100:   Accounts Receivable

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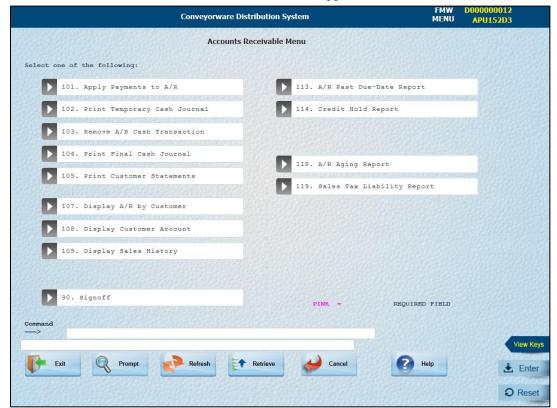
100: Accounts Receivable

OVERVIEW

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

The system can automatically generate **Late Fee** invoices, if desired. In the Admin Menu 626 Company Setup screen, Select "**Y**" for **System will generate Late Fee Invoices?** In each 301 Customer Account record, specify appropriate **Payment Terms** and **Finance Charge %.** At the end of each month, the system generates a Late Fee Invoice for any positive balance that <u>is</u> or <u>has been</u> past the account's payment terms during the month.

Payments received into AR are "pending", until a 104 Final Cash Journal is run, or until the Day-End process produces the day's <u>Final Cash Journal</u>. The company's income records can easily reflect bank account records when payment types are grouped, processed, and finalized separately.

✱ **To select the Accounts Receivable Menu:**
➔ Click on **100. Accounts Receivable, or**
➔ Key command **"100," [Enter]**

The Accounts Receivable Menu appears.

Accounts Receivable Menu

OPTION 101:   Apply Payments to AR

Functions in Option 101 are:

- Post Customer Payments and Pre-payments
- Post Refunds and Payment Reversals.
- Cash Correction (Apply an account's credits to debits, clearing transactions)
- Post Non-Customer Receipts to the General Ledger
- Write-Off of Bad Debt

Receipts to Customer Accounts should be entered here, but Credit Memos to Customer Accounts are not issued here. In the 450 <u>Credit Menu</u>, Options 451 and 452 create Credit Requisition Worksheets and Credit Memos.   Non-customer-account income is entered/processed here, but is applied directly to an appropriate General Ledger account (see instructions for [F8=GL Entry]).

> Note that the **Payment Type** Codes used in **AR** are different from the Payment Types the 600 **Point-of-Sale** (POS) process uses. Point of Sale income posts to the General Ledger directly, not through Accounts Receivable.

To prepare for entering payments:

- The Customer Account Number is required for each payment. With the cursor in the **Customer Account #** field, use [**Prompt**] (F4) to display the customer account name list. Option 109: <u>Display History</u> can be used to find (or confirm) the customer account if only the Invoice Number is known. You may also find the account with a phone number, using Option 108: <u>Display Customer Account</u>.

- You might process **separately** the receipts that will be listed on **Bank Account deposit slips** (CA, CK). After recording checks and cash receipts here, use Option 102 (Print Temporary Cash Journal) to **verify the entries.** *Then* **post the batch** to the Final Cash Journal (with Option 104). The bank deposit slip now agrees with a Cash Journal entry for this group of receipts.

- **Merchant Cards** (CH: Credit Card) receipts can be entered separately from cash/check receipts. If the day's charge receipts are posted together, the day's Merchant Account deposit will agree with the Cash Journal entry. **Merchant Account** fees are entered as expense to a specified General Ledger account, in the same way that other banking fees are accounted for.

- Other types of payments (**Wire Transfers/Electronic Funds Transfers** (WT) may not need to be processed with separate cash journal entries; these transactions don't group together as deposits on banking statements. Payments with transaction-specific fees may be booked as paid-in-full in AR, with separate fee expense entries to GL.

- **Cash Corrections** (CC), **payment reversals** (SP, RM, NF), and **refunds** are discussed below.

Save documents from payments. They simplify the process of resolving problems and misunderstandings.

✱   **To Apply a Payment to a Customer Account:**
  - ➔   Click on **101. Apply Payments to AR**, or
  - ➔   Key command **"101", [Enter]**

The <u>Apply Payments to AR</u> selection screen appears.

<u>Apply Payments to AR</u> selection screen

Layout for <u>Apply Payments to AR</u> selection screen:

Header Section:
Date & Time., Company & Title, User and Screen ID

RIGHT Column Fields**:**
Customer AR Aging Balances

LEFT Column Fields**:**

PMT Type 🔍**:**	Payment Type (PY) Code
Comp 🔍 **Cus#** 🔍	Company & Customer Account Numbers
Check #:	Check Number, *numeric* only field
Amount:	Payment Amount
Discount:	Discount (For Payment-within-Terms, if offered)
$ Left:	Amount to apply to AR (Amount + Discount)
Pos Seq #:	Position AR list to:
Auto-Apply:	(Y/N)
Transaction ID:	*Alphanumeric* field, for an electronic Tx ID, confirmation number, and/or Note/Remarks

On the **top section** of the screen, enter information about the **Payment**. Identify the **Type** of payment, **Check Number** and/or **Transaction ID**, the payment **Amount**, and any Payment-Within-Terms **Discount** offered to the customer.

For **ALL** payment types, the system requires a **Check Number** entry. Cash payments default "9999999" in the field. Enter **any number**, or fill the field with 9s, and use the **Transaction ID** field for confirmation codes and other notes.

✱   **To Record a Customer Payment:**

➔   **View**, or Key **Payment Type** 🔍 .

2 character, alpha. **PY Code** (from 900 Menu, 908 <u>Work with Codes</u>) The system defaults to **CK** (check) as payment type. For other payment types, use [Prompt] (F4) to choose:

    CK   **Check (default):** requires a Check Number.

    CA   **Cash:** (defaults Check Number field to "99999").

    CC   **C**ash **C**orrection: This must be a **$0-Sum** transaction, applying open credits to debits.

    CH   (**Ch**arge) Merchant Credit Card: the system will default "99999" to the Check Number field. Use the Transaction ID field to record the Confirmation Number, Card Type, etc.

    WO   **W**rite-**O**ff. Designates receivable asset(s) as not collectable, transferring the amount to the Bad Debt Expense GL Account.

    WS   **W**eb **S**tore: Used <u>only</u> for system-imported internet shopping cart orders.   Do NOT select this payment type here.

    WT   **W**ire **T**ransfer (and **EFT**, electronic funds transfer); also defaults "99999" to the Check Number field. Record the Transaction ID.

➔   Select or key **Company #** 🔍 **, [Tab]**

Up to 3 digits, numeric. Enter the Company number.

➔   Select or key **Customer Account #** 🔍 **, [Tab]**
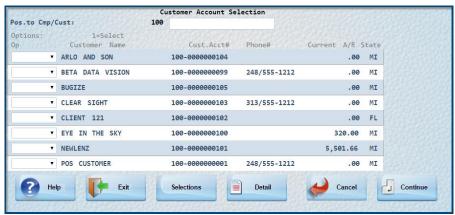
Up to 10 digits, numeric. Enter the Customer Account Number, **or** use the [Prompt] (F4) selection list:

In the **Position to Customer Name** field,

➔   Key **"A", [Enter]**

This entry displays ALL Customer Accounts. Key any letter(s) to position a long list. Use the **Opt** field to select the Account.

Customer Account Selection window

The system returns to the Apply Payment screen.

➔ Key **Check #, [Tab]**

Up to 7 digits, numeric. Enter the check number, if payment is a check. Drop leading digits if they exceed the field length.

Note: The system **will not apply** a **check** with Number 9999999 to receivables.

➔ Key **Amount, [Tab]**

Up to 9 digits, numeric, NO assumed decimals. (i.e., 435 is $435.00). The check (or other payment) amount.

➔ Key **Discount, [ENTER]**

Up to 7 digits, numeric. Key any **payment-within-terms** discount as a **positive** number, if the Customer has designated one.

Note: The within-terms **discount** amount is **added** to the payment amount. A payment discount is **credited** to the receivables, and is posted as an **expense** to the General Ledger.

➔ View: **$ Left**

Up to 9 digits, numeric, (blank at this time.) This field will display the **Payment Amount + Discount**, the total to apply to the AR. The **[Enter]** key **calculates** this field, and updates the calculation during the payment application process.

➔ *VIEW* **Pos Seq #** (blank), **[Tab]**
Up to 7 digits, numeric. After the Open AR List is displayed, this line-number field can be used to position the list.

➔ Key **Auto-Apply: (Y/N), [Tab]**
1 digit, alpha, N=No (default), to manually apply the payment. Key "Y" to apply the payment sequentially to all open invoices, from oldest to recent. Auto-Apply allocates only the **Payment Amount**. Any Discount specified must be manually applied.
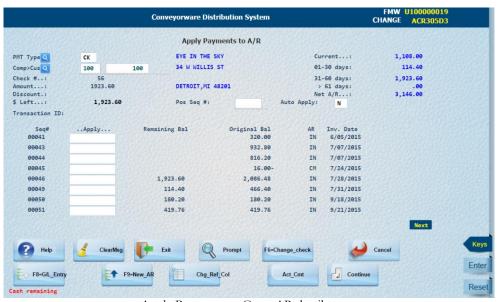
Use Auto-Apply with CAUTION if there are transactions in the sequence that should remain open, or if there are open **credits** on the account. If an auto-apply allocation is incorrect, edit the allocation on the detail screen.

➔ View, or Key **Transaction ID,**

If the payment is not a check or cash, use this alphanumeric field for a transaction or confirmation reference, or to record other notes.

➔ Press **[Enter] to:**
- **Save** the Payment information,
- **calculate** the **$ Left** field, and
- **display** the customer's <u>Open Receivables</u> list
- (and **allocate** the payment, if using **Auto-Apply**).

The <u>Apply Payments to Open AR</u> **detail** screen appears, with the **list** of the Customer Account's **open receivables**, in oldest-to-recent order.

Apply Payments to Open AR detail screen

Layout for <u>Apply Payments</u> Detail screen:

Header Section is the same as previous (selection) screen.

Open AR Columns:

Seq #:	Customer Account Line Sequence: the line-item number in the Customer's current AR list.
Apply:	Dollar Amount (+ or -) to Apply to this line-Item
Remaining Bal:	Current Amount, Still Owing
Original Bal:	Amount of the Original Transaction

AR (Type)**:** AR Code for the account debit or credit
  CB Charge-Back (unresolved <u>customer</u> deduction)
  CM **Credit Memo**
  DM Debit Memo (unresolved <u>customer</u> debit memo)
  IC Invoice-COD
  IN **Invoice** with Terms
  LF Late Fee Invoice (system-generated)
  NF NSF Check (payment reversal)
  PP Pre-Payment (an unapplied balance)
  SP Customer Stopped Payment (payment reversal)

Invoice Date: Date of Original Transaction. This is the "**Reference Column**" that can toggle display of several other data fields. See the **[ChgRefCol]** (F15) button, below.

Active Buttons (F-Keys) for the **Apply Payments** screen:

[Keys]: This **tab** displays all active buttons for the screen, with their corresponding **F-keys**.

[Clr Msg] (F2): (Clear Message) removes an alert message and reactivates the screen fields.

[Prompt] (F4)**:** Brings up a list of choices for a field with 🔍 sign.

[Change Check] (F6)**:** Edit window to change the payment info (Tx ID, amount, discount, etc.) from the top of the screen.

[G/L Entry] (F8)**:** Post a payment or income **not** related to a Customer Account.

[New AR] (F9)**:** Post a new Customer Account AR transaction (pre-payment, customer debit memo/chargeback, late fee, or payment reversal)

[Cancel] (F12)**:** Returns to the previous screen without saving changes.

[Chg Ref Col] (F15)**:** Toggles thru displaying five fields on the detail screen: **Invoice Date** (default),
  Invoice Number,
  System Number,
  PO Number, and
  Customer PO Number (from Remarks window of Order).

[Acct Cmt] (F19)**:** Displays (global) comments for the Customer Account.

If **Auto-Apply** was chosen, the system has distributed the funds down the **Apply** column. This distribution **may be edited** if it is **not correct**.

✱ **To Manually Apply the Payment to Open Items:**

    In the **Apply** column,

➔   Key **Amount** t**o** apply to each receivable.

        Key applications to **Credits** and **Pre-Pays** as **negative** numbers (00.00**-**). All other applications, by default, are positive.

✱ **To Navigate in the Receivables List:**

➔   Click on **[Next] and [Previous], <OR>**

➔   Use the Keyboard's **[Page Up]** and **[Page Down].**

✱ **To Save the Payment Record:**

➔   Press **[Enter] to save.**

If the payment **allocation** <u>matches</u> the payment **amount**, the system saves the entries and returns to the <u>Apply Payment to Open AR</u> screen. The screen still displays the same Company and Customer Numbers. Remember to **change the Customer Number,** if needed, before recording a new payment.

If an error exists, the system displays an **error message**. Adjust the entry, and again press **[Enter] to save.**

For the error message: **"Enter key not allowed in field":**

    This message can appear when the cursor is in a payment field that is out of sequence. Simply reset the screen ([Ctrl]+R), then move the cursor to the top of the screen, to the **Pos Seq#** field. Click on **[Continue]** (Enter) to recalculate the screen or to save.
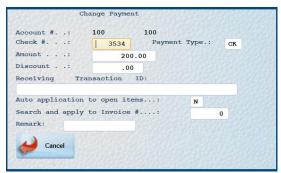
Note that <u>Credit Memo</u>s appear in the AR List as it is sorted, by Invoice Date. They are, however, listed **out of sequence** with the system's **aging** in the account. Credit Memos are immediately due, and so are aged from their creation date, not from any due date.

✱ **To Correct an Error in the <u>Payment Info</u> section:**

The **cursor** must be in the <u>upper</u> half of the screen, in one of the Payment Info fields. To correct an entry error *before* the AR payment application is saved:

➔ Press **[Chg Check] (**F6)**.**

The <u>Change Payment</u> window opens.

<u>Change Payment</u> window

Any of the window's fields may be changed. Only a field with a **new entry** will be changed; others will remain as originally keyed.

➔ **Save** by pressing **[Enter]**.

Note: The **revised** payment entry fields will appear with corrections, EXCEPT for the **$ Left** field. This field will re-compute (before or after the payment application to the open AR items) by **again** pressing **[Enter].**

✱ **To Resolve an Error Message: Cash Remaining:**

Changes are needed, as the payment amount doesn't equal the total applied to receivables. **Note** the amount in the **$ Left** field. Verify the **Payment Information** entered on the top of the screen. If not correct,

➔ Click on **[Change Check]**,

Edit the Payment information fields, following instructions above.

+ $ Left, or **- $ Left***:*

If the Payment Amount is correct, but the **Application** amount(s) is **not correct**, does one of these conditions exist:

- Is there an error in the discount taken?
- Did the Customer create a deduction (debit memo or chargeback) that isn't accounted for?
- Is any adjusting entry in error?
- Have you applied credits or debits not on the customer's remittance advice?
- Are all entries signed (**-** and **+**) correctly?

When the application to AR **matches** the payment, press **[Enter].**

Resolve an Error after Saving:

You may correct an error after saving with the **[Enter]** key, but **before posting** the (Option 104) <u>Final Cash Journal</u>. **Delete** the payment-in-error record, and replace it with the correction. See Menu Options 102 and 103 for more detail.

✱   **To Resolve an Error: After Saving a Payment:**

➚   Use **Option 102** to Print a <u>Temporary Cash Journal</u>.

Identify the entry's **Temporary Transaction Number** (in the far right column of the report), and, from the 100 <u>AR Menu</u>:

➚   Click on **Option 103**, <u>Remove Payment by Transaction.</u>

The <u>Remove AR Transaction</u> window appears.

➚   Key **Company Number, [Tab]**

➚   Key the **Temporary Transaction Number, [Enter].**

➚   **Confirm the deletion** with **[Enter].**

Use Option 101 <u>Apply Payments to AR</u> to:

➚   **Re-enter** the corrected transaction.

Apply a Payment to General Ledger: [GL Entry] (F8)

Use this function to account for money **not** accruing to Customer Accounts Receivable. The sale of non-inventory assets, a returned deposit, or other transactions can be accounted for here.

These entries do appear in the Cash Journal; the income is linked not to AR, but to the other GL Accounts you designate. The system <u>does</u> require a Customer Account Number to <u>begin</u> the process, but that account is not affected by the transaction.
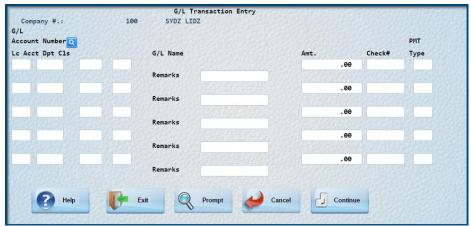
✱   **To Apply a Payment to a General Ledger Account:**
From the 101. <u>Apply Payments to AR</u> screen,

➚   Select or key **Company Number, [Tab]**

➚   Select or key **ANY Customer Number,**
3 digit, numeric. You may want to use the Counter Sale Customer Account 99. No other payment information is needed on the main screen.

➚   Press **[GL Entry] (**F8)**.**

The <u>G/L Transaction Entry</u> screen appears.

GL Transaction Entry window

With cursor in any one of the **Account Number** [Q] fields,

➔   Press **[Prompt]** (F4).

The GL Selection Prompt window appears with the Company's Chart of Accounts.

GL Account Selection list

➔   Select **GL Account Number**,
         Format 00 0000 000 00 (Location, Account, Department, &
         Class). Click on the specific account the money accrues to.

➔   *View* **GL Name, [Tab]**
         24 characters, alphanumeric.   The Description of the selected GL
         Account displays on the GL Transaction Entry window.

➔   Key **Amount, [Tab]**
         (Up to 9 digits, including decimal). The system assumes whole
         dollars, so add a decimal, if needed.

➔ Key **Check Number, [Tab]**

Up to 7 digits, numeric. The system assumes you are entering a
check and REQUIRES a Check Number.

For Cash or other pay-type, key "9999999". If the Reference Number is too long, truncate
leading digits, or use the **Remarks** field for the Transaction ID.

➔ Key **Pay Type, [Tab]**

2 character, alpha. **PY Code** (appropriate for GL entries) are:

CK	**C**hec**K**
CA	**CA**sh Payment
CH	**CH**arge (Merchant Cards)
LC	**L**etter of **C**redit
WT	**W**ire **T**ransfer (EFT)
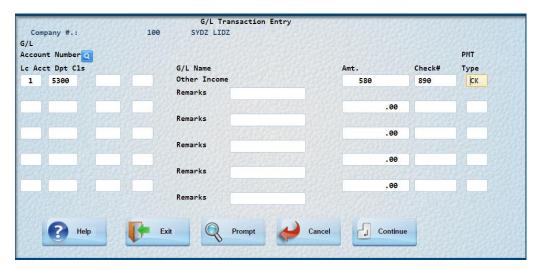
Use [Prompt] to select, if desired.

➔ Key **Remarks, [Enter].**

15 characters, alphanumeric. Optional. Enter an explanation,
transaction ID, source of the income, or the remitter.

```
                        G/L Transaction Entry
    Company #.:          100    SYDZ LIDZ
G/L                                                                    PMT
Account Number🔍
 Lc Acct Dpt Cls              G/L Name                Amt.    Check#   Type
  1   5300                    Other Income            580     890      CK
                              Remarks  [          ]
 [  ] [    ] [   ] [   ]                                .00
                              Remarks  [          ]
 [  ] [    ] [   ] [   ]                                .00
                              Remarks  [          ]
 [  ] [    ] [   ] [   ]                                .00
                              Remarks  [          ]
 [  ] [    ] [   ] [   ]                                .00
                              Remarks  [          ]

        [? Help]   [← Exit]   [🔍 Prompt]   [↩ Cancel]   [↵ Continue]
```

➔ Press **[Enter]** to save the entry(s).

The system returns to the 101 <u>Apply Payments to AR</u> screen. The receipt appears on the
102 <u>Temporary Cash Journal</u>, with its GL Account allocation and the Remarks.

[New AR] (F9): Adding a Receivable Transaction

Invoices and Credit Memos are the common transactions of Accounts Receivable, but are not created thru the AR Menu. Several types of receivables, however, can be created here:

- If a customer tenders a payment when an invoice doesn't yet exist, create a **Pre-Payment (PP)** for the unapplied amount.
- When a payment has not cleared or is disputed, enter a **Payment Reversal (NF, SP).**
- For an unresolved customer **Payment Deduction**, enter an AR modification **(CM or DM).**

For ALL of these transactions, the **payment information** is entered **twice**, first on the Apply Payments main screen, and then on the New AR window.   Be **careful** with **value signs** when recording these transactions, both in the **Payment Amount** fields, and (if applicable) in the **Apply** fields.

Modify Receivables: Credit Memo/Customer Chargeback/Debit Memo

While posting a payment, you may note a customer deduction for which no AR credit appears.   If the deduction is justified, it may be credited to the customer account.

When merchandise is returned (or defective but not being returned), it is **best practice** to issue a **Credit Memo** (using options 451 Create Credit Requisition, and 452 Create Credit Memo). The Credit Memo process:

- captures original pricing
- corrects accrued sales commission,
- creates documentation for the customer, and
- displays the transaction in the Customer Account's sales history.

Create a Credit Memo **before** processing the payment, and the affected transaction(s) can be cleared from the account with the payment.

When a sales credit is **unresolved,** but there is reason to **clear** the customer's original invoice, the account may be credited, in Accounts Receivable only, with a (Customer) **Debit Memo** or (Customer) **ChargeBack**. The customer **account is credited** with the deduction while you process the payment, but another, **new debit is created**, for the deduction amount.

Note that the **new DM** or **CB** transaction's **date is current**; it does not keep the original transaction's aging. This process prevents the generation of an automated Late Fee while the matter is being resolved.

The DM or CB process:

- does <u>not</u> produce a document that can be sent to the customer, and
- it will not appear in the Customer's Account <u>History</u> records (only invoices and credit memos appear in history), but
- the new debit <u>does</u> appear on a **Customer's Statement**.

When the sales credit request is **resolved**, <u>either</u>:

- issue a Credit Memo, and use Cash Correction to clear the debit, **-OR-**
- notify the Customer that the DM/CB is <u>not</u> valid, and the receivable(s) is still open.

✱ **To Add a Payment Deduction in AR:**
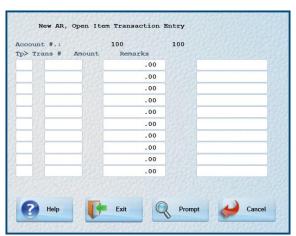
On the 101 <u>Apply Payment to AR</u> selection screen, complete the initial payment information:

➚ View/Key: **Py Type**: CK
2 digits. Change the **CK** default, if needed.

➚ Key **Company Number** 🔍 and **Customer Number** 🔍 **, [Tab]**
Up to 3/7 digits. Use [F4] prompt, if desired.

➚ Key **Check Number, [Tab]**

➚ Key **Payment Amount,**

Then, enter the Debit Memo:

➚ Press **[New AR]** (F9)**:**

The <u>New AR, Open Item Transaction Entry</u> window appears.

<u>New AR, Open Item Transaction Entry</u> window

In the **Tp> (AR Type)** field,

> ➔ Key **DM** or **CB, [Tab]**
>
> *Two digits*, AR Code. Use **[Prompt]**, if desired (lookup icon doesn't display here). Charge-Back and Debit Memo have the same function.

> ➔ Key **Trans Number, [Tab]**
>
> *Up to 7 digits, numeric*. Use the Check Number; this will appear as the transaction Reference Number.

> ➔ Key **Amount (-), [Tab]**
>
> *9 digits, numeric,* Enter the debit amount as a **negative number**.

> ➔ Key **Remarks, [Enter].**
>
> *Up to 15 digits*; Explanation, or reference.

The system saves the Customer's Debit Memo/Charge Back) and returns to the 101 Apply Payments to AR screen. The **deduction amount is added** to the customer's payment amount in the **$ Left** field.

> ➔ **Apply** the payment, and **save** it.

A **contra-transaction** has also been created, and it appears as a **new receivable** in the Customer Account's list. This **CB/DM** receivable will appear (as a positive amount owed) on the Customer Statement until the issue is resolved.

Post a Pre-Payment

If a customer makes a payment **before** an invoice is created, carry it as a **credit** in Accounts Receivable. During Order creation, specify the payment number, and the system applies the prepayment to the sale, printing it on the invoice. The payment can also be applied using the Cash Correction process. **Enter the check number** (or transaction ID) and **payment amount** twice:

- **once** to record the payment on the main screen, and
- **again** to create the open (credit) receivable with **[New AR]** (F9)**.**

✱ **To Post a Pre-Payment:**

The system assumes a Check Payment Type. From the 101 Apply Payments to AR screen,
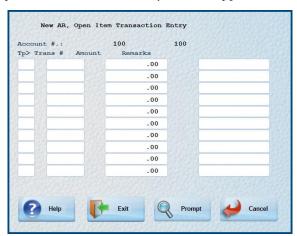
> ➔ Key **Company Number**🔍**, [Tab]**

> ➔ Key **Customer Account Number**🔍**, [Tab]**

> ➔ Key **Check Number, [Tab]**
>
> *Or* enter a **Receiving Transaction ID** if recording a non-check payment. Add Customer PO #, or other info.

➔   Key **Check Amount, [Enter].**

The [Enter] is required before proceeding.

➔   Press **[New AR]** (F9).

The New AR, Open Item Transaction Entry window appears.

```
        New AR, Open Item Transaction Entry

Account #.:           100          100
Tp> Trans #   Amount      Remarks
[    ][        ][        .00][                ]
[    ][        ][        .00][                ]
[    ][        ][        .00][                ]
[    ][        ][        .00][                ]
[    ][        ][        .00][                ]
[    ][        ][        .00][                ]
[    ][        ][        .00][                ]
[    ][        ][        .00][                ]
[    ][        ][        .00][                ]
[    ][        ][        .00][                ]


   (?) Help    (Exit)    (Q) Prompt   (↩) Cancel
```

New AR, Open Item Transaction Entry window

In the **Tp>** field:

➔   Select or key "**PP**"

The **AR Type** code for Pre-Payment. Use **[Prompt]** to select the code, if desired; the lookup icon doesn't display here.

➔   Key **Transaction Number, [Tab]**

Up to 7 digits, numeric. **Re-key** the Customer **Check Number**, or other transaction number.

➔   Key **Amount, [Tab]**

Up to 9 digits, numeric, Again, as entered on the Apply Payment selection screen.

➔   Key **Remarks.**

Up to 15 characters, alphanumeric A note identifying the pre-payment; the Customer PO Number, or other info. An entry is **required** here.

➔   Press **[Enter] to save.**

The system returns to the Apply Payment to AR screen, with the payment information.

➔   Press **[Enter] again.**

The customer payment is recorded, and the **PP** receivable in the amount of the payment appears on the customer's account as a **credit**.

Note: A **Credit Memo** and a **Pre-Payment** have the same function in the AR system. **Either** can be specified in the primary **401 Order Entry** screen (the **Pp Nm/Am** field) as full or partial payment for the order. Key the Pre-Payment's **Check Number**, or key the **Credit Memo (Invoice) Number**. After the order is saved, the payment amount will display on the screen.

A Pre-Paid order will appear in the Customer's AR Display **in sequence with the payment credit**; these will immediately clear from the Customer's AR, and will not print on the 105 Customer Account Statement.

Using Cash Correction

The process of cash correction reduces open transactions by **applying credits** to **debits**, or matching debits and credits. Use this procedure for:

- A customer prepaid an order. A cash correction is used to apply the payment to the subsequent invoice.

- A Credit Memo was issued, and the Customer decreased his payment for open invoices by that amount. Apply the credit to open receivables on the account.

- A shipment is refused. A Credit Memo is posted for the returned stock. Use the credit to pay the Invoice.

- An error occurs during shipping, but the invoice posted to the customer's account. You re-ship the merchandise for that invoice. The customer has been charged twice for the same merchandise. Issue a credit for the invoice-in-error; then use this credit to pay the original invoice.

Note: **All** cash corrections have a **zero net** effect. **No dollar amount** is keyed in the **Payment Amount** field during this process. Values added to and subtracted from the open transactions must add up to zero.

The Cash Correction transaction will appear in the Account's **Payment History** as a Cash Correction, with "Check Number" 9999999.

✱ **To Cash-Correct a Customer's AR:**

From the Apply Cash to Open A/R Items selection screen, with cursor in the **PMT Type** field:

➔ Key PY Code : **"CC"**
  2 digits. Or use **[Prompt]**, and select.

➔ *View,* key or select **Company Number** , **[Tab]**

➔ Key or select **Customer Account** , **[Enter].**
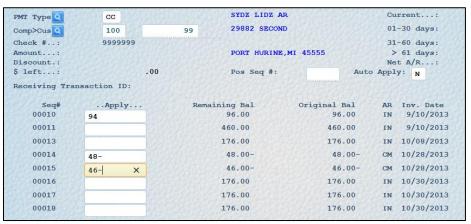
The Apply Payments to AR detail screen appears, listing the Customer's open receivables:

In the **Apply** Column,

➔   Key **Amounts, [Tab]**

Key each amount to apply to the transactions being cleared.

Cash Correction application

In this illustration, two Credit Memos are applied to the oldest open invoice. Key both **positive** and **negative amounts**, as they appear in the **Remaining Balance** column. When completed,

➔   Press **[Enter] to Save.**

Credits and Debits MUST **add up to zero**. The system saves the entries and returns to the Apply Payments to AR screen.

✱   **To Confirm any Payment Entries:**
➔   Run a **Temporary Cash Journal** (Menu Option 102).

Process a Refund Check

This process records your refund check number in the Customer's history, along with the Credit Memo(s) and/or Invoice(s) comprising the refund.

- **First, create** an **AP Invoice** in <u>Accounts Payable</u> (Financial Menu 750, Options 121-124).

- Then **process the payment** (750, 131-133): assign the check number and print the check.

- Finally, **apply the <u>negative</u> payment** in AR.

✱ **To Apply an AR Refund:**

The system assumes the PY Code is **CK**, check. From the 101. <u>Apply Cash to Open A/R</u> selection screen:

➔ *View*, or key **Company #** 🔍 **, [Tab]**
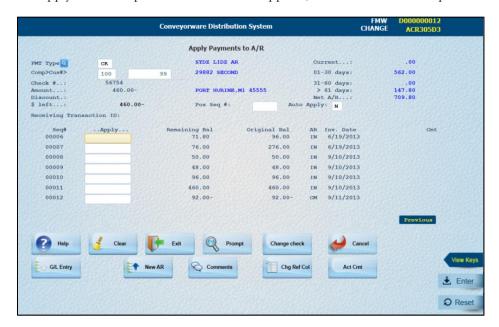
3 digit, numeric. Use the [Prompt], if desired.

➔ Key **Customer Account #** 🔍 **, [Tab]**

10 digits, numeric. Use the [Prompt], if desired.

➔ Key **Check #, [Tab]**

7 digits, numeric. Refund Check number, already printed.

➔ Key Refund **Amount [-], [Enter]**

9 digits, numeric, no assumed decimals. A refund check must be designated a **negative number** here, to **deduct** from accounts receivable.

The <u>Apply Cash to Open A/R</u> detail screen appears, with the Customer's open transactions.

➔ Key **Amount to Apply, [Tab]**

9 digits, numeric. Enter an amount next to each item to be refunded. Key **invoices** as **positive** and any **credits** as **negative** amounts.

➔ Press **[Enter]** to save.

If the transaction is **balanced**, the sytem returns to the <u>Apply Payments to Open A/R</u> screen.

If there is an **error**, one of two conditions exist: **+ $ Left**, or **- $ Left:** Possible Causes:

- Is there an error in the discount taken?

- Did the Customer create a deduction (debit memo) that you haven't posted with a corresponding (credit memo) entry?

- Is any adjusting entry in error?

- Have you applied credit or debit memos not on the remittance?

- Are all entries signed (**-** and **+**) correctly?

When the application to AR matches the payment, press **[Enter].**

The system returns to the <u>Apply Payments to AR</u> screen.

Enter Payment Reversals

Use this process to post checks returned unpaid by the bank, or payments posted in error. Posting a reversal **increases** the customer's AR balance.

Post a (104) Final Journal before and after this process to segregate bank deposits; you'll be re-entering the check (as a negative number), but won't, of course, be depositing it. This maintains the distinction of entries, as other cash applications may be processed during the day.

There are two methods of handling payment reversals; choose based on these **circumstances:**

1. If the transaction(s) still **appears in the current AR** records, **apply the payment reversal to each of the original transaction's receivables.** Use the Cash Journal to locate the date of deposit and each of the invoices paid. Re-enter the returned check with the same check number, but be sure to sign the amounts being reinstated:

> Invoices, Stop Payment & NSF: [–]
> Credit Memos, Prepayments, Unapplied Funds: [+]

2. If the transaction has been **cleared from current AR** records, use the **[New AR]** (F9) window to create a new (negative) AR transaction.

In reversing payments, key the original Check or Transaction ID Number, and enter the **Payment Amount** as a **negative** number. Any fees you might charge the customer can be invoiced separately.

∗ **To Apply a Returned Check (**or Other Void Payment**)**

to *Current* AR Transactions (circumstance # 1):

A payment recorded during the current month will appear in the Receivables list until the **Month-End** process removes it. From the <u>Apply Payment to AR</u> selection screen:

➔ *View* PY Type : **CK**

Use [Prompt] to select another payment type, if needed.

➔ Select or key **Company #** , **[Tab]**
3 digit, numeric.

➔ Key **Customer Account #** , **[Tab]**
10 digits, numeric.

➔ Key **Check #, [Tab]**
7 digits, numeric. Truncate excess digits. (Use the Transaction ID field for other PY types, and to add any explanation).

➔ Key **Amount[-], [Tab]**

> *9 digits, numeric. No assumed decimal.* Key as a **negative** so it posts as a debit.

The Apply Payments to A/R detail screen appears.

PMT Type 🔍   CK   MIKES MENSWEAR   Current...:   .00
Comp>Cus#>   100   100   456 SIXTH   01-30 days: 620.00
Check #..:   345   31-60 days: 3,316.00
Amount...:   156.00-   CITY,MI 42232   > 61 days: .00
Discount.:   Net A/R...:   3,936.00
$ left...:   156.00-   Pos Seq #:   Auto Apply: N

Receiving Transaction ID:

Seq#	..Apply...	Remaining Bal	Original Bal	AR	Inv. Date	Cmt
00005		1,000.00	1,056.00	IN	7/24/2013	
00006		956.00	1,056.00	IN	7/24/2013	
00007		1,176.00	1,176.00	IN	7/24/2013	
00008		184.00	184.00	IN	8/01/2013	
00009		144.00	144.00	IN	9/10/2013	
00010		150.00	150.00	IN	9/10/2013	
00011		326.00	326.00	IN	9/11/2013	

Previous

[Help] [Clear] [Exit] [Prompt] [Change check] [Cancel]
[G/L Entry] [New AR] [Comments] [Chg Ref Col] [Act Cmt]

Apply Payments to A/R detail screen

In the **original** payment application item lines,

➔ Key **Amount(-), [Tab]**

> *Up to 9 digits, numeric,* Be sure to key invoice amounts with **–** numbers, and key credit memo amounts with **+**numbers.

When completed,

➔ Press **[Enter].**

The **payment reversal** is recorded, and the **receivables are restored** to the customers account. These restored receivables retain their **original** transaction and due dates, along with the appropriate aging slots. The transaction can be verified on the 102 Temporary Cash Journal.

✱ **To Record a Returned Check (or other void payment)**
as a *New* AR Transaction (circumstance # 2):

From the Apply Payment to AR selection screen:

➔ View PY Type 🔍: **CK**

> Use [Prompt] to select another payment type, if needed.

➔ Select or key **Company #** 🔍**, [Tab]**
> *3 digit, numeric.*

➔ Select or key **Customer Account #** 🔍**, [Tab]**
> *10 digits, numeric.*

➔ Key **Check #, [Tab]**

7 digits, numeric. Truncate excess digits.
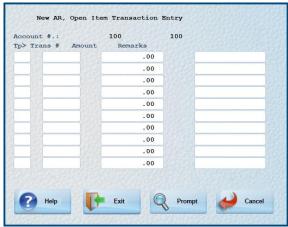
➔ Key **Amount[-], [Enter]**

9 digits, numeric.. Key as a **negative** so it posts as a customer account **debit.**

The Apply Payments to A/R Items detail screen appears, as above.

➔ Click on **[New AR]** (F9).

The New AR, Open Item Transaction Entry window appears.

```
     New AR, Open Item Transaction Entry

Account #.:        100          100
Tp> Trans #   Amount     Remarks
                            .00
                            .00
                            .00
                            .00
                            .00
                            .00
                            .00
                            .00
                            .00
                            .00

    Help      Exit      Prompt      Cancel
```

New AR, Open Item Transaction Entry window

In the **Tp>** field:

➔ Key **AR Type, [Tab]**

2 character, alpha. Or use **[Prompt]** to select (lookup icon doesn't display here):

NF Not Sufficient Funds
SP Stop Payment

➔ Key **Transaction Number, [Tab]**

Up to 7 digits, numeric. Re-enter the Customer Check Number. Drop leading digits if they exceed field length.

➔ Key **Amount (-), [Tab]**

Up to 9 digits, numeric, Again, **negative**, as entered on the Apply Payment selection screen.

➔ Key **Remarks** (Optional)
(Up to 15 characters, alphanumeric) A short note.

➔ Press **[Enter].**

The system returns to the Apply Payment to AR detail screen with the payment information.

➔ Press **[Enter] again.**

The system returns to Apply Cash to Open A/R Items screen.

The **payment reversal** is recorded, and the **new receivable** appears on the customer's account. The transaction can be verified on the 102 Temporary Cash Journal.

Note that the new transaction does <u>not</u> retain **the aging** of the original transactions.

Write Off Bad Debt

Writing off bad debt reduces the accounts receivable balance by removing receivables when you decide they are not collectible. This process only removes the debt from receivables; it <u>does not account</u> for the losses in the **General Ledger**. Any type of AR transaction, whether credit or debit, can be written off.

> As with other special AR transactions, run a separate 104 Final Cash Journal to segregate (and avoid errors in) bank deposits.

✱ **To Write Off Bad Debt:**
From the Apply Payments to AR selection screen, In the **PMT Type** field:

➔ Select or key **WO** , **[Tab]**
2 digit, numeric. Use **[Prompt]** to select, if desired.

➔ Select or key **Company #** , **[Tab]**
Up to 3 digit, numeric.

➔ Select or key **Customer Account Number** , **[Tab]**
Up to 10 digits, numeric.

➔ Key **Amount, [Enter]**
Up to 9 digits, numeric, 2 decimals. Total write-off for this customer account.

The Apply Payment to AR detail screen appears.

➔ Key **Amount to Apply**
9 digits, numeric. Amount of write-off **for each open transaction.**

➔ Press **[Enter].**

If the entries balance, the system returns to the Apply Payments to Open AR screen. Print a 102. Temporary Cash Journal to verify the write-off, if desired.

Complete Cash Receipts

✱   **To Complete Cash Receipts:**

After all payments are entered:

➔   Press **[Exit]** (F3)**.**

The system returns to the <u>Accounts Receivable Menu</u> screen.

Print a <u>Temporary Cash Journal</u> (Menu Option 102). VERIFY the totals and payment applications. Prepare a bank deposit, if needed.   Run the Menu Option 104 **Final Cash Journal**, if desired. The system automatically runs/prints a Final Cash Journal as part of the Day-End programs if any un-finalized transactions exist.

OPTION 102: PRINT TEMPORARY CASH JOURNAL

This option prints a Temporary Cash Journal for the company.   Use this document to **verify** payment applications before **finalizing/posting** them. The system prints a **Temporary Transaction Number**, in the far right column of this printout, that can be used to delete any pending transaction.

This report may be printed as often as needed throughout the day, before posting/printing the Option 104 Final Cash Journal.   Note that the Dayend process automatically produces a Final Cash Journal without requiring this report.

✱   **To Print a Temporary Cash Journal:**
➜   Click on **102 Temporary Cash Journal**, or
➜   Key command **"102," [Enter]**

The Print Temporary Cash Journal screen appears.

Print Temporary Cash Journal selection screen

➜   Key **Company #**🔍**, [Print]**
3 digit, numeric.

The Journal prints, and the system returns to the 100 AR Menu.

```
PROGRAM : ACR306FR                      Conveyorware Distribution System                    10/01/13 14:13:09
COMPANY : 100  SYDZ LIDZ                      TEMPORARY JOURNAL                                    PAGE:    1
                                         CASH RECEIPTS FOR 10/01/2013
---------------------------------------------------------------------------------------------------------------
 * *  A C C O U N T  * *        CHECK        CHECK              REF            AMOUNT       GEN'L            TRANS
   NUMBER       NAME             NBR         AMOUNT   DISCOUNT  NBR   TYPE     APPLIED      LEDGER  REMARKS    NBR
---------------------------------------------------------------------------------------------------------------
100-0000000099 SYDZ LIDZ AR     CASH COR                                                                    1056
                                                                  13    IN       71.80             NET 10 DAYS
                                                                  14    IN       20.20             NET 10 DAYS
                                                                  27    CM       92.00-            REF TO 0000014

100-0000000099 SYDZ LIDZ AR     4599         150.00      3.80                                               1058
                                                                  14    IN       55.80             NET 10 DAYS
                                                                  22    IN       50.00             NET 10 DAYS
                                                                  23    IN       48.00             NET 10 DAYS

100-0000000100 MIKES MENSWEAR   4868       2,232.00                                                         1059
                                                                  15    IN    1,056.00             *PREPAY ACCT
                                                                  17    IN    1,176.00             NET 10 DAYS

100-0000000100 MIKES MENSWEAR   WIRE TRA   1,056.00                                                         1062
     Transaction ID:  QRB3454654--23234A
                                                                  16    IN    1,056.00             NET 10 DAYS

100-0000000101 BILL TO BILL     CASH PAY     184.00                                                         1057
                                                                  18    IN       88.00             *PREPAY ACCT
                                                                  20    IN       96.00             NET 10 DAYS

01-1000-000-00 Furniture and Fixtures  CASH PAY   200.00                  GL                200.00  GRAY DESK HUT 1061
                                             ---------  ---------              ---------  ---------
              THE TOTALS ARE:            3,822.00      3.80              3,625.80    200.00


           TOTALS BY SOURCE:            ********* *********           ********* ********* # of Checks

                       CASH CORRECTION                                                              1
                       CHECK             2,382.00      3.80              2,385.80                    2
                       WIRE TRANSFER     1,056.00                        1,056.00                    1
                       CASH PAYMENT        184.00                          184.00    200.00          1
```

Layout for <u>Temporary Cash Journal</u>

HEADER: Report Title, Company Name, Report (specified/default) Date, & Page Number
COLUMNS:

ACCOUNT Number, **Name:**   Company & Customer Account Numbers, with Customer Account Name, <u>above</u>:

Transaction ID: Field used for complex transaction IDs and confirmation numbers, &/or payment remarks.

Check Nbr: Check Number, or "9999999" for other payment types.

Check Amount: Amount of Customer Payment (or, if negative amount, Refund)

Discount: Discount (an expense) given for payment within account terms.

Ref Number   Invoice, or Credit Memo, Number

Type   **AR** Transaction-Type Code:

CB	Charge-Back (unresolved <u>customer</u> deduction)
CM	Credit Memo
DM	Debit Memo (unresolved <u>customer</u> debit memo)
IC	Invoice (COD)
IN	Invoice with Terms
LF	Late Fee Invoice (system-generated)
NF	NSF Check (payment reversal)
PP	Pre-Payment (an unapplied balance)
SP	Customer Stopped Payment (payment reversal)

Amount Applied   Dollars applied to specified invoices/credit memos.

General Ledger   Dollar amount recorded to the General Ledger.

Remarks   Entered in the transaction record. This field is printed on the Cash Journal and on AR reports.

Trans Nbr   AT Code, a **temporary** number assigned to each entry. This number **permits deletion** of a transaction entered in error, using Option 103. <u>Delete AR Transaction</u>.

SUMMARY:

TOTALS for **Check Amount**, **Discount**, **Amount Applied**, & **GL Amount** columns, <u>above:</u>

Totals by PAY TYPE for each Amount column, with **Number of Payments** by Pay Type.

OPTION 103:   Remove AR Transaction
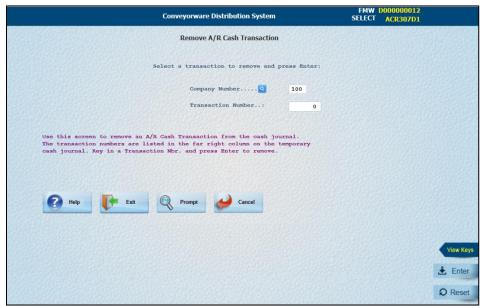
This option **deletes** a payment transaction after it has been entered (and saved), but **before** it has been posted with the 104 Final Cash Journal. Refer to Option 101, section: "To Delete an Error *after* Saving".

✱   **To Delete a Payment Transaction:**

From the 100 AR Menu,

➔   Click on **103 Remove Cash by Transaction,** or

➔   Key command **"103," [Enter].**

The Remove AR Transaction screen appears.

Remove Cash Transaction screen

➔   Select or key **Company Number** , **[Tab]**
        7 digits, numeric. Use [Prompt] to select, if desired.

➔   Key **Temporary Transaction Number [Enter].**
        The (AT Code) Temporary Transaction Number appears on the 102 Temporary Cash Journal, in the far right **Trans Nbr** column.

The confirmation message appears: **"Transaction Deleted."**

✱   **To Exit:**

➔   Press **[Exit]** (F3)**.**

The system returns to the Accounts Receivable Menu screen.

Note: Confirm the deletion by again printing the 102 Temporary Cash Journal

OPTION 104: PRINT FINAL CASH JOURNAL

This program prints the 102 Temporary Cash Journal entries, and posts them as permanent entries. The AT transaction numbers found on the temporary journal are gone; no changes are permitted after finalizing the Cash Journal.

The Day-End process produces this report for any receipts not yet posted, and sends it to a designated printer or email address. If the business needs only one Cash Journal for the day, it is not necessary to run this report separately.

IF it is helpful to have a single Journal posted to match a (cash receipts) bank deposit, run a final Cash Journal separately from other transactions.

Before posting a Final Cash Journal, review a Temporary Journal. Verify that the Journal receipts matches a manual count/total of **checks/cash for deposit**. This can confirm a bank **deposit slip**, matching **Cash Journal entries** with **banking records**.

✱ **To Post and Print a Final Cash Journal:**

From the 100 AR Menu:

➨ Click on 104 **Post Final Cash Journal.**

The Print Final Cash Journal selection screen appears.

Print Final Cash Journal selection screen

➨ Select or key **Company #** [icon] **, [Print].**
3 digit, numeric.

The Journal prints, and the system returns to the 100 AR Menu

---

```
PROGRAM : ACRD161                    Conveyorware Distribution System              10/01/2013 14:42:01
COMPANY : 100  SYDZ LIDZ                      FINAL JOURNAL                               PAGE:    1
                                             CASH RECEIPTS

* * A C C O U N T * *        CHECK      CHECK              REF            AMOUNT    GEN'L
NUMBER      NAME             NBR        AMOUNT   DISCOUNT  NBR   TYPE     APPLIED   LEDGER   REMARKS
─────────────────────────────────────────────────────────────────────────────────────────────────
100-0000000099 SYDZ LIDZ AR  CASH COR
                                                            13    IN       71.80             NET 10 DAYS
                                                            14    IN       20.20             NET 10 DAYS
                                                            27    CM       92.00-            REF TO 0000014

100-0000000099 SYDZ LIDZ AR  4599       150.00     3.80
                                                            14    IN       55.80             NET 10 DAYS
                                                            22    IN       50.00             NET 10 DAYS
                                                            23    IN       48.00             NET 10 DAYS

100-0000000100 MIKES MENSWEAR 4868     2,232.00
                                                            15    IN     1,056.00            *PREPAY ACCT
                                                            17    IN     1,176.00            NET 10 DAYS

100-0000000100 MIKES MENSWEAR WIRE TRA 1,056.00
      Transaction ID: QRB3454654--23234A
                                                            16    IN     1,056.00            NET 10 DAYS

100-0000000101 BILL TO BILL  CASH PAY   184.00
                                                            18    IN        88.00            *PREPAY ACCT
                                                            20    IN        96.00            NET 10 DAYS

01-1000-000-00 Furniture and Fixtures  CASH PAY  200.00           GL                200.00   GRAY DESK HUTCH
                                       ---------  ---------              ---------  ---------
            THE TOTALS ARE:            3,822.00     3.80                3,625.80    200.00


        TOTALS BY SOURCE:             ********* *********            ********* ********* # of Checks

                 CASH CORRECTION                                                                  1
                 CHECK                 2,382.00     3.80                2,385.80                   2
                 WIRE TRANSFER         1,056.00                        1,056.00                   1
                 CASH PAYMENT            184.00                          184.00    200.00         1
```

Layout for Final Cash Journal

HEADER: Report Title, Company Name, Report (specified/default) Date, & Page Number
COLUMNS:

ACCOUNT Number, **Name:**   Company & Customer Account Numbers, with Customer Account Name, <u>above</u>:

Transaction ID: Field used for complex transaction IDs and confirmation numbers, &/or payment remarks.

Check Nbr: Check Number, or "9999999" for other payment types.

Payment Amount: If a negative amount, Customer Refund

Discount: Discount (an expense) given for payment within account terms.

Ref Number   Invoice, or Credit Memo, Number

Type   **AR** Transaction-Type Code:

CB	Charge-Back (unresolved <u>customer</u> deduction)
CM	Credit Memo
DM	Debit Memo (unresolved <u>customer</u> debit memo)
IC	Invoice (COD)
IN	Invoice with Terms
LF	Late Fee Invoice (system-generated)
NF	NSF Check (payment reversal)
PP	Pre-Payment (an unapplied balance)
SP	Customer Stopped Payment (payment reversal)

Amount Applied   Dollars applied to specified invoices/credit memos.

General Ledger   Dollar amount recorded to the General Ledger.

Remarks   Entered in the transaction record. This field is printed on the Cash Journal and on AR reports.

SUMMARY:

TOTALS for **Check Amount**, **Discount**, **Amount Applied**, & **GL Amount** columns, <u>above:</u>

Totals by PAY TYPE for each Amount column, with **Number of Payments** by Pay Type.

OPTION 105: Print Customer Statements

A Customer Statement lists all open-balance receivables for a Customer Account. All types of receivables are included on the statement; no payments are shown. Items with $0 balance, paid since the last month-end, do not appear. The statement summary includes the account aging with the total owed.

Statements may be printed at any time.

> ✳ **To Choose Print Customer Statements:**

From the 100 AR Menu,

> ➔ Click on **105 Print Customer Statements,** or
>
> ➔ Key command **"105," [Enter].**

> The Print Customer Statements screen appears.

Print Customer Statements selection screen

> ➔ Select, or key **Company Number** 🔍 **, [Tab]**
> *7 digits, numeric.* Use [Prompt] to select, if desired.

> ➔ Key **Customer Account Number** 🔍 **, [Tab]**
> *Up to 10 digits*; (0000000000), default is Zeros=ALL. Specify one customer account, or print statements for all customers. Use [Prompt] to select, if desired.

> ➔ Key **Include $0/Negative Balance, Y/N: [Tab]**
> *1 digit, Y/N.* Default is N, no. Key "**Y"** to print statements for customers with $0 or credit-balance accounts.

> ➔ Click on **[Print].**

The confirmation message appears: "**Report has been submitted.**"

CUSTOMER STATEMENT

1-555-555-5555

SYDZ LIDZ
29882 SECOND AVENUE
PORT HURINE,MI 45555 US

Statement Date: 10/13/14 15:00
Account Number: 100-0000000100
Codes:

IN Invoice	LF Late Fee
CM Credit Memo	SP Stopped Payment
PP Prepayment	
CB Charge Back	
NF NSF Check	
DM Debit Memo	

MIKES MENSWEAR
456 SIXTH

CITY, MI 48555

Inv Date	CD	Ref No.	Due Dt	Open Balance	Inv Date	CD	Ref No.	Due Dt	Open Balance
070114	IN	146	073114	422.55	072214	IN	262	082114	647.52
072214	IN	283	082114	93.72	072214	IN	284	082114	138.45
072214	IN	289	082114	481.38	072514	IN	315	082414	387.66
082014	CM	320	082014	178.00-	082614	IN	323	092514	102.24
082714	IN	325	092614	219.39	082714	IN	326	092614	51.12
082714	IN	329	092614	93.72	082714	IN	330	092614	187.44
082714	IN	333	092614	121.41	092414	IN	336	102414	51.12
100614	IN	342	110514	159.75	100814	IN	343	110714	1,431.36
100814	IN	344	110714	1,431.36	101014	LF	9999999	101014	50.00-
101014	LF	9999999	101014	100.00	000000			000000	.00

> 60 Days	31-60 Days	01-30 Days	Current		Remit this Amount
422.55	1,570.73	825.32	3,073.59		5,892.19

Layout for Customer Statement

HEADER: **Company Name**, **Address, Phone, & Statement Date**

Customer Account Number, Bill-To Name & **Address**

AR Code List:
CB	Charge-Back (unresolved <u>customer</u> deduction)
CM	Credit Memo
DM	Debit Memo (unresolved <u>customer</u> debit memo)
IC	Invoice (COD)
IN	Invoice with Terms
LF	Late Fee Invoice (system-generated)
NF	NSF Check (payment reversal)
PP	Pre-Payment (an unapplied payment/balance)
SP	Customer Stopped Payment (payment reversal)

COLUMNS: The statement prints two transactions across each line, so each column heading appears twice:

Inv Date:	<u>Six</u> Digit Date of Invoice (mmddyy)
CD (AR):	AR Type Code
Due Date:	Item Due Date, based on 30 day Terms
Open Balance:	Amount (original, or still-open)

SUMMARY:
Aging Slots: >60 Days, 31-60 Days, 1-30 Days, and **Current.**
Remit This Amount: $ Total Owed.

OPTION 107:   Display AR by Customer

This option displays a Customer's Accounts Receivable records. The system sorts the list from the most recent transactions to the oldest. Only <u>open</u> transactions appear on the list by default. Transactions cleared through payment or cash correction are removed by the Month-End process. Use [Sort/Select] (F8) to expand or limit the list.

> ✱   **To Display a Customer's AR Transactions:**
> ➔   Click on **107. <u>Display AR by Customer</u>,** or
> ➔   Key command **"107", [Enter].**

The <u>Display AR by Customer</u> selection screen appears.

<u>Display AR by Customer</u> selection screen
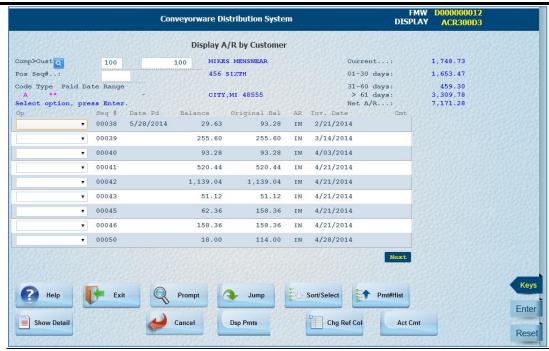
> ➔   Select or key **Company Number**🔍**, [Tab]**
>   *3 digit, numeric.* Use **[Prompt]** to select, if desired.
>
> ➔   Select or key **Customer Account Number**🔍**, [Enter].**
>   *10 digits, numeric.* Use **[Prompt]** to select, if desired.

The <u>Display AR by Customer</u> detail screen appears.

Display AR by Customer list screen

Layout of the Display AR by Customer list screen

Header Section is the same as selection screen.

Open AR Transaction **Columns:**

Opt:	Options field:
	    10=Transaction Comment
	    12=Payment History

Seq #:	Account Sequence Number: the line-item number in the Customer's AR history.
Date Paid:	Date of last payment, or activity, for this item.
Balance:	Current Amount Still Owing
Original Bal:	Amount of the Original Transaction
(AR) Type:	AR Code for the account debit or credit:

IN	Invoice
CB	Charge Back for unauthorized deduction
CM	Credit Memo
DM	Debit Memo
LF	Late Fee Invoice (system-generated)
NF	NSF Check (payment reversal)
PP	Pre-Payment, or an Unapplied Balance
SP	Stopped Payment (a payment reversal)

Invoice Date:	Original Transaction Date
Cmt:	* means a Comment exists for the transaction. To display the (active) Comment window, in the item's **Opt** box, click on **10=Comments**.

Active **[Buttons]** (F Keys) for the <u>**Display AR by Customer**</u> screen:

[Help] (F1):	Brings up a "Help" window with information about the cursor's field. From any [Help] <u>window</u>, press **[Extended Help]** (F2) for detailed information about the *entire* screen.
[Prompt] (F4):	Brings up the list of entries for fields with a lookup icon.
[Jump] (F7):	Displays this Customer Account's screen from your choice of other Menus: AR, Customer Accounts, Sales History, Order Status, and Return/Repairs
[Sort/Select] (F8):	Brings up the Sort/Select window. Choose to SORT by Sequence Number (1=Seq#) or by Invoice Number (2=Transaction#). Choose to SELECT by Active Code, AR Type Code, and/or Date Paid range.
[Pmt Nbr] (F9):	Displays a specific <u>Check</u> payment for this Account, with the posting date, amount, any discount, and remark fields, along with the check's application to receivables.
[Details] (F11):	Displays a second line of data for each entry, including Due Date, Invoice Terms, and Aging Slot (as Column#).
[Cancel] (F12):	Returns to the previous screen without saving changes.
[Payments] (F13):	Displays the list of ALL the account's payments, with the further option to display the **application to receivables.**
[Chg Ref Col] (F15):	Toggles thru displaying **five fields** from the AR transaction: **Invoice Date** (default), **Invoice Number,** **System Number,** **PO Number,** and **Customer PO Number** (3rd party reference, from Remarks window of 401. Order).
[Acct Cmt] (F19):	Displays a **Global** Comments window, specific to the **Customer Account**, which can be accessed in many system menus.

✱ **To Navigate a Long List:**

If the lower right screen displays "**Next"**, and/or **"Previous"**,

➔ Click on **[Next]** and **[Previous]**

--OR--

➔ Press **[Page Up]** and **[Page down]** on a keyboard.

✱ **To Display More Details in the Transactions List:**
➔ Click on **[Show Detail]** (F11).

The <u>Display AR by Customer</u> screen appears with a second line of data for each list entry.

<p align="center">Display Open Items with [Show Detail] lines</p>

This function **toggles** to display a second line of data for each entry, including Code (an inactive field), Invoice **Due Date**, Invoice **Terms**, and (Aging) **Slot.** The Aging Slot refers to **past-due** periods: 1=up to one month, 2=up to two months, 3=more than two months.

✱ **To Display Different Reference fields in the list:**

➔ Click on **[Chg Ref Col]** (F15)**.**

Toggle thru displaying five fields on the list: **Invoice Date** (default), **Invoice Number**, **System Number**, **PO Number**, and *Customer* **PO Number** (a 3rd-party reference from the <u>Remarks</u> window of the Order).

✱ **To Limit or Re-Sort the Display AR List:**

➔ Click on **[Sort/Select]** (F8)**.**

The <u>Open Item Selection</u> window appears.

<p align="center">Open Item Selection window</p>

➔   Choose to SORT by account **Sequence Number** (1=Seq#, default) or by **Invoice/CM Number** (2=Transaction#). Transaction Number sorting assigns all non-numbered AR Types (CB, DM, LF, and SP) with "9999999". Pre-Payments (PP) carry the Check Number of the payment.

➔   Choose to SELECT by **Active Code**:
           A=Active (**Open** Balance, and $0 Balance-Paid in the current month), or
           D=Complete (**Closed**-Paid only, Previous months), or
           *=ALL receivables, open and closed.

➔   Choose to SELECT by **AR Type Code**:
      **=ALL transactions (default), or key any of these AR codes:
           CB=ChargeBack (Unauthorized Customer Deduction)
           CM=Credit Memo
           DM=Debit Memo (Unauthorized Customer Deduction)
           IC=Invoice (COD)
           IN=Invoice with Terms
           LF=Late Fee Invoice (system-generated)
           NF=Nonsufficient Funds (Payment Reversal)
           PP=Pre-Payment, or Unapplied Balance
           SP=Stopped Payment (Payment Reversal)

➔   Choose to SELECT by **Payment Date Range**:
Default is <u>NO</u> payment range=**ALL Transactions**, open and paid.
Click on the **Calendar Icons** to select a payment date range.
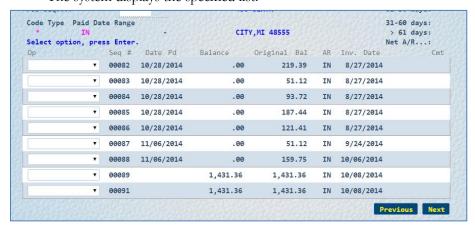
> Key any number ("1" works) in the first Date field to display **only** transactions with **Current Month payments.**

➔   Press **[Enter]**.

The system displays the specified list.

Op		Seq #	Date Pd	Balance	Original Bal	AR	Inv. Date	Cmt
	▼	00082	10/28/2014	.00	219.39	IN	8/27/2014	
	▼	00083	10/28/2014	.00	51.12	IN	8/27/2014	
	▼	00084	10/28/2014	.00	93.72	IN	8/27/2014	
	▼	00085	10/28/2014	.00	187.44	IN	8/27/2014	
	▼	00086	10/28/2014	.00	121.41	IN	8/27/2014	
	▼	00087	11/06/2014	.00	51.12	IN	9/24/2014	
	▼	00088	11/06/2014	.00	159.75	IN	10/06/2014	
	▼	00089		1,431.36	1,431.36	IN	10/08/2014	
	▼	00091		1,431.36	1,431.36	IN	10/08/2014	

Code Type Paid Date Range   31-60 days:
   *   IN   -   CITY,MI 48555   > 61 days:
Select option, press Enter.   Net A/R...:

Previous   Next

<u>Display AR by Customer</u> list,
Active Code=* (both "A" active, and "D" complete),
Item Type=IN (Invoices only)

Display/Find Payments:

If you have a Customer's <u>Check Number</u>, display the receivables it was applied to with [Pmt#Hist] (F9).

The entire <u>Payment History</u> list is available with the **[Payments]** (F13) button. ALL Payment Types are included: Cash, Checks, Wire Transfer/EFT, Pre-Payments, Cash Corrections, and Write-Offs, in reverse-date order.

*   **To Display a Specific <u>Check</u> Payment for this Account:**

> All other payment types have "Check Number" 9999999, which can't be unique here.

➔   Click on **[PmtNbr]** (F9).
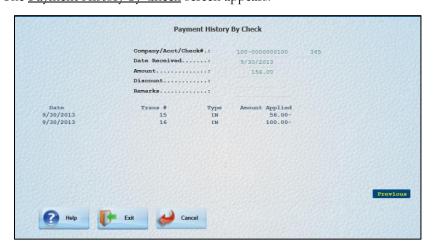
The <u>Check Selection</u> screen appears.

<u>Check Selection</u> screen

➔   Key the **Check Number** to display, **[Enter].**
Up to 7 digits, numeric.

The <u>Payment History by Check</u> screen appears.

<u>Payment History by Check</u> screen
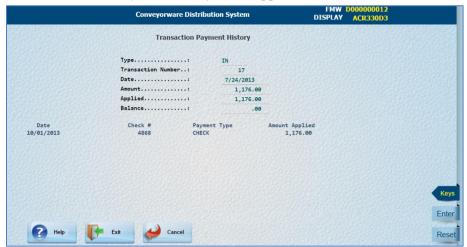
> The check's posting **Date**, **Amount**, any **Discount**, and **Remarks** fields display, along with the payment's application to receivables.

.

✱   **To Display an AR Transaction's Payment History:**

In the Opt field of the line-item,

➔   Click on **12=Pay History.**.

The Transaction Payment History screen appears.
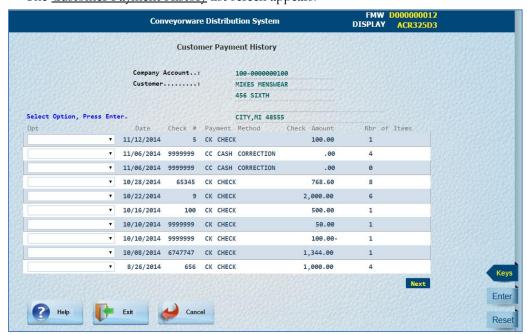
Transaction Payment History screen

✱   **To Display the Account's Payment History list:**

From the Display AR by Customer list screen,

➔   Click on **[Payments]** (F13).

The Customer Payment History list screen appears.

Customer Payment History screen

Layout for <u>Customer Payment History</u> list screen:

Columns: **Opt:**   Option for each Payment: 12=View Detail Items

          Date: Payment/Activity date.

          Check #:   Check Number (display Transaction ID field with Opt 12).

          Pmt Method   PY Code and Description

          Check Amount: Payment Amount.

          # of Items: Count of the receivables (invoices, credits, and debits) this
                            payment was applied to.
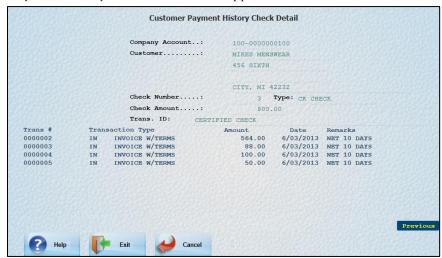
   ✱   **To Display Details of any Payment:**
         In the line's **Opt** Box,

         ➔   Click on **12=View Detail Items.**

The <u>Payment History Check Detail</u> screen appears.

<u>Customer Payment History Check Detail</u> screen

The payment detail screen includes the alphanumeric Trans. ID field. The **AR Transaction Numbers** (Invoice/Credit Memo, or 9999999 for other AR Types)**, AR Type, Amount**, **Date**, and **Invoice Terms** or **Remarks** fields of the payment's application to receivables are listed
.

✱ **To Display Customer Account Comments:**
From the <u>Display AR by Customer</u> list screen,

➔ Click on **[Act Cmt]** (F19).

The global <u>Customer Account Comments</u> screen appears.

<u>Customer Account Comments</u> screen

✱ **To Display this Customer's Records in a Different Menu:**

➔ Click on **[Jump]** (F7)**.**

The <u>Jump</u> window appears.

➔ Key **[Letter], [Enter].**

The current Customer Account is displayed in the selected module display screen.

To return to the original function, repeat the **[Jump].**

OPTION 108:   Display a Customer Account

This option provides non-editing display of Customer Account records. Both <u>local</u> Customer [Comments] (F10) and <u>global</u> [Account Comments] (F19) can be displayed and edited here.

✱   **To Display a Customer Account record:**

From the 100 <u>Accounts Receivable Menu</u>,

➔   Click on **108 <u>Display Customer Account</u>**, or

➔   Key command **"108", [Enter].**

A <u>Display Customer Account</u> screen appears.

<u>Display Customer Account</u> selection screen

✱   **To Display a Customer Account with an Account Number** 🔍 ,
With cursor in the **Work with Custom.#** field:

➔   Select or key the **Customer Account Number**, **[Enter] .**
Up to 10 digits, numeric. Use [Prompt] (F4) to select, if desired.

The <u>Display Customer Account</u> detail screen appears.

✱   **To Display the Customer Account List** :
With cursor in ANY field, display the list of ALL accounts:

➔   Press **[Enter].**
The [Prompt] button also works here, but requires more steps to display the list.

The <u>Display Customer Account</u> list screen reappears, with the list of accounts **sorted** by **Customer Name.**

Display Customer Account list screen

To navigate the list, click on **[Next]** and **[Previous],** or use a keyboard's **Page Down** and **Page Up**. In any selected record's **Options** field, click on **5=Display.**

✱ **To Search for an Account by Customer Name** 🔍 :

In the **Position-to Customer Name** field:

➔ Key **Customer Name**, an **Initial**, or a **Partial Name, [Enter].**

The Work With Customers screen reappears, with a list of accounts that **match** or **include** the name or initial letters entered. The list is **sorted** by **Customer Name.**

To navigate the list, click on **[Next]** and **[Previous],** or use a keyboard's **Page Down** and **Page Up**.

In the correct record's **Options** field,

➔ Click on **5=Display.**

The Customer Account detail record displays.

✱ **To Sort and Search for Customer Account by Customer Phone:**

With cursor in the **Area Code** field,

➔ Key **Any Number, [Enter].**
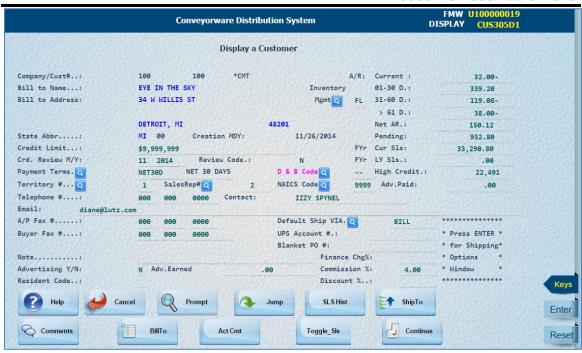
To limit the list, enter an Area Code, or enter an entire phone number to display one account.

The Customer Account list displays, sorted by Customer Phone Number. Accounts with no phone number are not included in the list.

In the correct record's **Options** field,

➔ Choose **5=Display.**

The Display a Customer detail record displays.

Display A Customer detail screen

Layout for the Display Customer Account screen

On the Top Right corner of the screen:
These ten data fields, beginning with AR Current, show the customer's Accounts Receivable, Sales, and Credit History.

On the Left and Center of Screen:
Company Number and **Customer Account Number**

*CMT: This flag, next to Customer Account #, indicates that notes exist in the local **Comments** [F10] window.   The global Customer Account Comment (F19) does not have a flag/indicator.

Bill-to Name:	Company Account Name
Bill-to Address:	Address for invoicing.
Inventory Mgt:	The Inventory Management code affects receiving, storage, and order allocation for stock.
City & State:	City and State for invoicing.
Zip Code:	5 Digit Zip Code for US addresses, or postal code.
State Abbreviation:	*2 digit* USPS State code.
Creation MDY:	Month, Day & Year the account was created.
Credit Limit:	Highest Amount on the Account to ship new orders.
Crd. Review M/Y:	mm/yyyy. Month when the account's credit was last reviewed.

Review Code:	N=New: Credit assessment took place when the account was new. Other entries can be subscriber-defined.	
Payment Terms 🔍:	Defaults to each new order. Late fees are based on Payment Terms.	
Dun & Brad®🔍:	Dun and Bradstreet financial rating, if used.	
Territory #🔍:	The assigned Sales Territory (default is 01).	
Sales Rep 🔍:	The assigned Sales Rep, if used.	
NAICS Code🔍:	Specifies the customer's industry sector, 4 digits shown. If unknown, or not used, default is "9999."	
Telephone Number:	Contact Phone	
Contact:	Primary (usually Billing) Contact Name.	
Email:	Email address for the primary contact. A shipping recipient email can be added to the Ship-To panel in orders.	
A/P Fax #:	Accounts payable/primary contact fax.	
Default Ship Via🔍:	Preferred shipping service. This field defaults to the account's new orders.	
B/Y Fax #:	Buyer's/Shipping recipient's fax	
Blanket PO:	A Customer-specified Purchase Order Number for all orders. Information-only field: this does NOT default to new orders.	
Note:	A short comment about this account; this field appears on Credit Hold and AR Aging Reports. .	
Finance Chg%:	If the system is set up to generate Late Fee Invoices, it will charge this percentage for all past-due amounts.	
Advertising Y/N:	Default is N. "Y" If the customer accrues advertising credit.	
Adv. Earned:	Current advertising credit amount accrued.	
Commission %:	4 digits, no assumed decimal. If specified here, the system assigns this sales commission for <u>all</u> stock sold to this customer. This rate can be overridden by rates entered in inventory records and order screens.	
Resident. Code:	Blank (default)=Commercial address. R=Residential, for parcel shipping surcharge.	
Discount %:	Discount rate given on each invoice (computes **in addition to** volume price breaks).	

On **Lower Right corner** of screen:

➔ Press **[Enter]** to view the <u>Shipping and Sales Tax</u> window:

The Shipping and Sales Tax window appears.

Shipping and Sales Tax window

Bypass Credit Limit:	"**Y**" ships new orders without dollar limit.
Bypass 60 Day Limit:	"**Y**" ships new orders without overdue limit.
Print Packing Slip:	"**Y**" prints a packing slip at order completion
Print Price on Packing Slip:	"**Y**" prints prices on order sheet and packing slips.
Print Invoice:	"**Y**" prints an Invoice for each shipped order at order completion (see next field), or with the day-end process.
Put Invoice in Carton:	"**Y**" to print and include the Invoice with the shipment.
Include Frt Chg in Inv.:	"**Y**" to add parcel shipping charge to each invoice. This can be done at order completion for integrated-UPS shipping accounts, or with the day-end process for Indicia and FedEx.
BOL Remark:	A message here prints on all freight shipment Bills of Lading.
Charge Sales Tax (Y/N)**:**	Y= Calculate Sales Tax. N= Customer's purchases are sales tax-exempt.
Tax Exempt Number:	If applicable. Most jurisdictions require that sellers keep customers' exemption certificates on file.
Tax Authority:	The locality for Sales Tax for this customer.

✱   **To Return to the Display a Customer detail screen:**

➔   Click on **[Cancel]** (F12)**.**
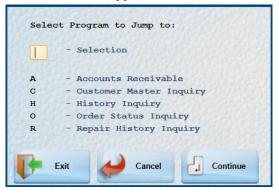
The system returns to the Display a Customer detail screen.

> Note: **[Continue]** (Enter) and **[Exit]** (F3) <u>exit</u> the Customer Account record, and return to the <u>Display Customer L</u>ist screen.

> ✱   **To Display *this* Customer's Record(s) in a Different Menu:**

> ➔   Click on **[Jump]** (F7).

The <u>Jump</u> selection window appears.

> Choices are: **A=<u>A</u>**ccounts Receivable (Option 107),
> **C=<u>C</u>**ustomer Account (Option 207),
> **H=**Sales **<u>H</u>**istory (Option 109)
> **O=<u>O</u>**rder List (Option 401), and
> **R=<u>R</u>**eturn/Repairs (Option 701).

> ➔   Key **[Letter], [Enter].**

The current Customer Account is displayed in the selected display screen.
To return to the original module, repeat the **[Jump].**

> ✱   **To Display the Customer's Sales History for Prior Years:**

> ➔   Click on **[Sls Hist]** (F8).

The <u>Sales History</u> window appears. Data only appears for customers with previous years' history in the system. The most recent year is listed first.

<u>Sales History</u> window

> ✱   **To Exit the <u>Sales History</u> window:**
> ➔   Press **[Enter],** or **[Exit]** (F3) or **[Cancel]** (F12)**.**

The system returns to the <u>Display a Customer</u> screen

      ✻   To Display the **Ship To Name and Address:**

      ➔   Click on **[Ship-To]** (F9)**.**

The Ship To Address window appears.

Contact...: MIKE MIKEY
Company...: MIKES MENSWEAR
Address...: 466 SIXTH

City......: CITY
Country..: US
State/Prv: MI
Zip Code..: 48555

Ship-To Address screen

      ✻   To Exit **Ship To** Name and Address Screen**:**

      ➔   Press **[Cancel]** (F12)
      to return to Display a Customer, or

      ➔   **[Exit]** (F3) exits to the AR Menu.

      ✻   **To Display Account Comments:**

      ➔   Click on **[Acct Cmts]** (F19)**.**

The global Account Comments window appears.

Comments For: Keys: 100
Pos. to Line: / 0000000100
Line#   Comments
00001   OWNER IS NEW TO THIS MARKET. RE-ASSESS FOR CREDIT IN SIX
00002   MONTHS.
00000
00000
00000

(F19) Account Comments window

This **Account Comments** window can be displayed while working with the Customer Account in any activity. Display and/or add Account Comments in AR, Orders, Sales History, and Returns.
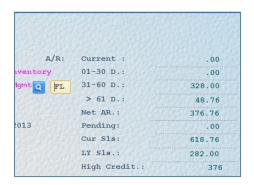
The Account Comments window is **active**, and may be edited. Both **[Exit]** and **[Cancel]** return to the Display a Customer screen.
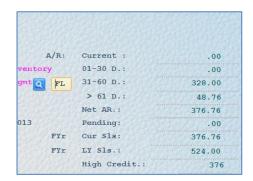
✱ **To Display (Non-Calendar) Fiscal Year Sales:**

The display assumes a calendar-based fiscal year. If your Company operates on a **non-calendar fiscal year,** display current and last fiscal year sales:

➔ Click on **[Toggle_Sls]** (F20)**.**

The **Cur Sls** and **LY Sls** fields change to fiscal year net totals with the **FYr flag.**

✱ **To Return to the Return/Repair Menu:**

➔ Press **[F3=Exit]** or **[F12=Cancel] twice.**

The System returns to the 100 Accounts Receivable Menu screen.

OPTION 109:   Sales History Display

This option provides lists of sales transactions, and can be used to locate and display detailed records. Transactions created today will appear in history records only after Day-End.

Only **Invoices** and **Credit Memos** are included in Sales History. Other receivables transactions (including pre-payments and payment reversals- any item with a AR Code) may be found with Option 107 Display AR by Customer. Customer **Payments** may be displayed there, as well.

Search for, and sort by: **Company, Customer Account Number, Customer Purchase Order, Invoice Number, System Number,** and **Stock Number.**

A list of transactions can be positioned to a specific value in a search field. The **default time limit** is **12 Months**, but any number of months may be entered, OR a specific **Date Range** may be listed. Remember to **empty the Months # field** for an **unlimited date range.**

Company Number is always required. Customer Number is needed for most searches.

✱   **To Select Display Sales History:**

From the Mobile Menu screen,

➔   Click on **090. Display Sales History**, or

➔   Key command **"090", [Enter]**

The Display Sales History selection screen appears.
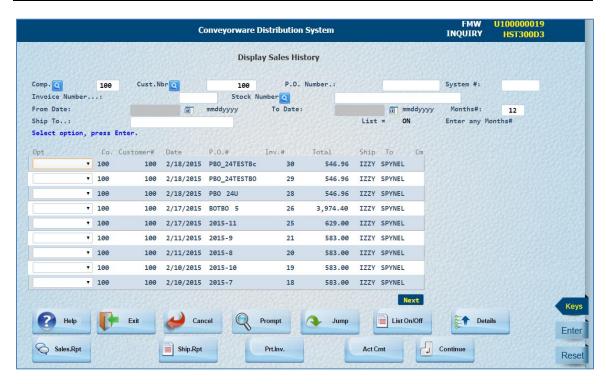
Display Sales History selection screen

✱   **To Display All Company Sales History for the Past 12 Months:**

➔   *View*, select or key **Company Number, [Enter].**
Up to 3 digits, numeric. Use **[Prompt],** if desired.

The Display Sales History screen displays the company's sales transaction list. The list is in **reverse date** order, and then sorted by **Invoice Number.**

<u>Display Sales History</u> list screen

Layout for Display Sales History (list/selection) screen:

Header: Center: **Screen Name**

Right: **User ID** and **Screen ID** (HST300D3)

Selection Fields:

Company Number 🔍**:**	Select only this field for ALL sales transactions.
Customer Number 🔍**:**	Displays only one Customer Account's sales.
P.O. Number:	The Customer's Reference/Purchase Order Number. An entry here **sorts the list** by PO, positioning the list to the entry.
System Number:	The system's Order Number. Displays the detail screen for the transaction.
Invoice Number:	Invoice <u>or</u> Credit Memo Number. Displays the detail screen for the transaction.
Stock Number 🔍**:**	For <u>one</u> Customer's transaction list containing the Stock Number.
<u>From</u> **Date** & <u>To</u> **Date:**	Empty the **Months#** field to search a date range. The system searches the time period without regard to the order of the dates.
Months #:	Search default is **12 months**. To search through a specific **Date Range**, **empty** the field. For an **unlimited time** span, key "**999**".
Ship To:	When a Customer Account is specified, search for any **word** of the Ship-To Name.
List=On or **Off** :	Indicator for the [List On/Off] (F8) display; List <u>Off</u> presents records as sequential pages.

Sales Orders list **Columns:**

Opt:	**5=Display**	Display the Invoice/Credit Memo record.
	7=Tracking	Display the Parcel Shipping Info screen with Tracking Numbers for each of the shipment's cartons.
	8=Manifest	Display the Day's (Parcel Account) Shipping Manifest containing this order.
	9=Day Totals	Display the day's Daily Sales Report (F10) summary data, with net stock sales, freight/shipping, tax and net total invoiced.
	10=Comments	Display the record's Local Comment window. An ***** in the **Cm** column indicates an existing Comment.

Co./Cust Nbr:	Company and Customer Account Numbers
Date:	Invoice/Order Ship Date
P.O.#:	Customer's Purchase Order
Inv.#:	Invoice Number
Total:	Invoice Total
Ship To:	Order's Ship-To Name, or Credit Memo
Cm:	***** Indicates a local Comment exists.

Unique Active **[Buttons]** (F Keys) **for this screen:**

[List On/Off] (F8)**:**	The List key **toggles the display** between a **transaction list** and a **page-by-page** series of records.
[Details] (F9)**:**	Brings up a window to **search for/limit** details: **Invoices** or **Credit Memos** only, Text in the transaction **Remarks** fields, and **POS Receipt** Numbers. See following instructions.
[Sales Rpt] (F10)**:**	Emails a spreadsheet (CSV file) of Daily Sales (orders and dollars) with specified limits, in a date range. See following instructions.
[Ship. Rpt] (F11)**:**	Email Orders Shipped and Inventory Sold reports in CSV format, with specified limits, in a date range. See following instructions.
[Prt.Inv] (F18)**:**	Print transactions (Invoices and Credit Memos) by Customer Number/Number Range, and by Date/Date Range. See following instructions.
[Acct.Cmt] (F19)**:**	Account Comment; when a Customer Number is specified, display the Account Comments window.

<u>Display History</u> Search Options:

✱   **To Display a Customer Account's History:**

➔   *View*, key, or select **Company Number** , **[Tab]**
Up to 3 digit, numeric. Use **[Prompt],** if desired.

➔   Key, or select **Customer Account Number** , **[Enter].**
Up to10 digits, numeric; (Optional). Use **[Prompt],** if desired.

The <u>Display Sales History</u> list screen displays the Account's sales within the **past twelve months**. To display older sales, change the **#Months** field.

✱   **To Display Sales History of a Specific Stock Number**:
Customer Account is required for this search.

➔   Key **Company #** , **[Tab]**
Up to 3 digits, numeric. Use **[Prompt],** if desired.

➔   Key **Customer Account #** , **[Tab]**
Up to 10 digits, numeric. Use **[Prompt],** if desired.

➔   Key **Stock #** , **[Enter].**
Up to 10 digits, numeric. Use **[Prompt],** if desired.

The system displays the Customer's invoices and credits containing the specified Stock Number, listed from **most recent to older.**

NOTE: Display records in a date range with the "**From Date**" and "**To Date**" fields. <u>EMPTY</u> the **Months #** field when searching a **date range.**

OR: Display any **Number of Months** history with the **Months #** field. <u>EMPTY</u> the **Date Range** fields when you search with a **Months Number**.

✱   **To Display Invoices for a Date Range:**

➔   Key, or select **Company Number** , **[Tab]**
Up to 3 digit, numeric. Use **[Prompt],** if desired.

➔   Key, or select **Customer Account Number** , **[Tab]**
Up to10 digits, numeric; (Optional). Use **[Prompt]** (F4), if desired.

➔ Select or key **From Date, [Tab]**

8 digits, numeric. (mmddyyyy). The dates can be entered in recent-to-older <u>or</u> older-to-recent order. Default is blank. Use the Calendar Icon to select any date.

➔ Select or key **To Date, [Tab]**

8 digits, numeric. (mmddyyyy). Default is blank. Use the Calendar Icon to select any date.

➔ *Clear* **Months#, [Enter].**

The system displays a list of the Customer's invoices and credits in the date range.

✱ **To Display Invoices for a Number of Months:**

➔ *View,* key, or select **Company Number** 🔍 **, [Tab]**
Up to 3 digit, numeric.   Use **[Prompt],** if desired.

➔ *View,* key, or select **Customer Account Number** 🔍 **, [Tab]**
Up to10 digits, numeric; (Optional). Blank=All Customers. Use [Prompt] (F4) to select, if desired.

➔ Clear **From Date, [Tab]**
8 digits, numeric (mmddyyyy). Default is blank; delete the date, if one appears.

➔ Clear **To Date, [Tab]**
8 digits, numeric. (mmddyyyy). Default is blank; delete the date, if one appears.

➔ Key **Months#, [Enter].**
12 Months is the default; "999" for ALL months.

The system displays the list of invoices and credits in the date range.

✱ **To Display an Invoice without an Account Number:**

Use an **Invoice** or **Credit Memo Number**, or **System Number**, to display the record directly, without selecting from a list.

➔ Key, or select **Company Number** 🔍 **, [Tab]**
Up 3 digits, numeric. Use [Prompt], if desired.

➔ Key **Invoice Number,**
Or the Credit Memo Number (a negative invoice).
-- **OR** --
➔ Key **System Number,**
Press **[Enter].**

The specified detail record displays.

With or without the **Customer Number**, find the invoice(s) for a specific **Customer Purchase Order**. If needed, change the default date range.

✱ **To Display Invoices for a Customer's Purchase Order:**

➔ Key, or select **Company Number** , **[Tab]**
Up to 3 digit, numeric. Use **[Prompt],** if desired.

➔ Key, or select **Customer Account Number** , **[Tab]**
Up to10 digits, numeric; **(Optional)**. Use [Prompt], if desired.

➔ Key **Purchase Order Number, [Enter].**

The system displays a list, sorted by Customer PO, positioned to the search entry.

✱ **To Find Invoices to a Specific Ship-To Name** or **Address:**

➔ Key, or select **Company Number** , **[Tab]**
Up to 3 digit, numeric. Use **[Prompt],** if desired.

➔ Key, or select **Customer Account Number** , **[Tab]**
Up to10 digits, numeric; (Optional). Use **[Prompt],** if desired.

➔ Key **Ship-To:**
This is the name & address the shipment was sent to. Key any (even **partial**) **word or number** sequence.

➔ Press **[Enter].**

The list of the Customer Account's shipments to that address appears.
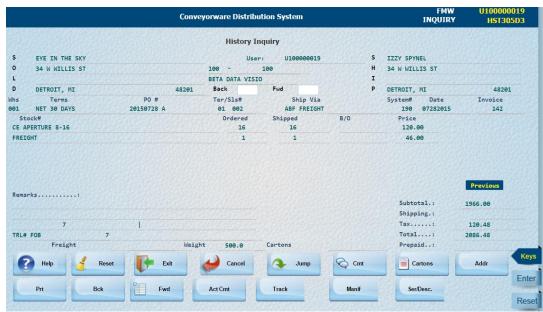
A <u>History Display</u> of a transaction is similar to the original Order screen. In <u>History</u>, however, the order's **fulfillment, shipping** and **tracking information** can be displayed, and the <u>original document</u> can be **reprinted.**

✱ **To Display a (listed) Invoice** or **Credit Memo:**
In the **Opt** box on the line of the Invoice,

➔ Click on **5=Display.**

The History Inquiry <u>Invoice</u> detail screen appears.

Display History Invoice detail screen

Layout, Display Sales History Invoice/Credit Memo detail screen:

Header: (Left) **Sold:** The Customer Account Bill-To Name and Address

    (Center) **Company Number—** and **Customer Account Number**

    Warehouse Name

ACTIVE fields: **Back/Fwd:** These three-digit fields can be used to PAGE through ALL sales and credit records. Key any number (up to 999) of records [Enter], to page or jump to.

    (Right) **Ship:** The Ship-To Name & Address

    Whs: Warehouse Number, for the Warehouse Name, above

    Terms: Order Payment Terms

    P.O. Number: The Customer's Reference/Purchase Order Number

    Sls: Sales Rep Number

    Ship-Via: Order's Freight Carrier or Parcel Carrier/Service.

    System #: The system's Order Number.

    Date: Order Fulfillment or Credit Memo Date.

    Invoice: Invoice or Credit Memo Number.

Stock Columns:

    Stock #: Inventory Stock Number.

    Ordered Quantity Ordered. (for a Credit Memo, Quantity Credited).

    Shipped: Quantity Shipped with this Invoice.

    B/O: For a partial shipment, Quantity placed on Back Order.

    Price: Unit price charged. Includes any customer or quantity discount.

(Left) **Remarks:** Notes from the order's Remarks panel. **Automated references** appear here, also, noting a related order/invoice (back order, credit memo. POS receipt #, etc).

(Center) **Discount:** All Stock Quantity and Customer Account Discounts for the order; This is displayed here for information only (the amount is not included in the order charges).

(Right) **Subtotal:** Subtotal from all line-items.

Shipping: If Parcel Shipping Charges are added through **integrated UPS,** the charge appears here, rather than as a line-item.

Sales Tax: Sales Tax Amount

Total: **Invoice Total** charges.

Prepaid: Any Pre-payment is referenced here, but is <u>not</u> subtracted from the Invoice Total.

Active [Buttons] (F Keys) **for this screen:**

[Help] (F1): Brings up a "Help" window with information about the cursor's field. From any [Help] (F1) window, press [Extended Help] (F2) for detailed information about the entire screen.

[Reset] (F2): Reset <u>Display</u>. After paging through records (with [List Off]) with [Back] and [Forward], returns the screen to the first record displayed.

[Exit] (F3)**:** Cancels the current screen and returns to the menu.

[Jump] (F7): Displays the current **Customer Account**'s screen in your choice of other Menus: **C**ustomer Account, Sales **H**istory, **O**rder List, and **R**eturn/Repairs, as well as **A**ccounts Receivable,.

[Cartons] (F11)**:** Displays the Order's packing (and carton) details.

[Addr] (F8)**:** Displays the <u>Ship-To Address</u> contact details from the Order, several fields from the <u>Remarks and Details</u> window, and the **Shipping Terms** and **BOL Number**.

[Prt] (F13): Window to **Print** or Email the document.

[Bck] (F14)**/[Fwd]** (F15): **Page** through ALL sales and credit records:
 [Bck] pages DOWN the history record list, **Back** in time.
 [Fwd] pages UP a list, **Forward** in time.

[Track] (F20) Brings up the Parcel Tracking Window.

[Manif] (F21) Displays the Parcel Carrier's Manifest for that day's shipment.

[Ser/Desc](F22): Displays a **2nd line** for each line-item, with 3 detail fields:

1. **DSC:** **Description** (from the 301 Stock record).
2. **MS:** **Manufacturer Serial#** (this could be a Mfr lot#).
3. **SS:** **System Serial #** (the stock lot allocated to the order).

✱   **To Display Parcel Tracking Info:**

From the <u>Invoice</u> detail screen,

➔   Click on **[Track]** (F20)**,**

<OR> From the <u>History list</u> screen, in the Invoice **Opt** field,

➔   Click on **7=Track.**

The <u>Display for Parcel Shipping Info</u> screen appears. The order's PO Number is displayed with the Number of Cartons, the Total Charge, and the Total Weight. Each carton in the order is listed separately, with its own tracking number.

<u>Display for Parcel Shipping Info</u> screen

Layout, <u>Display Shipping Info</u> window

Opt:	Option: click on **5=Display** (Carton)
Seq:	Sequence; Number of the carton. In a **multi-carton** shipment, each has its **own line-item** here.)
Tracking Number:	Number assigned by the parcel carrier.
System #:	Sales Order Number.
Charge ($):	Carrier's Shipping Cost
Weight (Lb):	Weight in pounds, with partial pound as decimal.
Ship Date:	Year/Month/Day: yyyymmdd.

✱ **To Display a Carton's Contents:**

The Packing List has this information. In the Parcel's **Opt** field,

➔ Click on **5=Display**

The system displays the Packing List for this carton.

Display Packing List window

Layout for Display Packing List window

Header:

PO Number:	Customer's Purchase Order.	
Cmp/Account:	The Company and Customer Account numbers.	
Ship Date:	Format is Year/Month/Day – yyyymmdd.	
Tracking Number:	Number assigned by the parcel carrier.	
Carton:	This ID combines **System Number** + **PO Number + Carton Number**.	
Freight:	Carrier's Shipping Cost**.**	
Weight:	Weight in pounds, with partial pound as decimal.	
Carton Amount:	Sales Price of Stock in the carton.	

Columns:

Stock:	Stock Number
Inv--ce #:	Invoice Number
Ord Qty:	Ordered quantity
B/0 Qty:	Quantity on back order
Box Qty:	Quantity in this box
Un/Prc:	Unit Price
Amount:	Box quantity times unit price.

✱ **To Return to the** <u>**Display History**</u> **Detail Screen:**
➔ Click on **[Cancel]** (F12)**.**

✱ **To Display the Order's Shipping Manifest:**
The <u>Manifest</u> lists <u>all</u> orders shipped on <u>this date</u>, with this order, on this <u>shipping account</u>.

From the <u>Invoice</u> detail screen,
➔ Click on **[Manif]** (F21)**,**

<OR> From the <u>History list</u> screen, in the Invoice **Opt** field,
➔ Click on **8=Manifest.**

The <u>Parcel Shipping Info, Manifest</u> screen appears.

<u>Parcel Shipping Info, Manifest</u> screen

Layout for <u>Display Parcel Shipping Manifest</u> window

Header:

Cmp/Account:	The Company and Customer Account numbers.
Ship Date:	Format is Year/Month/Day – YYYYMMDD.

Columns:

Opt:	Option field: **5=Display (**Carton)
Sq:	Sequence; Number of the carton. In a **multi-carton** shipment, each carton has its **own line-item** here.)
Tracking Number:	Number assigned by the parcel carrier.
Order #:	Customer PO Number.
Charge ($):	Carrier's Shipping Cost
Freight:	Carrier's Shipping Cost**.**
Weight:	Weight in pounds, with partial pound as decimal.
Ship Date:	Format is Year/Month/Day – yyyymmdd.

✱ **To Display Ship-To Order Detail:**

From the Order Detail window,

➔ Click on **[Adr]** (F8)**.**

The Shipping Address Information Panel window displays.

```
                                                              HST305W2
                    SHIPPING ADDRESS INFORMATION PANEL

     Contact Name:          VERNON CLIENT
     Company:               CLIENT 121
     Street address:        500 W MAPLE RD

     City:                  BIRMINGHAM
     State Abbreviation:    MI
     Country Abbreviation:  US
     ZIP Code:              48009
     Email:
     Phone:                            Cust.PO#:
     Residential      Code:            Cancel  Date:   0/00/0000
     Shipping Terms:    PREPAY ACCOU    BOL#:


        Help               Cancel          Continue
```
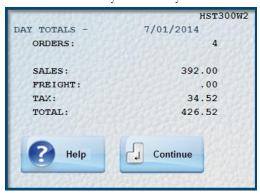
This window displays fields from the Order's Ship-To panel and Remarks and Details panel, as well as the **Shipping Terms** and **Bill of Lading Number.**

✱ **To Display Daily Order Totals:**

From the History List screen, in an Invoice **Opt** field for the Date,

➔ Click on **9=Day Totals.**

The Day Totals window lists the day's summary:

```
                                 HST300W2
     DAY TOTALS -         7/01/2014
        ORDERS:                    4

        SALES:               392.00
        FREIGHT:                .00
        TAX:                  34.52
        TOTAL:               426.52


          Help          Continue
```

Orders: Number of all Invoices <u>and</u> Credit Memos**.**

Sales: Net Stock Sales (from Invoices and Credit Memos).

Freight: Net Parcel Shipping invoiced.

Tax: Net Sales Tax invoiced.

Total: Net Total Invoiced.

This is the same data included in the Email Daily Sales Summary report [Sales.Rpt] (F10).

✱   **To Display Comments for a History Record:**
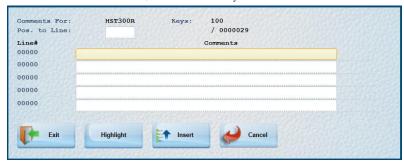
From the <u>Invoice</u> detail screen,

➔   Click on **[Cmt].**

<OR> From the <u>History list</u> screen, in the Invoice **Opt** field,

➔   Click on **10=Comments.**

The Comments window is active; comments may be added or edited.

<u>Comments</u> window

This Comment window is local, specific to this record.

✱   **To Display Comments for a Customer Account:**
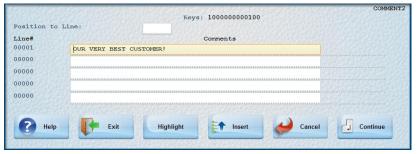
From the <u>Invoice</u> detail screen,

➔   Click on **[Act Cmt]** (F19).

<OR> From the <u>History list</u> screen, with the Customer Account Number selected,

➔   Click on **[Act Cmt]** (F19).

The Comments window is active; comments may be added or edited.

<u>Customer Account Comments</u> window
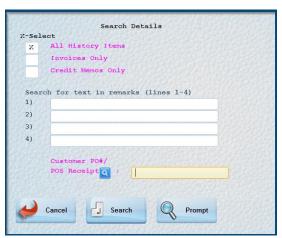
This Comment window is global, specific to the <u>Customer Account</u>, and can be displayed in other functions that work with Customers.

✱　　**To Find a Record with the Search Details Window:**
From the Sales <u>History List</u> screen,

➔　　　Click on **[Details]** (F9)**.**

The <u>Search Details</u> selection window appears. **All History Items** (default) is selected.

<u>Search Details</u> selection window

Display **all Transactions**, or <u>only</u> **Credit Memos**:

➔　　　<u>**Clear**</u> the **"X"** from the **All History Items** field,

➔　　　Key **"X"** next to the record type to display, and
press **[Enter]** <u>TWICE.</u>

The system displays the list with only the specified record type(s).

Display transactions with **Remarks field** text. If searching for a single Customer's records, select the customer account before clicking on [Details].

➔　　　Key **"Text", [Search]** (Enter).
Use **any word**, number, or <u>beginning</u> of a word. The search finds **manual** notes added to an order. **Automated** messages ("Customer Reference", "B/O", etc.) are searchable, too.

The system returns to the History list screen. If no selections are displayed,

➔　　　Press **[Enter]** again.

Records containing the text are in the list.

Display a **Point-of-Sale (POS) Transaction**. POS transactions can be displayed in the History list simply by selecting **Customer Number 1.** When the **Receipt Number** is <u>known</u>, the transaction can be displayed by searching for that number here.
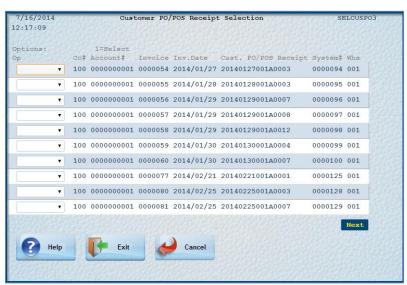
This search might also be helpful when the Receipt Number is <u>not known</u>. On the <u>History list</u> screen, in the **Company Number** field,

> ➔ Key **"1".**
>
> <u>All</u> POS transactions are for <u>Customer Number 1</u>.

> ➔ Click on **[Details].**

With **cursor** in the Customer PO#**/POS Receipt** field,

> ➔ Click on **[Prompt]** (F4).
>
> [Prompt] lists <u>all</u> POS transactions, **Year-to-Date,** in date/time order. This search <u>only</u> works for Customer 1 (Point of Sale).

```
7/16/2014              Customer PO/POS Receipt Selection              SELCUSPO3
12:17:09

Options:        1=Select
Op            Co# Account#  Invoice Inv.Date  Cust. PO/POS Receipt System# Whs
     [  ▼]    100 0000000001 0000054 2014/01/27 20140127001A0003   0000094 001
     [  ▼]    100 0000000001 0000055 2014/01/28 20140128001A0003   0000095 001
     [  ▼]    100 0000000001 0000056 2014/01/29 20140129001A0007   0000096 001
     [  ▼]    100 0000000001 0000057 2014/01/29 20140129001A0008   0000097 001
     [  ▼]    100 0000000001 0000058 2014/01/29 20140129001A0012   0000098 001
     [  ▼]    100 0000000001 0000059 2014/01/30 20140130001A0004   0000099 001
     [  ▼]    100 0000000001 0000060 2014/01/30 20140130001A0007   0000100 001
     [  ▼]    100 0000000001 0000077 2014/02/21 20140221001A0001   0000125 001
     [  ▼]    100 0000000001 0000080 2014/02/25 20140225001A0003   0000128 001
     [  ▼]    100 0000000001 0000081 2014/02/25 20140225001A0007   0000129 001

                                                                    Next

   (?) Help      (⬅) Exit       (↩) Cancel
```

<u>POS Receipt</u> field [Prompt] list

In the Order's **Op** field,
> ➔ Click on **1=Select.**

The <u>History List</u> screen appears with this order. In the Order's **Opt** field,

> ➔ Click on **5=Display.**

Order (or Return) detail screen displays. Use this search for OTHER Customer Numbers to find a **Customer PO** entry. This is <u>NOT</u> the primary order screen's PO field, but the specialized <u>Remarks Window</u> field used for 3rd party fulfillment.

✱ **To Page through Records (from a List):**

➔ Click on **[List On/Off]** (F8).

This button **toggles** the display from a **list form** to a **page-by-page** presentation of records. Navigate through the records, one at a time, using:

- **[Bck]** (F14) and **[Fwd]** (F15)**,** at the bottom of the screen, **<OR>**

- Key **"1", [Enter]** in the **Back** and **Fwd** fields at the City, State, Zip level of the screen.

Print Invoice/Credit Memo:
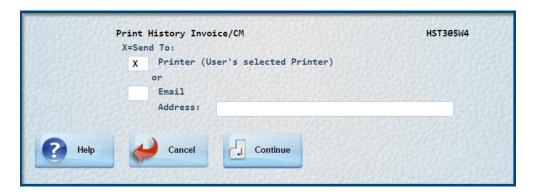
Invoices and Credit Memo can be printed from History records any time after the Day-End process. Choose to print a single document, or print by dates and/or customers. This process can be used to batch-print invoices daily, or to reprint records as needed.

✱ **To Print a single Invoice or Credit Memo:**

With the order displayed on the screen,

➔ Press **[Prt]** (F13).

The Print History Invoice window appears. Choose to send the record to an email address, or to your selected printer (Your selected printer may <u>also</u> be <u>Email</u>). Key **"X"** in **one** the selections:


```
Print History Invoice/CM                              HST305W4
X=Send To:

  X      Printer (User's selected Printer)
      or
         Email
         Address:  [                                    ]

  [?] Help      [↩] Cancel      [⏎] Continue
```

To send the invoice to your selected printer,

➔ *View* "**X**" in the **Printer** field, **[Continue]** (Enter).
Default is X=Send to Printer.

<OR>

<u>Clear</u> the **Printer** field, and

➔ Key "**X**" in the **Email** field, **[Tab]**

➔ Key the **Email Address**, **[Continue]** (Enter)**.**

The formal Invoice prints on the user's designated printer, or is sent as an email PDF attachment.

BETA DATA VISION
4643 WOODWARD
DETROIT, MI 48202 US

webwebweb
fpeker@ferbermidwest.com

PHONE (248)555-1212
FAX   (248)555-1212

INVOICE

44

```
100-0000000100
```
EYE IN THE SKY
34 W WILLIS ST

DETROIT, MI 48201

IZZY SPYNEL
34 W WILLIS ST

DETROIT, MI 48201
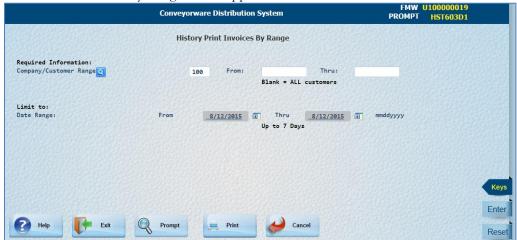
TERMS	ORDER #	SALES #	SHIP VIA	SHIPPING ORD. #	DATE	INVOICE #
NET 30 DAYS	BOPBO 24U	002-01	Bill	0000042	3/02/15	44

STOCK # - UPC - DESCRIPTION	ORDER	SHIP	B/O	UNIT PRICE	EXTENSION
20 MM LENTICULAR 094803984 5 MULTIFOCAL GLASS LENS X-REF# MULTIFOC 5	24	24		85.00	2,040.00

STOCK#	CARTON DISTRIBUTION							
CARTON #--->	1							
20 MM LENTICULAR	24							
CARTON WEIGHT--->								

We appreciate your business; thank you.

SUBTOTAL	2,040.00

B/O INV 0000028/0000035

SALES TAX	$122.40
INVOICE TOTAL	**$2,162.40**

PAGE: 1

✱ **To Print Invoices by Date(s) and/or by Customer(s):**

From the History list screen,

➔ Click on **[Prt.Inv.]** (F13).

The Print Invoices by Range screen appears.

➔ View, select, or key **Company Number** 🔍 **, [Tab]**

Use [Prompt] (F4) to change default, if needed.

➔ View, select, or key **From Customer Number** 🔍 **, [Tab]**

Blank (default) is All Customers. Use [Prompt] to select, if desired. To print invoices for all customers except for Point-of-Sale (#1) and Counter Sales (#99), start with Customer Number 100.

➔ View, select, or key **Thru Customer Number, [Tab]**

Blank (default) is All Customers. Use [Prompt] to select, if desired.

➔ View or key **Begin Date** 📅 **, [Tab]**

Format: mm, [Tab], dd, [Tab], yyyy. Default is yesterday, the most recent date for any History records. Key any other date as desired. The time sequence of the dates can go forward or backward.

➔ View or key **Thru Date** 📅 **, [Print]** (F10).

Format: mm, [Tab], dd [Tab], yyyy. Default is yesterday, the most recent date for any History records. Key any other date as desired. For a single day's records, key the same as Begin Date.

The records print on the User's designated printer.
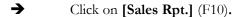
Daily Sales Summaries [SalesRpt]
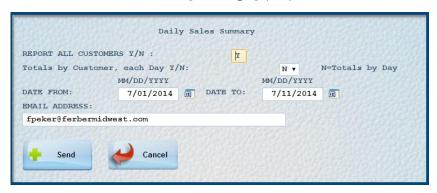
Email a daily sales summary as a CSV file for spreadsheet or table format. Each day's number of orders and net sales amounts are listed. Print the summary for **one account**, or for **all customers**, in any **date range**.

Because this is a CSV file, it cannot be sent to your system-selected printer. Be sure to verify the email address before pressing [Print]. When opened with a spreadsheet program, the report data can be sorted by any column, and summarized as desired.

The **selection** for a **single Customer** is done on the primary Sales History screen: first select the Customer, and then click on [Sales Rpt].

> ✱   **To Print or Email a Daily Sales Summary:**
>
> ➔   Click on **[Sales Rpt.]** (F10)**.**

> The **Report All Customers** field is set to **"N"** if <u>one Customer</u> Account was selected on the History list screen. Otherwise, the default is **"Y",** to report for <u>all</u> sales.
> N may be changed to Y here. <u>Y</u> can only be changed by returning to the History screen to select a Customer Account.
>
> ➔   View or key **Totals by Customer, each Day Y/N:**
> **N** (default), **Totals by Day,** yields company summary sales orders and amounts for each day.
> **Y, Totals by Customer,** yields a more detailed summary, with sales for **each customer**, for **each day**.
>
> ➔   View, select or key **Date From** 🔲 **:**
> *8 digits, numeric,* ddmmyyyy. Default is first day of the current month. Use the **calendar icon** to select any date, or key the date.
>
> ➔   View, select or key **Date To** 🔲 **:**
> *8 digits, numeric,* ddmmyyyy. Default is today. Use the **calendar icon** to select any date, or key the date. For a **single day**, use the same date in this field; **both** date fields are **required.**
>
> ➔   View or key **Email Address, [Send].**
> A **default email** address appears: The Company setup email for an All Customers selection, or the Customer Contact email for single customer. Verify the address, editing it if needed.

The email is sent, and the system returns to the Sales History screen. The email subject line: Day total sales history report from Conveyorware Distribution System. Open the attached file with a spreadsheet or other program.

Note that there is no header for this csv file, but the attachment's Title contains the specified Date Range. The single Customer report does <u>not</u> specify the Customer Account Number or Name:

Date	Number of Orders	Sales, $	Freight, $	Tax, $	Total, $
20140603	1	-20.00	.00	.00	-20.00
20140617	1	328.00	.00	.00	328.00
20140626	3	2588.00	.00	202.67	2790.67
20140627	4	854.00	.00	47.41	901.41
20140630	5	593.50	.00	31.25	624.75
20140701	4	392.00	.00	34.52	426.52
20140703	1	-14.00	.00	.00	-14.00
20140707	8	.00	.00	.00	.00
20140708	19	720.00	.00	316.88	1036.88
20140709	3	-300.00	.00	16.25	-283.75

DayTotalSalesRpt_100_20140601_20140710, All Customers=Y, **Total by Day** (N).

Company	Customer#	Cus. Name	Date	Number of Orders	Sales, $	Freight, $	Tax, $	Total, $
100	0000100	MIKES MENSWEAR	20140603	1	-20.00	.00	.00	-20.00
100	0000101	BILL TO BILL	20140617	1	328.00	.00	.00	328.00
100	0000099	SYDZ LIDZ AR	20140626	2	2218.00	.00	144.17	2362.17
100	0000100	MIKES MENSWEAR	20140626	1	370.00	.00	58.50	428.50
100	0000001	POS CUSTOMER	20140627	3	324.00	.00	12.96	336.96
100	0000100	MIKES MENSWEAR	20140627	1	530.00	.00	34.45	564.45
100	0000001	POS CUSTOMER	20140630	5	593.50	.00	31.25	624.75
100	0000100	MIKES MENSWEAR	20140701	4	392.00	.00	34.52	426.52
100	0000100	MIKES MENSWEAR	20140703	1	-14.00	.00	.00	-14.00
100	0000099	SYDZ LIDZ AR	20140707	8	.00	.00	.00	.00
100	0000099	SYDZ LIDZ AR	20140708	19	720.00	.00	316.88	1036.88
100	0000099	SYDZ LIDZ AR	20140709	3	-300.00	.00	16.25	-283.75

DayTotalSalesRpt_100_20140601_20140710, All Customers=Y, **Total by Customer** (Y), (and each day).

Company	Customer#	Cus. Name	Date	Number of Orders	Sales, $	Freight, $	Tax, $	Total, $
100	100	EYE IN THE SKY	20150707	2	1650.00	.00	99.00	1749.00
100	100	EYE IN THE SKY	20150724	1	-16.00	.00	.00	-16.00
100	100	EYE IN THE SKY	20150728	1	1920.00	46.00	120.48	2086.48
100	100	EYE IN THE SKY	20150729	1	1680.00	.00	100.80	1780.80
100	100	EYE IN THE SKY	20150731	1	396.00	.00	.00	396.00

DayTotalSalesRpt_100_20140601_20140710, All Customers=N, (specified Customer #100, Mikes Menswear) Total by Customer <u>or</u> Day.

Daily Orders Shipped/Inventory Shipped [ShipRpt]

The <u>Orders Shipped</u> and <u>Items Shipped</u> reports can compile for any date range. These reports are CSV files, ready for spreadsheet or table format. The <u>Shipped Orders Feedback</u> report provides details of each order: Customer, PO#, Ship-To, Carrier, **Parcel Tracking**, and more, in date sequence.

The <u>Shipped Items Feedback</u> report includes (for each order, in date sequence) all Stock Numbers shipped, with or without Manufacturer and System Serial Numbers.

These reports have the same data fields as the Day-End Email <u>Shipped Orders/Shipped Stock</u> report.

Because this is a CSV file, it cannot be sent to your selected printer. Be sure to **verify the email** address before pressing [Print]. When opened with a spreadsheet program, the report data can be sorted by any column, and summarized as desired.

Print the reports for **one account**, or for **all customers**. The **selection** for a **single Customer** is done on the **primary** <u>Sales History</u> selection screen: first select the Customer Account, and then click on [Sales Rpt].

✱   **To Print or Email the Daily Shipments Reports:**

➔   Click on **[Ship.Rpt.]** (F11)**.**

The **Report All Customers** field is set to **"N"** if <u>one Customer</u> Account was selected on the History list selection screen. Otherwise, the default is **"Y",** report for <u>all</u> sales. "**N**" may be changed to Y here. "**Y**" can <u>only</u> be edited by returning to the History screen to select a customer account.

➔   *View* or key **Omit Serial Nos. Y/N:**
      Y=Omit (default) lists each line-item in each order, but omits all Serial number columns and lines. "**N**" will include any Manufacturer Serial Numbers, as well as the warehouse System Serial Numbers for each stock line.

➔   *View*, select, or key **Date From:**
      8 digits, numeric, ddmmyyyy. Default is first day of the current month. Use the **calendar icon** to select any date, or key the date.

➔   *View*, select, or key **Date To:**
        8 digits, numeric, ddmmyyyy. Default is today. Use the calendar icon to
        select any date, or key the date.

➔   *View* or key **Email Address, [Send].**
        A **default email** address appears: The <u>Company</u> setup email for an
        <u>All</u> Customers selection, or the <u>Customer</u> Contact Email for a
        single customer (selected on the list screen). **Verify the address,**
        editing it if needed.

The email is sent, and the system returns to the Sales History screen. The email
subject line is: <u>Shipping info feedback from Conveyorware Distribution System</u>.
Open the attached file with a spreadsheet or other program.

Note that there is **no header** for these reports, but the attachment Titles contain the
Company Number and specified Date Range.

Company	Customer#	Cust. Name	Ship Date	Order #	Company Name	Attention Name	Invoice Total	Ship Service	Tracking #	Weight LB	Freight$	3rd Party Acc#	Warehouse
100	0000000100	MIKES MENSWEAR	20140603	0000184-CM	MIKES MENSWEAR	MIKE MIKEY	-20.00	Credit Memo		00.0			001
100	0000000101	BILL TO BILL	20140617	CB 78786	SAME AS BILL-TO	SAME AS BILL-TO	328.00	CCX CARRIERS	TRL# ID Pallets: 1	02.0			001
100	0000000100	MIKES MENSWEAR	20140626	FISH	MIKES MENSWEAR	MIKE MIKEY	428.50	Bill		00.0			001
100	0000000099	SYDZ LIDZ AR	20140626	GHOTI	SYDZ LYDZ INC	SYDZ LIDZ	2174.73	Bill		00.0			001
100	0000000099	SYDZ LIDZ AR	20140626	METHOD Uc	SYDZ LYDZ INC	SYDZ LIDZ	187.44	Bill		00.0			001
100	0000000100	MIKES MENSWEAR	20140627	BOFISH	MIKES MENSWEAR	MIKE MIKEY	564.45	Bill		00.0			001
100	0000000001	POS CUSTOMER	20140627	0000192	POINT OF SALE REGISTER SALES	POS	201.28	Bill		00.0			001
100	0000000001	POS CUSTOMER	20140627	0000193-cm	POINT OF SALE RETURNS	POS	-93.28	Credit Memo		00.0			001
100	0000000001	POS CUSTOMER	20140627	0000194	POINT OF SALE REGISTER SALES	POS	228.96	Bill		00.0			001
100	0000000001	POS CUSTOMER	20140630	0000196	POINT OF SALE REGISTER SALES	POS	137.80	Bill		00.0			001
100	0000000001	POS CUSTOMER	20140630	0000197	POINT OF SALE REGISTER SALES	POS	8.63	Bill		00.0			001
100	0000000001	POS CUSTOMER	20140630	0000198	POINT OF SALE REGISTER SALES	POS	207.76	Bill		00.0			001
100	0000000001	POS CUSTOMER	20140630	0000199	POINT OF SALE REGISTER SALES	POS	127.20	Bill		00.0			001
100	0000000001	POS CUSTOMER	20140630	0000200	POINT OF SALE REGISTER SALES	POS	59.36	Bill		00.0			001
100	0000000100	MIKES MENSWEAR	20140701	0000201-CM	MIKES MENSWEAR	MIKE MIKEY	-96.00	Credit Memo		00.0			001
100	0000000100	MIKES MENSWEAR	20140701	0000202-CM	MIKES MENSWEAR	MIKE MIKEY	-88.00	Credit Memo		00.0			001
100	0000000100	MIKES MENSWEAR	20140701	0000203-CM	MIKES MENSWEAR	MIKE MIKEY	-50.00	Credit Memo		00.0			001
100	0000000100	MIKES MENSWEAR	20140701	988 M	MIKES MENSWEAR	MIKE MIKEY	660.52	Bill		00.0			001
100	0000000100	MIKES MENSWEAR	20140703	0000204-CM	MIKES MENSWEAR	MIKE MIKEY	-14.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140707	321-CM	SYDZ LYDZ INC	SYDZ LIDZ	-1100.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140707	321-DL	SYDZ LYDZ INC	SYDZ LIDZ	1100.00	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140707	456-CM	SYDZ LYDZ INC	SYDZ LIDZ	-1278.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140707	456-DL	SYDZ LYDZ INC	SYDZ LIDZ	1278.00	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140707	777-CM	SYDZ LYDZ INC	SYDZ LIDZ	-1000.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140707	777-DL	SYDZ LYDZ INC	SYDZ LIDZ	1000.00	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140707	888-CM	SYDZ LYDZ INC	SYDZ LIDZ	-745.50	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140707	888-DL	SYDZ LYDZ INC	SYDZ LIDZ	745.50	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	A_444-CM	SYDZ LYDZ INC	SYDZ LIDZ	-1065.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	A_444-DL	SYDZ LYDZ INC	SYDZ LIDZ	1065.00	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	0000219-CM	SYDZ LYDZ INC	SYDZ LIDZ	-290.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	0000222-CM	SYDZ LYDZ INC	SYDZ LIDZ	-65.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	111	SYDZ LYDZ INC	SYDZ LIDZ	380.13	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	1212	SYDZ LYDZ INC	SYDZ LIDZ	106.50	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	123-CM	SYDZ LYDZ INC	SYDZ LIDZ	-1065.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	123-DL	SYDZ LYDZ INC	SYDZ LIDZ	1065.00	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	1288	SYDZ LYDZ INC	SYDZ LIDZ	159.75	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	1888	SYDZ LYDZ INC	SYDZ LIDZ	53.25	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	233	SYDZ LYDZ INC	SYDZ LIDZ	159.75	Bill		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	333-CM	SYDZ LYDZ INC	SYDZ LIDZ	-213.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	333-DL	SYDZ LYDZ INC	SYDZ LIDZ	213.00	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	444-CM	SYDZ LYDZ INC	SYDZ LIDZ	-532.50	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	444-DL	SYDZ LYDZ INC	SYDZ LIDZ	532.50	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	555-CM	SYDZ LYDZ INC	SYDZ LIDZ	-159.75	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	555-DL	SYDZ LYDZ INC	SYDZ LIDZ	159.75	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	789	SYDZ LYDZ INC	SYDZ LIDZ	266.25	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140708	98765	SYDZ LYDZ INC	SYDZ LIDZ	266.25	USPS Global Express Mail – Insured		00.0			001
100	0000000099	SYDZ LIDZ AR	20140709	0000234-CM	SYDZ LYDZ INC	SYDZ LIDZ	-500.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140709	0000235-CM	SYDZ LYDZ INC	SYDZ LIDZ	-50.00	Credit Memo		00.0			001
100	0000000099	SYDZ LIDZ AR	20140709	212	SYDZ LYDZ INC	SYDZ LIDZ	266.25	USPS Global Express Mail – Insured		00.0			001

ShpOrderFeedbackRpt_100_20140601_20140710.csv

Company	Customer#	Cust. Name	Ship Date	Order #	Item	Item Description	Ordered Qty	B/O Qty	Ship Qty	Item Price	Warehouse
100	0000000100	MIKES MENSWEAR	20140701	988 M	AVIATOR	BROWN LEATHER AVIATOR	1	0	1	110.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	BALMORAL	MCLEAN TARTAN BALMORAL	2	0	2	48.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	BERET	MENS LAMBSWOOL BERET	1	0	1	38.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	CLOCHE	CAMEL CLOCHE	1	0	1	48.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	DERBY	BUFFALO FELT DERBY	1	0	1	65.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	FEDORA	BROWN BEAVER FEDORA	1	0	1	50.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	PAKUL	LAMBSWOOL ROLL-UP PAKUL	1	0	1	45.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	SKIMMER	WHITE STRAW SKIMMER	1	0	1	42.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	SKIMMER	WHITE STRAW SKIMMER	1	0	1	44.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	SMOKEY	TAN FELT SMOKEY	1	0	1	50.00	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	TAX	TAX	1	0	1	34.52	001
100	0000000100	MIKES MENSWEAR	20140701	988 M	TOUQUE	CASHMERE TOUQUE BLUE	1	0	1	38.00	001
100	0000000100	MIKES MENSWEAR	20140701	0000201-CM	CLOCHE	CAMEL CLOCHE	2	0	2	48.00	001
100	0000000100	MIKES MENSWEAR	20140701	0000202-CM	BERET	MENS LAMBSWOOL BERET	2	0	2	44.00	001
100	0000000100	MIKES MENSWEAR	20140701	0000203-CM	FEDORA	BROWN BEAVER FEDORA	1	0	1	50.00	001
100	0000000100	MIKES MENSWEAR	20140703	0000204-CM	FEDORA	BROWN BEAVER FEDORA	7	0	7	2.00	001

ShpItemFeedbackRpt_100_20140601_20140710.csv
Selection: Omit Serial Numbers=Y.

Company	Customer#	Cust. Name	Ship Date	Order #	Item	Item Description	Ordered Qty	B/O Qty	Ship Qty	Item Price	Mnf Serial Nmr	WHS Serial Nmr	Warehouse
100	0000000100	MIKES MENSWEAR	20140603	0000184-CM	PORK PIE	6" PORK PIE	4	0	4	5.00			001
100	0000000101	BILL TO BILL	20140617	CB 78786	DEERSTALKER	GREEN TWEED DEERSTALKER	3	0	3	48.00		FM00000059	001
100	0000000101	BILL TO BILL	20140617	CB 78786	SMOKEY	TAN FELT SMOKEY	4	0	4	46.00		FM00000049	001
100	0000000100	MIKES MENSWEAR	20140626	FISH	BERET	MENS LAMBSWOOL BERET	7	0	7	44.00		FM00000066	001
100	0000000100	MIKES MENSWEAR	20140626	FISH	BERET	MENS LAMBSWOOL BERET	5	5	0	44.00			001
100	0000000100	MIKES MENSWEAR	20140626	FISH	DERBY	BUFFALO FELT DERBY	1	0	1	62.00		FM00000050	001
100	0000000100	MIKES MENSWEAR	20140626	FISH	DERBY	BUFFALO FELT DERBY	5	5	0	62.00			001
100	0000000100	MIKES MENSWEAR	20140626	FISH	TAX	TAX	1	0	1	58.50			001
100	0000000099	SYDZ LIDZ AR	20140626	GHOTI	BERET	MENS LAMBSWOOL BERET	14	0	14	34.00		FM00000066	001
100	0000000099	SYDZ LIDZ AR	20140626	GHOTI	DERBY	BUFFALO FELT DERBY	27	0	27	58.00		FM00000050	001
100	0000000099	SYDZ LIDZ AR	20140626	GHOTI	TAX	TAX	1	0	1	132.73			001
100	0000000099	SYDZ LIDZ AR	20140626	METHOD Uc	CLOCHE	CAMEL CLOCHE	3	0	3	0.00		FM00000058	001
100	0000000099	SYDZ LIDZ AR	20140626	METHOD Uc	ROARING '20S HIS N HERS	CLOCHE AND SKIMMER SET	2	0	2	88.00			001
100	0000000099	SYDZ LIDZ AR	20140626	METHOD Uc	SKIMMER	WHITE STRAW SKIMMER	2	0	2	0.00		FM00000057	001
100	0000000099	SYDZ LIDZ AR	20140626	METHOD Uc	TAX	TAX	1	0	1	11.44			001
100	0000000100	MIKES MENSWEAR	20140627	BOFISH	BERET	MENS LAMBSWOOL BERET	5	0	5	44.00		FM00000076	001
100	0000000100	MIKES MENSWEAR	20140627	BOFISH	DERBY	BUFFALO FELT DERBY	5	0	5	62.00		FM00000077	001
100	0000000100	MIKES MENSWEAR	20140627	BOFISH	TAX	TAX	1	0	1	34.45			001
100	0000000001	POS CUSTOMER	20140627	0000192	ROARING '20S HIS N HERS	CLOCHE AND SKIMMER SET	1	0	1	88.00			001
100	0000000001	POS CUSTOMER	20140627	0000192	TAX	TAX	1	0	1	5.28			001
100	0000000001	POS CUSTOMER	20140627	0000192	WINTER WARMER DUO	AVIATOR TOUQUE HAT SET	1	0	1	108.00			001
100	0000000001	POS CUSTOMER	20140627	0000193-cm	ROARING '20S HIS N HERS	CLOCHE AND SKIMMER SET	1	0	1	88.00			001
100	0000000001	POS CUSTOMER	20140627	0000193-cm	TAX	TAX	1	0	1	5.28			001
100	0000000001	POS CUSTOMER	20140627	0000194	TAX	TAX	1	0	1	12.96			001
100	0000000001	POS CUSTOMER	20140627	0000194	WINTER WARMER DUO	AVIATOR TOUQUE HAT SET	2	0	2	108.00			001
100	0000000001	POS CUSTOMER	20140630	0000196	AVIATOR	BROWN LEATHER AVIATOR	1	0	1	88.00		FM00000073	001
100	0000000001	POS CUSTOMER	20140630	0000196	DEERSTALKER	GREEN TWEED DEERSTALKER	1	0	1	42.00		FM00000059	001
100	0000000001	POS CUSTOMER	20140630	0000196	TAX	TAX	1	0	1	7.80			001

ShpItemFeedbackRpt_100_20140601_20140710.csv.
Selection: <u>Omit</u> Serial Numbers=<u>N</u>
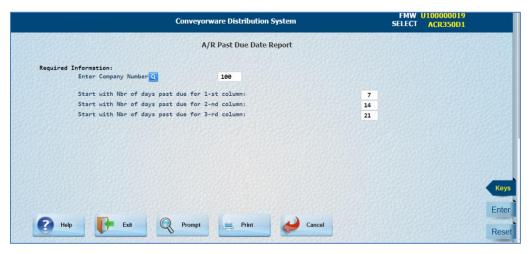
OPTION 113:   AR Past Due Date Report

This report lists all Customer Accounts with past-due receivables in specified ranges, including the amounts and number of past due transactions. The report only lists customers with receivables that **fall within the selection dates**. It may not contain all customers who have open balances in Accounts Receivable.

✱   **To Print an AR Past Due-Date Report:**

➔   Click on **113 AR Past Due Date Report**, or

➔   Key command **"113", [Enter]**

The A/R Items Past Due Date Report selection screen appears.

AR Past Due Date Report selection screen
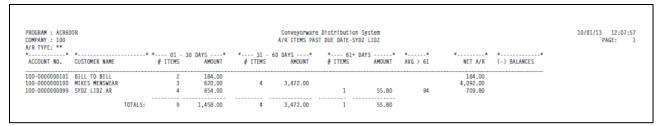
✱   **To Select the Report Aging Criteria:**

➔   Select or key **Company Number** 🔍 **, [Tab]**

2 digit, numeric. Default is 7, to start first aging column with 7 days past due

➔   Key **Start with Nbr Days for 1ˢᵗ Column, [Tab]**

2 digit, numeric. Default is 7, to start first aging column with 7 days past due.

➔   Key **Start with Nbr Days for 2ⁿᵈ Column, [Tab]**

2 digit, numeric. Default is 14, to start second past-due range.

➔   Key **Start with Nbr Days for 3ʳᵈ Column, [Print].**

2 digit, numeric. Default is 21, to end second range column. Third column will appear as > (greater than) this number of days.

The report prints and the system returns to the 100 AR Menu.

```
PROGRAM : ACR600R                               Conveyorware Distribution System                    10/01/13  12:07:57
COMPANY : 100                                   A/R ITEMS PAST DUE DATE-SYDZ LIDZ                              PAGE:    1
A/R TYPE: **
*-----------*  *--------------------* *---- 01 - 30 DAYS ----* *---- 31 - 60 DAYS ----*  *---- 61+ DAYS ------*  *------*   *---------*  *--------------*
 ACCOUNT NO.   CUSTOMER NAME           # ITEMS      AMOUNT       # ITEMS      AMOUNT       # ITEMS     AMOUNT     AVG > 61    NET A/R     (-) BALANCES
----------------------------------------------------------------------------------------------------------------------------------------------------
100-0000000101  BILL TO BILL               2        184.00                                                                   184.00
100-0000000100  MIKES MENSWEAR             3        620.00          4        3,472.00                                      4,092.00
100-0000000099  SYDZ LIDZ AR               4        654.00                                   1        55.80       94         709.80
                                       ---------  --------------  ---------  --------------  ---------  --------------
                    TOTALS:               9       1,458.00          4        3,472.00          1        55.80
```

AR Past Due Date report

Layout for <u>AR Past Due Date</u> Report

Columns:

Account Number & **Customer Name**

Aging Columns 1, 2 & 3: Selected Date Ranges:

Start thru 1st Range Days   (Default is 7-13),

Next-thru-2nd Range Days   (Default is 14-20), and

>2nd Range Days   (Default is >21).

 # ITEMS: Number of Invoices.

AMOUNT: Dollar Amount of Invoices.

Avg > (default is 21)   Average Days Past Due, > 3rd date

Net AR   Net Receivable Balance for the account.

(-) Balances   Total amount of any open credits on the account.

OPTION 114:   Credit Hold Report

This Company-wide report lists all Customer Accounts with orders on Credit-Hold. The report includes AR aging, Sales History, Credit and Customer Contact information from the Customer Account record, the reasons for holds, and the value of held orders.

Orders are automatically placed on Credit Hold if the **Customer Account** has:

- A debit balance in the 31-60 or >60 days **past due** fields; or
- An order that places the account above the **assigned dollar limit**, or
- Any **first order** on a new Customer Account.

> Note: **Every** first order for a **new Customer Account** is placed on Credit Hold. This process helps assure adequate oversight. These new orders appear on a Credit Hold Report with the reason: "**OK to Release.**"
> Release this first order's hold, in accordance with payment terms. After the first order is <u>shipped</u>, further holds will appear only for violation of terms.

✱   **To Print a Credit Hold Report:**

From the 100 <u>Accounts Receivable Menu</u>,

➔   Click on **114 Credit Hold Report,** or

➔   Key command **"114", [Enter].**

The <u>Credit Hold Report</u> company selection screen appears.

<u>Credit Hold Report</u> company selection screen
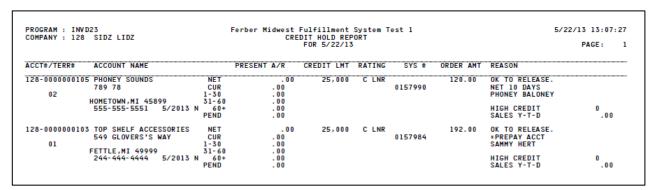
➔   Select or key **Company Number** 🔍, **[Print]** (F6).

The reports prints, and the system returns to the 100 <u>Accounts Receivable</u> Menu.

> **Note** that the 400 <u>Orders Menu</u> has Option 416 <u>New Credit Holds Report</u>,that lists only **Today's** New Credit Hold Orders.

```
PROGRAM : INVD23                          Ferber Midwest Fulfillment System Test 1                  5/22/13 13:07:27
COMPANY : 128  SIDZ LIDZ                          CREDIT HOLD REPORT
                                                     FOR 5/22/13                                          PAGE:    1
_____
ACCT#/TERR#   ACCOUNT NAME               PRESENT A/R    CREDIT LMT  RATING    SYS #     ORDER AMT  REASON
_____
128-0000000105 PHONEY SOUNDS          NET        .00    25,000    C LNR              120.00  OK TO RELEASE.
               789 78                 CUR        .00                       0157990            NET 10 DAYS
      02                              1-30       .00                                          PHONEY BALONEY
               HOMETOWN,MI 45899      31-60      .00
               555-555-5551   5/2013 N 60+       .00                                          HIGH CREDIT          0
                                      PEND       .00                                          SALES Y-T-D        .00

128-0000000103 TOP SHELF ACCESSORIES  NET        .00    25,000    C LNR              192.00  OK TO RELEASE.
               549 GLOVERS'S WAY       CUR        .00                       0157984            *PREPAY ACCT
      01                              1-30       .00                                          SAMMY HERT
               FETTLE,MI 49999        31-60      .00
               244-444-4444   5/2013 N 60+       .00                                          HIGH CREDIT          0
                                      PEND       .00                                          SALES Y-T-D        .00
```

Credit Hold Report

Layout, <u>Credit Hold</u> Report

For each order, columns:

Acct#/Sales#:   **Company** & **Customer Account** Numbers, above
                    Territory Number.

Account Name: **Customer Name**,
                    Billing Address &
                    Phone Number, with last **Credit Review Date** (or new account date) and
                    Review Code (N=Assessment on new account date).

Present A/R: Accounts Receivable Aging:
                    NET: Total. Includes Invoiced <u>and</u> Pending Orders.
                    CUR: (Current) Amount Invoiced, Not-Yet-Due.
                    1-30: Past Due 01-30 Days.
                    31-60: Past Due 31-60 Days.
                    >60: Past Due 61+ Days.
                    PEND: Total Amount of **Active** Orders (with allocated stock, but not
                            completed), plus **Credit-Held** orders.

Credit Lmt   Amount in Credit Limit field.

D&B Code   **Dunn & Bradstreet** credit rating, which may include:
                        " - - ": Not Used, or Not Listed or Rated.
                        LNR: Listed Not Rated by D & B.

Sys #   (Credit Held) Order **System Number.**

Order Amt   Dollar Value of the order.

Reason   <u>Why</u> the order is on Credit Hold, **above:**
                   Order **Payment Terms** (May differ from the <u>Account</u> Payment Terms).
                   Contact Name.
                   Note (field from 210 <u>Customer Account</u> record).
                   High Credit: Maximum credit ever extended to the customer.
                   Sales YTD: Net Sales Amount, this calendar year-to-date.

OPTION 116:   Reprint Cash Journal

This option lists the Company's <u>Final Cash Journal</u> reports. Each can be displayed and/or reprinted. This list and detail screens include an audit function, displaying the User ID for the original finalize/print command.
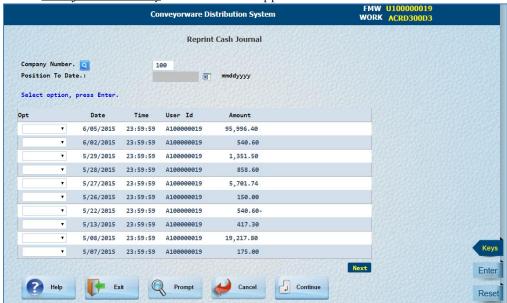
The Day-End process finalizes any pending cash receipt transactions, and generates a Final <u>Cash Journal</u>. The Day-End <u>Cash Journal</u> does not include transactions that have already been finalized/printed; more than one <u>Cash Journal</u> entry can exist for any date.

✱   **To Select Reprint Final Cash Journal:**

From the 100 <u>AR Menu</u>:

➔   Click on 104 **Post Final Cash Journal.**

The <u>Cash Journal History</u> selection screen appears.

<u>Reprint Cash Journal</u> selection screen

Layout, Reprint Cash Journal selection screen

Company Number: Company Number appears, but can be edited, if needed.

Position to Date: A (latest) date selected here (then [Enter]) will position a long list.

Opt: For each Journal in the list, two Options:
    5=Display: Brings up the Journal Entry detail display.
    6=Reprint: Send the Journal to the user's selected printer.

Date: Date Journal Entry was finalized.

Time: Time the Entry was finalized.

User ID: ID of the Print command; user "A..." indicates a Day-End journal.

Amount: Net Amount posted to the Cash Asset account.

✱   **To Reprint a Final Cash Journal:**

➔   View, select, or key **Company #** 🔍 .
3 digit, numeric. Use [Prompt] to select a company, if applicable.

In the selected Cash Journal's Opt field,

➔   Click on **6=Reprint.**

The Final Cash Journal prints on the User's selected printer.

✱   **To Display a Final Cash Journal:**
In the selected Cash Journal's Opt field,

➔   Click on **5=Display.**

The Final Cash Journal detail screen is displayed.

From this screen,

[Cancel] (F12) returns to the <u>Reprint Cash Journal</u> list screen, and

[Exit] (F3) returns to the 100 <u>Accounts Receivable Menu</u>.

OPTION 118:   AR Aging Report

This report lists all open receivables (both debits and credits) for each Customer Account, with monthly aging for the transactions. Customer credit and contact information is included, along with assigned territory.

Print the report for Today's Date (default) to include <u>all</u> open transactions. Use the calendar icon, if desired, to limit the report to only receivables still open since a selected date.

✱   **To Print an <u>AR Aging Report</u>:**

➔   **Click on 118. AR Aging Report, or**

➔   Key command **"118", [Enter]**

The <u>AR Aging Report</u> selection screen appears.

<u>AR Aging Report</u> selection screen

➔   Select or key **Company Number🔍, [Tab]**
Up to 3 digits, numeric. Use **[Prompt],** if desired.

➔   View, select, or key **Report Date📅, [Print].**
Format: mmddyyyy. Default is today's date. Use the calendar icon to select a date, if desired. The report is limited to receivables still open **from** or **before** this date.

The <u>AR Aging Report</u> prints, and the system returns to the 100 <u>Accounts Receivable Menu</u>

```
PROGRAM : ACRD20                        Conveyorware Distribution System                    9/30/13 13:48:43
COMPANY : 100  SYDZ LIDZ                      A/R AGING REPORT                                    PAGE:    1
CUSTOMER                    BALANCE    CURRENT    01-30 D.    31-60 D.    > 60 D.  TYPE  REF NO   DATE   REMARK
----------------------------------------------------------------------------------------------------------------

100-0000000101
BILL TO BILL                 184.00      96.00        .00      88.00        .00
54634 WM AVE                               .00        .00      88.00        .00   IN      18  8/01/13 *PREPAY ACCT
                        N                  96.00        .00        .00        .00   IN      20  9/10/13 NET 10 DAYS
BILLYTON, MI  45555     C NLO
   HIGH CREDIT         184
   SALES Y-T-D         184
   LAST YR SLS
   TERRITORY 001    Default Territory
Fax               WILLIAM F WILLIAMS


100-0000000100    111-111-1111
MIKES MENSWEAR              4,092.00     620.00        .00   3,472.00        .00
456 SIXTH                                  .00        .00   1,056.00        .00   IN      15  7/24/13 *PREPAY ACCT
                        N                  .00        .00   1,056.00        .00   IN      16  7/24/13 NET 10 DAYS
CITY, MI  42232       S NLO                .00        .00   1,176.00        .00   IN      17  7/24/13
   HIGH CREDIT       3,936                 .00        .00     184.00        .00   IN      19  8/01/13 NET 10 DAYS
   SALES Y-T-D       4,894              144.00        .00        .00        .00   IN      21  9/10/13 NET 10 DAYS
   LAST YR SLS       150.00             150.00        .00        .00        .00   IN      25  9/10/13 NET 10 DAYS
   TERRITORY 001    Default Territory   326.00        .00        .00        .00   IN      28  9/11/13 NET 10 DAYS
Fax 0-555-555-1212    MIKE MIKEY


100-0000000099    555-555-5555
SYDZ LIDZ AR                709.80     562.00        .00        .00     147.80
29882 SECOND                               .00        .00        .00      71.80 * IN      13  6/19/13 NET 10 DAYS
                        N                  .00        .00        .00      76.00 * IN      14  6/19/13 NET 10 DAYS
PORT HURINE, MI  45555   C NLO          50.00        .00        .00        .00   IN      22  9/10/13
   HIGH CREDIT        801               48.00        .00        .00        .00   IN      23  9/10/13 NET 10 DAYS
   SALES Y-T-D      1,625               96.00        .00        .00        .00   IN      24  9/10/13 NET 10 DAYS
   LAST YR SLS        460.00           460.00        .00        .00        .00   IN      26  9/10/13 NET 10 DAYS
   TERRITORY 001    Default Territory   92.00-        .00        .00        .00   CM      27  9/11/13 REF TO 0000014
Fax               DEEDEE LIDZ
---------------        ----------   ----------  ----------  ----------  ----------
     TOTALS:               4,985.80   1,278.00        .00   3,560.00     147.80
                                        25.63%       .00%      71.40%       2.96%
```

```
CREDIT TOTALS:                           92.00-        .00        .00        .00

DEBIT TOTALS:                          1,370.00        .00   3,560.00     147.80
```

Layout for <u>AR Aging Report</u>

Heading: **Company Name, Report Title, Page#, and Report Date**

Columns: **Customer:**   Customer Account Number, Name and Contact Info with credit and purchasing data, and territory.

                Balance   Customer's AR Net Total.
                Aging Periods: **Current:** New Invoices, not at/past due date.
                                      1-30 Days
                                      31-60 Days
                                      >60 Days

*: The asterisk after an amount indicates the **original** amount differs from the **current balance** (i.e., a payment [or invoice] has been partially applied).

AR: AR Type Code:
                CB   Charge-Back (for unauthorized deduction)
                CM   Credit Memo
                DM   Debit Memo (unresolved customer deduction)
                IN   Invoice with Terms
                LF   Late Fee
                NF   NSF Check (payment reversal)
                PP   Pre-Payment (any unapplied balance)
                SP   Customer Stopped Payment (payment reversal)

Note that **Customer Summary amounts**, in this report, are the **top line** of each aging column.

Ref No: Invoice/Credit Memo number.

Date: Transaction date.

Remark: Original transaction record Remark. If no Remark exists, the Account's Payment Terms.

Summary Totals: **Total Balance** outstanding, with **Subtotal Amounts** and **Percentages** for each Aging Period.

Summary Page: Credit and **Debit Subtotals** for each Aging Period.

OPTION 119:   Sales Tax Liability Report

This option reports the accumulation of State and/or Local Sales Tax liability, calculated from AR and POS records. The liability accrues from the transaction or invoice date, not from the payment date.
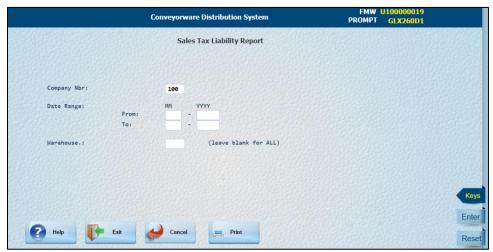
The report lists each Tax Body, with all relevant invoices for the period. There are columns for Non-Taxable Sales, Taxable Sales, Tax Invoiced, and Tax Rate.

Even if sales tax is not charged to a Customer, tax liability still accrues for the sale, based on the Category and Class Codes for the Stock Numbers, and/or the Customer's taxable status.

The report prints in monthly ranges only. Specify the date range. For a **single month's** report, use the same date for **From Date** and **To Date**.

✻   **To Print a Sales Tax Liability Report:**
➔   Click on **119. Sales Tax Liability Report**, or
➔   Key command **"119", [Enter].**

The Sales Tax Liability Report selection screen appears.

Sales Tax Liability Report selection screen

➔   Key **Company Number, [Tab]**
Up to 3 digits, numeric. Use **[Prompt],** if desired.

➔   Key **From Date, [Tab]**
Format: MMYYYY.

➔   Key **To Date, [Tab]**
Format: MMYYYY.

➔   Press **[Print].**

The Sales Tax Liability Report prints, and the system returns to the 100 AR Menu. The report has separate pages for each Tax Body.

```
 6/01/15   11:18:21                          BETA DATA VISION                              Page:     3
 GLX2611R                                    Sales Tax Detail

                                            01/2015 thru 05/2015

  Sales Tax For:  Michigan State Tax

                        ------Non-Taxable------      --------Taxable--------
                                Sales                        Sales                   ----------Tax----------
   Invoice#  Inv. Date     Sales         Returns       Sales        Returns       Sales        Returns        % Rate
        105  5/27/2015       .00            .00         60.00          .00         3.60           .00         6.0000
        106  5/27/2015       .00            .00         85.00          .00         5.10           .00         6.0000
        107  5/28/2015       .00          2.40-          .00           .00          .00           .00
        107  5/28/2015       .00            .00          .00         80.00-         .00          4.80-        6.0000
        108  5/28/2015       .00            .00        170.00          .00        10.20           .00         6.0000
        109  5/29/2015       .00            .00        425.00          .00        25.50           .00         6.0000

                         -----------    -----------   -----------   -----------   -----------   -----------
  Totals:                  1,066.72         12.60-     70,262.80     1,450.00-     4,218.34         87.00-

                         ===========================  ===========================  ===========================
  Net Totals:               1,054.12                   68,812.80                    4,131.34
```

Layout, Sales Tax Liability Report

Heading: Report Date & Time, Company Name, **Date Range** (whole months only), and Page Number

Sales Tax For: Tax Body for this section/page

Columns: **Invoice #:**   Invoice/Credit Memo/Transaction Number. All Point-Of-Sale Transactions have an Invoice Number
                                       assigned, in addition to the POS Receipt Number.

                Inv. Date   Date of Transaction

        Non-Taxable Sales: Tax-Exempt Stock <u>or</u> Customer Sale Amounts for <u>this</u> Tax Body) on each invoice, both sales and
                                       returns/credits.

        Taxable Sales: Taxable Sale or Credit/Returns Amount for <u>this</u> Tax Body) on each invoice..

                Tax: Sales Tax Amount added/refunded to each transaction.

                % Rate: Sales Tax **Percentage** (Actual Tax Rate applied)

        Totals: Column Totals for each column, for each Tax Body.

        Net Totals: Net Non-Taxable Total,   Net Taxable Total,   and Net Invoiced Tax for each Tax Body.

120. Print Daily Sales Journals
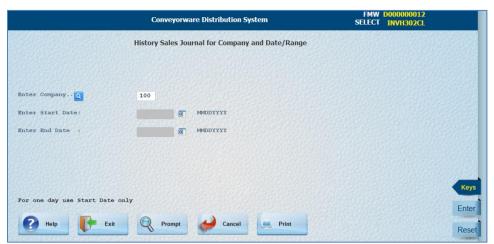
This option prints one or more **Daily Sales Journal** reports. Each report lists all invoiced sales and credits for each Customer Account for one day, from **Sales History** records. Specifying a date range does not yield a summary report; the Sales Journal for each day prints separately.

Because the Day-End program compiles the record, it is not possible to print a Sales Journal for today's date.

Note that Point-of-Sale transactions are not included on this report.

✱   **To Print one or more Daily Sales Journal(s):**
➔   Click on **120. Print Daily Sales Journals**, or
➔   Key command **"120", [Print].**

The Sales Tax Liability Report selection screen appears.

History Daily **Sales Journal** for Company and Date/Range selection screen

➔   *View,* select, or key **Company Number** 🔍 **, [Tab]**

➔   Click on, or key **Start Date** 📅 **, [Tab]**
         No default date; use any date before today. Use the **Calendar icon** to select, if desired. For a single date, use only this field.

➔   Click on, or key **End Date** 📅 **, [Print].**
         Optional. No default date. Use the **Calendar icon** to select, if desired.

```
PROGRAM: INVH171R        Conveyorware Distribution System                    07/24/2014 11:27:03
                          COMPANY: 100 SYDZ LIDZ
                          HISTORY SALES JOURNAL                               PAGE:    1
                          FOR: 07/22/2014


   ACCOUNT NO    NAME                  INV DATE    INV NO        AMOUNT  TERMS


100-0000000099 SYDZ LIDZ               7/22/2014     245         106.50  NET 30 DAYS
                                       7/22/2014     246         106.50-
                                       7/22/2014     247         106.50
                                       7/22/2014     248         106.50-
                                       7/22/2014     249         106.50
                                       7/22/2014     250         106.50-
                                       7/22/2014     251         106.50
                                       7/22/2014     252         106.50-
                                       7/22/2014     253         106.50
                                       7/22/2014     254         106.50-
                                       7/22/2014     255         106.50
                                       7/22/2014     256         106.50-
                                       7/22/2014     258         106.50
                                       7/22/2014     259         106.50-
                                       7/22/2014     260         106.50
                                       7/22/2014     261         106.50-
                                       7/22/2014     263         106.50
                                       7/22/2014     264         106.50-
                                       7/22/2014     265         106.50
                                       7/22/2014     266         106.50-
                                       7/22/2014     267         106.50
                                       7/22/2014     268         106.50
                                       7/22/2014     269         106.50-
                                       7/22/2014     270         106.50-
                                       7/22/2014     271         106.50
                                       7/22/2014     272         106.50-
                                       7/22/2014     273         106.50
                                       7/22/2014     274         106.50-
                                       7/22/2014     275         106.50
                                       7/22/2014     276         106.50-
                                       7/22/2014     277         106.50
                                       7/22/2014     278         106.50-
                                       7/22/2014     279         106.50
                                       7/22/2014     280         106.50-
                                       7/22/2014     281         106.50
                                       7/22/2014     282         106.50-
                                       7/22/2014     285         106.50
                                       7/22/2014     286         106.50-
                                       7/22/2014     287         106.50
                                       7/22/2014     288         106.50-
                                       7/22/2014     290         106.50
                                       7/22/2014     291         106.50-
                                       7/22/2014     292          53.25
                                       7/22/2014     293          53.25-
                                       7/22/2014     294         106.50
                                       7/22/2014     295         106.50-
                                       7/22/2014     296          53.25
                                       7/22/2014     297          53.25-
                                       7/22/2014     298          53.25
```

```
PROGRAM: INVH171R        Conveyorware Distribution System                    07/24/2014 11:27:03
                          COMPANY: 100 SYDZ LIDZ
                          HISTORY SALES JOURNAL                               PAGE:    2
                          FOR: 07/22/2014


   ACCOUNT NO    NAME                  INV DATE    INV NO        AMOUNT  TERMS


100-0000000099 CREDIT MEMO             7/22/2014     299          53.25- CREDIT MEMO
                                       7/22/2014     300         159.75
                                       7/22/2014     301         159.75-
100-0000000100 MIKE MIKEY              7/22/2014     262         647.52  NET 30 DAYS
                                       7/22/2014     283          93.72
                                       7/22/2014     284         138.45
                                       7/22/2014     289         481.38
100-0000000133 FLORA FOREMAN           7/22/2014     257       1,167.70  NET 10 DAYS
```

Layout, Daily Sales Journal