OPEN SYSTEMS® Accounting Software

Accounts Receivable
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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Welcome to OSAS®

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

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS. It provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (EIS), and Print Manager. With Global Inquiry, you can drill through your accounting data to find selected information throughout your system. With EIS, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

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: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

Running OSAS

OSAS runs on an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS in Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

Starting OSAS on Other Operating Systems

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** 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 run OSAS. On multiuser systems, each terminal usually has a default ID 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. Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2 (**T2**) working with company **B**, and the password is **apple**, specify that information to access the system:

osas -t T2 **-c** B **-a** apple

In UNIX 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.

Note

In Windows, you can set up OSAS such that it always opens using a certain access code. Open the OSAS program shortcut's properties and enter the access code and your company ID in the **Target** box. For example, using **apple** as your access code and **H** as your company ID, enter the following:

C:\osas\progRM\osastm.exe -m4096 **-t**T00 **-n**T00 **- -a**apple **-c**H

If you want the system to prompt for an access code after opening, enter **-a** in the **Target** field, followed by a space, followed by **-c** and the company ID.

In the Windows icon properties, the parameter marks (**-m**, **-t**, or **-n**) can be entered in any combination but must be before the separation dash. The access code and company ID commands (**-a** and **-c**) must be entered *after* the separation dash. See the Resource Manager Installation Manual for more information on these parameters.

The Accounts Receivable 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 with which you usually do business.

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 report functions as often as you need to produce summarized information about transactions, commissions, sales analysis, and so on.

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 master files. Use the Master File Lists functions to produce the contents of the files: details 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 web and e-mail addresses
- Credit information
- Account information
- Tax information
- Balance information
- History information

The **ARCMxxx** (Credit Cards) file contains a list of the commonly used credit cards for each customer. The file can store the card numbers and types for reference or for verification during sales transactions and payments.

The **ARCCxxx** (Customer Comments) file holds comments about the customers you do business with. Initially you enter comments using the **Customers** 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 **ARDCxxx** (Distribution Account Codes) file stores information about distribution accounts set up using the **Distribution Accounts** function. The codes serve as a shorthand method to enter the GL accounts for Accounts Receivable, Freight Charges, Sales Tax Liability and Other Charges to which you post accounting transactions for each customer.

The **ARTCxxx** (Terms Codes) file stores information about regular payment terms you set up using the **Terms** function. The codes serve as a shorthand method to enter terms in transactions and to assign the terms to customers. As a result, you can receive payments from groups of customers based on the terms of payment.

The **ARSMxxx** (Shipping Methods) file stores information about your usual methods of shipping that you set up in the **Shipping Methods** function. The codes serve as a shorthand method to enter shipping information in transactions.

The **ARGLxxx** (GL Codes) file stores information about your sales and cost of sales GL accounts which you set up using the **GL Codes** function. The codes serve as a shorthand method for entering GL sales and cost of goods accounts in transactions when AR does not interface to the Inventory application.

The **ARFCxxx** (Finance Charge Codes) file stores information about the finance charge rates you assess on past due balances. You use these codes as a shorthand entry method for assigning finance charge rules to your customers.

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 using 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 using 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 dealt with the customer.

The **ARSAxxx** (Ship-to Address) file stores information about shipping addresses. When you set up the shipping addresses using 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 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 you purge them.

The **ARLSxxx** (Lot and Serialized Item) file, which is used only if Accounts Receivable interfaces 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: 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 accounts 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 from 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 changed:

- 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 interfaces 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 interfaces 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 interfaces 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 interfaces with Bank Reconciliation, deposits for cash receipts update the **BRTRxxx** (Transactions) file.

Transactions, Cash Receipts, and Open Invoices Files' Relationship

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 Entries** 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

When your files become too large, you may clear some data using 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 interfaces 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 increments by one.

When you do Periodic Maintenance for quarter-end work, several things happen:

- All period-end tasks are done.
- Quarter-to-date totals 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		

Value	Updated (+ or -)	Increased	Decreased
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 from the **ARINxxx** file.
- Detail history with invoice dates before the date you specify is removed from 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 from the **ARINxxx** file.

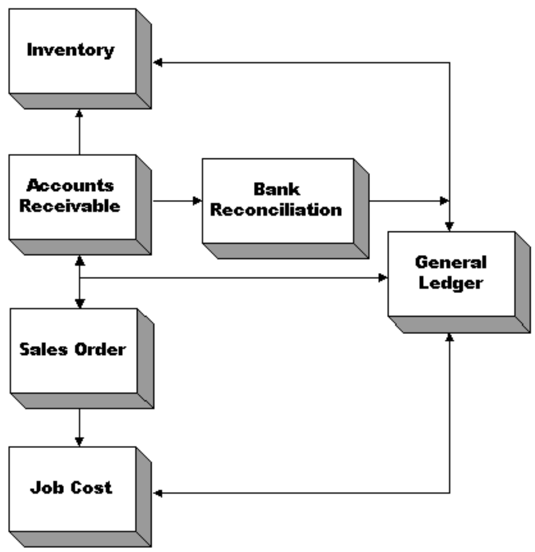
- Detail history with invoice dates before the date you specify is removed from the **ARHIxxx** file.

- 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

This manual helps you install OSAS on any standard computer running any of several popular operating systems and helps with your accounting software questions. Use the manual as a reference for the OSAS interface and application functions.

Manual Conventions

This manual is divided into the following sections:

- This introduction provides an overview of this application and the OSAS system, the basic functionality of the application including graphical and text-based application features, and function key references.

- The remainder of the chapters explains the set up, workflow, and functions of the application: where each function fits within the application and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, these terms are used for operating 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* refers to a single press of the left button.

GUI/Text Command Conventions

When you see the phrase "use the **Proceed** (**OK**) command" in the user's manuals, press **PgDn** in either text or graphical mode. In graphical mode, clicking **OK** has the same effect as pressing **PgDn**.

GUI/Text Menu and Function Conventions

When you start OSAS, the main menu appears and lists the applications available for use. If you are using UNIX or Linux, the text main menu appears.

If you are using Windows, you can choose between the text main menu, the graphical main menu, or the start-style main menu. Use the **Defaults** function under the Resource Manager **Workstation Configuration** menu to select the style of menu you want to appear by default, or you can press **Shift+F5** to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

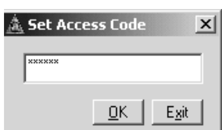
In addition, if you are using Windows, you can use either text or graphical function screens independently of the main menu. For example, you can use text function screens even if you are using the graphical main menu and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

Access Codes

Your company can limit use of the system by defining access codes and assigning them to employees. Each code allows access to specific applications, menus, and functions. If you cannot select a menu, your access code is not authorized for it.

Use the **Access Codes** function on the Resource Manager **Company Setup** menu to set up access codes.

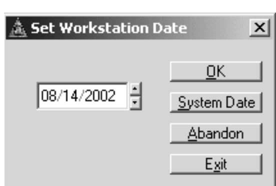
If you have more than one access code, select **Access code** from the **File** menu or press **F4**. The Access Code box appears (the example below uses the graphical mode).



Enter the access code you want to change to, then click **OK** or press **Enter**.

Workstation Dates

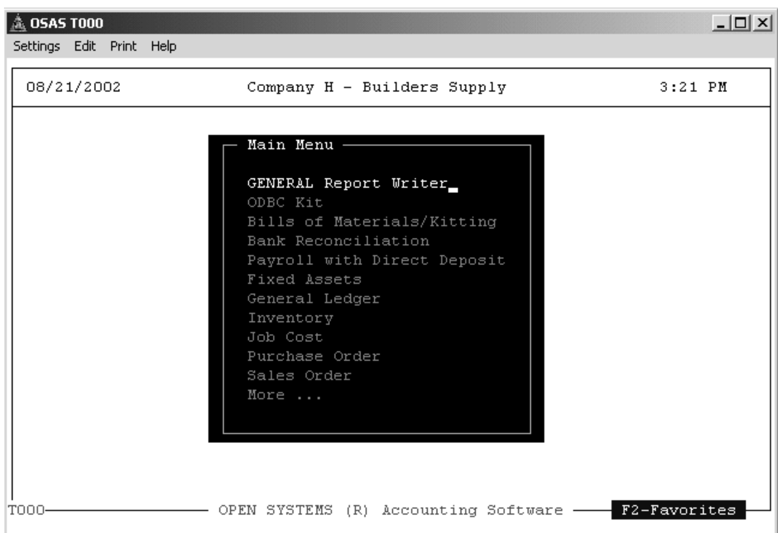
To change the workstation date, select **Workstation date** from the **File** menu or press **F6**. The Workstation Date box appears (the example below uses the graphical mode).



Use the buttons or your keyboard to enter the date and click **OK** or press **Enter** to change the workstation date. Click **System Date** to change the workstation date to match the operating system date, click **Abandon** to restore the original date, or click **Exit** or press **F7** to close the box without changing the date.

OSAS Text Menu

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



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. Continue to 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 briefly highlights and switches 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 choices the same way you do on the main menu—with one exception: you can press **PgDn** only when an option leads to another menu. 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 these ways:

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

Commands

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. To access a command, press the corresponding key. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Esc		Opens a menu listing available commands.

Command Key	Alternate Key	Description
F1 (Help)	**Esc+H**	Opens the help description for the selected application/function. You must be within an application menu to access this command.
F2 (Favorites)	**Esc+W**	Toggles between the **Favorites** and main menus.
F3 (Change Company)	**Esc+D**	Allows you to switch to a different company.
F4 (Access Code/Other)	**Esc+O**	Allows you to enter an access code. Pressing this key (or key combination) twice opens a utility menu similar to the **Other Commands** menu on graphical screens. See “Other Commands Menu” on page 1-38 for more information on the commands available.
F5 (Live/ Sample Data)	**Esc+X**	Switches between live and sample data.
F6 (Workstation Date)	**Esc+F**	Allows you to change the workstation date.
F7 (Exit)	**Esc+M**	Exits from OSAS.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, print preview window, or file.
F9 (Change Year)	**Esc+U**	Allows you to change to a different fiscal year when you are inside the **General Ledger** or **Payroll** menus.

Command Key	Alternate Key	Description
F10 (Add to/ Delete Favorites)	**Ctrl+Z**	Pressing this key (or key combination) on the main menu adds the selected application or function to your **Favorites** menu. Pressing this key on the **Favorites** menu removes the selected application or function from the **Favorites** menu.
Shift+F2 (Application Info)	**Esc+I**	Opens a screen listing information about the applications you have installed.
Shift+F5 (Menu Style)	**Esc+G**	On Windows workstations, pressing this key combination toggles between graphical and text main menus.
Shift+F6 (Toggle GUI screens)	**Esc+K**	On Windows workstations, pressing this key combination toggles between graphical and text function screens.
PgUp		Moves back one menu level.
Tab		Moves back to the main menu from any application menus.
Enter		Selects an application menu or function from a menu.
Up/Down arrow		Moves the cursor up or down through the menu selections.

OSAS Graphical Menu

In a Windows environment, you can choose from two types of graphical-style menus. The standard graphical menu features application selections that resemble many Windows functions. The start-style menu is named so because of its functional resemblance to the **Start** menu in Windows 95, 98, NT, and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons, and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, appears beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

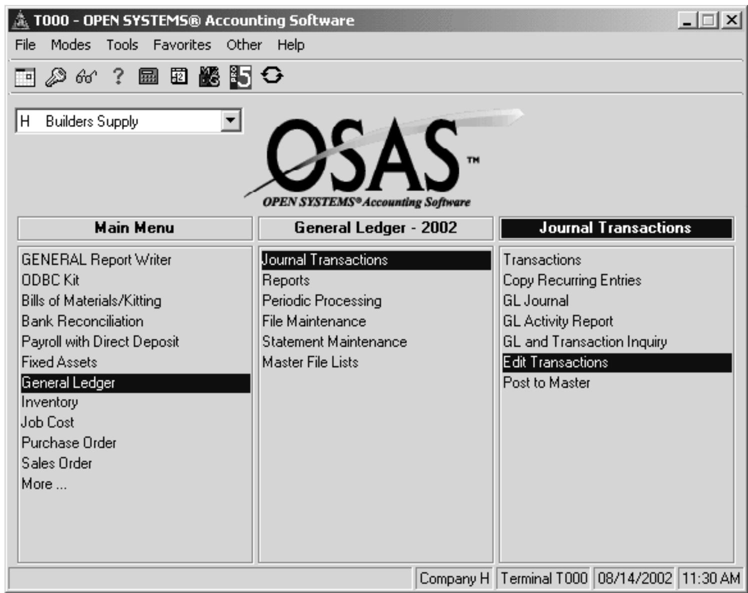
Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can access commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

- Click the appropriate graphical tool button.
- Select the command from a pull-down menu.
- Press the associated keyboard hot key.

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu or by highlighting your choice and pressing **Enter**. If you choose the start-style menu, you can select applications from the main menu by using the arrow keys to highlight your choice and pressing **Enter,** by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

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 the previous menus.

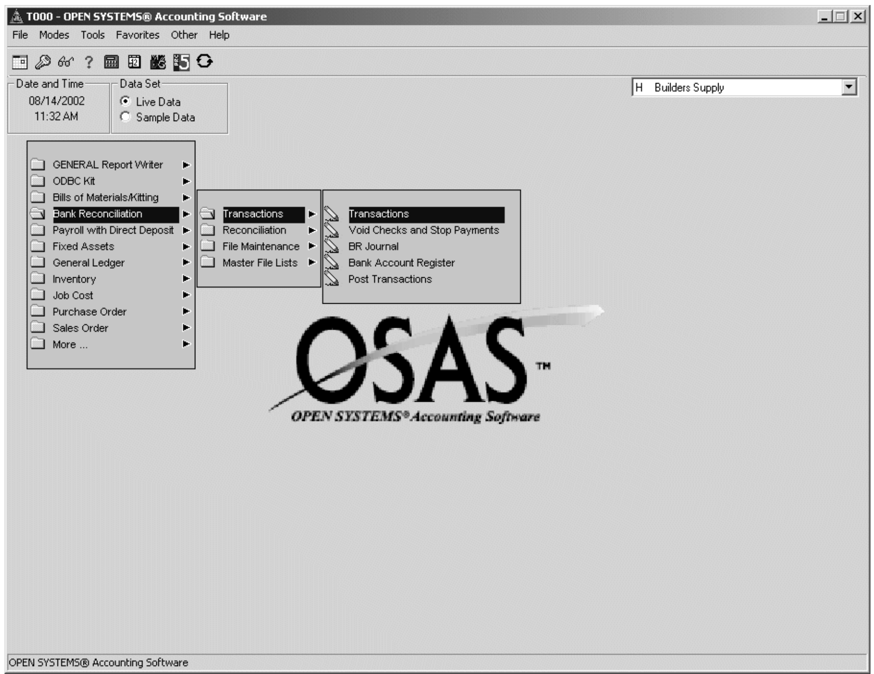
Graphical Main Menu



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 OSAS menu.
- Click the Close box in the upper-right corner of the window.
- Use **Exit** (**F7**).
- Select **Exit** from the **File** menu.

Start-Style 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 choice.
- Press the **Tab** key to go to the OSAS menu.
- Click the Close box in the upper-right corner of the window to close OSAS.
- Use **Exit** (**F7**) to close OSAS.
- Select **Exit** from the **File** menu to close OSAS.

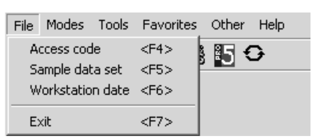
Main Menu Elements

Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and toolbar buttons to access functions without using the function keys. While the function keys work in graphical menus, the menu bar and toolbar buttons give you a choice in accessing these functions. The OSAS pull-down menu bar is shown below.

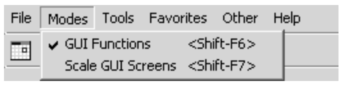
To access the menu's commands, click one of the menu titles. The menu for that heading appears and lists available commands followed by any hot key combinations in brackets <>. To use a command, either click the command name or press the hot key(s) listed.

File Menu



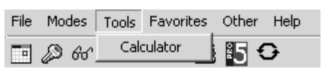
Command	Description
Access Code	Opens the Access Code dialog box. See "Access Codes" on page 1-27 for more information.
Sample data set/Live data set	Toggles between Sample and Live data.
Workstation date	Opens the Workstation Date dialog box. See "Workstation Dates" on page 1-27 for more information.
Exit	Exits OSAS.

Modes Menu



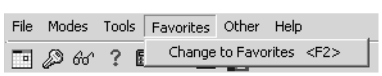
Command	Description
GUI Functions	Toggles between graphical and text function screens.
Scale GUI Screens	Toggles scaling of graphical screens on and off. When selected, this command enlarges graphical screens. When off, the command restores the OSAS screens to their original size. This command does not take effect until you access a function.

Tools Menu



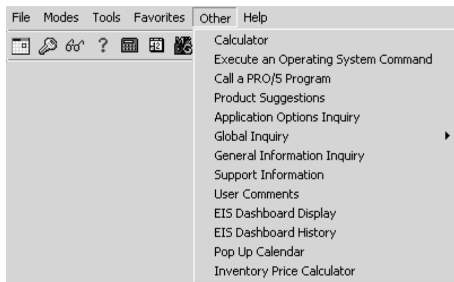
Command	Description
Calculator	Opens the OSAS calculator.

Favorites Menu



Command	Description
Change to Favorites	Toggles between the **Favorites** and main menus. See “Favorites Menu” on page 1-65 for more information.

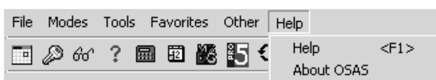
Other Commands Menu



Command	Description
Calculator	Opens the OSAS calculator.
Execute an Operating System Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestions	Creates a report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Allows you to search across your data. You can select from the installed applications which data to search.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows you to record comments for your own use.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.

Command	Description
Pop-Up Calendar	Allows you to create and read date reminders in OSAS.
Inventory Price Calculator	Allows you to calculate prices and view quantity, cost, and pricing information for inventory items.

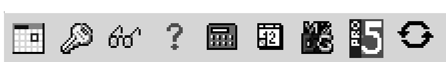
Help Menu

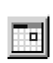


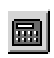
Command	Description
Help	Opens help descriptions for the application menus and functions.
About OSAS	Opens the About OSAS dialog box.

Main Menu Toolbar

The main menu toolbar gives you quick access to frequently-used OSAS commands. To access a command, click the appropriate button.



Button	Description
	Opens the Workstation Date dialog box to change the workstation date. See “Workstation Dates” on page 1-27 for more information.

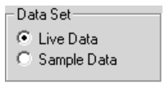
Button	Description
	Opens the Access Code dialog box to switch between access codes. See “Access Codes” on page 1-27 for more information.
	Displays the **Application Information** dialog box.
	Opens help descriptions for the application menus and functions.
	Opens the OSAS calculator.
	Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	Opens an MS-DOS command window.
	Displays a screen for calling any BBx program that does not require variables to be passed to it. For more information, see “Appendix F” in the *Resource Manager User’s Manual*.
	Toggles between the **Favorites** and main menus. See “Favorites Menu” on page 1-65 for more information.

Right-Click Menu

On the graphical and start-style main menus, the right-click menu gives you quick access to commands that help you manage commands on your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. To access the menu, click the right mouse button anywhere on the graphical or start-style main menu.

Command	Description
Add to/Remove Favorites (**F10**)	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 (**F2**)	Toggles your display menu between the **Favorites** and main menus.
Sample Data/Live Data (**F5**)	Switches between sample and live data.
Setup (**F9**)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual describes its use.
Function Information (**F1**)	Displays information about the selected function.

Data Set



On the start-style main menu, you can select the **Live Data** radio button to work with live data or select the **Sample Data** radio button to work with sample data. You can also press **F5** to toggle between sample and live data.

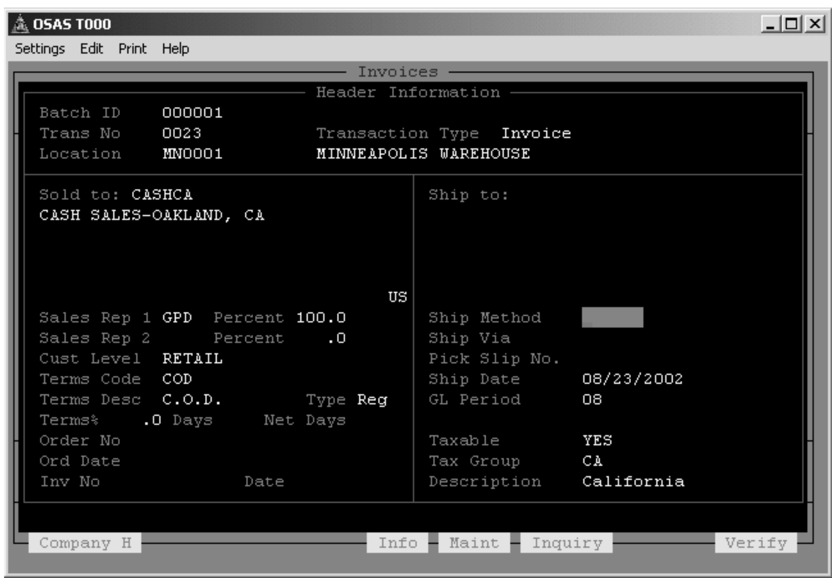
Change Company Field

On the start-style or graphical main menu, select the company to change to from the list box.

OSAS Text Functions

Like the text menu, OSAS text function screens can be used on all operating systems. On Windows workstations, text function screens can also be used with graphical menus (or vice versa—the text menu can be used with graphical function screens).

Function screens provide you an interface to the data in your data files, allowing you to view, update, and change information as needed. Function screens also allow you to print reports or perform tasks on your data, such as calculations, purges, or the resetting of accumulated totals.



You can move around the screen in these ways:

- Press the down arrow or **Enter** to move from field to field.
- Select the appropriate command on the command bar.

- Use commands to access information screens or to toggle commands on and off. See “Commands and Flags” on page 1-44 for more information.

- If a screen contains more than one section, press **PgDn** when prompted to move to the next section.

- If a menu appears prompting you for the kind of information to enter or maintain (such as on Transaction or File Maintenance screens), select the appropriate option and press **Enter**.

- Press **F7** to exit the screen and return to the main menu.

Text Function Screen Elements

Command Line

The command line appears at the bottom of the screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices. Press the highlighted key to use a command.

```
Enter = edit, Append,  View,  Workstation ID,  Header
```

The commands that are available depend upon the function you are using. Consult the user’s manual for the appropriate application for information on commands in the command line.

Commands and Flags

Like the text menu, text function screens also contain several commands that allow you to perform tasks related to the function you are using. Some of these commands are not available for every function; when a command is available, a flag appears at the bottom of the screen.

To access a command, press the corresponding key. If you’re working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you’re working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Command Key	Alternate Key	Description
Enter		Moves the cursor to the next field and accepts the data entered or access a line for editing.
Esc		Opens a window listing available commands for the screen.
Ins		Toggles between insert and overwrite modes for entry. When the **Ins** flag appears, the characters you enter push other characters in the field to the right. If there is no Ins flag, the characters you enter overwrite other characters in the field.
PgUp		Moves back to the first field on the screen (or the first field after the key field) without erasing any entries.
PgDn		Approves the data on the screen, updates the data file accordingly, and proceeds to the next field or section.
Tab		Moves the cursor to the next block or field that requires an entry.
Up/Down arrow		Moves the cursor up or down through the fields.
F1 (Help)	**Esc+H**	Opens the help description for the current field.

Command Key	**Alternate Key**	**Description**
F2 (Inquiry)	**Esc+W**	Opens the Inquiry screen for the current field. This command is available for a field when the **Inquiry** flag appears at the bottom of the screen. See “Inquiry Commands” on page 1-60 for more information.
F3 (Delete)	**Esc+D**	Deletes the current record or line item (when allowed).
F4 (Others)	**Esc+O**	Opens a utility menu similar to the **Other Commands** menu on graphical screens. See “Other Commands Menu” on page 1-38 for more information on the commands available.
F5 (Abandon)	**Esc+X**	Abandon processing or clear all fields.
F6 (Maint)	**Esc+F**	Opens the appropriate File Maintenance function where you can view or update master file information. This command is available when the **Maint** flag appears at the bottom of the screen.
F7 (Exit)	**Esc+M**	Exits from the function.
F8 (Print Screen)	**Esc+L**	Allows you to output the current screen to a printer, to a print preview window, or to a file.
F9 (Undo Typing)	**Esc+U**	Clears the contents of the current field.
F10 (Delete)	**Ctrl+Z**	Deletes information to the end of the line.
Shift+F2 (Info Menu)	**Esc+I**	Opens an information menu for the function when the **Info** flag appears at the bottom of the screen. The commands that are available depend on the applications you have installed. See “Information Menu” on page 1-53 for more information.

Command Key	Alternate Key	Description
Shift+F3	**Esc+B**	Uses the item alias lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information. In Sales Order, pressing this key combination allows you to enter purchase requisitions from the **Ordered**, **Units**, **Shipped**, and **Backordered** fields. In sales tax fields, pressing this key combination allows you to view sales tax breakdowns.
Shift+F4 (Part # Lookup)	**Esc+C**	Uses the customer/vendor part number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.
Shift+F5 (Item Detail Lookup)	**Esc+G**	Uses the item detail lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.
Shift+F6 (Lot Lookup)	**Esc+K**	Uses the lot lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.
Shift+F7 (Serial Number Lookup)	**Esc+N**	Uses the serial number lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.
Shift+F8 (Item Descr. Lookup)		Uses the item description lookup when the **IN Search** flag appears for an **Item ID** field. See “Inventory Lookup” on page 1-62 for more information.

Command Key	**Alternate Key**	**Description**
Ctrl+F (Quick Entry)		Toggles quick entry on and off. If this option is off, the cursor stops at every field possible. If you want to skip the fields that are not required (thus speeding data entry), turn this option on. Quick entry is on when the **Quick** flag appears at the bottom of the screen.
Ctrl+G (Bell)		Toggles the bell on or off. If the bell is on, it sounds at an error or when you must verify a command.
Ctrl+O (Online Hints)		Toggles function key display on and off. If this option is on, the available function keys appear at the bottom of the screen to remind you of their use.
Ctrl+V (Verify)		Toggles verification on and off. If verification is turned on, you must press a key twice to verify that you want to perform an operation. Verification is on when the **Verify** flag appears at the bottom of the screen.

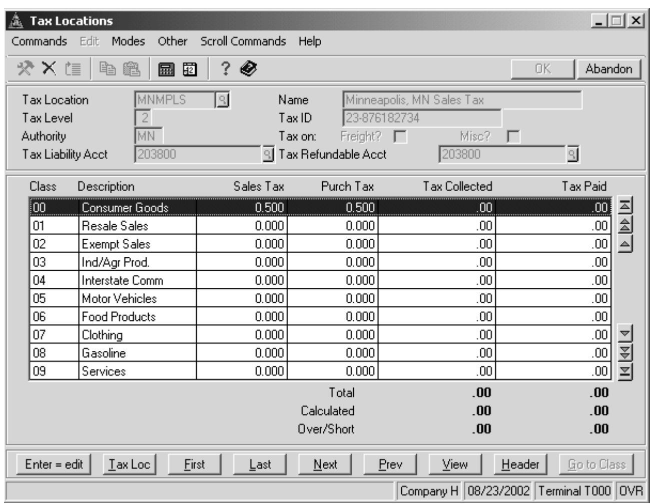
Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

```
Verification
                         Press <PgDn> to proceed
```

OSAS Graphical Functions

On Windows workstations, you can choose to use the graphical mode for function screens. These screens contain all the functionality of text screens presented in a graphical mode similar to other Windows software programs.



You can move around the screen in these ways:

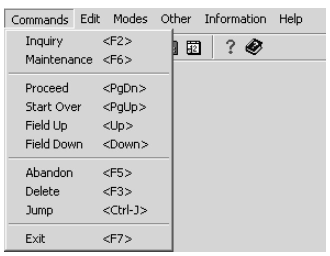
- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **PgDn** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

Graphical Function Screen Elements

Like the main menu, graphical function screens also contain pull-down menus and toolbars. These menus and toolbars are described below.

Function Pull-Down Menus

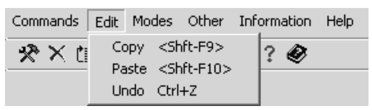
Commands Menu



Command	Description
Inquiry	Lists valid entries for the current field.
Maintenance	Opens the appropriate File Maintenance function.
Proceed/OK	Proceeds to the next screen or saves your entries.
Start Over	Moves back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
Field Up	Moves the cursor to the previous field.
Field Down	Moves the cursor to the next field.
Abandon	Clears data from all fields and moves the cursor to the first field on the screen.
Delete	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.

Command	Description
Jump	Moves the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit	Exits from a screen or a window without saving data.

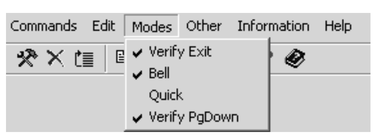
Edit Menu



Command	Description
Copy	Copies the contents of the current field.
Paste	Pastes the value you copied from a previous field into the current field.
Undo	Restores the contents of the current field from before you made changes to it.

Modes Menu

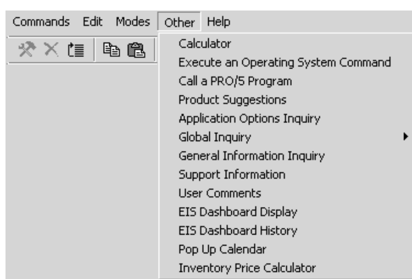
Select the options you want to use.



Command	Description
Verify Exit	When verification is turned on, you must press a key twice to verify that you want to exit or abandon functions.

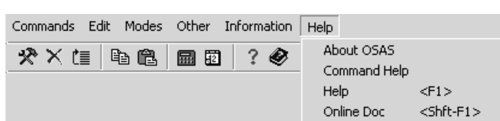
Command	Description
Bell	When the bell is turned on, it sounds at an error or when you must verify a command.
Quick	When this option is off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, select the option.
Verify PgDown	If verification is turned on, you must press **PgDn** twice to proceed to the next screen or to save your entries.

Other Commands Menu



See “Other Commands Menu” on page 1-38 for information on this menu’s commands.

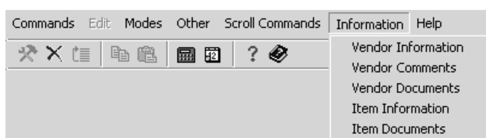
Help Menu



Command	Description
About OSAS	Opens the About OSAS dialog box.

Command	Description
Command Help	Opens the OSAS Key Help screen.
Help	Lists information about the field on which you are working.
Online Doc	Launches your.PDF file viewer and opens the documentation for the appropriate OSAS application.

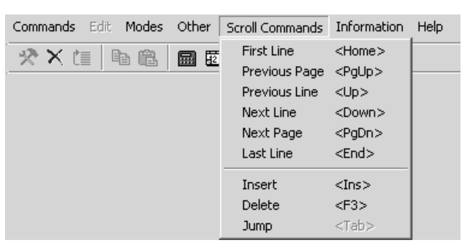
Information Menu



The **Information** menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

The **Information** menu also gives you access to documents attached to customer, vendor, employee, invoice, or other records. When the **Information** menu appears, select the appropriate **Documents** command to open the Documents screen where you can view document information or open attached documents.

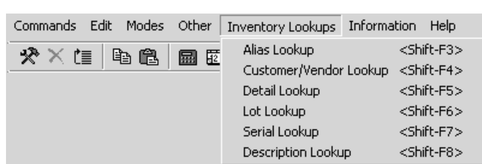
Scroll Commands Menu



The **Scroll Commands** menu appears only on screens with scroll regions.

Command	Description
First Line	Moves the cursor to the first data entry field.
Previous Page	Displays the previous page.
Previous Line	Moves the cursor up to the previous line.
Next Line	Moves the cursor down to the following line.
Next Page	Displays the following page.
Last Line	Moves the cursor to the last data entry field.
Insert	Inserts characters between pre-existing entries in a field.
Delete	Deletes the selected characters.
Jump	Moves the cursor to the next section of the screen in some functions.

Inventory Lookups Menu

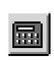


If you use the Inventory application and the cursor is in an **Item ID** field, you can use any of the **Inventory Lookups** commands to search for information about items and select an item for entry in the field you are in.

Command	**Description**
Alias Lookup	Searches 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.
Customer/Vendor Lookup	Searches 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.
Detail Lookup	Searches 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: *** ? < > =**.
Lot Lookup	Searches 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.
Serial Lookup	Searches 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.
Description Lookup	Searches 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.

Function Screen Toolbar

Like the main menu's toolbar, the toolbar located near the top of function screens gives you quick access to frequently-used commands. Click the appropriate button to access a command.

Button	Result
	Opens the appropriate File Maintenance function to update information about the field you are in.
	Deletes the information on the screen. Since this command can delete an entire record, use it with caution.
	Moves the cursor back to the first field on the screen or to the first field after the key field without erasing any entries or changes.
	Copies the contents of the current field.
	Pastes the contents you copied from a previous field into the current field.
	Opens the OSAS calculator screen.
	Opens the pop-up calendar. Use the calendar to add and review reminders for any date.
	Displays information about the field you are in.
	Opens your .PDF file viewer so that you can view the online documentation.

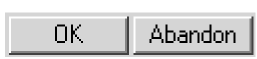
Right-Click Menu

The right-click menu gives you quick access to commonly used commands such as those used to access help, move around the function screen, work with information on EIS dashboards, and so on. The commands that are available on the right-click menu depend on the function and the field you are currently using.

Function Field Inquiry

When the Inquiry button appears next to a field on a function screen, you can either click the  button or press the **F2** (Inquiry) key to open the inquiry screen and search for information.

Verification Buttons



When you've completed data entry on a function screen, you can either click **OK** or press **PgDn** to proceed to the next screen or to save your entries. Click **Abandon** or press **F5** to abandon entries.

Menu and Function Commands

OSAS lets you navigate around the main menu and function screens in a variety of ways. This section describes the commands that are available when you access a specific command. For example, accessing the **Help** command makes the **Maintenance** and **Exit** commands available while you are in that function. This section also describes how to navigate within scroll regions and fields while you work with OSAS functions.

Help Commands

When you use the **Help** (**F1**) command, you can use these commands.

Key	Operation
F3 (Delete)	Deletes the help screen content. To recover a deleted 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. In graphical mode, you must first press **F6** to enter the edit screen for the help content before you can press **F3**.
F6 (Maintenance)	Edits a help screen.
F7 (Exit)	Exits the help screen and closes the window.

Inquiry Commands

When the Inquiry button appears next to a field or the **Inquiry** flag appears in the lower-right corner of the screen, the **Inquiry** command is available. Click the button or press **F2** to open the Inquiry screen to look up and select an appropriate entry.

The Inquiry screen operates in two modes: **Search** and **Sort**. You can toggle between these modes within an **Inquiry** window by pressing the **Ins** (Insert) key. You can also choose the default mode for Inquiry windows by using the **Defaults** function on the **Workstation Configuration** menu within **Resource Manager**.

- In **Search** mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you press **C,** the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.

- In **Sort** mode, you can change the order of certain **Inquiry** windows by pressing the letter key associated with the window sort. You can see the available sorts in any **Inquiry** window by pressing **Esc** (**Command Help**).

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 **JAR**, enter **JAR** in the **ID** field *before* you use the **Inquiry** command. The Inquiry list starts with **JAR** and runs through the end of the list.

The following commands are available inside Inquiry windows. The scroll buttons are available in graphical mode only.

Key	Button	Description
Home		Moves directly to the first item on file.
PgUp		Displays the previous page of the window.
Up		Moves up one item.
Down		Moves down one item.
PgDn		Displays the next page of the window.
End		Moves directly to the last item on file.
Ins (Look Up)		Toggles between **Search** mode and **Sort** mode.
F7 (Exit)		Leaves the **Inquiry** window without selecting anything.
Enter		Selects the item to which the cursor is pointing.
Esc (View Commands)		Opens a window that shows **Inquiry** window commands and the Window ID. The **Esc** key is available in text mode only. In graphical mode, select **Command Help** from the **Help** menu to view a list of commands available.

Inventory Lookup

If you use the **Inventory** application and the cursor is in an **Item ID** field on a function screen, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field. In graphical mode, these commands are available on the **Inquiry Lookup** menu. In text mode, the **IN Search** flag appears at the bottom of the screen to alert you that these commands are available.

Command	Hot Key	Operation
Alias Lookup	**Shift+F3**	Searches 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.
Customer/ Vendor Lookup	**Shift+F4**	Searches for an item based on customer or vendor ID. When you enter the ID, you can use the ***** and **?** wildcard characters to restrict or widen the search.
Detail Lookup	**Shift+F5**	Searches for detailed information about an item. Enter information in any of the fields that appear, using these wildcards to restrict or widen the search: *** ? < > =**.
Lot Lookup	**Shift+F6**	Searches 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.
Serial Lookup	**Shift+F7**	Searches 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.
Description Lookup	**Shift+F8**	Searches 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.

Scroll Region Commands

When the prompt (**>**) is in a line-item scroll region, you can use the following commands. The buttons are available only in graphical mode.

Hot Key	Button	Operation
Home		Moves to the first line item in the entire list.
Page Up		Moves to the previous screen or to the first line if you are on the first screen.
Up		Moves up one line item.
Down		Moves down one line item.
Page Down		Moves to the next screen or to the last line if you are on the last screen.
End		Moves to the last line item in the entire list.
F3		Deletes the line item in the selected line.
Insert		Inserts a line item at the selected line.
Enter		Edits or views the line item in the selected line.

In-Field Editing Commands

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

Hot Key	Description
Right	Moves the cursor to the right.
Left	Moves the cursor to the left.
Delete	Deletes the character the cursor is on.

Hot Key	Description
Insert	Switches insert mode on and off. When the **Insert** flag appears at the bottom of the screen, characters you enter push characters after the cursor over. When insert mode is turned off, characters you enter write over existing ones.
Home	Moves the cursor to the beginning of the field.
End	Moves the cursor to the end of the field.
F9 (Undo)	Restores 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.
F10 (Delete to End of Line)	Deletes 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.
Shift+F9 (Copy Field Contents)	Copies the contents of the current field.
Shift+F10 (Paste Field Contents)	Pastes the value you copied from a previous field into the current field.

Favorites Menu

The **Favorites** menu operates in any of the menu formats and gives you quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions. After you've set up the menu, you can access the functions either by pressing **F2** or by selecting **Change to Favorites** from the graphical **Favorites** pull-down menu.

With the **Favorites** menu, you save time by eliminating the need to switch between applications. For example, if you perform tasks in several applications, such as using the **Transactions** and **Cash Receipts** function in Accounts Receivable, **GL Account** function in General Ledger, and **Price and Availability** and **Item Inquiry** functions in Inventory, you can set up a **Favorites** menu rather than moving between each application. The **Favorites** menu for the graphical main menu is illustrated below.

To set up the **Favorites** menu, do the following:

1. Select the function you want to add to the menu and press **F10** (or use the right-click menu in graphical mode).

2. Press **F2** to confirm that your selection was added.

To remove a function from the menu, follow these steps:

1. Select the function on the **Favorites** menu that you want to remove.

2. Press **F10** (or use the right-click menu in graphical mode).

Information Menu

The **Information** menu appears on some function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee.

The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Information

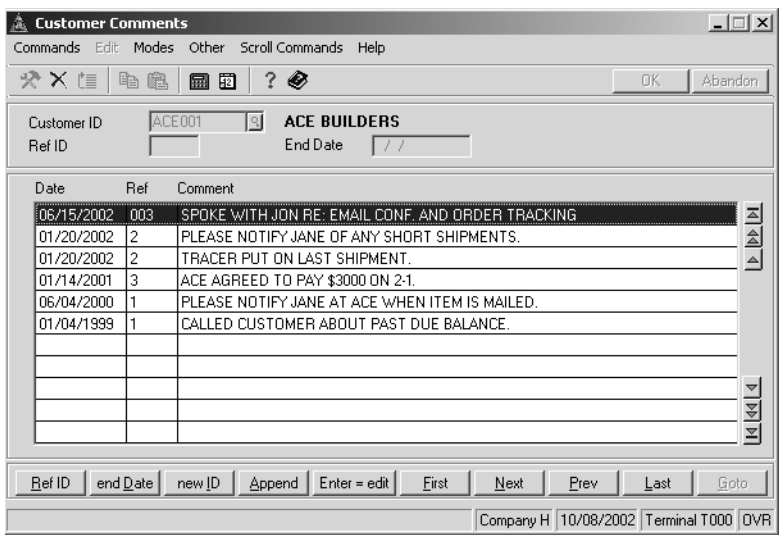
The **Information** command gives you general information about the subject. For customers, the **Information** command lists sale amounts and important dates, while for inventory items, the same command lists quantities, types, and base prices.

When the Information screen appears, enter the ID for which you want to view information. Use the commands available at the bottom of the screen to scroll between or select a new ID, then use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Information** command.

Comments

Use the **Comments** command when it appears to view comments added through File Maintenance functions or to add comments about a customer, item, vendor, employee, or job.

The Comments screen appears after you access the **Comments** command. The Customer Comments screen is shown below as an example.



1. Enter the ID for which you want to view or enter comments in the ID field at the top of the screen. The **Inquiry** (**F2**) command is available.

2. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default 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**.

3. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

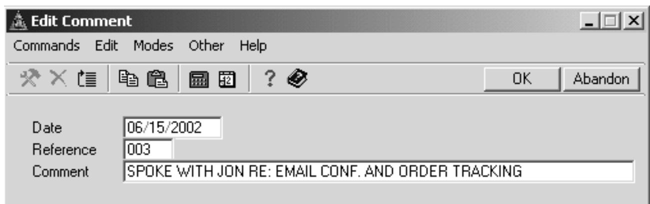
The date, reference, and text that appear for each comment depend on the reference ID and end date you enter. The comments are arranged by date—the most recent date first—then by reference ID.

4. Use these commands to work with the comments on the screen:

   - Press **R** to return to the **Ref ID** field to enter a new reference ID.
   - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
   - Press **I** to return to the ID field and enter a new ID for which to view or enter comments.
   - Press **A** to add a new comment. The Append Comment screen appears.
   - Press **E** to edit a selected comment. The Edit Comment screen appears.
   - Press **F** to view comments for the first ID on record.
   - Press **N** to view comments for the next ID on record.
   - Press **P** to view or edit comments for the previous ID on record.
   - Press **L** to view or edit comments for the last ID on record.
   - Press **G** to go to a specific comment. This command is available only when there is more than one screen of comments.

Adding or Editing Comments

The Append Comment screen appears when you add a new comment. The Edit Comments screen appears when you edit an existing comment. Other than the title, these screens are identical.



1. If you are working with a new comment, the system date appears; otherwise, the date entered for the comment you are editing appears. Accept this date, or enter a different date.

2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.

3. Enter or edit the comment, then press **Enter** to save the comment record.

History

When available, the **History** command gives you access to customer history in a manner similar to OSAS Inquiry functions. Select the customer for which you want to view detail information, enter a date from which to view information (if desired), then press **Enter** to view invoice or payment information.

Use the commands at the bottom of the screen to switch between or change customers, view totals, or select the line item to view. Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **History** command.

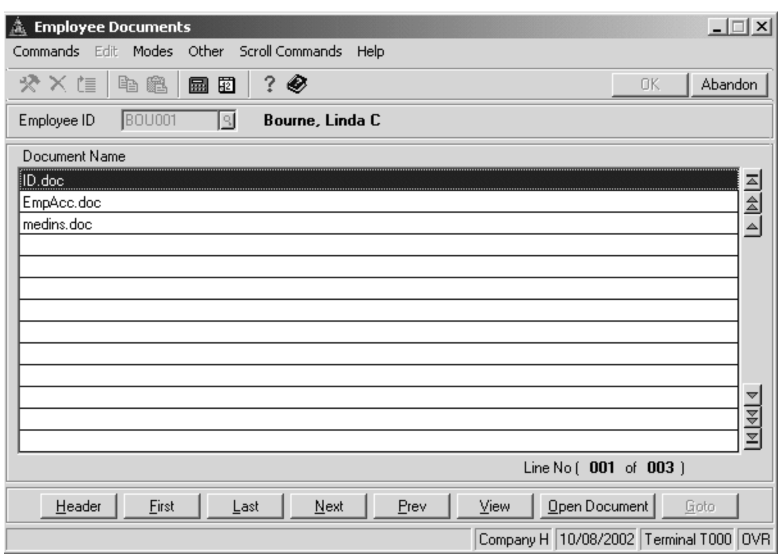
Documents

The **Documents** command lets you view or open documents attached to certain master file records. You cannot use this command to attach a document to a record; instead, use the appropriate File Maintenance function to attach documents.

Note

Before you can open documents, you need to have the appropriate file associations set up in the **File Types** function on the Resource Manager **Workstation Configuration** menu. The entries you make in this function help OSAS identify which software applications to use to open attached documents. See the *Resource Manager User's Manual* for more information.

The Documents screen appears after you access the **Documents** command. The Employee Documents screen is shown below as an example.



Enter the ID for which you want to view attached documents. The **Inquiry** (**F2**) command is available.

Use these commands to view document information, open an attached document, or switch between or select a new ID:

- Press **H** to return to the header section to select a new ID.
- Press **F** to view documents attached to the first ID on record.
- Press **L** to view documents attached to the last ID on record.
- Press **N** to view documents attached to the next ID on record.
- Press **P** to view documents attached to the previous ID on record.
- Press **V** to view document information. The View Documents screen appears and lists the file name, directory path, and description of the attached document. Press any key to return to the Documents screen.
- Press **O** to open the attached document in the appropriate software application. You may need to edit the Resource Manager **File Types** function in order to associate files with your preferred applications.

Note

If you have problems opening a document, return to the function in which the document was attached and edit the attachment to change the direction of the slashes used in the directory path. If the directory path contains backward slashes (****), change them to forward slashes (**/**) and vice versa.

- Press **G** to go to a specific document line. This command is available only when there is more than one screen of line items.

Use the **Exit** (**F7**) command to return to the function screen from which you accessed the **Documents** command when you finished viewing documents.

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 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 screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains 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 special 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).

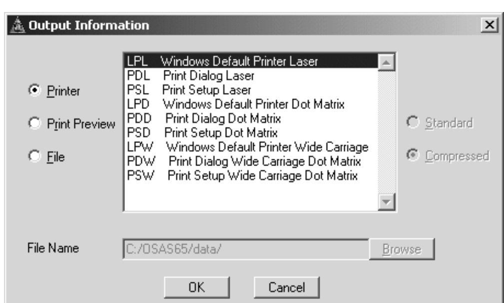
Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3. . . 19, 20. However, since OSAS sorts in alphabetical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3 - 9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this 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 000001 through 000020.

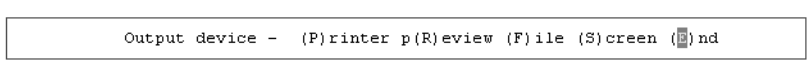
Output the Report

The type of menus you use controls which options are available to output reports. If you are using graphical function screens, you have the following output options: **Printer**, **Print Preview**, **File**, or **E-mail** (for selected reports). If you are using text function screens, you have these options: **Printer**, **Preview**, **File**, **Screen**, or **Email** (for selected reports). See the following instructions for details.

If you are using graphical screens, the Output Information dialog box appears after you select the range of information to print in the report.



If you are using text screens, these options appear at the bottom of the screen after you select what to print in the report and how it is organized.



Print the Report

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

   Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. When available, either select **Standard** or enter **S** if you want to print the report in standard width or select **Compressed** or enter **C** if you want to print it in compressed width.

4. Click **OK** or press **Enter** to begin printing the report.

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

6. Click **OK** or press **Enter** to continue.

View the Report using Print Preview (Windows Workstations Only)

The Print Preview option is only available for workstations running Windows. However, before Print Preview will work, you must add a **sysprint** device line in the **config.bbx** file for that printer. Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add this line.

Follow these steps to view a report using Print Preview:

1. Select **Print Preview** (in graphical screens) or enter **R** (in text screens).

2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

   Use the **Devices** function on the Resource Manager **Workstation Configuration** menu to add printers to the terminal.

3. Click **OK** or press **Enter** to continue.

4. When available, either select **Standard** or enter **S** if you want to view the report in standard width or select **Compressed** or enter **C** if you want to view it in compressed width.

5. Press **Enter**. The **Print Preview** screen displays the report as it will look when printed out in hard copy.

6. To print from this screen, select **Print** from the **File** menu. To exit from this screen, select **Exit** from the **File** menu.

Save the Report as a File

To save the report as a text file, select **File** or enter **F**. The data path set up for the workstation in the **Defaults** function on the Resource Manager **Workstation Configuration** menu appears. If necessary, enter a new data path or click the **Browse** button to navigate to the correct directory, then enter the filename followed by the **.txt** extension. The filename plus extension that you enter must be less than 35 characters. Press **Enter** to save the report in that directory.

View the Report on Screen (Text Screens Only)

If you are using text screens, you can view selected reports directly in the OSAS screen. Keep in mind that this option displays the report one page at a time, storing previously viewed pages in the workstation's memory. Use the **Defaults** function on the Resource Manager **Workstation Configuration** menu to limit the number of screen pages you can view to conserve memory resources.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.

2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.

3. When the report appears, press **Enter** to view the next page or **Page Up** to view previous pages.

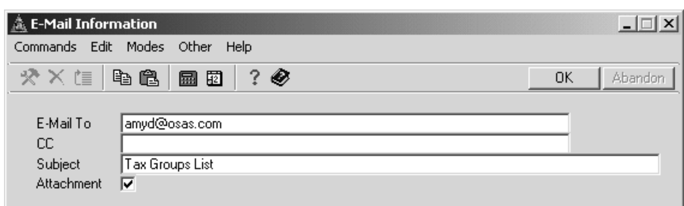
E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **System File Maintenance** menu.

You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**.
2. When available, select **Standard** or enter **S** if you want to e-mail a standard width report or select **Compressed** or enter **C** if you want to e-mail it in compressed width. The E-Mail Information screen appears.



3. If you e-mailed this report previously, the last e-mail address to which you sent the report appears. Press **Enter** to use this address, change it if necessary, or enter a new e-mail address.
4. Enter another address to send the email to as a carbon copy, if necessary.
5. OSAS automatically enters the name of the report in the **Subject** field. Change this subject line, if necessary.
6. Select the **Attachment** check box (or enter **Y** in text mode) to send the report as a text file attachment to the email message. If you clear this box (or enter **N** in text mode), the report is sent in the body of the e-mail.
7. Click **OK** or press **Enter** to e-mail the report.

Report Commands

Use the following commands when a report appears on the screen:

Key	Operation
PgUp	Moves to the previous page of the report.
PgDn	Moves to the next page of the report.
Home	Moves directly to the top of a group of pages.
End	Moves directly to the bottom of a group of pages.
F7 (Exit)	Exits to the menu from any point in the report.
Left	Moves left one character.
Right	Moves right one character.
Tab (Toggle)	Toggles between the left and right halves of a report.
Up/Down	Moves a line up and down the screen to line up information when you toggle between halves of a report.

Installation and Conversion 2

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Installation

Before You Install Accounts Receivable

Make sure your system meets these minimum requirements before you install Accounts Receivable.

The Accounts Receivable system needs a minimum of 13 megabytes (13Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Accounts Receivable

Use the **Install Applications** function in Resource Manager (see the *Resource Manager User's Guide*) to install Accounts Receivable. No special considerations need to be made for Accounts Receivable when you use the function.

Setting up Accounts Receivable

Once you have installed Accounts Receivable on your system, you must prepare your data files for everyday use.

You can prepare files for use with Accounts Receivable in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Guide*). For instructions on converting your files, see the *Conversion* section later in this chapter.

If you plan to use General Ledger, Inventory, Bank Reconciliation or Job Cost with Accounts Receivable, you must set up those applications before you set up Accounts Receivable.

Accounts Receivable and Sales Order

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

Conversion

If you use an earlier version of OSAS Accounts Receivable, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Accounts Receivable data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.0x. If you want to convert to version 6.1 from a version earlier than 3.2, contact a client support representative.

Note

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.

Tax classes, locations and groups are kept in Resource Manager (the **RMCDxxx**, **RMTXxxx** and **RMGCxxx** files). If you are converting Accounts Receivable from a version previous to 5.0, and you want Accounts Receivable to use the tax information from the earlier version, 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.

Before you convert an application's files, 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.

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

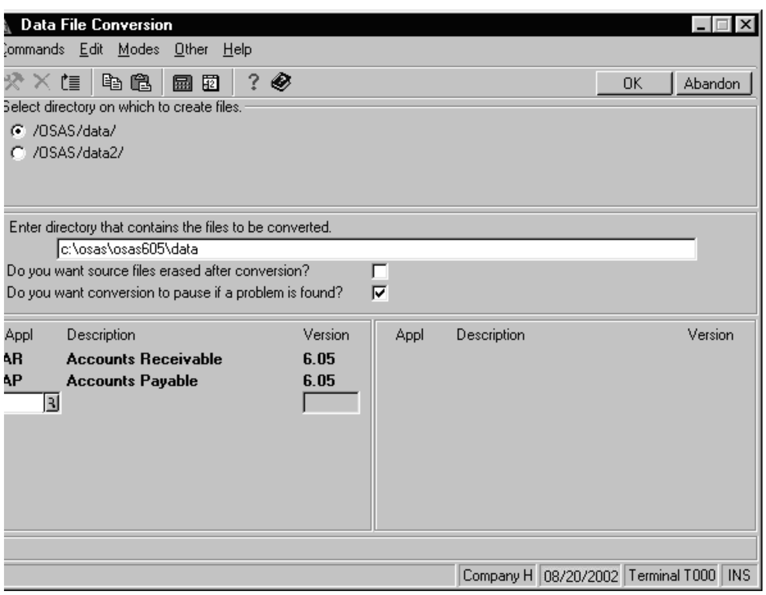
- Back up your data files.
- Make sure that no unposted transactions are in your current version.

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.

Converting to Version 6.1

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



1. All valid OSAS data paths appear. Select the destination directory where you want the new data files to reside.

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, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode).

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

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

6. Enter your earlier version number of Accounts Receivable, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the **Information** (**Shift+F2**) command on the menu screen.)

7. If data files already exist for Accounts Receivable in the intended destination path, the **AR data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

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

9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Accounts Receivable files, your answer to this prompt makes no difference.

10. 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, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

11. When the process is finished, the files are converted. Select the output device for the error log.

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

Setup 3

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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 operates.

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 *alphabetically*. 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. If you converted from a previous version of Accounts Receivable, you can simply verify the contents of these files instead of building the data.

1. Set up the options and interfaces.
2. Build the tables.
3. Use the functions on the **Codes Maintenance** menu to build the sales/COGS and distribution accounts, terms codes, finance charge 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 interfaces 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 interfaces 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 interfaces with Bank Reconciliation, deposits for sales paid with cash or checks update the **BRTRxxx** (Transactions) file.

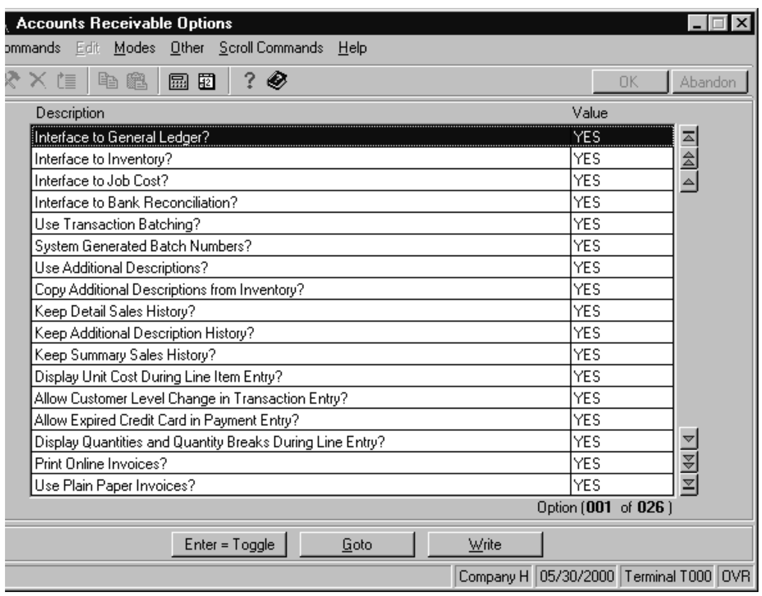
Inventory

When Accounts Receivable interfaces 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

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 appears. 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.



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 use the **Exit** (**F7**) command to return 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 settings.

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 numbers 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 does not interface 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, this 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 appear when you enter line items. If Accounts Receivable does not interface 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 is passed, a warning message appears.

12. Toggle to **YES** or **NO** to indicate whether or not you want quantities and quantity breaks to appear 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 **STANDARD** 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 overwrites invoice numbers you enter. If you select **NO**, the system uses 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 **STANDARD** 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 are aged in the **Customers** function and in the Information Inquiry **Customers and Open Invoices** function; invoices for all customers are aged in the **Periodic Maintenance** and the **Post Transactions** 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**, 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 in which you are working. 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

Use the Codes Maintenance functions to set up information about sales/COGS accounts, distribution accounts, terms of payment, shipping methods, payment methods, and finance charge codes. The codes serve as a shorthand method of entering information.

See Chapter 11 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 (see page 10-33) 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
- Commission rate
- Whether the commission is a percent of gross profit or net sales
- 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 (from 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 is 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 to which you pay sales tax, 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 update 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 (see page 11-11) 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 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 (see page 10-3) 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 is important.

Then enter the sales reps who sell to the customer, the territory the customer is located in, and the codes for the customer's usual payment terms. You can enter two sales rep IDs.

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 the customer does not accept partial shipments, clear the check box (or enter **N** in text mode) for 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. If the customer is nontaxable, enter the customer's tax exemption ID.

You can also enter the customer's e-mail and web site addresses.

Credit and Balance Information

You can enter a default method of payment for the customer.

If you assess finance charges for a customer, check the box (or enter **Y** in text mode) in the **Fin Charge** field and enter the applicable Finance Charge Code. 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 information in the **ARFCxxx** (Finance Charge Codes) file.

When you run the **Periodic Maintenance** function, the amount in the **New Fin Chg** field is added to the amount in 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.)

Balance Information

You can assign three types 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 are correct when you use the **Build Open Invoice File** function.

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

Credit Card Information

The **ARCMxxx** file can store multiple credit card numbers, cardholder names, and expiration dates for each customer. You can elect to verify credit cards entered in transaction and cash receipts entry against the list, or to maintain the list as a reference only.

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 updates when you do periodic maintenance.

Ship-To Addresses

You can enter multiple ship to addresses for the customer on the Ship-To Addresses screen. When you enter accounts receivable transactions, you can use the **Inquiry** command to access a list of ship to addresses for that customer.

Ship to addresses are stored in the **ARSAxxx** file.

For more information about entering customer records, refer to the **Customers** function (see page 10-3).

Customer Comments

You can enter comments about customers on the Customer Comments screen. When you enter accounts receivable transactions, you can use the **Information** menu (or the **Shift+F2** command in text mode) 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 (see page 10-3).

User-Defined Fields

You can assign up to 16 user-defined fields, which can be numeric, dates, or check boxes. You can view this information using the Customers and Open Invoices Inquiry screens, the Master File List, and Customer Detail List.

User-defined field values are stored in the **ARCUxxx.UF** file.

For more information about entering customer records, refer to the **Customers** function (see page 10-3).

Documents

You can attach multiple documents to customer records. However, you must set up file types in Resource Manager before you can attach documents. See the *Resource Manager User's Guide* for more information.

You can attach 999 documents per customer. The filenames are stored in the **ARCUxxx.UD** file, but the documents remain as separate files.

For more information about entering customer records, refer to the **Customers** function (see page 10-3).

Ship-to Addresses

Use the **Ship-to Addresses** function (see page 10-31) 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 (see page 9-7) to purge entries from the **ARRHxxx** and **ARREDxxx** files by cutoff dates. Entries with a cutoff date before the date you specify are purged from the **ARRDxxx**, **ARRHxxx**, and **ARREDxxx** 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 (see page 10-61) 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** (see on page 5-3) and **Cash Receipts** (see on page 5-25) 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 (see page 10-61) to build one invoice for each unpaid finance charge, current amount due, and balance in an aging period.

3. Use the **Transactions** (see on page 5-3) and **Cash Receipts** (see on page 5-25) 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 menus 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**, **Periodic Maintenance**, **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 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.

Information Inquiry 4

Customers and Open Invoices	4-3
Open Invoices	4-11
Detail History	4-13
Summary History	4-17

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.

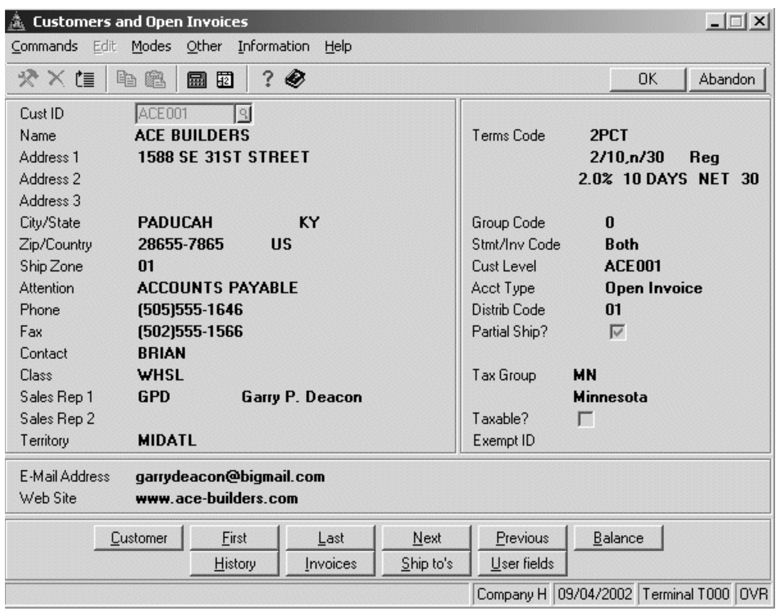
After you post information, the information becomes historical. You can use the **Summary History** function if you elected to keep summary history in the Resource Manager **Options and Interfaces** function. You can use the **Detail History** function if you elected to keep detail history in the Resource 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 comes from the **ARCUxxx** (Customer) file and the **ARINxxx** (Open Invoice) file.

General Information

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



Inquiry

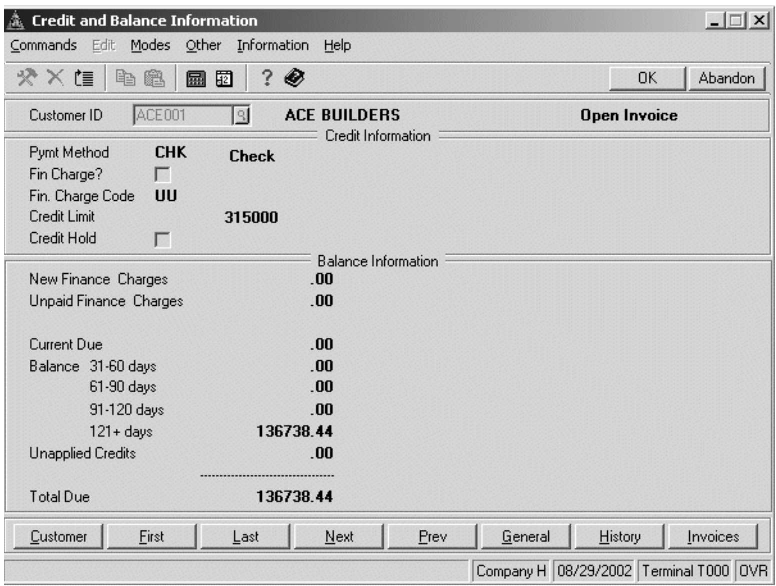
1. Enter the ID of the customer whose information you want to look at, or press **Enter** to look at information about the first customer.

2. Use the commands (buttons in graphical mode) in the command bar of each inquiry screen to find the information you need:

Command	Action
Customer	Press **C** to look at a different customer record. Then enter the customer ID.
First	Press **F** to look at the first customer record on file.
Last	Press **L** to look at the last customer record on file.
Next	Press **N** to look at the next customer record on file.
Prev	Press **P** to look at the previous customer record on file.
Balance	Press **B** to look at the balances for the customer. See “Look at Customer Balances” on page 4-5 for more information.
History	Press **H** to look at the sales and payment history for the customer. See “Look at Customer History” on page 4-6 section below for more information.
Invoices	Press **I** to scan invoices for the customer you selected. See “Find Invoices for a Customer” on page 4-7 for more information.
Ship to’s	Press **S** to look at the shipping addresses assigned to the vendor you selected. See “Look at Customer Ship-To Addresses” on page 4-8 for more information.
User fields	Press **U** to view the user-defined fields for the vendor you selected.

Look at Customer Balances

To look at the balances for the customer, press **B**. The customer history inquiry screen appears.



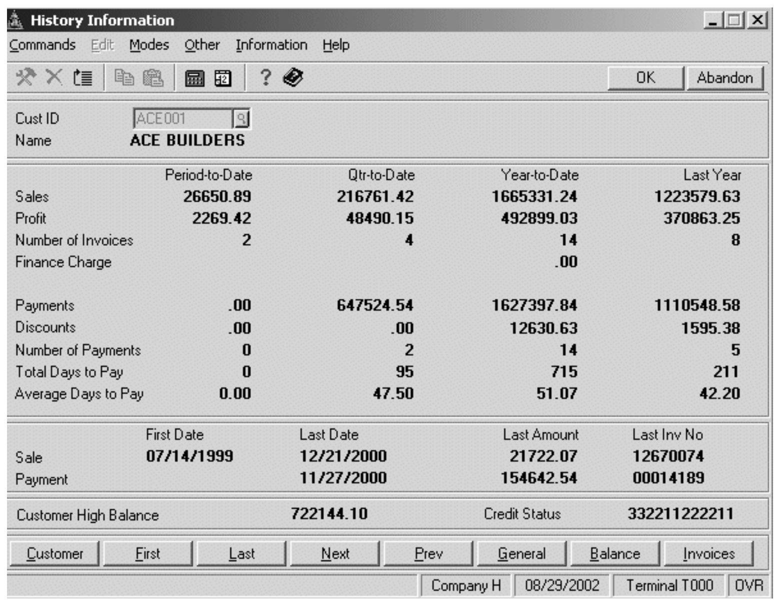
The information that appears comes from the **ARCUxxx** file and is entered using the **Customers** function (see page 10-3).

Use the commands (or buttons in graphical mode) on the command bar to find the information you need. See the table in the General Information section for more information.

When you are finished looking at the information, press **G** to return to the Customers General Information Inquiry screen.

Look at Customer History

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



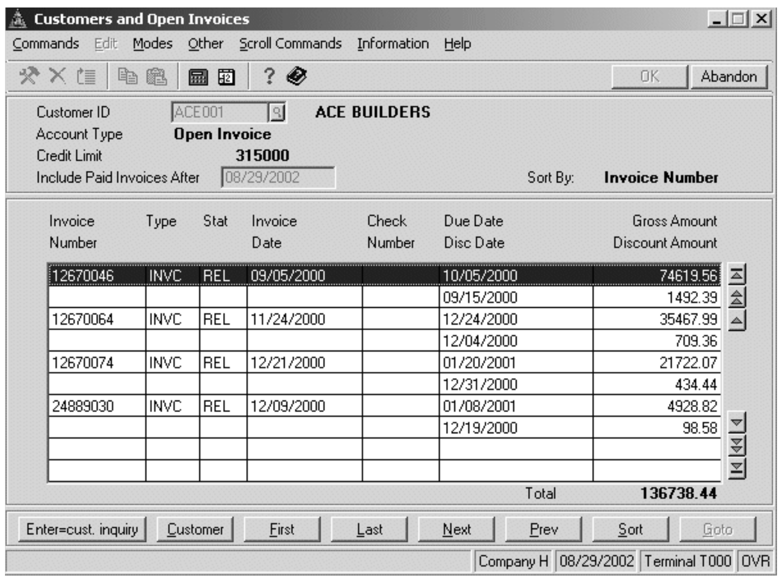
The information that appears comes from the **ARCUxxx** file and is entered using the **Customers** function (see page 10-3).

Use the commands (or buttons in graphical mode) on the command bar to find the information you need. See the table in the General Information section for more information.

When you are finished looking at the information, press **G** to return to the customers general information inquiry screen.

Find Invoices for a Customer

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



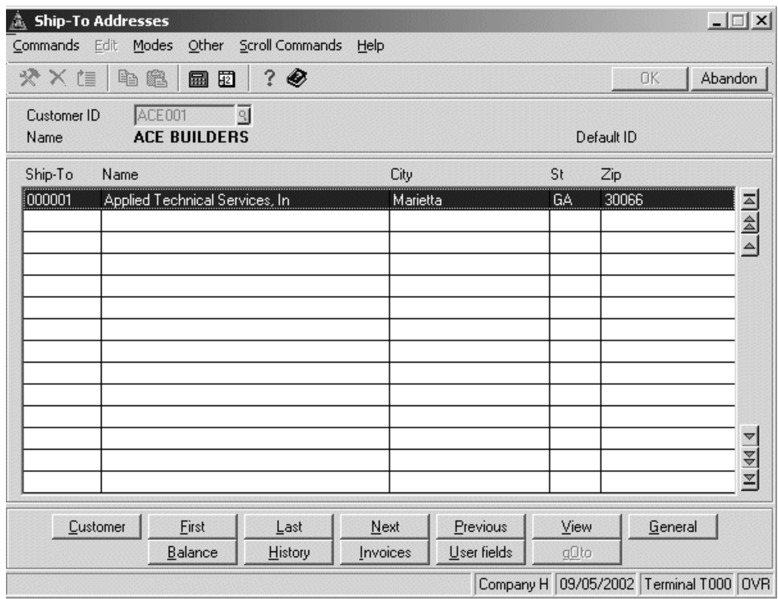
Press **Enter** to return to the main customer inquiry screen.

Use the commands (or buttons in graphical mode) on the command bar to find the information you need. See the table in the General Information section for more information.

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

Look at Customer Ship-To Addresses

To look at the ship to addresses assigned for the customer, press **S**. The Ship-To Addresses screen appears.



Use the commands (or buttons in graphical mode) on the command bar to find the information you need. See the table in the General Information section for more information on these screen commands.

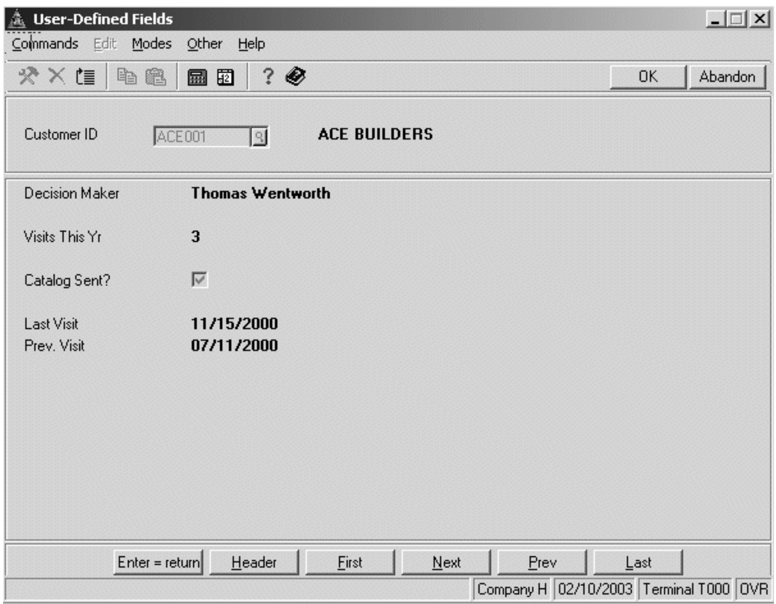
Press **V** to bring up the View Ship-To Address dialog box. The specific ship to address information appears. Press any key to return to the Ship-To Addresses screen.

Press **O** to move the prompt to a different ship-to address. Then enter the address. (This command appears only if there is more than one screen of addresses.)

When you are finished looking at the information, press **G** to return to the customers general information inquiry screen.

Look at User-Defined Fields

To look at the user-defined fields for the vendor you selected, press **U** (**User fields**). The User-Defined Fields screen appears.



Tab out of the **Customer ID** field. The user-defined field information setup for the vendor appears.

Use the commands (or buttons in graphical mode) on the command bar to find the information you need. See the table in the General Information section for more information on these screen commands.

Press **Enter** to return to the main customer inquiry screen.

Open Invoices

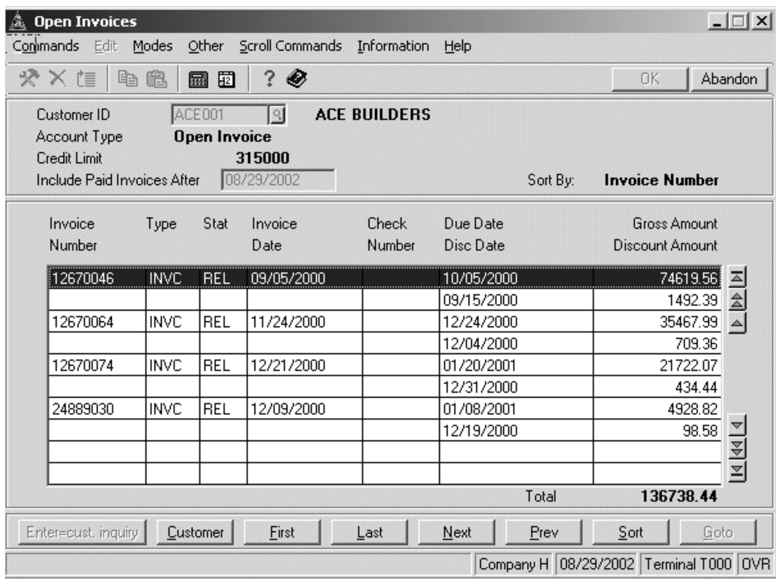
Use the **Open Invoices** function to look at the open invoices that are on file for a customer. This information comes from the **ARCUxxx** (Customer) file and the **ARINxxx** (Open Invoice) file.

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 (see page 10-3) or the **Transactions** function (see on page 5-3).

Open Invoices

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



Inquiry

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

Use the commands (or buttons in graphical mode) on the command bar to find the information you need. See “General Information” on page 4-3 for more information.

When you are finished looking at the information, use the **Exit** (**F7**) command to return to the **Information Inquiry** menu.

Detail History

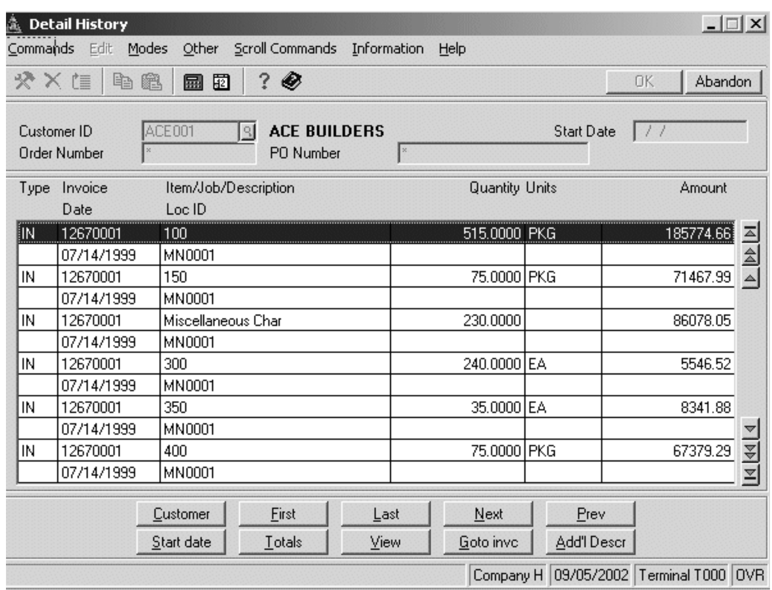
Use the **Detail History** function to look at past sales and payment information in terms of individual invoices. This information comes from the **ARHIxxx** (Detail History) file.

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 (see page 10-3).

Detail History

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



Inquiry

1. Enter the ID of the customer whose history you want to view.

Inquiry

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

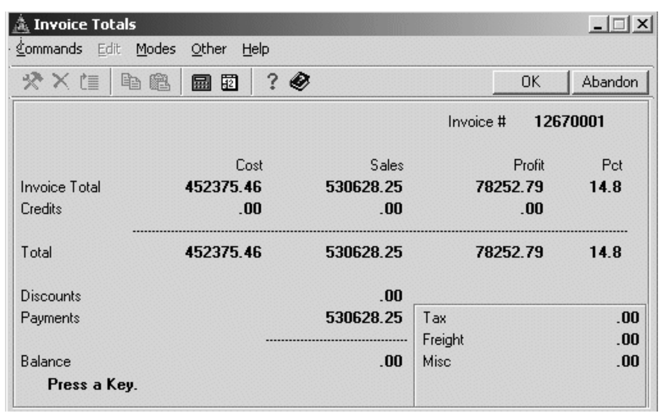
3. Enter the purchase order number you want to view. You can use wildcards (***** or **?**) to expand or restrict the purchase order numbers included.

4. Use the commands (or buttons in graphical mode) on the command bar to find the information you need. See "General Information" on page 4-3 for more information.

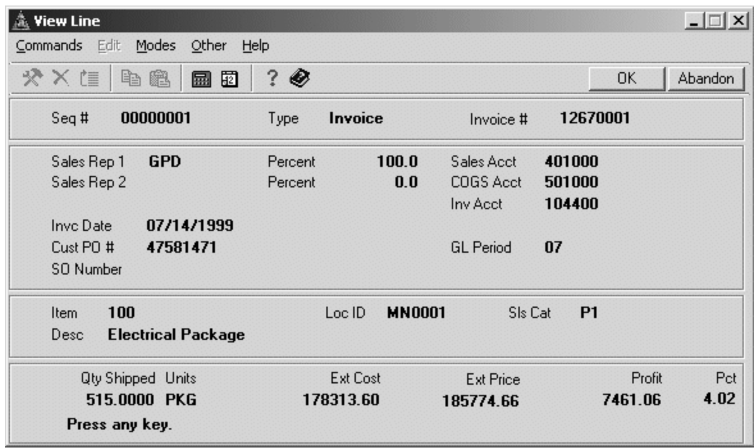
   Note: You can look at the records for a customer that has been deleted from the **ARCUxxx** file, but has records in the **ARHIxxx** file, if you know the ID. Ignore the **Customer Is Not on File** message.)

   - 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:



- 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:



- 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.)

- To view any additional description associated with the customer, press **A**. The Additional Description dialog box appears. Press any key to return to the Detail History screen.

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

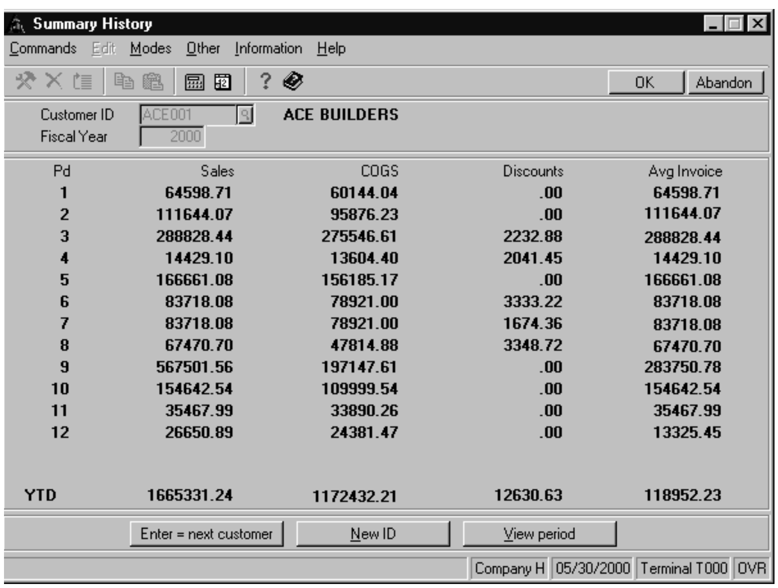
Summary History

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 (see page 10-3) or the **Transactions** function (see on page 5-3).

Summary History Customer Inquiry

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



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

Inquiry

1. Enter the ID of the customer whose history you want to view.

2. The current fiscal year from the **ARPDxxx** table appears. Accept it, or enter the fiscal year whose history you want to view. 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 (or buttons in graphical mode) on the command bar to find the information you need.

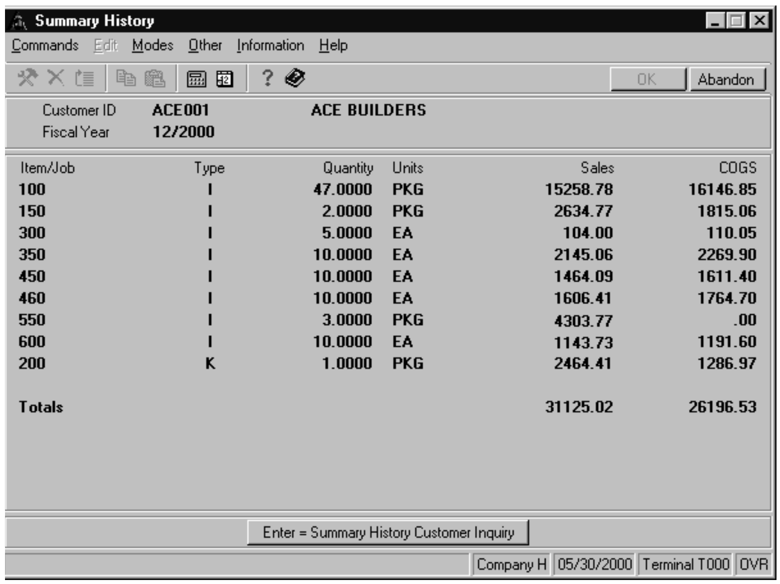
   - To look at the next customer record, press **Enter**.

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

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

     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.



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

If you made more sales to the customer in this period than the screen can show, enter **M** to view more history.

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

Daily Work 5

Transactions	5-3
Cash Receipts	5-25
Edit Cash Receipts	5-31
Copy Recurring Entries	5-33
Change Batches	5-35
Batch Control	5-37

Introduction

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

If you sold goods to a customer that are 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

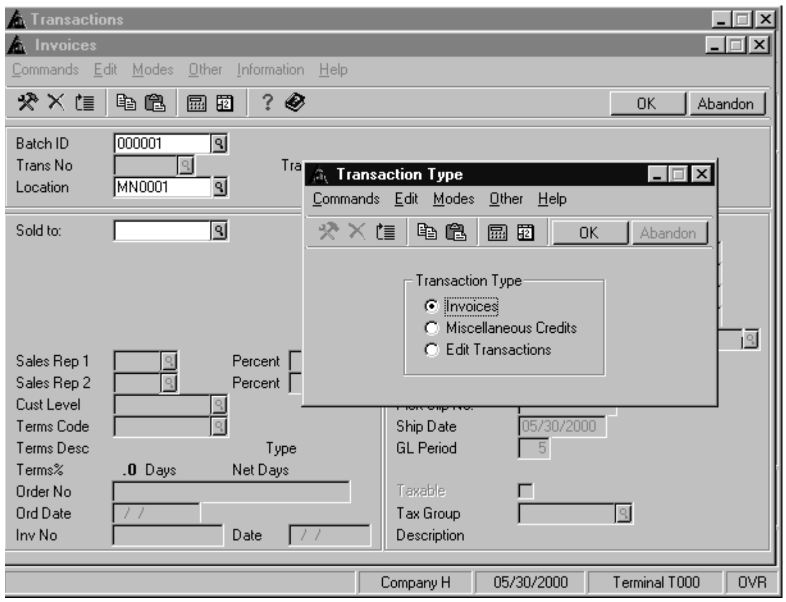
Use the **Transactions** function to enter customer invoices, cash invoices, and miscellaneous credits or to edit transactions. The transactions are stored in the **ARTDxxx** and **ARTHxxx** (Transaction) files until you post them to the **ARINxxx** (Open Invoice) file. If you enter payments for the 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 was printed online, you cannot print it again using the **Print Invoices** function.

Transaction Type

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



Select the type of transaction with which you want to work:

- Enter invoices or initial balances
- Credit a customer’s account for returned goods
- Change or delete unposted invoices and miscellaneous credits

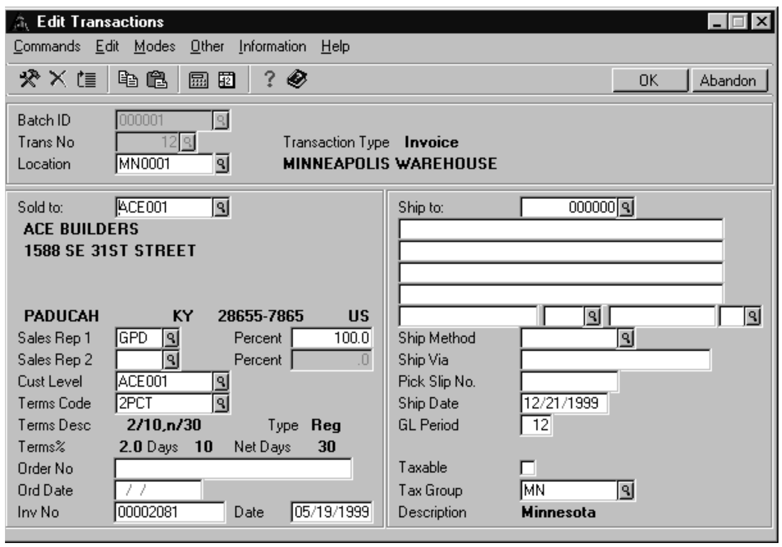
Before you change or delete transactions, print the Sales and Miscellaneous Credits Journals so that you have the correct transaction numbers. After you change or delete transactions, print the journals again so that the audit trail is accurate.

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

Header Information

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

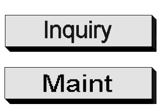


Field	Description
Inquiry Maint **Batch ID**	If you elected to have the system assign batch numbers in the Resource Manager **Options and Interfaces** function, the batch number appears. Otherwise, enter the number of the batch the transaction belongs to, or press **Enter** to skip this field. You cannot 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**	The system assigns a unique number to each transaction.

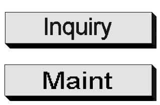
	Field	Description
		To change a transaction, enter the number of the transaction. To delete the entire transaction, use the **Delete** (**F3**) command.
Inquiry Maint	**Location**	If you entered a default location ID when you set up the company, the ID appears. If you change the ID of the location you 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 Maint	**Sold to**	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 temporarily appears. (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 Maint	**Sales Rep 1/Percent**	Accept the default 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 Maint	**Sales Rep 2/Percent**	Accept the default ID of the second sales rep involved with the transaction, or press **Enter** to skip this field.

	Field	Description
		Then enter the percentage of the sale on which you want to base the sales rep's commission, for miscellaneous credits, enter the commission percentage the sales rep received on the original sale. The sum of the commission percentages cannot exceed 100.
Inquiry Maint	**Cust Level**	If you assigned a customer level in the customer record, it appears. You can enter a different customer level only if you elected that option in the Resource Manager **Options and Interfaces** function. If Accounts Receivable interfaces with Inventory and you use the **Maintenance** (**F6**) command, the Inventory **Customer Levels** function temporarily appears. If you are entering a miscellaneous credit, enter the customer level from the original invoice.
Inquiry Maint	**Terms Code**	Accept the default terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the **Terms Codes** function temporarily appears. (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 default terms percentage and number of days, or enter the terms that were used for the original invoice.
	Order No	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	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 are not overwritten. If you elected to use prenumbered invoices, your invoice numbers are overwritten. If you frequently assign invoice numbers before entering the transactions, print the Sales Journal (see page 6-9) 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.
Ship to	Enter the shipping address code. Use the **Inquiry** command to view *all* available addresses for the selected customer. Select the address you want. You are returned to the main screen.



Field	Description
	If you use the **Maintenance** (**F6**) command, the **Ship-to Address** function temporarily appears. (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 **Ship To** box and still enter shipping information in the fields immediately following it. You can enter four lines of address information, a city, state, zip or postal code, and country code. 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.
Inquiry Maint **Ship Method**	Enter the code for the shipping method.
Ship Via	If you entered a shipping address code, the means of shipment appears. 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	Enter a picking slip number, or press **Enter** to skip this field. If you are entering a miscellaneous credit, you can skip this field.

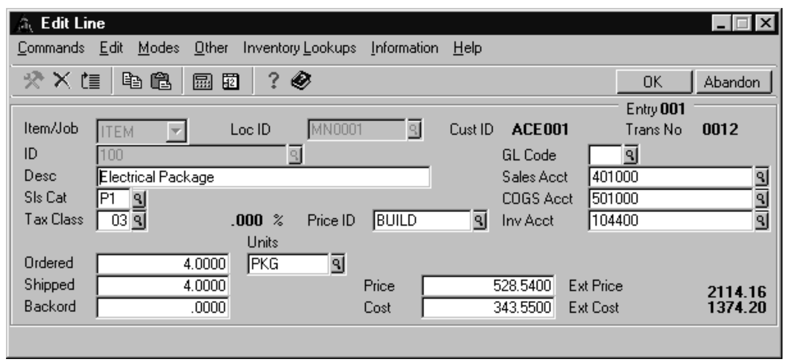
Field	Description
Ship Date	If you entered a picking slip number, enter a shipping date, or press **Enter** to skip this field. If you are entering a miscellaneous credit, you can skip this field.
GL Period	Press **Enter** if you want to post the transaction to the default period, or enter a different period. If you enter an invoice in one period and then ship it in a different period, the GL period adjusts accordingly.
Taxable	If any part of the transaction is taxable, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
 **Tax Group**	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 temporarily appears (see the *Resource Manager User's Manual*). After you enter the tax group, the description of the group appears.
Description	Accept the default description of the tax group, or enter a different description.

When you save the header information, the line-item entry screen appears.

Line-Item Entry

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.

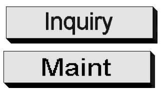


This screen is titled the Edit Line screen when you edit an item in the list and Append Line when you add an item.

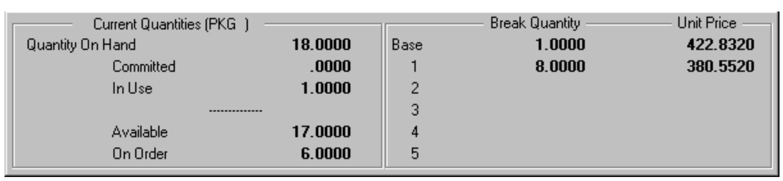
Field	Description
Item/Job	If Accounts Receivable does not interface with Job Cost, **ITEM** appears and you cannot change it. If Accounts Receivable interfaces with Job Cost, enter **I** if you are entering an inventory line item or **J** if you are entering a job line item.
Loc ID	The location ID you entered on the header screen appears. Accept it, or enter a different ID.

Inquiry
Maint

Field	**Description**
ID	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 interfaces 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 complete, select the check box (or enter **Y** in text mode) at the **Is Job/Phase Done?** prompt; if not, clear the box (or enter **N** in text mode).

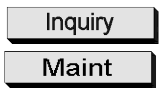


If you elected to view information about current quantities and quantity-break prices in the Resource Manager **Options and Interfaces** function, the information appears in the following sections of the screen:



Field	**Description**
Desc	Enter a description of the item, or press **Enter** to skip this field.
Additional Descriptions	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**	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 Maint	**Tax Class**	The tax class you assigned in the customer record appears. Accept it, or enter a different tax class.
Inquiry	**Price ID**	If Accounts Receivable interfaces with Inventory, accept the default price ID for the item, or enter a different price ID. (The **Inquiry** command is available if Accounts Receivable interfaces with Inventory.)
Inquiry Maint	**GL Code**	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 appears. 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**.



Sales Acct/COGS Acct/Inv Acct

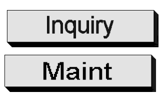
If Accounts Receivable interfaces with Inventory, the account numbers come from the Inventory item location files.

If you entered a GL code, the sales and COGS accounts appear. The inventory account appears from the **ARGLxxx** table.

Accept each displayed account number, or enter different account numbers. (The **Inquiry** command is available if Accounts Receivable interfaces with General Ledger.)

Ordered

Enter the number of units the customer ordered. You can enter either a positive or a negative quantity.



Units

Enter the type of unit the item is sold by—for example, **EACH** if it is sold individually.

Shipped

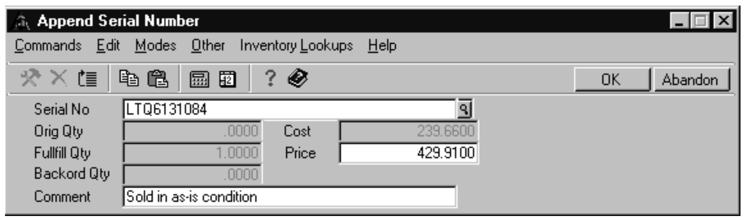
Enter the number of units you shipped.

Backord

The backordered quantity, the difference between the number of ordered units and shipped units, is calculated. Accept the default quantity, or enter a different quantity.

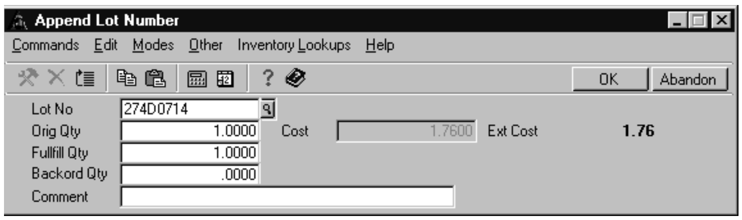
If you are entering a miscellaneous credit, you can skip this field.

This dialog box is titled the Append Serial Number dialog box when you enter a serialized item ID and Append Lot Number when you enter a lotted item ID.



Field	Description
Serial Number	Enter the serial number of the item you want to include in the transaction.
Unit Price	The unit price of the item appears.
	The Append Serial Number dialog box appears.
Comment	Enter a comment about the serialized item.
Price	Accept the default price, or enter the item's unit price.
	If you are entering a miscellaneous credit, enter the unit price from the original invoice.

Inquiry



Field	Description
Lot No (Inquiry)	Enter the lot number of the item you want to include in the transaction.
Orig Qty	Enter the quantity of this lot that was ordered originally.
Fulfill Qty	Enter the quantity of this lot that was actually shipped.
Backord Qty	Enter the quantity of this lot that is backordered, if any.
Comment	Enter a comment about the lotted item.

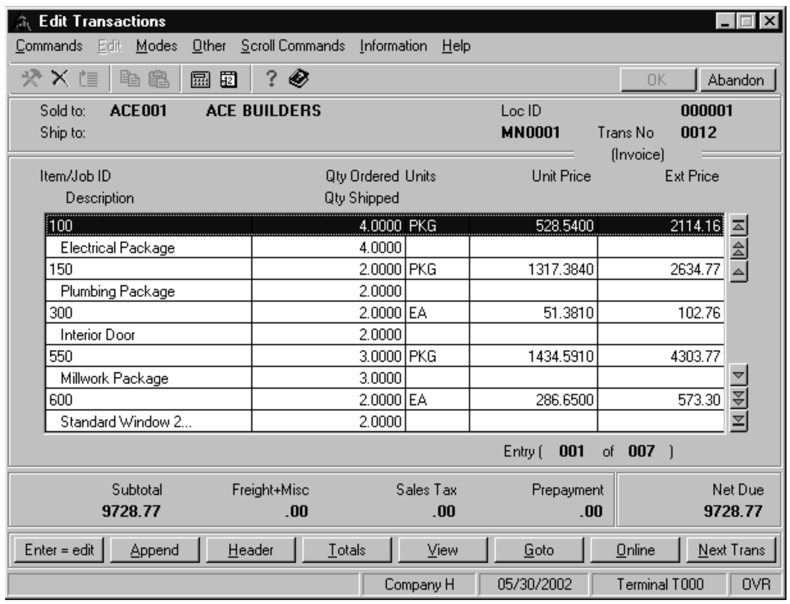
If you elected not to display unit costs in the Resource Manager **Options and Interfaces** function, no unit cost appears. The total amount of the line item, the shipped quantity times the unit price, is calculated and appears. If you elected to display unit costs in the Resource Manager **Options and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

After you save the information about the line item, work with another line item, or exit to the Transaction Scroll Region screen.

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

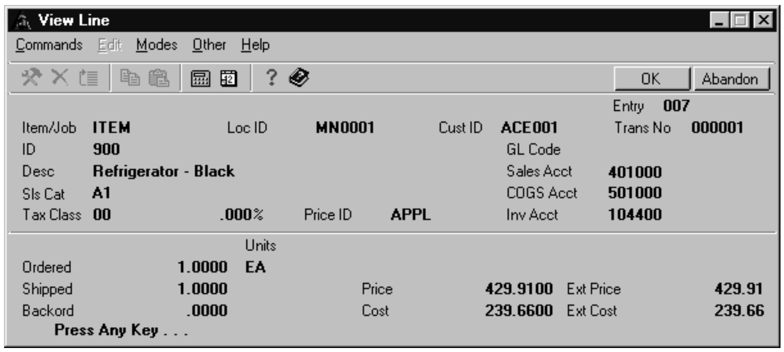
Transaction Scroll Region

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



- To edit a line item, move the prompt to the line and press **Enter**.
- To append a line item to the transaction, press **A**. Then see “Line-Item Entry” on page 5-12 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” on page 5-20.

- 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 Transaction Scroll Region screen.

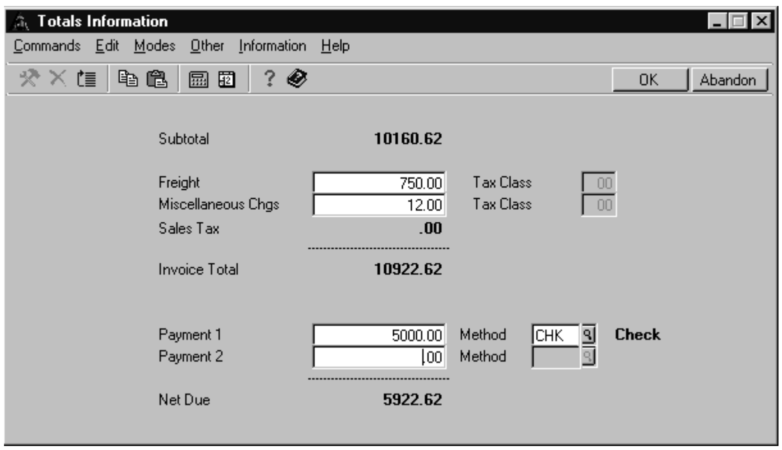
- To go to a particular line item, press **G**. Then enter the line number. (This command appears only if there is more than one screen of line items.)

- 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, clear the check box (or enter **N** in text mode); you are returned to the Invoices screen. If you want to print the invoice online, select the check box (or enter **Y** in text mode); then see “Online Invoicing” on page 5-22.

- To finish with the transaction on the screen and move to a blank header screen to enter a new transaction, press **N**. Then see “Header Information” on page 5-6.

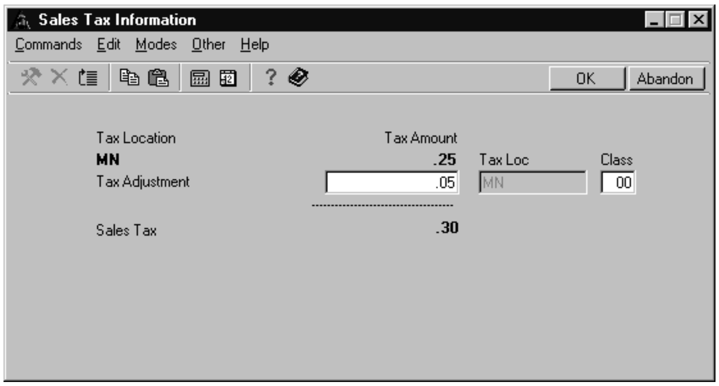
Totals Information

When you press **T** to work with the transaction totals, the Totals Information screen appears.



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

Sales Tax Information



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

When you approve your entries, you are returned to the Totals Information screen.

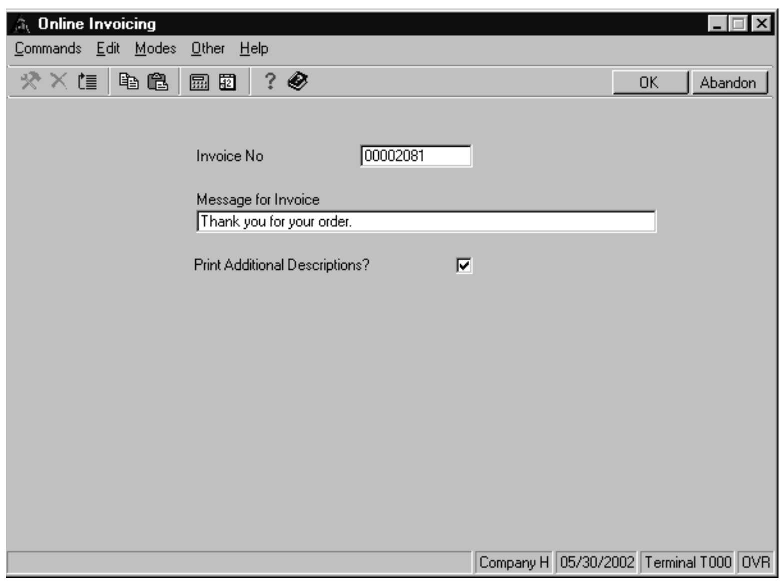
Invoice Total	The total amount of the invoice (the subtotal plus the freight charges, sales tax, and miscellaneous charges) appears.
Payment 1/2	Enter the payments made.

Inquiry
Maint

Payment Method 1/2 For cash, enter the payment method code. For a check, you are prompted to enter the check number. For a credit card, enter the card number and name, the expiration month/year, and the authorization number. For other types of payment, enter a memo, if desired.

Online Invoicing

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



1. Enter the invoice number, or accept the default 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.

3. If you want the invoice to include the additional descriptions from the **ARDExxx** file, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you do not want to print an alignment character to make sure that the forms are lined up, clear the check box (or enter **N** in text mode). If you want to print an alignment character, select the box (or enter **Y** in text mode). (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, select **No** (or enter **N** in text mode). A blank header screen appears. Enter another invoice, or exit to the Online Invoice Totals screen (see “Online Invoice Totals” on page 5-23).

   If the invoice was not printed correctly, select **Yes** (or enter **Y** in text mode). The cursor goes to the **Invoice No** field, where the next invoice number appears. Reprint the invoice using the above procedures.

Online Invoice Totals

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 if you did not print them online.
- Produce the Miscellaneous Credits Journal for an audit trail of each credit.

- Post the transactions. 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

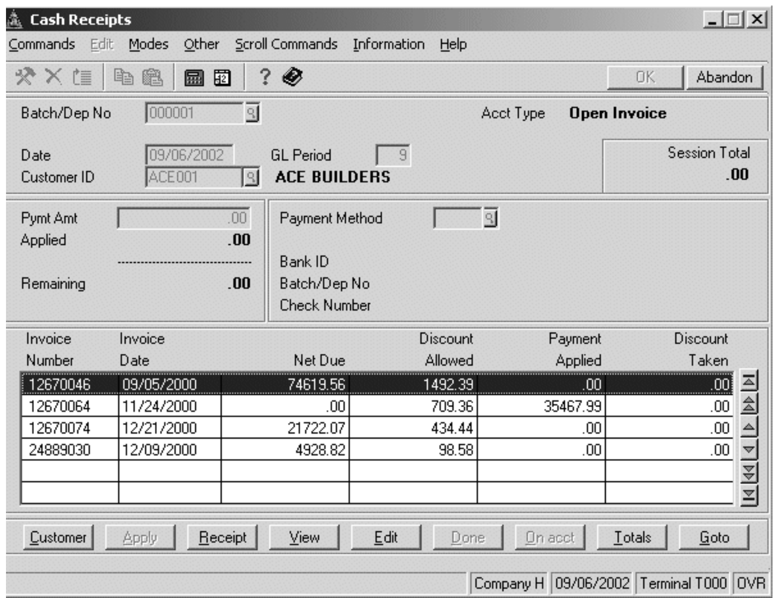
Use the **Cash Receipts** function to do these things:

- 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 payments. 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.

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



Field	**Description**
Inquiry Maint **Batch/Dep No**	The last batch number or deposit number you entered appears. Accept it, or enter a different number. If you use the **Maintenance** (**F6**) command, the **Batch Control** function temporarily appears. 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 default (system) date as the receipt date, or enter a different date.

	Field	Description
	GL Period (1-13)	Press **Enter** to assign the cash receipt to the period, or enter a different period. The system needs the period for sorting when you post.
Inquiry Maint	**Customer ID**	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 temporarily appears. 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 Maint	**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 cash or check, the **Bank ID** and **Check Number** fields appear. If you enter a payment method of credit card, the **Card Number**, **Card Holder**, **Expiration Date**, and **Authorization Code** fields appear. If you enter a payment method of write-off or other, the **Memo** field appears.
	Aging Code	This field appears only for balance forward customers. The aging code you assign determines to which aging bucket the cash receipt is assigned. You can assign one of these values for the aging code:

Field	Description
	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
Bank ID	The default bank ID appears. The batch number you assigned earlier appears in the **Batch/Dep No** field when you enter a bank ID.
Check Number	If you selected a payment method of check, enter the number of the customer's check.
Inquiry Maint **Card Number**	If you selected a payment method of credit card, enter a credit card number for the customer, or enter a different card number. If the customer is set up for credit card validation, the card number you enter must be set up in the customer record. To enter a new card number for this customer, use the **Maintenance** (**F6**) command to add it.
Card Holder	If you selected a payment method of credit card, accept the credit card holder's name, or enter the name on the credit card.
Expiration Date	If you selected a payment method of credit card, enter the expiration date of the credit card the customer used.
Authorization Code	If you selected a payment method of credit card, enter the authorization code for the payment.

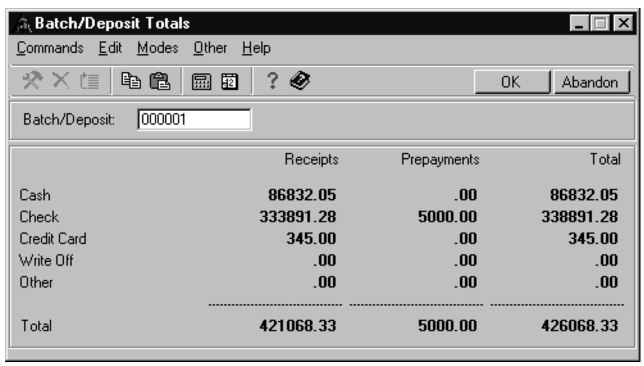
Field	Description
Memo	If you entered a payment method of other or write-off, enter memo information associated with the payment—for example, discount, promotion, trade.

When you save the information about how the payment was made, the command bar appears.

- 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 have applied the entire cash receipt for this customer, you can press **C**, and then enter a different customer ID to enter cash receipts for.
- 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 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, use the **Exit** (**F7**) command to return to the Cash Receipts screen.
- To edit a cash receipt that's already applied, press **E**. Then see page 5-31 for information about editing cash receipts.
- To quit applying a receipt to the customer's account, press **D** to change the cash receipt to the amount you have applied so far.

- 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 default 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 receipt 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, use the **Exit** (**F7**) command to return to the Cash Receipts screen.

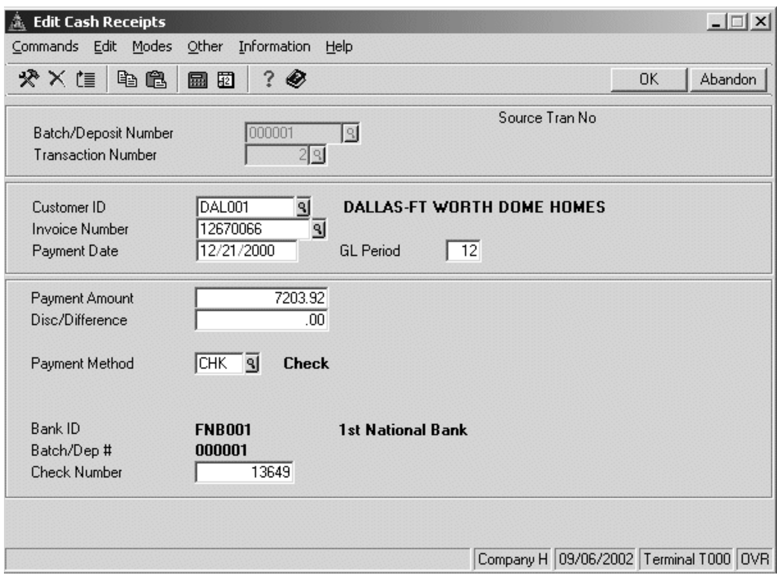
- To move the prompt to a different invoice number, press **G**, and enter the number. (This command appears only if there is more than one screen of invoices.)

  When you are finished entering cash receipts, exit to the **Daily Work** menu. Produce the **Cash Receipts Journa**l (see page 6-19) to check for errors and to use as an audit trail. If you find errors, use the **Edit Cash Receipts** function (see page 5-31) to edit incorrect cash receipts.

Edit Cash Receipts

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

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



Inquiry

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

Inquiry

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

3. Edit information about the transaction—the customer ID, invoice number, payment date, and GL period—or accept the default information.

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

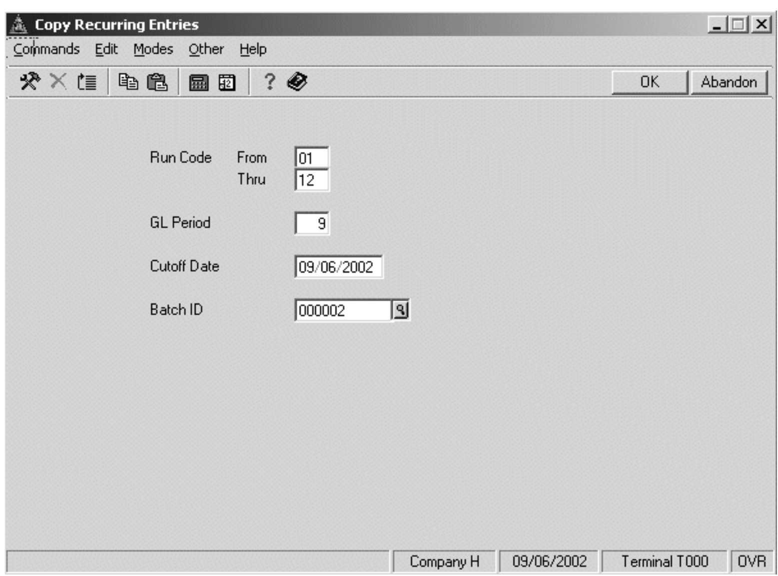
   When you save the information, a blank Edit Cash Receipts screen appears. Enter a different batch or deposit number and transaction number, or use the **Exit** (**F7**) command to return to the **Daily Work** menu.

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** (see page 12-19) 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.

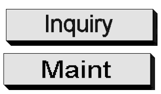
Select **Copy Recurring Entries** from the **Daily Work** menu. The Copy Recurring Entries screen appears.



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

2. Press **Enter** to copy the entries to the default period, or enter a different period.

3. If you entered cutoff dates when you entered recurring entries, accept the system date as the cutoff date, or enter a different date. Entries that have cutoff dates before the date you enter here are not copied to the **ARTDxxx** and **ARTHxxx** files.



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

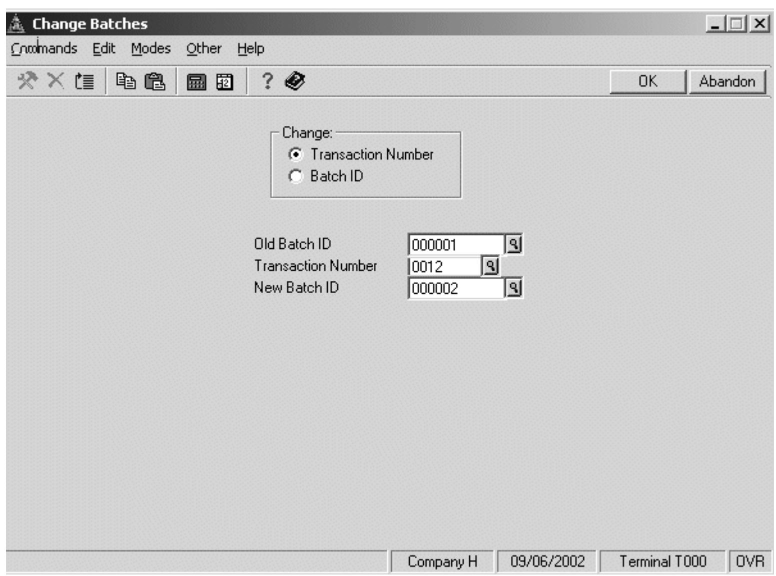
   This field does not appear if you elected not to use batching in the Resource Manager **Options and Interfaces** function.

5. Select the output device for the log. See “Output the Report” on page 1-74 for more information When the entries have been copied and the log printed, the **Daily Work** menu appears.

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.

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



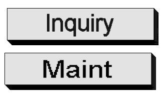
1. Select the kind of information you want to change. You can move a single transaction to a new batch, or an entire batch to a new ID.

Inquiry

2. Enter the batch ID that contains the transaction(s) you want to move.

Inquiry

3. If you elected to move a single transaction, enter the number of the transaction to move.



4. Enter the new batch ID. 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 temporarily appears.

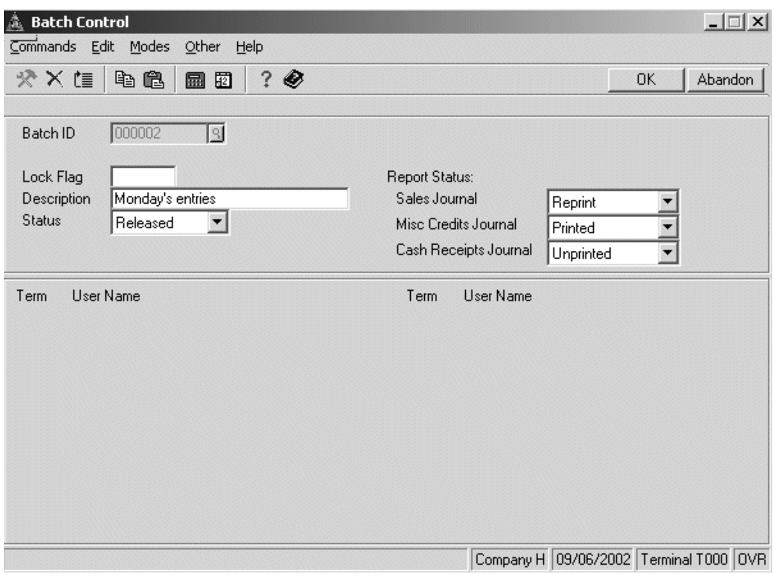
   When you use the **Proceed** (**OK**) command, the copy process begins. When the process is finished, the **Daily Work** menu appears.

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.

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



Inquiry

1. Enter the batch ID with which you want to work.

2. If a terminal ID appears 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 default 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 place the batch on hold, you can print or post the batch, but you cannot enter or edit transactions in it.

5. For each report, toggle the report status. The default status is **Not Applicable**. When you enter invoices, miscellaneous credits, or cash receipts, the appropriate report status changes to **Unprinted**. When you print the entire report, the status changes to **Printed**. If you enter new transactions after you print the report(s), the status changes to **Reprint**.

   If you selected a batch that is in use, up to 20 terminal IDs and the user names of those currently entering transactions appear.

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

Transaction Reports 6

Print Invoices	6-3
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Miscellaneous Credits Journal	6-13
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Deposits Report	6-27
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Print Invoices

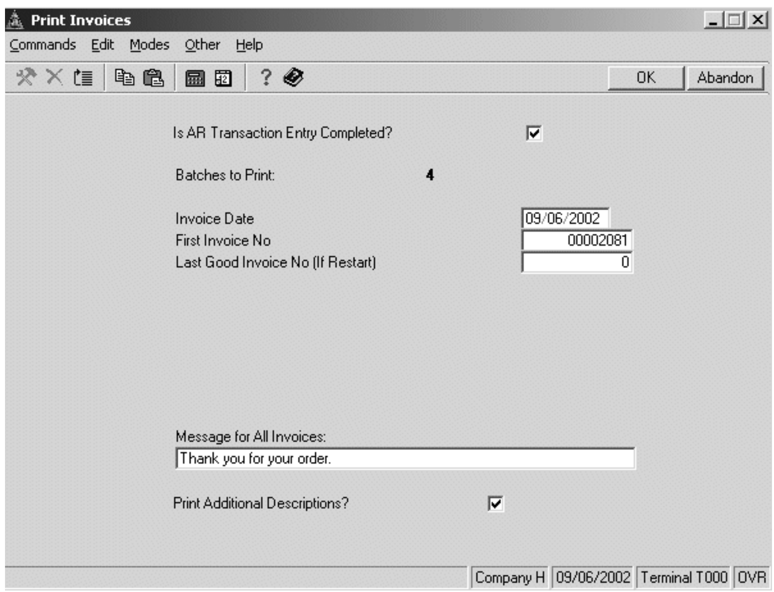
Use the **Print Invoices** function to print invoices you entered in the **ARTDxxx** and **ARTHxxx** (Transaction) files. This function is useful when you want to print invoices for several transactions at once.

You can also print the invoice when you enter the transaction. See the **Online** command in the **Transactions** function (see on page 5-3).

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

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



1. If you are finished entering Accounts Receivable transactions, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not finished entering transactions, return to the **Transaction Reports** menu and finish the entries before printing invoices.

2. Select the batch numbers you want to print. You can print multiple 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 with which you want to start. 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. 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, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

8. Select the output device.

9. If you elect to print the forms, an alignment character is printed in the form's upper-right corner. If the **X** is not centered in the alignment box or if the **X**s are not aligned in the grid on laser forms, adjust the form and select **No** (or enter **N** in text mode). Continue this procedure until the form is aligned; then select **Yes** (or enter **Y** in text mode) to print the invoices and credit memos.

   If a customer's purchase order number is greater than eight 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 upper-right corner.

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

   After you produce the forms, 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 12/30/00
INVOICE NO. 00000181

SOLD TO
ACE001 000011
ATTN: ACCOUNTS PAYABLE
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865

SHIP TO
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865

TOTAL DUE 9900.00

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP DATE	SHIP NO
GPD		01/29/01	01/09/01	0012	11/27/01	12/21/01	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 Electrical Package	03	PKG	4.0000	4.0000	528.5400	2114.16
150 Plumbing Package	00	PKG	2.0000	2.0000	1317.3840	2634.77
300 Interior Door	03	EA	2.0000	2.0000	51.3810	102.76
550 Millwork Package	03	PKG	3.0000	3.0000	1434.5910	4303.77
600 Standard Window 24" X 40"	03	EA	2.0000	2.0000	286.6500	573.30

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 12/30/01
INVOICE NO. 00000067

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

SHIP TO
ACE BUILDERS
1588 SE 31ST STREET
PADUCAH KY 28655-7865

TOTAL DUE 3217.69

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

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 Electrical Package	00	PKG	1.0000	1.0000	380.5488	380.55
250 Exterior Panels	03	CS	1.0000	1.0000	1269.0122	1269.01
400 Interior Materials	03	PKG	1.0000	1.0000	808.5515	808.55
900 Refrigerator - Black	00	EA	1.0000	1.0000		689.99
Ser 8675309					689.9900	

Thank you for your order.

Subtotal : 3148.10

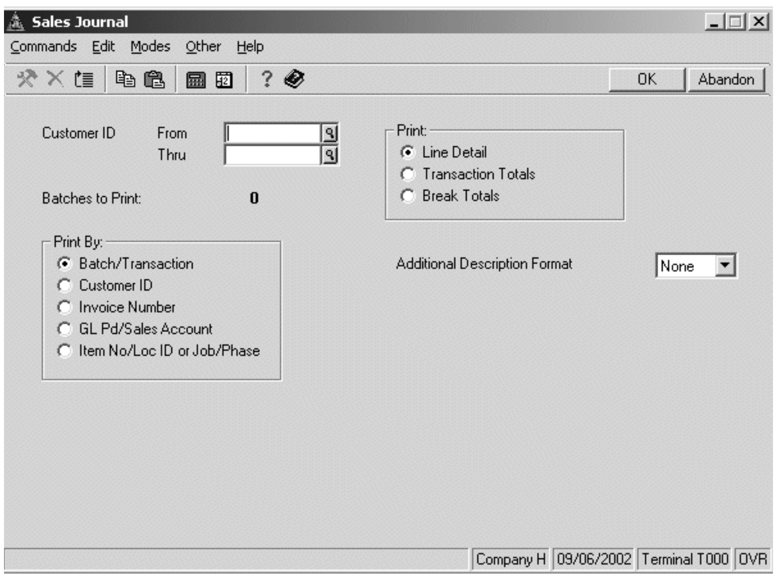
TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC CHARGE	TOTAL
1070.54	2077.56	.00	69.59	.00	3217.69

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.

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



Inquiry

1. Enter the range of customers whose information you want to include in the journal, or leave the boxes blank to include all customers.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Select the order in which you want to print the journal.

4. Select the amount of detail you want to include 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 you produce the journal, the **Transaction Reports** menu appears.

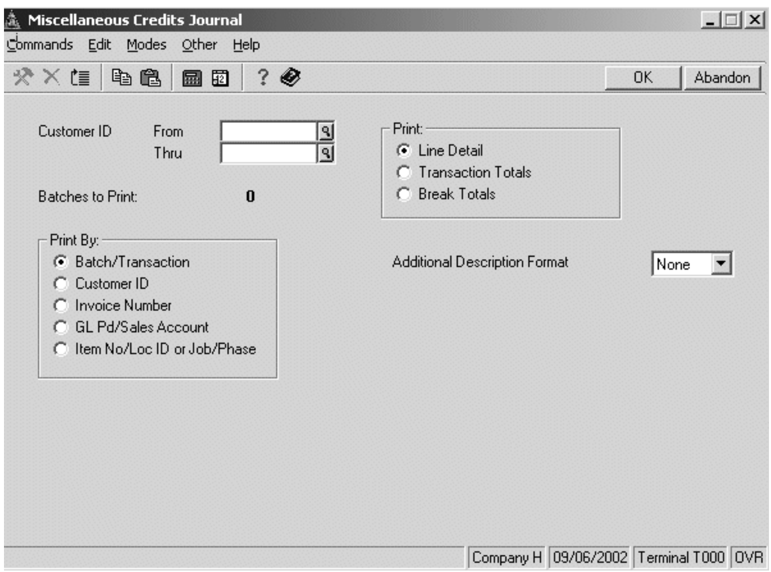
Sales Journal Report

```
04/11/2001                                                  Builders Supply                                                           Page   1
5:24 PM                                                      Sales Journal
                                                           By Batch/Order No.

Batch    Cust. ID   JIK Job/Phase or Loc/Item No.  Rep 1 Sales Acct.  Units     Qty. Ordered     Unit Price     Ext. Price      Tax Class
Our Ord# Invc. No.  Description                    Rep 2 COGS Acct.             Qty. Shipped      Unit Cost      Ext. Cost
Line     Ship Date                                       Inv. Acct.            Qty. Backord.
-------------------------------------------------------------------------------------------------------------------------------------------

000002   CASHCA     I  MN0001 250                        401000       CS           10.0000      2417.1700       24171.70      03
00000006 24889104   Exterior Panels                      501000                    10.0000      1342.8700       13428.70
001      12/21/2000                                      104400                      .0000

000002   CASHCA     I  MN0001 300                        401000       EA            5.0000        51.3800         256.90      03
00000006 24889104   Interior Door                        501000                     5.0000        22.0100         110.05
002                                                      104400                      .0000

000002   CASHCA     I  MN0001 350                        401000       EA            1.0000       526.1300         526.13      03
00000006 24889104   Entry Door                           501000                     1.0000       226.9900         226.99
003                                                      104400                      .0000

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

-------------------------------------------------------------------------------------------------------------------------------------------
CASHMN   00000007              12/21/2001 12  MNMPLS         .00          4683.92               .00          4683.92                     .00
000002   24889105                                            .00                                                                         .00
                               12/21/2001

End of Report
```

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 (see on page 5-3) to edit or delete them.

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



Inquiry

1. Enter the range of customers whose information you want to include in the journal, or leave the boxes blank to include all customers.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Select the order in which you want to print the journal.

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

5. Select the output device.

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

   After you produce the journal, the **Transaction Reports** menu appears.

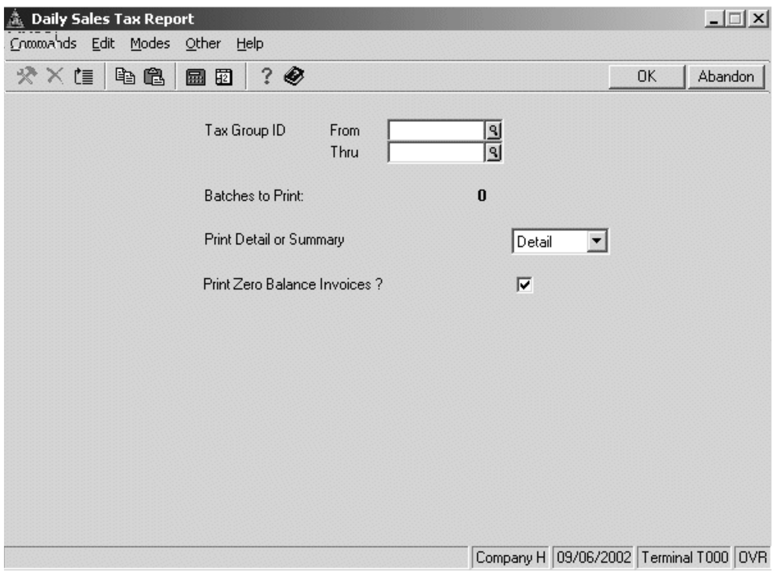
Miscellaneous Credits Journal

```
04/11/2001                                                 Builders Supply                                                   Page   1
5:25 PM                                             Miscellaneous Credits Journal
                                                          By Batch/Order No.

Batch    Cust. ID   JIK Job/Phase or Loc/Item No.   Rep 1 Sales Acct.  Units   Qty. Ordered     Unit Price     Ext. Price   Tax Class
Our Ord# Invc. No.  Description                     Rep 2 COGS Acct.           Qty. Shipped      Unit Cost      Ext. Cost
Line     Ship Date                                        Inv. Acct.          Qty. Backord.
-------------------------------------------------------------------------------------------------------------------------------------

000002   ACE001     I  MN0001 100                   GPD   401000       PKG           3.0000       324.6500         973.95   03
00000009 24889107   Electrical Package                    501000                     3.0000       343.5500        1030.65
001                                                       104400                      .0000

Cust.   Our Ord# Rep 1       Inv. Date  Per Tx Grp       Freight        Subtotal       Sales Tax      Inv. Total  Pmt.  Pmt. Amount
Batch   Invc. No Rep 2       Ord. Date             Miscellaneous
Ship To Order No Terms Desc. Ship Date
-------------------------------------------------------------------------------------------------------------------------------------
ACE001  00000009 GPD         12/21/2001 12  MN               .00          973.96             .00          973.96                  .00
000002  24889107                                             .00                                                                  .00

BATCH 000002 TOTALS                                      Freight        Subtotal       Sales Tax       Ext. Cost            Total
                                                   Miscellaneous
                                                  -----------------------------------------------------------------------------------
                                                             .00          973.96             .00         1030.65           973.96
                                                             .00

GRAND TOTAL                                              Freight        Subtotal       Sales Tax       Ext. Cost            Total
                                                   Miscellaneous
                                                  -----------------------------------------------------------------------------------
                                                             .00          973.96             .00         1030.65           973.96
                                                             .00

End of Report
```

Daily Sales Tax Report

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

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



Inquiry

1. Enter the range of tax groups whose sales taxes you want to include in the report, or leave the boxes blank to include all tax groups.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Select the amount of detail you want to include in the report and select the output device.

   A sample Daily Sales Tax Report is at the end of this section. After you produce the report, the **Transaction Reports** menu appears.

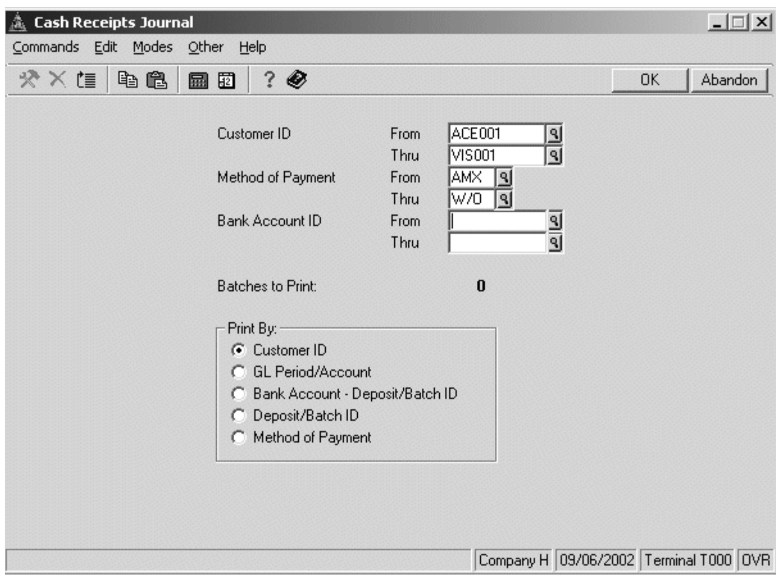
Daily Sales Tax Report

```
04/11/2001                                    Builders Supply                                          Page    1
5:25 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 ---
-----------------------------------------------------------------------------------------------------------------------------
24889102 12/21/2001 CA          436.40
24889104 12/21/2001 CA         1497.28
24889108 12/21/2001 CA         2892.88-
                   ----------------------
SUBTOTAL            CA          959.20-

24889101 12/21/2001 MD             .00
24889103 12/21/2001 MD             .00
                   ----------------------
SUBTOTAL            MD             .00

24889107 12/21/2001 MN             .00
24889105 12/21/2001 MN             .00
                   -------------------------------------------
SUBTOTAL            MN             .00  MNMPLS             .00

24889106 12/21/2001 TX             .00
                   ----------------------
SUBTOTAL            TX             .00

                   ----------------------
TOTAL                           959.20-

                           --------------
GRAND TOTAL                     959.20-

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).

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



Inquiry

1. Enter the range of customers whose information you want to include in the journal, or leave the boxes blank to include all customers.

Inquiry

2. Enter the range of payment methods and bank accounts whose associated receipts you want to include in the journal, or leave the boxes blank to include all.

Inquiry

3. Select the batch numbers you want to print. You can print multiple batches at once.

4. Select the order in which you want to print the journal.

5. Select the output device.

   A sample Cash Receipts Journal is at the end of this section.

   After you produce the journal, the **Transaction Reports** menu appears.

Cash Receipts Journal

12/31/2000
5:26 PM

Builders Supply
Cash Receipts Journal
By Customer ID

Page 1

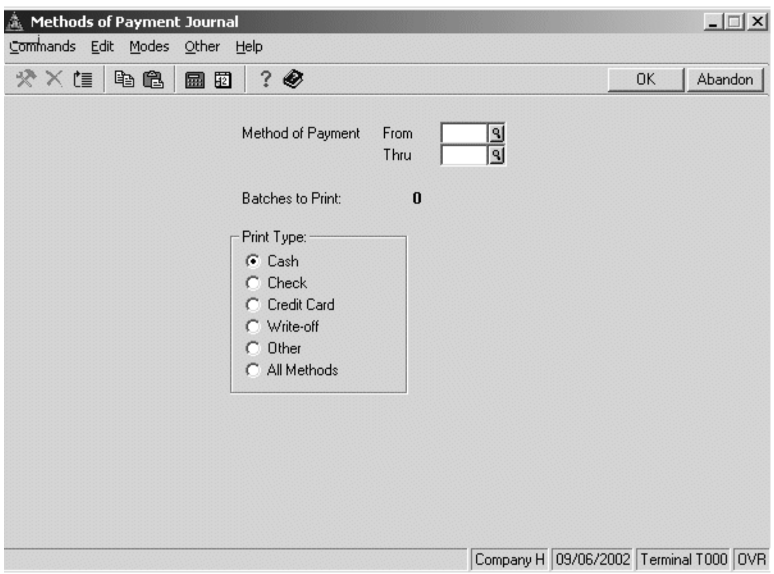
Deposit/ Batch ID Tran No.	Cust ID Bank ID	Credit GL Account	Invoice Number	Payment Date	Age	Customer/Inv Balance	Payment Amount	Pymt Mthd	Discount/ Difference	Type/ Check#	Balance Due
000001 0001	ACE001 FNB001	1010	12670064	12/21/00	0	35467.99	35467.99	CHK	.00	014269	.00
Customer ACE001 ACE BUILDERS					Total		35467.99		.00		
000001 0015	CASHCA FNB001	1010	12670072	12/21/00	0	51487.23	1940.87	CSH	.00	CASH	49546.36
Customer CASHCA CASH SALES-OAKLAND, CA					Total		1940.87		.00		
000001 0017	CASHMD FNB001	1010	12670079	12/21/00	0	15618.29	763.29	CSH	.00	CASH	14855.00
000001 0016	CASHMD FNB001	1010	BAL FWRD	12/21/00	0	14855.00	14855.00	CSH	.00	CASH	.00
Customer CASHMD CASH SALES-BALTIMORE, MD					Total		15618.29		.00		
000001 0018	CASHMN FNB001	1010	12670081	12/21/00	0	7419.00	1710.72	CSH	.00	CASH	5708.28
000001 0019	CASHMN FNB001	1010	BAL FWRD	12/21/00	0	5708.28	5708.28	CSH	.00	CASH	.00
Customer CASHMN CASH SALES-MINNEAPOLIS					Total		7419.00		.00		
000001 0020	CASHPS FNB001	1010	12670082	12/21/00	0	29431.56	1788.43	CSH	.00	CASH	27643.13
000001 0021	CASHPS FNB001	1010	BAL FWRD	12/21/00	0	27643.13	27643.13	CSH	.00	CASH	.00
Customer CASHPS CASH SALES-DALLAS, TX					Total		29431.56		.00		
GRAND TOTAL			Credits:	89877.71		Debits:	89877.71		.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.

Select **Methods of Payment Journal** from the **Transaction Reports** menu. The Methods of Payment Journal screen appears.



Inquiry

1. Enter the range of payment methods whose associated receipts you want to include in the journal, or boxes blank to include all payment methods.

Inquiry

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Select the payment types you want to include in the journal.

Note

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.

4. Select the output device.

   A sample Methods of Payment Journal is at the end of this section.

   After you produce the journal, the **Transaction Reports** menu appears.

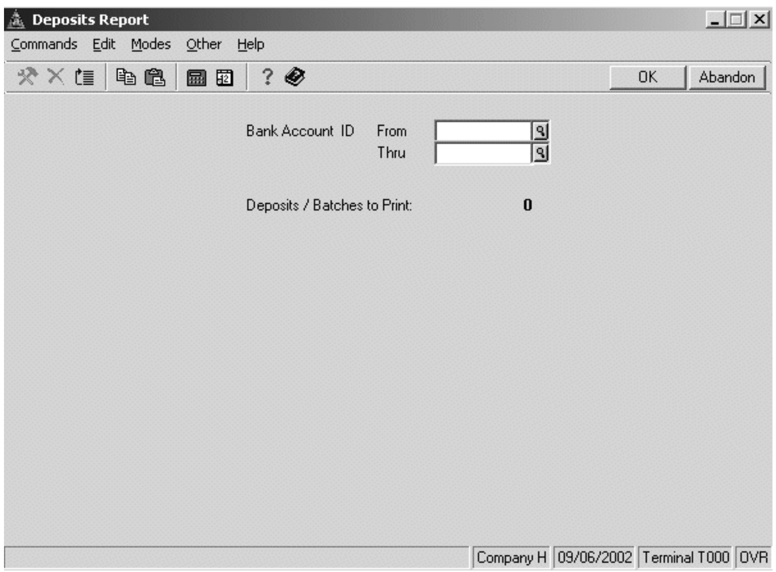
Methods of Payment Journal

```
04/11/2001                                   Builders Supply                                              Page   1
5:27 PM                                 Methods of Payment Journal
                                                 Type Cash

Method  Description           Type        GL Account
CSH     Cash                  Cash        100000

     Deposit/         Invoice              Payment                                                      Payment
     Batch ID Cust ID  Number       Tran   Date                                                           Amount
--------------------------------------------------------------------------------------------------------------------

     000001   CASHCA  12670072     0015  12/21/00                                                        1940.87
     000001   CASHMD  BAL FWRD     0016  12/21/00                                                       14855.00
     000001   CASHMD  12670079     0017  12/21/00                                                         763.29
     000001   CASHMN  12670081     0018  12/21/00                                                        1710.72
     000001   CASHMN  BAL FWRD     0019  12/21/00                                                        5708.28
     000001   CASHPS  12670082     0020  12/21/00                                                        1788.43
     000001   CASHPS  BAL FWRD     0021  12/21/00                                                       27643.13
                                                                                                    -------------
                                                                          Payment Type CSH Total         54409.72

                                                                                     Grand Total         54409.72

 End of Report
```

Deposits Report

Use the **Deposits Report** function to summarize and list bank deposits from receipts of type *cash* and *check*.

Select **Deposits Report** from the **Transaction Reports** menu. The Deposits Report screen appears.



1. Enter the range of bank accounts whose associated deposits you want to include in the report, or leave the boxes blank to include all bank accounts.

2. Select the batch numbers you want to print. You can print multiple batches at once.

3. Select the output device.

   A sample Deposits Report is at the end of this section.

   After you produce the report, the **Transaction Reports** menu appears.

Deposits Report

12/31/2000
3:47 PM

Builders Supply
Deposits Report

Page 1

Bank FNB001

Deposit # 000001

Cust ID	Customer Name	Checks	Cash	Check No.	Payment Date
ACE001	ACE BUILDERS		500.00		12/31/2000
ACE001	ACE BUILDERS	35467.99		014269	12/21/2000
CASHCA	CASH SALES-OAKLAND, CA		1940.87		12/21/2000
CASHMD	CASH SALES-BALTIMORE, MD		14855.00		12/21/2000
CASHMD	CASH SALES-BALTIMORE, MD		763.29		12/21/2000
CASHMN	CASH SALES-MINNEAPOLIS		1710.72		12/21/2000
CASHMN	CASH SALES-MINNEAPOLIS		5708.28		12/21/2000
CASHPS	CASH SALES-DALLAS, TX		1788.43		12/21/2000
CASHPS	CASH SALES-DALLAS, TX		27643.13		12/21/2000
DAL001	DALLAS-FT WORTH DOME HOMES	7203.92		013649	12/21/2000
GRE001	GREATER NEW YORK DOMES, INC.	10000.00		123123	12/31/2000
KAN001	KANSAS CITY GEODESIC HOMES	71699.10		087118	12/21/2000
KAN001	KANSAS CITY GEODESIC HOMES	11267.90		087118	12/21/2000
KAN001	KANSAS CITY GEODESIC HOMES	4960.03		087118	12/21/2000
KAN001	KANSAS CITY GEODESIC HOMES	12072.97		087118	12/21/2000
LOS001	LOS ANGELES CONSTRUCTION CO.	16776.38		109077	12/21/2000
LOS001	LOS ANGELES CONSTRUCTION CO.	342.38		109077	12/21/2000
SUN001	SUNSHINE HOMES, INC.	8246.32		003242	12/31/2000
SUN001	SUNSHINE HOMES, INC.	8246.32		007729	12/21/2000
TEN001	TENNESSEE SHELTERS, INC.	40249.97		134621	12/31/2000
TEN001	TENNESSEE SHELTERS, INC.	26109.72		009187	12/21/2000
TEN001	TENNESSEE SHELTERS, INC.	49288.20		009187	12/21/2000
TEN001	TENNESSEE SHELTERS, INC.	5706.21		009187	12/21/2000
TEN001	TENNESSEE SHELTERS, INC.	18895.87		009187	12/21/2000
VIS001	VISA	11155.84		055186	12/21/2000
Deposit/Batch Total	392598.84	337689.12	54909.72		
Bank FNB001 Total	392598.84	337689.12	54909.72		
Grand Total	392598.84	337689.12	54909.72		

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 from 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 is 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-item and totals detail, and the **ARHSxxx** file is updated by summary totals for the company, customer, and items sold when applicable.

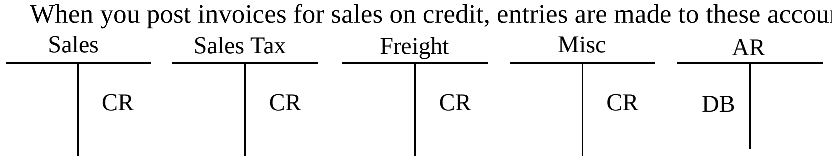
Posted transactions are cleared from the **ARTDxxx**, **ARTHxxx**, and **ARCRxxx** (Cash Receipts) files, and the temporary files are erased.

Interfaces

General Ledger

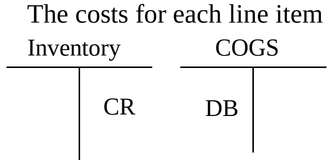
If Accounts Receivable interfaces with General Ledger, debit and credit entries are created in the **GLJRxxx** file. If you post detail information, entries are made for each line item. If you post summary information, one entry is made for each account.

When you post invoices for sales on credit, entries are made to these accounts:



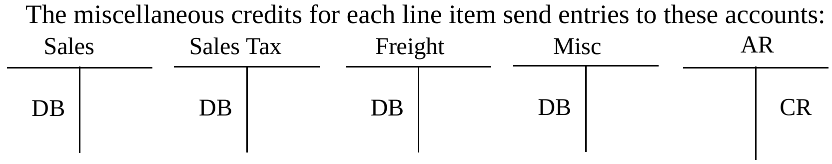
The sales/COGS account code record provides the sales account. The general ledger account in the tax group record provides the sales tax account. The distribution codes record provides the other accounts.

The costs for each line item send entries to these accounts:



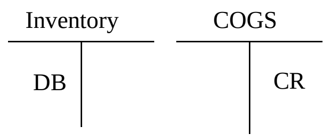
The item record or the **ARGLxxx** table provides the inventory account. The item record or the sales/COGS account code record provides the COGS account.

The miscellaneous credits for each line item send entries to these accounts:



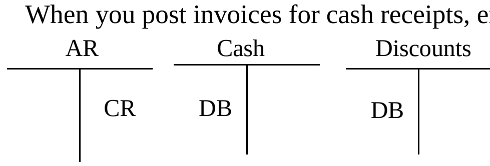
The sales/COGS account code record provides the sales account. The account in the tax group record provides the sales tax account. The distribution code record provides the other accounts.

The costs for each line item send entries to these accounts:



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:



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 interfaces 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 interfaces with Bank Reconciliation, each posted deposit creates a summary record in the **BRTRxxx** (Transactions) file.

Inventory

If Accounts Receivable interfaces 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 these things:

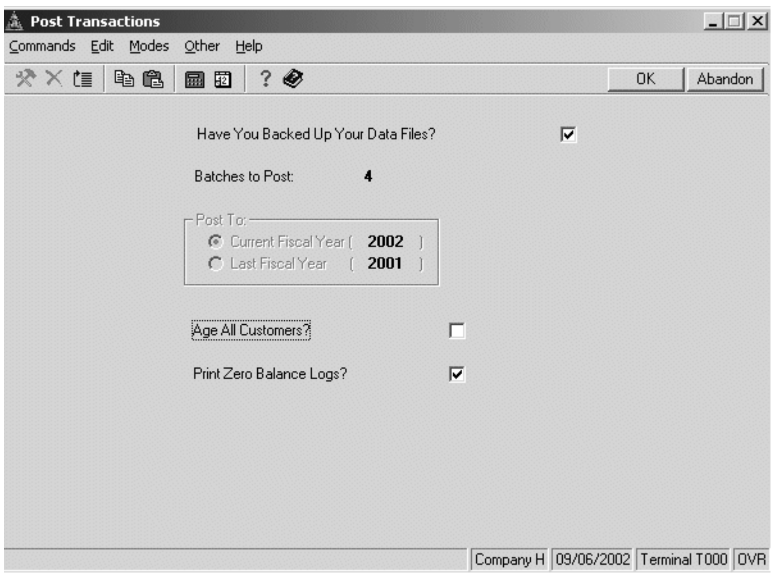
- If you have a multiuser system, make sure that no one else is working with the batches you are posting. You cannot post if someone else is working within the batches.
- Print the **Sales Journal** (see page 6-9), the **Miscellaneous Credits Journal** (see page 6-13), and the **Cash Receipts Journal** (see page 6-19).
- 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

Select **Post Transactions** from the **Transaction Reports** menu. The Post Transactions screen appears.



1. If you have backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the check box (or enter **N** in text mode). If you haven't backed up your files, return to the **Transaction Reports** menu and do so before posting.

2. Select the batch numbers you want to post. You can post multiple batches at once.

3. Select the fiscal year to which you want to post. If Accounts Receivable does not interface with General Ledger or if you did not create last-year data in General Ledger, you must post to the current year.

If Accounts Receivable interfaces with General Ledger and you have created last-year data in General Ledger, select the fiscal year to which you want to post the journal entries. You can post to the current-year **GLJRxxx** file or to the last-year **GLJRxxx** file.

4. If you want to age all customers, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If you elect not to age all customers, the system does not make any aging adjustments.

   If you elect to age all customers, 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 check box (or enter **Y** in text mode) if you want to print logs for customers with zero balance; clear the box (or enter **N** in text mode) if not.

6. 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

```
12/31/2000                                          Builders Supply                                        Page A-   1
11:50 AM                                           Post Transactions

Terminal:       T000


Batches Posted:

000001 000002 999997 999998



Posted to CURRENT YEAR (2000)




12/31/2000                                          Builders Supply                                        Page B-   1
11:50 AM                                       POST ACCOUNTS RECEIVABLE

TOTAL POSTED TO  OPEN INVOICE FILE     299284.14-
                     CUSTOMER FILE     299284.14-
                  JOB COST JOBS FILE         .00


Transactions Posted to GL Period 12
   Description              GL Account   Reference        Debit        Credit
-------------------------------------------------------------------------------
   PAYMENTS RECEIVED         100000       AR           333602.55
   AR                        1010         AR                        333602.55
   AR                        101000       AR            34318.41
   INVENTORY                 1044         AR                         16753.20
   INVENTORY                 104400       AR                          3034.36
   SALES TAX                 203800       AR                          1091.93
   SALES                     4010         AR                         27090.00
   SALES                     401000       AR                          6136.48
   COST OF SALES             5010         AR            16753.20
   COST OF SALES             501000       AR             3034.36
                                                   ----------------------------
   PERIOD 12 BALANCE                                   387708.52    387708.52


                                                   ============================
   TOTAL GL POSTINGS                                   387708.52    387708.52
```

Post Cash Receipts Log

```
12/31/2000                                               Builders Supply                                           Page C-   1
11:50 AM                                                POST CASH RECEIPTS

Mthd Type Description                        Amount
---------------------------------------------------
CSH     1 Cash                             54409.72

        1 TOTAL CASH                       54409.72

CHK     2 Check                           279192.83

        2 TOTAL CHECKS                    279192.83

                                     ==============
          GRAND TOTAL                     333602.55

* Open Invoice Created



12/31/2000                                               Builders Supply                                           Page D-   1
11:50 AM                                                  POST DEPOSITS

   Dep #       Date                                                     Amount
------------------------------------------------------------------------------
BANK ACCOUNT FNB001 -

   000001      12/31/2000                                            333602.55
                                                                --------------
   TOTAL FOR BANK ACCOUNT FNB001                                     333602.55


                                                                ==============
          GRAND TOTAL                                                333602.55

End of Report
```

Open Invoices 7

Hold/Release Invoices	7-3
Open Invoice Report	7-5
Aged Trial Balance	7-9
Cash Flow Report	7-15
Calculate Finance Charges	7-17
Statements	7-21
Customer Analysis Report	7-25
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Introduction

When you enter a transaction whose 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.

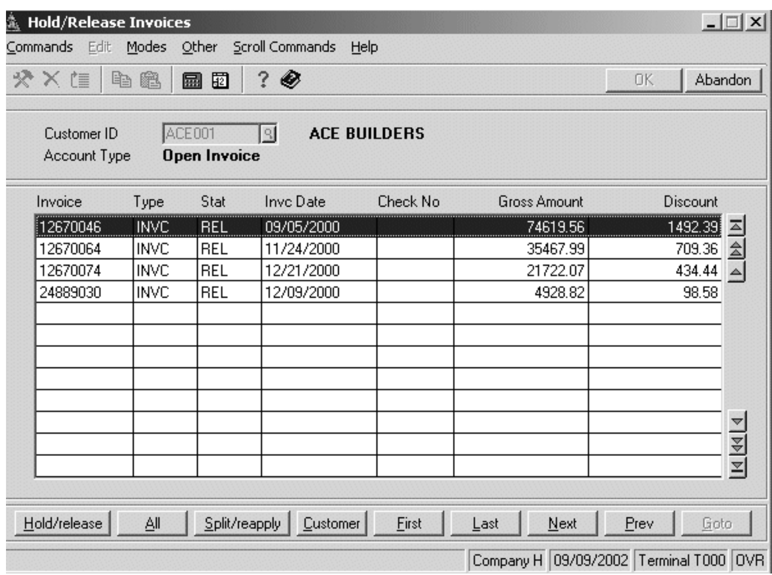
The invoices and payments are posted to the **ARINxxx** (Open Invoices) file. Use the functions on the **Open Invoices** menu to take open invoices into account. You can put disputed invoices on hold to halt aging or release held invoices, calculate finance charges for invoices past due, and produce several reports to serve as a reference of your open invoices and as part of a larger audit trail for all transactions.

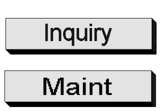
Hold/Release Invoices

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 continues to age properly. Finance charges are not assessed for held invoices.

Select **Hold/Release Invoices** from the **Open Invoices** menu. The **Hold/ Release Invoices** screen appears.





Enter the ID of the customer whose invoices you want to hold or release. If you use the **Maintenance** (**F6**) command, the **Customers** function temporarily appears.

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.

- To hold or release an invoice, move the prompt to the invoice you want to change and press **H** to change the status. To change it back, press **H** again.
- To change the status of all invoices from one type to another, press **A**. In the window that appears, enter **H** to change all statuses to **HOLD** or **R** to change all statuses to **REL** (released).
- To split a payment or credit memo into more than one payment or credit memo or to reapply a payment to an invoice, press **S**. Then enter the amount of the new invoice and the invoice number to which you want to apply payment.
- To work with invoices for a different customer, press **C**. Then enter the ID of the customer whose invoices with which you want to work.
- To work with invoices for the first customer on file, press **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 to a specific invoice number, press **G** and enter the number. (You can use this command 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.

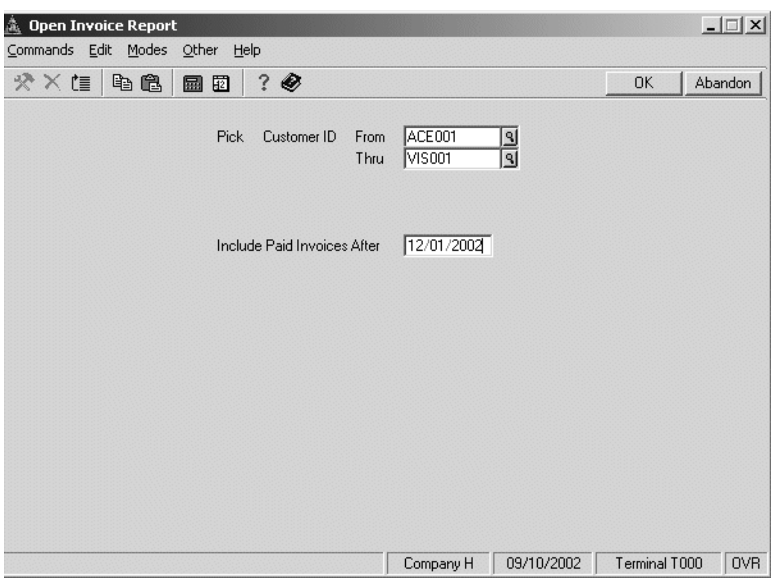
Open Invoice Report

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** (see page 8-11).

Before you produce the Open Invoice Report, make sure that you have posted all the transactions.

Select **Open Invoice Report** from the Open Invoices menu. The Open Invoice Report screen appears.



Inquiry

1. Enter the range of customers whose information you want to include in the report.

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 are included in the report.

3. Select the output device. See “Output the Report” on page 1-74 for more information.

   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 you produce the report, the **Open Invoices** menu appears.

Open Invoice Report

11/08/2002 OSAS v6.5 Page 1
1:39 PM Open Invoice Report

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			09/05/2000	10/05/2000	09/15/2000	74619.56	1492.39			74619.56
12670064	IN			11/24/2000	12/24/2000	12/04/2000	35467.99	709.36			110087.55
12670074	IN			12/21/2000	01/20/2001	12/31/2000	21722.07	434.44			131809.62
24889030	IN			12/09/2000	01/08/2001	12/19/2000	4928.82	98.58			136738.44
					TOTAL		136738.44		.00	.00	136738.44
Customer DAL001 DALLAS-FT WORTH DOME HOMES											
12670056	IN			10/14/2000	11/13/2000	10/24/2000	9739.64	97.40			9739.64
12670066	IN			11/15/2000	12/15/2000	11/25/2000	7203.92	72.04			16943.56
12670077	IN			12/25/2000	01/24/2001	01/04/2001	8991.26	89.91			25934.82
					TOTAL		25934.82		.00	.00	25934.82
Customer KAN001 KANSAS CITY GEODESIC HOMES											
12670067	IN			11/16/2000	12/16/2000	11/26/2000	71699.10	716.99			71699.10
12670075	IN			12/10/2000	01/09/2001	12/20/2000	11267.90	112.68			82967.00
24889024	IN			10/20/2000	11/19/2000	10/30/2000	73932.30	739.32			156899.30
24889024	PY		CHK	11/27/2000					68972.27		87927.03
24889028	IN			11/12/2000	12/12/2000	11/22/2000	418949.70	4189.50			506876.73
					TOTAL		575849.00		68972.27	.00	506876.73
Customer LOS001 LOS ANGELES CONSTRUCTION CO.											
12670058	IN			10/27/2000	11/26/2000	11/06/2000	17118.76	342.38			17118.76
12670070	IN			11/13/2000	12/13/2000	11/23/2000	14977.46	299.55			32096.22
12670073	IN			12/14/2000	01/13/2001	12/24/2000	47000.00	940.00			79096.22
					TOTAL		79096.22		.00	.00	79096.22
Customer SUN001 SUNSHINE HOMES, INC.											
12670080	IN			12/12/2000	01/11/2001	12/22/2000	8246.32	82.46			8246.32
					TOTAL		8246.32		.00	.00	8246.32

Aged Trial Balance

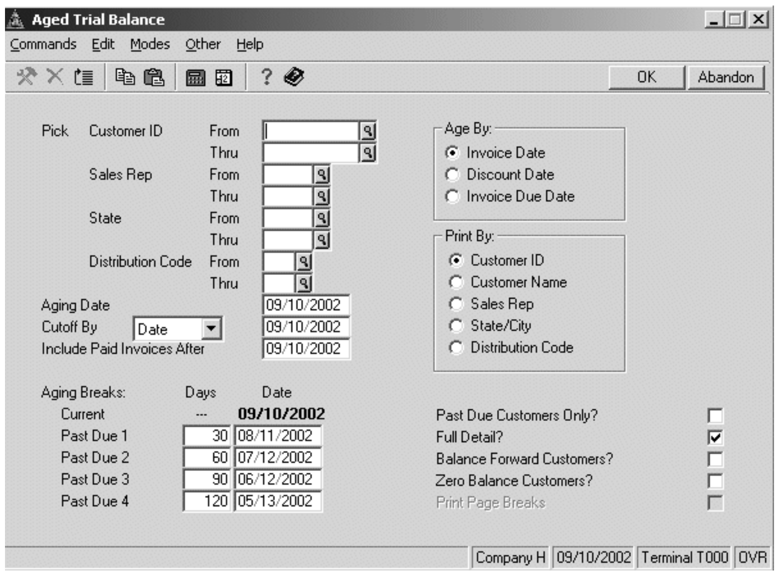
The **Aged Trial Balance** shows the invoice balances broken down into five aging periods. The detail report shows full detail for all invoices; the summary report shows only the aging period totals.

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.

Select **Aged Trial Balance** from the **Open Invoices** menu. The Aged Trial Balance screen appears.



Inquiry

1. Enter the range of customers, sales reps, states, and distribution codes you want to include in the report, or leave the boxes blank to include all.

2. Accept the default aging date, or enter the date the system is to use as a starting point for aging.

3. You can exclude paid invoices from the aging report by specifying a cutoff date. Specify the point at which you want to cut off invoices on the report.

   - Select **Date** from the list box and accept the default cutoff date, or enter a different cutoff date. Invoices dated later than this date do not appear in the report.

   - Select **Period** from the list box and enter the GL period and year. Invoices with periods after this one do not appear in the report.

4. Accept the default date, or enter the date of the first statement that you want to include in the report. Invoices paid before the date you enter are not included in the report.

5. 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 default dates, or enter different dates.

6. Select the date by which you want to age invoices.

7. Select the order in which you want to print the report.

8. If you want to include only customers whose balance is past due, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

9. If you want to list line-item transactions associated with each customer, select the box (or enter **Y** in text mode). If you want to list only totals associated with each customer, clear the box (or enter **N** in text mode).

10. If you want to include balance forward customers, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

11. If you want to include zero balance customers, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

12. If you want to include the contact ID, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

13. If you want information about each sales rep, state/city, or distribution code to begin on a new page, select the box (or enter **Y** in text mode). If you want the information produced in a continuous flow, clear the box (or enter **N** in text mode). You can print page breaks only if you elected to organize the report by sales rep, state and city, or distribution code (in step 11 above) and if you have more than one page of data.

14. Select the output device. See “Output the Report” on page 1-74 for more information.

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 you produce the report, the **Open Invoices** menu appears.

Aged Trial Balance

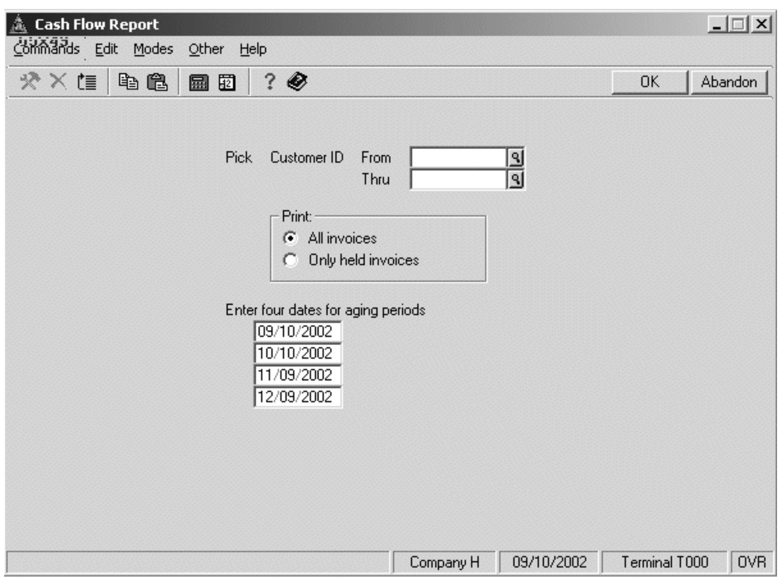
```
11/08/2002                                             OSAS v6.5                                              Page    1
1:46 PM                                   Detail Accounts Receivable Aged Trial Balance
                                                  Aged By Invoice Date

          S T
Invoice   t p Inv Date        Amount         Current          31-60          61-90          91-120        Over 120 Unapplied
---------------------------------------------------------------------------------------------------------------------------
ACE001 ACE BUILDERS                     (505)555-1646        Contact BRIAN                        Sales Rep GPD Garry P. Deacon

12670046    I 09/05/00      74619.56                                                                      74619.56
12670064    I 11/24/00      35467.99                                                                      35467.99
12670074    I 12/21/00      21722.07                                                                      21722.07
24889030    I 12/09/00       4928.82                                                                       4928.82
                      -------------------------------------------------------------------------------------------------
Cust ACE001  TOTAL         136738.44             .00            .00            .00             .00       136738.44      .00

DAL001 DALLAS-FT WORTH DOME HOMES       (111)555-2389        Contact BOB PARKER                   Sales Rep DMM Donna M Mendelsohn

12670056    I 10/14/00       9739.64                                                                       9739.64
12670066    I 11/15/00       7203.92                                                                       7203.92
12670077    I 12/25/00       8991.26                                                                       8991.26
                      -------------------------------------------------------------------------------------------------
Cust DAL001  TOTAL          25934.82             .00            .00            .00             .00        25934.82      .00

KAN001 KANSAS CITY GEODESIC HOMES       (888)555-5333        Contact SCOTT                        Sales Rep JAH James A. Hovland

12670067    I 11/16/00      71699.10                                                                      71699.10
12670075    I 12/10/00      11267.90                                                                      11267.90
24889024    I 10/20/00      73932.30
24889024    P 11/27/00      68972.27-                                                                      4960.03
24889028    I 11/12/00     418949.70                                                                     418949.70
                      -------------------------------------------------------------------------------------------------
Cust KAN001  TOTAL         506876.73             .00            .00            .00             .00       506876.73      .00

LOS001 LOS ANGELES CONSTRUCTION CO.     (999)555-9802        Contact MARY BETH                    Sales Rep GPD Garry P. Deacon

12670058    I 10/27/00      17118.76                                                                      17118.76
12670070    I 11/13/00      14977.46                                                                      14977.46
12670073    I 12/14/00      47000.00                                                                      47000.00
                      -------------------------------------------------------------------------------------------------
Cust LOS001  TOTAL          79096.22             .00            .00            .00             .00        79096.22      .00
```

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.

Select **Cash Flow Report** from the **Open Invoices** menu. The Cash Flow Report screen appears.



Inquiry

1. Enter the range of customers whose information you want to include in the report, or leave the boxes blank to include all customers.

2. Select the invoices you want to include in the report. You can include all invoices or only invoices that are on hold.

3. Enter four aging periods for the invoices, or accept each default date. Enter the dates in chronological order, the earliest date first.

4. Select the output device. See “Output the Report” on page 1-74 for more information. After you produce the report, the **Open Invoices** menu appears.

Cash Flow Report

11/08/2002
1:49 PM

OSAS v6.5
Cash Flow Report
All Invoices

Page 1

Invoice Number	S T T P	Due Date	Discount Date	Amount	Current	After 11/08/2002	After 12/08/2002	After 01/07/2003	After 02/06/2003
Customer ACE001 ACE BUILDERS									
12670046	I	10/05/2000	09/15/2000	74619.56	74619.56				
12670064	I	12/24/2000	12/04/2000	35467.99	35467.99				
12670074	I	01/20/2001	12/31/2000	21722.07	21722.07				
24889030	I	01/08/2001	12/19/2000	4928.82	4928.82				
		Customer Total		136738.44	136738.44	.00	.00	.00	.00
Customer DAL001 DALLAS-FT WORTH DOME HOMES									
12670056	I	11/13/2000	10/24/2000	9739.64	9739.64				
12670066	I	12/15/2000	11/25/2000	7203.92	7203.92				
12670077	I	01/24/2001	01/04/2001	8991.26	8991.26				
		Customer Total		25934.82	25934.82	.00	.00	.00	.00
Customer KAN001 KANSAS CITY GEODESIC HOMES									
12670067	I	12/16/2000	11/26/2000	71699.10	71699.10				
12670075	I	01/09/2001	12/20/2000	11267.90	11267.90				
24889024	I	11/19/2000	10/30/2000	73932.30					
24889024	P	11/27/2000	11/27/2000	68972.27-	4960.03				
24889028	I	12/12/2000	11/22/2000	418949.70	418949.70				
		Customer Total		506876.73	506876.73	.00	.00	.00	.00
Customer LOS001 LOS ANGELES CONSTRUCTION CO.									
12670058	I	11/26/2000	11/06/2000	17118.76	17118.76				
12670070	I	12/13/2000	11/23/2000	14977.46	14977.46				
12670073	I	01/13/2001	12/24/2000	47000.00	47000.00				
		Customer Total		79096.22	79096.22	.00	.00	.00	.00
Customer SUN001 SUNSHINE HOMES, INC.									
12670080	I	01/11/2001	12/22/2000	8246.32	8246.32				
		Customer Total		8246.32	8246.32	.00	.00	.00	.00

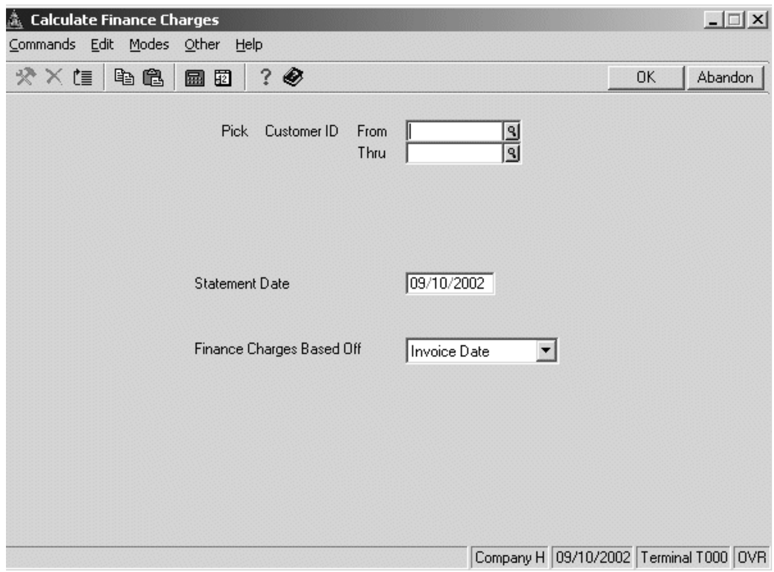
Calculate Finance Charges

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 and that have an associated finance charge code 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 customer's finance charge code.

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.

Select **Calculate Finance Charges** from the **Open Invoices** menu. The Calculate Finance Charges screen appears.



Inquiry

1. Enter the range of customers for which you want to calculate finance charges, or leave the boxes blank to include all customers.

2. Accept the default 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, select **Due Date**. To calculate finance charges based on the invoice date, select **Invoice Date**.

   Finance charges are calculated for invoices dated before the default date, which is determined by the number of days in each customer's finance charge code and the due or invoice dates.

4. Select the output device. See "Output the Report" on page 1-74 for more information.

A sample finance charge report is at the end of this section. The letters **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 you produce the report, the **Open Invoices** menu appears.

Calculate Finance Charges Report

11/08/2002 OSAS v6.5 Page 1
1:52 PM Calculate Finance Charges

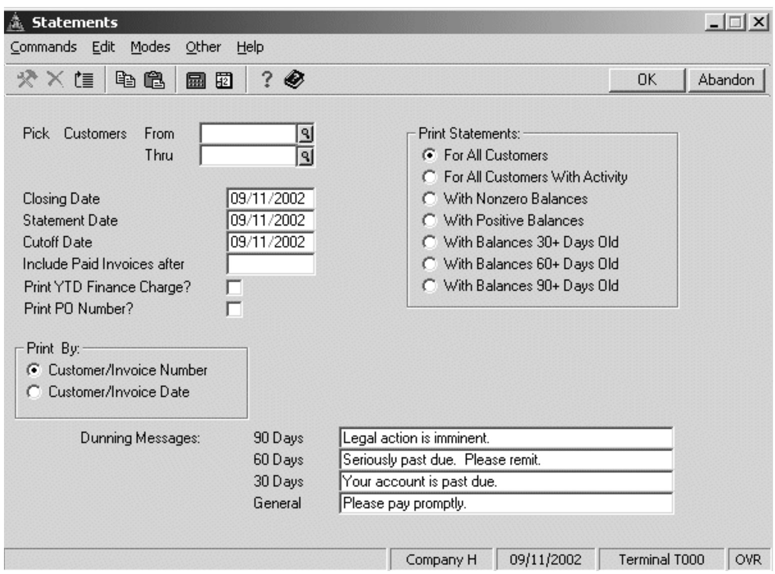
Customer ID	Customer Name	Type	Unpaid Fin. Chg.	Balance with No Charge	Balance Charged	Calculated Fin. Chg.	
ACE001	ACE BUILDERS 1.50%, over 30 days, .00 Min. Charge	OI	.00	.00	136738.44	.00	Finance Code = 0
CASHCA	CASH SALES-OAKLAND, CA 0.00%, over 0 days, .00 Min. Charge	BF	.00	1940.87	49546.36	.00	Finance Code = 0
CASHMD	CASH SALES-BALTIMORE, MD 0.00%, over 0 days, .00 Min. Charge	BF	.00	763.29	14855.00	.00	Finance Code = 0
CASHMN	CASH SALES-MINNEAPOLIS 0.00%, over 0 days, .00 Min. Charge	BF	.00	1710.72	5708.28	.00	Finance Code = 0
CASHPS	CASH SALES-DALLAS, TX 0.00%, over 0 days, .00 Min. Charge	BF	.00	1788.43	27643.13	.00	Finance Code = 0
DAL001	DALLAS-FT WORTH DOME HOMES 1.50%, over 30 days, .00 Min. Charge	OI	.00	.00	25934.82	389.02	
GRE001	GREATER NEW YORK DOMES, INC. 1.50%, over 30 days, .00 Min. Charge	BF	.00	8449.46	11693.44	175.40	
KAN001	KANSAS CITY GEODESIC HOMES 1.50%, over 30 days, .00 Min. Charge	OI	.00	.00	506876.73	7603.15	
LOS001	LOS ANGELES CONSTRUCTION CO. 1.50%, over 30 days, .00 Min. Charge	OI	.00	.00	79096.22	1186.44	
SUN001	SUNSHINE HOMES, INC. 1.50%, over 30 days, .00 Min. Charge	OI	.00	.00	8246.32	123.69	
TEN001	TENNESSEE SHELTERS, INC. 1.50%, over 30 days, .00 Min. Charge	OI	.00	.00	197917.17	.00	Finance Code = 0
VIS001	VISA 0.00%, over 0 days, .00 Min. Charge	OI	.00	.00	11155.84	.00	Finance Code = 0
	TOTAL		.00	14652.77	1075411.75	9477.70	

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.

Select **Statements** from the **Open Invoices** menu. The Statements screen appears.



Inquiry

1. Enter the range of customers for whom you want to produce statements, or leave the boxes blank to include all customers.

2. Accept the default date as the closing date, or enter the date that customers must pay their statements to avoid finance charges.

3. Accept the default 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 default date as the cutoff date, or enter a different cutoff date. Invoices dated later than this date do not appear on the statements.

5. Accept the default 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 are included in the statements.

6. If you want to print customers' year-to-date finance charges on the statements, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

7. If you want to print purchase order numbers on the statements, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

8. Select the order in which you want to print 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 appear. Accept the messages for their respective aging periods, or enter different messages. The messages are printed on the statements.

11. Select the output device. See "Output the Report" on page 1-74 for more information.

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 select **No** (or enter **N** in text mode). The alignment character is printed again. Continue this procedure until the form is aligned; then select **Yes** (or enter **Y** in text mode) to print the statements.

    After you print the statements, the **Open Invoices** menu appears.

Statement

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

STATEMENT

PAGE 1
DATE 12/30/2001
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
09/05/2001	12670046	IN		74619.56		74619.56
12/09/2001	24889030	IN		4928.82		4928.82
12/21/2001	12670074	IN		21722.07		21722.07
12/21/2001	12670206	IN		100.00		100.00
12/21/2001	12670207	CR			15693.74	15693.74-
12/30/2001	00000066 PO Number BR549	IN		9925.02		9925.02
12/30/2001	00000067 PO Number BR549	CR			3217.69	3217.69-

Legal action is imminent.
YTD Finance Charges added to your account: .00
Activity after 12/30/2001 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

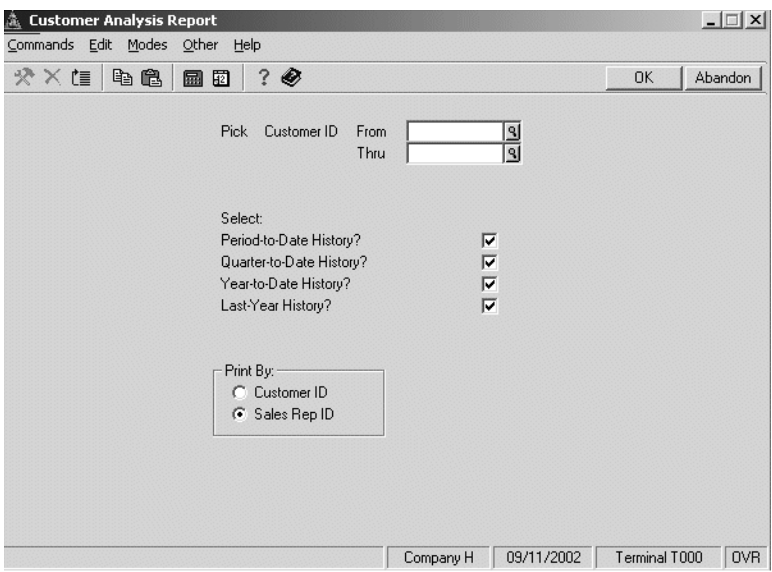
Re-order From: Open System Forms 1-800-994-6736 LASER STATEMENT 3031

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.

Select **Customer Analysis Report** from the **Open Invoices** menu. The Customer Analysis Report screen appears.



Inquiry

1. Enter the range of customers you want to include in the report, or leave the boxes blank to include all customers.

2. Select or clear the check box (or enter **Y** or **N** in text mode) 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 elect to include a field, the information is broken down at that level. For example, when you include Period-to-Date, the period information is broken down as such. When you exclude Period-to-Date and include Year-to-Date, the period-to-date information is presented as an overall part of the year's total.

3. Select the order in which you want to print the report.

4. Select the output device. See "Output the Report" on page 1-74 for more information. A sample Customer Analysis Report is at the end of this section. The sales amount is the net of the line items.

   After you produce the report, the **Open Invoices** menu appears.

Customer Analysis Report

```
11/08/2002                                                  OSAS v6.5                                                   Page    1
1:55 PM                                              Customer Analysis Report
                                                        By Sales Rep ID

-------------- Customer --------------  Rep  --- Terms ---  Dist.  Credit Limit    Balance Due  First Sales  Last Sales
ID      Name                                 Per Days  Net  Code                                Date         Date
---------------------------------------------------------------------------------------------------------------------------

CASHCA  CASH SALES-OAKLAND, CA                0.0   0    0   01              0       51487.23   09/21/2000   12/06/2000

                   ------------------------- Sales History -------------------------
                                  Sales             Profit      Inv.      Average Inv.
                   PTD          1940.87             703.25         1          1940.87
                   QTD         49654.63           32489.15         3         16551.54
                   YTD         66487.23           37886.40         4         16621.81
                   L/Y              .00                .00         0              .00

CASHMD  CASH SALES-BALTIMORE, MD              0.0   0    0   01              0       15618.29   03/04/2000   12/20/2000

                   ------------------------- Sales History -------------------------
                                  Sales             Profit      Inv.      Average Inv.
                   PTD           763.29             459.29         1           763.29
                   QTD         34113.39           13388.03         3         11371.13
                   YTD        108136.59           65727.39         5         21627.32
                   L/Y              .00                .00         0              .00

CASHMN  CASH SALES-MINNEAPOLIS                0.0   0    0   01              0        7419.00   07/05/1999   12/01/2000

                   ------------------------- Sales History -------------------------
                                  Sales             Profit      Inv.      Average Inv.
                   PTD          1710.72             988.42         1          1710.72
                   QTD         15900.00            7932.66         3          5300.00
                   YTD        138196.60           67834.18         5         27639.32
                   L/Y        318996.80          192200.90         2        159498.40

CASHPS  CASH SALES-DALLAS, TX                 0.0   0    0   01              0       29431.56   07/15/1999   12/15/2000

                   ------------------------- Sales History -------------------------
                                  Sales             Profit      Inv.      Average Inv.
                   PTD          1719.64             761.00         1          1719.64
                   QTD         37700.14           25682.06         3         12566.71
                   YTD        522780.14          421593.76         8         65347.52
                   L/Y        497802.70          331111.20         3        165934.23
```

Commissions Report

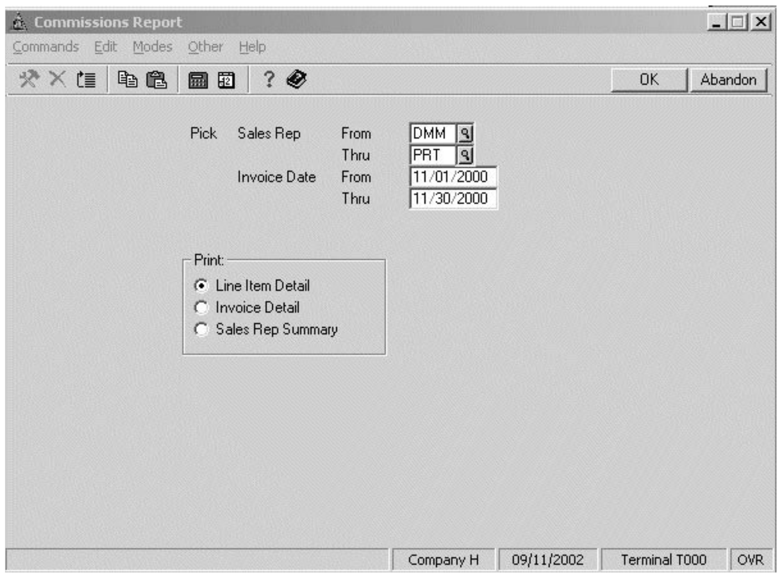
The **Commissions Report** shows the sales information for each sales rep who had activity during the selected range of dates. If you elected not to save detail sales history in the Resource Manager **Options and Interfaces** function, no information is available for this report.

Produce the 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 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.)

Select **Commissions Report** from the **Open Invoices** menu. The Commissions Report screen appears.



Inquiry

1. Enter the range of sales reps whose commissions you want to include in the report, or leave the boxes blank to include all sales reps.

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 to include in the report.

4. Select the output device. See “Output the Report” on page 1-74 for more information. After you produce the report, the **Open Invoices** menu appears.

Commissions Report

```
11/08/2002                                            OSAS v6.5                                   Page   1
1:58 PM                                           Commissions Report

Sales Rep: DMM      Employee ID:                 11/01/2000 Thru 11/30/2000                      Line Item Detail
Name:     Donna M Mendelsohn

Cust. ID Inv. No. Date       Inventory ID          Description           Extended Price        Profit  Percent   Commission
----------------------------------------------------------------------------------------------------------------------------

TEN001    12670069 11/11/2000 550                  Millwork Package           26109.72        2069.64   100.0
TEN001    12670069 11/11/2000 TRANSACTION TOTALS                                   .00            .00   100.0
TEN001    12670069 11/11/2000                      Invoice Total              26109.72        2069.64   100.0       1370.76

TEN001    24889029 11/12/2000                      Heating/Cooling Pack       29572.92       29572.92   100.0
TEN001    24889029 11/12/2000 TRANSACTION TOTALS                                   .00            .00   100.0
TEN001    24889029 11/12/2000                      Invoice Total              29572.92       29572.92   100.0       1552.58

DAL001    12670066 11/15/2000 100                  Electrical Package          2164.37          86.93   100.0
DAL001    12670066 11/15/2000 150                  Plumbing Package            1905.81         156.69   100.0
DAL001    12670066 11/15/2000 450                  Slide by Window 24"          813.38          27.48   100.0
DAL001    12670066 11/15/2000 460                  Slide by Window 30"         2320.36          90.21   100.0
DAL001    12670066 11/15/2000 TRANSACTION TOTALS                                   .00            .00   100.0
DAL001    12670066 11/15/2000                      Invoice Total               7203.92         361.31   100.0        378.21

Sales Rep DMM Total Based on   5.250% of Net Sales      /Booked Sales         62886.56       32003.87                3301.55

11/08/2002                                            OSAS v6.5                                   Page   2
1:58 PM                                           Commissions Report

Sales Rep: GPD      Employee ID: DEA001          11/01/2000 Thru 11/30/2000                      Line Item Detail
Name:     Garry P. Deacon

Cust. ID Inv. No. Date       Inventory ID          Description           Extended Price        Profit  Percent   Commission
----------------------------------------------------------------------------------------------------------------------------

LOS001    12670070 11/13/2000 600                  Standard Window 24"        14977.46        8335.11   100.0
LOS001    12670070 11/13/2000 TRANSACTION TOTALS                                   .00            .00   100.0
LOS001    12670070 11/13/2000                      Invoice Total              14977.46        8335.11   100.0        748.87

ACE001    12670064 11/24/2000 100                  Electrical Package          9018.19         429.44   100.0
ACE001    12670064 11/24/2000 400                  Interior Materials          2695.17         128.34   100.0
ACE001    12670064 11/24/2000 450                  Slide by Window 24"         4229.59          39.95   100.0
ACE001    12670064 11/24/2000 460                  Slide by Window 30"          178.49           2.02   100.0
ACE001    12670064 11/24/2000 600                  Standard Window 24"         3177.04         151.29   100.0
ACE001    12670064 11/24/2000 610                  Standard Window 30"         1516.83          72.23   100.0
ACE001    12670064 11/24/2000 650                  Steel Supports             14652.68         754.46   100.0
ACE001    12670064 11/24/2000 TRANSACTION TOTALS                                   .00            .00   100.0
ACE001    12670064 11/24/2000                      Invoice Total              35467.99        1577.73   100.0       1773.40

Sales Rep GPD Total Based on   5.000% of Net Sales      /Booked Sales         50445.45        9912.84                2522.27
```

History Reports 8

AR Analysis Report	8-3
Sales Analysis Report	8-7
Detail History Report	8-11
Customer Sales Report	8-15
Customer Activity Report	8-19
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Promotional Analysis	8-27
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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

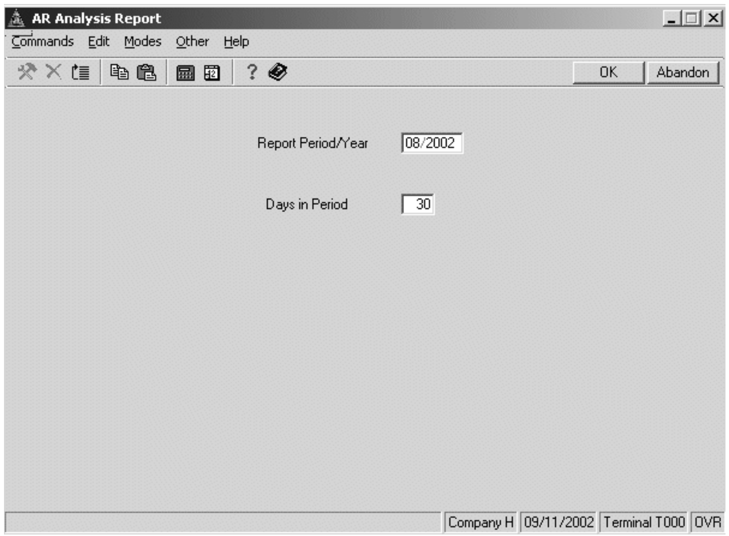
The **AR Analysis Report** provides an analysis of your company's outstanding receivables. The report has three parts. Each part compares the receivables of a period you specify with those of a previous period, the previous three periods, and the same period of the previous year.

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 days 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 is 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.

Select **AR Analysis Report** from the **History Reports** menu. The AR Analysis Report screen appears.



1. Accept the current period and fiscal year that appear 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 you produce the report, the **History Reports** menu appears.

AR Analysis Report

12/11/2000
8:09 PM

Builders Supply
AR Analysis Report
Period 12 - 2000

Page 1

	Accounts Receivable Balance						Days Sales
	Current	31-60	61-90	91-120	Over 120	Total AR	Outstanding
Period 12	234754.20-	304636.10	.00	.00	.00	77422.57	6.64
3-Period Avg	78515.90-	307597.76	453.08	.00	54554.16	286602.66	26.60
Prior Period	793.51-	282089.78	.00	.00	63127.31	344423.58	36.42
Last Year Period 12	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *

	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	304636.10	393.47	.00	.00	.00	.00	.00	.00
3-Period Avg	362605.00	126.52	55007.24	19.19	54554.16	19.03	54554.16	19.03
Prior Period	345217.09	100.23	63127.31	18.33	63127.31	18.33	63127.31	18.33
Last Year Period 12	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *	.00 *

	Period 12	3-Period Avg		Prior Period		Same Period Last Yr	
	Amount	Amount	Pct	Amount	Pct	Amount	Pct
Average Invoice	38883.23	74649.85	191.98	141842.58	364.79	.00 *	.00 *
Average Days to Pay	25.68	40.86	159.11	82.20	320.09	.00 *	.00 *
Days Sales Outstanding	6.64	26.60	400.60	36.42	548.49	.00 *	.00 *
Number of Invoices	9	4	48.11	2	22.22	0 *	.00 *
Number of Payments	22	11	51.50	5	22.73	0 *	.00 *

End of Report

Sales Analysis Report

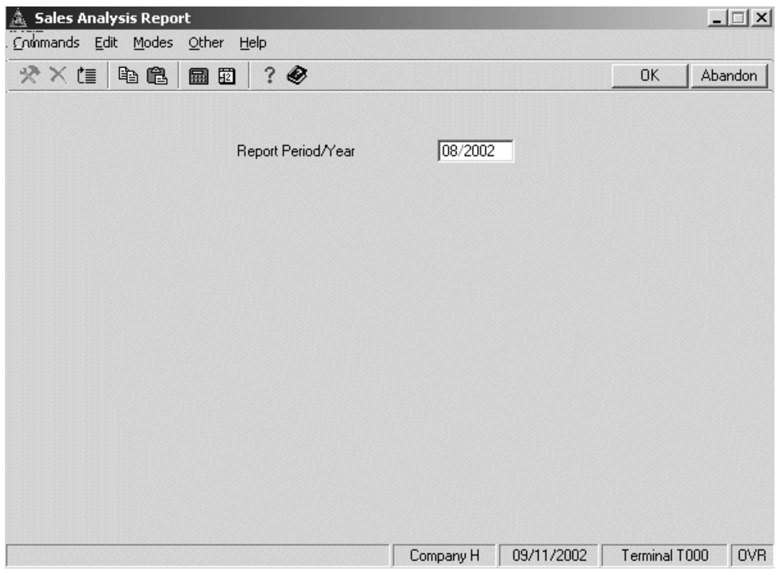
The **Sales Analysis Report** provides an analysis of your company's sales based on a reporting period you specify and of the last fiscal year's trends by period.

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 is inaccurate for that period.

Select **Sales Analysis Report** from the **History Reports** menu. The Sales Analysis Report screen appears.



1. Accept the current period and fiscal year that appear 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 is insufficient for a range of periods.

   After you produce the report, the **History Report** menu appears.

Sales Analysis Report

12/31/2000
8:19 PM

Builders Supply
Sales Analysis Report
Period 12 – 2000

Page 1

	Current Year			Last Year		
	Current Period	Quarter-to-Date	Year-to-Date	Current Period	Quarter-to-Date	Year-to-Date
Sales	349949.05	969701.60	4475637.45 *	.00 *	.00 *	.00 *
COGS	160082.27	455247.67	2195720.39 *	.00 *	.00 *	.00 *
Gross Profit	189866.78	514453.93	2279917.06 *	.00 *	.00 *	.00 *
Average Invoice	38883.23	74592.43	114759.93 *	.00 *	.00 *	.00 *
Number of Invoices	9	13	39*	0*	0*	0*

12-Month Trend

Periods	Sales		COGS		Gross Profit		Average Invoice		No. of Inv	
	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct/Curr	Amount	Pct
Current	349949.05	100.00	160082.27	100.00	189866.78	100.00	38883.23	100.00	9	100.00
Back 1	283685.16	81.06	153015.12	95.59	130670.04	68.82	141842.58	364.79	2	22.22
Back 2	336067.39	96.03	142150.28	88.80	193917.11	102.13	168033.70	432.15	2	22.22
Back 3	545837.38	155.98	292110.93	182.48	253726.45	133.63	90972.90	233.96	6	66.67
Back 4	531269.93	151.81	266535.62	166.50	264734.31	139.43	106253.99	273.26	5	55.56
Back 5	2428828.54	694.05	1181826.17	738.26	1247002.37	656.78	161921.90	416.43	15	66.67
Back 6	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 7	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 8	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 9	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 10	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 11	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *
Back 12	.00	.00 *	.00	.00 *	.00	.00 *	.00	.00 *	0	.00 *

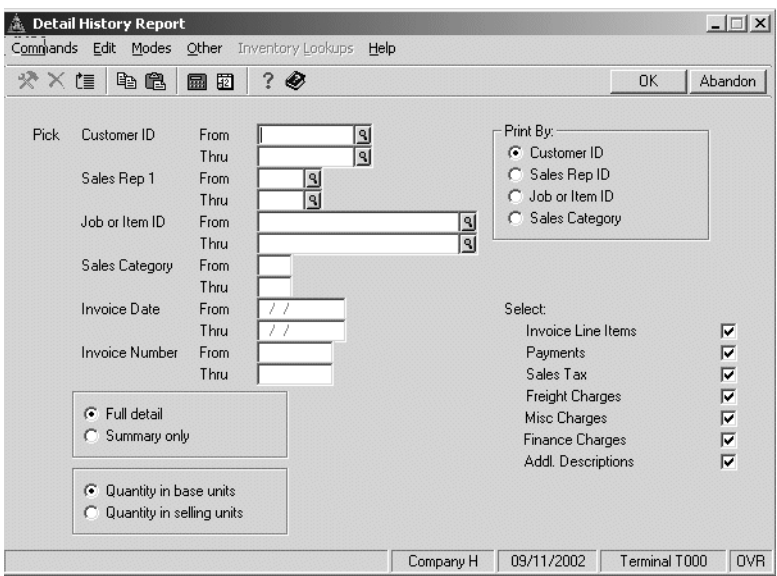
End of Report

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.

Select **Detail History Report** from the **History Reports** menu. The Detail History Report screen appears.



Inquiry

1. Enter the range of customers and sales reps you want to include in the report, or leave the boxes blank to include all.

Inquiry

2. Enter the range of associated job or item numbers and sales categories whose invoice information you want to include in the report, or leave the boxes blank to include all.

3. Enter the range of dates of the invoices and the range of invoices you want to include in the report, or leave the boxes blank to include all.

4. Select the amount of detail you want to include in the report.

5. Select the type of units you want the report to reflect.

6. Select the order in which you want to print the report.

7. If you want the report to include invoice line items, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

8. If you want the report to include payment information, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

9. If you want the report to include sales taxes, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

10. If you want the report to include freight charges, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

11. If you want to include miscellaneous charges, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

12. If you want the report to include finance charges, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

13. If you want the report to include additional descriptions, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). You can include additional descriptions only if you elected to use additional descriptions in the Resource Manager **Options and Interfaces** function.

14. 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 you produce the report, the **History Reports** menu appears.

Detail History Report

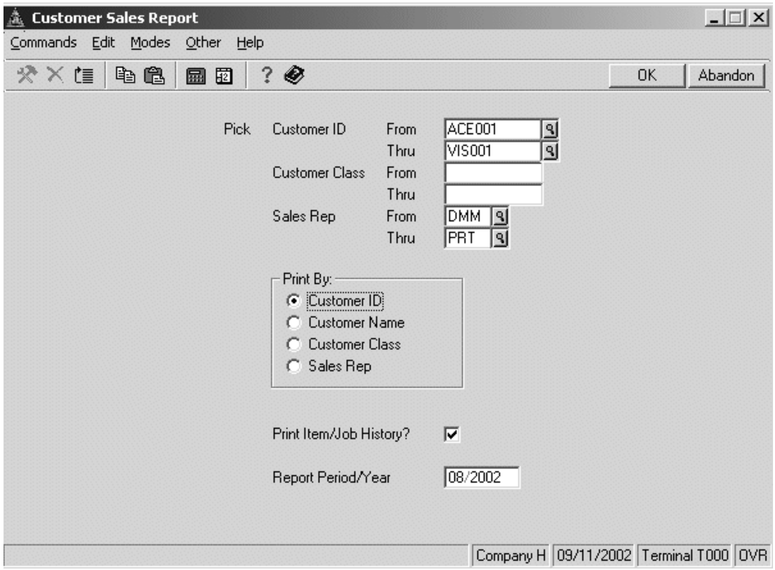
```
04/11/2001                                          Builders Supply                                        PAGE    1
8:20 PM                                          Detail History Report
                                                    By Customer ID

                                                                       Cost/        Sales/        Profit     %
---------------------------------------------------------------------------------------------------------------------
CUSTOMER ACE001 ACE BUILDERS                                       1813375.42    2476380.45     663005.03   26.8

CUSTOMER DAL001 DALLAS-FT WORTH DOME HOMES                          162611.15     494356.79     331745.64   67.1

GRE001 PRT     FREIGHT CHARGES              24889101 12/21/99         345.00        345.00           .00    0.0
GRE001 PRT     MISC CHARGES                 24889101 12/21/99         436.00        436.00           .00    0.0
CUSTOMER GRE001 GREATER NEW YORK DOMES, INC.                        251547.94     395913.06     144365.12   36.5

CUSTOMER KAN001 KANSAS CITY GEODESIC HOMES                          355815.46     726927.21     371111.75   51.1

CUSTOMER LOS001 LOS ANGELES CONSTRUCTION CO.                        342568.49     710581.74     368013.25   51.8

CUSTOMER SUN001 SUNSHINE HOMES, INC.                                 22571.77      65238.57      42666.80   65.4

CUSTOMER TEN001 TENNESSEE SHELTERS, INC.                            249266.23     770042.54     520776.31   67.6

                                                                 ==============================================
                                             GRAND TOTAL      |    3197756.46    5639440.36    2441683.90   43.3

End of Report
```

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.

Select **Customer Sales Report** from the **History Reports** menu. The Customer Sales Report screen appears.



Inquiry

1. Enter the range of customers you want to include in the report, or leave the boxes blank to include all customers.

Inquiry

2. Enter the range of customer classes you want to include in the report, or leave the boxes blank to include all customer classes.

Inquiry

3. Enter the range of sales reps whose associated customers you want to include in the report, or leave the boxes blank to include all sales reps.

4. Select the order in which you want to print the report.

5. If you want to include history for items and jobs, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Accept the current period and fiscal year that appear 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 you produce the report, the **History Reports** menu appears.

Customer Sales Report

```
04/11/2001                                      Builders Supply                                                 Page   1
8:21 PM                  Customer Sales Report with Job/Item Detail for Period 12/2001
                                                By Customer ID

Customer       ---Quantity Sold----------- Sales -------- --- Gross Profit ----- -- Average Invoice ---   - No of Invoices -
Item Number          Quantity  Units       Amount  Pct/Tot        Amount  Pct/Tot        Amount  Pct/Tot     Amount  Pct/Tot
--------------------------------------------------------------------------------------------------------------------------
ACE001 ACE BUILDERS                     110461.72   31.57       47436.64   24.98      110461.72  284.09           1   11.11

100                   97.0000  PKG       35098.80   31.77         923.26    1.95            .00     .00                 .00
350                   30.0000  EA         7150.19    6.47         876.89    1.85        7150.19    6.47             1 100.00
450                   10.0000  EA         1626.77    1.47          49.07     .10        1626.77    1.47             1 100.00
460                   20.0000  EA         3569.79    3.23         138.79     .29        3569.79    3.23             1 100.00
600                   25.0000  EA         3177.04    2.88         157.79     .33        3177.04    2.88             1 100.00
700                   10.0000  SET       10550.93    9.55        8535.13   17.99       10550.93    9.55             1 100.00
200                   10.0000  PKG       24644.10   22.31       12111.61   25.53       24644.10   22.31             1 100.00
                                        ------------------------------------------------------------------
Total Items/Jobs                         85817.62   77.69       22792.54   48.05       50718.82   45.92

CASHCA CASH SALES-OAKLAND, CA            24954.73    7.13       11188.99    5.89       24954.73   64.18           1   11.11

250                   10.0000  CS        24171.70   96.86       10743.00   96.01       24171.70   96.86             1 100.00
300                    5.0000  EA          256.90    1.03         146.85    1.31         256.90    1.03             1 100.00
350                    1.0000  EA          526.13    2.11         299.14    2.67         526.13    2.11             1 100.00
                                        ------------------------------------------------------------------
Total Items/Jobs                         24954.73  100.00       11188.99  100.00       24954.73  100.00

CASHMD CASH SALES-BALTIMORE, MD               .00     .00            .00     .00            .00     .00                 .00

                                        ------------------------------------------------------------------
Total Items/Jobs                              .00     .00            .00     .00            .00     .00

CASHMN CASH SALES-MINNEAPOLIS             4683.94    1.34        2477.89    1.31        4683.94   12.05             1  11.11

400                    1.0000  PKG        1485.50   31.71         629.89   25.42        1485.50   31.71             1 100.00
450                    4.0000  EA         1526.60   32.59         882.04   35.60        1526.60   32.59             1 100.00
460                    4.0000  EA         1671.84   35.69         965.96   38.98        1671.84   35.69             1 100.00
                                        ------------------------------------------------------------------
Total Items/Jobs                          4683.94  100.00        2477.89  100.00        4683.94  100.00

                                        ==================================================================================
GRAND TOTALS - All Sales                140100.39   40.03       61103.52   32.18       46700.13  120.10             3  33.33
             - Items/Jobs               115456.29   32.99       36459.42   19.20        9621.36   24.74


End of Report
```

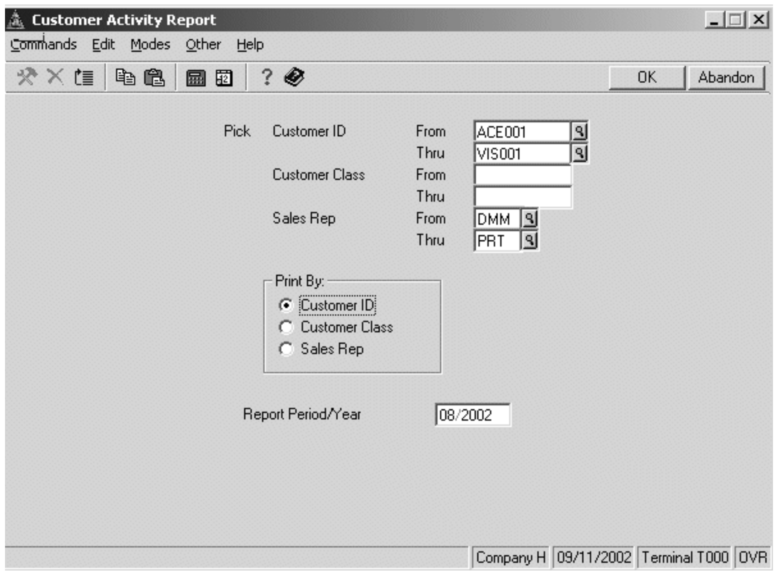
Customer Activity Report

The **Customer Activity Report** shows who your top customers are. The customers 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.

Select **Customer Activity Report** from the **History Reports** menu. The Customer Activity Report screen appears.



Inquiry

1. Enter the range of customers, customer classes, and sales reps you want to include in the report, or leave the boxes blank to include all.

2. Select the order in which you want to print the report.

3. Accept the current period and fiscal year that appear from the **ARPDxxx** table, or enter a different period or fiscal year.

4. Select the output device.

   A sample Customer Activity Report is at the end of this section.

   After you produce the report, the **History Reports** menu appears.

Customer Activity Report

04/11/2001 Builders Supply Page 1
8:22 PM Customer Activity Report for Period 12/2001
By Customer ID

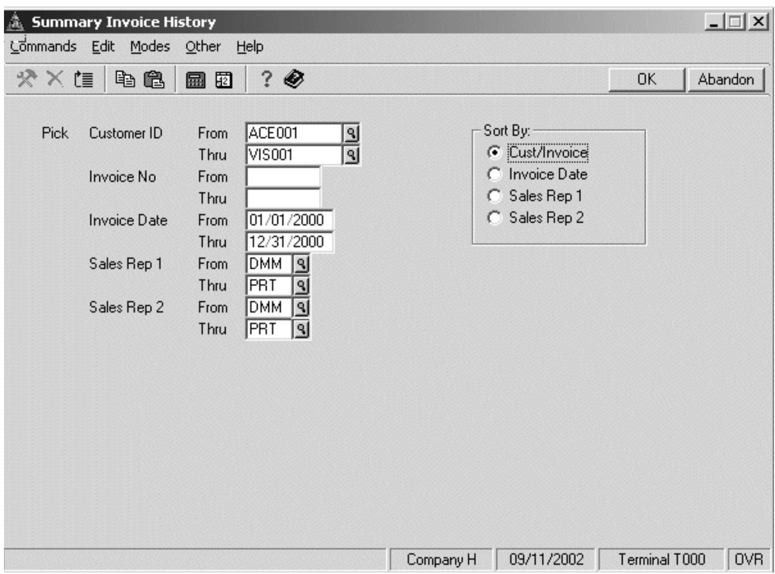
Cust ID	Customer Name	Sales Amount	Sales Pct/Tot	Gross Profit Amount	Gross Profit Pct/Tot	Average Invoice Amount	Average Invoice Pct/Tot	No of Invoices Amount	No of Invoices Pct/Tot
ACE001	ACE BUILDERS	110461.72	31.57	47436.64	24.98	110461.72	284.09	1	11.11
CASHCA	CASH SALES-OAKLAND, CA	24954.73	7.13	11188.99	5.89	24954.73	64.18	1	11.11
CASHMN	CASH SALES-MINNEAPOLIS	4683.94	1.34	2477.89	1.31	4683.94	12.05	1	11.11
CASHMD	CASH SALES-BALTIMORE, MD	.00	.00	.00	.00	.00	.00		.00
GRAND TOTALS		140100.39	40.03	61103.52	32.18	46700.13	120.10	3	33.33

End of Report

Summary Invoice History

Use the **Summary Invoice History** function to produce a report that summarizes sales information by invoice totals from history.

Select **Summary Invoice History** from the **History Reports** menu. The Summary Invoice History screen appears.



Inquiry

1. Enter the range of customers you want to include in the report, or leave the boxes blank to include all customers.

2. Enter the range of invoice numbers and invoice dates you want to include in the report, or leave the boxes blank to include all.

Inquiry

3. Enter the range of sales reps you want to include in the report, or leave the boxes blank to include all sales reps.

4. Select the order in which you want to print the report.

5. Select the output device.

   A sample Summary Invoice History Report is at the end of this section.

   After you produce the report, the **History Reports** menu appears.

Summary Invoice History Report

12/31/2000
3:28 PM

Builders Supply
Summary Invoice History
Sort by Customer ID

Page 1

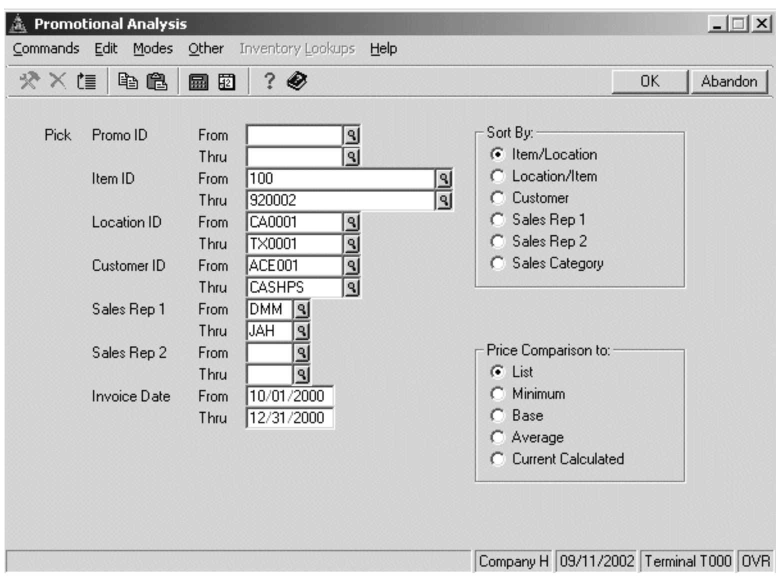
Cust ID	Cust Name	Invoice	Inv. Date	Rep 1	Rep 2	Order No.	P.O. Number	Ship To	Subtotal	Sales Tax	Freight	Misc	Total
TEN001	TENNESSEE SHELTERS, INC.	12670005	07/26/1999	DMM			41754	000000	20856.41	.00	.00	.00	20856.41
TEN001	TENNESSEE SHELTERS, INC.	12670019	12/01/1999	DMM			43941	000000	28200.27	.00	.00	.00	28200.27
TEN001	TENNESSEE SHELTERS, INC.	12670026	02/05/2000	DMM			44587	000000	37397.88	.00	.00	.00	37397.88
TEN001	TENNESSEE SHELTERS, INC.	12670028	03/18/2000	DMM			45001	000000	17534.38	.00	.00	.00	17534.38
TEN001	TENNESSEE SHELTERS, INC.	12670036	06/26/2000	DMM			46187	000000	86082.05	.00	.00	.00	86082.05
TEN001	TENNESSEE SHELTERS, INC.	12670039	07/03/2000	DMM			46732	000000	51713.57	.00	.00	.00	51713.57
TEN001	TENNESSEE SHELTERS, INC.	12670049	09/14/2000	DMM			47901	000000	4230.04	.00	.00	.00	4230.04
TEN001	TENNESSEE SHELTERS, INC.	12670059	10/17/2000	DMM			48355	000000	69.33	.00	.00	.00	69.33
TEN001	TENNESSEE SHELTERS, INC.	12670069	11/11/2000	DMM			48760	000000	26109.72	.00	.00	.00	26109.72
TEN001	TENNESSEE SHELTERS, INC.	12670076	12/19/2000	DMM			49008	000000	5706.21	.00	.00	.00	5706.21
TEN001	TENNESSEE SHELTERS, INC.	24889007	07/11/1999	DMM		00000007	41754	000000	453451.44	.00	.00	.00	453451.44
TEN001	TENNESSEE SHELTERS, INC.	24889013	10/02/1999	DMM		00000001	43005	000000	256298.64	.00	.00	.00	256298.64
TEN001	TENNESSEE SHELTERS, INC.	24889015	12/17/1999	DMM		00000002	43942	000000	49288.20	.00	.00	.00	49288.20
TEN001	TENNESSEE SHELTERS, INC.	24889023	09/03/2000	DMM		00000002	47590013	000000	59145.84	.00	.00	.00	59145.84
TEN001	TENNESSEE SHELTERS, INC.	24889026	10/03/2000	DMM		00000003	48356	000000	49288.20	.00	.00	.00	49288.20
TEN001	TENNESSEE SHELTERS, INC.	24889029	11/12/2000	DMM		00000003	48761	000000	59145.84	.00	.00	.00	59145.84
TEN001	TENNESSEE SHELTERS, INC.	24889031	12/09/2000	DMM		00000002	49009	000000	57667.20	.00	.00	.00	57667.20
						Customer TEN001 Total			1262185.22	.00	.00	.00	1262185.22
						GRAND TOTAL			1262185.22	.00	.00	.00	1262185.22

Promotional Analysis

The **Promotional Analysis Report** shows a comparison of promotional pricing with other types of pricing.

You can produce this report only if Accounts Receivable interfaces with Inventory, where the product promotional information is stored.

Select **Promotional Analysis** from the **History Reports** menu. The Promotional Analysis screen appears.



Inquiry

1. Enter the range of promotion IDs, items, locations, customers, and sales reps you want to include in the report, or leave the boxes blank to include all.

2. Enter the range of invoice dates you want to include in the report, or leave the boxes blank to include all invoice dates.

3. Select the order in which you want to print the report.

4. Select the item you want to compare the promotional pricing to.

5. Select the output device.

   A sample Promotional Analysis Report is at the end of this section.

   After you produce the report, the **History Reports** menu appears.

Promotional Analysis Report

04/11/2001 Builders Supply Page 1
8:24 PM Promotional Analysis

Item Descripiton	Location	Customer	Rep 1 Rep 2	Cat Inv.	Units Date	Quantity	List Price	Promo Price	Variance	Variance Percent
700 Cabinets	CA0001	LOS001	GPD	M1	SET 12/14/2000	2.0000	3144.50	2643.52	500.98	15.93
Item 700	CA0001 Total					2.0000	3144.50	2643.52	500.98	15.93
		Promo YR-END Total				2.0000	3144.50	2643.52	500.98	15.93
		GRAND TOTAL				2.0000	3144.50	2643.52	500.98	15.93

End of Report

Print History Invoices

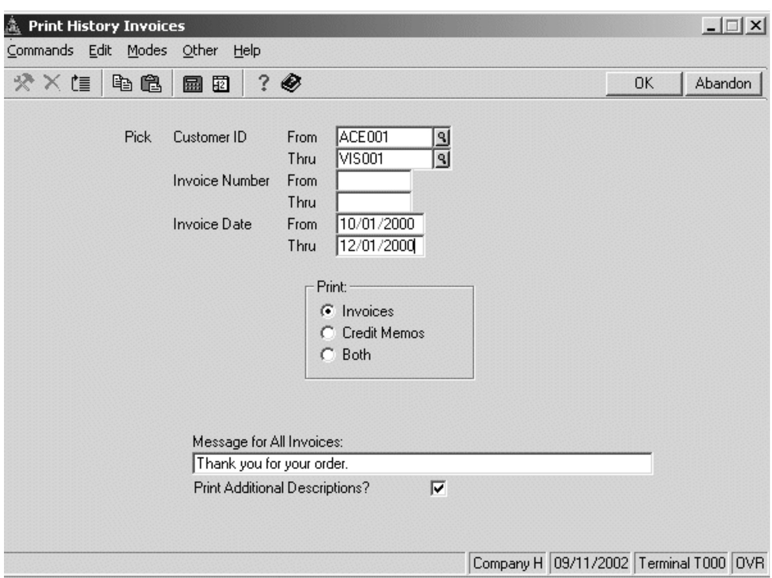
Use the **Print History Invoices** function to select invoices from history and print duplicates.

You cannot produce these invoices if you did not elect to keep detail history in the Resource Manager **Options and Interfaces** function or if you purged 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.

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



Inquiry

1. Enter the range of customers for which you want to print invoices or credit memos, or leave the boxes blank to include all customers.

2. Enter the range of invoice numbers and invoice dates you want to print, or leave the boxes blank to include all.

3. Indicate whether you want to print invoices, credit memos, or both.

4. Accept the default message that the system prints on the invoices and credit memos, or change the message.

5. If you want to print additional descriptions, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Select the output device.

   After you print the invoices, a totals log prints.

Print History Invoices Form

```
BUILDERS SUPPLY
                        1157 VALLEY PARK DR                                                   <<INVOICE REPRINT>>
                        SHAKOPEE MN 55379
                                                                                                  Page   1
            ACE001
   Sold To: ATTN: ACCOUNTS PAYABLE                                Ship To: ACE BUILDERS
            ACE BUILDERS                                                   1588 SE 31ST STREET
            1588 SE 31ST STREET                                            PADUCAH KY 28655-7865
            PADUCAH KY 28655-7865

    Date            Rep ID  Order No.      Ord Date      Ship Via      Terms                Inv No.
   07/14/99         GPD      47581471                                  C.O.D.               12670001

     Item/Description                         Quantities         Units                 Price             Amount
   100
   Electrical Package                Shipped     515.0000   PKG                    360.7275          185774.66
   150
   Plumbing Package                  Shipped      75.0000   PKG                    952.9065           71467.99

                Thank You for your order.

                Location Tax Breakdown
                Tax location not on file                .00
                          .00
                                                                              Subtotal :     530628.25
     Non-Taxable       Taxable       Sales Tax        Freight          Misc                * Invoice Total *
            .00      530628.25             .00            .00           .00                   530628.25

                                                                       Amount Paid :         530628.25

                                                                           Net Due :               .00


                        BUILDERS SUPPLY
                        1157 VALLEY PARK DR                                                   <<INVOICE REPRINT>>
                        SHAKOPEE MN 55379

            Run Totals:
            Taxable                4566265.66
            Non-Taxable               6394.64
            Tax                       1910.00
            Freight                       .00
            Misc                          .00
            Total Sales            4574570.30

            Prepaid Amount         2786220.68
            Total Credit Sales     1788349.62

            Invoices Printed:      1
```

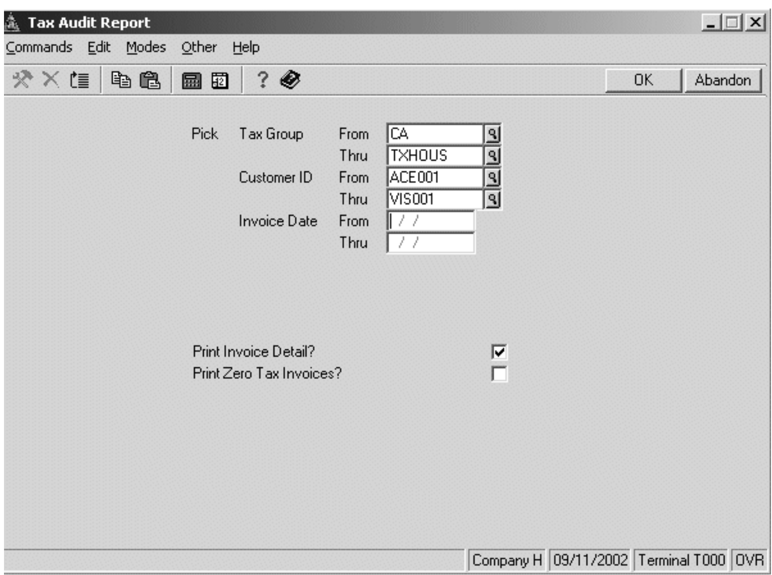
Tax Audit Report

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.

Select **Tax Audit Report** from the **History Reports** menu. The Tax Audit Report screen appears.



Inquiry

1. Enter the range of tax groups and customers you want to include in the report, or leave the boxes blank to include all.

2. Enter the range of invoice dates you want to include in the report, or leave the boxes blank to include all invoice dates.
3. If you want to print invoice detail, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
4. If you want to print zero-tax invoices, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
5. Select the output device.

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

   After you produce the report, the **History Reports** menu appears.

Tax Audit Report

12/05/2001 Builders Supply Page 1
1:56 PM Tax Audit Report

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								
11/15/2001	12670071	CASHPS	8598.20	343.93	.00	.00	.00	.00
12/15/2001	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 9

Sales Tax Report	9-3
Periodic Maintenance	9-7
Purge Customer Comments	9-13
Purge Selected Files	9-15

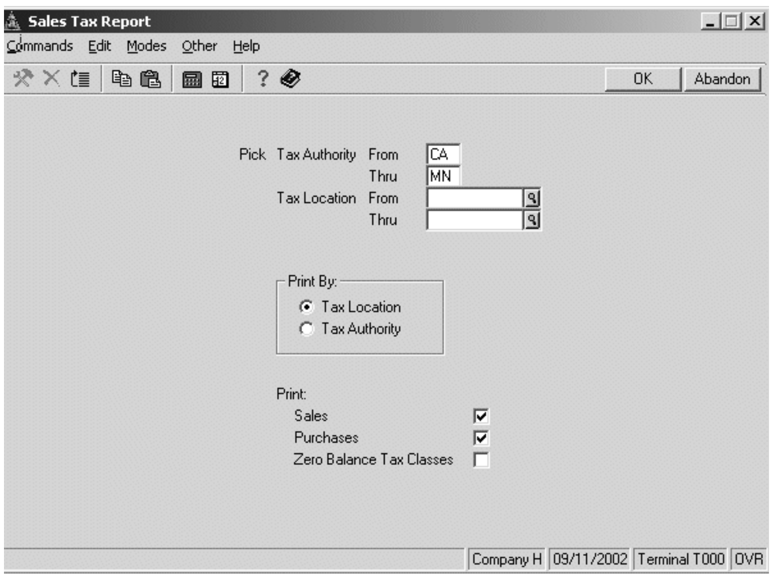
Introduction

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*).

Select **Sales Tax Report** from the **Periodic Processing** menu. The Sales Tax Report screen appears.



Inquiry

1. Enter the range of tax authorities and tax locations you want to include in the report, or leave the boxes blank to include all.

2. Select the order in which you want to print the report.

3. If you want to print sales, purchases, and zero balance tax classes, select the appropriate check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. 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

```
12/31/2000                                       Builders Supply                                  Page    1
2:50 PM                                          Sales Tax Report
                                                 By Tax Location

                                                       ------ General Ledger Accounts ------- --- Tax on ---
Tax Loc Name                          Level Tax Auth. Tax ID      Tax Liabilty Tax Expense  Refundable   Frt. Misc.
-------------------------------------------------------------------------------------------------------------------
CAR     California - Resale             1       CA     45-983458923     2038                                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
                       .000 Purchases        118644.12          642.00       7118.65        7118.65            .00         .00
 01 Resale Sales       .000 Sales                  .00             .00           .00            .00            .00
                       .000 Purchases              .00             .00           .00            .00            .00         .00
 02 Exempt Sales       .000 Sales                  .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
                       .000 Purchases           687.10             .00         41.22          41.23           .01-         .00
 04 Interstate Comm   8.000 Sales                  .00             .00           .00            .00            .00
                       .000 Purchases              .00             .00           .00            .00            .00         .00
 05 Motor Vehicles     .000 Sales                  .00             .00           .00            .00            .00
                       .000 Purchases              .00             .00           .00            .00            .00         .00
 06 Food Products      .000 Sales                  .00             .00           .00            .00            .00
                       .000 Purchases              .00             .00           .00            .00            .00         .00
 07 Clothing           .000 Sales                  .00             .00           .00            .00            .00
                       .000 Purchases              .00             .00           .00            .00            .00         .00
 08 Gasoline           .000 Sales                  .00             .00           .00            .00            .00
                       .000 Purchases              .00             .00           .00            .00            .00         .00
 09 Services           .000 Sales                  .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-
                            Purchases        119331.22          642.00       7159.87        7159.88           .01-         .00

 09 Services           .000 Sales                  .00             .00           .00            .00            .00
                       .000 Purchases              .00             .00           .00            .00            .00         .00
                                       ----------------------------------------------------------------------------
TOTAL FOR LOCATION TXT      Sales                  .00             .00           .00            .00            .00
                            Purchases              .00             .00           .00            .00            .00         .00

                                               Taxable      Nontaxable           Tax     Calculated     Over/Short  Refundable
                                       ============================================================================
                GRAND TOTAL Sales             70181.49      6865529.51       3396.56        7159.88       3763.32-
                            Purchases        119331.22          642.00       7159.87        7159.88           .01-         .00
```

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 for which you are doing maintenance)

You should do periodic maintenance at the end of each period. If you do not, transactions are posted to incorrect periods, and the amounts in the aging buckets in the **ARCUxxx** file for balance forward customers are wrong.

When you perform period-end maintenance, the system performs several tasks:

- 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 interfaces 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 perform quarter-end maintenance, the system performs these tasks:

- Performs all the period-end tasks
- 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. Therefore, you must perform only quarter-end maintenance at the quarter's end.

When you perform year-end maintenance, the system performs these tasks:

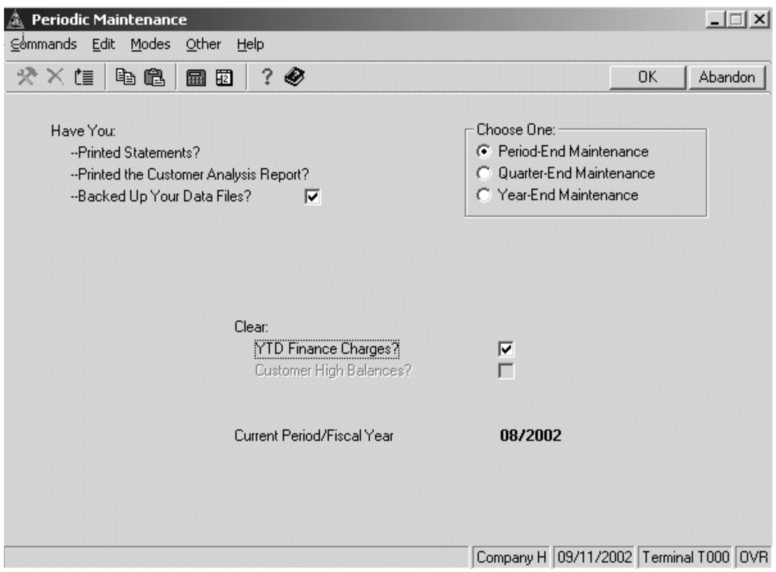
- Performs all the period- and quarter-end tasks
- Updates the last-year accumulators and clears the year-to-date accumulators in the **ARPYxxx** file and the **ARCUxxx** file
- Clears the year-to-date gross sales amounts in the **ARSRxxx** file
- Clears the high balance in the **ARCUxxx** file if you 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. Therefore, you must perform only year-end maintenance 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 this function while someone else is using the **ARCUxxx**, **ARSRxxx**, **ARINxxx**, **ARRHxxx**, or **ARRExxx** files, the files are not updated.

Select **Periodic Maintenance** from the **Periodic Processing** menu. The Periodic Processing screen appears.



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 statements, the Customer Analysis Report, 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*), clear the check box (or enter **N** in text mode), return to the **Periodic Processing** menu and do these tasks before proceeding. When you have done these things, select the box (or enter **Y** in text mode).

2. Select the type of periodic maintenance you want to perform.

3. If you want to clear the year-to-date finance charges in the **ARCUxxx** file, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want to clear the high balances in the **ARCUxxx** file, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   You can clear customer high balances only during year-end maintenance.

5. To begin processing, use the **Proceed** (**OK**) 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

```
12/31/2000                                      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 12

End of Report
```

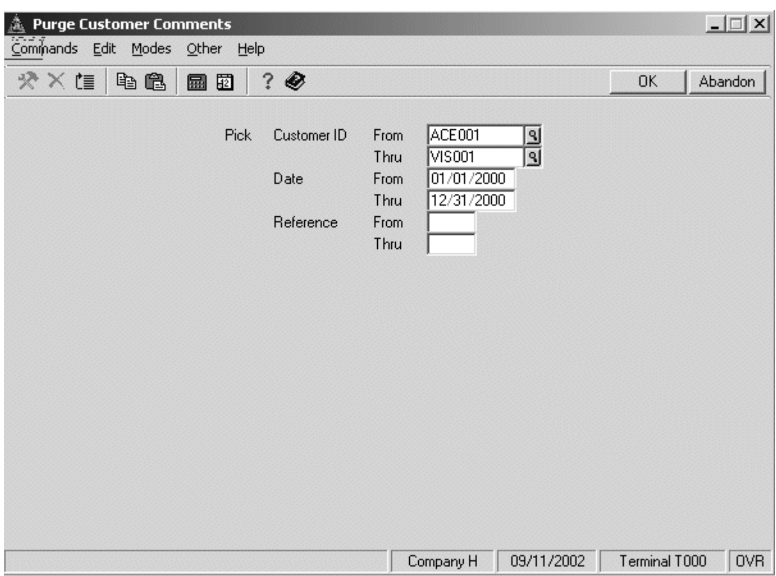
Purge Customer Comments

Use the **Purge Customer Comments** function to delete comments about a customer whose comments you no longer need.

Note

Before you purge customer comments, produce the **Customer Comments List** (see page 12-11) and make sure that the comments you intend to delete are not needed later. Then file the list so that you have a record of the comments.

Select **Purge Customer Comments** from the **Periodic Processing** menu. The Purge Customer Comments screen appears.



Inquiry

1. Enter the range of customers whose comments you want to purge, or leave the boxes blank to include all customers.

2. Enter the range of dates that the comments you want to purge were recorded, or leave the boxes blank to include all dates.

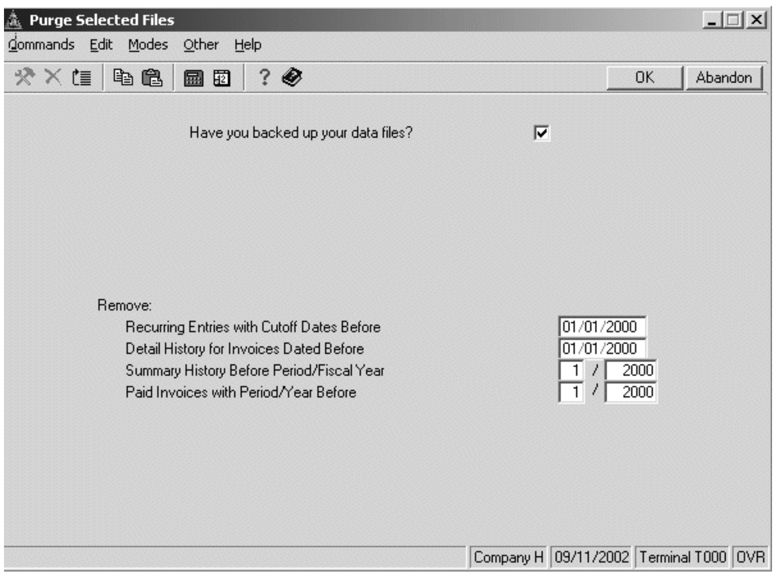
3. Enter the range of references whose comments you want to purge, or leave the boxes blank to include all references.

   When you are finished making your selections, use the **Proceed** (**OK**) 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.

Select **Purge Selected Files** from the **Periodic Processing** menu. The Purge Selected Files screen appears.



1. If you have backed up your data files, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, exit to the **Periodic Processing** menu and do so before continuing.

2. Enter the date of the recurring entries you want to purge. Recurring entries dated before the date you enter are 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 are purged.

4. Enter the period and year of the summary history you want to purge. Summary history before the period and year you enter are purged.

5. Enter the date of the paid invoices you want to purge. Paid invoices dated before the date you enter are purged.

   To purge the files and return to the **Periodic Processing** menu, use the **Proceed** (**OK**) command.

File Maintenance 10

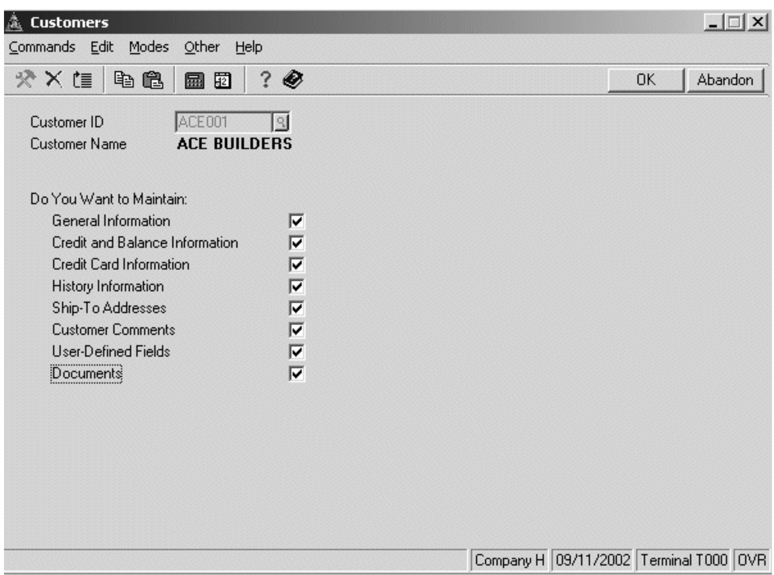
Customers	10-3
Ship-to Addresses	10-31
Sales Reps	10-33
Recurring Entries	10-37
Tables	10-49
Build Open Invoice File	10-61
Change Fields	10-65

Customers

Use the **Customers** function to set up and maintain customer records. You can set up a customer as an open-invoice or as 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 the **Build Open Invoice File** function (see page 10-61) for information about how to enter initial balances.

Select **Customers** from the **File Maintenance** menu. The selection screen appears.

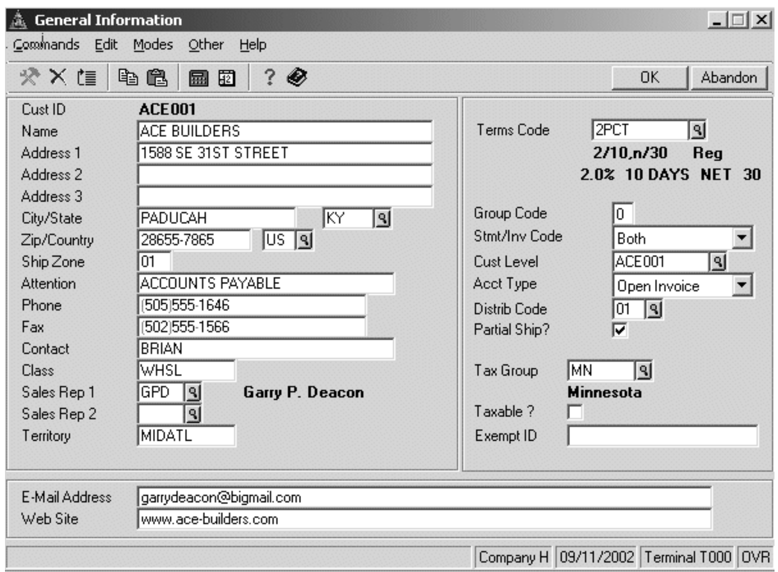


	Field	Description
Inquiry	**Customer ID**	Enter the ID of the customer with which you want to work. To delete the customer record, use the **Delete** (**F3**) command. Before you delete a customer record, perform Periodic Maintenance (see page 9-7) and make sure that the customer does not have a balance or open invoices in the **ARINxxx** (Open Invoices) file. When you delete a customer record, the customer's comments are not automatically deleted. You must use the **Purge Customer Comments** function (see page 9-13) to delete the comments.
Inquiry	**Copy From?**	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.

Field	Description
Do You Want to Add/ Change	The **Customers** function has these subscreens: • General Information • Credit and Balance Information • Credit Card Information • History Information • Ship-To Addresses • Customer Comments • User-Defined Fields • Documents If you want to enter or change information on a subscreen, select the check box (or enter **Y** in text mode) and turn to the appropriate screen below; if not, clear the box (or enter **N** in text mode). When you add customers, you must enter general information.

General Information

If you elected to add or change general customer information, this screen appears:

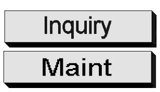


Field	Description
Cust ID	The customer ID from the header screen appears.
Name	Enter the customer’s name.
Address 1/Address 2/ Address 3	Enter the customer’s address.
City	Enter the customer’s city.
State	Enter the customer’s state or province.
Zip	Enter the customer’s zip or postal code (a five-digit zip code or a nine-digit zip code with the hyphen).

Inquiry

	Field	Description
Inquiry	**Country**	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	Enter the customer’s ship zone. This field is for reference only.
	Attention	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 and fax numbers using the mask that appears in the field. The phone mask used is determined by the customer’s country code.
	Contact	Enter the name of the person you usually contact about billing questions or invoice payments.
	Class	Enter the class the customer belongs to, or press **Enter** to skip this field.
Inquiry Maint	**Sales Rep 1**	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.
Inquiry Maint	**Sales Rep 2**	Enter the ID of any other sales rep who usually shares in sales to the customer, or press **Enter** to skip this field. If you enter an existing ID, the name of the sales rep appears.
	Territory	Enter the territory the customer is in, or press **Enter** to skip this field.
Inquiry Maint	**Terms Code**	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 temporarily appears. After you enter the terms code, the terms percentage, days, and net due days appear.
	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.
	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 may want to produce statements to keep a proper audit trail.
Inquiry	**Cust Level**	Enter the level assigned to the customer, or press **Enter** to skip this field. (If Accounts Receivable interfaces with Inventory, the **Inquiry** command is available.)
	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**.
Inquiry Maint	**Distrib Code**	Distribution codes describe how payment information is to be distributed in accounts in General Ledger.

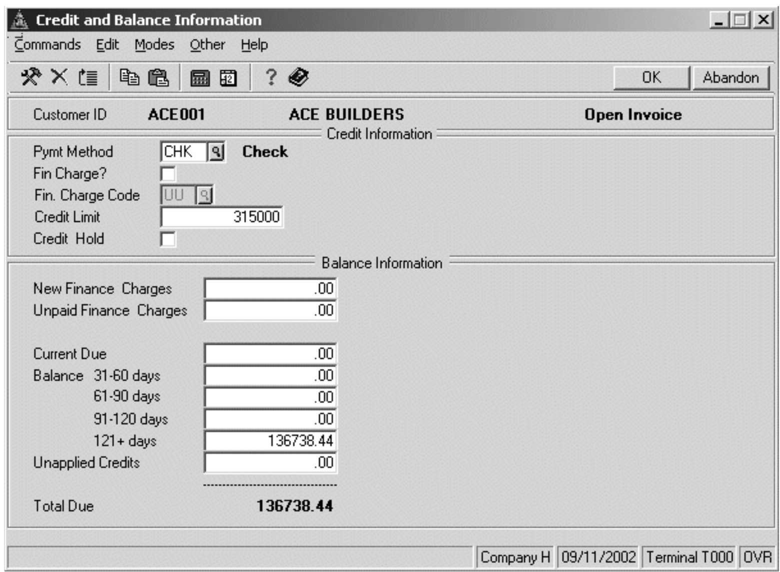


Field	Description
	Enter the GL distribution code for the customer. If you use the **Maintenance** (**F6**) command, the **Distribution Accounts** function temporarily appears. After you enter the distribution code, the account information appears.
Partial Ship?	If the customer accepts partial shipments, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If the customer does not accept partial shipments and you ship an order for the customer, a message warns you if you try to back order items.
Tax Group	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 temporarily appears (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, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Exempt ID	If the customer is non-taxable, you should enter the customer's tax exemption ID for your tax records.
E-Mail Address	Enter the electronic mail address of your main contact at the customer's office, if available.
Web Site	Enter the Internet address of the customer's web site for reference purposes.

When you save the entries using the **Proceed** (**OK**) command, the next screen you selected appears. If you did not select another screen, the Customers selection screen appears.

Credit and Balance Information

If you elected to add or change the customer's credit information or balances, this screen appears:



The Credit and Balance Information screen stores basic credit information and summary amounts for each customer. This balance 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 item customer. As a result, you can enter the initial balances here and have the system 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 Credit and 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
Inquiry Maint	**Pymt Method**	Enter the customer's usual method of payment. If you use the **Maintenance** (**F6**) command, the **Payment Methods** function temporarily appears. After you enter the payment method code, the pay type and description appears.
	Fin Charge?	If you want to be able to apply a finance charge to the customer, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If this customer is not eligible for finance charges, and you use the **Calculate Finance Charges** function, **Finance Code = 0** appears after the customer's information on the log.
Inquiry Maint	**Fin Charge Code**	If you elected to assess finance charges on past due balances for this customer, enter the finance charge code associated with the proper terms, percentage and minimums for the finance charge calculation. If you use the **Maintenance** (**F6**) command, the **Finance Charge Codes** function temporarily appears.

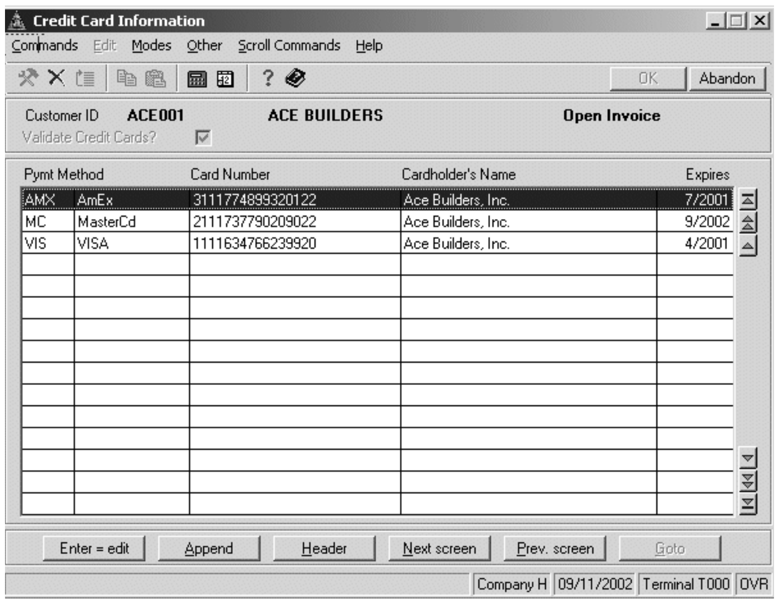
Field	Description
Credit Limit	Enter the customer's credit limit, accept the default value, or enter **0** if the customer has no credit limit. If the credit used on a transaction surpasses the customer's credit limit, a message states that the customer's credit limit has been reached.
Credit Hold?	If the customer is on credit hold, select the check box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you place the customer on hold 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.
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 default value. The value is updated when you use the **Periodic Maintenance** function, at which time new finance charges are added.
Current Due/Balance	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.

Field	Description
Unapplied Credits	If you owe the customer money for returned items, and the balances have not been applied to a specific invoice or aging bucket, enter the credit amount as a negative value here.
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 appears as the overall amount the customer owes you.

When you save the entries using the **Proceed** (**OK**) command, the next screen you selected appears. If you did not select another screen, the Customers selection screen appears.

Credit Card Information

If you elected to add or change the customer's credit cards, this screen appears:



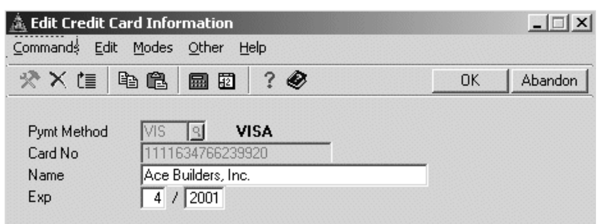
The Credit Card Information screen stores multiple credit card numbers, names and expiration dates for the cards commonly used by the customer for prepayments and paying invoices on account. You can elect to verify credit card numbers entered in the **Transactions** and **Cash Receipts** functions against this file, or you can use the information on this screen for reference only.

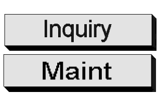
If you want to restrict credit card numbers entered during transaction and cash receipt entry to the card numbers in this list, select the **Validate Credit Cards?** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

If you elect to validate card numbers and you enter a new credit card number in the **Transactions** or **Cash Receipts** functions, an error message appears.

If you choose not validate card numbers, you may enter any card number, name, and expiration date information in the **Transactions** or **Cash Receipts** functions.

- To continue with the next customer maintenance screen you selected, press **N**. If you did not select another screen, the Customers selection screen appears.
- To return to the previous customer maintenance screen you selected, press **P**. If you did not select another screen, the Customers selection screen appears.
- To change your entry in the **Validate Credit Cards?** field, press **H**.
- To go to a specific credit card in the list, press **G**.
- To add a card, press **A**. To edit a card, press **Enter**. In either case a Credit Card Information window appears





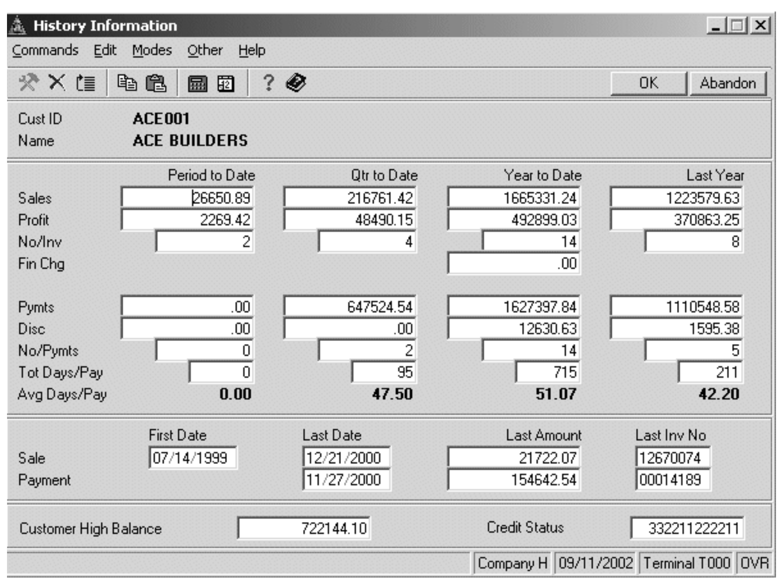
Field	Description
Payment Method	Enter the payment method code associated with the type of credit card you are adding for the customer. The description of the payment method appears.
Card No	Enter the credit card number as it appears on the card. Do not enter spaces between blocks of numbers.
Name	Enter the card holder’s name as it appears on the card.

Field	Description
Exp (Month and Year)	Enter the month and then the year that the credit card expires. If you attempt to enter a payment using the card on a date after the expiration month and year, a message appears to warn you that the card has expired.

When you save the entries, you are returned to the credit card information scroll region. When you save the entries using the **Proceed** (**OK**) command, the next screen you selected appears. If you did not select another screen, the Customers selection screen appears.

History Information

If you elected to add or change customer history, this screen appears:



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 is 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.

Field	Description
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.
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	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	Enter the total number of days the customer took to pay all invoices this period, this quarter, this year, and last year.

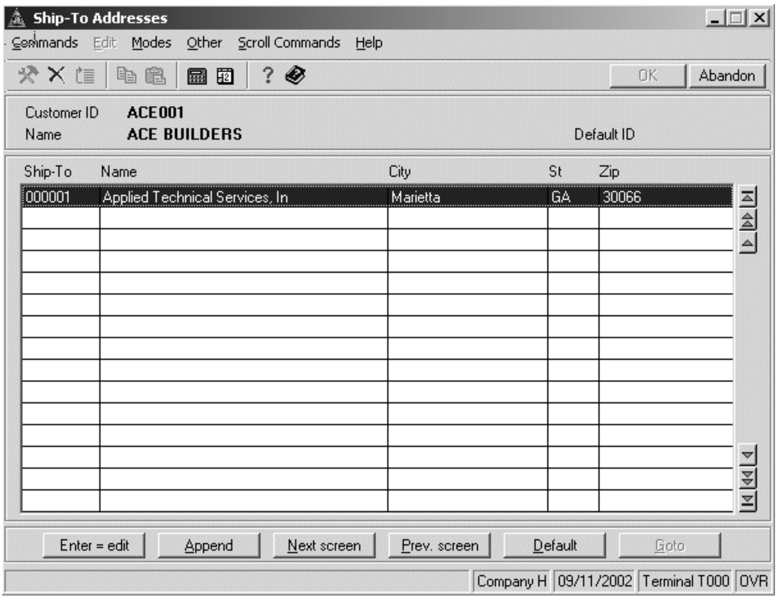
Field	Description
Avg Days/Pay Period to Date/ Qtr to Date/ Year to Date/ Last Year	Calculation of the average number of days the customer took to pay all invoices this period, this quarter, and this year is based on your entries in the **Tot Days Pay** and **No Pmts** fields.
First Sale Date	Enter the 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	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 appears.
Last Payment Date	Enter the date of the last payment the customer made. This field is updated when you post transactions.
Last Payment Amount	Enter the amount of the last payment the customer made. This field is updated when you post transactions.
Last Payment Number	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** appears.
Customer High Balance	Enter the highest outstanding balance the customer has had. This field is updated when you post invoices. You can clear the customer’s high balance when you do year-end maintenance.

Field	Description
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 appears: **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 using the **Proceed** (**OK**) command, the next screen you selected appears. If you did not select another screen, the Customers selection screen appears.

Ship-To Addresses

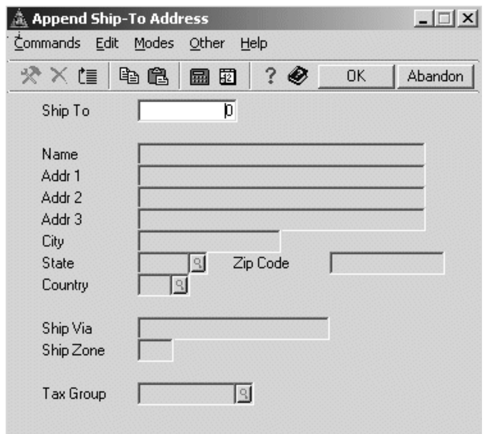
If you elected to add or change ship-to addresses, the Ship-To Addresses screen appears.



The Ship-To Addresses screen displays all addresses associated with a customer ID, so you do not have to look up each address separately.

- To set a particular address as the default Ship-To Address through Accounts Receivable, press **D**. At the confirmation message, use the **Proceed** (**OK**) command to accept the address as the default.
- To return to the previous customer maintenance screen you selected, press **P**. If you did not select another screen, the Customers selection screen appears.
- To continue with the next customer maintenance screen you selected, press **N**. If you did not select another screen, the Customers selection screen appears.

- To add an address, press **A**. To edit a card, press **Enter**. In either case a Ship-To Address dialog box appears.



Field	Description
Ship To	Enter the ID for the ship-to address.
Name/Address 1–3/ City/State/Zip Code/ Country	Enter the customer's name and address, city, state, zip or postal code, and country code, or accept the default information if you are editing an address. You can use the **Inquiry** (**F2**) command to look up and select states and country codes from the lists that appear.
Ship Via	Enter the method you usually use to ship items to the customer—for example, the name of a shipping service.
Ship Zone	Enter the customer's ship zone. This field is for reference only.

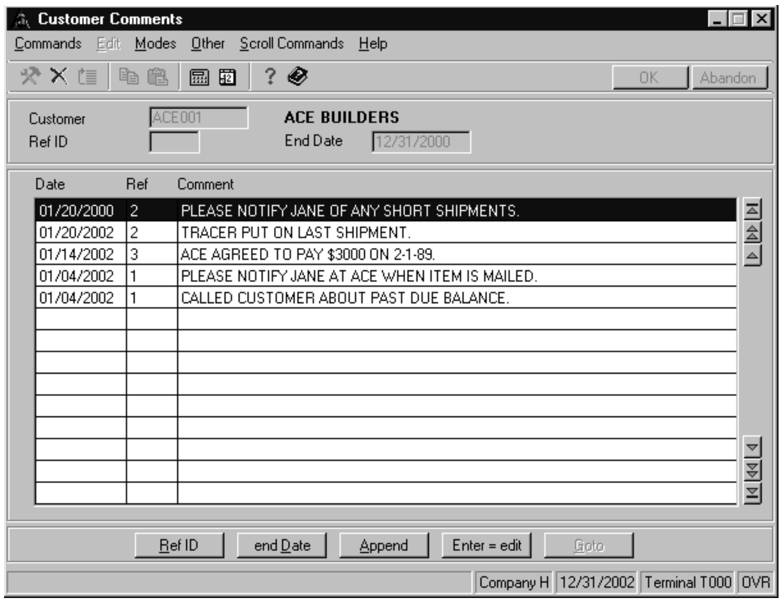
Inquiry

Field	Description
Inquiry **Tax Group**	Accept the default tax group, or enter the tax group that applies to sales shipped to this address. When you enter a tax group, the description appears. If you enter a different tax group, it overrides the tax group you set up for the customer in the **Customers** function.

When you save the entries using the **Proceed** (**OK**) command, the next screen you selected appears. If you did not select another screen, the Customers selection screen appears.

Customer Comments

If you elected to add or change customer comments, the Customer Comments screen appears.



To work with comments for only the default 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**.

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.

- To work with comments associated with a different reference ID, press **R**. Then enter the reference ID and end date.

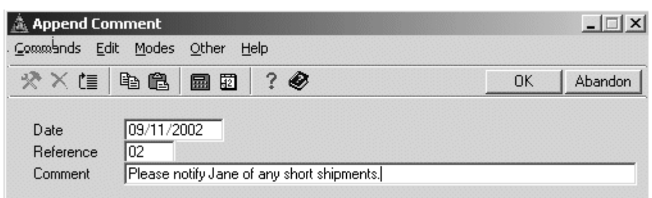
- To work with comments with a different end date, press **D** and enter the new end date.

- To return to the previous customer maintenance screen you selected, press **P**. If you did not select another screen, the Customers selection screen appears.

- To continue with the next customer maintenance screen you selected, press **N**. If you did not select another screen, the Customers selection screen appears.

- To go to a comment for a specific date, press **G** and enter the date.

- To add a comment, press **A**. To edit a comment, press **Enter**. In either case a comment entry window appears.

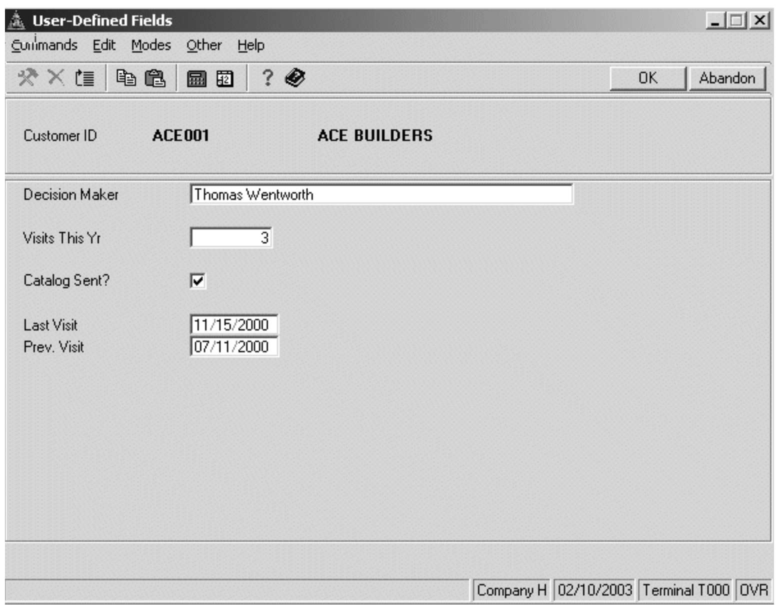


Field	Description
Date	If you have not added or edited any other comments, the system date appears; otherwise, the date of the last comment you worked with appears. Accept the default date, or enter a different date.
Reference	Enter the reference ID of the comment you want to add or edit.
Comment	Enter or edit the comment, and press **Enter** to save the comment record.

When you save the entries using the **Proceed** (**OK**) command, the next screen you selected appears. If you did not select another screen, the Customers selection screen appears.

User-Defined Fields

If you elected to add or change user-defined field information, the User-Defined Fields screen appears.

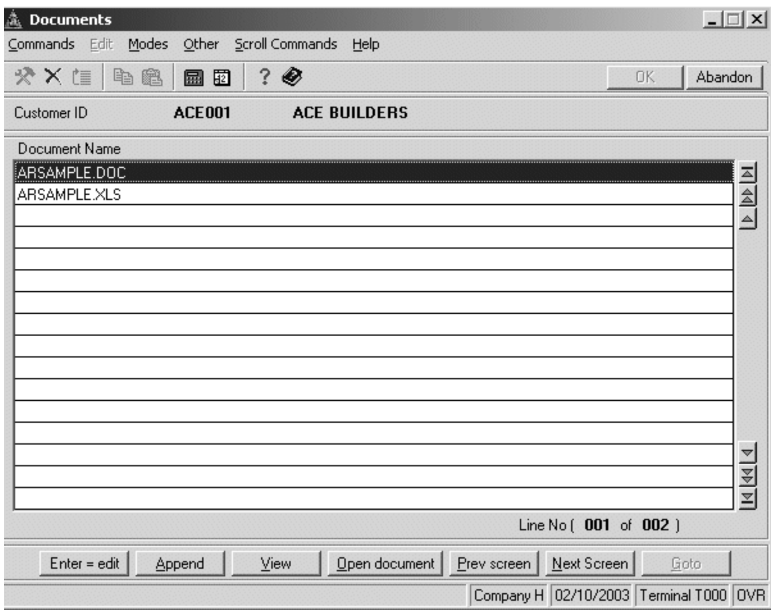


Enter the appropriate information for each user-defined field you set up using the Resource Manager **User-Defined Fields Setup** function. See the *Resource Manager User's Guide* for more information on setting up user-defined fields.

When you save the entries using the **Proceed** (**OK**) command, the next screen you selected appears. If you did not select another screen, the Customer selection screen appears.

Documents

If you elected to add or change documents attached to a customer record, the Documents screen appears. There are many types of documents you can attach to customer records, for example, contracts, sales notes, pricing documents, brochures, and so on.



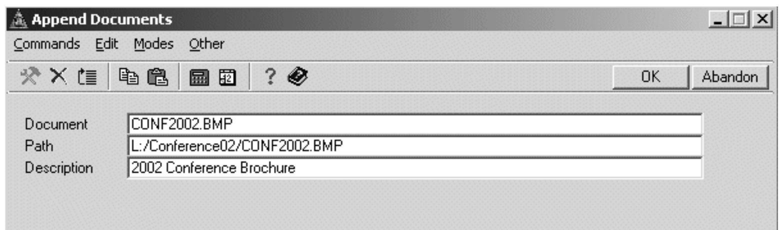
Note: You must set up file types in Resource Manager before you can attach documents. See the *Resource Manager User's Guide* for more information.

- Press **P** to view the previous screen in **File Maintenance**.
- Press **N** to view the next screen in **File Maintenance**.
- Press **G** to move directly to a different document. Then enter the document name or exit to the Documents screen. (This command appears only if you have more than one screen of attached documents.)

Attach a Document

To attach a document to a customer record, follow these steps:

1. Click **Append** or enter **A** to attach a document. The Append Documents dialog box appears.



2. Enter the document file name and extension, the full file path, and a description of the file you want to attach to the master file record.

3. Use the **Proceed (OK)** command to attach the file.

Edit Attached Document File Information

To edit file information about attached documents, select the document and then press **Enter**. Edit the file information in the Edit Documents dialog box, then use the **Proceed (OK)** command to save your changes.

To view the file information about attached documents, select the document and then select **View** (or press **V** in text mode). The View Documents dialog box appears. Press any key to exit.

To edit the document itself, select **Open document** (or press **O** in text mode) to launch the appropriate application and open the file.

Note: If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (****), change them to forward slashes (**/**) and vice versa.

Delete Attached Documents

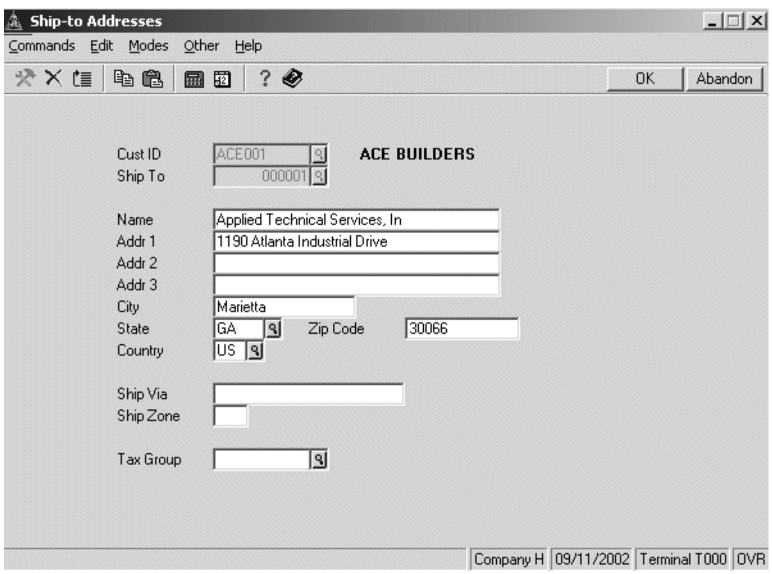
To remove a document attachment, select the attached document you want to delete and press **F3**. When the confirmation message appears, press **Y** to delete the attachment or **N** to return to the Documents screen. Keep in mind that this procedure only removes the attachment from the master file record; it does not delete the file from its storage location.

After you are finished working with the Documents screen, select **Next Screen (**or press **N** in text mode) to return to the Customers selection screen. Enter another customer ID, or use the **Exit** (**F7**) command again to return 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.

Select **Ship-to Addresses** from the **File Maintenance** menu. The Ship-to Addresses screen appears.



	Field	**Description**
Inquiry	**Cust ID**	Enter the ID of the customer you want to assign shipping addresses to. The customer's name appears.
Inquiry	**Ship To**	Enter the ID for the ship-to address.

	Field	Description
Inquiry	**Name/Address 1–3/ City/State/Zip Code/ Country**	Enter the customer's name and address, city, state, zip or postal code, and country code, or accept the default information. You can use the **Inquiry** (**F2**) command to look up and select states and country codes from the lists that appear.
	Ship Via	Enter the method you usually use to ship items to the customer—for example, the name of a shipping service.
	Ship Zone	Enter the customer's ship zone. This field is for reference only.
Inquiry Maint	**Tax Group**	Accept the default tax group, or enter the tax group that applies to sales shipped to this address. When you enter a tax group, the description appears. 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, enter information about a different shipping address, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

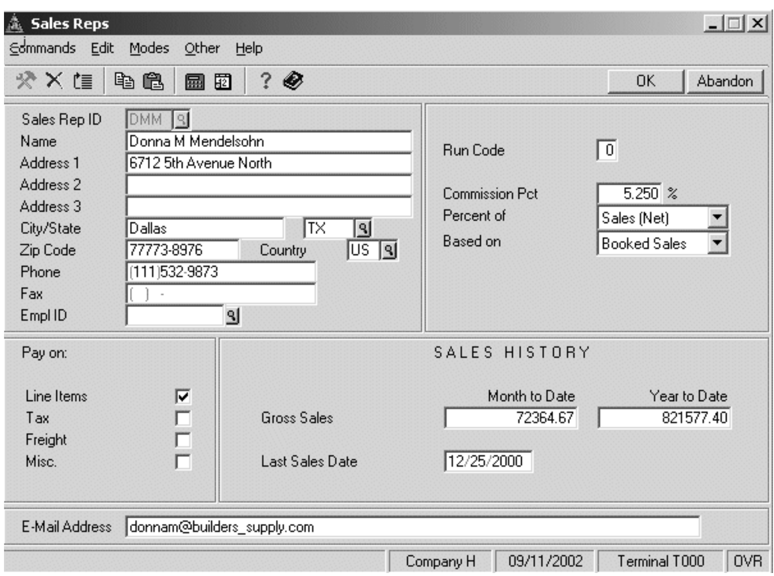
Sales Reps

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** (see page 12-5) to check for mistakes and to use as a reference when you enter accounts receivable transactions.

Select **Sales Reps** from the **File Maintenance** menu. The Sales Rep screen appears.



Inquiry

1. Enter the ID of the sales rep.

2. Enter personal information (name, address, phone numbers, and so on).

Inquiry

3. Enter an employee ID for the sales rep for your reference. You might want this reference to the Payroll system if the sales rep is an employee. However, even though Accounts Receivable does not interface with Payroll, you can use the **Inquiry** (**F2**) command to look up an employee ID if Payroll is installed for this company.

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 type of charge, select the check box (or enter **Y** in text mode) if the sales rep's commission is to be based on that type of charge, or clear the box (or enter **N** in text mode) 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.

11. Enter the sales rep's electronic mail address for reference purposes.

After you use the **Proceed** (**OK**) command to save the information that you entered about the sales rep, enter information about another sales rep, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

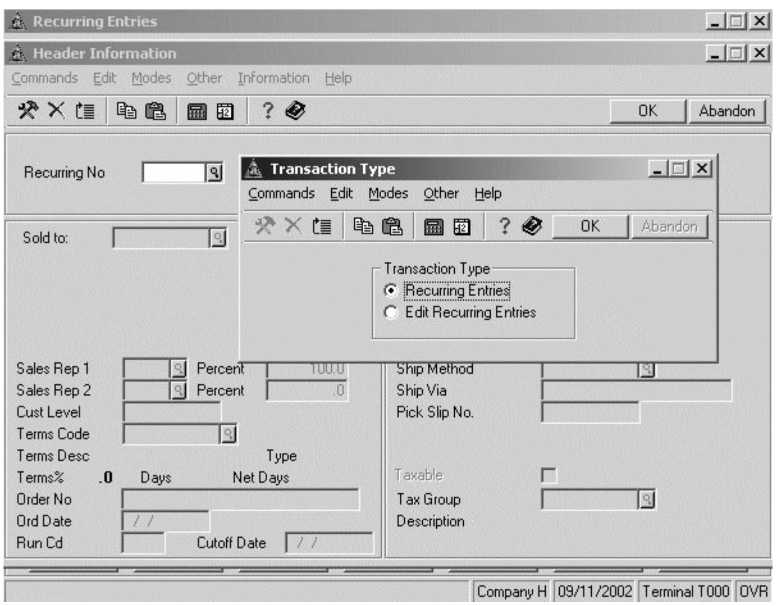
Recurring Entries

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 (see on page 5-33) 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.

Select **Recurring Entries** from the **File Maintenance** menu. A menu appears.

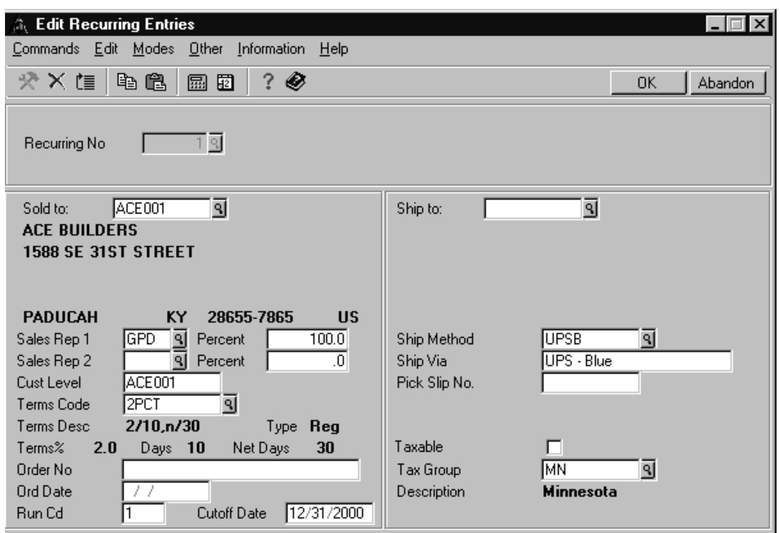


The Recurring Entries Transaction Type menu offers two choices: **Recurring Entries** and **Edit Recurring Entries**. The only difference between the two functions is the fact that when you use **Recurring Entries**, you create data; when you **Edit Recurring Entries**, you work with existing data.

Select the action you want to perform and use the **Proceed** (**OK**) command to continue.

Recurring Entries Header

After you make your selection from the Recurring Entries menu, the header screen appears.



	Field	Description
Inquiry	**Recurring No**	Enter a number that identifies the recurring entry.
Inquiry Maint	**Sold to**	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 Maint	**Sales Rep 1/Percent**	If you entered a customer ID in the **Sold to** field, the ID of the sales rep who usually sells to the customer appears. 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 Maint	**Sales Rep 2/Percent**	If you entered a customer ID in the **Sold to** field, a second sales rep ID who usually sells to the customer appears. Accept it, or enter a different ID. 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	Accept the default customer level, or enter a different customer level.
Inquiry Maint	**Terms Code**	The terms code describes the terms of the payment. Accept the default terms code, or enter a different code. If you use the **Maintenance** (**F6**) command, the **Terms** function temporarily appears. After you enter the terms code, the description for the code appears.
	Ord No	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.

Field	Description
Run Cd	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 on. Enter the run code to which the recurring entry belongs.
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.
Inquiry Maint **Ship to**	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 temporarily appears. 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.
Inquiry Maint **Ship Method**	Enter a notation for the shipping method. If you use the **Maintenance** (**F6**) command, the **Ship-to Addresses** function temporarily appears.
Ship Via	If you entered a shipping address code that is on file, the means by which the method is shipped appears. Accept it, or enter a different shipping method.

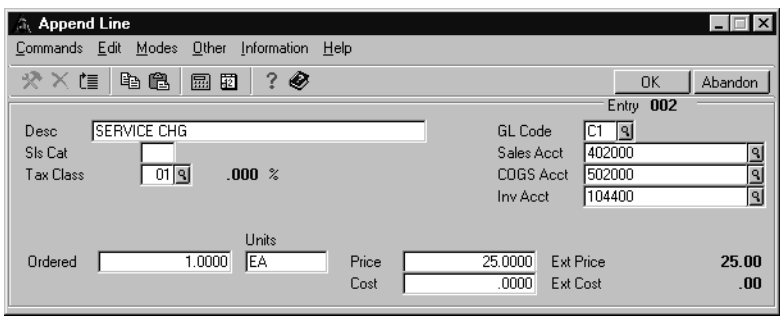
Field	Description
Pick Slip No	Enter the picking slip number for the entry.
Taxable	For each entry, select the check box (or enter **Y** in text mode) if the location is taxable, or clear the box (or enter **N** in text mode) if it is not.
Inquiry Maint **Tax Group**	Enter the tax group for the customer. If you use the **Maintenance** (**F6**) command, the **Tax Groups** function temporarily appears (see the *Resource Manager User's Manual*). After you enter the tax group, the description appears.
Description	The description of the tax group appears.

When you approve the header information, the line-item entry screen appears.

Append Line

The Append Line dialog box 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.



Field	Description
Desc	Enter a description of the recurring entry.
Additional text	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.

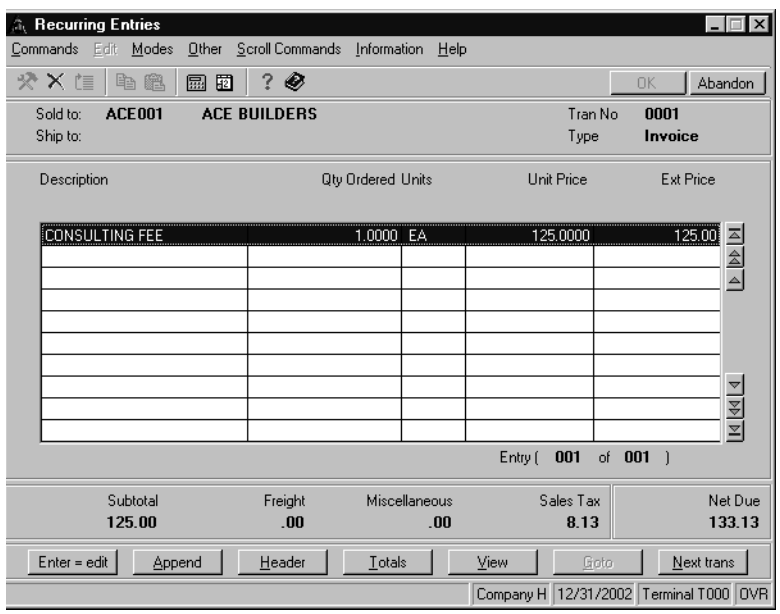
	Field	Description
		When you are finished entering text, press **Enter** at a blank line. The text is saved and you are returned to the line-item entry screen.
	Sls Cat	The sales category usually refers to an inventory item. Enter a category, or press **Enter** to skip this field.
Inquiry Maint	**Tax Class**	Accept the default value, or enter a different sales tax class. The effective tax rate for this class appears when you enter the price.
Inquiry Maint	**GL Code**	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 appears.
Inquiry	**Sales Acct/COGS Acct/ Inv Acct**	If you entered a GL code, the sales and COGS accounts appear. The inventory account appears from the **ARGLxxx** table. Accept each default account number. (The **Inquiry** command is available if Accounts Receivable interfaces with General Ledger.)
	Ordered	Enter the number of units that were sold.
	Units	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.

After you save the line-item entry information, 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** (**Cancel**) command to cancel the entry. To delete the entire recurring entry, use the **Delete** (**F3**) command on the header screen.

Recurring Entries Scroll Region

When you exit from the line-item entry screen, the Recurring Entries scroll region screen appears.



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 appear at the bottom of the screen.

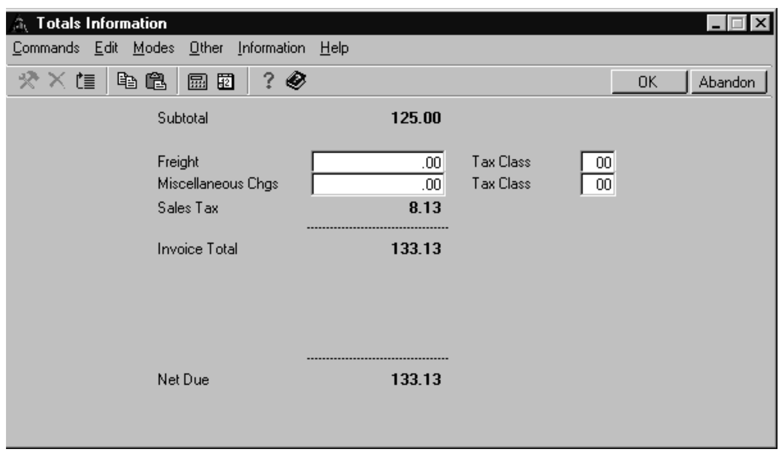
Enter one of these commands to perform the associated action.

Command	Action
Enter	To edit a line item, move the prompt to the line item and press **Enter**.
Append	Press A to append a line item to an entry. Then see “Append Line” on page 10-42.
Header	Press **H** to return to the header screen. When you return to the header screen, you do not lose the line-item and total entries because you already saved them.
Totals	Press **T** to enter or edit totals associated with the recurring entry. The Totals Information window appears (see below). The total amount of the entry (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) appear.
View	Press **V** to look at an expanded summary of the line item, move the prompt to the line item. 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.
Goto	Press **G** to go to a particular line item. Then enter the line number. (This command appears only if there is more than one screen of line items in the scroll region.)

Command	Action
Next trans	Press **N** to enter a different recurring entry. The Transaction Type menu appears. Enter a different recurring entry, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Totals Information

This window appears when you use the Totals command from the Recurring Entries scroll region:

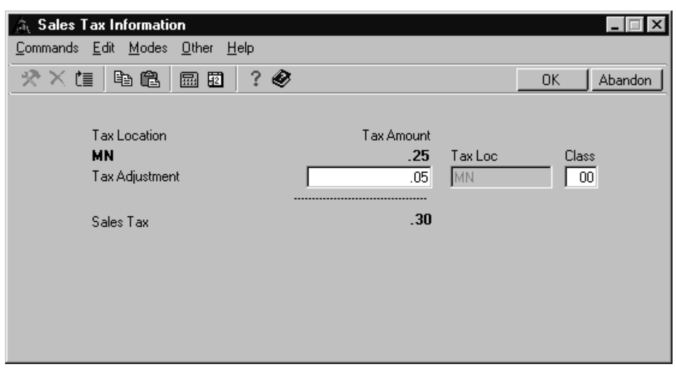


Field	Description
Subtotal	The subtotal of the line items appear.
Freight	Enter the shipping charges.
Tax Class	If you indicated that freight is taxable in the Resource Manager **Tax Groups** function, the freight's tax class appears. Accept the default tax class, or enter the tax class to which the shipping charges should be applied.

Inquiry
Maint

Field	Description
Miscellaneous Chgs	Enter the miscellaneous charges (for example, handling). Then enter the tax class to which the miscellaneous charges should be applied.
Tax Class	If you indicated that freight is taxable in the Resource Manager **Tax Groups** function, the freight's tax class appears. Accept the default tax class, or enter the tax class to which the shipping charges should be applied.
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



Field	Description
Tax Location	The tax location for the recurring entry appears.
Tax Amount	The tax amount for each location appears.
Tax Adjustment	Accept the default sales tax adjustment, or enter a different amount.

Inquiry
Maint

Field	Description
Tax Loc	Enter the tax location for the adjustment.
Class	Accept the default tax class, or enter a different tax class.

After you enter the tax class, the cursor returns to the Totals Information dialog box.

When you are done entering the information on the totals screen, use the **Proceed** (**OK**) command to save your entries and return to the Recurring Entries Scroll Region screen.

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
- FORMxxx
- QExxxx
- QH1xxxx
- QH2xxxx
- QIxxxx
- QMxxxx

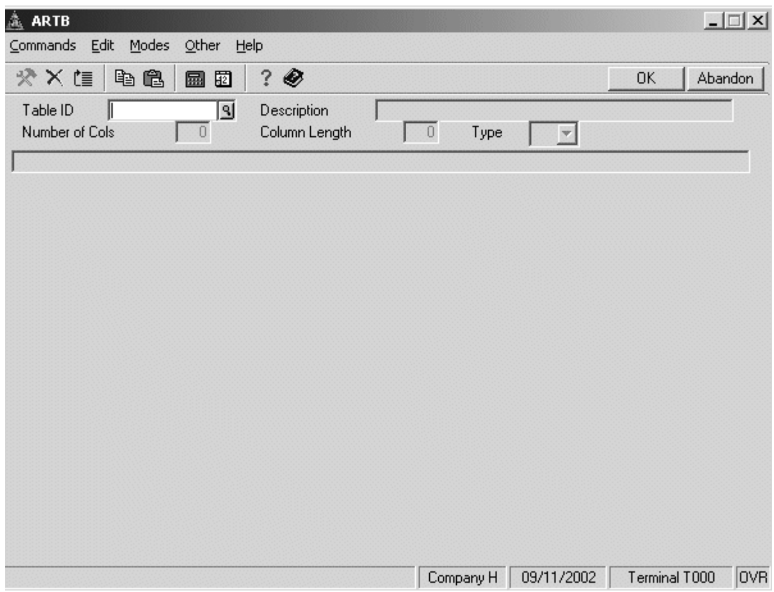
For more information about each of these tables, see their individual descriptions in this section.

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

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.



Inquiry

1. To add or change a table, enter the table ID. 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. To copy a company- or terminal-specific table, enter the table ID plus the company ID 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.

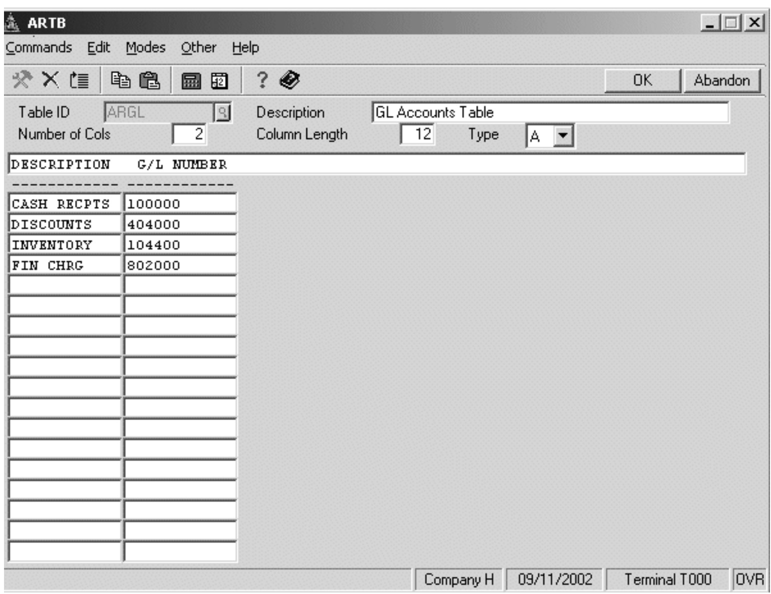
3. Accept the default table description, or enter a different description.

The number of columns, their length, and the type of data you can enter—alphanumeric (A), numeric with 2 decimals (N), numeric with 3 decimals (3), or numeric with 4 decimals (4)—appear.

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.



1. 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 does not interface with Bank Reconciliation and if the payment method record is missing. The inventory account is used for non-inventory items and when Accounts Receivable is not interfaced with Inventory.

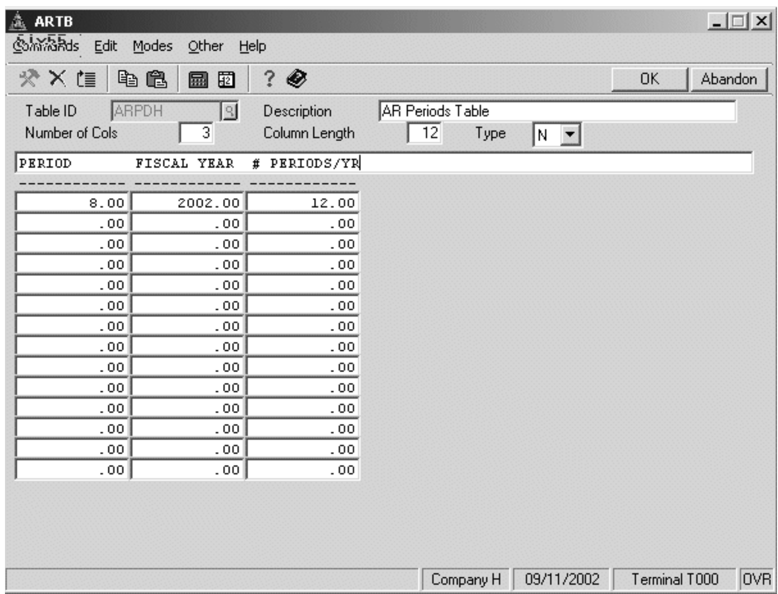
2. For each account description, accept the default general ledger account number, or enter a different account number

   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.



Enter the number of the current period in the **PERIOD** (1.00-13.00) box. The period increments when you do periodic maintenance.

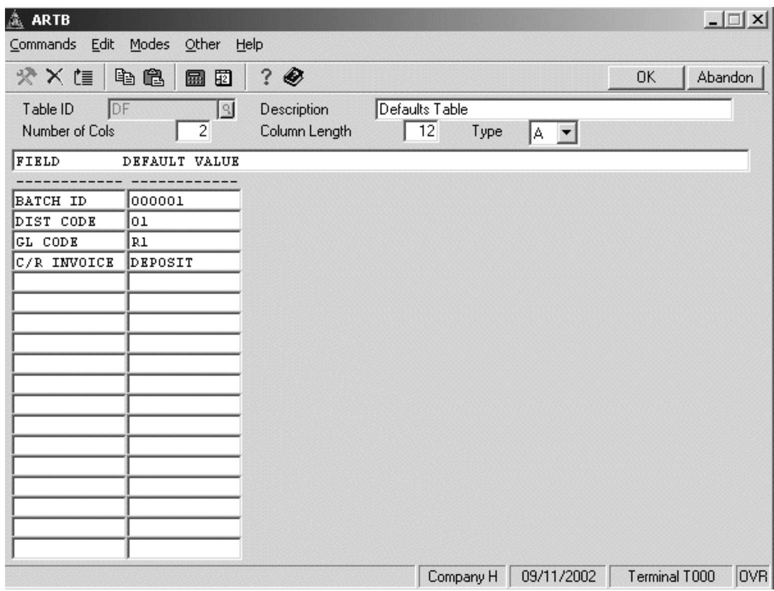
Enter the current fiscal year in the **FISCAL YEAR** box. The fiscal year increments when you do year-end maintenance.

Enter the number of accounting periods your company uses in a year (1.00-13.00) in the **# PERIODS/YR** box.

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.



The fields you can enter defaults for appear. Accept the default fields, or change them.

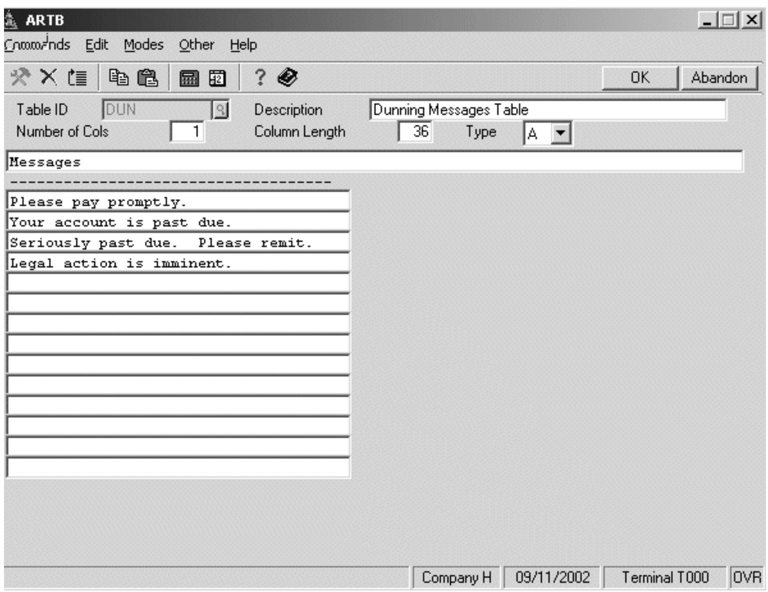
Do not delete lines or rearrange field names. The system looks for the defaults by their position in the table; it treats the number on the first line as the batch ID, the value on the second line as the distribution code, and so forth.

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.

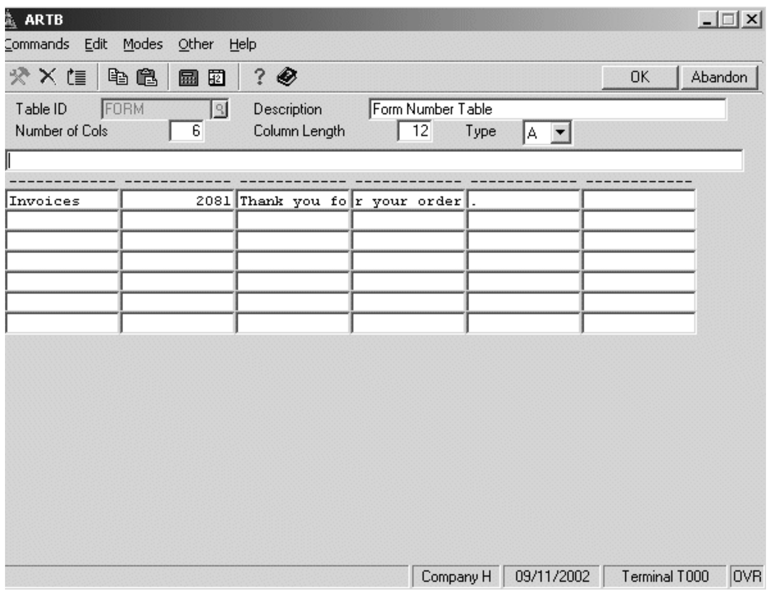


Enter the message for statements less than 30 days past due, from 31 to 60 days past due, from 61 to 90 days past due, and from 91 days or more past due, respectively. The system assigns the message on the first line to statements less than 30 days past due, the message on the second line to statements from 31 to 60 days past due, and so on.

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.



The number that appears before the message is the next invoice number that is printed when you print invoices.

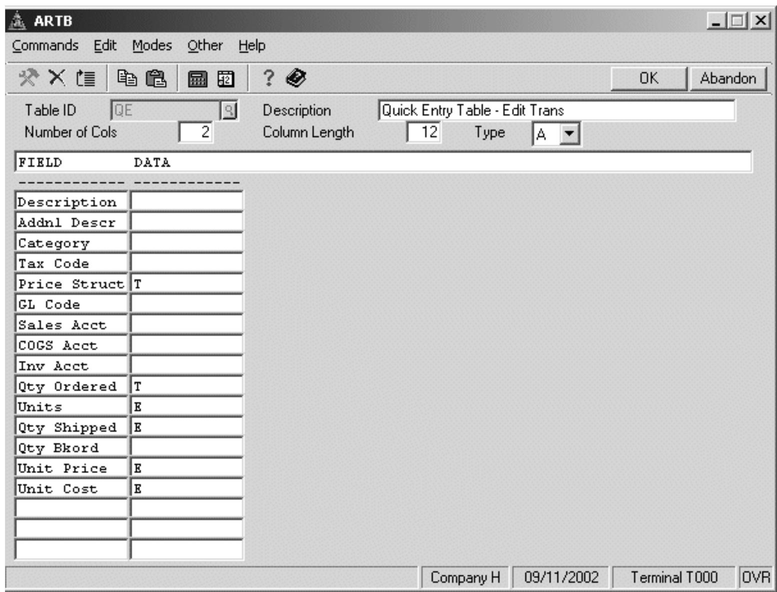
To change the default message, maintain the same spacing. If you want to change the message when you print invoices, enter the message in the **Print Invoices** function.

QExxxx, QHxxxx, QIxxxx, and QMxxxx Tables

The **QExxxx** table stores the quick-entry stops used by the **Transactions** function when you edit transactions and the **QHxxxx** tables when you enter header information. Two tables store this information: **QH1xxxx** stores quick-entry stops on the left half of the invoice header screen, and **QH2xxxx** stores quick-entry stops for the right half of the header screen.

The **QIxxxx** table stores quick-entry stops used by the **Transactions** function when you enter invoices and the **QMxxxx** table when you enter miscellaneous credits.

When you enter the table ID, the rest of the table appears. A **QExxxx** table is shown below:



The fields that appear on the line-item entry screen when you add or change transactions appear. Accept the default 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.

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 (see page 12-23) 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, select **NO** for the **Use Online Aging** option 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 (see on page 5-3) 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 this 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

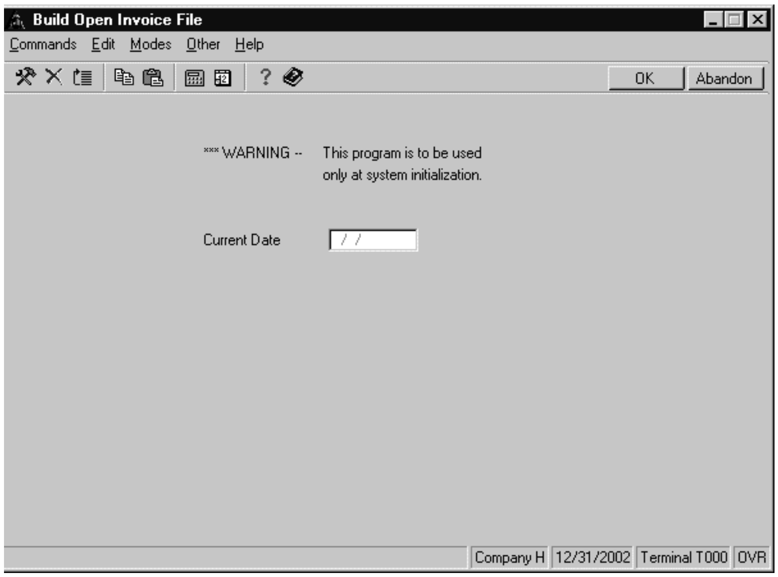
You must enter balances for the customers before you run the **Build Open Invoice File** function. You must run this function before you post invoices. You can run this function only once.

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.

Select **Build Open Invoice File** from the **File Maintenance** menu. The Build Open Invoice File screen appears.



1. Enter the current date from which invoices will be aged.

2. Use the **Proceed** (**OK**) command to build the **ARINxxx** file. When processing is complete, you are returned to the **File Maintenance** menu.

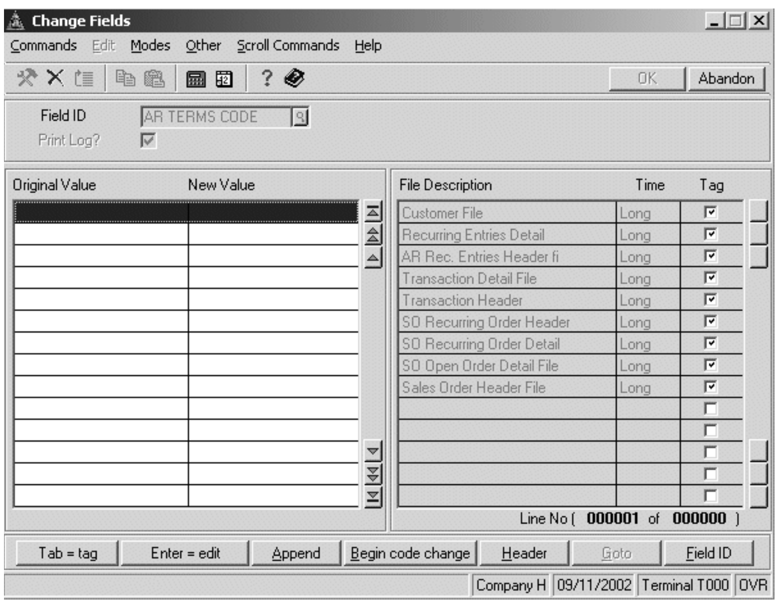
3. Print the **Aged Trial Balance** report (see on page 7-9) to make sure that the accounts are aged correctly. Then if you want information about individual invoices for some open invoice customers, use the **Invoices** option in the **Transactions** function (see on page 5-3) to enter the invoices manually.

4. When the **ARINxxx** file is correct, post the invoices.

Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code used from one value to another. The **Change Fields** function can change codes within this application, as well as in other applications. To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 10-68.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears:



The screen contains three sections. The top, or **Header**, section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change, and whether or not you want to produce the printed log.

The lower left, or **Values**, section is where you build a list of the values you want to change by specifying the old value and the new value.

The lower right, or **Files**, section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only Accounts Payable fields from the **Accounts Payable** menu. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.

2. Select the **Print Log?** check box to print a list of the files that are changed.

3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.

5. Enter the current field value you want to change in the **Original Value** box.

6. Enter the new value that you want to use for this field in the **New Value** box.

7. Select a command.

    - Press **Tab** to switch to the **File Description** section to specify which files change during processing.

    - Press **Enter** to edit the current line.

    - Press **A** to append another value to the list.

    - Press **B** to begin the change field process.

- Press **H** to return to the header section to change the selection you made for printing the log.
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.

10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.

11. Select a command.

    - Press **Tab** to switch to the **Values** section of the screen.
    - Press **Enter** to toggle a file as included or excluded from the copy process.
    - Press **A** to tag all of the files.
    - Press **N** to untag all of the files.

- Press **B** to begin the change field process.
- Press **H** to return to the header section to change the selection you made for printing the log.
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.

13. Enter a new **Field ID** to change, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Change Fields Log

```
12/31/2000                                                  Builders Supply                              Page    1
6:12 PM                                                     Change Code Log

File Name     Records Read  Records Converted  Original Total Record  New Total Records
--------------------------------------------------------------------------------------------------------------------

ARCUH                   2                  1                     13                 13
ARCCH                   1                  0                     17                 17
ARCRH                   0                  0                      0                  0
ARHIH                 568                166                    569                569
ARHSH                 124                123                    549                549
ARINH                   9                  8                     64                 64
ARPYH                   4                  0                      8                  8
ARREH                   3                  1                      3                  3
ARRHH                   3                  1                      3                  3
ARSAH                   1                  0                      6                  6
ARTDH                   0                  0                      0                  0
ARTHH                   0                  0                      0                  0
INAIH                   6                  4                    189                193
INHIH         Improper field length for Record Test; KNUM=0, Record=ENTRY
INHIH                 457                120                   1010               1010
INLHH         Improper field length for Record Test; KNUM=0, Record=ENTRY
INLHH                   0                  0                    406                406
INSHH         Improper field length for Record Test; KNUM=0, Record=ENTRY
INSHH                  27                  0                    573                573
JOBSH                  25                  0                     25                 25
JOHIH                   1                  0                    189                189
JOHIH                   0                  0                    189                189
SORHH                   6                  1                      6                  6
SORLH                  21                  4                     21                 21
SOTDH                  20                  1                     20                 20
SOTHH                   8                  1                      8                  8

Field ID        AR CUSTOMER ID
Original Value                  New Value
ACE001                          ABC001
```

Codes Maintenance 11

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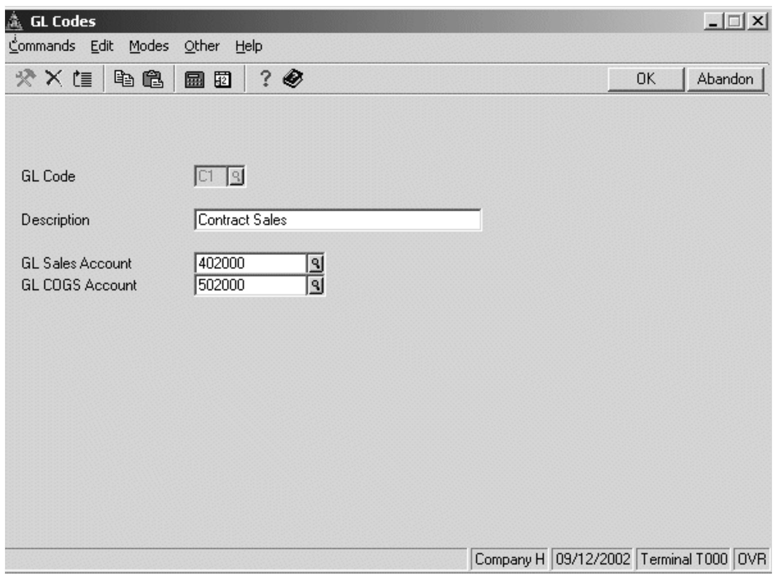
GL Codes

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.

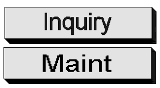
Select **GL Codes** from the **Codes Maintenance** menu. The GL Codes screen appears.



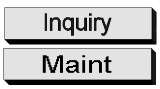
Inquiry

1. Enter the code for the sales/COGS account pair.

2. Accept the default 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.



3. Accept the default general ledger sales account, or enter a different account number. (The **Maintenance** and **Inquiry** commands are available if Accounts Receivable interfaces with General Ledger.) If Accounts Receivable interfaces with General Ledger, the account number is verified in the **GLMAxxx** (Master) file.



4. Accept the default general ledger cost-of-goods-sold account, or enter a different account number. If Accounts Receivable interfaces with General Ledger, the account number is verified in the **GLMAxxx** file.

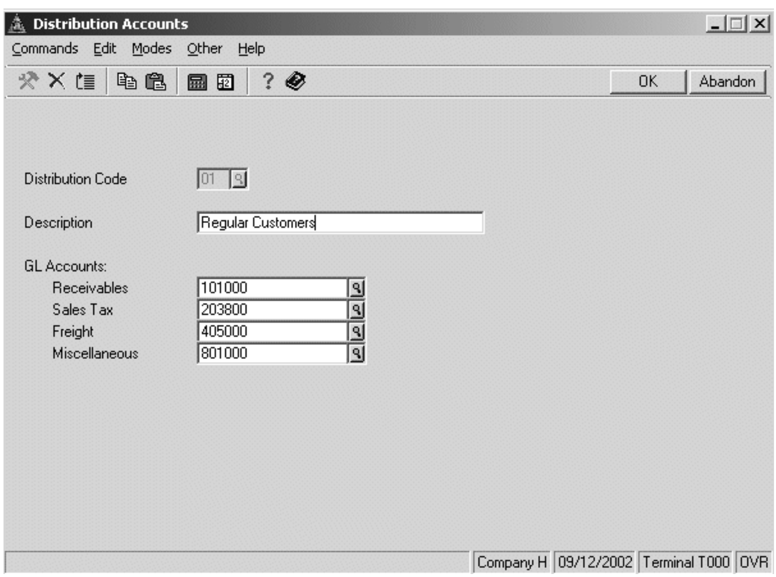
   After you save the sales/COGS account information, enter information for a different GL code, or exit to the **Codes Maintenance** menu.

Distribution Accounts

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

You assign distribution codes to customers when you set them up. When you post transactions that involve the customers, the GL journal information is posted from the **ARTDxxx** and **ARTHxxx** (Transaction) files to the accounts you specified in the associated distribution code.

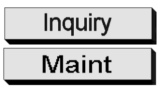
Select **Distribution Accounts** from the **Codes Maintenance** menu. The Distribution Accounts screen appears.



Inquiry

1. Enter the distribution code with which you want to work.

2. Accept the default 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.



3. Accept each default general ledger account number, or enter a different account number for receivables, sales tax, freight, and miscellaneous charges. (The Maintenance and Inquiry commands are available if Accounts Receivable interfaces with General Ledger.)

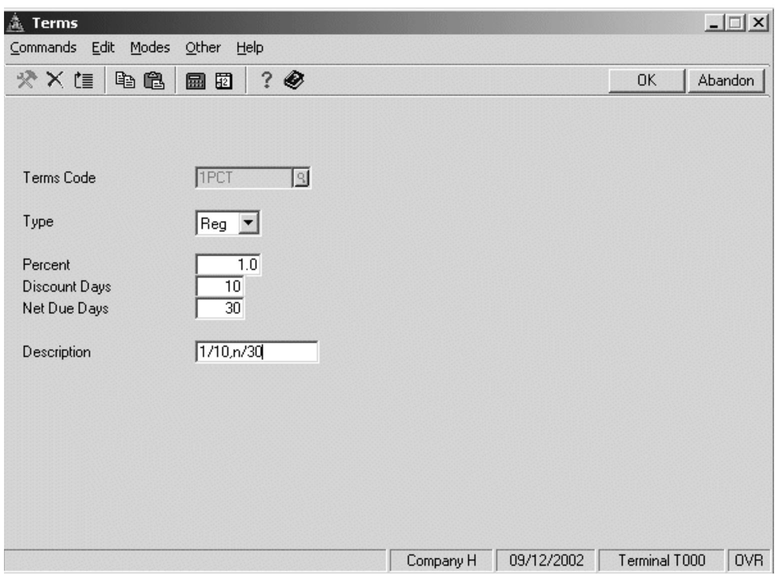
   After you save the distribution account information, enter information about a different distribution code, or exit to the **Codes Maintenance** menu.

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.

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

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



Inquiry

1. Enter the terms code with which you want to work.

2. 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**.

3. Enter the discount percentage used for the terms (up to 100.0%), or accept the default percentage.

4. Enter the number of days for which the discount is valid.

5. Enter the number of days the customer is given to pay the net due without a discount.

6. The description that appears is based on your entries in the previous fields and appears on the customer invoice and statement. Accept the default description, or enter a different description.

Note

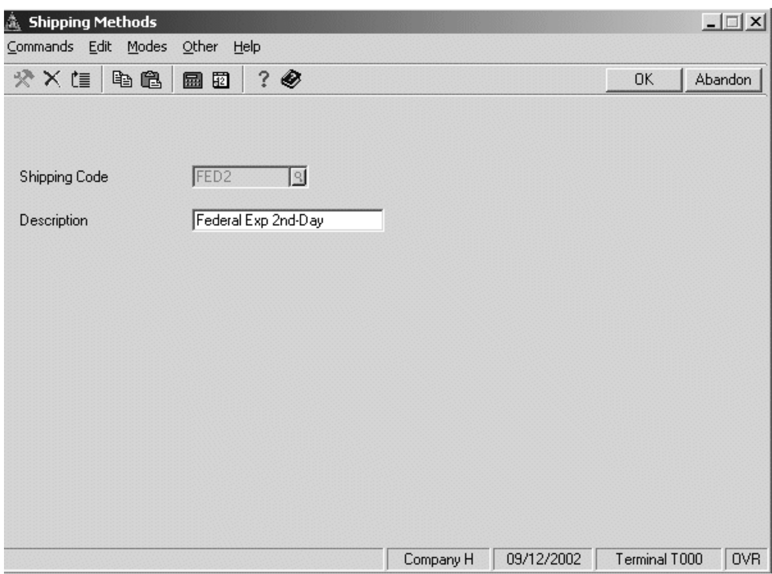
The terms code represents ongoing terms of payment. Leaving all fields zero means that you want cash on delivery (COD).

After you save the terms code information, 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.

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



Inquiry

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

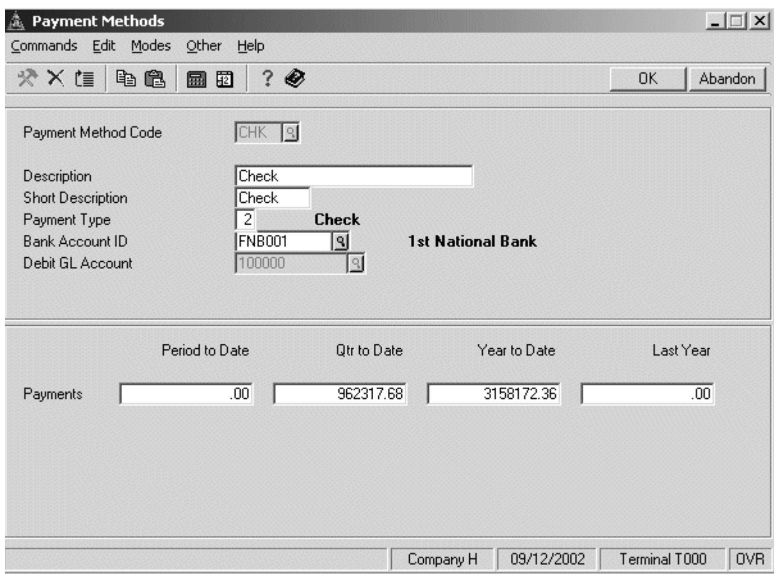
2. Enter the shipping code's description, or accept the default description. The description is used in the **Ship Via** field in transactions when you enter the shipping method code.

3. After you save the information, enter another shipping method 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 payments you honor for customers. For example, you can set up codes to designate personal checks, company checks, write-offs, cash, credit cards, and so on.

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



Inquiry

1. Enter the payment method code with which you want to work. To delete the payment method code, use the **Delete** (**F3**) command.

2. Accept the default description, or enter a description of the payment method. This description appears when you use the **Inquiry** (**F2**) command in a **Payment Method** field.

3. Accept the default 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.

4. Enter the type of payment to which the payment method belongs.

Inquiry

5. This field appears if the payment type is *cash* or *check*. Enter the bank account ID associated with the payment method.

Inquiry

6. This field appears if the payment type is *credit card*. Enter the credit card customer ID associated with the payment method.

   To track receivables from a credit card company as you would monies owed you by other customers, enter the credit card company as a customer in the **Customers** function (see page 10-3) and enter **C** in the **Group Code** field to identify it as a credit card company.

Inquiry
Maint

7. Enter the default general ledger account associated with the payment code. (The **Inquiry** and **Maintenance** commands are available if Accounts Receivable interfaces to General Ledger.

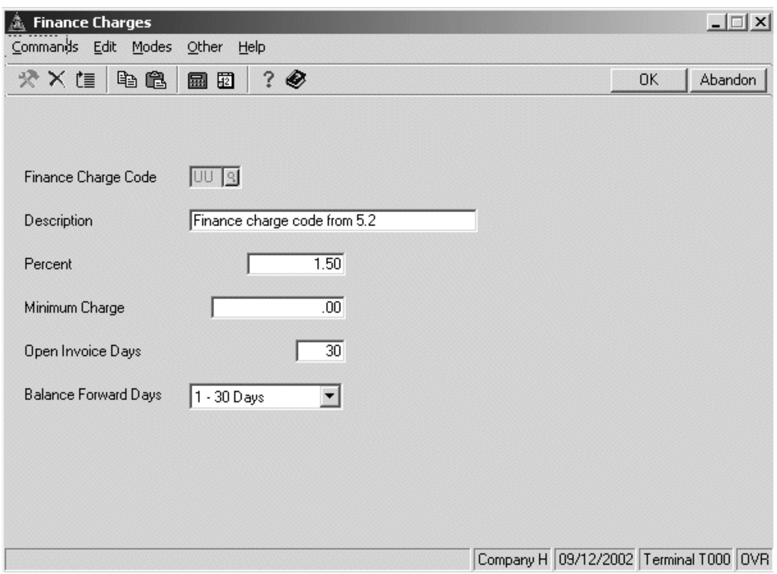
8. Enter the amount of the payments received using this payment method this period, this quarter, this year, and last year. When you post transactions, the **ARTDxxx** and **ARTHxxx** (Transaction) files update the ARPYxxx file.

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

Finance Charges

Use the **Finance Charges** function to set up different finance charge codes for specific customers. Assign the finance charge codes to the customer when you set up the customer's record. The codes are used to determine the finance charges when you run the Calculate Finance Charges function.

Select **Finance Charges** from the **Codes Maintenance** menu. The Finance Charges screen appears.



Inquiry

1. Enter the finance charge code with which you want to work.

2. Accept the default description, or enter a description of the finance charge code.

3. Enter the percentage. The finance charges are calculated by applying this percentage to the past-due balance for the customer.

4. Enter the minimum amount to be charged. If the calculated charge is less than the minimum you enter, the minimum amount is assessed.

5. For open invoice customers, enter in the number of days an invoice must be past due to accrue finance charges.

6. For balance forward customers, enter the aging period for which finance charges are calculated. You can choose any of these time periods:

   - 31 days and over
   - 61 days and over
   - 91 days and over
   - 121 days and over

Master File Lists 12

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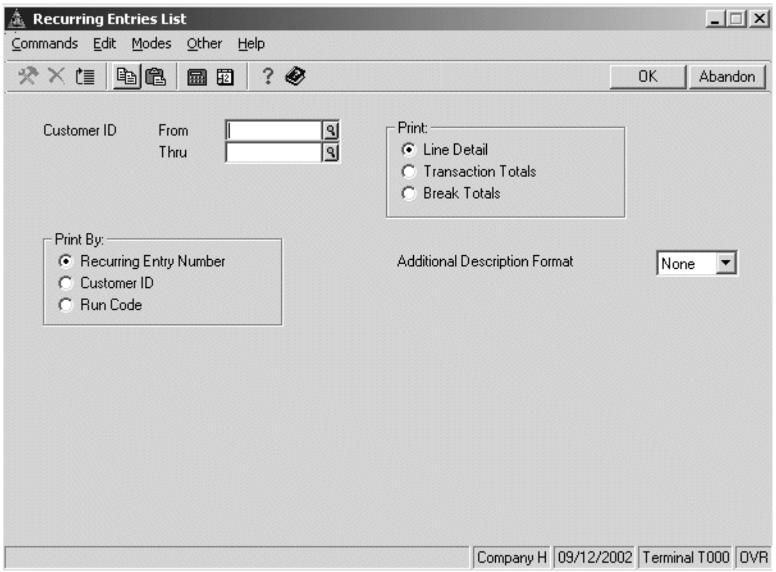
Master File Lists Screen

All Master Lists are printed in a similar manner. Use the instructions below to print a list from the **Master File Lists** menu, modifying them as necessary for the list you are printing. For example, if the pick screen for the list you want to print does not contain check box options, skip that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master Lists** menu. The selection screen for that list appears. The Recurring Entries List screen is shown below as an example.



Inquiry

2. Select the range of values to print on the list from the boxes.

   Leave these fields blank to select all values, or enter values into a combination of fields to select specific information to print on the list.

3. If the screen has check boxes that control what type of information prints, select or clear the boxes (or enter **Y** or **N** in text mode) to include or exclude that information type. For example, select whether or not you want to include user-defined fields, documents, sales rep addresses, and so on.

4. In the **Print** section of the screen, select the information you want included in the list, for example, GL codes, distribution codes, and so on.

5. In the **Print By** section of the screen, select how you want the list ordered, for example, by customer ID, zip code, or customer name.

6. Select whether or not you want the additional descriptions to print and in which format.

7. Select whether or not you want to suppress blank lines.

8. Select whether or not you want a page break after each table.

9. Select the output device. See “Output the Report” on page 1-74 for more information.

10. 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, select **No** (or enter **N** in text mode) and adjust them. When the labels are aligned, select **Yes** (or enter **Y** in text mode) to produce them. The attention line is on the first line of the mailing labels according to the U.S. Postal Service standard.

    After you produce the list, the **Master File Lists** menu appears.

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.

List Example

```
11/08/2002                                          OSAS v6.5                                         Page    1
2:22 PM                                           Sales Reps List

------------ Sales Rep ------------   Employee ID      Commission                         Sales MTD
ID   Name                             Phone Number     Rate           Pay On              Sales YTD  Last Sale Date
     Address                          Fax Number       Basis
-------------------------------------------------------------------------------------------------------------------

DMM  Donna M Mendelsohn                                      5.250   Line Items YES        72364.67      12/25/2000
     6712 5th Avenue North            (111)532-9873    Net Sales      Sales Tax  NO         821577.40
                                                       Booked Sales   Freight    NO
                                                                      Misc       NO
     Dallas          TX  77773-8976   US
     donnam@builders_supply.com

GPD  Garry P. Deacon                  DEA001                 5.000   Line Items YES        73650.89      12/21/2000
     819 Cross Street                 (999)563-7690    Net Sales      Sales Tax  NO        1912522.91
                                                       Booked Sales   Freight    NO
                                                                      Misc       NO
     Los Angeles     CA  99873-3412   US
     garryd@builders_supply.com

JAH  James A. Hovland                 HOV001                 5.500   Line Items YES        11267.90      12/10/2000
     1930 Cedarhurst Drive            (888)567-8324    Net Sales      Sales Tax  NO         696228.41
                                                       Booked Sales   Freight    NO
                                                                      Misc       NO
     Kansas City     MO  56663-2341   US
     jamesh@builders_supply.com

PRT  Patrick R Thomassen              TH001                  5.250   Line Items YES        16695.78      12/19/2000
     1674 West 77th Street            (100)873-8954    Net Sales      Sales Tax  NO         323809.71
     Apt 1203                                          Booked Sales   Freight    NO
                                                                      Misc       NO
     New YORK        NY  10027-4359   US
     patrickt@builders_supply.com

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, sales and payment history, and user-defined fields and documents associated with each customer.

List Example

```
11/08/2002                                              OSAS v6.5                                    Page     1
2:26 PM                                            Customer Detail List
                                                      By Customer ID

ACE001                                                     Partial Ship?      YES
                                                           Territory:         MIDATL   Class: WHSL
ACE BUILDERS                                               Contact:           BRIAN
1588 SE 31ST STREET                                        Sales Rep 1:       GPD Garry P. Deacon
                                                           Sales Rep 2:
                                                           Group Code:        0
PADUCAH         KY 28655-7865   US                         Statement Code:    Both
ATTN: ACCOUNTS PAYABLE                                     Account Type:      Open Invoice
                                                           Dist Code:         01
Ship Zone:  01                                             Cust Level:        ACE001
Ship-To:                                                   Finance Chg?       NO
Phone:      (505)555-1646                                  Fin. Charge Code:  UU
Fax:        (502)555-1566                                  Terms Code:        2PCT    Reg
                                                                                2.0%  10 DAYS, NET  30

New Finance Charge:               .00                      Taxable?           NO
Unpaid Finance Charge:            .00                      Tax Group:         MN     Minnesota
                                                           Exempt ID:
Current Due:                      .00
Balance 31-60:                    .00                      Credit Limit:             315000
        61-90:                    .00                      Credit Hold:       NO
        91-120:                   .00
        121+ :              136738.44                      Payment Method:    CHK
Unapplied Credits:                .00                      Card Number:       N
Total Due:                  136738.44                      Cardholder:

                                                           Credit Status:     3-3-2-2-1-1-2-2-2-2-1-1
                                                           Verify Credit Cards?   NO
E-Mail Address:     garrydeacon@bigmail.com
Web Site:           www.ace-builders.com

                   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

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                   07/14/1999   12/21/2000      21722.07     12670074
Payment                             11/27/2000     154642.54     00014189

YTD Finance Charge            .00           High Balance        722144.10
```

Customer Labels

Customer labels are a helpful reference to the customers you have on file. Use the **Customer Labels** function to print 1-by-3½-inch mailing labels for customer invoices and statements.

Labels Example

```
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 BOULEVARD
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.

List Example

```
11/08/2002                                                         OSAS v6.5                                      Page    1
2:31 PM                                                     Customer Comments List
                                                             By Customer ID/Date

Customer    Date     Ref  Comment

ACE001  ACE BUILDERS
        09/11/2002  02

        01/20/2000  2     PLEASE NOTIFY JANE OF ANY SHORT SHIPMENTS.
                          TRACER PUT ON LAST SHIPMENT.

        01/14/1999  3     ACE AGREED TO PAY $3000 ON 2-1-02.

        01/04/1999  1     PLEASE NOTIFY JANE AT ACE WHEN ITEM IS MAILED.
                          CALLED CUSTOMER ABOUT PAST DUE BALANCE.

CASHCA  CASH SALES-OAKLAND, CA
        01/24/1999  1     CUSTOMER REQUESTED A CREDIT APPLICATION.

DAL001  DALLAS-FT WORTH DOME HOMES
        05/07/2000  1     CUST REQS THAT WE ONLY TAKE ORDERS FROM JACKIE

        02/14/2000  1     SENT NEW CREDIT APPLICATION

        01/21/1999  1     CUSTOMER REQUESTED THAT WE SEND INV TO NEW ADDRESS

GRE001  GREATER NEW YORK DOMES, INC.
        02/28/2000  1     BOB HAS BEEN PROMOTED. NEW CONTACT IS JULIE.

        01/16/1999  1     BOB SAID WE SHOULD SKIP THE REFUND REQUEST.

        01/15/1999  1     BOB CALLED AND REQUESTED A REFUND ON CREDIT BAL.

KAN001  KANSAS CITY GEODESIC HOMES
        02/14/2000  1     CUSTOMER REQUESTED THAT ALL MAIL BE SENT TO NEW HQ

        01/13/1999  1     JANE REQUESTED A FAX COPY OF INV # 39839.

LOS001  LOS ANGELES CONSTRUCTION CO.
        07/14/2000  1     RICHARD REQ'D DETAILED HISTORY OF JUNE'S ACTIVITY.

        05/27/2000  1     NEW CREDIT LIMIT SET.

SUN001  SUNSHINE HOMES, INC.
        12/09/2000  1     CUSTOMER REQUESTED A REFUND FOR DEFECTIVE WINDOWS.

End of Report
```

Customer Credit Cards

The **Customer Credit Cards** function allows you to print a list of the credit card information you have on file for your customers.

List Example

```
11/08/2002                                   OSAS v6.5                                          Page    1
2:34 PM                                 Customer Credit Cards List

Cust. ID  MOP Code                      Card Number        Card Holder's Name           Expiration Date
----------------------------------------------------------------------------------------------------------

ACE001    AMX  American Express         3111774899320122   Ace Builders, Inc.             7/2001
ACE001    MC   Master Card              2111737790209022   Ace Builders, Inc.             9/2002
ACE001    VIS  VISA                     1111634766239920   Ace Builders, Inc.             4/2001
DAL001    AMX  American Express         3111627738926637   Bob Parker                     4/2001
KAN001    VIS  VISA                     1111774302002533   James A Hovland                3/2002
LOS001    DIS  Discover                 4111237736409898   LA Construction Co            12/2000
LOS001    MC   Master Card              2111466577462534   LA Construction Co            12/2001
SUN001    AMX  American Express         3111278929733944   Randy P Sulivan                3/2002
SUN001    AMX  American Express         3111362799304887   Russell T Johnson              5/2001
SUN001    DIS  Discover                 4111239958687748   Randy P Sulivan                2/2002
SUN001    MC   Master Card              2111943829300022   Randy P Sulivan                7/2001
TEN001    VIS  VISA                     1111627112639919   Scott Weatherly                3/2002

End of Report
```

Ship-to Address List

The **Ship-to Address List** is a helpful reference of your customers' shipping addresses.

List Example

```
                                         Builders Supply                          Page    1
                                       Ship-to Address List
                                         By Customer ID

    ----------------- Ship-to -----------------
    Ship-to  Name                                                        ------------- Tax Group -------------
    Cust ID  Address                            Ship Via                              Group    Description
    ---------------------------------------------------------------------------------------------------------

    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.

Labels Example

```
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 DRIVE
TAMPA, FL  33333-8825  US


TEN001000001  UPS - Blue
TENNESSEE SHELTERS-NASHVILLE
100 HWY 42
NASHVILLE, TN  54329-4736  US


TEN001000002  UPS - Blue
TENNESSEE SHELTERS-MEMPHIS
300 W. 37TH STREET
MEMPHIS, TN  54338-4938  US


TEN001000003  UPS - Blue
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 entries 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 (see page 10-37) to correct them.

List Example

```
11/08/2002                                       OSAS v6.5                                                PAGE   1
2:38 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                      401000        EA            1.0000      125.0000           .00        125.00  00 MN
001   1                           501000                      1.0000         .0000
      CONSULTING FEE              104400

   Cust ID Order No. Order Date  SR1 SR2 Tx Grp.       Freight       Subtotal      Sales Tax  Invoice Total
   Ship To           Cutoff Date Terms Desc.     Miscellaneous
   ----------------------------------------------------------------------------------------------------
   ACE001                        GPD     MN               .00         125.00            .00        125.00
                     12/31/2000  2/10,n/30                .00

0002  DAL001                       401000        EA            1.0000      125.0000           .00        125.00  00 TX
001   1                           501000                      1.0000         .0000
      CONSULTING FEE              104400

   Cust ID Order No. Order Date  SR1 SR2 Tx Grp.       Freight       Subtotal      Sales Tax  Invoice Total
   Ship To           Cutoff Date Terms Desc.     Miscellaneous
   ----------------------------------------------------------------------------------------------------
   DAL001                        DMM     TX               .00         125.00            .00        125.00
                                 1/10,n/30                .00

0003  SUN001                      401000        EA            1.0000      125.0000           .00        125.00  00 MD
001   1                           501000                      1.0000         .0000
      CONSULTING FEE              104400

   Cust ID Order No. Order Date  SR1 SR2 Tx Grp.       Freight       Subtotal      Sales Tax  Invoice Total
   Ship To           Cutoff Date Terms Desc.     Miscellaneous
   ----------------------------------------------------------------------------------------------------
   SUN001                        PRT     MD               .00         125.00            .00        125.00
                                 1/10,n/30                .00

                                                      Freight        Subtotal      Sales Tax   Extended Cost  Extended Price
                                                Miscellaneous
                                 GRAND TOTAL              .00         375.00            .00             .00          375.00
                                                          .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.

List Example

```
11/08/2002                                              OSAS v6.5                                    |  Page    1
2:46 PM                                                 Codes List

GL Codes
      Code  Description                           Sales Account COGS Account
----------------------------------------------------------------------

      C1    Contract Sales                        402000        502000
      R1    Retail Sales                          401000        501000


Distribution Account Codes
      ID  Description                           Receivables   Sales Tax     Freight       Miscellaneous
------------------------------------------------------------------------------------------------------

      01  Regular Customers                     101000        203800        405000        801000
      02  Credit Card Customers                 101000        203800        405000        801000


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


Shipping Methods
      Code    Description
----------------------------------------

      FED2    Federal Exp 2nd-Day
      FEDO    Federal Exp Overnite
      FEDP    Federal Exp Priority
      UPSB    UPS - Blue
      UPSR    UPS - Red
```

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.

List Example

```
11/08/2002                                          OSAS v6.5                                  Page    1
2:48 PM                                            Tables List
                                               Accounts Receivable

  Table ID ARGL       Description GL Accounts Table
  No. of Columns   2  Column Length   12    Type  A

 DESCRIPTION   G/L NUMBER
 ------------ ------------
 CASH RECPTS  100000
 DISCOUNTS    404000
 INVENTORY    104400
 FIN CHRG     802000


11/08/2002                                          OSAS v6.5                                  Page    2
2:48 PM                                            Tables List
                                               Accounts Receivable

  Table ID ARPDH      Description AR Periods Table
  No. of Columns   3  Column Length   12    Type  N

 PERIOD       FISCAL YEAR  # PERIODS/YR
 ------------ ------------ ------------
         8.00      2002.00        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
```

System Messages A

Messages on the screen or in a report indicate an error, tell you how to enter data, or inform you about 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 problem appears. Then this message appears on the Resource Manager 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 interfaces 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 = *nnnn* Program = *xxxxxx*
Basic Error = *nn* Line = *nnnn* Program = *xxxxxx*

A serious error has occurred. Write down the information that appears 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.

Cannot run graphical version of this function. *xxxxxxxx*.BRC not found.

OSAS cannot locate the graphical resource file associated with the function you are trying to run. If you do not have the graphical version of OSAS, return to the menu and turn off GUI functions using the **Shift+F6** keyboard command or using the **Workstation Defaults** function in Resource Manager. If you have the graphical version of OSAS, seek help from a support technician.

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 (if you are on the header screen), or the line item you are entering together with the other balances on account for this customer 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 for which it is looking. Sometimes the door of a disk drive is open, or a CD is not in the drive; check it. If closing the door or inserting the CD 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. Press **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.

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 doesn't solve 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, press **Enter** to get back to the menu, correct the problem, and select the function again.

***(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.**

GL account *(#)* is a memo account.

You cannot use a memo account in the sales, COGS, or inventory account.

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: **010102** or **01012002**.

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 use 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 *(ID)* is not on file.
Job *(ID)* not found.

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, 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 two 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 to be applied 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. Press **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) or use the **Maintenance** (**F6**) command to add a new sales rep to the file.

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 group 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 in the **Thru** field is smaller than the value you entered in the **From** field. Press **Enter**, then enter the correct value in the **Thru** field.

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. The transaction may also be stored in a different batch. Change the batch ID and try again.

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 *** prints.

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 files because your hard disk is full. Delete unneeded 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?

If you use prenumbered forms, the invoice numbers are reassigned when you print invoices to match the numbers of the 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 period corresponds to the system date. If the system date is wrong, the general ledger period date is wrong.

Check the system date. If it is wrong, change it. If it is correct, check the dates in the **Period Setup** function 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. You can use the **Hold/Release Invoices** function to apply these credits and payments to specific invoices.

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 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's 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 are the Open Invoice Days and Balance Forward Days fields for?

Finance charges are calculated for invoices (for open item customers) or balances (for balance forward customers) that are older than the number of days specified in the finance charge code record associated with each customer. The **Open Invoices Days** is the number of days after which finance charges are assessed on unpaid invoices, based on invoice or due dates. The **Balance Forward** days refers to the aging buckets used to summarize past-due balances for balance forward customers.

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.

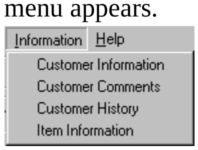
When are paid invoices removed?

Paid invoices dated before the date you specify are removed through the **Purge Selected Files** function.

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** menu (or the **Shift+F2** function key in text mode) is available on the header, line-item entry, and totals screens. Use the functions on the **Information** menu to access windows that show customer and credit history and customer comments.

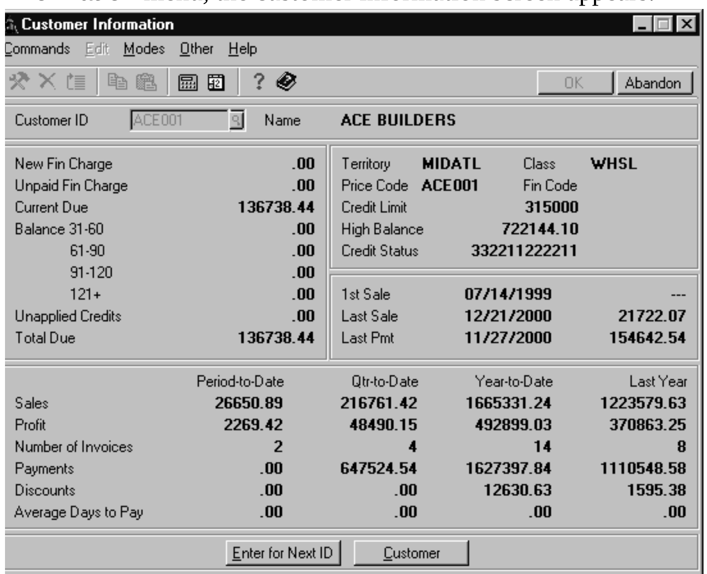
When you pull down the **Information** menu (or press **Shift+F2** in text mode), a menu appears.



To access an information screen, select it from the menu. Then refer to the appropriate heading below for more information.

Customer Information Window

When you select **Customer Information** from the Accounts Receivable **Information** menu, the customer information screen appears.

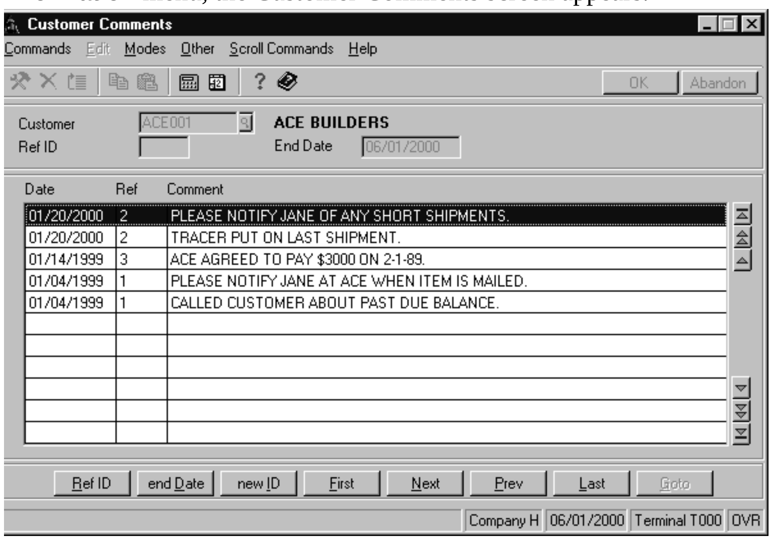


To view information for the customer that is alphabetically next in the **ARCUxxx** file, press **Enter**. To view information for a different customer, press **C** and enter the customer ID; the **Inquiry** (**F2**) command is available.

When you are finished viewing the information, use the **Exit** (**F7**) command to return to the function screen you were using.

Customer Comments Window

When you select **Customer Comments** from the Accounts Receivable **Information** menu, the Customer Comments screen appears.

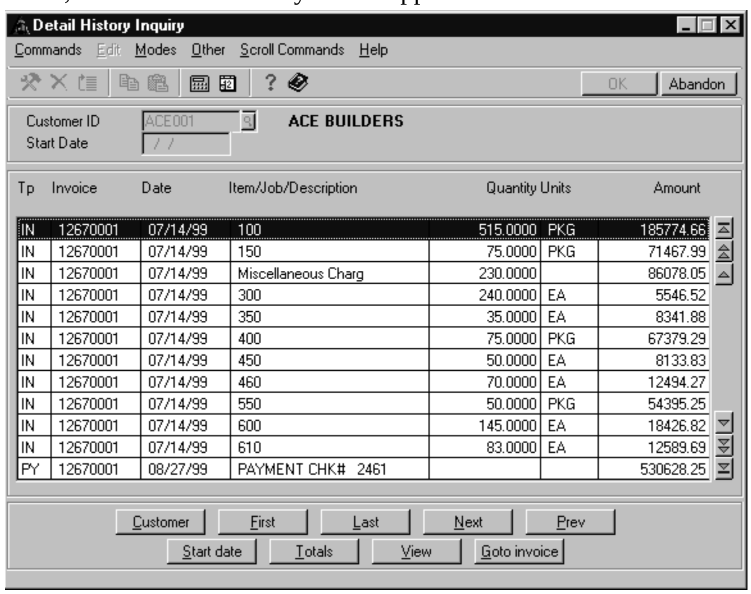


The window that appears and the supporting function are identical with the Customer Comments window in the **Customers** function on the **File Maintenance** menu. You can use this window to add, change, and view comments.

When you are finished viewing the information, use the **Exit** (**F7**) command to return to the function screen you were using.

Customer History Window

When you select **Customer History** from the Accounts Receivable **Information** menu, the Customer History screen appears.

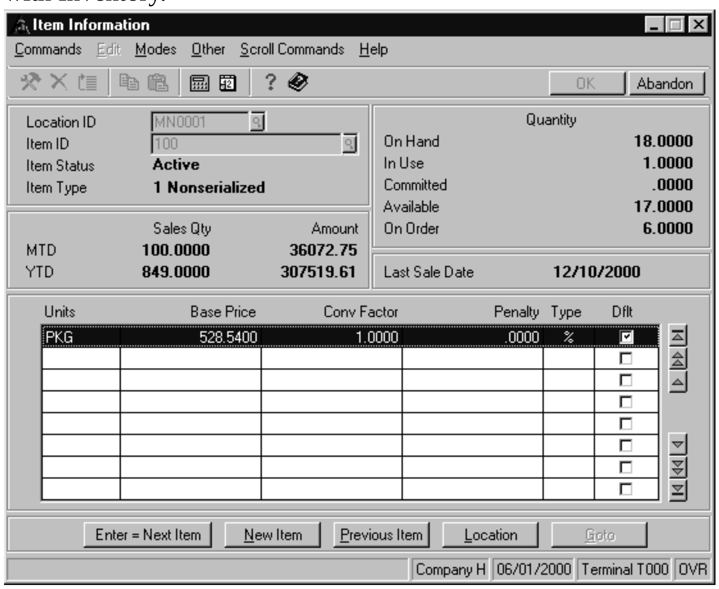


The screen that appears and the supporting functions are identical to the **Detail History Inquiry** function on the **Information Inquiry** menu. You can use this window to view line items and invoice totals from history.

When you are finished viewing information, use the **Exit** (**F7**) command to return to the function screen you were using.

Item Information Window

When you select **Item Information** from the Accounts Receivable **Information** menu, the **Item Information** screen appears if Accounts Receivable interfaces with Inventory.



To view information for the inventory item that is alphabetically next in the **INVExxx** file, press **Enter**. To view the previous item alphabetically in the file, press **P**. To view information for a different item, press **N** and enter the item ID. To change the location in which the items you want to look at are stored, press **L** and enter the location ID. The **Inquiry** (**F2**) command is available for both the **Item ID** and **Location ID** fields.

When you finish viewing the information, use the **Exit** (**F7**) command to return to the function screen you were using.

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