
OPEN SYSTEMS® Accounting Software

**Accounts Receivable ODBC Report
Applet User's Manual**

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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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.

The ODBC Kit

The OSAS ODBC Kit provides users with a way to access their OSAS data through any ODBC-compliant productivity package. The ODBC Kit includes an ODBC driver for Windows, the data dictionaries for the OSAS data files, utilities for maintaining the data dictionaries and some sample reports in Microsoft® Excel, Microsoft Access® and Crystal Reports™ for Windows.

The Report Applets

Since the release of the ODBC Kit, OSAS users have been discovering the power of these popular productivity packages to analyze their accounting data. The Report Applets provide a series of pre-built Microsoft Excel PivotTables® to help you get the most from your accounting data.

These tables are provided for each of the major data files in each application. This manual includes instructions for loading and using these spreadsheets to sort and analyze your data. With a little practice, you can easily create similar PivotTables or modify the ones provided to customize them to your exact needs.

AR Data Files

You use the Accounts Receivable system to record the sale of goods and services to your customers, to bill your customers and to track and record the payments your customers make on their accounts. You can also use the reports provided in the Accounts Receivable application to analyze your collection and sales activities.

AR Data Files

The Accounts Receivable Report Applet contains several spreadsheets that report information from the OSAS Accounts Receivable data files. The PivotTables in the AR Report Applet are based on these data files:

ARCUxxx

The Customer Master file stores information about your customers. The information stored includes name and address, default codes, balances, and summarized historical data. Data from the Customer Master file is used in the AR Customer Sales Analysis (ARCSTANL.XLS) PivotTable.

ARPYxxx

The Methods of Payment file stores information about the various forms of payment you accept from your customers. The information stored in this file includes summarized historical data. This data is displayed on the AR Methods of Payment (ARMOPRPT.XLS) PivotTable.

ARCRxxx

The Cash Receipts file stores the payments made by your customers until you Post Transactions in Accounts Receivable. The data stored in the ARCRxxx file is the basis of the AR Cash Receipts (ARCSHRCP.XLS) PivotTable.

ARTDxxx and ARTHxxx

The AR Transaction Detail and Header files combine to store invoices and credit memos for your customers. The data for your invoices and credit memos is stored in these files until you Post Transactions in Accounts Receivable. The ARTDxxx file stores the detail information you enter on transaction line items, while the ARTHxxx file stores the transaction header and total information.

Transaction detail is presented on the AR Tax Report (ARTAXRPT.XLS) PivotTable, and information from both files is combined on the AR Sales Journal (ARSLSJRN.XLS) table.

ARINxxx

The AR Open Invoices file stores the unpaid invoices and unapplied cash receipts and credit memos for your customers. The system uses the information in this file to determine a customer's balance. The data in the Open Invoice file is the basis for the AR Open Invoices (AROPNINV.XLS) PivotTable.

ARHIxxx

The AR Detail History file contains detailed information about past accounts receivable transactions. This file is used only if you elect to save detail history in the Resource Manager Options and Interfaces function. The data in this file is the basis for the AR Detail Sales History (ARHSTLIN.XLS) and AR Payment History (ARHSTPAY.XLS) PivotTables.

ARHSxxx

The AR Summary History file contains information for each item sold to each customer in each period. Three types of summary records are created: 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 data in this file is used on these PivotTables: AR Aging History (ARAGEHST.XLS), AR Sales Analysis (ARANALYS.XLS), AR Customer Sales History (ARCSTSAL.XLS), and AR Item History (ARITMHST.XLS).

Introduction to PivotTables

A Microsoft Excel PivotTable is an interactive table that quickly summarizes, or cross-tabulates, large amounts of data. You can rotate its rows and columns to see different summaries of the source data, filter the data by displaying different pages, or display the details for areas of interest.

A PivotTable contains fields, each of which summarizes multiple rows of information from the source data. By dragging a field button to another part of the PivotTable, you can view your data in different ways. For example, you can view any field either down the rows or across the columns.

The PivotTable summarizes data by using a summary function, such as Sum, Count, or Average. You can include subtotals and grand totals automatically, or use your own formulas by adding calculated fields and items.

In the Accounts Receivable Report Applet, several PivotTables are provided based on the data in the OSAS data files. The PivotTable is updated through the ODBC driver.

The next section includes a tutorial for setting up and modifying PivotTables in Excel.

Creating Microsoft Excel PivotTables

Read this section for an exercise in creating a PivotTable using the ODBC Kit and Microsoft Excel 97. If you require more information about Microsoft Excel, consult the Microsoft Excel User's Guide or Online Help.

Before you can create this report, complete these tasks:

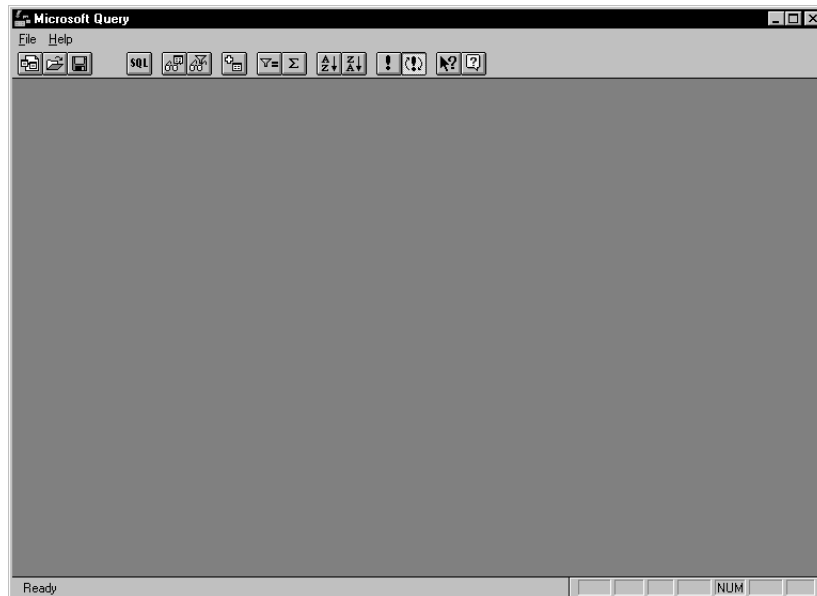
- Install and set up the ODBC Kit.
- Install and set up the BASIS ODBC drivers.
- Install Microsoft Excel 97 and Microsoft Query 97.

Note

This section includes instructions for using Microsoft Query with Microsoft Excel. If necessary, you can install Microsoft Query from the Microsoft Office 97 media. You may also need to create a shortcut to Query manually.

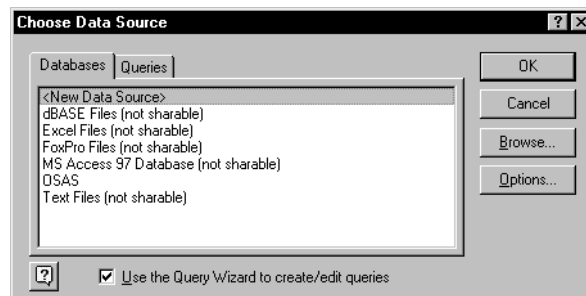
Building a Query For a PivotTable

1. Start Microsoft Query.



2. Under the **F**ile menu, select **N**ew.

The Choose Data Source screen appears.



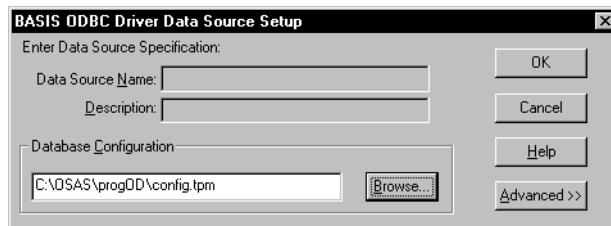
3. Select **<New Data Source>**, and click **OK**.

The Create New Data Source screen appears.



4. Enter a name you want to give the data source in field 1. You can use the same source again.
5. Select the **BASIS ODBC Driver** in field 2.
6. Click **Connect**.

The BASIS ODBC Driver Data Source Setup box appears.



7. Enter the file path and name of the CONFIG.TPM file you set up from within the OSAS ODBC software in the Database Configuration field, or select **B**rowse and locate the file.

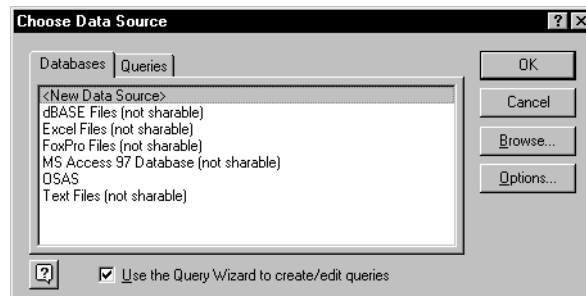
If you have already built the shadow dictionary, click on the **Advanced** button, and check the options for No Shadow Dictionary Consistency Check and Fast Connect to improve performance. See online help for additional information about the options that come with the **Advanced** button.

8. Click **OK** to connect to the data source.

You are returned to the Create New Data Source screen.

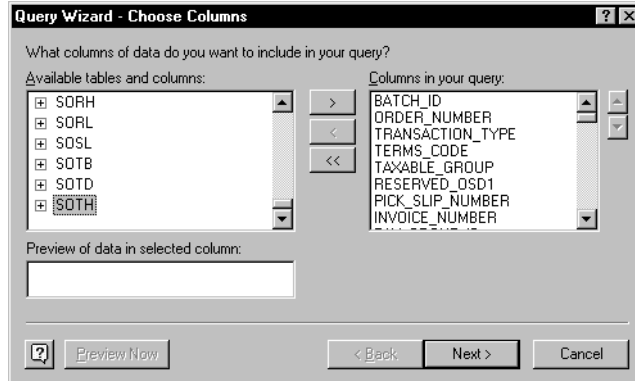
9. Select a table in field 4 if you want to select a default table source; otherwise, leave field 4 blank and select any table when you develop the query. (If you select a table, the list of tables always starts at that table; otherwise the list of tables starts at the beginning of the list.)

The Choose Data Source box appears.



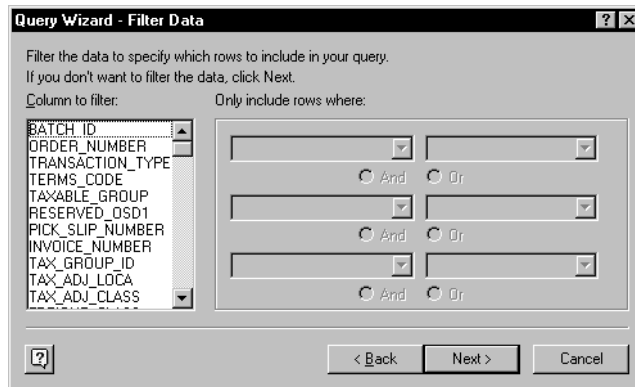
10. Select the data source you set up in the previous steps.

The Choose Columns screen appears.



11. Select a table you want to use in your Excel spreadsheet. For this example, start with one table and add a second table later. Select the SOTH table, select the columns for the spreadsheet, and click **Next >**.

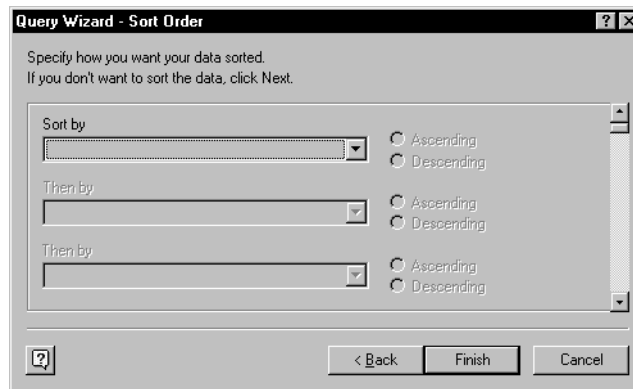
The Filter Data box appears.



Use the Filter Data dialog box to select specific records from the table. In most cases, you do not need to choose anything in the Filter Data dialog box. For example, to filter out credit memos, select the field named TRANSACTION_TYPE, select **does not equal**, and then enter **4** for a value. (TRANSACTION_TYPE 4 is a credit memo.)

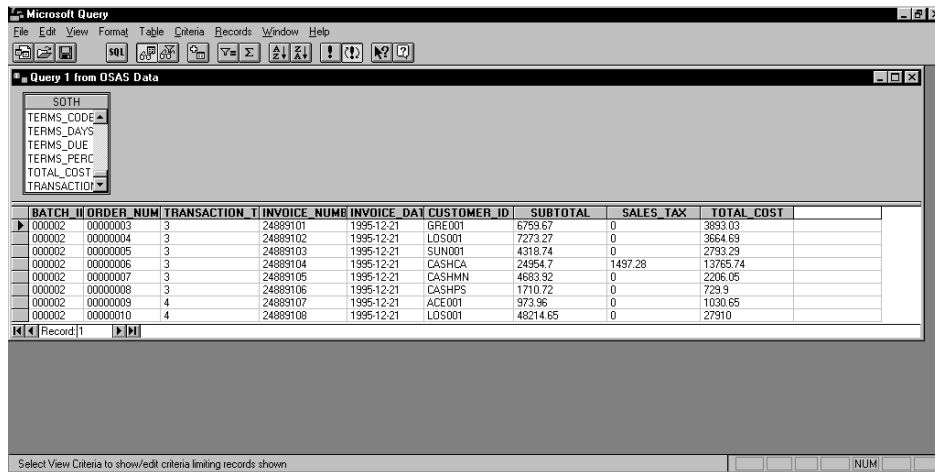
12. Click **Next >**.

The Sort Order box appears.



Use the Sort Order dialog box to select how the data is sorted. For example, select a field in Sort by and check Ascending or Descending. Select more fields and orders for hierarchical sorts. For now, don't enter any sort fields.

13. Click **Finish**. You are returned to the Microsoft Query screen.



The data in your query is displayed. You can delete columns by selecting a column and pressing the **Delete** key. You can also add a column by double-clicking on the field name (in the SOTH file).

Note

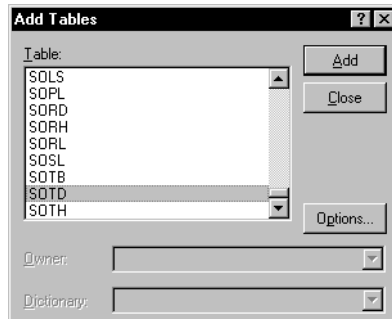
NOTE: You can also select which fields you want in your query in step 6 above. Instead of selecting the entire table, you can click the + box next to the table you want and select the given fields from the list.

14. Select the following fields:

- BATCH_ID
- ORDER_NUMBER
- TRANSACTION_TYPE
- INVOICE_NUMBER
- INVOICE_DATE
- CUSTOMER_ID
- SUBTOTAL
- SALES_TAX
- TOTAL_COST

15. Select **Table** from the main menu, and choose **Add tables**.

The Add Table dialog box appears.



16. A list of all the tables is displayed. Select the **SOTD** table, and click **C**lose.

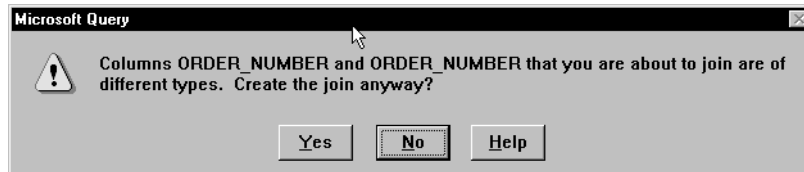
Joining Tables

17. Locate **BATCH_ID** in the **SOTD** and **SOTH** tables; then click and hold the left mouse button down on **BATCH_ID** in the **SOTH** table
18. Drag the field over to the **BATCH_ID** field in the **SOTD** table and release the mouse button.

A line appears between the two **BATCH_ID** fields, joining the two fields.

19. Follow steps 17 through 18 with the **ORDER_NUMBER** field.

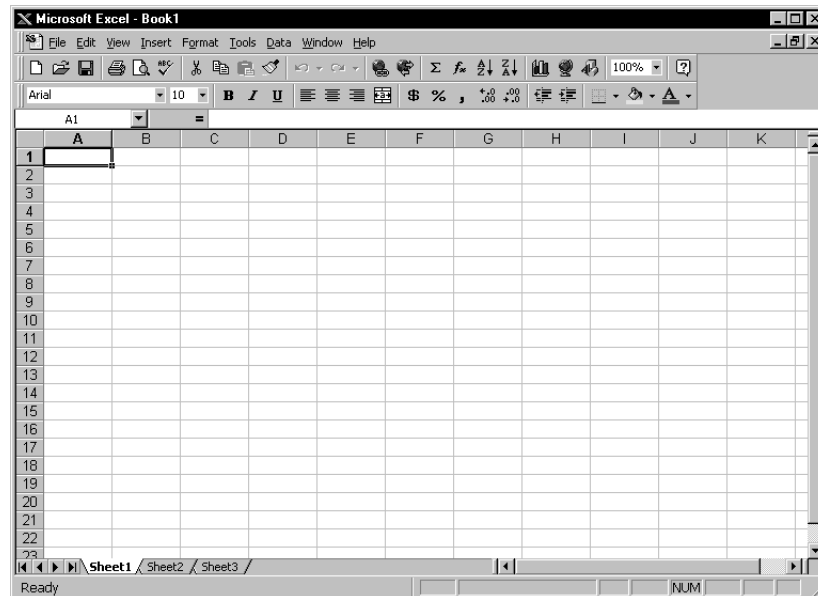
NOTE: You may get the following message. For now, click **Yes** to ignore the message and join the fields together.



20. Select the following fields from the **SOTD** table:
 - **ENTRY_NUMBER**
 - **UNIT_COST_COMPNT**
 - **UNIT_PRICE**
 - **ORDERED_QTY**
 - **SHIPPED_QTY_SELL**
 - **BACKORDERED_QTY.**
21. Select **S**ave from the **F**ile menu to save the query.

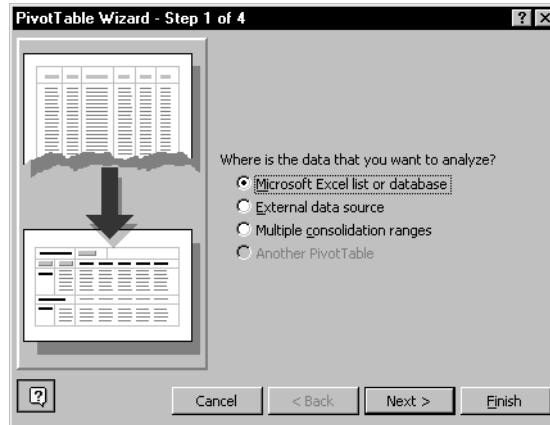
Using the Query in Microsoft Excel

1. Start Excel and open a new worksheet.



2. Select the **Data** menu; then select **PivotTable Report**.

The PivotTable Wizard appears.



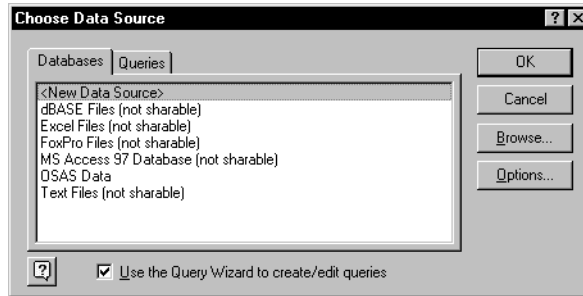
3. In step 1 of the Wizard, a list of options is displayed where you can choose your data source to be used in your PivotTable. Select **External Data Source**, and click **Next >**.

The PivotTable Wizard Step 2 dialog box appears.

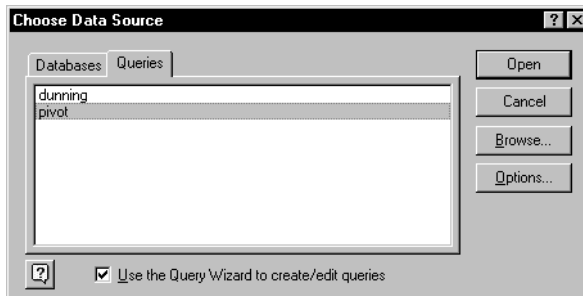


4. In step 2 of the Wizard, click **Get Data**.

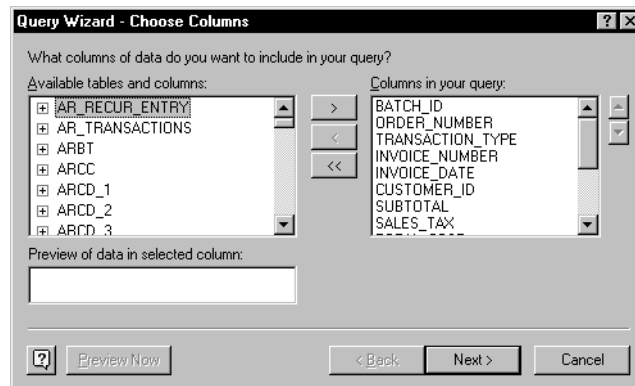
The Choose Data Source box from Microsoft Query appears.



5. Click the **Queries** tab, and select the query you saved under Microsoft Query.

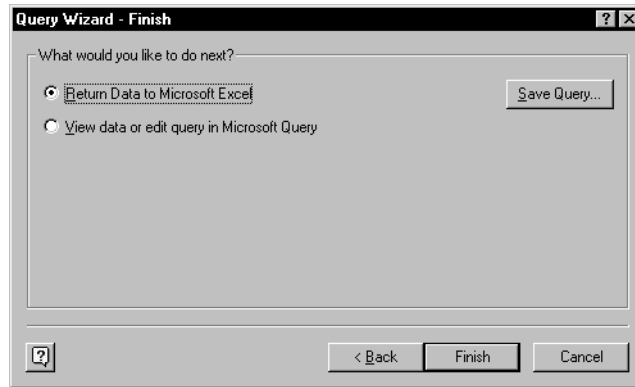


The Choose Columns box under Query appears.



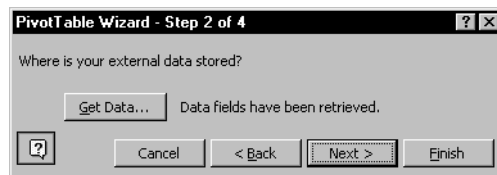
6. Click **Next >**. The query columns are displayed.
7. Click **Next >** to pass by **Filter Data** and **Sort Order** options.

The Query Wizard - Finish dialog box appears.



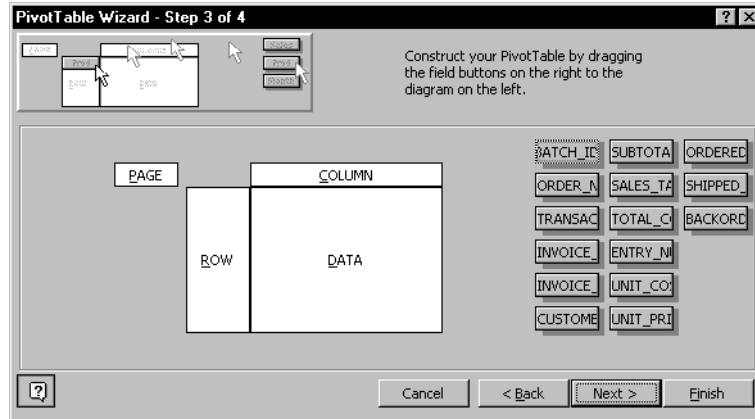
8. Select **Return Data to Microsoft Excel**, and click **Finish**.

You are returned to the PivotTable Wizard Step 2 dialog box.



9. Click **Next >**.

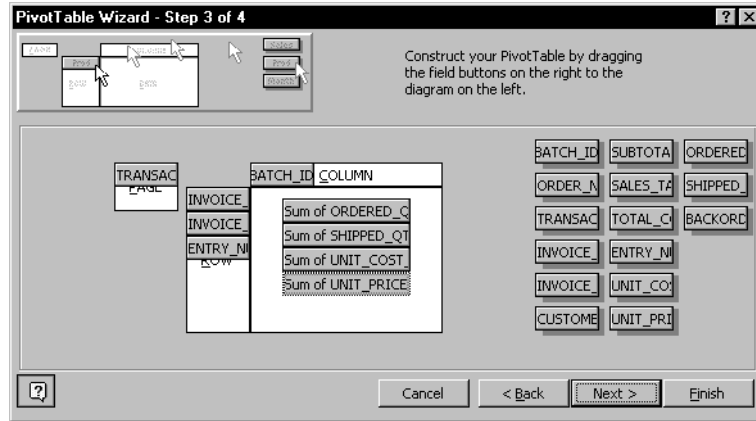
The PivotTable Wizard Step 3 dialog box appears.



The selected fields and four areas—**Page**, **Row**, **Column**, and **Data**—to put fields are displayed. Drag and drop the fields to use in this report into the respective areas. (To display the full field name, hold the cursor on the button, and a tool tip displays the full field name.)

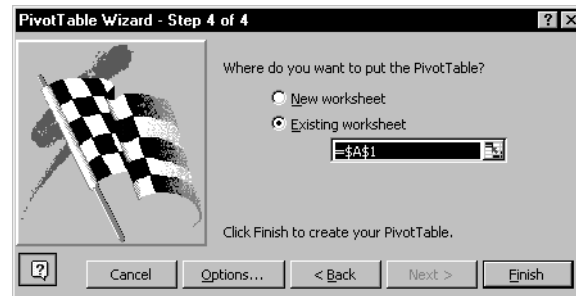
10. Drag and drop the following fields:
 - TRANSACTION_TYPE into **Page**
 - INVOICE_NUMBER, INVOICE_DATE, and ENTRY_NUM into **Row**
 - BATCH_ID into **Column**
 - ORDERED_QTY, SHIPPED_QTY_SELL, UNIT_COST_COMPNT and UNIT_PRICE into **Data**.

The fields are displayed on the screen. Numeric fields dropped into the Data section become summary fields.



11. Click **Next >**.

The PivotTable Wizard Step 4 dialog box appears.



12. The last step lets you create the PivotTable either in the existing worksheet or in a different worksheet. Accept the given options and click **Finish**.

The PivotTable is displayed.

INVOICE	INVOICE	ENTRY ID	Data	BATCH ID	Grand Total
24889101	12/21/95	001	Sum of ORDERED_QTY	4	4
			Sum of SHIPPED_QTY_SELL	4	4
			Sum of UNIT_COST_COMPNT	343.55	343.55
			Sum of UNIT_PRICE	475.686	475.686
		002	Sum of ORDERED_QTY	1	1
			Sum of SHIPPED_QTY_SELL	1	1
			Sum of UNIT_COST_COMPNT	907.53	907.53
			Sum of UNIT_PRICE	1317.384	1317.384
		003	Sum of ORDERED_QTY	7	7
			Sum of SHIPPED_QTY_SELL	7	7
			Sum of UNIT_COST_COMPNT	22.01	22.01
			Sum of UNIT_PRICE	20.7995	20.7995
		004	Sum of ORDERED_QTY	5	5
			Sum of SHIPPED_QTY_SELL	5	5
			Sum of UNIT_COST_COMPNT	226.99	226.99
			Sum of UNIT_PRICE	526.131	526.131
		005	Sum of ORDERED_QTY	2	2
			Sum of SHIPPED_QTY_SELL	2	2
			Sum of UNIT_COST_COMPNT	161.14	161.14

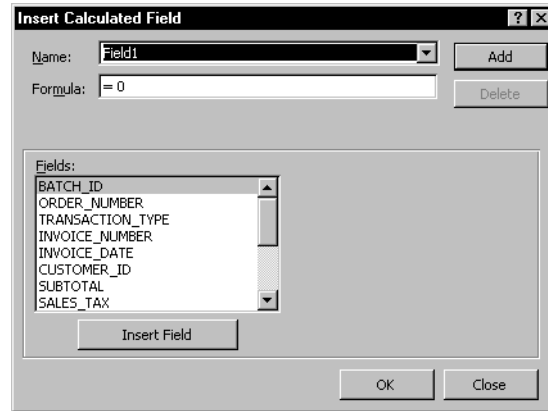
Highlight rows and columns to shift them around. To display only invoices, change Transaction Type from **All** to **3**. Change it to **4** and credit memos are displayed. Totals per type are also displayed.

Adding a Calculated Field

You can also add new fields, like profit, to the data area. To add profit to the data area, follow these steps:

1. Highlight the last row in your data area, **Sum of UNIT_PRICE**, right-click, and select **Insert**.

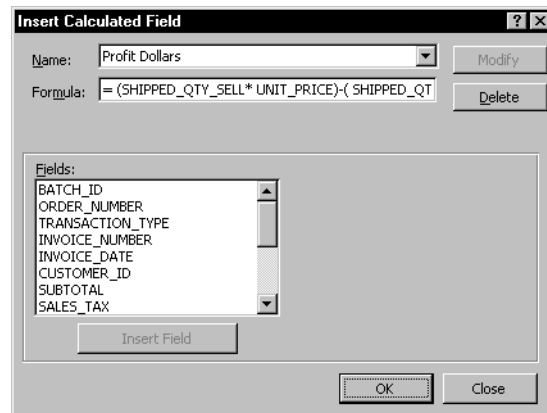
The Insert Calculated Field dialog box appears.



2. Enter the following information about the inserted field:

- Enter **Profit Dollars** in the Name field.
- Enter **=(SHIPPED_QTY_SELL* UNIT_PRICE) - (SHIPPED_QTY_SELL* UNIT_COST_COMPNT)** in the Formula field.

3. Click **Add**.



4. Click **OK**.

The PivotTable is displayed with the Sum of Profit Dollars field.

1	A	B	C	D	E	F	G
2	TRANSACTION TYPE (All)						
3					BATCH ID		
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	000002	Grand Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	4	
6				Sum of SHIPPED_QTY_SELL	4	4	
7				Sum of UNIT_COST_COMPNT	343.55	343.55	
8				Sum of UNIT_PRICE	475.686	475.686	
9				Sum of Profit Dollars	528.544	528.544	
10			002	Sum of ORDERED_QTY	1	1	
11				Sum of SHIPPED_QTY_SELL	1	1	
12				Sum of UNIT_COST_COMPNT	907.53	907.53	
13				Sum of UNIT_PRICE	1317.384	1317.384	
14				Sum of Profit Dollars	409.854	409.854	
15			003	Sum of ORDERED_QTY	7	7	
16				Sum of SHIPPED_QTY_SELL	7	7	
17				Sum of UNIT_COST_COMPNT	22.01	22.01	
18				Sum of UNIT_PRICE	20.7995	20.7995	
19				Sum of Profit Dollars	-8.4735	-8.4735	
20			004	Sum of ORDERED_QTY	5	5	
21				Sum of SHIPPED_QTY_SELL	5	5	
22				Sum of UNIT_COST_COMPNT	226.99	226.99	
23				Sum of UNIT_PRICE	526.131	526.131	
24				Sum of Profit Dollars	1495.705	1495.705	
25			005	Sum of ORDERED_QTY	2	2	
26				Sum of SHIPPED_QTY_SELL	2	2	
27				Sum of UNIT_COST_COMPNT	161.14	161.14	
28				Sum of UNIT_PRICE	381.645	381.645	
29				Sum of Profit Dollars	441.01	441.01	
30			12/21/99	Sum of ORDERED_QTY	19	19	
31				Sum of SHIPPED_QTY_SELL	19	19	
32				Sum of UNIT_COST_COMPNT	1661.22	1661.22	
33				Sum of UNIT_PRICE	2721.6455	2721.6455	
34				Sum of Profit Dollars	20148.0845	20148.0845	
35	24889101			Sum of ORDERED_QTY	19	19	
36	24889101			Sum of SHIPPED_QTY_SELL	19	19	
37	24889101			Sum of UNIT_COST_COMPNT	1661.22	1661.22	
38	24889101			Sum of UNIT_PRICE	2721.6455	2721.6455	

Changing Field Properties

You can also change the properties of the fields in the table. For example, to remove the subtotals from the INVOICE_DATE field:

1. Place your mouse cursor on the INVOICE_DATE column heading, right-click and select **Field...** from the menu.

The PivotTable Field dialog box appears:



You can use the PivotTable Field dialog box to change the field name, its orientation on the PivotTable, its display mask, subtotalling options and so on.

2. To shut of the subtotals, select **None** under Subtotals and click OK.

The PivotTable is redisplayed reflecting your changes:

INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	BATCH ID	Grand Total
24889101	12/21/99	001	Sum of ORDERED_QTY	4	4
			Sum of SHIPPED_QTY_SELL	4	4
			Sum of UNIT_COST_COMPNT	343.55	343.55
			Sum of UNIT_PRICE	475.686	475.686
			Sum of Profit Dollars	528.544	528.544
		002	Sum of ORDERED_QTY	1	1
			Sum of SHIPPED_QTY_SELL	1	1
			Sum of UNIT_COST_COMPNT	907.53	907.53
			Sum of UNIT_PRICE	1317.384	1317.384
			Sum of Profit Dollars	409.854	409.854
		003	Sum of ORDERED_QTY	7	7
			Sum of SHIPPED_QTY_SELL	7	7
			Sum of UNIT_COST_COMPNT	22.01	22.01
			Sum of UNIT_PRICE	20.7995	20.7995
			Sum of Profit Dollars	-8.4735	-8.4735
		004	Sum of ORDERED_QTY	5	5
			Sum of SHIPPED_QTY_SELL	5	5
			Sum of UNIT_COST_COMPNT	226.99	226.99
			Sum of UNIT_PRICE	526.131	526.131
			Sum of Profit Dollars	1495.705	1495.705
		005	Sum of ORDERED_QTY	2	2
			Sum of SHIPPED_QTY_SELL	2	2
			Sum of UNIT_COST_COMPNT	161.14	161.14
			Sum of UNIT_PRICE	381.645	381.645
			Sum of Profit Dollars	441.01	441.01
24889101			Sum of ORDERED_QTY	19	19
			Sum of SHIPPED_QTY_SELL	19	19
			Sum of UNIT_COST_COMPNT	1661.22	1661.22
			Sum of UNIT_PRICE	2721.6455	2721.6455
			Sum of Profit Dollars	20148.0845	20148.0845
24889102	12/21/99	001	Sum of ORDERED_QTY	3	3
			Sum of SHIPPED_QTY_SELL	3	3

Moving Fields and Sorting Data

You can dramatically change the appearance of the table by moving the fields around. Fields appear on the PivotTable as gray blocks with the field name on them. To move any field, simply drag it to a new destination.

You can change your PivotTable by moving fields in these ways:

Changing the Selection Fields

If you want to be able to limit the data in the table, you can make any field in the table part of the selection criteria by moving it to the Page area.

For example, to select a specific batch for this table rather than displaying all the batches across the table columns as they are in our sample table, follow these steps:

1. Position the mouse cursor over the BATCH_ID field, press and hold the left mouse button.

As you drag the BATCH_ID field around the table, the cursor changes to show where you can drop it. If the cursor looks like a block with an X over it, you will remove the field from the table by dropping it there.

2. Drag the BATCH_ID field to the left of the TRANSACTION_TYPE field and drop it there.

The change appears immediately:

	A	B	C	D	E	F
1	BATCH ID	(All)				
2	TRANSACTION TY	(All)				
3						
4	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Data	Total	
5	24889101	12/21/99	001	Sum of ORDERED_QTY	4	
6				Sum of SHIPPED_QTY_SELL	4	
7				Sum of UNIT_COST_COMPNT	343.55	
8				Sum of UNIT_PRICE	475.686	
9				Sum of Profit Dollars	528.544	
10			002	Sum of ORDERED_QTY	1	
11				Sum of SHIPPED_QTY_SELL	1	
12				Sum of UNIT_COST_COMPNT	907.53	
13				Sum of UNIT_PRICE	1317.384	
14				Sum of Profit Dollars	409.854	
15			003	Sum of ORDERED_QTY	7	
16				Sum of SHIPPED_QTY_SELL	7	
17				Sum of UNIT_COST_COMPNT	22.01	
18				Sum of UNIT_PRICE	20.7995	
19				Sum of Profit Dollars	-8.4735	
20			004	Sum of ORDERED_QTY	5	
21				Sum of SHIPPED_QTY_SELL	5	
22				Sum of UNIT_COST_COMPNT	226.99	
23				Sum of UNIT_PRICE	526.131	
24				Sum of Profit Dollars	1495.705	
25			005	Sum of ORDERED_QTY	2	
26				Sum of SHIPPED_QTY_SELL	2	
27				Sum of UNIT_COST_COMPNT	161.14	
28				Sum of UNIT_PRICE	381.645	
29				Sum of Profit Dollars	441.01	
30	24889101	Sum of ORDERED_QTY			19	
31	24889101	Sum of SHIPPED_QTY_SELL			19	
32	24889101	Sum of UNIT_COST_COMPNT			1661.22	
33	24889101	Sum of UNIT_PRICE			2721.6455	
34	24889101	Sum of Profit Dollars			20148.0845	
35	24889102	12/21/99	001	Sum of ORDERED_QTY	3	
36				Sum of SHIPPED_QTY_SELL	3	

Changing the Column Data

You can change the data that appears in the columns in the table by dragging the fields or data block to the column heading area.

For example, to show the quantity, price, cost and profit information in our table across the columns instead of in the data block as they now appear, drag the **Data** field above the **Total** column heading and drop it there.

The change appears immediately:

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION_TY	(All)						
3								
4				Data				
5	INVOICE_NUMBER	INVOICE_DATE	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	24889101	12/21/99	001	4	4	343.55	475.686	526.544
7			002	1	1	907.53	1317.364	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11	24889101 Total			19	19	1661.22	2721.6455	20148.0845
12	24889102	12/21/99	001	3	3	640.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	965.64
15	24889102 Total			10	10	1164.38	2285.1	11207.2
16	24889103	12/21/99	001	3	3	348.0882	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19	24889103 Total			10	10	1222.6182	1844.451	6218.328
20	24889104	12/21/99	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23	24889104 Total			16	16	1591.87	2994.678	22444.928
24	24889105	12/21/99	001	1	1	855.61	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27	24889105 Total			9	9	1193.22	2285.1	9826.92
28	24889106	12/21/99	001	5	5	145.98	342.144	980.82
29	24889106 Total			5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2882	12473.1185	379074.2907
31								

Changing the Data Sort

To change the order in which the data is displayed, you can simply change the Row fields around.

For example, our PivotTable is sorted by Invoice Number. To sort it by Invoice Date instead, click and drag the INVOICE_DATE field to the left of the INVOICE_NUMBER field.

The data is sorted by Invoice Date and is redisplayed:

	A	B	C	D	E	F	G	H
1	BATCH_ID	(All)						
2	TRANSACTION TY	(All)						
3								
4								
5	INVOICE_DATE	INVOICE_NUMBER	ENTRY_NUMBER	Sum of ORDERED_QTY	Sum of SHIPPED_QTY_SELL	Sum of UNIT_COST_COMPNT	Sum of UNIT_PRICE	Sum of Profit Dollars
6	12/21/99	24889101	001	4	4	343.56	475.686	528.544
7			002	1	1	907.53	1317.384	409.854
8			003	7	7	22.01	20.7995	-8.4735
9			004	5	5	226.99	526.131	1495.705
10			005	2	2	161.14	381.645	441.01
11		24889101 Total		19	19	1661.22	2721.6455	20148.0645
12		24889102	001	3	3	840.83	1485.495	1933.995
13			002	3	3	152	381.645	688.935
14			003	4	4	171.55	417.96	985.64
15		24889102 Total		10	10	1164.38	2285.1	11207.2
16		24889103	001	3	3	348.0582	475.686	382.8834
17			002	2	2	874.56	1317.384	885.648
18			003	5	5	0	51.381	256.905
19		24889103 Total		10	10	1222.6182	1844.451	6218.328
20		24889104	001	10	10	1342.87	2417.166	10742.96
21			002	5	5	22.01	51.381	146.855
22			003	1	1	226.99	526.131	299.141
23		24889104 Total		16	16	1591.87	2994.678	22444.928
24		24889105	001	1	1	855.51	1485.495	629.885
25			002	4	4	161.14	381.645	882.02
26			003	4	4	176.47	417.96	965.96
27		24889105 Total		9	9	1193.22	2285.1	9826.92
28		24889106	001	5	5	145.98	342.144	980.82
29		24889106 Total		5	5	145.98	342.144	980.82
30	Grand Total			69	69	6979.2682	12473.1185	379074.2907
31								

You can also drag the selection fields from the Page area to the Row area to sort the data by those fields.

More About Using PivotTables

Feel free to experiment with the orientation of the fields on this sample report. As you become more familiar with the tables and how to use them, you can enjoy the benefits of viewing your data in new and different ways.

For more information about PivotTables, see the Microsoft Excel documentation or online help.

Installation

2

You can put the Accounts Receivable ODBC Report Applet on your system by installing it through Resource Manager. The installation process is described in this section.

The Accounts Receivable Report Applet needs a minimum of 332 kilobytes (332KB) for installation. You must also have installed Accounts Receivable and the ODBC Kit on your system, and the ODBC drivers on the Windows workstation.

Installing the Report Applet

Use the Install Application function on the Resource Manager Installation menu to install the report applet. You must install the Accounts Receivable application before you install this report applet.

The installation will treat the report applet as though you are reinstalling Accounts Receivable. This is normal behavior.

Note

If you use Sales Order, you must install the applet for Sales Order in order to access the orders you enter.

When you install the report applet, Resource Manager copies the PivotTables to the directory where your Accounts Receivable programs are stored. You must have access to this directory from your Windows machine to access the tables in Microsoft Excel.

The CONFIG.TPM File

When you install the ODBC Kit, you specify the location of the data files and data dictionaries in a file called CONFIG.TPM. You can build this file using the ODBC Kit functions. You can store this file in any directory, but the report applets expect the file to be located in the C:\WINDOWS directory.

If your CONFIG.TPM file is stored in a different directory, you have three choices for using the PivotTables supplied with the report applet:

1. Move the CONFIG.TPM file to the C:\WINDOWS directory and change any Data Sources you have set up and any ODBC reports or spreadsheets you have already set up to use the CONFIG.TPM in its new location.
2. Copy the CONFIG.TPM file to the C:\WINDOWS directory and leave a copy in its current location. You do not need to change any Data Sources or reports you have set up, but you need to make any changes in both files.
3. Change the PivotTables provided with this report applet to use the CONFIG.TPM file in its current location. You can find instructions for doing this below.

If you choose methods 1 or 2 above, you can load the PivotTables in Microsoft Excel and begin using them with your data by using the Refresh Data command in Excel.

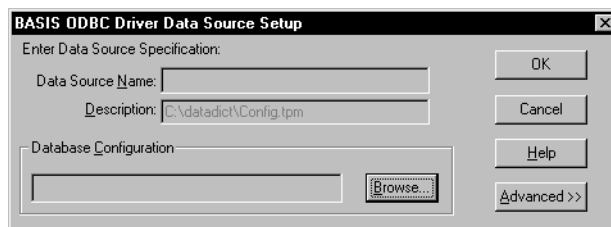
If you choose option 3, follow the instructions below to point the PivotTable to the correct CONFIG.TPM file.

Using a Different CONFIG.TPM

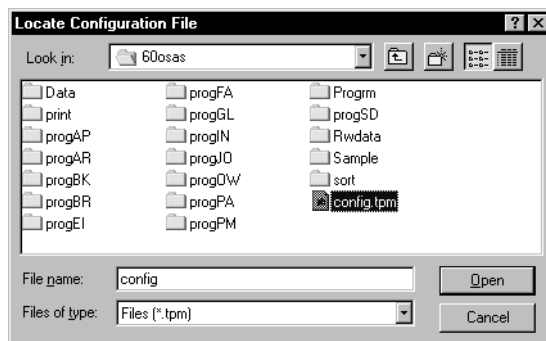
If you store your CONFIG.TPM file in a location other than the C:\WINDOWS directory, you will see this message when you attempt to refresh the data in any PivotTable included with this report applet:



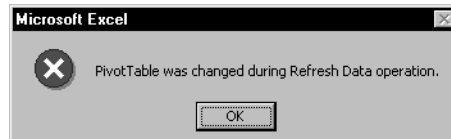
When you click on OK, the BASIS ODBC Driver Data Source Setup dialog box appears:



To specify the location of your CONFIG.TPM file, click Browse and select the file from the location screen:



When you select the file, the final dialog appears:



When you click on OK, the PivotTable is updated with your accounting data.

Report Applet PivotTables

Use the descriptions of the PivotTables in chapter 3 to work with your accounting data.

AR PivotTables

3

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AR Aging History

File Name

ARAGEHST.XLS

Description

The AR Aging History PivotTable uses the data in the Summary History (ARHSx) file to display aged accounts receivable balances for each of the 12 periods for the fiscal year you choose.

The current and prior GL years are included in separate tables on the sample report.

You can use this PivotTable to review and analyze historical receivables trends and to compare the data for various periods.

Active Fields

Default Field Type	Field
Page	GL Year
Row	GL Period
Column	Current Due 31-60 Due 61-90 Due 91-120 Due Over 120 Due Unpaid Finance Charge

AR Aging History PivotTable Sample

The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - Arageht". The PivotTable is set to show data for "GL Year" with a filter set to "1999". The data is organized into two sections, one for 1999 and one for 1998. Each section has a "Data" header row followed by a table with columns: "GL Period", "Current", "31-60", "61-90", "91-120", "120+", and "Unpaid Fin. Charge".

AR Aging History							
3	GL Year	1999					
5		Data					
6	GL Period	Current	31-60	61-90	91-120	120+	Unpaid Fin. Charge
7	01	0	299101.82	121518.62	0	63127.31	0
8	02	0	316385.71	123277.38	302.17	0	0
9	03	0	380295.12	49699.39	0	0	0
10	04	0	113005.5	178272.22	0	0	0
11	05	0	384376.82	98576.4	0	0	0
12	06	0	166466.91	169174.2	15852.28	0	0
13	07	0	135431.65	155186.93	0	9174.2	0
14	08	0	120669.18	239887.49	0	0	0
15	09	0	735620.44	132381.65	0	219434.7	0
16	10	0	331997.12	169549.99	0	42665.1	0
17	11	0	644709.57	155164.24	74619.56	35388.6	0
18	12	200005	0	0	0	0	0
19	Grand Total	200005	3628259.8	1592688.5	90774.01	369789.9	0
24	GL Year	1998					
26		Data					
27	GL Period	Current	31-60	61-90	91-120	120+	Unpaid Fin. Charge
28	07	0.00	1861110.42	567718.12	0.00	0.00	0.00
29	08	0.00	284828.93	690037.05	0.00	0.00	0.00
30	09	0.00	359489.57	199561.21	186907.85	0.00	0.00
31	10	0.00	336067.39	1359.25	0.00	100535.16	0.00
32	11	-793.51	282089.78	0.00	0.00	63127.31	0.00
33	12	0.00	345107.12	0.00	0.00	63127.31	0.00
34	Grand Total	-793.51	3468693.21	1458675.63	186907.85	226789.78	0.00

AR Sales Analysis

File Name

ARANALYS.XLS

Description

The AR Sales Analysis PivotTable uses the data in the Summary History (ARHSx) file to display summarized sales totals for each of the 12 periods for the fiscal year you choose.

The current and prior GL years are included in separate tables on the sample report.

You can use this PivotTable to review and analyze sales, profit and payment trends across several periods or to compare the results for a set of GL periods.

You can use the payment history data to create Days Sales Outstanding calculations.

Active Fields

Default Field Type	Field
Page	GL Year
Row	GL Period
Column	Sales Period-to-Date Cost of Goods Sold Period-to-Date Number of Invoices Period-to-Date Number of Payments Period-to-Date Total Number of Payment Days Period-to-Date

AR Sales Analysis PivotTable Sample

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Aranalysis". The PivotTable is set to "GL Year" and is displayed in a PivotTable view. The data is organized into two sections, one for 1998 and one for 1999. Each section has a "Data" header row followed by a table with columns: GL Period, Total Sales, COGS, Number of Invoices, Number of Payments, and Days to Pay. The 1998 data ends with a "Grand Total" row, and the 1999 data also ends with a "Grand Total" row.

1998 Data					
GL Period	Total Sales	COGS	Number of Invoices	Number of Payments	Days to Pay
07	2428828.5	1181826.2	15	0	0
08	531269.93	266535.62	5	13	540
09	545837.38	292110.93	6	7	335
10	336067.39	142150.28	2	7	413
11	283685.16	153015.12	2	5	411
12	349436.56	161970.22	5	1	-62
Grand Total	4475125	2197608.3	35	33	1637

1999 Data					
GL Period	Total Sales	COGS	Number of Invoices	Number of Payments	Days to Pay
01	403318.27	193563.64	6	4	169.00
02	222974.25	150050.97	3	6	249.00
03	355651.02	304844.20	3	6	337.00
04	287490.73	107844.81	4	5	239.00
05	294478.69	234052.94	3	4	200.00
06	338974.33	149613.27	3	5	267.00
07	248214.45	183559.56	3	1	-2.00
08	340103.88	157004.62	4	5	219.00
09	815003.61	351230.91	12	3	206.00
10	396148.59	208638.38	12	8	308.00
11	707267.41	297944.24	12	11	441.00
12	180113.76	107778.66	13	0	0.00
Grand Total	4589738.99	2446126.20	78	58	2633.00

AR Cash Receipts

File Name

ARCSHRCP.XLS

Description

The AR Cash Receipts PivotTable uses the data in the Cash Receipts (ARCRx) file to display details about your unposted cash receipts. The information is sorted by Bank Account ID, Customer ID and Transaction Number, but you can change the sort easily to include Deposit ID, Payment Type or Payment Code.

You can use this PivotTable to review and analyze your current receipts, monitor and summarize credit card payments, and create complex deposit slips.

Active Fields

Default Field Type	Field
Page	Deposit/Batch ID Payment Type Payment Code
Row	Bank Account ID Customer ID Transaction Number
Column	Amount Received

AR Cash Receipts PivotTable Sample

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Arcshrep'. The PivotTable is located in the range A5:H9. The PivotTable fields are:

- PivotTable: Deposit Batch ID
- Filter: Payment Amt.
- Columns: Bank Account ID, Customer ID, Transaction No., Total

The PivotTable data is as follows:

Bank Account ID	Customer ID	Transaction No.	Total
FNB001	ACE001	0001	35467.99
	ACE001 Total		35467.99
	CASHCA	0015	1940.87
	CASHCA Total		1940.87
	DAL001	0002	7203.92
	DAL001 Total		7203.92
	KAN001	0003	71699.10
		0004	11267.90
		0005	4960.03
		0006	12072.97
	KAN001 Total		100000.00
	LOS001	0007	16776.38
		0008	342.38
	LOS001 Total		17118.76
	SUN001	0009	8246.32
		SUN001 Total	
	TEN001	0010	26109.72
		0011	49288.20
		0012	5706.21
		0013	18895.87
	TEN001 Total		100000.00
	VIS001	0014	11155.84
		VIS001 Total	
	CASHMD	0016	14855.00
		0017	763.29
	CASHMD Total		15618.29
	CASHMN	0018	1710.72
		0019	5708.28
	CASHMN Total		7419.00
	CASHPS	0020	1788.43

AR Customer Sales Analysis

File Name

ARCSTANL.XLS

Description

The AR Customer Sales Analysis PivotTable uses the data in the Summary History (ARHSx) file to display summarized period-, quarter- and year-to-date sales, profit and invoice information for each of your customers.

The report is sorted by Customer ID, Sales Rep and Distribution Code, but you can easily change the order of the sort.

Active Fields

Default Field Type	Field
Page	(None)
Row	Customer ID Customer Name Sales Rep Distribution Code
Column	Period-, Quarter-, and Year-to-Date and Last-Year Sales Period-, Quarter-, and Year-to-Date and Last-Year Profit Period-, Quarter-, and Year-to-Date and Last-Year Invoices

AR Customer Sales History

File Name

ARCSTSAL.XLS

Description

The AR Customer Sales History PivotTable uses the data in the Summary History (ARHSx) file to display sales, cost, payment and aging information summarized by customer for each GL period in the fiscal year you choose.

The current GL year is included in the table on the sample report, but you can choose a different year. The report is sorted by GL Period, but you can easily change the sort order to include the Customer ID and GL Year.

Active Fields

Default Field Type	Field
Page	Customer ID GL Year
Row	GL Period
Column	Sales Amount Payment Discounts Cost of Goods Sold Current Amount Due 31-60 Due 61-90 Due 91-120 Due Over 120 Due Number of Invoices Number of Payments Total Days to Pay Unpaid Finance Charges

AR Customer Sales History PivotTable Sample

The screenshot shows a Microsoft Excel window with a PivotTable titled "AR Customer Sales History". The PivotTable is set to show data for "Customer ID" (All) and "GL Year" (1999). The data is organized into columns for GL Period, Total Sales, Total Discounts, COGS, Current Amt, and various Due Amt categories (31-60, 61-90, 91-120, Over 120), along with Total Invoices, Total Payments, Days to Pay, and Unpaid Fin. Chg.

GL Period	Total Sales	Total Discounts	COGS	Current Amt	Amt Due 31-60	Amt Due 61-90	Amt Due 91-120	Amt Due Over 120	Total Invoices	Total Payments	Days to Pay	Unpaid Fin	Chg
07	4160229.05	0.00	2363652.34	0.00	1861110.42	567718.12	0.00	0.00	56	0.00	0.00	0.00	
08	902353.21	1538.12	533071.24	0.00	264828.99	690037.06	0.00	13.00	13	0.00	540	0.00	
09	930119.01	3727.31	594221.86	0.00	359489.57	199561.21	186907.85	0.00	19	0.00	7	336	0.00
10	543985.46	6498.91	284300.56	0.00	336067.39	1359.25	0.00	100535.16	5	0.00	7	413	0.00
11	567370.32	6095.38	306030.24	-793.51	262089.78	0.00	0.00	63127.31	13	0.00	5	411	0.00
12	649584.92	4329.44	323940.44	0.00	345107.12	0.00	0.00	63127.31	15	0.00	1	-62	0.00
Grand Total	7753641.97	22189.16	4395216.68	-793.51	3468693.21	1458675.63	186907.85	226789.78	121	0.00	33	1637	0.00

AR Detail Sales History

File Name

ARHSTLIN.XLS

Description

The AR Detail Sales History PivotTable uses the data in the Detail History (ARHIx) file to display quantity, price and cost information for each invoice, item and customer.

The report is sorted by Invoice Number, Invoice Date, Sales Rep, Description, Location and Unit of Measure , but you can easily change the sort order or include the Customer ID in the sort.

Active Fields

Default Field Type	Field
Page	Customer ID
Row	Invoice Number Invoice Date Sales Rep Description Location ID Unit of Measure
Column	Quantity Shipped Extended Price Extended Cost

AR Detail Sales History PivotTable Sample

Invoice No.	Invoice Date	Sales Rep	Desc.	Location ID	Selling Units	Shipped Qty	Ext. Price	Ext. Cost
12670001	7/14/84	GPD	Electrical Package	MND001	PKG	515.0000	185774.66	178313.60
			Entry Door	MND001	EA	35.0000	8341.88	7299.25
			Interior Door	MND001	EA	240.0000	6546.52	4773.60
			Interior Materials	MND001	PKG	75.0000	67379.29	63062.25
			Millwork Package	MND001	PKG	50.0000	54395.25	50083.50
			Miscellaneous Charges	MND001		230.0000	83079.05	34500.00
			Plumbing Package	MND001	PKG	75.0000	71487.99	66222.75
			Slide by Window 24" x 40"	MND001	EA	60.0000	8133.83	7600.00
			Slide by Window 30" X 40"	MND001	EA	70.0000	12494.27	12140.80
			Standard Window 24" X 40"	MND001	EA	145.0000	18426.82	17007.05
			Standard Window 30" X 40"	MND001	EA	83.0000	12589.69	11372.66
12670002	7/5/84		Electrical Package	MND001	PKG	100.0000	47569.00	34624.00
			Interior Materials	MND001	PKG	50.0000	74275.00	42041.50
12670003	7/9/84	UAH	Cabinets	MND001	SET	2.0000	2110.19	403.16
			Electrical Package	MND001	PKG	30.0000	10821.83	10387.20
			Entry Door	MND001	EA	15.0000	3575.09	3128.25
			Interior Door	MND001	EA	10.0000	231.11	198.90
			Interior Materials	MND001	PKG	100.0000	89839.05	84083.00
			Millwork Package	MND001	PKG	10.0000	10879.05	10016.70
			Standard Window 24" X 40"	MND001	EA	10.0000	1270.82	1172.90
12670004	7/15/84		Electrical Package	TX0001	PKG	100.0000	47569.00	34624.00
			Exterior Panels	TX0001	CS	30.0000	80572.20	38073.00
12670005	7/26/84	DMM	Electrical Package	TX0001	PKG	50.0000	18036.38	17312.00
			Exterior Panels	TX0001	CS	2.0000	2820.03	2538.20
12670006	7/5/84	PRT	Interior Door	MD0001	EA	2.0000	46.22	0.00
			Interior Materials	MD0001	PKG	5.0000	4491.95	4204.15
			Millwork Package	MD0001	PKG	30.0000	32637.15	30050.10
			Slide by Window 24" x 40"	MD0001	EA	100.0000	16267.65	15200.00
			Slide by Window 30" X 40"	MD0001	EA	100.0000	17848.95	17344.00
12670007	7/19/84	PRT	Entry Door	MD0001	EA	25.0000	12495.59	5213.75
			Interior Door	MD0001	EA	10.0000	542.36	0.00
			Millwork Package	MD0001	PKG	11.0000	14991.47	11018.37
12670008	7/7/84	DMM	Entry Door	TX0001	EA	15.0000	3575.09	3128.25
			Millwork Package	TX0001	PKG	10.0000	10879.05	10016.70
12670009	8/26/84	GPD	Electrical Package	CA0001	PKG	200.0000	90381.10	69477.10
12670010	8/17/84	GPD	Electrical Package	MND001	PKG	75.0000	27054.66	26104.37
			Interior Materials	MND001	PKG	25.0000	22459.76	21020.75
			Slide by Window 24" x 40"	MND001	EA	10.0000	1626.77	1520.00
			Slide by Window 30" X 40"	MND001	EA	35.0000	6247.13	6070.40
12670011	8/26/84	DMM	Electrical Package	TX0001	PKG	175.0000	63127.31	60881.10
12670012	9/18/84	PRT	Electrical Package	MD0001	PKG	175.0000	63127.31	60839.28
12670013	9/2/84	GPD	Electrical Package	MND001	PKG	50.0000	18036.38	17496.07
			Plumbing Package	MND001	PKG	50.0000	47845.33	44148.50
			Slide by Window 24" x 40"	MND001	EA	5.0000	813.38	760.00

AR Payment History

File Name

ARHSTPAY.XLS

Description

The AR Payment History PivotTable uses the data in the Detail History (ARHIx) file to display payment amounts by customer, invoice and payment method.

The report is sorted by GL Period, Invoice Number, Payment Date and Payment Method, but you can easily change the sort order or include the Bank Account or Customer ID in the sort.

Active Fields

Default Field Type	Field
Page	Bank Account ID Customer ID
Row	GL Period Invoice Number Payment Date Payment Method
Column	Total Amount Paid

AR Payment History PivotTable Sample

GL Period	Invoice No.	Payment Date	Payment Method	Total
1	12670017	1/27/95	CSH	-4329.44
	12670018	1/27/95	CHK	62147.47
	12670019	1/27/95	CHK	28200.27
	12670020	1/27/95	CHK	140000.00
	24889014	1/27/95	CHK	49288.20
	24889015	1/27/95	CHK	49288.20
2	12670020	2/26/95	CHK	15000.00
	12670021	2/26/95	CHK	64598.71
	12670022	2/26/95	CHK	18036.38
	12670024	2/26/95	CHK	43968.03
	24889017	2/26/95	CHK	121963.62
	BAL FWRD	2/26/95	VIS	167343.76
3	12670020	3/27/95	CHK	302.17
	12670025	3/27/95	CHK	109000.00
	12670026	3/27/95	CHK	37397.88
	24889017	3/27/95	CHK	49345.08
	BAL FWRD	3/27/95	VIS	73932.30
	CC950227	3/27/95	CHK	167343.76
4	12670025	4/27/95	CHK	411.19
	12670027	4/27/95	CHK	283000.00
	12670028	4/27/95	CHK	17534.38
	BAL FWRD	4/27/95	CSH	49288.20
	CC950327	4/27/95	CHK	73932.30
	5	12670027	5/27/95	CHK
12670030		5/27/95	CHK	14429.10
BAL FWRD		5/27/95	CSH	84587.10
			VIS	89898.13
6	12670032	6/27/95	CHK	166661.08
	12670033	6/27/95	CHK	38648.12
	12670034	6/27/95	CHK	89189.49
	24889020	6/27/95	CHK	81351.88
	CC950527	6/27/95	CHK	89898.13
7	12670032	7/27/95	CSH	-3333.22

AR Item History

File Name

ARITMHST.XLS

Description

The AR Payment History PivotTable uses the data in the Summary History (ARHSx) file to display sales, cost, quantity and invoice information for each item in each GL period and year.

The report is sorted by Item ID and Base Unit of Measure , but you can easily change the sort order or include the GL Period and Year in the sort.

You can use this report to review and analyze trends in the sales or profits of the item in your inventory over a range of periods.

Active Fields

Default Field Type	Field
Page	GL Period GL Year
Row	Item ID Base Unit of Measure
Column	Cost of Goods Sold Sales Amount Number of Invoices Quantity Sold

AR Item History PivotTable Sample

Microsoft Excel - Aritmhst

File Edit View Insert Format Tools Data Window Help

PivotTable = Per.

	A	B	C	D	E	F	G	H
1	AR Item History							
2								
3	Per.	(All)						
4	Year	(All)						
5								
6			Data					
7	Item ID	Base Units	Cost of Goods	Total Sales	No. of Invoices	Qty.		
8			111203.20	273580.47	3	540.0000		
9	100	PKG	1069887.83	1158842.74	44	3086.0000		
10	150	PKG	843188.48	905031.42	25	946.0000		
11	250	CS	232921.29	385920.69	13	182.0000		
12	300	EA	23825.46	36596.29	20	1174.0000		
13	350	EA	61971.14	88069.44	15	294.0000		
14	400	PKG	406391.59	517565.37	19	483.0000		
15	450	EA	114303.34	157881.81	32	737.0000		
16	460	EA	78818.23	93226.87	20	456.0000		
17	550	PKG	207328.23	234903.58	12	209.0000		
18	600	EA	53299.33	64856.99	16	449.0000		
19	610	EA	40678.33	45590.46	12	292.0000		
20	650	PKG	305985.80	715224.95	10	31.0000		
21	700	SET	33059.12	175522.16	12	164.0000		
22	900	EA	6470.82	11607.57	3	27.0000		
23	Grand Total		3589332.19	4864420.81	256	9070.0000		
24								

Sheet1

Ready

AR Methods of Payment

File Name

ARMOPRPT.XLS

Description

The AR Methods of Payment PivotTable uses the data in the Payment Methods (ARPYx) file to display period-, quarter- and year-to-date and last-year payment information.

The report is sorted by Payment Method Code, Description and Payment Type , but you can easily change the sort order.

You can use this report to review and analyze trends in the types of payment methods used by your customers.

Active Fields

Default Field Type	Field
Page	(None)
Row	Method of Payment Code Description Payment Type
Column	Period-, Quarter- and Year-to-Date and Last-Year Payments

AR Methods of Payment PivotTable Sample

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - Armppt". The PivotTable is set to show "Code" in the filter field. The data is as follows:

	A	B	C	D	E	F	G	H
1	AR Methods of Payment							
2				Payment Types:				
3				"1" = Cash				
4				"2" = Check				
5				"3" = Credit Card				
6				"4" = Write-Off				
7				"5" = Other				
8								
9				Data				
10	Code	Desc.	Type	Payments PTD	Payments QTD	Payments YTD	Payments LY	
11	CHK	Check	2	0.00	962317.68	3158172.36	0.00	
12	COU	Coupons	5	0.00	0.00	0.00	0.00	
13	CSH	Cash	1	0.00	316224.90	724008.06	0.00	
14	VIS	VISA	3	0.00	27373.61	358547.80	0.00	
15	W/O	Write-off to Bad Debt	4	0.00	0.00	0.00	0.00	
16	Grand Total			0.00	1305916.19	4240728.22	0.00	
17								

AR Open Invoices

File Name

AROPNINV.XLS

Description

The AR Open Invoices PivotTable uses the data in the Open Invoice (ARINx) file to display invoice, credit and payment information by invoice number.

The report is sorted by Customer ID, Invoice Number and Record Type , but you can easily change the sort order.

You can use this report to review and analyze the invoices you have on file for each of your customers. You can also use this report to list transactions for each customer's accounts for collections.

Active Fields

Default Field Type	Field
Page	(None)
Row	Customer ID Invoice Number Record Type
Column	Invoice Amount Credit Memo Amount Payment Amount

AR Open Invoices PivotTable Sample

The screenshot shows a Microsoft Excel spreadsheet with a PivotTable. The PivotTable is set to show data for 'Customer ID'. The data is organized into rows for each customer, with individual invoice entries followed by a 'Total' row. The columns are: Customer ID, Invoice No., Record Type, Invoice Amt, Payment Amt, and Misc. Credit Amt. A legend indicates that Record Type '1' is Invoice, '5' is Credit Memo, and '7' is Payment.

Customer ID	Invoice No.	Record Type	Invoice Amt	Payment Amt	Misc. Credit Amt
CASHCA	12670072	1	1940.87	0.00	0.00
	BAL FWRD	1	49546.36	0.00	0.00
CASHCA Total			51487.23	0.00	0.00
CASHMD	12670079	1	763.29	0.00	0.00
	BAL FWRD	1	14855.00	0.00	0.00
CASHMD Total			15618.29	0.00	0.00
CASHMN	12670081	1	1710.72	0.00	0.00
	BAL FWRD	1	5708.28	0.00	0.00
CASHMN Total			7419.00	0.00	0.00
CASHPS	12670082	1	1788.43	0.00	0.00
	BAL FWRD	1	27643.13	0.00	0.00
CASHPS Total			29431.56	0.00	0.00
DAL001	12670056	1	9739.64	0.00	0.00
	12670066	1	7203.92	0.00	0.00
	12670077	1	8991.26	0.00	0.00
DAL001 Total			25934.82	0.00	0.00
GRE001	12670078	1	8449.46	0.00	0.00
	BAL FWRD	1	11693.44	0.00	0.00
GRE001 Total			20142.90	0.00	0.00
KAN001	12670067	1	71699.10	0.00	0.00
	12670075	1	11267.90	0.00	0.00
	24889024	1	73932.30	0.00	0.00
		7	0.00	68972.27	0.00
KAN001 Total			418949.70	0.00	0.00
			575849.00	68972.27	0.00
LOS001	12670058	1	17118.76	0.00	0.00
	12670070	1	14977.46	0.00	0.00
	12670073	1	47000.00	0.00	0.00
LOS001 Total			79096.22	0.00	0.00
SUN001	12670080	1	8246.32	0.00	0.00
SUN001 Total			8246.32	0.00	0.00
TEN001	12670069	1	26109.72	0.00	0.00
	12670076	1	5706.21	0.00	0.00
	24889026	1	49288.20	0.00	0.00
	24889029	1	59145.84	0.00	0.00
	24889031	1	57667.20	0.00	0.00
TEN001 Total			197917.17	0.00	0.00

AR Sales Journal

File Name

ARSLSJRN.XLS

Description

The AR Sales Journal PivotTable uses the data in the AR Transactions Detail (ARTDx) file to display quantity, cost and price information for the unposted invoices and credit memos on file.

The report is sorted by Transaction, Line and Item Numbers , but you can easily change the sort order or include Batch ID, Transaction Type or Customer ID in the sort.

You can use this report to review and analyze the daily sales for items and quantities sold and to analyze daily profitability.

Active Fields

Default Field Type	Field
Page	Batch ID Transaction Type Customer ID
Row	Transaction Number Entry Number Item ID
Column	Quantity Ordered Quantity Shipped Unit Cost Extended Cost Unit Price Extended Price

AR Sales Journal PivotTable Sample

Transaction No.	Entry No.	Item ID	Ordered Qty.	Shipped Qty.	Unit Cost	Ext. Cost	Unit Price	Ext. Price
0012	001	100	4.00	4.00	343.55	1374.20	528.54	2114.16
	002	150	2.00	2.00	907.53	1815.06	1317.38	2634.77
	003	300	2.00	2.00	22.01	44.02	51.38	102.76
	004	550	3.00	3.00	0.00	0.00	1434.59	4303.77
	005	600	2.00	2.00	117.29	234.58	286.65	573.30
0012 Total			13.00	13.00	1390.38	18074.94	3618.55	47041.10
0013	001	250	10.00	10.00	1342.87	13428.70	2417.17	24171.66
	002	300	6.00	6.00	22.01	132.06	51.38	308.29
	003	350	2.00	2.00	226.99	453.98	526.13	1052.26
0013 Total			18.00	18.00	1591.87	28653.66	2994.68	53904.20
0014	001	100	2.00	2.00	348.06	696.12	475.69	951.37
0014 Total			2.00	2.00	348.06	696.12	475.69	951.37
0015	001		10.00	10.00	1670.32	16703.20	2699.00	26990.00
	002	300	4.00	4.00	19.89	79.56	51.38	205.52
0015 Total			14.00	14.00	1690.21	23662.94	2750.38	38505.33
0016	001	550	5.00	5.00	1001.67	5008.35	1434.59	7172.96
	002	300	2.00	2.00	21.14	42.29	51.38	102.76
	003	350	2.00	2.00	208.55	417.10	526.13	1052.26
0016 Total			9.00	9.00	1231.36	11082.27	2012.10	18108.93
0017	001	100	2.00	2.00	343.55	687.10	475.69	951.37
0017 Total			2.00	2.00	343.55	687.10	475.69	951.37
0018	001		1.00	1.00	50.00	50.00	100.00	100.00
0018 Total			1.00	1.00	50.00	50.00	100.00	100.00
0019	001	100	4.00	4.00	343.55	1374.20	475.69	1902.74
	002	150	2.00	2.00	907.53	1815.06	1317.38	2634.77
	003	300	4.00	4.00	22.01	88.04	51.38	205.52
	004	350	1.00	1.00	226.99	226.99	526.13	526.13
	005	400	2.00	2.00	855.61	1711.22	1485.50	2970.99
	006	450	6.00	6.00	161.14	966.84	381.65	2289.87
	007	550	3.00	3.00	0.00	0.00	1434.59	4303.77
	008	600	3.00	3.00	119.68	359.05	286.65	859.95
0019 Total			25.00	25.00	2636.51	65912.84	5958.96	148974.08
0020	001	100	5.00	5.00	348.06	1740.29	528.54	2642.70
0020 Total			5.00	5.00	348.06	1740.29	528.54	2642.70
0021	001	100	4.00	4.00	346.24	1384.96	475.69	1902.74
	002	350	2.00	2.00	208.55	417.10	526.13	1052.26
	003	400	8.00	8.00	842.37	6738.96	1336.95	10695.60

AR Tax Report

File Name

ARTAXRPT.XLS

Description

The AR Tax Report PivotTable uses the data in the AR Transactions Header (ARTHx) file to display sales tax information by invoice.

The report is sorted by Transaction Number and Line Number , but you can easily change the sort order or add Batch ID and Tax Group to the sort..

You can use this report to review and analyze the sales tax collected and due on the unposted invoices you have entered.

Active Fields

Default Field Type	Field
Page	Batch ID Tax Group
Row	Transaction Number Line Number
Column	Level 1 Tax Collected and Taxable and Nontaxable Sales Level 2 Tax Collected and Taxable and Nontaxable Sales Level 3 Tax Collected and Taxable and Nontaxable Sales Level 4 Tax Collected and Taxable and Nontaxable Sales Level 5 Tax Collected and Taxable and Nontaxable Sales

AR Tax Report PivotTable Sample

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	AR Tax Report															
2																
3	Batch ID	(All)														
4	Tax Group	(All)														
5																
6																
7	Transaction No.	Line No.	LT	LTax	LT	LTax	LT	LTax	LT	LTax	LT	LTax	LT	LTax	LT	LTax
8	0012	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9		002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10		003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11		004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12		005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	0012 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	0013	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15		002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16		003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	0013 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	0014	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	0014 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	0015	001	1072.33	2688.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21		002	1081.83	27186.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	0015 Total		2154.16	27455.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	0016	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24		002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25		003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
26	0016 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	0017	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28		002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29	0017 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
30	0018	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
31	0018 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32	0019	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
33		002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
34		003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35		004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36		005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37		006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
38		007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	0019 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	0020	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	0020 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
42	0021	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43		002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
44		003	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
45		004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46		005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47		006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
48	0021 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
49	0022	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
50		002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51	0022 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52	0023	001	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53	0023 Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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