

ACCOUNTS RECEIVABLE – OPTION 100

The Accounts Receivable (AR) Menu contains functions for managing and documenting customer and other payments. Several options allow you to search for and display transaction histories and customer accounts. AR reports include customer statements, account aging, credit holds, and transaction histories.

Payments received into AR are “pending” until a **Final Cash Journal** is run, or until the Day-End process produces the day’s Final Cash Journal. The company’s income records can easily reflect bank account records when payment types are grouped, processed, and finalized separately.

Select the Accounts Receivable Menu:

Select 1. Main Menu

100. Accounts Receivable Menu

Conveyorware Distribution System FMW CONVEYOR
MENU APU152D3

Accounts Receivable Menu

Select one of the following:

<ul style="list-style-type: none"> ▶ 101. Apply Payments to A/R ▶ 102. Print Temporary Cash Journal ▶ 103. Remove A/R Cash Transaction ▶ 104. Print Final Cash Journal ▶ 105. Print Customer Statements ▶ 107. Display A/R by Customer ▶ 108. Display Customer Account ▶ 109. Display Sales History ▶ 90. Signoff 	<ul style="list-style-type: none"> ▶ 113. A/R Past Due-Date Report ▶ 114. Credit Hold Report ▶ 118. A/R Aging Report ▶ 119. Sales Tax Liability Report
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PINK = REQUIRED FIELD

Command:

APPLY A PAYMENT TO A CUSTOMER ACCOUNT:

Select 101. Apply Payments to AR

Conveyorware Distribution System FMW CONVEYOR
CHANGE ACR305D3

Apply Payments to A/R

PMT Type	<input type="text" value="CK"/>		Current...:	.00
Comp>Cus#>	<input type="text" value="1100"/>		01-30 days:	.00
Check #..:	<input type="text"/>		31-60 days:	.00
Amount...:	<input type="text"/>		> 61 days:	.00
Discount:	<input type="text"/>		Net A/R...:	.00
\$ left...:	<input type="text" value=".00"/>	Pos Seq #:	Auto Apply:	<input type="text" value="N"/>
Receiving Transaction ID:	<input type="text"/>			

Seq#	..Apply...	Remaining Bal	Original Bal	AR	Cmt
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Complete the following fields:

User Guide-Accounting/Receivables

- ➔ Payment Type – Use **[Prompt]** to select correct payment type if not a check.
- ➔ Verify Company number and Insert Customer account number
- ➔ Insert Customer check number
- ➔ Insert Amount of check

If your terms include a discount which the client has taken (i.e. 2% net 10 days):

- ➔ **Insert the discount value as a negative number.** (i.e. -.02)
- ➔ **[Enter]** to get the list of open invoices.

Conveyorware Distribution System FMW CONVEYOR
CHANGE ACR305D3

Apply Payments to A/R

ABC BOX CO. Current...: .00
6841 N. ROCHESTER RD. 01-30 days: .00
ROCHESTER HILLS, MI 48306 31-60 days: .00
Pos Seq #: > 61 days: 65.60-
Auto Apply: N Net A/R...: 65.60-

PMT Type:
Comp>Cus#>:
Check #.: 6789
Amount...: 100.00
Discount...: 100.00
\$ left...: 100.00

Receiving Transaction ID:

Seq#	..Apply...	Remaining Bal	Original Bal	AR	Inv. Date	Cmt
00001	<input type="text"/>	.40	474.00	IN	2/07/2012	
00008	<input type="text"/>	71.00-	88.00-	PP	3/13/2013	
00009	<input type="text"/>	5.00	10.00	IN	5/10/2013	

Note: If you find your customer did not identify a discount on his check, use **[Change Check]** to go back and insert the discount amount taken.

Begin applying payment amounts to each invoice paid by this check. If your customer did not supply a list of the specific invoices they are paying with this check you can either:

- Auto apply. Enter a “Y” in the auto apply field. Payment balances will be applied to the oldest invoices first, or
- Post the entire check amount as “open payment” on the account.

To post an “Open Payment”:

- ➔ Select **[Item Entry]**
- ➔ Insert code PP (pre-paid) as Payment Type and enter the value of the payment.
- ➔ Record a brief message, usually the check number, as the payment description
- ➔ **[Enter]**

The amount will be added as a customer payment to clear the open invoices. The system will return to the Apply Payments to AR detail page. The discount amount will appear in the discount field.

➤ **REMEMBER:** If your customer took a discount on his payment (i.e. 2% net 10 days), you need to apply the dollar amount of the discount taken in the General Ledger (G/L) in order to zero out your invoice accounts.

APPLY DISCOUNT TO GENERAL LEDGER

➔ Select [G/L Entry]

G/L Transaction Entry							
Company #.: 100 ABC BOX CO.							
Account Number> (Use F4)							
Lc	Acct	Dpt	Cls	G/L Name	Amt.	Check#	PMT Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>
Remarks							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>
Remarks							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>
Remarks							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>
Remarks							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>
Remarks							

F1=Help F3=Exit F4=Prompt F12Cancel

➔ Insert the default G/L account number 6020900

If you have created your own G/L account numbers, enter your number for discounts.

➤ **REMEMBER:** [Prompt] can be used to see a list of your G/L account numbers.

➔ Insert G/L name, Amount, Check number and CK as payment type. [Enter]

If a payment was received for something other than an open invoice use [G/L Entry] to post the payment. (One example of a non-invoice payment is a payment from the court.)

Note: If you have applied cash but the breakdown of your payment does not balance to the value of the payment, you will see an amount in the "\$ left" field. Make the necessary corrections to the posting and [Enter] again.

Once you have entered all money received, run a Temporary Cash Journal.
(Be sure you are connected to the HOD printer system)

➔ Select 102. Print Temporary Cash Journal.

If the numbers do not match, you are not 'balanced' and must go back and make necessary corrections.

- ➔ Select 103. Remove A/R Cash Transaction
- ➔ Enter the transaction number on the right side of the Temporary Journal
- ➔ Make all necessary changes
- ➔ [Enter]
- ➔ Run a new Temporary Cash Journal.

If the numbers match, your Temporary Journal balances to your deposit total so you can “Post” the cash.

POST CASH

Select 104. Print Final Cash Journal

- ➔ Insert password DART (or password you have chosen)

File all final cash journals with related monthly working papers.

DISPLAY SALES HISTORY

Select 109. Display Sales History

- ➔ Insert Company and Customer Number [Enter]

A list of that customer’s invoices will display.

Conveyorware Distribution System FMW INQUIRY CONVEYOR HST300D3

Display Sales History

Comp. Cust.Nbr P.O. Number.: System #:
Invoice Number...: Stock Number
From Date: / / (MDY) To Date: / / (MDY) Months#:
Ship To...: List = Enter any Months#

Select option, press Enter.

Opt	Co./Cust.Nbr	Date	P.O.#	Inv.#	Total	Ship To	Cm
<input type="text"/>	100	99	6/12/2014	NOLLTEST	190	7.95	SMITH
<input type="text"/>	100	99	6/11/2014	BOTEST-1105	189	9.99	MICKEY MOUSE
<input type="text"/>	100	99	6/10/2014	TABLET	188	15.90	TTIM

Buttons: Help, Exit, Cancel, Prompt, Jump, List On/Off, Details, Sales.Rpt, Ship.Rpt, Prt.Inv., Act Cmt

➔ “Display” an invoice from the drop-down field to review the history of that purchase.

Conveyorware Distribution System FMW INQUIRY **CONVEYOR HST305D3**

History Inquiry

S	ABC BOX CO.	User:	CONVEYOR	S	SMITH
O	6841 N. ROCHESTER RD.	100	-	99	H 1234
L		ABC BOX CO.			I
D	ROCHESTER HILLS, M	48306	Back		P ROCHESTER, MI
Whs	Terms	PO #	Sls	Ship Via	System#
001	NET 30 DAYS	NOLLTEST	001	Bill	274
					Date
					06122014
					Invoice
					190
	Stock#	Ordered	Shipped	B/O	Price
	031262033932	1	1		7.95

Remarks.....:

Subtotal..	7.95
Shipping..	
Total.....	7.95
Prepaid..	

PO#: Freight Weight Cartons

Buttons: Help, Reset, Exit, Jump, Select, Cmt, Cartons, Adr, Keys, Cancel, Prt, Bok, Fwd, Act Cmt, Track, Manif, Ser/DSC, Enter

ACCOUNTS RECEIVABLE REPORTING

For detailed information regarding accounts receivable reporting, please refer to Section 23 of this Quick Start Guide.