DAPREX, INC.

Specialists in Data Processing

Presents...

The Accounts Receivable System

For The IBM AS/400 (R)

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INTRODUCTION TO ACCOUNTS RECEIVABLE

This section outlines the general purpose of each menu option on the A/R Main Menu. Each of these is then examined in detail in subsequent sections of the manual.

DAILY PROCESSING - This menu contains all of the data entry, edit and update procedures for Cash Receipts, A/R Transactions, (invoices and credits when a DAPREX Billing module is NOT being used). All daily A/R reporting and updating is also done from this menu.

INQUIRIES & REPORTS - All Accounts Receivable inquiries and reports, (excluding Month End reporting) can be found on this menu. Detailed Customer Ledger, Aged Accounts Receivable, 12 Month Sales and Cash Receipts Summary, and Customer Memos can be accessed via screen inquiries. Complete A/R reporting including Aging by Account# and Salesman, Customer Ledger, and much more is contained under this menu option as well.

MONTH END PROCESSING - All month end processing is found on this menu.

YEAR END PROCESSING - All year end processing is found on this menu.

FILE MAINTENANCE - All Master files are entered and maintained on this menu.

FILE LISTINGS - Listings of each master file can be obtained from this menu.

FILE INQUIRIES - An inquiry into each master file on the File Maintenance menu can be found on this menu. These are INQUIRY ONLY options. No additions or changes to the existing files may be made from this menu.

INITIAL SET-UP - All of the programs needed to load initial customer A/R invoice balances are found on this menu. The programs are ONLY TO BE USED AT START-UP TIME. No posting to the G/L takes place as a result of posting.

SUPERVISOR FUNCTIONS – A variety of supervisor functions can be accessed from the options on this menu.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are be described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope this enables our users to adapt quickly and easily to our systems.

F3=	**EXIT**	Exit the screen and return to the menu.
F4=	**SCAN**	Scan on any input field for which there is a master file. I.E. account#.
F5=	**RESET**	Reset the screen and re-enter the data.
F6=	**NOTES**	Allows the operator to add notes for a record or view existing notes.
		In the Cash Receipts Entry program, F6 allows the operator to review the paid invoices for a vendor or to review ALL the checks in a batch.
F8=	**INV#**	In the Cash Receipts Entry program, this function key allows the operator to pay by invoice#.
F9=	**CHANGE BATCH**	In the Cash Receipts Entry program, allows the operator to change or go to a new batch.
F10=	**ADD**	Switch back to ADD mode from UPDATE mode in a transaction file. I.E. Accounts Receivable Entry by Date. In the Cash Receipts Entry program, allows the operator to process an On-Account or Chargeback entry.
F11=	**UPDATE**	Change or delete an entry in a transaction file. I.E. - Accounts Receivable Entry by Date.
F12=	**PREVIOUS**	Go back to the previous screen.
F14=	**SELECT CORP/ACCT**	Select the Corporations and Customer Accounts on which to inquire/report.

F16=	**DISPLAY BY CODE**	Display a maintenance file in code order. I.E. the State/Country file.
F17=	**DISPLAY BY NAME**	Display a maintenance file in alphabetical order by description/name.
F19=	**SHIFT LEFT**	Move the screen to the left to view additional columns of data.
F20=	**SHIFT RIGHT**	Move the screen to the right to view additional columns of data.

USING DAPREX FILE MAINTENANCE UTILITY

When performing File Maintenance, there are several types of files. The first kind is a non-corporate specific file where multiple records can be entered onto the same screen. These files have relatively few fields, all of which fit on the screen. The Customer Category File is an example of this type of file. See below.

```
          CUSTOMER CATEGORY MAINTENANCE

POSITION TO:            (BY CATEGORY)

CAT.    DESCRIPTION   PLIST    DESCRIPTION
001     RESTAURANTS 001        PRICE LIST 1
002     HOSPITALS     003      PRICE LIST 3
003     SCHOOLS       003      PRICE LIST 3
004     WHOLESALE     005      PRICE LIST 5
005     RETAIL        006      PRICE LIST 6
```

The second kind is almost identical to the first except that it is corporate specific. This means that a Corp# must be entered PRIOR to entering any records to the file. This file type also contains few enough fields that they all fit on one screen. The Region File is an example of this type of file. See below.

```
          REGION FILE MAINTENANCE

*CORPORATION 1
 POSITION TO:          (BY REGION CODE)

REGION DESCRIPTION              NOTES
 001        NORTHEAST
 002        SOUTHEAST
 003        NORTHWEST
 004        SOUTHWEST
```

When first building these first two file types, simply key in the necessary data. When all records have been entered or the first screen is full, press **ENTER** to proceed. Press **F20** to accept the new or changed records or **F12** to cancel the new or changed entries. If you have filled the first screen and now want to add more records, type 999 (or as many nines are required to fill the field) at the **POSITION TO** field. This takes you to the end of the file, displaying a blank or partially blank screen on which to make the additional entries. Continue as previously described. When adding records to the file at a later time, either move the cursor to the first blank line and key the new data or enter nines at the **POSITION TO** field. To change/update an existing record, move the cursor to the field in question and key the new data over the old. Press **ENTER** when all changes have been made, and **F20** to accept the changes. To delete a record, key a *'4'* in the **DLT** field and **ENTER**. Again, press **F20** to confirm the delete.

The third kind of file is that which is usually corporate specific AND each record has more fields than will fit on the first screen that is displayed. An example is the

Warehouse File. When this menu option is selected for the first time, a blank screen like that shown below appears.

```
            WAREHOUSE MAINTENANCE

POSITION TO:                    (BY CORP/WHS)

1=
SEL    CRP    WHS    NAME  CITY    ST


F3=EXIT  F10=ADD  F17=BY DESC
```

Press **F10** to Add a record. The actual entry screen then appears, prompting the operator for the Corp#, Warehouse#, etc. After keying all of the necessary fields, press **ENTER** to accept the record. Continue with the next record to be added. When all records have been entered, press **F12=Previous** to return to the previous screen. All of the records that were added will be displayed as shown below.

```
            WAREHOUSE MAINTENANCE

POSITION TO:                    (BY CORP/WHS)

1=
SEL    CRP    WHS    NAME         CITY         ST
       001    001    STAMFORD     STAMFORD     CT
       001    002    RYE          RYE          NY
```

To change/update any of the existing records, key a *'1'* in the **1=SEL** field and press **ENTER**. This will display the selected record and you may make any updates/changes or delete the record by pressing **F14=Delete**. Almost all of the File Inquiries are all accessed using the same utility. Some of the files that contain very few records do not use this utility and are accessed in the same manner as in File Maintenance. The utility used to inquire on the Customer Master File has been described in a previous section.

The last type of file is that which may or may not be corporate specific and is entered one record at a time without displaying the existing records. The Customer, A/R Terms, and G/L Accounts Files are examples. Upon selection of one of these menu options, the operator is prompted for the Corp#, for example. Press ENTER to proceed. The remaining fields are then displayed. Enter the necessary fields and press **ENTER** to accept the record. Continue with the next record. To change/update an existing record, call up that record, move the cursor to the field to be changed, and key over the existing data. Press **ENTER** to accept. To delete an existing record, key a *'D'* in the **D=DELETE** field and press **ENTER**.

USING THE DAPREX SELECTION UTILITIES

Throughout the Accounts Receivable system, extensive use is made of the Corporation, and Corporation/Account selection utilities to designate the entities to be included in reports. This section outlines the use of these utilities, along with the selection of certain write-off codes.

On almost every report option on the INQUIRIES and REPORTS menu, the above mentioned utilities are used to allow the operator to select what is to be included in a report. Let's first look at the Corporation Selection. (In most cases the operator needs to press **F14** to call it up). A screen like that below appears showing each active corporation# and name.

```
            CORPORATION SELECTION UTILITY


    SELECT CORPORATIONS:  1=SELECT CORP,
    4=CLEAR


    1,4      CORP# NAME                  STATUS
             1     XYZ CORP.
             2     HIGH TECH CO.
             3     DAPREX, INC.
```

The operator has 2 options: **1=SELECT** a corporation, **4=CLEAR** a previously selected corporation. Place a *'1'* in the **1,4** field to the left of the corporation# and press **ENTER**. If a *'1'* is keyed, *SELECTED* appears in the status field. To clear a previously selected corporation, key a *'4'* in the **1,4** field and press **ENTER**.

The Corporation/Account# selection utility is almost identical except that there is another level of selection. Where in the above example there are options 1 and 4, the Corporation/Account# utility has options **1=ALL ACCOUNTS, 2=SELECTED ACCOUNTS,** and **4=CLEAR**. If a *'1'* is keyed next to a corporation, *ALL ACCOUNTS* appears in the **STATUS** field. If a *'2'* is keyed, a Corp/Account# Selection screen displays. The operator must either key in the customer account numbers or use the Customer Scan (**F4**) to select the customers to be included in the report.

In a few of the reports, the operator has the ability to select the G/L write-off codes to be included. This selection utility is identical to the Corp/Account# selection except that when **2=SELECTED WRITE-OFFS** is keyed, a screen displaying all the write-off codes for the corporation appears. Key a *'1'* to select a write-off code or a *'4'* to clear a previously selected code.

PROFILE OPTIONS

When the DAPREX Accounts Receivable system is installed at your location, the installer needs to identify which Profile Options are to be active. Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative.

There are two levels of profiles; one that is generic to all corporations using the A/R system and one that is corporate specific.

The generic Accounts Receivable Profile Options are as follows: (press F17 to display them in the following sequence).

Multi-Corporate - Allows multiple corporations.

Has Foreign Addresses - Allows foreign addresses.

Multi-Warehouse - Allows multiple warehouses.

Sales Tax - Indicates that sales tax is to be charged.

Customer Category Must Be Numeric - Indicates the customer category must be a numeric code.

Month End Expanded Register - Prints the Expanded Monthly Invoice Register showing any payments processed directly through the A/R Billing or DISTRO/400 systems.

User-Defined Customer Data Used - For Event Management Users only.

Chronology Codes Used for Customers - For Event Management Users Only.

Has Produce System - For VEGE400 users only.

Allow NMMA Type Customer Entry - For NMMA only.

Allow Auto-Alt. Address Creation - For NMMA only.

Has Special Statement Form - For NMMA only.

Select Cash Receipts Batches to Post - Allows the operator to select individual cash receipts batches for edit/update.

Protect Tkt non-billed Tkt Dep. in C/R - For NMMA only.

Inv#/PO#/Due Date/Slsmn# in O/A Cash - Fields for Invoice#, Due Date and Salesman# appear in the application of On Account Cash.

Print Different Arledg/Acrecp during ARBT14 - A "Y" here will result in comparison between the running balance in the last record of ARLDGP, as computed by ARBT14, and the total for the customer in ARINFP, and printing of differences, if found.

Reorganize Receivables in Day End - Key 'Y' to drop deleted records from the receivable file during dayend. This will cause the Day End to run longer and everyone will need to be out of the receivable file during the day end.

Show Discount=N or PO#=Y in Aged AR Inquiry -

Print A/R Reports by Customer Name - Prints A/R reports in customer name sequence rather than customer# sequence.

Uses Parent Account - A 'Y' indicates that parent and child accounts can be used for any active corporation. The specific corps using parent/child relationships are designated in Corp. specific profile #89.

Uses Reporting Codes for Aging - A 'Y' allows you to select and/or sequence aging reports using report codes from a cash table.

Allow Parent to be a Child of Itself - If using parent/child relationships, a 'Y' here allows the parent to have A/R under its own Acct# as well as its children's' numbers.

Omit Credit Limit Info from Summary Aging - A 'Y' omits the credit limit and over credit limit columns from the summary aged receivables reports.

POC Headings and Defaults - Not Applicable.

Aging Days Vary by Customer Type - Not Applicable.

Drop Open Item Notes When Paid - A 'Y' drops any attached notes when an invoice is fully paid.

Uses Route Number Link to Batch in Cash - Not Applicable (D&W)

Customer Number Numeric in All Corps. - A 'Y' indicates that the customer# is numeric in ALL corporations and thereby treats the customer# field as a numeric field. If this profile is set to 'N' and there are some corporations with alpha customer numbers, the customer# field is treated as an alpha field. Set the corporate specific profile as to whether the customer# field is numeric or not.

Allow Manual Assignment of Cash Batches - A 'Y' allows the operator to assign batch numbers rather than having the system automatically assign them.

Print Edit at End of Cash Entry - A 'Y' automatically prints a Cash Receipts Edit when the operator exits the Cash Receipts Entry program.

Salesman Group Selection in Statements - A 'Y' allows the operator to select a salesman group(s) when printing statements. DFW only.

Print Produce Version of Summary Aging - VEGE400 customers only.

Log Transaction Modifications – A 'Y' tracks all of the changes made to the sales journal postings via the Transaction Modification.

Post All DBILLP to Div #1 – A 'Y' posts all billing records to Division 001. BIX

Page Break on Salesman Aging – A 'Y' causes a page break on salesman# when printing the Aging by Salesman.

Print Days Old Instead Order# Aging – A 'Y' prints the number of days old for each open invoice instead of the order# on the detail A/R Aging.

Triple Space on Account Break Aging – A 'Y' triple spaces between customers on the detail aging.

Print Default Customer Terms Detail Aging – A 'Y' prints the customer terms code on the detail aging.

Multi-Corp Cash Receipts – A 'Y' allows you to deposit cash to one corporation's bank but pay invoices belonging to any corporation with the system creating the appropriate Due To/From G/L transactions.

Customer Maintenance Text – A 'Y' displays custom text for name & address descriptions in customer maintenance. For Hercules only.

Aging Reports by PO# (Job#) - A 'Y' provides an additional option when printing the Aging report. If that option is selected, open invoices will be sorted by PO# (which as actually the Job# for Penquis). In order to be included in this version of the aging, the PO# must be a valid Job#.

Print PO# on Ledger Report – A 'Y' prints the P.O.# on the ledger report in place of the debit memo.

Post Credit Flag in A/R Ledger file (AMQUIP) – A 'Y' posts a special credit flag into the ship dept code field in the A/R Ledger. Amquip only.

Run Dayend with Inquiry Programs Active – A 'Y' allows users to leave the A/R inquiry programs open during the dayend. It will delete records from ARINFP rather than trying to clear the file, which requires a file lock.

Sort A/R by Date, PO#, Debit Memo – A 'Y' sorts the Aged AR open invoices by Invoice Date, PO# and Debit memo.

Print Cash Receipts Deposit Slip – a 'Y' prints a cash receipts deposit slip when posting AR cash batches.

Cash Rec.- Default Batch# into Check# field – a 'Y' uses the batch# as the check# for each transaction unless overridden.

Cash Rec. – Invoice Inquiry Retrieves Amount – a 'Y' retrieves the invoice amount when using F7 or F8 in cash receipts.

Force Div# in Cash Receipts On Account and Chargeback Entry – a 'Y' forces the division from the customer master when entering on-account or charge-back items through cash receipts.

Always Display Invoice# in Cash Receipts (not Memo#) – a 'Y' displays the Invoice# rather than the AR Memo# in the Cash Receipts Entry program.

Allow Debit Memo Change with Blank Cash Code – Triboro only.

Print Report Code on Invoice Register Report – a 'Y' prints the report sequence code in place of the order # on the invoice register report. It also prints a report code summary by corporation.

Force Division in Cash Receipts O/A-C/B Entry – a 'Y' forces the division from the customer master to be used when entering on-account or charge-back items through cash receipts.

Always Display Invoice# in Cash Receipts (Not Memo#) – a 'Y' displays the invoice# in Cash Receipts rather than the Memo#.

Allow 2 Periods Open for Cash Entry/Update – a 'Y' flags the next two periods as open for Cash Receipts Entry and Update. The month-end job runs the on-demand aging reports with the cutoff date set to the period closing date.

Bypass GL Posting - Prevents posting to the General Ledger system from either cash receipts or manual invoice entry programs. If you want to post cash but not billing or vice versa, set this to 'N' and see Corp. Specific Profiles #86 and #87.

Allow Div/Dept/Job on Low G/L Acct# - Allows Div#, Dept# and/or Job# with an account# less than 300000.

Post NG Check Surcharges to G/L - A 'Y' indicates that the returned check surcharges should be posted to the G/L during the day end procedure. Key an 'N' f you do not want to post to G/L or if you are not using the surcharges.

Log Transaction Modifications – a 'Y' captures all of the Sales Journal changes made through transaction modification.

Post all Sales Journal to GL Division #1 – a 'Y' posts all revenue/expense from DBILLP to division #1 in the journal entry. BIX

Post Date into Sales Journal JE- a 'Y' posts the system date in MM/DD format into the last 5 positions of the explanation in the journal entry.

Default Division & Salesman# From Customer File on Aging Reports – a 'Y' uses the division# and/or the salesman# from the Customer Master file instead of the division# or salesman# from the invoice itself.

Print Headings at 10 CPI - Prints the report headings at 10 characters per inch. This is element 256. Roll the screen forward until it is displayed.

The corporate specific A/R Profile Options are listed on the following pages but should be reviewed with your DAPREX representative.

Account# must be numeric - A 'Y' requires the customer# to be numeric.

If Acct# Numeric - Auto Generate - If the previous option is 'Y' this indicates that the system will automatically generate the next account# for you.

Allow Ship To's - Indicates whether the ship to file will be used.

Has Foreign Addresses - Indicates whether any customers have foreign country addresses.

Allow OE & Billing data - Indicates whether order entry and billing types of data are needed in the customer master file; i.e. ship via, terms etc.

Allow credit data - Indicates whether credit data is needed in the customer master file; i.e. credit limit, credit code etc.

Allow sales tax data - Indicates whether sales tax data is needed in the customer master file; i.e. tax code, exempt# etc.

Uses Salesmen in Customer Master - Indicates whether a salesman# field is needed in the customer master file.

Salesman Required in Customer Master - Indicates whether an entry in the salesman# field is required for each customer.

Uses Customer Category in Customer Master - Indicates whether a customer category# field is needed in the customer master file.

Category required in Customer Master - Indicates whether an entry in the customer category field is required for each customer.

Division# Used in Customer Master - Indicates whether a division# field is needed in the customer master file.

Division# Required in Customer Master - Indicates whether an entry in the division# field is required for each customer.

Uses Warehouse# in Customer Master - Indicates whether a warehouse# field is needed in the customer master file.

Warehouse Required in Customer Master - Indicates whether an entry in the warehouse# field is required for each customer.

Price List Used in Customer Master - Indicates whether a price list# field is needed in the customer master file.

Price List Required in Customer Master - Indicates whether an entry in the price list# field is required for each customer.

Ship Via Used in Customer Master - Indicates whether a ship via field is needed in the customer master file.

Ship Via Required in Customer Master - Indicates whether an entry in the ship via field is required for each customer.

Shiptype (PACA days) in Customer Master - For VEGE400 customers only.

Shipping Type Required in Customer Master - Indicates whether an entry in the ship type field is required for each customer.

Delivery Zone Used in Customer Master - Indicates whether a delivery zone field is needed in the customer master file.

Delivery Zone Required in Customer Master - Indicates whether an entry in the delivery zone field is required for each customer.

Freight Type Used in Customer Master - Indicates whether a freight type field is needed in the customer master file.

Freight Type Required in Customer Master - Indicates whether an entry in the freight type field is required for each customer.

Sales Analysis for this Corp - Indicates whether the DAPREX Sales Analysis package is installed and being used for this corporation.

Billing Frequency other than Daily - Indicates whether billing/invoicing is done other than daily. I.E. - if a week's worth of customer billings are printed on one invoice.

Billing at other than Detail Level - Indicates whether billing/invoicing is done other than on a line-by-line basis. I.E. - If a week's worth of customer billings prints on a weekly invoice showing order# and total rather than each item that was purchased.

Separate Invoices other than Yes - set to 'N' unless otherwise instructed.

Uses PO Required in Customer Master - Indicates whether a PO# Required field is needed in the customer master file. This would allow you to indicate that specific customers will require a PO# in order to enter an order.

Uses Allow Backorder field in Customer Master - Indicates whether an Allow Backorder field is needed in the customer master file. This would allow you to indicate that specific customers will allow unshipped merchandise to be backordered.

Uses Invoice with Shipment Field in Customer Master - Indicates whether a Send Invoice w/Shipment field is needed in the customer master file. This would allow you to indicate that invoices should accompany shipment rather than being sent separately for specific customers.

Uses Ship To Required in Customer Master - Indicates whether a Ship To Required field is needed in the customer master file. This would allow you to indicate that a Ship To # is required on an order for specific customers.

Uses Bill at Ship Location in Customer Master - Indicates whether a Bill at Ship Location field is needed in the customer master file. This would allow you to indicate that the invoice should be sent to the ship address rather than the bill to address for specific customers.

Uses Charge Deposits (PACA Exempt) in Customer Master - For VEGE400 users only.

Uses Credit Code in Customer Master - Indicates whether a Credit Code field is needed in the customer master file. This would allow you to assign specific credit statuses to specific customers.

Credit Code is Required in Customer Master - Indicates whether an entry in the credit code field is required for each customer.

Uses Credit Holds in Customer Master - Indicates whether the Credit Hold fields are needed in the customer master file. These fields are used to perform certain actions at order entry time within the Order Entry & Billing module.

Credit Hold criteria required in Customer Master - Indicates whether entries in the credit hold fields are required for each customer.

Sends Statements - Indicates whether customer statements are sent out.

Uses Terms Discount - Indicates whether a Terms Discount field is needed in the customer master file.

Terms Code Required in Customer Master - Indicates whether an entry in the terms code field is required for each customer.

Uses Factoring - Indicates whether factoring is used.
Charges Interest - Indicates whether a Charge Interest Y/N field is needed in the customer master file.

Sales Tax Default is 'Y' - Indicates that the Taxable status field will be set to 'Y for each new customer unless overridden for individual customers.

Uses Bill at Ship# - Indicates whether a Bill at Ship# field is needed in the customer master file. This would allow you to indicate that the invoice should be sent to the ship to# rather than the bill to address.

Uses Customer Vendor Number - Indicates whether a Customer Vendor# field is needed in the customer master file. This can be used to enter the vendor# assigned to you in your customer A/P system.

Uses Department - Indicates whether a Department# field is needed in the customer master file.

Aging Shift -

Customer scan built on single character - Should be set to 'Y'.

Uses Salesman in Manual A/R Entry - Indicates that a salesman# field is needed in the manual A/R entry program.

Salesman Required in Manual A/R Entry - Indicates that an entry in the salesman# field is required for each invoice entered through the manual A/R entry program.

Multi-divisional for A/R Entry - Indicates that a division# field is needed in the manual A/R entry program.

Uses Retail Pricing - Not used.

Uses Retail Price Group for Retail Price - Not used.

Uses Ship to Department designation -

Retail Price Group Required - Not Used.

Uses Mail Order Data - Indicates that mail order data is used in the customer master file.

Uses Credit Cards - Indicates that credit card data is used in the customer master file.

Has DISTRO & non-full A/R Transactions - Indicates that payments can be entered at order entry time.

Print Salesman Register in Month End - Indicates whether to print a monthly Invoice Register by Salesman in the month end.

Restrict Term Changes by User - Not Used.

Has VEGE400 customers - For VEGE400 users only.

Uses Security for Cust. User Defined data - Indicates whether there is security on the user defined data.

Uses User Defined Data for customers - Indicates whether the user defined files are being used for customers.

Default to Pickup - Sets the pickup or deliver option in order entry to pick up. (The normal setting is delivery.) It can be overridden on an order-by-order basis.

Uses VEGE400 Cartage - For VEGE400 users only.

Uses Chronology Codes for Customers - Indicates whether the chronology files are being used for customers.

Uses Security for Customer Chronology Data - Indicates whether there is security on the customer chronology data.

Default Billing Frequency = Daily - Sets the billing frequency default to daily.

Default Billing Frequency = Weekly - Sets the billing frequency default to weekly

Default Billing Frequency = Monthly - Sets the billing frequency default to monthly.

Aging based on Invoice Date - Ages invoices based on the invoice date rather than the due date.

Due Dates for Credits is 12/31/2099 - Automatically assigns credits a due date of 12/31/2099 so that they are aged in the most current aging bucket.

Show AKA in Customer Master - NMMA only.

Uses Security for Customer Chronology - Indicates whether there is security on the customer chronology data.

Allow Account Maintenance from scan - NMMA only.

Put Batch# in A/R Ledger instead of Salesman% - NMMA only.

When Inactivating Customers - Delete scan records? - Deletes Inactive Customers from the scan files.

Uses Pledge File - Indicates that the Pledge File is used.

Create Invoice for $0 Order - Allows for the creation of an invoice with zero dollars.

132 Ledger Inq. Screen 1 - Replace Store# with Salesman# - Replaces Store# with Salesman# on the first screen of the 132 character inquiry.

132 Ledger Inq. Screen 2 - Replace Store# with Salesman# - Replaces Store# with Salesman# on the second screen of the 132 character inquiry.

Bypass GL Cash Posting - Prevents any posting to the G/L system as a result of cash receipts.

Bypass GL Sales Posting - Prevents any posting to the G/L system as a result of manual invoice entry.

Use Report Seq# for Inquiries & Reports - Allows for sequence numbers in ACREC & ARLDG to determine reporting & inquiry sequences. Write offs & chargebacks will get their codes from the A/R Cash Table.

Apply Each Cash Payment as Entered - Allows you to apply individual payments against specific invoices instead of entering all customer check numbers/amounts first and then applying those payment later.

Uses Parent Company for Cash Receipts - Uses Parent Acct# to group customers paid by a central acct#. If 'Y', cash receipts is always applied by parent acct# and additional data shows on edit reports.

Allow Div# and Dept# in Write-off G/L Posting - A 'Y' allows division and department level posting in cash receipts write-offs for accounts less than 300000.

Bypass GL Interest Charge Posting - A 'Y' prevents the interest charges from posting to the General Ledger.

Ship To# Required for O/A & Chargebacks - A 'Y' requires entry of a Ship To account# when entering on account payments and chargebacks in Cash Receipts Entry.

Disallow Cash Update If Edit Not Done - A 'Y' prevents the Update Cash Receipts from being run if the Cash Receipts Edit has not been run.

Drop Discount Amount XXX After Disc. Due - A 'Y' zeroes out the discount amount for an invoice in open receivables xxx days after the discount due date. The value of xxx is stored in record # 3 in the Corp. Values file.

Allow Cash Entry Into Next Period - A 'Y' allows cash receipts batches to be keyed into the next accounting period prior to the current open one being closed. Update of the batches is not be allowed, only entry. This facilitates entering the new month's cash while still waiting to close the old month without affecting the aging reports. If you enter any on account payments or chargebacks into the next period, the do appear on the aging, but with zero amounts.

Exact Hit in Cash - Review Automatically - If set to 'Y' and the amount of the check payment matches the A/R balance (including any number of invoices from oldest to most recent), the system automatically shows the invoices that match and against which payment has been applied without asking to Review, Cancel or Accept. If set to 'N', the system prompts the operator for Review, Cancel or Accept.

On Account Payment Default to Unapplied$ - A 'Y' indicates that the system should assign the unapplied amount to the On Account amount when hitting F10 for an On Account payment in Cash Receipts entry. If set to 'N', the operator must enter the on account amount.

Copy PO# to Debit Memo in DBILLP Update – A 'Y' copies the PO# to the Debit Memo field when posting the invoices in DBILLP to the open A/R and A/R Ledger files. The PO# field remains intact. PRI Only.

Use MM/DD + Batch# in G/L Desc. Cash – A 'Y' uses the month, day and the batch# into the G/L explanation field when posting cash receipts.

Cash Debited to Other Corp With Intercorp – A 'Y' posts the cash receipts to a corporation#/bank# *other than* that used to apply that cash in the Cash Receipts program. (I.E. The cash is applied to a customer account under Corp. 5 but the cash hits the G/L under Corp 1, with offsetting Due To/From entries in each corporation.) The G/L Corp# and Bank# for the cash is designated in records #6, "AR Corp PF 100=Y, $$ Posts to Corp/Bnk", in the 10 Position Values file found on the General Functions menu. Intercompany entries will be automatically created debiting the Corp.# that owned the A/R.

Print PO# on 8 1/2 X 11 Std. Statements – A 'Y' prints purchase order numbers on statement forms 3 - 66 lines letterhead, and 4 – 66 lines blank form

Store VEGE Product Template In Customer file – a 'Y' stores the produce product template code in the customer master.

On- Account Invoice# < 1000000 – AMQUIP only.

Once the corporate specific profiles have been created for one corporation, they can be cloned to another corporation by pressing **F24=Clone** and entering the To Corp#. If data already exists for the To Corp#, the operator is prompted to press **F20** to copy ALL profile settings, **F15** to clone only those options that are blank in the To Corp# or **F12** to cancel the clone procedure.

FILE MAINTENANCE

The File Maintenance Menus contain all the programs necessary to create the files that are used in the Accounts Receivable System. The menus appear below.

1. CUSTOMER MASTER
2. STATE/COUNTRY
3. ZIP CODE/STATE
4. CITY FILE
5. CUSTOMER CATEGORY
6. SALESMAN
7. A/R TERMS
8. CREDIT CODES
9. REGION
10. TERRITORY
11. TAXABLE STATES
12. SALES TAX JURISDICTIONS
13. FREIGHT TYPE
14. DELIVERY ZONE
15. SHIP VIA
16. SHIP TYPE
17. CORPORATION
18. PRICE LIST
19. WAREHOUSES
20. SPECIAL INSTRUCTIONS
21. G/L ACCOUNTS FILE
22. DROP STATES FROM CITY FILE
23. OPEN INITIAL ACCOUNTING PERIOD
24. CASH TABLE (WRITE-OFFS & ADJUSTMENTS)
25. ACCOUNTING PERIOD
26. BANK FILE
27. DIVISION FILE
28. DELETE CUSTOMERS
29. DELETE SHIP TO'S
30. SOURCE FILE
32. CUSTOMER MAINTENANCE-PRODUCE SET-UP
33. CREDIT COMMENTS
34. COUNTRY FILE
35. PARENT/CHILD MASTER
36. REPORTING SEQUENCE
37. TERMS AGING HEADINGS

80. FILE MAINTENANCE MENU 2   (SEE BELOW)

1. OVERRIDE ACCOUNT# FOR BILLING POSTING
2. STATEMENT REMITTANCE ADDRESSES
3. CUSTOMER CROSS-REFERENCE

4. EXCLUDED CATEGORIES FOR AGING REPORTS

CUSTOMER MASTER

The Customer File contains all general customer information as well as much of the coding that is used in Order Entry and Billing. Below is an example of screen 1 of the Customer Master file. This screen may vary depending on the profile settings that have been activated. Refer to the detailed HELP screens for further information.

```
              ADD OR UPDATE CUSTOMER FILE

 NAME AND ADDRESS INFO FOR :        CORP #   1
   ACCT#  000400
   NAME . . . .     SOUTHERN FOODS
   ADDRESS . .  20 W MAIN ST
   CITY . . . .     STAMFORD        STATE CT   ZIP 06902 - 0000
   ATTN . . . .     BILL CHARLES
   TELEPHONE .  203 329-2255
   TELEX . . .
   FAX . . . .      203 329-2256
 * SALESMAN . .  011  STEVEN LEVINE
 * CATEGORY . .  001  WHOLESALE
   DEPARTMENT .
   MAIL CODE .  Y   Y=YES N=NO I=INT
 * DIV #  . .    1 STAMFORD, CT      ACTIVE ACCT . .  Y   Y/N


 NEXT SCREEN  3=ORDERS & BILLING  4=CREDIT   5=SALES TAX
  ENTER F3=EXIT F4=SELECT(*) F6=NOTES F8=FORWARD
  F12=PREV   (C) DAPREX - 1995
```

STATE/COUNTRY

The State/Country file contains all of the valid states and/or countries that are used when entering the A/R customers. State codes are entered as two letters, (i.e. NY, CT etc.) and countries as three digits, (i.e. 001, 002, 003 etc.). There is an additional field, **STATE Y/N**, where a *'Y'* is entered for a state, and an *'N'* for any other type of entity. The system validates the state/country codes as they are entered in the Customer file. This file containing all 50 states is installed by DAPREX and does not need to be built unless foreign countries are required.

STATE/ZIP CODES

The State/Zip file contains all of the state codes and their three digit zip code prefixes. These are used to verify state/zip code combinations entered in the Customer File. This file is installed by DAPREX and does not need to be built.

CITY FILE

This file contains all of the zip code/city/state combinations for the entire United States. This file is supplied by DAPREX and need not be entered. The system validates the customer zip code when entered, and assigns the proper city and state. If certain states will never be used, they can be dropped from this file using #14, Drop States From City File. The only field in this file that DOES need to be updated is the **JURIS.** field. This field needs to contain the appropriate Tax Jurisdiction code from the Sales Tax file.

CUSTOMER CATEGORY

This file contains all of the Customer Category codes and descriptions that are used throughout the system. Valid Customer Category codes are *001-999* and *AAA-ZZZ*, and refer to a general type of customer (i.e. - Wholesale Customer, Retail Customer etc.). Each Customer Category is also assigned a default Price List# which tells the system at which price level the customers belonging to this category will be charged. You may use as many or as few Customer Categories as necessary. Each customer can be assigned a Customer Category in the Customer Master file. See sample screen below.

```
          CUSTOMER CATEGORY MAINTENANCE

     ENTER/UPDATE CUSTOMER CATEGORY & DESCRIPTION

      POSITION TO . . . .        BY CATEGORY

    DLT  CAT   DESCRIPTION       * PLIST        DESCRIPTION
         001  WHOLESALE             1           PRICE LIST 1
         002  RETAIL                2           PRICE LIST 2
         003  SEASONAL WHLSLE   3               PRICE LIST 3

    ENTER  F3=EXIT  F4=SELECT(*)  ROLL KEY  4=DELETE  F17=BY
    DESC (C) DAPREX - 1993
```

SALESMAN FILE

This file contains all of the Salesman numbers and names that are used in the system. Valid Salesman numbers are *001-999* within each corporation. Salesmen can be foreign or domestic. If the salesman has been set up as an employee, vendor or customer, those account numbers may be entered as well.

In the situation where two salesmen split commission, each must be first set individually, and then a third salesman# designated as the split commission salesman, with the

TOTAL COMMISSION% to be split. In the fields **SPLIT #1** and **#2**, enter the salesmen numbers of the two individuals. In the fields **RATIO #1** and **#2**, key the percentages of the **TOTAL COMMISSION%** entered above that each salesman is to receive. For example: salesman #25 and # 41 split commissions. The total commission% is 35% and is to be split 65%/35% between the two salesmen. See sample screen below.

```
       SALESMAN FILE MAINTENANCE              5/31/95

  ENTER/UPDATE SALESMAN FILE

    CORPORATION . . . . . :    1 DAPREX INC.
    SALESMAN . . . . . . :           11
    DOMESTIC/FOREIGN . . :  D    (D=DOMESTIC, F=FOREIGN)
    SALESMAN NAME . . . . .    STEVEN LEVINE
    ADDRESS LINE 1  . . . .    123 PIERCE AVENUE
    ADDRESS L0INE 2  . . . .   APT. #4A
    CITY . . . . . . . . .      STAMFORD
    STATE, ZIP . . . . . .  CT   06606 - 0000
    TELEPHONE # . . . . . .    203-968-5544
    TELEX . . . . . . . .
    FAX . . . . . . . . .
    TOTAL COMM %. . . . . .   15.00
    SPLIT #1 . . . . . . .               RATIO . . . .
    SPLIT #2 . . . . . . .               RATIO . . . .
    ACCOUNT # . . . . . . .
    VENDOR # . . . . . . .
    CLOCK # . . . . . . .

  F3=EXIT  F4=SELECT(*)  F6=CALL NOTES  F12=PREVIOUS
```

A/R TERMS FILE

All of the terms codes to be assigned to the A/R Vendors must be entered in this file. Valid Terms codes are *001-999* and any number of codes may be created. Terms codes are assigned to each customer and calculate invoice due dates in the Order Entry and A/R Manual Transaction Entry programs.

There are two types of terms; Straight (i.e. 30 days) and End of Month (i.e. EOM + 10). When entering straight terms the operator enters the number of days to be added to the invoice date in order to calculate the due date. When entering EOM terms, the operator enters the end of month cutoff day, (i.e. 25th), and the number of days to be added to that in order to calculate the due date (i.e. 10). The field **ADDITIONAL DAYS** can be used to create EOM terms such as 'EOM +10 +15'. In such a case *'15'* would be keyed into the **ADDITIONAL DAYS** field.

Another feature of the Terms Codes allows the creation of split terms, (i.e. 50%-30 days, 25%-60, 25%-90).   In this case, (on either Straight or EOM terms) the fields **INCREMENT OF DAYS** and **% DUE** are used. After entering the basic fields already described, key in the first **PERCENTAGE DUE**, (i.e. 50%) on the first line. Next to **PAYMENT #2**, enter the **INCREMENT OF DAYS** for the second payment, (i.e. 30), and the second

PERCENTAGE DUE, (25%). Continue with the third increment of days and % due. Make sure the percentages total 100%.

CREDIT CODES

This file contains all of the Credit Codes and descriptions that are used throughout the system. Credit codes are assigned to customers to stop an operator from entering an order or from creating a pick slip, to advise that COD is required or that it is a prepayment situation only. Valid Credit Codes are *1-9* and *A-Z*. After entering the credit code and description, key a *'Y'* or an *'N'* at each of the four fields, **STOP OE** - stop order entry, **STOP PS** - stop pick slip, **REQ COD SHIP VIA** - COD is required, and **PREPAY ONLY** - prepayment only. These codes appear at Order Entry time and prevent all but the prescribed activities. See sample screen below.

REGION

This file contains all of the Region codes and descriptions that are used throughout the system. Valid Region codes are *001-999* and refer to geographical areas that you wish to separate; i.e. Northeast, Southeast etc. Region codes are CORPORATE SPECIFIC.

TERRITORY FILE

This file contains all of the Territory codes and descriptions that are used throughout the system. Valid Territory codes are *001-999* and refer to territories WITHIN Regions that you wish to separate; i.e. states, counties etc. Territory codes are CORPORATE SPECIFIC.

TAXABLE STATES

This file contains the taxable state codes and descriptions for each taxable state within a corporation. After keying in the corp#, enter the two character state codes for those states that ARE taxable and indicate whether freight charges are taxable by keying a *'Y'* or an *'N'* in the **TAX FRT** field.

SALES TAX

This file contains each state and its sales tax percentages by jurisdiction. Valid jurisdiction codes are *0001-9999* for each state and can refer to the entire state if there is only one sales tax percentage or to the different areas (with varying percentages) within a state to which sales tax must be reported.

FREIGHT TYPE

This file contains all of the freight type codes and descriptions that are used throughout the system. Valid freight type codes are *01-99*. In addition to freight type code and description, there is a field, **UPS Y/N**, where a *'Y'* should be keyed if it is a UPS freight type or an *'N'* if it is any other type.

DELIVERY ZONE

This file contains all of the delivery zone numbers and descriptions that are used throughout the system. Valid delivery zones are *001-999* and *AAA-ZZZ*, and refer to delivery zones OTHER than UPS. Delivery zones are used in the calculation of freight charges in Order Entry. Use of the delivery zone is optional in the system and you may use as many or as few as necessary.

SHIP VIA

This file contains all of the Ship Via codes and descriptions that are used throughout the system. Valid Ship Via codes are *001-999*, and refer to an actual method of shipment (i.e. UPS, Federal Express, C.O.D., Ace Trucking etc.). The Freight Code associated with the Ship Via is also entered in this file.

If this is a C.O.D. Ship Via, (i.e. UPS-COD), the A/R customer account# for UPS COD must be entered in the **CUSTOMER** field. Since the Ship Via codes are not corporate specific, the A/R customer account numbers for these CODs MUST BE the same for each corporation.

SHIP TYPE

This file contains all of the Shipping Type codes and descriptions that are used throughout the system. Valid Shipping Type codes are *01-99* and *AA-ZZ*, and refer to things like Prepaid Freight, F.O.B., etc.

CORPORATION MASTER

The Corporation is the highest level in the General Ledger hierarchy of Corporation/Division/Department/Job, and represents a single corporate entity. Up to 999 corporations may be active on the system and each has its own fiscal year and A/R

aging categories, (Current, Overdue, 30 Days etc.). The aging categories are set up with a corresponding # of days past the due date: i.e. Current = 0, Past Due = 29, Over 30m = 59 etc. Multiple corporations may share a Customer Master.

PRICE LIST

This file contains all of the price list numbers and descriptions that are used throughout the system. Valid price list codes are *001-999* and they refer to the 999 available price levels for each product. Use as many or as few as necessary. Each customer is assigned a default Price List code in the Customer Master file.

WAREHOUSE FILE

This file contains all of the Warehouse codes and descriptions that are used throughout the system. Valid Warehouse codes are *001-999*. In addition to name and address information, enter the **NUMBER OF LOCATION LEVELS** (i.e. row, bin, shelf etc.) for the warehouse and indicate whether to **GENERATE TRANSACTIONS** for the warehouse.

SPECIAL INSTRUCTIONS

This file contains all of the Special Instructions for a specified customer and or customer/ship to location. Special instructions are usually printed on the pick slip and refer to delivery or packing.   The Special Instructions file can also be used to enter a comment that will print on all invoices. You must enter this type of comment under Cust# 999999 and Ship To# 9999. As long as the comment exists under the Cust/Ship#, it prints – remove it from this file when you do NOT want it to print.

G/L ACCOUNTS FILE

This file serves as the interface to the DAPREX General Ledger system. It contains the G/L division, department and account numbers that are to be used for the posting of A/R, Sales, Discount, Freight and Sales Tax for each active corporation. These accounts are used in the posting of manually entered invoices using A/R Transaction Entry by Date, (Daily Processing menu) and for cash receipts transactions. If you are using the DAPREX Billing system the sales account# entered here is used as a default when a line item does NOT have an associated G/L sales account.

DROP STATES FROM CITY FILE

This job allows you to drop states that are not served by your business from the City File. (The City File validates zip codes and assigns the correct city and state in the Customer Master File Maintenance program.)

OPEN INITIAL ACCOUNTING PERIOD

This job allows you to designate the first accounting period to be active for Accounts Receivable for each active corporation.

CASH TABLE (WRITE-OFFS AND ADJUSTMENTS)

This file contains all of the On Account, Write-off and Cash Adjustment codes and descriptions that are used in the entry of Cash Receipts. Valid Write-off/Adjustment codes are *000-999* and refer to things like On-Account Payments, Bad Debts, Overpayment, Underpayment, Chargebacks etc. Each Write-off/Adjustment code has an associated code type, (C=Chargeback, W=Write-off, A=On Account Payment) and a Corp#, Div#, Dept#, Job# and G/L account# which tells the system where to post in the G/L when using the particular code. The Div#, Dept#, Job# and G/L account# can be overridden ONLY when entering a write-off in cash receipts. G/L account numbers are not required if you are not using the DAPREX General Ledger system. Additionally, a surcharge amount can be posted to customer accounts when a returned check is entered via Cash Receipts using the appropriate On-Account payment code. Enter the surcharge amount and the G/L revenue account# to be used for posting if using surcharges.

Once these codes have been entered for one corporation, they can be cloned to other corporations using the **F24=CLONE** command key.

NOTE The system requires an account# for 'A'-On-account records but actually uses the cash account# from the bank file when creating the posting record during Cash Receipts Update

ACCOUNTING PERIOD

This file contains the fiscal year periods for each active corporation. Assign period numbers and the actual closing date of each period for the fiscal year. A fiscal year may have a maximum of 13 periods, the first period always being 01, regardless of whether it is January or July. The accounting periods are used for the posting of cash receipts and billing. If the Accounting Period file was previously entered under the General Ledger or Accounts Payable menus, it already exists.

BANK

The A/R system uses the same Bank File as the A/P system and if A/P is active on the system, no additional file maintenance needs to be performed for A/R to use those same banks.

For each active bank, identify the **G/L CASH, A/P**, and **PURCHASE DISCOUNT** accounts for posting to General Ledger. This file also contains the **LAST CHECK#** and **LOWEST CHECK#** for COMPUTER CHECKS as used by Accounts Payable. Finally, using **F14=Valid Applications**, you may indicate in which application(s) this bank# may be used. (Choices are A/P, A/R, Payroll and Misc. Cash.)

DIVISION

The Division is the second level of the G/L hierarchy Corporation/Division/Department and represents a separate P&L entity, cost center etc. Divisions are corporate specific and a maximum of 999 may exist in any one corporation. Each division may be broken down further into departments.

SOURCE FILE

The Source File contains the source of name/customer codes that are used in the Customer Master file for companies engaged in mail order distribution. Each source code has an associated date indicating the mail date, advertisement date etc.

TERMS AGING HEADINGS

The Terms Aging Headings File contains the 6 aging bucket descriptions for each terms code. It should be used only when you have different terms codes where the invoices need to be aged separately and you plan to run the agings by terms code.

OVERRIDE ACCOUNT# FOR BILLING POSTING

This file contains override G/L revenue account#s to be used for specific customers when posting billing information to the General Ledger system. Simply enter the Corp# and press **ENTER** to proceed. Then enter each customer# and the override G/L revenue account# as applicable. See sample screen below.

```
        OVERRIDE ACCOUNT # FOR BILLING POSTING FILE

  4=DELETE
   COMP. (*) . . . . .      1   DAPREX INC.
  POSITION TO . . . . .          BY ACCT#

DLT ACCT#  ACCOUNT NAME         G/L ACCT #   DESCRIPTION
    000121  MHZ BABY SPECIALTIES    300000      SALES-SODA
    111111  GEORGE BOORS INC.       215000      SALES-MEAT
    450000  DALE'S DELI             200003      SALES-PROD.
```

STATEMENT REMITTANCE ADDRESSES

This file contains an alternate remittance name/address for the A/R statements, if any. Simply enter the Corp# and press **ENTER** to proceed. Then enter the name, address, and attention information as needed.

CUSTOMER CROSS REFERENCE

This file contains a cross-reference number for each customer entered here.

EXCLUDED CATEGORIES FOR AGING REPORTS

This file contains any customer categories that you want to be able to exclude from the A/R Aging reports. At the time of running an aging, you will have the option to include or exclude those customers belonging to the categories listed in this file.

FILE LISTINGS

The FILE LISTINGS menu contains the following options.

1.	
2.	**STATE/COUNTRY**
3.	**ZIP CODE/STATE**
4.	**CITY FILE**
5.	**CUSTOMER CATEGORY**
6.	**SALESMAN**
7.	**A/R TERMS**
8.	**CREDIT CODES**
9.	**REGION**
10.	**TERRITORY**
11.	**TAXABLE STATES**
12.	**SALES TAX JURISDICTIONS**
13.	**FREIGHT TYPE**
14.	**DELIVERY ZONE**
15.	**SHIP VIA**
16.	**SHIP TYPE**
17.	**CORPORATION**
18.	**PRICE LIST**
19.	**WAREHOUSES**
20.	**SPECIAL INSTRUCTIONS**
21.	**G/L ACCOUNTS FILE**
22.	**DROP STATES FROM CITY FILE**
23.	**OPEN INITIAL ACCOUNTING PERIOD**
24.	**CASH TABLE (WRITE-OFFS/ADJ.)**
25.	**ACCOUNTING PERIOD**
26.	**BANK FILE**
27.	**DIVISION FILE**
28.	**DELETE CUSTOMERS**
29.	**DELETE SHIP TO'S**
30.	**SOURCE**

Each menu option prints a listing of the master file.

FILE INQUIRIES

The FILE INQUIRIES menu contains the following options.

1.	CUSTOMER MASTER
2.	STATE/COUNTRY
3.	ZIP CODE/STATE
4.	CITY FILE
5.	CUSTOMER CATEGORY
6.	SALESMAN
7.	A/R TERMS
8.	CREDIT CODES
9.	REGION
10.	TERRITORY
11.	TAXABLE STATES
12.	SALES TAX JURISDICTIONS
13.	FREIGHT TYPE
14.	DELIVERY ZONE
15.	SHIP VIA
16.	SHIP TYPE
17.	CORPORATION
18.	PRICE LIST
19.	WAREHOUSES
20.	SPECIAL INSTRUCTIONS
21.	G/L ACCOUNTS FILE
22.	DROP STATES FROM CITY FILE
23.	OPEN INITIAL ACCOUNTING PERIOD
24.	CASH TABLE (WRITE-OFFS & ADJUSTMENTS)
25.	ACCOUNTING PERIOD
26.	BANK FILE
27.	DIVISION FILE
28.	DELETE CUSTOMERS
29.	DELETE SHIP TO'S
30.	SOURCE FILE

Each menu option allows the operator to inquire on each of the master files listed here.

USING THE DAPREX FILE INQUIRY UTILITY

Almost all of the File Inquiries are all accessed using the same utility. Some of the files that contain very few records do not use this utility and are accessed in the same manner as in File Maintenance. The utility used to inquire on the Customer Master File has been described in a previous section.

The Inquiry Utility allows the operator to search by code, (i.e. Ship Via code, State code) or by description, (i.e. UPS, New York). The function keys **F16=By Code** and **F17=By Description**, allow the operator to select the search method. *'By Code'* is the default mode. (In certain cases where the file being inquired upon is corporate specific, it is necessary to first key in the corporation number.)

Upon selection of any of the File Inquiry menu options, a screen similar to that shown below appears. With the cursor positioned at the field **POSITION TO**, key in the code with which to start your inquiry. (To search by description, press **F17** and key in the description with which to start the search.) Let's use the Customer Category File as an example.

```
        CUSTOMER CATEGORY FILE INQUIRY

   KEY SELECTION FOR INQUIRY:

   POSITION TO:                    (BY CATEGORY)


   CAT.    DESCRIPTION          PLIST          DESCRIPTION
   001     RESTAURANTS          001            PRICE LIST 1
   002     HOSPITALS            003            PRICE LIST 3
   003     SCHOOLS              003            PRICE LIST 3
   004     WHOLESALE            005            PRICE LIST 5
   005     RETAIL               006            PRICE LIST 6
```

If the screen is not displaying the record in which you are interested, key in either the code or description on which to search and press **ENTER**. The system then displays all records in the file starting with the one you have requested. Use the **ROLL FORWARD** key to view additional records or key in a new code or description at the **POSITION TO** field and press **ENTER**.

DAILY PROCESSING

The DAILY PROCESSING menu contains the following options.

1.	**CASH RECEIPTS ENTRY**
2.	**CASH RECEIPTS EDIT LISTING**
3.	**CASH RECEIPTS UPDATE**
5.	**A/R TRANSACTION ENTRY BY DATE**
6.	**A/R TRANSACTION EDIT LISTING**
7.	**POST TRANSACTIONS TO DAY'S BILLS**
11.	**DAILY INVOICE REGISTER**
12.	**POST DAILY INVOICES**
13.	**LIST A/R G/L POSTED RECORDS**
14.	**RUN DAY END**
15.	**BILL LATE CHARGES**
16.	**PRINT STATEMENTS**
17.	**MODIFY G/L ERROR BATCH**
18.	**EDIT G/L ERROR BATCH**
19.	**POST G/L ERROR BATCH**
20.	**RELEASE CASH LOCK**

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

CASH RECEIPTS ENTRY

NOTES Cash Receipts should be entered and posted for one period at a time. Unless you have closed a particular month, DO NOT apply cash for the new month until the Month End Close has been run. If you want to be able to enter cash for a new month while still waiting to close the old month, you can set Corp. specific Profile Option #95, 'Allow Cash Entry Into Next Period', to 'Y'. With that set to 'Y' cash batches can be entered (but not posted) into the new month and not affect the aging reports. If you want to be able to enter **and** post cash for more than one period at a time, set General Profile #56, 'Allow 2 Periods Open for Cash Entry' to 'Y'. That way when you close a month it opens the next 2 periods for cash entry/update.

This menu option is used to enter all cash receipts, (cash, checks, on-account and partial payments), and to process write-offs and chargebacks. A separate workfile is created for each user accessing the entry job based on the user's sign-on ID. All entry is done in batches and should be separated by corporation, bank, and deposit date and entered as a batch. Multiple daily batches for one bank can be entered to make it easier for control purposes.

Each batch has a header record which contains general information along with a control total. The Batch Header record requires the following data: **CORP#**, **BATCH#**, **BANK#, BATCH TOTAL** and **DEPOSIT DATE**. The **BANK#** field will not appear unless the General Ledger system is in use.

There are several methods of processing Cash Receipts, each of which is described separately. The *High Speed* method works by trying to apply the check amount against the customer's oldest invoices until it finds a match in the running balance, matching against the net invoice total column. In other words, it has to be able to pay off, in full (less any existing discount), the oldest invoices. If it cannot find an exact match, it defaults to the *Manual* method. The *Manual* method displays all of the open invoices, and requires the operator to indicate which invoices are to be paid. Partial and On-Account payments along with write-offs and chargebacks can be processed using the Manual method.

Upon selection of this menu option, the operator is prompted for the **CORP#** and batch#. Press **F8=New Batch** to assign the next available batch#, or enter the existing batch# you want to edit. Press **ENTER** to proceed. Key in the bank#, batch total and deposit date, and press **ENTER**. (If any errors are found, appropriate messages are displayed at this time.) The first entry screen then appears. Key in the customer **ACCOUNT#,** (or use F4 to search for the desired customer#), **CHECK#** (optional - in cases of a straight write-off, there is no check#), and **CHECK AMOUNT** (optional - in cases of a straight write-off, there is no check amount). The last three fields, **DATE, S=APPLY BY STORE** and **X=APPLY NOW** appear for the purposes described below but in most cases are not used. The **DATE** field allows you to enter the check date (otherwise all that is captured is the deposit date from the batch header). The **S=APPLY BY STORE** sequences the invoices on the next screen by date within ship to# for the customer. This is useful when dealing with chain stores that pay by store#. The **X=APPLY NOW** field is used when corp-specific A/R profile #88, 'Apply Each Cash Payment as Entered', is set to *'N'*. If the profile option is set to 'N', the system only expects entry of Customer#, Check# and Check Amount data here, with the actual application of cash against invoices processed later on. However, if you key an 'X' at the **X=APPLY NOW** field, the system allows you to

process that actual application of cash right away. (Refer to the section entitled 'Profile Options' for further information.)

Additional function keys allow you to search for an invoice# without knowing who the customer is, or to search for an invoice that matches the check amount entered without knowing who the customer is. In the case of **F7-Invoice Inquiry**, simply enter the check# and amount paid (leave customer acct# blank), and press **F7**. Then enter the invoice# and press **ENTER**. The system displays the invoice(s) with matching invoice#s. Key a '1' to select the proper account and press **ENTER** again to return to the previous screen. The correct account# has been filled in so press **ENTER** to proceed. In the case of **F8-Search Account by Amount**, simply enter the check# and amount paid and press F8. The system displays each invoice with a matching amount. Key a '1' to select the proper account and press **ENTER** again to return to the previous screen. The correct account# has been filled in so press **ENTER** to proceed.   See sample screens that follow.

Check Header screen:

```
   CORPORATION . . . . . :   1   DAPREX INC.
   BATCH . . . . . . . . :        228
   BANK# . . . . . . . . :        1   CHASE MANHATTAN
   DEPOSIT DATE . . . . :    3/02/99
   BATCH TOTAL . . . . . :    2566.00
   AMT APPLIED . . . . . :
   ACCOUNT (*) . . . . . .  123456
   CHECK # . . . . . . . .             (OPTIONAL)
   AMOUNT  (**). . . . . .             (OPTIONAL)
   DATE . . . . . . . . .             (OPTIONAL)
   S=APPLY BY STORE . . .
   `X=APPLY NOW . . . . . .


  F3=EXIT  F4=SELECT(*)  F7=INVOICE INQUIRY  F8=SEARCH BY AMOUNT(**)
```

Invoice# Inquiry:

```
                        INQUIRY BY INVOICE#

    INVOICE# . . . :    808


   SEL  ACCT   NAME               INVOICE#  AMOUNT   MEMO#
   __   000240 BENSON, BARBER        808     150.00
```

Amount Inquiry:

```
                        INQUIRY BY AMOUNT

   CORP# . . . . . . :    1  DAPREX INC.       AMOUNT . . . . . :       125.00


   SEL INV#/MEMO# DATE    ACCT# NAME              CITY
       0012384      6/01/97  000400 CHARLES CO.  STAMFORD
       0002725      8/30/96  010764 RAIDER INC.   NORWALK
```

In any of these cases, once the customer# and applicable check information have been entered, press **ENTER** to proceed. If the system finds that the oldest invoice(s) for the customer match the check amount, it defaults to the High Speed method described below. If not, it defaults to the Manual method. Both are described in this section.

HIGH SPEED CASH RECEIPTS

If the system finds that the oldest invoice(s) for the customer match the check amount, a screen similar to that below appears. (If Corp. specific Profile Option #96, 'Exact Hit in Cash - Review Automatically' is set to 'Y', the system selected invoices are automatically displayed.) If a hit is not found, the system defaults to the manual method.

```
                    CASH RECEIPTS ENTRY/UPDATE


    ACCT # . . . :  000400   CHARLES & CHARLES INC.
    CHECK # . . . :     25
    CHECK AMOUNT $:     202.50
    =======================================================
    1 INVOICES SELECTED BY THE PROGRAM FOR PAYMENT

     =======================================================
    TYPE IN  A  TO ACCEPT,  C  TO CANCEL,  R  TO REVIEW . .
```

The system indicates the number of invoices that have been selected for payment, with the options to *ACCEPT, CANCEL* or *REVIEW*. To *ACCEPT*, key an *'A'* and **ENTER**. To *REVIEW*, key an *'R'*, and the system displays the selected invoices with the amounts paid displayed in the **PAID$** column. If after verifying that the items selected for payment are correct (see sample screen below), press **F3=End**. The system returns to the screen above and you may enter an 'A' to accept the transaction or a 'C' to cancel. To *CANCEL*, key a *'C'* , and the system reverts to the manual method by displaying all the open items for the customer. Refer to the following section for further details on the manual method.

High Speed Review screen:

```
                    CASH RECEIPTS APPLICATION

    ACCT# . :  000400  CHARLES & CHARLES INC.      USER#:  LISA
    BANK# . :   1    CHASE MANHATTAN          CHECK $:    1,702.50
    CHECK # :    12                           TOTAL $:         .00

     INV#MEMO/SM# CD  DATE    GROSS$   DISC$ WRITE-OFF $   P A I D $
      4753/ 3          11/11/93  202.50                        202.50
       928/ 3           9/15/94  1,500.00                     1,500.00
```

For all other functions and payments, see the next section.

MANUAL CASH RECEIPTS

If the system does not find that the oldest invoice(s) for the customer match the check amount, the system defaults to the manual method described here. The first screen to appear displays all the customer's open invoices as shown below. Roll forward to view additional records.

```
ACCT# . : 000400  CHARLES & CHARLES INC.      USER#:   LISA
BANK# . : 1     CHASE MANHATTAN              CHECK $:    1,703.50
CHECK # :    115                            TOTAL $:        .00
1=PAYMENT, 2=ADJUSTMENTS, 3=PARTIAL, 4=CANCEL PAYMENT, 5=ADD'L INFO,
6=PARTIAL=UNAPPLIED

 IN# MEMO/SM# CD INV-DATE   GROSS $   DISCOUNT$ WRITE-OFF $   P A I D $
   4753/ 3            11/11/93   202.50
    928/ 3             9/15/94  1,500.00
   1321/ 11 *          4/13/95   155.81
   4407/ 3            10/18/95   609.00
   4494/ 3             5/23/96  1,600.00
   2228/ 2             6/28/96  2,550.00
 F3=EXIT  F8=INVOICE#  F9=REVIEW PAID  F10=O/A-C/B  F11=MORE INFO  F14=POSITION
```

There are 4 main ways of applying a payment here: *1=Full Payment, 2=Adjustments, 3=Partial Payment, 6=Partial=Unapplied.* The open invoices are displayed in invoice# by due date sequence and you can use the **F14=Position To** key to enter the due date and/or invoice# and the system will take you directly to that due date/invoice#. The **F8=Invoice#** key is another method described in a subsequent section.

FULL PAYMENTS

Full payment of an invoice is made by keying a *'1'* to the left of the invoice# to be paid. This code tells the system to pay the invoice in full, taking the discount, if any is displayed. Key a *'1'* next to each invoice to be paid in full and press **ENTER** to process. The system highlights the paid invoices, displays the amount paid in the **PAID$** column, and calculates the total amount applied in the **TOTAL$** field at the top of the screen. If you want to cancel the payment against a specific invoice, key a *'4'* to the left of the invoice and press **ENTER**. The following cancellation confirmation window appears. Press **F20** to confirm or **F12** to return to the previous screen, leaving the payment intact. By confirming the cancel, the payment applied to that invoice is removed.

```
              CANCEL PAYMENT
    INVOICE #       4753
    CURRENT GROSS     202.50
    NET DUE           202.50
    DISCOUNT TAKEN
    WRITE-OFF AMT
    BALANCE               .00

    PAYMENT AMOUNT     202.50
```

The Full Payment code can also be used on outstanding credits/On Account payments in order to apply those amounts against invoices. By keying a *'1'* next to a credit, the system assumes that it has the check amount PLUS the credit amount to apply against open invoices.

ADJUSTMENTS

Code 2=Adjustments pays an invoice in full, LESS any discount and/or write-off amounts entered by the operator. There will never be a remaining invoice balance when using *2=Adjustments*. It is also used to write-off an entire invoice balance. If an available discount is not displayed with the invoice, or if you want to change the available discount amount, use this code rather than a *1=Full Payment*. One invoice may have any number of write-offs associated with it.

Key a *'2'* next to the invoice# on which to make a payment and/or adjustment and press **ENTER**. A second screen appears as shown below.

```
ARIA31                    ENTER WRITE-OFFS

CUSTOMER # AND NAME           INVOICE   INV-DATE  DUE-DATE  USER#:
000210 HERRERIN INC.           92155     9/29/06   9/29/06     LISA


GROSS $     DISCOUNT $     PAID $     WRITE-OFFS $     BALANCE $
 69.75        1.57                                      68.18

 W/O(*)   ADJUSTMENT TITLE     AMOUNT $  DIV  DPT   JOB  ACCT #  N=NOTES
```

To enter or change the discount, move the cursor to the **DISCOUNT$** field and key the desired discount amount. Press **ENTER** and the system will re-calculate the **PAID$**, (gross less discount).

To process an adjustment other than discount, key the appropriate write-off code into the **W/O#** field and the amount to be written off in the **AMOUNT$** field. You may also enter override GL Div#, Dept#, Job# and Acct# values if you want to post to a different Div/Dept/Job/Acct combination than is normally assign to the write-off code you are using. More than one write-off may be made to an individual invoice if necessary. When all the applicable codes and amounts have been keyed, press **ENTER** to proceed. The system displays the write-off code descriptions, calculates the total **WRITE-OFF$**, and calculates the **PAID$**. If any of the write-off codes or amounts are in error, you can delete those entries by keying a *'D'* in the **D=DEL** field on the right-hand side of the screen. Once the entry is correct, press **F20=Accept**, to return to the first screen. The paid invoice# is highlighted, and the **WRITE-OFF$** and **PAID$** is displayed. Continue with any other invoices to be paid or written off.

PARTIAL PAYMENTS

Code 3=Partial allows a partial payment to be made against an invoice, leaving the balance on the account. It is also used when writing off a portion of an invoice WITHOUT applying any cash to that invoice. If an available discount is displayed with the invoice, it may be taken, changed or deleted. Conversely, if no available discount is displayed and you wish to enter one along with the partial payment, it can be entered. In addition, a partial payment can also have a write-off, leaving the balance on the account (gross less write-off less paid amount).

Key a *'3'* next to the invoice# on which to make a partial payment and press **ENTER**. A second screen identical to that shown for adjustments will appear. To enter the partial payment amount, move the cursor to the **PAID$** field and key the appropriate amount. If you wish to enter or change a discount, move the cursor to that field and key the desired amount. Press **ENTER** and the system calculates the **BALANCE$** (gross less discount less paid amount).

If any adjustments need to be processed along with the partial payment, key the appropriate write-off code into the **W/O#** field and the amount to be written off in the **AMOUNT$** field. Again, override GL information may be entered for each write-off as well. More than one write-off may be made to an individual invoice if necessary. When all the applicable codes and amounts have been keyed, press **ENTER** to proceed. The system displays the write-off code descriptions, calculates the total **WRITE-OFF$**, and re-calculates the **BALANCE$**. If any of the write-off codes or amounts are in error, delete those entries by keying a *'D'* in the **D=DEL** field on the right-hand side of the screen. When the entry is correct, press **F20=Accept**, to return to the first screen. The partially paid invoice# is highlighted, **DISCOUNT$, WRITE-OFF$** and **PAID$** displayed, and a *'$'* appears next to the **GROSS$** field to indicate that there is a remaining balance.

To process a partial write-off leaving the invoice balance on account, proceed as described above, remembering to zero out the **PAID$** field. The system calculates the **BALANCE$** as the difference between the **GROSS$** less the **WRITE-OFF$**.

PARTIAL = UNAPPLIED AMOUNT

Code 6=Partial=Unapplied takes the **remaining** unapplied dollar amount and applies it as a partial amount against a selected invoice. Use of code 6 eliminates the need to go to the second screen as described in the previous section by automatically assuming that the remaining dollar amount should be applied against the designated invoice. If you use code 6 against an invoice and decide that the amount applied is *not* correct, you can delete that payment and do it over.

INVOICE# SEARCH

There is another method within Manual Cash Receipts of searching for the invoices to be paid. This method is especially useful on accounts that have a large number of open invoices or many invoices for the same amounts. This method is called Invoice# Search. When the customer's account is displayed, press **F8=Inv#**. Key in the first invoice# to be paid and press **ENTER** to display the following screen**.**

```
    INVOICE #   2915
    ORIGINAL AMT        2,550.00
    CURRENT GROSS       2,550.00
    DISCOUNT AMT
    NET DUE             2,550.00


    DISCOUNT TAKEN      _____
    WRITE-OFF AMT
    PAYMENT AMOUNT      2,550.00


     BALANCE


     W=WRITE OFF, C=CHARGEBACK    __


     F12=PREVIOUS        F20=ACCEPT INVOICE# TO PAY. . . . . . .
```

The system assumes that the invoice is being paid in full and displays the net amount in the **NET DUE** and **PAYMENT** fields. Simply press **F20** to accept and you are prompted for the next invoice# to be paid. Proceed with each invoice to be paid.

If the invoice IS NOT to be paid in full, key in the amount to be applied in the **PAYMENT AMOUNT$** field, press **ENTER** to calculate the remaining balance and **F20** to accept. If you wish to process a write-off or chargeback for the full remaining balance or any portion of it, key a *'W'* or a *'C'* in the field shown above and press **ENTER**. (Refer to the next section for processing the chargeback.) The system then displays the Write-Offs and Adjustments screen. Discounts and write-offs applying to the invoice may be processed on this screen as described in the previous sections. All other functions are the same as described in previous sections. To end the Invoice Search utility, press **F12=Previous** from the Pay by Invoice window.

ON-ACCOUNT PAYMENTS AND CHARGEBACKS

Both On-Account payments and Chargebacks are processed under the Manual Cash Receipts mode using **F10=O/A & C/B**. An On-Account payment is one that is applied to a customer's account without paying off individual invoices. It creates a credit on the account that can be applied against invoices at a later time. This is most commonly used when the operator does not know which invoices are being paid and does not want to decide arbitrarily. After pressing **F10**, the following screen appears.

```
    * CODE
      AMOUNT
      MEMO
    * DIV #
      INVOICE
      DUE DATE  0/00/00
      PO #
    * SLSMAN
    * SHIP TO
      F4=SELECT(*)  F12=PREVIOUS   F20=ACCEPT
```

For an on-account payment, enter the On-Account code, (use **F4** if the correct code is not known), and key the **AMOUNT**, the **DEBIT MEMO**, (this can be the check# or any other meaningful alpha-numeric code, and appears in the **INVOICE#** field after the batch has been updated), the **DIVISION#** and press **ENTER** and **F20** to accept. You may process another On-Account payment if desired or press **F12=Previous**. The On-Account payment is now displayed at the end of the open items. It has the On-Account Payment code in the **CD** column and the on-account amount in the **PAID$** column.

The processing of a Chargeback is almost identical except that you key in a Chargeback code#, the chargeback **AMOUNT**, the **DEBIT MEMO**, (this can be any meaningful alpha-numeric code, and appears in the **INVOICE#** field after the batch has been updated), the **DIVISION#** and press **ENTER** and **F20** to accept. You may process another On-Account payment if desired or press **F12=Previous**. The chargeback amount appears as a credit amount in the **TOTAL$** field at the top right corner of the screen. Now key a *'1'* next to the invoice for which to create the chargeback and press **ENTER**. This should balance the transaction and allow you to exit upon pressing **F3**. After the batch is posted, the chargeback appears as an invoice on the account and a forthcoming credit can be applied when available.

RETURNED/BOUNCED CHECKS

Returned or bounced checks are entered as negative On-Account payments under the Manual Cash Receipts mode using **F10=O/A & C/B**. The system creates a new outstanding item on the customer's account, increasing his balance by the amount of the returned payment. If the On-Account code used has been set up with a surcharge amount and/or G/L account, the system creates an invoice for the surcharge amount and posts to the G/L as applicable. Follow the instructions above for processing On-Account payments, entering the amount with the **FIELD-** key.

ENDING CASH RECEIPTS ENTRY

When all payments have been made on an account, use **F9=Review Paid** to review only those invoices against which payments and/or write-offs have been made. See below.

```
 ACCT# . :  000240  BENSON, BARBER & ASSOCIATES    USER#:   LISA
 BANK# . :  1    CHASE MANHATTAN            CHECK $:    18.230.25
 CHECK # :  44                             TOTAL $:    18,230.25
 2=CHANGE PAYMENT, 4=CANCEL PAYMENT     DISC $$:          .00


 INV# /SM#   CD    DATE     GROSS$     DISC$    W/O$      P A I D $
   4472/ 3         5/23/96   2,105.25  $                   2,105.25
   4476/ 3         7/18/96  11,274.50  $                  11,274.50
   4477/ 9         8/14/96   2,640.00  $                   2,640.00
   4478/ 3         8/14/96   2,105.25  $                   2,105.25
   4475/ 3         7/18/96   2,105.25  $        2,000.00     105.25
```

If all the entries are correct, press **F12** to return to the previous screen. If any errors are found, you may key a *'4'* to cancel the payment of a specific invoice#. This causes the cancel confirmation window to appear. Press **F20** to confirm or **F12** to return to the review screen. If confirmed, the **TOTAL$** field is recalculated. If an error is found and you simply want to change the entry without canceling it, key a *'2'* to change the payment. The following screen appears.

```
            ENTER WRITE-OFFS

    CUST# AND NAME              INV#    INV DATE  DUE DATE
    ----------------------------------------------------------------------------
    086510 BENSON & BARBER      4475    07/18/96  08/18/96


    GROSS$  DISC$     PAID$   WRITE-OFF$        BALANCE
    ----------------------------------------------------------------------------
    2105.25           105.25  2000.00


    W/0#           ADJUSTMENT TITLE            AMOUNT$   D
    051            ADVERTISING ALLOWNCE          2,000.00
```

You may change any of the data displayed here simply by moving the cursor to that field and changing the data. If you need to change the paid and/or discount amounts, key the new amount(s) and press **ENTER** for the system to recalculate the remaining balance, if any. If there is a write-off and you want to change the write-off amount, you must also change the paid amount, netting the invoice to a zero balance. You may NOT change the write-off code without canceling the transaction as previously described. It can then be re-entered correctly.   When your changes have been made, press **F20** to accept or **F12** to return to the review screen without making any changes.   When your review is complete, press **F12** from the review screen to return to the entry screen. The system then displays a Check Verification screen for final approval. If it is in balance, press **ENTER** and proceed with the next entry. If it is not in balance, either review and correct your entries using **F12**, accept the out of balance transaction using **F6**, or key the correct check amount at the entered **CHECK TOTAL$** field and press **ENTER** twice. Continue with the next customer. (Refer to the Check Verification sample screen shown under the High Speed Cash Receipts section.) When all transactions have been entered press **F12** to go to a batch review screen or **F3** to exit to the menu.

Batch Review screen:

```
            CASH RECEIPTS CHECK DATA WORK FILE

 TYPE SELECTION, PRESS ENTER.     X=APPLY ALL . . . .
  1=CASH RECEIPTS  2=CHANGE PAYMENT  4=DELETE
   CORPORATION . . . . . :   1   DAPREX INC.
   BATCH . . . . . . . . . . . :   223
   BANK# . . . . . . . . . . . :   1   CHASE MANHATTAN
 DEPOSIT DT: 3/03/99 BATCH TOTAL: 25500.00   AMOUNT APPLIED: 19985.25


 SEL  ACCT#  NAME                CHECK#  AMOUNT     DATE  SEQ APPL
      000250 FARKER, THOMAS INC.    15   1500.00   3/03/99      B
      000240 BENSON, BARBER CO.    214   6251.00   3/03/99      B
      000240 BENSON, BARBER CO.    241  18230.25   3/03/99      B
```

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```
000400  CHARLES & CHARLES INC.  63       416.23   3/03/99           B
000211  DAVIS PATTON LTD.        4121     255.00   3/03/99           B
```

Batch and Applied totals appear at the top of the screen indicating whether or not the batch is in balance. If the batch total or date needs to be changed, press F12 to access those fields, make the change and press **ENTER**. On this batch review screen there is one line per check per customer shown on the lower half of the screen with a *'B'* on the far right indicating that the payment has been applied against invoices and it is in balance. If there is no 'B', the check amount has not been applied against any invoices yet. If the transaction is in reverse image, payment has been applied against invoices and it is not in balance. Any out of balance situation prevents a batch from being posted. To delete a transaction and all its invoice payments, key a *'4'* in the **SEL** field on the left side of the screen and press **ENTER**. To change the check amount or the check#, key a *'2'* in the **SEL** field and press **ENTER**. A window appears allowing you to change those values. To enter, change or remove invoice payments for a transaction, key a *'1'* in the **SEL** field and press **ENTER**. All of the functions described in the previous section are now available. Make the necessary changes/additions/deletions and press **F3** to end the transaction and return to the batch review screen.   When you are ready to close the batch, press F15 to display the batch total screen. If it is in balance, press **ENTER** and proceed with the next batch. If it is not in balance, either review and correct your entries using **F12**, or accept the out of balance batch using **F6** and continue with the next batch or print an edit . Always print an edit of your batch prior to the update. Press **F3=End** to return to the menu and select #2, Cash Receipts Edit.

CASH RECEIPTS EDIT

This menu option prints an edit listing of the batches entered under the user's ID#. Batches entered under other user ID#s must be requested under those ID#s. (Sign on with the correct user's ID# and select this menu option). If general profile option #13, 'Select Cash Receipts Batches to Post' has been activated, the operator will be able to select individual batches for which to print the edit. See sample screen below.

```
              SELECT CASH RECEIPTS BATCHES FOR EDIT

    TYPE OPTIONS, PRESS ENTER.    POSITION TO . . . . BATCH#
     1=SELECT 4=CLEAR

    OPT  BATCH#  CORP#  NAME                      AMOUNT
         1       1      DAPREX INC.              1,500.00
         13      1      DAPREX INC.                123.45
         15      1      DAPREX INC.                310.00
         16      1      DAPREX INC.                375.00
```

If any errors or omissions are detected in the batch, return to the Entry program to make corrections and reprint the edit.

CORRECT CASH RECEIPTS ERRORS

In order to make corrections to Cash Receipts entries, select #1, Cash Receipts Entry, and call up the batch under which the entries were made. To delete any incorrect entries, follow the instructions given in the two previous sections. Reprint another edit to verify that the batch is correct before proceeding to update the batch.

CASH RECEIPTS UPDATE

This menu option updates the in-balance cash receipts batches entered under the user ID# of the operator requesting this job. If general profile option #13, 'Select Cash Receipts Batches to Post' has been activated, the operator will be able to select individual batches to post. By updating the batches, the operator can no longer make changes, additions or deletions to the batches, or print an edit for them. The customer balances are updated and the records to be posted to the General Ledger during the Day End procedure are created. (This final step only takes place if the DAPREX General Ledger System has been installed and the General and Corp. Specific Profiles have been set to post to the G/L.)

MANUAL INVOICE ENTRY

Manual Invoice Entry is used only if you are NOT using a DAPREX Billing module. If you are using a DAPREX Billing module, the invoices and credits will be automatically posted to the A/R module.

There are two methods of Manual Invoice Entry, Edit and Update. They are entering **A/R Transactions by Date** and entering **A/R Transactions by Account#**. For the initial loading of customer open A/R balances, use the '**By Account#**' method since all of a customer's invoices can be entered as a batch. In addition there is no posting to G/L since those invoices have already updated the G/L. This method, along with the edit, update and posting jobs can be found on the Initial Set-up menu.

The '**By Date**' method is best used after the initial open balances have been entered and updated and you wish to add a new day's worth of invoices. It can be found on the Daily Processing menu.

A/R TRANSACTION ENTRY BY DATE

As already described, this menu option is used to enter daily billing AFTER the starting customer open A/R balances have been entered and updated. (It should only be used by those customers who DO NOT have a DAPREX Billing module.) Each day's bills

should be separated and entered as a batch. **A SEPARATE WORKFILE IS CREATED FOR EACH USER ACCESSING THE ENTRY JOB BASED ON THE USER'S SIGN-ON ID. ALL CHANGES, ADDITIONS, EDITS ETC. MUST BE RUN UNDER THAT USER'S SIGN-ON ID.** All entry is done in batches and should be separated by corporation and invoice date and entered as a batch. Multiple daily batches can be entered to make it easier for control purposes.

Upon selection of this menu option, the operator is prompted to enter the **CORP#**, **BATCH#** and **INVOICE DATE** for the batch, and press ENTER to proceed. The following screen appears. Enter the **GROSS BATCH TOTAL, DISCOUNT TOTAL, TAX TOTAL, FREIGHT TOTAL** and **DEFAULT DUE DATE** for the invoices in the batch. (For the purposes of initial loading, it is not necessary to break out the tax and freight charges from the gross, as the system will not post them to the G/L).

```
            ACCOUNTS RECEIVABLE ENTRY BY
    DATE

    CORP#  1
    BATCH#         1
    INVOICE DATE FOR BATCH        07/29/89
    KEY IN BATCH TOTALS:

    GROSS TOTAL$. . . . .
    DISCOUNT TOTAL$ . . .
    TAX TOTAL$. . . . . .
    FREIGHT TOTAL$. . . .
    DEFAULT DUE DATE. . .
```

Once these have been keyed, press **ENTER** to proceed. The entry screen now appears. Enter the **CUSTOMER#**, **INVOICE#** and **GROSS AMOUNT** for the first invoice and press **ENTER**. The system displays the default due date, (may be overridden if necessary), and allows entry of the additional data as required: **DISCOUNT$, FREIGHT$, TAX$, SALESMAN#, DIVISION#** and **TAX LOCATION**. If none of these fields needs to be keyed, simply press **ENTER** and continue with the next customer. To update or delete a previously keyed invoice, press **F11=Update Batch** and key in the line# of the invoice to be changed/deleted and press **FIELD EXIT**. (The line# is assigned by the system and appears on the left-hand side of the screen.) When the line is displayed at the bottom of the screen, move the cursor to the field(s) that needs to be changed and key the correct data. To delete an entry, key a '*D*' in the **D=DELETE** field and press **ENTER**. The corrected entry is redisplayed on the top portion of the screen. Continue with any other corrections to be made. When all entries have been completed, press **F3** to end the batch.

The total screen appears showing the **ENTERED** and **CALCULATED GROSS$**, **DISC$, TAX$** and **FREIGHT$**, along with the **DIFFERENCE**, if any. If the two are not in balance, use **F12=Previous**, to return to the lines and review, change, add or delete entries. Press **F6=ACCEPT OUT OF BALANCE SITUATION** if you want to return and finish the batch later. Be sure to print an edit and carefully review the batch entries. Out of balance batches cannot be updated.

```
        ACCOUNTS RECEIVABLE ENTRY BY DATE


CORP#  1
BATCH#          1
INVOICE DATE FOR BATCH        07/29/89

GROSS$. . .      1500.23         1502.23          2.00
DISC$ . . .         1.76            1.76           .00
TAX$. . . .          .00             .00           .00
FREIGHT$. .          .00             .00           .00

F6 TO ACCEPT DESPITE THE DIFFERENCE
```

EDIT LISTING

This menu option prints an edit listing of the batches entered under the user's ID#. Batches entered under other user ID#s must be requested under those ID#s. (Sign on with the correct user's ID# and select this menu option).

If any errors or omissions are detected in the batch, return to the Entry program to make corrections and reprint the edit.

POST TRANSACTIONS TO DAY'S BILLS

This menu option updates the in-balance A/R Date batches entered under the user ID# of the operator requesting this job. By updating the batches, the operator can no longer make changes, additions or deletions to those batches, or print an edit for them. The batches have not yet been updated to the A/R or the G/L though they can be listed on the Preliminary Daily Invoice Register. The actual update to Accounts Receivable takes place during menu option #12, Post Daily Invoices. The update to G/L takes place during menu option #14, Run Day End if G/L is installed and the appropriate General and Corp. Specific Profiles have been set to do so.

DAILY INVOICE REGISTER

This menu option prints a preliminary Invoice Register for ALL invoices that have been entered and posted through A/R Transaction Entry by Date and Account#, and that have not yet been updated to Accounts Receivable.

POST DAILY INVOICES

This menu option prints a final Invoice Register, a G/L Entry Proof list, posts the previously updated A/R Transaction batches, (all the invoices on the Daily Invoice Register) and updates the customer account balances.

LIST A/R & G/L POSTED RECORDS

This menu option prints a G/L Entry Proof edit listing all of the entries created for posting to the General Ledger as a result of the **Post Daily Invoices**, and **Update Cash Receipts** jobs. This job does not need to be run UNLESS the DAPREX General Ledger System has been installed.

RUN DAY END

This menu option runs the Day End procedure, re-aging the customer balances and posting the Sales Journal, Cash Receipts and manual A/R entries to the General Ledger. The operator is prompted for the date to be used in aging the open receivables.

BILL LATE CHARGES

This menu option calculates and posts late charges for selected corporation(s) as of a specified cutoff date. The routine and cutoff date for calculating the late charges can be different for each corporation and therefore needs to be entered upon selection of this menu option. (**Please check with your DAPREX representative regarding the running of this option.**) The system displays each active corporation, its MONTHLY late charge percentage, (the percentage is pulled from the Corporation Master File), and the last date on which this program was run. The user enters the current date to be used and the routine#, to be used. A Late Charge Invoice Register is produced listing each calculated charge - all late charge invoices have an invoice number of all nines.

PRINT STATEMENTS

This menu option prints on-demand statements for all or selected accounts within a corporation. Upon selection of this option, the Corporation Selection screen appears. Key a *'1'* to print statements for **all** customers in the corporation or a *'2'* to select individual customers based on a minimum amount owed. Once the customers have been selected, press **F8** from the Corp. Selection screen and the following screen appears. Make the appropriate selections and press **ENTER** to proceed.

```
                    STATEMENT SELECTION UTILITY

          ENTER THE FOLLOWING DATA :

           STATEMENT DATE . . . .   5/31/95
           COMMENTS  . . . . . .
           FORM SELECTION . . . .  3      (1 = 51 LINES FORM)
                                          (2 = 42 LINES FORM)
                                          (3 = 66 LINE LETTERHEAD)
                                          (4 = 66 LINE BLANK FORM)

           PRINT ZERO STATEMENTS   Y   (Y/N)
           PRINT CREDIT STATEMENTS Y   (Y/N)
           PRINT CREDIT STATEMENTS ONLY  N    (Y/N)
           RUN ONLY INVOICES EQUAL TO OR
          OLDER THAN SELECTED PERIODS  N      OMIT CREDITS  N

           THE FOLLOWING ARE REQUIRED WHEN SELECTING ALL:

           RUN STATEMENTS FOR ACCOUNTS THAT BELONG TO AN
           AGING PERIOD EQUAL OR GREATER THAN (1 TO 6)

           M = MONTHLY  W = WEEKLY STATEMENTS  B = BOTH . . .

          ENTER  F12=PREVIOUS                    (C) DAPREX - 1991
```

MODIFY G/L ERROR BATCH

This option allows you to access the G/L journal entries that were not posted to the G/L due to some sort of data error. By accessing this batch, you can make the necessary corrections and post them to the G/L.

EDIT G/L ERROR BATCH

This option prints an edit list of the G/L journal entries that were not posted to the G/L. Once your corrections have been made, there should not be any error conditions on this listing.

POST G/L ERROR BATCH

This option posts the corrected G/L journal entries to the G/L.

RELEASE CASH LOCK

This menu option frees up a customer who has been locked up in Cash Receipts Entry as a result of someone exiting the cash entry program improperly or a power outage. After entering the Corp# and Customer#, key a ′Y′ to release, and press **ENTER**. This should allow the operator to access the customer.

INQUIRIES AND REPORTS

The INQUIRIES AND REPORTS menu contains the following options.

1.	CUSTOMER SCAN
2.	ACCOUNTS RECEIVABLE INQUIRIES
3.	DELINQUENCY STATUS INQUIRIES
4.	A/R MEMO ENTRY
5.	UNPAID INVOICE# INQUIRY
6.	LIST AGING BY ACCT# SEQUENCE
7.	LIST AGING BY SALESMAN SEQUENCE
8.	LIST A/R LEDGER
9.	LIST 12 MONTHS A/R SALES
10.	LIST 12 MONTHS WRITE-OFFS BY ACCT# SEQ.
11.	LIST 12 MONTHS WRITE-OFFS BY CODE SEQ.
12.	CUSTOMER INACTIVITY REPORT
13.	SALES JOURNAL SCAN
14.	MEMO# INQUIRY
15.	CUSTOMER CREDIT HOLD REPORT
16.	USER DEFINED FILES
17.	CUSTOMER LABELS
18.	PLEDGE REPORT
19.	ON DEMAND AGEING REPORT
20.	ON DEMAND MONTHLY CASH RECEIPTS
21.	CASH CODE CHANGES – ORIGINAL CODE
22.	CASH CODE CHANGES – CHANGED CODE
23.	INVOICES FOR SELECTED DATES/PERIODS
25.	AGED A/R BY COTOMER/SALESMAN (OLD)
26.	CASH RECEIPTS – SELECTED DATES/PDS.
27.	SALES BY STATE
28	HISTORY REPORT
29	CONSOLIDATED AGING REPORTS

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

CUSTOMER SCAN

The Customer Scan is a program that is used throughout the system to scan or search for an existing customer#. This is especially helpful if someone wants to sit down and code all A/R cash receipts entries prior to input. It can also be used when adding a new customer to determine what customer# should be assigned, so that the customers remain in alphabetic sequence by account number.

The Customer Scan appears whenever the operator presses **F4** at the **CUSTOMER#** field, and can be found not only on the INQUIRIES AND REPORTS menu, but in any job where the operator needs to enter a customer#.

There are three methods of scanning, the most frequently used being the ALPHA MATCH method. As the default mode, it allows the operator to key in any portion of the customer name on which to scan, and can be as few or as many characters as you wish. The system searches for and displays all customers within the selected corporation who have that combination of letters at the beginning of ANY WORD in the customer name. Along with the **CUSTOMER#** and **NAME**, it displays the first line of **ADDRESS**, and any **SHIP TO** numbers. (By using **F20-Shift Right**, address lines 2,3, and 4 can be viewed.) If the customer that you are looking for does not appear on this first screen, and the screen is full, use the ROLL UP/DOWN keys to view additional data. See example below.

```
CORP# 001    SEARCH WORD:  SE_____

                SELECT LINE#: ___

LN#    CUST#  SHIP#      NAME                  ADDRESS  1
1      077130 0000   SHORE RESTAURANT   105 WEST ST.
2       79056 0000   SEA CLIFF CO.          8 ALMEIDA ST.
3      037756 0000   SENORITA INC.         1401 5TH AVE.
4      079152 0000   SETO CORP.             55 KIRKLAND
```

If you are in any of the programs where you want to select a customer for inquiry etc., simply key the line# to the left of the customer# at the prompt **SELECT LINE#** and press **FIELD EXIT**. This brings the selected customer# back to the program you were in and you may continue.

The second search method is ALPHA START and can be accessed by pressing **F7** once the search screen appears. This method allows the operator to key in a sequence of letters with which to begin an alphabetic search. The system finds the first occurrence of that sequence of letters, (again, at the beginning of ANY WORD in the customer name) and then searches alphabetically from that point forward. See below.

```
CORP# 001    SEARCH WORD:   SE_____

               SELECT LINE#: ___

LN#  CUST#  SHIP#       NAME                    ADDRESS1
 1   077130 0000   SEA SHORE RESTAURANT   105 WEST ST.
 2   079056 0000   SEA CLIFF TRADING CO.    8 ALMA ST.
 3   037756 0000   SENOR PANCHOS INC.      1401 5TH AVE.
 4   079152 0000   SETO RESTAURANT CORP.  55 KIRKLAND
 5   079920 0000   SGARLATOS CAFE          11 EVANS AVE.
 6   080001 0000   SHERATON PLAZA INN      HIGHWAY 46
 7   081000 0000   SIAM CUISINE            43 W. 57TH ST.
```

As you can see, the system found the first occurrence of 'SE' and then it proceeded to 'SG', 'SH', 'SI' and so forth. This method of searching is especially useful if the customer name was put in incorrectly and you are now trying to find it. Selecting a customer is the same as described above.

The third method, CUSTOMER# START, (appears only in the Customer Master version on the File Maintenance menu) is used primarily to determine where in numeric sequence to assign a new customer number so the list is in both alphabetic AND numeric sequence. It can be accessed by pressing **F9** once the search screen appears. This method allows the operator to key in a starting account# (this can be an actual or fictitious account#) and the system displays the account PRIOR to that entered, (existing or not), and all those accounts that follow in numeric sequence. See below.

```
CORP# 001    STARTING CUST#:  077130

               SELECT LINE#: ___

LN#  CUST#  SHIP#      NAME                   ADDRESS  1
 1   077120 0000   SAKURA RESTAURANT    786 WELLS RD.
 2   077130 0000   SANTA FE RESTAURANT    105 WEST ST.
 3   077714 0000   SANTO PIETRO          8 ALMEIDA TERR.
 3   077724 0000   SAPARITO'S DELI        1401 5TH AVE.
 4   077878 0000   SAW MILL RIVER COURT    55 KIRKLAND
 5   077928 0000   SAWADEE THAI           111 EVANS AVE.
```

ACCOUNTS RECEIVABLE INQUIRIES

This menu option allows inquiry into Customer Aged Receivables, Ledger History, Credit Check, A/R Memos, and general Customer Information. There are 80 and 132 column screen versions depending on the capability of your terminal.

Upon selection of this menu option, you will see either the following screen appears. Enter the appropriate data and selections.

```
        CUSTOMER INQUIRIES

    CORPORATION#. . . . . . . .

    CUSTOMER# . . . . . . . . . .

    'A'=AGED A/R, 'L'=A/R LEDGER.. . . . .
```

After keying the **CORP#** and **CUST#** and requesting the Aged AR inquiry, press enter and key in the **AGING PERIOD** to view and whether to display the open items in reverse chronological sequence (newest first). (The AGING periods correspond to the 6 AGING buckets as defined in the Corporation Master; i.e. 1=Current, 2=Overdue, 3=Over 30 etc.) If you are requesting the A/R Ledger history, one of the following 4 options can be selected; 1= Chronological - Oldest 1st, 2=Inv# Sequence - with Matching Payment, 3=Chronological - Most Recent 1st, 4=Check# Sequence - Payments Only. If you select 1=Chronological, you may enter an optional starting date so only the activity AFTER that date will be included in the inquiry. Press **ENTER** to proceed.

AGED A/R INQUIRY

The Aged A/R Inquiry displays the open A/R invoices for the selected customer. Based on the aging period entered on the previous screen, only the invoices belonging to that period and older will be included. Each invoice is displayed with the **INVOICE#, INVOICE DATE, DIV#, CODE#,** (code#s are displayed only when the transaction is a result of a chargeback or an on-account payment), **SALESMAN#, GROSS$, DISCOUNT$, NET$, DUE DATE** and **AGING PERIOD** to which it belongs. Use the ROLL UP/DOWN keys to view additional screens of data. Use **F11=Drop** to display the debit memo# and the report sequence code, if any. If you use the DISTRO system, you can view the invoice line detail of a transaction by keying a *'1'* in the **SEL** field and pressing **ENTER**. Then press **F11** to view the G/L data for each invoice line.   An *'*'* displayed in the **$** field indicates that a previous partial payment has been made. An *'N'* is displayed in the **SEL** field next to a transaction to indicate that a note exists. To access the note(s), key a *'6'* into the **SEL** field and press **ENTER**. This will allow you to view the note as well as add a new note or change the existing note. Use the function keys listed to perform other inquiries. ****NOTE**** The division# displayed on this screen is the default division# from the Customer Master, not necessarily the division# against which the invoice ultimately posted in the G/L.

A/R LEDGER HISTORY

The A/R Ledger History inquiry (chronological and by invoice# versions), displays complete transaction history for a specified customer. Based on the starting date entered, the activity from that point forward is included. The operator may select to view Cash transactions only, Invoices only, or both. Use the ROLL UP/DOWN keys to view additional screens of data. On this screen, payments are shown in reverse image to easily distinguish them from invoice transactions. Use **F11=Drop** to display the debit memo# and the report sequence code, if any . To view the detail of cash receipt or invoice transactions, key a *'1'* in the **SEL** field and press **ENTER**.   An *'N'* is displayed in the **SEL** field next to an invoice/payment to indicate that a note exists. To access the note(s), key a *'6'* into the **SEL** field and press **ENTER**. This will allow you to view the note as well as add a new note or change the existing note. An 'M' in the last position of the invoice# indicates that a memo# exists for the transaction. Key a *'1'* to view the memo# information. A *'PP'* is displayed in the **CODE** field on a payment record to indicate a partial payment. Any other code in this field indicates an on-account payment, (usually code 99), or a chargeback. In the situation of a write-off, an amount appears in the **WRITE-OFF** field without any entry in the **CODE** field. Key a *'1'* to view the write-off detail. From this screen, you may select **CASH**, **INVOICES** or **BOTH**, or change the **STARTING DATE**. Use the function keys to perform other inquiries.

The Check# Sequence version of the Ledger Inquiry includes payment transaction ONLY.

12 MONTH SALES SUMMARY

The 12 Months Sales Summary/Customer Credit Check displays the sales, cash receipts, write-offs, month end balance, and ratio of the balance to sales for each of the prior 12 months along with 12 month sales and cash totals. It also shows the 12 month high balance. Use **F7** to view prior year data and **F8** to view next year data.

CUSTOMER INFORMATION

The General Customer Information inquiry displays general name, address and telephone data, last invoice and payment dates and amounts along with a summary aging, total open orders, total dollars owed, credit limit, and available credit.

A/R MEMOS/NOTES

The Customer Master A/R Notes Inquiry is accessed by pressing **F6** from any screen within the inquiry. All existing notes for that customer are displayed and can be viewed, changed or new notes added. Invoice or payment specific notes must be accessed by keying a '6' next to a transaction in the Ledger or Open A/R inquiry screens. Notes are available only to authorized users and only those memos for which a user has been cleared can be viewed. In addition, the operator can update any of the existing memos or can add a new memo. See the section entitled 'A/R MEMO ENTRY' for further instructions.

DELINQUENCY STATUS INQUIRY

This menu option allows the operator to view the delinquent A/R accounts based on selected aging periods and a minimum amount owed. For example, the operator may wish to see all accounts that have a $1500.00 or greater balance over 30 days old.

After entering the **CORP#, AGING PERIOD**, (this is the aging period with which to start), and **MINIMUM AMOUNT OWED,** (enter whole dollars only), press **ENTER** to proceed. The system searches and selects those customers who meet the delinquency criteria, and displays them with their aged balances. (Use **F20-Shift Right** to view additional columns, and ROLL UP to view additional customers.) Key a '*1*' next to the customer# for whom to display the Aged Accounts Receivable, or a '*2*' to display the General Account Information. Once you have accessed the Aged A/R Inquiry for a customer, use the function keys listed at the bottom of the screen to perform other inquiries.

A/R MEMO ENTRY

The A/R Memo Subsystem allows authorized users to enter, update, view and delete the memos associated with a specific customer. Each memo has an Entry, Follow-up and Drop date that are used for tracking and Follow-up reporting. The Drop date is similar to an expiration date and can be keyed in at the time of entry or at a later date when the particular issue has been resolved. The distribution field refers to the Message Distribution Codes set up in the DAPREX Internal Notes System Maintenance.

UNPAID INVOICE# INQUIRY

This option allows the operator to search for a specific unpaid invoice# in order to find the customer# to which it belongs. Simply enter the Corp# and invoice# and press ENTER to proceed.

AGING REPORTS

This menu option is normally used to print an Accounts Receivable Aging. The aging can be printed for all or selected customers within a corporation and in detail and/or summary format. The operator has the option to select a minimum amount owed and an aging period with which to start.   Alternately, this program can be used to print a list of those customers who are over or within a user specified percentage of their credit limits. See the aging report selection screen that follows.

```
                    AGING REPORT SELECTIONS
                     DETAIL AGING REPORT


   AGING PERIOD (1 TO 6) . . . . . . . . . . . . . . . . . . . .  1
   MIN AMT OWED (IN SELECTED & ALL SUBSEQUENT AGE PERIODS) . . .
   PRINT (D=DETAIL, S=SUMMARY, B=BOTH) . . . . . . . . . . . . .  B
   LIST INVOICES IN THE SELECTED & SUBSEQUENT PERIODS (Y/N) .  N
   PRINT FULL ACCT NAME & ADDRESS INFORMATION (Y/N) . . . . . . .  N
   SELECT CUSTOMER W/IN PERCENTAGE OR CREDIT LIMIT (KEY %) . . . .
   IF PERCENTAGE, INCLUDE OPEN ORDERS (Y/N) . . . . . . . . . . .  N
   PRINT NOTES (Y/N) . . . . . . . . . . . . . . . . . . . . . .  N


   SELECT:
     CORP/ACCT# . . (Y/N) . . . . . . . .  N
     SALESMAN . . . (Y/N) . . . . . . . .  N
     SALESMAN GROUP (Y/N) . . . . .  N
     CATEGORIES . . (Y/N) . . . . . . . .  N
     DIVISIONS  . . (Y/N) . . . . . . . . .  N


   EXCLUDE RESERVED CUSTOMERS (Y/N) . . .  Y
```

Enter a **STARTING AGING PERIOD** (system default is 1), a **MINIMUM AMOUNT OWED**, (optional), and indicate whether to print a detailed aging, a summary aging or both. You may choose to list ONLY the invoices in the selected and subsequent aging periods and whether to print the full account name and address instead of just name and account#. Use the next two fields to select customers who are within a specific percentage of their credit limit and whether to include the open order amounts as well as the A/R balances when determining if the customer is within that percentage. The A/R notes can also be included on the aging report if so desired.. The lower half of the screen is used to selectively include customers based on any of the fields listed. You may choose more than one. (Each *'Y'* will in turn display a selection program later on where you can select salesmen, categories etc.) You should at least key a *'Y'* at the Corp/Acct prompt in order to select the correct corporation for the aging. The final prompt allows you to exclude 'Reserved' customers from the aging. Reserved customers are those belonging to specific customer categories as specified in File Maintenance menu option #40- Excluded Categories for Aging Reports.

After making your selections on this screen, press **ENTER** to continue. The Sort Sequence screen that follows appears and the option that was most recently taken by the same user will be already selected. (Profile Options may affect how many options appear on this screen.) Key an *'X'* next to the desired print sequence option and press **ENTER** to proceed. At this point selection programs for any selection options (Corp/Acct, Salesman, Category) made on the first screen appear. When all have been made the report will run.

The Summary Aging prints one line per customer showing Last Paid Date, Last Paid Amount, Total Due, and the Balance in each of the 6 aging periods. The Detail Aging ages each open invoice on the customer's account, listing the Inv#, Salesman, Div#, Order#, Invoice Date, Due Date, Gross$, Discount$, with totals by aging period. The words *'In Work'* appear on the same line as any invoice that has unposted cash payment information attached to it, (i.e. a payment exists against the invoice in an

unposted Cash Receipts batch). An asterisk, *'*'*, will print to the left of any open invoice on which a previous partial payment was made. The Over Credit Limit report list each customer meeting the criteria including last payment date and amount, total amount due, credit limit amount, amount over the credit limit and a summary of the aged balances for each aging period.

```
                        AGING REPORT SELECTIONS
                         DETAIL AGING REPORT

          TYPE "X" NEXT TO SEQUENCE DESIRED, PRESS ENTER.
            (ONLY 1 SELECTION ALLOWED)

            ACCOUNT#, DUE DATE, INVOICE# . . . . . . . . . . . . .
            SALESMAN, ACCOUNT#, DUE DATE, INVOICE# . . . . . . . .
            ACCOUNT#, SHIP#, DUE DATE, INVOICE#  . . . . . . . . .
            SALESMAN, ACCOUNT#, SHIP#, DUE DATE, INVOICE#. . . . .
            ACCOUNT NAME, DUE DATE, INVOICE# . . . . . . . . . . .
            SALESMAN, ACCOUNT NAME, DUE DATE, INVOICE# . . . . . .
```

AGING RANKED BY AMOUNT OWED

This menu option prints a detailed and/or summary Accounts Receivable Aging ranked by amount owed. You may also select a minimum amount owed for selecting customers to be included. The selections are shown below and are similar to those described in the previous section.

```
                   AGING RANKED BY AMOUNT DUE

          SELECT AGING PERIOD . . . . . . . . . . . . .  1
          MINIMUM AMOUNT OWED . . . . . . . . . . . . .
          PRINT DETAIL, SUMMARY, OR BOTH . . . . . . . .  B
          LIST ONLY INVOICES IN SELECTED PERIODS . . . .  N
          SELECT CORPORATIONS . . . . . . . . . . . . .  N
        EXCLUDE RESERVED CUSTOMERS . . . . . . . . . .  Y
```

LIST A/R LEDGER

The A/R Ledger prints a complete invoice and/or payment history for all or selected customers within a corporation. A starting date can be entered to limit the amount of information that will be included.

Upon selection of this option, the following screen appears. Enter the print option, *I=Invoices, C=Cash, B=Both*, (system default is *'B'*), and a starting date, if any. Finally,

indicate whether to print the full account name and address instead of just name and account#. See following screen.

```
           A/R LEDGER BY ACCOUNT# SEQUENCE

    ENTER THE FOLLOWING DATA:
    'I'=LIST INVOICES ONLY, 'C'=ONLY CASH, 'B=BOTH
    KEY IN STARTING DATE (LEAVE EMPTY FOR ALL)
    PRINT FULL ACCOUNT NAME & ADDRESS INFO. (Y/N)
```

Remember to use **F14=Corp/Acct** to select the corporation(s) and account(s) to be included in the Ledger report.

LIST 12 MONTHS A/R SALES

The 12 Month A/R Sales report prints a 12 month summary sales report for some (i.e. 50 best or 50 worst), or all customers within a corporation showing the *Total Sales* for the 12 month period, the *Sales Dollars* for each of the 12 months, and totals by corporation. Upon selection of this option, the following screen appears.

```
                12-MONTH A/R SALES REPORT

    TYPE SELECTIONS, OR LEAVE BLANK TO LIST ACCOUNTS IN
    NUMERIC SEQUENCE.

     SELECT NUMBER OF CUSTOMERS . . . .
     BEST OR WORST . . . . . . . . .      (B=BEST, W=WORST)
```

If you want the report to include *only* the best or worst XX number of customers ranked by sales, enter the number of customers desired and select a *'B'* or *'W'*.   If you want to include *all* customers, make no entry on this screen and press **ENTER** to continue. The following screen appears.

```
                 12 MONTH A/R SALES REPORT

    12 MONTHS ENDING PERIOD / CALENDAR DATE  ( MM/YY ) . . .

       ABOVE MM/YY ENTRY IS ONE MONTH ONLY  (Y/N) . . . . .

    USE ABOVE DATE AS PERIOD (P) OR CALENDAR DATE (C) . . .  C

    'Y'= ACCUMULATE GROSS AMOUNT, 'N'= ACCUMULATE NET AMOUNT   Y

    SELECT COMPANY   . . . . . . . . . . . . . . . . . .  Y

    SELECT DIVISIONS . . . . . . . . . . . . . . . . . .
```

 Enter the **MONTH/YEAR** for the **12 MONTHS ENDING** and key a *'Y'* on the next line if the selected MM/YY is the only month for which to print sales figures, or an *'N'* to include the previous 11 months as well. Indicate with a *'P'* or a *'C'* whether the MM/YY entered

above is the accounting period or calendar month. On the next line key a *'Y'* or an *'N'* to indicate whether to accumulate the **GROSS** or **NET** sales figures (the system default is **GROSS**). Finally, key a *'Y'* to select individual companies and/or divisions. The appropriate selection programs are called as indicated.

LIST 12 MONTHS WRITE-OFFS BY ACCOUNT# SEQUENCE

The 12 Months Write-offs by Account# prints a 12 month summary of the write-offs made against all or selected customers within a corporation. Upon selection of this option, enter the **MONTH/YEAR** for the **12 MONTHS ENDING PERIOD**, (write-off figures for the previous 11 months PLUS the month entered here will be included in the report).

Remember to use **F14=Select Corp/Acct** to select the corporation(s) and account(s) to be included in the report. The 12 Months Write-off by Account# report prints one line per customer showing the *Total Write-off Dollars* (by write-off code) for the 12 month period, the *Write-off Dollars* for each of the 12 months, and totals by customer and corporation.

LIST 12 MONTHS WRITE-OFFS BY CODE SEQUENCE

The 12 Months Write-offs by Code prints a 12 month summary of the write-offs made against all or selected write-off codes within a corporation. Upon selection of this option, enter the **MONTH/YEAR** for the **12 MONTHS ENDING PERIOD**, (write-off figures for the previous 11 months PLUS the month entered here will be included in the report). Remember to use **F14=Select Corp/Write-off Codes** to select the corporation(s) and write-off code(s) to be included in the report. The 12 Months Write-off by Code prints one line per customer (WITHIN write-off code), showing the *Total Write-off Dollars* for the customer for the 12 month period, the *Write-off Dollars* for the customer for each of the 12 months, and totals by write-off code and corporation.

CUSTOMER INACTIVITY REPORT

This option prints a list of inactive customers. The user can specify a last sale date, and any customers whose last sale date is on or before that date are printed on the report along with their telephone#, last sale amount and date, and salesman#.

SALES JOURNAL SCAN

This menu option provides inquiry into the detailed Sales Journal entries for a selected Corp/Div/Dept/Job/Account and accounting period. The information displayed corresponds to the monthly summary posting (Book Code __SJ) to G/L from the A/R

Billing or DISTRO systems. (This menu option is useful ONLY when using the G/L Interface in those systems. The inquiry DOES NOT include invoices entered manually using 'A/R Transaction Entry by Date on the Daily Processing menu.) This menu option also exists on the Month End menu.

MEMO INQUIRY

This option allows the operator to search for a specific invoice memo# in order to find the customer# and invoice to which it belongs. Simply enter the Corp# and memo# and press ENTER to proceed.

CUSTOMER AGING - SELECTED SALESMEN

This option prints a customer aging for selected salesmen. Specific customers, a range of customers or ALL customers may be included as necessary.

CUSTOMER CREDIT HOLD REPORT

This option prints a list of all customers who are on credit hold in the Customer File.

USER DEFINED FILES

This option is not functional at this time.

CUSTOMER LABELS

This option prints all or selected customer labels in 1-up or 4-up format. Options include all or selected salesmen, categories, and/or zip codes, printing of the ship-to address and various sorting options.

PLEDGE REPORT

This option is not functional at this time.

ON DEMAND AGING REPORT

This option prints a detail and/or summary aging as of a user designated cutoff date. It can be run for a selected corporation(s), customer(s), salesmen and/or divisions. The final option is to exclude reserved customer categories from being included in the report. (Refer to the File Maintenance section entitled, '**Excluded Categories for Aging Reports'** for more information.)

ON DEMAND MONTHLY CASH RECEIPTS

This option prints a list of all cash receipts for a selected corporation and accounting period.

INVOICES FOR SELECTED DATES/PERIODS

This option prints a list of invoices for a selected corporation and date or accounting periods range. The invoices can be sorted by Corp/Div#/Account# or by Corp/Div/Invoice#.

AGED A/R BY CUSTOMER/SALESMAN

This option prints a detail and summary A/R aging for selected salesmen and customers. After selecting the desired range of customers (use **F24** for ALL customers), select the desired salesmen and press **F15** and **F20** to proceed. Finally, make your aging selections and press **ENTER**. The summary listing prints salesman totals within each customer while the detail listing prints each customer invoice for the selected salesmen.

CASH RECEIPTS FOR SELECTED DATES/PERIODS

This option prints a list of cash receipts for a selected corporation and date or accounting period range.

SALES BY STATE

This option prints a list of customer sales and sales tax by state for XX number of months ending with a certain date or accounting period. All or selected customers may be included in the report.

HISTORY REPORT

This option prints all invoice/payment/writeoff activity for a selected date range for all or selected customers in customer#/report code sequence. It provides totals by report code as well as by customer.

CONSOLIDATED AGING REPORTS

This option prints consolidated detail and/or summary aging in salesman# sequence for selected corps/customers/salesmen.

MONTH END PROCESSING

The MONTH END PROCESSING menu contains the following options.

1.	**E.O.M. CLOSING OF CASH RECEIPTS**
2.	**E.O.M. CLOSING OF BILLING**
3.	**E.O.M. PROCEDURE - PRELIMINARY**
4.	**E.O.M. PROCEDURE - FINAL**
5.	**RE-OPEN A CLOSED ACCOUNTING PERIOD**
	FOR BILLING AND CASH RECEIPTS
6.	**RE-ORGANIZE A/R LEDGER**
7.	**ON-DEMAND SALES JOURNAL**
8.	**SALES JOURNAL INQUIRY**
10.	**DROP RECORDS FROM SALES JOURNAL**
11.	**DROP RECORDS FROM SALES TAX FILE**
12.	**DROP RECORDS FROM MONTH END**
	REGISTER
13.	**SALES TAX REPORTING**
30.	**MONTHLY A/R CASH BY DATE**

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

E.O.M. CLOSING OF CASH RECEIPTS

This job allows the user to close the Cash Receipts for a month. The system keeps track of the last period that was closed and provides the operator with the next available period to be closed for each active corporation. Upon selection of this option, a screen like that below appears, listing each active corporation, the next period to be closed, and its closing date.

```
     A/R CASH END OF MONTH CLOSING
SELECT CORP#: 1=CLOSE MONTH, 4=CLEAR

1,4  CORP# & NAME          YEAR   #       CLOSING
_    1 XYZ CORP            1999 8         08/27/99
_    2 ABC LTD.            1999 6         06/30/99
```

To close Cash Receipts for a month, key a '*1*' and **ENTER** next to the desired corporation(s). Then press **F3=End and Process**. The screen returns to the menu. The month has now been closed for Accounts Receivable cash. If necessary, it may be re-opened PRIOR to running the End of Month procedure using menu option, Reopen a Closed Accounting Period for Billing and Cash Receipts.

NOTE The closing screen **does not** display a period to be closed until ON or AFTER the closing date of that period. I.E. - If July is next in line to be closed and the closing date in the Accounting Period file is 073191, it will be displayed on the above screen on the 31st of July and not before. Do not enter any cash receipts for the new month until this month is closed using menu option #4, **E.O.M. Procedure - Final**.

E.O.M. CLOSING OF BILLING

This job allows the user to close the Billing for a month. The system keeps track of the last period that was closed and provides the operator with the next available period to be closed for each active corporation. Upon selection of this option, a screen like that below appears, listing each active corporation, the next period to be closed.

```
     A/R BILLING END OF MONTH CLOSING
SELECT CORP#: 1=CLOSE MONTH, 4=CLEAR

1,4  CORP# & NAME          YEAR   #       CLOSING
_    1 XYZ CORP            1999 8         08/27/99
_    2 ABC LTD.            1999 6         06/30/99
```

To close billing for a month, key a '*1*' and **ENTER** next to the desired corporation(s). Then press **F3=End and Process**. The screen returns to the menu. The month has

now been closed for Accounts Receivable Billing. If necessary, it may be re-opened PRIOR to running the End of Month procedure using menu option, **Reopen a Closed Accounting Period for Billing and Cash Receipts**.

NOTE The closing screen does not display a period to be closed until ON or AFTER the closing date of that period. I.E. - If July is next in line to be closed and the closing date in the Accounting Period file is 073191, it will be displayed on the above screen on the 31st of July and not before. Do not post any billing from the Order Entry system for the new month until this month is closed using menu option #4, **E.O.M. Procedure - Final**.

E.O.M. PROCEDURE - PRELIMINARY

This job runs the PRELIMINARY End of Month, printing edit copies of the monthly reports. It can be run for a period at any time. Upon selection of this option, a screen like that below appears, listing each active corporation and the next period to be closed.

```
      A/R END OF MONTH PROCEDURE

  SELECT CORP#: 1=CLOSE MONTH, 4=CLEAR

  1,4  CORP# & NAME          YEAR   #       CLOSING
  _    1 XYZ CORP            1989 8         08/27/89
  _    2 ABC LTD.            1989 6         07/02/89
```

To run the preliminary end of month, key a '*1*' and **ENTER** next to the desired corporation(s). Then press **F3=End and Process**. The screen returns to the menu and the system processes the edit reports.   The preliminary Monthly Cash Receipts Register lists all payments made during the selected period. The preliminary Monthly Invoice Register lists all invoices posted during the selected period. The preliminary Monthly Salesman Register lists all the invoices credited to each salesman. If any omissions are found, the period may be re-opened using menu option #5, Re-Open a Closed Accounting Period for Billing and Cash Receipts.

E.O.M. PROCEDURE - FINAL

This job runs the FINAL End of Month and prints the final monthly reports. It can be run for a period ONLY after a preliminary end of month closing has been run. Upon selection of this option, a screen like that shown on the following page appears, listing each active corporation, the next period to be closed, and the closing date.

```
   A/R END OF MONTH PROCEDURE

SELECT CORP#: 1=CLOSE MONTH, 4=CLEAR

1,4  CORP# & NAME          YEAR   #      CLOSING
_    1 XYZ CORP            1989 8        08/27/89
_    2 ABC LTD.            1989 6        07/02/89
```

To run the Final end of Month, key a '*1*' and **ENTER** next to the desired corporation(s). Then press **F3=End and Process**. The screen returns to the menu and the system processes the month end reports. Final versions of the Monthly Invoice and Cash Receipts Registers, Monthly Registers by Salesman, and an End of Month Detailed Aging are printed as part of the A/R Month End.

RE-OPEN A CLOSED ACCOUNTING PERIOD

If a period is closed in error OR if errors and/or omissions are found upon examination of the Preliminary Month End reports, the operator can RE-OPEN that period. (A re-opening can ONLY be done on a period that has been closed using either menu option #1, E.O.M. Closing of Cash Receipts, #2, E.O.M. Closing of Billing, or #3, E.O.M. Procedure - Preliminary. This job will NOT re-open a month that has been closed using menu option #4, E.O.M. Procedure.)

Upon selection of this option, a screen like that below appears, listing each corporation and the period available to be re-opened.

```
   A/R RE-OPEN ACCOUNTING PERIOD

SELECT CORP#: 1=CLOSE MONTH, 4=CLEAR

1,4  CORP# & NAME          YEAR   #      CLOSING
_    1 XYZ CORP            1989 8        08/27/89
_    2 ABC LTD.            1989 6        07/02/89
```

To re-open a closed month, key a '*1*' and **ENTER** next to the desired corporation(s). Then press **F3=End and Process**. The re-opened month is now available for additional entries to be made. Once a month has been re-opened, it must be RE-CLOSED using BOTH menu options #1 and #2 on this menu. Then proceed to the Preliminary and Final E.O.M. Procedures.

REORGANIZE A/R LEDGER

This menu option allows the operator to drop records from the A/R Ledger file for a selected corporation based on a user defined cutoff date. In addition to dropping records as of that cutoff date, any invoices prior to that date will be lumped into a balance forward record for each customer. The cutoff date should be at least several months prior to the current date.

There are two options for the reorganization; *1=Quick Reorg.*, and *7=Long Reorg.* The Quick option runs faster, and assuming that the running balances in the file are accurate as they stand, takes the previous ones from the cutoff date and creates a balance forward record. The Long option recomputes each account and creates a balance forward record if there are records prior to the cutoff date.

Upon selection of this menu option, a screen appears listing each active corporation. Key a *'1'* (for Quick Reorg.) or a *'2'* (for Long Reorg.) next to the corp# for which to perform the reorganize, enter the desired cutoff date and press **ENTER**. When all selections have been made, press **F3=Exit**. The cutoff date should be the earliest date for which to see history - everything prior to that date will be combined in a balance forward lump sum.

ON-DEMAND SALES JOURNAL

This menu option prints a G/L Sales Journal for a selected accounting period or a range of periods. Additionally you have the option to select the corporation(s) and/or G/L credit accounts to be included in the report rather than getting everything. The information on this report corresponds to the monthly summary posting to G/L from the A/R Billing or DISTRO systems. (This menu option is useful ONLY when using the G/L Interface in those systems. The report DOES NOT include invoices entered manually using 'A/R Transaction Entry by Date on the Daily Processing menu.) The report prints in account# sequence showing each invoice line item posted to that account during the selected period(s).

SALES JOURNAL INQUIRY

This menu option provides inquiry into the Sales Journal entries for a selected Corp/Div/Dept/Job/Account and accounting period. The information displayed corresponds to the monthly summary posting (Book Code __SJ) to G/L from the A/R Billing or DISTRO systems. (This menu option is useful ONLY when using the G/L Interface in those systems. The inquiry DOES NOT include invoices entered manually using 'A/R Transaction Entry by Date on the Daily Processing menu.)

SALES TAX REPORTING

This menu option prints detail and summary sales tax reports for a selected accounting period or range of months.

MONTHLY A/R CASH BY DATE

This menu option prints a summarized daily cash report for any range of accounting periods. Daily gross, discount, adjustments, and net amounts are printed along with a running and grand total.

MONTHLY A/R CASH BY BANK

This option prints a summarized daily cash report for a selected bank account for any range of accounting periods. Daily gross, discount, adjustments and net amounts are printed along with a running and grand total.

YEAR END PROCESSING

The YEAR END PROCESSING menu contains the following options.

1.	**DROP RECORDS FROM SALES JOURNAL**
2.	**DROP RECORDS FROM SALES TAX FILE**
3.	**DROP RECORDS FROM MONTH END REGISTER**

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

DROP RECORDS FROM SALES JOURNAL

This menu option allows the operator to drop records from the G/L Sales Journal file based on a cutoff accounting period.

DROP RECORDS FROM SALES TAX FILE

This menu option allows the operator to drop records from the Sales Tax file for a selected corporation(s) based on a cutoff accounting period. Any records belonging to periods PRIOR TO the accounting period entered will be dropped from the file.

DROP RECORDS FROM MONTH END REGISTER

This menu option allows the operator to drop records from the Month End Register file for a selected corporation(s) based on a cutoff accounting period. Ant records belonging to periods PRIOR TO the accounting period entered will be dropped from the file.

INITIAL SET-UP MENU

The INITIAL SET-UP MENU contains the following options.

1.	**A/R TRANSACTION ENTRY BY ACCOUNT#**
2.	**EDIT**
3.	**POST TRANSACTIONS TO DAY'S BILLS**
4.	**INVOICE REGISTER**
5.	**POST INVOICES**

These menu options are to be used FOR SET-UP ONLY. Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

A/R TRANSACTION ENTRY BY ACCOUNT#

This option is used to load initial customer open A/R balances. The bills should be separated by corporation and customer and each customer's invoices represent a separate batch. It is identical to **A/R Transaction Entry by Date** on the Daily Processing menu EXCEPT that the customer# is part of the batch header. Each open invoice for the customer is then entered into that batch.

A SEPARATE WORKFILE IS CREATED FOR EACH USER ACCESSING THE ENTRY JOB BASED ON THE USER'S SIGN-ON ID. ALL CHANGES, ADDITIONS, EDITS ETC. MUST BE RUN UNDER THAT USER'S SIGN-ON ID. All entry is done in batches and should be separated by corporation and customer and entered as a batch.

Upon selection of this menu option, the operator is prompted to enter the **CORP#** and **CUSTOMER#**. Once keyed, press **ENTER** to proceed. The following screen appears. Enter the **GROSS TOTAL, DISCOUNT TOTAL,** and **DEFAULT DUE DATE** for the customer open invoices. (For the purposes of initial loading, it is not necessary to break out the tax and freight charges from the gross as the system does not make any posting to the G/L for these invoices.)

```
ACCOUNTS RECEIVABLE ENTRY BY ACCOUNT#

CORP#  1
CUSTOMER#     000001              ABC COMPANY

KEY IN BATCH TOTALS:

GROSS TOTAL $. . . . .
DISCOUNT TOTAL $ . . .
TAX TOTAL $. . . . . .
FREIGHT TOTAL $. . . .
DEFAULT DUE DATE. . .
```

Once these have been keyed, press **ENTER** to proceed. The entry screen now appears. Enter the **INVOICE DATE, INVOICE#** and **GROSS AMOUNT** for the first invoice and press **ENTER**. The system displays the default due date, (may be overridden if necessary), and allows entry of the additional data as required: **DISCOUNT$, SALESMAN#, DIVISION#** and **TAX LOCATION**. If none of these fields needs to be keyed, simply press **ENTER** twice and continue with the next invoice for this customer. To update or delete a previously keyed invoice, press **F11=Update Batch** and key in the line# of the invoice to be changed/deleted and press **FIELD EXIT**. (The line# is assigned by the system and appears on the left-hand side of the screen.) When the line is displayed at the bottom of the screen, move the cursor to the field(s) that needs to be changed and key the correct data. To delete an entry, key a '*D*' in the **D=DELETE** field and press **ENTER**. The corrected entry is redisplayed on the top portion of the screen. Continue with any other corrections to be made. When all entries have been completed, press **F3** to end the batch.

The total screen appears showing the **ENTERED** and **CALCULATED GROSS$**, **DISC$, TAX$** and **FREIGHT$**, along with the **DIFFERENCE**, if any. If the two **are** in balance, press **ENTER** to accept and continue with the next customer. If the two **are not** in balance, use **F12=Previous**, to return to the lines and review, change, add or delete entries. Press **F6=ACCEPT OUT OF BALANCE SITUATION** if you want to return and finish the batch later. Be sure to print an edit and carefully review the batch entries. Out of balance batches cannot be updated.

```
          ACCOUNTS RECEIVABLE ENTRY BY DATE


   CORP#  1
   CUSTOMER#     000001  ABC COMPANY


                  ENTERED        CALCULATED    DIFFERENCE
   GROSS$. . .    1500.23         1502.23        2.00
   DISC$ . . .       1.76            1.76         .00
   TAX$. . . .        .00             .00         .00
   FREIGHT$. .        .00             .00         .00


   F6=ACCEPT WITH DIFFERENCE     F12=PREVIOUS
```

EDIT LISTING

This menu option prints an edit listing of the batches entered under the user's ID#. Batches entered under other user ID#s must be requested under those ID#s. (Sign on with the correct user's ID# and select this menu option).

If any errors or omissions are detected in the batch, return to the Entry program to make corrections and reprint the edit.

POST TRANSACTIONS TO DAY'S BILLS

This menu option updates the in-balance A/R by Account# batches entered under the user ID# of the operator requesting this job. By updating the batches, the operator can no longer make changes, additions or deletions to those batches, or print an edit for them. The batches have **not** yet been updated to the A/R customer balances though they can be listed on the Preliminary Daily Invoice Register using menu option #4. The actual update to Accounts Receivable takes place during menu option #5, Post Invoices. There is NO UPDATE to G/L.

INVOICE REGISTER

This menu option prints a preliminary Invoice Register for ALL invoices that have been entered and posted through A/R Transaction Entry by Account#, and that have not yet been updated to Accounts Receivable via the Post Invoices job.

POST INVOICES

This menu option prints a final Invoice Register and posts the previously updated A/R Transaction batches, (all the invoices on the Invoice Register) and updates the customer account balances.

SUPERVISOR FUNCTIONS

The SUPERVISOR FUNCTIONS MENU contains the following options.

> **1 CASH RECEIPTS ENTRY**
> **2 CASH RECEIPTS EDIT LISTING**
> **3 CASH RECEIPTS UPDATE**
> **4 CASH RECEIPTS RESET**
> **5 INVOICE TRANSFER ENTRY**
> **6 CLEAR CASH BATCH INFO**
>
> **8 UPDATE ACCOUNTING PERIOD FLAGS**
>
> **10 RESET INV POST 'IN USE' FLAG**
>
> **15 CHANGE CASH RECEIPTS CODES**
>
> **16 TRANSACTION MODIFICATION**
> **17 TRANS. MOD. AUDIT FILE LISTING**
> **18 TRANS. MOD. AUDIT FILE PURGE**

Each of these functions is discussed in detail in the following pages. Refer to the On-Line HELP text for further explanations of each field.

CASH RECEIPTS ENTRY

This menu option allows you to access the unposted cash receipts batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept, proceeding to Cash Receipts Entry. **You must know the batch# prior to using this job so it is a good idea to first print the edit listing for the desired user.**

```
          SUPERVISOR CASH RECEIPTS ENTRY

   POSITION TO . . . .          USER

 1=SELECT 4=CLEAR

  OPT   USER         BATCHES
         TOMC          2
         BETTYK        1
         SANDYR        4
```

Once this program has been used to work with another user's batches, they can be edited and updated using menu options 2 & 3.

CASH RECEIPTS EDIT LISTING

This menu option allows you to print an edit listing of the unposted cash receipts batches that were entered under any user ID. Upon selection of this menu option a screen appears indicating how many outstanding batches exist under each user ID. Select the user whose batches you wish to work with and press **F15** to continue. At the selection confirmation screen press **F20** to accept. If the A/R profile has been set to allow the selection of individual batches for printing, the second screen below appears. From that screen select the batch (or multiple batches), for which to print an edit list.

```
          SUPERVISOR CASH RECEIPTS ENTRY

   POSITION TO . . . .          USER

 1=SELECT 4=CLEAR

  OPT   USER         BATCHES
         TOMC          2
         BETTYK        1
         SANDYR        4
```

```
        SELECT CASH BATCHES FOR EDIT

  POSITION TO . . . .     BATCH NUMBER
  1=SELECT 4=CLEAR                         USER: HEARN

 OPT  BATCH#  CORP#  NAME                    AMOUNT
        1        1   DAPREX INC.           14,000.00
        2        1   DAPREX INC.            8,000.00
```

Once this program has been used to edit another user's batches, they can be
changed/deleted or updated using menu options 1 & 3.

CASH RECEIPTS UPDATE

This menu option allows you to update the unposted cash receipts batches that were
entered under any user ID. Upon selection of this menu option a screen appears
indicating how many outstanding batches exist under each user ID. Select the user
whose batches you wish to update and press **F15** to continue. At the selection
confirmation screen press **F20** to accept. If the A/R profile has been set to allow the
selection of individual batches for updating, a screen like that above appears. From that
screen, select the batch (or multiple batches), to be updated.

INVOICE TRANSFER ENTRY

This menu option allows you to move an invoice from one customer account to another
and should only be used after consulting with your DAPREX representative.

CLEAR CASH BATCH INFO

This option can be used to clear out payment information for all records within a cash
receipts batch. It should only be used under the supervision of a DAPREX
representative. Upon selection of this option, the following screen appears. Enter the
Corp#, Batch# and Userid of the batch you wish to clear and press **ENTER** twice to
proceed.

```
        CLEAR CASH BATCH INFO FROM ACRECP

   * CORP . . . . . . . . . . .
     BATCH# . . . . . . . . .
     USER . . . . . . . . . .
```

If the batch is found, a message similar to the following is sent: "**Job 971894/LISA/ARIA40CS completed normally".** If no such batch is found, a message similar to: **"No entries were found for CORP# 001, Batch# 058, User LISA. Clear cash batch job has been cancelled."** is sent.

UPDATE ACCOUNTING PERIOD FLAGS

This program allows you to access and change the accounting period flags indicating whether a period is valid for G/L, whether the A/P month end has been run for a period, and whether the recurring journal entries have been posted to a period. In addition, you can set the monthly status code for the AR. Blank=Not yet open, 0=Open, 1=Cash Receipts Closed, 2=Billing Closed, 3=Cash and Billing Closed, 4=Month Closed. See following sample screen.

```
DXFM39            UPDATE ACCOUNTING PERIOD Y/N FLAGS

 * CORP # . . . . . . .   1  DAPREX, INC.
   YEAR . . . . . . . . 2003


                     CLOSING   VALID   A/P    RECUR J/E  A/R CLOSED
   PERIOD  NAME       DATE      G/L   POSTED   POSTED    (0/1/2/3/4)
      1    JANUARY    1/31/03    N      Y        Y           4
      2    FEBRUARY   2/28/03    N      Y        Y           4
      3    MARCH      3/31/03    N      Y        Y           4
      4    APRIL      4/30/03    N      Y        Y           4
      5    MAY        5/31/03    N      Y        Y           4
      6    JUNE       6/30/03    Y      N        Y           3
      7    JULY       7/31/03    Y      N        N           0
      8    AUGUST     8/31/03    Y      N        N
      9    SEPTEMBER  9/30/03    Y      N        N
     10    OCTOBER    10/31/03   Y      N        N
     11    NOVEMBER   11/30/03   Y      N        N
     12    DECEMBER   12/30/03   Y      N        N
```

TRANSACTION MODIFICATION

The Transaction Modification program allows the user to change the GL Div#/Dept#/Job#/Account# posting information for any sales journal transaction, assuming that the accounting period is still open for GL Journal Entries. Upon selection of this option, enter the Corp# and Customer# and an optional starting Invoice Date and press **ENTER** to display a screen similar to that shown here.

```
   ARIA41              A/R TRANSACTION MODIFICATION

   * CORP . . . .    1  DAPREX, INC.
   * CUSTOMER . . 000220  BAILEY PRINTING
     POSITION TO . . . .          INVOICE DATE
```

```
2=EDIT
OPT  INV DATE    INV #      AMOUNT   ORDER #   DEBIT   ACTPD
      1/10/05    91874       10.00   168773    110000   1/05
      1/10/05    91875      182.46   168778    110000   1/05
      1/12/05    91881     ,382.35   168801    110000   1//05
      2/15/05    91991      110.00   168862    110000   2/05
      7/18/05    95993      140.46   168874    110000   7/05
```

Key a *'2'* in the **OPTION** field to make changes to any or all of the GL entries for a particular invoice and press **ENTER** to proceed. A screen displaying all of the credit GL entries for the invoice appears as shown below. If the accounting period is still open for GL entries, changes can be made to any or all of the lines. The GL Div#, Dept#, Job# and/or GL Account# may be changed. Press **ENTER** and **F20** to accept. Press **F12** to return to the previous screen or **F3** to exit and post the correcting journal entry.

```
ARIA41A               A/R TRANSACTION MODIFICATION

CORP        1        DAPREX, INC.
CUSTOMER    000220   BAILEY PRINTING
INV DATE  8/19/03            INV #  91563   ACT PD 7/05    JULY
DEBIT    110000         ACCOUNTS RECEIVABLE
INVOICE TOTAL $         55.56

 SEQ#   DIV  DPT   JOB#  CREDIT      AMOUNT
  1     1    3           320000       4.42
  2     1    2           300000      24.75
  3     1    2           380000      14.02
  4     1    2           382500      12.37
```

TRANSACTION MODIFICATION AUDIT FILE LISTING

This option prints a list of the data changes made through the Transaction Modification program for the all or a specific user. Selections include a range of accounting periods, invoice dates and/or modification dates as well as all or selected customers for a Corp/Fund (use **F14**).

TRANSACTION MODIFICATION AUDIT FILE PURGE

This option deletes the transaction modification data for selected dates, accounting periods and/or Corps/Customers. You can also select all or specific users and indicate whether to print a list of the purged data.