OPEN SYSTEMS® Accounting Software

**Accounts Receivable
User's Manual**

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General Information

The OPEN SYSTEMS Accounting Software (OSAS™) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

The Structure of OSAS

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. To use OSAS, you must run Resource Manager through an operating system based on Microsoft® Windows™, Windows 95®, Windows NT®, UNIX®, or Novell® NetWare®. OSAS operates on LAN systems, across a web server using the OSAS Web program, and within a single computer. After you install Resource Manager, you can use it to install other applications, modify how each application works, and specify how the overall system operates.

Base applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are Payroll, Inventory, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, and General Ledger.

The AR System

Use the Accounts Receivable system to record billings you make to customers. It lends its tracking capabilities to other applications associated with tracking assets (Inventory, for example). It represents an asset; when you record a sale to customers, the transactions are expressed as gains to your source of revenue and losses to the assets you sold. For example, if you sell inventory items, the transaction represents a gain to your capital and a loss to inventory.

Menu Structure

The Accounts Receivable menu structure is similar to the structure of other OSAS applications: functions appear roughly in order of use.

File and code maintenance

Use the functions on the File Maintenance and Codes Maintenance menus to set up and maintain information about your customers. For example, use the Customers function to establish and update information about customers you usually do business with.

The system uses various codes to define customers' records. Some of these codes are defined in File Maintenance functions; others are defined in Codes Maintenance functions. For example, terms codes, which serve as a shorthand method of entering terms of a transaction for a customer, should be set up in the Terms function on the Codes Maintenance menu before you set up the customer records in the Customers function on the File Maintenance menu.

Information inquiry

Use the Information Inquiry functions to view (not change) information about customers, invoices, and history. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

Daily work

After you establish the valid codes and IDs through the File Maintenance and Codes Maintenance functions, you can use the Daily Work functions to enter transactions that involve a sale. Use the Daily Work functions to track sales, record payments as they come in, track recurring entries as the money comes due, and work with transaction batches.

Open invoices and reports

Accounts Receivable offers three categories of reports: transaction, open invoice, and history

The transaction reports reflect activity before you post. After you have produced all the transaction reports, you are ready to post.

The open invoice reports reflect money due but not necessarily paid after you post. You can use other functions on the Open Invoices menu to hold or release open invoices and to calculate finance charges for customers whose invoices are past due.

The history reports reflect activity after you post. After you have produced the history reports, you are ready to do periodic maintenance.

Use the Reports functions as often as you need to produce summarized information about transactions, commissions, sales analysis, and so forth.

Periodic processing

After posting over a period of time, enough information is kept in various files that the files can get too large and slow down your system. Use the Periodic Maintenance function to remove period-, quarter-, and year-to-date figures; year-to-date finance charges; and customer high balances. Use the Purge Selected Files function to remove specific information from the ARHDxxx (Additional Descriptions History), ARINxxx (Open Invoice), ARRHxxx and ARRExxx (Recurring Entries), ARHIxxx (Detail History), and ARHSxxx (Summary History) files according to the date you specify.

Master file lists

Information that you enter in the File Maintenance functions is kept in major files. Use the Master File Lists functions to produce the contents of the files: detail about sales reps, customers, ship-to addresses, recurring entries, and codes.

File Information

The information you enter in Accounts Receivable functions is stored in files. Each file falls into one of four categories: customer files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

Customer files

The customer files serve as permanent sources of customer information: data stays in the files until you remove it.

The ARCUxxx (Customer) file holds the following customer information, which you can enter directly through File Maintenance functions or by updating information from interfaced applications:

- customer ID and description
- customer name, address, and phone and fax numbers
- terms code and distribution code
- customer class, sales reps, and honored payment methods
- credit information
- account information
- tax information
- balance information
- history information

The ARCCxxx (Customer Comments) file holds comments about the customers you do business with. Initially you enter comments through the Customer function.

Attribute files

The attribute files hold data that you can assign to each customer. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The ARCDxxx (Codes) file stores information about regular payment terms and distribution accounts set up in the Terms and Distribution Accounts functions. The codes serve as a shorthand method to enter descriptions in transactions and to assign the descriptions to customers. As a result, you can receive payments from groups of customers based on the terms of payment and distribution accounts with the codes.

The ARDExxx (Additional Descriptions) file stores additional descriptions you assign to line items. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager Options and Interfaces function.

The ARPYxxx (Payment Methods) file stores information about payment methods. When you define the methods in the Payment Methods function, you can specify the payment type, bank account ID, and debit general ledger account. When you set up customers, you can assign a default payment method. As money is collected and information is posted, history for each payment method is also kept in this file.

The ARSRxxx (Sales Rep) file stores information about sales representatives. When you set up the sales reps in the Sales Reps function, you can specify the sales rep's name and personal information, the employee ID, and how the commission is calculated (based on percentage, kinds of sales, and which parts of the sale are involved). You can also enter initial values for the history of the sales rep; as money is collected and information is posted, this information updates the month-to-date and year-to-date revenue collected through each sales rep. When you enter invoices, you can assign the sales reps who deal with the customer.

The ARSAxxx (Ship-to Address) file stores information about shipping addresses. When you set up the shipping addresses in the Ship-to Addresses function, you can assign the associated customer ID, name and address, method of shipment, and tax group. Then when you set up customers, you can assign the shipping address where the goods for the customer are to be shipped.

The ARRHxxx and ARRExxx (Recurring Entries) files store information about transactions that come up repeatedly. The ARRHxxx file stores header and tax information about each recurring entry; the ARRExxx file stores line-item and tax information about each recurring entry.

The ARRDxxx (Recurring Additional Descriptions) file holds additional descriptions you assign to line items in a recurring entry. This file is used only if you elect to enter additional descriptive text for line items in the Resource Manager Options and Interfaces function. The additional text is printed on invoices after you copy the entry to the ARTDxxx and ARTHxxx files.

Resource Manager files

The Resource Manager system has three files that Accounts Receivable uses: RMCDxxx, RMTXxxx and RMGCxxx. These files store Accounts Receivable-related information and serve as attribute files, but are stored as Resource Manager files, so they can be used by other applications as well.

The RMCDxxx (Tax Classes) file stores the tax classes and associated descriptions; for each number 00 through 99, enter a description. When you set up tax groups, you assign a percentage and other information to each tax class. When you set up a customer and assign a tax group, the set of tax classes for the tax group (and associated percentage markups) are assigned with it. Then when you enter a transaction for the customer and assign a line item to the transaction, you specify the tax class, and the associated percentage according to the customer's tax group takes effect.

The RMTXxxx (Tax Locations) file stores the tax authorities and associated information. For the classes and descriptions defined in the RMCDxxx file, this file stores such information as whether the tax class is taxable, the percentage of markup, the amounts of taxable and nontaxable sales for the reporting period, the overall tax collected for each class of each group, the general ledger account number, the tax ID, and whether freight charges are to be taxed.

The RMGCxxx (Tax Groups) file stores information for each group of sales tax locations. This file groups one or more related tax locations together to arrive at an overall sales tax rate that will be used to calculate the tax on a sale (for example, state, county, and city taxes can be grouped together for a combined effective sales tax rate).

Temporary files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The ARTDxxx and ARTHxxx (Transaction) files store information about unposted invoices and miscellaneous credits. This information is entered independently of when payments are made. Each transaction record is assigned a number by the system. The ARTHxxx file stores the header information: the customer ID and various terms of the transaction. The ARTDxxx file stores line-item and tax information about the transaction.

The ARCRxxx (Cash Receipts) file stores unposted cash receipt information. You can enter this information either as totals information in the Transactions function or through the Cash Receipts function when you assign payments to existing transactions. For open invoice customers, you apply receipts against individual invoices. For balance forward customers, you apply them against outstanding balances. (Customers are designated as open invoice or balance forward in the ARCUxxx file.)

The ARINxxx (Open Invoice) file stores such summary information as the amount due and the due date of the sales and miscellaneous credits that were posted from the ARTDxxx and ARTHxxx files. The items remain on file until they are paid.

The ARLSxxx (Lot and Serialized Item) file, which is used only if Accounts Receivable is interfaced with Inventory, stores the lot number, serial number, item number, location ID, transaction number, quantity and unit information, and associated line-item entry number when you enter a serialized item as a line item. When you post, those numbers are cleared from the ARLSxxx file.

The ARBTxxx (Batch Control) file keeps track of the transaction batches in use by each terminal. It is updated each time you enter or change a transaction.

The ARCTxxx (Transaction Control) file keeps track of the transactions in use by each terminal. It is updated each time you enter or change a transaction. When you complete a transaction, the record is deleted.

History files

The history files get information as a result of a post.

The ARHSxxx (Summary History) file contains information for each item sold to each customer in each period. Three types of summary records are created for each customer: a company record, a customer record, and an item record. This file is used only if you elect to save summary history in the Resource Manager Options and Interfaces function.

The ARHIxxx (Detail History) file contains detailed information about account receivable transactions. This file is used only if you elect to save detail history in the Resource Manager Options and Interfaces function.

The ARHDxxx (Additional Descriptions History) file contains additional descriptions from entries that were posted to the ARHIxxx file. These descriptions can also be printed in the Detail History Report. This file is used only if you elect to use the additional descriptions option and to save detail history in the Resource Manager Options and Interfaces function.

File Interaction

The Accounts Receivable system tracks money paid in terms of customers. When you enter and post transactions, information is retained in or distributed to the appropriate files to keep the information up to date, make the information available through reports, and keep the system in balance.

Invoices and miscellaneous credits

You can enter invoices for sales or miscellaneous credits. When you enter either type of daily work, the key unit is the invoice. An invoice holds one or more sales or miscellaneous credits.

When you enter an invoice, you can record having received all the money or having received only some of it.

You can copy recurring entries to an invoice. Use the Recurring Entries function to define the run codes that identify recurring entries. The information is kept in the ARRHxxx and ARRExxx files.

Information about unposted invoices and miscellaneous credits is stored in the ARTDxxx and ARTHxxx files.

When you enter a line item for a serialized item or for an item kept in a lot, the lot number or the serial number, transaction number, and associated line-item entry number are stored in the ARLSxxx file.

If the description field for each line item is not long enough, you can enter 10 lines of additional descriptive text about each line item. The additional text is stored in the ARDExxx file and is printed on invoices and miscellaneous credit memos.

Producing reports

Use the Transaction Reports functions to prepare invoices, produce reports, and post. The information comes from the ARTDxxx, ARTHxxx, and ARCRxxx files. When you post, information from these files is cleared and you cannot retrieve it.

Use the Print Invoices function to print invoices for your customers. You can print the invoices in batches or individually.

The ARTDxxx and ARTHxxx files provide information for the following journals:

• The Sales Journal provides a record of sales you entered in the Transactions function since the last posting period.

• The Miscellaneous Credits Journal provides a record of credits (for example, returns) you entered in the Transactions function since the last posting period.

The ARINxxx file provides information for several reports and for statements

- The Open Invoice Report provides a list of invoices, miscellaneous credits, and cash receipts.

- The Aged Trial Balance provides up-to-date account balance information.

- The Cash Flow Report provides a summary of how much cash is due within any four aging periods.

- Statements provide a summary of the month's transactions.

- The Customer Analysis Report provides an analysis of your customers' activity.

- The Commissions Report provides a summary of commissions your sales representatives have earned.

The ARCRxxx file provides information for the following reports and journals:

- The Cash Receipts Journal provides a record of revenue you entered as received in the Cash Receipts and Edit Cash Receipts functions since the last posting period.

- The Methods of Payment Journal holds the same information as the Cash Receipts Journal but is organized by payment method. In this journal you can also single out information about a particular payment method.

- The Deposits Report provides information about which revenue was deposited with which bank accounts.

The ARHSxxx, ARHIxxx, and ARCUxxx files provide information for the following reports:

- The AR Analysis Report provides an analysis of your company's outstanding receivables.

- The Sales Analysis Report provides an analysis of your company's sales.

- The Detail History Report provides an analysis of trends in your sales based on detailed line-item information from each sale: which items are being sold most, which customers are buying most frequently, how much each item is being sold for, and so forth.

- The Customer Sales Report provides an analysis of customers' buying trends: how much you sold to your customers, the gross profit from each sale, the average invoice amounts, and the number of invoices.

- The Customer Activity Report provides an analysis of customer activity in terms of which customers bought the most.

- The Summary Invoice History Report provides a summary of invoices fro detail history.

- The Promotional Analysis Report provides a means of comparing promotional pricing with other types of pricing.

- The Tax Audit Report shows sales tax calculated by income and location.

- The Sales Tax Report provides a record by tax group of sales tax collected from revenue since the last period.

Posting transactions

After you are finished entering transaction and cash receipt information and producing the desired reports, you are ready to post transactions.

When you post transactions, several files are affected:

- Records are created in the ARINxxx file for each entry in the ARTDxxx and ARTHxxx files. Invoice due dates and discount dates are updated.

- Balances and sales history information are moved from the ARTDxxx and ARTHxxx files to the ARCUxxx file.

- The ARCRxxx, ARTHxxx, and ARTDxxx files are purged.

- Gross sales figures are updated in the ARSRxxx file.

- The taxable and nontaxable sales amounts are updated in the RMTXxxx file.

- Lot and serial numbers are removed from the ARLSxxx file.

- If you elected to save detail and summary history in the Resource Manager Options and Interfaces function, detailed line-item information is moved to the ARHIxxx file and summary totals information is moved to the ARHSxxx file.

- If Accounts Receivable is interfaced with General Ledger, entries are made to the sales, sales tax, freight, miscellaneous, cash, discount, and accounts receivable accounts in the GLJRxxx (Journal) file. If a cost is associated with a line item, entries are also made to the inventory and cost-of-goods-sold accounts.

- If Accounts Receivable is interfaced with Inventory, the INHIxxx (Detail History), INHSxxx (Summary History), INLHxxx (Lot History), INLTxxx (Lot Detail), INQLxxx (Quantity Locations), INQTxxx (Quantity Totals), INSHxxx (Serial History), and INSNxxx (Serial Numbers) files are updated; and average prices in the INUPxxx (Units Pricing) file are updated.

- If Accounts Receivable is interfaced with Job Cost, the cost information in the JOHIxxx (Detail History) file is automatically updated, and the JOBSxxx (Jobs) file is optionally updated.

- The period-to-date history in the ARPYxxx file is updated.

- An open invoice is created in the ARINxxx file for the total of the payments in each credit card payment method.

- If Accounts Receivable is interfaced with Bank Reconciliation, deposits for cash receipts update the BRTRxxx (Transactions) file.

Relationship between transactions, cash receipts, and open invoices

Often the information in the ARTDxxx and ARTHxxx files, the ARCRxxx file, and the ARINxxx file overlaps. Depending on how you use Accounts Receivable, different files get used at different times.

The ARTDxxx and ARTHxxx files record transactions independently of how much money was paid. You enter information in this file through the Transactions function or by copying recurring entries through the Copy Recurring Entrie function.

If you record totals information when you are entering transactions (indicating prepayment), the payment information is sent to the ARCRxxx file. You can also enter this information through the Cash Receipts function. The ARCRxxx file records money as received when it is entered. You can enter the transaction independently of entering money received for it, so the customer can pay all at once, some at the time of transaction and some later, or all of it at a later time or several later times.

When you post, the information from the ARTDxxx, ARTHxxx, and ARCRxxx files is moved to and reconciled in the ARINxxx file. This file sorts its information by invoice number, reconciles overall worth of the transaction with what was paid, and determines how much is owed. Information stays in this file until you use the Periodic Maintenance function.

Periodic work

After your files become too large, you will want to clear some data through the Periodic Maintenance, Purge Selected Files, and Purge Customer Comments functions.

Periodic maintenance

When you do periodic maintenance for period-end work, several things happen:

- Newly calculated finance charges are added to the ARINxxx and ARCUxxx files.

- Period-to-date accumulators are cleared and credit statuses are updated in the ARCUxxx file.

- Aging balances are updated in the ARHSxxx files.

- Month-to-date gross sales amounts are cleared in the ARSRxxx file.

- Month-to-date payments are cleared in the ARPYxxx file.

- Finance charges are posted to the GLJRxxx file (if Accounts Receivable is interfaced with General Ledger). You can also make the system clear year-to-date finance charges in the ARCUxxx file.

- The period in the ARPDxxx table is incremented by one.

When you do periodic maintenance for quarter-end work, several things happen:

- All period-end tasks are done.

- Quarter-to-date accumulators are cleared in the ARPYxxx and ARCUxxx files.

When you do periodic maintenance for year-end work, several things happen:

- All period-end and quarter-end tasks are done.

- Last-year accumulators are updated and year-to-date accumulators are cleared in the ARPYxxx and ARCUxxx files.

- Year-to-date gross sales amounts are cleared in the ARSRxxx file. You can also make the system clear the high balance in the ARCUxxx file.

The following chart shows the effects of periodic maintenance on the ARCUxxx file:

Value	Updated (+ or -)	Increased	Decreased
General Information	Use the Customers function		
Customer Comments	Use the Customers function		
Sales PTD, QTD, YTD, and LY		Post sales	Post miscellaneous credits
Cash Receipts PTD, QTD, YTD, and LY		Post sales	Post miscellaneous credits
Discount Taken PTD, QTD, YTD, and LY		Post sales	Post miscellaneous credits
Discount Lost PTD, QTD, YTD, and LY		Post orders	Post miscellaneous credits
Last Invoice Number		Post sales	Post miscellaneous credits
Last Sale Date		Post sales	Post miscellaneous credits
Last Sale Amount		Post sales	Post miscellaneous credits
Last Payment Date		Post sales	Post miscellaneous credits
Last Payment Amount		Post sales	Post miscellaneous credits

Purge Selected Files

The following list shows the effects of purging selected files:

• Paid invoices with check dates before the date you specify are removed fro the ARINxxx file.

• Detail history with invoice dates before the date you specify is removed fro the ARHIxxx file.

• Summary history before the period/fiscal year you specify is removed from the ARHSxxx file.

• Recurring entries with cutoff dates before the date you specify is removed from the ARRExxx, ARRHxxx, and ARRDxxx files.

Purge Customer Comments

When you use the Purge Customer Comments function to remove customer comments you no longer need from the ARCCxxx file, the following things happen:

• Paid invoices with check dates before the date you specify are removed fro the ARINxxx file.

• Detail history with invoice dates before the date you specify is removed fro the ARHIxxx file.

• Summary history before the period/fiscal year you specify is removed from the ARHSxxx file.

• Recurring entries with cutoff dates before the date you specify is removed from the ARRDxxx, ARRExxx, and ARRHxxx files.

Application Interaction

Accounts Receivable can be used as a standalone application, but you get optimal use from it when you interface it with other applications.
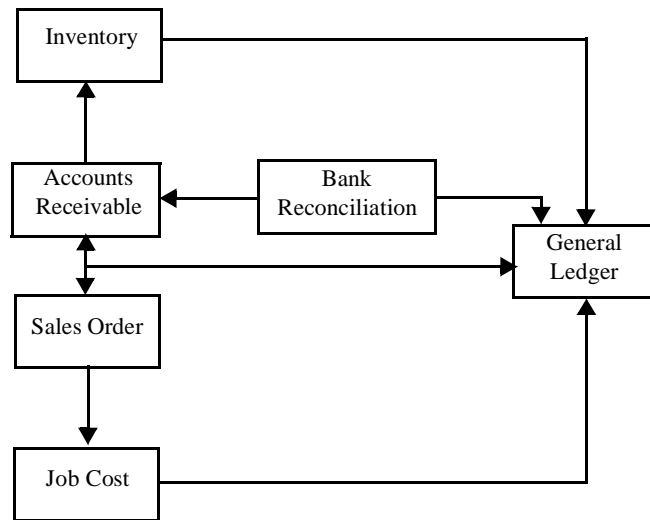
Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. So it reduces data entry time and the number of errors that might creep in along the way.

For information about application interfaces, see page 3-9.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term "Conventions", or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

This User's Manual is divided into three parts, made up of several chapters:

- The "Introduction" provides an overview of this application and the OSAS system, including installation procedures, graphical and text-based application features, and function key references.

- "Installation" explains the steps necessary to begin using this application in your company, including how to install the application on your system.

- The last part of your manual is made of several chapters, each chapter describing a function group within this application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or "select", that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

> **Note**
>
> Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refer to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS memory and disk space requirements vary according to the operating system you use and the size of your data file. Consult the *Resource Manager User's Manual* for more information.

Starting OSAS

To start OSAS on a Windows machine, double-click the OSAS icon on the desktop or in the appropriate folder.

To start OPEN SYSTEMS Accounting Software on a non-Windows machine, enter **OSAS** at the operating system prompt.

The command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to work with OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *lerxst*, specify that information to enter the system:

OSAS -t T2 **-c** B **-a** lerxst

You can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or DOS, the Text menu appears. If you are using the Resource Manager for Windows, you can choose between the Text Menu, Graphical Menu, or Start Menu. In Windows, use the Workstation Configuration Defaults function in Resource Manager to select the style of menu you want displayed. The following pages describe how you use each of these types of menus.

Favorites Menu

The Favorites menu operates in the text-based format as well as in the graphical formats. The Favorites menu allows quick and easy access to the OSAS function you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and fro commonly accessed applications. For example, if you have application entries in Transactions (Accounts Payable), Transfer Journals (Inventory), and Edit Transactions (General Ledger), rather than enabling each application menu by menu, you could set up a Favorites Menu where, with one press of the enter key or a click on the button, your application would be open for work.

Favorites Menu: Graphical Style
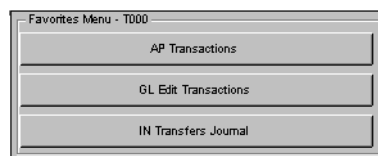
For Favorites Menu set up information, see page 1-39.

Text Menu

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu

```
┌─────────────────────────────────────────────────────────────────┐
│ ▓ OSAS T000                                          _ □ ✕        │
│ Settings  Edit  Print  Help                                      │
│                    ─── SAMPLE DATA PATH ───                      │
│   06/05/1999           Company H - Builders Supply     10:12 AM  │
│                                                                  │
│                                                                  │
│                   ┌── Main Menu ──────                           │
│                   │    ┌── Resource Manager ──────                │
│                   │    │    ┌── Workstation Configuration ──┐     │
│                   │    │    │                               │     │
│                   │    │    │  Colors▄                      │     │
│                   │    │    │  Keyboard                     │     │
│                   │    │    │  Devices                      │     │
│                   │    │    │  Defaults                     │     │
│                   └────┤    │                               │     │
│                        │    │                               │     │
│                        └────┤                               │     │
│                             └───────────────────────────────┘     │
│                                                                  │
│  T000──────────── OPEN SYSTEMS (R) Accounting Software ──┤F2-Favorites│
└─────────────────────────────────────────────────────────────────┘
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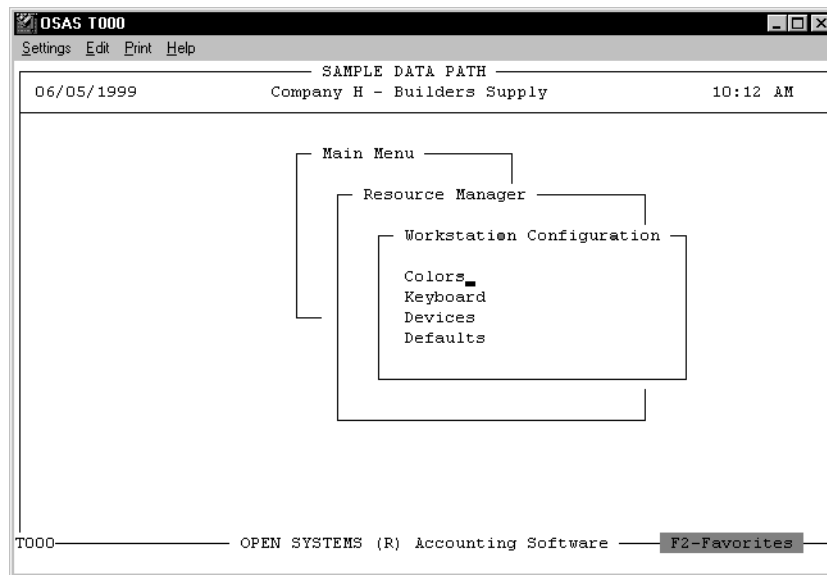
When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.

- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.

- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choice the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

You can exit from a menu in three ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit** (**F7**) command to go to the operating system.

Function Keys Used in the Text menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**), the **Jump** (**Tab**) commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	**Operation**
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User'sManual* for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. The application's user's manual will describe the function if necessary
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.

Key	Operation
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up Arrow **Down Arrow**	Move the cursor up or down through the menu selections.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.

Graphical-Style Menus

There are two types of graphical-style menus to choose from. The standard Graphical menu features application buttons that resemble many Windows functions. The Start Main menu is named because of its functional resemblance to the Start menu in Windows 95 and Windows NT. Featuring graphical displays, access buttons for your installed applications, and allowing access to OSAS functions via both the mouse and function keys, both graphical-style menus allow you a greater selection of interaction with OSAS and your data.

Both graphical-style menus are available in a Windows environment only.

Much like the Text menu, when you select an application in either graphical menu, the application's menu, presenting several related functions, is displayed beside the Main menu. Selecting a function leads you to a function screen or to another menu.

If you are using the Graphical menu, click the appropriate button with the mouse to select an application from the Graphical menu. To select a function from an application menu, click the function's button with the mouse the same way as you do for an application.

If you choose the Start menu you can select applications from the Main menu in these ways:

- Use the arrow keys and press **Enter**
- Click the selection
- Hold the mouse over the selection

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on previous menus.

Graphical Main Menu

T000 - OPEN SYSTEMS® Accounting Software		

File   Tools   Favorites   Other   Help

Date and Time
08/27/1998
1:34 PM

Data Set
◉ Live Data
○ Sample Data

H   Builders' Supply

Main Menu

| Bank Reconciliation |
| Bill of Materials/Kitting |
| Executive Information Summary |
| Fixed Assets |
| General Ledger |
| Inventory |
| Job Cost |
| ODBC Kit |
| OSAS Web |
| Purchase Order |
| Sales Order |
| Resource Manager |

Resource Manager

| Workstation Configuration |
| Installation |
| Company Setup |
| Application Setup |
| Data File Maintenance |
| System File Maintenance |
| Reports |
| Master File Lists |

Master File Lists

| Menu List |
| Backup/Restore Commands List |
| Application Information List |
| Company Information List |
| Help Screens List |
| Inquiry Window Definitions List |
| Global Inquiry Window List |
| Tables List |
| Country Codes List |
| Tax Locations List |
| Tax Groups List |
| Options and Interfaces List |

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OPEN SYSTEMS® Accounting Software

You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner of the window to close OSAS (on Windows 95 and NT only)
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Start Main Menu
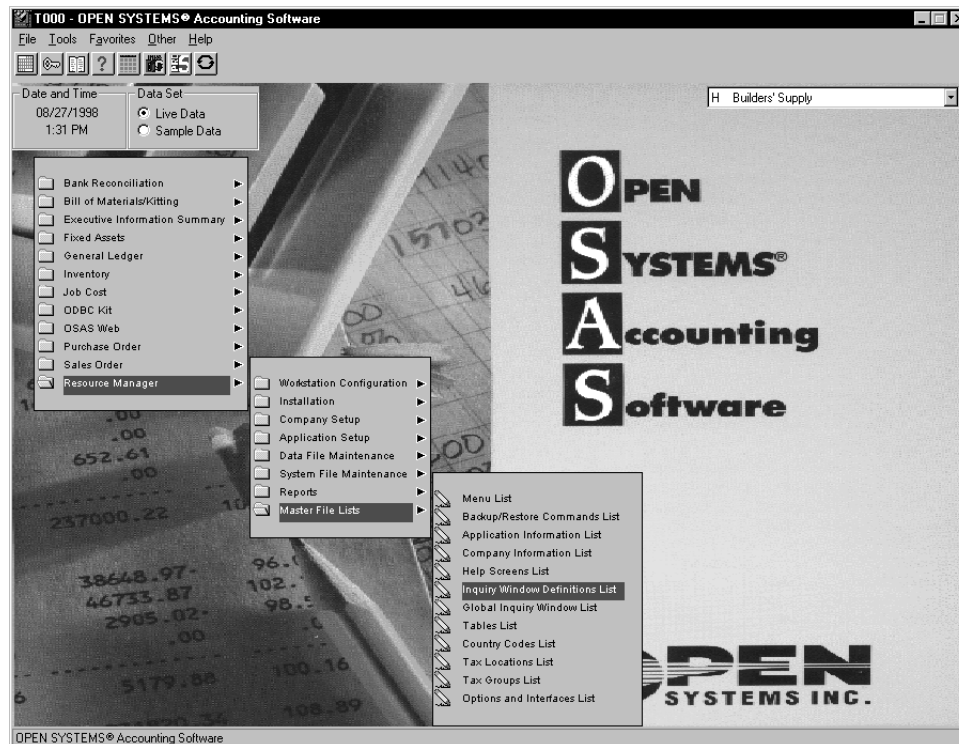
You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu ite
- press the **Tab** key to go to the Main menu
- click the Close box in the upper right hand corner to close OSAS
- use the Exit (F7) command to close OSAS
- select Exit from the File Menu to close OSAS

Special Commands in Graphical menus

Right-click to display the Special Commands menu, which allows you to perfor these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys.

Key	Operation
F1 (Key Help)	Displays the list of Icons and Functions keys available to you.
F2 (Favorites Menu)	Displays the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.

Key	Operation
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Allows certain functions to be set up. Works only in certain applications. This application does not use an application setup function.
F10 (Change to Favorites)	Allows you to add to and delete from your Favorites menu. (works only with Start-style menu).
Right-click	Displays the a functions display box.
Shift + F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift + F2 (Application Info)	Displays information about the applications you have installed.

Window Title Bar Menus

When working using the graphical menus, you can use the pull-down menus and *icons* (graphical *tool buttons*) to access functions without using the function keys. While the function keys still work in the graphical menus, the menu bar and icons offers you a choice in how you access certain functions.

Using the mouse, move the cursor to the menu and click once, or, click on an icon for the function desired. Pictured below is the OSAS pull-down menu/icon selection.

File Menu
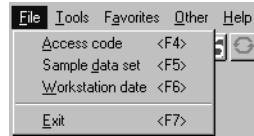
Command	Icon	Key	Result
Access code		F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		F5	Toggles between the Sample Data and the Live Data.
Workstation date		F6	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS

Access Code dialog box

1. Enter the access code.

2. Click **OK** to save your entry and return to the Main Menu or **Exit** to abandon the dialog box and return to the Main menu.

Workstation Date dialog box
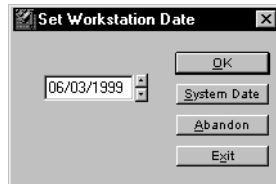
1. Enter the date, or use the up/down buttons to increase or decrease the date.

2. Select **OK** to change the workstation date, **System Date** to change the workstation date to match the operating system date, **Abandon** to exit without changing the date, or **Exit** to return to the Main menu.

Tools Menu
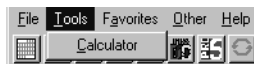
Command	Icon	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu
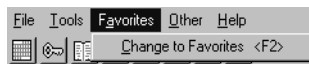
Command	Icon	Key	Result
Change to Favorites		F2	Displays the Favorites menu/Main menu. See *Favorites Menu* on page 1-39

Other Menu
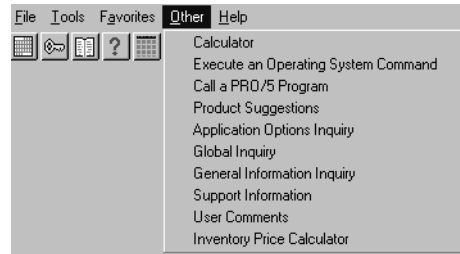
The Other menu contains a set of utilities. A calculator and Global Inquiry (which consolidates and presents data from other applications) are some of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about the utilities on the Other menu.

Help Menu

Command	Icon	Key	Result
Help		F1	Displays the online help
About OSAS			Displays the About OSAS dialog box.

Toolbar Icons

There are three icons on the toolbar that were not described above.

Icon	Key	Result
		Displays the Application Information dialog box.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See the *Resource Manager User's Manual*.

Other Graphical Screen Features
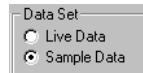
The graphical screens offer more than shortcuts to application functions. In version 6.0, you can, at a glance or with a mouse click, determine the date and time, switch between live and sample data, and switch between companies and their data sets.

Date and Time
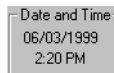
The workstation date and time are displayed.

Data Set

Check the Live Data radio button to work with live data. Check the Sample Data radio button to work with sample data.

Change Company Field

Select the company to change to.

Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the F2 button (or selecting the mouse pull-down menu).

Favorites Menu: Text Style

```
┌─ Favorites Menu - T000 ─┐
│                         │
│ AP Transactions▂        │
│ GL Edit Transactions    │
│ IN Transfers Journal    │
│                         │
└─────────────────────────┘
```

There are two ways you can set up your Favorites menu, depending on if you use the text-style menu or the graphical-style menus.

To set up the text-style Favorites menu, follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.

2. Press F10.

You can press F2 to verify your selection was added to your Favorites menu.

To remove an application:

1. Press F2 to display the Favorites menu.

2. Move your cursor to the submenu or application you want removed.

3. Press F10.

Favorites Menu: Start-Style
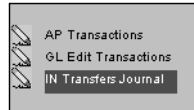
To set up the graphical-style display (you can find an example of the graphical-style Favorites menu on page 1-24), follow these steps:

1. Position the cursor over the submenu or function you want placed into your Favorites menu.

2. Right-click on the function or submenu. The Favorites menu set up box (shown below) appears.
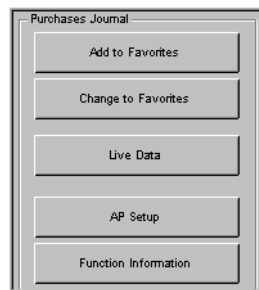
3. Click on Add to Favorites.

Screen Use

Screen	Description
Add to/Remove Favorites	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data	Switches between your sample data and your live data.
Setup	Clicking on this button or pressing F9 sets up the selected application. Setup works only in certain applications. If an application requires a setup function, you will find instructions in that application's user's manual.
Function Information	Displays information about the selected function.

Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help** (**Esc**) and **Jump** (**Tab**) commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the commands window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 (Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the *Resource Manager User's Manual* for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.

Key	Operation
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift + F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down Arrow (Enter)	Move the cursor to the next field and accept the data entered.
Up Arrow	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl + V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl + G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in chapter 3. To turn the bell back on, use this command again.
Ctrl + F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.

Key	Operation
Ctrl + O (Show/hide function keys)	If this option is turned on, the applicable function keys are displayed on the screen. If this option is turned off, no keys are displayed.

Help Commands

When you use the **Help** (**F1**) command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents.
	To recover a deleted help screen, copy the xxHELP file from the distribution media to the /PROGxx subdirectory (*xx* is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right Arrow	Move the cursor to the right.
Left Arrow	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.

Key	Operation
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the **Abandon** (**F5**) command to clear the field.
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.

Inquiry Commands

When you use the **Inquiry** (**F2**) command, several other commands become available for you to use in the inquiry window.

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field before you use the **Inquiry** command. The inquiry list will start with *J* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.

Key	Operation
Home	Move directly to the first item on file.
Down Arrow	Move down one item.
Up Arrow	Move up one item.
Ins (Look up)	Enter a string of information.
	If you have an idea of what you are looking for and the ID is longer than one character, you can make a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *J*, enter **J** in the ID field.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Search Commands

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Search** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift + F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Key	Operation
Shift + F5 (Detail Lookup)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: *** ? < > =**.
Shift + F6 (Lot–Item Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F7 (Serial Number–Item Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.
Shift + F8 (Item Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*****" and "**?**" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left Arrow	Move left one character.
Right Arrow	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.

Key	Operation
Up Arrow/Down Arrow	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down Arrow	Move down one line item.
Up Arrow	Move up one line item.
PgUp	Move to the previous screen or to the first line if you are on the first screen.
PgDn	Move to the next screen or to the last line if you are on the last screen.
Home	Move to the first line item in the entire list.
End	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

*   To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.

*   To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (_), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at Fro and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output Device

Report functions screens offer four output options: printer, file, screen, and end.

- When you need a hard copy of a report, select **P**, and either accept the printer that appears or enter the code for the printer you want to use.

    If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

    If you want to stop printing after it has begun, press **Ctrl** + **Break**.

- If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **F**. The data path for the workstation, including the default drive, appears if it is specified in the Defaults function. Enter the filename and file extension, using no more than 35 characters overall.

- To preview the report—you must be using the Visual PRO/5 Interpreter and have a sysprint printer in your CONFIG.BBX file—select **R**.

    If applicable, select **S** if you want the report to be in standard-size print or **C** if you want it to be in compressed print.

    In the Printer dialog box that appears, select a sysprint printer and press **Enter**. The report is displayed on the screen.

- To view the report on the screen, select **S**. If the workstation default for compressed characters is *inactive*, the report is displayed in standard character mode. If the default is *active*, you can select standard mode or compressed mode. See your terminal documentation and the section on the termcap file in the *User's Reference Guide (PRO/5)*.

  If the message **End of Page** appears at the bottom of the report screen, you can press **Enter** to generate the next page of the report. If the message **End of Report** appears at the bottom of the report screen, you can press **Enter** to exit to the menu you selected the report from.

- If you need to change some selections before you produce the report, select **E** and then press **Enter**. To end the function and return to the menu without producing the report, select **E** and then use the **Exit** (**F7**) command.

Installation and Conversion   2

Installation

You can put this version of Accounts Receivable on the system in one of two ways: you can install a new system, or you can convert the old files and upgrade the system. Installation is explained in this section. Conversion is explained on page 2-5.

The Accounts Receivable system needs a minimum of five megabytes (5M) to work correctly with programs, sample data, Report Writer data dictionaries, and Report Writer reports and instructions. In DOS environments, the system runs best when at least 520 kilobytes of main memory is free foruse. You might want to make adjustments to your system before you install Accounts Receivable. In other environments, 2 megabytes or more of memory allows the system to run at its best.

Installing Accounts Receivable

1. If you plan to use General Ledger and/or Job Cost with Accounts Receivable, install and set up the current version of those applications in that order.

2. If you plan to use Inventory, install it and set it up.

3. If you plan to use Bank Reconciliation, install it and set it up.

4. Install Accounts Receivable.

5. If you plan to install Sales Order, install it immediately after installing Accounts Receivable. See the *Sales Order User'sManual* for information about installing Accounts Receivable and Sales Order at the same time.

Conversion

You can put this version of Accounts Receivable on the system in one of two ways: you can install a new system, or you can convert an older version of Accounts Receivable to the current version, keeping your old files intact. Installation is explained in chapter , section . Conversion is explained in this section.

Use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*) to upgrade Accounts Receivable. You can upgrade it from version 3.2, 4.0x, 4.1x, 4.5x, or 5.0x . If you want to convert to version 6.0 from a version earlier than 3.2, contact a client support representative.

Note

You do not need to convert Accounts Receivable files from versions 5.1x and 5.2x because the file structures have not been changed in version 6.0. There is an optional conversion available for the ARHIxxx file if you are converting from version 5.1x. See page 2-8 for more information.

You must install the new version of Accounts Receivable before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, do the following things:

- Back up your data.

- Make sure that no unposted transactions are in your current version.

- Make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Consider Your Setup

Before you try to convert your version of Accounts Receivable to the current version, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure whether your system is ready for conversion, consult your value-added reseller.

Tax classes, locations and groups are kept in Resource Manager (the RMCDxxx, RMTXxxx and RMGCxxx files). If you want Accounts Receivable to still use the information from the original files, use the Data File Creation function on the Resource Manager files first. The Accounts Receivable conversion then moves the information from the old files to the new ones.

Converting to 6.0

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                        ─── Data File Conversion ───
 Select directory on which to create files.
    1.    D:/OSAS60/sample/


    1
 Enter directory that contains the files to be converted.
 ████████████████████████████████████████
 Do you want source files erased after conversion?
 Do you want conversion to pause if a problem is found?

 Appl Description          Version │ Appl Description          Version




 ───────────────────────────────────┼───────────────────────────────



 Company H                                                   Verify
```

1. Enter the number of the target directory. (The system assigns a number to each OSAS data path with assigned values.)

   If you have only one valid data path, it is displayed and you cannot change it.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, enter **Y**; if not, enter **N**.

4. If you want the conversion process to pause if a problem occurs, enter **Y**; if not, enter **N**. The system considers evidence of data not converting correctly or file corruption a problem.

5. Enter **AR** in the Appl column; *Accounts Receivable* appears.

6. Enter your present version number of Accounts Receivable, and press **Enter**. (When you enter OSAS, the copyrights screen shows the version of Accounts Receivable you have.)

7. If data files already exist for AR in the intended destination path, the following prompt appears: **AR Data files exist. Do you want this task to erase them**. If you want to erase the existing files and convert the files from the version in the source path, enter **Y**; if not, enter **N**. If you enter N, you must change your entries so that no conflict exists.

8. To convert, use the **Proceed** (**PgDn**) command.

9. The following prompt appears: **Do you wish a printout of error log after each application**. If you want the error log to be produced after files are converted for each application, enter **Y**; if you want the log to be produced after files for all applications are converted, enter **N**. If you are converting only Accounts Receivable files, your answer to this prompt makes no difference.

   If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, enter **Y**. To let the conversion run its course and investigate later, enter **N**.

10. When the process is finished, the files are converted. Select the output device for the error log, if one occurs.

After conversion is finished and the error log is produced, the Main menu with Accounts Receivable 6.0 added appears.

Optional Conversion from 5.1 to 6.0

A new key in the ARHIxxx (Detail History) file affects the speed of processing the Tax Audit Report. If you do not use this option, the report will be printed correctly, but it will be processed more slowly.

1. Enter any Accounts Receivable menu.

2. Press **F4** twice.

3. Select **Call a BBx Program**.

4. Enter the program name **ARCVTHI**.

5. Use the **Proceed** (**PgDn**) command.

When the conversion is finished, the menu you started from appears.

Setup | 3

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

To properly set up the Accounts Receivable system, you need to gather and organize your accounting data. You need the following information:

- a chart of accounts for your business
- identification and credit information about your customers
- previous- and current-year sales, returns, and receipts histories organized by customer
- a list of unpaid invoices organized by customer or an aging report

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent blank spaces.

- - - - - 0
- - - - - 1
- - - - - Z
- - - - - a
- - - - 0 1
- - a - - -
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.

- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0–9)
  uppercase letters (A–Z)
  lowercase letters (a–z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: When the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabeticall*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

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

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.

- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)

- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize customers by name, put the first characters of the name in the customer ID.

- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of WIN001 and WIN005 leaves room for three customers in between.

Setup Checklist

Follow the steps below to set up the Accounts Receivable system. Each step is explained in this section.

1. Set up the options and interfaces.

2. Build the tables.

3. Build the sales/COGS and distribution accounts, terms codes, and shipping methods.

4. Build the ARSRxxx (Sales Rep) file.

5. Build the RMTHxxx (Tax Location Header), RMTDxxx (Tax Location Detail), RMGCxxx (Group Code), and RMCDxxx (Tax Class Code) files in Resource Manager

6. Build the ARPYxxx (Payment Methods) file.

7. Build the ARCUxxx (Customer) file.

8. Build the ARSAxxx (Ship-to Address) file.

9. Build the ARRExxx (Recurring Entries Detail), ARRDxxx (Recurring Additional Descriptions), and ARRHxxx (Recurring Entries Header) files.

10. Enter initial balances.

11. Set up access codes.

12. Set up a backup schedule.

Setup Functions

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Accounts Receivable can be interfaced with General Ledger, Job Cost, Bank Reconciliation, and Inventory.

General Ledger

When Accounts Receivable is interfaced with General Ledger, posting in Accounts Receivable makes entries in the GLJRxxx (Journal) file for transactions that affect the ledger (such as sales, cost of goods sold, inventory, freight).

Job Cost

When Accounts Receivable is interfaced with Job Cost, posting in Accounts Receivable updates billing information in the Job Cost job and phase records. When you enter invoices, refer to the Job Cost Jobs and Phases List for customer IDs and contract numbers.

Bank Reconciliation

When Accounts Receivable is interfaced with Bank Reconciliation, deposits for sales paid with cash or checks update the BRTRxxx (Transactions) file.

Inventory

When Accounts Receivable is interfaced with Inventory, accounts receivable transactions update the quantities in use in the Inventory item records, and posting in Accounts Receivable updates the item stock quantities, dates, and balances.

Options and Interfaces screen

Select **Options and Interfaces** from the Resource Manager Company Setup menu. The Options and Interfaces screen appears.

The name of the company you are working with is displayed. Specify whether the Options table is *shared* or *owned.* (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **AR** as the application ID. The Accounts Receivable Options screen appears.

```
OSAS T000                                                          _ □ ×
 Settings  Edit  Print  Help
 ────────────────────── Data File Conversion ──────────────────────
 Select directory on which to create files.
      1.    D:/OSAS60/sample/


      1
 Enter directory that contains the files to be converted.
      ▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇

 Do you want source files erased after conversion?
 Do you want conversion to pause if a problem is found?
 ┌──────────────────────────────────┬──────────────────────────────┐
 │ Appl Description         Version │ Appl Description      Version │
 │                                  │                               │
 │                                  │                               │
 │                                  │                               │
 │                                  │                               │
 │                                  │                               │
 │                                  │                               │
 └──────────────────────────────────┴──────────────────────────────┘
 ┌─ Company H ──────────────────────────────────────────── Verify ─┐
```

Enter = toggle, Goto, Write

To toggle an option (for example, between YES and NO), press **Enter**.

To move the prompt (>) directly to a different option, press **G**. Then enter the option number.

When you are finished selecting options, press **W** to save your entries. Then exit to the Options and Interfaces screen. Select another application whose options and interfaces you want to change, or exit to the Resource Manager Company Setup menu.

1. Toggle to **YES** or **NO** to indicate whether or not you want to interface Accounts Receivable with General Ledger, Inventory, Job Cost, and Bank Reconciliation.

The interface options work independently of each other. You can respond to them with any combination of Ys and Ns.

2. Toggle to **YES** or **NO** to indicate whether or not you want to use transaction batching. You can use batching to group invoices, miscellaneous credits, and cash receipts for printing and posting. You can determine how to set up the batches (for example, by time or by workstation). If you use batches, one operator can post transactions in one batch while another operator can add or edit transactions in another batch.

3. Toggle to **YES** or **NO** to indicate whether or not you want the system to generate batch numbers. If you select YES, you cannot override the number the system assigns.

4. Toggle to **YES** or **NO** to indicate whether or not you want to enter 1 to 10 lines (35 characters each) of additional text for each line item on invoices, miscellaneous credits, and recurring entries. If you select NO, the ARDExxx (Additional Descriptions) file is not used.

5. Toggle to **YES** or **NO** to indicate whether or not you want to use additional descriptions stored in Inventory. If Accounts Receivable is not interfaced with Inventory or if you do not use additional descriptions, this option is set to *NO* and you cannot change it.

6. Toggle to **YES** or **NO** to indicate whether or not you want to keep detail (line-item) sales history. If you select NO, the ARHIxxx (Detail History) file is not used and you cannot calculate commissions for sales reps or print the Detail History Report.

7. Toggle to **YES** or **NO** to indicate whether or not you want to keep additional description history. If you elected not to use additional descriptions, thi option is set to *NO* and you cannot change it.

8. Toggle to **YES** or **NO** to indicate whether or not you want to keep summary (totals) sales history. If you select NO, the ARHSxxx (Summary History) file is not used and you cannot print summary history reports.

9. Toggle to **YES** or **NO** to indicate whether or not you want the unit cost of inventory items to be displayed when you enter line items. If Accounts Receivable is not interfaced with Inventory, this option is set to NO and you cannot change it.

10. Toggle to **YES** or **NO** to indicate whether or not you want to be able to change a customer's level when you enter transactions. If you select YES, you can change how a customer's billing is calculated at the time of transaction entry by assigning a different level.

11. Toggle to **YES** or **NO** to indicate whether or not you want to be able to enter an expired credit card as payment for a transaction. If you select YES and enter a credit card whose expiration date has passed, a warning message appears.

12. Toggle to **YES** or **NO** to indicate whether or not you want quantities and quantity breaks to be displayed when you enter line items.

13. Toggle to **YES** or **NO** to indicate whether or not you want to be able to print invoices online as you enter them. If you select NO, you can print invoices only in a group after you have entered them.

14. Toggle to **YES** if you want to use plain paper invoices. Toggle to **NO** if you want to use forms.

15. If you elected to use forms for invoices, toggle to **LASER, 8 1/2 x 11,** or **STANDAR** to indicate the type of invoice form you use.

16. Toggle to **YES** or **NO** to indicate whether or not you want to use prenumbered invoice forms. If you select YES, the system will overwrite invoice numbers you enter. If you select NO, the system will use the invoice numbers you enter.

17. Toggle to **YES** if you want to use plain paper statements. Toggle to **NO** if you want to use forms.

18. If you elected to use forms for statements, toggle to **LASER, 8 1/2 x 11,** or **STANDAR** to indicate the type of statement form you use.

19. Toggle to **YES** or **NO** to indicate whether or not you want to print company information on plain paper forms.

20. Toggle to **YES** or **NO** to indicate whether or not you want to be able to post data without printing reports.

21. Toggle to **YES** if you want to post line-item detail to General Ledger. Toggle to **NO** if you want to post only summary information.

22. Toggle to **YES** or **NO** to indicate whether or not you want to be able to age invoices online directly in the ARCUxxx file. If you select YES, invoices for open invoice customers will be aged in the Customers function and in the Information Inquiry Customers and Open Invoices function; invoices for all customers will be aged in the Periodic Maintenance and the Post Transaction functions. If you select NO, the invoices are aged for all customers when you post and when you use the Periodic Maintenance function.

23. Toggle to **YES** or **NO** to indicate whether or not you want to apply credits to oldest items first for statements.

Tables

Tables store information relating to the system, data, options, and default settings for other applications

> **Note**
>
> Use tables only to enter and store data. Do not delete lines or rearrange the account descriptions. The system looks for information by the position of the lines in the table. For example, in the ARGLxxx table, the system always treats the account on the first line as the cash receipts account and the account on the second line as the discount account.

You can set up the ARGLxxx, ARPDxxx, DUNxxx, FINCHxxx, and FORMxxx tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

Note

You must enter **OWN** in the Option Table Type field in the Options and Interfaces function to be able to set up company-specific tables.

For example, you can set up table ARGL for companies that post accounts receivable transactions to the same general ledger accounts; and you can set up table ARGLA01 for company A01, ARGLB01 for company B01, and so forth if those companies post accounts receivable transactions to different general ledger accounts.

These tables are identified by a four- or five-character prefix and a three-character suffix. The prefix is the table name—ARGL for general ledger accounts, for example. The suffix is a company ID or a systemwide table. If you delete a company-specific table, that company uses the generic table. For example, if you delete table ARGLA01, company A01 uses the ARGL table.

The DFxxxx table (Defaults) and each Quick-Entry table (QExxxx, QH1xxxx, QH2xxxx, QIxxxx, and QMxxxx) is identified by a two-character prefix and a four-character suffix. The prefix is the table name—DF for Defaults, QI for Quick-Entry Invoices, and so forth. The suffix is a terminal ID, a company ID, or a systemwide table (without a suffix).

You can set up the Defaults and Quick-Entry tables for the following situations:

• Assign each table to a particular terminal. For example, you can assign table DFT001 to terminal T001.

• Assign each table to all terminals in a particular company. For example, you can assign table DFA to all terminals in company A.

- Set up each table as a general table for several companies to use. For example, you can set up table DF for the companies that use the same defaults.

If you have three companies—A01, B01, and C01—you might want the terminals in companies A01 and B01 to share table DF. You might want company C01 to have some of its terminals use a set of defaults specific to each one, while other terminals share values that are common among themselves but specific to company C01.

Companies A01 and B01 can share table DF; no table has the label DFA or DFB. Company C01 can have table DFC, to be used for the terminals in company C01 that do not need their own set of defaults. Each terminal in company C01 that needs its own set of defaults can have its own table; for example, terminal T001 has table DFT001.

Note

The system treats all terminals with the same ID the same way, so you may want to make sure that each terminal ID is unique. For example, if you have two T001 terminals, one in company A01 and one in company C01, the DFT001 table applies to both terminals regardless of the fact that they are in different companies.

When you enter or edit transactions, the system first tries to find a table with a terminal suffix specific to your terminal. If it cannot find one, it looks for a table for the company you are working in. If it cannot find one, it uses the systemwide table. For example, if you are using quick entry to enter an invoice for company A01 on terminal T001, the system first looks for QIT001. If it cannot find table QIT001, it looks for QIA. If it cannot find table QIA, it uses the systemwide table QI.

If the system cannot find any applicable table (perhaps because the systemwide table was accidentally deleted), an error message appears and you must rebuild the table.

Codes

The ARCDxxx (Codes) file stores information about sales/COGS accounts, distribution accounts, terms of payment, shipping methods, and payment methods. The codes serve as a shorthand method of entering information.

See chapter 4 for information about these codes.

Sales Reps

The ARSRxxx file stores information about each person who is paid a commission on sales entered in Accounts Receivable. If you plan to use the commission system, you must set up sales rep records and elect to keep sales history in the Resource Manager Options and Interfaces function before you begin processing in Accounts Receivable.

For each sales rep, you must specify several pieces of information:

*   personal information
*   the commission rate
*   whether the commission is a percent of gross profit or net sale
*   whether the commission is based on booked sales or paid invoices
*   whether the commission is based on any combination of line items, tax, freight charges, and miscellaneous charges

When you enter an invoice, you can specify one or two sales reps who receive the commission and the percentage of the sale that each rep's commission rate (fro the ARSRxxx file) is based on.

For example, sales rep A receives a 30 percent commission on line items. The commission is based on net sales, and the sales rep receives it when an invoice is paid. For invoice 55, the total of the line items is $10,000. Sales rep A receives a commission on 40 percent of the sale; the commission from the other 60 percent of the sale goes to sales rep B. For sales rep A, the commission is based on $4000; the commission is $1200 ($4000 times 30 percent). A similar process is used to calculate the commission of sales rep B.

The Commissions Report shows sales information for sales reps. Only the amount of paid commissions is shown. If an invoice has been partially paid, the commission for the paid portion is adjusted proportionally.

In the example above if $8000 (80 percent) of the invoice were paid so far, the commission in the Commissions Report for sales rep A would be $960, or 80 percent of the $1200. The report shows the commission on the remaining $2000 (20 percent) when the remaining amount is paid.

If you assess the customer a finance charge for a late payment, you can base the sales rep's commission on the updated amount. In the example above if $2000 had yet to be paid and you assigned an extra $200 to the charge, the sales rep would get a commission from $2200 (22 percent) when the remaining amount was paid.

Tax Groups

If you plan to accumulate tax for the authorities you pay sales tax to, set up the tax groups before you enter transactions. See the *Resource Manager User's Manual* for information about setting up tax groups.

When you set up the system, enter the taxable sales, nontaxable sales, and tax collected. These fields are updated when you post sales.

The sales tax calculation is based on tax classes and the tax group. You assign tax classes to inventory items, and you assign tax groups to customers or the ship-to address to a transaction.

In addition, each customer record has a Taxable flag. The flag can serve as an override; no tax is levied for a customer whose Taxable flag is set to NO.

Payment Methods

Use the Payment Methods function (page 4-11) to establish codes for the methods of payment you honor. The codes serve as a shorthand method of specifying how the customer is to pay the invoice.

Use the payment types to set up payment methods. The payment types you can use (cash, check, credit card, write-offs, and other) are provided by the system. You must enter payment method codes and assign payment types to them.

For example, you can set up one code for personal checks and another code for corporate checks. You can assign the *check* payment type to each code but assign different information to each code. You might also set up codes for three credit cards. You can assign the *credit card* payment type to each code but assign different information to each code.

The system treats the amounts for payment types *cash* and *check* the same. However, when you use a code that is assigned the payment type *check*, you must also enter a check number.

When you use the payment type *credit card*, set up the credit card company as a customer, because you will ultimately get the money from the credit card company. To identify the credit card company, enter **C** in the Group Code field on the Customers General Information screen.

Customers

Use the Customers function (page 11-3) to build the ARCUxxx file. You must build the file before you begin processing accounts receivable transactions.

General Information

Enter each customer's name, address, attention line, phone and fax numbers, contact, and class. Many reports can be sorted by ID, so the way you enter IDs i important.

Then enter the sales rep who usually sells to the customer, the territory the customer is located in, and the code for the customer's usual payment terms.

Payment information

You can enter a default method of payment for the customer. Then if the customer pays by credit card, you can enter default data for the card holder's name and the card number.

The group code for a customer that is a credit card company (such as VISA or MasterCard) is **C**. No history is saved for credit card companies; the history of the transactions involved is assigned to the customer who used the credit card.

You can set up recurring entries for regular customers with a group code from 0 through 9. When you copy these recurring entries, an invoice is created for each customer with that group code.

The Stmt Code field determines whether the customer should receive only statements, only invoices, both statements and invoices, or neither statements nor invoices.

Customers that do not receive invoices are skipped when you print invoices. Customers that do not receive statements are skipped when you print statements. (If you elected to print invoices online in the Resource Manager Options and Interfaces function, you can still print an invoice online for a customer that does not receive invoices.)

You set up customers as *open invoice* or *balance forward* accounts. For open invoice accounts, you keep detailed information about the invoices in the ARINxxx (Open Invoice) file and apply payments to individual invoices. For balance forward accounts, you keep summary information about the invoices in the ARINxxx file and apply payments to the total balance due. If you have both open invoice and balance forward accounts, the customer's account type determines which information you enter for the customer.

The distribution code you enter determines the general ledger accounts that are used to post accounts receivable, freight, and miscellaneous charges to the general ledger.

If you assess finance charges for a customer, enter **Y** in the Fin Charge field. When you run the Calculate Finance Charges function, the New Fin Chg field is updated if the customer has an overdue invoice. The finance charge is based on the FINCHxxx table.

When you run the Periodic Maintenance function, the New Fin Chg field is added to the Unpaid Fin Chg field. Then the New Fin Chg field is cleared.

| **Note** |

When you set up customer records, do not enter amounts in the New Fin Chg and Unpaid Fin Chg fields. They are updated when you set up initial balances.

You can enter a credit limit for the customer, and you can put customers on credit hold. Then when you enter invoices, a warning message appears if the amount the customer is putting on credit is greater than the customer's credit limit or if the customer is on credit hold. (You cannot enter an invoice for a customer that is on credit hold.)

If the customer does not accept partial shipments, enter **N** in the Partial Ship field. A message appears if you enter backorder quantities for a customer that does not accept partial shipments.

You can enter a default tax group (which is used to calculate sales tax on transactions) for the customer. Next, designate transactions for the customer as taxable or nontaxable. Then if the customer is nontaxable, enter the customer's tax exemption ID.

Balance Information

You can assign three kinds of balance information to a customer: finance charge information, money owed, and unapplied credits. Enter finance charge information, money due in the aging buckets presented, and unapplied credits you want subtracted from the overall balance. You must enter unapplied credits as negative numbers so that balances will be correct when you use the Build Open Invoice File function.

This information is updated when you enter and post accounts receivable transactions.

Historical information

The ARCUxxx file stores sales and payment information for the current period, the current quarter, and the current and previous year. It also stores the date, amount, and invoice number of the last sale to the customer and the date, amount, and check number of the customer's last payment.

Customer payment history for the last 12 periods is tracked in the Credit Status field. The field is 12 characters long, and each character corresponds to one of the 12 periods—the first position is the current period, and the twelfth position is the oldest period.

The numbers *0* through *4* are used:

- The number *0* means that all invoices were paid within 30 days or no activity took place.

- The number *1* means that an invoice was 31 to 60 days overdue.

- The number *2* means that an invoice was 61 to 90 days overdue.

- The number *3* means that an invoice was 91 to 120 days overdue.

- The number *4* means that an invoice was over 120 days overdue.

The Credit Status field is updated when you do periodic maintenance.

Customer comments

You can enter comments about customers on the Customer Comments screen. When you enter accounts receivable transactions, you can use the **Information** (**Shift+F2**) command to access a customer's comments.

Comments are stored in the ARCCxxx (Customer Comments) file, not in the ARCUxxx file.

For more information about entering customer records, refer to the Customers function (page 11-3).

Ship-to Addresses

Use the Ship-to Addresses function (page 11-19) to build the ARSAxxx file. Ship-to numbers are a shorthand method of entering addresses of places where you want goods to be shipped. When you enter invoices and credit memos, you can enter the ship-to address number, and the shipping information appears.

You can assign 999,999 ship-to numbers to a customer record in the ARCUxxx file.

Recurring Entries

If some individual customers or groups of customers regularly have the same billing requirements, you can set up the invoices in the ARRExxx, ARRDxxx, and ARRHxxx files and then copy them to the ARTHxxx and ARTDxxx files when they come due.

Note

You can set up only noninventory recurring entries.

Group codes

When you set up customer records, you assigned a group code to each customer. Use the group codes to set up recurring entries for groups of customers. For example, if you bill group code 4 customers $50 every month, you enter ***4** in the Sold to field. The asterisk indicates that the entry is a group recurring entry. When you use the Copy Recurring Entries function, the system creates an invoice for every customer with group code 4.

Run codes

The run code is a unique number that you assign to each recurring entry. You copy recurring entries to the ARTDxxx and ARTHxxx files by run codes.

If you do not want to copy an entry to the ARTDxxx and ARTHxxx files after a particular date, enter a cutoff date for it.

You can use the Periodic Maintenance function (page 10-7) to purge entries fro the ARRHxxx and ARRExxx files by cutoff dates. Entries with a cutoff date before the date you specify are purged from the ARRDxxx, ARRHxxx, and ARRExxx files.

Initial Balances

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

Summary method

The summary method is quicker than the detail method, but it does not provide complete sales history. First enter a balance in each customer record for the period-, quarter- and year-to-date and last-year balances and credit and payment history. Then enter outstanding balances.

If you elected to use online aging in the Resource Manager Options and Interfaces function, turn the option off before you enter beginning balances.

The summary method consists of the following steps:

1. Enter the unpaid finance charges and outstanding invoice amounts for the current period and the four aging periods, and enter credit and payment history.

2. Use the Build Open Invoice File function (page 11-47) to build an invoice for each unpaid finance charge, current amount due, and balance in an aging period.

Detail method

The detail method provides complete sales history, but it is more time-consuming than the summary method. You must enter the year-to-date transactions in the ARINxxx file and post them to the appropriate periods.

The detail method consists of the following steps:

1. Use the Transactions (page 6-3) and Cash Receipts (page 6-23) functions to enter the year-to-date accounts receivable transactions. Then post the transactions to the appropriate periods.

2. Calculate finance charges on overdue invoices. The customer records are updated with these amounts.

Combination method

The combination method, a blend of the summary and detail methods, is less time-consuming than the detail method, but it does not provide a complete sales history. You enter summary balances for transactions that are no longer outstanding and build open invoices for balances that are still outstanding.

The combination method consists of the following steps:

1. Use the Customers function to enter summary balances for transactions that are no longer outstanding for the current period and for each aging period, and enter credit and payment history.

2. Use the Build Open Invoice File function (page 11-47) to build one invoice for each unpaid finance charge, current amount due, and balance in an aging period.

3. Use the Transactions (page 6-3) and Cash Receipts (page 6-23) functions to enter open transactions. Then post them to the appropriate accounts and customer records.

4. Calculate finance charges on overdue invoices. The customer records are updated with these amounts.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager Access Codes function to set up access codes on your system. You can set up access codes for the Accounts Receivable system itself, for menu in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A code for each company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code CHARM for companies A01, B01, and C01 so that a user can use the same code for each company.

What should be protected

Because of the sensitive nature of some of the information in the Accounts Receivable data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Accounts Receivable application itself, each of the Accounts Receivable menus, and the individual functions.

After you have set up your access codes, print a list of the codes and store it in a safe place.

For more information about access codes, see the *Resource Manager User's Manual*.

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up data files

Back up your Accounts Receivable data files whenever they change—every day or every week—and before you run the Post Transactions, Purge Customer Comments, and Purge Selected files functions.

Backing up programs

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Diskettes

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup diskettes, keeping one set off-site.

Use Resource Manager

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Codes Maintenance 4

GL Codes

Use the GL Codes function to assign sales and cost-of-goods-sold accounts in General Ledger to a general ledger code. The codes serve as a shorthand method of assigning the accounts to a transaction. When you post transactions, information associated with a sales/COGS code is sent to the correct accounts.

GL Codes Screen

Select **GL Codes** from the Codes Maintenance menu. The function screen appears.

```
OSAS T000                                                          _ □ ×
 Settings  Edit  Print  Help
                             ─── GL Codes ───


     GL Code           C1

     Description       Contract Sales

     GL Sales Account  402000        INC. FROM COMPLETED CONTRACTS
     GL COGS Account   502000        COST OF GOODS SOLD - CONTRACTS






   ┌ Verification ───────────────────────────────────────────────
   │                     Press <PgDn> to proceed                 ▪
```

Field	**Description**
Inquiry GL Code (A2)	Enter the code for the sales/COGS account pair.
Description (A30)	Accept the displayed code description, or enter a different code description. This description appears when you use the **Inquiry** command in the GL Code field anywhere in the system.
Inquiry GL Sales Account (A12)	Accept the displayed general ledger sales account, or enter a different account number. (The **Inquiry** command is available if Accounts Receivable is interfaced with General Ledger.) If Accounts Receivable is interfaced with General Ledger, the account number is verified in the GLMAxxx (Master) file.
Inquiry GL COGS Account (A12)	Accept the displayed general ledger cost-of-goods-sold account, or enter a different account number. If Accounts Receivable is interfaced with General Ledger, the account number is verified in the GLMAxxx file.

After you save the sales/COGS account information (**PgDn**), enter information about a different sales/COGS account, or exit to the Codes Maintenance menu.

Distribution Accounts

Use the Distribution Accounts function to add or change codes for your general ledger distribution accounts or to set up a selection of different receivable accounts.

You can assign distribution codes to customers when you set up customer record (page 11-3). When you post transactions that involve the customers, the information moves directly from the ARTDxxx and ARTHxxx (Transaction) files to the accounts you specify for the associated distribution code.

Distribution Accounts Screen

Select **Distribution Accounts** from the Codes Maintenance menu. The function screen appears

```
OSAS T000                                                        _ □ ×
 Settings  Edit  Print  Help
                            ─── Distribution Accounts ───



    Distribution Code 01

    Description       Regular Customers

    GL Accounts:
        Receivables    101000        ACCOUNTS RECEIVABLE
        Sales Tax      203800        SALES TAX PAYABLE
        Freight        405000        FREIGHT OUT
        Miscellaneous  801000        OTHER INCOME




   ┌ Verification ───────────────────────────────────────────────────┐
   │                  Press <PgDn> to proceed                       ■ │
   └──────────────────────────────────────────────────────────────────┘
```

Field	Description
Inquiry Distribution Code (A2)	Enter the distribution code you want to work with.

Field	Description
Description (A30)	Accept the displayed description, or enter a different code description. This description appears when you use the **Inquiry** (**F2**) command in any Distribution Code field in the system.
GL Accounts (A12)	Accept each displayed general ledger account number, or enter a different account number for receivables, sales tax, freight, and miscellaneous charges. (The **Inquiry** command is available if Accounts Receivable is interfaced with General Ledger.)

Inquiry

After you save the distribution account information (**PgDn**), enter information about a different distribution account, or exit to the Codes Maintenance menu.

Terms

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

When you set up valid terms codes, you can assign them to the customer records. Then when you enter transactions involving customers, the terms you specified are automatically applied.

Terms Screen

Select **Terms** from the Codes Maintenance menu. The function screen appears.

```
 OSAS T000                                                    _ □ ✕
 Settings  Edit  Print  Help
┌──────────────────────────── Terms ────────────────────────────┐
│                                                                │
│                                                                │
│                                                                │
│     Terms Code        1PCT                                     │
│                                                                │
│     Type              Reg                                      │
│                                                                │
│     Percent              1.0                                   │
│     Discount Days         10                                   │
│     Net Due Days          30                                   │
│                                                                │
│     Description       1/10,n/30                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│ ┌─ Verification ─────────────────────────────────────────┐    │
│ │              Press <PgDn> to proceed                    │  ▪ │
│ └─────────────────────────────────────────────────────────┘   │
└────────────────────────────────────────────────────────────────┘
```

Field	**Description**
Terms Code (A2)	Enter the terms code you want to work with.
Type	If you want the terms to be prox terms, calculated as days from the beginning of the next month, enter **P**. If you want the terms to be regular terms, calculated as days from the invoice date, enter **R**.
Percent	Enter the percentage used for the terms (up to 100.0%), or accept the displayed percentage.
Discount Days (N3)	Enter the number of days a discount is valid.
Net Due Days (N3)	Enter the number of days the customer is given to pay the net due.
Description	The displayed description is based on your entries in the previous fields and appears on the customer invoice and statement. Accept the displayed description, or enter a different description.

Inquiry

Note

The terms code represents ongoing terms of payment. Leaving all fields zero means that you want cash on delivery (COD).

After you save the terms code information (**PgDn**), enter information about a different terms code, or exit to the Codes Maintenance menu.

Shipping Methods

Use the Shipping Methods function to set up and maintain the codes used to describe shipping methods. The codes serve as a shorthand method of entering information about how goods are shipped when you enter transactions.

Shipping Methods Screen

Select **Shipping Methods** from the Codes Maintenance menu. The function screen appears.

```
OSAS T000                                                           _ □ X
Settings  Edit  Print  Help
                          ─────── Shipping Methods ───────



        Shipping Code      FED2

        Description        Federal Exp 2nd-Day














    ┌─ Verification ──────────────────────────────────────────────┐
    │                    Press <PgDn> to proceed                 ■ │
    └──────────────────────────────────────────────────────────────┘
```

Inquiry

1. Enter the shipping code (A6) whose information you want to add or change.

2. Enter the shipping code's description (A20), or accept the displayed description. The Ship Via field uses this description in transactions.

After you save the information (**PgDn**), enter another code, or exit to the Codes Maintenance menu.

Payment Methods

Use the Payment Methods function to add or change the codes used to specify which kinds of payment you honor for customers. For example, you can set up codes to designate personal checks, company checks, write-offs, cash, credit cards, and so forth.

Payment Methods Screen

Select **Payment Methods** from the Codes Maintenance menu. The function screen appears.

```
OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
                          ─── Payment Methods ───

   Payment Method Code    CHK

   Description            Check
   Short Description
   Payment Type          2  Check
   Bank Account ID        FNB001        1st National Bank
   Debit GL Account       100000        CASH IN BANK - 1st NATIONAL



             Period to Date      Qtr to Date    Year to Date      Last Year

   Payments              .00      962317.68     3158172.36             .00




 ┌─ Verification ──────────────────────────────────────────────────┐
 │                       Press <PgDn> to proceed                  ▄ │
 └───────────────────────────────────────────────────────────────────┘
```

Field	Description
Inquiry Payment Method Code (A3)	Enter the payment method code you want to work with.
	To delete the payment method code, use the **Delete** (**F3**) command.

Field	Description
Description (A25)	Accept the displayed description, or enter a description of the payment method. This description appears when you use the **Inquiry** (**F2**) command in a Payment Method field.
Short Description	Accept the displayed short description, or enter a short description of the payment method. This description appears on statements unless the payment method is a check; in that case the check number appears.
Payment Type	Enter the type of payment the payment method belongs to.
Inquiry Bank Account ID (A6)	This field appears if you entered **1** or **2** in the Payment Type field. Enter the bank account ID associated with the payment method.
Inquiry Credit Card Cust ID (A6)	This field appears if you entered **3** in the Payment Type field. Enter the credit card customer ID associated with the payment method. To track receivables from a credit card company as you would other customers, enter the credit card company as a customer in the Customers function (page 11-3) and enter **C** in the Group Code field to identify it as a company.
Inquiry Debit GL Account (A12)	Enter the default general ledger account associated with the payment code.
Payments Period to Date/ Qtr to Date/Year to Date/ Last Year	quarter, this year, and last year. When you post transactions, the ARTDxxx and ARTHxxx (Transaction) files update the ARPYxxx file.

After you save the payment method information (**PgDn**), enter information about a different payment method, or exit to the Codes Maintenance menu.

Information Inquiry

5

Introduction

Use the functions in this chapter to look at information about customers, invoices, and history. You cannot use Information Inquiry functions to add or change information.

Before you post information, you can use these functions at any point in your work cycle to view customer information.

After you post information, it is historical information. You can use the Summary History function if you elected to keep summary history in the Resource Manager Options and Interfaces function. You can use the Detail History function if you elected to keep detail history in the Resource Manager Options and Interfaces function.

Customers and Open Invoices

Use the Customers and Open Invoices function to look at customer records and open invoices. This information is displayed from the ARCUxxx (Customer) file and the ARINxxx (Open Invoice) file.

Customers and Open Invoices Screen

Select **Customers and Open Invoices** from the Information Inquiry menu. The customers inquiry screen appears.

```
OSAS T000                                                      _ □ ✕
Settings  Edit  Print  Help
─────────────── Customers and Open Invoices ───────────────
 Cust ID      ACE001                 Group Code    0
 Name         ACE BUILDERS           Stmt/Inv Code Both
 Address 1    1588 SE 31ST STREET     Cust Level    ACE001
 Address 2                           Acct Type     Open Invoice
 Address 3                           Distrib Code  01
 City/State   PADUCAH         KY     Fin Charge?   YES
 Zip Code     28655-7865   Country US Credit Limit        315000
 Ship Zone    01                     Credit Hold?  NO
 Attention    ACCOUNTS PAYABLE       Partial Ship? YES
 Phone/Fax    (505)555-1646 (502)555-1566  Tax Group MN     Taxable? NO
 Contact      BRIAN
 Class        WHSL                   New Fin Chg             .00
 Sales Rep    GPD Garry P. Deacon    Unpaid Fin Chg          .00
 Territory    MIDATL                 Current Due             .00
 Terms Code   2PCT   2/10,n/30   Reg Balance 31-60           .00
              2.0%  10 DAYS  NET  30        61-90            .00
                                            91-120           .00
 Pymt Method CHK                             121+       136738.44
 Card No                    Exp     Unapplied Cr             .00
 Name                               Total Due         136738.44

       Customer, First, Last, Next, Prev, History, Invoices
 Company H                    Info                     Verify
```

Inquiry

1. Enter the ID of the customer whose information you want to look at (A6), or press **Enter** to look at information about the first customer.

2. Use the commands on the command bar to find the information you need:

   Customer, **First**, **Last**, **Next**, **Prev**, **History**, **Invoices**

Looking at a different customer record

To look at a different customer record, press **C**. Then enter the customer ID.

To look at the first customer record on file, press **F**.

To look at the last customer record on file, press **L**.

To look at the next customer record on file, press **N**.

To look at the previous customer record on file, press **P**.

Looking at customer history

To look at the sales and payment history for the customer, press **H**. The customer history inquiry screen appears.

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                     ── Customers and Open Invoices ──
   Cust ID   ACE001
   Name      ACE BUILDERS

                   Period-to-Date   Qtr-to-Date  Year-to-Date    Last Year
   Sales               26650.89      216761.42    1665331.24    1223579.63
   Profit               2269.42       48490.15     492899.03     370863.25
   Number of Invoices         2             4            14             8
   Finance Charge                                        .00

   Payments                 .00      647524.54    1627397.84    1110548.58
   Discounts                .00            .00      12630.63       1595.38
   Number of Payments         0             2            14             5
   Total Days to Pay          0            95           715           211
   Average Days to Pay     0.00         47.50         51.07         42.20

                    1st Date      Last Date      Last Amount   Last Number
   Sale            07/14/1998    12/21/1999        21722.07      12670074
   Payment                       11/27/1999       154642.54      00014189

   Customer High Balance      722144.10      Credit Status  332211222211

                        Enter=Customer Inquiry
    Company H                                              Verify
```

The information displayed comes from the ARCUxxx file and is entered in the Customers function (page 11-3).

When you are finished looking at the information, press **Enter** to return to the customer inquiry screen.

Finding invoices for a customer

To scan invoices for the customer you selected, press**I**. The invoices inquiry screen appears.

```
OSAS T000                                                              _ □ ×
Settings  Edit  Print  Help
─────────────────── Customers and Open Invoices ───────────────────
  Customer ID    ACE001 ACE BUILDERS
  Account Type   Open Invoice
  Credit Limit          315000
  Include Paid Invoices After  07/08/1999            Sort By: Invoice Date

  Invoice    Type  Stat Invoice      Check   Due Date        Gross Amount
  Number                Date         Number  Disc Date    Discount Amount

≥ 12670046   INVC  REL  09/05/1995           10/05/1995        74619.56
                                             09/15/1995         1492.39
  12670064   INVC  REL  11/24/1995           12/24/1995        35467.99
                                             12/04/1995          709.36
  24889030   INVC  REL  12/09/1995           01/08/1996         4928.82
                                             12/19/1995           98.58
  12670074   INVC  REL  12/21/1995           01/20/1996        21722.07
                                             12/31/1995          434.44



                                                  Total        136738.44

      Enter = cust inquiry, Customer, First, Last, Next, Prev, Sort
  Company H                          Info                         Verify
```

Use the commands on the command bar to find the information you need:

Enter = cust inquiry, **Customer**, **First**, **Last**, **Next**, **Pre** , **Sort, Goto**

To return to the customer inquiry screen, press **Enter**.

To look at open invoices for a different customer or to change the date in the Include Paid Invoices After field, press **C**. Then enter the customer ID or date, respectively.

To look at open invoices for the first customer on file, press **F**.

To look at open invoices for the last customer on file, press **L**.

To look at open invoices for the next customer on file, press **N**.

To look at open invoices for the previous customer on file, press **P**.

To sort the invoices a different way—by invoice number (the default) or invoice date—press **S** until the sort option you want appears and the invoices are displayed in the order you want.

To move the prompt (>) to a different invoice number, press **G**. Then enter the invoice number. (This command appears only if there is more than one screen of invoice numbers.)

When you are finished looking at the customer's open invoices, press **Enter** to return to the customer inquiry screen. Then press **C** to look at information for a different customer, or exit (**F7**) to the Information Inquiry menu.

Open Invoices

Use the Open Invoices function to look at the open invoices that are on file for a customer. This information comes from the ARCUxxx (Customer) file and the ARINxxx (Open Invoice) file.

The main difference between this function and the Customers and Open Invoices function is that this function provides information only about open invoices and associated customers, not about customers that do not pertain to invoices. For example, you cannot use this function to find a customer's address.

To add to or change this information, use the Customers function (page 11-3) or the Transactions function (page 6-3).

Open Invoices Screen

Select **Open Invoices** from the Information Inquiry menu. The inquiry screen appears.

```
OSAS T000                                                          _□×
Settings  Edit  Print  Help
                            ───── Open Invoices ─────
  Customer ID   ACE001 ACE BUILDERS
  Account Type  Open Invoice
  Credit Limit        315000
  Include Paid Invoices After  07/08/1999        Sort By: Invoice Number

   Invoice   Type  Stat Invoice      Check    Due Date       Gross Amount
   Number              Date         Number   Disc Date    Discount Amount

 ≥ 12670046  INVC  REL  09/05/1995           10/05/1995        74619.56
                                             09/15/1995         1492.39
   12670064  INVC  REL  11/24/1995           12/24/1995        35467.99
                                             12/04/1995          709.36
   12670074  INVC  REL  12/21/1995           01/20/1996        21722.07
                                             12/31/1995          434.44
   24889030  INVC  REL  12/09/1995           01/08/1996         4928.82
                                             12/19/1995           98.58


                                                Total          136738.44

                  Customer, First, Last, Next, Prev, Sort
   Company H                          Info                      Verify
```

Inquiry

1. Enter the ID of the customer whose open invoices you want to look at (A6), or press **Enter** to look at information about the first customer.

2. Use the commands on the command bar to find the information you need:

   Customer, **First**, **Last**, **Next**, **Prev**, **Sort, Goto**

   To look at open invoices for a different customer or to change the date in the Include Paid Invoices After field, press **C**. Then enter the customer ID or date, respectively.

   To look at the first customer record on file, press **F**.

   To look at the last customer record on file, press **L**.

   To look at the next customer record on file, press **N**.

   To look at the previous customer record on file, press **P**.

   To sort the invoices a different way—by invoice number (the default) or by invoice date—press **S** until the sort option you want appears and the invoices are displayed in the order you want.

   To move the prompt (>) directly to a different invoice, press **G**, and enter the invoice number. (This command appears only if there is more than one screen of invoices.)

When you are finished looking at the customer's open invoices, exit (**F7**) to the Information Inquiry menu.

Summary History

Use the Summary History function to look at past sales and payment information associated with customers. This information comes from the ARHSxxx (Summary History) file.

To add to or change this information, use the Customers function (page 11-3) or the Transactions function (page 6-3).

Summary History Customer Inquiry Screen

Select **Summary History** from the Information Inquiry menu. The Summary History customer inquiry screen appears.

```
OSAS T000                                                        _ □ X
Settings  Edit  Print  Help
                         ———— Summary History ————
    Customer ID   ACE001    ACE BUILDERS
    Fiscal Year   1999

    Pd          Sales            COGS       Discounts      Avg Invoice

     1        64598.71        60144.04           .00        64598.71
     2       111644.07        95876.23           .00       111644.07
     3       288828.44       275546.61       2232.88       288828.44
     4        14429.10        13604.40       2041.45        14429.10
     5       166661.08       156185.17           .00       166661.08
     6        83718.08        78921.00       3333.22        83718.08
     7        83718.08        78921.00       1674.36        83718.08
     8        67470.70        47814.88       3348.72        67470.70
     9       567501.56       197147.61           .00       283750.78
    10       154642.54       109999.54           .00       154642.54
    11        35467.99        33890.26           .00        35467.99
    12        26650.89        24381.47           .00        13325.45


    YTD     1665331.24      1172432.21      12630.63       118952.23


              Enter = next customer, New ID, View period     _
    Company H                        Info                          Verify
```

Inquiry	1. Enter the ID of the customer whose history you want to look at (A6).

2. The current fiscal year from the ARPDxxx table is displayed. Accept it, or enter the fiscal year whose history you want to look at. The customer's sales, cost of the goods sold to the customer, discounts taken and lost, average amount of the invoice during the specified fiscal year, and year-to-date totals appear

3. Use the commands on the command bar to find the information you need:

Enter = next customer, **New ID**, **View period**

Looking at history for a different customer

To look at the next customer record, press **Enter**.

To look at a different customer record, press **N**. Then enter the customer ID and fiscal year.

Looking at history for a particular period

To look at the customer's summary history for a particular period, press **V**. Then enter the period whose summary history you want to look at.

If you did not elect to keep summary history in the Resource Manager Options and Interfaces function for a period, you cannot look at customer history for that period.

If you keep summary history, the Summary History item inquiry screen appears.

```
┌─ OSAS T000 ──────────────────────────────────────────[_][□][X]─┐
│ Settings  Edit  Print  Help                                     │
│ ┌──────────────────── Summary History ──────────────────────┐  │
│ │   Customer ID   ACE001    ACE BUILDERS                     │  │
│ │   Period/Year   01/1999                                    │  │
│ │                                                            │  │
│ │   Item/Job           Type      Quantity Units     Sales        COGS │
│ │                                                            │  │
│ │   100                 I       25.0000 PKG       9018.19     8801.55 │
│ │   150                 I       47.0000 PKG      44786.61    41104.32 │
│ │   450                 I       10.0000 EA        1626.77     1572.97 │
│ │   460                 I       30.0000 EA        5354.69     5146.50 │
│ │   600                 I       30.0000 EA        3812.45     3518.70 │
│ │                                                            │  │
│ │   Totals                                       64598.71    60144.04 │
│ │                                                            │  │
│ │                                                            │  │
│ │                                                            │  │
│ │                                                            │  │
│ │                                                            │  │
│ │                                                            │  │
│ │              Enter = summary history customer inquiry   _  │  │
│ │ ┌ Company H ┐                    ┌ Info ┐           ┌ Verify ┐ │
│ └────────────────────────────────────────────────────────────┘  │
└──────────────────────────────────────────────────────────────────┘
```

The item number or job number, type of sale (I or J), quantity, units, and sales and COGS amounts are displayed for each item sold during the period. The total sales and COGS amounts are displayed for each period.

If you made more sales to the customer in this period than the screen can show, a prompt appears:

More Items on File. Continue?

To look at more history, press **Y**. To stop with this screen, pres **N**. Once you press **N**, you cannot page down anymore, and you cannot page up at any point.

When you are finished looking at the item and job history, pres **Enter** to return to the Summary History customer inquiry screen.

Detail History

Use the Detail History function to look at past sales and payment information in terms of individual invoices. This information comes from the ARHIxxx (Detail History) file.

This function is available only if you elected to keep detail history in the Resource Manager Options and Interfaces function.

To add to or change this information, use the Customers function (page 11-3).

Detail History Screen

Select **Detail History** from the Information Inquiry menu. The inquiry screen appears.

```
OSAS T000                                                        _ □ ✕
Settings  Edit  Print  Help
                          ─ Detail History ─

  Customer ID   ACE001 ACE BUILDERS               Start Date
  Order Number   *          PO Number     *

  Typ Invoice      Item/Job/Description    Quantity  Units      Amount
      Date         Loc ID

≥IN  12670001    100                      515.0000  PKG       185774.66
     07/14/1994 MN0001
  IN  12670001    150                       75.0000  PKG        71467.99
     07/14/1994 MN0001
  IN  12670001    Miscellaneous Char       230.0000             86078.05
     07/14/1994 MN0001
  IN  12670001    300                      240.0000  EA          5546.52
     07/14/1994 MN0001
  IN  12670001    350                       35.0000  EA          8341.88
     07/14/1994 MN0001
  IN  12670001    400                       75.0000  PKG        67379.29
     07/14/1994 MN0001

                  Customer, First, Last, Next, Prev
                  Start date, Totals, View, Goto invc
   Company H                       Info                        Verify
```

Inquiry   1. Enter the ID of the customer whose history you want to look at (A6).

Inquiry

2. Enter the order number you want displayed. You can use wildcards (***** or **?**) to expand or restrict the order numbers included in the display.

3. Enter the purchase order number you want displayed. You can use wildcards (***** or **?**) to expand or restrict the purchase order numbers included in the display.

4. Use the commands on the command bar to find the information you need:

Customer, **First**, **Last**, **Next**, **Pre** , **Start date**, **Totals**, **View**, **Goto invc**

To look at a different customer record, press **C**. Then enter the customer ID. (If a customer has been deleted from the ARCUxxx file but has records in the ARHIxxx file, you can look at the records for the customer if you know the ID. Ignore the **Customer Is Not on File** message.)

To look at the first customer record on file, press **F**.

To look at the last customer record on file, press **L**.

To look at the next customer record on file, press **N**.

To look at the previous customer record on file, press **P**.

To look at the customer's history from a particular date to the current date, press **S**, and then enter the start date.

To look at invoice totals for the customer, press **T**. The invoice number, subtotal, sales tax, freight, and miscellaneous charges appear in a window. Press any key to return to the Detail History screen.

To look at an expanded summary of the invoice, press **V**. Additional information about the invoice (general ledger account and period, purchase order number and date, and quantity shipped) appears in the View Line window. Press any key to return to the Detail History screen.

To move the prompt (>) to a different invoice number, press **G**. Then enter the number, or exit to the Detail History screen. (This command appears only if there is more than one screen of invoice numbers.)

When you are finished looking at history, exit to the Information Inquiry menu.

Daily Work | 6

Introduction

Use the Daily Work functions to record sales you made to a customer.

If you sold goods to a customer that is not associated with a recurring entry, use the Transactions function. If the customer is associated with a recurring entry, use the Copy Recurring Entries function. The information about recurring entries is copied to the ARTDxxx and ARTHxxx (Transaction) files.

Use the Cash Receipts function to apply payments to on-account balances. Then use the Edit Cash Receipts function to edit cash receipt information. This information is kept in the ARCRxxx (Cash Receipts) file.

If you want to deal with transactions in batches and you elected to use batches in the Resource Manager Options and Interfaces function, you can use the Change Batches or Batch Control functions.

Transactions

Use the Transactions function to enter customer invoices, cash invoices, and miscellaneous credits or to edit transactions. The transactions are stored in the ARTDxxx and ARTHxxx (Transaction) files until you post them to the ARINxxx (Open Invoice) file. If you enter payments for the transaction, the payment information is stored in the ARCRxxx (Cash Receipts) file until you post it to the ARINxxx file.

You can enter a transaction independently of when you assign payments to it. You can enter a transaction before receiving any payment, having received partial payment, or having received the entire payment.

After you finish entering an invoice, you can print it online if you elected to print online invoices in the Resource Manager Options and Interfaces function. You can print online invoices for any customer, even if the record does not require that the customer receive invoices. If an invoice has been printed online it cannot be printed again through the Print Invoices function.

Transaction Type Menu

Select **Transactions** from the Daily Work menu. A menu appears.

```
┌─ OSAS T000 ─────────────────────────────────────────── _ □ X ┐
│ Settings  Edit  Print  Help                                   │
│  ┌──────────────────────── Invoices ──────────────────────┐   │
│  ┌──────────────────── Header Information ────────────────┐   │
│  │ Batch ID    000001                                     │   │
│  │ Trans No                   Transaction Type  Invoice   │   │
│  │ Location    MN0001                                     │   │
│  │                              ┌──── Transaction Type ──┐ │   │
│  │ Sold to:                     │                        │ │   │
│  │                              │  1. Invoices           │ │   │
│  │                              │  2. Miscellaneous Credits│   │
│  │                              │  3. Edit Transactions  │ │   │
│  │                              │  1                     │ │   │
│  │ Sales Rep 1     Percent 100.0│                        │ │   │
│  │ Sales Rep 2     Percent      │ Ship Via               │ │   │
│  │ Cust Level                   │ Pick Slip No.          │   │
│  │ Terms Code                   │ Ship Date   07/08/1999 │   │
│  │ Terms Desc           Type    │ GL Period   07         │   │
│  │ Terms%    .0 Days   Net Days │                        │   │
│  │ Order No                     │ Taxable     NO         │   │
│  │ Ord Date                     │ Tax Group              │   │
│  │ Inv No           Date        │ Description            │   │
│  │                                                        │   │
│  │ Company H                              Verify          │   │
│  └────────────────────────────────────────────────────────┘   │
└───────────────────────────────────────────────────────────────┘
```

Select the type of transaction you want to work with:

1. **1** enter invoices or initial balances

2. **2** credit a customer's account for returned goods

3. **3** change or delete unposted invoices and miscellaneous credits

Before you change or delete transactions, print the Sales and Miscellaneous Credits Journals so that you have the correct transaction numbers. After you change or delete transactions, print the journals again so that the audit trail is accurate.

The explanations for entering and changing invoices in this section also apply to miscellaneous credits. The only difference between entering miscellaneous credits and entering invoices is that figures are credited instead of debited. The only difference between editing transactions and entering invoices or miscellaneous credits is that you are working with existing information.

All the Transaction Type menu options have a header screen, a line-item entry screen, a main screen, and a totals information screen; and they all have the same fields.

Header Information Screen

After you make your selection from the Transaction Type menu, the header screen appears.

```
OSAS T000                                                           _ □ X
 Settings  Edit  Print  Help
                              ──── Invoices ────
                          ──── Header Information ────
   Batch ID    000001
   Trans No    0023           Transaction Type   Invoice
   Location    MN0001

   Sold to: ACE001                     Ship to:
   ACE BUILDERS
   1588 SE 31ST STREET


   PADUCAH         KY 28655-7865   US
   Sales Rep 1 GPD  Percent 100.0       Ship Method
   Sales Rep 2      Percent     .0      Ship Via
   Cust Level  ACE001                   Pick Slip No.
   Terms Code  2PCT                     Ship Date       07/08/1999
   Terms Desc  2/10,n/30     Type Reg   GL Period        07
   Terms%   2.0 Days  10 Net Days  30
   Order No                             Taxable         NO
   Ord Date                             Tax Group       MN
   Inv No            Date               Description     Minnesota
  ── Verification ──
                          Press <PgDn> to proceed                      ▪
```

Field	Description
Inquiry Batch ID (A6)	If you elected to have the system assign batch numbers in the Resource Manager Options and Interfaces function, the batch number is displayed. Otherwise, enter the number of the batch the transaction belongs to, or press **Enter** to skip this field. You cannot use the number of a batch that another workstation is using. If you use the **Maintenance** (**F6**) command, the Batch Control function is temporarily called up.
Inquiry Trans No (N4)	The system assigns a unique number to each transaction.
	To change a transaction, enter the number of the transaction.

Field	Description
	To delete the entire transaction, use the **Delete** (**F3**) command.
Inquiry Location (A6)	If you entered a default location ID when you
	set up the company, the ID is displayed. If you change the ID of the location you are selling the items from, the description of the location appears for verification.
	If you did not enter a default location ID, enter the ID of the location you are selling the items from.
Inquiry Sold to (A6)	Enter the ID of the customer you are selling goods to or entering credits for. If you use the **Maintenance** (**F6**) command, the Customers function is temporarily called up. (You cannot use the **Maintenance** command to delete customer records.) After you enter the ID, the customer's name and address appear. If the customer is on credit hold, a message which states that fact appears. Press **Enter** to remove the message.
Inquiry Sales Rep 1/Percent (A3)/(3.1)	Accept the displayed ID of the sales rep who usually sells to the customer, or enter a different ID.
	Then enter the percentage of the sale on which you want to base the sales rep's commission, or press **Enter** to base the commission on 100 percent of the sale. If you are entering a miscellaneous credit, enter the commission percentage the sales rep received on the original sale.
Inquiry Sales Rep 2/Percent (A3)/(3.1)	Enter the ID of the second sales rep involved with the transaction, or press **Enter** to skip this field.
	If you entered an ID, enter the percentage of the sale you want to base the sales rep's commission on, or for miscellaneous credits, enter the commission percentage the sales rep received on the original sale.
	The sum of the commission percentages cannot exceed 100.

Field	Description
Inquiry Cust Level (A6)	If you assigned a customer level in the customer record, it is displayed. You can enter a different customer level only if you elected that option in the Resource Manager Options and Interfaces function.
	If you are entering a miscellaneous credit, enter the customer level from the original invoice.
Inquiry Terms Code (A6)	Accept the displayed terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the Terms Codes function is temporarily called up. (You cannot use the **Maintenance** command to delete terms codes.) After you enter the code, the description and percent for the payment terms of the transaction appear.
	If you are entering a miscellaneous credit to reverse an invoice, accept the displayed terms percentage and number of days, or enter the terms that were used for the original invoice.
Order No (A25)	To identify the transaction, enter the sales order number or the customer's purchase order number
Ord Date	If you entered an order number, enter the order date.

Field	Description
Inv No (A8)	If you assigned an invoice number to the transaction, enter the number
	If you enter an invoice number and then print the online invoice, the number you enter here is used. If you use the Print Invoices function instead, a different number is assigned to the invoice.
	If you elected not to use prenumbered invoices in the Resource Manager Options and Interfaces function, existing invoice numbers will not be overwritten. If you elected to use prenumbered invoices, your invoice numbers will be overwritten.
	If you frequently assign invoice numbers before entering the transactions, print the Sales Journal (page 7-9) before and after you print invoices to check for differences in the numbers. The invoices and the ARINxxx file must agree so that customer payments are applied correctly.
	If you are reversing an incorrect invoice, enter its number.
Inv Date	If you entered an invoice number, enter the invoice date.
Inquiry Ship to (A6)	Enter the shipping address code. If you use the **Maintenance** (**F6**) command, the Ship-to Addresses function is temporarily called up. (You cannot delete ship-to addresses that you access through the **Maintenance** command.) After you enter the code, the address appears if the code is in the ARSAxxx (Ship-to Address) file. Accept it, or enter a different address.
	You can skip the ShipTo field and still enter shipping information in the fields immediately following it. You can enter four lines of address information (A30 each), a city (A20), a state (A2), a zip code (A10), and a country code (A2). You might want to enter information in these fields if the ship-to code is not on file and you do not want it on file, but you still want to enter new data for the transaction.
	If you are entering a miscellaneous credit, you can skip this field.

Field	Description
Inquiry Ship Method (A6)	Enter the code for the shipping method.
Ship Via (A20)	If you entered a shipping address code, the means of shipment is displayed. Accept it, or enter a different means.
	If the shipping code you entered is not on file, enter the means of shipment.
	If you are entering a miscellaneous credit, you can skip this field.
Pick Slip No (A6)	Enter a picking slip number, or press **Enter** to skip this field.
	If you are entering a miscellaneous credit, you can skip this field.
Ship Date	If you entered a picking slip number, enter a shipping date, or press **Enter** to skip this field.
	If you are entering a miscellaneous credit, you can skip this field.
GL Period	Press **Enter** if you want to post the transaction to the displayed period, or enter a different period.
	If you enter an invoice in one period and then ship it in a different period, the GL period is adjusted accordingly.
Taxable	If any part of the transaction is taxable, enter **Y**; if not, enter **N**.
Inquiry Tax Group (A6)	Enter the group where the tax is to be applied— even if the transaction is not taxable. If you use the **Maintenance** (**F6**) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group, the description of the group appears.
Description	Accept the displayed description of the tax group, or enter a different description.

When you save the header information (**PgDn**), the line-item entry screen appears.

Line-Item Entry Screen

The Invoices line-item entry screen appears for one of three reasons:

• You are creating an invoice and have finished entering header information.

• You use the **Append** command on the command bar to add an item to the end of the list.

• You use the **Edit** command on the command bar to edit an item in the list. If you use this command, the line-item entry screen is titled Edit Line instead of Append Line.

```
 OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help
┌──────────────────────── Invoices ────────────────────────────┐
│ ──────────────── Append Line ──────────────── Entry 001 ───── │
│  Item/Job  ITEM        Loc ID   MN0001                        │
│  ID    100                              GL Code               │
│  Desc  Electrical Package               Sales Acct   401000   │
│  Sls Cat    P1                          COGS Acct    501000   │
│  Tax Class  03    .000%      Price ID  BUILD   Inv Acct  104400│
│                      Units                                    │
│  Ordered        1.0000 PKG                                    │
│  Shipped        1.0000      Price    423.6320 Ext Price  423.63│
│  Backord         .0000      Cost        .0000 Ext Cost     .00 │
│                                                               │
│                                                               │
│                                       Entry (    of    )      │
├───────────────────────────────────────────────────────────── │
│   Subtotal  Freight+Misc    Sales Tax   Prepayment    Net Due │
│    423.63         .00          .00          .00       423.63  │
│ ┌ Verification ─────────────────────────────────────────────┐│
│ │            Press <PgDn> to proceed                        ▄││
└─┴───────────────────────────────────────────────────────────┘┘
```

Field	**Description**
Item/Job	If Accounts Receivable is not interfaced with Job Cost, *ITEM* is displayed and you cannot change it.
	If Accounts Receivable is interfaced with Job Cost, enter **I** if you are entering an inventory line item or **J** if you are entering a job line item.

Field	Description
Inquiry Loc ID (A6)	The location ID you entered on the header screen is displayed. Accept it, or enter a different ID.
Inquiry ID (A20 for item or A6 for job)	Enter the item number, or press Enter to skip this field.

If you are entering a miscellaneous credit and do not want to return the item to stock, press **Enter**.

If Accounts Receivable is interfaced with Inventory and you want to enter a noninventory item, leave this field blank.

If you are billing for a job phase, enter the phase ID in the spaces provided after the job ID. Then if the job or phase is completed, enter **Y** at the **Is Job/Phase Done** prompt; if not, enter **N**.

When you enter a valid item ID, information about current quantities and quantity-break prices information appears if you elected to use this option in the Resource Manager Options and Interfaces function.

```
┌─────────────────────────────────────────────────────────────┐
│ ▓ OSAS T000                                        _ □ X      │
│ Settings  Edit  Print  Help                                   │
│ ┌──────────────────── Invoices ──────────────────────────┐   │
│ │ ─────────────── Append Line ──────────── Entry 001 ───  │   │
│ │  Item/Job  ITEM        Loc ID   MN0001                  │   │
│ │  ID    100                              GL Code         │   │
│ │  Desc  Electrical Package               Sales Acct  401000 │
│ │  Sls Cat    P1                          COGS Acct   501000 │
│ │  Tax Class  03    .000%     Price ID  BUILD  Inv Acct 104400 │
│ │                         Units                          │   │
│ │  Ordered           1.0000 PKG                          │   │
│ │  Shipped           1.0000     Price   423.6320 Ext Price    423.63 │
│ │  Backord            .0000     Cost      .0000 Ext Cost     .00 │
│ │                                                        │   │
│ │                                              Entry (    of   ) │
│ │ ┌──────────────────────────────────────────────────┐  │   │
│ │    Subtotal   Freight+Misc    Sales Tax   Prepayment    Net Due │
│ │     423.63          .00          .00          .00      423.63 │
│ │  ─ Verification ─                                      │   │
│ │              Press <PgDn> to proceed                ▪  │   │
│ └────────────────────────────────────────────────────────┘   │
└─────────────────────────────────────────────────────────────┘
```

	You cannot change the information displayed in the window
Desc (A35)	Enter a description of the item, or press **Enter** to skip this field.
Additional Descriptions (A35 per line)	If you elected in the Resource Manager Options and Interfaces function to use additional descriptions, you can enter 10 lines of information.
Inquiry Sls Cat (A2)	Assign a sales category to the item, or press **Enter** to skip this field.
	When you produce the Detail History Report, you can list items that belong to a particular sales category so that you can analyze groups of stock items.
Inquiry Tax Class (N2)	The tax class you assigned in the customer record is displayed. Accept it, or enter a different tax class.

Inquiry	Price ID (A6)	If Accounts Receivable is interfaced with Inventory, accept the displayed price ID for the item, or enter a different price ID. (The **Inquiry** command is available if Accounts Receivable is interfaced with Inventory.)
Inquiry	GL Code (A2)	The GL code identifies the pair of general ledger sales and cost-of-goods-sold (COGS) accounts to use for a noninventory item.
		If you entered a GL code in the DFxxxx table, the code is displayed. Accept it, or enter a different code. If you use the **Maintenance** (**F6**) command, the GL Codes function is temporarily called up.
		To enter accounts that are not set up in the ARCDxxx (Codes) file, clear this field and press **Enter**.
Inquiry	Sales Acct/COGS Acct/Inv Acct (A12)	Accept each displayed account number, or enter different account numbers. (The Inquiry command is available if Accounts Receivable is interfaced with General Ledger.)
	Ordered	Enter the number of units the customer ordered. You can enter either a positive or a negative quantity.
Inquiry	Units (A5)	Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually.
	Shipped	Enter the number of units you shipped.
	Backord	The backordered quantity, the difference between the number of ordered units and shipped units, is calculated. Accept the displayed quantity, or enter a different quantity.
		If you are entering a miscellaneous credit, you can skip this field.
		If you enter a serialized item ID, the following window appears:

```
┌────────────────────────────────────────────────────────────────────┐
│ OSAS T000                                                   _ □ X    │
├────────────────────────────────────────────────────────────────────┤
│ Settings  Edit  Print  Help                                          │
│                          ──── Invoices ────                          │
│                          ──── Lot Entry ────                         │
│   ┌──────────────────────────────────────────────────────────────┐  │
│   │  Item ID  800001            Wallpaper - Contemporary          │  │
│   │  Loc ID   MN0001            MINNEAPOLIS WAREHOUSE             │  │
│   │  Units    ROLL              Requested Qty      1.0000        │  │
│   │                                                              │  │
│   │   Lot Number      Ordered Quantity    Fulfilled Qty   Ext Cost │ │
│   │                                                              │  │
│   │                                                              │  │
│   │                                                              │  │
│   │                                                ------------- │  │
│   │   Lot Number    (000001 of 000000)                      .00  │  │
│   └──────────────────────────────────────────────────────────────┘  │
│   ┌───────────────── Append Lot Number ──────────────────────────┐  │
│   │  Lot No     274D0714                                         │  │
│   │  Orig Qty          1.0000 Cost      1.7600 Ext Cost     1.76 │  │
│   │  Fulfill Qty       1.0000                                    │  │
│   │  Backord Qty        .0000                                    │  │
│   │  Comment                                                     │  │
│ ┌─ Verification ─────────────────────────────────────────────────┐  │
│ │                    Press <PgDn> to proceed                 ▪   │  │
│ └────────────────────────────────────────────────────────────────┘  │
└────────────────────────────────────────────────────────────────────┘
```

Inquiry

Serial Number (A35)	Enter the serial number of the item you want to include in the transaction.
Unit Price (N10)	The unit price of the item is displayed.
	The Append Serial Number window appears.
Comment (A40)	Enter a comment about the serialized item.
Price	Accept the displayed price, or enter the item's unit price.
	If you are entering a miscellaneous credit, enter the unit price from the original invoice.

If you elected not to display unit costs in the Resource Manager Options and Interfaces function, no unit cost is displayed. The total amount of the line item, the shipped quantity times the unit price, is calculated and displayed. If you elected to display unit costs in the Resource Manager Options and Interfaces function, the extended cost is displayed. For an invoice, the cost is approximate; the syste calculates the actual cost when you post.

After you save the information about the line item (**PgDn**), work with another line item, or exit to the Invoices screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon** (**F5**) command to cancel the transaction. To delete the invoice, use the **Delete** (**F3**) command on the header screen and delete the entire transaction.

Invoices Screen

When you exit from the line-item entry screen, the Invoices screen appears.

```
OSAS T000                                                              _ □ ×
Settings  Edit  Print  Help
                              ── Invoices ──
  Sold to: ACE001 ACE BUILDERS              Loc ID     Batch ID 000001
  Ship to:                                  MN0001     Trans No 0029
                                                   ── (Invoice) ──
  Item/Job ID            Qty Ordered Units    Unit Price      Ext Price
     Description         Qty Shipped

≥ 100                        1.0000 PKG         423.6320         423.63
     Electrical Package      1.0000


                                                    Entry (001 of 001)

     Subtotal    Freight+Misc      Sales Tax    Prepayment         Net Due
     423.63              .00             .00           .00          423.63

        Enter = edit, Append, Header, Totals, View, Online, Next trans
   Company H                     Info                            Verify
```

Enter = edit, Append, Header, Totals, View, Goto, Online, Next tran

To edit a line item, move the prompt (>) to the line and press **Enter**. To append a line item to the transaction, pres **A**. Then see **Line-Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and totals entries because you already saved them.

To go to the Totals Information screen, press **T**. Then see **Totals information** below.

To look at an expanded summary of the line item, move the prompt (>) to the line item, and press **V**. Additional information about the line item such as the general ledger account and description, quantities ordered and shipped, and price and cost information appears on the View Line screen. Press any key to return to the Invoices screen.

To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

To print an invoice online, press **O**. (You can print online invoices for any customer even if the customer record does not require that the customer receive invoices.) This command is available only if you elected to print online invoices in the Resource Manager Options and Interfaces function. The **Print Online Invoice** prompt appears. If you want to print the invoice later through the Print Invoices function, enter **N**; you are returned to the Invoices screen. If you want to print the invoice online, enter **Y**; then see **Online invoicing scree** below.

To finish with the transaction on the screen and move to a blank header screen to enter a new transaction, pres **N**. Then see **Header Information Screen** earlier in this section.

Totals information

When you pres **T** to work with the transaction totals, pres **N** to enter another transaction, or exit from the Transactions function, the Totals Information screen appears.

```
OSAS T000                                                              _ □ ✕
Settings  Edit  Print  Help
                              ─── Invoices ───
  Sold to: ACE001 ACE BUILDERS                  Loc ID     Batch ID 000001
  Ship to:                                      MN0001     Trans No 0029
                                                           ─── (Invoice) ───
                          ─── Totals Information ───

    Subtotal                    423.63

    Freight                     .00        Tax Class
    Miscellaneous Chgs          .00        Tax Class
    Sales Tax                   .00
                            --------------
    Invoice Total               423.63


    Payment 1                   .00        Method
    Payment 2                   .00        Method
                            --------------
    Net Due                     423.63



  Company H                       Info                          Verify
```

Field	Description
Subtotal	The subtotal is displayed.
Freight/Tax Class	Enter the shipping charges and the tax class you want to apply them to.
Miscellaneous Chgs/	Enter the miscellaneous charges (for example,
Tax Class	handling) and the tax class you want to apply them to.
Sales Tax	The sales tax on the item is displayed. If you change this field, a window appears:

```
 OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
                              ── Invoices ──
  ┌────────────────────────────────────────────────────────────────┐
  │ Sold to: ACE001 ACE BUILDERS          Loc ID      Batch ID 000001│
  │ Ship to:                              MN0001      Trans No 0029   │
  │                                    ───────────────── (Invoice) ──│
  │┌──────────────── Totals Information ──────────────────┐          │
  ││              ┌──── Sales Tax Information ────┐        │          │
  ││ Subtotal     │ Tax Location      Tax Amount  │        │          │
  ││              │ MN                      .00   │ Tax Loc  Class     │
  ││ Freight      │ Tax Adjustment    [.00      ] │ MN                 │
  ││ Miscellaneou │                   ───────────  │                  │
  ││ Sales Tax    │ Sales Tax               .00   │                    │
  ││              └───────────────────────────────┘                   │
  ││ Invoice Total            423.63                                  │
  ││                                                                  │
  ││                                                                  │
  ││ Payment 1                   .00    Method                        │
  ││ Payment 2                   .00    Method                        │
  ││                      ──────────────                              │
  ││ Net Due                  423.63                                  │
  │└──────────────────────────────────────────────────────┘          │
  │                                                                  │
  │ ▌Company H▐            ▌Info▐                        ▌Verify▐     │
  └────────────────────────────────────────────────────────────────┘
```

Tax Location	The tax location is displayed.
Tax Amount	The tax amount is displayed.
Tax Adjustment	Accept the displayed sales tax adjustment, or enter a different amount.
Tax Loc	The tax location for the adjustment is displayed.
Class	Accept the displayed tax class, or enter a different tax class.
Sales Tax	The total sales tax is displayed.

When you approve your entries (**PgDn**), you are returned to the Totals Information screen.

Invoice Total	The total amount of the invoice (the subtotal plus the freight charges, sales tax, and miscellaneous charges) is displayed.
Payment 1/2	Enter the payments made.

Payment Method 1/2   For cash, enter the payment method code. For a check, you are prompted to enter the check number (N6). For a credit card, enter the card number (A20) and name (A25), the expiration month/year, and the authorization number (A6).

Online Invoicing screen

When you pres **O** on the Invoices screen, the Online Invoicing screen appears.


```
OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help
                         ───── Online Invoicing ─────

            Invoice No            00002081

            Message for Invoice
            Thank you for your order.

            Print Additional Descriptions? YES



            Print Alignment?   NO






 Company H ─────────────────────────────────────────────  Verify
```

1. Enter the invoice number (A8), or accept the displayed number. If you are printing an invoice you did not assign a number and invoice to, the system date is used as the invoice date.

2. If you want to print a message on the invoice, enter it (A48).

3. If you want the invoice to include the additional descriptions from the ARDExxx file, enter **Y**; if not, enter **N**.

4. If you do not want to print an alignment character to make sure that the forms are lined up, enter **N**. If you want to print an alignment character, enter **Y**. (This step does not apply and this prompt does not appear if you are printing invoices on plain paper.)

5. The **Reprint Invoice** prompt appears after the invoice is printed.

    If the invoice was printed correctly, enter **N**. A blank header screen appears. Enter another invoice, or exit to the Online Invoice Totals screen (see **Online Invoice Totals screen** below).

    If the invoice was not printed correctly, enter **Y**. The cursor goes to the Invoice No field, where the next invoice number is displayed. Reprint the invoice, following the above procedures.

Online Invoice Totals screen

The Online Invoice Totals screen appears when you are finished entering and printing invoices and exit from the Online Invoicing screen.

When you are finished looking at the invoice totals, exit to the Daily Work menu. The invoice numbers and dates are updated for the invoices you printed online.

After entering miscellaneous credits

After you enter miscellaneous credits, do the following tasks:

*   Produce credit memo forms (page 7-7) if you did not print them online.

*   Produce the Miscellaneous Credits Journal (page 7-13) for an audit trail of each credit.

*   Post the transactions (page 7-29). This task sends the miscellaneous credits information to the appropriate files: ARCUxxx (Customer), ARSRxxx (Sales Rep), ARHIxxx (Detail History), and ARHSxxx (Summary History). When you post, each credit creates an open item in the ARINxxx file and updates applicable job billing information.

Cash Receipts

Use the Cash Receipts function to do several things:

*   record payments from customers
*   apply payments to on-account balances
*   apply prepayments from customers that have not been billed
*   record unapplied cash receipts from a source other than a customer
*   enter deposits for jobs

You can enter deposit information (such as the bank account ID, a batch/deposit number, and so forth) for cash receipts.

Like the Transactions function, the Cash Receipts function can be used to record payment. However, if you often receive partial payment for goods shipped, you can use the Transactions function to record the transaction once, and use this function to record payments as often as they come in.

Cash Receipts Screen

Select **Cash Receipts** from the Daily Work menu. The function screen appears.

```
┌─ OSAS T000 ──────────────────────────────────────────── _ □ X ┐
│ Settings  Edit  Print  Help                                   │
│ ─────────────────────── Cash Receipts ─────────────────────── │
│  Batch/Dep No  000001                    Acct Type  Open Invoice│
│                                                               │
│  Date         07/08/1999   GL Period  07       ┌──────────────┐│
│  Customer ID  ACE001  ACE BUILDERS             │Session Total ││
│                                                │          .00 ││
│ ┌────────────────────────┬────────────────────┴──────────────┐│
│ │Pymt Amt          .00   │ Payment Method                     ││
│ │Applied           .00   │                                    ││
│ │ ---------------        │ Bank ID                            ││
│ │Remaining         .00   │ Batch/Dep No                       ││
│ │                        │ Check Number                       ││
│ └────────────────────────┴────────────────────────────────────┘│
│  Invoice  Invoice                Discount    Payment   Discount│
│  Number   Date        Net Due    Allowed     Applied    Taken  │
│                                                               │
│  12670046 09/05/1995  74619.56   1492.39         .00      .00  │
│ ≥ 12670064 11/24/1995      .00    709.36    35467.99      .00  │
│  12670074 12/21/1995  21722.07    434.44         .00      .00  │
│  24889030 12/09/1995   4928.82     98.58         .00      .00  │
│                                                               │
│                        (* = Includes Held Invoice Records)    │
│ ───────────────────────────────────────────────────────────── │
│            Customer, Receipt, View, Edit, Totals, Goto        │
│ [ Company H ]              [ Info ]                 [ Verify ] │
└───────────────────────────────────────────────────────────────┘
```

Field	Description
Inquiry Batch/Dep No (A6)	The last batch number or deposit number you entered is displayed. Accept it, or enter a different number. If you use the **Maintenance** (**F6**) command, the Batch Control function is temporarily called up. After you enter the number, the amount of the receipt is added to the total deposit if the number you enter is on file; if the number is not on file, a new deposit is created.
Date	Accept the displayed (system) date as the receipt date, or enter a different date.
GL Period (1-13)	Press **Enter** to assign the cash receipt to the displayed period, or enter a different period. The system needs the period for sorting when you post.

	Field	Description
Inquiry	Customer ID (A6)	For an unapplied receipt from someone other than a customer, press **Enter** to skip this field.
		For a customer (whose record is in the ARCUxxx file), enter the customer ID. If you use the **Maintenance** (**F6**) command, the Customers function is temporarily called up. After you enter the ID, the customer's name and type of account (balance forward or open invoice) appear.
	Pymt Amt	Enter the payment amount you received.
Inquiry	Payment Method	Accept the default payment method for the customer (if any), or enter a different method of payment.
		If you enter a payment method of payment type *cash* or *check*, the Bank ID and Check Number fields appear.
		If you enter a payment method of payment type *credit card*, the Card Number, Card Holder, Expiration Date, and Authorization Code fields appear.
		If you enter a payment method of payment type *write-off* or *other*, the Memo field appears.
	Aging Code (1-6)	This field appears only for balance forward customers.
		The aging code you assign determines which aging bucket the cash receipt is assigned to. You can assign one of six aging codes:
		0 apply to the oldest item
		1 apply to the unpaid finance charge
		2 apply to the 121+ day bucket
		3 apply to the 91–120 day bucket
		4 apply to the 61–90 day bucket
		5 apply to the 31–60 day bucket
		6 apply to the current bucket
Inquiry	Bank ID	The default bank ID is displayed.

Field	Description
	The batch number you assigned earlier appears in the Batch/Dep No field when you enter a bank ID.
Check Number (A6)	Enter the number of the customer's check.
Card Number (A20)	Accept the default credit card number for the customer (if any), or enter a different card number.
Card Holder (A25)	Accept the default credit card holder's name (if any), or enter the name of a different card holder.
Expiration Date	Enter the expiration date of the credit card the customer used.
Authorization Code (A6)	Enter the authorization code for the payment (ifany).
Memo (A25)	Enter memo information associated with the payment—for example, *discount*, *promotion*, *trade*.

When you save the information about how the payment was made (**PgDn**), the command bar appears.

Apply, **Receipt**, **View**, **On acct**, **Totals**, **Goto**

To apply the cash receipt to a particular invoice, move the prompt (>) to the invoice line and press **A**. The Apply Receipt window appears. Press **Enter** to apply the total remaining to the invoice, or enter an amount to apply to the invoice. When you save the information (**PgDn**), a different command bar appears.

Customer, **Receipt**, **View**, **Edit**, **Totals, Goto**

The explanations below apply to both this and the preceding command bar.

To enter cash receipts for a different customer, press **C**. Then enter the customer ID, or accept the displayed customer.

To enter new receipt information, press **R**. The cursor returns to the receipt portion of the screen. Enter additional payment amounts for the customer, or edit the displayed receipt information.

To view the customer's previous receipts or invoices, press **V**. The View Receipts/ Invoices screen appears. At the **Receipts or Invoices** prompt, enter **R** to view receipts or **I** to view invoices. When you are finished viewing the information, exit to the Cash Receipts screen.

To edit the cash receipt, press **E**. Then see page 6-29 for information about editing cash receipts.

To designate the cash receipt as on-account for the customer, press **O**. If a default invoice number was set up in the DFxxxx table, it appears. Accept the displayed invoice number, or enter a different number. Then enter the amount you want to apply to the account. If you apply only part of the cash receipt, the system subtracts it from the original amount to calculate the amount remaining.

To view totals information for the batch or deposit number, press **T**. Receipt, prepayment, and totals information for each kind of payment method associated with the batch so far appears. You can enter a different batch or deposit number for a different set of totals. After you are finished viewing the totals information, exit to the Cash Receipts screen.

To move the prompt (>) to a different invoice number, press **G**, and enter the number. (This command appears only if there is more than one screen of invoices.)

When you are finished entering cash receipts, exit to the Daily Work menu. Produce the Cash Receipts Journal (page 7-19) to check for errors and to use as an audit trail. If you find errors, use the Edit Cash Receipts function (page 6-29) to edit incorrect cash receipts.

Edit Cash Receipts

Use the Edit Cash Receipts function to change information about existing cash receipts.

Edit Cash Receipts Screen

Select **Edit Cash Receipts** from the Daily Work menu. The function screen appears.

```
OSAS T000                                                    _ □ ✕
 Settings  Edit  Print  Help
 ┌─────────────────────── Cash Receipts ───────────────────────┐
 │                                            Source Tran No     │
 │  Batch/Deposit Number   000001                               │
 │  Transaction Number     0001                                 │
 │ ──────────────────────────────────────────────────────────  │
 │                                                              │
 │  Customer ID       ACE001  ACE BUILDERS                      │
 │  Invoice Number    12670064                                  │
 │  Payment Date      12/21/1999      GL Period  12             │
 │ ──────────────────────────────────────────────────────────  │
 │                                                              │
 │  Payment Amount         35467.99                             │
 │  Disc/Difference             .00                             │
 │                                                              │
 │  Payment Method    CHK Check                                 │
 │                                                              │
 │  Bank ID           FNB001  1st National Bank                 │
 │  Batch/Dep #       000001                                    │
 │  Check Number        14269                                   │
 │ ┌ Verification ──────────────────────────────────────────   │
 │            Press <PgDn> to proceed                      ▬    │
 └──────────────────────────────────────────────────────────── ┘
```

Inquiry   1. Enter the batch or deposit number for the cash receipt you want to edit, or accept the displayed number.

Inquiry   2. Enter the transaction number for the cash receipt you want to edit, or accept the displayed number

3. Enter information about the transaction—the customer ID, invoice number, and payment date—or accept the displayed information.

4. Enter information about the payment—the amount, discount difference, and method of payment (and information related to the payment method)—or accept the displayed information.

When you save the information (**PgDn**), a blank Edit Cash Receipts screen appears. Enter a different batch or deposit number and transaction number, or exit to the Daily Work menu.

Copy Recurring Entries

Use the Copy Recurring Entries function to copy entries from the ARRHxxx and ARRExxx (Recurring Entries) files to the ARTDxxx and ARTHxxx (Transaction) files when the recurring entries come due. Use the run codes and cutoff dates that you set up in the Recurring Entries function to copy the batches according to your schedule. After you copy an entry, it is treated like another transaction. When the ARTDxxx and ARTHxxx files are posted, the entries are moved to the ARINxxx (Open Invoice) file.

Before you copy recurring entries, produce the Recurring Entries List (ch. 11, sec. 7) and back up your files.

If you are using Accounts Receivable on a multiuser system, make sure that no one else is using the Recurring Entries function. You cannot copy recurring entries until the other users exit from that function.

Copy Recurring Entries Screen

Select **Copy Recurring Entries** from the Daily Work menu. The function screen appears.

```
██ OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
┌───────────────────── Copy Recurring Entries ─────────────────────┐
│                                                                   │
│                                                                   │
│              Run Code From   1                                    │
│                       Thru   1                                    │
│                                                                   │
│              GL Period       7                                    │
│                                                                   │
│              Cutoff Date     07/08/1999                           │
│                                                                   │
│              Batch ID        000001                               │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│ ▀ Company H ▀              ▀ Maint ▀ Inquiry ▀          ▀ Verify ▀ │
└───────────────────────────────────────────────────────────────────┘
```

1. Enter the range of run codes whose recurring entries you want to copy (A2).

2. Press **Enter** to copy the entries to the displayed period, or enter a different period (1-13).

3. When you entered recurring entries, you might have entered cutoff dates for them. Accept the system date as the cutoff date, or enter a different date. Entries that have cutoff dates before the date you enter here will not be copied to the ARTDxxx and ARTHxxx files.

Inquiry

4. Enter the ID of the batch to copy to (A6). If you use the **Maintenance** (**F6**) command, the Batch Control function is temporarily called up.

    This field does not appear if you elected not to use batching in the Resource Manager Options and Interfaces function.

Change Batches

Use the Change Batches function to replace a batch ID with a different batch ID or to associate transaction numbers with a different batch.

Change Batches Screen

Select **Change Batches** from the Daily Work menu. The function screen appears.

```
OSAS T000                                                              _□×
Settings  Edit  Print  Help
┌──────────────────────── Change Batches ────────────────────────────┐
│                                                                     │
│              Change:                                                │
│                 1.   Transaction No                                 │
│                 2.   Batch ID                                       │
│                 2                                                   │
│                                                                     │
│           Old Batch ID     000001                                   │
│                                                                     │
│           New Batch ID     000002                                   │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│  ┌─ Verification ──────────────────────────────────────────────┐   │
│  │              Press <PgDn> to proceed                         │   │
│  │                to change Batch ID.                        ▪  │   │
└──┴──────────────────────────────────────────────────────────────┘──┘
```

1. Select the kind of information you want to change: transaction or batch ID.

Inquiry 2. Enter the batch ID you are working with (A6).

Inquiry 3. If you elected to work with a transaction number, enter the number (A4).

Inquiry 4. Enter the new batch ID (A6). If you did not specify a transaction number, you are replacing the old batch ID with this one. If you use the **Maintenance** (**F6**) command, the Batch Control function is temporarily called up.

When you use the **Proceed** (**PgDn**) command, the cursor returns to the Daily Work menu.

Batch Control

You can use batches to group invoices, miscellaneous credits, and cash receipts for printing and posting. If you group transactions by batch, one user can enter information while another posts transactions

Use the Batch Control function to add batches, release batches, or check the status of batches.

Batch Control Screen

Select **Batch Control** from the Daily Work menu. The function screen appears.

```
OSAS T000                                                        _ □ ×
Settings  Edit  Print  Help
                          ─────── Batch Control ───────

   Batch ID      000001

   Lock Flag                          Report Status:
   Description                        Sales Journal          Unprinted
   Status        Released             Misc Credits Journal   Unprinted
   No of Trans      0                 Cash Receipts Journal  Unprinted

   Term User Name                         Term User Name










   ┌─ Verification ─────────────────────────────────────────────────
   │                    Press <PgDn> to proceed                     ▪
```

Inquiry

1. Enter the batch ID whose information you want to work with.

2. If a terminal ID is displayed in the Lock Flag field, the batch is or was produced or posted on that terminal. Do not change it unless you need to release a locked batch.

3. Accept the displayed description of the batch, or enter a different description.

4. Enter the status of the batch: **H** if it is on hold, or **R** if it has been released. If you enter H, you can print or post the batch, but you cannot enter or edit transactions in it.

Note

The No of Trans field is reserved for future use.

---

1. For each report, toggle the report status. The default status is *Not Applicable*. If invoices, miscellaneous credits, or cash receipts have been entered, the default is *Unprinted*. If you enter new transactions after you print the report(s), the appropriate defaults change to *Reprint*.

If you selected a batch that is in use, the terminal ID and the user name of the person entering transactions are displayed.

After you save the information (**PgDn**), enter information about a different batch ID, or exit to the Daily Work menu.

Transaction Reports 7

Print Invoices

Use the Print Invoices function to print invoices you entered in the ARTDxxx and ARTHxxx (Transaction) files. This function is useful when you want to print invoices for several transactions at once.

You can also print the invoice when you enter the transaction. See the **Online** command in the Transactions function (page 6-3).

When an open invoice customer makes a payment toward a particular invoice, you must apply the payment correctly. The invoice number in the ARINxxx (Open Invoice) file must correspond to the information in the ARTDxxx and ARTHxxx files. Since the Print Invoices function can reassign invoice numbers (but not credit memo numbers), print the Sales Journal before and after you print invoices to keep track of the numbers.

Print Invoices Screen

Select **Print Invoices** from the Transaction Reports menu. The function screen appears.

```
OSAS T000                                                              _ □ ×
 Settings  Edit  Print  Help
                        ─────── Print Invoices ───────

               Is AR Transaction Entry Complete?  YES

       Batches to Print:
        000002




                      Invoice Date          07/08/1999
                      First Invoice No      00002081
                      Last Good Invoice No  00000000
                      (If Restart)

                      Message for All Invoices:
                      Thank you for your order.

                      Print Additional Descriptions?  YES



                Output device -  (P)rinter p(R)eview (█)ile (E)nd
```

1. If you are finished entering Accounts Receivable transactions, enter **Y**; if not, enter **N**. If you enter N, you are prompted to exit to the Transaction Report menu.

> **Inquiry**

2. Enter the batch numbers you want to print (A6). You can print 50 batches at once.

3. Enter the date you want to print on the invoices or credit memos. This date is used to age the invoices if you elected to use online aging in the Resource Manager Options and Interfaces function.

    Whether or not you print invoices determines how invoices are aged. The invoice header date is used for aging only if you do not print invoices. This date is used for aging if you print invoices regardless of the header date.

4. If you assigned numbers to the invoices, enter the invoice number you want to start with (N8). If you did not assign numbers to the invoices, enter the number of the first form you are going to use.

5. If you are reprinting invoices, enter the number of the last form that was printed correctly (N8). If you are reprinting and you use prenumbered invoices, produce the Sales Journal after you print all the invoices so that you have a record of the invoice numbers.

6. If you want all invoices to have a message, enter one.

7. If you want to print additional descriptions from the ARDExxx file on the invoices, enter **Y**; if not, enter **N**.

8. Select the output device.

9. If you elect to print the forms, an alignment character is printed in the form's top right-hand corner. If the X is not centered in the alignment box or if the Xs are not aligned in the grid on laser forms, adjust the form and enter **N**. Continue this procedure until the form is aligned; then enter **Y** to print the invoices and credit memos.

    If a customer's purchase order number is greater than 8 characters, a row of asterisks (*) is printed in the Order Number column, and the entire order number is printed directly below the row of asterisks. To align the form so that the customer's purchase order number can be seen, make sure that only the bottom of the alignment character (X) is printed in the upper part of the alignment box in the form's right-hand corner.

Sample invoice and credit memo forms are at the end of this section.

After the forms are produced, the Transaction Reports menu appears.

Invoice

INVOICE
0181

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

PAGE   1

INVOICE DATE   12/30/95
INVOICE NO.   00000181

S ACE001 000011	S ACE BUILDERS
O ATTN: ACCOUNTS PAYABLE	H 1588 SE 31ST STREET
L ACE BUILDERS	I PADUCAH KY 28655-7865
D 1588 SE 31ST STREET	P
T PADUCAH KY 28655-7865	T
O	O

TOTAL DUE   9900.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
GPD		01/29/96	01/09/96	0012	11/27/95	12/21/95	000011

TERMS DESCRIPTION	CUSTOMER PO NUMBER	SHIP VIA	
2/10,n/30	BR549	Federal Exp 2nd-Day	

ITEM ID	TX CL	UNIT OF MEASURE	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
100	03	PKG	4.0000	4.0000	528.5400	2114.16
Electrical Package						
150	00	PKG	2.0000	2.0000	1317.3840	2634.77
Plumbing Package						
300	03	EA	2.0000	2.0000	51.3810	102.76
Interior Door						
550	03	PKG	3.0000	3.0000	1434.5910	4303.77
Millwork Package						
600	03	EA	2.0000	2.0000	286.6500	573.30
Standard Window 24" X 40"						

Thank you for your order.

Location Tax Breakdown
MN   171.26
MNMPLS   13.17

Subtotal :   9728.76

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC CHARGE	TOTAL
2634.77	7093.99	25.00	184.43	12.00	9950.19
Amount Paid :	50.19	Net Due :	9900.00		

Re-order From: Open System Forms 1-800-994-6736   LASER INVOICE   3021

Credit Memo

INVOICE
0067

YOUR COMPANY NAME HERE
123 MAIN STREET
YOUR CITY, STATE, ZIP
(123) 456-7890

PAGE   1

INVOICE DATE   12/30/95
INVOICE NO.   00000067

S ACE001 << C R E D I T   M E M O >>
O ATTN: ACCOUNTS PAYABLE
L ACE BUILDERS
D 1588 SE 31ST STREET
T PADUCAH KY 28655-7865
O

S ACE BUILDERS
H 1588 SE 31ST STREET
I PADUCAH KY 28655-7865
P
T
O

TOTAL DUE   3217.69

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
GPD		01/29/96	01/09/96	0023	12/07/95	12/30/95	

TERMS DESCRIPTION	CUSTOMER PO NUMBER	SHIP VIA
2/10,n/30	BR549	UPS - Blue

ITEM ID	TX CL	UNIT OF MEASURE	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
100	00	PKG	1.0000	1.0000	380.5488	380.55
Electrical Package						
250	03	CS	1.0000	1.0000	1269.0122	1269.01
Exterior Panels						
400	03	PKG	1.0000	1.0000	808.5515	808.55
Interior Materials						
900	00	EA	1.0000	1.0000		689.99
Refrigerator - Black						
Ser 8675309					689.9900	

Thank you for your order.

Subtotal :   3148.10

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC CHARGE	TOTAL
1070.54	2077.56	.00	69.59	.00	3217.69

Re-order From: Open System Forms 1-800-994-6736   LASER INVOICE   3021

Sales Journal

Print the Sales Journal before you post transactions to check for mistakes and omissions. The Sales Journal also serves as an audit trail of sales transactions.

Sales Journal Screen

Select **Sales Journal** from the Transaction Reports menu. The function screen appears.

```
OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
                         ─── Sales Journal ───

                    Pick Customer ID From ACE001
                                    Thru VIS001

         Batches to Print:
          000002




         Print By:                           Print:
          1.  Batch/Transaction               1.  Line Detail
          2.  Customer ID                     2.  Transaction Totals
          3.  Invoice Number                  3.  Break Totals
          4.  GL Pd/Sales Account             1
          5.  Item No/Loc ID or Job/Phase
          1

            Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry   1. Enter the range of customers whose information you want in the journal (A6).

Inquiry   2. Enter the batch numbers you want to print (A6). You can print 50 batches at once.

3. Select the option by which to organize the journal.

4. Select the amount of detail you want in the journal.

5. Select the output device.

Note

If the Sales Journal does not include some invoice numbers, you probably printed multiple-page invoices or credit memos. The number of an invoice that is a continuation of a previous one is skipped. Invoice numbers are not reassigned for credit memos if you elected to use prenumbered forms in the Resource Manager Options and Interfaces function.

A sample Sales Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Sales Journal Report

```
09/30/1999                              Builders Supply                                                            Page    1
9:31 AM                                  Sales Journal
                                         By Customer ID
```

Batch Trans Line / Cust ID	Invc. No. Order No.	ID Job/Phase or Loc./Item ID Description	Rep 1 Sales Acct. Rep 2 COGS Acct. Inv. Acct.	Units	Qty. Ordered Qty. Shipped Qty. Backord.	Unit Price Unit Cost	Ext. Price Ext. Cost	Tax Class
000001 0012 001 / ACE001	12670201	I MN0001 100 Electrical Package	GPD 401000 501000 104400	PKG	4.0000 .0000	528.5400 343.5500	2114.16 1374.20	03
000001 0012 002	12670201	I MN0001 150 Plumbing Package	GPD 401000 501000 104400	PKG	2.0000 2.0000 .0000	1317.3840 907.5300	2634.77 1815.06	03
000001 0012 003	12670201	I MN0001 300 Interior Door	GPD 401000 501000 104400	EA	2.0000 2.0000 .0000	51.3810 22.0100	102.76 44.02	03
000001 0012 004	12670201	I MN0001 550 Millwork Package	GPD 401000 501000 104400	PKG	3.0000 3.0000 .0000	1434.5910 .0000	4303.77 .00	03
000001 0012 005	12670201	I MN0001 600 Standard Window 24" X 40"	GPD 401000 501000 104400	EA	2.0000 2.0000 .0000	286.6500 117.2900	573.30 234.58	03

Cust. Batch Ship To	Trans No Rep 1 Invc. No Rep 2 Order No Terms Desc.	Ord. Date Ship Date	Per Tx Grp	Freight Miscellaneous	Subtotal	Sales Tax	Inv. Total Pmt.	Pmt. Amount
000001 000001 / ACE001	0012 GPD 12670201 2/10,n/30	12/21/1999 12 MN 12/21/1999		Miscellaneous .00	9728.76	.00	9728.76	.00 .00

Batch Trans Line / Cust ID	Invc. No. Order No.	ID Job/Phase or Loc./Item ID Description	Rep 1 Sales Acct. Rep 2 COGS Acct. Inv. Acct.	Units	Qty. Ordered Qty. Shipped Qty. Backord.	Unit Price Unit Cost	Ext. Price Ext. Cost	Tax Class
000001 0018 001 / ACE001	12670206	I MN0001 SERVICE CHARGE	GPD 4010 5010 1044		1.0000 1.0000 .0000	100.0000 50.0000	100.00 50.00	00

Miscellaneous Credits Journal

Produce the Miscellaneous Credits Journal before you post transactions to check for mistakes and omissions and to use as an audit trail. If this journal reveals incorrect transactions, use the Transactions function (page 6-3) to edit or delete them.

Miscellaneous Credits Journal Screen

Select **Miscellaneous Credits Journal** from the Transaction Reports menu. The function screen appears.

```
OSAS T000                                                        _ □ X
Settings  Edit  Print  Help
                        ┌─ Miscellaneous Credits Journal ─┐

                        Pick Customer ID From ACE001
                                          Thru VIS001

        Batches to Print:
         000002




        Print By:                            Print:
         1.  Batch/Transaction                1.  Line Detail
         2.  Customer ID                      2.  Transaction Totals
         3.  Invoice Number                   3.  Break Totals
         4.  GL Pd/Sales Account              1
         5.  Item No/Loc ID or Job/Phase
         1

           Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry

1. Enter the range of customers whose information you want in the journal (A6).

Inquiry

2. Enter the batch numbers you want to print (A6). You can print 50 batches at once.

3. Select the option by which to organize the journal.

4. Select the amount of detail you want in the journal.

5. Select the output device.

A sample Miscellaneous Credits Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Miscellaneous Credits Journal

```
06/02/1999                              Builders Supply                                                              Page   1
2:15 PM                          Miscellaneous Credits Journal
                                       By Batch/Transaction

Batch    Cust ID    ID Job/Phase or Loc./Item ID  Rep 1 Sales Acct.  Units  Qty. Ordered   Unit Price     Ext. Price   Tax Class
Trans    Invc. No.  Description                    Rep 2 COGS Acct.          Qty. Shipped   Unit Cost      Ext. Cost
Line     Order. No.                                      Inv. Acct.         Qty. Backord.
------------------------------------------------------------------------------------------------------------------------------
000001   ACE001     I  MN0001 100                  GPD   4010        PKG    50.0000         528.5400       26427.00
0001     16         ELECTRICAL PACKAGE                   5010                50.0000         343.5500       17177.50
001      565                                             1044                .0000

000001   ACE001     I  MN0001 150                  GPD   4010        PKG    20.0000         1463.7600      29275.20
0001     16         PLUMBING PACKAGE                     5010                20.0000         907.5300       18150.60
002      565                                             1044                .0000

000001   ACE001     I  MN0001 200                  GPD   4010        PKG    10.0000         2738.2300      27382.30
0001     16         HEATING/COOLING PACKAGE              5010                10.0000         .0000          .00
003      565                                             1044                .0000

000001   ACE001     I  MN0001 300                  GPD   4010        EA     50.0000         57.0900        2854.50
0001     16         INTERIOR DOOR                        5010                50.0000         22.2600        1113.00
004      565                                             1044                .0000

000001   ACE001     I  MN0001 350                  GPD   4010        EA     10.0000         584.5900       5845.90
0001     16         ENTRY DOOR                           5010                10.0000         227.9900       2279.90
005      565                                             1044                .0000

                                                        Freight    Subtotal   Sales Tax    Inv. Total     Pmt. Amount
Cust.    Trans No Rep 1   Inv. Date  Per Tx Grp    Miscellaneous
Batch    Invc. No Rep 2   Ord. Date
Ship To Order No Terms Desc. Ship Date

CASHTX   0004     JAH      12/21/1999 12 TXD       Freight          .00         .00          17299.40       .00
000001   20                12/05/1999                               17299.40
         556465  C.O.D.    12/21/1999             Miscellaneous     .00                                    .00

                                                  Freight    Subtotal    Sales Tax    Ext. Cost   Ext. Price
BATCH 000001 TOTAL                                 .00       313837.99   10279.12     .00         324117.11
                                                  Miscellaneous
                                                   .00
```

Daily Sales Tax Report

The Daily Sales Tax Report shows taxes collected and owed, sorted by tax group.

Daily Sales Tax Report Screen

Select **Daily Sales Tax Report** from the Transaction Reports menu. The function screen appears.

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                    ─── Daily Sales Tax Report ───

                   Pick Tax Group ID From  CA
                                     Thru  TXHOUS

          Batches to Print:
           000002




                   Print Detail or Summary  Detail






          Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry

1. Enter the range of tax groups whose sales taxes you want in the report (A6).

Inquiry

2. Enter the batch numbers you want to print. You can print 50 batches at once.

3. Select the amount of detail you want in the report.

4. Select the output device

A sample Daily Sales Tax Report is at the end of this section.

After the report is produced, the Transaction Reports menu appears.

Daily Sales Tax Report

```
06/02/1999                        Builders Supply                                    Page   1
2:16 PM                       Daily Sales Tax Report
                                By Tax Location
                                    Detail
```

Invoice	Inv. Date	---- Tax Level 1 ---	---- Tax Level 2 ---	--- Tax Level 3 ---	--- Tax Level 4 ---	---- Tax Level 5 ---
28	12/25/1999 CAT	.00				
SUBTOTAL	CAT	.00				
27	12/23/1999 MDR	.00				
18	12/18/1999 MDR	.00				
SUBTOTAL	MDR	.00				
17	12/12/1999 MNR	.00				
24	12/14/1999 MNR	.00				
26	12/15/1999 MNR	.00				
30	12/25/1999 MNR	.00				
0012	MNR	.00				
0016	MNR	.00				
0017	MNR	.00				
0019	MNR	.00				
0020	MNR	.00				
0021	MNR	.00	27.95			
0022	MNR	.00	27.95			
SUBTOTAL	MNR	96.88	27.95			
16	12/18/1999 MNT	.00				
SUBTOTAL	MNT	.00				
29	12/22/1999 TXD	.00				
20	12/21/1999 TXD	.00				
SUBTOTAL	TXD	.00				
TOTAL		96.88	27.95			
GRAND TOTAL		124.83				

End of Report

Cash Receipts Journal

The Cash Receipts Journal provides a record of the cash receipts in the ARCRxxx (Cash Receipts) file. Produce it after you have entered all the cash receipts for the day but before you post the transactions (since posting may clear the ARCRxxx, ARTDxxx, and ARTHxxx files).

Cash Receipts Journal Screen

Select **Cash Receipts Journal** from the Transaction Reports menu. The function screen appears.

```
OSAS T000                                                          _ □ X
Settings  Edit  Print  Help
                        ─── Cash Receipts Journal ───

   Pick Customer ID From ACE001      Method of Payment From CHK
                    Thru VIS001                        Thru W/O
                                     Bank Account      From FNB001
                                                       Thru SNB001
   Batches to Print:
    000002




                        Print by:
                           1.  Customer ID
                           2.  GL Period/Account
                           3.  Bank Account - Deposit/Batch ID
                           4.  Deposit/Batch ID
                           5.  Method of Payment
                           1

         Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry 1. Enter the range of customers whose information you want in the journal (A6).

Inquiry 2. Enter the range of payment methods whose associated receipts you want in the journal (A3).

| Inquiry | 3. Enter the range of bank accounts whose associated receipts you want in the journal (A6).

| Inquiry | 4. Enter the batch numbers you want to print (A6). You can print 50 batches at once.

5. Select the option by which to organize the journal.

6. Select the output device.

A sample Cash Receipts Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Cash Receipts Journal

```
06/02/1999                                   Builders Supply                                            Page   1
2:17 PM                                   Cash Receipts Journal
                                             By Customer ID

Deposit/
Batch ID Cust ID Credit      Invoice Payment         Customer/Inv                Pymt  Discount/   Type/
Tran No. Bank ID GL Account  Number  Date    Age     Balance  Payment Amount     Mthd  Difference  Check #    Balance Due
------------------------------------------------------------------------------------------------------------------------

Customer ACE001 ACE BUILDERS
000001   ACE001  1010                06/02/95   0          .00          200.00   CHK         .00   004624         200.00-
0011     FNB001
000001   ACE001  1010        6080    12/21/90   0       500.00          200.00   CHK         .00   000445         300.00
0001     FNB001
000001   ACE001  1010        6500    12/21/90   0     13994.72         9000.00   CHK         .00   000445        4994.72
0002     FNB001
                                             Customer ACE001 Total              9400.00              .00
                                                                             ---------           -------

Customer DAL001 DALLAS-FT WORTH DOME HOMES
000001   DAL001  1010        ONACCT  12/21/90   0          .00         2600.00   CHK         .00   000548        2600.00-
0004     FNB001
000001   DAL001  1010        6509    12/21/90   0      4496.94         2000.00   CHK         .00   000548        2496.94
0003     FNB001
                                             Customer DAL001 Total              4600.00              .00
                                                                             ---------           -------

Customer KAN001 KANSAS CITY GEODESIC HOMES
000001   KAN001  1010        6504    12/21/90   0      9000.00         4000.00   CHK         .00   024554        5000.00
0005     FNB001
000001   KAN001  1010        6305    12/21/90   0       794.50          200.00   CHK         .00   024554         594.50
0006     KAN001
                                             Customer KAN001 Total              4200.00              .00
                                                                             ---------           -------

Customer TEN001 TENNESSEE SHELTERS, INC.
000001   TEN001  1010        6502    12/21/90   0     31988.00        15000.00   VIS         .00   CR CARD      16988.00
0007     TEN001
                                             Customer TEN001 Total             15000.00              .00
                                                                             ---------           -------

GRAND TOTAL            Credits:      33200.00       Debits:           33200.00              .00
                                  ============                     ============
End of Report
```

Methods of Payment Journal

The Methods of Payment Journal summarizes cash receipts by methods of payment. Use this function to produce a list of receipts for credit card claims.

Methods of Payment Journal Screen

Select **Methods of Payment Journal** from the Transaction Reports menu. The function screen appears.

```
OSAS T000                                                      _ □ ✕
 Settings  Edit  Print  Help
                     ── Methods of Payment Journal ──

                     Method of Payment From   CHK
                                        Thru   W/O

          Batches to Print:
           000002




                             Print Type:
                               1.  Cash
                               2.  Check
                               3.  Credit Card
                               4.  Write-off
                               5.  Other
                               6.  All Methods
                               6


          Output device -  (P)rinter  p(R)eview  (█)ile  (S)creen  (E)nd
```

Inquiry

1. Enter the range of payment methods whose associated receipts you want in the journal (A6).

Inquiry

2. Enter the batch numbers you want to print. You can print 50 batches at once (A6).

3. Select the method of payment you want to list in the journal.

4. You can include payment methods in two ways: entering a range and selecting a payment method. Take care to make the two specifications agree. For example, if you entered VIS at From and Thru for a credit card and then selected 1 for cash, the journal would not have any data because no payment method is both a credit card and cash.

5. Select the output device.

A sample Methods of Payment Journal is at the end of this section.

After the journal is produced, the Transaction Reports menu appears.

Methods of Payment Journal

```
06/02/1999                           Builders Supply                                      Page  1
2:18 PM                         Methods of Payment Journal
                                     Type All Methods

Method Description      Type               GL Account
CHK     Check           Check              1000

Deposit/
Batch ID Cust ID  Invoice   Tran  Tran      Bank ID         Check Number        Payment
                  Number          Date                                          Amount

000001   ACE001   6080      0001  12/21/90  FNB001          445                   200.00
000001   ACE001   6500      0002  12/21/90  FNB001          445                  9000.00
000001   DAL001   6509      0003  12/21/90  FNB001          548                  2000.00
000001   DAL001   ONACCT    0004  12/21/90  FNB001          548                  2600.00
000001   KAN001   6504      0005  12/21/90  FNB001          24554                4000.00
000001   KAN001   6305      0006  12/21/90  FNB001          24554                 200.00
000001   ACE001             0011  06/02/95  FNB001          4624                  200.00
                                                                               ----------
                                                 Payment Type CHK Total         18200.00


Method Description      Type               GL Account
VIS     VISA            Credit Card        1011

Deposit/
Batch ID Cust ID  Invoice   Tran  Tran      Card Holder              Card Account Number  Exp. Date  Auth #   Payment
                  Number          Date                                                                        Amount

000001   TEN001   6502      0007  12/21/90  TENNESSEE SHELTERS, INC. 23647826348238119233  1/1991    231231   15000.00
                                                                                                            ----------
                                                 Payment Type VIS Total                                       15000.00


Method Description      Type               GL Account
W/O     Write-off to Bad Debt  Write-off   1020

Deposit/
Batch ID Cust ID  Invoice   Tran  Tran      Memo                                Payment
                  Number          Date                                          Amount

000001   SUN001   6605      0008  12/21/90  Write Off - Damaged Mdse              200.00
                                                                               ----------
                                                 Payment Type W/O Total           200.00
```

Deposits Report

Use the Deposits Report function to summarize and list bank deposits from receipts of type *cash* and *check*.

Deposits Report Screen

Select **Deposits Report** from the Transaction Reports menu. The function screen appears.

```
OSAS T000                                                          _ □ ☒
Settings  Edit  Print  Help
                          ——— Deposits Report ———

                 Pick Bank Account ID From  FNB001
                                      Thru  SNB001

        Deposits/Batches to Print:
          000002












            Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry   1. Enter the range of bank accounts whose associated deposits you want in the report (A6).

Inquiry   2. Enter the batch numbers you want to print. You can print 50 batches at once.

3. Select the output device.

A sample Deposits Report is at the end of this section.

After the report is produced, the Transaction Reports menu appears.

Deposits Report

```
06/02/1999                          Builders Supply                                    Page  1
2:19 PM                             Deposits Report

Bank FNB001                                                              Deposit # 000001

Cust ID   Customer Name              Checks       Cash   Check No.   Payment Date

ACE001    ACE BUILDERS                200.00                 445     12/21/1990
ACE001    ACE BUILDERS               9000.00                 445     12/21/1990
ACE001    ACE BUILDERS                200.00                4624     06/02/1999
DAL001    DALLAS-FT WORTH DOME HOMES 2000.00                 548     12/21/1990
DAL001    DALLAS-FT WORTH DOME HOMES 2600.00                 548     12/21/1990
KAN001    KANSAS CITY GEODESIC HOMES 4000.00               24554     12/21/1990
KAN001    KANSAS CITY GEODESIC HOMES  200.00               24554     12/21/1990

          Deposit/Batch Total       18200.00       .00

          Bank FNB001 Total         18200.00       .00

                     Grand Total    18200.00       .00

End of Report
```

Post Transactions

When you post transactions, open invoices are created in the ARINxxx (Open Invoice) file for each sales and miscellaneous credit entry in the ARTDxxx and ARTHxxx (Transaction) files. The due date for each transaction is updated fro the invoice date and the number of due days for the terms code, and the discount date is updated from the invoice date and the number of discount days from the customer's terms. A payment record is created in the ARINxxx file for each cash receipt.

The system creates a temporary file, ARTMTxxx, to store line-item entries, totals, and cash receipt information. As you post information, the line-item information i posted first; then the totals are updated. When all the line items are posted, the cash receipts information is posted, and finally the bank reconciliation transactions are posted and summary GL entries are calculated.

If you post detailed information to General Ledger, entries are created in the GLJRxxx (Journal) file for each line item. If you post only summary information to General Ledger, the transaction figures are summarized into one entry for each account.

The balance and the sales and payment history fields in the ARCUxxx (Customer) file are updated. The period-to-date, month-to-date, year-to-date, and last-year fields in the ARPYxxx (Payment Methods) file are updated.

The month- and year-to-date gross sales figures in the ARSRxxx (Sales Rep) file are updated.

The taxable and nontaxable totals from the transactions update the totals in the RMTXxxx (Tax Groups) file.

If you keep detail and summary history, the ARHIxxx file is updated by line-ite and totals detail, and the ARHSxxx file is updated by summary totals for the company, customer, and items sold when applicable.

Posted transactions are cleared from the ARTDxxx, ARTHxxx, and ARCRxxx (Cash Receipts) files, and the temporary files are erased.

Interfaces

General Ledger

If Accounts Receivable is interfaced with General Ledger, debit and credit entries are created in the GLJRxxx file. If you post detail information, entries are made for each line item. If you post summary information, one entry is made for each account.

When you post invoices for sales on credit, entries are made to these accounts:

Sales	Sales Tax	Freight	Misc	AR
CR	CR	CR	CR	DB

The sales/COGS account code record provides the sales account. The general ledger account in the tax group record provides the sales tax account. The distribution codes record provides the other accounts.

The costs for each line item send entries to these accounts:

Inventory	COGS
CR	DB

The item record or the ARGLxxx table provides the inventory account. The item record or the sales/COGS account code record provides the COGS account.

The miscellaneous credits for each line item send entries to these accounts:

Sales	Sales Tax	Freight	Misc	AR
DB	DB	DB	DB	CR

The sales/COGS account code record provides the sales account. The account in the tax group record provides the sales tax account. The distribution code record provides the other accounts.

The costs for each line item send entries to these accounts:

Inventory	COGS
DB	CR

The item record or the ARGLxxx table provides the inventory account. The item record or the sales/COGS account code record provides the COGS account.

When you post invoices for cash receipts, entries are made to these accounts:

AR	Cash	Discounts
CR	DB	DB

The payment method record provides the cash account, and the ARGLxxx table provides the discounts account.

The source of the accounts receivable account (or whichever account is credited by cash receipts) can vary. If you enter a customer ID when you enter cash receipts, the associated distribution code specifies the accounts receivable account. If you do not enter a customer ID when you enter cash receipts, you specify the accounts receivable account.

Job Cost

If Accounts Receivable is interfaced with Job Cost, posting updates the billing information in the JOBSxxx and JOHIxxx files. If a job or phase is completed, posting also updates the actual end date.

Bank Reconciliation

If Accounts Receivable is interfaced with Bank Reconciliation, each posted deposit creates a summary record in the BRTRxxx (Transactions) file.

Inventory

If Accounts Receivable is interfaced with Inventory, on-hand and in-use quantities are decreased, and quantities and history are updated. The system also calculates average prices in the INUPxxx (Units Pricing) file.

Before Posting

Before you post, do the following things:

- If you have a multiuser system, make sure that no one else is using the Accounts Receivable system. You cannot post if someone else is using Accounts Receivable functions.

- If you are using batching, make sure that no one else is using the batche being posted.

- Print the Sales Journal (page 7-9), the Miscellaneous Credits Journal (page 7-13), and the Cash Receipts Journal (page 7-19).

- Back up all the data files.

The information in the Sales Journal and the Miscellaneous Credits Journal comes from the ARTDxxx and ARTHxxx files. The information in the Cash Receipts Journal comes from the ARCRxxx file. Posted entries are cleared from these files to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important.

Backing up your data files before you post is an important practice. Unforeseen problems, such as a power surge or failure, can interrupt the post and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the Transaction Reports menu. The function screen appears.

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▓ OSAS T000                                                 _ □ ✕    │
│ Settings  Edit  Print  Help                                          │
│ ┌────────────────── Post Transactions ─────────────────────────────┐ │
│ │                                                                   │ │
│ │            Have You Backed Up Your Data Files?   YES              │ │
│ │                                                                   │ │
│ │      Batches to Post:                                             │ │
│ │      000002                                                       │ │
│ │                                                                   │ │
│ │                                                                   │ │
│ │                                                                   │ │
│ │                         Post To:                                  │ │
│ │                           1.  Current Fiscal Year  (1999)         │ │
│ │                           2.  Last Fiscal Year     (1998)         │ │
│ │                           1                                       │ │
│ │                                                                   │ │
│ │                                                                   │ │
│ │                         Age All Customers?  NO                    │ │
│ │                                                                   │ │
│ │                                                                   │ │
│ └───────────────────────────────────────────────────────────────────┘ │
│ ┌───────────────────────────────────────────────────────────────────┐ │
│ │        Output device -  (P)rinter p(R)eview (▓)ile (E)nd          │ │
│ └───────────────────────────────────────────────────────────────────┘ │
└─────────────────────────────────────────────────────────────────────┘
```

1. If you have backed up your data files, enter **Y**; if not, enter **N**. If you enter N, you are prompted to return to the Transaction Reports menu.

Inquiry

2. Enter the batch numbers you want to post (A6). You can post 50 batches at once.

3. Select the fiscal year you want to post to. If Accounts Receivable is not interfaced with General Ledger or if you did not create last-year data in General Ledger, *1* is displayed and you cannot change it.

   If Accounts Receivable is interfaced with General Ledger and you have created last-year data in General Ledger, select **1** to post the transactions to the current-year GLJRxxx file or **2** to post them to the last-year GLJRxxx file.

4. If you want to age all customers, enter **Y**; if not, enter **N**

If you enter N, the system does not make any aging adjustment.

If you enter Y, the customer aging buckets can be updated in one of three ways. If you printed invoices, the invoice date entered in the Print Invoices function serves as the basis for aging. If you did not print invoices, the invoice header date serves as the basis for aging.

If you did not enter an invoice number (and therefore no invoice date), the post date—the system date when you use this function—serves as the basis for aging.

5. Select the output device.

A sample posting log is at the end of this section.

After posting is completed and the log is printed, the Transaction Reports menu appears.

Post Transactions Log

```
06/07/1999                              Builders Supply                              Page A-  1
3:36 PM                                 Post Transactions

Terminal:   T00

Batches Posted:

000001

Posted to CURRENT YEAR (1999)

06/07/1999                              Builders Supply                              Page B-  1
3:36 PM                                 POST INVENTORY ITEMS

Batch  Tran #  Ln  Tp Invoice  Loc.   Item # or Job/Phase    Qty Shipped  Units  Unit Cost  Extended Cost
                                       Lot Numbers
                                       Serial Numbers

000001 0001   001  CM 16  NN0001 100                          50.0000-PKG           343.550    17177.50-
000001 0001   002  CM 16  NN0001 150                          20.0000-PKG           907.530    18150.60-
000001 0001   003  CM 16  NN0001 200                          10.0000-PKG              .000         .00
000001 0001   004  CM 16  NN0001 300                          50.0000-EA             22.260     1113.00-
000001 0001   005  CM 16  NN0001 350                          10.0000-EA            227.990     2279.90-
000001 0001   006  CM 16  NN0001 400                          10.0000-EA            855.290     8552.90-
000001 0001   007  CM 16  NN0001 450                          25.0000-EA            161.140     4028.50-
000001 0001   008  CM 16  NN0001 550                          10.0000-PKG          1036.100    10361.00-
000001 0001   009  CM 16  NN0001 600                          10.0000-EA            121.030     1210.30-
                                                                                             ============
                   TRANSACTION TOTAL                                                            62873.70-


                   AR                      1010   AR                                33200.00
                   PAYMENTS RECEIVED       1011   AR             15000.00
                   PAYMENTS RECEIVED       1020   AR               200.00
                   INVENTORY               1044   AR                                20820.37
                   SALES                   4010   AR                               101333.62
                   COST OF SALES           5010   AR             20820.37
                                                             -----------         -----------
                   PERIOD 12 BALANCE                           194021.04          155353.99
```

Post Cash Receipts Log

```
06/07/1999                                           Builders Supply                    Page D-  1
3:36 PM                                             POST CASH RECEIPTS

Mthd Type Description              Amount
---------------------------------  ------
CHK    2 Check                    18000.00
       2 TOTAL CHECKS             18000.00

VIS    3 VISA                     15000.00 *
       3 TOTAL CREDIT CARDS       15000.00 *

W/O    4 Write-off to Bad Debt      200.00
       4 TOTAL WRITE-OFFS           200.00

         GRAND TOTAL              33200.00
                                  ========

* Open Invoice Created
```

```
06/07/1999                                           Builders Supply                    Page E-  1
3:36 PM                                               POST DEPOSITS

Dep #      Date               Amount
------     ----               ------
BANK ACCOUNT FNB001 -
000001     06/07/1999        18000.00
TOTAL FOR BANK ACCOUNT FNB001 18000.00
                             ---------
         GRAND TOTAL          18000.00
                             =========
End of Report
```

Open Invoices 8

Introduction

When you enter a transaction whoe invoice has been paid completely, and you post, information about the transaction amounts moves from the ARCRxxx (Cash Receipts) and ARTDxxx and ARTHxxx (Transaction) files to the ARCUxxx (Customer) file and the ARHIxxx and ARHSxxx (Detail and Summary History) files.

The invoices and payments are posted to the ARINxxx (Open Invoices) file. Use the functions on the Open Invoices menu to take open invoices into account. You can put disputed invoices on hold to halt aging or release held invoices, calculate finance charges for invoices past due, and produce several reports to serve as a reference of your open invoices and as part of a larger audit trail for all transactions.

Hold/Release Invoices

Use the Hold/Release Invoices function to put disputed invoices on hold, release held invoices, split a payment or credit into several parts, or reapply a payment or credit to an outstanding invoice.

If you put an invoice, a miscellaneous credit, or a cash receipt on hold, it does not appear on the customer's statement, but it will continue to be aged properly. Finance charges are not assessed for held invoices.

Hold/Release Invoices Screen

Select **Hold/Release Invoices** from the Open Invoices menu. The function screen appears.

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
                      ── Hold/Release Invoices ──

     Customer ID    ACE001   ACE BUILDERS
     Account Type   Open Invoice


     Invoice    Type  Stat  Invc Date   Check No   Gross Amount      Discount

  ≥ 12670046   INVC  REL   09/05/1995                74619.56        1492.39
    12670064   INVC  REL   11/24/1995                35467.99         709.36
    12670074   INVC  REL   12/21/1995                21722.07         434.44
    24889030   INVC  REL   12/09/1995                 4928.82          98.58








       Hold/release, All, Split/reapply, Customer, First, Last, Next, Prev
     ┌ Company H ─────────────────────── Info ─────────────────── Verify ┐
```

Field	Description
Inquiry Customer ID (A6)	Enter the ID of the customer whose invoices you want to hold or release. If you use the **Maintenance** (**F6**) command, the Customers function is temporarily called up. After you enter the ID, information about the customer appears: the customer's account type, status, date and amount of the last payment, and check number.

Command bar

Hold/release, **All**, **Split/reapply**, **Customer**, **First**, **Last**, **Next**, **Prev**, **Goto**

To hold or release an invoice, move the prompt (>) to the line containing the invoice you want to work with. Then press **H** to change the invoice status. To change the status back, press **H** again.

To change the status of all invoices from one type to another, press **A.** In the window that appears, press **H** to change all statuses to *held* or **R** to change all statuses to *released*.

To split a payment or credit memo into more than one payment or credit memo or to reapply a payment to an invoice, pres **S**. Then enter the amount of the new invoice and the invoice number to apply payment to.

To work with invoices for a different customer, press **C**. Then enter the ID of the customer whose invoices you want to work with.

To work with invoices for the first customer on file, pres **F**.

To work with invoices for the last customer on file, press **L**.

To work with invoices for the next customer on file, press **N**.

To work with invoices for the previous customer on file, press **P**.

To move the prompt (>) to a different invoice number, press **G**. Then enter the number. (This command appears only if there is more than one screen of invoice numbers.)

When you are finished working with information for the customer, enter another customer ID, or exit to the Open Invoices menu.

Open Invoice Report

The Open Invoice Report lists the invoices, miscellaneous credits, and cash receipts in the ARINxxx (Open Invoice) file. Only open invoice customers (account type O) in the ARCUxxx (Customer) file are included in this report.

The Open Invoice Report shows only summary (totals) information. If you need a more detailed report for sales analysis, print the Detail History Report (page 9-11).

Before you produce the Open Invoice Report, make sure that you have posted all the transactions

Open Invoice Report Screen

Select **Open Invoice Report** from the Open Invoices menu. The function screen appears.

```
OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help
                         ───── Open Invoice Report ─────

              Pick Customer ID From ACE001
                              Thru VIS001


              Include Paid Invoices After 07/08/1999












          Output device -   (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

| Inquiry |

1. Enter the range of customers whose information you want in the report (A6).

2. Enter the date of the first paid invoice that you want to include in the report. Paid invoices dated on or after the date you enter will be included in the report.

3. Select the output device.

A sample Open Invoice Report is at the end of this section. The letter *H* in the St (status) column indicates that the invoice is on hold. The amounts in the Gross Amount column are the invoice totals before discounts are taken.

After the report is produced, the Open Invoices menu appears.

Open Invoice Report

09/30/1999
9:32 AM

Builders Supply
Open Invoice Report

Page 1

Invoice Number	Type	St	MOP	Invoice Date	Due Date	Discount Date	Gross Amount	Discount Amount	Payments	Misc. Credits	Balance
Customer ACE001 ACE BUILDERS											
12670046	IN			09/05/1999	10/05/1999	09/15/1999	74619.56	1492.39			74619.56
12670064	IN			11/24/1999	12/24/1999	12/04/1999	35467.99	709.36			110087.55
12670074	IN			12/21/1999	12/20/1996	12/31/1999	21722.07	434.44			131809.62
24889030	IN			12/09/1999	01/08/1996	12/19/1999	4928.82	98.58			136738.44
TOTAL							136738.44		.00	.00	136738.44
Customer DAL001 DALLAS-FT WORTH DOME HOMES											
12670056	IN			10/14/1999	11/13/1999	10/24/1999	9739.64	97.40			9739.64
12670066	IN			11/15/1999	12/15/1999	11/25/1999	7203.92	72.04			16943.56
12670077	IN			12/25/1999	01/24/1996	01/04/1996	8991.26	89.91			25934.82
TOTAL							25934.82		.00	.00	25934.82
Customer KAN001 KANSAS CITY GEODESIC HOMES											
12670067	IN			11/16/1999	12/16/1999	11/26/1999	71699.10	716.99			71699.10
12670075	IN			12/10/1999	01/09/1996	12/20/1999	11267.90	112.68			82967.00
24889024	IN			10/20/1999	11/19/1999	10/30/1999	73932.30	739.32			156899.30
24889024	PY	CHK	11/27/1999						68972.27		87927.03
24889028	IN			11/12/1999	12/12/1999	11/22/1999	418949.70	4189.50			506876.73
TOTAL							575849.00		68972.27	.00	506876.73
Customer LOS001 LOS ANGELES CONSTRUCTION CO.											
12670058	IN			10/27/1999	11/26/1999	11/06/1999	17118.76	342.38			17118.76
12670070	IN			11/13/1999	12/13/1999	11/23/1999	14977.46	299.55			32096.22
12670073	IN			12/14/1999	01/13/1996	12/24/1999	47000.00	940.00			79096.22
TOTAL							79096.22		.00	.00	79096.22
Customer SUN001 SUNSHINE HOMES, INC.											
12670080	IN			12/12/1999	01/11/1996	12/22/1999	8246.32	82.46			8246.32
TOTAL							8246.32		.00	.00	8246.32

Aged Trial Balance

The Aged Trial Balance shows the invoice balances broken down into five aging periods. The detail report shows full detail for all invoices; the summary report shows only the aging period totals.

For balance forward customers, the summary balances of the five aging periods are shown. For open invoice customers, the invoices, credits, and receipts in the ARINxxx (Open Invoice) file and the aging period each of the transactions belongs to are shown (provided you elect to include full details).

If you have open invoice customers, the aged balances in the Aged Trial Balance may not be the same as the ones in the ARCUxxx (Customer) file. The balances in Aged Trial Balance are up to date on the day you print the report; the balances in the ARCUxxx file are updated at the end of the month, when you post, or if the online aging option is set to YES.

If you do not do periodic maintenance before you enter activity for a new month, the Current columns in the report show activity for the current month and all the months you did not do periodic maintenance.

Aged Trial Balance Screen

Select **Aged Trial Balance** from the Open Invoices menu. The function screen appears.

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                        ─── Aged Trial Balance ───

 Pick Customer ID        From ACE001    Age By:
                         Thru VIS001     1.  Invoice Date
         Sales Rep       From DMM        2.  Discount Date
                         Thru PRT        3.  Invoice Due Date
         State           From            1
                         Thru           Print By:
         Distribution Code From 01       1.  Customer ID
                         Thru 02         2.  Customer Name
 Aging Date                  07/08/1999  3.  Sales Rep
 Cutoff Date                 07/08/1999  4.  State/City
 Include Paid Invoices After 07/08/1999  5.  Distribution Code
                                         1

 Aging Breaks:  Days   Date
   Current      --- 07/08/1999   Past Due Customers Only?    NO
   Past Due 1    30 06/08/1999   Full Detail?                YES
   Past Due 2    60 05/09/1999   Balance Forward Customers?  NO
   Past Due 3    90 04/09/1999
   Past Due 4   120 03/10/1999   Print Page Breaks           NO

      Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry 1. Enter the range of customers you want in the report (A6).

Inquiry 2. Enter the range of sales reps you want in the report (A3).

3. Enter the range of states you want in the report (A2).

Inquiry 4. Enter the range of distribution codes you want in the report (A2).

5. Accept the displayed aging date, or enter the date the system is to use as a starting point for aging.

6. Accept the displayed cutoff date, or enter the date the system is to use as an ending point for aging. Invoices dated later than this cutoff date do not appear in the report.

7. Accept the displayed date, or enter the date of the first statement that you want to include in the report. Invoices paid before the date you enter will not be included in the report.

8. Aging breaks are the dates that define aging buckets, or categories of invoices with a particular aging status. The categories are Current and Past Due 1-4. Accept the displayed dates, or enter different dates.

9. Select the date by which you want to age invoices.

10. Select the option by which to organize the report.

11. If you want to include only customers whose balance is past due, enter **Y**; if not, enter **N**.

12. If you want to list line-item transactions associated with each customer, enter **Y**. If you want to list only totals associated with each customer, enter **N**.

13. If you want to include balance forward customers, enter **Y**; if not, enter **N**.

14. If you want to include the contact ID, enter **Y**; if not, enter **N**.

15. If you want information about each sales rep, state/city, or distribution code to begin on a new page, enter **Y**. If you want the information produced in a continuous flow, enter **N**. You can enter Y only if you elected to organize the report by sales rep, state and city, or distribution code (if you selected 3, 4, or 5 in step 11) and if you have more than one page of data.

16. Select the output device.

A sample Aged Trial Balance is at the end of this section. Unapplied credits (in the Unapplied column) are applied to the customer totals for each aging period. The letter *H* in the St (status) column shows that the invoice is held. The Current column shows balances that are not 31 days old yet.

After the report is produced, the Open Invoices menu appears.

Aged Trial Balance

```
09/30/1999                                    Builders Supply                                          Page    1
9:32 AM                                     Open Invoice Report

Invoice                Invoice     Due      Discount    Gross     Discount              Misc.
Number  Type St MOP    Date        Date     Date        Amount    Amount    Payments    Credits    Balance
----------------------------------------------------------------------------------------------------------------

Customer ACE001 ACE BUILDERS

12670046 IN            09/05/1999 10/05/1999 09/15/1999  74619.56   1492.39                          74619.56
12670064 IN            11/24/1999 12/24/1999 12/04/1999  35467.99    709.36                         110087.55
12670074 IN            12/21/1999 12/20/1996 12/31/1999  21722.07    434.44                         131809.62
24889030 IN            12/09/1999 01/08/1996 12/19/1999   4928.82     98.58                         136738.44
                                                                                                   ----------
              TOTAL                                       136738.44                  .00      .00  136738.44

Customer DAL001 DALLAS-FT WORTH DOME HOMES

12670056 IN            10/14/1999 11/13/1999 10/24/1999   9739.64     97.40                           9739.64
12670066 IN            11/15/1999 12/15/1999 11/25/1999   7203.92     72.04                          16943.56
12670077 IN            12/25/1999 01/24/1996 01/04/1996   8991.26     89.91                          25934.82
                                                                                                   ----------
              TOTAL                                        25934.82                  .00      .00   25934.82

Customer KAN001 KANSAS CITY GEODESIC HOMES

12670067 IN            11/16/1999 12/16/1999 11/26/1999  71699.10    716.99                          71699.10
12670075 IN            12/10/1999 01/09/1996 12/20/1999  11267.90    112.68                          82967.00
24889024 IN            10/20/1999 11/19/1999 10/30/1999  73932.30    739.32                         156899.30
24889024 PY  CHK 11/27/1999                                                           68972.27       87927.03
24889028 IN            11/12/1999 12/12/1999 11/22/1999 418949.70   4189.50                         506876.73
                                                                                                   ----------
              TOTAL                                       575849.00                68972.27   .00  506876.73

Customer LOS001 LOS ANGELES CONSTRUCTION CO.

12670058 IN            10/27/1999 11/26/1999 11/06/1999  17118.76    342.38                          17118.76
12670070 IN            11/13/1999 12/13/1999 11/23/1999  14977.46    299.55                          32096.22
12670073 IN            12/14/1999 01/13/1996 12/24/1999  47000.00    940.00                          79096.22
                                                                                                   ----------
              TOTAL                                        79096.22                  .00      .00   79096.22

Customer SUN001 SUNSHINE HOMES, INC.

12670080 IN            12/12/1999 01/11/1996 12/22/1999   8246.32     82.46                           8246.32
                                                                                                   ----------
              TOTAL                                         8246.32                  .00      .00    8246.32
```

Cash Flow Report

The Cash Flow Report helps you calculate the amount of cash that is due to be received with any one of four aging periods you specify. (It does not show paid invoices.)

The information comes from the ARINxxx (Open Invoice) file and the ARCUxxx (Customer) file.

Cash Flow Report Screen

Select **Cash Flow Report** from the Open Invoices menu. The function screen appears.

```
OSAS T000                                                          _ □ X
Settings  Edit  Print  Help
                         ┌──────── Cash Flow Report ────────┐


                    Pick Customer ID From ACE001
                                    Thru VIS001

                         1.  Print all invoices
                         2.  Print only held invoices
                         1

                    Enter four dates for aging periods
                         07/08/1999
                         08/07/1999
                         09/06/1999
                         10/06/1999




         ┌────────────────────────────────────────────────────────┐
         │  Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd │
         └────────────────────────────────────────────────────────┘
```

Inquiry

1. Enter the range of customers whose information you want in the report (A6).

2. Select the invoices you want in the report: all invoices or only invoices that are on hold.

3. Enter four aging periods for the invoices, or accept each displayed date it.
    Enter the dates in chronological order, the earliest date first.

4. Select the output device.

A sample Cash Flow Report is at the end of this section.

After the report is produced, the Open Invoices menu appears.

Cash Flow Report

					Builders Supply					
					Cash Flow Report					
					All Invoices					

| 06/02/1999 | | | | | | | | | | Page 1 |
| 2:38 PM | | | | | | | | | | |

Invoice Number	S T	T P	Due Date	Discount Date	Amount	Current	After 06/02/1999	After 07/02/1999	After 08/01/1999	After 09/02/1999
Customer ACE001 ACE BUILDERS										
6080	I	I	09/10/1990	08/21/1990	66668.64	500.00				
6080		P		08/15/1990	61262.89-					
6080		P		09/25/1990	3005.75-					
6080		P		10/28/1990	1194.25-					
6080		P		11/30/1990	205.75-					
6080		P		12/17/1990	500.00-					
6300		I	12/08/1990	11/18/1990	24058.62	801.25				
6300		P		11/30/1990	23257.37-					
6302		I	12/15/1990	11/25/1990	29612.26	1000.00				
6302		P		11/30/1990	28612.26-					
6500		I	01/02/1991	12/13/1990	13994.72	13994.72				
6505		I	01/04/1991	12/15/1990	1642.94	1542.94				
6505		P		12/21/1990	100.00-					
6600		I	01/09/1991	12/20/1990	7135.35	3138.65				
6600		P		12/03/1990	3571.35-					
6600		P		12/11/1990	425.35-					
6700		I	01/16/1991	12/27/1990	2050.00	2050.00				
Customer Total					23027.56	23027.56	.00	.00	.00	.00
Customer Total					4529.91	4529.91	.00	.00	.00	.00
Customer TEN001 TENNESSEE SHELTERS, INC.										
6095		I	07/12/1990	06/22/1990	38473.21	300.00				
6095		P		09/25/1990	33767.46-					
6095		P		10/28/1990	3205.75-					
6095		P		12/10/1990	1200.00-					
6303		I	12/21/1990	12/01/1990	51524.04	23746.78				
6303		P		11/30/1990	16060.24-					
6303		P		11/30/1990	10217.02-					
6303		P		12/17/1990	1500.00-					
6502		I	01/02/1991	12/13/1990	31988.00	31988.00				
6508		I	01/05/1991	12/16/1990	10596.00	10596.00				
6703		I	01/17/1991	12/28/1990	2100.00	2100.00				
Customer Total					68730.78	68730.78	.00	.00	.00	.00

Calculate Finance Charges

If your company assesses finance charges, use the Calculate Finance Charges function to calculate finance charges on overdue invoices, to produce a report of finance charges, and to update the new finance charge in the ARCUxxx (Customer) file.

Finance charges are assessed only for customers that are set up for finance charges in the ARCUxxx file. The calculation is based on the minimum charge, the percentage, the invoice or due date, and the cutoff days specified in the FINCHxxx table.

If you recalculate finance charges, you must do it before you do periodic maintenance. Performing periodic maintenance moves the figure in the New Fin Chg field to the Unpaid Fin Chg field in the customer record and creates an open invoice in the ARINxxx (Open Invoice) file.

Calculate Finance Charges Screen

Select **Calculate Finance Charges** from the Open Invoices menu. The function screen appears.

```
OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
┌──────────────── Calculate Finance Charges ────────────────┐
│                                                            │
│              Pick Customer ID From ACE001                  │
│                              Thru VIS001                   │
│                                                            │
│                                                            │
│                                                            │
│              Statement Date 07/08/1999                     │
│                                                            │
│              Finance Charges Based Off  Invoice Date       │
│                                                            │
│  Finance Charges Will Be Calculated for Items Dated Before 06/08/1999 │
│                                                            │
│                                                            │
│                                                            │
│                                                            │
├────────────────────────────────────────────────────────┤
│      Output device -  (P)rinter p(R)eview (█)ile (E)nd     │
└────────────────────────────────────────────────────────┘
```

Inquiry

1. Enter the range of customers you want to calculate finance charges for (A6).

2. Accept the displayed statement date, or enter a different date. Invoice aging for open invoice customers is based on this date.

3. To calculate finance charges based on the due date, press **D**. To calculate finance charges based on the invoice date, pres **I**. Your choice is written to the FINCHxxx table.

   Finance charges are calculated for invoices dated before the displayed date, which is determined by the number of days in the FINCHxxx table and the due or invoice dates.

4. Select the output device.

A sample finance charge report is at the end of this section. The letter *BF* in the Type column indicate a balance forward account; the letters *OI* indicate an open invoice account. The statement *FINANCE CODE = 0* indicates that the customer is not assessed finance charges.

After the report is produced, the Open Invoices menu appears.

Calculate Finance Charges Report

```
09/30/1999                          Builders Supply                                          Page   1
9:34 AM                        Calculate Finance Charges

Statement Date 09/30/1999
1.5 Percent Finance Charge
$ 0 Minimum Charge
Charge Over  30 Days
```

ID	Name	Type	Unpaid Fin. Chg.	Balance 0- 30 Days	Balance 31+ Days	Calculated Fin. Chg.	
ACE001	ACE BUILDERS	OI	.00	136738.44	.00	.00	
CASHCA	CASH SALES-OAKLAND, CA	BF	.00	1940.87	49546.36	.00	Finance Code = 0
CASHMD	CASH SALES-BALTIMORE, MD	BF	.00	763.29	14855.00	.00	Finance Code = 0
CASHMN	CASH SALES-MINNEAPOLIS	BF	.00	1710.72	5708.28	.00	Finance Code = 0
CASHPS	CASH SALES-DALLAS, TX	BF	.00	1788.43	27643.13	.00	Finance Code = 0
DAL001	DALLAS-FT WORTH DOME HOMES	OI	.00	25934.82	.00	.00	
GRE001	GREATER NEW YORK DOMES, INC.	BF	.00	8449.46	11693.44	175.40	
KAN001	KANSAS CITY GEODESIC HOMES	OI	.00	506876.73	.00	.00	
LOS001	LOS ANGELES CONSTRUCTION CO.	OI	.00	79096.22	.00	.00	
SUN001	SUNSHINE HOMES, INC.	OI	.00	8246.32	.00	.00	
TEN001	TENNESSEE SHELTERS, INC.	OI	.00	197917.17	.00	.00	
VIS001	VISA	OI	.00	11155.84	.00	.00	Finance Code = 0
TOTAL			.00	980618.31	109446.21	175.40	

End of Report

Statements

Statements show the month's transactions, summarizing your customer accounts. Use the Statements function to print statements for customers whose records specify that they receive statements.

Statements Screen

Select **Statements** from the Open Invoices menu. The function screen appears.

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                        ──── Statements ────

 Pick Customers From    ACE001        Print Statements:
               Thru     VIS001        1.  For All Customers
                                      2.  For All Customers With Activity
 Closing Date                07/08/1999 3.  With Nonzero Balances
 Statement Date              07/08/1999 4.  With Positive Balances
 Cutoff Date                 07/08/1999 5.  With Balances 30+ Days Old
 Include Paid Invoices after            6.  With Balances 60+ Days Old
 Print YTD Finance Charge?    YES       7.  With Balances 90+ Days Old
 Print PO Number?             YES       1

   Print By:
     1. Customer/Invoice Number
     2. Customer/Invoice Date
     1
       Dunning Messages: 90 Days  Legal action is imminent.
                         60 Days  Seriously past due.  Please remit.
                         30 Days  Your account is past due.
                         General  Please pay promptly.


            Output device -  (P)rinter p(R)eview (█)ile (E)nd
```

Inquiry

1. Enter the range of customers whose statements you want to produce.

2. Accept the displayed date as the closing date, or enter the date that customers must pay their statements to avoid finance charges.

3. Accept the displayed date as the statement date, or enter the date you will issue the statements. This date is used to age invoices for open invoice customers.

4. Accept the displayed date as the cutoff date, or enter a different cutoff date. Invoices dated later than this date will not appear on the statements.

5. Accept the displayed date, or enter the date of the first paid invoice you want to include in the statements. Paid invoices dated on or after the date you enter will be included in the statements.

6. If you want to print customers' year-to-date finance charges on the statements, enter **Y**; if not, enter **N**.

7. If you want to print purchase order numbers on the statements, enter **Y**; if not, enter **N**.

8. Select the option by which to organize the statements.

9. Select the group of customers whose statements you want to print.

10. The messages that were used the last time you printed the statements are displayed. Accept the messages for their respective aging periods, or enter different messages. The messages are printed on the statements.

11. Select the output device.

12. If you elect to print the statements, an alignment character is printed in the statement's top right-hand corner. If the X is not centered in the alignment box or if the Xs are not aligned in the grid on laser forms, adjust the form and enter **N**. The alignment character is printed again. Continue this procedure until the form is aligned; then enter **Y** to print the statements.

A sample customer statement is at the end of this section.

After the statements are printed, the Open Invoices menu appears.

Statement

```
        YOUR COMPANY NAME HERE              STATEMENT
              123 MAIN STREET
          YOUR CITY, STATE, ZIP
              (123) 456-7890

                                         PAGE              1
                                         DATE      12/30/1995
                                         ACCOUNT NO.    ACE001

       ATTN: ACCOUNTS PAYABLE
       ACE BUILDERS
       1588 SE 31ST STREET
       PADUCAH KY 28655-7865             AMOUNT DUE      92384.04

                                         TERMS      2/10,n/30
   PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.
```

INVOICE DATE	INVOICE NO	TYPE	CHECK NO	CHARGES	CREDITS	BALANCE
09/05/1995	12670046	IN		74619.56		74619.56
12/09/1995	24889030	IN		4928.82		4928.82
12/21/1995	12670074	IN		21722.07		21722.07
12/21/1995	12670206	IN		100.00		100.00
12/21/1995	12670207	CR			15693.74	15693.74-
12/30/1995 00000066 PO Number BR549		IN		9925.02		9925.02
12/30/1995 00000067 PO Number BR549		CR			3217.69	3217.69-

```
Legal action is imminent.
YTD Finance Charges added to your account:         .00
Activity after 12/30/1995 will be reflected on your next statement.
```

CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS	FINANCE CHARGE	AMOUNT DUE
17764.48	.00	.00	74619.56	.00	92384.04

```
Re-order From: Open System Forms 1-800-994-6736    LASER STATEMENT        3031
```

Customer Analysis Report

Print the Customer Analysis Report to find out how much money you are making from your customers, if they are paying on time, the last time each customer purchased items, and who your most profitable customers are. This report is valuable if you are planning a marketing strategy and want to consider a specific group of buyers.

Produce the Customer Analysis Report before you do periodic maintenance, because periodic maintenance clears several fields in the ARCUxxx (Customer) file.

Customer Analysis Report Screen

Select **Customer Analysis Report** from the Open Invoices menu. The function screen appears.

```
OSAS T000                                                      _ □ ✕
Settings  Edit  Print  Help
                      ─── Customer Analysis Report ───

              Pick Customer ID From   ACE001
                              Thru   VIS001


              Select:
              Period-to-Date History      YES
              Quarter-to-Date History     YES
              Year-to-Date History        YES
              Last-Year History           YES


              Print By:
                  1.  Customer ID
                  2.  Sales Rep ID
                  1




       Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry

1. Enter the range of customers whose reports you want to produce.

2. Enter **Y** or **N** to indicate the types of history information you want in the report.

   The selections progressively cover more history; for example, the year-to-date history includes period-to-date history. When you enter Y for a field, the information is broken down at that level. For example, when you enter Y at Period-to-Date, the period information is broken down as such. When you enter N at Period-to-Date and Y at Year-to-Date, the period-to-date information is presented as an overall part of the year's total.

3. Select the option by which to organize the report.

4. Select the output device.

A sample Customer Analysis Report is at the end of this section. The sales amount is the net of the line items.

After the report is produced, the Open Invoices menu appears.

Customer Analysis Report

```
06/02/1999                                  Builders Supply                                                   Page   1
2:41 PM                               Customer Analysis Report
                                          By Customer ID
```

ID	Name	GPD	Rep	Terms Per Days Net	Code	Dist. Code	Credit Limit	Balance Due	First Sales Date	Last Sales Date
ACE001	ACE BUILDERS			2.0 10 30	01	01	315000	23027.56	06/13/1988	12/17/1990

Sales History

	Sales	Profit	Inv.	Average Inv.
PTD	24823.01	6764.49	4	6205.75
QTD	134906.69	22690.54	7	19272.38
YTD	854031.26	111756.63	17	50237.13
L/Y	937931.90	215026.86	12	78160.99

ID	Name	GPD	Rep	Terms Per Days Net	Code	Dist. Code	Credit Limit	Balance Due	First Sales Date	Last Sales Date
CASHCA	CASH SALES-OAKLAND, CA			0.0 0 0	01	0	0	.00	05/23/1985	12/07/1990

Sales History

	Sales	Profit	Inv.	Average Inv.
PTD	866.29	42.37	1	866.29
QTD	27286.37	7884.43	3	9095.46
YTD	46522.97	18574.61	4	11630.74
L/Y	.00	.00	0	.00

ID	Name	GPD	Rep	Terms Per Days Net	Code	Dist. Code	Credit Limit	Balance Due	First Sales Date	Last Sales Date
TEN001	TENNESSEE SHELTERS, INC.		DWM	2.0 10 30	01		125000	68730.78	01/16/1989	12/18/1990

Sales History

	Sales	Profit	Inv.	Average Inv.
PTD	6737.91	3072.89	3	2245.97
QTD	6737.91	3072.89	3	2245.97
YTD	6737.91	3072.89	3	2245.97
L/Y	57761.71	23739.06	1	57761.71

Sales History

	Sales	Profit	Inv.	Average Inv.
PTD	44684.00	16931.53	3	14894.67
QTD	97524.16	48179.15	5	19504.83
YTD	446572.94	220565.21	10	44657.29
L/Y	499958.62	199164.28	5	99191.72

	Sales	Profit	Inv.	Average Inv.	Balance Due
TOTAL PTD	168103.54	57578.83	26	6465.52	1576620.48

Commissions Report

The Commissions Report shows the sales information for each sales rep who had activity during the selected range of dates. If you elected not to save detail sales history in the Resource Manager Options and Interfaces function, no information is available for this report.

Produce the Commissions Report before you do periodic maintenance, because you can clear the ARHIxxx (Detail History) file through that function. Open invoices in a period whose history you deleted are not included in the Commissions Report.

You can produce a report with commissions broken down by line items, commissions broken down by invoices, or summary commissions. The line-item detail report shows the price, profit, and commission for each line item. The invoice detail report shows the total price, profit, and commission for each invoice. The sales rep summary report shows only the totals for each sales rep.

If a sales rep's commission is based on paid invoices, commissions are calculated only on the portion of sales that has been paid for open invoice customers and balance forward customers. (See page 3-16 for an explanation of how commissions are calculated.)

Commissions Report Screen

Select **Commissions Report** from the Open Invoices menu. The function screen appears.

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                       ──── Commissions Report ────

              Pick Sales Rep From    DMM
                          Thru    PRT
              Invoice Date From    01/01/1999
                          Thru    12/31/1999


              Print:
                  1.  Line Item Detail
                  2.  Invoice Detail
                  3.  Sales Rep Summary
                  1




      Output device -   (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry

1. Enter the range of sales reps whose commissions you want in the report.

2. Enter the range of dates of the invoices to be taken into account in the report.

3. Select the type of detail you want in the report.

4. Select the output device.

A sample Commissions Report is at the end of this section.

After the report is produced, the Open Invoices menu appears.

Commissions Report

06/02/1999   Builders Supply   Page 1
2:42 PM   Commissions Report   Line Item Detail
                                    Thru 06/02/1999

Sales Rep: DMM   Employee ID: MEN001
Name: Donna M Mendelsohn

Cust. ID	Inv. No.	Date	Inventory ID	Description	Extended Price	Profit	Percent	Commission
TEN001	5061	06/08/1990	100	ELECTRICAL PACKAGE	42000.00	21956.16	0.0	
TEN001	5061	06/08/1990	150	PLUMBING PACKAGE	28599.80	10449.20	0.0	
TEN001	5061	06/08/1990	300	INTERIOR DOOR	4995.00	2769.00	0.0	
TEN001	5061	06/08/1990	350	ENTRY DOOR	16798.50	9988.80	0.0	
TEN001	5061	06/08/1990	450	SLIDE BY WINDOW 24"	7993.20	4770.40	0.0	
TEN001	5061	06/08/1990	600	STANDARD WINDOW 24"	5599.60	3179.00	0.0	
TEN001	5061	06/08/1990	610	STANDARD WINDOW 30"	7413.12	4523.92	0.0	
TEN001	5061	06/08/1990	700	CABINETS	21536.12	9477.92	0.0	
TEN001	5061	06/25/1990		PAYMENT RECEIVED	127946.79-			
TEN001	5061	07/31/1990		PAYMENT RECEIVED	6988.55-			
TEN001	5061	06/08/1990		Invoice Total	134935.34	67114.40	0.0	.00
TEN001	6071	07/08/1990	100	ELECTRICAL PACKAGE	22000.00			
TEN001	6071	07/08/1990	150	PLUMBING PACKAGE	14299.90			
TEN001	6071	07/08/1990	400	INTERIOR MATERIALS	16195.80			
TEN001	6071	07/08/1990	450	SLIDE BY WINDOW 24"	7993.20			
TEN001	6071	07/08/1990	460	SLIDE BY WINDOW 30"	4250.00			
TEN001	6071	07/08/1990	600	STANDARD WINDOW 24"	5599.60			
TEN001	6071	07/08/1990	610	STANDARD WINDOW 30"	22080.24			
TEN001	6071	07/31/1990		PAYMENT RECEIVED	89480.69-			
TEN001	6071	08/15/1990		PAYMENT RECEIVED	2938.05-			
TEN001	6071	07/08/1990		Invoice Total	92418.74	50134.32	0.0	.00
CASHES	6062	06/08/1990	650	STEEL SUPPORTS	125939.65			
CASHES	6062	06/08/1990		Totals Record	7556.38			
CASHES	6062	06/08/1990		Invoice Total	125939.65	41875.45	0.0	.00
GRE001	6705	12/03/1990	350	ENTRY DOOR	600.00			
GRE001	6705	12/03/1990		Invoice Total	600.00	146.02	0.0	.00

Sales Rep Prt Total Based on   5.250% of Net Sales   /Booked Sales   278867.70   117888.89   .00

History Reports 9

Introduction

The history reports get information from the ARHIxxx and ARHSxxx (Detail and Summary History) files. Each report serves as a reference for activity after you post; together they provide a source of data you can use to complete an audit trail.

AR Analysis Report

The AR Analysis Report provides an analysis of your company's outstanding receivables. The report has three parts. Each part compares the receivables of a period you specify with those of a previous period, the previous three periods, and the same period of the previous year.

The first section of the report shows the total sales and a breakdown of sales into aging buckets and the number of days sales were outstanding. The second section shows a composite of receivables that are outstanding for more than 30, 60, 90, and 120 days. The third section shows the average invoice amount, number of day sales were outstanding, number of invoices you sent to customers, and number of payments you received from customers.

The system reads backwards through the ARHSxxx (Summary History) file to find data for the previous periods. If you did not do period-end maintenance for a period, the data will be inaccurate for that period.

You cannot produce this report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the ARPDxxx table.

AR Analysis Report Screen

Select **AR Analysis Report** from the History Reports menu. This screen appears.

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                    ─── AR Analysis Report ───


              Report Period/Year    12/1999


                   Days in Period  30

















          Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

1. Accept the current period and fiscal year that are displayed from the ARPDxxx table, or enter a different period or fiscal year.

2. Enter the number of days that have gone by in the reporting period you entered. All other periods use 30 days as an average. The number you enter is used to calculate the number of days that sales are outstanding.

3. Select the output device.

A sample AR Analysis Report is at the end of this section. The system inserts the periods in the report. An asterisk (*) in the report indicates that no summary history is available for that period or it is insufficient for a range of periods. In the first section of the report, finance charges are included in the Total AR column but not in the individual aging columns. The amounts in the second section are a composite of all receivables that are outstanding for more than 30, 60, 90, and 120 days.

After the report is produced, the History Reports menu appears.

AR Analysis Report

08/30/1999
8:01 AM

Builders Supply
AR Analysis
Period 12 - 1999

Page 1

ACCOUNTS RECEIVABLE BALANCE

	Current	31-60	61-90	91-120	Over 120	Total AR	Days Sales Outstanding
Period 12	41246.98	.00	300.00	.00	19512.78	61059.76	5.42
3-Period Avg	27226.49	1956.81	501.92	566.67	7504.26	37756.15	4.22
Prior Period	40432.50	4570.43	.00	1700.00	1500.00	48202.93	5.98
Last Year Period 12	.00	24311.00	.00	.00	.00	24311.00	1.16

	Over 30		Over 60		Over 90		Over 120	
	Total Amt	Pct/Tot	Total Amt	Pct/Tot	Total Amt	Pct/Tot	Total Amt	Pct/Tot
Period 12	19812.78	32.45	19812.78	32.45	19512.78	31.96	19512.78	31.96
3-Period Avg	10529.66	27.89	8572.85	22.71	8070.93	21.38	7504.26	19.88
Prior Period	7770.43	16.12	3200.00	6.64	3200.00	6.64	1500.00	3.11
Last Year Period 12	24311.00	100.00	.00	.00	.00	.00	.00	.00

	Period 12 Amount	3-Period Avg Amount	Pct	Prior Period Amount	Pct	Same Period Last Yr Amount	Pct
Average Invoice	10899.06	14380.78	131.95	20162.13	184.99	104910.08	962.56
Average Days to Pay	30.73	26.28	85.52	20.44	66.51	50.43	164.11
Days Sales Outstanding	5.42	4.22	77.86	5.98	110.33	1.16	21.40
Number of Invoices	31	19	60.23	12	38.71	6	19.35
Number of Payments	30	20	67.77	16	53.33	14	46.67

End of Report

Sales Analysis Report

The Sales Analysis Report provides an analysis of your company's sales based on a reporting period you specify and of the last fiscal year's trends by period.

The report has two parts. The first part shows the current and previous years' sales, COGS, gross profit, number of invoices, and average invoice amounts for the reporting period, quarter, and year. The second part of the report shows the sales, COGS, gross profit, average invoice amount, and number of invoices for the reporting period and the previous 12 periods.

You cannot produce the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the ARPDxxx table.

The system reads backwards through the ARHSxxx (Summary History) file to find data for the previous period. If you did not do period-end maintenance for a period, the data will be inaccurate for that period.

Sales Analysis Report Screen

Select **Sales Analysis Report** from the History Reports menu. The function screen appears.
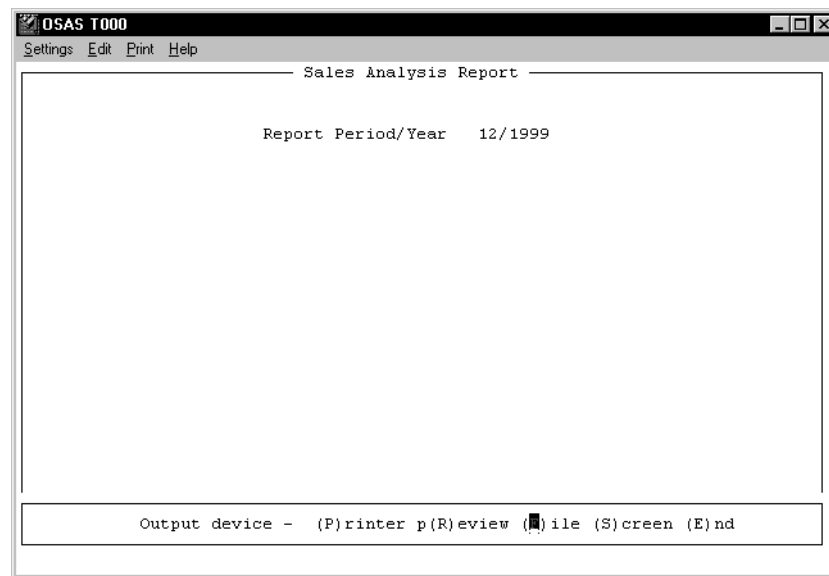
```
┌─ OSAS T000 ──────────────────────────────────────────── _ □ ☒ ┐
│ Settings  Edit  Print  Help                                    │
│ ┌──────────────────── Sales Analysis Report ─────────────────┐ │
│ │                                                            │ │
│ │                                                            │ │
│ │             Report Period/Year    12/1999                  │ │
│ │                                                            │ │
│ │                                                            │ │
│ │                                                            │ │
│ │                                                            │ │
│ │                                                            │ │
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│ │                                                            │ │
│ │                                                            │ │
│ │ ┌────────────────────────────────────────────────────────┐ │ │
│ │ │ Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd │ │
│ │ └────────────────────────────────────────────────────────┘ │ │
│ └────────────────────────────────────────────────────────────┘ │
└────────────────────────────────────────────────────────────────┘
```

1. Accept the current period and fiscal year that are displayed from the ARPDxxx table, or enter a different period or fiscal year.

2. Select the output device.

A sample Sales Analysis Report is at the end of this section. An asterisk (*) in the report indicates that no summary history is available for that period or i insufficient for a range of periods.

After the report is produced, the History Report menu appears.

Sales Analysis Report

```
08/30/1999                          Builders Supply                                  Page   1
8:15 AM                             Sales Analysis
                                    Period 12 - 1999
```

	Current Year			Last Year		
	Current Period	Quarter-to-Date	Year-to-Date	Current Period	Quarter-to-Date	Year-to-Date
Sales	337870.92	805467.64	3197924.64	629460.50	2157191.82	4924274.67 *
COGS	192228.87	453525.12	1926040.77	330664.78	1057153.44	2672956.86 *
Gross Profit	145642.05	351942.52	1271883.87	298795.72	1100038.38	2251317.81 *
Average Invoice	10899.06	48418.97	804153.56	104910.08	486842.92	786458.14 *
Number of Invoices	31	56	93	6	14	47*

12-Month Trend

Periods	Sales Amount	Sales Pct/Curr	COGS Amount	COGS Pct/Curr	Gross Profit Amount	Gross Profit Pct/Curr	Average Invoice Amount	Average Invoice Pct/Curr	No. of Invoices- Amount	No. of Invoices Pct/Curr
Current	337870.92	100.00	192228.87	100.00	145642.05	100.00	10899.06	100.00	31	100.00
Back 1	241945.54	71.61	95372.86	49.61	146572.68	100.64	20162.13	184.99	12	38.71
Back 2	225651.18	66.79	165923.39	86.32	59727.79	41.01	17357.78	159.26	13	41.94
Back 3	112527.63	33.30	63882.08	33.23	48645.55	33.40	10229.78	93.86	11	35.48
Back 4	256817.85	76.01	186035.15	96.78	70782.70	48.60	51363.57	471.27	5	16.13
Back 5	308178.24	91.21	124723.77	64.88	183454.47	125.96	102726.08	942.52	3	9.68
Back 6	299856.31	88.75	177374.16	92.27	122482.15	84.10	99952.10	917.07	3	9.68
Back 7	254595.15	75.35	174843.70	90.96	79751.45	54.76	127297.58	999.99	2	6.45
Back 8	296111.36	87.64	131738.89	68.53	164372.47	112.86	98703.79	905.62	3	9.68
Back 9	314730.26	93.15	277489.55	144.35	37240.71	25.57	104910.09	962.56	3	9.68
Back 10	277698.63	82.19	153437.29	79.82	124261.34	85.32	92566.21	849.30	3	9.68
Back 11	271941.57	80.49	182991.06	95.19	88950.51	61.07	67985.39	623.77	4	12.90
Back 12	629460.50	186.30	330664.78	172.02	298795.72	205.16	104910.08	962.56	6	19.35

End of Report

Detail History Report

Print the Detail History Report to find out which items are being sold most, which customers are buying most frequently, what each customer is buying, what each sales rep is or is not selling, when items are being sold, and how much each item is being sold for.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Detail History Report Screen

Select **Detail History Report** from the History Reports menu. The function screen appears.

```
OSAS T000                                                            _ □ ✕
Settings  Edit  Print  Help
                           ──── Detail History Report ────

   Pick Customer ID     From  ACE001              Print By:
                        Thru  VIS001                 1.  Customer ID
         Sales Rep 1    From  DMM                     2.  Sales Rep ID
                        Thru  PRT                     3.  Job or Inventory No
         Job or Item No From  100                     4.  Sls Cat
                        Thru  200                     1
         Sls Cat        From
                        Thru
         Invoice Date   From                       Select:
                        Thru                          Invoice Line Items  YES
         Invoice Number From                          Payments            YES
                        Thru                          Sales Tax           YES
                                                      Freight Charges     YES
         1.  Full detail                              Misc Charges        YES
         2.  Summary only                             Finance Charges     YES
         1                                            Addl. Descriptions  YES
         1.  Quantity in base units
         2.  Quantity in selling units
         1

            Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry   1. Enter the range of customers you want in the report (A6).

Inquiry   2. Enter the range of sales reps you want in the report (A3).

Inquiry

3. Enter the range of associated job or item numbers whose invoice information you want in the report (A20).

Inquiry

4. Enter the range of associated sales categories whose invoice information you want in the report (A2).

5. Enter the range of dates of the invoices you want in the report.

6. Enter the range of invoices you want in the report.

7. Select the amount of detail you want in the report.

8. Select the type of units you want the report to reflect.

9. Select the option by which to organize the report.

10. If you want the report to include invoice line items, enter **Y**; if not, enter **N**.

11. If you want the report to include payment information, enter **Y**; if not, enter **N**.

12. If you want the report to include sales taxes, enter **Y**; if not, enter **N**.

13. If you want the report to include freight charges, enter **Y**; if not, enter **N**.

14. If you want to include miscellaneous charges, enter **Y**; if not, enter **N**.

15. If you want the report to include finance charges, enter **Y**; if not, enter **N**.

16. If you want the report to include additional descriptions, enter **Y**; if not, enter **N**. You can enter Y only if you elected to use additional descriptions in the Resource Manager Options and Interfaces function.

17. Select the output device.

A sample Detail History Report is at the end of this section. The profit on each sale is shown as a dollar amount in the Profit column and as a percent in the % column.

After the report is produced, the History Reports menu appears.

Detail History Report

```
09/30/1999                                    Builders Supply                                              PAGE    1
9:37 AM                                    Detail History Report
                                              By Customer ID
```

Cust ID	Rep. 1 2	Description	Loc./ Chk. # Cat.	Sls. Invoice Number	Invoice Date	Quantity	Units	Cost/ Discount	Sales/ Check Amount	Profit	%
ACE001	GPD	100 Electrical Package	NNN0001 P1	12670001	07/14/94	515.0000	PKG	178313.60	185774.66	7461.06	4.0
ACE001	GPD	150 Plumbing Package	NNN0001 P1	12670001	07/14/94	75.0000	PKG	66222.75	71467.99	5245.24	7.3
ACE001	GPD	Miscellaneous Charges	NNN0001	12670001	07/14/94	230.0000		34500.00	86078.05	51578.05	59.9
ACE001	GPD	300 Miscellaneous Charge	NNN0001 D1	12670001	07/14/94	240.0000	EA	4773.60	5546.52	772.92	13.9
ACE001	GPD	350 Interior Door	NNN0001 D1	12670001	07/14/94	35.0000	EA	7299.25	8341.88	1042.63	12.5
ACE001	GPD	400 Entry Door	NNN0001 P1	12670001	07/14/94	75.0000	PKG	63062.25	67379.29	4317.04	6.4
ACE001	GPD	450 Interior Materials	NNN0001 W1	12670001	07/14/94	50.0000	EA	7600.00	8133.83	533.83	6.6
ACE001	GPD	460 Slide by Window 24" x 40"	NNN0001 W2	12670001	07/14/94	70.0000	EA	12140.80	12494.27	353.47	2.8
ACE001	GPD	550 Slide by Window 30" X 40"	NNN0001 P1	12670001	07/14/94	50.0000	PKG	50083.50	54395.25	4311.75	7.9
ACE001	GPD	600 Millwork Package	NNN0001 W1	12670001	07/14/94	145.0000	EA	17007.05	18426.82	1419.77	7.7
ACE001	GPD	610 Standard Window 24" X 40"	NNN0001 W2	12670001	07/14/94	83.0000	EA	11372.66	12589.69	1217.03	9.7
ACE001		PAYMENT RECEIVED	2461	12670001	08/27/94	.00		.00	530628.25		
ACE001	GPD	100 Electrical Package	NNN0001 P1	12670010	08/17/94	75.0000	PKG	26104.37	27054.56	950.19	3.5
ACE001	GPD	400 Interior Materials	NNN0001 P1	12670010	08/17/94	25.0000	PKG	21020.75	22459.76	1439.01	6.4
ACE001	GPD	450 Slide by Window 24" x 40"	NNN0001 W1	12670010	08/17/94	10.0000	EA	1520.00	1626.77	106.77	6.6
ACE001	GPD	460 Slide by Window 30" X 40"	NNN0001 W2	12670010	08/17/94	35.0000	EA	6070.40	6247.13	176.73	2.8
ACE001		PAYMENT RECEIVED	2781	12670010	09/27/94			17496.07	57388.22		
ACE001	GPD	100 Electrical Package	NNN0001 P1	12670013	09/02/94	50.0000	PKG	17496.07	18036.38	540.31	3.0
ACE001	GPD	150 Plumbing Package	NNN0001 P1	12670013	09/02/94	50.0000	PKG	44148.50	47645.33	3496.83	7.3
ACE001	GPD	450 Slide by Window 24" x 40"	NNN0001 W1	12670013	09/02/94	5.0000	EA	760.00	813.38	53.38	6.6
ACE001	GPD	460 Slide by Window 30" X 40"	NNN0001 W2	12670013	09/02/94	10.0000	EA	1734.40	1784.90	50.50	2.8
ACE001	GPD	600 Standard Window 24" X 40"	NNN0001 W1	12670013	09/02/94	10.0000	EA	1172.90	1270.82	97.92	7.7

Customer Sales Report

The Customer Sales Report shows how much money you are making from your customers, the gross profit you made on the sales, the average invoice amounts, and the number of invoices. You can list only customer sales history, or you can include item and job history. If you elect to include item and job history, the report shows the quantities sold.

You cannot print the report if you did not elect to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the ARPDxxx table.

Customer Sales Report Screen

Select **Customer Sales Report** from the History Reports menu. The function screen appears.

```
OSAS T000                                                      _ □ X
Settings  Edit  Print  Help
                     ──── Customer Sales Report ────

              Pick Customer ID      From   ACE001
                                    Thru   VIS001
                   Customer Class   From
                                    Thru
                   Sales Rep        From   DMM
                                    Thru   PRT

                   Print By:
                      1. Customer ID
                      2. Customer Name
                      3. Customer Class
                      4. Sales Rep
                      1

              Print Item/Job History?   YES

               Report Period/Year  12/1999


         Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```
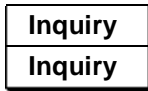
Inquiry

1. Enter the range of customers you want in the report (A6).

| Inquiry |
| Inquiry |
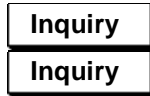
2. Enter the range of customer classes you want in the report (A6).

3. Enter the range of sales reps whose associated customers you want in the report (A3).

4. Select the option by which to organize the report.

5. If you want to include history for items and jobs, enter **Y**; if not, enter **N**.

6. Accept the current period and fiscal year that are displayed from the ARPDxxx table, or enter a different period or fiscal year.

A sample Customer Sales Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Customer Sales Report

08/30/1999 8:16 AM			Builders Supply — Customer Sales with Job/Item Detail for Period 12/1999 — By Customer ID						Page 1	
Customer / Item Number	---Quantity Sold--- Quantity	Units	--- Sales --- Amount	Pct/Tot	--- Gross Profit --- Amount	Pct/Tot	-- Average Invoice --- Amount	Pct/Tot	- No of Invoices - Amount	Pct/Tot
ACE001 ACE BUILDERS			32050.44-	9.49-	14967.22-	10.28-	6410.09-	58.81-	5	16.13
100	1.00		100.00	.31-	50.00	.33-	100.00	1.56-	1	20.00
150	27.00	PKG	9902.12	30.90-	2647.48-	17.69	3300.71	51.49-	3	60.00
200	10.00	PKG	4904.30-	15.30	3829.00-	25.58	.00	.00		.00
300	9.00-	PKG	23143.56-	72.21	8110.68-	54.19	.00	.00		.00
350	43.00-	EA	1301.73-	4.06	1355.69-	9.06	1301.73-	20.31	1	20.00
400	.00	EA	.02-	.00	.02-	.00	.00	.00		.00
450	10.00-	PKG	8913.00-	27.81	356.90-	2.38	8913.00-	139.05	1-	20.00-
460	15.00-	EA	3816.45-	11.91	1554.60-	10.39	.00	.00		.00
500	10.00	EA	2786.40	8.69-	1021.70	6.83-	2786.40	43.47-	1	20.00
550	5.00-	PKG	5059.80-	15.79	120.70	.81-	.00	.00		.00
600	5.00	EA	2299.90	7.18-	1694.75	11.32-	2299.90	35.88-	1	20.00
Total Items/Jobs			32050.44-	100.00	14967.22-	100.00	1727.72-	26.95		
SUN001 SUNSHINE HOMES, INC.			58722.91	17.38	21414.34	14.70	14680.73	134.70	4	12.90
100	25.00	PKG	11500.00	19.58	2911.25	13.59	11500.00	78.33	1	25.00
200	15.00	PKG	40485.00	68.94	15430.20	72.06	40485.00	275.77	1	25.00
450	10.00	EA	3996.60	6.81	2385.20	11.14	3996.60	27.22	1	25.00
460	10.00	EA	2000.00	3.41	235.30	1.10	2000.00	13.62	1	25.00
610	2.00	EA	741.31	1.26	452.39	2.11	741.31	5.05	1	25.00
Total Items/Jobs			58722.91	100.00	21414.34	100.00	58722.91	400.00		
TEN001 TENNESSEE SHELTERS, INC.			44684.00	13.23	16931.53	11.63	14894.67	136.66	3	9.68
200	13.00	PKG	35087.00	78.52	13372.84	78.98	17543.50	117.78	2	66.67
250	3.00	CS	7497.00	16.78	3468.39	20.48	3748.50	25.17	2	66.67
700	2.00	SET	2100.00	4.70	90.30	.53	2100.00	14.10	1	33.33
Total Items/Jobs			44684.00	100.00	16931.53	100.00	23392.00	157.05		
VIS001 VISA			.00	.00	.00	.00	.00	.00		.00
Total Items/Jobs			.00	.00	.00	.00	.00	.00		.00
Total Items/Jobs			.00	.00	.00	.00	.00	.00		.00

Customer Activity Report

The Customer Activity Report shows who your top customers are. The customer are listed in descending order of sales: the customer who bought the most is listed first and the customer who bought the least is listed last.

If you organize the report by customer ID, the report shows only grand totals. If you organize the report by customer class, the report shows subtotals for each class in addition to grand totals. If you list the customers by sales rep ID, the report shows subtotals for each sales rep in addition to grand totals.

You cannot produce the report if you did not elect not to keep summary history in the Resource Manager Options and Interfaces function, if the reporting period you specify has no summary history, or if you did not build the ARPDxxx table.

Customer Activity Report Screen

Select **Customer Activity Report** from the History Reports menu. The function screen appears.

```
OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help
                        ── Customer Activity Report ──

                 Pick Customer ID     From   ACE001
                                      Thru   VIS001
                         Customer Class From
                                        Thru
                 Sales Rep            From   DMM
                                      Thru   PRT

                 Print By:
                    1. Customer ID
                    2. Customer Class
                    3. Sales Rep
                    1

                 Report Period/Year   12/1999



         Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```
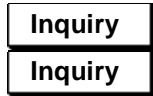
Inquiry 1. Enter the range of customers you want in the report (A6).

Inquiry 2. Enter the range of customer classes you want in the report (A6).

Inquiry 3. Enter the range of sales reps you want in the report (A3).

4. Select the option by which to organize the report.

5. Accept the current period and fiscal year that are displayed from the ARPDxxx table, or enter a different period or fiscal year.

6. Select the output device.

A sample Customer Activity Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Customer Activity Report

08/30/1999 8:16 AM								Builders Supply Customer Activity for Period 12/1999 By Customer ID							Page 1

Cust ID	Customer Name	------- Sales -------		--- Gross Profit -----		-- Average Invoice ---		- No of Invoices -
		Amount	Pct/Tot	Amount	Pct/Tot	Amount	Pct/Tot	Amount Pct/Tot
KAN001	KANSAS CITY GEODESIC HOMES	94166.76	27.87	38690.69	26.57	23541.69	216.00	4 12.90
SUN001	SUNSHINE HOMES, INC.	58722.91	17.38	21414.34	14.70	14680.73	134.70	4 12.90
CASHCA	CASH SALES-OAKLAND, CA	55595.54	16.45	21041.52	14.45	27797.77	255.05	2 6.45
TEN001	TENNESSEE SHELTERS, INC.	44684.00	13.23	16931.53	11.63	14894.67	136.66	3 9.68
LOS001	LOS ANGELES CONSTRUCTION CO.	32759.14	9.70	1724.71	1.18	8189.79	75.14	4 12.90
DAL001	DALLAS-FT WORTH DOME HOMES	20395.09	6.04	10878.04	7.47	6798.36	62.38	3 9.68
GRE001	GREATER NEW YORK DOMES, INC.	20038.10	5.93	11460.54	7.87	6679.37	61.28	3 9.68
CASHTX	CASH SALES-DALLAS, TX	6944.50	2.06	3855.80	2.65	.00	.00	.00
CASHPS	CASH SALES-DALLAS, TX	1000.00	.30	41.36	.03	1000.00	9.18	1 3.23
CASHMN	CASH SALES-MINNEAPOLIS	800.00	.24	77.70	.05	800.00	7.34	1 3.23
CASHMD	CASH SALES-BALTIMORE, MD	400.00	.12	77.72	.05	400.00	3.67	1 3.23
ACE001	ACE BUILDERS	32050.44-	9.49-	14967.22-	10.28-	6410.09-	58.81-	5 16.13
	GRAND TOTALS	303455.60	89.81	111226.73	76.37	9788.89	89.81	31 100.00

End of Report

Summary Invoice History

Use the Summary Invoice History function to produce a report that summarizes detail invoice history.

Summary Invoice History Screen

Select **Summary Invoice History** from the History Reports menu. The function screen appears.

```
OSAS T000                                                        _ □ ✕
Settings  Edit  Print  Help
                        ─── Summary Invoice History ───

     Pick Customer ID  From ACE001              Sort By:
                       Thru VIS001               1. Cust/Invoice
          Invoice No   From                      2. Invoice Date
                       Thru                      3. Sales Rep 1
          Invoice Date From                      4. Sales Rep 2
                       Thru                      1
          Sales Rep 1  From DMM
                       Thru PRT
          Sales Rep 2  From GPD
                       Thru JAH




           Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry   1. Enter the range of customers you want in the report (A6).

2. Enter the range of invoice numbers you want in the report (A8).

3. Enter the range of invoice dates you want in the report.

Inquiry   4. Enter the range of sales reps you want in the report (A3).

5. Select the option by which to organize the report.

6. Select the output device.

A sample Summary Invoice History Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Summary Invoice History Report

Builders Supply
Summary Invoice History
Sort by Customer ID

| Cust ID Invoice Inv. Date Rep 1 Rep 2 Order No. Ship To | Subtotal | Sales Tax | Freight | Misc | Total |
| Cust Name | | | | | |
P.O. Number					
CB001 12670001 07/14/1994 CPD 000000 000000	530628.25	.00	.00	.00	530628.25
CB BUILDERS					
CB001 12670010 08/17/1994 CPD 47581471 000000 000000	57388.22	.00	.00	.00	57388.22
CB BUILDERS					
CB001 12670013 09/02/1994 CPD 47582141 000000 000000	101131.41	.00	.00	.00	101131.41
CB BUILDERS					
CB001 12670015 10/04/1994 CPD 47582668 000000 000000	79768.75	.00	.00	.00	79768.75
CB BUILDERS					
CB001 12670016 11/03/1994 CPD 47583201 000000 000000	67213.41	.00	.00	.00	67213.41
CB BUILDERS					
CB001 12670018 12/03/1994 CPD 47583973 000000 000000	62147.47	.00	.00	.00	62147.47
CB BUILDERS					
CB001 12670021 01/26/1999 CPD 47584497 000000 000000	64598.71	.00	.00	.00	64598.71
CB BUILDERS					
CB001 12670025 02/05/1999 CPD 47585210 000000 000000	111644.07	.00	.00	.00	111644.07
CB BUILDERS					
CB001 12670027 03/02/1999 CPD 47586001 000000 000000	288828.44	.00	.00	.00	288828.44
CB BUILDERS					
CB001 12670030 04/03/1999 CPD 47586487 000000 000000	14429.10	.00	.00	.00	14429.10
CB BUILDERS					
CB001 12670032 05/03/1999 CPD 47586977 000000 000000	166661.08	.00	.00	.00	166661.08
CB BUILDERS					
CB001 12670035 06/21/1999 CPD 47587572 000000 000000	83718.08	.00	.00	.00	83718.08
CB BUILDERS					
CB001 12670038 07/18/1999 CPD 47588241 000000 000000	83718.08	.00	.00	.00	83718.08
CB BUILDERS					
CB001 12670041 08/09/1999 CPD 47588791 000000 000000	67470.70	.00	.00	.00	67470.70
CB BUILDERS					
CB001 12670046 09/05/1999 CPD 47589602 000000 000000	74619.56	.00	.00	.00	74619.56
CB BUILDERS					
CB001 12670054 10/17/1999 CPD 47590012 000000 000000	154642.54	.00	.00	.00	154642.54
CB BUILDERS					
CB001 12670064 11/24/1999 CPD 47590662 000000 000000	35467.99	.00	.00	.00	35467.99
CB BUILDERS					
CB001 12670074 12/21/1999 CPD 47591211 000000 000000	21722.07	.00	.00	.00	21722.07
CB BUILDERS					
CB001 24889003 07/11/1994 CPD 47591774 00000003 000000	276013.92	.00	.00	.00	276013.92
CB BUILDERS					
CB001 24889014 12/17/1994 CPD 47581471 00000001 000000	49288.20	.00	.00	.00	49288.20
CB BUILDERS					
CB001 24889022 09/03/1999 CPD 47584498 00000001 000000	492882.00	.00	.00	.00	492882.00
CB BUILDERS					

Promotional Analysis Report

The Promotional Analysis Report shows a comparison of promotional pricing with other types of pricing.

You can produce this report only if Accounts Receivable is interfaced with Inventory, where the product promotional information is stored.

Promotional Analysis Report Screen

Select **Promotional Analysis Report** from the History Reports menu. The function screen appears.

```
OSAS T000                                                      _ □ X
Settings  Edit  Print  Help
                       ── Promotional Analysis ──

   Pick Promo ID     From YR-END           Sort By:
                     Thru YR-END              1. Item/Location
         Item ID     From 100                 2. Location/Item
                     Thru 200                 3. Customer
      Location ID    From MN0001              4. Sales Rep 1
                     Thru TX0001              5. Sales Rep 2
      Customer ID    From ACE001              6. Sales Category
                     Thru VIS001              1
     Sales Rep 1     From DMM
                     Thru PRT
     Sales Rep 2     From                  Price Comparison to:
                     Thru                     1. List
    Invoice Date From                         2. Minimum
                 Thru                         3. Base
                                              4. Average
                                              5. Current Calculated
                                              1


         Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```


Inquiry   1. Enter the range of promotion IDs you want in the report(A6).

Inquiry   2. Enter the range of items you want in the report (A20).

Inquiry   3. Enter the range of locations you want in the report (A6).

Inquiry

Inquiry

4. Enter the range of customers you want in the report (A6).

5. Enter the range of sales reps you want in the report (A3).

6. Enter the range of invoice dates you want in the report.

7. Select the option by which to organize the report.

8. Select the item you want to compare the promotional pricing to.

9. Select the output device.

A sample Promotional Analysis Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Promotional Analysis Report

Builders Supply
Promotional Analysis

Item Description	Location	Customer	Rep 1 Rep 2	Cat	Units	Inv. Date	Quantity	List Price	Promo Price	Variance	Variance Percent
100 Stove - Almond	CA0001	LOS001	GPD		PKG	12/14/1999	3.0000	1607.97	1355.71	252.26	15.69
Item 100	CA0001 LOS001 Total						3.0000	1607.97	1355.71	252.26	15.69
150 Stove - Almond	CA0001	LOS001	GPD		PKG	12/14/1999	1.0000	1475.59	1251.51	224.08	15.19
Item 150	CA0001 LOS001 Total						4.0000	3083.56	2607.22	476.34	15.45
300 Stove - Almond	CA0001	LOS001	GPD		EA	12/14/1999	83.0000	4979.17	3646.18	1332.99	26.77
Item 300	CA0001 LOS001 Total						87.0000	8062.73	6253.40	1809.33	22.44
400 Stove - Almond	CA0001	LOS001	GPD		PKG	12/14/1999	30.0000	51749.70	38103.08	13646.62	26.37
Item 400	CA0001 LOS001 Total						117.0000	59812.43	44356.48	15455.95	25.84
700 Stove - Almond	CA0001	LOS001	GPD		SET	12/14/1999	2.0000	3144.50	2643.52	500.98	15.93
Item 700	CA0001 Total						119.0000	62956.93	47000.00	15956.93	25.35
350 Stove - Almond	MD0001	GRB001	PRT		EA	12/19/1999	2.0000	1200.18	429.01	771.17	64.25
Item 350	MD0001 GRB001 Total						121.0000	64157.11	47429.01	16728.10	26.07
450 Stove - Almond	MD0001	GRB001	PRT		EA	12/19/1999	35.0000	15393.00	5124.31	10268.69	66.71
Item 450	MD0001 GRB001 Total						156.0000	79550.11	52553.32	26996.79	33.94
460 Stove - Almond	MD0001	GRB001	PRT		EA	12/19/1999	10.0000	4725.00	1606.41	3118.59	66.00
Item 460	MD0001 GRB001 Total						166.0000	84275.11	54159.73	30115.38	35.73
450 Stove - Almond	MD0001	SUN001	PRT		EA	12/12/1999	10.0000	4398.00	3625.63	772.37	17.56
Item 450	MD0001 SUN001 Total						176.0000	88673.11	57785.36	30887.75	34.83
460 Stove - Almond	MD0001	SUN001	PRT		EA	12/12/1999	10.0000	4725.00	3970.62	754.38	15.97

Print History Invoices

Use the Print History Invoices function to select invoices from history and print duplicates.

You cannot produce these invoices if you did not elect to keep detail history in the Resource Manager Options and Interfaces function or purge the ARHIxxx (Detail History) file.

Note

Your original and history invoices may be different, because not all the information from your original invoices is saved in history.

Print History Invoices Screen

Select **Print History Invoices** from the History Reports menu. The function screen appears.

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
                    ─── Print History Invoices ───

            Pick Customer ID From ACE001
                            Thru VIS001
           Invoice Number From
                            Thru
             Invoice Date From
                            Thru

                         Print:
                              1. Invoices
                              2. Credit Memos
                              3. Both
                              3


                    Message for All Invoices:
                    Thank you for your order.
                    Print Additional Descriptions?  YES



            Output device -  (P)rinter p(R)eview (█)ile (E)nd
```

Inquiry

1. Enter the range of customers you want to print invoices or credit memos for (A6).

2. Enter the range of invoice numbers you want to print (A8).

3. Enter the range of invoice dates you want to print.

4. Indicate whether you want to print invoices, credit memos, or both.

5. Accept the displayed message that the system will print on the invoices or credit memos, or change the message.

6. If you want to print additional descriptions, enter **Y**; if not, enter **N**.

7. Select the output device.

A sample invoice and credit memo are on page 9-6 and page 9-7.

After the invoices are printed, a totals log is printed.

Tax Audit Report

The Tax Audit Report shows amounts allocated for as many as five tax levels. This information comes from the transactions posted to the ARHIxxx (Detail History) file.

Produce this report before you delete records or purge history.

You cannot produce the report if you did not elect to keep detail history in the Resource Manager Options and Interfaces function.

Note

This report will process faster if you run the ARCVTHI conversion (page 2-8).

Tax Audit Report Screen

Select **Tax Audit Report** from the History Reports menu. The function screen appears.

```
OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help
                        ── Tax Audit Report ──

              Pick Tax Group    From CA
                                Thru TXHOUS
                  Customer ID   From ACE001
                                Thru VIS001
                  Invoice Date From
                                Thru




              Print Invoice Detail?       YES
              Print Zero Tax Invoices?    NO









        Output device -   (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry

Inquiry

1. Enter the range of tax groups you want in the report (A6).

2. Enter the range of customers you want in the report (A6).

3. Enter the range of invoice dates you want in the report.

4. If you want to print invoice detail, enter **Y**; if not, enter **N**.

5. If you want to print zero-tax invoices, enter **Y**; if not, enter **N**.

6. Select the output device.

A sample Tax Audit Report is at the end of this section.

After the report is produced, the History Reports menu appears.

Tax Audit Report

12/05/1999 1:56 PM			Builders Supply Tax Audit Report					Page 1
Invoice Date	Invoice Number	Customer ID	Invoice Subtotal	Level 1 Tax	Level 2 Tax	Level 3 Tax	Level 4 Tax	Level 5 Tax
Tax Group CAR								
Tax Group CAR TOTAL			.00	.00	.00	.00	.00	.00
Tax Group CAT								
Tax Group CAT TOTAL			.00	.00	.00	.00	.00	.00
Tax Group MDR								
Tax Group MDR TOTAL			.00	.00	.00	.00	.00	.00
Tax Group MNR								
Tax Group MNR TOTAL			.00	.00	.00	.00	.00	.00
Tax Group MNT								
Tax Group MNT TOTAL			.00	.00	.00	.00	.00	.00
Tax Group TXD								
11/15/1999	12670071	CASHPS	8598.20	343.93	.00	.00	.00	.00
12/15/1999	12670082	CASHPS	1719.64	68.79	.00	.00	.00	.00
Tax Group TXD TOTAL			10317.84	412.72	.00	.00	.00	.00
GRAND TOTALS			10317.84	412.72	.00	.00	.00	.00

Periodic Processing | 1

Introduction

Use the Periodic Processing functions to update accounts, remove data from files, and print the Sales Tax Report.

Sales Tax Report

Print the Sales Tax Report at the end of each period for information about how taxes have been allocated for the tax groups you set up. Print the Sales Tax Report before you clear the sales tax in Resource Manager (see the *Resource Manager User's Manual*).

Sales Tax Report Screen

Select **Sales Tax Report** from the Periodic Processing menu. The function screen appears.

```
OSAS T000                                                         _ □ ×
Settings  Edit  Print  Help
                        ─────── Sales Tax Report ───────


                  Pick Tax Authority From
                                     Thru
                         Tax Location  From  CA
                                       Thru  TXHOUS



                         Print By:
                            1.  Tax Location
                            2.  Tax Authority
                            1

                         Print:
                            Sales      YES
                            Purchases  YES




            Output device -   (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry

1. Enter the range of tax authorities you want in the report (A2).

Inquiry

2. Enter the range of tax locations you want in the report (A6).

3. Select the option by which to organize the report.

4. If you want to print sales and purchases, enter **Y**; if not, enter **N**.

5. Select the output device.

A sample Sales Tax Report is at the end of this section.

After the report is produced, the Periodic Processing menu appears.

Sales Tax Report

```
06/02/1999                                    Builders Supply                                              Page   1
2:50 PM                                       Sales Tax Report
                                              By Tax Location

Tax Loc Name                      Level Tax Auth. Tax ID          ------ General Ledger Accounts ------    --- Tax on ---
CAR   California - Resale           1    CA     45-98345923  2038  Tax Liability Tax Expense Refundable    Frt.    Misc.
                                                                                    NO                      NO       NO

Tax   Description   Tax Per.
Class               Ref. Per.       Taxable      Nontaxable      Tax     Calculated   Over/Short   Refundable

00 Consumer Goods  6.000 Sales          .00     632184.13          .00          .00         .00          .00
                    .000 Purchases   118644.12      642.00      7118.65      7118.65         .00          .00
01 Resale Sales    .000 Sales            .00          .00          .00          .00         .00          .00
                    .000 Purchases        .00          .00          .00          .00         .00          .00
02 Exempt Sales    .000 Sales            .00          .00          .00          .00         .00          .00
                    .000 Purchases        .00          .00          .00          .00         .00          .00
03 Ind/Agr Prod.   6.000 Sales            .00     632184.13          .00          .00         .00          .00
                    .000 Purchases     687.10          .00        41.22        41.23       .01-          .00
04 Interstate Comm 8.000 Sales            .00          .00          .00          .00         .00          .00
                    .000 Purchases        .00          .00          .00          .00         .00          .00
05 Motor Vehicles  .000 Sales            .00          .00          .00          .00         .00          .00
                    .000 Purchases        .00          .00          .00          .00         .00          .00
06 Food Products   .000 Sales            .00          .00          .00          .00         .00          .00
                    .000 Purchases        .00          .00          .00          .00         .00          .00
07 Clothing        .000 Sales            .00          .00          .00          .00         .00          .00
                    .000 Purchases        .00          .00          .00          .00         .00          .00
08 Gasoline        .000 Sales            .00          .00          .00          .00         .00          .00
                    .000 Purchases        .00          .00          .00          .00         .00          .00
09 Services        .000 Sales            .00          .00          .00          .00         .00          .00
                    .000 Purchases        .00          .00          .00          .00         .00          .00

TOTAL FOR LOCATION CAR   Sales            .00    1264368.26          .00      7159.88     7159.88-         .00
                         Purchases   119331.22      642.00      7159.87      7159.88       .01-          .00

09 Services        .000 Sales            .00          .00          .00          .00         .00          .00
                    .000 Purchases        .00          .00          .00          .00         .00          .00

TOTAL FOR LOCATION TXI   Sales
                         Purchases

                         Taxable    Nontaxable      Tax     Calculated   Over/Short   Refundable
```

Periodic Maintenance

Use the Periodic Maintenance function to perform maintenance tasks on several files and prepare them for the next processing period, quarter, or year. (You cannot do periodic maintenance until the ARPDxxx table is set up for the company you are doing maintenance for.)

You should do periodic maintenance at the end of each period. If you do not, transactions will be posted to incorrect periods, and the amounts in the aging buckets in the ARCUxxx file for balance forward customers will be wrong.

When you do period-end maintenance, the system does several things:

- accumulates the balance totals in the ARCUxxx (Customer) file for balance forward customers

- ages the figures in the ARCUxxx file in the aging periods

- updates the ARINxxx and ARCUxxx files with newly calculated finance charges

- clears the period-to-date accumulators and updates credit statuses in the ARCUxxx file

- clears the month-to-date gross sales amounts in the ARSRxxx (Sales Rep) file

- clears the month-to-date payments in the ARPYxxx (Payment Methods) file

- posts finance charges to the GLJRxxx (Journal) file if Accounts Receivable is interfaced with General Ledger; you also have the option of clearing the year-to-date finance charges in the ARCUxxx file

- increments the period by 1 in the ARPDxxx table

When you do quarter-end maintenance, the system does a couple of things:

- performs all the period-end task

- clears the quarter-to-date accumulators in the ARPYxxx file and the ARCUxxx file

---

Note

Quarter-end maintenance does all the period-end maintenance tasks, so do quarter-end maintenance only at the end of the quarter.

When you do year-end maintenance, the system does several things:

- performs all the period- and quarter-end tasks

- updates the last-year accumulators and clears the year-to-date accumulators in the ARPYxxx file and the ARCUxxx file

- clears the year-to-date gross sales amounts in the ARSRxxx file

- clears the high balance in the ARCUxxx file if you select the option on the function screen

- increments the current fiscal year by 1 in the ARPDxxx table

---

Note

Year-end maintenance does all the period- and quarter-end maintenance tasks, so do year-end maintenance only at the end of the year.

If you have a multiuser system, make sure that no one else is using the Accounts Receivable system while you are doing periodic maintenance. If you run thi function while someone else is using the ARCUxxx, ARSRxxx, ARINxxx, ARRHxxx, or ARRExxx files, the files will not be updated.

Periodic Maintenance Screen

Select **Periodic Maintenance** from the Periodic Processing menu. The function screen appears.

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
                        ──── Periodic Maintenance ────

   Have You:                           Choose One:
     --Printed Statements?               1.  Period-End Maintenance
     --Printed the Customer Analysis Report?  2.  Quarter-End Maintenance
     --Backed Up Your Data Files?        3.  Year-End Maintenance
      YES                                1




                    Clear:
                      YTD Finance Charges?     YES
                      Customer High Balances?


                    Current Period/Fiscal Year   12/1999




        Output device -   (P)rinter p(R)eview (█)ile (E)nd
```

1. The information in the Customer Analysis Report comes from the ARCUxxx, ARINxxx, and ARSRxxx files. Since the Periodic Maintenance function affects the data in the ARCUxxx file, print the statements (page 8-21) and Customer Analysis Report (page 8-25) and back up your data files before you do period-, quarter-, or year-end maintenance.

    If you have not printed the statements, printed the Customer Analysis Report, and backed up your data files (see the *Resource Manager User's Manual*), enter **N**; you are prompted to return to the Periodic Processing menu. When you have done these things, enter **Y**.

2. Select the type of maintenance you want to do.

3. If you want to clear the year-to-date finance charges in the ARCUxxx file, enter **Y**; if not, enter **N**.

4. If you want to clear the high balances in the ARCUxxx file, enter **Y**; if not, enter **N**.

    You can clear customer high balances only during year-end maintenance.

5. To begin processing, use the **Proceed** (**PgDn**) command and select the output device.

A sample periodic maintenance error log is at the end of this section.

When processing is completed and the log is produced, the Periodic Processing menu appears.

Periodic Maintenance Error Log

```
06/20/1999                              Builders Supply                                    PAGE   1
2:15 PM                               Period-End Error Log

BALANCE IN CUST FILE =     42845.72- IN OPEN INVOICE FILE =     43045.72- FOR CUSTOMER 'ACE001'

TOTAL NEW FINANCE CHARGE POSTED =      18.00  FOR GL PERIOD 9

End of Report
```

Purge Customer Comments
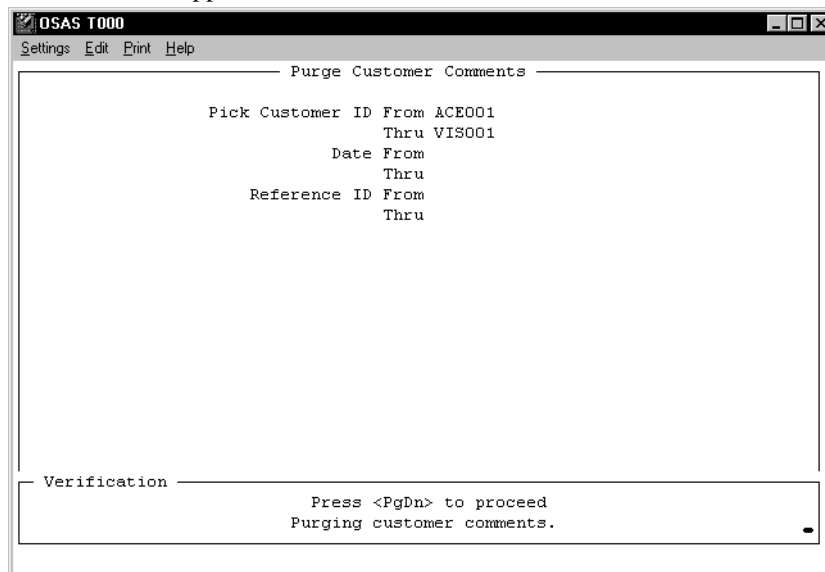
Use the Purge Customer Comments function to delete comments about a customer whose record you no longer need.

Note

Before you purge customer comments, produce the Customer Comments List (page 12-11) and check to make sure that the comments you intend to delete will not be needed later. Then file the list so that you will have a record of the comments.

Purge Customer Comments Screen

Select **Purge Customer Comments** from the Periodic Processing menu. The function screen appears.

```
┌─ OSAS T000 ─────────────────────────────────────────────────── _ □ X ─┐
│ Settings  Edit  Print  Help                                            │
│ ┌──────────────────── Purge Customer Comments ──────────────────────┐ │
│ │                                                                    │ │
│ │               Pick Customer ID From ACE001                         │ │
│ │                               Thru VIS001                          │ │
│ │                         Date From                                  │ │
│ │                              Thru                                  │ │
│ │                  Reference ID From                                 │ │
│ │                              Thru                                  │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │                                                                    │ │
│ │ ┌─ Verification ──────────────────────────────────────────────┐   │ │
│ │ │              Press <PgDn> to proceed                         │   │ │
│ │ │           Purging customer comments.                      ▪ │   │ │
│ └─┴─────────────────────────────────────────────────────────────┴───┘ │
└────────────────────────────────────────────────────────────────────────┘
```

Inquiry

1. Enter the range of customers whose comments you want to purge (A6).

2. Enter the range of dates that the comments you want to purge were recorded.

3. Enter the range of references whose comments you want to purge (A3).

When you are finished making your selections, use the **Proceed** (**PgDn**) command to purge the comments and return to the Periodic Processing menu.

Purge Selected Files

Use the Purge Selected Files function to clear the ARHDxxx (Additional Descriptions), ARHIxxx (Detail History), ARHSxxx (Summary History), and ARRExxx and ARRHxxx (Recurring Entries) files, and paid invoices from the ARINxxx (Open Invoice) file.

Purge Selected Files Screen

Select **Purge Selected Files** from the Periodic Processing menu. The function screen appears.

```
┌─ OSAS T000 ──────────────────────────────────────────── _ □ X ┐
│ Settings  Edit  Print  Help                                    │
│ ┌──────────────────── Purge Selected Files ─────────────────┐  │
│ │                                                           │  │
│ │        Have you backed up your data files?    YES         │  │
│ │                                                           │  │
│ │                                                           │  │
│ │                                                           │  │
│ │        Remove:                                            │  │
│ │           Recurring Entries with Cutoff Dates Before   07/08/1999 │
│ │           Detail History for Invoices Dated Before     07/08/1999 │
│ │           Summary History Before Period/Fiscal Year     7 1999    │
│ │           Paid Invoices with Dates Before              07/08/1999 │
│ │                                                           │  │
│ │                                                           │  │
│ │                                                           │  │
│ ┌─ Verification ──────────────────────────────────────────┐   │
│ │              Press <PgDn> to proceed                    ▪│   │
│ └─────────────────────────────────────────────────────────┘   │
└────────────────────────────────────────────────────────────────┘
```

1. If you have backed up your data files, enter **Y**; if not, enter **N**. If you enter N, you are prompted to exit to the Periodic Processing menu.

2. Enter the date of the recurring entries you want to purge. Recurring entries dated before the date you enter will be purged.

3. Enter the date of the invoices for which you want to purge detail history Detail history for invoices dated before the date you enter will be purged.

4. Enter the period and year of the summary history you want to purge. Summary history before the period and year you enter will be purged.

5. Enter the date of the paid invoices you want to purge. Paid invoices dated before the date you enter will be purged.

To purge the files and return to the Periodic Processing menu, use the **Proceed** (**PgDn**) command.

File Maintenance 11

Customers

Use the Customers function to set up and maintain customer records. You can set up a customer as an open invoice or a balance forward account. For open invoice accounts, you keep detail on invoices and apply payments to specific invoices. For balance forward accounts, you keep detail on invoices for the current month and apply payments to the total balance.

After you set up the customer records, you must create initial (opening) balances for them. The way you create initial balances depends on whether you have open invoice or balance forward accounts or both. See **Initial Balances** (page 3-23) for information about how to enter initial balances.

Customers Header Screen

Select **Customers** from the File Maintenance menu. The header screen appears.

```
 OSAS T000                                                    _ □ ✕
 Settings  Edit  Print  Help
 ┌──────────────────────── Customers ─────────────────────────┐
 │                                                             │
 │   Customer ID    ACE001                                     │
 │   Customer Name  ACE BUILDERS                               │
 │                                                             │
 │                                                             │
 │                                                             │
 │   Do You Want to Add/Change:                                │
 │                                                             │
 │            General Information      YES                      │
 │            Balance Information      YES                      │
 │            History Information      YES                      │
 │            Customer Comments        YES                      │
 │                                                             │
 │                                                             │
 │                                                             │
 │  ┌ Verification ─────────────────────────────────────────┐ │
 │                    Press <PgDn> to proceed              ▄ │
 └─────────────────────────────────────────────────────────────┘
```

.

	Field	**Description**
Inquiry	Customer ID (A6)	Enter the ID of the customer you want to work with.
		To delete the customer record, use the **Delete** (**F3**) command.
		Before you delete a customer record, do periodic maintenance (page 10-7) and make sure that the customer does not have open invoices or a balance in the ARINxxx (Open Invoice) file.
		When you delete a customer record, the customer's comments are not automatically deleted. You must use the Purge Customer Comments function () to delete the comments.
Inquiry	Copy From? (A6)	If you entered a new customer ID, you can copy the class, sales rep, territory, terms code, group code, statement code, customer level, account type, and tax information from an existing customer record. If you frequently use a particular combination of tax codes, distribution codes, and other information, set them up with the customer name *Default*. When you enter a new customer that uses the same information, you can copy from the *Default* customer.
		Enter the ID of the customer whose record you want to copy.
	Customer Name	If you entered an existing ID in the Customer ID field, the customer's name appears; if not, the field is skipped.
	Do You Want to Add/ Change	The Customers function has four subscreens:
		• General Information
		• Balance Information
		• History Information

Field	Description
	• Customer Comments

If you want to enter or change information on a subscreen, enter **Y** and turn to the appropriate screen below; if not, enter **N**.

When you add customers, you must enter general information.

General Information

If you elected to add or change general customer information, the following screen appears:

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
                           ─ General Information ─
Cust ID    ACE001
Name       ACE BUILDERS                    Group Code    0
Address 1  1588 SE 31ST STREET             Stmt/Inv Code Both
Address 2                                  Cust Level    ACE001
Address 3                                  Acct Type     Open Invoice
City/State PADUCAH          KY             Distrib Code  01
Zip Code   28655-7865   Country US
Ship Zone  01
Attention  ACCOUNTS PAYABLE
Phone/Fax  (505)555-1646 (502)555-1566     Fin Charge?   YES
Contact    BRIAN                           Credit Limit        315000
Class      WHSL                            Credit Hold?  NO
Sales Rep  GPD Garry P. Deacon             Partial Ship? YES
Territory  MIDATL
Terms Code 2PCT   2/10,n/30     Reg
            2.0%  10 DAYS  NET  30
                                           Tax Group MN      Minnesota
Pymt Method CHK Check                      Taxable?  NO
Card No                        Exp         Exempt ID
Name
  ─ Verification ─
                      Press <PgDn> to proceed                          ▄
```

Field	Description
Cust ID	The customer ID from the header screen is displayed.
Name (A30)	Enter the customer's name.

Inquiry

Field	**Description**
Address 1/Address 2/ Address 3 (A30 each)	Enter the customer's address.
City/State/Zip Code (A15/A2/A12)	Enter the customer's city, state, and zip code. (a five-digit zip code or a nine-digit zip code with the hyphen). You can leave any of the three fields blank.
Inquiry Country (A2)	Enter the customer's country code, or leave this field blank. If you enter a country code, it must be among the valid codes entered in Resource Manager (see the *Resource Manager User's Manual*).
Ship Zone (A2)	Enter the customer's ship zone. This field is for reference only
Attention (A25)	Enter the name of the person or department you send invoices or statements to. This name is printed on invoices, statements, and mailing labels.
Phone/Fax	Enter the customer's phone number; do not enter parentheses and a hyphen. Then enter the customer's fax number; do not enter parentheses and a hyphen.
Contact (A25)	Enter the name of the person you usually contact about billing questions or invoice payments.
Class (A5)	Enter the class the customer belongs to, or press **Enter** to skip this field.
Inquiry Sales Rep (A3)	Enter the ID of the sales rep who usually sells to the customer, or press **Enter** to skip this field. If you enter an existing ID, the name of the sales rep appears.
Territory (A6)	Enter the territory the customer is in, or press **Enter** to skip this field.
Inquiry **Maint** Terms Code (A6)	Terms codes describe the terms of the customer's payment.

Field	**Description**
	Enter the customer's payment terms code. If you use the **Maintenance** (**F6**) command, the Terms function is temporarily called up. After you enter the terms code, the terms percentage, days, and net due days appear.
Inquiry **Maint** Pymt Method (A3)	Enter the customer's usual method of payment. If you use the **Maintenance** (**F6**) command, the Payment Methods function is temporarily called up. After you enter the payment method code, the pay type and applicable information appears.
Card No/Exp/Name (A20/date/A30)	If the customer pays with a credit card, enter the card number, expiration date, and name of the card. If the customer does not pay with a credit card, press **Enter** to skip these fields.
Group Code (0–9 or C)	The group code is used in the Recurring Entries function to identify groups of customers that have the same periodic billing requirements. Enter the code of the group the customer belongs to. Enter **C** for a credit card customer and see page 3-17.
	If Accounts Receivable is interfaced with Time Billing, enter a bill format code (1–7). The number appears in Time Billing when you add a job for the client and ensures that the client's invoices are printed in a consistent manner.
Stmt/Inv Code	Enter **I** if you want to send the customer only invoices, **S** if you want to send only statements, **B** if you want to send both invoices and statements, or **N** if do not want to send either invoices or statements. For a customer that pays cash, enter **N**.
	Even if you do not send statements, you should produce statements to keep a proper audit trail.
Inquiry Cust Level (A6)	Enter the level assigned to the customer, or press **Enter** to skip this field. (If Accounts Receivable is interfaced with Inventory, the **Inquiry** command is available.)

Field	Description
Acct Type	In an open invoice account you track and apply payments to specific invoices. In a balance forward account you track and apply payments to a monthly invoice total.
	For an open invoice account, enter **I**. For a balance forward account, enter **B**.
Distrib Code (A2)	Distribution codes describe how payment information is to be distributed in accounts in General Ledger.
	Enter the GL distribution code for the customer. If you use the **Maintenance** (**F6**) command, the Distribution Accounts function is temporarily called up. After you enter the distribution code, the account information appears.
Fin Charge?	If you want to be able to apply a finance charge to the customer, enter **Y**; if not, enter **N**. If you enter N and try to use the Calculate Finance Charges function for the customer, *Finance Code = 0* appears after the customer's information.
Credit Limit (N12)	Enter the customer's credit limit, accept the displayed value, or enter **0** if the customer has no credit limit. If the credit used on a transaction surpasses the customer's credit limit, a message states that the customer's credit limit has been reached.
Credit Hold?	If the customer is on credit hold, enter **Y**; if not, enter **N**. If you enter N and then enter a sale paid for on credit, a message states that the customer is on credit hold and the system does not allow the transaction.
Partial Ship?	If the customer accepts partial shipments, enter
	Y; if not, enter **N**. If you enter N and ship an order for the customer, a message warns you if you try to backorder items.

Inquiry

Maint

Field	Description
Inquiry **Maint** Tax Group (A6)	Enter the ID of the tax group where you want sales tax for the customer to be assigned. If you use the Maintenance (F6) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group code, information about the tax group appears.
Taxable?	If the customer should be charged sales tax, enter **Y**; if not, enter **N**.
Exempt ID (A20)	If you entered Y in the Taxable field, you must enter the customer's tax exemption ID.

When you save the entries (**PgDn**), the next screen you selected appears. If you did not select another screen, the Customers header screen appears.

Balance Information

If you elected to add or change the customer's balances, the following screen
appears:

```
OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help
                        ─── Balance Information ───

 Customer ID  ACE001   ACE BUILDERS                    Open Invoice
 ─────────────────────────────────────────────────────────────────


                    New Fin Chg              .00
                    Unpaid Fin Chg           .00

                    Current Due              .00
                    Balance 31-60            .00
                            61-90            .00
                            91-120           .00
                            121+        136738.44
                    Unapplied Cr             .00
                                      -------------
                    Total Due          136738.44



 ─ Verification ──────────────────────────────────────────────────
                        Press <PgDn> to proceed                    ■

```

The Balance Information screen stores summary amounts for each customer. Thi
information is updated by the ARINxxx file when you post. If you elected to use
online aging in the Resource Manager Options and Interfaces function, the
ARINxxx file also updates the balances each time you work with an open ite
customer. As a result, you can enter the initial balances here and have the syste
update them as often as you want.

If the customer is an open invoice customer whose individual invoices you want to
work with, setting initial values on this screen is not important.

> **Note**
>
> Unless you are setting up the system for the first time and will use the Build Open
> Invoice File function, be wary of changing the values on the Balance Information
> screen. Changes you make after setting up the system affect the validity of your
> data. If you make changes, the system warns you when you use the Periodic
> Processing function that the balances in the ARINxxx file do not match those in
> the ARCUxxx file.

Field	Description
New Fin Chg	The FINCHxxx table determines how you assess finance charges or penalty fees for late payments. As you assess charges, post information, and receive payments, the Calculate Finance Charges function updates this value. Accept this value, or enter a different value.
Unpaid Fin Chg	If the customer has an unpaid finance charge, enter it, or accept the displayed value. The value is updated when you use the Periodic Maintenance function, at which time new finance charges are added.
Current Due/Balance (range)	The Accounts Receivable system uses aging buckets to measure amounts owed based on how much time has passed since the invoice date. Accounts Receivable has five aging buckets: Current Due (within 30 days of the invoice date), Balance 31–60 days (after the invoice date), Balance 61–90 days, Balance 91–120 days, and Balance 121+ days.
	Enter the balance that is due for each aging bucket, or press **Enter** to skip it. If you track only a summary invoice, enter the value in the Current Due field.
Unapplied Cr	If you owe the customer money, enter the value.
Total Due	The new finance charge, unpaid finance charge, current due, and balance are added, and the unapplied credit is subtracted from that number. The result is displayed as the overall amount the customer owes you.

When you save the entries (**PgDn**), the next screen you selected appears. If you did not select another screen, the Customers header screen appears.

History Information

If you elected to add or change customer history, the following screen appears:

```
OSAS T000                                                                  _ □ ×
Settings  Edit  Print  Help
                            ─── History Information ───
   Cust ID   ACE001
   Name      ACE BUILDERS

               Period to Date      Qtr to Date      Year to Date      Last Year
   Sales           26650.89         216761.42        1665331.24      1223579.63
   Profit           2269.42          48490.15         492899.03       370863.25
   No/Inv                 2                 4                14               8
   Fin Chg                                                 .00

   Pymts               .00          647524.54        1627397.84      1110548.58
   Disc                .00               .00           12630.63         1595.38
   No/Pymts              0                 2                14               5
   Tot Days/Pay          0                95               715             211
   Avg Days/Pay       0.00             47.50             51.07           42.20

               First Date        Last Date        Last Amount      Last Inv No
   Sale        07/14/1998       12/21/1999          21722.07         12670074
   Payment                      11/27/1999         154642.54         00014189

   Customer High Balance       722144.10        Credit Status  332211222211
   ─ Verification ─
                           Press <PgDn> to proceed                            ─
```

The History Information screen stores sales and payment history for each customer. When you post transactions, the ARTDxxx and ARTHxxx (Transaction) files update the period-, quarter-, and year-to-date accumulators.

If you elected to keep summary history in the Resource Manager Options and Interfaces function, this information is also sent to the ARHSxxx (Summary History) file. If you keep summary history and you use the Periodic Maintenance function, one of three things can happen:

•   When you do period-end maintenance, the period-to-date information i transferred to the ARHSxxx file and the period-to-date amounts are cleared.

- When you do quarter-end maintenance, the period- and quarter-to-date information is transferred to the ARHSxxx file and those amounts are cleared.

- When you do year-end maintenance, the year-to-date amounts are transferred to the Last Year column and the period-, quarter-, and year-to-date amounts are transferred to the ARHSxxx file. Then those amounts are cleared.

Field	Description
Sales Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the amount you made from sales to the customer this period, this quarter, this year, and last year.
Profit Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the amount of profit the customer accounted for this period, this quarter, this year, and last year.
No/Inv Period to Date/ Qtr to Date/ Year to Date/ Last Year (N5)	Enter the number of invoices you sent the customer this period, this quarter, this year, and last year.
Fin Chg Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the finance charges applied to the customer's balance this period, this quarter, this year, and last year. When you do periodic maintenance, the accrued finance charges update these fields.
Pymts Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the amount the customer paid you this period, this quarter, this year, and last year

Field	Description
Disc Period to Date/ Qtr to Date/ Year to Date/ Last Year	Enter the discounts applied to the customer's balance this period, this quarter, this year, and last year.
No/Pymts Period to Date/ Qtr to Date/ Year to Date/ Last Year (N5)	Enter the number of payments the customer sent you this period, this quarter, this year, and last year.
Tot Days/Pay Period to Date/ Qtr to Date/ Year to Date/ Last Year (N7)	Enter the total number of days the customer took to pay all invoices this period, this quarter, this year, and last year.
Avg Days/Pay Period to Date/ Qtr to Date/ Year to Date/ Last Year	Calculation of the average number of days the customer took to pay all invoices this period, this quarter, and this year is based on your entries in the Tot Days Pay and No Pmts fields.
First Sale Date	Enter the date of the first sale to the customer.
Last Sale Date	Enter the date of the last sale to the customer. This field is updated when you post transactions.
Last Sale Amount	Enter the amount of the last sale to the customer. This field is updated when you post transactions.
Last Inv No (N8)	Enter the number of the last invoice you received from the customer. This field is updated when you post transactions.
First Payment Date	The date of the customer's first payment is displayed.
Last Payment Date	Enter the date of the last payment the customer made. This field is updated when you post transactions.

Field	Description
Last Payment Amount	Enter the amount of the last payment the customer made. This field is updated when you post transactions.
Last Payment Number (N8)	Enter the number of the last check the customer issued to you. This field is updated when you post transactions. If the customer's last payment was with cash or by credit card, *CASH* is displayed.
Customer High Balanace	Enter the highest outstanding balance the customer had. This field is updated when you post invoices. You can clear the customer's high balance when you do year-end maintenance.
Credit Status	The system keeps a running status of the customer's credit history and updates the status when you do periodic maintenance. Each character in the field represents 1 of 12 periods: the current period (the first character) and the previous 11.

For each period, one of these values is displayed:

0 All invoices (if any) were paid within 30 days.

1 An invoice was 31 to 60 days overdue.

2 An invoice was 61 to 90 days overdue.

3 An invoice was 91 to 120 days overdue.

4 An invoice was more than 120 days overdue.

When you save the entries (**PgDn**), the next screen you selected appears. If you did not select another screen, the Customers header screen appears.

Customer Comments

If you elected to add or change customer comments, the following screen appears:

```
OSAS T000                                                                  _ □ ✕
Settings  Edit  Print  Help
                            ─── History Information ───
  Cust ID  ACE001
  Name     ACE BUILDERS

    ┌──────────────── Customer Comments ────────────────┐
    │ Cust ID ACE001                           Ref:  000 │
    │ Name    ACE BUILDERS                     End Date   │
    │                                                     │
    │ Date          Ref  Seq  Comment                     │
    │                                                     │
    │                                                     │
    │                                                     │
    │                                                     │
    │                                                     │
    │                                                     │
    │                                                     │
    │                                                     │
    │                                                     │
    │            New Ref, Home, Add/insert, Edit        _ │
    └─────────────────────────────────────────────────────┘
  Company H                                            Verify
```

Field	Description
Ref (A3)	To work with comments for only the displayed reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
End Date	Enter the date of the most recent comment you want to work with, or press **Enter** to work with all comments.
	The date, reference, sequence number, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID and then by sequence number.

Command bar

New Ref, **Home**, **Add/Insert**, **Edit**

To work with comments associated with a different reference ID, press**N**. Then enter the reference ID and end date.

To display the first comment for the reference ID and end date you entered, pres **H**.

To add a comment, pres **A**. To edit a comment, press **E**. In either case a comment entry window appears

```
──────────────── Add/Insert ────────────────
 Date: 08/28/1999          Ref: 123          Seq #: 001
 Comment: Please nofity Michelle of any outstanding issues▮
```

Field	Description
Date	If you have not added or edited any other
	comments, the system date is displayed; otherwise, the date of the last comment you worked with is displayed. Accept the displayed date, or enter a different date.
Ref (A3)	Enter the reference ID of the comment you want to add or edit.
Seq # (N3)	If you have not added any other comments, *001* is displayed; if you have added other comments, the next sequence number is displayed. Accept it.
	To edit a comment, enter its sequence number. The text appears. If you want to delete the comment, use the **Delete** (**F3**) command. Subsequent comments for the customer that have the same date and reference ID as the one you deleted are resequenced.
	To insert a comment, enter the sequence number of the position you want it to appear in. The comments after the inserted comment are resequenced.

Field	Description
Comment (A50)	Enter or edit the comment, and press **Enter** to save the comment record.

The following options appear if the customer has more than one screen of comments:

More Comments: Line down, Page down, Options

To scroll down one line, press **L**.

To view the next screen of comments, press **P**.

To access the command bar (to enter a new reference ID, display the first comment, insert a comment, or edit a comment), press **O**.

After you are finished working with the Customer Comments screen, use the **Proceed** (**PgDn**) command to move to the Customers header screen. Enter another customer ID, or exit to the File Maintenance menu.

Ship-to Addresses

Use the Ship-to Addresses function to enter, change, or delete shipping addresses and assign them to customers. You can enter 999,999 shipping addresses for each customer.

Ship-to Addresses Screen

Select **Ship-to Addresses** from the File Maintenance menu. The function screen appears.

```
OSAS T000                                                           _ □ ×
Settings  Edit  Print  Help
                              ─ Ship-to Addresses ─


            Cust ID    KAN001  KANSAS CITY GEODESIC HOMES
            Ship To    000001

            Name       KANSAS CITY GEODESIC HOMES
            Addr 1     2382 WEST 53RD AVENUE
            Addr 2
            Addr 3
            City       KANSAS CITY
            State      MO          Zip Code  56666-5425
            Country    US

            Ship Via   NORTH AMERICAN
            Ship Zone

            Tax Group  TX                    Texas



   ─ Verification ─
                         Press <PgDn> to proceed                      ▄
```

Field	Description
Inquiry Cust ID (A6)	Enter the ID of the customer you want to assign shipping addresses to. Information about the customer appears in the header area.

	Field	**Description**
Inquiry	Ship To (N6)	Enter the ID for the ship-to address. If you are editing a ship-to address, this field is display-only
	Name/Address 1–3/City/ State/Country/Zip Code	Enter the customer's name and address (A30 each), city (A15), state (A2), country (A3), and zip code (A12), or accept the displayed information.
	Ship Via (A20)	Enter the method you usually use to ship items to the customer—for example, the name of a shipping service.
	Ship Zone (A2)	Enter the customer's ship zone. This field is for reference only
Inquiry **Maint**	Tax Group (A6)	Accept the displayed tax group, or enter the customer's tax group. When you enter a tax group, the description appears below it. If you enter a different tax group, it overrides the tax group you set up for the customer in the Customers function.

After you save the ship-to information (**PgDn**), enter information about a different shipping address, or exit to the File Maintenance menu.

Sales Reps

Use the Sales Reps function to set up and maintain records for sales reps whose sales you want to track. You can pay a sales rep on commission only if you set up sales rep records and elected to keep sales history in the Resource Manager Options and Interfaces function.

You can pay commissions on any combination of line items, tax, freight, and miscellaneous charges; and you can base commissions on net sales or gross profit. Sales reps can receive their commissions when the invoice is sent or paid.

After you enter the sales reps, produce the Sales Reps List (page 12-3) to check for mistakes and to use as a reference when you enter accounts receivable transactions.

Sales Reps Screen

Select **Sales Reps** from the File Maintenance menu. The function screen appears.

```
OSAS T000                                                        _ □ ✕
Settings  Edit  Print  Help
                              ┌─ Sales Reps ─┐
 Sales Rep ID  DMM

  Name        Donna M Mendelsohn      Run Code        O

  Address 1   6712 5th Avenue North
  Address 2                           Commission Pct    5.250%
  Address 3                           Percent of      Sales (Net)
  City/State  Dallas          TX      Based on        Booked Sales
  Zip Code    77773-8976    Country  US
  Phone/Fax   (111)532-9873  (   )   -
  Empl ID     MEN001

  Pay on:                          S A L E S   H I S T O R Y

  Line Items     YES                 Month to Date    Year to Date
  Tax            NO     Gross Sales       72364.67      821577.40
  Freight        NO
  Misc.          NO
                        Last Sales Date   12/25/1999

 ┌─ Verification ─────────────────────────────────────────────┐
 │                Press <PgDn> to proceed                    ▪ │
 └──────────────────────────────────────────────────────────── ┘
```

Inquiry

1. Enter the ID of the sales rep (A3).

2. Enter personal information (name, address, and so forth).

3. Enter an employee ID for the sales rep for your reference (A6). You might want this reference in the Payroll system if the sales rep is an employee; however, Accounts Receivable does not interface with Payroll.

4. Enter the run code you want to assign to the sales rep, or press **Enter** to skip this field. This code is a digit you can assign to the sales rep for reference only; the system does not use it in any calculations and uses it for sorting only if you make modifications to the system.

5. Enter the percentage of the sale you want the sales rep's commission to be.

6. Select the amount the commissions are to be paid on: **S** for the net sales amount, **G** for the gross profit of the sale, or **N** for neither amount.

7. Enter **B** if the commissions are to be paid when the sale is entered or **P** if they are to be paid when the sale is paid.

8. For each option, enter **Y** if the sales rep's commission is to be based on the information or **N** if it is not.

9. Enter the sales rep's month- and year-to-date gross sales. The figures are updated when you post the sales rep's transactions.

10. Enter the date of the rep's last sale. Post transactions updates this field.

Note

The ARHIxxx (Detail History) file provides information for the sales history fields and the Commissions Report. If you change the information in these fields, the ARHIxxx file is not updated and the data in the Commissions Report does not match the data in the ARSRxxx (Sales Rep) file.

After you save information about the sales rep (**PgDn**), enter information about another sales rep, or exit to the File Maintenance menu.

Recurring Entries

Use the Recurring Entries function to set up noninventory invoices that you send to customers regularly. You can set up recurring entries for individual customers and for groups of customers.

After you set up the recurring entries, use the Copy Recurring Entries function (page 6-31) to copy them to the ARTDxxx and ARTHxxx (Transaction) files when they come due.

To save time, you can copy a group of recurring entries to the ARTDxxx and ARTHxxx files instead of entering each transaction each time you send the bill. By assigning each entry a run code, you can process these groups of entries on different schedules—monthly, bimonthly, or whatever fits your company's needs.

Recurring Entries Menu

Select **Recurring Entries** from the File Maintenance menu. A menu appears.

```
┌─ OSAS T000 ──────────────────────────────────────── _ □ X ─┐
│ Settings  Edit  Print  Help                                 │
│                    ─── Recurring Entries ───                │
│                    ─── Header Information ───               │
│                                                             │
│    Recurring No                                             │
│                                                             │
│                                  ─── Transaction Type ───   │
│   Sold to:                                                  │
│                                      1. Recurring Entries   │
│                                      2. Edit Recurring Entries │
│                                      █                      │
│                                                             │
│                                                             │
│   Sales Rep 1      Percent 100.0    Ship Method             │
│   Sales Rep 2      Percent          Ship Via                │
│   Cust Level                        Pick Slip No            │
│   Terms Code                                                │
│   Terms Desc               Type                             │
│   Terms %   .0 Days    Net Days     Taxable      NO         │
│   Ord No                            Tax Group               │
│   Ord Date                          Description             │
│   Run Cd        Cutoff Date                                 │
│                                                             │
│  ┌ Company H ─┐                            ┌ Verify ┐       │
└─────────────────────────────────────────────────────────────┘
```

The Recurring Entries Transaction Type menu offers two choices: Recurring Entries and Edit Recurring Entries. The only difference between the two functions is the fact that when you create a recurring entry, you create data; when you edit a recurring entry, you work with existing data.

To create a recurring entry, select **1**. To edit a recurring entry, select **2**.

Recurring Entries Header Screen

After you make your selection from the Recurring Entries menu, the header screen appears.

Field	Description
Recurring No (N4)	Enter a number that identifies the recurring entry.
Sold to (A6)	If the recurring entry is for one customer, enter the ID of the customer. The customer's name and address appear.

Field	**Description**
	If the recurring entry is for a group of customers, enter an asterisk (*) and the customers' group code.
Inquiry Sales Rep 1/Percent (A3)/ (3.1)	If you entered a customer ID in the Sold to field, the ID of the sales rep who usually sells to the customer is displayed. Accept it, or enter a different ID.
	Then enter the percentage of the sale you want to base the sales rep's commission on, or press **Enter** for a commission of 100 percent.
Inquiry Sales Rep 2/Percent (A3)/ (3.1)	Enter the ID of the second sales rep receiving a commission on the sale, or press **Enter** to skip this field.
	If you entered an ID, enter the percentage of the sale you want to base the sales rep's commission on. The sum of the two percentages you entered cannot exceed 100.
Cust Level (A6)	Accept the displayed customer level, or enter a different customer level.
Inquiry Terms Code (A6)	The terms code describes the terms of the payment.
Maint	Accept the displayed terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the Terms function is temporarily called up. After you enter the terms code, the description for the code appears.
Ord No (A25)	To identify the transaction, enter the sales order number or the customer's purchase order number. To skip this field, press **Enter**.
Ord Date	If you entered an order number, enter the order date.
Run Cd (A2)	You copy recurring entries by run code to the
	ARTDxxx and ARTHxxx files. Use the same run code for entries that you copy on the same basis. For example, you could use **01** for entries you copy on the first day of each month, **15** for entries you copy on the fifteenth day of each month, and so forth.

Field	Description
	Enter the run code the recurring entry belongs to.
Cutoff Date	Enter the date after which you no longer want the entry to be copied to the ARTDxxx and ARTHxxx files, or press **Enter** to skip this field.
Ship to (A6)	Enter the shipping address code for one customer or for a group of customers. If you use the **Maintenance** (**F6**) command, the Ship-to Addresses function is temporarily called up.
	If you enter a code for one customer and the code is in the ARSAxxx (Ship-to Address) file, the address appears.
	If you enter a code for a group of customers, the associated shipping address is used for the customers in the group with the same shipping address code when you copy the entry. If the code is not valid for a customer, no address is used when you copy the entry.
Ship Method (A6)	Enter a notation for the shipping method—for example, **AIR** or **TRAIN**. If you use the **Maintenance** (**F6**) command, the Ship-to Addresses function is temporarily called up.
Ship Via (A20)	If you entered a shipping address code that is on file, the means by which the method is shipped is displayed. Accept it, or enter a different shipping method.
Pick Slip No (A6)	Enter the picking slip number for the entry.
Taxable	For each entry, enter **Y** if the location is taxable or **N** if it is not.
Tax Group (A6)	Enter the tax group for the customer. If you use the **Maintenance** (**F6**) command, the Tax Groups function is temporarily called up (see the *Resource Manager User's Manual*). After you enter the tax group, the description appears.
Description	The description of the tax group appears.

Inquiry / Maint (Ship to)
Inquiry / Maint (Ship Method)
Inquiry / Maint (Tax Group)

When you approve the header information (**PgDn**), the line-item entry screen appears.

Recurring Entries Line-Item Entry Screen

The Recurring Entries line-item entry screen can appear for one of three reasons:

- You are creating a recurring entry and you finish entering header information.

- You use the **Append** command on the command bar to add an item to the end of the list.

- You use the **Edit** command on the command bar to edit an item in the list. If you use this command, the line-item entry screen is titled Edit Line instead of Append Line.

```
OSAS T000                                                    _ □ ×
 Settings  Edit  Print  Help
 ──────────────────── Recurring Entries ────────────────────
  Sold to: ACE001 ACE BUILDERS                  Tran No 0004
  Ship to:                                      Type    Invoice
 ─────────────────────── Append Line ─────────── Entry  001 ──
  Desc  Service Charge                 GL Code     R1
  Sls Cat   1                          Sales Acct  401000
  Tax Class  00   .000%                COGS Acct   501000
                                       Inv Acct    104400
                        Units
  Ordered       1.0000     Price     9.9500 Ext Price      9.95
                           Cost       .0000 Ext Cost        .00



                                         Entry (    of    )
 ───────────────────────────────────────────────────────────
    Subtotal      Freight  Miscellaneous   Sales Tax     Net Due
       9.95          .00           .00          .00        9.95
 ─ Verification ─
                     Press <PgDn> to proceed                 ▪
```

Field	Description
Desc (A35)	Enter a description of the recurring entry.

Field	Description
Additional text (A35 each)	If you elected in the Resource Manager Options and Interfaces function to enter additional descriptive text about line items when you enter invoices, the Additional Description Lines window appears when you press **Enter** in the Desc field. You can enter 10 lines of additional text.
	When you are finished entering text, press **Enter** at a blank line. The text is saved and you are returned to the line-item entry screen.
Sls Cat (A2)	The sales category usually refers to an inventory item. Enter a category, or press **Enter** to skip this field.
Tax Class (A2)	Accept the displayed value, or enter a different sales tax class.
GL Code (A2)	The GL code identifies the pairs of general ledger sales and cost-of-goods-sold (COGS) accounts to use for a line of an entry. (The codes are set up in the GL Codes function.)
	If you entered a GL code in the DFxxxx table, the code is displayed.
Sales Acct/COGS Acct/Inv Acct (A12 each)	If you entered a GL code, the sales and COGS accounts are displayed. The inventory account is displayed from the ARGLxxx table. Accept each displayed account number. (The **Inquiry** command is available if Accounts Receivable is interfaced with General Ledger.)
Ordered	Enter the number of units that were sold.
Units (A5)	Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually.
Price/Cost	Enter the item's unit price and unit cost.
	The entry's total price (the quantity ordered times the unit price) and total cost (the quantity ordered times the unit cost) are displayed.

The following command boxes appear in the left margin:

- **Inquiry** / **Maint** (beside Tax Class (A2))
- **Inquiry** / **Maint** (beside GL Code (A2))
- **Inquiry** (beside Sales Acct/COGS Acct/Inv Acct)

After you save the line-item entry information (**PgDn**), enter another line item, or exit to the Recurring Entries screen.

When you save the first line item, the totals are updated and your entries are saved. You cannot use the **Abandon** (**F5**) command to cancel the entry. To delete the entire recurring entry, use the **Delete** (**F3**) command on the header screen.

Recurring Entries Screen

When you exit from the line-item entry screen, the Recurring Entries screen appears.

```
OSAS T000                                                    _ □ ×
Settings  Edit  Print  Help
                        ─── Recurring Entries ───
  Sold to: ACE001 ACE BUILDERS                    Tran No 0004
  Ship to:                                        Type    Invoice
                          ─── Edit Line ───  ─── Entry   001 ───
  Desc   Service Charge                GL Code
  Sls Cat    1                         Sales Acct   401000
  Tax Class  00   .000%                COGS Acct    501000
                                       Inv Acct     104400
                      Units
  Ordered         1.0000    Price        9.9500 Ext Price        9.95
                            Cost          .0000 Ext Cost          .00


                                                  Entry (001 of 001)

      Subtotal        Freight  Miscellaneous     Sales Tax        Net Due
         9.95            .00            .00            .00            9.95
  ─ Verification ─
                       Press <PgDn> to proceed                         ■
```

The Recurring Entries screen is divided into these sections:

• Information from the header screen is summarized at the top of the screen.

• The line-item entry area or the line-item scroll region is in the middle of the screen.

• The entry totals are displayed at the bottom of the screen.

Enter = edit, Append, Header, Totals, View, Goto, Next trans

To edit a line item, move the prompt (>) to the line item and press **Enter**. To append a line item to an order, press **A**. Then see **Recurring Entries Line-Item Entry Screen** earlier in this section.

To return to the header screen, press **H**. When you return to the header screen, you do not lose the line-item and total entries because you already saved them.

To enter or edit totals associated with the recurring entry, press **T**. The Totals Information window appears (see below). The total amount of the order (the subtotal plus the sales tax, freight, and miscellaneous charges) and the total amount of the invoice (the subtotal plus the sales tax, freight, and miscellaneous charges) are displayed.

To look at an expanded summary of the line item, move the prompt (>) to the line item, and press **V**. Additional information about the line item such as the general ledger account and description appears on the View Line screen. Press any key to return to the Recurring Entries screen.

To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

To enter a different recurring entry, press **N**. The Transaction Type menu appears. Enter a different recurring entry, or exit to the File Maintenance menu.

Totals information

This window appears when you use the Totals command on the Recurring Entries screen:

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
─────────────────────── Recurring Entries ───────────────────────
 Sold to: ACE001 ACE BUILDERS                      Tran No 0004
 Ship to:                                          Type    Invoice

┌─────────────────────── Totals Information ───────────────────────
│
│   Subtotal                    9.95
│
│   Freight                      .00    Tax Class
│   Miscellaneous Chgs           .00    Tax Class
│   Sales Tax                    .65
│                           --------------
│   Invoice Total              10.60
│
│
│
│                           --------------
│   Net Due                    10.60
│
─ Verification ──────────────────────────────────────────────────
┌                      Press <PgDn> to proceed                    ┐
└                                                               ─ ┘
```

Field	Description
Subtotal	The subtotal of the line items is displayed.
Freight	Enter the shipping charges.
Tax Class	If you indicated that freight is taxable in the Resource Manager Tax Groups function, the freight's tax class is displayed. Accept the displayed tax class, or enter the tax class the shipping charges should be applied to.
Miscellaneous Chgs	Enter the miscellaneous charges (for example, handling). Then enter the tax class the miscellaneous charges should be applied to.

Inquiry

Maint

Field	**Description**
Tax Class	If you indicated that freight is taxable in the Resource Manager Tax Groups function, the freight's tax class is displayed. Accept the displayed tax class, or enter the tax class the shipping charges should be applied to.
Sales Tax	Enter the sales tax. If you enter a sales tax that is different from the calculated amount (which is based on the tax class and tax group), a window appears:

Inquiry

Maint

```
OSAS T000                                                    _ □ X
 Settings  Edit  Print  Help
                    ┌──────── Recurring Entries ────────┐
   Sold to: ACE001 ACE BUILDERS                    Tran No 0004
   Ship to:                                        Type    Invoice

     ┌──────────────── Totals Information ────────────────┐
     │             ┌──────── Sales Tax Information ────────┐
     │ Subtotal    │ Tax Location      Tax Amount          │
     │             │ MN                           .65  Tax Loc  Class
     │ Freight     │ Tax Adjustment        .00         MN
     │ Miscellaneou│                 ──────────────
     │ Sales Tax   │ Sales Tax                    .65       │
     │             └───────────────────────────────────────┘
     │ Invoice Total              10.60
     │
     │
     │                       ──────────────
     │ Net Due                    10.60
     └────────────────────────────────────────────────────┘

  Company H ├──────────────┤ Info ├──────────────┤ Verify
```

Field	**Description**
Tax Location	The tax location for the recurring entry is displayed.
Tax Amount	The tax amount for each location is displayed.
Tax Adjustment	Accept the displayed sales tax adjustment, or enter a different amount.

	Field	Description
Inquiry **Maint**	Tax Loc (A6)	Enter the tax location for the adjustment.
Inquiry **Maint**	Class (A2)	Accept the displayed tax class, or enter a different tax class .

After you enter the tax class, the cursor returns to the Totals Information window.

Tables

Use the Tables function to set up and maintain the Accounts Receivable tables.

Tables store information about the system, data, options, and default settings for other applications

The following tables are related to Accounts Receivable:

- ARGLxxx
- ARPDxxx
- DFxxxx
- DUNxxx
- FINCHxxx
- FORMxxx
- QExxxx
- QH1xxxx
- QH2xxxx
- QIxxxx
- QMxxxx

For more information about each of these tables, see their individual descriptions in this section.

For information about shareable, unshared, and terminal tables, see page 3-13.

Note

The OPTxxx (Options) tables store options and interfaces settings. Maintain the information stored in this table through Resource Manager functions, not through the table itself.

Tables Screen

Select **Tables** from the File Maintenance menu. A blank tables screen appears.

```
OSAS T000                                                          _ □ X
Settings  Edit  Print  Help
                              ──────── ARTB ────────
  Table ID ARGL        Description GL Accounts Table
  Number of Cols   2  Column Length  12     Type  A
 DESCRIPTION   G/L NUMBER
 -----------  -----------
 CASH RECPTS  100000
 DISCOUNTS    404000
 INVENTORY    104400
 FIN CHRG     802000




   Company H                                                   Verify
```

Inquiry

1. To add or change a table, enter the table ID (A8). To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

Inquiry

2. If you entered a new table ID, the Copy From field appears (A8). To copy a company- or terminal-specific table, enter the table ID plus the company I and terminal ID.

   A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Accept the displayed table description, or enter a different description (A40).

   The number of columns, their length, and the type of data you can enter—alphanumeric (A), numeric (N), or numeric with decimals—are displayed.

ARGLxxx Table

The ARGLxxx table stores the general ledger accounts that accounts receivable cash receipts, discounts, inventory, and finance charges are posted to in the GLJRxxx (Journal) file.

When you enter the table ID, the rest of the ARGLxxx table appears.

```
 OSAS T000                                                        _□×
Settings  Edit  Print  Help
                              ──── ARTB ────
   Table ID APRL        Description
   Number of Cols   2  Column Length  12      Type  A

   ------------ ------------
 Cash Recpts  1000
 Discounts    4040
 Inventory    1044
 FIN CHRG     8020




  ─ Verification ─
                        Press <PgDn> to proceed                    ▬
```

Field	Description
Description (A12)	Accounts Receivable posts to four accounts: cash receipts, discounts, inventory, and finance charges. Accept each account shown, or change the description of each account.
	The cash receipts account is used only if Accounts Receivable is not interfaced with Bank Reconciliation and if the payment method record is missing. The inventory account is used for noninventory items and when Accounts Receivable is not interfaced with Inventory.
GL Number (A12)	For each account description, accept the displayed general ledger account number, or enter a different account number.

Field	Description
	Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the account number on the first line as the cash receipts account number, the account number on the second line as the discounts account number, and so forth.

ARPDxxx Table

The ARPDxxx tables stores a company's current general ledger period, fiscal year, and number of periods per year for posting and periodic history.

When you enter the table ID, the rest of the ARPDxxx table appears.

```
OSAS T000                                                    _ □ ✕
 Settings  Edit  Print  Help
                                    ARTB
  Table ID ARPDH        Description AR Periods Table
  Number of Cols   3  Column Length  12      Type  N
 PERIOD          FISCAL YEAR  # PERIODS/YR
 ------------ ------------ ------------
         12.00      1999.00         12.00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00
           .00          .00           .00

  ─ Verification ─────────────────────────────
                        Press <PgDn> to proceed                    ▬
```

Field	Description
Period (1.00-13.00)	Enter the number of the current period. The period is incremented when you do periodic maintenance.

Field	Description
Fiscal Year	Enter the current fiscal year. The fiscal year is incremented when you do year-end maintenance.
# Periods/Yr	Enter the number of accounting periods your company uses in a year.

DFxxxx Table

The DFxxxx table stores the default batch ID, distribution code, GL code, and cash receipt invoice number that appear when you enter transactions.

When you enter the table ID, the rest of the DFxxxx table appears.

```
OSAS T000                                                             _ □ ✕
Settings  Edit  Print  Help
                              ─── ARTB ───
 Table ID DF          Description Defaults Table
 Number of Cols   2  Column Length  12     Type  A
FIELD        DEFAULT VALUE
------------ ------------
BATCH ID     000001
DIST CODE    01
GL CODE      R1
C/R INVOICE  DEPOSIT




 ─ Verification ─
                       Press <PgDn> to proceed                    ▄
```

Field	Description
Field (A12)	The fields you can enter defaults for are displayed. Accept the displayed fields, or change them.

Field	Description
	Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the number on the first line as the batch ID, the value on the second line as the distribution code, and so forth.
Default Value (A12)	For each field, enter the value that you want to appear when you enter invoices, miscellaneous credits, and cash receipts.

DUNxxx Table

The DUNxxx table stores dunning messages for statements in the Statements function. These messages appear at the bottom of a statement. You can change the message on that function screen or in the DUNxxx table.

When you enter a table ID, the rest of the DUNxxx table appears.

```
OSAS T000                                                          _ □ ×
 Settings  Edit  Print  Help
 ─────────────────────────── ARTB ───────────────────────────
  Table ID DUN        Description Dunning Messages Table
  Number of Cols    1  Column Length  36      Type   A
 Messages
 ──────────────────────────────────
 Please pay promptly.
 Your account is past due.
 Seriously past due.  Please remit.
 Legal action is imminent.




 ┌─ Verification ──────────────────────────────────────────────┐
 │                    Press <PgDn> to proceed                  ▄ │
 └─────────────────────────────────────────────────────────────┘
```

Field	Description
Messages (A36)	Enter the message for statements less than 30 days past due, from 31 to 60 days past due, from 61 to 90 days past due, and from 91 days or more past due, respectively. The system assigns the message on the first line to statements less than 30 days past due, the message on the second line to statements from 31 to 60 days past due, and so forth.

FINCHxxx Table

The FINCHxxx table stores the information the system needs to calculate and assess finance charges on overdue balances—the percentage charge, the minimum charge, and the number of days that must pass before a finance charge is assessed.

When you enter the table ID, the rest of the FINCHxxx table appears.

Field	Description
Percent (2.2)	Enter the percentage of the balance you charge if you do not receive payment by the date the invoice is due.
Min Chrg (2.2)	Enter the minimum charge you assess on overdue invoices, or press **Enter** to skip this field.
Days (0, 30, 60, 90, or 120)	Enter the number of days that can pass before unpaid invoices are assessed the finance charge you specified for this line of the table.
	The number of days should be a multiple of 30. If the number of days is less than 30, the system uses the statement date to calculate finance charges.
(Due Date/Invoice Date)	must decide whether you want to calculate finance charges according to the invoice date or the due date. This information defaults into the FINCHxxx table.

FORMxxx Table

The FORMxxx table stores the message you want to print at the bottom of each invoice.

When you enter the table ID, the rest of the FORMxxx table appears.

```
OSAS T000                                                                    _ □ ×
Settings  Edit  Print  Help
                                    ARTB
 Table ID FORM        Description Form Number Table
 Number of Cols   6  Column Length  12      Type  A


------------ ------------ ------------ ------------ ------------ ------------
Invoices                  2081 Thank you fo r your order .












 ┌ Verification ┐
 │                        Press <PgDn> to proceed                         _ │
 └                                                                          ┘
```

The number displayed before the message is the next invoice number that will be printed when you print invoices.

To change the default message, maintain the same spacing. If you want to change the message when you print invoices, enter the message in the Print Invoices function.

QExxxx, QHxxxx, QIxxxx, and QMxxxx Tables

The QExxxx table stores the quick-entry stops used by the Transactions function when you edit transactions.

The QHxxxx tables store quick-entry stops used by the Transactions function when you enter header information. Two tables store this information: QH1xxxx store quick-entry stops about invoice headers, and QH2xxxx stores quick-entry stops for miscellaneous credits headers.

The QIxxxx table stores quick-entry stops used by the Transactions function when you enter invoices.

The QMxxxx table stores quick entry stops used by the Transactions function when you enter miscellaneous credits.

When you enter the table ID, the rest of the table appears. A QExxxx table is shown below:

```
OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
                              ─── ARTB ───
 Table ID QE          Description Quick Entry Table - Edit Trans
 Number of Cols   2  Column Length  12      Type  A
FIELD          DATA
────────────  ────────────
Description
Addnl Descr
Category
Tax Code
Price Struct T
GL Code
Sales Acct
COGS Acct
Inv Acct
Qty Ordered  T
Units        E
Qty Shipped  E
Qty Bkord
Unit Price   E
Unit Cost    E

─ Verification ──────────────────────────────────────────
                  Press <PgDn> to proceed                    ▄
```

Field	Description
Field (A12)	The fields that appear on the line-item entry screen when you add or change transactions are displayed. Accept the displayed fields, or change them.
	Do not delete lines or rearrange the descriptions. The system looks for these accounts by their position in the table; it applies the information on the first line to the Description field, the information on the second line to the Additional Descriptions fields, and so forth.
Data	If you want the cursor to stop at a field only when you press **Enter**, enter **E**. If you want the cursor to stop at a field when you press **Tab** or **Enter**, enter **T**. If you do not want the cursor to stop at a field, leave the field blank.

Printing Tables

After you have set up or changed a table, use the **List** (**F8**) command to produce a copy of it. You can also use the Tables List function (ch. 11, sec. 9) to produce a list of all Accounts Receivable tables.

Build Open Invoice File

Before you use Accounts Receivable, you must build the ARINxxx (Open Invoice) file, which stores invoices, credit memos, cash receipts, and finance charges. The method you use to build the ARINxxx file depends on whether you want detailed or summary invoice information.

> **Note**
>
> Before you enter beginning balances, if you elected to use online aging in the Resource Manager Options and Interfaces function, enter **N** at the **Use Online Aging** prompt in that function.

If all your customers have open invoice accounts and you want individual invoices for them, use the Invoices option in the Transactions function (page 6-3) to build the ARINxxx file.

If you have some balance forward customers, use the Build Open Invoice File function to quickly enter their open invoice balances. You should also use thi function if you have open invoice customers you want only one summary invoice for in each aging period.

For open invoice customers, the Build Open Invoice File function creates an open invoice for each balance you entered in the ARCUxxx (Customer) file. Because these summary invoices lack the detail they have when you enter invoices manually, you must bill them the first month for the total balance due. This situation is corrected when you begin entering invoices as part of your daily processing.

Note

You must enter balances for the customers before you run the Build Open Invoice File function. You must run this function before you post invoices. You can run this function only once.

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

- the current period
- 31 to 60 days old
- 61 to 90 days old
- 91 to 120 days old
- more than 120 days old

When you run the Build Open Invoice File function for open invoice customers, you create an invoice for each aging period, and the system assigns an invoice date for the current period—the date you enter in the Current Date field.

Build Open Invoice File Screen

Select **Build Open Invoice File** from the File Maintenance menu. The function
screen appears.

```
┌─ OSAS T000 ───────────────────────────────────────── _ □ ✕ ┐
│ Settings  Edit  Print  Help                                 │
│ ┌──────────────────── Build Open Invoice File ──────────┐   │
│ │                                                        │   │
│ │                                                        │   │
│ │        *** WARNING -- This program is to be used       │   │
│ │                       only at system initialization.   │   │
│ │                                                        │   │
│ │                                                        │   │
│ │        Current Date                                    │   │
│ │                                                        │   │
│ │                                                        │   │
│ │                                                        │   │
│ │                                                        │   │
│ │                                                        │   │
│ │                                                        │   │
│ │                                                        │   │
│ │                                                        │   │
│ │                                                        │   │
│ └── Verification ───────────────────────────────────────┐   │
│ │                    Press F7 to exit                    │   │
│ │             Open Invoice file is not empty.          ▬ │   │
│ └────────────────────────────────────────────────────────┘  │
└─────────────────────────────────────────────────────────────┘
```

1. Enter the current date from which invoices are to be aged. If you want to
    change the date you entered, move the cursor to the field.

2. Use the **Proceed** (**PgDn**) command to build the ARINxxx file. When
    processing is complete, you are returned to the File Maintenance menu.

3. Print the Aged Trial Balance (page 8-9) to make sure that the accounts are
    aged correctly. Then if you want information about individual invoices for
    some open invoice customers, use the Invoices option in the Transactions
    function (page 6-3) to enter the invoices manually.

4. When the ARINxxx file is correct, post the invoices (page 7-29).

Master File Lists 12

Sales Reps List

The Sales Reps List contains information from the ARSRxxx (Sales Rep) file: the sales reps' IDs, names, addresses, commission information, and sales history.

Sales Reps List Screen

Select **Sales Reps List** from the Master File Lists menu. The function screen appears.

```
OSAS T000                                                          _ □ ✕
Settings  Edit  Print  Help
─────────────────────────── Sales Reps List ───────────────────────────

              Pick Sales Rep ID From  DMM
                              Thru  PRT


              Print Address?    YES
















    Output device -   (P)rinter p(R)eview (█)ile (S)creen (E)nd
```

Inquiry

1. Enter the range of sales reps whose information you want in the list (A3).

2. If you want to print the sales reps' addresses, enter **Y**; if not, enter **N**.

3. Select the output device.

A sample Sales Reps List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Sales Reps List

```
06/02/1999                          Builders Supply                                              Page    1
2:54 PM                             Sales Reps List

------- Sales Rep -------
ID   Name                    Employee ID     Commission    Pay On          Sales MTD      Last Sale Date
     Address                 Phone Number    Rate                          Sales YTD
                             Fax Number      Basis
-------------------------------------------------------------------------------------------------------------

DWM  Donna M Mendelsohn      MEN001            5.250       Line Items YES        .00       12/18/1990
     6712 5th Avenue North   (111)532-9873   Net Sales     Sales Tax  NO   156638.03
     Dallas       TX 77773-8976  US          Booked Sales  Freight    NO
                                                           Misc       NO

GPD  Garry P. Deacon         DEA001            5.000       Line Items YES        .00       12/21/1990
     819 Cross Street        (999)563-7690   Net Sales     Sales Tax  NO   225128.70
     Los Angeles  CA 99873-3412  US          Booked Sales  Freight    NO
                                                           Misc       NO

JAH  James A. Hovland        HOV001            5.500       Line Items YES        .00       12/10/1990
     1930 Cedarhurst Drive   (888)567-8324   Net Sales     Sales Tax  NO   139485.82
     Kansas City   MO 56663-2341  US         Booked Sales  Freight    NO
                                                           Misc       NO

PRT  Patrick R Thomassen     TH001             5.250       Line Items YES        .00       12/20/1990
     1674 West 77th Street   (100)873-8954   Net Sales     Sales Tax  NO    84238.87
     Apt 1203                                Booked Sales  Freight    NO
     New YORK     NY 10027-4359  US                        Misc       NO

End of Report
```

Customer Detail List

The Customer Detail List shows the information stored in the ARCUxxx (Customer) file: each customer's name and address, credit and tax information, current balances, and sales and payment history.

Customer Detail List Screen

Select **Customer Detail List** from the Master File Lists menu. The function screen appears.

```
┌─────────────────────────────────────────────────────────────────┐
│ ▓ OSAS T000                                          _ □ ✕        │
│ Settings  Edit  Print  Help                                       │
│ ┌─────────────────── Customer Detail List ──────────────────────┐│
│ │                                                                ││
│ │            Pick Customer ID From  ACE001                       ││
│ │                             Thru  VIS001                       ││
│ │                                                                ││
│ │                                                                ││
│ │            Print By:                                           ││
│ │                  1.  Customer ID                               ││
│ │                  2.  Customer Name                             ││
│ │                  3.  Customer Class                            ││
│ │                  1                                             ││
│ │                                                                ││
│ │                                                                ││
│ │                                                                ││
│ │                                                                ││
│ │                                                                ││
│ │ ┌────────────────────────────────────────────────────────────┐│
│ │ │   Output device -  (P)rinter p(R)eview (█)ile (E)nd         ││
│ │ └────────────────────────────────────────────────────────────┘│
│ └────────────────────────────────────────────────────────────────┘│
└─────────────────────────────────────────────────────────────────┘
```

Inquiry

1. Enter the range of customers whose information you want in the list (A6).

2. Select the option by which to organize the list.

3. Select the output device.

A sample Customer Detail List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Customer Detail List

```
06/02/1999                              Builders Supply                                    Page  1
2:55 PM                              Customer Detail List
                                        By Customer ID

ACE001

ACE BUILDERS                                Partial Ship?    YES
1588 SE 31ST STREET                         Territory:       MIDATL    Class: WHSL
                                            Contact:         BRIAN
PADUCAH    KY 28655-7865   US               Sales Rep:       GPD Garry P. Deacon
ATTN: ACCOUNTS PAYABLE                      Group Code:      0
Phone:  (505) 555-1646                      Statement Code:  Both
Fax:    (502) 555-1566                      Account Type:    Open Invoice
Ship Zone: 01                               Dist Code:       01
                                            Cust Level:      BD
                                            Finance Chg?     YES
New Finance Charge:       .00               Terms Code:      2PCT   2/10,n/30   Reg
Unpaid Finance Charg   345.41                                2.0%  10 DAYS, NET 30

Current Due:             .00                Taxable?         NO
Balance 31-60:           .00                Tax Group:       MNR   Minnesota - Resale
    61-90:               .00                Exempt ID:
    91-120:              .00
    121+:            23027.56               Credit Limit:        315000
Unapplied Credits:       .00                Credit Hold:     NO
Total Due:           23372.97
                                            Payment Method:  CHK
                                            Card Number:
                                            Cardholder:
```

	Period-to-Date	Qtr-to-Date	Year-to-Date	Last Year
Sales	.00	97524.16	446572.94	495958.62
Profit	.00	48179.15	220565.21	199164.28
Number of Invoices	0	5	10	5
Payments	.00	85023.17	430085.59	497267.98
Discounts	.00	2843.58	8936.71	8931.52
Number of Payments	0	7	15	11
Total Days to Pay	0	379	1057	359
Average Days to Pay	0.00	54.14	70.47	32.64

	1st Date	Last Date	Last Amount	Last Number
Sale	01/16/1989	12/18/1990	2100.00	0006703
Payment		12/17/1990	1500.00	0007878

Customer Labels

Customer labels are a helpful reference of the customers you have on file. Use the Customer Labels function to print 1-by-3½-inch mailing labels for customer invoices and statements.

Customer Labels Screen

Select **Customer Labels** from the Master File Lists menu. The function screen appears.

```
OSAS T000                                          ICG  Online
Settings  Edit  Print  Help
                      ─── Customer Labels ───

              Pick Customer ID From  ACE001
                              Thru  VIS001

                   Zip Code     From
                                Thru


     Print By:                 Label Type:
        1.  Customer ID           1.   Standard -- 15/16 x 3 1/2
        2.  Zip Code              2.   Standard -- 1 7/16 x 3 1/2
        3.  Customer Name         3.   Mailing  -- 15/16 x 3 1/2
        1                         4.   Mailing  -- 1 7/16 x 3 1/2
                                  1


              Print Phone Number?    YES


            Output device -  (P)rinter p(R)eview (█)ile (E)nd
```

Inquiry 1. Enter the range of customers whose labels you want to produce (A6).

2. Enter the range of zip codes whose associated customer labels you want to produce (A10).

3. Select the option by which to organize the vendor labels.

4. Select the type of labels you want to produce.

5. If you selected standard labels and you want them to include the customers' phone numbers, enter **Y**; if not, enter **N**

6. If you elected to produce standard labels, a line of *x*'s is printed so that you can align the labels. Then this prompt appears:

    Is form aligned?

    If the labels are not aligned, enter **N** and adjust them. When the labels are aligned, enter **Y** to produce them.

7. Select the output device.

Sample standard customer labels are at the end of this section. The attention line is on the first line of the mailing labels according to the U.S. Postal Service standard.

After you have produced the list or labels, the Master File Lists menu appears.

Customer Labels

```
ACE001
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH, KY  28655-7865  US


DAL001
DALLAS-FT WORTH DOME HOMES
1025 37TH AVE SE
DALLAS, TX  77777  US


GRE001
GREATER NEW YORK DOMES, INC.
1001 AVE OF THE AMERICAS
NEW YORK CITY, NY  10012-4335  US


KAN001
KANSAS CITY GEODESIC HOMES
2382 WEST 53RD AVENUE
KANSAS CITY, MO  56666  US


LOS001
LOS ANGELES CONSTRUCTION CO.
98042 VENTURA BOULEVAR
ENCINO, CA  99999-9584  US


SUN001
SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI, FL  33333-4323  US


TEN001
TENNESSEE SHELTERS, INC.
1001 COUNTRY ROAD
NASHVILLE, TN  54327-4383  US


VIS001
VISA
2347 WEST VIRGINIA AVE
SUITE 1025
DOVER, DE  14003-2347  US
```

Customer Comments List

The Customer Comments List shows the comments that are on file for a customer. You can use the list as a reference when you enter accounts receivable transactions.

Customer Comments List Screen

Select **Customer Comments List** from the Master File Lists menu. The function screen appears.

```
OSAS T000                                                      _ □ X
Settings  Edit  Print  Help
                      ─── Customer Comments List ───

              Pick Customer ID From ACE001
                               Thru VIS001
                         Date From
                              Thru
                  Reference ID From
                              Thru


                     Print By:
                         1.  Customer ID/Date
                         2.  Customer ID/Reference ID
                         1




           Output device -   (P)rinter p(R)eview (F)ile (█)nd
```

Inquiry

1. Enter the range of customers whose comments you want in the list (A6).

2. Enter the range of dates associated with the comments you want in the list.

3. Enter the range of reference IDs associated with the comments you want in the list (A3).

4. Select the option by which to organize the list.

5. Select the output device.

A sample Customer Comments List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Customer Comments List

```
06/02/1999                    Builders Supply                    Page
2:57 PM                     Customer Comments List
                             By Customer ID/Date

Customer    Date    Ref  Comment

ACE001  ACE BUILDERS
        01/21/1990  2    PLEASE NOTIFY DAISY OF ANY SHORT SHIPMENTS.
                             TRACER PUT ON LAST SHIPMENT.

        01/15/1989  3    ACE AGREED TO PAY $3000 ON 2-1-89.

        01/05/1989  1    PLEASE NOTIFY DAISY AT ACE WHEN ITEM IS MAILED.
                             CALLED CUSTOMER ABOUT PAST DUE BALANCE.

CASHCA  CASH SALES-OAKLAND, C
        01/25/1989  1    CUSTOMER REQUESTED A CREDIT APPLICATION.

DAL001  DALLAS-FT WORTH DOME HOME
        05/08/1990  1    CUST REQS THAT WE ONLY TAKE ORDERS FROM JACKIE

        02/15/1990  1    SENT NEW CREDIT APPLICATION

        01/22/1989  1    CUSTOMER REQUESTED THAT WE SEND INV TO NEW ADDRESS

GRE001  GREATER NEW YORK DOMES, INC.
        03/01/1990  1    GEDRIC HAS BEEN PROMOTED. NEW CONTACT IS JULIE.

        01/17/1989  1    GEDRIC SAID WE SHOULD SKIP THE REFUND REQUEST.

        01/16/1989  1    GEDRIC CALLED AND REQUESTED A REFUND ON CREDIT BAL.

KAN001  KANSAS CITY GEODESIC HOME
        02/15/1990  1    CUSTOMER REQUESTED THAT ALL MAIL BE SENT TO NEW HQ

        01/14/1989  1    DAISY REQUESTED A FAX COPY OF INV # 39839.

LOS001  LOS ANGELES CONSTRUCTION CO.
        07/15/1990  1    RICHARD REQ'D DETAILED HISTORY OF JUNE'S ACTIVITY.

        05/28/1990  1    NEW CREDIT LIMIT SET

SUN001  SUNSHINE HOMES, INC.
        12/10/1990  1    CUSTOMER REQUESTED A REFUND FOR DEFECTIVE WINDOWS.


End of Report
```

Ship-to Address List

The Ship-to Address List is a helpful reference of your customers' shipping addresses.

Ship-to Address List Screen

Select **Ship-to Address List** from the Master File Lists menu. The function screen appears.

```
OSAS T000                                                      _ □ X
Settings  Edit  Print  Help
                        ── Ship-to Address List ──

              Pick Customer ID From   ACE001
                             Thru   VIS001
                  Zip Code     From
                             Thru

              Print Ship Via?        YES

              Print by:
                   1.   Customer ID
                   2.   Zip Code
                   1




            Output device -   (P)rinter p(R)eview (█)ile (E)nd
```

Inquiry

1. Enter the range of customers whose shipping addresses you want in the list (A6).

2. Enter the range of zip codes whose shipping addresses you want in the list (N10).

3. If you want the method of shipment in the list, enter **Y**; if not, enter **N**.

4. Select the option by which to organize the list.

5. Select the output device.

A sample Ship-to Address List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Ship-to Address List

```
Builders Supply                                                      Page  1
Ship-to Address List
By Customer ID

------------ Ship-to ------------
Ship-to                                                      ----------- Tax Group -----------
Cust ID  Name                              Ship Via          Group  Description
         Address
------------------------------------------------------------------------------------------

000001   KANSAS CITY GEODESIC HOMES        NORTH AMERICAN     TX     Texas
KAN001   2382 WEST 53RD AVENUE
         KANSAS CITY, MO  56666-5425  US

000001   SUNSHINE HOMES, INC.              UPS - Red          MD     Maryland
SUN001   1000 OCEAN BOULEVARD
         MIAMI, FL  33333-9823  US

000002   SUNSHINES HOMES, INC.             UPS - Red          MD     Maryland
SUN001   9350 W. GULFSTREAM DRIVE
         TAMPA, FL  33333-8825  US

000001   TENNESSEE SHELTERS-NASHVILLE      UPS - Blue         TX     Texas
TEN001   100 HWY 42
         NASHVILLE, TN  54329-4736  US

000002   TENNESSEE SHELTERS-MEMPHIS        UPS - Blue         TX     Texas
TEN001   300 W. 37TH STREET
         MEMPHIS, TN  54338-4938  US

000003   TENNESSEE SHELTERS-CHATTANOOGA    UPS - Blue         TX     Texas
TEN001   9000 CO RD 4
         CHATTANOOGA, TN  54897-2034  US

End of Report
```

Ship-to Address Labels

Use the Ship-to Address Labels function to print 1-by-3½-inch mailing labels showing each customer's ID, ship-to ID, and address.

Ship-to Address Labels Screen

Select **Ship-to Address Labels** from the Master File Lists menu. The function screen appears.

```
┌─ OSAS T000 ──────────────────────────────────────── _□X ─┐
│ Settings  Edit  Print  Help                               │
│ ┌──────────────── Ship-to Address Labels ──────────────┐ │
│ │                                                       │ │
│ │       Pick Customer ID From  ACE001                   │ │
│ │                       Thru   VIS001                   │ │
│ │           Zip Code    From                            │ │
│ │                       Thru                            │ │
│ │                                                       │ │
│ │       Print Ship Via?        YES                      │ │
│ │                                                       │ │
│ │       Print by:                                       │ │
│ │            1.  Customer ID                            │ │
│ │            2.  Zip Code                               │ │
│ │            1                                          │ │
│ │                                                       │ │
│ │                                                       │ │
│ │                                                       │ │
│ │                                                       │ │
│ │       Is form aligned?                                │ │
│ │                                                       │ │
│ └───────────────────────────────────────────────────── │ │
│ ┌───────────────────────────────────────────────────── │ │
│ │  Output device -  (P)rinter p(R)eview (█)ile (E)nd    │ │
│ └───────────────────────────────────────────────────── │ │
└───────────────────────────────────────────────────────────┘
```

| Inquiry |

1. Enter the range of customer IDs whose labels you want to produce (A6).

2. Enter the range of zip codes whose associated customer labels you want to produce (N10).

3. If you want to print the shipping method on the labels, enter **Y**; if not, enter **N**.

4. Select the option by which to organize the labels.

5. A line of *x*'s is printed so that you can align the labels. Then this prompt appears:

Is form aligned?

If the labels are not aligned, enter **N** and adjust them. When the labels are aligned, enter **Y** to produce them.

6. Select the output device.

Sample ship-to address labels are at the end of this section.

After the labels are produced, the Master File Lists menu appears.

Ship-to Address Labels

```
KAN001000001  NORTH AMERICAN
KANSAS CITY GEODESIC HOMES
2382 WEST 53RD AVENUE
KANSAS CITY, MO  56666-5425  US


SUN001000001  UPS - Red
SUNSHINE HOMES, INC.
1000 OCEAN BOULEVARD
MIAMI, FL  33333-9823  US


SUN001000002  UPS - Red
SUNSHINES HOMES, INC.
9350 W. GULFSTREAM DRIV
TAMPA, FL  33333-8825  US


TEN001000001  UPS - Blu
TENNESSEE SHELTERS-NASHVILLE
100 HWY 42
NASHVILLE, TN  54329-4736  US


TEN001000002  UPS - Blu
TENNESSEE SHELTERS-MEMPHIS
300 W. 37TH STREET
MEMPHIS, TN  54338-4938  US


TEN001000003  UPS - Blu
TENNESSEE SHELTERS-CHATTANOOGA
9000 CO RD 4
CHATTANOOGA, TN  54897-2034  US
```

Recurring Entries List

Produce the Recurring Entries List after you set up recurring entries to make sure that everything is correct and to use as a reference when you copy recurring entrie to the ARTDxxx and ARTHxxx (Transaction) files. Produce a new list each time you add, change, or delete recurring entries.

If you find incorrect transactions in the Recurring Entries List, use the Edit Recurring Entries option in the Recurring Entries function (page 11-23) to correct them.

Recurring Entries List Screen

Select **Recurring Entries List** from the Master File Lists menu. The function screen appears.

```
 OSAS T000                                                    _ □ ✕
 Settings  Edit  Print  Help
 ┌──────────────────── Recurring Entries List ─────────────────────┐
 │                                                                  │
 │              Pick Customer ID From ACE001                        │
 │                              Thru VIS001                         │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │                                                                  │
 │       Print By:                       Print:                     │
 │       1.  Recurring Entry Number      1.  Line Detail            │
 │       2.  Customer ID                 2.  Transaction Totals     │
 │       3.  Run Code                    3.  Break Totals           │
 │       1                               1                          │
 │                                                                  │
 │                                                                  │
 ├──────────────────────────────────────────────────────────────────┤
 │       Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd │
 └──────────────────────────────────────────────────────────────────┘
```

| Inquiry | 1. Enter the range of customers whose recurring entries you want in the list (A6). |

2. Select the option by which to organize the list.

3. Select the amount of detail you want in the list.

4. Select the output device.

A sample Recurring Entries List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Recurring Entries List

```
06/02/1999                               Builders Supply                                                    PAGE   1
3:00 PM                              Recurring Entries List
                                    By Recurring Entry Number

Entry  Cust ID              Sales Account  Units      Qty. Ordered    Unit Price      Ext. Cost    Ext. Price  Tax Class
Line   Run Code             COGS Account              Qty. Shipped    Unit Cost
       Description          Inv. Account
---------------------------------------------------------------------------------------------------------------------
0001   ACE001               4010           EA         1.0000          125.0000        50.00        125.00      00
001    1                    5010                      1.0000          50.0000
       CONSULTING FEE       1044

       Cust ID Order No. Order Date  SR1 SR2 Tx Grp.          Freight         Sales Tax   Invoice Total
       Ship To             Cutoff Date Terms Desc.  Miscellaneous
       ACE001      12/31/1990   GPD   MNR           .00             .00         125.00
                   2/10,n/30          Miscellaneous  125.00

                                     Subtotal        Sales Tax   Invoice Total
                                     .00             .00         125.00

0002   DAL001               4010           EA         1.0000          125.0000        50.00        125.00      00
001    1                    5010                      1.0000          50.0000
       CONSULTING FEE       1044

       Cust ID Order No. Order Date  SR1 SR2 Tx Grp.          Freight         Sales Tax   Invoice Total
       Ship To             Cutoff Date Terms Desc.  Miscellaneous
       DAL001      DMM   TXR          .00             .00         125.00
                   1/10,n/30          Miscellaneous  125.00

                                     Subtotal        Sales Tax   Invoice Total
                                     .00             .00         125.00

0003   SUN001               4010           EA         1.0000          125.0000        50.00        125.00      00
001    1                    5010                      1.0000          50.0000
       CONSULTING FEE       1044

       Cust ID Order No. Order Date  SR1 SR2 Tx Grp.          Freight         Sales Tax
       Ship To             Cutoff Date Terms Desc.  Miscellaneous
       SUN001      PRT   MDR          .00             .00
                   1/10,n/30          Miscellaneous  125.00

                                     GRAND TOTAL      Freight         Subtotal    Sales Tax    Extended Cost  Extended Price
                                                      Miscellaneous   375.00      .00          150.00         375.00
                                                      .00
                                                      .00

End of Report
```

Codes List

The Codes List is a reference of the codes used for sales/COGS account pairs, distribution codes, terms codes, and shipping methods codes. This information is entered in the DFxxxx table and the ARCDxxx (Codes) file; produce this list before you change information in either place.

Codes List Screen

Select **Codes List** from the Master File Lists menu. The function screen appears.

```
OSAS T000                                                    _ □ X
Settings  Edit  Print  Help
                          ──────── Codes List ────────


              Print:

                 GL Codes?                    YES
                 Distribution Codes?          YES
                 Terms Codes?                 YES
                 Ship Methods?                YES
                 Methods of Paymemt?          YES








        ┌────────────────────────────────────────────────────┐
        │  Output device -   (P)rinter p(R)eview (█)ile (S)creen (E)nd  │
        └────────────────────────────────────────────────────┘
```

1. For each type of code you want in the list, enter **Y**. For each type of code you do not want in the list, enter **N**.

2. Select the output device.

A sample Codes List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Codes LIst

```
06/02/1999                         Builders Supply                              Page  1
3:01 PM                              Codes List

GL Codes
Code   Description                   Sales Account  COGS Account
C1     Contract Sales                    4020           5020
R1     Retail Sales                      4010           5010

Distribution Account Codes
ID  Description            Receivables  Sales Tax  Freight  Miscellaneous
01  Regular Customers         1010        2038      4050       8010
02  Credit Card Customers     1011        2038      4050       8010

Terms Codes
Code    Description   Type   Percent  Due Days  Net Due Days
1PCT    1/10,n/30     Reg     1.0        10         30
2PCT    2/10,n/30     Reg     2.0        10         30
5PCT    5/10,n/30     Reg     5.0        10         30
8PCT    8/10,n/30     Reg     8.0        10         30
COD     C.O.D.        Reg      .0         0          0
CODCHK  COD-Comp Chk  Reg      .0         0          0
NET     n/30          Reg      .0         0         30
P10     n/10 EOM      Prox     .0         0         10
```

```
06/02/1999                         Builders Supply                              Page  2
3:01 PM                              Codes List

Methods of Payment Codes (continued)
ID  Description            Payment Type  Debit to GL Account  Pd-to-Date  Qtr-to-Date  Year-to-Date  Last Year
W/O Write-off to Bad Debt  4 Write Off        1020               .00         .00          .00          .00
```

Tables List

Produce the Tables List to get information from a particular Accounts Receivable table. This function is valuable if you plan to change a table and want a list to compare it against.

Tables List Screen

Select **Tables List** from the Master File Lists menu. The function screen appears.

```
OSAS T000                                                          _ □ ×
Settings  Edit  Print  Help
                            ─── Tables List ───

                    Application From  AR
                               Thru  AR


                       Table ID From
                               Thru


                  Suppress Blank Lines?  YES

                  Page Break Per Table?  YES




         Output device -  (P)rinter p(R)eview (█)ile (S)creen (E)nd
```
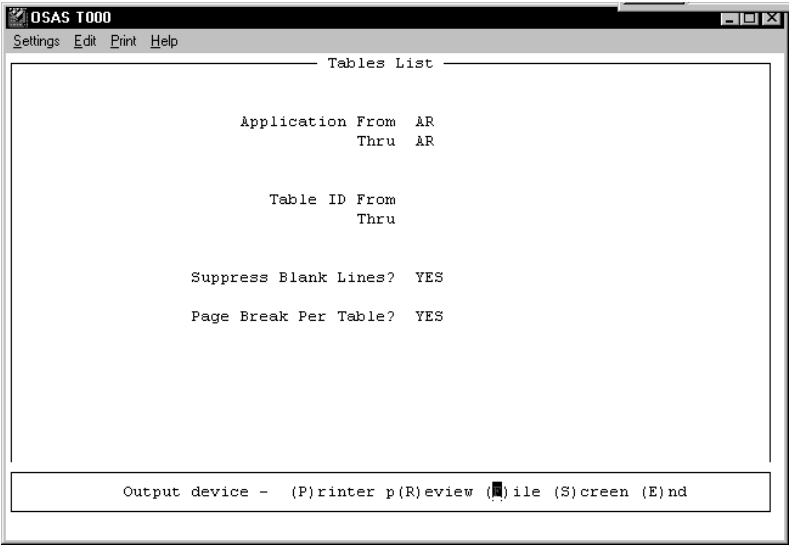
AR is displayed as the application ID. You cannot change it.

Inquiry

1. Enter the range of table IDs whose information you want in the list (A8).

2. Most tables do not hold information in all 18 lines. If you want the list to include blank lines, enter **Y**; if not, enter **N**.

3. If you want a page break between each table, enter **Y**; if not, enter **N**.

A sample Tables List is at the end of this section.

After the list is produced, the Master File Lists menu appears.

Tables List

```
06/02/1999                        Builders Supply                    Page
3:01 PM                            Tables List
                                Accounts Receivable

 Table ID ARGL        Description GL Accounts Table
 No. of Columns  2 Column Length  12      Type

 DESCRIPTION   G/L NUMBER
 ----------- -----------
 CASH RECPTS  1000
 DISCOUNTS    4040
 INVENTORY    1044
 FIN CHRG     802


 Table ID ARPDH       Description AR Periods Tabl
 No. of Columns  3 Column Length  12      Type

 PERIOD       FISCAL YEAR # PERIODS/YR
 ----------- ----------- -----------
       12.00    1999.00       12.00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00
         .00        .00         .00



06/02/1999                        Builders Supply                    Page
3:01 PM                            Tables List
                                Accounts Receivable

 Table ID QM          Description Quick Entry Table - Misc Credit
 No. of Columns  2 Column Length  12      Type

 FIELD         DATA
 ----------- -----------
 Qty Shipped
 Qty Bkor
 Unit Price   E
 Unit Cost
```

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

Access denied.

Your access code is not set up to access this function.

An error occurred while (*converting or creating*) files. Conversion aborted.

If an error occurs during data file creation or conversion, a message that describes the proble appears. Then this message appears on the RM Data File Creation or Data File Conversion screen to inform you that the process has been aborted. Correct the problem described in the first message and try again.

At least one history selection must be YES.

You must include at least one type of history in the Customer Analysis Report.

A valid bank account ID is required.

If Accounts Receivable is interfaced with Bank Reconciliation, you must enter a bank account ID that is in the BRBAxxx (Bank Accounts) file.

Bank account *(ID)* is not on file.

Bank account *(ID)* not found.

The bank account ID you entered is not in the BRBAxxx (Bank Accounts) file. Enter a different ID; the **Inquiry** (**F2**) command is available.

Basic Error = *nn* **Host Error** = *xxx* **Line** = *nnn*   **Program** = *xxxxxx*

Basic Error = *nn* **Line** = *nnnn* **Program** = *xxxxxx*

A serious error has occurred. Write down the information that is displayed and get help from a support technician.

Cannot delete customer with (*assigned data*).

You cannot delete the record of a customer that has open invoices, orders, or unposted transactions on file.

Cannot delete last line of a transaction.

You cannot create a transaction with zero line items; a transaction must have at least one line item. You can delete an entire transaction from the header screen.

Could not find any valid source files for this application.

The source directory you specified does not have files for the application you are converting. Make sure that you entered the correct source directory and application ID.

Credit limit exceeded.

The customer is already over the credit limit you assigned (and you are on the header screen), or the line item you are entering exceeds the customer's credit limit. In either case, press**Enter** to override the credit limit and continue entering the invoice, or exit from the function.

Customer *(ID)* has open invoices.

You cannot delete the record of a customer that has open invoices on file. If you know the customer has paid in full, make sure that the payments were recorded and posted properly. Do periodic maintenance, and then delete the customer record.

Customer is on credit hold.

You cannot enter an invoice for a customer that is on credit hold.

xx data files exist. Do you want this task to erase them?

The directory where you are creating files already has files for the selected application and company. To continue with the conversion and erase the existing files, enter **Y**. To create only the missing files (if any), enter **N**. To cancel the operation, exit from the function.

Date must be greater than previous date entered.

You must enter the aging period dates in chronological order in the Cash Flow Report.

Delete entire transaction?

To delete the entire transaction, use the **Delete** (**F3**) command.

Delete entry number *n*.

To delete the line item, use the **Delete** (**F3**) command.

Destination file (*drive:/path/file name)* not found. No conversion.

The filename or path you specified does not exist.

Disk drive not ready.

The system cannot access one of the disk drives to find the file it is looking for. Usually the door of the disk drive is open; check it. If closing the door corrects the problem, press**Enter**; if not, consult your system administrator or hardware support specialist.

Drive not available.

The system does not have the disk drive ID you entered. Pres **Enter** and enter a different ID. If this message appears when you enter the correct drive ID, get help from a support technician.

Entry in process on terminal *nnnn*.

Another user is entering or editing a transaction in the batch you are working with. You cannot process the batch while it is in use.

Field size is too large.

The amount of the line item makes one of the calculated amounts exceed the space provided
for it. Check the amounts you entered in the fields. If they are correct, you must enter the
transaction as two transactions to accommodate the total.

(*filename*) does not exist. Cannot convert it.

One of the files listed in \xxDATA is not in your old data directory. See **Destination file
(*drive:/path/file name*) not found. No conversion.**

File unavailable *(XXXXXxxx).*

This message appears for one of three reasons:

- The function you are trying to access needs one or more files that are locked
  by another user on your system. When a file is locked, other users cannot
  access it during posts and other functions that need to keep the file intact.

- The function you are trying to access needs one or more files that are not on
  your system. Use the Options and Interfaces function on the Resource
  Manager Company Setup menu to verify that the correct interfaces have been
  selected. If that does not correct the problem, get help from a support
  technician.

- You are working with the wrong company. Return to the menu; then use the
  Change Company (**F3**) command to enter the ID you want.

In any case pres **Enter** to get back to the menu, correct the problem, and select the function
again.

GL account *(#)* **is a memo account.**

You cannot use a memo account as the sales, COGS, or inventory account for a line item.

GL account *(#)* **is not in Master file.**

The account number you entered is not in the GLMAxxx (Master) file. Enter the correct account number; the **Inquiry** (**F2**) command is available.

Invalid date - mm/dd/yyyy.

Invalid date - dd/mm/yyyy.

The date you entered is invalid, or the format you used is incorrect (for example, American format in a European-format system). This message is usually accompanied by one of two explanatory messages

Month out of range (1 to 12)

or

Day out of range (1 to *nn*)

If you entered an invalid date, press **Enter** and enter a valid one. You can enter dates in either format: 010194 or 01011994.

Invalid entry

The information is not valid in the field where you entered it. Check the data and enter it again. Consult the user's manual or use the **Help** (**F1**) command for information.

Invalid number of periods in ARPDxxx table.

The valid number of periods you can enter in the ARPDxxx table are 1, 4, 12, and 13.

Invalid Period Conversion table.

The CNVTxxx table for the company is invalid. A common reason is that you did not update the table with the corresponding data for the next period. Use the Period Setup function to make adjustments (see the *Resource Manager User's Manual*).

Invalid year

The fiscal year you entered is invalid.

Item/Job *(#)* **is not on file.**

The item or job number you entered is not on file. Enter a different number; the **Inquiry** (**F2**) command is available.

Job *(#)* **not found.**

Job *(ID)* **is not on file.**

The job number you entered is not on file in the Job Cost JOBSxxx (Jobs) file. Check your records. Then enter a job number that the Job Cost system recognizes, or add the job number to Job Cost.

Mask format error use *(mask).*

You entered data that does not fit the predefined format for the field. Enter the data again, using the predefined format.

Maximum number of lines is 998.

Maximum number of lines reached. Cannot insert.

You cannot insert a line item if the transaction already has 998 line items.

Must be *(within range).*

You must enter a value within the range specified in this message.

Must be greater than 0.

You must enter an invoice number that is greater than zero when you print invoices.

Must build (*table ID*) first.

You must build the table shown in this message before you can use the function.

Must enter *(1-n)*.

You must enter a value within the range specified in this message.

Must enter *(value)*.

You must enter the kind of value specified in this message.

Net due days cannot be less than discount days.

The number of net due days must be equal to or greater than the number of discount days.

New batch ID cannot equal old batch ID.

You must enter a unique ID for the new batch number when you use the Change Batches function.

No more open invoices for *(ID)*.

The customer does not have any more open invoices to scan.

No summary history for this period.

You selected a period whose summary history was either deleted or never kept.

Open Invoice file not empty.

You cannot use the Build Open Invoice File function for a company whose ARINxxx (Open Invoice) file has been initialized and contains open invoices. If you are using the wrong company, exit to the File Maintenance menu, change to the correct company (**F3**), and then try the function again.

Over maximum of 999 sequences for this date and reference ID.

You can enter a maximum of 999 comments for a particular date and reference ID.

Percentages cannot total more than 100.

The sum of the sales rep's percentages cannot exceed 100.

Press Enter to adjust payment amount and return to menu.

You cannot exit to the menu until the remaining amount is zero. Press **Enter** to adjust the payment amount and return to the menu, or use the up-arrow key to return to the scroll region.

Printer busy.

You are trying to use a printer that is in use. Pres **Enter** to continue with your entry, and try to print later.

Record in use.

Another terminal is using the record you are trying to access. Exit from the function. Then try to access the record again when the other terminal is finished with it.

Sales history is not implemented.

You cannot print the Detail History Report if you elected not to keep detail sales history in the Resource Manager Options and Interfaces function.

Sales rep (ID) has current balance.

You cannot delete the record of a sales rep who has outstanding commissions.

Sales rep (ID) is not on file.

You entered the ID of a sales rep that is not set up in the ARSRxxx (Sales Rep) file. Enter a different ID; the **Inquiry** (**F2**) command is available.

Summary history not available for this period.

You cannot print the report for this period because it does not have any summary history. It might have been deleted from the ARHSxxx (Summary History) file, or you might have elected not to keep summary history in the Resource Manager Options and Interfaces function when this period was active.

Tax *(ID)* **is not on file.**

You entered a tax ID that is not in the RMTXxxx (Tax Groups) file. Enter a different ID; the **Inquiry** (**F2**) command is available.

There is no summary history for customer *(ID)* **in** *(fiscal year).*

You cannot print the report for this fiscal year because it does not have any summary history. It might have been deleted from the ARHSxxx (Summary History) file, or you might have elected not to keep summary history in the Resource Manager Options and Interfaces function during this year.

Thru value cannot be less than From value.

Thru value must be greater than From value.

The value you entered at Thru is smaller than the value you entered at From. Pres **Enter**; then enter the correct value at Thru.

Transaction is not on file.

Transaction number not found.

Transaction number not on file.

Transaction *(#)* **not found.**

The transaction number you entered is not in the ARTHxxx (Transaction) file. Enter a different transaction number; the **Inquiry** (**F2**) command is available.

Transaction in process on terminal *(ID).*

The terminal in this message is adding the transaction number. Assign a different number to the transaction.

Unable to execute program *(program).*

The system cannot run the program you selected from the menu. Make sure that the displayed program is in the application's program directory, and select the function again.

Unable to load menu record *(menu)* **from file** *(file).*

The application's menu record is not in the menu file, or the menu file is missing. Make sure that the application is properly installed and try again.

Unable to lock - file in use.

One of the function's files is locked because another workstation on the system is using it. Try the function again when no one else is using the file.

Unable to open file.

Unable to open - file in use.

The file you are trying to use is either corrupted or locked at another terminal on the system. Wait a few minutes and try again. If the condition continues, get help from a support technician.

Unable to print to device.

The system cannot access the output device you are trying to use. Make sure that the output device is online.

Valid entries are *(range).*

Valid units are: *n.*

Enter one of the valid selections shown in this message.

Warning: customer is on credit hold.

The customer is on credit hold. Press **Enter** to remove the message; then continue working with the customer ID, or enter a different customer ID.

Warning: summary history not available for all comparisons.

Summary history is not available for all the comparisons in the report. In each column of the report where summary history is unavailable or insufficient, *.00 ** is printed.

You must build ARPDxxx table before *(doing operation).*

You must build the ARPDxxx table for the company before you can use the Periodic Maintenance and Post Transactions functions. These functions rely on being able to sort by period.

Your hard disk is full - unable to finish copying.

The system cannot finish converting your files because your hard disk is full. Delete unnecessary files, optimize your hard disk, or take other measures to make space. Then restore the backup you made before converting the files, and try again.

Common Questions | B

These commonly asked questions about the Accounts Receivable system are divided into two categories: Entering Balances and Daily Work.

Entering Balances

I entered balances in the customer record, but when I go back into the file, the balances are zero. What happened?

The online aging feature can throw your initial balances off. You must turn off the online aging option before you enter beginning balances. Then after you use the Build Open Invoice File function, turn the option on again.

Daily Work

The invoice number I entered does not match the invoice number in the Sales Journal. Why not?

Invoice numbers are reassigned when invoices are printed, because most companies print invoices on preprinted forms. To make sure that the invoice number in the ARINxxx (Open Invoice) file is the same as the one on the invoice you send to the customer, the system updates the invoice record with a new number.

This numbering method is important for open invoice customers because when they make payments toward specific invoices, you must apply the payments to the right invoices.

When I enter invoices, the wrong general ledger period shows up. Why?

The displayed period corresponds to the system date. If the system date is wrong, the displayed general ledger period date is wrong.

Check the system date. If it is wrong, change it. If it is correct, check the CNVTxxx table in Resource Manager to make sure that you specified the correct periods and their corresponding months for the company.

What does the system do with an unapplied credit?

Cash receipts and credit memos that are not applied to specific invoices for open item customers are put in the unapplied credits bucket in the customer record and in the Aged Trial Balance.

I had printer problems before I finished printing invoices. The printer problem is fixed now but how do I start over without reprinting all the invoices?

Use the Restart option. Enter the new first invoice number and the number of the last invoice that was printed correctly.

I was in the middle of posting and had computer problems. Can I recover?

Yes. If you backed up your data files before posting, restore the backup and start the post over.

The Post Transactions function has a restart feature. If you did not back up before posting, start the post over. Each posted transaction is flagged as posted, so if a transaction or batch of transactions was completely posted, it will not be processed again. If the system was in the middle of posting a transaction or a batch of transactions, it processes the transaction(s) again.

Then print the Open Invoice Report, the Detail History Report, and the appropriate reports from interfaced applications. Make adjustments for the double-posted entry, if any. (Only one transaction line or cash receipt can be double-posted.)

The Current column in the Aged Trial Balance shows both last month's and this month' activity for my balance forward customers. Why?

You did not do periodic maintenance before you entered this month's activity. You can correct this situation in one of two ways

- If you caught the error in the first few days of the month and you have a backup of your sales history since the beginning of the month, produce the Detail History Report from the first of the month to the present date, organized by customer ID. Then restore the backup from the end of the previous month and do periodic maintenance. Refer to the Detail History Report to reenter this month's activity.

- If you did not back up your files or if you did not catch the error until well into the month, let the current month's customers go without aging. Keep activity for both this month and next month in the current period and do periodic maintenance at the end of the month.

How does the system calculate finance charges, and what is the cutoff date?

Finance charges are calculated for invoices or balances that are older than the number of day specified in the FINCHxxx table. The cutoff date is the number of days after which finance charges are assessed on unpaid invoices, based on invoice or due dates.

I entered 15 days for the finance charge in the FINCHxxx table, but the system is using 30 days. Why?

The system assesses finance charges only in 30-day increments. If you enter a number of days other than 30, 60, 90, or 120, it is rounded to the nearest of these values. For example, if you enter 44 days, the system uses 30; if you enter 45, the system uses 60.

If you enter fewer than 15 days, the number is rounded to zero, and all invoices are assessed a finance charge.

How does the prenumbered forms option assign numbers?

If you elect to use prenumbered invoice forms in the Resource Manager Options and Interface function, existing invoices with assigned numbers will be overwritten. Miscellaneous credits with invoice numbers are never overwritten.

Why are history invoices different from my original invoices?

Not all the data in the ARTHxxx and ARTDxxx (Transaction) files transfers to the ARHIxxx (Detail History) file.

When are paid invoices removed?

Paid invoices dated before the date you specify are removed through the Purge Selected Files function.

What does ARCVTHI do?

ARCVTHI builds a new key number (Knum) in the ARHIxxx (Detail History) file that increases the Tax Audit Report's processing time.

Information Windows | **C**

When you use the Invoices, Miscellaneous Credits, and Edit Transactions options in the Transactions function, and the Cash Receipts, Enter Recurring Entries, and Edit Recurring Entries functions, the **Information** (**Shift+F2**) command is available on the header, line-item entry, and totals screens. Use the **Information** command to access windows that show customer and credit history and customer comments.

When you use the **Information** command, a menu appears.

```
OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
                        ── Invoices ──
                    ── Header Information ──
   Batch ID    000001
   Trans No    0023              Transaction Type   Invoice
   Location    MN0001

   Sold to: CASHCA                       Ship to:
   CASH SALES-OAKLAND, CA


                            ── AR Information Menu ──

                             Customer Information_
   Sales Rep 1      Perc     Customer Comments
   Sales Rep 2      Perc     Item Information
   Cust Level   RETAIL                          o.
   Terms Code   COD                                   09/01/1999
   Terms Desc   C.O.D.         Type Reg    GL Period     09
   Terms%     .0 Days    Net Days
   Order No                              Taxable       YES
   Ord Date                             Tax Group      CA
   Inv No              Date             Description    California


   Company H                  Info                        Verify
```

To access a window, use the up- and down-arrow keys to move the cursor to the menu item you want, and press **Enter**. Then see the subhead by the same name in this appendix.

Customer Information Window

When you select **Customer Information** from the AR Information menu, the customer information window appears.

```
 OSAS T000                                                    _ □ ✕
Settings  Edit  Print  Help
 ┌──────────────────────────── Invoices ────────────────────────────┐

   Customer ID CASHCA   Name CASH SALES-OAKLAND, CA

   New Fin Charge             .00  │ Territory  WEST     Class   RETL
   Unpaid Fin Charge          .00  │ Price Code  RETAIL Fin Code   NO
   Current Due            1940.87  │ Credit Limit           0
   Balance 31-60              .00  │ High Balance      51487.23
           61-90         32858.76  │ Credit Status  444321000000
           91-120            .00   │
           121+         16687.60   │ 1st Sale  09/21/1999        ---
   Unapplied Credits          .00  │ Last Sale 12/06/1999    1940.87
   Total Due             51487.23  │ Last Pmt  10/27/1999   15000.00

                 Period-to-Date   Qtr-to-Date  Year-to-Date   Last Year
   Sales               1940.87      49654.63      66487.23         .00
   Profit               703.25      32489.15      37886.40         .00
   Number of Invoices        1             3             4
   Payments                .00      15000.00      15000.00         .00
   Discounts               .00           .00           .00         .00
   Average Days to Pay     .00         30.00         30.00         .00

             <Enter> for Next ID, F5 for New Customer
 └───────────────────────────────────────────────────────────────────┘
```

To look at the information for the customer that is alphabetically next in the ARCUxxx file, press **Enter**. To look at the information for a different customer, use the **Abandon** (**F5**) command, and then enter the customer ID; the **Inquiry** (**F2**) command is available.

When you are finished viewing the information, exit from the window.

Customer Comments Window

When you select **Customer Comments** from the AR Information menu, the
Customer Comments window appears.

```
OSAS T000                                                  _ □ ✕
Settings  Edit  Print  Help
                          ─── Invoices ───
                        ─── Header Information ───
   Batch ID    000001
   Trans No    0023          Transaction Type  Invoice
                        ─── Customer Comments ───
   Cust ID CASHCA                            Ref:   000
   Name    CASH SALES-OAKLAND, CA            End Date

   Date         Ref  Seq  Comment












          Enter=next ID, New ID, Home, Add/insert, Edit       ▪

  Company H                                              Verify
```

The window that appears and the supporting function are identical with the
Customer Comments window in the Customers function on the File Maintenance
menu. You can use this window to add, change, and view comments.

When you are finished viewing the information, exit from the window.

Item Information Window

When you select **Item Information** from the AR Information menu, the Item Information window appears if Accounts Receivable is interfaced with Inventory.

```
┌─ OSAS T000 ──────────────────────────────────────────────────── _□×┐
│ Settings  Edit  Print  Help                                          │
│                        ─── Invoices ───                              │
│                    ─── Header Information ───                         │
│   Batch ID    000001                                                 │
│   Trans No    0025              Transaction Type   Invoice            │
│                        ─── Customer Comments ───                     │
│    Cust ID SUN001                             Ref:    1               │
│    Name    SUNSHINE HOMES, INC.               End Date               │
│                                                                      │
│    Date       Ref  Seq  Comment                                      │
│    12/09/1999  1    001  CUSTOMER REQUESTED A REFUND FOR DEFECTIVE WINDOWS. │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│            Enter=next ID, New ID, Home, Add/insert, Edit       ▄     │
│  ┌──────────┐                                            ┌────────┐  │
│  │Company H │                                            │Verify  │  │
└──┴──────────┴────────────────────────────────────────────┴────────┴──┘
```

To look at the information for the inventory item that is alphabetically next in the INVExxx file, pres **Enter**. To look at the information for a different item, use the **Abandon** (**F5**) command, and then enter the item ID; the **Inquiry** (**F2**) command is available.

When you are finished viewing the information, exit from the window.

Glossary D

account. A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

accounting period. A period of time in accounting, used to provide distinct units of time you can work with. For example, you might want a report to include transactions done within a particular accounting period.

aging or aged trial balance. The process of classifying accounts receivable accounts into time periods (aging buckets) determined by the time passed since the sale date. Used to estimate the amount of uncollected accounts receivable on a particular date.

application. A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice— for example, Accounts Receivable, Inventory, or Payroll.

back up. To make a copy of data for archival purposes. For example, you would want to back up a history file before you purged history so that you could retrieve the data if you had to.

balance forward. An accounts receivable accounting method that keeps detail on each customer's purchases until the end of each month. At the end of the month, the detail is summed up into a total balance due. Payments are then applied to the balance. *See also* **open invoice**.

batch processing. Grouping invoices, miscellaneous credits, and cash receipts for printing and posting.

company. In OSAS, a business record associated with its own files, tables, and menu of applications.

conversion. The process of updating existing files, programs, or applications to the current version. *See also* **installation**.

credit card customer. A credit card company that belongs to croup code C in the customer record. When you post payment to payment methods of type *credit card*, the payments are totaled for the method and an open invoice is created for the credit card customer.

credit sale. A transaction in which the customer agrees to pay for a purchase later.

distribution codes. Codes that identify the GL accounts used when you post GL entries for receivables, sales tax, freight, and miscellaneous charges.

dunning message. A message printed on invoices or statements to remind customers of overdue payments.

field. A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.

file. A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. *See also* **table**.

function. A menu item that leads to a full screen. Most functions have a corresponding program. *See also* **program**.

general ledger. A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts fro transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

income statement. A standard financial statement that shows revenues, expenses, gains, and losses for an accounting period.

installation. The process of adding an application to an existing system. *See also* **conversion**.

interface. To join to another application for the purpose of having information entered in one application update information in another application's files.

journal. A chronological record of transactions.

journal entries. Transactions recorded in a journal.

menu. A list of applications, functions, options, or other menus.

miscellaneous credit. A transaction that nullifies a sale, resulting from a return or an adjustment made to the sales transaction. Miscellaneous credits reduce the total amount of accounts receivable from customers.

open invoice. An accounts receivable accounting method that keeps individual invoices for each customer. Payments are applied to specific invoices. *See also* **balance forward**.

payment method. The category of payment a customer uses. Payment methods are of five types: *cash*, *check*, *credit card*, *write-off*, and *other*.

post. To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

program. A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. *See also* **function**.

prox terms. Terms that are calculated as days from the beginning of the next month. *See also* **regular terms**.

purge. To remove from the system. *See also* **restore**.

record. A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the file can sort information in terms of record IDs.

regular terms. Terms that are calculated as days from the invoice date. *See also* **prox terms**.

restore. To bring information back to its original place and condition. *See also* **purge**.

statement. A summary of a customer's account that is sent to the customer at the end of each month. The statement lists the transactions between the business and the customer.

statement date. The date shown on statements sent to customers. It is used to age invoices for open invoice customers.

table. A grid that holds records and is visible. *See also* **file**.

tax class. A definition of the tax category of the items sold. In each tax location a percentage is stored for each tax class.

terms. Guidelines that determine early payment discounts for customers. In Accounts Receivable the early payment discount terms are set up through the Terms Codes function.

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