Sales Order

Training Manual

ETMSO11

© 2018 Open Systems Holdings Corp. All rights reserved.

Document Number 8175.RSTRN

No part of this manual may be reproduced by any means without the written permission of Open Systems Holdings Corp.

OPEN SYSTEMS and TRAVERSE are registered trademarks of Open Systems Holdings Corp. Microsoft, Microsoft Access, and Microsoft Windows are registered trademarks of Microsoft Corporation.

December 2018, Release 11.0

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.

Contents

Introduction 1-1

Overview 1-3
About Sales Order 1-5

Setting Up SO 2-1

Setup Checklist 2-3
Setup Procedures 2-5
Initial Balances 2-9

Implementing SO 3-1

Overview 3-3
Business Rules 3-5
Batch Codes 3-17
Class Codes 3-23
Distribution Codes 3-27
Invoice Messages 3-31
Payment Methods 3-35
Sales/COGS Accounts 3-43
Sales Reps 3-47
Shipping Method Codes 3-55
Terms Codes 3-61
Customers 3-65
Ship-To Addresses 3-105
Recurring Entries 3-119
Edit Sales Order Numbers 3-137
Reason Codes 3-139
Open Invoice Setup 3-143

Contents

CONTENTS

Using Pricing 4-1

Calculating Price 4-3
Calculating Price Process 4-5
Customer Levels 4-7
Customer Pricing 4-9
Price Structures 4-23
Promotional Pricing 4-31
Pricing Examples 4-41

Using Sales Order 5-1

Using the Transactions Menu 5-3
Price Calculator 5-5
Orders 5-9
Order Acknowledgments 5-83
Copy Recurring Entries 5-91
Cash Receipts 5-97
External Payments 5-111
Credit Card Authorization Report 5-115
Credit Card Authorization 5-119
Change Batches 5-121
Returned Items 5-125
Using the Transaction Journals Menu 5-127
Printing Picking Slips 5-129
Print Packing Lists 5-135
Print Invoices 5-139
Cash Receipts Journal 5-153
Sales Journal 5-157
Miscellaneous Credits Journal 5-163
Daily Sales Tax Journal 5-169
Payment Method Journal 5-173
Deposits Journal 5-177
Post Transactions Overview 5-181
Post Transactions 5-185
Process External Payments 5-191
Post Cash Receipts 5-197
Create ACH File 5-205

Returned Items Journal 5-209
Post Returned Items 5-213
Non-Sufficient Funds (NSF) 5-219
TRAVERSE Payment System (TPS) Overview 5-223

Interactive Views 6-1

Using the Interactive Views Menu 6-3
Order View 6-9
Open Order Detail View 6-13
Customer View 6-15
Detail History View 6-17
Returned Item View 6-19
Ship-To Address View 6-21
Recurring Entries View 6-23
Open Invoice View 6-27
Summary Open Invoice View 6-29
Summary History View 6-31
Aged Trial Balance View 6-33
Transaction History view 6-41
Payments View 6-45

Open Invoices 7-1

Using the Open Invoices Menu 7-3
Hold/Release Invoices 7-5
Open Invoice Report 7-11
Aged Trial Balance Report 7-17
Sales Rep Aged Trial Balance Report 7-25
Cash Flow Report 7-31
Calculate Finance Charges 7-35
Printing Statements 7-41
Non-Sufficient Funds (NSF) 7-47

Management Reports 8-1

Using the SO Management Reports Menu 8-3
Booked Sales Report 8-5

Open Order Report 8-11
Backorder Allocation Report 8-15
Returned Items Report 8-19
Sales Performance Report 8-23
AR Management Reports Overview 8-27
AR Analysis Report 8-29
Customer Activity Report 8-35
Customer Analysis Report 8-39
Customer Sales Report 8-43
Detail History Report 8-49
Simple History Report 8-53
Sales Analysis Report 8-57

Commissions 9-1

Using the Commissions Menu 9-3
Commission Detail List 9-5
Commission Detail 9-11
Prepare Commissions 9-17
Commission Edit Register 9-21
Post Commissions 9-25
Purge Completed Invoices 9-31
Commission Detail View 9-35

Periodic Processing 10-1

Periodic Maintenance Overview 10-3
AR Periodic Maintenance 10-5
Unrealized Gains and Losses Report 10-11
Post Unrealized Gains and Losses 10-19
Sales Order Periodic Maintenance 10-27

Glossary G-1

1

Introduction

Overview 1-3
About Sales Order 1-5

1 INTRODUCTION

OVERVIEW

The TRAVERSE Sales Order application is an add-on to TRAVERSE Accounts Receivables, that lets you track orders from the time they originate as price quotes through the time they are shipped. You can also track backorders. Since Sales Order is an add-on to Accounts Receivable, functions that are common to both must be accomplished using Accounts Receivable. In addition to the regular Accounts Receivable functions, you can do the following tasks:

- Enter price quotes for Customers and turn them into new orders.
- Print picking slips for new orders.
- Verify orders for Items that have been shipped.
- Post orders, creating backorders from the Items that are not shipped.
- Print the Open Order Report to track active orders.
- Print the Backorder Allocation Report to see how existing backorders can be filled from the available quantities in Inventory.

System Information

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

- The *Accounts Receivable Training Manual.*
- The training manuals for other TRAVERSE applications.
- The *Developer's Guide* and *Software Developer's Kit* manuals.
- Online help.

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 user's guide 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).

1 INTRODUCTION

Overview

ABOUT SALES ORDER

Frequently used functions

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

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

Periodic processing functions

Periodic processing functions are on the Periodic Processing menu. Use these functions for the following tasks:

- Periodic Maintenance (Accounts Receivable).
- Delete paid invoices with Invoice Dates before (Accounts Receivable).

Reports

Reports provide the means of seeing data stored in the system (Accounts Receivable).

Interactive Views

Orders, Customer and detail history information can be displayed through the Inquiry functions (Accounts Receivable).

Interfaces

Sales Order can be interfaced with General Ledger, Bank Reconciliation, Inventory, Accounts Payable, Payroll, and Job Cost/Project Costing.

1

INTRODUCTION

About Sales Order

2

Setting Up SO

Setup Checklist 2-3
Setup Procedures 2-5
Initial Balances 2-9

2 SETTING UP SO

SETUP CHECKLIST

Required

___ Set up Business Rules for Sales Order.

___ Set up Distribution Code Accounts (Accounts Receivable).

___ Set up Terms Codes (Accounts Receivable).

___ Set up Payment Methods (Accounts Receivable).

___ Set up Tax information (Classes, Locations, and Groups) through System Manager. See the System Manager Training Manual for more information.

___ Set up Customers (Accounts Receivable).

Recommended

___ Set up Sales/COGS Accounts (Accounts Receivable).

___ Set up initial balances (Accounts Receivable).

___ Set up Shipping Method Codes (Accounts Receivable).

___ Set up Sales Reps (Accounts Receivable).

___ Set up Ship-To Addresses (Accounts Receivable).

___ Set up Recurring Entries.

___ Set up the beginning Sales Order Number (System Manager).

___ Set up Reason Codes.

___ Set up Customer Levels.

___ Set up Customer Pricing.

___ Set up Price Structures.

___ Set up Promotional Pricing.

SETTING UP SO

Setup Checklist

SETUP PROCEDURES

Before you can use the Sales Order 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 Sales Order system, follow these steps:

1. Use the **Business Rules** function (page 3-5) 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 the System Manager Training Manual for details.
4. Use the **Payment Methods** function (page 3-35) to set up Payment Methods (Accounts Receivable).
5. Use the **Sales Reps** function (page 3-47) to set up information about your Sales Representatives (Accounts Receivable).
6. Use the **Pricing** functions to set up and define Customer Levels (page 4-7), Customer Pricing (page 4-9), and Price Structures (page 4-23).
7. Use the **Customers** function (page 3-65) to define your Customers, and assign Customer Price IDs and Customer Levels (Accounts Receivable).
8. Set up initial Customer balances (page 2-9) (Accounts Receivable).

9. Use the **Ship-To Addresses** function (page 3-105) to set up shipping addresses and assign them to Customers (Accounts Receivable).
10. If you send invoices to Customers regularly, use the **Recurring Entries** function (page 3-119) 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 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. 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.

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.

Customer Level Codes

Customer Level Codes enable you to assign price adjustments and promotional pricing to a Customer or groups of Customers. Customer Level Codes are set up in the Customer Levels function on the Pricing menu (page 4-7).

Price IDs

Price IDs (page 4-23) can be assigned to an Item or a transaction in the Sales Order application. If the Price ID is set up differently in Inventory at the Location level than at the Item level, the Item Location-level Price ID is the default.

Use letter codes for Price IDs. For example, RAWMAT might identify all raw materials within the Price ID.

Customer ID

You must assign an ID to each Customer with which you do business. Most functions require that you specify a Customer ID. For information about defining a Customer, see the Customers function (page 3-65).

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 3-23).

Distribution Codes

Use Distribution Codes to allocate General Ledger Accounts for Receivables, Sales Tax, Freight, and Miscellaneous charges. For information about defining Distribution Codes, see the Distribution Codes function (page 3-27).

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 3-35).

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 3-43).

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 3-47).

Ship-To IDs

Ship-To IDs provide quick and easy access to shipping addresses, Shipping Methods, and Tax Groups for a customer. For information about defining Ship-To IDs, see the Ship-To Addresses function (page 3-105).

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 3-55).

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 3-61).

Tax Classes

Tax Classes define the tax category of the Items you sell. 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 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 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 Server Manager Training Manual.

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.

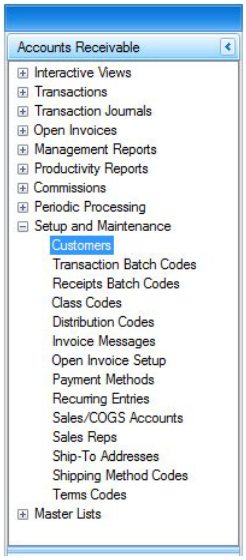
Summary Method

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

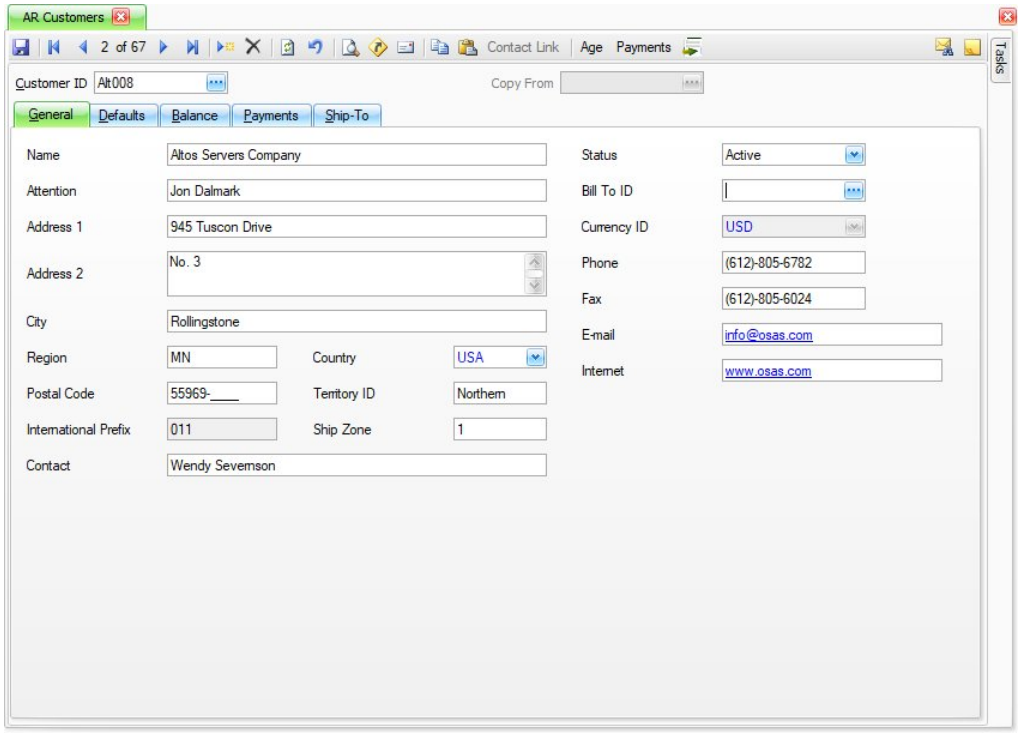
The summary method consists of the following steps:

1. Select **Customers** from the **Accounts Receivable, Setup and Maintenance** menu.

Customers Menu

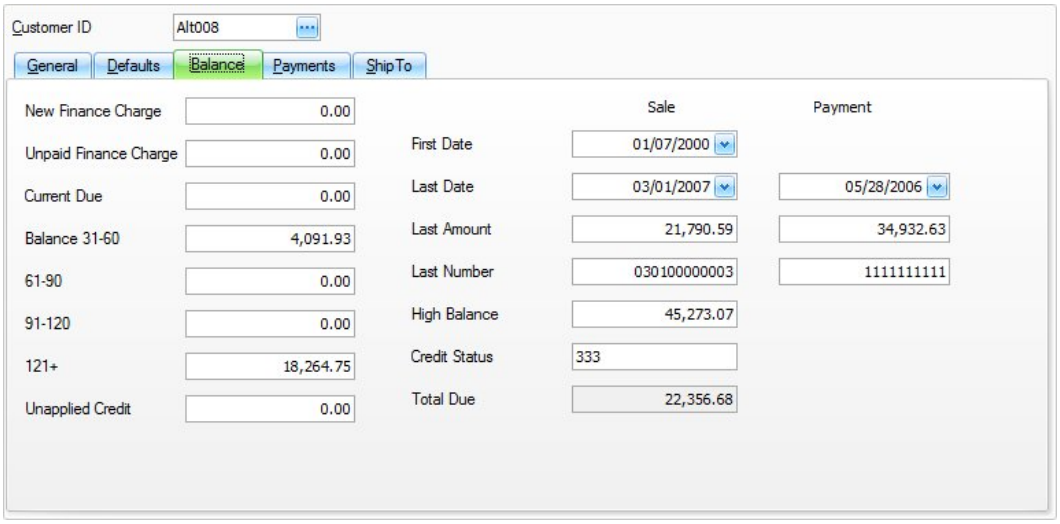


Customers General Tab



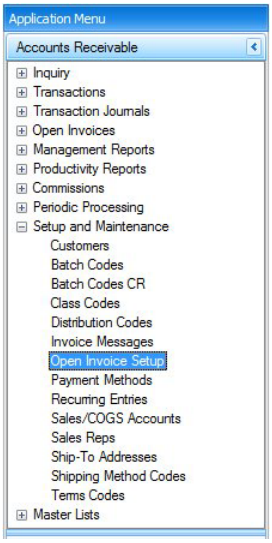
2. Select the **Balance Tab**

Customers Balance Tab

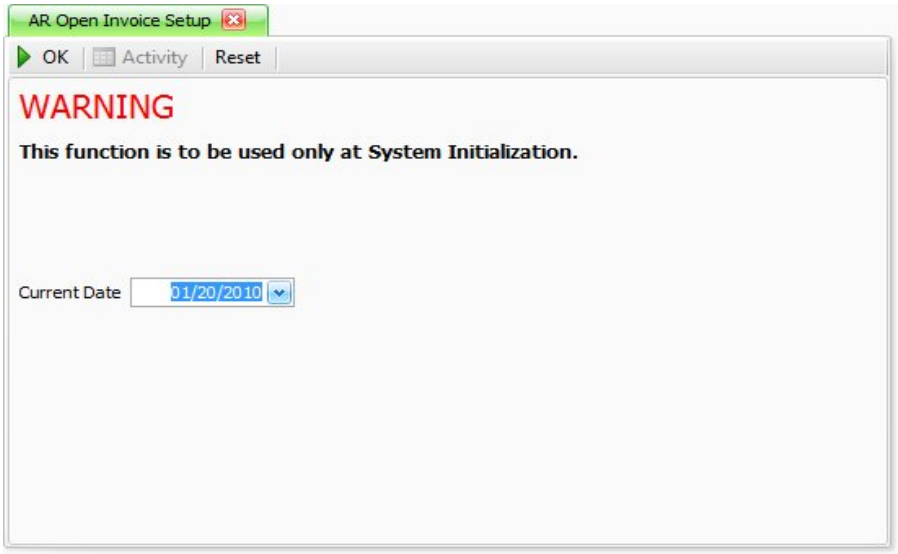


3. Enter the outstanding invoice amounts for the current period and the four aging periods.
4. Select **Open Invoice Setup** from the **Accounts Receivable**, **Setup and Maintenance** menu.

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.

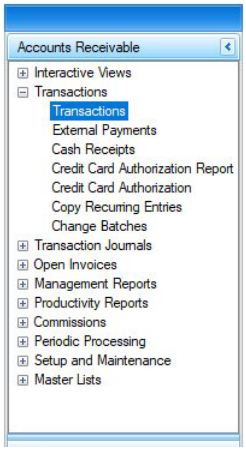
Detail Method

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

The detail method consists of the following steps:

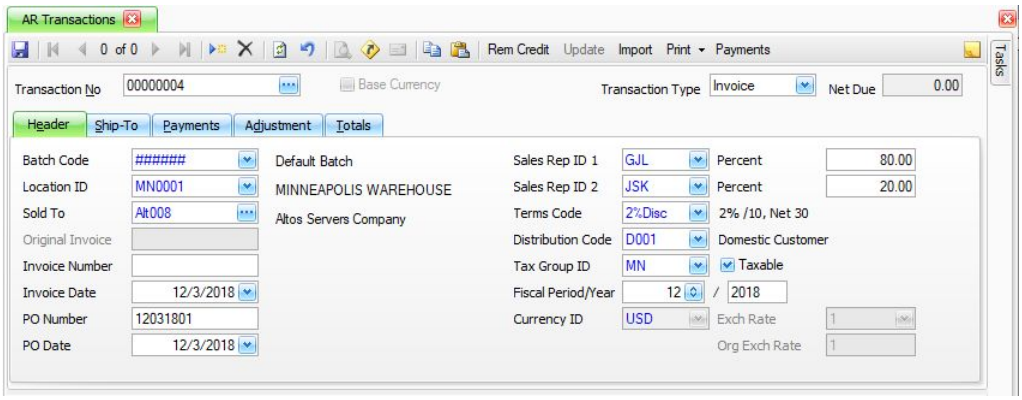
1. Select **Transactions** from the **Accounts Receivable**, **Transactions** menu.

Transactions Menu



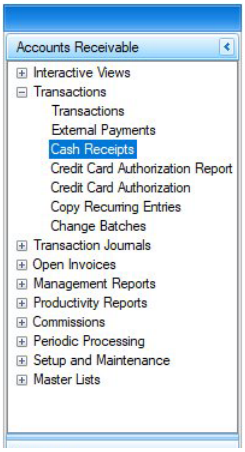
2. Select the **New Record** icon on the toolbar. A blank screen appears.

Transactions Screen



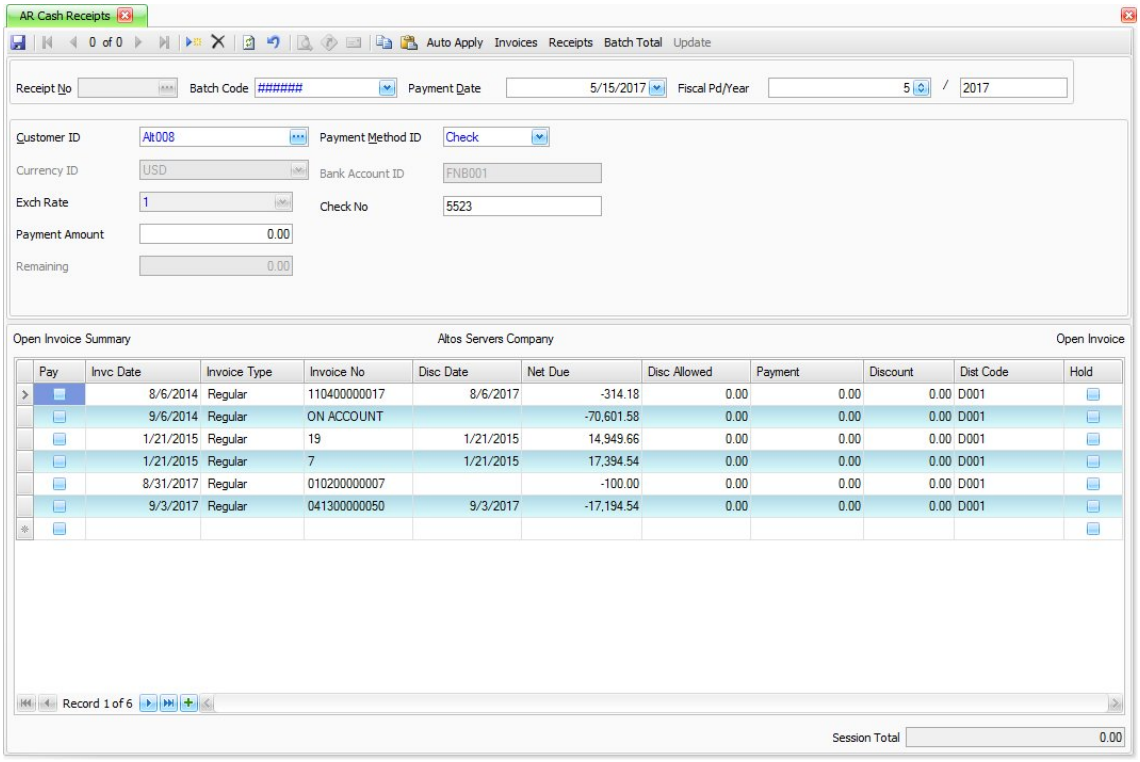
3. Fill in the required Transactions **Header** tab information.
4. Select the **Item Detail** grid.
5. Fill in the line-item entries in the **Item Detail** grid.
6. Select **Cash Receipts** from the **Accounts Receivable**, **Transactions** menu.

Cash Receipts Menu



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

Cash Receipts Screen



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 **Accounts Receivable**, **Transaction Journals** menu.

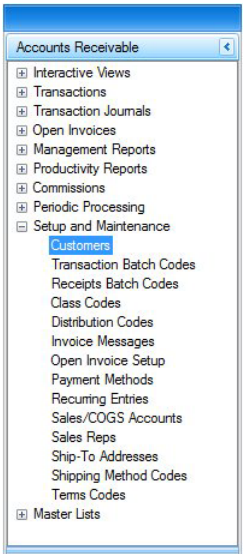
Combination Method

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.

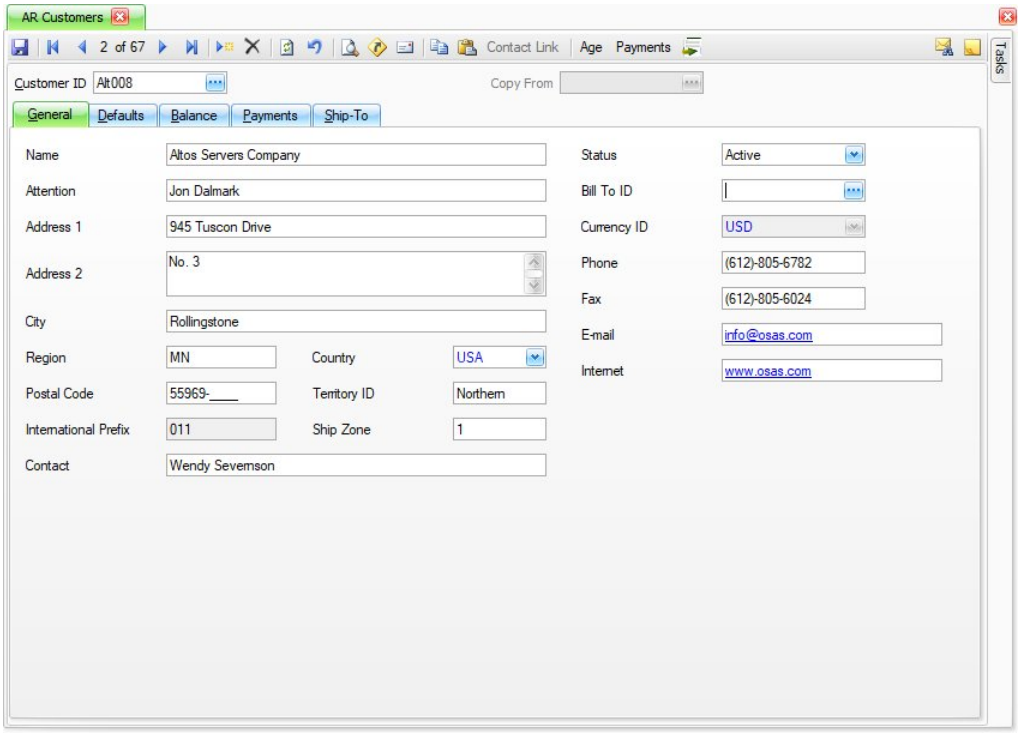
The combination method consists of the following steps:

1. Select **Customers** from the **Accounts Receivable**, **Setup and Maintenance** menu.

Customers Menu

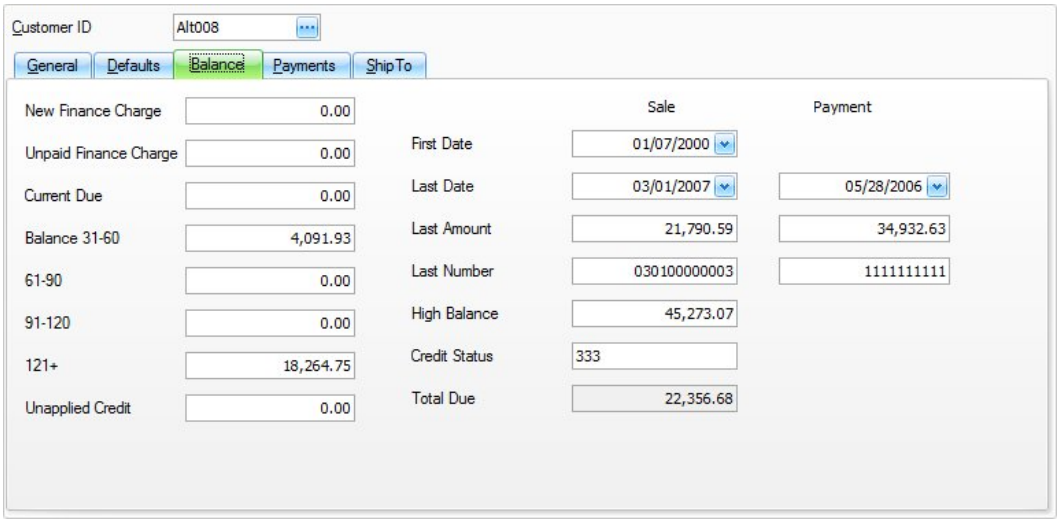


Customers General Tab



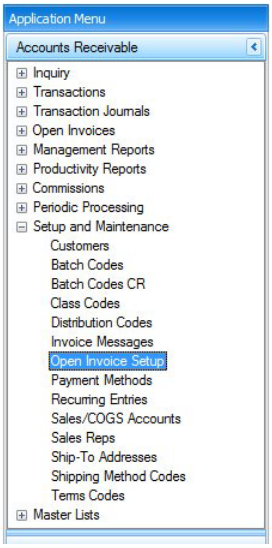
2. From the **Customer** screen select the **Balance Tab**.

Customers Balance Tab

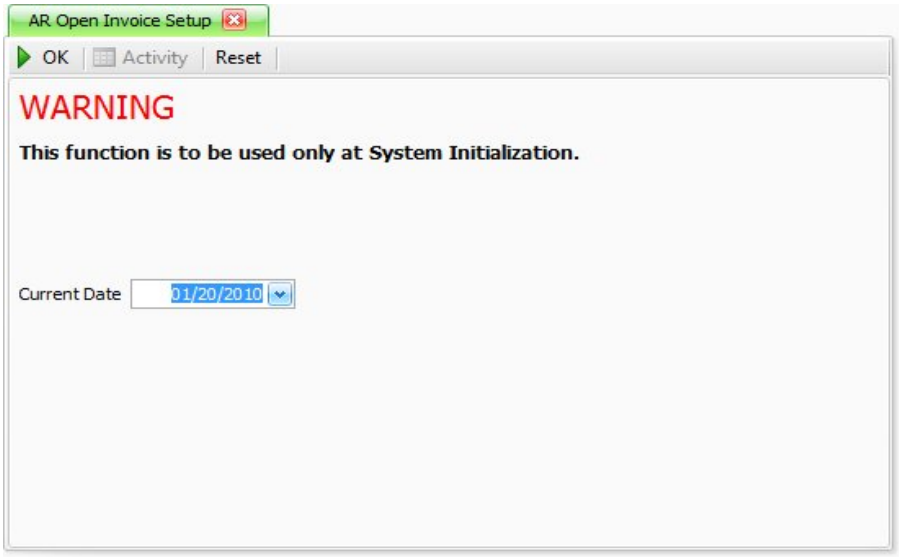


3. Enter the outstanding invoice amounts for the current period and the four aging periods and the summary balance for credit and payment transactions.
4. Select **Open Invoice Setup** from the **Accounts Receivable**, **Setup and Maintenance** menu.

Open Invoice Setup Menu

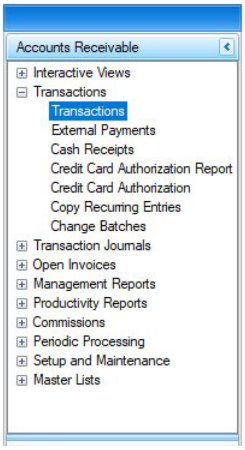


Open Invoice Setup Screen



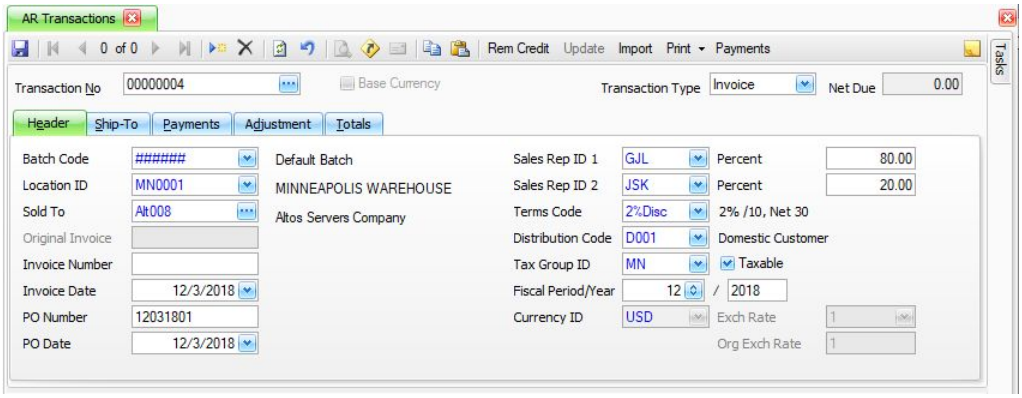
5. Use the **Open Invoice Setup** function to build an invoice for each unpaid finance charge, each current amount due, and the balance in an aging period.
6. Select **Transactions** from the **Accounts Receivable**, **Transactions** menu.

Transactions Menu



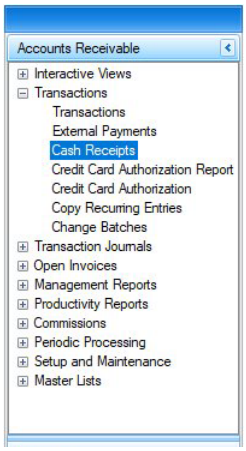
7. Select the **New Record** icon on the toolbar. A blank screen appears. Enter the detail information for the invoices due in your current period.

Transactions Screen



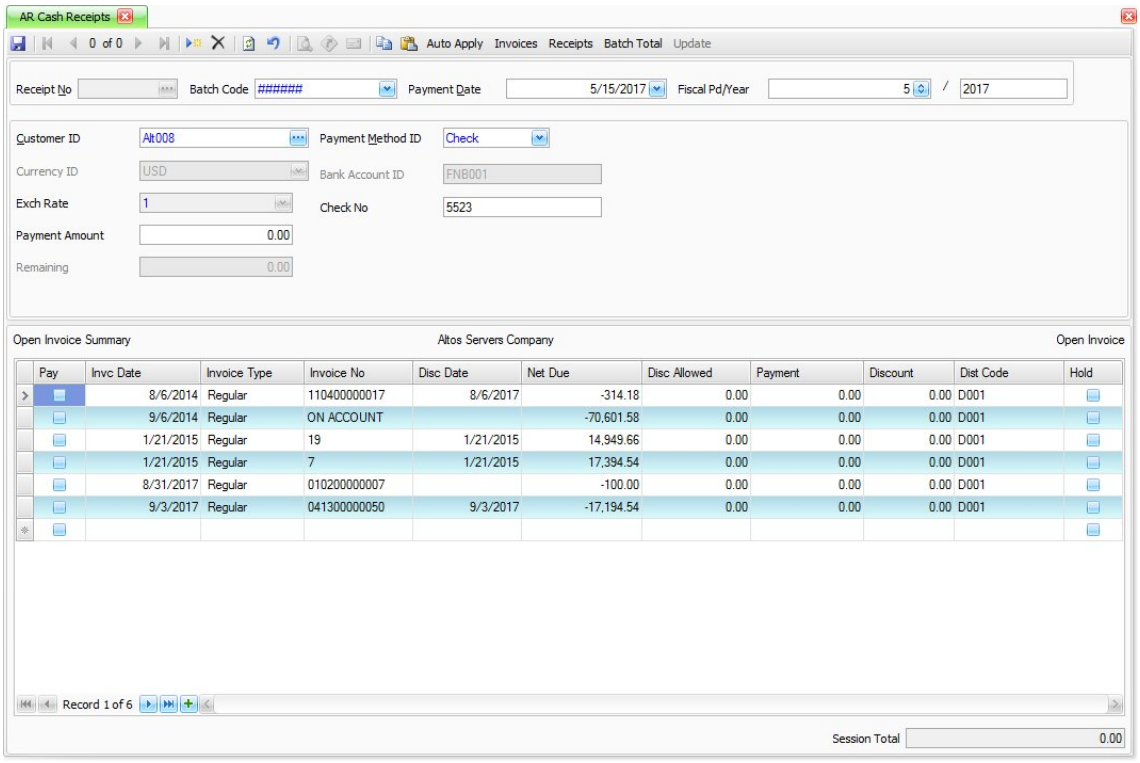
8. Fill in the required **Header** tab information.
9. Select the **Item Detail** grid.
10. Fill in the line-item entries in the **Item Detail** grid.
11. Select **Cash Receipts** from the **Accounts Receivable**, **Transactions** menu.

Cash Receipts Menu



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

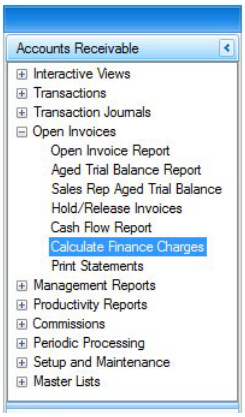
Cash Receipts Screen



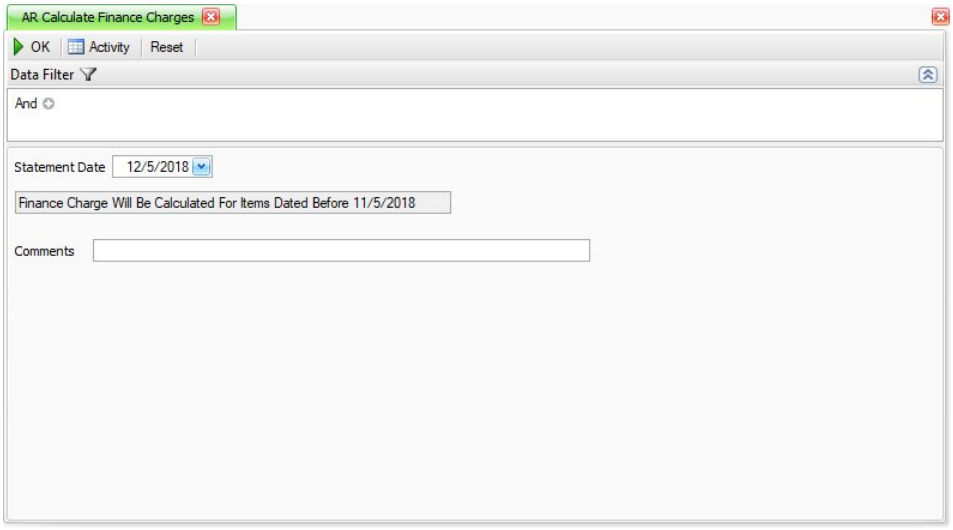
13. Post the transactions and cash receipts to the appropriate fields. The Customer records are updated with these amounts.

14. Select **Calculate Finance Charges** from the **Accounts Receivable**, **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 SO

Overview 3-3
Business Rules 3-5
Invalid GL Account List 3-13
Batch Codes 3-17
Class Codes. 3-23
Distribution Codes. 3-27
Invoice Messages. 3-31
Payment Methods 3-35
Sales/COGS Accounts 3-43
Sales Reps. 3-47
Shipping Method Codes 3-55
Terms Codes. 3-61
Customers 3-65
Ship-To Addresses 3-105
Recurring Entries 3-119
Edit Sales Order Numbers. 3-137
Reason Codes. 3-139
Open Invoice Setup 3-143

3 IMPLEMENTING SO

OVERVIEW

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

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

Use the **Setup and Maintenance** and **Master Lists** menus from the **Accounts Receivable** application to implement the following functions on the system to set up, maintain, and produce lists for the following Accounts Receivable information:

- Terms Codes
- Class Codes
- Distribution Codes
- Payment Methods
- Sales Reps
- Customer Records
- Customer Labels
- Invoice Messages
- Open Invoice Setup
- Sales/COGS Accounts
- Ship-to Addresses
- Shipping Method Codes

Use the functions on the **Setup and Maintenance** menu from the **Sales Order** application to set up, maintain and produce lists for the following Sales Order information:

- Batch Codes
- Reason Codes
- Recurring Entries

3 IMPLEMENTING SO

Overview

BUSINESS RULES

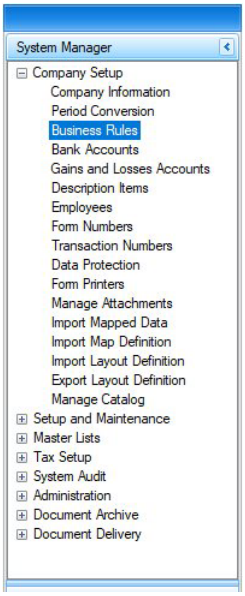
Use the **Business Rules** function to define application interfaces and general information about Sales Order functions. You can specify to keep order history and how you want your commission calculations to be done.

Use the Accounts Receivable business rules to set interfaces to other applications and default GL account numbers.

To set up the **Business Rules** for **Sales Order**, follow these steps:

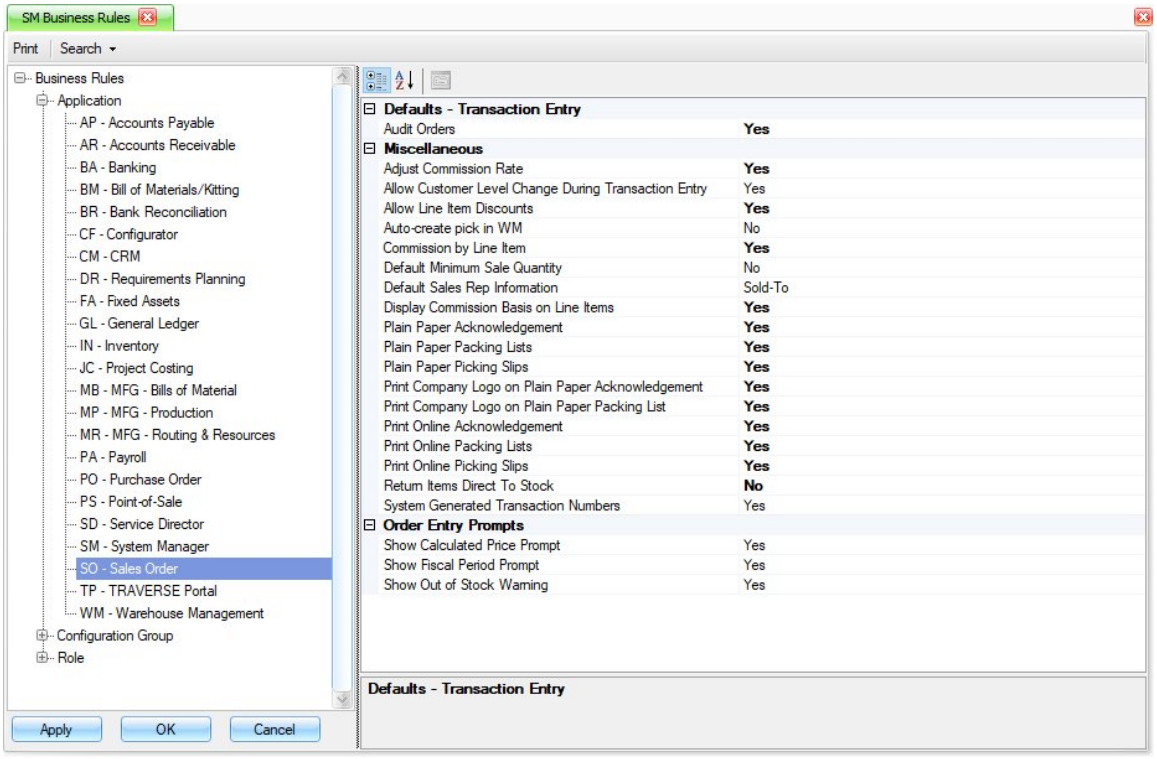
1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears.

Business Rules Screen



Defaults - Transaction Entry

3. Select **Yes** in the **Audit Orders** field to keep a log of changes to Sales Orders. This will track any user changes made to your Sales Orders. The changes to the Sales Orders can be viewed using the Audit Explorer on the System Manager, System Audit menu.

Miscellaneous

4. Select **Yes** in the **Adjust Commission Rate** field to allow changes to commission rates in the Commissions tab of the Orders screen; otherwise, select **No**.

   This will allow you to customize the commission rate for each Sales Rep entered on each line Item in the Sales Order. You must say Yes to the Commission by Line Item option to be able to use this option.

5. Select **Yes** in the **Allow Customer Level Change During Transaction Entry** field to allow Customer Level, set up in the Pricing menu, changes during Order entry; otherwise, select **No**.

   The Customer Level set up in the Customer setup will default into the header of your Sales Orders. If you elect to allow this to be edited, you may change the Customer Level for each Sales Order for your Customers. If you select No, then the only Customer Level allowed for your Customers will be the Customer Level you set up in the Customer setup.

6. Select **Yes** in the **Allow Line Items Discounts** field, to activate and make viewable the Discounts tab on the Sales Order, Orders screen; otherwise select **No**.

   This will allow you to give Custom discounts by an amount or percent for each line Item on a Sales Order. When the invoice is printed the discount amount will be printed on a separate line.

7. Select **Yes** in the **Auto-create pick in WM** field, to automatically release the Sales Orders in Warehouse Management when the Picking Slip is printed online. Select **No** to always release all Sales Orders using the Release Orders function in Warehouse Management.

8. Select **Yes** in the **Commission by Line Item** field, to allow line Item commission detail to be entered in the Sales Order, Orders functions; otherwise, select **No**.

   When you elect to use the line item commissions the Commissions tab will be visible in the Item Detail area of the Orders screen. You may use up to two Sales Reps for each line Item on your Sales Orders. Commissions will be calculated for each Sales Rep on each line Item and saved to the commissions detail history in Accounts Receivable.

9. Select **Yes** in the **Default Minimum Sale Quantity** field, to automatically update the line Item ordered quantity on Sales type orders (New, Verified, Invoice, Picked, Backordered, Price Quote) if the Inventory Item has a Minimum Sale Quantity defined. Select **No** to maintain the current behavior, which will display a “Below minimum sale quantity” warning, but will not update the quantity.

   If the Minimum Sale Quantity is less than the Minimum Order Quantity for the Item and UOM, TRAVERSE will update the Order Quantity to the Minimum Sale Quantity, as well as the Quantity Needed, Shipped Quantity, or Backordered Quantity.

   Example: If the item has a Minimum Sale Quantity of 10, and the Quantity Ordered is 5, TRAVERSE will update the Quantity Ordered to 10.

10. Select **Sold-To** or **Bill-To** in the **Default Sales Rep Information** field, to specify from which Customer the Sales Rep information should default when a Bill-To Customer is used in a Sales Order.

11. Select **Yes** in the **Display Commission Basis on Line Items** field to activate and make viewable the Commission Basis field on the Commissions tab of the Sales Order Transactions screen; otherwise, select **No**.

    This will display the unit cost of the line Items on the Commissions tab in the Item Detail area. You may edit the commission basis for each line Item. By default this will be the unit cost. When the commission basis amount is changed the commission amount will only be effected if you are paying the Sales Rep commissions based on gross profit. You must say Yes to the Commission by Line Item option to be able to use this option.

12. Select **Yes** in the **Plain Paper Acknowledgment** field to use plain paper when printing Order Acknowledgments; otherwise, select **No**.

    If you have preprinted forms you will want to select **No**, and the information will be printed in the appropriate place on the preprinted form. If you are using plain paper or letterhead for your Acknowledgments you want to select **Yes**, and the field headings and lines will be printed on the paper when the Acknowledgment is printed.

13. Select **Yes** in the **Plain Paper Packing Lists** field to use plain paper when printing Packing Lists; otherwise, select **No**.

    If you have preprinted forms you will want to select **No**, and the information will be printed in the appropriate place on the preprinted form. If you are using plain paper or letterhead for your Packing Lists you want to select **Yes**, and the field headings and lines will be printed on the paper when the Packing List is printed.

14. Select **Yes** in the **Plain Paper Picking Slips** field to use plain paper when printing Picking Slips; otherwise, select **No**.

    If you have preprinted forms you will want to select **No**, and the information will be printed in the appropriate place on the preprinted form. If you are using plain paper or letterhead for your Picking Slips you want to select **Yes**, and the field headings and lines will be printed on the paper when the Picking Slip is printed.

15. Select **Yes** to **Print Company Logo on Plain Paper Acknowledgment**; otherwise, select **No**.

    This will look at the Company Logo box 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 Acknowledgments.

16. Select **Yes** to **Print Company Logo on Plain Paper Packing List**; otherwise, select **No**.

    This will look at the Company Logo box 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 Packing Lists.

17. Select **Yes** in the **Print Online Acknowledgment** field to allow printing of online Order Acknowledgments directly from Order entry; otherwise, select **No**.

    If you elect to print online Order Acknowledgments the Print button will include Order Acknowledgments in the list of available items to print for your new or verified Sales Orders. Acknowledgments printed online will not be reprinted when you print a batch of Acknowledgments.

18. Select **Yes** in the **Print Online Packing Lists** field to allow printing of online Packing Lists directly from Order entry; otherwise, select **No**.

    If you elect to print online Packing Lists the Print button will include a selection to print a Packing List for your verified Sales Orders. Packing Lists printed online will not be reprinted when you print a batch of Packing Lists.

19. Select **Yes** in the **Print Online Picking Slips** field to allow printing of online Picking Slips directly from Order entry; otherwise, select **No**.

    If you elect to print online Pick Slips the Print button will include a selection to print a Picking Slip for your new Sales Orders. Picking Slips printed online will not be reprinted when you print a batch of Picking Slips.

20. Select **Yes** in the **Return Items Direct to Stock** field to allow the direct return of items through a Credit Memo; otherwise, select **No**.

    When you select Yes, credit memos will function the same as prior versions. Meaning that Items will be placed back into Inventory quantities, and GL transactions will be made when the Credit Memo is posted using the Post Transactions function.

    When you select No, the Returned Items functions will be activated. Items will not be returned to Inventory until an RMA has been entered, a Quantity Returned has been entered and the returned quantity has been approved using the Returned Items function. You must then make the RMA into a live Credit Memo and Post Returned Items. When the Post Returned Items function has been run, the Items will be placed into Inventory and GL transactions will be made to your journal.

21. Select **Yes** in the **System Generated Transaction Numbers** field, if you want the system to assigned transaction numbers; otherwise, select **No** to assign them manually.

Order Entry Prompts

22. **Show Calculated Price Prompt**: Select **Yes** to have the system show a prompt when the calculated price changes; otherwise, select **No**.

23. **Show Fiscal Period Prompt**: Select **Yes** to have the system show a prompt when the fiscal period is changed; otherwise, select **No**.

24. **Show Out of Stock Warning Prompt**: Select **Yes** to have the system show a warning message when an Item is out of stock; otherwise, select **No**.
25. Click **Print** to preview and print a report showing your selected Business Rules.

26. 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 wildcard search of all existing business rule descriptions. The results will display in a tree-view for easy navigation.

Business Rules Report

Continental Products Unlimited
Business Rules List

Page 1

Application	Group / Description	Current Value	Default Value
SO - Sales Order			
	Defaults - Transaction Entry		
	Audit Orders	Yes	No
	Miscellaneous		
	Adjust Commission Rate	Yes	No
	Allow Customer Level Change During Transaction Entry	Yes	Yes
	Allow Line Item Discounts	Yes	No
	Auto-create pick in WM	No	No
	Commission by Line Item	Yes	No
	Default Minimum Sale Quantity	No	No
	Default Sales Rep Information	Sold-To	Sold-To
	Display Commission Basis on Line Items	Yes	No
	Plain Paper Acknowledgement	Yes	No
	Plain Paper Packing Lists	Yes	No
	Plain Paper Picking Slips	Yes	No
	Print Company Information on Plain Forms	Yes	No
	Print Company Logo on Plain Paper Acknowledgement	Yes	No
	Print Company Logo on Plain Paper Packing List	Yes	No
	Print Online Acknowledgement	Yes	No
	Print Online Packing Lists	Yes	No
	Print Online Picking Slips	Yes	No
	Return Items Direct To Stock	No	Yes
	System Generated Transaction Numbers	Yes	Yes
	Order Entry Prompts		
	Show Calculated Price Prompt	Yes	Yes
	Show Fiscal Period Prompt	Yes	Yes
	Show Out of Stock Warning	Yes	Yes

8/25/2017 11:29 AM *** End of Report *** OPEN_SYSTEM\Kent.Heitkamp

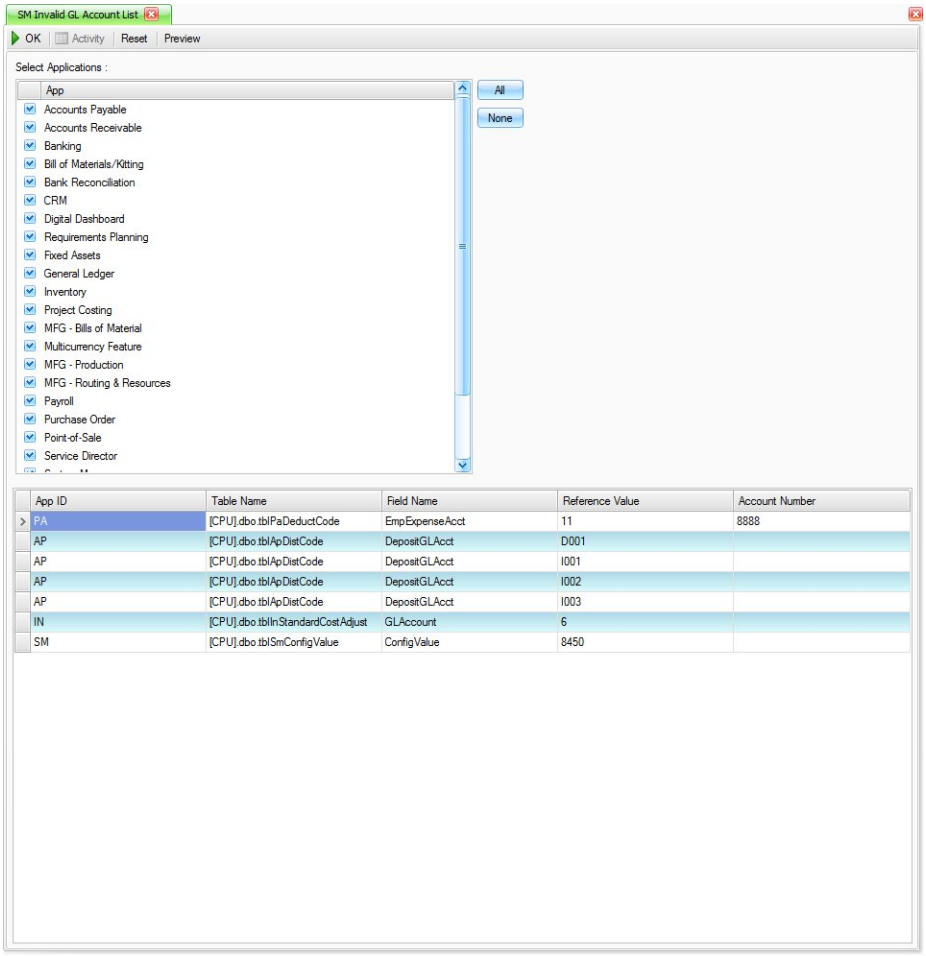
Invalid GL Account List

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 selected, 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

BATCH CODES

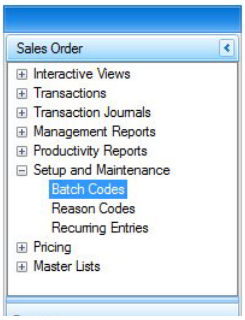
Use the **Batch Codes** function to define codes for posting sales invoices, miscellaneous credits. Each transaction can be assigned to a Batch Code, and then transactions can be posted by Batch Code.

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 and Batch Codes to be used with Sales Order in the Sales Order application.

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

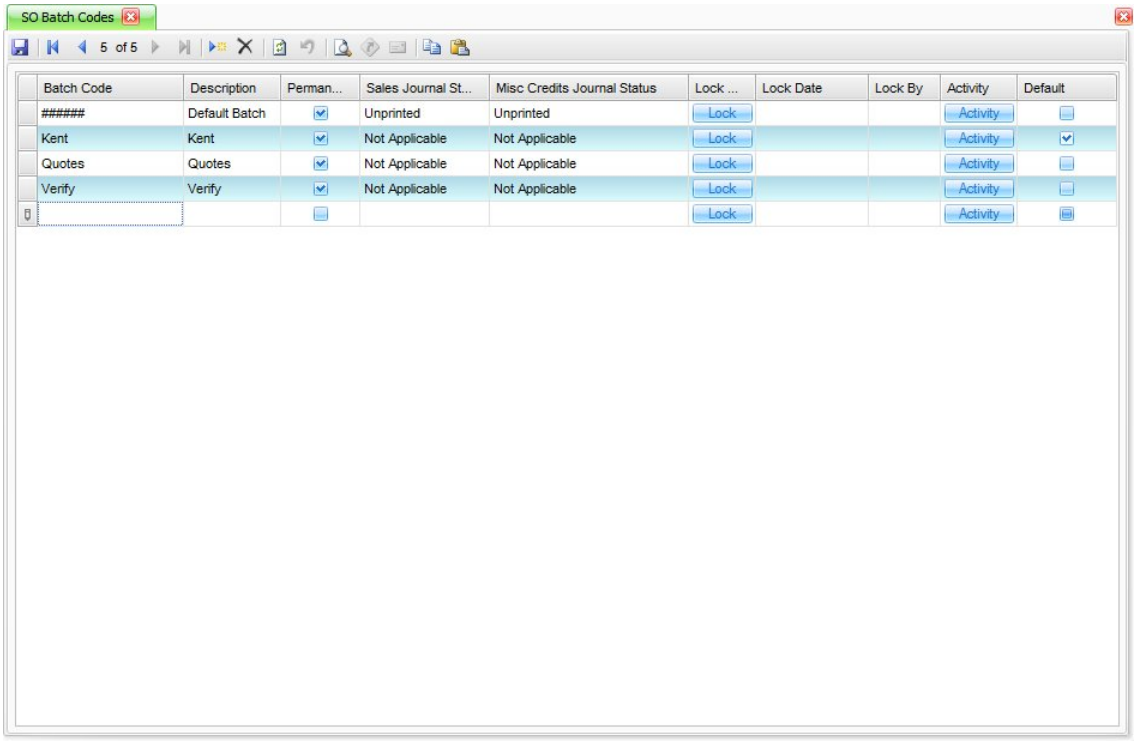
1. Select **Batch Codes** from the **Setup and Maintenance** menu.

Batch Codes Menu



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

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.

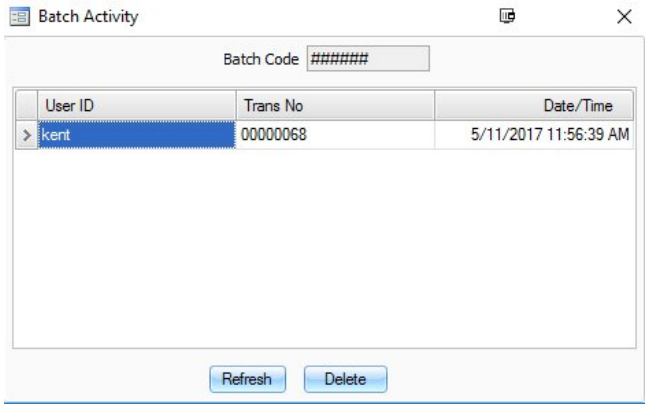
9. The **Lock Date** and **Lock By** fields will be populated if a user has selected the **Lock** button. To clear the fields select the **Lock** button.

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 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 Batch Code, follow these steps:

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

To delete a 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

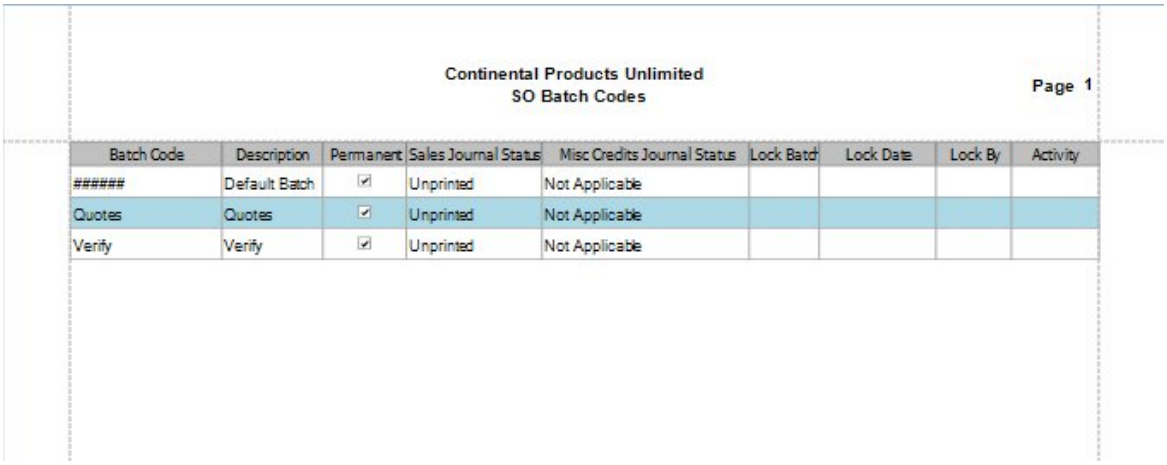
Use the **Batch Codes List** function to produce a list of the batch codes you defined in the Batch Codes function on the Setup and Maintenance menu.

To produce a **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.

Batch Codes List



Continental Products Unlimited
SO 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				
Quotes	Quotes	☑	Unprinted	Not Applicable				
Verify	Verify	☑	Unprinted	Not Applicable				

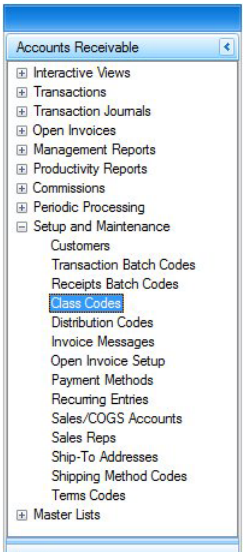
CLASS CODES

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:

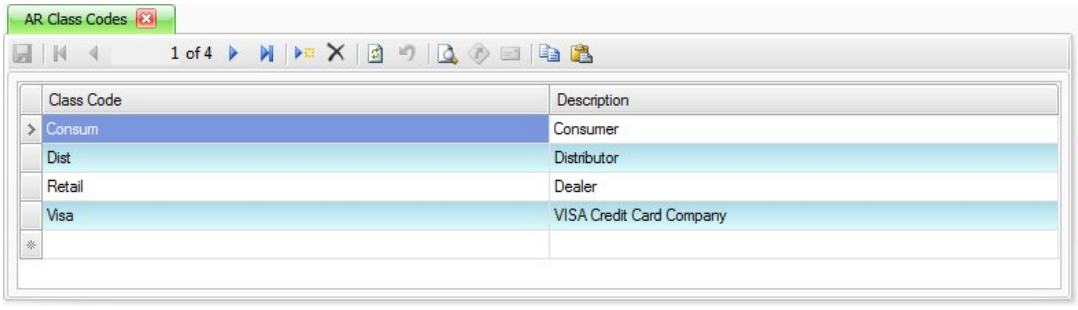
1. Select **Class Codes** from the **Accounts Receivable, Setup and Maintenance** menu.

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 Accounts Receivable, 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.

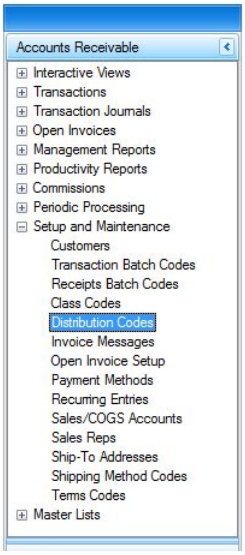
¥$£€

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:

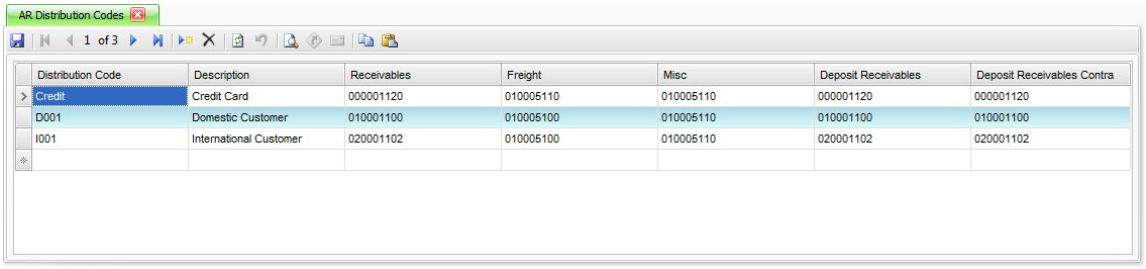
1. Select **Distribution Codes** from the **Accounts Receivable, Setup and Maintenance** menu.

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 offset 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 Accounts Receivable, 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

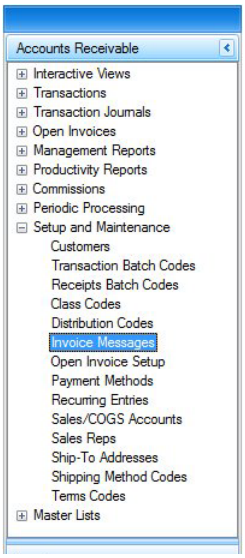
INVOICE MESSAGES

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:

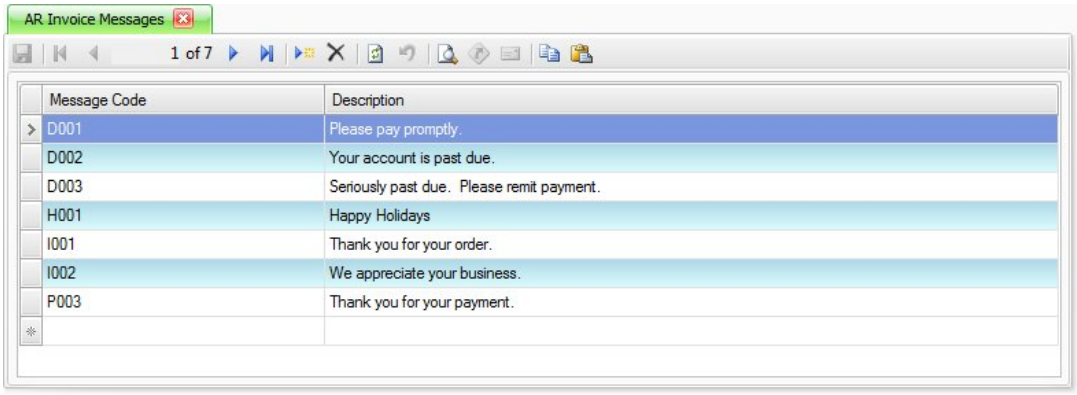
1. Select **Invoice Messages** from the **Accounts Receivable, Setup and Maintenance** menu.

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 Accounts Receivable, 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

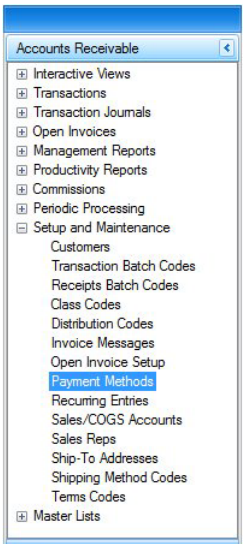
Use the **Payment Methods** function to setup IDs to represent the methods of payment you accept from Customers, for example; personal checks, company checks, write-offs, cash, credit cards, and so forth.

If you 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:

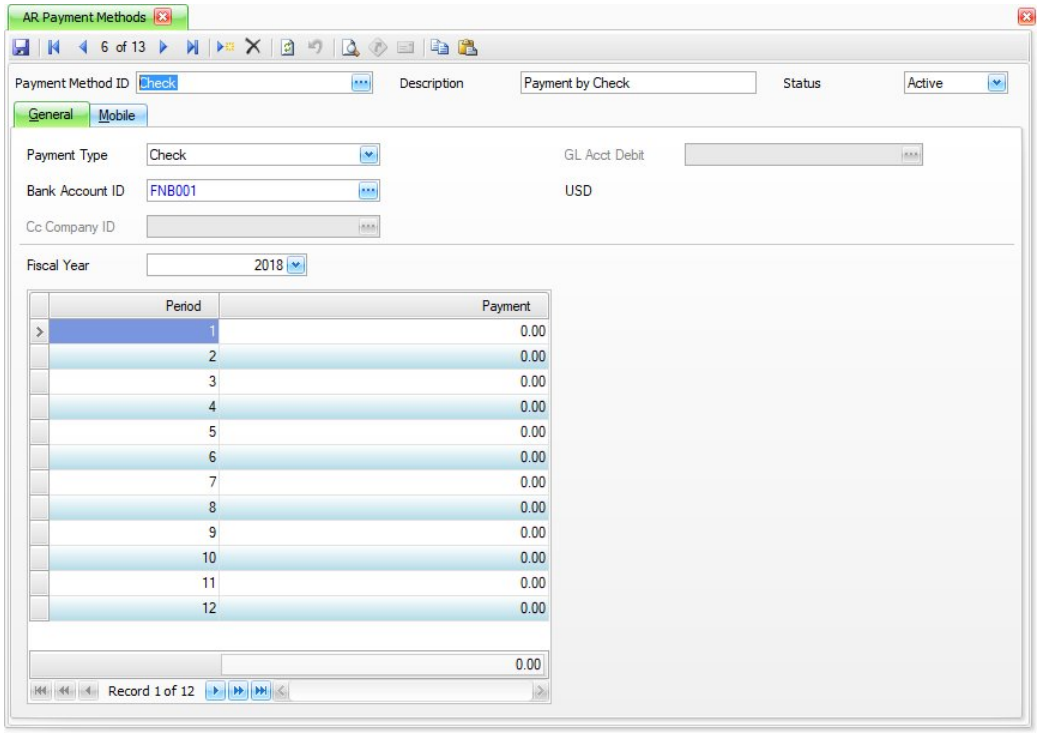
1. Select **Payment Methods** from the **Accounts Receivable, Setup and Maintenance** menu.

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 3-65) 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.

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 Receivables 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 Receivables 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, for which to apply your credit card cash receipts. 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 **Accounts Receivable, 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 Bank Account and must be reconciled by your accountant.

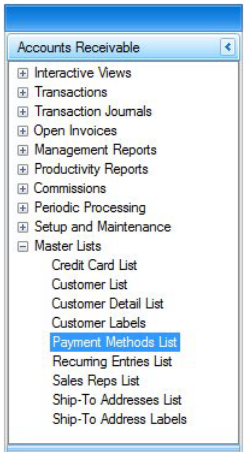
Producing a Payment Methods List

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

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

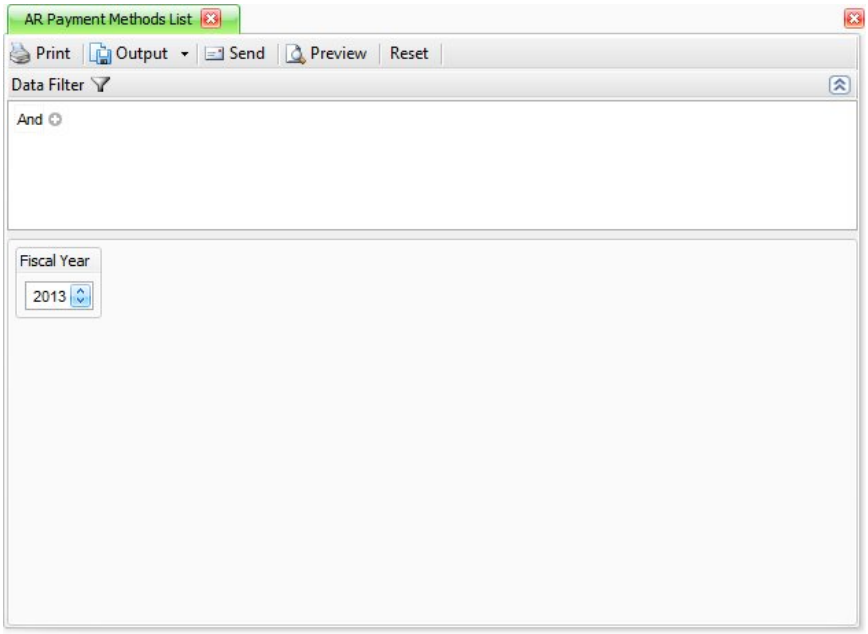
1. Select **Payment Methods List** from the **Accounts Receivable, Master Lists** menu.

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** for which you want the report run.

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

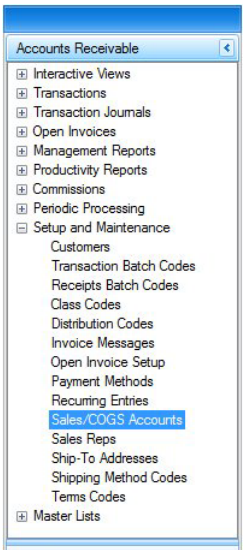
SALES/COGS ACCOUNTS

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:

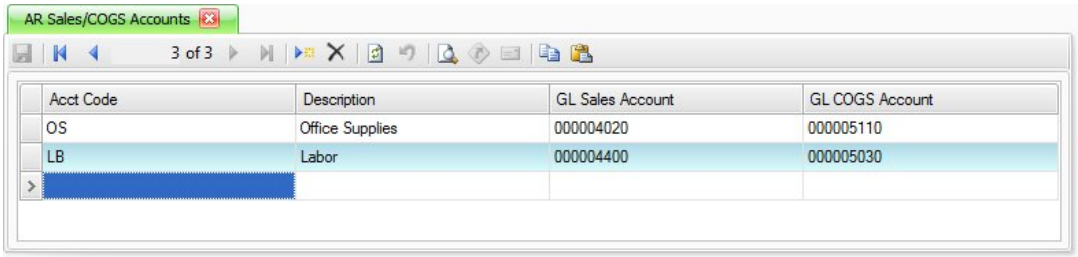
1. Select **Sales/COGS Accounts** from the **Accounts Receivable, Setup and Maintenance** menu.

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 ID.
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 ID.

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 COGS Account Codes. To change Sales and COGS Account Codes, use the Sales/COGS Accounts function on the Accounts Receivable, 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

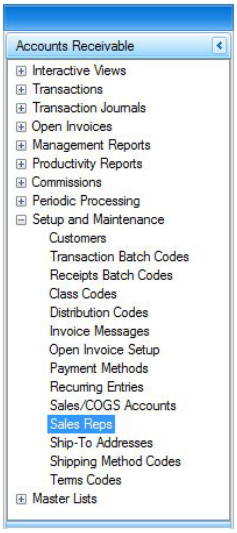
SALES REPS

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:

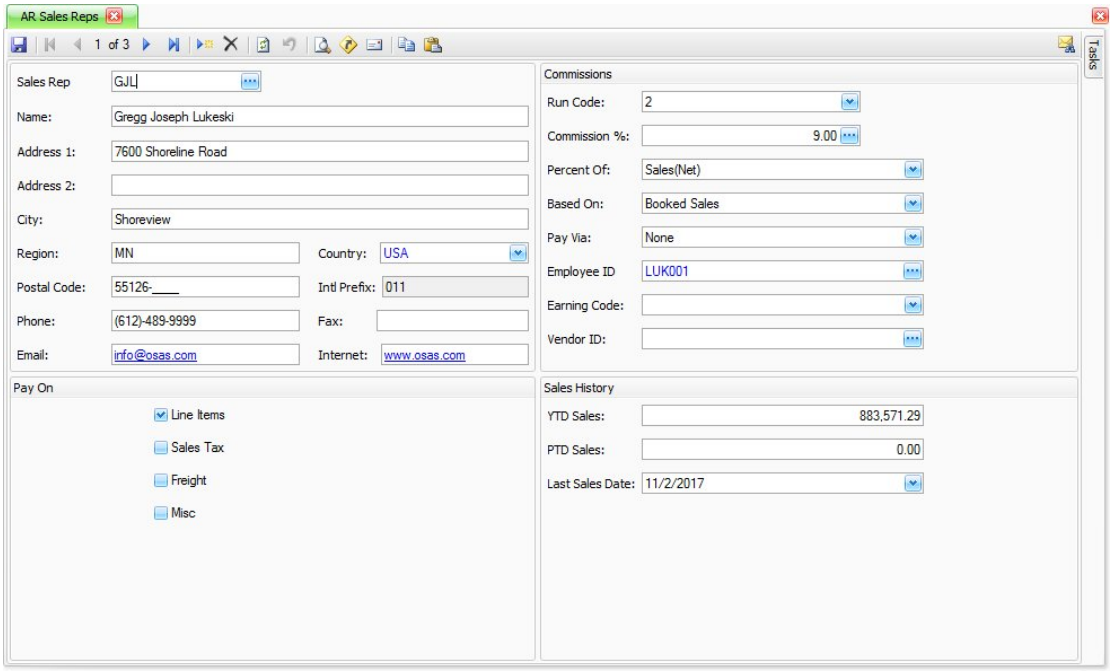
1. Select **Sales Reps** from the **Accounts Receivable, Setup and Maintenance** menu.

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.

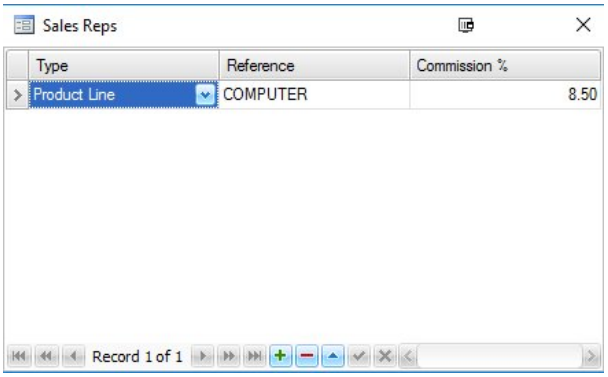
   To edit, select a **Sales Rep ID**; use the Inquiry command (F4) to select an existing **Sales Rep**.

Maint

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 Rep's **Phone** and **Fax** numbers for communications.
6. Enter the Sales Rep's **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 3-5).
  - 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 what the commission **Percent Of** will be based on:
    - **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 what the commission will be Based On:
    - 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.

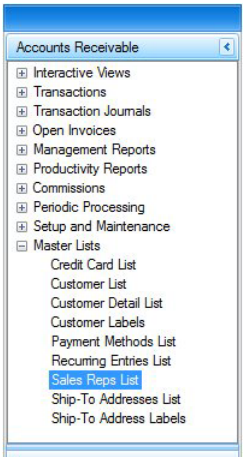
Producing a Sales Reps List

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 Accounts Receivable, Setup and Maintenance menu.

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

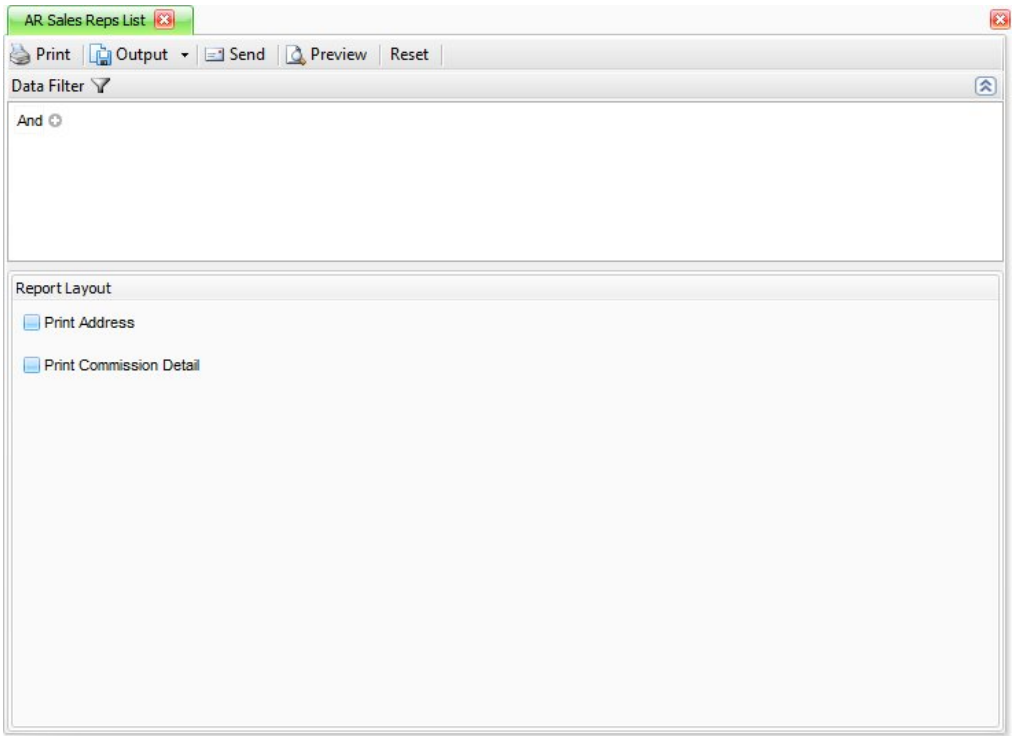
1. Select **Sales Reps List** from the **Master Lists** menu.

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 check box you want in the **Report Layout**: **Print Addresses** and **Print Commission Detail**. Otherwise, clear the box(s).

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

Page 1

Sales Rep Id	Name/Address	Intl Prefix / Email / Internet	Phone / Fax / Employee ID	Vendor ID / Earning Code / Pay Via	Commission % / Percent Of / Based On	Pay On	PTD Sales / YTD Sales	Last Sales Date	Run Code
GJL	Gregg Joseph Lukeski	011	(612)-489-9999		9.00	**Line Items** Yes	331,532.42	3/1/2007	2
	7600 Shoreline Road	info@osas.com#mailto:info@osas.com		P04	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

5/7/2009 3:26 PM **OPEN_SYSTEMS\KentHe**

SHIPPING METHOD CODES

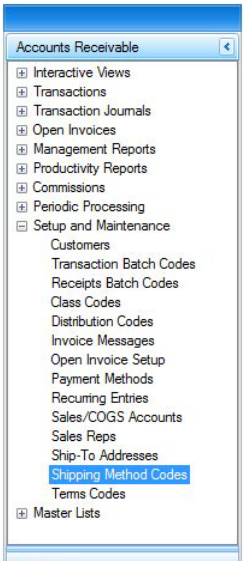
Use the **Shipping Method Codes** function to set up and maintain codes for Shipping Methods, which are entered in transactions.

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

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

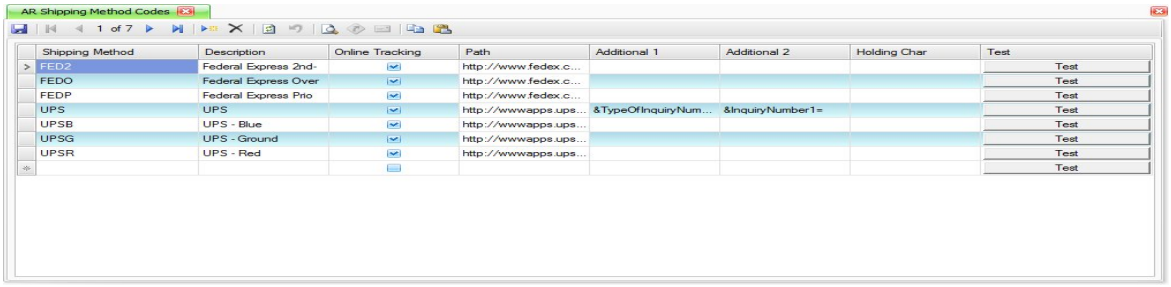
1. Select **Shipping Method Codes** from the **Accounts Receivable, Setup and Maintenance** menu.

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=

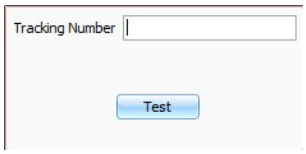
   This link does not require addtl 1 or 2 information.

   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**, **Description** of the code, and **Online Tracking** information.

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 Accounts Receivable, 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

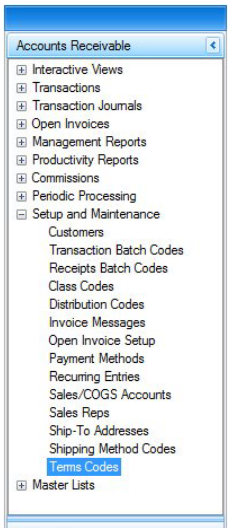
Use the **Terms Codes** function to add, change, or delete codes for Customer payment terms. These codes serve as a shorthand method of assigning particular conditions for doing business with a Customer. For example; you can assign a Terms Code with 10 discount days to one Customer and a terms code with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

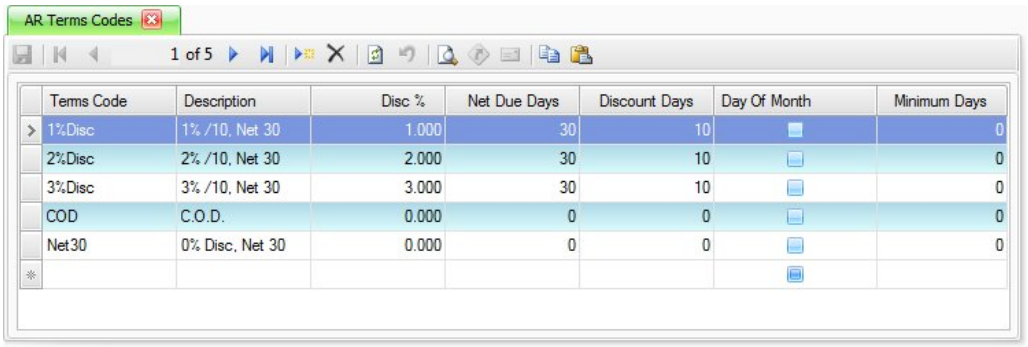
1. Select **Terms Codes** from the **Accounts Receivable, Setup and Maintenance** menu.

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 Terms 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 Days is set to 30 and the Discount Days 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 Accounts Receivable, 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

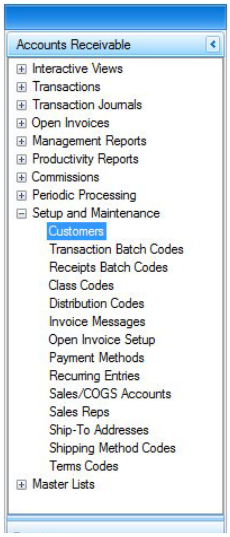
Use the **Customers** function to set up and maintain Customer records. A Customer account can be set up as an Open Invoice or a Balance Forward account. For Open Invoice accounts, detail is kept on invoices, and payments are applied to specific invoices. For Balance Forward accounts, detail is kept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

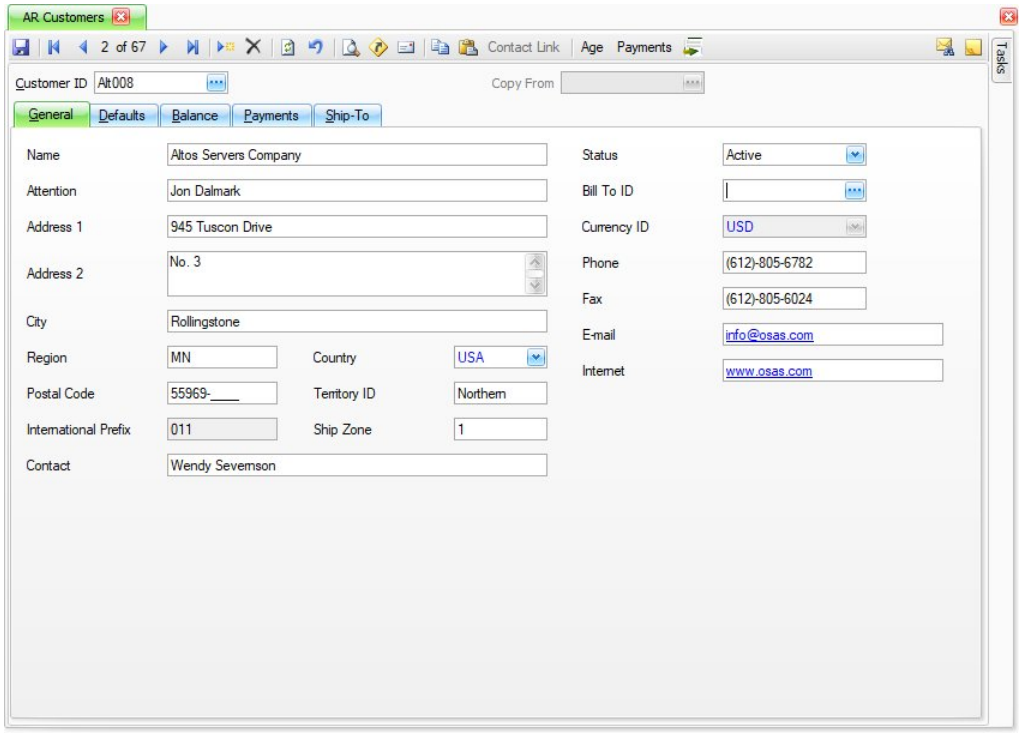
1. Select **Customers** from the **Accounts Receivable, Setup and Maintenance** menu.

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.

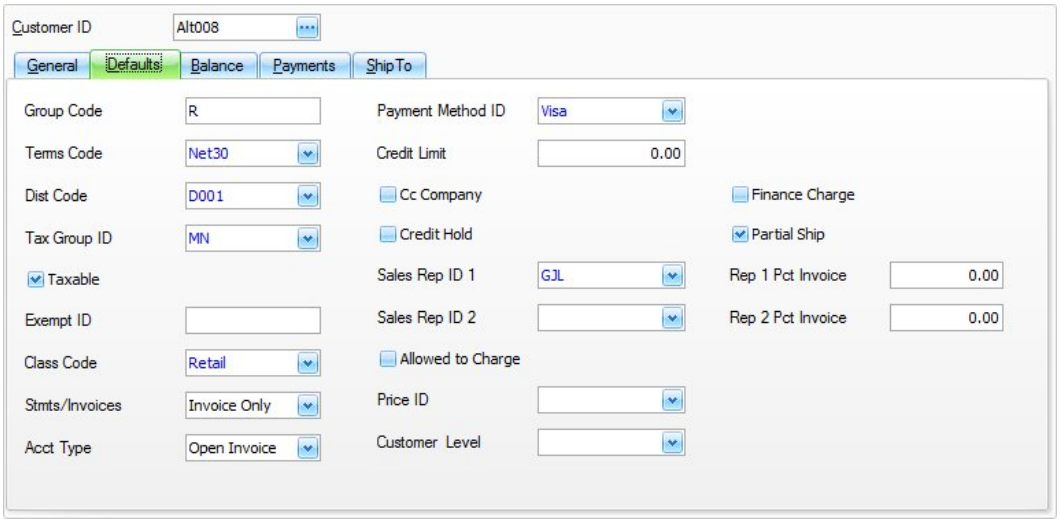
19. Enter the Customer's **Phone** number. See step 11 for mask setup information.

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 3-35) 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

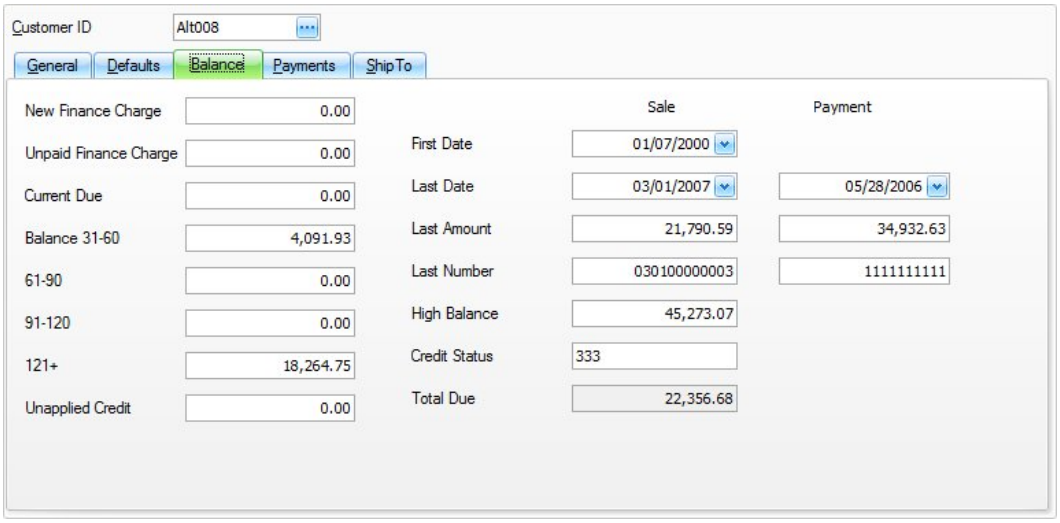
17. Enter the **Price ID** assigned to the Customer. This is only used if you have Sales Order installed and have Price Structures set up.

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 3-143) 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.

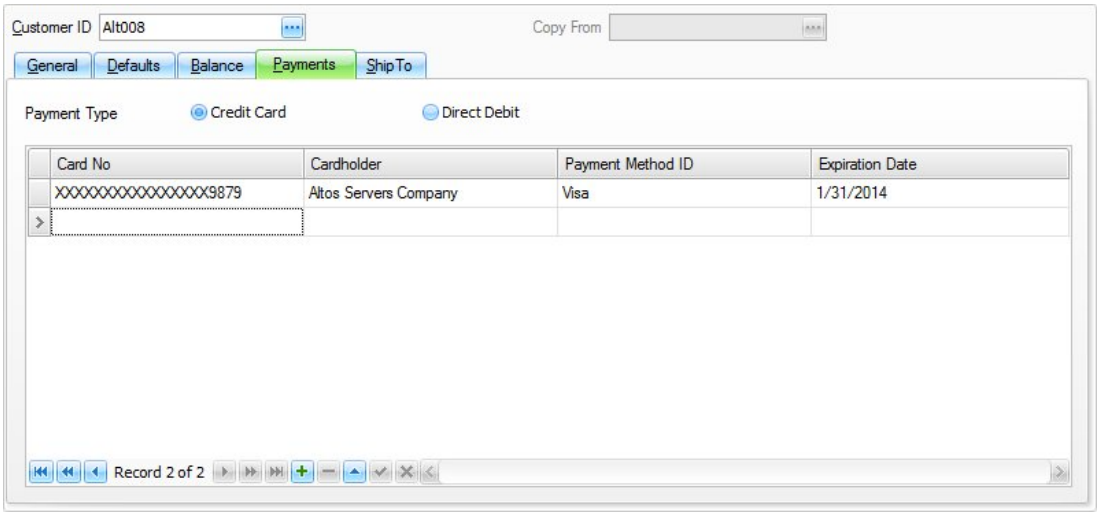
    Each time Periodic Maintenance is run, the Credit Status is updated with a new value in the left most position. Once 12 periods have been recorded, the value on the right will be dropped.

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 3-79).

- 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.

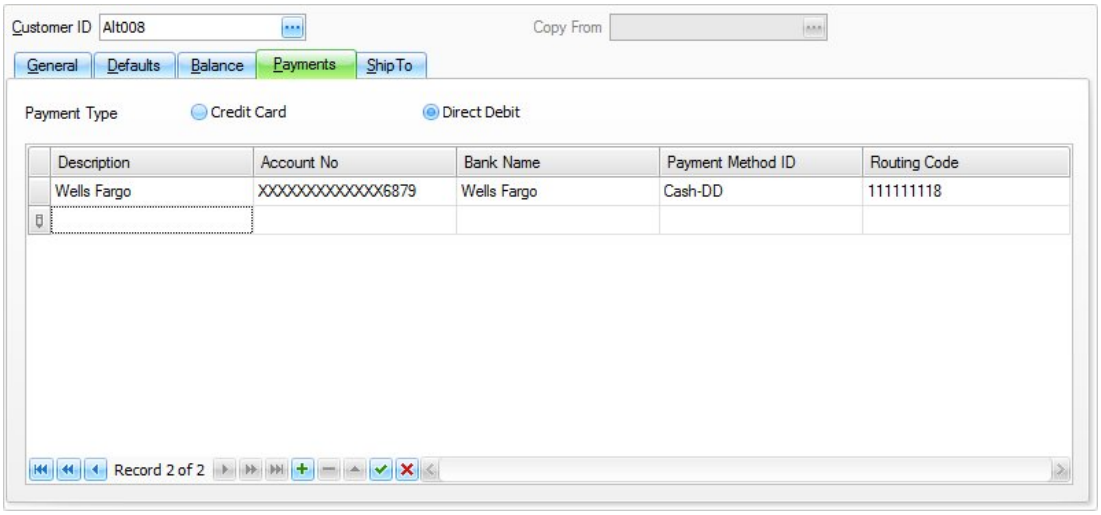
   When working with Credit Cards the only payment methods valid for selection are those that are set up with Credit Card as the payment Type.

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.

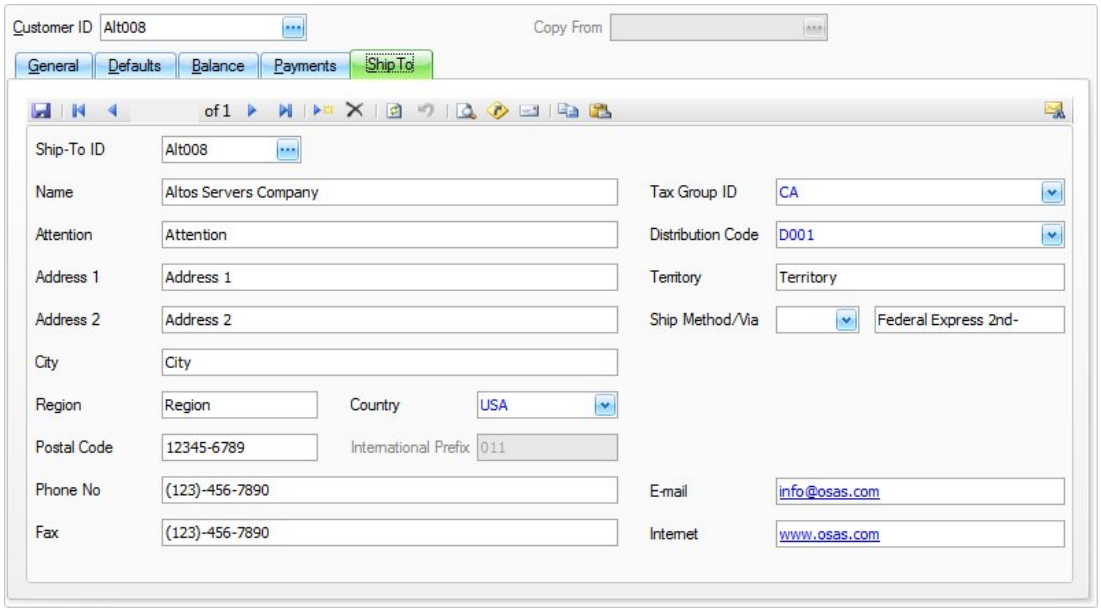
Maint

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.

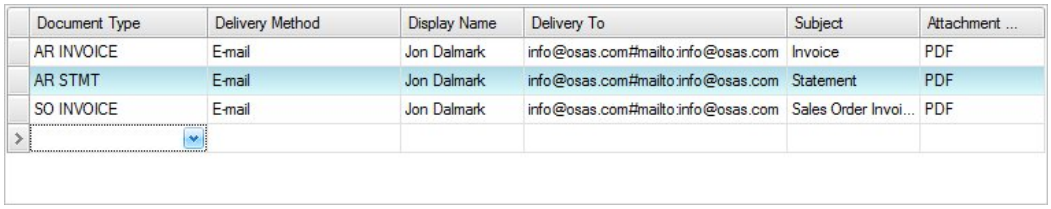
Document Delivery and Customer Inquiry Buttons

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.

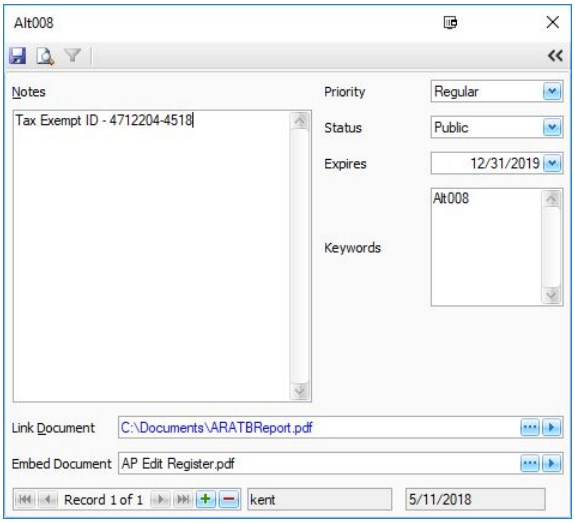
Use the **Age** button to age the Customer balance. A dialog box will open asking "Do you want to update the balance with real-time aging?". Click **Yes** to proceed, or **No** to cancel.

> 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 .

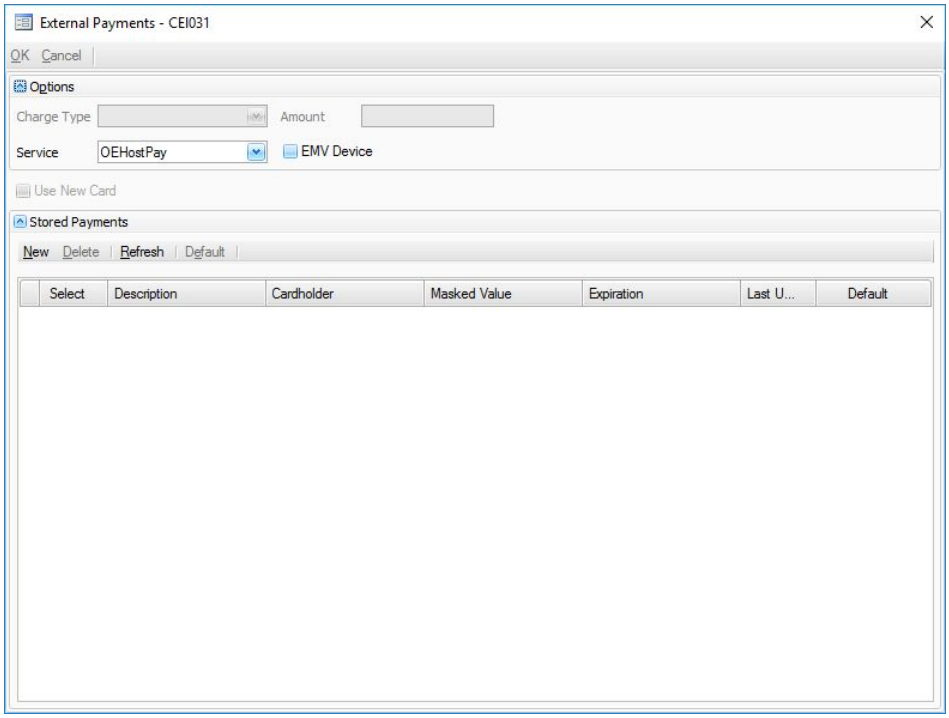
Payments Button

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.

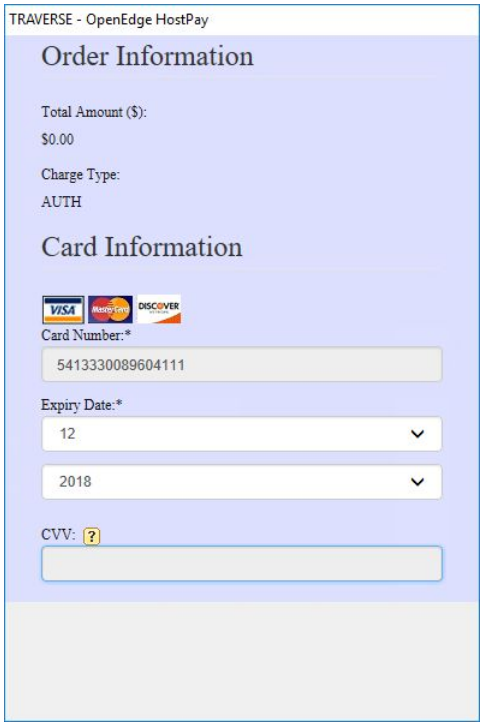
2. The **External Payments** screen appears.

External Payments Screen - Blank

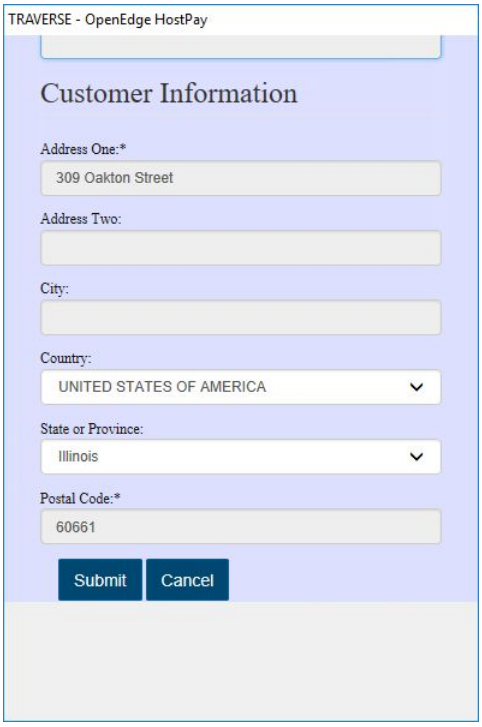


3. The **Service** field will fill in based on your **Payment Service** selected in the System Manager Business Rules.
4. Select the **New** button in the **Stored Payments** area of the screen.
5. The Credit Card entry screen will be displayed. The format of the screen will depend on your Service.

Open Edge Credit Card Entry

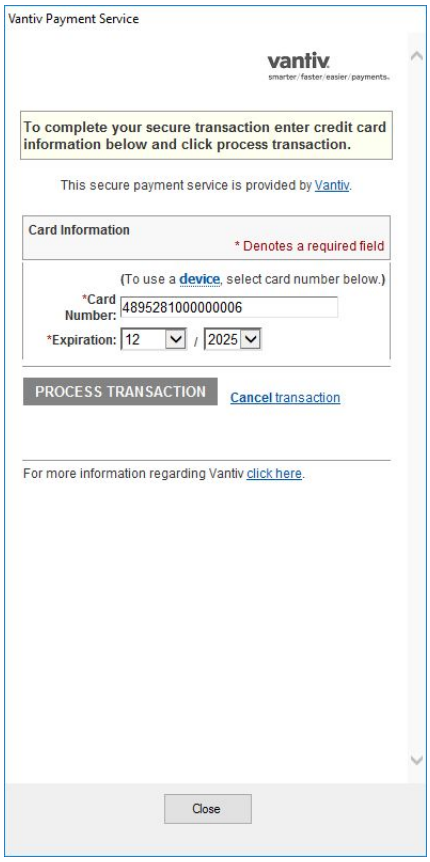


OpenEdge Customer Information



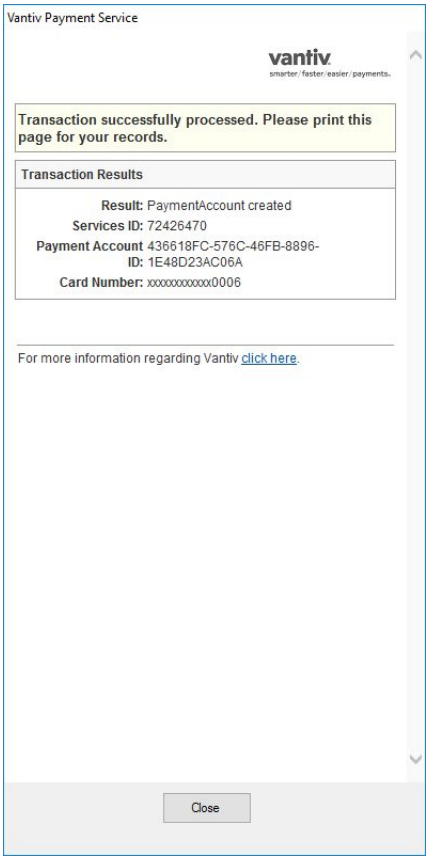
6. When using OpenEdge, enter the **Credit Card Number** and **Expiry Date**.
7. Enter the **CVV** and **Customer Address** information.
8. Click the **Submit** button.
9. When using Vantiv/Worldpay, Enter the **Credit Card Number** and **Expiration Date.**

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.

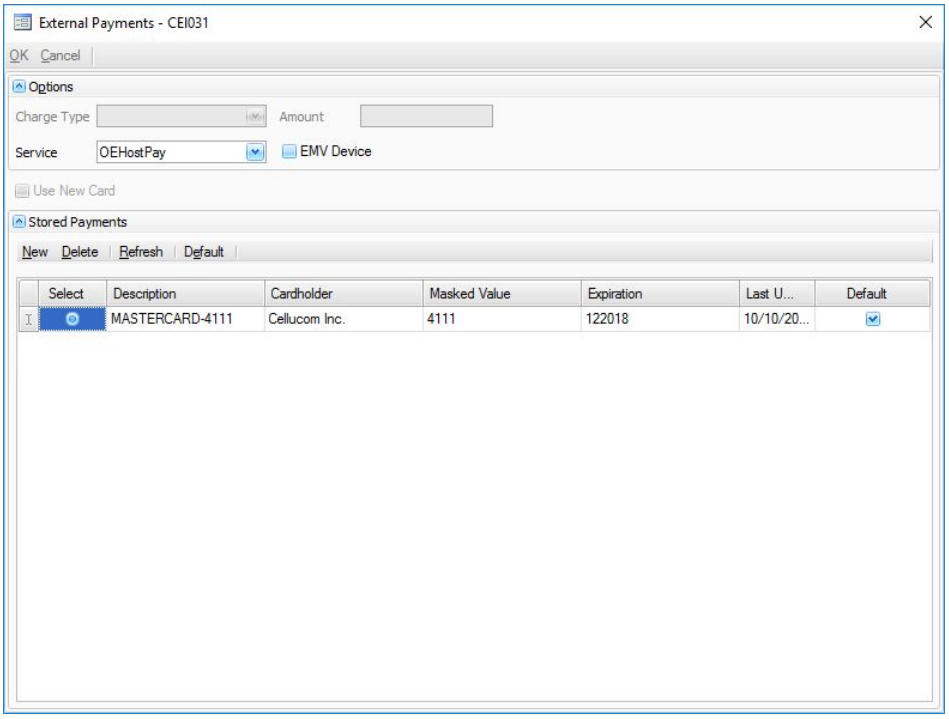
Vantiv/Worldpay Transaction Results Screen



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.

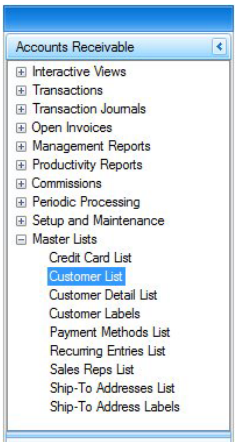
Producing a Customer List

The **Customer List** function on the **Accounts Receivable, 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.

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

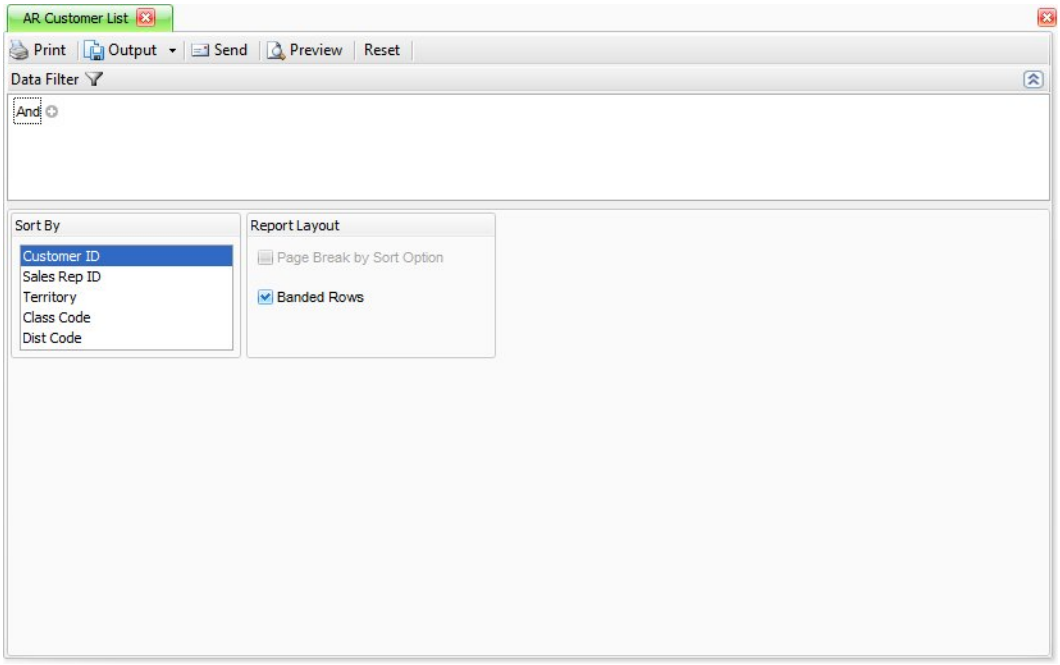
1. Select **Customer List** from the **Accounts Receivable, Master Lists** menu.

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 GettysburgSD67442	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

5/7/2009 3:22 PM OPEN_SYSTEMS\KentHe

Producing a Credit Card List

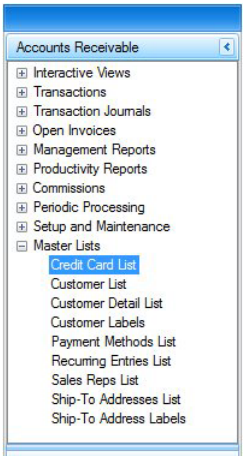
The **Credit Card List** function on the **Master Lists** menu is there to help you print a concise list of all Credit Cards stored in the Customers table. You can choose to print **All** Cards or only cards that **Expired** as of a given date. This function works in the same manner as other Master Lists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

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

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

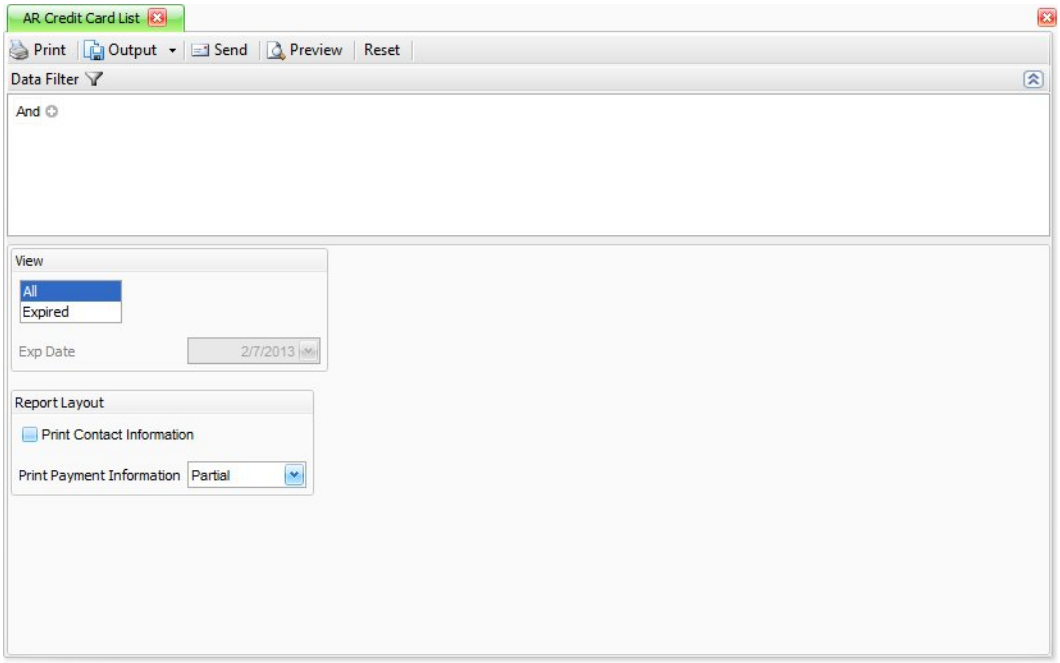
1. Select **Credit Card List** from the **Accounts Receivable, Master Lists** menu.

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.

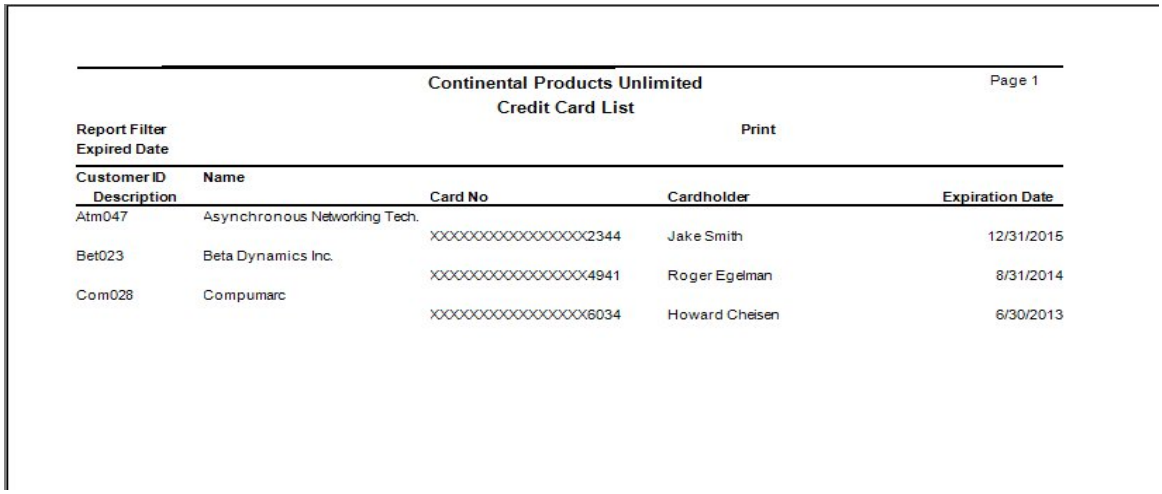
7. Select a command button:

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: Expired Date — Print

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

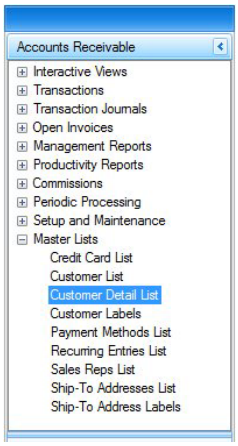
Producing a Customer Detail List

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:

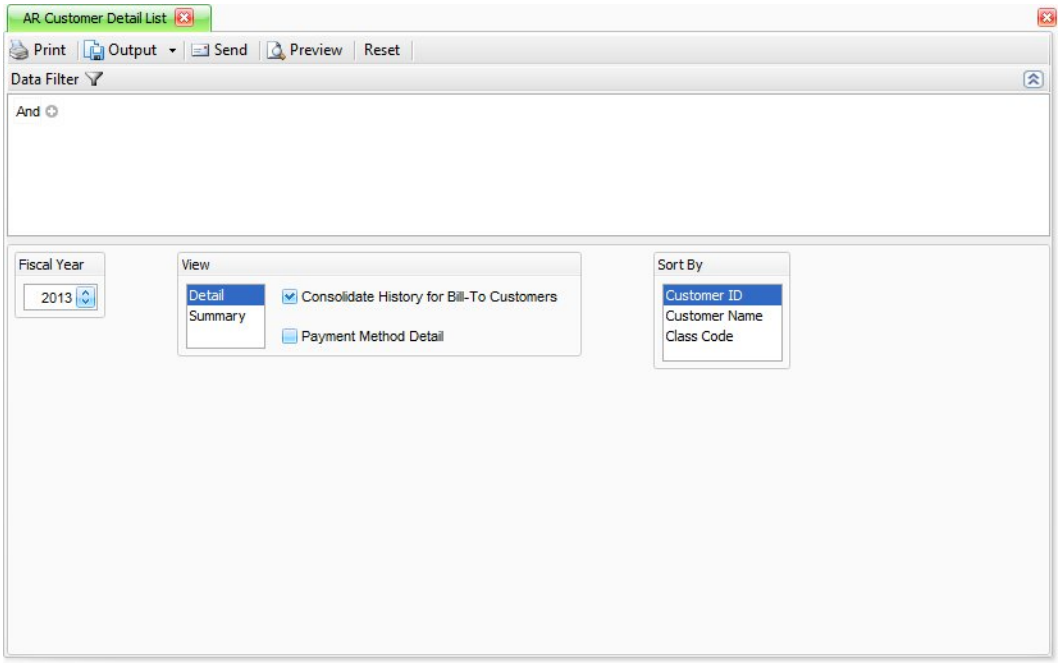
1. Select **Customer Detail List** from the **Accounts Receivable, Master Lists** menu.

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. Enter the **Fiscal Year** for the list, or use the Up and Down arrow buttons to scroll through the years.
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**.

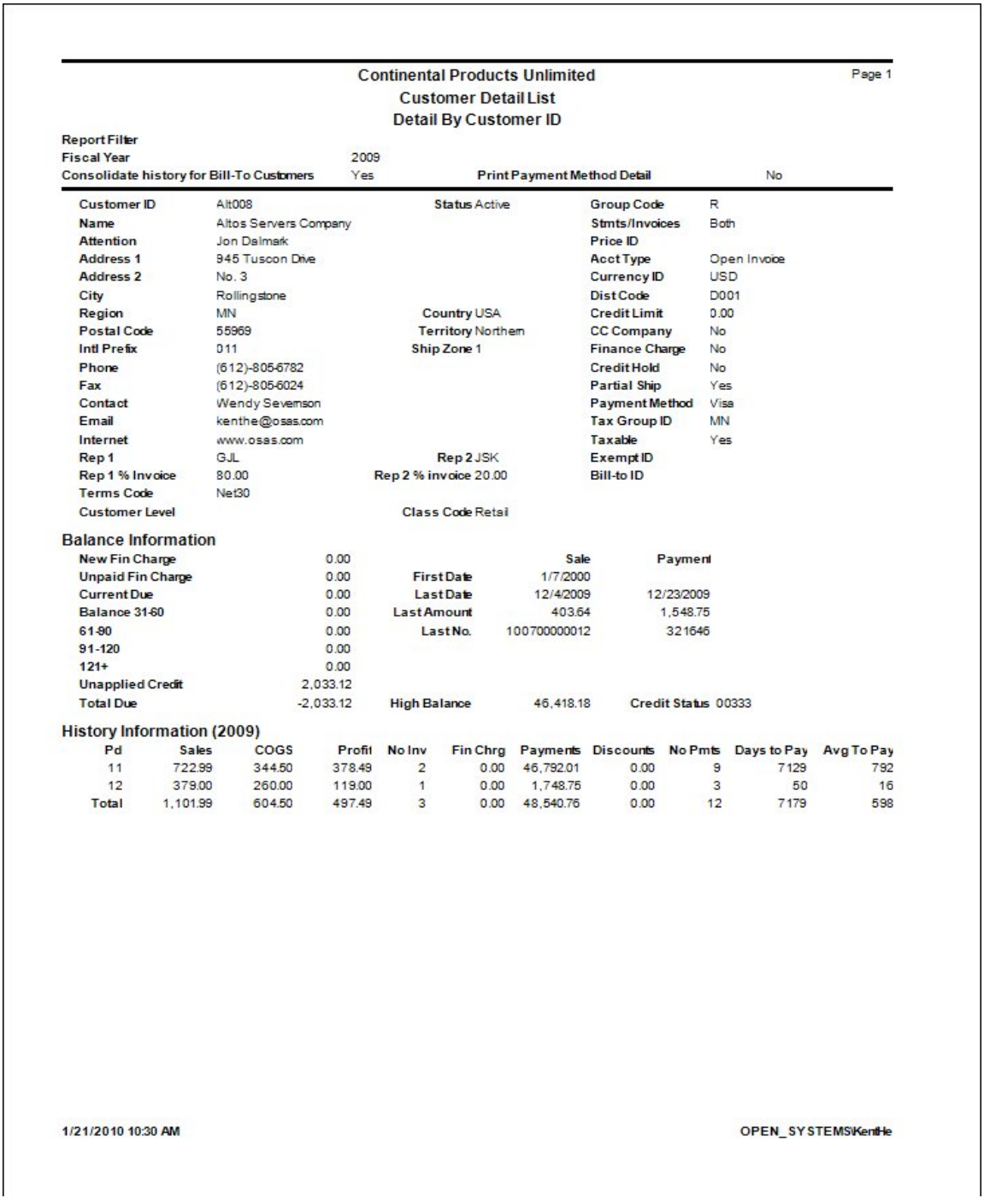
9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
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

1/21/2010 10:30 AM — OPEN_SYSTEMS\KentHe

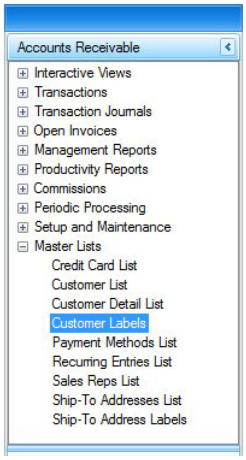
Producing Customer Labels

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:

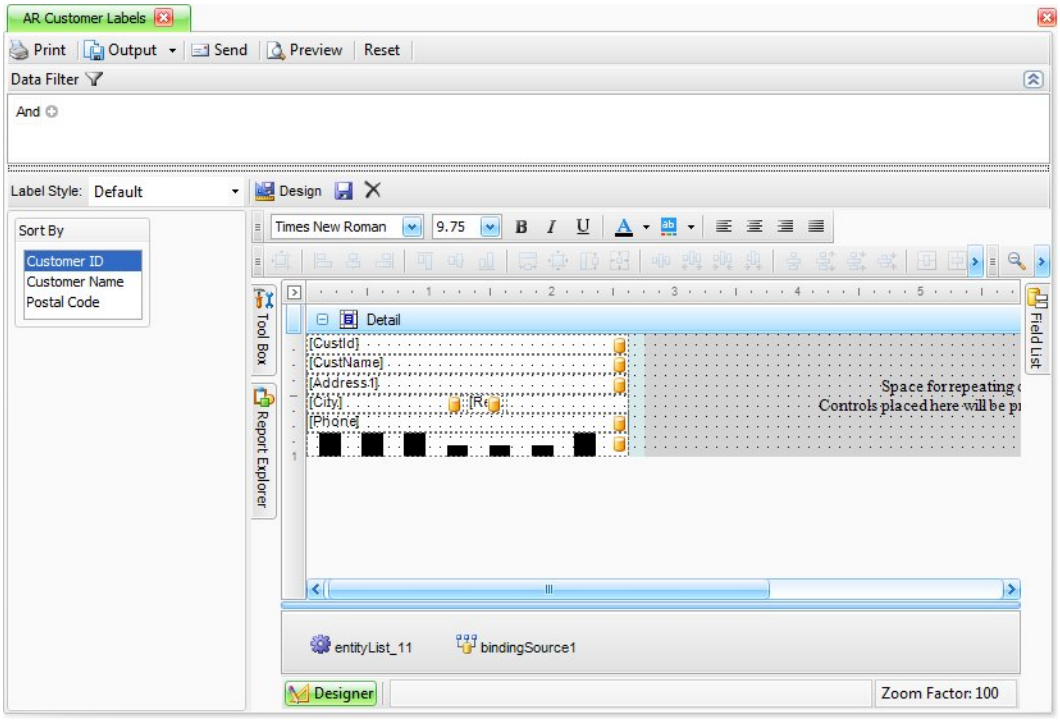
1. Select **Customer Labels** from the **Accounts Receivable, Master Lists** menu.

Customer Labels Menu



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

Customer Labels Screen



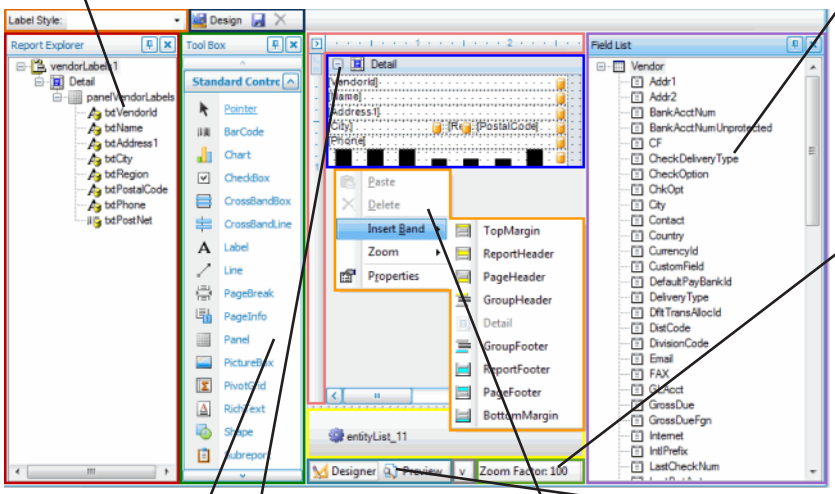
Details for Customer Label Screen

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

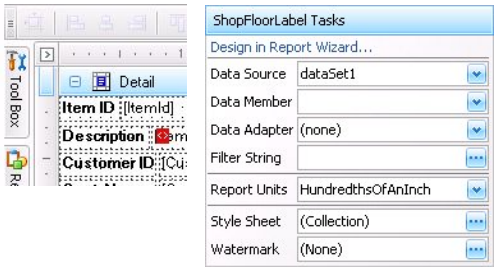
Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

Band Strips, Expand/Collapse Buttons, and Editing

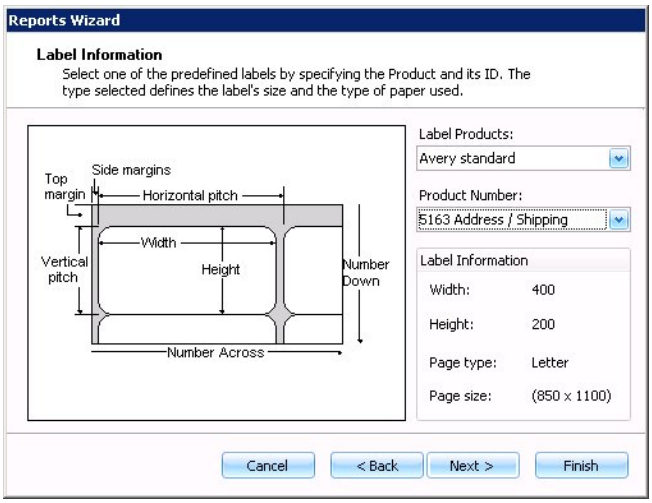
Use this section to

- 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.

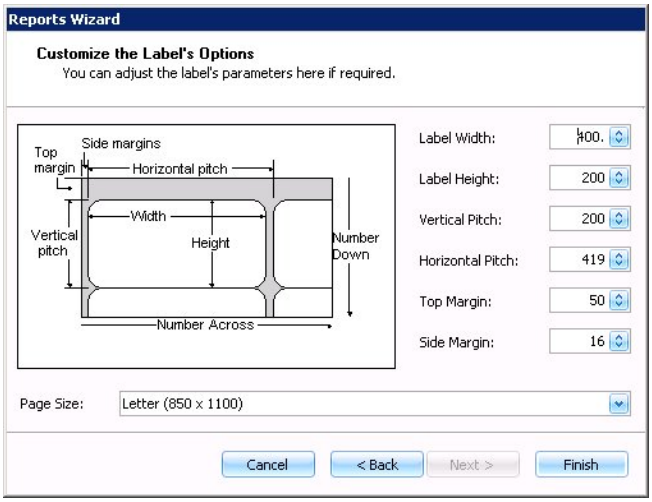


- Select **Design in Report Wizard** to use the design wizard to help design your label.



- 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

Control's boundaries aretoo small for the barco

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

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

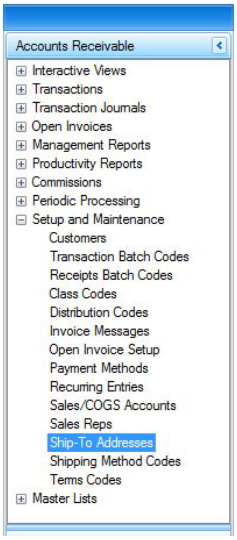
SHIP-TO ADDRESSES

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:

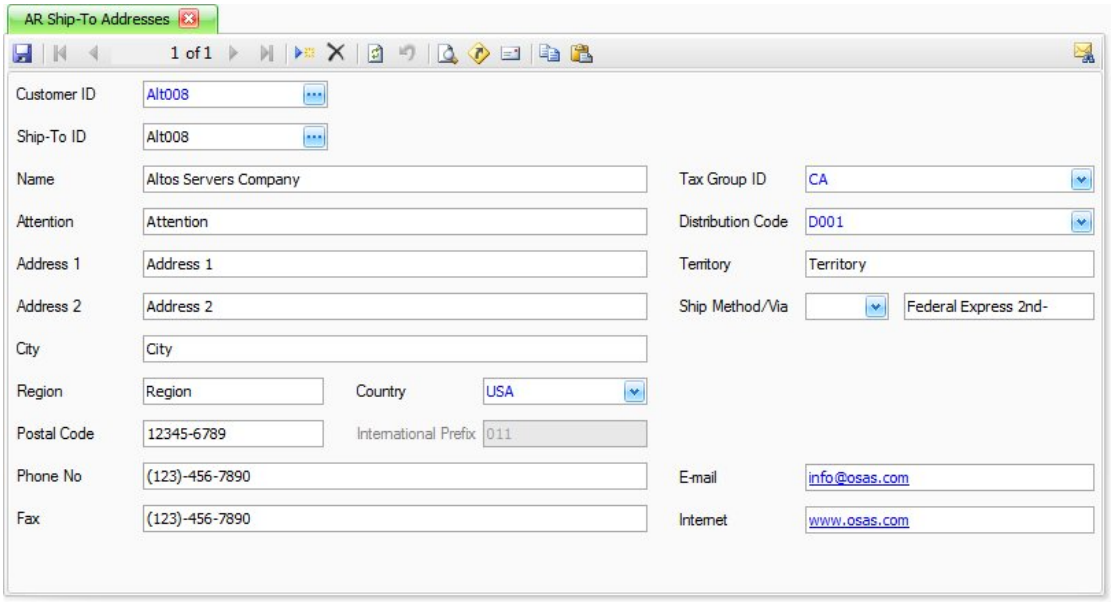
1. Select **Ship-To Addresses** from the **Accounts Receivable, Setup and Maintenance** menu.

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.

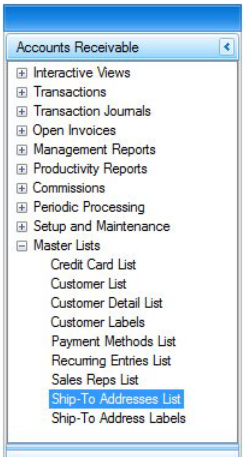
Producing a Ship-To Addresses List

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 Accounts Receivable, Setup and Maintenance menu.

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

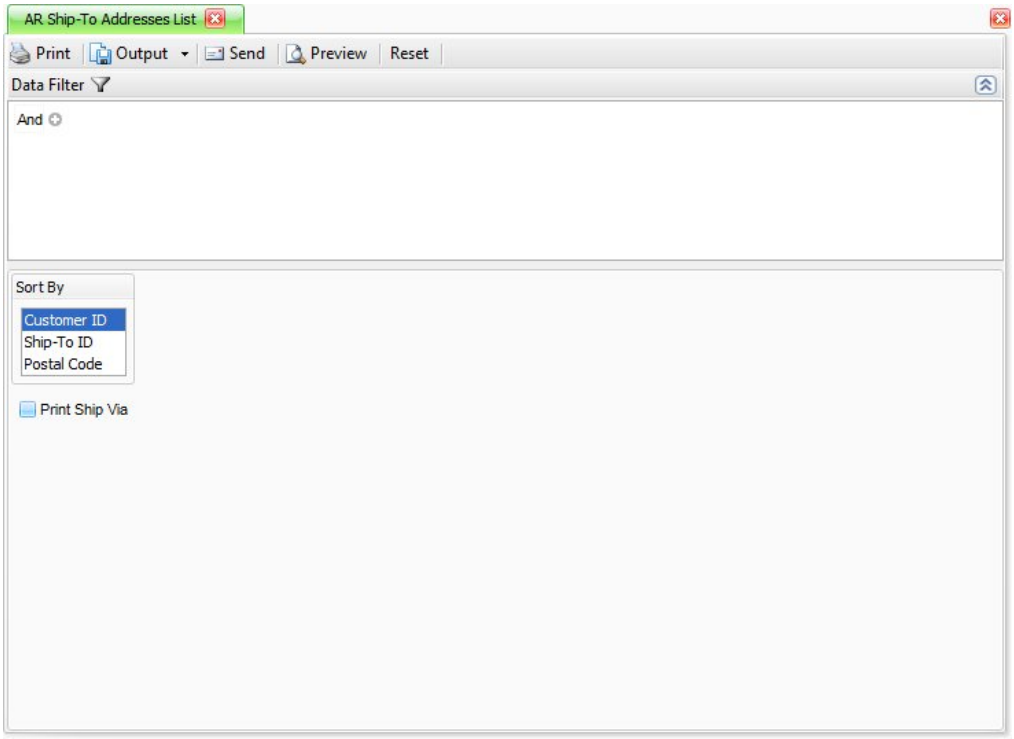
1. Select **Ship-To Addresses List** from the **Accounts Receivable, Master Lists** menu.

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 Page 1
Ship-To Addresses List
Sorted By Customer ID

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

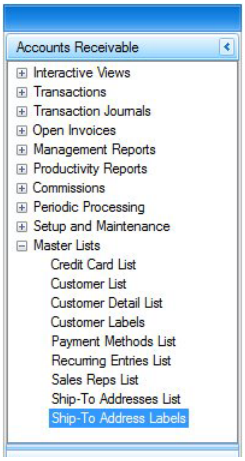
Printing Ship-To Address Labels

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

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

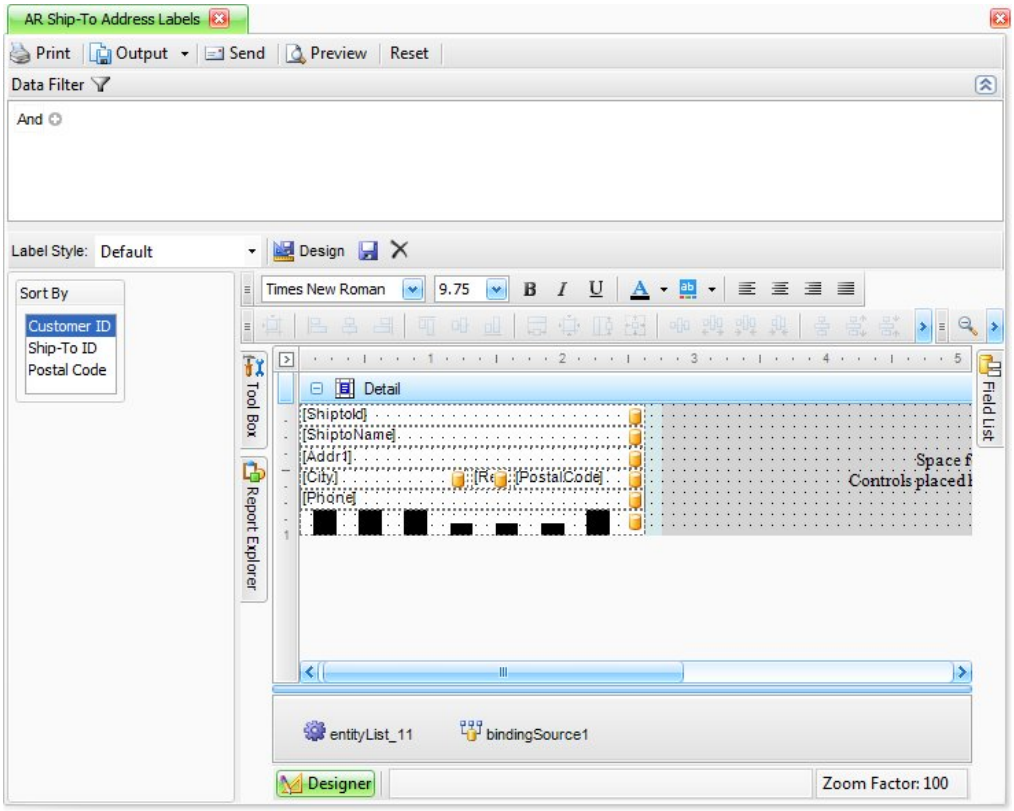
1. Select **Ship-To Address Labels** from the **Accounts Receivable, Master Lists** menu.

Ship-To Address Labels Menu



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

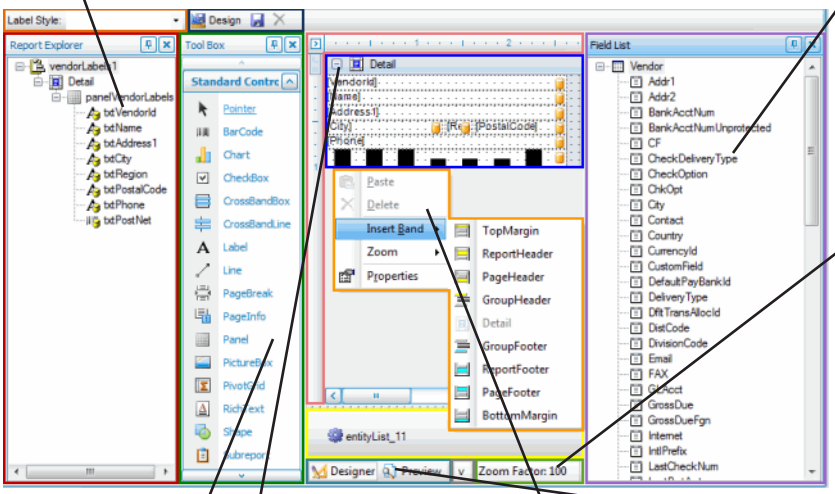
Ship-To Address Labels Screen



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.

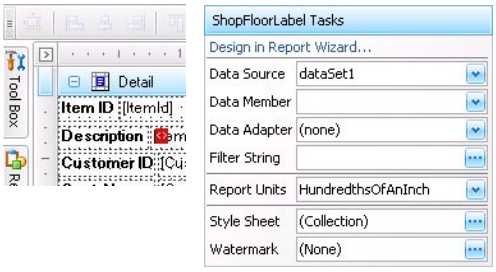
Context Menu
Use this menu after right-clicking any element in the label designer area. It provides you quick access to the most popular options, according to the current context.

Band Strips, Expand/Collapse Buttons, and Editing

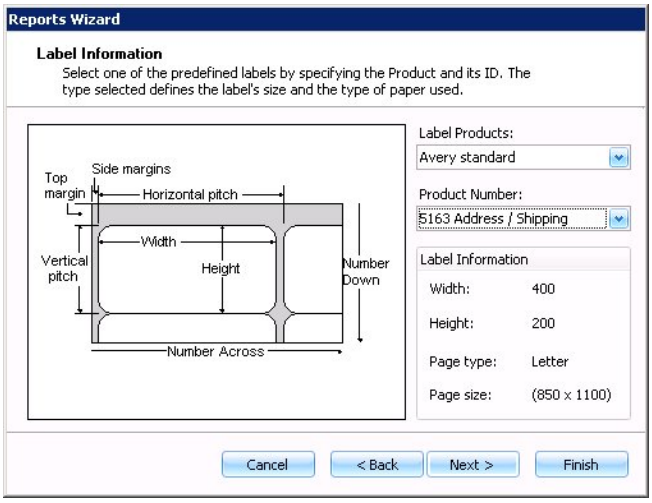
Use this section to

- 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.

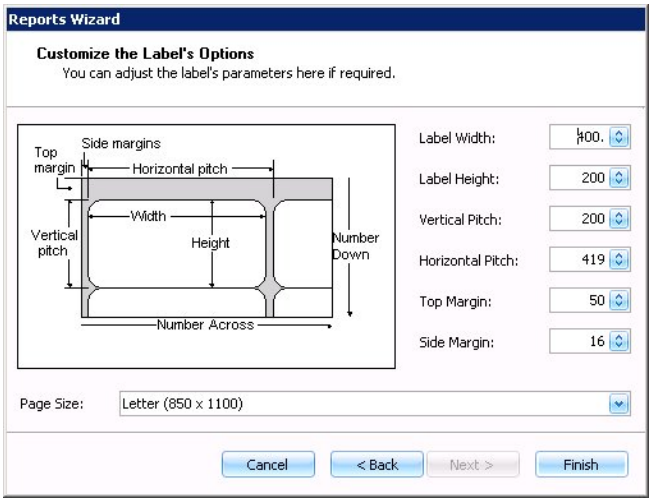


- Select **Design in Report Wizard** to use the design wizard to help design your label.



- 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.

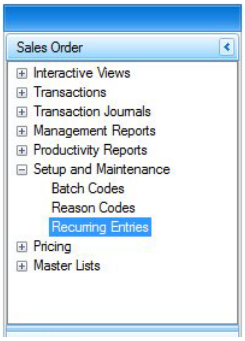
NOTE: The Recurring Entries for both Accounts Receivable and Sales Order are stored in the same table. When you set up recurring entries in Accounts Receivable you will also be able to see those same recurring entries in Sales Order.

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:

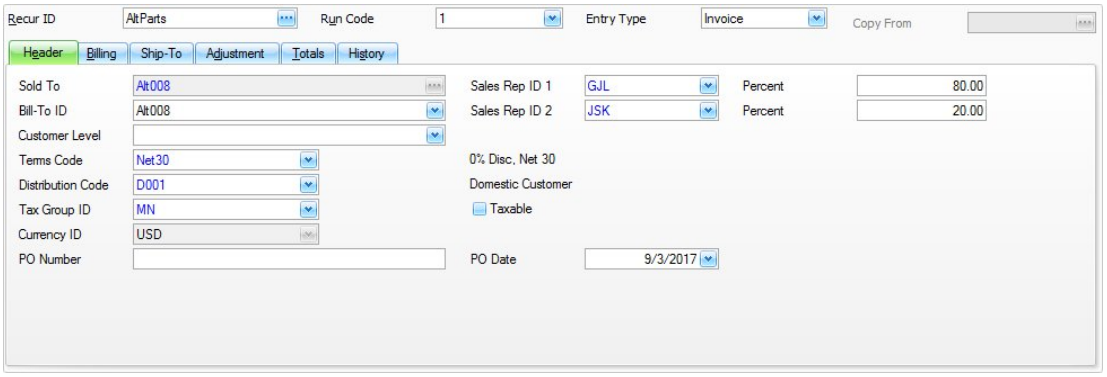
1. Select **Recurring Entries** from the **Setup and Maintenance** menu.

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.

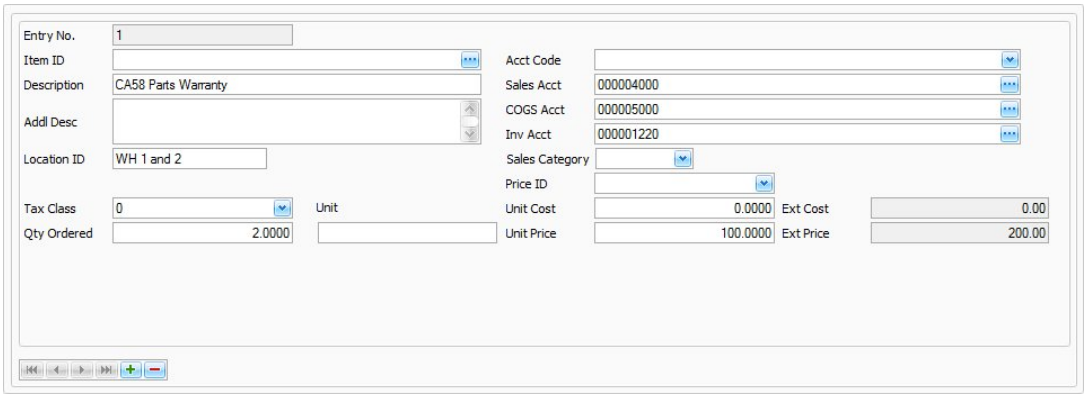
Maint

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.

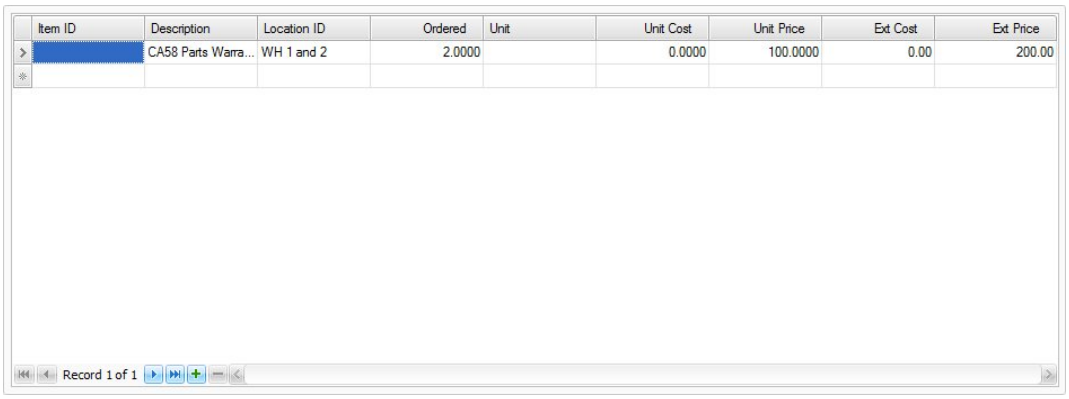
17. If the recurring entry is **Taxable**, select the box; otherwise, clear it.

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

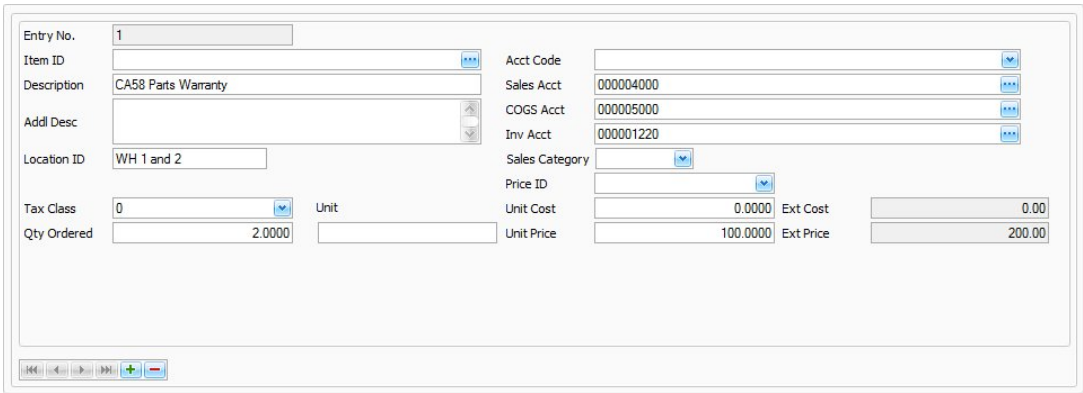
- **Unit Cost**
- **Unit Price**
- **Ext Price** (unit price multiplied by ordered quantity) – can't change
- **Ext Cost** (unit cost multiplied by ordered quantity) – can't change

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 3-5).

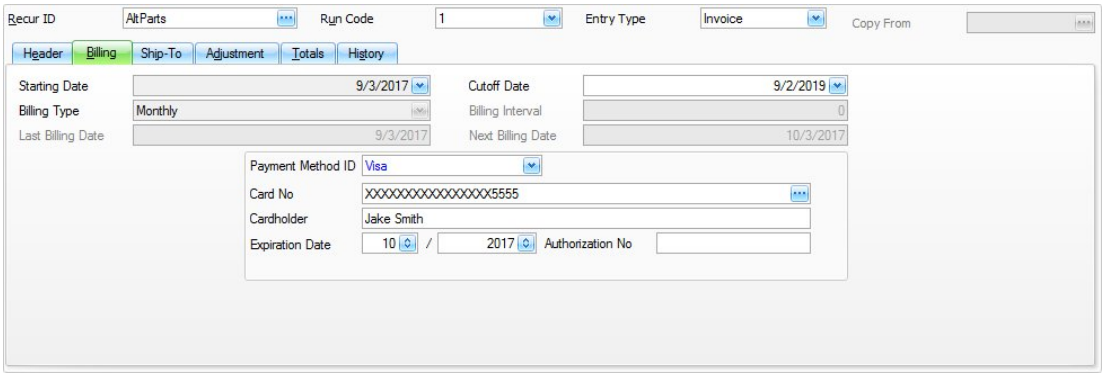
   Additional Descriptions come from System Manager and Inventory if you elected to copy additional descriptions from System Manager and Inventory items in the **Business Rules** function (page 3-5).

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 3-5).
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.

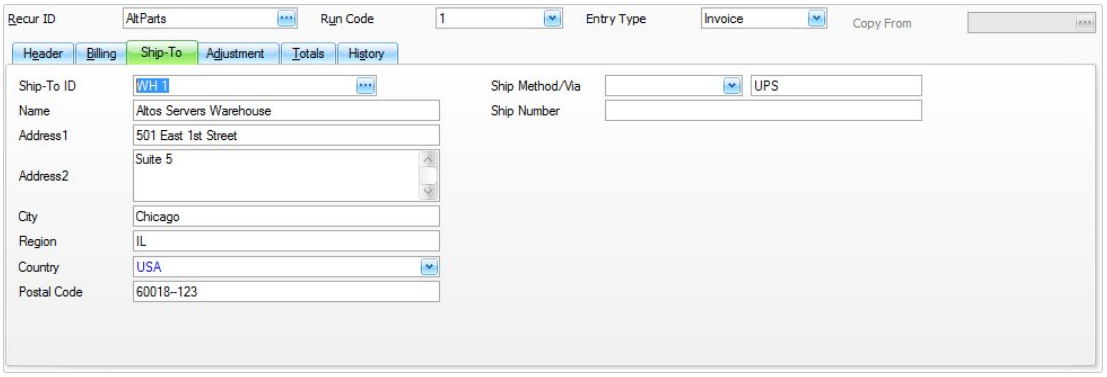
- **Quarterly** will allow you to copy the recurring entry once per quarter. The **Billing Interval** field is disabled and the **Last Billing Date** and **Next Billing Date** are updated with the corresponding dates, when the copy recurring entries function is run, and this recurring entry is included.
- **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 3-130) section for details.

Ship-To Tab



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

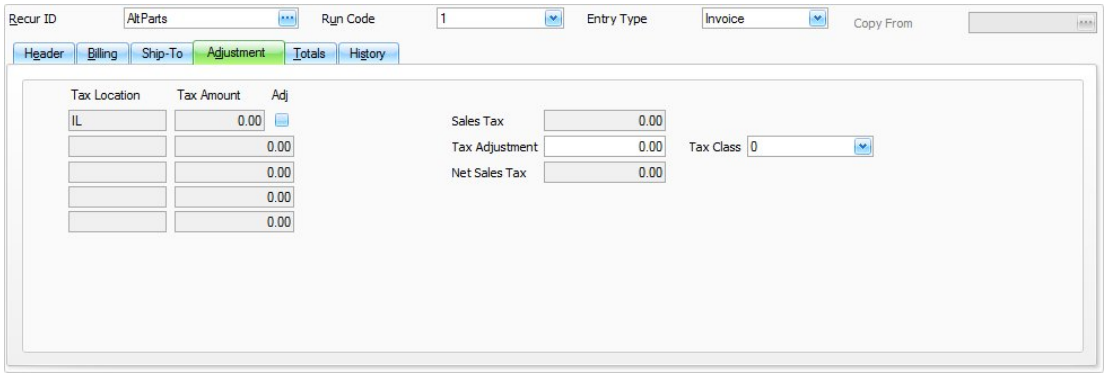
Maint

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



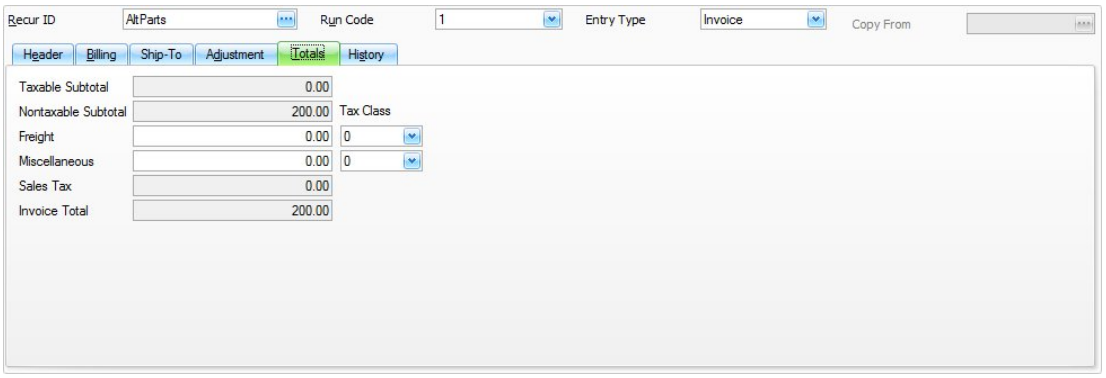
Use the **Adjustment** tab to enter tax adjustment amounts for the Recurring Entry. This tab appears only if the **Taxable** check box is selected on the **Header** tab.

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

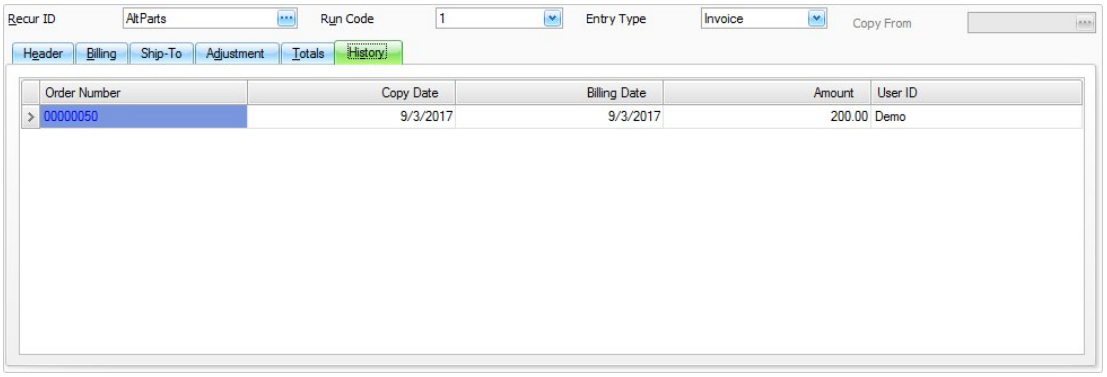


Use the **Totals** tab to view totals for the recurring entry and to enter Freight and Miscellaneous amounts.

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.

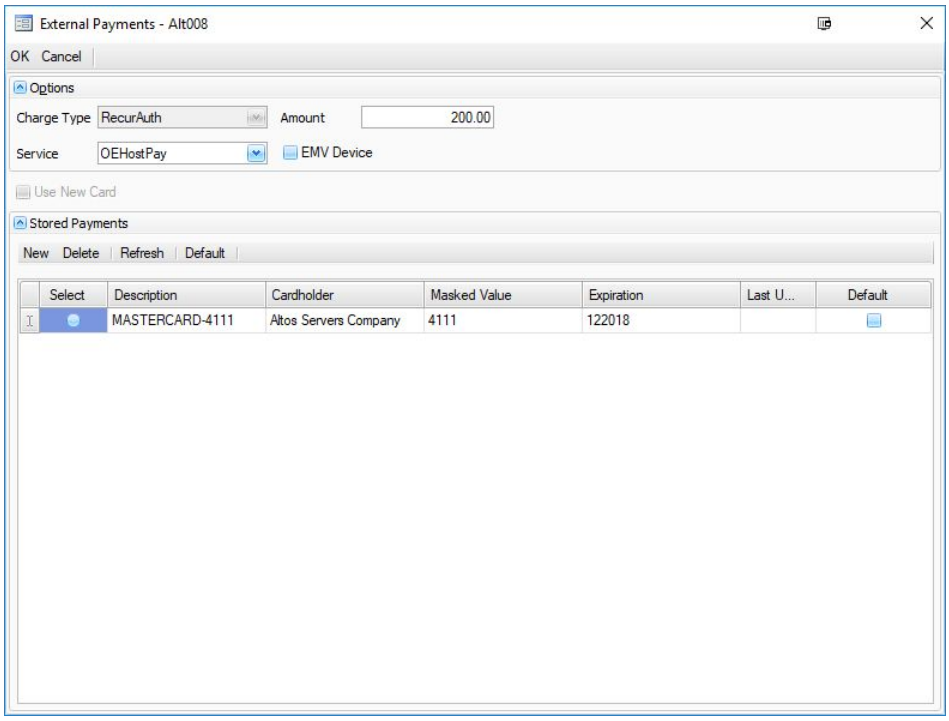
After the invoice has been posted, click the blue **Order Number** to view the Transaction History View for the transaction generated, and posted, from the Recurring Entry.

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 3-73))

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.

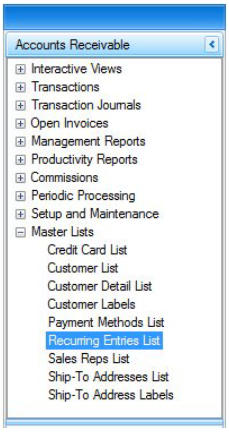
Producing a Recurring Entries List

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:

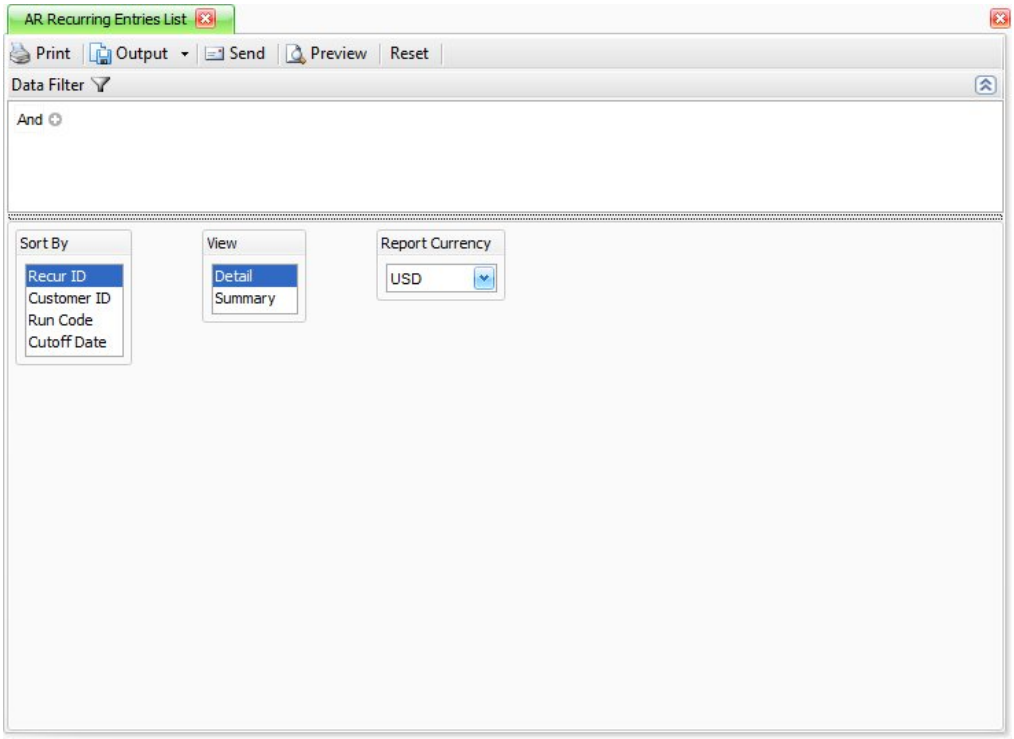
1. Select **Recurring Entries List** from the **Accounts Receivable, Master Lists** menu.

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
Recurring Entries List
Sorted by Recur ID

Page 1
USD

Report Filter

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

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	XXXXXXXXXXX XX7654

Line	Description			Qty	Unit	Unit Cost	Unit Price
GL Acct Sales		GL Acct COGS	GL Acct Inv			Ext Cost	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	Alt008	Altos Servers Company	6/11/2010	GJL	0% Disc, Net 30	Yes
1	Open Order			JSK		

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	Description			Qty	Unit	Unit Cost	Unit Price
GL Acct Sales		GL Acct COGS	GL Acct Inv			Ext Cost	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_SYSTEMS\kenthe

EDIT SALES ORDER NUMBERS

Use the **System Manager, Company Setup, Transaction Numbers** function to assign the Sales Order Number to a transaction, if you selected Yes to Use System-Generated Transaction Numbers in the Business Rules function (page 3-5).

The transactions will start numbering at the next number. For example; if you want to start with Sales Order number 1,000 you would put 999 into the Sales Order Number field. If you selected No to Use System Generated Transaction Numbers you will not set this number, and will have to enter a Sales Order Number for each transaction. See the *System Manager Training Manual* for more details on using the Transaction Numbers function.

REASON CODES

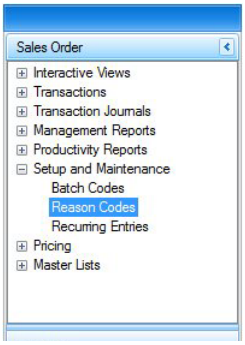
Use the **Reason Codes** function to set up merchandise return Reason Codes for use with RMAs. Use the Reason Codes to determine the reason Items are being returned to you, and to help decide if they should be put back into Inventory or written off when damaged or defective.

Reason Codes are entered into the RMA transaction on the Item Detail area, and also for Items in the Returned Items function.

To work with **Reason Codes**, follow these steps:

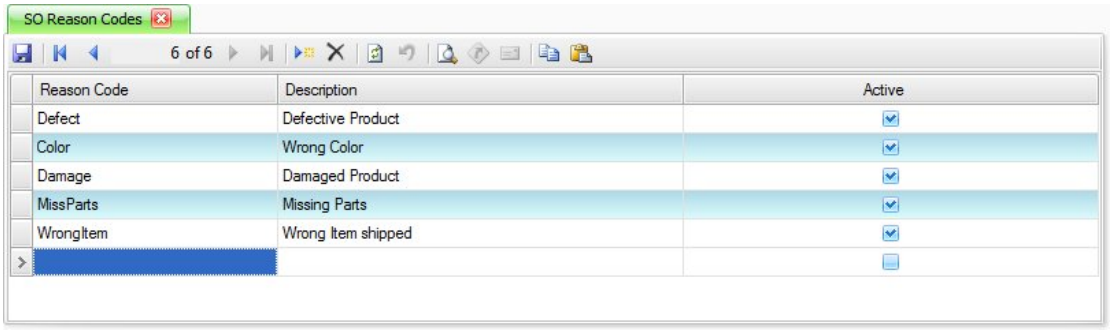
1. Select **Reason Codes** from the **Setup and Maintenance** menu.

Reason Codes Menu



2. The **Reason Codes** screen appears.

Reason Codes Screen



3. Enter a **Reason Code** number or code.
4. Enter a Reason Code **Description**.

5. Select the **Active** check box if the Reason Code is to be available for use in the RMA transaction function. If you would like to make a Reason Code unavailable, without deleting it, uncheck the **Active** box.
6. Close the window when complete.

Task Summary

To create a new Reason Code, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank record appears.
2. Enter a new code in the **Reason Code** field.
3. Enter a **Description** for the Reason Code.
4. If the Reason Code is active, mark the check box in the **Active** column. If the Reason Code is unavailable, clear the check box.
5. Click the **Save** button on the toolbar to save the new Reason Code.

To edit a Reason Code, follow these steps:

1. Select a code to edit from the **Reason Code** field.
2. Edit the fields as necessary.
3. Click the **Save** button on the toolbar to save any changes.

To delete a Reason Code, follow these steps:

1. Select a code to delete from the **Reason Code** field.
2. Click the **Delete** button on the toolbar to delete the selected terminal.
3. Click **Yes** at the “Are you sure you want to delete selected record(s)?” prompt.

Producing a Reason Codes List

Use the **Reason Codes List** function to produce a list of reason codes you set up in the Setup and Maintenance **Reason Codes** function (page 3-139).

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

1. Select the **Print Preview** button to preview the list of Reason 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.

Reason Codes List

Continental Products Unlimited
SO Reason Codes

Page 1

Reason Code	Description	Active
Defect	Defective Product	☑
Color	Wrong Color	☑
Damage	Damaged Product	☑
MissParts	Missing Parts	☑
WrongItem	Wrong Item shipped	☑

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

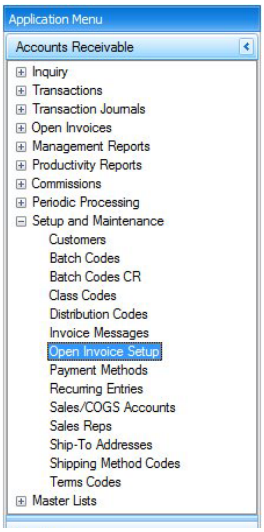
When you run the Open Invoice Setup function for Open Invoice Customers, an invoice is created for each aging period, and an invoice date is assigned for the current periods—the date you enter in the **Current Date** field.

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:

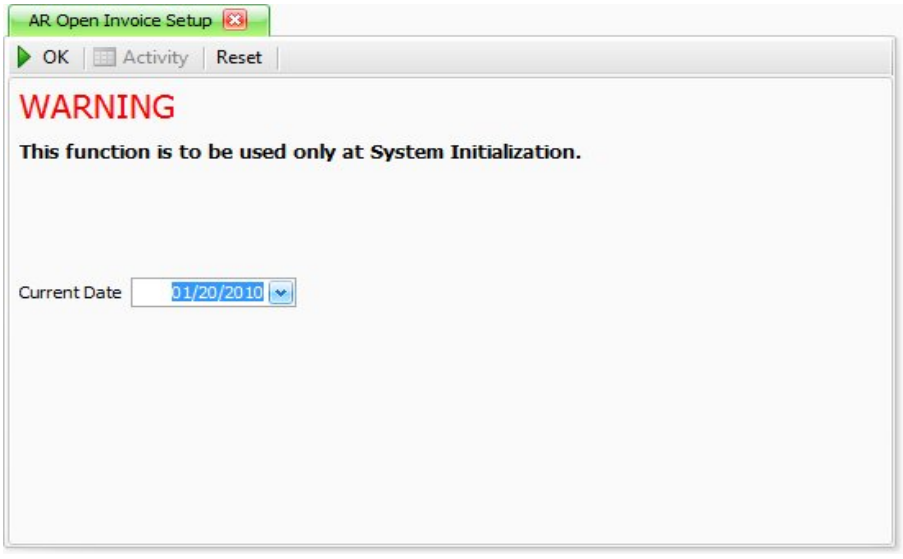
1. Select **Open Invoice Setup** from the **Accounts Receivable, Setup and Maintenance** menu.

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 Pricing

Calculating Price 4-3
Calculating Price Process 4-5
Customer Levels. 4-7
Customer Pricing 4-9
Price Structures 4-23
Promotional Pricing. 4-31
Pricing Flowchart 4-39
Pricing Examples 4-41

4 USING PRICING

CALCULATING PRICE

Price calculations are determined by the following factors:

- Interfaces
- Serialized pricing
- Price breaks and penalties
- Customer level, price structure, and price ID
- Customer-level pricing for the item location
- Promotional pricing

Quantity Price Breaks and Penalties

If Sales Order is interfaced with Inventory, set up price breaks for the unit of measure and Item quantity in the Inventory Item Locations tab.

Customer Levels

Define levels of Customers in the Customer Levels function. (page 4-7)

Customer Pricing

If Sales Order is interfaced with Inventory, use the Customer Pricing function to set up pricing by Item, Location, and Customer Level, and determine whether to apply Promotional Pricing. You can set up multiple price breaks (ranges of discounts) for each Customer based on Customer Level, Item, Location, and Unit of Measure. (page 4-9)

Price Structures

Set up Price IDs in the Price Structures function to store default and Customer Level pricing, adjustment base, and adjustment amount information. Price IDs are assigned to Items in the Inventory Items and Item Locations functions. You also can assign a default Price ID for a Customer in the Accounts Receivable Customer setup in Setup and Maintenance function. (page 4-23)

Promotional Pricing

Set up Promotional Pricing for Price IDs, Customer Levels, Item IDs, Location IDs, Units, and Product Lines, in the Promotional Pricing function. (page 4-31)

CALCULATING PRICE PROCESS

The system applies these conditions to calculate the price of an Item. The overall process is represented by the pricing flowchart on (page 4-39).

1. The calculated price for an Item is initially set to the Base Price for the unit of measure used in the sales transaction.
    - If Sales Order is interfaced with Inventory, the Base Price is set up in the Inventory Item Locations tab.
    - If Sales Order is not interfaced with Inventory, the Base Price is the unit price that is set up in the System Manager Description Items function.
2. If Sales Order is interfaced with Inventory, the following conditions exist:
    - If the Item is priced by Serial Number, the system-calculated price becomes the Serial Number price.
    - If Customer Pricing is set up for the Item and an Inventory Price Break is assigned to the Customer Level and the Adjustment Base is Calculated Price, the quantity break is applied to the price calculation if applicable.
    - If an adjustment is based on Customer Level with Item and Location and the Adjustment Base is Calculated Price, the system applies the adjustment based on the quantity break price if applicable.
3. If a Price Structure is set up for the selected Price ID, the following conditions exist:
    - If the Customer Level is set up within the structure, the system applies the adjustment.
    - If the Customer Level is not set up within the Price Structure, the system applies the default adjustment.

    The Adjustment Base is set up according to the following criteria:

No Base	The system ignores previous price calculations and uses the adjustment amount as the calculated amount. The only option for the type of adjustment is Amount. You need to be very careful with this Adjustment Base. The amount typed in the Amount field will be the price of the Item when applicable.

Standard Cost	The system ignores previous price calculations and uses the Standard Cost of the Item determined by the Item's cost components. Use the Inventory Item Locations function to set up Standard Cost.
Base Cost	The system ignores previous price calculations and uses the fixed Base Cost set up in Inventory, Item Locations, to calculate the adjustment amount.
Average Price	The system ignores previous price calculations and uses the weighted average of selling prices to calculate the adjustment amount.
Base Price	The system ignores previous price calculations and uses the fixed Base Price from the Inventory, Item Locations to calculate the adjustment amount.
List Price	The system ignores previous price calculations and uses the manufacturer's suggested retail price from Inventory, Item Locations to calculate the adjustment amount.
Minimum Price	The system ignores previous price calculations and uses the lowest price from Inventory, Item Locations to sell an Item to calculate the adjustment amount.
Calculated Price	The system compounds the adjustment on top of the price calculated so far.
Last Cost	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

4. If a promotion is available for the Customer and if the promotion price is less than the system-calculated price, the promotion price is applied. If more than one Promotional Price is set up, the system defaults to the promotion with the Start Date closest to the workstation date.

CUSTOMER LEVELS

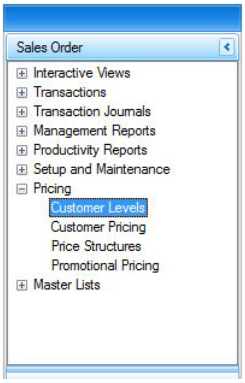
Use the **Customer Levels** function to define and describe levels of Customers. You can use these levels to assign price adjustments and promotional pricing to individual Customers or groups of Customers. Examples of Customer Levels are retail, wholesale, and dealer.

The system uses Customer Levels to determine the pricing structure when a sales transaction is recorded.

To set up **Customer Levels**, follow these steps:

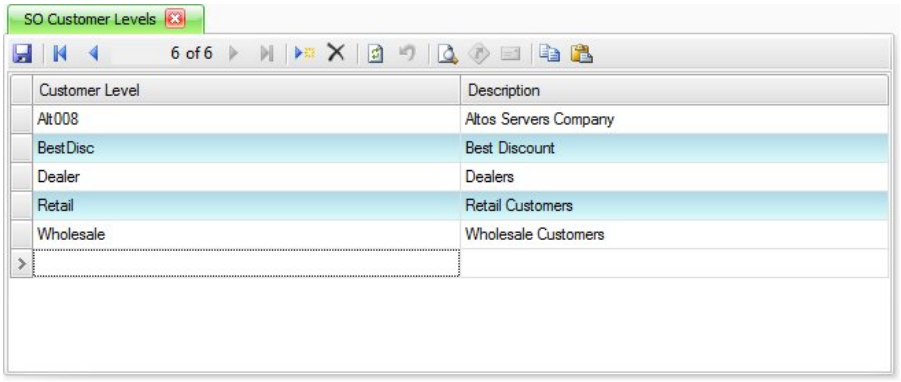
1. Select **Customer Levels** from the **Pricing** menu.

Customer Levels Menu



2. The **Customer Levels** screen appears.

Customer Levels Screen



3. Select or enter the **Customer Level**. This level can be assigned to one Customer or to a group of Customers.
4. Enter the **Description** of the Customer Level.

Producing the Customer Levels List

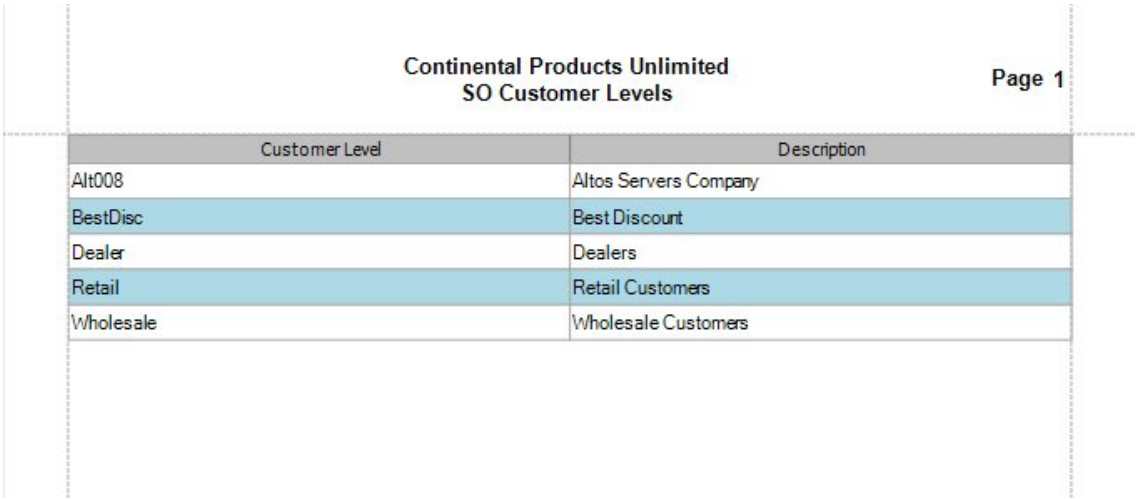
Use the **Customer Levels List** function to produce a list of the customer levels you defined in the Customer Levels function (page 4-7).

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

1. Select the **Print Preview** button to preview the list of Customer Levels.
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.

Customer Levels List



Continental Products Unlimited
SO Customer Levels
Page 1

Customer Level	Description
Alt008	Altos Servers Company
BestDisc	Best Discount
Dealer	Dealers
Retail	Retail Customers
Wholesale	Wholesale Customers

CUSTOMER PRICING

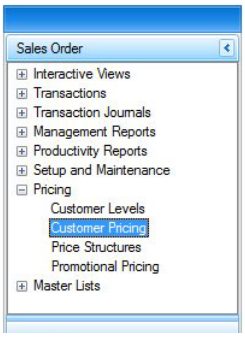
Use the **Customer Pricing** function to set up pricing by Item, Location, and Customer Level. This function is available only if Sales Order is interfaced with Inventory.

You will have the option to set up your Customer Pricing by Item ID or by Customer Level using the View button on the toolbar.

To set up **Customer Pricing**, follow these steps:

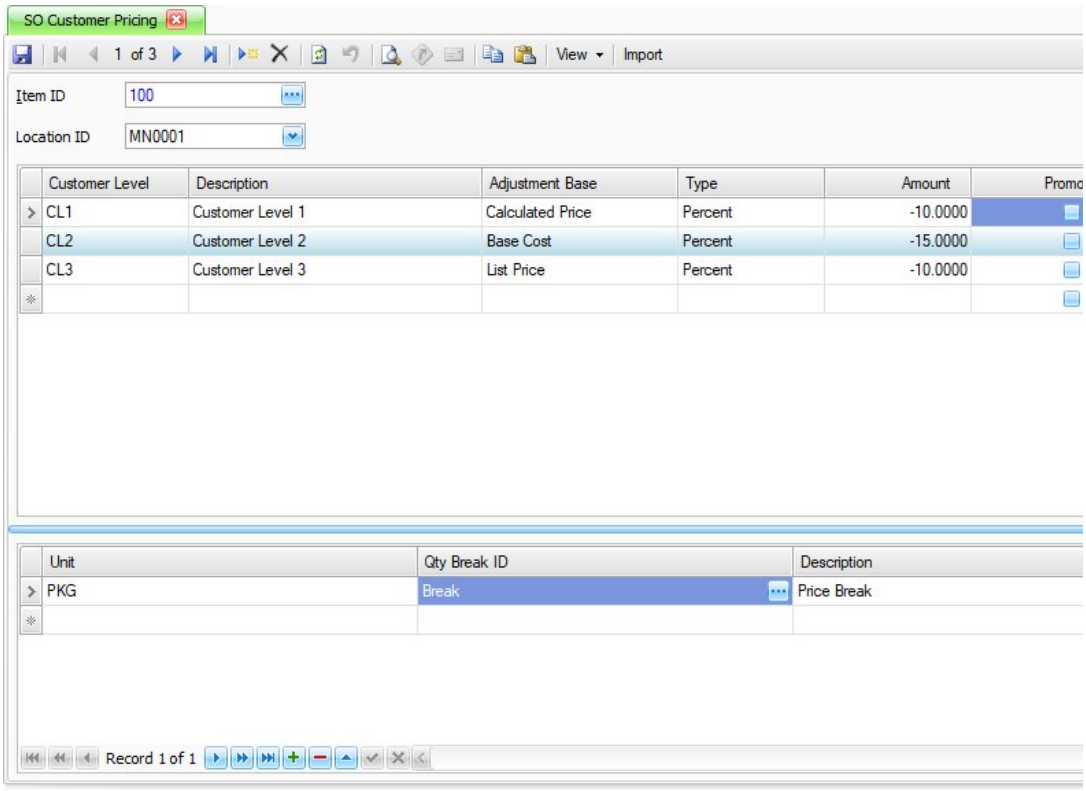
1. Select **Customer Pricing** from the **Pricing** menu.

Customer Pricing Menu



2. The **Customer Pricing** screen appears.

Customer Pricing Screen by Item



3. Select **By Item** from the **View** button menu on the toolbar.

Maint

4. Select or enter the **Item ID** for which to set up Customer Pricing.

Maint

5. Select the **Location ID** for which to set up Customer Pricing.

Maint

6. Select the **Customer Level** for which to set up pricing. The **Description** appears.

7. Select the **Adjustment Base**:

Base	Description
No Base	amount entered in the Amount field is used as the adjusted price (type must be amount)
Standard Cost	cost of the Item determined by the Item's Standard Cost set up in Inventory, Item Locations

Base	Description
Base Cost	cost of the Item determined by the Item's Case Cost set up in Inventory, Item Locations
Average Price	weighted average of selling prices taken from the Average Price field in Inventory, Item Locations
Base Price	fixed base price set up in Inventory, Item Locations
List Price	manufacturer's suggested retail price of the Item set up in Inventory, Item Locations
Minimum Price	the lowest price to sell the Item, from the Minimum Price field set up in Inventory, Item Locations
Calculated Price	the adjustment on top of the price calculated so far.
Last Cost	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

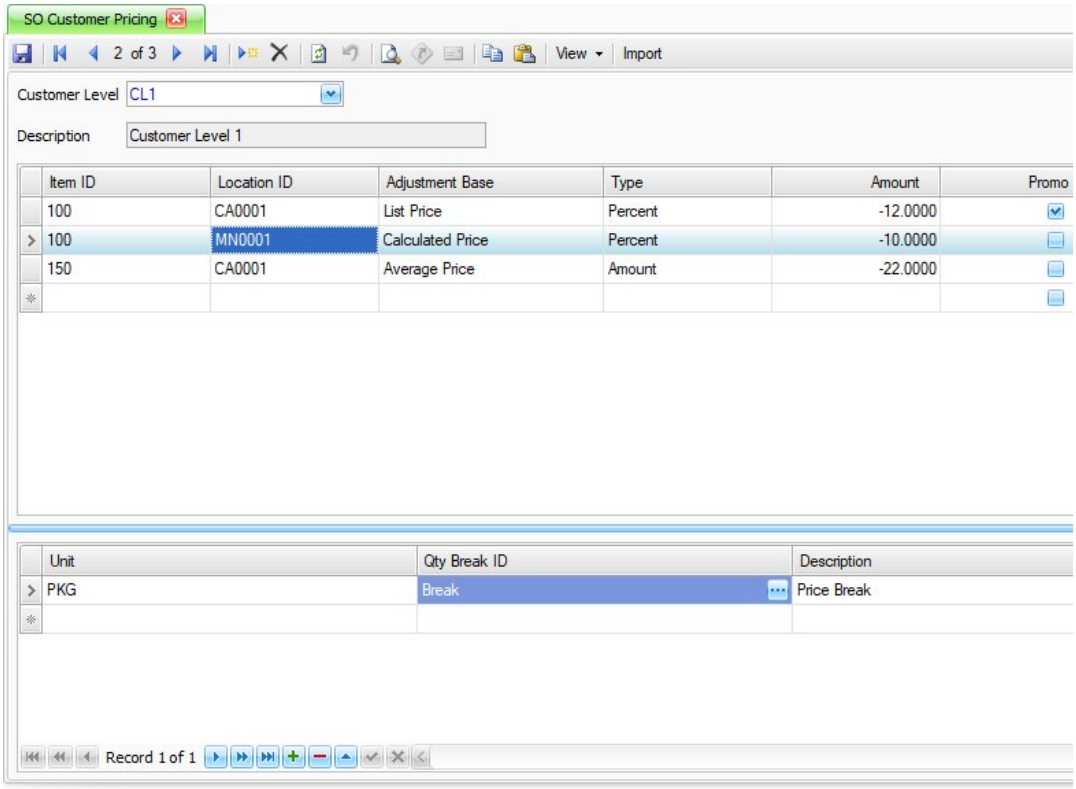
8. Select the **Adjustment Type**:
    - The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
    - The **Percent** selection will add to or reduce the price by the percentage entered.
9. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount, enter the discount percent as -5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.
10. Select the **Promo** check box to apply Promotions to the adjustment; otherwise, clear the check box. In other words, are you allowing the Customer to have promotions applied on top of their regular Customer Level discount.
11. In the lower portion of the screen, set up price breaks by Unit by selecting a **Unit**.
12. Select a **Qty Break ID** for the Unit.

Maint

NOTE: To include the Quantity Break in the final price calculation you must select Calculated Price as the Adjustment Base.

13. Repeat Steps 11 and 12 as necessary.
14. For each Customer Level for the Item's Location, repeat Steps 6 through 12.

Customer Pricing Screen by Customer Level



1. Select **By Customer Level** from the **View** button menu on the toolbar.

Maint

2. Select or enter the **Customer Level** for which to set up Customer Pricing.
3. The Customer Level **Description** is displayed.

Maint

4. Select the **Item ID** for the Item for which to set up pricing for this Customer Level.
5. Select the **Location ID** of the Location for the item for which to set up Customer Pricing.

6. Select the **Adjustment Base**. The following list contains valid options:

Base	Description
No Base	amount entered in the Amount field is used as the adjusted price (type must be amount)
Standard Cost	cost of the Item determined by the Item's Standard Cost set up in Inventory, Item Locations
Base Cost	cost of the Item determined by the Item's Base Cost set up in Inventory, Item Locations
Average Price	weighted average of selling prices taken from the Average Price field in Inventory, Item Locations
Base Price	fixed base price set up in Inventory, Item Locations
List Price	manufacturer's suggested retail price of the Item set up in Inventory, Item Locations
Minimum Price	the lowest price to sell the Item, from the Minimum price field set up in Inventory, Item Locations
Calculated Price	the adjustment on top of the price calculated so far.
Last Cost	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

7. Select the **Adjustment Type**:
    - The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
    - The **Percent** selection will add to or reduce the price by the percentage entered.
8. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount enter the discount percent as -5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.

9. Check the **Promo** check box to apply Promotions to the adjustment; otherwise, clear the check box. In other words, are you allowing the Customer to have promotions applied on top of their regular Customer Level discount.
10. In the lower portion of the screen, set up price breaks by Unit by selecting a **Unit**.
11. Select a **Qty Break ID** for the Unit.

Maint

NOTE: To include the Quantity Break in the final price calculation you must select Calculated Price as the Adjustment Base.

12. Repeat Steps 11 and 12 as necessary.
13. For each Item for the Customer Level, repeat Steps 4 through 11.

Command Buttons

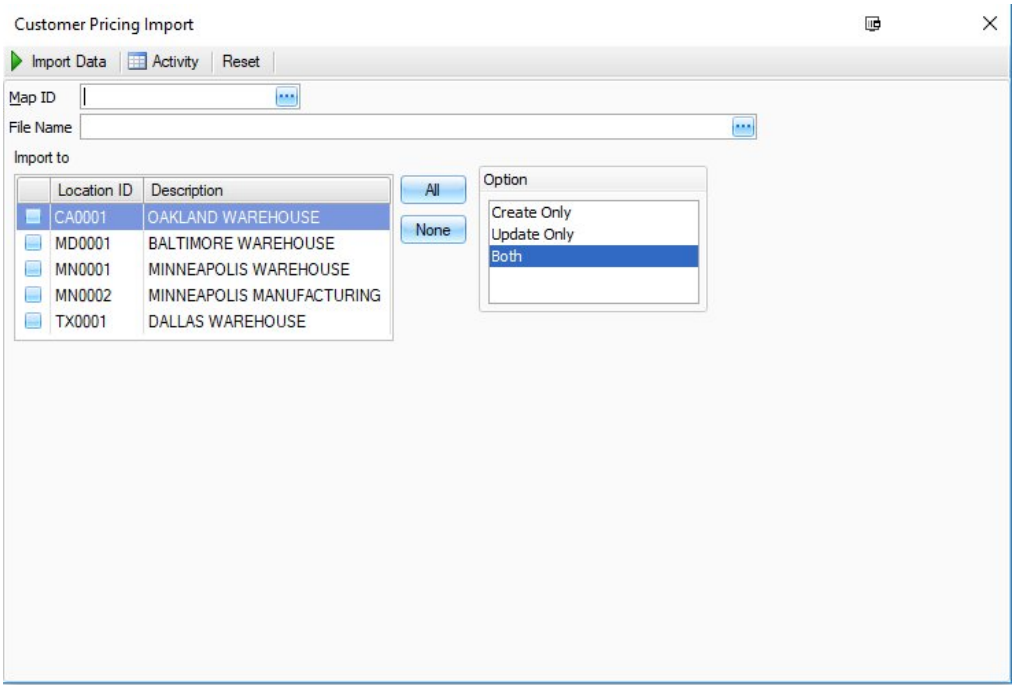
Name	Description
View	View Customer Pricing by Item ID or Customer Level.
Import	Open the Customer Pricing Import screen.

Customer Pricing Import

If you have an import map defined for customer pricing, you can import that data into the Customer Pricing function.

1. Click the **Import** button and the Customer Pricing Import screen is displayed.

Customer Pricing - Customer Pricing Import Screen



2. Select a **Map ID** from the drop-down list.

   Only Import Map Definitions set up as Price will be displayed in the drop-down list.

3. Browse to the file you want to import using the **Browse** button in the **File Name** field.

4. Mark the check boxes of the **Location IDs** to which you want to import the data. Use the **All** button to mark all Location IDs, or use the **None** button to clear all the check boxes.

5. Select an **Option** for the imported data:

   - Select **Create Only** to import only the data that does not already exist in Customer Pricing.
   - Select **Update Only** to import only the data that currently exists in Customer Pricing.

NOTE: The imported data will overwrite current data for matching records.

   - Select **Both** to import all data in the import file.

NOTE: Imported data will overwrite current data for matching records.

6. Select a command button:

Command Buttons

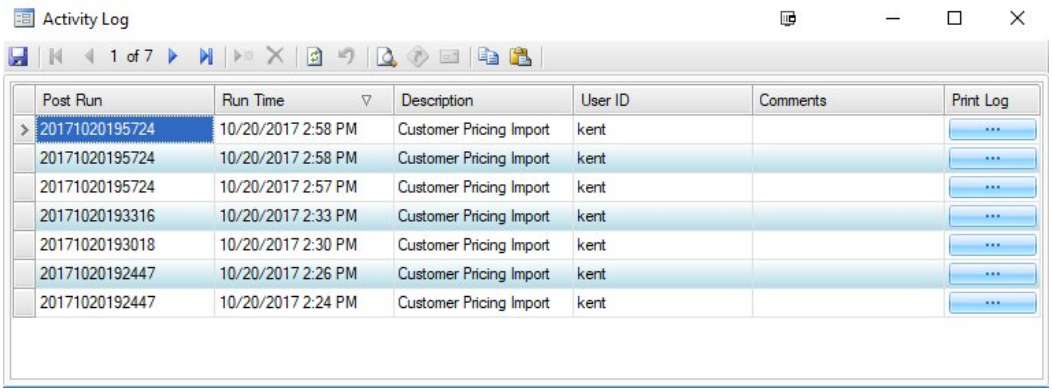
Name	Description
Import Data	Import Customer Level Pricing data.
Activity	Display the Activity Log to view posting activity.
Reset	Set all fields to their default values.

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 import was made.
Description	The import description.
User ID	The user who performed the import.
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.

Import Pricing Log

Continental Products Unlimited
Customer Pricing Import Log

Page 1

20171020195724

Item ID	Location ID	Customer Level	UOM	Error Message
100	CA0001	Alt008	1	Invalid for detail processing.
100	MN0001	Alt008		Invalid for header processing.
100	CA0001	CL1	1	Invalid for detail processing.
100	MN0001	CL1	1	Invalid for detail processing.
100	CA0001	CL2	1	Invalid for detail processing.
100	MN0001	CL2	1	Invalid for detail processing.
100	CA0001	CL3	1	Invalid for detail processing.
100	MN0001	CL3	1	Invalid for detail processing.
100	CA0001	CL1	0	Invalid for detail processing.
100	MN0001	CL1	0	Invalid for detail processing.
100	CA0001	CL2	0	Invalid for detail processing.
100	MN0001	CL2	0	Invalid for detail processing.
100	CA0001	CL3	0	Invalid for detail processing.
100	MN0001	CL3	0	Invalid for detail processing.
150	CA0001	CL1	0	Invalid for detail processing.
150	MN0001	CL1	0	Invalid for header processing.
150	CA0001	CL2	0	Invalid for detail processing.
150	MN0001	CL2		Invalid for header processing.
150	CA0001	CL3	0	Invalid for detail processing.
150	MN0001	CL3		Invalid for header processing.

10/20/2017 2:58 PM

*** End of Report ***

OPEN_SYSTEMS\Kent.Heitkamp

Task Summary

To add a Customer Pricing record, follow these steps:

1. Select **Customer Pricing** from the **Pricing** menu. The Customer Pricing screen appears.
2. Select **By Item** or **By Customer Level** from the **View** button menu on the toolbar.
3. Enter the required information into the Item ID or Customer Level, Adjustment Base, Type, Amount, and Promo check box.
4. Select the Unit and Qty Break ID if you wish to apply quantity breaks to the Customer Pricing.
5. Click the **Save** button on the toolbar to save your changes.

To edit a Customer Pricing record, follow these steps:

1. Select **Customer Pricing** from the **Pricing** menu. The Customer Pricing screen appears.
2. Select the **Item ID** or **Customer Level** to edit. The Customer Pricing information appears.
3. Edit the appropriate fields.
4. Click the **Save** button on the toolbar to save your changes.

To delete a Customer Pricing record, follow these steps:

1. Select **Customer Pricing** from the **Pricing** menu. The Customer Pricing screen appears.
2. Select the **Item ID** or **Customer Level** to delete.
3. Select the Customer Level or Item ID records in the grid to delete.
4. Press the **Delete** hot key (F3) or the **Delete** button on the toolbar.

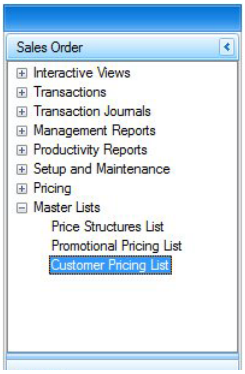
Producing a Customer Pricing List

Use the **Customer Pricing List** function to produce a list of the Customer Prices you defined in the Customer Pricing function (page 4-9).

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

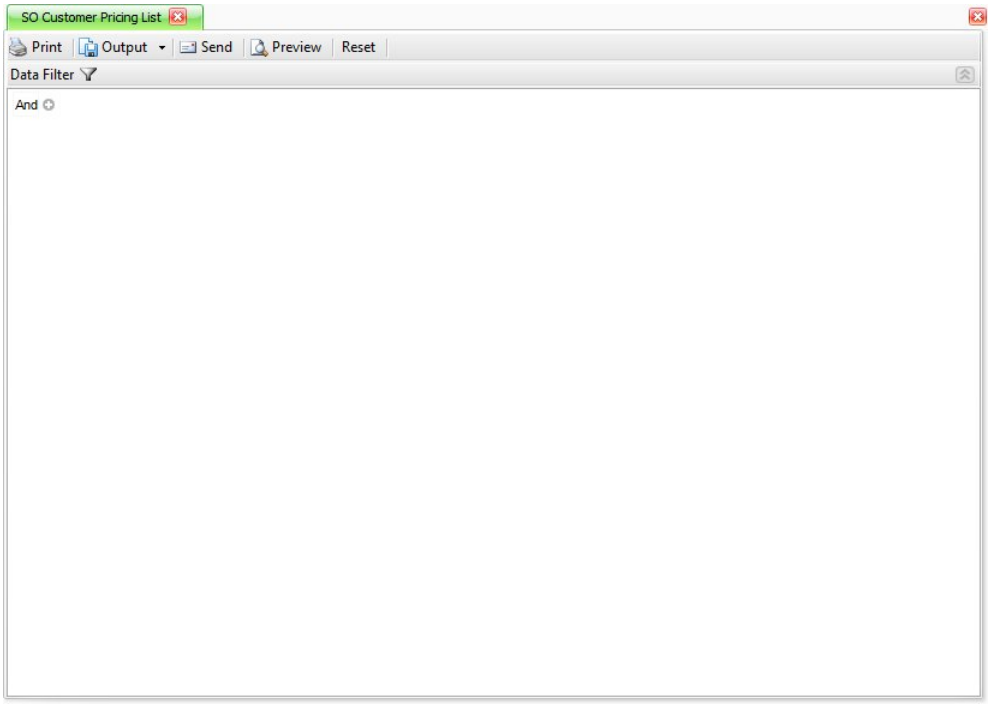
1. Select **Customer Pricing List** from the **Master Lists** menu.

Customer Pricing List Menu



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

Customer Pricing 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 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 Pricing List

Continental Products Unlimited
Customer Pricing List

Report Filter

Item ID	Description	Location ID	Customer Level	Description	Adj Base	Adj Type	Adj Amount	Promo
100	Electrical Package	CA0001	Alt008	Altos Servers Company	Base Price	Amount	-10.0000	Yes
			CL1	Customer Level 1	List Price	Percent	-10.00	Yes
			CL2	Customer Level 2	List Price	Percent	-15.00	Yes
			CL3	Customer Level 3	List Price	Percent	-20.00	Yes
100	Electrical Package	MN0001	Customer Level	Description	Adj Base	Adj Type	Adj Amount	Promo
			CL1	Customer Level 1	Base Price	Percent	-10.00	No
			CL2	Customer Level 2	Minimum Price	Percent	-10.00	No
			CL3	Customer Level 3	List Price	Percent	-10.00	No
150	Plumbing Package	CA0001	Customer Level	Description	Adj Base	Adj Type	Adj Amount	Promo
			CL1	Customer Level 1	Average Price	Amount	-25.0000	No
			CL2	Customer Level 2	Average Price	Amount	-30.0000	No
			CL3	Customer Level 3	Average Price	Amount	-35.0000	No

10/20/2017 12:00 PM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

PRICE STRUCTURES

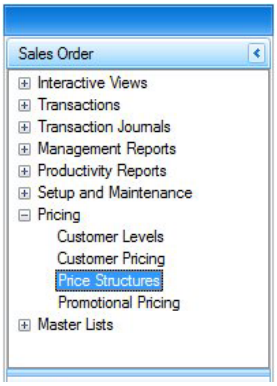
Use the **Price Structures** function to store Customer-Level pricing, Default pricing, Adjustment Base, and Adjustment Amount information. If a Customer Level is not found, the Default Pricing information is used.

Price adjustments for each Customer Level can be set up by Price ID with the adjustments the Customer should receive for the Price Structure.

To set up **Price Structures**, follow these steps:

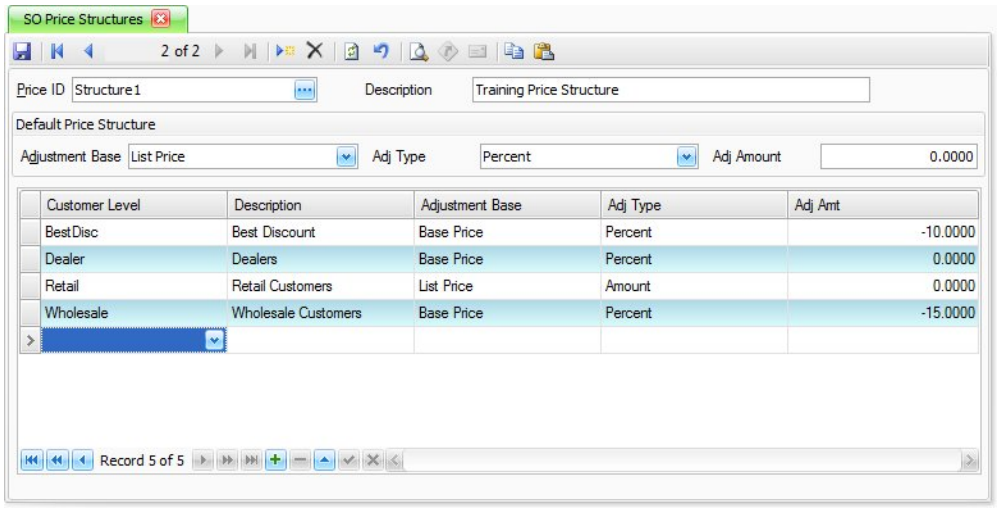
1. Select **Price Structures** from the **Pricing** menu.

Price Structures Menu



2. The **Price Structures** screen appears.

Price Structures Screen



Maint

3. Select or enter the **Price ID**.
4. The **Description** appears or enter the Description.
5. Select the **Default Adjustment Base**:

Base	Description
No Base	amount entered in the Amount field is used as the adjusted price (type must be amount)
Standard Cost	cost of the Item determined by the Item's Standard Cost set up in Inventory, Item Locations
Base Cost	cost of the Item determined by the Item's Base Cost set up in Inventory, Item Locations
Average Price	weighted average of selling prices taken from the Average Price field in Inventory, Item Locations
Base Price	fixed base price set up in Inventory, Item Locations
List Price	manufacturer's suggested retail price of the Item set up in Inventory, Item Locations

Base	Description
Minimum Price	the lowest price to sell the Item, from the Minimum price field set up in Inventory, Item Locations
Calculated Price	the adjustment on top of the price calculated so far.
Last Cost	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

6. Select the **Adjustment Type**:
    - The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
    - The **Percent** selection will add to or reduce the price by the percentage entered.
7. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount enter the discount percent as -5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.

Maint

8. Select the **Customer Level**. The description appears.
9. Select the **Adjustment Base**. Valid options are the same as those in step 2.
10. Select the **Adjustment Type**:
    - The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
    - The **Percent** selection will add to or reduce the price by the percentage entered.
11. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount enter the discount percent as -5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.

Task Summary

To add a Price Structure, follow these steps:

1. Select **Price Structures** from the **Pricing** menu. The Price Structures screen appears.
2. Click the **New Record** button on the toolbar. A blank **Price Structures** screen appears.

3. Enter the required information into the Price ID, Default Adjustment Base, Default Adj Type, Default Adj Amount, Customer Level, Adjustment Base, Adj Type, and Adj Amount.
4. Click the **Save** button on the toolbar to save your changes.

To edit a Price Structure, follow these steps:

1. Select **Price Structures** from the **Pricing** menu. The Price Structures screen appears.
2. Select the **Price ID** to edit. The Price ID information appears.
3. Edit the appropriate fields.
4. Click the **Save** button on the toolbar to save your changes.

To delete a Price Structure, follow these steps:

1. Select **Price Structures** from the **Pricing** menu. The Price Structures screen appears.
2. Select the **Price ID** to delete.
3. Press the **Delete** hot key (F3) or the **Delete** button on the toolbar.

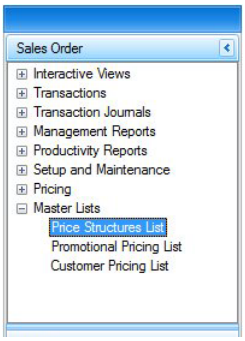
Producing the Price Structures List

Use the **Price Structures List** function to produce a list of the price IDs you defined in the Price Structures function (page 4-23).

To produce a **Price Structures List**, follow these steps:

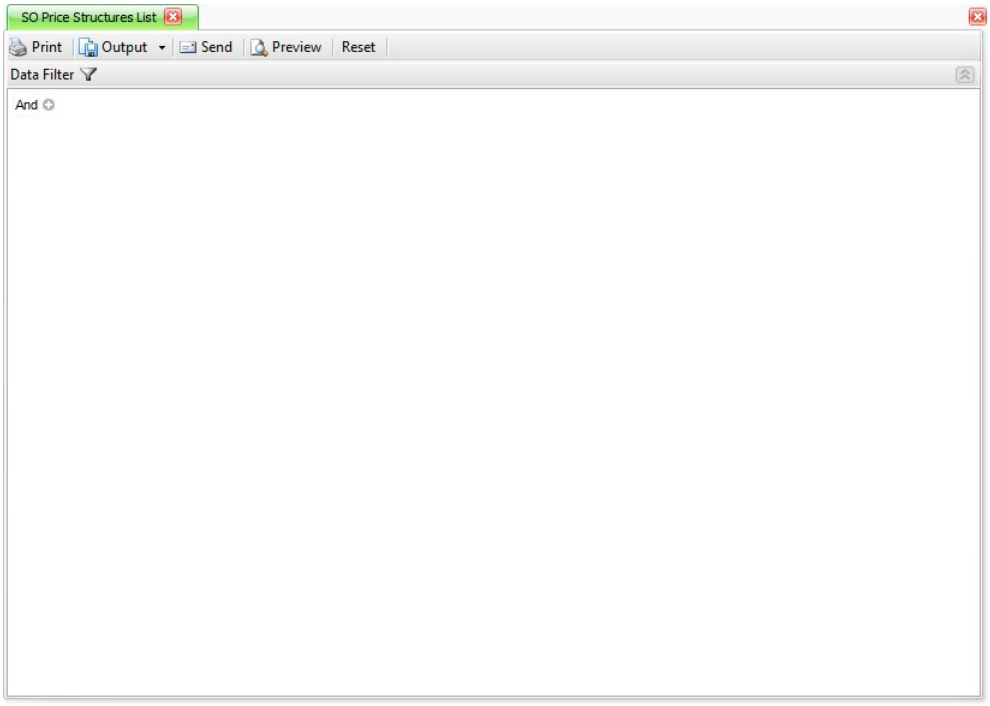
1. Select **Price Structures List** from the **Master Lists** menu.

Price Structures List Menu



2. The **Price Structures List** screen appears.

Price Structures 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 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.

Price Structures List

Continental Products Unlimited
Price Structures List

Page 1

Report Filter

Price ID	Description	Customer Level	Description	Adj Base	Adj Type	Adj Amount
R1		DefaultLevel	Default Price Structure	Average Price	Percent	-10.00
		Alt008		Average Price	Percent	-20.00
Structure1	Training Price Structure	DefaultLevel	Default Price Structure	List Price	Percent	0.00
		BestDisc	Best Discount	Base Price	Percent	-10.00
		Dealer	Dealers	Base Price	Percent	0.00
		Retail	Retail Customers	List Price	Amount	0.0000
		Wholesale	Wholesale Customers	Base Price	Percent	-15.00

3/25/2010 12:49 PM

*** End of Report ***

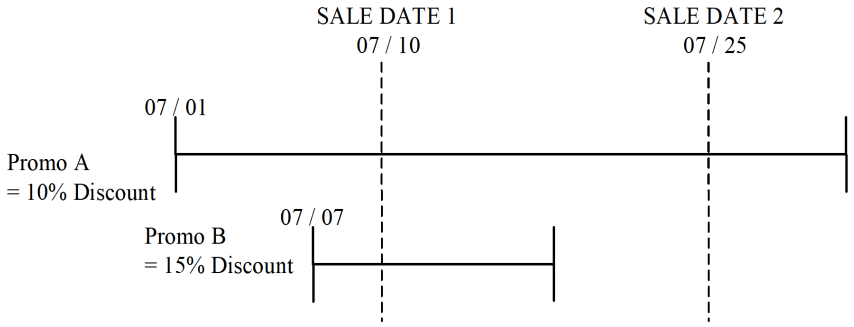
OPEN_SYSTEMS\kenthe

PROMOTIONAL PRICING

Use the **Promotional Pricing** function to identify a promotion, the length of the promotion, and the Items to which it applies.

If a Promotional Price is available for the Customer and if the Promotional Price is less than the system-calculated price, the Promotional Price is applied. If more than one Promotional Price is set up, the system defaults to the Promotional Price with the Start Date closest to the workstation date.

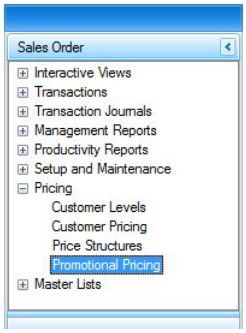
In the following example, Sale Date 1 would use Promotional Price B, because Promotional Price B starts closest to the sale. Sale Date 2 would use Promotional Price A, because Promotional Price A is the only Promotional Price running.



To set up **Promotional Pricing**, follow these steps:

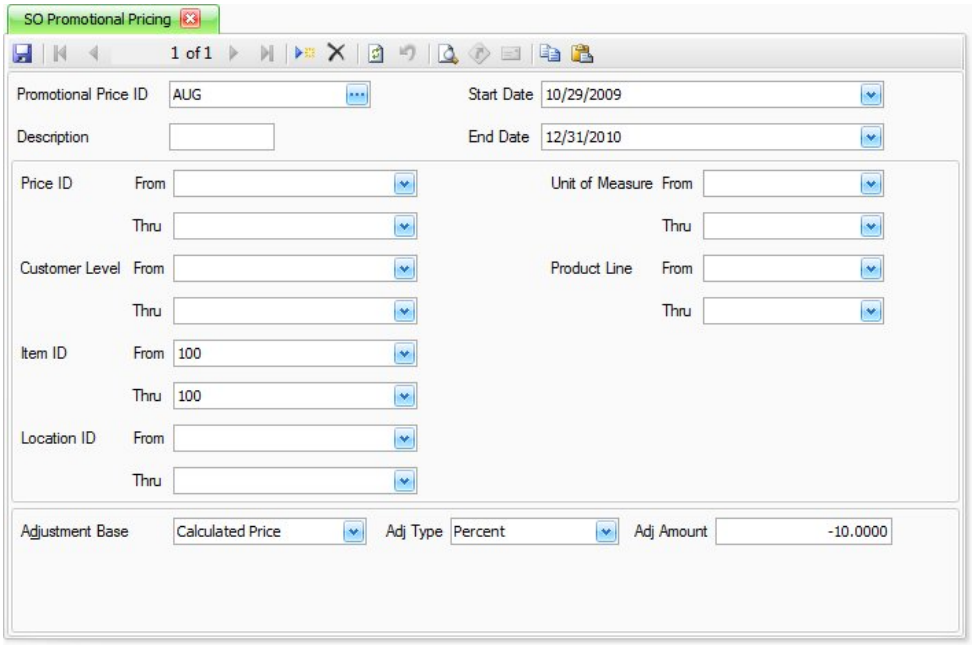
1. Select **Promotional Pricing** from the **Pricing** menu.

Promotional Pricing Menu



2. The **Promotional Pricing** screen appears.

Promotional Pricing Screen



3. Select the **Promotional Price ID**, or click the **New Record** button on the toolbar, and enter a new Promotional Price ID.
4. The Description appears or enter a **Description** describing the Promotional Pricing ID.
5. Enter the **Start Date** and **End Date** for the Promotional Pricing ID. If these fields are left blank the Promotional Pricing ID will be activated all of the time, and have no Start Date and End Date.
6. Select the range of **Price ID From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Price IDs.
7. Select the range of **Customer Level From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields to include all Customer Levels.
8. Select the range of **Item ID From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Item IDs.
9. Select the range of **Location ID From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Location IDs.

10. Select the range of **Unit of Measure From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Units of Measure.
11. Select the range of **Product Line From** and **Thru**, to include in the Promotional Pricing ID. Leave the From and Thru fields blank to include all Product lines.
12. Select the **Adjustment Base** for the Promotional Pricing ID:

Base	Description
No Base	amount entered in the Amount field is used as the adjusted price (type must be amount)
Standard Cost	cost of the Item determined by the Item's Standard Cost set up in Inventory, Item Locations
Base Cost	cost of the Item determined by the Item's Base Cost set up in Inventory, Item Locations
Average Price	weighted average of selling prices taken from the Average Price field in Inventory, Item Locations
Base Price	fixed base price set up in Inventory, Item Locations
List Price	manufacturer's suggested retail price of the Item set up in Inventory, Item Locations
Minimum Price	the lowest price to sell the Item, from the Minimum price field set up in Inventory, Item Locations
Calculated Price	the adjustment on top of the price calculated so far.
Last Cost	The system ignores previous price calculations and uses the Last Cost from the Inventory, Item Locations to calculate the adjustment amount.

13. Select the **Adjustment Type**:
    - The **Amount** selection will add to or reduce the price by a currency (dollar) amount.
    - The **Percent** selection will add to or reduce the price by the percentage entered.

14. Enter the **Adjustment Amount**. Use negative numbers to reduce the price; use positive numbers to increase the price. When entering percentage amounts enter the amount as a whole number. For example; if you are giving a 5% discount enter the discount percent as -5.0000. The calculation is built into the programming to divide the total amount by 100, to give the percentage.

Task Summary

To add a Promotional Price, follow these steps:

1. Select **Promotional Pricing** from the **Pricing** menu. The Promotional Pricing screen appears.
2. Click the **New Record** button on the toolbar. A blank **Promotional Pricing** screen appears.
3. Enter the desired information into the Price ID, Customer Level, Item ID, Location ID, Unit of Measure, and Product Line From the Thru, Adjustment Base, Adj Type, and Adj Amount.
4. Click the **Save** button on the toolbar to save your changes.

To edit a Promotional Price ID, follow these steps:

1. Select **Promotional Pricing** from the **Pricing** menu. The Promotional Pricing screen appears.
2. Select the **Promotional Price ID** to edit. The Promotional Price ID information appears.
3. Edit the appropriate fields.
4. Click the **Save** button on the toolbar to save your changes.

To delete a Promotional Price ID, follow these steps:

1. Select **Promotional Pricing** from the **Pricing** menu. The Promotional Pricing screen appears.
2. Select the **Promotional Price ID** to delete.
3. Press the **Delete** hot key (F3) or the **Delete** button on the toolbar.

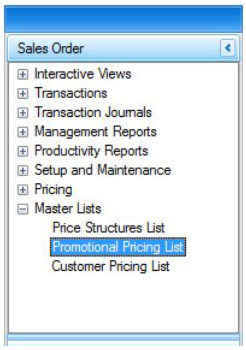
Promotional Pricing List

Use the **Promotional Pricing List** function to produce a list of the Promotional Prices you defined in the Promotional Pricing function (page 4-31).

To produce a **Promotional Pricing List**, follow these steps:

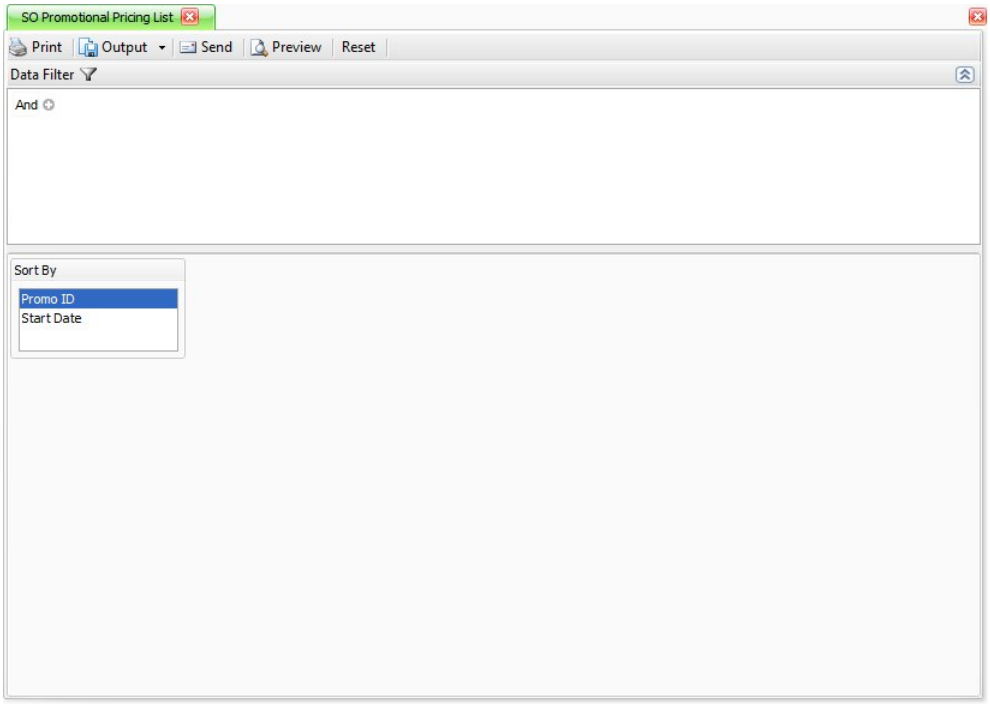
1. Select **Promotional Pricing List** from the **Master Lists** menu.

Promotional Pricing List Menu



2. The **Promotional Pricing List** screen appears.

Promotional Pricing 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: **Promo ID** or **Start Date**.

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.

Promotional Pricing List

Continental Products Unlimited
Promotional Pricing List
Sorted By Promo ID

Page 1

Report Filter

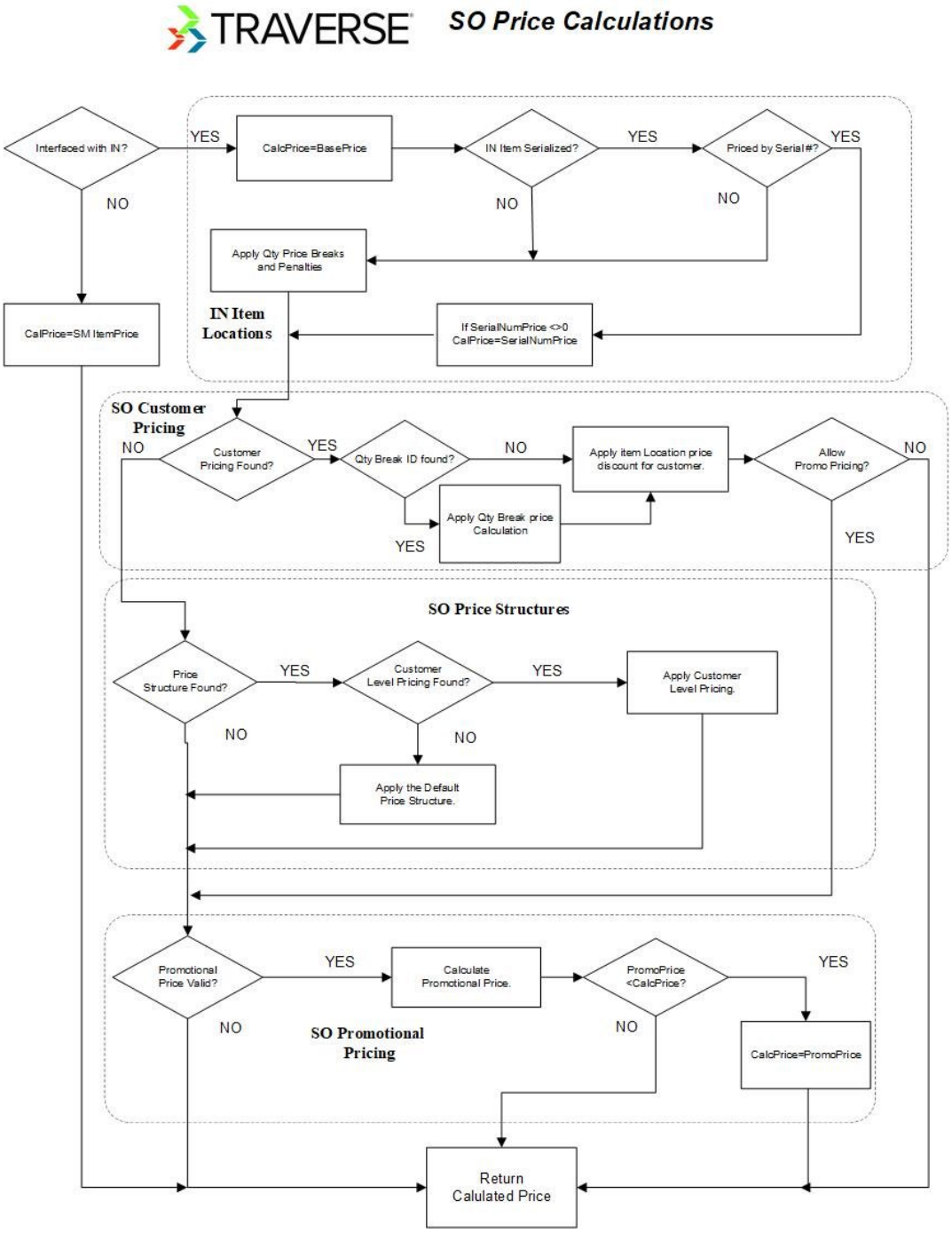
Promo ID	Start Date / End Date / Description	From	Thru	Adj Base / Adj Type / Adj Amount
AUG	10/29/2009 / 12/31/2010 /			
		Price ID < First >	< Last >	Calculated Price
		Customer Level < First >	< Last >	
		Product Line < First >	< Last >	-10.00
		Item ID 100	100	
		Location ID < First >	< Last >	
		Unit of Measure < First >	< Last >	

3/25/2010 12:58 PM

*** End of Report ***

OPEN_SYSTEMS\kenthe

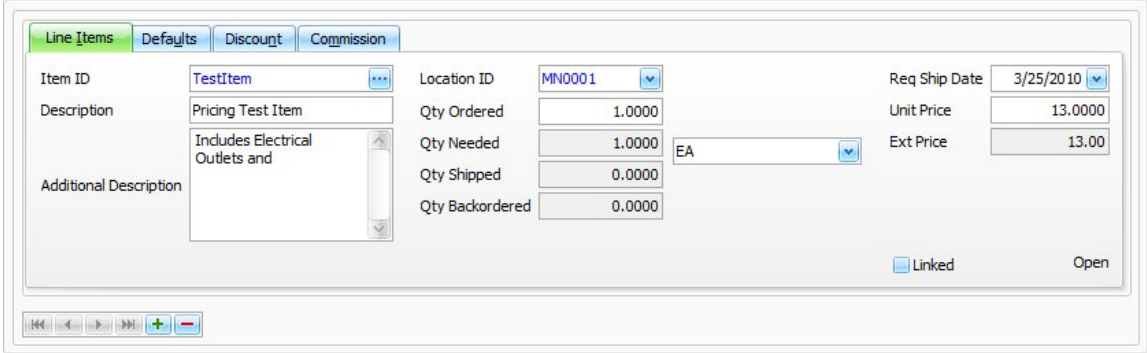
Pricing Flowchart



PRICING EXAMPLES

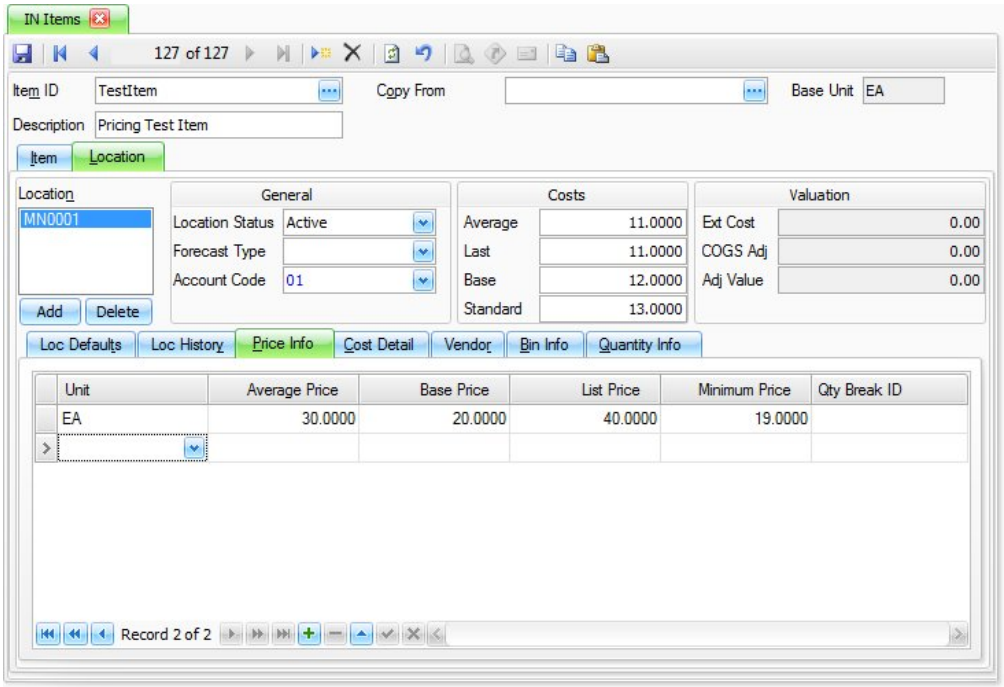
Customer-Level-Specific Sale Transaction Example

The following example shows the calculated price that is the result of applying a Customer Level Pricing method to a Sales Order.

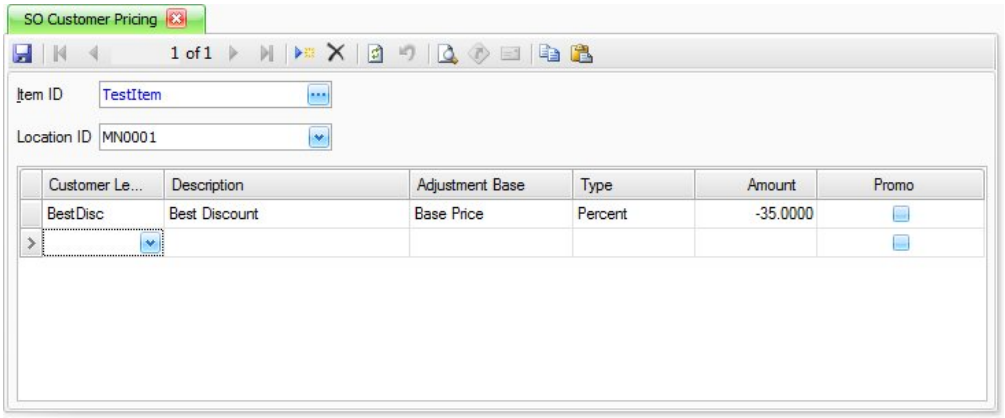


The calculated price of the Item in this example is 13.00. To calculate the price, the system goes through the following steps:

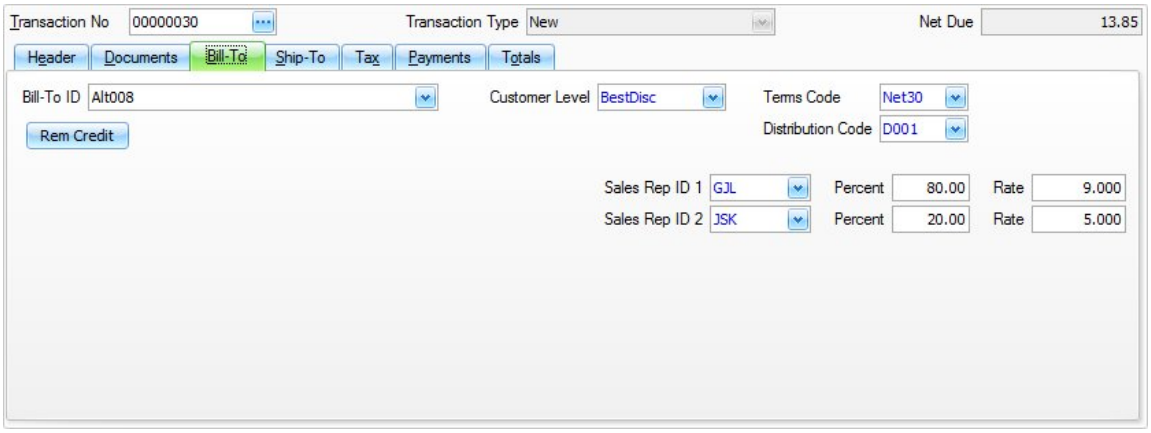
1. The calculated price is set to the Base Price in the Item Locations record. In this example the Base Price of the Item at this Location is 20.00 for each Item.



2. There are no Qty Breaks for this transaction, so the next check is to look for Customer-Level Pricing.

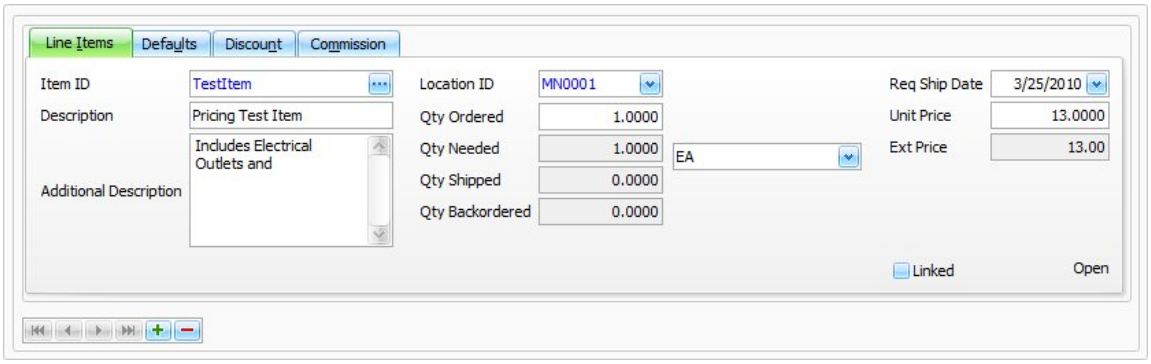


In this example an Item at a specific Location has a Customer-Level Pricing Item ID set up to take a 35 percent discount whenever the Customer Level ID is Best Disc. When detail lines are entered, the system checks to see whether a Customer Level Price should be calculated.



NOTE: The Customer Level ID defaults from the Customer Bill-To record; you can change it if you have selected Yes to the option to Allow Customer Level Change During Trans Entry.

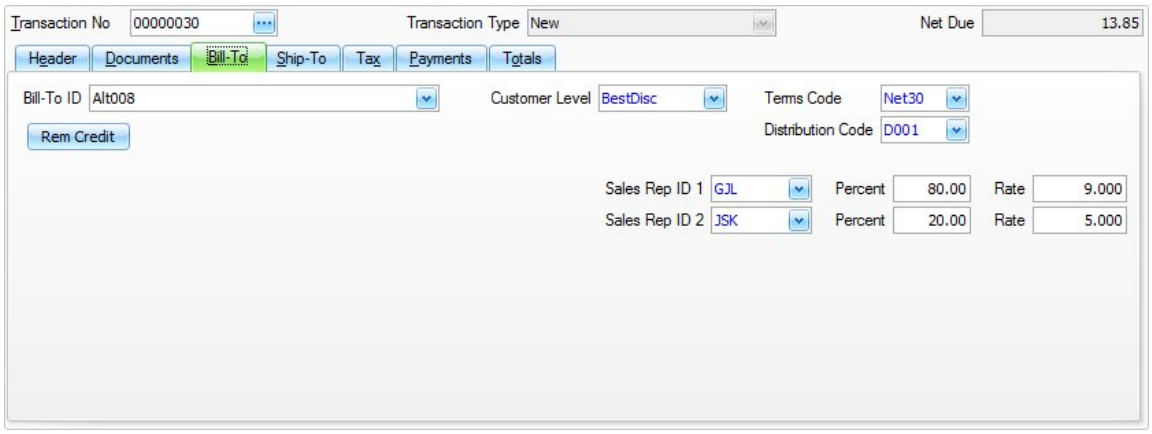
3. When the detail line is entered, the system checks to see whether the Customer Level ID applies to the Item. If it does, a calculation is applied to the price of the line Item. In this example the system takes off 35 percent from 20.00 to produce the 13.00 Unit Price.



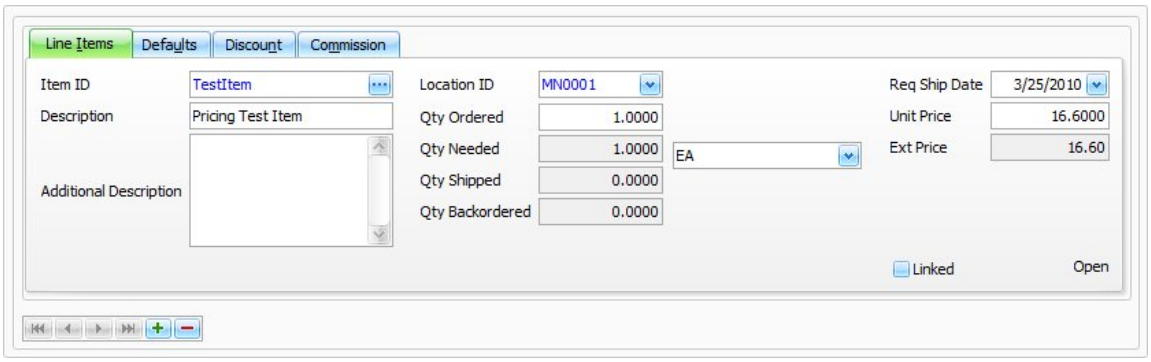
No other Promotions or Price Structures for this example exist, so this is the final calculated price for this Item on the Sales Order.

Promotional Price Sale Transaction Example

The following example is the result of a Sales Order transaction that uses Promotional Pricing.



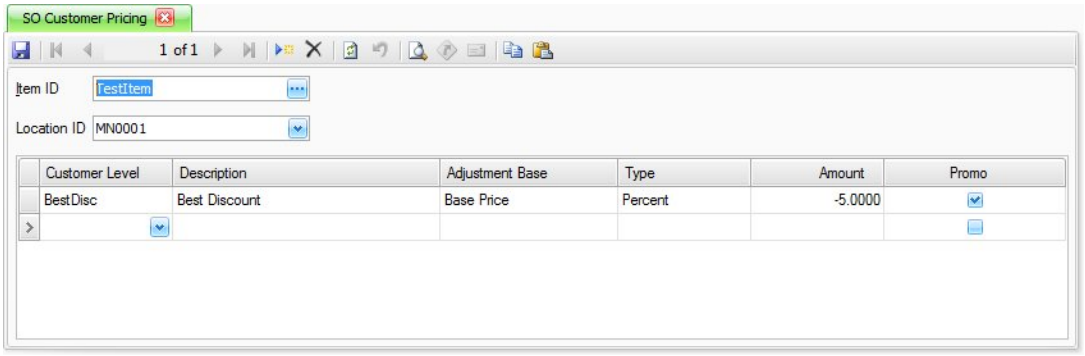
The **Bill-To** tab of the transaction is using a Customer Level ID of Best Disc.



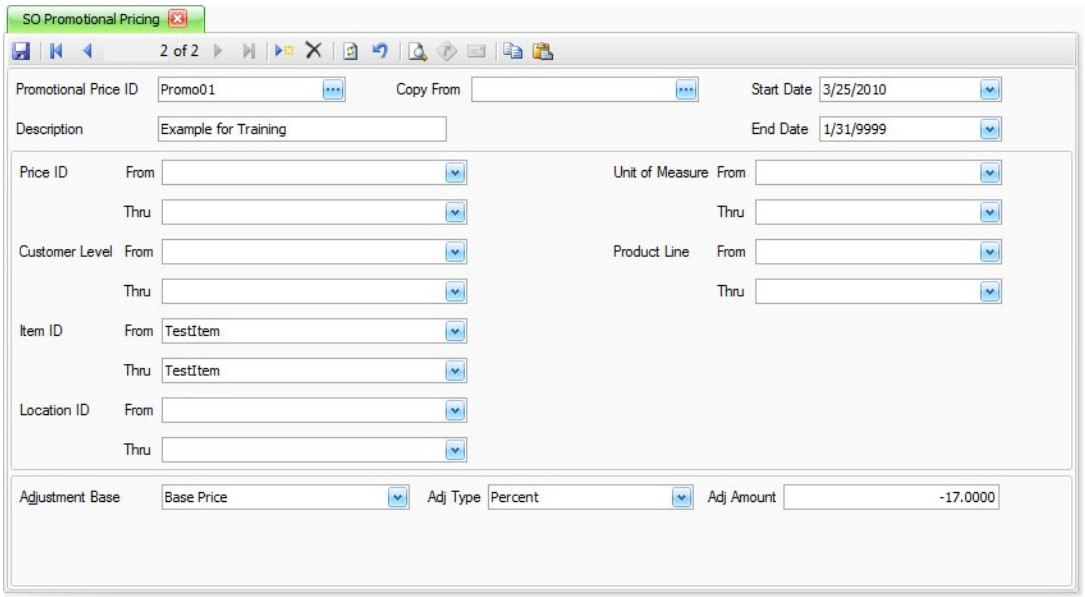
The finished calculated price for this line Item is 16.60. To calculate the price, the system goes through the following steps:

1. The calculated price for the Item is set to the Base Price in the Item Locations record. In this example the Base Price for the Item is set to 20.00 before any calculations are made.

2. There are no Qty Breaks for this transaction. The next check for the system is to look for Customer-Level pricing. A Customer Level ID is entered on the Bill To tab of the transaction, so the system tries to find that Customer Level ID in Customer Pricing.



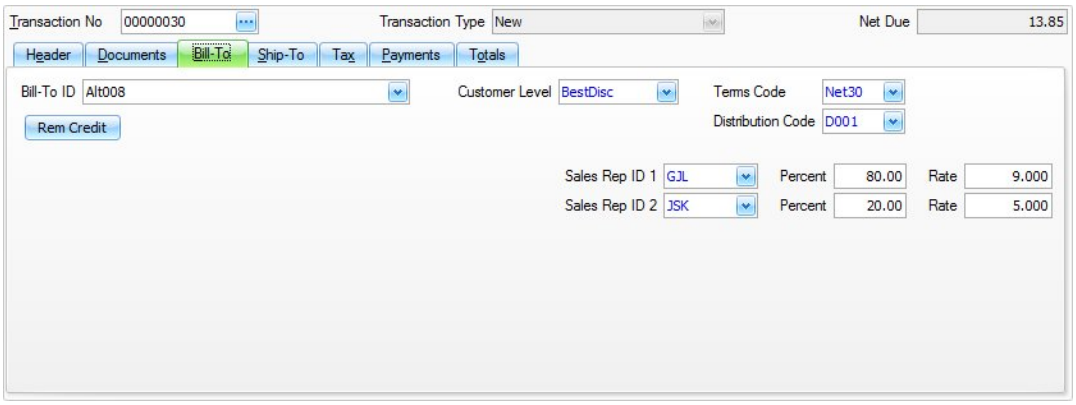
3. In this example the system checks for a Customer Level in the Customer Pricing module. This example has Best Disc setup for a 5 percent discount. Since the Promo box is checked, the system checks to see whether any Promotional Price ID situations apply.



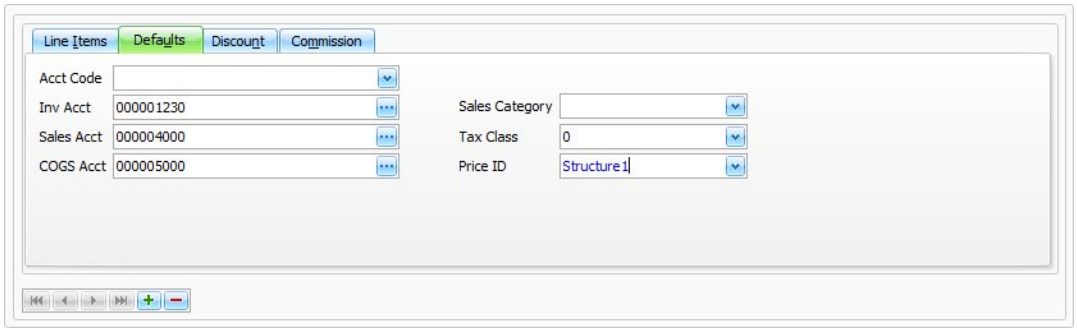
4. In this example a Promotional Price ID that matches the criteria for the Item is set up. The system calculates the Promotional Price and compares it to the Customer-Level calculated price. The lower of the two prices is used. The lower of the two prices is the Promotional Price which is 17% off the Base Price of $20.00 for a calculated Promotional Price of $16.60.

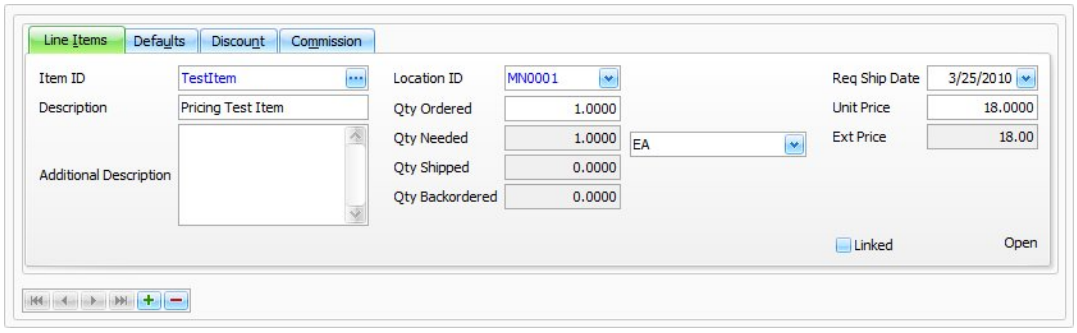
Price Structure Sale Transaction Example

The following example is the result of a Sales Order transaction that uses a Price Structure method.



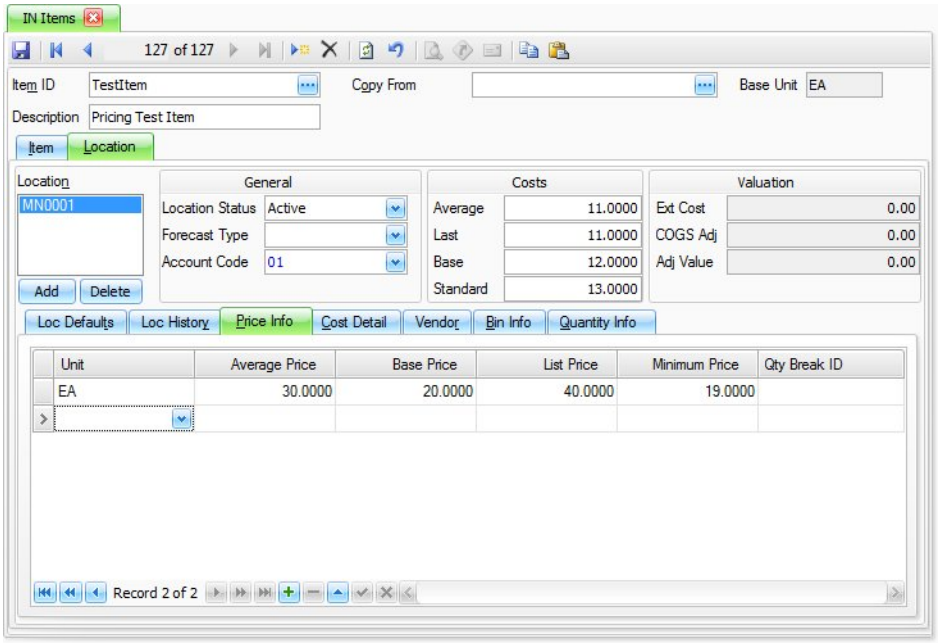
The **Bill-To** tab of this Sales Order transaction example is using the Customer Level ID, Best Disc. On the Defaults tab of the Item Detail area, the Price ID selected is Structure1.



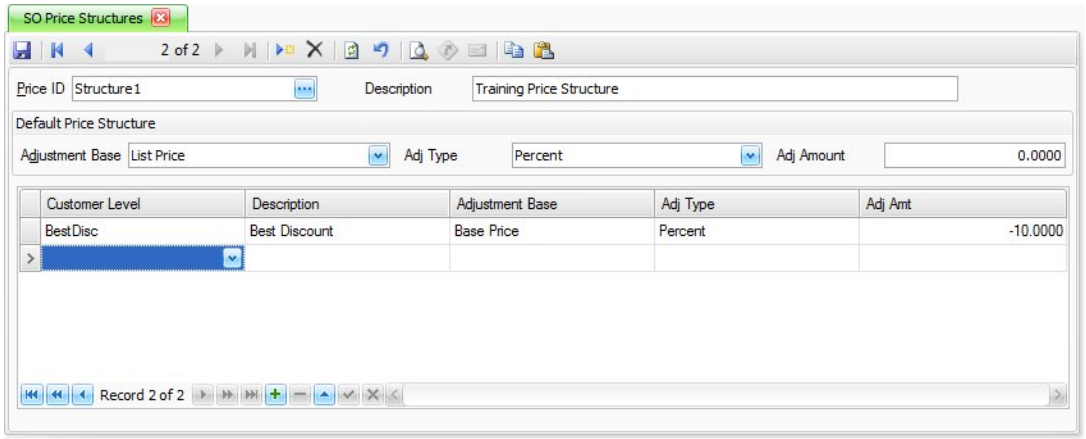


The finished calculated price for this line Item is 18.00 To calculate the price, the system goes through the following steps:

1. The calculated price is set to the Base Price in the Item Locations record. In this example the Base Price of the Item at this Location is set to 20.00, before any calculations.



2. There are no Qty Breaks for this transaction. The next check for the system is to look for Customer-Level Pricing. This example has no Customer Level pricing set up.



3. The system looks for Price Structures that may be set up. This transaction is using a Price ID called Structure1. Because a Customer Level is specified on the **Bill-To** tab of the Sales Order transaction, the system checks the Price Structure to see whether any Customer Levels exist in the Price ID. In this example a Customer Level exists, and the system uses that 10 percent discount to calculate the price.
4. If no Customer Level is found, the system uses the Default section of the Price Structure of 5 percent discount.
5. The system checks for Promotional Price IDs. This example does not use Promotional Pricing. In this example the system deducted 10 percent from the Base Price of 20.00 to end up with 18.00.

5

Using Sales Order

Using the Transactions Menu 5-3
Price Calculator 5-5
Orders 5-9
Order Acknowledgments 5-83
Copy Recurring Entries 5-91
Cash Receipts 5-97
External Payments 5-111
Credit Card Authorization Report 5-115
Credit Card Authorization 5-119
Change Batches 5-121
Using the Transaction Journals Menu 5-127
Printing Picking Slips 5-129
Print Packing Lists 5-135
Print Invoices 5-139
Cash Receipts Journal 5-153
Sales Journal 5-157
Miscellaneous Credits Journal 5-163
Daily Sales Tax Journal 5-169
Payment Method Journal 5-173
Deposits Journal 5-177
Post Transactions Overview 5-181
Post Transactions 5-185
Process External Payments 5-191
Post Cash Receipts 5-197
Create ACH File 5-205
Returned Items Journal 5-209
Post Returned Items 5-213
Non-Sufficient Funds (NSF) 5-219
TRAVERSE Payment System (TPS) Overview 5-223

5 USING SALES ORDER

USING THE TRANSACTIONS MENU

Before you use the **Transactions** functions, set up and verify the codes and IDs you'll use to enter transactions in Sales Order. Use the functions on the Accounts Receivable and Sales Order **Setup and Maintenance** menus to set up Customers, Codes, and IDs; then use the functions on the Accounts Receivable and Sales Order **Master Lists** menus and the Accounts Receivable and Sales Order **Interactive Views** menu to verify that they were set up correctly.

Use the functions on the **Transactions** menu to perform these tasks:

- Use the **Orders** function to enter or edit New Orders, Invoices, Price Quotes, cash Invoices, RMAs and Miscellaneous Credits for Customers that are not associated with Recurring Entries. (page 5-9)
- Use the **Order Acknowledgments** function to print Order Acknowledgments for all New Orders. (page 5-83)
- Use the **Copy Recurring Entries** function to create Sales Orders for the Recurring Entries you defined in the **Recurring Entries** function. (page 5-91)
- Use the **Change Batches** function to replace a Batch Code with a different Batch Code, and to move transaction numbers from one Batch Code to another. This function is available only if you select Yes to Use Batch Processing in the **Business Rules** function. (page 5-121)
- Use the **Price Calculator** function to determine the price of Items before you enter transactions. You can also use the function to provide verbal quotes to Customers without printing a quote. (page 5-5)
- Use the **Returned Items** function to determine whether a Returned Item should be returned to stock, be repackaged, repaired, or other. (page 5-125)

Verifying Transactions

To verify unposted transactions, use the **Transaction Journals** functions to print **Picking Slips**, **Invoices**, the **Sales Journal**, the **Miscellaneous Credits Journal**, and the **Daily Sales Tax Journal**. If a transaction is incorrect, use the Orders function to edit it, then reprint the appropriate Invoice or Journal.

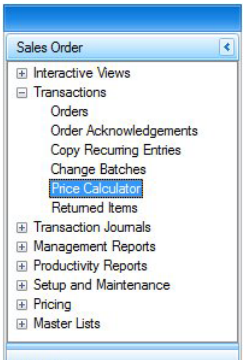
PRICE CALCULATOR

Use the **Price Calculator** function to determine the price of Items before you enter Sales Orders and to help you provide verbal Price Quotes to your Customers. Before you use the Price Calculator, use the functions on the **Pricing** menu to set up pricing information.

To use the **Price Calculator**, follow these steps:

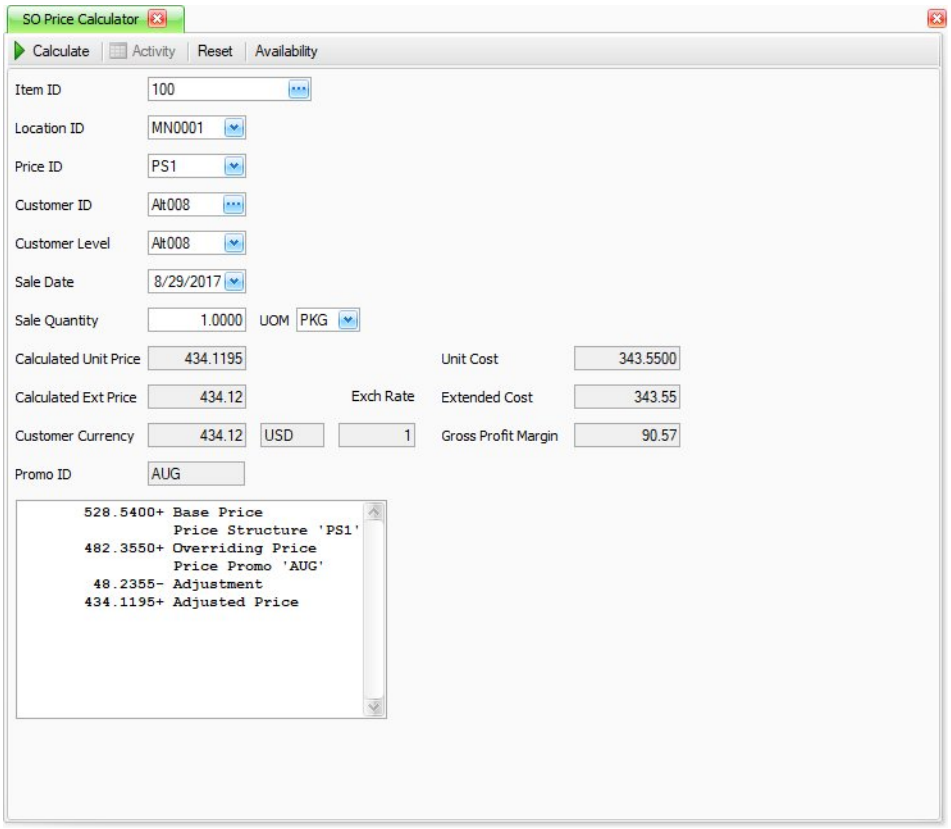
1. Select **Price Calculator** from the **Transactions** menu.

Price Calculator Menu



2. The **Price Calculator** screen appears.

Price Calculator Screen



3. Select the **Item ID** for the Price Calculation.
4. Select the **Location ID** from which you are selling the Item ID. The first Location ID appears if you did not set up a default Location ID for the company.
5. Select the **Price ID**. If you interface Sales Order with Inventory and the Price ID is defined as a default for that Item ID, the Item default Price ID appears in the list.
6. Select the **Customer ID** for the Price Calculation.
7. Select the **Customer Level** for the Price Calculation. If a default Customer Level is set up for the Customer, the Customer Level will populate with the default.
8. The current workstation date appears in the **Sale Date** field. Edit this date if necessary.
9. Enter the **Sale Quantity** for the Price Calculation.

10. Edit the **UOM** for the Unit of Measure for the Price Calculation, if necessary.
11. TRAVERSE automatically calculates the **Unit Price** and **Extended Price** when you click **Calculate**.
12. The **Unit Cost**, **Extended Cost**, and **Gross Profit Margin** for the selected Item ID are displayed.

13. If you use multi currency and you're calculating a price for a Customer who uses a currency other than the base currency, TRAVERSE also calculates and displays the price in the **Customer Currency**, based on the most recent daily Exchange Rate entered for that currency.
14. Select a command button:

Command Buttons

Name	Description
Calculate	The unit price, extended price, and calculation are appear. If a promotion applies, the promotion ID appears.
Reset	Set all fields to their defaults.
Availability	Open the **Inventory Availability View** function to view Inventory Item Prices and Available Quantities for all Locations. This button appears only if you interface Sales Order with Inventory.

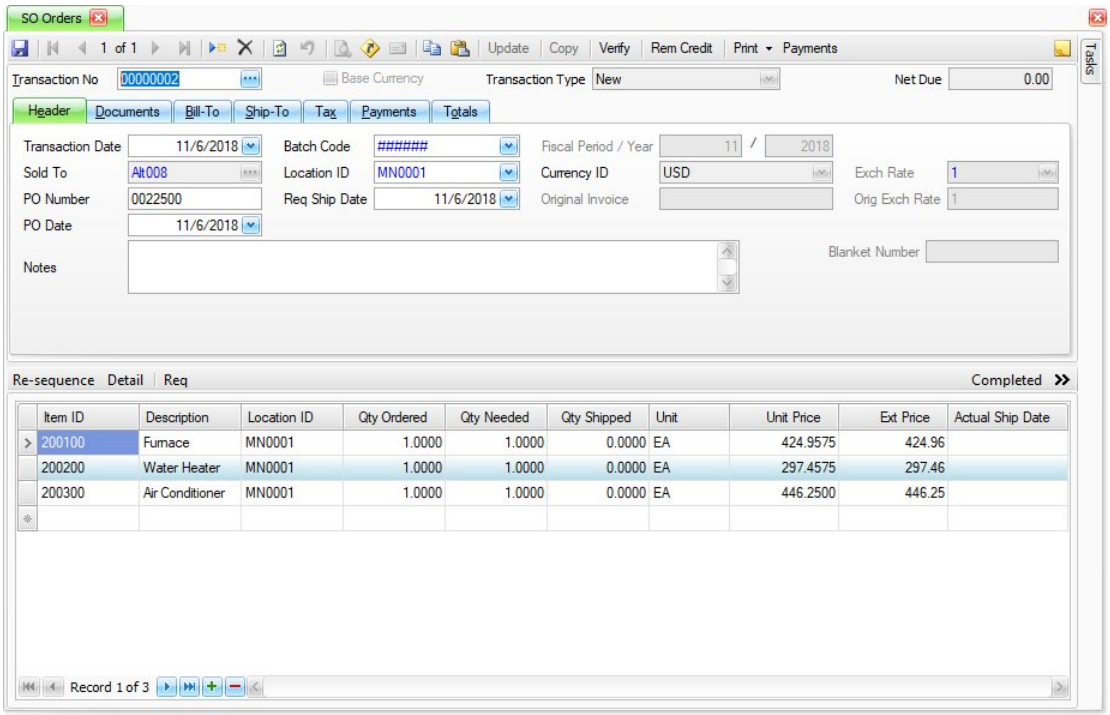
If you leave the **Item ID** box blank and then click **Availability**, the **Inventory Availability View** function displays information for the first Item ID on record.

ORDERS

Use the **Orders** function to enter Customer Invoices, Orders, Price Quotes, RMAs, Credit Memos, and Cash Invoices. You can also use this function to edit, verify, or backorder Orders. You can enter Orders before, as, or after you receive a full or partial payment.

The Sales Order Orders screen is divided into two sections:

Orders Screen



- The top section contains a set of tabs that relate to information about the order as a whole, including general information, shipping and billing information, order totals and so on.
- The bottom section of the screen contains an Item summary view or a detail view which contains several tabs that relate to information associated with the line Item currently selected from the summary view, such as Item information, pricing, commission information, discounts, and so on.

NOTE: If you interface Sales Order with Inventory, Sales Order Orders update the Inventory Committed, Available, and On Hand quantities online. When you post Sales Order Transactions, the system updates the detail history, and Lot and Serial history.

After you enter an Invoice or Order, you can print online Invoices, Picking Slips, Packing Lists, and Price Quotes, if you have selected Yes to the options using the Business Rules function (page 3-5). You can print online Invoices for any Customer, even if the Customer's record does not specify that the Customer receives Invoices.

The ability to enter Return of Merchandise Authorizations (RMA) gives you the ability to accept and credit returned merchandise. An RMA precedes a Credit Memo like a Price Quote precedes a New Order. An RMA number will be issued, and the transaction will be held until product is received against the RMA.

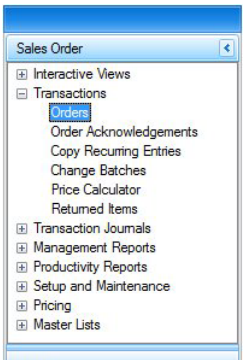
¥$£€

If you use multi currency, it's important to remember that the currency assigned to the Customer for which you are entering an Order, determines the Order's currency. That is, Order 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 Order amounts in your company's Base Currency.

To work with the **Transactions** functions, follow these steps:

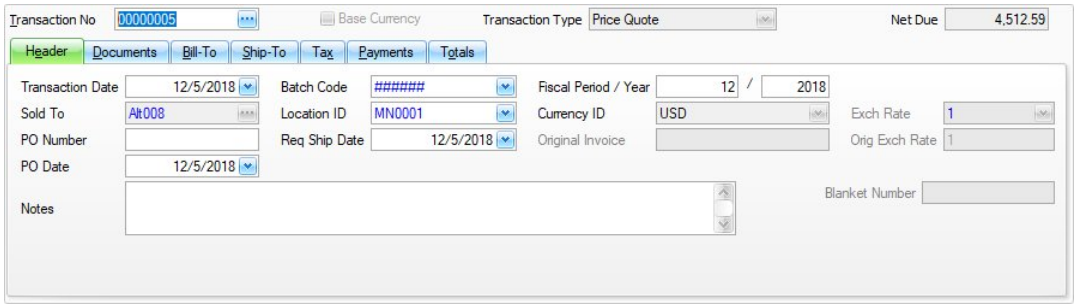
1. Select **Orders** from the **Transactions** menu.

Orders Menu

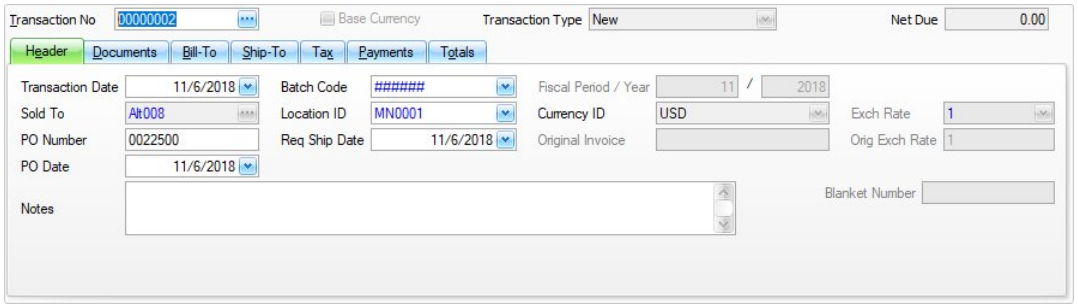


2. The **Orders** screen appears with the **Header** tab displayed.

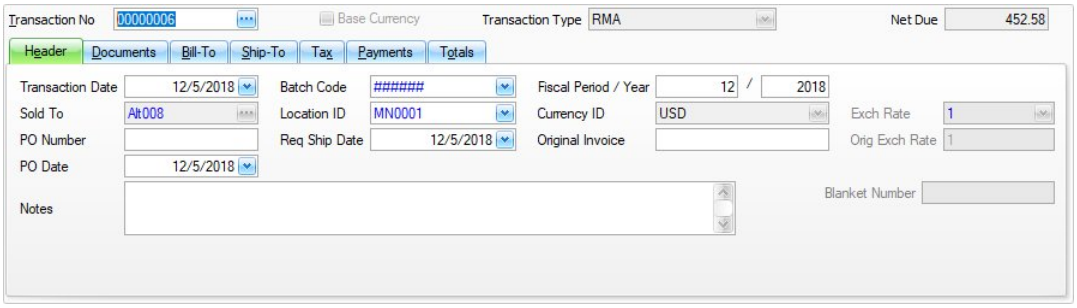
Quotes Screen - Header Tab



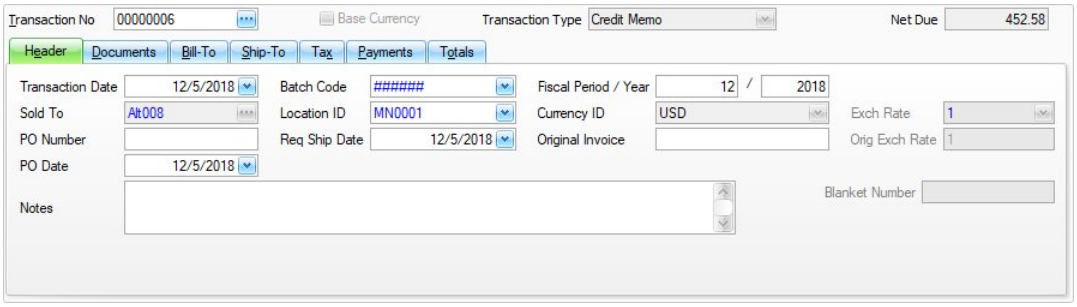
Orders Screen - Header Tab



RMAs Screen - Header Tab



Credit Memos - Header Tab



3. The **Orders** screen appears, blank with the **Transaction No** field active.
4. To edit an Order select the **Transaction No**, and click **Update**.
5. To add a new order select the **New Record** button from the toolbar.
6. To change the Transaction Type to a type other than the default of **New**, select the **Transaction Type**: **New**, **Invoice**, **Price Quote**, **Credit Memo**, or **RMA**.

   If you are editing an order, the Transaction Type appears for existing Order, and cannot be changed.

   If you are producing a Credit Memo, do not use negative numbers; the system automatically assigns the Credit Memo value a negative sign.
7. Select the **Transaction No** of an Order to work with, or enter a new **Transaction No**. If you are entering a New Order, and you selected Yes to Use System-Generated Numbers in the **Business Rules** function in System Manager, leave this field blank and the system will create the Transaction No for you.
8. The current workstation date appears in the **Transaction Date** field. Edit it, if necessary.

Maint
9. Select or edit the Customer ID in the **Sold To** field.
10. Enter or edit the Customer's Purchase Order Number in the **PO Number** field.
11. The current workstation date appears as the **PO Date**. Edit it if necessary.
12. Enter **Notes** or view any Notes specific to this Order.

Maint
13. If you use batch processing, select or edit the **Batch Code** for the Order.

Maint
14. Enter or edit the **Location ID** from which you are selling the Items, or accept the current value as set up in System Manager. The Location ID you enter also appears on the **Item Detail** tab.

15. The current date appears in the **Req Ship Date** field. Edit this Requested Ship Date, if necessary.

16. The current period and year appear in the **Fiscal Period/Year** fields. Edit these values, if necessary.

¥$£€

17. 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 Orders 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** check box to toggle currency amounts between the Customer's currency and the Base Currency.

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

Maint

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

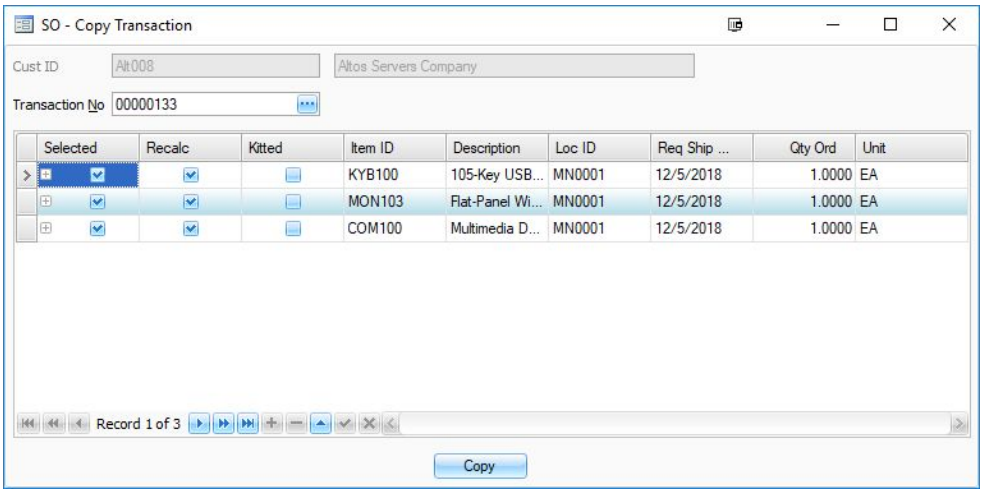
    If you do not use multi-currency, this field is not available.

¥$£€

19. If you use multi-currency, the **Orig Exch Rate** is displayed with a the Exchange Rate originally entered into the Order, if the Exchange Rate has been adjusted.

20. If you are entering a new transaction, the **Copy** button will be visible. Click the **Copy** button to copy information from a previously posted Sales Order for this Customer.

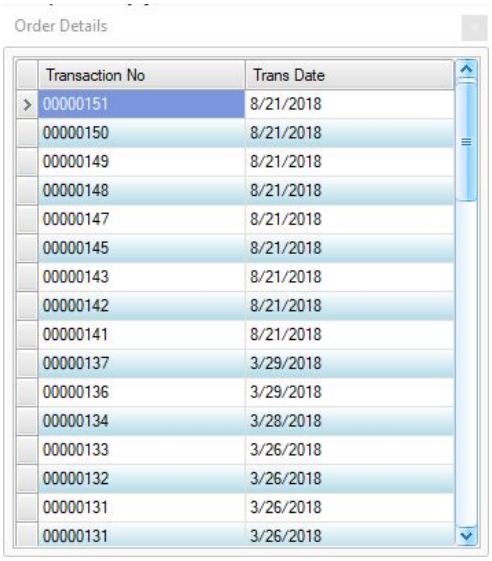
Copy Transaction Dialog Box



Click the **Copy** button on the Header tab of the Sales Order Transactions screen to copy the line Item information of a posted Sales Order. This button is only available after you choose a Customer ID, but becomes unavailable once you begin entering line Item information.

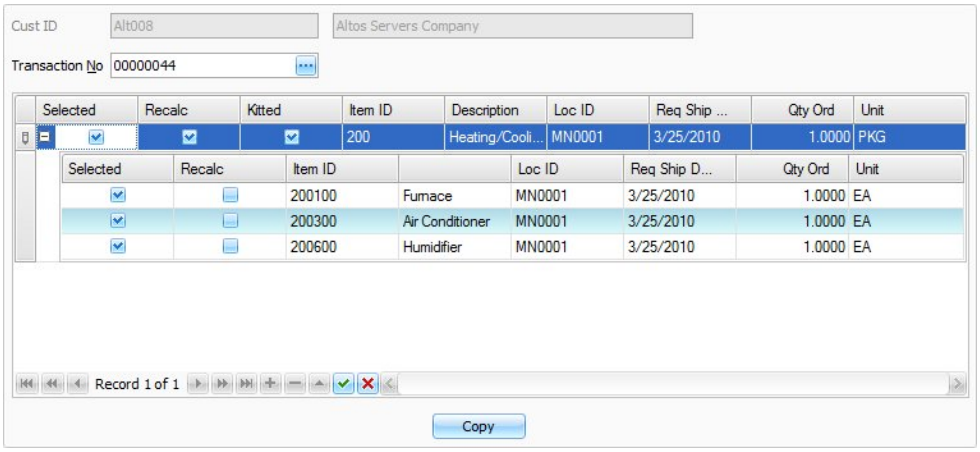
- The **Copy Transaction** dialog box opens.
- The **Customer ID** and Customer Name are displayed.
- Enter or select the **Transaction No** you would like to copy.
- If you would like to see Sales Orders click on the **Browse** button ... to display the Customer Order Details Inquiry screen.

Transactions Screen - Customer Order Details Inquiry



- The dialog box displays the Transaction Numbers you can chose to copy. Double-click the **Transaction No** of which you want to copy or view details.
- The Order details are returned into the Copy Transactions screen.
- Clear the **Selected** box next to any line Item you do not wish to copy.

- The **Kitted** check box will appear marked, for line Items that are Kit components. Click the Plus (+) next to the line Item that is Kitted. This will expand the Kit detail to view the Items in the Kit.



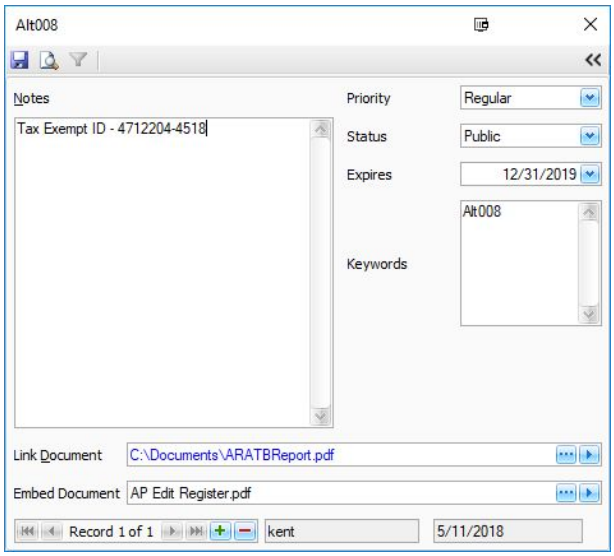
- You can modify the **Req Ship Date**, **Qty Ord**, or **Unit** for each line Item.
- If there are errors or notifications you will get a report previewed to show you the error and notification messages.
- The **Item ID**s for the selected order are displayed in the grid section of the screen. Click the **Copy** button to fill your Sales Order with the selected line Item information.

21. If you are editing an existing transaction or have assigned a Transaction Number to your Order, the **Copy** button will be unavailable, and the **Update** button will be available. Click **Update** to edit existing Orders.

22. If you are working with a Credit Memo, enter the number of the Invoice against which you want to apply the credit, in the **Original Invoice** field. This field appears only for Credit Memos. The Credit Memo will automatically be applied to the Original Invoice when the Credit Memo is posted.

    This field allows you to track the Original Invoice associated with the Credit Memo. TRAVERSE maintains separate numbers for Invoices.

23. Click the **Attachments** button to enter comments or attach documents relating to this Sales Order.



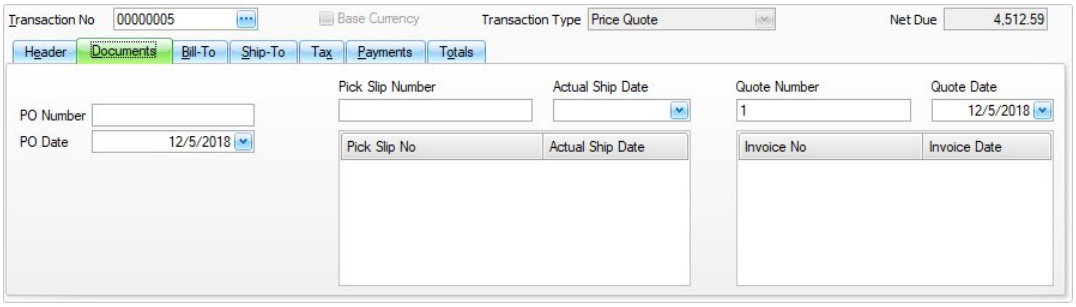
- Select the **Priority** for the comment and attachment; **Regular**, **High** or **Low**.
- Select the **Status** for the comment and attachment; **Public** or **Private**.
- Select the **Expires** date for the comment. Once the Expires date passes the attachment is no longer displayed on the Manage Attachments screen in System Manager.
- The Transaction Number will default into the **Keywords** field. Add more key words if desired.
- Enter the **Notes** about the Sales Order.
- Use the **Link Document** to link a document associated with this Sales Order, 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 in which the document is stored.

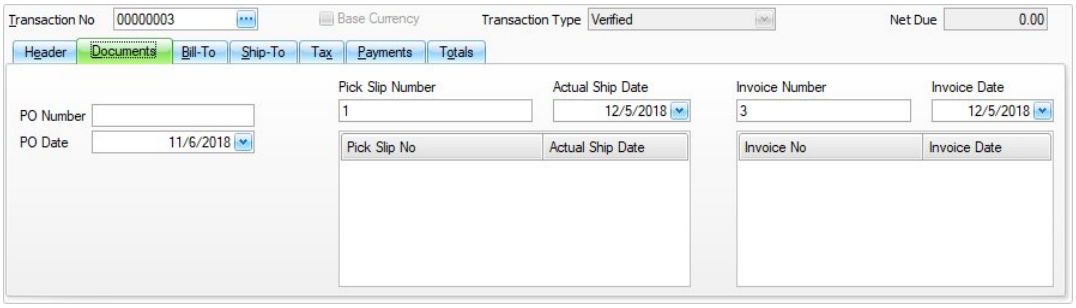
- You may use the **Embed Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.

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

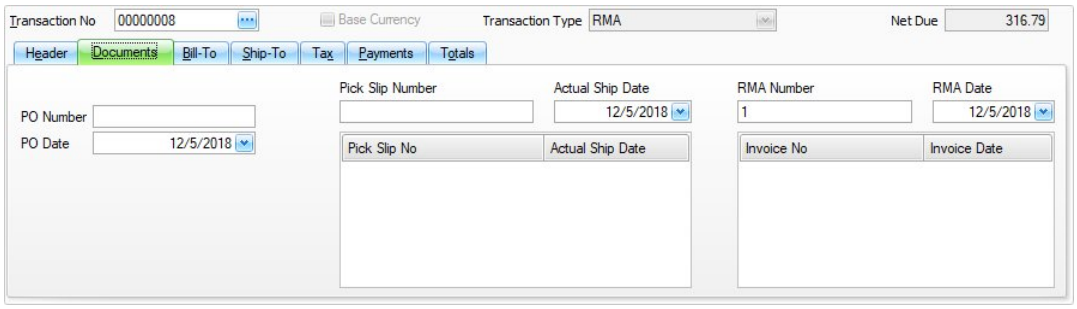
Orders Screen - Quotes - Documents Tab



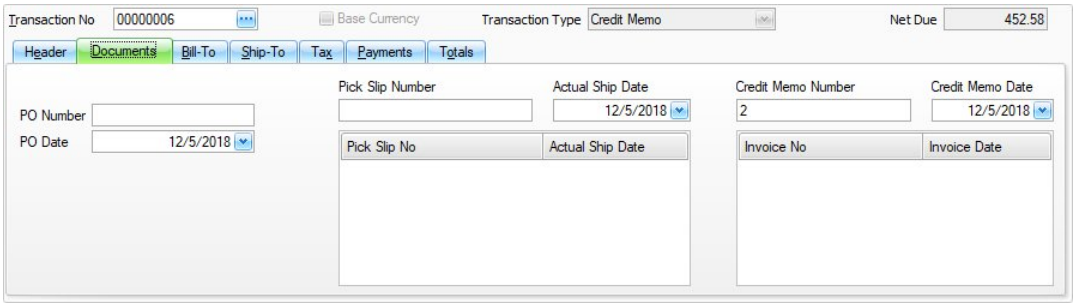
Orders Screen - Orders - Documents Tab



Orders Screen - RMAs - Documents Tab

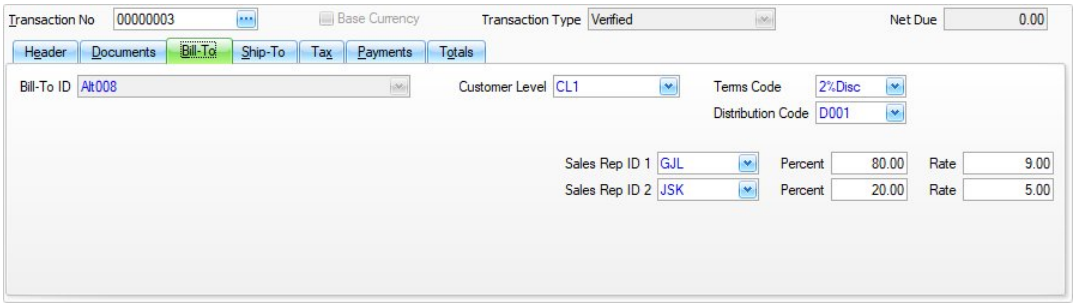


Orders Screen - Credit Memos - Documents Tab



1. Enter or edit the Purchase Order Number in the **PO Number** field.
2. The current workstation date appears as the **PO Date**. Edit it if necessary.
3. After you print Picking Slips, the Picking Slip Number assigned to the Order appears in the **Pick Slip Number** field. Edit this value if necessary.
4. When you verify the Order, the system enters the current date in the **Actual Ship Date** field. Edit this date if necessary.
5. The system enters Invoice, Price Quote, and Credit Memo numbers in the **Invoice Number/Quote Number/Credit Memo No** field when you print forms using the **Online** button.
6. The current workstation date appears as the **Invoice/Quote/Credit Memo Date**. Edit it, if necessary.
7. Below the **Pick Slip No** and **Invoice Number/Quote Number/Credit Memo No** are fields containing processed pick slips or invoices associated with that order.

Orders Screen - Bill-To Tab (All Types)



1. The **Bill-To ID** on this tab comes from the Bill-To Customer you set up in the Customer setup on the Accounts Receivable Setup and Maintenance menu. When adding a new Order you may select either the Sold-To or Bill-To Customer ID. The Bill-To ID will be the Customer ID you set up as the Bill-To in the Customer setup screen.

Maint

2. Select or edit the **Customer Level**. This box is available only if you chose Yes to Allow Customer Level Change During Transaction Entry in the **Business Rules** function (page 3-5). Use the **Customer Levels** function (page 4-7) to define Customers or groups of Customers.

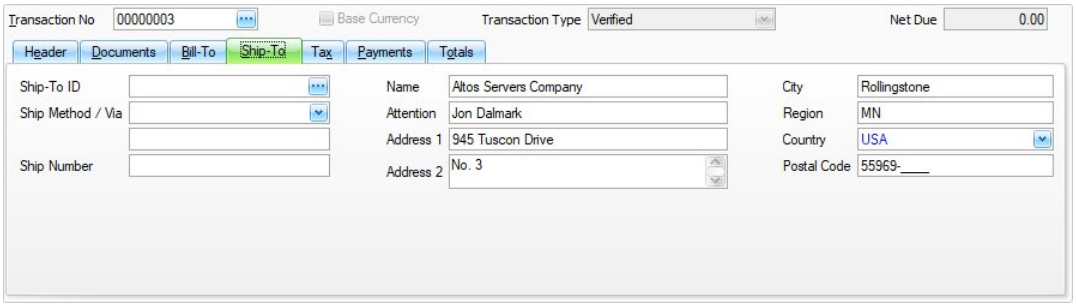
Maint

3. When you select a Customer ID, the **Sales Rep ID** and Commission **Percentage**, **Terms Code**, **Distribution Code**, and **Tax Group ID** associated with that Customer ID appear. Edit this information, if necessary. Each Sales Rep can receive up to 100 percent of a sale.

¥$£€

4. If you use multi-currency, you can change the Distribution Code only if the Receivables Account associated with the new Distribution Code is in either the Customer's or the Base Currency. If any open invoices or transactions exist for the Customer, the new Distribution Code must also use the same currency as those transactions.

Orders Screen - Ship-To Tab (All Types)



Maint

1. If you set up a Ship-To Address for the Customer in the Accounts Receivable **Ship-To Addresses** function, select that Ship To ID in the **Ship-To ID** field. Only the Ship-To ID for that Customer appears in the list; addresses for other Customers are not included. If you did not set up a Ship-To Address for the Customer, leave the field blank.

   When you enter a Ship-To ID, a message box appears so that you can choose to assign the Tax Location from the Ship-To Address and recalculate sales tax.

2. Select the method you usually use to ship items to this Ship-To Address in the **Ship Method/Via** box. A Description appears. Use the Accounts Receivable **Shipping Method Codes** function to set up these Ship Method codes.

   If you have not set up Shipping Method codes, leave the **Ship Method/Via** box blank and enter the Shipping Method in the box below.

   Ship via information is saved with the Order and prints on Invoices.

3. Enter information; for example, a tracking number, in the **Ship Number** box. The Ship Number prints on the Invoice.

4. Enter or edit the Customer's **Name**.

5. Enter or make changes, in the **Attention** field. Enter the name of the person or department to which the order should be shipped.

6. Enter or edit the Customer's shipping **Address**. Press **Ctrl + Enter** to start a new line in the **Address 2** box.

7. Enter or edit the **City**.

8. Enter or edit the **Region**.

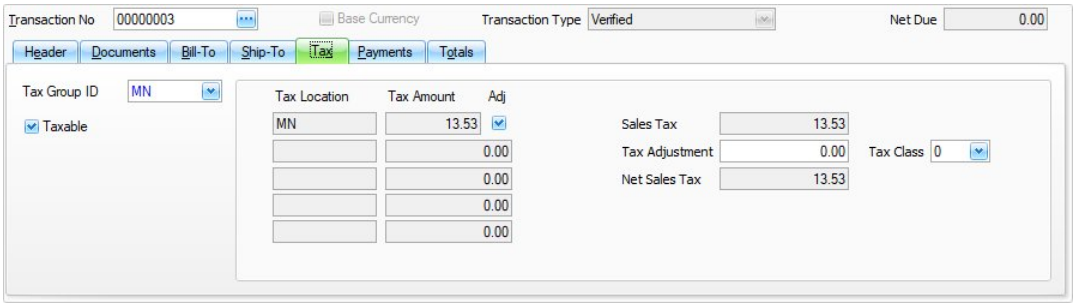
Maint

9. Select the **Country**.

10. Enter the **Postal Code**. Use the System Manager **Country Codes** function to set up the Postal Code input mask.

NOTE: If no Ship To Address is selected, the general Customer address will populate the fields on the Ship To tab.

Orders Screen - Tax Tab (All Types)



Use the **Tax** tab to enter a Tax Adjustment for a Tax Location.

The Customer's Sales Tax amounts for each Tax Location appear. To enter a Tax Adjustment, perform these steps:

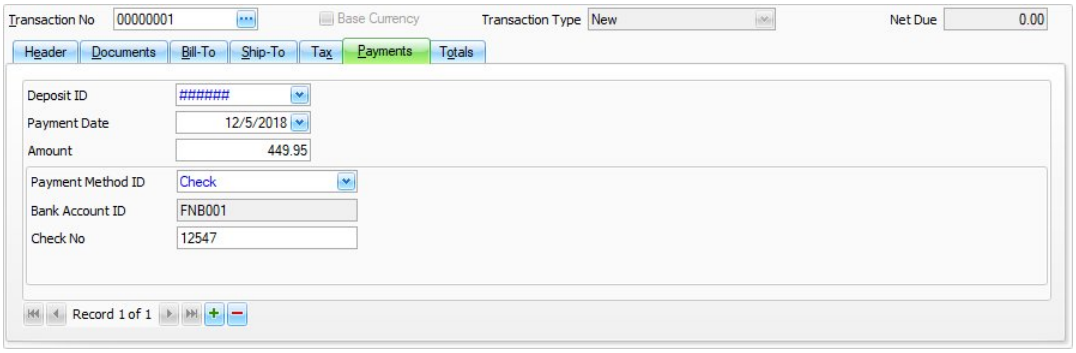
Maint

1. The **Tax Group ID** associated with that Customer appears. Edit this information, if necessary.
2. The **Taxable** box is selected if the Customer is set up as a Taxable Customer in the Accounts Receivable **Customers** function. Clear the box if the Order is nontaxable.
3. Select the **Adj** check box next to the Tax Location for which you want to enter an adjustment.
4. Enter an adjustment amount in the **Tax Adjustment** field if you want to adjust the resulting total because of; for example, jurisdictional limits on the amount of tax assessed on an invoice. The Tax Adjustment amount is posted separately from the Tax Amount.

Maint

5. Select the **Tax Class** for the adjustment.
6. The total sales tax amount appears in the **Net Sales Tax** field.

Orders Screen - Payments Tab (All Types)



Use the **Payments** tab to enter prepayments. You can make multiple prepayments for an Order.

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 5-37) for details on entering the TRAVERSE Payment System External Payment.

NOTE: You cannot enter a prepayment for a Price Quote. You must first change the Price Quote to a Live order prior to entering a prepayment.

1. If you use batch processing, select the **Deposit ID** Batch Code from your Cash Receipts Batch Codes list.
2. The current workstation date appears in the **Payment Date** box. Change it if necessary.
3. Enter the payment **Amount**.
4. If you use multi-currency, the Customer's currency appears in the **Currency ID** field for your reference and cannot be changed.

   ¥$£€

   If you do not use multi-currency, this field is not available.
5. If you use multi-currency, the most current daily Exchange Rate appears in the **Exch Rate** field. You can enter a different rate (or double-click or press **F6** to open the System Manager **Currency Exchange Rates** function).

   Maint

   If you do not use multi-currency, this field is not available.
6. The Payment Method set up in the Customer record in Accounts Receivable appears in the **Payment Method** field. Change this Payment Method if necessary.

If you use multi-currency, the currency for the Bank Account or GL Account associated with the Payment Method appears in the **Currency ID** field, 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.

- If the Payment Method is **Cash**, the Bank Account ID appears in the **Bank Account ID** field.
- If the Payment Method is **Check**, the **Bank Account ID** and **Check No** fields appear. Enter the number of the Check used for prepayment.
- If the Payment Method is **Coupon (Other)**, enter a description in the **Note** field that appears.
- If the Payment Method is a **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. The Credit Card Number will be masked at the level selected in the Business Rules.

  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 **Cardholder** 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.

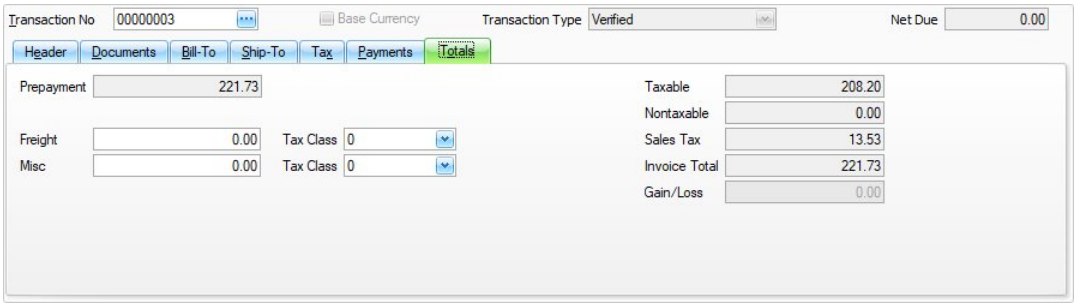
- If the Payment Method is a **Direct Debit**, the first Direct Debit account set up on the Payments tab in the Customer setup, defaults. Accept the default or select another Direct Debit account. The **Account Number** will be masked at the level selected in the Business Rules.

  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.

- If the Payment Method is **Write-Off**, enter a description in the **Note** box that appears.

Transactions Screen - Totals Tab (All Types)



The Customer's Prepayment amount, Taxable totals, Nontaxable totals, and Sales Tax appear and are automatically adjusted when a Freight and/or Miscellaneous charge is entered. To enter any additional charges, perform these steps:

1. Enter or edit the shipping charges in the **Freight** field, if applicable.

Maint

2. Select the **Tax Class** to apply to the freight charge.
3. Enter or edit any miscellaneous charges in the **Misc** field, if applicable.

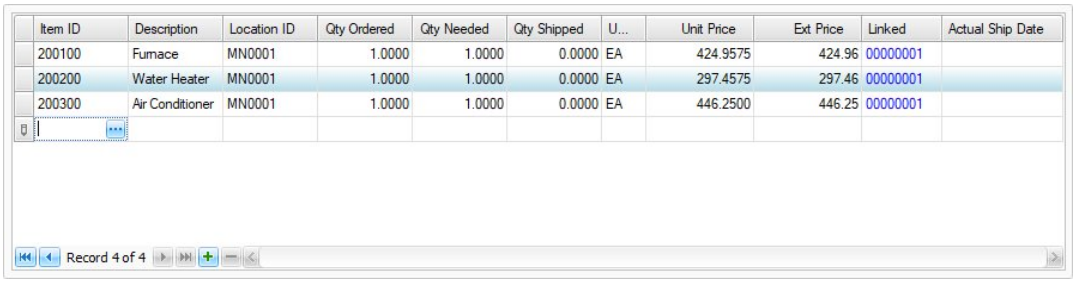
Maint

4. Select the **Tax Class** to apply to the miscellaneous charge.

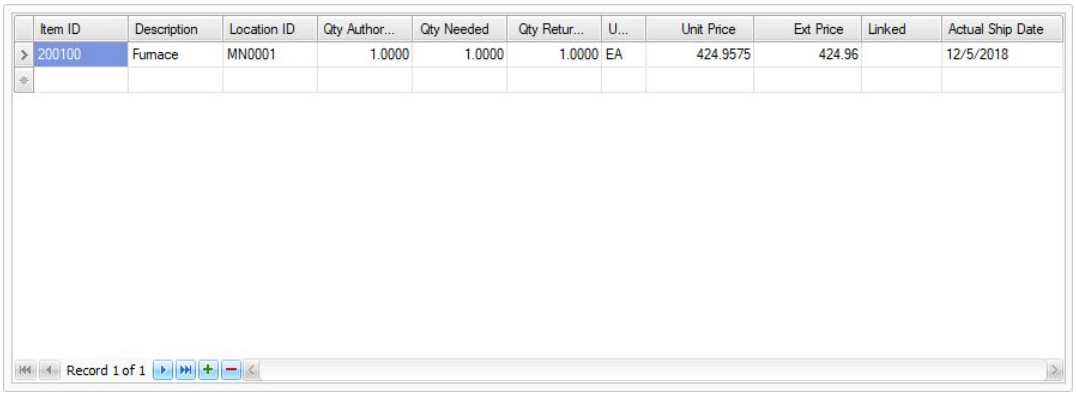
¥$£€

5. 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 field is not available. Select the **Base Currency** check box to view Gain and Loss amounts.

Transactions Screen - Item Summary - Orders and Price Quotes



Transactions Screen - Item Summary - RMAs and Credit Memos



The bottom section of the screen in summary contains a list of the Order's line Items. The **Item ID**, **Description**, **Location**, **Qty Ordered (Authorized)**, **Qty Needed**, **Qty Shipped (Returned), Unit, Unit Price**, and **Ext Price** are listed.

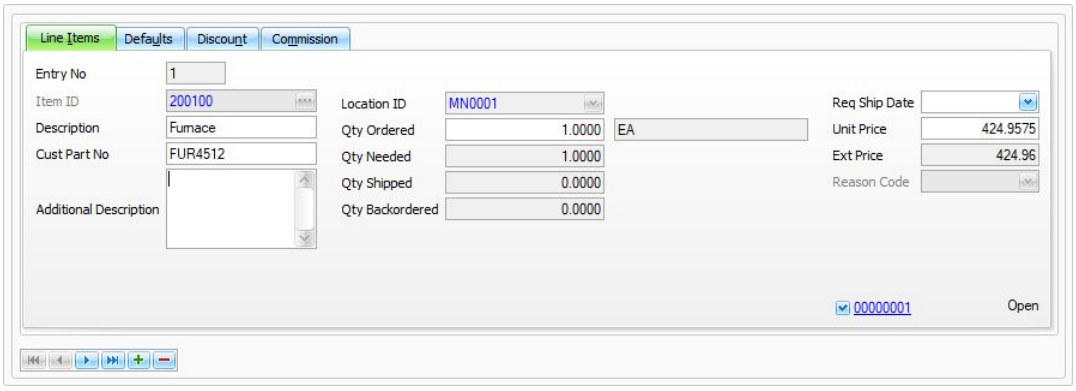
You can use the arrow keys to move the highlight to any line Item with which you want to work.

You may click on a column heading to sort the columns ascending or descending, using the selected column as the sort criteria.

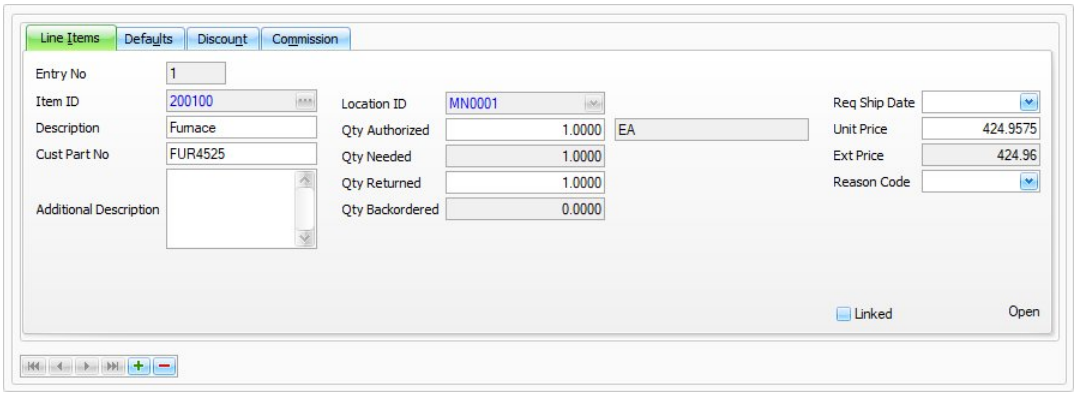
Click the **Re-sequence** button to save the sequence of the line items as currently displayed on the screen.

> **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 acknowledgment, pick slip, packing list and invoice will then print in that order, too.**

Orders Screen - Quotes and Order - Line Items Tab



Transactions Screen - RMAs and Credit Memo - Line Items Tab



Use the **Detail Line Items** function to record information about the Items in the Sales Order.

Maint

1. Enter or edit the **Item ID**. If you interface Sales Order with Inventory, you can select Inventory Items and enter aliases for Item IDs.

   If the Item is a Kitted Item, the **Show Kit Detail** button appears. Click it to view the Kit's components.

2. Edit the Item **Description**, if necessary.
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 or edit the Additional Description of the Item in the **Additional Description** field. This field is available only if you selected Yes to Use Additional Descriptions in the **Business Rules** function of System Manager.

   Available Additional Descriptions appear from System Manager and Inventory if you selected Yes to Copy Additional Descriptions from SM/IN Items in the **Business Rules** function of System Manager.

Maint

5. The **Location ID** entered on the **Header** tab appears. Change it, if necessary.
6. Enter the quantity of Items ordered in the **Qty Ordered** field. If you interface Sales Order with Inventory, the quantity ordered is Committed in Inventory. If backordered quantities exist after the Order is posted, the field is updated with the Backordered Quantity.
7. Enter or edit the **Unit** of measure for the Item, if necessary.
8. The Quantity Needed to fill the Sales Order is displayed in the **Qty Needed** field. This field is for display purposes only and will be updated if the Quantity Ordered is edited. This quantity is displayed so we know what quantity is remaining to fill, if the Order becomes a Backorder. The quantity will remain until the Item has a Completed status.

9. The quantity of units shipped appears in the **Qty Shipped** field. After you Verify an Order, you ship units in full or partial quantities. If you ship all quantities, this field is set equal to the Quantity Ordered; if not, it is set to zero. After the Order is posted, this field is cleared if Backordered quantities exist.

   This field becomes available after you Verify and ship the Order.

10. The quantity of units backordered appears in the **Qty Backordered** field. This field is updated when you post transactions, if the Quantity Ordered is greater than the Quantity Shipped. This field becomes available after you Verify and ship the Order.

11. The current date appears in the **Req Ship Date** field. Edit this Requested Ship Date, if necessary.

12. The **Unit Price**, calculated from the Pricing Structure assigned to the Item, appears, if calculated. Accept the current value or edit the Unit Price.

13. The Extended Price (Unit Price multiplied by Quantity Shipped) appears in the view-only **Ext Price** field. If you edit the Unit Price, the Extended Price is recalculated accordingly.

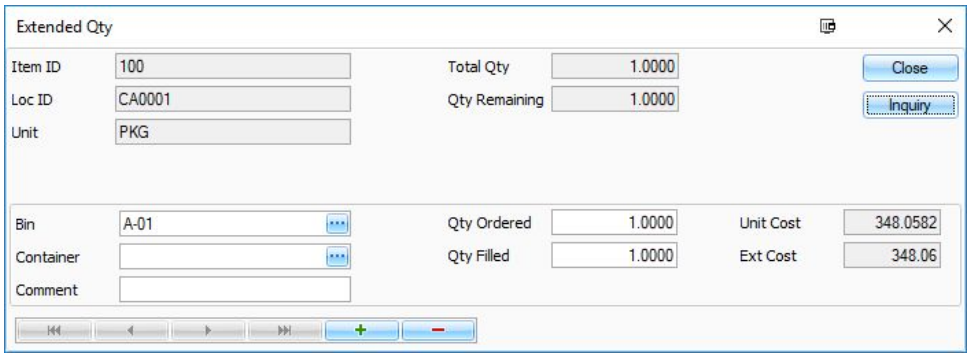
14. The read-only **Linked** field (check box in field view) indicates whether the line Item is part of a Transaction Link between the Sales Order and a Purchase Order or Purchase Requisition. If the field is populated (check box marked and a PO Number is displayed), a link exists between the Sales Order and a Purchase Order or Requisition. The Linked PO Number will appear blue, to allow you to drill into the Purchase Order or Requisition.

    If the field (check box) is clear, there is no Link. A number of tool-tips and click-throughs also give Linked transactions greater visibility.

    To use this feature, you must set the Transaction Link to Yes in the Sales Order Business Rules in the System Manager Company Setup.

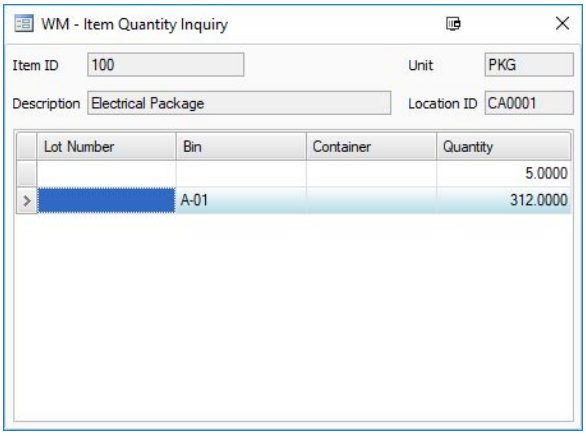
15. If the line Item is part of an RMA Order, use the **Reason Code** field to select a reason for the RMA. You can set up Reason Codes through the SO Setup and Maintenance Reason Codes function (page 3-139).

16. If you have the Warehouse Management application installed, click on the **Detail** button to view the **Extended Quantity** entry screen. On this screen you can select **Bins** and **Containers** from which to take the Item, to fill the Sales Order. You can have several Bins and Containers per Item selected to fill the Order.



- These Bins and Containers are entered to suggest to the warehouse staff that will be printing the Picking List, in Warehouse Management, where to go to pick the Items in the warehouse. The Bins and Containers selected here will print on the Picking List in both Warehouse Management and Sales Order.
- Click on the **Inquiry** button to view the **Item Quantity Inquiry** screen for the selected Item for the Order.

Item Quantity View Screen

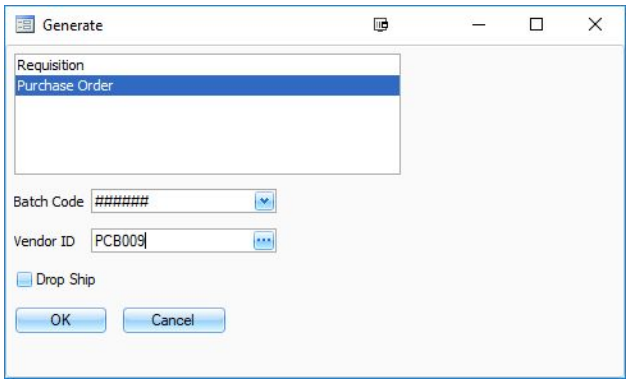


- The **Item ID** and **Location ID** will default into the header area.
- The quantity records for the Item are displayed with Bin and Container information. Close the Item Quantity Inquiry screen.

- Select the Bin and Container out of which you want the item taken, when Recording Picked Orders in Warehouse Management.
- Close the **Extended Quantity** entry screen when finished to return to the **Item Detail** tab.

When the Picking Slip is printed with a **Bin** and **Container** selected the **Bin** and **Container** will print on the Picking Slip.

17. Click **PO Req** to create a new Purchase Order or Requisition for the Item by inserting a record in the Purchase Order **Transactions** or **Requisitions** functions. This button appears only if Purchase Order is installed.



- Select to generate a **Requisition** or a **Purchase Order** from your Sales Order.

  You will get the option to select either a Requisition or Purchase Order if you selected **Choice** in the Business Rules for Purchase Order, for the **Generate Purchases from Sales Order**. If you selected either **Requisitions** or **Purchase Order** you will only be able to generate the type of transaction selected. If you selected **None** for this option the button will be deactivated.
- Select the **Batch Code** in which you want your Purchase Order to be generated. You will only see this option if you Use Batch Processing in Purchase Order and you selected to generate a Purchase Order.
- Select the **Vendor ID** for the Vendor you want the Purchase Order to be generated. This Vendor ID will be filled in on the Purchase Order and into the Vendor ID field in the Purchase Requisition.
- Select the check box to have the Item in the Purchase Order **Drop Ship**ped. The Purchase Order Ship To tab will be filled in with the information entered on the Ship To tab in the Sales Order. If the Sales Order Ship To information is blank, no Ship To information will be transferred to the Purchase Order.
- Click **OK** to generate the Requisition or Purchase Order.

- Click **Cancel** to return to the Orders screen and not generate a Purchase Order or Requisition.

A confirmation message appears when you click **OK** stating **The transaction was generated successfully**.

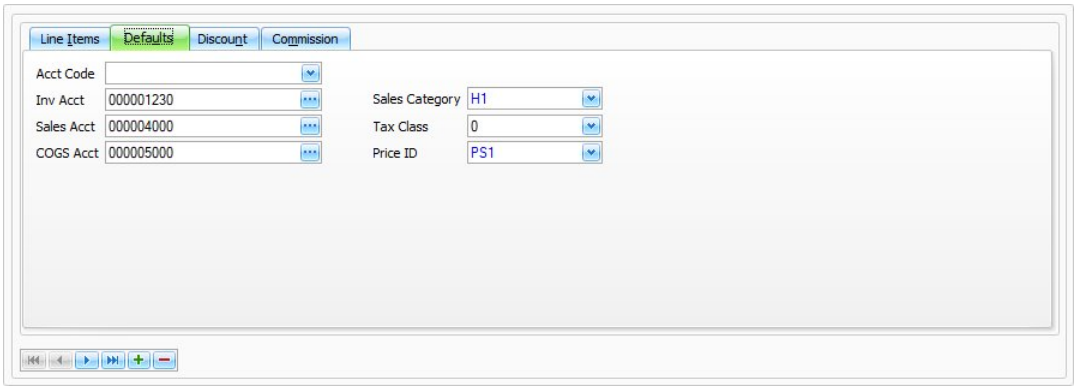
When a Kitted Item is selected when the PO Req button is selected, a Purchase Order or Purchase Requisition will be generated for the components of the Kit. To drill to the Purchase Order select the Show Kit Detail button and click on the blue Linked in the Linked field. Kitted Items are only available if you have the Bill of Material/Kitting application installed.

NOTE: When a Purchase Order has been generated from a Sales Order, the Sales Order Item will be Picked when the Purchase Order Item has been Received. The Status of the Sales Order will be Picked and must be Verified manually to continue with the normal Sales Order transaction process.

NOTE: The Cost from the Purchase Order Item Receipt will be transferred directly into the Cost of the Sales Order Item when the Purchase Order was generated from a Sales Order.

NOTE: When the Drop Ship check box is marked, when generating the Purchase Order, Inventory quantities are not effected by the Receipt in Purchase Order.

Orders Screen - Defaults Tab (All Types)



1. Select the General Ledger Account Code to identify the General Ledger Sales and COGS Accounts in the **Acct Code** field, or leave this field blank.

2. If you interface Sales Order with Inventory and you select an Inventory Item, the General Ledger Sales Account, COGS Account, and Inventory Account IDs corresponding to the Account Code you set up for the Item ID in the Inventory **Items** and **Account Codes** functions appear in the **Inv Acct**, **Sales Acct**, and **COGS Acct** fields.

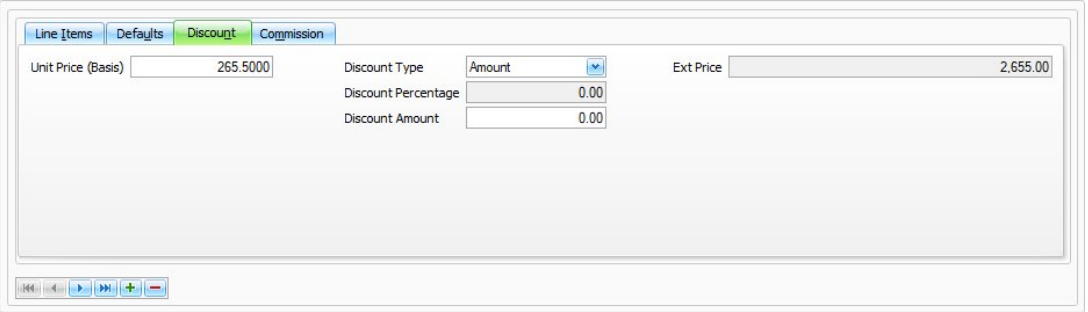
   If you do not interface Sales Order with Inventory, the Account IDs you set up in the System Manager **Description Items** function appear if you select a System Manager Description Item. If the Item is not set up in either application, the Account IDs you set up in the **Accounts Receivable, Business Rules** function in System Manager appear.

   Edit the Account IDs as necessary. See the *System Manager Training Manual* and *Inventory Training Manual* for more information.

3. Edit the **Sales Category** and **Tax Class** assigned to the item, if necessary.

4. If you interface Sales Order with Inventory, the **Price ID** you set up for the Item in the Inventory **Items** or **Item Locations** and **Price Structures** functions appears. Edit this Price ID, enter a new one, or leave the field blank.

Orders Screen - Discount Tab (All Types)



The **Discount** tab allows you to manually add an additional Discount amount to reduce the calculated Price for a line Item in an Order.

To do so, you must first grant access to the feature through the **Allow Line Item Discounts** rule using the Business Rules function in System Manager.

To apply an additional Discount, first highlight the line Item you want to discount and select the Discount tab.

1. Select the **Discount Type** you would like to apply to the line Item.

   - If you choose to Discount the Item by amount, enter the **Discount Amount**.
   - If you choose to Discount the Item by percentage, enter the **Discount Percent**.

     Enter positive numbers. The field is programmed to take the Discount Amount

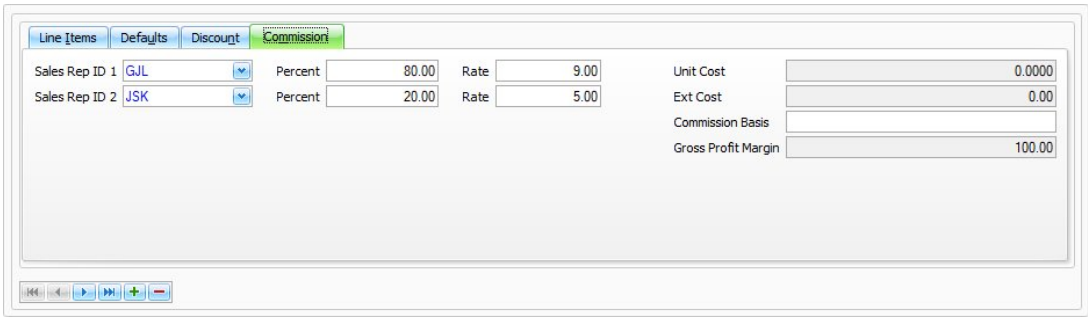
when the amount is entered as a positive number.

2. The adjusted order price is displayed in the **Ext Price** field, and the new Unit and Extended Price are also displayed for the line Item.

   A discount amount entered here will be represented on the printed Invoice, by listing the line Item with the undiscounted Price and Extension on one line, and the Discount Amount printed on a second line immediately below the first.

NOTE: The Commissions tab will only appear if the Business Rule to use Line Item Commission is set to Yes.

Orders Screen - Commissions Tab (All Types)



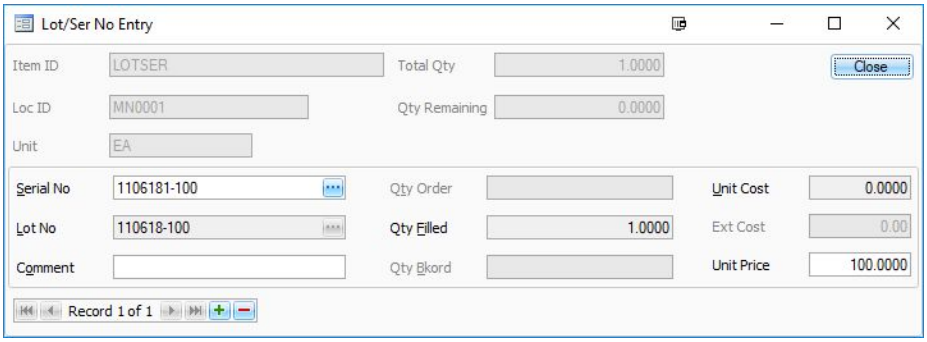
1. The **Sales Rep ID 1** and **2**, commission **Percent**, and **Rate** associated with the Customer appear. Edit this information, if necessary. Each Sales Rep can receive up to 100 percent of a sale.
2. The **Unit Cost** of the Item appears if you selected Yes to Display Unit Cost in the **Accounts Receivable, Business Rules** function.
3. The extended cost (Unit Cost multiplied by Quantity) appears in the view-only **Ext Cost** field. This field appears only if you selected Yes to Display Unit Cost in the **Accounts Receivable, Business Rules** function.
4. The setting and display of the **Commission Basis** value is based upon the **Display Commission Basis on Line Items** Business Rule in System Manager. When the rule is disabled, the basis value will remain in sync with the Unit Cost and will be updated to the current Unit Cost during the release process. When the rule is enabled, the basis value will default to the current Unit Cost, and you may edit the value which will be transferred directly into the SO Order during the release process.

   The Commission Basis numbers will only effect the commissions for Sales Reps that are being paid commissions on the basis of Gross Profit.

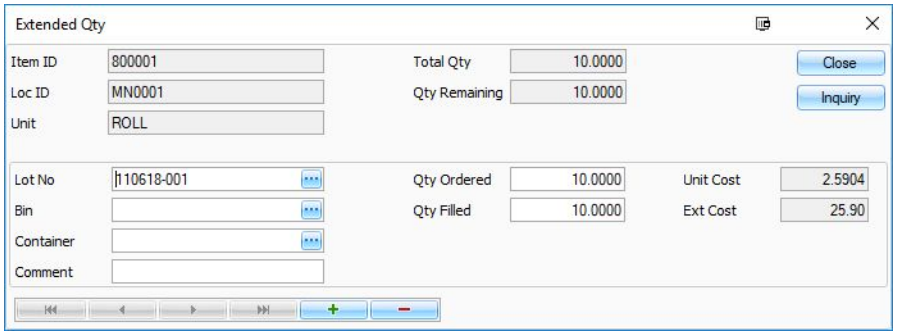
A couple of examples of why you might want to change the Commission Basis would be: If you purchased the Item in a large quantity and got a discount on the cost of the Item and you do not want to pay your Sales Rep's commissions based on this discounted cost and selling at the regular price. Their Gross Profit will be inflated because of this.

If you needed to purchase the Item and have it rushed to you, and you paid a higher cost for the Item because of this, you don't want to penalize your Sales Rep's commission because the Gross Profit is lower.

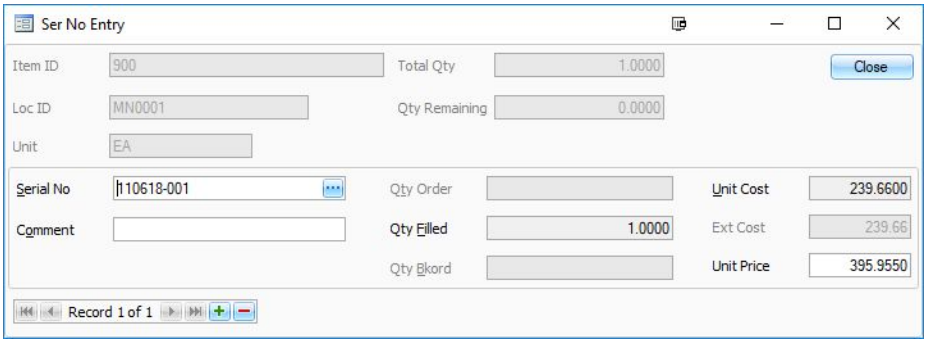
Lot/Ser No Entry Dialog Box



Lot No Entry Dialog Box



Serial No Entry Dialog Box



The Lot/Ser No Entry dialog box appears when you click the **Verify** button on the Orders screen, if Lotted or Serialized Items exist for the Order, or when you click the **Lot/Serial No Entry** button for Lotted or Serialized Items on the **Item Detail** area. You must enter Lot and Serial information; if you do not, the amount in the **Qty Shipped** field on the Order screen's **Item Detail** area will be adjusted to zero.

1. Select the Item's Serial Number in the **Serial No** field. This field appears only if the Item is Serialized. You may select Serial Numbers only for available Items.

   If you ship an Item in multiple quantities, each with its own Serial Number, enter each Serial Number in a new record on the dialog box. Use the scroll bar to view records.

2. Select the Item's Lot Number in the **Lot No** field. This field appears only if the Item is Lotted or Serialized and Lotted.

3. Enter a **Comment**, if desired.

4. Click **Close** to save your changes and return to the Orders screen. The amount in the **Qty Shipped** field on the Order screen's **Item Detail** area will be adjusted to match the total quantity of Serial Numbers you entered or to the total of the Lotted quantities you entered, if necessary.

Linked Sales Orders

Sales Orders Linked to Purchase Orders

When users enter a Sales Order and create a Purchase Order for a line Item, within the Item detail grid the Linked field will populate to display the **PO Trans Number**. Users are also able to drill down to the Purchase Order Transaction View to see transaction details the line Items are associated with if they have permission to this menu function.

Within the Purchase Order, users are able to view the Sales Order transaction number in the **Notes** field and the Linked box on the item detail grid will be checked.

NOTE: Only tool tips and Linked transactions have been added to SO at this time.

On the SO Order View, users are able view and drill down to the **PO Number** associated with the line Item.

When a Kitted Item is selected when the PO Req button is selected, a Purchase Order or Purchase Requisition will be generated for the components of the Kit. To drill to the Purchase Order select the Show Kit Detail button and click on the blue PO Transaction Linked in the Linked field. Kitted Items are only available if you have the Bill of Material/Kitting application installed.

Sales Orders Linked to Purchase Requisitions

When users enter a Sales Order and create a Purchase Order Requisition for a line Item, within the Item detail grid the **Linked** field will populate to say **Requisition**.

NOTE: Since a Transaction has not been generated, users are not able to drill down to the Purchase Order Transaction View.

Within the Purchase Order Requisition function, users are able to view the Sales Order Transaction Number in the **Notes** field and the **Linked** box will be checked.

In the SO Order View, the **PO Link** field displays the line item value of **Requisition**.

Transaction Screen - Command Buttons

Command buttons remain on the top of the screen throughout the transaction entry process.

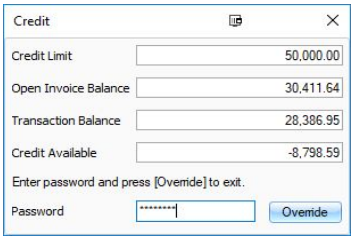
Command Buttons

Name	Description
Update	Unlock an Order to allow you to edit the transaction or perform another function on the transaction displayed.
Copy	Copy the line Item information of a posted Sales Order. This button is only available after you choose a Customer ID, but becomes unavailable once you begin entering line Item information.

Name	Description
Verify	Verify a New Order. A message box appears asking you whether to Ship All Items. Click **Yes** to Verify and Ship All Items. Click **No** if you want to Verify the Order but do not want to Ship All Items. If you click **Yes** to Verify and Ship All Items, the Lot/Ser No Entry dialog box (page 5-33) appears when the Order contains Lotted or Serialized line Items.
Live	Change the Order's status to **New** for a **Price Quote** and Commit Items. Click the **Live** button to change the Order's status to **Credit Memo** for an **RMA**. This button only appears for **Price Quote** and **RMA** type transactions.
Rem Credit	View the Customer's Credit Limit, Open Invoice Balance, Current Transaction Balance, and Remaining Credit. The Credit dialog box appears.
Print	Print an online Invoice, Order Acknowledgment, Picking Slip, Packing List, RMA, or Price Quote. The Online List dialog box (page 5-40) appears and lists the forms you can print for that Order. The forms that are available depend on the Order's Type, Status, and current activity.
Payments	If you have activated the TRAVERSE Payment System (Credit Card Processing), click this button to enter a credit card payment processed through your credit card payment service.

5. Click the **New Record** button to enter a New Order.

Credit Dialog Box



1. The **Credit** dialog box appears when the Customer's Credit Limit is exceeded or when you click **Rem Credit**.

   The Credit box will automatically display, if you have the Accounts Receivable Business Rule set to Yes, to Display the Credit Limit Warning.

   If a Password has been entered into the Accounts Receivable Credit Limit Password Business Rule, 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 Orders screen.

NOTE: When the Customer has been put on Credit Hold, an indicator will display next to the Net Due box ⚠.

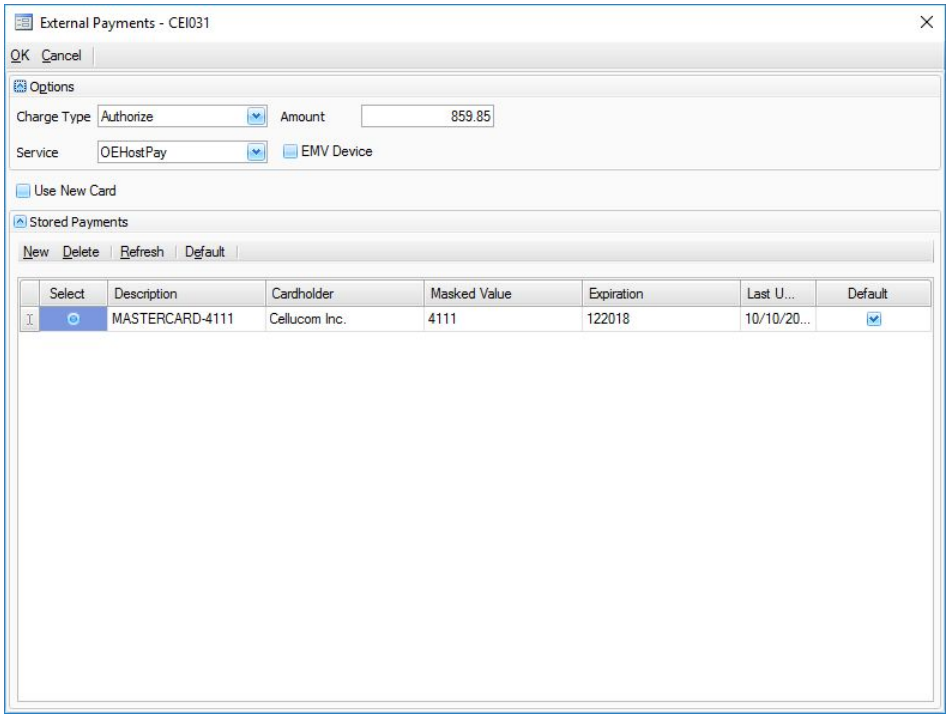
Payments Button

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 (page 3-79) section.)

2. In the **Options** section (header) of the screen, select the **Charge Type** from the drop-down list; **Authorize** or **Sale**.

    - **Authorize** will store the payment and apply it to the Invoice when the payment is processed. The Authorize type is used more at the beginning of a Sales Order transaction, to verify that the card has funds available for the transaction.

        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.

- **Sale** will apply the payment to the invoice when processed. The Sale type is used more toward the end of processing a Sales Order, when you haven't finalized the exact amount of the payment.

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 in the TPS.config 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.

SO External Payment Receipt

CPU New Comp
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700
(952)-403-2495

Trans ID	000000031055
Trans Type	Pre-Authorization
Date/Time	11/6/2018 12:20:44 PM
Card Type	MasterCard
Card Number	XXXXXXXXXXXX4111
Entry Method	MANUAL
Customer Reference	0022500
Merchant ID	800000001355
Response Code	1
Source Reference	00000002
Terminal ID	80022532
Approval Code	446447
Total Amount	1,244.63

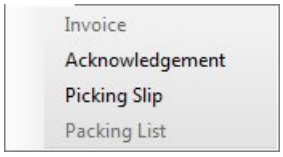
Approved - Thank You

X _____

Thank You!

NOTE: If the payment does not go through, an error message will appear.

Online Print Dialog Box

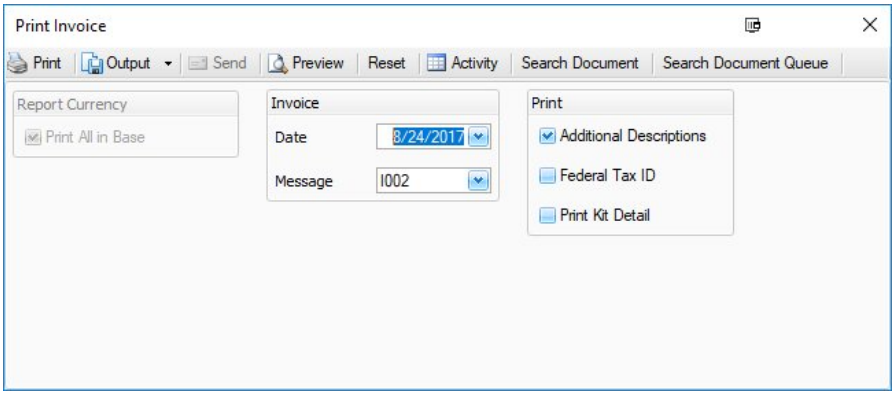


The Online Print dialog box appears when you click the **Print** button on the Orders screen, to print an online Invoice (page 5-41), Credit Memo (page 5-41), Order Acknowledgment (page 5-50), Picking Slip (page 5-54), Packing List (page 5-59), or Price Quote (page 5-60).

The online lists that are available to you appear in black and depend on the Order Type, Status, and activity. For example; the Packing List option is not available until after you have Verified the Order for shipping. Click a black entry to open the selection screen for that form.

NOTE: You can print online forms only when allowed by the selections in the Business Rules function (page 3-5). If you elected not to allow printing of an online form, a message appears when you select that form.

Print Online Invoice Screen



The **Print Invoice** screen appears when you click **Invoice** in the **Print** List dialog box. Use this screen to print an Invoice or Credit Memo for a Verified Order or Credit Memo Order.

¥$£€

1. If you use multi-currency, select the **Report Currency** check box to **Print All in Base**, to print the Invoice in the company's base currency; otherwise, clear the check box to print it in the Customer's currency. This option is available only if you use multi-currency and the Order is entered in a currency other than the base currency.
2. Edit the **Invoice Date**, if necessary.
3. Select a **Message** for the **Invoice**. Invoice messages are set up in the Accounts Receivable **Invoice Messages** function.
4. Select the check box to **Print Additional Descriptions** on the Invoice; otherwise, clear the check box. This option is available only if you selected Yes to Use Additional Descriptions in the Accounts Receivable, Business Rules function.
5. Select the check box to **Print The Federal Tax ID** for the current company; otherwise, clear the check box.
6. Select the check box to **Print Kit Detail**; otherwise, clear the check box.
    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the **Print Kit Detail on Packing Lists** option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting User's Guide for more information.

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.)
Search Document Queue	Open the Search Document Queue to send the form that has been set up with Document Delivery and is sent to the Document Delivery Queue.

Activity Log

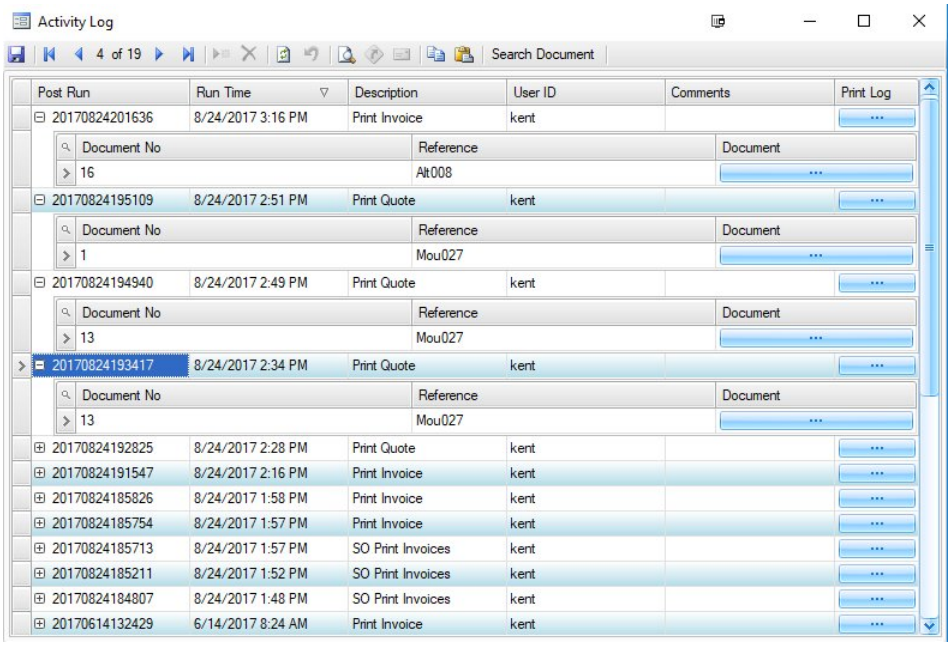
Use the **Activity Log** to view printing activity for administrative purposes.

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

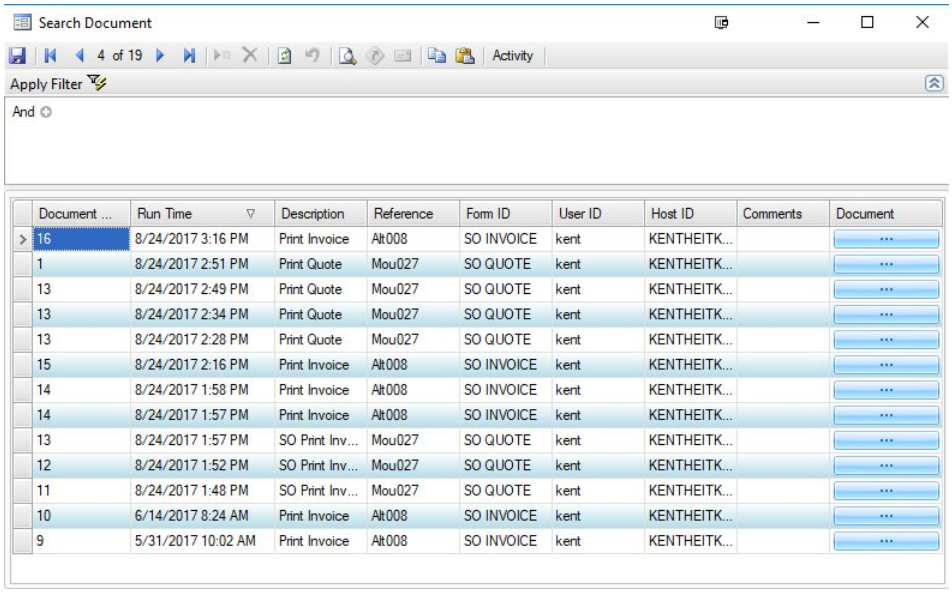
Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the Accounts Receivable, **Use Archive Business Rule**.

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.
Form ID	The type of form printed.

Name	Displays
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.

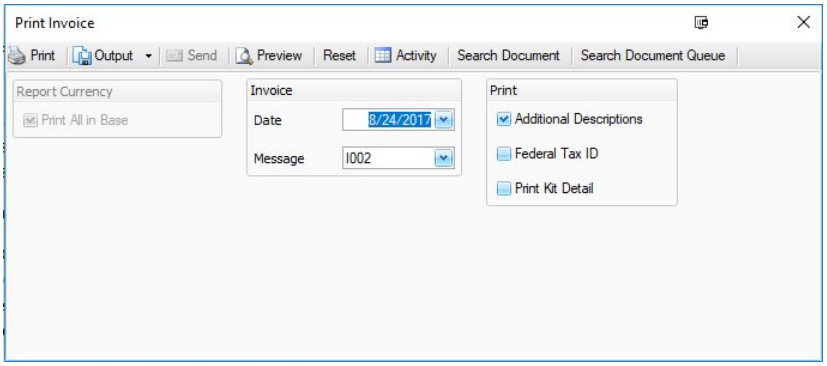
Search Document Screen



Search Document Queue

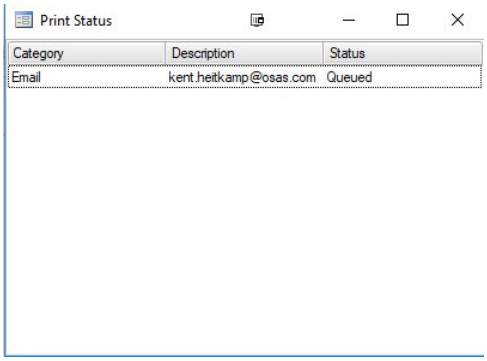
When you print a document you have configured in the System Manager, Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button, to open the **Search Document Queue** screen, which allows you to search documents the Customer selected. The screen displayed will depend on the function from which you are printing the document.

Print Invoice Screen



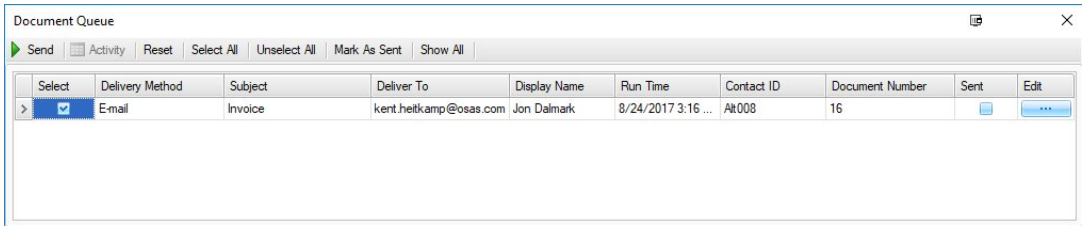
When you **Print** the document, a **Print Status** window will appear.

Print Status Screen



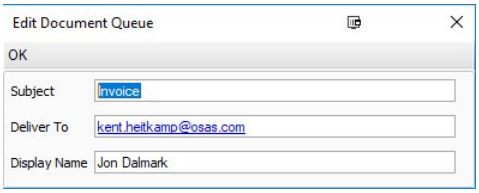
When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

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.

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

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.

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

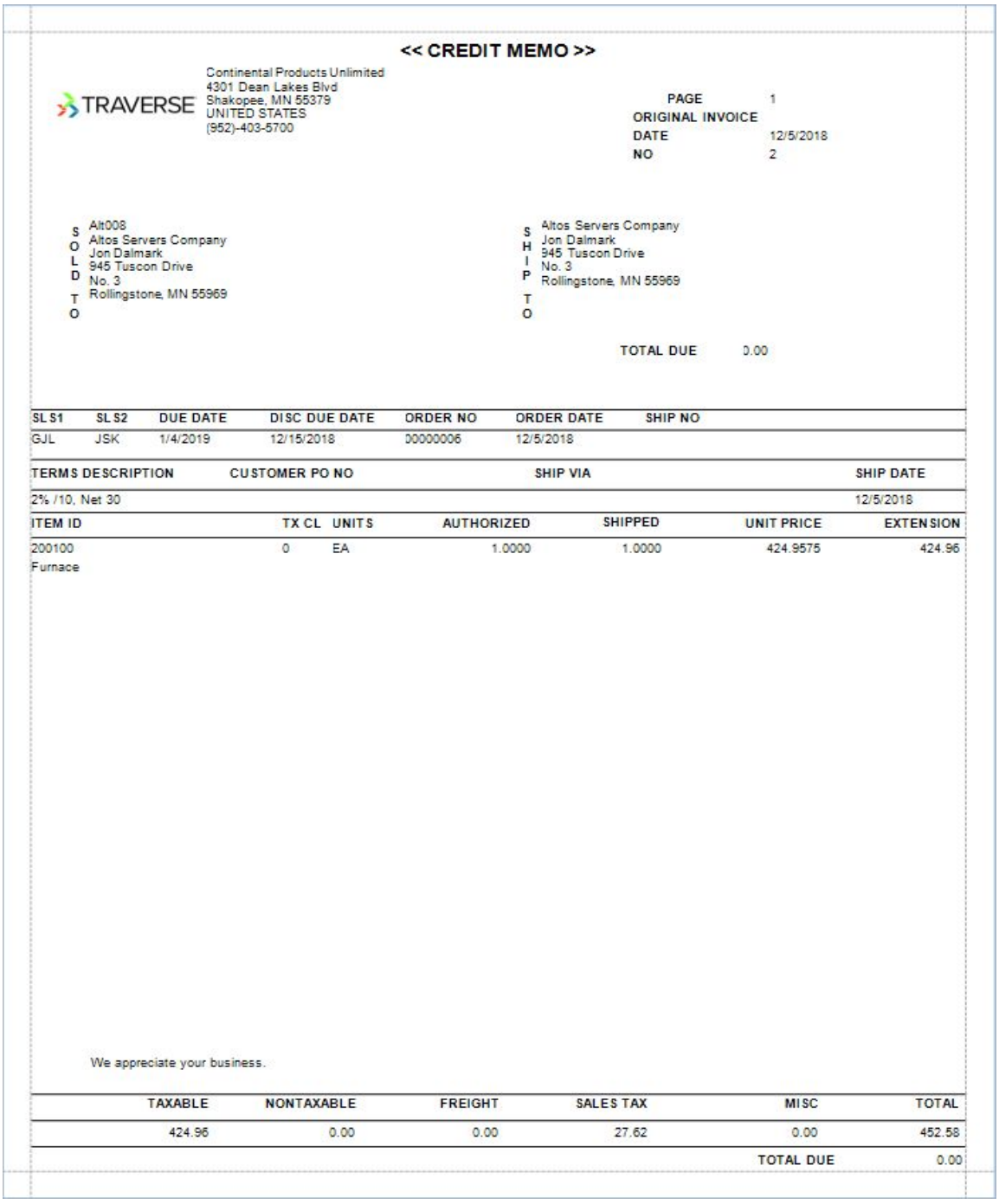
ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
200400 Water Softener	0	EA	1.0000	1.0000	148.7075	148.71
200500 Sump Pump	0	EA	1.0000	1.0000	59.4915	59.49

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

Credit Memo



<< CREDIT MEMO >>

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
ORIGINAL INVOICE
DATE 12/5/2018
NO 2

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	00000006	12/5/2018	

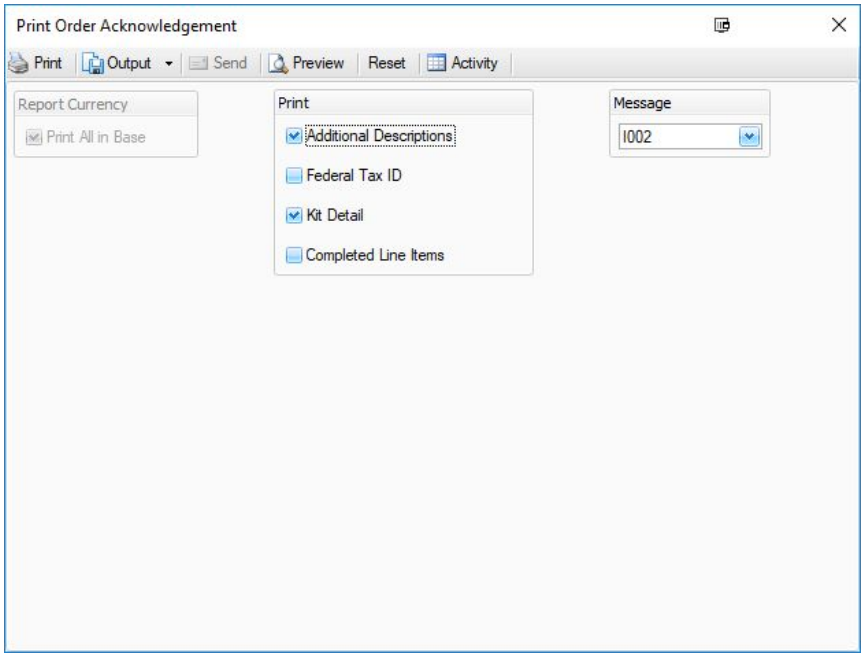
TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
2% /10, Net 30			12/5/2018

ITEM ID	TX CL	UNITS	AUTHORIZED	SHIPPED	UNIT PRICE	EXTENSION
200100 Furnace	0	EA	1.0000	1.0000	424.9575	424.96

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
424.96	0.00	0.00	27.62	0.00	452.58
				TOTAL DUE	0.00

Print Online Order Acknowledgment Screen



The **Print Online Acknowledgment** screen appears when you click **Acknowledge** in the **Print** List dialog box. Use the screen to print an order Acknowledgment for a new transaction.

¥$£€

1. If you use multi-currency, select the check box to **Print All in Base**, to print the Acknowledgment in the base currency; otherwise, clear it to print the Acknowledgment in the Customer's currency. This option is available only if you use multi-currency and the Order is entered in a currency other than the base currency.

   This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

2. Select the check box to print **Additional Descriptions** on the order Acknowledgment; otherwise, clear the check box. This option is available only if you selected Yes to Use Additional Descriptions in the **Business Rules** function (page 3-5).

3. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.

4. Select the check box to **Print Kit Detail**; otherwise, clear the check box. If you selected Yes to Print Kit Detail on order Acknowledgments in the Bill of Material Business Rules function (page 3-5), this check box is automatically selected.

- This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

5. Check the box to print **Completed Line Items** on your order Acknowledgment.
6. Select a **Message** for the Acknowledgment. Messages are set up in the Accounts Receivable Invoice Messages function.
7. Select a command button:

Command Buttons

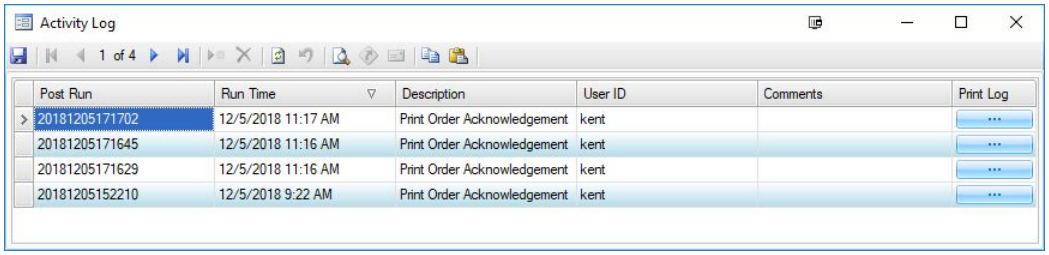
Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

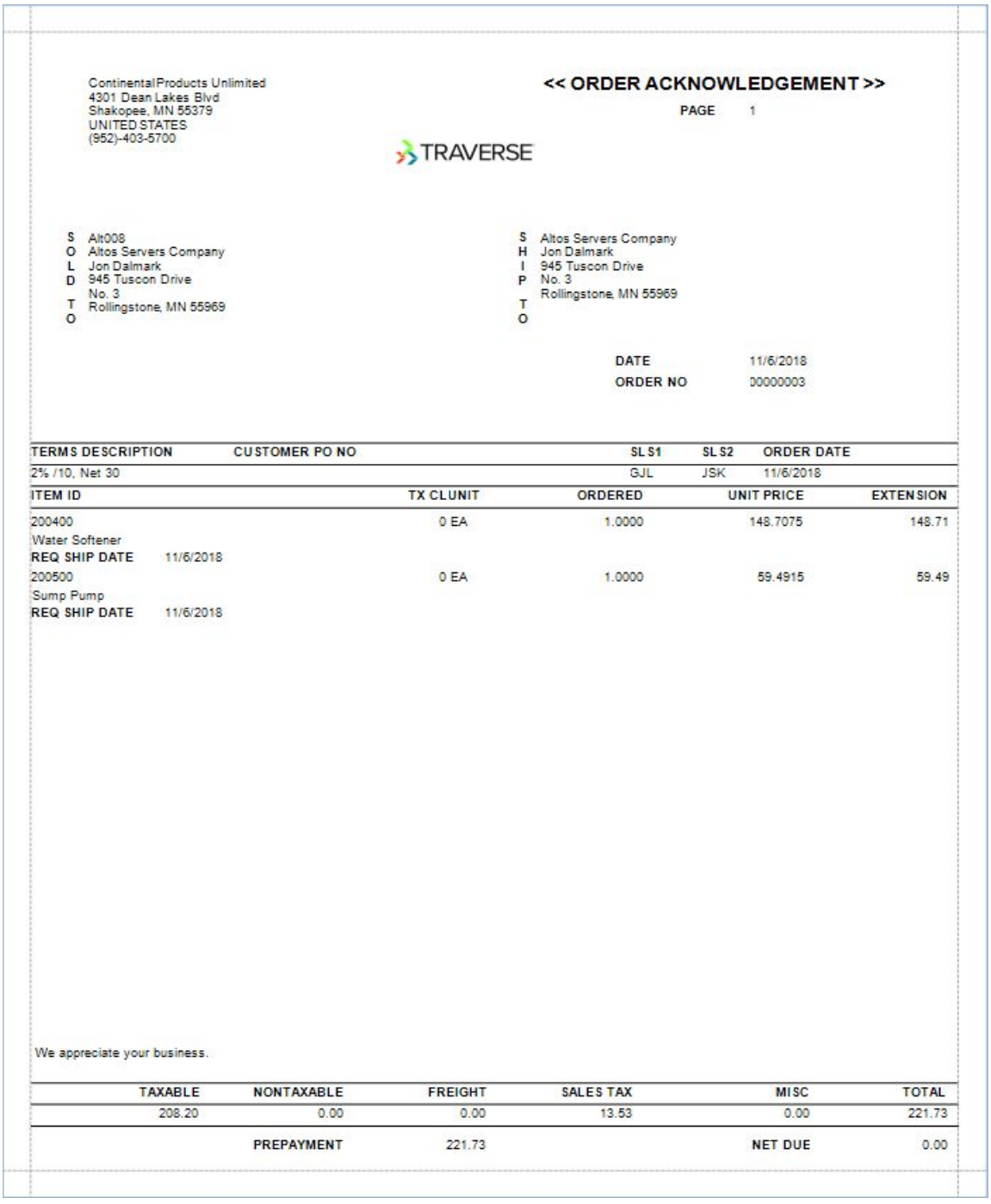
Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

Activity Log Screen



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

Order Acknowledgment



ContinentalProducts Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

<< ORDER ACKNOWLEDGEMENT >>

PAGE 1

TRAVERSE

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

DATE 11/6/2018
ORDER NO 00000003

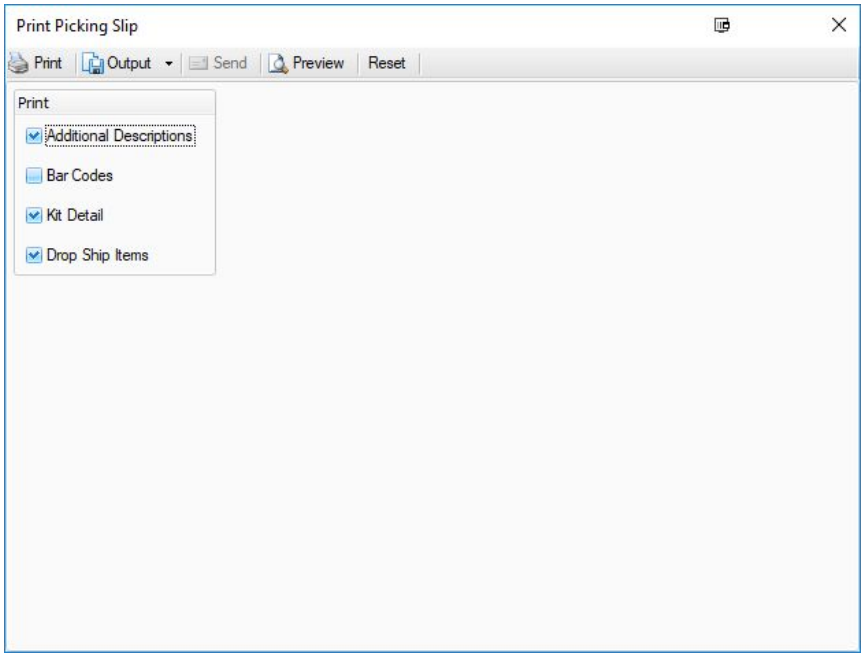
TERMS DESCRIPTION	CUSTOMER PO NO	SLS1	SLS2	ORDER DATE
2% /10, Net 30		GJL	JSK	11/6/2018

ITEM ID	TX CLUNIT	ORDERED	UNIT PRICE	EXTENSION
200400 Water Softener REQ SHIP DATE 11/6/2018	0 EA	1.0000	148.7075	148.71
200500 Sump Pump REQ SHIP DATE 11/6/2018	0 EA	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		NET DUE	0.00

Print Online Picking Slip Screen



The **Print Picking Slip** screen appears when you click **Pick** in the Print List dialog box. Use it to print picking slips for Orders.

1. Select the check box to **Print Additional Descriptions** on the Picking Slip; otherwise, clear the box. This option is available only if you select Yes to Use Additional Descriptions in the Accounts Receivable, Business Rules function (page 3-5).
2. Select the check box to **Print Bar Codes** on the Picking Slip; otherwise, clear the check box.
3. Select the check box to **Print Kit Detail** on the Picking Slip; otherwise, clear the check box. If you elected to Print Kit Detail on Picking Slips in the Bill of Material Business Rules function, this check box is automatically selected.
    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected Yes to the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

4. Select a command button:

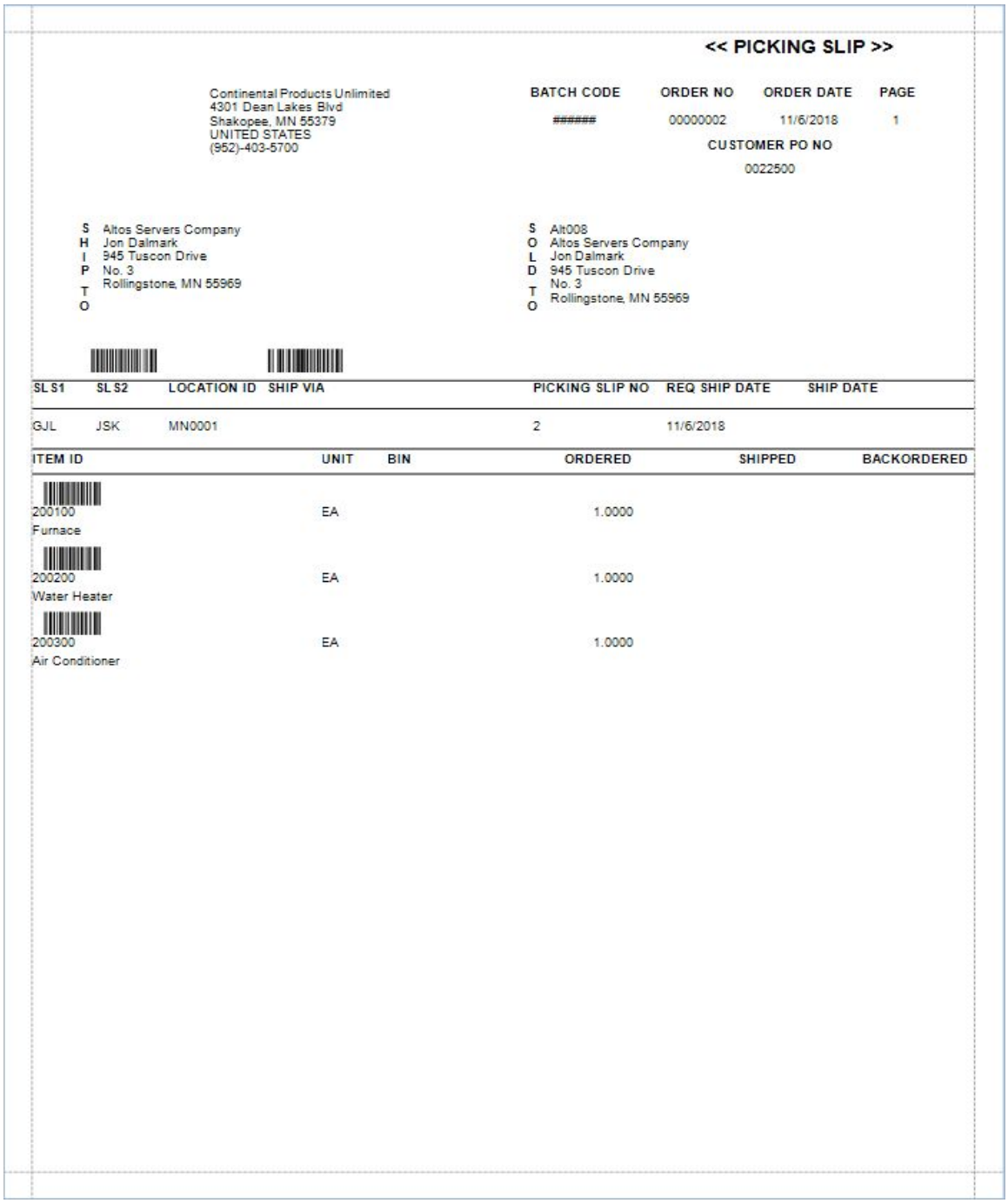
Command Buttons

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.

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

After the Picking Slip prints, the Picking Slip number appears in the **Pick Slip No** field on the Orders screen's **Documents** tab and the Order's status changes from **New** to **Picked**.

Picking Slip



<< PICKING SLIP >>

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

BATCH CODE	ORDER NO	ORDER DATE	PAGE
######	00000002	11/6/2018	1

CUSTOMER PO NO
0022500

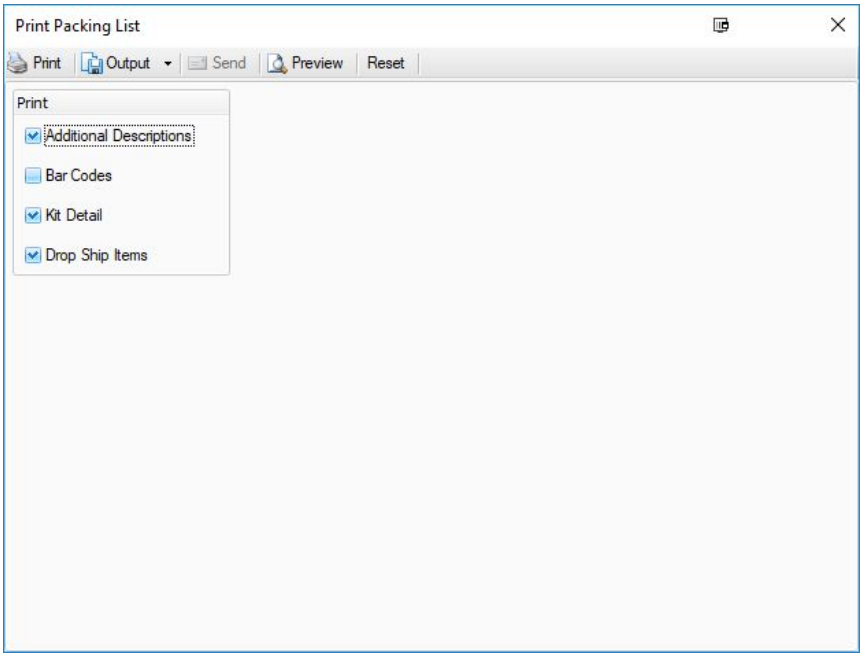
SHIP TO
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SOLD TO
Alt008
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SLS1	SLS2	LOCATION ID	SHIP VIA	PICKING SLIP NO	REQ SHIP DATE	SHIP DATE
GJL	JSK	MN0001		2	11/6/2018	

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
200100 Furnace	EA		1.0000		
200200 Water Heater	EA		1.0000		
200300 Air Conditioner	EA		1.0000		

Print Online Packing List Screen



The **Print Packing List** screen appears when you click **Pack** on the Print List dialog box. This list is available only for Verified orders. Use the screen to print Packing Lists that contains quantities shipped and backordered for Orders you are shipping.

1. Select the check box to **Print Additional Descriptions** on the Packing List; otherwise, clear the box. This option is available only if you select Yes to Use Additional Descriptions in the Accounts Receivable, Business Rules function (page 3-5).
2. Select the check box to **Print Bar Codes** on the Packing List; otherwise, clear the check box.
3. Select the check box to **Print Kit Detail** on the Packing List; otherwise, clear the check box. If you selected Yes to Print Kit Detail on Packing Lists in the Bill of Material Business Rules function, this check box is automatically selected.
    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected Yes to the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

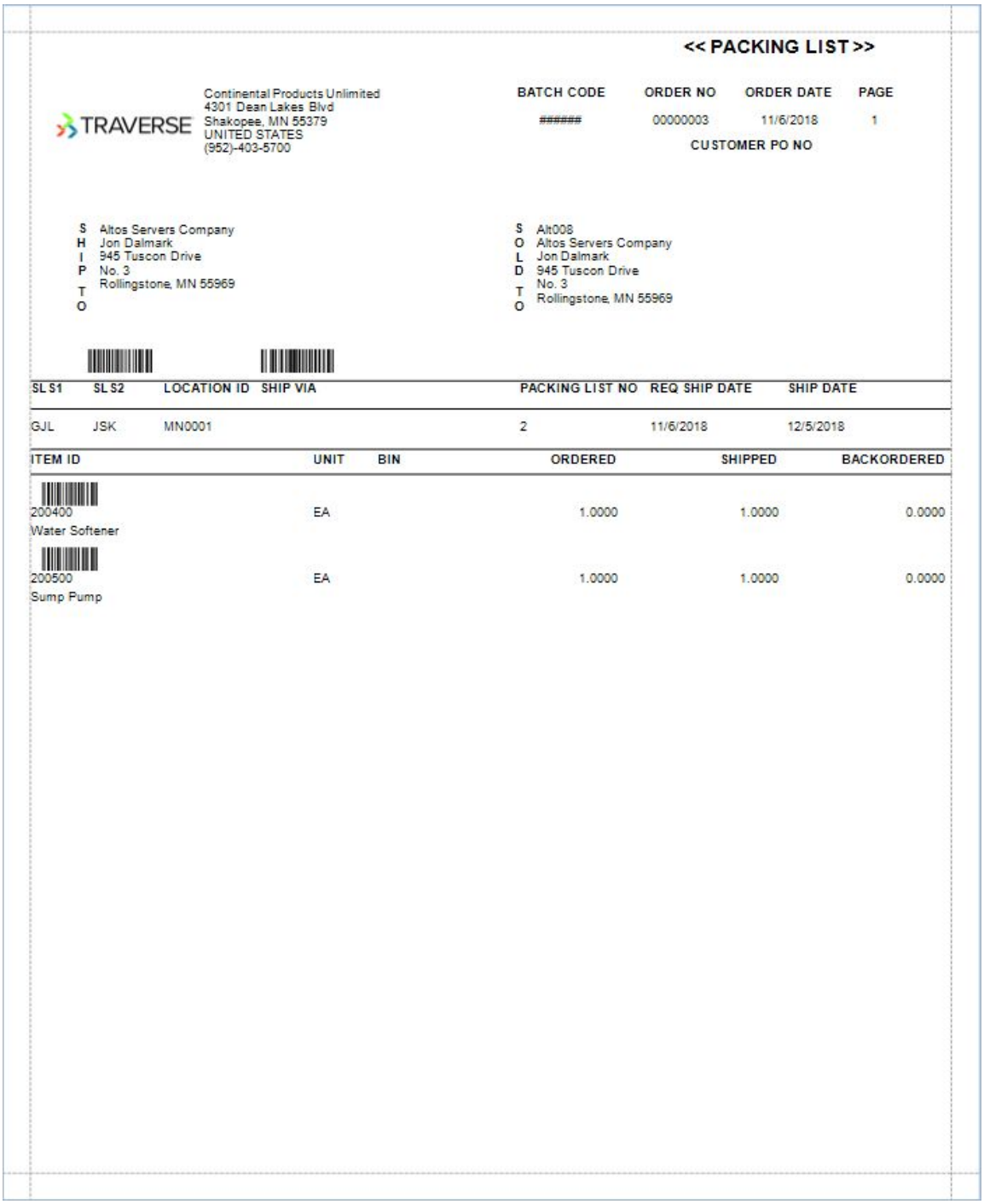
4. Select a command button:

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.

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

Packing List



<< PACKING LIST >>

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

BATCH CODE	ORDER NO	ORDER DATE	PAGE
######	00000003	11/6/2018	1

CUSTOMER PO NO

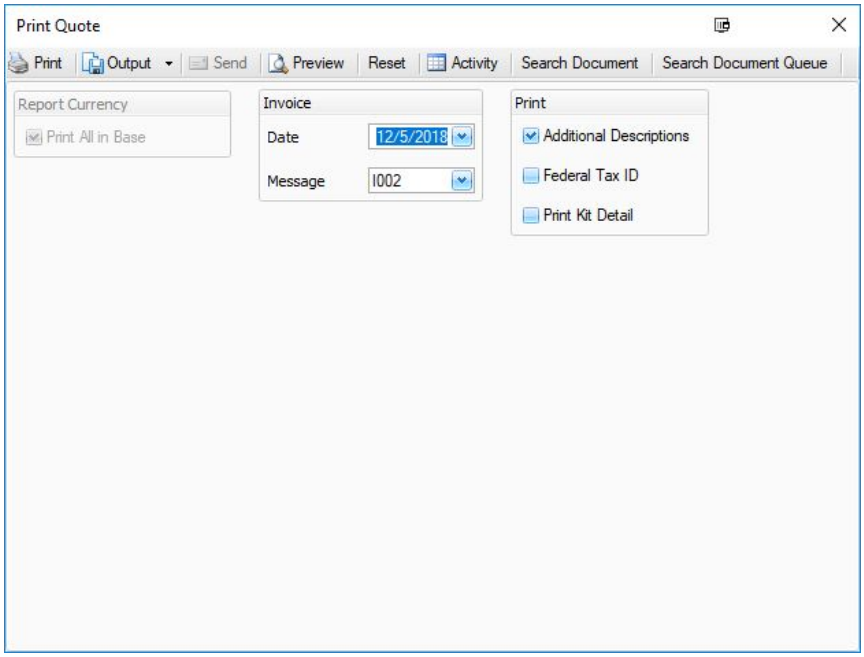
SHIP TO
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SOLD TO
Alt008
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SLS1	SLS2	LOCATION ID	SHIP VIA	PACKING LIST NO	REQ SHIP DATE	SHIP DATE
GJL	JSK	MN0001		2	11/6/2018	12/5/2018

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
200400 Water Softener	EA		1.0000	1.0000	0.0000
200500 Sump Pump	EA		1.0000	1.0000	0.0000

Print Online Quote Screen



The **Print Quote** screen appears when you click **Quote** on the Print List dialog box. This list is only available for price quote transactions. Use it to print price quotes for your customers.

¥$£€

1. If you use multi-currency, select the check box to **Print All in Base**, to print the Quote in the base currency; otherwise, clear it to print the Acknowledgment in the Customer's currency. This option is available only if you use multi-currency and the Order is entered in a currency other than the base currency.

   This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

2. The current date appears as the **Invoice Date**. Edit this date, if necessary.
3. Select a **Message** for the Quote. Messages are set up in the Accounts Receivable Invoice Messages function.
4. Select the check box to **Print Additional Descriptions** on the Quote; otherwise, clear the check box. This option is available only if you selected Yes to Use Additional Descriptions in the Business Rules function (page 3-5).
5. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.

6. Select the check box to **Print Kit Detail**; otherwise, clear the check box.
    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected Yes to the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
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.)
Search Document Queue	Open the Search Document Queue to send the form that has been set up with Document Delivery and is sent to the Document Delivery Queue.

Activity Log

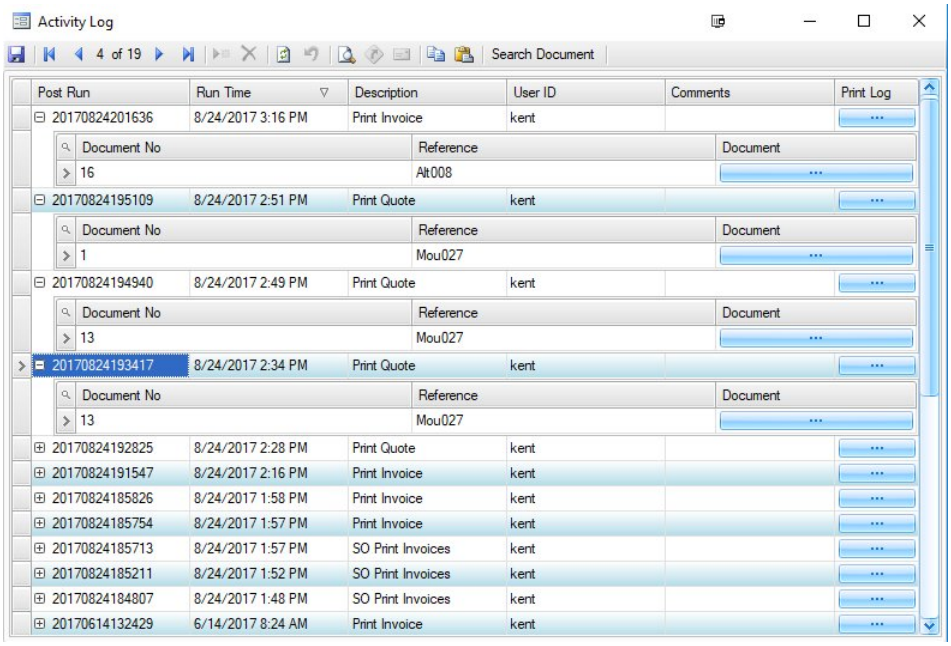
Use the **Activity Log** to view printing activity for administrative purposes.

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

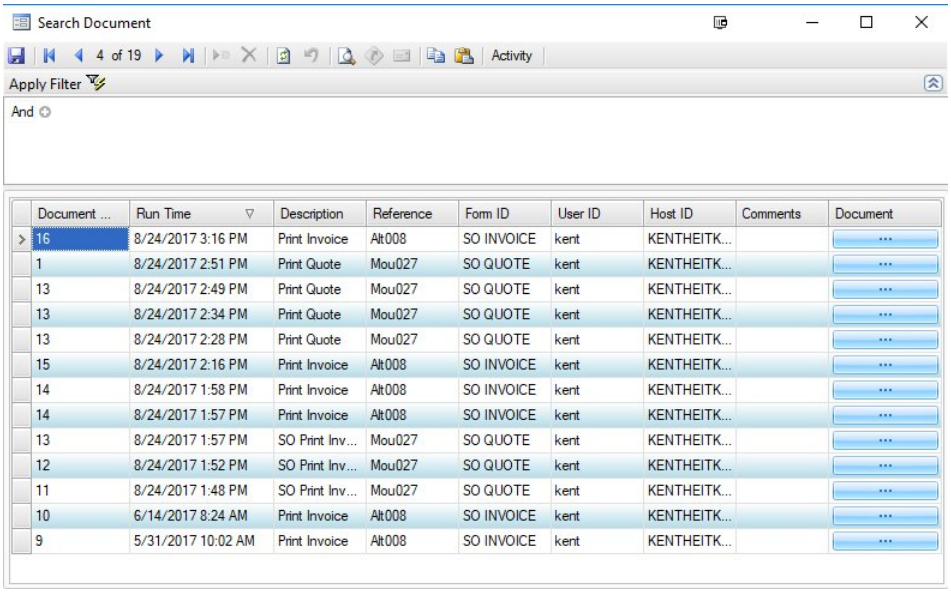
Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the Accounts Receivable, **Use Archive Business Rule**.

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.
Form ID	The type of form printed.

Name	Displays
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

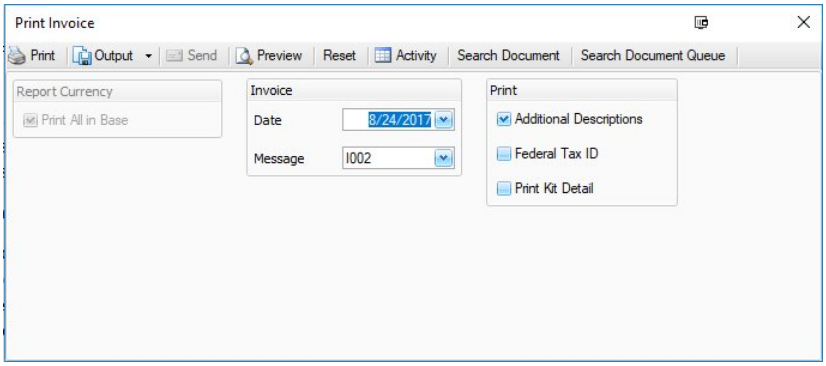


Document ...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
16	8/24/2017 3:16 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
1	8/24/2017 2:51 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:49 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:34 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:28 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
15	8/24/2017 2:16 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:58 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:57 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
13	8/24/2017 1:57 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
12	8/24/2017 1:52 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
11	8/24/2017 1:48 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
10	6/14/2017 8:24 AM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
9	5/31/2017 10:02 AM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...

Search Document Queue

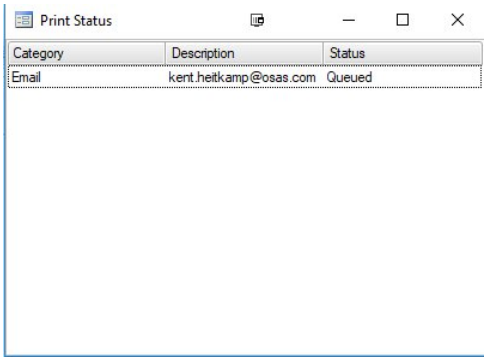
When you print a document you have configured in the System Manager, Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button, to open the **Search Document Queue** screen, which allows you to search documents the Customer selected. The screen displayed will depend on the function from which you are printing the document.

Print Invoice Screen



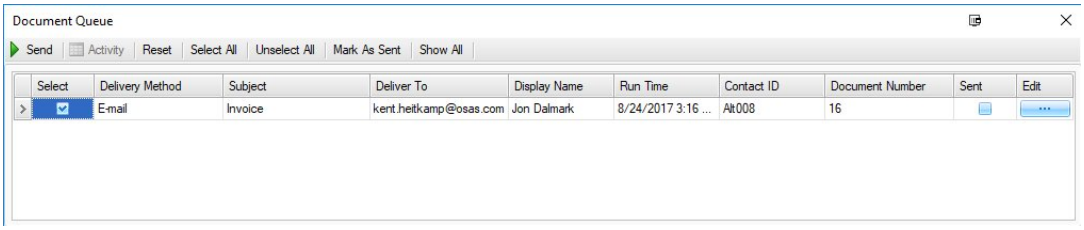
When you **Print** the document, a **Print Status** window will appear.

Print Status Screen



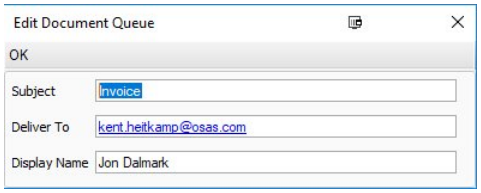
When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

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.

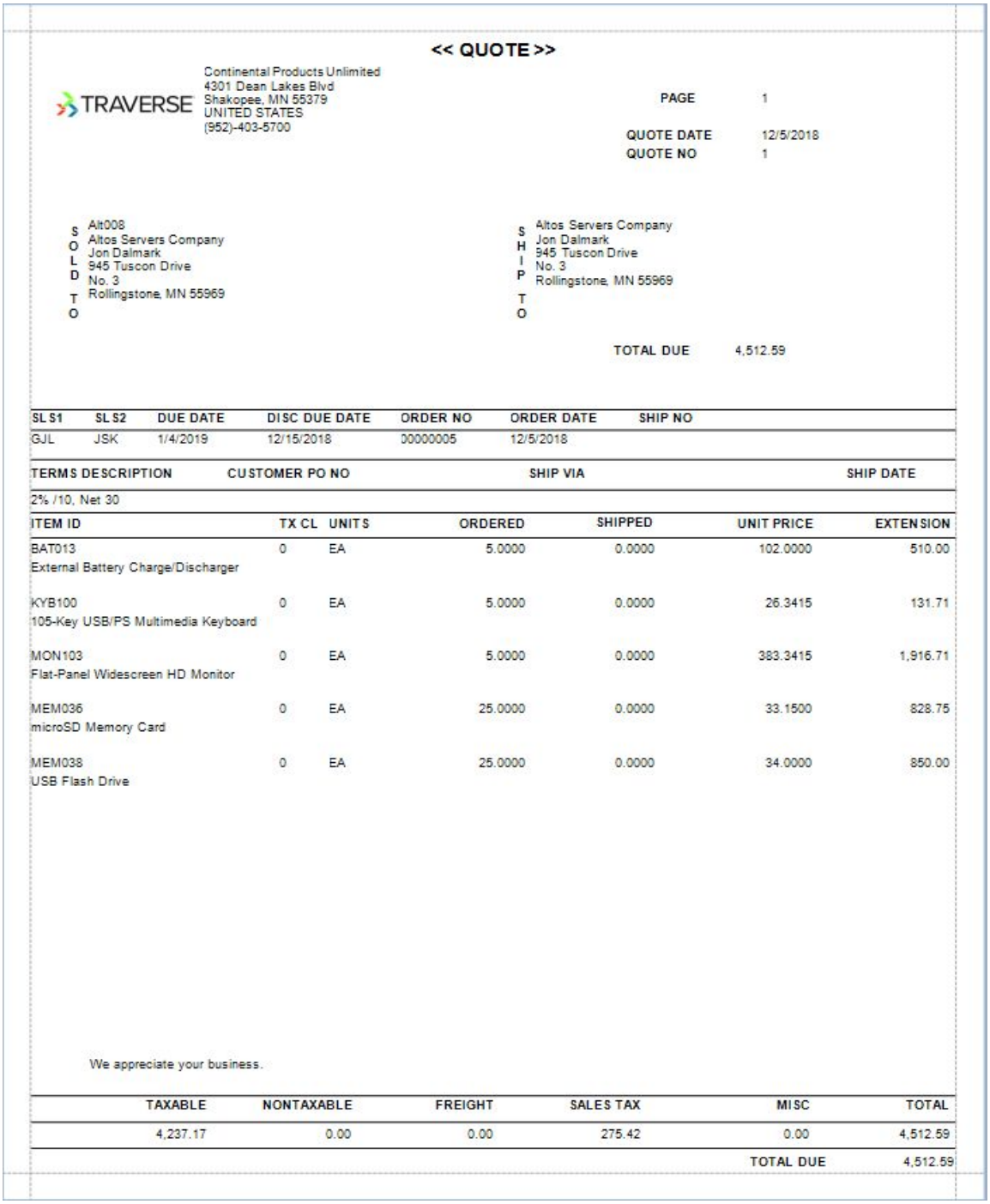
Edit Document Queue Screen



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.

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

Price Quote



<< QUOTE >>

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
QUOTE DATE 12/5/2018
QUOTE NO 1

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 4,512.59

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
GJL	JSK	1/4/2019	12/15/2018	00000005	12/5/2018	

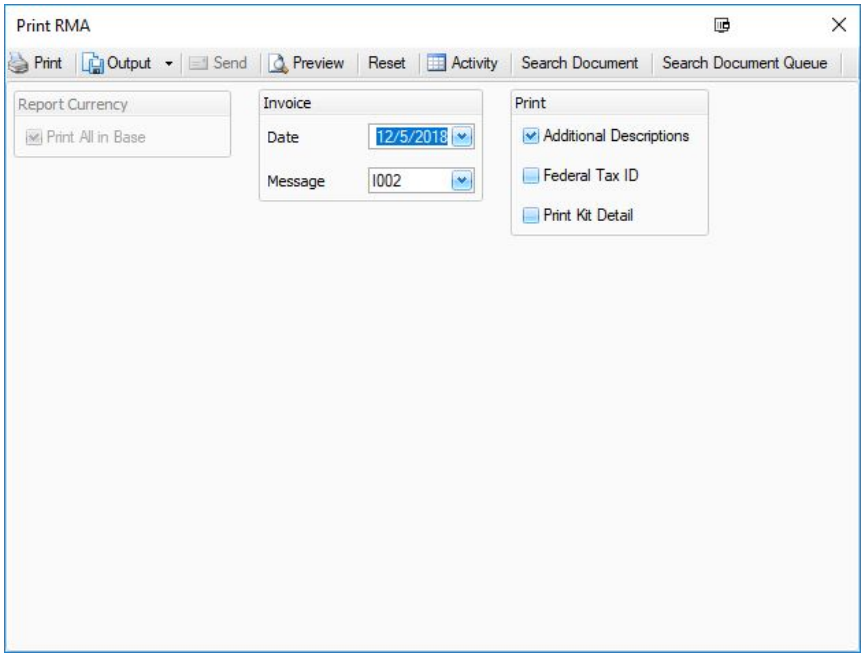
TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
2% /10, Net 30			

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
BAT013 External Battery Charge/Discharger	0	EA	5.0000	0.0000	102.0000	510.00
KYB100 105-Key USB/PS Multimedia Keyboard	0	EA	5.0000	0.0000	26.3415	131.71
MON103 Flat-Panel Widescreen HD Monitor	0	EA	5.0000	0.0000	383.3415	1,916.71
MEM036 microSD Memory Card	0	EA	25.0000	0.0000	33.1500	828.75
MEM038 USB Flash Drive	0	EA	25.0000	0.0000	34.0000	850.00

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
4,237.17	0.00	0.00	275.42	0.00	4,512.59
				TOTAL DUE	4,512.59

Print Online RMA Screen



The **Print RMA** screen appears when you click **RMA** on the Print List dialog box. Use it to print Price Quotes for your Customers.

¥$£€

1. If you use multi-currency, select the check box to **Print All in Base**, to print the Acknowledgment in the base currency; otherwise, clear it to print the Acknowledgment in the Customer's currency. This option is available only if you use multi-currency and the Order is entered in a currency other than the base currency.

   This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

2. The current date appears as the **Invoice Date**. Edit this date, if necessary.
3. Select a **Message** for the RMA. Messages are set up in the Accounts Receivable Invoice Messages function.
4. Select the check box to **Print Additional Descriptions** on the RMA; otherwise, clear the check box. This option is available only if you selected Yes to Use Additional Descriptions in the Business Rules function (page 3-5).
5. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.

6. Select the check box to **Print Kit Detail**; otherwise, clear the check box.
    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected Yes to the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
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

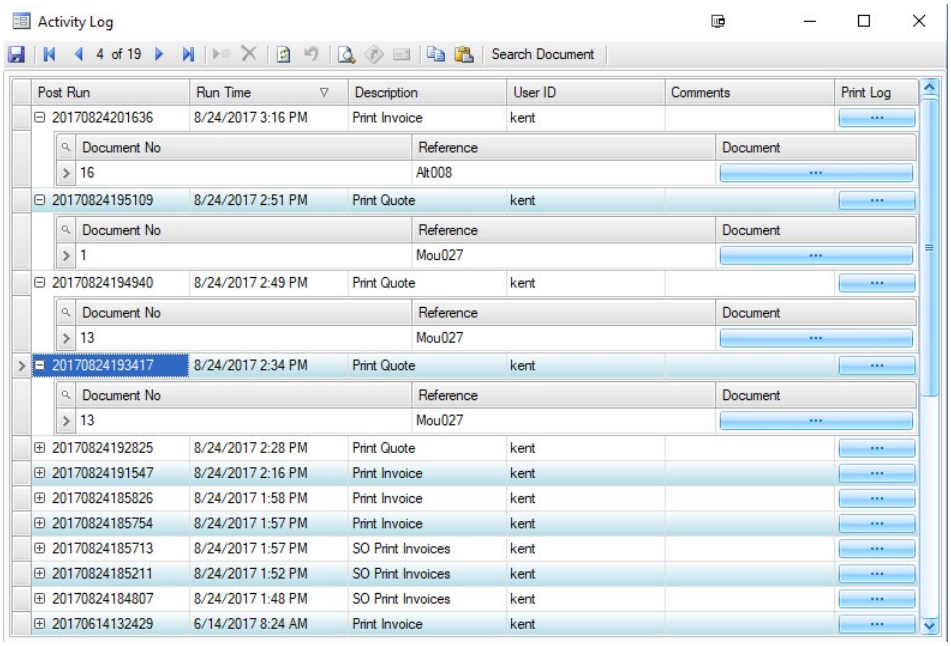
Use the **Activity Log** to view printing activity for administrative purposes.

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

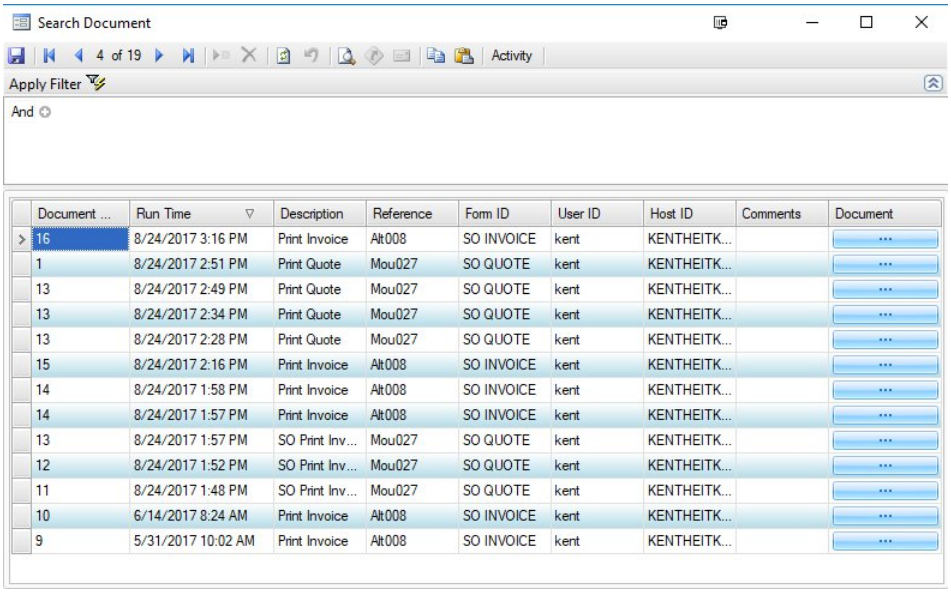
Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the Accounts Receivable, **Use Archive Business Rule**.

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.
Form ID	The type of form printed.

Name	Displays
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

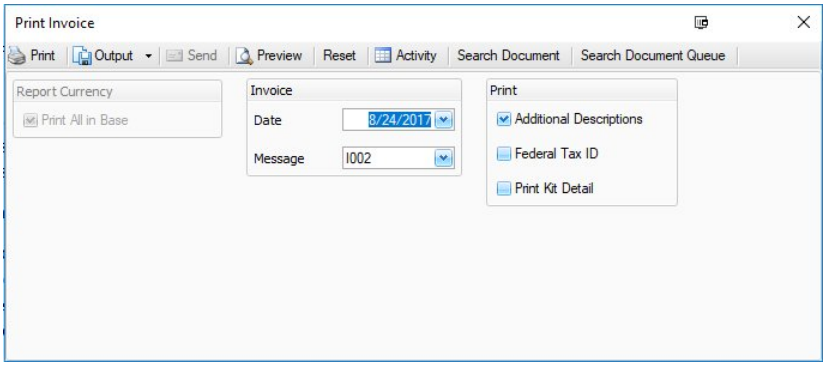


Document ...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
16	8/24/2017 3:16 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
1	8/24/2017 2:51 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:49 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:34 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
13	8/24/2017 2:28 PM	Print Quote	Mou027	SO QUOTE	kent	KENTHEITK...		...
15	8/24/2017 2:16 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:58 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
14	8/24/2017 1:57 PM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
13	8/24/2017 1:57 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
12	8/24/2017 1:52 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
11	8/24/2017 1:48 PM	SO Print Inv...	Mou027	SO QUOTE	kent	KENTHEITK...		...
10	6/14/2017 8:24 AM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...
9	5/31/2017 10:02 AM	Print Invoice	Alt008	SO INVOICE	kent	KENTHEITK...		...

Search Document Queue

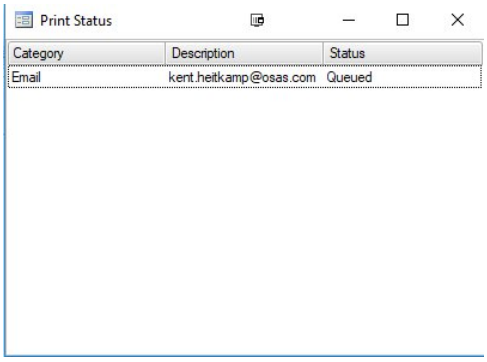
When you print a document you have configured in the System Manager, Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button, to open the **Search Document Queue** screen, which allows you to search documents the Customer selected. The screen displayed will depend on the function from which you are printing the document.

Print Invoice Screen



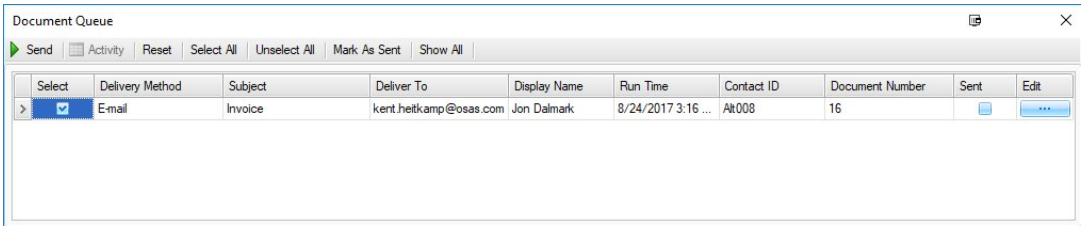
When you **Print** the document, a **Print Status** window will appear.

Print Status Screen



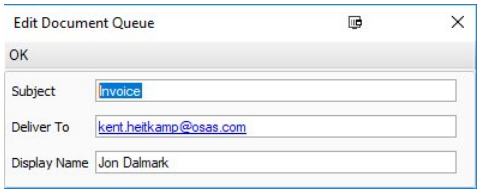
When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

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.

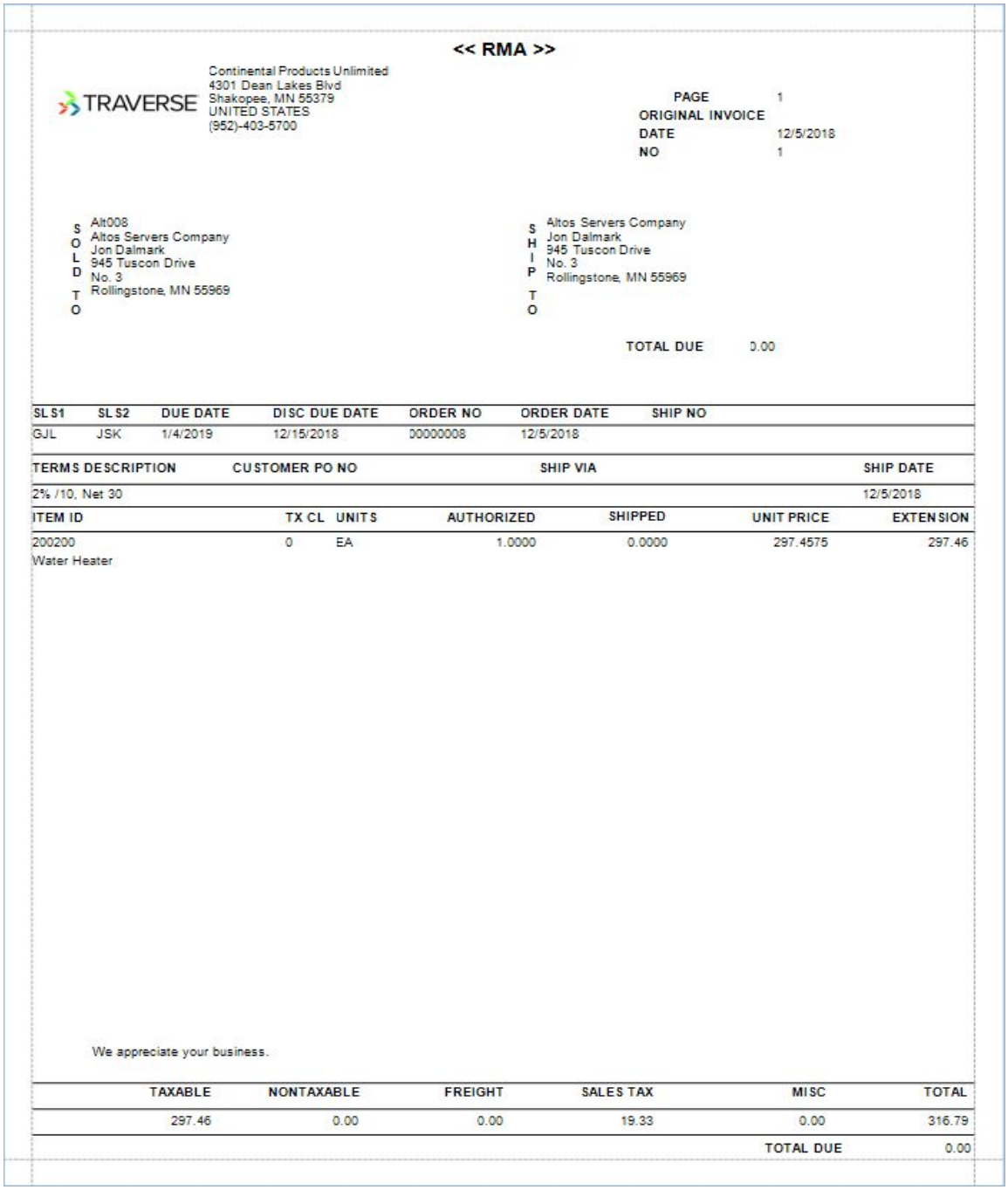
Edit Document Queue Screen



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.

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

RMA



<< RMA >>

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
ORIGINAL INVOICE
DATE 12/5/2018
NO 1

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	00000008	12/5/2018	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
2% /10, Net 30			12/5/2018

ITEM ID	TX CL	UNITS	AUTHORIZED	SHIPPED	UNIT PRICE	EXTENSION
200200 Water Heater	0	EA	1.0000	0.0000	297.4575	297.46

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
297.46	0.00	0.00	19.33	0.00	316.79
				TOTAL DUE	0.00

Task Summary

Before you change or delete Orders, print the Sales, and Miscellaneous Credits Journals to verify the Order numbers. After you change or delete Orders, print the journals again so that the audit trail is accurate.

To enter a Price Quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record** button on the toolbar. A blank **Orders** screen appears.
3. Select **Quote** from the **Transaction Type** list.
4. Click the **Header**, **Bill To**, **Ship-To**, and **Totals** tabs and enter the required information.
5. Click the **Line Items** tab below the list area.
6. Select or enter the Items and quantities for which to obtain a quote.
7. Click the **Save** button on the toolbar to save your changes.

To edit a Price Quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select the **Quote** from the **Transaction No** list.
3. Select a Price Quote transaction number. The Price Quote appears.
4. Click **Update**.
5. Edit the Price Quote.
6. Click the **Save** button on the toolbar to save your changes.

To print a Price Quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Enter a Price Quote, or select a Price Quote transaction and click **Update**.
3. Click **Print**.
4. Click **Quote**.
5. Click **Print**.

To delete a Price Quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a Price Quote transaction number. The Price Quote appears.

3. Click **Update**.
4. Press the **Delete** hot key (F3) or the **Delete** button on the toolbar.

To delete multiple Price Quotes, follow these steps:

1. Select the **Periodic Maintenance** function from the **Periodic Processing** menu.
2. Specify the **Delete Quotes prior to** cutoff date for purging Price Quotes.
3. Click **OK**.

NOTE: Price Quotes remain in the Sales Order system until you delete them.

To create a New Order from a Quote, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a Price Quote transaction number. The Price Quote appears.
3. Click **Update**.
4. Click **Live**. A message box appears.
5. Click **OK** to convert the Price Quote to a New Order.

To enter a New Order, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record** button on the toolbar. A blank **Orders** screen appears.
3. Click the **Header**, **Bill To**, **Ship-To**, **Payments**, and **Totals** tabs and enter the required information.
4. Select the **Line Items** tab below the list area.
5. Select or enter the Item ID, and enter the quantity ordered.
6. Click the **Save** button on the toolbar to save your changes.

NOTE: You must verify new orders before you can generate invoices.

To edit a New Order, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a New Order transaction number. The New Order appears.
3. Click **Update**.
4. Edit the New Order.

5. Click the **Save** button on the toolbar to save your changes.

To verify a New Order, follow these steps:

1. After you enter a New Order, print the Picking Slip online or use the **Print Picking Slips** function (page 5-129) to print the Picking Slip.
2. Send the Picking Slip to a stockroom employee to determine what portion of the order can be filled.
3. When the Picking Slip is returned, select **Orders** from the **Transactions** menu and enter the Order's Transaction Number.
4. Click **Update**.
5. Click **Verify**. A dialog box appears.
6. Click **Yes** if you are shipping all ordered Items; otherwise, click **No**. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory, and if any of the Items are Lotted or Serialized. You must enter Lotted and Serial information to Verify the New Order. After you enter this information, the status of the Order changes from **New** to **Verified**.
7. Click the **Save** button on the toolbar to save your changes.

To enter an Invoice, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record** button on the toolbar. A blank **Orders** screen appears.
3. Select **Invoice** as the Transaction Type.
4. Click the **Header**, **Bill To**, **Ship-To**, **Payments**, and **Totals** tabs and enter the required information.
5. Select the **Line Items** section.
6. Enter the Item ID and the Quantity Ordered and Shipped. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and the Item(s) is Lotted or Serialized. You must enter the Lotted and Serial information.
7. Click the **Save** button on the toolbar to save your changes.

To edit an Invoice, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select an Invoice Transaction Number. The Invoice Order appears.
3. Click **Update**.
4. Edit the Invoice.

5. Click the **Save** button on the toolbar to save your changes.

To print an Online Invoice, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter an Invoice or select an Invoice Order and then click **Update**.
3. Click **Print**.
4. Select **Invoice**. The Print Invoice screen appears.
5. Click **Print**.
6. Select options as needed.

To print Invoices, follow these steps:

1. Select the **Print Invoices** function (page 5-139) from the **Transaction Journals** menu.
2. Verify the information completed.
3. Select the **Batch**(s) for which to print Invoices.
4. Enter the Starting Invoice Number in the **First Invoice No** box.
5. Click **Print**.

To enter an RMA, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record** button on the toolbar. A blank **Orders** screen appears.
3. Select **RMA** from the **Transaction Type** list.
4. Click the **Header**, **Bill To**, **Ship-To**, and **Totals** tabs and enter the required information.
5. Select the **Line Items** section.
6. Enter the Item ID and the Quantity Authorized. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and the Item is Lotted or Serialized. You must enter the Lotted and Serial information.
7. Enter a **Reason Code** for the merchandise return in the **Line Items** tab if desired.
8. Click the **Save** button on the toolbar to save your changes.

To edit an RMA, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select an RMA Transaction Number. The RMA appears.
3. Click **Update**.

4. Edit the RMA.
5. Click the **Save** button on the toolbar to save your changes.

To print an Online RMA, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter an RMA, or select an RMA Transaction Number. If you select an existing RMA transaction, click **Update**.
3. Click **Print**.
4. Select **RMA**. The Print RMA screen appears.
5. Click **Print**.

To process an RMA to a Credit Memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select the RMA Order to be processed.
3. Click **Update**.
4. Enter the **Qty Returned**.
5. When all items have been returned, click **Live** to change the RMA to a Credit Memo.

To enter a Credit Memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Click the **New Record** button on the toolbar. A blank **Orders** screen appears.
3. Select **Credit** from the **Transaction Type** list.
4. Click the **Header**, **Bill To**, **Ship-To**, and **Totals** tabs and enter the required information.
5. Select the **Line Items** section.
6. Enter the Item ID and the Quantity Returned. The Serial/Lot Number Entry screen appears if you interface Sales Order with Inventory and the Item(s) is Lotted or Serialized. You must enter the Lotted and Serial information.
7. Click the **Save** button on the toolbar to save your changes.

To edit a Credit Memo, follow these steps:

1. Select **Orders** from the **Transactions** menu.
2. Select a Credit Memo Transaction Number. The Credit Memo appears.
3. Click **Update**.

4. Edit the Credit Memo.
5. Click the **Save** button on the toolbar to save your changes.

To print an Online Credit Memo, follow these steps.

1. Select **Orders** from the **Transactions** menu.
2. Enter a Credit Memo, or select a Credit Memo Transaction Number. If you select an existing Credit Memo Order, click **Update**.
3. Click **Print**.
4. Select **Credit Memo**. The Print Invoice screen appears.
5. Click **Print**.

To create a Backorder, follow these steps:

1. Select **Order** from the **Transactions** menu.
2. Enter a New Order.
3. Verify the New Order.
4. Select **No** to the Ship all message.
5. Ship the Order. If you do not ship the entire Order, the Sales Order system creates a Backorder when you Post Transactions. Backorders remain in the system until you fill or delete them.

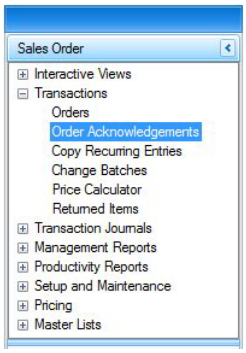
ORDER ACKNOWLEDGMENTS

Use the **Order Acknowledgments** function to print Order Acknowledgments for all New Orders. This function only prints Acknowledgments for New Orders, if you need to reprint an Acknowledgment for an Order with a status other than New, use the **Print** command in the **Orders** function.

Follow these steps to print **Order Acknowledgments**:

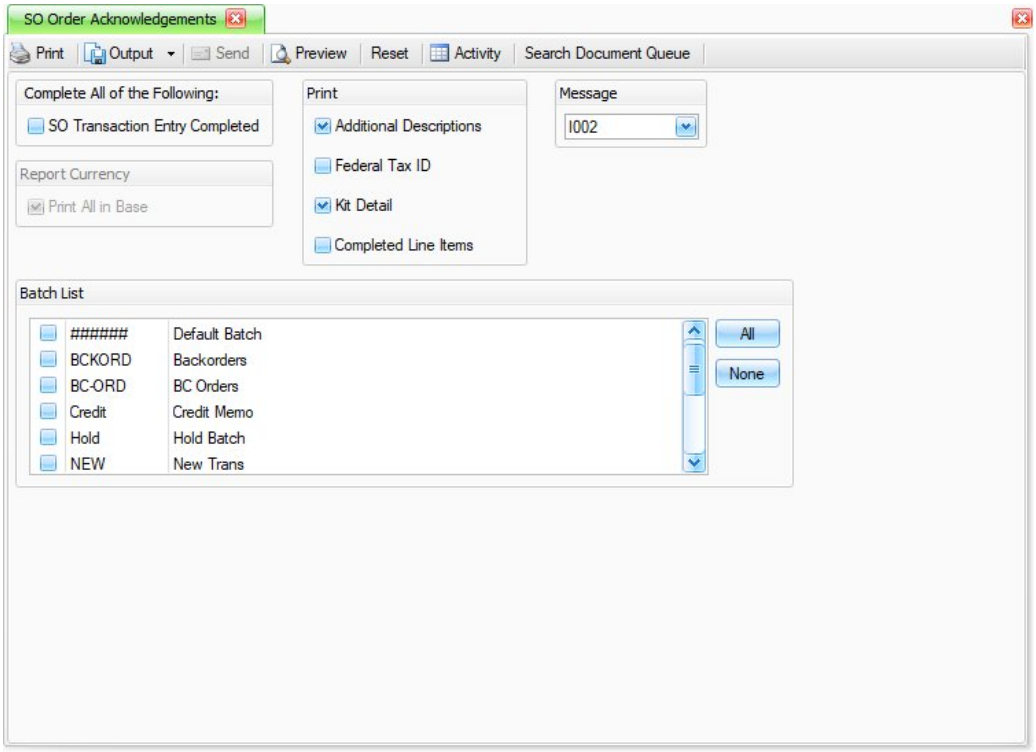
1. Select **Order Acknowledgments** from the **Transactions** menu.

Order Acknowledgments Menu



2. The **Order Acknowledgments** screen appears.

Order Acknowledgments Screen



3. Select the check box when you have **SO Transaction Entry Completed**. If you have not completed all transaction entry, exit the function and use to the **Orders** function to do so.

¥$£€

4. If you use multi-currency, select the check box to **Print All in Base**, to print the Acknowledgment in the base currency; otherwise, clear it to print the Acknowledgment in the Customer's currency. This option is available only if you use multi-currency and the Order is entered in a currency other than the base currency.

   This check box is automatically selected if you selected the **Base Currency** check box on the Transactions screen for transactions entered in a currency other than the base currency.

5. Select the check box to print **Additional Descriptions** on the order Acknowledgment; otherwise, clear the check box. This option is available only if you selected Yes to Use Additional Descriptions in the **Business Rules** function (page 3-5).

6. Select the check box to **Print The Federal Tax Id** for the current company; otherwise, clear the check box.

7. Select the check box to **Print Kit Detail**; otherwise, clear the check box. If you selected Yes to Print Kit Detail on order Acknowledgments in the Bill of Material Business Rules function (page 3-5), this check box is automatically selected.

    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

8. Check the box to print **Completed Line Items** on your order Acknowledgment.

    Select a **Message** for the Acknowledgment. Messages are set up in the Accounts Receivable Invoice Messages function.

9. Select the **Batches** for which you want to print Acknowledgments. You will only see the available batches if you select Yes to Use Batch Processing in the Accounts Receivable Business Rules. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

10. Select a command button:

Command Buttons

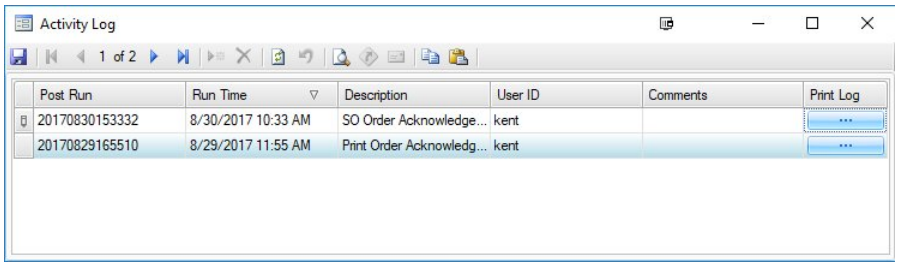
Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.

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.

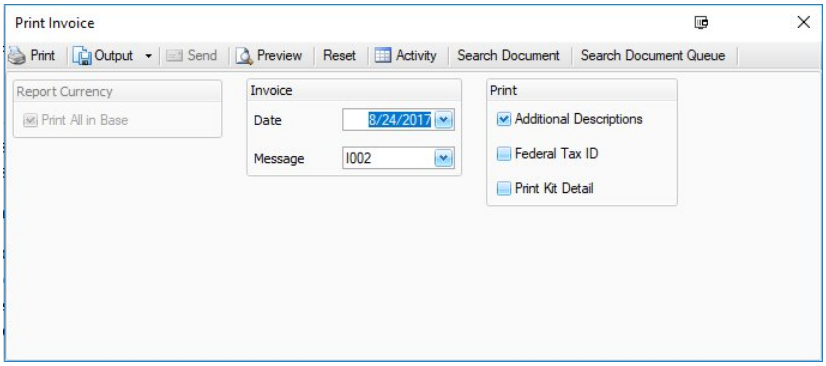
Activity Log Screen



Search Document Queue

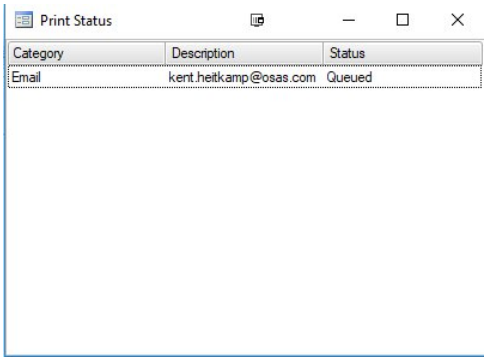
When you print a document you have configured in the System Manager, Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button, to open the **Search Document Queue** screen, which allows you to search documents the Customer selected. The screen displayed will depend on the function from which you are printing the document.

Print Invoice Screen



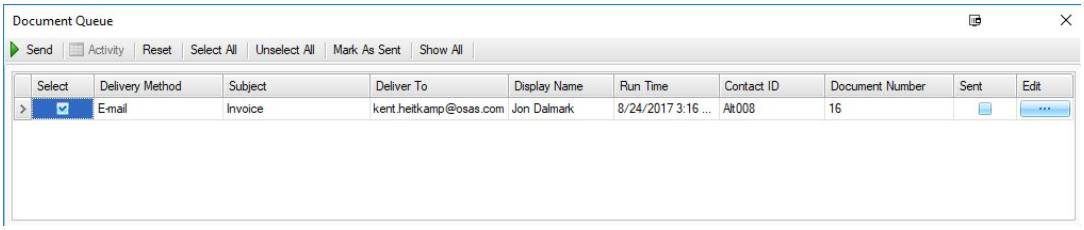
When you **Print** the document, a **Print Status** window will appear.

Print Status Screen



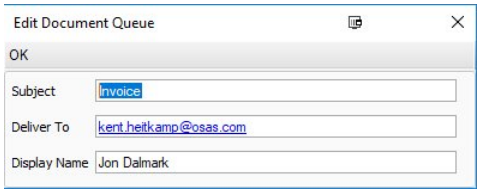
When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

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.

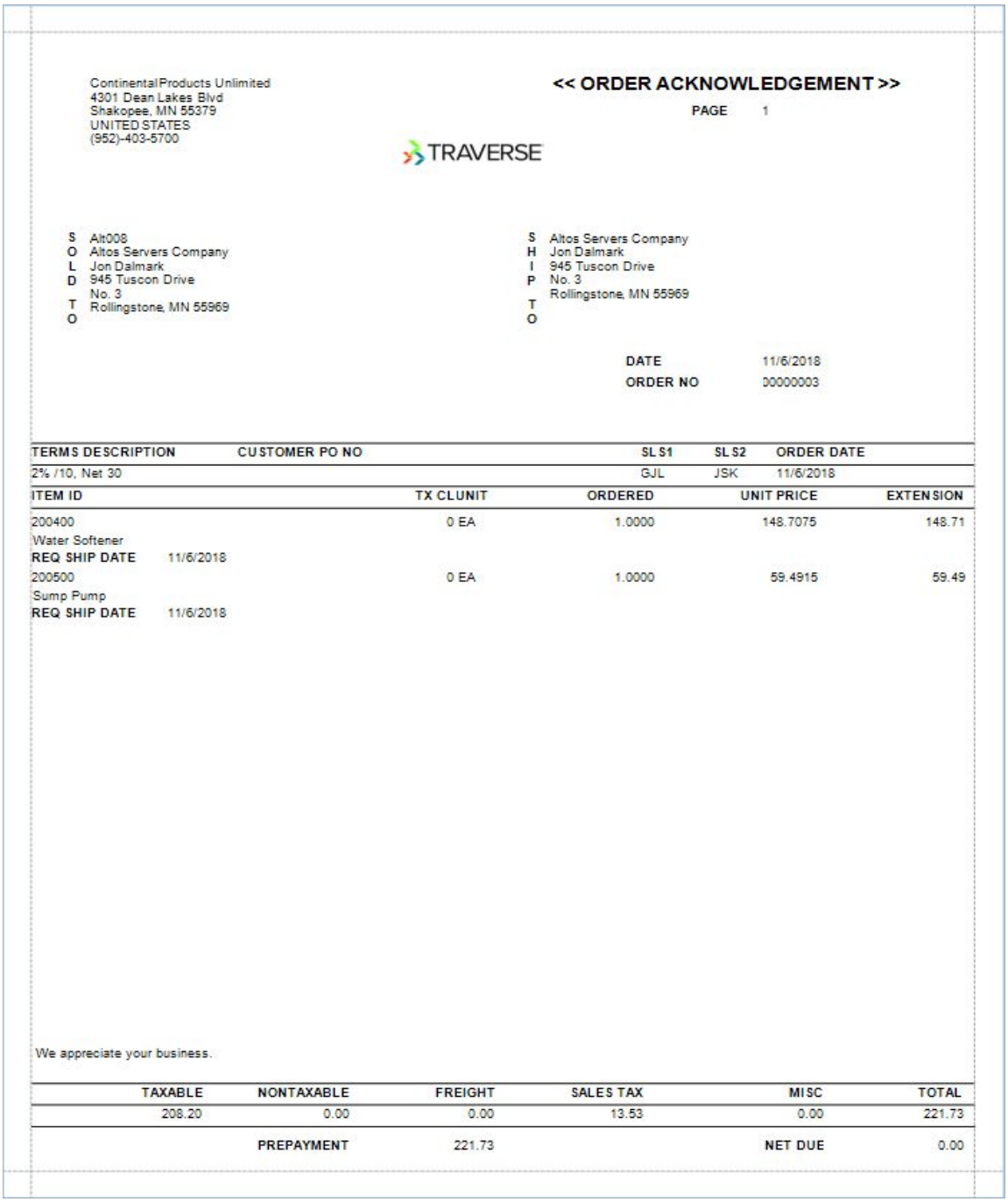
Edit Document Queue Screen



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.

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

Order Acknowledgment



Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

<< ORDER ACKNOWLEDGEMENT >>

PAGE 1

TRAVERSE

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

DATE 11/6/2018
ORDER NO 00000003

TERMS DESCRIPTION	CUSTOMER PO NO	SLS1	SLS2	ORDER DATE
2% /10, Net 30		GJL	JSK	11/6/2018

ITEM ID	TX CLUNIT	ORDERED	UNIT PRICE	EXTENSION
200400 Water Softener REQ SHIP DATE 11/6/2018	0 EA	1.0000	148.7075	148.71
200500 Sump Pump REQ SHIP DATE 11/6/2018	0 EA	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		NET DUE	0.00

COPY RECURRING ENTRIES

Use the **Copy Recurring Entries** function to create Orders 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.

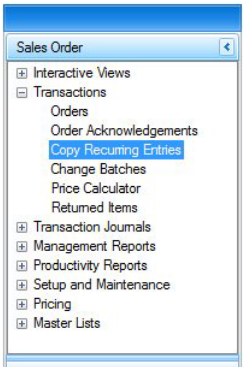
When you click OK the Recurring Entries that have the Next Billing Date prior to your Due By Date will get copied into the Orders function as New Sales Orders. If the Next Billing Date calculated from prior Copy Recurring Entries executions, is after the Due By Date, those Recurring Entries will not get copied into Sales Orders.

When you copy an entry, the system creates a transaction with a **New** status, which you must Verify before you can post the transaction. After you copy an entry, it is treated like any other Sales Order. When you Post Transactions, an Invoice is created for each transaction.

To use the **Copy Recurring Entries** function, follow these steps.

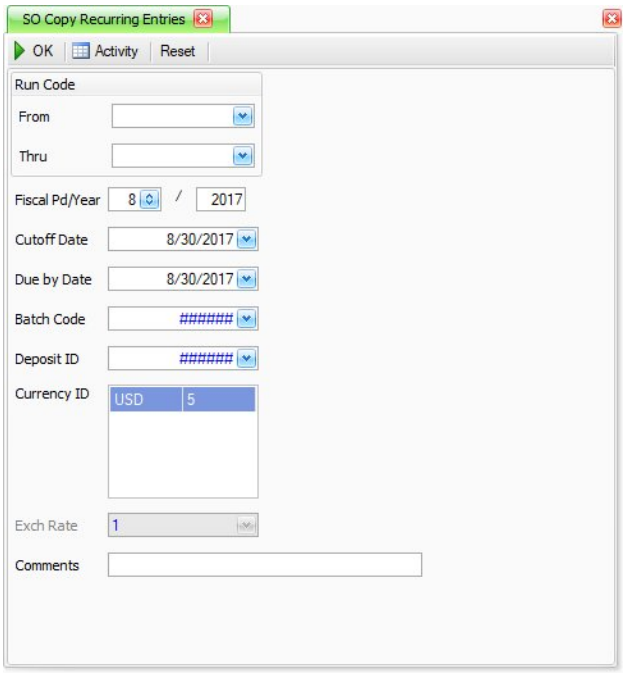
1. Select **Copy Recurring Entries** from the **Transactions** menu.

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 From and Thru fields blank for all existing Run Codes.
4. Enter the **Fiscal Pd/Year** to assign to the Recurring 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** box. Enter this date to include pending entries that should be copied into Sales Orders.

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 Vendor currencies for which recurring entries exist (and the number of Recurring Entries involving that currency) appear in the **Currency ID** box. Select the Currency to copy those recurring entries. You can select only one Currency at a time. This box is not available if you do not use multi-currency.

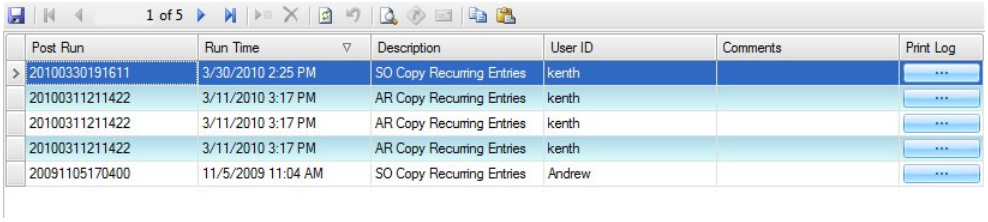
10. If you use multi-currency and you selected a currency other than the base currency in the **Currency ID** box, select the **Exchange Rate** to use when you Copy Recurring Entries.
11. Select a command button:

NOTE: The Recurring Entries you are copying must meet particular conditions. If they do not, the Error Listing screen appears and processing halts.

Command Buttons

Name	Description
OK	Begin processing.
Reset	Set all fields to their default.
Activity	View the activity records for each time recurring entries have been copied.

Activity Log Dialog Box



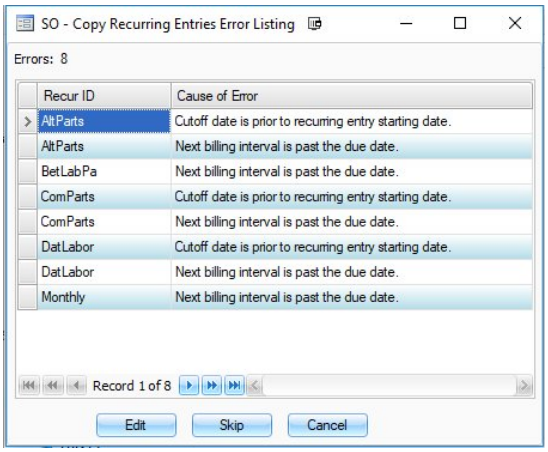
The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the copy was done.
Description	The copy description.
User ID	The user who performed the copy.

Name	Displays
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Previews the Recurring Entries Log in .pdf format.

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

Error Listing Screen



1. The **Error Listing** screen appears when the Recurring Entries you are copying do not meet particular conditions. The error listing shows the **Recur ID** and **Cause of Error** explaining why processing failed. Recurring Entries in the error listing are not copied when processing resumes.
2. The **Recurring ID** that has the error is displayed.
3. Possible **Causes For The Error** are listed. This information is here so you know what caused the error and so you know what needs to be edited to make the entry copy into a transaction.
4. The number of recurring entries causing Errors is displayed.

Copy Recurring Entries Report

Continental Products Unlimited — Page 1
SO Copy Recurring Entries Log — USD

Run Code From		Thru	
Fiscal Period/Year	3/2010	Cutoff Date	3/30/2010
Due by Date	3/30/2010	Exch Rate	1
Batch Code	######	Deposit ID	######

Recur ID	Trans No	Customer ID	Payment Amount	Invoice Amount
Monthly	00000047	Alt008	1,065.00	1,065.00
Grand Total	Transactions Copied	1	1,065.00	1,065.00

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.

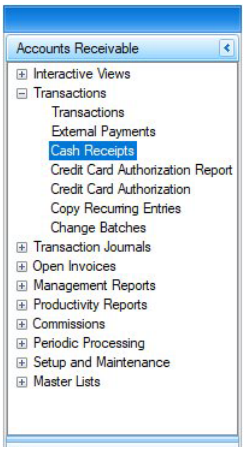
This function is similar to the **Transactions** function, in that you can use it to record payment amounts. However, if you often receive partial payment for goods shipped, you can use the **Transactions** function to record the transaction initially, then use the **Cash Receipts** function to record 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:

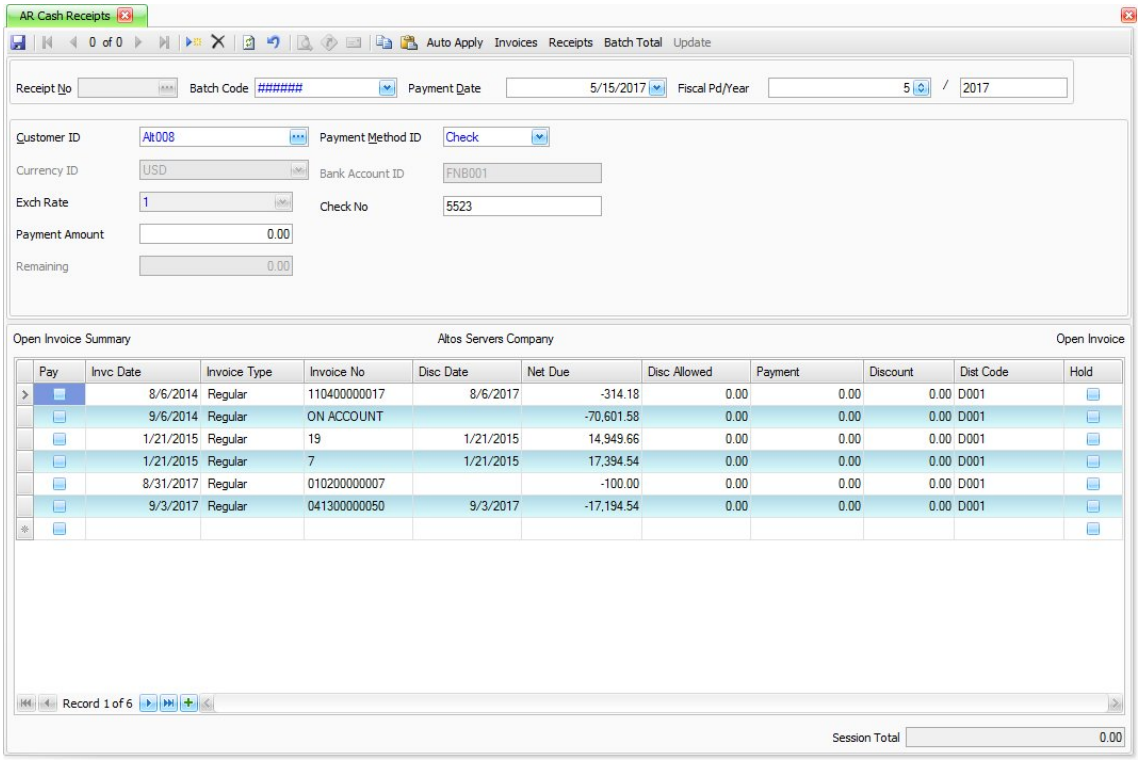
1. Select **Cash Receipts** from the **Accounts Receivable, Transactions** menu.

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

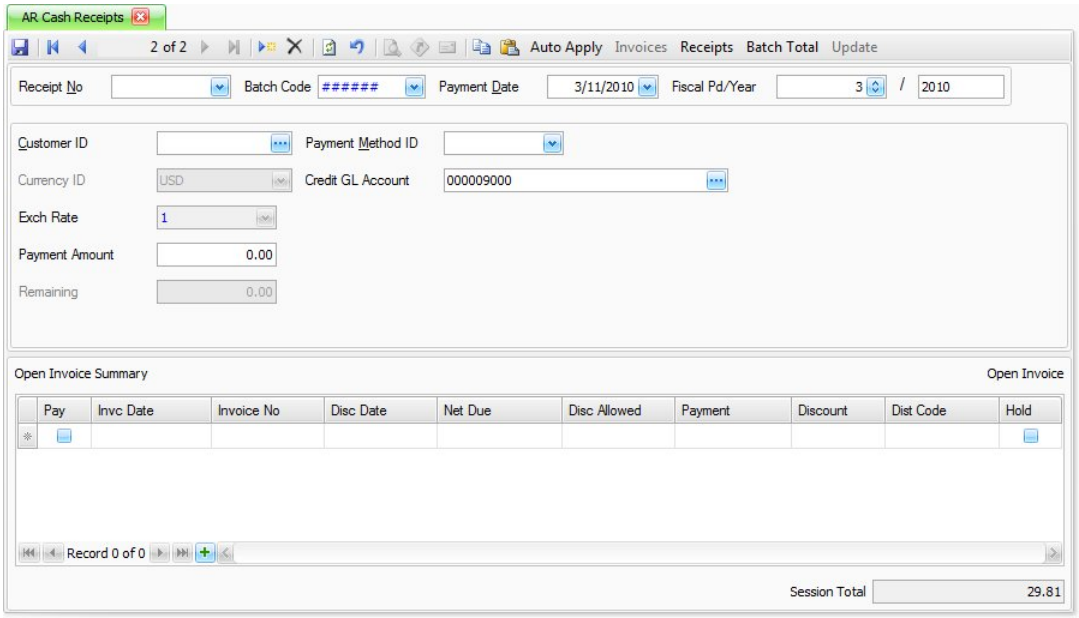


NOTE: Use the Open Invoice Report to view posted invoice payments.

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 No** when a new Cash Receipt is entered.

Maint

6. Select the **Batch Code** for which to apply the cash receipt. If you are interfaced with Bank Reconciliation this will be your Deposit ID.
7. In the **Payment Date** field, enter the date of the Cash Receipt, or accept the default.
8. Enter the **Fiscal Pd/Yr** for which to post, 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 Cash Receipt 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 field is not available. This field 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 field is unavailable. This field is unavailable when updating existing Cash Receipts.

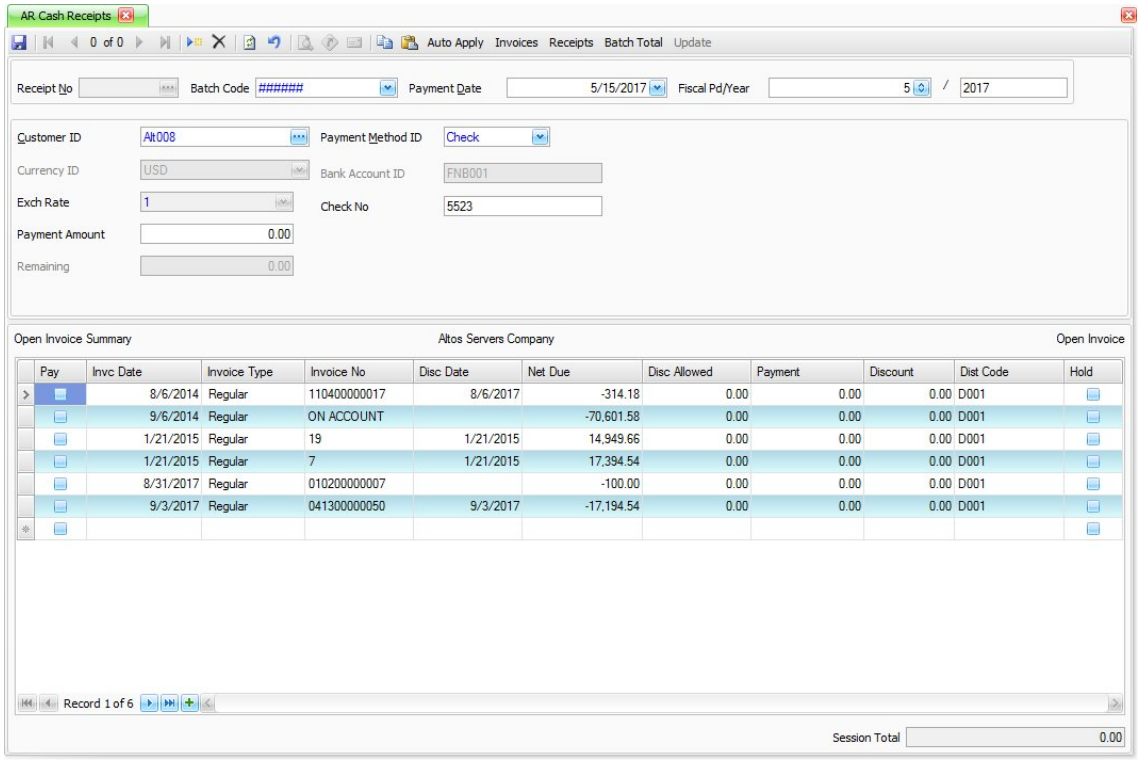
12. Enter the **Payment Amount** received, in terms of the Customer's currency. When an applied or unapplied payment is received, the remaining amount to be paid appears in the **Remaining** field.

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** field and cannot be changed. If this currency differs from the Customer's currency, TRAVERSE automatically converts it using the exchange rate you specify.

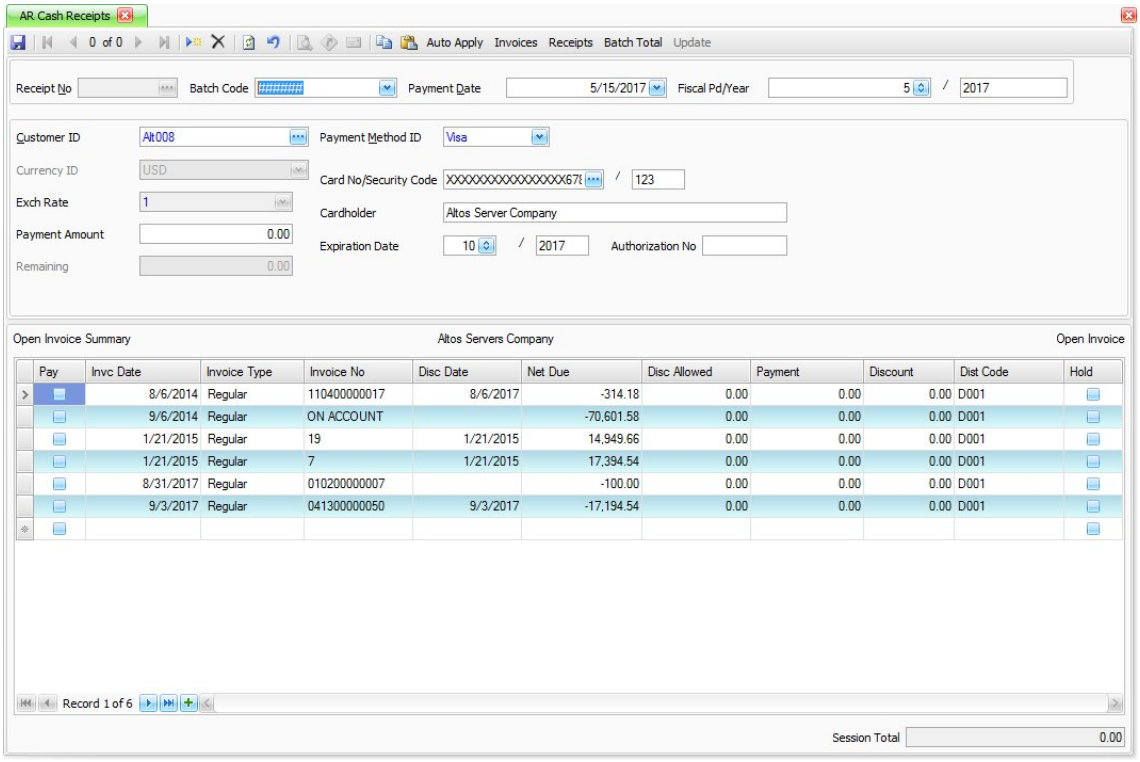
15. If Accounts Receivable interfaces with General Ledger and no **Customer ID** is selected, select the **General Ledger Account To Credit** for the Cash Receipt. If Accounts Receivable does not interface with General Ledger and no Customer ID is selected, enter the **General Ledger Account To Credit** for the Cash Receipt.

Cash Receipts Screen (Filled) - Check



16. If the method of payment is **Cash** or **Check**, the **Bank ID** appears.
17. If the method of payment is **Check**, enter the **Check Number**.

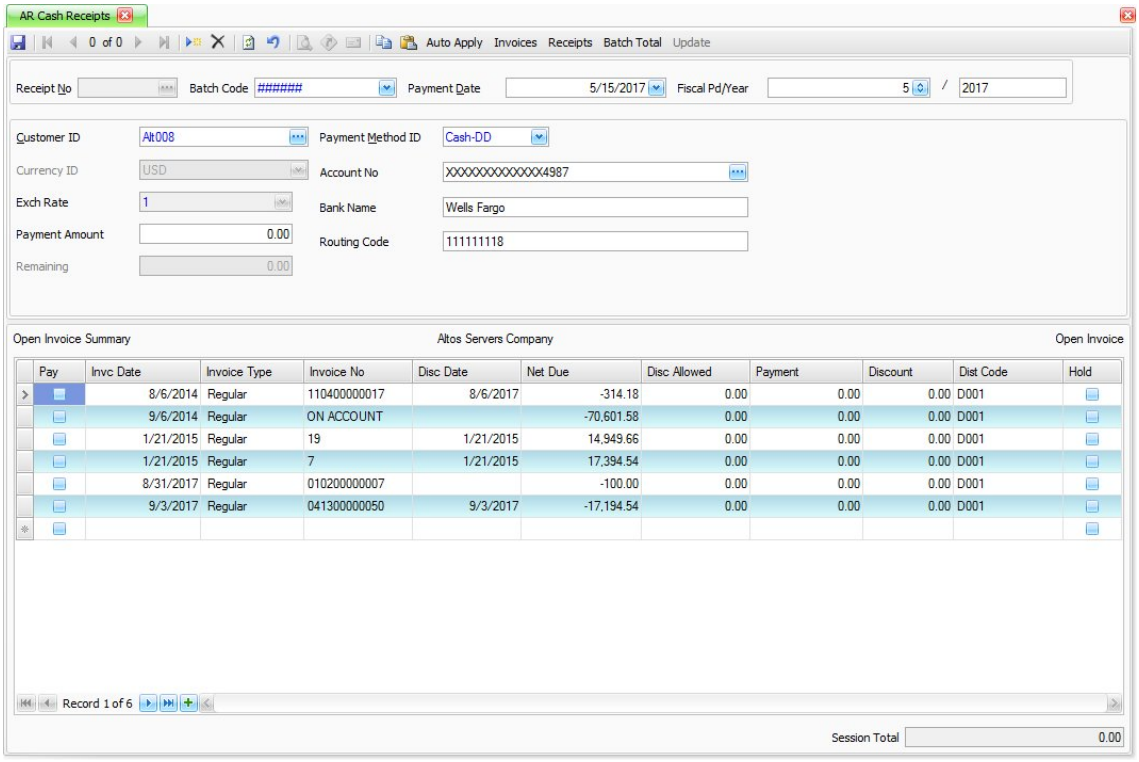
Cash Receipts Screen (Filled) - Credit Card



18. 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. The **Card No** will be masked at the level selected for the Payment Information Display, in the Accounts Receivable Business Rules, once selected.

    - 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

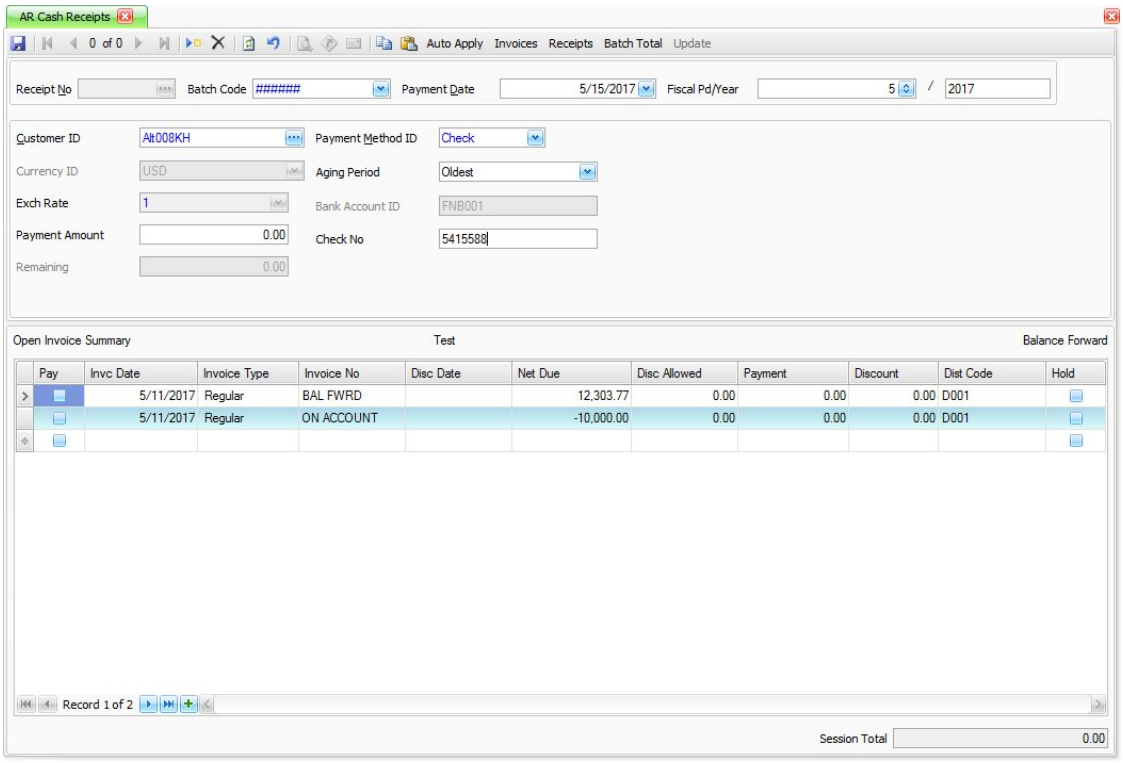


19. If the Payment Method is a **Direct Debit**, the first Direct Debit account set up on the Payments tab in the Customer setup, defaults. Accept the default, or select another Direct Debit account. The **Account Number** will be masked at the level selected for the Payment Information Display, in the Accounts Receivable Business Rules, once selected.

    - 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.

20. If the method of payment is **Write-off** or **Other**, enter an explanation into the **Note** field.

Cash Receipts Screen (Filled) - Balance Forward Customer



21. 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

22. 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 Cash Receipt to an invoice later using the **Hold/Release Invoices** function.

23. If you are entering a partial payment, enter the **Payment Amount** and the **Discount** amount.

24. Accept the Customer's **Distribution Code**, or edit if applicable.

25. The **Hold** check box is selected if the invoice was placed on Hold on the Hold/Release Invoices screen.

26. The **Fgn** check box is selected if the invoice is for a foreign Customer.

27. The total of all Cash Receipts entered for the current session appears in the **Session Total** field.

28. Click the **Save** button (Ctrl + S) to save the Cash Receipt.

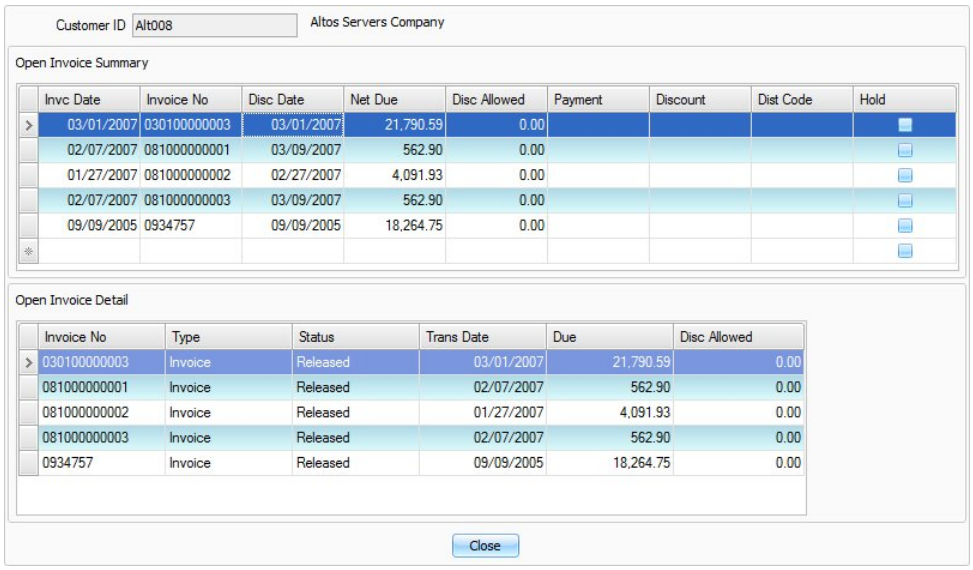
29. Select a command button:

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.

Name	Description
Receipts	View the detail cash receipt information.
Batch Total	View the batch totals.

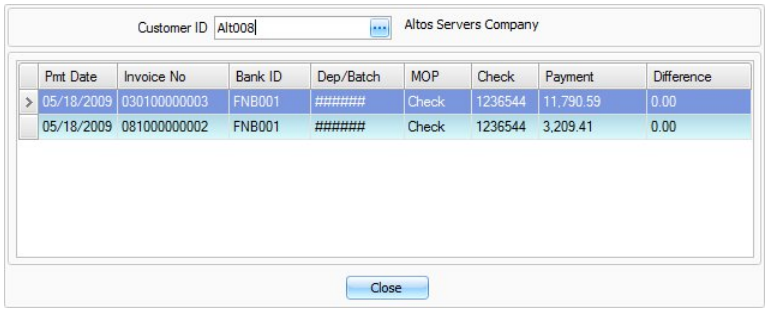
Invoices Dialog Box



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.

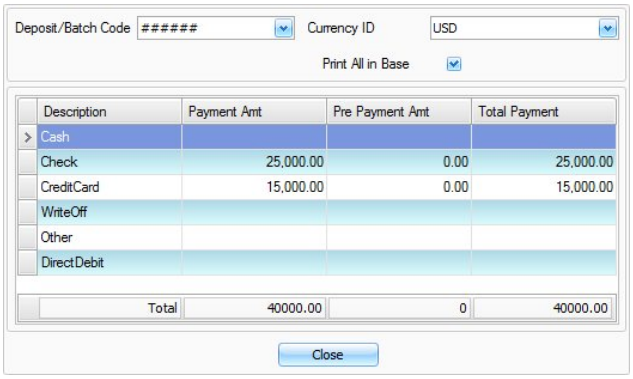
Cash Receipts Detail Dialog Box



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 Deposit/Batch Code are listed below, summarized by payment type.

¥$£€

2. If you use multi-currency, use the **Currency ID** drop down list to select the currency for which you want to view Cash Receipts, within the Deposit/Batch Code 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** check box to view totals for all Cash Receipts, 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**, **Fiscal Period** and **Fiscal Year**.
4. Enter or select 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**, **Fiscal 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. Select each invoice the Cash Receipt to which the amount applies.
8. Click the **Save** button (Ctrl + S) to save the Cash Receipt.

EXTERNAL PAYMENTS

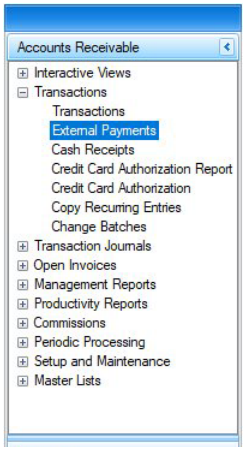
If you have posted the AR or SO Invoice without a payment, use the **External Payments** function to collect funds (Sale) or return funds (Refund) through the TRAVERSE Payment System (TPS), as well as generate cash receipts for payments processed through TPS.

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:

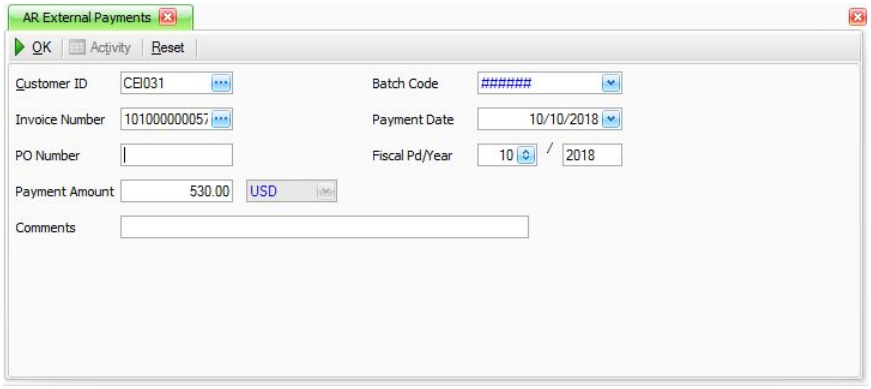
1. Select **External Payments** from the **Accounts Receivable**, **Transactions** menu.

External Payments Menu



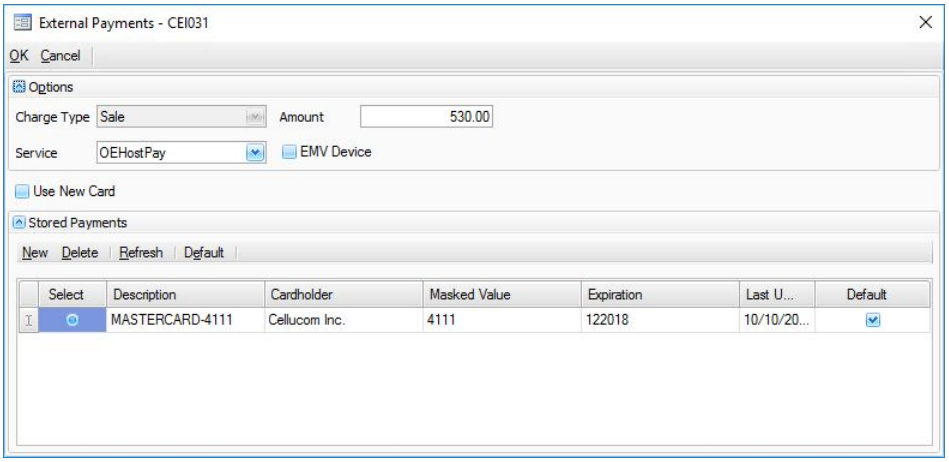
2. The **External Payments** screen appears.

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

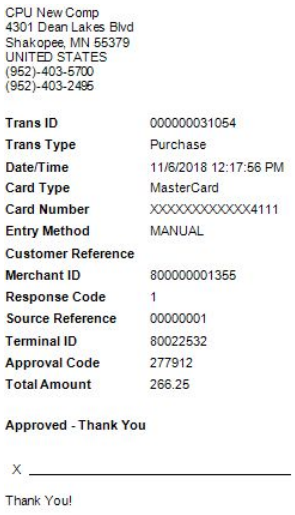


- In the **Options** section (header) of the screen, the charge type of **Sale** will appear in the read-only **Charge Type** field.
- Accept or enter the **Amount** to be charged.
- Select the external payment service to use for the payment from the **Service** drop-down list. The Service selected in 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

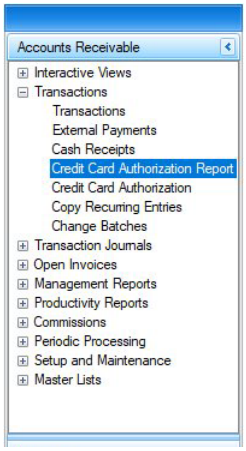
Print the **Credit Card Authorization Report** to get a list of Cash Receipts entered into Accounts Receivable and Sales Order transactions, for Payment Methods with the Type of Credit Cards. This report will list all the Credit Card Cash Receipts, to see which Cash Receipts require an Authorization number to be entered.

The records listed on this report will be based on the Accounts Receivable Business Rule for the CC Authorization Required for Amounts Exceeding 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:

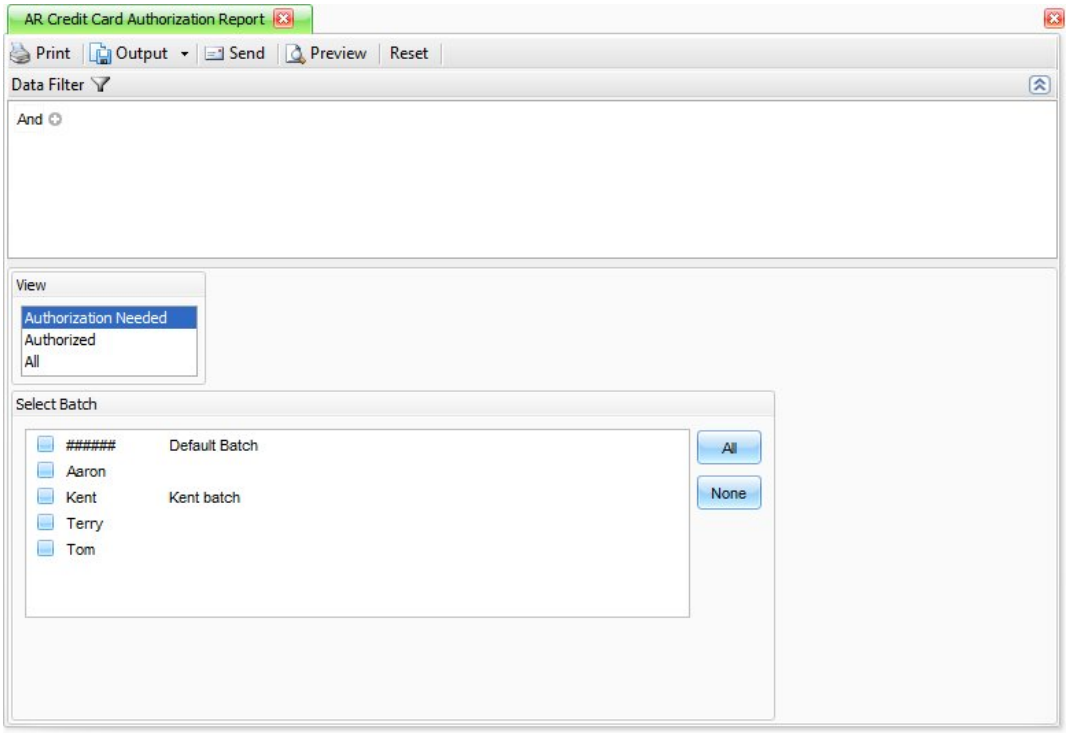
1. Select **Credit Card Authorization Report** from the **Accounts Receivable, Transactions** menu.

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 number 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. You will only see the available batches if you select Yes to Use Batch Processing in the Accounts Receivable Business Rules. 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.

Credit Card Authorization Report

Continental Products Unlimited
Credit Card Authorization Report

Page 1

Report Filter
Batch List ######
View Authorization Needed

Pmt Method / Trans No	Trans Type / Card No	Customer ID / Expiration Date	Name / Cardholder	Authorization	Pmt Amount
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	XXXXXX3216465498732 1	5/30/2012	Burnhaven Software Design		

7/1/2010 8:46 AM *** End of Report *** OPEN_SYSTEM\kenthe

CREDIT CARD AUTHORIZATION

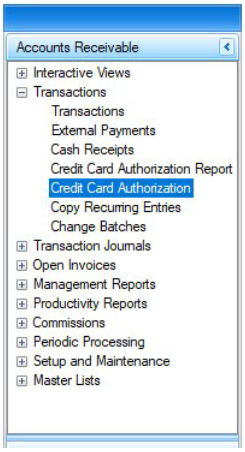
BA

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:

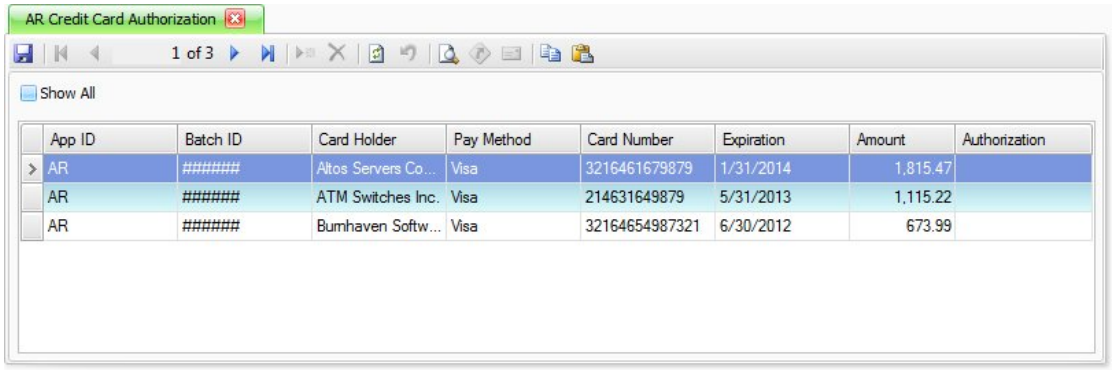
1. Select **Credit Card Authorization** from the **Accounts Receivable, Transactions** menu.

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 select, 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 Accounts Receivable Business Rule, 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.

CHANGE BATCHES

Use the **Change Batches** function to change the Batch Codes on all the Orders in a Batch. To Change Batches for individual Orders, use the Orders function. Select the Orders you want to move to a different Batch Code, select Update and change the Batch ID. This will move the Orders to a different Batch.

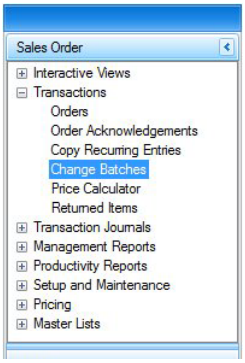
You may need to change Batch Code if the Batch Processing function is turned on after a period of not using it, or if Batch Processing is turned off after a period of using it. You may want to Change Batches to make sure that your backorders are in the same Batch.

The **Change Batches** function is available only if you selected Yes to Use Batch Processing in the Accounts Receivable Business Rules function.

To **Change Batches** for Orders, follow these steps:

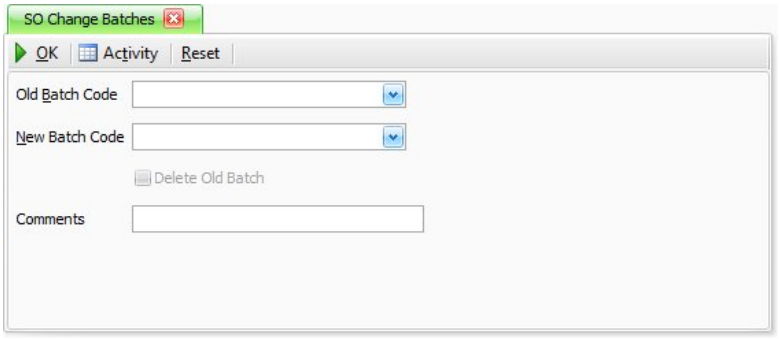
1. Select **Change Batches** from the **Transactions** menu.

Change Batches Menu



2. The **Change Batches** screen appears.

Change Batches Screen



3. Select the **Old Batch Code**. The Batch Code currently containing the Orders to be moved.
4. Select the **New Batch Code**. The Batch Code you want the Orders moved into.
5. Select the check box to **Delete The Old Batch**; otherwise, clear the box. This option is disabled if Batch ######, which is the main Batch Code, is selected.
6. Enter **Comments** about the Changing Batches. These comments will be seen on the Activity screen when the Activity button is selected.
7. 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.

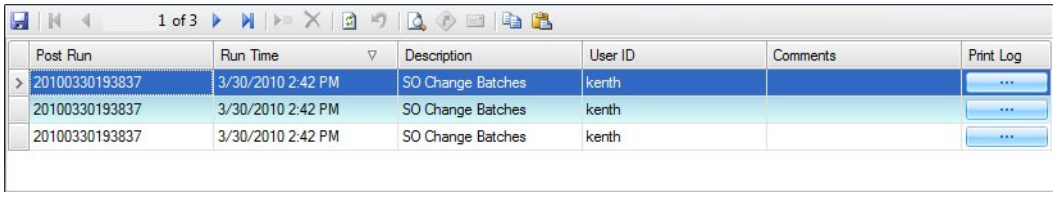
8. Click **Close** to return to the main menu.

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



RETURNED ITEMS

Use the **Returned Items** function to determine whether a Returned Item should be Returned to Stock, be repackaged, repaired, or other.

This feature is only available if the Return Items Direct to Stock Business Rule is set to No**.**

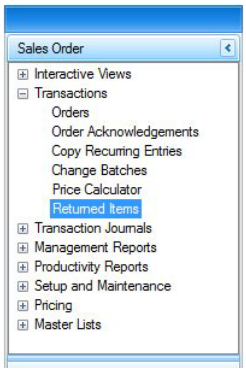
Items will appear in this function when you add an RMA Order, and fill in an amount in the Returned field, on the Line Items area, of the RMAs screen. Recording the return in the Warehouse Management, Receive Goods function will also add the Item to this screen.

Use the screen to update the Item Status, Reason Code, Quantity to be Returned, Lot Number, Bin, and Container with Warehouse Management installed.

To use the **Returned Items** function, follow these steps:

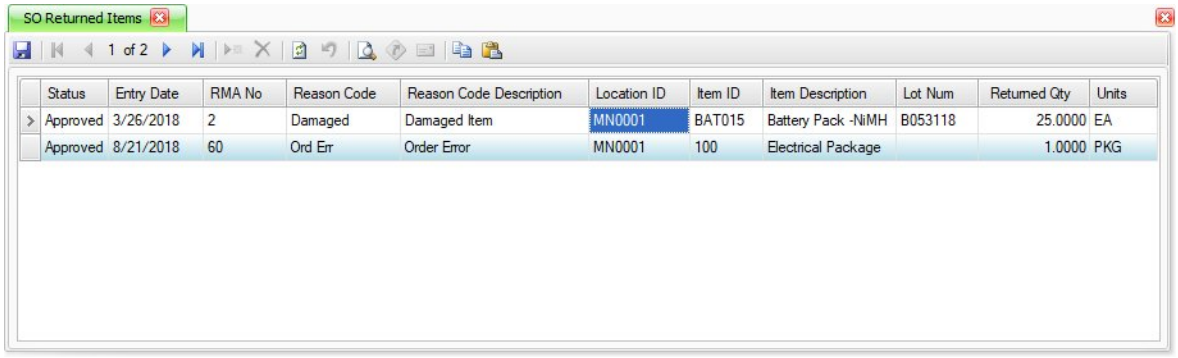
1. Click on **Returned Items** in the **Transaction** menu to open the Returned Items screen.

Returned Items Menu



2. The **Returned Items** screen appears.

Returned Items Screen



3. Click the line Item containing the Returned Item you want to process or update.
4. Use the **Status** box to set the returned item status to **New** or **Approved**.
5. The **Entry Date** is displayed.
6. The **RMA No** is displayed. This field is for information only.
7. Use the **Reason Code** box to change the Reason for the Item's Return. To define Reason Codes, see (page 3-139).
8. The **Reason Code Description** is displayed and is for information only.
9. The **Location** the Item was entered into, in the SO RMA Order is displayed and is for information purposes only.
10. The **Item ID** is displayed and is for information purposes only.
11. The **Item Description** is displayed and is for information purposes only.
12. The **Serial** and/or **Lot Number** are displayed and are for information purposes only.
13. Edit the **Returned Quantity**, if necessary. "Approved" items can be posted and removed from the system without returning any quantities to stock.
14. The **Units** of measure are displayed and are for information purposes only.
15. Close the screen to exit the function.

USING THE TRANSACTION JOURNALS MENU

Before you use the function on the **Transaction Journals** menu, complete these tasks:

- Set up your IDs and codes using the functions on the Accounts Receivable and Sales Order Setup and Maintenance menus.
- Verify your IDs and codes using the functions on the Accounts Receivable and Sales Order Master Lists and Accounts Receivable and Sales Order Interactive Views menus.
- Enter all applicable transactions.

Use the functions on the Transaction Journals menu to perform these tasks:

- Use the **Print Picking Slips** function (page 5-129) to produce Picking Slips, which list the Items and Quantities needed to fill an Order.
- Use the **Print Packing Lists** function (page 5-135) to produce Packing Lists, which list the Items and Quantities packed for shipping.
- Use the **Print Invoices** function (page 5-139) to print Invoices for Verified Orders you entered in the Orders function.
- Use the **Cash Receipts Journal** (page 5-153) to check for mistakes and omissions in unposted **Cash Receipt** transactions.
- Use the **Sales Journal** function (page 5-157) to check for mistakes and omissions in unposted sales Invoices.
- Use the **Miscellaneous Credits Journal** function (page 5-163) to check for mistakes and omissions in unposted Miscellaneous Credits.
- Use the **Daily Sales Tax Journal** function (page 5-169) to verify taxes collected and owed by Tax Location.
- Use the **Payment Methods Journal** (page 5-173) to produce a list of receipts organized by Payment Method ID.
- Use the **Deposits Journal** (page 5-177) to summarize and list bank deposits from cash and check receipts.
- Use the **Post Transactions** function (page 5-185) to create open invoices for each Sale, Shipped Order, and Miscellaneous Credit entry that you recorded as an Order and to clear Orders.

- The **Process External Payments** function (page 5-191) 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.
- Use the **Post Cash Receipts** function (page 5-197) to create an open invoice record for each cash receipt and clear cash receipts.
- Use the **Create ACH File** function (page 5-205) to generate an electronic fund transfer file if your Customers pay using a direct debit type of payment method.
- Use the **Returned Items** transaction report to view all Returned Items that are currently unposted. Items appearing on this report have a Quantity Returned amount filled in on the Orders screen.
- Use the **Returned Items Journal** function (page 5-209) to view returned items identified with a status of "Approved" that are ready to be posted.
- Use the **Post Returned Items** function (page 5-213) to complete the Returned Item processing. Any records with a status of "Approved" can be processed and will be listed on the posting log.

If any Order is incorrect, use the Orders functions to edit it, then reprint the appropriate invoice or journal before posting the Order. When transactions are posted, open invoice, Customer, and history information is updated. If you interface Sales Order with General Ledger, the GL Journal is also updated when you post.

After you post your Orders, use the functions on the Accounts Receivable Open Invoices menu to work with payments; analyze balances, money due, cash flow, and finance charges; and summarize your Customer accounts.

PRINTING PICKING SLIPS

Use the **Print Picking Slips** function to produce Picking Slips, which list the Items and Quantities needed to fill an Order. If an entire Order cannot be filled, a stockroom worker can write on the Picking Slip the Quantity of each Item to backorder. Then you can Verify the original Order against the Picking Slip.

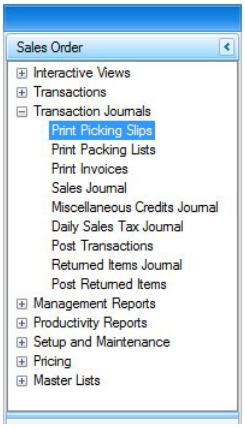
Complete Sales Order entry before you print Picking Slips. If the option is set to Use Additional Descriptions, you can choose to print them on the Picking Slips.

If you printed Picking Slips online in the Orders function (page 5-9), you can reprint them from the Orders function, but you cannot reprint them from the Print Picking Slips function.

To **Print Picking Slips**, follow these steps:

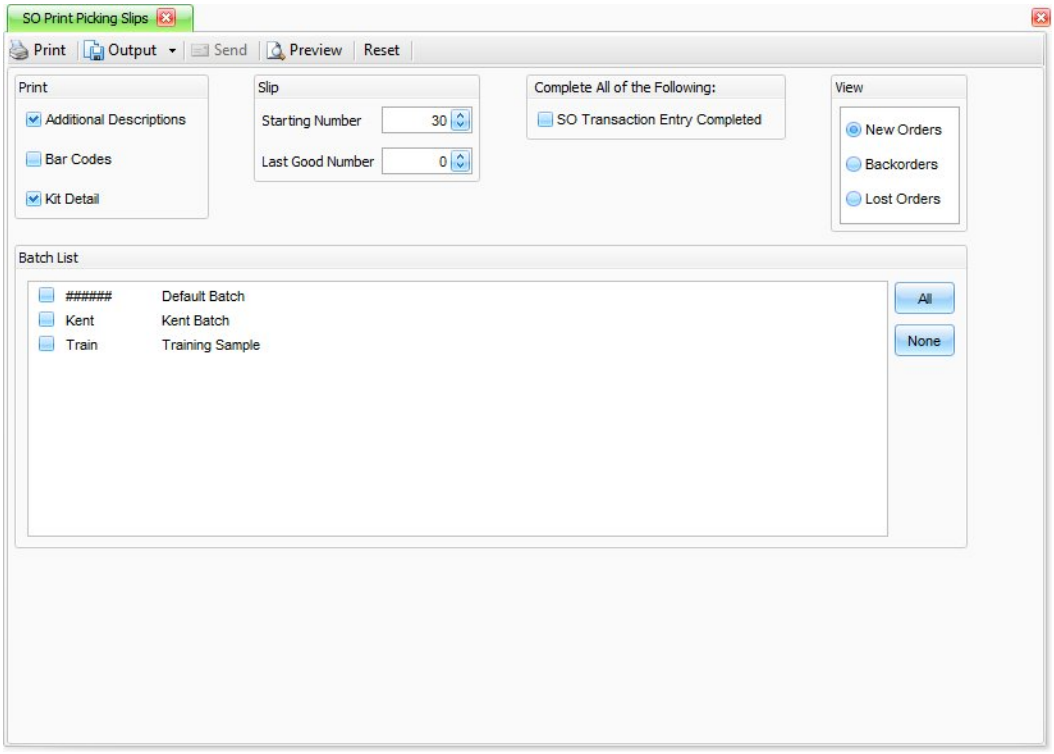
1. Select **Print Picking Slips** from the **Transaction Journals** menu.

Print Picking Slips Menu



2. The **Print Picking Slip** screen appears.

Print Picking Slips Screen



3. Check the box to **Print Additional Descriptions** on the Picking Slip; otherwise, clear the box. You will only see this check box if you selected Yes to the option to Use Additional Descriptions in Business Rules.
4. Check the box to **Print Bar Codes** on the Picking Slip.
5. Check the box to **Print Kit Detail** on the Picking Slip. This button is only valid if you have the Bill of Material Kitting module.
    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
6. Enter the **Starting Number** to include in the print run.

7. If you are restarting printing Picking Slips, because of a paper jam, enter the number of the **Last Good Number** that was printed correctly. This will say to the programs, start at the next Pick Slip and reprint all Pick Slips after the last good Pick Slip number. When you put a number in the Slip Starting Number field the Pick Slips being reprinted will be renumbered starting with this number.
8. After **SO Transaction Entry Completed**, select the check box. This check box must be selected before you can print Pick Slips. If you don't select the check box and print the Pick Slips you will get a dialog box asking if you have completed transaction entry.
9. Select the information to **View** when printing this Pick Slip run:

   New Orders will print any order with the status of New in the batch. Any order that has had the Pick Slip printed online will not print here. If you need to reprint a Pick Slip printed online, you must do it through the Orders function.

   Backorders will print any order with the status of Backordered. If an Order that has been verified and had any items that didn't have the full Quantity Shipped, will remain in the batch with a status of Backordered after posting.

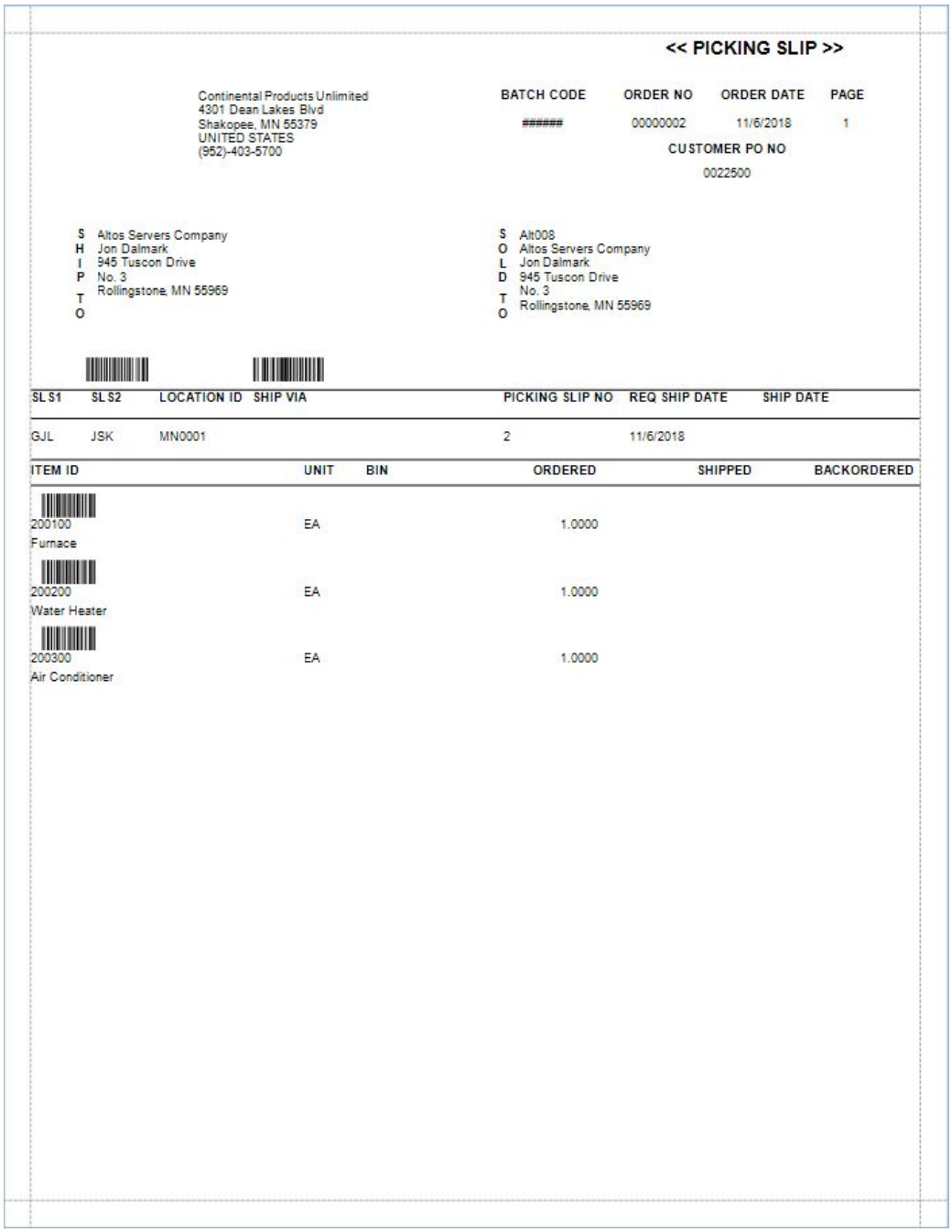
   Lost Orders are Orders that have Picked status that were printed using this function. Pick Slips printed online will not be reprinted here. You cannot print Picking Slips for Quotes or Returned Goods.
10. Select the **Batches** for which you want to print invoices. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches. This option is available only if you selected Yes to Use Batch Processing in the Accounts Receivable Business Rules function.
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.

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

Picking Slip



<< PICKING SLIP >>

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

BATCH CODE	ORDER NO	ORDER DATE	PAGE
######	00000002	11/6/2018	1

CUSTOMER PO NO
0022500

SHIP TO
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SOLD TO
Alt008
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SLS1	SLS2	LOCATION ID	SHIP VIA	PICKING SLIP NO	REQ SHIP DATE	SHIP DATE
GJL	JSK	MN0001		2	11/6/2018	

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
200100 Furnace	EA		1.0000		
200200 Water Heater	EA		1.0000		
200300 Air Conditioner	EA		1.0000		

PRINT PACKING LISTS

Use the **Print Packing Lists** function to produce Packing Lists, which list the Items and Quantities packed for shipping. If an entire Order cannot be shipped, the Backordered quantity prints on the Packing List as well to help your Customers verify their receipts against the original Order.

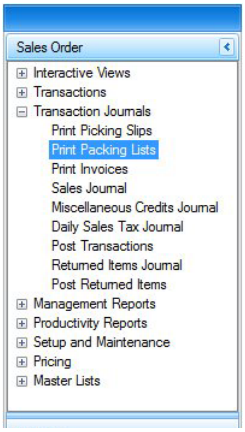
Complete Sales Order entry before you Print Packing Lists. If the option is set to Use Additional Descriptions, you can choose to print them on the Packing Lists.

You can Print Packing Lists only once using this function. To reprint Packing Lists, use the Online button on the Orders screen.

To **Print Packing Lists** follow these steps:

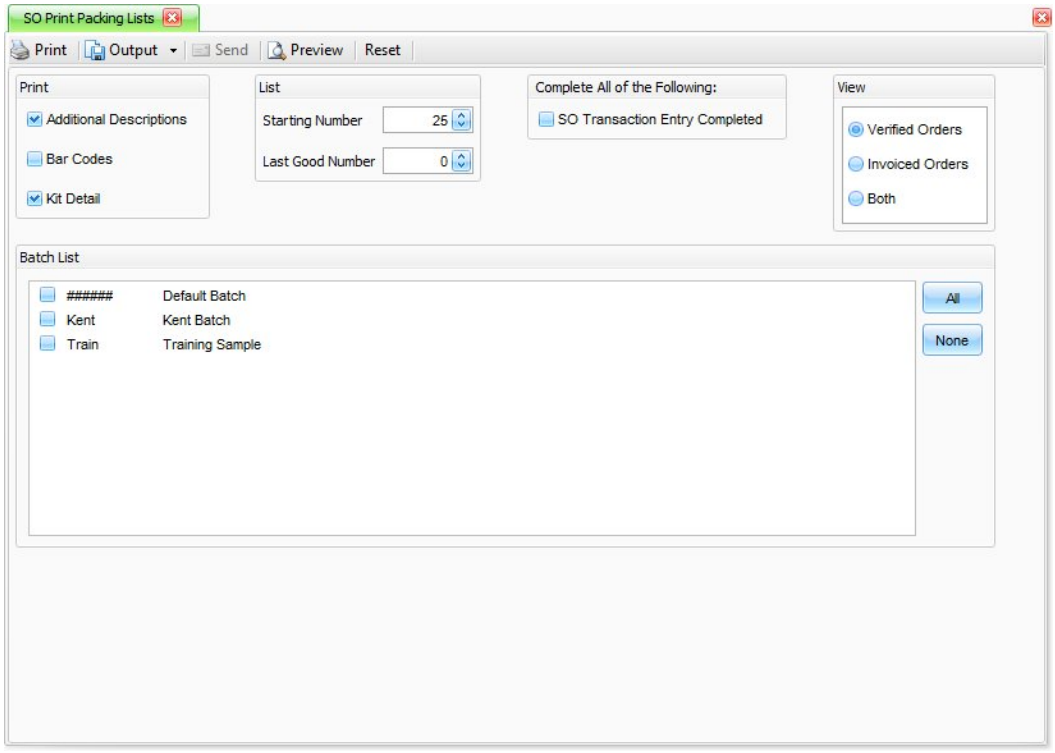
1. Select **Print Packing Lists** from the **Transaction Journals** menu.

Print Packing Lists Menu



2. The **Print Packing Lists** screen appears.

Print Packing Lists Screen



3. Select the check box to include **Additional Descriptions** on the Packing List; otherwise, clear the box. You will only see this check box if you selected Yes to the option to Use Additional Descriptions in Accounts Receivable Business Rules.
4. Select the check box to **Print Bar Codes** on the Packing List.
5. Check the box to **Print Kit Detail** on the Packing List. This button is only valid if you have the Bill of Material Kitting module.
    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
6. Enter the **Starting Number** to include in the print run.

7. If you are restarting printing Packing Lists, because of a paper jam, enter the number of the **Last Good Number** that was printed correctly. This will say to the programs start at the next Pack List and reprint all Pack Lists after the Last Good Number. When you put a number in the Starting Number field the Packing Lists being reprinted, will be renumbered, starting with this number.
8. After **SO Transaction Entry Completed**, select the check box. This check box must be selected before you can Print Packing Lists. If you don't select the check box, and print the Packing Lists, you will get a dialog box asking if you have completed transaction entry.
9. Select the type of orders to include in the print run: **Verified Orders**, **Invoiced Orders**, or **Both**.
    - You cannot print Packing Lists for New Orders, Quotes, or Returned Goods.
10. Select the **Batches** for which you want to print Packing Lists. 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 selected Yes to Use Batch Processing in the Accounts Receivable Business Rules function.
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.

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

Packing List

<< PACKING LIST >>

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

BATCH CODE	ORDER NO	ORDER DATE	PAGE
######	00000003	11/6/2018	1

CUSTOMER PO NO

SHIP TO
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SOLD TO
Alt008
Altos Servers Company
Jon Dalmark
945 Tuscon Drive
No. 3
Rollingstone, MN 55969

SLS1	SLS2	LOCATION ID	SHIP VIA	PACKING LIST NO	REQ SHIP DATE	SHIP DATE
GJL	JSK	MN0001		2	11/6/2018	12/5/2018

ITEM ID	UNIT	BIN	ORDERED	SHIPPED	BACKORDERED
200400 Water Softener	EA		1.0000	1.0000	0.0000
200500 Sump Pump	EA		1.0000	1.0000	0.0000

PRINT INVOICES

Use the **Print Invoices** function to print Invoices, Price Quotes, RMAs, and Credit Memos for the Orders you entered using the **Orders** functions. This function is useful if you want to print Quotes, Invoices, RMAs, and Credit Memos or all four for more than one Order at one time. If you assign numbers to the Invoices when you enter them, print the **Sales Journal** before and after you print the Invoices.

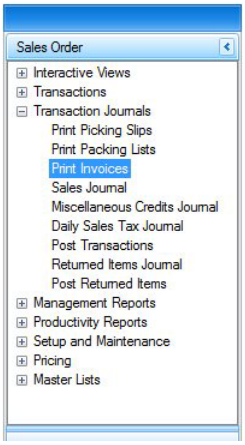
You can also print an Invoice online when you enter an Order. Invoices that are printed or reprinted online, are not reprinted using the **Print Invoices** function.

You can reprint Invoices either online or by using the **Print Invoices** function. If you reprint Invoices online, the Invoice number in the **Invoice Number** field on the Orders screen is retained. If you reprint Invoices using the **Print Invoices** function, a new Invoice number is assigned to invoices, and Price Quotes, based on the number in the **First Invoice No** field on the Print Invoices screen. Original RMA and Credit Memo invoice numbers are retained.

To **Print Invoices** by the batch, follow these steps:

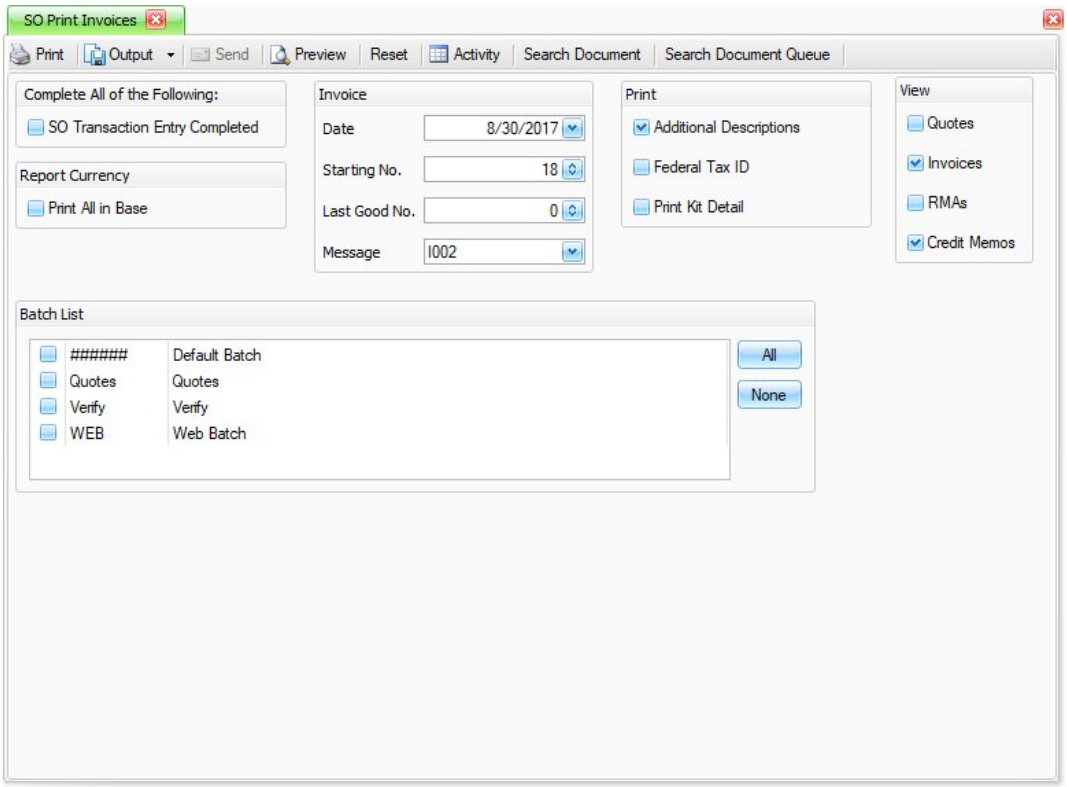
1. Select **Print Invoices** from the **Transaction Journals** menu.

Print Invoices Menu



2. The **Print Invoices** screen appears.

Print Invoices Screen



3. Select the check box confirming that **SO Transaction Entry is Completed**.

¥$£€

4. If you use multi-currency, select the **Print All in Base Currency** check box to print all Invoices 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** 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 selected Yes to Use Batch Processing in the Accounts Receivable Business Rules function.

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 Accounts Receivable Business Rules function.

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 **Invoice Date** to be printed on the Invoices or Credit Memos.
9. Enter the **Invoice Starting No.** to use for the first Invoice or use the default. The Invoice number cannot include letters.

   Invoice numbers entered during Order 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. This will say to the programs start at the next Invoice and reprint all Invoices after the Last Good Number. When you put a number in the Starting Number field the Invoices being reprinted, will be renumbered, starting with this number. Print the **Sales Journal** to serve as a record of Invoice numbers.
11. Select a **Message** to print on the Invoices.
12. Select the check box to **Print Kit Detail** on the Invoices; otherwise, clear the box. This check box appears only if you have the Bill of Materials/Kitting application installed.

    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
13. Select the Orders to **View**: **Quotes**, **Invoices**, **RMAs**, or **Credit Memos**. You may check any one or any combination of the types or Orders to print.
14. 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.

Name	Description
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)
Search Document Queue	Open the Search Document Queue to send the form that has been set up with Document Delivery and is sent to the Document Delivery Queue.

The **Print Invoices Total** log appears automatically after printing invoices.

Invoice totals (organized by currency if you use multicurrency) appear.

Activity Log

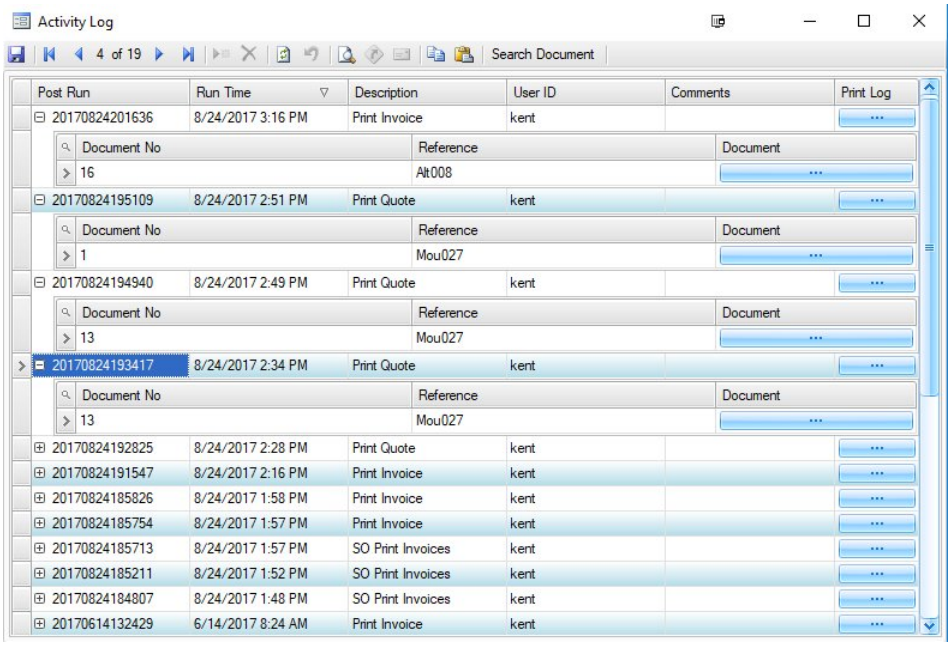
Use the **Activity Log** to view printing activity for administrative purposes.

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

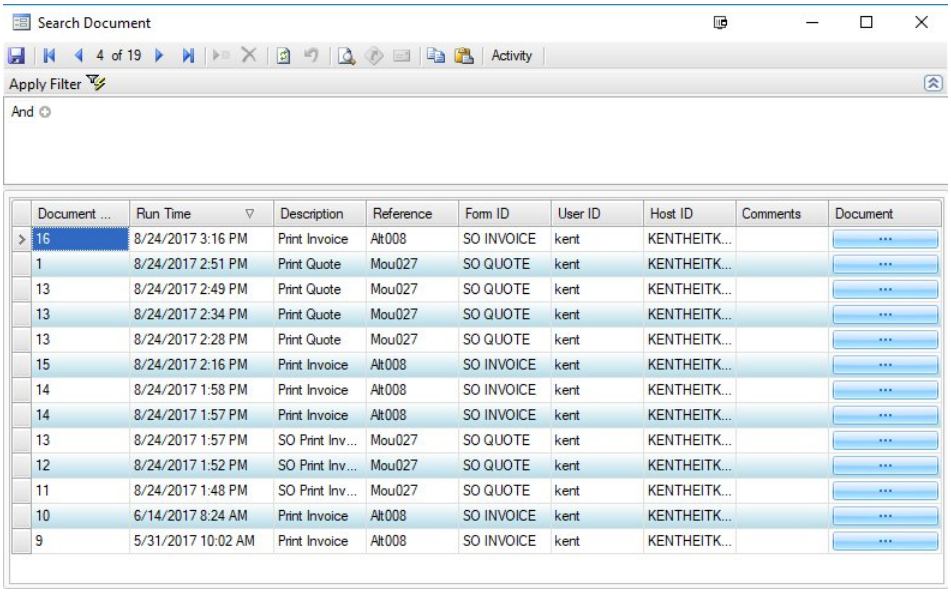
Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the Accounts Receivable, **Use Archive Business Rule**.

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.
Form ID	The type of form printed.

Name	Displays
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.

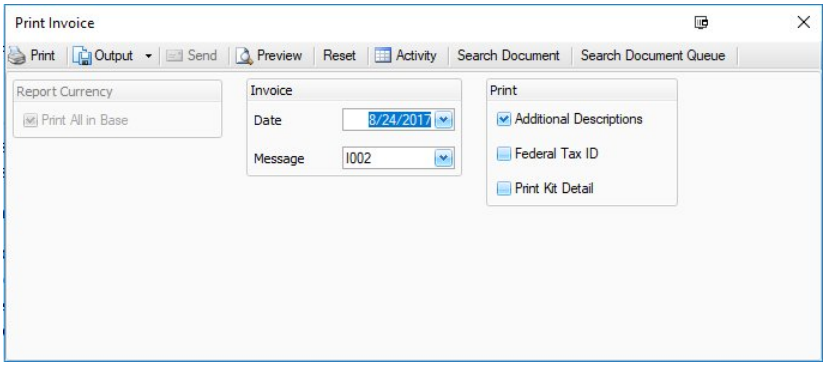
Search Document Screen



Search Document Queue

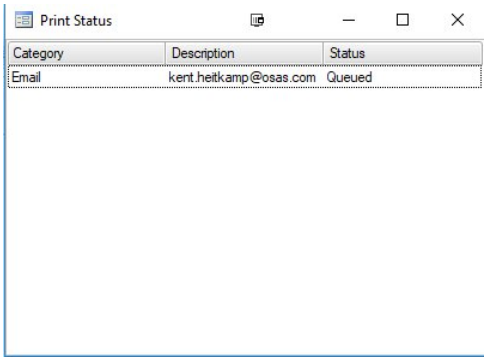
When you print a document you have configured in the System Manager, Document Settings function, in the Print window that opens, you have the option to access the queue using the **Search Document Queue** button, to open the **Search Document Queue** screen, which allows you to search documents the Customer selected. The screen displayed will depend on the function from which you are printing the document.

Print Invoice Screen



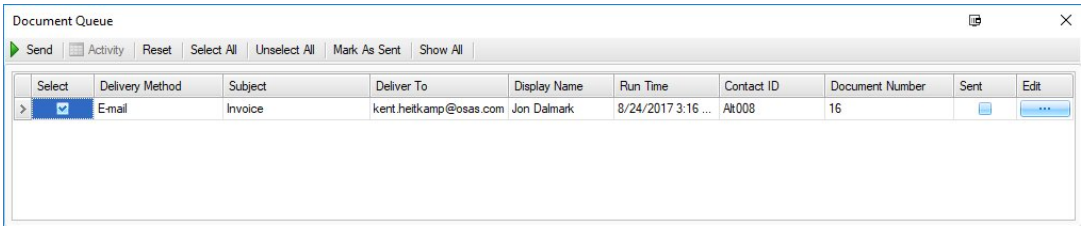
When you **Print** the document, a **Print Status** window will appear.

Print Status Screen



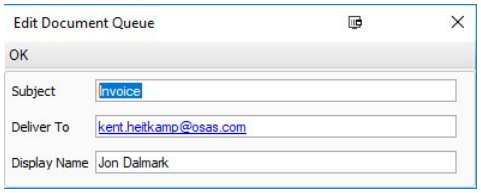
When you close the **Print Status** window, the **Document Queue** screen will display showing all documents currently in the queue.

Document Queue Screen



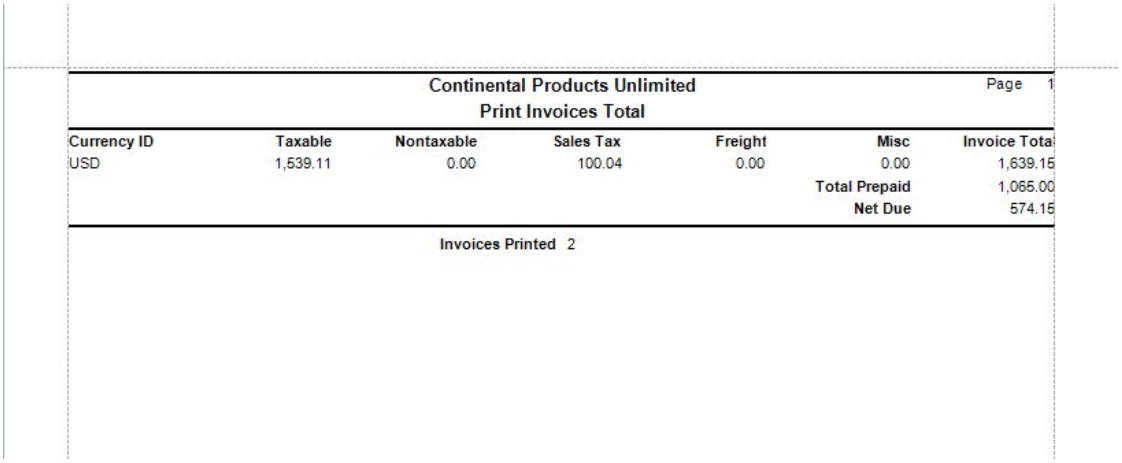
If you want to edit the Subject, the Deliver To, and/or the Display Name of the document before you send it, click on the **Edit** button (···) to open the **Edit Document Queue** dialog box. Click **OK** to save your edits and return to the Document Queue screen.

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.

Print Invoices Total Report

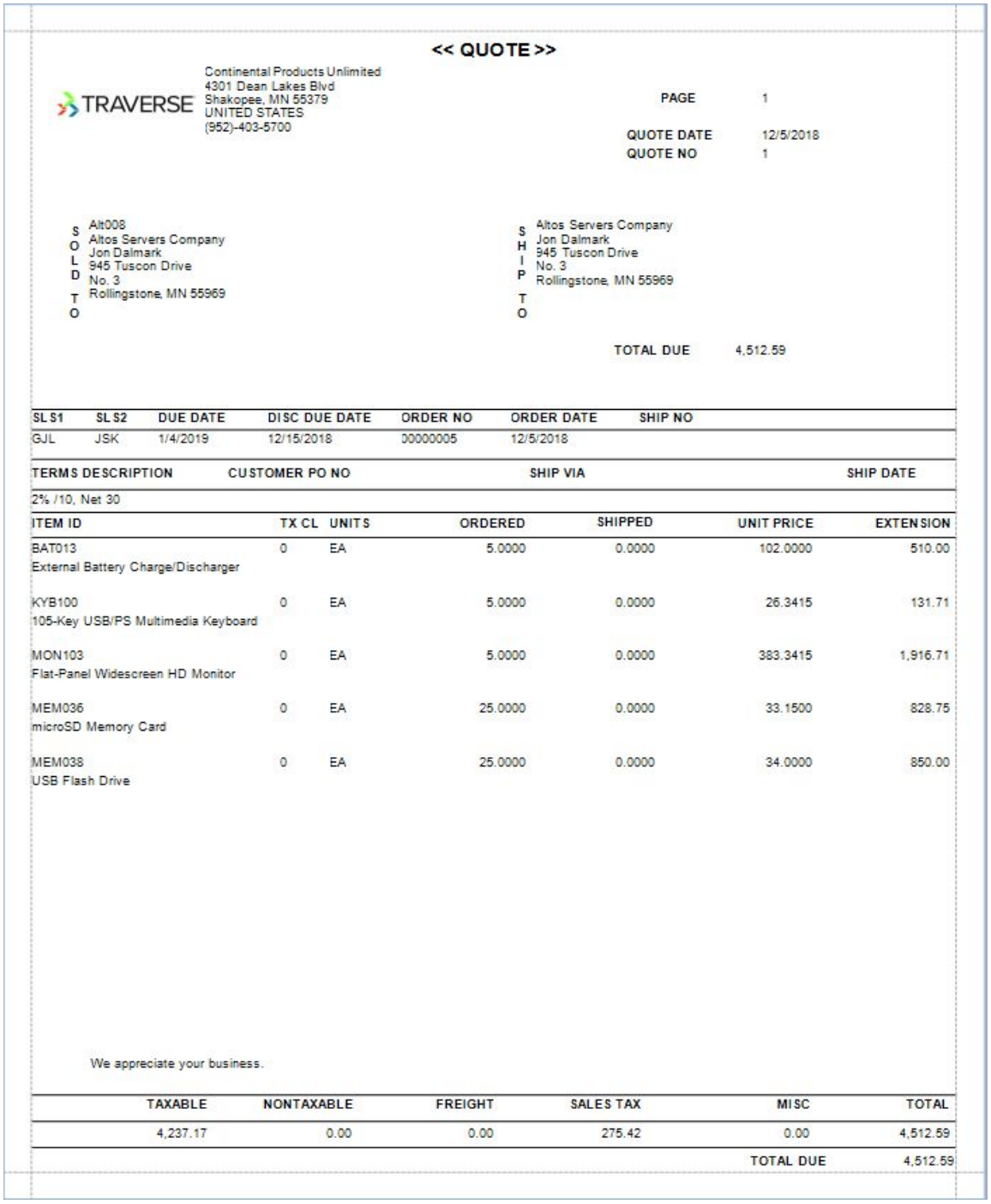


Continental Products Unlimited — Page 1
Print Invoices Total

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

Price Quote



<< QUOTE >>

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
QUOTE DATE 12/5/2018
QUOTE NO 1

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 4,512.59

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
GJL	JSK	1/4/2019	12/15/2018	00000005	12/5/2018	

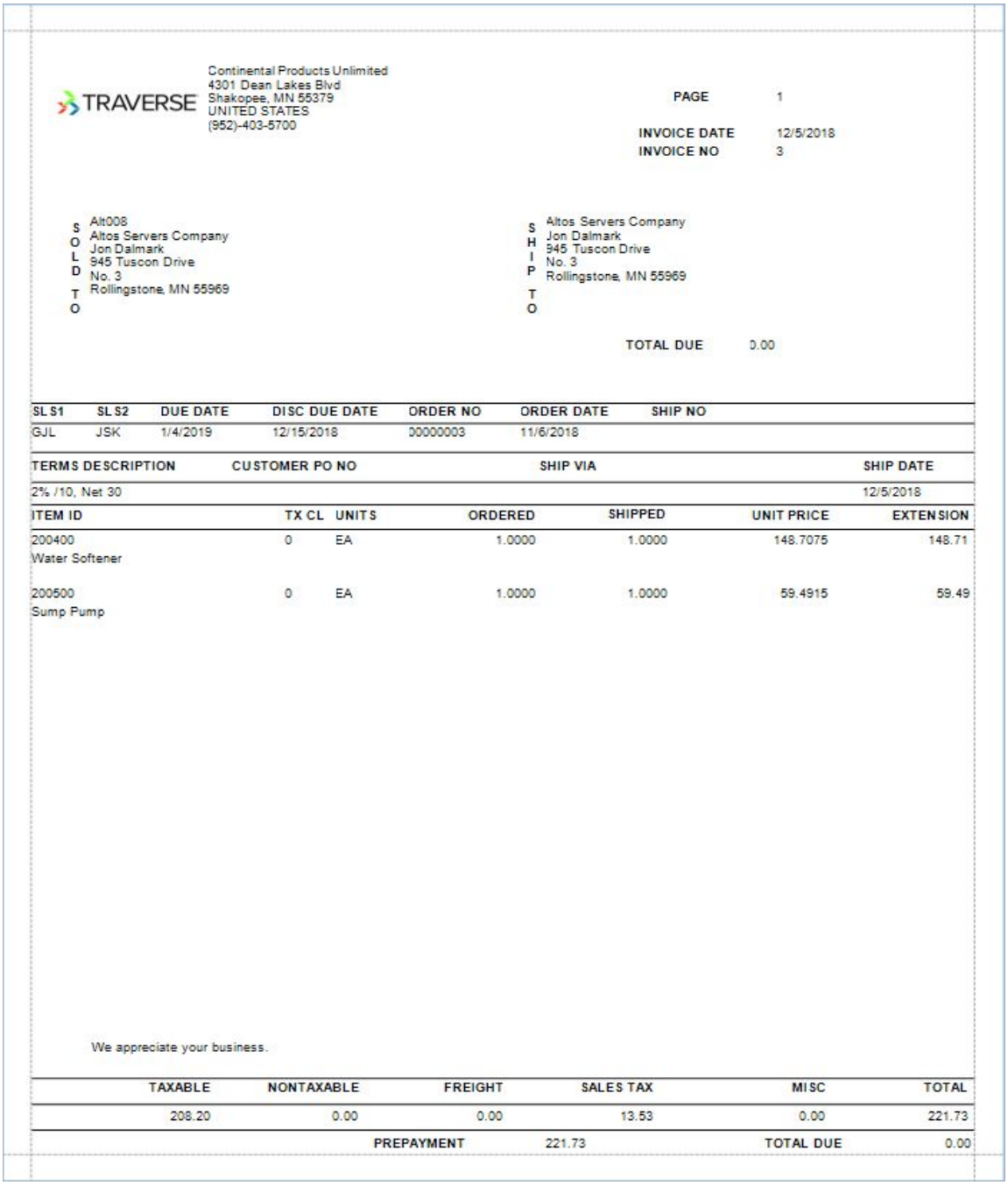
TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
2% /10, Net 30			

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
BAT013 External Battery Charge/Discharger	0	EA	5.0000	0.0000	102.0000	510.00
KYB100 105-Key USB/PS Multimedia Keyboard	0	EA	5.0000	0.0000	26.3415	131.71
MON103 Flat-Panel Widescreen HD Monitor	0	EA	5.0000	0.0000	383.3415	1,916.71
MEM036 microSD Memory Card	0	EA	25.0000	0.0000	33.1500	828.75
MEM038 USB Flash Drive	0	EA	25.0000	0.0000	34.0000	850.00

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
4,237.17	0.00	0.00	275.42	0.00	4,512.59
				TOTAL DUE	4,512.59

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

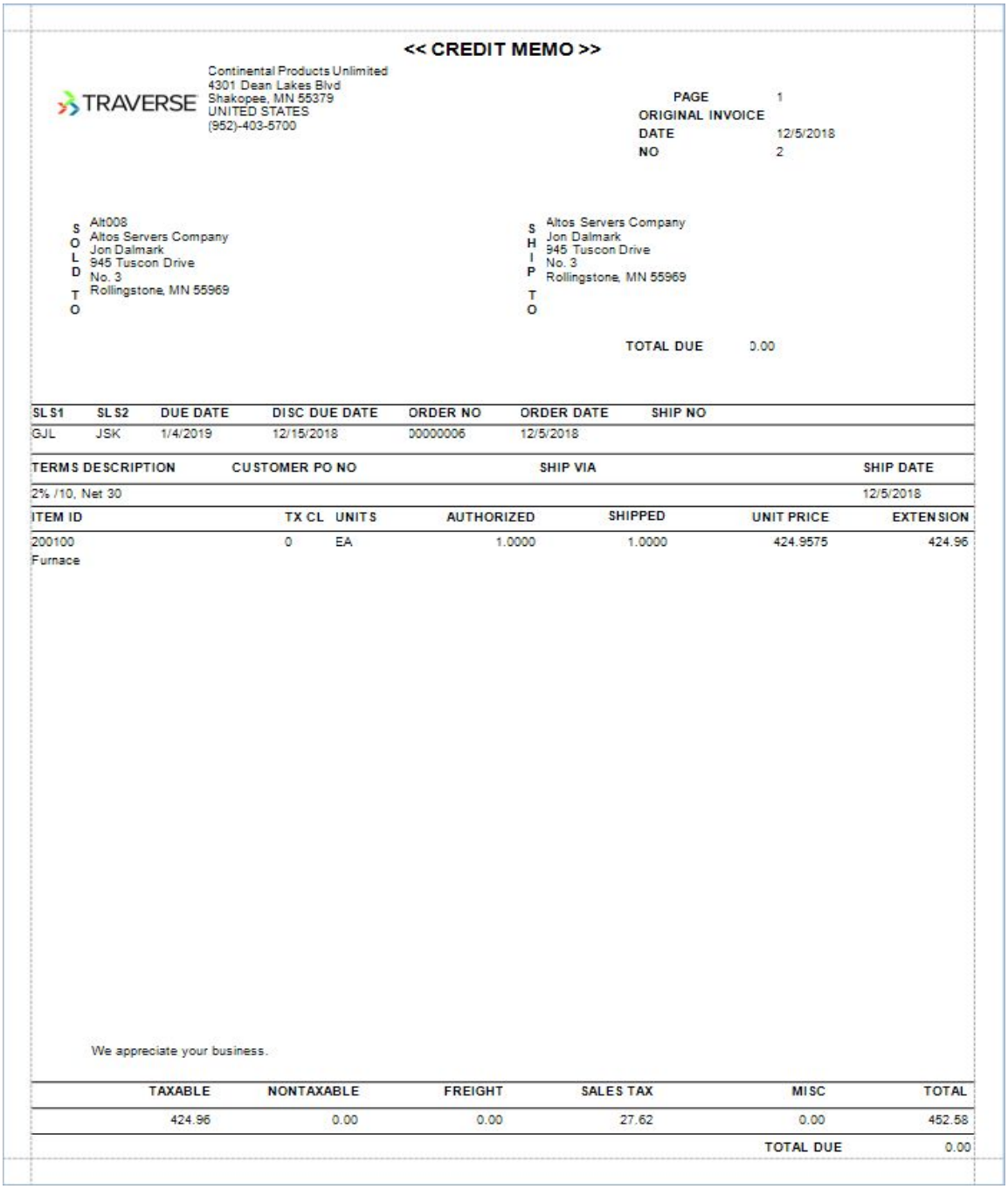
ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
200400 Water Softener	0	EA	1.0000	1.0000	148.7075	148.71
200500 Sump Pump	0	EA	1.0000	1.0000	59.4915	59.49

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

Credit Memo



<< CREDIT MEMO >>

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
ORIGINAL INVOICE
DATE 12/5/2018
NO 2

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	00000006	12/5/2018	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
2% /10, Net 30			12/5/2018

ITEM ID	TX CL	UNITS	AUTHORIZED	SHIPPED	UNIT PRICE	EXTENSION
200100 Furnace	0	EA	1.0000	1.0000	424.9575	424.96

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
424.96	0.00	0.00	27.62	0.00	452.58
				TOTAL DUE	0.00

RMA

<< RMA >>

TRAVERSE

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
UNITED STATES
(952)-403-5700

PAGE 1
ORIGINAL INVOICE
DATE 12/5/2018
NO 1

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	00000008	12/5/2018	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
2% /10, Net 30			12/5/2018

ITEM ID	TX CL	UNITS	AUTHORIZED	SHIPPED	UNIT PRICE	EXTENSION
200200 Water Heater	0	EA	1.0000	0.0000	297.4575	297.46

We appreciate your business.

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
297.46	0.00	0.00	19.33	0.00	316.79
				TOTAL DUE	0.00

CASH RECEIPTS JOURNAL

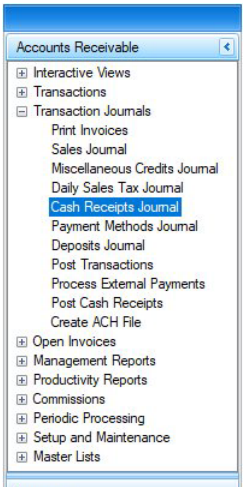
The **Cash Receipts Journal** provides a record for cash receipt transactions. Print the journal before you post cash receipts for the day to check for errors and omissions. If you find errors in the **Cash Receipts Journal**, use the **Cash Receipts** function to correct them.

Once the post has been completed, you will no longer be able to print the Cash Receipts Journal for the Cash Receipts posted.

To print the **Cash Receipts Journal**, follow these steps:

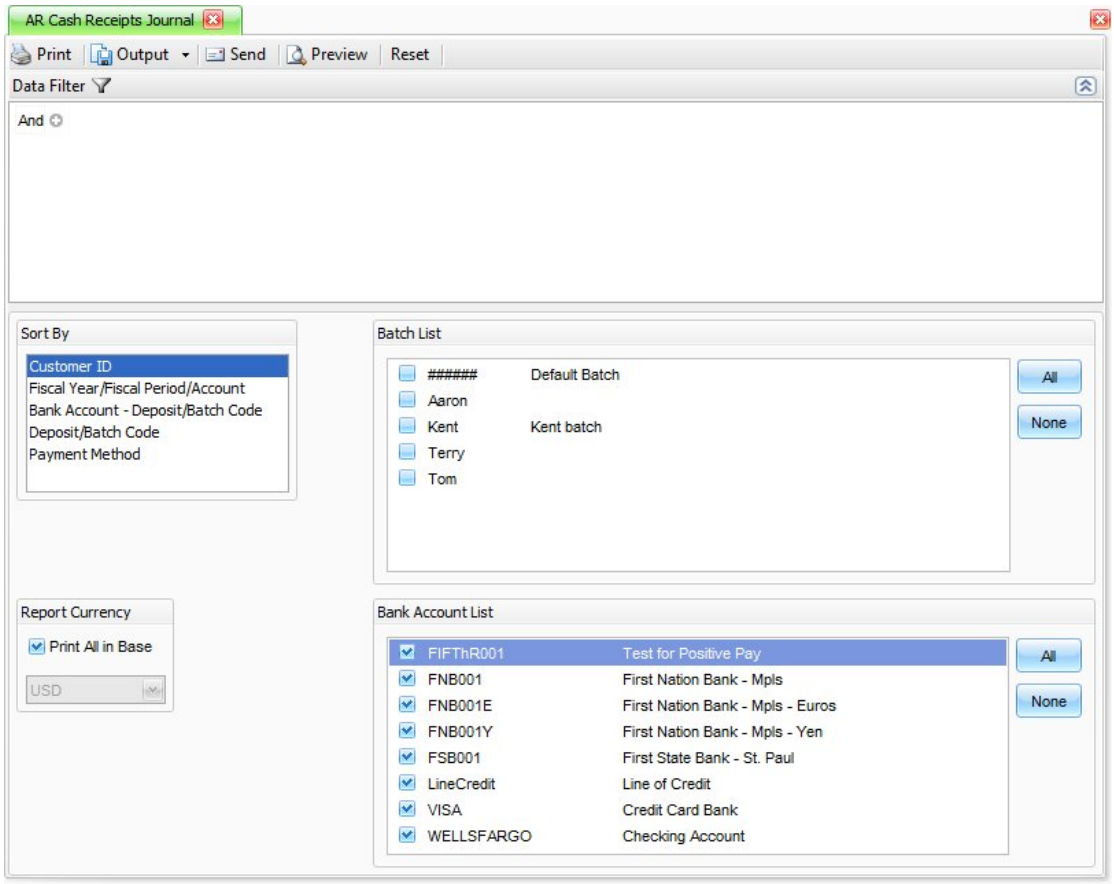
1. Select **Cash Receipts Journal** from the **Accounts Receivable, Transaction Journals** menu.

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 Accounts Receivable Business Rules. 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**		

1/29/2010 12:27 PM **OPEN_SYSTEMS\kenthe**

SALES JOURNAL

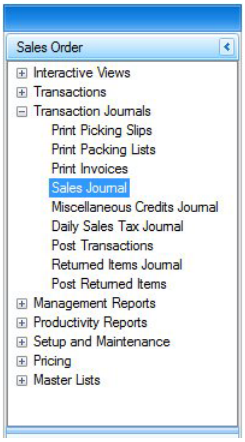
Print the **Sales Journal** before you Post Transactions to check for mistakes and omissions. The journal serves as an audit trail of Sales Orders. If you find incorrect transactions in the Sales Journal, use the Orders functions to edit or delete them.

The **Sales Journal** includes cost information, but the unit cost of nonserialized Items is only an estimate. The system updates the unit cost of nonserialized Items (based on your Costing Method) when you post.

To print the **Sales Journal**, follow these steps:

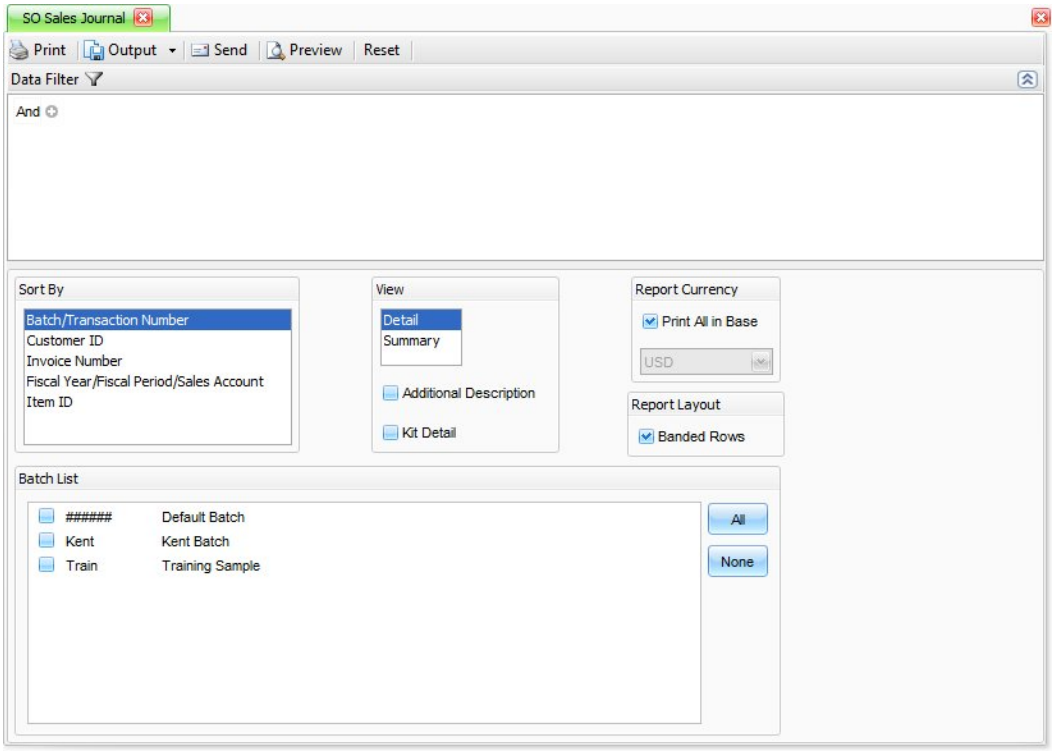
1. Select **Sales Journal** from the **Transaction Journals** menu.

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 Sales Orders.
4. Select the **Sort By** criterion for the journal: **Batch/Transaction Number**, **Customer ID**, **Invoice Number**, **Fiscal Year/Fiscal Period/Sales Account**, or **Item ID**.
5. Select the amount of information to **View** in the journal: **Summary** or **Detail** versions of the report.
6. To **View Additional Descriptions** on the journal, select the check box; otherwise, clear it. This option is available only if you select Yes to Use Additional Descriptions in the Accounts Receivable Business Rules function.

7. To **View Kit Detail** for those Items that are sold as Kits on the journal, select the check box; otherwise, clear it. This check box appears only if you have the Bill of Materials/Kitting application installed.

    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

8. Select the check box if you want to print the report in **Banded Rows** format, which highlights lines in the Journal 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 Journal.

9. Select the **Batches** to include in the journal. You will only see the available batches if you select Yes to Use Batch Processing in the Accounts Receivable Business Rules. Select the **All** button to select all available Batches. Select the **None** button to clear the check box for all selected Batches.

10. 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 journal.

    - 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 journal.

    - 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 journal.

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.

Continental Products Unlimited
Sales Journal (Detail)
Sorted by Batch/Transaction No

Page 1
USD

Report Filter			
Batch List	######,Kent,Train		
View Kit Detail	No	**View Additional Description**	No
Report Currency	USD	**Print All in Base Currency**	Yes

Trans No	Customer ID	Ship To ID	Rep 1	Terms Code	Pd/Year	Invoice No	Invoice Date	Req Ship Date
Batch Code	Name		Rep 2	Tax Group ID		PO No	Order Date	Actual Ship Date
00000045	Bet023		JSK	Net30	4/2013		9/13/2012	9/13/2012
Kent	Beta Dynamics Inc.			WI		32167494654	9/13/2012	4/17/2013

Item ID	Loc ID	Sales Acct	Unit	Ordered	Unit Cost	Unit Price
Description		COGS Acct	Tax Class	Shipped	Ext Cost	Ext Price
		Inv Acct		Backordered		
200100	MN0001	00-000-4000	EA	5.00	385.6390	424.0310
Furnace		00-000-5000	0	4.00	1,542.56	1,696.12
		00-000-1230		1.00		
200200	MN0001	00-000-4000	EA	5.00	227.5300	282.6713
Water Heater		00-000-5000	0	5.00	1,137.65	1,413.36
		00-000-1230		0.00		
200300	MN0001	00-000-4000	EA	1.00	429.9500	471.1465
Air Conditioner		00-000-5000	0	1.00	429.95	471.15
		00-000-1230		0.00		

Trans No 00000045 Total	Taxable	Nontaxable	Freight	Misc	Sales Tax	Inv Total
	3,580.63	0.00	0.00	0.00	250.65	3,831.28

Trans No	Customer ID	Ship To ID	Rep 1	Terms Code	Pd/Year	Invoice No	Invoice Date	Req Ship Date
Batch Code	Name		Rep 2	Tax Group ID		PO No	Order Date	Actual Ship Date
00000050	Atm047		GJL	Net30	3/2013		3/13/2013	3/13/2013
Kent	Asynchronous Networking Tech.		JSK	MN			3/13/2013	4/16/2013

Item ID	Loc ID	Sales Acct	Unit	Ordered	Unit Cost	Unit Price
Description		COGS Acct	Tax Class	Shipped	Ext Cost	Ext Price
		Inv Acct		Backordered		
200300	MN0001	00-000-4000	EA	5.00	429.9500	485.3752
Air Conditioner		00-000-5000	0	5.00	2,149.75	2,426.88
		00-000-1230		0.00		

Trans No 00000050 Total	Taxable	Nontaxable	Freight	Misc	Sales Tax	Inv Total
	2,426.88	0.00	0.00	0.00	50.00	2,476.88

MISCELLANEOUS CREDITS JOURNAL

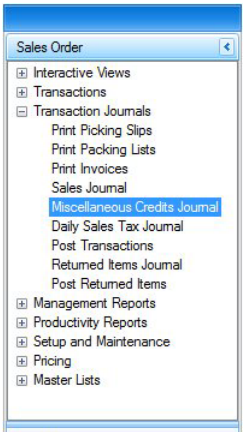
Print the **Miscellaneous Credits Journal** before you Post Transactions, to check for mistakes and omissions. It also serves as an audit trail. If you find incorrect Credit Memos in the Miscellaneous Credits Journal, use the Orders function to edit or delete them.

Once the post has been completed, you will no longer be able to print the Miscellaneous Credits Journal for the Orders posted.

To print the **Miscellaneous Credits Journal**, follow these steps:

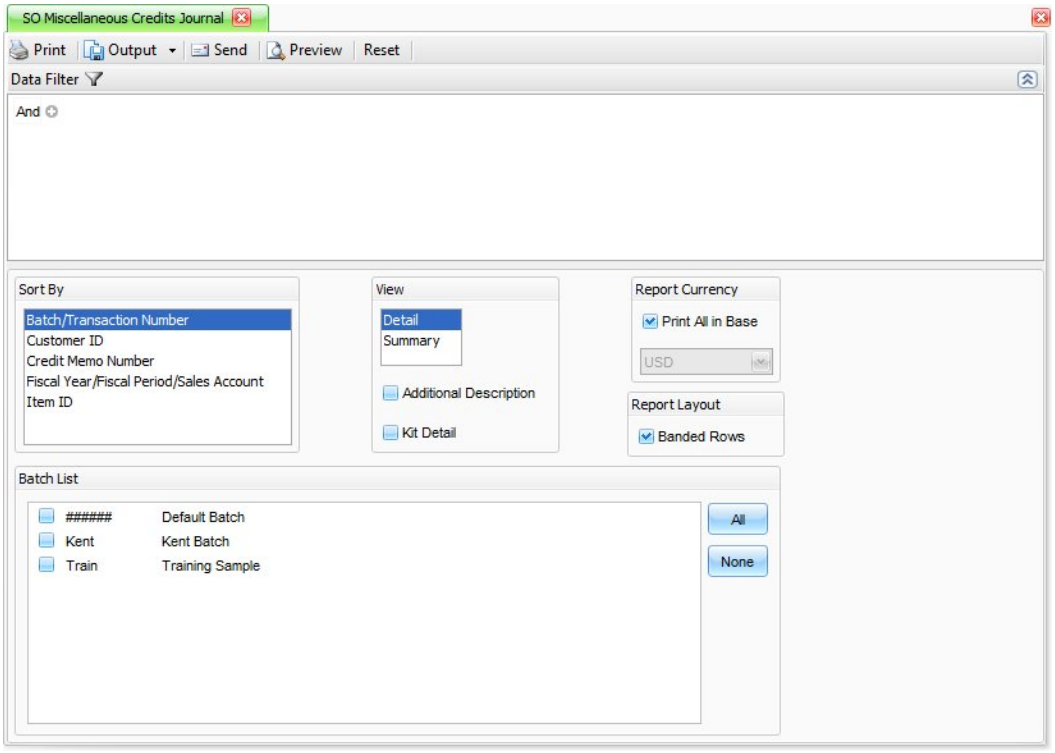
1. Select **Miscellaneous Credits Journal** from the **Transaction Journals** menu.

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 Credit Memos.
4. Select the **Sort By** criterion for the journal: **Batch/Transaction Number**, **Customer ID**, **Credit Memo Number**, **Fiscal Year/Fiscal Period/Sales Account**, or **Item ID**.
5. Select the amount of information to **View** in the journal: **Summary** or **Detail** versions of the report.
6. To **View Additional Descriptions** on the journal, select the check box; otherwise, clear it. This option is available only if you select Yes to Use Additional Descriptions in the Accounts Receivable Business Rules function.

7. To **View Kit Detail** for those Items that are sold as Kits on the journal, select the check box; otherwise, clear it. This check box appears only if you have the Bill of Materials/Kitting application installed.

    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.

8. Select the check box if you want to print the report in **Banded Rows** format, which highlights lines in the Journal 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 Journal.

9. Select the **Batches** to include in the journal. You will only see the available batches if you select Yes to Use Batch Processing in the Accounts Receivable Business Rules. Select the **All** button to select all available Batches. Select the **None** button to clear the check box for all selected Batches.

10. If you use multi-currency, these print options are available:

    - To print Credit Memos 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 Credit Memos that were entered in the base currency are printed on the journal.

    - To print Credit Memos that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only Credit Memos that were entered in the currency you select are printed on the journal.

    - To print all Credit Memos (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 Credit Memo amounts from their original currency to the base currency (if necessary), then prints all Credit Memos on the journal.

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.

Miscellaneous Credits Journal

Continental Products Unlimited
Miscellaneous Credits Journal (Detail)
Sorted by Batch/Transaction No

Report Filter			
Batch List	######,Quotes,Verify		
View Kit Detail	No	**View Additional Description**	**No**
Report Currency	USD	**Print All in Base Currency**	**Yes**

Trans No	Customer ID	Ship To ID	Rep 1	Terms Code	PdYear	Credit Memo No	Original Invoice No	CM Date	Req Ship Date
Batch Code	Name		Rep 2	Tax Group ID	PO No		Order Date	Actual Ship Date	
00000038	Alt008		GJL	Net30	3/2010		3/25/2010	3/25/2010	
######	Altos Servers Company		JSK	MN			3/25/2010	3/25/2010	

Item ID	Loc ID	Sales Acct	Unit	Ordered	Unit Cost	Unit Price
Description		COGS Acct	Tax Class	Shipped	Ext Cost	Ext Price
		Inv Acct		Backordered		
100	MN0001	00-000-4000	PKG	1.0000	343.5500	475.6860
Electrical Package		00-000-5000	3	1.0000	343.55	475.69
		00-000-1230		0.0000		
200100	MN0001	00-000-4000	EA	1.0000	379.4400	449.9500
Furnace		00-000-5000	0	1.0000	379.44	449.95
		00-000-1230		0.0000		
200200	MN0001	00-000-4000	EA	1.0000	227.5300	299.9500
Water Heater		00-000-5000	0	1.0000	227.53	299.95
		00-000-1230		0.0000		
200300	MN0001	00-000-4000	EA	1.0000	429.9500	499.9500
Air Conditioner		00-000-5000	0	1.0000	429.95	499.95
		00-000-1230		0.0000		

Trans No 00000038 Total		Taxable	Nontaxable	Freight	Misc	Sales Tax	Inv Total		
		1,725.54	0.00	0.00	0.00	112.17	1,837.71		
00000046	Alt008			3/2010			3/25/2010	3/25/2010	3/25/2010
######		GJL	Net30				3/25/2010	3/25/2010	3/25/2010
		JSK	MN						
Trans No 00000046 Total		**Taxable**	**Nontaxable**	**Freight**	**Misc**	**Sales Tax**	**Inv Total**		
		0.00	0.00	0.00	0.00	0.00	0.00		
Batch Code ###### Total		**Taxable**	**Nontaxable**	**Freight**	**Misc**	**Sales Tax**	**Ext Cost**	**Ext Price**	**Total**
		1,725.54	0.00	0.00	0.00	112.17	1,380.47	1,725.54	1,837.71
Grand Total		**Taxable**	**Nontaxable**	**Freight**	**Misc**	**Sales Tax**	**Ext Cost**	**Ext Price**	**Total**
		1,725.54	0.00	0.00	0.00	112.17	1,380.47	1,725.54	1,837.71

3/30/2010 3:06 PM

OPEN_SYSTEMS\kenthe

DAILY SALES TAX JOURNAL

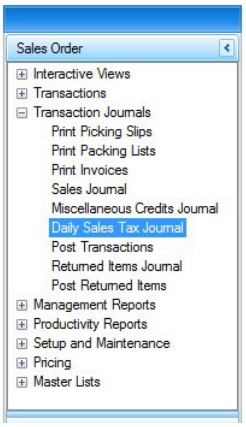
Use the **Daily Sales Tax Journal** for an additional audit trail. The Daily Sales Tax Journal shows taxes collected and owed and is organized by Tax Location.

Once the post has been completed, you will no longer be able to print the Daily Sales Tax Journal for the Sales Orders posted.

To produce the **Daily Sales Tax Journal**, follow these steps:

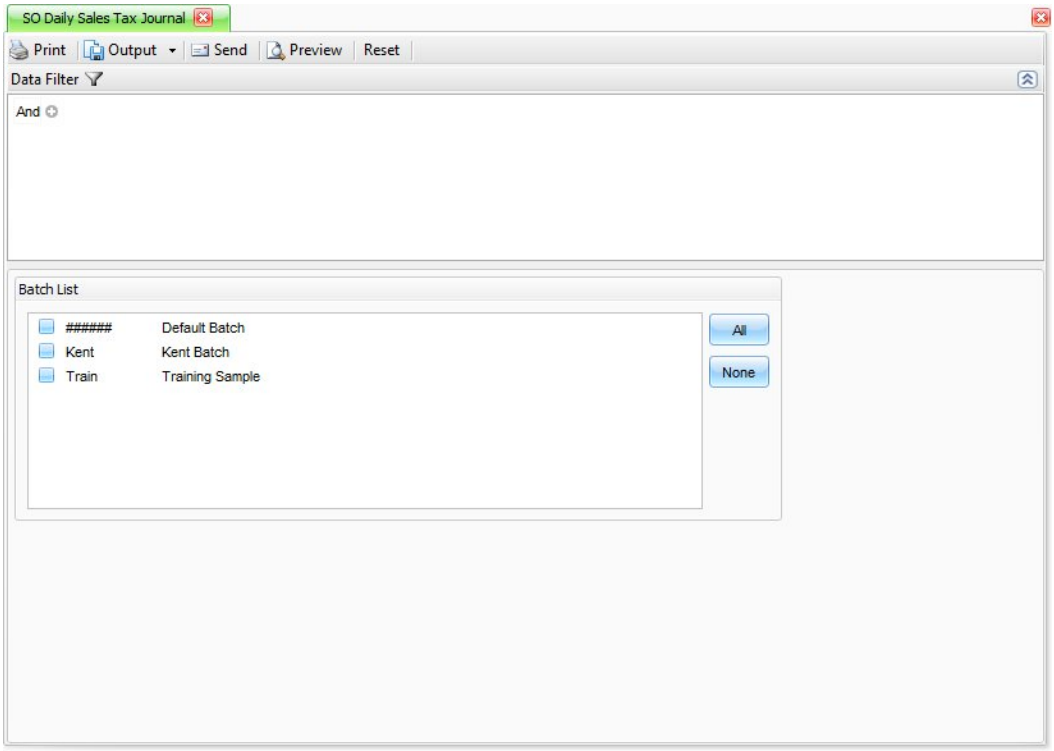
1. Select **Daily Sales Tax Journal** from the **Transaction Journals** menu.

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 Sales Orders.
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 Accounts Receivable Business Rules. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

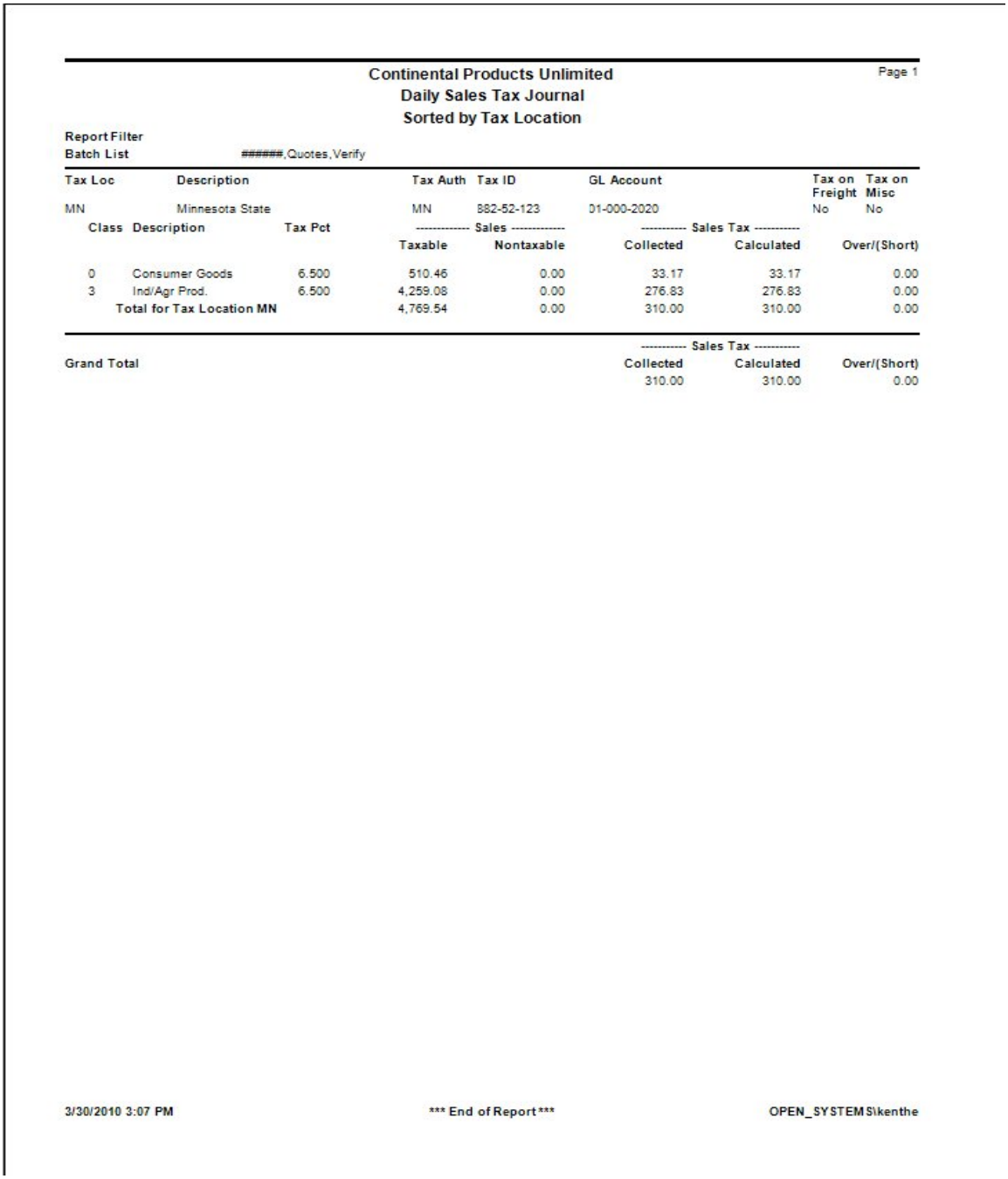
5. Select a command button:

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 ######,Quotes,Verify

Tax Loc	Description	Tax Auth	Tax ID	GL Account	Tax on Freight	Tax on Misc
MN	Minnesota State	MN	882-52-123	01-000-2020	No	No

Class	Description	Tax Pct	Sales: Taxable	Sales: Nontaxable	Sales Tax: Collected	Sales Tax: Calculated	Over/(Short)
0	Consumer Goods	6.500	510.46	0.00	33.17	33.17	0.00
3	Ind/Agr Prod.	6.500	4,259.08	0.00	276.83	276.83	0.00
	Total for Tax Location MN		4,769.54	0.00	310.00	310.00	0.00

Grand Total	Sales Tax: Collected	Sales Tax: Calculated	Over/(Short)
	310.00	310.00	0.00

3/30/2010 3:07 PM *** End of Report *** OPEN_SYSTEMS\kenthe

PAYMENT METHOD JOURNAL

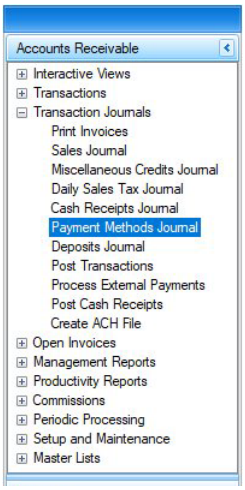
The **Payment Methods Journal** summarizes cash receipts by Payment Methods. Use this function to produce a list of receipts for credit card claims, checks, and other Payment Methods.

Once the post has been completed, you will no longer be able to print the Payment Methods Journal for the Cash Receipts posted.

To print the **Payment Methods Journal**, follow these steps:

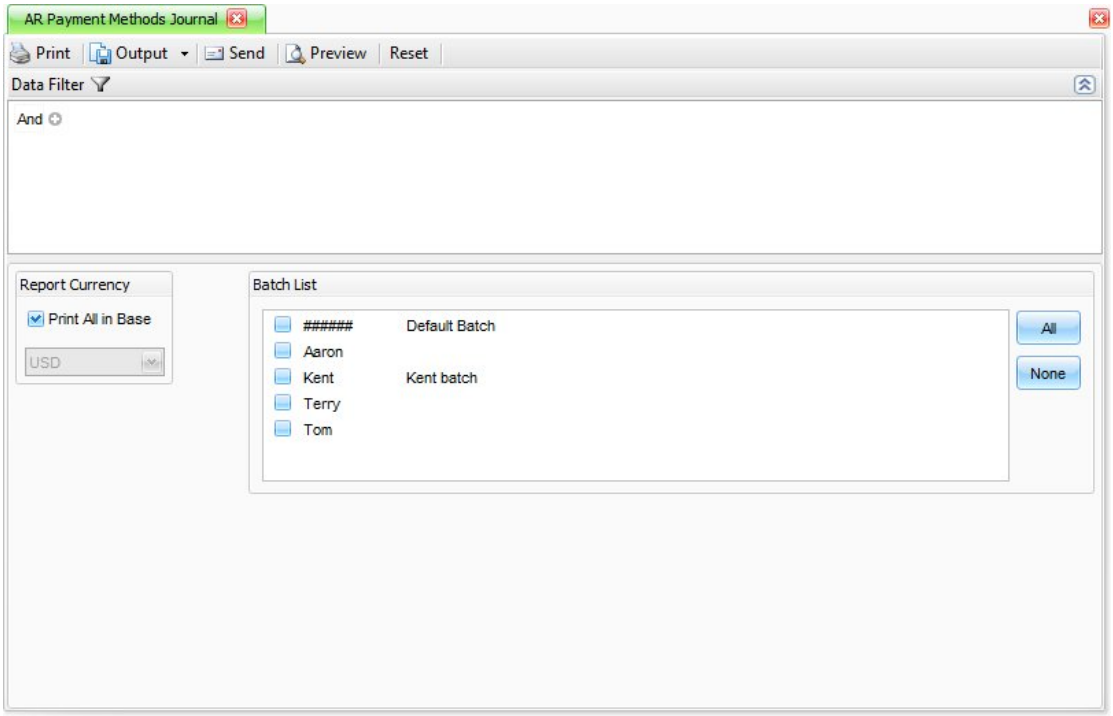
1. Select **Payment Methods Journal** from the **Accounts Receivable, Transaction Journals** menu.

Payment Methods Journal Menu



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

Payment Methods Journal Screen



3. Select the range of **Filter Criteria** to 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 3-5). 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 XXXXXXXXXXXXXXX5797	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
######	CEI031 24 XXXXXXXXXXXX+879	15 Wells Fargo		1/29/2010 123123123	477.00
				Direct Debit Total	2,607.00
Grand Total					3,030.95

1/29/2010 2:32 PM *** End of Report *** OPEN_SYSTEM\kenthe

DEPOSITS JOURNAL

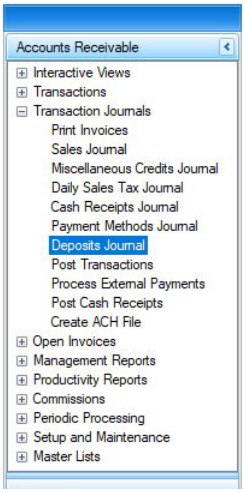
The **Deposits Journal** summarizes and lists Bank Account deposits from Cash and Check receipts.

Once the post has been completed, you will no longer be able to print the Deposits Journal for the Cash Receipts posted.

To print the **Deposits Journal**, follow these steps:

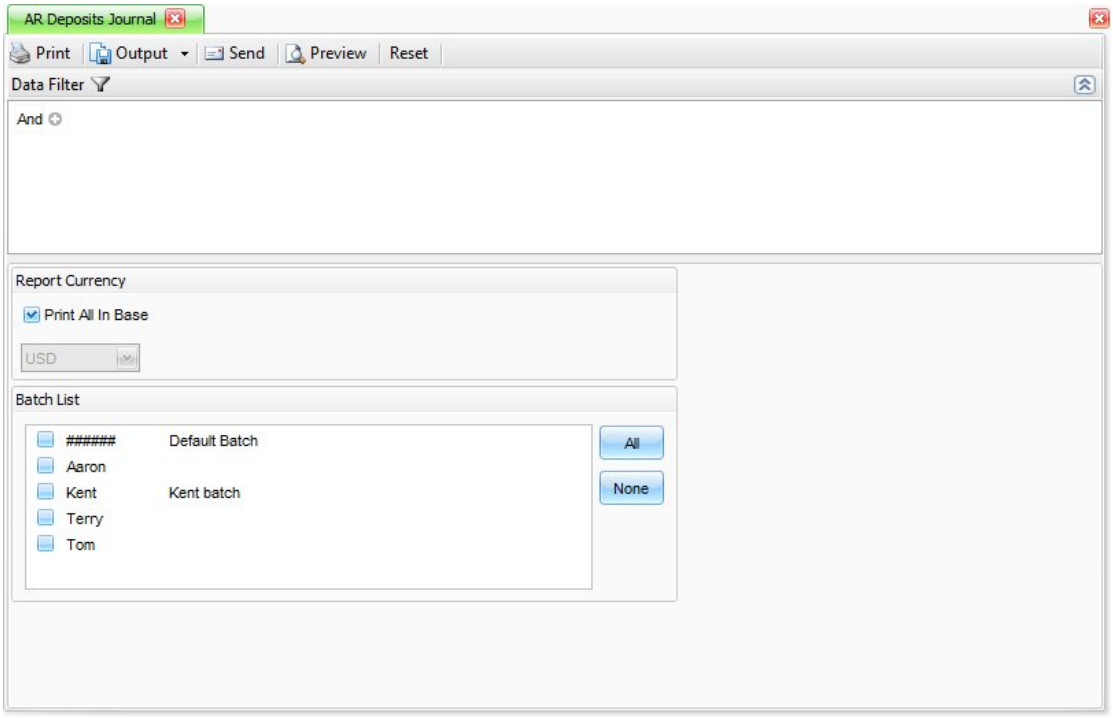
1. Select **Deposits Journal** from the **Accounts Receivable, Transaction Journals** menu.

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 3-5). 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 OVERVIEW

When you Post Transactions, the system creates open invoices for each invoice or shipped order and miscellaneous credit entry that you recorded as a transaction. Next, the system updates both the due date for each transaction using the invoice date and the number of due days for the Terms Code and the discount date from the invoice date and the number of discount days from the same Terms Code. Posting ignores transaction entries that have a status of **Backordered**, **New**, **Picked**, **RMA** or **Price Quote**.

The system creates temporary tables to store line-item entries, and totals information. 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 Sales Order 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 ID. If the accounting period is closed, you can either edit Orders 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.

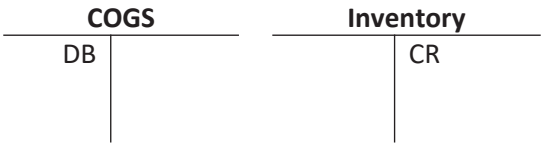
Posting Orders also updates balance and sales fields in the Customers' records. The taxable and nontaxable totals from the Orders and the tax collected update the Tax Location records in System Manager.

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 Accounts Receivable 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:



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 Accounts Receivable 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 Sales Order.

The Miscellaneous Credits for each line Item update these accounts:

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 Accounts Receivable 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 Accounts Receivable 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 Credit Memo.

Use the Accounts Receivable, Periodic Maintenance function to update the Status of completed transactions.

Before you post, complete the following tasks:

- Complete Order 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 Orders function.
- Print the **Sales Journal**, the **Miscellaneous Credits Journal** and **Invoices**.

  The **Orders** 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.

POST TRANSACTIONS

Before you post, complete these tasks:

- Complete SO Transaction entry and Print Invoices.
- If you have a multiuser system and are not using Batch Processing, ensure that no one else is using the **Orders** function.
- Print **Invoices**, the **Open Order Report**, the **Sales Journal**, the **Miscellaneous Credits Journal**, and the **Daily Sales Tax Journal**.

  You must print the journals because you cannot reconstruct them after you Post Transactions.

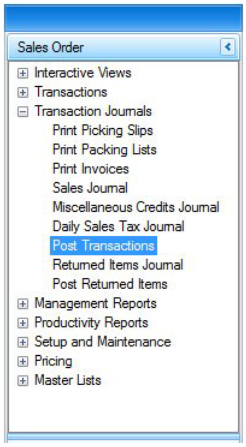
The information in the **Sales** and **Miscellaneous Credits** Journals comes from the **Orders** function. Items on posted Invoices that do not have Backordered quantities and Credit Memo entries have the status changed to Complete.

Sales orders with all items with a Completed status are saved in the Sales Order History tables.

Follow the steps below to **Post Transactions**:

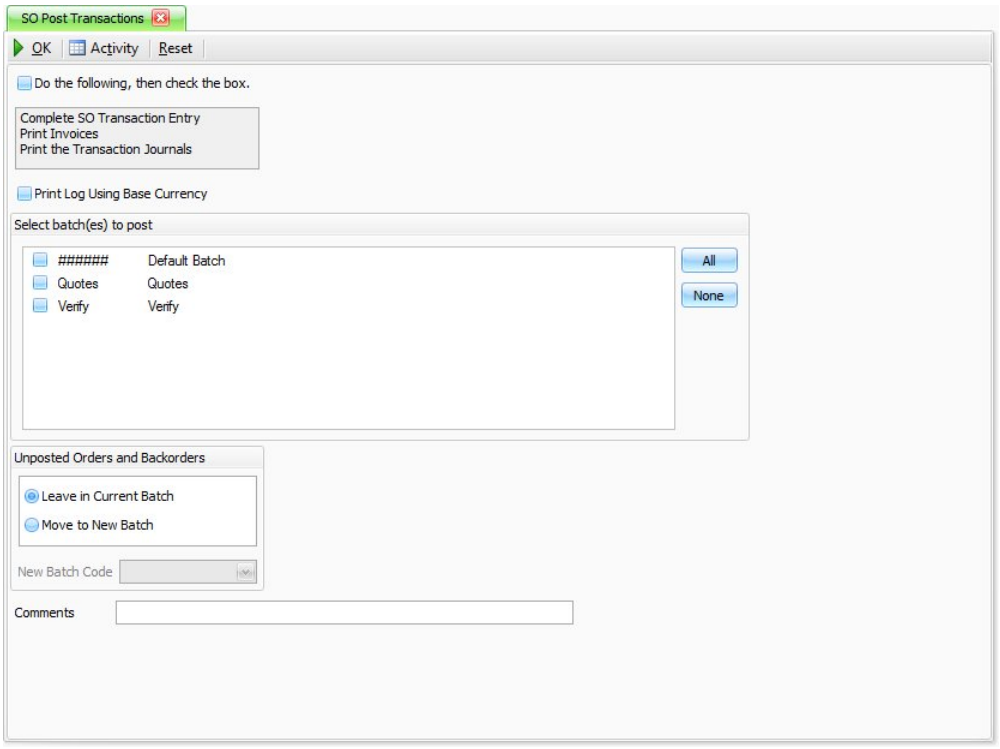
1. Select **Post Transactions** from the **Transaction Journals** menu.

Post Transactions Menu



2. The **Post Transactions** screen appears.

Post Transactions Screen



3. After you **Complete SO Transaction Entry**, **Print Invoices**, and **Print The Transaction Journals**, select the check box.

¥$£€

4. If you use the multi-currency functions select the check box to **Print Log Using Base Currency**. Clear the check box 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 Accounts Receivable Business Rules. Select the **All** button to select all available batches. Select the **None** button to clear the check box for all selected batches.

6. Determine what to do with **Unposted Orders and Backorders**.

    - **Leave in Current Batch** to leave the unposted and backorders in their current batch.
    - If you want to move them to a new batch, select **Move to New Batch** and enter the new batch code in the **New Batch Code** box. If you enter a batch that is not on file, the system creates it during the post; for example, you can create a batch named backorder and move backorders to it.

7. Enter **Comments** for the post, if applicable.
8. Select a command button:
    - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log appears.

Command Buttons

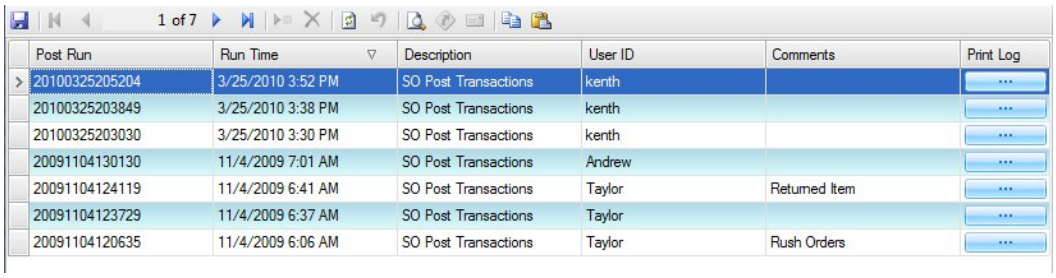
Name	Description
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
OK	Executes the post.

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
20100325205204	3/25/2010 3:52 PM	SO Post Transactions	kenth		...
20100325203849	3/25/2010 3:38 PM	SO Post Transactions	kenth		...
20100325203030	3/25/2010 3:30 PM	SO Post Transactions	kenth		...
20091104130130	11/4/2009 7:01 AM	SO Post Transactions	Andrew		...
20091104124119	11/4/2009 6:41 AM	SO Post Transactions	Taylor	Returned Item	...
20091104123729	11/4/2009 6:37 AM	SO Post Transactions	Taylor		...
20091104120635	11/4/2009 6:06 AM	SO Post Transactions	Taylor	Rush Orders	...

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 Log 1

Continental Products Unlimited
SO Post Transactions
Page 1

Batch List	######
Unposted Orders and Backorders	Leave in Current Batch
Comments	

Currency ID USD	
Total Transactions	22,470.07
Total Applied Receipts	0.00
Total Miscellaneous Receipts	0.00
Net Posted To	**Amount**
Open Invoice Table	22,470.07
Customer Table	22,470.07
Posted to Fiscal Year 2018	
Fiscal Period 8	
Total Transactions	22,470.07
Total Applied Receipts	0.00
Total Miscellaneous Receipts	0.00
Net Posted To	**Amount**
Open Invoice Table	22,470.07
Customer Table	22,470.07

8/21/2018 10:47 AM **OPEN_SYSTEMS\Kent.Heitkamp**

Post Transactions GL Log

Continental Products Unlimited — Page 2
SO Post Transactions
GL Entries — 20180821154706

Posted to Fiscal Year 2018
Fiscal Period 8

Reference	Description	GL Account	Amount Fgn	Debit	Credit
Ace001	63 / Sales Tax / MN	01-000-2020	487.47 USD		487.47
Ace001	63 / A/R	01-000-1100	7,986.97 USD	7,986.97	
Ace001	63 / Platform Truck Myco 2 Han	00-000-4000	7,499.50 USD		7,499.50
Ace001	63 / Platform Truck Myco 2 Han	00-000-1230	4,020.00 USD		4,020.00
Ace001	63 / Platform Truck Myco 2 Han	00-000-5000	4,020.00 USD	4,020.00	
Alt008	64 / Sales Tax / MN	01-000-2020	441.97 USD		441.97
Alt008	64 / A/R	01-000-1100	7,241.55 USD	7,241.55	
Alt008	64 / Platform Truck Myco 2 Han	00-000-4000	6,799.58 USD		6,799.58
Alt008	64 / Platform Truck Myco 2 Han	00-000-1230	4,020.00 USD		4,020.00
Alt008	64 / Platform Truck Myco 2 Han	00-000-5000	4,020.00 USD	4,020.00	
Alt008	65 / Sales Tax / MN	01-000-2020	441.97 USD		441.97
Alt008	65 / A/R	01-000-1100	7,241.55 USD	7,241.55	
Alt008	65 / Platform Truck Myco 2 Han	00-000-4000	6,799.58 USD		6,799.58
Alt008	65 / Platform Truck Myco 2 Han	00-000-1230	4,020.00 USD		4,020.00
Alt008	65 / Platform Truck Myco 2 Han	00-000-5000	4,020.00 USD	4,020.00	
	Total for Fiscal Period 8			34,530.07	34,530.07
Grand Total				34,530.07	34,530.07

Exceptions

Grand Total

8/21/2018 10:47 AM ***** End of Report ***** **OPEN_SYSTEMS\Kent.Heitkamp**

PROCESS EXTERNAL PAYMENTS

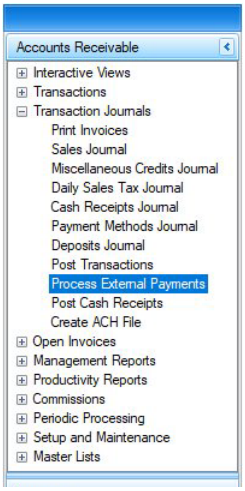
After AR and SO Invoices have been posted, the **Process External Payments** function allows you to interact with the TRAVERSE Payment System (TPS) to finalize payments, generate cash receipts once the payments are finalized, finalize voided transactions, refresh payment methods, etc.

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:

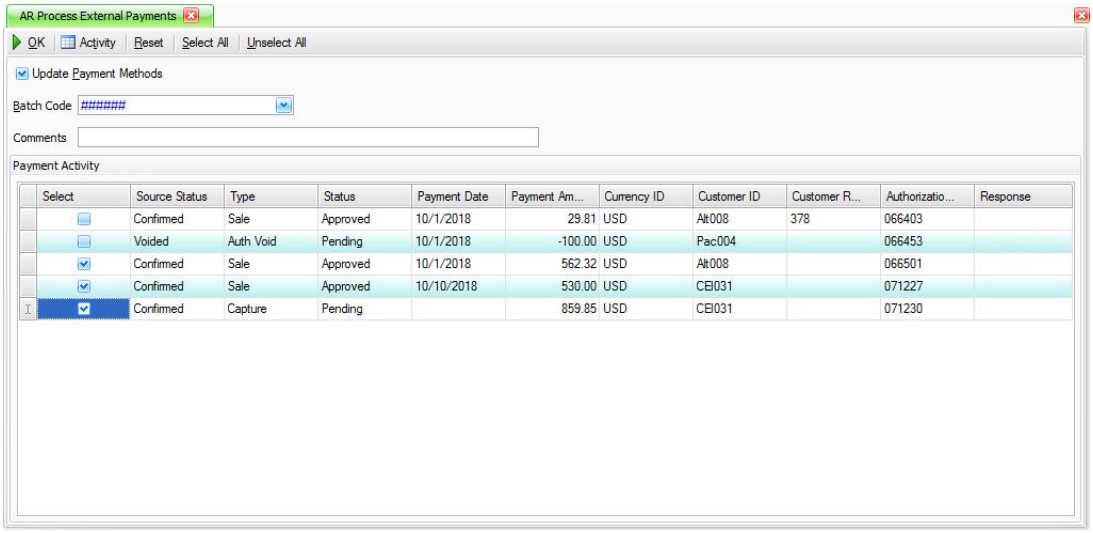
1. Select **Process External Payments** from the **Accounts Receivable**, **Transaction Journals** menu.

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.

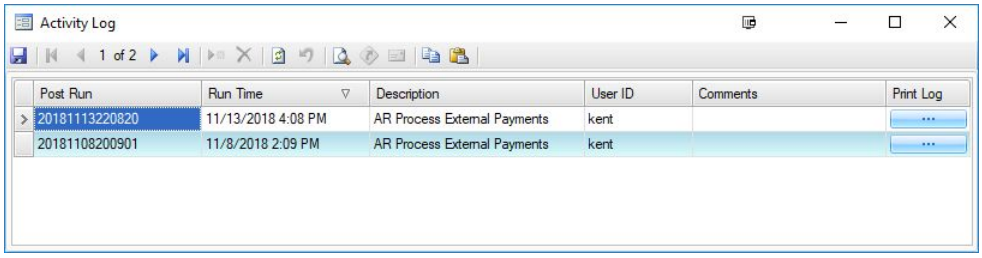
Activity Log

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

Batch Code ######
Comments

Pmt Date	Pmt Amount	Currency ID	Customer ID	Name	Message
Pmt Method ID	**Status**				
	Complete				
Pmt Method ID	**Status**				
OpenEdge	Complete				Payment methods updated.
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 *** **OPEN_SYSTEM\KentHeitkamp**

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 Accounts Receivable 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:

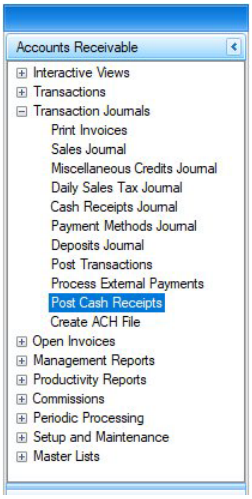
- Complete Cash Receipts entry and print journals.
- If you have a multi-user system and are not using Batch Processing, verify no one else is using the Cash Receipts function.
- Print the **Cash Receipts Journal**.

  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:

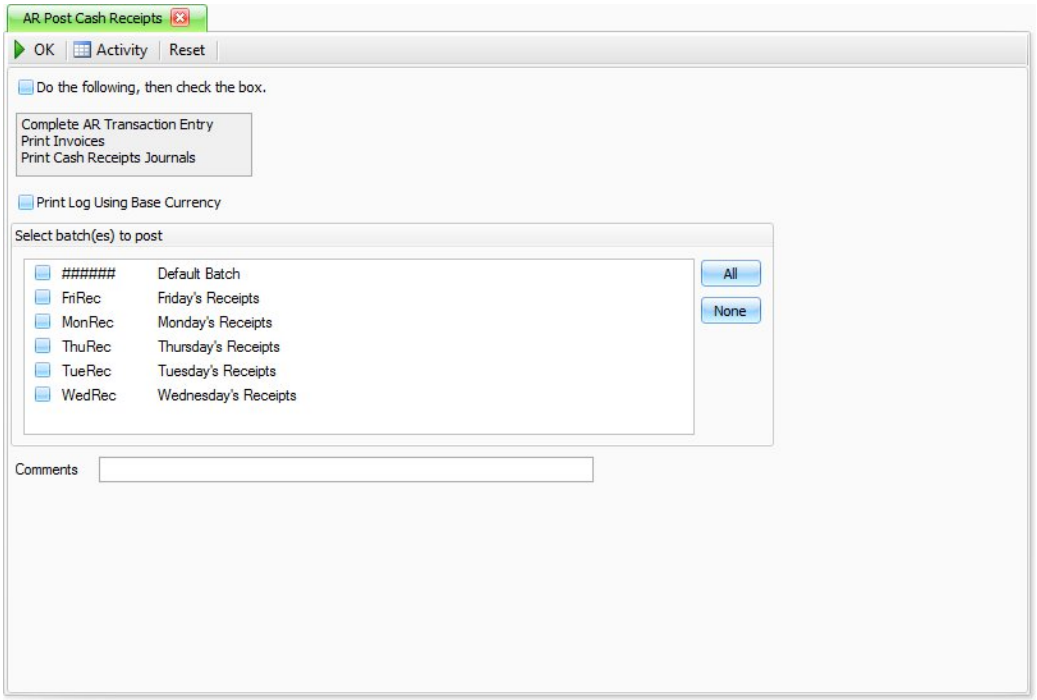
1. Select **Post Cash Receipts** from the **Accounts Receivable, Transaction Journals** menu.

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 Accounts Receivable Business Rules. 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.

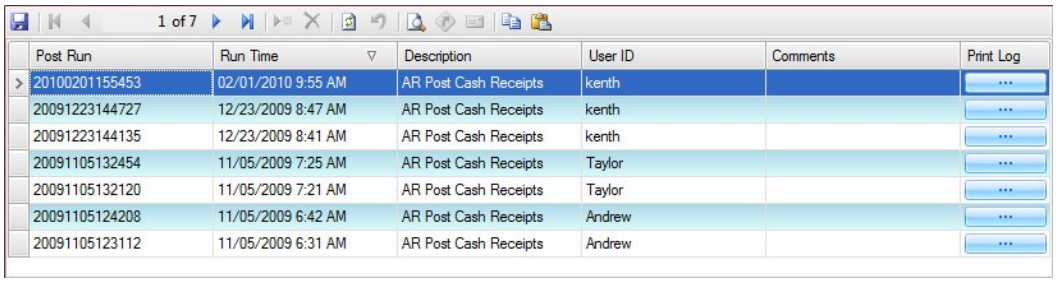
A message appears when the post completes successfully. After you click **OK** to close this message box, the **Post Cash Receipts Log** appears.

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

8/22/2018 9:12 AM **OPEN_SYSTEMS\Kent.Heitkamp**

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.

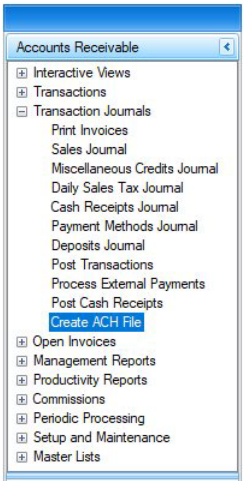
NOTE: You must have the Banking feature activated to use the Create ACH File. You must have the information on the ACH tab of the Bank Account setup completed.

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:

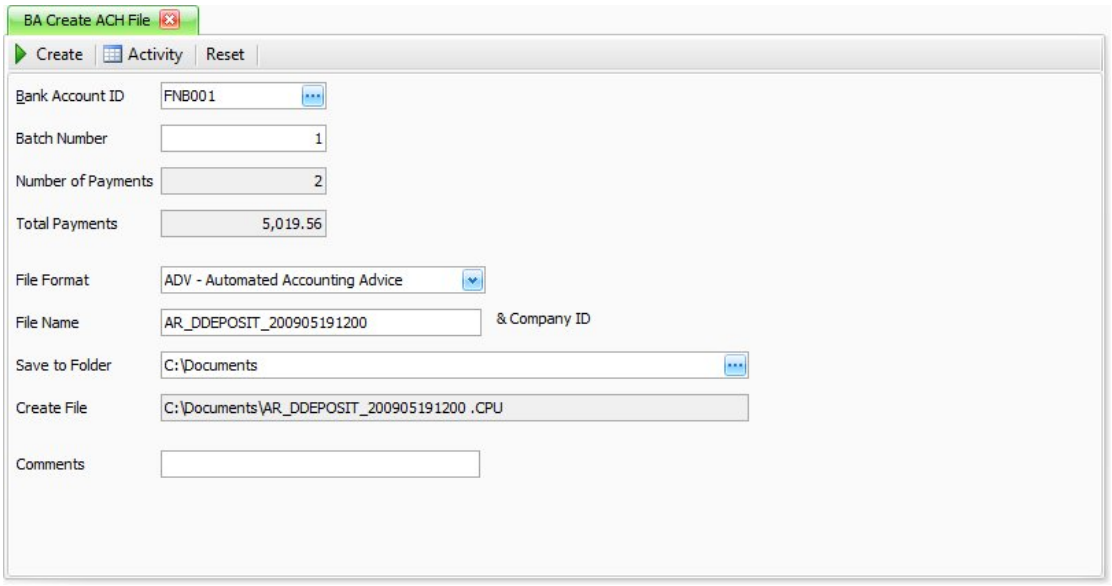
1. Select **Create ACH File** from the **Accounts Receivable, Transaction Journals** menu.

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.

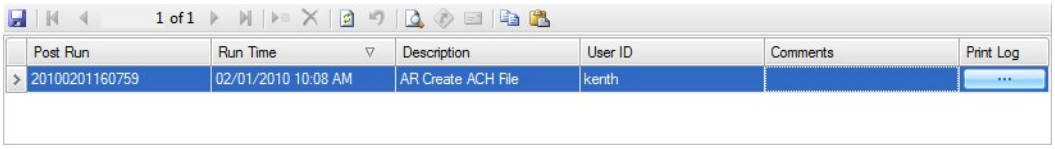
After the file is created, you will receive a message stating the file was generated successfully. Click **OK** to return to the Create ACH File screen.

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 ACH file was made.
Description	The ACH file creation description.
User ID	The user who performed the ACH file creation.
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



RETURNED ITEMS JOURNAL

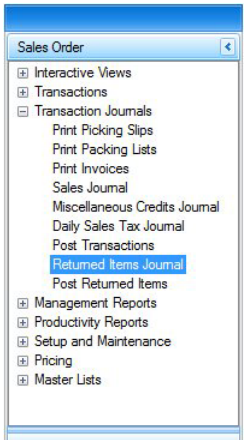
Use the **Returned Items Journal** function to view returned items identified with a status of "Approved" that are ready to be posted.

This feature is only available if the Return Items Direct to Stock Business Rule is set to No**.**

To produce the **Returned Items Journal**, follow these steps:

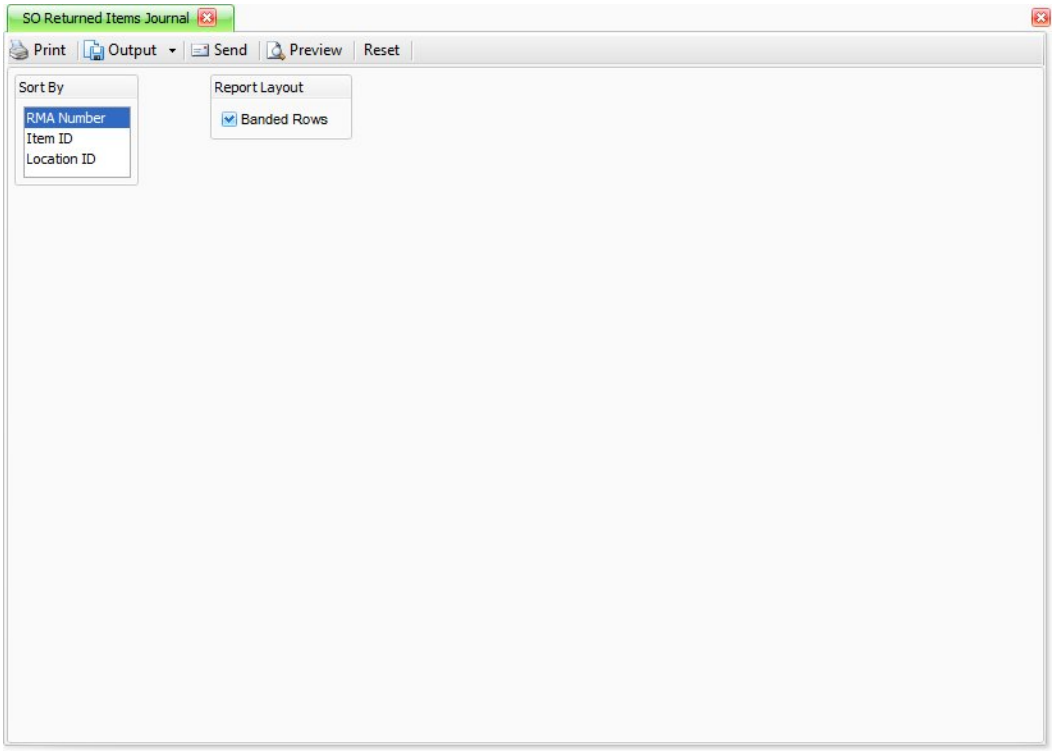
1. Click **Returned Items Journal** in the **Transaction Journals** menu to open the function.

Returned Items Journal Menu



2. The **Returned Items Journal** screen appears.

Returned Items Journal Screen



3. Choose whether you want the report **Sorted By**: **RMA Number**, **Item ID**, or **Location ID**.
4. 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.

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.

Returned Items Journal

Continental Products Unlimited — Page 1
Returned Items Journal
Sorted by RMA Number

RMA Number	Item ID / Description	Loc ID / Unit	Returned Qty	Serial No / Lot No / Bin / Container	COGS Acct / Inventory Acct	Ext Cost
2	BAT015 Battery Pack -NiMH	MN0001 EA	25.0000	B053118	00-000-5000 00-000-1230	898.75
60	100 Electrical Package	MN0001 PKG	1.0000		00-000-5000 00-000-1230	343.55
Grand Total						1,242.30

12/5/2018 3:45 PM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

POST RETURNED ITEMS

Use the **Post Returned Items** function to complete the Returned Item processing. Any records with a status of "Approved" can be processed and will be listed on the posting log.

Print the **Returned Items Journal** before Posting Returned Items to serve as your audit trail.

This feature is only available if the Return Items Direct to Stock Business Rule is set to No.

Posting Returned Items will update the Inventory and Warehouse Management history and create the appropriate GL Journal entries. See the Post Transactions Overview section for the accounts that will be updated.

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.

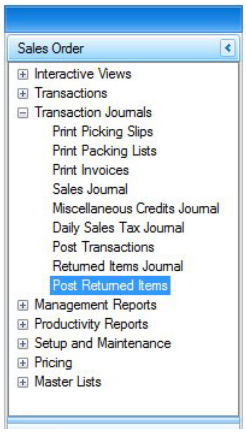
You also can manually select the Sales, COGS and Inventory Account when entering the Sales Order Return.

Inventory quantities will be updated with the Returned Quantity of the Items being posted.

To **Post Returned Items**, follow these steps:

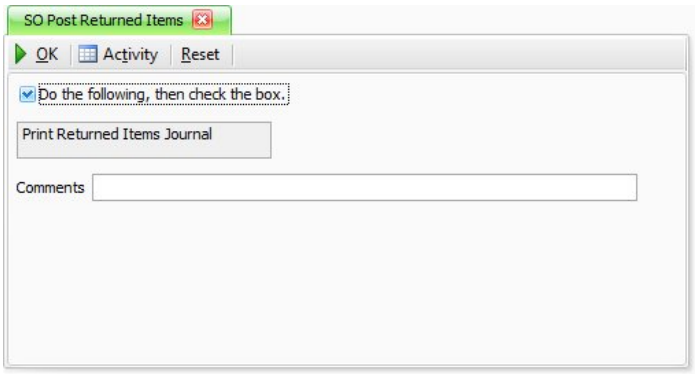
1. Click **Post Returned Items** in the **Transaction Journals** menu.

Post Returned Items Menu



2. The **Post Returned Items** screen appears.

Post Returned Items Screen



3. **Print the Returned Items Journal** before selecting the **Do the following, then check the box**, check box at the top of the screen.
4. Enter **Comments** for the post. The comments you enter appear in the Activity Log.
5. Select a command button:
    - Click **OK** to begin processing. A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Cash Receipts Log appears.

Command Buttons

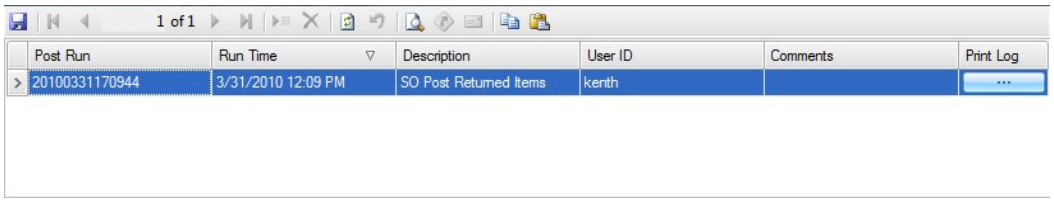
Name	Description
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
OK	Executes the post.

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 Returned Items GL Log

		Continental Products Unlimited Post Returned Items Log GL Entries		Page 2 20181205214722
Posted to Fiscal Year	2018			
Fiscal Period	12			
Reference	**Description**	**GL Account**	**Debit**	**Credit**
Alt008	2 / BAT015	00-000-1230	898.75	
Alt008	2 / BAT015	00-000-5000		898.75
Alt008	60 / 100	00-000-1230	343.55	
Alt008	60 / 100	00-000-5000		343.55
	Total for Fiscal Period 12		1,242.30	1,242.30
Grand Total			1,242.30	1,242.30

12/5/2018 3:47 PM ***** End of Report ***** **OPEN_SYSTEMS\Kent.Heitkamp**

Post Returned Items Summary Log

Continental Products Unlimited
Post Returned Items Log

Page 1

Comments

RMA Number	Item ID / Description	Loc ID / Unit	Returned Qty	Serial Number / Lot Number / Bin	Container	Ext Cost
2	BAT015 Battery Pack -NiMH	MN0001 EA	25.0000	B053118		898.75
60	100 Electrical Package	MN0001 PKG	1.0000			343.55
Grand Total						1,242.30

12/5/2018 3:47 PM OPEN_SYSTEMS\Kent.Heitkamp

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.

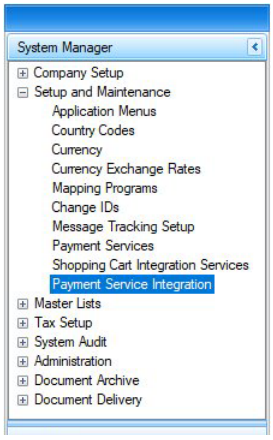
Payment Service Integration

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.

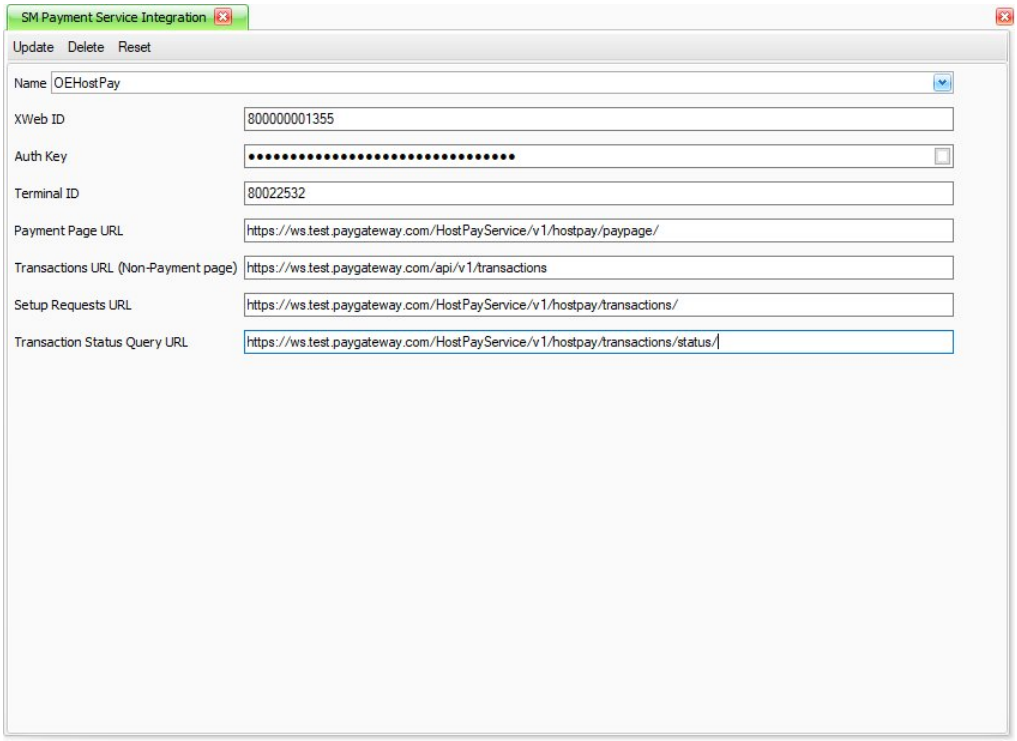
1. Select **Payment Service Integration** on the **System Manager Setup and Maintenance** menu.

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.

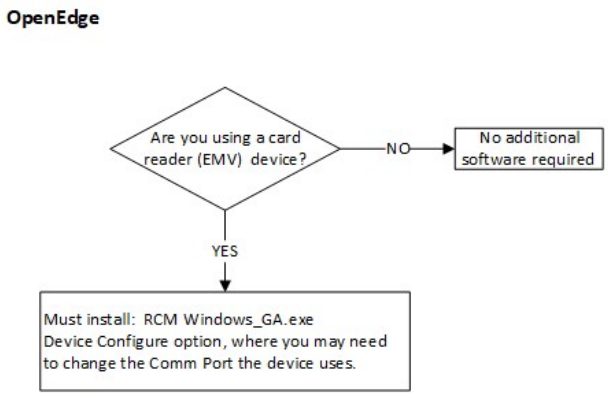
4. Enter your company's ID as provided by the payment processor into the **XWeb ID** field.
5. Enter the authorization key your payment processor supplied into the **Auth Key** field.
6. If applicable, enter the terminal ID for the current terminal into the **Terminal ID** field.
7. Enter the URL for 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):

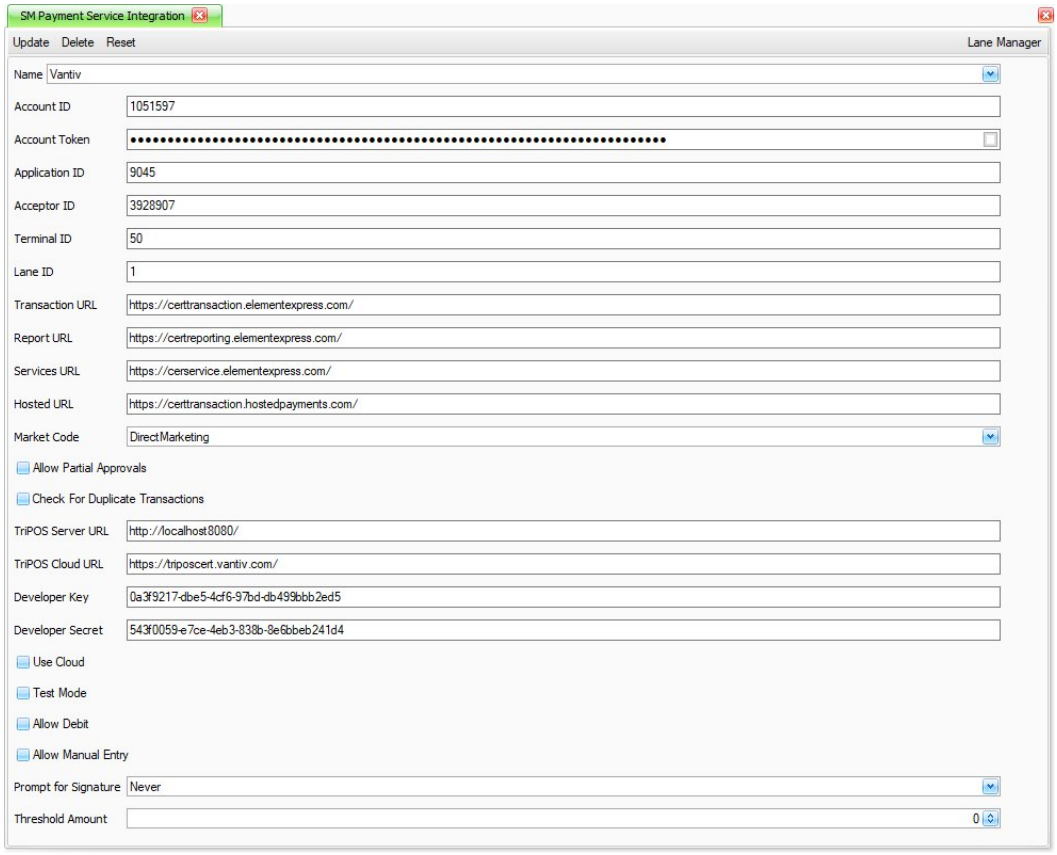
OpenEdge: If you are going to use a card reader device (EMV), you will need to install *RCM Windows_GA.exe*. There is a Device Configure option that will allow you to change the communication port that the device uses if necessary, such as COM4 or COM6.

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



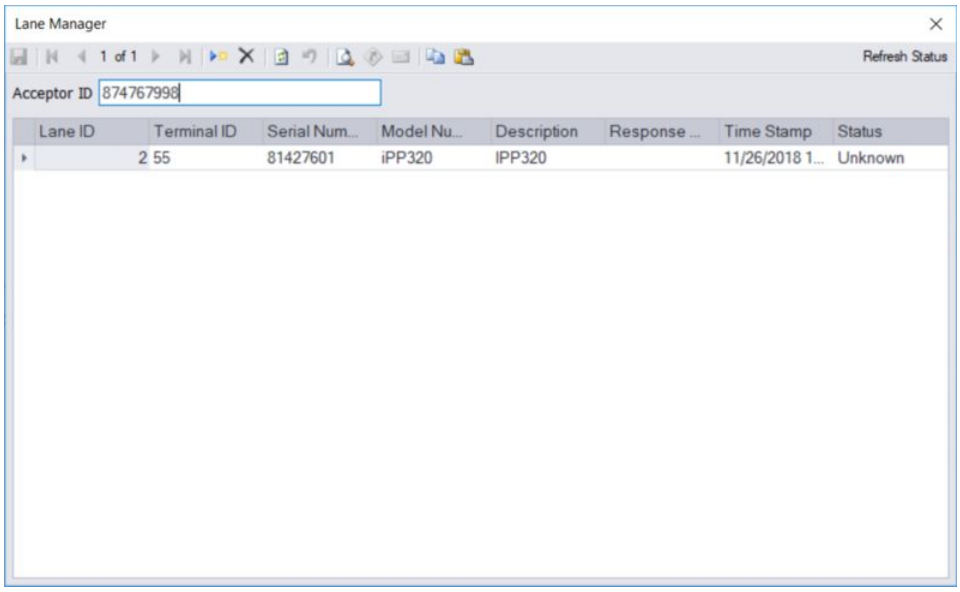
1. In the **Name** field, select/enter **Vantiv** for the Vantiv/Worldpay setup.
2. Enter your company's account ID as provided by the payment processor into the **Account ID** field.
3. Enter your company's account token in the **Account Token** field. Click the square button on the right side of the 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:

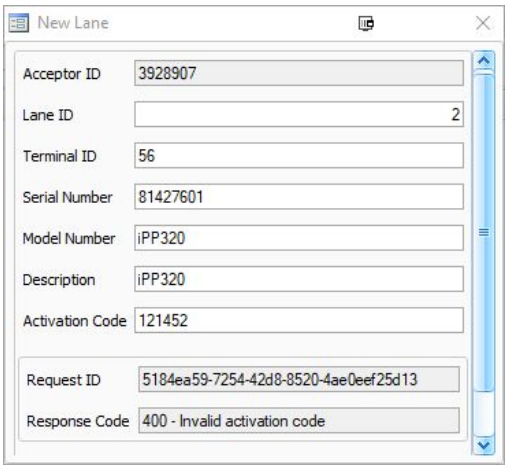
Lane Manager Screen



- 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.

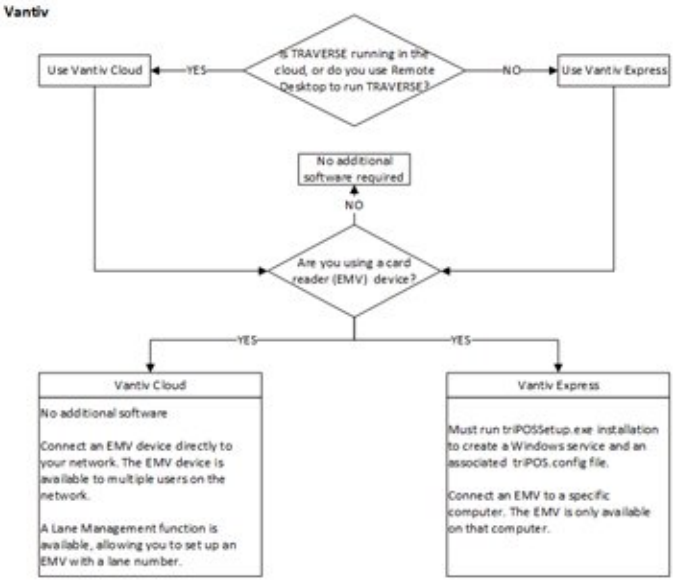
27. Use the **Update** button on the toolbar to update the payment service settings with the values you entered/edited.

Vantiv/Worldpay installation caveats

Card reader device (EMV)

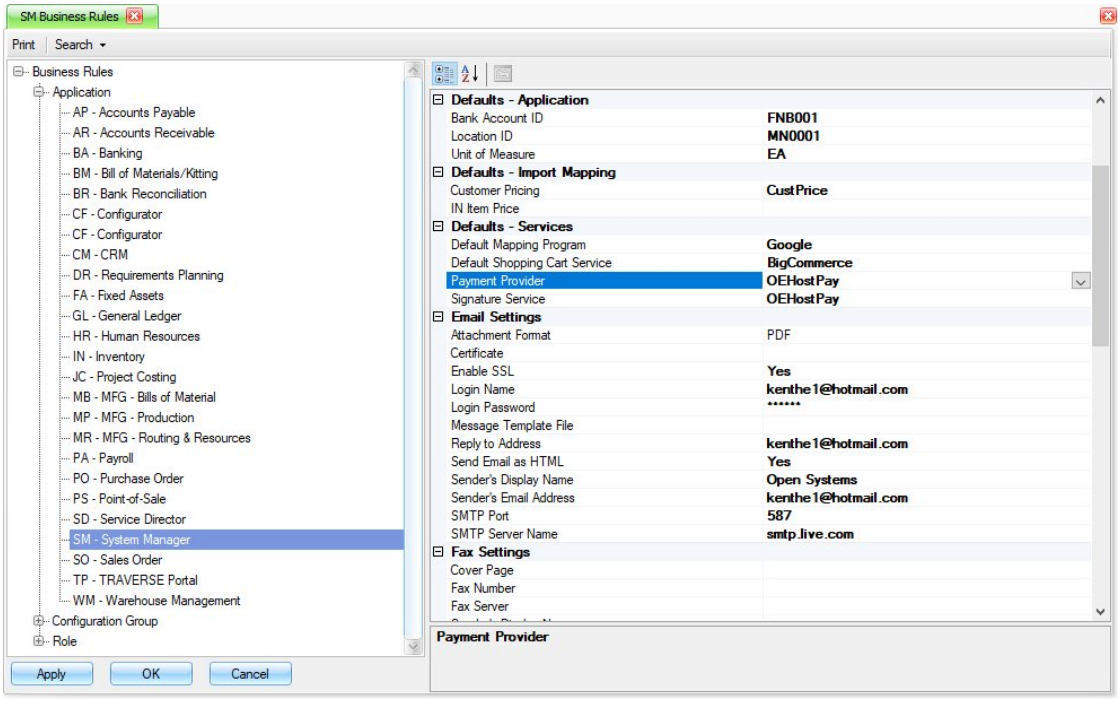
- If you use Vantiv/Worldpay Cloud, there is no additional software to install. Connect the EMV directly to the network; the EMV is available to multiple users on the network. Use the **Lane Management** function to set up an EMV with a lane number.

- 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.



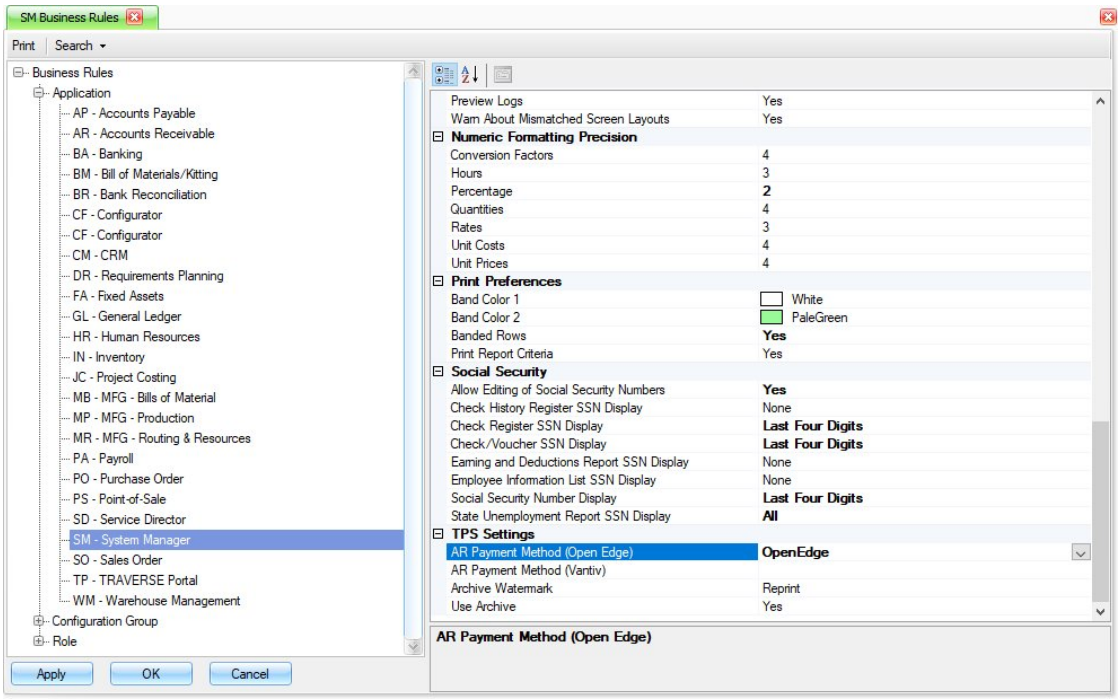
Business Rules

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

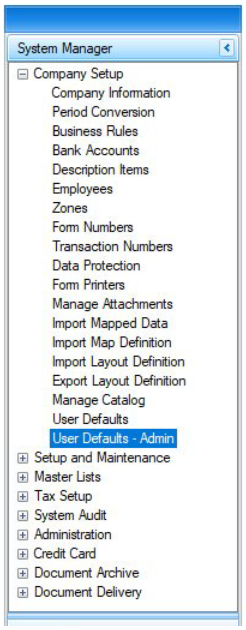
Use the System Manager, Company Setup, User Defaults - Admin function to set defaults for a workstation that will override the settings entered into the Payment Service Integration.

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.

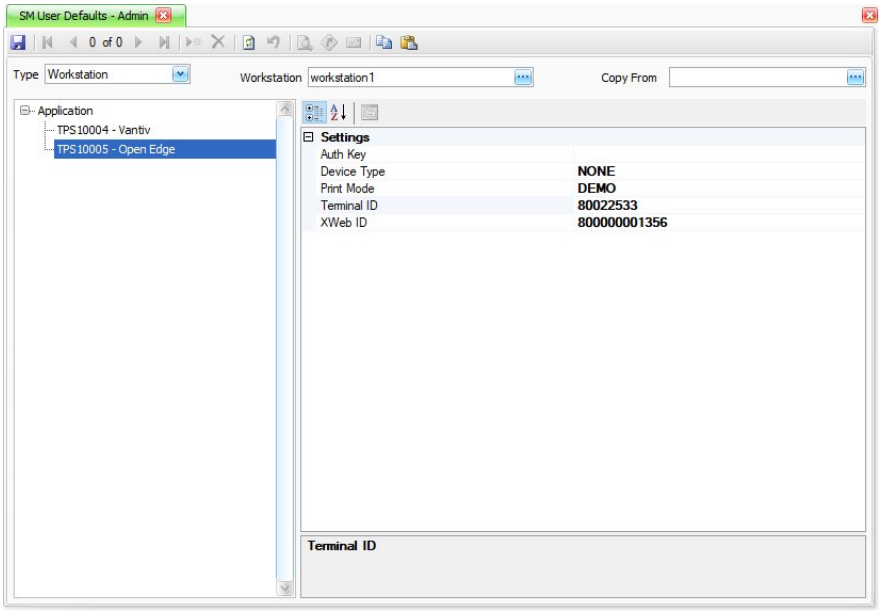
1. Select **User Defaults - Admin** from the **Company Setup** menu.

User Defaults - Admin Menu

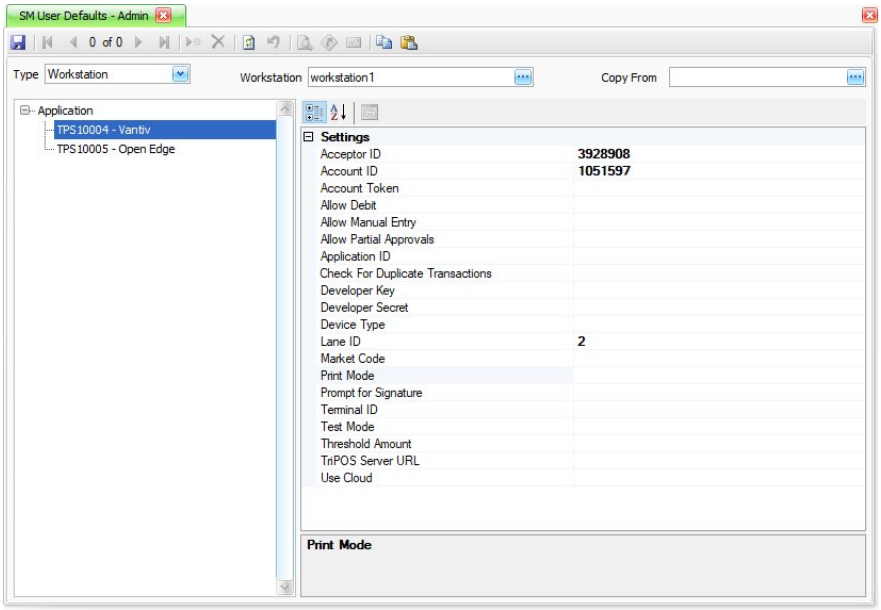


2. The **User Defaults - Admin** screen appears.

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

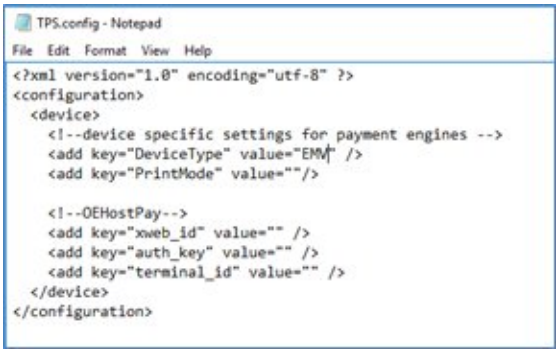
The **TPS.config** file is local to the client and found in the TRAVERSE directory. Use this file to configure a workstation to use a credit card reader, bypass the print preview when printing a receipt, or set a workstation up for a different method of utilizing the payment service.

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 4-232) to set these values to override the settings in the Payment Service Integration setup.

Credit Card Readers

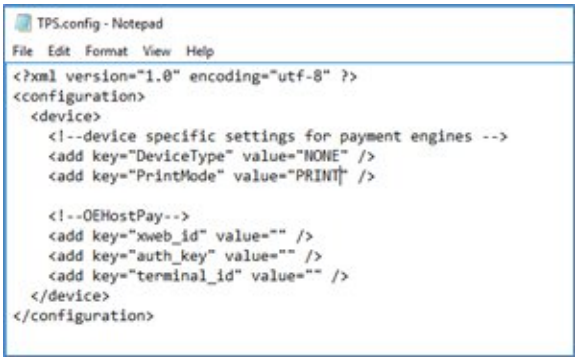
If you want the workstation to use a credit card reader, such as in a retail situation, you can edit the **TPS.config** file in the TRAVERSE directory. By default, the **DeviceType** setting is set to **NONE**, which requires the user to enter credit card information manually. To configure the system 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 3-35) 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 3-79) 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 5-37) 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 4-191) for details.

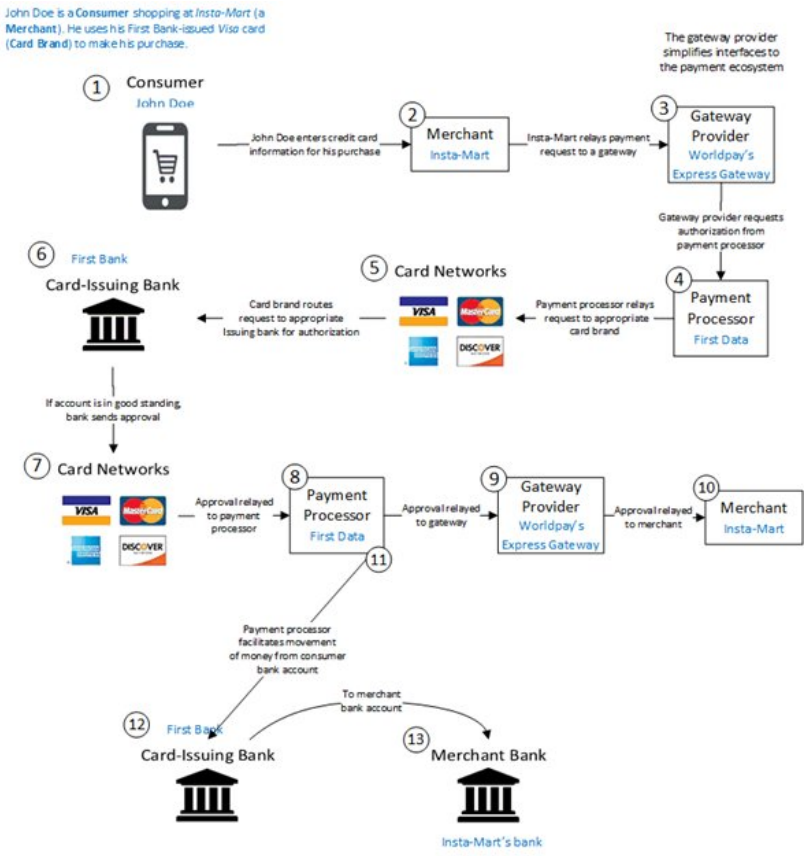
Workflow

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

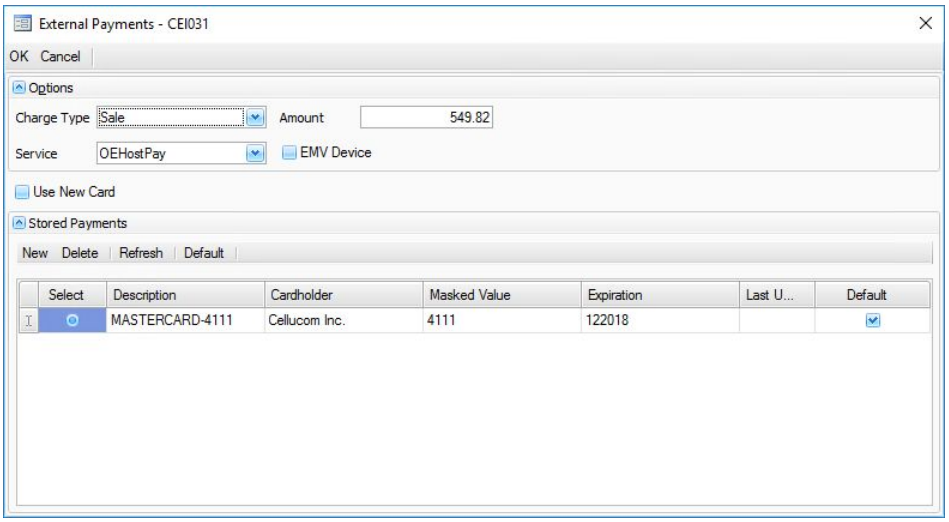
SO/AR Transaction with Charge Type of Sale

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.

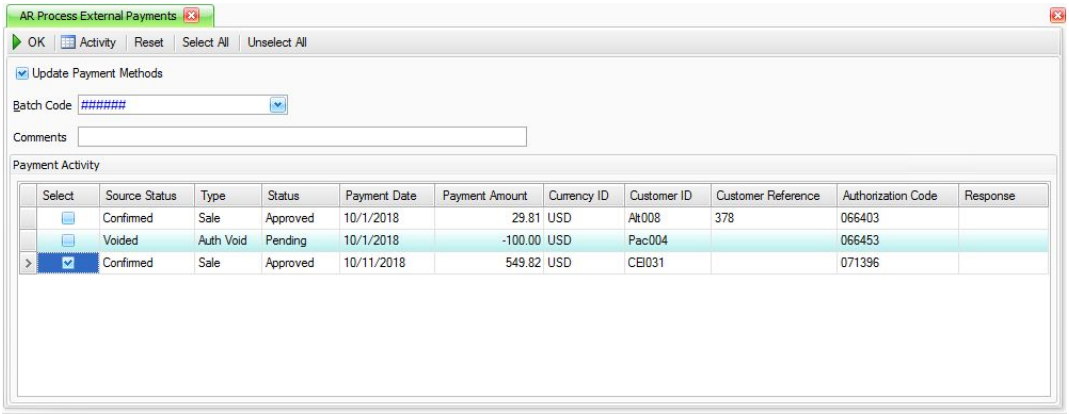
   The information returned to the Payments tab will vary for different Payment Services and may not display detailed information.

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



Select	Source Status	Type	Status	Payment Date	Payment Amount	Currency ID	Customer ID	Customer Reference	Authorization Code	Response
	Confirmed	Sale	Approved	10/1/2018	29.81	USD	Alt008	378	066403	
	Voided	Auth Void	Pending	10/1/2018	-100.00	USD	Pac004		066453	
	Confirmed	Sale	Approved	10/11/2018	549.82	USD	CEI031		071396	

11. The **Source Status** will be **Confirmed**, the **Type** will be **Sale**, and the **Status** will be **Approved**.

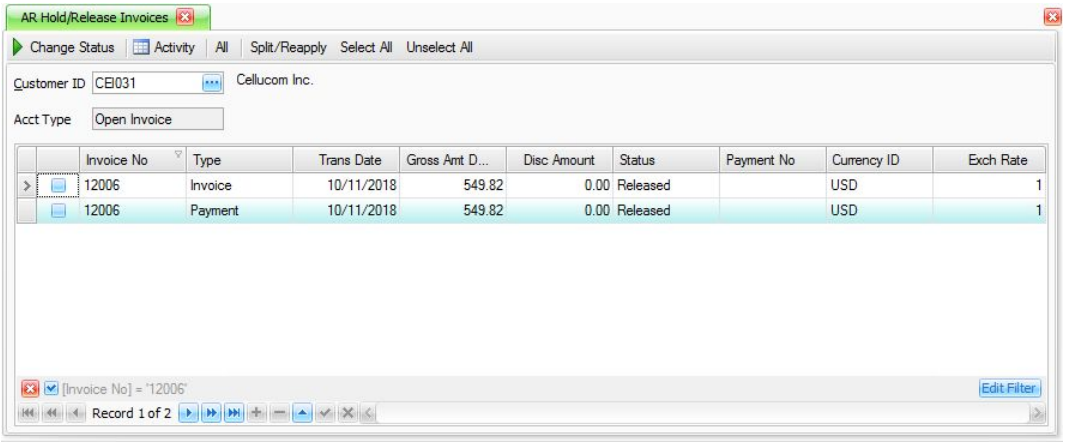
12. Mark the **Select** check box for the Invoice record you posted and for which you want to generate the Cash Receipt.

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

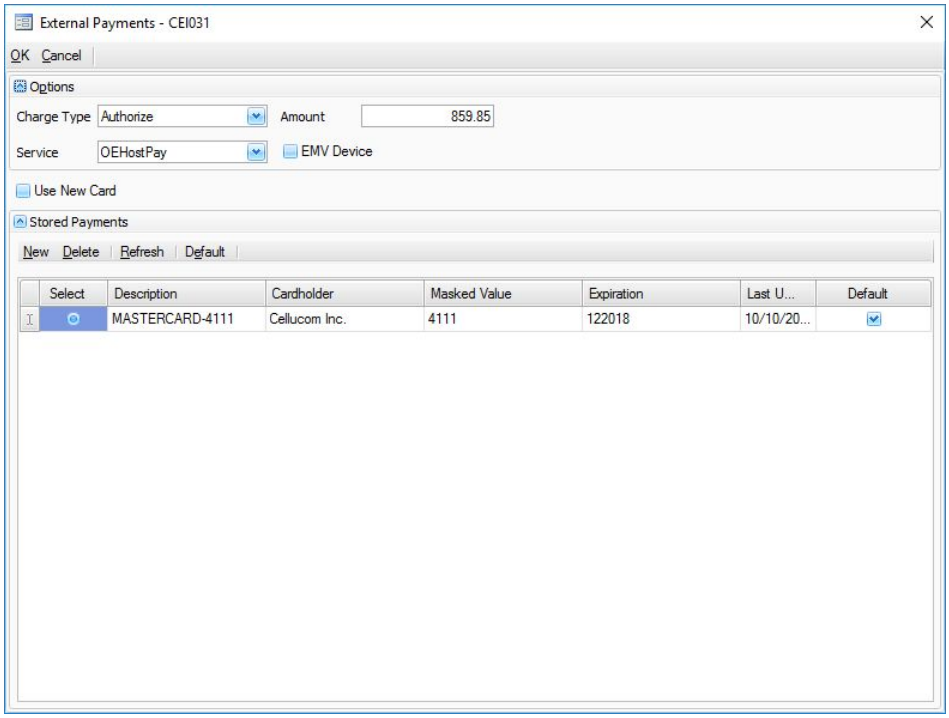


SO Transaction with Charge Type of Authorize

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.

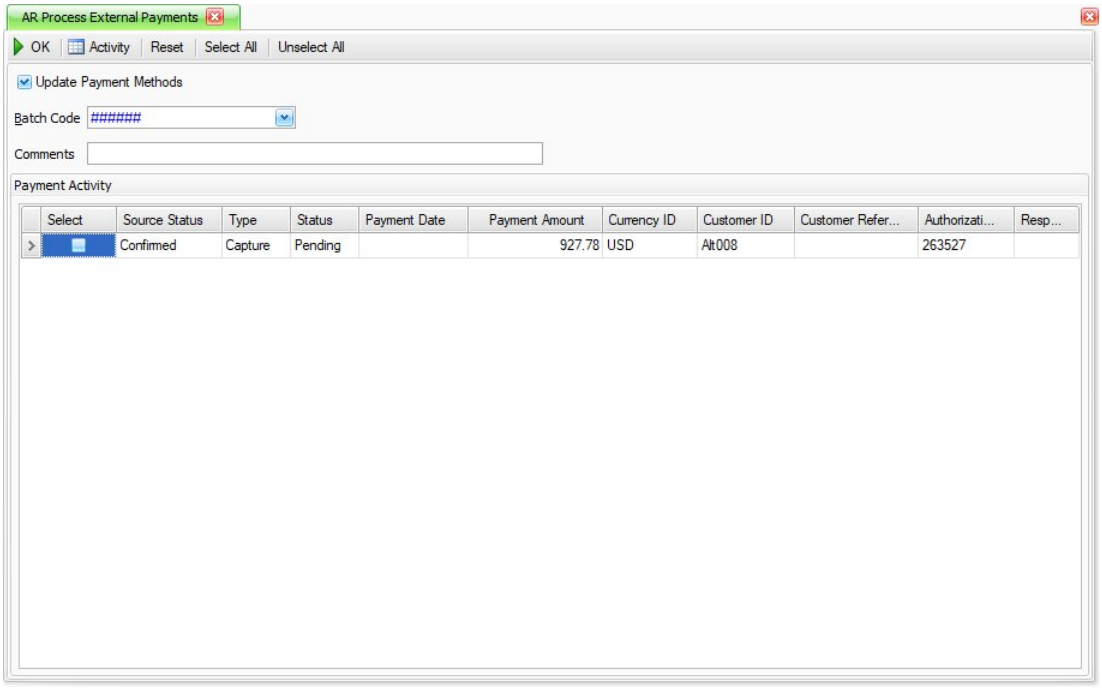
   Posting a Sales Order with an Authorization will update the invoice number and amount due when advancing the Authorization to a Captured payment. The payment will be applied to the invoice once processing is complete; presuming the Invoice still exists within the open invoice system.

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



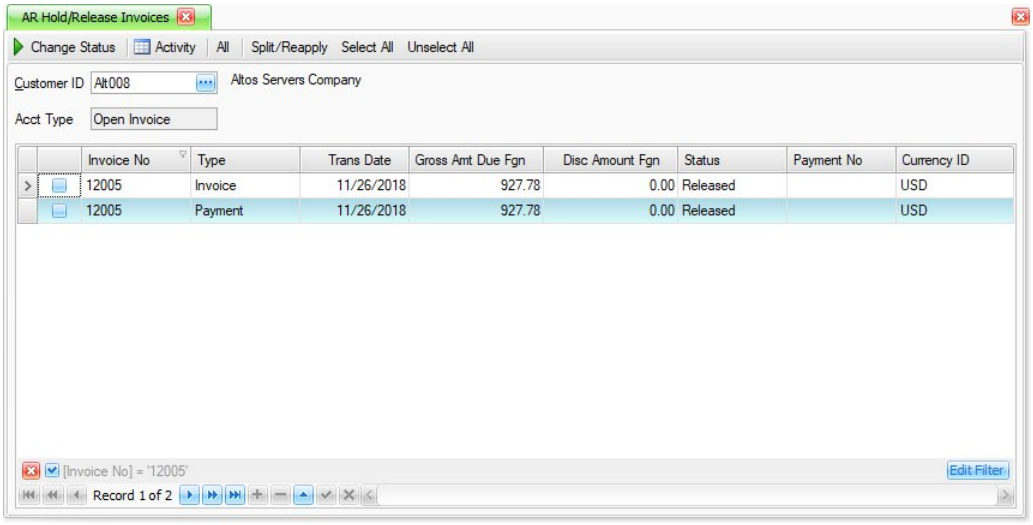
11. The **Source Status** will be **Confirmed**, the **Type** will be **Capture**, and the **Status** will be **Pending**.
12. Mark the **Select** check box for the Invoice record you posted and for which you want to generate the Cash Receipt.

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:

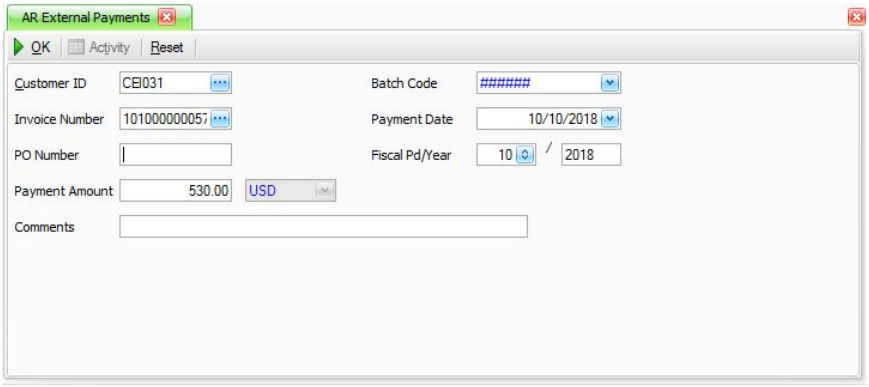
1. Use the Sales Order **Orders** function to enter a **New** transaction. (or use the Accounts Receivable **Transactions** function to enter an invoice. Skip step 2 below.)

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.

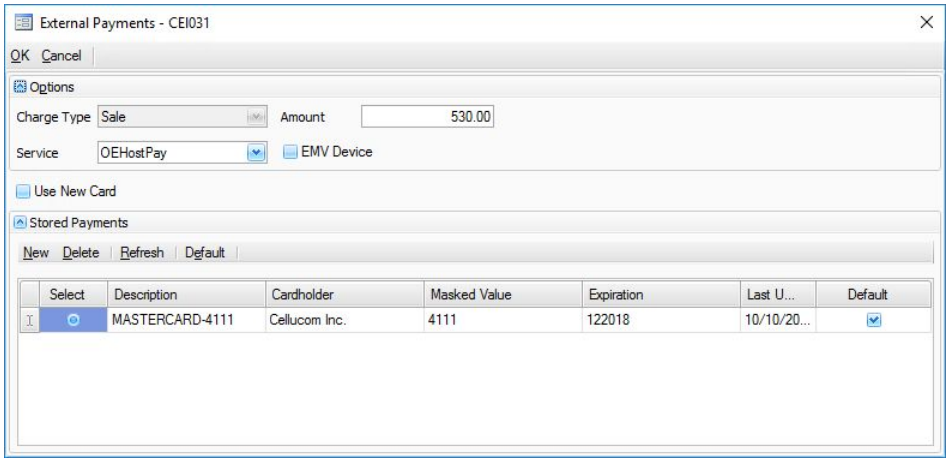
4. Use the Accounts Receivable, Transactions, **External Payments** function to pay an Invoice using a Credit Card and the TPS system.

External Payments Screen



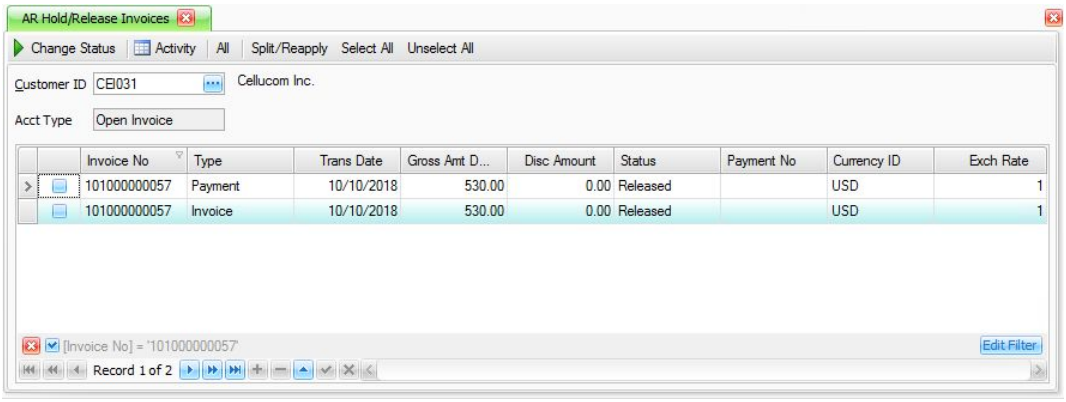
5. Select a Customer for which to process payment from the **Customer ID** drop-down list.
6. Select an unpaid **Invoice Number** to process, or leave this field blank. Because you can apply payments **On Account**, no specific Invoice Number is required.
7. Enter a **Payment Amount**. You can enter 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



6

Interactive Views

Using the Interactive Views Menu 6-3
Order View 6-9
Open Order Detail View 6-13
Customer View 6-15
Detail History View 6-17
Returned Item View 6-19
Ship-To Address View 6-21
Recurring Entries View 6-23
Open Invoice View 6-27
Summary Open Invoice View 6-29
Aged Trial Balance View 6-33
Transaction History view 6-41
Payments View 6-45

6 INTERACTIVE VIEWS

USING THE INTERACTIVE VIEWS MENU

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.

The following interactive views functions are available on the Sales Order Interactive Views menu. The Customer Interactive Views and Detail History Interactive Views will go to the Accounts Receivable Interactive Views functions. The Order Interactive Views will look at your current Sales Order transactions and history to bring in the information.

- Order View
- Open Order Detail View
- Customer View
- Detail History View
- Returned Item View

With the functions on the Accounts Receivable Interactive Views menu, you can view but not change the following receivable information:

- Customer information
- Ship-To Address Information
- Recurring Entry Information
- Transaction information
- Open Invoice information
- Detail History
- Summary History
- Aged Trial Balance
- Transaction History
- Payments

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 below the table. 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.
	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.

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*.

Filtering by an Individual Column

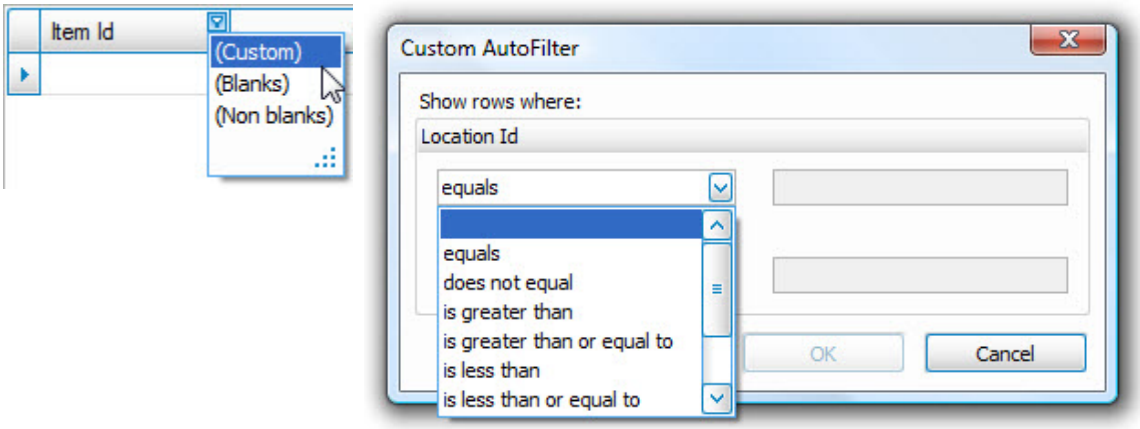
To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the drop down menu.

Select	To
(Custom)	Enter criteria for filtering the selected column.
(Blanks)	Display only entries with blank information in the selected column.
(Non blanks)	Display only entries with information in the selected column.

NOTE: View the following paragraph for additional information.

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.

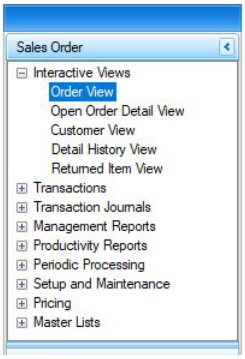
ORDER VIEW

Use the **Order View** function to look up Sales Order transactions of any Status, including those already posted to history. Search for Orders by Customer ID, Order Number, Transaction Type, Order Date, Customer PO Number, Invoice Number, PO Date, or Ship Date. You can also use one of several criteria to locate Orders. These criteria change based on the search item.

To use the **Order View**, follow these steps:

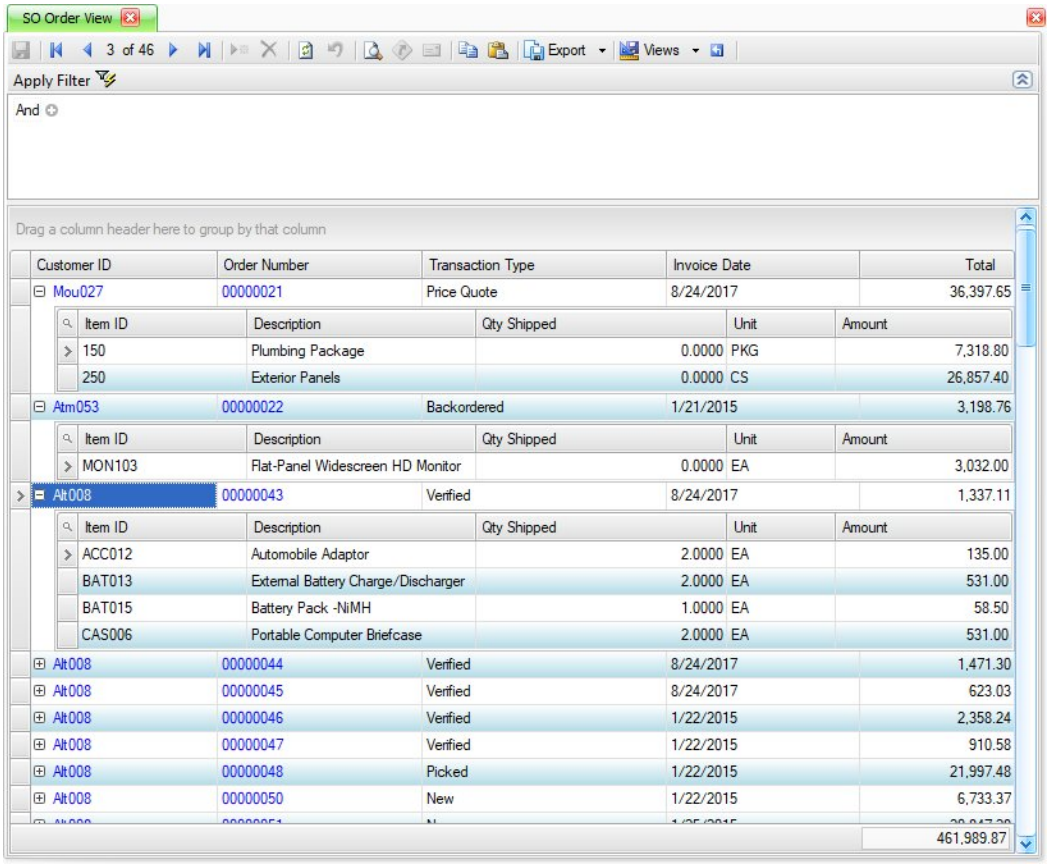
1. Select **Order View** from the **Interactive View** menu.

Order View Menu



2. The **Order View** screen appears.

Order 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 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.
5. To view details on an Order Number click on the blue Order Number and you will be taken to the detail view screen for that Sales Order.
6. To see details on the Order 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 **Customer ID** field.
7. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Order 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 ORDER DETAIL VIEW

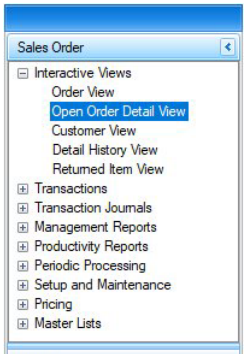
Use the **Open Order Detail View** function to look up Sales Order transactions of any status, that have not been posted to history. Search for Orders by Sold To or Bill To ID, Order Number, Transaction Type, Order Date, Customer PO Number, Invoice Number, PO Date, or Ship Date. You can also use one of several criteria to locate orders. These criteria change based on the search Item.

This view differs from the Open Order View by displaying each line item in the grid without the need to expand the Order to view the Item detail.

To use the **Open Order Detail View**, follow these steps:

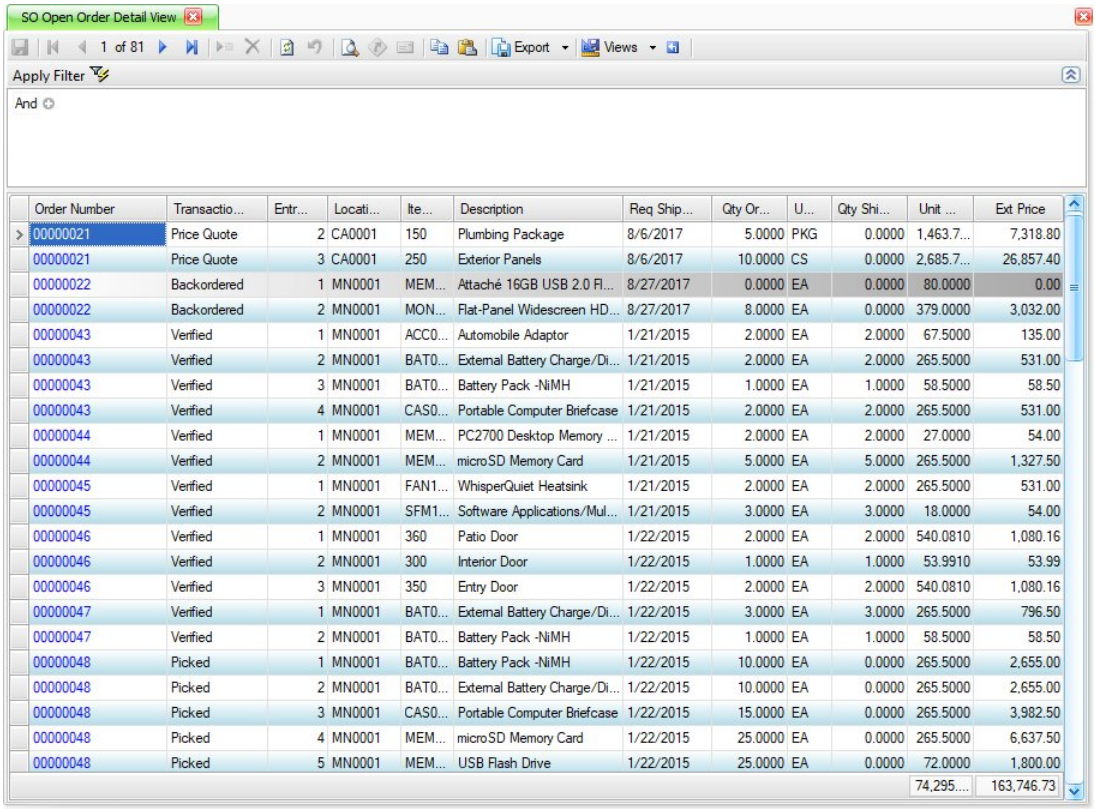
1. Select **Open Order Detail View** from the **Interactive View** menu.

Open Order Detail View Menu



2. The **Open Order Detail View** screen appears and is blank until you enter your search criteria and click **Apply Filter**.

Open Order Detail View Screen



Order Number	Transactio...	Entr...	Locati...	Ite...	Description	Req Ship...	Qty Or...	U...	Qty Shi...	Unit ...	Ext Price
00000021	Price Quote	2	CA0001	150	Plumbing Package	8/6/2017	5.0000	PKG	0.0000	1,463.7...	7,318.80
00000021	Price Quote	3	CA0001	250	Exterior Panels	8/6/2017	10.0000	CS	0.0000	2,685.7...	26,857.40
00000022	Backordered	1	MN0001	MEM...	Attaché 16GB USB 2.0 Fl...	8/27/2017	0.0000	EA	0.0000	80.0000	0.00
00000022	Backordered	2	MN0001	MON...	Flat-Panel Widescreen HD...	8/27/2017	8.0000	EA	0.0000	379.0000	3,032.00
00000043	Verified	1	MN0001	ACC0...	Automobile Adaptor	1/21/2015	2.0000	EA	2.0000	67.5000	135.00
00000043	Verified	2	MN0001	BAT0...	External Battery Charge/Di...	1/21/2015	2.0000	EA	2.0000	265.5000	531.00
00000043	Verified	3	MN0001	BAT0...	Battery Pack -NiMH	1/21/2015	1.0000	EA	1.0000	58.5000	58.50
00000043	Verified	4	MN0001	CAS0...	Portable Computer Briefcase	1/21/2015	2.0000	EA	2.0000	265.5000	531.00
00000044	Verified	1	MN0001	MEM...	PC2700 Desktop Memory ...	1/21/2015	2.0000	EA	2.0000	27.0000	54.00
00000044	Verified	2	MN0001	MEM...	microSD Memory Card	1/21/2015	5.0000	EA	5.0000	265.5000	1,327.50
00000045	Verified	1	MN0001	FAN1...	WhisperQuiet Heatsink	1/21/2015	2.0000	EA	2.0000	265.5000	531.00
00000045	Verified	2	MN0001	SFM1...	Software Applications/Mul...	1/21/2015	3.0000	EA	3.0000	18.0000	54.00
00000046	Verified	1	MN0001	360	Patio Door	1/22/2015	2.0000	EA	2.0000	540.0810	1,080.16
00000046	Verified	2	MN0001	300	Interior Door	1/22/2015	1.0000	EA	1.0000	53.9910	53.99
00000046	Verified	3	MN0001	350	Entry Door	1/22/2015	2.0000	EA	2.0000	540.0810	1,080.16
00000047	Verified	1	MN0001	BAT0...	External Battery Charge/Di...	1/22/2015	3.0000	EA	3.0000	265.5000	796.50
00000047	Verified	2	MN0001	BAT0...	Battery Pack -NiMH	1/22/2015	1.0000	EA	1.0000	58.5000	58.50
00000048	Picked	1	MN0001	BAT0...	Battery Pack -NiMH	1/22/2015	10.0000	EA	0.0000	265.5000	2,655.00
00000048	Picked	2	MN0001	BAT0...	External Battery Charge/Di...	1/22/2015	10.0000	EA	0.0000	265.5000	2,655.00
00000048	Picked	3	MN0001	CAS0...	Portable Computer Briefcase	1/22/2015	15.0000	EA	0.0000	265.5000	3,982.50
00000048	Picked	4	MN0001	MEM...	microSD Memory Card	1/22/2015	25.0000	EA	0.0000	265.5000	6,637.50
00000048	Picked	5	MN0001	MEM...	USB Flash Drive	1/22/2015	25.0000	EA	0.0000	72.0000	1,800.00
										74,295....	163,746.73

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 view details on an Order Number click on the blue Order Number and you will be taken to the detail view screen for that Sales Order.
5. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Open Order 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.

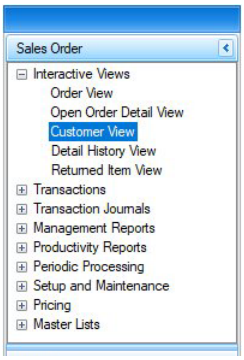
CUSTOMER VIEW

Use the **Customer View** function to view general information about a Customer. To change Customer information, use the Accounts Receivable Setup and Maintenance Customers function.

To use **Customer View**, follow these steps:

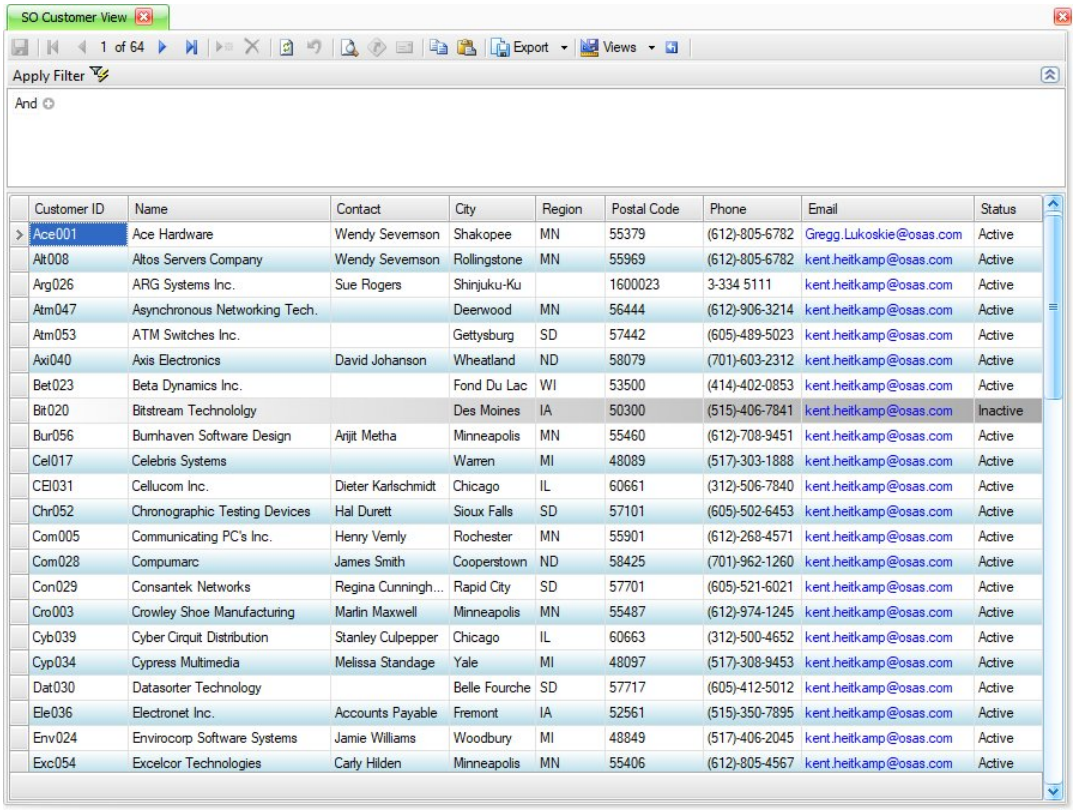
1. Select **Customer View** from the **Interactive Views** menu.

Customer View Menu



2. The **Customer View** screen appears.

Customer View Screen



Customer ID	Name	Contact	City	Region	Postal Code	Phone	Email	Status
Ace001	Ace Hardware	Wendy Severnson	Shakopee	MN	55379	(612)-805-6782	Gregg.Lukoskie@osas.com	Active
Alt008	Altos Servers Company	Wendy Severnson	Rollingstone	MN	55969	(612)-805-6782	kent.heitkamp@osas.com	Active
Arg026	ARG Systems Inc.	Sue Rogers	Shinjuku-Ku		1600023	3-334 5111	kent.heitkamp@osas.com	Active
Atm047	Asynchronous Networking Tech.		Deerwood	MN	56444	(612)-906-3214	kent.heitkamp@osas.com	Active
Atm053	ATM Switches Inc.		Gettysburg	SD	57442	(605)-489-5023	kent.heitkamp@osas.com	Active
Axi040	Axis Electronics	David Johanson	Wheatland	ND	58079	(701)-603-2312	kent.heitkamp@osas.com	Active
Bet023	Beta Dynamics Inc.		Fond Du Lac	WI	53500	(414)-402-0853	kent.heitkamp@osas.com	Active
Bit020	Bitstream Technololgy		Des Moines	IA	50300	(515)-406-7841	kent.heitkamp@osas.com	Inactive
Bur056	Burnhaven Software Design	Arijit Metha	Minneapolis	MN	55460	(612)-708-9451	kent.heitkamp@osas.com	Active
Cel017	Celebris Systems		Warren	MI	48089	(517)-303-1888	kent.heitkamp@osas.com	Active
CEl031	Cellucom Inc.	Dieter Karlschmidt	Chicago	IL	60661	(312)-506-7840	kent.heitkamp@osas.com	Active
Chr052	Chronographic Testing Devices	Hal Durett	Sioux Falls	SD	57101	(605)-502-6453	kent.heitkamp@osas.com	Active
Com005	Communicating PC's Inc.	Henry Vemly	Rochester	MN	55901	(612)-268-4571	kent.heitkamp@osas.com	Active
Com028	Compumarc	James Smith	Cooperstown	ND	58425	(701)-962-1260	kent.heitkamp@osas.com	Active
Con029	Consantek Networks	Regina Cunningh...	Rapid City	SD	57701	(605)-521-6021	kent.heitkamp@osas.com	Active
Cro003	Crowley Shoe Manufacturing	Marlin Maxwell	Minneapolis	MN	55487	(612)-974-1245	kent.heitkamp@osas.com	Active
Cyb039	Cyber Cirquit Distribution	Stanley Culpepper	Chicago	IL	60663	(312)-500-4652	kent.heitkamp@osas.com	Active
Cyp034	Cypress Multimedia	Melissa Standage	Yale	MI	48097	(517)-308-9453	kent.heitkamp@osas.com	Active
Dat030	Datasorter Technology		Belle Fourche	SD	57717	(605)-412-5012	kent.heitkamp@osas.com	Active
Ele036	Electronet Inc.	Accounts Payable	Fremont	IA	52561	(515)-350-7895	kent.heitkamp@osas.com	Active
Env024	Envirocorp Software Systems	Jamie Williams	Woodbury	MI	48849	(517)-406-2045	kent.heitkamp@osas.com	Active
Exc054	Excelcor Technologies	Carly Hilden	Minneapolis	MN	55406	(612)-805-4567	kent.heitkamp@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. To view details on a Customer click on the Customer ID and you will be taken to the detail setup view screen for that Customer.
5. Double click on the blue Email address displayed, to open your default email software with the To field filled in with the email address displayed.
6. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and 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.

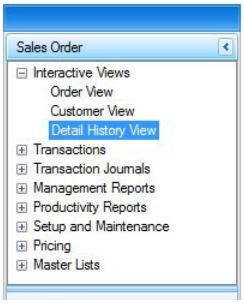
DETAIL HISTORY VIEW

Use the **Detail History View** function to view Sales, Credit Memos, and Cash Receipt information.

To use **Detail History View**, follow these steps:

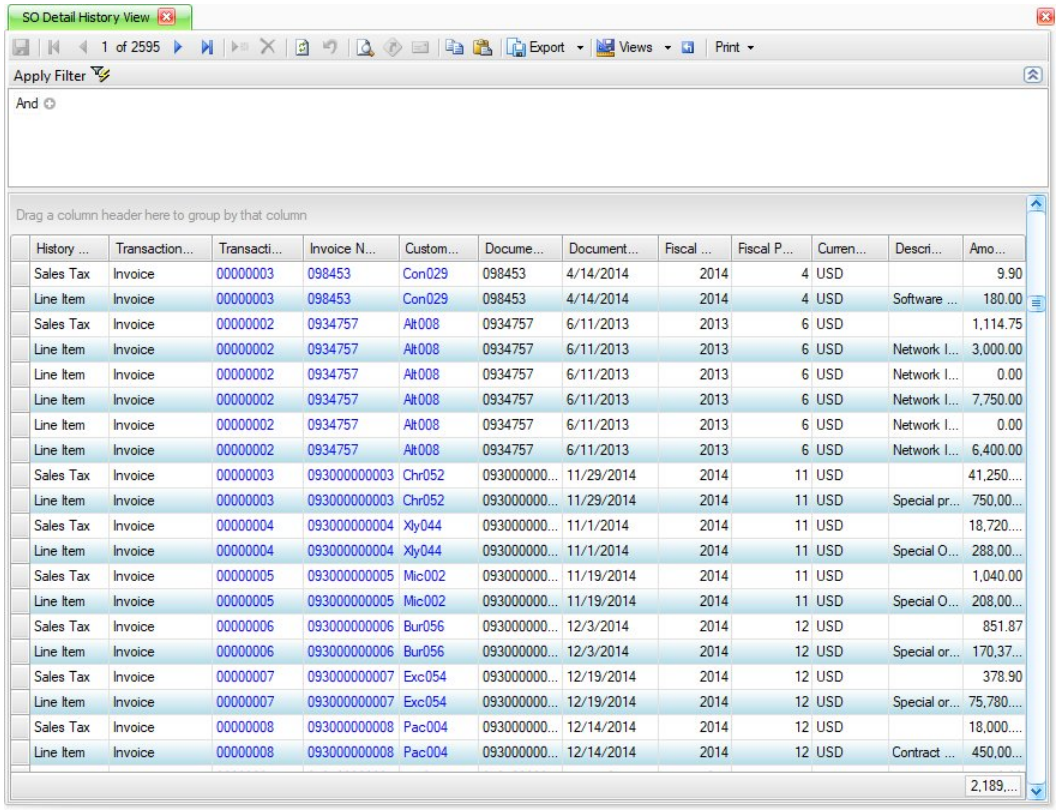
1. Select **Detail History View** from the **Interactive Views** menu.

Detail History View Menu



2. The **Detail History View** screen appears.

Detail History View Screen



History ...	Transaction...	Transacti...	Invoice N...	Custom...	Docume...	Document...	Fiscal ...	Fiscal P...	Curren...	Descri...	Amo...
Sales Tax	Invoice	00000003	098453	Con029	098453	4/14/2014	2014	4	USD		9.90
Line Item	Invoice	00000003	098453	Con029	098453	4/14/2014	2014	4	USD	Software ...	180.00
Sales Tax	Invoice	00000002	0934757	Alt008	0934757	6/11/2013	2013	6	USD		1,114.75
Line Item	Invoice	00000002	0934757	Alt008	0934757	6/11/2013	2013	6	USD	Network I...	3,000.00
Line Item	Invoice	00000002	0934757	Alt008	0934757	6/11/2013	2013	6	USD	Network I...	0.00
Line Item	Invoice	00000002	0934757	Alt008	0934757	6/11/2013	2013	6	USD	Network I...	7,750.00
Line Item	Invoice	00000002	0934757	Alt008	0934757	6/11/2013	2013	6	USD	Network I...	0.00
Line Item	Invoice	00000002	0934757	Alt008	0934757	6/11/2013	2013	6	USD	Network I...	6,400.00
Sales Tax	Invoice	00000003	093000000003	Chr052	093000000...	11/29/2014	2014	11	USD		41,250....
Line Item	Invoice	00000003	093000000003	Chr052	093000000...	11/29/2014	2014	11	USD	Special pr...	750,00...
Sales Tax	Invoice	00000004	093000000004	Xly044	093000000...	11/1/2014	2014	11	USD		18,720....
Line Item	Invoice	00000004	093000000004	Xly044	093000000...	11/1/2014	2014	11	USD	Special O...	288,00...
Sales Tax	Invoice	00000005	093000000005	Mic002	093000000...	11/19/2014	2014	11	USD		1,040.00
Line Item	Invoice	00000005	093000000005	Mic002	093000000...	11/19/2014	2014	11	USD	Special O...	208,00...
Sales Tax	Invoice	00000006	093000000006	Bur056	093000000...	12/3/2014	2014	12	USD		851.87
Line Item	Invoice	00000006	093000000006	Bur056	093000000...	12/3/2014	2014	12	USD	Special or...	170,37...
Sales Tax	Invoice	00000007	093000000007	Exc054	093000000...	12/19/2014	2014	12	USD		378.90
Line Item	Invoice	00000007	093000000007	Exc054	093000000...	12/19/2014	2014	12	USD	Special or...	75,780....
Sales Tax	Invoice	00000008	093000000008	Pac004	093000000...	12/14/2014	2014	12	USD		18,000....
Line Item	Invoice	00000008	093000000008	Pac004	093000000...	12/14/2014	2014	12	USD	Contract ...	450,00...

2,189,...

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 view details on a Customer double click on the blue Customer ID and you will be taken to the detail setup view screen for that Customer.
5. To view details on an Invoice Number or Transaction ID click on the blue Order Number or Transaction ID, and you will be taken to the detail view screen for that history record.
6. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section 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.

RETURNED ITEM VIEW

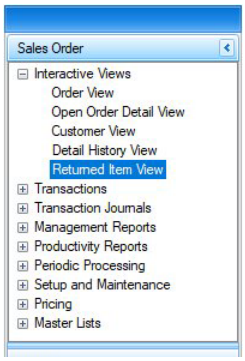
Use the **Returned Item View** function to see Items that have been returned in Sales Order on either an RMA or Credit Memo.

This view will only display date if the Return Items Direct to Stock Business Rule is set to No**.**

To use the **Returned Items View**, follow these steps:

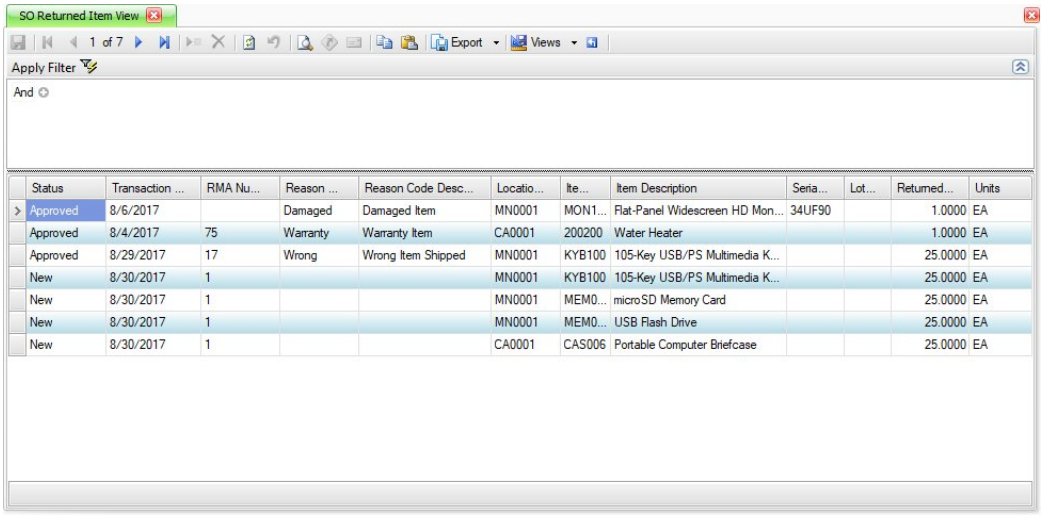
1. Select **Returned Items View** from the **Interactive Views** menu.

Returned Items View Menu



2. The **Returned Items View** screen appears.

Returned Items View Screen



Status	Transaction ...	RMA Nu...	Reason ...	Reason Code Desc...	Locatio...	Ite...	Item Description	Seria...	Lot...	Returned...	Units
Approved	8/6/2017		Damaged	Damaged Item	MN0001	MON1...	Flat-Panel Widescreen HD Mon...	34UF90		1.0000	EA
Approved	8/4/2017	75	Warranty	Warranty Item	CA0001	200200	Water Heater			1.0000	EA
Approved	8/29/2017	17	Wrong	Wrong Item Shipped	MN0001	KYB100	105-Key USB/PS Multimedia K...			25.0000	EA
New	8/30/2017	1			MN0001	KYB100	105-Key USB/PS Multimedia K...			25.0000	EA
New	8/30/2017	1			MN0001	MEM0...	microSD Memory Card			25.0000	EA
New	8/30/2017	1			MN0001	MEM0...	USB Flash Drive			25.0000	EA
New	8/30/2017	1			CA0001	CAS006	Portable Computer Briefcase			25.0000	EA

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 section in the General Information guide for more details on using the Returned Items 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.

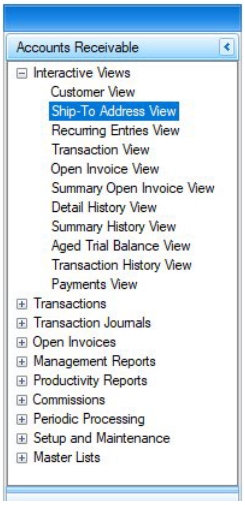
SHIP-TO ADDRESS VIEW

Use the **Ship-To Address View** to provide view-only access to the Customer's Ship To Address information.

To use **Ship-To Address View**, follow these steps:

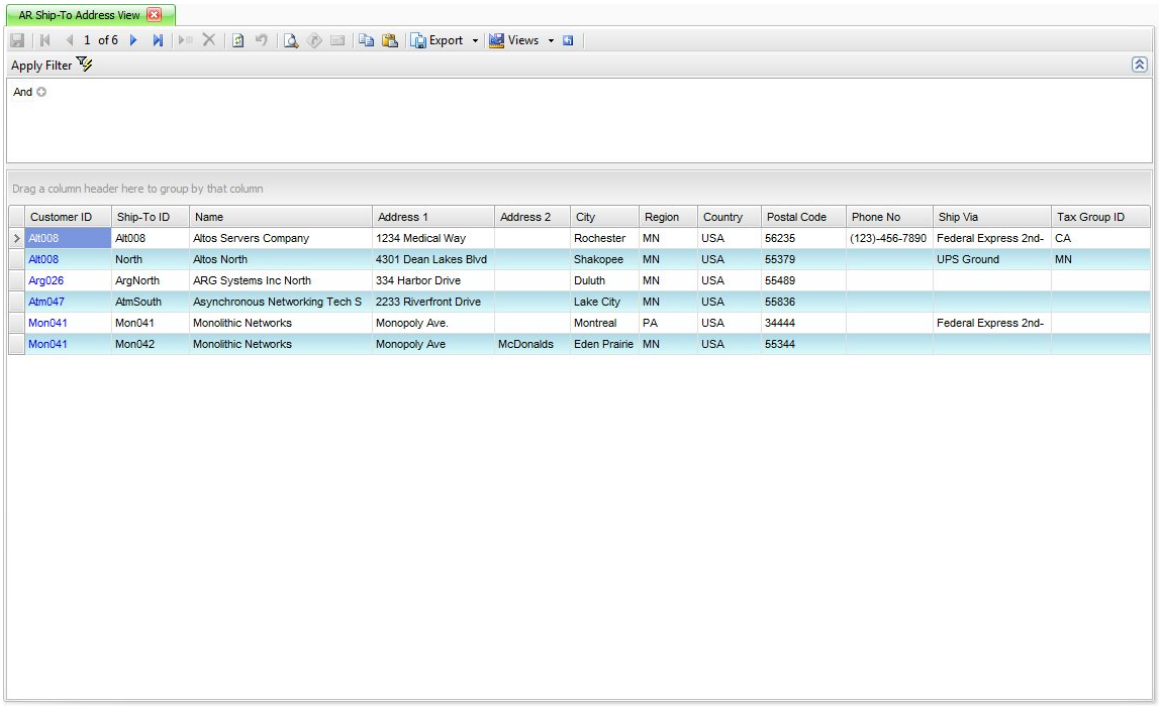
1. Select **Ship-To Address View** from the **Accounts Receivable Interactive Views** menu.

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. 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.
5. 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.

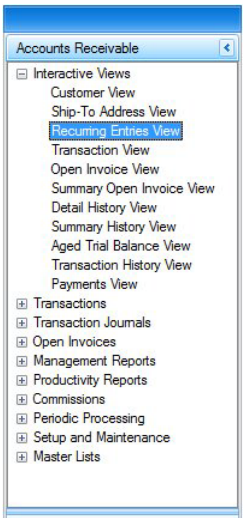
RECURRING ENTRIES VIEW

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 use **Recurring Entries View**, follow these steps:

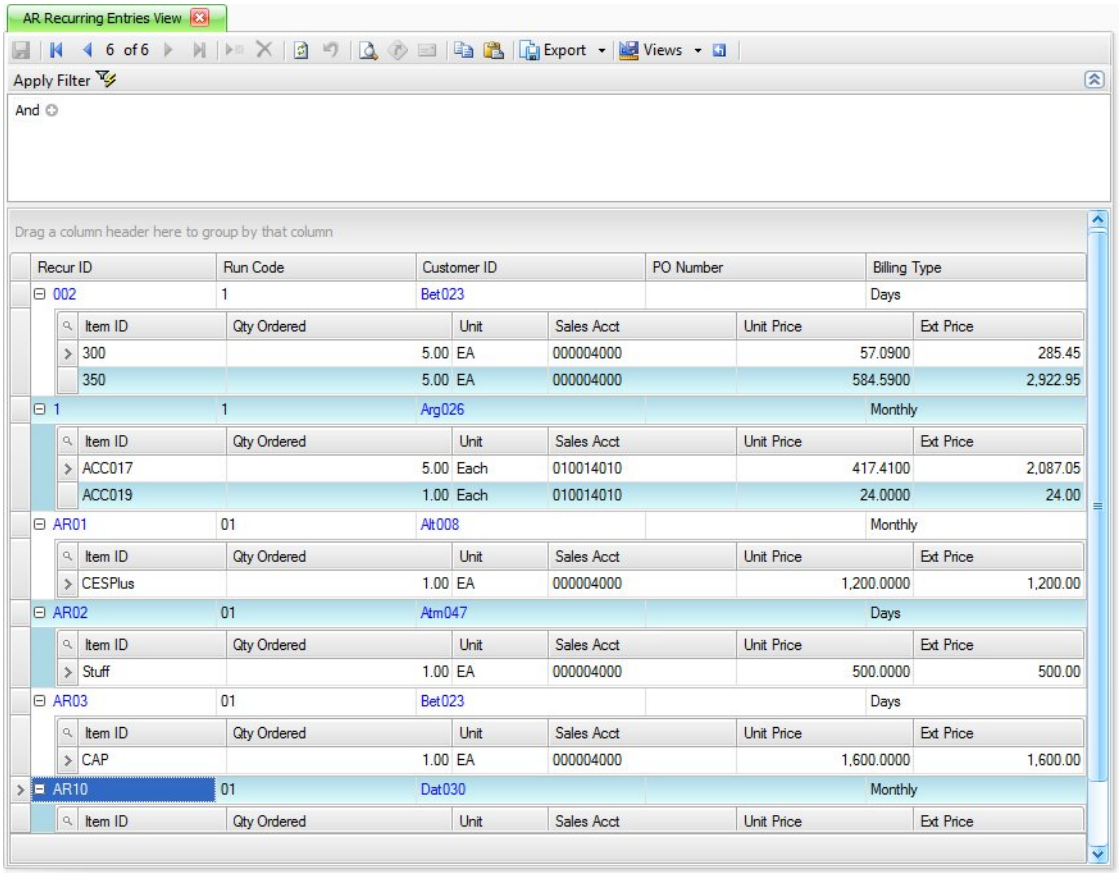
1. Select **Recurring Entries View** from the **Accounts Receivable Interactive Views** menu.

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 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.
5. 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.
6. 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.

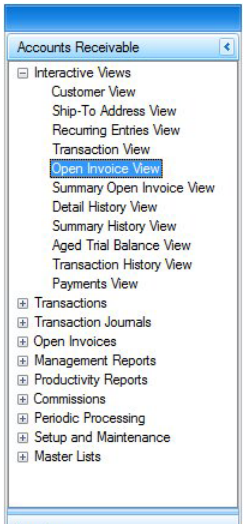
OPEN INVOICE VIEW

Use the **Open Invoice View** function to view open invoices that are on file for a Customer.

To use **Open Invoice View**, follow these steps:

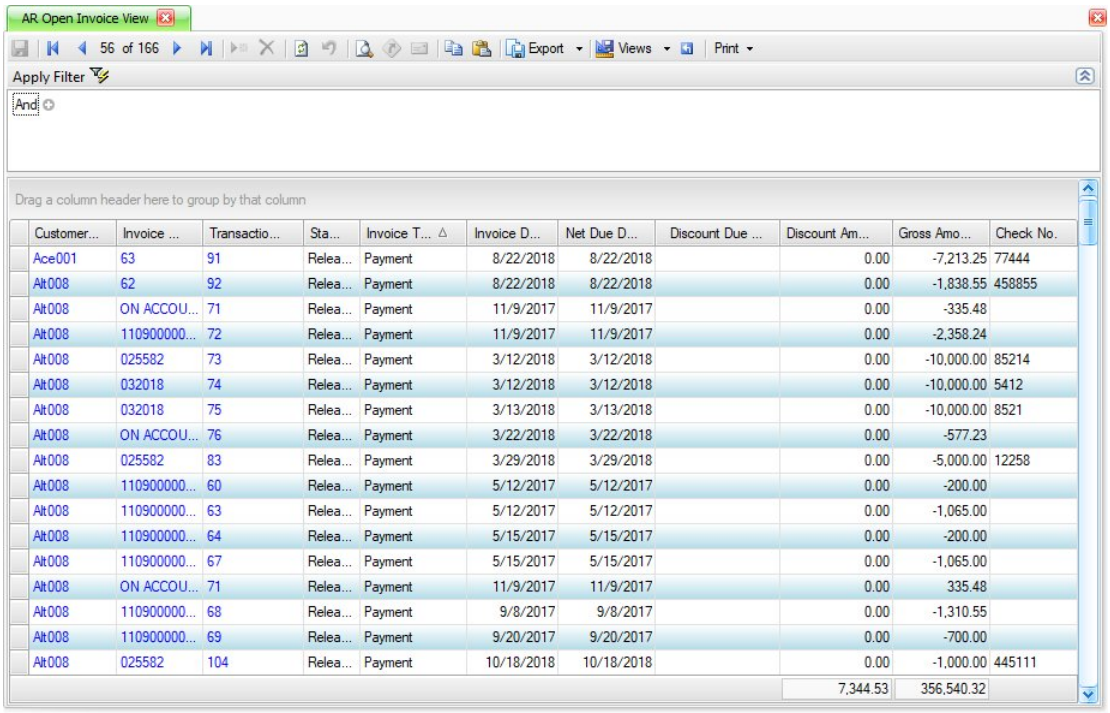
1. Select **Open Invoice View** from the **Accounts Receivable Interactive Views** menu.

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. 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.
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 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.

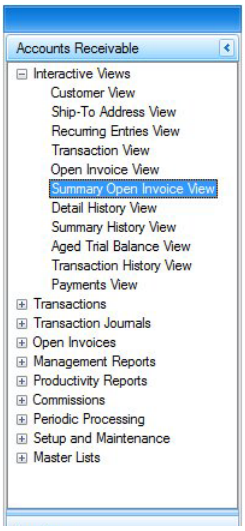
SUMMARY OPEN INVOICE VIEW

Use the **Summary Open Invoice View** function to view pivot style analysis of open invoices.

To use **Summary Open Invoice View**, follow these steps:

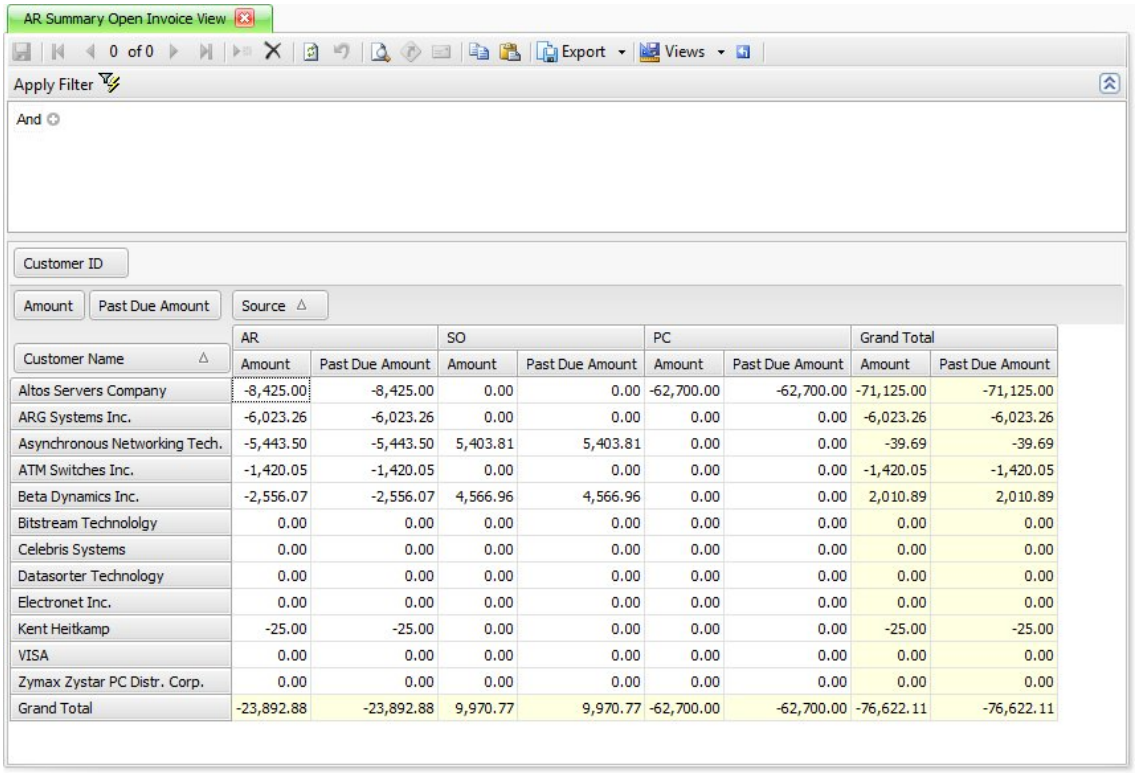
1. Select **Summary Open Invoice View** from the **Accounts Receivable, Interactive Views** menu.

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.

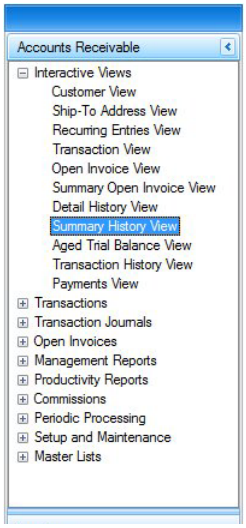
SUMMARY HISTORY VIEW

Use the **Summary History View** function to view Sales, Discounts, and Cash Receipts for each Customer.

To use **Summary History View**, follow these steps:

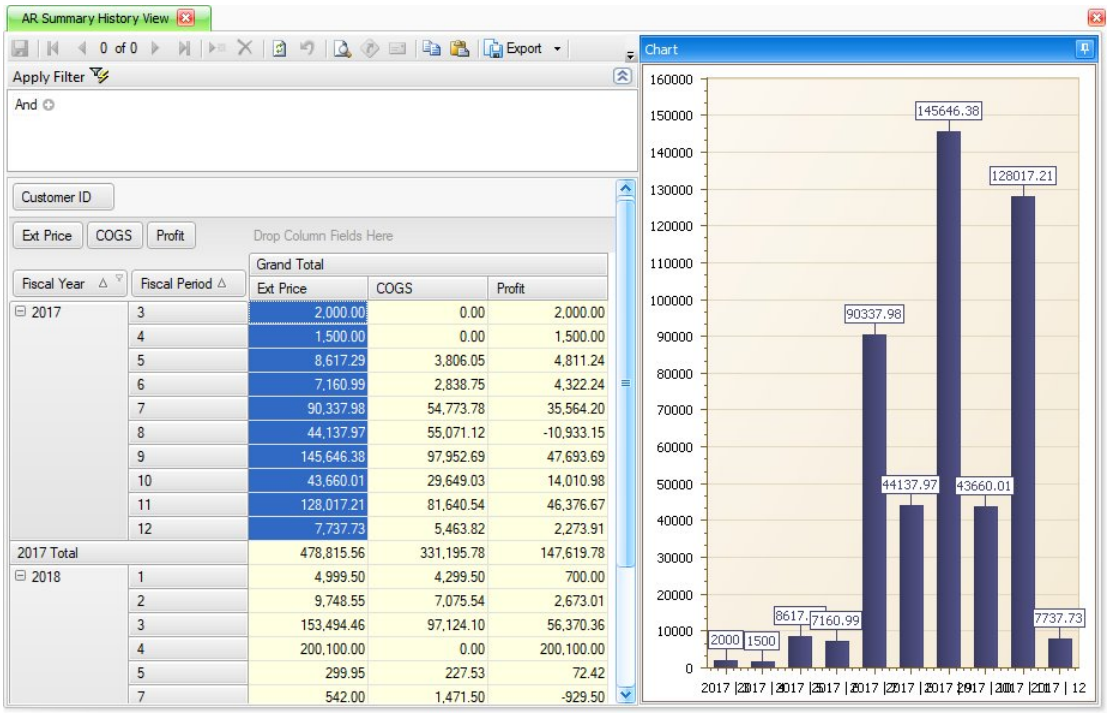
1. Select **Summary History View** from the **Accounts Receivable, Interactive Views** menu.

Summary History View Menu



2. The **Summary History** screen appears.

Summary History 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. 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

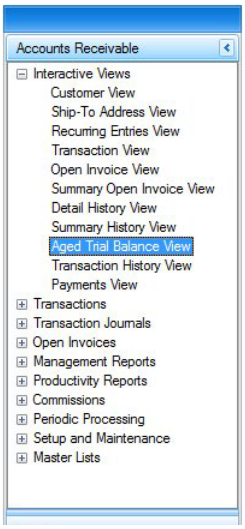
The **Aged Trial Balance View** provides much of the same information as the **Aged Trial Balance Report**, but gives you greater flexibility in retrieving information about Customers and aged invoices. By default, you can view all Aged Trial Balance information by clicking on the filtering, refreshing 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:

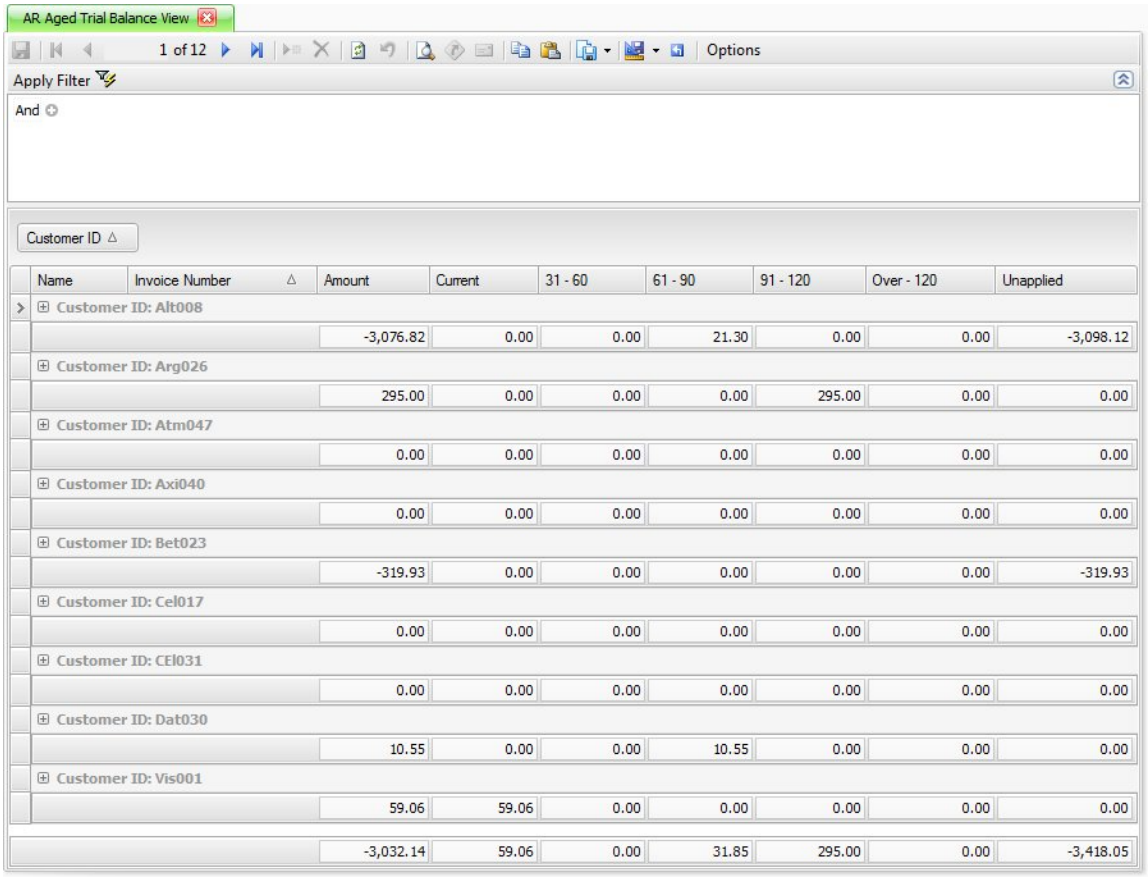
1. Select **Aged Trial Balance View** from the **Accounts Receivable, Interactive Views** menu.

Aged Trial Balance View Menu



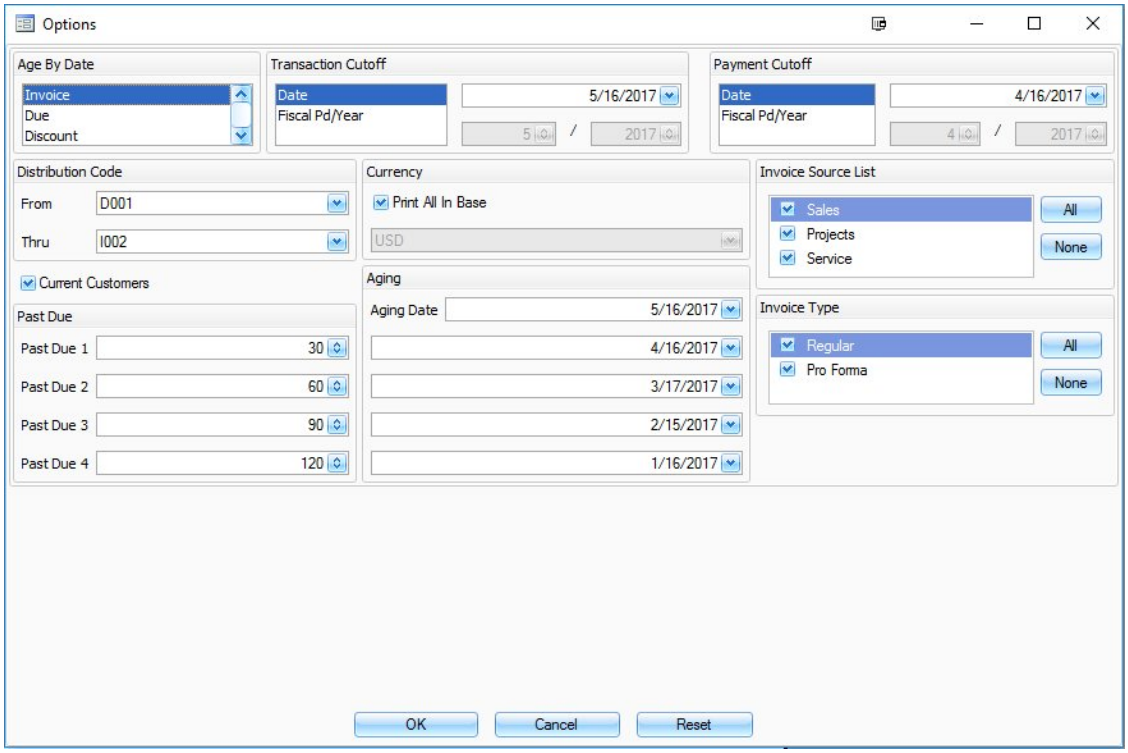
2. The **Aged Trial Balance View** screen appears.

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. Select the **Current Customers** check 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 **Orders** or **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 **Orders** or **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:

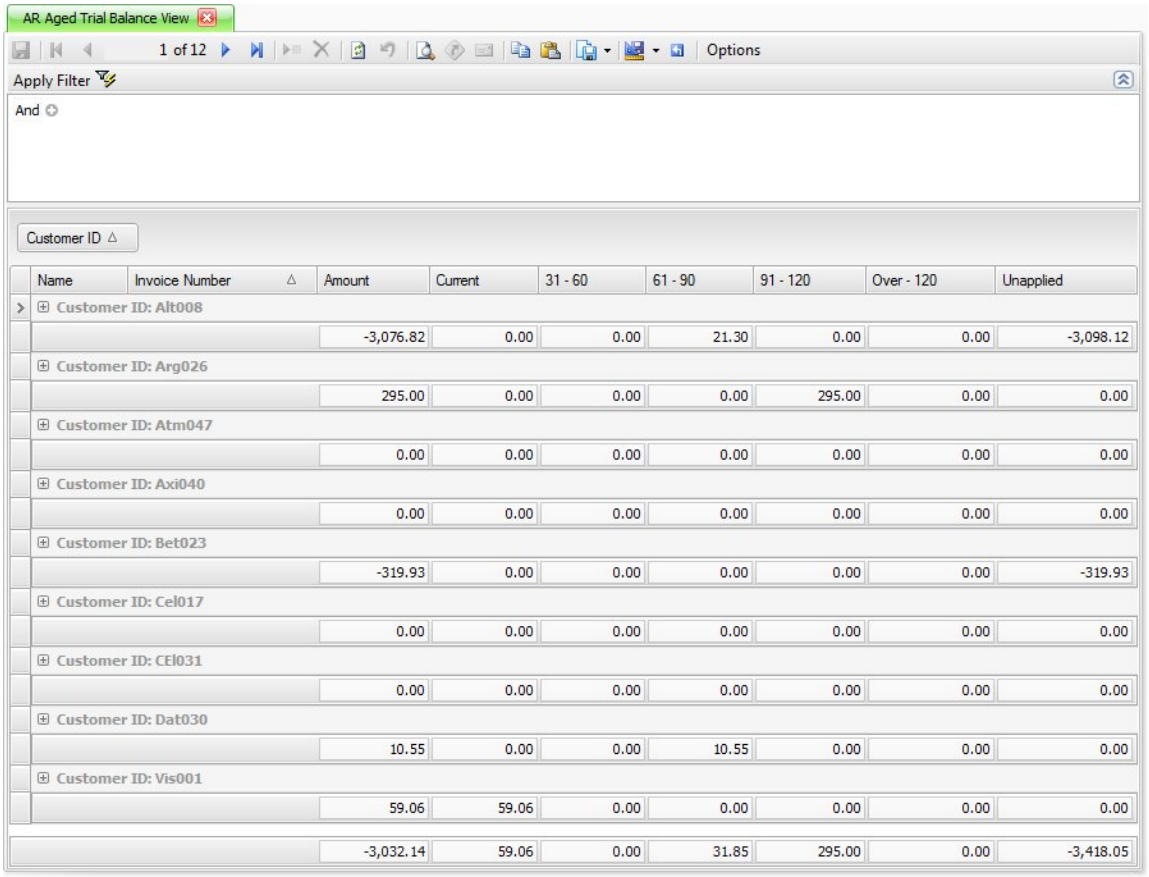
    - **Regular**: Invoices printed from transactions entered into Service Director, Project Cost invoicing projects, Accounts Receivable, Sales Order, Point-of-Sale, and Portal
    - **Pro Forma**: Invoices generated using the Deposit Invoice function in Project Costing.

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



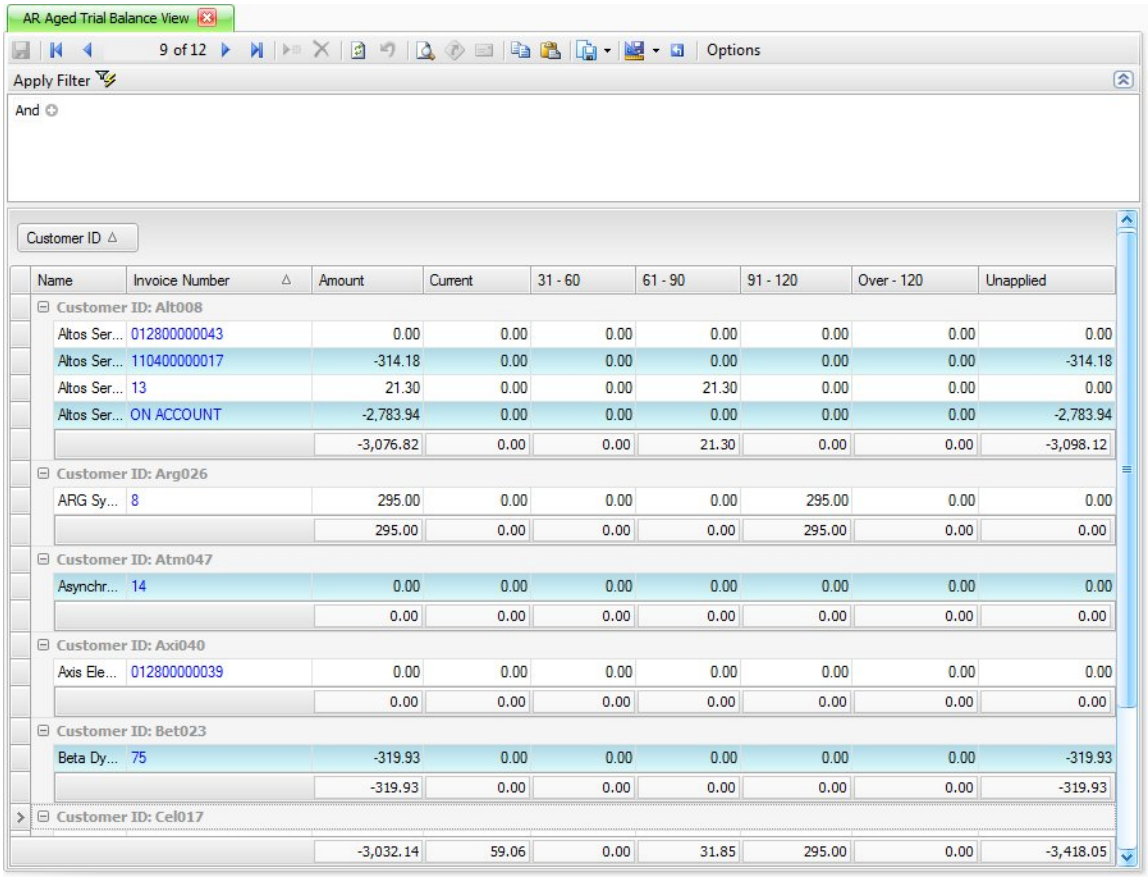
Name	Invoice Number	Amount	Current	31 - 60	61 - 90	91 - 120	Over - 120	Unapplied
Customer ID: Alt008								
		-3,076.82	0.00	0.00	21.30	0.00	0.00	-3,098.12
Customer ID: Arg026								
		295.00	0.00	0.00	0.00	295.00	0.00	0.00
Customer ID: Atm047								
		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer ID: 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**. Double 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.

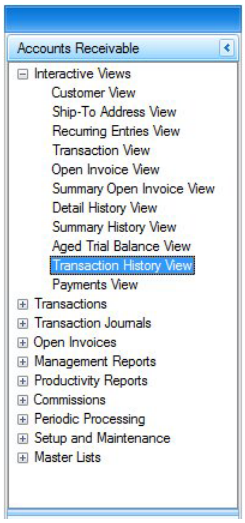
TRANSACTION HISTORY VIEW

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 use the **Transaction History View**, follow these steps:

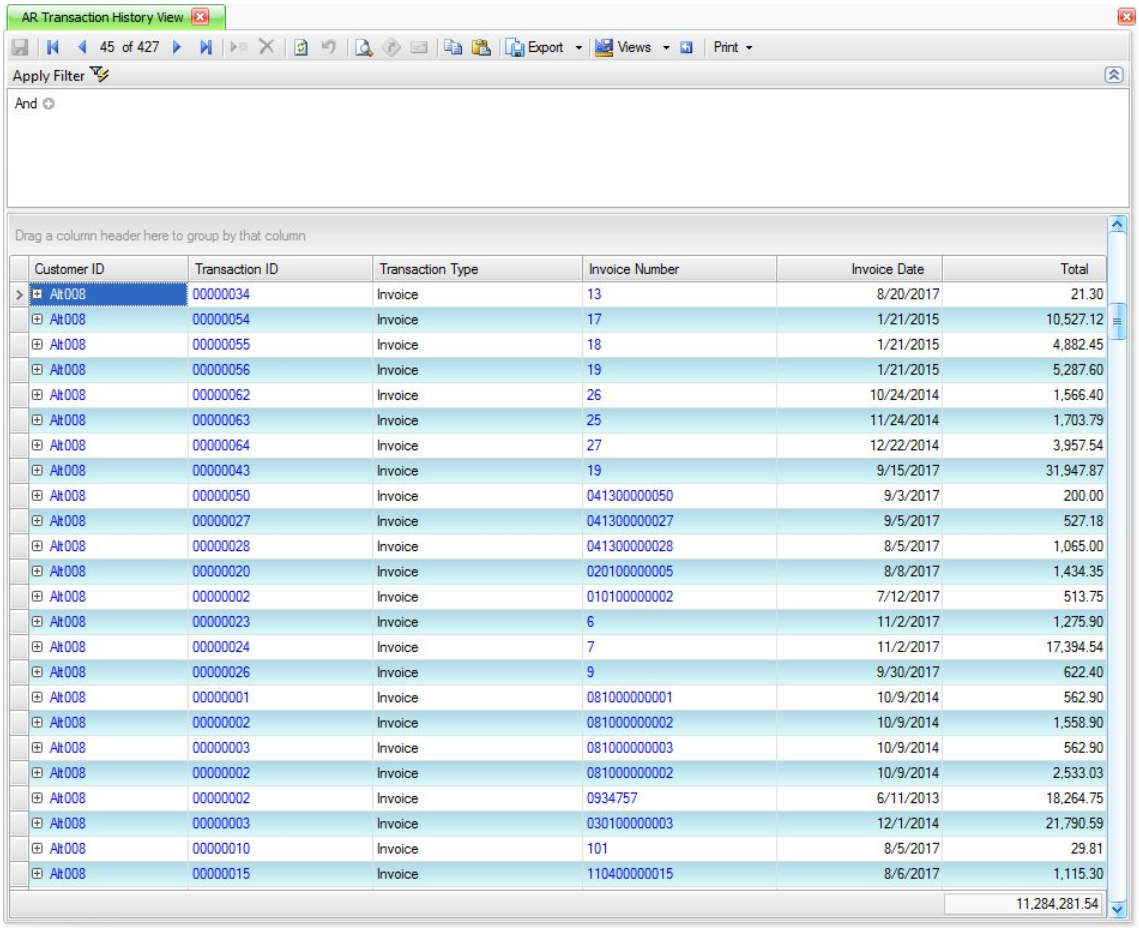
1. Select **Transaction History View** from the **Accounts Receivable, Interactive Views** menu.

Transaction History View Menu



2. The **Transaction History View** screen appears.

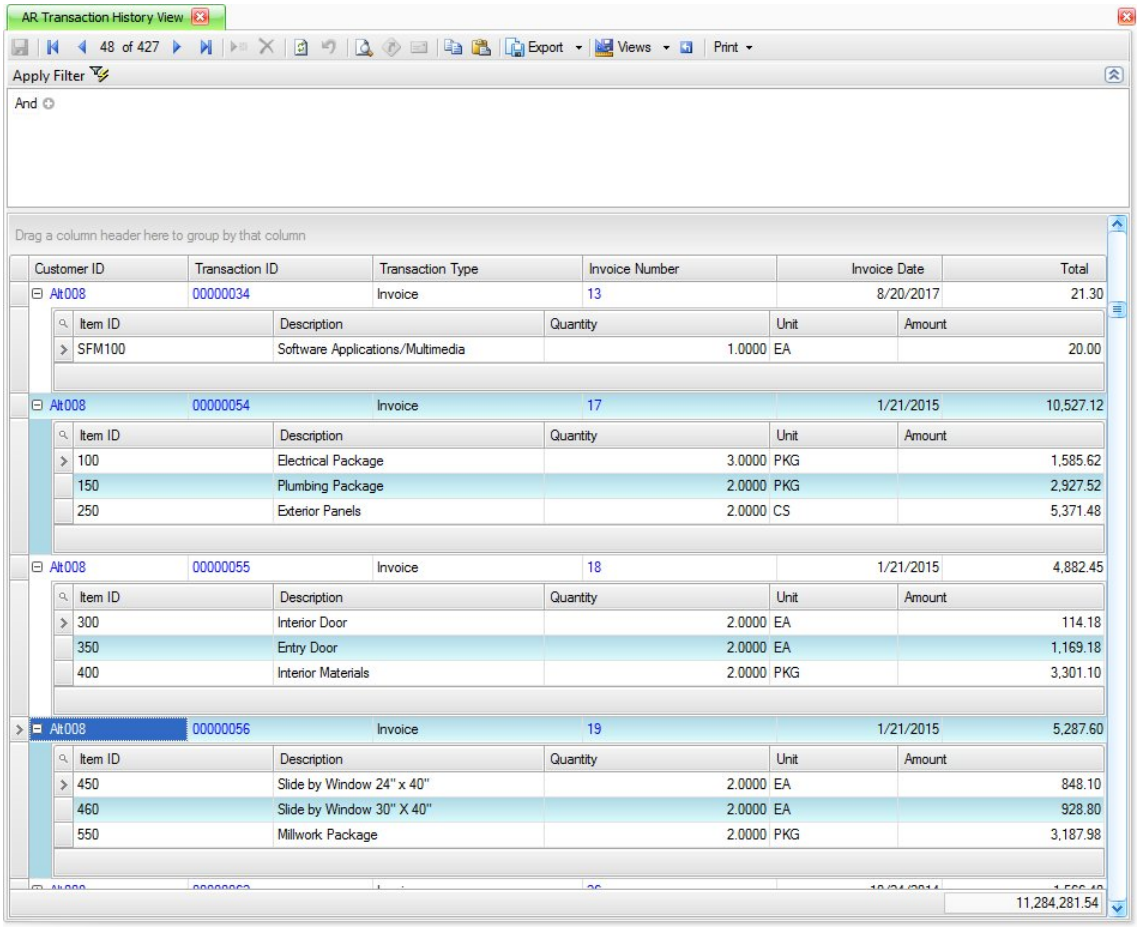
Transaction History View Summary View



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. 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. 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



5. When you click on the **Plus** (+) sign next to the Customer ID it shows a detailed view of the Transaction selected.
6. Clicking on the blue Customer ID causes the Customer setup view screen for that Customer to appear.
7. Clicking on the blue Transaction ID or Invoice Number causes the Transaction Detail History view screen for that Transaction to appear.
8. 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 Payment 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

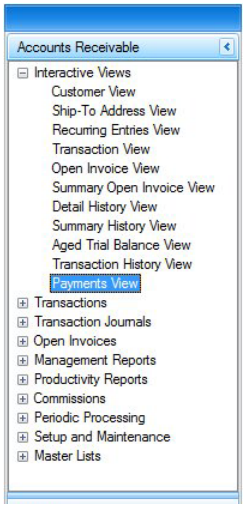
Use the **Payments** view to display payment information from the Cash Receipts function prior to running the Post Cash Receipts function. It allows you an alternative way to audit the Cash Receipts for accuracy besides printing the journals. The view also looks at the payment history table to pull in 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 use **Payments View**, follow these steps:

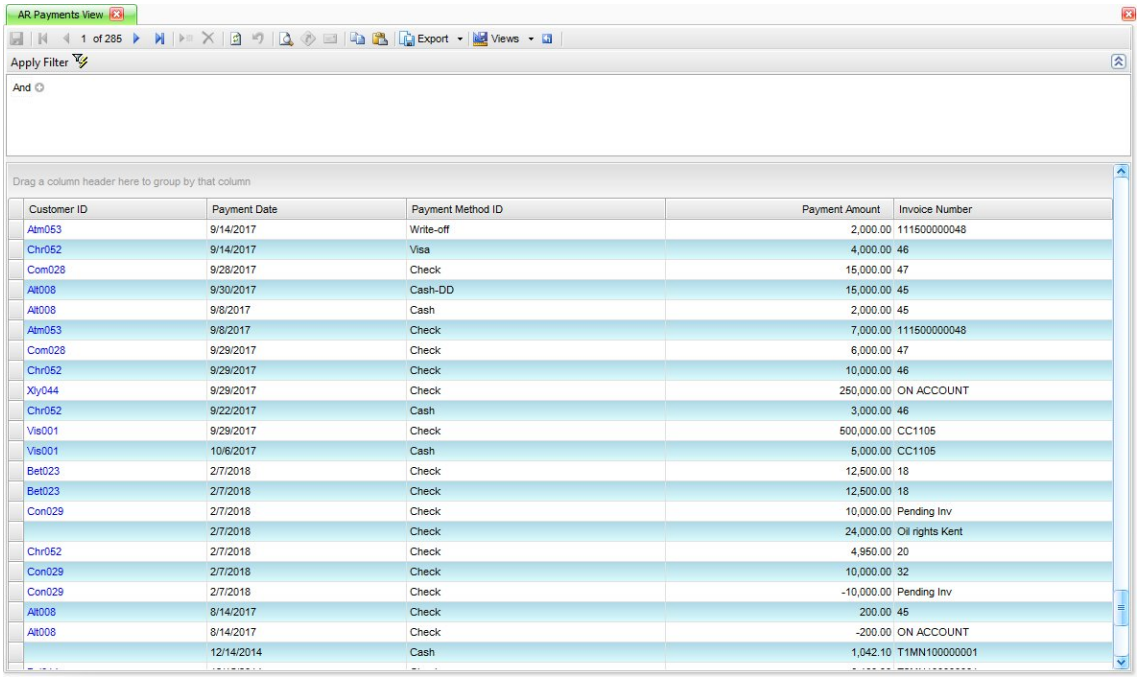
1. Select **Payments View** from the **Accounts Receivable, Interactive Views** menu.

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. 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 view details on a Customer click on the blue Customer ID and you will be taken to the detail setup screen for that Customer.
5. 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.

7

Open Invoices

Using the Open Invoices Menu 7-3
Hold/Release Invoices 7-5
Open Invoice Report 7-11
Aged Trial Balance Report 7-17
Sales Rep Aged Trial Balance Report 7-25
Cash Flow Report 7-31
Calculate Finance Charges 7-35
Printing Statements 7-41
Non-Sufficient Funds (NSF) 7-47

7 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 Accounts Receivable Setup and Maintenance functions.
- Verify your Customers, Codes, and IDs, using the Master Lists and Interactive Views functions.
- Enter all applicable Orders and 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 7-5)
- Use the **Open Invoice Report** function to see money due after you post transactions.(page 7-11)
- 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 7-17)
- Use the **Cash Flow Report** to see the amount of cash you can expect to receive within any four periods you specify.(page 7-31)
- 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 7-35)
- Use the **Print Statements** function to produce statements that show the month's transactions, summarizing your Customers' accounts.(page 7-41)

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.

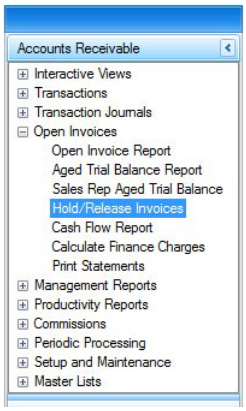
If an Invoice, Miscellaneous Credit, or Cash Receipt is placed on Hold, it does not appear on the Customer's Statement, but does continue to age properly. Finance charges are not assessed for held invoices.

Use the **Hold/Release Invoices** function only for open invoice customers.

To use the **Hold/Release Invoices** function, follow these steps:

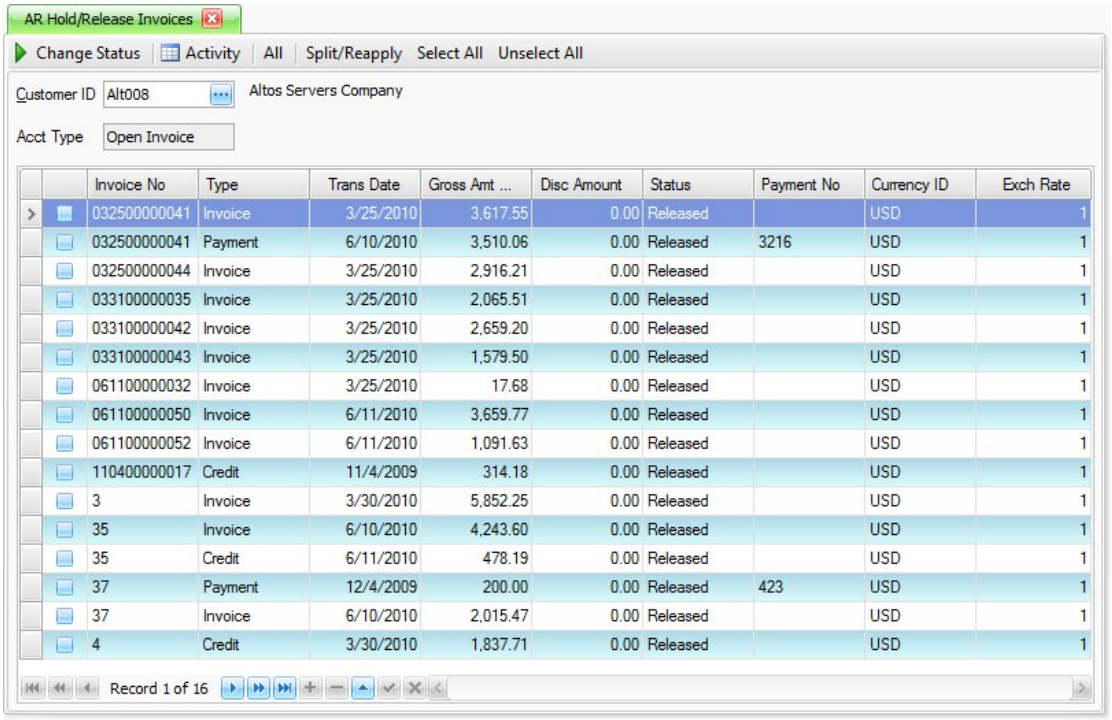
1. Select **Hold/Release Invoices** from the **Accounts Receivable, Open Invoices** menu.

Hold/Release Invoices Menu



2. The **Hold/Release Invoices** screen appears.

Hold/Release Invoices Screen



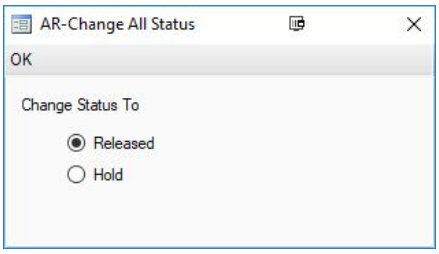
3. Select the **Customer ID** whose invoices you want to place on Hold or Release. Information about each Invoice appears. Except for the **Status** field, you cannot change the information.

¥$£€

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



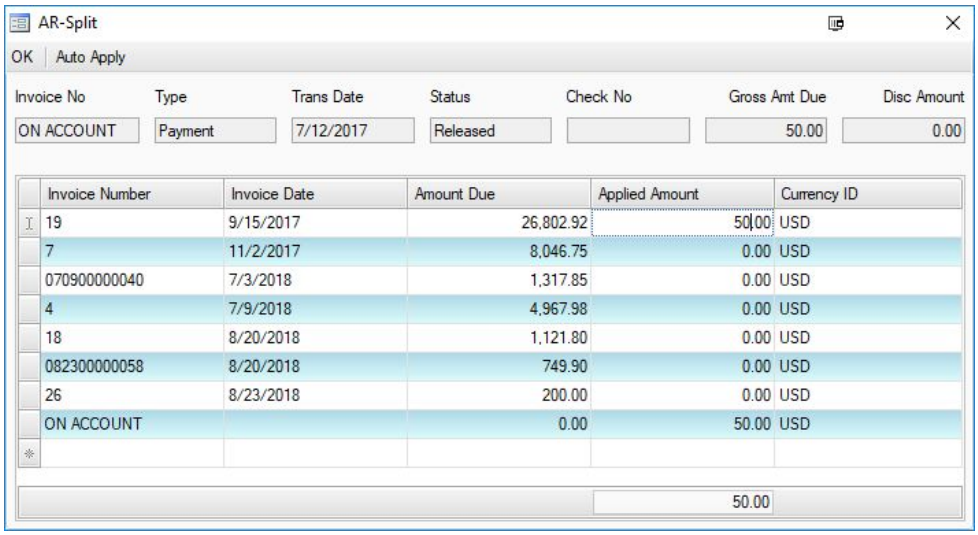
- The **Change All Status** dialog box appears.
- Select the option to **Change Status To**: **Released** or **Hold**.
- Click **OK** to save the changes or the close **X** to go back to the **Hold/Release Invoices** screen.

6. Select an invoice and perform one of the following options:
   - Click **Change Status** or select the drop down list 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



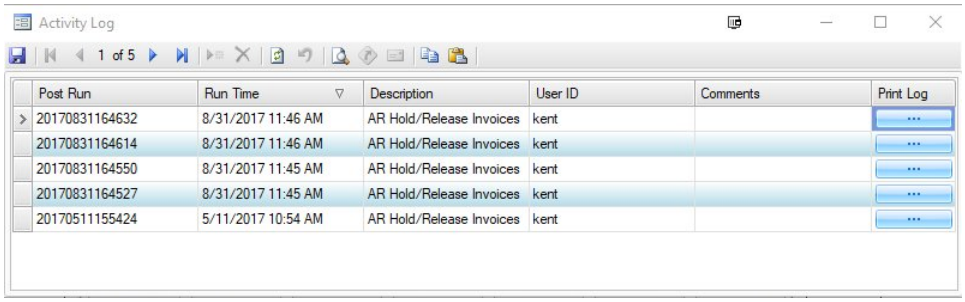
- The **Split** dialog box appears when you highlight a Payment or a Credit Memo and then click **Split/Reapply** on the **Hold/Release Invoices** screen.
- The **Invoice No**, **Type**, **Trans Date**, **Status**, **Check No**, **Gross Amt Due**, and **Disc Amount** are displayed.
- The **Invoice Number**, **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.

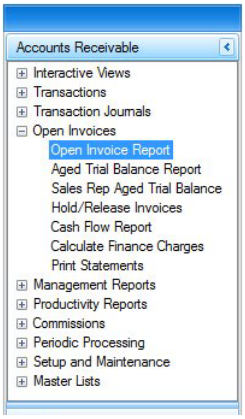
OPEN INVOICE REPORT

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:

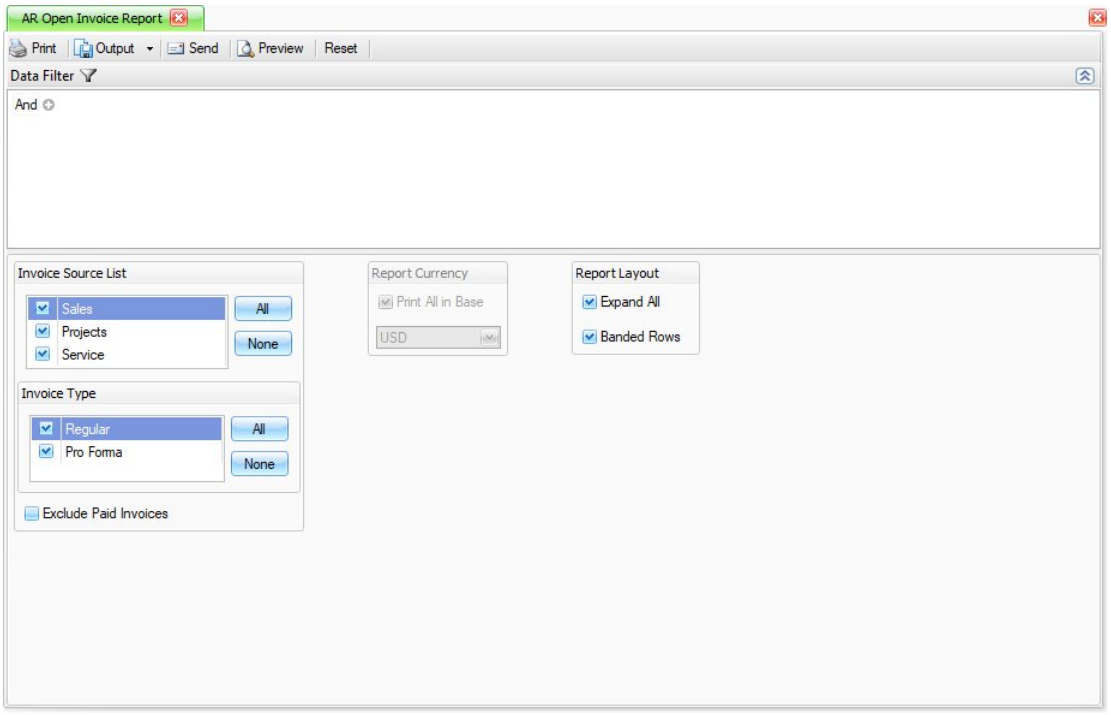
1. Select **Open Invoice Report** from the **Accounts Receivable, Open Invoices** menu.

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 **Report Layout** for 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 Layout** 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

12/4/2018 2:14 PM **OPEN_SYSTEMS\Kent.Heitkamp**

Open Invoice Report Not Expanded

Continental Products Unlimited
Open Invoice Report

Pa

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	Bal
Ace001	Ace Hardware										
Total							20,126.75	0.00	7,213.25	0.00	12,91
Alt008	Altos Servers Company										
Total							82,751.59	1,407.86	45,314.57	8,212.49	29,22
Arg026	ARG Systems Inc.										
Total							18,729.24	0.00	0.00	0.00	18,72
Atm047	Asynchronous Networking Tech.										
Total							624.09	0.00	0.00	0.00	62
Atm053	ATM Switches Inc.										
Total							5,300.36	0.00	100.00	0.00	5,20
Axi040	Axis Electronics										
Total							2,402.11	4.40	44.40	0.00	2,35
Bet023	Beta Dynamics Inc.										
Total							24,675.60	0.00	0.00	319.93	24,35
Bur056	Burnhaven Software Design										
Total							9,358.67	0.00	200.00	0.00	9,15
Cel017	Celebris Systems										
Total							56,618.01	1,668.54	0.00	0.00	56,61
CEl031	Cellucom Inc.										
Total							7,491.31	0.00	1,050.00	0.00	6,44
Chr052	Chronographic Testing Devices										
Total							20,027.70	0.00	18,500.00	0.00	1,52
Com028	Compumarc										
Total							23,829.07	475.78	3,175.00	0.00	20,65
Cyb039	Cyber Cirquit Distribution										
Total							91.94	1.56	30.00	0.00	6

12/4/2018 2:15 PM OPEN_SYSTEMS\Kent.Heit

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

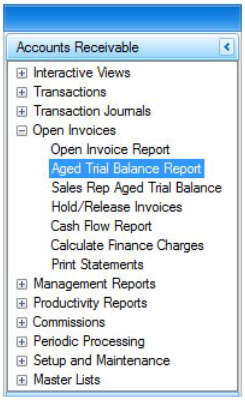
- **Detail**: Shows customer data such as **Name**, **City**, **Region**, **Distribution Code**, **Sales Rep ID**s, **Credit Limit**, and data for each invoice.
- **Summary**: Shows **Customer ID** and **Name**.

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:

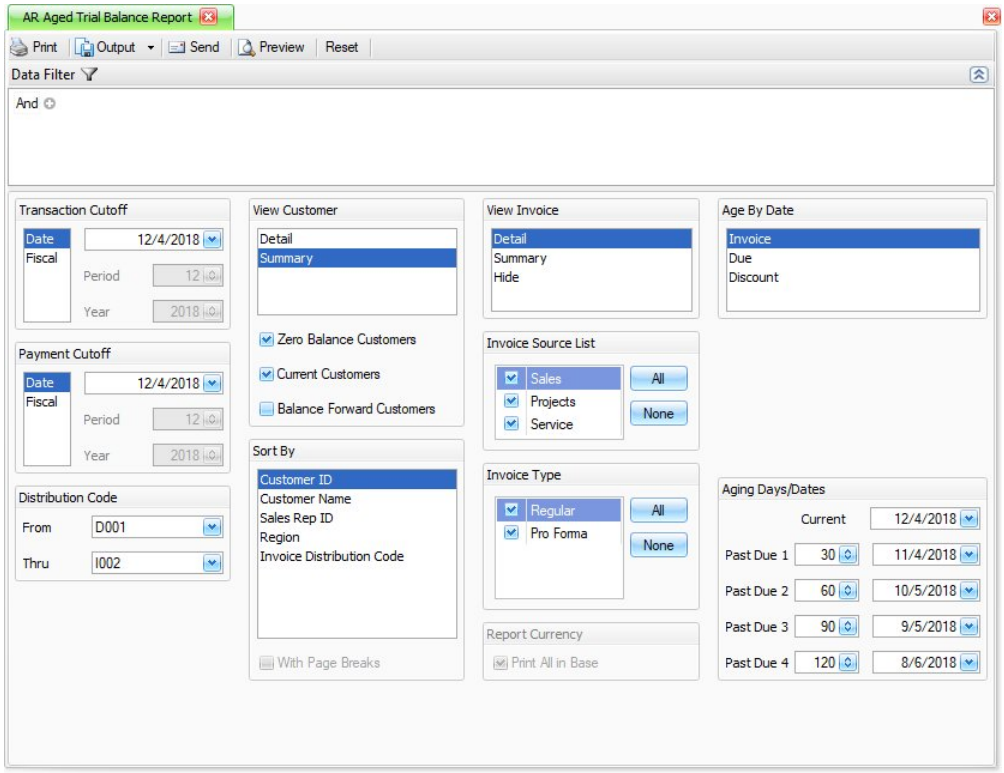
1. Select **Aged Trial Balance** from the **Accounts Receivable, Open Invoices** menu.

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 **Orders** or **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 **Orders** or **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. Select a starting point for the current aging period from the **Current** field. The default will be your current workstation date. This date determines what dates are put into the aging dates.

19. Enter the **Past Due** days for the **Past Due 1** to **4**, to establish the number of aging period days on the report. These days will set the **Aging** dates. The default values are: **30**, **60**, **90**, and **120.**

20. 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.

21. 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 11/4/2018	61 - 90 10/5/2018	91 - 120 9/5/2018	Over 120 8/6/2018	Unapplied
Customer ID	Ace001		Ace Hardware		**Contact**	Wendy Severnson			(612)-805-6782	
083000000097	5/15/2018	Inv	Rel	319.45						
			Invoice No 083000000097 - Total		0.00	0.00	0.00	0.00	319.45	0.00
2222	10/20/2017	Inv	Rel	5,324.47						
			Invoice No 2222 - Total		0.00	0.00	0.00	0.00	5,324.47	0.00
333	1/25/2018	Inv	Rel	5,324.47						
			Invoice No 333 - Total		0.00	0.00	0.00	0.00	5,324.47	0.00
36	4/27/2018	Inv	Rel	106.50						
			Invoice No 36 - Total		0.00	0.00	0.00	0.00	106.50	0.00
44444	8/31/2018	Inv	Rel	1,064.89						
			Invoice No 44444 - Total		0.00	0.00	0.00	1,064.89	0.00	0.00
63	8/21/2018	Inv	Rel	7,986.97						
63	8/22/2018	Pmt	Rel	-7,213.25						
			Invoice No 63 - Total		0.00	0.00	0.00	773.72	0.00	0.00
Ace001, Ace Hardware - Total				12,913.50	0.00	0.00	0.00	1,838.61	11,074.89	0.00
Customer ID	Alt008		Altos Servers Company		**Contact**	Wendy Severnson			(612)-805-6782	
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
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.Heitkamp**

SALES REP AGED TRIAL BALANCE REPORT

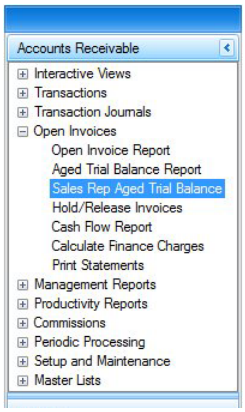
Use the **Sales Rep Aged Trial Balance Report** function to generate a specialty report designed to let Sales Reps analyze any outstanding balances of sales that have been entered in their name. This report includes information for the primary and secondary, if applicable, Sales Reps that were coded 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 Sales 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:

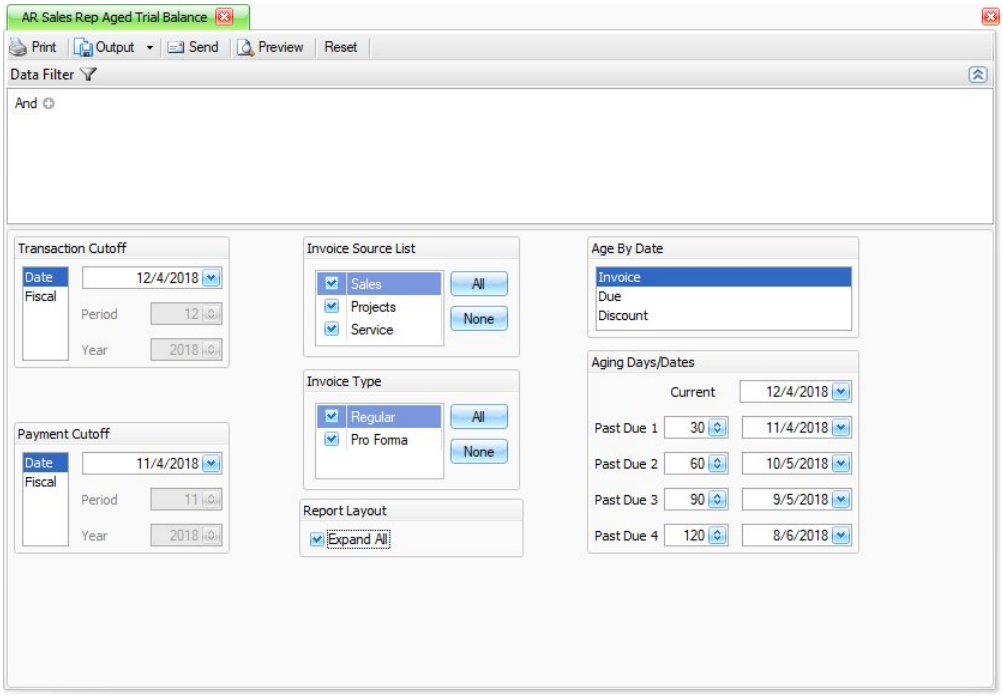
1. Select **Sales Rep Aged Trial Balance** from the **Accounts Receivable, Open Invoices** menu.

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 **Orders** or **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 **Orders** or **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 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. Select a starting point for the current aging period from the **Current** field. The default will be your current workstation date. This date determines what dates are put into the aging dates.
10. Enter the **Past Due** days for the **Past Due 1** to **4**, to establish the number of aging period days on the report. These days will set the **Aging** dates. The default values are: **30**, **60**, **90**, and **120.**
11. 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.

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.
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 - 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 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 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				-108,962.93	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
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**						
Dat030, Datasorter Technology - Total				1,715.80	0.00	0.00	0.00	0.00	763.20	0.00	0.00
Pol014, Poly Corp - Total				13,914.38	0.00	0.00	0.00	0.00	1,715.80	0.00	-0.01
Xly044, Xletek Software - Total				-250,000.00	0.00	0.00	0.00	0.00	13,914.38	0.00	-0.03
ON ACCOUNT	10/21/2017	Pmt	Rel	-250,000.00	**Invoice No ON ACCOUNT - Total**				0.00	-250,000.00	0.00
					0.00	0.00	0.00	0.00	0.00	-250,000.00	0.00

CASH FLOW REPORT

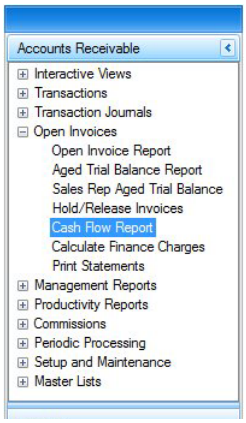
The **Cash Flow Report** shows the amount of cash you can expect to receive from open invoice accounts for the current period and four future collection periods. This information helps you estimate the cash position of your business and make sound planning decisions.

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:

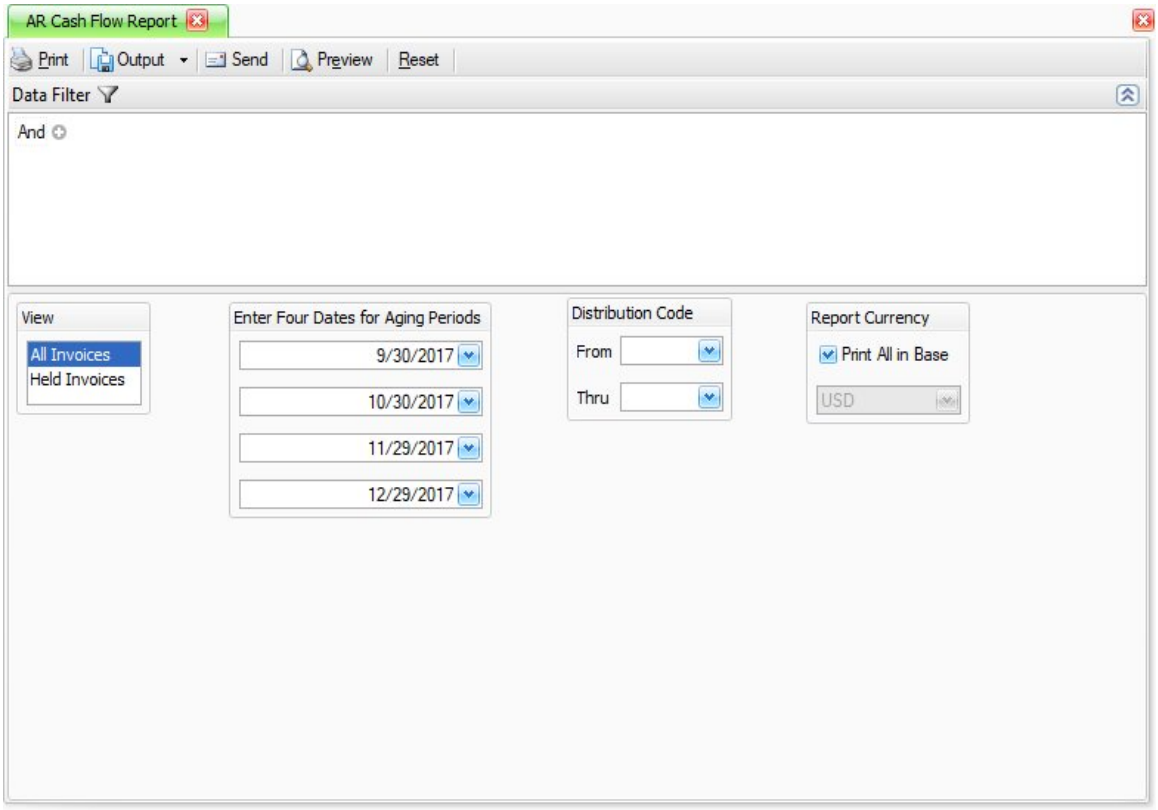
1. Select **Cash Flow Report** from the **Accounts Receivable, Open Invoices** menu.

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
Cash Flow Report
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 / Invoice No	Name / Invoice Date	Due Date	Status	Type	Amount	Current	After 3/6/2010	After 4/5/2010	After 5/5/2010	After 6/4/2010
Att008	Altos Servers Company									
01280000043	1/28/2010	1/28/2010	Rel	Inv	1,065.00					
01280000043	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
10070000012	12/4/2009	12/4/2009	Hold	Inv	403.64	403.64				
10070000012	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
11040000015	11/4/2009	11/4/2009	Hold	Inv	1,115.30					
11040000015	11/4/2009	11/4/2009	Hold	Pmt	-1,000.00					
11040000015	11/18/2009	11/18/2009	Hold	Pmt	-115.30					
Invoice Total					0.00	0.00	0.00	0.00	0.00	0.00
11040000017	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

2/4/2010 8:02 AM **OPEN_SYSTEM\$\KentHe**

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.

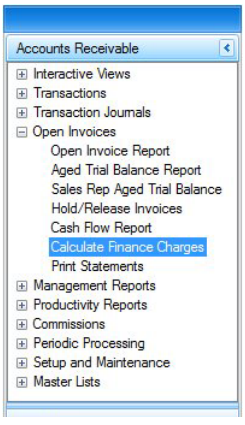
Before you can use this function, you must select the Finance Charge Date, enter the Finance Charge Percent, the Finance Charge Minimum, and the Finance Charge Days in the Finance Charges section in the Accounts Receivable Business Rules function, and you must select the Finance Charge check box on the 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:

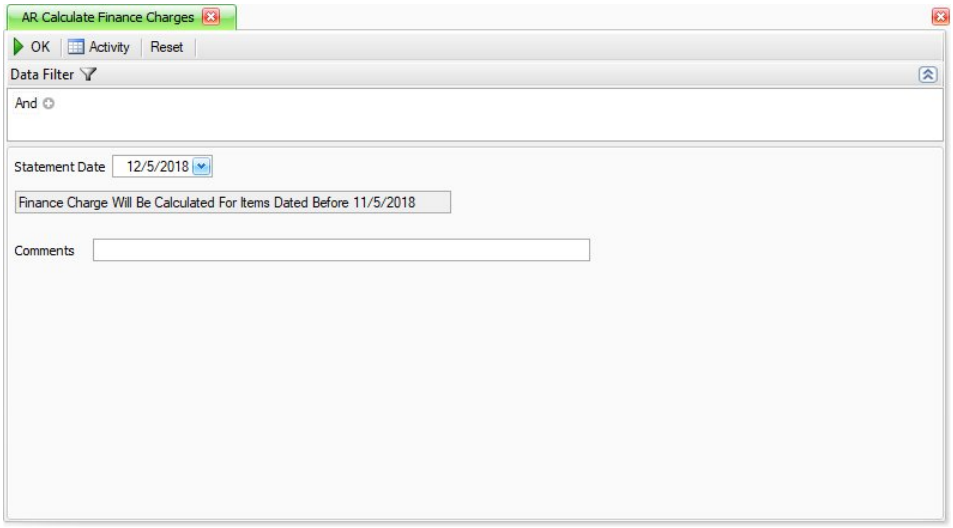
1. Select **Calculate Finance Charges** from the **Accounts Receivable, Open Invoices** menu.

Calculate Finance Charges Menu



2. The **Calculate Finance Charges** screen appears.

Calculate Finance Charges Screen



3. Select the range of **Filter Criteria** to include in the finance charge calculation, or leave the fields blank to include all Customer IDs.
4. Enter the **Statement Date**. This is the date upon which the calculation will base the finance charge calculation.

   Example: If you Calculate Finance Charges 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 Accounts Receivable Business Rule. 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 3-70).

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.

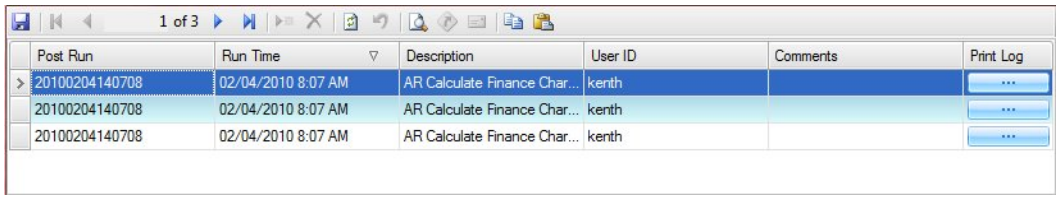
NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

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**

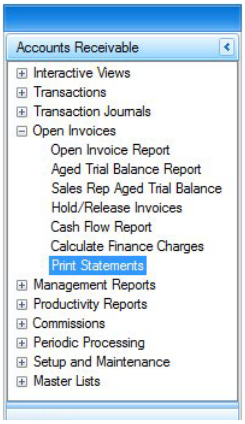
PRINTING STATEMENTS

Use the **Print Statements** function to print Customer Statements that show transactions and balances. Based on your selection in the Accounts Receivable Business Rules function, Statements can be printed on Statement forms or plain paper.

To **Print Statements**, follow these steps:

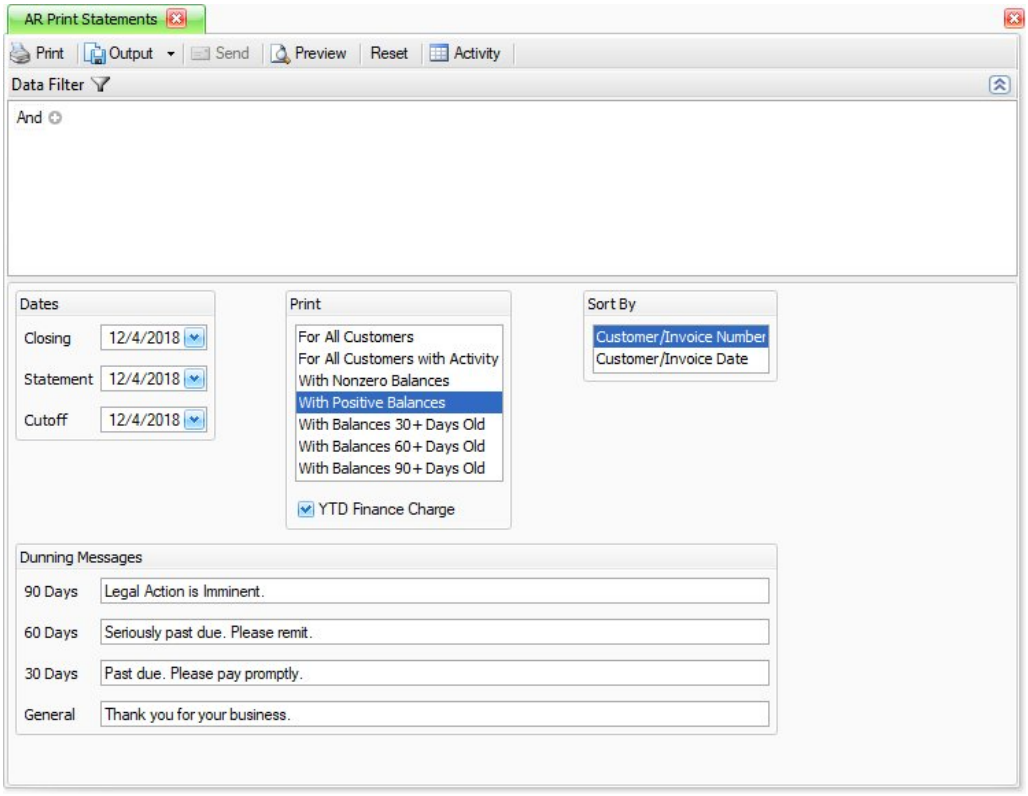
1. Select **Print Statements** from the **Accounts Receivable, Open Invoices** menu.

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 Accounts Receivable Business Rules function, or enter new messages to print on the Statements.

11. Select a command button:

Command Buttons

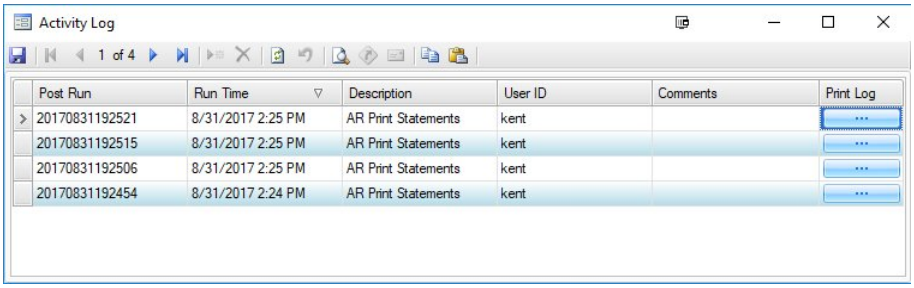
Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Opens the Activity dialog box to allow you to reprint post logs.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

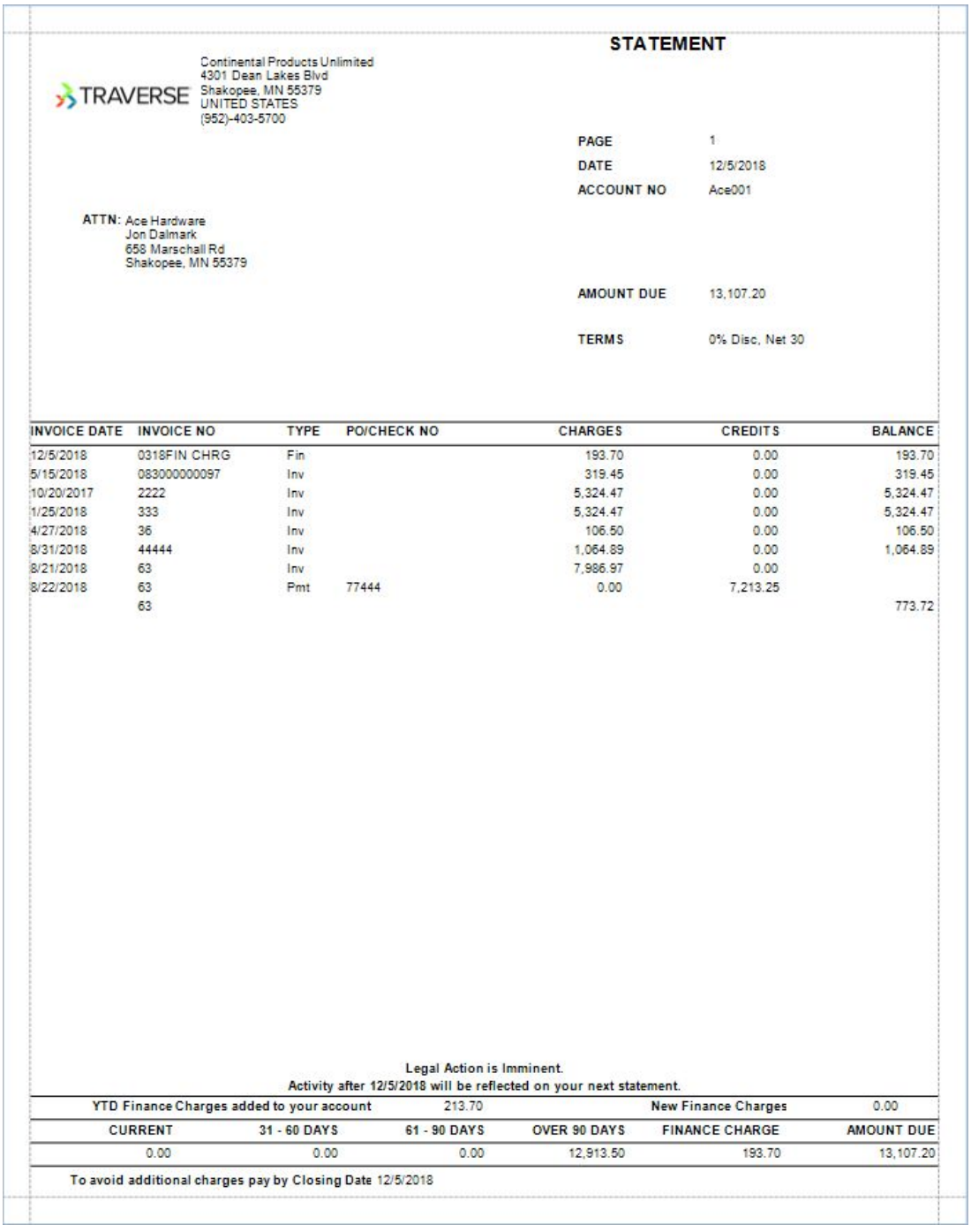
Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the print was made.
Description	The print description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

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.

8

Management Reports

Using the SO Management Reports Menu 8-3
Booked Sales Report 8-5
Open Order Report 8-11
Backorder Allocation Report. 8-15
Returned Items Report 8-19
Sales Performance Report 8-23
AR Management Reports Overview. 8-27
AR Analysis Report 8-29
Customer Activity Report 8-35
Customer Analysis Report. 8-39
Customer Sales Report 8-43
Detail History Report. 8-49
Simple History Report 8-53
Sales Analysis Report. 8-57

8 MANAGEMENT REPORTS

USING THE SO MANAGEMENT REPORTS MENU

Before you use the function on the **Management Reports** menu, complete these tasks:

- Set up your IDs and codes using the functions on the Accounts Receivable and Sales Order **Setup and Maintenance** menus.
- Verify your IDs and codes using the functions on the Accounts Receivable and Sales Order **Master Lists** and Accounts Receivable and Sales Order **Interactive Views** menus.
- Enter all applicable transactions.

Use the functions on the Transaction Journals menu to perform these tasks:

- Use the **Booked Sales Report** to view the Price, Cost, and Profit for Customers and their transactions over a given period of time. (page 8-5)
- Use the **Open Order Report** function to print a list of unposted Orders and Returns. (page 8-11)
- Use the **Backorder Allocation Report** function to find out which Backorders you can fill with Inventory Items. (page 8-15)
- Use the **Returned Items Report** to view all Returned Items that are currently unposted. Items appearing on this report have a Quantity Returned amount filled in on the Transactions screen. (page 8-19)
- Use the **Sales Performance Report** to list line Items from Orders, where either there was a difference in the Quantity Shipped versus the Quantity Ordered. (page 8-23)

If any transaction is incorrect, use the Orders functions to edit it, then reprint the appropriate invoice or journal before posting the transaction. When transactions are posted, cash receipt, open invoice, Customer, and history information is updated. If you interface Sales Order with General Ledger, the GL Journal is also updated when you post.

After you post your transactions, use the functions on the Accounts Receivable **Open Invoices** menu to work with payments; analyze balances, money due, cash flow, and finance charges; and summarize your Customer accounts.

MANAGEMENT REPORTS

Using the SO Management Reports Menu

BOOKED SALES REPORT

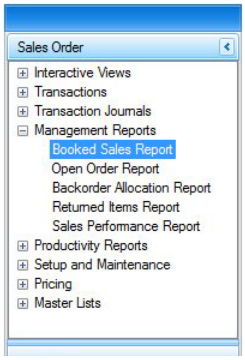
Use the **Booked Sales Report** function to view the Price, Cost, and Profit for Customers and their transactions over a given period of time.

The report has two sections, a detail section which shows the Orders Booked within the range of dates selected and a Graph which shows your Extended Price, Extended Cost and Profit for your Customers.

To print the **Booked Sales Report**, follow these steps:

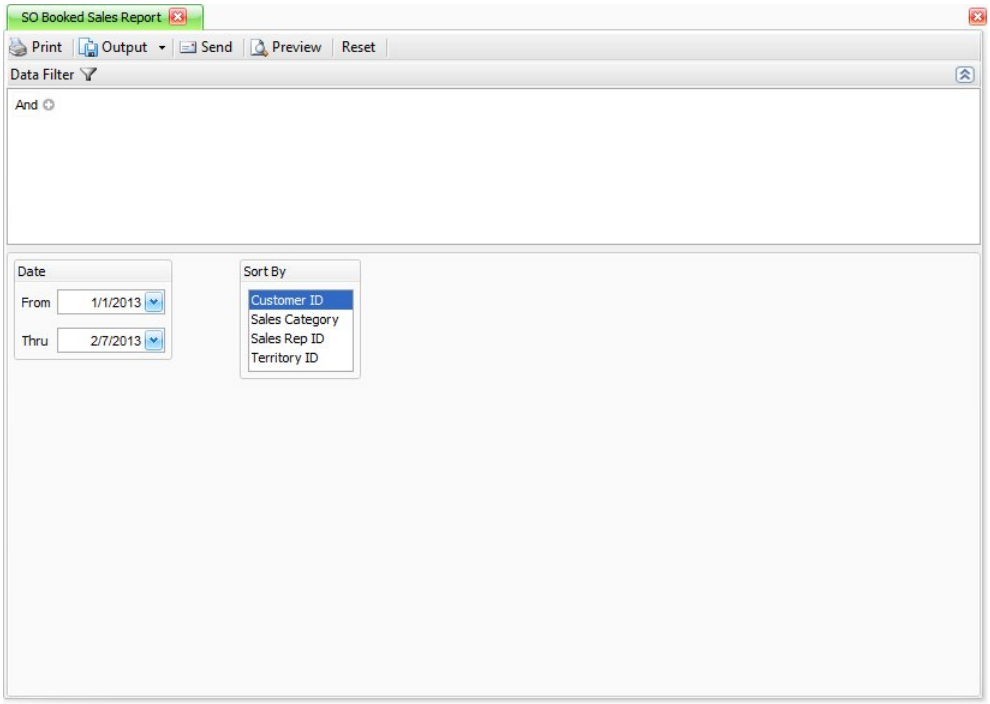
1. Select **Booked Sales Report** from the **Management Reports** menu.

Booked Sales Report Menu



2. The **Booked Sales Report** screen appears.

Booked Sales Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the fields blank to include all Sales.
4. Select a **Date** range for the report from the **From** and **Thru** fields.
5. Select the **Sort By** criteria for the report: **Customer ID**, **Sales Category**, **Sales Rep ID** and **Territory ID**.

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.

Booked Sales Report

Continental Products Unlimited — Page 1
Booked Sales Report
Sorted by Customer ID

Report Filter
Beginning Date 3/1/2010 Ending Date 3/31/2010

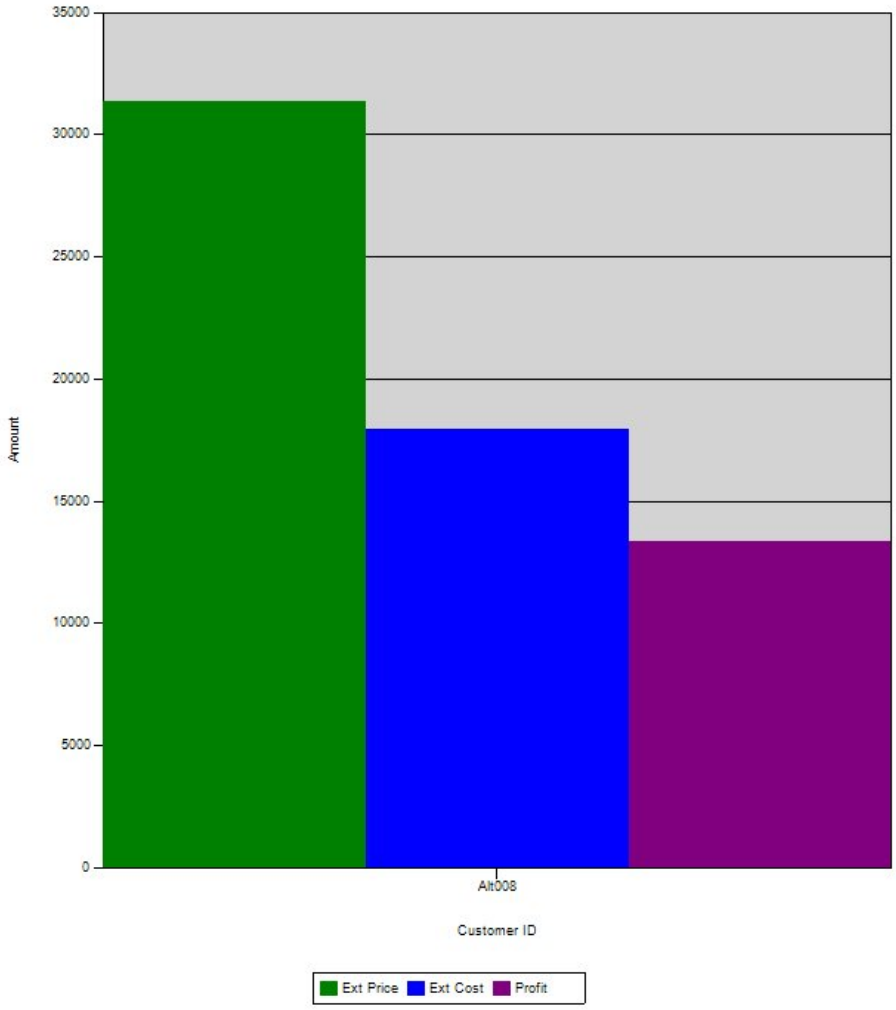
Customer ID	Trans No	Item ID	Ext Price	Ext Cost	Profit
Alt008	00000032	TestItem	16.60	11.00	5.60
	00000034	TestItem	18.00	11.00	7.00
	00000035	100	475.69	343.55	132.14
	00000035	150	1,463.76	907.53	556.23
	00000035	200100	449.95	379.44	70.51
	00000036	100	475.69	343.55	132.14
	00000036	200	2,738.23	884.54	1,853.69
	00000036	200100	449.95	379.44	70.51
	00000036	200300	499.95	429.95	70.00
	00000036	200600	89.99	75.15	14.84
	00000036	300	57.09	22.01	35.08
	00000037	100	475.69	343.55	132.14
	00000037	200	2,738.23	884.54	1,853.69
	00000037	200100	449.95	379.44	70.51
	00000037	200300	499.95	429.95	70.00
	00000037	200600	89.99	75.15	14.84
	00000037	150	1,463.76	907.53	556.23
	00000037	300	57.09	22.01	35.08
	00000037	SerLotItem	300.00	150.00	150.00
	00000037	900	429.91	239.66	190.25
	00000037	800001	30.40	15.90	14.50
	00000038	100	-475.69	-343.55	-132.14
	00000038	200100	-449.95	-379.44	-70.51
	00000038	200200	-299.95	-227.53	-72.42
	00000038	200300	-499.95	-429.95	-70.00
	00000041	100	475.69	343.55	132.14
	00000041	150	1,463.76	907.53	556.23
	00000041	200100	449.95	379.44	70.51
	00000041	200200	299.95	227.53	72.42
	00000041	200300	499.95	429.95	70.00
	00000041	200400	149.95	127.40	22.55
	00000041	200500	57.50	47.50	10.00
	00000042	100	475.69	343.55	132.14
	00000042	150	1,463.76	907.53	556.23
	00000042	200100	449.95	379.44	70.51
	00000042	200200	299.95	227.53	72.42
	00000042	200300	499.95	429.95	70.00
	00000042	200400	149.95	127.40	22.55
	00000042	200500	57.50	47.50	10.00
	00000043	100	475.69	343.55	132.14
	00000043	150	1,463.76	907.53	556.23
	00000043	200100	449.95	379.44	70.51
	00000043	200200	299.95	227.53	72.42
	00000043	200300	499.95	429.95	70.00
	00000043	200400	149.95	127.40	22.55
	00000043	200500	57.50	47.50	10.00
	00000044	100	1,057.08	687.10	369.98
	00000044	200100	449.95	379.44	70.51
	00000044	200300	499.95	429.95	70.00
	00000044	200600	89.99	75.15	14.84
	00000045	200100	449.95	379.44	70.51

3/31/2010 12:58 PM OPEN_SYSTEM\kenthe

Booked Sales Report Graph

Continental Products Unlimited
Booked Sales Report
Sorted by Customer ID

Page 3



3/31/2010 12:58 PM *** End of Report *** OPEN_SYSTEM\kenthe

OPEN ORDER REPORT

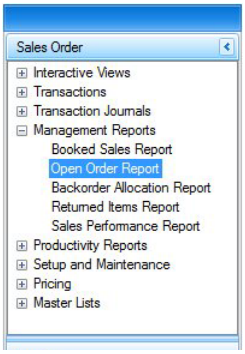
Use the **Open Order Report** function to print unposted orders and returns. Use the report to verify their status and to compare the original ordered quantity against the actual ordered quantity. If you interface Sales Order with Inventory, the report also shows the quantity of ordered Items available. If the ordered quantity on a line Item changes, the Original Quantity and the Ordered Quantity differ.

If an order has Backorders but the Backorders are not listed in the report, you may not have posted the orders. Backorders are generated when you run the Post Transactions function (page 5-185).

To print the **Open Order Report**, follow these steps:

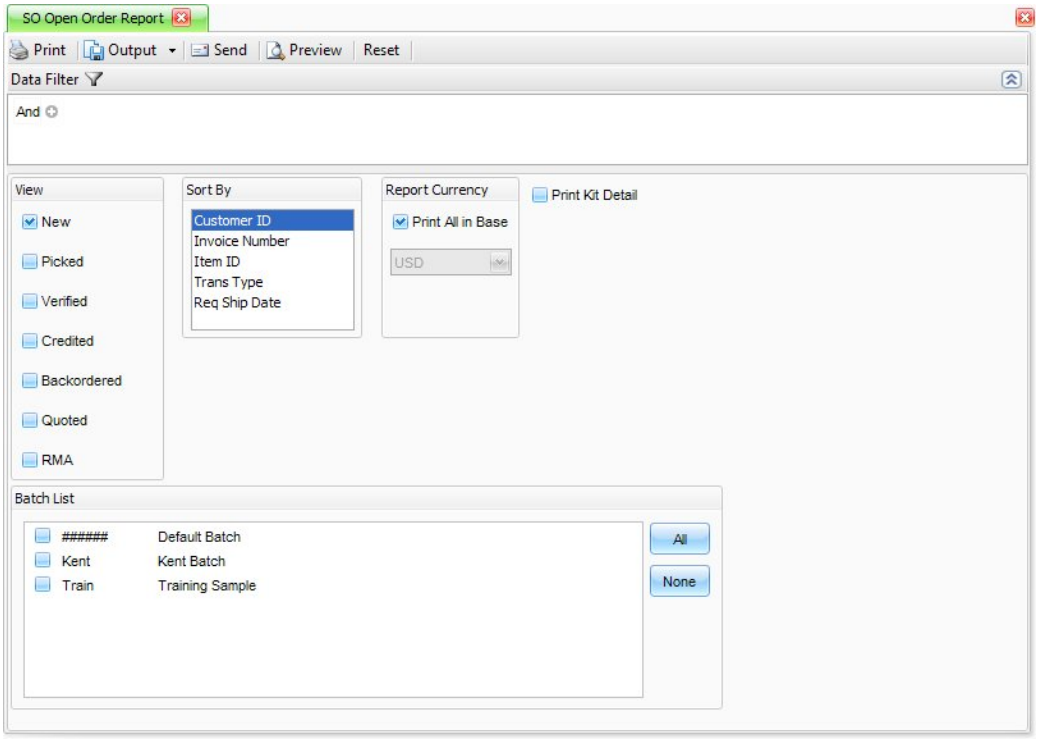
1. Select **Open Order Report** from the **Management Reports** menu.

Open Order Report Menu



2. The **Open Order Report** screen appears.

Open Order Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the fields blank to include all Open Orders.
4. Select the types of Orders to **View** in the report: **New**, **Picked**, **Verified**, **Credited**, **Backordered**, **Quoted**, and **RMA**. You may include several types or all transaction types in the report.
5. Select the **Sort By** criteria for the report: **Customer ID**, **Invoice Number**, **Item ID**, **Trans Type**, and **Req Ship Date**.
6. If you use multi-currency, these print options are available:

¥$£€

- To print orders 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 orders that were entered in the base currency are printed on the report.
- To print orders that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only orders that were entered in the currency you select are printed on the report.

- To print all orders (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 order amounts from their original currency to the base currency (if necessary), then prints all orders on the report.

7. To **View Kit Detail** for those Items that are sold as Kits on the journal, select the check box; otherwise, clear it. This check box appears only if you have the Bill of Materials/Kitting application installed.
    - This check box appears only if you have the Bill of Materials/Kitting application installed. It is also automatically selected if you selected the Print Kit Detail on Packing Lists option in the Bill of Materials/Kitting Business Rules function. See the Bill of Materials/Kitting Training Manual for more information.
8. Select the **Batches** to include in the report. You will only see the available batches if you select Yes to Use Batch Processing in the Accounts Receivable Business Rules. Select the **All** button to select all available Batches. Select the **None** button to clear the check box for all selected Batches.
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.

Open Order Report

USD

Continental Products Unlimited
Open Order Report
Sorted By Customer ID

Report Filter					**Picked**			**No**	
New	Yes				**Credited**			**No**	
Verified	No				**Quoted**			**No**	
Backordered	No				**Print Kit Detail**			**No**	
RMA	No				**Print All in Base Currency**			**Yes**	
Selected Batches	###### Quotes Verify								
Trans No	**Trans Type**	**Cust ID**	**Trans Date**	**Item ID**	**Loc ID**	**Quantity Available**	**Unit**	**Quantity**	**Amount**
Batch Code		**Rep 1**	**Ship Date**	**Description**					
Invoice No		**Rep 2**	**Req Ship Date**						
00000032	New	AR008	3/25/2010						
######		GJL							
		JSK							
			3/25/2010	TestItem	MN0001	-2.0000	EA	**Original** 1.0000	16.60
				Pricing Test Item				**Ordered** 1.0000	16.60
								Shipped 0.0000	0.00
00000034	New	AR008	3/25/2010					**Backordered** 0.0000	0.00
######		GJL							
		JSK							
			3/25/2010	TestItem	MN0001	-2.0000	EA	**Original** 1.0000	18.00
				Pricing Test Item				**Ordered** 1.0000	18.00
								Shipped 0.0000	0.00
00000035	New	AR008	3/25/2010					**Backordered** 0.0000	0.00
######		GJL							
		JSK							
			3/25/2010	100	MN0001	4.0000	PKG	**Original** 1.0000	475.69
				Electical Package				**Ordered** 1.0000	475.69
								Shipped 0.0000	0.00
								Backordered 0.0000	0.00
			3/25/2010	150	MN0001	5.0000	PKG	**Original** 1.0000	1,463.76
				Plumbing Package				**Ordered** 1.0000	1,463.76
								Shipped 0.0000	0.00
								Backordered 0.0000	0.00
			3/25/2010	200100	MN0001	3.0000	EA	**Original** 1.0000	449.95
				Furnace				**Ordered** 1.0000	449.95
3/31/2010 9:23 AM									**OPEN_SYSTEMS\kenthe**

BACKORDER ALLOCATION REPORT

Use the **Backorder Allocation Report** to determine which Backorders you can fill. If a Backordered Item has zero quantities On Hand, it does not appear on the report.

The Qty Available field shows the quantity available for allocation (in base units), which is the Committed Quantity subtracted from the On Hand Quantity. If the Qty Available field is zero, the amount in the Qty Allocated column for the remaining Backorders for the Item is zero.

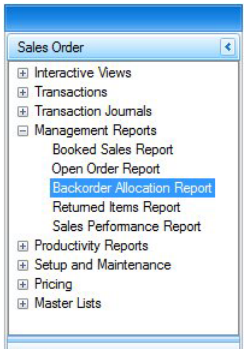
The Balance Available field shows the total Allocated Quantity subtracted from the Quantity Available. The balance is zero if the Quantity Backordered is greater than or equal to the Quantity Available.

The amount in the Ext Price column is the order Unit Price (in base units) multiplied by the Allocated Quantity (also in base units). You can use this amount to forecast revenue on filled Backorders.

To print the **Backorder Allocation Report**, follow these steps:

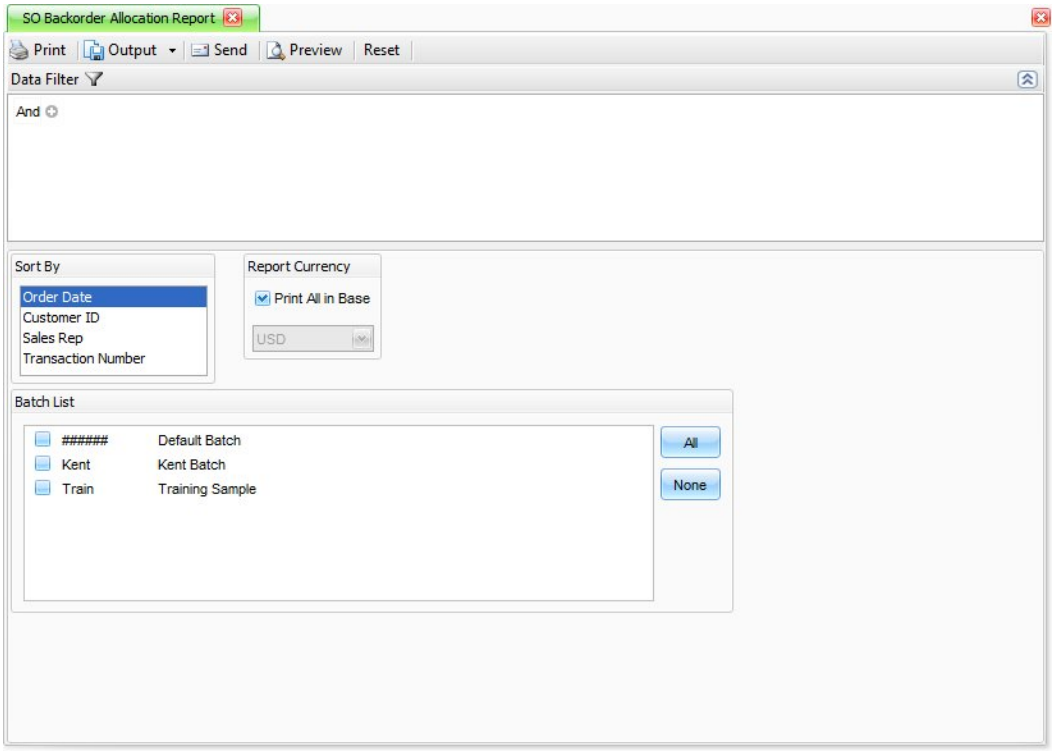
1. Select **Backorder Allocation Report** from the **Management Reports** menu.

Backorder Allocation Report Menu



2. The **Backorder Allocation Report** screen appears.

Backorder Allocation Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the fields blank to include all Orders.
4. Select the **Sort By** criteria for the report: **Order Date**, **Customer ID**, **Sales Rep**, or **Transaction Number**. The report shows the order in which Backorders can be filled based on your selection; for example, if you elect to Sort By Order Date, the Item with the earliest Order Date is filled first.
5. If you use multi-currency, these print options are available:

¥$£€

- To print orders 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 orders that were entered in the base currency are printed on the report.
- To print orders that were entered in a currency other than the base currency, select that currency as the report **Currency**. Only orders that were entered in the currency you select are printed on the report.

- To print all orders (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 order amounts from their original currency to the base currency (if necessary), then prints all orders on the report.

6. Select the **Batches** to include in the report. You will only see the available batches if you select Yes to Use Batch Processing in the Accounts Receivable Business Rules. Select the **All** button to select all available Batches. Select the **None** button to clear the check box for all selected Batches.
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.

Backorder Allocation Report

12/7/2006 3:11 PM

Computer Products Unlimited
Backorder Allocation Report
Sorted By Location/Item/Order Date

Page 1 / 2

USD

Loc ID / Item ID / Trans No	Batch	Loc Description / Item Description / Order Date	Rep 1	Rep 2	Cust ID	Name	Base Unit / Bin Number	On Backorder	Qty Available / Qty Allocated	Base Price / Ext Price
MN0001		MINNEAPOLIS WAREHOUSE								
100		Electrical Package					PKG		542.0000	595.22
00001013	SoRec	2/24/2006	GJL	JSK	Alt008	Altos Servers Company	E-10	2.0000	2.0000	907.87
								Item Total	2.0000	907.87
								Balance Available	540.0000	
200200		Water Heater					EA		96.0000	344.55
00001008	SoRec	2/1/2006	JSK		Bet023	Beta Dynamics Inc.		1.0000	1.0000	316.68
								Item Total	1.0000	316.68
								Balance Available	95.0000	
200300		Air Conditioner					EA		44.0000	574.28
00001009	SoRec	2/1/2006	JSK		Cel017	Celebris Systems		20.0000	20.0000	10,556.63
								Item Total	20.0000	10,556.63
								Balance Available	24.0000	
200400		Water Softener					EA		34.0000	172.24
00001009	SoRec	2/1/2006	JSK		Cel017	Celebris Systems		1.0000	1.0000	158.31
								Item Total	1.0000	158.31
								Balance Available	33.0000	
800001		Wallpaper - Contemporary					FOOT		5,184.0000	0.21
00001017	SoRec	8/28/2006	GJL	JSK	Alt008	Altos Servers Company		224.0000	224.0000	44.27
								Item Total	224.0000	44.27
								Balance Available	4,960.0000	
800002		Wallpaper - Traditional					FOOT		277.0000	0.20
00001017	SoRec	8/28/2006	GJL	JSK	Alt008	Altos Servers Company		272.0000	272.0000	50.93

RETURNED ITEMS REPORT

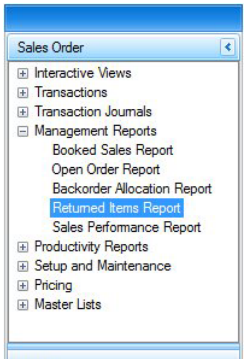
Use the **Returned Items Report** to view all Returned Items that are currently unposted. Items appearing on this report have a Quantity Returned amount filled in on the Orders screen.

This feature is only available if the Return Items Direct to Stock, Accounts Receivable Business Rule is set to No.

To produce the **Returned Items Report**, follow these steps:

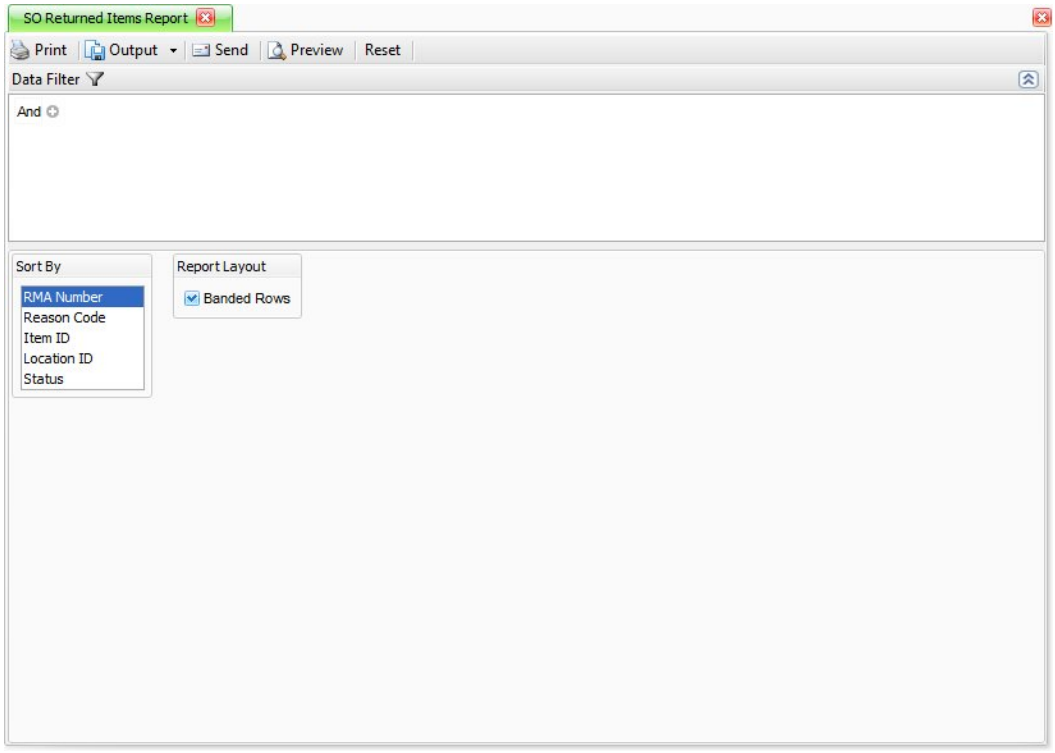
1. Click **Returned Items** in the **Management Reports** menu to open the function.

Returned Items Report Menu



2. The **Returned Items Report** screen appears.

Returned Items Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the fields blank to include all Returned Items.
4. Choose whether you want the report to be **Sorted By**: **RMA Number**, **Reason Code**, **Item ID**, **Location ID**, or **Status**.
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.

Returned Items Report

Continental Products Unlimited
Returned Items Report
Sorted By RMA Number

Page 1

Report Filter

Status / Reason Code	RMA Number / Description	Entry Date	Item ID / Description	Loc ID / Unit	Returned Qty	Serial No. / Lot No.	Bin / Container
New		8/30/2017	MON103	MN0001		34UF90	
Damaged	Damaged Item		Flat-Panel Widescreen HD Monitor	EA	1.0000		
New	1	8/30/2017	CAS006	CA0001			
			Portable Computer Briefcase	EA	25.0000		
New	1	8/30/2017	KYB100	MN0001			
			105-Key USB/PS Multimedia Keyboard	EA	25.0000		
New	1	8/30/2017	MEM036	MN0001			
			microSD Memory Card	EA	25.0000		
New	1	8/30/2017	MEM036	MN0001			
			USB Flash Drive	EA	25.0000		
New	17	8/30/2017	KYB100	MN0001			
Wrong	Wrong Item Shipped		105-Key USB/PS Multimedia Keyboard	EA	25.0000		
New	75	8/30/2017	200200	CA0001			
Warranty	Warranty Item		Water Heater	EA	1.0000		

8/30/2017 2:02 PM *** End of Report *** OPEN_SYSTEM S\Kent.Heitkamp

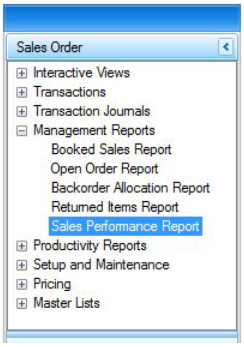
SALES PERFORMANCE REPORT

Use the **Sales Performance Report** function to list line Items from Orders where either there was a difference in the Quantity Shipped versus the Quantity Ordered. This report also displays if there is a difference in Order Date and Ship Date.

To produce the **Sales Performance Report**, follow these steps:

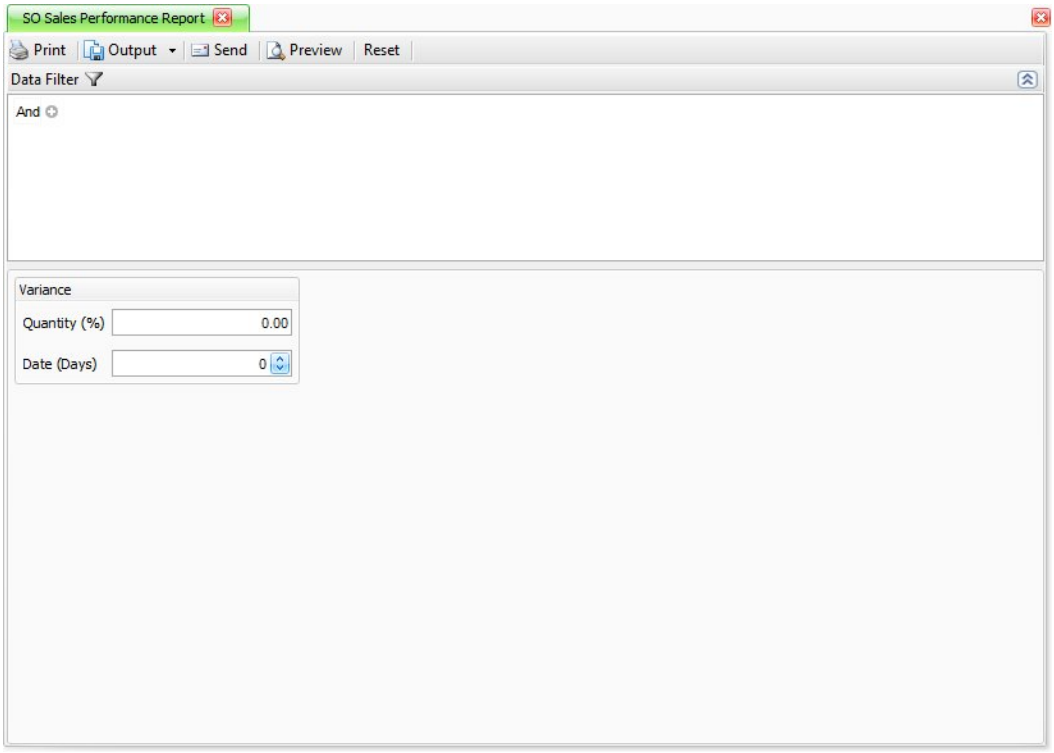
1. Click **Sales Performance in** the **Management Reports** menu.

Sales Performance Report Menu



2. The **Sales Performance** screen appears.

Sales Performance Report Screen



3. Select the range of **Filter Criteria** to include in the report or leave the fields blank to include all Orders.
4. Enter the percentage of **Variance** for the report in the **Quantity %** field.

NOTE: Only line Items with a variance greater than the Variance Quantity % entered will appear.

5. Enter the number of days of **Variance** for the report in the **Date (Days)** field.

NOTE: Only line Items with a Variance greater than the Days entered will appear.

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.

Sales Performance Report

Continental Products Unlimited
Sales Performance Report

Report Filter
Quantity Variance (Pct) +/- 0.00 **Date Variance (Days)** 0

Customer ID / Trans No	Name / Item ID / Description	Location ID	Order Quantity / Req Ship Date	Actual Quantity / Actual Ship Date	Variance (Pct) / Variance (Days)
Alt008	**Altos Servers Company**				
00000003	350 Entry Door	CA0001	35.0000 3/23/2007	35.0000 3/1/2007	0.00 -22.00
			Total for Trans No 00000003		0.00 -22.00
00000010	MSE101 Wireless Optical Mouse 3000	MN0001	1.0000 11/3/2009	1.0000 11/3/2009	0.00 0.00
			Total for Trans No 00000010		0.00 0.00
00000012	MON103 23" Flat-Panel LCD HD Monitor	MN0001	1.0000 12/4/2009	1.0000 12/4/2009	0.00 0.00
			Total for Trans No 00000012		0.00 0.00
00000015	MON103 23" Flat-Panel LCD HD Monitor	MN0001	2.0000 11/4/2009	2.0000 11/4/2009	0.00 0.00
			Total for Trans No 00000015		0.00 0.00
00000017	MON103 23" Flat-Panel LCD HD Monitor	MN0001	1.0000 11/4/2009	1.0000 11/4/2009	0.00 0.00
			Total for Trans No 00000017		0.00 0.00
00000027	MON103 23" Flat-Panel LCD HD Monitor	MN0001	1.0000 12/4/2009	1.0000 3/25/2010	0.00 111.00
			Total for Trans No 00000027		0.00 111.00
00000028	Maintenance		1.0000 11/3/2009	1.0000 11/3/2009	0.00 0.00
			Total for Trans No 00000028		0.00 0.00

3/31/2010 2:06 PM **OPEN_SYSTEMS\kenthe**

AR MANAGEMENT REPORTS OVERVIEW

Before you use the Accounts Receivable **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 Accounts Receivable Management Reports.

Use the Accounts Receivable **Management Reports** functions to perform these tasks:

- Use the **AR Analysis Report** to analyze your company's outstanding receivables. (page 8-29)
- Use the **Customer Activity Report** to analyze Sales, Gross Profit, and Invoice information for each Customer. (page 8-35)
- Use the **Customer Analysis Report** to analyze Sales, Profit, Payment, Average Invoice, and Balance information for each Customer. (page 8-39)
- Use the **Customer Sales Report** to summarize the sales activity for each Customer. (page 8-43)
- 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 8-49)
- 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. (page 8-53)
- 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 8-57)

AR ANALYSIS REPORT

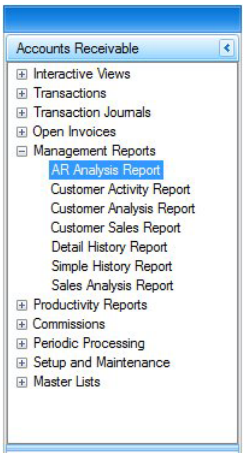
The **AR Analysis Report** provides an analysis of your company's outstanding receivables.

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:

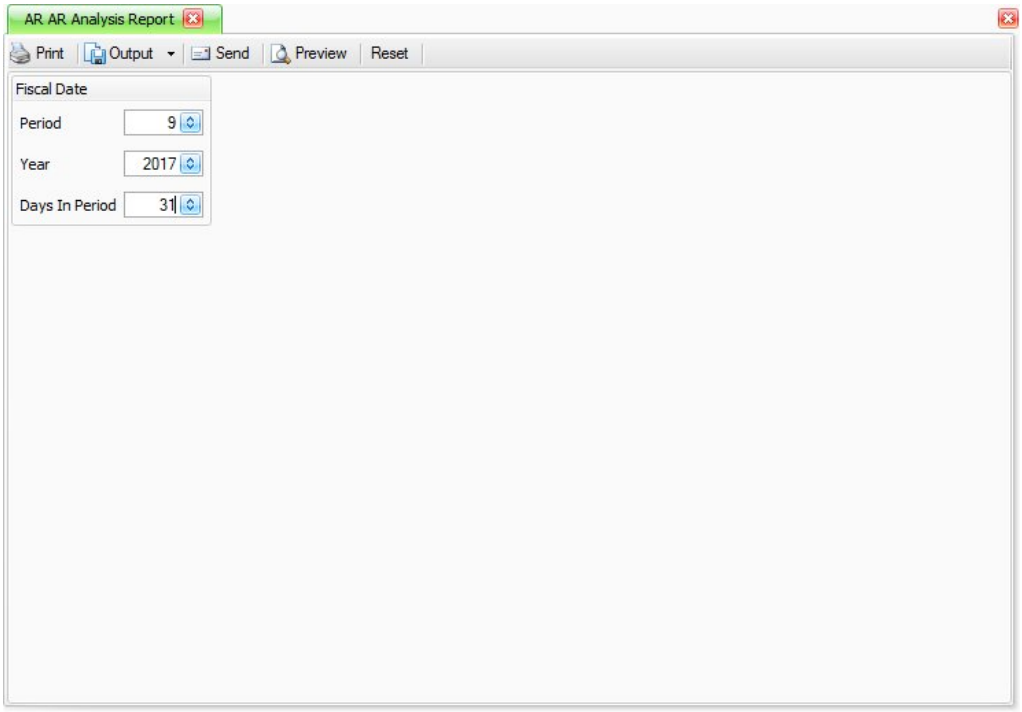
1. Select **AR Analysis Report** from the **Management Reports** menu.

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	95.01
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	3,695,678.76	98.36	3,695,678.76	98.36	3,691,956.79	98.26

	Period 8	--3-Period Avg-		--Prior Period-		--Same Period Last Yr-	
	Amount	Amount	Pct	Amount	Pct	Amount	Pct
Avg Invoice	5,463.12	0.00	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	0.00
Days Sales Outstanding	347.13	0.00	0.00	166,064.38	47,839.82	2,644.07	761.70
No of Invoices	44	0	0.00	1	2.27	33	75.00
No of Payments	54	0	0.00	0	0.00	8	61.11

12/5/2018 4:26 PM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

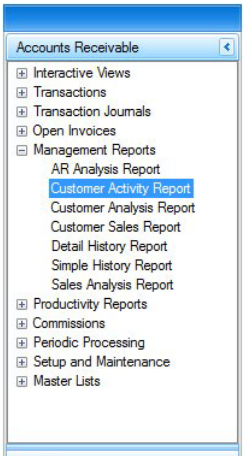
CUSTOMER ACTIVITY REPORT

The **Customer Activity Report** identifies your top Customers.

To produce a **Customer Activity Report**, follow these steps:

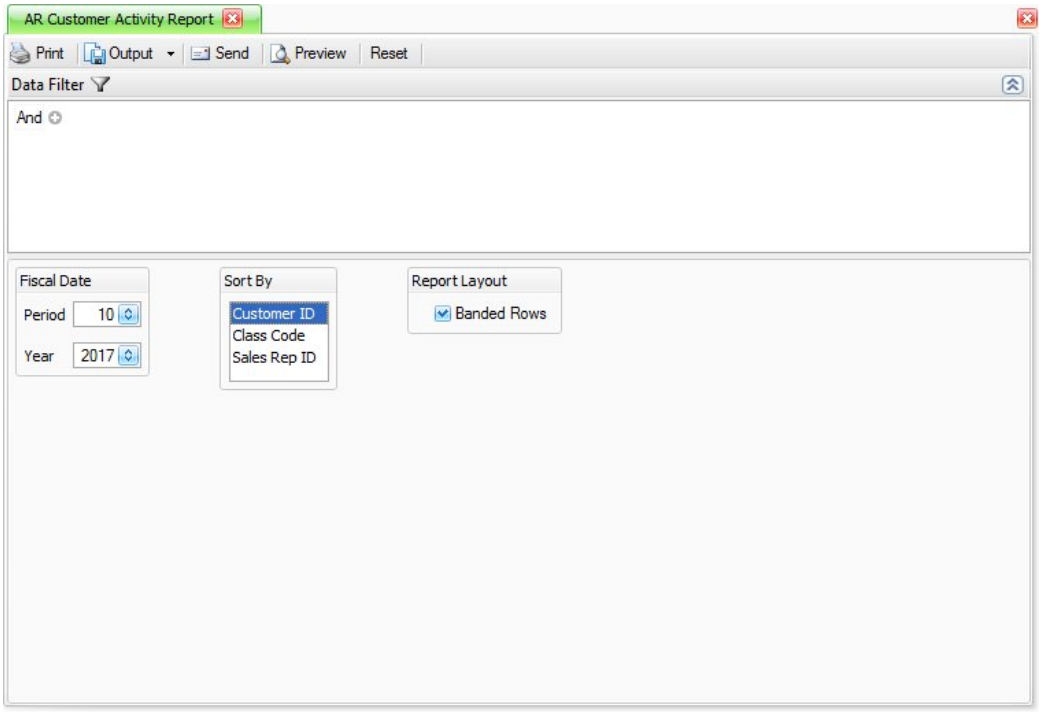
1. Select **Customer Activity Report** from the **Management Reports** menu.

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
Customer Activity Report
For Fiscal Period 8 / 2018
Sorted by Customer ID

Page 1

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

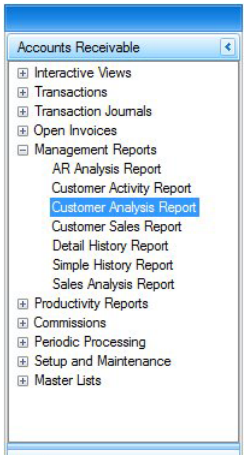
The **Customer Analysis Report** shows the Customer **Sales**, **COGS**, and **Profit** amounts, **No of Invoices** and **Avg Invoice** amounts for the Current Period, All Periods, or No Periods, the Year To Date, and Last Year. The report also shows the **First Sale** and **Last Sale** dates for each 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:

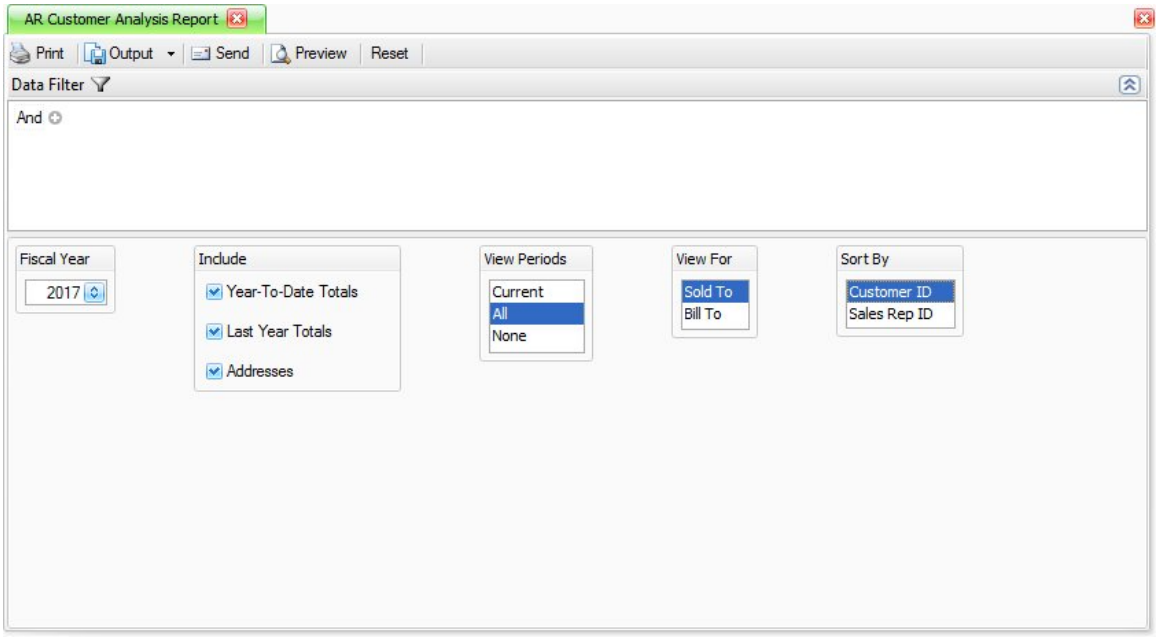
1. Select **Customer Analysis Report** from the **Management Reports** menu.

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
Customer Analysis Report (2017)
Sorted By Customer ID

Customer ID / Sales Rep ID	Name/Address	Period	Sales	Intl Prefix / Currency ID	COGS	Phone / Fax	Profit	No Inv	Dist Code / Terms Pct	Fin Chrg	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
GJL	945 Tuscon Drive			USD		(612)-805-6024			0.00		0	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	482.39	
		8	3,091.02		1,760.36		1,330.66	5		0.00	48,226.36		0.00			10	7,129		713	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	2,000.00	
		4	1,500.00		0.00		1,500.00	1		0.00	0.00		0.00			0	0		0	1,500.00	
		5	500.00		0.00		500.00	1		0.00	20,000.00		0.00			4	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	1,333.33	
Atm047	Asynchronous Networking Tech.			011		(612)-906-3214			D001						1/21/2016				0.00		4,935.23
GJL	960 Parker Street			USD		(612)-906-3214			0.00		0	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	45.00	
		8	282.00		210.00		72.00	3		0.00	0.00		0.00			0	0		0	94.00	
		9	20.00		13.75		6.25	1		0.00	0.00		0.00			0	0		0	20.00	
	Year-To-Date		347.00		260.75		86.25	5		0.00	0.00		0.00			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		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		3	1,057.08	
		8	459.00		300.00		159.00	1		0.00	100.00		0.00			1	0		0	459.00	
		9	13,035.03		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		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	

5/17/2017 9:50 AM OPEN_SYSTEMS\Kent.Heitkamp

CUSTOMER SALES REPORT

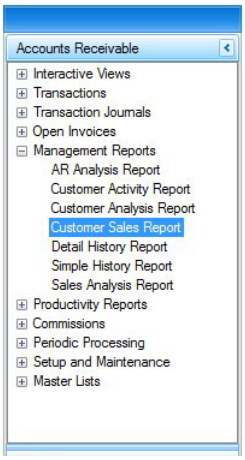
The **Customer Sales Report** shows the balances and cumulative sales to the Customers you specify, and summarizes the sales activity for these Customers. The following information is printed in the report:

- **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:

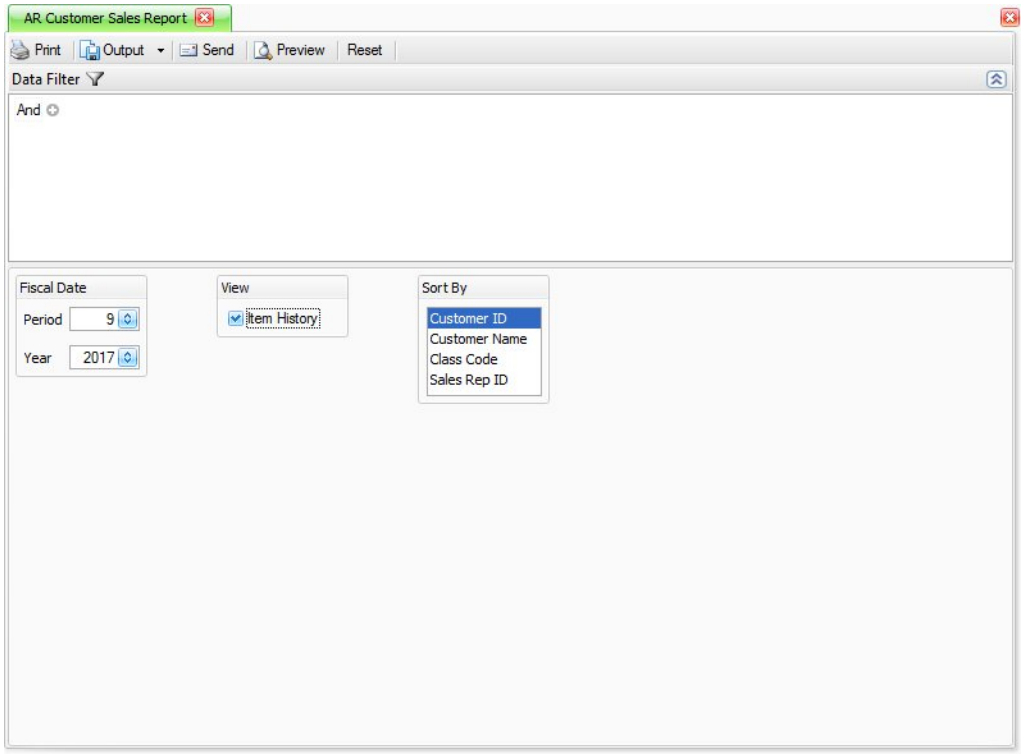
1. Select **Customer Sales Report** from the **Management Reports** menu.

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

Page 1

ReportFilter

Customer ID / Name / Item ID	Class Code	Rep ID	Qty Sold Qty	Qty Sold Unit	Sales Amount	Sales PctTot	Gross Profit Amount	Gross Profit PctTot	Average Invoice Amount	Average Invoice PctTot	No of Invoices Amount	No of Invoices PctTot
Alt008	Retail	GJL			52,231.22	37.80	16,431.88	36.88	8,705.20	6.30	6	35.29
Altos Servers Company												
100			2.0000		250.00	0.18	250.00	0.56	125.00	0.09		
150			5.0000	PKG	2,642.70	1.91	902.41	2.03	2,642.70	1.91		
200150			2.0000	PKG	2,927.52	2.12	1,123.30	2.52	2,927.52	2.12		
AWS			3.0000	EA	44,997.00	32.57	13,497.00	30.30	22,498.50	16.28		
MON103			4.5000	HR	540.00	0.39	365.17	0.82	540.00	0.39		
			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		

5/17/2017 10:02 AM OPEN_SYSTEMS\Kent.Heikamp

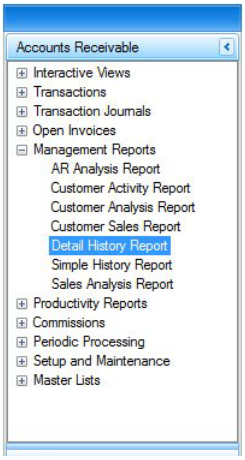
DETAIL HISTORY REPORT

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:

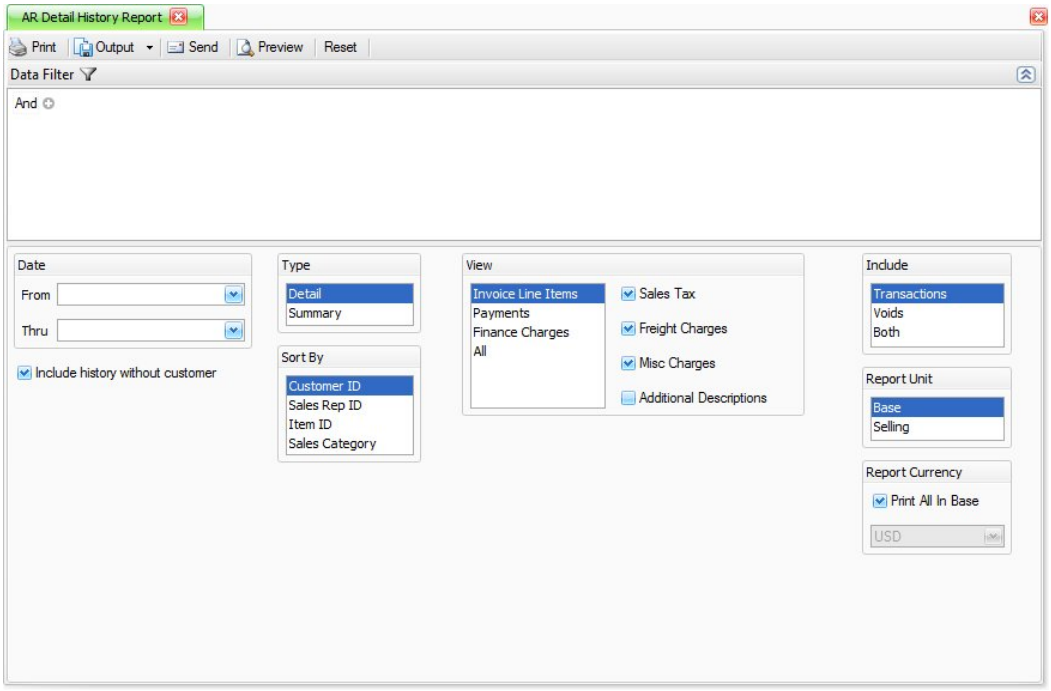
1. Select **Detail History Report** from the **Management Reports** menu.

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

USD

Continental Products Unlimited
Detail History Report (Detail)
Sorted By Customer ID

Report Filter			
Date From		**Thru**	
View	Invoice Line Items	**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									
	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		7/12/2017			31.36	0.00	0.00
	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		8/8/2017			86.32	0.00	20.00
	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		12/1/2014			1,329.94	0.00	0.00
	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		9/5/2017			32.18	0.00	0.00
	Item ID	**Loc ID**	**Description**	**Cat**	**Quantity**	**Unit**	**Cost**	**Sales**	**Profit**	**Pct**
			MN 041300000028		1.0000		500.00	1,000.00	500.00	50.00
			Maintenance					65.00	0.00	0.00
			Invoice No 041300000028		8/5/2017					
			MN 041300000050		9/3/2017					

5/17/2017 11:31 AM OPEN_SYSTEMS\Kent.Heitkamp

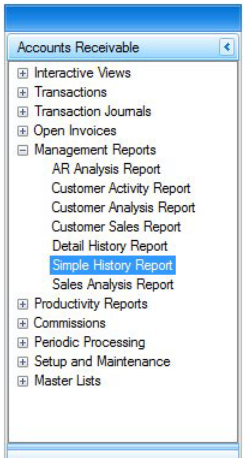
SIMPLE HISTORY REPORT

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:

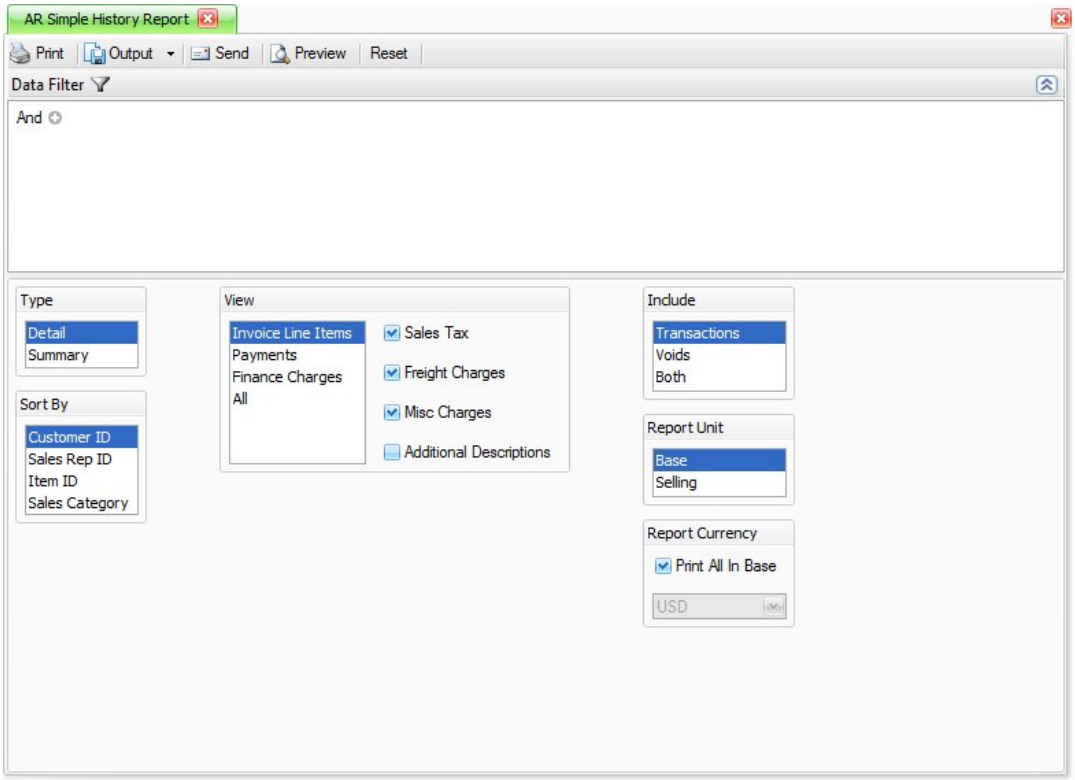
1. Select **Simple History Report** from the **Management Reports** menu.

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

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		020100000005	8/8/2017			0.00	20.00	20.00	100.00
Alt008		360		D1	030100000003	12/1/2014	35.0000	EA	7,351.05	20,460.85	13,109.80	64.07
Alt008	G-JL		Sales Tax Charges		030100000003	12/1/2014			1,329.94	1,329.94	0.00	0.00
Alt008	G-JL	JSK	MON103		041300000027	9/5/2017	0.0000	EA	320.00	495.00	175.00	35.35
Alt008	G-JL	JSK	Sales Tax Charges		041300000027	9/5/2017			32.18	32.18	0.00	0.00
Alt008	G-JL	JSK	Maintenance		041300000028	8/5/2017	1.0000		600.00	1,000.00	500.00	50.00
Alt008	G-JL	JSK	Sales Tax Charges		041300000028	8/5/2017			65.00	65.00	0.00	0.00
Alt008	G-JL	JSK	CA58 Parts Warranty		041300000050	9/3/2017	2.0000		0.00	200.00	200.00	100.00
Alt008		100		P1	081000000001	10/9/2014	1.0000	PKG	348.06	528.54	180.48	34.15
Alt008	G-JL		Sales Tax Charges		081000000001	10/9/2014			34.36	34.36	0.00	0.00
Alt008		150		P1	081000000002	10/9/2014	1.0000	PKG	902.11	1,463.76	561.65	38.37
Alt008	G-JL		Sales Tax Charges		081000000002	10/9/2014			95.14	95.14	0.00	0.00
Alt008		100		P1	081000000002	10/9/2014	5.0000	PKG	1,717.75	2,378.43	660.68	27.78
Alt008	G-JL		Sales Tax Charges		081000000002	10/9/2014			154.60	154.60	0.00	0.00
Alt008		100		P1	081000000003	10/9/2014	1.0000	PKG	343.55	528.54	184.99	35.00
Alt008	G-JL		Sales Tax Charges		081000000003	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		100700000012	9/5/2017	1.0000	EA	260.00	379.00	119.00	31.40
Alt008	G-JL	JSK	Sales Tax Charges		100700000012	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		110400000016	8/6/2017	2.0000	EA	640.00	990.00	350.00	35.35
Alt008	G-JL	JSK	Sales Tax Charges		110400000016	8/6/2017			64.35	64.35	0.00	0.00
Alt008	G-JL	JSK	Freight Charges		110400000016	8/6/2017			0.00	50.00	50.00	100.00
Alt008	G-JL	JSK	Misc Charges		110400000016	8/6/2017			0.00	10.95	10.95	100.00
Alt008	G-JL	JSK	MON103		110400000017	8/6/2017	-1.0000	EA	-320.00	-295.00	25.00	-8.47
Alt008	G-JL	JSK	Sales Tax Charges		110400000017	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

5/17/2017 11:44 AM

OPEN_SYSTEMS\Kent.Heitkamp

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.

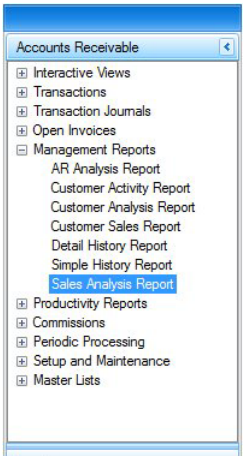
- The second section of the report shows the **Sales**, **COGS**, **Gross Profit**, **Avg Invoice Amount**, and **No of Invoices** for the reporting **Period** and the previous 12 periods.

  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:

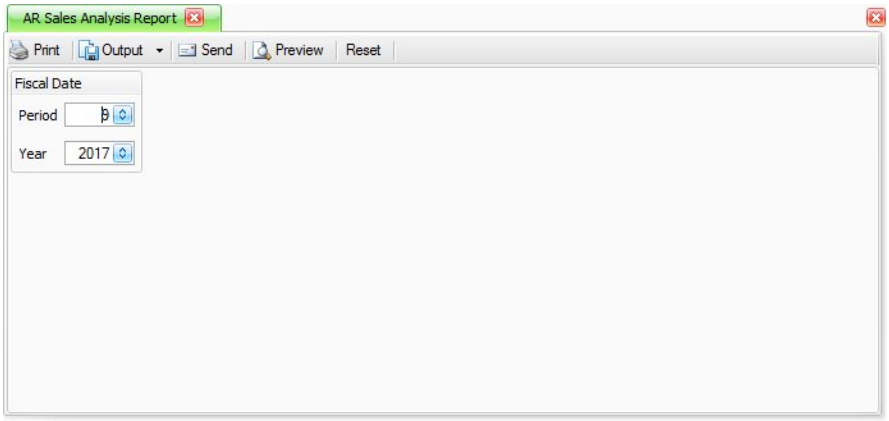
1. Select **Sales Analysis Report** from the **Management Reports** menu.

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	Last Year	
		Current Period	Year-to-Date	Current Period	Quarter-to-Date	Year-to-Date
Sales		144,485.63	229,905.62	0.00	0.00	0.00
COGS		97,560.44	150,090.82	0.00	0.00	0.00
Gross Profit		46,925.19	79,814.80	0.00	0.00	0.00
Avg Invoice		5,160.20	3,025.07	0.00	0.00	0.00
No of Invoices		28	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

5/17/2017 12:00 PM

*** End of Report ***

OPEN_SYSTEMS\Kent.Heitkamp

9

COMMISSIONS

Using the Commissions Menu 9-3
Commission Detail List 9-5
Commission Detail. 9-11
Prepare Commissions 9-17
Commission Edit Register 9-21
Post Commissions 9-25
Purge Completed Invoices 9-31
Commission Detail View 9-35

9 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 Accounts Receivable Business Rules function. 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 9-5).
2. Use the **Commission Detail** function to set up commissions information and to change commission detail for an invoice (page 9-11). Sales Rep information defaults and can be changed from the Sales Reps function (page 3-47).
3. Use the **Prepare Commissions** function to prepare invoices (page 9-17).
4. Use the **Commission Edit Register** function to determine the prepared commission amounts to adjust, if any (page 9-21).
5. Use the **Commission Detail** function to adjust the prepared commission amounts (page 9-11).
6. **Prepare Commissions** again (page 9-17).
7. Reprint the **Commission Edit Register** if needed (page 9-21).
8. Use the **Post Commissions** function to post commissions and generate an AP invoice or Payroll transaction to pay the Sales Reps (page 9-25).
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 9-5).
10. Use the **Purge Completed Invoices** function to delete commissions (page 9-31), 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 9-35).

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.

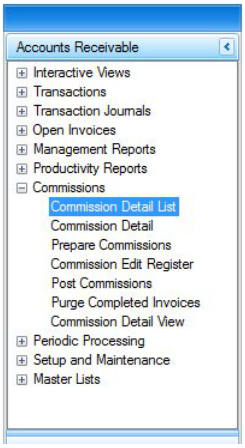
COMMISSION DETAIL LIST

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:

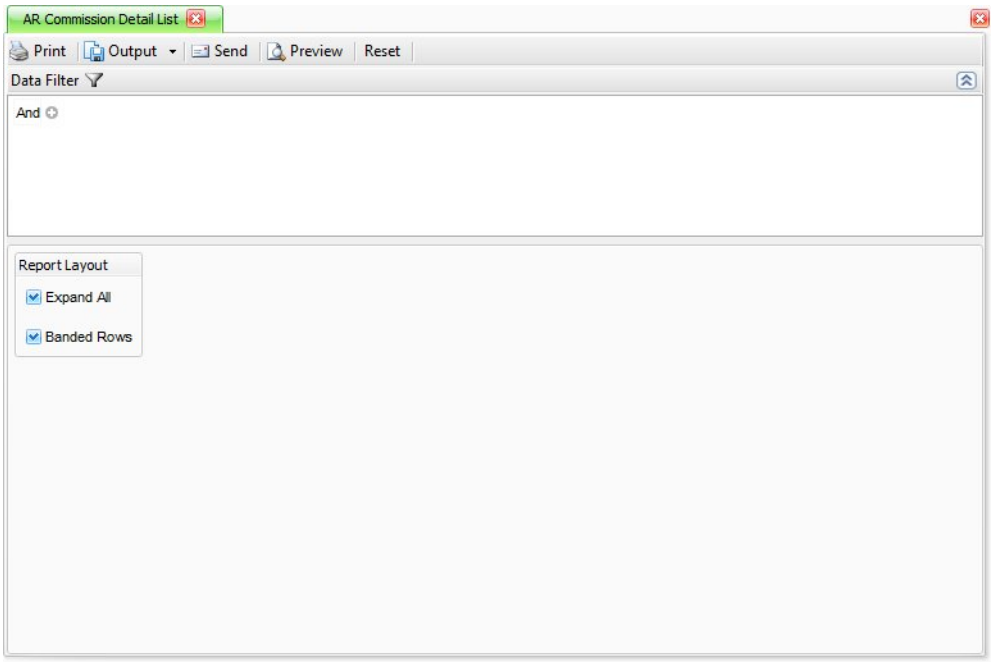
1. Select **Commission Detail** List from the **Accounts Receivable, Commissions** menu.

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 report, or leave the fields blank to include all available data.
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

5/17/2017 2:20 PM **OPEN_SYSTEMS\Kent.Heitkamp**

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**	

COMMISSIONS

Commission Detail List

COMMISSION DETAIL

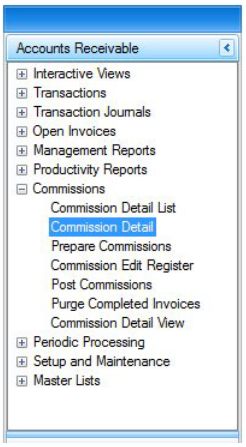
Use the **Commission Detail** function to view and edit the commission schedule of individual Sales Reps on individual invoices, and line items on which the Sales Rep has earned commissions. You can, for example; pay a bonus to a Sales Rep for new Customers or change commission rates on an invoice.

If you select No to Save Commission Detail in the Accounts Receivable Business Rules function, you can still use the Commission Detail function but you cannot pay commissions on open invoices.

To work with **Commission Detail**, follow these steps:

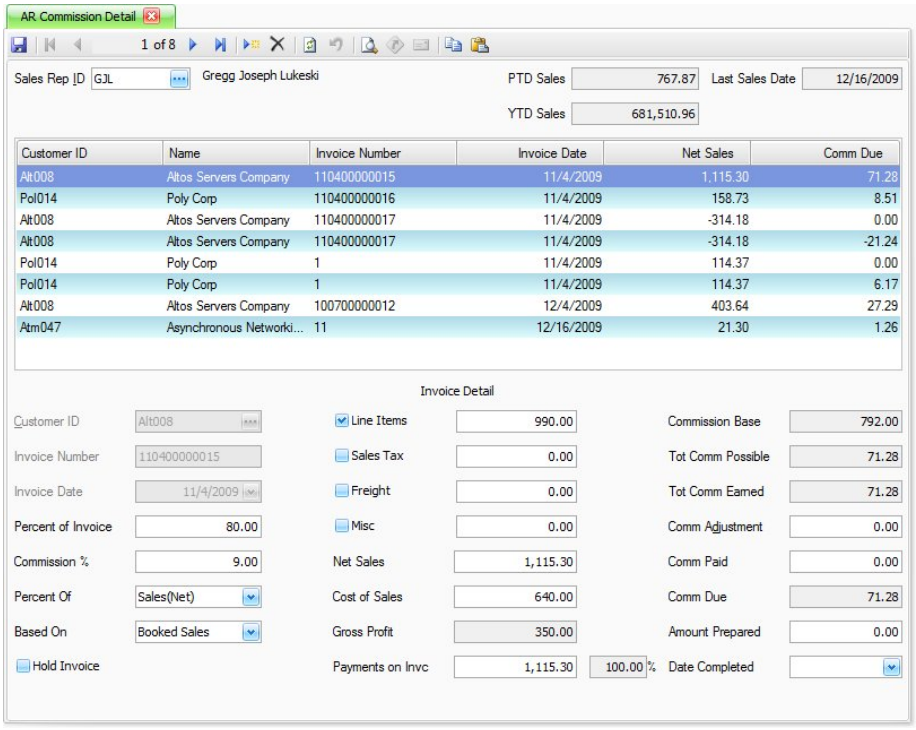
1. Select **Commission Detail** from the **Accounts Receivable, Commissions** menu.

Commission Detail Menu



2. The **Commission Detail** screen appears.

Commission Detail Screen



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

3. Select the **Sales Rep ID**.
4. The Sales Rep's **PTD Sales** are displayed.
5. The Sales Rep's **YTD Sales** are displayed.
6. The Sales Rep's **Last Sales Date** is displayed.
7. 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**.
8. 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 Rep has earned commissions.

9. The **Customer ID** of the Customer with the first invoice posted for the Sales Rep is displayed.
10. The **Invoice Number** is displayed. Select an Invoice in the invoice summary area to view the details on that Invoice.
11. The **Invoice Date** is displayed.
12. The Sales Rep's **Percent Of Invoice** is displayed. Use the percent entered from the Invoice, or edit the percent.
13. 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.
14. 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.
15. Select the **Based On** for the commission percent:
    - **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.
16. Select the check box to put the Invoice commission on **Hold**; otherwise, clear the check box.
17. Select the check box to pay commission on **Line Items** from the Invoice; otherwise, clear the check box.

    Use the displayed Line Item amount from the Invoice or enter an amount. Changes affect only the displayed Sales Commission.

18. Select the check box to pay commission on **Sales Tax** from the Invoice; otherwise, clear the check box.

    Use the displayed Sales Tax from the Invoice, or enter a different amount. Changes affect only the displayed Sales Commission.

19. Select the check box to pay commission on **Freight** from the Invoice; otherwise, clear the check box.

    Use the displayed Freight amount, or enter a different amount. Changes affect only the displayed Sales Commission.

20. Select the check 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.

21. The Invoice **Net Sales** total is displayed. You cannot change it.

22. Use the **Cost of Sales** from the Invoice, or enter a different Cost of Sales.

23. Net Sales minus the Cost of Sales is displayed as the **Gross Profit**.

24. Use the **Payments On Invoice** displayed amount, or enter a different amount paid. The percentage of the invoice paid appears.

25. The **Commission Base** amount is displayed. You cannot change it.

26. 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.

27. The **Tot Comm Earned** by the Sales Rep is displayed. You cannot change it.

28. 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 9-17).

29. 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 9-17) and Post Commissions (page 9-25).

30. The **Comm Due** to the Sales Rep from the Invoice is displayed. You cannot change it.

31. The commission **Amount Prepared** is updated when you Prepare Commissions (page 9-17) and is cleared when you Post Commissions (page 9-25).
32. The commission **Date Completed** is updated when you Post Commissions (page 9-25) and is used as a reference if you Purge Completed Invoices (page 9-31).

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 the Commission Invoice you want to edit.
3. Edit the Commission Amount, or any other available field.
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.

COMMISSIONS

Commission Detail

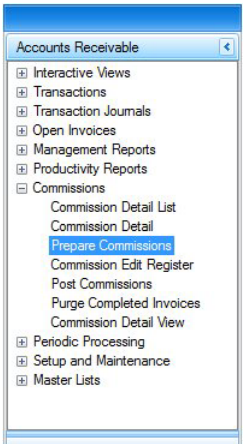
PREPARE COMMISSIONS

Use the **Prepare Commissions** function to create Commission payments for your Sales Reps.

To **Prepare Commissions**, follow these steps:

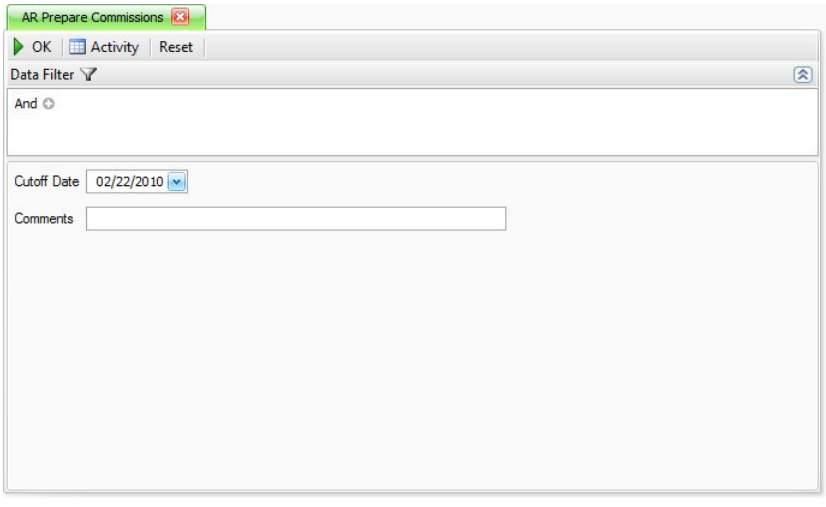
1. Select **Prepare Commissions** from the **Accounts Receivable, Commissions** menu.

Prepare Commissions Menu



2. The **Prepare Commissions** screen appears.

Prepare Commissions Screen



3. Select the range of **Filter Criteria** to include in the Prepare Commissions, or leave the fields blank to include all available data.
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

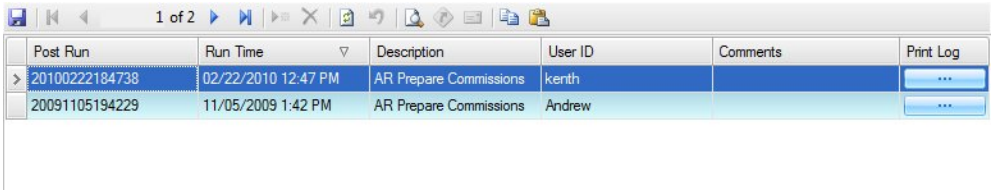
Name	Description
OK	Executes the prepare commissions.
Activity	Opens the Activity dialog box to allow you to reprint prepare commission logs.
Reset	Return the value of all fields on the list or report screen to their default values.

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

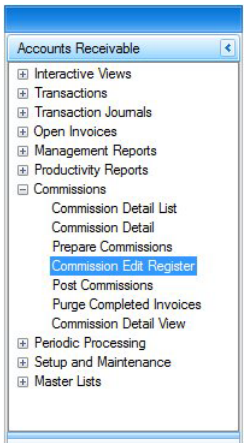
Print the **Commission Edit Register** before you Post Commissions, to check for mistakes and omissions. It serves as an audit trail of commission payments. If you find incorrect entries in the Commission Edit Register, use the Commission Detail function to edit or delete them.

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:

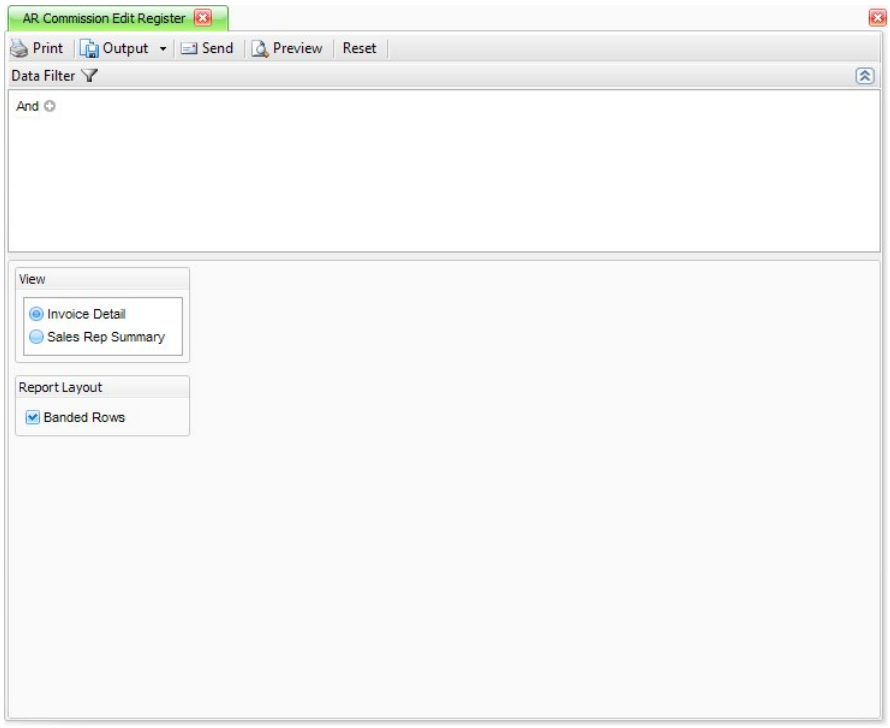
1. Select **Commission Edit Register** from the **Accounts Receivable, Commissions** menu.

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.

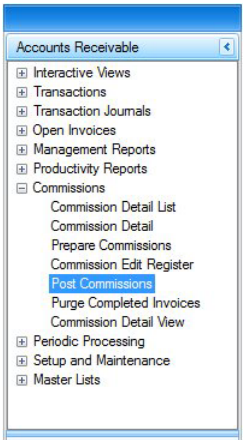
If you have the Accounts Receivable Business Rule selected as Yes to interface to Accounts Payable, and the Sales Reps set up as Vendors, and have a reference to their Vendor ID in the Sales Rep setup (page 3-47), an Accounts Payable transaction will be made for the corresponding Vendor ID.

If you have the Accounts Receivable Business Rule 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 3-47), a Payroll transaction will be made for the corresponding Employee ID.

To **Post Commissions**, follow these steps:

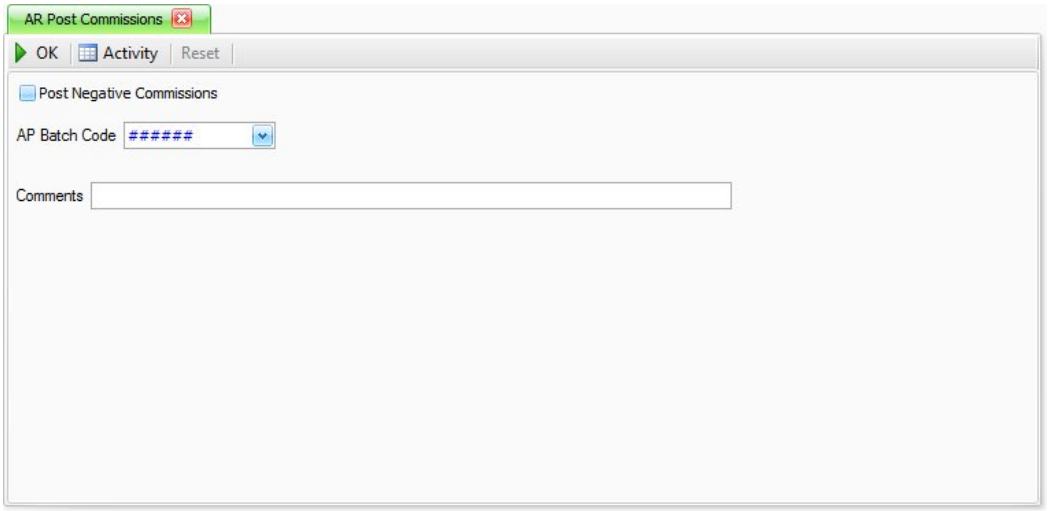
1. Select **Post Commissions** from the **Accounts Receivable, Commissions** menu.

Post Commissions Menu



2. The **Post Commissions** screen appears.

Post Commissions Screen



3. Select the check box to **Post Negative Commissions**; otherwise, clear the check box. Posting negative commissions will subtract the amount of Credit Memos posted for the Sales Rep.

Maint

4. If you are interfaced to Accounts Payable and are using the Transaction Batching option, select the **AP Batch Code**, into which 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

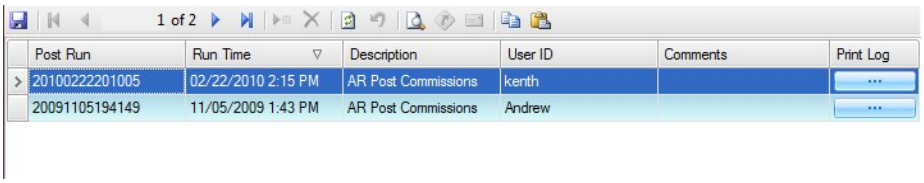
Name	Description
OK	Executes the prepare commissions.
Activity	Opens the Activity dialog box to allow you to reprint post commission logs.
Reset	Return the value of all fields on the list or report screen to their default values.

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	

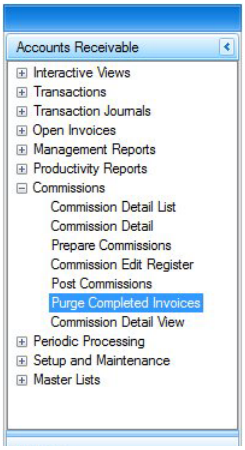
PURGE COMPLETED INVOICES

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:

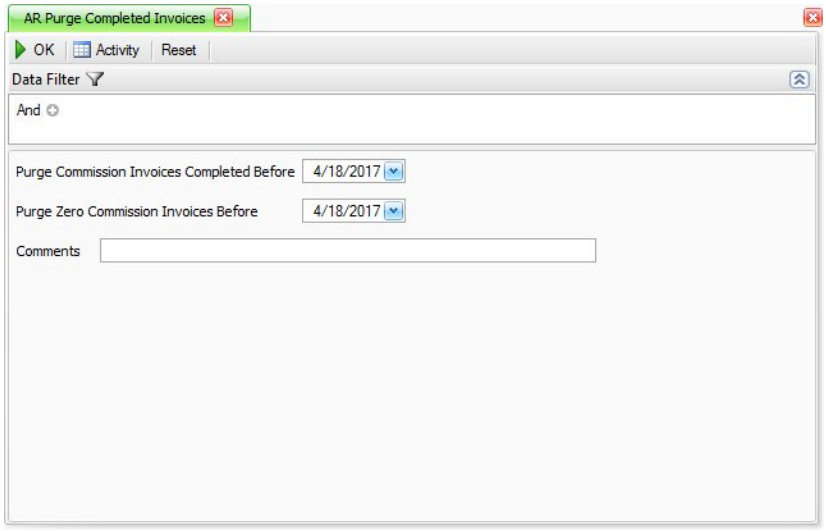
1. Select **Purge Completed Invoices** from the **Accounts Receivable, Commissions** menu.

Purge Completed Invoices Menu



2. The **Purge Completed Invoices** screen appears.

Purge Completed Invoices Screen



Before you Purge Completed Invoices, print the Commission Edit Register, and the Commission Detail List, because purging removes commission detail history.

3. Select the range of **Filter Criteria** you want to purge. Leave the criteria blank to include all available data.
4. 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.

5. 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.
6. Enter **Comments** about the purging completed invoices. These comments will be visible in the **Activity** window.
7. Select **OK** to Purge Completed Invoices or close the screen to return to the menu.

8. Select a command button:

Command Buttons

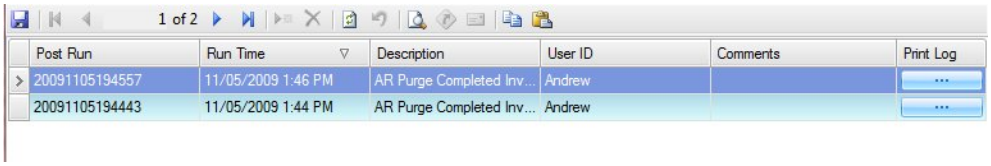
Name	Description
OK	Executes the purge completed invoices.
Activity	Opens the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

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 purge was made.
Description	The purge description.
User ID	The user who performed the purge.
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.

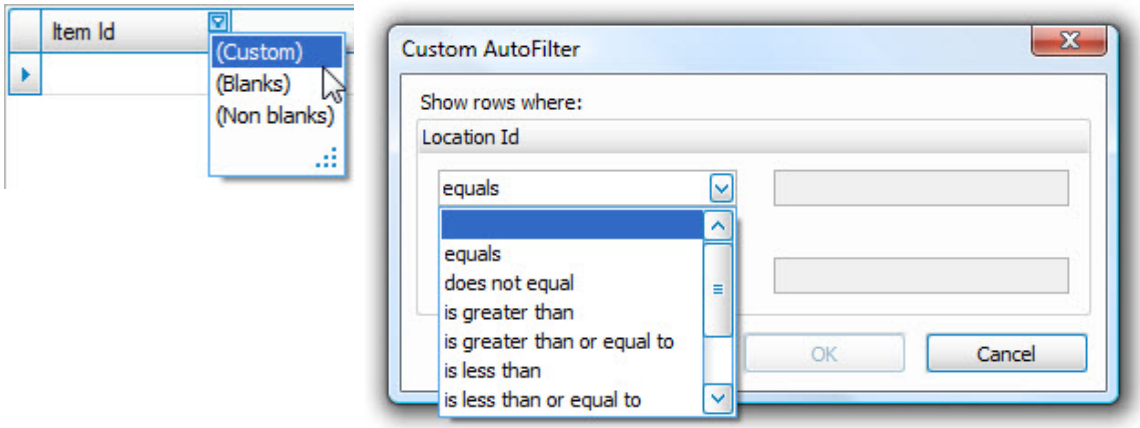
Filtering by an Individual Column

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.

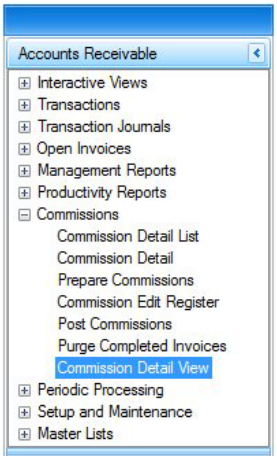
Select	To
Hide	Remove the selected criterion from the table.
Order	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
Show Field List	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.
Hide Field List	Close the PivotGrid 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:

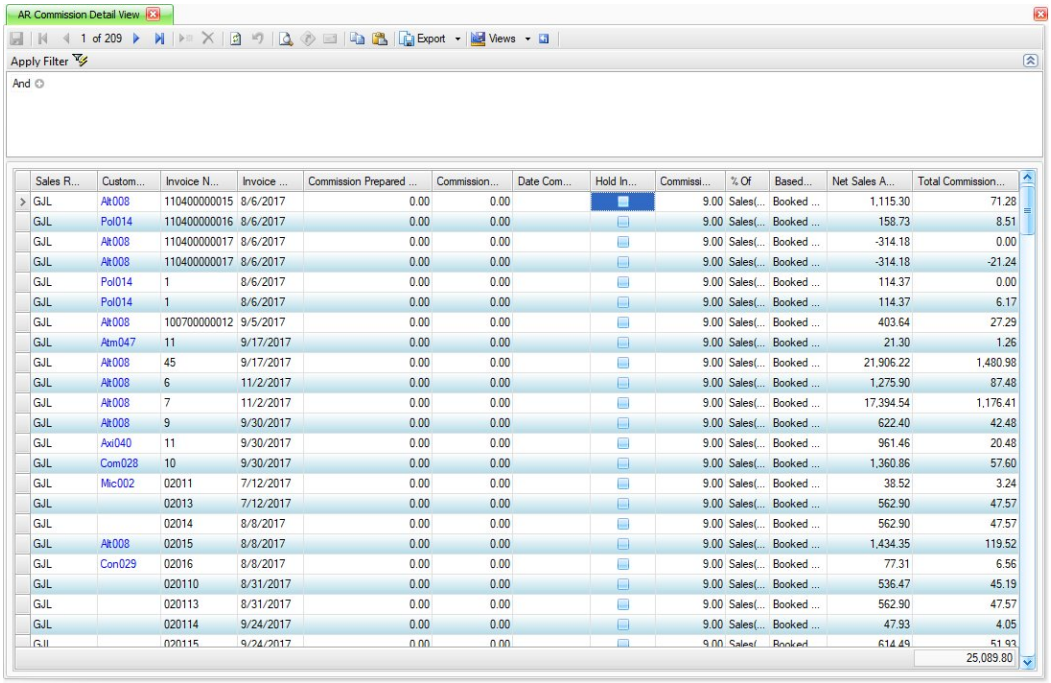
1. Select **Commission Detail View** from the **Accounts Receivable, Commissions** menu.

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	Axl040	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

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 view details on a Customer click on the blue Customer ID and you will be taken to the detail setup screen for that Customer.
5. Refer to the Using the **Interactive Views Menu** section at the beginning of this section 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.

COMMISSIONS

Commission Detail View

10

Periodic Processing

Periodic Maintenance Overview 10-3
AR Periodic Maintenance 10-5
Unrealized Gains and Losses Report 10-13
Post Unrealized Gains and Losses 10-19
Sales Order Periodic Maintenance. 10-27

10 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 Accounts Receivable Setup and Maintenance functions.
- Verify your Customers, Codes, and other master files, using the Master Lists and Interactive Views functions.
- Enter all applicable Orders and Transactions.
- Verify and post all transactions.
- Produce all applicable Statements, reports, and journals.

Use the Accounts Receivable 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.

Sales Order Periodic Maintenance Overview

Use the Periodic Maintenance function in the Periodic Processing menu to purge Quotes and RMAs. Be sure to backup your data before performing these tasks.

AR PERIODIC MAINTENANCE

Use the **Accounts Receivable, 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 Accounts Receivable, Business Rules, default Finance Charges Account.

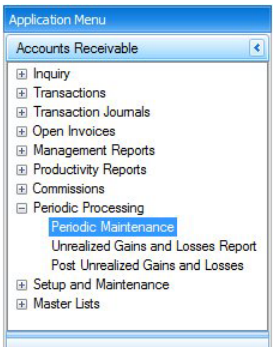
You can also use this function to Delete Paid Invoices. The Invoice Date determines which paid invoices are deleted.

The information that appears on Customer Statements and in the Customer Analysis, Detail History, and Commissions Reports comes from the Customer, Open Invoice, History, and Sales Rep information.

To perform **Accounts Receivable, Periodic Maintenance**, follow these steps:

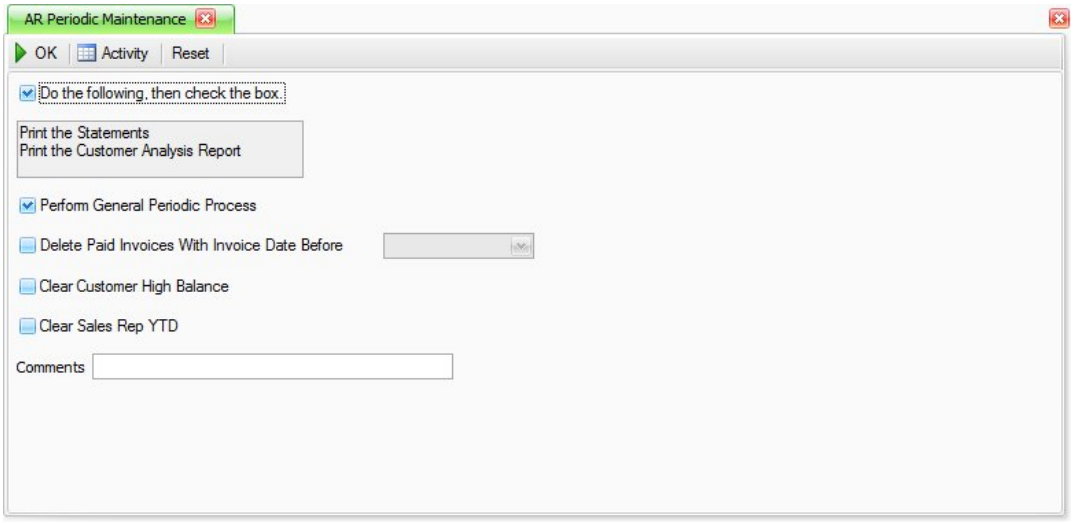
1. Select **Periodic Maintenance** from the **Accounts Receivable, Periodic Processing** menu.

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 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

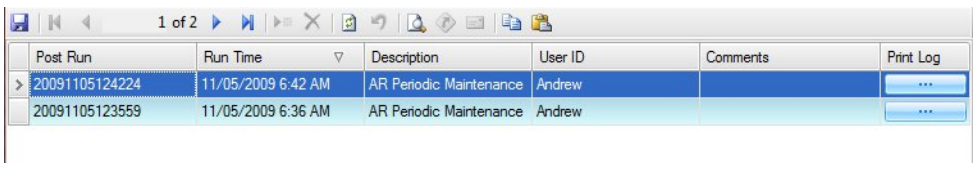
Name	Description
OK	Executes the periodic maintenance function.
Activity	Opens the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

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

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.

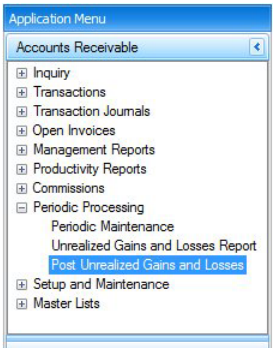
The current period exchange rate is set up in System Manager, Setup and Maintenance, Currency Exchange Rates on the Period Rates tab. The period selected on the report selection screen will bring in the corresponding period's exchange rate. If there is no period exchange rate set up, the report assumes 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**:

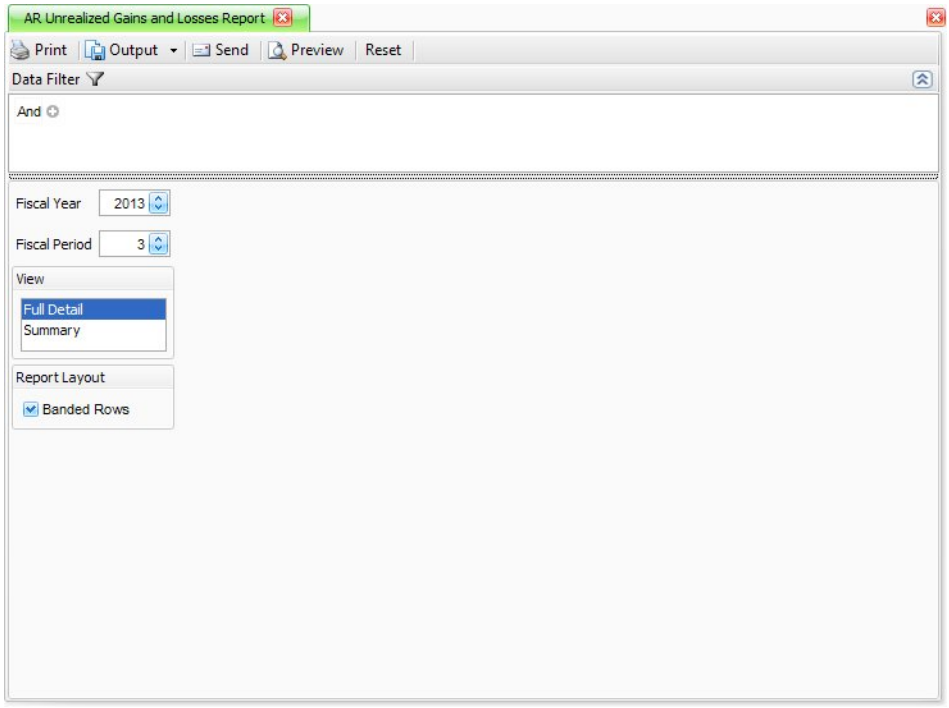
1. Select **Unrealized Gains and Losses Report** from the **Accounts Receivable, Periodic Maintenance** menu.

Unrealized Gains and Losses Report Menu



2. The **Unrealized Gains and Losses Report** screen appears.

Unrealized Gains and Losses Report Screen



3. Select the range of **Filter Criteria** to include in the report, or leave the fields blank to include all available data.
4. Enter the **Fiscal Year** and **Period** for which to print Unrealized Gains and Losses.
5. 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.
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.

Unrealized Gains and Losses GL Detail Report

1/19/2007 12:51 PM — **Computer Products Unlimited** — Page 1 / 1

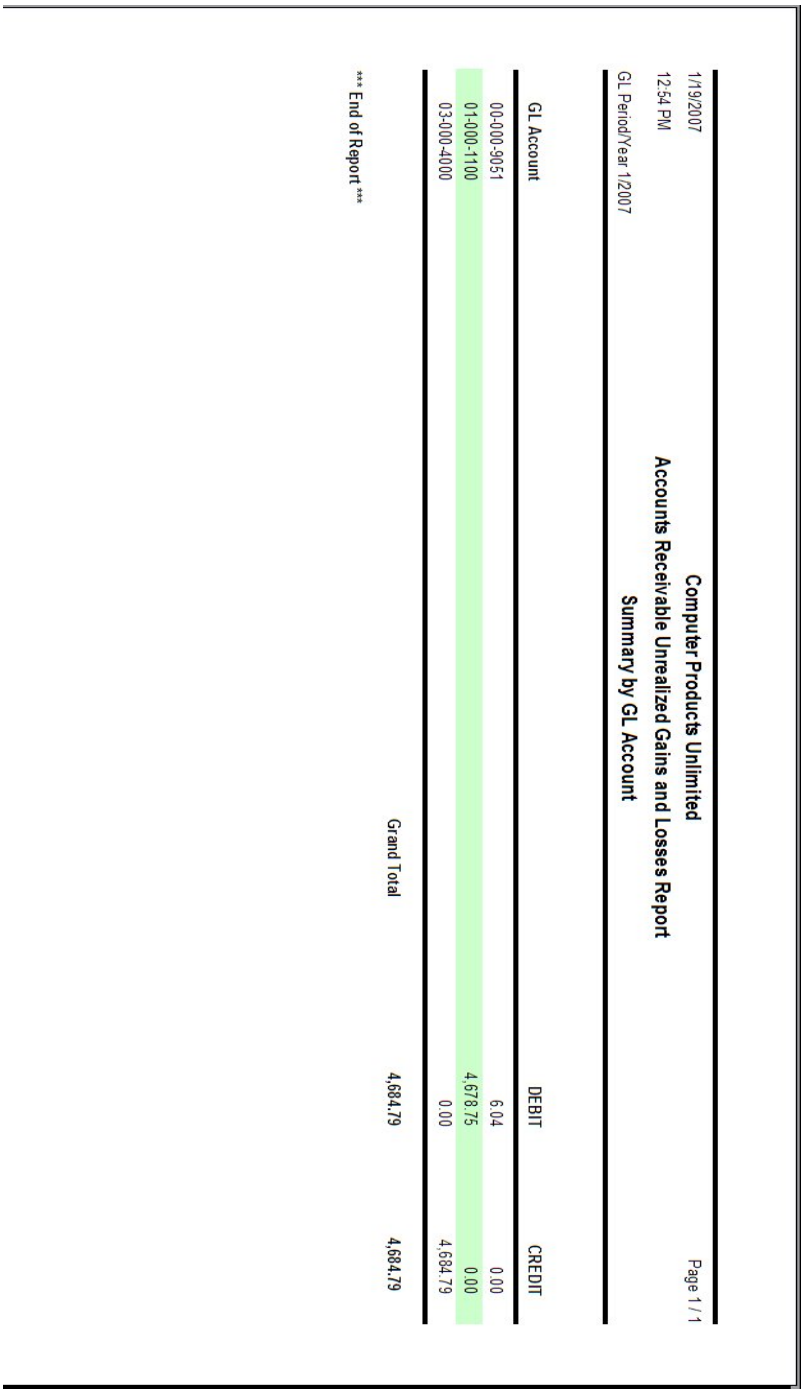
Accounts Receivable Unrealized Gains and Losses Report

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	1/15/2006	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

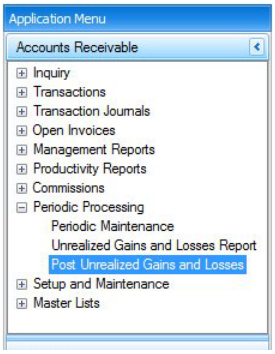
Unrealized Losses

Unrealized Losses Account		Accounts Receivable	
	CR	DB	

Follow these steps to **Post Unrealized Gains and Losses** as part of your period-end processing:

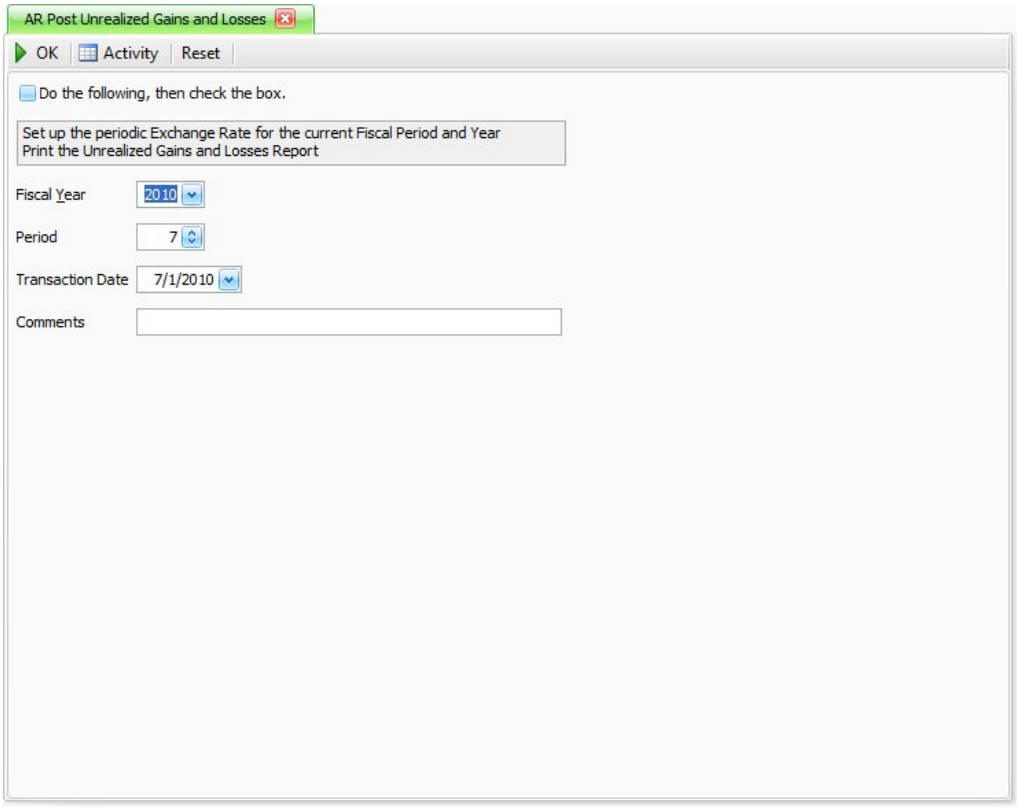
1. Select **Post Unrealized Gains and Losses** from the **Accounts Receivable, Periodic Processing** menu.

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

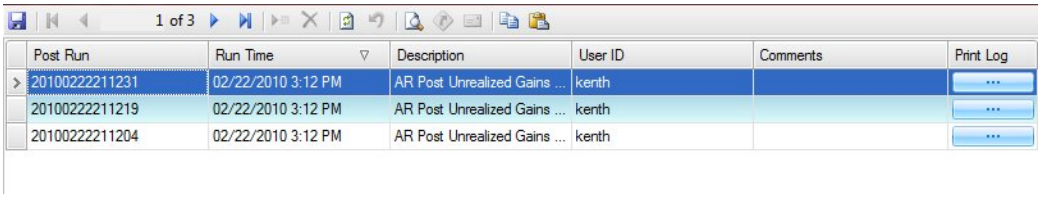
Name	Description
OK	Executes the post function.
Activity	Opens the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

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 ***

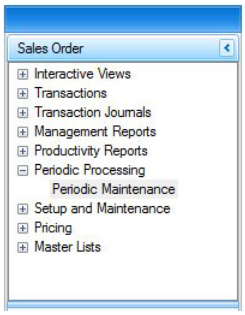
SALES ORDER PERIODIC MAINTENANCE

Use the **Sales Order, Periodic Maintenance** function in the Periodic Processing menu to purge Quotes and RMAs. Be sure to backup your data before performing these tasks.

To perform **Periodic Maintenance**, follow these steps:

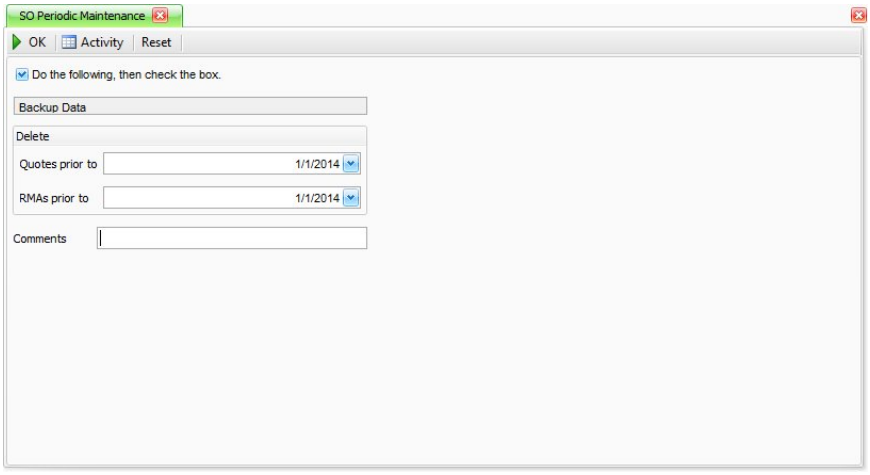
1. Select **Periodic Maintenance** from the **Periodic Processing** menu.

Periodic Maintenance Menu



2. The **Periodic Maintenance** screen appears.

Periodic Maintenance Screen



3. Back up your data.

4. Select the **Do the following, then check the box check box**.
5. Enter the cutoff date for **Quotes prior to**, and **RMAs prior to,** to be removed from the **Delete** fields.

   All transactions with the type of Quote and/or RMA will be deleted with a transaction date prior to the date entered into these fields.

6. Enter any applicable comments in the **Comments** field.
7. Click **OK** to purge Quotes and RMAs prior to the indicated dates.

Command Buttons

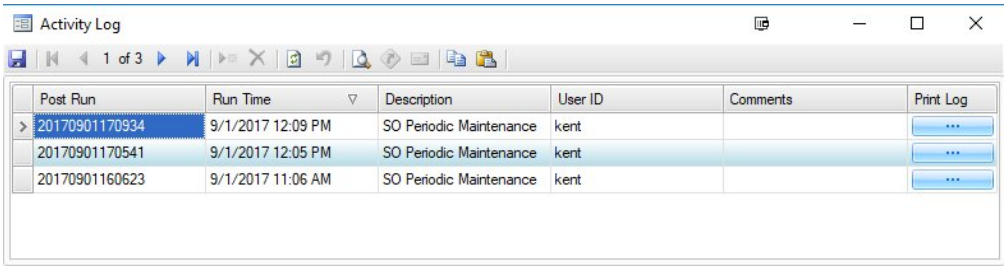
Name	Description
Reset	Return the value of all fields on the list or report screen to their default values.
Activity	Opens the Activity dialog box.
OK	Executes the periodic maintenance function.

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.

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.

SO Periodic Maintenance Log

Continental Products Unlimited
SO Periodic Maintenance
Page 1

Delete Quotes Prior to 12/31/2016
Delete RMAs Prior to 12/31/2016

9/1/2017 12:09 PM *** End of Report *** OPEN_SYSTEMS\Kent.Heitkamp

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 receivable 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 invoice 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.