info@osas.com#mailto:info@osas.com	JSK Retail D001	Northern
Bet023 Beta Dynamics Inc.	507 Rochester Drive Fond Du LacWI53500	Active	 4144020853 info@osas.com#mailto:info@osas.com	JSK Retail D001	Northern
Bit020 Bitstream Technology	200 West 4th Street Des MoinesIA50300	Inactive	 5154067841 info@osas.com#mailto:info@osas.com	JSK Retail D001	Northern
Bur056 Burnhaven Software Design	8061 Kanpur Street MinneapolisMN55460	Active	Arijit Metha 6127089451 info@osas.com#mailto:info@osas.com	MSL Retail D001	Northern
Cel017 Celebris Systems	1209 Bramphur Street WarrenMI48089	Active	 5173031888 info@osas.com#mailto:info@osas.com	JSK Retail D001	Northern
CEl031 Cellucom Inc.	309 Oakton Street ChicagoIL60661	Active	Dieter Karlschmidt 3125067840 info@osas.com#mailto:info@osas.com	JSK Retail D001	Northern
Chr052 Chronographic Testing Devices	505 Winston Avenue Sioux FallsSD57101	Active	Hal Durett 6055026453 info@osas.com#mailto:info@osas.com	JSK Retail D001	Northern
Com005 Communicating PCs Inc.	955 Commercial Street Suite 4 RochesterMN55901	Active	Henry Vernly 6122684571 info@osas.com#mailto:info@osas.com	GJL Retail D001	Northern
Com028 Compumarc	106 Orchard Garden Suite 409 CooperstownND58425	Active	 7019621260 info@osas.com#mailto:info@osas.com	JSK Retail D001	Northern
Con029 Consantek Networks	906 Indiana Drive Rapid CitySD57701	Active	Regina Cunningham 6055216021 info@osas.com#mailto:info@osas.com	JSK Retail D001	Northern
Cro003 Crowley Shoe Manufacturing	3749 Industrial Park Drive Building 10A	Active	Marlin Maxwell 6129741245	MSL Consum	Northern

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Producing a Credit Card List

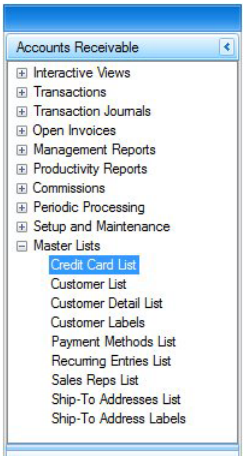
The **Credit Card List** function on the **Master Lists** menu is there to help you print a concise list of all Credit Cards stored in the Customers table. You can choose to print **All** Cards or only cards that **Expired** as of a given date. This function works in the same manner as other Master Lists functions.

Use the **Credit Card List** function to produce a list of credit cards stored in the Customer table.

To produce a **Credit Card List**, follow these steps:

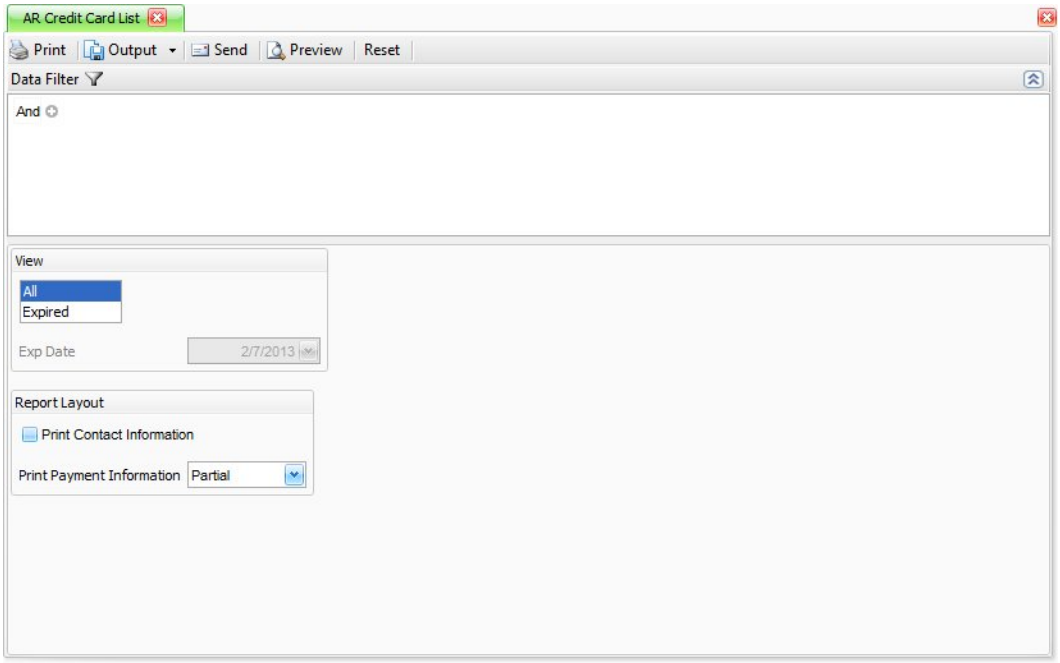
1. Select **Credit Card List** from the **Master Lists** menu.

Credit Card List Menu



2. The **Credit Card List** screen appears.

Credit Card List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the Customer IDs.
4. Select whether you want to include **All** credit cards or just **Expired** credit cards. Enter the **Exp Date** if you select **Expired.**
5. Select the **Print Contact Information** check box if you want to print the credit card contact information.
6. Select the **Print Payment Information**: **All**, **Partial** or **None** to display the amount of the account number on the list.

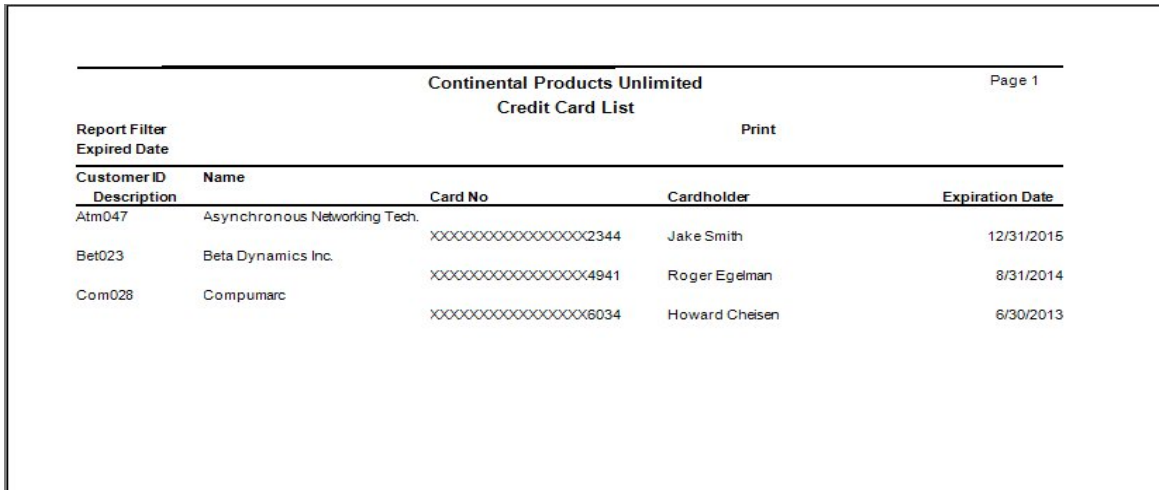
7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Credit Card Report



Continental Products Unlimited — Page 1
Credit Card List

Report Filter: Print
Expired Date

Customer ID / Description	Name	Card No	Cardholder	Expiration Date
Atm047	Asynchronous Networking Tech.	XXXXXXXXXXXXXXXX2344	Jake Smith	12/31/2015
Bet023	Beta Dynamics Inc.	XXXXXXXXXXXXXXXX4941	Roger Egelman	8/31/2014
Com028	Compumarc	XXXXXXXXXXXXXXXX6034	Howard Cheisen	6/30/2013

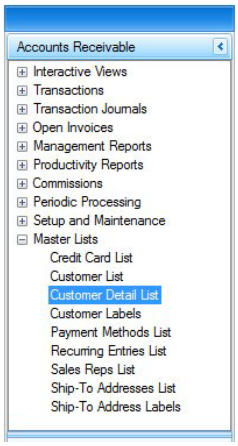
Producing a Customer Detail List

Use the **Customer Detail List** function to produce a list of the information stored in your Customer records—Customer's Name and Address, Sales, and Balance information.

To produce a **Customer Detail List**, follow these steps:

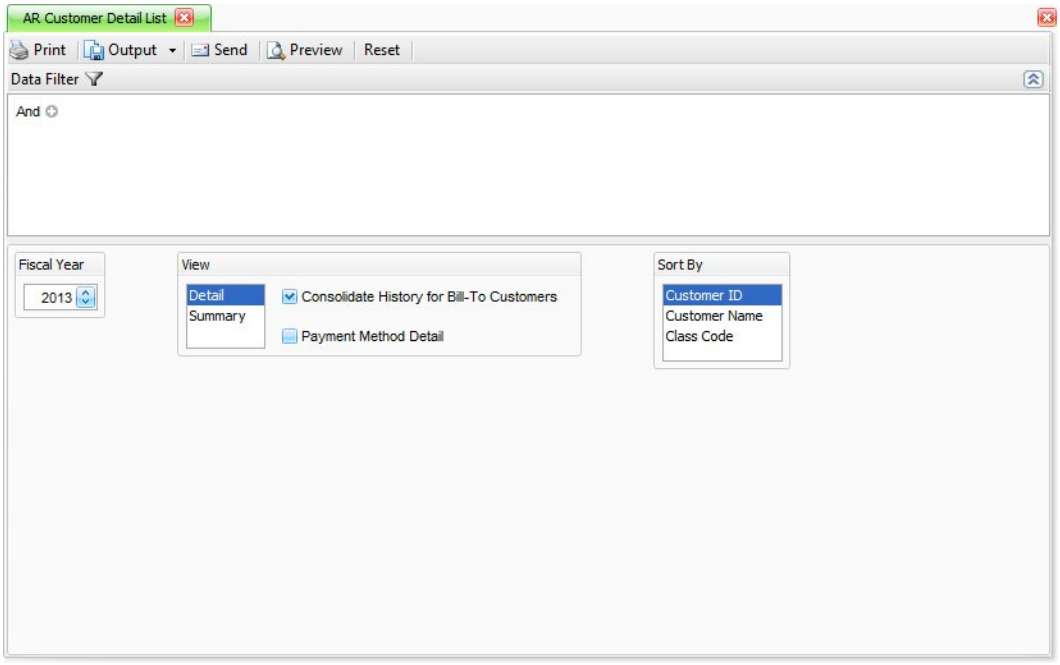
1. Select **Customer Detail List** from the **Master Lists** menu.

Customer Detail List Menu



2. The **Customer Detail List** screen appears.

Customer Detail List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the Customer IDs.
4. Select the **Fiscal Year** for the list.
5. Select the amount of detail to **View** on the list: **Detail** or **Summary**
6. Select the box to **Consolidate History For Bill-To Customers**, to show all Customer records that have the same Bill-To Customer id. Otherwise, clear the box.
7. Select the box to **Print Payment Method Detail** information. Otherwise clear the box.
8. Select the **Sort By** criterion for the list: **Customer ID**, **Customer Name** or **Class Code**.
9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.

Name	Description
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Customer Detail List

Continental Products Unlimited — Page 1
Customer Detail List
Detail By Customer ID

Report Filter
Fiscal Year 2009
Consolidate history for Bill-To Customers Yes — Print Payment Method Detail No

Customer ID	Alt008	Status	Active	Group Code	R
Name	Altos Servers Company			Stmts/Invoices	Both
Attention	Jon Dalmark			Price ID	
Address 1	945 Tuscon Drive			Acct Type	Open Invoice
Address 2	No. 3			Currency ID	USD
City	Rollingstone			Dist Code	D001
Region	MN	Country	USA	Credit Limit	0.00
Postal Code	55969	Territory	Northern	CC Company	No
Intl Prefix	011	Ship Zone	1	Finance Charge	No
Phone	(612)-805-6782			Credit Hold	No
Fax	(612)-805-6024			Partial Ship	Yes
Contact	Wendy Severnson			Payment Method	Visa
Email	kenthe@osas.com			Tax Group ID	MN
Internet	www.osas.com			Taxable	Yes
Rep 1	GJL	Rep 2	JSK	Exempt ID	
Rep 1 % Invoice	80.00	Rep 2 % invoice	20.00	Bill-to ID	
Terms Code	Net30				
Customer Level		Class Code	Retail		

Balance Information

			Sale	Payment
New Fin Charge	0.00			
Unpaid Fin Charge	0.00	First Date	1/7/2000	
Current Due	0.00	Last Date	12/4/2009	12/23/2009
Balance 31-60	0.00	Last Amount	403.64	1,548.75
61-90	0.00	Last No.	100700000012	321646
91-120	0.00			
121+	0.00			
Unapplied Credit	2,033.12			
Total Due	-2,033.12	High Balance	46,418.18	Credit Status 00333

History Information (2009)

Pd	Sales	COGS	Profit	No Inv	Fin Chrg	Payments	Discounts	No Pmts	Days to Pay	Avg To Pay
11	722.99	344.50	378.49	2	0.00	46,792.01	0.00	9	7129	792
12	379.00	260.00	119.00	1	0.00	1,748.75	0.00	3	50	16
Total	1,101.99	604.50	497.49	3	0.00	48,540.76	0.00	12	7179	598

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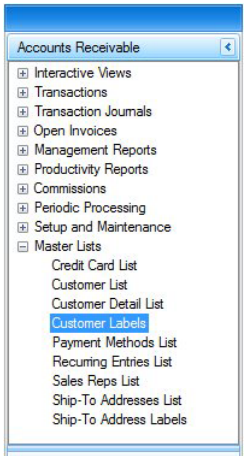
Producing Customer Labels

Use the **Customer Labels** function to print the selected size labels for Customer bills or to print a Customer list.

To produce **Customer Labels**, follow these steps:

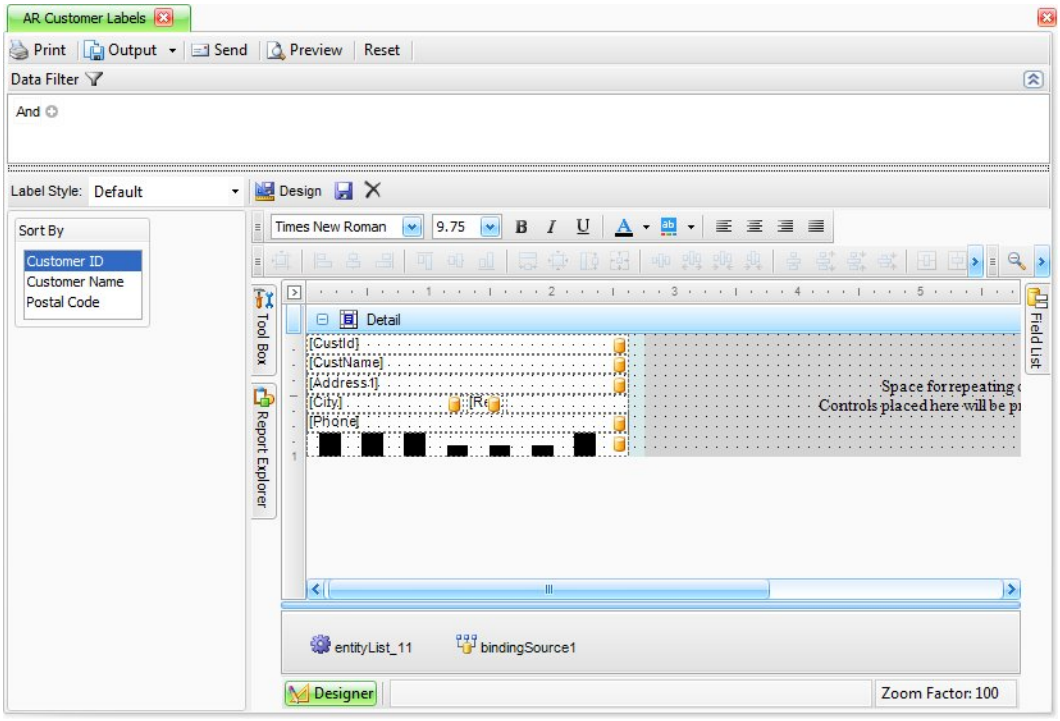
1. Select **Customer Labels** from the **Master Lists** menu.

Customer Labels Menu



2. The **Customer Labels** screen appears.

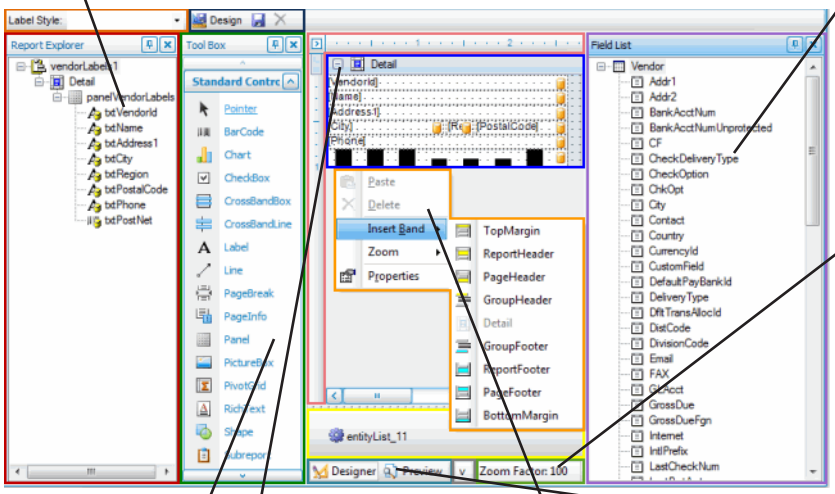
Customer Labels Screen



Details for Customer Label Screen

Report Explorer
Use this tab to navigate through elements of the label. You can use it when building a label to quickly access all of the elements of a label and their properties, and to see the whole label structure.

Field List
Use this tab to view the schema of the datasource which is currently bound to the label. Also, this tab may be used to bind existing label controls to data, or to create new bound label controls. To do this, simply click the desired field item in the Field List window and then drag and drop it onto the label or a bindable label control.



Zoom Panel
This section displays the current value of the zoom factor. To change the zoom factor at design time, use the corresponding buttons on the Context Menu.

View Tabs
Use the Designer and Preview buttons to quickly switch between the two types of views during the design of the label. This may be extremely useful when a report is fully customized at design time and it is required to populate its datasource and check its Print output.

Toolbox
Use this tab to add standard controls to the label. Simply drag and drop an item onto the label.

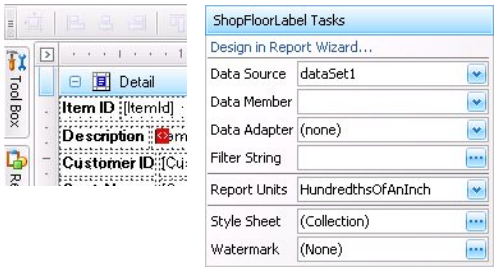
Context Menu
Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

Band Strips, Expand/Collapse Buttons, and Editing

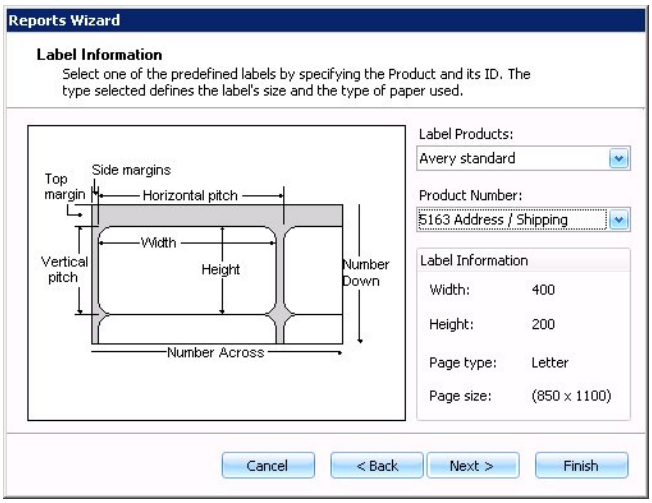
Use this section to

- See the band name, the band icon corresponding to its type, and the expand/collapse button.
- Expand/collapse a band strip by clicking the plus or minus sign adjacent to the band strip.

- Edit a label's field by double-clicking the field and editing the text as necessary. You can also right-click on the field and select Properties to edit additional properties of the field. Click the Arrow button in the upper left corner of the label design to see the task menu.

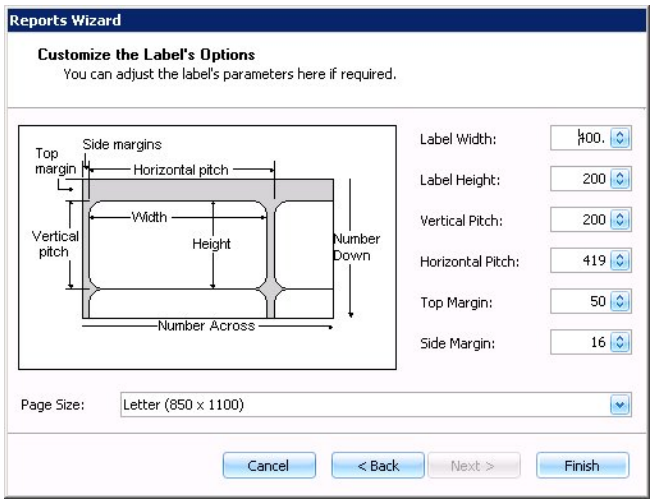


- Select **Design in Report Wizard** to use the design wizard to help design your label.



- Select the **Label Products** and **Product Number** you want to use to print labels.

- Click **Next** to move to the next screen.



- The **Label Width**, **Label Height**, **Vertical Pitch**, **Horizontal Pitch**, **Top Margin**, and **Side Margin** are filled in from the defaults for the selected label product.
- Select the **Page Size** for the label being printed.
- Select **Finish** to save the label specifics you selected, and return to the Print Labels screen.

Use the **Customer Labels** function to print the designed labels for mailings.

A POSTNET barcode, which is an extension of the 9-digit zip code used by the United States Postal Service, is printed on your labels if you chose that option using the Country Codes function of the System Manager and you have the barcode in the label design.

1. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
2. Select the sorting criterion from the **Sort By** section.

3. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the labels on your monitor.
Output	Output the labels as a .pdf file and save it.
Send	Email the labels with the report attached as a .pdf file.
Print	Print the labels.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Customer Labels

Alt008
Altos Servers Company
945 Tuscon Drive
Rollingstone MN 55969
(612)-805-6782

Arg026
ARG Systems Inc.
6-2 Nishi-Shinjuku
Shinjuku-Ku 1600023
3-334 5111

Atm047
Asynchronous Networking Tech.
960 Parker Street
Deerwood MN 56444
(612)-906-3214

Atm053
ATM Switches Inc.
6023 Howard Street
Gettysburg SD 57442
(605)-489-5023

Control's boundaries aretoo small for the barco

Axi040
Axis Electronics
5102 Birch Street
Wheatland ND 58079
(701)-603-2312

Bet023
Beta Dynamics Inc.
507 Rochester Drive
Fond Du Lac WI 53500
(414)-402-0853

Bit020
Bitstream Technololgy
200 West 4th Street
Des Moines IA 50300
(515)-406-7841

Bur056
Burnhaven Software Design
8061 Kanpur Street
Minneapolis MN 55460
(612)-708-9451

Cel017
Celebris Systems
1209 Bramphur Street
Warren MI 48089
(517)-303-1888

CEl031
Cellucom Inc.
309 Oakton Street
Chicago IL 60661
(312)-506-7840

Chr052
Chronographic Testing Devices
605 Winston Avenue
Sioux Falls SD 57101
(605)-502-6453

Com005
Communicating PC's Inc.
955 Commercial Street
Rochester MN 55901
(612)-268-4571

Com028
Compumarc
106 Orchard Garden
Cooperstown ND 58425
(701)-962-1260

Con029
Consantek Networks
906 Indiana Drive
Rapid City SD 57701
(605)-521-6021

Cro003
Crowley Shoe Manufacturing
3749 Industrial Park Drive
Minneapolis MN 55487
(612)-974-1245

Cyb039
Cyber Cirquit Distribution
1200 Lakeshore Drive
Chicago IL 60663
(312)-500-4652

Cyp034
Cypress Multimedia
621 4th Avenue
Yale MI 48097
(517)-308-9453

Dat030
Datasorter Technology
861 Fort Carson Parkway
Belle Fourche SD 57717
(605)-412-5012

Ele036
Electronet Inc.
7568 Newborne Drive
Fremont IA 52561
(515)-350-7895

Env024
Envirocorp Software Systems
West Highway 269
Woodbury MI 48849
(517)-406-2045

Exc054
Excelcor Technologies
1230 Rolling Hills Drive
Minneapolis MN 55406
(612)-805-4567

Gen058
Genetek Biodesigns
4 Technology Park Road
Minneapolis MN 55407
(612)-906-4512

Int050
Integrated Cirquitry
1235 Key Avenue
St. Paul MN 55155
(612)-705-4815

Int055
Integrated Technologies
705 North Mercury Plaza
St. Paul MN 55156
(612)-504-7058

Iso059
Isotek Software Solutions
466 Lone Oak Road
St. Paul MN 55155
(612)-705-4584

Lex015
LexiMarc Inc.
650 Metropolitan Avenue
St. Paul MN 55155
(612)-706-1224

Mad038
Madison General Hospital
709 New Delhi Avenue
Madison SD 57042
(605)-403-5689

Mag016
Magovation Inc.
2418 Newfolden Street
Chicago IL 55480
(312)-420-0185

Meg006
Megatrends Computer Systems
472 Tandon Street
Minneapolis MN 55450
(612)-784-5641

Mer037
Meritec Networks
307 Shelton Street
Aberdeen SD 57401
(701)-561-2340

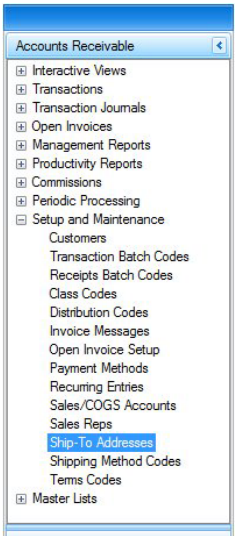
SHIP-TO ADDRESSES

Use the **Ship-To Addresses** function to enter, assign, change, and delete shipping addresses. When you begin entering transactions, you can easily pull up the Ship-To ID for your Customers if you predefine it.

To set up **Ship-To Addresses**, follow these steps:

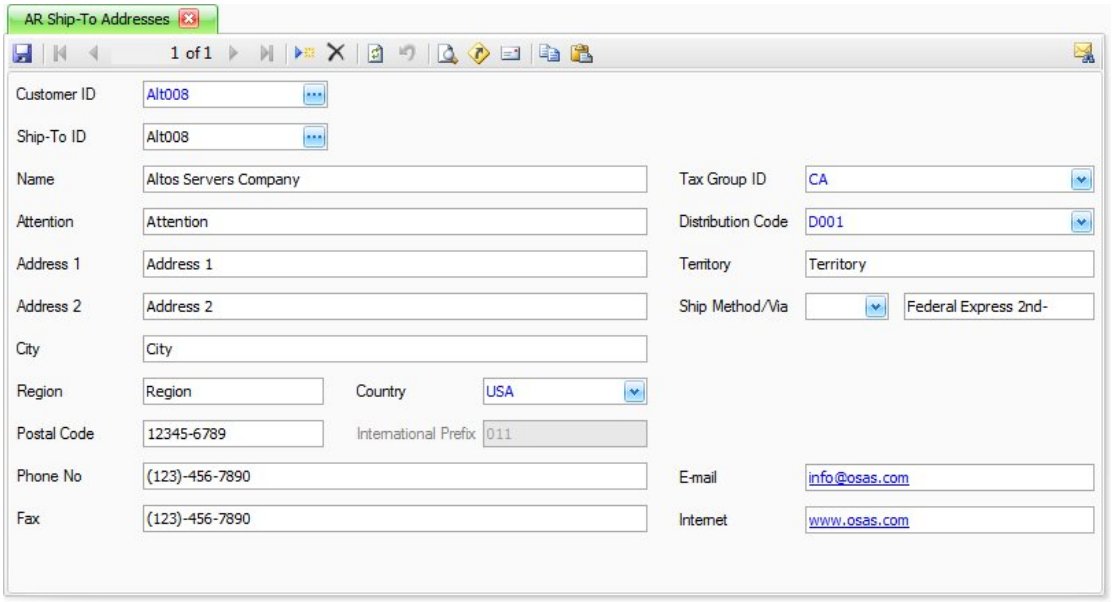
1. Select **Ship-To Addresses** from the **Setup and Maintenance** menu.

Ship-To Addresses Menu



2. The **Ship-To Addresses** screen appears.

Ship-To Addresses Screen



Maint

3. Select the **Customer ID** of the address.
4. Click the **New Record** button on the toolbar. A blank Ship-To Address screen appears.
5. Enter a new **Ship-To ID** or select the ID you want to edit.
6. Enter or make changes to the Customer's Ship-To **Name**.
7. Enter or make changes, in the **Attention** field. Enter the name of the person or department to which the order should be shipped.
8. Enter or make changes to the Customer's **Address**. Use **Ctrl + Enter** to start a second line in the **Address 2** field.
9. Enter or make changes to the Customer's Ship-To **City** and **Region**.

Maint

10. Select the Customer's Ship-To **Country Code**.
11. Enter or make changes to the Customer's Ship-To **Postal Code**. Use the System Manager **Country Codes** function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone and Fax Masks.
12. The **International Prefix** appears. See step 11 for setup information.

13. Enter the Customer's Ship-To **Phone No** and **Fax** number. See step 11 for mask setup information.

Maint

14. Select the Customer's Ship-To **Tax Group ID**. Use the **Tax Location Groups** function in System Manager to set up Tax Group IDs.

    If the Ship-To **Tax Group ID** is different than the Customer's **Tax Group ID**, you will be prompted to use the Ship-To Tax Group to calculate the sales tax. You have the option to use the Ship-To Tax Group or the Customer Tax Group.

Maint

15. Select the Customer's Ship-To **Distribution Code**.

    If the Ship-To Distribution Code is different than the Customer Distribution Code, the Ship-To Distribution Code GL accounts will be used for the invoice.

16. Enter the Customer's Ship-To **Territory**.

Maint

17. Select the **Shipping Method** you usually use to ship items to the Customer; for example, the name of a shipping service, UPS or FedEx.

    A description of the Ship Method appears. The system saves the **Ship Method/Via** information with the transaction and prints it on the invoice.

18. Enter or change the Customer's Ship-To **E-mail** and **Internet** address.

NOTE: You can launch your default email program and send an email to the Customer, or launch the Customer's web page by clicking the link in the Internet field.

Task Summary

To add a Ship-To Address, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank **Ship-To Addresses** screen appears.
2. Select the **Customer ID**, and enter the new **Ship-To ID**, and **Address** information.
3. Click the **Save** button on the toolbar to save your new Ship-To Address.

To edit a Ship-To Address, follow these steps:

1. Select the **Customer ID** and the **Ship-To ID** of the address to edit. The ship-to address information appears.
2. Edit the address information.
3. Click the **Save** button on the toolbar to save your changes.

To delete a Ship-To Address, follow these steps:

1. Make sure that the **Ship-To ID** to delete is not used in transactions.
2. Select the **Customer ID** and the **Ship-To ID** of the address to delete.
3. Press the **Delete** hot key (F3) or select the **Delete** button on the toolbar.

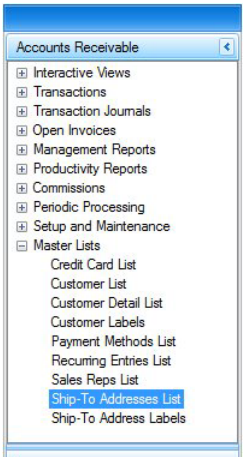
Producing a Ship-To Addresses List

Use the **Ship-To Addresses List** function to produce a list of the Ship-To Addresses you defined in the Ship-To Addresses function on the Setup and Maintenance menu.

To produce a **Ship-To Addresses List**, follow these steps:

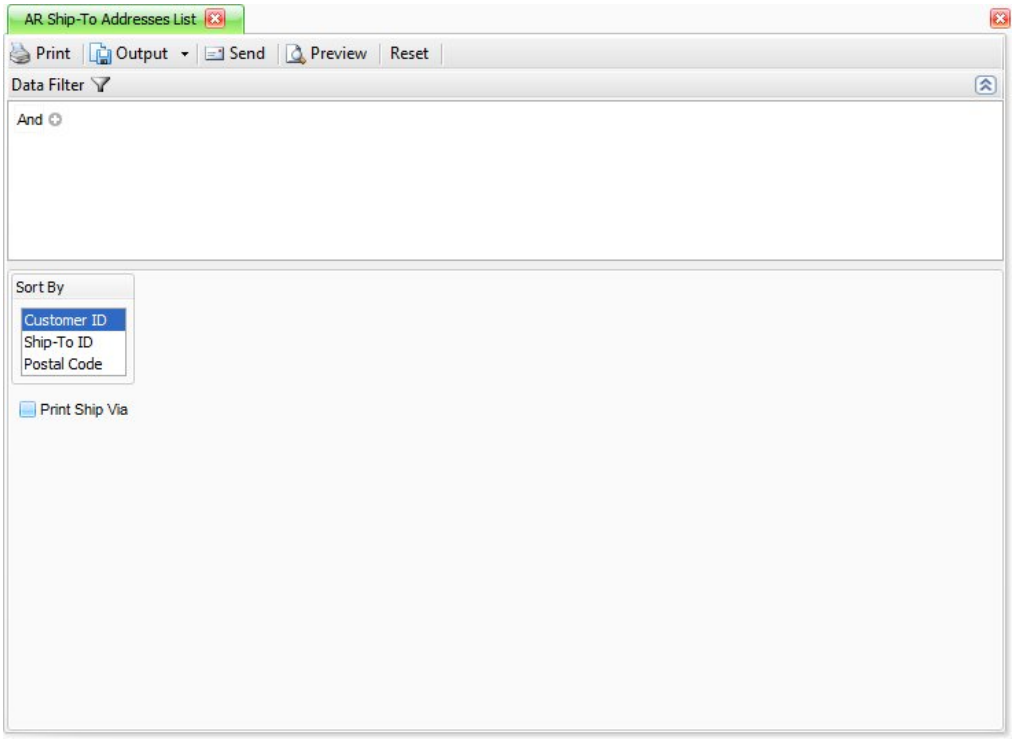
1. Select **Ship-To Addresses List** from the **Master Lists** menu.

Ship-To Addresses List Menu



2. The **Ship-To Addresses List** screen appears.

Ship-To Addresses List Screen



3. Select the range of **Filter Criteria** to include in the list. Leave the criteria blank to include all records.
4. Select the **Sort By** criterion for the list: **Customer ID**, **Ship To ID** or **Postal Code**.
5. Select the box if you want the list to **Print Ship Via** information; otherwise, clear the box.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Ship-To Addresses List

Continental Products Unlimited
Ship-To Addresses List
Sorted By Customer ID

Page 1

Report Filter **Print Ship Via** Yes

Customer ID	Ship To ID / Address / Intl Prefix / Phone / Fax / ATTN	Ship To Name	Ship Via	Territory	Tax Group ID / E-mail / Internet	Dist Code
Alt008	**Alt008** Address 1 Address 2 City, Region, USA 12345-6789 / (123)-456-7890 / (123)-456-7890 Attention	Altos Servers Company	Federal Express 2nd-	Territory	CA info@osas.com#mailto:info@osas.com www.osas.com#http://www.osas.com#	D001
Mon041	**Mon041** Monopoly Ave. Montreal, PA, USA 34444 Mr. Jones	Monolithic Networks	Federal Express 2nd-		info@osas.com#mailto:info@osas.com www.osas.com#http://www.osas.com#	
Mon041	**Mon042** Monopoly Ave McDonalds Eden Prairie, MN, USA 55344 Mr. Jones	Monolithic Networks			info@osas.com#mailto:info@osas.com www.osas.com#http://www.osas.com#	

5/18/2009 2:32 PM *** End of Report *** OPEN_SYSTEMS\KentHe

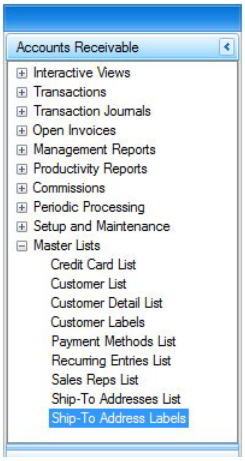
Printing Ship-To Address Labels

Use the **Ship-To Address Labels** function to print the selected size shipping labels.

To print **Ship-To Address Labels**, follow these steps:

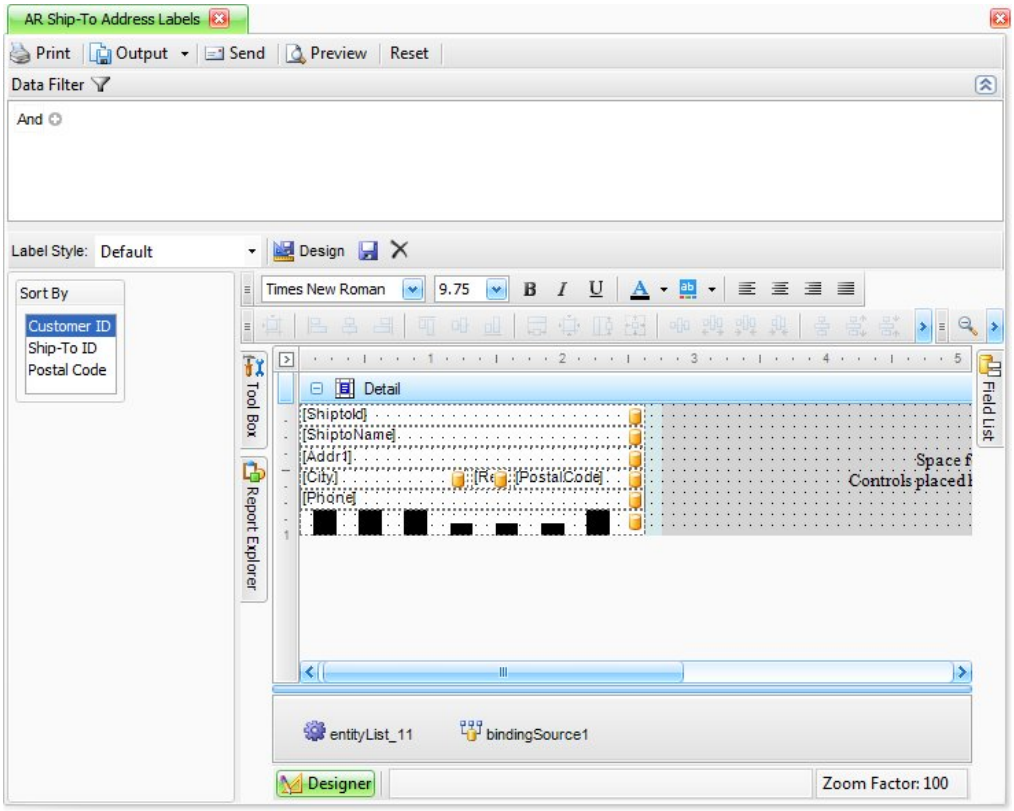
1. Select **Ship-To Address Labels** from the **Master Lists** menu.

Ship-To Address Labels Menu



2. The **Ship-To Address Labels** screen appears.

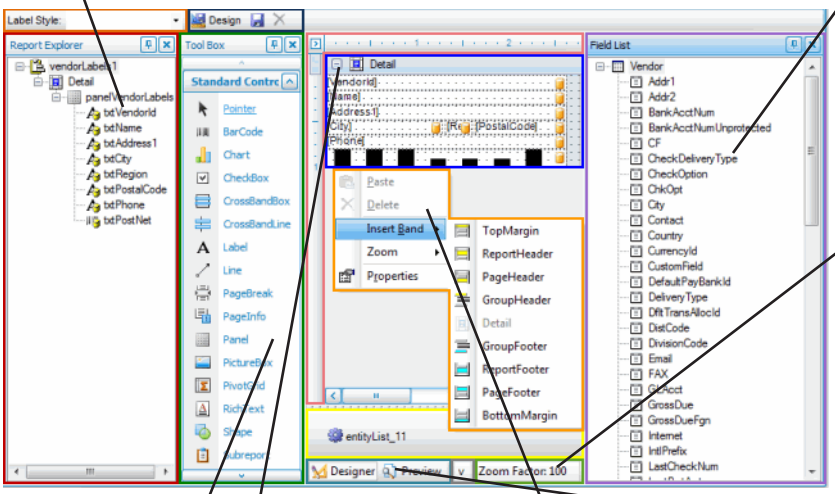
Ship-To Address Labels Screen



Ship-To Address Labels Details

Report Explorer
Use this tab to navigate through elements of the label. You can use it when building a label to quickly access all of the elements of a label and their properties, and to see the whole label structure.

Field List
Use this tab to view the schema of the datasource which is currently bound to the label. Also, this tab may be used to bind existing label controls to data, or to create new bound label controls. To do this, simply click the desired field item in the Field List window and then drag and drop it onto the label or a bindable label control.



Zoom Panel
This section displays the current value of the zoom factor. To change the zoom factor at design time, use the corresponding buttons on the Context Menu.

View Tabs
Use the Designer and Preview buttons to quickly switch between the two types of views during the design of the label. This may be extremely useful when a report is fully customized at design time and it is required to populate its datasource and check its Print output.

Toolbox
Use this tab to add standard controls to the label. Simply drag and drop an item onto the label.

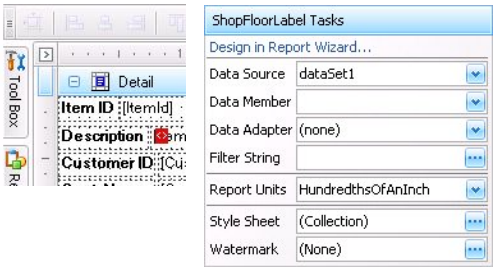
Context Menu
Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

Band Strips, Expand/Collapse Buttons, and Editing

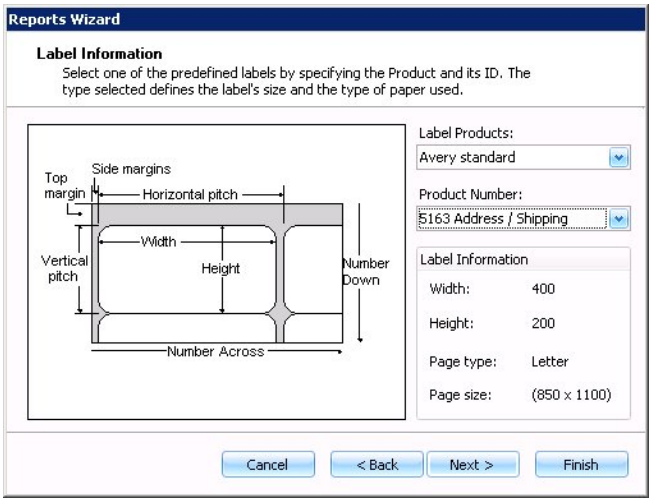
Use this section to

- See the band name, the band icon corresponding to its type, and the expand/collapse button.
- Expand/collapse a band strip by clicking the plus or minus sign adjacent to the band strip.

- Edit a label's field by double-clicking the field and editing the text as necessary. You can also right-click on the field and select Properties to edit additional properties of the field. Click the Arrow button in the upper left corner of the label design to see the task menu.

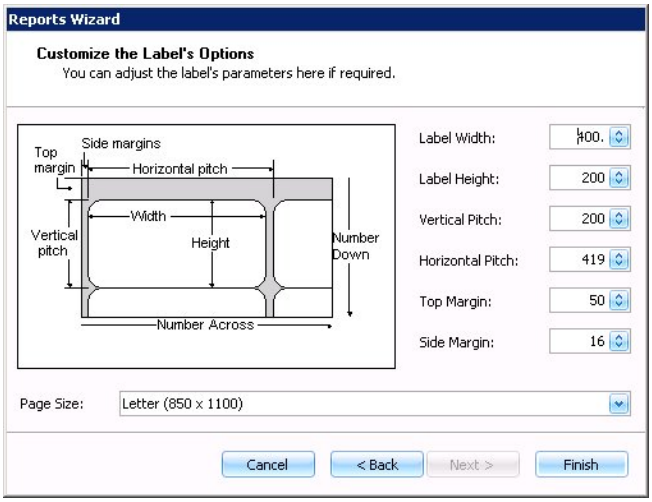


- Select **Design in Report Wizard** to use the design wizard to help design your label.



- Select the **Label Products** and **Product Number** you want to use to print labels.

- Click **Next** to move to the next screen.



- The **Label Width**, **Label Height**, **Vertical Pitch**, **Horizontal Pitch**, **Top Margin** and **Side Margin** are filled in from the defaults for the selected label product.
- Select the **Page Size** for the label being printed.
- Select **Finish** to save the label specifics you selected and return to the Print Labels screen.

Use the Ship-To Address Labels function to print designed labels for mailings.

A POSTNET barcode, which is an extension of the 9-digit zip code used by the United States Postal Service, is printed on your labels if you chose that option using the Country Codes function of the System Manager.

1. Use the Data Filter to select the range of filtering options or leave the filter blank to include all available data.
2. Select the sorting criterion from the Sort By section: **Customer ID**, **Ship-To ID**, or **Postal Code**.

3. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the labels on your monitor.
Output	Output the labels as a .pdf file and save it.
Send	Email the labels with the report attached as a .pdf file.
Print	Print the labels.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Ship-To Address Labels

RECURRING ENTRIES

Use the **Recurring Entries** function to set up invoices sent out on a regular basis. After you set up your recurring entries, use the **Copy Recurring Entries** function to create invoices when they are due.

You can use the Copy Recurring Entries function to copy a group of recurring entries rather than entering each transaction separately every time an invoice is sent. You assign each recurring entry a run code to process them on different schedules—monthly, bimonthly, or according to your company's needs.

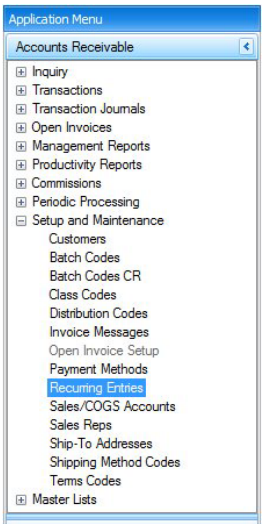
NOTE: The Recurring Entries for both Accounts Receivable and Sales Order are stored in the same table. When you set up recurring entries in Accounts Receivable you will also be able to see those same recurring entries in Sales Order.

NOTE: Sales Order, Copy Recurring Entries will provide you with the choice to copy recurring entries that are set up as Open Orders or Invoices. Accounts Receivable, Copy Recurring Entries will only copy recurring entries that are set up as Invoice.

To set up **Recurring Entries**, follow these steps:

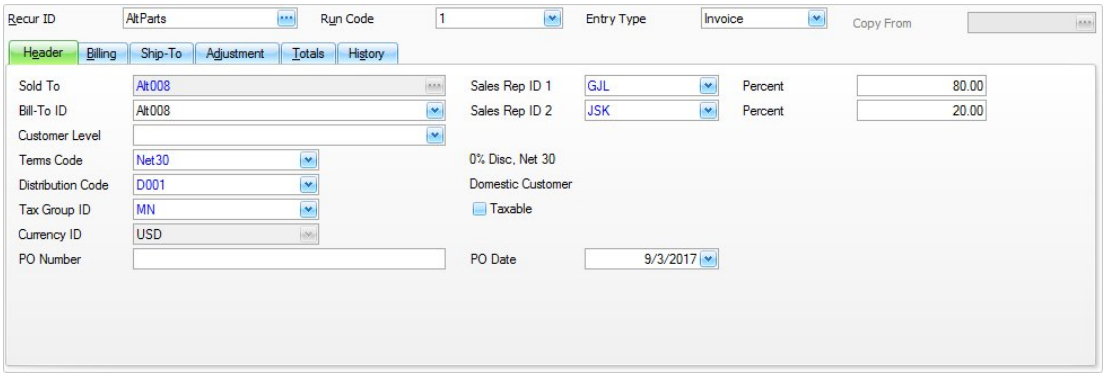
1. Select **Recurring Entries** from the **Setup and Maintenance** menu.

Recurring Entries Menu



2. The **Recurring Entries** screen appears with the **Header** tab displayed.

Recurring Entries Screen-Header Tab



3. Select the **New Record** button on the toolbar. A blank **Recurring Entries** screen appears.
4. Enter the **Recur ID** of the recurring entry.
5. Select or enter the **Run Code**. The system can copy recurring entries by Run Code, and stores them with transaction information. Use the same Run Codes for entries you copy on the same basis. For example: You could use 01 for entries that you copy on the first day of each month or 15 for entries that you copy on the fifteenth day of each month, and so on.
6. Select the **Entry Type** for the recurring entry:

   The **Invoice** type will be used for Accounts Receivable recurring entries, or in Sales Order will be copied as Invoice transaction.

   The **Open Order** type will be used for Sales Order recurring entries and will be copied to the Orders as a New sales order.
7. Select a saved recurring entry to **Copy From** if applicable.

   All information will be copied to the new recurring entry, except information on the History tab.

Maint

8. In the **Sold To** field, select the **Customer ID** for which you are setting up the recurring entry.
9. Select the **Bill-To ID** for the Customer. This will only affect orders copied into Sales Order.

   If there is not a Bill-To ID set up for the Customer selected in the Sold-To field you will not be allowed to edit.

If a Bill-To ID has been set up for the Customer selected in the Sold-To you will be able to select either the Sold-To Customer ID or the Bill-To Customer ID set up for that Customer.

10. Enter the **Customer Level** used for this Customer to calculate Sales Order pricing for the Open Order entry type.

    See the Sales Order Training Manual for further instructions on using the pricing functions.

Maint

11. Select the **Terms Code**, **Distribution Code**, and the **Tax Location Group ID**. These values will default from the Customer setup. Accept the defaults or edit them.

    If you use multi-currency, the currency assigned to the Receivables account in the distribution code you select must match either the Customer's currency or the company's base currency.

12. If you use multi-currency, the **Currency ID** associated with the Customer appears and cannot be changed. This field does not appear if you do not use multi-currency.

13. Enter the **PO Number** and the **PO Date** if supplied by the Customer.

Maint

14. In the **Sales Rep ID 1** list box, the ID of the Sales Rep who usually sells to the Customer appears and can be changed.

    Enter the **Percent** of sale the Sales Rep uses to calculate commissions. Each sales rep can receive as much as 100 percent of a sale.

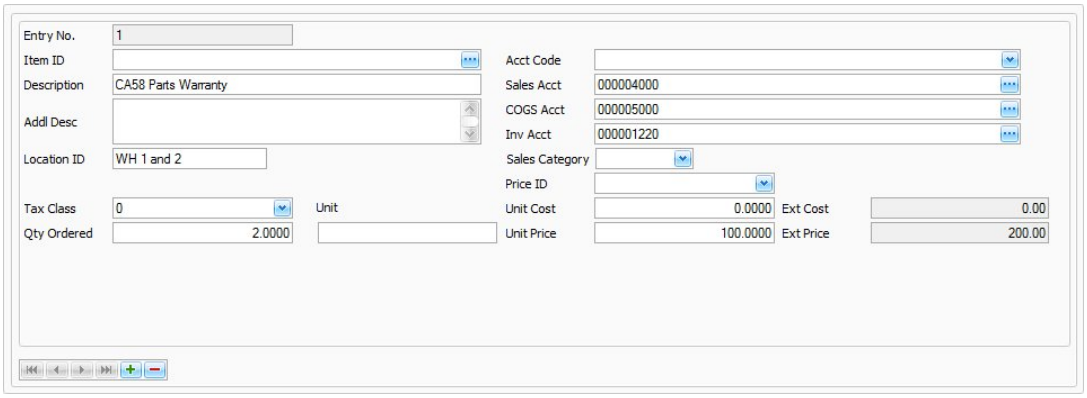
Maint

15. Select the **Sales Rep ID 2** of the second sales rep receiving a commission on the sale or leave this field blank.

16. Enter the second sales rep's commission **Percent** of sale the Sales Rep uses to calculate commissions. Each sales rep can receive as much as 100 percent of a sale.

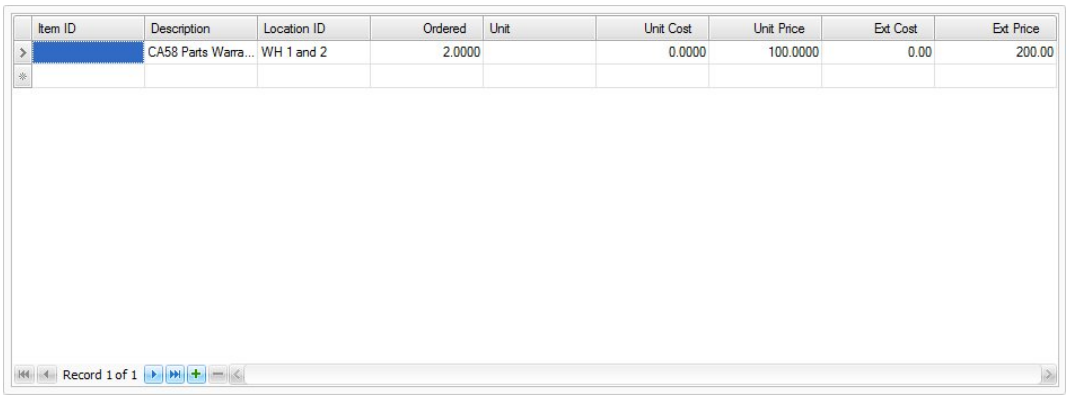
17. If the recurring entry is **Taxable**, select the box; otherwise, clear it.

Item Detail



Use the **Item Detail** area to enter information for recurring entries. Click either « or » to toggle between the Detail or Summary view in the Item Detail area.

Item Detail - Summary View



Maint

1. Enter an **Item ID** or select an **Item ID** from the list of Inventory Items or System Manager Description Items.
2. Enter or edit the item's **Description** or accept the default.

Maint

3. Enter the **Location ID** for the item, if you are selecting an item from Inventory. If the item is not selected from the list of Inventory Items you can leave the Location ID blank.
4. Enter the number of units of the item being **Ordered**. If you select the item from Inventory Items or the System Manager Description Items list, the following information for the item appears:
    - **Unit** of measure

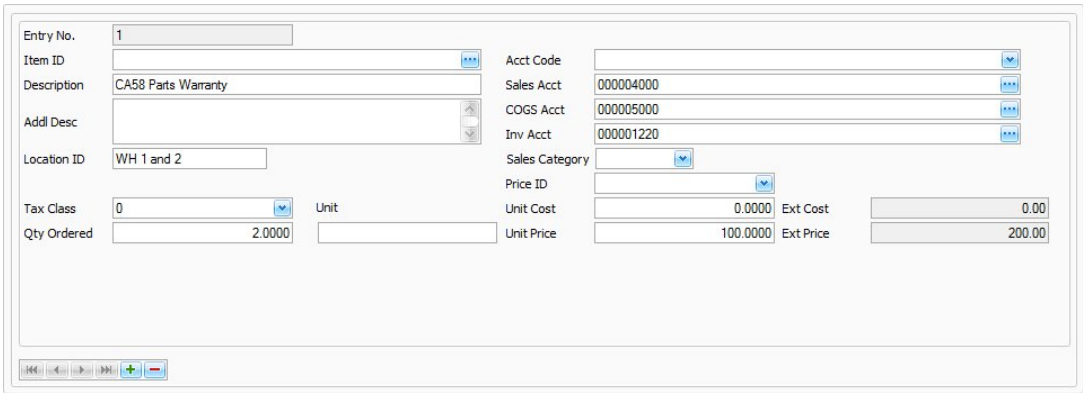
- **Unit Cost**
- **Unit Price**
- **Ext Price** (unit price multiplied by ordered quantity) – can't change
- **Ext Cost** (unit cost multiplied by ordered quantity) – can't change

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

5. You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.
6. Click the **Re-sequence** button to save the sequence of the line items as currently displayed on the screen.

Example: If you choose to sort by the Item ID column, you can then press Re-sequence and the system will retain that sequence for the line items. The copy recurring entries will then copy them in that order, too.

Item Detail - Detail View



Maint

1. Enter the new **Item ID** or select an Item ID from the list of Inventory Items or System Manager Description Items.
2. Enter or edit the item's **Description** or accept the default.
3. Enter an **Additional Desc** of the item if you elected to use additional descriptions in the **Business Rules** function (page 3-7).

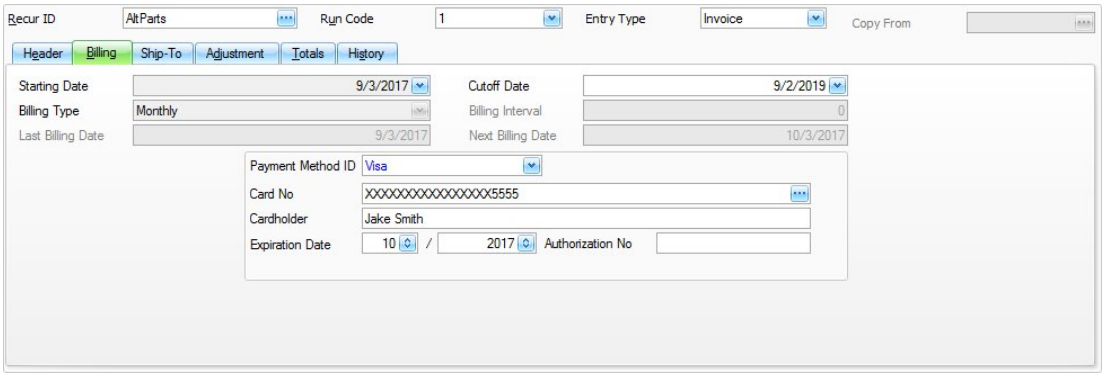
   Additional Descriptions come from System Manager and Inventory if you elected to copy additional descriptions from System Manager and Inventory items in the **Business Rules** function (page 3-7).

Maint

4. Enter the **Location ID** for the item, if you are selecting an item from Inventory. If the item is not selected from the list of Inventory Items you can leave the Location ID blank.
5. Select the **Tax Class**; it determines the tax percentages. Tax Classes are set up in the **Tax Classes** function in System Manager. If you select an Inventory Item or System Manager Description Item the tax class will default in from the Item setup.
6. Enter the **Qty Ordered** of units of the item. If you select the Item from Inventory Items or the System Manager Description Items list, the following information for the item appears:
    - **Unit** of measure
    - **Unit Cost**
    - **Unit Price**
    - **Ext Cost** (unit cost multiplied by ordered quantity) – can't change
    - **Ext Price** (unit price multiplied by ordered quantity) – can't change
7. In the **Acct Code** list box, select the Sales/COGS Account Code to identify the GL sales and COGS accounts, or leave this field blank.
8. Use the default **Sales Account** or select a different account. Refer to line 10 for more information.
9. Use the default **COGS Account** or select a different account. Refer to line 10 for more information.
10. If you select an Inventory Item or System Manage Description Item, the **Inv Acct** number defaults from the Inventory Item or System Manager Description Item.

    If the item is not set up in System Manager or Inventory, the account number defaults from the Accounts Receivable **Business Rules** function (page 3-7).
11. Enter a **Sales Category** for the Inventory Item, or leave it blank. If you select an Inventory Item the Sales Category will default from the Item setup.
12. Enter the **Price ID** assigned to the Customer. This is only used if you have Sales Order installed and have Price Structures set up.

Billing Tab



Use the **Billing** tab to set Starting Dates and Cutoff Dates. You also set the Billing Intervals to determine how often you want the recurring entry to be copied into the Transactions function.

1. Enter the date of the first invoice for the entry in the **Starting Date** field.
2. Enter the date after which you no longer want to create invoices for the recurring entry in the **Cutoff Date** field.

   This date is used when you copy and delete recurring entries. If you are creating an open-ended recurring entry, you can leave this field blank or enter a date far into the future such as 12/31/2099.
3. Select the **Billing Type** for this recurring entry. Below are the valid billing types and how they work:

   - **As Needed** will allow you to copy the recurring entry as often as you need to. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** fields are left blank.
   - **Days** will allow you to copy the recurring entry at intervals of a specific number of days. The **Billing Interval** field becomes activated and you will need to enter the number of days you want between billing cycles. The **Last Billing Date** is refreshed when you copy this recurring entry to the transactions function. The **Next Billing Date** is calculated each time the copy recurring entries function is run for this recurring entry, and is displayed.
   - **Monthly** will allow you to copy the recurring entry once per month. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the copy recurring entries function is run, and this recurring entry is included.

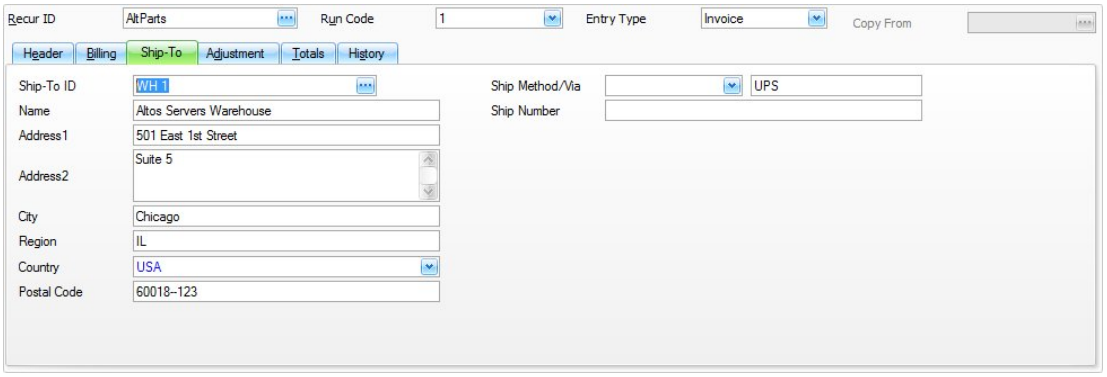
- **Quarterly** will allow you to copy the recurring entry once per quarter. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the copy recurring entries function is run, and this recurring entry is included.
- **Yearly** will allow you to copy the recurring entry once per year. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the copy recurring entries function is run, and this recurring entry is included.

4. In the **Payment** section of the billing tab select and enter the following information:

- **Payment Method ID**: Select the payment method this Customer will be paying for this recurring entry. The only payment method IDs displayed will be those that have payment types of **Direct Debit** and **Credit Card**.
- **Card No/Account No**: If you have the payment method selected set up on the Payments tab of the Customer setup, the **Card No** or **Account No** will be displayed. If multiple Credit Cards or Direct Debit Accounts are set up, you can select from the list of the cards or accounts. If no Credit Cards or Direct Debit Accounts are set up for the Customer on the payments tab, enter the **Card No** or **Account No**.
- **Card Holder/Bank Name**: If you have the payment method selected set up on the Payments tab of the Customer setup, the **Card Holder** or **Bank Name** will be displayed. If no Credit Cards or Direct Debit Accounts are set up for the Customer on the Payments tab, enter the **Card Holder** name or **Bank Name**.
- **Expiration Date/Routing Code**: If you have the payment method selected set up on the Payments tab of the Customer setup, the **Expiration Date** or **Routing Code** will be displayed. If no Credit Cards or Direct Debit Accounts are set up for the Customer on the Payments tab, enter the **Expiration Date** or **Routing Code**.

NOTE: If you have the TRAVERSE Payment System activated use the Payments button to enter the Credit Card payment information. See the Payments Button (page 3-142) section for details.

Ship-To Tab



Use the **Ship-To** tab to enter Ship-To information for the recurring entry.

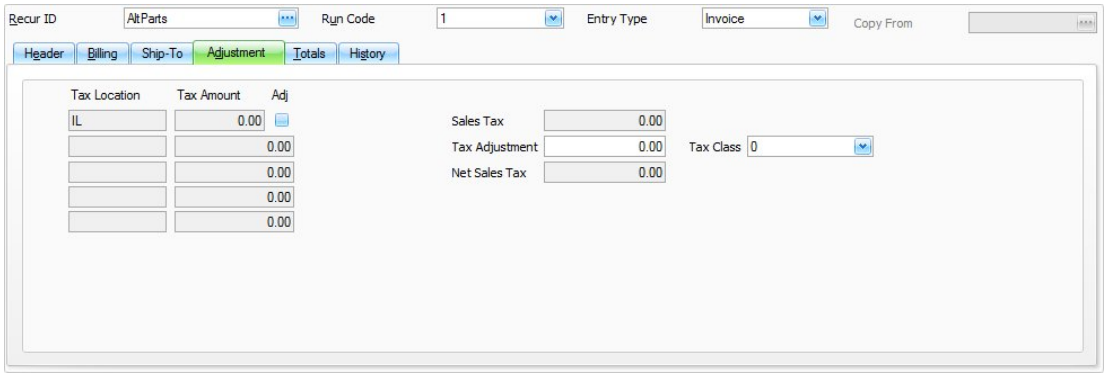
Maint

1. Select the **Ship-To ID** or leave it blank. The Ship-To Address information appears if you select a Ship-To ID.

Maint

2. Select the **Ship Method/Via**. The ship method description appears.
3. Enter the **Ship Number**. This usually is a tracking number for the shipping company selected in the Ship Method.

Adjustment Tab



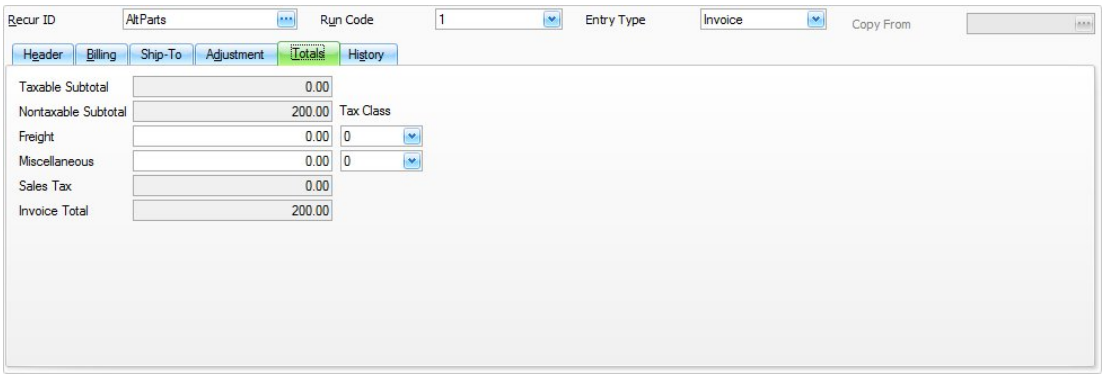
Use the **Adjustment** tab to enter tax adjustment amounts for the Recurring Entry. This tab appears only if the **Taxable** check box is selected on the **Header** tab.

1. Each **Tax Location** associated with the selected Customer's **Tax Location** Group and **Tax Amount** associated with each Tax Location appears on the tab. To apply the adjustment to the location, select the **Adj** box; otherwise, clear it.

NOTE: You must have more than one tax location level in the tax location group (using Tax Locations and Tax Location Groups functions within System Manager) in order to use the Adj check box.

2. The total **Sales Tax** for all items appears.
3. Enter the **Tax Adjustment** amount and select the **Tax Class** for the tax adjustment. Tax Classes are set up in the System Manager **Tax Classes** function.
4. The **Net Sales Tax**, including the adjustment, appears.

Totals Tab

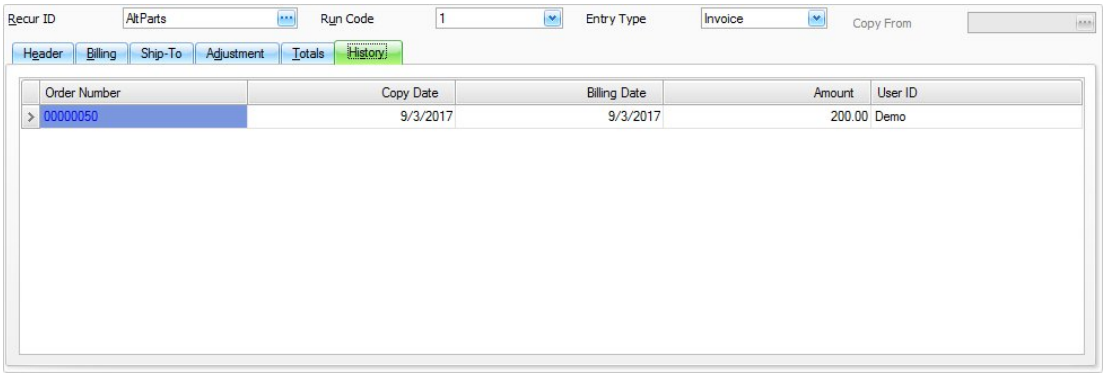


Use the **Totals** tab to view totals for the recurring entry and to enter Freight and Miscellaneous amounts.

1. The **Taxable Subtotal** for taxable items appears. If the Tax Class percentage is greater than zero, the subtotal is updated with the extended price of the item. If the **Taxable** check box is selected on the Recurring Entries **Header** tab, the recurring entry can have a Nontaxable and a Taxable Subtotal.
2. The **Nontaxable Subtotal** for nontaxable items appears. If the Tax Class percentage is zero, the subtotal is updated with the extended price of the item. If the **Taxable** check box is selected on the Recurring Entries **Header** tab, the recurring entry can have a Nontaxable and a Taxable Subtotal.
3. Enter the shipping charges in the **Freight** field.
4. Select the **Tax Class** for the Freight charge. Tax Classes are set up in the System Manager **Tax Classes** function.
5. Enter the **Miscellaneous** charges, such as handling.

6. Select the **Tax Class** for the Miscellaneous charge. Tax Classes are set up in the System Manager **Tax Classes** function.
7. The **Sales Tax** total for all items and the **Invoice Total** appear.
8. Click the **Save** button on the toolbar to save your changes.
9. Click the **New Record** button to clear the Recurring Entries screen in order to enter a new Recurring Entry.

History Tab



The **History Tab** displays the copy history for the given recurring entry. Each time the Recurring Entry is copied to Transactions, a new entry is made on the History tab.

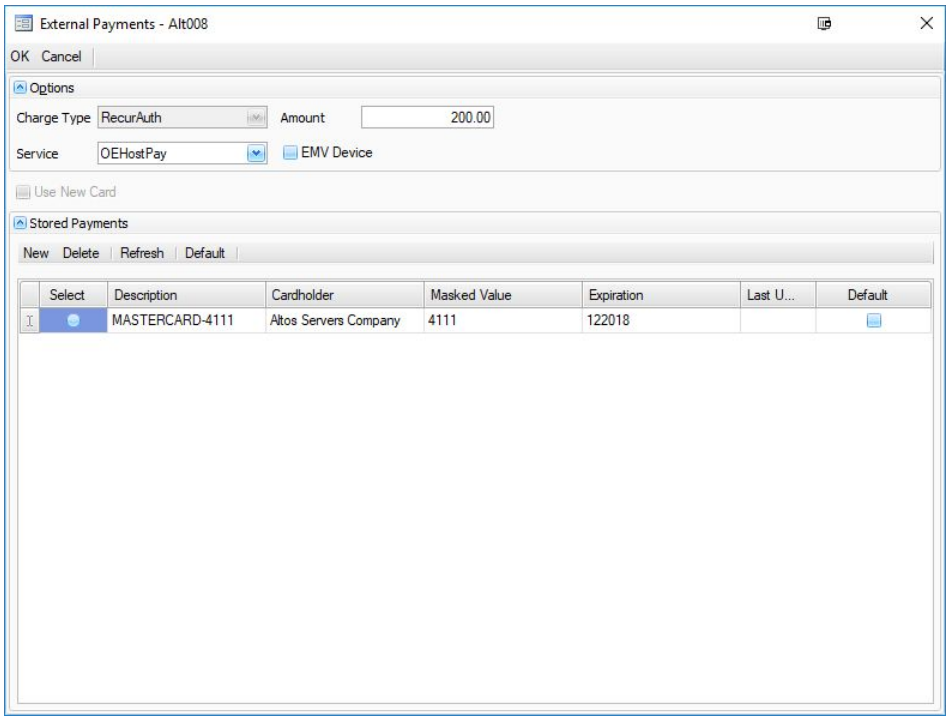
After the invoice has been posted, click the blue **Order Number** to view the Transaction History View for the transaction generated, and posted, from the Recurring Entry.

Payments Button

When the TRAVERSE Payment System functionality is being used, the Payments button is active to allow you to enter a Credit Card payment to be processed by your Payment Service when the Recurring Entry is processed.

1. Select the **Payments** button on the toolbar, the **External Payments** screen opens.

External Payments Screen



The stored external payment information will appear in the **Stored Payments** detail section of the screen. When the **EMV Device** box isn't checked, and you select the New button, the credit card information entry form will appear. (See credit card information entry in the Customer Setup (page 3-85))

2. In the **Options** section (header) of the screen, the charge type will appear in the read-only Charge Type field in Recurring Entry external payments will be **RecurAuth**.
3. Accept or enter the **Amount** to be charged.
4. Select the external payment service to use for the payment from the Service drop-down list. The Payment Service you selected in the Business Rules will default into the field.

5. If you are using an external card reader with the service, mark the **EMV Device** check box. Make sure the service configuration file is set to use a device.
6. Mark the **Use New Card** check box to allow the credit card information to be entered rather than select a stored payment. When you mark the check box, the **Stored Payments** detail grid will collapse. Click **OK** on the top toolbar to open a credit card information entry form.
7. If there are no external payments stored and you are not using an EMV card reader, click on the **New** button on the toolbar to open a credit card information entry form. Once you submit the credit card information on the entry form, the payment will appear in the Stored Payments detail section of the External Payments screen.
8. If there are multiple external payments stored, mark the **Select** radio button to choose the stored payment to use.
9. If the payment is designated to be used by default, the **Default** check box will be marked. To designate a stored payment as the default payment, select the payment, then use the **Default** button on the toolbar. If you want to remove the default designation from a stored payment, select the record, then use the Default button on the toolbar to toggle the check box.
10. Click **OK** to process the payment and return to the Recurring Entries Billing tab, or Cancel to cancel the payment.

Task Summary

To add a Recurring Entry, follow these steps:

1. Select **Recurring Entries** from the **Setup and Maintenance** menu. The Recurring Entries screen appears.
2. Click the **New Record** button on the toolbar. A blank **Recurring Entries** screen appears.
3. Enter the required information on the **Recurring Entries** tabs.
4. Click the **Save** button on the toolbar to save your changes.

To edit a Recurring Entry, follow these steps:

1. Select **Recurring Entries** from the **Setup and Maintenance** menu. The **Recurring Entries** screen appears.
2. Select the **Recur ID** of the Recurring Entry to edit. The recurring entry information appears.
3. Edit the appropriate fields on the appropriate tabs.
4. Click the **Save** button on the toolbar to save your changes.

To delete a Recurring Entry and the line-item entries associated with it, follow these steps:

1. Select **Recurring Entries** from the **Setup and Maintenance** menu. The **Recurring Entries** screen appears.
2. Select the **Recur ID** of the Recurring Entry to delete.
3. Select the Recurring Entries **Header** tab.
4. Press the **Delete** hot key (F3) or the **Delete** button on the toolbar.

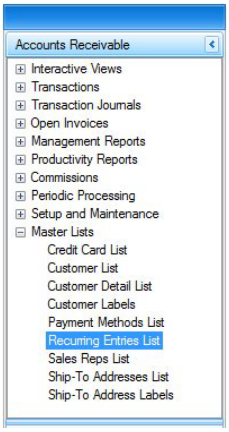
Producing a Recurring Entries List

Use the **Recurring Entries List** function to produce a list of the Recurring Entries you defined in the Recurring Entries function on the Setup and Maintenance menu.

To produce a **Recurring Entries List**, follow these steps:

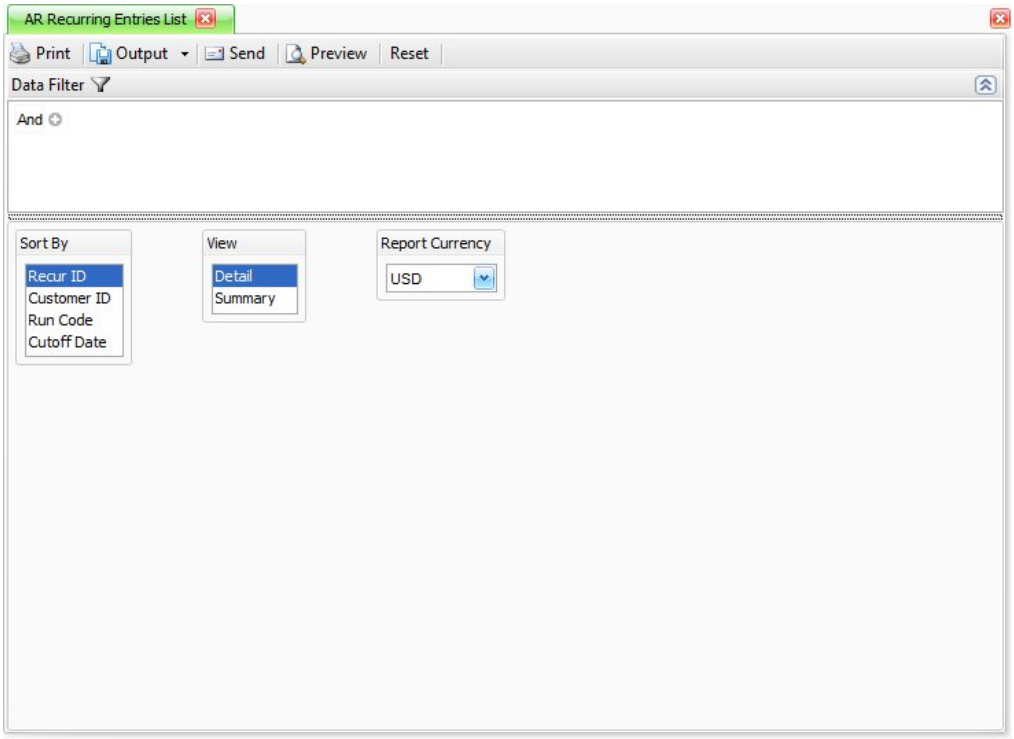
1. Select **Recurring Entries List** from the **Master Lists** menu.

Recurring Entries List Menu



2. The **Recurring Entries List** screen appears.

Recurring Entries List Screen



3. In the **Data Filter** section, enter any selection criteria you would like to use to run the report. Leave the filter blank to include all available data.
4. Select the **Sort By** criterion for the list: **Recur ID**, **Customer ID**, **Run Code**, or **Cutoff Date**.
5. Select the amount of detail to **View** on the list: **Summary** or **Detail**.
6. Select the **Report Currency** for the list. This option is available only if you are using the TRAVERSE multi-currency feature.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Recurring Entries List

Continental Products Unlimited — Page 1
Recurring Entries List — USD
Sorted by Recur ID

Report Filter

Recur ID / Run Code	Customer ID / Entry Type	Name / PO No	PO Date	Rep 1 / Rep 2	Terms Desc / Ship To ID	Taxable
Monthly / 1	Alt008 / Invoice	Altos Servers Company	11/3/2009	GJL / JSK	0% Disc, Net 30	Yes

Starting Date	11/3/2009	Next Billing Date	6/3/2010	Billing Type	Monthly
Cutoff Date	11/3/2011	Last Billing Date	5/3/2010	Billing Interval	0

Payment Method ID	Routing Code	Bank Name	Account No
Cash-DD	111111118	Wells Fargo	XXXXXXXXXX XX7654

Line / GL Acct Sales	Description	GL Acct COGS	GL Acct Inv	Qty	Unit	Unit Cost / Ext Cost	Unit Price / Ext Price
1	Maintenance			1.0000		500.0000	1,000.0000
00-000-4000		00-000-5000	00-000-1220			500.00	1,000.00
2	Stuff			1.0000	EA	0.0000	25.0000
00-000-4000		00-000-5000	00-000-1220			0.00	25.00

Taxable	Nontaxable	Freight	Misc	Sales Tax	Invoice Total
1,025.00	0.00	0.00	0.00	66.63	1,091.63

SORecur / 1	Alt008 / Open Order	Altos Servers Company	6/11/2010	GJL / JSK	0% Disc, Net 30	Yes

Starting Date	6/11/2010	Next Billing Date	6/26/2010	Billing Type	Days
Cutoff Date	6/11/2011	Last Billing Date	6/11/2010	Billing Interval	15

Line / GL Acct Sales	Description	GL Acct COGS	GL Acct Inv	Qty	Unit	Unit Cost / Ext Cost	Unit Price / Ext Price
1	Furnace			1.0000	EA	367.6300	449.9500
00-000-4000		00-000-5000	00-000-1230			367.63	449.95
2	Water Heater			1.0000	EA	223.0300	299.9500
00-000-4000		00-000-5000	00-000-1230			223.03	299.95

Taxable	Nontaxable	Freight	Misc	Sales Tax	Invoice Total
749.90	0.00	0.00	0.00	48.75	798.65

Grand Total	Ext Cost	Taxable	Nontaxable	Freight	Misc	Sales Tax	Total
	1,090.66	1,774.90	0.00	0.00	0.00	115.38	1,890.28
	Ext Price						
	1,774.90						

6/30/2010 2:17 PM — *** End of Report *** — OPEN_SYSTEM\kenthe

OPEN INVOICE SETUP

Use the **Open Invoice Setup** function to create open invoices from the initial Customer balances you entered in the Customers function.

NOTE: You must enter initial balances for the Customers before you run the Open Invoice Setup function. If you run this function when open invoices exist, a message warns you that the existing invoices will be deleted and you can elect whether to continue.

Aging classifies receivables by the amount of time that has passed since the date of the sale. Accounts Receivable has five aging periods:

- **Current** period
- **31–60** days old
- **61–90** days old
- **91–120** days old
- **120 +** days old

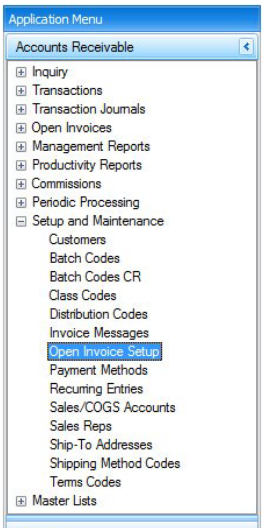
When you run the Open Invoice Setup function for open invoice Customers, an invoice is created for each aging period, and an invoice date is assigned for the current periods—the date you enter in the **Current Date** field.

NOTE: This function should *NOT* be run if invoices have been posted to the open invoice table. Running this function will delete all invoices and recreate them dated to fall into the correct aging period.

To run the **Open Invoice Setup**, follow these steps:

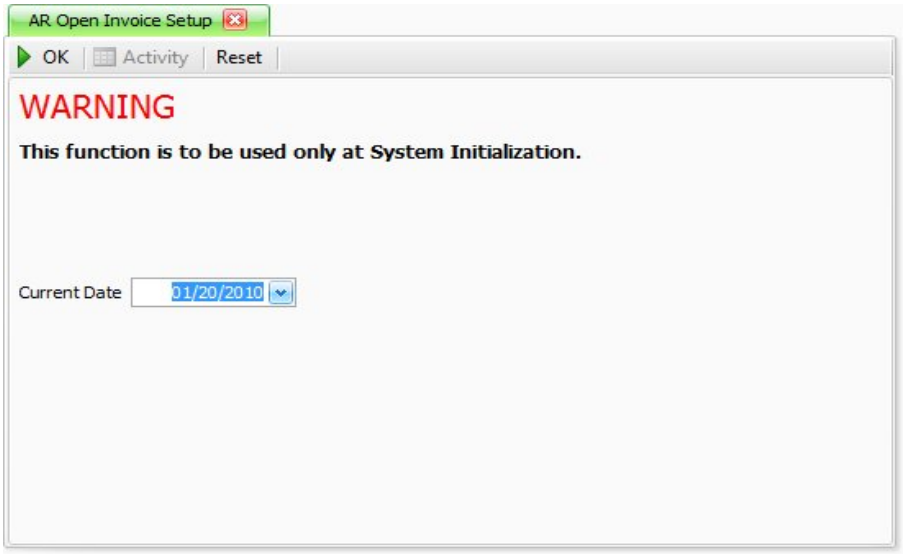
1. Select **Open Invoice Setup** from the **Setup and Maintenance** menu.

Open Invoice Setup Menu



2. The **Open Invoice Setup** screen appears.

Open Invoice Setup Screen



3. Use the displayed workstation date as the **Current Date**, or select a date to use to date the open invoices.
4. If you are using the TRAVERSE multi-currency feature, select **OK** to verify the **Exch Rates** for each Customer.
5. Close the Customer Exch Rate screen to continue processing.
6. Select **OK** to begin processing or **Close** to return to the Main menu. If you begin processing and open invoices exist, a message appears stating “Open Invoice table is not empty. Proceeding will delete all existing invoices. Continue?” Select **Yes** to overwrite existing data, or select **No** to return to the Open Invoice Setup screen.

Command Buttons

Name	Description
OK	Verify exchange rates if you are using the multi-currency feature. Begin processing the Open Invoice Setup.
Reset	Reset values to the defaults.

Open Invoice Setup Exchange Rate Screen

1. If you have Customers with different default currencies, and have existing balances, the **Open Invoice Setup Exchange Rate** screen appears when you select **OK** from the Open Invoice Setup screen.
2. This screen is available only if you are using the TRAVERSE multi-currency feature.
3. The **Customer ID**, **Currency ID**, **Exchange Rate**, and **Date** of the exchange rate are displayed for each Customer with balances.

4

USING AR

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4 USING AR

USING THE TRANSACTIONS MENUS

Purpose

Use the Transactions and Transaction Journals menus for the following tasks:

- Enter invoices, miscellaneous credits, and cash receipts.
- Change and delete unposted transactions.
- Copy recurring entries.
- Add and maintain batches.
- Print Invoices and Credit Memos for your Customers.
- Print the Sales, Miscellaneous Credits, and Cash Receipts Journals as audit trails of your transactions.
- Print the Daily Sales Tax Journal, Methods of Payment Journal, and Deposits Journal for a further audit trail.
- Post transactions.

WORKING WITH TRANSACTIONS

Before using the **Transactions** functions, set up your Customers, codes, and IDs using the **Setup and Maintenance** functions. Verify your Customers, codes, and IDs, using the **Master Lists** and **Interactive Views** functions.

Using the Transactions Functions

Use the **Transactions** functions for the following tasks:

- Use the **Transactions** function to enter and edit invoices, cash invoices, and miscellaneous credits for Customers that are not associated with recurring entries. (page 4-7)

If you use multi-currency, it's important to remember that the currency assigned to the Customer for which you are entering a transaction, determines the transaction's currency. That is, transaction amounts are always entered in the Customer's currency. Use the Base Currency check box that appears when you select a Customer that uses a currency other than the base currency to view or enter transaction amounts in your company's base currency.

- Use the **Cash Receipts** function to record payments from Customers, apply prepayments from Customers that have not been billed, and record unapplied cash receipts from a source other than a Customer. (page 4-33)
- Use the **External Payments** function to collect funds (Sale) or return funds (Refund) through the TRAVERSE Payment System (TPS), as well as generate cash receipts for payments processed through TPS (page 4-47).
- Use the **Copy Recurring Entries** function to create transactions for the recurring entries you defined in the **Recurring Entries** function. (page 4-57)
- Use the **Change Batches** function to replace a batch code with a different batch code, and move transaction numbers from the old batch code to the new batch code. This function is available only if you elected to use batch processing in the **Business Rules** function. (page 4-63)

TRANSACTIONS

Use the **Transactions** function to enter and edit Invoices, Cash Invoices, and Miscellaneous Credits for Customers that are not associated with Recurring Entries.

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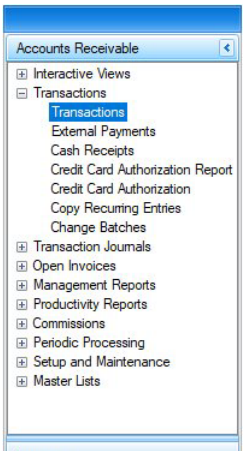
If you use multi-currency, it's important to remember that the currency assigned to the Customer for which you are entering a transaction, determines the transaction's currency. That is, transaction amounts are always entered in the Customer's currency. Use the Base Currency check box that appears when you select a CustomerCustomer that uses a currency other than the base currency to view or enter transaction amounts in your company's base currency.

To use the **Transactions** function, follow these steps:

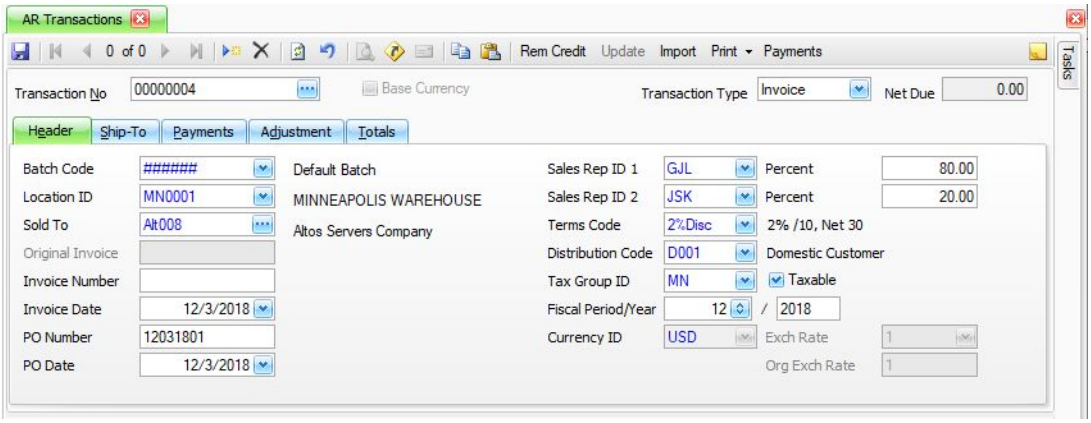
1. Select **Transactions** from the **Transactions** menu.

Transactions Menu

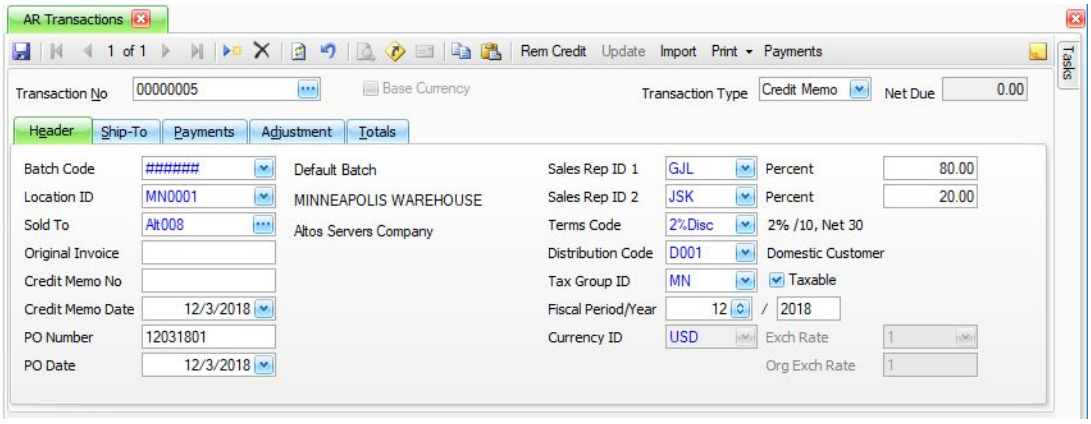


2. The **Transactions** screen appears with the **Header** tab displayed.

Header Tab (Invoice)



Header Tab (Credit Memo)



3. Select the **New Record** button to add a new transaction.
4. Select the **Header** tab to enter specific transaction information.
5. If you are entering a new transaction, leave the **Transaction No** box blank. The system generates a transaction number. If you are editing an existing transaction, select the **Transaction No** and select the **Update** button.

   If you are editing an existing transaction, DO NOT select the New record button. This is assuming you are going to enter a whole new transaction.

¥$£€

6. Select the **Base Currency** check box to display the transaction's currency amounts in your company's base currency; otherwise, clear the check box to view amounts in the Customer's currency. This check box is available only if you use multi-currency and the Customer's currency is other than the base currency.

7. Select the transaction type: **Invoice** or **Credit Memo**.

   - If you are producing a credit memo, do not use negative numbers. The system automatically reads the credit memo value as negative values.
   - If you enter a credit memo and want your next transaction to be an invoice, you must select **Invoice** for the transaction type. The last transaction type will remain the default for the current session.

8. The **Net Due** field displays the net amount due, which is the total payments subtracted from the invoice total.

Maint

9. Select the **Batch Code** to which you want to apply the transaction.

Maint

10. Use the default **Location Id** set up in System Manager or enter the Location ID you are selling the items from.

Maint

11. Select the **Sold To** Customer ID to which you are selling.

12. If you are entering a Credit Memo, enter the Original Invoice number in the **Original Invoice** field. This will automatically apply the Credit Memo to the invoice entered.

13. The **Invoice Number** is assigned when you Print Invoices or Post Transactions. Leave this field blank if you are printing batch invoices. Enter the Invoice Number if you want to print an online invoice and not increment the next available invoice number.

14. Enter the **Invoice Date**, the **PO Number**, and **PO Date**.

Maint

15. Select the ID of the **Sales Rep 1** primarily responsible for the sale. Then, enter the Sales Rep's commission **Percent**. Each sales rep can use up to 100.00 percent of a sale to calculate commissions.

Maint

16. Select the ID of the **Sales Rep 2** responsible for the sale. Then, enter the Sales Rep's commission **Percent**. Each sales rep. can use up to 100.00 percent of a sale to calculate commissions.

Maint

17. The **Terms Code** for the Customer appears. Accept the default or select a different terms code. If you select a different terms code the discount date and due date will be recalculated.

Maint

18. Select the **Distribution Code**. The Distribution Code Description appears.

¥$£€

If you use multi-currency, you can change the distribution code only if no open invoices or transactions exist for the Customer and if the Receivables account associated with the new distribution code is in either the Customer's or the base currency.

Maint

19. The Tax Location Group ID from the Customers screen appears. If you change the **Tax Group ID**, sales tax for the transaction is recalculated.

Tax Location Group IDs are set up in the **Tax Location Groups** function in **System Manager.**

20. The **Taxable** check box is selected if the Customer was set up as taxable on the Customers maintenance screen. Clear the box if the transaction is nontaxable.

21. Enter the **GL Period** and **Fiscal Year** or accept the default workstation date.

NOTE: If you change the GL period, the summary history information will not match the GL period information because the summary history information is updated by the transaction date and the GL period information is updated by the GL period you enter.

¥$£€

22. If you use multi-currency, the **Currency ID** you assigned to the Customer's record appears, and cannot be changed. If you want to enter transactions for this Customer in a different currency, set up a second Customer record.

If the Customer currency is not the same as the base currency, use the **Base Currency** select the box to toggle currency amounts between the Customer's currency and the base currency.

If you do not use multi-currency, this box is not available.

Maint

¥$£€

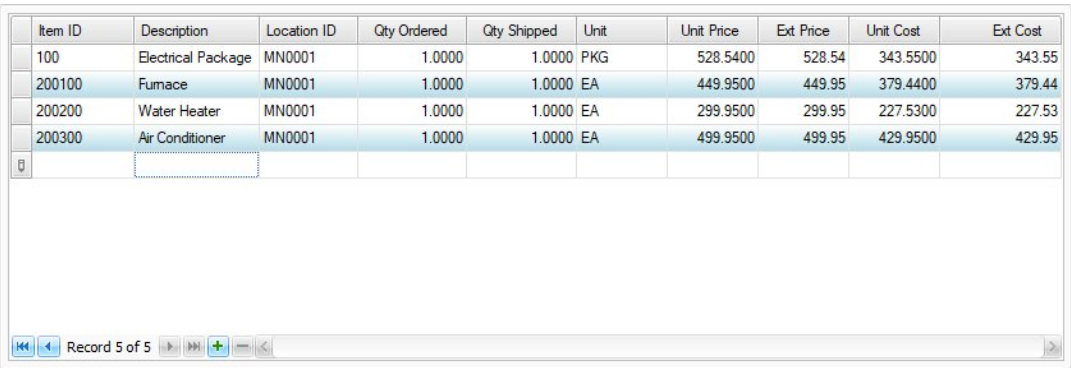
23. If you use multi-currency, the most recent daily exchange rate from the System Manager **Currency Exchange Rates** function appears in the **Exch Rate** box. You can enter a different rate (or press F6 to open the System Manager **Currency Exchange Rates** function).

If you do not use multi-currency, this box is not available.

24. When entering a Credit Memo, the original invoice exchange rate appears in the **Org Exch Rate** field.

25. Click **Rem Credit** (on the toolbar) to view the Customer's credit information.

Item Detail (Summary)



Item ID	Description	Location ID	Qty Ordered	Qty Shipped	Unit	Unit Price	Ext Price	Unit Cost	Ext Cost
100	Electrical Package	MN0001	1.0000	1.0000	PKG	528.5400	528.54	343.5500	343.55
200100	Furnace	MN0001	1.0000	1.0000	EA	449.9500	449.95	379.4400	379.44
200200	Water Heater	MN0001	1.0000	1.0000	EA	299.9500	299.95	227.5300	227.53
200300	Air Conditioner	MN0001	1.0000	1.0000	EA	499.9500	499.95	429.9500	429.95

Record 5 of 5

Maint

1. Select the **Item ID**.

   If Accounts Receivable interfaces with Inventory, you can select Inventory Items and enter an Alias for Item ID. The item **Description** appears.

   If you are not interfaced to Inventory you can select System Manager Description Items. The Description Item **Description** appears.

   You also may enter a miscellaneous **Item ID**, and **Description**, that is not an Inventory or System Manager Item.

Maint

2. The default **Location ID** set up in System Manager Business Rules appears. Accept the default or select the Location ID from which you are selling the items. If a Location ID is entered into the Header tab the Location ID will populate with this location.

   If you select an Inventory Item and a default Location ID is not set up in Inventory, and no Location ID was selected on the Header tab, the first Location ID appears.

3. Enter the **Qty Ordered** of items, and then the **Qty Shipped**.

4. The default **Unit** of measure for the Item appears. Accept the default, or select an alternate unit of measure.

   If you enter a miscellaneous item, the Default Unit of measure from System Manager Business Rules appears. You can also enter a unit of measure.

5. The default base **Unit Price** appears if the quantity shipped is greater than zero. If Accounts Receivable interfaces with Inventory, the Base Price appears and can be changed.

   If you select a System Manager Description Item the price appears.

   If you enter a miscellaneous item, enter the Unit Price of the item.

6. The **Extended Price** (unit price multiplied by quantity shipped) appears, and cannot be changed.
7. When a lotted item is selected, click **Lot No Entry** to view lot number (page 4-19) information. When a serialized item is selected, click **Ser No Entry** (page 4-20) to view serialized item information. When a lotted and serialized item is selected, click **Lot/Ser No Entry** (page 4-20) to view information.

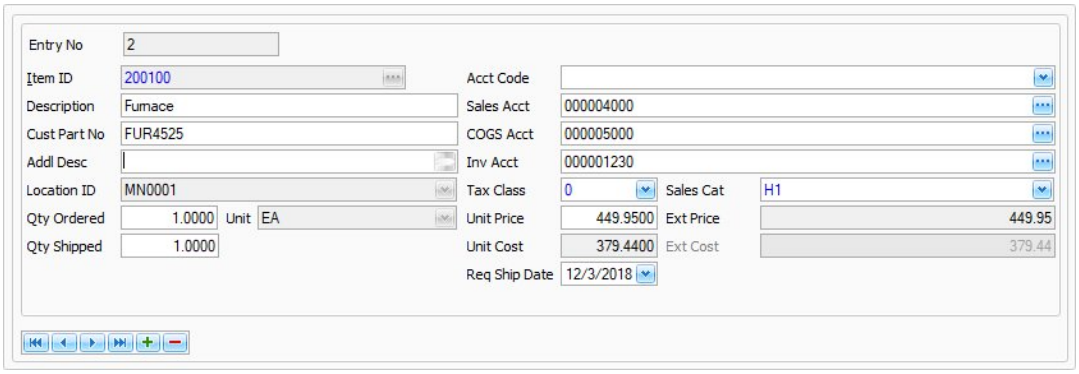
   These selections are at the top of the item detail section of the screen.

NOTE: The fields displayed in the summary view may vary, depending on the fields selected in the column chooser the last time the screen was opened. Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

8. You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.
9. Click the **Re-sequence** button to save the sequence of the line items as currently displayed on the screen.

   Example: If you choose to sort by the Item ID column, you can then press Re-sequence and the system will retain that sequence for the line items. The invoice will then print in that order, too.

Item Detail Tab (Detail)



Maint

1. Select the **Item ID**.

   If Accounts Receivable interfaces with Inventory, you can select Inventory Items and enter an Alias for Item ID. The item **Description** appears.

If you are not interfaced to Inventory you can select System Manager Description Items. The Description Item **Description** appears.

2. You also may enter a miscellaneous **Item ID**, and **Description**, that is not an Inventory or System Manager Item.
3. The **Cust Part No** is displayed, if a Customer Alias has been set up for the selected Customer and Item ID. Accept the Customer Part Number, or edit it.
4. Enter an **Additional Description** for the item, if needed.

   If you selected **Yes** for the Business Rule to **Copy Additional Descriptions from SM/IN Items** (page 3-7), the Additional Description will come in from the Inventory or System Manager Item you select.

Maint

5. The default **Location ID** set up in System Manager Business Rules appears. Accept the default or select the Location ID from which you are selling the items. If a Location ID is entered into the Header tab the Location ID will populate with this location.

   If you select an Inventory Item and a default Location ID is not set up in Inventory, and no Location ID was selected on the Header tab, the first Location ID appears.

6. Enter the **Qty Ordered** of items, and then the **Qty Shipped**.
7. The default **Unit** of measure for the Item appears. Accept the default, or select an alternate unit of measure.

   If you enter a miscellaneous item, the Default Unit of measure from System Manager Business Rules appears. You can also enter a unit of measure.

Maint

8. Select the general ledger **Account Code** to identify the general ledger Sales and COGS accounts or leave this field blank.
9. Accept the default **Sales Acct**, and the default **COGS Acct**, or select different accounts. Refer to step 8 for more information.
10. Accept the default **Inv Acct**. If Accounts Receivable interfaces with Inventory and an Inventory Item is selected, the account number defaults from Inventory. If Accounts Receivable does not interface with Inventory, the account number defaults from System Manager Description Items. If the Item is not set up in System Manager or Inventory, the account number defaults from the Accounts Receivable **Business Rules** function (page 3-7).

Maint

11. Select the **Tax Class** for the item. Tax classes are set up in the **Tax Classes** function in System Manager. If you selected an Inventory Item or System Manager Description Item, the Tax Class will fill in with the Tax Class assigned to the Item.
12. If Accounts Receivable interfaces with Inventory, the **Sales Category** appears; otherwise, enter a sales category for the item.

13. The default base **Unit Price** appears, if the quantity shipped is greater than zero. If Accounts Receivable interfaces with Inventory, the base price appears and can be changed.

    If you select a System Manager Description Item the Unit Price appears.

    If you enter a miscellaneous item, enter the Unit Price of the item.

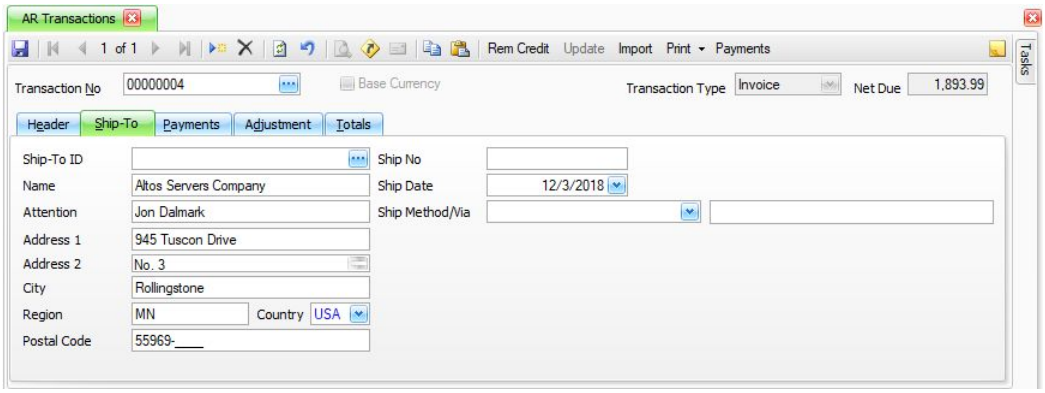
14. The **Unit Cost** of Inventory, System Manager and Credit Memo Items appears if you elected to **Display Unit Cost on Line Items**, in the **Business Rules** function (page 3-7). You can change the unit cost of Credit Memo and miscellaneous items.

15. The Extended Cost (unit cost multiplied by quantity shipped) appears and you cannot change it. This field is visible only if you selected **Yes** to **Display Unit Cost on Line Items**, in the **Business Rules** function (page 3-7).

16. When a lotted item is selected, click **Lot No Entry** to view lot number information (page 4-19). When a serialized item is selected, click **Ser No Entry** to view serialized item information (page 4-20). When a lotted and serialized item is selected, click **Lot/Ser No Entry** to view information (page 4-20).

    These selections are at the top of the item detail section of the screen.

Ship-To Tab



Maint

1. Select the **Ship-To ID** or leave it blank to enter the Ship-To information that applies only to this transaction.

2. Accept the Customer's Ship-To **Name** from the Ship-To ID, or enter it.

3. Accept the Customer's Ship-To **Address** or enter it. Use **Ctrl + Enter** to start a second line in the **Address 2** field.

Maint

4. Accept the Customer's Ship-To **City**, **Region** and **Country Code**, or enter them.

5. Accept or enter the Customer's ship-to **Postal Code**. Use the System Manager **Country Codes** function to set up the input mask.
6. Enter the **Ship No** and **Ship Date**.

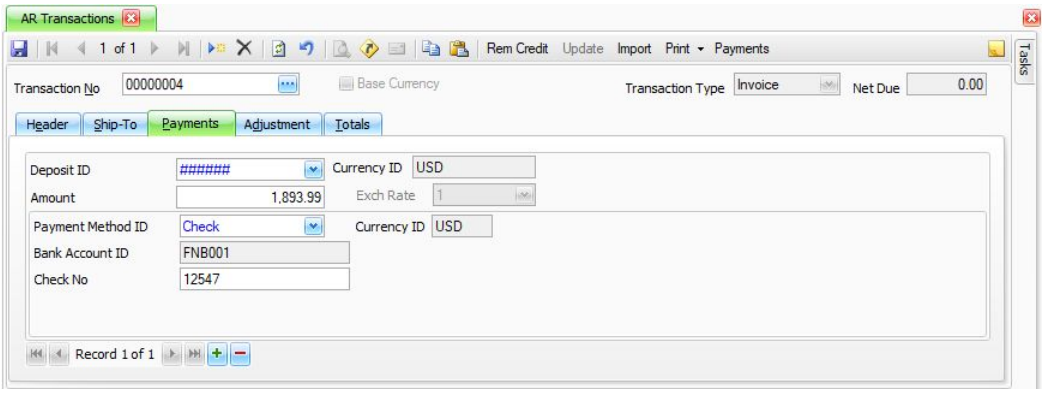
   The Ship Number would be the tracking number you get from the shipping company you used to ship the order.

Maint

7. Accept the default, or select the **Shipping Method/Via** for the transaction, for example; FEDO for Federal Express Overnight.

   A description of the Ship Method appears. The Ship Via information is saved with the transaction and printed on the Invoice.

Payments Tab



If you have the TRAVERSE Payment System functionality activated, use the **Payment** button in the toolbar to enter a Credit Card Payment. See the Payments button (page 4-22) for details on entering the TRAVERSE Payment System External Payment.

Maint

1. If you use batch processing, select the Receipts Batch you want the cash receipt to go to in the **Deposit ID**. If you do not use batch processing, this box is not available.
2. Enter the prepaid **Amount**.

¥$£€

3. If you use multi-currency, the Customer's **Currency ID** appears and cannot be changed.

   If the Customer currency is the same as the company base currency or if you do not use multi-currency, this field is not available.

Maint

¥$£€

4. If you use multi-currency, the most current daily exchange rate appears in the **Exch Rate** field. You can enter a different rate (or press F6 to open the System Manager **Currency Exchange Rates** function).

If you do not use multi-currency, this field is not available.

5. The payment method defaults from the Customer record in the **Payment Method ID** field. Accept the default or change the Payment Method ID.

6. If you use multi-currency, the currency for the bank account or GL account associated with the payment method appears, and cannot be changed. If this currency is not the same as the Customer's currency or the base currency, a warning message appears. You cannot enter payments in a currency other than the Customer's currency or the base currency.
7. If the method of payment is **Cash** or **Check**, the **Bank ID** appears.
8. If the method of payment is **Check**, enter the **Check No**.
9. If the Payment Method is **Credit Card**, the first credit **Card Number** set up on the Payments tab in the Customer setup defaults. Accept the default, or select another credit card set up. The **Card No** will be masked at the level selected for the **Payment Information Display**, in the **Business Rules** (page 3-7), once selected. If Credit Cards are set up on the Payments tab of the Customer setup you can select from the drop down list.

    Enter the **Security Code** from the back of the credit card. This is the three digit number on the back of the card in the signature strip.

    The **Card Holder** name defaults from the Customer payment record. Accept the default or change it.

    Enter the **Expiration Date** of the credit card. A warning appears if the card is expired.

    Enter the **Authorization Number** for the credit card payment.

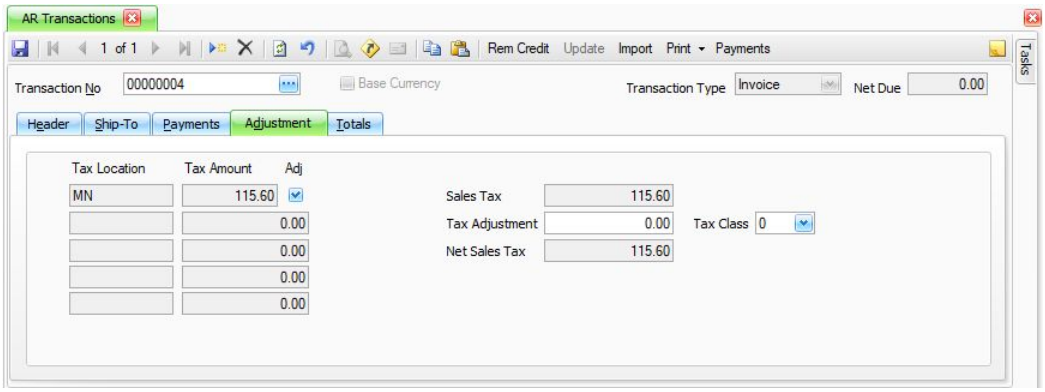
10. If the payment method is a **Direct Debit**, the first Direct Debit account set up on the Payments tab in the Customer setup, defaults. Accept the default, or select another direct debit account set up. The **Account Number** will be masked at the level selected for the **Payment Information Display**, in the **Business Rules** (page 3-7), once selected. If Direct Debit accounts are set up on the payments tab of the Customer setup you can select from the drop down list.

    The **Bank Name** appears from the Customer payment record. Accept the default, or change it.

    The **Routing Code** appears from the Customer payment record. Accept the default, or change it.

11. If the method of payment is **Write-off** or **Other**, enter a **Note**.

Adjustment Tab



Use the **Adjustment** tab to enter Tax Adjustment amounts for the transaction. This tab appears only if the **Taxable** check box is selected on the **Header** tab.

1. Each **Tax Location** associated with the Tax Location Group selected for the Customer and tax amount associated with each Tax Location appears on the tab. To apply the adjustment to the Tax Location, select the **Adj** box; otherwise, clear it.

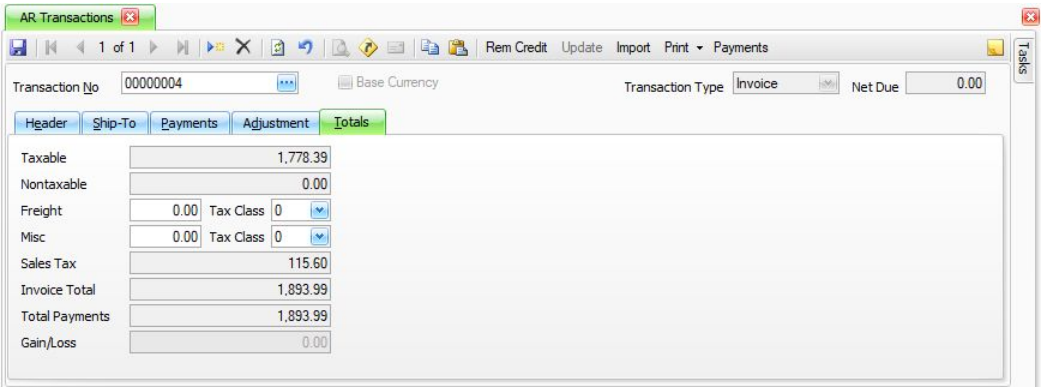
NOTE: You must have more than one Tax Location level in the Tax Location Group (using Tax Locations and Tax Location Groups functions within System Manager) in order to use the Adj check box.

2. The total **Sales Tax** for all items appears.

Maint

3. Enter the **Tax Adjustment** amount and select the **Tax Class** for the tax adjustment. Tax classes are set up in the System Manager **Tax Classes** function.
4. The **Net Sales Tax**, including the Tax Adjustment amount, appears.

Totals Tab



1. The Customer's **Taxable** and **Nontaxable** totals appear. To enter additional charges and tax, perform the following steps:
2. Enter the **Freight** charge, if applicable.

Maint

3. Select the **Tax Class** to apply to the Freight charge.
4. Enter the **Misc** charge, if applicable.

Maint

5. Select the **Tax Class** to apply to the Miscellaneous charge.
6. The **Sales Tax** and **Invoice Total** recalculate based on the Freight and Miscellaneous charges you enter, and the **Total Payment** amount from the **Payments** tab appears.

¥$£€

7. If you use multi-currency, any amount you gained or lost due to exchange rate differences between that noted on the **Header** tab and those noted on payments appears in the **Gain/Loss** field. If you do not use multi-currency, this box will be 0.00.
8. When you are finished, select the **Save** button on the toolbar.
9. Select a command button:

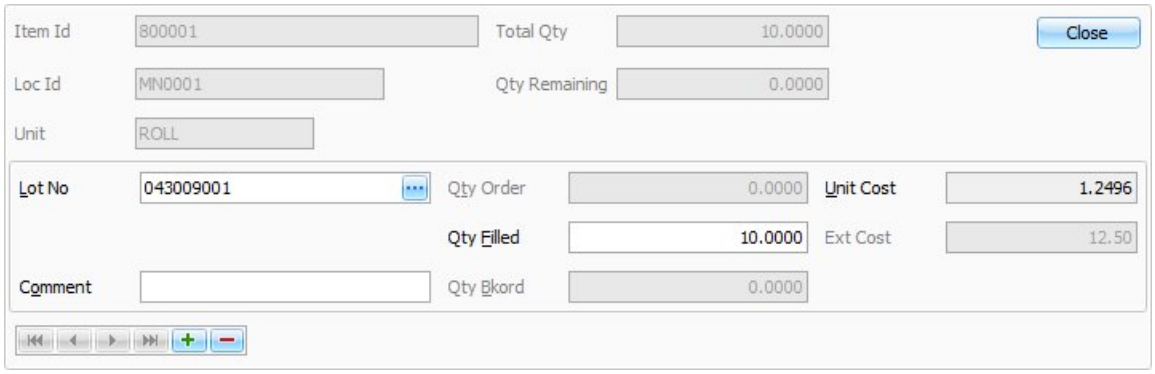
Command Buttons

Name	Description
New Record	Enter a new transaction.

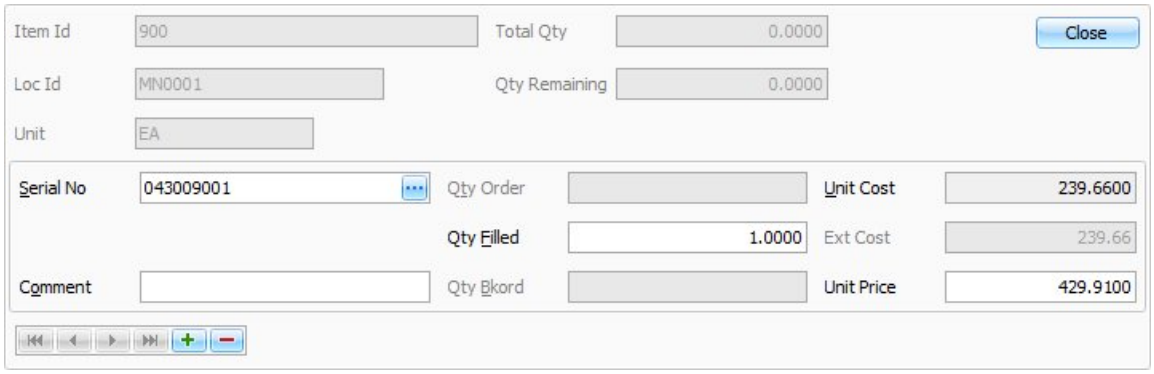
Name	Description
Rem Credit	View the Customer's Credit Limit, Open Invoice Balance, Transaction Balance, and Credit Available.
Update	Edit the transaction. If the Customer is over the Credit Limit, the Customer's Credit Limit, Open Invoice Balance, Transaction Balance, and Available Credits appear in the Credit dialog box.
Import	Open the Import Mapped Data function on the System Manager menu.
Print	Print an online invoice. You must select **Yes** to **Print Online Invoices** in the **Business Rules** function (page 3-7) to use this command. See **Print Online Invoices Screen** (page 4-25) for more information.
Save	Save the current transaction.

Lot and Serial Number Entry

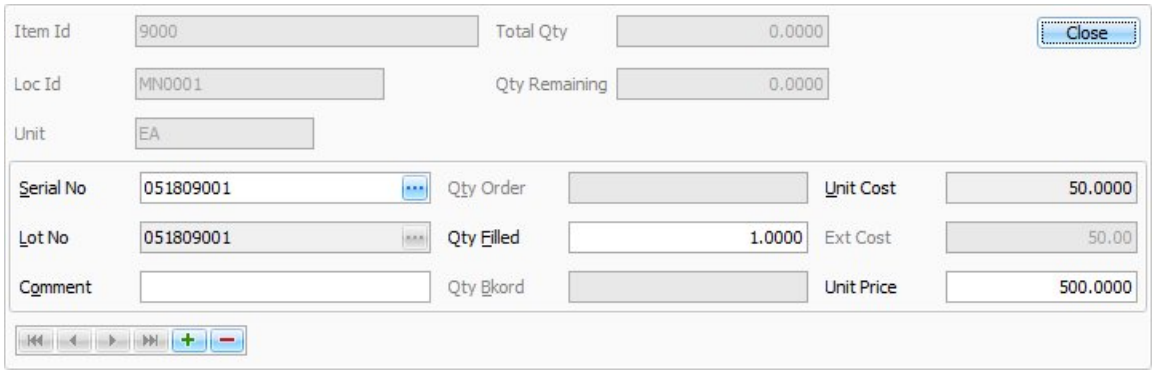
Lot Number Entry Dialog Box



Serial Number Entry Dialog Box



Lot/Serial Number Entry Dialog Box



1. If Accounts Receivable interfaces with Inventory, the **Lot No Entry**, **Ser No Entry**, or **Lot/Ser No Entry** button appears on the Transactions screen, when you enter a transaction record for a serialized, lotted, or serialized and lotted inventory item. The Lot No Entry, Ser No Entry, or the Lot/Ser No Entry dialog box automatically appears.
2. The Lot/Ser No Entry dialog box combines the Lot No Entry and Ser No Entry dialog box fields. It is used in this example to show all the fields you may see.

NOTE: If you do not enter information on this screen, the Qty Shipped is set to 0.

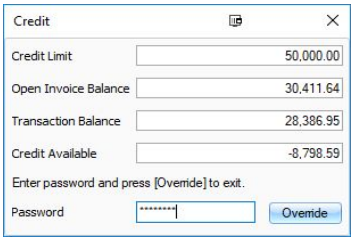
3. In the top portion of the dialog box, the **Item ID**, **Location ID**, **Unit** of measure, **Total Qty**, and **Qty Remaining** fields appear and are unavailable.

NOTE: The Qty Remaining field is updated as you enter serial and lot records.

4. The **Qty Shipped** box on the **Detail** tab is adjusted if the quantity of lotted or serialized items you enter on this screen is different from that on the Transactions screen.
5. Select a **Serial Number** with a status of **Available** (for an invoice) or select a serial number with a status of **Sold** (for a credit memo). This field is available only if you are working with a serialized item.
6. Select a **Lot Number** if you are working with a lotted item. If you are working with a serialized and lotted item, the **Lot Number** associated with the **Serial Number** you selected appears.
7. Enter **Comments** about the transaction. The comments are posted to Inventory history.
8. The **Qty Filled** is **1** for serialized items, and serialized and lotted items. If you are working with lotted items, the Qty Ordered amount from the **Detail** section defaults into this field. You can change it if necessary.
9. If applicable, the **Qty Ordered** and **Qty Backordered** appear.
10. The **Unit Cost** of the item appears, and you can change it if the transaction is a Credit Memo.
11. The **Ext Cost** of the item appears.
12. The **Unit Price** of the serialized or serialized and lotted item appears. You can change it if necessary.

    When a lotted item is selected, the Unit Price field does not appear. Edit the Unit Price field in the Detail section of the main Transactions screen.
13. Click **Close** to save your changes and return to the Transactions screen.

Credit Dialog Box



1. The **Credit** dialog box appears when the Customer's credit limit is exceeded or when you click the **Rem Credit** button. When the Customer's credit limit is exceeded a warning symbol appears next to the **Net Due** box .
    - The **Credit** dialog box will automatically display, if you selected **Yes** to the **Business Rule** (page 3-7) to **Display Credit Limit Warning**.

- If a password has been entered into the **Credit Limit Password Business Rule** (page 3-7), enter the overriding password and click **Override**.
- If the credit window is closed without a password a dialog box is displayed stating "**Override password will have to be provided prior to saving the order.**"
- If the **Credit Limit Password** is left blank in the **Business Rule**, the password field and override button are not displayed.

2. The Customer's **Credit Limit**, **Open Invoice Balance**, **Transaction Balance**, and **Available Credit** appear.
3. You can enter the transaction even if the Customer is over the credit limit. A credit limit of 0 means that the Customer has unlimited credit.
4. Close the **Credit** window to return to the **Transactions** screen.

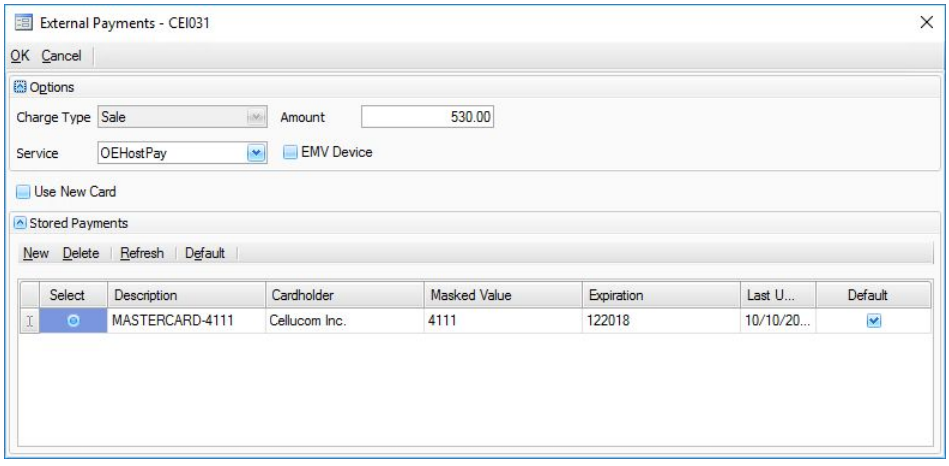
Payment Button

After you have set up the Payment Service Integration, you use the **Payments** button on the toolbar to enter a payment, to set up a new credit card for a Customer, or to set up a credit card payment for a Recurring Entry.

When you are not using an EMV (credit card swiper), you will enter the credit card info on the credit card information form that displays. When you are using an EMV, you will be directed to the EMV device to swipe, tap, or insert (if chip) the card.

1. Select the **Payments** button on the toolbar, the **External Payments** screen opens.

External Payments screen



The stored external payment information will appear in the **Stored Payments** detail section of the screen. When the EMV Device box isn't checked, and you check the Use New Card box, the credit card information entry form will appear. (See credit card information entry in the Customer Setup section.)

2. In the **Options** section (header) of the screen, the **Charge Type** will default to **Sale** and cannot be edited.
3. Accept or enter the **Amount** to be charged.
4. Select the external payment service to use for the payment from the **Service** drop-down list. The Payment Service you selected in the Business Rules will default into the field.
5. If you are using an external card reader with the service, mark the **EMV Device** check box. Make sure the service configuration file is set to use a device.
6. Mark the **Use New Card** check box to allow the credit card information to be entered rather than select a stored payment. When you mark the check box, the **Stored Payments** detail grid will collapse. Click **OK** on the top toolbar to open a credit card information entry form, if you are using an EMV card reader and you have checked the EMV Device check box.
7. If there are no external payments stored, click on the **New** button on the toolbar to open a credit card information entry form. Once you submit the credit card information on the entry form, the payment information will appear in the **Stored Payments** detail section of the External Payments screen.
8. If there are multiple external payments stored, mark the **Select** radio button to choose the stored payment to use.
9. If the payment is designated to be used by default, the **Default** check box will be marked. To designate a stored payment as the default payment, select the payment, then use the Default button on the toolbar. If you want to remove the default designation from a stored payment, select the record, then use the **Default** button on the toolbar to toggle the check box.
10. Click **OK** to process the payment and return to the Payments tab, or Cancel to cancel the payment.
11. Once the payment has been processed, a print preview of the receipt for the payment will appear, if you have the Print Mode in the System Manager, User Defaults - Admin set to NONE or the TPS.config value is blank. If you have the Print Mode in the System Manager, User Defaults - Admin or in the TPS.config set to PRINT the receipt will print to the Form Printers designated printer.

External Payment Receipt

CPU New Comp
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700
(952)-403-2495

Trans ID	000000031054
Trans Type	Purchase
Date/Time	11/6/2018 12:17:56 PM
Card Type	MasterCard
Card Number	XXXXXXXXXXXX4111
Entry Method	MANUAL
Customer Reference	
Merchant ID	800000001355
Response Code	1
Source Reference	00000001
Terminal ID	80022532
Approval Code	277912
Total Amount	266.25

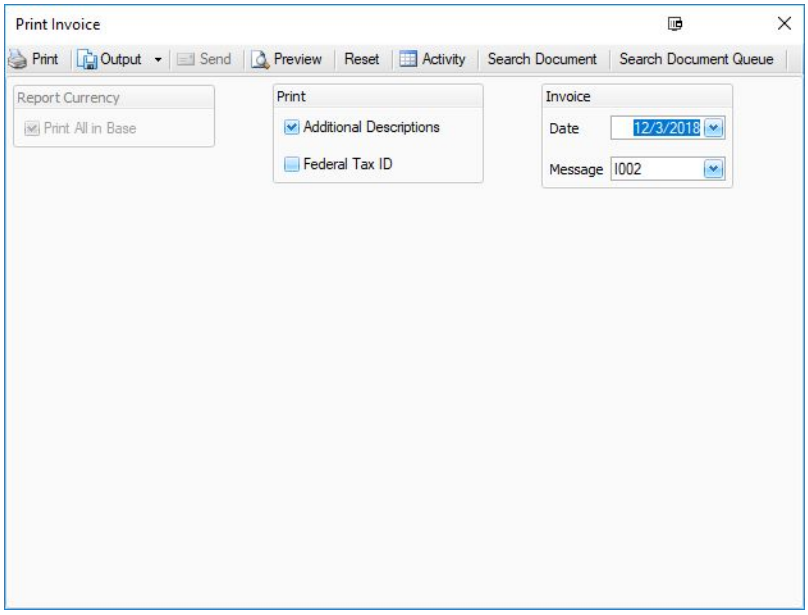
Approved - Thank You

X _____

Thank You!

NOTE: If the payment does not go through, an error message will appear.

Print Online Invoices Dialog Box



1. The **Print Invoice** screen appears when you select **Print** and **Invoice** on the Transactions screen.

¥$£€

2. If you use multi-currency, select the **Print All in Base** currency check box, to print the invoice or credit memo in your company's base currency; otherwise, clear the box to print the invoice in the Customer's currency. If you do not use multi-currency, this option is not available.
3. To **Print Additional Descriptions** on the invoice, select the check box; otherwise, clear it.
4. To print the **Federal Tax Id** for the current company at the bottom of the invoice, select the check box; otherwise, clear it.
5. The **Invoice Date** automatically appears.

   If you enter an invoice number on the Transactions screen, that invoice number is printed on the invoice and the next available invoice number is ignored and not effected.

Maint

6. Select a **Message** for the invoice.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

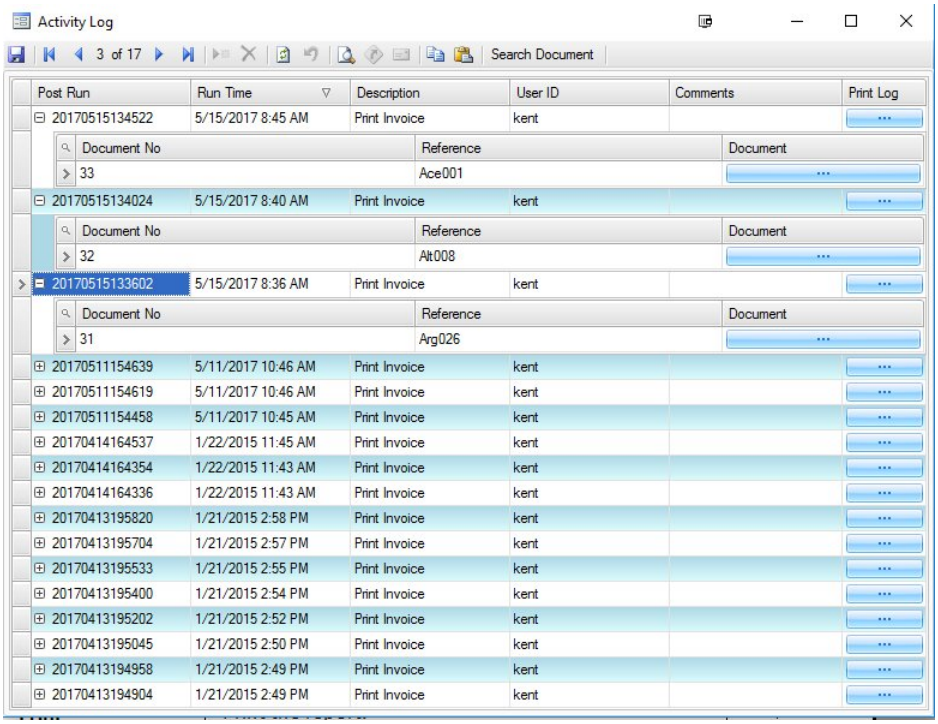
Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Invoice(s) printed for the selected printing.

- Click the **Document** button to preview the Invoice printed for the selected **Document No**.

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log Screen



Search Document

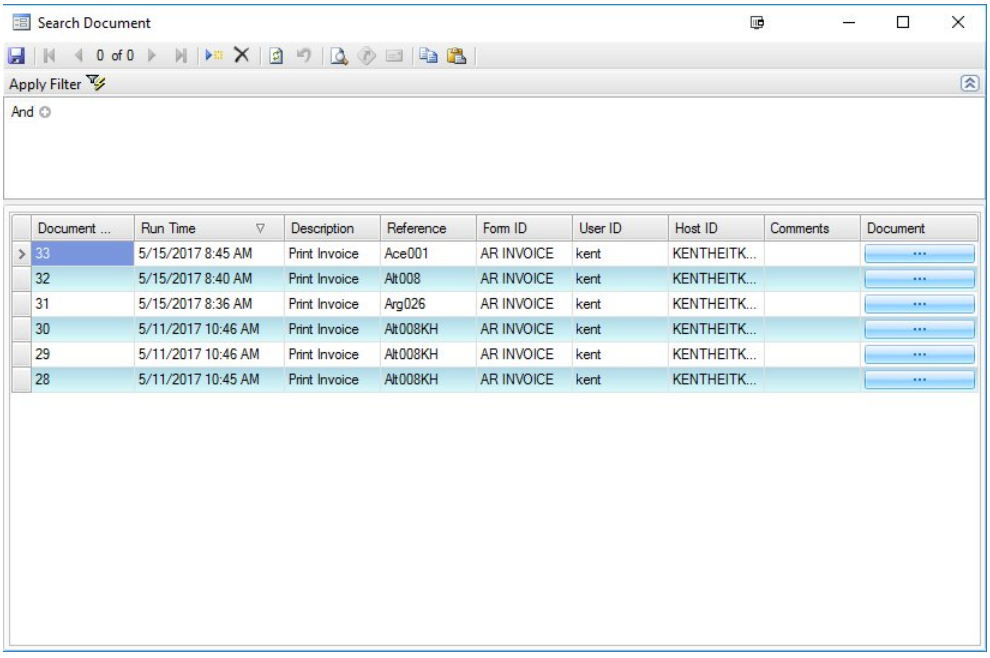
Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the **Use Archive Business Rule** (page 3-7).

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
Document Number	The Invoice number printed.

Name	Displays
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Customer ID for which the invoice was printed.
Form ID	The type of form printed.
User ID	The user who performed the print.
Host ID	The workstation name used to print the invoice.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original invoice printed.

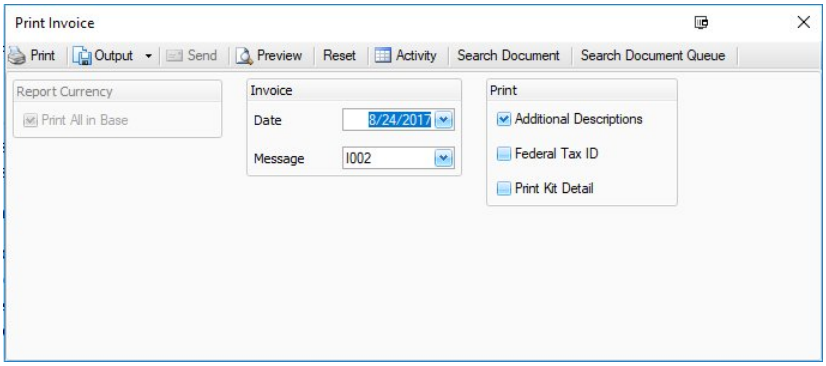
Search Document Screen



Search Document Queue

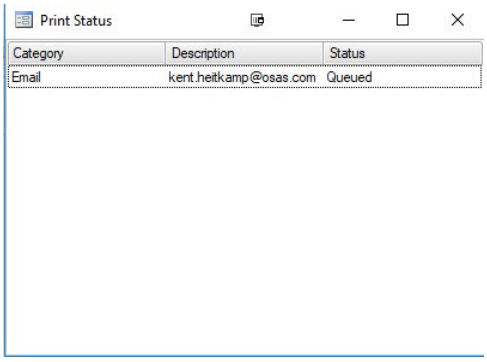
When you print a document you have configured in the System Manager, Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button, to open the **Search Document Queue** screen, which allows you to search documents the Customer selected. The screen displayed will depend on the function from which you are printing the document.

Print Invoice Screen



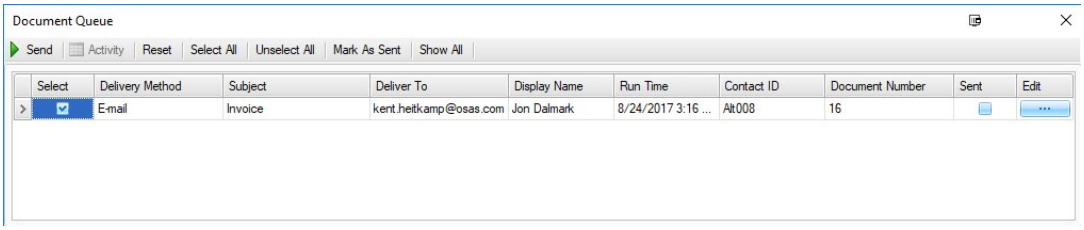
When you **Print** the document, a **Print Status** window will appear.

Print Status Screen



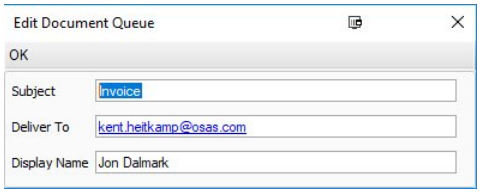
When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

Document Queue Screen



If you want to edit the Subject, the Deliver To, and/or the Display Name of the document before you send it, click on the **Edit** button ( ) to open the **Edit Document Queue** dialog box. Click **OK** to save your edits and return to the Document Queue screen.

Edit Document Queue Screen



To send the document, mark the **Select** check box and click the **Send** button. You can remove sent documents from the queue by using the **Purge** function in the System Manager, Manage Queue screen.

After the invoice prints, the invoice number appears in the **Invoice Number** field on the Transactions screen's **Documents** tab. This number is assigned based on the next available invoice number from the last time you printed invoices in the Transaction Journals **Print Invoices** function, or if you entered an invoice number on the documents tab. If you manually entered an invoice number and printed the invoice, the next available invoice number is not effected. If you are reprinting invoices, the current invoice number is retained.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Online Invoice

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1

INVOICE DATE 12/5/2018
INVOICE NO 3

SOLD TO
Alt008
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SHIP TO
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

TOTAL DUE 0.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
GJL	JSK	1/4/2019	12/15/2018	00000003	11/6/2018	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
2% /10, Net 30			12/5/2018

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
200400 Water Softener	0	EA	1.0000	1.0000	148.7075	148.71
200500 Sump Pump	0	EA	1.0000	1.0000	59.4915	59.49

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
208.20	0.00	0.00	13.53	0.00	221.73
		PREPAYMENT	221.73	TOTAL DUE	0.00

Task Summary

To edit a Transaction, follow these steps:

1. Select the **Transaction No** to edit. The transaction appears.
2. Click **Update**.
3. Edit the appropriate information.
4. Click the **Save** button on the toolbar to save your changes.

To delete a Transaction and the line-item entries associated with it, follow these steps:

1. Select the **Transaction No** to delete records from.
2. Click **Update**.
3. To delete the whole transaction, place your cursor into the **Transaction No** field.
4. Press the **Delete** hot key (F3) or the **Delete** button on the toolbar.

To delete line-item entries associated with a Transaction, follow these steps:

1. Select the **Transaction No** to delete records from.
2. Click **Update**.
3. Select the record in the **Item Detail** section to delete.
4. Press the Delete hot key (F3) or click on the **Delete** record at the bottom of the screen.

CASH RECEIPTS

Use the **Cash Receipts** function for the following tasks:

- Record payments from Customers.
- Record unapplied Cash Receipts from a source other than a Customer.
- Enter deposit information (such as the Bank Account ID or a Batch/Deposit Number).
- View transaction prepayments.

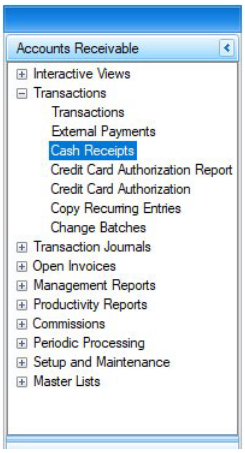
This function is similar to the **Transactions** function, in that you can use it to record payment amounts. However, if you often receive partial payment for goods shipped, you can use the **Transactions** function to record the transaction initially, then use the **Cash Receipts** function to record payments as they come in.

NOTE: If you have the TRAVERSE Payment System functionality activated, you will not be allowed to enter External Payments to posted Invoices using the Cash Receipts function. You must use the External Payments function.

To work with **Cash Receipts**, follow these steps:

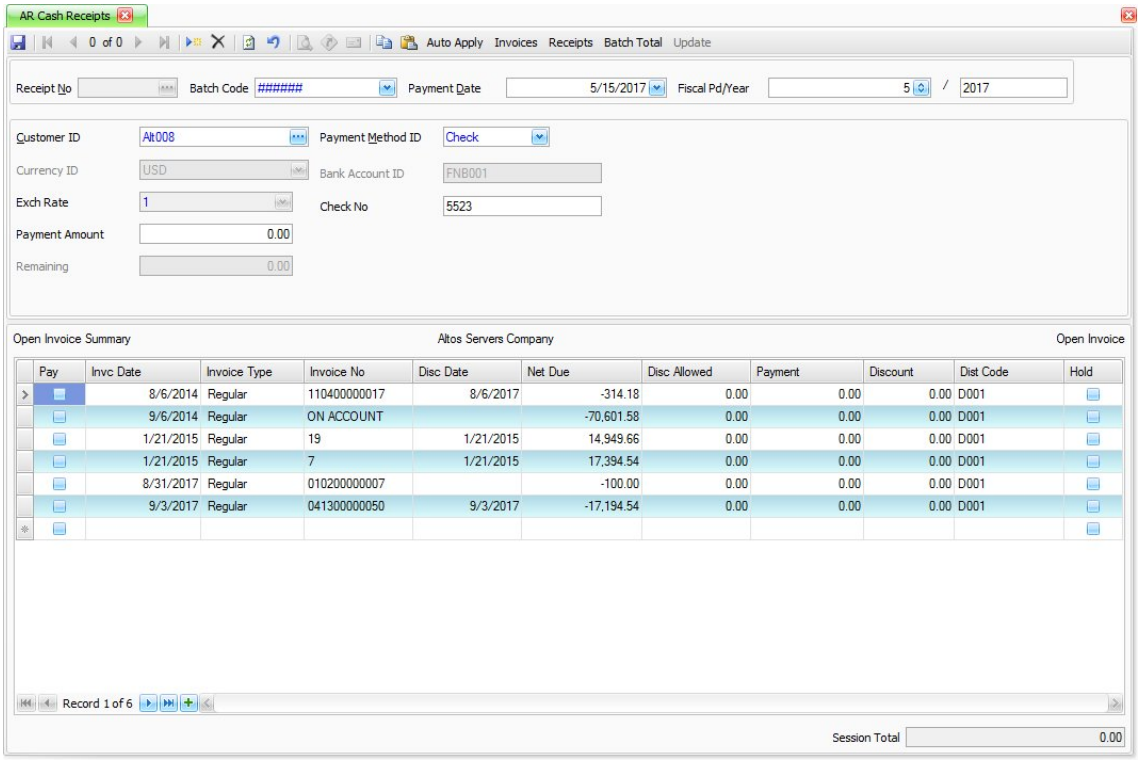
1. Select **Cash Receipts** from the **Transactions** menu.

Cash Receipts Menu



2. If you have existing cash receipts, select a **Receipt No** and then click **Update** to verify the cash receipt can be edited and to unlock the fields for editing.

Cash Receipts Screen

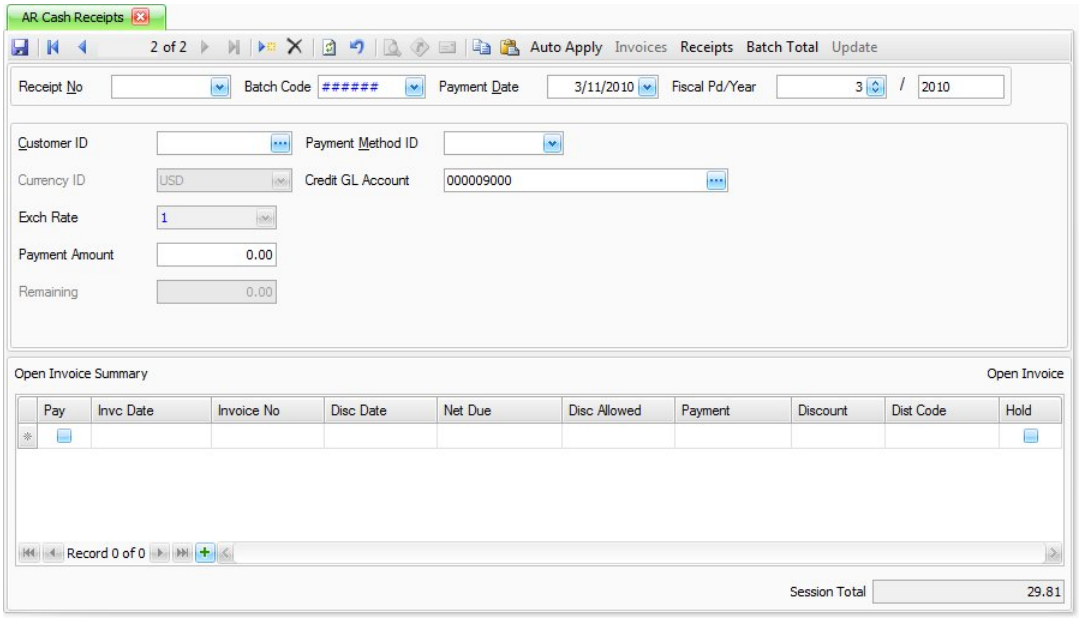


NOTE: Use the Open Invoice Report to view posted invoice payments.

3. If you are entering a new cash receipt, click the **New Record** button on the toolbar.

4. A blank **Cash Receipts** screen appears.

Cash Receipts Screen (New Transaction)



5. The system generates a receipt number when a new cash receipt is entered.

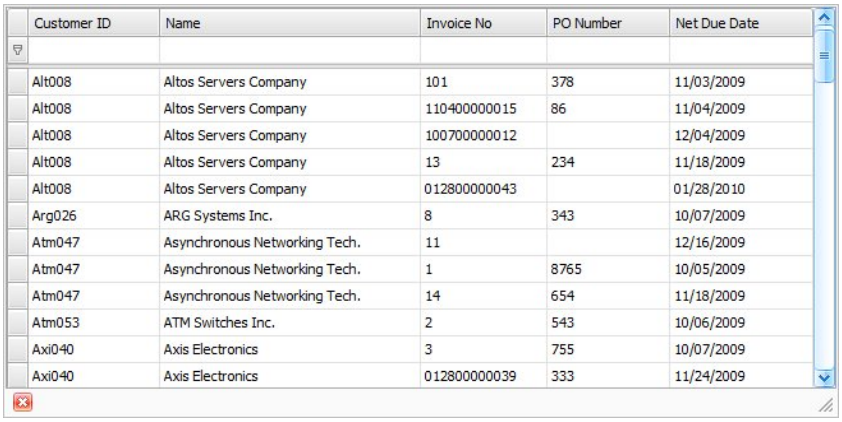
Maint

6. Select the **Batch Code** to apply the cash receipt to. If you are interfaced with Bank Reconciliation this will be your Deposit ID.
7. In the **Payment Date** field, enter the date of the receipt or accept the default.
8. Enter the **Fiscal Pd/Yr** to post to or accept the default.

Maint

9. When entering a new cash receipt, select the **Customer ID**. The Customer's open invoices appear in the **Open Invoice Summary** section.
    - Leave this field blank if you are entering an unapplied payment.
    - The field is unavailable when updating existing cash receipts.

You can use the **Customer ID** lookup field on the **Cash Receipts** screen to quickly search not just for a **Customer ID** or **Name**, but also for an **Invoice Number**, Customer's **PO Number**, and **Net Due Date**. This makes it much easier to match a Payment to an invoice, if the Customer ID is not known. Also, Cash Receipts are posted separately from Transactions.



Customer ID	Name	Invoice No	PO Number	Net Due Date
Alt008	Altos Servers Company	101	378	11/03/2009
Alt008	Altos Servers Company	110400000015	86	11/04/2009
Alt008	Altos Servers Company	100700000012		12/04/2009
Alt008	Altos Servers Company	13	234	11/18/2009
Alt008	Altos Servers Company	012800000043		01/28/2010
Arg026	ARG Systems Inc.	8	343	10/07/2009
Atm047	Asynchronous Networking Tech.	11		12/16/2009
Atm047	Asynchronous Networking Tech.	1	8765	10/05/2009
Atm047	Asynchronous Networking Tech.	14	654	11/18/2009
Atm053	ATM Switches Inc.	2	543	10/06/2009
Axi040	Axis Electronics	3	755	10/07/2009
Axi040	Axis Electronics	012800000039	333	11/24/2009

¥$£€ 10. If you use multi-currency and you enter a new cash receipt, the Customer's **Currency ID** appears and cannot be changed. If you do not use multi-currency, this box is not available. This box is unavailable when updating existing cash receipts.

¥$£€ 11. If you use multi-currency, the most current daily exchange rate appears in the **Exch Rate** field. You can change it, if necessary. If you do not use multi-currency, this box is unavailable. This box is unavailable when updating existing cash receipts.

12. Enter the **Payment Amount** received in terms of the Customer's currency. When an applied or unapplied payment is received, the remaining amount to be paid appears in the **Remaining** field.

Maint 13. The payment method defaults from the Customer record into the **Payment Method ID** field. Select a different Payment Method ID from the list, if necessary.

¥$£€ 14. If you use multi-currency, the currency associated with the GL account or bank account ID in the payment method appears in the **Pmt Curr ID** box and cannot be changed. If this currency differs from the Customer's currency, TRAVERSE automatically converts it using the exchange rate you specify.

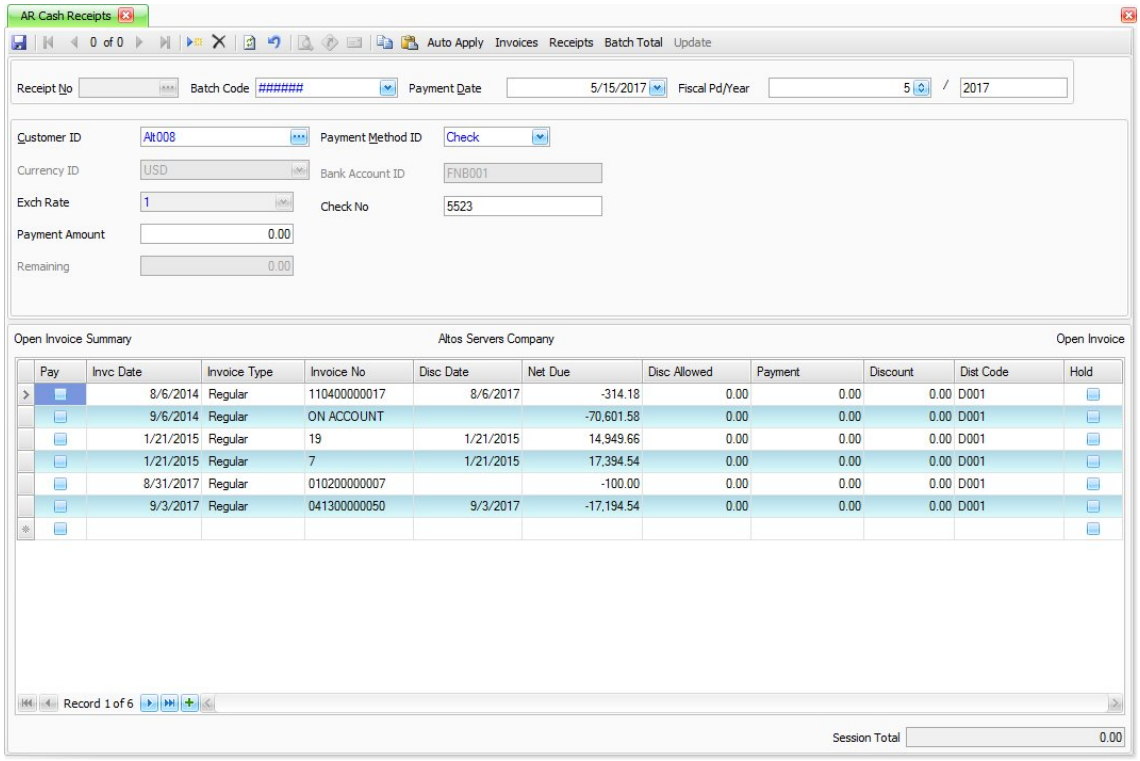
Maint 15. The payment method defaults from the Customer record in the **Payment Method ID** field. Accept the default or change the payment method.

16. If Accounts Receivable interfaces with General Ledger and no **Customer ID** is selected, select the **General Ledger Account To Credit** for the Cash Receipt. If Accounts Receivable does not interface with General Ledger and no Customer is selected, enter the **General Ledger Account To Credit** for the Cash Receipt.

¥$£€

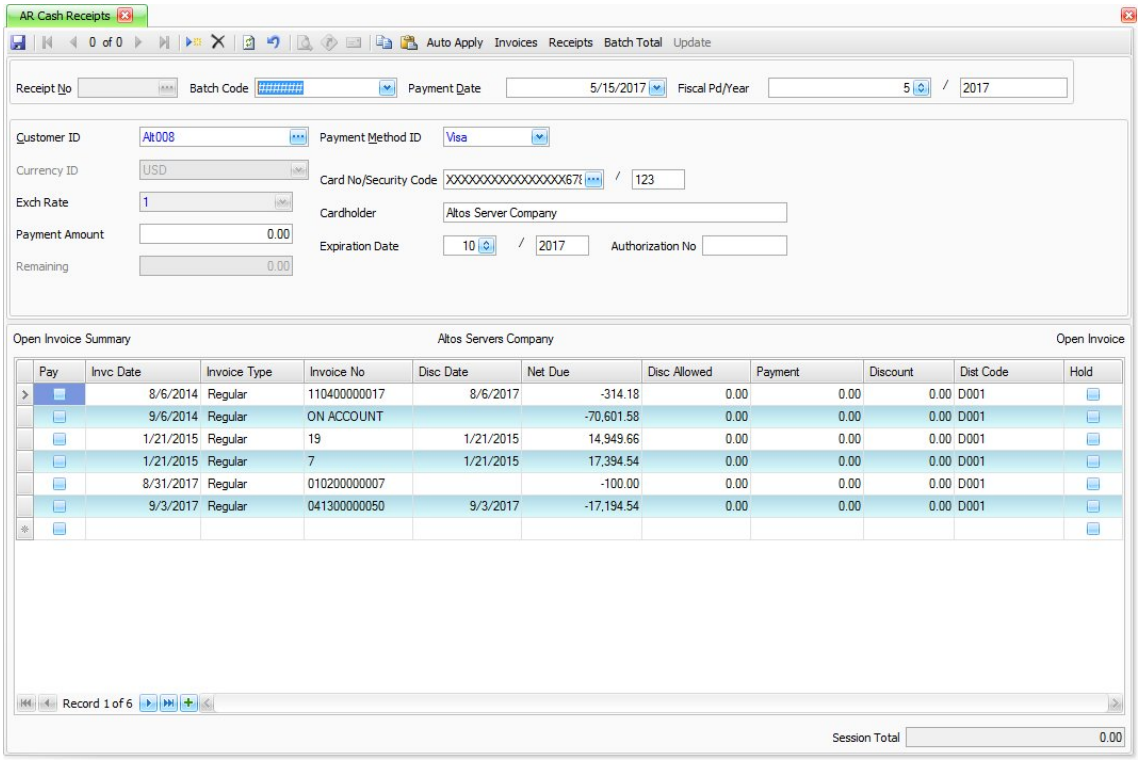
17. If you use multi-currency, the currency for the Bank Account ID or GL Account associated with the payment method appears and cannot be changed. If this currency is not the same as the Customer's currency or the base currency, a warning message appears. You cannot enter payments in a currency other than the Customer's currency or the base currency.

Cash Receipts Screen (Filled) - Check



18. If the method of payment is **Cash** or **Check**, the **Bank ID** appears.
19. If the method of payment is **Check**, enter the **Check Number**.

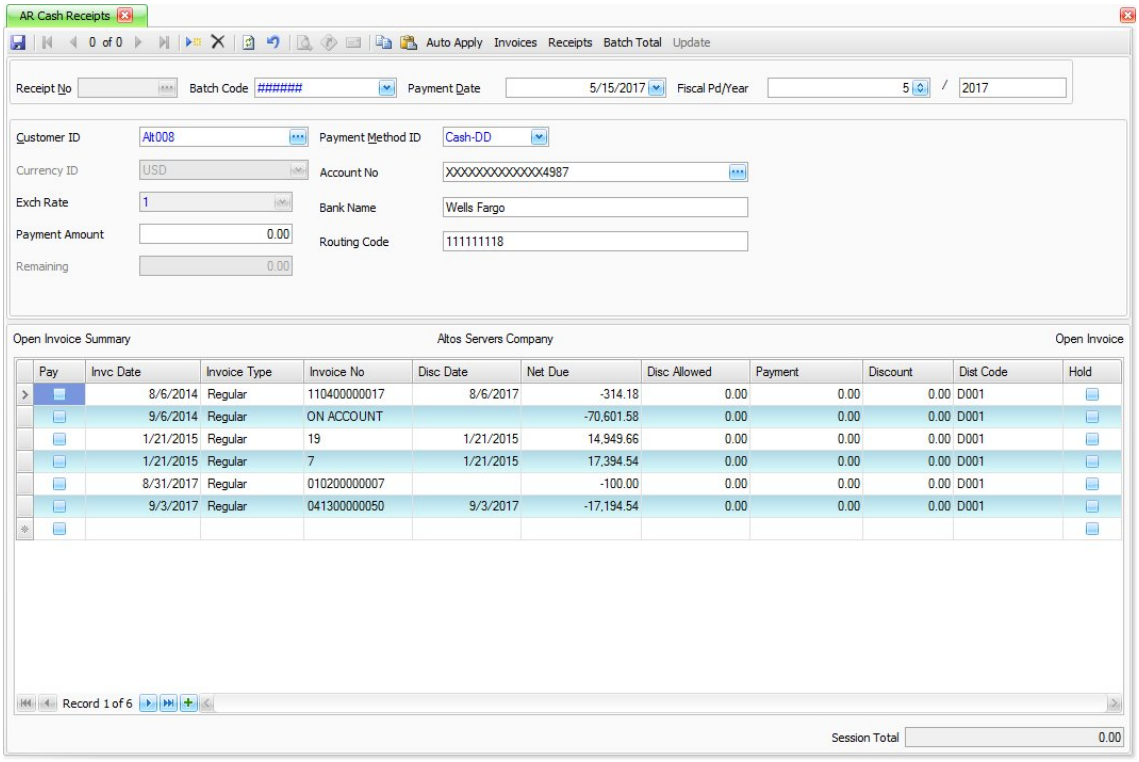
Cash Receipts Screen (Filled) - Credit Card



20. If the Payment Method is **Credit Card**, the first credit **Card Number** set up on the Payments tab in the Customer setup defaults. Accept the default, or select another credit card set up. The **Card No** will be masked at the level selected for the Payment Information Display, in the Business Rules (page 3-7), once selected. If Credit Cards are set up on the Payments tab of the Customer setup you can select from the drop down list.

    - Enter the **Security Code** from the back of the credit card. This is the three digit number on the back of the card in the signature strip.
    - The **Card Holder** name defaults from the Customer payment record. Accept the default or change it.
    - Enter the **Expiration Date** of the credit card. A warning appears if the card is expired. If you selected No to the Allow Expired Credit Card in Payment Entry in the Business Rules, you will be required to edit the Expiration Date before you can continue.
    - Enter the **Authorization Number** for the credit card payment.

Cash Receipts Screen (Filled) - Direct Debit



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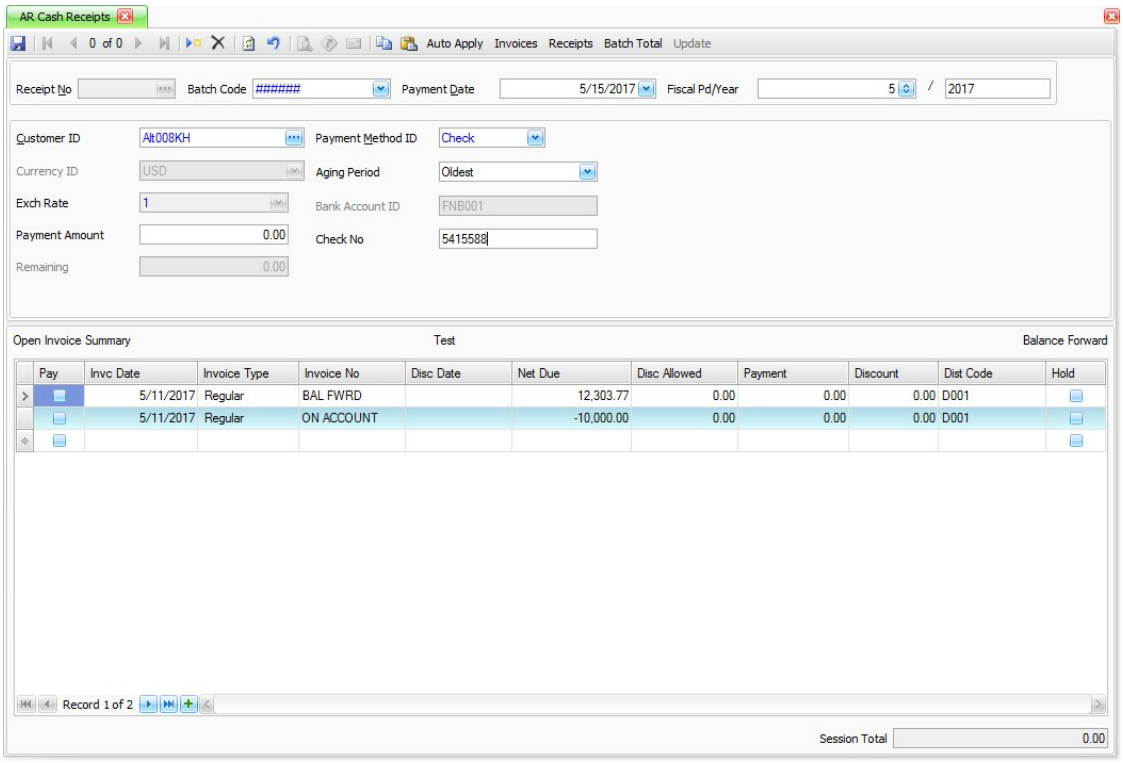
21. If the payment method is a **Direct Debit**, the first Direct Debit account set up on the Payments tab in the Customer setup, defaults. Accept the default, or select another direct debit account set up. The **Account Number** will be masked at the level selected for the Payment Information Display, in the Business Rules (page 3-7), once selected. If Direct Debit accounts are set up on the payments tab of the Customer setup you can select from the drop down list.

    - The **Bank Name** appears from the Customer payment record. Accept the default, or change it.
    - The **Routing Code** appears from the Customer payment record. Accept the default, or change it.

22. If the method of payment is **Write-off** or **Other**, enter an explanation.

Cash Receipts Screen (Filled) - Balance Forward Customer



23. Select the **Aging Period** for the Balance Forward Customer. This field is available only for balance forward Customers.

    The aging code you assign determines which aging total the cash receipt is assigned to on the Customer balances tab. You can select one of six aging codes:

    Oldest-- Oldest balance

    UnpaidFinanceCharge -- Unpaid finance charge

    Over 120-- 121+ days balance

    Over 90-- 91 to 120 days balance

    Over 60-- 61 to 90 days balance

    Over 30-- 31 to 60 days balance

    Current-- Current balance

24. If you are entering a partial payment, select the **Pay** box next to the **Invoice No** for which you want to apply the payment.

    If the payment is not applied to a specific invoice, enter **ON ACCOUNT** in the blank line at the bottom of the **Open Invoice Summary**. You may also select the box in the **Pay** column for the blank record.

    You can apply the payment to an invoice later using the **Hold/Release Invoices** function.

25. If you are entering a partial payment, enter the **Payment Amount** and the discount amount.

26. Select the Customer's **Distribution Code**.

27. The **Hold** check box is selected if the invoice was placed on hold on the Hold/Release Invoices screen.

28. The **Fgn** check box is selected if the invoice is for a foreign Customer.

29. The total of all payments entered for the current session appears in the **Session Total** field.

30. Click the **Save** button (Ctrl + S) to save the cash receipt.

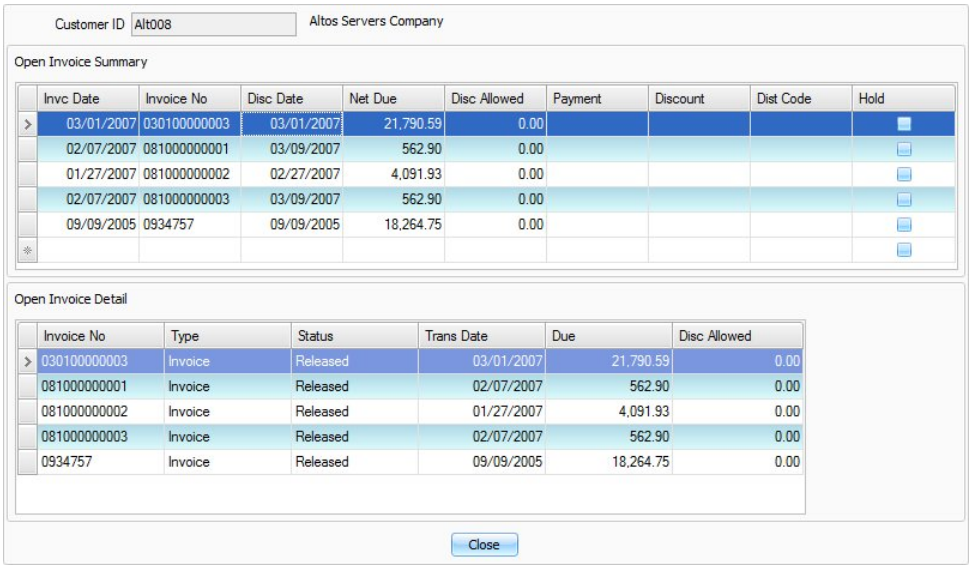
31. Select a command button:

Command Buttons

Name	Description
Update	Change existing cash receipts (other than prepayments).
Auto Apply	Start applying the available payment amount to the smallest invoice number first and apply to the next largest invoice number until the remaining payment amount reaches zero.
Pay	Check box to apply the full payment to the invoice with only one invoice's **Pay** box checked.
Invoices	View the summary and detail invoice information.
Receipts	View the detail cash receipt information.

Name	Description
Batch Total	View the batch totals.

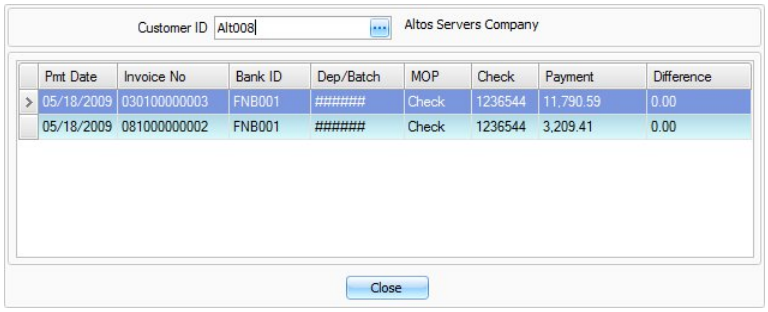
Invoices Dialog Box



The **Invoices** dialog box appears when you click **Invoices** on the Cash Receipts screen. Invoice information for the Customer you selected in the **Customer ID** field appears.

1. Select an **Open Invoice Summary** line to view detail information for that invoice in the **Open Invoice Detail** section of the screen.
2. Click **Close** to return to the Cash Receipts screen.

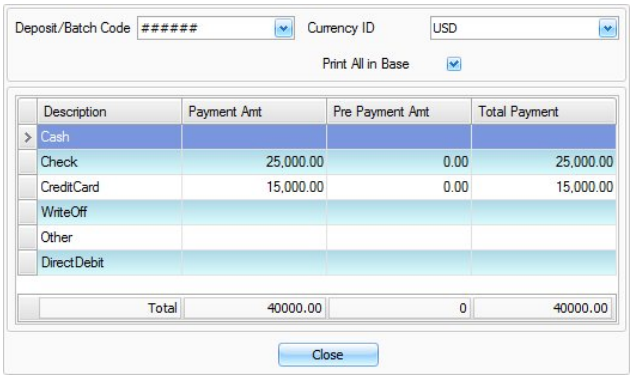
Cash Receipts Detail Dialog Box



The **Cash Receipts Detail** dialog box appears when you click **Receipts** on the Cash Receipts screen.

1. The **Customer ID** you selected on the Cash Receipts screen appears. Select a different **Customer ID** to view receipt information for that Customer.
2. Click **Close** to return to the Cash Receipts screen.

Deposit/Batch Totals Dialog Box



The **Deposit/Batch Totals** dialog box appears when you click **Batch Total** on the Cash Receipts screen.

1. Select the **Deposit/Batch Code** for which to view totals. The totals within that batch are listed below, summarized by payment type.

¥$£€

2. If you use multi-currency, use the **Currency ID** box to select the currencies for which you want to view payments, within the batch you selected. Your company's base currency appears by default when you open the dialog box.

3. When you select your base currency, select the **Print All in Base Currency** check box to view totals for all payments, regardless of the currency they are associated with, in terms of the company's base currency. Clear the check box to view only the totals associated with the company's base currency.
4. If you do not use multi-currency, the **Currency ID** box and **Print All in Base Currency** check box are not available.
5. Click **Close** to return to the Cash Receipts screen.

Task Summary

To enter partial payment Cash Receipts, follow these steps:

1. Select the **New** record button to add a new cash receipt.
2. If you use batch processing, select a **Batch Code**.
3. Enter the **Payment Date**, **GL Period** and **Fiscal Year**.
4. Enter the **Customer ID**. The list of open invoices for the Customer appears in the **Open Invoice Summary** section at the bottom of the screen.
5. Enter the **Payment Amount** you received from the Customer.
6. Select the **Payment Method ID**.
7. Select the **Invoice Number** for which to apply the partial payment.
8. Enter the **Amount** to credit to the invoice or deposit.
9. Enter the **Discount Amount** to credit to the invoice or deposit.
10. Repeat steps 7-9 until the payment amount is fully applied.
11. Click the **Save** button (Ctrl + S) to save the cash receipt.

To pay an invoice in full using Cash Receipts, follow these steps:

1. Select the **New** record button to add a new cash receipt.
2. If you use batch processing, select a **Batch Code**.
3. Enter the **Payment Date**, **GL Period** and **Fiscal Year**.
4. Enter the **Customer ID**. The list of open invoices for the Customer appears in the **Open Invoice Summary** section at the bottom of the screen.
5. Enter the **Payment Amount** received from the Customer.
6. Select the **Payment Method ID**.

7. Select the **Invoice No** by selecting the **Pay** box, in the **Open Invoice Summary** section to apply the payment.
8. Click the **Save** button (Ctrl + S) to save the cash receipt.

EXTERNAL PAYMENTS

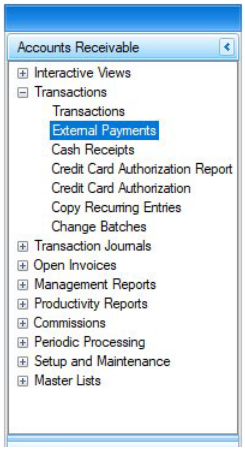
If you have posted the AR or SO Invoice without a payment, use the **External Payments** function to collect funds (Sale) or return funds (Refund) through the TRAVERSE Payment System (TPS), as well as generate cash receipts for payments processed through TPS.

When you select an invoice number in the External Payment screen, no realized gain/loss adjustment is generated, the TRAVERSE Payment System only process payments in USD.

To use the **External Payments** function, follow these steps:

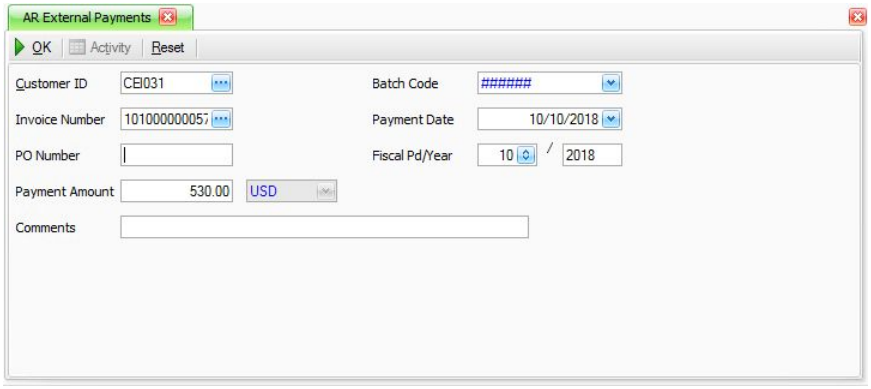
1. Select **External Payments** from the **Transactions** menu.

External Payments Menu



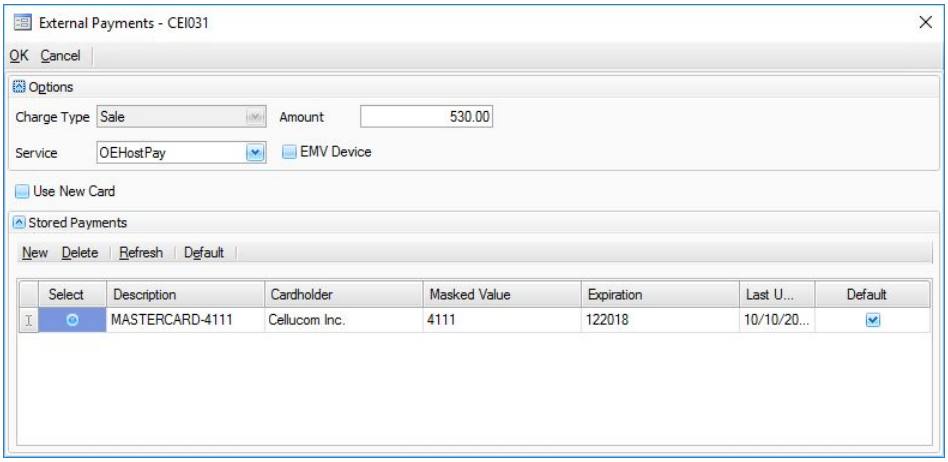
2. The **External Payments** screen appears.

External Payments Screen



3. Select a Customer for which to process payment from the **Customer ID** drop-down list.
4. Select an unpaid **Invoice Number** to process, or leave this field blank. Because you can apply payments 'On Account', no specific Invoice Number is required.
5. Accept or edit the **Customer PO Number** as necessary.
6. Enter a **Payment Amount**. You can enter a negative amount if you are processing a refund. If you have selected an invoice, the invoice amount will appear. If you left the Invoice Number field blank, you must enter an amount <> zero.
7. The payment **Currency** is displayed and may not be edited. External payments are only allowed using USD.
8. Enter any **Comments** about the payment, as applicable.
9. Select a **Batch Code** for the payment process.
10. Accept or edit the **Payment Date** and the **Fiscal Pd/Year**. This date and fiscal period will be used for the cash receipt when it is generated.
11. When you click **OK**, the External Payment entry form for the Customer will display.
12. The stored external payment information will appear in the **Stored Payments** detail section of the screen.
13. If there is no external payment method on file, check the **Use New Card** check box. If you are using an EMV machine, scan the card and a new credit card entry form will appear. If you want to manually enter a new credit card, select the **New** button with the Use New Card check box selected to enter a new credit card.

External Payments Screen



- In the **Options** section (header) of the screen, the charge type of **Sale** will appear in the read-only **Charge Type** field.
- Accept or enter the **Amount** to be charged.
- Select the external payment service to use for the payment from the **Service** drop-down list. The Service selected in the System Manager Business Rules will default into the field.
- If you are using an external card reader, mark the **EMV Device** check box. Make sure the service configuration file is set to use a device.
- Mark the **Use New Card** check box to force the credit card information to be entered rather than select a stored payment. Click the **OK** button on the toolbar to open a credit card information entry form.
- If there are no external payments stored, click on the **New** button on the toolbar to open a credit card information entry form. Once you submit the credit card information on the entry form, the payment will appear in the Stored Payments detail section of the External Payments screen.
- If there are external payments stored, mark the **Select** radio button to select the stored payment to use.
- If the stored payment is designated to be used by default, the **Default** check box will be marked. To designate a stored payment as the default payment, select the stored payment, and then use the **Default** button on the toolbar. If you want to remove the default designation from a stored payment, select the record, then use the **Default** button on the toolbar to toggle the check box.

- Click **OK** to validate and process the payment and return to the External Payments screen, or **Cancel** to cancel the payment.

14. Once the payment has been processed, a print preview of the receipt for the payment will appear, if you have the Print Mode in the System Manager, User Defaults - Admin set to NONE or the TPS.config value is blank. If you have the Print Mode in the System Manager, User Defaults - Admin or in the TPS.config set to PRINT the receipt will print to the Form Printers designated printer.

External Payments Receipt

CPU New Comp
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700
(952)-403-2495

Trans ID	000000031054
Trans Type	Purchase
Date/Time	11/6/2018 12:17:56 PM
Card Type	MasterCard
Card Number	XXXXXXXXXXXX4111
Entry Method	MANUAL
Customer Reference	
Merchant ID	800000001355
Response Code	1
Source Reference	00000001
Terminal ID	80022532
Approval Code	277912
Total Amount	266.25

Approved - Thank You

X _____

Thank You!

CREDIT CARD AUTHORIZATION REPORT

BA

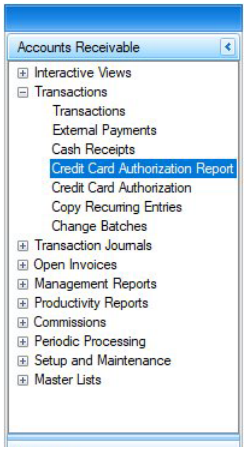
Print the **Credit Card Authorization Report** to get a list of cash receipts entered into Accounts Receivable and Sales Order transactions, for Payment Methods with the Type of Credit Cards. This report will list all the credit card cash receipts to see which cash receipts require an authorization number entered.

The records listed on this report will be based on the **Business Rule** for the **CC Authorization Required for Amounts Exceeding** (page 3-7) entered. If this amount is set to 0 there is no minimum amount and all are approved. Any cash receipt for more than this amount will require an authorization to proceed to the post.

To print the **Credit Card Authorization Report**, follow these steps:

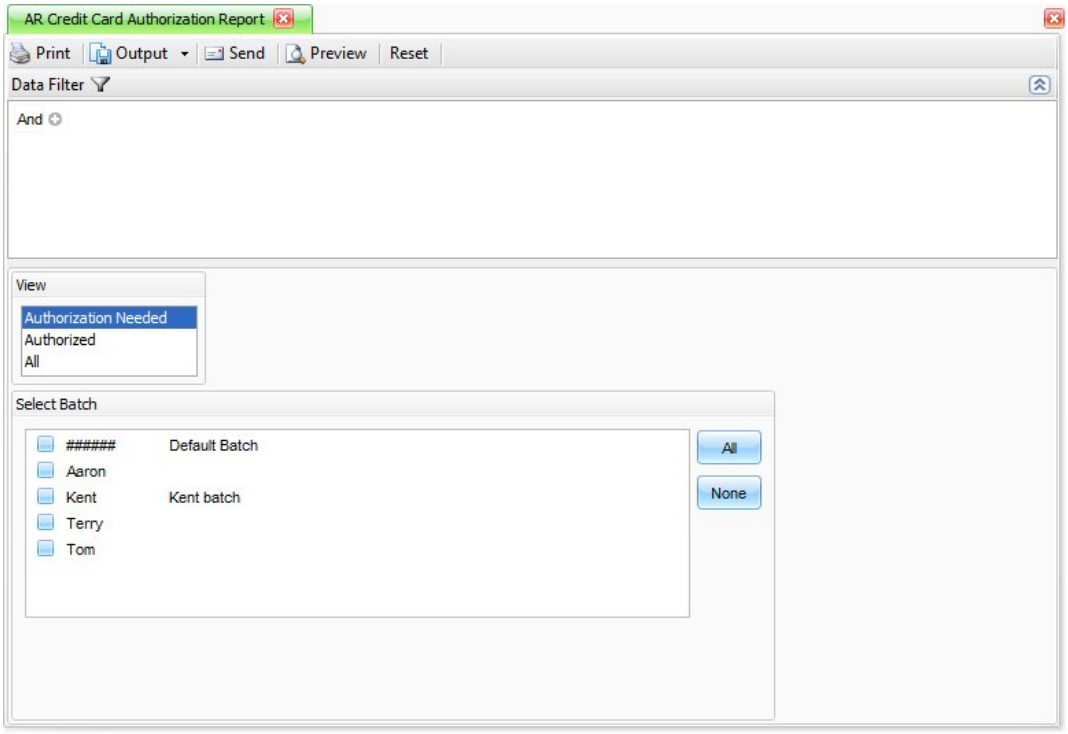
1. Select **Credit Card Authorization Report** from the **Transactions** menu.

Credit Card Authorization Report Menu



2. The **Credit Card Authorization Report** selection screen appears.

Credit Card Authorization Report Screen



3. Select the **Filter Criteria** you want to include in the report. Leave the filter area blank to include all payment methods in the report.
4. Select the information you want to **View** on the report:
    - **Authorization Needed**: Print only the cash receipt transactions that are above the amount entered into the **CC Authorization Required for Amounts Exceeding Business Rule**, and have not had an authorization numbered entered into the cash receipt transaction.
    - **Authorized**: Print only the cash receipt transactions that are below the amount entered into the **CC Authorization Required for Amounts Exceeding Business Rule**, and have had an authorization number entered into the cash receipt transaction.
    - **All**: Print all cash receipt transactions regardless of whether they have an authorization number entered or not.
5. Select the **Batches** for which you want to print the report. This option is available only if you selected **Yes** to **Use Batch Processing** in the **Business Rules** function (page 3-7).

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Credit Card Authorization Report

Continental Products Unlimited
Credit Card Authorization Report

Page 1

Report Filter
Batch List ######
View Authorization Needed

Pmt Method	Trans Type	Customer ID	Name	Authorization	Pmt Amount
Trans No	Card No	Expiration Date	Cardholder		
Visa	Cash Receipt	Alt008	Altos Servers Company		1,815.47
43	XXXXXXX3216461679879	1/31/2014	Altos Servers Company		
Visa	Cash Receipt	Atm053	ATM Switches Inc.		1,115.22
44	XXXXXXXX214631649879	5/31/2013	ATM Switches Inc.		
Visa	Cash Receipt	Bur056	Burnhaven Software Design		673.99
45	XXXXXX32164654987321	5/30/2012	Burnhaven Software Design		

7/1/2010 8:46 AM *** End of Report *** OPEN_SYSTEM\kenthe

CREDIT CARD AUTHORIZATION

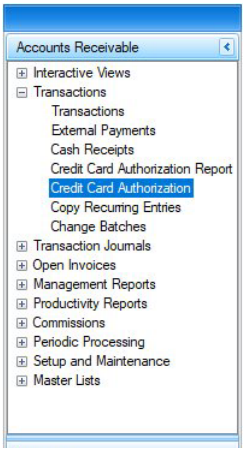
BA

Use the **Credit Card Authorization** function to enter Authorization numbers for Credit Card Payment Methods cash receipt transactions entered, using the Cash Receipt function or Accounts Receivable and Sales Order Transactions, that have not had a required Authorization number entered.

To enter **Credit Card Authorization** numbers, follow these steps:

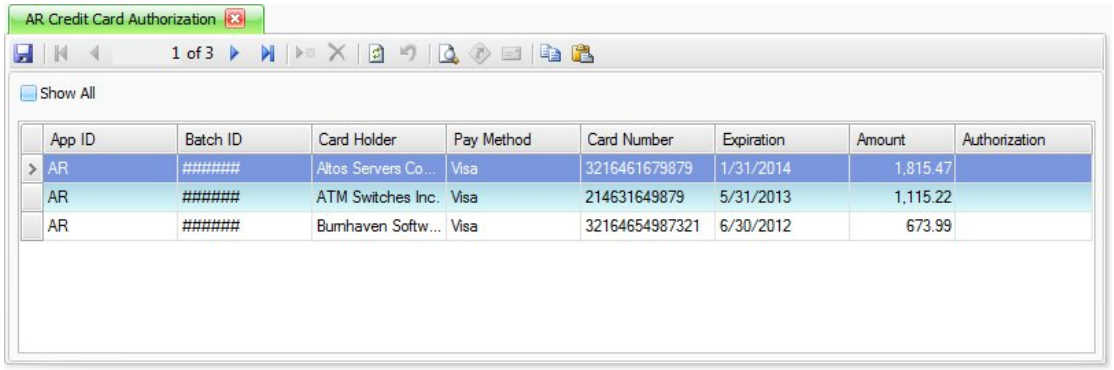
1. Select **Credit Card Authorization** from the **Transactions** menu.

Credit Card Authorization Menu



2. The **Credit Card Authorization** screen appears.

Credit Card Authorization Screen



3. Select the **Show All** box if you want to see all cash receipt transactions, regardless of whether they require an authorization number, or have an authorization number entered.
4. Select the **Refresh** button to refresh your screen, if you make any changes to your batch selections, or check, or clear the show all check box.
5. The **App ID**, **Batch ID**, **Card Holder**, **Pay Method**, **Card Number**, **Expiration** date, and **Amount** are displayed, and can not be changed.
6. Enter or edit the **Authorization** number for those transactions requiring an authorization number.

NOTE: Credit card payments that are over the CC Authorization Required for Amounts Exceeding amount entered into the Business Rule (page 3-7), MUST have an Authorization number entered or they will not post when you Post Cash Receipts.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

COPY RECURRING ENTRIES

Use the **Copy Recurring Entries** function to create Transactions for the Recurring Entries you define in the **Recurring Entries** function. Use the **Run Codes**, **Cutoff Dates**, and **Billing Type** you set up in the Recurring Entries function to copy the recurring entries according to your schedule.

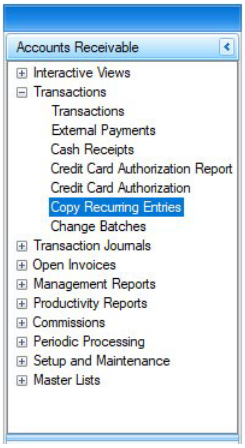
When you click **OK** the recurring entries that have the Next Billing Date prior to your Due By Date will get copied into the transactions function as invoices. If the Next Billing Date calculated from prior copy recurring entries executions is after the due by date, those recurring entries will not get copied into transactions. Only recurring entries with the Entry Type of Invoice, or Credit Memo will be copied into Transactions.

After you copy an entry, the system treats it like any other Transaction. When you Post Transactions, an Open Invoice is created for each Transaction. The History tab of the Recurring Entry in the setup will get updated with the information posted from the Transaction.

To use the **Copy Recurring Entries** function, follow these steps.

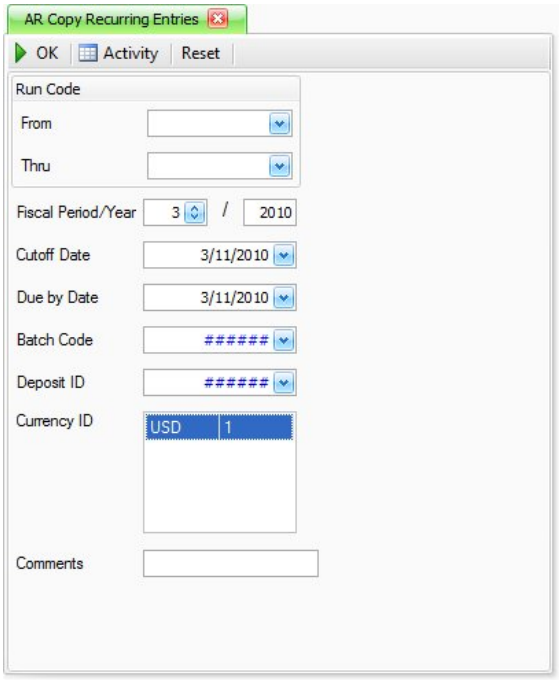
1. Select **Copy Recurring Entries** from the **Transactions** menu.

Copy Recurring Entries Menu



2. The **Copy Recurring Entries** screen appears.

Copy Recurring Entries Screen



3. Select the range of **Run Codes From** and **Thru**, whose recurring entries you want to copy, or leave the fields blank for all existing Run Codes. This is only effective for the As Needed type of recurring entries.
4. Enter the **Fiscal Period** and **Year** to assign to the entries being copied.
5. Enter the **Cutoff Date** for recurring entries to copy, or accept the default workstation date. Entries that have Cutoff Dates before the date you enter are not copied.
6. You can further narrow the selection by entering a date in the **Due by Date** field. Enter this date to include pending entries that should be copied into transactions. This is used for the **Billing Types** of **Days**, **Monthly**, **Quarterly**, and **Yearly**.

Maint

7. If you use batch processing, select the **Batch Code** for which to copy the Recurring Entries.

Maint

8. If you use batch processing, select the **Deposit ID** for which to copy the recurring entry payments.

¥$£€

9. If you use multi-currency, the currencies for which recurring entries exist (and the number of recurring entries involving that currency) appear in the **Currency** box. Select the currency to copy those recurring entries. You can select only one currency at a time.

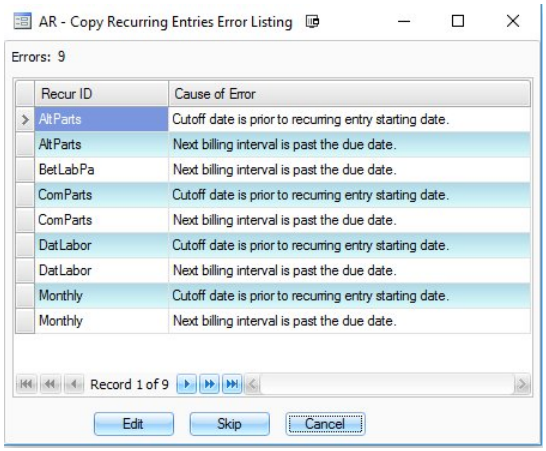
10. If you use multi-currency, and you selected a currency other than the base currency in the **Currency** box, select the **Exchange Rate** to use when you copy recurring entries.
11. Enter **Comments** about the copy recurring entries. These comments will be seen on the Activity screen when the Activity button is selected.
12. Select a command button:

Command Buttons

Name	Description
OK	Begin processing. A message appears when recurring entries have been copied successfully.
Activity	See a record of the occurrences of copying recurring entries. Click the **Print Log** button to view the Recurring Entries log from that activity occurrence.
Reset	Set all fields to their defaults.

- After you click **OK** to close the "Recurring entries complete." message box, the **Copy Recurring Entries Report** appears.
- Select how you want to output your report.
- If errors exist the **Errors** dialog box appears.

Copy Recurring Entries Error List



- Select a command button:

Command Buttons

Name	Description
Edit	Open the Recurring Entries maintenance screen to edit the recurring entry to allow it to copy.
Skip	Skip the selected Recurring Entry with an error and continue the copy.
Cancel	Close the Errors dialog box with not action taken.

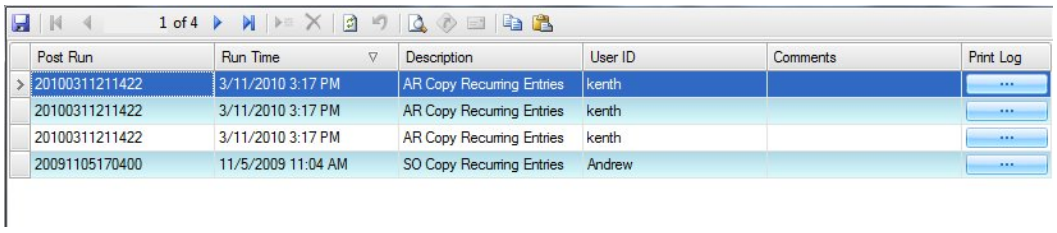
NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the copy recurring entries was made.
Description	The copy description.
User ID	The user who performed the copy.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

Activity Log Screen



Copy Recurring Entries Report

Continental Products Unlimited Page 1
AR Copy Recurring Entries Log JPY

Recur ID	Trans No	Customer ID	Payment Amount	Invoice Amount
1	00000010	Arg026	2,268	2,268
Grand Total	**Transactions Copied**	1	2,268	2,268

CHANGING BATCHES

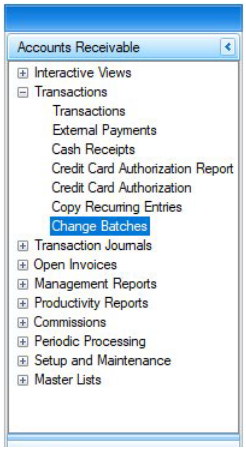
Use the **Change Batches** function to replace a batch code with a different batch code, and to move transactions from the old batch code to the new batch code.

The Change Batches function is available only if you selected **Yes** to **Use Batch Processing** in the **Business Rules** function(page 3-7).

To **Change Batches**, follow these steps:

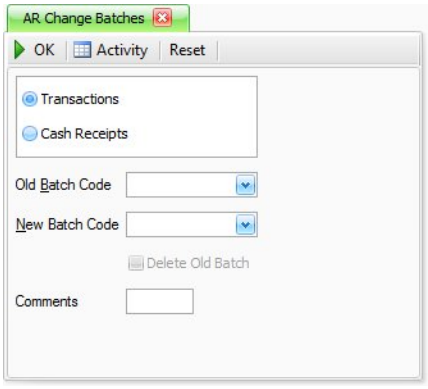
1. Select **Change Batches** from the **Transactions** menu.

Change Batches Menu



2. The **Change Batches** screen appears.

Change Batches Screen



3. Select to change batches for **Transactions** or **Cash Receipts**.
4. Select the **Old Batch Code**, the batch in which your transactions are currently.
5. Select the **New Batch Code**, the batch to which you want to move ALL transactions.
6. Select the box to **Delete Old Batch**; otherwise, clear the box. This option is disabled if batch ######, which is the main batch, is selected.
7. Enter **Comments** about the Changing Batches. These comments will be seen on the Activity screen when the Activity button is selected.
8. Select a command button:

Command Buttons

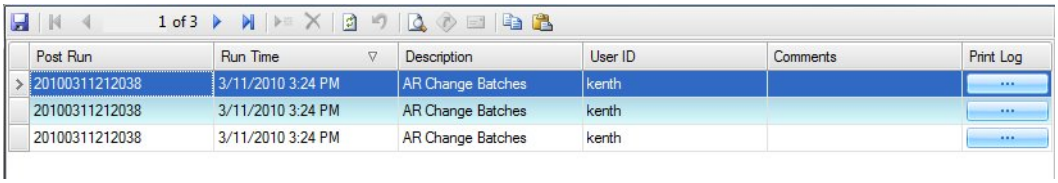
Name	Description
OK	Begin processing. A message appears when transactions have been successfully moved.
Activity	See a record of the occurrences of changing batches.
Reset	Set all fields to their defaults.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

Activity Log Screen



USING THE TRANSACTION JOURNALS MENU

Before using the Transaction Journals functions, complete the following tasks:

- Set up your Customers', Codes, and IDs using the Setup and Maintenance functions.
- Verify your Customers', Codes, and IDs using the Master Lists and Interactive Views functions.
- Enter all applicable Transactions.

Use the Transaction Journals functions for the following tasks:

- Use the **Print Invoices** function to print invoices entered into the **Transactions** function. (page 4-69)
- Use the **Sales Journal** function to check for mistakes and omissions in unposted **Transactions**. (page 4-79)
- Use the **Miscellaneous Credits Journal** to check for mistakes and omissions in unposted Miscellaneous Credits. (page 4-83)
- Use the **Daily Sales Tax Journal** to verify taxes collected and owed on unposted **Transactions**. (page 4-87)
- Use the **Cash Receipts Journal** to check for mistakes and omissions in unposted **Cash Receipt** transactions. (page 4-91)
- Use the **Payment Methods Journal** to produce a list of receipts organized by Payment Method ID. (page 4-95)
- Use the **Deposits Journal** to summarize and list bank deposits from cash and check receipts. (page 4-99)
- Use the **Post Transactions** function to create an open invoice for each transaction and to clear transactions. (page 4-103)
- The **Process External Payments** function allows you to interact with the TRAVERSE Payment System (TPS) to finalize payments, generate cash receipts once the payments are finalized, finalize voided transactions, refresh payment methods, etc. (page 4-111)
- Use the **Post Cash Receipts** function to create an open invoice record for each cash receipt and clear cash receipts. (page 4-117)

- Use the **Create ACH File** function to generate an electronic fund transfer file if your Customers pay using a direct debit type of payment method. (page 4-125)

Editing and Posting Transaction Journal Information

If a transaction is incorrect, use the **Transactions** functions to edit it. Then reprint the appropriate invoice or journal before posting the transaction. Once transactions are posted; Cash Receipt, Open Invoice, Customer, and History information is updated. If the **Business Rule** (page 3-7) is set to **Yes** for **Post Detail to General Ledger**, the GL Journal is also updated in detail when you post transactions otherwise it is updated in summary.

Using Posted Transaction Information

After you post transactions, use the **Open Invoices** functions to work with payments, for example, analyze balances, cash flow, and finance charges, and to summarize Customer accounts.

PRINT INVOICES

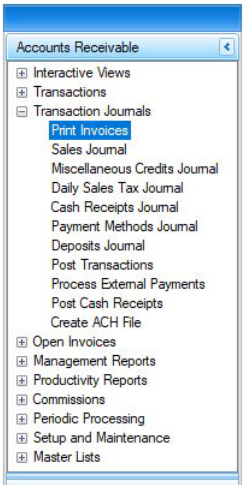
Use the **Print Invoices** function to print invoices entered using the **Transactions** function. This function is useful if you want to print invoices for several transactions at once. Use the **Sales Journal** to determine which invoices to print.

You can also print an invoice when you enter the transaction. Refer to the **Print Online Invoices** dialog box (page 4-25) for more information. Invoices printed online are not printed using the **Print Invoices** function.

To **Print Invoices**, follow these steps:

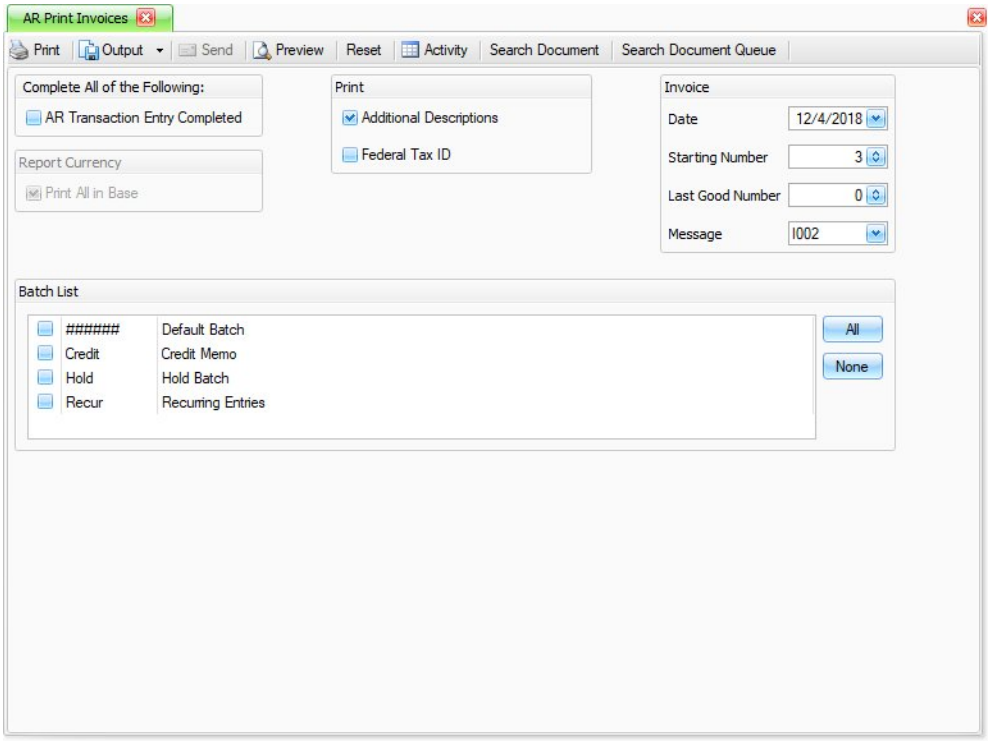
1. Select **Print Invoices** from the **Transaction Journals** menu.

Print Invoices Menu



2. The **Print Invoices** screen appears.

Print Invoices Screen



3. Select the check box confirming that **AR Transaction Entry is Completed**.

¥$£€

4. If you use multi-currency, select the **Print All in Base Currency** check box to print all transactions in base currency (regardless of the currency in which they were entered). Clear the check box to print invoices in the Customer's currency. If you do not use multi-currency, this check box is not available.

5. Select the batches from the **Batch List**, for which you want to print invoices. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches. This option is available only if you select **Yes** to **Use Batch Processing** in the **Business Rules** function (page 3-7).

6. To **Print Additional Descriptions** on the invoices, select the check box; otherwise, clear the check box. This option is available only if you select **Yes** to **Use Additional Descriptions** in the **Business Rules** function (page 3-7).

7. To print the **Federal Tax ID** for the current company at the bottom of the invoice, select the check box; otherwise, clear the check box.

8. Enter the **Date** to be printed on the invoices or credit memos.

   The invoice date will be changed to the entered date for all invoices printed. The date entered in the transaction will be overwritten with the date entered here.

9. Enter the **Starting Invoice Number** or use the default. The invoice number cannot include letters.

   Invoice numbers entered during transaction entry, except those entered for online invoices, are overwritten by this function.

10. If you are reprinting invoices, enter the number of the **Last Good Number** that was printed correctly. Print the **Sales Journal** to serve as a record of invoice numbers.

11. Select a **Message** to print on the invoices.

12. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

Activity Log

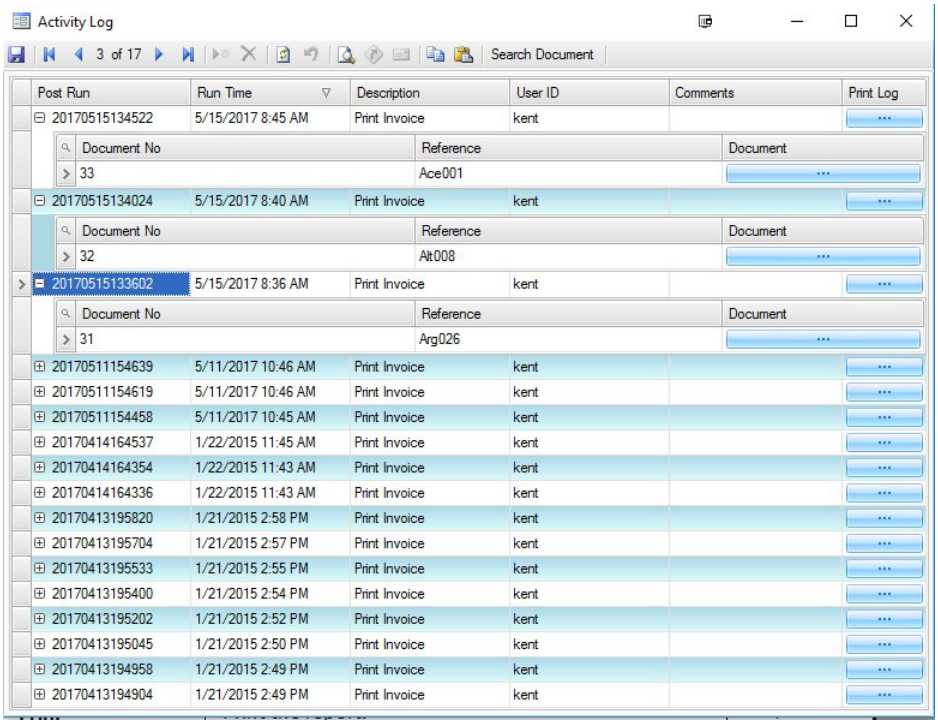
Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Invoice(s) printed for the selected printing.
- Click the **Document** button to preview the Invoice printed for the selected **Document No**.

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log Screen



Search Document

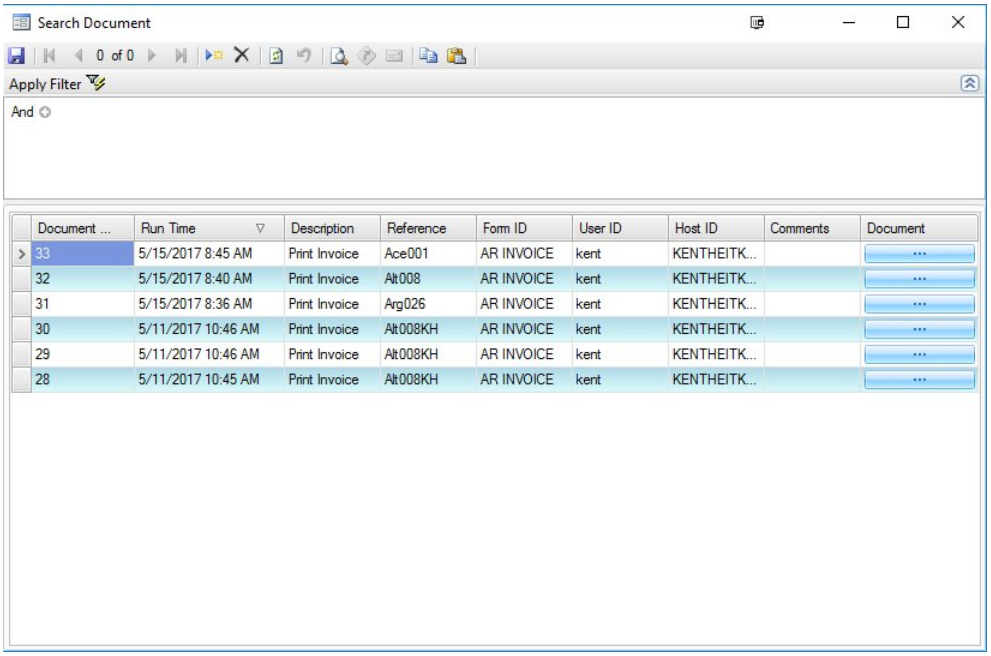
Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the **Use Archive Business Rule** (page 3-7).

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
Document Number	The Invoice number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Customer ID for which the invoice was printed.

Name	Displays
Form ID	The type of form printed.
User ID	The user who performed the print.
Host ID	The workstation name used to print the invoice.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original invoice printed.

Search Document Screen

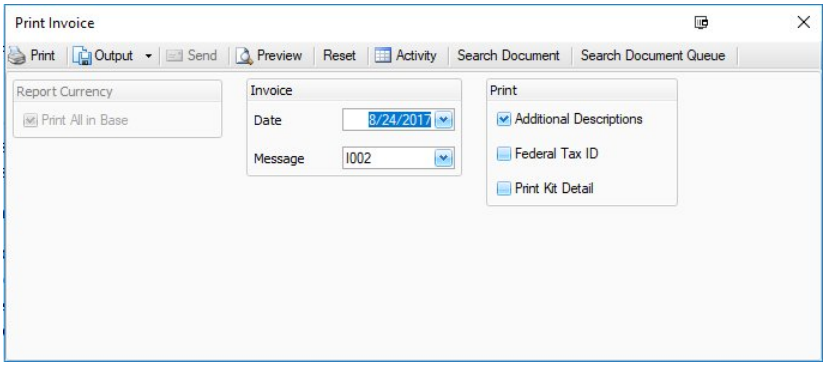


1. The **Print Invoices Total** log appears automatically after printing invoices.
2. Invoice totals (organized by currency if you use multi-currency) appear.

Search Document Queue

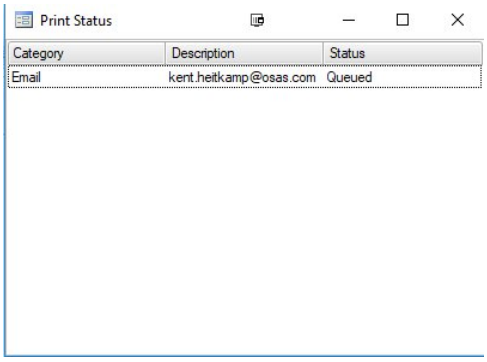
When you print a document you have configured in the System Manager, Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button, to open the **Search Document Queue** screen, which allows you to search documents the Customer selected. The screen displayed will depend on the function from which you are printing the document.

Print Invoice Screen



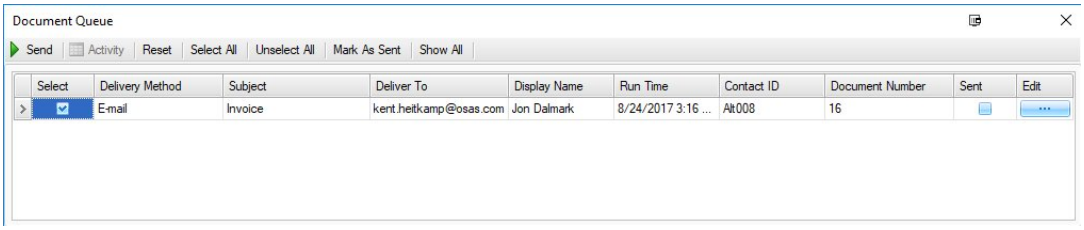
When you **Print** the document, a **Print Status** window will appear.

Print Status Screen



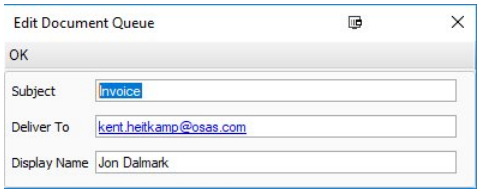
When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

Document Queue Screen



If you want to edit the Subject, the Deliver To, and/or the Display Name of the document before you send it, click on the **Edit** button ( ) to open the **Edit Document Queue** dialog box. Click **OK** to save your edits and return to the Document Queue screen.

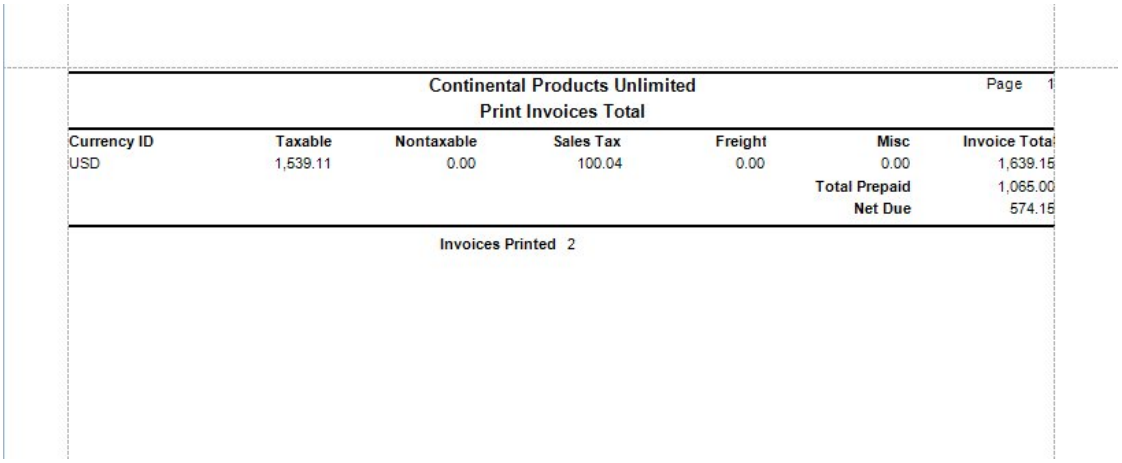
Edit Document Queue Screen



To send the document, mark the **Select** check box and click the **Send** button. You can remove sent documents from the queue by using the **Purge** function in the System Manager, Manage Queue screen.

After the invoice prints, the invoice number appears in the **Invoice Number** field on the Transactions screen's **Documents** tab. This number is assigned based on the next available invoice number from the last time you printed invoices in the Transaction Journals **Print Invoices** function, or if you entered an invoice number on the documents tab. If you manually entered an invoice number and printed the invoice, the next available invoice number is not effected. If you are reprinting invoices, the current invoice number is retained.

Print Invoices Total Report



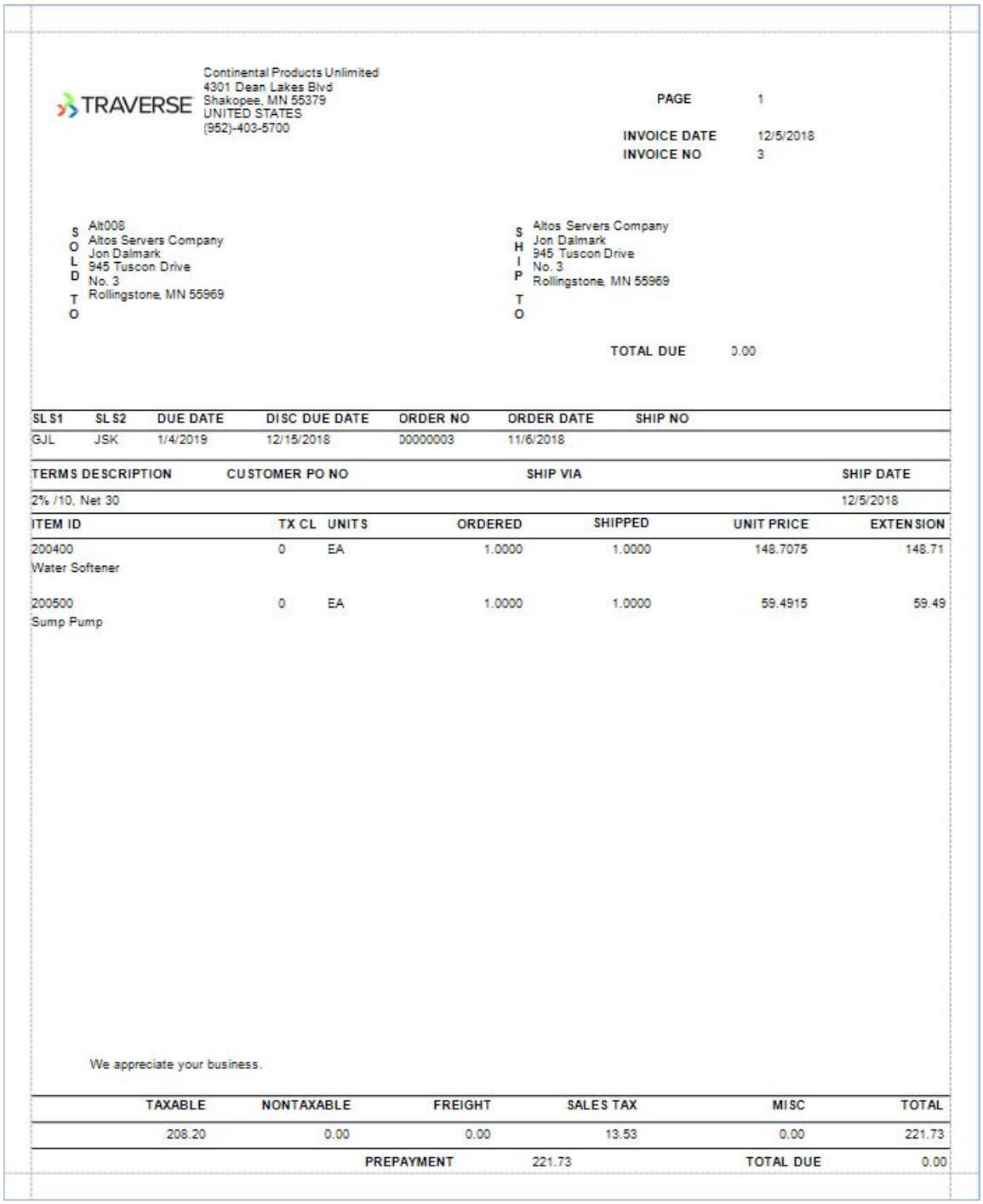
Continental Products Unlimited
Print Invoices Total

Page 1

Currency ID	Taxable	Nontaxable	Sales Tax	Freight	Misc	Invoice Total
USD	1,539.11	0.00	100.04	0.00	0.00	1,639.15
					Total Prepaid	1,065.00
					Net Due	574.15

Invoices Printed 2

Invoice



TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
INVOICE DATE 12/5/2018
INVOICE NO 3

SOLD TO
Alt008
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SHIP TO
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

TOTAL DUE 0.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
GJL	JSK	1/4/2019	12/15/2018	00000003	11/6/2018	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
2% /10, Net 30			12/5/2018

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
200400 Water Softener	0	EA	1.0000	1.0000	148.7075	148.71
200500 Sump Pump	0	EA	1.0000	1.0000	59.4915	59.49

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
208.20	0.00	0.00	13.53	0.00	221.73

PREPAYMENT 221.73 TOTAL DUE 0.00

SALES JOURNAL

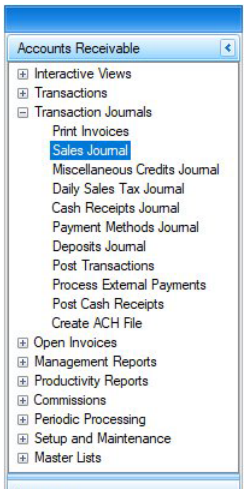
Print the **Sales Journal** before you post transactions to check for mistakes and omissions. It also serves as an audit trail of sales transactions. If you find incorrect transactions in the **Sales Journal**, use the **Transactions** function to edit them.

Once the post has been completed, you will no longer be able to print the sales journal for the transactions posted.

To print the **Sales Journal**, follow these steps:

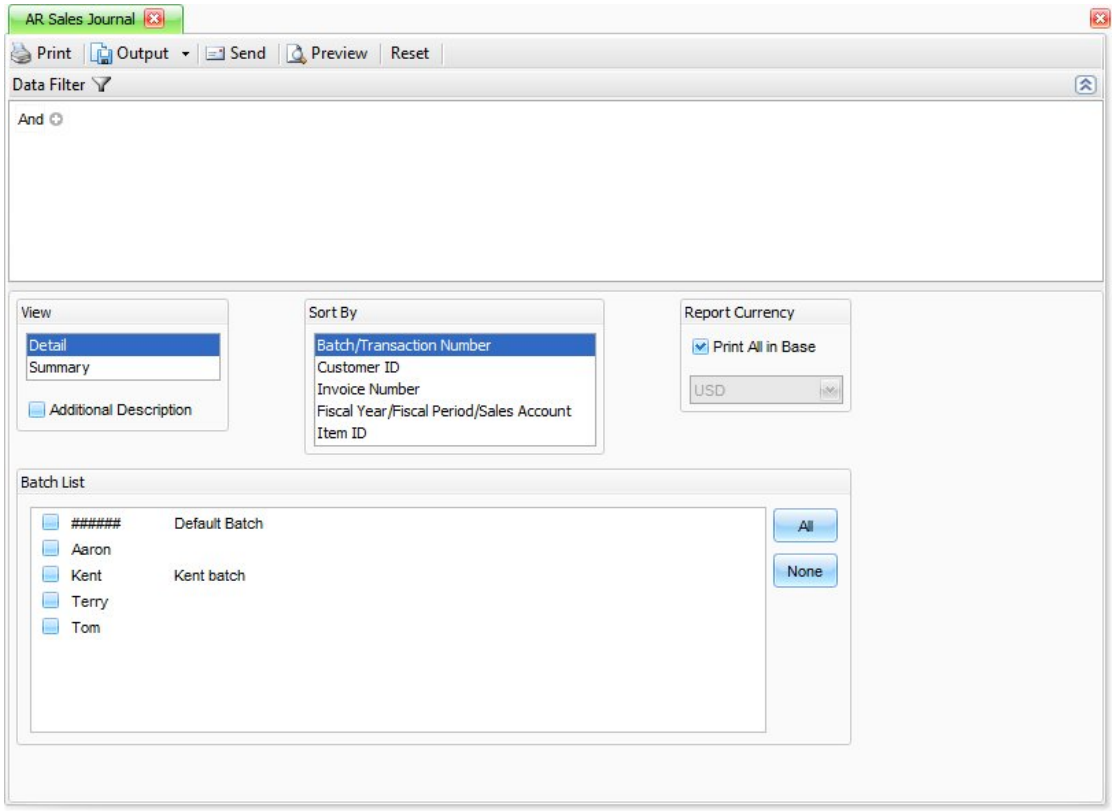
1. Select **Sales Journal** from the **Transaction Journals** menu.

Sales Journal Menu



2. The **Sales Journal** screen appears.

Sales Journal Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all transactions.
4. Select the amount of information to **View** in the journal: **Summary** or **Detail** versions of the report.
5. To print **Additional Descriptions** on the journal, select the check box; otherwise, clear it. This option is only available if you selected **Yes** to **Use Additional Descriptions** in the **Business Rules** (page 3-7).
6. Select the batches from the **Batch List** to include in the journal. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-7). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

7. Select the **Sort By** criterion for the journal: **Batch/Transaction**, **Customer ID**, **Invoice Number**, **Fiscal Year/Fiscal Period/Sales Account**, and **Item ID**.

8. If you use multi-currency, these print options are available:
    - To print transactions that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only transactions that were entered in the base currency are printed on the journal.
    - To print transactions that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only transactions that were entered in the currency you select are printed on the journal.
    - To print all transactions (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
    - TRAVERSE converts all transaction amounts from their original currency to the base currency (if necessary), then prints all transactions, that meet your selection criteria, on the journal.
9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Sales Journal

Continental Products Unlimited — Page 1
Sales Journal (Detail) — USD
Sorted by Batch/Transaction No

Report Filter: Batch List
Print Additional Description: No — Print All in Base Currency: Yes
Report Currency: USD

Trans No / Batch Code / ######	Customer ID / Name	Ship To ID	Loc ID	Item ID / Description	Rep 1 / Rep 2 / Sales Acct / COGS Acct / Inv Acct	Terms Code / Tax Group ID	Pd/Year	Misc	Freight	Taxable	Nontaxable	Invoice No	Unit / Tax Class	Inv Date / Ord Date / Ship Date	Qty Ordered / Qty Shipped	Inv Total	Pmt Amt	PO No	Unit Cost / Ext Cost	Sales Tax	Pmt Amt	Unit Price / Ext Price
00000044	Alt008				GJL	Net30	1/2010	0.00	0.00	539.11	0.00	17		1/29/2010	1.0000	574.15	0.00	######Frid,Mond,Thurs,Tues,Wedn	343.5500	35.04	0.00	539.1108
######	Altos Servers Company				JSK	MN								1/28/2010	1.0000			Yes	343.55			539.11
				100									PKG									
			MN0001	Electrical Package	000004000								3									
					000005000																	
					000001230																	
	Trans No 00000044 Total							0.00	0.00	539.11	0.00					574.15	0.00		343.55	35.04	0.00	539.11
00000046	Alt008				GJL	Net30	1/2010	0.00	0.00	1,000.00	0.00	18		1/29/2010	1.0000	1,065.00	1,065.00		500.00	65.00	1,065.00	1,000.00
######	Altos Servers Company				JSK	MN								11/3/2009	1.0000			1/28/2010	500.0000			1,000.0000
				Item ID									Unit									
			Loc ID	Description	Sales Acct								Tax Class		Qty Ordered	Inv Total	Pmt Amt		Unit Cost	Sales Tax	Pmt Amt	Unit Price
					COGS Acct										Qty Shipped				Ext Cost			Ext Price
					Inv Acct																	
				100	000004000								0		1.0000	1,065.00	1,065.00		500.00	65.00	1,065.00	1,000.00
				Maintenance	000005000										1.0000	1,639.15	1,065.00		500.00	100.04	1,065.00	1,000.00
					000001220																	
	Trans No 00000046 Total							0.00	0.00	1,000.00	0.00					1,639.15	1,065.00		500.00	100.04	1,065.00	1,000.00
	Batch Code ###### Total							0.00	0.00	1,539.11	0.00					1,639.15	1,065.00		843.55	100.04	1,065.00	1,539.11
Grand Total								0.00	0.00	1,539.11	0.00					1,639.15	1,065.00		843.55	100.04	1,065.00	1,539.11

1/29/2010 8:47 AM — OPEN_SYSTEMS\kenthe

MISCELLANEOUS CREDITS JOURNAL

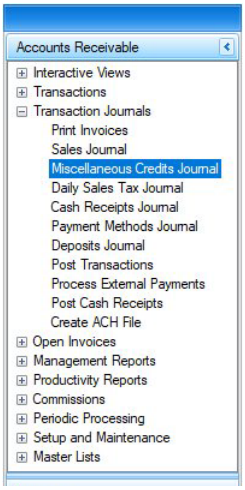
Print the **Miscellaneous Credits Journal** before you post transactions, to check for mistakes and omissions. It also serves as an audit trail. If you find incorrect transactions in the **Miscellaneous Credits Journal**, use the **Transactions** function to edit or delete them.

Once the post has been completed, you will no longer be able to print the miscellaneous credits journal for the transactions posted.

To print the **Miscellaneous Credits Journal**, follow these steps:

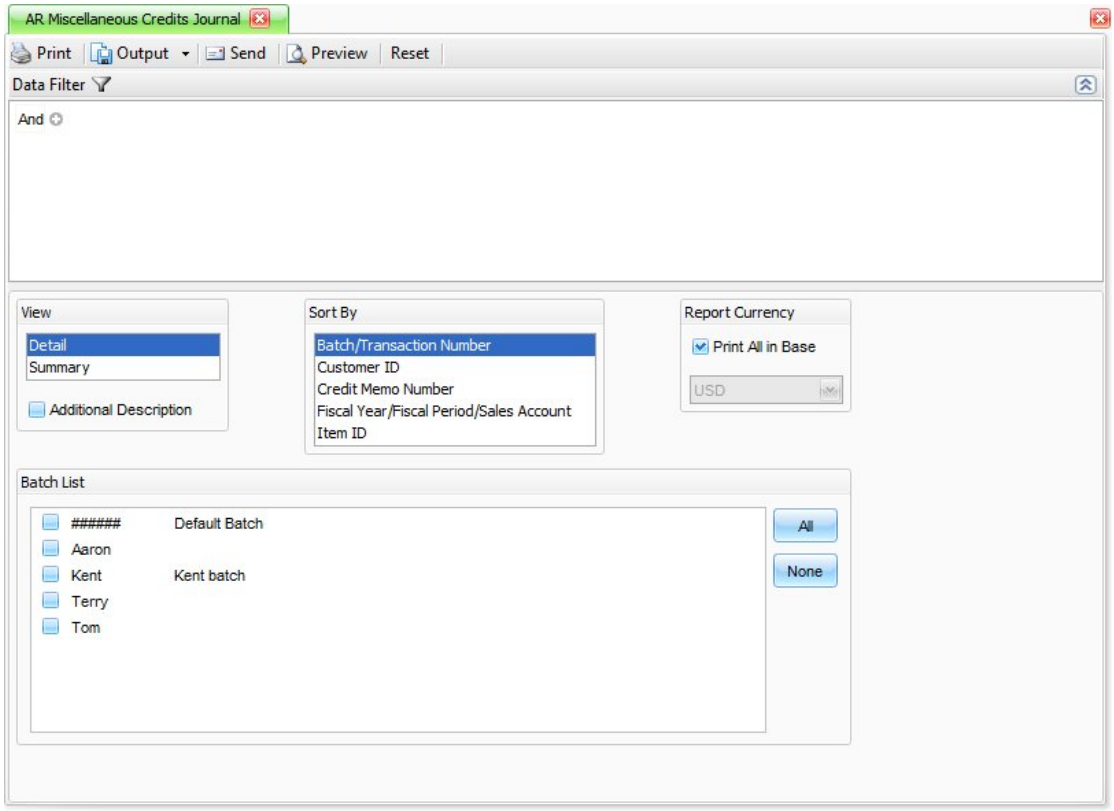
1. Select **Miscellaneous Credits Journal** from the **Transaction Journals** menu.

Miscellaneous Credits Journal Menu



2. The **Miscellaneous Credits Journal** screen appears.

Miscellaneous Credits Journal Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all transactions.
4. Select the amount of information to **View** in the journal: **Summary** or **Detail** versions of the report.
5. To **Print Additional Descriptions** on the journal, select the check box; otherwise, clear it. This option is only available if you select **Yes** to **Use Additional Descriptions** in the **Business Rules** (page 3-7).
6. Select the batches from the **Batch List** to include in the journal. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-7). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

7. Select the **Sort By** criterion for the journal: **Batch/Transaction**, **Customer ID**, **Invoice Number**, **Fiscal Year/Fiscal Period/Sales Account**, and **Item ID**.

8. If you use multi-currency, these print options are available:
    - To print transactions that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only transactions that were entered in the base currency are printed on the journal.
    - To print transactions that were entered in a currency other than the base currency, select that **Currency** as the report currency. Only transactions that were entered in the currency you select are printed on the journal.
    - To print all transactions (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
    - TRAVERSE converts all transaction amounts from their original currency to the base currency (if necessary), then prints all transactions on the journal.
9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Miscellaneous Credits Journal

USD

Continental Products Unlimited
Miscellaneous Credits Journal (Detail)
Sorted by Batch/Transaction No

Report Filter		**Batch List**	######,Frid,Mond,Thurs,Tues,Wedn
Print Additional Description	No	**Print All in Base Currency**	Yes
Report Currency	USD		

Trans No / Batch Code / ######	Customer ID / Name / Description	Ship To ID / Loc ID / Item ID / Description	Rep 1 / Rep 2 / Sales Acct / COGS Acct / Inv Acct	Terms Code / Tax Group ID / Pd/Year	Credit Memo No / Original Invoice / Unit / Tax Class	CM Date / Ord Date / Qty Ordered / Qty Shipped	PO No / Ship Date / Unit Cost / Ext Cost	Unit Price / Ext Price
00000047	Alt008		GJL	Net30		1/29/2010		
######	Altos Servers Company		JSK	MN	1/2010	1/29/2010	1/29/2010	
		100			PKG	1.0000	343.5500	539.1108
		Electrical Package	000004000		3	1.0000	343.55	539.11
			000005000					
			000001230					
		150	000004000		PKG	1.0000	907.5300	1,493.0352
		Plumbing Package	000005000		3	1.0000	907.53	1,493.04
			000001230					
	Trans No 00000047 Total		**Taxable** 2,032.15	**Nontaxable** 0.00	**Freight** 0.00	**Misc** 0.00	**Sales Tax** 132.09	**Pmt Amt** 0.00	**Inv Total** 2,164.24	**Ext Cost** 1,251.08	**Ext Price** 2,032.15
00000048	Atm047		GJL	Net30				1/29/2010			
######	Asynchronous Networking Tech.		MSL	MN	1/2010			1/29/2010	1/29/2010		
		Item ID / Description	Loc ID	Sales Acct / COGS Acct / Inv Acct			Unit / Tax Class		Qty Ordered / Qty Shipped	Unit Cost / Ext Cost	Unit Price / Ext Price
		200100	MN0001	000004000			EA		1.0000	379.4400	458.9490
		Furnace		000005000			0		1.0000	379.44	458.95
				000001230							
		200200	MN0001	000004000			EA		1.0000	227.5300	305.9490
		Water Heater		000005000			0		1.0000	227.53	305.95
				000001230							
	Trans No 00000048 Total		**Taxable** 764.90	**Nontaxable** 0.00	**Freight** 0.00	**Misc** 0.00	**Sales Tax** 49.72	**Pmt Amt** 0.00	**Inv Total** 814.62	**Ext Cost** 606.97	**Ext Price** 764.90
	Batch Code ###### Total		**Taxable** 2,797.05	**Nontaxable** 0.00	**Freight** 0.00	**Misc** 0.00	**Sales Tax** 181.81	**Pmt Amt** 0.00	**Inv Total** 2,978.86	**Ext Cost** 1,858.05	**Ext Price** 2,797.05
Grand Total			**Taxable** 2,797.05	**Nontaxable** 0.00	**Freight** 0.00	**Misc** 0.00	**Sales Tax** 181.81	**Pmt Amt** 0.00	**Inv Total** 2,978.86	**Ext Cost** 1,858.05	**Ext Price** 2,797.05

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DAILY SALES TAX JOURNAL

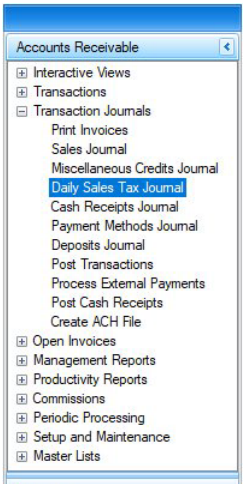
Use the **Daily Sales Tax Journal** for an additional audit trail. The Daily Sales Tax Journal shows taxes collected and owed and is organized by Tax Location.

Once the post has been completed, you will no longer be able to print the daily sales tax journal for the transactions posted.

To produce the **Daily Sales Tax Journal**, follow these steps:

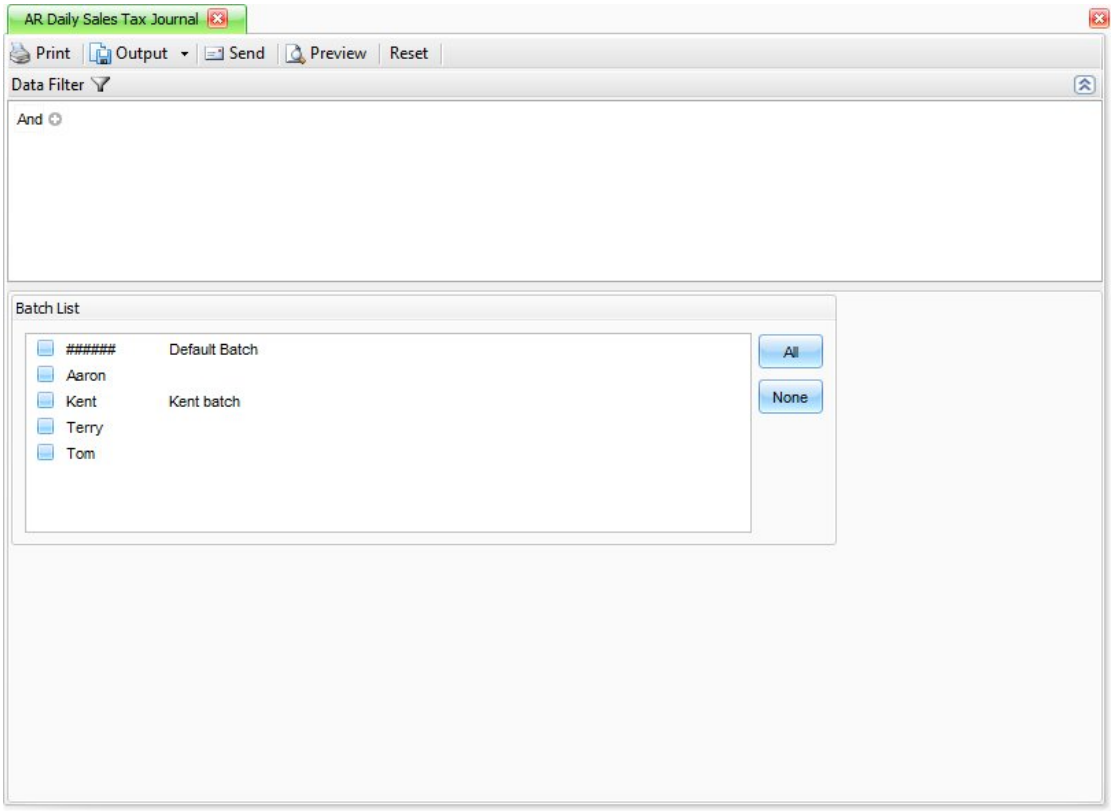
1. Select **Daily Sales Tax Journal** from the **Transaction Journals** menu.

Daily Sales Tax Journal Menu



2. The **Daily Sales Tax Journal** screen appears.

Daily Sales Tax Journal Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all transactions.
4. Select the batches from the **Batch List** to include in the journal. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-7). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

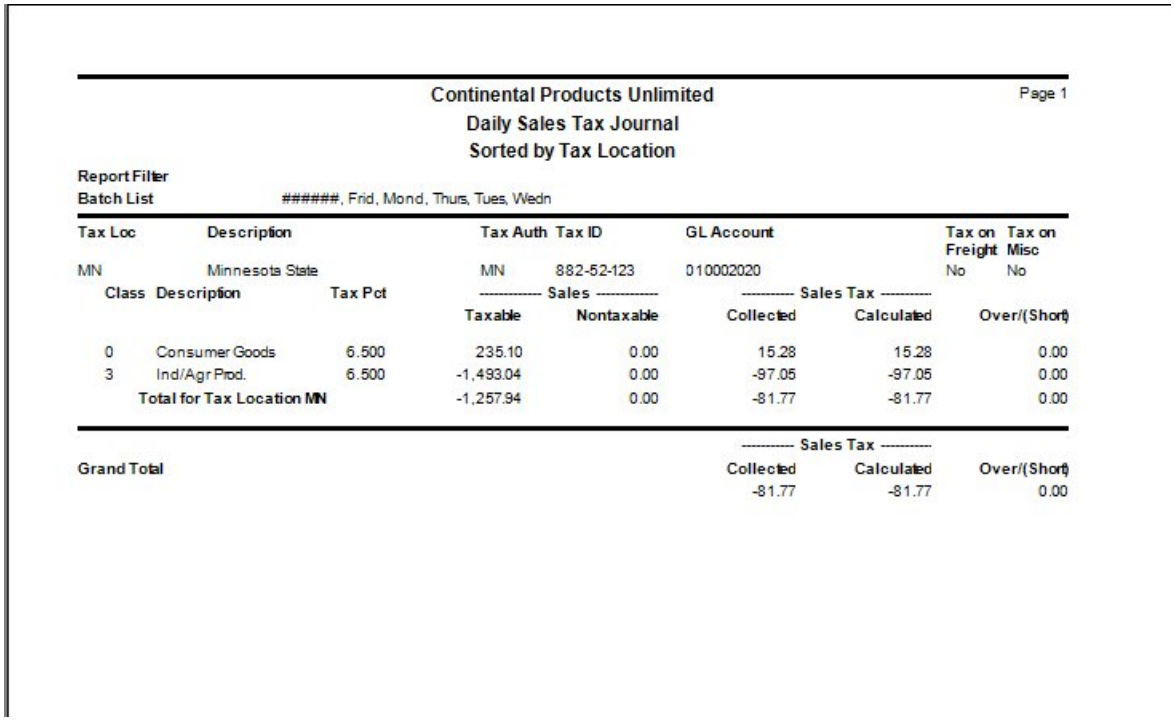
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Daily Sales Tax Journal



Continental Products Unlimited — Page 1
Daily Sales Tax Journal
Sorted by Tax Location

Report Filter
Batch List ######, Frid, Mond, Thurs, Tues, Wedn

Tax Loc	Description		Tax Auth	Tax ID	GL Account		Tax on Freight	Tax on Misc
MN	Minnesota State		MN	882-52-123	010002020		No	No
Class	Description	Tax Pct	Sales Taxable	Sales Nontaxable	Sales Tax Collected	Sales Tax Calculated		Over/(Short)
0	Consumer Goods	6.500	235.10	0.00	15.28	15.28		0.00
3	Ind/Agr Prod.	6.500	-1,493.04	0.00	-97.05	-97.05		0.00
Total for Tax Location MN			-1,257.94	0.00	-81.77	-81.77		0.00

	Sales Tax Collected	Sales Tax Calculated	Over/(Short)
Grand Total	-81.77	-81.77	0.00

CASH RECEIPTS JOURNAL

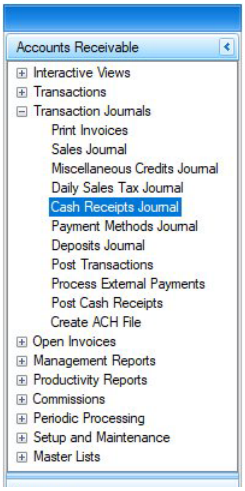
The **Cash Receipts Journal** provides a record for cash receipt transactions. Print the journal before you post cash receipts for the day to check for errors and omissions. If you find errors in the **Cash Receipts Journal**, use the **Cash Receipts** function to correct them.

Once the post has been completed, you will no longer be able to print the cash receipts journal for the transactions posted.

To print the **Cash Receipts Journal**, follow these steps:

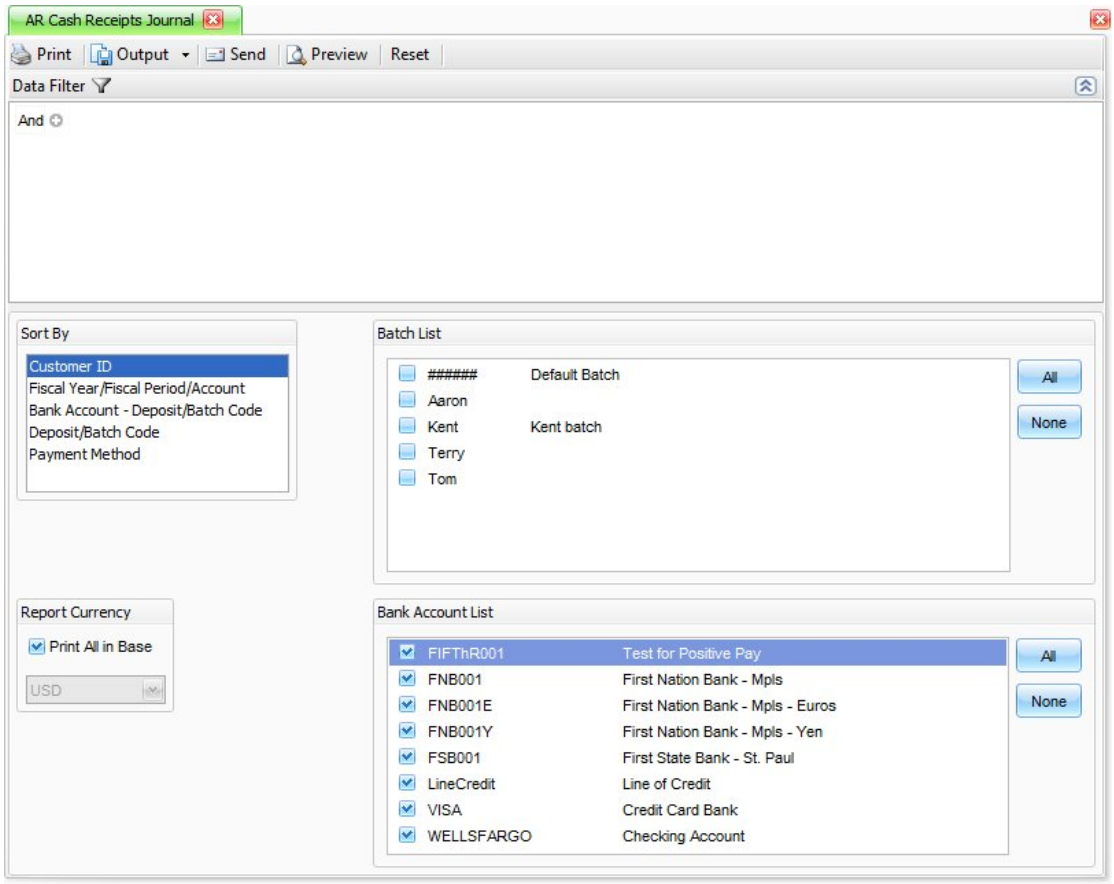
1. Select **Cash Receipts Journal** from the **Transaction Journals** menu.

Cash Receipts Journal Menu



2. The **Cash Receipts Journal** screen appears.

Cash Receipts Journal Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all cash receipts.
4. Select the **Sort By** criterion for the journal: **Customer ID**, **Fiscal Year/Fiscal Period/Account**, **Bank Account-Deposit/Batch Code**, **Deposit/Batch Code**, and **Payment Method**.
5. If you use multi-currency, these print options are available:

¥$£€

   - To print cash receipts that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only cash receipts that were entered in the base currency are printed on the journal.

- To print cash receipts that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only cash receipts that were entered in the currency you select are printed on the journal.
- To print all cash receipts (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
- TRAVERSE converts all cash receipt amounts from their original currency to the base currency (if necessary), then prints all cash receipts on the journal.

6. Select the batches from the **Batch List** to include in the journal. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-7). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
7. Select the Bank Account IDs from the **Bank Account List** to include in the journal. Select the **All** button to select all available Bank Accounts. Select the **None** button to clear the check box for all selected Bank Accounts.
8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Cash Receipts Journal

Continental Products Unlimited Page 1
Cash Receipts Journal USD
Sorted by Customer ID

Report Filter
Bank Account List FNB001,FNB001E,FNB001Y,FSB001,Visa
Batch List ######,FriRec,MonRec,ThuRec,TueRec,WedRec
Report Currency USD Print All in Base Currency Yes

Deposit#/Batch Code	Customer ID	Bank Acct ID	Pmt Date	Age	Pd/Year	Pmt Method	Type/Check		
Receipt No	Invoice No	Credit GL Account			Invoice Balance		Pmt Amount	Disc/Diff	Balance Due
######	Alt008	FNB001	1/28/2010	0	1/2010	Cash-DD			
19	012800000043	010001100			1,065.00		1,065.00	0.00	0.00
######	Alt008	FNB001	1/28/2010	0	1/2010	Cash-DD			
21	ON ACCOUNT	010001100			-1,718.94		1,065.00	0.00	-2,783.94
					Alt008 Total		2,130.00	0.00	
######	Atm047	FNB001	1/28/2010	0	1/2010	Check	321646		
20	14	010001100			52.19		52.19	0.00	0.00
					Atm047 Total		52.19	0.00	
Grand Total			Credits	2,182.19		Debits	2,182.19	0.00	

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PAYMENT METHODS JOURNAL

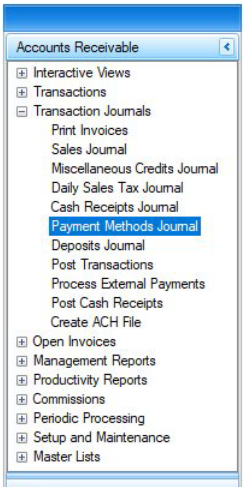
The **Payment Methods Journal** summarizes cash receipts by Payment Methods. Use this function to produce a list of receipts for credit card claims, checks, and other Payment Methods.

Once the post has been completed, you will no longer be able to print the Payment Methods Journal for the transactions posted.

To print the **Payment Methods Journal**, follow these steps:

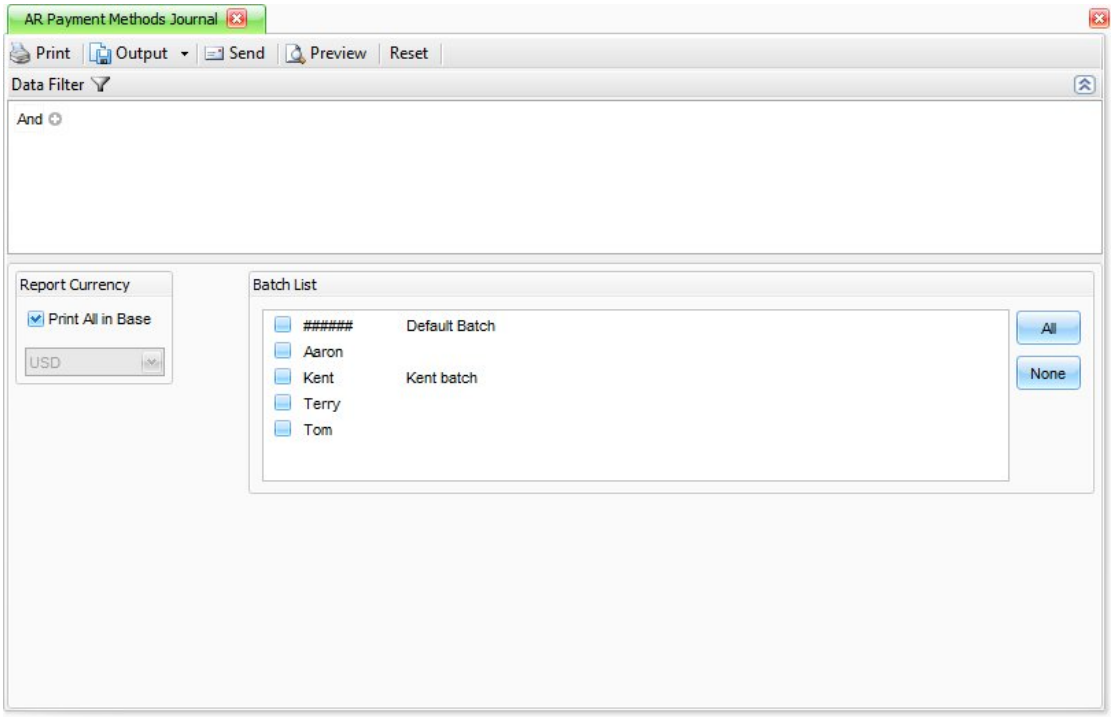
1. Select **Payment Methods Journal** from the **Transaction Journals** menu.

Payment Methods Journal Menu



2. The **Payment Methods Journal** screen appears.

Payment Methods Journal Screen



3. Select the range of **Filter Criteria** to use for the report.

4. If you use multi-currency, these print options are available:

    - To print cash receipts that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only cash receipts that were entered in the base currency are printed on the journal.
    - To print cash receipts that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only cash receipts that were entered in the currency you select are printed on the journal.
    - To print all cash receipts (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
    - TRAVERSE converts all cash receipt amounts from their original currency to the base currency (if necessary), then prints all cash receipts on the journal.

5. Select the batches from the **Batch List** to include in the journal. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-7). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Payment Methods Journal

Continental Products Unlimited Page 1
Payment Methods Journal USD

Report Filter
Batch List ######,FriRec,MonRec,ThuRec,TueRec,WedRec
Report Currency USD **Print All In Base Currency** Yes

Payment Method ID	Description		Payment Type	GL Account	
Cash	Cash		Cash	010001000	
Deposit ID/ Batch Code	**Customer ID Receipt No**	**Invoice No Memo**		**Payment Date**	**Payment Amount**
######	Cel017 23	16		1/29/2010	312.70
				Cash Total	312.70
Payment Method ID	**Description**		**Payment Type**	**GL Account**	
Check	Payment by Check		Check	010001000	
Deposit ID/ Batch Code	**Customer ID Receipt No Bank ID**	**Invoice No Check Number**		**Payment Date**	**Payment Amount**
######	Atm047 20 FNB001	14 321646		1/28/2010	52.19
				Check Total	52.19
Payment Method ID	**Description**		**Payment Type**	**GL Account**	
Visa	Visa Credit Card		Credit Card	000001100	
Deposit ID/ Batch Code	**Customer ID Receipt No Card No**	**Invoice No Cardholder**		**Payment Date Exp Date**	**Payment Amount Auth**
######	Axi040 22 XXXXXXXXXXXXXXXX5797	012800000039 Axis products		1/29/2010 1/31/2013	59.06
				Credit Card Total	59.06
Payment Method ID	**Description**		**Payment Type**	**GL Account**	
Cash-DD	Cash - Direct Debit		Direct Debit	010001000	
Deposit ID/ Batch Code	**Customer ID Receipt No Account No**	**Invoice No Bank Name**		**Payment Date Routing Code**	**Payment Amount**
######	Alt008 19 XXXXXXXXXXXX7654	012800000043 Wells Fargo		1/28/2010 111111118	1,065.00
######	Alt008 21 XXXXXXXXXXXX7654	ON ACCOUNT Wells Fargo		1/28/2010 111111118	1,065.00
######	CEl031 24 XXXXXXXXXXXX+879	15 Wells Fargo		1/29/2010 123123123	477.00
				Direct Debit Total	2,607.00
Grand Total					3,030.95

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DEPOSITS JOURNAL

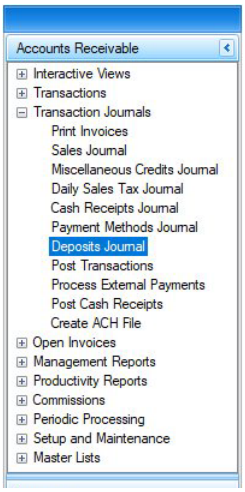
The **Deposits Journal** summarizes and lists bank deposits from cash and check receipts.

Once the post has been completed, you will no longer be able to print the deposits journal for the transactions posted.

To print the **Deposits Journal**, follow these steps:

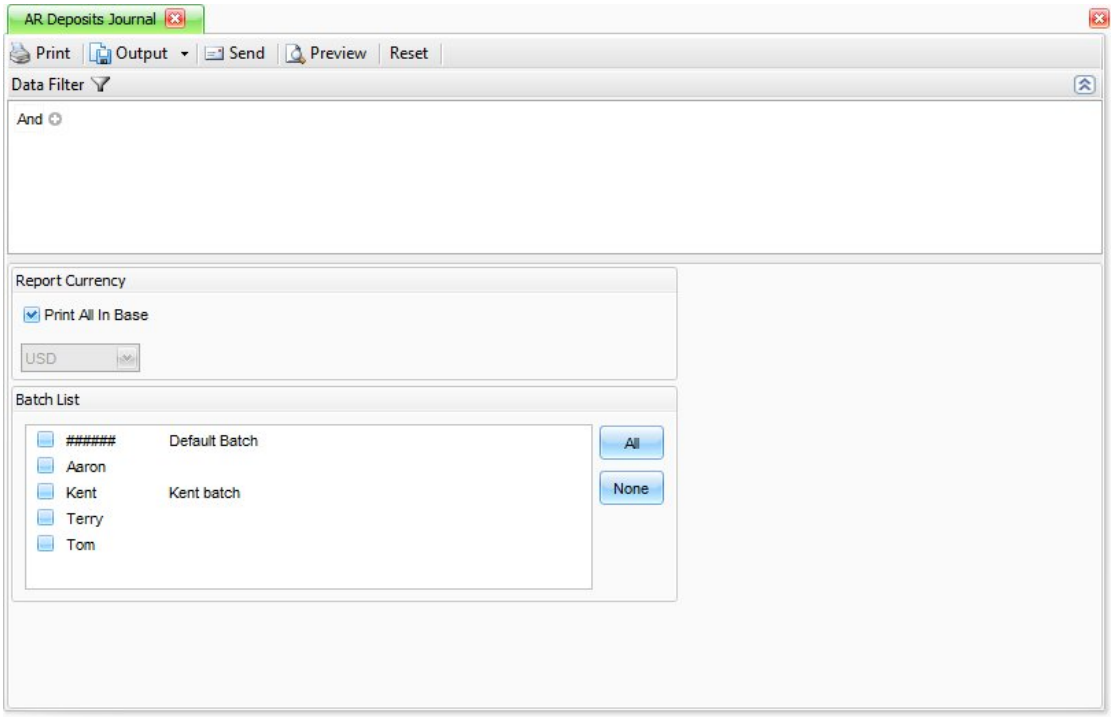
1. Select **Deposits Journal** from the **Transaction Journals** menu.

Deposits Journal Menu



2. The **Deposits Journal** screen appears.

Deposits Journal Screen



3. Select the range of **Filter Criteria** to include in the journal or leave the fields blank to include all cash receipts.

4. If you use multi-currency, these print options are available:

    - To print cash receipts that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only cash receipts that were entered in the base currency are printed on the journal.
    - To print cash receipts that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only cash receipts that were entered in the currency you select are printed on the journal.
    - To print all cash receipts (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
    - TRAVERSE converts all cash receipt amounts from their original currency to the base currency (if necessary), then prints all cash receipts on the journal.

5. Select the batches from the **Batch List** to include in the journal. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-7). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Deposits Journal

Continental Products Unlimited — Page 1
Deposits Journal — USD

Report Filter						
Batch List		######, FriRec, MonRec, ThuRec, TueRec, WedRec				
Report Currency		USD	**Print All in Base Currency**	Yes		
Bank ID	**FNB001**					
	Customer ID	**Name**	**Check**	**Cash**	**Check No**	**Pmt Date**
Deposit ID	######					
	Atm047	Asynchronous Networking Tech.	52.19	0.00	321646	1/28/2010
	Cel017	Celebris Systems	0.00	312.70		1/29/2010
		Deposit ###### Total	52.19	312.70		364.89
		Bank FNB001 Total	52.19	312.70		364.89
Grand Total			52.19	312.70		364.89

POST TRANSACTIONS

When you **Post Transactions**, open invoices are created for each sale and miscellaneous credit entry recorded as a transaction. The due date for each transaction is updated from the invoice date and the number of due days for the Terms Code. The discount date is updated from the Invoice Date and the number of discount days from the same Terms Code.

The system creates temporary tables to store line-item entries and totals. As information is posted, line-item information is posted first, then totals are updated. When all line items are posted summary GL entries are calculated.

If Accounts Receivable interfaces with General Ledger, debit and credit entries are created in the GL Journal. If detail information is posted, entries are made for each line item. If summary information is posted, one entry is made for each account. If the accounting period is closed, you can either edit transactions or use the **System Manager Period Conversion** function to open the accounting period and then post the transactions. See the **Period Conversion** function in the System Manager Training Manual for more information.

If Accounts Receivable interfaces with Inventory, posting Accounts Receivable transactions updates the on-hand quantities, dates, and balances in Inventory.

Posting transactions also updates balance and sales fields in the Customers' records. The taxable and nontaxable totals from the transactions and the tax collected update the tax location records in System Manager.

When you post invoices for sales on credit, entries are made to these accounts:

AR		Sales Tax		Freight		Misc		Sales	
DB			CR		CR		CR		CR

The General Ledger account in the Tax Location record determines the Sales Tax account. The Distribution Codes record determines the AR, Freight and Misc accounts. The Sales account comes from the Account Code assigned to Inventory Items if you are interfaced to Inventory, or the Sales account entered into the SM Description Item if selected. If you have a miscellaneous Item, the Sales account comes from the defaults set up in the Business Rules. You also may have selected a Sales/COGS Account Code to assign the Sales account.

The costs for each line item update these accounts:

COGS	Inventory
DB	CR

The Inventory and COGS accounts come from the Account Code assigned to the Item if you are interfaced to Inventory and you selected an Inventory Item. If you selected an SM Description Item the Inventory and COGS accounts come from the accounts set up for that Item. If you entered a miscellaneous Item, the Inventory and COGS accounts come from the defaults set up in the Business Rules or the COGS account can come from a Sales/COGS Account Code.

You also can manually select the Sales, COGS, and Inventory accounts when entering the transaction.

The miscellaneous credits for each line item update these accounts:

AR	Sales Tax	Freight	Misc	Sales
CR	DB	DB	DB	DB

The General Ledger account in the Tax Location record determines the Sales Tax account. The Distribution Codes record determines the AR, Freight and Misc accounts. The Sales account comes from the Account Code assigned to Inventory Items if you are interfaced to Inventory or the Sales account entered into the SM Description Item if selected. If you have a miscellaneous Item, the Sales account come from the defaults set up in the Business Rules. You also may have selected a Sales/COGS Account Code to assign the Sales account.

The costs for each line item update these accounts:

COGS	Inventory
CR	DB

The Inventory and COGS accounts come from the Account Code assigned to the Item if you are interfaced to Inventory and you selected an Inventory Item. If you selected an SM Description Item the Inventory and COGS accounts come from the accounts set up for that Item. If you entered a miscellaneous Item the Inventory and COGS accounts come from the defaults set up in the Business Rules or the COGS account can come from a Sales/COGS Account Code.

You also can manually select the Sales, COGS and Inventory account when entering the transaction.

Use the **Periodic Maintenance** function to update the Status of completed transactions.

Before you post, complete the following tasks:

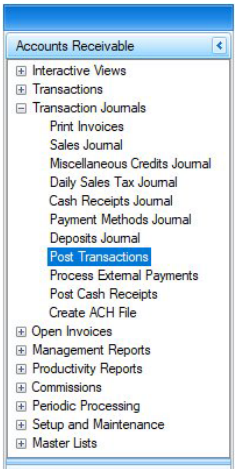
- Complete transaction entry and print journals and invoices.
- If you have a multi-user system and are not using batch processing, verify no one else is using the Transactions function.
- Print the **Sales Journal**, the **Miscellaneous Credits Journal** and **Invoices** (invoices cannot be reconstructed after they have been posted).

The **Transactions** function provides information for the Sales and Miscellaneous Credits Journals. Posted entries are cleared from these functions to make room for the next group of entries.

To **Post Transactions**, follow these steps:

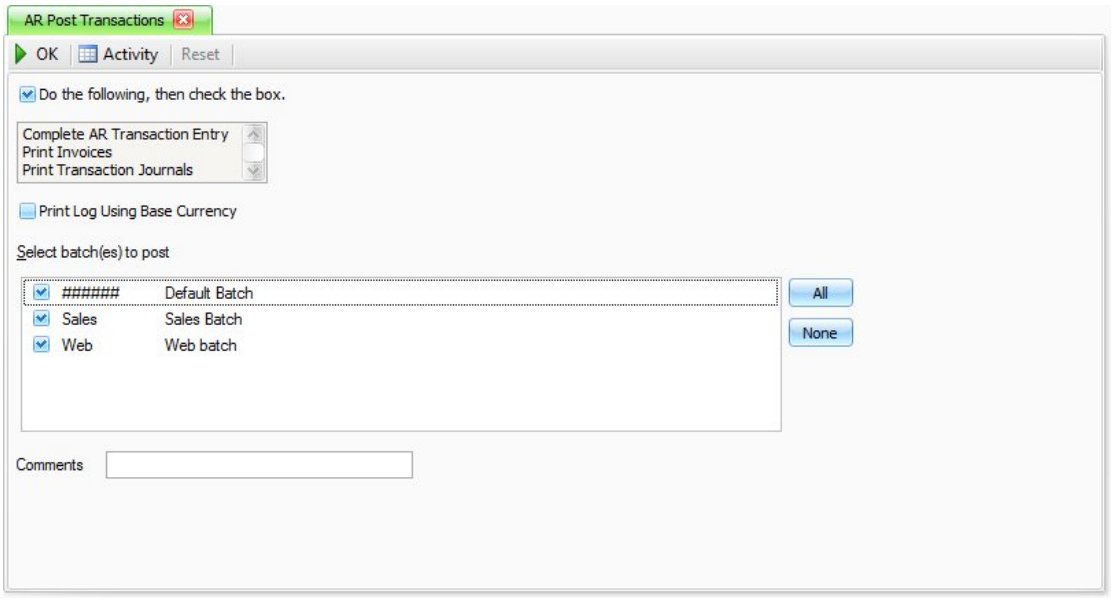
1. Select **Post Transactions** from the **Transaction Journals** menu.

Post Transactions Menu



2. The **Post Transactions** screen appears.

Post Transactions Screen



3. After you **Complete AR Transaction Entry**, **Print Invoices**, and **Print The Transaction Journals**, select the check box.

¥$£€

4. If you use the multi-currency functions check the box to **Print Log Using Base Currency**. Leave the box blank to print in the GL account's currency.

5. **Select batch(es) to post**. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-7). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

6. Enter **Comments** for the post, if applicable.

7. Select a command button:

Command Buttons

Name	Description
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
OK	Executes the post.

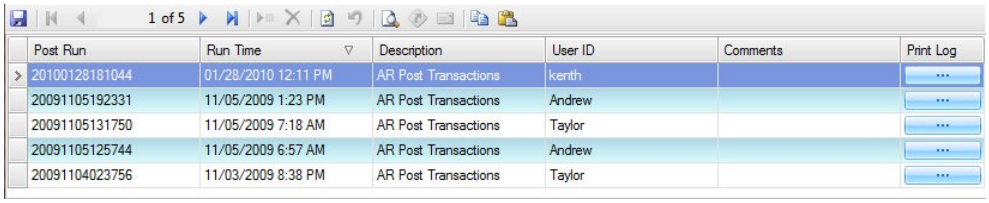
A message appears when the post completes successfully. After you click **OK** to close this message box, the **Post Transactions Log** appears.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

Activity Log Dialog Box



NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Transactions Summary Log

Continental Products Unlimited
AR Post Transactions

Page 1

Batch List ######
Comments

Currency ID USD	
Total Transactions	15,973.41
Total Applied Receipts	0.00
Total Miscellaneous Receipts	0.00
Net Posted To	**Amount**
Open Invoice Table	15,973.41
Customer Table	15,973.41
Posted to Fiscal Year 2017	
Fiscal Period 10	
Total Transactions	5,324.47
Total Applied Receipts	0.00
Total Miscellaneous Receipts	0.00
Net Posted To	**Amount**
Open Invoice Table	5,324.47
Customer Table	5,324.47
Fiscal Period 11	
Total Transactions	5,349.47
Total Applied Receipts	0.00
Total Miscellaneous Receipts	0.00
Net Posted To	**Amount**
Open Invoice Table	5,349.47
Customer Table	5,349.47
Fiscal Period 12	
Total Transactions	5,299.47
Total Applied Receipts	0.00
Total Miscellaneous Receipts	0.00
Net Posted To	**Amount**
Open Invoice Table	5,299.47
Customer Table	5,299.47

8/30/2018 2:13 PM **OPEN_SYSTEMS\Kent.Heitkamp**

Post Transactions GL Log

Continental Products Unlimited
AR Post Transactions
GL Entries

20180830191317

Posted to Fiscal Year	2017				
Fiscal Period	10				
Reference	**Description**	**GL Account**	**Amount Fgn**	**Debit**	**Credit**
Ace001	2222 / Sales Tax / MN	01-000-2020	324.97 USD		324.97
Ace001	2222 / A/R	01-000-1100	5,324.47 USD	5,324.47	
Ace001	2222 / Air Conditioner	00-000-4000	4,999.50 USD		4,999.50
Ace001	2222 / Air Conditioner	00-000-1230	4,299.50 USD		4,299.50
Ace001	2222 / Air Conditioner	00-000-5000	4,299.50 USD	4,299.50	
	Total for Fiscal Period 10			9,623.97	9,623.97
Fiscal Period	11				
Reference	**Description**	**GL Account**	**Amount Fgn**	**Debit**	**Credit**
Bur056	111517 / Sales Tax / MN	01-000-2020	324.97 USD		324.97
Bur056	111517 / Sales Tax / MN-MPLS	01-000-2020	25.00 USD		25.00
Bur056	111517 / A/R	01-000-1100	5,349.47 USD	5,349.47	
Bur056	111517 / Air Conditioner	00-000-4000	4,999.50 USD		4,999.50
Bur056	111517 / Air Conditioner	00-000-1230	4,299.50 USD		4,299.50
Bur056	111517 / Air Conditioner	00-000-5000	4,299.50 USD	4,299.50	
	Total for Fiscal Period 11			9,648.97	9,648.97
Fiscal Period	12				
Reference	**Description**	**GL Account**	**Amount Fgn**	**Debit**	**Credit**
CEI031	12417 / Sales Tax / IL	01-000-2020	299.97 USD		299.97
CEI031	12417 / A/R	01-000-1100	5,299.47 USD	5,299.47	
CEI031	12417 / Air Conditioner	00-000-4000	4,999.50 USD		4,999.50
CEI031	12417 / Air Conditioner	00-000-1230	4,299.50 USD		4,299.50
CEI031	12417 / Air Conditioner	00-000-5000	4,299.50 USD	4,299.50	
	Total for Fiscal Period 12			9,598.97	9,598.97
Grand Total				28,871.91	28,871.91
Exceptions					
Grand Total					

PROCESS EXTERNAL PAYMENTS

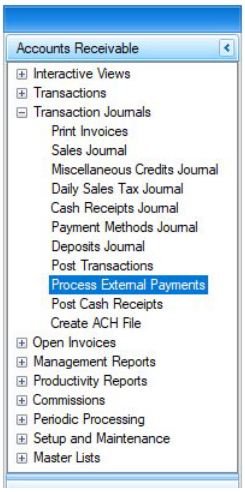
After AR and SO Invoices have been posted, the **Process External Payments** function allows you to interact with the TRAVERSE Payment System (TPS) to finalize payments, generate cash receipts once the payments are finalized, finalize voided transactions, refresh payment methods, etc.

Validation errors encountered during cash receipt generation will stop the payment activity on that record, but the remaining records will be processed.

To use the **Process External Payments**, follow these steps:

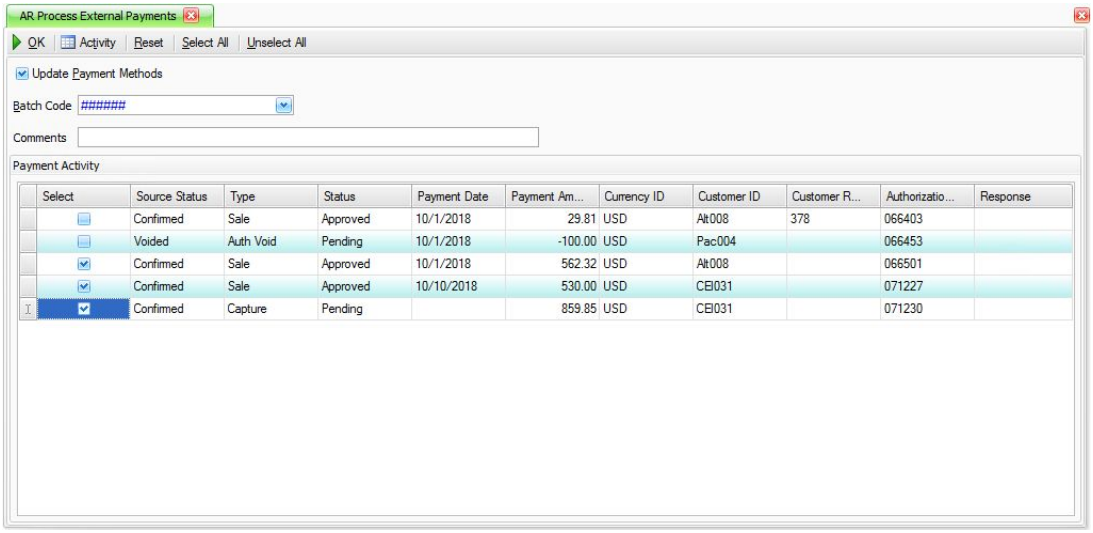
1. Select **Process External Payments** from the **Transaction Journals** menu.

Process External Payments Menu



2. The **Process External Payments** screen appears.

Process External Payments Screen



Use the Column Chooser to add other available columns to the screen.

3. The check box to **Update Payment Methods** is marked by default.

   The Update Payment Methods check box allows the user to process changes applied to stored payment methods as updates to the back office Customer Payment Methods.

   When a payment is requested from a payment provider and there are updates to the stored payment, such as expiration date changes or card number changes, the payment provider will send those updates with the payment authorization. The updated information is then added to the TPS table(s) where the stored payments are saved.

   These updates are visible when using active transactions to interact with the External Payments form, such as SO Orders or AR Transactions. However, these updates are not immediately available within the Customer inquiry and maintenance functions. The information used by the Customer maintenance and inquiry functions is a static reference copy. It is only updated when the user interacts with TPS via the Customer Maintenance function or requests the updates be included in the processing of external payments.

Mark the Update Payment Methods check box to request the static Customer payment information to be updated. Clear the check box to bypass updates to the static Customer payment information. Note that current Payment Method information is always maintained within the TPS system; updating the static Customer information is not required for payment processing.

4. Select a **Batch Code** for the Cash Receipt generated to process.
5. Enter any **Comments** about the payment processing, as applicable.
6. Mark the **Select** check box for the payment records you want to process. Use the **Select All** button on the toolbar to mark all the check boxes, or use the **Unselect All** button to clear all the check boxes.
7. Select an action using the following buttons:

Select	To
OK	Submit the list of items to be processed.
Activity	Displays the activity log for the function.
Reset	Set all fields to their default values.
Select All	Marks the Select check box for all items.
Unselect All	Clears the Select check box for all items.

8. The process log displays when the operation is complete.

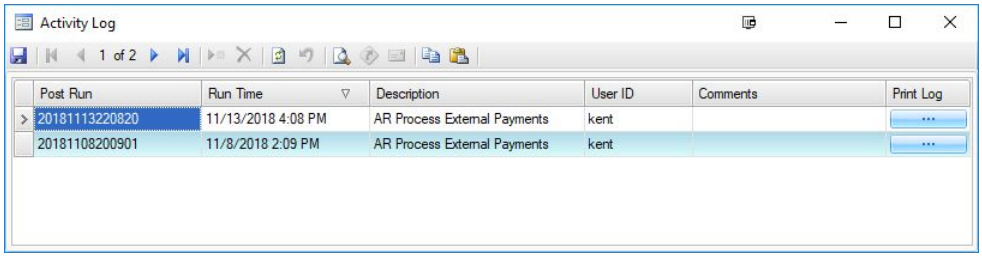
Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.

Name	Displays
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

Activity Log Dialog Box



NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Process External Payments Log

OpenEdge Company
AR Process External Payments Log
Update Payment Methods

Page 1

Batch Code ######
Comments

Yes

Pmt Date	Pmt Amount	Currency ID	Customer ID	Name	Message
Pmt Method ID	**Status**				
	Complete				Payment methods updated.
Pmt Method ID	**Status**				
OpenEdge	Complete				
10/1/2018	562.32	USD	Alt008	Altos Servers Company	Cash receipt processing completed.
10/10/2018	530.00	USD	CEI031	Cellucom Inc.	Cash receipt processing completed.
10/10/2018	859.85	USD	CEI031	Cellucom Inc.	Cash receipt processing completed. Successful transaction. The transaction completed successfully.

10/10/2018 2:38 PM

*** End of Report ***

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POST CASH RECEIPTS

When you **Post Cash Receipts**, a payment record is created for each cash receipt. Each cash receipt transaction is applied to the invoice indicated from the cash receipt transaction record.

The system creates temporary tables to store cash receipts information. As information is posted and totals are updated. When all cash receipt information is posted, summary GL entries are calculated.

If Accounts Receivable interfaces with General Ledger, debit and credit entries are created in the GL Journal. If detail information is posted, entries are made for each cash receipt entry. If summary information is posted, one entry is made for each account. If the accounting period is closed, you can either edit Cash Receipts or use the System Manager Period Conversion function to open the accounting period and then post the cash receipts. See the Period Conversion function in the System Manager Training Manual for more information.

Posting cash receipts also updates balance and payment history fields in the Customers' records.

If you use multi-currency, TRAVERSE automatically creates entries for any Realized Gains or Losses due to fluctuating currency exchange rates for payments in the accounts you specified in the System Manager Gains and Losses Accounts function when you post to record those gains and losses for correct accounting. Because individual cash receipts may have been recorded with different exchange rates, information is always posted in detail when you use multi-currency.

When you post Cash Receipts for Invoices, entries are made to these accounts:

AR		Cash		Discounts	
	CR	DB		DB	

The Payment Method record determines the Cash account, and the default GL account set up in the Business Rules function determines the Discounts account.

The source of the Accounts Receivable (AR) account (or whichever account is credited by cash receipts) can vary. If you enter a Customer ID when you enter Cash Receipts, the associated Distribution Code specifies the Accounts Receivable (AR) account. If you do not enter a Customer ID when you enter Cash Receipts, you specify the credited account.

Use the Periodic Maintenance function to update the Status or delete completed transactions.

Before you post, complete the following tasks:

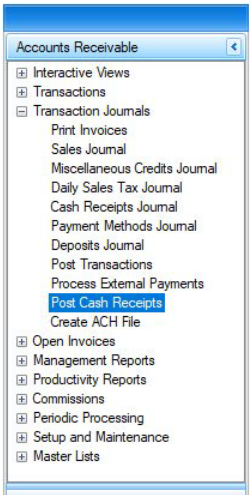
- Complete cash receipts entry and print journals.
- If you have a multi-user system and are not using batch processing, verify no one else is using the Cash Receipts function.
- Print the Cash Receipts Journal.

  The Cash Receipts function provides information for the Cash Receipts Journal. Posted entries are cleared from this function to make room for the next group of entries.

To **Post Cash Receipts**, follow these steps:

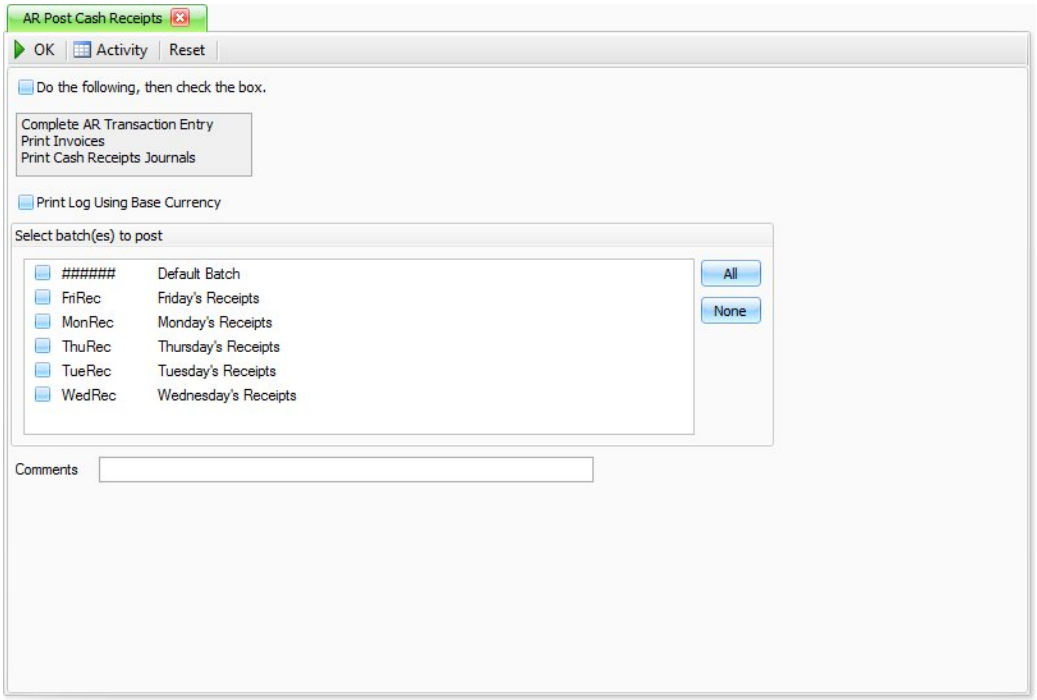
1. Select **Post Cash Receipts** from the **Transaction Journals** menu.

Post Cash Receipts Menu



2. The **Post Cash Receipts** screen appears.

Post Cash Receipts Screen



3. After you **Complete AR Transaction Entry**, **Print Invoices**, and **Print The Cash Receipts Journals**, select the check box.

4. If you use the multi-currency functions check the box to **Print Log Using Base Currency**. Leave the box blank to print in the GL account's currency.

5. **Select batch(es) to post**. You will only see the available batches if you select **Yes** to **Use Batch Processing** in the **Business Rules** (page 3-7). Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

6. Enter **Comments** for the post, if applicable.

7. Select a command button:

Command Buttons

Name	Description
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
OK	Executes the post.

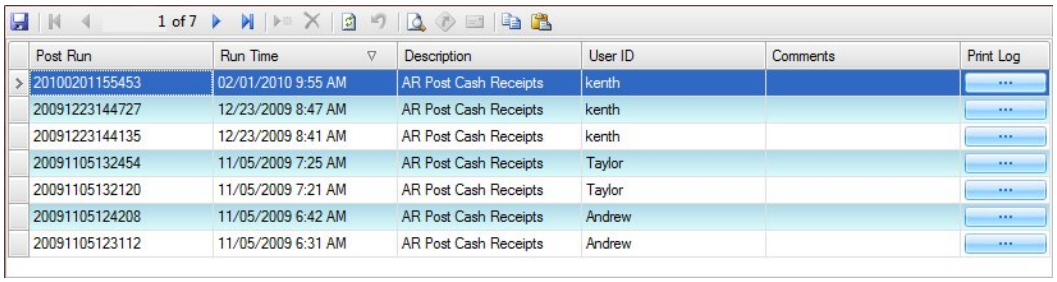
A message appears when the post completes successfully. After you click **OK** to close this message box, the **Post Cash Receipts Log** appears.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the... button.

Activity Log Dialog Box



Post Run	Run Time	Description	User ID	Comments	Print Log
20100201155453	02/01/2010 9:55 AM	AR Post Cash Receipts	kenth		...
20091223144727	12/23/2009 8:47 AM	AR Post Cash Receipts	kenth		...
20091223144135	12/23/2009 8:41 AM	AR Post Cash Receipts	kenth		...
20091105132454	11/05/2009 7:25 AM	AR Post Cash Receipts	Taylor		...
20091105132120	11/05/2009 7:21 AM	AR Post Cash Receipts	Taylor		...
20091105124208	11/05/2009 6:42 AM	AR Post Cash Receipts	Andrew		...
20091105123112	11/05/2009 6:31 AM	AR Post Cash Receipts	Andrew		...

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Cash Receipts Summary Log

Continental Products Unlimited
AR Post Cash Receipts
Page 1

Batch List ######
Comments

Currency ID	USD	
	Total Transactions	0.00
	Total Applied Receipts	308,016.92
	Total Miscellaneous Receipts	0.00
	Net Posted To	**Amount**
	Open Invoice Table	-308,016.92
	Customer Table	-308,016.92
Posted to Fiscal Year	2018	
Fiscal Period	8	
	Total Transactions	0.00
	Total Applied Receipts	308,016.92
	Total Miscellaneous Receipts	0.00
	Net Posted To	**Amount**
	Open Invoice Table	-308,016.92
	Customer Table	-308,016.92

8/22/2018 9:12 AM **OPEN_SYSTEMS\Kent.Heitkamp**

Post Cash Receipts GL Log

Continental Products Unlimited — Page 3
AR Post Cash Receipts
GL Entries — 20180822141237

Alt008	0318FIN CHRG / ######	01-000-1100	39.29	USD		39.29
Alt008	6 / ######	01-000-1000	10,650.00	USD	10,650.00	
Alt008	6 / ######	01-000-1100	10,650.00	USD		10,650.00
Alt008	7 / ######	01-000-1000	7,172.75	USD	7,172.75	
Alt008	7 / ######	01-000-1100	7,172.75	USD		7,172.75
Alt008	35 / ######	01-000-1000	577.23	USD	577.23	
Alt008	35 / ######	01-000-1100	577.23	USD		577.23
Alt008	37 / ######	01-000-1000	16,472.08	USD	16,472.08	
Alt008	37 / ######	01-000-1100	16,472.08	USD		16,472.08
Alt008	38 / ######	01-000-1000	1,473.49	USD	1,473.49	
Alt008	38 / ######	01-000-1100	1,473.49	USD		1,473.49
Alt008	39 / ######	01-000-1000	2,635.68	USD	2,635.68	
Alt008	39 / ######	01-000-1100	2,635.68	USD		2,635.68
Alt008	40 / ######	01-000-1000	618.15	USD	618.15	
Alt008	40 / ######	01-000-1100	618.15	USD		618.15
Alt008	50 / ######	01-000-1000	2,916.21	USD	2,916.21	
Alt008	50 / ######	01-000-1100	2,916.21	USD		2,916.21
Alt008	51 / ######	01-000-1000	335.48	USD	335.48	
Alt008	51 / ######	01-000-1100	335.48	USD		335.48
Alt008	52 / ######	01-000-1000	961.21	USD	961.21	
Alt008	52 / ######	01-000-1100	961.21	USD		961.21
Alt008	53 / ######	01-000-1000	546.35	USD	546.35	
Alt008	53 / ######	01-000-1100	546.35	USD		546.35
Alt008	54 / ######	01-000-1000	4,343.04	USD	4,343.04	
Alt008	54 / ######	01-000-1100	4,343.04	USD		4,343.04
Alt008	55 / ######	01-000-1000	2,158.52	USD	2,158.52	
Alt008	55 / ######	01-000-1100	2,158.52	USD		2,158.52
Alt008	56 / ######	01-000-1000	10.63	USD	10.63	
Alt008	56 / ######	00-000-4300	0.22	USD	0.22	
Alt008	56 / ######	01-000-1100	10.85	USD		10.85
Alt008	57 / ######	01-000-1000	818.36	USD	818.36	
Alt008	57 / ######	00-000-4300	16.70	USD	16.70	
Alt008	57 / ######	01-000-1100	835.06	USD		835.06
Alt008	58 / ######	01-000-1000	71.89	USD	71.89	
Alt008	58 / ######	01-000-1100	71.89	USD		71.89
Alt008	59 / ######	01-000-1000	453.68	USD	453.68	
Alt008	59 / ######	01-000-1100	453.68	USD		453.68
Alt008	62 / ######	01-000-1000	1,838.55	USD	1,838.55	
Alt008	62 / ######	01-000-1100	1,838.55	USD		1,838.55
		Total for Fiscal Period 8			308,016.92	308,016.92
Grand Total					308,016.92	308,016.92

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Post Cash Receipts Log

Continental Products Unlimited
AR Post Cash Receipts

Page 4

Posted to Fiscal Year	2018			
Fiscal Period	8			
Bank Account ID	**Pmt Method ID**	**Type**	**Amount Fgn**	**Amount**
FNB001	Check	Check	308,000.00 USD	308,000.00
Grand Total				308,000.00

8/22/2018 9:12 AM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

CREATE ACH FILE

BA

Use the **Create ACH File** function to create an ACH (Automated Clearing House) file. The ACH file contains all the Direct Debit transaction information for your Customers. After you create the ACH file, submit it to your company's bank.

The Cash Receipts entered using a Direct Debit payment Type and posted will be the only Cash Receipts that will be output to this ACH file.

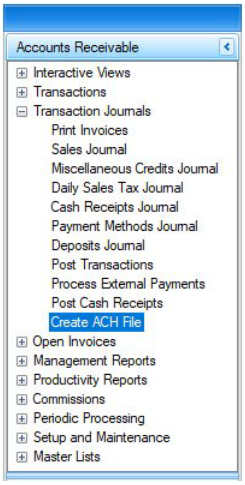
NOTE: You must have the Banking feature activated to use the Create ACH File. You must have the information on the ACH tab of the Bank Account setup completed.

NOTE: You must Post Cash Receipts before you will be able to create the ACH file for the direct debit cash receipts entered.

To **Create ACH File**, follow these steps:

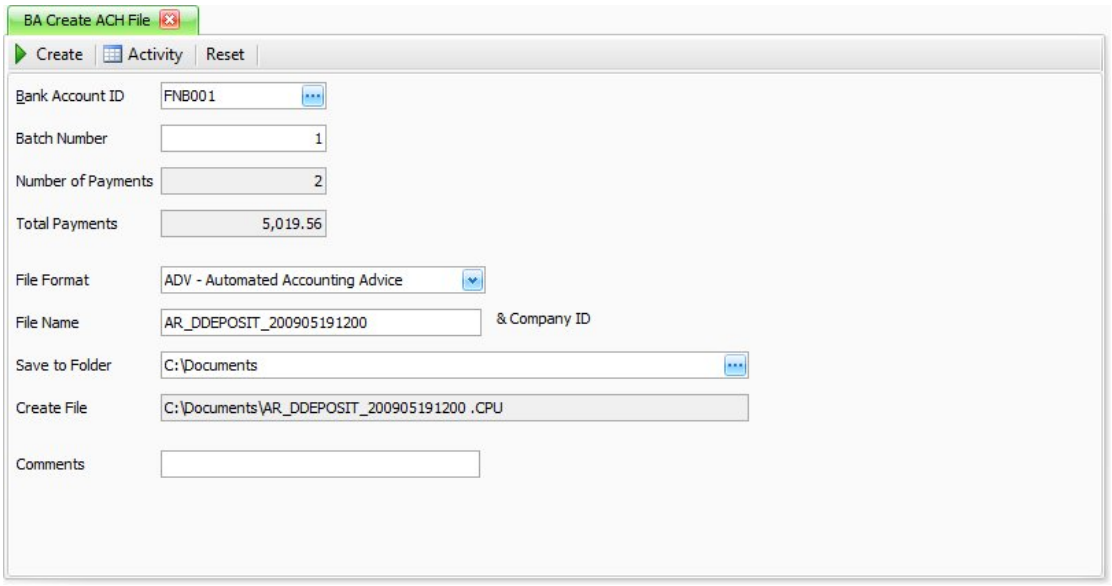
1. Select **Create ACH File** from the **Transaction Journals** menu.

Create ACH File Menu



2. The **Create ACH File** screen appears.

Create ACH File Screen



3. Select the **Bank Account ID** for which you want to output the ACH file.
4. The **Batch Number** is displayed. This will be incremented if you output more than one ACH file in a day.
5. The **Number Of Payments** and **Total Payments** are displayed.
6. Select the **File Format** you want to use for your ACH output. You can select one of the standard formats or make your own custom format using the **Export Layout Definition** function in **System Manager**. See the System Manager Training Manual for more details.

   If you selected a Default AR File Format in the Bank Account setup on the ACH tab, the File Format will be filled in.

   The standard formats are:

   - **ADV** - **Automated Accounting Advice** - This Standard Entry Class Code represents an optional service provided by ACH Operators that identifies automated accounting of ACH accounting information in machine-readable format to facilitate the automation of accounting information for Participating DFIs.
   - **CCD -Corporate Credit or Debit** - Can be used to consolidate and sweep cash funds within an entity's controlled accounts, or make/collect payments to/from other corporate entities.

- **PPD** - **Prearranged Payment and Deposit Entry** -This is used for credit transactions such as direct deposit of payroll, pension, dividends, as well as debit transactions such as payment of utility bills, mortgages, loans and other recurring payments.

7. Enter or edit the File Name of the ACH file you want to create in the **File Name** field. TRAVERSE appends your Company ID to the file name automatically. If this was set up in the Bank Account setup, the File Name will default into the field.
8. Select the destination path for the file in the **Save to Folder** field. Select the **Browse** button to build this path while you navigate to the desired folder. The path for the ACH file appears in the **Create File** field. If this was set up in the Bank Account setup, the path for the **Save to Folder** will default into the field.
9. Enter **Comments** about the ACH file generation.
10. Select a command button:

Command Buttons

Name	Description
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Create	Executes the ACH file creation.

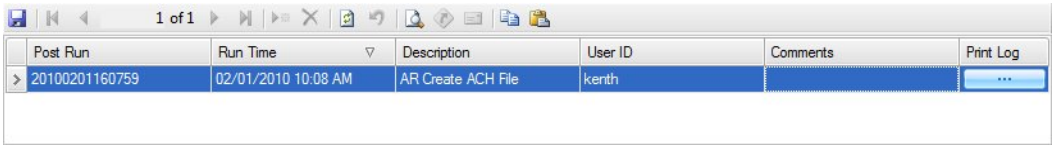
After the file is created, you will receive a message stating the file was generated successfully. Click **OK** to return to the Create ACH File screen.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button. This function is not available for this procedure.

Activity Log Dialog Box



NON-SUFFICIENT FUNDS (NSF)

In the US banking industry, the term "**Non-Sufficient Funds**" **(NSF)** is used to indicate that a demand for payment (a check) cannot be honored because insufficient funds are available in the account on which the instrument was drawn. In simplified terms, a check has been presented for clearance, but the amount written on the check exceeds the available balance in the account. It is often referred to as a *"bad" check*, a "*bounced*" *check*, or a "*rubber" check*. Businesses frequently use the term *dishonored check.*

When an NSF check is returned to you the method to correct the original transaction will vary depending on the status of the original invoice. The status of the invoice will remain Open until Periodic Maintenance has been run, to change the status of fully paid invoices to paid.

Periodic Maintenance Has NOT Been Run

Invoices will remain at the **Open** status in the open invoices table until they are fully paid and **Periodic Maintenance** has been run to change the status of those fully paid invoices to "**Paid**".

When an invoice is still at the **Open** status the invoice will be displayed on the **Invoice View** and **Hold/Release Invoices** screens when the Customer ID is selected.

To reverse the cash receipt for an invoice that is still at the **Open** status, follow these steps:

1. Select **Cash Receipts** from the **Transactions** menu.
2. Enter the **Batch Code**, **Payment Date**, **Fiscal Pd/Year** and **Customer ID** information.
3. Enter the **Payment Amount** of the NSF check as a NEGATIVE (-) amount.
4. Select the **Payment Method ID** the NSF check was originally entered into. If the payment method has a check type, enter the **Check No** of the original NSF check.
5. Enter the **Invoice No** for the invoice(s) the NSF check paid.

   The invoices will not be listed in the **Open Invoice Summary** area of the screen. Invoices that have a receipt applied to them that fully pays them are not displayed in the cash receipts function.
6. Enter the **Payment** amount as a NEGATIVE (-) amount for each invoice the NSF check originally paid.
7. Print your **Cash Receipts Journal**, **Methods of Payments Journal**, and **Deposits Journal**, on the **Transaction Journals** menu, for the Batch Code into which you entered your reversing cash receipts. (The Cash Receipts Journal is the only required journal to print.)

8. Post the Batch Code into which you entered your reversing cash receipt, using the **Post Cash Receipts** function on the **Transaction Journals** menu.
9. Use the **Invoice Inquiry** or **Hold/Release Invoices** function to verify the negative cash receipts have been applied to the correct invoices.

Periodic Maintenance Has Been Run

Invoices will be changed to the **Paid** status in the open invoices table once they are fully paid and **Periodic Maintenance** has been run to change the status of those fully paid invoices to "**Paid**".

When an invoice is at the **Paid** status the invoice will be hidden on the **Invoice View** and **Hold/Release Invoices** screens when the Customer ID is selected.

A Credit Memo with a Payment will need to be entered EXACTLY as the original invoice(s) that was paid with the NSF check.

To reverse the cash receipt for an invoice that is at the **Paid** status, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select **Credit Memo** as the **Transaction Type** for the transaction you will be entering.
3. Enter the **Batch ID**, **Location ID** and **Sold To** information.
4. Enter the original invoice number into the **Original Invoice No** field, for the invoice that was paid with the NSF check.
5. Accept the default for the rest of the fields on the **Header** tab, or change any that were changed when the original invoice was entered.
6. Select the **Item Detail** area and enter the items that were on the original invoice exactly as they were when the invoice was first entered.
7. Select the **Payments** tab and enter the payment **Amount**, **Payment Method ID** and **Check No** from the NSF check.

   Enter the payment **Amount** as a positive number. When the Transaction Post is executed, TRAVERSE knows this will be a negative Cash Receipt, because it is entered into a Credit Memo.
8. Print the **Miscellaneous Credits Journal** and **Cash Receipts Journal** from the **Transaction Journals** menu. You may also print the **Methods of Payment Journal** and **Deposits Journal**.
9. Post the Credit Memo and Cash Receipt using the **Post Transactions** and **Post Cash Receipts** functions on the **Transaction Journals** menu.

10. Select the Batch Code you entered your Credit Memo, in the Post Transactions function, and select the Batch Code in the Post Cash Receipts function, into which the payment was entered, and click **OK** to post the Transaction and Cash Receipt.

NOTE: This will "Undo" the original invoice and payment.

11. Select **Transactions** from the **Transactions** menu.

12. Enter the Invoice EXACTLY as the original invoice was entered, using the original invoice number in the **Invoice No** field.

13. Do Not print this invoice using the Print Invoices function on the Transaction Journals menu. This will overwrite the invoice number with the next available number.

    To prevent this you may want to print the invoice **Online** once you enter the original invoice number and finish entering all the items.

14. Print the **Sales Journal**, from the **Transaction Journals** menu, for the Batch Code into which you entered the invoice.

15. Post the invoice using the **Post Transactions** function, on the **Transaction Journals** menu, selecting the Batch Code into which you entered this invoice.

NOTE: This will "Reinstate" the invoice to the original state prior to applying the NSF cash receipt.

16. When you use the **Invoice View** and **Hold/Release Invoices** functions, you should now see your **Credit Memo**, negative **Payment** and the **Invoice** you just posted.

17. The next time **Periodic Maintenance** is run the Credit Memo and Payment will be changed to the **Paid** status and no longer show on these screens.

NOTE: If the original invoice was entered through Sales Order you may enter your Credit Memo, Payment and Invoice into the Sales Order, Orders function. Entering the transactions into Accounts Receivable will have the same effect as using Sales Order. The only difference would be the source of the transactions in history.

TRAVERSE PAYMENT SYSTEM (TPS) OVERVIEW

Summary

Payment System Integration for TRAVERSE® (TPS) manages the interaction with external payment providers, including the encryption/decryption of any values shared between them and TRAVERSE. The payment service supports “card present”, “swipe” “card not present”, or “chip entry”.

Regular back office workflow is not dependent upon provider-based processing or validation. Additional workflow management utilizes an AR Payment Method type to identify external payments. Most processing, reporting, and inquiry systems within TRAVERSE are unaffected.

The TRAVERSE Payment System does not store any sensitive account information for external payments for PCI DSS compliance. All information is retained by the payment provider. Data for payment methods and transactions are stored in dedicated tables to isolate the service data from base processing.

Device-specific identification values and settings are stored in a local configuration file. This allows features such as credit card reader (EMV) collection to be enabled on a per-device and service level.

Setup

The setup process for TPS follows the typical setup process for other functions in TRAVERSE, beginning with installing build 18296 or higher that includes credit card integration.

You must have an account with the payment service to obtain the credentials required for TRAVERSE.

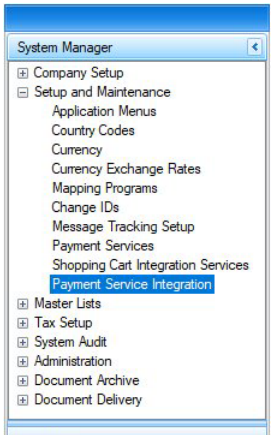
Payment Service Integration

Use the System Manager Payment Service Integration function to set up the payment service settings.

To enter a new payment service, enter the name of the payment service in the **Name** field. If you are editing settings for an existing service, select the service from the Name drop-down list. Once you select a service provider, the screen will display a number of data entry fields required for the integration to function properly.

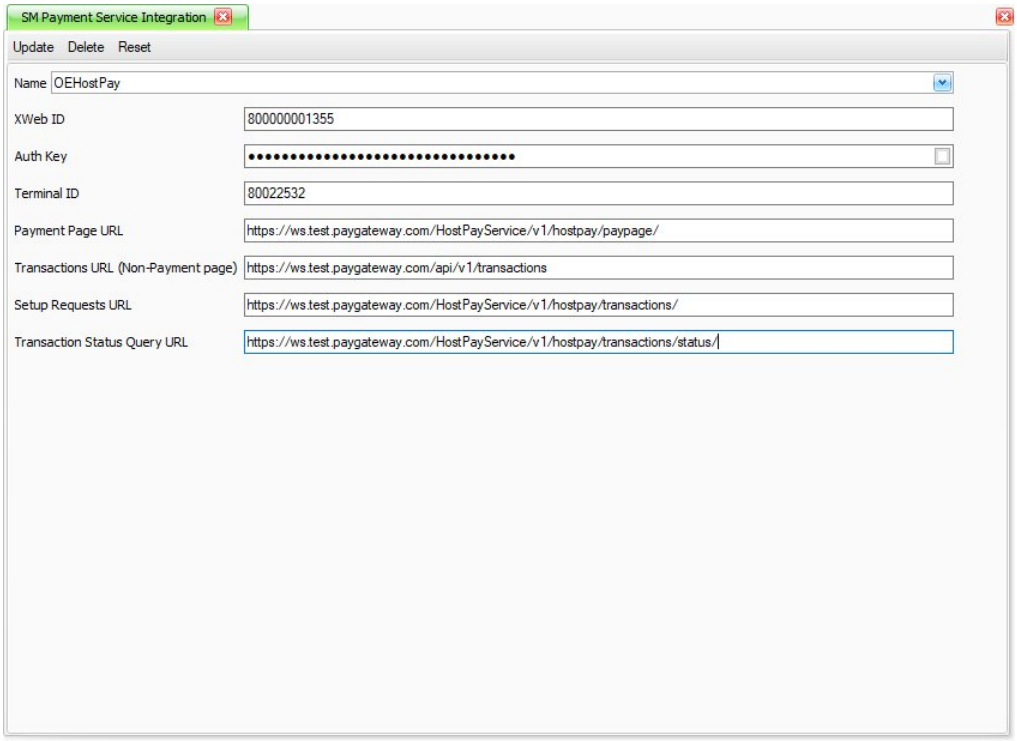
1. Select **Payment Service Integration** on the **System Manager Setup and Maintenance** menu.

Payment Service Integration Menu



2. The **Payment Service Integration** screen appears.

Payment Service Integration Screen - Open Edge (Global Payments)



3. Use **OEHostPay** for the **Name** of the OpenEdge payment service.

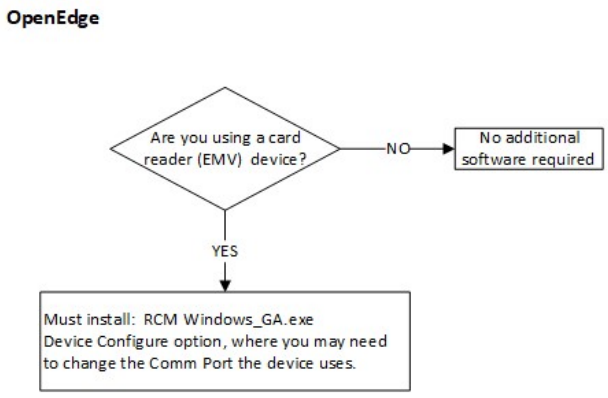
4. Enter your company's ID as provided by the payment processor into the **XWeb ID** field.
5. Enter the authorization key your payment processor supplied into the **Auth Key** field.
6. If applicable, enter the terminal ID for the current terminal into the **Terminal ID** field.
7. Enter the URL for the payment processing service in the **Payment Page URL** field.
8. Enter the transaction URL for your provider into the **Transactions URL (Non-Payment page)** field.
9. Enter the URL for setup requests to the payment processor in the **Setup Requests URL** field.
10. Enter the URL for transaction status queries in the **Transaction Status Query URL** field.
11. Use the **Update** button on the toolbar to update the payment service settings with the values you entered/edited.

If you are using a card reader device (EMV):

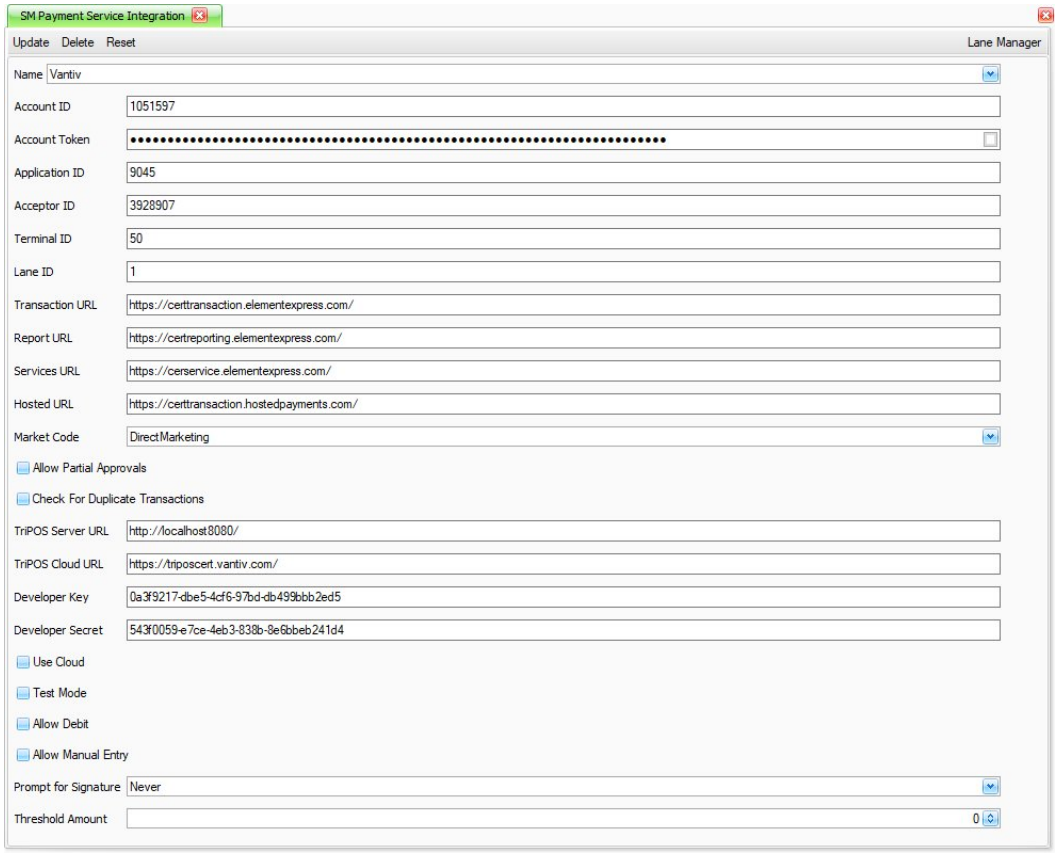
OpenEdge: If you are going to use a card reader device (EMV), you will need to install *RCM Windows_GA.exe*. There is a Device Configure option that will allow you to change the communication port that the device uses if necessary, such as COM4 or COM6.

NOTE: Work with your payment provider to install the required software to connect and run the EMV card reader on your server or workstation.

OpenEdge EMV Setup Work Flow



Payment Service Integration - Vantiv/Worldpay



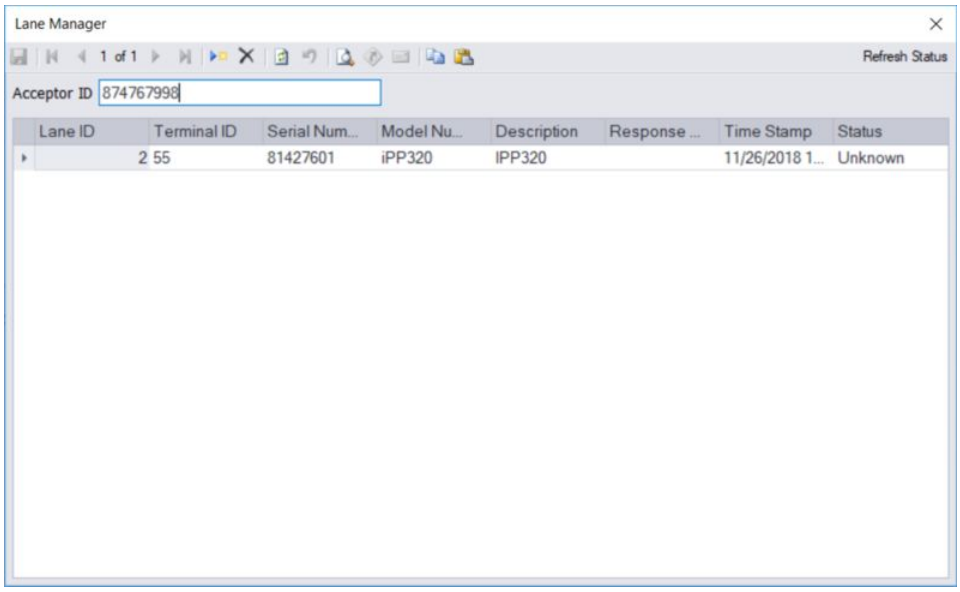
1. In the **Name** field, select/enter **Vantiv** for the Vantiv/Worldpay setup.
2. Enter your company's account ID as provided by the payment processor into the **Account ID** field.
3. Enter your company's account token in the **Account Token** field. Click the square button on the right side of the field to show the account token value.
4. Enter the application ID in the **Application ID** field, the Application ID for TRAVERSE is 5328.
5. Enter the acceptor ID in the **Acceptor ID** field.
6. If applicable, enter the terminal ID for the current terminal into the **Terminal ID** field.
7. If applicable, enter the lane ID for the current terminal into the **Lane ID** field. The Lanes are used for EMV machines to link to the port or computer the EMV machine is plugged into.
8. Enter the transaction URL for your settlement provider into the **Transaction URL** field.

9. Enter the report URL for your settlement provider into the **Report URL** field.
10. Enter the services URL for the payment processing service in the **Services URL** field.
11. The **Hosted URL** should be set as needed for your gateway. Edit these values only if necessary.
12. Select a **Market Code** from the drop-down list that most accurately describes the service; **Default**, **Retail**, or **DirectMarketing**.
13. Select the check box to **Allow Partial Approvals** to approve a portion of the payment prior to processing the TRAVERSE transaction.
14. Select the check box to **Check For Duplicate Transactions** when entering payments into transactions. The process will check for duplicate Customer ID, Amount, and Credit Card Number.
15. Enter the TriPOS server URL for the payment processing service in the **TriPOS Server URL** field.
16. Enter the TriPOS cloud URL for the cloud payment processing service in the **TriPOS Cloud URL** field.
17. Enter the developer key your payment processor supplied into the **Developer Key** field.
18. Enter the developer secret into the **Developer Secret** field.
19. If TRAVERSE runs in the cloud or users access TRAVERSE via Remote Desktop, mark the **Use Cloud** check box; otherwise, if TRAVERSE runs directly on client computers, leave the check box blank.
20. The Test Mode field setting allows for testing the configuration. Mark the **Test Mode** check box to test payment processing. Clear the check box to enable payment processing for Customers.
21. Select the check box to **Allow Debit** cards to be used along with credit cards. Otherwise, clear the check box to allow credit cards only.
22. Select the check box to **Allow Manual Entry** of the credit card number and amount into the transaction. Otherwise, clear the check box to use the EMV machine exclusively to enter the credit card number and amount.
23. Select how you want to use signature capture functionality for your payment services, select the **Prompt for Signature** level; **Always**, **Never**, or **Use Threshold**.
24. Enter the **Threshold Amount** to use when you want to require a signature above a dollar amount. Enter 0 if you are not using the threshold, or you do not have a threshold amount.

25. Select the **Lane Manager** button to set up Lane IDs to be used with your cloud EMV machines. The Lane Manager will be used only if you are using the Cloud version of the Vantiv/Worldpay setup with EMV machines set up through the cloud.

26. When you click the button the **Lane Manage**r screen will appear:

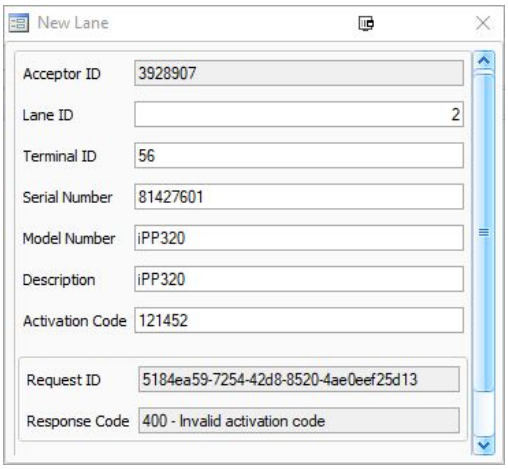
Lane Manager Screen



- Enter the **Acceptor ID**, or accept the number defaulted.

  The Acceptor ID will default from the Acceptor ID entered into the Payment Service Integration screen. A different Acceptor ID can be used for multiple locations for the same company. An Acceptor ID will need to be obtained from Vantiv/Worldpay.

- To add a new Lane, select the **New** record button on the toolbar, and the **New Lane** screen will be displayed.



- The **Acceptor ID** is displayed and cannot be edited.
- Enter the **Lane ID**, **Terminal ID**, the EMV's **Serial Number**, **Model Number**, and **Description**.
- You will receive an **Activation Code** when the EMV machine is plugged into the network, enter this Activation Code.
- Use the scroll bar to see the buttons. Click **OK** and the **Request ID** and **Response Code** will populate and the new Lane will be saved.
- Click the **Refresh Status** button on the Lane Manager screen to refresh the status of the EMV cloud credit card readers displayed.
- Close the Lane Manager screen to return to the Payment Service Integration screen.

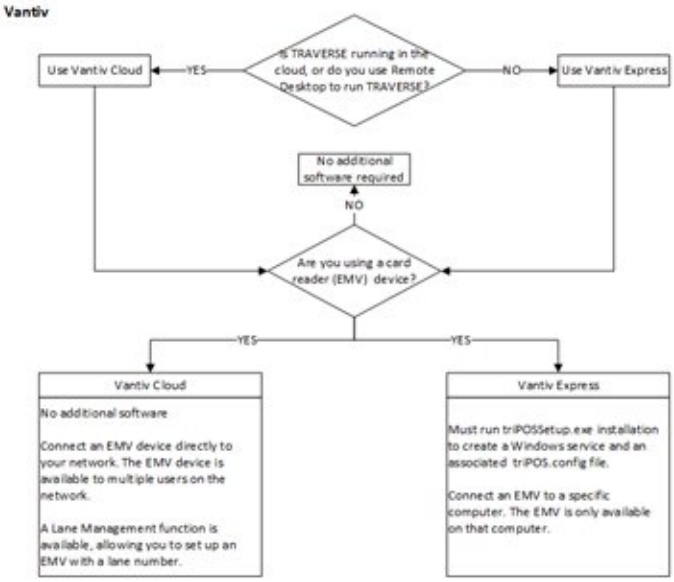
27. Use the **Update** button on the toolbar to update the payment service settings with the values you entered/edited.

Vantiv/Worldpay installation caveats

Card reader device (EMV)

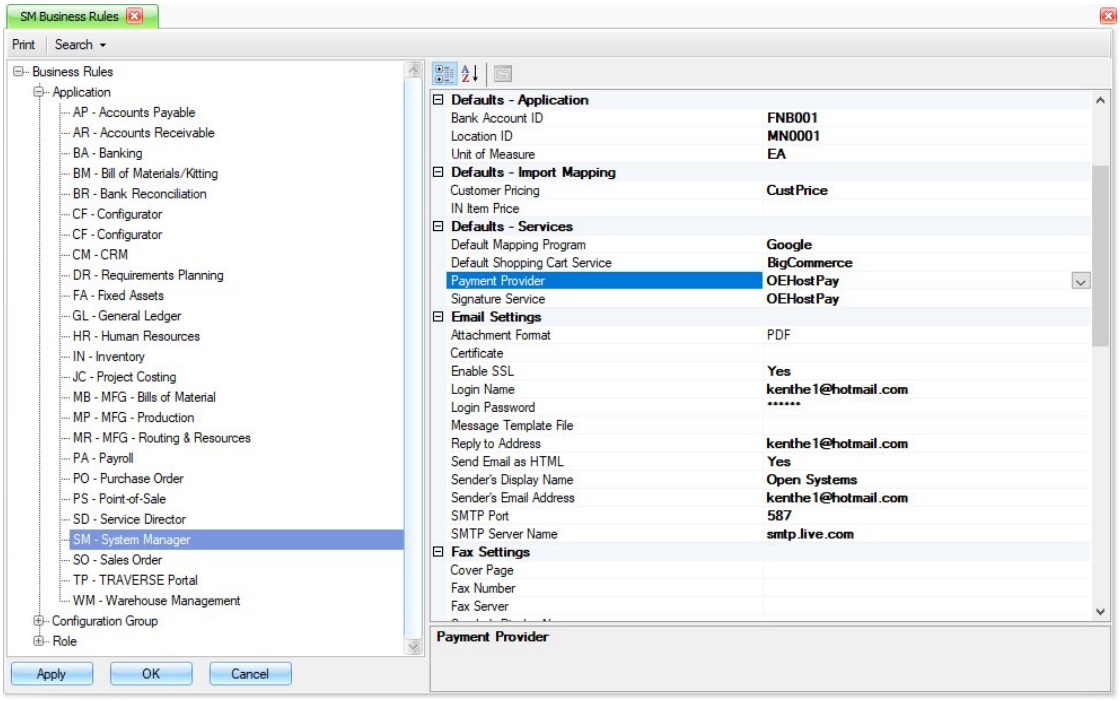
- If you use Vantiv/Worldpay Cloud, there is no additional software to install. Connect the EMV directly to the network; the EMV is available to multiple users on the network. Use the **Lane Management** function to set up an EMV with a lane number.

- If you use Vantiv/Worldpay Direct, you must run the *triPOS Setup.exe* installation. This creates a Windows Service (triPOS.NET) that is required for the EMV to work. The default installation path is: C:\Program Files (x86)\Vantiv. There is also a **triPOS.config** file created in the C:\Program Files (x86)\Vantiv\triPOS Service folder that may need to be configured. Connect the EMV to the computer with triPOS installed; the EMV is only available to that computer.



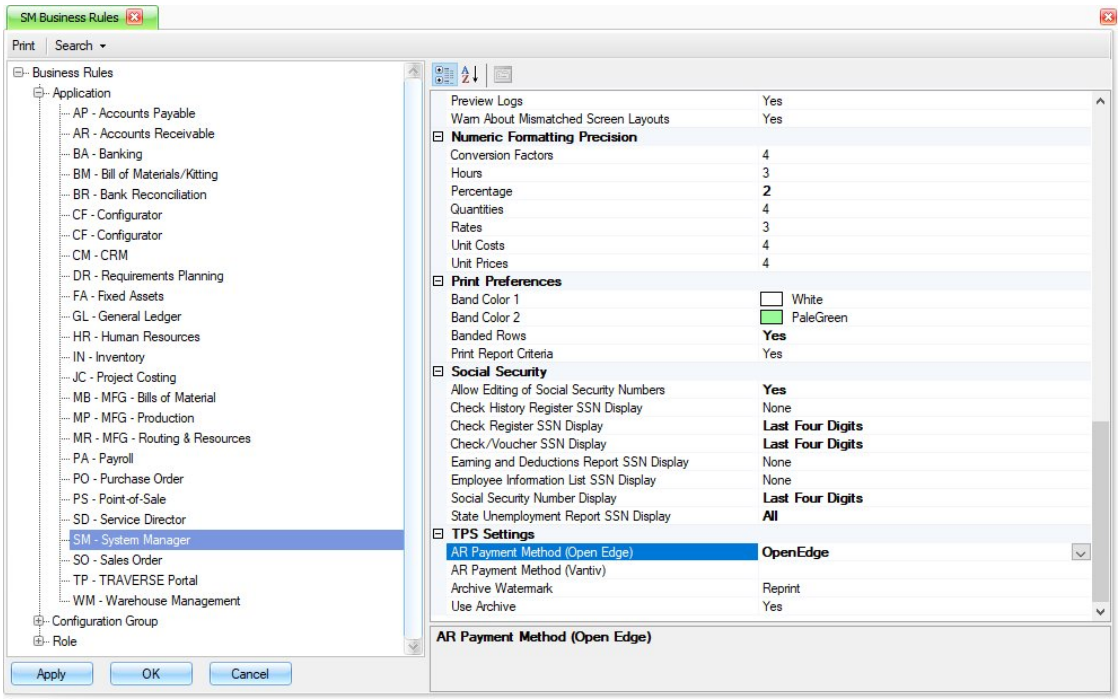
Business Rules

In the **System Manager Business Rules**:



1. Under **Defaults - Services**, select the **Payment Provider** you want to use.
2. The Payment Provider business rule must be set separately for Point-of-Sale and Portal applications.

Under TPS Settings:



NOTE: You must set up an External Payment Method, and then select the AR Payment Method for either OpenEdge or Vantiv/Worldpay. If you do not select a value for one of these AR payment methods, external-type credit card payments will not function correctly.

3. Select an **AR Payment Method ID for OpenEdge**, as applicable.
4. Select an **AR Payment Method ID for Vantiv/Worldpay**, as applicable.
5. If you want to save a PDF copy of the receipts to the database (archive the receipts), select **Yes** to **Use Archive**, and enter text for the **Archive Watermark**.

Workstation Defaults

System Manager, User Defaults - Admin

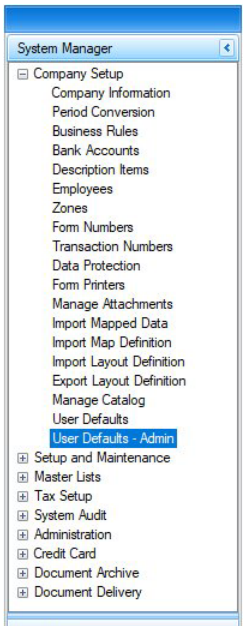
Use the System Manager, Company Setup, User Defaults - Admin function to set defaults for a workstation that will override the settings entered into the Payment Service Integration.

Enter information into only the fields that you want to override the default Payment Service Integration settings.

The User Defaults - Admin function for the TPS Workstations is used mainly when you have either a cloud install, or you use a Remote Desktop connection with shared client files. The settings entered will allow each workstation to have unique settings without editing the TPS.config file.

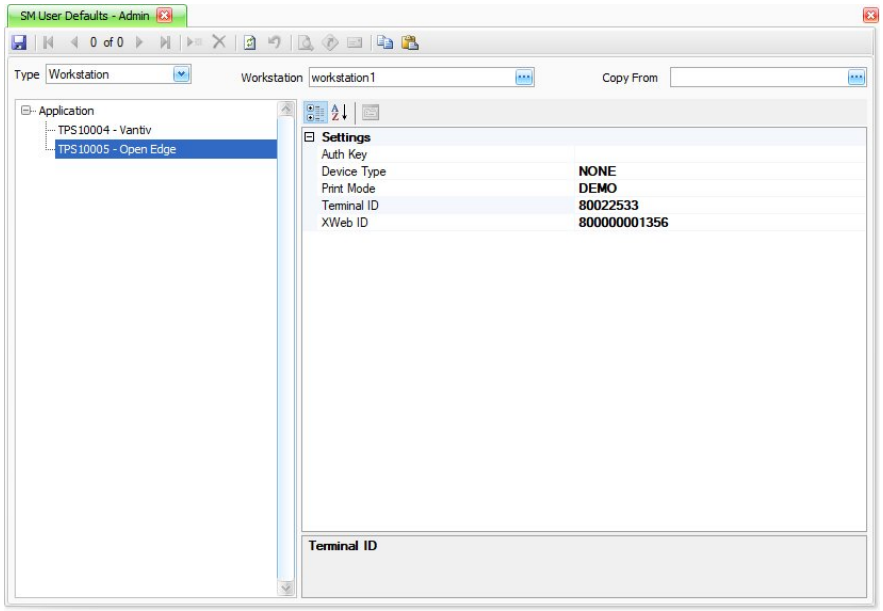
1. Select **User Defaults - Admin** from the **Company Setup** menu.

User Defaults - Admin Menu

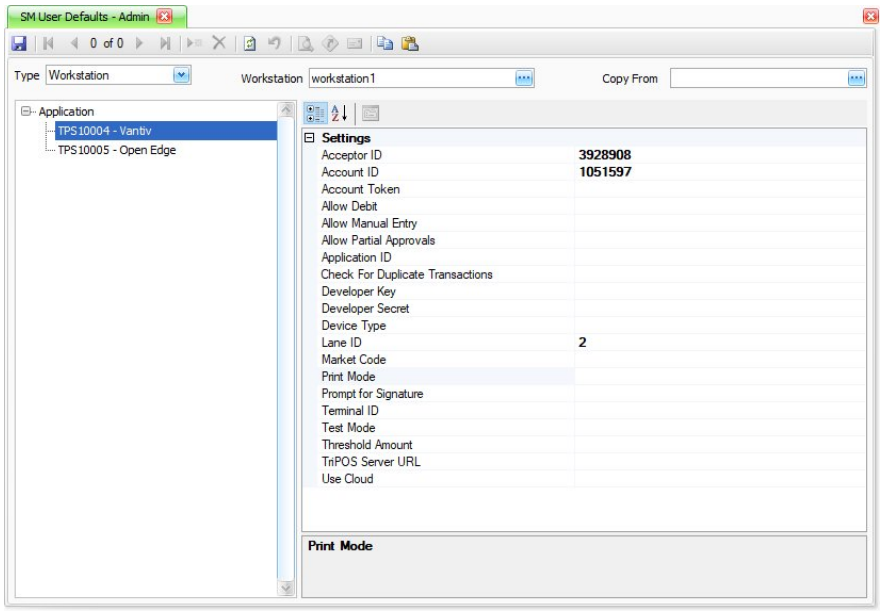


2. The **User Defaults - Admin** screen appears.

User Defaults - Admin Screen - Open Edge



User Defaults - Admin Screen - Vantiv



3. Select **Workstation** from the **Type** list.
4. Enter a **Workstation** ID to identify the Workstation you are overriding.

   Once you have saved the Workstation, you will see it in the list and may edit the available fields.
5. If you wish to copy a Workstation, select the Workstation from the **Copy From** list.
6. Select the TPS service you are using and wish to override settings from the **Application** list.
7. Enter the information you wish to override from the Payment Service Integration settings.

   You must enter information into at least one field to save the Workstation. The information you enter into the fields will be used in replacement of the information entered into the Payment Service Integration setup.
8. Click the **Save** button (Ctrl + S) to save your TPS Workstation settings.

TPS.Config Settings

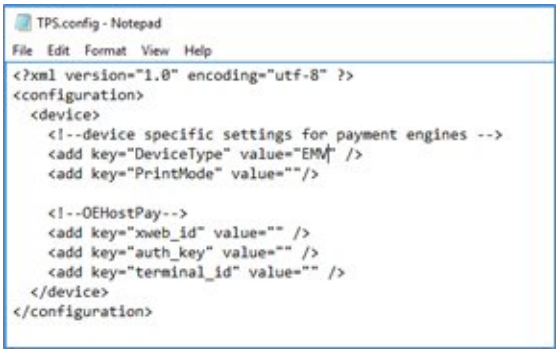
The **TPS.config** file is local to the client and found in the TRAVERSE directory. Use this file to configure a workstation to use a credit card reader, bypass the print preview when printing a receipt, or set a workstation up for a different method of utilizing the payment service.

Editing the TPS.config file is an advanced method to override the settings you entered into the Payment Service Integration setup. The information entered into the TPS.config will be used by all users/workstations that use the files in the folder containing the client program files and TPS.config file.

To set values specific to a workstation, use the System Manager, User Defaults - Admin function (page 4-142) to set these values to override the settings in the Payment Service Integration setup.

Credit Card Readers

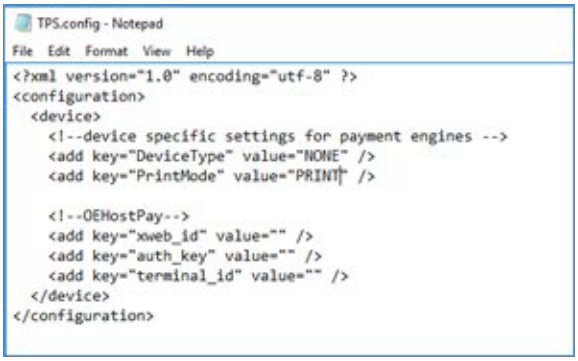
If you want the workstation to use a credit card reader, such as in a retail situation, you can edit the **TPS.config** file in the TRAVERSE directory. By default, the **DeviceType** setting is set to **NONE**, which requires the user to enter credit card information manually. To configure the system to use an EMV (credit card reader), set the **DeviceType** value to **EMV**.



NOTE: The Device Type may also be set in the User Defaults – Admin function by selecting the Device Type: NONE or EMV.

Print the Receipt Without a Preview

By default, after a credit card is processed, a print preview of the receipt will be displayed. If you want the workstation to print the receipt right after the card is processed, you can edit the **TPS.config** file in the TRAVERSE directory. By default, the **PrintMode** value is set to an empty value, which will open the print preview of the receipt. Set the **PrintMode** value to 'PRINT', which will print the receipt directly.



NOTE: The print mode may also be set in the User Defaults – Admin function by selecting the Print Mode: DEMO or PRINT.

Provider Settings

Some workstations may utilize the payment service differently than others, such as retail workstations rather than MOTO (mail order/telephone order). You can configure certain workstations to use a **Retail** account by entering the applicable settings in the TPS configuration file.

The settings entered in the SM **Payment Service Integration** screen are the default settings. To configure a workstation with alternate settings, you can enter values in the **OEHostPay** section of the **TPS.config** file. If you enter values in the OEHostPay section of the TPS.config file, the system will use those settings instead of the settings in the SM Payment Service Integration screen.

Note that the value for the **auth_key** is encrypted. You will need to get that value from the **tblSmServiceSettings** table in the SYS database.

NOTE: The auth_key should be set up using the User Defaults - Admin function to ensure the key is properly encrypted.

NOTE: The settings described above may also be set using the User Defaults - Admin function.

AR Payment Methods

In the AR Payment Methods screen from the AR Setup and Maintenance menu, create a new payment method ID for the credit card processor you are using, and select a **Payment Type** of 'External'. You set up the external payment method(s) as you would a credit card method such as VISA, so make sure you also select a **GL Account**. See the Payment Methods setup function (page 3-47) for details on setting up the Payment Methods.

The Payment Provider must first be set up and selected in the System Manager Business rules to activate the External Payment Type.

Customer Setup

If a Customer has given you a Credit Card number, you may enter the Credit Card number into the Customer setup screen using the **Payments** button. See the Customer Setup Payments Button section (page 3-91) for details on adding an External Payment record to the Customer.

Entering Payments

After you have set up the payment service integration, you always use the **Payments** button on the toolbar to enter a payment, to set up a new credit card for a Customer, or to set up a credit card payment for a Recurring Entry.

When you are not using an EMV (credit card swiper), you will enter the credit card info on the credit card information form that displays. When you are using an EMV, you will be directed to the EMV device to swipe, tap, or insert (if chip) the card.

You have the option to enter payment service payments from the Accounts Receivable Transactions, Accounts Receivable Recurring Entries, Sales Order Orders, Service Director Work Orders Printing Invoices, and Project Costing Deposits functions.

The Payment Service screens will be consistent within each application's transaction. See the Transactions section (page 4-22) for details on entering an External Payment into a Transaction.

After Payment Entry

After AR and SO Invoices have been posted, the **Process External Payments** function allows you to interact with the TRAVERSE Payment System (TPS) to finalize payments, generate cash receipts once the payments are finalized, finalize voided transactions, refresh payment methods, etc.

Validation errors encountered during cash receipt generation will stop the payment activity on that record, but the remaining records will be processed. See the Process External Payments function (page 4-111) for details.

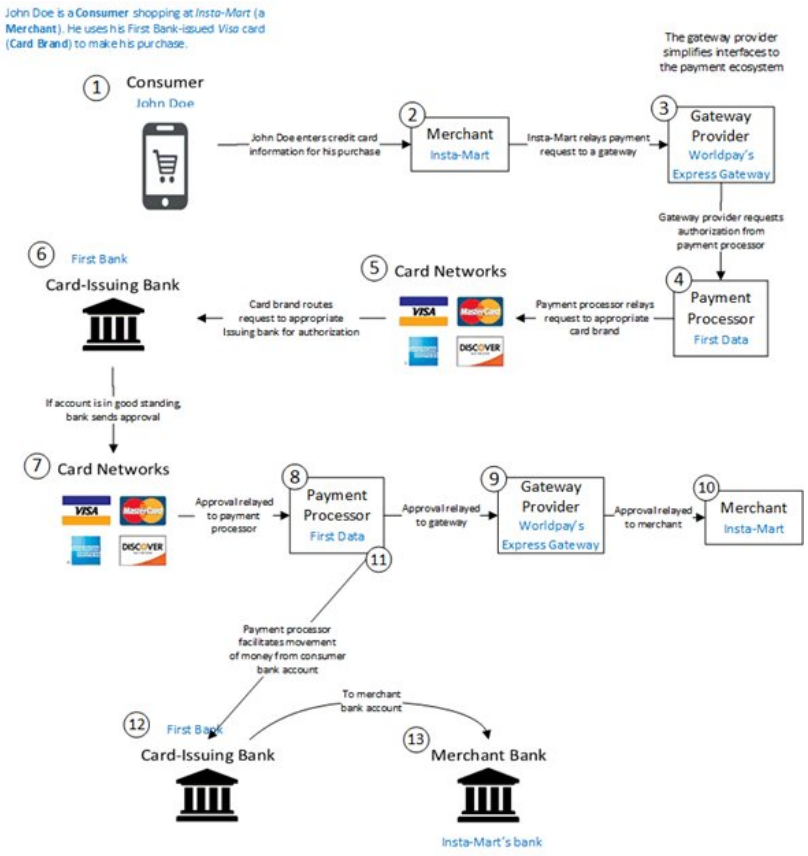
Workflow

When consumers make an electronic purchase using a credit or debit card (or a digital or mobile wallet backed by stored credentials), a variety of players from banks to credit card companies to payment processors cooperate to facilitate the transaction. The process can vary depending on the nature of the gateway and payment.

Payment Process

1. **The consumer makes a purchase**: The consumer starts by presenting their payment credentials to a merchant. This can be done in a variety of ways including keying a card number on a website, using a mobile app, swiping or dipping a card at a point of sale.
2. **The merchant relays the payment request to a gateway**: Merchants may have their own custom application (a website or mobile app for example) or they may rely on a third-party shopping cart or integrated point of sale provider already integrated to a gateway.
3. **The gateway provider receives the request**: When the gateway provider receives a transaction, they typically relay authorizations or other instructions to a payment processor. Some large gateways have relationships with a specific processor, while others have connections to multiple processors.
4. **The payment processor facilitates the transaction**: On receipt of a request from the gateway, the payment processor relays the request to the appropriate card brand that will in turn route the request to the appropriate issuing bank for authorization. Assuming there are sufficient funds and the account is in good standing, the bank and card brand will relay an approval back to the processor that will in turn be relayed to the gateway and ultimately the merchant. The payment processor facilitates the movement of money from the cardholder's issuing bank (who is essentially loaning the consumer money until they pay their credit card bill) to the appropriate merchant bank account.?

Example



Examples

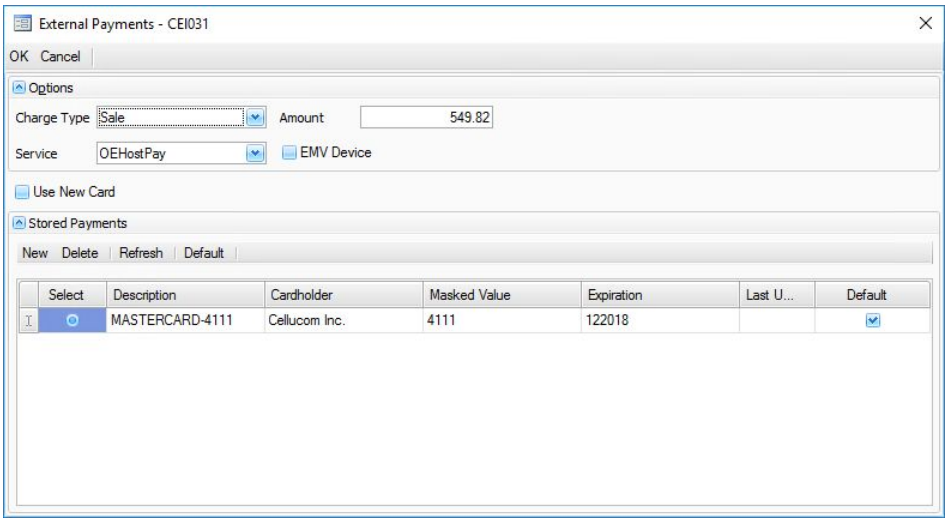
SO/AR Transaction with Charge Type of Sale

When you select the payment type of **Sale** when entering a TPS payment transaction, the payment will be applied to the Invoice once posted.

When a payment is entered using the TPS system in Accounts Receivable, the Charge Type is always Sale and cannot be changed.

1. Use the **Sales Order Orders** function to enter a **New** transaction. (or use the **Accounts Receivable Transactions** function to enter an invoice. Skip step 8 below.)
2. Click the **Payments** button in the toolbar to display the External Payments screen.

External Payments Screen



3. Select **Sale** as the **Charge Type**.

   For a Sales Order transaction you would select **Sale** if you are going to be processing the verification of the transaction soon after entering the payment. If you will not be verifying the Sales Order for a longer period of time select **Authorize**. See the section below about processing an Authorize charge type.

4. Accept the defaults for the **Amount**, **Service**, and select a **Stored Payment**.

5. Click **OK** to process the payment to the payment service.

6. Once the payment has been processed, a print preview of the receipt for the payment will appear, if you have the Print Mode in the System Manager, User Defaults - Admin set to NONE or the TPS.config value is blank. If you have the Print Mode in the System Manager, User Defaults - Admin or in the TPS.config set to PRINT the receipt will print to the Form Printers designated printer.

7. Close the receipt preview to return to the SO transaction's Payments tab.

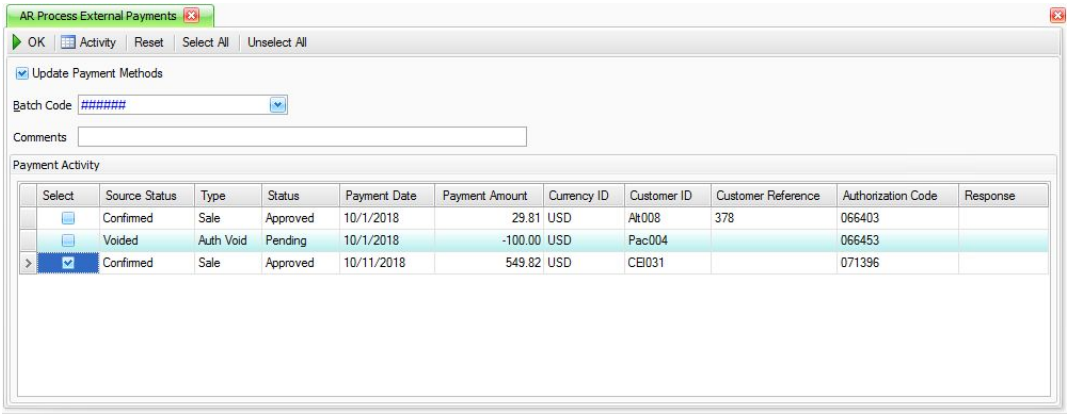
   The information returned to the Payments tab will vary for different Payment Services and may not display detailed information.

8. Once the order has shipped, Verify the Sales Order and print the Invoice.

9. Print the Sales Journal and Post Transactions to post the Invoice.

10. Use the Accounts Receivable, Transaction Journals, **Process External Payments** function to generate the **Cash Receipt** for the invoice.

Process External Payments Screen



11. The **Source Status** will be **Confirmed**, the **Type** will be **Sale**, and the **Status** will be **Approved**.

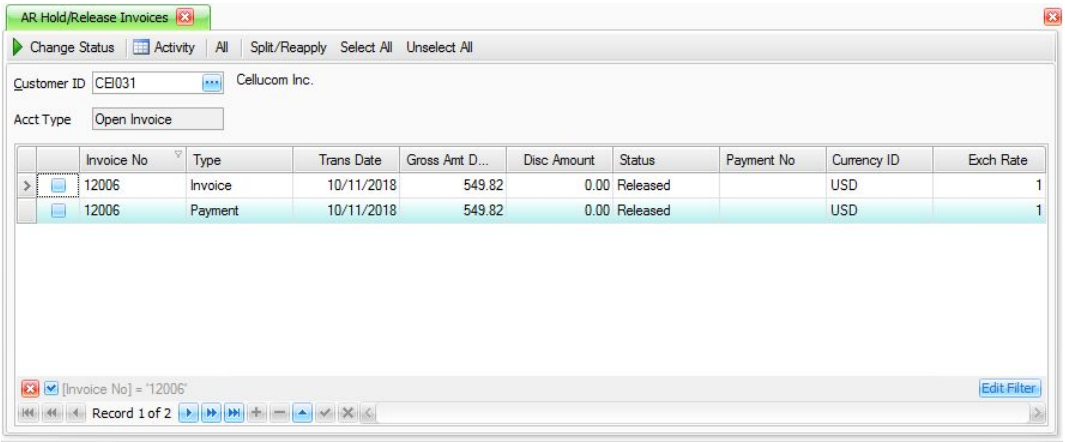
12. Mark the **Select** check box for the Invoice record you posted and for which you want to generate the Cash Receipt.

13. Click **OK** to process the selected payment records. The Process External Payments log will preview.

14. Print the **Cash Receipts Journal** and **Post Cash Receipts** to post the Cash Receipt(s) and apply the payment to the Invoice. (You will not be able to see the Cash Receipts in the Cash Receipts function, only on the Cash Receipts Journal.)

15. In the Accounts Receivable, **Hold /Release Invoices** function, you will see the Payment applied to the Invoice. In this example, the Invoice number is 12006.

Hold Release Invoices Screen

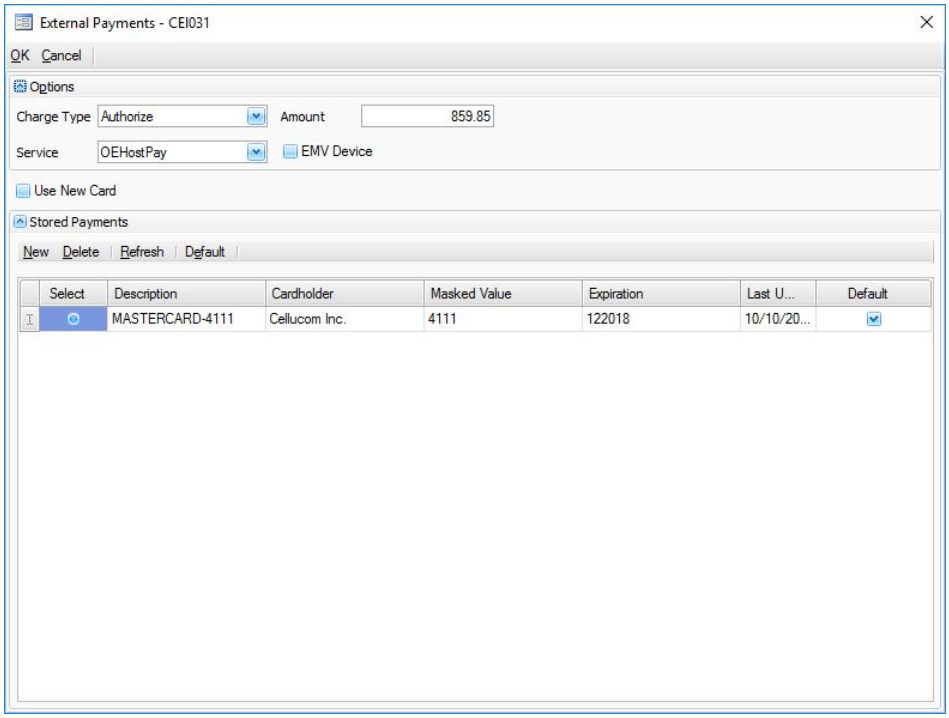


SO Transaction with Charge Type of Authorize

Posting a Sales Order with an Authorization will update the invoice number and amount due when advancing the Authorization to a Captured payment. The payment will be applied to the invoice once processing is complete; presuming the Invoice still exists within the open invoice system.

1. Use the Sales Order **Orders** function to enter a **New** transaction.
2. Click the **Payments** button in the toolbar to display the External Payments screen.

External Payments Screen



3. Select **Authorize** as the **Charge Type**.

   The **Authorize** charge type is used mainly to do a verification with the credit card to make sure the funds are available to process the transaction, once the sale is processed.

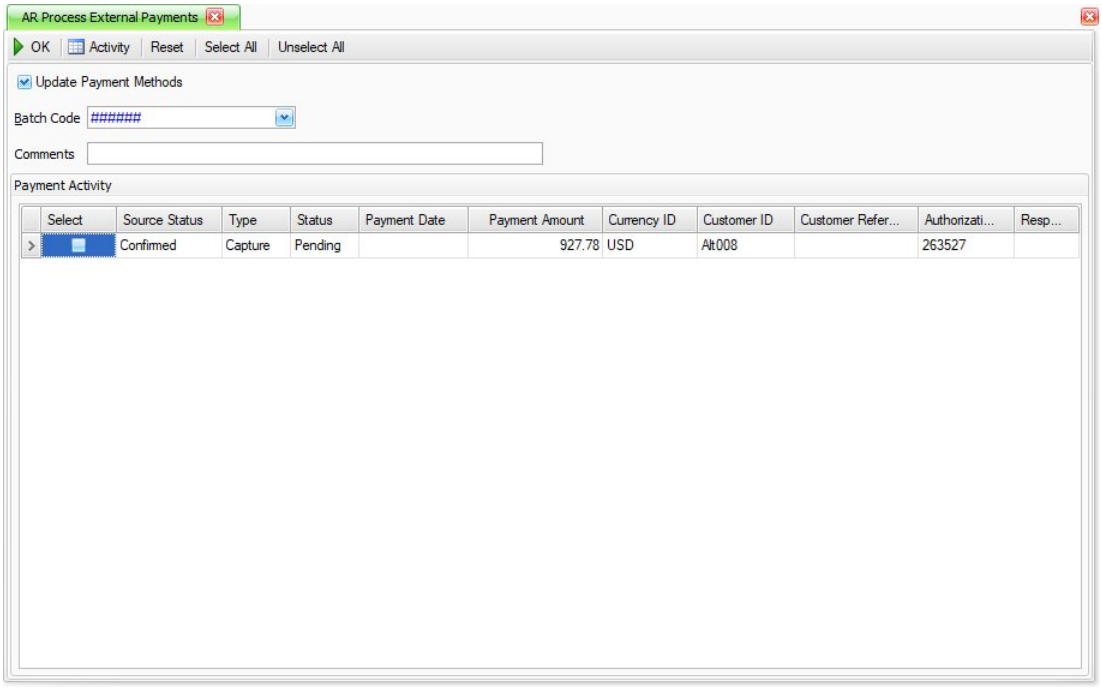
   Posting a Sales Order with an Authorization will update the invoice number and amount due when advancing the Authorization to a Captured payment. The payment will be applied to the invoice once processing is complete; presuming the Invoice still exists within the open invoice system.

4. Accept the defaults for the **Amount**, **Service**, and select a **Stored Payment**.
5. Click **OK** to process the payment to the payment service.

6. Once the payment has been processed, a print preview of the receipt for the payment will appear, if you have the Print Mode in the System Manager, User Defaults - Admin set to NONE or the TPS.config value is blank. If you have the Print Mode in the System Manager, User Defaults - Admin or in the TPS.config set to PRINT the receipt will print to the Form Printers designated printer.
7. Close the receipt preview to return to the SO transaction's Payments tab.

   The information returned to the Payments tab will vary for different Payment Services and may not display detailed information.
8. Once the order has shipped, **Verify** the Sales Order and print the **Invoice**.
9. Print the **Sales Journal** and **Post Transactions** to post the Invoice.
10. Use the Accounts Receivable, Transaction Journals, **Process External Payments** function to generate the Cash Receipt for the invoice.

Process External Payments Screen



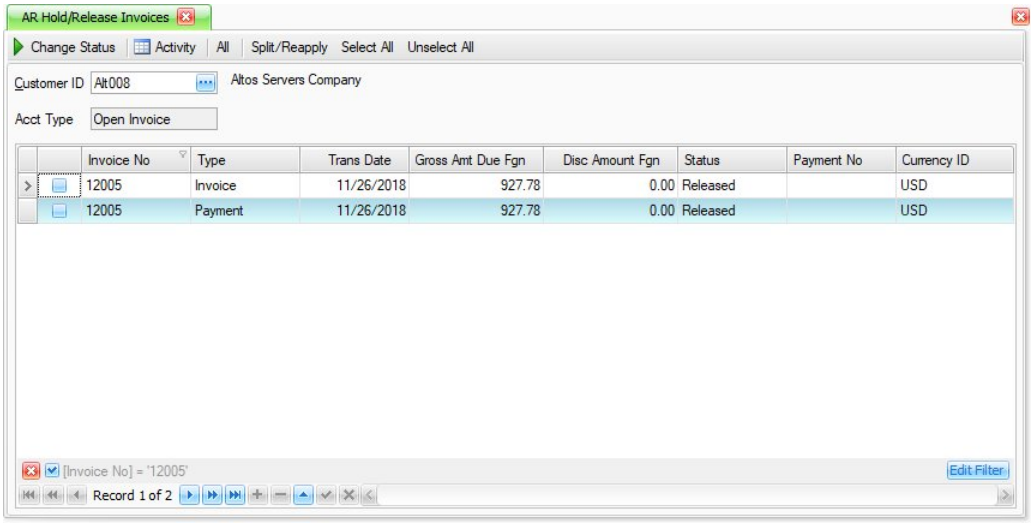
11. The **Source Status** will be **Confirmed**, the **Type** will be **Capture**, and the **Status** will be **Pending**.
12. Mark the **Select** check box for the Invoice record you posted and for which you want to generate the Cash Receipt.

13. Click **OK** to process the selected payment records. The Process External Payments log will preview.

14. Print the **Cash Receipts Journal** and **Post Cash Receipts** to post the Cash Receipt(s) and apply the payment to the Invoice. (You will not be able to see the Cash Receipts in the Cash Receipts function, only on the Cash Receipts Journal.)

15. In the Accounts Receivable, Hold /Release Invoices function, you will see the Payment applied to Invoice 12005.

Hold Release Invoices Screen



SO/AR Transaction with no Payment

You can enter a Sales Order Invoiced and an Accounts Receivable Transaction without entering a payment into the transaction, and pay the Invoice after it has been posted using the TPS system.

Follow these steps to apply a Credit Card payment to a posted Invoice:

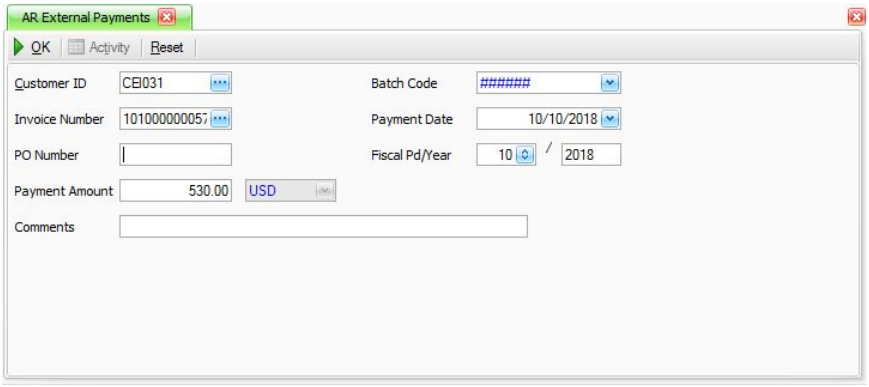
1. Use the Sales Order **Orders** function to enter a **New** transaction. (or use the Accounts Receivable **Transactions** function to enter an invoice. Skip step 2 below.)

2. Once the order has shipped, **Verify** the Sales Order and print the Invoice.

3. Print the **Sales Journal** and **Post Transactions** to post the Invoice.

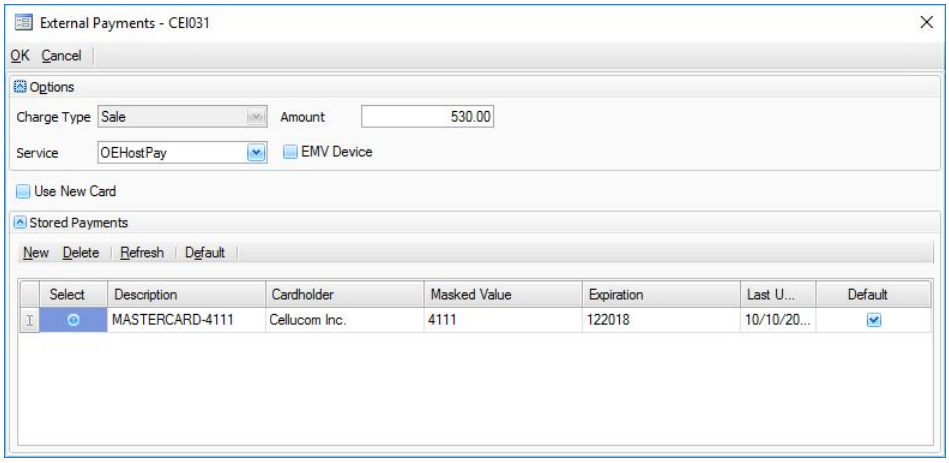
4. Use the Accounts Receivable, Transactions, **External Payments** function to pay an Invoice using a Credit Card and the TPS system.

External Payments Screen



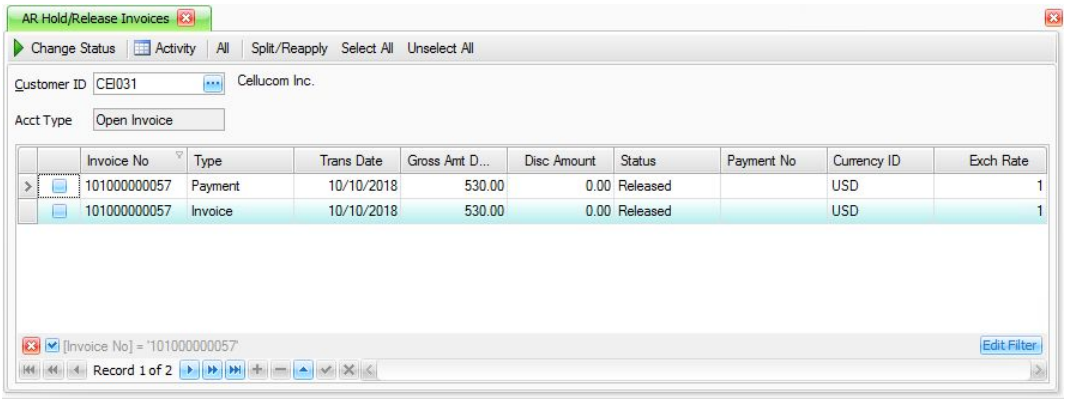
5. Select a Customer for which to process payment from the **Customer ID** drop-down list.
6. Select an unpaid **Invoice Number** to process, or leave this field blank. Because you can apply payments **On Account**, no specific Invoice Number is required.
7. Enter a **Payment Amount**. You can enter a negative amount if you are processing a refund. If you have selected an Invoice, the Invoice amount will appear. If you left the Invoice Number field blank, you must enter an amount <> zero.
8. Select a **Batch Code** for the payment process.
9. When you click **OK**, the External Payment entry form for the Customer will display. The stored external payment information will appear in the **Stored Payments** detail section of the screen. If there is no external payment method on file, a credit card information entry form will appear.

AR External Payments - Payment screen



10. Accept **Sale** as the **Charge Type**, this field is read only.
11. Accept the defaults for the **Amount**, **Service**, and select a **Stored Payment**.
12. Click **OK** to process the payment to the payment service.
13. Once the payment has been processed, a print preview of the receipt for the payment will appear, if you have the Print Mode in the System Manager, User Defaults - Admin set to NONE or the TPS.config value is blank. If you have the Print Mode in the System Manager, User Defaults - Admin or in the TPS.config set to PRINT the receipt will print to the Form Printers designated printer.
14. Close the receipt preview to return to the External Payments screen.
15. Exit the External Payment screen.
16. Print the **Cash Receipts Journal** and **Post Cash Receipts** to post the Cash Receipt(s) and apply the payment to the Invoice. (You will not be able to see the Cash Receipts in the Cash Receipts function, only on the Cash Receipts Journal.)
17. In the Accounts Receivable, **Hold /Release Invoices** function, you will see the Payment applied to the Invoice. In this example, the Invoice number is 101000000057.

Hold Release Invoices Screen



5

Interactive Views

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Customer View 5-9
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5 INTERACTIVE VIEWS

USING THE INTERACTIVE VIEWS MENU

With the functions on the Interactive Views menu, you can view but not change the following receivable information:

- Customer information
- Ship-To Addresses
- Recurring Entries
- Transactions
- Open Invoice information in detail and summary
- Detail History
- Summary History
- Aged Trial Balance
- Transaction History
- Payments

Use these functions if you need to examine (but not change) a Customer record, an Address, an Open Invoice, Summary History, Detail History, Transaction History or view an Aged Trial Balance.

Using Interactive Views, you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph beside the table for summary views. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
	Sort Ascending	Sort the selected column's data in ascending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**
	Sort Descending	Sort the selected column's data in descending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**
	Clear Sorting	Remove all sorting options and revert to the default view.
	Group By This Column	Group the identical entries from this column into a single group. **NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.**

Button	Name	Select To
	Column Chooser	Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen. **NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an *X*.**
	Best Fit	Adjust the selected column to resize the column for the best view of that column's data.
	Clear Filter	Remove all filter options and revert to the default view.
	Filter Editor	See "Filtering Across All Columns" in the General Information guide for more information.
	Best Fit (all columns)	Adjust all columns to resize for the best view all of the data at once.

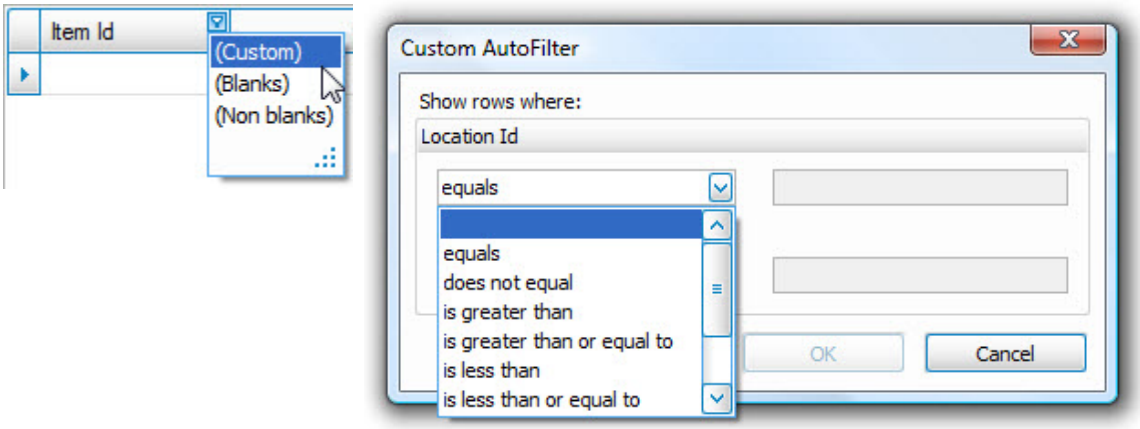
Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the drop down menu.

Select	To
(Custom)	Enter criteria for filtering the selected column. **NOTE: View the following paragraph for additional information.**
(Blanks)	Display only entries with blank information in the selected column.
(Non blanks)	Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select (**Custom**), the **Custom AutoFilter** function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.



Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select	To
Refresh Data	Refresh the data in the tables.
Hide	Remove the selected criterion from the table.
Order	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.

Select	To
	Close the PivotGrid Field List.

NOTE: Note: See instructions in the "Filtering Across All Columns" section for more information on filtering.

CUSTOMER VIEW

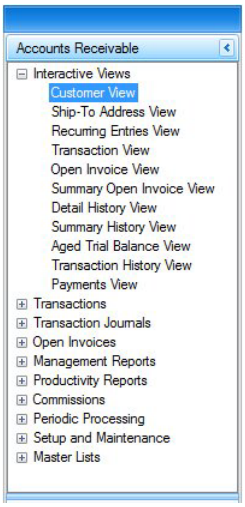
Use the **Customer View** function to view general information about a Customer. To change Customer information, use the Setup and Maintenance Customers function.

To view details on a Customer click on the blue Customer ID and you will be taken to the detail setup view screen for that Customer.

To use **Customer View**, follow these steps:

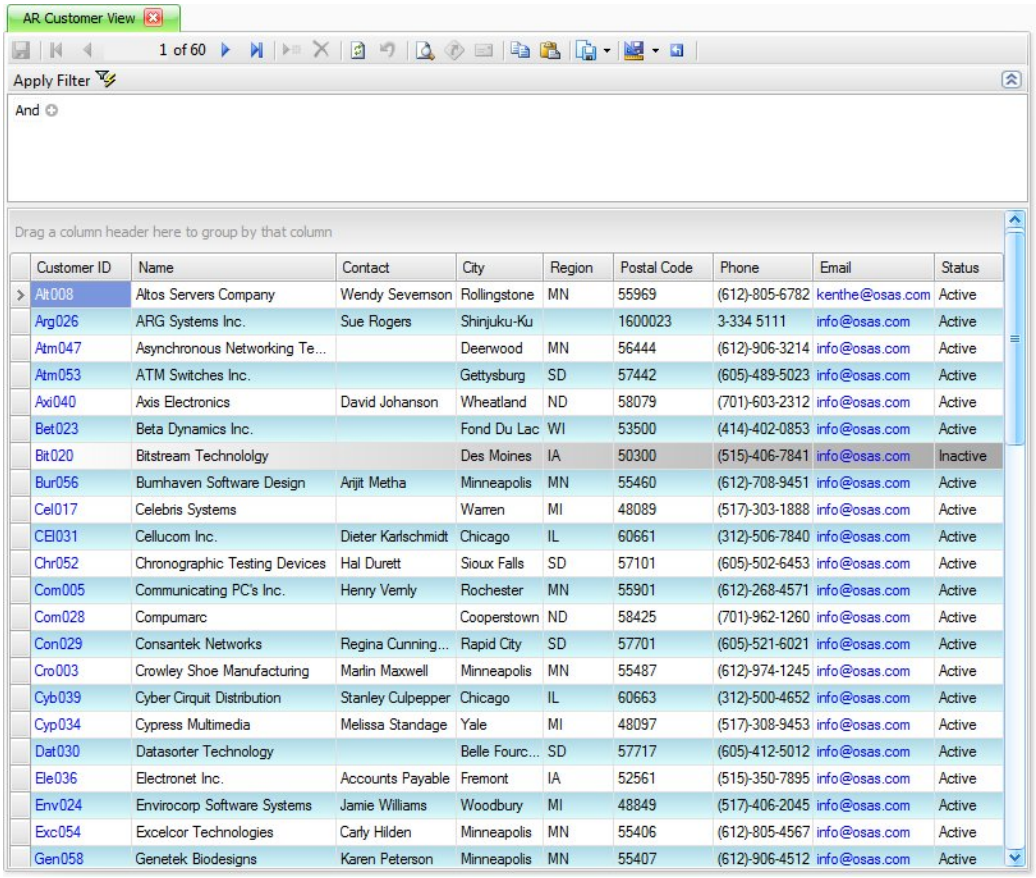
1. Select **Customer View** from the **Interactive Views menu**.

Customer View Menu



2. The **Customer View** screen appears.

Customer View Screen



Customer ID	Name	Contact	City	Region	Postal Code	Phone	Email	Status
Alt008	Altos Servers Company	Wendy Severnson	Rollingstone	MN	55969	(612)-805-6782	kenthe@osas.com	Active
Arg026	ARG Systems Inc.	Sue Rogers	Shinjuku-Ku		1600023	3-334 5111	info@osas.com	Active
Atm047	Asynchronous Networking Te...		Deerwood	MN	56444	(612)-906-3214	info@osas.com	Active
Atm053	ATM Switches Inc.		Gettysburg	SD	57442	(605)-489-5023	info@osas.com	Active
Axi040	Axis Electronics	David Johanson	Wheatland	ND	58079	(701)-603-2312	info@osas.com	Active
Bet023	Beta Dynamics Inc.		Fond Du Lac	WI	53500	(414)-402-0853	info@osas.com	Active
Bit020	Bitstream Technololgy		Des Moines	IA	50300	(515)-406-7841	info@osas.com	Inactive
Bur056	Burnhaven Software Design	Arijit Metha	Minneapolis	MN	55460	(612)-708-9451	info@osas.com	Active
Cel017	Celebris Systems		Warren	MI	48089	(517)-303-1888	info@osas.com	Active
CEl031	Cellucom Inc.	Dieter Karlschmidt	Chicago	IL	60661	(312)-506-7840	info@osas.com	Active
Chr052	Chronographic Testing Devices	Hal Durett	Sioux Falls	SD	57101	(605)-502-6453	info@osas.com	Active
Com005	Communicating PC's Inc.	Henry Vemly	Rochester	MN	55901	(612)-268-4571	info@osas.com	Active
Com028	Compumarc		Cooperstown	ND	58425	(701)-962-1260	info@osas.com	Active
Con029	Consantek Networks	Regina Cunning...	Rapid City	SD	57701	(605)-521-6021	info@osas.com	Active
Cro003	Crowley Shoe Manufacturing	Marlin Maxwell	Minneapolis	MN	55487	(612)-974-1245	info@osas.com	Active
Cyb039	Cyber Cirquit Distribution	Stanley Culpepper	Chicago	IL	60663	(312)-500-4652	info@osas.com	Active
Cyp034	Cypress Multimedia	Melissa Standage	Yale	MI	48097	(517)-308-9453	info@osas.com	Active
Dat030	Datasorter Technology		Belle Fourc...	SD	57717	(605)-412-5012	info@osas.com	Active
Ele036	Electronet Inc.	Accounts Payable	Fremont	IA	52561	(515)-350-7895	info@osas.com	Active
Env024	Envirocorp Software Systems	Jamie Williams	Woodbury	MI	48849	(517)-406-2045	info@osas.com	Active
Exc054	Excelcor Technologies	Carly Hilden	Minneapolis	MN	55406	(612)-805-4567	info@osas.com	Active
Gen058	Genetek Biodesigns	Karen Peterson	Minneapolis	MN	55407	(612)-906-4512	info@osas.com	Active

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Using the Interactive Views** section in the **General Information guide** for more details on using the Customer View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

SHIP-TO ADDRESS VIEW

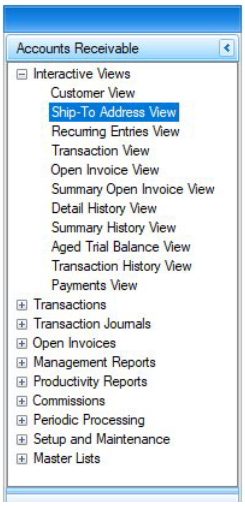
Use the **Ship-To Address View** to provide view-only access to the Customer's Ship To Address information.

To view details on a Customer click on the blue Customer ID and you will be taken to the detail setup view screen for that Customer.

To use **Ship-To Address View**, follow these steps:

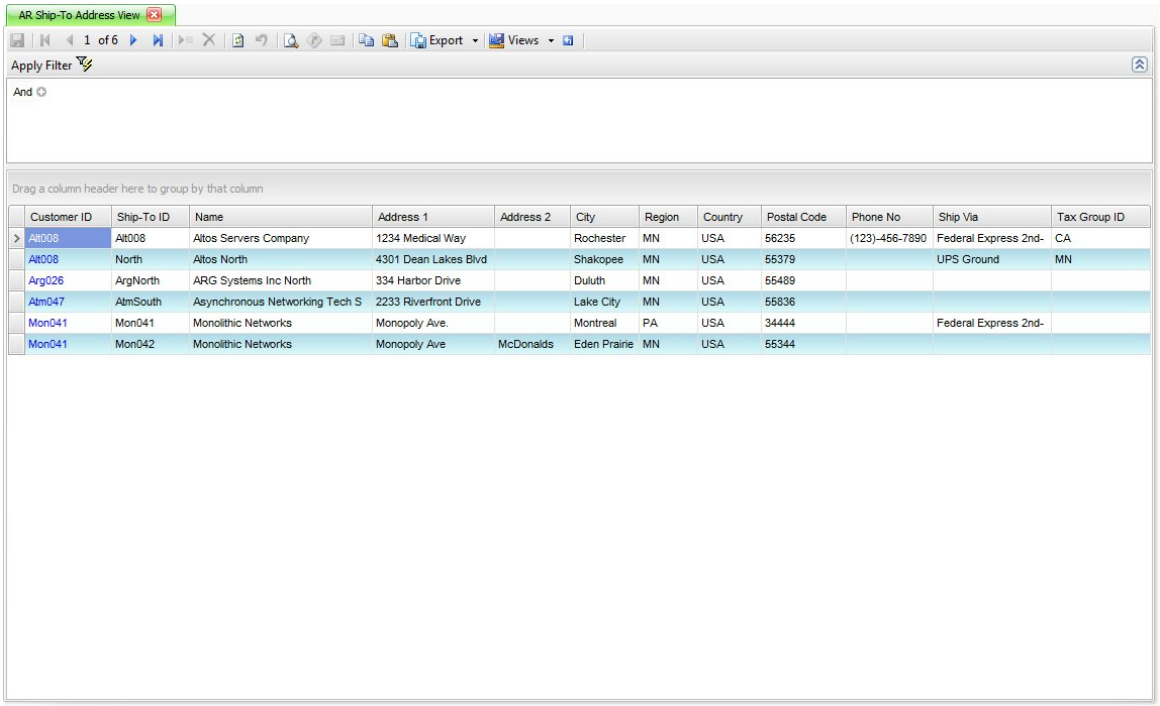
1. Select **Ship-To Address View** from the **Interactive Views** menu.

Ship-To Address View Menu



2. The **Ship-To Address View** screen appears.

Ship-To Address View Screen



Customer ID	Ship-To ID	Name	Address 1	Address 2	City	Region	Country	Postal Code	Phone No	Ship Via	Tax Group ID
Alt008	Alt008	Altos Servers Company	1234 Medical Way		Rochester	MN	USA	56235	(123)-456-7890	Federal Express 2nd-	CA
Alt008	North	Altos North	4301 Dean Lakes Blvd		Shakopee	MN	USA	55379		UPS Ground	MN
Arg026	ArgNorth	ARG Systems Inc North	334 Harbor Drive		Duluth	MN	USA	55489			
Atm047	AtmSouth	Asynchronous Networking Tech S	2233 Riverfront Drive		Lake City	MN	USA	55836			
Mon041	Mon041	Monolithic Networks	Monopoly Ave.		Montreal	PA	USA	34444		Federal Express 2nd-	
Mon041	Mon042	Monolithic Networks	Monopoly Ave	McDonalds	Eden Prairie	MN	USA	55344			

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Using the Interactive Views** in the **General Information guide**, for more details on using the Ship-To Address View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

RECURRING ENTRIES VIEW

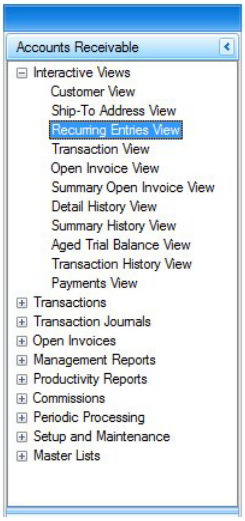
Use the **Recurring Entries View** function to view general information about recurring entries. To change recurring entry information, use the Recurring Entries function on the Setup and Maintenance menu.

To view details on a Customer click on the blue Customer ID or Recur ID and you will be taken to the detail setup view screen for that Customer or recurring entry.

To use **Recurring Entries View**, follow these steps:

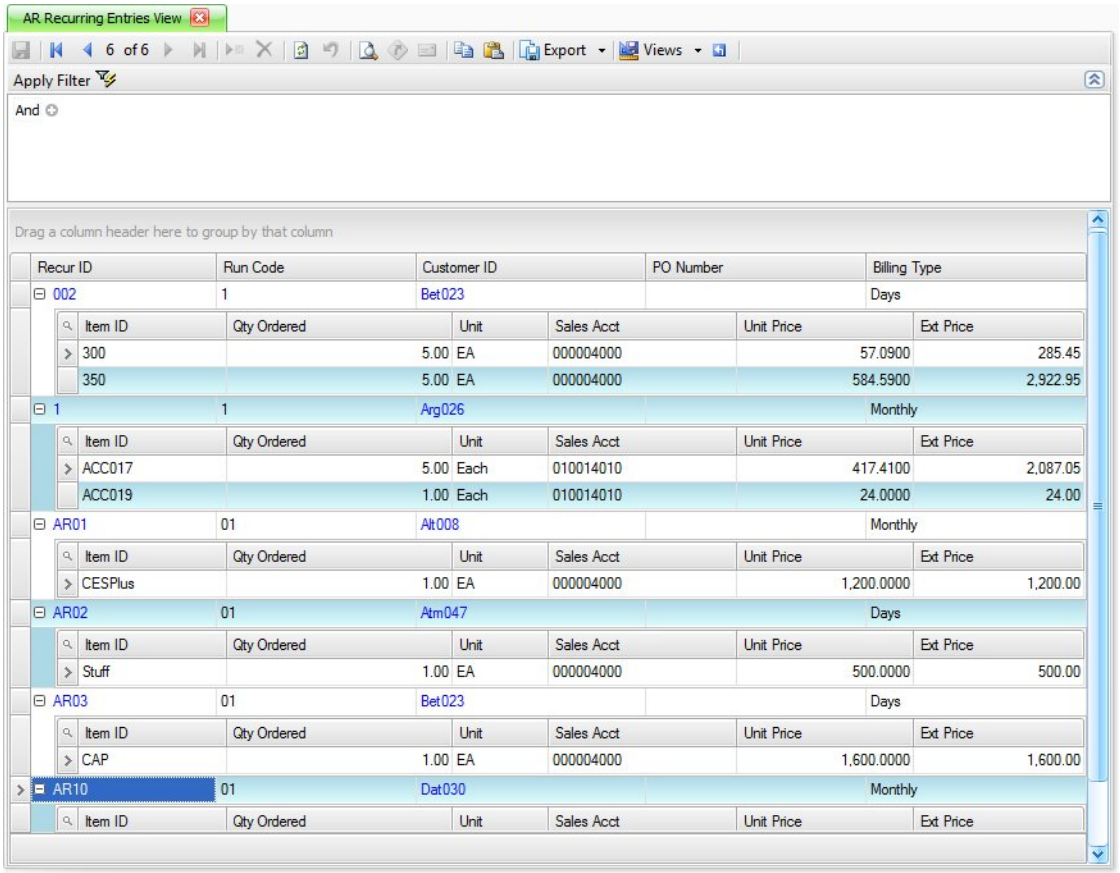
1. Select **Recurring Entries View** from the **Interactive Views menu**.

Recurring Entries View Menu



2. The **Recurring Entries View** screen appears.

Recurring Entries View Screen



3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. To see details on the recurring entries click on the **Plus** (+) next to the **Recur ID** field to expand the record. To hide the detail, if expanded, click the **Minus** (-) next to the **Recur ID** field.

5. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Interactive Views** in the **General Information guide** for more details on using the Recurring Entries View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

TRANSACTION VIEW

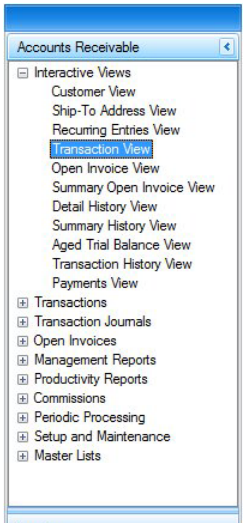
Use the **Transaction** view to display information for unposted receivables transactions. It allows you an alternative way to audit the transactions for accuracy besides printing the journals.

To view details on a Customer click on the blue Customer ID and you will be taken to the detail setup view screen for that Customer.

To use **Transaction View**, follow these steps:

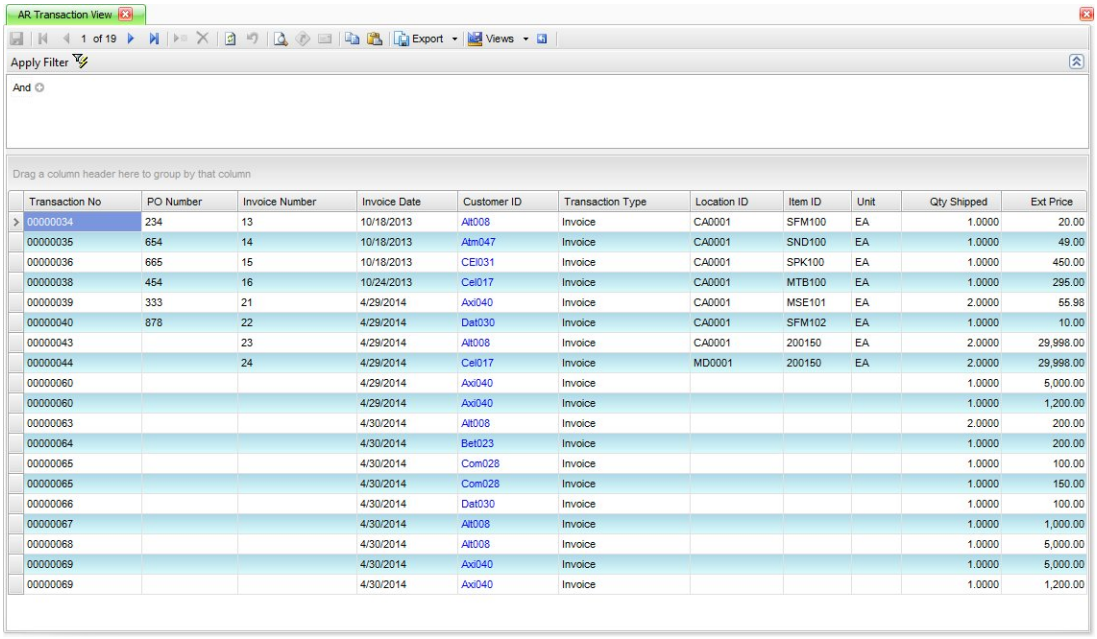
1. Select **Transaction View** from the **Interactive Views** menu.

Transaction View Menu



2. The **Transaction View** screen appears.

Transaction View Screen



Transaction No	PO Number	Invoice Number	Invoice Date	Customer ID	Transaction Type	Location ID	Item ID	Unit	Qty Shipped	Ext Price
00000034	234	13	10/18/2013	Alt008	Invoice	CA0001	SFM100	EA	1.0000	20.00
00000035	654	14	10/18/2013	Atm047	Invoice	CA0001	SND100	EA	1.0000	49.00
00000036	665	15	10/18/2013	CEI031	Invoice	CA0001	SPK100	EA	1.0000	450.00
00000038	454	16	10/24/2013	Cel017	Invoice	CA0001	MTB100	EA	1.0000	295.00
00000039	333	21	4/29/2014	Axi040	Invoice	CA0001	MSE101	EA	2.0000	55.98
00000040	878	22	4/29/2014	Dat030	Invoice	CA0001	SFM102	EA	1.0000	10.00
00000043		23	4/29/2014	Alt008	Invoice	CA0001	200150	EA	2.0000	29,998.00
00000044		24	4/29/2014	Cel017	Invoice	MD0001	200150	EA	2.0000	29,998.00
00000060			4/29/2014	Axi040	Invoice				1.0000	5,000.00
00000060			4/29/2014	Axi040	Invoice				1.0000	1,200.00
00000063			4/30/2014	Alt008	Invoice				2.0000	200.00
00000064			4/30/2014	Bet023	Invoice				1.0000	200.00
00000065			4/30/2014	Com028	Invoice				1.0000	100.00
00000065			4/30/2014	Com028	Invoice				1.0000	150.00
00000066			4/30/2014	Dat030	Invoice				1.0000	100.00
00000067			4/30/2014	Alt008	Invoice				1.0000	1,000.00
00000068			4/30/2014	Alt008	Invoice				1.0000	5,000.00
00000069			4/30/2014	Axi040	Invoice				1.0000	5,000.00
00000069			4/30/2014	Axi040	Invoice				1.0000	1,200.00

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Refer to the Using the **Interactive Views Menu** section at the beginning of this chapter and the **Interactive Views** section in the **General Information guide** for more details on using the Transaction View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

OPEN INVOICE VIEW

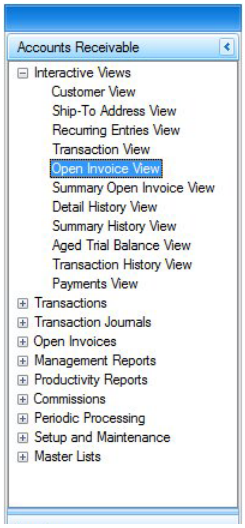
Use the **Open Invoice View** function to view open invoices that are on file for a Customer.

To view details on a Customer click on the blue Customer ID, or Invoice No, or Transaction ID, and you will be taken to the detail setup view screen for that Customer or Transaction.

To use **Open Invoice View**, follow these steps:

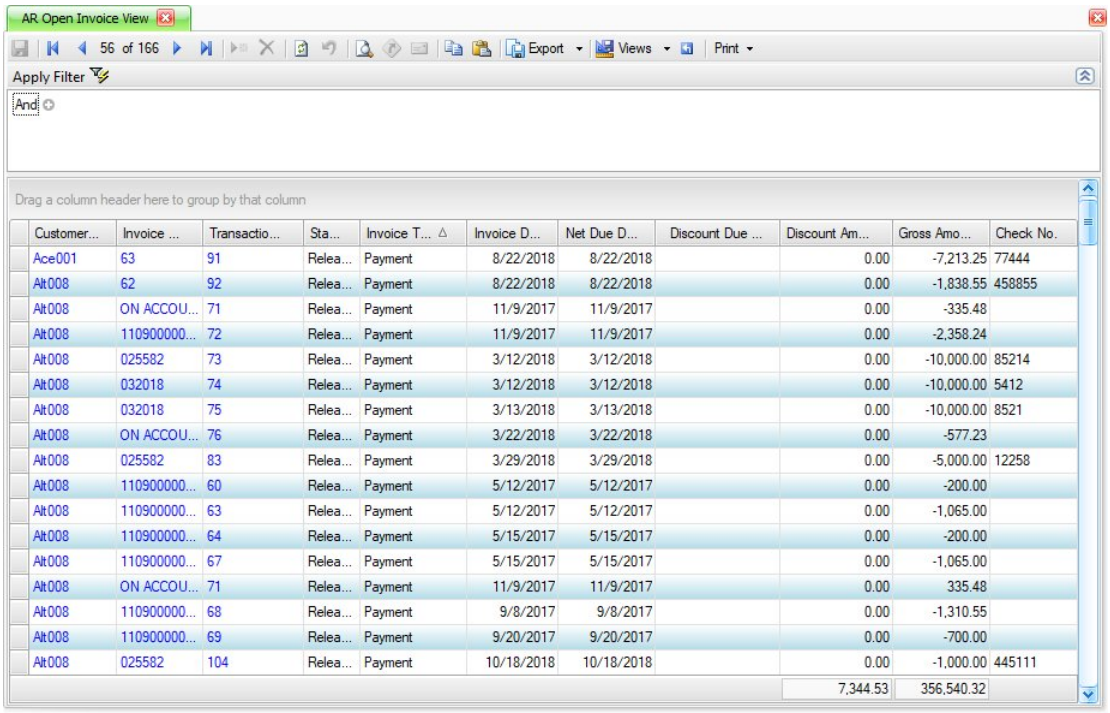
1. Select **Open Invoice View** from the **Interactive Views** menu.

Open Invoice View Menu



2. The **Open Invoice View** screen appears.

Open Invoice View Screen



Customer...	Invoice ...	Transactio...	Sta...	Invoice T...	Invoice D...	Net Due D...	Discount Due ...	Discount Am...	Gross Amo...	Check No.
Ace001	63	91	Relea...	Payment	8/22/2018	8/22/2018		0.00	-7,213.25	77444
Alt008	62	92	Relea...	Payment	8/22/2018	8/22/2018		0.00	-1,838.55	458855
Alt008	ON ACCOU...	71	Relea...	Payment	11/9/2017	11/9/2017		0.00	-335.48	
Alt008	110900000...	72	Relea...	Payment	11/9/2017	11/9/2017		0.00	-2,358.24	
Alt008	025582	73	Relea...	Payment	3/12/2018	3/12/2018		0.00	-10,000.00	85214
Alt008	032018	74	Relea...	Payment	3/12/2018	3/12/2018		0.00	-10,000.00	5412
Alt008	032018	75	Relea...	Payment	3/13/2018	3/13/2018		0.00	-10,000.00	8521
Alt008	ON ACCOU...	76	Relea...	Payment	3/22/2018	3/22/2018		0.00	-577.23	
Alt008	025582	83	Relea...	Payment	3/29/2018	3/29/2018		0.00	-5,000.00	12258
Alt008	110900000...	60	Relea...	Payment	5/12/2017	5/12/2017		0.00	-200.00	
Alt008	110900000...	63	Relea...	Payment	5/12/2017	5/12/2017		0.00	-1,065.00	
Alt008	110900000...	64	Relea...	Payment	5/15/2017	5/15/2017		0.00	-200.00	
Alt008	110900000...	67	Relea...	Payment	5/15/2017	5/15/2017		0.00	-1,065.00	
Alt008	ON ACCOU...	71	Relea...	Payment	11/9/2017	11/9/2017		0.00	335.48	
Alt008	110900000...	68	Relea...	Payment	9/8/2017	9/8/2017		0.00	-1,310.55	
Alt008	110900000...	69	Relea...	Payment	9/20/2017	9/20/2017		0.00	-700.00	
Alt008	025582	104	Relea...	Payment	10/18/2018	10/18/2018		0.00	-1,000.00	445111
								7,344.53	356,540.32	

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Interactive Views** in the **General Information guide** for more details on using the Open Invoice View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

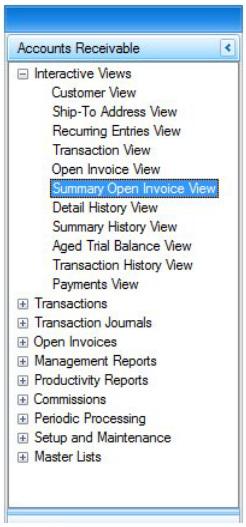
SUMMARY OPEN INVOICE VIEW

Use the **Summary Open Invoice View** function to view pivot style analysis of open invoices.

To use **Summary Open Invoice View**, follow these steps:

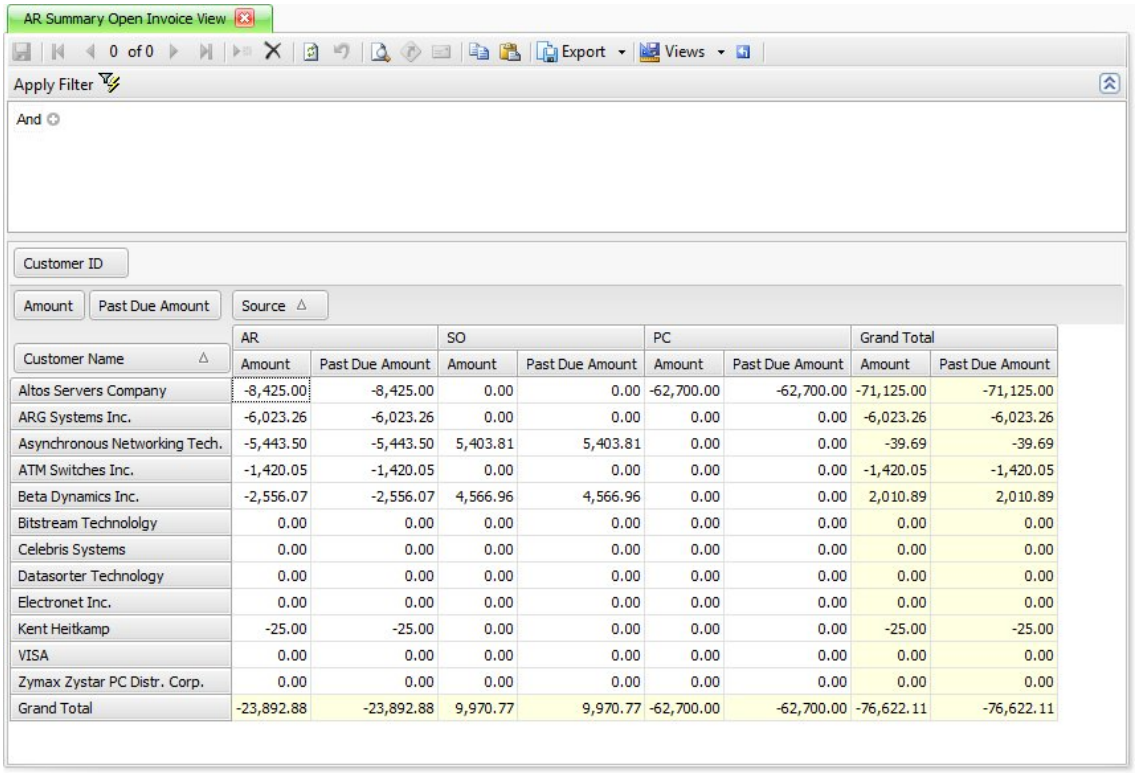
1. Select **Summary Open Invoice View** from the **Interactive Views** menu.

Summary Open Invoice View Menu



2. The **Summary Open Invoice View** screen appears.

Summary Open Invoice View Screen



Customer Name	AR		SO		PC		Grand Total	
	Amount	Past Due Amount	Amount	Past Due Amount	Amount	Past Due Amount	Amount	Past Due Amount
Altos Servers Company	-8,425.00	-8,425.00	0.00	0.00	-62,700.00	-62,700.00	-71,125.00	-71,125.00
ARG Systems Inc.	-6,023.26	-6,023.26	0.00	0.00	0.00	0.00	-6,023.26	-6,023.26
Asynchronous Networking Tech.	-5,443.50	-5,443.50	5,403.81	5,403.81	0.00	0.00	-39.69	-39.69
ATM Switches Inc.	-1,420.05	-1,420.05	0.00	0.00	0.00	0.00	-1,420.05	-1,420.05
Beta Dynamics Inc.	-2,556.07	-2,556.07	4,566.96	4,566.96	0.00	0.00	2,010.89	2,010.89
Bitstream Technololgy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Celebris Systems	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Datasorter Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electronet Inc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kent Heitkamp	-25.00	-25.00	0.00	0.00	0.00	0.00	-25.00	-25.00
VISA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zymax Zystar PC Distr. Corp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	-23,892.88	-23,892.88	9,970.77	9,970.77	-62,700.00	-62,700.00	-76,622.11	-76,622.11

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Interactive Views** in the **General Information guide** for more details on using the Summary Open Invoice View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

DETAIL HISTORY VIEW

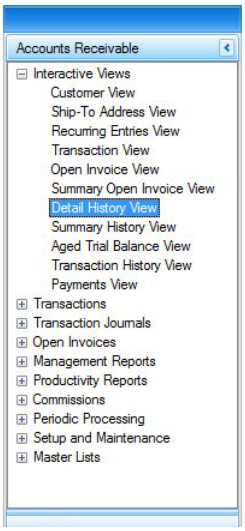
Use the **Detail History View** function to view sales, credit memos, and cash receipt information.

To view details on a Customer click on the blue Customer ID, or Invoice No, or Transaction ID, and you will be taken to the detail setup view screen for that Customer or transaction.

To use **Detail History View**, follow these steps:

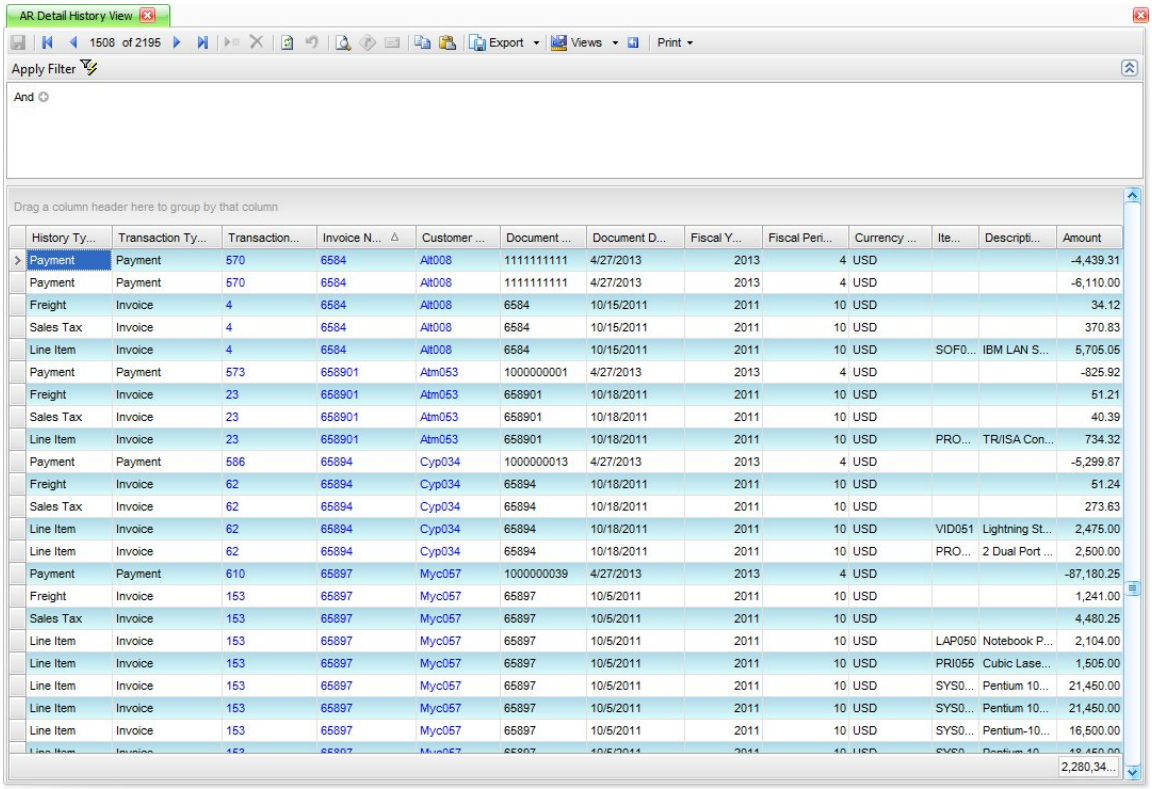
1. Select **Detail History View** from the **Interactive Views** menu.

Detail History View Menu



2. The **Detail History View** screen appears.

Detail History View Screen



History Ty...	Transaction Ty...	Transaction...	Invoice N...	Customer ...	Document ...	Document D...	Fiscal Y...	Fiscal Peri...	Currency ...	Ite...	Descripti...	Amount
Payment	Payment	570	6584	Ait008	1111111111	4/27/2013	2013	4	USD			-4,439.31
Payment	Payment	570	6584	Ait008	1111111111	4/27/2013	2013	4	USD			-6,110.00
Freight	Invoice	4	6584	Ait008	6584	10/15/2011	2011	10	USD			34.12
Sales Tax	Invoice	4	6584	Ait008	6584	10/15/2011	2011	10	USD			370.83
Line Item	Invoice	4	6584	Ait008	6584	10/15/2011	2011	10	USD	SOF0...	IBM LAN S...	5,705.05
Payment	Payment	573	658901	Atm053	1000000001	4/27/2013	2013	4	USD			-825.92
Freight	Invoice	23	658901	Atm053	658901	10/18/2011	2011	10	USD			51.21
Sales Tax	Invoice	23	658901	Atm053	658901	10/18/2011	2011	10	USD			40.39
Line Item	Invoice	23	658901	Atm053	658901	10/18/2011	2011	10	USD	PRO...	TR/ISA Con...	734.32
Payment	Payment	586	65894	Cyp034	1000000013	4/27/2013	2013	4	USD			-5,299.87
Freight	Invoice	62	65894	Cyp034	65894	10/18/2011	2011	10	USD			51.24
Sales Tax	Invoice	62	65894	Cyp034	65894	10/18/2011	2011	10	USD			273.63
Line Item	Invoice	62	65894	Cyp034	65894	10/18/2011	2011	10	USD	VID051	Lightning St...	2,475.00
Line Item	Invoice	62	65894	Cyp034	65894	10/18/2011	2011	10	USD	PRO...	2 Dual Port ...	2,500.00
Payment	Payment	610	65897	Myc057	1000000039	4/27/2013	2013	4	USD			-87,180.25
Freight	Invoice	153	65897	Myc057	65897	10/5/2011	2011	10	USD			1,241.00
Sales Tax	Invoice	153	65897	Myc057	65897	10/5/2011	2011	10	USD			4,480.25
Line Item	Invoice	153	65897	Myc057	65897	10/5/2011	2011	10	USD	LAP050	Notebook P...	2,104.00
Line Item	Invoice	153	65897	Myc057	65897	10/5/2011	2011	10	USD	PRI055	Cubic Lase...	1,505.00
Line Item	Invoice	153	65897	Myc057	65897	10/5/2011	2011	10	USD	SYS0...	Pentium 10...	21,450.00
Line Item	Invoice	153	65897	Myc057	65897	10/5/2011	2011	10	USD	SYS0...	Pentium 10...	21,450.00
Line Item	Invoice	153	65897	Myc057	65897	10/5/2011	2011	10	USD	SYS0...	Pentium-10...	16,500.00
												2,280,34...

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Interactive Views** in the **General Information guide** for more details on using the Detail History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

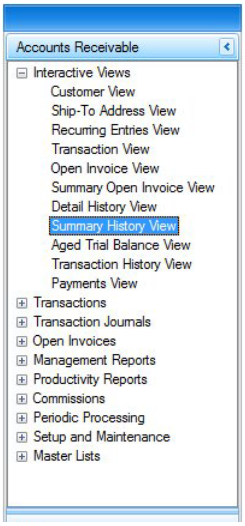
SUMMARY HISTORY VIEW

Use the **Summary History View** function to view sales, discounts, and cash receipts for each Customer.

To use **Summary History View**, follow these steps:

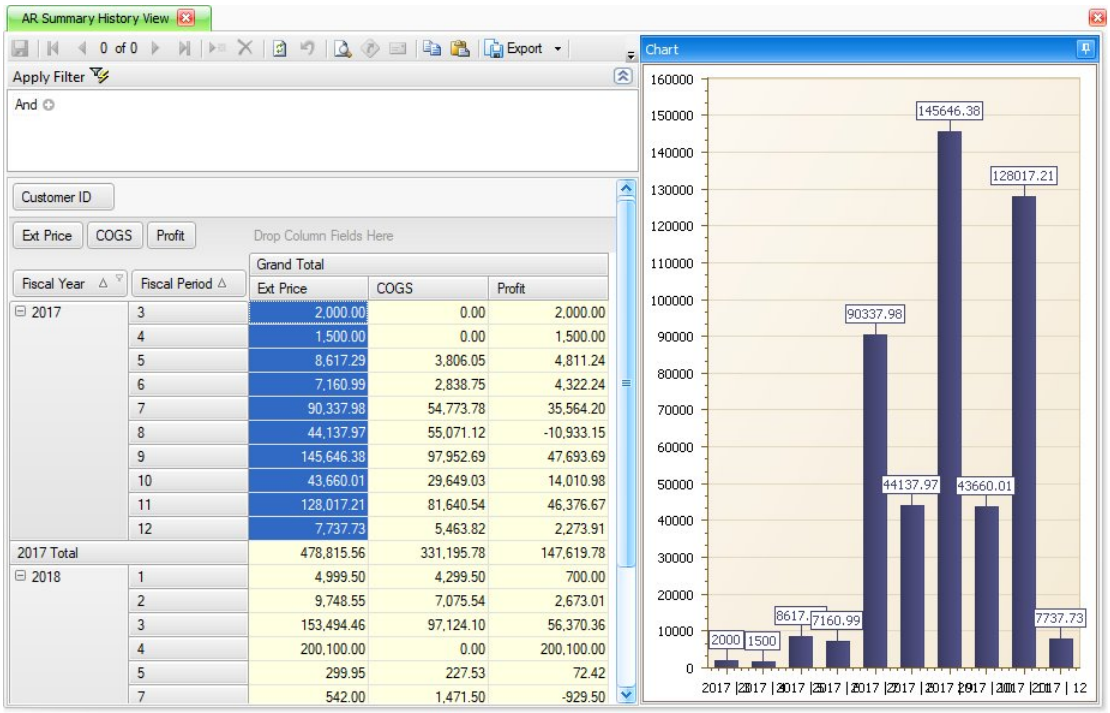
1. Select **Summary History View** from the **View** menu.

Summary History View Menu



2. The **Summary History** screen appears.

Summary History View Screen



Fiscal Year	Fiscal Period	Ext Price	COGS	Profit
2017	3	2,000.00	0.00	2,000.00
	4	1,500.00	0.00	1,500.00
	5	8,617.29	3,806.05	4,811.24
	6	7,160.99	2,838.75	4,322.24
	7	90,337.98	54,773.78	35,564.20
	8	44,137.97	55,071.12	-10,933.15
	9	145,646.38	97,952.69	47,693.69
	10	43,660.01	29,649.03	14,010.98
	11	128,017.21	81,640.54	46,376.67
	12	7,737.73	5,463.82	2,273.91
2017 Total		478,815.56	331,195.78	147,619.78
2018	1	4,999.50	4,299.50	700.00
	2	9,748.55	7,075.54	2,673.01
	3	153,494.46	97,124.10	56,370.36
	4	200,100.00	0.00	200,100.00
	5	299.95	227.53	72.42
	7	542.00	1,471.50	-929.50

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Interactive Views** in the **General Information guide** for more details on using the Summary History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

AGED TRIAL BALANCE VIEW

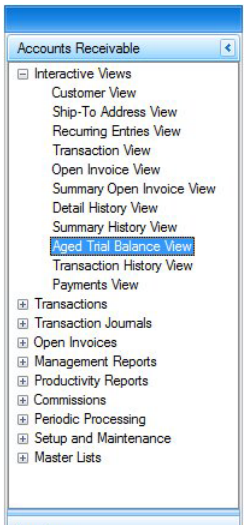
The **Aged Trial Balance View** provides much of the same information as the **Aged Trial Balance Report**, but gives you greater flexibility in retrieving information about Customers and aged invoices. By default, you can view all Aged Trial Balance information by clicking on the filtering, refreshing data and expanding the Customer record, or you can use the following procedures to narrow your View.

To view details on a Customer click on the blue Customer ID, or Invoice No, and you will be taken to the detail setup screen for that Customer or transaction.

To use the **Aged Trial Balance View**, follow these steps:

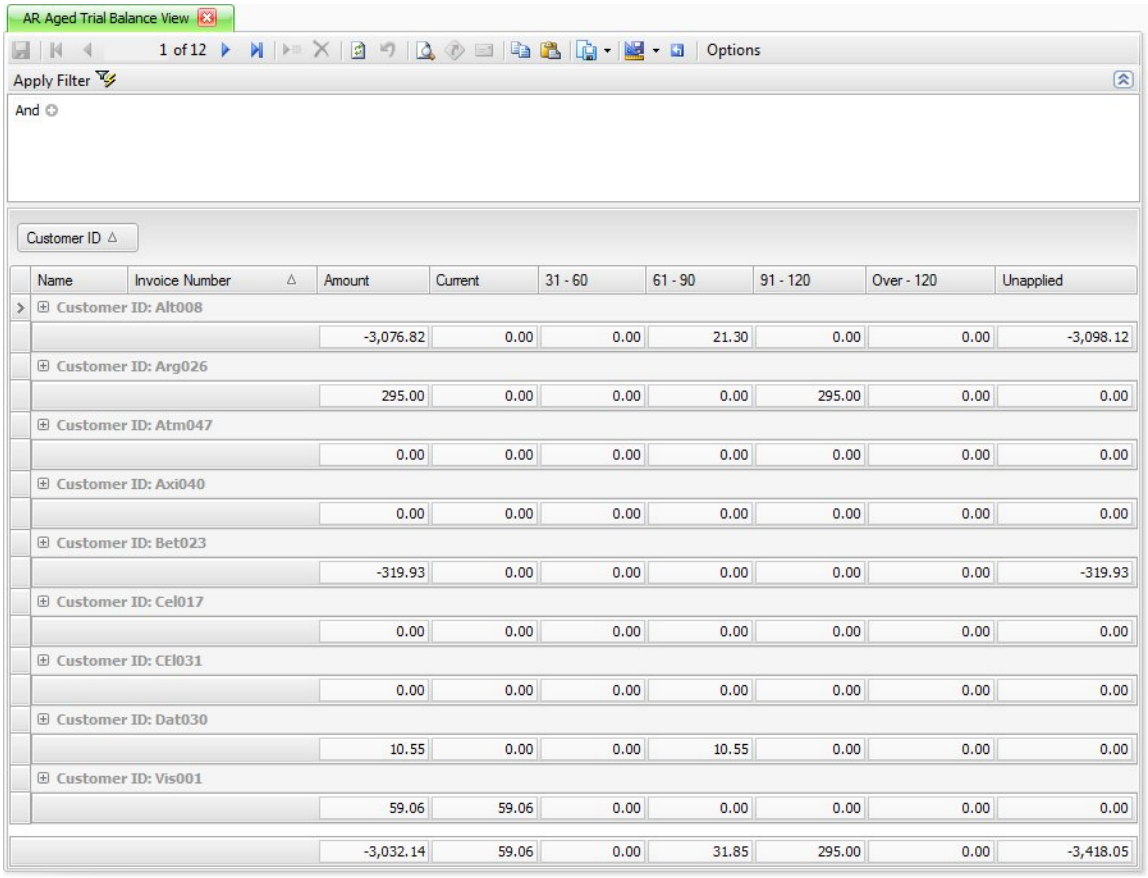
1. Select **Aged Trial Balance View** from the **View** menu.

Aged Trial Balance View Menu



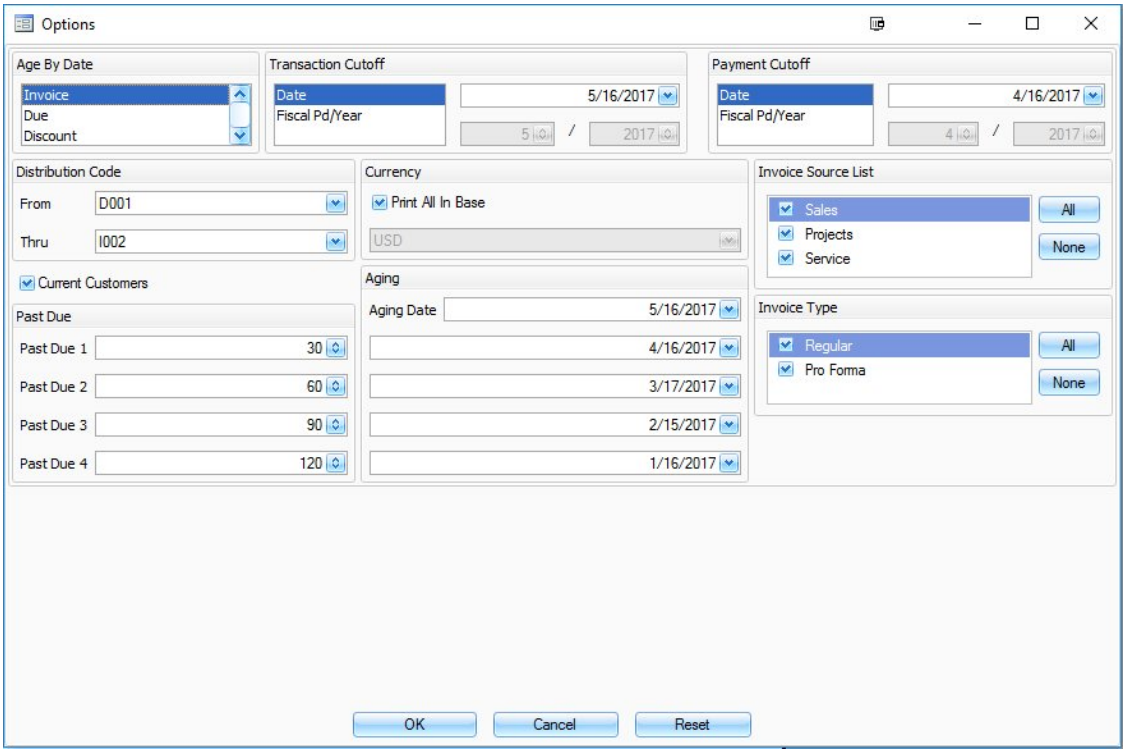
2. The **Aged Trial Balance View** screen appears.

Aged Trial Balance View Summary View



Name	Invoice Number	Amount	Current	31 - 60	61 - 90	91 - 120	Over - 120	Unapplied
Customer ID: Alt008								
		-3,076.82	0.00	0.00	21.30	0.00	0.00	-3,098.12
Customer ID: Arg026								
		295.00	0.00	0.00	0.00	295.00	0.00	0.00
Customer ID: Atm047								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: Axi040								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: Bet023								
		-319.93	0.00	0.00	0.00	0.00	0.00	-319.93
Customer ID: Cel017								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: CEl031								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: Dat030								
		10.55	0.00	0.00	10.55	0.00	0.00	0.00
Customer ID: Vis001								
		59.06	59.06	0.00	0.00	0.00	0.00	0.00
		-3,032.14	59.06	0.00	31.85	295.00	0.00	-3,418.05

Aged Trial Balance Options Screen



Options

Use the **Options** to set the codes, date ranges, and period ranges for which you would like to see Aged Trial Balance information.

3. Use the **Age By Date** field to specify whether the information should be aged by **Invoice**, **Due**, or **Discount** date.
4. Select the **Distribution Code From** and **Thru** range for the View, or leave the fields blank to include all Distribution Codes.
5. Check the **Current Customers** box to not restrict the View to Customers with past-due invoices only.

6. Specify the **Transaction Cutoff** to use on the view:

   By Date: Select the **Date** option, and enter a date to report on unpaid invoices with an Invoice Date (as entered in the **Transactions** function) on or before the date entered.

   By Period: Select the **Fiscal Pd/Year** option, and enter a period to report on unpaid invoices with a Fiscal Pd/Year (as entered in the **Transactions** function) in or before the specified period.

NOTE: All invoices not fully paid before the Transaction Cutoff point appear in the View.

7. Specify the **Payment Cutoff** to use on the view:

   By Date: Select the **Date** option, and enter a date to include payment information on fully paid invoices with dates (based on the date entered in the **Cash Receipts** function) between the date entered and the Transaction Cutoff point.

   By Period: Select the **Fiscal Pd/Year** option, and enter a period and year to include payment information on fully paid invoices with periods and year (based on the period and year entered in the **Cash Receipts** function) in or after the specified period and before the Transaction Cutoff point.

NOTE: Think of the period between the Payment Cutoff point and the Transaction Cutoff point as a window where both invoice data on unpaid invoices and payment data on recently paid invoices appear.

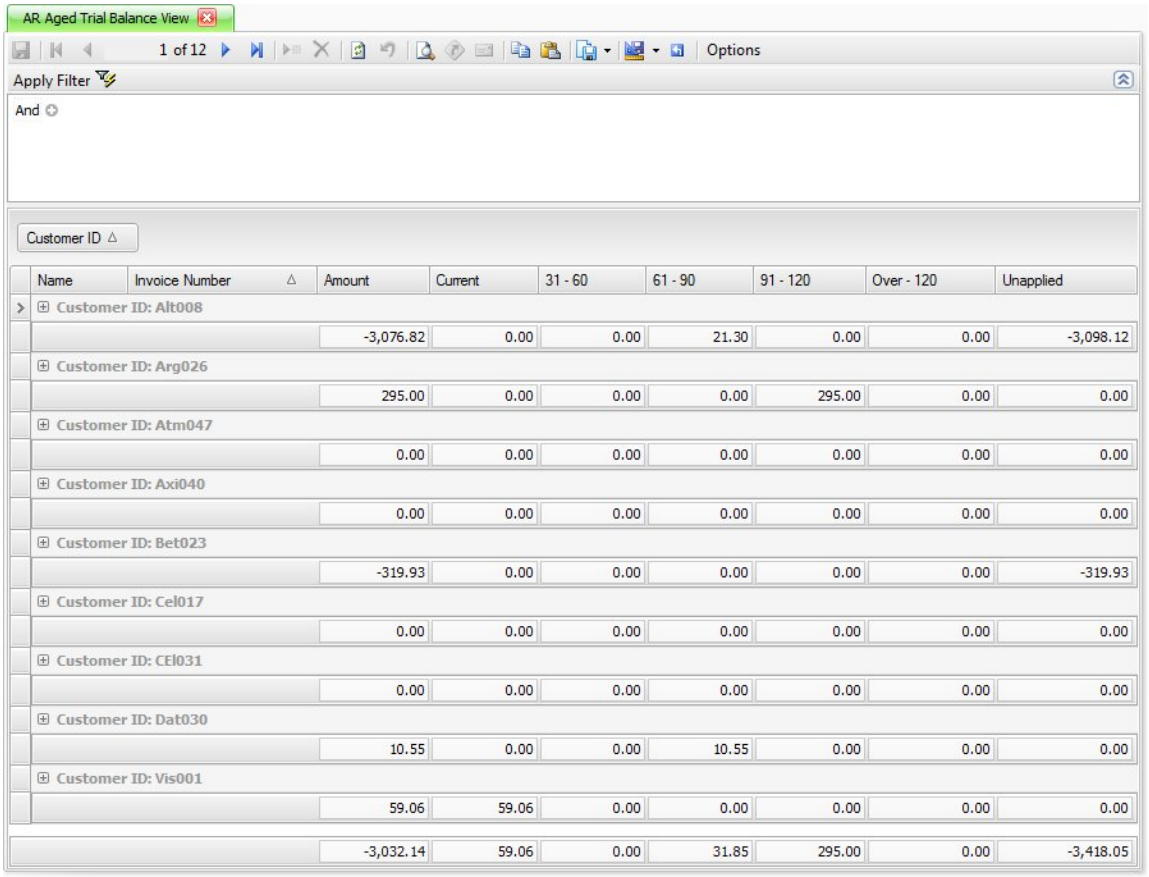
8. Choose the desired **Currency** for the View, then check **Print All in Base** currency to use the currency established in System Manager.
9. Specify the **Invoice Source List** of transaction postings you would like to include in your view:
   - **Service** invoices are invoices that originated in the Service Director application.
   - **Project** invoices are specifically billings related to a job or project.
   - **Sales** invoices are from all other applications including Accounts Receivable, Sales Order, Point-of-Sale, and Portal.
10. Specify the **Invoice Type** of transaction postings you would like to include in your view:
    - **Regular**: Invoices printed from transactions entered into Service Director, Project Cost invoicing projects, Accounts Receivable, Sales Order, Point-of-Sale, and Portal
    - **Pro Forma**: Invoices generated using the Deposit Invoice function in Project Costing.

11. Enter the **Past Due** days for the **Past Due 1** to **4**, to establish the number of aging period days on the view. These days will set the **Aging** dates. The default values are: **30**, **60**, **90**, and **120.**

12. Enter the **Aging** breaks. These are the dates that define aging buckets or categories with a particular aging status. These dates will be set by the **Past Due** days. Accept the dates, or edit if applicable.

13. Be sure to click on the **OK** button, and **Apply Filter**, to repopulate the View based upon your adjustments.

Aged Trial Balance View Summary View



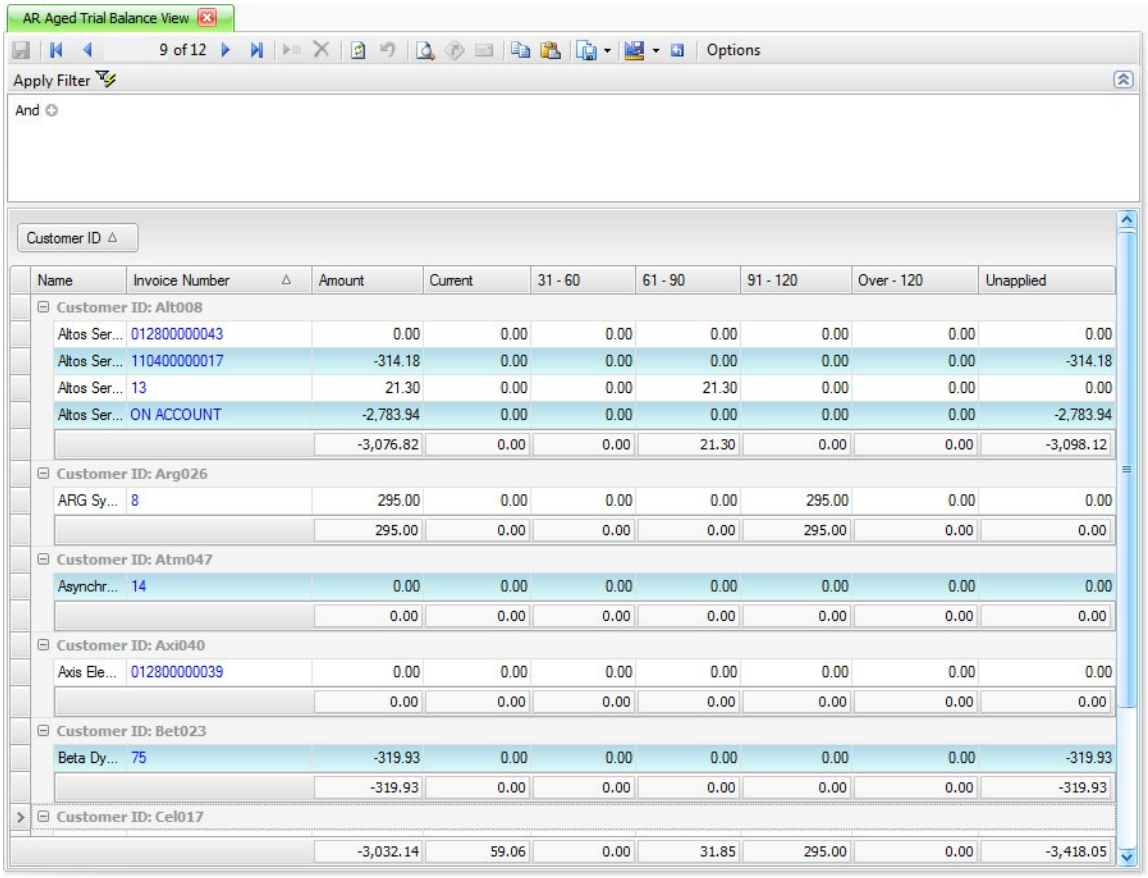
Name	Invoice Number	Amount	Current	31 - 60	61 - 90	91 - 120	Over - 120	Unapplied
Customer ID: Alt008								
		-3,076.82	0.00	0.00	21.30	0.00	0.00	-3,098.12
Customer ID: Arg026								
		295.00	0.00	0.00	0.00	295.00	0.00	0.00
Customer ID: Atm047								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: Axi040								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: Bet023								
		-319.93	0.00	0.00	0.00	0.00	0.00	-319.93
Customer ID: Cel017								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: CEl031								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: Dat030								
		10.55	0.00	0.00	10.55	0.00	0.00	0.00
Customer ID: Vis001								
		59.06	59.06	0.00	0.00	0.00	0.00	0.00
		-3,032.14	59.06	0.00	31.85	295.00	0.00	-3,418.05

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

The **Summary View** gives you a summarized view of aged balance information sorted by Customer ID. To see details on the Customer Aging records click on the **Plus** (+) next to the **Customer ID** field to expand the record. To hide the detail, if expanded, click the **Minus** (-) next to the **Recur ID** field.

To establish the summary view, drag and drop the **Customer ID** column heading into the gray bar with the text “Drag a column header here to group by that column”.

Aged Trial Balance View Expanded



Name	Invoice Number	Amount	Current	31 - 60	61 - 90	91 - 120	Over - 120	Unapplied
Customer ID: Alt008								
Altos Ser...	012800000043	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Altos Ser...	110400000017	-314.18	0.00	0.00	0.00	0.00	0.00	-314.18
Altos Ser...	13	21.30	0.00	0.00	21.30	0.00	0.00	0.00
Altos Ser...	ON ACCOUNT	-2,783.94	0.00	0.00	0.00	0.00	0.00	-2,783.94
		-3,076.82	0.00	0.00	21.30	0.00	0.00	-3,098.12
Customer ID: Arg026								
ARG Sy...	8	295.00	0.00	0.00	0.00	295.00	0.00	0.00
		295.00	0.00	0.00	0.00	295.00	0.00	0.00
Customer ID: Atm047								
Asynchr...	14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: Axi040								
Axis Ele...	012800000039	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: Bet023								
Beta Dy...	75	-319.93	0.00	0.00	0.00	0.00	0.00	-319.93
		-319.93	0.00	0.00	0.00	0.00	0.00	-319.93
Customer ID: Cel017								
		-3,032.14	59.06	0.00	31.85	295.00	0.00	-3,418.05

When you click on the **Plus** (+) sign next to the **Customer ID** it shows a detailed view of Customer IDs and Invoices selected in the **Filter Criteria**. Clicking on a blue Invoice Number causes the Open Invoice View screen for that invoice to appear.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Interactive Views** in the **General Information guide** for more details on using the Aged Trial Balance View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

TRANSACTION HISTORY VIEW

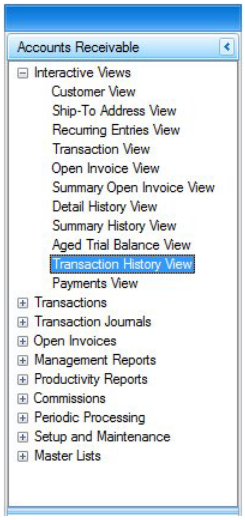
Use the **Transaction History View** function to retrieve and analyze summarized Invoice and Payment information. If you use multi-currency, invoices are available only in the original transaction currency. The quantity values reflect the transaction type.

To view details on a Customer click on the blue Customer ID, or Invoice No or Transaction ID, and you will be taken to the detail setup view screen for that Customer or transaction.

To use the **Transaction History View**, follow these steps:

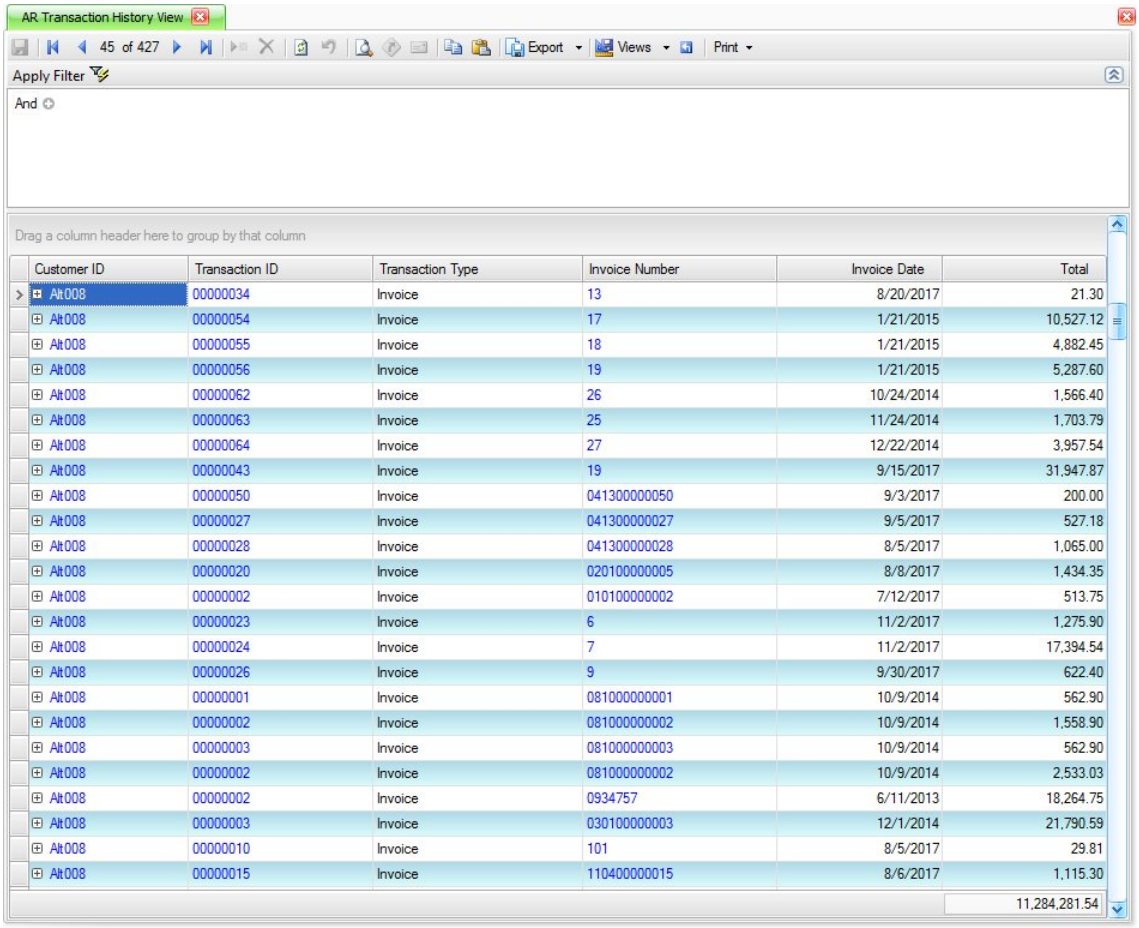
1. Select **Transaction History View** from the **Interactive Views** menu.

Transaction History View Menu



2. The **Transaction History View** screen appears.

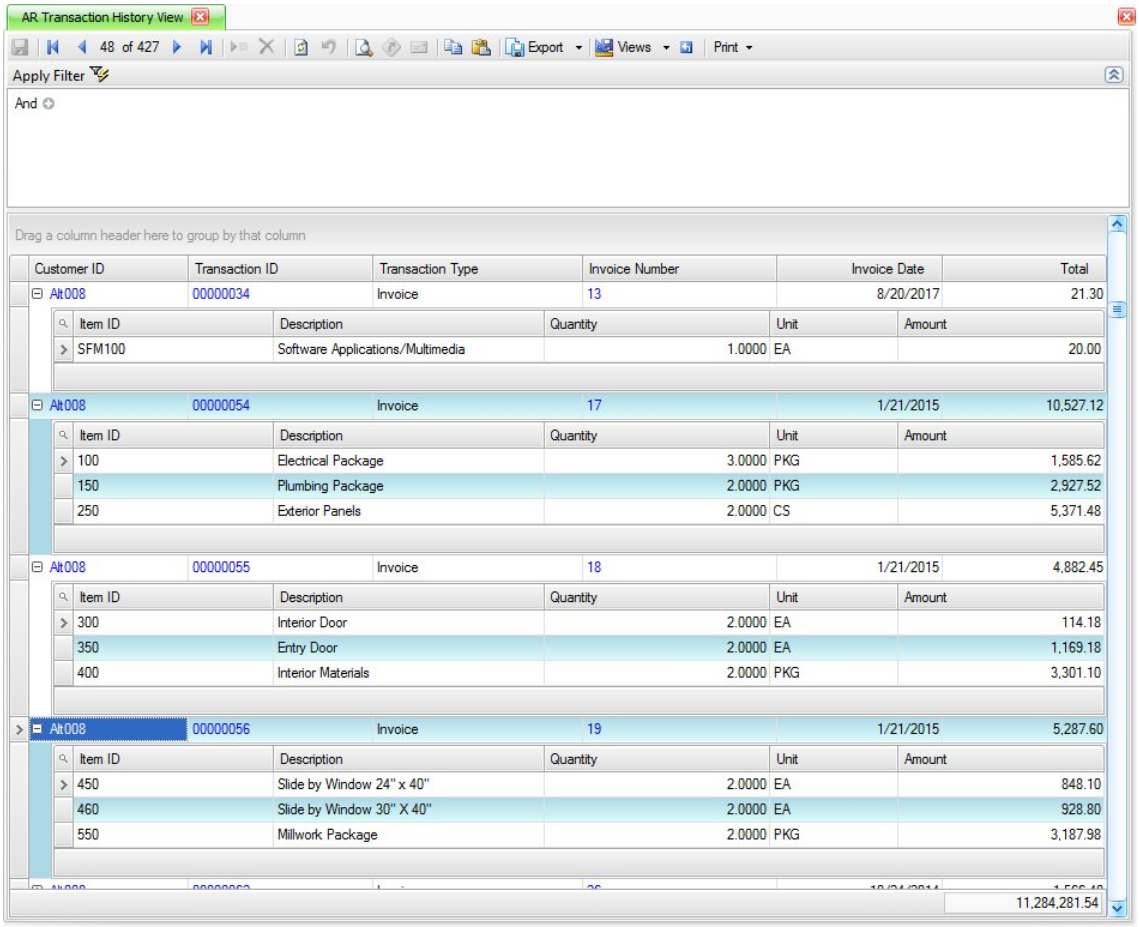
Transaction History View Summary View



Customer ID	Transaction ID	Transaction Type	Invoice Number	Invoice Date	Total
Alt008	00000034	Invoice	13	8/20/2017	21.30
Alt008	00000054	Invoice	17	1/21/2015	10,527.12
Alt008	00000055	Invoice	18	1/21/2015	4,882.45
Alt008	00000056	Invoice	19	1/21/2015	5,287.60
Alt008	00000062	Invoice	26	10/24/2014	1,566.40
Alt008	00000063	Invoice	25	11/24/2014	1,703.79
Alt008	00000064	Invoice	27	12/22/2014	3,957.54
Alt008	00000043	Invoice	19	9/15/2017	31,947.87
Alt008	00000050	Invoice	041300000050	9/3/2017	200.00
Alt008	00000027	Invoice	041300000027	9/5/2017	527.18
Alt008	00000028	Invoice	041300000028	8/5/2017	1,065.00
Alt008	00000020	Invoice	020100000005	8/8/2017	1,434.35
Alt008	00000002	Invoice	010100000002	7/12/2017	513.75
Alt008	00000023	Invoice	6	11/2/2017	1,275.90
Alt008	00000024	Invoice	7	11/2/2017	17,394.54
Alt008	00000026	Invoice	9	9/30/2017	622.40
Alt008	00000001	Invoice	081000000001	10/9/2014	562.90
Alt008	00000002	Invoice	081000000002	10/9/2014	1,558.90
Alt008	00000003	Invoice	081000000003	10/9/2014	562.90
Alt008	00000002	Invoice	081000000002	10/9/2014	2,533.03
Alt008	00000002	Invoice	0934757	6/11/2013	18,264.75
Alt008	00000003	Invoice	030100000003	12/1/2014	21,790.59
Alt008	00000010	Invoice	101	8/5/2017	29.81
Alt008	00000015	Invoice	110400000015	8/6/2017	1,115.30
					11,284,281.54

3. The **Summary View** gives you a summarized view of transaction history information sorted by Customer ID. Each of the summarized records expands when clicked, giving you a hierarchical view of transaction detail associated with each Customer.

Transaction History View Expanded



4. When you click on the **Plus** (+) sign next to the Customer ID it shows a detailed view of the transaction selected.
5. Clicking on the blue Customer ID causes the Customer setup view screen for that Customer to appear.
6. Clicking on the blue Transaction ID causes the Transaction Detail History view screen for that Transaction to appear.

Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the **Interactive Views** in the **General Information guide** for more details on using the Transaction History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

PAYMENTS VIEW

Use the **Payments** view to display payment information from the Cash Receipts function prior to running the Post Cash Receipts function. It allows you an alternative way to audit the Cash Receipts for accuracy besides printing the journals. The view also looks at the payment history table to pull in history of cash receipts.

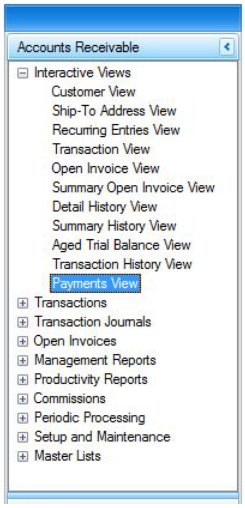
To view unposted cash receipts, bring the **Posted** column into the displayed columns from the column chooser and select to only see the **Unposted** cash receipts.

To view details on a Customer click on the blue Customer ID and you will be taken to the detail setup screen for that Customer.

To use **Payments View**, follow these steps:

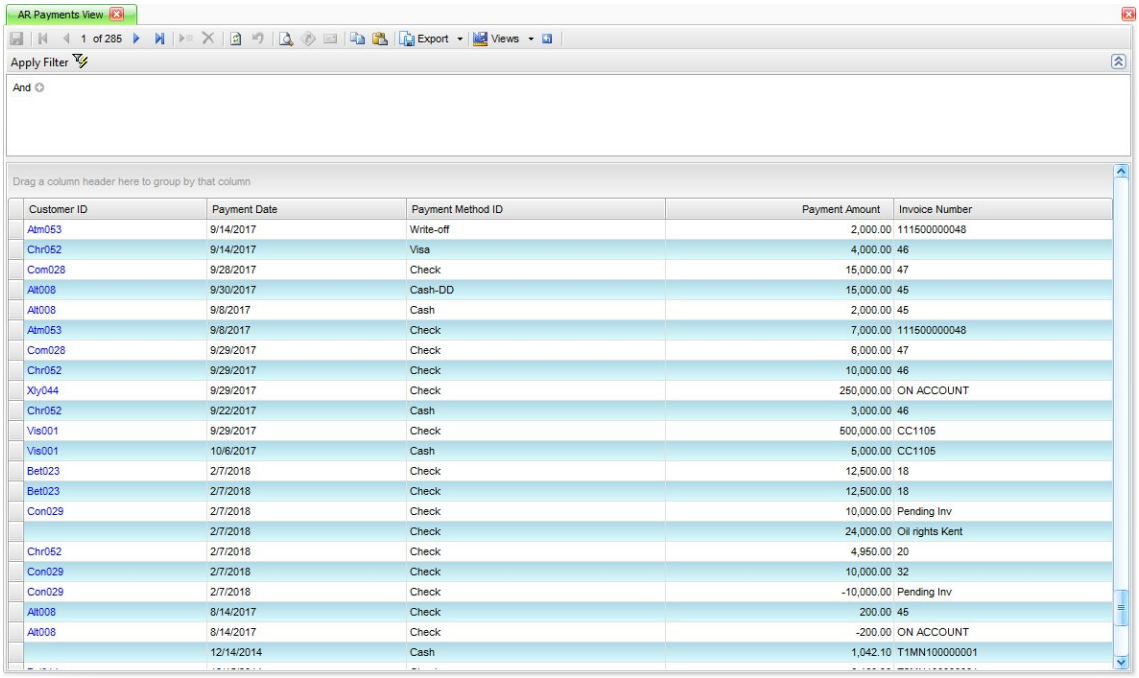
1. Select **Payments View** from the **Interactive Views** menu.

Payments View Menu



2. The **Payments View** screen appears.

Payments View Screen



Customer ID	Payment Date	Payment Method ID	Payment Amount	Invoice Number
Atm053	9/14/2017	Write-off	2,000.00	111500000048
Chr052	9/14/2017	Visa	4,000.00	46
Com028	9/28/2017	Check	15,000.00	47
Alt008	9/30/2017	Cash-DD	15,000.00	45
Alt008	9/8/2017	Cash	2,000.00	45
Atm053	9/8/2017	Check	7,000.00	111500000048
Com028	9/29/2017	Check	6,000.00	47
Chr052	9/29/2017	Check	10,000.00	46
Xly044	9/29/2017	Check	250,000.00	ON ACCOUNT
Chr052	9/22/2017	Cash	3,000.00	46
Vis001	9/29/2017	Check	500,000.00	CC1105
Vis001	10/6/2017	Cash	5,000.00	CC1105
Bet023	2/7/2018	Check	12,500.00	18
Bet023	2/7/2018	Check	12,500.00	18
Con029	2/7/2018	Check	10,000.00	Pending Inv
	2/7/2018	Check	24,000.00	Oil rights Kent
Chr052	2/7/2018	Check	4,950.00	20
Con029	2/7/2018	Check	10,000.00	32
Con029	2/7/2018	Check	-10,000.00	Pending Inv
Alt008	8/14/2017	Check	200.00	45
Alt008	8/14/2017	Check	-200.00	ON ACCOUNT
	12/14/2014	Cash	1,042.10	T1MN100000001

3. Refer to the Using the **Interactive Views Menu** section at the beginning of this chapter and the **Interactive Views** section in the **General Information guide** for more details on using the Payments View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

6

Open Invoices

Using the Open Invoices Menu 6-3
Hold/Release Invoices 6-5
Open Invoice Report 6-11
Aged Trial Balance Report 6-17
Cash Flow Report 6-29
Calculate Finance Charges 6-33
Printing Statements 6-39
Non-Sufficient Funds (NSF) 6-45

6 OPEN INVOICES

USING THE OPEN INVOICES MENU

Preparing to Use the Open Invoices Functions

Before using the Open Invoice functions, complete the following tasks:

- Set up your Customers, Codes, and IDs, using the **Setup and Maintenance** functions.
- Verify your Customers, Codes, and IDs, using the **Master Lists** and **Interactive Views** functions.
- Enter all applicable Transactions.
- Verify and Post Transactions.

Using the Open Invoices Functions

Use the Open Invoices functions for the following tasks:

- Use the **Hold/Release Invoices** function to put disputed invoices on hold, release held invoices, split a payment or credit into several parts, or reapply a payment or credit to an outstanding invoice.(page 6-5)
- Use the **Open Invoice Report** function to see money due after you post transactions.(page 6-11)
- Use the **Aged Trial Balance Report** to see the invoice balances broken down into five aging periods. The invoice detail report shows full detail for all invoices; the detail report shows Customer name and address detail with summary totals for each aging period; the summary report shows only the Customer name, ID and totals for aging period totals.(page 6-17)
- Use the **Cash Flow Report** to see the amount of cash you can expect to receive within any four periods you specify.(page 6-29)
- Use the **Calculate Finance Charges** function to calculate finance charges on overdue invoices, to produce a report of finance charges, and to update Customer records with the new finance charges.(page 6-33)
- Use the **Print Statements** function to produce statements that show the month's transactions, summarizing your Customers' accounts.(page 6-39)

OPEN INVOICES

Using the Open Invoices Menu

HOLD/RELEASE INVOICES

Use the **Hold/Release Invoices** function to put disputed invoices on hold, release held invoices, split a payment or credit into several parts, or reapply a payment or credit to an outstanding invoice.

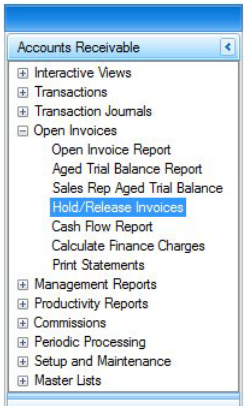
If an Invoice, Miscellaneous Credit, or Cash Receipt is placed on hold, it does not appear on the Customer's statement, but does continue to age properly. Finance charges are not assessed for held invoices.

Use the **Hold/Release Invoices** function only for open invoice Customers.

To use the **Hold/Release Invoices** function, follow these steps:

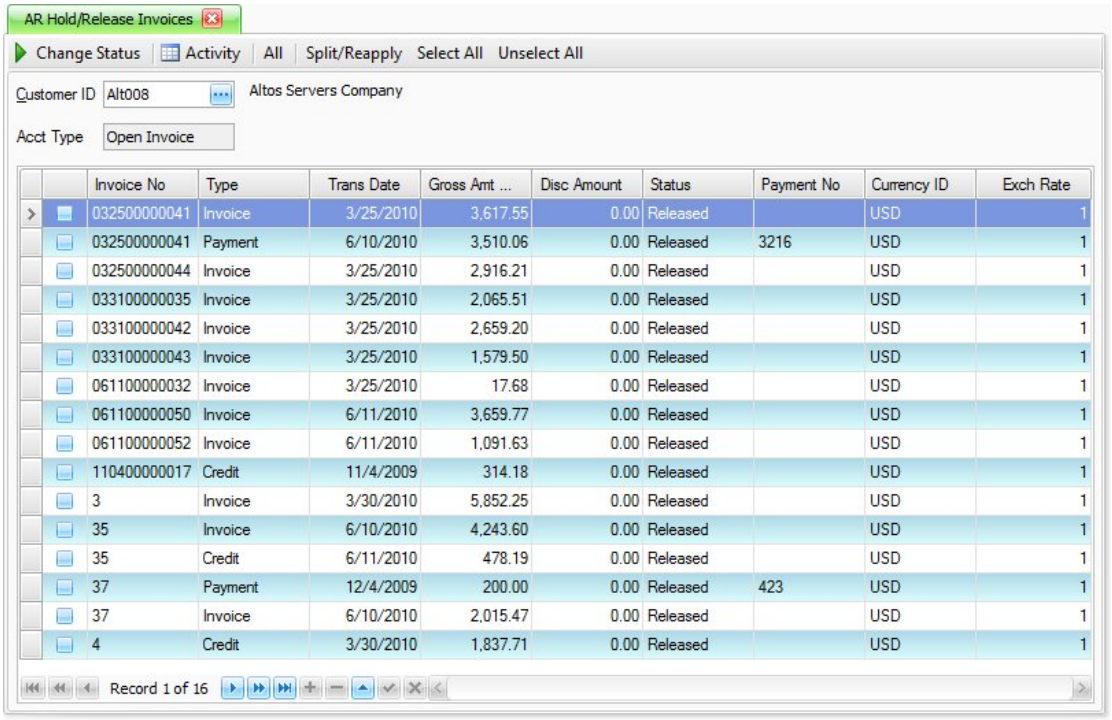
1. Select **Hold/Release Invoices** from the **Open Invoices** menu.

Hold/Release Invoices Menu



2. The **Hold/Release Invoices** screen appears.

Hold/Release Invoices Screen



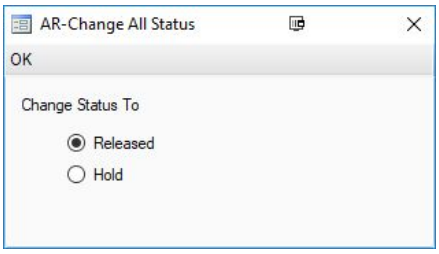
3. Select the **Customer ID** whose invoices you want to place on hold or release. Information about each invoice appears. Except for the **Status** field, you cannot change the information.

¥$£€

4. If you use multi-currency, and the Customer has a default foreign currency, select the **Customer Currency** check box to view invoice totals in the Customer's currency. Clear this check box to view invoice totals in your company's base currency. If you do not use multi-currency, or the Customer has a default currency that matches your company base currency, this check box does not appear.

5. To change the status on all invoices, click **All**;

Hold Release Invoices Change All Status Screen



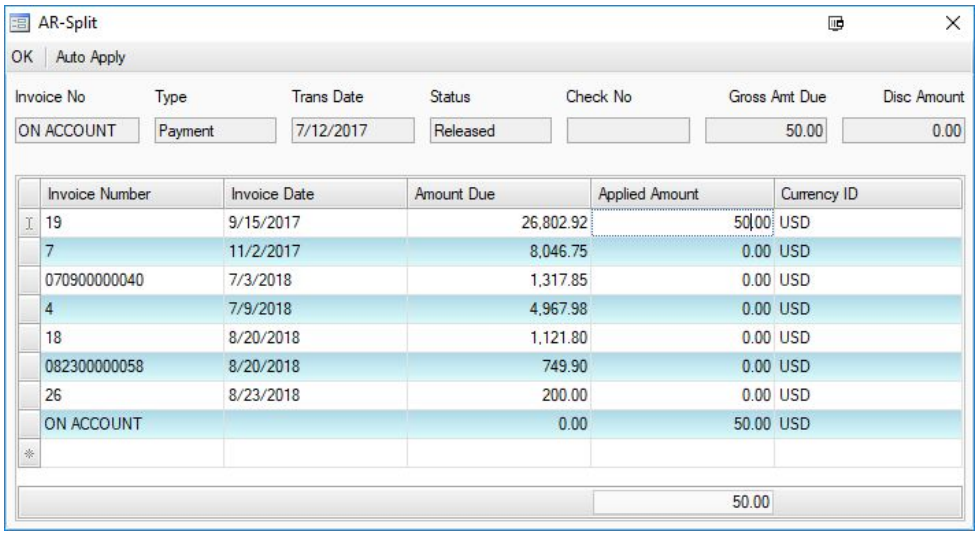
- The **Change All Status** dialog box appears.
- Select the option to **Change Status To**: **Released** or **Hold**.
- Click **OK** to save the changes or the close **X** to go back to the **Hold/Release Invoices** screen.

6. Select an invoice and perform one of the following options:
   - Click **Change Status** or select the combo box in the **Status** column to select the invoice status: **Released** or **Hold**.

     Use the **Select All** button to select all records for the Customer. Use the **Unselect All** to clear the select check box for all selected records.

- Click **Split/Reapply** to reapply a **Payment** or **Credit Memo**. The **Split** dialog box appears.

Hold/Release Invoices Split Screen



- The **Split** dialog box appears when you highlight a Payment or a Credit Memo and then click **Split/Reapply** on the **Hold/Release Invoices** screen.
- The **Invoice No**, **Type**, **Trans Date**, **Status**, **Check No**, **Gross Amt Due**, and **Disc Amount** are displayed.
- The **Invoice Number**, **Invoice Date**, and **Amount Due** for invoices with a remaining balance, are displayed in the detail grid.
- Enter the payment/credit amounts into the **Applied Amount** field for the **Invoice Numbers** for which to apply the payment. The remaining balance is displayed in the payment/credit memo record, which is the last record of the grid.
- Click **Auto Apply** to start applying the payment/credit memo amount to the smallest invoice number, and each invoice after that until the payment/credit memo is fully applied.

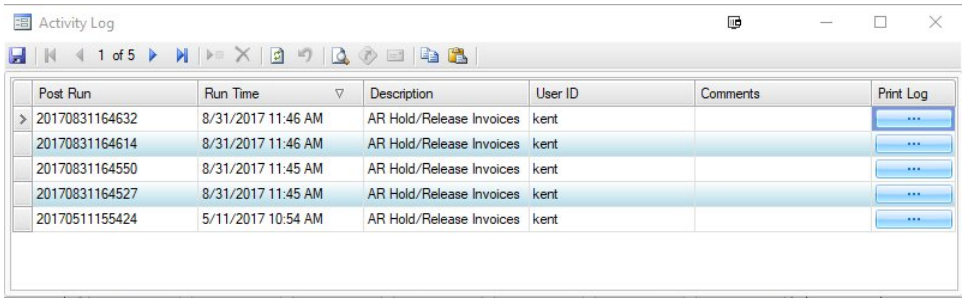
If you reapply only a portion of a payment or credit to a different invoice, the remaining portion of the payment or credit remains with the original invoice. When you reapply a payment or credit, the system creates a payment or credit to and a negative payment or credit from. The payment or credit records are stored in the Open Invoice information and written to history.

- Click **OK** to save your changes and return to the **Hold/Release Invoices** screen.

- Click the close **X** to return to the **Hold/Release Invoices** screen without saving your changes.

7. Click the **Activity** button to display the **Activity Log** to view activity.

Activity Log Screen



Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the activity was made.
Description	The activity description.
User ID	The user who performed the activity.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

8. Print the **Open Invoice Report**.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

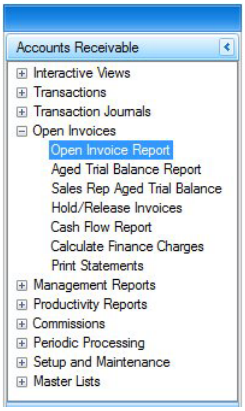
OPEN INVOICE REPORT

The **Open Invoice Report** shows the amount due after you post transactions, a list of Customers with open invoices, and summary invoice information. Balance forward Customer information does not appear in this report. If you need a more detailed report for sales analysis, print the **Detail History Report**. Before you print the Open Invoice Report, verify that all transactions are posted.

To print the **Open Invoice Report**, follow these steps:

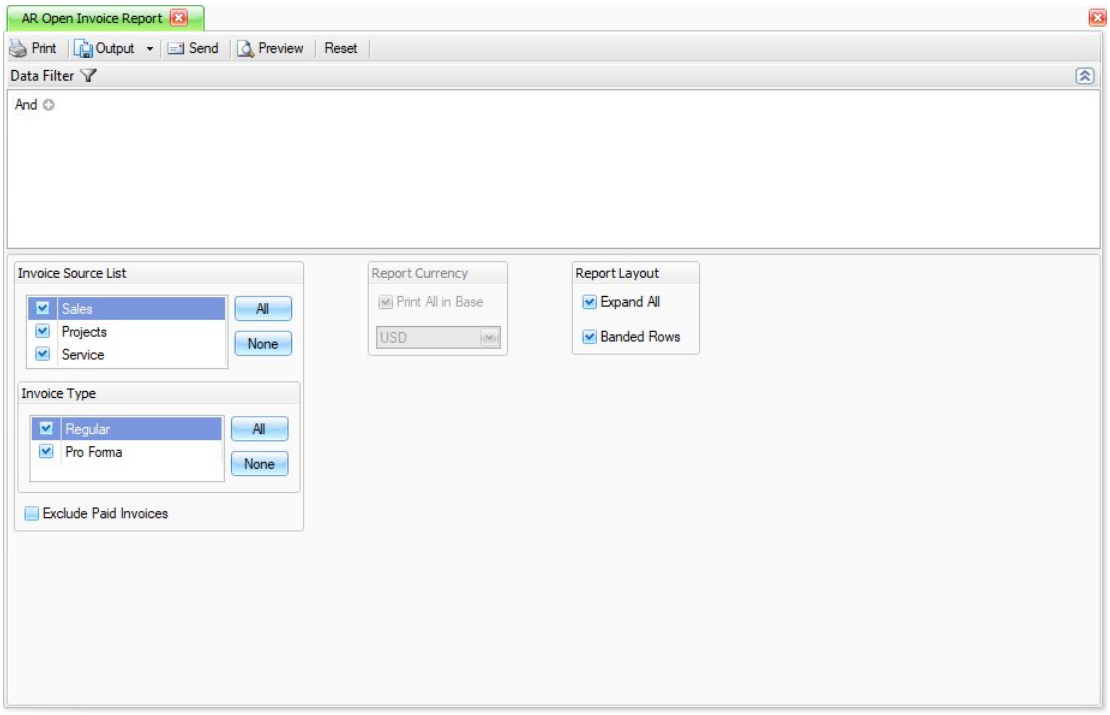
1. Select **Open Invoice Report** from the **Open Invoices** menu.

Open Invoice Report Menu



2. The **Open Invoice Report** screen appears.

Open Invoice Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the fields blank to include all Customer IDs.
4. Select the invoice types to be included in the report in the **Invoice Source List** section:
    - **Service** invoices are invoices that originated in the Service Director application.
    - **Project** invoices are specifically billings related to a job or project.
    - **Sales** invoices are from all other applications including Accounts Receivable, Sales Order, Point-of-Sale, and Portal.
5. Specify the **Invoice Type** of transaction postings you would like to include in your report:
    - **Regular**: Invoices printed from transactions entered into Service Director, Project Cost invoicing projects, Accounts Receivable, Sales Order, Point-of-Sale, and Portal
    - **Pro Forma**: Invoices generated using the Deposit Invoice function in Project Costing.
6. To keep paid invoices off of the Open Invoice Report, select **Exclude Paid Invoices**. If you leave this box clear, the Open Invoice Report will include both paid and unpaid invoices.

7. If you use multi-currency, these print options are available:
    - To print invoices that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only invoices that were entered in the base currency are printed on the report.
    - To print invoices that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only invoices that were entered in the currency you select are printed on the report.
    - To print all invoices (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
    - TRAVERSE converts all invoice amounts from their original currency to the base currency (if necessary), then prints all invoices on the report.
8. Select whether you want to have the invoices for Customers **Expanded All**, or if you want to see a summary report with the ability to expand the Customer to see the invoices.

NOTE: If you do not expand all you will have a plus (+) sign next to the Customers on the report. When you click on the plus (+) you will see all the invoices for that Customer that meet the selection criteria.

9. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

10. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Open Invoice Report Expanded

Continental Products Unlimited Page 1

Open Invoice Report

Report Filter
Invoice Source List Sales, Projects, Service **Exclude Paid Invoices** No
Print Invoice Type Regular, Pro Forma

Customer ID / Rec Type	Name / Status	Invoice No	Inv Date	Due Date	Disc Date	Source / Pmt Method	Gross Due	Discount	Payments	Credits	Balance
Ace001	Ace Hardware										
Inv	Rel	083000000097	5/15/2018	6/14/2018	5/15/2018	Sales	319.45	0.00	0.00	0.00	319.45
Inv	Rel	2222	10/20/2017	11/19/2017	10/20/2017	Sales	5,324.47	0.00	0.00	0.00	5,643.92
Inv	Rel	333	1/25/2018	2/24/2018	1/25/2018	Sales	5,324.47	0.00	0.00	0.00	10,968.39
Inv	Rel	36	4/27/2018	5/27/2018	4/27/2018	Sales	106.50	0.00	0.00	0.00	11,074.89
Inv	Rel	44444	8/31/2018	9/30/2018	8/31/2018	Sales	1,064.89	0.00	0.00	0.00	12,139.78
Inv	Rel	63	8/21/2018	9/20/2018	8/21/2018	Sales	7,986.97	0.00	0.00	0.00	20,126.75
Pmt	Rel	63	8/22/2018	8/22/2018		Check	0.00	0.00	7,213.25	0.00	12,913.50
Total							20,126.75	0.00	7,213.25	0.00	12,913.50
Alt008	Altos Servers Company										
Pmt	Rel	025582	3/12/2018	3/12/2018		Check	0.00	0.00	10,000.00	0.00	-10,000.00
Pmt	Rel	025582	3/29/2018	3/29/2018		Check	0.00	0.00	5,000.00	0.00	-15,000.00
Pmt	Rel	025582	10/18/2018	10/18/2018		Check	0.00	0.00	1,000.00	0.00	-16,000.00
Pmt	Rel	032018	3/12/2018	3/12/2018		Check	0.00	0.00	10,000.00	0.00	-26,000.00
Pmt	Rel	032018	3/13/2018	3/13/2018		Check	0.00	0.00	10,000.00	0.00	-36,000.00
Inv	Rel	032018	3/21/2018	3/21/2018	3/21/2018	Project	10,000.00	0.00	0.00	0.00	-26,000.00
Inv	Rel	100800000010	9/27/2018	10/27/2018	10/7/2018	Project	532.50	10.65	0.00	0.00	-25,467.50
Inv	Rel	100800000011	9/27/2018	10/27/2018	10/7/2018	Project	19,170.00	383.40	0.00	0.00	-6,297.50
Inv	Rel	110900000046	1/22/2015	1/22/2015	1/22/2015	Sales	2,358.24	0.00	0.00	0.00	-3,939.26
Pmt	Rel	110900000046	9/8/2017	9/8/2017		Cash-DD	0.00	0.00	1,310.55	0.00	-5,249.81
Pmt	Rel	110900000046	9/20/2017	9/20/2017		Cash-DD	0.00	0.00	700.00	0.00	-5,949.81
Pmt	Rel	110900000046	11/9/2017	11/9/2017		Cash-DD	0.00	0.00	2,358.24	0.00	-8,308.05
Pmt	Rel	110900000069	5/12/2017	5/12/2017		Visa	0.00	0.00	200.00	0.00	-8,508.05
Pmt	Rel	110900000073	5/12/2017	5/12/2017		Cash-DD	0.00	0.00	1,065.00	0.00	-9,573.05
Pmt	Rel	110900000078	5/15/2017	5/15/2017		Visa	0.00	0.00	200.00	0.00	-9,773.05
Pmt	Rel	110900000082	5/15/2017	5/15/2017		Cash-DD	0.00	0.00	1,065.00	0.00	-10,838.05
Cred	Rel	60	8/21/2018	9/20/2018	8/31/2018	Sales	0.00	0.00	0.00	410.03	-11,248.08
Inv	Rel	62	8/21/2018	9/20/2018	8/31/2018	Sales	7,241.55	144.83	0.00	0.00	-4,006.53
Pmt	Rel	62	8/22/2018	8/22/2018		Check	0.00	0.00	1,838.55	0.00	-5,845.08
Inv	Rel	64	8/21/2018	9/20/2018	8/31/2018	Sales	7,241.55	144.83	0.00	0.00	1,396.47
Inv	Rel	65	8/21/2018	9/20/2018	8/31/2018	Sales	7,241.55	144.83	0.00	0.00	8,638.02
Inv	Rel	66	8/21/2018	9/20/2018	8/31/2018	Sales	7,241.55	144.83	0.00	0.00	15,879.57
Inv	Rel	67	8/21/2018	9/20/2018	8/31/2018	Sales	7,241.55	144.83	0.00	0.00	23,121.12
Inv	Rel	68	8/21/2018	9/20/2018	8/31/2018	Sales	7,241.55	144.83	0.00	0.00	30,362.67

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Open Invoice Report Not Expanded

Continental Products Unlimited
Open Invoice Report

Report Filter	
Invoice Source List	Sales, Projects, Service
Print Invoice Type	Regular, Pro Forma
Exclude Paid Invoices	No

Customer ID / Rec Type	Name / Status	Invoice No	Inv Date	Due Date	Disc Date	Source / Pmt Method	Gross Due	Discount	Payments	Credits	Balance
Ace001	Ace Hardware										
Total							20,126.75	0.00	7,213.25	0.00	12,913.50
Alt008	Altos Servers Company										
Total							82,751.59	1,407.86	45,314.57	8,212.49	29,224.53
Arg026	ARG Systems Inc.										
Total							18,729.24	0.00	0.00	0.00	18,729.24
Atm047	Asynchronous Networking Tech.										
Total							624.09	0.00	0.00	0.00	624.09
Atm053	ATM Switches Inc.										
Total							5,300.36	0.00	100.00	0.00	5,200.36
Axi040	Axis Electronics										
Total							2,402.11	4.40	44.40	0.00	2,357.71
Bet023	Beta Dynamics Inc.										
Total							24,675.60	0.00	0.00	319.93	24,355.67
Bur056	Burnhaven Software Design										
Total							9,358.67	0.00	200.00	0.00	9,158.67
Cel017	Celebris Systems										
Total							55,618.01	1,668.54	0.00	0.00	55,618.01
CEI031	Cellucom Inc.										
Total							7,491.31	0.00	1,050.00	0.00	6,441.31
Chr052	Chronographic Testing Devices										
Total							20,027.70	0.00	18,500.00	0.00	1,527.70
Com028	Compumarc										
Total							23,829.07	475.78	3,175.00	0.00	20,654.07
Cyb039	Cyber Cirquit Distribution										
Total							91.94	1.56	30.00	0.00	61.94

AGED TRIAL BALANCE REPORT

The **Aged Trial Balance Report** shows invoice balances broken down into five aging periods. You control the Sorting, Aging, Customer Type, Currency and formatting criteria. In addition, you can select from three different levels of detail for the report:

View Invoice

- **Detail**: Shows invoice data such as **Invoice Date**, **Type**, and **Status** for each aging period. This view shows individual **Invoices**, **Credit Memos**, and **Payments** related to an invoice.
- **Summary**: Prints a single line that summarizes all activity for a single invoice.
- **Hide**: Shows only a balance summary for each aging period.

View Customer

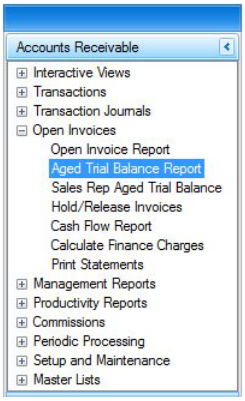
- **Detail**: Shows Customer data such as **Name**, **City**, **Region**, **Distribution Code**, **Sales Rep ID**s, **Credit Limit**, and data for each invoice.
- **Summary**: Shows **Customer ID** and **Name**.

For Balance Forward Customers, the report lists the summary balances of five aging periods. This report does not show detail transaction information for balance forward Customers. For Open Invoice Customers, the report shows the invoices, credits, receipts, and aging period to which each transaction belongs.

To print the **Aged Trial Balance** report, follow these steps:

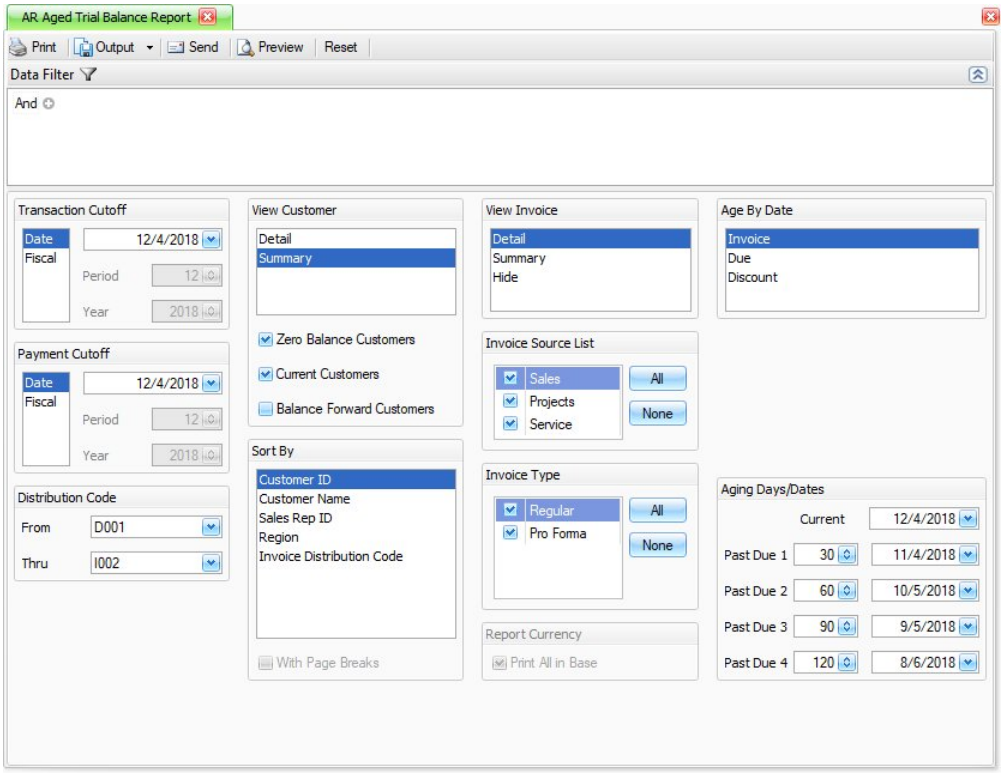
1. Select **Aged Trial Balance** from the **Open Invoices** menu.

Aged Trial Balance Report Menu



2. The **Aged Trial Balance** screen appears.

Aged Trial Balance Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the fields blank to include all Customer IDs.
4. Specify the **Transaction Cutoff** to use on the report:

   Date: Select the **Date** option, and enter a date to report on unpaid invoices with an Invoice Date (as entered in the **Transactions** function) on or before the date entered.

   Period: Select the **Fiscal Pd/Year** option, and enter a period to report on unpaid invoices with a Fiscal Pd/Year (as entered in the **Transactions** function) in or before the specified period.

NOTE: All invoices not fully paid before the Transaction Cutoff point appear in the View.

5. Specify the **Payment Cutoff** to use on the report:

   Date: Select the **Date** option, and enter a date to include payment information on fully paid invoices with dates (based on the date entered in the **Cash Receipts** function) between the date entered and the Transaction Cutoff point.

   Period: Select the **Fiscal Pd/Year** option, and enter a period and year to include payment information on fully paid invoices, with periods and year (based on the period and year entered in the **Cash Receipts** function) in or after the specified period and before the Transaction Cutoff point.

NOTE: Think of the period between the Payment Cutoff point and the Transaction Cutoff point as a window where both invoice data on unpaid invoices and payment data on recently paid invoices appear.

6. Select a range of **Invoice Distribution Codes From** and **Thru,** to include in the report or leave the fields blank to include all Distribution Codes.
7. Select whether you want to **View Customer Detail** or **Summary** information on the report. See the **View Customer** section at the beginning of this chapter for details on the selections.

   To see the currency for the Customer you must print the Customer Detail.
8. To include Customers with zero balances on the report, select the **Zero Balance Customers** check box; otherwise, clear the check box.
9. Select the **Current Customers** check box, if applicable, to include Customers who have an amount in only the **Current** and **Amount** columns in the report.
10. To include Balance Forward Customers, select the **Include Balance Forward Customers** check box; otherwise, clear the check box.
11. Select the Sort By criteria: **Customer ID**, **Customer Name**, **Sales Rep ID**, **Region**, or **Invoice Distribution Code**.
12. To provide page breaks before each **Sort By** criteria, select the **With Page Breaks** check box; otherwise clear the check box to produce the information in a continuous flow.
13. Select whether you want to **View Invoice Detail**, **Summary**, or **Hide** invoice information on the report. See the **View Invoice** section at the beginning of this chapter for details on each selection for viewing invoice information.
14. Select the invoice types to be included in the report in the **Invoice Source List** section:
    - **Service** invoices are invoices that originated in the Service Director application.
    - **Project** invoices are specifically billings related to a job or project.

- **Sales** invoices are from all other applications including Accounts Receivable, Sales Order, Point-of-Sale, and Portal.

15. Specify the **Invoice Type** of transaction postings you would like to include in your report:
    - **Regular**: Invoices printed from transactions entered into Service Director, Project Cost invoicing projects, Accounts Receivable, Sales Order, Point-of-Sale, and Portal
    - **Pro Forma**: Invoices generated using the Deposit Invoice function in Project Costing.

16. If you use multi-currency, select the **Print All in Base Currency** check box to print all amounts in base currency (regardless of the currency in which they were entered). Clear the check box to print amounts in the Customers' currencies, organized by currency. If you do not use multi-currency, this check box does not appear.
17. Use the **Age By Date** field to specify whether the information should be aged by **Invoice**, **Due**, or **Discount** date.
18. Enter the **Past Due** days for the **Past Due 1** to **4**, to establish the number of aging period days on the view. These days will set the **Aging** dates. The default values are: **30**, **60**, **90**, and **120.**
19. Enter the **Aging** breaks. These are the dates that define aging buckets or categories with a particular aging status. These dates will be set by the **Past Due** days. Accept the dates, or edit if applicable.
20. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Aged Trial Balance Report

Continental Products Unlimited — Page 1

Detail Aged Trial Balance

Aged By Invoice Date

Sorted By Customer ID

Transaction Cutoff Date	12/4/2018										
Payment Cutoff Date	12/4/2018										
Aging Date	12/4/2018										
Report Filter											
Invoice Distribution Code From		D001				Thru		I002			
Zero Balance Customers		Yes				Current Customers		Yes			
Include Balance Forward Customers		No				Print Invoice Source		Sales, Projects, Service			
Print Invoice Type		Regular, Pro Forma									
Invoice No	**Invoice Date**	**Type**	**Status**	**Amount**	**Current**	**31 - 60**	**61 - 90**	**91 - 120**	**Over 120**	**Unapplied**	
					Contact	Wendy Severson			(612)-805-6782		
Customer ID	AceD01		Ace Hardware								
083000000097	5/15/2018	Inv	Rel	319.45	0.00	0.00	0.00	0.00	319.45	0.00	
			Invoice No 083000000097 - Total								
2222	10/20/2017	Inv	Rel	5,324.47	0.00	0.00	0.00	0.00	5,324.47	0.00	
			Invoice No 2222 - Total								
333	1/25/2018	Inv	Rel	5,324.47	0.00	0.00	0.00	0.00	5,324.47	0.00	
			Invoice No 333 - Total								
36	4/27/2018	Inv	Rel	106.50	0.00	0.00	0.00	0.00	106.50	0.00	
			Invoice No 36 - Total								
44444	8/31/2018	Inv	Rel	1,064.89	0.00	0.00	0.00	1,064.89	0.00	0.00	
			Invoice No 44444 - Total								
63	8/21/2018	Inv	Rel	7,986.97							
63	8/22/2018	Pmt	Rel	-7,213.25							
			Invoice No 63 - Total	12,913.50	0.00	0.00	0.00	773.72	0.00	0.00	
Ace001, Ace Hardware - Total					0.00	0.00	0.00	1,838.61	11,074.89	0.00	
					Contact	Wendy Severson			(612)-805-6782		
Customer ID	Alt008		Altos Servers Company								
025682	3/12/2018	Pmt	Rel	-10,000.00							
025682	3/29/2018	Pmt	Rel	-5,000.00							
025682	10/18/2018	Pmt	Rel	-1,000.00							
			Invoice No 025682 - Total		0.00	0.00	0.00	0.00	0.00	-16,000.00	
032018	3/21/2018	Inv	Rel	10,000.00							
032018	3/12/2018	Pmt	Rel	-10,000.00							
032018	3/13/2018	Pmt	Rel	-10,000.00							
			Invoice No 032018 - Total		0.00	0.00	0.00	0.00	-10,000.00	0.00	
100800000010	9/27/2018	Inv	Rel	532.50							
			Invoice No 100800000010 - Total		0.00	0.00	532.50	0.00	0.00	0.00	
100800000011	9/27/2018	Inv	Rel	19,170.00							

12/4/2018 2:11 PM — **OPEN_SYSTEMS\Kent.Heilkamp**

SALES REP AGED TRIAL BALANCE REPORT

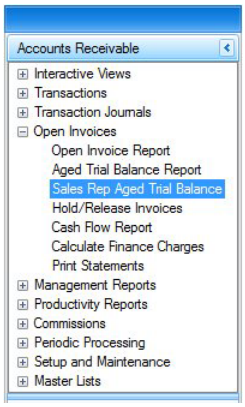
Use the **Sales Rep Aged Trial Balance Report** function to generate a specialty report designed to let Sales Reps analyze any outstanding balances of sales that have been entered in their name. This report includes information for the primary and secondary, if applicable, sales reps that were coded to the sale, even at the line item level. If more than one sales rep was coded to a transaction, that transaction will appear multiple times on the report, once for each sales rep. Since transactions may be replicated for multiple reps, there is no grand totals section, as those totals would not necessarily represent a total receivables amount; however, the report includes a total section and page break after each sales rep. The report also includes information regarding any potential outstanding commission values related to the transactions.

NOTE: The Sales Rep Aged Trial Balance Report only sorts by the primary sales rep assigned to the Customer when sorting by Sales Rep. The Aged Trial Balance Report does not sort using secondary sales reps, nor does it sort using the sales reps assigned at the transaction if they are different than the Customer default.

To print the **Sales Rep Aged Trial Balance** report, follow these steps:

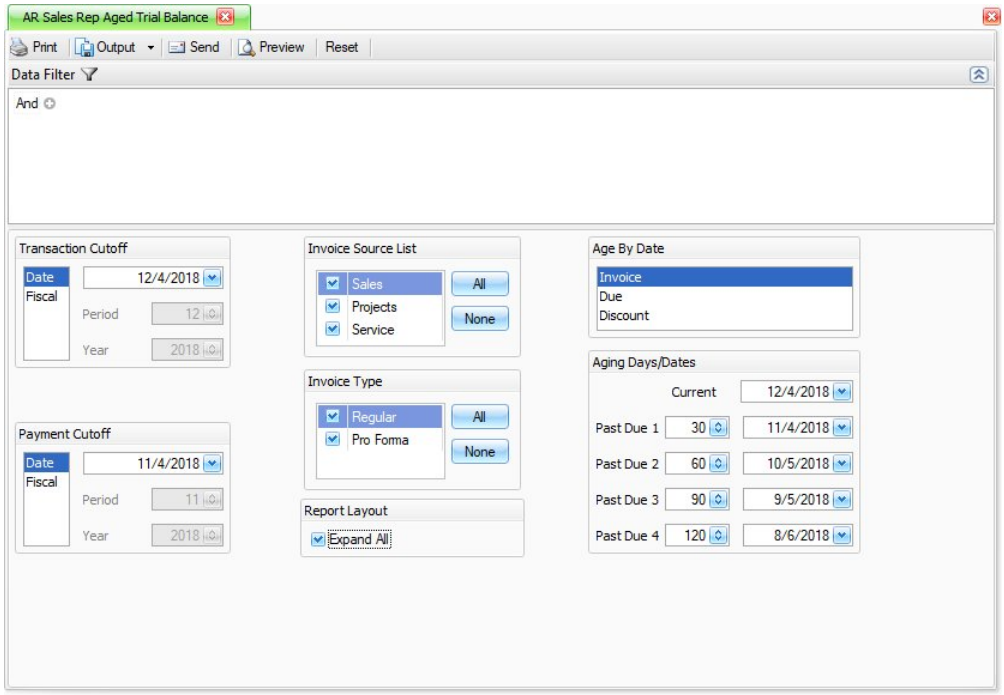
1. Select **Sales Rep Aged Trial Balance** from the **Open Invoices** menu.

Sales Rep Aged Trial Balance Report Menu



2. The **Sales Rep Aged Trial Balance** screen appears.

Sales Rep Aged Trial Balance Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the fields blank to include all Customer IDs.

4. Specify the **Transaction Cutoff** to use on the report:

   Date: Select the **Date** option, and enter a date to report on unpaid invoices with an Invoice Date (as entered in the **Transactions** function) on or before the date entered.

   Period: Select the **Fiscal Pd/Year** option, and enter a period to report on unpaid invoices with a Fiscal Pd/Year (as entered in the **Transactions** function) in or before the specified period.

NOTE: All invoices not fully paid before the Transaction Cutoff point appear in the View.

5. Specify the **Payment Cutoff** to use on the view:

   Date: Select the **Date** option, and enter a date to include payment information on fully paid invoices with dates (based on the date entered in the **Cash Receipts** function) between the date entered and the Transaction Cutoff point.

   Period: Select the **Fiscal Pd/Year** option, and enter a period and year to include payment information on fully paid invoices, with periods and year (based on the period and year entered in the **Cash Receipts** function) in or after the specified period and before the Transaction Cutoff point.

NOTE: Think of the period between the Payment Cutoff point and the Transaction Cutoff point as a window where both invoice data on unpaid invoices and payment data on recently paid invoices appear.

6. Select the invoice types to be included in the report in the **Invoice Source List** section:
   - **Service** invoices are invoices that originated in the Service Director application.
   - **Project** invoices are specifically billings related to a job or project.
   - **Sales** invoices are from all other applications including Accounts Receivable, Sales Order, Point-of-Sale, and Portal.
7. Select how much invoice detail you want to see by default using the **Expand All** check box.
   - If you check the box you will see all the invoice detail expanded.
   - If you clear the box, the invoice detail will be hidden and you will see only the totals by Sales Rep. You will see a **Plus** (+) next to each Sales Rep, and you will be able to click on the plus to expand that sales rep's Customers. You will then be able to expand the Customers to see the invoice detail for the Customers.
8. Select the **Age By Date** criteria. The report may be aged by **Invoice**, **Due** or **Discount**.
9. Enter the **Past Due** days for the **Past Due 1** to **4**, to establish the number of aging period days on the view. These days will set the **Aging** dates. The default values are: **30**, **60**, **90**, and **120.**
10. Enter the **Aging** breaks. These are the dates that define aging buckets or categories with a particular aging status. These dates will be set by the **Past Due** days. Accept the dates, or edit if applicable.

11. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Sales Rep Aged Trial Balance Report Expand Rows

Transaction Cutoff Date 12/4/2018
Payment Cutoff Date 11/4/2018
Aging Date 12/4/2018
Report Filter
Print Invoice Source Sales, Projects, Service
Print Invoice Type Regular, Pro Forma

Continental Products Unlimited
Sales Rep Aged Trial Balance
Aged By Invoice Date

Invoice No	Invoice Date	Type	Status	Amount	Current	31 - 60 11/4/2018	61 - 90 10/5/2018	91 - 120 9/5/2018	Over 120 8/6/2018	Unapplied	Commission
Sales Rep G-JL, Gregg Joseph Lukeski - Total				-108,962.93	0.00	0.00	19,702.50	52,921.43	85,400.40	-266,987.26	5,188.06
Ace001, Ace Hardware - Total				12,913.50	0.00	0.00	0.00	1,838.61	11,074.89	0.00	1,360.67
083000000097	5/15/2018	Inv	Rel	319.45	0.00	0.00	0.00	0.00	319.45	0.00	21.60
			Invoice No 083000000097 - Total								
2222	10/20/2017	Inv	Rel	5,324.47	0.00	0.00	0.00	0.00	5,324.47	0.00	359.96
			Invoice No 2222 - Total								
333	1/25/2018	Inv	Rel	5,324.47	0.00	0.00	0.00	0.00	5,324.47	0.00	359.96
			Invoice No 333 - Total								
36	4/27/2018	Inv	Rel	106.50	0.00	0.00	0.00	0.00	106.50	0.00	7.20
			Invoice No 36 - Total								
44444	8/31/2018	Inv	Rel	1,064.89	0.00	0.00	0.00	1,064.89	0.00	0.00	71.99
			Invoice No 44444 - Total								
63	8/22/2018	Pmt	Rel	-7,213.25							
63	8/21/2018	Inv	Rel	7,986.97	0.00	0.00	0.00	773.72	0.00	0.00	539.96
			Invoice No 63 - Total								
Alt008, Altos Servers Company - Total				29,224.53	0.00	0.00	19,702.50	48,852.30	-22,343.01	-16,987.26	3,399.27
025582	3/12/2018	Pmt	Rel	-10,000.00							
025582	3/29/2018	Pmt	Rel	-5,000.00							
025582	10/18/2018	Pmt	Rel	-1,000.00							
			Invoice No 025582 - Total		0.00	0.00	0.00	0.00	0.00	-16,000.00	0.00
032018	3/12/2018	Pmt	Rel	-10,000.00							
032018	3/13/2018	Pmt	Rel	-10,000.00							
032018	3/21/2018	Inv	Rel	10,000.00							
			Invoice No 032018 - Total		0.00	0.00	0.00	0.00	-10,000.00	0.00	0.00
100800000010	9/27/2018	Inv	Rel	532.50							
			Invoice No 100800000010 - Total		0.00	0.00	532.50	0.00	0.00	0.00	0.00
100800000011	9/27/2018	Inv	Rel	19,170.00							
			Invoice No 100800000011 - Total		0.00	0.00	19,170.00	0.00	0.00	0.00	0.00
110900000046	9/8/2017	Pmt	Rel	-1,310.55							

Sales Rep Aged Trial Balance Report No Expand Rows

Transaction Cutoff Date 12/4/2018
Payment Cutoff Date 11/4/2018
Aging Date 12/4/2018
Report Filter
Print Invoice Source Sales, Projects, Service
Print Invoice Type Regular, Pro Forma

Continental Products Unlimited
Sales Rep Aged Trial Balance
Aged By Invoice Date

Invoice No	Invoice Date	Type	Status	Amount	Current	31 - 60 11/4/2018	61 - 90 10/5/2018	91 - 120 9/5/2018	Over 120 8/6/2018	Unapplied	Commission
Sales Rep GJL, Gregg Joseph Lukeski - Total				-108,962.83	0.00	0.00	19,702.50	52,921.43	85,400.40	-266,987.26	5,188.06
Ace001, Ace Hardware - Total				12,913.50	0.00	0.00	0.00	1,838.61	11,074.89	0.00	1,360.67
Alt008, Altos Servers Company - Total				29,224.53	0.00	0.00	19,702.50	48,852.30	-22,343.01	-16,987.26	3,399.27
Arg026, ARG Systems Inc. - Total				18,729.24	0.00	0.00	0.00	0.00	18,729.24	0.00	0.00
Atm047, Asynchronous Networking Tech. - Total				624.09	0.00	0.00	0.00	354.61	269.48	0.00	20.98
Axi040, Axis Electronics - Total				2,258.65	0.00	0.00	0.00	1,297.19	961.46	0.00	27.64
Bur056, Burnhaven Software Design - Total				5,622.24	0.00	0.00	0.00	272.77	5,349.47	0.00	189.16
Cel017, Celebris Systems - Total				55,271.44	0.00	0.00	0.00	305.95	54,965.49	0.00	190.38
Com028, Compumarc - Total				763.20	0.00	0.00	0.00	0.00	763.20	0.00	0.00
12	8/11/2017	Inv	Rel	763.20							
Invoice No 12 - Total				763.20	0.00	0.00	0.00	0.00	763.20	0.00	0.00
Dat030, Datasorter Technology - Total				1,715.80	0.00	0.00	0.00	0.00	1,715.80	0.00	-0.01
Pol014, Poly Corp - Total				13,914.38	0.00	0.00	0.00	0.00	13,914.38	0.00	-0.03
Xly044, Xletek Software - Total				-250,000.00	0.00	0.00	0.00	0.00	0.00	-250,000.00	0.00
ON ACCOUNT	10/21/2017	Pmt	Rel	-250,000.00							
Invoice No ON ACCOUNT - Total					0.00	0.00	0.00	0.00	0.00	-250,000.00	0.00

CASH FLOW REPORT

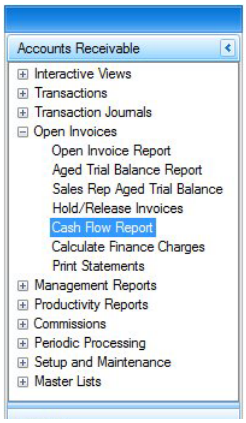
The **Cash Flow Report** shows the amount of cash you can expect to receive from open invoice accounts for the current period and four future collection periods. This information helps you estimate the cash position of your business and make sound planning decisions.

The Customer information contained in the Cash Flow Report is from the **Open Invoice** and the **Customers** functions.

To print the **Cash Flow Report**, follow these steps:

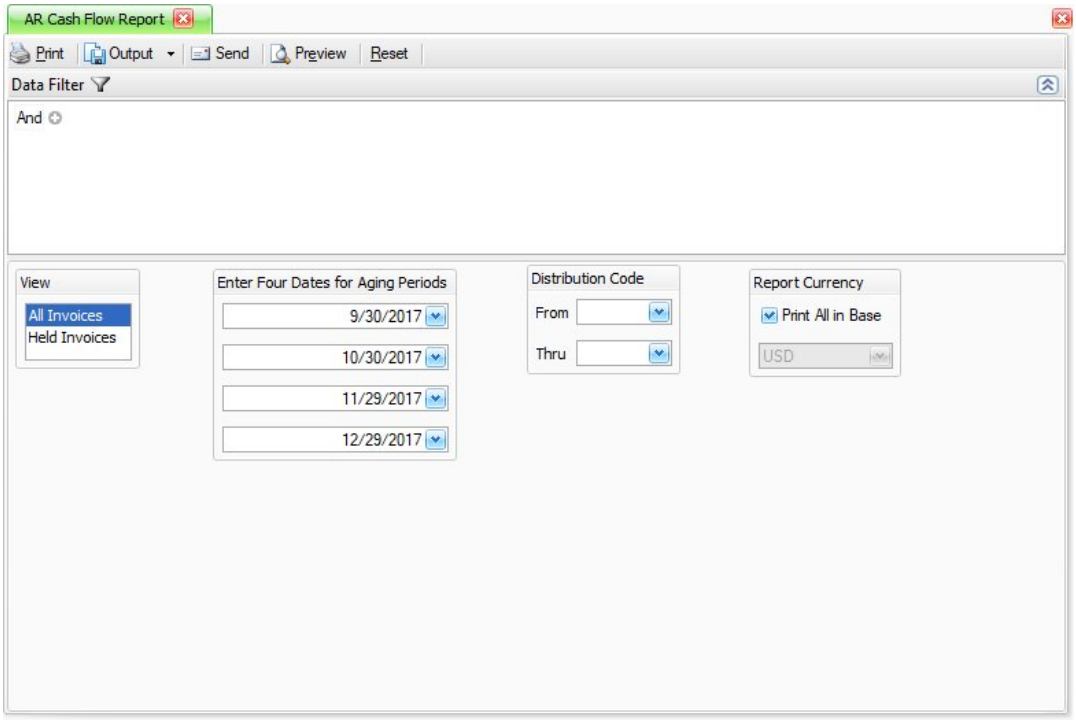
1. Select **Cash Flow Report** from the **Open Invoices** menu.

Cash Flow Report Menu



2. The **Cash Flow Report** screen appears.

Cash Flow Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the fields blank to include all Customer IDs.
4. Select the invoice type to **View** in the report: **All Invoices** or **Held Invoices**.
5. **Enter Four Dates for Aging Periods**. Enter the dates in chronological order, the earliest date first.
6. Select the **Distribution Code From** and **Thru** range for the report, or leave the fields blank to include all Distribution Codes.
7. If you use multi-currency, these print options are available:

¥$£€

- To print invoices that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only invoices that were entered in the base currency are printed on the report.

- To print invoices that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only invoices that were entered in the currency you select are printed on the report.
- To print all invoices (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
- TRAVERSE converts all invoice amounts from their original currency to the base currency (if necessary), then prints all invoices on the report.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Cash Flow Report

Continental Products Unlimited — Page 1
Cash Flow Report — USD
All Invoices

Report Filter										
Dates for Aging Periods	3/6/2010, 4/5/2010, 5/5/2010, 6/4/2010									
Report Currency	USD				**Print All in Base Currency**		Yes			
Customer ID	**Name**									
Invoice No	**Invoice Date**	**Due Date**	**Status**	**Type**	**Amount**	**Current**	**After 3/6/2010**	**After 4/5/2010**	**After 5/5/2010**	**After 6/4/2010**
Alt008	Altos Servers Company									
012800000043	1/28/2010	1/28/2010	Rel	Inv	1,065.00					
012800000043	1/28/2010	1/28/2010	Rel	Pmt	-1,065.00					
Invoice Total					0.00	0.00	0.00	0.00	0.00	0.00
100700000012	12/4/2009	12/4/2009	Hold	Inv	403.64					
100700000012	11/18/2009	11/18/2009	Hold	Pmt	-403.64					
Invoice Total					0.00	0.00	0.00	0.00	0.00	0.00
101	11/3/2009	11/3/2009	Hold	Inv	29.81					
101	12/23/2009	12/23/2009	Rel	Pmt	-29.81					
Invoice Total					0.00	0.00	0.00	0.00	0.00	0.00
110400000015	11/4/2009	11/4/2009	Hold	Inv	1,115.30					
110400000015	11/4/2009	11/4/2009	Hold	Pmt	-1,000.00					
110400000015	11/18/2009	11/18/2009	Hold	Pmt	-115.30					
Invoice Total					0.00	0.00	0.00	0.00	0.00	0.00
110400000017	11/4/2009	11/4/2009	Hold	Cred	-314.18					
Invoice Total					-314.18	-314.18	0.00	0.00	0.00	0.00
13	11/18/2009	11/18/2009	Rel	Inv	21.30					
Invoice Total					21.30	21.30	0.00	0.00	0.00	0.00
ON ACCOUNT	12/4/2009	12/4/2009	Hold	Pmt	-200.00					
ON ACCOUNT	12/23/2009	12/23/2009	Rel	Pmt	-1,518.94					
ON ACCOUNT	1/28/2010	1/28/2010	Rel	Pmt	-1,065.00					
Invoice Total					-2,783.94	-2,783.94	0.00	0.00	0.00	0.00
Customer Total					**-3,076.82**	**-3,076.82**	**0.00**	**0.00**	**0.00**	**0.00**
Arg026	ARG Systems Inc.									
8	10/7/2009	10/7/2009	Rel	Inv	295.00					
Invoice Total					295.00	295.00	0.00	0.00	0.00	0.00
Customer Total					**295.00**	**295.00**	**0.00**	**0.00**	**0.00**	**0.00**
Atm047	Asynchronous Networking Tech.									
1	10/5/2009	10/5/2009	Hold	Inv	47.93					
1	12/23/2009	12/23/2009	Rel	Pmt	-47.93					
Invoice Total					0.00	0.00	0.00	0.00	0.00	0.00
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CALCULATE FINANCE CHARGES

Use the **Calculate Finance Charges** function to calculate finance charges on overdue invoices, to produce a report of finance charges, and to update Customer records with the New Finance charges. If your company does not assess finance charges, you do not need to use this function.

When you run this function, the system calculates finance charges for only those Customers you indicated on the Default tab of the Customers screen. The calculation is based on the minimum charge and the percentage.

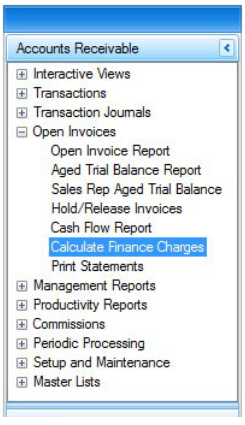
Before you can use this function, you must select the **Finance Charge Date**, enter the **Finance Charge Percent**, the **Finance Charge Minimum**, and the **Finance Charge Days** in the **Finance Charges** section in the **Business Rules** function (page 3-7), and you must select the **Finance Charge** box on the **Customers** setup screen to calculate finance charges.

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 Finance Charge** field to the **Unpaid Finance Charge** field in the Customer record. It also posts the finance charges to GL and creates Open Invoices for the finance charges.

To **Calculate Finance Charges**, follow these steps:

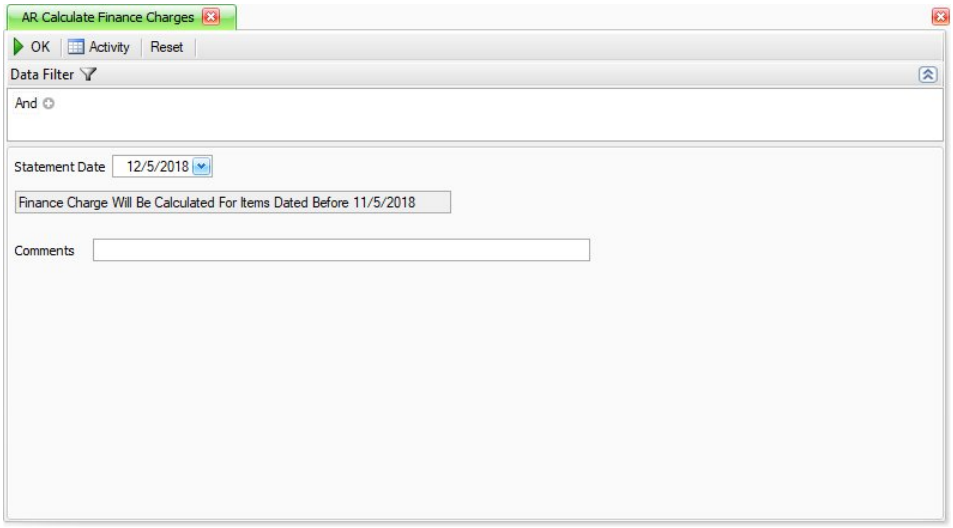
1. Select **Calculate Finance Charges** from the **Open Invoices** menu.

Calculate Finance Charges Menu



2. The **Calculate Finance Charges** screen appears.

Calculate Finance Charges Screen



3. Select the range of **Filter Criteria** to calculate finance charges for.
4. Enter the **Statement Date**. This is the date upon which the calculation will base the finance charge calculation on.

   Example: If you calculate finance charge after 30 days then all invoices which were due 30 days prior and earlier will be assessed a finance charge. That date is displayed for you.

   The date used to calculate the over due invoices will be taken from the **Finance Charge Date** Business Rule (page 3-7). The dates to select from are: **Invoice Date** or **Due Date** calculated from the Terms Code for the invoice.
5. **Finance Charges Will Be Calculated For Items Dated Before xx/xx/xxxx**, will display the date used to age and calculate finance charges for invoice.
6. Select **OK** to begin processing.

NOTE: To adjust finance charges, change the finance charge amount in the New Finance Charge field on the Customers Balance tab screen (page 3-82).

7. When you select **OK** on the Calculate Finance Charges screen and the Calculate Finance Charges function is finished processing, a confirmation screen appears. The **Calculate Finance Charges Report** appears.

Command Buttons

Name	Description
OK	Executes the post.
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box to allow you to reprint logs.

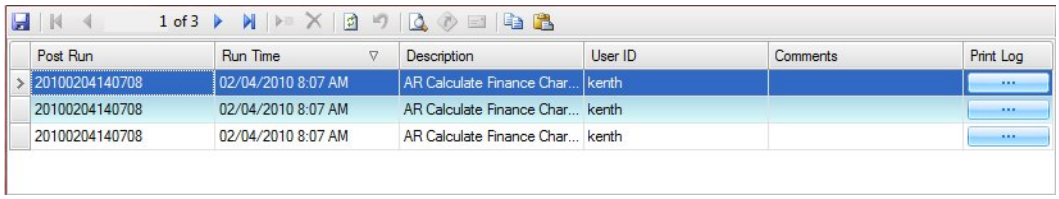
NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button. This function is not available for this procedure.

Activity Log Dialog Box



Calculate Finance Charges Report

Continental Products Unlimited Page 1
Calculate Finance Charges

Report Filter
Statement Date 12/5/2018 12:00:00 AM
1.50 Percent Finance Charge
20.00 Minimum Charge
Charge Over 30 Days

Customer ID Name	Acct Type	Unpaid Fin Chrg	Balance 0 - 30 Days	Balance 31 + Days	Calculated Fin Chrg
Ace001 Ace Hardware	Open	0.00	0.00	12,913.50	193.70
Alt008 Altos Servers Company	Open	0.00	-27,319.72	56,544.25	848.16
Arg026 ARG Systems Inc.	Open	61,882.00	0.00	2,062,759.00	30,941.00
Atm047 Asynchronous Networking Tech.	Open	148.06	0.00	476.03	20.00
Atm053 ATM Switches Inc.	Open	61.22	-100.00	5,239.14	78.59
Bet023 Beta Dynamics Inc.	Open	562.90	-319.93	24,112.70	361.69
Bur056 Burnhaven Software Design	Open	103.00	0.00	9,055.67	135.84
Cel031 Cellucom Inc.	Open	40.00	-250.00	6,651.31	99.77
Com028 Compumarc	Open	40.00	-1,175.00	21,789.07	326.84
Cyb039 Cyber Cirquit Distribution	Open	40.00	0.00	21.94	20.00
Ele036 Electronet Inc.	Open	944.94	0.00	31,497.90	472.47
Gen058 Genetek Biodesigns	Open	40.00	0.00	1,242.00	20.00
Mic002 Micronics Systems Inc.	Open	963.00	0.00	32,100.00	481.50
Pac004 Pacific Computer Distribution	Open	138.06	0.00	4,602.00	69.03
Pol014 Poly Corp	Open	417.44	0.00	13,914.38	208.72
Sen051 Sensor Semiconductor	Open	40.00	0.00	472.50	20.00
Grand Total		65,420.62	-29,164.65	2,283,391.39	34,297.31

12/5/2018 4:08 PM ***** End of Report ***** **OPEN_SYSTEMS\Kent.Heitkamp**

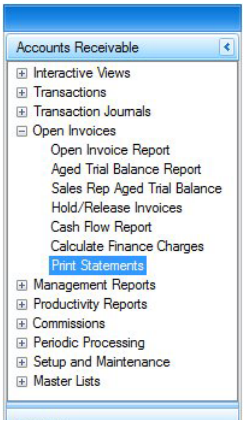
PRINTING STATEMENTS

Use the **Print Statements** function to print Customer statements that show transactions and balances. Based on your selection in the **Business Rules** function (page 3-7), statements can be printed on statement forms or plain paper.

To **Print Statements**, follow these steps:

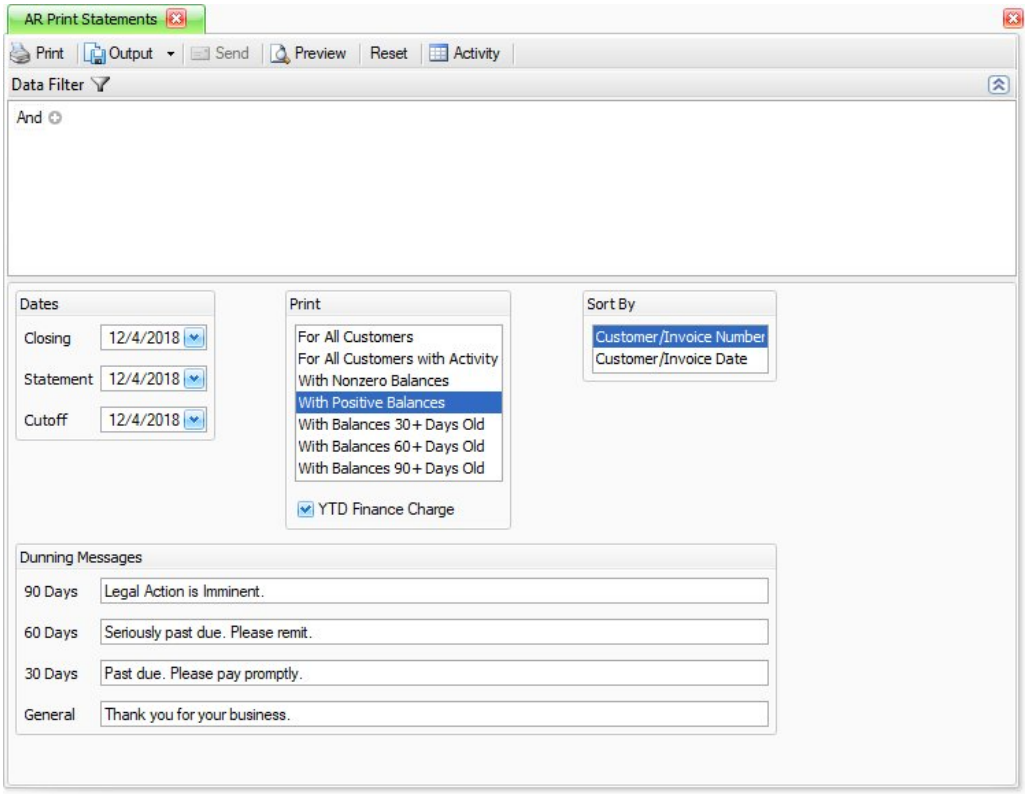
1. Select **Print Statements** from the **Open Invoices** menu.

Print Statements Menu



2. The **Print Statements** screen appears.

Print Statements Screen



3. Select the range of **Filter Criteria** to print the statements for or leave the filter blank to include all Customer IDs.

¥$£€

If you use multi-currency, statements print in the Customer's currency. If you do not use multi-currency, statements print in your company's base currency.

4. Select the **Closing Date** – the date you want your Customers need to **Pay by –** for the statements.
5. Select the **Statement Date**. This is the date by which to age the invoices.
6. Select the **Cutoff Date** for the statements. Invoices with a date after the Cutoff Date do not appear on the statement.

7. Select the Customers to include in the statements:
    - **For All Customers** will print a statement for all Customers that have the Stmt/Invoices selection in the Customer setup set to Statements or Both. This applies to all the print selections.
    - **For All Customers With Activity** will print a statement for all Customers that have open invoices.
    - **With Nonzero Balances** will print a statement for all Customers that have a balance that is not zero. Their balance can be either a positive or negative balance.
    - **With Positive Balances** will print a statement for all Customers that have a positive balance, or they need to pay you for open invoices.
    - **With Balances 30+ Days Old** will print a statement for all Customers that have a balance that is older than 30 days. This will also include Customers with 60 and 90 days old balances.
    - **With Balances 60+ Days Old** will print a statement for all Customer that have a balance that is older than 60 days, this will also include all Customers with 90 days old balances.
    - **With Balances 90+ Days Old** will print a statement for all Customers that have a balance that is older than 90 days.
8. If you want the statements to include **YTD Finance Charge**, select the check box; otherwise, clear the check box.
9. Select the **Sort By** criterion for the statements: **Customer/Invoice Number** or **Customer/Invoice Date**.
10. Accept the default **Dunning Messages**, which are the dunning messages you entered in the **Message - Statement Dunning** section in the **Business Rules** function (page 3-7), or enter new messages to print on the statements.

11. Select a command button:

Command Buttons

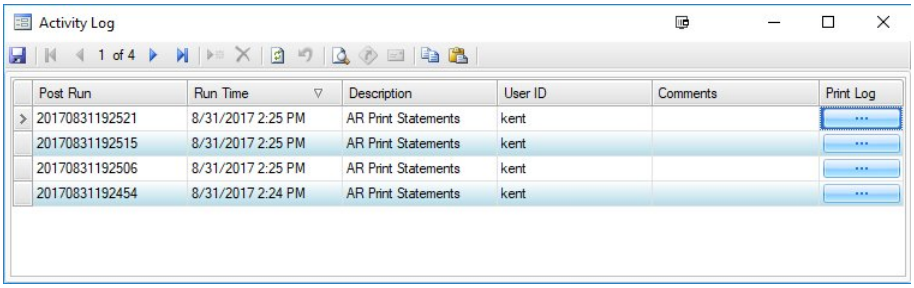
Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Opens the Activity dialog box to allow you to reprint post logs.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

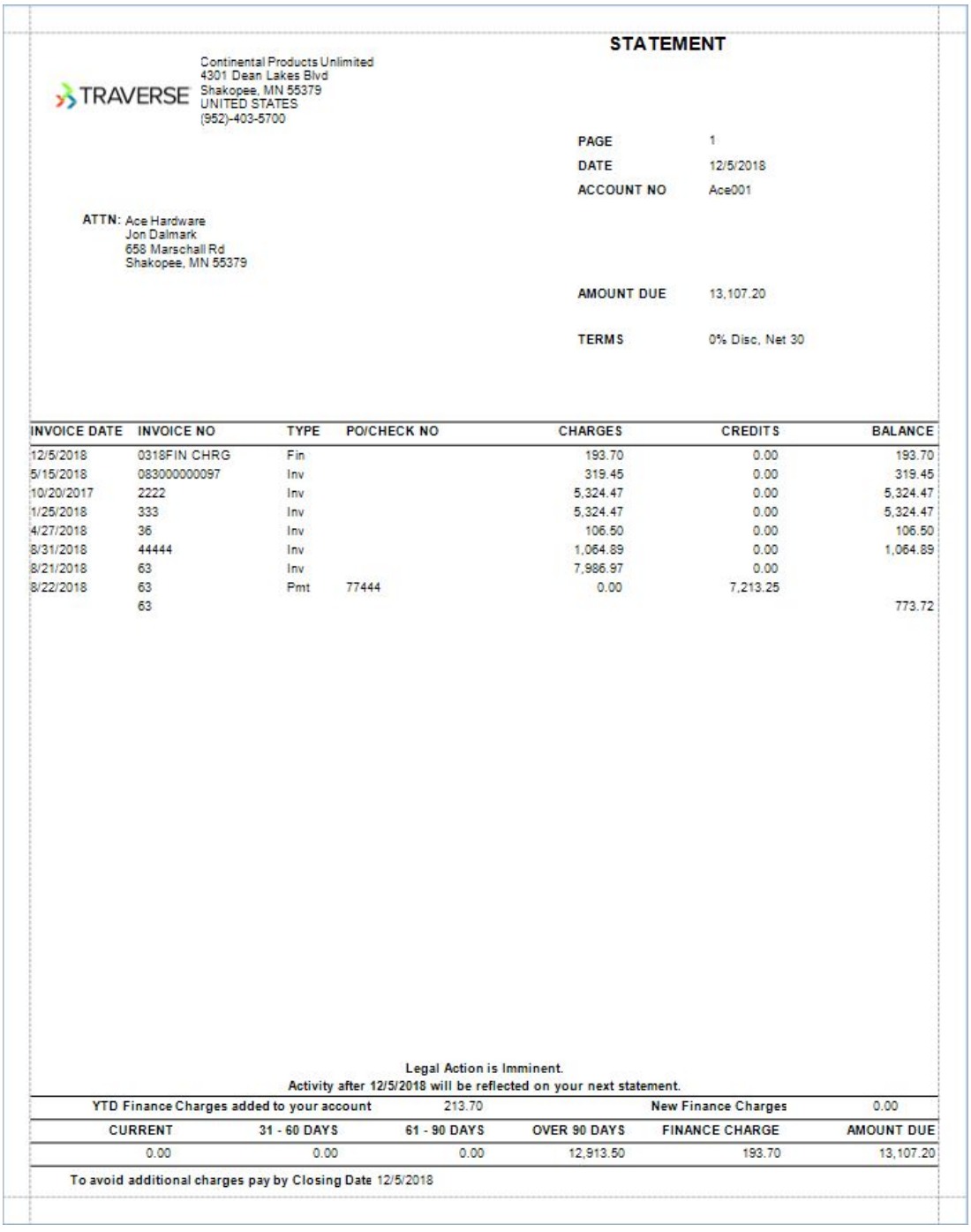
Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the print was made.
Description	The print description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

Activity Log Dialog Box



NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Statement



STATEMENT

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
DATE 12/5/2018
ACCOUNT NO Ace001

ATTN: Ace Hardware
Jon Dalmark
658 Marschall Rd
Shakopee, MN 55379

AMOUNT DUE 13,107.20

TERMS 0% Disc, Net 30

INVOICE DATE	INVOICE NO	TYPE	PO/CHECK NO	CHARGES	CREDITS	BALANCE
12/5/2018	0318FIN CHRG	Fin		193.70	0.00	193.70
5/15/2018	083000000097	Inv		319.45	0.00	319.45
10/20/2017	2222	Inv		5,324.47	0.00	5,324.47
1/25/2018	333	Inv		5,324.47	0.00	5,324.47
4/27/2018	36	Inv		106.50	0.00	106.50
8/31/2018	44444	Inv		1,064.89	0.00	1,064.89
8/21/2018	63	Inv		7,986.97	0.00	
8/22/2018	63	Pmt	77444	0.00	7,213.25	
	63					773.72

Legal Action is Imminent.
Activity after 12/5/2018 will be reflected on your next statement.

YTD Finance Charges added to your account	213.70	New Finance Charges	0.00

CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS	FINANCE CHARGE	AMOUNT DUE
0.00	0.00	0.00	12,913.50	193.70	13,107.20

To avoid additional charges pay by Closing Date 12/5/2018

NON-SUFFICIENT FUNDS (NSF)

In the US banking industry, the term "**Non-Sufficient Funds**" **(NSF)** is used to indicate that a demand for payment (a check) cannot be honored because insufficient funds are available in the account on which the instrument was drawn. In simplified terms, a check has been presented for clearance, but the amount written on the check exceeds the available balance in the account. It is often referred to as a *"bad" check*, a "*bounced*" *check*, or a "*rubber" check*. Businesses frequently use the term *dishonored check.*

When an NSF check is returned to you the method to correct the original transaction will vary depending on the status of the original invoice. The status of the invoice will remain Open until Periodic Maintenance has been run, to change the status of fully paid invoices to paid.

Periodic Maintenance Has NOT Been Run

Invoices will remain at the **Open** status in the open invoices table until they are fully paid and **Periodic Maintenance** has been run to change the status of those fully paid invoices to "**Paid**".

When an invoice is still at the **Open** status the invoice will be displayed on the **Invoice View** and **Hold/Release Invoices** screens when the Customer ID is selected.

To reverse the cash receipt for an invoice that is still at the **Open** status, follow these steps:

1. Select **Cash Receipts** from the **Transactions** menu.
2. Enter the **Batch Code**, **Payment Date**, **Fiscal Pd/Year** and **Customer ID** information.
3. Enter the **Payment Amount** of the NSF check as a NEGATIVE (-) amount.
4. Select the **Payment Method ID** the NSF check was originally entered into. If the payment method has a check type, enter the **Check No** of the original NSF check.
5. Enter the **Invoice No** for the invoice(s) the NSF check paid.

   The invoices will not be listed in the **Open Invoice Summary** area of the screen. Invoices that have a receipt applied to them that fully pays them are not displayed in the cash receipts function.
6. Enter the **Payment** amount as a NEGATIVE (-) amount for each invoice the NSF check originally paid.
7. Print your **Cash Receipts Journal**, **Methods of Payments Journal**, and **Deposits Journal**, on the **Transaction Journals** menu, for the Batch Code into which you entered your reversing cash receipts. (The Cash Receipts Journal is the only required journal to print.)

8. Post the Batch Code into which you entered your reversing cash receipt, using the **Post Cash Receipts** function on the **Transaction Journals** menu.
9. Use the **Invoice Inquiry** or **Hold/Release Invoices** function to verify the negative cash receipts have been applied to the correct invoices.

Periodic Maintenance Has Been Run

Invoices will be changed to the **Paid** status in the open invoices table once they are fully paid and **Periodic Maintenance** has been run to change the status of those fully paid invoices to "**Paid**".

When an invoice is at the **Paid** status the invoice will be hidden on the **Invoice View** and **Hold/Release Invoices** screens when the Customer ID is selected.

A Credit Memo with a Payment will need to be entered EXACTLY as the original invoice(s) that was paid with the NSF check.

To reverse the cash receipt for an invoice that is at the **Paid** status, follow these steps:

1. Select **Transactions** from the **Transactions** menu.
2. Select **Credit Memo** as the **Transaction Type** for the transaction you will be entering.
3. Enter the **Batch ID**, **Location ID** and **Sold To** information.
4. Enter the original invoice number into the **Original Invoice No** field, for the invoice that was paid with the NSF check.
5. Accept the default for the rest of the fields on the **Header** tab, or change any that were changed when the original invoice was entered.
6. Select the **Item Detail** area and enter the items that were on the original invoice exactly as they were when the invoice was first entered.
7. Select the **Payments** tab and enter the payment **Amount**, **Payment Method ID** and **Check No** from the NSF check.

   Enter the payment **Amount** as a positive number. When the Transaction Post is executed, TRAVERSE knows this will be a negative Cash Receipt, because it is entered into a Credit Memo.
8. Print the **Miscellaneous Credits Journal** and **Cash Receipts Journal** from the **Transaction Journals** menu. You may also print the **Methods of Payment Journal** and **Deposits Journal**.
9. Post the Credit Memo and Cash Receipt using the **Post Transactions** and **Post Cash Receipts** functions on the **Transaction Journals** menu.

10. Select the Batch Code you entered your Credit Memo, in the Post Transactions function, and select the Batch Code in the Post Cash Receipts function, into which the payment was entered, and click **OK** to post the Transaction and Cash Receipt.

NOTE: This will "Undo" the original invoice and payment.

11. Select **Transactions** from the **Transactions** menu.

12. Enter the Invoice EXACTLY as the original invoice was entered, using the original invoice number in the **Invoice No** field.

13. Do Not print this invoice using the Print Invoices function on the Transaction Journals menu. This will overwrite the invoice number with the next available number.

    To prevent this you may want to print the invoice **Online** once you enter the original invoice number and finish entering all the items.

14. Print the **Sales Journal**, from the **Transaction Journals** menu, for the Batch Code into which you entered the invoice.

15. Post the invoice using the **Post Transactions** function, on the **Transaction Journals** menu, selecting the Batch Code into which you entered this invoice.

NOTE: This will "Reinstate" the invoice to the original state prior to applying the NSF cash receipt.

16. When you use the **Invoice View** and **Hold/Release Invoices** functions, you should now see your **Credit Memo**, negative **Payment** and the **Invoice** you just posted.

17. The next time **Periodic Maintenance** is run the Credit Memo and Payment will be changed to the **Paid** status and no longer show on these screens.

NOTE: If the original invoice was entered through Sales Order you may enter your Credit Memo, Payment and Invoice into the Sales Order, Orders function. Entering the transactions into Accounts Receivable will have the same effect as using Sales Order. The only difference would be the source of the transactions in history.

7

Reports

Overview 7-3
AR Analysis Report 7-5
Customer Activity Report 7-11
Customer Analysis Report 7-15
Customer Sales Report 7-19
Detail History Report 7-25
Simple History Report 7-29
Sales Analysis Report 7-33

7 REPORTS

OVERVIEW

Before you use the **Management Reports** functions, complete the following tasks:

- Set up your Customers, Codes, and IDs, using the **Setup and Maintenance** functions.
- Verify your Customers, Codes, and IDs, using the **Master Lists** and the **Interactive Views** functions.
- Enter all applicable transactions.
- Verify and post all transactions.

Below is a summary of the Management Reports.

Use the **Management Reports** functions to perform these tasks:

- Use the **AR Analysis Report** to analyze your company's outstanding receivables. (page 7-5)
- Use the **Customer Activity Report** to analyze sales, gross profit, and invoice information for each Customer. (page 7-11)
- Use the **Customer Analysis Report** to analyze sales, profit, payment, average invoice, and balance information for each Customer. (page 7-15)
- Use the **Customer Sales Report** to summarize the purchasing activity for each Customer. (page 7-19)
- Use the **Detail History Report** to see which Items are sold most, which Customers buy most frequently, the Items each Customer buys, which Items each Sales Rep is or is not selling, when Items are sold, and for how much each Item is sold. (page 7-25)
- Use the **Simple History Report** to view a Customer's posted transactions. The report shows which items are sold, when they are sold, and the amount each item is sold for.
- Use the **Sales Analysis Report** to compare your company's sales, profits, and invoices from last year to this year broken down by Current Period, Quarter-to-Date, and Year-to-Date. Also use the Sales Analysis Report to analyze Year-to-Date trends in sales, profits, and invoices. (page 7-33)

7 REPORTS

Overview

AR ANALYSIS REPORT

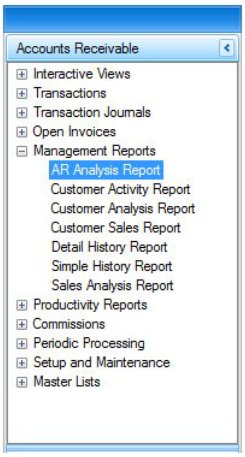
The **AR Analysis Report** provides an analysis of your company's outstanding receivables.

The report has three parts. Each part compares the receivables of a period you specify with those of a previous period, the previous three periods, and the same period of the previous year.

To produce the **AR Analysis Report**, follow these steps:

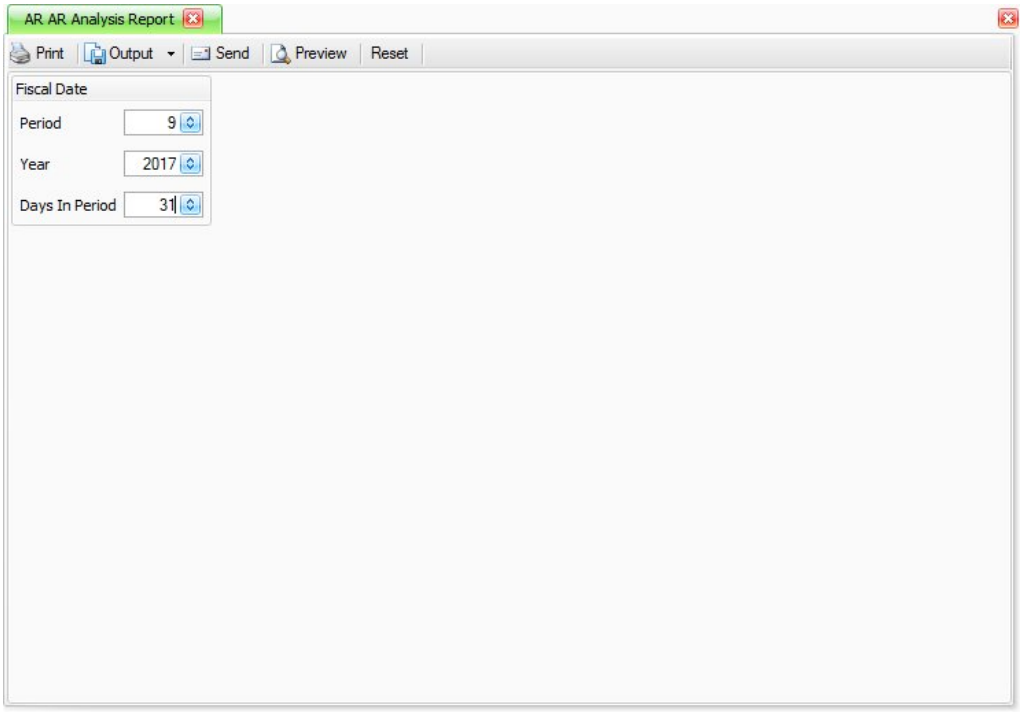
1. Select **AR Analysis Report** from the **Management Reports** menu.

AR Analysis Report Menu



2. The **AR Analysis Report** screen appears.

AR Analysis Report Screen



3. Enter the **Period** for the report.
4. Enter the **Year** for the report.
5. Enter the number of **Days In The Period** covered in the report. The number of days available depends on the length of the period you select when you set up the Period Conversion.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

The AR Analysis Report comprises the following sections:

- The first section of the report shows the **Total AR**, a breakdown of sales into aging buckets, and the number of days sales were outstanding for **Current**, **31-60**, **61-90**, **91-120**, and **Over 120** days.

  The Total AR column includes Finance Charges, which are not included in the individual Aging columns.

  The **3-Period Average** is a total of the previous three periods divided by three.

  The number of **Days Sales Outstanding** is calculated with the following equation:

  Total AR/(total company sales/number of days in the period)

NOTE: The number of days in the current period is the number you enter on the AR Analysis Report screen. 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 further receivables are from sales.

- The second section shows a composite of receivables that are outstanding for **Over 30**, **Over 60**, **Over 90**, and **Over 120** days.

  The total amount over 30 includes amounts that are over 60, 90, and 120; 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 shows the **Avg Invoice** amount, **Avg Days To Pay**, number of **Days Sales Outstanding**, **No of Invoices** sent to Customers, and **No of Payments** received from Customers.

  Avg Invoice is calculated with the following equation:

  Total company sales this period / (# of invoices)

  Avg Days To Pay is calculated with the following equation:

  Total days to pay / # of payments

  Pct is calculated with the following equation:

  Three-Period Average/Current Period Amount

AR Analysis Report

Continental Products Unlimited — Page 1

AR Analysis Report

For History Period 8 / 2018

Fiscal Period 8

Current Pd Days 31

Fiscal Year 2018

ACCOUNTS RECEIVABLE BALANCE

	--Current--	--31-60--	--61-90--	--91-120--	--Over 120--	--Total AR--	Days Sales Outstanding
Period 8	53,475.77	0.00	0.00	319.45	2,637,872.84	2,691,668.06	347.13
3-Period Avg	18,213.51	104.17	32,751.06	90,327.82	2,802,445.02	2,831,899.27	0.00
Prior Period	577.23	0.00	319.45	100,106.50	2,802,445.02	2,903,448.20	166,064.38
Last Yr Pd	64,503.39	-2,861.33	0.00	3,721.97	3,691,956.79	3,757,320.82	2,644.07

	--------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 8	2,638,192.29	98.01	2,638,192.29	98.01	2,638,192.29	98.01	2,637,872.84	98.00
3-Period Avg	2,813,685.76	99.36	2,813,581.59	99.35	3,782,284.61	98.20	2,690,502.71	96.01
Prior Period	2,902,870.97	99.98	2,902,870.97	99.98	2,902,551.52	99.97	2,802,445.02	96.52
Last Yr Pd	3,692,817.43	98.28	3,696,678.76	98.36	3,695,678.76	98.36	3,691,956.79	98.26

	--3-Period Avg--		--Prior Period--		--Same Period Last Yr--	
	Period 8 Amount	Pct	Amount	Pct	Amount	Pct
Avg Invoice	5,463.12	0.00	542.00	0.23	1,334.91	24.43
Avg Days To Pay	74.85	0.00	0.00	0.00	0.00	0.00
Days Sales Outstanding	347.13	0.00	166,064.38	47,839.62	2,644.07	761.70
No of Invoices	44	0	1	2.27	33	75.00
No of Payments	54	0	0	0.00	8	61.11

12/5/2018 4:26 PM

*** End of Report ***

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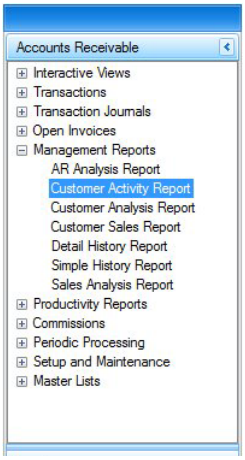
CUSTOMER ACTIVITY REPORT

The **Customer Activity Report** identifies your top Customers.

To produce a **Customer Activity Report**, follow these steps:

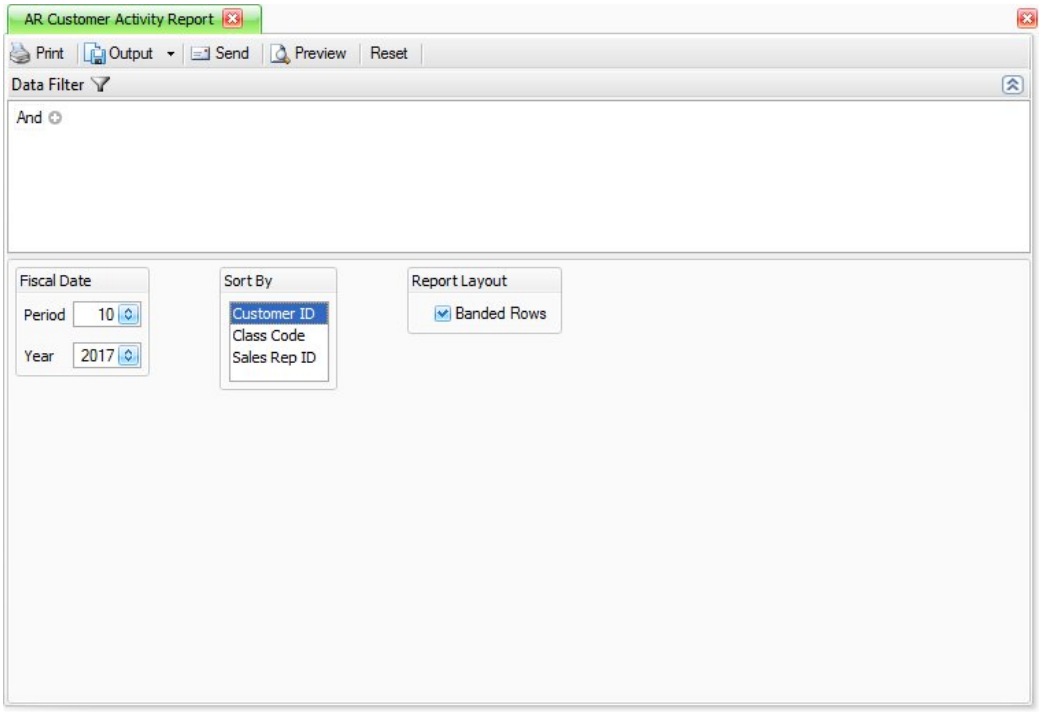
1. Select **Customer Activity Report** from the **Management Reports** menu.

Customer Activity Report Menu



2. The **Customer Activity Report** screen appears.

Customer Activity Report Screen



3. Select the range of **Filter Criteria** to include in the report.
4. Enter the **Fiscal Period** for the report.
5. Enter the **Fiscal Year** for the report.
6. Select the **Sort By** criterion for the report: **Customer ID**, **Class Code**, or **Sales Rep ID**
7. Select the check box if you want to print the report in **Banded Rows** format, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

The following information is printed in the report:

- **Sales Amounts** and the **No of Invoices** comes from summary history.
- **Gross Profit** is the COGS amount subtracted from sales.
- **Avg Invoice** is sales divided by the number of invoices.
- **Grand Total**s are produced for **Sales**, **Gross Profit**, and **No of Invoices**.
- **Pct/Tot** in the **Sales** column is the amount for the Customer divided by the total amount for the company, which is stored in the company record in summary history.
- **Pct/Tot** in the **Gross Profit** column is the grand total divided by the company total from the company record for the period and year.

NOTE: Pct/Tot may be less than 100 if you print this report for a range of or all Customers, Customer Classes, and Sales Reps.

- **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.

Customer Activity Report

Continental Products Unlimited Page 1
Customer Activity Report
For Fiscal Period 8 / 2018
Sorted by Customer ID

Report Filter

Customer ID / Class Code	Name / Sales Rep ID	Sales Amount	Sales Pct/Tot	Gross Profit Amount	Gross Profit Pct/Tot	Avg Invoice Amount	Avg Invoice Pct/Tot	No of Invoices Amount	No of Invoices Pct/Tot
Ace001	Ace Hardware								
Retail	GJL	8,769.40	3.65	3,761.58	2.06	2,923.13	3.65	3	6.82
Alt008	Altos Servers Company								
Retail	GJL	78,978.89	32.86	26,709.42	14.64	3,433.86	32.86	23	52.27
Atm047	Asynchronous Networking Tech.								
Retail	GJL	332.97	0.14	175.45	0.10	332.97	0.14	1	2.27
Axi040	Axis Electronics								
Retail	JSK	1,229.57	0.51	1,127.73	0.62	307.39	0.51	4	9.09
Bur056	Burnhaven Software Design								
Retail	MSL	254.93	0.11	254.93	0.14	254.93	0.11	1	2.27
Cel017	Celebris Systems								
Retail	JSK	288.63	0.12	149.30	0.08	288.63	0.12	1	2.27
CEl031	Cellucom Inc.								
Retail	JSK	522.96	0.22	286.45	0.16	522.96	0.22	1	2.27
Xly044	Xletek Software								
Retail	GJL	150,000.00	62.40	150,000.00	82.21	15,000.00	62.40	10	22.73
Grand Total		240,377.35	100.00	182,464.86	100.00	5,463.12	100.00	44	100.00

12/5/2018 4:23 PM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

CUSTOMER ANALYSIS REPORT

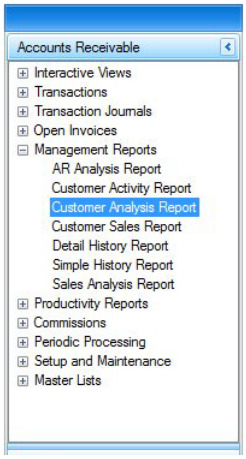
The **Customer Analysis Report** shows the Customer **Sales**, **COGS**, and **Profit** amounts, **No of Invoices** and **Avg Invoice** amounts for the Current Period, All Periods, or No Periods, the Year To Date, and Last Year. The report also shows the **First Sale** and **Last Sale** dates for each Customer.

Produce the Customer Analysis Report before you do periodic maintenance because periodic maintenance ages the Customer's balance.

To produce a **Customer Analysis Report**, follow these steps:

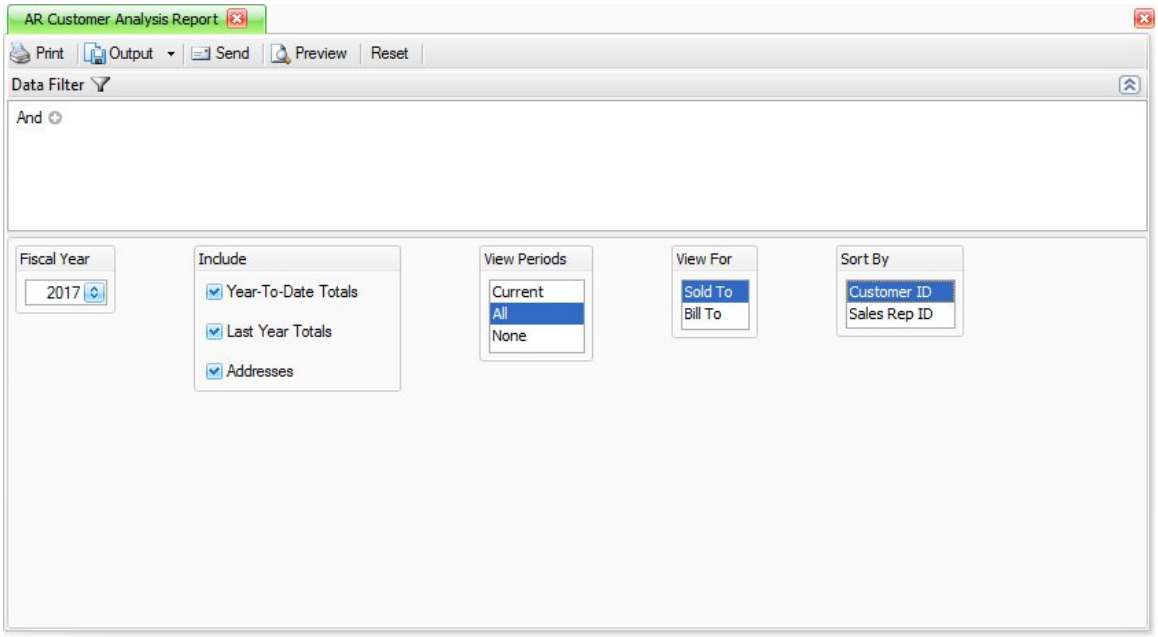
1. Select **Customer Analysis Report** from the **Management Reports** menu.

Customer Analysis Report Menu



2. The **Customer Analysis Report** screen appears.

Customer Analysis Report Screen



3. Select the range of **Filter Criteria** to include in the report.
4. Select the **Fiscal Year** for which you want to print information.
5. Select the box to include Customer **Year To Date Totals**; otherwise, clear the box.
6. Select the box to include Customer **Last Year Totals**; otherwise, clear the box.
7. Select the box if you want the Customer's **Addresses** to be listed with the Customer; otherwise, clear the box.
8. Choose from the following in the **View Periods**:
    - **Current** - Provides current period information.
    - **All** - Provides summary information for all periods for the selected fiscal year.
    - **None** - Provides only a summary display of the Customer information and amount due.
9. Select the **View For** criterion for the report: **Sold To** or **Bill To** Customer ID.
10. Select the **Sort By** criterion for the report: **Customer ID** or **Sales Rep ID**.

11. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Customer Analysis Report

Continental Products Unlimited — Page 2
Customer Analysis Report (2017)
Sorted By Customer ID

Customer ID / Sales Rep ID	Name/Address	Period	Sales	Intl Prefix / Currency ID	COGS	Profit	Phone / Fax	No Inv	Fin Chrg	Dist Code / Terms Pct	Payments	Days	Discounts	Net	First Sale / Last Sale	No Pmts	Days To Pay	Credit Limit	Avg To Pay	Avg Inv	Balance Due
All008	Altos Servers Company			011		(612)-805-6782			D001						10/9/2007				0.00		-54,601.10
G-JL	945 Tuscon Drive			USD		(612)-805-6024			0.00	0		0			12/22/2014						
	Rollingstone, MN 55969																				
		7	482.39		348.06	134.33	1	0.00		5,745.87		0.00		4	0	0		0	482.39		
		8	3,091.02		1,760.36	1,330.66	5	0.00		48,226.36		0.00		10	7,129	713		0	618.20		
		9	52,231.22		35,799.34	16,431.88	6	0.00		20,594.54		0.00		4	18	5		8,705.20			
		10	0.00		0.00	0.00	0	0.00		15,000.00		0.00		1	35	35		0.00			
		11	17,554.00		10,767.54	6,786.46	2	0.00		0.00		0.00		0	0	0		8,777.00			
	Year-To-Date		73,358.63		48,675.30	24,683.33	14	0.00		89,566.77		0.00		19	7,182	378		5,239.90			
All008KH	Test			011					D001						1/21/2016				0.00		2,303.77
JSK	4301 Dean Lakes Blvd			USD					1.00	10		30			5/11/2017						
	Shakopee, MN 55379																				
		3	2,000.00		0.00	2,000.00	1	0.00		0.00		0.00		0	0	0		0	2,000.00		
		4	1,500.00		0.00	1,500.00	1	0.00		0.00		0.00		0	0	0		0	1,500.00		
		5	500.00		0.00	500.00	1	0.00		20,000.00		0.00		4	0	0		0	500.00		
	Year-To-Date		4,000.00		0.00	4,000.00	3	0.00		20,000.00		0.00		4	0	0		0	1,333.33		
Atm047	Asynchronous Networking Tech.			011		(612)-906-3214			D001						1/21/2016				0.00		4,935.23
G-JL	960 Parker Street			USD		(612)-906-3214			0.00	0		0			9/17/2017						
	Deerwood, MN 56444																				
		7	45.00		37.00	8.00	1	0.00		0.00		0.00		0	0	0		0	45.00		
		8	282.00		210.00	72.00	3	0.00		0.00		0.00		0	0	0		0	94.00		
		9	20.00		13.75	6.25	1	0.00		0.00		0.00		0	0	0		0	20.00		
	Year-To-Date		347.00		260.75	86.25	5	0.00		0.00		0.00		0	0	0		0	69.40		
Atm053	ATM Switches Inc.			011		(605)-489-5023			D001						1/21/2015				0.00		1,940.38
JSK	6023 Howard Street			USD		(605)-489-5022			0.00	0		0			9/17/2017						
	Gettysburg, SD 57442																				
		7	1,057.08		696.12	360.96	1	0.00		4,268.82		0.00		2	6	6		3	1,057.08		
		8	459.00		300.00	159.00	1	0.00		100.00		0.00		1	0	0		0	459.00		
		9	13,036.03		9,671.58	3,363.45	2	0.00		8,592.86		0.00		2	13	7		6,517.52			
		10	0.00		0.00	0.00	0	0.00		2,000.00		0.00		1	19	19		0.00			
	Year-To-Date		14,551.11		10,667.70	3,883.41	4	0.00		14,961.68		0.00		6	38	6		3,637.78			
Axi040	Axis Electronics			011		(701)-603-2312			D001						7/9/2017				0.00		1,060.52
JSK	5102 Birch Street			USD		(701)-603-2311			0.00	0		0			9/30/2017						
	Wheatland, ND 58079																				
		7	2,551.39		1,338.24	1,213.15	2	0.00		2,607.32		0.00		1	0	0		1,275.70			

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CUSTOMER SALES REPORT

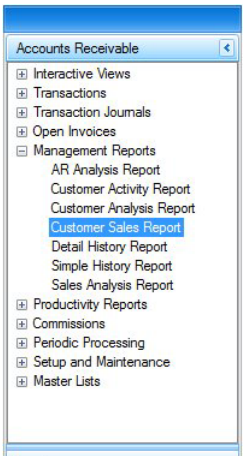
The **Customer Sales Report** shows the balances and cumulative sales to the Customers you specify, and summarizes the sales activity for these Customers. The following information is printed in the report:

- **Qty Sold**, **Sales** amounts, and **No of Invoices** come from summary history.
- **Gross Profit** is sales minus the COGS amount.
- **Average Invoice** is sales divided by the number of invoices.
- **Grand Total**s are produced for **Sales**, **Gross Profit**, and **No of Invoices**.
- **Pct/Tot** in the **Sales** column is the amount for the Customer divided by the total amount for the company, which is stored in the company record in summary history. **Pct/Tot** for Item rows is the amount of the item divided by the Customer's total.
- **Pct/Tot** in the **Gross Profit** column is the grand total divided by the company total from the company record for the period and year. **Pct/Tot** may be less than 100 if you print this report for a limited range of Customers, Customer Classes, and Sales Reps.
- **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. **Pct/Tot** for Item rows, is the number of invoices for the Item divided by the total number of invoices for the Customer.

To produce a **Customer Sales Report**, follow these steps:

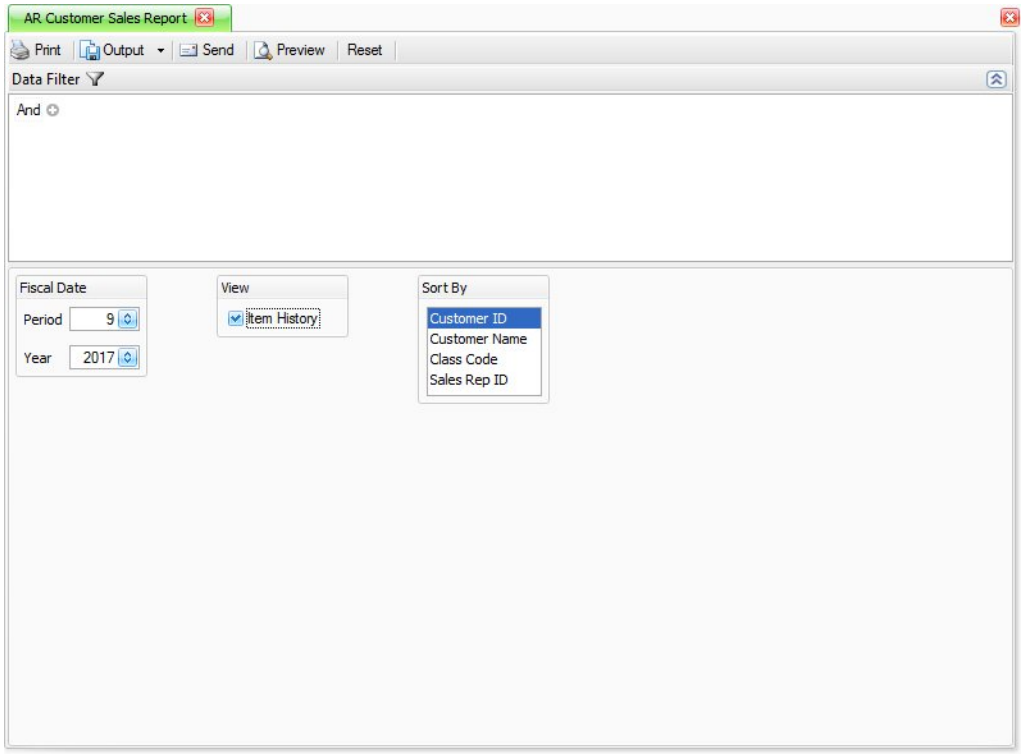
1. Select **Customer Sales Report** from the **Management Reports** menu.

Customer Sales Report Menu



2. The **Customer Sales Report** screen appears.

Customer Sales Report Screen



3. Select the range of **Filter Criteria** to include in the report.
4. Enter the **Fiscal Period** for the report.
5. Select the **Fiscal Year** for the report.
6. Select the box to **View Item History**; otherwise, clear the box.
7. Select the **Sort By** criterion for the report: **Customer ID**, **Customer Name**, **Class Code**, or **Sales Rep ID**.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Customer Sales Report

Continental Products Unlimited
Detail Customer Sales Report
For Fiscal Period/Year 9/2017
Sorted By Customer ID

ReportFilter

Customer ID / Name / Item ID	Class Code	Rep ID	Qty Sold Qty	Qty Sold Unit	Sales Amount	Sales Pct/Tot	Gross Profit Amount	Gross Profit Pct/Tot	Average Invoice Amount	Average Invoice Pct/Tot	No of Invoices Amount	No of Invoices Pct/Tot
Alt008	Retail	GJL			52,231.22	37.80	16,431.88	36.88	8,705.20	6.30	6	35.29
Altos Servers Company												
			2.0000		250.00	0.18	250.00	0.56	125.00	0.09		
100			5.0000	PKG	2,642.70	1.91	902.41	2.03	2,642.70	1.91		
150			2.0000	PKG	2,927.52	2.12	1,123.30	2.52	2,927.52	2.12		
200150			3.0000	EA	44,997.00	32.57	13,497.00	30.30	22,498.50	16.28		
AWS			4.5000	HR	540.00	0.39	365.17	0.82	540.00	0.39		
MON103			1.0000	EA	874.00	0.63	294.00	0.66	437.00	0.32		
Atm047	Retail	GJL			20.00	0.01	6.25	0.01	20.00	0.01	1	5.88
Asynchronous Networking Tech.												
SFM100			1.0000	EA	20.00	0.01	6.25	0.01	20.00	0.01		
Atm053	Retail	JSK			13,035.03	9.43	3,363.45	7.55	6,517.52	4.72	2	11.76
ATM Switches Inc.												
700			1.0000	SET	1,415.03	1.02	1,213.45	2.72	1,415.03	1.02		
MON103			5.0000	EA	1,895.00	1.37	595.00	1.34	1,895.00	1.37		
SFM100			20.0000	EA	400.00	0.29	115.00	0.26	400.00	0.29		
SND100			5.0000	EA	225.00	0.16	40.00	0.09	225.00	0.16		
SPK100			20.0000	EA	9,000.00	6.51	1,300.00	2.92	9,000.00	6.51		
Axi040	Retail	JSK			910.00	0.66	669.40	1.50	910.00	0.66	1	5.88
Axis Electronics												
			0.0000		175.00	0.13	175.00	0.39	175.00	0.13		
AWS			3.0000	HR	360.00	0.26	243.45	0.55	360.00	0.26		
TDM			3.0000	HR	375.00	0.27	250.95	0.56	375.00	0.27		
Bur056	Retail	MSL			379.00	0.27	119.00	0.27	379.00	0.27	1	5.88
Burnhaven Software Design												
MON103			1.0000	EA	379.00	0.27	119.00	0.27	379.00	0.27		
Cel017	Retail	JSK			29,998.00	21.71	9,998.00	22.44	29,998.00	21.71	1	5.88
Celebris Systems												
200150			2.0000	EA	29,998.00	21.71	9,998.00	22.44	29,998.00	21.71		

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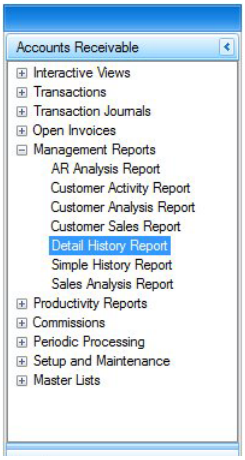
DETAIL HISTORY REPORT

Use the **Detail History Report** to view a Customer's posted transactions. The report shows which items were sold, when they were sold, and the amount for which each item was sold.

To print the **Detail History Report**, follow these steps:

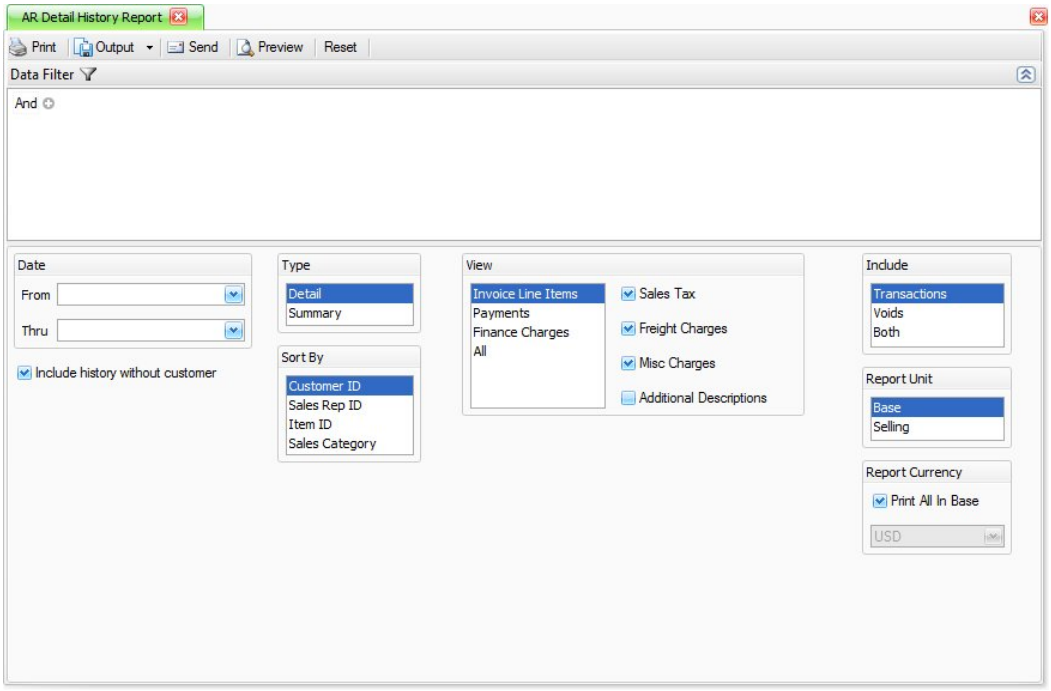
1. Select **Detail History Report** from the **Management Reports** menu.

Detail History Report Menu



2. The **Detail History Report** screen appears.

Detail History Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the filter blank to include all Customers.
4. Select the range of **Dates From** and **Thru** to include in the report, or leave the fields blank to include all invoice dates.
5. Select the check box to **Include history without Customer**, to include sales made through Point of Sale without a Customer ID; otherwise, clear the box to only include history with a Customer.
6. Select whether to view a **Detail**ed or **Summary** view of the detail history report by selecting the appropriate type from the **Type** section.
7. Select the **Sort By** order for the report: **Customer ID**, **Sales Rep ID**, **Item ID**, or **Sales Category**.
8. Select the type of transactions to include on the report in the **View** section: **Invoice Line Items**, **Payments**, **Finance Charges**, or **All**.
9. To include **Sales Tax**, **Freight Charges**, **Misc Charges**, and **Additional Descriptions** in the report, select the corresponding check boxes; otherwise, clear them.

10. Select to include **Transactions**, **Voids**, or **Both** in the **Include** section, if applicable, to include that information in the report.

11. Select the **Report Unit** to use for the report: **Base** or **Selling**.

12. If you use multi-currency, these print options are available:

    - To print transactions that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only transactions that were entered in the base currency are printed on the report.
    - To print transactions that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only transactions that were entered in the currency you select are printed on the report.
    - To print all transactions (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
    - TRAVERSE converts all transaction amounts from their original currency to the base currency (if necessary), then prints all transactions on the report.

13. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Detail History Report

Continental Products Unlimited
Detail History Report (Detail)
Sorted By Customer ID

Page 1
USD

Report Filter
Date From — Thru
View — Include — Transactions
Report Unit — Base
View Sales Tax — Yes — View Freight Charges — Yes
View Misc Charges — Yes — View Additional Descriptions — No
Report Currency — USD — Print All In Base Currency — Yes
Include history without customer — No

Customer ID	Alt008	Grp ID	Invoice No	Original Invoice	Date			Sales Tax	Freight	Misc
Altos Servers Company		MN	010100000002		7/12/2017					
Item ID		Loc ID	Description	Cat	Quantity	Unit	Cost	Sales	Profit	Pct
100		CA0001	Electrical Package	P1	1.0000	PKG	348.06	482.39	134.33	27.85
		Invoice No	010100000002		8/8/2017			31.36	0.00	0.00
		MN	020100000005							
Item ID		Loc ID	Description	Cat	Quantity	Unit	Cost	Sales	Profit	Pct
150		CA0001	Plumbing Package	P1	1.0000	PKG	902.11	1,328.03	425.92	32.07
		Invoice No	020100000005		12/1/2014			86.32	0.00	20.00
		MN	030100000003							
Item ID		Loc ID	Description	Cat	Quantity	Unit	Cost	Sales	Profit	Pct
350		CA0001	Entry Door	D1	36.0000	EA	7,351.05	20,460.65	13,109.60	64.07
		Invoice No	030100000003		9/5/2017			1,329.94	0.00	0.00
		MN	041300000027							
Item ID		Loc ID	Description	Cat	Quantity	Unit	Cost	Sales	Profit	Pct
MON103		MN0001	23" Flat-Panel LCD HD Monitor		0.0000	EA	320.00	495.00	175.00	35.35
		Serial No					Unit Cost	Unit Price		
		Invoice No	041300000027		8/5/2017			32.18	0.00	0.00
		MN	041300000028							
Item ID		Loc ID	Description	Cat	Quantity	Unit	Cost	Sales	Profit	Pct
			Maintenance		1.0000		500.00	1,000.00	500.00	50.00
		Invoice No	041300000028					65.00	0.00	0.00
		MN	041300000050		9/3/2017					

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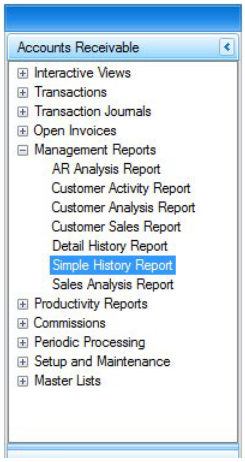
SIMPLE HISTORY REPORT

Use the **Simple History Report** to view a Customer's posted transactions. The report shows which items are sold, when they are sold, and the amount each item is sold for.

To print the **Simple History Report**, follow these steps:

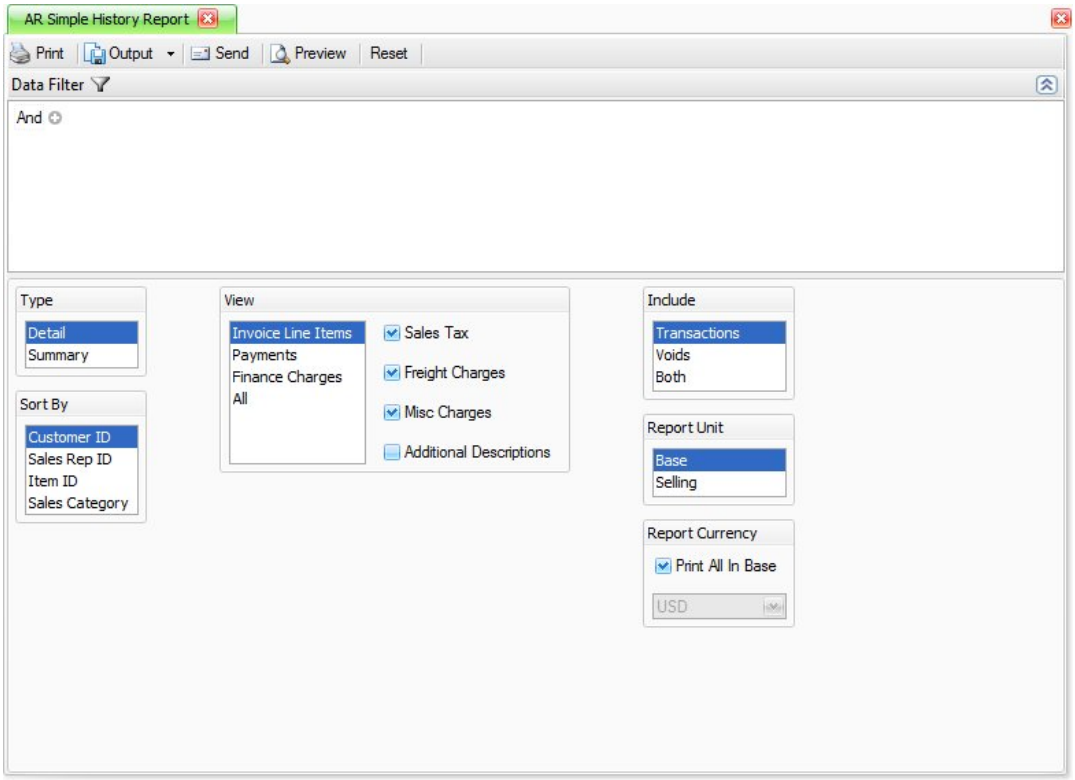
1. Select **Simple History Report** from the **Management Reports** menu.

Simple History Report Menu



2. The **Simple History Report** screen appears.

Simple History Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the filter blank to include all Customers.
4. Select whether to view a **Detail**ed or **Summary** view of the detail history report by selecting the appropriate type from the **Type** section.
5. Select the **Sort By** order for the report: **Customer ID**, **Sales Rep ID**, **Item ID**, or **Sales Category**.
6. Select the type of transactions to include on the report in the **View** section: **Invoice Line Items**, **Payments**, **Finance Charges**, or **All**.
7. To include **Sales Tax**, **Freight Charges**, **Misc Charges**, and **Additional Descriptions** in the report, select the corresponding check boxes; otherwise, clear them.

NOTE: These options are only available if you select Detail in the Type section.

8. Select to include **Transactions**, **Voids**, or **Both** in the **Include** section, if applicable, to include that information in the report.
9. Select the **Report Unit** to use for the report: **Base** or **Selling**.

NOTE: These options are only available if you select Detail in the Type section.

10. If you use multi-currency, these print options are available:
    - To print transactions that were entered in the base currency, select the base currency as the report **Currency** and clear the **Print All In Base Currency** box. Only transactions that were entered in the base currency are printed on the report.
    - To print transactions that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only transactions that were entered in the currency you select are printed on the report.
    - To print all transactions (regardless of the currency in which they were entered), select the base currency as the report **Currency** and select the **Print All In Base Currency** check box.
    - TRAVERSE converts all transaction amounts from their original currency to the base currency (if necessary), then prints all transactions on the report.
11. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Simple History Report

Continental Products Unlimited
Simple History Report (Detail)
Sorted By Customer ID

Page 4
USD

Customer ID	Rep 1	Rep 2	Description	Sales Cat	Invoice No	Date	Quantity	Unit	Cost / Discount	Sales / Pmt Amount	Profit	Pct
Alt008	G-JL		Misc Charges		02010000005	8/8/2017			0.00	20.00	20.00	100.00
Alt008		360		D1	03010000003	12/1/2014	35.0000	EA	7,351.05	20,460.85	13,109.80	64.07
Alt008	G-JL		Sales Tax Charges		03010000003	12/1/2014			1,329.94	1,329.94	0.00	0.00
Alt008	G-JL	JSK	MON103		04130000027	9/5/2017	0.0000	EA	320.00	495.00	175.00	35.35
Alt008	G-JL	JSK	Sales Tax Charges		04130000027	9/5/2017			32.18	32.18	0.00	0.00
Alt008	G-JL	JSK	Maintenance		04130000028	8/5/2017	1.0000		600.00	1,000.00	500.00	50.00
Alt008	G-JL	JSK	Sales Tax Charges		04130000028	8/5/2017			65.00	65.00	0.00	0.00
Alt008	G-JL	JSK	CA58 Parts Warranty		04130000050	9/3/2017	2.0000		0.00	200.00	200.00	100.00
Alt008		100		P1	08100000001	10/9/2014	1.0000	PKG	348.06	528.54	180.48	34.15
Alt008	G-JL		Sales Tax Charges		08100000001	10/9/2014			34.36	34.36	0.00	0.00
Alt008		150		P1	08100000002	10/9/2014	1.0000	PKG	902.11	1,463.76	561.65	38.37
Alt008	G-JL		Sales Tax Charges		08100000002	10/9/2014			95.14	95.14	0.00	0.00
Alt008		100		P1	08100000002	10/9/2014	5.0000	PKG	1,717.75	2,378.43	660.68	27.78
Alt008	G-JL		Sales Tax Charges		08100000002	10/9/2014			154.60	154.60	0.00	0.00
Alt008		100		P1	08100000003	10/9/2014	1.0000	PKG	343.55	528.54	184.99	35.00
Alt008	G-JL		Sales Tax Charges		08100000003	10/9/2014			34.36	34.36	0.00	0.00
Alt008		010447			0934757	6/11/2013	24.0000	Hours	0.00	3,000.00	3,000.00	100.00
Alt008		010447			0934757	6/11/2013	0.0000		0.00	0.00	0.00	0.00
Alt008		010447			0934757	6/11/2013	62.0000	Hours	0.00	7,750.00	7,750.00	100.00
Alt008		010447			0934757	6/11/2013	0.0000		0.00	0.00	0.00	0.00
Alt008		010447			0934757	6/11/2013	32.0000	EA	0.00	6,400.00	6,400.00	100.00
Alt008	G-JL		Sales Tax Charges		0934757	6/11/2013			1,114.75	1,114.75	0.00	0.00
Alt008	G-JL	JSK	MON103		10070000012	9/5/2017	1.0000	EA	260.00	379.00	119.00	31.40
Alt008	G-JL	JSK	Sales Tax Charges		10070000012	9/5/2017			24.64	24.64	0.00	0.00
Alt008	G-JL		MSE101		101	8/5/2017	1.0000	EA	24.50	27.99	3.49	12.47
Alt008	G-JL		Sales Tax Charges		101	8/5/2017			1.82	1.82	0.00	0.00
Alt008	G-JL	JSK	MON103		11040000016	8/6/2017	2.0000	EA	640.00	990.00	350.00	35.35
Alt008	G-JL	JSK	Sales Tax Charges		11040000016	8/6/2017			64.35	64.35	0.00	0.00
Alt008	G-JL	JSK	Freight Charges		11040000016	8/6/2017			0.00	50.00	50.00	100.00
Alt008	G-JL	JSK	Misc Charges		11040000016	8/6/2017			0.00	10.95	10.95	100.00
Alt008	G-JL	JSK	MON103		11040000017	8/6/2017	-1.0000	EA	-320.00	-295.00	25.00	-8.47
Alt008	G-JL	JSK	Sales Tax Charges		11040000017	8/6/2017			-19.18	-19.18	0.00	0.00
Alt008		sof042			11578	1/13/2014	10.0000	Each	8,515.00	11,410.10	2,895.10	25.37
Alt008	G-JL		Sales Tax Charges		11578	1/13/2014			741.66	741.66	0.00	0.00
Alt008	G-JL		Freight Charges		11578	1/13/2014			0.00	31.57	31.57	100.00
Alt008	G-JL		SOF042		12562	2/14/2014	5.0000	Each	4,257.50	5,705.05	1,447.55	25.37
Alt008	G-JL		Sales Tax Charges		12562	2/14/2014			370.83	370.83	0.00	0.00

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SALES ANALYSIS REPORT

The **Sales Analysis Report** provides an analysis of your company's sales based on the fiscal period you specify and the last fiscal year's trends by period. It comprises the following sections:

- The first section of the report shows the **Current Year** and **Last Year**, **Sales**, **COGS**, **Gross Profit**, **Avg Invoice Amounts**, and **No of Invoices** for the reporting **Current Period**, **Quarter-to-Date**, and **Year-to-Date**.

  The **Sales**, **COGS**, and **No of Invoices** amounts come from summary history. The **Sales Amount** does not include Freight, Tax, or Miscellaneous amounts. The **Gross Profit** is sales minus the COGS amount. The **Avg Invoice** for the **Current Period** is sales divided by the number of invoices. The **Quarter-to-Date** and **Year-to-Date Avg Invoice Amount** is the sum of the appropriate previous periods' average invoice amount. It is not the QTD sales/QTD number of invoices or YTD sales/YTD number of invoices.

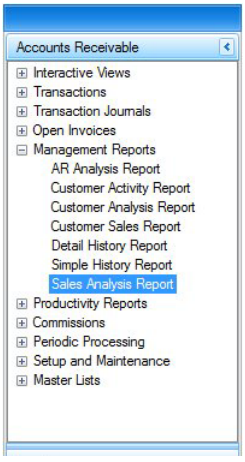
- The second section of the report shows the **Sales**, **COGS**, **Gross Profit**, **Avg Invoice Amount**, and **No of Invoices** for the reporting **Period** and the previous 12 periods.

  The **Pct/Cur** column is the amount listed divided by the amount for the current period.

To produce a **Sales Analysis Report**, follow these steps:

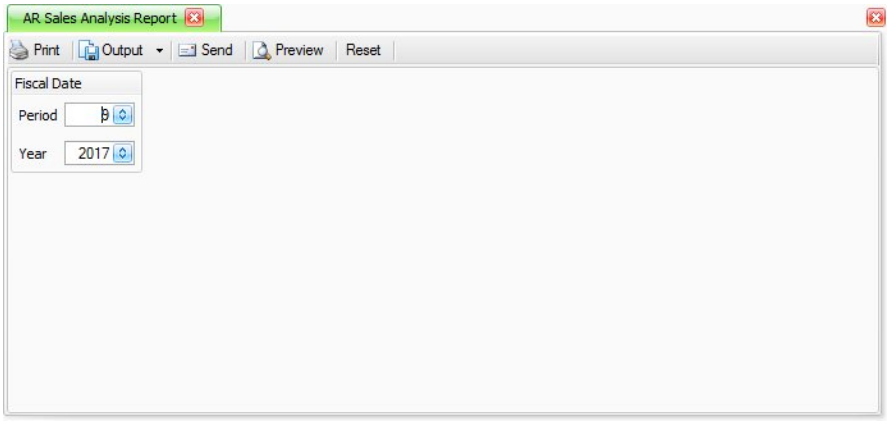
1. Select **Sales Analysis Report** from the **Management Reports** menu.

Sales Analysis Report Menu



2. The **Sales Analysis Report** screen appears.

Sales Analysis Report Screen



3. Enter the **Fiscal Period** for the report.
4. Enter the **Fiscal Year** for the report.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Sales Analysis Report

Zoom

Continental Products Unlimited
Sales Analysis Report
For Fiscal Period 9 / 2017

Page 1

Period 9 Current Year 2017

	Current Year				Last Year			
	Current Period	Quarter-to-Date	Year-to-Date		Current Period	Quarter-to-Date	Year-to-Date	
Sales	144,485.63	225,905.62	229,905.62		0.00	0.00	0.00	
COGS	97,560.44	150,090.82	150,090.82		0.00	0.00	0.00	
Gross Profit	46,925.19	75,814.80	79,814.80		0.00	0.00	0.00	
Avg Invoice	5,160.20	3,094.60	3,025.07		0.00	0.00	0.00	
No of Invoices	28	73	76		0	0	0	

Period Trend

Period	Sales		COGS		Gross Profit		Avg Invoice		No of Invoices	
	Amount	Pct/Cur	Amount	Pct/Cur	Amount	Pct/Cur	Amount	Pct/Cur	Amount	Pct/Cur
09/2017	144,485.63	100.00	97,560.44	100.00	46,925.19	100.00	5,160.20	100.00	28	100.00
08/2017	7,588.01	5.25	4,833.00	4.95	2,755.01	5.87	344.91	6.68	22	78.57
07/2017	73,831.98	51.10	47,697.38	48.89	26,134.60	55.69	3,210.09	62.21	23	82.14
06/2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
05/2017	500.00	0.35	0.00	0.00	500.00	1.07	500.00	9.69	1	3.57
04/2017	1,500.00	1.04	0.00	0.00	1,500.00	3.20	1,500.00	29.07	1	3.57
03/2017	2,000.00	1.38	0.00	0.00	2,000.00	4.26	2,000.00	38.76	1	3.57
02/2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
01/2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
12/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
11/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
10/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
09/2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00

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8

COMMISSIONS

Using the Commissions Menu 8-3
Commission Detail List 8-5
Commission Detail. 8-11
Prepare Commissions 8-17
Commission Edit Register 8-21
Post Commissions 8-25
Purge Completed Invoices 8-31
Commission Detail View 8-35

8 COMMISSIONS

USING THE COMMISSIONS MENU

Preparing to Use the Commissions Functions

Before using the Commissions menu functions, make sure that the option to **Save Commission Detail** is set to **Yes** in the **Business Rules** function (page 3-7). Saving commission detail ensures that prepared commissions are paid when you post them.

Using Commissions

The commissions process involves the following tasks:

1. Print the **Commission Detail List** to view the detail on invoices for each invoice posted for selected sales reps (page 8-5).
2. Use the **Commission Detail** function to set up commissions information and to change commission detail for an invoice (page 8-11). Sales rep. information defaults and can be changed from the Sales Reps function (page 3-59).
3. Use the **Prepare Commissions** function to prepare invoices (page 8-17).
4. Use the **Commission Edit Register** function to determine the prepared commission amounts to adjust, if any (page 8-21).
5. Use the **Commission Detail** function to adjust the prepared commission amounts (page 8-11).
6. **Prepare Commissions** again (page 8-17).
7. Reprint the **Commission Edit Register** if needed (page 8-21).
8. Use the **Post Commissions** function to post commissions and generate an AP invoice or payroll transaction to pay the sales reps (page 8-25).
9. Use the **Commission Detail List** function to produce an audit trail. If you must purge commissions, the Commission Detail List shows commission history (page 8-5).
10. Use the **Purge Completed Invoices** function to delete commissions (page 8-31), if necessary. Do not use this function if you want to maintain commission history data. When you purge completed invoices, commission invoices that have a completed date before, to the date you specify are deleted.
11. Use the **Commission Detail View** to view detailed information on the invoices that have been posted for sales reps with commission information (page 8-35).

Verifying Commission Activity

Commission activity is displayed on the Commission Detail List and the Commission Detail View. Use these functions to verify that your commissions are paid appropriately.

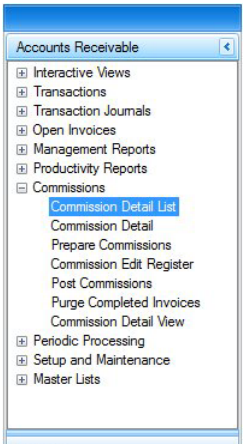
COMMISSION DETAIL LIST

The **Commission Detail List** shows detail commission and sales information for each Sales Rep who had activity during the selected range of dates.

To produce a **Commission Detail List**, follow these steps:

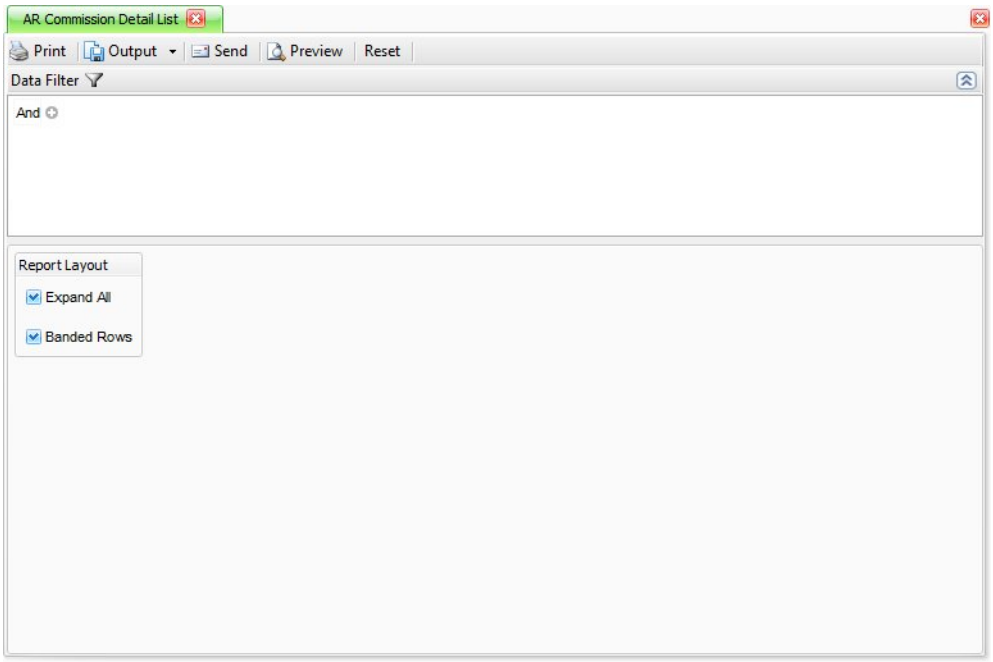
1. Select **Commission Detail** List from the **Commissions** menu.

Commission Detail List Menu



2. The **Commission Detail List** screen appears.

Commission Detail List Screen



3. Select the range of **Filter Criteria** to include in the list.
4. Select whether you want to have the invoices for sales reps **Expanded All**, or if you want to see a summary report with the ability to expand the sales rep to see the invoices.

NOTE: If you do not expand all you will have a Plus (+) sign next to the sales reps on the report. When you click on the Plus (+) you will see all the invoices for that sales rep that meet the selection criteria.

5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Commission Detail List Expand All Checked

Continental Products Unlimited Page 1
Commission Detail List

Report Filter

Sales Rep ID JSK **Sales Rep Name** Jim Kent **Run Code** 1

Customer ID	Alt008	**Line Items**	Yes	0.00	**Comm Base**	2.19
Invoice No.	110400000015	**Sales Tax**	No	64.35	**Total Comm Possible**	0.11
Invoice Date	8/6/2017	**Freight**	No	50.00	**Total Comm Earned**	0.11
% of Invoice	20.00	**Misc**	Yes	10.95	**Comm Adjustment**	0.00
Comm %	5.00	**Net Sales**		1,115.30	**Comm Paid**	0.00
% Of	Sales (Net)	**Cost of Sales**		0.00	**Comm Due**	0.11
Based On	Paid Invoices	**Gross Profit**		0.00	**Amount Prepared**	0.00
Hold Invoice	No	**Pmts On Invc**		1,115.30	**Date Completed**	
Customer ID	Alt008	**Line Items**	Yes	990.00	**Comm Base**	198.00
Invoice No.	110400000015	**Sales Tax**	No	0.00	**Total Comm Possible**	9.90
Invoice Date	8/6/2017	**Freight**	No	0.00	**Total Comm Earned**	9.90
% of Invoice	20.00	**Misc**	Yes	0.00	**Comm Adjustment**	0.00
Comm %	5.00	**Net Sales**		1,115.30	**Comm Paid**	0.00
% Of	Sales (Net)	**Cost of Sales**		640.00	**Comm Due**	9.90
Based On	Paid Invoices	**Gross Profit**		350.00	**Amount Prepared**	0.00
Hold Invoice	No	**Pmts On Invc**		1,115.30	**Date Completed**	
Customer ID	Alt008	**Line Items**	Yes	0.00	**Comm Base**	0.00
Invoice No.	110400000017	**Sales Tax**	No	-19.18	**Total Comm Possible**	0.00
Invoice Date	8/6/2017	**Freight**	No	0.00	**Total Comm Earned**	0.00
% of Invoice	20.00	**Misc**	Yes	0.00	**Comm Adjustment**	0.00
Comm %	5.00	**Net Sales**		-314.18	**Comm Paid**	0.00
% Of	Sales (Net)	**Cost of Sales**		0.00	**Comm Due**	0.00
Based On	Paid Invoices	**Gross Profit**		0.00	**Amount Prepared**	0.00
Hold Invoice	No	**Pmts On Invc**		0.00	**Date Completed**	
Customer ID	Alt008	**Line Items**	Yes	-295.00	**Comm Base**	-59.00
Invoice No.	110400000017	**Sales Tax**	No	0.00	**Total Comm Possible**	-2.95
Invoice Date	8/6/2017	**Freight**	No	0.00	**Total Comm Earned**	-2.95
% of Invoice	20.00	**Misc**	Yes	0.00	**Comm Adjustment**	0.00
Comm %	5.00	**Net Sales**		-314.18	**Comm Paid**	0.00
% Of	Sales (Net)	**Cost of Sales**		-320.00	**Comm Due**	-2.95
Based On	Paid Invoices	**Gross Profit**		25.00	**Amount Prepared**	0.00
Hold Invoice	No	**Pmts On Invc**		0.00	**Date Completed**	
Customer ID	Alt008	**Line Items**	Yes	379.00	**Comm Base**	75.80
Invoice No.	100700000012	**Sales Tax**	No	24.64	**Total Comm Possible**	3.79
Invoice Date	9/5/2017	**Freight**	No	0.00	**Total Comm Earned**	3.79
% of Invoice	20.00	**Misc**	Yes	0.00	**Comm Adjustment**	0.00
Comm %	5.00	**Net Sales**		403.64	**Comm Paid**	0.00
% Of	Sales (Net)	**Cost of Sales**		260.00	**Comm Due**	3.79
Based On	Paid Invoices	**Gross Profit**		119.00	**Amount Prepared**	0.00
Hold Invoice	No	**Pmts On Invc**		403.64	**Date Completed**	
Customer ID	Atm053	**Line Items**	Yes	1,057.08	**Comm Base**	422.83
Invoice No.	2	**Sales Tax**	No	58.14	**Total Comm Possible**	21.14
Invoice Date	7/8/2017	**Freight**	No	0.00	**Total Comm Earned**	21.14
% of Invoice	40.00	**Misc**	Yes	0.00	**Comm Adjustment**	0.00
Comm %	5.00	**Net Sales**		1,115.22	**Comm Paid**	0.00
% Of	Sales (Net)	**Cost of Sales**		696.12	**Comm Due**	21.14
Based On	Paid Invoices	**Gross Profit**		360.96	**Amount Prepared**	0.00

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Commission Detail List Expand All Unchecked

Continental Products Unlimited Page 1
Commission Detail List

Report Filter

⊞ **Sales Rep ID** JSK	**Sales Rep Name** Jim Kent			**Run Code** 1	
Total For Sales Rep JSK				**Comm Base**	228,730.97
				Total Comm Possible	11,436.60
				Total Comm Earned	7,159.95
		Net Sales	365,926.25	**Comm Adjustment**	0.00
		Cost of Sales	184,951.48	**Comm Paid**	0.00
		Gross Profit	129,098.41	**Comm Due**	7,159.95
		Pmts On Invc	291,335.35	**Amount Prepared**	0.00
⊞ **Sales Rep ID** GJL	**Sales Rep Name** Gregg Joseph Lukeski			**Run Code** 2	
Total For Sales Rep GJL				**Comm Base**	145,673.43
				Total Comm Possible	13,110.65
				Total Comm Earned	13,110.65
		Net Sales	203,559.49	**Comm Adjustment**	0.00
		Cost of Sales	96,817.78	**Comm Paid**	0.00
		Gross Profit	75,580.52	**Comm Due**	13,110.65
		Pmts On Invc	151,521.57	**Amount Prepared**	0.00
⊟ **Sales Rep ID** MSL	**Sales Rep Name** Mary Sue Linder			**Run Code** 2	
Customer ID Pol014	**Line Items** Yes		0.00	**Comm Base**	1.49
Invoice No. 110400000016	**Sales Tax** No		8.78	**Total Comm Possible**	0.18
Invoice Date 8/6/2017	**Freight** No		10.00	**Total Comm Earned**	0.18
% of Invoice 30.00	**Misc** Yes		4.95	**Comm Adjustment**	0.00
Comm % 12.00	**Net Sales**		158.73	**Comm Paid**	0.00
% Of Gross Profit	**Cost of Sales**		0.00	**Comm Due**	0.18
Based On Booked Sales	**Gross Profit**		0.00	**Amount Prepared**	0.00
Hold Invoice No	**Pmts On Invc**		100.00	**Date Completed**	
Customer ID Pol014	**Line Items** Yes		135.00	**Comm Base**	9.00
Invoice No. 110400000016	**Sales Tax** No		0.00	**Total Comm Possible**	1.08
Invoice Date 8/6/2017	**Freight** No		0.00	**Total Comm Earned**	1.08
% of Invoice 30.00	**Misc** Yes		0.00	**Comm Adjustment**	0.00
Comm % 12.00	**Net Sales**		158.73	**Comm Paid**	0.00
% Of Gross Profit	**Cost of Sales**		105.00	**Comm Due**	1.08
Based On Booked Sales	**Gross Profit**		30.00	**Amount Prepared**	0.00
Hold Invoice No	**Pmts On Invc**		100.00	**Date Completed**	
Customer ID Pol014	**Line Items** Yes		0.00	**Comm Base**	0.00
Invoice No. 1	**Sales Tax** No		6.37	**Total Comm Possible**	0.00
Invoice Date 8/6/2017	**Freight** No		10.00	**Total Comm Earned**	0.00
% of Invoice 30.00	**Misc** Yes		0.00	**Comm Adjustment**	0.00
Comm % 12.00	**Net Sales**		114.37	**Comm Paid**	0.00
% Of Gross Profit	**Cost of Sales**		0.00	**Comm Due**	0.00
Based On Booked Sales	**Gross Profit**		0.00	**Amount Prepared**	0.00
Hold Invoice No	**Pmts On Invc**		114.37	**Date Completed**	
Customer ID Pol014	**Line Items** Yes		98.00	**Comm Base**	8.40
Invoice No. 1	**Sales Tax** No		0.00	**Total Comm Possible**	1.01
Invoice Date 8/6/2017	**Freight** No		0.00	**Total Comm Earned**	1.01
% of Invoice 30.00	**Misc** Yes		0.00	**Comm Adjustment**	0.00
Comm % 12.00	**Net Sales**		114.37	**Comm Paid**	0.00
% Of Gross Profit	**Cost of Sales**		70.00	**Comm Due**	1.01
Based On Booked Sales	**Gross Profit**		28.00	**Amount Prepared**	0.00
Hold Invoice No	**Pmts On Invc**		114.37	**Date Completed**	

COMMISSION DETAIL

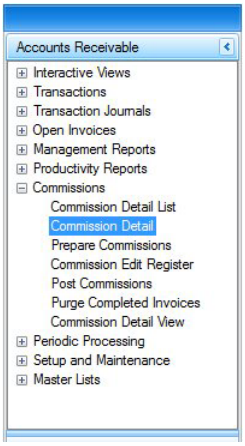
Use the **Commission Detail** function to view and edit the commission schedule of individual sales reps on individual invoices, and line items on which the Sales Rep has earned commissions. You can, for example, pay a bonus to a Sales Rep for new Customers or change commission rates on an invoice.

If you select **No** to **Save Commission Detail** in the **Business Rules** function (page 3-7), you can still use the Commission Detail function but you cannot pay commissions on open invoices.

To work with **Commission Detail**, follow these steps:

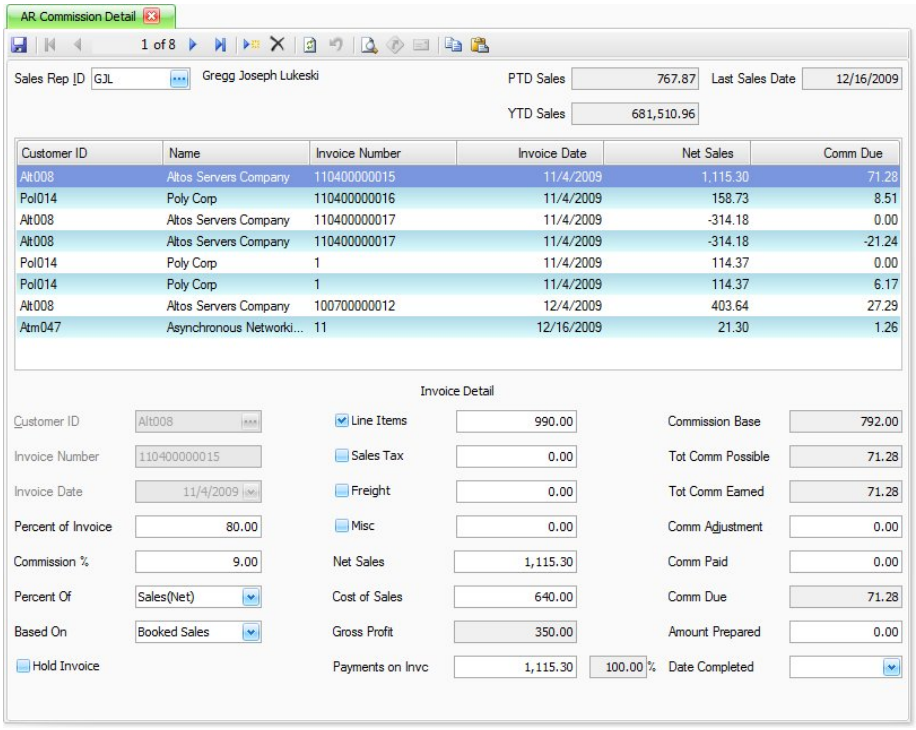
1. Select **Commission Detail** from the **Commissions** menu.

Commission Detail Menu



2. The **Commission Detail** screen appears.

Commission Detail Screen



3. Use the **Invoice Detail** section of the screen to enter and change invoices and invoice data. Changes in this section affect only commissions, not the original invoices.

Maint

4. Select the **Sales Rep ID**.
5. The sales rep's **PTD Sales** are displayed.
6. The sales rep's **YTD Sales** are displayed.
7. The sales rep's **Last Sales Date** is displayed.
8. A summary list of the invoices posted for the selected sales rep. is displayed. This summary section shows **Customer ID**, **Name**, **Invoice Number**, **Invoice Date**, **Net Sales**, and **Commission Due**.
9. Select the invoice you want to view and edit the details.

NOTE: The fields that are displayed in white on the bottom half of the screen can be edited and will effect the commission amount prepared.

NOTE: If an invoice is listed multiple times, that means the Sales Rep was paid commissions on multiple line Items on that Invoice from a Sales Order transaction. In the invoice detail section the Net Sales will show the total amount of the Invoice and the line Items and commission base amounts will be the amounts for just the line Item on which the sales has earned commissions.

10. The **Customer ID** of the Customer with the first invoice posted for the Sales Rep is displayed.
11. The **Invoice Number** is displayed. Select an invoice in the invoice summary area to view the details on that invoice.
12. The **Invoice Date** is displayed.
13. The Sales Rep's **Percent Of Invoice** is displayed. Use the percent entered from the Invoice, or edit the percent.
14. Use the **Commission%** from the Invoice, or enter the commission percentage. The new commission percentage cannot be greater than 100. Changing the percentage affects only the selected invoice.
15. The **Percent Of** is displayed. Accept the default or select a different percent of:
    - **None**; will not prepare any commissions.
    - **Sales(Net)**; will display and prepare the commission invoice amount from the amount in the commission base field.
    - **Gross Profit**; will display and prepare commissions on the amount in the gross profit field.
16. Select the **Based On** for the commission percent: **Booked Sales** or **Paid Invoices**.
    - **Booked Sales**; will prepare commissions on the invoices that meet the prepare selection criteria for both invoices that have, and have not been paid.
    - **Paid Invoices**; will only prepare commissions on those invoices that meet the prepare selection criteria, and have been fully paid.
17. Select the box to put the Invoice commission on **Hold**; otherwise, clear the box.
18. Select the box to pay commission on **Line Items** from the Invoice; otherwise, clear the box.

    Use the displayed Line Item amount from the Invoice or enter an amount. Changes affect only the displayed sales commission.
19. Select the box to pay commission on **Sales Tax** from the Invoice; otherwise, clear the box.

    Use the displayed Sales Tax from the Invoice, or enter a different amount. Changes affect only the displayed sales commission.

20. Select the box to pay commission on **Freight** from the Invoice; otherwise, clear the box.

    Use the displayed Freight amount, or enter a different amount. Changes affect only the displayed sales commission.

21. Select the box to pay commission on **Misc** charges from the Invoice; otherwise, clear the box.

    Use the displayed Misc charges from the Invoice, or enter a a different amount. Changes affect only the displayed sales commission.

22. The invoice **Net Sales** total is displayed. You cannot change it.

23. Use the **Cost of Sales** from the invoice, or enter a different cost of sales.

24. Net Sales minus the Cost of Sales is displayed as the **Gross Profit**.

25. Use the **Payments On Invoice** displayed amount, or enter a different amount paid. The percentage of the invoice paid appears.

26. The **Commission Base** amount is displayed. You cannot change it.

27. The **Tot Comm Possible** amount the Sales Rep can acquire is displayed. You cannot change it.

    If the Sales Rep's commission is based on Booked Sales, the Tot Comm Possible equals the Tot Comm Earned. If the commission is based on Paid Invoices, the Tot Comm Possible might not equal the Tot Comm Earned.

28. The **Tot Comm Earned** by the Sales Rep is displayed. You cannot change it.

29. Enter a positive or negative **Comm Adjustment** to the Sales Rep's commission. An example might be; an award for signing a new Customer. The Comm Adjustment is used to recalculate the Comm Due, but not the Amount Prepared. If you enter a Comm Adjustment, change the Amount Prepared field or rerun the Prepare Commissions function (page 8-17).

30. The **Comm Paid** is updated when you Post Commissions. An invoice posted through the Transactions function does not update the Comm Paid; it is updated when you Prepare (page 8-17) and Post Commissions (page 8-25).

31. The **Comm Due** to the Sales Rep from the Invoice is displayed. You cannot change it.

32. The commission **Amount Prepared** is updated when you Prepare Commissions (page 8-17) and is cleared when you Post Commissions (page 8-25).

33. The commission **Date Completed** is updated when you Post Commissions (page 8-25) and is used as a reference if you Purge Completed Invoices (page 8-31).

Task Summary

To add Commission Detail, follow these steps:

1. Select the **Sales Rep ID**.
2. Move the cursor in the **Customer ID** field.
3. Select the **New Record** icon on the toolbar. A blank record appears in the Invoice Detail section.
4. Fill in the required information.
5. Click the **Save** button (Ctrl + S) to save the Commission Detail.

To edit Commission Detail, follow these steps:

1. Select the **Sales Rep ID**.
2. Select Commission Invoice you want to edit.
3. Edit the commission.
4. Click the **Save** button (Ctrl + S) to save the Commission Detail.

To delete Commission Detail, follow these steps:

1. Select the **Sales Rep ID**.
2. Select the Invoice record to delete.
3. Press the **Delete** hot key (F3) or the **Delete** button on the toolbar.

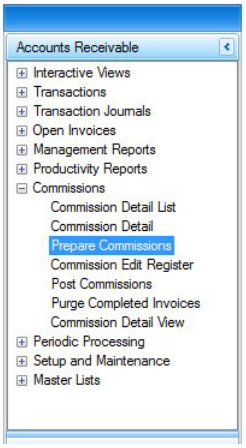
PREPARE COMMISSIONS

Use the **Prepare Commissions** function to create commission payments for your sales reps.

To **Prepare Commissions**, follow these steps:

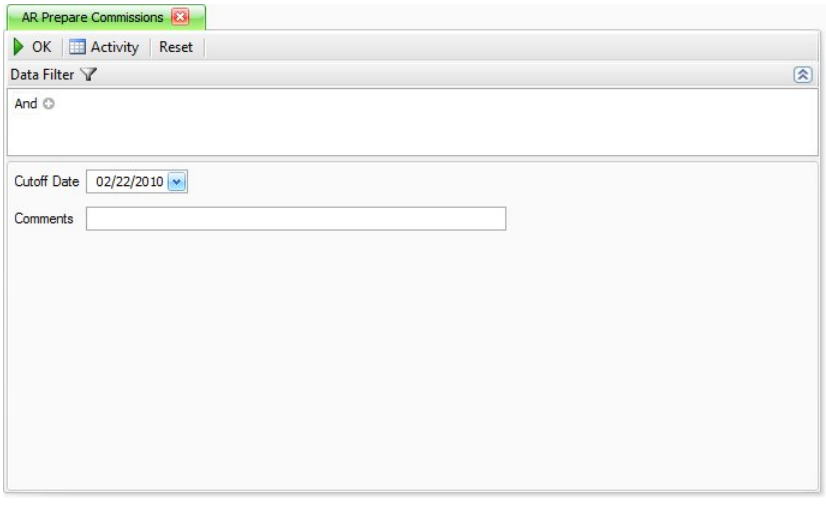
1. Select **Prepare Commissions** from the **Commissions** menu.

Prepare Commissions Menu



2. The **Prepare Commissions** screen appears.

Prepare Commissions Screen



3. Select the range of **Filter Criteria** you want to prepare commissions for.
4. Enter the **Cutoff Date** for the commission payments, your workstation date defaults, or enter a different date. Commission Invoices that have Invoice Dates after the date you enter are not prepared.
5. Enter **Comments** about the commission preparation. These comments will be visible in the **Activity** window.
6. Select **OK** to begin processing the commissions or close the screen.
7. After commissions are prepared, a confirmation message appears, select **OK**. The **Prepare Commissions Log** appears.
8. Select a command button:

Command Buttons

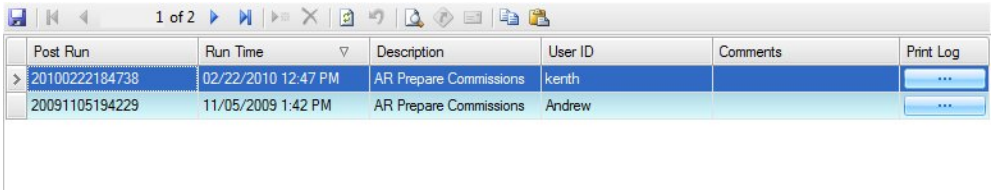
Name	Description
OK	Executes the prepare commissions.
Activity	Opens the Activity dialog box to allow you to reprint prepare commission logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the prepare was made.
Description	The prepare description.
User ID	The user who performed the prepare.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button. This function is not available for this procedure.

Activity Log Dialog Box



NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Prepare Commissions Log

Continental Products Unlimited
Prepare Commissions
Page 1

Report Filter
Cutoff Date 2/22/2010

Sales Rep ID	Name	Amount Prepared	Held Invoices
GJL	Gregg Joseph Lukeski	169.80	No
JSK	Jim Kent	68.09	No
MSL	Mary Sue Linder	17.28	No
Grand Total		255.17	

COMMISSION EDIT REGISTER

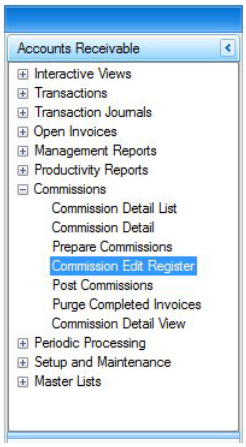
Print the **Commission Edit Register** before you post commissions to check for mistakes and omissions. It serves as an audit trail of commission payments. If you find incorrect entries in the Commission Edit Register, use the Commission Detail function to edit or delete them.

After you have edited or deleted commissions you will need to Prepare Commissions again to reflect the changes on the Commission Edit Register.

To produce a **Commission Edit Register**, follow these steps:

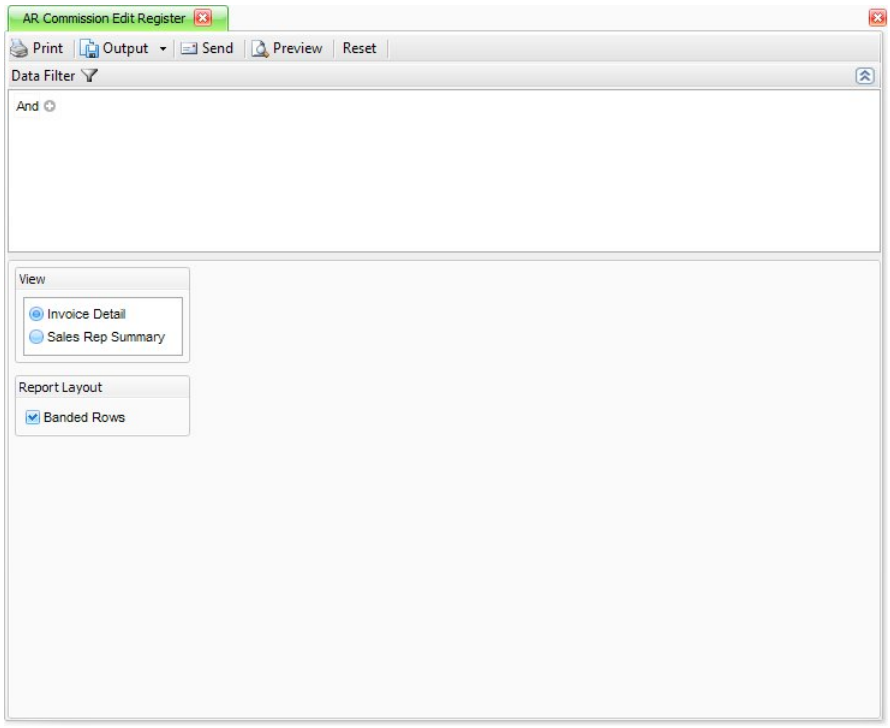
1. Select **Commission Edit Register** from the **Commissions** menu.

Commission Edit Register Menu



2. The **Commission Edit Register** screen appears.

Commission Edit Register Screen



3. Select the range of **Filter Criteria** to include in the register. Leave the fields blank to include all Sales Reps with Commissions Prepared.
4. Select the type of information to **View** on the register:
    - **Invoice Detail** will list each invoice the Sales Rep has Commissions Prepared, and the fields used to calculate the commissions.
    - **Sales Rep. Summary** will list each Sales Rep that has Commissions Prepared, the totals for all Invoices, and the fields used to calculate the commissions.
5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Commission Edit Register

Continental Products Unlimited — Page 1
Commission Edit Register
Invoice Detail

Report Filter

Customer ID / Invoice No.	Net Sales / Comm Base	Total Comm Possible / Total Comm Earned	Comm Adjustment / Comm Paid	Comm Due / Amount Prepared
Sales Rep ID GJL **Sales Rep Name** Gregg Joseph Lukeski				
Alt008	1,065.00	72.00	0.00	72.00
012800000043	800.00	72.00	0.00	72.00
Alt008	403.64	27.29	0.00	27.29
100700000012	303.20	27.29	0.00	27.29
Alt008	1,115.30	71.28	0.00	71.28
110400000015	792.00	71.28	0.00	71.28
Alt008	-314.18	-21.24	0.00	-21.24
110400000017	-236.00	-21.24	0.00	-21.24
Alt008	21.30	1.44	0.00	1.44
13	16.00	1.44	0.00	1.44
Atm047	21.30	1.26	0.00	1.26
11	14.00	1.26	0.00	1.26
Atm047	52.19	3.09	0.00	3.09
14	34.30	3.09	0.00	3.09
Pol014	114.37	6.17	0.00	6.17
1	68.60	6.17	0.00	6.17
Pol014	158.73	8.51	0.00	8.51
110400000016	94.50	8.51	0.00	8.51
Total For Sales Rep	2,951.83	169.80	0.00	169.80
GJL	1,886.60	169.80	0.00	169.80
Sales Rep ID JSK **Sales Rep Name** Jim Kent				
Alt008	1,065.00	10.00	0.00	10.00
012800000043	200.00	10.00	0.00	10.00
Alt008	403.64	3.79	0.00	3.79
100700000012	75.80	3.79	0.00	3.79
Alt008	1,115.30	0.11	0.00	0.11
110400000015	2.19	0.11	0.00	0.11
Alt008	1,115.30	9.90	0.00	9.90
110400000015	198.00	9.90	0.00	9.90
Atm053	1,115.22	21.14	0.00	21.14
2	422.83	21.14	0.00	21.14
Axi040	59.06	2.80	0.00	2.80

2/22/2010 2:09 PM OPEN_SYSTEMS\KentHe

POST COMMISSIONS

Use the **Post Commissions** function to post commissions for Sales Reps. When you post, the commission invoice record is updated with the Amount Paid and the Date Completed.

This post does nothing to General Ledger; it will only affect the information for the Sales Reps that have invoices posted for them.

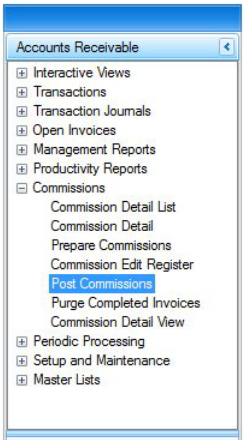
If you have the **Business Rule** (page 3-7) selected as **Yes** to interface to **Accounts Payable**, and the Sales Reps set up as Vendors, and have a reference to their Vendor ID in the Sales Rep setup (page 3-59), an Accounts Payable transaction will be made for the corresponding Vendor ID.

If you have the Business Rule (page 3-7) selected as **Yes** to interface to **Payroll**, and have the Sales Reps set up as employees, and have a reference to their Employee ID, in the Sales Rep setup (page 3-59), a Payroll transaction will be made for the corresponding Employee ID.

To **Post Commissions**, follow these steps:

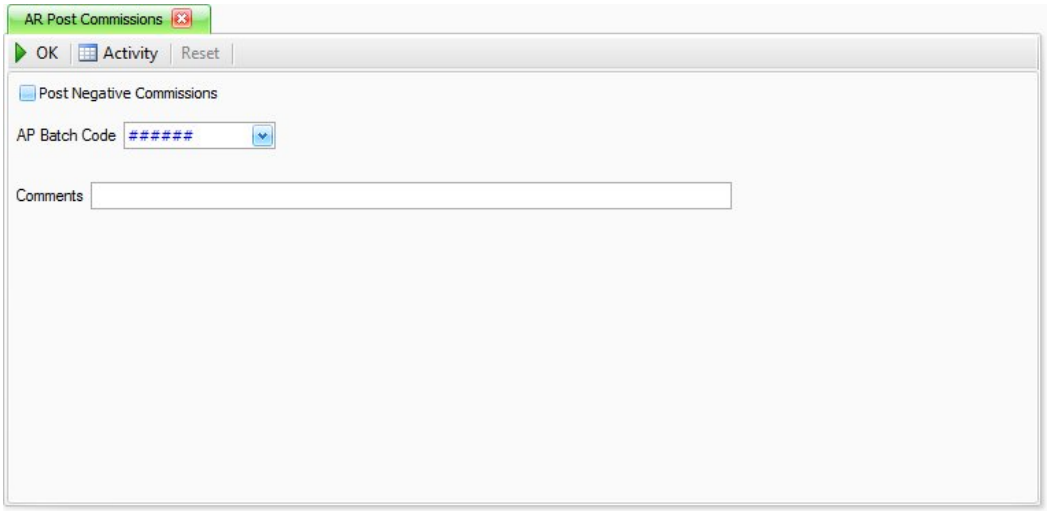
1. Select **Post Commissions** from the **Commissions** menu.

Post Commissions Menu



2. The **Post Commissions** screen appears.

Post Commissions Screen



3. Check the box to **Post Negative Commissions**; otherwise, clear the box. Posting negative commissions will subtract the amount of Credit Memos posted for the Sales Rep.

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4. If you are interfaced to Accounts Payable and are using the Transaction Batching option, select the **AP Batch Code** to make your Sales Rep invoice transactions.
5. Enter **Comments** about the commission posting. These comments will be visible in the **Activity** window.
6. Select **OK** to post commissions or close the screen to return to the Main menu without posting commissions.
7. After commissions are posted, a confirmation message appears, select **OK**. The **Post Commissions Log** appears.

8. Select a command button:

Command Buttons

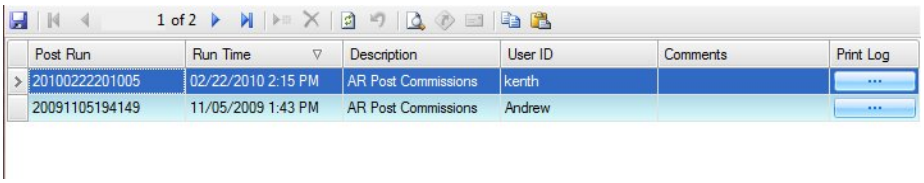
Name	Description
OK	Executes the prepare commissions.
Activity	Opens the Activity dialog box to allow you to reprint post commission logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The prepare description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the... button. This function is not available for this procedure.

Activity Log Dialog Box



NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Commissions Log

Continental Products Unlimited
Post Commissions
Page 1

Post Negative Commissions No **AP Batch Code** ######

Sales Rep ID	Name	Amount Prepared	Pay Via
GJL	Gregg Joseph Lukeski	169.80	None
JSK	Jim Kent	68.09	Accounts Payable
MSL	Mary Sue Linder	17.28	None
Grand Total		255.17	

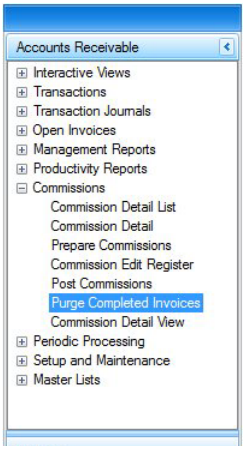
PURGE COMPLETED INVOICES

Use the **Purge Completed Invoices** function to remove completed commission invoice records you no longer need. An invoice is completed when you have finished paying commissions to the Sales Reps for the Invoice, and the commissions have been posted.

To **Purge Completed Invoices**, follow these steps:

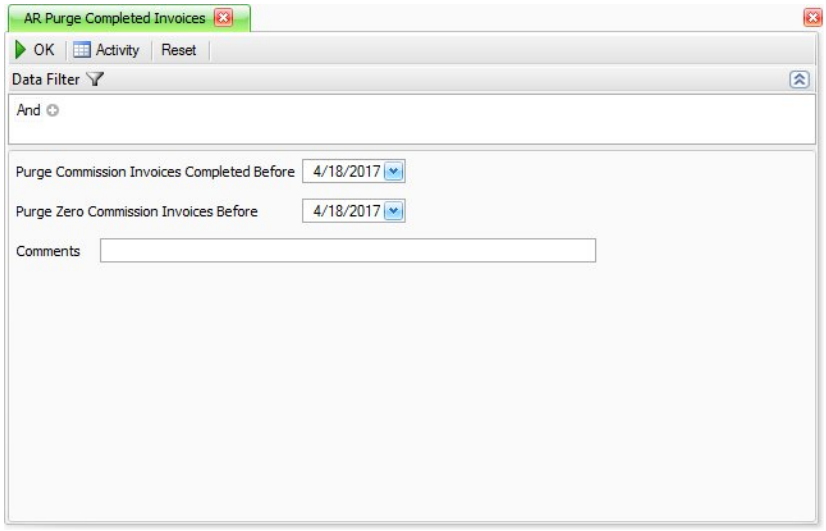
1. Select **Purge Completed Invoices** from the **Commissions** menu.

Purge Completed Invoices Menu



2. The **Purge Completed Invoices** screen appears.

Purge Completed Invoices Screen



3. Before you purge completed invoices, print the Commission Edit Register, and the Commission Detail List, because purging removes commission detail history.
4. Select the range of **Filter Criteria** you want to purge.
5. Enter a cutoff date on which **Purge Commission Invoices Completed Before**, or use the default, which is the current workstation date minus 30 days.

   The cutoff date will be looking at the Date Completed date and will purge any invoice with a completed date prior to the cutoff date.
6. Select the cutoff date on which to **Purge Zero Commission Invoice Before** for invoices that have a zero total on portions eligible for commissions, even if they are not marked as Completed.
7. Enter **Comments** about the purging completed invoices. These comments will be visible in the **Activity** window.
8. Select **OK** to purge completed invoices or close the screen to return to the menu.

9. Select a command button:

Command Buttons

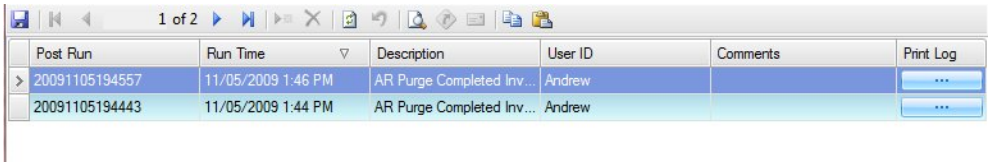
Name	Description
OK	Executes the purge completed invoices.
Activity	Opens the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The prepare description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

Activity Log Dialog Box



COMMISSION DETAIL VIEW

Use the **Commission Detail View** to view commission detail information for Invoices posted for Sales Reps from Accounts Receivable and Sales Order invoices. To edit commission detail use the Commission Detail function.

To view details on a Customer click on the blue Customer ID and you will be taken to the detail setup screen for that Customer.

Using Interactive views

Use this function if you need to examine (but not change) commission detail information.

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph beside the table for summary views. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
	Sort Ascending	Sort the selected column’s data in ascending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**
	Sort Descending	Sort the selected column’s data in descending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**

Button	Name	Select To
	Clear Sorting	Remove all sorting options and revert to the default view.
	Group By This Column	Group the identical entries from this column into a single group. **NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.**
	Column Chooser	Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen. **NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an *X*.**
	Best Fit	Adjust the selected column to resize the column for the best view of that column's data.
	Clear Filter	Remove all filter options and revert to the default view.
	Filter Editor	See "Filtering Across All Columns" in the General Information guide for more information.
	Best Fit (all columns)	Adjust all columns to resize for the best view all of the data at once.

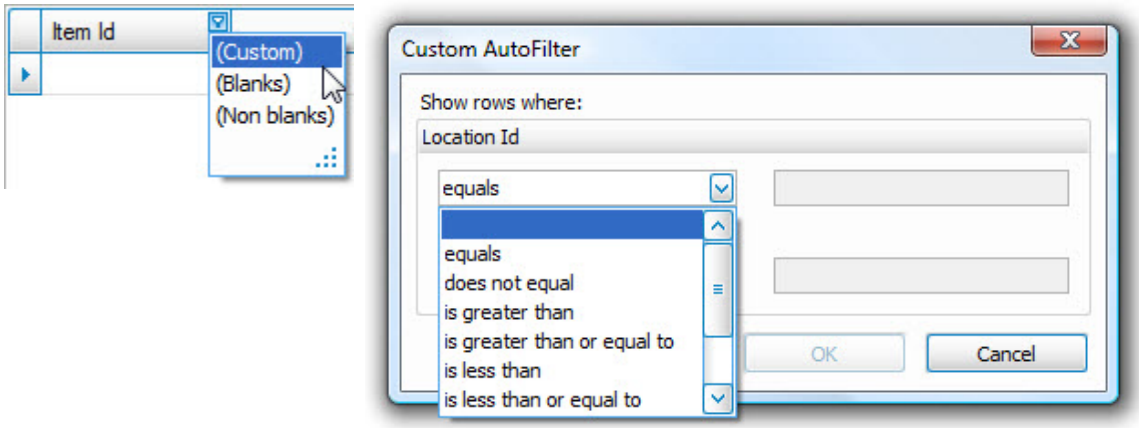
Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the drop down menu.

Select	To
	Enter criteria for filtering the selected column.
(Custom)	**NOTE: View the following paragraph for additional information.**
(Blanks)	Display only entries with blank information in the selected column.
(Non blanks)	Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

If you select (**Custom**), the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.



Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select	To
Refresh Data	Refresh the data in the tables.

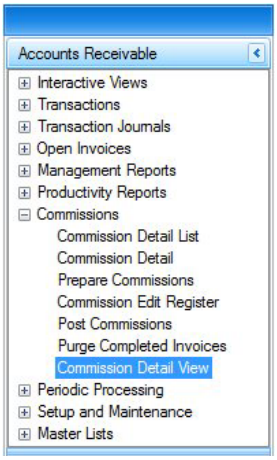
Select	To
	Remove the selected criterion from the table.
Order	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.
Hide Field List	Close the PivotGrid Field List.

NOTE: Note: See instructions in the "Filtering Across All Columns" section for more information on filtering.

To use **Commission Detail View**, follow these steps:

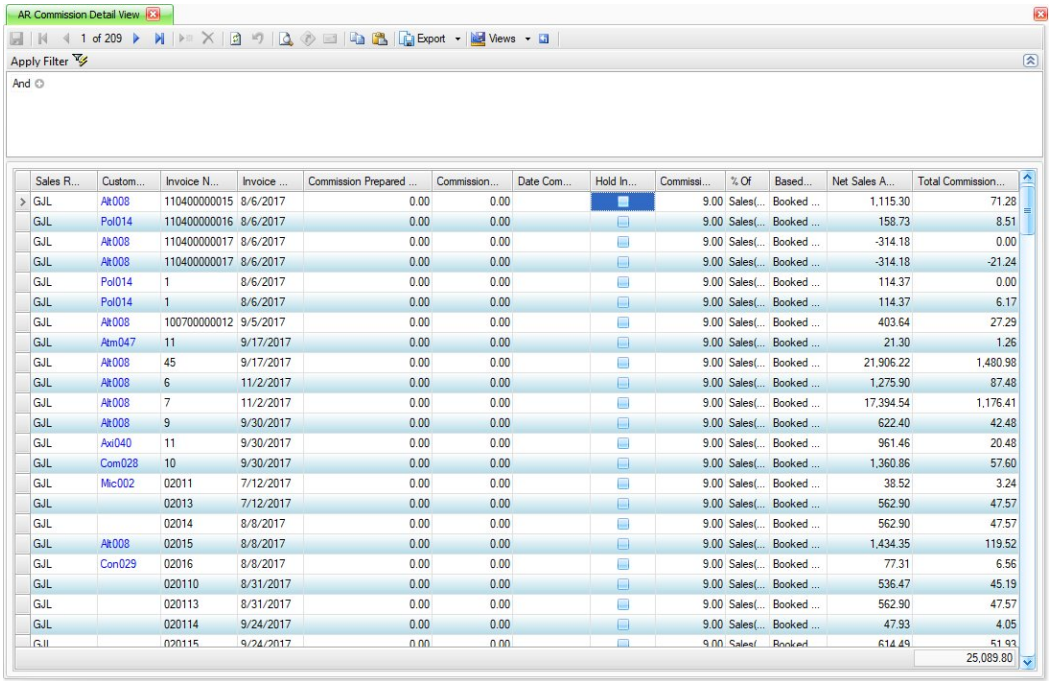
1. Select **Commission Detail View** from the **Commissions menu**.

Commission Detail View Menu



2. The **Commission Detail View** screen appears.

Commission Detail View Screen



Sales R...	Custom...	Invoice N...	Invoice ...	Commission Prepared ...	Commission...	Date Com...	Hold In...	Commissi...	% Of	Based...	Net Sales A...	Total Commission...
GJL	Alt008	110400000015	8/6/2017	0.00	0.00			9.00	Sales(...	Booked ...	1,115.30	71.28
GJL	Pol014	110400000016	8/6/2017	0.00	0.00			9.00	Sales(...	Booked ...	158.73	8.51
GJL	Alt008	110400000017	8/6/2017	0.00	0.00			9.00	Sales(...	Booked ...	-314.18	0.00
GJL	Alt008	110400000017	8/6/2017	0.00	0.00			9.00	Sales(...	Booked ...	-314.18	-21.24
GJL	Pol014	1	8/6/2017	0.00	0.00			9.00	Sales(...	Booked ...	114.37	0.00
GJL	Pol014	1	8/6/2017	0.00	0.00			9.00	Sales(...	Booked ...	114.37	6.17
GJL	Alt008	100700000012	9/5/2017	0.00	0.00			9.00	Sales(...	Booked ...	403.64	27.29
GJL	Atm047	11	9/17/2017	0.00	0.00			9.00	Sales(...	Booked ...	21.30	1.26
GJL	Alt008	45	9/17/2017	0.00	0.00			9.00	Sales(...	Booked ...	21,906.22	1,480.98
GJL	Alt008	6	11/2/2017	0.00	0.00			9.00	Sales(...	Booked ...	1,275.90	87.48
GJL	Alt008	7	11/2/2017	0.00	0.00			9.00	Sales(...	Booked ...	17,394.54	1,176.41
GJL	Alt008	9	9/30/2017	0.00	0.00			9.00	Sales(...	Booked ...	622.40	42.48
GJL	Axi040	11	9/30/2017	0.00	0.00			9.00	Sales(...	Booked ...	961.46	20.48
GJL	Com028	10	9/30/2017	0.00	0.00			9.00	Sales(...	Booked ...	1,360.86	57.60
GJL	Mic002	02011	7/12/2017	0.00	0.00			9.00	Sales(...	Booked ...	38.52	3.24
GJL		02013	7/12/2017	0.00	0.00			9.00	Sales(...	Booked ...	562.90	47.57
GJL		02014	8/8/2017	0.00	0.00			9.00	Sales(...	Booked ...	562.90	47.57
GJL	Alt008	02015	8/8/2017	0.00	0.00			9.00	Sales(...	Booked ...	1,434.35	119.52
GJL	Con029	02016	8/8/2017	0.00	0.00			9.00	Sales(...	Booked ...	77.31	6.56
GJL		020110	8/31/2017	0.00	0.00			9.00	Sales(...	Booked ...	536.47	45.19
GJL		020113	8/31/2017	0.00	0.00			9.00	Sales(...	Booked ...	562.90	47.57
GJL		020114	9/24/2017	0.00	0.00			9.00	Sales(...	Booked ...	47.93	4.05
GJL		020115	9/24/2017	0.00	0.00			9.00	Sales(	Booked	614.49	51.93
												25,089.80

Refer to the **Using Interactive Views** section a the beginning of this chapter and the Interactive Views in the General Information guide for more details on using the Commission Detail View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

COMMISSIONS

Commission Detail View

9

Periodic Processing

Periodic Maintenance Overview 9-3
Periodic Maintenance 9-5
Unrealized Gains and Losses Report 9-13
Post Unrealized Gains and Losses 9-19

9 PERIODIC PROCESSING

PERIODIC MAINTENANCE OVERVIEW

Preparing to Use the Periodic Maintenance Function

Before using the Periodic Processing functions, complete the following tasks:

- Set up your Customers, Codes, and other master files, using the **Setup and Maintenance** functions.
- Verify your Customers, Codes, and other master files, using the **Master Lists** and **Interactive Views** functions.
- Enter all applicable transactions.
- Verify and post all transactions.
- Produce all applicable Statements, reports, and journals.

Use the Periodic Processing functions to update Customer records with activity, and to delete paid invoices, then verify periodic processing is complete by using the Interactive Views functions to view Customer records, invoices, and history.

If you use multi-currency, you can also print the **Unrealized Gains and Losses Report** to view the unrealized gains and losses amounts that would result if all transactions were closed at that moment, then post those amounts and automatically create a reversing entry to close the books as part of your period-end processing.

Other Related Periodic Processing Activities

- Through the System Manager Tax Setup function print a Tax Location List by Location and Authority to get a current record of sales tax recorded.
- Through the System Manager Tax Setup Menu, use the Clear Tax function to clear out recorded taxes relevant to your company by date or period, Tax Location and Authority, and choose either sales, purchases, or both.

Verify the Periodic Maintenance Has Been Completed

You can verify that the process is completed by using the Interactive Views functions to view Customer records, Invoices, as well as detail and summary history for the appropriate beginning and ending records.

PERIODIC MAINTENANCE

Use the **Periodic Maintenance** function to perform maintenance tasks on the Customer, Sales Rep, Open Invoice, Recurring Entry, and detail and summary history data to prepare your Customer records for activity for the next period, quarter, or year. The Error Log that is produced lists the errors found during processing and shows the Finance Charges posted to the specified period.

When Finance Charges are posted GL entries will be made to the following accounts:

AR	Finance Charges
DB	CR

The AR account comes from the Distribution Code in the Customer setup. The Finance Charges account comes from the Business Rules (page 3-7) default Finance Charges Account.

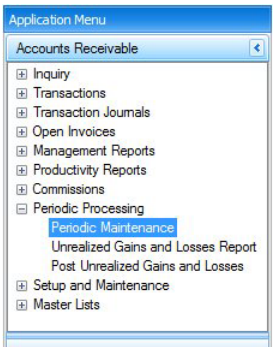
You can also use this function to Delete Paid Invoices. The Invoice Date determines which paid invoices are deleted.

The information that appears on 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 information.

To perform **Periodic Maintenance**, follow these steps:

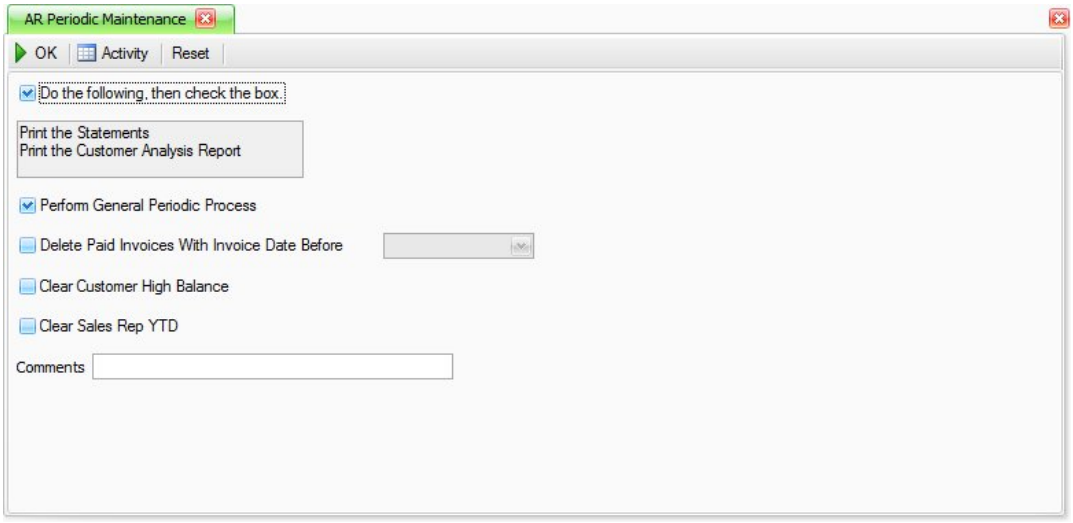
1. Select **Periodic Maintenance** from the **Periodic Processing** menu.

Periodic Maintenance Menu



2. The **Periodic Maintenance** screen appears.

AR Periodic Maintenance Screen



Period-End Maintenance

3. Periodic Maintenance accomplishes these tasks:
    - Changes the status of paid invoices to **Paid** for all fully paid invoices.
    - Accumulates balance totals for Balance Forward Customers, and creates an invoice for the current period's open invoices. Individual invoices will be deleted when the accumulated invoice is created.
    - Adjusts the Customer information to match the open invoice information for Open Invoice Customers.
    - Advances the figures in the Aging periods in the Customer information.
    - Updates the Credit Status in the Customer information.
    - Updates the Aging Balances in the summary history information.
    - Clears PTD Sales amounts from the Sales Rep information.
    - Posts Finance Charges to the current period.
    - Purges Paid Invoices before a specified date.
    - Clears Customer High Balance if specified (do this at the end of the calendar or fiscal year).

NOTE: If Accounts Receivable is interfaced with General Ledger and the accounting period is closed, use the System Manager Period Conversion function to open the accounting period and then post the finance charges. See the Period Conversion function in the System Manager's Training Manual.

- Clear the YTD Sales amounts in the Sales Reps function (do this at the end of the calendar or fiscal year).

4. Print all Statements and Reports, and make a valid backup of the data before using this function.
5. Select the **Do the following, then check the box check box.**
6. Select the **Perform General Periodic Process** check box, if applicable, to age all Customers, update Credit Status, update Finance Charges, compare balances, synchronize the Customer balance with outstanding invoices, and clear Sales Reps' PTD Sales totals.

NOTE: Leave this box unchecked to purge records only from the open invoice table.

7. Select the **Delete Paid Invoices With Invoice Date Before** check box, if applicable, to delete paid invoices. If you select this check box, you must enter the last date of invoices to keep on file in the adjacent field. Leave this check box clear if you do not want to delete any paid invoices.

NOTE: The periodic maintenance "Perform General Periodic Processing" function must be run prior to selecting the Purge Paid Invoices box and entering a date. You must have the paid invoice statuses changed to paid before they can be purged.

8. Select the **Clear Customer High Balance** check box, if applicable, to clear the High Balance for each Customer. This option should only be used when you are performing year-end maintenance.
9. Select the **Clear Sales Rep YTD** check box, if applicable, to clear Sales Reps' YTD Sales totals. This option should only be used when you are performing year-end maintenance.
10. Select **OK** to begin periodic processing.
11. When processing is finished the **Periodic Processing Log** appears.

12. Select a command button:

Command Buttons

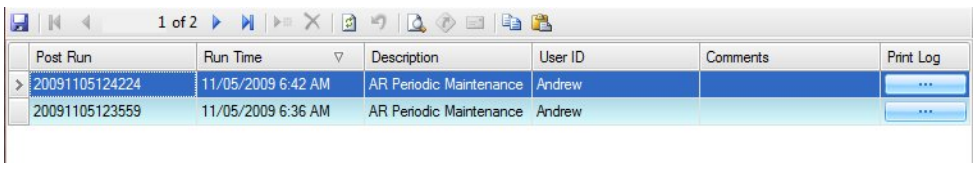
Name	Description
OK	Executes the periodic maintenance function.
Activity	Opens the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the periodic maintenance was run.
Description	The periodic maintenance description.
User ID	The user who performed the periodic maintenance.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button. This function is not available for this procedure.

Activity Log Dialog Box



NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Periodic Processing Post Finance Charges Log

Continental Products Unlimited
AR Periodic Maintenance
GL Entries

Page 2

20090527153620

Fiscal Year/Period	Date	Description	Account ID	Debit	Credit
2009/5	5/27/2009	AR - FIN CHRG	00-000-4400	0.00	16,344.97
2009/5	5/27/2009	AR - FIN CHRG	01-000-1100	16,344.97	0.00
Grand Total				16,344.97	16,344.97

Periodic Processing Error Log

Continental Products Unlimited
AR Periodic Maintenance
Error Log

Page 1

Customer ID	Balance in Customer File	Balance in Open Invoice File

UNREALIZED GAINS AND LOSSES REPORT

The **Unrealized Gains and Losses Report** lists the amounts your company would gain or lose due to fluctuating currency exchange rates if all transactions were complete at that moment. This report is only available if you use multi-currency.

The amounts printed on this report represent unrealized gains and losses; that is, because open transactions exist, these amounts estimate the funds your company would gain or lose if all transactions were closed at that moment, using the current period currency exchange rate. Use this report as a tool to view how fluctuating exchange rates affect your business and to verify the accounting entries TRAVERSE makes when you post unrealized gains and losses as part of your period-end processing.

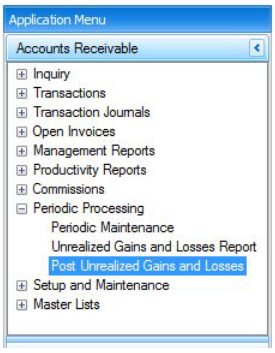
The current period exchange rate is set up in **System Manager**, **Setup and Maintenance**, **Currency Exchange Rates** on the **Period Rates** tab. The period selected on the report selection screen will bring in the corresponding period's exchange rate. If there is no period exchange rate set up the report assumes the exchange rate is 1.00.

You will only get results on this report if you have a Customer setup with a foreign currency and a Distribution Code with a GL Receivables account with the company's base currency and unpaid Open Invoices exist for the Customer with the Receivables account and the Invoice with different currencies.

Follow these steps to print the **Unrealized Gains and Losses Report**:

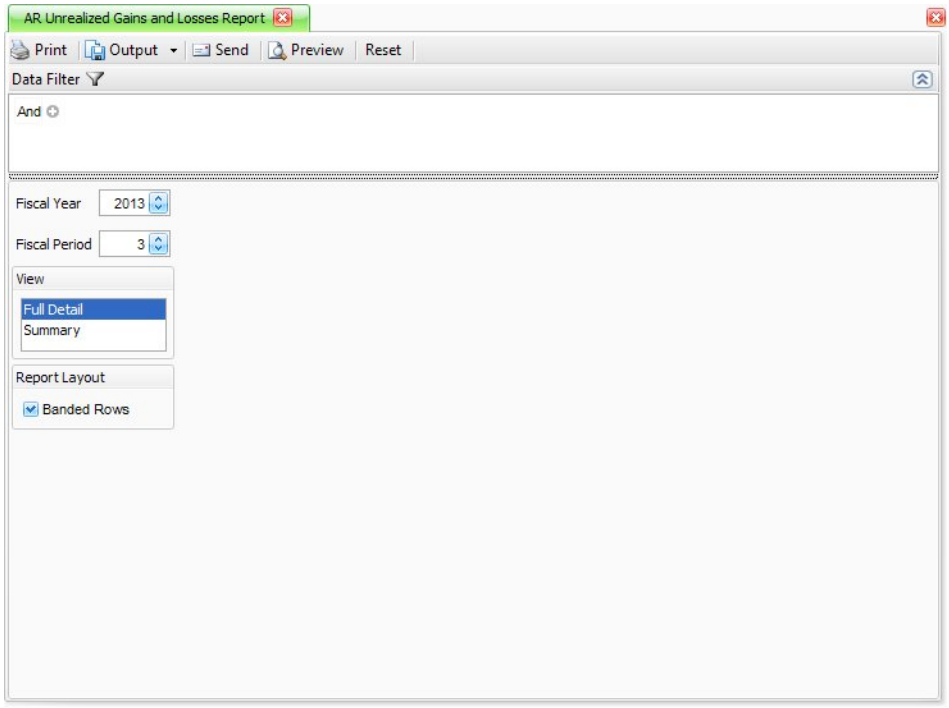
1. Select **Unrealized Gains and Losses Report** from the **Periodic Maintenance** menu.

Unrealized Gains and Losses Report Menu



2. The **Unrealized Gains and Losses Report** screen appears.

Unrealized Gains and Losses Report Screen



3. Select the **Filter Criteria** and **Fiscal Year** and **Period** for which to print unrealized gains and losses.
4. Select the **View** option to include in the report:
    - **Full Detail** - lists all transactions for each currency.
    - **Summary** - lists a single total GL journal entry for the appropriate accounts as specified in the System Manager **Gains and Losses Accounts** function.
5. Select the check box if you want to print the report in **Banded Rows format**, which highlights lines in the report in alternating bands of color (or gray on monochrome printers). This makes wide reports easier to read. You can define your default preference for the banded rows format on the System Manager Business Rules. You can then override your default choice when you print the report.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Unrealized Gains and Losses GL Detail Report

1/19/2007 12:51 PM — **Computer Products Unlimited** — Page 1 / 1

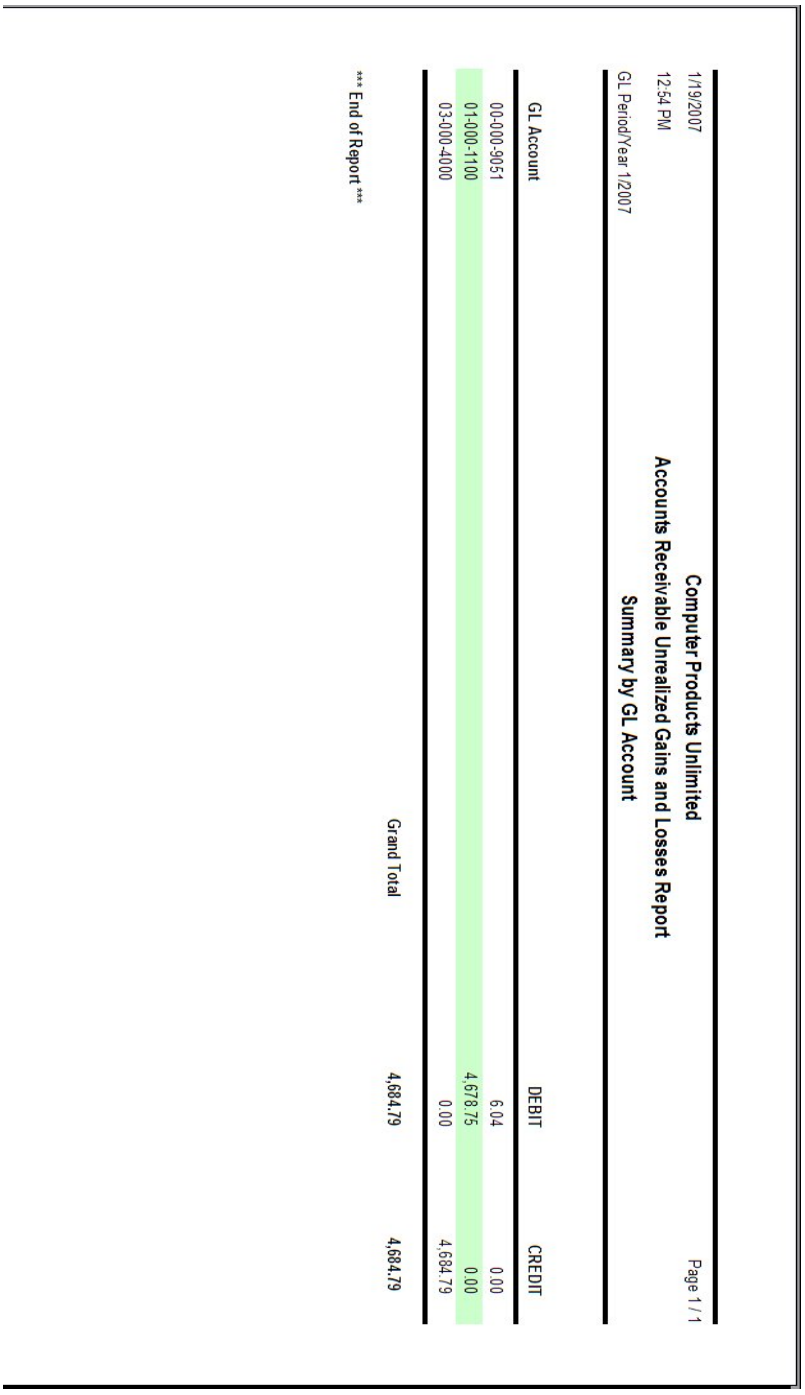
Accounts Receivable Unrealized Gains and Losses Report

GL Period/Year 12/2006

Currency ID	Period / Exch Rate	Customer	Invoice No	Trans Date	Amount Due (Foreign)	Invoice Exch Rate	Amount Due (Base)	Current Amt (Base)	Gain/Loss (Base)
CAD	1								
		RudySail	1003	10/25/2006	3,579.59	1.42	2,520.84	3,579.59	1,058.75
			1004	11/15/2006	937.38	1.25	749.90	937.38	187.48
			1005	2/24/2006	942.36	1.45	649.90	942.36	292.46
			1006	3/5/2006	215.34	1.46	147.49	215.34	67.85
			1007	4/18/2006	936.85	1.46	641.68	936.85	295.17
			1008	5/28/2006	2,676.23	1.29	2,074.60	2,676.23	601.63
			1009	6/6/2006	2,717.08	1.32	2,058.39	2,717.08	658.69
			1010	7/19/2006	2,809.14	1.41	1,992.30	2,809.14	816.84
			1011	8/8/2006	1,079.86	1.44	749.90	1,079.86	329.96
			1012	9/18/2006	1,175.86	1.47	799.90	1,175.86	375.96
						Total for CAD			4,684.79
EUR	1.18								
		Xky044	100700000007	10/7/2005	952.30	0.9937	958.34	807.03	-151.31
						Total for EUR			-151.31
						Grand Total			4,533.48

*** End of Report ***

Unrealized Gains and Losses Summary Report



1/19/2007 Computer Products Unlimited Page 1 / 1
12:54 PM Accounts Receivable Unrealized Gains and Losses Report
GL Period/Year 1/2007 Summary by GL Account

GL Account	DEBIT	CREDIT
00-000-9051	6.04	0.00
01-000-1100	4,678.75	0.00
03-000-4000	0.00	4,684.79
Grand Total	4,684.79	4,684.79

*** End of Report ***

POST UNREALIZED GAINS AND LOSSES

Use the **Post Unrealized Gains and Losses** function to balance accounts and close the books as part of your period-end processing. This function is available only if you use multi-currency.

When you post unrealized gains and losses, TRAVERSE performs these actions:

- TRAVERSE scans through transactions and calculates the gain and loss amounts that would result if those transactions were closed at that moment using the **Periodic Exchange Rate** for the selected **Period**.

  The current period exchange rate is set up in **System Manager**, **Setup and Maintenance**, **Currency Exchange Rates** on the **Period Rates** tab. The period selected on the report selection screen will bring in the corresponding period's exchange rate. If there is no period exchange rate set up the report assumes the exchange rate is 1.00.

- TRAVERSE then creates entries for these amounts in the accounts you specified in the **System Manager Gains and Losses Accounts** function to balance accounts for correct accounting so that you can close the books. The source code in General Ledger for these entries is **G1**.

- TRAVERSE creates a reversing entry in the next period (with the date you specify) that reverses these entries to make way for the actual realized gains and losses that are recorded when you post cash receipts. The source code in General Ledger for these entries is **G2**.

- Once you have posted unrealized gains and losses for a selected period you are not allowed to post unrealized gains and losses to that period again. This should be a period end process only.

The entries that TRAVERSE makes when you post are noted on the **Unrealized Gains and Losses Report**. Print this report before you post unrealized gains and losses to verify these entries.

When the post is run GL entries are made to the following accounts:

Unrealized Gains

Unrealized Gains Account		Accounts Receivable	
	CR	DB	

Unrealized Losses

Unrealized Losses Account		Accounts Receivable	
DB			CR

The unrealized gains and losses accounts come from the unrealized gains and losses accounts setup in System Manager. The Accounts Receivable account comes from the distribution code for the invoice that calculated the gain or loss.

The following GL entries are made to the next period to reverse out the unrealized gain or loss:

Unrealized Gains

Unrealized Gains Account		Accounts Receivable	
DB			CR

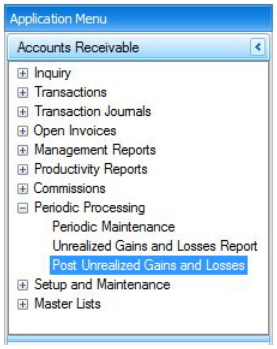
Unrealized Losses

Unrealized Losses Account		Accounts Receivable	
	CR	DB	

Follow these steps to **Post Unrealized Gains and Losses** as part of your period-end processing:

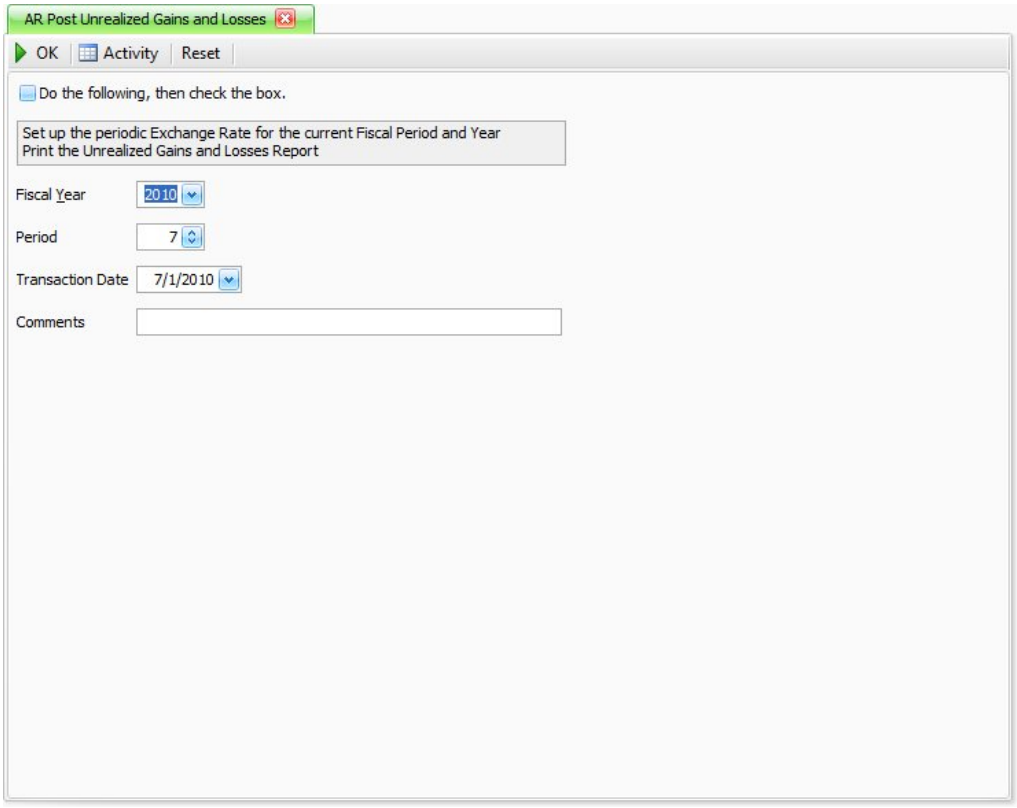
1. Select **Post Unrealized Gains and Losses** from the **Periodic Processing** menu.

Post Unrealized Gains and Losses Menu



2. The **Post Unrealized Gains and Losses** screen appears.

Post Unrealized Gains and Losses Screen



3. Select the check box when you have **Set up the periodic Exchange Rates for the current Fiscal Period and Year** for all currencies you use, and **Print the Unrealized Gains and Losses Report**.
4. You cannot continue until you complete these tasks.
    - Select the **Fiscal Year** and **Period** to which to post unrealized gains and losses.
    - Enter the **Transaction Date** to use for the reversing entry.
5. Enter any **Comments** for this post, if necessary.

6. Select a command button:
    - Click **OK** to begin processing. A message appears when the post completes successfully.
    - After you click **OK**, the Post Unrealized Gains and Losses Log dialog box appears.

Command Buttons

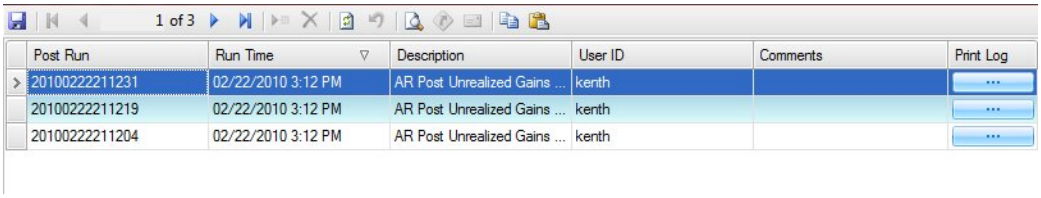
Name	Description
OK	Executes the post function.
Activity	Opens the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was run.
Description	The prepare description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button. This function is not available for this procedure.

Activity Log Dialog Box



NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Unrealized Gains and Losses Log

1/19/2007 12:52 PM — **Computer Products Unlimited** — **Post Unrealized Gains and Losses** — Page 1 / 1 — Post Run 20070119125227

Fiscal Year 2006

Amount Posted to GL Period 12

Reference	Description	GL Account	DEBIT	CREDIT
AR	Unrealized Gains/Losses	03-000-4000		375.96
AR	Unrealized Gains/Losses	03-000-4000		658.69
AR	Unrealized Gains/Losses	03-000-4000		816.84
AR	Unrealized Gains/Losses	03-000-4000		329.96
AR	Unrealized Gains/Losses	03-000-4000		67.85
AR	Unrealized Gains/Losses	03-000-4000		295.17
AR	Unrealized Gains/Losses	03-000-4000		601.63
AR	Unrealized Gains/Losses	03-000-4000		1,058.75
AR	Unrealized Gains/Losses	03-000-4000		187.48
AR	Unrealized Gains/Losses	03-000-4000		292.46
AR	Unrealized Gains/Losses	00-000-9051	151.31	
AR	Unrealized Gains/Losses	01-000-1100	1,058.75	
AR	Unrealized Gains/Losses	01-000-1100	187.48	
AR	Unrealized Gains/Losses	01-000-1100	292.46	
AR	Unrealized Gains/Losses	01-000-1100	67.85	
AR	Unrealized Gains/Losses	01-000-1100	295.17	
AR	Unrealized Gains/Losses	01-000-1100	601.63	
AR	Unrealized Gains/Losses	01-000-1100	658.69	
AR	Unrealized Gains/Losses	01-000-1100	816.84	
AR	Unrealized Gains/Losses	01-000-1100	329.96	
AR	Unrealized Gains/Losses	01-000-1100	375.96	
AR	Unrealized Gains/Losses	01-000-1100		151.31
	Total GL Period 12		4,836.10	4,836.10

Fiscal Year 2007

Amount Posted to GL Period 1

Reference	Description	GL Account	DEBIT	CREDIT
AR	Unrealized Gains/Losses Rev	03-000-4000	375.96	
AR	Unrealized Gains/Losses Rev	03-000-4000	658.69	
AR	Unrealized Gains/Losses Rev	03-000-4000	816.84	
AR	Unrealized Gains/Losses Rev	03-000-4000	329.96	
AR	Unrealized Gains/Losses Rev	03-000-4000	67.85	
AR	Unrealized Gains/Losses Rev	03-000-4000	295.17	
AR	Unrealized Gains/Losses Rev	03-000-4000	601.63	
AR	Unrealized Gains/Losses Rev	03-000-4000	1,058.75	
AR	Unrealized Gains/Losses Rev	03-000-4000	187.48	
AR	Unrealized Gains/Losses Rev	03-000-4000	292.46	
AR	Unrealized Gains/Losses Rev	00-000-9051		151.31
AR	Unrealized Gains/Losses Rev	01-000-1100		1,058.75
AR	Unrealized Gains/Losses Rev	01-000-1100		187.48
AR	Unrealized Gains/Losses Rev	01-000-1100		292.46
AR	Unrealized Gains/Losses Rev	01-000-1100		67.85
AR	Unrealized Gains/Losses Rev	01-000-1100		295.17
AR	Unrealized Gains/Losses Rev	01-000-1100		601.63
AR	Unrealized Gains/Losses Rev	01-000-1100		658.69
AR	Unrealized Gains/Losses Rev	01-000-1100		816.84
AR	Unrealized Gains/Losses Rev	01-000-1100		329.96
AR	Unrealized Gains/Losses Rev	01-000-1100		375.96
AR	Unrealized Gains/Losses Rev	01-000-1100	151.31	
	Total GL Period 1		4,836.10	4,836.10

Grand Total 9,672.20 9,672.20

*** End of Report ***

Glossary

G

account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period

A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done in a particular accounting period.

activity

The changes in account balances resulting from transactions (sales, purchases, payments of wages, adjustments, and other journal entries) between the business and one or more outside parties.

aging

The process of classifying accounts payable into time periods determined by the number of days elapsed since the due date.

application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice, for example, Accounts Payable, Accounts Receivable, or Payroll.

back up

To make a copy of data for archival purposes.

balance

(1) The difference between the total debit entries and the total credit entries for an account.
(2) The total amount owed by a Customer or owed to a vendor.

balance sheet

A standard financial statement that summarizes the financial status of a business at a particular time, according to the fundamental accounting equation Assets = Liabilities + Owner's Equity.

base currency

In TRAVERSE, the currency selected in the System Manager Company Setup Company Information function as the base currency. While TRAVERSE stores both base and foreign currencies, all other currencies are converted to base currency.

company

In TRAVERSE, a business record associated with its own database files, tables, and menu of applications.

conversion

The process of updating existing data, programs, or applications to the current version. See also **installation**.

discount

An amount subtracted from the full amount of a Customer invoice in return for prompt payment.

distribution code

A code that indicates how amounts are to be distributed among general ledger accounts.

field

(1) A region on the screen that accepts input from the user. (2) One element of a record in a table.

function

A menu item that leads to a full screen. Most functions have a corresponding program.

general ledger

A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

income statement

A standard financial statement that shows revenues, expenses, gains, and losses for an accounting period.

installation

The process of adding an application to an existing system. See also **conversion**.

interface

To join to another application for the purpose of having information entered in one application update information in another application.

journal

A chronological record of transactions.

journal entries

Transactions recorded in a journal.

menu

A list of applications, functions, options, or other menus.

miscellaneous credit

A transaction that nullifies a sale, resulting from a return or an adjustment to the sales transaction. Miscellaneous credits reduce the total amount of accounts receivable from Customers.

post

To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

program

A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu.

prox terms

Terms of a business arrangement which specify that the payment's due date is based on days from the beginning of the next month. See also **regular terms.**

purge

To remove from the system.

record

A unit of information that has other pieces of information assigned to it.

regular terms

Terms of a business arrangement which specify that the payment's due date is based on days from the discount date. See also **prox terms**.

restore

To bring information back to its original place and condition.

statements

The standard financial statements (such as the balance sheet and the income statement) you produce at the end of each accounting period, which detail the company's financial performance. You can also produce the Ratio Analysis and other reports (such as sales reports).

table

(1) A grid that holds records and is visible. (2) An object that stores data.