ACCOUNTS RECEIVABLE
User Manual

NOTICE

This manual is designed to enhance your Dimensions system capabilities. It is your responsibility to determine that this information is in accordance with your own business procedures.

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ACCOUNTS RECEIVABLE USER MANUAL
DIM3D (Rev. 10.0)
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SECTION 1: A/R Procedures

This section contains Accounts Receivable procedures. You can use it as a supplementary aid as you learn the Dimensions system, as a reference guide to answer certain procedural questions for regular Accounts Receivable activities, and as a teaching tool for new personnel.

This guide contains both general and specific information about A/R. It is designed to be a continuing source of instruction and reference as you use Dimensions software. You will find practices for both new and advanced users. Some procedures you may find helpful using on a day-to-day basis or in giving you ideas on how to run your business. Others will be used occasionally under special circumstances. Many topics are suggestions only and reflect the opinions and recommendations of the Dimensions training and support staff. If you already have established company procedures and they are working successfully, continue using them. If you need to institute some procedures or you are just starting up the system, take into consideration the concepts presented in this section. You will find some good tools to help you manage your business.

It is assumed you have read *Getting Started* and know how to move through menus and use the special keys (**Enter**, **Esc**, **TAB**, and up arrow ▲). See Chapter 2, System Training, for this information.

How to Use This Section

The procedures in this section are written following a standard pattern.

➢ Each topic begins on a new page.

➢ The purpose is stated and any special set up instructions are given in BEFORE YOU BEGIN.

➢ The steps in the procedure are numbered and are to be followed in a regular definite order. An effort was made to keep the steps simple and concise. Each step contains one action.

➢ In the left margin you are referred to other procedure topics at any point where you can use them.

➢ And finally, there is a space for additional notes and special helps. Feel free to make your own notes and reminders where needed.

Add Job

PURPOSE: Use this procedure to add a new customer job from the existing main customer. An example of a job account is a contractor with several building projects going that have different pricing and ship to addresses. Remember, the main account must already be set up as a customer.

PROCEDURE:

See Also

1   Go to **Accounts Receivable** then **File Maintenance**.

2   Select **Add New Customers**.

3   The computer displays the add screen. At **1. Cust No**, press up arrow to add a new job.

4   At **Enter Main Customer Account**, enter the customer number of the main job account.

5   The computer displays CM1.D information for the main account (bill to address, phone, contact, and so forth). Enter the new customer account number for the new job. The next available job number is displayed for you. You can press **Tab** to accept it.

6   The new account uses the main customer's set up information. Enter the following fields for the new job:

> Open date
> Credit limit type
> Statement detail
> Installment payment
> Resale price level
> Ship to address (3 lines)
> Messages/Notes (3 lines)

Or enter **.** (period) and press **Enter** to bypass entering these fields. Most likely, you will want to enter the ship to address for the new job.

Add New Customer Extra Signatures

7   If you are using extra signatures, the computer displays the extra signatures screen. Either press up arrow to copy all signatures from the main account or enter the required signatures for this job account. Follow normal procedures for adding extra signatures.

Add New Customer

8   Add the credit information for this new job (credit contact and fax number).

9   The customer is added and you are returned to Step 3. Press **Esc** to end the add process.

NOTES:

Add New Customer

PURPOSE: Use this procedure to add a new customer. This procedure describes every
field in the Customer Master File (CM1.D) and the Customer Misc. File
(CM2.D) that can be set up when you add a new customer.

☞ **NOTE:** If you have the Variable File option set to display only certain A/R fields by
password account name, this procedure will be altered. As it stands, it describes
<u>every</u> field as if they had been selected in the Variable File (A/R Variable File,
Password Account Options, Add/Maintain CM1/CM2 Fields).

PROCEDURE:

See Also

1 Go to **Accounts Receivable** then **File Maintenance**.

2 Select **Add New Customers**.

3 The computer displays the ADD CUSTOMERS screen:

```
DS02011C     Add New Customer       DIM10 DATA                  Date mm/dd/yy
Rev10.0.18                                                      Port  36
                                                               Store 01
 1.Cust No       .000              2.Name
 3.Addr 1                          4.Addr 2
 5.Addr 3                          6.Zip
 7.Phone                           8.Contact
 9.Tax No              10.A/R Group      0  11.A/R Type
12.Tax Type           13.Each Price (Y/N)    14.PO Required
15.Signature Req (Y/N)  16.Cust Has Jobs (Y/N)  17.Save History
18.Save Lien Info     19.Store Number     0  20.Rep Number        0
21.Price Level      0 22.Class           0 23.Credit Hold        0
24.Terms            0 25.Statement Day    0 26.Tax Code           0
27.Extra Code       0 28.Credit Limit     0 29.Bid Number
30.Open Date          31.Credit Limit Type   32.Statement Detail
33.Install Pmt        34.SSN #               35.Resale Price Level
36.Delivery Zone      37.Route Difficulty    38.Map Code
39.Ship To 1                   40.Ship To 2
41.Ship To 3                   42.Builder's Club #
43.Email                       44.Cell Phone
45.Message/Note 1
46.Message/Note 2
47.Message/Note 3
<Esc>=End    <F1>=Help     <UpA>=New Job
```

The cursor is at field 1, **Cust No**. You have 3 options:

➢ Enter a customer number as described below.
➢ Press **Esc** to end this program and return to the previous menu.
➢ Press up arrow to add a new job from an existing customer's data.

Customer Master File (CM1.D) Fields:

1. Cust No

1. The customer number can be up to 6 digits long
plus three digits after the decimal point for a job
number. It must be all numeric. For example,
123456.001. When entering a customer number
without jobs, it is not necessary to enter the
decimal point and trailing zeroes.
2. It is required that customer numbers 1-99 be
reserved for cash sales. Customer number 1 is
typically the account number used for regular

walk-in cash sales where the method of payment is cash, check, or credit card. Regular A/R customer numbers will then begin at 100.

3. Customers with jobs will keep track of A/R transactions by job number. The main account number must end in zeroes (i.e., **1010.000**) and be flagged as having jobs. See field 16, **CUST HAS JOBS**. Then each subsequent job number will have the same account number as the main account with a different job number following the decimal (i.e., **1010.100**, **1010.200**, **1010.300**, etc.). Aging reports and statements will show a total for each job as well as a consolidation for all jobs in the main account.

4. Other methods of numbering sometimes used:
   - Use last 6 digits of phone number
   - Give often-used customers easy to remember account numbers (i.e., "5555" or "123")

5. Additional uses of customer number:
   - Separate cash and charge customers for special quotes such as decks, sheds, houses, etc.
   - Special "spiff" customer to be used when creating a spiff as a quote first
   - House account
   - Employee A/R accounts in a separate range of numbers
   - Affiliate companies in a range of numbers

2. Name

1. The customer name can be up to 30 characters long. Enter the name exactly as you wish it to appear on screens, invoices, reports, and statements.

2. For an individual's name, use a slash to show last name then first name (i.e., **LEE/ROB**). This account will be alphabetized under LEE but be printed as ROB LEE. Company names are entered without the slash.

3. Addr1

Enter the bill to P.O. box or ATTN information, up to 25 alpha-numeric characters.

4. Addr2

Enter the bill to street address (25 alpha-numeric characters). The ship to address is kept in CM2.D, fields 2-4. See below.

5. Addr3

Enter the bill to city and state (25 characters).

6. Zip

Enter the zip code or postal code exactly as you wish it to appear, up to 10 characters. For example, **87101**, **87101-9999**.

7. Phone

Enter the phone number exactly as you wish it to print on reports, transaction entry screens, and inquiry screens, up to 12 characters (examples:

800/222-333, **800-222-3333**, **222-3333x123**).

8. Contact	Enter the name of the contact person, up to 20 characters.
9. Tax No	If the customer is tax exempt, enter their sales tax ID number as found on a sales tax exemption certificate, up to 15 characters.
10. A/R Group	1. Four major groupings of A/R accounts can be specified. A total for each group will be accumulated with separate G/L numbers provided for in the Variable File (A/R Variable File, G/L Integration).

10. A/R Group (continued)

2. The A/R groups set up in the standard G/L chart of accounts are:
    1 - A/R Trade (1210.00)
    2 - A/R Other (1220.00)
    3 - A/R Employees (1230.00)
    4 - A/R Affiliate Co. (1240.00)
3. If no special groupings are required, enter **1** for all accounts.

11. A/R Type

B= Balance Forward. Customer statements show payments made and an invoice summary but not the balance due for each invoice. The account summary section, however, shows the total ending balance for the account.

O= Open Item (default). Customer statements show payments made and open invoices including the balance due for each invoice. The account summary section also shows the total ending balance for the account.

R= Revolving. A revolving account is non-aged balance forward with a calculated payment amount. Payments are made against the ending monthly balance.

12. Tax Type

This field works in conjunction with the taxable status assigned to each inventory item and will result in different conditions for sales tax to be charged. For example, if a customer is normally non-taxable except when he buys certain items, like tools for their own use, this provides the condition to charge tax on tools. See the following table:

If the customer is:	And the item is:	Then:
R (regular)	N (taxable)	Tax
R	Y (non-taxable)	No tax
R	S (special)	Tax
S (special)	N	No tax
S	Y	No tax
S	S	Tax

13. Each Price (Y/N) **N**= Price and extend items on invoices entered at POS using the conversion factor for the inventory item.
Y= Price and extend items by the piece (each) rather than by board foot or square foot.

14. PO Required **Y**= At POS, the customer must supply a P.O. number for orders and invoices to finish processing the ticket.
N= At POS, no P.O. number or ship to address is required.
S= At POS, you must supply a ship to address for orders and invoices to finish processing the ticket.
B= Both P.O. numbers and ship to addresses are required at POS to finish processing the ticket.

> ☞ **NOTE:** To require a ship to address on invoices, you must set the Sales Variable File option which makes it a company-wide feature. See Sales Variable File, Entry Options, POS Back Screen, field 1 (**Require Ship To Addresses on Invoice = Y**). This works only if **PO Req=S** or **B** here in CM1.D.

Extra Signatures **15. Signature Req (Y/N)** **Y**= During POS processing, a list of authorized persons to sign for a purchase will be displayed on the screen. You will be asked to verify the signatures before continuing with the ticket. If additional signatures are required for this customer, they are entered in the Extra Signatures File (CM14.D).
N= No special signatures are required during POS processing.

16. Cust Has Jobs (Y/N) **Y**= This customer has multiple jobs. A "*" will appear next the customer number on inquiries and searches. The main job account is answered **Y** whereas the individual job accounts are answered **N**.
N= This customer does <u>not</u> have jobs.

17. Save History **Y**= Save sales and cost <u>by inventory group</u> for this customer. The saved information is printed on the Sales Analysis report "Group Totals - Customer" which comes from the TOTG0.D file.
N= Do not save sales and cost by inventory group for this customer.
C= Save sales and cost <u>by customer class</u> for this customer. The saved information is printed on the Sales Analysis report "Group Totals - Class" which also comes from the TOTG0.D file.

18. Save Lien Info **Y**= Save lien date and lien invoice. This can be overridden at POS.
N= No lien information needed for this customer.

19. Store Number 1. Enter the store number from which this customer usually buys.
2. For single store operations, enter **1**.

20. Rep Number	1. Enter the assigned rep code assigned to this customer according to the sales reps you set up in the Variable File (Sales Variable File, Descriptions, Rep Number Descriptions). See *Getting Started*, Getting A/R Started.
	2. Assigned rep numbers can be used if you pay commissions by assigned salesman or have salesmen who perform outside sales functions.
	3. "Assigned salesman" is different from "written by salesman". Each ticket is given a written by salesman number at POS. Sales information by assigned <u>and</u> written by salesmen is found on the Sales Analysis Report.
	4. If you do not use rep numbers, set up salesman number 1 as HOUSE ACCOUNT and assign it to all customers.
21. Price Level	1. Enter the price level assigned to this customer according to the pricing scheme you set up for inventory. See *Getting Started*, pages 4-23 and 5-31.
	2. Normal price levels are 1-9. For example:
	1 = Retail
	2 = Level I contractors
	3 = Level II contractors
	4 = Level III contractors
	5 = Government
	3. Price levels 10-99 apply to matrix pricing.
22. Class	1. Enter the customer class assigned to this customer according to the classes you set up in the Variable File (A/R Variable File, Descriptions, Customer Class Descriptions). See *Getting Started*, pages 4-22 and 4-41.
	2. The computer uses customer class information for sales analysis. It is usually tied to the pricing scheme. Class numbers group certain types of customers. For example:
	Retail
	Home builder/owner
	Level I contractors (small)
	Level II contractors (medium)
	Level III contractors (large)
	Subtrades (painters, drywallers, etc.)
	Government
	Wholesale
23. Credit Hold	1. **0**=Customer is not on credit hold.
	2. **1-99**=You can have up to 99 messages in the Variable File (A/R Variable File, Descriptions, Credit Hold Descriptions) defining various reasons for credit hold.
	3. Credit hold 99 is used for closed jobs. A customer with credit hold 99 will not be displayed in the customer job searches.

24. Terms	Enter the terms code (1-99) assigned to this customer according to the terms you set up in the Variable File (A/R Variable File, Terms Information). See *Getting Started*, Getting A/R Started.
25. Statement Day	1. **0**=Normal statement day (during Month End Processing). 2. **1-31**=Send statement on a certain day of the month different from your normal month end run of statements. The statement programs allow you to enter a statement day to match the day entered here so only the accounts matching the statement day are printed.
26. Tax Code	Enter the tax code for this customer according to the tax codes you set up in the Variable File (Sales Variable File, Sales Tax). See *Getting Started*, Getting A/R Started.
27. Extra Code	Optional. This field can be user defined. Can be used to select certain customers, usually for report printing only.

> ☞ **NOTE:** If the flag for **Use Customer Store for Pricing=Y** (Sales Variable File, Entry Options, POS Enter Detail Screen, field 6), transfers done at cost would take the receiving store's cost to calculate the selling price. The receiving store is the "customer" in this case. Since transfers should always use the selling store's pricing as the receiving store's cost, new functionality allows using the customer store for pricing on non-transfer transactions. Enter **91** in this field (**Extra Code**) to ignore the flag in the Sales Variable File for **Use Customer Store for Pricing**.

28. Credit Limit	1. Enter the amount of credit allowed for this customer. Enter it in whole dollars, up to 8 digits. 2. **0** indicates no limit (unlimited credit).
29. Bid Number	1. Enter a valid bid number for special pricing if there is one for this customer. Then at POS, this customer will receive the bid prices corresponding to the items on the bid. 2. **0** indicates there is no bid assigned. 3. Bids are created in Special Pricing. 4. If you create a bid for this customer under Special Pricing, the computer will automatically insert the bid number here.
30. Open Date	1. Enter the date you opened this account in the standard date format (mmddyy). 2. If the date is left blank, the date of the first invoice written at POS for this customer will be inserted here automatically.

31. Credit Limit Type	Available credit is calculated according to these codes, compared to **CREDIT LIMIT**: **T**=total jobs + on order + account balance **J**=total jobs (no on order) + account balance **O**=on order (no total jobs) + account balance Others=account balance only (no jobs and no on order)
32. Statement-Detail	**Y**= When printing blank paper statements, the computer will print the statement for this customer and immediately follow with printing a recap of the invoices for the current period. This will work only if you are saving sales history because the invoice detail comes from Sales History (SH0.D). **N**= Will not print the invoices after printing the customer's statements.
33. Install Pmt	For revolving customers with fixed payments, enter the amount of the installment payment to be used instead of calculating a revolving payment (see A/R Variable File, Terms Information, **23. Minimum Payment**). Be sure the terms code in field 24 corresponds to a revolving terms type.
34. SSN #	Social Security Number – up to 11 characters (CM2.D).
35. Resale Price Lvl	Used in custom software only. Contact Dimensions for further information.

Customer Misc. File (CM2.D) Fields:

36. Delivery Zone	Used in Dispatch & Delivery system. See DDS documentation.
37. Route Difficulty	Used in Dispatch & Delivery system. See DDS documentation.
38. Map Code	Used in Dispatch & Delivery system. See DDS documentation.
39. Ship 1	1. Enter the ship to P.O. box or ATTN information up to 20 characters. This ship to address can be the job site. 2. If no ship to address is desired, skip this entry by pressing **Enter** through each ship to field. 3. If you do not wish to add a CM2.D record (the remaining fields), enter **.** (period) and press **Enter**. Go to Step 4.
40. Ship 2	Enter the ship to street address, up to 20 characters, if desired.
41. Ship 3	Enter the ship to city/state/zip code, up to 20 characters, if desired.
42. Builder's Club #	Enter up to 15 characters for the Builder's Club account number, if participating.

43. Email	Enter up to 30 characters for an e-mail address.
44. Cell Phone	Enter up to 12 characters for a cell phone number.
45. Message 1/Note	1. Enter the first line of a credit note or message, up to 40 characters.
	2. A credit note can be used by the credit department to clarify a credit hold or alert the counter salesperson as to certain limitations for this customer. For example:
	ABC CONSTR. HAS WRITTEN 3
	3 BAD CHECKS IN THE LAST
	MONTH. CASH ONLY PLEASE!!!
	3. The credit note/message will appear on the screen during POS processing. It can be changed at POS if necessary using the silent option "M". The computer will store the new message here.
46. Message 2/Note **47. Message 3/Note**	You can have up to 3 lines of 40 characters each for the credit note/message.

Extra Signatures File (CM14.D) Fields:

Extra Signatures **4** If the computer finds an Extra Signatures File on the system, the screen displays the extra signatures screen:

```
DS020114  Maintain Signatures  ABC COMPANY                    Date mm/dd/yy
                                                              Port  37
Customer :   4060.000 LICHTIE CONSTRUCTION                    Store 01

 1. _____        19.                  37.
 2.                       20.                  38.
 3.                       21.                  39.
 4.                       22.                  40.
 5.                       23.                  41.
 6.                       24.                  42.
 7.                       25.                  43.
 8.                       26.                  44.
 9.                       27.                  45.
10.                       28.                  46.
11.                       29.                  47.
12.                       30.                  48.
13.                       31.                  49.
14.                       32.                  50.
15.                       33.                  51.
16.                       34.                  52.
17.                       35.                  53.
18.                       36.                  54.

<UpA> = End
```

The cursor is positioned at the first line:

1. _____
1. Enter a name, up to 15 characters, allowed to sign for purchases at POS.
2. Or press up arrow to end this option. Skip to Step 6.

5 The cursor moves to the next line. You can do one of the following options:

➢ Enter another name.
➢ Press **Esc** to back up one line to the prior signature.
➢ Delete a name by pressing **Enter** at the beginning of the line.
➢ Change a name by typing over it.
➢ Press up arrow to end this process and continue to Step 6.

Repeat until all names are entered. This first screen allows up to 54 names.

```
Enter=Accept Signatures        <Esc>=Reject Signatures
```

Press **Enter** to accept them and continue to Step 7. Or press **Esc** to reject them and continue to Step 7.

Credit Note File (CM10.D) Fields:

7 Then the computer displays the credit information screen:

```
DS020114  Maintain Signatures  ABC COMPANY                    Date mm/dd/yy
                                                              Port  37
Customer :   4060.000 LICHTIE CONSTRUCTION                    Store 01

------------------------ Credit Information ----------------------------

    1. Credit Contact  __

    2. Fax Number



```

Enter the next 2 fields:

1. Credit Contact	Enter the credit contact person. This could be different from the contact person you entered above. It can be up to 20 characters.
2. Fax Number	Enter up to 12 characters for this customer's fax number.

8 The customer is added and you are returned to Step 3 to enter another customer.

NOTES:

Adjustments (Debit/Credit Memos)

PURPOSE: Use this procedure to enter adjustments to customer accounts (debit and credit memos). This is done through the Cash Receipts by Batch program. A typical adjustment is trade of goods or services in exchange for credit on a customer account. Do not make an adjustment for returns or tax corrections. That should be done through POS or Invoice Posting.

PROCEDURE:

See Also

Cash Receipts By Batch

1 Start a new cash receipts batch for adjustments.

2 Select and accept the customer needing an adjustment.

3 Enter the date of adjustment.

4 At **Check No**, press **Enter** to bypass.

5 Enter a reference number, such as a customer's invoice number or **CR MEMO**).

6 Make the following entries:

Bank	**(DR) :**	Press **Enter** if the bank will not be affected.
Discount	**(DR) :**	Press **Enter**.
Fin Chg	**(DR) :**	Press **Enter**.

7 At **A/R (CR)**, enter the amount to adjust A/R. Since this is Cash Receipts, a positive amount will <u>decrease</u> A/R (credit) and a negative amount will <u>increase</u> A/R (debit).

8 If the proof total is not zero, you need to specify the G/L account and amount for the offsetting entry.

--- MISC DEBITS/CREDITS ---

G/L No: Enter the G/L account number to debit (or credit if the A/R amount was a negative). You can search for a G/L number by pressing up arrow. After entering a G/L account number, the computer displays the account description for your verification.

Amount: Enter the debit (or credit) amount to offset A/R. Or press up arrow to pick up the proof total if that is the amount to be posted to this account. A positive amount will <u>increase</u> (debit) and a negative amount will <u>decrease</u> (credit).

9 As you enter the data, the **Running Batch Totals** are updated. If the **Proof** is not zero, you can repeat Step 8 two more times to enter all the entries necessary (up to 3 entries allowed).

10 Check that the proof is zero. After the amounts have been entered, look them over very carefully before accepting them (press **Enter** to accept the entry).

11 Select an apply option.

> ☞ **NOTE:** If you want this adjustment to appear on the customer's statement as a separate transaction, make it an unapplied cash. If you do this, just remember you'll need to come in at some point later to apply the unapplied transaction.

12 Apply the credit amounts to the appropriate invoices if you did not select unapplied cash.

13 When done applying transactions, you are returned to Step 2.

14 Select another customer for an adjustment or end this entry process.

15 Finish the batch by printing an Edit List, updating G/L entries to GPOST, and printing the G/L Entries.

NOTES:

For example:

Your customer B&B MAINTENANCE has an A/R balance of $2,000. They have completed repairs to your roof in the amount of $1,500. You have agreed to credit their account for $1,500. The entry would be made as follows:

```
DS02601  ENTER CASH RECEIPTS  (BATCH) ABC CO.                    DATE mm/dd/yy
                                        BEG BAL:   2000.00  PORT   pp
    1070.000  B&B MAINTENANCE               BAL:   2000.00  STORE  ss
                             STMT DISC AVAIL:      0.00  BATCH  CRB0415AA
 DATE     : 100494                                       PERIOD pp
 CHECK NO :
 REFERENCE:  TRADE
                               G/L NO:  6010.00   (REPAIRS-BUILDING & PROPERTY)
 BANK      (DR):    0.00    AMOUNT:  1500.00
 DISCOUNT (DR):    0.00
 FIN CHG  (DR):    0.00
 A/R      (CR): 1500.00


                                            ---RUNNING BATCH TOTALS---
                                            BANK DEBITS :         .00
                                            DISCOUNTS   :         .00
                                            FIN CHG     :         .00
                                            OTHER DR/CR :     1500.00
                                            A/R         :     1500.00
 LAST PAY DATE IF BANK DEBIT                PROOF       :         .00
```

This cash receipt entry will show as an adjustment on the customer's statement.

Apply Credits to Customer

PURPOSE: There are 4 methods of applying credits to customer balances:

METHOD 1 - APPLY CREDITS TO OLD BALANCE
This method allows you to take the credit balance of selected customers and apply it to the oldest invoices. It performs the following steps for balance forward and open item customers.

   1   Credit balances of each selected customer with the requested type of account are added together into a credit total and the credit balances are zeroed out.

   2   The credit total is applied to the customer's oldest invoices based on the transaction date without regard to store number.

   3   If all invoices are paid off and there is still credit left, an unapplied transaction will be generated automatically using the store number for the customer found in the CM1.D (Customer Master File).

> ☞ **NOTE:** All batches in Cash Receipts by Batch must be posted before you can apply credits to old balances.

METHOD 2 - SAME CUSTOMER
Use this procedure if a customer wishes to apply a return or a group of returns to charges on his account or match a return to the invoice on which the original goods were bought. This is done on a customer-by-customer basis and allows you to apply the credit to any charge whether current or past due. Use this procedure instead of Apply Credits to Old Balance if you have either or both of the following conditions:

        - One specific customer needs the adjustment.

        - You need to apply the credit to transactions without regard for
          transaction date.

METHOD 3 - DIFFERENT CUSTOMERS (AUDIT TRAIL)
Use this procedure to take a credit balance from one customer and apply it to another customer's balance. This is useful for customers with job accounts. This method leaves an audit trail of which credit was applied to which transaction.

METHOD 4 - DIFFERENT CUSTOMERS (NO AUDIT TRAIL)
Same as Method 3 but a simpler way to apply a credit from one customer to a transaction on another customer. This method does not leave an audit trail.

BEFORE YOU BEGIN: For Methods 3 and 4, you must know the transaction numbers of
                    the credit and the transaction being paid.

PROCEDURE: METHOD 1 - APPLY CREDITS TO OLD BALANCE

   1   From the **Accounts Receivable Menu**, select **Cash Receipts**. Then select **Apply Credits to Old Balance**.

2 The computer displays:

```
DS02109   APPLY CREDIT BALANCES   ABC COMPANY                        DATE mm/dd/yy
                                                                     PORT  37
                                                                     STORE 01

     1. INPUT PARAMETERS
          BEGINNING CUSTOMER NUMBER            .000
          ENDING    CUSTOMER NUMBER      999999.999

          TYPE OF ACCOUNT                    1
               1 = BALANCE FORWARD
               2 = OPEN ITEM
               3 = BOTH  (BAL FWD & OPEN ITEM)



     2. APPLY CREDITS




ENTER OPTION(E-END):
```

You have the following options:

➢ Enter **1** to enter new input parameters. Go to Step 3.
➢ Enter **2** to apply credits according to the data in the input parameters. Go to Step 5.
➢ Enter **E** to end this process and return to the previous menu.

3 If you entered **1** to change the input parameters, the cursor moves to the first field. Enter the following parameters:

BEGINNING CUSTOMER NUMBER	Enter the beginning customer to use or **Tab** to start with the first customer.
ENDING CUSTOMER NUMBER	Enter the ending customer to use or **Tab** to use all remaining customers.

TYPE OF ACCOUNT
  1=BALANCE FORWARD
  2=OPEN ITEM
  3=BOTH (BAL FWD & OPEN ITEM)
	Enter the type of account you wish to process.

4 You are returned to Step 2 where you can enter **2** to begin applying the credits.

5 The computer begins immediately to apply credits for the selected customers and displays:

```
NOW APPLYING CREDITS OF 262.17  FOR CUSTOMER   1300.000
```

6 When the process is complete, the computer displays:

```
   CREDIT BALANCES HAVE BEEN APPLIED TO OLDEST BALANCES FOR SELECTED CUSTOMERS.
```

Press **Enter** to acknowledge this message. Return to Step 2 to enter another range of customers or select **E** to end this procedure.

PROCEDURE: METHOD 2 - <u>SAME CUSTOMER</u>

See Also

Cash Receipts
 by Batch

1 Select **Cash Receipts by Batch**. Enter a batch ID then select **Enter A/R Cash** Receipts.

2 Enter the selection method (**1**=Select by Customer Number or **2**=Select by Transaction Number).

Search For &
 Select a
 Customer

3 Enter and accept the customer at **Enter Customer**.

4 **Tab** through **Date** and **Check No**.

5 Enter a reference, if desired, to indicate this is an adjustment.

6 **Tab** through **Bank**, **Discount**, and **Fin Chg**.

7 At **A/R (CR)**, enter **0** (zero).

8 Select **3** for **Apply By Transaction**.

9 You will first need to pick up all the credits you wish to apply. Enter the line number or transaction number of the credit transaction. The credit transaction will appear as a negative amount.

10 For each credit at **Applied**, enter the credit amount with the negative sign to put that amount in **Remaining** at the top of the screen.

11 Once in **Remaining**, apply that amount to any desired charges (sales, finance charges, etc.) using normal cash receipt procedures. Select the line number or transaction number of the desired transaction. Then enter the amount to apply to the transaction, or press **Enter** to apply the remaining balance, or enter **0** to skip it and pick a different transaction. Repeat this step until the **Remaining** amount is zero.

12 When done applying credits, press **Enter** to accept the entry.

13 You are returned to Step 3 (**Enter Customer**) to make another entry.

PROCEDURE: METHOD 3 - <u>DIFFERENT CUSTOMERS (AUDIT TRAIL)</u>

See Also

Cash Receipts
 by Batch

1 Go to **Cash Receipts by Batch**, enter a batch ID, then select **Enter A/R Cash Receipts**.

2 Select **2 for Select By Transaction Number**.

3 <u>Zero Out Credit From Originating Customer</u>

The computer displays the check data and debit/credit information screen. The cursor is positioned at **Date**. Press **Tab** to accept the displayed date or enter the appropriate date of this entry.

4 **Check No**

Press **Tab** to bypass.

5 **Reference**

Enter a brief description such as "TO JOB 100," up to 10 characters.

6 Fill in the following debit/credit information:

Bank	**(DR) :**	**0** (zero)
Discount	**(DR) :**	**0** (zero)
Fin Chg	**(DR) :**	**0** (zero)
A/R	**(CR) :**	Negative amount (same as balance)

7 Fill in the following G/L information to post the credit amount to a clearing or suspense account:

G/L No : 1212.01 Unapplied Payments (or other clearing or suspense account)

Amount : Press **Enter** to default to the negative amount entered in Step 6 (**A/R**).

8 The computer displays the **Apply By Transaction** screen. The cursor is positioned at **Trans #.** Enter the transaction number being zeroed out.

9 The selected transaction is displayed along with its corresponding customer. The cursor is positioned under **Applied**. Press **Enter** to apply the remaining balance of this transaction.

10 If the **Remaining** balance is zero and this was the correct credit to zero out, press up arrow to end this entry.

11 Then press **Enter** to accept it.

12 <u>Apply Credit to Destination Customer</u>

The screen returns to the check data and debit/credit information screen. The cursor is positioned at **Date**. Press **Tab** to accept the displayed date or enter the appropriate date of this entry.

13 **Check No**

Press **Tab** to bypass.

14 **Reference**

Enter a brief description such as "FROM .000," up to 10 characters.

15 Fill in the following debit/credit information:

Bank	**(DR) :**	**0** (zero)
Discount	**(DR) :**	**0** (zero)
Fin Chg	**(DR) :**	**0** (zero)
A/R	**(CR) :**	Positive amount (same as in Step 6)

16 Fill in the following G/L information to remove the amount from the clearing or suspense account:

G/L No : 1212.01 Unapplied Payments (or the same account entered in Step 7).

Amount : Press **Enter** to default to the amount entered in Step 15 (**A/R**).

17 The computer displays the **Apply By Transaction** screen. The cursor is positioned at **Trans #.** Enter the transaction number being paid with the credit.

18 The selected transaction is displayed along with its corresponding customer. The cursor is positioned under **Applied**. Press **Enter** to apply the remaining balance of this transaction.

19 If the **Remaining** balance is zero and this was the correct transaction to pay, press up arrow to end this entry.

20 The press **Enter** to accept it.

21 Print an Edit List. It should show zero totals and A/R, Bank, Disc, Fin Chg, and G/L Amt.

22 If correct, update the batch to customers and G/L (#8 on the menu).

23 Print the G/L Entries. The totals should be zero.

PROCEDURE: METHOD 4 - <u>DIFFERENT CUSTOMERS (NO AUDIT TRAIL)</u>

See Also

Cash Receipts
  by Batch

1 Go to **Cash Receipts by Batch**, enter a batch ID, then select **Enter A/R Cash Receipts**.

2 Select **2** for **Select By Transaction Number**.

3 The computer displays the check data and debit/credit information screen. The cursor is positioned at **Date**. Press **Tab** to accept the displayed date or enter the appropriate date of this entry.

4 **Check No**

Press **Tab** to bypass.

5 **Reference**

Enter a brief description such as "APPLY CRED," up to 10 characters.

6 Fill in the following debit/credit information:

Bank	**(DR) :**	**0** (zero)
Discount	**(DR) :**	**0** (zero)
Fin Chg	**(DR) :**	**0** (zero)
A/R	**(CR) :**	**0** (zero)

7 The computer displays the **Apply By Transaction** screen. The cursor is positioned at **Trans #.** Enter the credit transaction number being zeroed out.

8 The selected transaction is displayed along with its corresponding customer. The cursor is positioned under **Applied**. Enter the credit balance amount as a negative amount. It is displayed in **Remaining**.

9 Then enter the transaction number to which this credit is to be applied.

10 The selected transaction is displayed along with its corresponding customer. The cursor is positioned under **Applied**. If correct, press **Enter** to apply the **Remaining** balance to this transaction. It not correct, press **Esc** to go back to Step 9 to enter a different transaction number.

11 If the **Remaining** balance is zero and this was the correct credit to zero out, press up arrow to end this entry.

12 Then press **Enter** to accept it.

13 At **Date**, press **Esc** twice to return to the **Cash Receipts by Batch Menu**.

14 Print an Edit List. It should show zero totals and A/R, Bank, Disc, Fin Chg, and G/L Amt.

15 If correct, update the batch to customers and G/L (#8 on the menu).

16 Print the G/L Entries. The totals should be zero.

NOTES:

A/R File Inquiry

PURPOSE: Use this procedure to examine the status of any customer account. You can view information such as how the customer is set up, the last payment and last charge dates, available credit, year-to-date balances, a monthly account activity summary, as well as payment and invoice detail. You can also change credit information if your password user level is high enough.

☞ **NOTE:** If you have the Variable File option set to display only certain A/R fields by password account name, this procedure will be altered. As it stands, it describes <u>every</u> field as if they had been selected. See A/R Variable File, Password Account Options, A/R Inquiry Fields.

PROCEDURE:

See Also

1 From **Accounts Receivable**, select **File Inquiry**.

Search For &
   Select a
  Customer

2 Using the standard search and select routine, select the desired customer.

3 The computer calculates the aging balances according to the current data in CM1.D and CM3.D and displays the inquiry screen. For example:

```
Number   8000.000  HOUSES R' US
                                                    Rel Cd: 5100
 501 S.W. MCLEOD ST.         801-444-9876 BRYCE MILLER       Store :  1
P.O. BOX 3456
JORDAN, UT                   A/R Group: 1  BF   B  Each-Prices   Bid:  8000.000
 85113              PO-Required  Sig-Required                    Save-Lien

 Store : 1   Credit Limit :    10000          STM Disc     :       .00
 SMan  : 2   Available Credit:   6243         Begin Month Bal:   1452.67
 Price : 1   Opened Date :03/31/94            Charges      :    3561.50
 Class : 3   Last Payment :02/29/96    1256.28 Returns      :       .00
 Terms : 1   Last Charge  :03/25/96           Payments     :   -1256.28
 St Day: 0   Lien Date    :03/25/96 Inv#: 2100178 Discounts :       .00
 Tax  :  1   High Balance :03/25/96 Amt :    3757 Late Chgs :       .00
 Extra : 0   Previous Year High Bal Amt :   25246 Adjustments :     .00
  YTD Sales:    4710.48 History  :024000000034  Ending Balance :    3757.89
  YTD F/C :       21.47 MTD Disc :      43.21
  On-Order :      50.11




(N)=Next Number  (A)=Next Name  (P)=Previous   (S)=Signatures  (I)=Item Pricing
(C)=Credit Options  (L)=Lien Data  (D)=Detail  <Esc>=Back to Select
```

Each item of information is described below:

FIELD	FILE	
Number	CM1.D	Customer number. "*" indicates this customer has jobs.
Name & Address	CM1.D	Customer name and 3 lines of bill to address. If a job account, the displayed address is the ship to address.

Phone	CM1.D	Customer phone number.
Contact	CM1.D	Contact person.

If the password is greater than user level 6, the following credit information is displayed in the upper right hand corner.

Credit Hold Message	VM0.D	A/R Variable File, Descriptions, Credit Hold Descriptions.
Cr Lim Rel Cd	VM0.D	A/R Variable File, Miscellaneous Codes, Miscellaneous Codes, **4. Credit Limit Release Code.** Displays only if customer is over their credit limit.
Cr Hold	CM1.D	Credit hold code assigned to customer. If none is assigned, nothing is displayed
Rel Cd	VM0.D	Credit hold release code. Computer generated.
Store	VM0.D	System Manager Variable File, Port Information, Port Options, **3. Store Number**. Store number of port running the A/R File Inquiry.
A/R Group	CM1.D	Assigned A/R group.
OI or **BF** or **REV**	CM1.D	**OI**=Open Item **F**=Balance Forward **REV**=Revolving
Each-Prices	CM1.D	Displays only if **Ea Price=Y**.
Bid	CM1.D	Bid number. Displays only if customer has a bid.
PO-Required	CM1.D	Displays only if **PO Required=Y.**
Sig-Required	CM1.D	Displays only if **Sig-Required =Y**.
Job-Limit	CM1.D	Displays only if **Cust Has Jobs=Y** regardless of credit limit type.
Save-Group	CM1.D	Displays only if **Save Grp Hist=Y**.
Save-Lien	CM1.D	Displays only if **Save Lien Info=Y**.
Running Balance Running Balance (i.e., **PALLETS**)	CM1.D	Displays only if you are keeping a running balance for items such as pallets. The description comes from the Inventory Variable File, Other Options, Running Balance (**3. Running Balance Description**). Also displays current running balance (beginning + add to - subtract from).

1st Column

Store	CM1.D	Store number assigned to the selected customer.
SMan	CM1.D	Assigned salesman number.
Price	CM1.D	Assigned price level.

Class	CM1.D	Assigned customer class.
Terms	CM1.D	Assigned terms code.
St Day	CM1.D	Statement day.
Tax	CM1.D	Assigned tax code.
Extra	CM1.D	Assigned extra code (user defined).
YTD Sales	CM1.D	Year-to-date sales without tax and addons.
YTD F/C	CM1.D	Year-to-date finance charges.
On-Order	CM1.D	Dollar amount currently on order. This amount may or may not be included in available credit depending on the credit limit type.

2nd Column

Credit Limit	CM1.D	Credit limit in whole dollars.
Available Credit	------	Calculated depending on credit limit type and customer balance.
Opened Date	CM1.D	Date when account was opened or the first charge date.
Last Payment	CM1.D	Last payment date. Also shows last payment amount.
Last Charge	CM1.D	Last charge date.
Lien Date	CM1.D	Date of last lienable invoice. Also shows the
High Balance	CM1.D	Date of highest balance. Also shows the highest balance amount in whole dollars. If you selected a main account with jobs with a credit limit type T or J, this balance includes the main account and <u>all</u> jobs associated with it.
Previous Year High Bal Amt	CM1.D	Amount of previous year's highest balance in whole dollars. If you selected a main account with jobs with a credit limit type T or J, this balance includes the main account and <u>all</u> jobs associated with it.
History	CM9.D	The HISTORY field shows a comparison check of the Credit History File, CM9, beginning with the most recent month and going back 12 months, 1 character for each month. The computer looks for the highest bucket amount in each month and assigns a code to be shown in the display. If the highest amount for that month is in the current bucket, the computer displays "0". Or if no history is found, it also shows "0".

> 1=1-30 days
> 2=31-60 days
> 3=61-90 days
> 4=91+ days

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For example, if the **History** field shows **104321110000** and the current month is c

```
DEC  =  1   Highest balance was in 1-30 day bucket
NOV  =  0   Highest balance was in current
OCT  =  4        "              91+ bucket
SEP  =  3        "              61-90 day bucket
AUG  =  2        "              31-60 day bucket
JUL  =  1        "              1-30 day bucket
JUN  =  1        "              1-30 day bucket
MAY  =  1        "              1-30 day bucket
APR  =  0   Either highest balance was in current or
            no history was found
MAY  =  0        "
FEB  =  0        "
JAN  =  0        "
```

MTD Disc	CM1.D	Current discount amount that will be available on the statement at the end of the month.

3rd Column

STM Disc	CM9.D	Last month's discount that can be taken when paying from the statement from last month end.
Begin Month Bal	CM1.D	Beginning monthly balance.
Charges	CM1.D	Month-to-date charges including tax and addons.
Returns	CM1.D	Month-to-date returns.
Payments	CM1.D	Month-to-date payments.
Discounts	CM1.D	Month-to-date discount taken.
Late Chgs	CM1.D	Month-to-date late charges (finance charges) charged.
Adjustments	CM1.D	Month-to-date adjustments (made through Cash Receipts--F/C write off, misc. G/L postings).
Ending Balance	-----	Calculated from **Begin Month Bal** plus monthly activity. At month end, the ending balance is moved to **Begin Month Bal** and the remaining monthly fields are zeroed out.
Jobs Balance	CM1.D	Calculated from all job accounts.
Jobs MTD Disc	CM1.D	Month-to-date discount calculated from all job accounts.
Job account info	CM2.D	Ship to address, messages, and other data from CM2. D file.

4 There are several options displayed. See below for an explanation of each.

```
 (N)=Next Number  (A)=Next Name  (P)=Previous   (S)=Signatures  (I)=Item Pricing
 (C)=Credit Options (L)=Lien Data   (D)=Detail   (M)=Misc        <Esc>=Back to Select
```

(N)=Next Number	Goes to next customer in numerical order.
(**A)=Next Name**	Goes to next customer in alphabetical order.
(**P)=Previous**	Goes to previous customer in numerical order.

(**S**)=**Signatures**	Option displays only if there are extra signatures in CM14.D for the selected customer. Shows extra signatures for this customer. See Step 5.
(**I**)=**Item Pricing**	Shows pricing and costs for any item you select for this customer. See Step 6.
(**C**)=**Credit Options**	Changes credit information. See Step 7.

> - Put On Credit Hold
> - Take Off Credit Hold
> - Change Credit Limit Release Code
> - Change Credit Limit
> - Credit Notes/History
> - Credit Contact/Fax#

(**L**)=**Lien Data**	Option displays only if there are lienable invoices entered in the Pre-Lien system. See Step 8.
(**D**)=**Detail**	Shows payment and invoice detail for this customer. See Step 9.
(**M**)=**Misc**	Option displays only if there is a CM2 record for this customer. Shows CM2.D information:

```
 Number    1010.000  F P S, INC. DBA BURGER KING


     Ship To 1
     Ship To 2
     Ship To 3
     Builder's Club Acct
     Email Address
     Cell Phone Number
     Message 1                  CALL HOME NOW!!!
     Message 2
     Message 3
     Delivery Zone                  288
     Route Difficulty
     Map Code


  <Ent> to Continue
```

<**Esc**>=**Back to Select**	Ends this screen and goes back to **Enter Customer**.

5 If you selected **S=Signatures** in Step 4, the computer displays the extra signatures for this customer. For example:

```
NUMBER   1060.000  BRODERICK AND ZARBOCK PLUMBING


ANDY PHILLIPS   BETTY SOUTH    ERNESTINE WHITE FRED ANDERSON    HARRY ZARBOCK
JEAN BRODERICK  TODD BRODERICK






Next Signature:  _____              <Esc> = End
```

They are displayed in alphabetical order according to the first character of the name. Either enter another signature name to begin the display or press **Esc** to end this screen and return to Step 3.

6 If you selected **(I)=Item Pricing** in Step 4, the computer displays the item selection routine. For example:

```
 _____

Select Item:




<Ent> = Display Search Options        <Upa>=Continue      ?<Ent> = Help
```

If you are running multi-stores, you must enter the store number first. Then the cursor is positioned at **Select Item**. Select the item you wish to display using the standard item selection routine. The computer displays the following information:

```
 _____

Select Item:                  Item #: 24091130      Catlg #: 475SS
                              Mfg  #:               Short  : INS SILL

4" X 75' SILL SEALER                    8.80   EA   38.75%     8.80     7.43
ST: 1 OH       40.00  L/B    5.50                             8.53
      OR         .00  Ave    5.39                             8.25
      Net      40.00  Last   5.50                             7.98
      OO         .00  Mkt    5.25                             7.70
<Ent> = Display Search Options        <UpA>=Continue      ?<Ent> = Help
```

This shows on hand information, cost information (if the password user level is 7), the customer's price, margin %, and price levels 1-9 (or the ones that are used). You are returned to **Select Item:**. You can do one of the following options:

<Ent>=Display Search Options	Press **Enter** to display the search options box again.
<UpA>=Continue	Press the up arrow to go back to the customer inquiry screen.
?<Ent>=Help	Enter **?** and press **Enter** for the help with this field. The following box is displayed:

```
               <Ent> = Search Options
        Data <Ent> = Exact Match
        F15/N <Ent> = Next Search Item
               <UpA> = N/A
        Data <UpA> = Search Catalog
               <Esc> = Store Number
               <DnA> = N/A
```

These are all the options you can do at **Select Item:**.

<Ent>	Press **Enter** display the search options in the standard item selection routine.
Data <Ent>	Enter some data, such as the item number or catalog number, and press **Enter** to select an exact matching item.

F15/N <Ent>	Press either **F15** (function key 15) or **N** and press **Enter** to view the next search item in the search mode. If you were searching by item number, the computer displays the next item number. If you were searching by catalog number, the computer displays the next catalog number.
Data <UpA>	Enter some data, in this case catalog number, and press up arrow. The computer immediately goes to the search mode beginning with the entered catalog number. This is the default key for inventory searches as set up in the Inventory Variable File, Basic Inventory Information, Store Information **(1. Main Inventory Search Key)** or Password Account Options, Other Password Account Options.
<Esc>	Press **Esc** to enter another store number (for multi-stores) or go back to Step 4.

7 If you selected **C=Credit Options** and your password user level is 6 or greater, the computer displays the following options:

```
   1 = Put On Credit Hold                    5 = Credit Notes/History
   2 = Take Off Credit Hold                  6 = Credit Contact/Fax#
   3 = Change Credit Limit Release Code
   4 = Change Credit Limit
 Enter Option Or <Esc> To End
```

You can do one of the following options:

1=Put On Credit Hold	When a customer account is put on credit hold, no Point of Sale transactions can be written for the account without a credit release code being entered. The credit release code is a number from 1-9999 randomly generated by the computer. This number must be entered before anyone can proceed writing a POS transaction. (The pass-word security level for most sales personnel does not allow them access to the release code number.) An account can be put on credit hold for a variety of reasons. The account may be past due, have bad checks outstanding, be COD only, etc. You can define up to 99 credit holds in the A/R Variable File, Descriptions, Credit Hold).

The computer displays the first credit hold description.

```
   1  CALL THE CREDIT MANAGER

(A)=Accept <Ent>=Next Message  Enter Credit Hold Number
```

You now have 3 options:

- **A** and **Enter** to accept the displayed message and assign it to this customer.

- Press **Enter** to display the next credit hold message.

- Enter the desired credit hold number to assign to this customer. Then enter the **Credit Hold Written By** code and accept it (press **Enter**). This is the same as the written by salesman number.

> ☞ **NOTE:**   If you put the main account of a customer with jobs on credit hold, the computer also asks:
>
> **Apply to All Jobs (Y/N):**
>
> Enter **Y** to put all jobs on credit hold as well. Or enter **N** to put the main account only on credit hold.

Once you select a credit hold, the description will be displayed flashing in the upper right hand corner of the screen. The computer will also display the credit hold number corresponding to the description and the credit hold release code.

> ☼ **QUICK TIP:**   You could put customer accounts which have had no sales activity for at least a year or more on credit hold until you can get an update on their financial or credit standing.

2=Take Off Credit Hold   The computer asks:

```
Taken Off Credit Hold By:     0
```

Enter the **Taken Off Credit Hold By** code (written by) and accept it (press **Enter**).

> ☞ **NOTE:**   If you take off the main account of a customer with jobs from credit hold, the computer also asks:
>
> **Apply to All Jobs (Y/N):**
>
> Enter **Y** to take off all jobs from credit hold as well. Or enter **N** to take off the main account only from credit hold.

The computer displays:

```
Now Off Credit Hold  (Ent>=Continue
```

Press **Enter** to activate the new credit status.

3=Change Credit Limit
Release Code

If the option in the Variable File is turned on to allow the credit limit release code to be changed, the computer asks:

```
New Credit Limit Release Code    BIGBIRD_____
```

The current credit limit release code is displayed. Enter the new release code (up to 10 characters) to be used for all customers and press **Enter**. The credit limit release code is used during POS processing for a customer exceeding their credit limit. Unlike the credit hold release code which changes constantly, the credit limit release code remains the same until it is manually changed in the computer. You would need to supply the credit limit release code to continue with the transaction. Changing the credit limit release code here also changes it in the A/R Variable File, Miscellaneous Codes, Miscellaneous Codes, 4. Credit Limit Release Code. If a credit limit release code is not entered, it will default to the credit limit release code found in the Variable File.

If the option is <u>not</u> turned on in the Variable File, the computer displays: **3=Not Available**.

4=Change Credit Limit

The computer asks:

```
Enter New Credit Limit:
```

Enter the new credit limit in whole dollars and press **Enter**. **CAUTION:** If the credit limit equals zero, the customer has unlimited credit.

🕐 **QUICK TIP:**   It is recommended that you periodically review and change the credit limits for customers. There may be certain customers who pay promptly but who are always exceeding their credit limit. The credit department may determine they have the financial ability to handle a higher limit. On the other hand, there may be certain customers whose payment history and credit worthiness have deteriorated and their credit limits should be reduced. The keys to match a customer to the proper credit limit are:

1) Their financial strength and ability to pay

2) Their level of purchases from your company

The reports found on the **A/R Reports Menu** under Credit Info/Analysis can be used to evaluate the proper credit limits for each customer.

5=Credit Notes/History   Many credit personnel keep notes on the conversations and commitments they receive from customers. Often these notes are kept on notepads or hand-written on A/R reports. There are two difficulties with this method:

1 - If the person who made the notes is out of the office, other personnel may not have access to the information.

2 - The person may forget to follow up with a customer commitment on a timely manner unless there is a good tickler file to remind them.

The credit note system overcomes these difficulties by providing:

1 - Credit personnel and other managers with password access to credit options in A/R File Inquiry can enter credit notes regarding a specific customer <u>and</u> they can review past notes that have been entered.

2 - Each credit note carries a date and a follow up date. You can print the Credit Note report by date range as a reminder of which customers need to be contacted. See a sample report in the A/R Reports section.

This accesses information in the Customer Master File (CM1.D) , Customer Credit Note File (CM10.D), and Multiple Credit Note File (CM16.D) . The computer displays:

```
Number    1050.000   BONHAM/STAN

Credit Contact :                        PH #: 262-2574     Fax #:
Current Balance:         86.01          Account High Balance:          .00
Credit Limit   :         5
Credit Hold #  :  0           Credit Hold Date  : 01/23/95  By:   1
                              Taken Off Date    : 01/23/95  By:   2
                              Last Credit Hold #:  1
Date Last Sale : 05/06/91     Date Last Payment : 10/08/93  Amount:    1000.00
 _____
  6/20/94 ACCOUNT ASSIGNED TO COLLECTIONS R US









(A)=Add    (C)=Change    (D)=Delete    (E)=End
(N)=Next   (P)=Previous  (H)=History      Enter Option Or A Date To View  _____
```

The information on the top half of the screen comes from CM10.D and the bottom half comes from CM16.D. You have the following options:

A=Add   The computer asks:

Please Enter Date to Add _____

The current date is displayed. Press **Tab** to accept today's date or enter the date you wish to follow up with the customer. You can then enter the credit note (up to 70 characters per line, unlimited lines). Press the up arrow to end entering credit notes.

C=Change   The computer asks:

Please Enter Date To Change _____

Enter the date of the credit note you wish to change in the standard date format (mmddyy). The cursor moves to the selected credit note and allows you to change it by typing over the existing message. Press the up arrow to end changing the selected credit note.

> ☞ **NOTE:**   You can have only one credit note for each date. However, there can be multiple lines on the credit note.

D=Delete   The computer asks:

Please Enter Date To Delete _____

Enter the date of the credit note you wish to delete in the standard date format (mmddyy). The message is displayed and the computer asks:

Are You Sure (Y/N)

Enter **Y** to delete the credit note or **N** to leave it. If you enter **N**, the computer allows you to enter another date to delete. Press **Esc** to return to the previous options.

E=End   Ends the credit notes/history option and returns to Step 3 (main inquiry screen).

N=Next   Allows you to review the next page of notes for this customer. Twelve lines are displayed per screen. They are displayed in reverse chronological order.

P=Previous   Allows you to review the previous page of notes for this customer (after you have used the **N=Next** option).

H=History This accesses information in the Credit History File (CM9.D). The Credit History File is updated as part of the A/R month end update. It stores information regarding the month end aging totals, sales, payments, discounts, etc. This screen contains a large amount of data so it is displayed automatically in compressed print. For example:

```
Number   3000.000   CLASSY DOORS & WINDOWS

Credit Contact :                    Ph #: 303-424-1187 Fax #:        Sales/Invoice    :   1187.41
Current Balance:     4037.49  Account High Balance:          .00    Margin/Invoice   :    186.33
Credit Limit   :    40000   Cumulative DSO    :         76    Return/Invoice % :     18.75
Credit Hold #  :  1         Credit Hold Date  : 03/05/96  By:   3
                            Taken Off Date    : 00/00/00  By:   0
                            Last Credit Hold #: 0
Date Last Sale : 03/05/96   Date Last Payment : 02/17/97  Amount:     5000.00

 Date     Balance    Current      1-30      31-60      61-90     Over 90  Payments Disc Taken  Fin Chg  MTD Sales   DSO
 1/96    11551.52   10019.81       .00$    624.75$       .00$    884.32$ 13707.59        .00     22.64    2160.24   153
12/95    20768.40    9233.62       .00$   2172.81$   3205.97$   7632.80$ 20000.00        .00       .00   14904.30    37
11/95   ** No History For This Month **
10/95   ** No History For This Month **
 9/95   ** No History For This Month **
 8/95   ** No History For This Month **
 7/95    34158.12        .00   30000.00$ 33028.73$       .00$       .00$  1000.00        .00       .00    1000.00  1038
 6/95    34158.12   30000.00   33028.73$       .00$       .00$       .00$  1500.00        .00       .00    1500.00   519
 5/95    34158.12    1092.09   13881.67$ 18054.97$       .00$       .00$      .00        .00       .00    2500.00   415
 4/95    24850.73     173.40-       .00$       .00$-  118.75$  23317.48$      .00        .00       .00     163.20--6371
 3/95    25142.88        .00        .00$       .00$    160.00$  23157.48$      .00        .00    349.76     160.00  1912
 2/95    24559.02        .00        .00$       .00$       .00$  23083.38$ 28600.00     271.25    346.25   18135.35    38


(P)=Percentages  (C)=Credit Notes   <Esc>=End
```

You have the following options:

P=Percentages

Displays the aging balances as percentages rather than dollar amounts.

D=Dollars

(after displaying percentages) Displays the aging balances as dollars rather than percentages.

C=Credit Notes

Goes back to display the credit notes.

Esc=End

Ends this history option and returns to Step 3 (main inquiry screen).

6=Credit Contact/Fax#   The computer displays:

```
Number   1050.000   BONHAM/STAN

Credit Contact :                    PH #: 262-2574      Fax #:
Current Balance:        86.01       Account High Balance:        .00
Credit Limit   :         5
Credit Hold #  :  0       Credit Hold Date  : 01/23/95  By:   1
                          Taken Off Date    : 01/23/95  By:   2
                          Last Credit Hold #:  1
Date Last Sale : 05/06/91   Date Last Payment : 10/08/93  Amount:    1000.00
_____




C = Contact      F = Fax      ESC = Previous Screen
```

Enter **C** to change the contact name, **F** to change the fax number, or **Esc** to return to the previous screen.

8   If your password is a user level 6 or higher and if you have lien data for this customer and you selected **L=Lien Data** in Step 4, the computer displays the lien data. For example:

```
CUSTOMER LIEN FILE

CUSTOMER NUMBER  6090.000
**  JOB ADDRESS  **                  19. LENDER   1ST BANK OF USA
 2. ADDR 1 3000 SOUTH GREENWOOD       20.   ADDR 1 11 S. STATE
 3. ADDR 2                            21.   ADDR 2 P.O. BOX 1100
 4. CITY    SALT LAKE CITY            22.   CITY   SALT LAKE CITY
 5. STATE   UT                        23.   STATE  UT
 6. ZIP     88888                     24.   ZIP     88887
 7. PROPERTY OWNR TOM THOMPSON
 8.   ADDR 1 909 EAST BENCH
 9.   ADDR 2                          25. ESTIMATED COST          .00
10.   CITY    SALT LAKE CITY          26. PROJ TYPE
11.   STATE   UT                      27. PRE-LEIN NUMBER       645509
12.   ZIP     88888                   28. PRE-LEIN DATE         42994
13. ORIG. CNTRCTR AAA CONTRACTORS     29. PRE-LEIN INVOICECE :  20003865
14.   ADDR 1                          30. PRE-LEIN INVOICE DATE   32994
15.   ADDR 2                          31. NOT USED                    0
16.   CITY                            32. MISC - 1
17.   STATE                           33. MISC - 2
18.   ZIP
                                      34. PRINT FLAG (Y/N/U)
CR - RETURN TO PREVIOUS SCREEN
```

Press **Enter** to end this screen and return to Step 3.

9   If you selected **D=Detail** in Step 4, the computer displays the following options:

1. View Payment Detail   Displays current month's payments and discounts. This comes from CM4.D. If there is more than one payment, each check number and corresponding information is also displayed. Press **Enter** to view more payments for the customer. To end the display, press **Enter** at **No More Payments**. Return to the options above.

2. View Transaction Detail

Displays open invoices on the customer's account. This comes from CM3.D. You can scroll through the transactions using the standard procedure (▲, ▼, etc.). You can change the order of the trans-actions from transaction number order to date order by entering **;** (semi-colon) and **Enter**. Then you can select a transaction to view the detail lines by pressing **Enter**. This option recalls the detail for the selected transaction if found in the Sales History File (SH0.D) . This is helpful for credit personnel who call customers regarding outstanding invoices. Many times the customer wants to know what the charges are and for what. No changes can be made to the detail. To end the display, press **Esc**. Return to the options above.

> ☞ **NOTE:** If a reprinted invoice is required, that must be done through **Sales History Menu**.

3. View Store Totals

Displays the customer's total balance, current, and past due amounts by store. Press **Enter** to return to the options above.

4. View Payment History)

Allows you to view the customer's payment history from CM4H.D) and CM5H.D) if payment history data is found. These files are updated during the A/R month end update process. It allows you to view past customer payment information for prior months either by check number or by customer invoice number.

A. The screen displays:

```
DS02201H  Customer Payment History  ABC COMPANY    Date mm/dd/yy
                                                    Port  40
                                                    Store 01


         (1) View Batches By Date
         (2) View Specific Invoice




Enter Option (1,2,E)
```

You have the following options:

1 = View the check numbers and invoices applied beginning with a period you enter. See Steps B-C below.

2 = View a specific paid invoice. See Steps D-F below. You must know the invoice number before selecting this option.

E = End this option and return to the options above.

(1) View Batches by Date

B. If you selected **1** above, the computer asks for the beginning period you wish to view:

Enter Beginning Period (MMYY)

Enter the 2-digit fiscal period (month) and 2-digit year of the first check batch you wish to view. For example, **0596** for May 1996 if you are running on a calendar year. Or press **Esc** to return to Step A.

C. The computer displays the first check (with check date, batch, reference, and check number) for the selected period (or the next closest match) along with the transaction detail of how the check was applied to the account. For example:

```
DS02201H  Customer Payment History ABC COMPANY              Date mm/dd/yy
                                                            Port  40

Customer # Name
  8000.000 HOUSES R' US

Date      Batch        Reference      Check
02/12/96 CR013196                       25
         Received     Applied    Discount     Fin Chg      Other
         2479.12      2479.12        .00          .00        .00

                  Inv   Due    Invoice       Old                 New
Str    Tran # Type Date  Date    Amount    Balance    Applied  Balance
 1       103  INV 102095 950925    94.72      94.72      94.72     .00
 1       850  INV 102695 950925  1634.66    1634.66    1634.66     .00
 1   2100044  INV  53095 950325   858.50     858.50     858.50     .00
 1   2100045  INV  53095 950325   211.44     211.44     211.44     .00
 1   2100046  RET  53095 950325  -159.16    -159.16    -159.16     .00
 1   2100052  INV  60895 950325    67.47      67.47      67.47     .00
 1   2100057  INV  61295 950325    40.00      40.00      40.00     .00
 1   2100079  INV  71995 950525   895.00     895.00     895.00     .00
 1   2100104  INV  81595 950625   362.00     362.00     362.00     .00
 1   2100105  INV  81595 950625   190.75     190.75     190.75     .00
<Ent>=More Detail  (N)=Next Batch/Check  (P)=Previous Batch/Check <Esc>=End
```

You have the following options:

<Ent>=More Detail

If there are more line of detail than will fit on one screen, press **Enter** to see more detail. This option will not appear if the detail lines fit on one screen.

(N)=Next Batch/Check

Enter **N** to view the next check in the batch for the selected customer. If there are no more checks in the batch, **N** goes to the next batch.

(P)=Previous Batch/Check

Enter **P** to view the previous check in the batch for the selected customer. If there are no more checks in the batch, **P** goes to the previous batch.

<Esc>=End

Press **Esc** to end this display and return to Step A, **Enter Option (1,2,E)**.

(2) View Specific Invoice

D. If you selected **2** above, the computer asks:

Enter Invoice Number

Enter the specific invoice you wish to view. Or press **Esc** to end this option and return to Step A.

E. The computer displays the selected invoice with transaction number, store, invoice date, invoice amount, available discount, payment date, batch, reference, check number, old balance, applied amount, and new balance. For example:

```
DS02201H  Customer Payment History                          ABC COMPANY                        Date mm/dd/yy
                                                                                               Port  40

Customer # Name
  8000.000 HOUSES R' US
            Invoice   Invoice  Available  Payment                                    Old              New
  Tran # Str Date      Amount  Discount   Date      Batch     Reference   Check   Balance  Applied Balance
  2100167   1 02/12/96 1990.06     37.26 02/29/96 CR022996  BY TRANS #      2    1800.00   190.06 1609.94




  (E)=End
```

F. Press **E** to end this display and return to Step A, **Enter Option (1,2,E)**.

NOTES:

Cash Receipt Applied to Wrong Customer

PURPOSE: Use this procedure to correct an A/R cash receipt posted to the wrong customer. You will need to back out the incorrect entry and then re-enter it.

PROCEDURE:

> ☞ **NOTE:**   Use this procedure to correct entries within the same accounting month <u>only</u>.

See Also

Cash Receipts
 By Batch

1   Select **Cash Receipts by Batch**, enter a batch ID, then select **Enter A/R Cash Receipts**.

2   Use Selection Method 1 for **Select by Customer Number**.

3   Enter and accept the customer who received the incorrect payment at **Enter Customer (Number or Name)**.

4   Enter the date or press **Enter** to accept the displayed date.

5   Enter the same check number and reference number as the original entry, adding an **R** for "reversing" if desired.

6   At **Bank (DR)**, enter a negative amount.

7   Press **Enter** at **Discount** and **Fin Chg**.

8   At **A/R (CR)**, press **Enter** to pick up the same amount (defaults to remainder).

9   Select the same apply option used originally. If it was applied to oldest, apply to oldest again; if it was applied by transaction, apply by transaction and so on.

10 Finish the reversing entry.

11 Enter the cash receipt to the correct customer.

NOTES:

Cash Receipt Applied to Wrong Invoice

PURPOSE: Use the following procedure to correct an A/R cash receipt posted to the wrong invoice for the customer. This can only be done before a month end processing because the "paid" invoice will be deleted from the Customer Transaction File (CM3.D) if it has a zero balance.

PROCEDURE:

☞ **NOTE:** Use this procedure to correct entries within the same accounting month <u>only</u>.

See Also

Cash Receipts
By Batch

1   Select **Cash Receipts by Batch**, enter a batch ID, then select **Enter A/R Cash Receipts**.

2   Use Selection Method 1 for **Select by Customer Number**.

3   Enter and accept the customer who received the incorrect payment at **Enter Customer (Number or Name)**.

4   Enter the date or press **Enter** to accept the displayed date.

5   Enter a reference indicating this is an adjustment.

6   Press **Enter** at **Bank**, **Discount**, **Fin Chg**.

7   At **A/R (CR)**, enter **0** (zero).

8   Select **3** for **Apply By Transaction**.

9   Select the invoice (enter the line number or transaction number) of the incorrectly "paid" invoice.

10   Enter a <u>negative</u> amount under **Applied**. The amount will be displayed above, next to **Remaining**.

11   Select the correct invoice (enter the line number or transaction number).

12   Apply the payment by pressing **Enter**.

13   Press **Enter** to end the entry.

NOTES:

Cash Receipts by Batch

PURPOSE: Cash Receipts by Batch is the process of entering customer payments into a batch, checking the entries for accuracy, editing the batch if necessary, and then updating the batch to the customer, General Ledger, and Totals files. This can be done daily, semi-weekly, weekly, or any other regular interval. We recommend that you post cash receipts daily since you are most likely making bank deposits daily. This helps you correlate a bank deposit to a cash receipts batch and provides you with the most current financial information possible.

You can also use this process to enter adjustments (debit and credit memos) to customer accounts, finance charge write offs, ROAs from Point of Sale, and non A/R cash receipts such as vending machine receipts, rebates, and sale of assets.

Batch Process

As the name implies, Cash Receipts by Batch is a batch process. It follows a general pattern of steps to prepare, enter, and update the batch.

STEP 1 **Compile the checks.** Collect all payments (checks or copies of checks) to be entered. Run an adding machine tape on the total net cash amount to be deposited.

STEP 2 **Set up the batch on the computer.** The program allows only one user in a cash receipt batch at a time. This avoids problems with updating the batch while more entries are being made. As soon as one user has entered a record into CM15.D (Cash Receipts by Batch File) and it is in use, then any other user trying to enter that batch will receive the following message: "**Batch is selected by another user – access not allowed**."

STEP 3 **Enter the A/R cash receipts.** There are 2 methods of entering. Each will be presented separately.

      A. Select by customer number
      B. Select by transaction number

STEP 4 **Enter non A/R cash receipts.**

STEP 5 **Print the Edit List.** Compare the total cash amount on the Edit List to the adding machine tape total. If the totals are the same, skip to STEP 7. If the totals are different, determine the source of the error. Edit the batch if needed. Go to STEP 6.

STEP 6 **Edit A/R cash receipts.** Print the Edit List again to check the totals.

STEP 7 **Update the batch to the customer, G/L, and Totals files.**

STEP 8 **Print the G/L Entries report (GPOST).**

STEP 9 **Print the Applied Open Items report.**

STEP 10 **File the reports.** Attach the adding machine tape and a copy of the deposit slip (if desired) to the reports and file it all in a cash receipts binder.

Each step is described in further detail in the following pages.

STEP 1   Compile the Checks

PROCEDURE:

1 Collect all payments (checks or copies of checks) received today from the mail, customer walk-in payments, ROAs (if desired).

> ☞ **NOTE:** You may wish to run a separate batch for ROAs taken at POS. See the procedure for Received on Account (ROA).

2 Run an adding machine tape to total this batch of checks and attach it to the stack.

3 Fill out your daily deposit slip for A/R payments. Make sure the deposit total equals the adding machine total.

STEP 2   Set up the Batch

PROCEDURE:

1 From the **Dimensions Main Menu**, select **Accounts Receivable**.

2 Then select **Cash Receipts**.

3 Select **Cash Receipts by Batch**.

4 The computer displays:

```
DS02600    Cash Receipts By Batch        DIM10 DATA              Date mm/dd/yy
Rev10.0.5                                                        Port  37
                                                                 Store 01

                1. Batch Identification: CR _____
                2. Calendar Month(1-12):  4      Period Code:  4
                3. Change Store No
                4. Enter A/R Cash Receipts
                5. Enter Non A/R Cash Receipts
                6. Print Edit List
                7. Edit  A/R Cash Receipts
                8. Update To Customers and G/L
                9. Print G/L Entries
               10. Print Applied Open Items

               99. Change Date
```

This is the **Cash Receipts By Batch Menu**. You will work from this menu for the remaining steps.

5 The cursor is positioned on the first line.

```
1. Batch Identification: CR _____
```

Enter the batch I.D., date and initials (i.e., **0415AA**). The computer indicates if this is a new or old batch.

> ☞ **NOTE:** An "old" batch has entries in it that have not been updated. Unless you are adding to an old batch, you should be careful to complete an old batch by updating and printing the reports before entering a new batch.

6 Check the displayed calendar month and period code. This comes from the G/L Variable File, Basic Store Information, **2. Current Calendar Month**., . All payments in this batch will be posted to this G/L accounting period. Change if necessary. At **Enter Option -(E) to End:** , enter **2** for **Calendar Month (1-12)**. Then enter the appropriate calendar month.

7 Check the store number as displayed in the upper right hand corner of the screen. All payments in this batch will be posted to this store. Change if necessary. At **Enter Option - (E) to End**, enter **3** for **Change Store No**. .,   Then enter the appropriate store number.

8 Check the date as displayed in the upper right hand corner of the screen. All payments in this batch will be assigned this date as the payment date. Change if necessary. At **Enter Option - (E) to End**, enter **99** for **Change Date**. ., Then enter the correct date to be used as the payment date.

STEP 3A   Enter A/R Cash Receipts - Select by Customer Number

PROCEDURE:

See Also

1 From the **Cash Receipts By Batch Menu**, select **4** for **Enter A/R Cash Receipts**.

2 The computer displays:

```
DS02601     Enter Cash Receipts (B)        DIM10 DATA         Date mm/dd/yy
Rev10.0.1                                                     Port   37
                                                             Store   1
                                                             Batch CR123
             Enter Selection Method  : 1                      Period 04

               1. Select by Customer Number
               2. Select by Transaction Number




<Esc>=Back to Menu
```

Select **1** for **Select by Customer Number**.

3 Then the computer allows you to change the apply options.   The apply options change the way the computer handles credits, finance charges, and multiple stores. This works in conjunction With **Apply To Oldest** (and **By Job**) and **Apply By Range**. These options are in effect for all cash receipt entries made during this entry session. If you go back to the **Cash Receipt by Batch Menu** and come back in to **Enter Cash Receipts**, the apply options revert back to "NO EFFECT." The computer asks:

```
DS02601     Enter Cash Receipts (B)        DIM10 DATA          Date mm/dd/yy
Rev10.0.1                                                     Port   37
                                                             Store   1
                                                             Batch  CR123
             Enter Selection Method  : 1                      Period 04

               1. Select by Customer Number
               2. Select by Transaction Number


 Do you wish to change Apply Options for the batch?  <Y/N>   ⬅


<Esc>=Back to Menu
```

Enter **Y** to change any or all of the three apply options. Continue to Step 4.
Or enter **N** to bypass changing the apply options and continue entering the
cash receipt by selecting the customer. Skip to Step 5.

4 If you entered **Y** in Step 3 above, the computer displays at the bottom of the
screen:

```
   Apply Options

Apply Credits First (Y/N)      N           ←
Apply To F/C   1 = First       3
               2 = Last
               3 = No Effect
Store Number (0=All)           0 *
```

* Appears only if multi-store

The cursor is positioned at **Apply Credits First (Y/N)**. Enter the following options
for the batch:

Apply Credits First (Y/N)	**Y** = The computer adds the amount of credits on the account to the amount of the cash receipt and then applies it to outstanding invoices.
	N = The computer uses the amount of the cash receipt only.

Apply to F/C
  1 = First
  2 = Last
  3 = No Effect
	1 = Apply cash receipt to finance charges first in chronological order (before applying to the invoices).
	2 = Apply cash receipt to finance charges last (after applying to the invoices).
	3 = No effect. Apply to invoices only.

Store No (0=All)	If running multiple stores, enter the store number for transactions to be affected by the cash receipt (**0**=all stores).

Search For &
Select a
Customer

5 The computer displays the standard customer selection routine:

```
DS02601     Enter Cash Receipts (B)        DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                  Port   37
Enter Customer (Number or Name):                           Store   1
                                                           Batch  CR123
                         <Up Arrow> = Search               Period 04
```

Select the customer by number or name using the standard customer
selection routine.

Enter the Check Data

6 The computer displays the check data and debit/credit information screen:

```
DS02601     Enter Cash Receipts (B)      DIM10 DATA            Date mm/dd/yy
                                    Beg Bal:    357.10   Port   37
   1070.000  CHRISTENSEN/DAVID             Bal:    369.53   Store   1
                                                           Batch  CR123
 Date    : 70601                                           Period 04
 Check No :
 Reference:

 Bank    (DR):
 Discount (DR):
 Fin Chg  (DR):
 A/R      (CR):


                                             ---Running Batch Totals---
                                             Bank Debits :        .00
                                             Discounts   :        .00
                                             Fin Chg     :        .00
                                             Other DR/CR :        .00
                                             A/R         :        .00
 Last Pay Date if Bank Debit                 Proof       :        .00

 <UpA>=A/R Inquiry    (.)=Toggle Last Pay Date Option
```

The cursor is positioned at **Date**. You can do one of the following options:

Press Enter	Accept the current displayed date.
Enter a date	Change the payment date if needed.
<UpA> (▲)	Go to A/R inquiry. When returning from the inquiry, you are returned here.
. (period)	Toggle the **Last Pay Date** option. Towards the bottom of the screen, the **Last Pay Date** selection is displayed. The **Last Pay Date** can be handled two different ways. Enter a period to change between the 2 methods.

A/R File Inquiry — appears in left margin next to **<UpA> (▲)**.

> If the message shows **Last Pay Date If Bank Debit**, the CM1.D record for **Last Pay Date** and **Amount** will only be updated if there is an amount in **Bank (DR)** (Step 9). This is the default.

> If the message shows **Last Pay Date If A/R Credit**, the **Last Pay Date** and **Amount** will always be updated in the Customer Master File (CM1.D). This will handle an ROA which does not have a **Bank (DR)** entry because cash was affected when it was taken at POS. The cash receipts procedure is used to apply the payment to the customer's transaction(s).

Esc	Go back to Step 5, customer selection routine.

7 Check No:

Enter the check number (up to 7 digits) or **Enter** to bypass. Or press ▲ to use the previously entered check number (once a check number has been entered). This is not a required field.

8 Reference:

Enter a reference number (up to 10 characters). The reference number can be an invoice number, credit memo number, a brief description, a cash-in transaction number, **CASH**, the VISA/MasterCard credit slip number, or anything you wish to identify the entry. It is for your information only. It is a non-required field. Or you can press up arrow to use the previously entered reference number (once a reference number has been entered). Or press **Enter** to bypass.

9 Fill in the following debit/credit information:

Bank	**(DR) :**	Net amount of check.
Discount	**(DR) :**	If there is a discount taken, enter the discount amount with <u>no negative sign</u>.
Fin Chg	**(DR) :**	If there is a finance charge written off, enter the amount with <u>no negative sign</u>.
A/R	**(CR) :**	The total debits (**DR**) must equal the credit **(CR)**.

> ⏱ **QUICK TIP:** After you enter the debits (bank, discount, finance charge), press **Enter** at **A/R (CR):** to automatically enter the credit amount (proof total).

As you enter the data, the computer updates the **Running Batch Totals**. See the examples below:

Example: Payment with no discount or finance charge write-off:

Bank	**(DR) :**	**100.00**
Discount	**(DR) :**	**.00**
Fin Chg	**(DR) :**	**.00**
A/R	**(CR) :**	**100.00**

Example: Payment with discount taken:

Bank	**(DR) :**	**95.00**
Discount	**(DR) :**	**5.00**
Fin Chg	**(DR) :**	**.00**
A/R	**(CR) :**	**100.00**

Example: Payment with finance charge write-off:

Bank	**(DR) :**	**500.00**
Discount	**(DR) :**	**.00**
Fin Chg	**(DR) :**	**30.00**
A/R	**(CR) :**	**530.00**

Apply A/R Credits

10 After you have entered the check data and debit/credit information above, you need to apply the payment to the customer's account. The computer displays the **Apply Menu**.

```
                Apply Menu
+------------------------------+
|  0. Apply to Oldest by Job * |
|  1. Apply to Oldest          |        A/R Credit:      200.00
|  2. Apply by Range           |        Remaining :      200.00
|  3. Apply by Transaction     |
|  4. Unapplied Cash           |        --- Apply Options ---
|  5. Display Transactions     |        Credits: No Effect
+------------------------------+        F/C    : No Effect
                                        Store  : All Stores **
<Ent>=Select Option      <Esc>=End
```

 * Appears only if you had selected a customer with jobs.
** Appears only if you have multiple stores.

Enter your option for this payment (**0-5**):

0. Apply To Oldest By Job	Steps 11-15 (appears only if you had selected a customer with jobs)
1. Apply To Oldest	Steps 16-18
2. Apply By Range	Steps 19-25
3. Apply By Transaction	Steps 26-29
4. Unapplied Cash	Step 30
5. Display Transactions	Step 31

> **IMPORTANT**: No matter what apply option you choose, read <u>all</u> of the options at the bottom of the screen. This will help you more than anything to be accurate in your entries.

11 **0. Apply To Oldest By Job**

This option applies the payment to the oldest transaction(s) by job based upon the transaction date. The computer displays:

```
DS02601      Enter Cash Receipts (B)       DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                    Port   37
  1010.000  F P S, INC. DBA BURGER KING                     Store   1
            BURGER KING 3257                                Batch  CR123
                               +-------------------------+  Period 04
  Apply to oldest by job       | A/R Credit:     200.00 |
                               | Remaining :     200.00 |
+------------------------------+-------------------------+------------------+
| Job       Job Name          Begin Mo Bal    Current Bal    Amt Applied|
+----------------------------------------------------------------------------+
  000   F P S, INC. DBA BURGER KING    -709.64        811.84           .00
  200   BURGER KING 3257                2163.78       2163.78           .00




<Ent>=Begin  <UpA>=Previous  <DnA>=Next  <Esc>=Void  Enter Job:
```

The computer displays up to 12 jobs for this customer.

This screen allows you to select the jobs to which to apply the payment. You can do one of the following options:

<Ent>=Begin	(**Enter**) Begin applying the payment to selected jobs (after entering the job numbers). Go to Step 13.
<UpA>=Previous	Display the previous screen of jobs for this customer. Up to 12 jobs are displayed on one screen.

<DnA>=Next	Display the next screen of jobs for this customer.
<Esc>=Void	Void this option and return to the **Apply Menu** (Step 10). Any selections will be voided.
Enter Job:	Select a job number to pay shown on the left side of the screen. Continue to Step 12.

12 After entering a job number above, the cursor moves to that line and asks for the **Amt Applied**. You can do one of the following options:

➢ Enter the amount to be applied to this job.
➢ Press **Enter** to apply the **Remaining** balance as shown in the box towards the top of the screen. If the **Remaining** is more than the **Current Bal**, the **Current Bal** amount is used.
➢ Press ▲ to apply the **Beginning Monthly Balance** (**Beg Mo Bal**) for the job account as the payment amount.
➢ **Esc** to reject the selected job and return to Step 11.

Repeat this step until the payment has been distributed to all needed jobs. Press **Enter** when the **Remaining** amount reaches zero.

13 After selecting the jobs to pay in Steps 9 and 10, the computer displays:

```
  Apply to oldest invoice by job
                                        A/R Credit:      200.00
                                        Remaining :         .00
          Store     :
          Transaction:                  --- Apply Options ---
          Remaining Credit:             Credits: No Effect
                                        F/C   : No Effect
                                        Store : All Stores
  <Ent>=Begin to Apply     <Esc>=Back to Selection
```

Press **Enter** to begin the apply process. Or press **Esc** to return to Step 11 to redistribute the payment to other jobs.

14 The computer checks the apply options (see Step 4) and then displays each transaction number as it is applied. It starts with the oldest transaction within each job and then proceeds to the next oldest.

If there is money still left after all transactions have been paid, the computer automatically generates an unapplied transaction for the remaining balance.

15 When complete, the computer returns to Step 5 to select another customer.

16 1. Apply To Oldest

This option applies the payment to the oldest transaction(s) based upon the transaction date. The computer displays:

```
  Apply to oldest invoice
                                        A/R Credit:      250.00
                                        Remaining :      250.00
          Store     :
          Transaction:                  --- Apply Options ---
          Remaining Credit:             Credits: No Effect
                                        F/C   : No Effect
                                        Store : All Stores
  <Ent>=Begin to Apply     <Esc>=Back to Selection
```

Press **Enter** to begin the apply process. Or press **Esc** to go back to the **Apply Menu** (Step 10).

17   The computer checks the **Apply Options** with regard to credits, finance charges, and store numbers (see Step 4) and then displays each transaction number and amount as it is applied. It starts with the oldest transaction first and then proceeds to the next oldest.

If there is money still left after all transactions have been paid, the computer automatically generates an unapplied transaction for the remaining balance. If the apply amount is negative, it is processed as an unapplied transaction.

18   When complete, the computer returns to Step 5 to select another customer.

19   **2. Apply By Range**

This option applies the payment to a range of transactions by either transaction number or date range. The computer displays:

```
  Apply by Range
                                        A/R Credit:     250.00
Select by 1) Date           2           Remaining :     250.00
         2) Transaction
Beginning Transaction       0
Ending    Transaction    9999999
```

The cursor is positioned at **Select By 1) Date**. Select the type of range for selecting transactions, **1** for date or **2** for transaction number.

20   Enter the beginning transaction number or transaction date to pay, depending on the type of range you selected. Or press **Tab** to start with the oldest transaction.

21   Enter the ending transaction number or transaction date to pay. Or press **Tab** to pick up all remaining transactions.

22   The computer displays:

```
  Apply by transaction range
                                        A/R Credit:     250.00
                                        Remaining :     250.00
        Store      :
        Transaction:                    --- Apply Options ---
        Remaining Credit:               Credits: No Effect
                                        F/C    : No Effect
                                        Store  : All Stores
 <Ent>=Begin to Apply     <Esc>=Back to Selection
```

Press **Enter** to begin the apply process. Or press **Esc** to return to The **Apply Menu** (Step 10).

23   The computer checks the **Apply Options** with regard to credits, finance charges, and store numbers (see Step 4).

24   The computer displays each transaction number and amount as it is applied.

If there is money still left after all transactions within range have been paid, the computer generates an unapplied transaction for the remaining balance. If the apply amount is negative, it is processed as an unapplied transaction.

25   When complete, the computer returns to Step 5 to select another customer.

26   **3. Apply By Transaction**

This option allows you to pick the selected transaction(s) to pay from a displayed list. The computer displays the **Apply By Transaction** screen:

```
DS02601     Enter Cash Receipts (B)      DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                   Port   37
   1070.000  CHRISTENSEN/DAVID                              Store   1
                                                            Batch  CR123
                                      +-------------------------+ Period 04
   Apply by transaction               | A/R Credit:     250.00 |
                                      | Remaining :     250.00 |
+-----------------------------------+-------------------------+-----------------+
|  St Trans #   Type   Date     Due            Amount   Balance    Applied|
+-----------------------------------+-------------------------+-----------------+
  1   1 9000014U  Unapl  02/10/98  06/30/98       200.00    200.00        .00
  2   1    1010U  L-Chg  06/01/98  07/31/98         3.00      3.00        .00
  3   1    1026U  L-Chg  06/01/98  07/31/98         3.00      3.00        .00
  4   1 2000859U  Sale   07/28/98  08/31/98        42.93     42.93        .00
  5   1 2000860U  Sale   07/28/98  08/31/98        51.43     51.43        .00
  6   1    1039U  L-Chg  07/29/98  08/31/98         3.00      3.00        .00
  7   1 9000028U  Unapl  07/30/98  08/31/98      -303.36   -303.36        .00
  8   1    1054U  L-Chg  08/03/98  09/30/98         3.00      3.00        .00
  9   1 2000870U  Sale   08/20/98  09/30/98        31.88     31.88        .00
 10   1 2100890U  Sale   10/12/98  09/30/98        28.69     28.69        .00
 11   1 2100891U  Sale   10/12/98  09/30/98        38.26     38.26        .00
 12   1 2100892U  Sale   10/12/98  09/30/98        54.19     54.19        .00

(.)=Pg Down  (,)=Pg Up  T=Trans Ord  I=Inq  <Ent>=End  Line(or Trans#):
```

The cursor is positioned at the bottom of the screen at **Line (or Trans#):**. Select one of the following options:

➢ Press **.** and **Enter** to page down to show more transactions.
➢ Press **,** and **Enter** to page up to show more transactions.
➢ Enter **T** to change the order in which the transactions are displayed (**T**=transaction number order and **D**=date order).
➢ Enter **I** to go the A/R File Inquiry. When you are done inquiring, you are returned here.
➢ **<Ent>=End**. Press **Enter** to end this option and return to the **Apply Menu**.
➢ Enter the transaction number or line number of the transaction being paid.

27 After selecting a transaction, the cursor moves to the **Applied** column. Now you can do one of the following options:

➢ Enter the amount to be applied to this transaction.
➢ **<Ent>=Apply Remaining Balance**. Press **Enter** to apply the **Remaining** balance as shown in the box towards the top of the screen. If the **Remaining** is more than the **Balance**, the **Balance** amount is used. If the transaction had previously been partially paid, the **Balance** would show how much is still owing on it.
➢ **(0)=Zero Applied**. Enter **0** (zero) to apply nothing to this transaction and skip it.
➢ **<Esc>=Back To Transaction**. Go back to Step 26 to select another transaction.

☞ **NOTE:** There are 2 types of remaining balance, Remaining and Balance.

Remaining refers to the amount left on the cash receipt to be applied to transactions (see the box at the top of the screen):

```
A/R Credit:
Remaining :
```

The A/R Credit amount comes from the debit/credit information entered in Step 9. As the credit is applied to transactions, the amount **Remaining** is reduced.

Balance refers to the amount remaining on the transaction. For example, the original amount (Orig. Bal) on an invoice is $500. If a payment of $200 had already been made, the **Balance** is now $300. If the **Balance** is zero, the invoice has probably already been paid. Invoices with zero balances are cleared out during the A/R month end process.

---

28 Repeat Steps 26 and 27 for all transactions being paid, until **Remaining** equals zero or all desired transactions are entered.

☞ **NOTE:** If there is money still left after all transactions have been paid, you will need to create an unapplied cash transaction. See Step 30.

☞ **QUICK TIP:**

If you applied the credit to a transaction incorrectly, you can back it out at this point:

    A. At **Trans**#, enter the transaction number that was applied incorrectly.
    B. At **Applied**, enter the amount that was applied preceded by a negative sign.
    C. The amount is put in **Remaining**.
    D. Apply the amount **Remaining** to another transaction or create an unapplied transaction.

---

29 The options at the bottom of the screen change:

```
(.)=Pg Down  (,)=Pg Up  T=Trans Ord  I=Inq  <Ent>=End  Line(or Trans#):
```

These are the same options as described in Step 26.

➢ Press **.** and **Enter** to page down to show more transactions.
➢ Press **,** and **Enter** to page up to show more transactions.
➢ Enter **T** to change the order in which the transactions are displayed (**T**=transaction number order and **D**=date order).
➢ Enter **I** to go the A/R File Inquiry. When you are done inquiring, you are returned here.
➢ **<Ent>=End**. Press **Enter** to end this option. If the **Remaining** balance is zero, you are returned to Step 5 to select another customer. If there is still money to apply, you are returned to the **Apply Menu**. At this point, you can void the detail if you wish. At the **Apply Menu**, press **Esc** and the computer asks:

```
OK To Void Detail Applied (Y/N)?
```

Enter **Y** to void them and go to the debit/credit information in Step 7. Or enter **N** to keep them and stay at the **Apply Menu**. If you want to change the apply detail, select **3** again for **Apply By Transaction**.
➢ Enter the transaction or line number of the transaction being paid.

30 4. Unapplied Cash

This option applies the payment to the customer's account without providing the specific transaction(s) to pay. The computer creates an unapplied transaction using the store number found in CM1.D. You have the following options:

```
<Ent>=Apply Unapplied Cash   <Esc>=Back To Selections
```

➢ **<Ent>=Apply Unapplied Cash**. Press **Enter** to create the unapplied transaction for the amount entered in the debit/credit information. Return to Step 5 to select another customer.

➤ **<Esc>=Back To Selections**. Return to the **Apply Options** (Step 10) without creating the unapplied cash transactions. At this point you can void the detail if you wish. At the **Apply Menu**, press **Esc** and the computer asks:

```
OK To Void Detail Applied (Y/N)?
```

Enter **Y** to void them and go to the debit/credit information in Step 9. Or enter **N** to keep them and stay at the **Apply Menu**.

☞ **NOTE:** You would later need to apply this cash receipt to a transaction using option 3, Apply By Transaction. Take off the unapplied cash by displaying the unapplied credit and entering a <u>negative</u> amount to back out the amount of credit you wish to use. That amount will then appear as **Remaining**. Then apply the remaining balance to the selected invoice(s) as in a normal cash receipt.

31 5. Display Transactions

This option displays the customer's transactions without applying the payment. You have the following options:

```
(.)=Page Down  (,)=Page Up  (T)=Trans Order  <Ent>=End
```

➤ Press **.** and **Enter** to page down to show more transactions.
➤ Press **,** and **Enter** to page up to show more transactions.
➤ Enter **T** to change the order in which the transactions are displayed (**T**=transaction number order and **D**=date order).
➤ **<Ent>=End**. Press **Enter** to end this option and return to the **Apply Menu**.

32 When you are done entering cash receipts, press **Esc** at the customer selection routine. You are returned to the **Cash Receipts By Batch Menu**.

STEP 3B   Enter A/R Cash Receipts - Select by Transaction Number

PROCEDURE:

Use this procedure to enter the cash receipt by selecting a transaction number rather than a customer number. This is useful if you receive a check from a customer who is paying invoices for multiple job accounts (each job is a subsidiary of the main account and has a different account number) or for multiple customer numbers (each store has a separate customer number). It allows you to enter the transaction number and have the computer find the customer associated with it. You must know the transaction numbers being paid before beginning this procedure.

1 From the **Cash Receipts By Batch Menu**, select **4** for **Enter A/R Cash Receipts**.

2 The computer displays:

```
DS02601     Enter Cash Receipts (B)       DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                  Port   37
                                                           Store   1
                                                           Batch  CR123
             Enter Selection Method  : 1                   Period 04

                 1. Select by Customer Number
                 2. Select by Transaction Number




<Esc>=Back to Menu
```

Select **2** for **Select By Transaction Number**.

Enter the Check Data

3 The computer displays the check data and debit/credit information screen:

```
DS02601     Enter Cash Receipts (B)       DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                  Port   37
                                                           Store   1
                                                           Batch  CR123
 Date    :  70601                                          Period 04
 Check No :
 Reference:

 Bank    (DR):
 Discount (DR):
 Fin Chg  (DR):
 A/R      (CR):



                                          ---Running Batch Totals---
                                          Bank Debits :      950.00
                                          Discounts   :         .00
                                          Fin Chg     :         .00
                                          Other DR/CR :         .00
                                          A/R         :      950.00
 Last Pay Date if Bank Debit              Proof       :         .00

<UpA>=A/R Inquiry    (.)=Toggle Last Pay Date Option
```

The cursor is positioned at **Date**. You can do one of the following options:

Enter	Accept the current displayed date.
Enter a date	Change the payment date if needed.
<UpA>=A/R Inquiry	(Up arrow) Go to A/R inquiry. When returning from the inquiry, you are returned here.
. (period)	Toggle the **Last Pay Date** option. Towards the bottom of the screen, the **Last Pay Date** selection is displayed. The **Last Pay Date** can be handled two different ways. Enter a period to change between the 2 methods:

If the message shows **Last Pay Date If Bank Debit**, the CM1.D record for **Last Pay Date** and **Amount** will only be updated if there is an amount in **Bank (DR)** (Step 7). This is the default.

If the message shows **Last Pay Date If A/R Credit**, the **Last Pay Date** and **Amount** will always be updated in the Customer Master File (CM1.D). This will handle an ROA which does not have a **Bank (DR)** entry because cash was affected when it was

taken at POS. The cash receipts procedure is used to apply the payment to the customer's transaction(s).

Esc   Go back to Step 2, **Enter Selection Method**.

4   **Check No:**

Enter the check number (up to 7 digits) or **Enter** to bypass. Or press ▲ to use the previously entered check number (once a check number has been entered). This is not a required field.

5   **Reference:**

Enter a reference number (up to 10 characters). The reference number can be an invoice number, credit memo number, a brief description, a cash-in transaction number, **CASH**, the VISA/MasterCard credit slip number, or anything you wish to identify the entry. It is for your information only. It is a non-required field. Or you can press up arrow to use the previously entered reference number (once a reference number has been entered). Or press **Enter** to bypass.

6   Fill in the following debit/credit information:

Bank	**(DR) :**	Net amount of check.
Discount	**(DR) :**	If there is a discount taken, enter the discount amount with <u>no negative sign</u>.
Fin Chg	**(DR) :**	If there is a finance charge written off, enter the amount with <u>no negative sign</u>.
A/R	**(CR) :**	The total debits (**DR**) must equal the credit **(CR)**.

🕐 **QUICK TIP:**   After you enter the debits (bank, discount, finance charge), press **Enter** at **A/R (CR):** to automatically enter the credit amount (proof total).

As you enter the data, the computer updates the **Running Batch Totals**. See the examples below:

Example: Payment with no discount or finance charge write-off:

Bank	**(DR) :**	**100.00**
Discount	**(DR) :**	**.00**
Fin Chg	**(DR) :**	**.00**
A/R	**(CR) :**	**100.00**

Example: Payment with discount taken:

Bank	**(DR) :**	**95.00**
Discount	**(DR) :**	**5.00**
Fin Chg	**(DR) :**	**.00**
A/R	**(CR) :**	**100.00**

Example: Payment with finance charge write-off:

Bank	**(DR) :**	**500.00**
Discount	**(DR) :**	**.00**
Fin Chg	**(DR) :**	**30.00**
A/R	**(CR) :**	**530.00**

Apply By Transaction

7 After you have entered the check data and debit/credit information above, you need to select the transaction(s) to which to apply the payment. The computer displays the **Apply By Transaction** screen:

```
DS02601     Enter Cash Receipts (B)       DIM10 DATA          Date mm/dd/yy
Rev10.0.1                                                Port   37
                                                         Store  1
                                                         Batch  CR123
                                        +------------------------+ Period 04
  Apply by transaction                  ¦ A/R Credit:    500.00 ¦
                                        ¦ Remaining :    500.00 ¦
+-------------------------------+------------------------+------------------+
¦  St Trans #   Type   Date     Due           Amount   Balance    Applied¦
+-----------------------------------------------------------------------------+
     1       0




<UpA>=End    <Esc>=Change Store *
```
*Appears only if multiple store.

The cursor is positioned at **Trans**#. Select one of the following options:

➢ Enter the transaction number being paid.
➢ **<UpA>=End**. If no transactions are selected, this goes back to the debit/ credit information in Step 6. Otherwise, this ends the option and goes to Step 10.
➢ **<Esc>=Change Store**. This option appears only if you are running multiple stores. Change the displayed store number. Then enter the transaction number for that store.

> **IMPORTANT**: No matter what apply option you choose, read <u>all</u> of the options at the bottom of the screen. This will help you more than anything to be accurate in your entries.

8 After selecting a transaction, it is displayed along with its corresponding customer. For example:

```
DS02601     Enter Cash Receipts (B)       DIM10 DATA          Date mm/dd/yy
Rev10.0.1                                                Port   37
   998.000   PRELIEN TEST                                 Store  1
                                                         Batch  CR123
                                        +------------------------+ Period 04
  Apply by transaction                  ¦ A/R Credit:    500.00 ¦
                                        ¦ Remaining :    500.00 ¦
+-------------------------------+------------------------+------------------+
¦  St Trans #   Type   Date     Due           Amount   Balance    Applied¦
+-----------------------------------------------------------------------------+
   1 2200111U  Sale  07/29/99 08/08/99        11.10    11.10        .00




<Ent>=Apply Remaining Balance   (0)=Zero Applied   <Esc>=Back to Transaction
```

The cursor is positioned at **Applied**. Now you can do one of the following options:

➢ Enter the amount to be applied to this transaction.

➢ **<Ent>=Apply Remaining Balance**. Press **Enter** to apply the **Remaining** balance as shown in the box towards the top of the screen. If the **Remaining** is more than the **Balance**, the **Balance** amount is used. If the transaction had previously been partially paid, the **Balance** would show how much is still owing on it.

➢ **(0)=Zero Applied**. Enter **0** (zero) to apply nothing to this transaction and skip it.

➢ **<Esc>=Back To Transaction**. Go back to Step 7 to select another transaction.

☞ **NOTE: There are 2 types of remaining balance, Remaining and Balance.**

Remaining refers to the amount left on the cash receipt to be applied to transactions (see the box at the top of the screen):

```
A/R Credit:
Remaining :
```

The A/R Credit amount comes from the debit/credit information entered in Step 9. As the credit is applied to transactions, the amount **Remaining** is reduced.

Balance refers to the amount remaining on the transaction. For example, the original amount (Orig. Bal) on an invoice is $500. If a payment of $200 had already been made, the **Balance** is now $300. If the **Balance** is zero, the invoice has probably already been paid. Invoices with zero balances are cleared out during the A/R month end process.

---

9 Repeat Steps 8 and 9 for all transactions being paid, until **Remaining** equals zero or all desired transactions are entered.

☞ **NOTE:** If there is money still left after all transactions have been paid, you will need to create an unapplied cash transaction. See Step 30.

☞ **QUICK TIP:**

If you applied the credit to a transaction incorrectly, you can back it out at this point:

A. At **Trans**#, enter the transaction number that was applied incorrectly.
B. At **Applied**, enter the amount that was applied preceded by a negative sign.
C. The amount is put in **Remaining**.
D. Apply the amount **Remaining** to another transaction or create an unapplied transaction.

---

10 The options at the bottom of the screen change:

```
<UpA>=End   <Esc>=Change Store
```

The cursor is positioned at **Trans#**. Select one of the following options:

➢ **<UpA>=End**. If no transactions are selected, this goes back to the debit/ credit information in Step 6. If the **Remaining** is zero, select one of the following options:

```
 (I)=Inquiry (M)=More <Esc>=Void Detail <Ent>=Accept
```

If the **Remaining** is not zero, select one of the following options:

```
<Ent>=Create Unapplied  (I)=Inquiry   (M)=More   <Esc>=Void Detail
```

➢ **<Ent>=Create Unapplied**. This applies the payment to the displayed customer/transaction and creates an unapplied transaction for the **Remaining** amount without providing the specific transaction(s) to pay. The computer creates an unapplied transaction using the store number found in CM1.D for this customer. You are returned to **Date** (Step 3) to enter another cash receipt.

➢ **(I)=Inquiry**. Go to A/R File Inquiry. Return here when done.

➢ **(M)=More**. Go back to Step 6 to select more transactions to pay or change them if needed.

➢ **<Esc>=Void Detail**. The computer asks:

```
OK To Void All Detail (Y/N)?
```

Enter **Y** to void the selections and go to the debit/credit information in Step 6. Or enter **N** to keep them and repeat this step if you want to change the apply detail.

➢ **<Ent>=Accept**. Accepts the entries as displayed and returns to Step 3 (**Date**) to enter another cash receipt.

➢ **<Esc>=Change Store**. This option appears only if you are running multiple stores. Change the displayed store number. Then enter the transaction number for that store.

11 When you are done entering cash receipts, press **Esc** at **Date**. Then press **Esc** again to return to the **Cash Receipts By Batch Menu**.

STEP 4   Enter Non A/R Cash Receipts

Use this procedure to enter cash receipts without applying them to a customer account for items such as vending machine receipts, rebates, sale of assets, etc. We recommend that non A/R cash receipts be posted in a separate batch so that the bank deposits for regular A/R payments match a specific batch. Non A/R cash receipts are usually not a daily occurrence.

1 From the **Cash Receipts By Batch Menu**, select **5** for **Enter Non A/R Cash Receipts**.

2 The computer displays:

```
DS02602    Enter Non-AR Cash Receipts     DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                               Port   37
           ** Non A/R Cash Receipts **                  Store   1
                                                        Batch  CR123
 Date    : 70601                                        Period 04
 Check No :
 Reference:


 Bank     (DR):




                                          ---Running Batch Totals---
                                          A/R Credits :     1450.00
                                          Bank  Debits:     1450.00
                                          Other DR/CR :         .00
                                          Proof       :         .00
```

The cursor is positioned at **Date**. You can do one of the following options:

Enter	Accept the current displayed date.
Enter a date	Change the payment date if needed.
Esc	Go back to the **Cash Receipts By Batch Menu**.

3 **Check No:**

Enter the check number (up to 7 digits) or **Enter** to bypass. This is not a required field.

4 **Reference:**

Enter a reference number (up to 10 characters), such as a reason for this receipt of money. It is for your information only. It is a non-required field. Or **Enter** to bypass.

5 **Bank (DR):**

Enter the amount received that will be deposited in the bank. This debits the bank.

6 The computer displays the G/L portion of the entry:

```
DS02602     Enter Non-AR Cash Receipts     DIM10 DATA            Date mm/dd/yy
Rev10.0.1                                                    Port   37
            ** Non A/R Cash Receipts **                      Store   1
                                                             Batch  CR123
 Date    :  70601                                            Period 04
 Check No :   10245
 Reference:                      ------------Misc Debits/Credits--------------

                              G/L No:        .00   <----------------
 Bank    (DR):        50.00    Amount:




                                             ---Running Batch Totals---
                                             A/R Credits :     1450.00
                                             Bank  Debits:     1500.00
                                             Other DR/CR :         .00
                                             Proof       :      -50.00
```

The cursor is positioned at **G/L No:**. Enter the G/L account to credit. This is controlled by the reason for the cash receipt. It may be helpful to have a G/L chart of accounts available to look up the account number. The computer displays the account description for your verification.

7 Then enter the amount to credit to this account. You must enter a negative sign first. For example, -**25.00**. As you enter the data, the **Running Batch Totals** are updated.

🕐 **QUICK TIP:**

Press **Enter** to automatically enter the proof total as shown in the **Running Batch Totals** at the bottom of the screen.

---

8 If the proof is not zero, you can repeat Steps 6 and 7 two more times to enter all the credits necessary (up to 3 credits allowed).

9 The computer asks you to verify your entry:

```
<Ent>=Accept Entry    <Esc>=Reject Entry
```

Press **Enter** to accept it and continue to Step 10. Or press **Esc** to reject the entry and return to Step 2 to enter it again or end this process.

10 Return to Step 2 to enter more non A/R cash receipts. Press **Esc** when done to return to the **Cash Receipts By Batch Menu**.

11 Finish processing the batch by printing the Edit List and updating.

STEP 5   Print the Edit List

Print this report to check the cash receipts batch before updating it to the customer, G/L, and Totals files. This report can be printed in sequence number, check number, or customer number order and with or without detail. See the samples at the end of this part.

1 From the **Cash Receipts By Batch Menu**, select **6** for **Print Edit List**.

2 The computer displays:

```
DS02603   Cash Receipts Edit List       DIM10 DATA                Date mm/dd/yy
Rev10.0.1                                                         Port  37
                                                                  Store 01
     1. Input Parameters

          Batch                          CR123
          Report Order                       1
             1=Sequence
             2=Check Number
             3=Customer
          Beginning Value                    0
          Ending    Value            999999999
          Print Detail   (Y/N)               Y
          Number of Copies                   1
          Report Date                   mmddyy



<Ent>=Print Report   (E)=End    (1)=Input Parameters
```

Print a hard copy of this report.

Batch	The batch identification stays the same as you entered on the **Cash Receipts By Batch Menu**.

Report Order
  1=Sequence
  2=Check Number
  3=Customer
	Sequence numbers are assigned in chronological order automatically as cash receipts are entered.

Print Detail (Y/N)	Enter **N** to print the following information only:
	   - Sequence number
	   - Store number
	   - Period code
	   - Customer number and name
	   - Apply date
	   - Reference
	   - Check number
	   - A/R amount
	   - Bank amount
	   - Discount taken amount
	   - Finance charge written off amount

Enter **Y** to print all of the information above plus the following detail information, no matter what order:
   - Store number
   - Transaction number & type
   - Transaction date
   - Original amount
   - Applied amount

3 Verify that all cash receipts were entered with the correct amount to the correct customer.

4 Compare the total cash amount on the Edit List to the adding machine tape total.

➢ If the totals are the same, skip to STEP 7 (**Update CM Files & G/L Entries To Gpost**).

➢ If the totals are different, determine the source of the error. Edit the batch if needed (STEP 6, **Edit A/R Cash Receipts**).

SAMPLE EDIT LISTS

SEQUENCE ORDER   PRINT DETAIL=Y

```
mm/dd/yy      BATCH: CR123          CASH RECEIPTS EDIT LIST        DIM10 DATA                              DS02603
16:14:41      REPORT ORDER: Sequence                                                                      PAGE 0001

SEQ NO ST PC    CUST NO     NAME                        DATE    REFERENCE    CK NO      A/R      BANK      DISC    FIN CHG


  1001  1  4   1010.000  F P S, INC. DBA BURGER KING   07/06/01            123456     200.00    200.00     .00       .00
              STR  TRAN NO          DATE      ORIGINAL AMT  APPLIED AMOUNT
               1   9000021  UNAPL  03/19/99       709.64-        709.64-  1010.000   F P S, INC. DBA BURGER KING
               1   2200257  SALE   07/06/01      1521.48         909.64   1010.000   F P S, INC. DBA BURGER KING

  1002  1  4   1070.000  CHRISTENSEN/DAVID             07/06/01            111222     250.00    250.00     .00       .00
              STR  TRAN NO          DATE      ORIGINAL AMT  APPLIED AMOUNT
               1   2000859  SALE   07/28/98        42.93          42.93
               1      1010  L-CHG  06/01/98         3.00           3.00
               1      1026  L-CHG  06/01/98         3.00           3.00
               1   2000860  SALE   07/28/98        51.43          51.43
               1      1039  L-CHG  07/29/98         3.00           3.00
               1      1054  L-CHG  08/03/98         3.00           3.00
               1   2000870  SALE   08/20/98        31.88          31.88
               1   2100890  SALE   10/12/98        28.69          28.69
               1   2100891  SALE   10/12/98        38.26          38.26
               1   2100892  SALE   10/12/98        54.19          44.81

  1003  1  4   1040.000  BECK STREET CONSTRUCTION      07/06/01 1          12345     500.00    500.00     .00       .00
              STR  TRAN NO          DATE      ORIGINAL AMT  APPLIED AMOUNT
               1   2200131  SALE   09/27/99       173.31         173.31
               1   2200132  SALE   09/27/99       146.28         146.28
               1   2200133  SALE   09/27/99       146.28         146.28
               1   2200150  SALE   01/10/00        11.47          11.47
               1   2200256  SALE   05/24/01      3328.40          22.66

  1004  1  4         * APPLIED BY TRANSACTION *        07/06/01            545454     500.00    500.00     .00       .00
              STR  TRAN NO          DATE      ORIGINAL AMT  APPLIED AMOUNT
               1   2200111  SALE   07/29/99        11.10          11.10    998.000   PRELIEN TEST
               1   2200109  SALE   07/29/99       100.67         100.67    997.000   PRE-LIEN TEST
               1   2200256  SALE   05/24/01      3328.40         388.23   1040.000   BECK STREET CONSTRUCTION



                   GRAND TOTALS:  GL AMT       .00                          1450.00   1450.00     .00       .00

     A/R Applied by Str:  1 STORE #1                                        1450.00
```

SEQUENCE ORDER   PRINT DETAIL=N

```
mm/dd/yy      BATCH: CR123        CASH RECEIPTS EDIT LIST      DIM10 DATA                        DS02603
16:22:33      REPORT ORDER: Sequence                                                            PAGE 0001

  SEQ NO ST PC    CUST NO    NAME                    DATE    REFERENCE   CK NO     A/R      BANK      DISC    FIN CHG


  1001  1  4    1010.000  F P S, INC. DBA BURGER KING   07/06/01           123456   200.00   200.00     .00      .00

  1002  1  4    1070.000  CHRISTENSEN/DAVID             07/06/01           111222   250.00   250.00     .00      .00

  1003  1  4    1040.000  BECK STREET CONSTRUCTION      07/06/01 1          12345   500.00   500.00     .00      .00

  1004  1  4              * APPLIED BY TRANSACTION *    07/06/01           545454   500.00   500.00     .00      .00

                    GRAND TOTALS:  GL AMT        .00                               1450.00  1450.00     .00      .00


    A/R Applied by Str:  1 STORE #1                                                1450.00
```

STEP 6   Edit A/R Cash Receipts

Use this procedure to correct errors in a cash receipts batch before updating the batch. Most likely you printed an Edit List to check the batch and discovered an error.

1   From the **Cash Receipts By Batch Menu**, check the batch identification. Make sure it is the same as the original batch and the Edit List.

2   Select **7** for **Edit A/R Cash Receipts**.

3   The computer displays:

```
DS02606    Edit/Void Cash Receipts       DIM10 DATA              Date mm/dd/yy
Rev9.0.3                                                         Port   37
Select Sequence Number:                                         Store   1

                              <UpA>=Search
```

The cursor is positioned at **Select Sequence Number**. You can do one of the following options:

➤   Enter a sequence number. From the Edit List, enter the sequence number of the entry you need to edit.

➤   Press the up arrow to search for the sequence number. The computer displays:

```
                    +----------------------+
                    ¦  1. Sequence Order    ¦
                    ¦  2. Check Order       ¦
                    ¦  3. Customer Order    ¦
                    +----------------------+


        Select Order to Search on          <Esc>=End
```

Enter **1** to search in sequence order, **2** for check order, or **3** for customer order. The computer goes to the standard search routine so you can further search for the cash receipt entry.

➢ Press **Esc** to return to the **Cash Receipts By Batch Menu**.

4 The computer displays the selected entry. For example:

```
DS02606    Edit/Void Cash Receipts        DIM10 DATA            Date mm/dd/yy
                                       Beg Bal:   709.64-     Port   37
  1010.000  F P S, INC. DBA BURGER KING    Bal:        .00     Store  1
                                                              Batch  CR123
 Date     :  70601                                            Period 04
 Check No :  123456
 Reference:

 Bank    (DR):       200.00
 Discount (DR):          .00
 Fin Chg (DR):          .00
 A/R     (CR):       200.00


                                              ---Running Batch Totals---
                                              Bank Debits :     1450.00
                                              Discounts   :         .00
                                              Fin Chg     :         .00
                                              Other DR/CR :         .00
                                              A/R         :     1450.00
 Last Pay Date if Bank Debit                  Proof       :         .00

  (V)=Void Receipt   <Ent>=Change Receipt   <Esc>=Back To Selection
```

You can do one of the following options:

➢ **(V)=Void Receipt**.   Enter **V** and **Enter** to void this entry from the batch.

➢ **<Ent>=Change Receipt**.   Press **Enter** to change this cash receipt entry. Go to Step 5.

➢ **<Esc>=Back To Selection**. Press **Esc** to go back to Step 3 to select another sequence number or end this process.

5 If you are changing the receipt, the cursor moves to **Date**. You can now change any of the information on this entry using the same procedures as when entering cash receipts. Remember, if you do not wish to change the data in a field, press **Tab** to bypass it. For more information, see **Enter A/R Cash Receipts - Select By Customer** or **By Transaction Number**.

6 When you are done changing the entry, you are returned to Step 3 to select another sequence number to change or end this process.

7 After editing the batch, you should print another Edit List and check it before updating the batch.

STEP 7   Update to Customers and G/L

It is important to update the batch as soon as you know the batch is in balance (total bank amount on Edit List agrees with adding machine tape and A/R credit total on Edit List is correct). Use this procedure to update the batch.

1 From the **Cash Receipts By Batch Menu**, check the batch identification. Make sure it is the same as the original batch and the Edit List.

2 Select **8** for **Update to Customers and G/L**.

3 The computer displays:

```
DS02604     Cash Receipts Update          DIM10 DATA              Date mm/dd/yy
Rev9.0.2                                                 Port   37
                                                         Store   1
                                                         Batch  CR123
                                                         Period 04


NOTE: This batch of cash receipts will be posted to the General Ledger
      and Totals file (Daily Report) to store:

                       1    STORE #1




 <Ent>=Begin Update       <Esc>=Change Store
```

Press **Enter** to begin the update. Or press **Esc** to change the store number. Press Esc again to end this process and return to the **Cash Receipts By Batch Menu**.

CAUTION: As soon as you enter the bank number below, the computer immediately begins the update process.

---

4 Enter the bank number to which this batch will be deposited (usually 1).

5 The computer updates the customer, G/L, and Totals files and displays:

```
DS02604     Cash Receipts Update          DIM10 DATA              Date mm/dd/yy
Rev9.0.2                                                 Port   37
                                                         Store   1
                                                         Batch  CR123
                                                         Period 04
    Enter Bank Number:  1

    STEP 1 - Adding Totals,  Checking Balances          1004


    Step 2 - Updating Customer files       1004    1040.000


    Step 3 - Updating to G/L and Totals file       8140.01




 Cash receipts update completed
```

Press **Enter** to acknowledge this message. You are returned to the **Cash Receipts By Batch Menu**.

☞ **NOTES:** The update process does the following:

  1. Updates the following customer files, CM1.D, CM3.D, CM4.D), CM5.D.
  2. Updates T2*ssyy*.D file for the Daily Report.
  3. Updates GM3.D (GPOST) with journal entries. Uses the batch number preceded by "GC" (i.e., GC051494).

If you follow this procedure for every cash receipts batch, you will be assured that all payments are posted to the G/L. However, to be sure of this, you may wish to print the Print Unupdated Batches-CM15 from the Cash Receipts Menu.

STEP 8   Print the G/L Entries Report (GPOST)

Print this report to check the General Ledger entries generated by the update process. This information comes from the GPOST file (GM3.D).

This report includes the sequence number, store number, period code, G/L journal code, apply date, reference number, source description, G/L account number and description, and debit/credit amounts. There is also a report total and proof total.

1   From the **Cash Receipts By Batch Menu**, select **9** for **Print G/L Entries**.

2   The computer displays:

```
DS01105      Gpost Entries          DIM10 DATA                    Date mm/dd/yy
Rev10.0.1                                                         Port  37
                                                                 Store 01
    1. Input Parameters

        Batch                            GC123
        Number of Copies                       1
        Report Date                      mmddyy



<Ent> = Print Report    (E) = End   (1) = Input Parameters
```

Print a hard copy of this report.

   BATCH   The batch code has now been changed from "**CR_____**" to "**GC_____**", indicating the batch has been updated to the General Ledger.

3   Review the report. Make sure the proof is zero and the G/L numbers are valid.

SAMPLE G/L ENTRIES (GPOST)

```
mm/dd/yy      BATCH: GC123      GPOST ENTRIES              DIM10 DATA                          DS01105
16:39:17                                                                                      PAGE 0001

SEQ    CTRL PC JL   DATE     REF NO SOURCE DESCRIPTION     ACCT NO   ACCT DESCRIPTION        DEBIT        CREDIT

     337  1  4 4A 07/06/01          C/R AUTOMATIC - AR GROU  1210.01 ACCOUNTS RECEIVABLE - TRADE               1450.00
     338  1  4 4A 07/06/01          C/R AUTOMATIC - BANK     1120.01 CASH IN BANK - CHECKING     1450.00

                                                                     TOTAL      1,450.00     1,450.00

                                                                     PROOF           .00
```

STEP 9   Print the Applied Open Items Report

Print this report to show how this batch of cash receipts was applied to customer accounts.

This report shows customer number and name, store number, transaction number, apply date and amount, batch code, original transaction date and amount, and balance due for the selected batch. This information comes from the Open Items Applied File (CM5.D) and is cleared out during the month end processing. It is similar to the Monthly Open Items Applied report except it is by batch.

1 From the **Cash Receipts By Batch Menu**, select **10** for **Print Applied Open Items**.

2 The computer displays:

```
DS02108     Print Applied Open Items     DIM10 DATA          Date mm/dd/yy
Rev10.0.1                                                    Port  37
                                                             Store 01
    1. Input Parameters

        Batch                            CR123
        Store Number (0 = All)               0
        Number of Copies                     1
        Report Date                     mmddyy












<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

Print a hard copy of this report.

SAMPLE APPLIED OPEN ITEMS (BATCH)

```
mm/dd/yy        CUSTOMER APPLIED OPEN ITEMS                  DIM10 DATA                              DS02108
16:45:10                                                                                            PAGE 0001

   CUST NO  CUST NAME             STR TRANS NO  APPLY DT  APPLY AMT  BATCH     ORIG DT   ORIG AMT  BALANCE DUE

   997.000  PRE-LIEN TEST           1  2200109  07/06/01    100.67   CR123    07/29/99    100.67        .00

                                                 APPLIED:    100.67

   998.000  PRELIEN TEST            1  2200111  07/06/01     11.10   CR123    07/29/99     11.10        .00

                                                 APPLIED:     11.10

  1010.000  F P S, INC. DBA BURGER KING  1  2200257  07/06/01    909.64   CR123    07/06/01   1521.48     611.84
  1010.000  F P S, INC. DBA BURGER KING  1  9000021  07/06/01    709.64-  CR123    03/19/99    709.64-       .00

                                                 APPLIED:    200.00

  1040.000  BECK STREET CONSTRUCTION  1  2200131  07/06/01    173.31   CR123    09/27/99    173.31        .00
  1040.000  BECK STREET CONSTRUCTION  1  2200132  07/06/01    146.28   CR123    09/27/99    146.28        .00
  1040.000  BECK STREET CONSTRUCTION  1  2200133  07/06/01    146.28   CR123    09/27/99    146.28        .00
  1040.000  BECK STREET CONSTRUCTION  1  2200150  07/06/01     11.47   CR123    01/10/00     11.47        .00
  1040.000  BECK STREET CONSTRUCTION  1  2200256  07/06/01     22.66   CR123    05/24/01   3328.40    3305.74
  1040.000  BECK STREET CONSTRUCTION  1  2200256  07/06/01    388.23   CR123    05/24/01   3328.40    2917.51

                                                 APPLIED:    888.23

  1070.000  CHRISTENSEN/DAVID       1     1010  07/06/01      3.00   CR123    06/01/98      3.00        .00
  1070.000  CHRISTENSEN/DAVID       1     1026  07/06/01      3.00   CR123    06/01/98      3.00        .00
  1070.000  CHRISTENSEN/DAVID       1     1039  07/06/01      3.00   CR123    07/29/98      3.00        .00
  1070.000  CHRISTENSEN/DAVID       1     1054  07/06/01      3.00   CR123    08/03/98      3.00        .00
  1070.000  CHRISTENSEN/DAVID       1  2000859  07/06/01     42.93   CR123    07/28/98     42.93        .00
  1070.000  CHRISTENSEN/DAVID       1  2000860  07/06/01     51.43   CR123    07/28/98     51.43        .00
  1070.000  CHRISTENSEN/DAVID       1  2000870  07/06/01     31.88   CR123    08/20/98     31.88        .00
  1070.000  CHRISTENSEN/DAVID       1  2100890  07/06/01     28.69   CR123    10/12/98     28.69        .00
  1070.000  CHRISTENSEN/DAVID       1  2100891  07/06/01     38.26   CR123    10/12/98     38.26        .00
  1070.000  CHRISTENSEN/DAVID       1  2100892  07/06/01     44.81   CR123    10/12/98     54.19       9.38



                                                 APPLIED:    250.00

                                                 APPLIED:   1450.00
```

STEP 10   File the Reports

Attach the adding machine tape and a copy of the deposit slip (if desired) to the reports and file it all in a cash receipts binder.

NOTES:

Change Credit Limit

PURPOSE: Use this procedure to change the credit limit of a specific customer.

BEFORE YOU BEGIN: Since this is a system manager or credit manager function, the password used for this procedure is assigned a user level 6 or greater. If this is not done, the option to change credit information A/R File Inquiry will not be displayed.

PROCEDURE:

See Also

Search For &
  Select a
  Customer

A/R File
  Inquiry

1 Go to **Accounts Receivable** then **File Inquiry**.

2 Select and accept the desired customer.

3 The inquiry screen is displayed. Select **C** for **Credit Options**.

4 Select **4** to **Change Credit Limit**.

5 Enter the new credit limit amount in whole dollars. This change is made in the customer's record in the Customer Master File (CM1.D).

6 Press **Esc** to end the change and return to Step 2 to select another customer or end this process.

NOTES:

Change Credit Limit Release Code

PURPOSE: Use the procedure to change the credit limit release code. This code is used for all customers and remains the same until you change it. The credit limit release code is stored in the A/R Variable File, Miscellaneous Codes, Miscellaneous Codes, **4. Credit Limit Release Code**.

BEFORE YOU BEGIN: Since this is a system manager or credit manager function, the password used for this procedure is assigned a user level 6 or greater. If this is not done, the option to change credit information in A/R File Inquiry will not be displayed.

In addition, there is a setting in the Variable File (Miscellaneous Codes) to turn off this option to change credit limit release codes. If the option is turned off, the computer displays: 3=Not Available. Otherwise, the computer displays: 3=Change Credit Limit Release Code.

PROCEDURE:

See Also

1 Select any customer in **A/R File Inquiry**.

A/R File
   Inquiry

2 The inquiry screen is displayed. Select **C** for **Credit Options**.

3 Select **3** to **Change Credit Limit Release Code**. If this option appears as **3=Not Available**, the Variable File is set up to disallow the option.

4 Enter the new code (up to 10 characters). This change is made in the A/R Variable File as well.

5 Press **Esc** to end the change and return to the inquiry screen.

NOTES:

Change Customers
Change Selected Fields CM1.D

PURPOSE: This procedure allows you to easily change fields in the Customer Master File
(CM1.D). You can change one customer at a time or automatically select the
next customer (in customer number order) for only the fields you want to
change.

> ☞ **NOTE:**   If you have the Variable File option set to display only certain A/R fields by
> password account name, this procedure will be altered. As it stands, it shows
> <u>every</u> field as if they had been selected in the Variable File. See A/R Variable File,
> Password Account Options, Add/Maintain CM1/CM2 Fields.

PROCEDURE:

1 From the **Accounts Receivable Menu**, select **File Maintenance**.

2 Select **Change Customers**, then **Change Selected Fields CM1.D**.

3 The computer displays:

```
DS02502    Change Select CM1.D Flds     DIM10 DATA               Date mm/dd/yy
Rev10.0.1                                                        Port  38
                                                                 Store 01









        +-----------------------------------+
        |Select Method of Adjustment:       |
        +-----------------------------------+
                1 = Manually Select Each Customer
                2 = Automatically Select Next Customer in NUMBER Order
                3 = Automatically Select Next Customer in NAME   Order

Enter Method - (E) to End
```

Enter one of the following options:

➢ **1=Manually Select Each Customer**. Allows you to select each customer to be
changed, one at a time.
➢ **2=Automatically Select Next Customer in NUMBER Order**. Allows you to select the
first customer to be changed and then the computer will automatically
select the next customer to change, in numerical order one at a time.
➢ **3=Automatically Select Next Customer in NAME Order**. Same as option 2 except
uses customer name order.
➢ **E=END.** End this program and return to the previous menu.

4 Then the computer displays the fields that can be changed:

```
DS02502    Change Select CM1.D Flds      DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                         Port  38
                                                                  Store 01
[ ]  3. Address 1         [ ]  4. Address 2        [ ]  5. Address 3
[ ]  6. Zip Code          [ ]  7. Phone Number     [ ]  8. Contact
[ ]  9. Tax Exempt Number [ ] 10. AR Group         [ ] 11. AR Type
[ ] 12. Tax Type          [ ] 13. Each Pricing     [ ] 14. PO Required
[ ] 15. Signature Required[ ] 16. Cust has Jobs    [ ] 17. Save Cust History
[ ] 18. Save Lien Info    [ ] 19. Store Number     [ ] 20. Salesman Number
[ ] 21. Price Level       [ ] 22. Class            [ ] 23. Credit Hold
[ ] 24. Terms             [ ] 25. Statement Day    [ ] 26. Tax Code
[ ] 27. Extra Code        [ ] 28. Credit Limit     [ ] 29. Bid Number
[ ] 30. Open Date         [ ] 59. Credit Lim Type  [ ] 63. Detail w/Statement
[ ] 66. Installment Pymnt [ ] 67. Temporary Terms  [ ] 70. Resale Price Level


        Put an 'X' in the fields you wish to change.
        Hit <Up Arrow> if you are finished selecting fields.
```

Enter one of the following options:

➢ Enter an **X** next to the field(s) you wish to change.
➢ Press **Enter** to skip a field.
➢ Press **Esc** to back up one field.
➢ Press up arrow when you are done selecting fields to change.

Search For &
Select a
Customer

5 Select the customer you wish to change using the standard customer selection routine.

6 The selected customer is displayed along with the first field to be changed. Enter one of the following options:

➢ Value for the requested field and **Enter**.
➢ Up arrow to accept the previous value for this field from a prior customer record. (On the first customer, the "previous value" will be -0-.)
➢ **Enter** to accept the current displayed value.
➢ SPACE + **Enter** to clear the value in this field.
➢ **Esc** to not change the customer and return to Step 4.

7 The next field to be changed is displayed. Make changes as instructed in Step 6. Repeat until all fields for the customer have been displayed.

8 Then you can select the next customer to change if you are selecting manually. Or if the computer is automatically selecting the next customer, it will be displayed.

9 Repeat Steps 5-8 for all customers needing changes. If you do not wish to change any more customers, press **Esc** until you return to the **Accounts Receivable Menu.**

NOTES:

Change Customers

Customer Master File CM1.D

PURPOSE: Use this procedure to change customer information in the Customer Master File. This file holds set up information such as customer bill to address, phone number, tax number, price level, terms code, PO and signature required codes, and credit limit, among other things. This is done for one customer at a time.

PROCEDURE:

See Also

1 From the **Accounts Receivable Menu**, select **File Maintenance**.

2 Select **Change Customers**, then **Customer Master File CM1.D**.

Search For &
Select a
Customer

3 The computer displays the standard customer selection routine:

```
DS02011B   Maintain CM1- Customer          DIM10 DATA              Date mm/dd/yy
Rev10.0.3                                                          Port  38
Enter Customer (Number or Name):                                  Store 01


                         <UpA> = Search
```

Select the customer you wish to change.

4 The computer displays the CM1.D screen for the selected customer:

```
DS02011B   Maintain CM1- Customer          DIM10 DATA              Date mm/dd/yy
Rev10.0.3                                                          Port  38

 1.Cust No     2020.000            2.Name     DYNASTY CORPORATION
 3.Addr 1    5899 SOUTH STATE STREET    4.Addr 2     NORWALK, CT
 5.Addr 3     MURRAY, UTAH          6.Zip Cd                 84107
 7.Phone               268-9700     8.Contact        KEES VERSTIG
 9.Tax No                          10.A/R Group(1-4)              1
11.A/R Type(B,O,R)            O 12.Tax Type(R,S)              R
13.EA Price(Y/N)             Y 14.PO Req(Y/N/S/B)             N
15.SIG Req(Y/N)              N 16.Cust Has Jobs(Y/N)          Y
17.Sav Grp Hist(Y/N/C)       Y 18.Save Lien Info(Y/N)         Y
19.Store No(1-999)           1 20.Salesrep No(1-9999)         5
21.Price Level(1-99)         5 22.Class(1-99)                 5
23.Credit Hold(0-99)        90 24.Terms(1-99)                 1
25.Statement Day(0-31)       0 26.Tax Code(1-999)             1
27.Extra Code(0-99)          0 28.Credit Limit             5000
29.Bid No             2020.000 30.Opn Dte-MMDDYY           62481
59.Crd-Lim-Typ                 63.Stmnt-Detail                Y
66.Inst Pymt               .00 67.Temp Terms                  0
70.Resale Price Lvl          0


(N)=Next Number   (A)=Next Name   (P)=Previous
(F)=Change by Field   (C)=Change   <Esc>=Back To Customer
```

You can do one of the following options:

> ➢ **(N)=Next Number**. Go to the next customer number.
> ➢ **(A)=Next Name**. Go to the next customer name in alphabetical order.
> ➢ **(P)=Previous**. Go to the previous customer number.
> ➢ **(F)=Change By Field**. Allows you to enter the field number you wish to change. The computer asks **Enter Field Number** and the cursor goes there so you can make the change. When you are done changing fields, press **Enter** at **Enter Field Number.**
> ➢ **(C)=Change**. Go to the first field allowed to be changed (**3. Addr 1**) and allows you to make changes to the fields in order.
> ➢ **<Esc>=Back to Customer.** Return to the first screen (select customer).

Add New
Customer

5 The CM1.D fields are described in the procedure Add New Customer. Refer to that procedure for an explanation of each field.

> ☞ **NOTE:** There is one additional field on this screen, **67. Temp Terms**. This holds a temporary terms code used for finance charge calculation during the month end process. The computer uses the terms code found here instead of the regular terms code found in field 24. The temporary terms is used only for one month's finance charge calculation as the A/R month end update will delete it.

6 While you are making changes to the fields, remember the following rules:

> ➢ Press **Tab** to leave field unchanged.
> ➢ Press **Enter** to blank out the field and leave it empty.
> ➢ Press **Esc** to back up one field.
> ➢ Enter **.** (period) and press **Enter** to end the change function for the displayed customer, bypassing any remaining fields.

7 When you are done changing fields, the computer asks:

```
OK to Save Changes (Y/N)
```

Enter **Y** to make the changes effective, **N** to leave the customer record unchanged.

8 Return to Step 4 to continue making changes for the selected customer or press **Esc** to go back to Step 3 to select another customer.

NOTES:

Change Customers
Customer Misc. File CM2.D

PURPOSE: Use this procedure to change customer information in the Customer Misc.
File. This file holds miscellaneous information such as ship to address,
authorized signatures (names), and messages. This is done for one customer
at a time.

PROCEDURE:

See Also

1   From the **Accounts Receivable Menu**, select **File Maintenance**.

Search For &
Select a
Customer

2   Select **Change Customers**, then **Customer Misc. File CM2.D**.

3   The computer displays the standard customer selection routine:

```
DS02012B   Maintain CM2- Misc Data        DIM10 DATA              Date mm/dd/yy
Rev10.0.2                                                         Port  38
Enter Customer (Number or Name):                                 Store 01


                          <Up Arrow> = Search




```

Select the customer you wish to change.

4   If you selected a customer that does not have a CM2.D record, the computer
asks:

```
CM2.D Record Does Not Exist - Do You Want To Add It (Y/N) ?  Y
```

Enter **Y** if you wish to add the record and enter the following information in
Step 5. Or enter **N** to not add it and return to Step 3 to select another
customer.

5   The computer displays the CM2.D screen for the selected customer:

```
DS02012B   Maintain CM2- Misc Data        DIM10 DATA              Date mm/dd/yy
Rev10.0.2                                                         Port  38

 1. Cust No    1050.000              BONHAM/STAN
 2. Ship 1              Parker Job
 3. Ship 2              4040 W. Meadowlark
 4. Ship 3              Great Town, US 99999
 5. Builder's Club
 6. Email              sbonham@aol.com
 7. Cell Phone         876-5432
 8. SSN                444-55-6666
 9. Message 1/Note     CALL HOME
10. Message 2/Note
11. Message 3/Note
12. Delivery Zone          0
13. Route Difficulty
14. Map Code




(N)=Next Number   (P)=Previous Number
(F)=Change by Field   (C)=Change   <Esc>=Back to Customer
```

You can do one of the following options:

> ➢ **(N)=Next Number**. Go to the next customer number.
> ➢ **(A)=Next Name**. Go to the next customer name in alphabetical order.
> ➢ **(P)=Previous**. Go to the previous customer number.
> ➢ **(F)=Change By Field**. Allows you to enter the field number you wish to change. The computer asks **Enter Field Number** and the cursor goes there so you can make the change. When you are done changing fields, press **Enter** at **Enter Field Number**.
> ➢ **(C)=Change**. Goes to the first field allowed to be changed (**2. Ship 1**) and allows you to make changes to the fields in order.
> ➢ **<Esc>=Back to Customer.** Return to the first screen (select customer).

Add New
Customer

6 The CM2.D fields are described in the procedure Add New Customer. Refer to that procedure for an explanation of each field.

☞ **NOTE:** Fields 5-10, **Signatures 1** through **6**, contain authorized signatures if this customer requires signatures to be checked at POS. See the procedure for Extra Signatures for more information.

---

7 While you are making changes to the fields, remember the following rules:

> ➢ Press **Tab** to leave field unchanged.
> ➢ Press **Enter** to blank out the field and leave it empty.
> ➢ Press **Esc** to back up one field.
> ➢ Enter **.** (period) and press **Enter** to end the change function for the displayed customer, bypassing any remaining fields.

8 When you are done changing fields, the computer asks:

```
OK to Save Changes (Y/N)
```

Enter **Y** to make the changes effective, **N** to leave the customer record unchanged.

9 Return to Step 5 to continue making changes for the selected customer or press **Esc** to go back to Step 3 to select another customer.

NOTES:

Change Customers
Change Customers by Batch

PURPOSE: This option allows you to change customers using a batch process similar to Change Inventory Items by Batch. This process uses a new file, Customer Change File, CMC.D. Customer numbers are added to this file with the new number indicated. Then you print an edit list showing what is going to be changed. Then the update changes the customer number wherever it is found throughout the system, whether it is on an order at POS or a payment in Cash Receipts. Use the following procedure to add customers to a batch, check the batch for accuracy, and then update the files with the changed customer numbers.

PROCEDURE:

See Also

1 From the **Accounts Receivable Menu**, select **File Maintenance**.

2 Select **Change Customers**, then **Change Customers by Batch**.

3 The computer displays the **Change Customer by Batch Menu**:

```
+------------------------------------------------------------------------+
|        DIM10 DATA      |    === CHANGE CUSTOMERS BY BATCH ===   | 10.1|
+------------------------------------------------------------------------+
                    | 1. Add, Change, Delete Entries       |
                    |                                      |
                    | 2. Change Customer By Range          |
                    |                                      |
                    | 3. Edit List                         |
                    |                                      |
                    | 4. Update Batch                      |
                    |                                      |
                    | 5. Special Maintenance               |
                    |                                      |
                    +--------------------------------------+
```

See the following steps for each item on this menu:

Add, Change, Delete Entries Steps 4-7

Change Customers by Range Steps 8-13

Edit List   Steps 14-16

Update Batch   Steps 17-25

Special Maintenance   Steps 26-27

```
+------------------------------------------------------------------------+
|           Steps 4-7 describe Add, Change, Delete Entries.              |
+------------------------------------------------------------------------+
```

Search For &
Select a
Customer

4 After selecting **1** for **Add, Change, Delete Entries**, the computer displays:

```
DS02505      Change Customer Numbers        DIM10 DATA                   Date mm/dd/yy
Rev9.0.2                                                                 Port  40
Enter Customer (Number or Name):                                        Store 01


                                <UpA> = Search
```

Select the customer by number or name using the standard customer
selection routine. Or press **Esc** to return to the previous menu.

5 The computer displays the selected customer. For example:

```
DS02505     Change Customer Numbers        DIM10 DATA                   Date mm/dd/yy
Rev9.0.2                                                                Port  40
Enter Customer (Number or Name):                                       Store 01

 <Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit



                                                              New Number

        7010.000 VALLEY ROOFING                                    .000




  <Esc> = Ignore this customer
```

The cursor is positioned under **New Number**. If this is the desired customer,
enter the new customer number to assign to it. If the new customer number
already exists in CM1.D, the computer displays:

```
* You cannot change to a number that already exists in CM1.  5001000
```

Press **Esc** to ignore the selected customer and return to Step 2 to enter
another customer to add to the batch.

6 If you select a customer that was already in the batch, the computer displays:

```
DS02505     Change Customer Numbers        DIM10 DATA                   Date mm/dd/yy
Rev9.0.2                                                                Port  40
Enter Customer (Number or Name): 7010                                  Store 01

                                <UpA> = Search




                                                              New Number

        7010.000 VALLEY ROOFING                                 7011.000


* This OLD # has previously been assigned to the above NEW Number
  <UpA> = Delete this entry from CMC          <Esc> = Do Not Change
```

To delete the displayed customer from the batch, press **Enter**. Or press **Esc**
to leave it unchanged in the batch.

7 Continue adding customers with their new customer numbers to the batch by repeating Steps 4-6. Press **Esc** when done to return to the **Change Customers by Batch Menu**. You should print an Edit List to check the entries in the batch before updating the changes.

> Steps 8-13 describe Change Customers by Range.

8 If you wish to change a range of customer numbers, select option **2** for **Change Customers by Range**. The computer displays:

```
DS02507    Change Customer Numbers by Range       DIM10 DATA          Date mm/dd/yy
Rev8.0.1                                                              Port   40
                                                                     Store 01


   Beginning Customer Number              .000
   Ending    Customer Number

   Starting  Customer Number
   Increment  (1-100)






<Esc>=End
```

Enter the beginning customer number of the range you wish to change. Or press **Esc** to return to the previous menu.

9 Then enter the ending customer number of the range you wish to change.

10 Then enter the starting customer number for the <u>new</u> range.

11 At **Increment (1-100)**, enter the rate you wish to increase the new customer numbers starting with the number you entered in Step 10. For example, if the starting number was 5000 and you entered **10** here to increment by tens, the new customer numbers would be 5000, 5010, 5020, 5030, etc.

12 After entering the parameters, the computer displays:

```
DS02507    Change Customer Numbers by Range       DIM10 DATA          Date mm/dd/yy
Rev8.0.1                                                              Port   40
                                                                     Store 01


   Beginning Customer Number       3030.000 HANSEN REFRIGERATION
   Ending    Customer Number       3040.000 HATHAWAY GENERAL CONTRACTORS

   Starting  Customer Number      30030.000
   Increment  (1-100)                   10






 Do You Wish to Begin (Y/N):
```

Check the displayed information and enter **Y** if you wish to begin adding customers to the batch according to the entries. Or enter **N** to discontinue this process and return to Step 8 to enter another beginning customer number or **Esc** to return to the previous menu.

13 If you answered **Y**, the computer begins the process. When it is complete, the computer displays:

```
DS02507   Change Customer Numbers by Range      DIM10 DATA        Date mm/dd/yy
Rev8.0.1                                                          Port  40
                                                                 Store 01


    Beginning Customer Number       3030.000 HANSEN REFRIGERATION
    Ending    Customer Number       3040.000 HATHAWAY GENERAL CONTRACTORS

    Starting  Customer Number      30030.000
    Increment  (1-100)                    10







Customer Number Changes Have Been Added to CMC Batch File
```

Press **Enter** to acknowledge this message and return to the **Change Customers by Batch Menu**. You should print an Edit List to check the entries in the batch before updating the changes.

┌───┐
│   Steps 14-16 describe Edit List.   │
└───┘

14 After selecting **3** for **Edit List**, the computer displays:

```
DS02506       Customer Number Change List      DIM10 DATA       Date mm/dd/yy
Rev10.0.1                                                       Port  40
                                                               Store 01
    1. Input Parameters

           Report Print Order                  1
                   1 = Old Customer No
                   2 = New Customer No
           Beginning Number                  .000
           Ending   Number             999999.999
           Number of Copies                    1
           Report Date                     mmddyy






<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Enter any desired input parameters, changing the order of the report or printing for a range of numbers.

15 Print the report using standard printing procedures. Here is a sample Edit List:

```
mm/dd/yy  CUSTOMER NO CHANGE LIST (IMC.D)     DIM10 DATA              DS02506
13:49:00                   PRINTED IN OLD CUSTOMER NO ORDER           PAGE 0001

   OLD #      NEW #   CUSTOMER NAME

 3030.000  30030.000  HANSEN REFRIGERATION
 3040.000  30040.000  HATHAWAY GENERAL CONTRACTORS
 7010.000   7011.000  VALLEY ROOFING


         NUMBER OF CUSTOMER NO TO BE CHANGED        3
         NUMBER OF CUSTOMERS NOT FOUND IN CM1.D     0

                              TOTAL        3




```

16 Check the report carefully. If needed, edit the batch using **Add, Change, Delete Entries**. Then print the Edit List again. Make sure this report is accurate before going on to the update.

Steps 17-25 describe Update Batch.

---

17 **IMPORTANT:** Make a backup tape of you data files before beginning this update. Make sure all users are off the system for the update process.

18 Return to **Change Customers by Batch** and select **4** for **Update Batch**.

19 The computer checks the files it will be using. If it finds any files open by another user, the computer displays:

```
NOTE: The Following File Containing Customer Numbers is Open: OM1.D
All Users Must Be Signed Off The System Before This Program Can Be Run
```

Make sure all users are off the system before continuing.

20 There are certain files used by optional software programs that will not be changed using this process. If the computer finds one or more of those files, it displays:

```
The following files which exist in your database will not be converted:
If you have any questions please check with support before continuing.
FM1.D  Folio File
```

Press **Enter** to acknowledge this message and continue to the next step.

21 After the computer does all the necessary checking, it displays:

```
This program will change customer numbers in the following files:
BH0.D  Bid Header Data    LH1.D  Lot Header Record   TS0.D  Tags Sold/Committe
CM1.D  Customer Mstr Data OM1.D  Purchase Ordr Tran
CM2.D  Customer Data      OM2.D  Receipts / Trans.
CM3.D  Customer Trans.Fil OEC.D  Completed Orders-O
CM4.D  Cash Receipt Trans PT2.D  Patronage Sls Paid
CM4H.D Cash Receipt Hists PT3.D  Patronage Sls Tran
CM5.D  Open Items Applied QS1.D  Quote Selction Fil
CM5H.D Open Items History QS2.D  Recap Selction Fil
CM7.D  A/R Posting File   RCM1.D Rental Cust Data
CM8.D  Customer Lien File RSM0.D Rental Sales Maste
CM9.D  A/R Credit File    RSH0.D Rental Sales Hist
CM10.D Credit Note File   SM0.D  Sales Master Data
CM14.D Customer Signature SH0.D  Sales History Data
CM15.D Cash Receipts Batc SN0.D  Item/Serial Number
CM16.D Credit Note File   SN5.D  Cylinder History
KM1.D  Commissions Trans. SN7.D  Cylinder Trans.Fil
KM2.D  Commissions Entry  SP0.D  Special Order Mast
LD1.D  Lot Detail Record  TOTG0.DDetail Group Total
 Do You Wish To Continue? (Y/N)
```

Enter **Y** if you wish to continue with the update. Or enter **N** to return to the previous menu without doing the update.

22   After entering **Y** above, the computer displays:

```
DS02504      Update Cust. No. Changes  ABC LUMBER COMPANY          Date mm/dd/yy
Rev8.0.2                                                           Port  08
                                                                  Store 0


Temporary Index files are required for the following:
    BH0 KM2 OM2 TS0

Depending on the size of the above files, it may take hours to create their
indexes.  If they have been previously generated then it is not necessary to
create them again unless there have been changes to any of the above files.

If you are changing many customers and your files are large then it may take a
long time for this job to run.  A log will be printed showing which customers
in which files have been changed.

**IMPORTANT**   ALL OF THE AFFECTED FILES MUST BE BACKED UP BEFORE RUNNING THIS
*************   PROGRAM ****************************************************




Have you backed up your files and do you wish to continue? (YES/NO)
```

Enter **YES** if you have made a backup and wish to continue. Or enter **NO** to discontinue this process and return to the previous menu.

23   After entering **YES** above, the computer presents the standard print routine asking for the output device, compressed print, and report spacing. A report is printed during the update showing what files completed successfully.

24   Then the update is performed. When it is finished, the computer asks:

```




Do you wish to save the Temporary Index files (Y/N)
```

Enter **Y** if you do not wish to resort the files the next time this process is used. Or enter **N** to not save the temporary index file. It is unlikely that you need to save the index file, so enter **N**.

25   You are returned to the **Change Customers by Batch Menu**.

```
                    Steps 26-27 describe Special Maintenance.
```

26   If you need to view or maintain the entries in the Customer Change File (CMC.D), you can use this special maintenance program. Select **5** for **Special Maintenance**.

27   The computer displays:

```
DS02503     MAINTAIN CUSTOMER CHANGE FILE (CMC.D)


        1. OLD CUSTOMER NUMBER:
        2. NEW CUSTOMER NUMBER:







ENTER OPTION (A,V,E,?):
```

Using normal file maintenance procedures for special maintenance, you can view then change or delete entries from this file. Or you can add records one at a time, although it is easier to use the first option on the **Change Customers by Batch Menu** for this purpose.

NOTES:

Credit Hold (Put On/Take Off)

PURPOSE: Use this procedure to put a customer's account on credit hold or to take it off credit hold. When a customer account is put on credit hold, no Point of Sale transactions can be written for the account without a credit release code being entered. The credit release code is a number from 1-9999 randomly generated by the computer. This number must be entered before anyone can proceed writing a POS transaction. (The password security level for most sales personnel does not allow them access to the release code number.) An account can be put on credit hold for a variety of reasons. The account may be past due, have bad checks outstanding, be COD only, etc. You can define up to 99 credit holds in the Variable File (A/R Variable File, Descriptions, Credit Hold Descriptions).

BEFORE YOU BEGIN: Since this is a system manager or credit manager procedure, the password used for this procedure is assigned a user level 6 or greater. If this is not done, the option to change credit information in A/R File Inquiry will not be displayed.

PROCEDURE:

See Also

1 From the **Accounts Receivable Menu**, select **File Inquiry**.

Search For &
Select a
Customer

2 Select and accept the desired customer.

3 The computer displays the inquiry screen. Select **C** for **Credit Options**.

4 The computer displays the credit options:

```
 1 = Put On Credit Hold                  5 = Credit Notes/History
 2 = Take Off Credit Hold                6 = Credit Contact/Fax#
 3 = Change Credit Limit Release Code
 4 = Change Credit Limit
Enter Option or <Esc> to End                    <UpA>=Change Store
```

Select **1** to put on credit hold or **2** to take off credit hold.

5 OPTION 1 - **PUT ON CREDIT HOLD**

The computer displays the first credit hold description:

```
1  CALL THE CREDIT MANAGER


 (A)=Accept <Ent>=Next Message  Enter Credit Hold Number
```

You now have 3 options:

➢ **A** and **Enter** to accept the displayed message and assign it to this customer.
➢ **Enter** to display the next credit hold message.
➢ Enter the desired credit hold number to assign to this customer. Then enter the **Credit Hold Written By** code and accept it (press **Enter**). The credit hold written by information is saved in the Credit Note File (CM10.D).

> ☞ **NOTE:** If you put the main account of a customer with jobs on credit hold, the computer also asks:
>
> **Apply to All Jobs (Y/N):**
>
> Enter **Y** to put <u>all jobs</u> on credit hold as well. Or enter **N** to put the <u>main account only</u> on credit hold.

6 Once you select a credit hold, the description is displayed flashing in the upper right hand corner of the screen. The computer also displays the credit hold number corresponding to the description and the credit hold release code.

> ⏱ **QUICK TIP:** You could put customer accounts which have had no sales activity for at least a year or more on credit hold until you can get an update on their financial or credit standing.

7 OPTION 2 - **TAKE OFF CREDIT HOLD**

If you are taking the customer off credit hold, the computer displays:

```
Taken Off Credit Hold By:     0
```

Enter the **Taken Off Credit Hold By** code (written by) and accept it (press **Enter**).

> ☞ **NOTE:** If you take off the main account of a customer with jobs from credit hold, the computer also asks:
>
> **Apply To All Jobs (Y/N):**
>
> Enter **Y** to take off <u>all jobs</u> from credit hold as well. Or enter **N** to take off the <u>main account only</u> from credit hold.

8 The computer displays:

```
Now Off Credit Hold  (Ent>=Continue
```

Press **Enter** to activate the new credit status.

9 Press **Esc** to end the file inquiry screen.

NOTES:

Credit Hold Release

PURPOSE: Use this procedure to release a charge customer on credit hold at POS or Invoice Posting so that the transaction may be continued. If the customer has exceeded their credit limit, see the procedure for Credit Limit Release.

BEFORE YOU BEGIN: Contact the system manager or credit manager so that the proper release code may be entered (according to your company policy).

PROCEDURE:

See Also

1   After selecting a customer at POS or Invoice Posting, the computer displays the credit hold number and description. For example:

```
   ***CREDIT HOLD 1****     N.S.F. CHECK ON FILE
   Enter Release No:
```

Obtain the credit hold release code from the system manager or credit manager (see below).

A/R File Inquiry

2   To look up the release code, proceed to **A/R File Inquiry** on another terminal. Select the same customer as at POS (or Invoice Posting). If the password is a certain user level, the credit hold release code is displayed in the upper right hand corner (**REL CD:**).

3   While this information is displayed on the file inquiry screen, enter the release code on the POS (Invoice Posting) terminal. <u>DO NOT</u> clear the file inquiry screen until after the release code has been entered since once the credit hold release code has been used it is automatically changed by the system.

4   Continue entering the transaction on the POS (Invoice Posting) terminal.

NOTES:

If credit hold release is not granted, there is one other option to entering the ticket. Enter **CASH** for the credit hold release. The ticket will be changed from charge to cash automatically. The customer must then pay cash for the sale. Or press **Esc** at **Enter Release No:** to cancel the transaction and return to **Select Customer**.

Credit Limit Release

PURPOSE: Use this procedure to release a charge customer exceeding their credit limit at POS or Invoice Posting so that the transaction may be continued. If the customer is on credit hold, see the procedure for Credit Hold Release.

BEFORE YOU BEGIN: Contact the system manager or credit manager so that the proper release code may be entered (according to your company policy).

> ☞ **NOTE:** It is recommended that the credit limit release code be changed on a frequent basis (daily). Otherwise, the credit limits established for customers are of little value if the sales personnel continually override them by entering the same credit limit release code day after day.

PROCEDURE:

See Also

1 After you select a customer at **Select Customer** in POS or Invoice Posting, the computer displays:

```
    *** CREDIT LIMIT EXCEEDED ***
    Enter Release No:
```

Obtain the credit limit release code from the system manager or credit manager (see below).

A/R File
 Inquiry

2 To look up the release code, proceed to **A/R File Inquiry** on another terminal. Select any customer. If the password is a certain user level, the release code is displayed in the upper right hand corner (**Cr Lim Rel Cd:**). Or you can find the release code in the A/R Variable File, Miscellaneous Codes, Miscellaneous Codes, **4. Credit Limit Release Code**.

3 On the POS (or Invoice Posting) terminal, enter the release code at **Enter Release No:**.

4 Continue entering the transaction on the POS (or Invoice Posting) terminal.

NOTES:

If credit limit release is not granted, there is one other option to entering the ticket. Enter **CASH** for the credit limit release code. The ticket will be changed from charge to cash automatically. The customer must then pay cash for the sale. Or press **Esc** at **Enter Release No:** to cancel the transaction and return to **Select Customer**.

Credit Notes/History

PURPOSE: Many credit personnel keep notes on the conversations and commitments
they receive from customers. Often these notes are kept on notepads or
hand-written on A/R reports. There are two difficulties with this method:

1   If the person who made the notes is out of the office, other personnel
may not have access to the information.

2   The person may forget to follow up with a customer commitment on a
timely manner unless there is a good tickler file to remind them.

The credit note system overcomes these difficulties by providing:

1   Accessible Credit Notes
Credit personnel and other managers with password access to credit
options in A/R File can enter credit notes regarding a specific
customer and they can review past notes that have been entered.

2   Follow-up Dates
Each credit note carries a date and a follow-up date. You can print
the Credit Note report by date range as a reminder of which
customers need to be contacted. See a sample report in the A/R
Reports section.

This accesses information in the Customer Master File (CM1.D) , Customer
Credit Note File (CM10.D) , and Multiple Credit Note File (CM16.D) .

BEFORE YOU BEGIN: Since this is a system manager or credit manager procedure, the
password used for this procedure is assigned a user level 6 or
greater. If this is not done, the option to show credit information in
A/R File Inquiry will not be displayed.

PROCEDURE:

See Also

1   From the **Accounts Receivable Menu**, select **File Inquiry**.

Search For &   **2**   Select and accept the desired customer.
Select a
Customer

3   The computer displays the inquiry screen. Select **C** for **Credit Options**.

4   The computer displays the credit options:

```
    1 = Put On Credit Hold                    5 = Credit Notes/History
    2 = Take Off Credit Hold                  6 = Credit Contact/Fax#
    3 = Change Credit Limit Release Code
    4 = Change Credit Limit
 Enter Option Or <Esc> To End                      <UpA>=Change Store
```

Select **5** for credit notes/history.

5 The computer displays:

```
Number   4010.000  JOHNSON/JIM

Credit Contact :                      Ph #: 359-8711     Fax #:
Current Balance:       22.46  Account High Balance :             .00
Credit Limit   :    1000     Fax Options (S/I/A/N):
Credit Hold #  :  0          Credit Hold Date  : 00/00/00  By:    0
SSN #          :             Removed Date       : 00/00/00  By:    0
                             Last Credit Hold #: 0
Date Last Sale : 10/11/99    Date Last Payment : 04/09/96  Amount:      350.00
--------------------------------------------------------------------
 2/09/97 THIS IS A FANTASTIC FEATURE FOR ORGANIZING YOUR A/R EFFORTS!
 4/13/96 DID I GET THE CHECK
 4/09/96 JIM TOLD ME THE CHECK IS IN THE MAIL.




(A)=Add   (C)=Change   (D)=Delete   (E)=End
(N)=Next  (P)=Previous (H)=History     Enter Option or a Date to View _____
```

The information on the top half of the screen comes from CM10.D and the bottom half comes from CM16.D. You have the following options:

A=Add   **Please Enter Date to Add** _____

The computer displays the current date. Press **Tab** to accept today's date or enter the date you wish to follow up with the customer. You can then enter the credit note (up to 70 characters per line, unlimited lines). Press up arrow to end entering credit notes.

C=Change   **Please Enter Date To Change** _____

Enter the date of the credit note you wish to change in the standard date format (mmddyy). The cursor moves to the selected credit note and allows you to change it by typing over the existing message. Press up arrow to end changing the selected credit note.

> ☞ **NOTE:** You can have only one credit note for each date.
>   However, there can be multiple lines on the credit note.

D=Delete   **Please Enter Date To Delete** _____

Enter the date of the credit note you wish to delete in the standard date format (mmddyy). The computer displays the message and asks:

Are You Sure (Y/N)

Enter **Y** to delete the credit note or **N** to leave it. If you enter N, the computer allows you to enter another date to delete. Press **Esc** to return to the previous options.

E=End   Ends the credit notes/history option and returns to Step 3 (main inquiry screen).

N=Next   Allows you to review the next page of notes for this customer. Twelve lines are displayed per screen. They are displayed in reverse chronological order.

P=Previous   Allows you to review the previous page of notes for this customer (after you have used the **N=Next** option).

H=History   This accesses information in the Credit History File (CM9.D). The Credit History File is updated as part of the A/R month end update. It stores information regarding the month end aging totals, sales, payments, discounts, etc. This screen contains a large amount of data so it is displayed automatically in compressed print. For example:

```
Number   4010.000  JOHNSON/JIM

Credit Contact :                    Ph #: 359-8711     Fax #:
Current Balance:       22.46  Account High Balance :        .00     Sales/Invoice   :      7.20
Credit Limit   :     1000   Cumulative DSO    :             0     Margin/Invoice  :      1.91
Credit Hold #  :  0         Credit Hold Date  : 00/00/00  By:   0     Return/Invoice % :      .00
SSN #          :            Removed Date      : 00/00/00  By:   0
                            Last Credit Hold #: 0
Date Last Sale : 10/11/99   Date Last Payment : 04/09/96  Amount:     350.00
-----------------------------------------------------------------------------------
 Date     Balance   Current     1-30      31-60     61-90    Over 90   Payments Disc Taken   Fin Chg  MTD Sales   DSO
11/00       22.46       .00       .00      22.46       .00       .00        .00       .00        .00      21.60    30
10/00  ** No History For This Month **
 9/00  ** No History For This Month **
 8/00  ** No History For This Month **
 7/00  ** No History For This Month **
 6/00  ** No History For This Month **
 5/00  ** No History For This Month **
 4/00  ** No History For This Month **
 3/00       22.46       .00       .00        .00       .00     22.46        .00       .00        .00     No Sales
 2/00       22.46       .00       .00        .00       .00     22.46        .00       .00        .00     No Sales
 1/00       22.46       .00       .00      22.46       .00       .00        .00       .00        .00     No Sales

(P)=Percentages  (C)=Credit Notes   <Esc>=End
```

You have the following options:

P=Percentages
Displays the aging balances as percentages rather than dollar amounts.

D=Dollars
(After displaying percentages) Displays the aging balances as dollars rather than percentages.

C=Credit Notes
Goes back to display the credit notes.

T=Total All Jobs
(Only customers with jobs) Totals amounts from CM9.D for all jobs and displays each month's total. A message indicates that the totals include all job accounts. Then you can enter **T** again to change back to the main account's totals only.

Esc=End
Ends this history option and returns to Step 3 (main inquiry screen).

NOTES:

To purge records from the Multiple Credit Note File (CM16) by date, use the procedure Purge Credit Notes by Date.

Customer Out of Balance

PURPOSE: This procedure can help you determine what is wrong if you have a customer out of balance on an aging report. Due to different circumstances surrounding an out of balance customer, this procedure may not apply to every situation.

BEFORE YOU BEGIN: Read the section "A/R Aging Theory" found in the introduction to A/R Reports.

IMPORTANT: If you are unsure on <u>any</u> step or aspect of this procedure, call your support analyst <u>before</u> proceeding. Using Special Maintenance leaves no audit trail so you must be careful when making these changes.

PROCEDURE:

1 Recalculate the aging for the specific customer only. If a cash receipt had been entered but the aging was not recalculated, the customer will show *** OUT OF BALANCE ***.

2 The aging report will show the amount the customer is out of balance. For example:

```
mm/dd/yy      STORE: 00(ALL)    CUSTOMER AGING  REPORT     ABC CO.                          DS02390
hh:mm:dd                                                                                     PAGE 0001

                                                   ----------- PAST DUE ----------
ST                              GP TY   BALANCE  CURRENT    1-30     31-60    61-90   OVER-90 FIN CHG L PAY
                                CH AS   DUE                 DAYS     DAYS     DAYS     DAYS  C-LIMIT L SALE

1 7010.000 VALLEY ROOFING        1  B      98.69                    20.00             66.38   32.31
                                966-8682   1                                                  2500 112890
**********  ERROR NO:  1       **OUT OF BALANCE**      DIFFERENCE:   20.00-    **IS AGING CURRENT?**
```

If the difference is positive, the **BALANCE DUE** is more than the buckets. If the difference is negative, the **BALANCE DUE** is less than the buckets.

3 You must first determine what is the correct **BALANCE DUE**.

Compare the correct **BALANCE DUE** to the printed **BALANCE DUE**. Is it overstated or is the detail (buckets) understated or vice versa? If the **BALANCE DUE** is incorrect and the detail is correct, you must change CM1.D through Special Maintenance for CM1.D. See Step 4. If the **BALANCE DUE** is correct but the detail is incorrect, you must change CM3.D transaction through Special Maintenance. See Step 5.

!! WARNING: Using Special Maintenance for changing account balances leaves no audit trail. Proceed with caution.

---

4 <u>CM1.D Special Maintenance</u>

➤ Go to **Accounts Receivable**. Select **A/R Special Maintenance**.
➤ Select **Customer Master File Maint CM1**.
➤ Enter **V** for **View**.
➤ Enter the customer number requiring a change.
➤ Enter **C** for **Change**.
➤ **Tab** to the field requiring a change. Remember, **BALANCE DUE** (or **ENDING BALANCE**) is calculated from the following fields:

> **36. BEG-MO-BAL**
>
> **43. MTD-CHARGES**
>
> **44. MTD-RETURNS**
>
> **45. MTD-PYMNTS**
>
> **46. MTD-ADJ**
>
> **47. MTD-FC**
>
> **48. MTD-DISC**

A change in any one of these fields will change the **BALANCE DUE**.

➤ Press **Enter** after entering the change.
➤ Press ▲ to bypass changing the remaining fields.
➤ At **OK to Change Record?**, enter **Y** to accept or **N** to reject the change.
➤ Press **Esc** to end this special maintenance program.
➤ Recalculate and print a new aging report for that customer.

A/R File
Inquiry

5 <u>CM3.D Special Maintenance</u>

➤ Identify the transactions which have a remaining balance. Use A/R File Inquiry to display the detail screen. You will see payments first and then invoices. Take note of the transaction number and remaining balance for each invoice under the selected customer.
➤ Go to **Accounts Receivable**. Select **A/R Special Maintenance**.
➤ Select **Transaction Maintenance CM3**.
➤ Enter **V** for **View**.
➤ Enter the customer number, store number and transaction number requiring a change.
➤ Enter **C** for **Change**.
➤ **Tab** to the field requiring a change. Remember, the aging buckets will be calculated according to the dates and balances in this file.
➤ Press **Enter** after entering the changes.
➤ Press ▲ to bypass changing the remaining fields.
➤ At **OK TO CHANGE RECORD?**, enter **Y** to accept or **N** to reject the change.
➤ Press **Esc** to end this special maintenance program.
➤ Recalculate and report a new aging report for that customer.

NOTES:

If an account is out of balance going into a month end process, the A/R month end update will add up the CM3 transactions and plug that amount in to **BEG-MO-BAL** in CM1.D as a way of forcing a balance. Even though this forces the customer to be in balance, it may not be the <u>correct</u> balance. To avoid this, we recommend you print a Customers Out of Balance Report for all customers <u>before</u> beginning the month end update and fix any out of balance errors

before proceeding. Doing the A/R month end update removes the month-to-date detail and zero balance transactions. It's easier to fix the account while the month-to-date figures are still available.

Day End

PURPOSE: This section provides information on what happens to Accounts Receivable during the Day End update.

☞ **NOTE:** All users must be signed off the computer during this day end process.

The only steps on the **Day End Processing Menu** which associate with A/R are:

> **5. Daily Report**
>
> **6. Transaction Register**
>
> **7. Transaction Detail**
>
> **15. Transaction Day End Update**
>
> **25. Customer Aging**

See below for an explanation of each function.

5. Daily Report

Shows total charge sales for the current day and month-to-date. Also shows the following A/R summary.

> **BEGINNING BALANCE**
>
> **INVOICES**
>
> **RETURNS**
>
> **TRANSFERS**
>
> **PAYMENTS**
>
> **DISCOUNTS GIVEN**
>
> **F/C CHARGED**
>
> **F/C WRITTEN OFF**
>
> **G/L ADJUSTMENTS**
>
> **ENDING BALANCE**

⊙ **QUICK TIP:** The A/R summary section should have the same figure for ENDING BALANCE in the TODAY and MTD columns. These two should also equal the BALANCE DUE on the Customer Aging Report, totals page (see 25, Customer Aging below). This is a quick check to be sure that Day End, Month End and Year End have run correctly. It is also used to check that the Cash Receipts batches have been updated.

This report comes from the Totals File (T2*ssyy*.D where *ss*=store number and *yy*=year).

SAMPLE DAILY REPORT

```
mm/dd/yy      STORE 01    DAILY REPORT              ABC CO.         .                              DS04202
13:30:36                                            STORE 1

                        -------------------------TODAY------------------------- ------------------------ MTD -------------------------
                          SALES      ADDONS        TAX        TOTAL          SALES      ADDONS          TAX        TOTAL
CHARGE
    INVOICES                .00         .00        .00          .00      384,886.41      398.72    18,266.84   403,551.97
    RETURNS                 .00         .00        .00          .00       22,365.23-     282.33     1,075.09-   23,157.99-
                        ------------- ----------- ----------- ------------- ------------- ----------- ----------- -------------
        NET CHARGE          .00         .00        .00          .00      362,521.18      681.05    17,191.75   380,393.98

CASH
    INVOICES                .00         .00        .00          .00      125,363.32      124.37-    6,224.13   131,463.08
    RETURNS                 .00         .00        .00          .00        2,300.68-       7.13      114.77-     2,408.32-
                        ------------- ----------- ----------- ------------- ------------- ----------- ----------- -------------
        NET CASH            .00         .00        .00          .00      123,062.64      117.24-    6,109.36   129,054.76

        NET SALES           .00         .00        .00          .00      485,583.82      563.81    23,301.11   509,448.74

    CASH IN/OUT             .00         .00        .00          .00           .00        306.49-       .00        306.49-
    TRANSFERS               .00         .00        .00          .00        141.49          .00         .00        141.49
                        ------------- ----------- ----------- ------------- ------------- ----------- ----------- -------------
    TOTAL            .00         .00         .00          .00      485,725.31      257.32    23,301.11   509,283.74

                            TODAY          MTD                                            TODAY          MTD
CASH TRANSACTIONS          AMOUNT        AMOUNT          CASH SETTLEMENT                  AMOUNT        AMOUNT

    INVOICES                  .00      131,463.08          CASH                            .00        45,210.28
    RETURNS                   .00        2,408.32-         CHANGE GIVEN                     .00        13,639.99
    CASH IN/OUT               .00          306.49-                                  ------------- -------------
    DEPOSITS RECEIVED         .00       27,018.02             NET CASH                      .00        31,570.29
    DEPOSITS USED             .00       30,877.21-
                        ------------- -------------          CHECKS                        .00        59,459.32
        TOTAL                 .00      124,889.08          MC                              .00        16,421.43
                                                           MC                              .00        13,775.06
                                                           OTHER                           .00         3,521.96
A/R SUMMARY                                                MISC                            .00           141.02
    BEGINNING BALANCE    889,692.65    979,439.26             TOTAL                        .00       124,889.08
    INVOICES                  .00      403,551.97
    RETURNS                   .00       23,157.99-
    TRANSFERS                 .00          141.49          DEPOSIT SUMMARY
    PAYMENTS                  .00      463,706.60-
    DISCOUNTS GIVEN           .00        4,632.92-            BEGINNING BALANCE      6,462.74       10,321.93
    F/C CHARGED               .00            .00             DEPOSITS RECEIVED            .00        27,018.02
    F/C WRITTEN OFF           .00          288.25-            DEPOSITS USED               .00        30,877.21-
    G/L ADJUSTMENTS           .00        1,654.31-                                  ------------- -------------
                        ------------- -------------          ENDING BALANCE         6,462.74        6,462.74
        ENDING BALANCE   889,692.65    889,692.65

** MEMO **                                                INVENTORY SUMMARY

    STATEMENT DISCOUNTS       .00        5,001.77          BEGINNING BALANCE    1,166,610.03   1,119,885.98
                                                           PURCHASES                    .00       407,928.05
    CASH RECEIPTS BANK        .00      466,704.30          ADJUSTMENTS                  .00           .00
        CASH TRANSACTIONS     .00      124,889.08             INVENTORY SOLD            .00       361,204.00-
                        ------------- -------------                                 ------------- -------------
        CASH TO ACCOUNT FOR   .00      591,593.38             ENDING BALANCE    1,166,610.03   1,166,610.03
```

☞ **NOTE:** If you have multiple stores, you must add all Daily Reports together or print the Daily Report for all stores (0=all stores) to balance to the aging in the A/R summary section.

6. Transaction Register

Shows a summary report of all transactions made for the current day from POS or Invoice Posting. The report comes from the Sales Master File (SM0.D).

7. Transaction Detail

Shows the same information as the Transaction Register with line item detail from POS as well. There is no line item detail from Invoice Posting. This report comes from the Sales Master File (SM0.D).

15. Transaction Day End Update

Updates the Sales History File (SH0.D) and the G/L (GPOST) with the current day's activity. It clears the current day's sales activity from the

Sales Master File (SM0.D) and increments the batch number by one (this batch is automatically assigned by the computer and is stored in the Variable File). After the update, you will want to print the G/L entries generated by the update. Also, if the computer encountered any errors during the update, they will be noted on the update messages report.

25. Customer Aging

Recalculates aging using the current date and prints the totals page only of the aging buckets for each A/R group, how the balance was calculated, the percentages of current, 1-30, 31-60, 61-90, and 91+ days, finance charges, and revolving not due.

⊙ **QUICK TIP:** To make a quick daily check to be sure all accounts are in balance, the following three totals must match:

> **GRAND TOTAL**
> **BALANCE DUE**
> **TOTAL** (last line)

Also, the BALANCE DUE on this page should equal the BALANCE DUE on the Daily Report (see 5, Daily Report above).

SAMPLE AGING REPORT
TOTALS PAGE ONLY

```
mm/dd/yy      STORE: 00(ALL)    CUSTOMER AGING  REPORT     ABC CO.                                                    DS02390
13:46:33      ALL ACCOUNTS                                                                                            PAGE 0001
                                                       -------------- PAST DUE --------------
                                     BALANCE    CURRENT      1-30      31-60      61- 90    OVER-90   FIN CHG  NO. OF
                                      DUE                    DAYS      DAYS       DAYS      DAYS       BAL     ACCOUNTS

ACCOUNTS RECEIVABLE - TRADE          889692.65 835039.74   5839.13   3820.05    3169.27   34263.39  7561.07     1086


       GRAND  TOTAL                  889692.65 835039.74   5839.13   3820.05    3169.27   34263.39  7561.07


       BALANCE DUE IS CALCULATED BY

                    BEGINNING BAL    979439.26
                    + MTD CHARGES    403693.46
                    - MTD RETURNS     23157.99
                    - MTD PYMTS      463706.60
                    - MTD ADJ          1942.56
                    + MTD FIN CHG        .00
                    - DISC ALLOWED     4632.92

                    BALANCE DUE      889692.65

                                    AMOUNT        PERCENT OF TOTAL A/R      NO OF ACCOUNTS

                    CURRENT         835039.74            93.86                   1061

                     1-30 DAYS       5839.13              .66                     22

                    31-60 DAYS       3820.05              .43                     20

                    61-90 DAYS       3169.27              .36                     10

                    OV 90 DAYS      34263.39             3.85                     27

                    FIN CHARGE       7561.07              .85                    211

                    REVOLV NOT DUE      .00              .00                      0

                    TOTAL           889692.65
```

NOTES:

For more information on the entire day end process, see the *Day/Month/Year End User Manual*.

Delete Customer

PURPOSE: Use this procedure to delete a zero balance customer account with no open item detail from both the Customer Master File (CM1.D) and Customer Misc. File (CM2.D) . You cannot delete a customer with transactions.

BEFORE YOU BEGIN: You must know the customer number you wish to delete before beginning. This program only allows you to select customers by number and not by name. You can print a report or do an A/R File Inquiry to obtain the customer number.

PROCEDURE:

See Also

1 Go to **Accounts Receivable** then **File Maintenance**.

2 Select **Delete Customer from CM1 & CM2**.

3 The computer displays the delete screen:

```
DS02402   Delete customer numbers        DIM10 DATA            Date mm/dd/yy
Rev10.0.2                                                      Port  41
                                                              Store 01
 Customer       .000



        <Ent> = Next Customer
        <Esc> = End
```

The cursor is at **Customer**. Enter the customer number you wish to delete. Or press **Esc** to end this procedure and return to the previous menu.

4 The corresponding customer name is displayed. If the selected customer has a balance in CM1.D or activity in CM3.D (Customer Transaction File), the computer displays:

```
Can't Delete Customer - Balance Is Not Zero
```

Press **Enter** to acknowledge this message. If the customer's account balance is zero but there is current month activity, you will need to run a month end update to clear out the account. Then you can delete it.

Or if the selected customer has transactions still in the Sales Master File (SM0.D), the computer displays:

```
Can't Delete Customer - Still Has Activity In Sm0.D:  Transaction 1:4000053
```

Press **Enter** to acknowledge this message. The computer shows the first transaction number (preceded by the store number) found in the Sales Master File for this customer. Perhaps it is an open quote or order that is no longer valid. You could print an Open Order or Open Quote Register to locate the transaction. If appropriate, delete the transaction (see the *Sales User Manual*, POS Procedures, Void/Delete).

Or if the selected customer is a main customer but job accounts under it have transactions still in the Sales Master File (SM0.D), the computer displays a message indicating that year-to-date activity was found on job accounts and asks if you wish to delete the main account anyway.

5 If the customer has no balances and no activity, the computer asks:

```
Delete Customer?
```

Enter **Y** to delete it from both CM1.D and CM2.D. Or press **Enter** to not delete it.

Or if the customer has no activity except for year-to-date sales and/or cost (stored in CM1.D), the computer displays:

```
Warning:  Customer Has Year To Date Activity - Delete Anyway?  (Y/N)
```

Answer accordingly. You may wish to wait until after doing a year end update for A/R which clears out year-to-date activity to delete this customer.

Also if you had selected a job account with YTD balances (sales and/or cost), the computer also asks:

```
Do You Wish To Add Ytd Totals To The Main Job Account?  (Y/N)
```

If you wish to maintain accurate customer profitability data, enter **Y** to add YTD sales and cost to the main account. Or enter **N** to not add it. Either response deletes the job account because you answered **Y** to the previous warning.

6 If you delete an account, the computer displays:

```
*** Deleted  ***
```

You are returned to **Customer** as in Step 3. You can do one of the following:

➢   Enter another customer number to delete.
➢   Press **Enter** to display the next customer in numeric order.
➢   Press **Esc** to end this process and return to the previous menu.

NOTES:

If you have more than a few customers to delete, you may delete by range. This is a special maintenance function. See Section 4: A/R Special Maintenance to delete customers by range.

Employee Paid on Account

PURPOSE: Use this procedure to handle an employee payroll deduction to pay an A/R balance. This is only for U.S. users who are using the Dimensions Payroll system.

BEFORE YOU BEGIN: Set up the following entries:

<u>General Ledger</u>
Add an asset account for Employee Paid on Account. In the standard chart of accounts, use account #1213. Also add this account to the Format Master for the Balance Sheet.

<u>Variable File</u>
Add a deduction code for Employee Paid on Account. Make sure the G/L account number is 1213 or whatever you set up in the General Ledger for Employee Paid on Account.

<u>Payroll</u>
Either set up the deduction code added above in the employee's record or enter the deduction when processing payroll. If you set up the deduction in the employee's file, it will come up every time you process payroll whereas if it is a one-time deduction you would enter it only when processing payroll.

<u>Accounts Receivable</u>
Enter a charge customer account for each employee so the sale can be recorded through POS or Invoice Posting.

<u>POS or Invoice Posting</u>
When the employee "purchases" some merchandise, enter a charge transaction.

PROCEDURE:

See Also

Cash Receipts
 by Batch

1 Starting at the **Enter Customer** screen in **Cash Receipts by Batch**, select and accept the employee's customer number.

2 Enter the date. Press **Enter** at **Check No.**

3 Enter a reference (for example, **Payroll Deduct**).

4 Press **Enter** at **Bank**, **Discount**, and **Fin Chg**.

5 At **A/R (CR)**, enter the amount deducted from the employee's check (no negative sign).

6 At **Misc G/L**, enter **1213** for Employee Paid on Account or your equivalent from the payroll deduction set up in the Payroll Variable File.

7 At **Amount**, enter the amount to debit to this account or press **Enter** to pick up the proof total.

8 Accept (**Enter**) or reject (**Esc**) the entry.

9 If accepted, apply the "payment" as in normal cash receipts.

NOTES:

Extra Signatures

PURPOSE: Use this procedure to add, change, and delete names for authorized
signatures in the Extra Signatures File (CM14.D).   If found, this file will be
used at POS to verify signatures. Extra signatures are used only for
customers who require authorized signatures.

You can have an unlimited number of signatures per customer, controlled
only by the size of CM14.D. Extra signatures can also be displayed at A/R
File Inquiry and printed on the Customer List - Authorized Signatures.

PROCEDURE:

See Also

1 Go to **Accounts Receivable** then **File Maintenance**.

2 Select **Maintain Extra Signatures**.

Search For &
Select a
Customer

3 From the standard customer selection routine, select and accept the
customer requiring extra signatures.

4 The computer displays the extra signature screen. For example, (if no
signatures have been entered for the selected customer):

```
DS020114A   Maintain Signatures      DIM10 DATA                Date mm/dd/yy
Rev9.0.4                                                       Port  37
Customer :   4060.000 LICHTIE CONSTRUCTION                     Store 01

  1.                  19.                   37.
  2.                  20.                   38.
  3.                  21.                   39.
  4.                  22.                   40.
  5.                  23.                   41.
  6.                  24.                   42.
  7.                  25.                   43.
  8.                  26.                   44.
  9.                  27.                   45.
 10.                  28.                   46.
 11.                  29.                   47.
 12.                  30.                   48.
 13.                  31.                   49.
 14.                  32.                   50.
 15.                  33.                   51.
 16.                  34.                   52.
 17.                  35.                   53.
 18.                  36.                   54.


Record Doesn't Exist -  (A)dd Record     (E)nd
```

Enter **A** to add the extra signatures. Or enter **E** to end this procedure and
return to Step 3 to select another customer.

5 The cursor moves to the first line. Enter a name, up to 15 characters, allowed
to sign for purchases at POS. If there are some names already entered, they
are displayed and the cursor is positioned at the next available line. Go to
Step 6.

> ☞ **NOTE:** If the customer has more than 54 signatures, the computer informs you by
> displaying a message:
>
> ```
> Note:  Customer Has More Than 54 Signatures.  <Ent> to Display More
> ```
>
> Press **Enter** to acknowledge this message and display more signatures. Most
> companies do not require this many signatures but you can add more if needed.

6 The cursor moves to the next line. You can do one of the following options:

➢ Enter another name.
➢ Press **Esc** to back up one line to the prior signature.
➢ Delete a name by pressing **Enter** at the beginning of the line.
➢ Change a name by typing over it.
➢ Press ▲ to end this process and continue to Step 7.

Repeat until all names are entered. This first screen allows up to 54 names.

7 After you press the up arrow to end this entry process, the computer asks:

```
<Ent> = Accept Signatures      <Esc> = Reject Signatures
```

Press **Enter** to accept them or **Esc** to reject the entries (changes/deletions).
Return to Step 3 to select another customer or end this process.

NOTES:

Originally, six signatures were stored in CM2.D (Customer Misc. File). Then the CM14.D file
(Extra Signature File) was created to accommodate more signatures. New users should use
the Extra Signature File for all required signatures. The program Add New Customers
automatically uses CM14.D for extra signatures, bypassing the fields in CM2.D. Older users
may still have signatures in CM2.D which the system does not recognize as valid signatures.
They should be put in CM14.D.

Manual Finance Charge

PURPOSE: There are 3 methods of entering a finance charge (late charge) to a single customer. The month end process of generating finance charges affects all eligible customers. Occasionally you may need to add a finance charge for one or two customers without adding charges for all customers.

METHOD 1 - CASH RECEIPTS BY BATCH
This method uses Cash Receipt by Batch. The results of using this method are:

➤ Operator determines the amount of the finance charge (not calculated by the computer)
➤ Posts to MTD Adj and YTD Finance Charges
➤ Appears on statement under Payments & Adjustments as "Late Charge" and under Open Invoices as "Unapplied"
➤ Generates no document for the finance charge
➤ A/R File Inquiry shows the manual finance charge as an adjustment, not Late Charges. If detail is displayed, the finance charge shows as an adjustment on the payment detail screen and an unapplied transaction on the transaction detail screen.
➤ GPOST shows a negative credit to A/R and negative debit to Finance & Carrying Charge

METHOD 2 - A/R SPECIAL MAINTENANCE
This method uses Apply Late Charges - Manual in A/R Special Maintenance. The results of using this method are:

➤ Finance charge amount calculated by the computer
➤ Posts to MTD and YTD Finance Charges
➤ Appears on statement under Open Invoices as "F/C".
➤ Generates no document for the finance charge
➤ A/R File Inquiry shows it as a late charge. If detail is displayed, shows as a late charge on the transaction detail screen.
➤ GPOST shows a positive debit to A/R and positive credit to Finance & Carrying Charge

METHOD 3 - POS ADDON
This method uses Point of Sale to put an addon on the customer's account. The results of using this method are:

➤ Operator determines the amount of the finance charge (not calculated by the computer)
➤ Posts to MTD Charges and current bucket (not MTD and YTD Finance Charges)
➤ Appears on statement under Open Invoices as an invoice
➤ Generates an invoice for the finance charge
➤ A/R File Inquiry shows it as a current charge. If detail is displayed, shows as an invoice on the transaction detail screen.

PROCEDURE: METHOD 1 - CASH RECEIPTS BY BATCH

See Also

Cash Receipts
by Batch

1 Using **Cash Receipts by Batch**, enter a negative cash receipt for the amount you calculated for the finance charge. This will add the amount to the customer's account. Enter a negative sign in front of the Fin Chg and A/R lines. For example:

Bank	**(DR)**	**:**	**0**
Discount	**(DR)**	**:**	**0**
Fin Chg	**(DR)**	**:**	**-5.00**
A/R	**(CR)**	**:**	**-5.00**

This will debit A/R and credit Finance and Carrying Charge.

2 Apply the charge using unapplied cash. Finish the cash receipts batch. Note the transaction number of the unapplied transaction. You may need to display transactions for that customer to acquire the transaction number.

3 Go to **A/R Special Maintenance**.

4 Select **Transaction Maintenance CM3**.

5 Enter **V** for **View**. Then enter the customer number, store number, and transaction number of the unapplied transaction created in Steps 1 and 2.

6 The transaction is displayed. Select **C** for **Change**.

7 Change the source code (field 4) from **S9** to **S8** (S9=cash receipt, S8=FC).

8 Press the up arrow and enter **Y** at **OK TO CHANGE RECORD Y/N?**

9 Press **Esc** to end the special maintenance on CM3.D.

PROCEDURE: METHOD 2 - A/R SPECIAL MAINTENANCE

1 From the **Accounts Receivable Menu**, select A**/R Special Maintenance**.

2 Select **Apply Late Charges - Manual**.

3 The computer displays:

```
DS02380              Late Charges              DIM10 DATA          Date mm/dd/yy
Rev8.1.2                                                           Port  37
                                                                   Store 01


            1. Change Calendar Month(1-12):  4     Period Code:  4
            2. Store Number                            1
               Beginning Customer Number            .000
               Ending    Customer Number     999999.999
            3. Calculate Aging Balances
            4. Compute Late Charges
            5. Print Late Charge List
            6. Print G/L Entries
           99. Change Date
                The above date is used as the aging date and is very
                important.  Transactions with a due date on or after
                this date will be current.  Everything prior to this
                date will be aged based on days past due.  Use this
                option to change it if it is not correct.



    Enter Option - (E) = End
```

Input Parameters

1. Change Calendar Month (1-12)
Check the displayed calendar month and change if necessary. This calendar month will be used when posting entries to the G/L.

2. Store Number
Check the displayed store number and change if necessary. This store number will be used when creating the late charge (finance charge) transaction.

Beginning Customer Number
Ending Customer Number
Also enter a beginning and ending customer number if you are applying finance charges for a certain customer or range of customers.

3. Calculate Aging Balances
This option allows you to calculate the aging balance before calculating finance charges. The computer displays:

```
DS02380        Late Charges           DIM10 DATA      Date mm/dd/yy
Rev8.1.2                                              Port  37
                                                     Store 01




All customers transactions will be aged based on the date of:
07/10/01.






 Do you wish to continue with aging (Y/N)???
```

Enter **Y** if the aging date is correct and you wish to continue. Or enter **N** to return to the previous screen.

☞ **NOTE:** The system uses the date entered in this program to compare to the Due Date on the transaction in the Customer Transaction File (CM3.D). If the due date for the transaction is beyond (future) this date, the transaction is considered current. If the due date for the transaction is before (past) this date, the transaction is considered past due, and will be totaled into an aging bucket depending on the number of days between the due date on the transaction and the date entered in this program.

If you answered **Y** above, the computer begins immediately to calculate the aging. When done, it displays:

```
 Normal End Of Aging Calculation
```

Press **Enter** to acknowledge this message and return to the previous screen.

4. Compute Late Charges

This option computes the actual late charges   . The computer begins by displaying:

```
DS02380        Late Charges         DIM10 DATA      Date mm/dd/yy
Rev8.1.2                                            Port  37
                                                    Store 01




******************** IMPORTANT *********************************

  Be sure aging has been calculated (Step 3) before computing late
  charges.  A late charge will be calculated for all customers
  unless otherwise specified in their Terms Code.  This late charge
  will automatically be posted to their account and to the general
  ledger period code of:  4 .

  Please make sure the above date and period are correct before
  continuing!!!




 Do you wish to continue with the late charge calculations? (Y/N)
```

After reading the message, enter **Y** to continue or **N** to discontinue and return to the previous screen.

If you entered **Y**, the computer begins immediately to compute late charges for the selected customers. A transaction will be created in CM3.D for each late charge. It will also calculate the current payment amount for revolving customers. The payment amount will come from either:

A. CM1.D, **66. Installment Payment** (maintained manually), or

B. Variable File for A/R, Terms Information,
    22. Revolving # of Payments. Payment

   Ending Balance / # of Payments = Current Payment Amount

If the calculated payment is less than the amount in the Variable File (Terms Information, **23. Minimum Payment**), then the minimum payment will be used instead. The Current Payment Amount is written to CM1.D, **37. Current**.

After the late charges are computer, the computer displays:

```
DS02380        Late Charges         ABC COMPANY     Date mm/dd/yy
                                                    Port  08
                                                    Store 01






Normal End Of Late Charge Calculations
```

Press **Enter** to acknowledge this message. You are returned to the previous screen.

5. Print Late Charge List   Print this report after computing the late charges. The computer displays:

```
DS02382     Print Late Charges    DIM10 DATA          Date mm/dd/yy
Rev10.0.1                                             Port  37
                                                     Store 01

     1. Input Parameters

           Number of Copies            1
           Report Date                 mmddyy




<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

SAMPLE LATE CHARGE LIST

```
mm/dd/yy        STORE: 01            LATE CHARGE LIST      DIM10 DATA                            DS02382
09:49:07                                                                                        PAGE 0001

   NUMBER TYPE                 CUST NO   NAME                    TYPE     DATE     ORIG AMOUNT      BALANCE

     1021 LATE CG             1080.899   CLASSY BUILDERS          O     07/10/01       3.76          3.76
     1022 LATE CG             2080.000   FRY CONSTRUCTION         O     07/10/01     236.41        236.41

                                         GRAND TOTAL                                240.17        240.17
```

6. Print G/L Entries   Print this report also after computing the late charges. The computer displays:

```
DS01105      Gpost Entries     DIM10 DATA             Date mm/dd/yy
Rev10.0.1                                             Port  37
                                                     Store 01
     1. Input Parameters

           Batch                        GF00001022
           Number of Copies             1
           Report Date                  mmddyy




<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

SAMPLE G/L ENTRIES REPORT

```
mm/dd/yy       BATCH: GF00001022   GPOST ENTRIES                DIM10 DATA                         DS01105
09:50:53                                                                                          PAGE 0001

SEQ     CTRL PC JL    DATE    REF NO SOURCE DESCRIPTION     ACCT NO    ACCT DESCRIPTION           DEBIT        CREDIT

     1  1   4 3A 07/10/01     1022 AUTO LATE CHARGE         1210.01 ACCOUNTS RECEIVABLE - TRADE   240.17
     2  1   4                                               8140.01 FINANCE AND CARRYING CHARGE                240.17

                                                                    TOTAL                        240.17       240.17

                                                                    PROOF                           .00
```

PROCEDURE: METHOD 3 - POS ADDONS

BEFORE YOU BEGIN: Since you will be generating an invoice for the finance charge, set up an addon code for finance charges (Sales Variable File, Addons). Make sure to enter a G/L account number for finance charges (8140.00 in standard chart of accounts). Set up the addon as follows:

```
DSVM0102    Sales Add-Ons        DIM10 DATA                      Date mm/dd/yy
Rev10.0.1                                                        Port  37
                                                                 Store 01


    1. Add-on Code  (1-99)           20
    2. Description      MANUAL FINANCE CHG

    3. Add-on G/L Account        8140.00  FINANCE AND CARRYING CHARGE
    4. Tax Status                  B  (non-taxable)
    5. Discountable                N  (non-discountable)
    6. Add-on Type                 0  (normal)

    7. Add-on Entry Type           M  (manually enter amount)





<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

See Also

Charge Sale, Addons (*Sales User Manual*)

1 From the **Dimensions Main Menu**, select **Sales**.

2 Select **Transaction Entry**.

3 Select **Enter Transaction**.

Search For & Select a Customer

4 Select and accept the desired customer.

5 Do not enter any line items on the POS transaction. Press the up arrow two times.

6 At **Addon Code**, enter the addon you created for finance charges. You can search for addon codes by entering a code and pressing the up arrow. The computer displays a list of addon codes and you can select the appropriate addon.

7 Enter the amount of the finance charge addon.

8 Press up arrow to end the addon screen.

9 Finish the transaction by making the transaction a sale. The computer prints and updates the transaction and you are returned to Step 4.

NOTES:

Month End

PURPOSE: This section provides information on what happens to Accounts Receivable during the Month End update.

> **IMPORTANT**: All users must be signed off the computer during this month end process.

PROCEDURE:

1 Before beginning any month end updating for A/R and after all sales and payments have been entered for the accounting month, run the month end from the **Month End Processing Menu**. This process checks for the following:

➢ Available space for month end entries in the following files:

    CM3.D   Customer Transaction File
    CM4H.D   Cash Receipts History File
    CM5H.D   Open Items Applied History
    CM9.D   Customer History File
    GM3.D   G/L Posting File (GPOST)
    IM3.D   Inventory Unit Sales
    IMH.D   Inventory Sales History

➢ Unupdated batches in A/R

    CM4.D   A/R Payments Applied
    CM15.D   A/R Payments by Batch

If there are any warnings for these files, you can print a report with instructions to correct the problem. Follow the instructions then run the month end pre-test again to make sure it has no warnings.

2 Print the Finance Charge Edit List from the **Month End Processing Menu**. This report will calculate aging and print a preliminary list of the finance charges which will be charged when you apply finance charges. If the finance charges the computer calculated are incorrect, you will need to make corrections in either Terms Information in the Variable File or the customer records through File Maintenance. For instance, if you have a customer on the Edit List which was charged a finance charge when it was not supposed to, their assigned terms code might be incorrect. Change their terms code to one that does not charge a finance charge and print the Finance Charge Edit List again. Or the terms information in the Variable File may be incorrect. Fix any set up problems and print the Finance Charge Edit List again until it is correct.

3 Make a month end backup tape. It will store a copy of your files as they were at the end of the month before generating finance charges and clearing out the month-to-date figures.

4 The month end program allows you to set up certain parameters for the month end procedure such as which steps to execute. You can do the A/R month end separately from inventory and sales analysis totals to allow you to print statements before the end of the month.

You must enter the following 4 parameters:

Month-End Date	Will appear in the heading of all month end reports. You can enter **1** and the computer will automatically use the first date of the following month (i.e., April month end will use **05/01/yy**).
User Group for Backup Files	Will be used to copy data files to a month end password. The copied files can be used to restore customer files should any errors occur during the update. All copy routines will use this drive:user group.
Output Device	**P**=printer **S**=slave printer **PORT#**=other addressable printer All month end reports will print according to this response.
Compressed Print	**Y**=yes, print in compressed print. **N**=no, do not print in compressed print. All month end reports will print according to this response.

5 Then you can tailor the A/R month end options, picking only those you wish to perform.

Copy Customer Files	Optional. This first copy routine copies CM1.D through CM7.D to the drive:user group specified above. They will contain month-to-date figures <u>without</u> any finance charges. The copied files could be used to restore the customer files should any errors occur during Apply Finance Charge. This process will print a report showing each file as it is copied so you can verify it was successful.
Apply Finance Charge	Select this option only if you have terms with finance charges. This option will recalculate the aging and create finance charges for eligible customer using the month end date entered above. A transaction will be created in CM3.D for each finance charge and the CM1 balance is increased. The amount of finance charges is added to the Totals File. A Finance Charge List and G/L Entries will be printed as G/L postings occur automatically.
Daily Report	Optional. If you applied finance charges in the previous step, the Daily Report shows the finance charges charged in the A/R summary section. This option is not necessary if you do not charge finance charges.
Copy Cust Files after Fin Chg	Optional. This second copy routine copies all customer files to the month end user group again, this time <u>with</u> the finance charges. These files will make the previous month's customer detail available for reports and statements under your

month end password. At this point if finance charges were applied incorrectly, you would need to write them off using Cash Receipts, correct any problems with terms, and re-apply the finance charges. This option is not available or necessary if you do not charge finance charges.

Copy Variable File

This copy routine copies the Variable File to the month end user group just like the customer files above. This will make the previous month's customer detail with correct fiscal period available for reports and statements. It is required if you copied customer files previously.

Update Customer Files

Required. This option must be done to properly update the customer files and prepare them for the next accounting month. It will:

- Clear MTD fields in CM1.D (charges, returns, payments, adjustments, finance charge written off, discount taken, sales, cost, statement discount)
- Move ending balance to **BEG-MO-BAL**
- Clear paid invoices from CM3.D
- Purge payment history information from CM4H.D and CM5H.D according to the number of months to keep history found in the Variable File (Sales Variable File, Miscellaneous Codes, Miscellaneous Codes, **3. Number of Months Credit and Payment History**.
- Update current payment detail to CM4H.D and CM5H.D.
- Clear payments from CM4.D
- Clear open item transactions from CM5.D
- Increment the discount date and due date by one month to get ready for the next month's activity. These dates are found in the A/R Variable File, Terms Information.

Print Terms Information

Optional. This print routine prints the terms information from the Variable File so you can verify the dates were changed correctly for discount/due dates.

6 All selected steps will be performed automatically when you begin the update. A checklist will be printed showing you everything that was done so you can verify it finished successfully. Transaction entry can begin for the new month.

7 Sign on with your month end password and print statements. This allows you to begin entering sales and cash receipts for the new accounting month under your regular password while still preparing the month end statements under the month end password.

NOTES:

For more information on the entire month end process, see the *Day/Month/Year End User Manual.*

Payment History

PURPOSE: The payment history system allows customer payments to be saved in the Payment History Files:

CM4H.D Cash Receipts Transaction History

Similar to CM4.D, Cash Receipts Transactions (Payment) File. It keeps a history of customer payments. It is updated at A/R month end.

CM5H.D Open Items Applied History

Similar to CM5.D, Open Items Applied. It keeps a history of how customer payments were applied to invoices. It is updated at A/R month end.

Keeping information in these files provides reports showing a history of payments made by each customer including check number, date, bank amount, A/R credit amount, and so forth. There is also an option to print the invoice detail paid by the check.

During the A/R month end update, the payment detail from the current month's CM4.D and CM5.D will be updated to CM4H.D and CM5H.D if those files exist. The A/R month end update also checks the A/R Variable File, Miscellaneous Codes, Miscellaneous Codes to determine how many months of payment history to keep (as well as credit history in CM9.D). Based on the number of months found in **3. Number of Months Credit and Payment History**, the month end will purge customer payment history information before adding new records.

The payment history reports can be found under **A/R Reports, Credit Info - History Reports**:

```
+--------------------------------------------------------------------------+
¦              DIM10 DATA        ¦    === CUSTOMER HISTORY REPORTS ===      ¦ 10.1¦
+--------------------------------------------------------------------------+
                    ¦ 1. Credit History Report                ¦
                    ¦                                          ¦
                    ¦ 2. Invoices Applied History    <------   ¦
                    ¦                                          ¦
                    ¦ 3. Customer Payment History    <------   ¦
                    ¦                                          ¦
                    ¦ 4. Payment History By Batch    <------   ¦
                    ¦                                          ¦
                    +------------------------------------------+
```

See A/R Reports for information on printing these reports.

PROCEDURE: GETTING PAYMENT HISTORY STARTED

1 Build Payment History files. Using **System Manager**, **File Management, Create Files (DS08911)**, build CM4H.D and CM5H.D. Use guidelines below to determine the number of records for each file.

CM4H.D   Cash Receipts Transaction History
Multiply the average number of payments posted per month by the number of months of history you wish to keep. OR multiply the size of CM4.D by the number of months of history that you wish to keep.

CM5H.D   Open Items Applied History
Multiply the average number of invoices paid against per month by the number of months of history that you wish to keep. OR multiply the size of CM5.D by the number of months of history you wish to keep.

2   Check the Variable File.

In the A/R Variable File, Miscellaneous Codes, Miscellaneous Codes, **3. Number of Months Credit and Payment History**, enter the number of months of payment history you wish to keep. For example, if you wish to keep a year's worth of payment history, enter **12**.

☞ **NOTE:**   This also controls how many months of credit history to keep in CM9.D.

NOTES:

Post Finance Charges Billed to Balance Sheet

PURPOSE: This procedure shows you how to post finance charges which are generated during the A/R month end update to a balance sheet account rather than an income account. The standard G/L chart of accounts posts finance charges directly to an income account. Some companies and auditors believe that finance charges should not be considered as income until they are collected. If you decide to do this, use the following procedure.

BEFORE YOU BEGIN: You must set up the G/L and Variable File to automatically post finance charges to a different account other than the standard setup.

GENERAL LEDGER

1. In the G/L Master File (GM1.D), add a balance sheet account for Finance Charges Billed in the Current Asset section. This is a contra account with a credit balance, similar to Allowance for Doubtful Accounts. For example:

Acct#	Description	
1210.00	ACCOUNTS RECEIVABLE-TRADE	(debit)
1211.00	ALLOWANCE-DOUBTFUL ACCOUNTS	(credit)
1212.00*	*FINANCE CHARGES BILLED*	*(credit)*

    * New account

2. If you set up a new G/L account in the G/L Master File (GM1.D), make sure to also add it to the G/L Format Master (GM2.D) so the account will print on the Balance Sheet. For example, the Balance Sheet could be formatted as follows:

ACCOUNTS RECEIVABLE-TRADE	500,000
Less: ALLOWANCE-DOUBTFUL ACCOUNTS	(15,000)
Less: FINANCE CHARGES BILLED	(9,000)

    Or:

ACCOUNTS RECEIVABLE Net of Allowances	476,000

VARIABLE FILE

3. Change A/R Variable File, G/L Integration, **4. A/R Finance Charges** to be the G/L account number you set up in Step 1 above (1212.00, FINANCE CHARGES BILLED). This defines the account for the finance charges generated at A/R month end and finance charges written off during Cash Receipts.

PROCEDURE:

1 At month end, generate finance charges. This happens during the A/R Month End process. The following G/L entries are made automatically:

ACCOUNTS RECEIVABLE-TRADE	(1210.00)	
FINANCE CHARGES BILLED		(1212.00)

No income accounts are posted, just balance sheet accounts.

2 Make a G/L entry to post income for finance charges collected as follows:

   a. In **General Ledger Reports**, print a **G/L Journal Account Summary**. Find the balance of account 1212.00, FINANCE CHARGES BILLED.

   b. In **Accounts Receivable Reports**, print an A/R Aging Report, totals page only. Find the finance charge balance (**FIN CHG BAL**) on the grand total line.

   c. Compare the two amounts. The amount on the aging report should be less than the G/L account because of customers paying finance charges during the month.

   d. Find the difference of the two amounts. For example:

```
FINANCE CHARGES BILLED (G/L)        6,000.00
FIN CHG BAL (Aging Report)          4,167.71
                  Net Difference    1,832.29
```

   e. In **G/L Journal Entries**, make the following G/L entry:

```
1212.00  FINANCE CHARGES BILLED     1,832.29
    8140.00  FINANCE CHARGE INCOME           1,832.29
```

NOTES:

Purge Credit Notes by Date

PURPOSE: Use this procedure to remove credit note comments from CM16.D by entering a range of customers and a range of credit note dates.

PROCEDURE:

1 Go to **Accounts Receivable** then **File Maintenance**.

2 Select **Purge Credit Notes by Date**.

3 The computer displays:

```
DS02416      Purge CM16 by Customer & Date      DIM10 DATA         Date mm/dd/yy
Rev8.0.0                                                           Port  37
                                                                   Store 01


        Beginning Customer Number           .000
        Ending   Customer Number      999999.999
        Beginning Date (MMDDYY)                0
        Ending   Date (MMDDYY)            999999
```

The cursor is positioned at **Beginning Customer Number**. Enter the first customer number of the range you wish to delete. Or press **Tab** to start at the beginning of the file.

4 **Ending Customer Number**

Enter the last customer of the range you wish to delete. Or press **Tab** to pick up all remaining customers (in customer number order).

5 Then enter the beginning and ending dates you wish to delete.

6 Then the computer asks:

```
<Ent>=Begin Purge        (E)=End
```

To begin the purge process, press **Enter**. Or if you do not wish to continue, enter **E** and **Enter**.

7 Finally the computer asks:

```
Do You Wish to Proceed?  (YES/NO)?
```

Enter **YES** to begin the purge according to the parameters entered above. Or enter **NO** to not proceed and return to the previous menu.

8 If you entered **YES** above, the computer purges the file and displays:

```
    Normal End of Job
```

Press **Enter** to acknowledge this message and return to the previous menu.

NOTES:

Received on Account (ROA)

PURPOSE: Use this procedure to post ROAs from Point of Sale to customer accounts. When a cash-in transaction with an addon for ROA is generated at Point of Sale, a copy should be routed to the Accounts Receivable department to post the payment.

There are 2 methods of entering ROAs. Method 1 generates a <u>payment</u> on the customer statement. Method 2 generates an <u>adjustment</u> on the customer statement.

You may wish to process ROAs in a separate batch.

PROCEDURE: Method 1 - Payment

See Also

Before beginning, set up a cash receipts bank number in the Variable File to post to G/L account 1212.00 (Unapplied Payments), possibly as Bank #3. This is done in the A/R Variable File, G/L Integration, **Cash Receipts Bank Account Numbers**.

1 Collect all ROAs and their cash-in tickets from Point of Sale from the previous day. Run a tape on the tickets to be sure the total equals the addon total from the Sales Analysis report printed at day end.

Cash Receipts
  by Batch
2 Set up a separate cash receipts batch for all ROAs from the previous day.

3 For each ROA, enter the date, check number, and reference number (enter the POS transaction number of the cash-in ticket for the reference number).

4 Make the following entry:

Bank	**(DR)**	:	Enter the ROA amount
Discount	**(DR)**	:	Enter the discount amount, if any, or press **Enter**
Fin Chg	**(DR)**	:	Press **Enter**
A/R	**(CR)**	:	Press **Enter** (program will display proof amount)

5 After entering all ROA payments, print the Edit List. The total cash amount should be equal to the ROAs from the previous day end. If you post ROAs as addons in Point of Sale, you should balance to the amount of addons shown on the previous day's Sales Analysis Report.

6 Update the batch to Bank #3 (or the bank you set up in the Variable File before Step 1). This will debit account 1212.00 (or your equivalent G/L account number).

PROCEDURE: Method 2 - Adjustment

See Also

1 Collect all ROAs and their cash-in tickets from Point of Sale.

Cash Receipts
  by Batch
2 Set up a separate cash receipts batch for all ROAs from the previous day.

3 Select the ROA customer.

4 Enter the date, check number, and reference number (enter the POS transaction number of the cash-in ticket for the reference number).

5 Make the following entry:

Bank	**(DR)**	**:**	Press **Enter**
Discount	**(DR)**	**:**	Press **Enter**
Fin Chg	**(DR)**	**:**	Press **Enter**
A/R	**(CR)**	**:**	Enter the amount received in POS

--- MISC G/L DEBITS/CREDITS ---

G/L No	**:**	Enter **1212.00** (Unapplied Payments) or your equivalent G/L number
Amount	**:**	Press **Enter**

6 After entering all ROA payments, print the Edit List. The total cash amount should be equal to the ROAs from the previous day end. If you post ROAs as addons in Point of Sale, you should balance to the amount of addons shown on the previous day's Sales Analysis Report.

7 Finish the cash receipts batch using normal procedures.

NOTES:

Recover Bad Debt

PURPOSE: Use this procedure to recover a previously written off bad debt when a payment is received.

There are 2 methods of recovering a bad debt depending on if the customer balance was expensed in Bad Debt Expense or saved in A/R Doubtful Accounts. See "Write Off Bad Debt".

PROCEDURE: METHOD 1 - BAD DEBT EXPENSE

See Also

Cash Receipts
 by Batch

1 Enter a non A/R cash receipt. Enter the date, check number, and reference number (a brief description of the adjustment).

2 Make the following entry:

| **Bank (DR) :** | Enter the amount of the payment. This will debit the bank. | **G/L No :** | Enter **8150** (Bad Debts Recovered) or your equivalent. |
| | | **Amount :** | Enter the amount of the payment as a negative. |

3 Check the entry and accept it if it is accurate.

4 Finish the cash receipts batch.

PROCEDURE: METHOD 2 - A/R DOUBTFUL ACCOUNTS

1 Post any subsequent payments you receive from the customer to the unapplied transaction created on the customer's new account number. Follow the regular process for entering cash receipts.

NOTES:

Refund Credit Balance

PURPOSE: Use this procedure to refund a credit balance on a customer's account.

BEFORE YOU BEGIN: Select a G/L account number which you will use as a "clearing account" in both Cash Receipts and Accounts Payable for refunding the amount of the credit. For example, account 1212.00, Unapplied Payments. The account will be credit in Cash Receipts and debited in Accounts Payable for the same amount.

PROCEDURE:

See Also

1 Go to **Accounts Receivable**, then **Cash Receipts by Batch**.

Cash Receipts
  by Batch

2 At the **Select Customer** screen in **Cash Receipts by Batch**, select and accept the desired customer.

3 Enter the date.

4 Bypass **Check No** (press **Enter**).

5 At **Reference No**, enter **REFUND**.

6 Fill in the appropriate debit/credit information:

Bank	**(DR)**	**:**	Press **Enter** if the bank will not be affected
Discount	**(DR)**	**:**	Press **Enter**
Fin Chg	**(DR)**	**:**	Press **Enter**
A/R	**(CR)**	**:**	Enter the amount of the credit as a negative amount. This will debit Accounts Receivable.

7 The computer displays the G/L portion of the entry:

--- MISC G/L DEBITS/CREDITS ---

G/L No : Enter **1212.00** (Unapplied Payments) or your selected G/L number

Amount : Press **Enter** and the computer fills in the proof amount

8 Under the **Apply Menu**, select **Apply By Transaction**. Apply the debit amount to the credit transaction(s) the customer has on their account.

9 Finish the cash receipts batch using normal procedures.

10 Go to **Accounts Payable**, then **Enter Invoices**.

11 In a regular Accounts Payable invoice batch, selec**t Generate Invoices Manually**.

12 Use vendor number 1, Misc. Vendor, and enter the customer's name and address (unless you already have a vendor number established for this customer, then use that).

13 Make the following entry:

Invoice No	Enter the A/R transaction number being refunded
Description	**REFUND CREDIT**
Gross	Enter the dollar amount to be refunded
G/L No	Enter the same G/L account number used in cash receipts in Step 7 above.

14 Complete the Accounts Payable batch, including the update.

15 Proceed with the Invoice Select/Check Writing routine to print the refund check(s).

NOTES:

Returned Checks

PURPOSE: Use this procedure to account for a customer's check which has been returned from the bank a second time for insufficient funds. There are 4 different methods of processing returned checks:

> 1. Charge customer using Cash Receipts
>
> 2. Cash customer using Non A/R Cash Receipts
>
> 3. Charge customer using POS addons
>
> 4. Cash customer using POS addons

PROCEDURE: METHOD 1 - CHARGE CUSTOMER USING CASH RECEIPTS

See Also

Cash Receipts
by Batch

1 Through **Cash Receipts by Batch**, enter a negative payment for the check amount. For the reference you might like to use **NSF CHECK.**

2 If the original invoice(s) has not yet been cleared through a month end update, apply the check negatively by transaction to the specific invoice(s). If the original invoice(s) has been cleared through a month end update, apply the negative amount as unapplied cash.

3 Finish the cash receipts batch.

Addon
(*Sales User
Manual*)

4 Optional. Write an addon for a returned check charge if company policy dictates.

5 When the payment is made again, process the cash receipt as a regular A/R cash receipt. If the payment includes a returned check charge, be sure to apply that as well.

PROCEDURE: METHOD 2 - CASH CUSTOMER USING NON A/R CASH RECEIPTS

Cash Receipts
by Batch

1 Through **Cash Receipts by Batch**, enter a negative non A/R cash receipt. For example:

Reference	:	**NSF CHECK**
Check No	:	#######
Bank	:	Enter the amount of the returned check as a <u>negative</u>

--- MISC G/L DEBITS/CREDITS ---

G/L No	:	Enter **1270** (Returned Checks) or your equivalent
Amount	:	Press up arrow

Press **Enter** to accept the entry.

2 Finish the cash receipts batch.

3 When the payment is made again, process it as a regular non A/R cash receipt.

Reference	:	**CLEAR NSF CHECK**
Check No	:	**#######**
Bank	:	Enter the amount of the returned check as a <u>positive</u>

If a payment does not include a returned check charge, enter:

--- MISC G/L DEBITS/CREDITS ---

G/L No	:	Enter **1270** (Returned Checks) or your equivalent
Amount	:	Enter the amount of the check

If the payment includes a returned check charge, you must also enter:

--- MISC G/L DEBITS/CREDITS ---

G/L No	:	Enter **8140** (Finance and Carrying Charge) or your equivalent miscellaneous income account.
Amount	:	Enter the amount of the charge. Or press up arrow to pick up the proof total.

4 Finish the cash receipts batch.

PROCEDURE: <u>METHOD 3 – CHARGE CUSTOMER USING POS ADDONS</u>

1 Set up 2 addons:

Addon #90 **NSF CHECKS RETURNED**
ADDON G/L NUMBER=1120.00 Cash in Bank – Checking or your equivalent.

Addon #91 **NSF SERVICE FEE**
ADDON G/L NUMBER=income account for bank service charges

Sales
(*Sales User Manual*)

2 In POS, enter a transaction for the selected customer with 2 addons only:

Addon Code:	**90**	**NSF CHECKS RETURNED**	Amount of returned check
	91	**NSF SERVICE FEE**	Amount of charge for returned checks

3 Complete the POS transaction.

Cash Receipts
by Batch

4 When the customer pays, enter a normal A/R cash receipt.

PROCEDURE: <u>METHOD 4 – CASH CUSTOMER USING POS ADDONS</u>

1 Set up a charge customer named "N.S.F." to use for all cash customer returned checks.

2 Set up 2 addons as in method 3.

3 In POS, enter a transaction for the N.S.F. customer number. Enter the 2 addons as in method 3.

4 In **Misc Notes** on the back screen, enter the customer name, address, phone, check number or any other pertinent information.

5 Complete the transaction as a charge sale.

Cash Receipts
by Batch

6 When the customer pays, enter a normal A/R cash receipt.

NOTES:

Revolving

PURPOSE: Use this procedure to start up the A/R system for revolving accounts.

PROCEDURE:

See Also

Getting Started - **1**   Enter all revolving customers and assign them A/R type **B** for Balance
Getting A/R   Forward.
Started

2   In the A/R Variable File, enter a terms code for revolving terms. For
example:

3. Description	**REVOLVING**
5. Due Date/Days	Enter your normal due date.
6. Finance Charge Code	**1** (starts applying finance charges after 1-30 days overdue)
7. Monthly Finance Charge % (#1)	Enter the monthly finance charge percent (i.e., **1.5** for 1½%).
9. Monthly Finance Charge % (#2)	Enter the same percent as **Monthly Finance Charge % (#1)**.
12. Minimum Finance Charge	If you wish, enter the minimum amount you charge if a customer qualifies for a finance charge. (i.e., **.50** or **1.00**).
16. Discount Date/Days	Make this date the same as the **Due Date/Days**.
22. Revolving # of Payments	The **ENDING BALANCE** is divided by this number of payments to calculate the current payment due. This calculation is done at month end when you calculate finance charges.
23. Minimum Payment	Enter the minimum amount for a revolving payment (i.e., **20.00**). If the calculated payment (see **Revolving # of Payments**) is less than this amount, the computer will use this minimum amount as the **CURRENT** payment amount instead.

Getting Started - **3**   Do an A/R cutover for the revolving accounts only.
Doing A/R
Cutover

4   Change the revolving customers to A/R type **R** for Revolving. You can use the
Special Maintenance program Change Fields w/Range CM1 if you have a
range of revolving customers to change.

NOTES:

Revolving accounts are basically non-aged balance forward with a calculated payment
amount. Payments are made against the ending monthly balance. **ENDING BALANCE** is
calculated as follows:

BEG MO BAL
+ MTD CHARGES
- MTD RETURNS
- MTD PAYMENTS
+/- MTD ADJ
+ MTD FC

As charges are made (either through POS or Invoice Posting), **MTD CHARGES** are updated. No amounts are updated to the buckets (**CURRENT, 1-30, 31-60**, etc.). The buckets are used for the calculated payment amount and past due payment amount.

Most of the revolving calculations occur during the month end process:

1. **Calculate Finance Charges** - this program not only calculates any finance charges it also calculates the current payment amount using either:

    A. CM1.D, field 66. **INST-PAY** (maintained manually)
         OR
    B. A/R Variable File, Terms Information, **Revolving # of Payments -- ENDING BALANCE + # OF PAYMENTS = CURRENT PAYMENT AMOUNT)**. If the calculated amount is less than **Minimum Payment**, then the minimum payment from the Variable File is used for the current payment amount.

    The **CURRENT PAYMENT AMOUNT** as calculated above is written to CM1.D field. 37 **(CURRENT)**.

    2. **Print Revolving Statement** (DS02391E) - This statement shows the payment due detail:

PAST DUE PAYMENT AMOUNT :	Comes from CM1.D aging buckets (1-30, 31-60, 61-90, over 90 days). If no payment was made during the over 90 days). If no payment was made during the month or if a partial payment was made, the past due payments will be "aged" during the A/R month end update. The total of all the buckets (except **CURRENT**) will show in **PAST DUE PAYMENT AMOUNT** on the statement.
CURRENT PAYMENT AMOUNT :	From CM1.D, field 37 (**CURRENT**). The current payment amount is calculated at month end during Calculate Finance Charges and is written to CM1.D.
TOTAL PAYMENT DUE :	Total of **PAST DUE** and **CURRENT** payments.

    3. **A/R Month End Update** - If no payment was made during the month, this program "ages" the past due payment amount to 1-30 the first month of no payment, 31-60 the second month, and so on. The "aged" buckets contain past due payment amounts only. If partial past due payments are made, then the remaining balance is consequently "aged". It will appear on the revolving statement as **PAST DUE PAYMENT AMOUNT**.

CASH RECEIPTS

Since revolving accounts are not truly aged, you can apply payments using any of the apply options. It doesn't matter how the payment is applied because it affects the total balance of the account only. However, you may wish to apply to late charges first and then to oldest balance.

Sales Tax Codes

PURPOSE: This procedures explains the set up of all fields for sales tax codes. If you set up some sales tax information in *Getting A/R Started* (in the *Getting Started Manual*), you learned about only some of the sales tax features. This procedure explains all fields.

Sales tax is added automatically on the back screen of a POS transaction. It is posted to the appropriate G/L account. A number is assigned to correspond with each type of sales tax you may have and that number is entered for each customer in the Customer Master File (CM1.D).

Sales tax information is set up in the Sales Variable File, Sales Tax. You can have up to 999 different types of sales tax. You will need to set up all types of sales tax, whether taxable or non-taxable (as in resale or other tax exempt status).

PROCEDURE:

1   From the **Dimensions Main Menu**, select **Sales**.

2   Select **Sales Variable File**.

3   Select **Sales Tax**.

4   The computer displays:

```
DSVM0103    Sales Tax Options          DIM10 DATA                  Date mm/dd/yy
Rev9.0.4                                                           Port  39
                                                                  Store 01

             Store Number          1

             Choose Selection:
                  +--------------------------------+
                  |  1. Sales Tax Options          |
                  |  2. Multiple Tax Descriptions  |
                  |                                |
                  | 98. Change Store               |
                  +--------------------------------+




<Esc>=End
```

Check the store number. Change if necessary (select **98** and enter the appropriate store number). Select **1** for **Sales Tax Options**.

5   The computer displays the sales tax screen:

```
DSVM0103    Sales Tax Options          DIM10 DATA                  Date mm/dd/yy
Rev9.0.4                                                           Port  39
                                                                  Store 01
     1. Tax Code  (1-999)              0
     2. Description
     3. 4 Decimal Places   (Y/N)
     4. Percent
     5. G/L Account

                                         MULTIPLE TAX OPTIONS:
     6. Allow Discount on Tax (Y/N)      12. Use Multiple Tax Codes
     7. Round Up if Fraction  (Y/N)
     8. Minimum Taxable Amount
     9. Calculate Tax on Cost (Y/N)
    10. Maximum Taxable Amount
        Per Each
    11. Maximum Taxable Amount
        Per Ticket


<Esc>=End     <F1>=Help
```

The cursor is positioned at **Tax Code (1-999)**.   You can have up to 999 different tax codes depending on your state and local tax laws. Enter the number of the code you are adding or changing.

6 If the tax code exists already, the fields are filled in and the computer asks:

```
(C)hange   (D)elete   (N)ext   (P)revious   (E)nd
```

Enter the desired option (**C**, **D**, **N**, **P**, or **E**).

If the tax code does not exist, the computer asks:

```
Record Doesn't Exist -  (A)dd Record    (V)iew Next Record    (E)nd
```

Enter **A** if you wish to add it, **V** to view the next record, or **E** to end this option and return to the previous menu (Step 4).

7 This step describes each field on the sales tax screen:

2. Description	This description can be up to 15 characters long including spaces and punctuation. Enter it exactly how you wish it to appear on POS transactions, Sales Analysis reports, and Sales Tax reports (all caps or upper/lower case). For example, **6.25% State Tax**, **Local Sales Tax**, **Resale**, **GOVERNMENT**. If you are setting up multiple taxes, the first 2 characters of the tax code description must contain the 2-letter state abbreviation for the sales tax report to sort and print correctly.
3. 4 Decimal Places (Y/N)	Enter **Y** if the tax requires up to 4 decimal places instead of 2. Works in conjunction with the next field, **Percent**. Or enter **N** to not use this option and have 2 decimal places.
4. Percent	1. Enter the percentage for this tax code. For example, 6-1/2% is entered **6.5**. 2. If you are setting up a tax exempt code, enter **0** or leave blank. 3. If the tax requires up to 4 decimal places (i.e., 5.7525), enter the percentage with the decimal before the last 4 digits. For example, **5.7525**.
5. G/L Account	1. Enter the G/L liability account number for this tax code. The selected account description will also be displayed if found in GM1.D. If not found, be sure to go to G/L to enter this account in the chart of accounts. 2. If you are using the standard G/L chart of accounts, account 2350.01 is **STATE SALES TAX PAYABLE**. 3. The G/L is updated during the day end process. 4. If this tax code is tax exempt, leave blank.

6. Allow Discount on Tax (Y/N)

Enter **Y** if no discount is to be taken on the tax amount. Or enter **N** if the tax amount is discountable. This is the prompt payment discount offered through Accounts Receivable.

7. Round Up if Fraction (Y/N)

Enter **Y** if the sales tax amount is to be rounded up to the next penny if it is calculated as a fraction of a penny. Or enter **N** to use standard rounding to the nearest penny (1-4 round down, 5-9 round up).

8. Minimum Taxable Amount

1. This field determines a minimum subtotal of a POS ticket on which sales tax is calculated. For example, if sales tax is not to be charged on amounts less than 50 cents, enter **.50** here.
2. If left blank, sales tax will be charged on all subtotals for customers with this tax code.
3. This also applied to Invoice Posting.

9. Calculate Tax on Cost (Y/N)

Enter **Y** if the sales tax is to be calculated on the average cost extension instead of the price extension. This accommodates usage tax. The entire ticket must consist of all taxable items. Or enter **N** to not use this feature.

10. Maximum Taxable Amount Per Each

1. (Alaska) Enter a dollar amount indicating the maximum taxable amount allowed per each item at POS. Any "each" quantity that is greater than this amount will not have the excess included in the taxable amount.
2. For example, item #123 is $999.99 per each. If the **Maximum Taxable Amount Per Each** is $1000.00, this item will be taxed at $999.99. But item #456 is $1001.00 and will be taxed at $1000.00 ($1.00 will not be included in the taxable amount but will be put in the non-taxable amount).
3. This works for each item no matter how many units are sold on the line.

11. Maximum Taxable Amount Per Ticket

1. (Alaska) Enter a dollar amount indicating the maximum taxable amount allowed per invoice at POS. Any invoice that is greater than this amount will not have the excess be included in the taxable amount.
2. For example:

   Maximum Taxable Amount Per Ticket = **1000.00**

   INVOICE #1 = $999.99   (It will be taxed at $999.99)
   INVOICE #2 = $1999.99   (It will be taxed at $1000.00 and
                           $999.99 will be put in non-taxable
                           sales)

12. Use Multiple Tax Codes

1. This field determines whether or not to use multiple tax codes which allow for multi-tiered taxes.
2. Depending on what you enter here, more fields are displayed below.
3. Enter one of the following:

A = Use single tax code. No further fields are displayed.

B = Use 2 tax codes. Two additional fields are displayed. See below.

C = Use multiple tax codes. Ten additional fields are displayed. See below.

B = Use 2 Tax Codes

13. Is 1st Tax Amount Taxable

1. This field is displayed if **Multiple Tax Codes = B** to use 2 tax codes. It determines if the first tax amount is to be taxable at the second tax code rate. The second tax code is entered in the next field.
2. Enter one of the following:

   Y = The amount calculated for Tax 1 is taxable at the rate for Tax 2.

   N = The amount calculated for Tax 1 is not taxable.

3. At POS, the screen and printed transaction will show both subtotals for Sales Tax 1 and 2 with the appropriate tax amounts.

14. 2nd Tax Code

1. This field is displayed only if **Multiple Tax Codes = B**. It determines the tax code to use for the second tax.
2. For example, Tax code 20 is to be set up with 2 taxes. The rates for the first tax are found in the setup for tax code 20. Then the computer needs to know where to look for the rates for the second tax code. In this example, enter **21** for **2nd Tax Code**. Then be sure to enter a record for Tax Code 21 to set up the tax rates.

C = Multiple Tax Entities

Multiple taxes handle situations where portions of sales tax are deposited to different entities such as state, city, local, and special funding such as public transportation. For example:

	Total Tax		State	Local	Transportation
City 1	6.6%	=	3%	3% N. County	.6%
City 2	7.6%	=	3%	4% S. County	.6%
Town	5.5%	=	3%	2.5% Town	
State	3.0%	=	3%		
Trans. Only	.6%	=			.6%

All of the state sales tax can be grouped into multiple tax code 1, all of the transportation tax into multiple tax code 2, the North County tax into multiple tax code 3, the South County into multiple tax code 4, and so on. Each multiple tax code has a description (entered in Multiple Tax Descriptions) and percentage (entered on this screen). The information gathered from POS sales is used on sales tax reports only. This system provides sales tax reporting to multiple tax entities.

13. Multiple Tax Code 1

1. This field (along with the rest of the screen) is displayed only if **Multiple Tax Codes=C**. It provides the multiple tax set ups.
2. Enter the tax code of the first taxing entity.
3. The description for this tax code must be entered in Multiple Tax Descriptions for the sales tax reports to be meaningful.

14. Multiple Tax Code %1

1. Enter the percentage of tax to be collected for the first tax entity. For example, 3-1/2% would be entered **3.50**.
2. The percentages in fields 14, 16, 18, 20, and 22 must equal the percentage in field 4 which contains the total tax percent.
3. Since the multiple tax codes and percents are only printed on sales tax reports, they can be changed at any time (along with their descriptions) as long as the multiple tax percents equals field 4.

15. Multiple Tax Code 2
16. Multiple Tax Code %2
17. Multiple Tax Code 3
18. Multiple Tax Code %3
19. Multiple Tax Code 4
20. Multiple Tax Code %4
21. Multiple Tax Code 5
22. Multiple Tax Code %5

Continue entering multiple tax codes and percents for the remaining tax entities. You can have up to 5 tax entities for any one tax code.

NOTES:

Search For & Select a Customer

PURPOSE: Use this procedure to search for and select a customer by number or name.
This routine is found in many places throughout the system wherever you are
required to select a customer including A/R File Inquiry, File Maintenance,
Point of Sale, Cash Receipts, and Invoice Posting.

PROCEDURE:

1 When you enter a program requiring a customer selection, the computer
displays:

```
Enter Customer (Number or Name):

                              <UpA> = Search
                              <DnA> = Change Search Store #:   0     (0=All)




```

The cursor is positioned at **Enter Customer (Number or Name):** . You can do one of
the following options:

Enter a customer number to look for an exact match	If you know the customer number, enter it and press **Enter**. If the computer finds the selected customer, you will continue with the program. If the computer does not find the customer, the following message is displayed:

```
  6600 Not Found  (CM1)
```

	Press **Enter** to acknowledge this message and try again. If you enter a customer with jobs, go to Step 3.
Enter part or all of a customer name	This displays a list of customers in alphabetical order starting with the name you entered. Customers with jobs are displayed with an asterisk. You are now in the search mode. Go to Step 2.
Press the up arrow	Displays customers alphabetically from the beginning of the file.
Enter the account number and press the down arrow	Displays customers numerically starting from the number you entered.
Press down arrow	This option appears only if you are running multiple stores. Change the store number for the search. Or enter **0** (zero) to search all stores.
Press Esc	Press **Esc** to end this option and return to the previous menu.

2 Once you have displayed some customers in the search mode, the screen
displays:

```
DS02201           Customer Inquiry         DIM10 DATA          Date mm/dd/yy
Rev10.0.7                                                      Port  39
Enter Customer (Number or Name):                              Store 01


 <Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit
 L# <Ent>=Select

L#
 1   1010.000 * F P S, INC. DBA BURGER  PO BOX 357
 2   1031.000 * ANDERSON/MIKE           5144 KENSINGTON STR NORWALK, CT
 3   1040.000   BECK STREET CONSTRUCTIO P.O. BOX 16325       NORWALK, CT
 4   1050.000   BONHAM/STAN             4410 SOUTH MAIN STR NORWALK, CT
 5   1060.000   BRODERICK AND ZARBOCK P 570 EAST 10345 SOUT NORWALK, CT
 6   1070.000   CHRISTENSEN/DAVID       7375 SOUTH LUANA CI NORWALK, CT
 7   1080.000 * CLASSY BUILDERS         13008 SOUTH 1300 WE NORWALK, CT
 8   1090.000   CONSTRUCTION ADVISORS   2361 LOGAN AVE.     NORWALK, CT
 9   1400.000 * CYSTIC FIBROSIS FOUNDAT 1234 WAY RD         NORWALK, CT
10   2000.000   DRAPER/ROY              9502 NORTH 6800 WES NORWALK, CT
11   2010.000   DYNAPACK ROTATING SIGNS 338 WEST HAVEN AVE. NORWALK, CT
12   2020.000 * DYNASTY CORPORATION     5899 SOUTH STATE ST NORWALK, CT
13   2030.000   ELDREDGE/JOEL           6941 SOUTH 160 EAST NORWALK, CT
14   2040.000   ENTEC                   145 WEST 2950 SOUTH NORWALK, CT
15   2050.000   ESCO ENGINEERING        3500 SOUTH MAIN STR NORWALK, CT
```

The computer displays up to 15 customers at a time, with a corresponding
line number. The cursor is positioned at **Enter Customer (Number or Name)**. The
customer with the closest match will be the first customer highlighted on line
1 (**L#**). You have the following options:

<Ent>=Select	Press **Enter** to select the highlighted customer. Continue with the program.
<Up/Dn Arrow>=Scroll	Press the up or down arrow to scroll through the displayed list.
(.)=Page Down	Allows you to page down, using the last customer displayed as the first customer of the new display. Depending on the keyboard, there are several ways of paging down:

      ➤ All keyboards   Press the period (**.**) and **Enter**

      ➤ IBM 3151   Press **Home**

      ➤ Wyse terminals   Press **PAGE** [Prev PAGE Next]

      ➤ PCs and monitors Press **Page Down**

(,)=Page Up	Allows you to page up, using the first customer displayed as the last customer of the new display. Depending on the keyboard, there are several ways of paging up:

      ➤ All keyboards   Press the comma (**,**) and **Enter**

      ➤ IBM 3151   Press **Shift**-**Home**

      ➤ Wyse terminals   Press **Shift**-**PAGE** [Prev PAGE Next]

      ➤ PCs and monitors Press **Page Up**

<Esc>=Exit	Press **Esc** to end this routine and return to the previous menu.

L# <Ent>=Select	Enter the line number from the left column to select a specific customer.
Enter another name or number to go to another area of the customer list	To quickly go to another area of the customer list, enter the letter(s) or number(s) and press **Enter** as in Step 1.

3 If you selected a main account customer with jobs, the search routine is a little different. The computer displays a search routine showing the customer's jobs in job number order, starting with the main account information. For example:

```
DS02201          Customer Inquiry          DIM10 DATA              Date mm/dd/yy
Rev10.0.7                                                          Port  39
Enter Customer (Number or Name):                                  Store 01


 <Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down   (,)=Page Up    <Esc>=Exit
  L# <Ent>=Select
     1010.000 * F P S, INC. DBA BURGER  PO BOX 357
L#
 1   1010.000 *
 2   1010.100 * F P S OFFICE           JOHN SMITH          413-123-4567
 3   1010.101   F P S, INC. DBA BURGER  PO BOX 357
 4   1010.102   F P S, INC. DBA BURGER  PO BOX 357
 5   1010.200 * BURGER KING 3257        JOE SMITH          413-567-8923
 6   1010.300 * BURGER KING-PAGE BLV    JIM SMITH          413-987-6543
 7   1010.328 * JONES JOB
 8   1010.600 * SCHWEITZER JOB
 9   1010.700   SMITH COTTAGE
10   1010.800   SMITH HOUSE
11   1010.900 * 2798 ELM STREET
12   1010.998   CANE STREET JOB
```

Or if the **Job Scroll Order** option is set in the Sales Variable File (Entry Options, Company Options, field 2=**A**), the computer displays the jobs in job name (alphabetical) order) For example:

```
DS02201          Customer Inquiry          DIM10 DATA              Date mm/dd/yy
Rev10.0.7                                                          Port  36
Enter Customer (Number or Name):                                  Store 01


 <Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down   (,)=Page Up    <Esc>=Exit
  L# <Ent>=Select
     1010.000 * F P S, INC. DBA BURGER  PO BOX 357
L#
 1   1010.000 *
 2   1010.900 * 2798 ELM STREET
 3   1010.200 * BURGER KING 3257        JOE SMITH          413-567-8923
 4   1010.300 * BURGER KING-PAGE BLV    JIM SMITH          413-987-6543
 5   1010.998   CANE STREET JOB
 6   1010.100 * F P S OFFICE           JOHN SMITH          413-123-4567
 7   1010.101   F P S, INC. DBA BURGER  PO BOX 357
 8   1010.102   F P S, INC. DBA BURGER  PO BOX 357
 9   1010.328 * JONES JOB
10   1010.600 * SCHWEITZER JOB
11   1010.700   SMITH COTTAGE
12   1010.800   SMITH HOUSE
```

Then use the arrow keys to highlight the desired account and press **Enter**.

NOTES:

Transfer A/R to Notes Receivable

PURPOSE: Use this procedure to transfer an A/R account to Notes Receivable. There are
            2 methods of transferring balances:

   ### METHOD 1 - ZERO OUT CUSTOMER Receivable

   This method is used for a customer who will not be receiving statements.
   The entire sum of their balance is due on a certain day. Showing
   customer activity is not necessary.

   ### METHOD 2 – USE A/R GROUP FOR NOTES RECEIVABLE Receivable

   This method is used for a customer who will be receiving statements. It
   also allows you to record payments and show customer activity. Reserve
   one A/R group code to handle notes receivable customers. However, since
   there are only 4 A/R groups available, you may need to reserve a group
   for another purpose.

BEFORE YOU BEGIN: Create a credit hold in the A/R Variable File, Descriptions, Credit
                    Hold Descriptions, entitled "NOTES RECEIVABLE".

> **** CAUTION**:   You may wish to consult with your accountant before executing this procedure.

PROCEDURE: METHOD 1 - ZERO OUT CUSTOMER

See Also

Credit Hold   **1** Using **A/R File Inquiry**, put the customer on credit hold with the code created
                      above.

Cash Receipts **2** Go to **Cash Receipts by Batch** and create a new batch for adjustments. Select the
 by Batch   customer.

               3 Enter the date and reference number, indicating this is an A/R transfer, if
                      desired.

               4 Make the following entry:

Bank	**(DR)** :	Press **Enter**
Discount	**(DR)** :	Press **Enter**
Fin Chg	**(DR)** :	Press **Enter**
A/R	**(CR)** :	Enter the customer balance. No negative sign.

   --- MISC G/L DEBITS/CREDITS ---

G/L No	:	To save the bad debt balance, enter **1280** (Notes Receivable) or your equivalent G/L number.
Amount	:	Enter the customer's balance.

               5 Apply the adjustment by any method since it will clear out the balance from
                      A/R Trade (1210) and put it in A/R Notes Receivable (1280) or your
                      equivalent.

               6 Press **Esc** to go back to **Enter Customer**.

               7 Post this batch of cash receipts following the normal update process.

PROCEDURE: <u>METHOD 2 - USE A/R GROUP FOR NOTES RECEIVABLE</u>

See Also

1 Make one A/R group available for Notes Receivable. In the A/R Variable File, G/L Integration, make sure one A/R group account number is set up to go to the correct G/L account for Notes Receivable.

Change

Customer
 Master File
 CM1.D

2 Change the customer to the A/R group assigned to notes receivable. Use **File Maintenance**, **Change Customers**, **Customer Master File CM1.D**.

G/L User

 Manual,
G/L Journal Entry

3 Make a General Ledger journal entry to move the customer's balance from A/R Trade to Notes Receivable.

Credit Hold

4 Using **A/R File Inquiry**, put the customer on credit hold with the code created above.

NOTES:

See also Write Off Bad Debt.

A/R Procedures

Write Off Bad Debt

PURPOSE: Use this procedure to write off an A/R account as a bad debt expense. You
may wish to do this at year end. There are 2 methods of writing off a bad
debt. You can write it off altogether as an expense (once it's gone, it's gone)
or save the balance in A/R Doubtful account (there is a possibility of collecting
the debt). Either method you choose there is a procedure for recovering the
bad debt. See "Recover Bad Debt."

BEFORE YOU BEGIN: Create a credit hold in the A/R Variable File, Descriptions, Credit
Hold Descriptions, entitled "ACCOUNT W/O". It is also
recommended that you print a customer statement before writing it
off and keep it to file with the customer's account.

PROCEDURE: <u>METHOD 1 - BAD DEBT EXPENSE</u>

See Also

1 Using **A/R File Maintenance** or **A/R File Inquiry**, change the credit hold to "**ACCOUNT W/O**" as created above (field 23, **Credit Hold (0-99)**).

Cash Receipts   **2** Go to **Cash Receipts by Batch** and create a new batch for adjustments. Select
by Batch   the customer.

3 Enter the date and reference number, indicating this is a write-off, if desired.

4 Make the following entry (this may look different depending on which cash
receipts program you used):

Bank	**(DR) :**	Press **Enter**
Discount	**(DR) :**	Press **Enter**
Fin Chg	**(DR) :**	Press **Enter**
A/R	**(CR) :**	Enter the customer balance. No negative sign.

        --- MISC G/L DEBITS/CREDITS ---

G/L No	:	Enter **8520** (Bad Debt Expense) or your equivalent G/L number.
Amount	:	Enter the customer's balance (or press **Enter** to pick up the proof total).

5 Apply the adjustment by any method since it will clear out the balance.

6 Press **Esc** to go back to **Enter Customer**.

7 Post this batch of cash receipts following the normal update process.

PROCEDURE: <u>METHOD 2 - A/R DOUBTFUL ACCOUNT</u>

See Also

1 Using **A/R File Maintenance** or **A/R File Inquiry**, change the credit hold to "**ACCOUNT W/O**" as created above (field 23, **Credit Hold (0-99)**).

Cash Receipts   **2** Go to **Cash Receipts by Batch** and create a new batch for adjustments. Select by
by Batch   customer.

3 Enter the customer.

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4 Enter the data and reference number, indicating this is a write-off, if desired.

5 Make the following entry:

Bank	**(DR) :**	Press **Enter**
Discount	**(DR) :**	Press **Enter**
Fin Chg	**(DR) :**	Press **Enter**
A/R	**(CR) :**	Enter the customer balance. No negative sign.

--- MISC G/L DEBITS/CREDITS ---

G/L No	:	Enter **1240** (A/R Doubtful Account) or your equivalent G/L number.
Amount	:	Enter the customer's balance (or press **Enter** to pick up the proof total).

6 Make one A/R group available for Bad Debts. In the A/R Variable File, G/L Integration, make sure one A/R group account number is set up to go to the correct G/L account for Doubtful Accounts (1240.00) or your equivalent.

7 Assign a new series of customer numbers for the bad debt customers. A numbering sequence beginning with 90000 or 900000 could be used. You may wish to incorporate the old A/R number into the new A/R number (i.e., account 4732.000 becomes account 94732.000).

8 Go to **Cash Receipts by Batch** and create a new batch for adjustments. Select by customer.

9 Enter the new customer number.

10 Enter the date and reference number.

11 Make the following entry:

Bank	**(DR) :**	Press **Enter**
Discount	**(DR) :**	Press **Enter**
Fin Chg	**(DR) :**	Press **Enter**
A/R	**(CR) :**	Enter the customer balance as a negative amount. This will be the same amount in Step 5 above.

--- MISC G/L DEBITS/CREDITS ---

G/L No	:	Enter **1240** (A/R Doubtful Account) or your equivalent G/L number.
Amount	:	Enter the customer's balance (or press **Enter** to pick up the proof total).

> ☞ **NOTE:** Step 11 will debit and credit account 1240.00 for the same amount.

NOTES:

See also Transfer A/R to Notes Receivable.

Write Off Finance Charge

PURPOSE: Use this procedure to remove or write off a finance charge which has been posted to a customer's account.

PROCEDURE:

See Also

Cash Receipts
  by Batch

1 Starting at the **Enter Customer** screen in **Cash Receipts by Batch,** select and accept the desired customer.

2 Enter the date, check number (if there is a payment to be applied), and reference number.

3 Make the following entry:

If there is **no** payment to be applied:

Bank	**(DR) :**	Press **Enter**
Discount	**(DR) :**	Press **Enter**
Fin Chg	**(DR) :**	Enter the F/C amount being written off. Enter a positive number to decrease the customer balance.
A/R	**(CR) :**	Press **Enter** to pick up the proof total.

For example:

Bank	**(DR) :**	
Discount	**(DR) :**	
Fin Chg	**(DR) :**	10.00
A/R	**(CR) :**	10.00

If there is a payment to be applied:

Bank	**(DR) :**	Enter the amount to debit the bank.
Discount	**(DR) :**	Press **Enter**.
Fin Chg	**(DR) :**	Enter the F/C amount being written off. Enter a positive number to decrease the customer balance.
A/R	**(CR) :**	Enter the bank debit plus F/C amount.

For example:

Bank	**(DR) :**	100.00
Discount	**(DR) :**	
Fin Chg	**(DR) :**	10.00
A/R	**(CR) :**	110.00

4 Check that the proof is zero.

5 Select **Apply By Transaction**.

6 Either enter the line number or transaction number for the finance charge for this customer. Check the **Type** for a late charge or finance charge description (i.e., **L-CHG**). Whichever way you find the finance charge, make sure the cursor is on the line for the desired transaction under **Applied**.

7 Enter the amount to apply to this transaction. Or press **Enter** to apply the **Remaining** balance. If the **Remaining** is greater than the **Balance** of the transaction, **Enter** will pay off that amount and reduce **Remaining**.

8 If needed, select another transaction to apply any payment (**Remaining**).

9 Press **Enter** to accept the entry and return to **Enter Customer**.

10 Post this batch following the normal update process.

NOTES:

SECTION 2: A/R Reports

This section contains Accounts Receivable reports. When you select **A/R Reports** from the **Accounts Receivable Menu**, another menu is displayed:

```
+----------------------------------------------------------------------+
|           DIM10 DATA     |   === ACCOUNTS RECEIVABLE REPORTS ===   | 8.1 |
+----------------------------------------------------------------------+
|      LISTS                      |          STATEMENT FORMATS         |
|  1. Name & Address              | 12. Blank Paper                    |
|  2. Codes                       | 13. Form - Preprinted Heading      |
|  3. Phone/Contact/Tax Exempt    | 14. Form - Print Heading           |
|  4. Customer List/Fax Information | 15. Other Statement Formats       |
|  5. Ship To Address             |                                    |
|  6. Authorized Signatures       |       CUSTOMER SALES REPORTS        |
|  7. Messages                    | 16. Profit Analysis                |
|  8. Customer Labels             | 17. Sales Tax Receipt Report       |
|                                 | 18. Year to Date Information        |
|      AGING REPORTS              |                                    |
|  9. Traditional                 |       CREDIT INFO                   |
| 10. Other Aging Formats         | 19. Credit Limit                   |
| 11. Customers Out of Balance    | 20. Credit Hold                    |
|                                 | 21. Credit Note Report             |
|                                 | 22. Credit Analysis & Sales Report |
|                                 | 23. History Reports                |
|                                 | 24. Mechanics Lien Report          |
|                                 |                                    |
+----------------------------------------------------------------------+
```

The following section is organized according to this menu. Each report is described, its purpose is defined, the input parameters are displayed, and a sample report is shown.

It is assumed you have read *Getting Started* and know how to move through menus and use the standard print routine. Review Chapter 2, System Training.

How To Use This Section

The reports in this section are written following a standard pattern.

➢ Each report begins on a new page.

➢ The purpose of the report is stated.

➢ A sample screen of the input parameters is presented.

➢ Any special or unique parameters are explained.

➢ And finally, a sample report is shown.

A/R Aging Theory

In order to print accurate aging reports and statements, you must calculate the aging balances each time you print them. This process is included with every report needing an aging. Since it affects several reports, it is described below.

When you select a report that contains the aging process, such as the Standard Aged Analysis, one of the options is to calculate aging balances. For example, see option 2 below:

```
DS02390     Aging Analysis     DIM10 DATA                    Date mm/dd/yy
Rev10.0.2                                                    Port  37
                                                             Store 01
    1. Input Parameters
        Report Date                               mmddyy
        Customer Print Order                             1 Numerically
        Beginning Customer   (Aging & Stmts)          .000
        Ending   Customer    (Aging & Stmts)    999999.999
        Selection Code                                   0 All Accounts
        Print Customers With Zero Balances     (Y/N)     N
        Print The Total Page Only              (Y/N)     N
        Sales/Payment Print Option             (S/P)     S Last Sale Date
        Print Optional Headings                (Y/N)     N
        Number of Copies                                 1
        Store Number                     (0 = All)       0
        Consolidate Jobs                       (Y/N)     N
        Print Credit Notes After Date Entered (MMDDYY)   0 (0=Don't Print)
        Print Pymt History After Date Entered (MMDDYY)   0 (0=Don't Print)
        Select Optional Field                  (Y/N)     N
 ➤ 2. Calculate Aging Balances
    3. Print Aging Report

Enter Option - (E) to End:
```

After you select **2** for **Calculate Aging Balances**, the computer displays:

```
DS02383          Calculate Aging          DIM10 DATA        Date mm/dd/yy
Rev9.0.1                                                    Port  37
                                                            Store 00

Enter Aging Date (MMDDYY):  mmddyy This date is very important.  Transactions
                                   with a due date on or after this date will
                                   be current.  Everything prior to this date
                                   will be aged based on days past due.




<Tab>=Next     <S-Tab>=Previous     <Esc>=End/Continue
```

The current system date is displayed. You can do one of the following options:

➢ Press **Tab** to accept the date as displayed.
➢ Enter a different date and press **Enter**.
➢ Press **Esc** to exit this program and return to the input parameters.

This message is very important. Be sure to enter an appropriate date before continuing.

This is a past due aging. Invoices are current until they are past due according to the <u>due date</u> of the invoice. The aging process compares the due date of each transaction for each customer (open item and balance forward types) to the aging date you enter here. Invoices with a due date on or after the aging date will be placed in the current bucket. Those with due dates 1-30 days prior to the aging date will be placed in the 1-30 days bucket and so on. For example:

Invoice Date	Due Date	Aging Date	Bucket (# days past due)
3-15	4-10	3-30	Current
2-15	3-10	3-30	1-30 days
1-15	2-10	3-30	31-60 days

If you change the aging date and recalculate, you can change the results of the report:

Invoice Date	Due Date	Aging Date	Bucket (# days past due)
3-15	4-10	3-30	Current
3-15	4-10	4-30	1-30 days
3-15	4-10	5-30	31-60 days

After entering the aging date, the computer asks:

```
The Aging is Performed as Follows:

Step 1: Clear aging buckets for non-revolving customers.
         Volume discounts will be calculated if applicable.
Step 2: Generate aging buckets for non-revolving customers




Do You Wish to Continue (Y/N) ???
```

Enter **Y** to continue with the recalculation (or enter **N** to not continue). If you answer **Y**, the computer displays:

```
Now Clearing Aging for Customer 1000.000      and Calculating Volume Discount


Now Generating Aging for Customer 1000.000     From Trans 1990
```

The balances for current, 1-30 days, 31-60, 61-90, and over 90 days are held in the Customer Master File (CM1.D). This aging process begins by clearing these balances and replacing them with recalculated figures from actual transactions in the Customer Transaction File (CM3.D). The sum of the buckets is then compared to the customer's account balance in CM1.D to determine if the account is balanced. The account balance is also called **BALANCE DUE** and **ENDING BALANCE**. You will not find a field in CM1.D called **BALANCE DUE**. It is a calculated balance using the following fields:

	36. BEG-MO-BAL
+	**43. MTD-CHARGES**
-	**44. MTD-RETURNS**
-	**45. MTD-PAYMNTS**
-	**48. MTD-DISC**
+	**47. MTD-FC** (finance charges)
+/-	**46. MTD-ADJ**

BALANCE DUE (aka ENDING BALANCE)

You can see **ENDING BALANCE** on the A/R File Inquiry and on the Aging Report as **BALANCE DUE**. The sum of the aged buckets must equal the **ENDING BALANCE** for the customer to be in balance.

🕐 **QUICK TIP:** If you are printing several reports which have option 2, **Calculate Aging Balances**, you only need to calculate the aging on the first report as long as no changes take place in A/R before the other reports are printed.

Select Optional Fields

On most A/R reports, there is an input parameter called **Select Optional Fields** which is a useful tool that allows you to customize the report. It allows you to further specify which customers to print by selecting a certain field and entering a value to compare

to print (or not print) if a match is found or a range to print (or not print). For example, you might want to print a customer list only for customers of a certain A/R group or only those who have signatures required. Or you may wish to print a list showing a range of zip codes for a particular area or all customers except for a certain zip code range. Since this parameter works the same for all A/R reports containing it, its function and use is described here.

To Use the SELECT OPTIONAL FIELD

1 If you wish to use this feature to customize the report, enter **Y** at **Select Optional Field** while you are entering the input parameters.

2 The computer displays:

```
DS02300      Select Customer Field      DIM10 DATA              Date mm/dd/yy
Rev10.0.3                                                       Port  37
                                                               Store 01
      Enter Field To Check:        ___

                    +---------------------------+
                    ¦                           ¦
                    ¦   3-Address 1             ¦
                    ¦   4-Address 2             ¦
                    ¦   5-Address 3             ¦
                    ¦   6-Zip Code              ¦
                    ¦   7-Phone                 ¦
                    ¦   8-Contact               ¦
                    ¦   9-Tax Exempt Number     ¦
                    ¦  10-AR Group (1-4)         ¦
                    ¦  11-AR Type(B,O,R)        ¦
                    ¦  12-Tax Type (R,S)        ¦
                    ¦  13-Each Pricing (Y/N)    ¦
                    ¦  14-PO Required (Y/N)     ¦
                    ¦  15-Signature Required    ¦
                    ¦  16-Cust. Has Jobs (Y/N)  ¦
                    ¦  17-Save Group Hist(Y/N)  ¦
                    ¦     (more)                ¦
                    +---------------------------+
```

The cursor is positioned at **Enter Field To Check**. You can do one of three options:

➢ Enter the actual field number from CM1.D of the field you wish to use for comparison. The field names are listed in a box on the screen with their corresponding field numbers.

➢ If you need to see more fields, use the up and down arrows. Press **Enter** when the desired field is highlighted.

➢ Press **Esc** to go back to the input parameters screen to change them or continue printing the report.

3 After selecting a field above, the corresponding field name is displayed and the computer asks:

```
DS02300     Select Customer Field      DIM10 DATA                Date mm/dd/yy
Rev10.0.3                                                        Port  37
                                                                Store 01
    Enter Field To Check:      15    Signature Required

  1. Enter Values To Select     :

  2. Enter Values To Not Select:






 <Esc>=Back To Field To Check        Option (1-4):
```

Press **Esc** to go back to Step 2 to select another field or enter one of the displayed options:

1. Enter Values To Select: :

    a. According to the field you selected in Step 2, enter the value to match and select. For example, you selected field #10, **A/R Group**, and wish to print only A/R Group 2 customers. Enter **2**.

    b. You can enter up to 5 different values to match. For example, you selected field #24, **Terms**, and wish to print only customers with terms codes 3, 4, 7, and 99. Enter **3**, **4**, **7**, and **99**, pressing **Enter** between each entry.

    c. When you are done entering values, press **Enter** to go to Step 4.

2. Enter Values To Not Select :

    a. According to the field you selected in Step 2, enter the value to match and thereby <u>not</u> select. For example, you selected field #21, **Price Level**, and wish to print all customers with price levels <u>other than</u> 1. Enter **1**.

    b. You can also enter up to 5 different values to match and <u>not</u> select.

    c. When you are done entering values, press **Enter** to go to Step 4.

If you picked a field which could be selected using a range, the computer displays the following screen instead:

```
DS02300     Select Customer Field      DIM10 DATA                Date mm/dd/yy
Rev10.0.3                                                        Port  37
                                                                Store 01
    Enter Field To Check:      6    Zip Code


  3. Enter Range To Select      Beginning Value:
                                Ending   Value:

  4. Enter Range To Not Select  Beginning Value:
                                Ending   Value:




 <Esc>=Back To Field To Check        Option (1-4):
```

3. Enter Range To Select   **Beginning Value:**
                                    Ending   Value:

   a.   According to the field you selected in Step 2, enter a beginning and ending value to match and print. For example, you selected field #6, **Zip Code**, and wish to print a list of all customers with a zip code beginning with 9. Enter **90000** for the beginning value and **99999** for the ending value.

   b.   You can enter up to 30 characters (alpha-numeric) for the beginning and ending values.

   c.   When you are done entering values, press **Enter** to go to Step 4.

4. Enter Range To Not Select   **Beginning Value:**
                                        Ending   Value:

   a.   According to the field you selected in Step 2, enter a beginning and ending value to match and thereby <u>not</u> print. For example, you selected field #29, **Bid Number**, and wish to print a list of all customers without a bid. Enter **1** for the beginning value and **Tab** to accept all nines (**999999.999**) as the ending value.

   b.   You can enter up to 30 characters (alpha-numeric) for the beginning and ending values.

   c.   When you are done entering values, press **Enter** to go to Step 4.

4 After setting up the option with its values, the computer asks:

```
<Ent>=Accept        <Esc>=Back To Field To Check      Option (1-4):
```

You can do one of the following options:

➢ Press **Enter** to accept the option and the value(s) you entered in Step 3. The selection is not effective until it is accepted. As you accept it, the computer displays in the upper right hand corner:
    *** 1 Option Selected ***
Continue to Step 5.

➢ Press **Esc** to reject the entry and return to Step 2 to select another field to check or go back to the report input parameters.

➢ Enter another option (1-4). This rejects the current entry and returns to Step 3 to select another option.

5 After accepting the entry, you are returned to Step 2. You can select up to 10 fields/options all together, thereby designing a very specific report.

6 When you are done selecting options and values, press **Esc** to go back to the report input parameters when the computer gives you that option (see Step 2). The number of options you selected will be displayed next the **Select Optional Field (Y/N)**. You can then print the report using standard print procedures.

) **NOTE:** The heading of the report will indicate what options and values were selected and/or excluded.

A/R Reports to Print Monthly

It is recommended that the following A/R reports be printed each month:

1. Traditional Aging (standard aged analysis)
2. Statement Backup Report (or extra copy of statements printed)
3. Open Items Applied Report

Although these report are available under the regular password, it is recommended that they be printed under the month end password after the month end process is completed.

Lists

1. Name & Address

This report shows a list of customers and their name and address information from the Customer Master File (CM1.D) including customer number, name, address, city, state, and zip code. If you select the option for the second line of data, you will also see the phone number, credit hold code, class, assigned salesman, price level, terms, tax code, and installment payment amount.

Print this report to check the customer information.

```
DS02301      Customer List - Name & Addr      DIM10 DATA        Date mm/dd/yy
Rev10.0.1                              STORE #1                 Port  39
                                                               Store 01
     1. Input Parameters

          Order: 1)Number, 2)Name or 3)Zip              1
          Beginning Customer Number                   .000
          Ending    Customer Number             999999.999
          Store Number      (0 = All)                    0
          Print Job Accounts (Y/N)                       Y
          Print Job Address  (Y/N)                       N
          Number of Copies                               1
          Report Date                               mmddyy
          Second Line of Data (Ph, Sman, etc.)  (Y/N)    N

          Select Optional Field (Y/N)                    N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print Job Accounts (Y/N)	Enter **Y** if you wish to print all job accounts or **N** to print the main job (customer) only.
Print Job Address (Y/N)	Enter **Y** if you wish to print the job addresses (**SHIP TO** from CM2.D) or **N** if not.
Second Line of Data	Enter **Y** if you wish to include the second line of information for each customer which includes:

        Phone number
        Credit hold code
        Customer class
        Assigned salesman
        Price level
        Terms code
        Tax code

Or enter **N** to not print the second line of data.

SAMPLE CUSTOMER LIST - NAME & ADDRESS
SECOND LINE OF DATA = N

```
mm/dd/yy     CUSTOMER LIST - NAME & ADDRESS          DIM10 DATA                   DS02301
11:25:40        STORE : 01                                                        PAGE 0001

  NUMBER NAME                     ADDR1               ADDR2                 ADDR3              ZIP
                                  PHONE     C-HOLD  CLASS  SMAN  PLVL  TERMS  TXCD  INST PYMNT

    1.000 CASH SALES
    2.000 CASH SALES (RESALE)
    3.000 CASH SALES (NON PROFIT)
   50.000 CASH CUSTOMER W/ STMT
   99.000 HOUSE ACCOUNT
  100.000 HOUSE CHARGE ACCOUNT
 1001.000 A1 BUILDING            ATTN: BOB           6066 S. AVENUE        SLC, UT            84000
 1010.000 AAA CONSTRUCTION       P.O. BOX 809        1025 W. 725 N.        PARK CITY, UT      84014
 1010.100 AAA CONSTRUCTION                           1025 W. 725 N.        PARK CITY, UT      84014
 1010.200 AAA CONSTRUCTION                           1025 W. 725 N.        PARK CITY, UT      84014
 1010.300 AAA CONSTRUCTION                           1025 W. 725 N.        PARK CITY, UT      84014
```

SAMPLE CUSTOMER LIST - NAME & ADDRESS
SECOND LINE OF DATA = Y

```
mm/dd/yy     CUSTOMER LIST - NAME & ADDRESS          DIM10 DATA                   DS02301
10:24:50        STORE : 01                                                        PAGE 0001

  NUMBER NAME                     ADDR1               ADDR2                 ADDR3              ZIP
                                  PHONE     C-HOLD  CLASS  SMAN  PLVL  TERMS  TXCD  INST PYMNT

    1.000 CASH SALES
                                            0     1     1     1    90     5        .00
    2.000 CASH SALES (RESALE)
                                            0     1     1     1    90    11        .00
    3.000 CASH SALES (NON PROFIT)
                                            0     1     1     1    90    14        .00
   50.000 CASH CUSTOMER W/ STMT
                                            0     1     1     1     1     1        .00
   99.000 HOUSE ACCOUNT
                                            0     1     1     1    90     1        .00
  100.000 HOUSE CHARGE ACCOUNT
                                            0     1     1     1     1     1        .00
 1001.000 A1 BUILDING            ATTN: BOB           6066 S. AVENUE        SLC, UT            84000
                                            9     1     1     1     2    11        .00
 1010.000 AAA CONSTRUCTION       P.O. 809            1025 W. 725 N.        PARK CITY, UT 84014
                                 292-3564   0     1     2     2     2    11        .00
 1010.100 AAA CONSTRUCTION                           1025 W. 725 N.        PARK CITY, UT 84014
                                 292-3564   0     1     2     2     2    11        .00
 1010.200 AAA CONSTRUCTION                           1025 W. 725 N.        PARK CITY, UT 84014
                                 292-3564   0     1     2     2     2    11        .00
 1010.300 AAA CONSTRUCTION                           1025 W. 725 N.        PARK CITY, UT 84014
                                 292-3564   0     1     2     2     2    11        .00
```

2. Codes

Print this report to check customer code information (CM1.D).

This report shows a list of customers (number and name) and codes for the following fields:

AG	A/R Group (1-4)		SM	Assigned Salesman Number (1-99)
AT	Account Type (B, O, R)		PL	Price Level (1-99)
TT	Tax Type (Regular, Special)		CLS	Customer Class (1-99)
EP	Each Pricing (Y,N)		CRH	Credit Hold (descriptions 1-99)
PR	PO Required (Y, N, S=Ship To, B=both PO and Ship To)		TRM	Terms (descriptions 1-99)
			SD	Statement Date (0, 1-31)
SR	Signature Required (Y, N)		TC	Tax Code (1-99)
CHJ	Customer Has Jobs (Y, N)		XC	Extra Code (1-99)
H	Save History (Y, N)		C-LIM	Credit Limit
SLI	Save Lien Information (Y, N)		BID-NO	Bid Number
ST	Store Number (1-99)		OP-DAT	Open Date

```
DS02302      Customer List - Codes      DIM10 DATA                    Date mm/dd/yy
Rev10.0.2                                                             Port  39
                                                                     Store 01
      1. Input Parameters

          Print 1) Numerically, 2) Alphabetically      1
          Beginning Customer                        .000
          Ending    Customer                  999999.999
          Number of Copies                             1
          Report Date                             mmddyy

          Select Optional Field (Y/N)                  N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

SAMPLE CUSTOMER LIST - CODES

```
mm/dd/yy            CUSTOMER LIST - CODES              DIM10 DATA                   DS02302
13:27:46                                                                          PAGE 0001

 NUMBER NAME                     AG AT TT EP PR SR CHJ H SLI ST SM PL CLS CRH TRM SD TC XC  C-LIM BID-NO OP-DAT

   1.000 CASH SALES              1  O  R  Y  N  N  N  Y  N   1  1  1   1      90  5            120379
   2.000 CASH SALES (RESALE)     1  O  R  Y  N  N  N  Y  N   1  1  1   1      90 11             92987
   3.000 CASH SALES (NON PROFIT) 1  O  R  Y  N  N  N  Y  N   1  1  1   1      90 14             92987
  50.000 CASH CUSTOMER W/ STMT   1  O  R  Y                  1  1  1   1       1  1      500
  99.000 HOUSE ACCOUNT           1  O  R                     1  1  1   1      90  1
 100.000 HOUSE CHARGE ACCOUNT    1  O  R                     1  1  1   1       1  1             12291
1001.000 A1 BUILDING            1  O  R  N  Y  N  N          1  1  3   1       2 11    10000     60694
1010.000 AAA CONSTRUCTION        1  O  R  N  Y  Y  Y  Y  Y   1  2  2   1       2 11  1 20000     81281
1010.100 AAA CONSTRUCTION        1  O  R  N  Y  N  N  Y  Y   1  2  2   1       2 11    20000     21788
1010.200 AAA CONSTRUCTION        1  O  R  N  Y  N  N  Y  Y   1  2  2   1       3 11    20000     30188
1010.300 AAA CONSTRUCTION        1  O  R  N  Y  N  N  Y  Y   1  2  2   1       2 11    20000     31588
```

3. Phone/Contact/Tax Exempt

Print this report to check customer phone numbers, contact names, and tax exempt numbers (CM1.D).

```
DS02303      Customer List - Phone,Contact,Tax-No      DIM10 DATA    DATE mm/dd/yy
Rev10.0.1                                                            Port  39
                                                                    Store 01
     1. Input Parameters

          Print 1) Numerically,  2) Alphabetically    1
          Beginning Customer                      .000
          Ending     Customer                999999.999
          Number of Copies                           1
          Report Date                           mmddyy

          Select Optional Field (Y/N)                N




<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

SAMPLE CUSTOMER LIST - PHONE/CONTACT/TAX EXEMPT

```
mm/dd/yy       CUSTOMER LIST - PHONE, CONTACT, TAX NUMBER      DIM10 DATA            DS02303
13:29:27                                                                            PAGE 0001

  NUMBER   NAME                   PHONE        CONTACT        TAX NUMBER

   1.000   CASH SALES
   2.000   CASH SALES (RESALE)
   3.000   CASH SALES (NON PROFIT)
  50.000   CASH CUSTOMER W/ STMT
  99.000   HOUSE ACCOUNT
 100.000   HOUSE CHARGE ACCOUNT
1001.000   A1 BUILDING            292-8411     BOB ANDERSON   C87900
1010.000   AAA CONSTRUCTION       292-3564     MR. SMITH      C79809
1010.100   AAA CONSTRUCTION       292-3564
1010.200   AAA CONSTRUCTION       292-3564
1010.300   AAA CONSTRUCTION       292-3564
```

4. Customer List/Fax Information

Print this report to check customer numbers, names, and fax numbers. Fax numbers are stored in the Customer Credit File (CM10.D).

```
DS02317      Customer List - Fax Information     DIM10 DATA        Date mm/dd/yy
Rev10.0.1                                                          Port  39
                                                                  Store 01
    1. Input Parameters

        Print 1) Numerically,  2) Alphabetically      1
        Beginning Customer                         .000
        Ending    Customer                   999999.999
        Number of Copies                              1
        Report Date                              mmddyy

        Select Optional Field (Y/N)                   N




<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

SAMPLE CUSTOMER LIST – FAX INFORMATION

```
mm/dd/yy          CUSTOMER LIST - FAX INFORMATION        DIM10 DATA                        DS02317
13:37:52                                                                                   PAGE 0001

   NUMBER    NAME                          PHONE          CONTACT          FAX NUMBER       OPTION

    1.000    CASH SALE
    2.000    SOUTH OF THE BORDER                          PEDRO
   99.000    CASH SALE - EMPLOYEE
 1000.000    ACME CONSTRUCTION             801-555-1212   PAT
 1000.001    ACME CONSTRUCTION             801-555-1212   PAT
 1000.002    ACME CONSTRUCTION             801-555-1212   PAT
 1000.003    ACME CONSTRUCTION             801-555-1212   PAT
 1000.999    ACME CONSTRUCTION             801-555-1212   PAT
 4500.250    HOME QUARTERS WAREHOUSE, INC                 JACK TIPTON
 4500.500    HOME QUARTERS WAREHOUSE, INC                 JACK TIPTON
 5000.000    EVERETT COMPANY              801-123-4567    SANDY
 5001.000    CONSTRUCTION ADVISORS        555-1212        MR. JONES
 5555.000    AAA BUILDERS
 6000.000    FLOWER SHOPPE                523-6978        DAISY
 7000.000    GENERAL CONSTRUCTION CO.     801-345-4321    BOB JONES        801-555-6789
 7000.995    GENERAL CONSTRUCTION CO.     801-345-4321    BOB JONES
 7000.996    GENERAL CONSTRUCTION CO.     801-345-4321    BOB JONES        801-555-1212
 7000.997    GENERAL CONSTRUCTION CO.     801-345-4321    BOB JONES        801-555-6767
 7000.998    GENERAL CONSTRUCTION CO.     801-345-4321    BOB JONES        801-555-6767
 7000.999    GENERAL CONSTRUCTION CO.     801-345-4321    BOB JONES        801-555-6767
 7777.000    ZASDFA
 8000.000    HOUSES R' US                 801-444-9876    BRYCE MILLER
 8500.000    KING PLUMBING CO.            801-767-4545    BILL KING
 8590.000    MARTIN LUMBER
 8598.000    MILES CONTRUCTION
```

5. Ship To Address

Print this report to check customer ship to address information. The ship to address is kept in the
Customer Misc. File (CM2.D).

```
DS02311    Customer List - Ship-To      DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                       Port  39
                                                                Store 01
    1. Input Parameters

        Print 1) Numerically,  2) Alphabetically     1
        Beginning Customer                        .000
        Ending    Customer                  999999.999
        Number of Copies                             1
        Report Date                             mmddyy

        Select Optional Field (Y/N)                  N




<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

SAMPLE CUSTOMER LIST - SHIP TO ADDRESS

```
mm/dd/yy            CUSTOMER LIST - SHIP TO ADDRESSES      DIM10 DATA                  DS02311
13:30:25                                                                           PAGE 0001

   NUMBER NAME                          SHIP TO 1         SHIP TO 2         SHIP TO 3

 1010.000  AAA CONSTRUCTION
 1010.100  AAA CONSTRUCTION             LOT 100 WILLOW CREEK
 1010.200  AAA CONSTRUCTION             LOT 200 WILLOW CREEK
 1010.300  AAA CONSTRUCTION             LOT 300 WILLOW CREEK
 1040.000  BECK STREET CONSTRUCTION
 1040.001  BECK STREET CONSTRUCTION     JOB #1
 1040.002  BECK STREET CONSTRUCTION     JOB #2
 1040.003  BECK STREET CONSTRUCTION     JOB #3
```

6. Authorized Signatures

Print this report to check authorized signature information. This information is kept in the Extra Signature File (CM14.D).

```
DS02312    Customer List - Signatures      DIM10 DATA              DATE mm/dd/yy
Rev10.0.1                                                          Port  39
                                                                  Store 01
     1. Input Parameters

         Print 1) Numerically,  2) Alphabetically      1
         Beginning Customer                          .000
         Ending    Customer                    999999.999
         Number of Copies                             1
         Report Date                             mmddyy

         Select Optional Field (Y/N)                  N




<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

SAMPLE CUSTOMER LIST - AUTHORIZED SIGNATURES

```
mm/dd/yy            CUSTOMER LIST - SIGNATURES              DIM10 DATA                  DS02312
13:31:45                                                                               PAGE 0001

   NUMBER NAME                 SIGNATURE 1    SIGNATURE 2    SIGNATURE 3    SIGNATURE 4   SIGNATURE 5   SIGNATURE 6

 1010.000 AAA CONSTRUCTION     BETTY JAMES    FRANK WHITE    HAROLD JAMES   JOE GREEN
 1010.100 AAA CONSTRUCTION     BETTY JAMES    FRANK WHITE    HAROLD JAMES   JOE GREEN
 1010.200 AAA CONSTRUCTION     BETTY JAMES    FRANK WHITE    HAROLD JAMES   JOE GREEN
 1010.300 AAA CONSTRUCTION     BETTY JAMES    FRANK WHITE    HAROLD JAMES   JOE GREEN
 1020.000 ALLEN/DAVID          DAVID ALLEN    MARRY ALLEN    JOHN PARKER    STEVE SMITH
 1030.000 ANDERSON/MIKE        MIKE ANDERSON
```

7. Messages

Print this report to check customer messages (sometimes called credit notes). This information is kept in the Customer Misc. File (CM2.D).   Messages appear during Point of Sale after selecting a customer. They can be changed at POS even though they are stored in CM2.D.

```
DS02313    Customer List - Credit Notes      DIM10 DATA          Date mm/dd/yy
Rev10.0.1                                                        Port  39
                                                                Store 01
    1. Input Parameters

            Print 1) Numerically,  2) Alphabetically     1
            Beginning Customer                        .000
            Ending    Customer                  999999.999
            Number of Copies                             1
            Report Date                             mmddyy

            Select Optional Field (Y/N)                  N




<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

SAMPLE CUSTOMER LIST - MESSAGES

```
mm/dd/yy              CUSTOMER LIST - CREDIT NOTES          ABC CO.                    DS02313
13:32:26                                                                              PAGE 0001

   NUMBER MESSAGE 1/NOTE                    MESSAGE 2/NOTE              MESSAGE 3/NOTE

 1010.000  CHECK JOB ACCOUNTS
 1010.100
 1010.200
 1010.300
 1020.000
 1030.000
 1040.000
 1040.001
 1040.002
 1040.003
```

8. Customer Labels

Use these programs to print customer mailing and shipping labels. There are 2 separate print programs as shown on the following menu:

```
+------------------------------------------------------------------------+
|         DIM10 DATA       |        === CUSTOMER LABELS ===       | 10.1|
+------------------------------------------------------------------------+
                    |  1. Mailing Labels                    |
                    |                                       |
                    |  2. Manual Shipping Labels            |
                    |                                       |
                    +---------------------------------------+
```

See the following two parts for descriptions of each report.

8-1. Mailing Labels

The first option, **Mailing Labels**, includes 4 different formats of self-adhesive labels for any range of A/R customers. This program can print on 1-across 1"x3", 3-across 1"x3", 1-across 3"x4", and 1-across 2-1/2"x4" labels. The labels print with the customer name and address information found in the Customer Master File (CM1.D).) You can select to print the customer number as well. There is also an option to print customer jobs and ship to addresses.

Continuous form labels for computer printers are available at any office supply store. For example, the 1-across style is compatible with Avery Tabulabels, Permanent Self-Adhesive Labels, 3-1/2" x 15/16". Load the labels in the printer before beginning the print process.

> ☞ **NOTE:** If you are going to print in non-compressed characters, change the characters per inch (CPI) on the printer to 10 CPI. Be sure to change the printer back when you are done printing labels.

```
DS02370      Customer Labels       DIM10 DATA                    Date mm/dd/yy
Rev10.0.1                                                        Port  39
                                                                Store 01

    1. Input Parameters

          Order:  1=Number   2=Name   3=Zip Code      1
          Beginning Customer                       .000
          Ending    Customer                 999999.999
          Type of Labels                              1
              1 = 1 Across   (1.0 X 3 inches)
              2 = 3 Across   (1.0 X 3 inches)
              3 = 1 Across   (3.0 X 4 inches)
              4 = 1 Across   (2.5 X 4 inches)
          Print Customer Number (Y/N)                 N
          Print Customer Jobs   (Y/N)                 N
          Print Ship-To Address (Y/N)                 N
          Number of Copies                            1
          Report Date                            mmddyy

          Select Optional Field (Y/N)                 N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print Customer Number (Y/N)   Enter **Y** to print the customer number in the bottom right hand corner of the label. Or enter **N** to not print it.

Print Customer Jobs (Y/N)   Enter **Y** if you wish to print labels for customer jobs, **N** if not.

Print Ship To Address (Y/N)   Enter **Y** if you wish to print the ship to address from CM2.D instead of the bill to address (from CM1.D). Or enter **N** if you do not wish to print it.

SAMPLE CUSTOMER LABELS - MAILING LABELS
1-ACROSS, NO CUSTOMER NUMBER

```
MIKE ANDERSON
5144 KENSINGTON STREET
FARMINGTON, UTAH
84025


BECK STREET CONSTRUCTION
P.O. BOX 16325
SALT LAKE CITY, UTAH
84116
```

3-ACROSS, WITH CUSTOMER NUMBER

BECK STREET CONSTRUCTION	STAN BONHAM	BRODER AND ZARBOCK
P.O. BOX 16325	4410 SOUTH MAIN STREET	570 EAST 10345 SOUTH
SALT LAKE CITY, UTAH	SALT LAKE CITY, UTAH	SANDY, UTAH
84116	84115	84070
1040.000	1050.000	1060.000

8-2. Manual Shipping Labels

The second option, **Manual Shipping Labels**, prints shipping labels for one customer at a time either using information from the A/R files or entering a name and address manually. This program uses 1-across 2-7/8" high x 4" wide labels. These are standard sized labels you can have pre-printed with your name and address on the top half. The mailing address will be printed on the bottom half.

Load the continuous labels on the pin feeders in the printer before beginning the print process. You will need to move the labels 1/2" to the left and roll them up to where the first name will print (approximately 1-3/4").

> ☞ **NOTE:** If you are going to print in non-compressed characters, change the characters per inch (CPI) on the printer to 10 CPI. Be sure to change the printer back when you are done printing labels.

```
DS02370D     Shipping Labels      DIM10 DATA                   Date mm/dd/yy
Rev10.0.1                                                      Port  39
                                                              Store 01
     1. Input Parameters
          Select Customers By:                        1
               1. Customer Number or Manual Entry
               2. Sales Master Transaction Number
               3. Sales History Transaction Number

          Store Number                                1
          Print Attn-To:        (Y/N)                 N
          Print Box Count       (Y/N)                 Y
          Print 1st Line of Ship-To (Y/N)             N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Select Customers By: **1. Customer Number Or Manual Entry** **2. Sales Master Transaction Number** **3. Sales History Transaction Number**	Enter **1** to select customers by number or by manual entry (see below). Enter **2** to select by Sales Master transaction number or **3** to select by Sales History transaction number (see below).
Print Attn To (Y/N)	Enter **Y** to print the contact person or a name that you enter later. Or enter **N** to not print it.
Print Box Count (Y/N)	Enter **Y** to print the box count on the label. The box count comes from the number of labels you will print.
Print 1st Line Of Ship To (Y/N)	Enter **Y** if you wish to include the first line of the ship to address on the label. This option would be used if you were pulling up a Sales Master or Sales History transaction and wished to print the first ship to line. Or enter **N** to not print the 1st line of ship to. Or enter **C** to suppress printing the customer's name from CM1.D.

Select by Customer Number or Manual Entry

1 If you wish to select by customer number or enter the label manually, the computer displays:

```
DS02370D      Shipping Labels        DIM10 DATA                    Date mm/dd/yy
Rev10.0.1                                                          Port  39
Enter Customer (Number or Name):                                  Store 01


                                <UpA> = Search









 <ESC> = End    (1-99) = Manually Input Name & Address for Label
```

You can do one of the following options:

➢ Select a customer by customer number or name or search by job or customer name. After selecting a customer, go to Step 3.
➢ Press **Esc** to end this program and return to the previous menu.
➢ Enter a number between 1 and 99 to manually enter a name and address for a one-time label. (See Step 2 below.)

2 If you entered a number between 1 and 99 in Step 1, the computer allows you to enter the name and address as you wish it to appear on the printed label:

```
DS02370D      Shipping Labels        DIM10 DATA                    Date mm/dd/yy
Rev10.0.1                                                          Port  39
                                                                  Store 01
 Customer No.      .000



                    Name:
                    Attn:
            Address Line #1:
            Address Line #2:
            Address Line #3:
                Zip Code:
                Box Count:      1 of 0



            Number of Copies to Print:          0

<Esc> =Change Selection    <UpA> =Change Label Description
```

Enter the information as you wish it to appear on the mailing label:

Name	30 characters
Attn	20 characters
Address Lines 1-3	25 characters each
Zip Code	10 characters

3 If you need to enter a box count, the computer asks:

```
            Number of Copies to Print:          0

<ESC> =Change Selection    <^> =Change Label Description
```

You can do one of the following options:

➢ Enter the number of labels to print for this name and address, up to 99.
➢ Press **Esc** to change the customer selection. Return to Step 1.
➢ Press the up arrow to change the information on the label. Return to Step 2.

4 Proceed with the standard print routine.

Select by Sales Master or Sales History Transaction Number

1 If you wish to select by entering a Sales Master or Sales History transaction number, the computer displays:

```
DS02370D     Shipping Labels       DIM10 DATA                    Date mm/dd/yy
Rev10.0.1                                                        Port  39
                                                                Store 01

Find Transaction in Sales Master


    Enter Transaction Number:                             0






<Esc> =End
```

You can do one of the following options:

➢ Enter the transaction number you wish to use. Depending on what kind of transaction you wish to use, it can either be from the Sales Master File (SM1.D) or the Sales History File (SH0.D). If you are selecting Sales Master transactions and you enter a transaction number which had been through a day end process and therefore updated to the Sales History File, the computer will not be able to find it.

➢ Press **Esc** to return to the input parameter screen.

2 The ship to information from the transaction is displayed. If no ship to is found, the computer will use the customer's address from the Customer Master File (CM1.D).

```
DS02370D     Shipping Labels       DIM10 DATA                    Date mm/dd/yy
Rev10.0.1                                                        Port  39
                                                                Store 01
 Customer No. 1010.000




                Name:     F P S, INC. DBA BURGER KING
                Attn:
      Address Line #1:    PO BOX 357
      Address Line #2:
      Address Line #3:    SOUTHAMPTON, MA
            Zip Code:             01073
           Box Count:      1 of 0


NOTE:  No address in transaction.  The above is the customer address.

        Number of Copies to Print:          0

<Esc> =Change Selection    <UpA> =Change Label Description
```

The cursor is positioned at **Number of Copies to Print**. You can do one of the following options:

➢ Enter the number of labels to print for this name and address, up to 99.

➢ Press **Esc** to change the transaction number selection. Return to Step 1.

➢ Press the up arrow to change the information on the label. Enter the name, Attn, and address information if necessary.

➢ Enter **999** to use the ship to address from the transaction (only if this option appears on the screen).

3 Proceed with the standard print routine.

SAMPLE SHIPPING LABEL

```
     MR. BAT MAN
     GOTHAM CITY, USA


                        88123
       1 of 2


   --------------------------------------------------




     MR. BAT MAN
     GOTHAM CITY, USA


                        88123
       2 of 2
```

Aging Reports

9. Traditional (Standard Aged Analysis)

This report shows a list of customers and their account balances aged according to an aging date you enter. It includes the customer number, name, A/R group and type codes, balance due, current, 1-30 days past due, 31-60 days past due, 61-90 days past due, over 90 days past due, late charges, last pay day date and either the last sale date or last payment amount, credit hold codes, and assigned salesman. The report prints these balances for each customer's jobs as well as totals for all jobs. The grand totals include a break out for each A/R group code, percentages of current, 1-30, 31-60, 61-90 and 90 plus days, late charges, and revolving not due. The aging balances must be recalculated before printing the report in order to pick up current charges and payments. See "A/R Aging Theory" in the introduction to this A/R Reports section.

```
DS02390     Aging Analysis     DIM10 DATA                    Date mm/dd/yy
Rev10.0.2                                                     Port  37
                                                             Store 01
     1. Input Parameters
           Report Date                            mmddyy
           Customer Print Order                            1 Numerically
           Beginning Customer   (Aging & Stmts)         .000
           Ending    Customer   (Aging & Stmts)   999999.999
           Selection Code                                 0 All Accounts
           Print Customers With Zero Balances     (Y/N)   N
           Print The Total Page Only              (Y/N)   N
           Sales/Payment Print Option             (S/P)   S Last Sale Date
           Print Optional Headings                (Y/N)   N
           Number of Copies                               1
           Store Number                   (0 = All)       0
           Consolidate Jobs                       (Y/N)   N
           Print Credit Notes After Date Entered (MMDDYY)   0 (0=Don't Print)
           Print Pymt History After Date Entered (MMDDYY)   0 (0=Don't Print)
           Select Optional Field                  (Y/N)   N

     2. Calculate Aging Balances
     3. Print Aging Report

Enter Option - (E) to End:
```

Special and Unique Input Parameters

Selection Code:

  0=All Accounts
  1=Only Past Due
 31=Only Over 30
 61=Only Over 60
 91=Only Over 90

Enter the customer aging category you wish to include on the report. The default is **0** (zero) which prints all accounts.

Print Customers With Zero Balances (Y/N)

Enter **Y** if you wish to print customers with zero balances only. Or enter **N** to print all customers regardless of balance.

Print The Total Page Only (Y/N)

Enter **Y** if you wish to bypass printing each account and print only the grand totals (by A/R group). Or enter **N** if you wish to print each customer's aging which includes the grand totals anyway.

Sales/Payment Print Option (S/P)

Enter **S** to print the last sale date or **P** to print the payment amount next to the last payment date (last column on the report).

Print Optional Headings (Y/N)

Enter **N** if you do not wish to print the optional headings as described below. Or enter **Y** if you wish to tailor the report headings by entering the month names. The computer also asks:

```
Optional Headings:     Curr = MAR    61-90 = DEC
                       1-30 = FEB    Over90 = NOV
                      31-60 = JAN    FinChg = FIN CHG
```

The computer determines the current month from the report date entered as an input parameters. The cursor is positioned at the first character of the current month. Either type in up to 3 characters of description for this heading or **Tab** to leave unchanged and go on to the next heading. Or press **Esc** to not enter any headings but print them as displayed.

Print Credit Notes After Date Entered (MMDDYY)

This allows you to print credit notes applicable to an account directly below the aging balances. Credit notes on or after the date entered will be printed.

Print Pymt History After Date Entered (MMDDYY)

This allows you to print payment history applicable to an account directly below the aging balances. Payment history on or after the date entered will be printed.

2. Calculate Aging Balances

See the introduction to A/R Reports, "A/R Aging Theory". You must recalculate in order to have an up-to-date and current aging.

3. Print Aging Report

Proceed with the standard print routine by selecting your output device (printer, terminal, etc.) or press **Esc** if you need to return to the input parameter screen and calculate the aging balances.

SAMPLE AGED ANALYSIS
ALL INPUT PARAMETERS BY DEFAULT

```
mm/dd/yy      STORE: 00(ALL)   CUSTOMER AGING  REPORT    ABC CO.                        DS02390
13:51:51                                                                                PAGE 0001
                                                      ----------- PAST DUE -----------
ST                                   GP TY  BALANCE  CURRENT   1-30     31-60    61-90   OVER-90 FINCHG L PAY
                                     CH AS  DUE                DAYS     DAYS     DAYS    DAYS  C-LIMIT L SALE

1 1010.000 AAA CONSTRUCTION           1 O   100.00-                                     100.00-         92393
              292-3564                  2                                                       20000   61391
1 1010.200 AAA CONSTRUCTION           1 O    68.24                                       68.24          82191
        LOT 200 WILLOW  292-3564        2                                                       20000   61391
        ** AAA CONSTRUCTION            31.76-                                       31.76-

1 1040.000 BECK STREET CONS.          1 O   279.19-                                     244.18- 35.01- 111293
              531-2698                  3                                                        5000   50391
1 1050.000 BONHAM/STAN                1 O    86.01                                       86.01         100893
              262-2574                  3                                                        5000   50691
1 1060.000 BRODER AND ZARBOCK         1 O     2.51              282.26                  114.78- 164.97- 31494
              572-1258                  3                                                        2000   31494

*************************

                                              ------------ PAST DUE ------------
                             BALANCE   CURRENT    1-30     31-60    61- 90   OVER-90   FIN CHG   NO. OF
                             DUE                  DAYS     DAYS     DAYS     DAYS      BAL       ACCOUNTS

A/R - TRADE                  21500.24     .00   500.00  16419.50   202.06   3623.24    755.44      20
A/R - TRADE REVOLVING          144.78    2.11   142.67      .00      .00      .00        .00        1

TOTAL A/R - TRADE            21645.02    2.11   642.67  16419.50   202.06   3623.24    755.44      21


      GRAND   TOTAL          21645.02    2.11   642.67  16419.50   202.06   3623.24    755.44


      BALANCE DUE IS CALCULATED BY

              BEGINNING BAL      10020.60
              + MTD CHARGES      17222.83
              - MTD RETURNS          .00
              - MTD PYMTS        5912.40
              - MTD ADJ             5.33
              + MTD FIN CHG       319.32
              - DISC ALLOWED         .00

              BALANCE DUE       21645.02


                                 AMOUNT      PERCENT OF TOTAL A/R     NO OF ACCOUNTS

              CURRENT              2.11              .01                    0
               1-30 DAYS         642.67             2.97                    1
              31-60 DAYS       16419.50            75.86                    7
              61-90 DAYS         202.06              .93                    3
              OV 90 DAYS        3623.24            16.74                   15
              FIN CHARGE         755.44             3.49                   15
              REVOLV NOT DUE        .00              .00                    1
              TOTAL            21645.02
```

************* = indicates a break in the printed sample

SAMPLE AGED ANALYSIS
USING OPTIONAL HEADINGS

```
mm/dd/yy      STORE: 00(ALL)   CUSTOMER AGING  REPORT    ABC CO.                        DS02390
13:51:51                                                                                PAGE 0001
                                               ---------- PAST DUE ----------
ST                               GP TY  BALANCE  CURRENT  1-30   31-60  61-90  OVER-90    FINCHG L PAY
                                 CH AS   DUE       JUN    MAY    APR    MAR     FEB     C-LIMIT L SALE

1 1010.000 AAA CONSTRUCTION      1 O    100.00-                                100.00-          92393
               292-3564            2                                            20000    61391
1 1010.200 AAA CONSTRUCTION      1 O     68.24                                  68.24           82191
           LOT 200 WILLOW  292-3564        2                                    20000    61391
           ** AAA CONSTRUCTION          31.76-                                 31.76-

1 1040.000 BECK STREET CONS.     1 O    279.19-                          244.18- 35.01- 111293
               531-2698            3                                             5000    50391
1 1050.000 BONHAM/STAN           1 O     86.01                                  86.01   100893
               262-2574            3                                             5000    50691
1 1060.000 BRODER AND ZARBOCK    1 O      2.51                   282.26  114.78- 164.97- 31494
               572-1258            3                                             2000    31494

*************************

etc.
```

10. Other Aging Formats

When you select **10** (**Other Aging Formats**) from the **A/R Reports Menu**, the computer displays the following menu:

```
+--------------------------------------------------------------------------+
¦         DIM10 DATA       ¦      === OTHER AGING FORMATS ===      ¦ 10.1¦
+--------------------------------------------------------------------------+
                  ¦  1. Aging by Transaction Store          ¦
                  ¦                                         ¦
                  ¦  2. Aging by Invoice                     ¦
                  ¦                                         ¦
                  ¦  3. Aging by Invoice Status              ¦
                  ¦                                         ¦
                  ¦  4. Aging by % of Balance                ¦
                  ¦                                         ¦
                  +-----------------------------------------+
```

See the following four parts for descriptions of each report.

10-1. Aging by Transaction Store

This report shows a list of customers and their aging balances by store number. It includes the customer number and name, store number, balance due, current, 1-30 days past due, 61-90 days past due, over 90 days past due, credit limit, finance charges, and either the last sale date or last payment amount. It also prints grand totals for the entire report.

```
DS02390C     Customer Aging by Store       DIM10 DATA           Date mm/dd/yy
Rev10.0.6                                                       Port  39
                                                                Store 01
     1. Input Parameters
          Report Date                            mmddyy
          Print 1) Numerically, 2) Alphabetically         1
          Beginning Customer (Aging & Stmts)          .000
          Ending    Customer (Aging & Stmts)     999999.999
          Consolidate Jobs (Y/N)                         N
          Selection Code:       0 = All Accounts         0
            1 = Only Past Due   31 = Only Over 30
            61 = Only Over 60   91 = Only Over 90
          Print Customers with Zero Balances (Y/N)       N
          Print the Totals Page Only (Y/N)               N
          Print Last Sale Date or Last Pymt Amt (S/P)    S
          Print Optional Headings   (Y/N)                N
          Number of Copies                               1
          Store Number (0 = All Stores)                  0
          Select Optional Field (Y/N)                    N
     2. Print Aging Report

Enter Option - (E) to End
```

Special and Unique Input Parameters

Consolidate Jobs (Y/N)   Enter **Y** if you wish to consolidate the job totals into the main account and print the total, **N** if not.

Selection Code   Enter the customer aging category you wish to include on the
  0=All Accounts   report. The default is **0** (zero) which prints all accounts.
  1=Only Past Due
 31=Only Over 30
 61=Only Over 60
 91=Only Over 90

Print Customers With   Enter **Y** to print customers with zero balances only, **N** if you
 Zero Balances (Y/N)   wish to print all customers regardless of balance.

Print the Totals Page   Enter **Y** if you wish to bypass printing each account and only print
 Only (Y/N)   the grand totals (by A/R group). Or enter **N** if you wish to print each customer's aging which includes the grand totals anyway.

Print Last Sale Date or   Enter **S** to print the last sale date or **P** to print the payment
 Last Pymnt Amt (**S/P**)   amount next to the last payment date (last column on the report).

Print Optional Headings (Y/N)   Enter **N** if you do not wish to print the optional headings as described below. Or enter **Y** if you wish to tailor the report headings by entering the month names. The computer also asks:

```
Optional Headings:    Curr Jul             61-90=Apr
                      1-30=Jun             Over 90=Mar
                      31-60=May            Finchg=Fin Chg
```

The computer determines the current month from the report date entered as an input parameters. The cursor is positioned at the first character of the current month. Either type in up to 3 characters of description for this heading or **Tab** to leave unchanged and go on to the next heading. Or press **Esc** to not enter any headings but print them as displayed.

2. Print Aging Report   Standard print routine.

SAMPLE AGING BY TRANSACTION STORE

```
mm/dd/yy      STORE: 00(ALL)   CUSTOMER AGING BY STORE    DIM10 DATA                                        DS02390C
12:42:56      ALL ACOUNTS                                                                                   PAGE 0001

    CUST #                                   ------------------ PAST DUE ------------------    C-LIMIT   L PAY
                            ST    BALANCE    CURRENT  1-30 DAYS 31-60 DAYS 61-90 DAYS  90+ DAYS   FIN CHG  L SALE

  1010.000   F P S, INC. DBA BURGER KING              1,4135277474 TYPE:O  GROUP:1                     1    70601
                            1   105490.22    611.84   2917.51                          98715.57   3245.30   70601
                            2     5941.11-                                              5943.11-    2.00
                   Total        99549.11    611.84   2917.51       .00        .00      92772.46   3247.30

                   Job Totals   99549.11    611.84   2917.51       .00        .00      92772.46   3247.30


  1031.000   ANDERSON/MIKE            SHIP TO 1       480-2311   TYPE:O  GROUP:1                           80299
                            1   102714.60            2917.51                           97021.54   2775.55   81000
                            2     5941.11-                                              5943.11-    2.00
                   Total        96773.49      .00    2917.51       .00        .00      91078.43   2777.55

                   Job Totals   96773.49      .00    2917.51       .00        .00      91078.43   2777.55


  1040.000   BECK STREET CONSTRUCTION                 531-2698   TYPE:O  GROUP:1                     40000    70601
                            1     2917.51            2917.51                                                52401
                            2      122.33                                                122.33
                   Total         3039.84      .00    2917.51       .00        .00        122.33       .00

  1050.000   BONHAM/STAN              Parker Job      262-2574   TYPE:O  GROUP:1                    999999    90299
                            1      805.53                                                805.53             111599

  1060.000   BRODERICK AND ZARBOCK PLUMBING           572-1258   TYPE:O  GROUP:1                           21699
                            1      316.78                                                316.78            111999

  1070.000   CHRISTENSEN/DAVID                        485-1187   TYPE:O  GROUP:1                     10000    70601
                            1      119.53                                                119.53            110600

  1080.000   CLASSY BUILDERS                          254-0484   TYPE:O  GROUP:1                     3500   101599
                            1    97413.40                                              94637.85   2775.55  100499
                            2     6066.14-                                              6068.14-    2.00
                   Total        91347.26      .00       .00        .00        .00      88569.71   2777.55

                   Job Totals   91347.26      .00       .00        .00        .00      88569.71   2777.55


  1090.000   CONSTRUCTION ADVISORS                    583-8043   TYPE:B  GROUP:1                           21699
                            1      490.72                                                490.72            101900

  1400.000   CYSTIC FIBROSIS FOUNDATION               612-587-1212 TYPE:B  GROUP:1                  10000
                            1    96531.70                                              93786.73   2744.97
                            2     6338.06-                                              6340.06-    2.00
                   Total        90193.64      .00       .00        .00        .00      87446.67   2746.97

  2000.000   DRAPER/ROY                               566-9393   TYPE:O  GROUP:1                     1500    21996
                            1    17026.65                                              16260.87    765.78    21100
                            2      773.50                                                773.50
                   Total        17800.15      .00       .00        .00        .00      17034.37    765.78


                                         -------------- PAST DUE --------------
                              BALANCE    CURRENT     1-30      31-60     61- 90    OVER-90   FIN CHG    NO. OF
                              DUE                    DAYS      DAYS      DAYS      DAYS       BAL     ACCOUNT

  STORE TOTALS
                 1           423826.64    611.84    8752.53       .00       .00  402155.12  12307.15
                 2            23390.59-     .00        .00        .00       .00   23398.59-     8.00
            TOTAL           400436.05    611.84    8752.53       .00       .00  378756.53  12315.15


  ACCOUNTS RECEIVABLE - TRADE  400436.05    611.84    8752.53       .00       .00  378756.53  12315.15          16


      GRAND  TOTAL           400436.05    611.84    8752.53       .00       .00  378756.53  12315.15


      Balance Due is calculated by

              BEGINNING BAL    20003.76
              + MTD CHARGES     5962.62
              - MTD RETURNS        .00
              - MTD PYMTS       1338.23
              - MTD ADJ            .00
              + MTD FIN CHG        .00
              - DISC ALLOWED       .00

              BALANCE DUE      24628.15


                               AMOUNT      PERCENT OF TOTAL A/R    NO OF ACCOUNTS

              CURRENT          611.84             .15                    1

               1-30 DAYS      8752.53            2.19                    3

              31-60 DAYS         .00              .00                    0

              61-90 DAYS         .00              .00                    0

              OV 90 DAYS    378756.53           94.59                   15

              FIN CHARGE     12315.15            3.08                    9

              REVOLV NOT DUE     .00              .00                    0

              TOTAL         400436.05
```

10-2. Aging by Invoice

This report prints an aging report which places each transaction in its proper aging column. It also shows a partial paid column. If an asterisk appears next to an invoice, the balance due is not equal to the original balance (indicates a partial payment has been made). It shows the following information for each transaction under each customer:

- Store number
- Transaction date
- Transaction type (INVC, RTRN, FCHG, UNAP)
- Invoice (transaction) number
- Due date
- Charges this period

- Payments this period
- Total balance due
- Partial payment flag (*)
- Current bucket
- Aging buckets (1-30, 31-60, 61-90, 91+)
- Finance charge

```
DS02390D  Customer Aging By Invoice         DIM10 DATA              Date mm/dd/yy
Rev10.0.3                                                           Port  39
  1. Input Parameters                                               Store 01
       Aging Date                              mmddyy
       Customer Print Order                         1
       Beginning Customer                        .000   Numerically
       Ending    Customer                  999999.999
       Assigned Salesrep (0 = all)                  0
       Customer Class    (0 = all)                  0
       A/R Group         (0 = all)                  0
       Selection Code                               0
       Statement Day:                               0   All Accounts
            0 = Print All Accounts
            1-31 = Only if Match on CM1.D
       Print Zero Balance with Activity (Y/N)       N
       Print Ship-To Address          (Y/N)         N
       Print Credit Notes After Date Entered        0   (0=Don't Print)
       Print Pymt History After Date Entered        0   (0=Don't Print)
       Print Credit Information   (Y/N)             Y
       Store Number    (0 = all)                    0
       Number of Copies                             1
       Select Optional Field (Y/N)                  N
  2. Print Customer Aging by Invoice
Enter Option - (E) to End
```

Special and Unique Input Parameters

Customer Print Order	Enter **1** to print in customer number order or **2** to print in customer name order.

Selection Code
  0=All Accounts
  1=Only Past Due
 31=Only Over 30
 61=Only Over 60
 91=Only Over 90
 99=Only with Unapplied
     Payments
	Enter the customer aging category you wish to include on the report. The default is **0** (zero) which prints all accounts.

Statement Day: 0	Enter **0** (zero) to print all accounts or a day (**1-31**) to print only those accounts with a matching statement day found in the Customer Master File (CM1.D).
Print Zero Balance With **Activity (Y/N)**	Enter **Y** to print customer with activity <u>and</u> zero balances, **N** to not print them.
Print Ship To Address (Y/N)	Enter **Y** if you wish to print the ship to address of each applicable customer on the report, **N** if not.

Print Credit Notes After Date Entered	If you wish to print credit notes from the Credit Note File (CM16.D), enter a date (mmddyy). Credit notes on or after the entered date will be included on the report. Or enter **0** if you do not wish to print credit notes.
Print Pymt History After Date Entered	If you wish to print payment history from the Cash Receipts Transaction History File (CM4H.D – customer payment history), enter a date (mmddyy). Payments on or after the entered date will be included on the report. Or enter **0** if you do not wish to print payment history.
Print Credit Information (Y/N)	Enter **Y** if you wish to print the customers' credit information (which was added in release 9.0.4). Or enter **N** if you do not wish to include it.

SAMPLE AGING BY INVOICE

```
mm/dd/yy  STORE: All  (ALL)     A/R TRANSACTION AGING       DIM10 DATA                                    DS02390D
13:05:45                                                                                                  PAGE 0001


                                CHARGES    PAYMENTS     TOTAL                    1-30      31-60      61-90    90+ DAYS
ST   DATE    TRANS-NO   DUE     THIS PER   THIS PER  BALANCE DUE    CURRENT      DAYS      DAYS       DAYS     AND OVER    FIN-CHG
-- -------- --------- -------- ---------- ---------- ----------- ---------- ---------- ---------- ---------- ---------- ----------

    1010.000 O F P S, INC. DBA BURGER KING       CREDIT LIMIT:       1    DATE OPENED: 08/12/81   PHONE #: 1,4135277474
             PO BOX 357                                         SOUTHAMPTON, MA              CONTACT:

 1 07/06/01 I 2200257 08/05/01   1521.48                         611.84
 1 07/06/01  PMT      07/06/01               200.00-

     PREVIOUS BAL:     709.64-   1521.48    200.00-     611.84    611.84
 ----------------------------------------------------------------------------------------------------------------------
    1010.200 O BURGER KING #3257                 CREDIT LIMIT:    2000    DATE OPENED: 03/01/88   PHONE #: 413-737-1130
             LIBERTY ST., SPGFLD PLAZA                          SPRINGFIELD, MA              CONTACT:

 1 05/08/98 I 6000172 06/30/98                                                                        531.25
 1 05/08/98 I 7000032 06/30/98                                                                       5732.19
 1 06/01/98 F    1004 07/31/98                                                                                    93.95
 1 06/01/98 F    1020 07/31/98                                                                                    93.95
 1 07/29/98 F    1036 08/31/98                                                                                    93.95
 1 08/03/98 F    1051 09/30/98                                                                                    93.95
 1 08/06/98 F    1066 09/30/98                                                                                    93.95
 1 08/10/98 U 9000031 09/30/98                                                                      4569.41-

     PREVIOUS BAL:    2163.78               2163.78                                                 1694.03    469.75
 ----------------------------------------------------------------------------------------------------------------------
    1031.000 O ANDERSON/MIKE                      CREDIT LIMIT: UNLIMITED   DATE OPENED: 02/24/86  PHONE #: 480-2311
             5144 KENSINGTON STREET       NORWALK, CT                                        CONTACT:

 1 08/19/99 I 2200119 09/18/99                                                                        239.63
 1 08/19/99 I 6200032 09/18/99                                                                        125.14
 1 08/09/00 I 2200247 09/08/00    204.98                                                              204.98
 1 08/09/00 I 2200248 09/08/00    204.98                                                              204.98
 1 08/09/00 I 2200249 09/08/00    204.98                                                              204.98
 1 08/10/00 I 2200250 09/09/00      5.82                                                                5.82
 1 08/10/00 I 2200251 09/09/00      5.82                                                                5.82

     PREVIOUS BAL:     364.77     626.58                991.35                                        991.35
 ----------------------------------------------------------------------------------------------------------------------
    1031.001 O ANDERSON/MIKE                      CREDIT LIMIT: UNLIMITED   DATE OPENED: 07/27/99  PHONE #: 480-2311
             5144 KENSINGTON STREET       NORWALK, CT                                        CONTACT:

 1 08/19/99 I 6200033 09/18/99                                                                        116.49
 1 09/08/99 I 2200130 10/08/99                                                                         18.41
 2 10/04/99 I 2200108 11/03/99                                                                          2.70
 1 10/11/99 I 2200136 11/10/99                                                                         15.60

     PREVIOUS BAL:     153.20                153.20                                                   153.20
 ----------------------------------------------------------------------------------------------------------------------
    1040.000 O BECK STREET CONSTRUCTION           CREDIT LIMIT:   40000    DATE OPENED: 04/21/80  PHONE #: 531-2698
             P.O. BOX 16325               NORWALK, CT                                        CONTACT:

 2 01/05/99 I 2200111 02/04/99                                                                         13.79
 2 10/05/99 I 2200109 11/04/99                                                                        108.54
 1 05/24/01 I 2200256 06/23/01   3328.40                        2917.51
 1 07/06/01  PMT      07/06/01               500.00-
 1 07/06/01  PMT      07/06/01               388.23-

     PREVIOUS BAL:     599.67    3328.40    888.23-    3039.84   2917.51                              122.33
 ----------------------------------------------------------------------------------------------------------------------

                       ********** INVOICE AGING REPORT TOTALS **********

                  PREV-BAL    CHARGES    PAYMENTS     BAL-DUE    CURRENT  1-30 DAYS 31-60 DAYS 61-90 DAYS   90+ DAYS    FIN-CHG
                   2571.78    5476.46                 6960.01    2917.51                                                469.75
                                         1088.23-                611.84                                     2960.91

     NUMBER OF CUSTOMERS  :      5      NET CHANGE:   4388.23
     NUMBER OF TRANSACTIONS:    26
```

10-3. Aging by Invoice Status

This report shows the following information for each transaction under each customer:

- Store number
- Type of transaction (INV, RET, F/C, UAP - unapplied payment)
- Transaction number
- Transaction date
- Invoice amount
- Discount available
- Amount paid
- Last paid date
- Amount due
- Due date
- Status (# of days past due)

This is useful where most of the customers are A/R Type O (open item). It shows the aging status by invoice for each customer.

```
DS02390I    Aging - Invoice Status       DIM10 DATA               Date mm/dd/yy
Rev10.0.1                                                         Port  39
   1. Input Parameters                                            Store 00
        Report Date                            mmddyy
        Print  1) Numerically  or  2) Alphabetically     1
        Beginning Customer (Aging & Report)         .000
        Ending    Customer (Aging & Report)   999999.999
        Assigned Salesman (0 = All)                    0
        Customer Class    (0 = All)                    0
        A/R Group         (0 = All)                    0
        Selection Code:                                0
          0 = All Accounts
          1 = Only Past Due      31 = Only Over 30
         61 = Only Over 60       91 = Only Over 90
        Statement Day                                  0
             0 = Print All Accounts
             1-31 = Only if Match on CM1.D
        Print Zero Balance with Activity (Y/N)         N
        Number of Copies                               1
        Store Number (0=All Stores)                    0

   2. Calculate Aging Balances
   3. Print Customer Aging by Invoice
Enter Option - (E) to End:
```

Special and Unique Input Parameters

Selection Code
 	
  0=All Accounts
  1=Only Past Due
 31=Only Over 30
 61=Only Over 60
 91=Only Over 90
	Enter the customer aging category you wish to include on the report. The default is **0** (zero) which prints all accounts.

Statement Day: 0	Enter **0** (zero) to print all accounts or a day (**1-31**) to print only those accounts with a matching statement day found in the Customer Master File (CM1.D).
Print Zero Balance With Activity (Y/N)	Enter **Y** to print customer with activity <u>and</u> zero balances, **N** to not print them.
2. Calculate Aging Balances	See the introduction to A/R Reports, "A/R Aging Theory". You must recalculate in order to have an up-to-date and current aging.
3. Print Customer Aging By Invoice	Standard print routine.

SAMPLE AGING BY INVOICE STATUS

```
mm/dd/yy  STORE: (ALL)    AGING - INVOICE STATUS REPORT        DIM10 DATA                          DS02390I
13:13:57                                                                                           PAGE 0001

         STR  TYPE  INVOICE   DATE      INVOICE     ORIGINAL       AMOUNT    LAST      AMOUNT DUE    DUE        STATUS
                                        AMOUNT      DISC AMT       PAID      PAID                    DATE


  1010.000  F P S, INC. DBA BURGER KING    1,4135277474  CONTACT:

         1   INV  2200257  07/06/01   1521.48                     909.64  07/06/01     611.84   08/05/01     CURRENT

              CUSTOMER TOTALS           1521.48                   909.64              611.84

  1010.200  BURGER KING #3257            413-737-1130  CONTACT:
            SHIP TO:  BURGER KING 3257   JOE SMITH          413-567-8923

         1   F/C    1004  06/01/98      93.95                                          93.95   07/31/98    1078 DAYS
         1   F/C    1020  06/01/98      93.95                                          93.95   07/31/98    1078 DAYS
         1   F/C    1036  07/29/98      93.95                                          93.95   08/31/98    1047 DAYS
         1   F/C    1051  08/03/98      93.95                                          93.95   09/30/98    1017 DAYS
         1   F/C    1066  08/06/98      93.95                                          93.95   09/30/98    1017 DAYS
         1   INV  6000172  05/08/98    531.25        50.00                            531.25   06/30/98    1109 DAYS
         1   INV  7000032  05/08/98   5732.19       539.50                           5732.19   06/30/98    1109 DAYS
         1   UAP  9000031  08/10/98   4569.41-                                       4569.41-  09/30/98     CURRENT

              CUSTOMER TOTALS           2163.78     589.50                           2163.78

         JOB      TOTALS               3685.26     589.50        909.64            2775.62

  1031.000  ANDERSON/MIKE               480-2311  CONTACT:
            SHIP TO:  SHIP TO 1         SHIP TO 2         SHIP TO 3

         1   INV  2200119  08/19/99    239.63         2.30                            239.63   09/18/99     664 DAYS
         1   INV  2200247  08/09/00    204.98                                         204.98   09/08/00     308 DAYS
         1   INV  2200248  08/09/00    204.98                                         204.98   09/08/00     308 DAYS
         1   INV  2200249  08/09/00    204.98                                         204.98   09/08/00     308 DAYS
         1   INV  2200250  08/10/00      5.82                                           5.82   09/09/00     307 DAYS
         1   INV  2200251  08/10/00      5.82                                           5.82   09/09/00     307 DAYS
         1   INV  6200032  08/19/99    125.14         1.20                            125.14   09/18/99     664 DAYS

              CUSTOMER TOTALS            991.35       3.50                            991.35

  1031.001  ANDERSON/MIKE               480-2311  CONTACT:
            SHIP TO:  SHIP TO 1         SHIP TO 2         SHIP TO 3

         1   INV  2200130  09/08/99     18.41          .18                             18.41   10/08/99     644 DAYS
         1   INV  2200136  10/11/99     15.60                                          15.60   11/10/99     611 DAYS
         1   INV  6200033  08/19/99    116.49         1.12                            116.49   09/18/99     664 DAYS
         2   INV  2200108  10/04/99      2.70          .03                              2.70   11/03/99     618 DAYS

              CUSTOMER TOTALS            153.20       1.33                            153.20

         JOB      TOTALS               1144.55       4.83                           1144.55

  1040.000  BECK STREET CONSTRUCTION     531-2698  CONTACT:

         1   INV  2200256  05/24/01   3328.40                    410.89  07/06/01    2917.51   06/23/01      20 DAYS
         2   INV  2200109  10/05/99    108.54         1.09                            108.54   11/04/99     617 DAYS
         2   INV  2200111  01/05/99     13.79                                          13.79   02/04/99     890 DAYS

              CUSTOMER TOTALS           3450.73      1.09        410.89             3039.84


                                      -------------- PAST DUE --------------
                          BALANCE    CURRENT     1-30      31-60     61- 90    OVER-90    FIN CHG   NO. OF
                          DUE                    DAYS      DAYS      DAYS      DAYS       BAL       ACCOUNTS

  ACCOUNTS RECEIVABLE - TRADE   6960.01   611.84   2917.51     .00       .00    2960.91    469.75       5

       GRAND  TOTAL            6960.01   611.84   2917.51     .00       .00    2960.91    469.75


       Balance Due is calculated by

               BEGINNING BAL    2571.78
               + MTD CHARGES    5476.46
               - MTD RETURNS        .00
               - MTD PYMTS      1088.23
               - MTD ADJ            .00
               + MTD FIN CHG        .00
               - DISC ALLOWED       .00

               BALANCE DUE      6960.01


                           AMOUNT      PERCENT OF TOTAL A/R    NO OF ACCOUNTS

               CURRENT       611.84          8.79                   1

               1-30 DAYS    2917.51         41.92                   1

               31-60 DAYS       .00           .00                   0

               61-90 DAYS       .00           .00                   0

               OV 90 DAYS   2960.91         42.54                   4

               FIN CHARGE    469.75          6.75                   1

               REVOLV NOT DUE    .00           .00                   0

               TOTAL        6960.01
```

10-4. Aging by % of Balance

This report allows you to print a breakdown of account showing a specified percentage of the account balance for any of the aging buckets. For example, you can print an aging for all accounts with 20% of their balance in 60 days past due. It includes the customer number, name, A/R group and type codes, balance due, current, 1-30 days past due, 31-60 days past due, 61-90 days past due, over 90 days past due, late charges, last pay day date and either the last sale date or last payment amount, credit hold codes, and assigned salesman. The report prints these balances for each customer's jobs as well as totals for all jobs. The grand totals include a break out for each A/R group code, percentages of current, 1-30, 31-60, 61-90 and 90 plus days, late charges, and revolving not due. The aging balances must be recalculated before printing the report in order to pick up current charges and payments. See "A/R Aging Theory" in the introduction to this A/R Reports section.

```
DS02390P        Age Analysis        DIM10 DATA            Date mm/dd/yy
Rev10.0.2                                                 Port  39
                                                          Store 00
    1.  Input Parameters
        Report Date                           71301
        Print 1) Numerically, 2) Alphabetically     1
        Beginning Customer (Aging & Stmts)       .000
        Ending    Customer (Aging & Stmts)  999999.999
        Aging Breakdown for Classification:
           Aging Selection Code                   61   60 Days Past
           Percentage of Balance in Selection Code  20.00
        Print Selection Code                        2   Within Aging
        Print Customers with Zero Balances (Y/N)    N
        Print the Total Page Only (Y/N)             N
        Print Optional Headings   (Y/N)             N
        Number of Copies                            1
        Store Number (0 = All Stores)               0
        Select Optional Field (Y/N)                 N


    2.  Calculate Aging Balances
    3.  Print Aging Report



Enter Option - (E) to End:
```

Special and Unique Input Parameters

Aging Breakdown for Classification:
  Aging Selection Code:

Towards the bottom of the screen, the computer displays a list of aging codes. If you wish to classify accounts by a percent of balance, select which aging bucket you wish to use in the classification:

    0 = All Accounts
    1 = Past Due
  31 = 30 Days Past
  61 = 60 Days Past
  91 = 90 Days Past

For example, if you wish to classify accounts with 20% of their balance in 60 days past due, enter **61** here and **20** in **Percentage of Balance in Selection Code** below.

Percentage of Balance in Selection Code

This works with the **Aging Selection Code** above. Enter the percentage of balance for which you wish to classify accounts according to the aging bucket you selected above.

Print Selection Code

Towards the bottom of the screen, the computer displays a list of print selection codes. This selection controls which accounts are printed according to the aging breakdown you entered above. Enter the print selection you wish to see on this report.

<div align="center">

0 = **All Accounts**
1 = **Past Due**
2 = **Customers That Match Breakdown**
3 = **Customers That Do Not Match Breakdown**
31 = **30 Days Past**
61 = **60 Days Past**
91 = **90 Days Past**

</div>

Print Customers With Zero Balances (Y/N) Enter **Y** to print customers with balances only, **N** to print all customers regardless of balance.

Print Total Page Only (Y/N) Enter **Y** if you wish to bypass printing each account and print only the grand totals (by A/R group). Or enter **N** if you wish to print each customer's aging which includes the grand totals anyway.

Print Optional Headings (Y/N) If you answer **Y**, a list of aging buckets is displayed at the bottom of the screen where you can enter the name of the month for each bucket (3 characters) or default to the displayed months.

<div align="center">

Curr = **JAN**   61-90 = **OCT**
1-30 = **DEC**   Over90 = **SEP**
31-60 = **NOV**   FinChg = **FIN CHG**

</div>

SAMPLE AGING BY % OF BALANCE

```
mm/dd/yy      STORE: 00(ALL)    CUSTOMER AGING REPORT              DIM10 DATA                              DS02390P
13:37:48         * = CUSTOMERS WITH 20.00% OF BALANCE PAST 60 DAYS OLD                                     PAGE 0001
                                                                   -------------- PAST DUE --------------
ST                                     GP TY   BALANCE    CURRENT     1-30      31-60      61-90   OVER-90 FIN CHG L PAY
                                       CH AS   DUE                    DAYS      DAYS       DAYS     DAYS   C-LIMIT L SALE

 1 *  1010.200 BURGER KING #3257        1  O   2163.78                                            1694.03  469.75 81098
               BURGER KING 3257   413-737-1130   20                                                         2000 50898

               ** F P S, INC. DBA BURGER KING    2163.78                                         1694.03  469.75

12 *  1031.000 ANDERSON/MIKE            1  O    991.35                                             991.35            80299
               SHIP TO 1          480-2311        2                                                                 81000

 1 *  1031.001 ANDERSON/MIKE            1  O    153.20                                             153.20
               SHIP TO 1          480-2311        2                                                                101199

               ** ANDERSON/MIKE                 1144.55                                           1144.55


ACCOUNTS RECEIVABLE - TRADE             3308.33     .00     .00        .00       .00     2838.58  469.75        3


       GRAND  TOTAL                     3308.33     .00     .00        .00       .00     2838.58  469.75


       Balance Due is calculated by

              BEGINNING BAL     2681.75
              + MTD CHARGES      626.58
              - MTD RETURNS         .00
              - MTD PYMTS           .00
              - MTD ADJ             .00
              + MTD FIN CHG         .00
              - DISC ALLOWED        .00

              BALANCE DUE       3308.33


                                AMOUNT         PERCENT OF TOTAL A/R      NO OF ACCOUNTS

              CURRENT              .00                 .00                     0

               1-30 DAYS          .00                 .00                     0

              31-60 DAYS          .00                 .00                     0

              61-90 DAYS          .00                 .00                     0

              OV 90 DAYS       2838.58               85.80                     3

              FIN CHARGE        469.75               14.20                     1

              REVOLV NOT DUE       .00                 .00                     0

              TOTAL            3308.33
```

11. Customers Out of Balance

This report shows an aging recap for any customer(s) out of balance, even accounts where the CM1 balance is zero with transactions that have balances. This will help you determine what is wrong with the account so you can correct the error.

```
DS02390X     Aging-Out of Balance Report     DIM10 DATA          Date mm/dd/yy
Rev10.0.1                                                        Port  39
                                                                Store 00
    1. Input Parameters
         Report Date                              mmddyy
         Print 1) Numerically, 2) Alphabetically        1
         Beginning Customer                          .000
         Ending    Customer                   999999.999
         Number of Copies                              1


    2. Calculate Aging Balances

    3. Print Aging Report




Enter Option - (E) to End:
```

SAMPLE AGING -CUSTOMERS OUT OF BALANCE

```
mm/dd/yy       STORE: 00(ALL)    CUSTOMER AGING  REPORT      ABC COMPANY                                CPMR2390
15:26:55                                                                                                PAGE 0001
                                                            ------------- PAST DUE -------------
ST                                   GP TY   BALANCE   CURRENT    1-30     31-60    61-90   OVER-90 FIN CHG L PAY
                                     CH AS   DUE                  DAYS     DAYS     DAYS     DAYS    C-LIMIT L SALE

 1  33335.000 LARRY'S LUXURIOUS HOMES   1  O   695.58                                        95.58            32497
                                        1                                                                     32596
********** ERROR NO:  1        **OUT OF BALANCE**        DIFFERENCE:    600.00      **IS AGING CURRENT?**
```

Statement Formats

12. Blank Paper Statement

This statement can be printed on blank paper (8-1/2"x11" continuous feed computer paper). Your company name and address will be printed at the top of each statement. It also prints a heading, account summary, payments and adjustments information, open invoices, aging buckets, balance due, and statement message. It will also show invoice detail if you select to print detail and if it is found in the Sales History File (SH0.D).   The invoice detail information will be printed following the statement.

HEADING
Your company name & address
Customer name & bill to address
Store number, customer account number,
  A/R type code (B, O, R), statement date
Allowed discount amount & message

ACCOUNT SUMMARY
Beginning month balance
Monthly charges
Monthly payments
Monthly late charges
Ending balance

PAYMENTS & ADJUSTMENTS
Store number, payment date, check number
Payment amount

OPEN INVOICES
     (listed in trans number order)
Store number
Transaction type (sale, return, late charge)
Transaction number
Transaction date
Due date
Transaction amount
Transaction balance

AGING BUCKET (CURRENT, 1-30 balance, etc.)
BALANCE DUE
STATEMENT MESSAGE

INVOICE DETAIL
Header Info:
  Invoice number
  Customer number & name
  Invoice date
  Customer PO number
  Written by
Line Detail:
  Line number
  Item number & description
  Units & tally
  Price
  Discount
  Extended amount
Totals Info:
  Subtotal
  Tax
  Addons
  Total of ticket

In order to have current and up-to-date information on the statements, you should recalculate the aging balances. If you are printing statements from your month end password as part of your month end procedures, there is no need to recalculate the aging balances if they were recalculated before copying the files.

```
DS02391P    A/R Statements      DIM10 DATA                           Date mm/dd/yy
Rev10.0.4                                                            Port  39
   1. Input Parameters
          Statement Date               mmddyy
          Order: 1=Number 2=Name 3=Zip      1
          Beginning Customer            .000
          Ending    Customer      999999.999
          Assigned Salesman (0 = All)      0      Print Ship-To Address       Y
          Customer Class    (0 = All)      0      Print YTD Finance Charges   N
          A/R Group         (0 = All)      0      Print Job Consolidated Stmt Y
          Selection Code                   0      Print Detail (Y/N)          Y
                 0 = All Accounts
                 1 = Past Due   31 = Over 30
                61 = Over 60    91 = Over 90
          Statement Day                    0
                 0 = Print All Accounts
               1-31 = Only if Match on CM1.D
          Print Zero Balance with Activity  N
          Number of Copies                 1
          Store Number (0=All Stores)      0
   2. Calculate Aging Balances
   3. Print Statements

Enter Option - (E) to End:
```

Special and Unique Input Parameters

Statement Date	Enter the date you wish to print as the statement date. Or press **Tab** to accept the current displayed date.

Selection Code
  0=All Accounts
  1=Past Due
  31=Over 30
  61=Over 60
  91=Over 90
	Enter the customer aging category you wish to include on the report. The default is **0** (zero) which prints all accounts.

Statement Day
  0=Print All Accounts
  1-31=Only If Match On CM1.D
	Enter **0** (zero) to print all accounts or a day (**1-31**) to print only those accounts with a matching statement day found in the Customer Master File (CM1.D).

Print Zero Balance with Activity	Enter **Y** to print customers with zero balances showing activity, **N** if you wish to print all customers regardless of balance or activity.
Print Ship To Address	Enter **Y** if you wish to print the ship to addresses of the customers with jobs. This ship to address will appear at the top of the printed statements. Or enter **N** to not print any ship to address.
Print YTD Finance Charges	Enter **Y** if you wish to print YTD finance charges on each statement, **N** if not.
Print Job Consolidated Stmt	Enter **Y** if you wish to print individual statements for the jobs and then total all jobs on a separate statement. Or enter **N** if you wish to print only the individual job statements.
Print Detail (Y/N)	Enter **Y** if you wish to print a recap of all invoices for the customer immediately after the statement prints. This option will work only for customers who have been coded to print statement detail (**STMNT-DETAIL=Y**) and if you are saving sales history. Or enter **N** if you do not wish to print the invoice detail following the statement.

SAMPLE STATEMENT - BLANK PAPER
ALL INPUT PARAMETERS BY DEFAULT

```
DIM10 DATA
5500 Amelia Earhart Drive #100
Salt Lake City, Utah   84116
(801) 364-5687
                                               STATEMENT

        DAVID CHRISTENSEN
        7375 SOUTH LUANA CIRCLE
        SALT LAKE CITY, UTAH    84115



        ST: 1 (ALL)    ACCT NUM:  1070.000 O        DATE mm/dd/yy
        $   2.79  DISCOUNT ALLOWED FOR PAYMENT WITHIN TERM

    --------------------------- ACCOUNT SUMMARY ----------------------------
                BEGINNING OF MONTH BALANCE       4780.83
                    CHARGES          148.11
                    PAYMENTS        2949.55-
                    LATE-CGS          28.60
                ENDING BALANCE                   2007.99

    ----------------------- PAYMENTS AND ADJUSTMENTS ------------------------

        ST: 1  DATE:03/29/94              CK NO:   8421
                PAYMENT:   2949.55

    ST---------------------------- OPEN INVOICES ----------------------------
                NUMBER    DATE      DUE      AMOUNT      BALANCE
    1    INVOICE  2000079  11/26/90  12/10/90      72.80        4.28
    1    RETURN   2000080  11/26/90  11/25/90       4.28-       4.28-
    1    INVOICE  2000126  01/22/91  03/15/91      19.02       19.02
    1    L-CHG    2000143  03/25/91  03/25/91        .29         .29
    1    L-CHG    2000173  05/31/91  05/31/91        .29         .29
    1    L-CHG    2000196  05/31/91  05/31/91        .29         .29
    1    L-CHG    2000226  06/11/91  06/11/91        .29         .29
    1    L-CHG    2000257  07/29/91  07/29/91        .29         .29
    1    L-CHG    2000279  07/29/91  07/29/91        .29         .29
    1    L-CHG    2000302  07/29/91  07/29/91        .29         .29
    1    L-CHG    2000333  07/29/91  07/29/91        .29         .29
    1    INVOICE  2000353  01/06/94  10/10/93     134.41      134.41
    1    INVOICE  2000354  01/06/94  10/10/93    1481.13     1481.13
    1    INVOICE  2000355  01/06/94  10/10/93     123.78      123.78
    1    L-CHG    2000366  03/14/94  03/14/94      70.62       70.62
    1    INVOICE  2000385  03/29/94  04/10/94     148.11      148.11
    1    L-CHG    2000389  05/31/94  05/31/94      28.60       28.60

        CURRENT :     .00      1-30 :     .00          BALANCE DUE
        31-60  :  148.11      61-90 :     .00
        OVER 90 : 1758.34     L-CHG :  101.54            2007.99

    YOUR ACCOUNT IS NOW ON CREDIT HOLD.  PLEASE CONTACT THE CREDIT MANAGER TODAY.
```

13. Form - Preprinted Heading

This statement is printed on statement forms with a preprinted heading (your company name and address). The form is perforated and the right hand side can be sent in by the customer with their payment.

LEFT SIDE	**RIGHT SIDE (mail in portion)**
<u>HEADING</u>	<u>HEADING</u>
Customer name & address	Account number, A/R type code,
Store number, account number,	statement date
A/R type code (B, O, R), statement date	Customer name
Allowed discount amount & message	Discount amount
<u>ACCOUNT SUMMARY</u>	<u>ACCOUNT SUMMARY</u>
Beginning month balance	Beginning month balance
Monthly charges	Monthly charges
Monthly payments	Monthly payments
Monthly late charges	Monthly late charges
Ending balance	Ending balance
<u>PAYMENTS & ADJUSTMENTS</u>	<u>PAYMENTS & ADJUSTMENTS</u>
Store number, payment date, check	Check date, check number
number	Payment amount
Payment Amount	
Check Date	
Check Amount	
<u>OPEN INVOICES</u>	<u>OPEN INVOICES</u>
(listed in trans number order)	(listed in trans number order)
Store number	Transaction number
Transaction type (sale, return, late charge)	Transaction date
Transaction number	Transaction balance
Transaction date	
Due date	
Transaction amount	
Transaction balance	
<u>AGING BUCKETS </u>(CURRENT, 1-30, etc.)	
<u>BALANCE DUE</u>	<u>BALANCE DUE</u>
<u>STATEMENT MESSAGE</u>	

In order to have current and up-to-date information on the statements, you should recalculate the aging balances. If you are printing statements from your month end password as part of your month end procedures, there is no need to recalculate the aging balances if they were recalculated before copying the files.

Load the statement forms into the printer and line them up to the top of form.

```
DS02391    A/R Statements      DIM10 DATA                    Date mm/dd/yy
Rev10.0.7                                                    Port  39
    1. Input Parameters                                      Store 00
        Statement Date               mmddyy
        Order: 1)Number 2)Name 3)Zip        1
        Beginning Customer               .000
        Ending    Customer         999999.999
        Assigned Salesman (0 = All)        0    Print Ship-to Address      Y
        Customer Class    (0 = All)        0    Print YTD Finance Charges  N
        A/R Group         (0 = All)        0    Print Job Consolidated Stmt Y
        Selection Code                     0
             0 = All Accounts
             1 = Past Due  31 = Over 30
            61 = Over 60   91 = Over 90
        Statement Day                      0
             0 = Print All Accounts
            1-31 = Only if Match on CM1.D
        Print Zero Balance with Activity   N
        Detail by (T)ransaction / (D)ate   T
        Number of Copies                   1
        Store Number (0=All Stores)        0
    2. Calculate Aging Balances
    3. Print Statements
Enter Option - (E) to End:
```

Special and Unique Input Parameters

Statement Date	Enter the date you wish to print as the statement date. Or press **Tab** to accept the current displayed date.

Selection Code
  0=All Accounts
  1=Past Due
  31=Over 30
  61=Over 60
  91=Over 90
	Enter the customer aging category you wish to include on the report. The default is **0** (zero) which prints all accounts.

Statement Day
   0=Print All Accounts
  1-31=Only If Match On CM1.D
	Enter **0** (zero) to print all accounts or a day (**1-31**) to print only those accounts with a matching statement day found in the Customer Master File (CM1.D).

Print Zero Balance with **Activity**	Enter **Y** to print customers with zero balances showing activity, **N** if you wish to print all customers regardless of balance or activity.
Detail by (T)ransaction / (D)ate	Enter **T** to print transaction detail by transaction number. Or enter **D** to print the detail by transaction date.
Print Ship To Address (Y/N)	Enter **Y** if you wish to print the ship to addresses of the customers with jobs. This ship to address will appear at the top of the printed statements. Or enter **N** to not print any ship to address.
Print YTD Finance Charges	Enter **Y** if you wish to print YTD finance charges on each statement, **N** if not.
Print Job Consolidated Stmt	Enter **Y** if you wish to print individual statements for the jobs and then total all jobs on a separate statement. Or enter **N** if you wish to print only the individual job statements.

SAMPLE STATEMENT - FORM WITH PREPRINTED HEADING
ALL INPUT PARAMETERS BY DEFAULT

```
                                          1070.000 O  mm/dd/yy
          DAVID CHRISTENSEN              DAVID CHRISTENSEN
          7375 SOUTH LUANA CIRCLE
          SALT LAKE CITY, UTAH  84115


                                          DISCOUNT:     2.79

ST: 1 (ALL)   ACCT:  1070.000 O   DATE mm/dd/yy

$    2.79  DISCOUNT ALLOWED FOR PAYMENT WITHIN TERM

  --------------- ACCOUNT SUMMARY --------------    ---- ACCOUNT SUMMARY ----
        BEGINNING OF MONTH BALANCE    4780.83    BEGINNING BAL    4780.83
             CHARGES        148.11                  CHARGES        148.11
             PAYMENTS      2949.55-                 PAYMENTS      2949.55-
             LATE-CGS        28.60                  LATE-CGS        28.60
        ENDING BALANCE                2007.99    ENDING    BAL    2007.99

  ----------- PAYMENTS AND ADJUSTMENTS -----------    PAYMENTS-----ADJUSTMENTS

ST: 1  DATE:03/29/94              CK NO:   8421     32994              8421
       PAYMENT:   2949.55                        PY 2949.55

  ---------------- OPEN INVOICES -----------------    ----- OPEN INVOICES ----
ST     NUMBER  DATE  DUE    AMOUNT    BALANCE    NUMBER  DATE   BALANCE
 1 SALE  2000079 112690 1210    72.80      4.28    2000079 112690     4.28
 1 RETRN 2000080 112690 1125     4.28-     4.28-   2000080 112690     4.28-
 1 SALE  2000126  12291  315    19.02     19.02    2000126  12291    19.02
 1 L-CHG 2000143  32591  325      .29       .29    2000143  32591      .29
 1 L-CHG 2000173  53191  531      .29       .29    2000173  53191      .29
 1 L-CHG 2000196  53191  531      .29       .29    2000196  53191      .29
 1 L-CHG 2000226  61191  611      .29       .29    2000226  61191      .29
 1 L-CHG 2000257  72991  729      .29       .29    2000257  72991      .29
 1 L-CHG 2000279  72991  729      .29       .29    2000279  72991      .29
 1 L-CHG 2000302  72991  729      .29       .29    2000302  72991      .29
 1 L-CHG 2000333  72991  729      .29       .29    2000333  72991      .29
 1 SALE  2000353  10694 1010   134.41    134.41    2000353  10694   134.41
 1 SALE  2000354  10694 1010  1481.13   1481.13    2000354  10694  1481.13
 1 SALE  2000355  10694 1010   123.78    123.78    2000355  10694   123.78
 1 L-CHG 2000366  31494  314    70.62     70.62    2000366  31494    70.62
 1 SALE  2000385  32994  410   148.11    148.11    2000385  32994   148.11
 1 L-CHG 2000389  53194  531    28.60     28.60    2000389  53194    28.60

CURRENT :     .00   1-30 :     .00   BALANCE DUE           BALANCE DUE
31-60   :  148.11  61-90 :     .00
OVER 90 : 1758.34  L-CHG :  101.54    2007.99                 2007.99

YOUR ACCOUNT IS NOW ON CREDIT HOLD.  PLEASE CONTACT THE CREDIT MANAGER TODAY.
```

14. Form - Print Heading

This statement is printed on statement forms without a preprinted heading. The computer will print your company name and address at the top of the form. It prints the same information as the Form with Preprinted Heading.

In order to have current and up-to-date information on the statements, you should recalculate the aging balances. If you are printing statements from your month end password as part of your month end procedures, there is no need to recalculate the aging balances if they were recalculated before copying the files.

Load the statement forms into the printer and line them up to the top of form.

```
DS02391H        A/R Statements            DIM10 DATA              Date mm/dd/yy
Rev10.0.5                                                         Port  39
    1. Input Parameters                                           Store 00
            Statement Date              mmddyy
            Order: 1=Number 2=Name 3=Zip      1
            Beginning Customer              .000
            Ending    Customer      999999.999
            Assigned Salesman (0 = All)      0      Print Ship-To Address      Y
            Customer Class    (0 = All)      0      Print YTD Finance Charges  N
            A/R Group         (0 = All)      0      Print Job Consolidated Stmt Y
            Selection Code                   0
                0 = All Accounts
                1 = Past Due   31 = Over 30
                61 = Over 60    91 = Over 90
            Statement Day                    0
                0 = Print All Accounts
                1-31 = Only if Match on CM1.D
            Print Zero Balance with Activity  N
            Number of Copies                 1
            Store Number (0=All Stores)      0
    2. Calculate Aging Balances
    3. Print Statements

Enter Option - (E) to End
```

Special and Unique Input Parameters

Statement Date	Enter the date you wish to print as the statement date. Or press **Tab** to accept the current displayed date.

Selection Code
  0=All Accounts
  1=Past Due
31=Over 30
61=Over 60
91=Over 90
	Enter the customer aging category you wish to include on the report. The default is **0** (zero) which prints all accounts.

Statement Day
  0=Print All Accounts
  1-31=Only If Match on CM1.D
	Enter **0** (zero) to print all accounts or a day (**1-31**) to print only those accounts with a matching statement day found in the Customer Master File (CM1.D).

Print Zero Balance with Activity	Enter **Y** to print customers with zero balances showing activity, **N** if you wish to print all customers regardless of balance or activity.
Print YTD Finance Charges	Enter **Y** if you wish to print YTD finance charges on each statement, **N** if not.
Print Job Consolidated Stmt	Enter **Y** if you wish to print individual statements for the jobs and then total all jobs on a separate statement. Or enter **N** if you wish to print only the individual job statements.

SAMPLE STATEMENT - FORM WITHOUT PREPRINTED HEADING
ALL INPUT PARAMETERS BY DEFAULT

```
CO NAME
CO ADDRESS
Salt Lake City, Utah   84116                    Salt Lake City, Utah   84116
(801) 364-5687                                   (801) 364-5687


                                                  1070.000 O  mm/dd/yy
        DAVID CHRISTENSEN                        DAVID CHRISTENSEN
        7375 SOUTH LUANA CIRCLE                  7375 SOUTH LUANA CIRCLE
        SALT LAKE CITY, UTAH    84115            SALT LAKE CITY, UTAH
                                                 84115

                                                     DISCOUNT:      2.79

ST: 1 (ALL)    ACCT:   1070.000 O    DATE mm/dd/yy

$    2.79  DISCOUNT ALLOWED FOR PAYMENT WITHIN TERM

 ---------------- ACCOUNT SUMMARY --------------   ---- ACCOUNT SUMMARY ----
        BEGINNING OF MONTH BALANCE      4780.83   BEGINNING BAL    4780.83
             CHARGES          148.11               CHARGES          148.11
             PAYMENTS        2949.55-              PAYMENTS        2949.55-
             LATE-CGS          28.60               LATE-CGS          28.60
        ENDING BALANCE                  2007.99   ENDING    BAL    2007.99

 ----------- PAYMENTS AND ADJUSTMENTS -----------    PAYMENTS-----ADJUSTMENTS

ST: 1  DATE:03/29/94                CK NO:   8421    32994               8421
       PAYMENT:   2949.55                            PY 2949.55

 ---------------- OPEN INVOICES -----------------    ----- OPEN INVOICES ----
ST      NUMBER DATE   DUE     AMOUNT    BALANCE     NUMBER   DATE     BALANCE
 1 SALE  2000079 112690 1210     72.80       4.28   2000079 112690       4.28
 1 RETRN 2000080 112690 1125      4.28-      4.28-  2000080 112690       4.28-
 1 SALE  2000126  12291  315     19.02      19.02   2000126  12291      19.02
 1 L-CHG 2000143  32591  325       .29        .29   2000143  32591        .29
 1 L-CHG 2000173  53191  531       .29        .29   2000173  53191        .29
 1 L-CHG 2000196  53191  531       .29        .29   2000196  53191        .29
 1 L-CHG 2000226  61191  611       .29        .29   2000226  61191        .29
 1 L-CHG 2000257  72991  729       .29        .29   2000257  72991        .29
 1 L-CHG 2000279  72991  729       .29        .29   2000279  72991        .29
 1 L-CHG 2000302  72991  729       .29        .29   2000302  72991        .29
 1 L-CHG 2000333  72991  729       .29        .29   2000333  72991        .29
 1 SALE  2000353  10694 1010    134.41     134.41   2000353  10694     134.41
 1 SALE  2000354  10694 1010   1481.13    1481.13   2000354  10694    1481.13
 1 SALE  2000355  10694 1010    123.78     123.78   2000355  10694     123.78
 1 L-CHG 2000366  31494  314     70.62      70.62   2000366  31494      70.62
 1 SALE  2000385  32994  410    148.11     148.11   2000385  32994     148.11
 1 L-CHG 2000389  53194  531     28.60      28.60   2000389  53194      28.60

 CURRENT :      .00   1-30 :      .00   BALANCE DUE             BALANCE DUE
 31-60  :   148.11  61-90 :      .00
 OVER 90 :  1758.34  L-CHG :   101.54     2007.99                  2007.99

YOUR ACCOUNT IS NOW ON CREDIT HOLD.  PLEASE CONTACT THE CREDIT MANAGER TODAY.
```

15. Other Statement Formats

When you select **15** (**Other Statement Formats**) from the **A/R Reports Menu**, the computer displays the following menu:

```
+-------------------------------------------------------------------------+
¦          DIM10 DATA        ¦        === STATEMENT FORMATS ===        ¦ 10.1¦
+-------------------------------------------------------------------------+
                       ¦ 1. Form - Print Trans Discount        ¦
                       ¦                                       ¦
                       ¦ 2. Form - Discount Options            ¦
                       ¦                                       ¦
                       ¦ 3. Form - Revolving                   ¦
                       ¦                                       ¦
                       ¦ 4. Blank Paper - Invoice Detail       ¦
                       ¦                                       ¦
                       ¦ 5. Applied Open Items                 ¦
                       ¦                                       ¦
                       ¦ 6. Statement Backup Report            ¦
                       ¦                                       ¦
                       +---------------------------------------+
```

See the following six parts for descriptions of each statement.

15-1. Form - Print Trans Discount

This statement is the same as Form - Preprinted Heading except that it also prints the discount amount for each invoice listed under the open invoice detail. It can also print invoice detail following each statement if it is found in the Sales History File (SH0.D).   The detail will also print on the pre-printed statement forms.

```
DS02391C    A/R Statements      DIM10 DATA                      Date mm/dd/yy
Rev10.0.5                                                       Port  39
   1. Input Parameters                                          Store 00
        Statement Date               mmddyy
        Order: 1=Number 2=Name 3=Zip      1
        Beginning Customer               .000
        Ending    Customer        999999.999
        Assigned Salesman (0 = All)       0      Print Ship-To Address       Y
        Customer Class    (0 = All)       0      Print YTD Finance Charges   N
        A/R Group         (0 = All)       0      Print Job Consolidated Stmt Y
        Selection Code                    0      Print Detail (Y/N)          N
              0 = All Accounts
              1 = Past Due  31 = Over 30
             61 = Over 60   91 = Over 90
        Statement Day                     0
              0 = Print All Accounts
           1-31 = Only if Match on CM1.D
        Print Zero Balance with Activity  N
        Number of Copies                  1
        Store Number (0=All Stores)       0
   2. Calculate Aging Balances
   3. Print Statements

Enter Option - (E) to End:
```

Special and Unique Input Parameters

Print Detail (Y/N)   Enter **Y** if you wish to have the computer print a recap of all invoices for the customer immediately after the statement prints. Or enter **N** if you do not wish to print the invoice detail. This option works only for customers who have been coded to print statement detail and if you are saving sales history.

15-2. Form - Discount Options

This statement is the similar to Form - Preprinted Heading with two added input parameters, **Minimum Sales for Discount** and **Exempt from Discount**. These parameters control whether or not the statement discount message prints.

```
DS02391D        A/R Statements         DIM10 DATA              Date mm/dd/yy
Rev10.0.3                                                      Port  39
   1. Input Parameters                                         Store 00
         Statement Date              mmddyy
         Order: 1=Number 2=Name 3=Zip     1
         Beginning Customer           .000
         Ending    Customer     999999.999
         Selection Code      0 = All      0    Print Ship-To Address       Y
              1 = Past Due  31 = Over 30        Print YTD Finance Charges   N
              61 = Over 60  91 = Over 90        Print Job Consolidated Stmt Y
         Statement Day                0    Assigned Salesman (0=All)  0
              0 = Print All Accounts           Customer Class    (0=All)   0
              1-31 = Only if Match on CM1.D    A/R Group         (0=All)   0
         Minimum Sales for Disc         .00
         Exempt from Discount   0 = None    31
              1 = Past Due  31 = Over 30
              61 = Over 60  91 = Over 90
         Print Zero Balance with Activity  N
         Number of Copies               1
         Store Number (0=All Stores)    0
   2. Calculate Aging Balances
   3. Print Statements

Enter Option - (E) to End
```

Special and Unique Input Parameters

Minimum Sales for Disc

Enter the minimum MTD sales amount required in order to print the statement discount message. For example, if you require the customer to purchase $500 a month before a discount is offered to them, enter **500**.

Exempt from Discount
  0=None
  1=Past Due
  31=Over 30
  61=Over 60
  91=Over 90

If you require that there is no balance in a certain bucket, enter the number corresponding to that bucket. For example, if the customer must be current (have <u>no</u> past due balances at all) before the discount is offered, enter **1**. Then, if any customer has a balance in 1-30, 31-60, 61-90, or 91 and over, the discount message will not print on their statement. The default response is **31** (customers with balances over 30 days past due will not receive the statement discount message).

15-3. Form - Revolving

This statement is the same as Form - Preprinted Heading except that for revolving customers it prints the following payment information:

> Past Due Payment Amount
>
> Current Payment Amount
>
> Total Payment Due

```
DS02391E        A/R Statements          DIM10 DATA              Date mm/dd/yy
Rev10.0.2                                                       Port  39
    1. Input Parameters                                         Store 00
        Statement Date           mmddyy
        Order: 1=Number 2=Name 3=Zip     1
        Beginning Customer          .000
        Ending    Customer     999999.999
        Assigned Salesman (0 = All)      0      Print Ship-To Address      Y
        Customer Class    (0 = All)      0      Print YTD Finance Charges  N
        A/R Group         (0 = All)      0      Print Job Consolidated Stmt Y
        Selection Code                   0
            0 = All Accounts
            1 = Past Due   31 = Over 30
           61 = Over 60    91 = Over 90
        Statement Day                    0
           0 = Print All Accounts
          1-31 = Only if Match on CM1.D
        Print Zero Balance with Activity  N
        Number of Copies                 1
        Store Number (0=All Stores)      0
    2. Calculate Aging Balances
    3. Print Statements

Enter Option - (E) to End
```

Special and Unique Input Parameters

Past Due Payment Amount	Comes from CM1.D aging buckets (**1-30, 31-60, 61-90, 91+**). If no payment was made during the month or if a partial payment was made, the past due payments will be "aged" during the A/R month end update. The total of all the buckets (except **Current**) will show in the **Past Due Payment Amount** on the statement.
Current Payment Amount	Comes from CM1.D, **Current**. The current payment amount is calculated at month end during "Calculate Finance Charges" and is written to CM1.D.
Total Payment Due	Total of **Past Due Payment** and **Current Payment Amount**.

15-4. Blank Paper - Invoice Detail

This report prints invoice detail similar to the detail printed following a blank paper statement. No statement is printed, just the invoice detail if it is found in the Sales History File (SH0.D). The report shows transaction detail with the following information:

HEADING
Transaction number and type (invoice, return, etc.)
Customer number and name
Transaction date and time
Misc. notes, customer PO number, and delivery date as entered on the back page of the ticket
Written by code

DETAIL	TOTALS
Line number	Subtotal
Item description	Addons
Item number	Sales tax
Units	Total of transaction
Price	
Discount	
Extended amount	

For example:

```
2000239 INVOICE          1010.200  AAA CONSTRUCTION                mm/dd/yy 11:55
        MISC:                      CUST PO: 555        DEL DATE: mm/dd/yy  W-1
LN      DESCRIPTION        ITEM #          UNITS       PRICE     %      AMOUNT
 1 2X6-08 #2 & BTR FIR & LAR  1102108A     800.00     396.00 MBF        316.80
                                           SUBTOTAL                     316.80
                                           STATE SALES TAX               19.80
                                           TOTAL                        336.60
```

You can print this report with a range of customers and a range of transaction dates. You can also select specific written by and assigned salesmen codes to include in the report.

```
DS02391W    Statement History       DIM10 DATA              Date mm/dd/yy
Rev10.0.3                           STORE #1                 Port  39
                                                             Store 01

     1. Input Parameters

          Beginning Cust Number                      .000
          Ending    Cust Number                999999.999
          Beginning Trans Date                         0
          Ending    Trans Date                    999999
          Written by             (0=All)              0
          Assigned Salesman      (0=All)              0
          Page Eject Between Cust (Y/N)               Y
          Page Eject Between Jobs (Y/N)               Y
          Type R,D,S             (A=All)              A
          Print Zero Balance with Activity            N
          Number of Copies                            1
          Store Number                                1
          Report Date                           mmddyy

          Select Customer Optional Field (Y/N)        N
          Select Sales    Optional Field (Y/N)        N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Page Eject Between Cust (Y/N)   Enter **Y** if you wish to eject a new page between customers. Or enter **N** if you wish to print the invoice detail continuously, going over the perforations in the paper.

Page Eject Between Jobs (Y/N)   Enter **Y** if you wish to eject a new page between jobs. Or enter **N** if you wish to print the invoice detail continuously, going over the perforations in the paper.

Type R,D,S (A=ALL) Enter **R** to print regular transactions, **D** for directs, or **S** for special orders. Or print all transactions by entering **A**.

SAMPLE STATEMENT - BLANK PAPER
PAGE EJECTS BETWEEN CUSTOMERS AND JOBS = N

```
2000127 RETURN          100.000  HOUSE CHARGE ACCOUNT          01/22/91 08:37
        MISC: BAD COST REVERSAL  CUST PO:          DEL DATE: 01/22/91  W-1
LN      DESCRIPTION              ITEM #      UNITS     PRICE      %     AMOUNT
 1 2X4-92 5/8 STUD WHITE WOO  1011120A     53.34    369.99 MBF         19.74
                                        SUBTOTAL                       19.74
                                        STATE SALES TAX                 1.23
                                        TOTAL                          20.97


2000128 INVOICE         100.000  HOUSE CHARGE ACCOUNT          01/22/91 08:40
        MISC:                    CUST PO:          DEL DATE: 01/22/91  W-1
LN      DESCRIPTION              ITEM #      UNITS     PRICE      %     AMOUNT
 1 2X4-92 5/8 STUD WHITE WOO  1011120A     53.34    369.99 MBF         19.74
                                        SUBTOTAL                       19.74
                                        STATE SALES TAX                 1.23
                                        TOTAL                          20.97


2000239 INVOICE        1010.200  AAA CONSTRUCTION              06/13/91 11:55
        MISC:                    CUST PO: 555      DEL DATE: 06/13/91  W-1
LN      DESCRIPTION              ITEM #      UNITS     PRICE      %     AMOUNT
 1 2X6-08 #2 & BTR FIR & LAR  1102108A    800.00    396.00 MBF        316.80
                                        SUBTOTAL                      316.80
                                        STATE SALES TAX               19.80
                                        TOTAL                         336.60


 10101 INVOICE         1040.000  BECK STREET CONSTRUCTION      05/03/91 15:05
        MISC:                    CUST PO:          DEL DATE: 00/00/00  W-1
LN      DESCRIPTION              ITEM #      UNITS     PRICE      %     AMOUNT
 1 LAST ITEM                  99999999                                100.00
                                        SUBTOTAL                      100.00
                                        STATE SALES TAX                6.25
                                        TOTAL                         106.25


 10223 INVOICE         1040.000  BECK STREET CONSTRUCTION      05/03/91 15:08
        MISC:                    CUST PO:          DEL DATE: 00/00/00  W-1
LN      DESCRIPTION              ITEM #      UNITS     PRICE      %     AMOUNT
 1 LAST ITEM                  99999999                                100.00
                                        SUBTOTAL                      100.00
                                        STATE SALES TAX                6.25
                                        TOTAL                         106.25


2000045 RETURN         1040.000  BECK STREET CONSTRUCTION      07/18/90 15:33
        MISC:                    CUST PO:          DEL DATE: 07/18/90  W-1
LN      DESCRIPTION              ITEM #      UNITS     PRICE      %     AMOUNT
 1 CR11XL HAMMER 11442        36100010A     5.00     11.95 EA         59.75
                                        SUBTOTAL                       59.75
                                        STATE SALES TAX                3.73
                                        TOTAL                          63.48
```

15-5. Applied Open Items

Print this report to show how payments were applied to transactions during the month. This report shows customer number and name, transaction number, apply date and amount, batch code, original transaction date and amount, and balance due for all batches. This information comes from the Open Items Applied File (CM5.D)) and is cleared out during the month end processing.

```
DS02107      Customer Applied O.I.       DIM10 DATA              Date mm/dd/yy
Rev10.0.2                        STORE #1                        Port  39
                                                                 Store 00
      1. Input Parameters

             Beginning Cust No            .000
             Ending    Cust No      999999.999
             Number of Copies              1
             Store Number ( 0 = All )      0
             Report Date              mmddyy

             Select Optional Field (Y/N)     N




    <Ent> = Print Report    (E) = End    (1) = Input Parameters
```

SAMPLE OPEN ITEMS APPLIED REPORT

```
mm/dd/yy    CUSTOMER APPLIED OPEN ITEMS          ABC CO.                          DS02107
15:13:17                                                                          PAGE 0001

   CUST NO  CUST NAME           STR TRANS NO  APPLY DT APPLY AMT   BATCH    ORIG DT   ORIG AMT BALANCE DUE

 1005.000  REVOLVING CUSTOMER    1  2000292   06/06/94   273.64    CRB0606  07/29/91  1328.13    .00
 1005.000  REVOLVING CUSTOMER    1  2000346   06/06/94    34.10    CRB0606  07/29/91    34.10    .00
 1005.000  REVOLVING CUSTOMER    1  2000363   06/06/94     3.59    CRB0606  03/14/94     3.59    .00

                                           APPLIED:    311.33

 1030.000  ANDERSON/MIKE         1  2000085   03/29/94   126.97    CRB0329  11/26/90   126.97    .00
 1030.000  ANDERSON/MIKE         1  2000089   03/29/94   117.80    CRB0329  11/28/90   117.80    .00
 1030.000  ANDERSON/MIKE         1  2000221   03/29/94     3.67    CRB0329  06/11/91     3.67    .00
 1030.000  ANDERSON/MIKE         1  2000252   03/29/94     3.67    CRB0329  07/29/91     3.67    .00
 1030.000  ANDERSON/MIKE         1  2000274   03/29/94     3.67    CRB0329  07/29/91     3.67    .00
 1030.000  ANDERSON/MIKE         1  2000297   03/29/94     3.67    CRB0329  07/29/91     3.67    .00

 *************
```

************* = indicates a break in the printed sample

15-6. Statement Backup Report

This report includes all information found on the statement (Form with Preprinted Heading) but it is printed in a report format. This report should be printed out for each statement run and be kept for historical purposes.

```
DS02392     A/R Statement Backups     DIM10 DATA                 Date mm/dd/yy
Rev10.0.1                                                        Port  39
    1. Input Parameters                                          Store 00
            Report Date                              mmddyy
            Print  1) Numerically  or  2) Alphabetically     1
            Beginning Customer (Aging & Report)            .000
            Ending    Customer (Aging & Report)      999999.999
            Assigned Salesman (0 = All)                        0
            Customer Class    (0 = All)                        0
            A/R Group         (0 = All)                        0
            Selection Code:     0=All Accounts  1=Only Past Due  0
             31=Only Over 30  61=Only Over 60 91=Only Over 90
            Statement Day                                      0
             0=Print All Accounts  1-31=Only if Match on CM1.D
            Print Zero Balance with Activity (Y/N)             Y
            Print Zero Balance Invoices      (Y/N)             N
            Print Discount Avail per Invoice (Y/N)             N
            Number of Copies                                   1
            Store Number (0=All Stores)                        0
            Print Customer P.O.#                               N
            Select Optional Field (Y/N)                        N
    2. Calculate Aging Balances
    3. Print Statement Backup Report
Enter Option - (E) to End
```

Special and Unique Input Parameters

Selection Code
 	
  0=All Accounts
  1=Only Past Due
 31=Only Over 30
 61=Only Over 60
 91=Only Over 90
	Enter the customer aging category you wish to include on the report. The default is **0** (zero) which prints all accounts.

Statement Day
  0=Print All Accounts
  1-31=Only If Match On CM1.D
	Enter **0** (zero) to print all accounts or a day (**1-31**) to print only those accounts with a matching statement day found in the Customer Master File (CM1.D).

Print Zero Balance With **Activity**	Enter **Y** to print customers with zero balances showing activity, **N** if you wish to print all customers regardless of balance or activity.
Print Zero Balance Invoices	Enter **Y** to print invoices with a zero balance, **N** to not print them.
Print Discount Avail Per **Invoice**	Enter **Y** to print the available discount for each invoice on the detail portion for each customer. Or enter **N** to exclude printing the discount per invoice.

SAMPLE STATEMENT BACKUP REPORT
ALL INPUT PARAMETERS BY DEFAULT

```
mm/dd/yy  STORE: 00 (ALL)  CUSTOMER STATEMENT        ABC CO.                        DS02392
15:09:37                                                                            PAGE 0001

 1010.000O AAA CONSTRUCTION        P.O. BOX 809      1025 W. 725 N.      PARK CITY, UT  84014
   ST: 1 BBAL    100.00- CHG     .00  RET     .00  PMT     .00  DIS     .00  FCG     .00  ADJ     .00  EBAL 100.00
     OPEN INVOICES:  ST TRANSACTION      NUMBER      DATE     DUE DATE      AMOUNT      BALANCE
                      1 UNAPPLIED       9000007   09/23/93   09/23/93      100.00-       100.00-

   CUR:     .00  1-30:     .00  31-60:     .00  61-90:     .00  OV90: 100.00- FCHG:    .00  PH: 292-3564
 1010.200O AAA CONSTRUCTION                         1025 W. 725 N.        PARK CITY, UT      84014
   ST: 1 BBAL     68.24  CHG     .00  RET     .00  PMT     .00  DIS     .00  FCG     .00  ADJ     .00  EBAL  68.24
     OPEN INVOICES:  ST TRANSACTION      NUMBER      DATE     DUE DATE      AMOUNT      BALANCE
                      1 INVOICE         2000239   06/13/91   07/10/91      336.60        68.24
   CUR:     .00  1-30:     .00  31-60:     .00  61-90:     .00  OV90:  68.24 FCHG:    .00  PH: 292-3564
 1030.000O ANDERSON/MIKE             5144 KENSINGTON STREET    FARMINGTON, UTAH           84025
   ST: 1 BBAL    270.46  CHG     .00  RET     .00  PMT  270.46- DIS     .00  FCG     .00  ADJ     .00  EBAL     .00
         PMTS: ST: 1 DATE: 32994 REF:      CK NO: 22541 PMT: 270.46  DIS:     .00  FCG:  .00 ADJ:  .00
   CUR:     .00  1-30:     .00  31-60:     .00  61-90:     .00  OV90:     .00  FCHG:    .00  PH: 480-2311
 1040.000O BECK STREET CONSTRUCTION   P.O. BOX 16325        SALT LAKE CITY, UTAH          84116
   ST: 1 BBAL    279.19- CHG     .00  RET     .00  PMT     .00  DIS     .00  FCG     .00  ADJ     .00  EBAL 279.19
     OPEN INVOICES:  ST TRANSACTION      NUMBER      DATE     DUE DATE      AMOUNT      BALANCE
                      1 INVOICE              19   11/01/89   12/10/89       95.16         95.16-
                      1 INVOICE           10101   05/03/91   05/10/91      106.25        106.25-
                      1 INVOICE           10223   05/03/91   05/10/91      106.25        106.25-
                      1 LATE CHG        2000008   12/11/89   12/11/89        1.43          1.43-
                      1 LATE CHG        2000025   06/01/90   06/01/90        1.43          1.43-
```

Customer Sales Reports

16. Profit Analysis

Use these programs to print profit analysis reports. There are 2 separate reports as shown on the
following menu:

```
+--------------------------------------------------------------------------+
¦           DIM10 DATA         ¦        === PROFIT ANALYSIS ===        ¦ 10.1¦
+--------------------------------------------------------------------------+
                       ¦   1. Profitability Report Format A      ¦
                       ¦                                         ¦
                       ¦   2. Profitability Report Format B      ¦
                       ¦                                         ¦
                       +-----------------------------------------+
```

See the following two parts for descriptions of each report.

16-1. Profitability Report Format A

Print this report to show a profit analysis by customer (sales and margin dollars for the specified customer range). This report shows the customer number and name, month-to-date and year-to-date sales, cost, margin, and percent. The report will print these balances for each customer's jobs as well as totals for all jobs. You can also rank the customers a number of different ways (i.e., sales $, average margin $, average margin %, market margin $, or market margin %), from high to low or low to high, using month-to-date or year-to-date totals.

This report is an excellent tool to determine the most (or least) profitable customers.

```
DS02321      Print Profit by Customer      DIM10 DATA          Date mm/dd/yy
Rev10.0.3                                                      Port  39
                                                              Store 01
    1. Input Parameters
        Print  1) Numerically,  2) Alphabetically    1
        Beginning Customer                          .000
        Ending    Customer                   999999.999
        Print Only Customers with Balances(Y/N)      Y
        Print  (M)td, (Y)td, or (B)oth               B
        Deduct Stmt Discount from MTD Sales  (Y/N)   N
        Print  1)Average, 2)Market, 3)Both, 4)None   3
        Ranking Selection:                           0
          Rank on  (M)td or (Y)td                    M
          Order    (H)igh to Low, or (L)ow to High   H
          Number of Items to Print              99999999
          Total by Jobs (Y/N)                        Y
        Number of Copies                             1
        Store Number   (0=All)                       0
        Report Date                            mmddyy
        Select Optional Field (Y/N)                  N
 ** Rank Selection **        0. No Ranking          3. Average Margin %
                             1. Sales Dollars       4. Market Margin $
                             2. Average Margin $    5. Market Margin %
<Ent> = Print Report      (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print 1) Average, 2) Market, 3) Both, 4) None	Determine what cost figures, if any, you wish to display on this report.
Ranking Selection	Towards the bottom of the screen, the computer displays a list of ranking selections:

> **0=No Ranking** If there is no ranking, the next 4 parameters are skipped. The report will be printed in numerical or alphabetic order, depending on your selection.
> **1=Sales Dollars**
> **2=Average Cost Margin $**
> **3=Average Cost Margin %**
> **4=Market Cost Margin $**
> **5=Market Cost Margin %**

Enter the method of ranking you wish to use.

Rank On (M)td Or (Y)td	Enter **M** to use month-to-date or **Y** to use year-to-date figures.
Deduct Stmt Discount from MTD Sales (Y/N)	Enter **Y** to deduct the statement discount from sales, **N** if not.
Order (H)igh to Low or (L)ow to High	Enter **H** to list the customers from highest ranking to lowest or **L** to list them lowest ranking to highest.
Number of Items to Print	Enter the number of customers to print according to the rankings you set up above. For example, you can print the top 20 customers by entering **20** here and ranking from high to low. Or you can print the bottom 10 customers by entering **10** here and ranking from low to high.

Total by Jobs (Y/N)   Enter **Y** if you wish to print totals by job, **N** if not.

SAMPLE PROFITABILITY REPORT FORMAT A
NO RANKING

```
mm/dd/yy          PROFIT ANALYSIS           ABC CO.                          DS02313
13:32:26                                                                     PAGE 0001

                        --------  MONTH TO DATE  ---------  --------  YEAR TO DATE  ----------

                    SALES     AVE      AVE      MKT      MKT     SALES     AVE      AVE      MKT      MKT
                             MARGIN     %      MARGIN     %              MARGIN     %      MARGIN     %

     1.000 CASH SALES        25.00     6.25    25.00     6.25    25.00   4346.51 1901.42 43.75 1901.42 43.75
   100.000 HOUSE CHARGE ACCOUNT                                         1056.13
  1010.000 AAA CONSTRUCTION                                             3137.60 1047.25 33.38 1060.58 33.80
  1010.200 AAA CONSTRUCTION                                              316.80  112.80 35.61  112.80 35.61
         ** AAA CONSTRUCTION                                            3454.40 1160.05 33.58 1173.38 33.97
  1040.000 BECK STREET CONS.                                             200.00   50.00 25.00   50.00 25.00
         ** BECK STREET CONS.                                            200.00   50.00 25.00   50.00 25.00
  1050.000 BONHAM/STAN                                                   234.40   78.23 33.37   78.23 33.37
  1060.000 BRODER AND ZARBOCK    244.65    89.15   36.44    89.15    36.44   280.65  105.15 37.47  105.15 37.47
  1070.000 CHRISTENSEN/DAVID     139.40    23.30   16.71    23.30    16.71  4560.35  629.77 13.81 1684.17 36.93
  1080.000 CLASSY BUILDERS                                               534.77  160.50 30.01  160.50 30.01

*************************

                        --------  MONTH TO DATE  ---------  --------  YEAR TO DATE  ----------

                    SALES     AVE      AVE      MKT      MKT     SALES     AVE      AVE      MKT      MKT
                             MARGIN     %      MARGIN     %              MARGIN     %      MARGIN     %

         GRAND TOTALS 16234.72  6153.57  37.90  6125.57  37.73   39393.34 14946.26 37.94 14929.86 37.90
```

************* = indicates a break in the printed sample

SAMPLE PROFITABILITY REPORT FORMAT A
RANKING BY SALES DOLLARS

```
mm/dd/yy          PROFIT ANALYSIS           ABC CO.                          DS02313
15:17:52                                                                     PAGE   0001

                        ----------  MONTH TO DATE  ---------  ----------  YEAR TO DATE  -----------

                    SALES     AVE      AVE      MKT      MKT     SALES     AVE      AVE      MKT      MKT
                             MARGIN     %      MARGIN     %              MARGIN     %      MARGIN     %

  6030.000 ROCKY MOUNTAIN SPLY 9388.32 4089.20 43.56  4061.20 43.26  9388.32 4089.20 43.56  4061.20 43.26
  6090.000 TROUBLE SHOOTERS    5937.35 1820.67 30.66  1820.67 30.66  5937.35 1820.67 30.66  1820.67 30.66
  7070.000 ZCMI                 500.00  125.00 25.00   125.00 25.00   500.00  125.00 25.00   125.00 25.00
  1060.000 BRODER AND ZARBOCK   244.65   89.15 36.44    89.15 36.44   280.65  105.15 37.47   105.15 37.47
  1070.000 CHRISTENSEN/DAVID    139.40   23.30 16.71    23.30 16.71  4560.35  629.77 13.81  1684.17 36.93
     1.000 CASH SALES           25.00    6.25 25.00     6.25 25.00  4346.51 1901.42 43.75  1901.42 43.75
  1010.000 AAA CONSTRUCTION                                         3454.40 1160.05 33.58  1173.38 33.97
  1040.000 BECK STREET CONS.                                         200.00   50.00 25.00    50.00 25.00
  1050.000 BONHAM/STAN                                               234.40   78.23 33.37    78.23 33.37
  1080.000 CLASSY BUILDERS                                           534.77  160.50 30.01   160.50 30.01
  1090.000 CONSTRUCTION ADVISORS                                     573.62  181.11 31.57   181.11 31.57
```

16-2. Profitability Report Format B

Print this report to show another format of profit analysis by customer. This report shows the customer number and name, month-to-date and year-to-date totals (if selected) for sales, average margin, average percent, market margin, and market percent. You can summarize job accounts into the main account or keep them separate. You can also rank the customers a number of different ways (i.e., sales $, average margin $, average margin %, market margin $, or market margin %; from high to low or low to high; using month-to-date or year-to-date totals).

```
DS02321B     Print Profit by Customer (B)      DIM10 DATA          Date mm/dd/yy
Rev10.0.1                                                          Port  39
                                                                  Store 01

     1. Input Parameters
        Print  1) Numerically,  2) Alphabetically    1
        Beginning Customer                         .000
        Ending    Customer                    999999.999
        Print only customers with balances(Y/N)      Y
        Print  (M)TD, (Y)TD, or (B)OTH               B
        Summarize Customer Jobs        (Y/N)         Y
        Print  1)Average, 2)Market, 3)Both, 4)None   3
        Ranking Selection                            0
           Rank on  (M)TD or (Y)TD                   M
           Order    (H)igh to Low, or (L)ow to High  H
           Number of Items to Print            99999999
        Number of Copies                             1
        Store Number    (0=ALL)                      0
        Report Date                             mmddyy
        Select Optional Field (Y/N)                  N

  ** Rank Selection **       0. No Ranking            3. Average Margin %
                            1. Sales Dollars          4. Market Margin $
                            2. Average Margin $       5. Market Margin %
<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Summarize Customer Jobs (Y/N)	Enter **Y** to summarize the job accounts and print as the main account. Or enter **N** to keep each job separate and list the totals under each job.
Print 1) Average, 2) Market, 3) Both, 4) None	Determine what cost figures, if any, you wish to display on this report.
Ranking Selection	Towards the bottom of the screen, the computer displays a list of ranking selections:

> **0=No Ranking** If there is no ranking, the next 4 parameters are skipped. The report will be printed in numerical or alphabetic order, depending on your selection.
> **1=Sales Dollars**
> **2=Average Cost Margin $**
> **3=Average Cost Margin %**
> **4=Market Cost Margin $**
> **5=Market Cost Margin %**

Enter the method of ranking you wish to use.

Rank On (M)td Or (Y)td	Enter **M** to use month-to-date or **Y** to use year-to-date figures.
Order (H)igh to Low or (L)ow to High	Enter **H** to list the customers from highest ranking to lowest or **L** to list them lowest ranking to highest.
Number of Items to Print	Enter the number of customers to print according to the rankings you set up above. For example, you can print the top 20 customers by entering **20** here and ranking from high to low. Or you can print the bottom 10 customers by entering **10** here and ranking from low to high.

17. Sales Tax Receipt Report

This report shows the calculated amount of sales tax due for each transaction based on cash receipts. In some states, sales tax is due when collected rather than when the invoice is generated. This report will show the tax due taking into account previous payments, original amount of tax charged, discounts, finance charge write offs, and adjustments. **NOTE:** This report can also be found in Sales, Reports, Sales Tax, Sales Tax Receipt Report. It is the same program.

This report is printed in customer number order from the customer files (CM3.D, CM4.D,) CM5.D). If you wish to include cash sales in this report, you must be saving sales history for cash transactions. Any cash sales will come from the Sales History File (SH0.D). because they are not stored for A/R purposes in the customer files. The detail lines under each customer show the following:

C (indicates cash transaction)	Discount taken
Store number	F/C written off
Transaction number	Other adjustment
Invoice amount	Total non-bank (total of discounts
Non-taxable subtotal	taken, G/L written off, and
Taxable subtotal	other adjustments)
Tax amount	Ratio (net balance : current balance
Tax code and rate	from A/R credits)
Previous credits	Net balance
Totals	Net taxable balance
Non-taxable	Net tax payable
Balance	
Current credits (current month)	
Total	
Non-taxable	
Balance	

Print this report at month end before running the month end update. A wide carriage printer (13.5 inches) with compressed print is required for this report to print correctly. Be sure to set the printer to 17.1 characters per inch (CPI) and 6 lines per inch (LPI) before printing.

```
DS02115      Sales Tax by Receipt      DIM10 DATA                    Date mm/dd/yy
Rev10.0.3                                                            Port  39
                                                                    Store 01
     1. Input Parameters
           Print 1)Numerically or 2)Alphabetically       1
           Beginning Customer                          .000
           Ending    Customer                    999999.999
           Print Customer Detail    (Y/N)               Y
           Print Total Page Only    (Y/N)               N
           -- For Cash Sales Only (SH0) --
               Beginning Date (MMDDYY)                  0
               Ending    Date (MMDDYY)             999999
           Number of Copies                             1
           Store Number      (0=All)                    0
           Report Date                            mmddyy
           Select Sales Optional Field (Y/N)            N


A wide carriage printer (13.5 inches) with compress print is required for this
report to print correctly.  The operator must set up the printer to print 17.1
characters per inch for a minimum of 13.5 inches.
For C.ITOH printers:  function 12=17 and function 17=2.




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print Customer Detail (Y/N)   Enter **Y** if you wish to print the detail lines showing each transaction under each selected customer. Or enter **N** for no detail showing the customer number and name and a total of all transactions for that customer. You will most likely want to print detail lines for this report.

Print Total Page Only (Y/N)   Enter **Y** if you wish to bypass printing each customer and only print the grand totals, or **N** if you wish to print each customer (with or without detail - see above).

-- For Cash Sales Only (SH0) --   Since this is a monthly report to be printed before the month end
Beginning Date (MMDDYY)   update, enter the first day of the current month in the standard date format (mmddyy).

Ending   Date (MMDDYY)   Enter the last day of the month.

Sales Tax by Receipt Report Calculations

Refer to the following example for a description of each field on this report:

```
INVOICE AMOUNT        =    2453.00
TAXABLE AMOUNT        =    2300.00
NON-TAXABLE AMOUNT    =      15.00
TAX                   =     138.00
PREVIOUS CREDITS      =    1000.00
APPLIED THIS MONTH    =    1453.00
DISCOUNT TAKEN        =       7.70
OTHER ADJUSTMENT      =      10.00
```

A. INVOICE AMOUNT   - Total amount of invoice from CM3.D.

B. TAXABLE AMOUNT   - These fields come from SH0.D. If not found, then they
C. NON-TAXABLE AMOUNT   are calculated using the customer's tax code in CM1.D.
D. TAX AMOUNT
E. TAX CODE

F. TAX RATE   - Calculated. TAX AMOUNT / TAXABLE AMOUNT

$$6.00\% = 138.00 / 2300.00$$

G. PREVIOUS CREDITS   - Total amount previously applied against this invoice

(=1000.00). The calculation is as follows:

        ORIGINAL AMT (CM3)
        - BAL DUE (CM5)
        + AMOUNT APPLIED (CM5)

H. PREVIOUS CREDITS   - Amount previously applied to non-taxable amount
    NON-TAX   (=15.00).

I. PREVIOUS CREDITS   - Amount previously applied to taxable and tax amount
    BALANCE   (=985.00).

J. CURRENT CREDITS   - Total amount applied during the current month
    TOTAL   (=1453.00).

K. CURRENT CREDITS
    NON-TAX
- Amount applied to non-taxable amount during the current month (=0.00).

L. CURRENT CREDITS
    BALANCE
- Amount applied to taxable and tax amount during the current month (=1453.00).

M. DISCOUNTS TAKEN
- Total amount of discounts per customer for the month (=7.70). Comes from CM4.D.

N. F/C WRITTEN OFF
- Total amount of F/C write offs per customer for the month (=0.00). Comes from CM4.D.

O. OTHER ADJUSTMENTS
- Total amount of other adjustments per customer for the month (=10.00). Comes from CM4.D.

P. TOTAL NON-BANK
    (payments)
- Total of discounts, F.C write offs, and other adjustments (=7.70 + 10.00 = 17.70).

Q. RATIO
- Ratio of net balance (R) to current balance from A/R credits.

    RATIO = NET BALANCE / CURRENT BALANCE

    (.9878 =   1435.30   /   1453.00   )

R. NET BALANCE
- Total non-bank payments (P) will be applied to current non-tax payment (K). The remainder will then be applied to the total current balance of all invoices.

    NET BALANCE=CURRENT BAL (L) - REMAINDER

    In this example, all of the non-tax credit had been applied against in a previous month. Therefore, total non-bank goes against the current balance.

    (1453.30   =   1453.00   -   17.70   )

S. NET BALANCE PER
    INVOICE
- Current balance per invoice multiplied by the ratio (Q).

    (1435.30 = 1453.00   x   .9878)

T. NET TAXABLE AMOUNT
    PER INVOICE
- Portion of net balance (S) that is taxable.
    NET BALANCE (S) / (1 + TAX RATE) (F)

U. NET TAX PER INVOICE
- Portion of net balance that is tax to be paid.
    TAX = NET BALANCE (S)   - NET TAXABLE (T)

    (81.24 =   1435.30   -   1354.06   )

18. Year to Date Information

Print this report to check customer year-to-date information.

This report shows a list of customers and their name, ship to address (if any), terms code, tax code, open date, last charge date, last payment date, credit limit, balance due, year-to-date finance charges, and year-to-date sales. This report is good to print before deleting obsolete customers.

> ☞ **NOTE:** A general review of the credit limits for all customer accounts should be done at least annually.

```
DS02324        Customer YTD Information       DIM10 DATA        Date mm/dd/yy
Rev10.0.1                                                       Port  39
                                                               Store 01
     1. Input Parameters

          Print 1) Numerically,  2) Alphabetically     1
          Beginning Customer                        .000
          Ending    Customer                  999999.999
          Number of Copies                             1
          Report Date                             mmddyy

          Select Optional Field (Y/N)                  N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

SAMPLE YEAR-TO-DATE INFORMATION REPORT

```
mm/dd/yy           CUSTOMER YTD INFORMATION REPORT          ABC CO.              DS02324
15:18:57                                                                         PAGE 0001

  CUSTOMER        NAME              SHIP TO      TRM TX OPEN LAST LAST CREDIT BALANCE YTD      YTD
                                                       DATE CHRG PYMT LIMIT   DUE  FIN CHRG SALES


    1.000 CASH SALES                            90  5 120379 41294                            4346.51
    2.000 CASH SALES (RESALE)                   90 11  92987 112890
    3.000 CASH SALES (NON PROFIT)               90 14  92987
   50.000 CASH CUSTOMER W/ STMT                  1  1       111290        500
   99.000 HOUSE ACCOUNT                         90  1
 1001.000 A1 BUILDING                            2 11  60694             10000
 1010.000 AAA CONSTRUCTION                       2 11  81281 61391 92393 20000 100.00- 308.50 3137.60
 1010.100 AAA CONSTRUCTION     LOT 100 WILLOW CREEK 2 11  21788       10390 20000
 1010.200 AAA CONSTRUCTION     LOT 200 WILLOW CREEK 3 11  30188 61391 82191 20000  68.24         316.80
 1010.300 AAA CONSTRUCTION     LOT 300 WILLOW CREEK 2 11  31588             20000
          ** AAA CONSTRUCTION                                            31.76- 308.50 3454.40
 1020.000 ALLEN/DAVID                            1  1  72485 111990 50691   500   7.14
 1020.100 ALLEN/DAVID                            1  1  52289 82191        10000  50.76
```

Credit Info

19. Credit Limit

Print this report to check customers exceeding or nearing their credit limits.

This report prints store number, customer number and name, phone number, contact, assigned salesman code, sale date, pay date, high balance date and high balance, account balance, and the credit information (credit limit, unused credit, and percent used).

```
DS02322     Credit Limit Report      DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                    Port  39
                                                             Store 01
     1. Input Parameters

          Print  1) Numerically,  2) Alphabetically     1
          Beginning Customer                          .000
          Ending    Customer                    999999.999
          Percentage Used                              100
          Store Number     (0=All)                       0
          Number of Copies                               1
          Report Date                              mmddyy

          Select Optional Field (Y/N)                    N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Percentage Used   Enter the percentage of credit used for accounts you wish to appear on this report.

SAMPLE CREDIT LIMIT REPORT

```
mm/dd/yy    CREDIT LIMIT REPORT              ABC CO.                           DS02322
15:23:44  CALCULATIONS BASED ON 100% USED                                      PAGE 0001

ST                                  SALE    PAY     HIGH BAL  HIGH   BALANCE ----- CREDIT -----
                          PHONE  ASMN  DATE    DATE      DATE     BAL           LIMIT UNUSED USED %

 1  6030.000  ROCKY MT. SPLY   486-3423     03/14/94 03/14/94 03/14/94   8813  8945.65  8000  945- 111.82
              SUE CHRISTENSEN           1
 1  6090.000  TROUBLE SHOOTERS 486-9000     03/29/94 03/29/94            6447  6544.00  5000 1544- 130.88
              TOM SMITH                 1
```

20. Credit Hold

Print this report to check customers on credit hold.

This report uses data in the Customer Master File (CM1.D)) prints store number, customer number, name, ship to address, phone number, assigned salesman code, and the credit hold code and description (reason for credit hold status).

```
DS02323    Credit Hold Report    DIM10 DATA                Date mm/dd/yy
Rev10.0.1                                                  Port  39
                                                           Store 01
     1. Input Parameters

          Print  1) Numerically,  2) Alphabetically     1
          Beginning Cust No                            .000
          Ending    Cust No                     999999.999
          Credit Hold Number (0=All)                     0
          Store Number      (0=All)                      0
          Number of Copies                               1
          Report Date                             mmddyy

          Select Optional Field (Y/N)                    N




     <Ent>=Print Report    (E)=End    (1)=Input Parameters
```

SAMPLE CREDIT HOLD REPORT

```
mm/dd/yy              CREDIT HOLD REPORT              ABC CO.                      DS02323
15:25:05                                                                          PAGE 0001

ST                    NAME              SHIP TO      PHONE     ASMAN     CREDIT HOLD REASON

 1     4080.000    MARRIOT HOST, INC.                539-2600    1       2  NEED A NEW CREDIT APP.
 1     5060.000    OXBOW DEVELOPMENT                 562-5666    1       2  NEED A NEW CREDIT APP.
 1     6080.000    TIPPETTS/CARL                     486-2161    1      99  ** ACCOUNT WRITTEN OFF *
```

21. Credit Note Report

Print this report to check customer credit notes.

This report prints customer number and name, credit note date (date the credit note was added or changed), and the credit note message. This information comes from the Multiple Credit Note File (CM16.D). Credit notes are added, changed, and deleted through A/R File Inquiry.

```
DS02316  Print Customer Credit Notes      DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                         Port  39
                                                                  Store 01
     1. Input Parameters

          Print 1) Customer In Numeric Order           1
                2) Customer In Alphabetic Order
                3) Date Range
          Beginning Customer                         .000
          Ending    Customer                   999999.999
          Number Of Copies                             1
          Report Date                             mmddyy

          Select Optional Field (Y/N)                  N




<Ent> = Print Report    (E) = End   (1) = Input Parameters
```

Special and Unique Input Parameters

Print
1) Customer In Numeric Order
2) Customer In Alphabetic Order
3) Date Range

Enter **1** to print in customer number order, **2** to print in customer alphabetic order, or **3** to print by credit note date range with customers listed within each date. Depending on the report order, you can then enter the beginning and ending customer numbers, names, or credit note dates.

SAMPLE CREDIT NOTE REPORT

```
mm/dd/yy                    CUSTOMER LIST - CREDIT NOTES        ABC CO.                    DS02316
15:33:37                                                                                  PAGE 0001

  CUSTOMER    NAME                  DATE


1050.000 BONHAM/STAN               06/20/94 ACCOUNT ASSIGNED TO COLLECTIONS R US


1090.000 CONSTRUCTION ADVISORS     06/06/94 PHONED 6-3-94.  CUSTOMER IS MAKING ARRANGEMENTS FOR PAYMENT ASAP.
```

22. Credit Analysis & Sales Report

This report allows 2 values to be selected to print in addition to Credit Limit, Ave Monthly Sales, Ave Monthly Balance, High Balance, Days Sales Outstanding, and Payment History Codes.

```
DS02328    Credit Analysis & Sales Report    DIM10 DATA         Date mm/dd/yy
Rev10.0.1                                                        Port  39
                                                                 Store 01
      1. Input Parameters

          Customer Print Order                     1
          Beginning Customer                    .000
          Ending    Customer              999999.999
          Optional Column 1                         0No Value
          Optional Column 2                         0No Value
          Store Number (0=All)                     1
          Number of Copies                         1
          Report Date                       mmddyy

          Select Optional Field (Y/N)              N


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Optional Column 1   If you wish to select a value for column 1, press the up arrow to display a list of eligible values. The computer displays:

```
DS02328    Credit Analysis & Sales Report    DIM10 DATA         Date mm/dd/yy
Rev10.0.1                                                        Port  39
                                                                 Store 01
      1. Input Parameters

          Customer Print Order                     1Numerically
          Beginning Customer                    .000
          Ending    Customer          999999.9+--------------------+
          Optional Column 1                    ¦ 0. No Value        ¦
          Optional Column 2                    ¦ 1. YTD Fin Charge  ¦
          Store Number (0=All)                 ¦ 2. Sales/Invoice   ¦
          Number of Copies                     ¦ 3. Ave Mrgn/Invoice¦
          Report Date                       716¦ 4. Mkt Mrgn/Invoice¦
                                               ¦ 5. Return/Invoice  ¦
          Select Optional Field (Y/N)          ¦ 6. YTD Margin (Ave)¦
                                               ¦ 7. YTD Margin (Mkt)¦
                                               +--------------------+


<Tab>=Next    <S-Tab>=Previous    <Esc>=End/Continue
```

Enter the code corresponding to the desired value. The computer displays the selected value.

Optional Column 2   Same as Optional Column 1.

SAMPLE CREDIT ANALYSIS & SALES REPORT

```
mm/dd/yy         CREDIT ANALYSIS AND SALES REPORT          ABC CO.                                DS02328
14:31:14                                                                                          PAGE 0001

                        CREDIT    AVE MO    AVE MO      HIGH    DAYS SLS            SALES/   RETURN/
  CUST # CUSTOMER NAME   LIMIT     SALES    BALANCE   BALANCE   OUTSTAND  HISTORY   INVOICE   INOICE

  1000.000 ACME CONSTRUCTION       12000     363       13                          000000000000
  1000.001 ACME CONSTRUCTION   UNLIMITED     236              1255.35      10 000000000000    1182
  1000.002 ACME CONSTRUCTION   UNLIMITED     518               700.39       5 000000000000
  1000.003 ACME CONSTRUCTION   UNLIMITED                                     000000000000
  1000.999 ACME CONSTRUCTION   UNLIMITED                     1734.00      13 000000000000
  2000.000 BEST BUILT HOMES       15000    2739      468     7904.33      24 000000000000
  2500.000 CARSON CONTRACTING/CARL  2000                                     000000000000
  3030.000 FISHER'S QUICK & EASY    300      23-             330.89        3 000000000000     4-        4
  4000.000 DRAIN EXPERTS/THE     120000      76                              000000000000
  4000.100 DRAIN EXPERTS/THE   UNLIMITED                    2505.38      19 000000000000
  4000.200 DRAIN EXPERTS/THE   UNLIMITED                                     000000000000
  4000.300 DRAIN EXPERTS/THE   UNLIMITED                                     000000000000
```

23. History Reports

When you select **23** (**History Reports**) from the **A/R Reports Menu**, the computer displays the following menu:

```
+------------------------------------------------------------------------+
¦        DIM10 DATA       ¦    === CUSTOMER HISTORY REPORTS ===    ¦ 10.1¦
+------------------------------------------------------------------------+
                  ¦  1. Credit History Report             ¦
                  ¦                                       ¦
                  ¦  2. Invoices Applied History          ¦
                  ¦                                       ¦
                  ¦  3. Customer Payment History          ¦
                  ¦                                       ¦
                  ¦  4. Payment History By Batch          ¦
                  ¦                                       ¦
                  +---------------------------------------+
```

See the following four parts for descriptions of each statement.

23-1. Credit History Report

Print this report to check customer credit history. This report is printed by customer showing 3 columns of information in the heading followed by the credit history detail. It shows the following information:

1st Column	2nd Column	3rd Column
Customer number	Current balance	Credit limit
Name	High balance	Available credit
Address	Current credit hold #	Limit percent used
Phone number	Last credit hold #	Credit hold date & written by
Fax number	Terms code	Taken off date & written by
Contact person	Date account was opened	Date last sale
Store number		Date last payment & amount

Credit History Detail (from CM9.D)

Date of credit history entry (month end update), balance, aging buckets shown either by dollars or by percentages (current, 1-30, 31-60, 61-90, over 90), payments, discount taken, finance charges, month-to-date sales, and number of days sales outstanding (DSO). The DSO is a calculated number of average days it takes for this customer to pay.

This information comes from the Credit History File (CM9.D) and the Customer Master File (CM1.D). Credit history is written during the inventory month end update. You can also access this information through the A/R File Inquiry.

```
DS02327       Credit History Report (CM9)       DIM10 DATA          Date mm/dd/yy
Rev10.0.2                                                           Port  39
                                                                   Store 01

     1. Input Parameters


          Print 1) Numerically,  2) Alphabetically     1
          Beginning Customer                         .000
          Ending    Customer                   999999.999
          Print (D)ollars or (P)ercentages             D
          Number of Months  (0=All)                    0
          Print Ship-To Address (Y/N)                  N
          Separate Page per Customer (Y/N)             N
          Number of Copies                             1
          Report Date                             mmddyy

          Select Optional Field (Y/N)                  N






<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Print (D)ollars or (P)ercentages	Enter **D** if you wish to print the credit history detail showing dollar amounts for the aging buckets. Or enter **P** if you wish to show the percentages instead.
Number Of Months (0=All)	Enter **0** if you wish to print all months of available credit history or just the specific month you wish to see.
Print Ship To Address (Y/N)	Enter **Y** if you wish to include the ship to address for each applicable customer, **N** if not.

SAMPLE CREDIT HISTORY REPORT

```
mm/dd/yy              CREDIT HISTORY REPORT (CM9)        ABC CO.                        DS02327
13:42:06     # OF MONTHS: ALL                                                          PAGE 0001

CUST NO:   1070.000                  CURRENT BAL :  2093.79            CREDIT LIMIT:   5000
NAME   : DAVID CHRISTENSEN                                             AVAIL CREDIT:   2907
         7375 SOUTH LUANA CIRCLE     HIGH BAL    :  4710.21            LIM PCT USED:  41.88
         SALT LAKE CITY, UTAH  84116
                                     CUR HOLD   #: 0          HOLD DATE: 03/29/94 BY:    2
PHONE  : 485-1187       FAX:         LAST HOLD  #: 0          TAKEN OFF: 03/29/94 BY:    3
CONTACT:                             TERMS CODE  :  2  2% 10TH
STORE  : 01                          DATE OPENED : 01/31/85   DATE LAST SALE: 03/29/94
                                                              DATE LAST PMT : 03/29/94 PMT AMT: 2949.55


DATE   BALANCE   CURRENT    1-30     31-60     61-90   OVER 90  PAYMENTS DISC TAKEN  FIN CHG  MTD SALES  DSO

6/94   2093.79      .00 $   .00 $    .00 $    .00 $ 1906.45   2949.55       .00   114.40    139.40  429
```

23-2. Invoices Applied History

Print this report to show general payment information for a specific transaction. This information comes from the Open Items Applied History File (CM5H.D).   The report can be printed alphabetically or numerically.

```
DS02704     Customer Invoice Applied History     DIM10 DATA         Date mm/dd/yy
Rev10.0.1                                                            Port  39
                                                                    Store 01
     1. Input Parameters

             Print  1) Numerically,  2) Alphabetically     1
             Beginning Customer                          .000
             Ending    Customer                    999999.999
             Beginning Transaction                          0
             Ending    Transaction                    9999999
             Number of Copies                               1
             Report Date                              mmddyy

             Select Optional Field (Y/N)                    N




<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

SAMPLE INVOICES APPLIED HISTORY

```
mm/dd/yy   CUSTOMER INVOICES APPLIED HISTORY REPORT        ABC COMPANY                    DS02704
15:05:42                                                                                 PAGE 0001
                                                                                 CUST NO   NAME
 2000.000  BEST BUILT HOMES

               INVOICE     INVOICE    AVAIL  PAYMENT
        TRAN #  STR DATE    AMOUNT     DISC   DATE     BATCH    REFERENCE    CHECK     OLD BAL    APPLIED    NEW BAL
        2900656  1  04/18/96  106.25          04/19/96 CR1      PAYMENT               106.25     106.25     .00

                 CUSTOMER TOTAL:                                                                 106.25
 CUST NO  NAME
 6000.000  FLOWER SHOPPE

               INVOICE     INVOICE    AVAIL  PAYMENT
        TRAN #  STR DATE    AMOUNT     DISC   DATE     BATCH    REFERENCE    CHECK     OLD BAL    APPLIED    NEW BAL
        2900643  1  03/21/96  4036.04         04/19/96 CR1                            2249.27    2249.27      .00
        2900648  1  03/27/96  4036.04         04/19/96 CR1                            4036.04    2750.73    1285.31

                 CUSTOMER TOTAL:                                                                 5000.00

              GRAND TOTAL:                                                                       5106.25
```

23-3. Customer Payment History

Print this report to show the payment history for a specific customer. This information comes from the Cash Receipts Transaction History File (CM4H.D). The report can be printed alphabetically or numerically. It can also be printed for a specified beginning and ending period. It can also include general payment information plus the invoice detail made by the payment.

```
DS02702     Customer Payment History     DIM10 DATA                 Date mm/dd/yy
Rev10.0.1                                                           Port  39
                                                                   Store 01
     1. Input Parameters

            Print  1) Numerically,  2) Alphabetically    1
            Beginning Customer                          .000
            Ending    Customer                    999999.999
            Beginning Period  (MMYY)                       0
            Ending    Period  (MMYY)                    9999
            Print Invoice Applied Info  (Y/N)              Y
            Number of Copies                               1
            Report Date                              mmddyy

            Select Optional Field  (Y/N)                   N




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Beginning Period (MMYY)	Enter the 2-digit fiscal period (month) and 2-digit year for the beginning date to include on the report.
Ending Period (MMYY)	Enter the ending date of the range to include on the report.
Print Invoice Applied Info (Y/N)	**Y** = include CM5H.D information showing how the payment was applied. **N** = do not include this information.

SAMPLE CUSTOMER PAYMENT HISTORY

```
mm/dd/yy    CUSTOMER PAYMENT HISTORY REPORT        ABC COMPANY                                DS02702
15:28:50       DATE RANGE: 00/0000 TO 99/9999                                                 PAGE 0001


CUST NO  NAME
 2000.000  BEST BUILT HOMES

    DATE      BATCH       REFERENCE     CHECK     RECEIVED    APPLIED     DISCOUNT     FIN CHG     OTHER
    04/19/96  CR1         PAYMENT                  105.00     106.25        1.25

            APPLIED TO:    ST  TRAN #   TYPE   INV DATE  DUE DATE   INV AMT   OLD BAL    APPLIED    NEW BAL
                            1  2900656   INV   04/18/96  07/25/96   106.25    106.25     106.25        .00


                    CUSTOMER TOTALS:        105.00     106.25        1.25        .00        .00
 CUST NO  NAME
6000.000  FLOWER SHOPPE

    DATE      BATCH       REFERENCE     CHECK     RECEIVED    APPLIED     DISCOUNT     FIN CHG     OTHER
    04/19/96  CR1                                5000.00    5000.00

            APPLIED TO:    ST  TRAN #   TYPE   INV DATE  DUE DATE   INV AMT   OLD BAL    APPLIED    NEW BAL
                            1  2900643   INV   03/21/96  04/25/96   4036.04   2249.27    2249.27       .00
                            1  2900648   INV   03/27/96  04/25/96   4036.04   4036.04    2750.73   1285.31
```

23-4. Payment History By Batch

Use this program to print an edit list by batch and period from a specific cash receipt batch. It can also include invoice detail applied by the payment. This information comes from the Cash Receipts Transaction History File (CM4H.D).

```
DS02700     CR History - Batch Edit List      DIM10 DATA              Date mm/dd/yy
Rev10.0.2                                                             Port  39
                                                                     Store 01
    1. Input Parameters

         Batch
         Period  (YYYYMM)                              0
         Beginning Customer                         .000
         Ending    Customer                  999999.999
         Print Invoice Applied Info  (Y/N)             Y
         Number of Copies                             1
         Report Date                             mmddyy




    <Ent> = Print Report     (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Period (MMYY)	Enter the 2-digit fiscal period (month) and 2-digit year for the beginning date to include on the report. Or leave **0** (zero) to pick up all periods.
Beginning Customer **Ending Customer**	These parameters allow a beginning and ending customer number range. You could enter the same customer number in both **Beginning Customer** and **Ending Customer** to find all invoices paid by a check from that customer in a specific batch.
Print Invoice Applied Info (Y/N)	**Y** = include CM5H.D information showing how the payment was applied. **N** = do not include this information.

SAMPLE PAYMENT HISTORY BY BATCH

```
mm/dd/yy     BATCH: CR1          CR HISTORY - BATCH EDIT LIST     ABC COMPANY                       DS02700
10:21:15     PERIOD: 04/1996                                                                        PAGE 0001


SEQ NO STR PC   CUST NO  NAME                     DATE      REFERENCE   CK NO      A/R       BANK     DISCNT    FIN CHG
   202   1  4  2000.000  BEST BUILT HOMES       04/19/96  PAYMENT                106.25    105.00      1.25       .00

              APPLIED TO:     TRAN  #   TYPE    INV DATE   DUE DATE   INV AMT    OLD BAL    APPLIED    NEW BAL
                              2900656   INV    04/18/96   07/25/96    106.25    106.25      106.25       .00


SEQ NO STR PC   CUST NO  NAME                     DATE      REFERENCE   CK NO      A/R       BANK     DISCNT    FIN CHG
   203   1  4  6000.000  FLOWER SHOPPE          04/19/96               5000.00  5000.00       .00       .00

              APPLIED TO:     TRAN  #   TYPE    INV DATE   DUE DATE   INV AMT    OLD BAL    APPLIED    NEW BAL
                              2900643   INV    03/21/96   04/25/96   4036.04    2249.27     2249.27       .00
                              2900648   INV    03/27/96   04/25/96   4036.04    4036.04     2750.73   1285.31

              GRAND TOTALS    GL AMT      .00                        5106.25    5105.00      1.25       .00
```

24. Mechanics Lien Report

Print this report to keep track of all invoices that should have a lien registered on them. A flag in the Customer Master File (CM1.D) allows you to save this information only on the accounts that you intend to lien (**Save Lien Info (Y/N)**). . This can be overridden at Point of Sale on the back screen when entering the ticket.

Some of the options on the report include:

➢ Print the lien information using either the last charge or the first charge date
➢ Specify a range of days for which to print lienable invoices (i.e., within 45 and 90 days from the report date)
➢ Print invoice detail or not

This report includes:

➢ Customer number, name and phone number
➢ Last (or first) charge made with invoice number, invoice date, due date, number of days since the invoice date. If detail is selected, all invoices within the range of days are printed.
➢ Date account was opened and number of days since it was opened (compared to the report date)
➢ Invoice amount and remaining balance for the last (or first) charge
➢ Number of lienable transactions for the account and the total amount and remaining amount for the account

```
DS02371     Mechanic's Lien Report      DIM10 DATA              Date mm/dd/yy
Rev10.0.4                                                       Port  39
                                                                Store 01
   1. Input Parameters
        Print  1) Numerically  or  2) Alphabetically     1
        Beginning Customer                            .000
        Ending    Customer                     999999.999
        Assigned Salesman (0 = All)                      0
        Customer Class    (0 = All)                      0
        A/R Group         (0 = All)                      0
        Days Option :                                    1
             1. Compare Using Last Charge Date
             2. Compare Using First Charge Date
        Number of Days:  Beginning at                   45
                         Ending at                      90
        Detail  (Y=Yes  N=No  C=Current)                 N
        Store Number      (0=All)                        1
        Number of Copies                                 1
        Report Date                               mmddyy
        Select Optional Field (Y/N)                      N


   <Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Special and Unique Input Parameters

Days Option: Enter **1** to print the liens based on the last charge date or **2** based on
1-Compare Using Last Charge Date the first charge date.
2-Compare Using First Charge Date

Number Of Days :
Beginning At Using the method of comparison entered above, enter the beginning number of days of the range you wish to include on this report. This is compared to the report date. Lienable invoices older than the beginning number of days will be included.

Ending At Enter the ending number of days of the range. Lienable invoices younger than the ending number of days will be included.

Detail (Y/N)	Enter **Y** if you wish to include the following information for all lienable transactions for each customer:

      - Transaction number
      - Transaction date
      - Due date
      - Age of transaction in number of days
      - Transaction amount
      - Remaining balance

Or enter **N** to print just the last charge or first charge made (depending on the method of comparison entered above), its dates and amounts, and the total number of transactions for the customer with a total and remaining amount for all lienable transactions.

Store Number (0=All)	Enter **0** for all stores and the report includes customers regardless of store number assigned in the Customer Master File (CM1.D). The report includes all of the customers' CM3.D transactions regardless of what store generated them. Or enter the specific store number to pick up selected customers.

SAMPLE MECHANICS LIEN REPORT
COMPARE USING LAST CHARGE DATE
BEGINNING AT 45 DAYS AND ENDING AT 90 DAYS

```
mm/dd/yy      STORE: 01      MECHANIC'S LIEN REPORT      ABC CO.                        DS02371
15:35:51      WITHIN 45 AND 90 DAYS                                                     PAGE 0001

                    INV   DUE            OPEN
CUSTOMER   INVOICE  DATE  DATE  DAYS     DATE   DAYS    AMOUNT   REMAINING   #TRANS  TTL AMOUNT   REMAINING

 1060.000    BRODER AND ZARBOCK                                                                 572-1258
             2000380  31494 41094   84   81484  3583   166.81      166.81      4       298.20      145.16

 1070.000    CHRISTENSEN/DAVID                                                                  485-1187
             2000385  32994 41094   69   13185  3413   148.11      148.11      7      1974.97     1906.45

 6030.000    ROCKY MOUNTAIN SUPPLY                                                              486-3423
             2000384  31494 41094   84   52184  3668  7410.94     7410.94      3      8813.45     8813.45

 6090.000    TROUBLE SHOOTERS                                                                   486-9000
             2000386  32994 41094   69  121483  3827  6308.43     6308.43      1      6308.43     6308.43

 7070.000    ZCMI                                                                               278-6969
                7777  41294 41094   55   91683  3916   531.25      531.25      1       531.25      531.25


                                                      REPORT TOTAL            16     17926.30    17704.74
```

SECTION 3: A/R Variable File

This section presents information on the Variable File for Accounts Receivable. The Variable File is the area of the Dimensions system that contains variables to customize certain options that deal with A/R procedures.

When you select **A/R Variable File** from the **Accounts Receivable Menu**, the computer displays another menu:

```
DSVM0200    A/R Variable Maintenance        DIM10 DATA          Date mm/dd/yy
Rev7.0.100                                                      Port  39
                                                               Store 01


               Choose A/R Variable File Maintenance Menu:
               +-----------------------------+
               ¦  1. Terms Information        ¦
               ¦  2. Statement Information    ¦
               ¦  3. Special Pricing          ¦
               ¦  4. Descriptions             ¦
               ¦  5. Transaction Numbers      ¦
               ¦  6. G/L Integration          ¦
               ¦  7. Miscellaneous Codes      ¦
               ¦  8. Password Account Options ¦
               ¦  9. Reports                  ¦
               +-----------------------------+




<Esc>=End
```

Each menu selection goes to another screen or another menu of more options. The following section is organized according to this menu. Each screen is displayed and its purpose is defined.

It is assumed you have read the *Getting Started Manual* and know how to move through menus. See Chapter 2, *System Training*.

On-Line Help

Each field contains an on-line help screen, which explains the purpose and function of each field. On the Dimensions system, position the cursor on any field in the A/R Variable File and press **F1** (function key 1) to access the help screen. Use the arrow keys to move through the help screen. When you are done with the help, press **Esc** and you are returned to the data field.

In addition to standard help, you can develop custom help for any field in the A/R Variable File. Refer to the *Getting Started Manual*, Chapter 2, *System Training*.

1. Terms Information

This screen allows you to set up terms codes which are assigned to each customer's account. You will provide information for finance charge calculation, prompt payment discount calculation, revolving account information, as well as other discount calculations such as auto line discount, spiff pricing, and volume discounting.

```
DSVM0201    A/R Terms Information        DIM10 DATA            Date mm/dd/yy
Rev10.0.1                                                      Port  39
                                                               Store 01
 1. Store Number                  1          PROMPT PAYMENT DISCOUNTS:
 2. Terms Number (1-99)           0   16. Discount Date/Days
 3. Description                       17. Discount %      (#1)
 4. Description for Invoice            18. Discount Limit (#1)
 5. Due Date/Days                      19. Discount %      (#2)
                                       20. Discount Limit (#2)
          FINANCE CHARGES:             21. Print Discount on Invoice
 6. Finance Charge Code
 7. Monthly Finance Charge % (#1)          REVOLVING ACCOUNTS:
 8. Dollar Limit for FC% (#1)          22. Revolving # of Payments
 9. Monthly Finance Charge % (#2)      23. Minimum Payment
10. Dollar Limit for FC% (#2)
11. Monthly Finance Charge % (#3)                 OTHER:
12. Minimum Finance Charge             24. Auto Line Discount %
13. Minimum Past Due                   25. Allow Spiff Pricing
14. Charge FC if Payment Recvd  (Y/N)  26. Customer Return Hold #(0-99)
15. Calculate FC on Fin Charges (Y/N)  27. Special Flag
                                       28. Volume Discount Code  (0-99)
                                       29. Vol Disc on Discbl Amt (Y/N)
```

The cursor is positioned at **2. Terms Number (1-99)**. You have the following options:

➤ Enter a new terms code to add. If the code does not exist, the computer displays:

```
Record Doesn't Exist -  (A)dd Record    (V)iew Next Record    (E)nd
```

Enter **A** if you wish to add it, **V** to view the next record, or **E** to end this option and return to the previous menu. See an explanation for each field below.

➤ Enter an existing terms code to change or delete. The terms code is displayed and the computer asks:

```
 (C)hange   (D)elete   (N)ext   (P)revious   (E)nd
```

C = Change the displayed terms code. The cursor moves down to **3. Description** and the computer displays the following options at the bottom of the screen:

```
<Esc>=Go Back One Field   <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

Esc = Go back one field
Tab = Go forward one field without changing the data in that field.
. = (period) End making changes for the remainder of the screen. Allows you to save changes to the current store and to all stores (if you have multiple stores).

F1 = (function key 1). Display the on-line help for the selected field. Use up and down arrows to scroll through the information in the on-line help box. Press **Esc** when done to return to the same field.

D = Delete the displayed terms code. The computer also asks:

```
Delete Record <Y/N>?
```

Enter **Y** to delete it, **N** to not delete it. The computer also asks:

```
Delete Record From All Other Stores <Y/N>?
```

Enter **Y** to delete it from all other stores, **N** to not delete it. You are returned to **2. Terms Code** to select another terms code or end this process.

N = Display the next terms code number.

P = Display the previous terms code number.

E = End this screen and return to the previous menu.

➤ Check the store number. To change it, press **Esc** to back up to **1. Store No**. Enter the correct store number.

➤ End this screen by pressing **Esc** twice. You are returned to the previous menu.

Field Descriptions

1. Store Number	Enter the store number for this terms code. Terms codes are kept by store number.
2. Terms Number (1-99)	1. Each type of terms is assigned a terms number. There can be up to 99 terms codes. 2. Each customer is assigned an appropriate terms number in the Customer Master File (CM1.D). The number corresponds to this terms number.
3. Description	Enter up to 15 characters of description for this terms code. For example: 　　　　2% 10th 　　　　Net 30 　　　　Net 30th 　　　　COD
4. Description for Invoice	This description can be up to 12 characters long. It is printed on invoices generated at POS.
5. Due Date/Days	1. When an invoice is generated at POS, it is assigned an invoice date (date the transaction is written) and a due date based on this field. The aging used for aging reports, statements, and finance charge calculation is based on the due date of the invoice. 2. There are 2 ways to use **Due Date/Days**.

➢ Enter the actual date the invoices are due. If invoices are due on the 10th of every month, enter **mm10yy** where **mm**=month and **yy**=year. For example, if you are entering invoices in July, the due date will be August 10th. Enter **081094**. During month end processing, this due date is automatically changed to the next month (in this case **091094**).

➢ Enter the number of days after the invoice date that this invoice is due (i.e., **30** which means 30 days from the invoice date). For example, if the invoice date is June 17, the invoice is due on July 17.

Finance Charges

6. Finance Charge Code

1. Enter the code corresponding to the number of days past the due date when finance charges will be calculated.

   0 = no F/C
   1 = 1-30 days overdue
   2 = 31-60 days overdue
   3 = 61-90 days overdue
   4 = 91 and over days overdue
   5 = no F/C calculated until over 90 days overdue. Calculated on 30 days and over balance plus any previously charged finance charges.

2. This is the number of days past the due date of the invoice.
3. Finance charge calculations are done during month end processing.

<div align="center">

EXAMPLE

DUE DATE	# DAYS PAST DUE	MONTH END PROCESSING DATE	FINANCE CHARGE CALCULATED?
July 10	1-30	July 31	Yes
July 10	31-60	July 31	No
July 10	31-60	Aug 31	Yes

</div>

4. If a finance charge is calculated, it is added to the customer's account as a separate transaction.
5. When finance charges are calculated at month end, the programs looks only at the balance in the specified bucket and not at any others that might be past due.

7. Monthly Finance Charge % (#1)

1. Enter the monthly percent of finance charge. For example, 1-1/2% would be entered **1.5**.
2. You can have up to three different F/C percentages if your state allows you to charge different rates depending on your customer's overdue balance. This is the percentage for the first level. The dollar limit for this first level is entered in **8. Dollar Limit for F/C % (#1)**. For example, if you charge 2% on the first $500 of overdue balance, enter **2** here and **500** in the next field.

EXAMPLE

```
            MULTI-TIERED FINANCE CHARGES

   You can calculate finance charges on past due balances like this:

              Up to $1000,        calculate 1.5%
          From $1001-$5000,       calculate 1.75%
           From $5001 up,         calculate 2%

   Set up as follows:

        7.   Monthly Finance Charge % (#1)           1.50
        8.   Dollar Limit for FC% (#1)            1000.00
        9.   Monthly Finance Charge % (#2)           1.75
       10.   Dollar Limit for FC% (#2)            5000.00
       11.   Monthly Finance Charge % (#3)           2.00
```

8. Dollar Limit for FC% (#1)

1. If you are setting up a multi-tiered finance charge, enter the dollar limit up to which the first F/C percent is charged. Amounts past due greater than this dollar limit will be charged using **9. Monthly Finance Charge % (#2)**.
2. Otherwise, leave blank.

9. Monthly Finance Charge % (#2)

1. If you are setting up a multi-tiered finance charge, enter the second level percentage here. The dollar limit for the second level is entered in **10. Dollar Limit for FC% (#2)**.
2. If the finance charge percentage is the same for all dollar amounts (total balance due), you must enter the same percentage as in **7. Monthly Finance Charge % (#1)**.

10. Dollar Limit for FC% (#2)

1. If you are setting up a multi-tiered finance charge with 3 levels, enter the dollar limit up to which the second F/C percent is charged. Amounts past due greater than this dollar limit will be charged using **11. Monthly Finance Charge % (#3)**.
2. Otherwise, leave blank.

11. Monthly Finance Charge % (#3)

1. If you are setting up a multi-tiered finance charge, enter the third level percentage here. This is the highest level so the dollar limit is unlimited.
2. Otherwise, leave blank.

12. Minimum Fin Charge

Enter the minimum amount you wish to charge if a customer qualifies for a finance charge. For example:

      .50   for 50 cents   **1.00**   for $1.00

13. Minimum Past Due

Enter the minimum amount past due which qualifies for a finance charge. If this amount is greater than a customer's total amount past due, no finance charge is charged.

14. Charge FC if Payment Recvd (Y/N)

1. Enter **Y** if you wish to generate a finance charge if a payment has been received within the current month.
2. Or enter **N** if you do not wish to generate a finance charge if a payment has been received within the current month.

15. Calculate FC on Fin Charges (Y/N)

Enter **Y** if you wish to charge finance charges on past due finance charges, **N** if not.

Prompt Payment Discounts

16. Discount Date/Days	1. Enter the date or number of days when the customer must pay to receive a prompt pay discount. This discount date as well as the discount amount will be printed on invoices and statements for the customer's information.
	2. There are 2 ways to use **Discount Date/Days**:

> Enter the actual date through which the discount is available. If discounts are allowed through the 5th of every month, enter **mm05yy** where **mm**=month and **yy**=year. For example, if you are entering invoices in July, the discount date will be August 5th. Enter **080594**. During month end processing, this due date is automatically changed to the next month (in this case **090594**).

> Enter the number of days after the invoice date through which a prompt payment discount is allowed (i.e., **10** which means 10 days from the invoice date). For example if the invoice date is June 17, the discount date is June 27.

17. Discount % (#1)

1. Enter the percentage of discount if invoices are paid before the due date. For example 2% is entered as **2**.
2. If the terms are net, enter **0** (zero).
3. You can have 2 levels of discounts based on the subtotal of each invoice. The set up for this discount method is in this and the next 3 fields. Invoices with subtotals greater than the limit in **18. Discount Limit (#1)** will receive **17. Discount % (#1)**. See the examples below.

18. Discount Limit (#1)

1. If you are setting up a multi-tiered discount, enter the minimum invoice subtotal you wish to be eligible for the first discount level.
2. If the subtotal is less than **18. Discount Limit (#1)**, then no discount is calculated.
3. For example, invoices subtotaling less than 50.00 are <u>not</u> eligible for discount so enter **50.00**.
4. If the discount is given on the entire invoice subtotal, leave blank.

19. Discount % (#2)

1. If you are setting up a multi-tiered discount, enter the discount percentage of the second level of discount.
2. If the subtotal is greater or equal to **20. Discount Limit (#2)**, then use this discount percent.
3. If the discount is given on the entire invoice subtotal, leave blank.

20. Discount Limit (#2)

1. If you are setting up a multi-tiered discount, enter the dollar limit of the second discount level.
2. If the subtotal is greater or equal to this amount, use **19. Discount % (#2)** for discount calculation.
3. If the discount is given on the entire invoice subtotal, leave blank.

<div style="text-align:center">EXAMPLE</div>

```
┌─────────────────────────────────────────────────────────────────────┐
│                     PROMPT PAYMENT DISCOUNTS                          │
│                                                                       │
│  If subtotal is less than Limit 1 then the discount is 0 (zero).      │
│  If subtotal is greater or equal to Limit 1 and less than Limit 2,    │
│  then use %1.                                                         │
│  If subtotal is greater or equal to Limit 2, then use %2.             │
│                                                                       │
│  No discount on all invoices                                          │
│                                                                       │
│         17.   Discount % 1            0                               │
│         18.   Discount Limit 1        0                               │
│         19.   Discount % 2            0                               │
│         20.   Discount Limit 2        0                               │
│                                                                       │
│  1% discount on all invoices                                          │
│                                                                       │
│         17.   Discount % 1            1.00                            │
│         18.   Discount Limit 1        0                               │
│         19.   Discount % 2            0                               │
│         20.   Discount Limit 2        0                               │
│                                                                       │
│  No discount on invoices less than $50 and 1.5% discount on invoices  │
│  more than $50                                                        │
│                                                                       │
│         17.   Discount % 1            1.50                            │
│         18.   Discount Limit 1        50.00                           │
│         19.   Discount % 2            0                               │
│         20.   Discount Limit 2        0                               │
│                                                                       │
│  1% discount on invoices up to $500 and 2% discount on invoices more  │
│  than $500                                                            │
│                                                                       │
│         17.   Discount % 1            1.00                            │
│         18.   Discount Limit 1        0                               │
│         19.   Discount % 2            2.00                            │
│         20.   Discount Limit 2     500.00                             │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```

21. Print Discount on Invoice

Y = Print discount on all types of POS tickets (invoices, returns, orders, etc.).

N = Do not print discount on POS tickets.

R = Print discount on all POS tickets <u>except</u> returns.

Blank = Defaults to response under Miscellaneous Codes,
1. Print Discount Amount on Invoices which is set up by store rather than by terms code.

Revolving Accounts

22. Revolving # of Payments

For revolving customer accounts, the **ENDING BALANCE** is divided by this number to calculate the current payment due. This calculation is done at month end when finance charges are calculated.

23. Minimum Payment

Enter the minimum amount for a revolving payment (i.e., **20.00**). If the calculated payment (see **22. Revolving # of Payments**) is less than this amount, the computer uses this minimum payment amount as the **CURRENT** payment instead.

Other

24. Auto Line Discount %

1. If you wish to automatically discount by line at POS, enter the discount percent here. For example, enter -**10** to give a 10% discount on every line item at POS for customers with this terms code.

2. You could also use this feature to add a percentage to every line item. Enter a positive percentage.

3. You must have the option turned on to stop at price which is found in the Sales Variable File, Entry Options, POS Enter Detail Screen or in Password Account Options, POS Enter Detail Screen.

25. Allow Spiff Pricing

Y = Allows spiff pricing but not auto line discount.
D = Allows both spiff pricing <u>and</u> auto line discount.
N = Does not allow spiff pricing.

26. Customer Return Hold #
(0-99)

1. This option is similar to credit hold. If a customer makes a return at POS and there is a return hold number other than **0** in this field, the corresponding message will be displayed and a credit release code must be entered before continuing with the return.

2. **Customer Return Hold** numbers are in the same area of the A/R Variable File as the credit hold messages which are set up in A/R Descriptions. Credit hold and return hold number do not share the same number. You will need to determine which numbers between 1 and 99 will be credit hold and which will be return hold (i.e., 1-50 are credit hold and 51-99 are return hold).

27. Special Flag

This is a multi-purpose flag. There are 5 valid responses or a blank:

D = Always use auto line discount.
R = Reduce credit limit. Each time a customer with this terms code makes a payment (cash receipt), the credit limit is reduced by the payment amount.
T = Transfers only. No sales or returns allowed for customer with this terms type.
C = Allow return if charge transaction is changed to cash transaction.
G = Group jobs to main account. This option required custom software. Contact a Dimensions support analyst for more information.

28. Volume Discount Code
(0-99)

1. Volume discounts are used when printing A/R statements. If a customer has purchased a certain dollar amount during the month or year, they may receive an additional discount. The volume discount is calculated each time the aging is recalculated (when printing aging reports and statements) and is written to the customer's file (CM1.D) as MTD STATEMENT DISCOUNTS. The new discount amount then overrides any previously existing discount. This discount would then be printed on their statement.

2. There can be up to 99 different volume discount tables showing different discount rates. Volume discount tables are set up in the A/R Variable File, Miscellaneous Codes. Each table is given a code number. Enter the table number (code number) to be used with this terms code.

3. If no volume discount table is to be used with this terms code, enter **0** (zero).

29. Vol Disc on Discbl
Amt (Y/N)

Y = Calculate volume discounts on discountable amount (CM1.D, field 68 MTD DISC).
N = Calculate volume discounts on MTD Sales (CM1.D, field 49).

NOTES:

2. Statement Information

This menu is displayed after selecting **2** for **Statement Information** from the **A/R Variable File Maintenance Menu**:

```
DSVM0202    A/R Statement Information        DIM10 DATA        Date mm/dd/yy
Rev8.1.2                                                       Port  39
                                                              Store 01

            Store Number           1

            Choose Selection:
                  +---------------------------+
                  ¦  1. A/R Statement Messages ¦
                  ¦  2. A/R Statement Options  ¦
                  ¦                            ¦
                  ¦ 98. Change Store           ¦
                  +---------------------------+




<Esc>=End
```

See the following two parts for descriptions of each option.

2-1. A/R Statement Messages

This screen allows you to enter messages to be printed on A/R statements for accounts in different aging buckets—current, 1-30 days past due, 31-60, 61-90, and 91 and over days past due. There can be up to 3 lines of 51 characters for each message.

```
DSVM0202    A/R Statement Messages          DIM10 DATA            Date mm/dd/yy
Rev8.1.2                                                          Port  39
                                                                 Store 01
   1. Statement Message Lines for Current Accounts:
         THANK YOU FOR YOUR PAYMENT.
         THANK YOU.  THANK YOU.  THANK YOU.

   2. Statement Message Lines for 1-30 Days Past Due Accounts:
         YOUR ACCOUNT IS NOW PAST DUE.  IF THERE IS A
         PROBLEM, PLEASE CONTACT OUR OFFICE IMMEDIATELY.

   3. Statement Message Lines for 31-60 Days Past Due Accounts:
         YOUR ACCOUNT IS PAST DUE!!
         PLEASE PAY IMMEDIATELY TO PROTECT YOUR CREDIT
         RATING.
   4. Statement Message Lines for 61-90 Days Past Due Accounts:
         YOUR ACCOUNT IS SERIOUSLY PAST DUE.
         IF NO PAYMENT IS RECEIVED AND WE DON'T HEAR FROM
         YOU, WE WILL TURN YOUR ACCOUNT OVER FOR COLLECTION.
   5. Statement Message Lines for 91+ Days Past Due Accounts:
         YOUR ACCOUNT IS CLOSED AND BEING TURNED OVER
         FOR COLLECTION.

(C)hange   (D)elete   Change by (F)ield   (E)nd
```

2-2. A/R Statement Options

This screen allows you to set up options pertaining to A/R statements such as whether or not print the discount amount, message, and due dates on statements. You can also customize the description used for finance charges (late charges) which is printed on the statement.

```
DSVM0202    A/R Statement Options         DIM10 DATA            Date mm/dd/yy
Rev8.1.2                                                        Port  39
                                                                Store 01

    1. Print Discount Amount and Message on Statements (Y/N)  Y
       Discount Message:
                 DISCOUNT MAY BE DEDUCTED IF PAID WITHIN

    2. Print Due Dates on Statements (Y/N)                    Y

    3. Optional Statement Late Charge Descriptions:
           Account Summary Area                     FIN CHG
           Invoice Detail Lines                       F/CHG

    4. Statement Detail Program




<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

3. Special Pricing

This screen allows you to set up some options used for special pricing features. There are 3 different kinds of special pricing in addition to the 9 price levels allowed for in the inventory system:

Bid   A list of special prices for a specific customer for a specified quantity of items and for a specified time period.

Spiff   A list of items on sale (promo) for a certain length of time available to all customers.

Matrix Price levels 10-99 (in addition to the 9 price levels in the inventory system) which allow custom pricing for selected customers.

```
DSVM0204     A/R Special Pricing          DIM10 DATA                  Date mm/dd/yy
Rev7.0.0                                                              Port  39
                                                                     Store 01

     1. Store Number                        1
     2. Are Bids Discountable (Y/N)         N
     3. Are Spiffs Discountable (Y/N)       N
     4. Take Lowest Price of Bid or Spiff   N
     5. Do Not Allow Statement Discount on:
          M = Matrix Prices
          O = Override Prices
          B = Both Matrix and Override Prices







<Esc>=Change Store    <Tab>=Go Forward One Field    (.)=End    <F1>=Help
```

4. Descriptions

This menu is displayed after selecting **4** for **Descriptions** from the **A/R Variable File Maintenance Menu**:

```
DSVM0203   A/R Descriptions        DIM10 DATA              Date mm/dd/yy
Rev7.0.50                                                  Port  39
                                                           Store 01


           Store Number          1

           Choose Selection:
                 +--------------------------------+
                 ¦  1. Customer Class Descriptions ¦
                 ¦  2. Credit Hold Descriptions    ¦
                 ¦  3. Extra Code Descriptions     ¦
                 ¦                                 ¦
                 ¦ 98. Change Store                ¦
                 +--------------------------------+




<Esc>=End
```

See the following three parts for descriptions of each option.

4-1. Customer Class Descriptions

This screen allows you to enter customer class descriptions. A customer class code is assigned to each customer.   It categorizes the types of customers such as retail, small contractors, large contractors, government accounts, wholesale accounts, etc. The computer uses customer class information for sales analysis. Usually pricing strategies are matched to customer classes.

```
DSVM0203    Customer Class Descriptions        DIM10 DATA         Date mm/dd/yy
Rev7.0.50                                                         Port  39
                                                                  Store 01




            +---------------------------------------------------+
            ¦ 1. Customer Class Number (1-99)                 0 ¦
            ¦ 2. Description                                    ¦
            ¦ 3. Alternate Customer Class for Direct Sales     ¦
            +---------------------------------------------------+

                    Last Used Customer Class Number:  99




<Esc>=End     <F1>=Help
```

4-2. Credit Hold Descriptions

This screen allows you to enter credit hold descriptions. When a customer is placed on credit hold, credit is denied at POS until either release by a credit manager or system manager or paid by cash. You can have up to 99 different reasons for credit hold. Each is assigned a number from 1-99 and given a description.

Credit hold management is done through A/R File Inquiry.

```
DSVM0203     Credit Hold Descriptions       DIM10 DATA        Date mm/dd/yy
Rev7.0.50                                                     Port  39
                                                              Store 01




             +--------------------------------------------------+
             ¦ 1. Credit Hold Number (1-99)                0  ¦
             ¦ 2. Description                                   ¦
             +--------------------------------------------------+

                     Last Used Credit Hold Number:  90






<Esc>=End     <F1>=Help
```

4-3. Extra Code Descriptions

This screen allows you to enter extra code descriptions. Extra codes can be assigned in the Customer Master File (CM1.D) to each customer if needed. The extra code number is entered in CM1.D and the description is entered here. Extra codes can be used when printing reports with the select optional field feature.

```
DSVM0203    Extra Code Descriptions        DIM10 DATA              Date mm/dd/yy
Rev7.0.50                                                         Port  39
                                                                  Store 01




              ¦ 1. Extra Code Number (1-99)                 0  ¦
              ¦ 2. Description                                   ¦
              +-------------------------------------------------+

                         Next Available Extra Code Number: 1






    <Esc>=End      <F1>=Help
```

5. Transaction Numbers

This screen tracks the transaction number automatically assigned during the cash receipt process when entering unapplied cash transactions. As each unapplied cash transaction is entered, it is automatically assigned the next transaction number stored here, incrementing be one. These numbers start at 9000000 to distinguish unapplied cash from invoices. This field is updated automatically. There is usually no need to change it.

```
DSVM0205   A/R Transaction Numbers         DIM10 DATA              Date mm/dd/yy
Rev7.0.0                                                           Port  39
                                                                  Store 01

    1. Store Number                                    1
    2. Next Unapplied Cash Transaction Number      9000001










<Esc>=Change Store     (.)=End     <F1>=Help
```

6. G/L Integration

This option determines which G/L accounts are to be used when processing A/R sales and cash receipts. It also provides G/L accounts for A/R discounts and A/R finance charges.

```
DSVM0206    A/R G/L Integration        DIM10 DATA                 Date mm/dd/yy
Rev9.0.2                                                          Port  39
                                                                 Store 01
     1. Store Number                1
     2. A/R Group Account Numbers:
            GROUP          G/L ACCOUNT              DESCRIPTION
              1             1210.01    ACCOUNTS RECEIVABLE - TRADE
              2             1220.01    ACCOUNTS RECEIVABLE - OTHER
              3             1230.01    ACCOUNTS RECEIVABLE - EMPLOYEES
              4             1240.01    ACCOUNTS RECEIVABLE - AFFILIATED CO
     3. Cash Receipts Bank Account Numbers:
            BANK           G/L ACCOUNT              DESCRIPTION
              1             1120.01    CASH IN BANK - CHECKING
              2             1120.01    CASH IN BANK - CHECKING
              3             1120.01    CASH IN BANK - CHECKING
              4             1120.01    CASH IN BANK - CHECKING
              5             1120.01    CASH IN BANK - CHECKING
              6             1120.01    CASH IN BANK - CHECKING
              7             1120.01    CASH IN BANK - CHECKING
              8             1120.01    CASH IN BANK - CHECKING
              9             1120.01    CASH IN BANK - CHECKING
     4. A/R Discounts         8510.01    PAYMENT DISCOUNT ALLOWED
     5. A/R Finance Charges   8140.01    FINANCE AND CARRYING CHARGE
<Esc>=Change Store   (C)hange   (D)elete   (E)nd
```

7. Miscellaneous Codes

This menu is displayed after selecting **7** for **Miscellaneous Codes** from the **A/R Variable File Maintenance Menu**:

```
DSVM0207    A/R Miscellaneous          DIM10 DATA               Date mm/dd/yy
Rev10.0.5                                                       Port  39
                                                               Store 01

            Store Number          1

            Choose Selection:
                 +---------------------------+
                 ¦  1. Miscellaneous Codes   ¦
                 ¦  2. Volume Discount Table ¦
                 ¦  3. Purge/Update Dates    ¦
                 ¦                           ¦
                 ¦ 98. Change Store          ¦
                 +---------------------------+




<Esc>=End
```

See the following three parts for descriptions of each option.

7-1. Miscellaneous Codes

This screen allows you to set up several fields which do not appear on other Variable File screens:

> Print Discount Amount on Invoices
>
> Returns Credit Option
>
> Number of Months for Credit and Payment History
>
> Randomly Generated Credit Limit Release Code
>
> Credit Limit Release Code

```
DSVM0207    A/R Miscellaneous Codes        DIM10 DATA            Date mm/dd/yy
Rev10.0.5                                                        Port  39
                                                                 Store 01


  1. Print Discount Amount on Invoices (Y/N):  Y
     (Store default if not set up in
      A/R Terms Information)
  2. Returns Credit Option:                    2
      1. Credit 1-30 Days Past Due Balance
      2. Credit Current Balance
  3. Number Months Credit and Payment History 12
  4. Randomly Generated Credit Limit
     Release Code   (Y/N)                      N
  5. Credit Limit Release Code        1234
  6. Credit Hold Option for New Job Accounts   C
  7. Beginning Credit Hold to Not Copy         6
  8. Ending    Credit Hold to Not Copy        12




 <Esc>=Go Back One Field    <Tab>=Go Forward One Field   (.)=End   <F1>=Help
```

7-2. Volume Discount Table

Volume discounts are used when printing A/R statements. If a customer has purchased a certain dollar amount during the month, they may receive an additional discount.

The volume discount is calculated each time the aging is recalculated (when printing aging reports and statements) and is written to the customer's file (CM1.D) as MTD STATEMENT DISCOUNTS. The new discount amount then overrides any previously existing discount. This discount would then be printed on their statement.

There can be up to 99 different volume discount tables showing different discount rates. Each table is given a code number. The table number must also be entered in Terms Information so the system knows which table to access for the assigned terms type.

```
DSVM0207   A/R Volume Discount Table       DIM10 DATA              Date mm/dd/yy
Rev10.0.5                                                          Port  39
                                                                   Store 01
   1. Volume Discount Table (1-99)       0
   2. Volume Discount Type

   Interval #1 Limit                   Interval #7 Limit
   Interval #1 Discount %              Interval #7 Discount %

   Interval #2 Limit                   Interval #8 Limit
   Interval #2 Discount %              Interval #8 Discount %

   Interval #3 Limit                   Interval #9 Limit
   Interval #3 Discount %              Interval #9 Discount %

   Interval #4 Limit                   Interval #10 Limit
   Interval #4 Discount %              Interval #10 Discount %

   Interval #5 Limit                   Interval #11 Limit
   Interval #5 Discount %              Interval #11 Discount %

   Interval #6 Limit                   Interval #12 Limit
   Interval #6 Discount %              Interval #12 Discount %
<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

7-3. Purge/Update Dates

This screen tracks the purge dates updated when a purge is performed on the Payment Transaction History and Open Items Applied History files (CM4H.D and CM5H.D) as well as the date of the last year end done for A/R.

```
DSVM0207    A/R Purge/Update Dates         DIM10 DATA              Date mm/dd/yy
Rev10.0.5                                                          Port  39
                                                                  Store 01

    PAYMENT HISTORY PURGED THROUGH DATES:
      1. Payment Transaction History - CM4H.D  (MMDDYY)      0
      2. Open Items Applied History  - CM5H.D  (MMDDYY)      0

    A/R YEAR-END:
      3. Last Updated - A/R & F/C              (MMDDYY)   32596




    <Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

8. Password Account Options

This menu is displayed after selecting **8** for **Password Account Options** from the **A/R Variable File Maintenance Menu**:

```
DSVM0208   A/R Password Account Options       DIM10 DATA        Date mm/dd/yy
Rev10.0.4                                                       Port  39
                                                               Store 01



            Choose Selection:
              +-----------------------------------+
              ¦  1. Add/Maintain CM1 Fields       ¦
              ¦  2. Add/Maintain CM2 Fields       ¦
              ¦  3. A/R Inquiry Fields            ¦
              ¦  4. Other Password Account Options ¦
              +-----------------------------------+




<Esc>=End
```

See the following four parts for descriptions of each option.

8-1. Add/Maintain CM1 Fields

This screen allows you to set up which fields in the Customer Master File (CM1.D) can be added and changed by password account. The program to add new customers looks for this record. If it exists and fields are checked ("X" in the box), then this record will control the access to those fields.

```
DSVM0208  A/R Add/Maintain CM1 Fields      DIM10 DATA              Date mm/dd/yy
Rev10.0.4                                                          Port  39
                                                                  Store 01
        1. Enter Password Account:  _____

            CM1 CUSTOMER MASTER FILE
[ ]  2. Customer Name    [ ] 19. Store Number
[ ]  3. Address 1        [ ] 20. Sales Rep
[ ]  4. Address 2        [ ] 21. Price Level
[ ]  5. Address 3        [ ] 22. Class
[ ]  6. Zip Code         [ ] 23. Credit Hold
[ ]  7. Phone Number     [ ] 24. Terms
[ ]  8. Contact Person   [ ] 25. Statement Day
[ ]  9. Tax Exempt No    [ ] 26. Tax Code
[ ] 10. A/R Group        [ ] 27. Extra Code
[ ] 11. A/R Type         [ ] 28. Credit Limit
[ ] 12. Tax Type         [ ] 29. Bid Number
[ ] 13. Each Pricing     [ ] 30. Open Date
[ ] 14. PO Required      [ ] 31. Credit Limit Type
[ ] 15. Signature Req    [ ] 32. Statement Detail
[ ] 16. Cust Has Jobs    [ ] 33. Installment Pmt
[ ] 17. Save History     [ ] 34. Temp Terms
[ ] 18. Save Lien        [ ] 35. Resale Price Lev
<UpA>=Search for Password Account Name     <Esc>=End      <F1>=Help
```

8-2. Add/Maintain CM2 Fields

This screen allows you to set up which fields in the Customer Misc. File (CM2.D) can be added and changed by password account. The program to add new customers looks for this record. If it exists and fields are checked ("X" in the box), then this record will control the access to those fields.

```
DSVM0208  A/R Add/Maintain CM2 Fields      DIM10 DATA              Date mm/dd/yy
Rev10.0.4                                                          Port  39
                                                                   Store 01
       1. Enter Password Account:  _____

            CM2 CUSTOMER MISC FILE
[ ]  2. Ship To 1
[ ]  3. Ship To 2
[ ]  4. Ship To 3
[ ]  5. Message/Note 1
[ ]  6. Message/Note 2
[ ]  7. Message/Note 3
[ ]  8. Builders Club #
[ ]  9. Email Address
[ ] 10. Cell Phone #
[ ] 11. SSN #
[ ] 12. Delivery Zone
[ ] 13. Route Difficulty
[ ] 14. Map Code



<UpA>=Search for Password Account Name      <Esc>=End      <F1>=Help
```

8-3. A/R Inquiry Fields

This option allows you to define which information to display during A/R File Inquiry by
password account. The A/R file Inquiry program will look for this record. If it exists and
fields are checked ("x" in the box), then this record will control which fields are displayed.

```
DSVM0208   A/R Inquiry Fields       DIM10 DATA                  Date mm/dd/yy
Rev10.0.4                                                       Port  39
                                                               Store 01
      1. Enter Password Account:   _____
[ ]  2. Address 1        [ ] 20. Price Level       [ ] 38. Charges
[ ]  3. Address 2        [ ] 21. Class             [ ] 39. Returns
[ ]  4. Address 3        [ ] 22. Credit Hold       [ ] 40. Payments
[ ]  5. Zip Code         [ ] 23. Terms             [ ] 41. Adjustments
[ ]  6. Phone Number     [ ] 24. Statement Day     [ ] 42. Late Charges
[ ]  7. Contact Person   [ ] 25. Tax Code          [ ] 43. Discounts
[ ]  8. Tax Exempt No    [ ] 26. Extra Code        [ ] 44. YTD Dollar Sales
[ ]  9. A/R Group        [ ] 27. Credit Limit      [ ] 45. YTD Finance Charge
[ ] 10. A/R Type         [ ] 28. Bid Number        [ ] 46. High Balance
[ ] 11. Tax Type         [ ] 29. Open Date         [ ] 47. Prev Year High Bal
[ ] 12. Each Pricing     [ ] 30. Last Payment Date [ ] 48. Credit Limit Type
[ ] 13. PO Required      [ ] 31. Last Charge Date  [ ] 49. Last Payment Amt
[ ] 14. Signature Req    [ ] 32. Lien Date         [ ] 50. Dollars on Order
[ ] 15. Cust Has Jobs    [ ] 33. Lien Invoice      [ ] 51. Installment Pmt
[ ] 16. Save History     [ ] 34. High Balance Date [ ] 52. MTD Discount
[ ] 17. Store Lien       [ ] 35. Beginning Month Bal [ ] 53. Resale Price Level
[ ] 18. Store Number     [ ] 36. Current Balance   [ ] 54. History
[ ] 19. Salesman         [ ] 37. Finance Charge    [ ] 55. STM Discount

<UpA>=Search for Password Account Name    <Esc>=End    <F1>=Help
```

8-4. Other Password Account Options

This option allows you to define one more option not found on other Variable File screens. This is done by password account.

```
DSVM0208  A/R Other Password Options      DIM10 DATA              Date mm/dd/yy
Rev10.0.4                                                         Port  39
                                                                 Store 01
     1. Enter Password Account:  _____

     2. Enter Credit Hold Number to Not
        Scroll in POS Customer Search/Scroll
     3. Add New Customer Box Options




<UpA>=Search for Password Account Name     <Esc>=End      <F1>=Help
```

9. Reports

This menu is displayed after selecting **9** for **Reports** from the **A/R Variable File Maintenance Menu**:

```
DSVM0200    A/R Variable Reports        DIM10 DATA              Date mm/dd/yy
Rev7.0.100                                                      Port  39
                                                               Store 01


                        Choose A/R Variable File Report:
                  +------------------------------+
                  ¦ 1. Basic A/R Options         ¦
                  ¦ 2. Terms Information          ¦
                  ¦ 3. Statement Information      ¦
                  ¦ 4. Volume Discount Tables     ¦
                  ¦ 5. Descriptions               ¦
                  ¦ 6. G/L Information            ¦
                  ¦ 7. Password Account Options   ¦
                  +------------------------------+






    <Esc>=End
```

Each option prints a report of the corresponding information.

SECTION 4: A/R Special Maintenance

Introduction

This section contains Accounts Receivable special maintenance. It allows you to perform maintenance on A/R files on a record-by-record basis or by a range of records, therefore making it a high level function. The information accessed through special maintenance is sensitive and should be accessed cautiously.

Special Maintenance Menu

When you select **A/R Special Maintenance** from the **Accounts Receivable Menu**, another menu is displayed. This menu is security protected. It appears on the **Accounts Receivable Menu** only if the password account has the appropriate user level.

```
+----------------------------------------------------------------------+
¦         DIM10 DATA       ¦    === SPECIAL A/R MAINTENANCE ===   ¦ 10.1¦
+----------------------------------------------------------------------¦
¦  1. Customer Master File Maint CM1 ¦ 14. Credit Note File CM10        ¦
¦  2. Change Fields W/Range      CM1 ¦ 15. Multiple Credit Note File CM16¦
¦  3. Change Cust Numbers    CM1/CM2 ¦ 16. Extra Signature File CM14     ¦
¦  4. Delete Customers/Range CM1/CM2 ¦ 17. Purge Unupdated CM15 Batches  ¦
¦  5. Customer Misc File Maint   CM2 ¦ 18. A/R Cutover Process           ¦
¦  6. Transaction Maintenance    CM3 ¦ 19. Print Customer Data to File   ¦
¦  7. Print Unmatched Trans      CM3 ¦ 20. Apply Late Charges - Manual   ¦
¦  8. Change CM3 Due Dates by Range  ¦ 21. A/R Month End Update          ¦
¦  9. Recalculate A/R Due Dates      ¦ 22. Maintain CM15 - Header        ¦
¦ 10. Payments Maintenance       CM4 ¦ 23. Maintain CM15 - Detail        ¦
¦ 11. Open Items Applied Maint.  CM5 ¦ 24. Maintain Payment History CM4H ¦
¦ 12. Credit History File CM9        ¦ 25. Maintain Applied Items History¦
¦ 13. Purge CM9                      ¦ 26. A/R Year End Update           ¦
+----------------------------------------------------------------------+
```

This is the menu of options for A/R special maintenance. The following section is organized according to this menu.

It is assumed you know how to move through menus, perform normal file maintenance procedures using the following options **(A, C, D, N, P, V, E)**, and print reports using the standard print routine. If you need more information, see *Getting Started*, Chapter 2, *System Training*. Refer to the following sections:

> ➤ Menus
> ➤ File Maintenance Guidelines
> ➤ Printing Reports

How To Use This Section

The options in this section are written following a standard pattern.

- ➢ Each option begins on a new page.
- ➢ The filename and keys (if applicable) are defined.
- ➢ The purpose of the option is stated in COMMENTS.
- ➢ A sample screen of the input parameters is presented.
- ➢ Any special fields or unique instructions are explained.

1. Customer Master File Maint CM1

```
DS02011              MAINTAIN CUSTOMER MASTER DATA
 1.CUST-NO                   2.NAME
 3.ADDR1                     4.ADDR2
 5.ADDR3                     6.ZIP              7.PHONE
 8.CONTACT                   9.TAX-NO                    10.AR-GROUP
11.AR-TYPE   12.TAX TYPE     13.EA PRICE     14.PO/SHP RQ    15.SIG-REQ
16.HAS JOBS?   17.SAV-GR-HIS   18.SAV-LIEN   19.STORE-NO    20.SMAN-NO
21.PRICE-LVL   22.CLASS       23.CR-HOLD    24.TERMS        25.STMNT-DAY
26.TAX-CODE   27.XTRA-CD     28.CREDIT-LIMIT           29.BID-NO
30.OPEN-DATE            70.RESALE PRC LVL      **** END OF ADDS ****
31.LAST-PAY-DT          32.LAST-PUR-DT         33.LIEN-DT
34.LIEN-INVOICE         35.HIGH-BAL-DATE       36.BEG-MO-BAL
37.CURRENT              38. 1-30               39.31-60
40.61-90                41.OVER 90             42.FC-BAL
43.MTD-CHARGES          44.MTD-RETURN          45.MTD-PAYMNTS
46.MTD-ADJ              47.MTD-FC              48.MTD-DISC
49.MTD-SALES            50.MTD-COST            51.YTD-SALES
52.YTD-COST             53.YTD-FC              54.HI-BAL-TYR
55.HI-BAL-LYR           56.MTD-MARKET          57.YTD-MARKET
58.ST MTD-DIS           59.CRD-LMT TYP         60.RUN-BEG-BAL
61.RUN-ADD-TO           62.RUN-SUB-FRM         63.STMNT-DETAIL
64.LST-PAY-AMT          65.ON-ORD-AMT          66.INSTALL-PAY
67.TEMP TERMS           68.MTD DSC SLS         69.YTD DSC SLS
ENTER OPTION (A,C,V,E,?):
```

FILENAME : CM1.D (Customer Master File)

KEYS   : Customer Number
                Customer Name

COMMENTS: Allows you to perform maintenance on the Customer Master File (CM1.D) on
                a record by record basis. Allows access to customer balances and month-to-
                date and year-to-date totals.

Special Fields

31. LAST-PAY-DT	Uses format MMDDYY
32. LAST-PUR-DATE	Uses format MMDDYY
33. LIEN-DT	Uses format MMDDYY
34. LIEN-INVOICE	Lien invoice number
35. HIGH-BAL-DATE	Uses format MMDDYY
54. HI-BAL-TYR	High balance this year
55. HI-BAL-LYR	High balance last year
58. ST-MTD-DIS	Month-to-date discount amount that appears on the statement
59. CRD-LMT TYP	Credit limit type
60. RUN-BEG-BAL	Beginning month balance for running balances option
61. RUN-ADD-TO	Added to this month's running balance

62. RUN-SUB-FRM   Subtracted from this month's running balance

63. STMNT-DETAIL   Statement detail

Y = When printing blank paper statements, the computer prints the statement for this customer and immediately follows with printing a recap of the invoices for the current period. This works only if you are saving sales history because the invoice detail comes from the Sales History File (SH0.D).

N = Do not print the invoices after printing the customer's statement.

64. LST-PAY-AMT   Last pay amount

65. ON-ORD-AMT   On order dollar amount

66. INSTALL-PAY   Installment payment amount. Maintained manually.

67. TEMP-TERMS   Changes terms temporarily for one finance charge calculation only. Zeroed out after the calculation.

68. MTD DSC SLS   Month-to-date discountable sales

69. YTD DSC SLS   Year-to-date discountable sales

2. Change Fields W/ Range CM1

```
DS02501     Change by Field (CM1.D)     DIM10 DATA              Date mm/dd/yy
Rev9.0.2                                                        Port  39
                                                                Store 01
1.  Input Parameters:

        Beginning Cust No              .000
        Ending    Cust No        999999.999
        Select Optional Fields (Y/N)      N
        Field Number to Change(3-67,70)
```

FILENAME : CM1.D (Customer Master File)

KEYS   : N/A

COMMENTS: Allows you to change customer data in CM1.D by selecting a range of
customers.

First you select the beginning and ending customers you wish to change.
Then you can select optional fields as in printing reports.

Then you select the field number (3-67, 70) you wish to change. The fields are
listed on the screen showing the field number and description. For example:

```
DS02501     Change by Field (CM1.D)     DIM10 DATA              Date mm/dd/yy
Rev9.0.2                                                        Port  39
                                                                Store 01
1.  Input Parameters:

        Beginning Cust No           1010.000
        Ending    Cust No           1010.000
        Select Optional Fields (Y/N)      N
        Field Number to Change(3-67,70)   0
  +--------------------------------------------------------------------+
  ¦  3-Address 1           14-PO Required (Y/N)   25-Statement Day (0-31) ¦
  ¦  4-Address 2           15-Signature Required  26-Tax Code (1-999)   ¦
  ¦  5-Address 3           16-Cust. Has Jobs (Y/N) 27-Extra Code (0-99) ¦
  ¦  6-Zip Code            17-Save Group Hist(Y/N) 28-Credit Limit      ¦
  ¦  7-Phone               18-Save Lien Info (Y/N) 29-Bid Number        ¦
  ¦  8-Contact             19-Store Number (1-255) 30-Open Date (MMDDYY) ¦
  ¦  9-Tax Exempt Number   20-Salesman Number     31-Last Pay Dt (MMDDYY) ¦
  ¦ 10-AR Group (1-4)      21-Price Level (1-99)  32-Last Pur Dt (MMDDYY) ¦
  ¦ 11-AR Type(B,O,R)      22-Class (1-99)        33-Lien Date (MMDDYY) ¦
  ¦ 12-TAX Type (R,S)      23-Credit Hold (0-99)  34-Lien Invoice       ¦
  ¦ 13-Each Pricing (Y/N)  24-Terms (1-99)        35-High Bal Dt (MMDDYY) ¦
  +--------------------------------------------------------------------+
  <UpA>= View Additional Fields
```

You can press up arrow to view more fields. After selecting a field number,
the field description is displayed and you can enter the new value (new
information) you wish to place in that field for <u>all</u> selected customers (or **Tab**
to leave unchanged):

```
DS02501     Change by Field (CM1.D)     DIM10 DATA              Date mm/dd/yy
Rev9.0.2                                                        Port  39
                                                                Store 01
1.  Input Parameters:

        Beginning Cust No           1010.000
        Ending    Cust No           1050.000
        Select Optional Fields (Y/N)      N
        Field Number to Change(3-67,70)   27 Extra Code (0-99)

            New Value            0
```

Then you can select another field number and enter its new value. When you are done selecting fields and entering the new values, press **Esc**. The computer displays what changes will be made during the update. For example:

```
DS02501     Change by Field (CM1.D)      DIM10 DATA              Date mm/dd/yy
Rev9.0.2                                                         Port  39
                                                                Store 01
1.  Input Parameters:

         Beginning Cust No          1010.000
         Ending     Cust No         1050.000
         Select Optional Fields (Y/N)        N
         Field Number to Change(3-67,70)   27 Extra Code (0-99)

Beginning Customer:   1010.000    F P S, INC. DBA BURGER KING
Ending    Customer:   1050.000    BONHAM/STAN

This program will replace fields in CM1.D with the following values:
         Extra Code (0-99)        5




Are you sure you want to proceed (YES/NO)?
```

To begin the change process, you must enter **YES**. Or if you do not wish to continue, enter **NO**. You are returned to the previous menu.

CM1.D Fields

3. Address 1	36. Beg Monthly Balance
4. Address 2	37. Current Balance
5. Address 3	38. 1-30 Days Past Due
6. Zip Code	39. 31-60 Days Past Due
7. Phone	40. 61-90 Days Pay Due
8. Contact	41. Over 90 Days Past Due
9. Tax Exempt Number	42. Finance Charge Balance
10. AR Group (1-4)	43. MTD Charges
11. AR Type (B, O, R)	44. MTD Returns
12. Tax Type (R, S)	45. MTD Payments
13. Each Pricing (Y/N)	46. MTD Adjustment
14. PO Required (Y/N)	47. MTD Finance Charge
15. Signature Required	48. MTD Disc - Allowed
16. Cust Has Jobs (Y/N)	49. MTD Dollar Sales
17. Save Group Hist (Y/N)	50. MTD Dollar Cost
18. Save Lien Info (Y/N	51. YTD Dollar Sales
19. Store Number (1-99)	52. YTD Dollar Cost
20. Salesman Number (Assigned)	53. YTD Finance Charge
21. Price Level (1-99)	54. High Bal This Year
22. Class (1-99)	55. High Bal Last Year
23. Credit Hold (0-99)	56. MTD Market Cost
24. Terms (1-99)	57. YTD Market Cost
25. Statement Day (0-31)	58. MTD Disc - Statement
26. Tax Code (1-999)	59. Credit Limit Type
27. Extra Code (0-99)	60. Beginning Running Bal
28. Credit Limit	61. Added To Running Bal
29. Bid Number	62. Subtract From Running Bal
30. Open Date (MMDDYY)	63. Detail With Statement
31. Last Payment Date (MMDDYY)	64. Last Payment Amount
32. Last Purchase Date (MMDDYY)	65. Dollars On Order
33. Lien Date (MMDDYY)	66. Installment Payment
34. Lien Invoice	67. Temporary Terms
35. High Bal Date (MMDDYY)	70. Resale Price Level

3. Change Cust Numbers CM1/CM2

```
DS02401    Customer Number Changes      DIM10 DATA              Date mm/dd/yy
Rev8.0.0                                                        Port  39
Old Customer Number          .000                               Store 01
New Customer Number

         <CR> = Next Item


+------------------------------------------------------------------------------+
|******************************** WARNING ************************************|
|                                                                              |
|    Be very sure there are not any existing files using these customers.  If  |
|    there are quotes, orders, customer transactions etc., then DO NOT          |
|    change the customer number.                                               |
+------------------------------------------------------------------------------+





<Esc> = End
```

FILENAME : CM1.D (Customer Master File) and CM2.D (Customer Misc. File)

KEYS   : Customer Number

COMMENTS: Allows you to change the customer number in both CM1.D and CM2.D. You
must be sure that there are no existing entries using the customer number
you wish to change. Any entries involving customers numbers such as
quotes, orders, open invoices, payments, and so forth should be checked
thoroughly before changing the customer number.

The program first asks for the old customer number. The computer displays
the corresponding customer name and asks for the new number. Either press
Enter to leave unchanged or enter the new customer number. The customer
number is changed in both CM1.D and CM2.D. Press **Esc** to end this process
and return to the previous menu.

4. Delete Customers/Range CM1/CM2

```
DS02403   Delete Customers By Date      DIM10 DATA           Date mm/dd/yy
Rev10.0.3                                                    Port  39
                                                             Store 00
    1. Input Parameters
         Last Payment Date                       0
         Last Invoice Date                       0
         Beginning Customer Number            .000
         Ending    Customer Number      999999.999
         Store Number (0=all)                    0

    2. Print Edit Report

    3. Delete Customers




Enter Option - (E) to End
```

FILENAME : CM1.D (Customer Master File) and CM2.D (Customer Misc. File)

KEYS   : Customer Number

COMMENTS: Allows you to delete customers from CM1.D and CM2.D by a range of customer numbers and/or by last payment or last invoice date.

You can enter the parameters as displayed above (you must enter one of the dates before continuing), print the edit report showing which customers will be deleted according to the parameters, and finally delete the selected customers. Only customers with zero balances and no current activity will be deleted.

5. Customer Misc File Maint CM2

```
DS02012    MAINTAIN CUSTOMER MISC DATA (CM2.D)

        1. CUSTOMER NUMBER
        2. SHIP TO 1
        3. SHIP TO 2
        4. SHIP TO 3
        5. BUILDER'S CLUB ACCT
        6. EMAIL ADDRESS
        7. CELL PHONE NUMBER
        8. SOCIAL SECURITY #
        9. MESSAGE 1
       10. MESSAGE 2
       11. MESSAGE 3
       12. DELIVERY ZONE
       13. ROUTE DIFFICULTY
       14. MAP CODE




ENTER OPTION (A,V,E,?):
```

FILENAME : CM2.D (Customer Misc. File)

KEYS   : Customer Number

COMMENTS: Allows you to perform maintenance on the Customer Misc. File (CM2.D) on a record by record basis. Allows access to the ship to addresses, Builder's Club account number, email address, cell phone number, Social Security number, messages, and dispatch/delivery codes.

6. Transaction Maintenance CM3

```
DS02013                    CUSTOMER TRANSACTION FILE

    1. CUSTOMER                       2. STORE NUMBER
    3. TRANS NUMBER                   4. TRANS SOURCE
    5. TRANSACTION STATUS             6. TRANS DATE (YYYYMMDD)
    7. ORIGINAL AMOUNT                8. BALANCE
    9. DUE DATE (YYMMDD)             10. DISCOUNT AMOUNT
   11. LIENABLE INVOICE (Y/N)        12. LAST PYMT DATE (MMDDYY)




    ENTER OPTION (A,V,E,?):
```

FILENAME : CM3.D (Customer Transaction File)

KEYS   : Customer Number
             Store Number
             Transaction Number

COMMENTS: Allows you to perform maintenance on the Customer Transaction File
           (CM3.D) on a record-by-record basis. Allows access to transaction amounts
           and dates.

Special Fields

3. TRANS NUMBER	Invoice, return, transfer, finance charge, cash receipt (payment)
4. TRANS SOURCE	**S1** = invoice **S2** = return **S6** = transfer **S8** = finance charge **S9** = cash receipt
5. TRANSACTION STATUS	Blank = not updated to G/L **U** = updated to G/L
6. TRANS DATE	Uses format YYYYMMDD
9. DUE DATE	Uses format YYMMDD
10. LAST PAYMENT DATE	Uses format MMDDYY

7. Print Unmatched Trans CM3

```
DS09024    Print Unmatched CM3.D Records      DIM10 DATA        Date mm/dd/yy
Rev10.0.1                                                       Port  39
                                                               Store 01
    1. Input Parameters

        Number of Copies                      1
        Report Date                        mmddyy










<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

FILENAME : CM3.D (Customer Transaction File)

KEYS   : N/A

COMMENTS : Allows you to print a report showing any transactions in CM3.D (Customer
Transaction File) that do not have a corresponding customer in CM1.D
(Customer Master File). This situation might occur if you had deleted a
customer from CM1.D that still had activity in CM3.D.

The report will show the following information:

- Customer	- Original amount
- Store	- Balance
- Transaction number	- Due date
- Source	- Discount
- Status	- Lienable (Y/N)
- Date	

8. Change CM3 Due Dates by Range

```
DS09035      Change CM3 Due Dates        DIM10 DATA              Date mm/dd/yy
Rev8.1.2                                                         Port  39
                                                                Store

Change due dates for a range of dates based on current due date
Enter the following dates in the format of 'YYYYMMDD':


    Beginning on or after:              ?
    Ending before or on:
    With a due date of:
    Will change due date to:
```

☞ **IMPORTANT**:   The dates must be entered with the YYYYMMDD format.

FILENAME : CM3.D (Customer Transaction File)

KEYS   : N/A

COMMENTS: Allows you to change due dates for transactions CM3.D for a range of
transaction dates.

☞ **IMPORTANT:**   The dates must be entered with the YYYYMMDD format.

Input Parameters

Beginning on or after:	Enter the first transaction date of the range. You must enter a date. Remember to enter the 4-digit year, month, and day (YYYYMMDD). Or press **Esc** to return to the previous menu.
Ending before or on:	Enter the last transaction date of the range. You must enter a date.
With a due date of:	Enter the due date currently assigned to the transactions within the date range entered above. Only transaction with this due date will be changed.
Will change due date to:	Enter the due date you wish the selected range of transactions to have.

After you enter the input parameters, the computer asks:

```
DS09035      Change CM3 Due Dates         DIM10 DATA                  Date mm/dd/yy
Rev8.1.2                                                              Port  39
                                                                     Store

Change due dates for a range of dates based on current due date
Enter the following dates in the format of 'YYYYMMDD':


     Beginning on or after:           ?  20000101
     Ending before or on:             ?  20000131
     With a due date of:              ?  20000131
     Will change due date to:         ?  20000210




This program will now read through the customer transactions and assign them a
due date based on their transaction date and the above dates.



 Do you wish to proceed?  (Y/N)
```

Enter **Y** to begin the update, **N** to end this process. If you answer **Y**, the computer reads each existing transaction in CM3.D within the beginning and ending dates and assigns a due date according to the dates you entered above. When the process is finished, the computer displays:

```
All Transaction should Now Have Good Due Dates
```

Press **Enter** to return to the previous menu.

If you answer **N**, you will be returned to the previous menu without changing any due dates.

9. Recalculate A/R Due Dates

```
DS09001A    Calculate Due Dates        DIM10 DATA              Date mm/dd/yy
Rev8.1.1                                                       Port  39
                                                              Store 01


                    1. Change Store No
                    2. Calculate Due Dates













Enter Option - (E) to End:
```

FILENAME : CM3.D (Customer Transaction File)

KEYS : N/A

COMMENTS: Allows you to change invoice <u>due</u> dates for all customers for one store based on invoice date parameters you enter. This program is useful if you have transactions with due dates less than the transaction date. This might happen if the A/R month end procedures do not complete successfully for some reason and the discount and due dates in the A/R Variable File, Terms Information, do not get incremented to the new month. Transactions processed in the new month would then carry due dates less than the invoice date. This would impact aging and finance charge calculations. This program will correct those bad due dates.

After you check the store number, select **2** for **Calculate Due Dates**. The computer displays:

```
DS09001A    Calculate Due Dates        DIM10 DATA              Date mm/dd/yy
Rev8.1.1                                                       Port  39
                                                              Store 01


Enter the Following Dates:  (Sample data is for a cutoff date of 3/31/87)


       Invoices On or After  40187 ----------------- Will be Due  51087
       Invoices On or After  30187 and Before  40187 Will be Due  41087
       Invoices On or After  20187 and Before  30187 Will be Due  31087
       Invoices On or After  10187 and Before  20187 Will be Due  21087
       Invoices --------------------- Before  10187 Will be Due  11087
```

Enter the first invoice date (invoices written on or after this date) and then the date those invoices will be due. Then working backwards, enter the previous month's invoice date and due dates and so forth. After you enter the invoice/due dates, the computer asks:

```
DS09001A    Calculate Due Dates        DIM10 DATA            Date mm/dd/yy
Rev8.1.1                                                     Port  39
                                                            Store 01


Enter the Following Dates:  (Sample data is for a cutoff date of 3/31/87)


       Invoices On or After  40100 ---------------- Will be Due  51000
       Invoices On or After  30100 and Before  40100 Will be Due  41000
       Invoices On or After  20100 and Before  30100 Will be Due  31000
       Invoices On or After  10100 and Before  20100 Will be Due  21000
       Invoices --------------------- Before  10100 Will be Due  11000




This program will now read through the customer transactions and assign them a
Due Date based on their Transaction Date and the above dates.

Do you wish to proceed?  (Y/N)
```

If you answer **Y**, the computer reads each existing transactions in CM3.D (invoices, returns, and so forth) and assigns a due date according to the dates you entered above. When the process is finished, the computer displays:

```



All transactions should now have good due dates



```

Press **Enter** to return to the **Calculate Due Dates** screen.

If you answer **N**, you are returned to the **Calculate Due Dates** screen without changing any due dates.

10. Payments Maintenance CM4

```
DS02014                      CASH RECEIPTS TRANSACTIONS

 1. BATCH                            2. SEQUENCE
 3. STORE                            4. CUSTOMER-NUMBER
 5. DATE (YYYYMMDD)                  6. STATUS
 7. CUSTOMER TYPE                    8. ACCOUNTING MONTH
 9. REFERENCE                       10. CHECK NUMBER
11. APPLIED ON ACCOUNT              12. MONEY RECEIVED
13. DISCOUNT                        14. FINANCE CHARGE
15. GL - ACCT 1                     16. GL - AMOUNT 1
17. GL - ACCT 2                     18. GL - AMOUNT 2
19. GL - ACCT 3                     20. GL - AMOUNT 3






ENTER OPTION (A,V,E,?):
```

FILENAME : CM4.D (Cash Receipts Transactions File)

KEYS   : Batch Number
                 Sequence Number

COMMENTS: Allows you to perform maintenance on the Cash Receipts Transactions File
                 (CM4.D) on a record-by-record basis. Allows access to payment amount,
                 payment date, discounts taken, and G/L distributions.

Special Fields

1. BATCH	This batch code is assigned by the operator when entering cash receipts. It always begins with "CR".
2. SEQUENCE	This sequence number starts with 1 for each new batch of cash receipts.
5. DATE	Uses format YYYYMMDD

11. Open Items Applied Maint. CM5

```
DS02015                    OPEN ITEMS APPLIED

     1. CUSTOMER NUMBER
     2. STORE NUMBER
     3. TRANSACTION NUMBER
     4. DATE
     5. BATCH
     6. ORIGINAL DATE
     7. ORIGINAL AMOUNT
     8. BALANCE DUE
     9. AMOUNT APPLIED
    10. CM4-SEQUENCE NUMBER








ENTER OPTION (A,V,E,?):
```

FILENAME : CM5.D (Open Items Applied File)

KEYS   : Customer Number
            Store Number
            Transaction Number
            Date

COMMENTS: Allows you to perform maintenance on the Open Items Applied File (CM5.D)
            on a record-by-record basis. Allows access to original invoice date and
            amount, balance due, and amount applied so far to the transaction.

            Records in this file are added during the Cash Receipts Update. They are
            deleted automatically during the A/R Month End Update.

☞ **NOTE:** If you make any changes to CM5.D using the Special Maintenance option, the
            indexes <u>must</u> also be rebuilt. From the **Dimensions Main Menu**, select **System
            Manager**, then **File Management**, then **Reindex/Resize Files**. Then enter **CM5.D**
            for the file name to reindex.

Special Fields

4. DATE   Uses format MMDDYY

6. ORIGINAL DATE   Uses format MMDDYY

12. Credit History File CM9

```
DS02019  MAINTAIN A/R CREDIT FILE

 1. CUSTOMER NUMBER:
 2. FULL YEAR, MONTH:
 3. BEGINNING MONTH BALANCE:
 4. CURRENT BALANCE:
 5. 1-30 DAYS PAST DUE:
 6. 31-60 DAYS PAST DUE:
 7. 61-90 DAYS PAST DUE:
 8. OVER 90 DAYS:
 9. FINANCE CHARGES:
10. MTD CHARGES:                       20. ENDING BALANCE:
11. MTD RETURNS:                       21. NUMBER OF INVOICES:
12. MTD-PAYMENTS:                      22. NUMBER OF RETURNS:
13. MTD-ADJUSTMENTS:                   23. PAST DUE CODE:
14. MTD FINANCE CHARGES CHARGE
15. MTD DISCOUNTS TAKEN:
16. MTD DOLLAR SALES:
17. MTD DOLLAR COST:
18. MTD MKT COST:
19. MTD STATEMENT DISCOUNT:

ENTER OPTION (A,V,E,?):
```

FILENAME : CM9.D (Credit History File)

KEYS   : Customer Number
             Full Year and Month (YYYYMM)

COMMENTS: Allows you to perform maintenance on the Credit History File (CM9.D) on a record-by-record basis. This file is updated during the A/R Month End Update with the information found in CM1.D at the time of the update. It also contains the number of invoices and returns as found in CM3.D at the time of the update. The file is purged automatically at A/R Month End as well according to the number of months found in the A/R Variable File, Miscellaneous Codes, Miscellaneous Codes, **3. Number Months Credit and Payment History**. The date of the update is compared to the number of months and any records with dates previous to the number of months are automatically deleted from CM9.D.

13. Purge CM9

```
DS02404    Purge CM9 by Store & Date     DIM10 DATA              Date mm/dd/yy
Rev8.1.1                                                         Port  39
                                                                Store 01


            Store Number (0=All)            0
            Beginning Date (MMDDYY)         0
            Ending    Date (MMDDYY)    999999
```

FILENAME : CM9.D (Credit History File)

KEYS   : N/A

COMMENTS: This option allows you to delete credit history records by store number and a range of dates. Normally this is done during the A/R Month End Update.

First you enter the store number and beginning and ending dates you wish to delete. Then the computer asks:

```
<Ent> = Begin Purge    (E) = End
```

To begin the purge process, press **Enter**. Or if you do not wish to continue, enter **E** and press **Enter**. Finally the computer asks:

```
Do you wish to proceed (YES/NO)?
```

Enter your response accordingly.

14. Credit Note File CM10

```
DS02020  MAINTAIN A/R CREDIT NOTE FILE

 1. CUSTOMER NUMBER:
 2. FOLLOW UP DATE:

 3. HIGH BAL. SINCE ACCT OPEN:
 4. LAST CREDIT HOLD:

 5. DATE PUT ON CREDIT HOLD:          7. DATE TAKEN OFF CREDIT HOLD:
 6. CREDIT HOLD WRITTEN BY:           8. TAKEN OFF CREDIT HOLD WBY:


10. CREDIT NOTE 2:
11. CREDIT CONTACT:
12. WRITTEN BY:

13. FOLLOW UP STATUS:
15. FOLLOW UP CREDIT NOTE 1:
16. FOLLOW UP CREDIT NOTE 2:
17. FAX NUMBER:
18. FAX OPTIONS (S,I,A,N):

ENTER OPTION (A,V,E,?):
```

FILENAME : CM10.D (Customer Credit File)

KEYS : Customer Number

COMMENTS: The Customer Credit File is normally maintained through A/R File Inquiry (Change Credit option). The information in this file is used on the Credit Note Report.

15. Multiple Credit Note File CM16

```
DS020116 MAINTAIN CREDIT NOTES FILE (CM16)

1. CUSTOMER NO
2. DATE (YYYYMMDD)
3. SEQ/LINE NO

4. NOTES




ENTER OPTION (A,V,E,?):
```

FILENAME : CM16.D (Multiple Credit Note File)

KEYS   : Customer Number
            Date
            Sequence/Line Number

COMMENTS: The Multiple Credit Note File is normally maintained through A/R File
          Inquiry (Change Credit option). These are the actual comment lines entered
          for credit notes.

16. Extra Signature File CM14

```
DS020114

        MAINTAIN SIGNATURE FILE


 1. CUSTOMER NUMBER
 2. SIGNATURE










 ENTER OPTION (A,V,E,?):
```

FILENAME : CM14.D (Extra Signature File)

KEYS   : Customer Number

COMMENTS: Extra signatures are added through A/R File Maintenance or when adding
new customers.

17. Purge Unupdated CM15 Batches

```
DS02608   Purge Un-Updated Cash Receipts Batches      DIM10 DATA   Date mm/dd/yy
Rev8.1.1                                                           Port  37
                                                                  Store 01
    1. Input Parameters

          Store Number                              1
          Purge Un-updated Batches Thru (MMDDYY)      mmddyy




<Ent> = Run Purge    (E) = End    (1) = Input Parameters
```

FILENAME : CM15.D (Cash Receipts by Batch File)

KEYS   : N/A

COMMENTS : This option allows you to purge CM15 batches which have not been updated
during Cash Receipts by Batch.

18. A/R Cutover Process

COMMENTS: Refer to the manual *Getting Started,* Chapter 4, Getting A/R Started, for the procedure *Doing A/R Cutover* for instructions.

19. Print Customer Data to File

```
DS02341        Print Customer To Text         DIM10 DATA         Date mm/dd/yy
Rev10.0.3                                                        Port  37
                                                                Store 00
     1. Input Parameters
            Text File Name  (Blank=Print to Screen Only)
            Order 1) Numerically, 2) Alphabetically        1
            Beginning Customer (Aging & Print)          .000
            Ending    Customer (Aging & Print)    999999.999
            Selection Code:       0 = All Accounts         0
             1 = Only Past Due  31 = Only Over 30
            61 = Only Over 60   91 = Only Over 90
            Consolidate Jobs                  (Y/N)        Y
            Select Customers with Zero Balances   (Y/N)    N
            Select Customers with Credit Balances (Y/N)    N
            Text File Type  1) Fixed Field                 1
                            2) User-Selected Delimiter
                            3) 'CRLF' after Each Field
            Delimiter  (If File Type '2')                  ,
            Include CM2 Fields (Y/N)                       Y
            Store Number (0 = All Stores)                  0
            Select Optional Field (Y/N)                    N
     2. Calculate Aging Balances
     3. Create Text File    or   Print to Screen
Enter Option - (E) to End:
```

FILENAME : CM1.D (Customer Master File) and CM2.D (Customer Misc. File))

KEYS   : N/A

COMMENTS: This option allows you to export customer data to a text file which can then be used in a DOS-based application such as Lotus 1-2-3, Excel, or WordPerfect. Data can be captured from either one or both of the customer files listed above.

Select for to enter the input parameters. See below for an explanation of each field.

Text File Name **(Blank=Print to** **Screen Only)**	1. Enter up to 8 characters to identify the text file you will be creating such as CUST.TXT or CUST.PRN. The .PRN extension is a commonly used extension in DOS that signifies that the file was output as printed text. Some programs that can import data will search your system for a file ending with the .PRN extension but in most cases you can use whatever filename you choose. 2. If you do not wish to create a text file but print the data to the screen, leave this field blank.
Order **1) Numerically,** **2) Alphabetically**	Enter **1** to select customers numerically or **2** to select alphabetically.
Beginning Customer **(Aging & Print)**	If selecting in numerical order, enter the beginning customer number or press **Enter** to start with the first customer in the file. If selecting in alphabetical order, enter the beginning customer name or press **Enter** to start alphabetically with the first customer in the file.

Ending Customer **(Aging & Print)**	If selecting in numerical order, enter the ending customer number or **Tab** to accept the default response (selects all remaining customers). If selecting in alphabetical order, enter the ending customer or **Tab** to accept the default response (selects all remaining customers).
Selection Code: **0=All Accounts** **1=Only Past Due** **31=Only Over 30** **61=Only Over 60** **91=Only Over 90**	Enter the customer aging category (**1**, **31**, **61**, or **91**) you wish to select or press **Tab** to accept the default of all accounts.
Consolidate Jobs **(Y/N)**	Enter **Y** if you wish to consolidate amounts from all jobs into the main account. Or enter **N** to keep each job separate.
Select Customers **with Zero Balances** **(Y/N)**	Enter **Y** to select all customers regardless of balance. Or enter **N** to select customers with balances only.
Select Customers **with Credit** **Balances (Y/N)**	Enter **Y** to select customers with a credit balance. Or enter **N** to not select customers with credit balances.
Text File Type **1) Fixed Field** **2) User Selected** **Delimiter** **3) 'CRLF' After Each** **Field**	1. This parameter sets up how the fields in each record are to be separated. The DOS program you will be using to import this data will ask how the data is structured so it will know how to format it when it comes over. 2. **1=Fixed Field**. The text file will be created with fixed length fields. If the data in each field is less than the allotted field length, blank spaces will be added to fill up the field. 3. **2=User Selected Delimiter**. The text file will be created with a delimiting character that you specify below in **DELIMITER**. The most common delimiter is a comma. However if your DOS application asks for something else, you can define it. 4. **3='CRLF' After Each Field**. The text file will be created with a "carriage return line feed" between each field. This arranges the data in a column, one field under the other.
Delimiter (If File **Type '2')**	You will enter this field only if you selected file type 2 for user selected delimiter. Enter the character to separate each field. The comma is the most common. For example: , or ; or :
Include CM2 (Y/N)	Enter **Y** to include CM2.D, Customer Misc. File. Or enter **N** to not include it.
Store Number	Enter the store number for customer selection. Or enter **0** for all stores.

Select Optional
Field (Y/N)

Using the same concept as the optional field in the A/R reports, you can select other CM1 and CM2 fields for further customer selection.

If you need to calculate the aging balances of the selected customers, select **2** for **Calculate Aging Balances**.

After setting up the parameters, select **3** for **Create Text File or Print to Screen**. The computer displays (if you are printing to screen only):

```
 <Ent> = Begin Printing
```

Or if you are creating a text file:

```
Now Creating Text File    CUST.PRN

Now Printing to Text File
```

If the filename is already in use, you will have the option of creating a new text file to replace it or to change the filename.

Wait while the data is processed. The time it takes to process the data depends on how many records are in the file, how many records are being selected, and how many files are being used. Then the computer displays:

```
Completed.   <Ent>=Continue
```

This text file can now be exported from the Dimensions system to a PC. See DOSCOPY or another communication program to do this.

The following tables present the file layouts from the data dictionary of the customer files available for printing to a text file. You will need this information after exporting the text file to a DOS application so it can be edited.

TEXT FILE LAYOUT FOR CM1.D – CUSTOMER MASTER FILE   10JAN91

FIELD	START BYTE	END BYTE	SIZE	DEC	TOTAL # OF BYTES: 627
1	2	5	4	3	CUSTOMER NUMBER
2	6	35	30	0	CUSTOMER NAME
3	36	60	25	0	ADDRESS 1
4	61	85	25	0	ADDRESS 2
5	86	110	25	0	ADDRESS 3
6	111	120	10	0	ZIP CODE
7	121	132	12	0	PHONE
8	133	152	20	0	CONTACT
9	153	167	15	0	TAX EXEMPT NUMBER
10	168	171	4 or 1	0	AR GROUP (1-4)
11	172	172	1	0	AR TYPE (B, O, R)
12	173	173	1	0	TAX TYPE
13	174	174	1	0	EACH PRICING (Y/N)
14	175	175	1	0	PO/SHIP TO REQUIRED (Y/N)
15	176	176	1	0	SIGNATURE REQ (Y/N)
16	177	177	1	0	CUSTOMER HAS JOBS (Y/N)
17	178	178	1	0	SAVE CUSTOMER HISTORY (Y/N)
18	179	179	1	0	SAVE LIEN INFO (Y/N)
19	180	183	4 or 2	0	STORE NUMBER (1-99)
20	184	187	4 or 2	0	SALESMAN NUMBER (1-99)
21	188	191	4 or 2	0	PRICE LEVEL (1-99)
22	192	195	4 or 2	0	CLASS (1-99)
23	196	199	4 or 2	0	CREDIT HOLD (0-99)
24	200	203	4 or 2	0	TERMS (1-99)
25	204	207	4 or 2	0	STATEMENT DAY (0-31)
26	208	211	4 or 3	0	TAX CODE (1-999)
27	212	215	4 or 2	0	EXTRA CODE (0-99)
28	216	219	4 or 8	0	CREDIT LIMIT (0=NO LIMIT)
29	220	223	4or 10	3	BID NUMBER
30	224	227	4 or 6	0	OPEN DATE (MMDDYY)
31	228	231	4 or 6	0	LAST PAY DATE (MMDDYY)
32	232	235	4 or 6	0	LAST PURCHASE DATE (MMDDYY)
33	236	239	4 or 6	0	LIEN DATE (MMDDYY)
34	240	243	4 or 7	0	LIEN INVOICE
35	244	247	4 or 6	0	HIGH BALANCE DATE (MMDDYY)
36	258	251	4 or 11	2	BEG MONTHLY BALANCE
37	252	255	4 or 11	2	CURRENT BALANCE
38	256	259	4 or 11	2	1-30 DAYS PAST DUE
39	260	263	4 or 11	2	31-60 DAYS PAST DUE
40	264	267	4 or 11	2	61-90 DAYS PAST DUE
41	268	271	4 or 11	2	OVER 90 DAYS PAST DUE
42	272	275	4 or 11	2	FINANCE CHARGE BALANCE
43	276	279	4 or 11	2	MTD CHARGES
44	280	283	4 or 11	2	MTD RETURNS
45	284	287	4 or 11	2	MTD PAYMENTS
46	288	291	4 or 11	2	MTD ADJUSTMENT
47	292	295	4 or 11	2	MTD FINANCE CHARGE
48	296	299	4 or 11	2	MTD DISCOUNT – ALLOWED
49	300	303	4 or 11	2	MTD DOLLAR SALES
50	304	307	4 or 11	2	MTD DOLLAR COST
51	308	311	4 or 11	2	YTD DOLLAR SALES
52	312	315	4 or 11	2	YTD DOLLAR COST
53	316	319	4 or 11	2	YTD FINANCE CHARGE
54	320	323	4 or 11	2	HIGH BAL THIS YEAR
55	324	327	4 or 11	2	HIGH BAL LAST YEAR
56	328	331	4 or 11	2	MTD MARKET COST
57	332	335	4 or 11	2	YTD MARKET COST
58	336	339	4 or 11	2	MTD DISCOUNTS – STATEMENT
59	340	340	1	0	CREDIT LIMIT TYPE

TEXT FILE LAYOUT FOR CM1.D – CUSTOMER MASTER FILE (CONT.)

FIELD	START BYTE	END BYTE	SIZE	DEC	
60	341	344	4 or 11	2	RUNNING BALANCE (BEG MO BAL)
61	345	348	4 or 11	2	RUNNING BALANCE (ADDED MTD)
62	349	352	4 or 11	2	RUNNING BALANCE (SUBTRACT MTD)
63	353	353	1	0	DETAIL WITH STATEMENT (Y/N)
64	354	357	4 or 11	2	LAST PAYMENT AMOUNT
65	358	361	4 or 11	2	DOLLARS ON ORDER
66	362	365	4 or 11	2	INSTALLMENT PAYMENT
67	366	369	4 or 2	0	TEMPORARY TERMS (1-99)
68	370	373	4 or 11	2	MTD DISCOUNTABLE SALES
69	374	377	4 or 11	2	YTD DISCOUNTABLE SALES
70	378	378	1 or 2	0	RESALE PRICE LEVEL

TEXT FILE LAYOUT FOR CM2.D – CUSTOMER MISC. FILE   30AUG00

FIELD	START BYTE	END BYTE	SIZE	DEC	TOTAL # OF BYTES: 290
1	2	5	4	3	CUSTOMER NUMBER
2	6	25	20	0	SHIP TO 1
3	26	45	20	0	SHIP TO 2
4	46	65	20	0	SHIP TO 3
5	66	80	15	0	BUILDER'S CLUB ACCT NUMBER
6	81	110	30	0	EMAIL ADDRESS
7	111	122	12	0	CELL PHONE NUMBER
8	123	133	11	0	SOCIAL SECURITY NUMBER
11	156	195	40	0	MESSAGE 1
12	196	235	40	0	MESSAGE 2
13	236	275	40	0	MESSAGE 3
14	276	279	4	0	DELIVERY ZONE (DDS)
15	280	282	3	0	ROUTE DIFFICULTY (DDS)
16	283	290	8	0	MAP CODE (DDS)

20. Apply Late Charges - Manual

```
DS02380             Late Charges              DIM10 DATA         Date mm/dd/yy
Rev8.1.2                                                         Port  37
                                                                Store 01


         1. Change Calendar Month(1-12):  4     Period Code:  4
         2. Store Number                      1
            Beginning Customer Number         .000
            Ending    Customer Number   999999.999
         3. Calculate Aging Balances
         4. Compute Late Charges
         5. Print Late Charge List
         6. Print G/L Entries
         99. Change Date
             The above date is used as the aging date and is very
             important.  Transactions with a due date on or after
             this date will be current.  Everything prior to this
             date will be aged based on days past due.  Use this
             option to change it if it is not correct.




Enter Option - (E) = End
```

COMMENTS: This procedure allows you to apply late charges manually without using the month end process.

Input Parameters

1. Change Calendar Month (1-12)
Check the displayed calendar month and change if necessary. This calendar month will be used when posting entries to the G/L.

2. Store Number
Check the displayed store number and change if necessary. This store number will be used when creating the late charge (finance charge) transaction.

Beginning Customer Number
Ending Customer Number
Also enter a beginning and ending customer number if you are applying finance charges for a certain customer or range of customers.

3. Calculate Aging Balances
This option allows you to calculate the aging balance before calculating finance charges. The computer displays:

```
DS02380             Late Charges              DIM10 DATA         Date mm/dd/yy
Rev8.1.2                                                         Port  37




 All customers transactions will be aged based on the date of: mm/dd/yy




  Do you wish to continue with aging (Y/N)???
```

Enter **Y** if the aging date is correct and you wish to continue. Or enter **N** to return to the previous screen.

> ☞ **NOTE:** The system uses the date entered in this program to compare to the **Due Date** on the transaction in the Customer Transaction File (CM3.D). If the due date for the transaction is beyond (future) this date, the transaction is considered current. If the due date for the transaction is before (past) this date, the transaction is considered past due, and will be totaled into an aging bucket depending on the number of days between the due date on the transaction and the date entered in this program.

If you answered **Y** above, the computer begins immediately to calculate the aging. When done, it displays:

```
 Normal End Of Aging Calculation
```

Press **Enter** to acknowledge this message and return to the previous screen.

4. Compute Late Charges   This option computes the actual late charges. The computer begins by displaying:

```
DS02380            Late Charges           DIM DATA                  Date mm/dd/yy
                                                                    Port  08
                                                                    Store 01


********************************* IMPORTANT
**********************************

Be sure aging has been calculated (Step 3) before computing late charges.
A   late charge   will be calculated for all customers unless otherwise
specified in their terms code.  This   late charge   will automatically be
posted to their account and to the general ledger period code of:  6 .

Please make sure the above date and period are correct before continuing!!!




 Do You Wish To Continue With The   Late Charge   Calculations (Y/N)???
```

After reading the message, enter **Y** to continue or **N** to discontinue and return to the previous screen.

If you entered **Y**, the computer begins immediately to compute late charges for the selected customers. A transaction will be created in CM3.D for each late charge. It will also calculate the current payment amount for revolving customers. The payment amount will come from either:

A. CM1.D, **66. Installment Payment** (maintained manually), or

B. Variable File for A/R, Terms Information, **22. Revolving # of Payments**.

Ending Balance / # of Payments = Current Payment Amount

If the calculated payment is less than the amount in the Variable File (Terms Information, **23. Minimum Payment**), then the minimum payment will be used instead. The Current Payment Amount is written to CM1.D, **37. Current**.

After the late charges are computed, the computer displays:

```
DS02380               Late Charges        DIM DATA         Date mm/dd/yy
                                                           Port  08
                                                           Store 01




Normal End Of Late Charge Calculations
```

Press **Enter** to acknowledge this message. You are returned to the previous screen.

5. Print Late Charge List   Print this report after computing the late charges. The computer displays:

```
DS02382             Print Late Charges     DIM DATA        Date mm/dd/yy
                                                           Port  08
                                                           Store 01
      1. Input Parameters

          Number Of Copies                    1
          Report Date                       mmddyy




<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

SAMPLE LATE CHARGE LIST

```
mm/dd/yy          STORE: 01        LATE CHARGE LIST    DIM DATA          DS02382
11:30:15                                                                 PAGE 0001

  NUMBER TYPE           CUST NO    NAME          TYPE     DATE    ORIG AMOUNT  BALANCE

  2900877 LATE CG       6000.000   FLOWER SHOPPE   O     06/15/98     64.28     64.28

                                   GRAND TOTAL                        64.28     64.28
```

6. Print G/L Entries   Print this report also after computing the late
                                charges. The computer displays:

```
DS01105       Gpost Entries        DIM DATA                      Date mm/dd/yy
                                                                 Port  08
                                                                 Store 01
   1. Input Parameters

      Batch                       GF
      Number of Copies                        1
      Report Date                      mmddyy




<Ent> = Print Report     (E) = End    (1) = Input Parameters
```

SAMPLE G/L ENTRIES REPORT

```
mm/dd/yy        BATCH: GF02900877    GPOST ENTRIES               DIM DATA                      DS01105
11:25:18                                                                                       PAGE 0001

SEQ CTRL PC JL   DATE    REF NO  SOURCE DESCRIPTION  ACCT NO  ACCT DESCRIPTION          DEBIT     CREDIT

 1  1  6 3A 06/15/98  2900877 AUTO LATE CHARGE     1210.00  ACCOUNTS RECEIVABLE - TRADE    64.28
       2  1  6                                     8140.00  FINANCE AND CARRYING CHARGE              64.28

                                                            TOTAL              64.28     64.28

                                                            PROOF                .00
```

21. A/R Month End Update

```
DS02398      Month End Update      DIM10 DATA                      Date mm/dd/yy
Rev9.0.4                                                           Port  37
                                                                  Store 01


        Please run the month-end pre-test prior to this update to verify that
        all accounts are in balance.  This program will force accounts into
        balance based upon the balance in CM3.D.


        1. Month-End Update
        Note:  Month-End Update will be performed for all stores.
               A single store cannot be selected.

        99. Change Date
            (Use this option to change the month and year
            for the A/R credit file.)




Enter Option - (E) to End:
```

FILENAME : CM1.D (Customer Master File) and Variable File

KEYS   : N/A

COMMENTS: This option allows you to perform the month end update on the customer files only if needed. The normal month end process performs this step automatically but you may have the occasion to run it manually alone.

To begin the update process, enter **1** and press **Enter**. The computer asks:

```
Have All the Required Month End Files Been Backed Up? (Y/N)
```

It is a good idea to copy CM1.D and the Variable File (VM0.D) to your month end user group before performing the update. If you enter **Y**, the computer asks:

```
DS02398      Month End Update      DIM10 DATA                      Date mm/dd/yy
Rev9.0.4                                                           Port  37
                                                                  Store 01
Updates will be performed on all  11  of your stores








 Are you sure you want to perform the month-end updates? (Y/N)
```

The update process will do the following:

➢ Clear MTD fields in CM1.D (Customer Master File) - charges, returns, payments, adjustments, finance charges, discounts, sales, costs, statement discounts.
➢ Recalculate beginning month balances.
➢ Clear paid invoices from CM3.D (Customer Transaction File).
➢ Clear CM4.D (Cash Receipts Transactions - Payments File), CM5.D (Open Items Applied File) , and CM7.D (A/R Posting File) .

➢ Update Credit History File (CM9.D) with current month's activity per customer. One record is added each month for each customer with activity during the month. The computer checks the available number of records in CM9.D with the number of customers in CM1.D If there is not enough space in CM9.D, the update will not proceed. Enlarge CM9.D and start the update again.

➢ Purge CM9.D of history records prior to the number of months to keep credit history according to the entry in the A/R Variable File, Miscellaneous Codes, Miscellaneous Codes, **3. Number of Months Credit and Payment History**.

➢ Increment by one month the discount and due dates stored in the A/R Variable File, Terms Information.

If you enter **Y**, the computer displays the terms and corresponding date changes and begins the update:

```
Now Performing Updates For Customer: 999999.999
Now Deleting/Updating CM3.D Files For Cust:  999999.999      Transaction: 99999
Now Clearing The Following Files:  CM4, CM5, CM7

Normal End Of Month End Update - No Errors
```

Press **Enter** to acknowledge the completion of this update. (If errors were encountered during the update, print the error list to determine the nature of the problem.)

22. Maintain CM15 - Header

```
DS020115A MAINTAIN CM15A - CASH RECEIPTS BATCH   --- HEADER RECORD ---

 1. BATCH                   2. SEQUENCE              3. LINE NO(0)
 4. CUST NO                 5. STORE NO              6. TRANS NO
 7. DATE-YYYYMMDD           8. CHECK NO              9. REFERENCE
10. STATUS                 11. CUST TYPE            12. PER CODE


13. APPLIED ON ACCT (A/R)
14. MONEY RECEIVED (BANK)
15. DISCOUNT
16. FINANCE CHARGE

17. GL - ACCT 1             18. GL - AMOUNT 1
19. GL - ACCT 2             20. GL - AMOUNT 2
21. GL - ACCT 3             22. GL - AMOUNT 3

23. LAST PAY DATE(A/B)
24. NON-AR CASH RECEIPT



ENTER OPTION (A,V,E,?):
```

FILENAME : CM15.D (Cash Receipts by Batch File)

KEYS : N/A

COMMENTS: This option allows you to perform maintenance on header information in the Cash Receipts by Batch File (CM15.D) on a record-by-record basis.

Records in this file are added during Cash Receipts by Batch. They are deleted automatically during the A/R Month End Update. All batches must be updated before doing month end.

23. Maintain CM15 - Detail

```
DS020115B MAINTAIN CM15B - CASH RECIEPTS BATCH   --- DETAIL RECORDS ---

 1. BATCH                              2. SEQUENCE
 3. LINE NO                            4. CUSTOMER NO

 5. STORE NUMBER
 6. TRANSACTION NO
 7. DATE-YYYYMMDD
 8. CHECK NUMBER

 9. ORIGINAL AMOUNT
10. AMOUNT APPLIED

11. UNAPPLIED CASH (Y/N)






ENTER OPTION (A,V,E,?):
```

FILENAME : CM15.D (Cash Receipts by Batch File)

KEYS   : N/A

COMMENTS : This option allows you to perform maintenance on detail records of the Cash
Receipts by Batch File (CM15.D) on a record-by-record basis.

Records in this file are added during Cash Receipts by Batch. They are
deleted automatically during the A/R Month End Update. All batches must
be updated before doing month end.

24. Maintain Payment History CM4H

```
DS02014H   MAINTAIN CM4H.D - CASH RECEIPTS TRANSACTION HISTORY


  4. STORE:                        5. CUSTOMER NUMBER:
  6. DATE (YYYYMMDD):              7. STATUS:
  8. CUSTOMER TYPE:                9. PERIOD CODE (FISCAL MONTH):
 10. REFERENCE:                   11. CHECK NUMBER:
 12. APPLIED ON ACCOUNT:          13. MONEY RECEIVED:
 14. DISCOUNT:                    15. FINANCE CHARGE:
 16. GL - ACCT 1:                 17. GL - AMOUNT 1:
 18. GL - ACCT 2:                 19. GL - AMOUNT 2:
 20. GL - ACCT 3:                 21. GL - AMOUNT 3:









  1. BATCH:         2. PERIOD:              3. SEQUENCE:
 ENTER OPTION (A,V,E,?):
```

FILENAME : CM4H.D (Cash Receipts Transaction History File)

KEYS   : Batch Number

　　　　　　　Period

　　　　　　　Sequence Number

COMMENTS : This option allows you to perform maintenance on the Cash Receipts (payments) History File (CM4H.D) on a record-by-record basis.

During the A/R month end update, the payment detail from the current month's CM4.D is updated to CM4H.D if this file exists. The A/R month end update also checks the A/R Variable File, Miscellaneous Codes, Miscellaneous Codes, **3. Number of Months Credit and Payment History** to determine how many months of payment history to keep. Based on the number of months found there, the month end will purge customer payment history information before adding new records.

25. Maintain Applied Items History

```
DS02015H   MAINTAIN OPEN ITEMS APPLIED HISTORY

    1. CUSTOMER NUMBER:
    2. STORE NUMBER:
    3. TRANSACTION NUMBER:
    4. DATE (YYYYMMDD):
    5. BATCH:
    6. ORIGINAL DATE:
    7. ORIGINAL AMOUNT:
    8. BALANCE DUE:
    9. AMOUNT APPLIED:
   10. CM4 - SEQUENCE NUMBER:
   11. PERIOD (YYYYMM):
   12. TRANSACTION SOURCE:
   13. INVOICE DUE DATE:
   14. DISCOUNT AMOUNT:




ENTER OPTION (A,V,E,?):
```

FILENAME : CM5H.D (Open Items Applied History File)

KEYS   : Customer Number
             Store Number
             Transaction Number
             Date (YYYYMMDD)

COMMENTS : This option allows you to perform maintenance on the Open Items Applied
            History File (CM5H.D) on a record-by-record basis.

            During the A/R month end update, the payment detail from the current
            month's CM5.D is updated to CM5H.D if this file exists. The A/R month end
            update also checks the A/R Variable File, Miscellaneous Codes, Miscellaneous
            Codes, **3. Number of Months Credit and Payment History** to determine how many
            months of payment history to keep. Based on the number of months found
            there, the month end will purge open items applied history information
            before adding new records.

> ☞ **NOTE:** If you make any changes to CM5H.D using the Special Maintenance option, the
> indexes <u>must</u> also be rebuilt. From the **Dimensions Main Menu**, select **System
> Manager**, then **File Management** then **Reindex/Resize Files**. Then enter
> CM5H.D for the file name to reindex.

26. A/R Year End Update

```
DS02399          Year-End Update          DIM10 DATA          Date mm/dd/yy
Rev8.0.0                                                      Port  37
                                                             Store 00


                    1. Store Number (0=All Stores)
                    2. Year-End Update










Enter Option - (E) to End
```

COMMENTS: Use this procedure only if you need to process a year end update for A/R only. Normally the year end update would be done through the Year End procedure (see *Day/Month/Year End User Manual*). However, if you need to do just the A/R portion, use this option.

Things to do Prior to A/R Year End Update

1 All cash receipts for the current year have been posted and updated.

2 All invoices and credit memos for the current year have been processed.

3 A successful day end and month have been completed.

4 Make a back up tape for data files.

A/R Year End Update Process

1 From the **Special A/R Maintenance Menu**, enter **26** and press **Enter**. The computer displays:

```
DS02399          Year-End Update          DIM10 DATA          Date mm/dd/yy
Rev8.0.0                                                      Port  37
                                                             Store 00


                    1. Store Number (0=All Stores)
                    2. Year-End Update










Enter Option - (E) to End
```

Select the store number for this year end update by entering **1** and then the store number. Or leave **0** for all stores.

2   The computer displays:

```
DS02399          Year-End Update          DIM10 DATA          Date mm/dd/yy
Rev8.0.0                                                      Port  37
                                                             Store 00



1.  Clear all Year-to-Date values in Customer Master INCLUDING finance charges
2.  Clear all Year-to-Date values in Customer Master EXCEPT finance charges
3.  Clear ONLY Year-to-Date finance charges in Customer Master



NOTE:  If your accounting year does not end December 31st, you may not wish to
       clear finance charges.




 Please select one of the above options or enter (E) to end.
```

Select one of the displayed options:

1. Clear all Year-to-Date values in Customer Master INCLUDING finance charges   If the fiscal year is the same as the calendar year, select this option.

2. Clear all Year-to-date values in Customer Master EXCEPT finance charges   If the fiscal year is different from the calendar year, select this option.

3. Clear only Year-to-date finance charges in Customer Master   If a fiscal year end has already been processed, this option clears the finance charges at calendar year end.

3   The computer then asks:

```
 Have all the required year-end files been backed up?  (Y/N)
```

Enter **Y** only if you made a year end backup tape before beginning the year end process. Or enter **N** if you need to make the backup or end this process and return to Step 1.

4   If you answered **Y**, the computer begins immediately to update the Customer Master File (CM1.D) and displays:

```
 Now performing updates for customer:    1070.000
```

All YTD fields will be zeroed out in this process, depending on if you are clearing finance charges or not. Wait until all customers have been updated.

5   When done, the computer displays:

```
 Normal end of year-end update
```

Press **Enter** to acknowledge this message and return to Step 1.

6 To verify a successful update, print a Profit Analysis report, Profitability Report Format A, to check that the sales and costs are 0 (zero).

7 Review the current year customer sales and delete all unnecessary or obsolete customers. Verify that there are no open quotes or orders for these customers before deleting them (print Open Quote and Open Order Registers by Customer under Sales Reports).

8 It is recommended that you print and archive the following year end A/R reports from the **A/R Reports Menu**:

Report #	Description
8	Traditional Aged Analysis (Aging Report)
14-6	Other Statement Formats, Statement Backup
15-1	Profitability Report Format A
17	Year to Date Information
18	Credit Limit Report (optional)

YEAR END CHECKLIST
FISCAL YEAR SAME AS CALENDAR YEAR

❑ Successful Day End
❑ Successful Month End
❑ Year End Backup Tapes

Tape Name   Files on Tape   Backup Date

_____   _____   _____

_____   _____   _____

_____   _____   _____

Module	Description	Date Completed
Accounts Receivable	Run Year End Update	
	Print Year End Reports	

YEAR END CHECKLIST
FISCAL YEAR DIFFERENT THAN CALENDAR YEAR

❑ Successful Day End
❑ Successful Month End
❑ Year End Backup Tapes

Tape Name   Files on Tape   Backup Date

_____   _____   _____

_____   _____   _____

_____   _____   _____

Module	Description	Date Completed
Fiscal Year End:		
Accounts Receivable	Run Year End Update (No Finance Charges)	
	Print Year End Reports	
Calendar Year End:		
Accounts Receivable	Run Year End Update (Clear F/C Only)	

YEAR END REPORT CHECKLIST FOR A/R

Module	Report #/Description	Date Printed
Accounts Receivable	# 8. Traditional Aged Analysis	
	# 14-6. Statement Backup	
	# 15-1. Profitability Report Format A	
	# 17. Year to Date Information	
	# 18. Credit Limit Report (optional)	

APPENDIX A. A/R FILES

APPENDIX A: A/R Files

Accounts Receivable information is stored and processed using several files. Each file contains very specific information and is used by the system when performing certain functions. The following table shows a description of each file along with information on how records are added and deleted during normal A/R processing.

Filename	Title	Indexes	Description	How Added	How Deleted
CM1.D	Customer Master File	.I1 .J1	Holds a list of A/R customers and their balances. There is one record for every active and inactive customer. File size should be 30% larger than the total number of customers to allow for future expansion.	File Maintenance, Add New Customers	File Maintenance, Delete Customer from CM1 & CM2
CM2.D	Customer Misc. File	.I1	Additional information about A/R customers in CM1.D such as ship to address, email address, cell phone number, and Dispatch & Delivery settings..	File Maintenance, Add New Customers. Messages can also be added at POS.	File Maintenance, Delete Customer from CM1 & CM2
CM3.D	Customer Transaction File	.I1 .I2 .I3	Holds all open transactions against customer accounts including all outstanding invoices, returns, and unapplied payments. There is one record per open transaction.	POS, Transaction Entry. Also Invoice Posting.	A/R Month End Update deletes paid invoices when invoice balance=0
CM4.D	Cash Receipts Transactions)	.I1 .J1	Holds all payments and adjustments made by A/R customers per month. There is one record per payment (cash receipt) and adjustment.	Cash Receipts and Cash Receipts by Batch	A/R Month End Update deletes all detail
CM4H.D	Cash Receipts Transaction History)	.I1 .I2 .J1	Similar to CM4.D, Cash Receipts Transactions. It keeps a history of customer payments.	A/R Month End Update	A/R Month End Update purges based on number of months to keep history (found in A/R Variable File, Misc. Codes)
CM5.D	Open Items Applied File)	.J1 .J2	Holds activity against a customer charge, credit memo used, payment made, etc. for the month.	Cash Receipts and Cash Receipts by Batch	A/R Month End Update deletes all detail
CM5H.D	Open Items Applied History)	.J1 .J2 .J3	Similar to CM5.D, Open Items Applied. It keeps a history of how customer payments were applied to invoices.	A/R Month End Update	A/R Month End Update, same as CM4H.D
CM6.D	Bad Check File	.I1 .I2	Holds an identification for bad checks such as a driver's license or social security number. There is one record per bad check per year. If a match is found at POS, a message will be displayed.	A/R File Maintenance, Bad Check Files CM6, Maintain Bad Check File	Same as adding records

cont.

Filename	Title	Indexes	Description	How Added	How Deleted
CM7.D	A/R Posting File	.I1 .I2 .I3	Used only in A/R batch invoice posting. Holds A/R invoice information entered in batches which can then be edited before posting to the customer accounts.	Invoice Posting	A/R Month End Update deletes all detail
CM8.D	Customer Lien File	.I1 .I2	Used only in pre-lien system (optional software). Holds pre-lien information for each customer to be printed on forms for preliminary notice of work, services, equipment, or materials which may become subject to mechanics' lien. In some states it is required by law that a pre-lien notice be filed as soon as a customer purchases materials for a job which gives you the right to file a lien later if necessary. Contains information such as customer number, names and addresses of the property owner, original contractor, and construction lender. You must be saving sales history in order to use the pre-lien system.	Maintain Pre-lien Information	Maintain Pre-lien Information
CM9.D	Credit History File	.I1	Holds one record per customer per month of activity up to any number of months. Used in A/R File Inquiry, Credit Options, to show a history recap of sales activity by month. Also used on the Credit History Report.	A/R Month End Update	A/R Month End Update, automatic purge (A/R Variable File, Misc. Codes, field 3. Number Months Credit and Payment History, determines how many months of history to keep)
CM10.D	Customer Credit File	.I1 .I2	Holds one record per customer showing credit notes such as high balance since account was opened, credit hold detail (when put on and taken off and by whom), and follow up detail. This is used on the Credit Note Report. The actual comments are entered in CM16.D.	A/R File Inquiry	A/R File Inquiry
CM14.D	Extra Signature File	.I1	Holds unlimited number of extra signatures (authorized names of buyers) for each customer.	File Maintenance, Add Extra Signatures	File Maintenance, Add Extra Signatures

cont.

Dim3D (Rev. 10.0)

Filename	Title	Indexes	Description	How Added	How Deleted
CM15.D	Cash Receipts by Batch File	.I1 .I2 .I3	Holds all payments and adjustments made by batch for A/R customers per month. There is one record per payment (cash receipt). These payments can be edited before updating the batch to customers accounts and General Ledger.	Cash Receipts by Batch	A/R Month End Update deletes all detail. All batches must be updated before doing month end.
CM16.D	Multiple Credit Note File	.I1 .I2	Holds credit notes (comments) entered through A/R File Inquiry.	A/R File Inquiry, Credit Options (5=Credit Notes/ History)	A/R File Inquiry, Credit Options (5=Credit Notes/ History). Or Purge Credit Notes by Date found on the A/R File Maintenance Menu.
CMC.D	Customer Change File	.I1 .I2	Used in Change Customer Numbers by Batch. Contains the customer number changes as a batch and allows you to edit the changes before updating them throughout the A/R and sales files. Holds the old and new customer numbers, one record for each customer needing to be changed.	A/R File Maintenance, Change Customers, Change Customers by Batch	Same as adding records

APPENDIX B. PRE-LIENS

APPENDIX B: Pre-Liens

OVERVIEW

The pre-lien system is designed to enter pre-lien information and print forms
for preliminary notice of work, services, equipment, or materials furnished
which may become subject to mechanic's lien. In some states it is required by
law that a pre-lien notice be filed as soon as a customer purchases materials
for a job which gives you the right to file a lien later if necessary.

A new file is created to accommodate the pre-lien information. The Customer
Lien File (CM8.D) holds pre-lien information such as customer number,
names and addresses of the property owner, original contractor, construction
lender, and trust fund/leasehold owner. As a pre-lien form is printed, it is
assigned a pre-lien number, date, and the first lienable invoice number and
its date which is also stored in CM8.D. You must be saving sales history in
order to use this pre-lien option.

After you license the programs for pre-liens, the **Accounts Receivable Menu** is
changed:

```
+------------------------------------------------------------------------+
¦          DIM10 DATA       ¦    ===  ACCOUNTS RECEIVABLE  ===    ¦ 10.1¦
+------------------------------------------------------------------------+
                    ¦ 1. File Inquiry                      ¦
                    ¦                                      ¦
                    ¦ 2. File Maintenance                  ¦
                    ¦                                      ¦
                    ¦ 3. A/R Reports                       ¦
                    ¦                                      ¦
                    ¦ 4. Cash Receipts                     ¦
                    ¦                                      ¦
                    ¦ 5. Other A/R Options      <--------- ¦
                    ¦                                      ¦
                    ¦ 6. A/R Variable File                 ¦
                    ¦                                      ¦
                    ¦ 7. A/R Special Maintenance           ¦
                    ¦                                      ¦
                    +--------------------------------------+
```

Changes have been made to **A/R File Inquiry** and **File Maintenance** (**Add New
Customers** and **Delete Customers**) to accommodate pre-liens. Select **5** for **Other A/R
Options** and the computer displays:

```
+------------------------------------------------------------------------+
¦          DIM10 DATA       ¦      === OTHER A/R OPTIONS ===    ¦ 10.1¦
+------------------------------------------------------------------------+
                    ¦ 1. Pre-Liens                         ¦
                    ¦                                      ¦
                    +--------------------------------------+
```

Select **1** for **Pre-Liens**. The computer displays the **Pre-Lien Menu**:

```
+--------------------------------------------------------------------+
¦         DIM10 DATA      ¦           === PRE-LIENS ===           ¦ 10.1¦
+--------------------------------------------------------------------+
                    ¦  1. Maintain Pre-Lien Information      ¦
                    ¦                                        ¦
                    ¦  2. Process Pre-Liens                  ¦
                    ¦                                        ¦
                    ¦  3. Pre-Lien Reports                   ¦
                    ¦                                        ¦
                    ¦  4. Pre-Lien Variable File             ¦
                    ¦                                        ¦
                    ¦  5. Purge Pre-Liens by Date            ¦
                    ¦                                        ¦
                    +----------------------------------------+
```

Each menu selection is described in detail following this overview.

Part 1. Maintain Pre-Lien Information

This part shows you how to add new customers, delete customers, and maintain pre-lien information in the Pre-Lien File (CM8.D).

Part 1-1:	**Add New Customers**	Use this option to enter new customers with their existing lien information into CM1.D, CM2.D, and CM8.D.
Part 1-2:	**Delete Customer**	This option allows you to delete customers from the customer files CM1.D, CM2.D, and CM8.D.
Part 1-3:	**Maintain Pre-Lien Information**	Use this program to add or change lien information to existing A/R customers.

Part 1-1: Add New Customers

PURPOSE: This part allows you to enter a new customer (such as a customer job) along with existing lien information. This is done from the **A/R File Maintenance Menu**, **Add New Customers**. A record will be added to CM1.D, CM2.D, and CM8.D (Customer Lien File). If you have an existing customer that needs pre-lien information, use Part 1-3, **Maintain Pre-Lien Information**.

PROCEDURE:

1 From the **Accounts Receivable Menu**, select **File Maintenance**.

2 Select **Add New Customers**.

3 The computer displays the Add New Customer screen:

```
DS02011C     Add New Customer        DIM10 DATA                    Date mm/dd/yy
Rev10.0.18                                                         Port  36
                                                                  Store 01
 1.Cust No       .000               2.Name
 3.Addr 1                           4.Addr 2
 5.Addr 3                           6.Zip
 7.Phone                            8.Contact
 9.Tax No              10.A/R Group        0  11.A/R Type
12.Tax Type           13.Each Price (Y/N)     14.PO Required
15.Signature Req (Y/N)  16.Cust Has Jobs (Y/N)  17.Save History
18.Save Lien Info     19.Store Number       0  20.Rep Number        0
21.Price Level      0 22.Class            0  23.Credit Hold        0
24.Terms            0 25.Statement Day    0  26.Tax Code           0
27.Extra Code       0 28.Credit Limit     0  29.Bid Number
30.Open Date          31.Credit Limit Type    32.Statement Detail
33.Install Pmt        34.SSN #                35.Resale Price Level
36.Delivery Zone      37.Route Difficulty     38.Map Code
39.Ship To 1                      40.Ship To 2
41.Ship To 3                      42.Builder's Club #
43.Email                          44.Cell Phone
45.Message/Note 1
46.Message/Note 2
47.Message/Note 3
<Esc>=End    <F1>=Help     <UpA>=New Job
```

Refer to the procedure **Add New Customer** in the *Accounts Receivable User Manual* to enter the information on this screen. Answer **Y** to field 18, **Save Lien Info**.

4 After you enter the fields on this screen as well as signatures if required, you can enter the lien information. The computer displays the following screen:

```
Customer:  6464.000   XYZ CORP.                                  STR: 01
----------------------------- Lien Information -------------------------------
[1] Job Address                       [2] Owner of Property
  Addr 1  _____          Name
  Addr 2                                Addr 1
  City                                  Addr 2
  State          Zip                    City
                                        State            Zip
[3] Original Contractor               [4] Construction Lender
  Name                                  Name
  Addr 1                                Addr 1
  Addr 2                                Addr 2
  City                                  City
  State          Zip                    State            Zip
[5] Subcontractor                     [6] Trust Fund or Leasehold Owner
  Name                                  Name
  Addr 1                                Addr 1
  Addr 2                                Addr 2
  City                                  City
  State          Zip                    State            Zip
 [7] Project Type
     Misc Notes 1                  [8] Estimated Cost
     Misc Notes 2                      Print Flag (Y/N)
<UpA>=Default Address    (.)=End
```

There are 8 groups of information which can be provided on this screen:

[1] Job address
[2] Owner of property name and address
[3] Original contractor name and address
[4] Construction lender name and address
[5] Subcontractor name and address
[6] Trust fund or leasehold owner name and address
[7] Project type with notes

> **Project Type** Up to 20 characters which describe this project (i.e., BUILDING MATERIALS). The pre-lien form requests a description of material, labor, services, or equipment furnished.

> **Misc Notes 1 & 2** Up to 20 characters on each line for notes.

[8] Estimated cost with print flag

> **Estimated Cost** This is most likely the credit limit on any particular job (up to 12.2 digits).

> **Print Flag** The computer defaults to the response set up in the Pre-Lien Variable File (Pre-Lien Maintenance, Password Account Option, field 2, **Default Print Flag**). Either press **Tab** to accept it or enter another response (**Y**=pre-lien form will be printed; **N**=pre-lien is "on hold" and will not be printed until it is changed to **Y**). If no default is found, the computer assumes **N**.

The cursor is positioned at **Job Address**, **Addr 1**. The options displayed at the bottom of the screen are: **<UpA>=Default Address (.)=End**. You have the following options:

➤ Enter the first line of street address for the job. Then enter the rest of the address in the remaining fields.

➤ Press up arrow to select the default address to use in this field. The computer displays a menu of address options:

```
1. CM1 Name & Address
2. CM2 Job Address
3. CM8 Job Address
4. Owner of Property
5. Original Contractor
6. Construction Lender
7. Subcontractor
8. Trust Fund/Leaseholder
```

➤ Select a default address (use up or down arrows to scroll through the list) to use for the job address and press **Enter**. Or press **Esc** if you do not wish to use any of the displayed addresses and go on to the next group.

➤ Press "**.**" (period) and **Enter** to end this screen. The computer displays the following options:

```
    <Ent>=Accept       <Esc>=Reject Pre-Liens      Change Group (1-8):
```

> **<Ent>=Accept** Press **Enter** to accept the entry. Go on to finish entering the customer (credit contact and fax number). A record will be added to CM1.D, CM2.D, and CM8.D and you are

returned to Step 3 to enter another customer. If there is remaining lien information, it can be entered later using Part 1-3, Maintain Pre-Lien Information. The CM8.D record will already exist so you would need to view it first before changing.

<Ent>=Accept

Press **Enter** to accept the entry. Go on to finish entering the customer (credit contact and fax number). A record will be added to CM1.D, CM2.D, and CM8.D and you are returned to Step 3 to enter another customer. If there is remaining lien information, it can be entered later using Part 1-3, Maintain Pre-Lien Information. The CM8.D record will already exist so you would need to view it first before changing.

Esc

Press **Esc** to reject the pre-lien information entered on this screen. The customer will have been added to CM1.D but the pre-lien will not be added to CM8.D. You can use Part 1-3, Maintain Pre-Lien Information, later to enter the pre-lien. You are returned to Step 3 where you can enter another customer if desired.

1-8

To change another group of information, enter the corresponding number (**1**-**8**) and make the appropriate entries. Repeat this step.

5 After the fields on this screen are entered and you accept them, you will finish entering the customer (credit contact and fax number) then return to Step 3 to enter another customer.

☞ **NOTE:** There are 4 fields in the Customer Lien File (CM8.D) which are not included in this Add New Customer program:

- pre-lien number
- pre-lien date
- POS invoice number
- POS invoice date

These fields are updated as the pre-lien form is printed. If you are a first-time user and are entering previously filed liens, you will need to fill in these fields using Part 1-3, Maintain Pre-Lien Information so they will not be selected to print again.

NOTES:

Part 1-2: Delete Customers

PURPOSE: Use this program to delete customers from both CM1.D and CM2.D as well as
            CM8.D if lien information is found for the customer. It is also done from the
            A/R File Maintenance Menu, **Delete Customers**.

BEFORE YOU BEGIN: You must know the customer number you wish to delete before
                    beginning. This program only allows you to select customers by
                    number and not by name. You can print a report or do an A/R File
                    Inquiry to obtain the customer number.

PROCEDURE:

1   From the **Accounts Receivable Menu,** select **File Maintenance**.

2   Select **Delete Customer from CM1 & CM2**.

3   The computer displays the delete screen:

```
DS02402   Delete customer numbers        DIM10 DATA            Date mm/dd/yy
Rev10.0.2                                                      Port  41
                                                              Store 01
 Customer        .000


        <Ent> = Next Customer
        <Esc> = End
```

The cursor is at **Customer**. Enter the customer number you wish to delete. Or
press **Esc** to end this procedure and return to the previous menu.

4   The corresponding customer name is displayed. If the selected customer has
        a balance in CM1.D or activity in CM3.D (Customer Transaction File), the
        computer displays:

```
Can't Delete Customer - Balance Is Not Zero
```

Press **Enter** to acknowledge this message. If the customer's account balance
is zero but there is current month activity, you will need to run a month end
update to clear out the account. Then you can delete it.

Or if the selected customer has transactions still in the Sales Master File
(SM0.D), the computer displays:

```
Can't Delete Customer - Still Has Activity In Sm0.D:  Transaction 1:4000053
```

Press **Enter** to acknowledge this message. The computer shows the first
transaction number (preceded by the store number) found in the Sales Master
File for this customer. Perhaps it is an open quote or order that is no longer
valid. You could print an Open Order or Open Quote Register to locate the
transaction. If appropriate, delete the transaction (see the *Sales User
Manual*, POS Procedures, Void/Delete).

Or if the selected customer is a main customer but job accounts under it have transactions still in the Sales Master File (SM0.D), the computer displays a message indicating that year-to-date activity was found on job accounts and asks if you wish to delete the main account anyway.

5 If the customer has no balances and no activity, the computer asks:

```
Delete Customer?
```

Enter **Y** to delete it from both CM1.D, CM2.D, and CM8.D. Or press **Enter** to not delete it.

Or if the customer has no activity except for year-to-date sales and/or cost (stored in CM1.D), the computer displays:

```
Warning:  Customer Has Year To Date Activity - Delete Anyway?  (Y/N)
```

Answer accordingly. You may wish to wait until after doing a year end update for A/R which clears out year-to-date activity to delete this customer.

Also if you had selected a job account with YTD balances (sales and/or cost), the computer also asks:

```
Do You Wish To Add Ytd Totals To The Main Job Account?  (Y/N)
```

If you wish to maintain accurate customer profitability data, enter **Y** to add YTD sales and cost to the main account. Or enter **N** to not add it. Either response deletes the job account because you answered **Y** to the previous warning.

6 If you delete an account, the computer displays:

```
*** Deleted  ***
```

You are returned to **Customer** as in Step 3. You can do one of the following:

➢ Enter another customer number to delete.
➢ Press **Enter** to display the next customer in numeric order.
➢ Press **Esc** to end this process and return to the previous menu.

NOTES:

If you have more than a few customers to delete, you may delete by range. This is a special maintenance function. See Section 4: A/R Special Maintenance to delete customers by range.

Part 1-3: Maintain Pre-Lien Information

PURPOSE: Use this program to add or change lien information to existing A/R
             customers.

PROCEDURE:

1   From the **Accounts Receivable Menu**, select **Other A/R Options**.

2   Select **Pre-Liens**.

3   Select **Maintain Pre-Lien Information**.

4   The computer displays the following screen:

```
DS02018              MAINTAIN CM8.D - PRELIEN FILE
 1. CUSTOMER NUMBER                   25. ESTIMATED COST
 2.    ADDR 1                         26. PROJ TYPE
 3.    ADDR 2                         27. PRE-LIEN NUMBER
 4.    CITY                           28. PRE-LIEN DATE
 5.    STATE          6. ZIP          29. PRE-LIEN INVOICE
 7. PROPERTY                          30. PRE-LIEN INV DATE
 8.    ADDR 1                         31. NOT USED
 9.    ADDR 2                         32. MISC - 1
10.    CITY                           33. MISC - 2
11.    STATE         12. ZIP          34. PRINT FLAG (Y/N/U=UPDATED)
13. ORIGINAL                          35. SUBCNTR
14.    ADDR 1                         36.    ADDR 1
15.    ADDR 2                         37.    ADDR 2
16.    CITY                           38.    CITY
17.    STATE         18. ZIP          39.    STATE          40. ZIP
19. LENDER                            41. TRUST
20.    ADDR 1                         42.    ADDR 1
21.    ADDR 2                         43.    ADDR 2
22.    CITY                           44.    CITY
23.    STATE         24. ZIP          45.    STATE          46. ZIP


ENTER OPTION (A,V,E,?):
```

You have the following options:

A   Add lien information for an existing customer. Each field is described
           below in Step 5.

V   View existing lien information. Then you have the option to change
           (**C**) the information.

E   End this option and return to the previous menu.

5 See below for a description of each field in CM8.D:

1. CUSTOMER NUMBER	Enter the customer number you wish to add or view. You are not allowed to change the customer number, however. It is the first key to the file.
2. ADDR 1 **3. ADDR 2** **4. CITY** **5. STATE** **6. ZIP**	This is the job address.
7. PROPERTY **8. ADDR 1** **9. ADDR 2** **10. CITY** **11. STATE** **12. ZIP**	This is the property owner's name and address.

13. ORIGINAL **14. ADDR 1** **15. ADDR 2** **16. CITY** **17. STATE** **18. ZIP**	This is the original contractor's name and address.
19. LENDER **20. ADDR 1** **21. ADDR 2** **22. CITY** **23. STATE** **24. ZIP**	This is the construction lender's name and address.
25. ESTIMATED COST	This is most likely the credit limit on any particular job, up to 12.2 digits.
26. PROJ TYPE	Enter up to 20 characters describing this project (i.e., BUILDING MATERIALS). The pre-lien form requests a description of material, labor, services, or equipment furnished.
27. PRE-LIEN NUMBER	This number is assigned automatically as the pre-lien form is printed. It can be up to 7 digits long. The next pre-lien number is stored in the Pre-Lien Variable File in Pre-Lien Maintenance, Pre-Lien Information, field 2 (**Next Pre-Lien Number**).
28. PRE-LIEN DATE	This is the date the pre-lien form is printed. It is assigned automatically by the computer.
29. PRE-LIEN INVOICE	This is the number of the first lienable invoice found in the Sales History File (SH0.D) for this customer. It is assigned by the computer when the pre-lien form is printed. As invoices are entered at POS, they are marked as lienable or not lienable. That lienable status is carried with the invoice as it is updated to the Sales History File during the day end update.
30. PRE-LIEN INV DATE	This is the invoice date of the first lienable invoice in field 29. It is also assigned by the computer when the pre-lien form is printed.
31. NOT USED	
32. MISC - 1	Enter up to 20 characters of miscellaneous notes about this pre-lien.
33. MISC - 2	There can be 2 lines of miscellaneous notes.
34. PRINT FLAG (Y/N/U)	The computer will default to the response you set up in the Pre-Lien Variable File, Pre-Lien Maintenance, Password Account Option, field 2 (**Default Print Flag**). Press **Tab** to accept it or enter another response: **Y** = pre-lien form will be printed. It is "active". **N** = pre-lien form will not be printed. It is "on hold". **U** = pre-lien form has already been printed. It is "updated".

35. SUBCNTR	This is the subcontractor's name and address.
36. ADDR 1	
37. ADDR 2	
38. CITY	
39. STATE	
40. ZIP	
41. TRUST	This is the trust fund or leasehold owner's name
42. ADDR 1	and address.
43. ADDR 2	
44. CITY	
45. STATE	
46. ZIP	

6 After you enter each field, you are returned to Step 5 to add or change another record. When you are done, return to Step 5, **CUSTOMER NUMBER**, and press **Esc**.

7 You are returned to Step 3 to select another option (**A,V,E,?**). Enter **E** to end this process and return to the previous menu.

NOTES:

Part 2. Process Pre-Liens

When you select **Process Pre-Liens** from the **Pre-Liens Menu**, the computer displays the following menu:

```
CS02020      Process Pre-Liens       DIM10 DATA                    Date mm/dd/yy
Rev8.0.1                                                           Port  40
                                                                  Store 01


                        1. Print Edit List
                        2. Print Labels
                        3. Print Lien Forms


                       99. Change Date





Enter option        (E) = End
```

Part 2-1: Print Edit List Prints a report from the Customer Lien File (CM8.D) of the pre-liens that are eligible to be printed on forms. Pre-liens will be printed under the following conditions:

1. Pre-lien has not been printed previously (the pre-lien number, date, POS invoice number and date are all zero in CM8.D).
2. Print Flag=Y in CM8.D.
3. The Customer Master File (CM1.D) has a lien date, lien amount, and a current charge.
4. The transaction must exist in the Sales History File (SH0.D).

This report shows the pre-liens that will be printed on forms in Part 2-3, Print Lien Forms.

Part 2-2: Print Labels Prints mailing labels for the owner, original contractor, and lender for all pre-liens to be printed in Part 2-3, Print Lien Forms. Use 1" x 3" single-wide mailing labels.

Part 2-3: Print Lien Forms Prints the pre-lien forms for eligible pre-liens (see Part 2-1 above). The print program in the Pre-Lien Variable File, Pre-Lien Maintenance, Pre-Lien Information, field 1 (**Print Program for Pre-Lien Forms**), will be used. As each form is printed, the pre-lien is updated with the following:

- pre-lien number   from Variable File
- date   from input parameters
- POS invoice number   first lienable invoice found in SH0.D
- POS invoice date   from POS invoice
- Print Flag=U

Regardless of whether you print this report to a printer or a terminal, the program assigns these fields. If you need to print again, use Reprint Form with or without Logo found under **Pre-Lien Reports**.

Part 2-1: Print Edit List

PURPOSE: Print this report from the Customer Lien File (CM8.D) of the pre-liens that
            are eligible to be printed on forms. It prints customer pre-lien information
            under the following conditions:

1. Pre-lien has not been printed previously (the pre-lien number, date, POS
   invoice number and date are all zero in CM8.D).
2. Print Flag=Y in CM8.D.
3. The Customer Master File (CM1.D) has a lien date, lien amount, and a
   current charge.
4. The transaction must exist in the Sales History File (SH0.D).

PROCEDURE:

1 From the **Pre-Liens Menu**, select **Process Pre-Liens**.

> ☞ **NOTE:** If you receive the following message, you must call Dimensions support to get this
> option turned on:
>
> **SORRY...CAN'T FIND A VALID SECURITY CODE FOR RUNNING LIENS.**

2 The computer displays the **Process Pre-Liens Menu**:

```
CS02020     Process Pre-Liens        DIM10 DATA              Date mm/dd/yy
Rev8.0.1                                                     Port  40
                                                            Store 01


                    1. Print Edit List
                    2. Print Labels
                    3. Print Lien Forms



                    99. Change Date



Enter option        (E) = End
```

Enter **1** for **Print Edit List**.

3 The computer displays:

```
CS02021     Pre-Lien Edit List       DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                    Port  40
                                                            Store 01
    1. Input Parameters

        Print  1) Numerically, or 2) Alphabetically       1
        Beginning Customer                              .000
        Ending    Customer                       999999.999
        Include Invoices thru (MMDDYY)                 72601
        Print  1) Active Pre-Liens Only                   1
               2) On-Hold Pre-Liens Only
               3) Both Active & On-Hold
        Store Number  (0=All)                             0
        Number of Copies                                  1
        Report Date                                  mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Press **Enter** if all parameters for the report are correct and you wish to print,
E to end this process and not print the report, or **1** to enter new parameters.

4 If you entered **1** to change the input parameters, the cursor moves to the top of the screen. Use normal procedures for entering the input parameters and printing the report.

Include Invoices Thru (MMDDYY)	If desired, enter a transaction date through which to include invoices. Customers with invoices up to and including this date will be printed.

Print
   1) Active Pre-Liens Only
   2) On-Hold Pre-Liens Only
   3) Both Active & On-Hold
	Enter **1**, **2**, or **3** depending on which status of pre-liens you wish to print.

5 Use normal procedures for printing the report.

SAMPLE PRE-LIEN EDIT LIST

```
mm/dd/yy                              PRE-LIEN EDIT LIST              DIM10 DATA                       CS02021
14:15:58                                                                                             PAGE 0001

  6464.000  XYZ CORP.                  Job Address:              Owner of Property:        Original Contractor:
            123 MAIN STREET              CUST ADDR 1               PROPERTY OWNER NAME        ORIGINAL CONT NAME
                                         CUST ADDR 2               PROPERTY OWNER ADDR 1      ORIGINAL CONT ADDR 1
            ANYTOWN, USA                 CUST CITY        UT       PROPERTY OWNER ADDR 2      ORIGINAL CONT ADDR 2
                      91919                     88888             PROPERTY OWNER CITY  UT    ORIGINAL CONT CITY   UT
     Open Date    : 07/25/01          Construction Lender:              88888                      8888
     Class        : 1                   CONST LENDER NAME        Subcontractor:            Trust Fund / Leaseholder:
     Contact      : FRED SMITH          CONST LENDER ADDR 1        SUBCNTR NAME              TRUST FUND NAME
                                         CONST LENDER ADDR          SUBCNTR ADDR 1            TRUST FUND ADDR 1
     Estimated Cost:    2768.90         CONST LENDER CITY    UT    SUBCNTR ADDR 2            TRUST FUND ADDR 2
     Project Type :                            8888               SUBCNTR CITY       UT     TRUST FUND CITY      UT
     Print Lien   : Y                  Invoice No  :  2200258            88888                    88888
                                       Invoice Date: 07/26/01
```

NOTES:

Part 2-2: Print Labels

PURPOSE: This program prints mailing labels for the lender, original contractor, and property owner for all pre-liens printed on the Edit List and to be printed in Part 2-3. Use 1" x 3" single-wide mailing labels. This is optional.

BEFORE YOU BEGIN: Make sure you have the proper labels loaded in the printer.

PROCEDURE:

1   From the **Process Pre-Liens Menu**, select **2** for **Print Labels**.

2   The computer displays:

```
CS02025     Pre-Lien Labels      DIM10 DATA                    Date mm/dd/yy
Rev10.0.1                                                      Port  40
                                                               Store 01
    1. Input Parameters

          Print  1) Numerically, or 2) Alphabetically     1
          Beginning Customer                            .000
          Ending    Customer                      999999.999
          Include Invoices thru (MMDDYY)               72601
          Store Number  (0=All)                            0
          Number of Copies                                1
          Report Date                                 mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Press **Enter** if all parameters for the report are correct and you wish to print, **E** to end this process and not print the labels, or **1** to enter new parameters.

3   If you entered **1** to change input parameters, the cursor moves to the top of the screen. Use normal procedures for entering the input parameters.

Include Invoices Thru (MMDDYY)   If desired, enter a transaction date through which to include invoices. Customers with invoices up to and including this date will be printed.

4   Use normal procedures for printing the labels.

SAMPLE PRE-LIEN MAILING LABELS

```
8000.000     L
WESTERN BANK
80 S. CENTER
SUITE 1400
SLC, UT                  88888

  8000.000     C
HOUSES 'R' US
501 S.W. MCLEOD ST.
JORDAN, UT
                         85113

  8000.000     O
MARK JONES
4040 W. LAKE ST.
SLC, UT
                         88888
```

NOTES:

Part 2-3: Print Lien Forms

PURPOSE: Regardless of whether you print this report to a printer or a terminal, it assigns the pre-lien number, date, POS invoice, and POS invoice date. If you need to print again, use Reprint Form with or without Logo found on the **Pre-Lien Reports Menu**.

Only active pre-liens will be printed (**Print Flag = Y**). Pre-liens with a print flag **N** or **U** will not be printed unless it is changed to **Y**.

BEFORE YOU BEGIN: Make sure you have the proper forms loaded in the printer.

PROCEDURE:

1 From the **Process Pre-Liens Menu**, select **3** for **Print Pre-Lien Forms**.

2 The computer displays the print program set up in the Pre-Lien Variable File, Pre-Lien Maintenance, Pre-Lien Information, field 1 (**Print Program for Pre-Lien Forms**):

```
CS02022     Print Pre-Lien Form (A)      DIM10 DATA            Date mm/dd/yy
Rev10.0.1                                                      Port  40
                                                               Store 01
    1. Input Parameters

          Print  1) Numerically, or 2) Alphabetically      1
          Beginning Customer                             .000
          Ending    Customer                      999999.999
          Include Invoices thru (MMDDYY)              72601
          Print Group Pre-Lien  (Y/N)                    N
          Signature Name
          City Name
          Store Number  (0=All)                          0
          Pre-Lien Date                            mmddyy




<Ent> = Print Report    (E) = End   (1) = Input Parameters
```

Or:

```
CS02023     Print Pre-Lien Form (B)      DIM10 DATA            Date mm/dd/yy
Rev10.0.1                                                      Port  37
                                                               Store 01
    1. Input Parameters

          Print  1) Numerically, or 2) Alphabetically      1
          Beginning Customer                             .000
          Ending    Customer                      999999.999
          Include Invoices thru (MMDDYY)              73101
          Print Group Pre-Lien  (Y/N)                    N
          Store Number  (0=ALL)                          0
          Pre-Lien Date                            mmddyy




<Ent> = Print Report    (E) = End   (1) = Input Parameters
```

Press **Enter** if all parameters for the forms are correct and you wish to print, **E** to end this process and not print the forms, or **1** to enter new parameters.

3 If you entered **1** to change the input parameters, the cursor moves to the top of the screen. Use normal procedures for entering the input parameters.

Include Invoices Thru (MMDDYY)	If desired, enter a transaction date through which to include invoices. Customers with invoices up to and including this date will be printed.
Print Group Pre-Lien (Y/N)	Enter **Y** to combine all selected customers on one pre-lien notice. This would be used to combine a customer's jobs and report them for the main account. You will also be asked for the estimated cost and job address below. Or enter **N** if you do not wish to group the customers on one notice.
Signature Name	Enter up to 25 characters for the signature name on each pre-lien form that will be printed.
City Name	Enter up to 25 characters for the city name on each pre-lien to be printed.
Pre-Lien Date	Press **Enter** to accept the current system date. Or enter the date you wish to assign to each pre-lien.
Estimated Cost	Appears only if you are printing a group pre-lien. Accumulates all eligible customers within range. Press **Tab** to accept or change if needed.
Job Address 1	Enter the address of the billing location. Appears only if you are printing a group pre-lien.
Job Address 2 **City** **State** **Zip**	

> ☞ **NOTE:** If you selected to group a pre-lien, the owner, original contractor, and lender will be taken from the first eligible customer's pre-lien record in CM8.D. The same pre-lien number, date, POS invoice, and POS date are assigned to all customer pre-liens in the selected group.

4 Use normal procedures for printing the forms.

NOTES:

SAMPLE PRE-LIEN FORM (CS02022)

```
                          6464.000              07/31/01     3001


       DIM10 STORE 1

       BOX 226

       RANDALL              MN   56475       CUST ADDR 1

                                            CUST ADDR 2

       CREDIT MANAGER       07/31/01        CUST CITY        UT  88888


  XYZ CORP.     123 MAIN STREET          ANYTOWN, USA    91919


       CONST LENDER NAME

       CONST LENDER ADDR 1

       CONST LENDER ADDR                        2,768.90
       CONST LENDER CITY    UT    88888



       PROPERTY OWNER NAME

       PROPERTY OWNER ADDR 1

       PROPERTY OWNER ADDR 2
       PROPERTY OWNER CITY    UT 88888



       ORIGINAL CONT NAME

       ORIGINAL CONT ADDR 1

       ORIGINAL CONT ADDR 2
       ORIGINAL CONT CITY    UT  88888




                                         JULY 31          1


         JULY 31     , 2001
```

SAMPLE PRE-LIEN FORM (CS02023)

```
DIM10 STORE 1
BOX 226
RANDALL, MN 56475                          07/31/01        3000
(612)-749-2721




CUST ADDR 1
CUST ADDR 2
CUST CITY, UT          88888


XYZ CORP.                                  6464.000
123 MAIN STREET
ANYTOWN, USA           91919


PROPERTY OWNER NAME
PROPERTY OWNER ADDR 1
PROPERTY OWNER ADDR 2
PROPERTY OWNER CITY, UT  88888




ORIGINAL CONT NAME
ORIGINAL CONT ADDR 1
ORIGINAL CONT ADDR 2
ORIGINAL CONT CITY, UT    88888


CONST LENDER NAME
CONST LENDER ADDR 1
CONST LENDER ADDR
CONST LENDER CITY, UT     88888


          $$$$$2768.90
                                    07/31/01
```

Part 3. Pre-Lien Reports

When you select **Pre-Lien Reports** from the **Pre-Liens Menu**, the computer displays the following menu:

```
+--------------------------------------------------------------------------+
¦            DIM10 DATA        ¦       === PRE-LIEN REPORTS ===        ¦ 10.1¦
+--------------------------------------------------------------------------+
                      ¦  1. Pre-Lien Master List                ¦
                      ¦                                         ¦
                      ¦  2. Reprint Pre-Lien with Logo          ¦
                      ¦                                         ¦
                      ¦  3. Reprint Pre-Lien without Logo       ¦
                      ¦                                         ¦
                      +-----------------------------------------+
```

Part 3-1: Pre-Lien Master List   Prints a list of the data from CM8.D (Customer Lien File).

Part 3-2: Reprint Pre-Lien with Logo   Use this option to reprint a previously printed pre-lien form using a form with your company logo already printed on the form. An "R" will be printed indicating this is a reprinted form. You must know the pre-lien number you wish to print before beginning this option.

Part 3-3: Reprint Pre-Lien without Logo   Same as Part 3-2 above except using a form without your company logo printed on the form.

Part 3-1: Pre-Lien Master List

PURPOSE: Prints a list from CM8.D (Customer Lien File) showing customer number and name, job address, name and address for original contractor, property owner, construction lender, subcontractor, and trust fund/leasehold owner as well as estimated cost, project type description, and the assigned pre-lien number, date, POS invoice number, and POS invoice date (if form has been printed already).

PROCEDURE:

1 From the **Pre-Lien Menu**, select **3** for **Pre-Lien Reports**.

2 Select **1** for **Pre-Lien Master List**.

3 The computer displays:

```
CS02015      Pre-Lien Master List      DIM10 DATA                    Date mm/dd/yy
Rev10.0.1                                                            Port  40
                                                                    Store 01
    1. Input Parameters

            Print  1) Numerically, or 2) Alphabetically       1
            Beginning Customer                              .000
            Ending    Customer                        999999.999
            Print     1) Non-Printed Pre-Liens Only           3
                      2) Printed Pre-Liens Only
                      3) All Pre-Liens
            Date Selection  0) No Date Selection               0
                            1) Open Date
                            2) Invoice Date
                            3) Pre-Lien Date
            Beginning Date                                     0
            Ending    Date                                999999
            Number of Copies                                   1
            Report Date                                   mmddyy


<Ent> = Print Report    (E) = End    (1) = Input Parameters
```

Press **Enter** if all parameters for the report are correct and you wish to print, **E** to end this process and not print the report, or **1** to enter new parameters.

4 If you entered **1** to change the input parameters, the cursor moves to the top of the screen. Use normal procedures for entering the input parameters.

Print **1) Non-Print Pre-Liens Only** **2) Printed Pre-Liens Only** **3) All Pre-Liens**	Enter **1** to include open pre-liens which have not been printed yet, **2** to include only pre-liens which have been printed, or **3** to include all pre-liens.
Date Selection **0) No Date Selection** **1) Open Date** **2) Invoice Date** **3) Pre-Lien Date**	Enter the number corresponding to the date you wish to print. You will supply the beginning and ending dates below.
Beginning Date	Based on the date selection above, enter the beginning date. Or press **Tab** to begin with the first date found.
Ending Date	Also enter the ending date or press **Tab** to pick up all remaining dates.

5 Use normal procedures for printing the report.

SAMPLE PRE-LIEN MASTER LIST

```
mm/dd/yy                        PRE-LIEN MASTER LIST            ABC COMPANY                           CS02015
10:38:14                                                                                             PAGE 0001


  8000.000  HOUSES R' US              Job Address:            Owner of Property:    Original Contractor:
            501 S.W. MCLEOD ST.       501 S.W. MCLEOD ST.     MARK JONES            HOUSES 'R' US
            P.O. BOX 3456             P.O. BOX 3456           4040 W. LAKE ST.      501 S.W. MCLEOD ST.
            JORDAN, UT                JORDAN            UT
                       85113                    85113         SLC              UT   JORDAN              UT
                                                                       88888                    85113
            Open Date   : 03/31/94    Construction Lender:    Subcontractor:        Trust Fund / Leaseholder:
            Class       : 3           WESTERN BANK            WESTERN CARPENTRY      MARK JONES
            Contact     : BRUCE KILLER 80 S. CENTER           9876 S. STATE ST.     4040 W. LAKE ST.
                                       SUITE 1400
            Estimated Cost:   5000.00 SLC              UT     SLC              UT   SLC                 UT
            Project Type : BUILDING MATERIALS    88888                 87777                     88888
            Print Lien   : Y                      Invoice No  :          PreLien No  :
                                                  Invoice Date:          PreLien Date:



 33335.000  LARRY'S LUXURIOUS HOMES   Job Address:            Owner of Property:    Original Contractor:
            100 ELEGANT ROAD          100 ELEGANT ROAD        LARRY STOOGE          LARRY'S LUXURIOUS HOMES

            FANCYTOWN, US             FANCYTOWN         US                          FANCYTOWN           US
                       88888                    88888                                           88888
            Open Date   : 06/20/96    Construction Lender:    Subcontractor:        Trust Fund / Leaseholder:
            Class       : 1
            Contact     :

            Estimated Cost:
            Project Type : 123
            Print Lien   : Y                      Invoice No  :          PreLien No  :
                                                  Invoice Date:          PreLien Date:
```

NOTES:

Part 3-2: Reprint Pre-Lien with Logo

PURPOSE: Use this program to <u>reprint</u> a pre-lien form which has been printed already. This program will not assign another pre-lien number to the original pre-lien. You must know the pre-lien number you wish to reprint before starting this program. Print a Pre-Lien Master List if you do not know the number.

BEFORE YOU BEGIN: Make sure you have the proper forms loaded in the printer. Use forms pre-printed with your company logo.

PROCEDURE:

1   From the **Pre-Liens Menu**, select **3** for **Pre-Lien Reports**.

2   Select **2** for **Reprint Pre-Lien with Logo**.

3   The computer displays:

```
CS02017      Re-Print Pre-Lien Form (B)      DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                            Port  40
                                                                     Store 01


          Pre-Lien to Print:          0






<Esc> = End Program
```

The cursor is positioned at **Pre-Lien to Print**. You have the following options:

➢ Press **Esc** to end this process and return to the return to the previous menu.
➢ Press **Enter** to set up a group pre-lien form. A group pre-lien is used to combine a customer's jobs and report them for the main account on one notice. See Step 4.
➢ Enter the pre-lien you wish to re-print. Skip to Step 5.

4   If you wish to set up a group pre-lien and pressed **Enter** at **Pre-Lien to Print**, the computer displays the following:

```
CS02017      Re-Print Pre-Lien Form (B)      DIM10 DATA              Date mm/dd/yy
Rev10.0.1                                                            Port  40
                                                                     Store 01


          Pre-Lien to Print:          0            PRE-LIEN DATE 00/00/00
                                                   INVOICE
                                                   INVOICE DATE  00/00/00

   for    1031.000    ANDERSON/MIKE                    ** Group Pre-Lien **
   thru 970090.001    AC TEST


          Estimated Cost                             .00
          Job Address 1
          Job Address 2
          City
          State
          Zip Code



<Esc> = End Program
```

The computer displays the customer number of the first available pre-lien. The cursor is positioned at **Estimated Cost**. Enter the following information for the group pre-lien notice and then go to Step 5.

Estimated Cost	Enter the combined estimated cost.
Job Address 1	Enter the address of the billing location.
Job Address 2	
City	
State	
Zip Code	

5 If you entered the pre-lien number you wish to print, the computer fills in the corresponding information (pre-lien date, invoice number, and invoice date). The computer displays the standard print routine:

```
Output Device (P,T,S,F,Port#):              Port No <UpA> = Search Port No
```

Use normal procedures for printing the form.

SAMPLE PRE-LIEN FORM WITH LOGO (CS02017)

```
DIM10 STORE 1
BOX 226
RANDALL, MN 56475                    07/31/01  *R*   3001
(612)-749-2721




CUST ADDR 1
CUST ADDR 2
CUST CITY, UT         88888


XYZ CORP.                              6464.000
123 MAIN STREET
ANYTOWN, USA          91919



PROPERTY OWNER NAME
PROPERTY OWNER ADDR 1
PROPERTY OWNER ADDR 2
PROPERTY OWNER CITY, UT  88888




ORIGINAL CONT NAME
ORIGINAL CONT ADDR 1
ORIGINAL CONT ADDR 2
ORIGINAL CONT CITY, UT    88888



CONST LENDER NAME
CONST LENDER ADDR 1
CONST LENDER ADDR
CONST LENDER CITY, UT    88888



        $$$$$2768.90
                         07/31/01
```

NOTES:

Part 3-3: Reprint Pre-Lien without Logo

PURPOSE: Use this program to reprint a pre-lien form which has been printed already.
This program will not assign another pre-lien number to the original pre-lien.
You must know the pre-lien number you wish to reprint before starting this
program. Print a Pre-Lien Master List if you do not know the number.

BEFORE YOU BEGIN: Make sure you have the proper forms loaded in the printer. Use
forms that do not have your company logo pre-printed.

PROCEDURE:

1 From the **Pre-Liens Menu**, select **3** for **Pre-Lien Reports**.

2 Select **2** for **Reprint Pre-Lien without Logo**.

3 The computer displays:

```
CS02016      Re-Print Pre-Lien Form       DIM10 DATA               Date mm/dd/yy
Rev10.0.1                                                          Port  36
                                                                  Store 01


            Pre-Lien to Print:          0




<Esc> = End Program
```

The cursor is positioned at **Pre-Lien to Print**. You have the following options:

➢ Press **Esc** to end this process and return to the return to the previous
menu.
➢ Press **Enter** to set up a group pre-lien form. A group pre-lien is used to
combine a customer's jobs and report them for the main account on one
notice. See Step 4.
➢ Enter the pre-lien you wish to re-print. Skip to Step 5.

4 If you wish to set up a group pre-lien and pressed **Enter** at **Pre-Lien to Print**, the
computer displays the following:

```
CS02016      Re-Print Pre-Lien Form       DIM10 DATA               Date mm/dd/yy
Rev10.0.1                                                          Port  36
                                                                  Store 01


            Pre-Lien to Print:          0          PRE-LIEN DATE 00/00/00
                                                   INVOICE
                                                   INVOICE DATE  00/00/00

    for    1031.000     ANDERSON/MIKE                  ** Group Pre-Lien **
    thru 970090.001     AC TEST


            Estimated Cost                                .00
            Job Address 1
            Job Address 2
            City
            State
            Zip Code


<Esc> = End Program
```

The computer displays the customer number of the first available pre-lien.
The cursor is positioned at **Estimated Cost**. Enter the following information for
the group pre-lien notice and then go to Step 5.

Estimated Cost	Enter the combined estimated cost.
Job Address 1	Enter the address of the billing location.
Job Address 2	
City	
State	
Zip Code	

5 If you entered the pre-lien number you wish to print, the computer fills in the corresponding information (pre-lien date, invoice number, and invoice date). The computer displays the standard print routine:

```
Output Device (P,T,S,F,Port#):              Port No <UpA> = Search Port No
```

Use normal procedures for printing the form.

SAMPLE PRE-LIEN FORM WITHOUT LOGO (CS02016)

```
                                            07/31/01    3001

                                               *R*

        DIM10 STORE 1

        BOX 226

        RANDALL  MN 56475                CUST ADDR 1

                                         CUST ADDR 2

        CREDIT MANAGER       07/31/01    CUST CITY  88888


 XYZ CORP.     123 MAIN STREET           ANYTOWN, USA   91919

        CONST LENDER NAME


        CONST LENDER ADDR 1

        CONST LENDER ADDR                    2768.90
        CONST LENDER CITY   UT   88888



        PROPERTY OWNER NAME

        PROPERTY OWNER ADDR 1

        PROPERTY OWNER ADDR 2
        PROPERTY OWNER CITY   UT 88888



        ORIGINAL CONT NAME

        ORIGINAL CONT ADDR 1

        ORIGINAL CONT ADDR 2
        ORIGINAL CONT CITY   UT 88888




                                        JULY 31         1


        JULY 31    , 2001
```

NOTES:

Part 4. Pre-Lien Variable File

This part shows the Variable File entries used throughout the pre-lien system. When you select **Pre-Lien Variable File** from the **Pre-Liens Menu**, the computer displays the following menu:

```
CSVM0200    Pre-Lien Options        DIM10 DATA                  Date mm/dd/yy
Rev7.0.51                                                       Port  40
                                                                Store 01


                        Choose Pre-Lien Options Menu:
                 +------------------------------+
                 ¦  1. Pre-Lien Maintenance     ¦
                 ¦  2. Pre-Lien Report          ¦
                 +------------------------------+




<Esc>=End
```

Part 4-1: Pre-Lien Maintenance   Allows you to enter and maintain the Variable File entries for **Pre-Lien Information** and **Password Accounts Option**.

Part 4-2: Pre-Lien Report   Prints a report of the Variable File entries for the pre-lien system.

Part 4-1: Pre-Lien Maintenance

PURPOSE: Use this option to enter the print program for pre-lien forms (in **Pre-Lien Information**) and the Default Print Flag (in **Password Account Option**).

PROCEDURE:

1   From the **Pre-Liens Menu**, select **4** for **Pre-Lien Variable File**.

2   Select **1** for **Pre-Lien Maintenance**.

3   The computer displays:

```
CSVM0209    Pre-Lien Maintenance       DIM10 DATA              Date mm/dd/yy
Rev7.0.51                                                      Port  40
                                                               Store 01


              Store Number        1

              Choose Selection:
                      +---------------------------+
                      ¦  1. Pre-Lien Information   ¦
                      ¦  2. Password Account Option¦
                      ¦                            ¦
                      ¦ 98. Change Store           ¦
                      +---------------------------+




<Esc>=End
```

You have the following options:

1. Pre-Lien Information   See Steps 4-5.

2. Password Account Option See Steps 6-7.

Steps 5 describe the fields in **1. Pre-Lien Information**.

---

4   If you entered **1** in Step 3 above for **Pre-Lien Information**, the computer displays:

```
CSVM0209    Pre-Lien Information       DIM10 DATA              Date mm/dd/yy
Rev7.0.51                                                      Port  38
                                                               Store 01


  STORE INFORMATION:
      1. Print Program for Pre-Lien Forms       CS02022_____

  COMPANY DEFAULTS (all stores):
      2. Next Pre-Lien Number                              30






<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help
```

Using normal Variable File entry procedures, enter the following fields:

1. Print Program for   Enter the print program to use when printing pre-
Pre-Lien Forms   lien forms:

          CS02022   Forms without company logo pre-
                    printed. Most common method.

          CS02023   Forms with pre-printed company logo
                    in the heading.

| 2. Next Pre-Line Number | This entry tracks the next available pre-lien number assigned automatically when printing pre-lien forms. It is <u>not</u> store specific. It tracks for all stores. The program increments this number automatically each time it creates a pre-lien. |

5 After you enter, change, or view these fields, the computer returns you to the previous menu.

Steps 6-7 describe the field in **2. Password Account Option**.

---

6 If you entered **2** in Step 3 above for **Password Account Option**, the computer displays:

```
CSVM0209  Pre-Lien Password Account Option      DIM10 DATA          Date mm/dd/yy
Rev7.0.51                                                           Port  38
                                                                   Store 01

    1. Enter Password Account:                    _____
    2. Default Print Flag  (Y/N)




<UpA>=Search for Password Account Name     <Esc>=End      <F1>=Help
```

Using normal Variable File entry procedures, make the following entries:

| 1. Enter Password Account | Enter the account name of the password which will be processing pre-liens. If more than one password account will be processing pre-liens, repeat Steps 6-7 for each account. |

| 2. Default Print Flag (Y/N) | This entry defines the default print flag to be used when pre-liens are entered: |

    Y Active. Only active pre-liens will be printed when the pre-lien form is processed.

    N On hold. On hold pre-liens will not be printed.

After a pre-lien form is printed, the **Print Flag** in CM8.D will be changed to **U** (updated) and will not be printed again unless you select to reprint it from the **Pre-Liens Report Menu**.

7 After you enter, change, or view these fields, the computer returns you to the previous menu.

NOTES:

Part 4-2: Pre-Lien Report

PURPOSE: Use this option to print the entries in the Pre-Lien Variable File.

PROCEDURE:

1 From the **Pre-Liens Menu**, select **4** for **Pre-Lien Variable File**.

2 Select **2** for **Pre-Lien Report**.

3 The computer displays:

```
CSVP0209     Pre-Lien Options Report      DIM10 DATA                Date mm/dd/yy
Rev10.0.1                                                           Port  38
                                                                   Store 01


     1. Input Parameters

             Store Number     (0=All)           1
             Beginning Password Acct
             Ending    Password Acct      ZZZZZZ
             Number of Copies                   1
             Report Date                   mmddyy




     <Ent> = Print Report    (E) = End   (1) = Input Parameters
```

Using normal print procedures, print the report.

SAMPLE PRE-LIEN REPORT (VARIABLE FILE)

```
mm/dd/yy     PRE-LIEN OPTIONS REPORT           DIM10 DATA          CSVP0209
13:29:25                                                           PAGE 0001


COMPANY OPTIONS:
    NEXT PRE-LIEN NUMBER        3000

STORE OPTIONS:
    STORE                             PRE-LIEN PRINT PROGRAM
      1  NZH #1                            CS02023

PASSWORD ACCT OPTIONS:
    PASSWORD ACCOUNT              DEFAULT PRINT FLAG (Y/N)

        CNTR
        FISH
        JENNIE
        MGR
        NANCY                            Y
        NELSON
        WAYNE
```

NOTES:

Part 5: Purge Pre-Liens by Date File

PURPOSE: Use this program to purge pre-liens when the Pre-Lien File (CM8.D) reaches
a certain percentage full. It will delete pre-liens through a date you specify.
This is done form the **Pre-Liens Menu**, option 5, **Purge Pre-Liens by Date**.

PROCEDURE:

1 From the **Pre-Liens Menu**, select **5** for **Purge Pre-Liens by Date**.

2 The computer displays the following screen:

```
CS02027     Purge Pre-Liens     DIM10 DATA                    Date mm/dd/yy
Rev8.0.0                                                      Port  38
                                                             Store 01

This program will purge Pre-Liens thru the specified date.


Maximum Records:  200        Number of Active Records:  14

Pre-Lien File is  7 % Full!


Store Number        (0=All):     0
Purge Pre-Liens thru (MMDDYY):    0



<Esc> to end program
```

The cursor is positioned at **Store Number (0=ALL)**. You have the following
options:

Esc	Ends this option and returns to the previous menu.
0 (zero)	Enter **0** to purge pre-liens for all stores.
Enter a store number	Enter the specific store number from which to purge pre-liens.

3 **Purge Pre-Liens thru (MMDDYY):**

Enter the pre-lien date through which to purge. Pre-liens up to and including
this date will be deleted from CM8.D.

4 **Do you wish to begin? (Y/N):**

Enter **Y** to begin the purge process with the parameters entered above. Or
enter **N** to end this program without purging pre-liens and return to the
previous menu.

5 The computer purges the pre-liens for the specified store and date and
displays:

```
 Completed!    Number of transactions purged: 10   <Ent> to Continue
```

Press **Enter** to acknowledge this message. You are returned to the previous
menu.

NOTES:

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