

FACTS

Accounts Receivable

Release 7.5



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Preface

Welcome to the FACTS System software that automates your business operations! The FACTS System is composed of 22 highly integrated modules. Each module has a manual dedicated its use and functionality. For ease of use, the manuals are formatted similarly. All of the FACTS manuals contain the following sections: system overview, program descriptions, references, glossary of terms, and sample reports.

System Overview

This section discusses the function and process flow for each module. Each System Overview section contains:

- An overview of each module and its interaction with other modules
- Flow charts of the module's system
- An overview of the modules posting to the General Ledger. This section should be reviewed even if the General Ledger Module is not being used
- Procedures and close-out checklists for daily, weekly, periodic (monthly) and yearly processing

Program Descriptions

These chapters detail each program in the module. Each program description includes the functions, user inputs, and a screen print. The programs are listed in the order that they appear on the menu. There is an overview preceding each menu that explains the interaction of the programs within the menu.

References

Throughout the documentation the phrase (ref. #) is used. This is referring to the appendix called "References."

References are used to prevent the same information from being repeated one program to the next. They are located at inputs where a user might want further information. References are always numbered. For example, F2 allows a search (ref.5): this indicates that pressing F2 will allow a search on the input, and more information on searches can be found in the Reference Appendix under reference #5.

Glossary of Terms

The glossary provides a definition of terms used in the manual and related terms from other modules.

Sample Reports

This section provides a sample printout of most of the reports and prints in the module. A directory is included that lists each report and the page number in the section.

Using Preprinted Forms in FACTS

Some of the print programs available in FACTS are designed to output on preprinted forms available from Western Atlanta Forms Corp., 1895-C Beaver Ridge Circle, Norcross, GA 30071, 1-800-241-8951

You can order standard preprinted forms with your company name, address, logo, etc. Sample forms are available in the New User Packet. Samples include:

- **AP** - check
- **AR** - statement, invoice, past due notice (dunning letter)
- **IC** - transfer ticket
- **JC** - estimate, invoice
- **PO** - purchase order
- **PR** - check
- **SO** - quote, pick ticket, invoices (2), counter sales slip, UPS shipping label and bill of lading.

Keep in mind that it can take anywhere from two to six weeks to print and deliver the forms, depending on their complexity.

To configure FACTS to use these forms, the **Use Preprinted Forms** flag must be set to Y in the following file maintenance programs:

- | | |
|---------------------------------|---------------------------|
| • SO Document Print Control | • AP Check Print Control |
| • AR Statement Print Control | • JC Static Control |
| • AR Invoice Processing Control | • TF Letter Print Control |
| • AR Dunning Letter Control | |

➤ If you run out of preprinted forms, you can set the **Use Preprinted Form** flag in the appropriate file maintenance program to N. The resulting output will print on blank paper and look similar to the preprinted form.

➤ If your company already has its own preprinted forms, your Affiliate may need to modify the programs listed above so that your documents print correctly. (Note: If you want FACTS to print to blank paper forms that look like your preprinted forms, notify your Affiliate of this requirement so that the proper modifications can be made.)

CHAPTER 1

System Overview

The FACTS Accounts Receivable module is a system, which will maintain accurate file information, provide complete audit trails and will optionally post to GL. Interaction with GL is automatic and great flexibility is available through the use of GL posting tables (see section on Posting to GL).

The system has been designed so that all transactions will produce a printed audit trail. This allows users the secure feeling that all information is traceable throughout the system. Instructional prompts, default values and the capability to back up to previous inputs promotes both operator efficiency and comfort in using the system.

Accounts Receivable is broken down into the following menus: Invoice Processing, Recurring Invoices, Cash & Credit Application, Returned Checks, Dunning Letters, Inquiries, Reports & Prints, End of Period and File Maintenances.

File Maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system. The user can add, change or delete the records in a file. This is called maintaining the file. Some file maintenance programs will be used often (example, customers) where others will be used infrequently. These infrequent file maintenances (found on the Infrequent File Maintenances menu) are used mostly in the installation of the system.

Customers are entered through the Customer F/M program setting parameters which determine how the system is to process transactions for each customer. Customer information is stored and is available to be printed on a report or to be displayed on the screen by an inquiry program. Following are just a few of the flags set for each customer: **active/inactive** - determines whether any transactions may take place for the customer, i.e., sales orders and cash receipts, **on hold** - determines whether any sales transactions may take place for the customer while cash may be received, **PO required** - determines when selling to the customer if the user may skip the reference filed (where PO# is entered), **sales tax** - determines what tax jurisdiction the customer falls into and whether the tax rate is high, low or if the customer is exempt, **dunning letters** - determines whether the customer is eligible to receive dunning letters, if

necessary, and **ledgercards** - determines whether to store ledgercards (each transaction affecting a customer's account). Users can also set up a **credit limit** to be checked during order processing and invoicing and **grace period** indicating when the customer may be billed a service charge, if eligible. Customers are also assigned a **terms code** (determines invoice due dates, etc.), **salesperson/territory** (for reporting and commission purposes), **GL posting table** (for distributing transactions to GL) and **customer class** (for reporting and contract pricing purposes).

Customers are also assigned to branches. Most Accounts Receivable reports allow the user to select the branch to print. Users may then list customers by profit center (branch).

Customer information stored is available for display through the Customer Inquiry program which displays general information, payment history, sales history, paid documents, ship-tos, notes, ledgercards, open sale orders and account information. Account information includes aging, open invoices and all transactions. Customer notes may also be entered in the inquiry program. The Customer Inquiry provides users with all customer information at their fingertips and makes AR collection an organized and efficient process. The Document Inquiry displays detail documents including all transactions.

Throughout the Accounts Receivable system, whenever the customer's number must be entered, the user has the ability to search for the customer through an alpha lookup, phone number lookup, contact name lookup or a keyword search. The search capability relieves the user of having to remember customer numbers.

The open receivables file is updated automatically whenever the user invoices a customer through the Sales Orders, Job Cost and Accounts Receivable invoicing systems. The Accounts Receivable invoicing system may be used as a stand alone invoicing system or may be used in conjunction with the SO and/or JC invoicing systems. Invoices are entered into the system through an invoice entry program where the user may enter the invoice number (which may indicate the type of charge). Invoices may be printed immediately or saved for batch printing through an invoice print program. Invoices may be corrected and reprinted as needed up until the time they are updated to the open receivable and customer files by the Sales Register. The Sales Register provides a complete audit trail of all invoice numbers used (or deleted) and then updates all appropriate files throughout the system. The AR Invoicing system is also used to load open balances into the system just prior to live processing.

The Recurring Invoicing system is available if the user sends invoices that are repetitive on a regular basis (i.e., service contracts or maintenance agreements). Users set up an invoice in an entry program specifying the amount of the invoice to post to the open receivables file, the dates to post the invoice, and a predetermined cutoff. Users then run a posting program which automatically posts the invoices into the invoice entry file to be printed. The Recurring Invoicing system relieves the user of entering the same invoicing information on a regular basis and remembering when to enter the invoices.

The Cash & Credit Application subsystem is used to post all payments and discounts, make adjustments, and apply credit memos to customer's accounts. Users may also create on-account balances when necessary (prepayments). This subsystem allows multiple batches to be entered simultaneously with

proper lockouts to avoid duplicate payments on the same invoice. When making a deposit, the user also has the ability to post miscellaneous cash from a customer or an outside source. The deposits entered are posted into a centralized banking system (see System Management's Banking system).

Returned Checks may be entered into the system as first or second time reruns. A first time return indicates to the system that the check is to be re-deposited, i.e., a returned check register produces an audit trail of the return but will not update any AR files. A second time return indicates to the system that the customer's check amount must be posted back to the customer's account along with an optional returned check charge, i.e., a returned check register produces an audit trail of the return and creates an invoice to be charged to the customer's account for the amount of the check plus the returned check charge.

Dunning letters (past due notices) may be optionally sent to customers who have past due invoices. There may be up to five dunning letters created by the user and selected customers may become eligible to receive dunning letters on a user-defined basis. Each dunning letter includes the user-defined text and a list of past due invoices. The system keeps track of which number letter the customer should receive when dunning letters are processed, taking into account payments made by the customer.

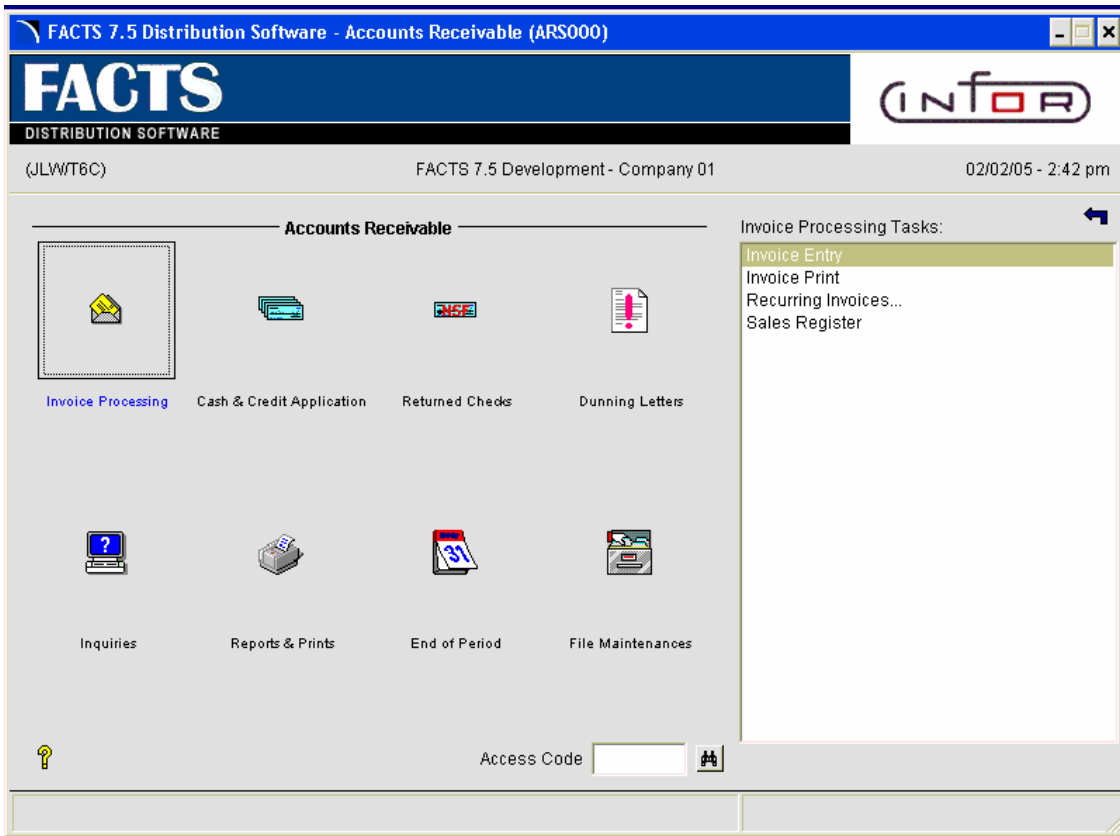
All Accounts Receivable reports have the option of printing in customer number, alpha, salesperson or customer class order. In addition to the order the user may choose the range to be printed. For example, the Aged Trial Balance may be printed in salesperson order. The user then enters the beginning and ending salesperson (may be the same, i.e., one salesman to print only) to print. In the example, the user may print an Aged Trial Balance for each salesman listing only the customer account belonging to each salesman. Most AR reports also allow the user to print by branch. There is a wide variety of reports which print all available information stored in the Accounts Receivable system.

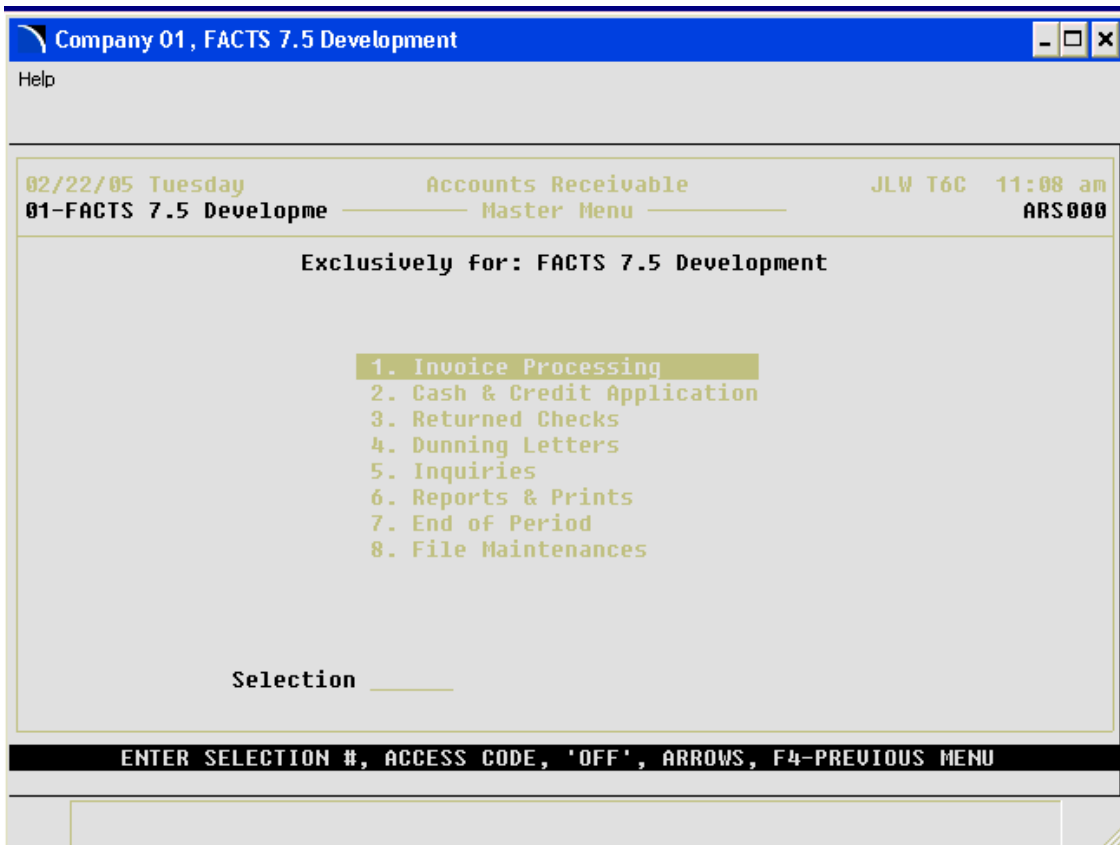
1. The Open Receivables Report prints a list of open documents, zero balance documents or both. The options are to print in summary (customer and their balance), detail (customer and information on each invoice for the customer), or detail with transactions (customer and invoice and all transactions against that invoice). Branches may also be selected.
2. The Aged Trial Balance prints a report of all open documents in aging columns as of a specified aging date. (Aging columns are determined by the user.) The report may be printed in summary (customer and balance), detail (customer and information on each invoice due by the customer), and detail with transactions (customer and invoice and all transactions against that invoice). Branches may also be selected.
3. The Sales History Report prints various sales history and/or gross margin information from the customer's history. The user may select MTD, YTD and/or PYR information and determine a minimum to print. Branches may also be selected.
4. The Salesperson/Territory Sales Report prints various sales history and/or gross margin information from the salesperson/territory's

- history. The user may select MTD YTD and/or PYR information and determine a minimum to print. Branches may also be selected.
5. The Payment History Report prints various payment history information from the customers' payment history in three accumulation periods. Branches may also be selected.
 6. The Inactive Customer Listing prints a list of all customers who have been inactive as of a date that you specify. Sales history figures may be included in the report. This report will not update any files but may be useful in allowing the user to delete inactive customers. Branches may also be selected.
 7. The Customer Listing prints a report of general information on the customers. The customer listing will also print a report of sales information on the customers. The customer's address, phone number, contact information and/or message may print on either report. In addition to the standard sort order choice, the user may select a beginning and ending code to print (terms code, tax code, GL posting tables, geography code, statement code). Branches may also be selected.
 8. The Customer Ledgercards Report prints a list of the transaction types chosen which have affected the customer's balance. Branches may also be selected.
 9. The Label Print program prints up to 99 labels per customer and may be sorted by zip code. The user may choose to print for active or inactive customers and branches may also be selected.
 10. The Rolodex Customer Card Print program prints up to 99 cards per customer and may be sorted alphabetically. The user may choose to print for inactive or inactive customers and branches may also be selected.
 11. The Ship-to Report prints customers and all their different ship-to addresses. (The billing address is not included.) Temporary ship-to's may be printed and branches may also be selected.
 12. The Ship-To Label Print program prints up to 99 labels per ship-to selected by the customer. Customer or contacts may be included.
 13. The Customer Balancing Register is only run when the customer's balance does not agree with the open invoices for that customer (i.e., very unlikely - if there was a power failure in the middle of an update, etc.). The register prints all out-of-balance customers. The optional update will correct each customer's balance and the total AR balance.
 14. The Customer Notes Print program prints the notes for any customers in the customer notes file. Branches may be selected.
 15. The AR Code List prints a list of the various AR codes including customer classes, salespeople, regions, terms codes, tax codes, GL posting tables and adjustment codes.

The Accounts Receivable system provides an End-of-Period menu. This menu contains the program which should be run to close the module correctly and the end of each period. There is an end-of-period checklist provided later in

this section instructing the user on the procedures used to close the AR module. Some programs are optional (calculating service charges, printing statements) where others are required (Register History Report etc.). The end-of-period menu programs provide the user with a complete audit trail of the AR balance.



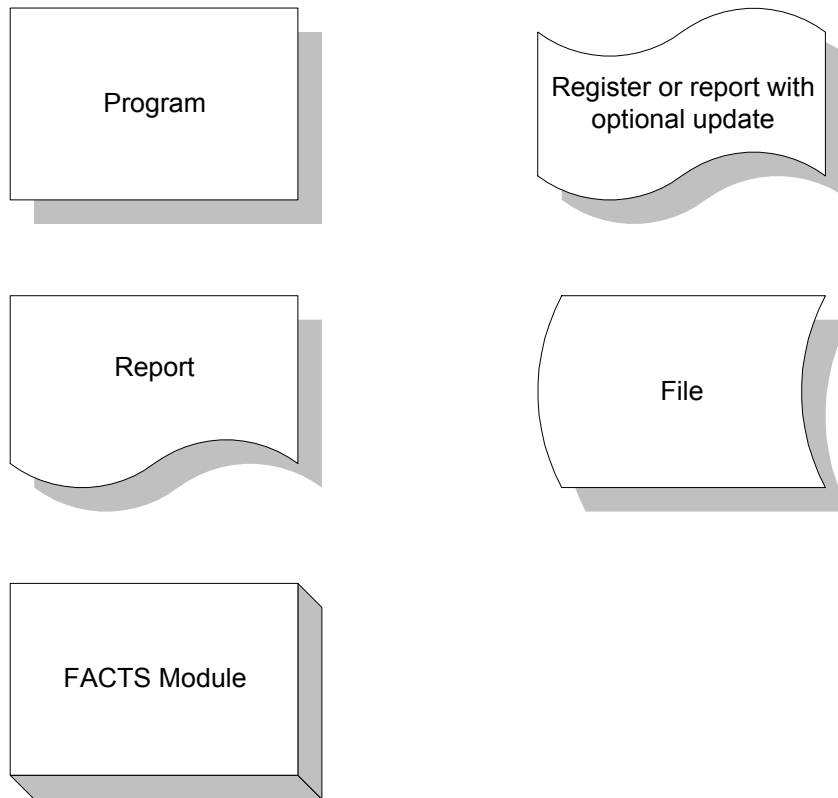


Accounts Receivable Flow Charts

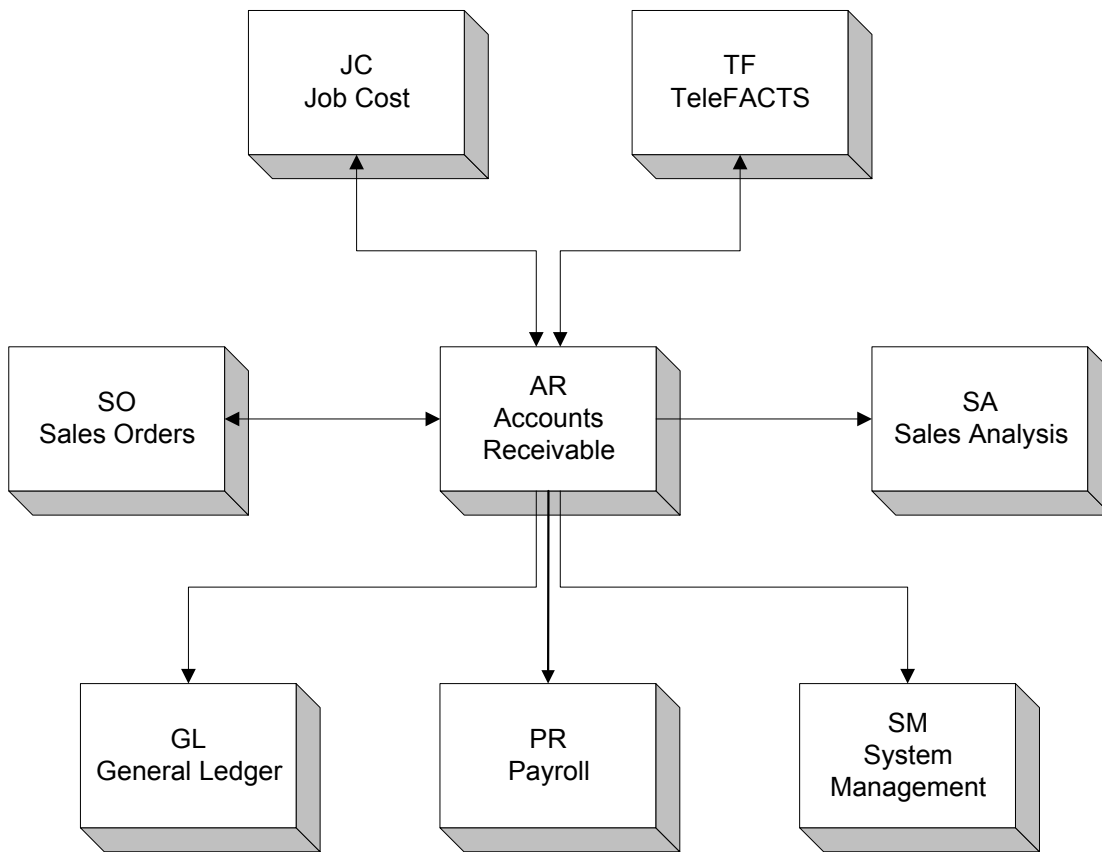
The following pages present flow charts that illustrate the flow of information from Accounts Receivable to the other modules in the FACTS System. They also illustrate the flow of information within Accounts Receivable.

Note that not all files and programs are shown. The flow charts simply present how information flows through the system.

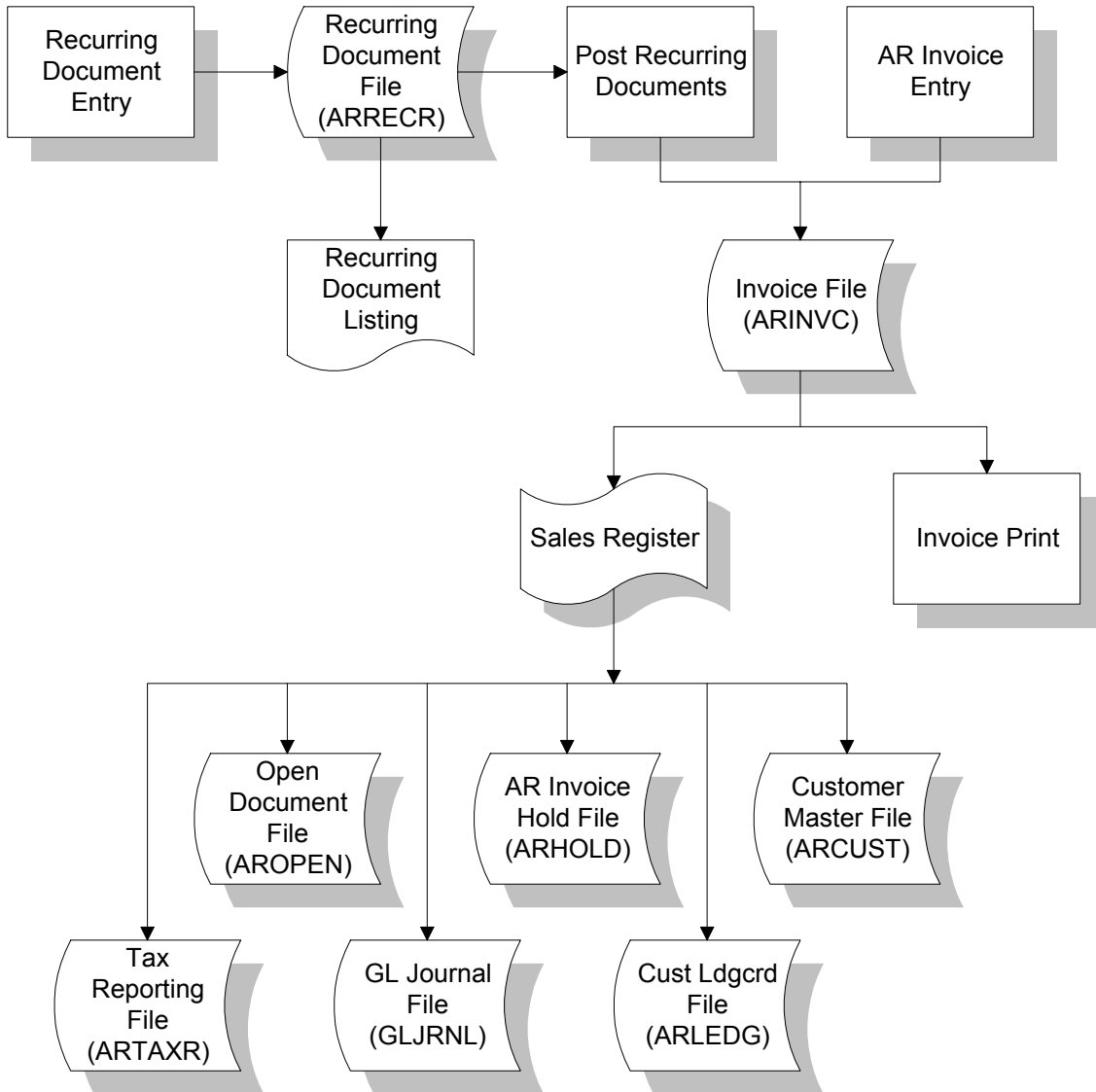
The following symbols represent the types of information shown on the flow charts.



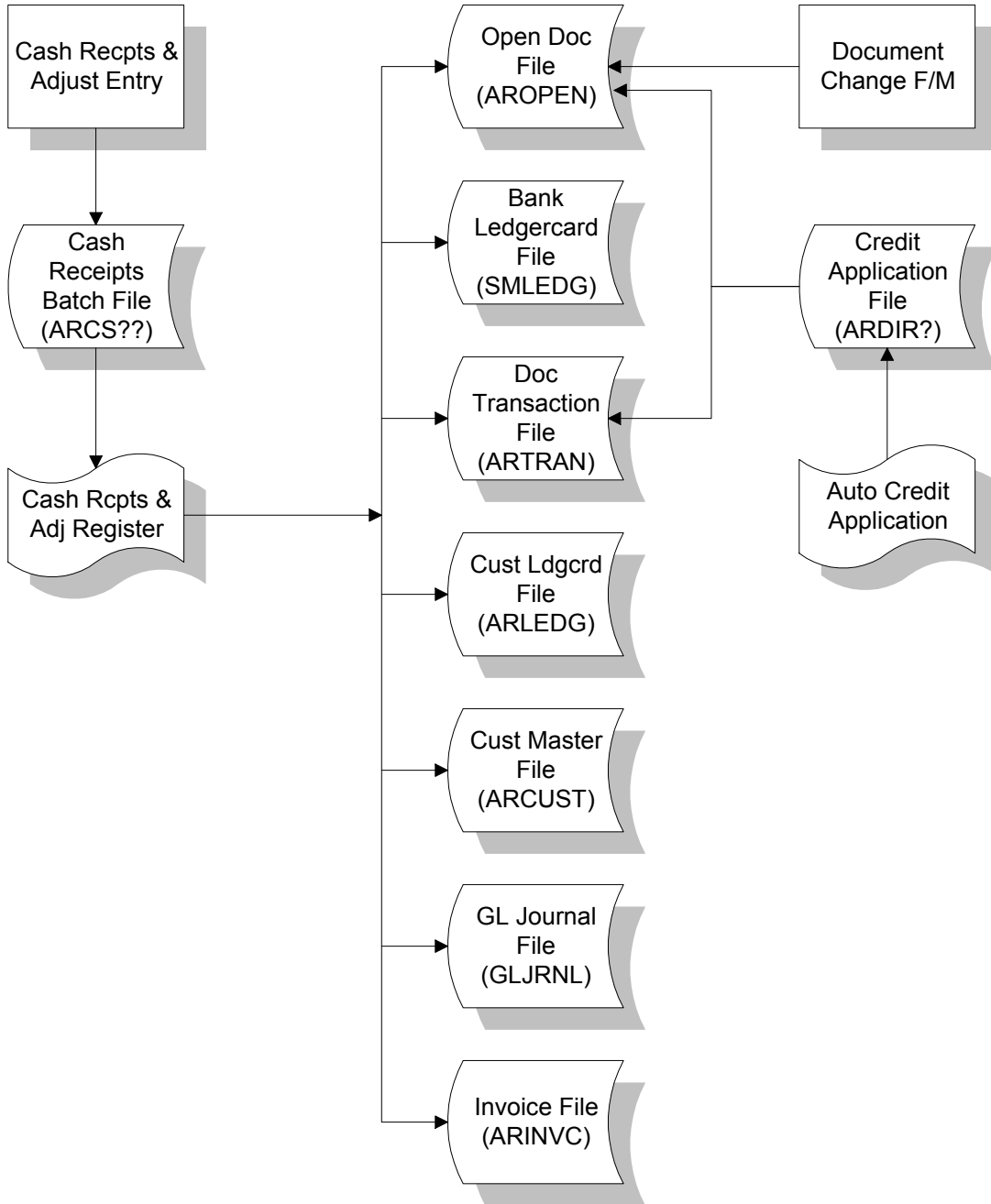
Accounts Receivable Interaction with Other FACTS Modules



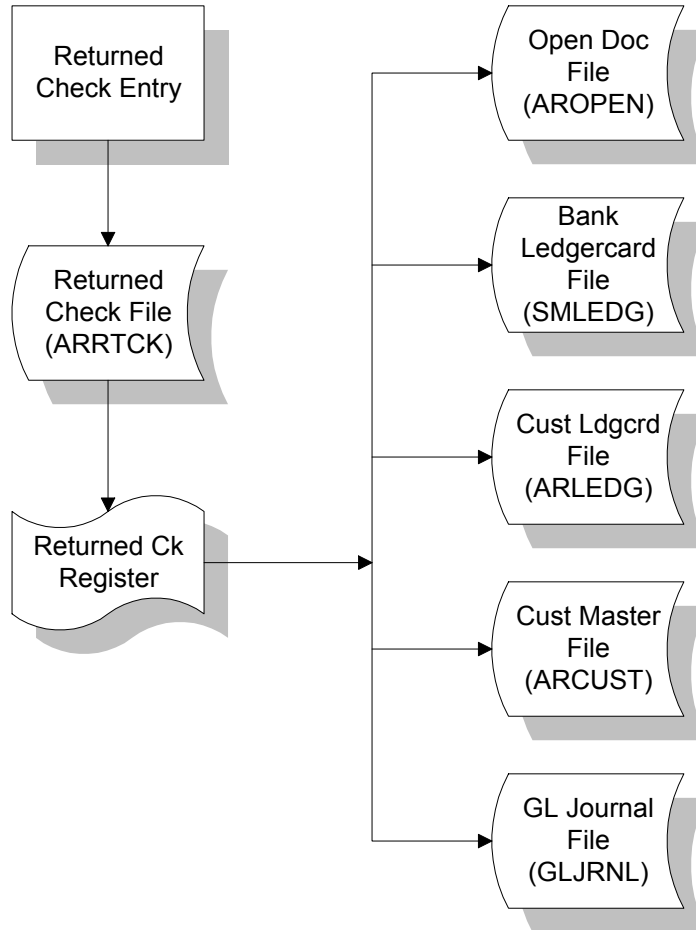
Accounts Receivable Invoicing



Cash and Credit Application



Returned Checks



Posting to General Ledger

Transactions from AR may automatically post to GL. Through the **GL Distribution** flag set in the AR to GL Posting F/M, the user determines how to post to GL for all AR transactions except sales (if at all). The flag may be set to one of the following: **0**-indicating no GL distribution is printed or posted; **1**-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; **2**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or **3**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

Through the **GL Posting Journal** also set in the AR to GL Posting F/M, the user determines which GL journal (where in the GL journal file) to post transactions from AR for all AR transactions except sales (if at all).

The AR transactions which may print a GL distribution and post to GL are the transactions from the AR Sales Register, Cash Receipts & Adjustments Register, Returned Check Register and the Service Charge Register.

The GL distributions are built and posted through the use of GL posting tables.

Users establish their own set of valid GL posting tables. Each customer is assigned to a GL posting table which determines the correct GL account numbers to post to when posting a transaction to GL for that customer. The posting tables determine the GL distribution after the printing of various registers throughout the system. The following registers use the GL account numbers set up in the AR GL posting table(s):

- Cash Receipts & Adjustments Register distributes to accounts receivable GL NUMBER, discount GL NUMBER and adjustment GL NUMBER.
- Service Charge Register distributes to service charges GL NUMBER.
- Returned Check Register distributes to returned checks GL NUMBER.
- AR Sales Register may distribute to Sales GL NUMBER.
- SO Daily Sales Register may distribute to sales, misc. sales, inter-warehouse A/R, deposits, and accounts receivable GL NUMBERS.

For our example, there are two types of customers on the system: retail and wholesale. If retail and wholesale customers are to be posted separately to GL, we will set up two GL posting tables; one to assign to retail customers and one to assign to wholesale customers.

GL TABLE RET	
DESCRIPTION	RETAIL CUSTOMERS
	NUMBER DESCRIPTION
ACCOUNTS RECEIVABLE	120-01-01 ACCOUNTS RECEIVABLE-RETAIL
DISCOUNTS	490-01-01 DISCOUNTS-RETAIL
ADJUSTMENTS	420-01-01 ADJUSTMENTS-RETAIL
SERVICE CHARGES	440-01-01 FINANCE CHARGES-RETAIL
RETURNED CHECKS	430-01-01 RETURNED CHECKS-RETAIL
SALES	410-01-01 SALES RETAIL
MISC SALES	450-01-01 MISC SALES-RETAIL
INTERWHSE A/R	130-01-01 INTER-WAREHOUSE-RETAIL
DEPOSITS	650-01-01 DEPOSITS-RETAIL

GL TABLE WSL	
DESCRIPTION	WHOLESALE CUSTOMERS
	GL DESCRIPTION NUMBER
ACCOUNTS RECEIVABLE	125-01-01 ACCOUNTS RECEIVABLE-WSL
DISCOUNTS	495-01-01 DISCOUNTS- WSL
ADJUSTMENTS	425-01-01 ADJUSTMENTS- WSL
SERVICE CHARGES	445-01-01 FINANCE CHARGES- WSL
RETURNED CHECKS	435-01-01 RETURNED CHECKS- WSL
SALES	415-01-01 SALES- WSL
MISC SALES	455-01-01 MISC SALES- WSL
INTERWHSE A/R	135-01-01 INTER-WAREHOUSE-WSL
DEPOSITS	655-01-01 DEPOSITS-WSL

The following examples use the GL posting tables listed previously. The examples include all registers that use the AR GL posting tables. We will use two customers: Williams Wholesale who is assigned to the WSL GL posting table, and Reeves Retail who is assigned to the RET GL posting table.

Cash Receipts & Adjustments Register

Williams Wholesale makes a payment of \$504.70 and takes a discount of \$5.30. Reeves Retail makes a payment of \$225.00 for a \$225.02 invoice leaving a balance of \$.02. The user adjusts the balance down to zero. Using the GL posting tables, the GL distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
*100-01-01 Cash in Bank	729.70	
120-01-01 Accounts Receivable-Retail		225.02
125-01-01 Accounts Receivable-Wholesale		510.00
420-01-01 Adjustments-Retail	.02	
495-01-01 Discounts-Wholesale	<u>5.30</u>	
	735.02	<u>735.02</u>

* indicates GL NUMBER is not pulled from the AR GL posting table. It is pulled from the bank making the deposit.

Adjustments may be posted to the GL by the adjustments GL NUMBER assigned to the GL posting table or by the adjustment code. See the Adjustment Code F/M for more information.

Service Charge Register

Williams Wholesale (owes) is charged a \$2.35 service charge and Reeves Retail (owes) is charged a \$1.70 service charge. Using the GL posting tables, the distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
120-01-01 Accounts Receivable-Retail	1.70	
125-01-01 Accounts Receivable-Wholesale	2.35	
440-01-01 Finance Charges-Retail		1.70
445-01-01 Finance Charges-Wholesale		<u>2.35</u>
	<u>4.15</u>	4.15

Returned Check Register

A returned check is entered for Williams Wholesale for \$524.70 and a \$15 returned check fee is charged. Using the GL posting tables, the GL distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
*100-01-01 Cash in Bank		524.70
125-01-01 Accounts Receivable-Wholesale	539.70	
435-01-01 Returned Checks-Wholesale	<u> </u>	<u>15.00</u>
	539.70	539.70

* indicates GL NUMBER is not pulled from the AR GL posting table. It is pulled from the bank entering the returned check.

AR Sales Register

Invoices are entered for Williams Wholesale at \$320 and Reeves Retail at \$240. No tax or freight is charged. Using the GL posting tables, the GL distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
120-01-01 Accounts Receivable-Retail	240.00	
125-01-01 Accounts Receivable-Wholesale	320.00	
410-01-01 Sales-Retail		240.00
415-01-01 Sales-Wholesale	<u> </u>	<u>320.00</u>
	560.00	560.00

Sales may be posted to the GL by the sales GL NUMBER assigned in the AR Sales to GL posting record. See the AR Sales to GL Posting F/M for more information.

SO Daily Sales Register

An invoice is entered for Williams Wholesale at \$320; \$300 is for regular items and \$20 is for misc. items and a \$50 deposit is received for other goods. No tax or freight is charged. The misc. sales GL NUMBER is only used if misc. sales are posted to the GL by the AR GL posting table as assigned in the SO to GL posting record. (See the SO to GL Posting F/M.) The item sold must have the **Misc sales** flag set to Y (in the Item F/M) for the item to post to the misc. sales G/L number rather than the sales GL NUMBER. Using the GL posting tables, the GL distribution prints as follows:

	<u>Debit</u>	<u>Credit</u>
125-01-01 Accounts Receivable-Wholesale	320.00	
415-01-01 Sales-Wholesale		300.00
455-01-01 Misc Sales-Wholesale		20.00
100-01-01 Cash in Bank	50.00	
655-01-01 Deposits-Wholesale		50.00
	370.00	370.00

Posting AR Sales to GL

The AR Sales to GL Posting F/M program sets up information which the system references in performing automatic posting of AR sales transactions to GL. AR sales are posted to GL by the AR Sales Register.

The user sets the **GL distribution** flag to one of the following: **0**-indicating GL distribution is printed or posted; **1**-indicating the GL distribution is printed (printing is in detail format) but not posted to GL; **2**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number); or **3**-indicating the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

In addition to the GL distribution, the user sets the **GL posting journal** flag where the user determines which GL journal (where in the GL journal file) to post transactions from Accounts Receivable for all AR transactions except sales (if at all).

There are standard entries made to GL when posting sales. For example, when something is sold, one debits the accounts receivable account and credits the sales account. The user must set up where these standard GL account numbers used will come from, what they are and how they are to be used.

The basis is asking where the number is to come from. The system either always uses the same account number or gives a choice to the user as to where the number is pulled from (i.e., customer GL posting table).

The department and branch flags have to do with imbedding the department and branch flags within the GL account number (if applicable). When entering an invoice, the department and branch may be entered. If the user imbeds the department and/or branch within the GL account number, the system looks at

the department and/or branch assigned to each invoice. For example, if the G/L number to post is **415-00-00** (department is fourth and fifth digits, branch is sixth and seventh digits), the department is 01 and the branch is 02, then the system posts to **415-01-02**. The system inserts the department and/or branch in the proper place within the GL account number.

The following account type information is set up through this program:

Accounts Receivable

Basis - determines where the accounts receivable number comes from. The user has a choice of always posting to the default accounts receivable GL number (from this record) or posting to the accounts receivable GL number assigned in the customer's GL posting table. The system may always post to one AR GL number or break out accounts receivable to multiple account numbers (example: AR-retail, AR-wholesale).

Branch - determines if the system should insert the branch in the AR GL number. The AR account may not be departmentalized. The SO and JC posting control records must have the same value for the branch flag as is entered here.

Default GL Account Number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **C**-customer GL posting table, the number is entered but not used for posting purposes.

Sales

Basis - determines where the sales number comes from. The user has a choice of always posting to the default sales GL NUMBER (from this record) or posting to the sales GL NUMBER assigned in the customer's GL posting table. The system may always post to one sales GL NUMBER or break out sales to multiple account numbers (example: sales-retail, sales-wholesale).

Department and Branch - determine if the system should insert the department and branch in the sales GL NUMBER.

Default GL Account Number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **C**-customer GL posting table, the number is entered but not used for posting purposes.

Tax

Basis - determines where the sales tax number comes from. The user has a choice of always posting to the default sales tax GL NUMBER (from this record) or posting to the sales tax GL NUMBER assigned to each tax code in the Tax Tables F/M. The system may always post sales tax to one sales tax GL NUMBER or break out sales tax to multiple account numbers (example: Georgia sales tax, Fulton County sales tax, City of Atlanta sales tax).

Department and Branch - determine if the system should insert the department and branch in the sales tax GL NUMBER.

Default GL Account Number - is used for posting purposes if the basis is set to **D**-default. If basis is set to **T**-tax code, the number is entered but not used for posting purposes.

Freight, Contra Cos (Cost Of Sales), Cost Of Sales

Basis - determines where each account number comes from. The contra COS usually refers to Inventory. The numbers used always come from the default GL NUMBER (from this record).

Department and Branch - determine if the system should insert the department and branch in the GL account number.

Default GL account number - is used for posting purposes because the basis is set to **D**-default.

Standard Procedures

These procedures may vary depending on how your company's business is conducted. The following three sections of standard procedures are provided as a guideline:

1) Recommended Operating Procedures

An outline is provided of routine procedures on a daily, weekly, period (month, if 12 periods are used) and yearly basis.

2) End-of-Period Checklist

The end-of-period procedures are critical to the proper functioning of the system. Certain programs must be run in a specific order to close the accounts receivable module accurately.

It is suggested that copies of the checklist be made and used for each period close-out to be filed for future reference.

3) End-of-Period Checklist Explanation

A detailed account is provided of the purpose of each program on the checklist.

Recommended Operating Procedures

Daily Procedures (or as needed)

1. Post cash receipts and adjustments
2. Print/update Cash Receipts & Adjustments Register
3. Enter returned checks, print/update Returned Check Register
4. Enter invoices, print/update Sales Register

Weekly Procedures (or as needed)

1. Print dunning letters

Period Procedures (or as needed)

1. Complete all invoicing
2. Complete all cash posting
3. Print/update Service Charge Register
4. Print Open Receivables Report
5. Print Aged Trial Balance
6. Run Customer Ledgercard print
7. Print statements
8. Print/update Sales Tax Register
- *9. Print/update Register History Report
- *10. Print/update Document Removal Register
11. Run Customer Ledgercard Removal
- *12. Run End-of-Period Update

Yearly Procedures

- *1. Run End-of-Period Update (already covered in period procedures - do NOT run twice)

* indicates the procedure is required and must be performed in the time period designated

End-Of-Period Checklist –Accounts Receivable

Period ____ Year ____

User	Date	Menu	Description
_____	_____	Invoices	1. Complete all invoicing
_____	_____	Cash Rec.	2. Post all cash & print/update last Cash Receipts & Adjustments Register
_____	_____	EOP	3. Print/update Service Charge Register
_____	_____	Reports	4. Print Open Receivables Report (detail w/transactions)
_____	_____	Reports	5. Print Aged Trial Balance (detail w/transactions)
_____	_____	Reports	6. Run Customer Ledgercard print
_____	_____	EOP	7. Print Statements
_____	_____	EOP	8. Print/update Sales Tax Register
_____	_____	EOP	9. Print/update Register History Report
_____	_____	EOP	10. Print/update Document Removal Register
_____	_____	EOP	11. Run Customer Ledgercard Removal
_____	_____	EOP	12. Run End-of-Period Update

End-Of-Period Checklist Explanation

1. **Complete all Invoicing.** If SO invoicing is used, print all invoices for the current period, release any unfinished routes (if used) and run/update SO Daily Sales Register. If AR invoicing is used, print all invoices (if used) and run/update AR Sales Register. All invoicing should be complete to ensure the AR balance is up to date when the period procedures begin.
2. **Post all Cash and Run Cash Receipts & Adjustments Register.** These steps must be complete to keep accurate payment history for each customer. If a current Cash Receipts & Adjustments Register is run after the period close, the payments are posted to the next period and the statements and service charges may be inaccurate.
3. **Print/update Service Charge Register.** If the user charges a service charge, this program prints a report of all service charges. After the report prints, it should be updated to post the service charges to customer accounts. All Service Charge Registers should be kept as an audit trail.
- 4-5. **Print Open Receivables Report and Aged Trial Balance (detail w/transactions).** These reports provide the user with a list of all transactions that have taken place against all documents including zero balance documents (paid down to zero). These documents and transactions will be removed by the Document Removal Register (#10). It is recommended that a hard copy of each report be saved for future reference.
6. **Run Customer Ledgercard print.** If customer ledgercards are used, this program provides the user with a list of all transactions that have occurred on customer accounts. These transactions will be removed by the Customer Ledgercard Removal (#11). It is recommended that a hard copy be saved for future reference.
7. **Print statements.** If the user sends statements, this program may be run when needed. The statement print does not update any data or alter customer balances. The Statement Print lists open receivables by customer.
8. **Print Sales Tax Register.** This report allows the user to obtain a report of sales tax which has accumulated through the SO Daily Sales Register and/or AR Sales Register in the current period. After the Sales Tax Register prints, the user should remove the records just printed to clear the file. If records are not removed they will appear on next period's register. All Sales Tax Registers should be kept as an audit trail.
9. **Print Register History Report.** This report allows the user to obtain a list of all registers: AR Sales, SO Daily Sales, Customer Balancing, Service Charge, Cash Receipts and Returned Check, which were run during the period and updated the AR balance. This report provides a trace of what transactions occurred to obtain the current AR balance. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Register History Reports should be kept as an audit trail.
10. **Print Document Removal Register.** This register allows the user to obtain a list of documents that have been paid down to zero in the current period. After the register prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. During the removal of the records, the program also updates customer payment history and may update the paid documents history and paid document transaction history files (if paid document history is stored). All Document Removal Registers should be kept as an audit trail.

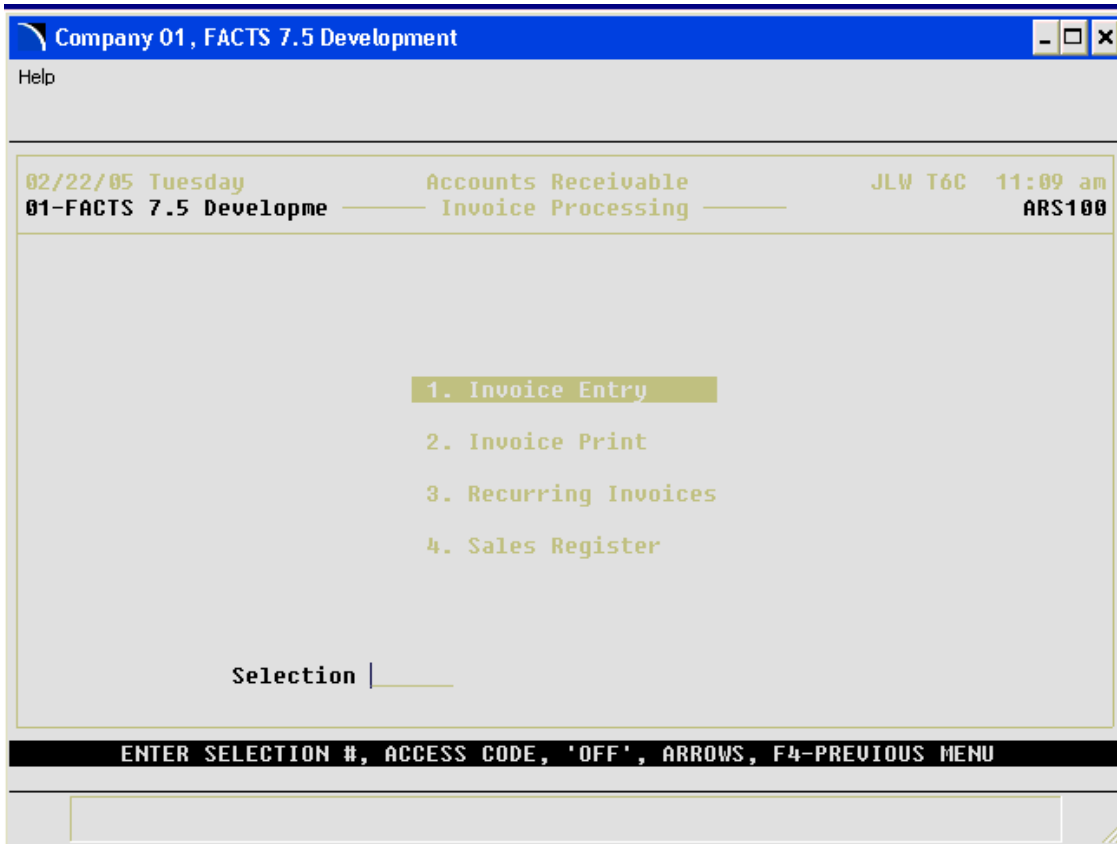
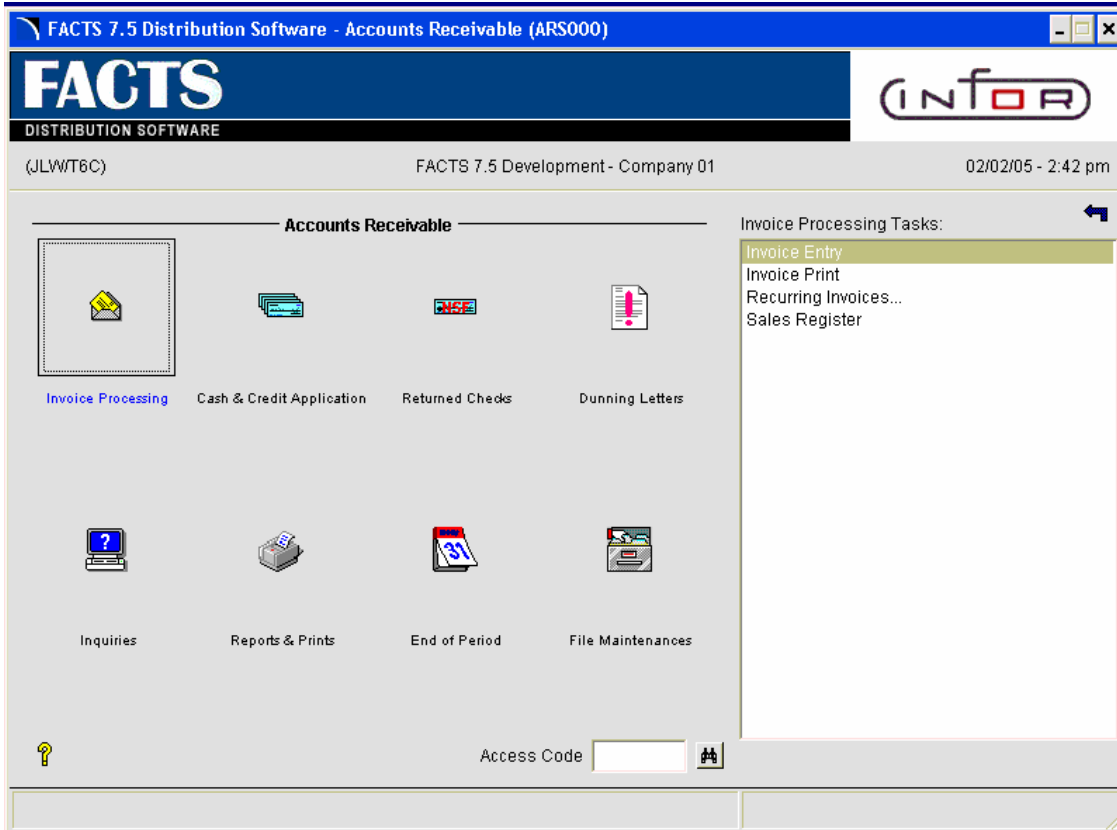
11. **Run Customer Ledgercard Removal.** If customer ledgercards are used, this program is run to remove ledgercard information. The user determines the cutoff date through which to remove ledgercard information.
12. **Run End-of-Period Update.** This is the last step to closing the accounts receivable current period and should only be run after all of the above procedures are complete. The program sets period-to-date sales and cost figures in the customer and salesperson files to zero and closes the current period. If it is the last period of the year, year-to-date figures in these files are rolled into prior year. When this program is complete, the user may begin daily procedures in Accounts Receivable in the new (current) period.

CHAPTER 2

Invoice Processing

The AR Invoicing system is a stand-alone invoicing system. There is no interaction with Inventory or Sales Orders. It may be used in addition to the Sales Orders system. Regardless of whether the AR Invoicing System will be used in normal processing, it will be utilized in entering opening balances during installation.

Invoices are entered into the system through Invoice Entry where the user may assign invoice numbers. Invoices are printed (optional) through the Invoice Print program. The invoices are not updated into the open documents file until the Sales Register is run and updated. If an invoice is incorrect on the register, the user can correct the invoice through the Invoice Entry and rerun the Sales Register. Invoices may then be reprinted through the Invoice Print program. When the Invoice Register is correct the user may update it.



Invoice Entry (ARE110)

Function

This program allows the user to enter and correct customer invoices and credit memos in the AR system without the use of the Sales Orders or Inventory packages.

The Invoice Entry screen consists of two sections. The upper portion of the screen is called the header portion where the customer, invoice date, etc. are entered. The lower portion is called the line-item portion where items, pricing information, etc. are entered.

The user has the option of changing, adding/removing line-items, or deleting the invoice at any time. Deleted invoices are not simply removed from the file. A deleted invoice's line-item records are removed and the header record status is changed to deleted. The invoice appears on the next Sales Register as a deleted invoice and is removed in the register update. This procedure provides a complete audit trail of all invoice numbers used.

A number of additional features are available in the Invoice Entry program:

- A customer search may be performed.
- A new customer record may be added to the AR Customer File.
- Invoice discounts may be entered.
- Applicable taxes may be computed and charged.
- Freight charges may be entered.
- An invoice memo may be included.
- Costing and pricing information may be entered.
- GL departments may be entered.

Invoices are available for printing using the Invoice Print program. Invoices may be corrected prior to the Sales Register update through the Invoice Entry program. Invoices will post to the open documents file during the optional update of the Sales Register.

Calculating Commissions

Use Company Control F/M to setup the proper prioritization of the contract price's commission % and to set the commission flag for use highest/lowest/priority commission.

As a line is being entered/edited in the Sales Order module, the default commission % values for customer, salesperson, item, and price are saved and used in commission calculation processing.

Even though price data is not necessary for the AR Invoice Entry (ARE110) or AR Recurring Invoice Entry (ARE130) programs, the system reads the salesperson's commission % and recalculates the invoice's commission each time the header is modified.

Processing Details

Throughout FACTS, commission percentage processing is as follows when the price selected has a commission % assigned:

There are five commission percent sources: customer, salesperson, item, price and current line commission. The system maintains a user override flag and a price type to designate if the user overrode the line's commission during order entry.

When calculating commissions, the system first checks the value of the Commission Flag. If the Commission Flag is set to H- always choose the Highest commission in the hierarchy, the system returns the highest commission %, excluding the line's commission %, after replacing the item's commission with the price's commission if necessary. If the Commission flag is set to "L- always choose the Lowest commission in the hierarchy", it returns the lowest, non-blank, commission %, excluding the line's commission %, after replacing the item's commission with the price's commission if necessary.

If the value of the Commission Flag is set to X-calculate (always choose the commission that the hierarchy determines), the system checks the Commission Basis for the first priority to determine which commission percentage to use. As the system navigates the priority string, it returns the first entry that has a commission other than "No Priority" (or blank) as the correct commission %.

For example: If the commission hierarchy is set to SCIP the system would calculate the commission using the percentage assigned to the salesman who sold the merchandise. If no priority is assigned to the salesman, the second priority is checked. The system would then calculate the commission using the percentage assigned to the customer the merchandise was sold to. If no priority is assigned to the customer, the third priority is checked. The system would then calculate the commission using the percentage assigned to the item that was sold.

If the price type is not a contract price, the position of the Price's Commission % in the hierarchy will be ignored, and if a Price Commission is present, it will replace the Item's Commission % (regardless of whether the Item's Commission was "No Priority").

If the user override flag is set for the line-item during order entry processing, the system returns the Line's Commission as the correct commission %.

User Inputs

The following inputs are involved in entering an invoice:

1. Invoice Number

Enter the number of the invoice (1-999999). CR assigns the next number on file and this should always be used when entering an invoice for the first time. NEXT is displayed as the invoice number until the header portion of the invoice is complete and then the actual invoice number is displayed. F2 allows an invoice search. Enter whether to search by **D**ocument or **C**ustomer (ref. 10).

2. Customer Number

Enter the customer number where the invoice is to be sent for payment. CR defaults to the customer of the last invoice entered. F2 allows a search. Refer to the Customer Search topic for details about searching for customers.

Once you enter a customer number, the customer number, price level (if price levels are used), name and address, the ship-to number, name and address, salesperson/territory, terms code, branch and department (if used) appear in the header. At the bottom of the entry screen, the customer's balance, credit limit, last sale date, phone number, contact and message appear. The system performs the credit check on the customer.

If the customer is not on file in the system, press F1 - Add to display the AR Quick Customer F/M program and add the customer. The feature is available if the Use Customer Creation flag is set to Y in the SO Static Control F/M, which you access by Sales Orders-->File Maintenances-->Infrequent File Maintenances-->SO Static Control F/M.

3. Ship-To

The system automatically displays the ship-to number assigned to the selected customer in Customer F/M. You can change the ship-to address by pressing F4. This alternate number must be set up in the Ship-to F/M.

This displays the ship-to number, name, address, and the salesperson/territory. Press Enter (CR) to default to the assigned ship-to number (i.e., normal ship-to in the customer file). SAME assigns the customer name and address. Press F2 to search of existing ship-to addresses. Press F3 to enter a temporary ship-to name and address for this invoice.

4. Invoice Date

Enter the invoice date (ref.4). CR defaults to the system date. F3 automatically sets inputs #4-8 to their respective default values.

5. Salesperson/Territory Code

Enter the salesperson/territory code for this ship-to customer number. The entry must be a valid salesperson/territory code. CR defaults to the value already displayed, initially the salesperson/territory code assigned to the ship-to number. F2 allows a search (ref. 10). F3 automatically sets inputs #5-8 to their respective default values.

6. Terms Code

Enter the payment terms code. The entry must be a valid terms code. CR defaults to the value already displayed, initially the terms code assigned to the customer. F2 allows a search (ref. 10). F3 automatically sets inputs #6-8 to their respective default values.

7. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the value already displayed, initially the branch assigned to the customer. F2 allows a search (ref. 10). F3 automatically sets inputs #7-8 to their respective default values.

8. Department

Enter the GL department number. The number must be a valid GL department number. CR defaults to the GL department assigned to the terminal. F2 allows a search (ref. 10). If departments are not used, this input is skipped.

9. Reference Number

Enter the customer reference number if applicable, i.e., customer's PO number (up to 15 characters). If the **PO required** flag in the customer file is set to Y, this input may not be skipped.

This concludes the header portion of the Invoice Entry program. At this time the invoice document number is automatically assigned and displayed. After the header record is created, all the header inputs except #1-2 are accessible through the change header routine. Inputs #1-2 can only be changed by deleting and re-entering the invoice.

The line-item portion of the program allows entry of up to 999 line-items and memo lines to complete the invoice.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single invoice, the program advances to the **prompt-selection input** and refuses further entries.

10. Item Number

Enter the item number to be invoiced (up to 20 characters). This input may also be used as the number of items sold if there is no item number. The user may create a memo line by entering **M** as the item number. The program assumes a memo line is to be entered and advances to the description input. F3 advances to the **prompt-selection input**. F4 removes the line and backs up to the previous line number.

11. Description

Enter the item description or memo (up to 30 characters). Memo lines skip the remaining inputs of the line-item portion.

12. Cost

Through the **Enter cost** flag in the invoice processing control record, the user establishes whether cost is entered. Enter the cost of the item (+/-99999999.99). If the item number is used as the quantity, be sure to include the cost of all the items in this particular line number.

13. Price

Enter the price of the item (+/-9999999.99). If the item number is used as the quantity, be sure to include the price of all items in the particular line number.

14. Tax

Through the **Charge tax** flag in the invoice processing control record, the user establishes whether tax is charged for each line-item. If **Y**, tax will be charged automatically or if **N**, no tax will be charged and this input is skipped. If **L**-line by line or **O**-override, enter **Y** or **N** to determine whether tax should be charged on the line-item. CR defaults to Y.

This concludes an entry in the line-item portion of the Invoice Entry program. The running total is updated and displayed in the header. The line number is incremented by one, displayed, and the program returns to the item input for the next line-item entry.

F3 ends entries of line-items and goes to the **prompt-selection input** and allows the user to perform a number of functions:

- # - Changes a line-item
- L - Lists line-items
- A - Adds a line-item
- D - Deletes the invoice
- F2 - Changes header
- F3 - Accesses the ending routine (ref. 9)

The ending routine consists of the final inputs prior to completion of the invoice. The ending routine is not accessible if line-items have not been entered. Ending routine information is displayed in the bottom portion of the screen and a new total is displayed at the bottom of the screen. The new total is initially equal to the invoice amount total (merchandise amount) but is redisplayed when an adjustment (invoice discount, freight, tax) is made in the ending routine. At the end of the ending routine, the new total represents the total amount of the invoice.

15. Memo

Depending on information in the invoice processing control record, an invoice memo may be entered. The maximum allowable length in the control record is 50 characters and a standard memo may be entered. The memo may include special instructions, goodwill messages, etc., and print on the bottom of the invoice. CR defaults to the displayed value, initially the standard memo. If no memo is needed, the user may press the space bar before pressing CR.

16. Invoice Discount

Through the **Discount** flag in the invoice processing control record, the user establishes invoice discounts based on either a percentage of the merchandise total or a dollar amount subtracted from the merchandise total. If the flag is set to N, no invoice discount is allowed and this input is skipped.

Percent

Enter the discount percent (maximum of 100) of the merchandise total. CR initially defaults to the invoice discount set in the customer file. The dollar amount is calculated and displayed automatically.

Dollar Amount

Enter the dollar discount (maximum equals merchandise total). CR defaults to 0. The percentage of discount is calculated and displayed automatically.

17. Freight

Through the **Charge freight** flag in the invoice processing control record, the user establishes whether freight is charged. If this flag is set to N, no freight charge is allowed and the input is skipped. If freight is charged, enter the freight amount (+/-9999.99). CR defaults to 0.

18. Tax Code

Through the **charge tax** flag in the invoice processing control record the user establishes whether tax is to be charged. If this flag is set to N, no tax is charged and this input is skipped. If tax is charged, enter the tax code for this ship-to customer. The entry must be a valid tax code. CR defaults to the currently displayed value, initially the customer's ship-to tax code. Through the **Tax freight** flag in the tax table file, the system determines whether to charge sales tax on freight. Taxes are calculated accordingly. The sum total of all taxes (state, county, city) is calculated and displayed.

After entering the tax code, the user may back up by pressing F4 to the following:

If the **Charge tax** flag in the invoice processing control record is set to Y, enter whether the tax rate is **H**-high, **L**-low or **X**-exempt. CR initially defaults to the customer's ship-to tax code rate. F4 backs up to the tax code input.

If the **Charge tax** flag in the invoice processing control record is set to O, enter the tax amount (+/-99999.99). CR defaults to the calculated tax amount. CR initially defaults to the customer's calculated tax amount. F4 backs up to the tax rate input.

19. Print Invoice Now?

Through the **Use invoice print** flag in the invoice processing control record, the user establishes whether invoices are to be printed. If the flag is set to N, invoices are not printed and this input is skipped. If set to Y, enter **N** or **Y** to indicate whether to print the invoice immediately. If N is entered the invoice is saved for batch printing and may be printed through the Invoice Print program.

This concludes the ending routine of the Invoice Entry program. Upon completion, the screen is cleared of input information and the program returns to the invoice number input to await further entries.

Technical Notes

At the conclusion of the header portion, a header record is created in the invoice file (ARINVC). The sort file - customer by invoice (ARIN VX) is also maintained. At the end of each line (after the total is updated), a line-item record is created in the invoice file.

FILES USED - ARCUST, ARTAXT, ARCALX, ARCOPX, ARPHOX, AROPEN

FILES UPDATED - SMCNTL, ARINVC, ARIN VX, ARSHIP, ARCUST

Invoice Entry (ARE110)			
Help			
01-Demo Company		INVOICE ENTRY	INVOICE # 000250 ARE110
CUSTOMER C100 PL 0	SHIP-TO S100	DATE 06/10/02	SLSP 30 Sally Fu
Southeastern Industrial Supply		Southeastern Industrial Supply	
12490 South Peachtree Street		1145-A Fulton Industrial Park	
Atlanta, GA 30348		Atlanta, GA 30223	
REF#		TERMS 02 2% 10 Ne	BRANCH 01 Atlanta
		DEPT 1 Wholesale	TOTAL 23.00
LN#	ITEM DESCRIPTION	COST	PRICE
001	I110	12.00	23.00
MEMO Thank you for your order!			NEW TOTAL
DISCOUNT 5.00%	AMOUNT 1.15	<	21.85
FREIGHT .00			
TAX CODE NOTAX	RT X .000%	TAXABLE 21.85	TAX\$.00
ENTER MEMO, F4-BACKUP			Backup OK

Customer Search Feature

Use the Customer Search feature to search for customers by Alpha name, Contact, phone, customer code, customer class, or ship-to order. Select the appropriate tab to view customer information in the desired order.

You can select the Ship-to button to display Ship-To information for all customers. You can select from Ship-To, Ship-To Name, or Zip Code order tabs to see customers. You can filter on State and Salesperson/Territory. Double click a line in the browser to select a customer or press the Cancel button or F4 to return to the Customer search.

For details about using the Go to and filters options, refer to the Search Features topic in FACTS Basics.

How to enter AR invoice header information

1. Access this program by choosing Accounts Receivable-->Invoice Processing-->Invoice Entry.
2. In the Invoice input, enter the invoice number (1-999999) or press Enter (CR) to assign the next number on file. Make sure you use the auto assign feature when you enter a new invoice. NEXT displays in the invoice number prompt until you complete the header. The actual invoice number displays after you enter all of the header information. Press F2 to perform an invoice search. You can search by Document or Customer.
3. Enter the customer number to indicate which customer should be invoiced. Press Enter (CR) to default to the customer used on the last invoice you entered. Press F2 to search all customer numbers in the system.

Once you enter a customer number, the customer number, price level (if price levels are used), name and address, the ship-to number, name and address, salesperson/territory, terms code, branch and department (if used) appear in the header. At the bottom of the entry screen, the customer's balance, credit limit, last sale date, phone number, contact and message appear. The system performs the credit check on the customer.

If the customer is not on file in the system, press F1 - Add to display the AR Quick Customer F/M program and add the customer. The feature is available if the Use Customer Creation flag is set to Y in the SO Static Control F/M, which you access by Sales Orders-->File Maintenances-->Infrequent File Maintenances-->SO Static Control F/M.

4. The system automatically displays the ship-to number assigned to the selected customer in Customer F/M. You can change the ship-to address by pressing F4. This alternate number must be set up in the Ship-to F/M.

This displays the ship-to number, name, address, and the salesperson/territory. Press Enter (CR) to default to the assigned ship-to number (i.e., normal ship-to in the customer file). Enter SAME to assign the customer name and address. Press F2 to search existing ship-to addresses. Press F3 to enter a temporary ship-to name and address for this invoice.

5. Enter the invoice date. Press Enter (CR) to default to the system date. Press to F3 automatically set inputs 4-8 to their respective default values.
6. In the Slsp input, enter the salesperson/territory code for this ship-to customer number. The entry must be a valid in the system. Press Enter (CR) to default to the value already displayed, which should be the salesperson/territory code assigned to the ship-to number. Press F2 to search. Press F3 automatically sets inputs 5-8 to their respective default values.
7. Enter the payment terms code. The entry must be a valid in the system. Press Enter (CR) to default to the value already displayed, which is the

- terms code assigned to the customer. Press F2 to search. Press F3 to automatically set inputs for steps 7-9 to their respective default values.
8. Enter the branch number. The entry must be a valid in the system. Press Enter (CR) to default to the value already displayed, which is the branch assigned to the customer. Press F2 to search. Press F3 to automatically set inputs 7-8 to their respective default values.
 9. Enter the GL department number. The number must be a valid in the system. Press Enter (CR) to default to the GL department assigned to the terminal. Press F2 to search. If you do not use departments, the system skips this input.
 10. Enter the customer reference number if you have one. The reference number can be the customer's PO number or any alternate reference, up to 15 characters. The information is required if the PO required flag in the customer file is set to Y.
 11. This concludes the header portion of the Invoice Entry program. At this time the invoice document number is automatically assigned and displayed. After the header record is created, all the header inputs except #1-2 are accessible through the change header routine. If the invoice number and customer needs to be changed, you must delete and re-enter the invoice. Refer to the How to enter invoice line items procedure for step-by-step instructions.

How to enter AR invoice line items

1. Access this program by choosing Accounts Receivable-->Invoice Processing-->Invoice Entry.
2. For new invoices, enter the header information. Refer to the How to enter AR invoice header information procedure for details. For existing invoices, enter the invoice number and the system displays the header information for the invoice. At the prompt selection input, enter A to add line items.
3. The system assigns line numbers automatically, beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where you enter 999 line-items on a single invoice, the program advances to the prompt-selection input and refuses further entries.
4. Enter the item number to be invoiced (up to 20 characters). If an item number does not exist, use this input to indicate the number of items sold, or create a memo line by entering M as the item number. The program assumes a memo line is to be entered and advances to the description input. Press F3 to advance to the prompt-selection input. Press F4 to remove the line and back up to the previous line number.
5. Enter the item description or memo (up to 30 characters). Memo lines skip the remaining inputs in line-item section.
6. Enter the item's cost (+/-99999999.99). If the item number is used as the quantity, be sure to include the cost of all the items in this line number. If this input is not available, check the Enter cost flag in the Invoice Processing Control F/M. Make sure the flag is set to Y.
7. Enter the item's price (+/-9999999.99). If the item number is used as the quantity, be sure to include the price of all items in the particular line number.
8. (Optional) At the Charge Tax prompt, enter Y or N to determine whether tax should be charged on the line-item. Press Enter (CR) to default to Y.

The Charge tax flag in the Invoice Processing Control F/M establishes whether tax is charged for each line-item. If you enter Y for the flag, tax will be charged automatically. If you enter N, no tax will be charged and this input is skipped. If you enter L-line by line or O-override, the system displays the Charge Tax prompt for the line item.

9. This is the end of the line-entry processing. The system updates the running total and displays it in the header. The line number is incremented by one, displayed, and the program returns to the item input for the next line-item entry.
10. Press F3 to end line-item entry, and the system advances to the prompt-selection input to allow you to select from a number of functions:

#	-	Changes a line-item
L	-	Lists line-items

- A - Adds a line-item
- D - Deletes the invoice
- F2 - Changes header
- F3 - Accesses the ending routine. Refer to the How to enter AP invoice footer information procedure for step-by-step instructions.

How to enter AP invoice footer information

1. Access this program by choosing Accounts Receivable-->Invoice Processing-->Invoice Entry.
2. For new invoices, enter the header information. Refer to the How to enter AR invoice header information procedure for details. For existing invoices, enter the invoice number and the system displays the header information for the invoice.
3. Enter line items for the invoice; refer to the How to enter AR invoice line-items procedure for step-by step instructions. You cannot enter footer information for an invoice unless the invoice contains line items.
4. (Optional) In the Memo input, you can enter a memo depending on information in the Invoice Processing Control F/M. The maximum allowable length in the control record is 50 characters and a standard memo may be entered. The memo may include special instructions, goodwill messages, etc., and print on the bottom of the invoice. Press Enter (CR) to default to the displayed value, initially the standard memo. If no memo is needed, press the space bar before pressing Enter (CR).
5. (Optional) Enter the discount percent (maximum of 100) of the merchandise total. Press Enter (CR) to initially default to the invoice discount set in the customer file. The dollar amount is calculated and displayed automatically.

-OR-

Enter the dollar discount (maximum equals merchandise total). Press Enter (CR) to default to 0. The percentage of discount is calculated and displayed automatically.

Through the Discount flag in the Invoice Processing Control F/M, you establish invoice discounts based on either a percentage of the merchandise total or a dollar amount subtracted from the merchandise total. If the flag is set to N, no invoice discount is allowed and this input is skipped.

6. (Optional) If freight is charged, enter the freight amount (+/-9999.99) in the Freight input. Press Enter (CR) to default to 0.

Through the Charge freight flag in the Invoice Processing Control F/M, you establish whether freight is charged. If this flag is set to N, no freight charge is allowed and the input is skipped.

7. (Optional) If tax is charged, enter the tax code for this ship-to customer. The entry must be a valid tax code. Press Enter (CR) to default to the currently displayed value, initially the customer's ship-to tax code.

Through the charge tax flag in the Invoice Processing Control F/M, you establish whether tax is to be charged. If this flag is set to N, no tax is charged and this input is skipped. Through the Tax freight flag in the tax table file, the system determines whether to charge sales tax on freight.

Taxes are calculated accordingly. The sum total of all taxes (state, county, city) is calculated and displayed.

8. (Optional) After entering the tax code, you can back up to the following by pressing F4:

If the Charge tax flag in the Invoice Processing Control F/M is set to Y, enter whether the tax rate is H-high, L-low or X-exempt. Press Enter (CR) to initially default to the customer's ship-to tax code rate. Press F4 to back up to the tax code input.

If the Charge tax flag in the Invoice Processing Control F/M is set to O, enter the tax amount (+/-99999.99). Press Enter (CR) to default to the calculated tax amount. Press Enter (CR) to initially default to the customer's calculated tax amount. Press F4 to back up to the tax rate input.

9. At the Print invoice now? prompt, indicate whether to print the invoice now.

Through the Use invoice print flag in the Invoice Processing Control F/M, you establish whether invoices are to be printed. If the flag is set to N, invoices are not printed and this input is skipped. If set to Y, enter N or Y to indicate whether to print the invoice immediately. If N is entered the invoice is saved for batch printing and may be printed through the Invoice Print program.

10. This concludes the ending routine of the Invoice Entry program. Upon completion, the system clears the screen input information, and the program returns to the invoice number input to await further entries.

Invoice Print (ARP110)

Function

This program allows the user to print, and if necessary, reprint invoices and credit memos entered through the Invoice Entry program.

The user has the option to:

- Print all invoice documents not yet printed.
- Reprint selected invoice documents.
- Select branch to print.

Flags set in the invoice processing control record determine if invoices are to be printed and what type of form is used. After invoices are printed, the Sales Register should be run and updated.

➤ To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

User Inputs

The following inputs are involved in printing invoices:

1. Print/Reprint

Enter whether documents are to be **Printed** or **Reprinted**. CR defaults to P.

2. Branch

Enter the branch number to print. The entry must be a valid branch. CR defaults to ALL.

3. Invoice (number)

Enter the invoice number(s) to (re)print. If printing, CR defaults to ALL.

Technical Notes

Printing invoice documents proceeds by reading through the invoice file (ARINVC) and printing the chosen invoices. When an invoice is printed, its status is updated in the invoice file (ARINVC) from **Entered** to **Printed**.

FILES USED - SMCNTL, ARCUST, ARSHIP

FILES UPDATED - ARINVC

Invoice Print (ARP110)

Template Print Options

Print/Reprint P - Print

Branch 01 Atlanta Branch

Invoice All

Template None Printer Genicom Line Printer

OK Cancel

Print or Reprint Documents? (P/R)

Invoice Print (ARP110)

Help

01-Demo Company Invoice Print ARP110

Print/Reprint P Print

Branch 01 Atlanta Branch

Invoice All

— Template None — Printer Print to file

Alignment

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Sales Register (ARR110)

Function

This program allows the user to:

- Print an invoice register of all invoices.
- Update invoices to the open receivables file, customer file, salesperson/territory file, sales tax file and GL journal file.
- Update the sales analysis holding file according to the sales information.

Invoice register information includes the following:

- Summary - invoice number, invoice date, terms code, salesperson/territory, department, customer number and name, merchandise amount, discount amount, cost amount, tax amount, freight amount, and total amount of invoice.
- Detail - summary information plus line number, item, description, taxable flag, cost and price for each item on the invoice.

Cash terms codes are indicated by a \$ to the right of the terms code. Customers over their credit limit are indicated by an asterisk (*) to the right of the invoice total. Subtotals are printed for cash and for accounts receivable. The register totals include the total number of invoices on the register and their average invoice amount. All deleted (deleted before printing) and voided (deleted after printing) documents appear on the register to provide a complete audit trail of all invoice numbers. Depending on the flag in the AR sales posting to GL record, the user may obtain a general ledger distribution printout.

User Inputs

The following inputs are involved in printing and updating the Sales Register:

1. Date

Enter the sales register date (ref.4). The entry must be within the current or next GL period and not prior to the current AR period. CR defaults to the system date. This displays the date and whether the register will post to the current or next AR and GL periods.

2. SA Period

Through the invoice processing control record the user determines if posting invoices to Sales Analysis is used. If YES, enter whether to post invoices to the Current or Next SA period. If N, this input does not appear.

3. Branch

Enter the branch number to print. The entry must be a valid branch. CR defaults to ALL.

4. Scope

Enter whether to print Summary or Detail information. CR defaults to S.

5. Correct

Enter Y or N to indicate whether this is the correct date and GL period for the Sales Register to post to.

- ☞ The GL distribution is built during the printing of the Sales Register according to parameters established by the user through the AR Sales to GL Posting F/M program and AR GL posting tables. Depending on how you set up the GL distribution control, the system asks the following:

For users printing GL distribution

6a. Check Register. OK to Print GL Distribution?

After printing the Sales Register, **verify the printout**. If there is a correction to be made, select **CANCAL** or enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** or enter **YES** to continue. The program then prints the GL distribution. The system then displays the following:

Check GL Distribution. OK To Update?

After printing the distribution, **verify the printout**. If everything is correct, select **OK** or enter **YES** to continue. The program proceeds with the update. If there is a correction to be made, select **CANCEL** or enter **N** to exit the program. After the correction is made, the entire register process begins again. The register is run first. The GL distribution is printed, followed by the optional update.

For users not printing the GL distribution, the following input is displayed:

6b. Check Register. Ok To Update?

After printing the Sales Register, **verify the printout**. If there is a correction to be made, select **CANCEL** or enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** or enter **YES** to continue and no GL distribution will be printed, the following input (#*) is skipped and the program proceeds with the update.

Technical Notes

Printing of the Sales Register proceeds by reading through the AR invoice file (ARINVC). The line-item update updates the sales analysis holding file (ARHOLD).

The header update updates the sales analysis holding file, the AR customer file (ARCUST), the customer ledgercards file (ARLEDG), the open documents file (AROPEN) and the tax file (ARTAXR) as necessary. The company accounts receivable balance and all appropriate control records are also updated. Records are then removed from the invoice file and its associated sort file (ARIN VX).

The GL journal update posts a journal entry automatically to the journal file (GLJRNL) according to the information appearing on the GL distribution report. Appropriate sort files (GLJRNX) are maintained.

FILES USED - GLMSTR, ARTAXT

FILES UPDATED - SMCNTL, ARINVC, ARCUST, SMGLD?, ARHOLD, ARLEDG, ARINVC, AROPEN, GLJRNL, GLJRNX, ARSHIP, ARCO PX, ARTAXR

Sales Register (ARR110)
Template Print Options

GL CP=09/1997 SEP / AR CP=09/1997 SEP

Date

Branch

Scope

Template _____ Printer _____
None Genicom Line Printer

Enter Sales Register Date, F1-System Date

Sales Register (ARR110)
Help

01-Demo Company Sales Register ARR110
GL CP=09/2002 SEP
AR CP=09/2002 SEP

Date System Date

Branch 01 Atlanta Branch




SA Period C Current

Scope S Summary

— Template _____ — Printer _____
None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |

How to print and update the Sales Register

1. Access this program by choosing Accounts Receivable-->Invoice Processing-->Sales Register.
2. In the Date input, enter the sales register date. The entry must be within the current or next GL period and not prior to the current AR period. Select the  icon to default to the system date. This displays the date and whether the register will post to the current or next AR and GL periods.
3. In the Branch input, enter the branch number to print. The entry must be valid in the system. Press F1 or select the  icon to default to ALL. Press F2 or the  icon to search.
4. In the SA Period input, select whether to post invoices to the Current or Next SA period. If this input does not appear and you wish to post invoices to SA, check the Invoice Processing Control F/M to see if the Posting Invoices to Sales Analysis flag is selected. Set it to Y if you want to activate this feature.
5. Select the scope of the information that should print. The choices are Summary and Detail information. The program defaults to S-Summary.
6. Press OK.

The system builds the GL distribution while it prints the Sales Register. The parameters established in the AR Sales to GL Posting F/M program and AR GL posting tables affect how the system builds the distribution.

7. Check register. OK to print GL distribution? After printing the Sales Register, verify the printout. If you need to make a correction, enter N to exit the program. You can rerun the register after you make the correction. If everything is correct, enter YES to continue. The program prints the GL distribution. Verify the accuracy of the GL distribution, and when you are ready, proceed with the update.

OR

If you are not printing the GL distribution, the system displays this message: Check register. OK to update?

After printing the Sales Register, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter YES to continue. The program will not print a GL distribution, it skips the following input and proceeds with the update.

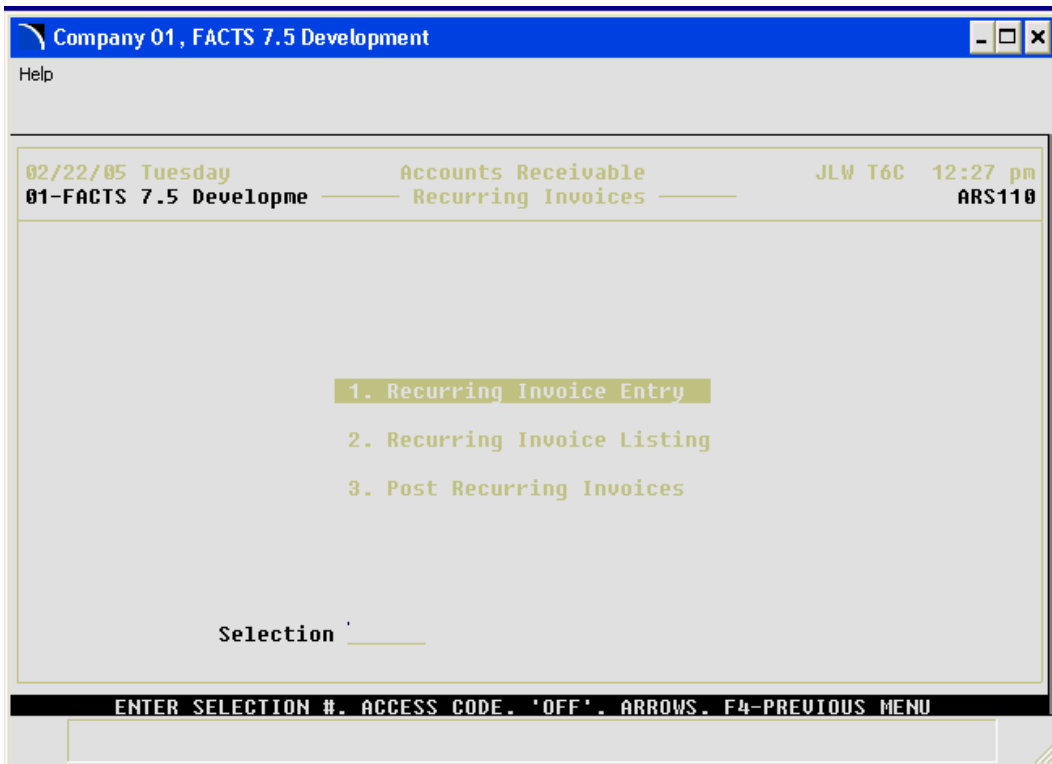
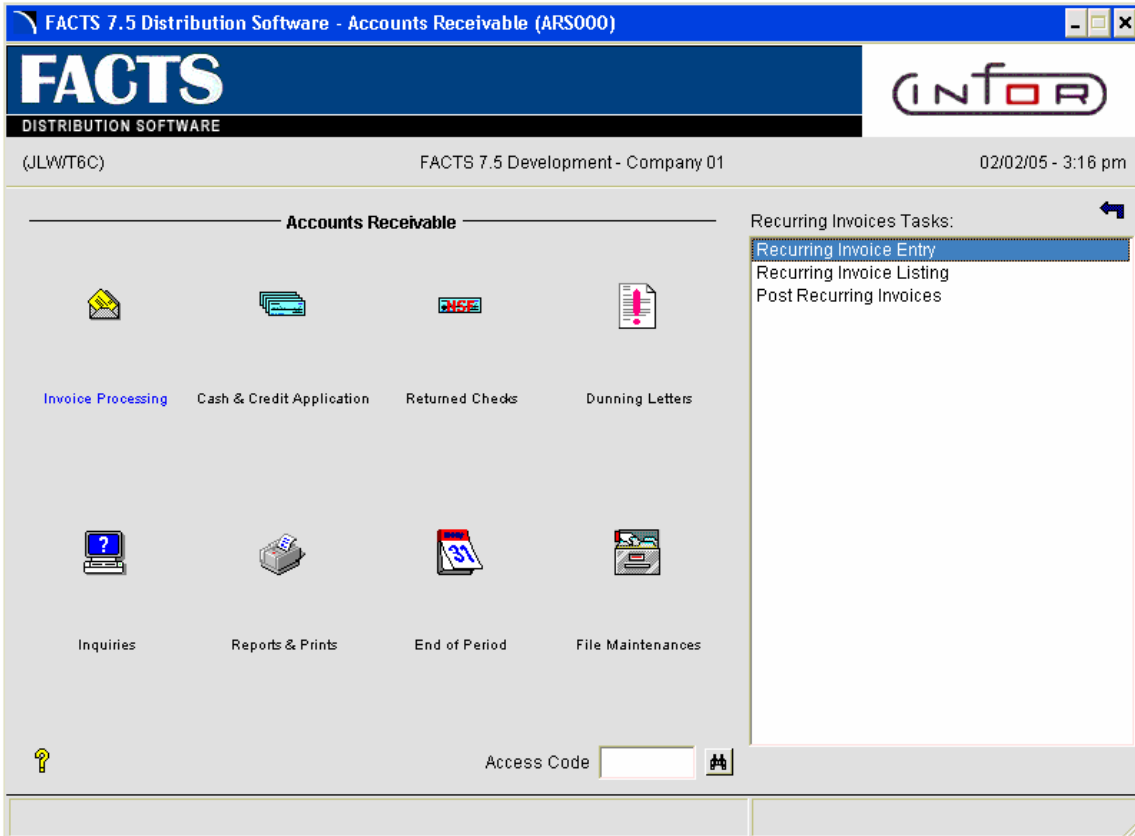
8. Check GL distribution. OK to update? After printing the distribution, verify the printout. If everything is correct, enter YES to continue. The program proceeds with the update. If there is a correction to be made, enter N to exit the program. After the correction is made, the entire register process begins again. The program runs the register first, then prints the GL distribution, and then updates if you tell it to do so.

Recurring Invoice Entry

Use the Recurring Invoice Entry submodule if you send any invoices that are recurring (such as service contracts or maintenance agreements). It allows you to set up the invoice one time and the system will automatically post it to the receivables system for each month you designate. It also allows you to set up a cutoff so the monthly invoicing will stop at a predetermined time.

As with regular invoicing, all recurring invoices are entered using the customer number and item number, etc. Changes are made in the entry program. The listing will provide you with options to print out the different types of recurring invoices (expired, unexpired, etc.).

The Post Recurring Invoices program must be run to update any recurring invoices. However, this program does not post invoices directly into the open documents file but rather into the invoice entry file, which is used in printing the Sales Register. By posting this way, the user has an audit trail of all invoices entered, which will update the open documents file and the accounts receivable balance.



Recurring Invoice Entry (ARE130)

Function

This program allows the user to enter and maintain invoices posted to the invoice entry file on a periodic basis (monthly, quarterly, yearly, etc.).

The user may set up standard monthly invoices such as rental agreements or periodic entries such as service or maintenance contracts. This relieves the burden of the entry each period. The program may also be used to change header or line-item information for existing documents. The Recurring Invoice Entry screen consists of two sections. The upper portion of the screen is called the header portion where the customer number, salesperson, etc. is entered. The lower portion is called the line-item portion where each item, price, etc. is entered.

After recurring invoices are entered, the amount may be changed in the entry program. A list may be printed at any time through the Recurring Invoice Listing. The invoice will be posted to the invoice entry file when the Post Recurring Invoices program is run. It will then be treated like any other invoice in the invoice entry system and will be posted to the open documents file when the Sales Register is run.

After posting the recurring invoices, the customer's balance and open documents are updated along with the general ledger in the update following the Sales Register print.

The system reads the salesperson's commission % and recalculates the invoice's commission each time the header information is modified. Refer to the Calculating Commissions section of the Invoice Entry (ARE110) topic for processing details.

User Inputs

The following inputs are involved in entering a recurring invoice:

1. Customer Number

Enter the customer number where the invoice is to be sent for payment. F2 allows a customer search (ref. 11). F3 allows a document search of recurring documents already on file (ref. 10). The screen displays the customer number, price level (if price levels are used), name and address, salesperson/territory, terms code, branch and department (if used). At the bottom of the screen, the customer's balance, credit limit, last sale date, phone number, contact and message appear. The system performs the credit check on the customer (ref. 2). CR defaults to the customer of the last invoice entered. Refer to the Customer Search topic for details about searching for customers.

2. Sequence Number

Enter the sequence number (00-99). This is used to allow the user to enter up to 99 different recurring invoices per customer. For example, there are two recurring documents for the same customer. A service contract is set up as sequence 01 and a rental agreement is set up as sequence 02. Each time the user refers to an invoice, the user must use the sequence number. CR defaults to 01.

Entry of an already existing sequence number for this vendor displays all the information about this recurring invoice and advances to the **prompt-selection input**.

3. Ship-To Number

Enter the ship-to number of where the merchandise is shipped. The number entered must be a valid ship-to number for this customer. This displays the ship-to number, name, address and salesperson/territory. CR defaults to the assigned ship-to number, (i.e., normal ship-to in the customer file). SAME assigns the customer name and address. F2 allows a search through the ship-to file (ref. 10). After clearing the line-item portion of the screen, this program displays the ship-to numbers, names and addresses. This feature is useful in finding the ship-to numbers and addresses when only the customer number is known.

4. Post Day

Enter the day the invoice should post to the invoice entry file (01-31). This is used to determine when to post this invoice and which day of the month to use for the invoice date. For example, if this were set to 15 and the invoices were posted for February, the invoice date would be posted as February 15. The terms code automatically determines the due date, discount amount and discount due date. CR initially defaults to 31.

5. Cutoff (type)

Enter whether to base the cutoff (time when an invoice stops being a recurring invoice) after a **Date**, **Number of invoices**, or **Amount**. CR initially defaults to D.

6. Cutoff

This depends on the cutoff type entered in input #5. Enter one of the following:

N - Number of postings - Enter the cutoff number of postings (2-99).

D - Date - Enter the cutoff month and year (MMYY).

A - Amount - Enter the amount (0-9999999.99). If the amount is surpassed in the next posting, the invoice will not post.

7. Salesperson/Territory

Enter the salesperson/territory code for this ship-to customer number. The entry must be a valid salesperson/territory. CR defaults to the value already displayed, initially the salesperson/territory code assigned to the ship-to number. F2 allows a search (ref. 10). F3 automatically sets inputs #7-10 to their respective default values.

8. Terms Code

Enter the payment terms code. The entry must be a valid terms code. CR defaults to the value already displayed, initially the terms code assigned to the customer number. F2 allows a search (ref. 10). F3 automatically sets inputs #8-10 to their respective default values.

9. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the value already displayed, initially the branch assigned to the customer number. F2 allows a search (ref. 10). F3 automatically sets inputs #9-10 to their respective default values.

10. Department

Enter the GL department number. The entry must be a valid department number. CR defaults to the department number assigned to the terminal. F2 allows a search (ref. 10). If departments are not used, this input is skipped.

11. Months

Enter a string of numbers designating the months of the calendar year to post this invoice to (2 characters for each month). For example, if it is a yearly invoice and only posts in December, enter 12. If this invoice is to post quarterly, enter 03060912. CR defaults to ALL and displays every month of the calendar year.

12. Reference Number

Enter the customer reference number if applicable, i.e., customer's PO number (up to 15 characters). If the **PO required** flag in the customer file is set to Y, this input may not be skipped.

This concludes the header portion of the Recurring Invoice Entry program. After the header record is created, all header inputs except #1-2 are accessible through the change header routine. Inputs #1-2 can only be changed by deleting and re-entering the invoice.

The line-item portion of the program allows entry of up to 999 line-items and memo lines to complete the invoice.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where 999 line-items have been entered on a single invoice, the program advances to the **prompt-selection input** and refuses further entries.

13. Item Number

Enter the item number to be invoiced (up to 20 characters). This input may also be used as the number of items sold if there is no item number. The user may create a message line by entering **M** as the item number. The program assumes a memo line is to be entered and advances to the description input. F3 advances to the **prompt-selection input**. F4 removes the line and backs up to the previous line number.

14. Description

Enter the item description or memo (up to 30 characters). Memo lines skip the remaining inputs of the line-item portion.

15. Cost

Through the **Enter cost** flag in the invoice processing control record, the user establishes whether cost is entered. Enter the cost of the item (0-9999999.99). If the item number is used as the quantity, be sure to include the cost of all the items in this particular line number.

16. Price

Enter the price of the item (0-9999999.99). If the item number is used as the quantity, be sure to include the price of all items in the particular line number.

17. Tax

Through the **Charge tax** flag in the invoice processing control record, the user may establish whether tax is charged for each line-item. If Y, tax will be charged automatically, or if N, no tax will be charged and this input is skipped. If **Line by line** or **Override** enter Y or N to determine whether tax should be charged on the line-item. CR defaults to Y.

This concludes the entry in the line-item portion of the Recurring Invoice Entry program. The running total is updated and displayed in the header. The line number is incremented by one, displayed, and the program returns to the item input for the next line-item entry.

F3 ends entries of line-items and goes to the **prompt-selection input** which allows the user to perform a number of functions.

- # - Changes a line-item
- L - Lists line-items
- A - Adds a line-item
- D - Deletes the invoice
- F2 - Changes header
- F3 - Accesses the ending routine (ref. 9)

The ending routine consists of the final inputs prior to completion of the invoice. The ending routine is not accessible if no line-items have been entered. Ending routine information is displayed in the bottom portion of the screen and a new total is displayed at the bottom of the screen. The new total is initially equal to the invoice amount total (merchandise amount) but is redisplayed whenever an adjustment (invoice discount, tax, freight) is made in the ending routine. At the end of the ending routine, the new total represents the total amount of the invoice.

18. Memo

Depending on information in the invoice processing control record, an invoice memo may be entered. The maximum allowable length in the control record is 50 characters and a standard memo may be entered. The memo may include special instructions, goodwill messages, etc. and prints on the bottom of the invoice. CR defaults to the displayed value, initially the standard memo. If no memo is needed, the user may press the space bar before pressing CR.

19. Invoice Discount

Through the **Discount** flag in the invoice processing control record, the user establishes invoice discounts based on either a percentage of the invoice total (merchandise amount) or a dollar amount subtracted from the merchandise total. If the flag is set to N, no invoice discount is allowed and this input is skipped.

Percent

Enter the discount percent (maximum of 100) of the merchandise total. CR defaults to 0. The dollar amount is calculated and displayed automatically.

Dollar Amount

Enter the dollar discount (maximum equals merchandise total). CR defaults to 0. The percentage of discount is calculated and displayed automatically.

20. Freight

Through the **Charge freight** flag in the invoice processing control record, the user establishes whether freight is charged. If this flag is set to N, no freight charge is allowed and the input is skipped. If freight is charged, enter the freight amount (0-9999.99). CR defaults to 0.

21. Tax Code

Through the **Charge tax** flag in the invoice processing control record, the user establishes whether tax is to be charged. If this flag is set to N, no tax is charged and this input is skipped. If tax is charged enter the tax code for this ship-to customer. The entry must be a valid tax code. CR defaults to the currently displayed value, initially the customer's ship-to tax code. The sum total of all taxes (state, county, city) is calculated and displayed.

After entering the tax code, the user may back up by pressing **F4** to the following:

If the **charge tax** flag in the invoice processing control record is set to Y, enter whether the tax rate is **H**-high, **L**-low or **X**-exempt. CR initially defaults to the customer's ship-to tax code rate. F4 backs up to the tax code input.

If the **Charge tax** flag in the invoice processing control record is set to O, enter the tax amount (+/-99999.99). CR defaults to the calculated tax amount. F4 backs up to the tax rate input.

This concludes the ending routine of the Recurring Invoice Entry program. Upon completion of the update, the screen is cleared of input information and the program returns to the customer number input to await further entries.

Technical Notes

At the conclusion of the header portion a record is written to the recurring invoice file (ARRECR). At the end of each line (after the total is updated), a line-item record is created in the recurring invoice file.

FILES USED - SMCNTL, ARCUST, ARTAXT, ARSHIP, ARCALX, ARCO PX, ARPHOX, ARINVC, ARIN VX, AROPEN

FILES UPDATED - ARRECR

Recurring Invoice Entry (ARE130)

Help

01-Demo Company		RECURRING INVOICE ENTRY		ARE130
CUSTOMER	C131 3 SEQ 01	SHIP-TO	SAME	POST DAY 31
Automation Systems Supply Co.	Automation Systems Supply Co.	234 LBJ Freeway		CUT D 09/02
234 LBJ Freeway	234 LBJ Freeway	Bldg # 4		SLSP 40 Daniel Si
Bldg # 4	Bldg # 4	Dallas, TX 75332		TERMS 01 1% 10th N
Dallas, TX 75332	Dallas, TX 75332	MONTHS 010203040506070809101112		BRANCH 02 Dallas B
REF#	DEPT 1 Wholesale		TOTAL	500.00

LN#	ITEM DESCRIPTION	COST	PRICE
001	I110 Nails	235.00	500.00
002		

ENTER ITEM #, M-MEMO, F3-END ENTRIES, F4-BACKUP

Recurring Invoice Listing (ARR120)

Function

This program allows the user to print out a list of recurring receivables to verify proper entry, to project future expiration, to project a specific period's posting and to verify proper amounts for the current period.

The user has the option to:

- Select a beginning and ending customer.
- Select ending post date to print.
- Select all documents, those postable this period, those completed this period, those expired or unexpired.
- Select branch to print.

Recurring documents are initially entered in the Recurring Invoice Entry program. Invoices are posted to the invoice entry file when the Post Recurring Invoices program is run.

Report information includes the following: customer number and name, sequence number, ship-to number, salesperson/territory, terms code, tax code, posting day, months to post, standard posting amount, cutoff, number, amount of posting to date, the reference number and status. The total number of invoices listed on the report is included.

User Inputs

The following inputs are involved in printing the Recurring Document Listing:

1. Beginning Customer

Enter the beginning customer number to print. CR defaults to FIRST.

2. Ending Customer

Enter the ending customer number to print. CR defaults to LAST.

3. Post Date

Enter the ending post date to print within the current or next GL period and after the last date posted through (ref.4). CR defaults to the system date.

4. Status

Enter whether you wish to print **All** documents, documents postable this **Period**, documents **Completed** this period, **Expired** documents, or **Unexpired** documents. CR defaults to ALL.

5. Branch

Enter the branch number to list. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

6. Check Listing. OK To Remove These Records?

If only expired documents were printed, enter **YES** or **N** to indicate whether to remove the printed records from the file. Entering YES removes the records printed from the recurring invoice file. Entering N exits the program.

Technical Notes

Printing proceeds by reading through the recurring invoice file (ARRECR) and printing documents which meet the criteria entered.

The update portion removes header and line-item records from the recurring invoice file.

FILES USED - SMCNTL, ARCUST

FILES UPDATED - ARRECR

Recurring Invoice Listing (ARR120)

Template Print Options

Recurring Documents Have Been Posted Through 05/28/1999. CP=09/1997 SEP

Beginning Customer

Ending Customer

Post Date

Status A - All Invoices

Branch 01

Template _____ Printer _____

None Genicom Line Printer

OK Cancel

Enter Beginning Customer, F1-First, F2-Search

Recurring Invoice Listing (ARR120)

Help

01-Demo Company Recurring Invoice Listing ARR120

Recurring Documents Have Been Posted Through 09/10/2002. CP=09/2002 SEP

Beginning Customer First

Ending Customer Last

Post Date System Date

Status A All Invoices

Branch 01 Atlanta Branch

— Template _____ — Printer _____

None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Post Recurring Invoices (ARU110)

Function

This program allows the user to post recurring invoices to the invoice entry file.

This program posts any recurring invoices to the invoice entry file to either have invoices printed or print on the next Sales Register. When the Sales Register is updated, the recurring invoices will then be in the open invoices file. This program does not post recurring invoices into the open documents file, but rather into the sales entry file where an audit trail is traced. Posting through day 31 will close out the current month for recurring invoicing.

As documents are created, the customer's and the salesperson's commission percentages are reread and the document's commission % recalculated. Refer to the Calculating Commissions section of the Invoice Entry (ARE110) topic for processing details.

User Inputs

The following inputs are involved in posting recurring invoices:

1. Post Through

Enter the date through which to post recurring invoices within the current or next GL period and after the last date posted through (ref.4). CR defaults to the system date.

2. Listing Run

Enter **N** or **YES** to indicate whether a Recurring Invoice Listing has been run. CR defaults to N.

Technical Notes

Updating proceeds by reading through the recurring invoice file (ARRECR) and updating documents which meet the criteria entered by posting the header and line-item records in the invoice entry file (ARINVC).

FILES USED - ARCO PX

FILES UPDATED - SMCNTL, ARRECR, ARINVC, ARIN VX

Post Recurring Invoices (ARU110)

Template Print Options

Last Service Charge Register run 05/28/1999 CP=10/1997 SEP

Post Through

Listing Run

Template _____ Printer _____

None Viewer

Has A Recurring Invoice Listing Been Run? (N/Yes)

Post Recurring Invoices (ARU110)

Help

01-Demo Company **POST RECURRING INVOICES** **ARU110**

CP=09/02 SEP

RECURRING INVOICES HAVE BEEN POSTED THROUGH 09/10/02.

POST THROUGH

LISTING RUN

POST RECURRING INVOICES THROUGH WHAT DATE? (CR=SYSTEM DATE), F4-END

CHAPTER 4

Cash & Credit Application

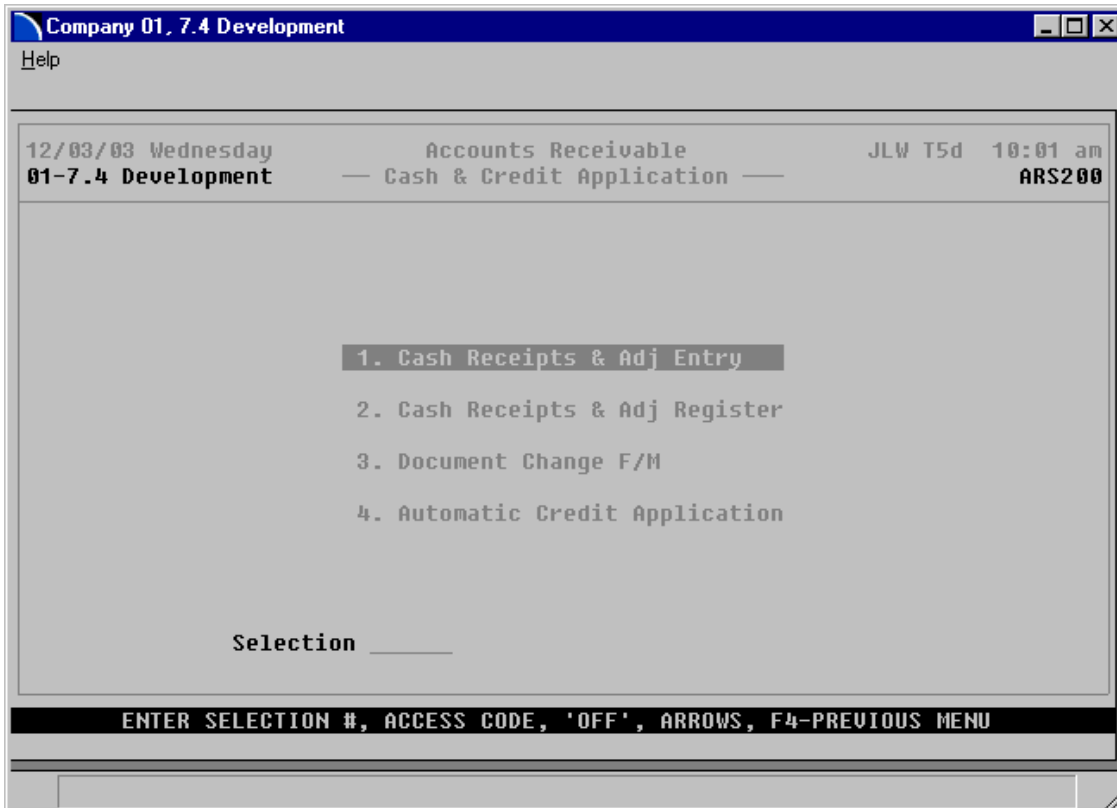
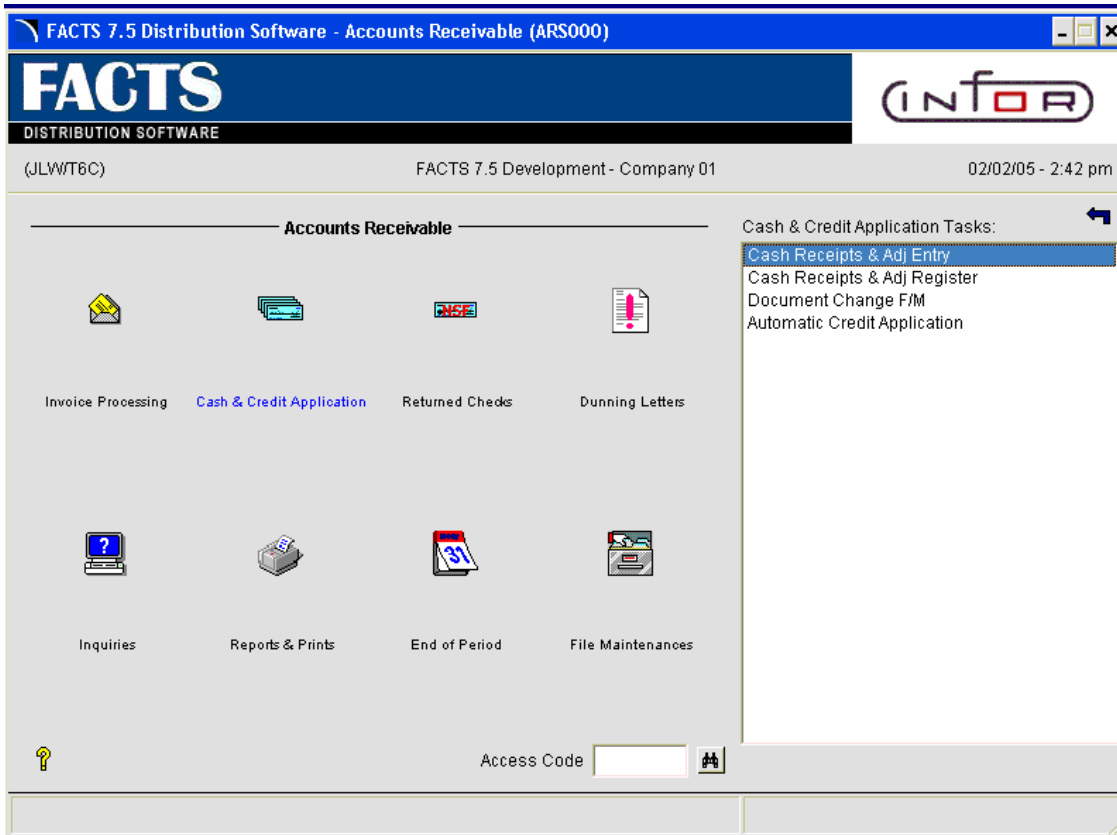
Cash & Credit Application is where the user may post cash and checks received and make adjustments to open receivables. This submodule allows the user to post payments, discounts and/or adjustments to customer invoices, create on-account balances, apply credit memos or on-account balances to customer invoices and/or post miscellaneous cash from a customer or no specific customer.

Through the use of a batch amount and distributed amount, the user can make sure that all money is distributed correctly.

The postings are not updated to the open receivables file until the Cash Receipts & Adjustment Register is run and updated. If a check was entered incorrectly, the user may choose not to update the register and go back into the entry program to make corrections. When the Cash Receipts & Adjustment Register is correct, the user may update it.

Use the Document Change F/M to change dates or discounts on invoices or mark an invoice as Disputed before running the register.

The Automatic Credit Application Register will run through the open receivables file and print a list showing each customer with credit memos and listing invoices that the credit memos will apply against, beginning with the oldest invoice on file. The optional update will then apply the credit memos to the invoices in the open receivables file.



Cash Receipts & Adjustments Entry (ARE210)

Use this program to maintain accurate Accounts Receivable balances by posting payments, discounts and adjustments to customer accounts or posting miscellaneous cash to general ledger accounts.

This program may be used each time cash and checks are to be deposited into the bank. It may also be used to adjust customer invoice balances or apply credit memos against invoices.

Customer balances and document balances are not changed until the [Cash Receipts & Adjustments Register](#) is printed and updated.

During the program, no two users may pay the same document at the same moment and the program gives you the option to skip the document or retry. When a document has already been paid on an existing batch, other batches that access the document may only pay off the balance of the document.

Processing Notes

The Cash Receipts & Adjustments Entry screen is divided into two sections: the header portion where you enter the batch number and batch amount and the line item portion where you add all checks and miscellaneous cash transactions within the batch.

During processing, line reference notes for customer are available when a line is highlighted that has a valid customer.

Once you complete the batch information for a document, you can enter checks and miscellaneous cash transactions within the batch in customer#/check# order in the line browser. If you entered or edited the check information, the system displays the [Apply Check Entry \(ARE211\)](#) screen, which is used to distribute a check to the open Accounts Receivable documents that it is to pay. If you entered or edited the miscellaneous cash information, the system displays the [Miscellaneous Cash Entry \(ARE212\)](#) screen, which is used to distribute a miscellaneous cash transaction to the proper GL accounts.

For disputed documents, the system displays a Y in the D column of the invoice listing. You can post payments against disputed documents, but the Auto Apply function bypasses disputed invoices.


Access this program by choosing *Accounts Receivable* → *Cash & Credit Application* → *Cash Receipts & Adjustments Entry*.

Use the following inputs to enter cash receipts and adjustments:

1. Batch

Enter the **batch number** (up to four alphanumeric characters). Press F2 to search. For existing batches, all checks and miscellaneous cash transactions already applied to this batch are displayed in the browser in the lower portion of the screen.

2. Batch Total

Enter the **total amount** of the batch (deposit) (0-99999999.99). For existing batches press F1 or the  icon to display the Add to Batch Total dialog where you can enter a new batch total or add to the batch total amount.

3. Distributed


The system displays the amount of all the checks and miscellaneous cash transactions that have been entered for the batch.


4. Balance


The system displays the batch total minus the distributed amount.

After you enter the batch information, the system displays all checks and miscellaneous cash transactions within the batch in the line browser. Existing batches display in customer#/check# order.


5. Customer


Enter the **customer number**. Entry of a valid customer number displays the customer name, balance, credit limit, phone, contact and memo. (For existing batches, press the  icon to access the Customer field.)

Press F2 or the  icon to search. Refer to the [Customer Search](#) topic for details about searching for customers.


Press F3 or the second  icon to enter miscellaneous cash for the customer number.

Press F4 to end and proceed to **prompt-selection input #1**.

Press F1 or the first  icon to enter the invoice number if you do not know or remember the customer number. The default information will remain by customer number but the system displays the Invoice # prompt so you can enter the invoice number.

Select the  icon to access Note Entry (SME710) for the customer specified in the program.

6. Check

Enter the **check number** (up to six characters). Press F3-Cash or the  icon to assign a cash number from Cash Receipts Control F/M to identify this entry if posting cash. If you enter a check number already used for this customer in the current batch, a message displays that the check number is already on file for this customer and the program returns you to the Check # input so you can enter another check number.

7. Date


Enter the **check date**. Press Enter (CR) to default to the system date.

8. Amount

Enter the **check amount** or cash amount to be posted for this customer (+/- 9999999.99). Press Enter (CR) to default to 0.

9. Memo

Enter any **memo** to identify or explain this transaction (up to 30 characters). The memo prints on the Cash Receipts & Adjustments Register.

Press the  icon to enter the check or miscellaneous cash information and:

If you entered or edited the check information, the system displays the **Apply Check Entry (ARE211)** screen, which is used to distribute a check to the open Accounts Receivable documents that it is to pay.

If you entered or edited the miscellaneous cash information, the system displays the **Miscellaneous Cash Entry (ARE212)** screen, which is used to distribute a miscellaneous cash transaction to the proper GL accounts.

For existing batches, you can highlight an open document in the lower portion the screen and select from the following:



batch.


Allows you to add another customer and check or miscellaneous cash lines to the


List Pmts --Accesses **List Payments (ARE214)**, which lists all of the invoices, miscellaneous cash and on-accounts made with the currently displayed check. Information listed includes invoice number, GL Number (for misc cash only), GL Description (for misc cash only) or Memo (for debit memos only), payment, discount, and adjustment amount.

Apply Applies the payment by automatically accessing either the **Apply Check Entry (ARE211)** or **Miscellaneous Cash Entry (ARE212)** payment program as appropriate.

Done Pressing **Done** or **F4** completes entry of the check by updating the distributed amount of the batch, clearing the screen and returning to the Batch input. The system allows you to exit the batch entry without entering any checks or miscellaneous cash transactions. If the batch is not fully distributed, the user will receive a message but will be allowed to exit the entry. Your changes update the batch control record, batch amount distributed, and batch fully distributed system setting.

For existing checks or miscellaneous cash entries, you can highlight an open document in the lower portion the screen and select from the following:

For existing checks or miscellaneous cash entries, you can highlight the line and press the  icon to delete the check or miscellaneous cash entry.

For existing checks or miscellaneous cash entries, you can highlight the line and press the  icon to edit the memo, date or amount for the check or miscellaneous cash entry.

Menu Bar Options

File

Delete Batch **Deletes a batch.** The system displays the message: Are you sure you want to delete? Enter N or YES to indicate whether to delete batch. The program defaults to N. YES delete the batch total amounts and will return to the **Batch number** input.

Exit	Exits the program
Edit	
Add Check	Enables you to add a check to the posting payments, discounts and adjustments to customer accounts or posting miscellaneous cash to general ledger accounts
Delete Check	Enables you to delete an entire check or miscellaneous cash transaction. All lines (GL numbers and amounts) are deleted and the check distributed amount updated.
Edit Check	Enables you to edit the Account numbers and amounts of a check or miscellaneous cash transaction. The date, check amount, and memo may be changed.

View

List Payments	The list payments option from the menu bar will be disabled when the user is adding a new check or miscellaneous cash transaction (line) but is enabled when editing the line. The Apply button is excluded when the user is in line edit. The reasons are the same as above for the apply option.
Customer Notes	Displays any notes entered in AR Customer Inquiry or Notes Entry SME710 for the selected customer. Refer to the Viewing/Entering Notes from Sales Order Programs topic for details. You cannot access the Customer Notes feature (View→Customer Notes) while you are working in the line-item portion of the screen. When you finish with line items, place the cursor in the header portion of the screen and then select View→Customer Notes.

Options

Change Batch Amount	Allows you to change the batch amount after the batch header information has been added. The system displays a dialog box containing the New Batch Total and the Add To Batch prompts. Enter the amount to be added to the batch amount and press Enter or Tab to add the amount to the new batch total field. Press F4 to back out of the Add To prompt and access the New Batch Total field and enter a new batch total amount. Press OK to set the batch amount to the new value and recalculate the batch balance.
Apply	The Apply option from the menu bar will be disabled when the user is adding or editing a check or miscellaneous cash transaction (line).

Technical Notes

The program proceeds to build the cash receipts file (ARCS??) and its associated sort file (ARCSHX) according to information input by the user. The customer file is referenced to display names and balances. The open documents file is referenced to display information about open documents.

The cash receipts file will be used later to print to the Cash Receipts & Adjustments Register.

FILES USED - ARCUST, AROPEN, GLMSTR, ARCALX, GLALPX, ARPHOX

FILES UPDATED - SMCNTL, ARCSHX

Cash Receipts & Adj Entry (ARE210)

Help

01-FACTS 7.5 Development Cash Receipts & Adj Entry ARE210
 Batch 11 Batch Total 11000.00 CP=09/2004 SEP
 Distributed 2345.00
 Balance 8655.00

Customer C100 Southeastern Industrial Supply
 Check # 123444 Date 09/06/2004 Check Amount 245.00
 Memo

Notes: CUST

Customer Name	Dist	Check	Date	Amount	Memo
C100 Southeastern Industrial Supply	N	123444	09/06/2004	245.00	
C110 Texas Material Handling Co.	N	162534	09/06/2004	2000.00	LH
C110 Texas Material Handling Co.	N	CS2331	09/12/2004	50.00	
zzzzzzzzzz MISCELLANEOUS CASH	Y	CS2332	09/10/2004	50.00	

add

Chg Batch, Apply, List Pmts
 CR-Edit, DEL, F3-Done, F10-Menu L
 Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

01-FACTS 7.5 Development, Cash Receipts & Adj Entry (ARE210)

File Edit View Options Help

Batch Batch Total CP=09/2004 SEP
 Distributed
 Balance


Customer Texas Material Handling Co.
 Check # Date Check Amount
 Memo

Customer	Name	Dist	Check	Date	Amount	Memo
C110	Texas Material Handling Co.	N	110	09/15/2004	110.00	my memo
C120	Porsche Pieces, Inc.	Y	120	09/14/2004	20.00	
////	MISCELLANEOUS CASH	Y	CS2328	09/06/2004	60.00	


add

Apply List Pmts Done

How to enter cash receipts and adjustments

1. Access this program by choosing *Accounts Receivable* → *Cash & Credit Application* → *Cash Receipts & Adjustments Entry*.
2. Enter the **batch number** (up to four alphanumeric characters) in the Batch input. Press F2 to search. For existing batches, checks and miscellaneous cash transactions already applied to this batch are displayed in the browser in the lower portion of the screen.
3. The **total amount** of the batch (0-99999999.99) in the Batch Total input. You can enter a new batch total or select the  icon to access the Add to batch screen, where you can enter the amount to add to the batch total.
4. In the Distributed field, the system displays the amount of all the checks and miscellaneous cash transactions that have been entered for the batch. In the Balance field, the system displays the batch total minus the distributed amount.

5. You can:

Press the  icon to add a line to the batch.

Highlight an open document in the lower portion the screen and select from the following:

Select the  icon to access Note Entry (SME710) for the customer specified in the program.



List Pmts --Accesses **List Payments (ARE214)**, which lists all of the invoices, miscellaneous cash and on-accounts made with the currently displayed check. Information listed includes Invoice Number, GL Number (for misc cash only), GL Description (for misc cash only) or Memo (for debit memos only), Payment Amount, Discount Amount, Adjustment Amount, and Adjustment Code.

Apply Applies the payment by automatically accessing either the **Apply Check Entry (ARE211)** or **Miscellaneous Cash Entry (ARE212)** payment program as appropriate.

Done Pressing **Done** or **F4** completes entry of the check by updating the distributed amount of the batch, clearing the screen and returning to the Batch input. The system allows you to exit the batch entry without entering any checks or miscellaneous cash transactions. If the batch is not fully distributed, the user will receive a message but will be allowed to exit the entry. Your changes update the batch control record, batch amount distributed, and batch fully distributed system setting.

6. For existing checks or miscellaneous cash entries, you can highlight an open document in the lower portion the screen and select from the following:

For existing checks or miscellaneous cash entries, you can highlight the line and press the  icon to delete the check or miscellaneous cash entry.

For existing checks or miscellaneous cash entries, you can highlight the line and press the  icon to edit the memo, date or amount for the check or miscellaneous cash entry. Press the  icon to save your changes.

7. Press **Done** to complete entry of the batch by updating the distributed amount of the batch, clearing the screen and returning to the Batch input. The system allows you to exit the batch entry without entering any checks or miscellaneous cash transactions. If the batch is not fully distributed, the user will receive a message but will be allowed to exit the entry. Your changes update the batch control record, batch amount distributed, and batch fully distributed system setting.



How to enter new batches for cash receipts and adjustments

1. Access this program by choosing *Accounts Receivable* → *Cash & Credit Application* → *Cash Receipts & Adjustments Entry*.


Complete steps 2-8 to enter the cash receipt/adjustment header information



2. Enter the **batch number** (up to four alphanumeric characters) in the Batch input. Press F2 to search. For existing batches, all checks and miscellaneous cash transactions already applied to this batch are displayed in the browser in the lower portion of the screen.
3. Enter the **total amount** of the batch (0-99999999.99) in the Batch Total input.

In the Distributed field, the system displays the amount of all the checks and miscellaneous cash transactions that have been entered for the batch (for new batches, this is 0). In the Balance field, the system displays the batch total minus the distributed amount (for new batches this the batch total).

4. In the Customer input, enter the customer number. Entry of a valid customer number displays the customer name, balance, credit limit, phone, contact and memo. (For existing batches, press the  icon to access the Customer field.) Press F2 or the  icon to search. Refer to the [Customer Search](#) topic for details about searching for customers.

Press F3 or the second  icon to enter miscellaneous cash instead of the customer number.



Press F1 or the first  icon to enter the invoice number if you do not know or remember the customer number. The default information will remain by customer number but the system displays the Invoice # prompt so you can enter the invoice number

5. In the Check # input, enter the check number (up to six characters). Press F3-Cash or the  icon to assign a cash number from Cash Receipts Control F/M to identify this entry if posting cash. If you enter a check number already used for this customer in the current batch, a message is displayed that the check number is already on file for this customer and the program returns you to the Check # input so you can enter another check number.
6. In the Date input, enter the check date. Press Enter (CR) to default to the system date.
7. In the Amount input, enter the check amount or cash amount to be posted for this customer (+/- 9999999.99). Press Enter (CR) to default to 0.
8. In the Memo input, enter any memo to identify or explain this transaction (up to 30 characters). The memo prints on the Cash Receipts & Adjustments Register.
9. Press the  icon to save your changes.



If you entered or edited the check information, the system displays the [Apply Check Entry \(ARE211\)](#) screen, which is used to distribute a check to the open Accounts Receivable documents that it is to pay.


If you entered or edited the miscellaneous cash information, the system displays the [Miscellaneous Cash Entry \(ARE212\)](#) screen, which is used to distribute a miscellaneous cash transaction to the proper GL accounts.

How to add a line to a batch for cash receipts and adjustments




1. Access the Cash Receipts & Adjustments Entry (ARE210) program by choosing *Accounts Receivable* → *Cash & Credit Application* → *Cash Receipts & Adjustments Entry*. Enter the **batch number** (up to four alphanumeric characters) in the Batch input. The **total amount** of the batch (0-99999999.99) displays in the Batch Total input. You can enter a new batch total or select the  icon to access the Add to batch screen, where you can enter the new amount or add to the batch total.
2. After you select the  icon, complete the following:

In the Customer input, you can:

Enter the **customer number**. Entry of a valid customer number displays the customer name, balance, credit limit, phone, contact and memo. (For existing batches, press the  icon to access the Customer field.) Press **F2** or the  icon to search. Refer to the [Customer Search](#) topic for details about searching for customers.

Press **F3** or the second  icon to enter miscellaneous cash instead of the customer number.

-OR-

Press **F1** or the first  icon to enter the invoice number if you do not know or remember the customer number. The default information will remain by customer number but the system displays the Invoice # prompt so you can enter the invoice number
3. In the Check # input, enter the check number (up to six characters). Press F3-Cash or the  icon to assign a cash number from Cash Receipts Control F/M to identify this entry if posting cash. If you enter a check number already used for this customer in the current batch, a message is displayed that the check number is already on file for this customer and the program returns you to the Check # input so you can enter another check number.
4. In the Date input, enter the check date. Press Enter (CR) to default to the system date.
5. In the Amount input, enter the check amount or cash amount to be posted for this customer (+/-9999999.99). Press Enter (CR) to default to 0.
6. In the Memo input, enter any memo to identify or explain this transaction (up to 30 characters). The memo prints on the Cash Receipts & Adjustments Register.
7. Press the  icon to save your changes.

If you entered or edited the check information, the system displays the [Apply Check Entry \(ARE211\)](#) screen, which is used to distribute a check to the open Accounts Receivable documents that it is to pay.

If you entered or edited the miscellaneous cash information, the system displays the [Miscellaneous Cash Entry \(ARE212\)](#) screen, which is used to distribute a miscellaneous cash transaction to the proper GL accounts.

Apply Check Entry (ARE211)

Use *Apply Check Entry* to distribute a check to the open Accounts Receivable documents that it is to pay. You can also create debit memos and put the remainder on the customer's account (creating an OA transaction). FACTS displays this program immediately after you add or edit a check on the Cash Receipts and Adjustments Entry line entry, or you can access this program by selecting the **Apply** option on the *Cash Receipts and Adjustments Entry* screen with a check transaction highlighted.

In the upper or header portion of the screen the system displays the check information from the **Cash Receipts and Adjustments Entry** program.


You edit certain check transaction information. However, you cannot add or delete header transaction (check) within this program. The system tracks the total check amount, amount distributed and balance as dollars are used to pay documents. If the check is not fully distributed, the system displays a message but allows you to exit the entry.

Header reference notes for the customer are available. Line reference notes for AR documents are also available when a line is highlighted.

Payment Option Functions

There are 3 payment options in Apply Check Entry (ARE211): Pay and Pay/Edit and Auto-Apply.

The **Pay** function allows you to highlight an invoice and pay the default amounts up to the remaining balance that is undistributed, even replacing an existing payment amount. The processing then moves to the next line in the browser. The payment amount will increase the distributed amount for the check.


Select the **Pay/Edit** function to modify the Payment, Discount and Adjustment and Adjustment Code information for the highlighted invoice line. When you finish the line, the press the  icon. If you press the Down Arrow key after getting into line edit from the **Pay/Edit** button, the system accesses normal line edit and no further defaulting occurs. The payment amount will increase the distributed amount for the check.

Use the **Auto Apply** function to distribute the check against the documents currently loaded in the line browser. The system displays the Auto Apply window so you can specify. After you enter the order for processing the invoices in the document browser and select **OK**, the window closes and the Auto Apply process starts. The system highlights the first line to be processed and applies a payment and discount using the same rules as in the current program. The system updates the line browser with the new payment information. Then, depending how you selected to run the Auto Apply, the next line to be processed is highlighted. If a document is in use when the auto apply is updating, the system allows you to select to retry the document, skip the document or cancel the remainder of the auto apply.

Entering a payment manually

Entering payment information

Use the **Pay/Edit** function to highlight an invoice and set the default amounts and allows you to modify the line level prompts: Payment, Discount and Adjustment and Adjustment Code. Enter the

payment amount for the line and select **NEED ICON** or **F2 Apply** to apply the default amounts of the open Accounts Receivable document up to the remaining balance that is undistributed, even replacing an existing payment amount. When you finish the line, press the  icon. If you press the Down Arrow key after getting into line edit from the **Pay/Edit** function, the system accesses normal line edit and no further defaulting occurs. The payment amount will increase the distributed amount for the check.

Entering a discount

To enter a discount for an invoice line, highlight the line in the browser and select the **Pay/Edit** function. You can select **F3 Balance** to subtract the payment and adjustment amounts from the document amount and place that amount in this field.

Entering an adjustment

To enter an adjustment for an invoice line, highlight the line in the browser and select the **Pay/Edit** function. At the payment column, enter the payment amount (if there is one) and press Enter (CR). Next enter the discount amount (if there is one) and press Enter (CR). The program then proceeds to the Adjustment input where positive or negative (-) adjustments may be entered. Enter the discount adjustment for the line. You can select **F3 Balance** to subtract the payment and discount amounts from the document amount and place that amount in this field. If adjusting an invoice with no payment or discount, enter zero at both the payment and discount columns to access the adjustment column. (Only one adjustment may be entered per document per batch). You can also enter the adjustment code for the line. The Adjustment Code input is only enabled if the adjustment amount is not zero.

Entering a payment automatically

To enter a payment automatically, select the **Auto Apply** function. Auto apply acts against the documents currently loaded in the line browser. The system displays the Auto Apply window where you can enter Start At options (top, bottom and highlighted) and select at which point in the browser window to start the auto apply (the default is top) Then select which direction the auto apply will go from the starting point Options are up and down. You can select from the following buttons: **Cancel**--to do nothing and return to the browser or **OK** to close the Auto Apply window and start the Auto Apply process starts. The system highlights the first line to be processed and applies a payment and discount using the same rules as in the current program. The system updates the line browser with the new payment information. Then, depending how you selected to run the Auto Apply, the next line to be processed is highlighted. If a document is in use when the auto apply is updating, the system allows you to select to retry the document, skip the document or cancel the remainder of the auto apply.

Posting on-account payments

You can create an on-account document *type transaction for the remaining undistributed dollars* of a check or the entire check amount.

In the OA Total input, the system maintains and displays the Total amount of all on account transactions created on this check. You can select from the following buttons: Use the **Remainder on Account** button if the remaining undistributed balance is less than the amount of the check, and **FACTS** creates an OA transaction for that amount. The system then prompts you for the branch to assign it to. If an OA transaction already exists, **FACTS** displays the current amount of the OA and

icons that allow you to select either put the remainder on account or clear the account amount. If there is no amount left to add to the existing OA, the only option will be to clear the OA amount. The OA amount will increase the distributed amount for the check. If an OA has already been created, the system updates it with this new amount. Use the **Clear On Account Amount** button to delete the OA that was previously created in the cash receipts file. The system automatically creates an on-account document (negative) on the customer's account during the update portion of the Cash Receipts & Adj Register.

Entering debit memos

Select the Debit Memo function to access [Debit Memo Entry \(ARE213\)](#) to allow you to create debits back to the customer's account that are not related to any existing invoice. The total debit memo amount decreases the distributed amount for the check.

Applying credit memos or on-account documents to invoices

To apply credit memos or on-account documents to invoices, highlight the invoice in the browser and, use the **Pay** or **Pay/Edit** function. Enter a negative payment amount for the amount to apply. Next, select the invoice document(s) to apply the credit memos or on-account documents against and enter a positive payment amount for the amount applied. The distributed total in the header (top portion of the screen) should equal zero (i.e., positive amounts and negative amounts applied should balance).

Use the following inputs to enter and apply checks:

Use the **Doc Type**, **Sort By**, and **Apply** inputs to select the open Accounts Receivable documents to display in the line item browser so you can distribute the check.

1. Doc Type

Select the type of documents to display in the browser in the lower portion of the screen. You can select from:

- Credits Only - only documents of type CM and OA
- Non-zero Documents Only - only documents with current amount $\neq 0$ (Initial Default)
- All

2. Apply

Select whether to display applied documents only, not-applied documents only, or all documents in the browser in the lower portion of the screen.

Options are:

- Applied Documents Only
- Not Applied Only
- All

3. Sort By


Select how to sort documents displayed in the lower portion of the screen. You can select from:

- Document Number (Initial Default)

- Descending Document Number
- Due Date
- Descending Due Date

4. Customer Number

The system displays the **customer number** and name from the check information from the *Cash Receipts and Adjustments Entry* program.

Select the  icon to access Note Entry (SME710) for the customer specified in the program.

5. Check Number

The system displays the **check number** from the *Cash Receipts and Adjustments Entry* program. You cannot change the check number.

6. Check Date

The system displays the **check date** from the Cash Receipts and Adjustments Entry program. You can modify this field.

7. Check Amount

The system displays the **check amount** from the Cash Receipts and Adjustments Entry program. You can modify this field.

8. Memo

The system displays the **memo** from the Cash Receipts and Adjustments Entry program. You can modify this field.

In the upper right corner of the screen, the system maintains and displays the following:

9. Check Amount

The system maintains and displays remaining check amount as payments are applied.

10. Distributed Amount

The system maintains and displays the distributed amount as payments are applied.

11. Balance

The system maintains and displays the batch balance as payments are applied.

12. OA Total

The system maintains and displays the Total amount of all on account transactions created on this check. You can select from the following buttons:

The **Remainder on Account** button if the remaining undistributed balance is less than the amount of the check, and FACTS creates an OA transaction for that amount. The system then prompts you for the branch to assign it to. If an OA has already been created, the system updates it with this new amount.

The **Clear On Account Amount** button to delete the OA that was previously created in the cash receipts file.

13. Miscellaneous Cash Total


The system displays the total amount of all miscellaneous cash transactions created on this check.

14. Debit Memo Total


The system displays the total amount of all debit memo transactions created on this check.


The line browser displays all open Accounts Receivable (AROPEN) documents for the customer and any payment, discount and adjustment information based on your selections for the **Doc Type, Sort By,** and **Apply** inputs. Line browser information includes the invoice number, due date (mm/dd/yy), current amount, discount amount, discount due date (mm/dd/yy), disputed invoice setting, payment amount, discount amount, adjustment amount, and adjustment code. If payments or adjustments have already been made, those amounts also display. If a document has a payment or adjustment in another batch, the document amounts are netted by these.

Highlight an open Accounts Receivable (AROPEN) document and you can select the following functions:

Select the  icon to access Note Entry (SME710) for the AR document highlighted in the line item browser.

On the right side of the browser:

 **Delete** – allows you to delete or zero out the payment, discount and adjustment dollars that have been applied to the highlighted invoice. The system asks if you are sure you want to delete this payment line before continuing.

 **Edit** – allows you to modify the line level prompts: Payment, Discount and Adjustment and Adjustment Code and apply monies from the check to the individual documents. You can press the up or down arrow and move through line edit for the documents in the browser.

Line Level Prompts

15. Payment

The payment amount for the line. You can select from the following options:

- **F2 Apply** – Applies the default amounts of the open Accounts Receivable document up to the remaining balance that is undistributed, even replacing an existing payment amount. It will remain in the payment field. This is similar functionality to using the "Pay" button at the bottom of the screen when a line is highlighted in the line browser.
- **F3 Balance** – Subtracts the discount and adjustment amounts from the document amount and place that amount in this field

16. Discount

The discount amount for the line. You can select **F3 Balance** to subtract the payment and adjustment amounts from the document amount and place that amount in this field.


17. Adjustment

The discount adjustment for the line. You can select **F3 Balance** to subtract the payment and discount amounts from the document amount and place that amount in this field.

18. Adjustment Code

The adjustment code for the line. This field is only enabled if the adjustment amount is not zero. The initial default is the first adjustment code on file if this is the first adjustment being entered. Otherwise, the system defaults to the last code used.

The following buttons are available when you highlight an open Accounts Receivable (AROPEN) document in the browser:

Pay	Allows you to highlight an invoice and pay the default amounts up to the remaining balance that is undistributed, even replacing an existing payment amount. It will then move to the next line in the browser. This is similar functionality to using the F2 pay button in the payment field when editing a line. The payment amount will increase the distributed amount for the check.
Pay/Edit	Allows you to highlight an invoice and set the default amounts and allows you to modify the line level prompts: Payment, Discount and Adjustment and Adjustment Code. When you finish with the line, the press the  icon. If you press the Down Arrow key after getting into line edit from the Pay/Edit button, the system accesses normal line edit and no further defaulting occurs. The payment amount will increase the distributed amount for the check.
Debit Memo	Accesses Debit Memo Entry (ARE213) to allow you to create debits back to the customer's account that are not related to any existing invoice. The total debit memo amount decreases the distributed amount for the check.
Auto Apply	Auto Apply acts against the documents currently loaded in the line browser. The system displays the Auto Apply window.

Input Prompts are:

1. Start At

Options are top, bottom and highlighted. Select at which point in the browser window to start the auto apply. The default will be top.




2. Order (or direction) -

Options are up and down. Select which direction the auto apply will go from the starting point.

3. You can select from the following buttons:

Cancel--to do nothing and return to the browser.

OK--After you enter the prompts and select **OK**, the window closes and the Auto Apply process starts. The system highlights the first line to be processed and applies a payment and discount using the same rules as in the current program. The system updates the line browser with the new payment information. Then, depending how you selected to run the Auto Apply, the next line to be processed is highlighted. If a document is in use when the auto apply is updating, the system allows you to select to retry the document, skip the document or cancel the remainder of the auto apply.

List Selected Displays the **List Selected for Check** screen containing the customer number and name along with a grid prompt to enter the desired document numbers. You can select  to clear,  to search for open AR documents to select for payment, and  to delete the last entry. If a list was already selected during this session, those documents automatically fill the grid field.

You can select from:

Cancel to close the window and return with no changes.

OK to save the list of documents into memory file (close and reopen) and close the window. Once the list is complete and saved, the documents are displayed in the browser and can perform all normal processing against them.

Header Displays the Header Detail screen, which allows you to change the filter and order fields, date, amount and memo. Use this screen to change more than one of the filter fields to avoid the browser reloading with each change.

Done Completes the Apply process for this Customer#/Check#. If the check is not fully distributed, the system displays a message and then allows you to exit the entry.

Main Screen Hyperlinks

There are three main screen hyperlinks available:

AR Detail View--AR Detail is enabled when a document from open Accounts Receivable file is highlighted. This is the AR Detail from the **Open Docs view of AR Customer Inquiry**.

View Invoice--View Invoice is enabled when you are highlighting a document from the AROPEN file that has a sales order document number and that doc/invoice is in the SOPINH file. This is the same as the View Invoice from the **Open Docs view of AR Customer Inquiry**.

List Payments -List Payments is enabled when a check has been applied. The **List Payments** screens is used to display all invoices, miscellaneous cash, on accounts and debit memos that the selected check has been applied to.

Navigation is not available from within these two views.

Menu Options

The menu bar will contain the following options:

File

Exit Exits the program

Edit

Delete (Unpay) Zeros out the payment, discount and adjustment fields, highlight remains on the same line.

Edit Line Allows you to modify the line level information and apply monies from the check to the individual documents. You can press the up or down arrow and move through line edit for the documents in the browser.

Find Invoice The find invoice from the menu bar will allow the user to enter an invoice number and have the highlight reposition to the line for that record. The program will only search through the lines that are loaded in the browser. If the invoice number is not in the current browser, the user will receive a message "Not in current list". For example, if the user has the filters set to display unapplied credits only and then try to find a non-credit invoice, the find will fail and the user will receive a message

View

List Payments List payments from the menu bar is the same as the list payments hyperlink on main entry screen

AR Detail AR Detail is enabled when a document from open Accounts Receivable file is highlighted. This is the same as the AR Detail from the open docs view of AR Customer Inquiry.

View Invoice View Invoice is enabled when you are highlighting a document from the AROPEN file that has a sales order document number and that doc/invoice is in the SOPINH file. This is the same as the View Invoice from the open docs view of AR Customer Inquiry. Navigation is not available from within these two views.

Customer Notes Displays any notes entered in AR Customer Inquiry or Notes Entry SME710 for the selected customer. Refer to the Viewing/Entering Notes from Sales Order Programs topic for details.

AR Document Notes Displays any notes entered in AR Document Inquiry for the selected document.

Options

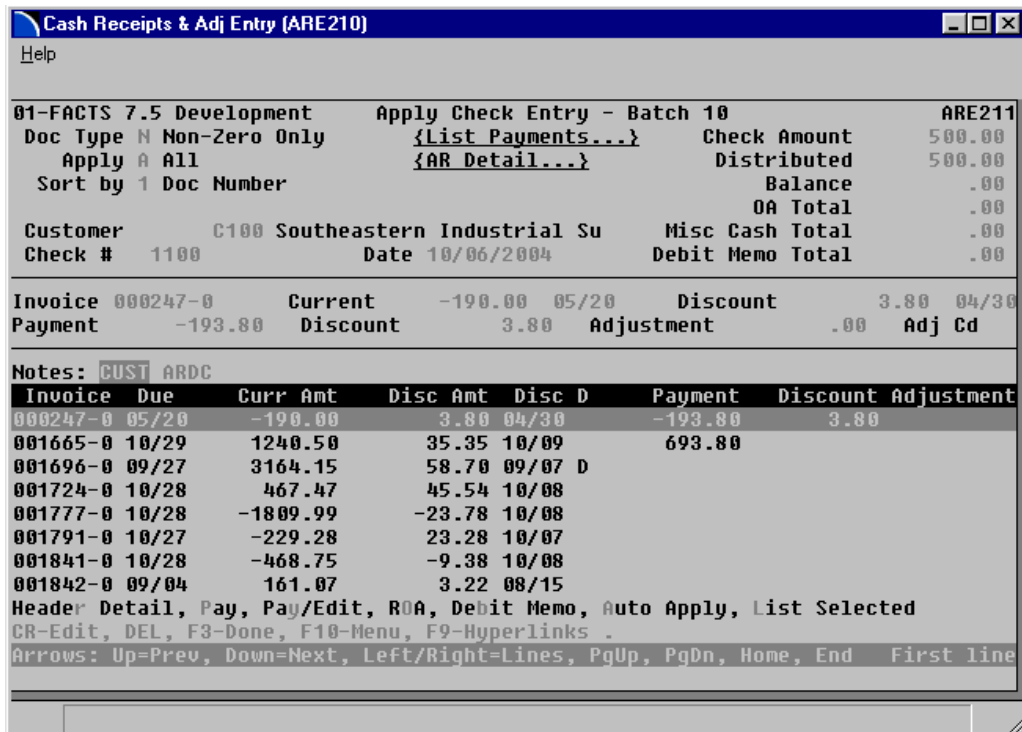
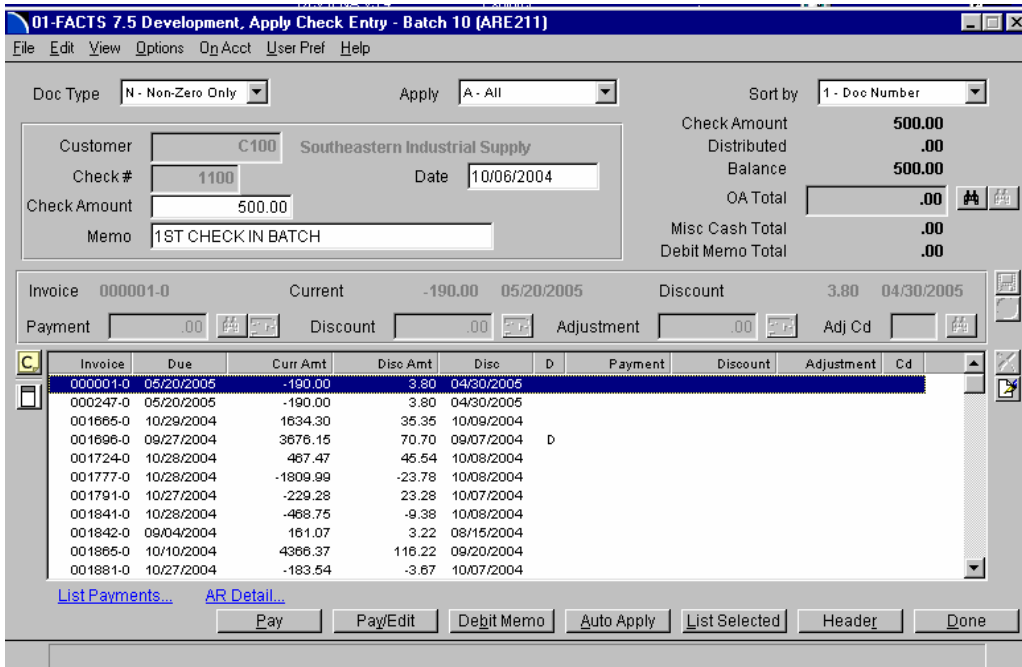
Header	Allows you to change the filter and order fields, date, amount and memo. GUI users will use this to change more than one of the filter fields to avoid the browser reloading with each change.
Pay--	Allows you to highlight an invoice and pay the default amounts up to the remaining balance that is undistributed, even replacing an existing payment amount. It will then move to the next line in the browser. This is similar functionality to using the F2 pay button in the payment field when editing a line. The payment amount will increase the distributed amount for the check.
Pay/Edit--	Allows you to highlight an invoice and set the default amounts. It then takes you into main line entry to the Payment input where any amounts can be accepted or changed. When you finish the line, the system returns to the Apply Check Entry screen. If you press the Down Arrow key after getting into line edit from the Pay/Edit button, the system accesses normal line edit and no further defaulting occurs. The payment amount will increase the distributed amount for the check.
Miscellaneous Cash	Accesses Apply Miscellaneous Cash Entry (ARE212) program to allow you to select GL Accounts and the dollar amounts to post to each. The total miscellaneous cash amount will increase the distributed amount for the check. ... Miscellaneous cash is only available from the menu bar.
Debit Memo	Accesses Debit Memo Entry (ARE213) to allow you to create debits back to the customer's account that are not related to any existing invoice. The total debit memo amount decreases the distributed amount for the check.
Auto Apply	Auto Apply acts against the documents currently loaded in the line browser. The system displays the Auto Apply screen.
List Selected	Displays the List Selected for Check screen containing the customer number and name along with a grid prompt to enter the desired document numbers. You can select F1 to clear and F2 to search buttons. If a list was already selected during this session, those documents automatically fill the grid field.
On Account	Creates an OA type transaction for the remaining undistributed dollars. The system prompts you for the branch to assign the transaction to. If an OA transaction already exists, FACTS displays the current amount of the OA and allows you to select either: If the distributed balance is less than the amount of the check you can select the Remainder on Account button, and FACTS creates an OA transaction for that amount. The system then prompts you for the branch to assign it to. If an OA has already been created, select the Remainder on Account button and the system updates it with this new amount. OR Select the Clear On Account Amount button to delete the OA that was

previously created in the cash receipts file.



User Pref

Save Filter Values



The Save Filter Values menu option will write the current doc type, apply and order values to the cash receipts user preferences file. If the doc type is set to "list" at the time the user selects to save, they will receive a message that the values cannot be saved with list as an option.




How to enter and apply checks

1. FACTS displays the program immediately after you add or edit a check on the Cash Receipts and Adjustments Entry line entry, or you can access this program by selecting the **Apply** option on the *Cash Receipts and Adjustments Entry* screen with a check transaction highlighted.
2. Use the **Doc Type**, **Sort By**, and **Apply** inputs to select the open Accounts Receivable documents to display in the line item browser so you can distribute the check.
3. The system displays the **customer number** and name from the check information from the *Cash Receipts and Adjustments Entry* program. The system displays the **check date** from the Cash Receipts and Adjustments Entry program. You can modify this information.
4. The system displays the **check amount** from the Cash Receipts and Adjustments Entry program. The system displays the **memo** from the Cash Receipts and Adjustments Entry program. You can modify this information. .
5. In the upper right corner of the screen, the system maintains and displays the following:
 - Check Amount--The remaining check amount as payments are applied.
 - Distributed Amount--The distributed amount as payments are applied.
 - Balance--The batch balance as payments are applied.
 - OA Total--The total amount of all on account transactions created on this check. If the distributed balance is less than the amount of the check you can select the **Remainder on Account** button, and FACTS creates an OA transaction for that amount. The system then prompts you for the branch to assign it to. If an OA has already been created, select the **Remainder on Account** button and the system updates it with this new amount. Select the **Clear On Account Amount** button to delete the OA that was previously created in the cash receipts file.
 - Miscellaneous Cash Total--The total amount of all miscellaneous cash transactions created on this check.
 - Debit Memo Total--The total amount of all debit memo transactions created on this check.
6. The line browser displays all open Accounts Receivable (AROPEN) documents for the customer and any payment, discount and adjustment information based on your selections for the **Doc Type**, **Sort By**, and **Apply** inputs.
7. Highlight an open Accounts Receivable (AROPEN) document and you can select the following functions on the right side of the browser:
 -  **Delete** - allows you to delete or zero out the payment, discount and adjustment dollars that have been applied to the highlighted invoice. The system asks if you are sure you want to delete this payment line before continuing.
 -  **Edit** - allows you to modify the line level prompts: Payment, Discount and Adjustment and Adjustment Code and apply monies from the check to the individual documents. You can press the up or down arrow and move through line edit for the documents in the browser.

8. The following buttons are available when you highlight an open Accounts Receivable (AROPEN) document in the browser:

 Select the  icon to access Note Entry (SME710) for the AR document highlighted in the line item browser.

Pay Allows you to highlight an invoice and pay the default amounts up to the remaining balance that is undistributed, even replacing an existing payment amount. It will then move to the next line in the browser. This is similar functionality to using the F2 pay button in the payment field when editing a line. The payment amount will increase the distributed amount for the check.

Pay/Edit Allows you to highlight an invoice and set the default amounts and allows you to modify the line level prompts: Payment, Discount and Adjustment and Adjustment Code. When you finish the line, the press the  icon. If you press the Down Arrow key after getting into line edit from the **Pay/Edit** button, the system accesses normal line edit and no further defaulting occurs. The payment amount will increase the distributed amount for the check.

Debit Memo Accesses **Debit Memo Entry (ARE213)** to allow you to create debits back to the customer's account that are not related to any existing invoice. The total debit memo amount decreases the distributed amount for the check.

Auto Apply Auto apply acts against the documents currently loaded in the line browser. The system displays the Auto Apply window.

Input Prompts are:

1. Start At

Options are top, bottom and highlighted. Select at which point in the browser window to start the auto apply. The default will be top.

2. Order (or direction) -




Options are up and down. Select which direction the auto apply will go from the starting point.

3. You can select from the following buttons:

Cancel--to do nothing and return to the browser.

OK--After you enter the prompts and select **OK**, the window closes and the Auto Apply process starts. The system highlights the first line to be processed and applies a payment and discount using the same rules as in the current program. The system updates the line browser with the new payment information. Then, depending how you selected to run the Auto Apply, the next line to be processed is highlighted. If a document is in use when the auto apply is updating, the system allows you to select to retry the document, skip the document or cancel the remainder of the auto apply.

List Selected Displays the **List Selected for Check** screen containing the customer number and name along with a grid prompt to enter the desired document numbers. You can

select  to clear,  to search for open AR documents to select for payment, and  to delete the last entry. If a list was already selected during this session, those documents automatically fill the grid field.

You can select from:

Cancel to close the window and return with no changes.

OK to save the list of documents into memory file (close and reopen) and close the window. Once the list is complete and saved, the documents are displayed in the browser and can perform all normal processing against them.

Header Displays the Header Detail screen, which allows you to change the filter and order fields, date, amount and memo. Use this screen to change more than one of the filter fields to avoid the browser reloading with each change.

Done Completes the process. If the check is not fully distributed, the system displays a message and then allows you to exit the entry.

9. Press **Done** or F4 to complete entry of the check by updating the distributed amount of the batch, clearing the screen and returning to the Batch input. The system allows you to exit the batch entry without entering any checks or miscellaneous cash transactions. If the batch is not fully distributed, the user will receive a message but will be allowed to exit the entry. Your changes update the batch control record, batch amount distributed, and batch fully distributed system setting.

Miscellaneous Cash Entry (ARE212)

Use *Miscellaneous Cash Entry* to distribute a miscellaneous cash transaction to the proper GL accounts. FACTS displays this program immediately after you add or edit a miscellaneous cash transaction on the *Cash Receipts and Adjustments Entry* line entry. You can also access *Miscellaneous Cash Entry* by selecting the "Apply" button on the *Cash Receipts and Adjustments Entry* screen with a miscellaneous cash transaction highlighted.

Miscellaneous cash is cash received not posting to any accounts receivable invoice. For example, a refund check from an insurance company

The header information displayed is from the miscellaneous cash transaction added on the *Cash Receipts and Adjustments Entry* screen. You can edit some of the miscellaneous cash transaction information from this program as well. However, no header transaction may be added or deleted. The system maintains the total "check" amount, amount distributed and balance as dollars are distributed to GL accounts. You can exit this entry program without the total "check" amount being distributed.


The system also displays this program when you press the "Misc Cash" button on the *Apply Check Entry (ARE211)* screen. The header information displayed is from the check that is being worked on at the time. All header information is display only. The system maintains the amount distributed and balance as dollars are distributed to GL accounts.

Use the following inputs to enter and apply miscellaneous cash:

FACTS displays the Miscellaneous Cash transaction information entered in Cash Receipts & Adjustments Entry (ARE210), including the cash number from Cash Receipts Control F/M, the transaction date and cash amount.

1. Customer Number

The system displays the customer entered on the Cash Receipts and Adjustments Entry program.

Select the  icon to access Note Entry (SME710) for the customer specified in the program.

2. Check Number

The system displays the **Miscellaneous Cash number** (set up from Cash Receipts Control F/M) from the Cash Receipts and Adjustments Entry program.

3. Date

The system displays the **date** from the Cash Receipts and Adjustments Entry program. You can modify this field.

4. Check Amount

The system displays the **cash amount** from the Cash Receipts and Adjustments Entry program. You can modify this field.

5. Memo

The system displays the **memo** from the Cash Receipts and Adjustments Entry program. You can modify this field. The memo prints on the Cash Receipts & Adjustments Register.

In the upper right corner of the screen, the system maintains and displays the following:

6. Check Amount

The system maintains and displays the cash amount The system maintains and displays the cash amount from the Cash Receipts and Adjustments Entry program or new amount if modified on this screen.


7. Distributed Amount

The system maintains and displays the distributed amount as payments are applied.

8. Balance

The system maintains and displays the undistributed cash balance as payments are applied.

Line Level Prompts

The line browser displays all GL accounts that the miscellaneous cash transaction is distributed to. For new miscellaneous cash transaction select the  icon to add new distribution information

9. GL Account Number

Enter the GL number(s) to expense; you can press F2 to search.


10. Description


The system displays the GL account description.


11. Amount



Enter the amount to expense. The system displays the remaining undistributed balance as the default. (Zero and negative amounts are allowed.)

You have the following options for lines in the browser:

 **Add-** to add a new GL account. Enter the GL account number. The entry must be a valid G/L #. Press F2 to search. A valid input displays the account description and moves to the amount input. Enter the amount to be distributed to this account number.

 **Delete** - To delete a GL account distribution, highlight the line in the browser and press the Delete icon. To delete an entire miscellaneous cash transaction, all lines (GL numbers and amounts) must be deleted and the check distributed amount updated.

 **E-Edit--** To edit the GL account numbers and amounts of a miscellaneous cash transaction highlight the line in the browser and press the Edit icon.

Press the  icon to save your distribution line information. You can continue to add more miscellaneous cash GL accounts numbers and distribution amounts or press the  icon to complete the transaction.

When you have completed the miscellaneous cash distribution, press the **Done** button. The system returns you to the Cash Receipts & Adjustments Entry (ARE210) program where you can apply the distribution or enter more cash receipts and adjustments.

Menu Options

File

Exit Exits the program

Edit

Add Line Enables you to add the general ledger account(s) and amount for posting the miscellaneous cash transaction.

Delete Line Enables you to delete the general ledger account(s) and amount for posting the miscellaneous cash transaction.

Edit Line Enables you to edit the general ledger account(s) and amount for posting the miscellaneous cash transaction.

Ln#	GL#	Description	Amount
add			

Cash Receipts & Adj Entry (ARE210)

Help

01-FACTS 7.5 Development Miscellaneous Cash Entry - Batch 12 ARE212

Customer ZZZZZZZZZ MISCELLANEOUS CASH Check Amount 1600.00
Check # CS2333 Date 09/13/2004 Distributed 1600.00
Check Amount 1600.00 Balance .00
Memo misc cash

GL # 120-02-0 Accounts Receivable Amount 1600.00







Notes:

Ln#	GL #	Description	Amount
001	120-02-0	Accounts Receivable	1600.00

add

Chg Header
CR-Edit, DEL, F3-Done, F10-Menu |
Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

How to enter and apply Miscellaneous Cash

1. FACTS displays the program immediately after you add or edit a miscellaneous cash entry on the Cash Receipts and Adjustments Entry line entry, or you can access this program by selecting the **Apply** option on the *Cash Receipts and Adjustments Entry* screen with a miscellaneous cash transaction highlighted.
2. The system displays the **customer number** and name from the check information from the *Cash Receipts and Adjustments Entry* program. The system displays the **check date** from the Cash Receipts and Adjustments Entry program. You can modify this information.
3. The system displays the miscellaneous cash **amount** from the Cash Receipts and Adjustments Entry program. The system displays the **memo** from the Cash Receipts and Adjustments Entry program. You can modify this information. .
4. In the upper right corner of the screen, the system maintains and displays the remaining cash amount, The distributed amount, and the batch balance as payments are applied.
5. The line browser displays all GL accounts that the miscellaneous cash transaction is distributed to. For new miscellaneous cash transactions, select the  icon to add new distribution information.
6. In the GL Account Number input, enter the GL number(s) to expense; you can press F2 to search. When a valid account has been entered the system displays the GL account description.
7. In the Amount input, enter the amount to expense. The system displays the remaining undistributed balance as the default. (Zero and negative amounts are allowed.)
8. Press the  icon to save your distribution line information. You can continue to add more miscellaneous cash GL accounts numbers and distribution amounts or press the  icon to complete the transaction.
9. You have the following options for lines in the browser:
 -  **Add-** to add a new GL account. Enter the GL account number. The entry must be a valid G/L #. Press F2 to search. A valid input displays the account description and moves to the amount input. Enter the amount to be distributed to this account number.
 -  **Delete** - To delete a GL account distribution, highlight the line in the browser and press the Delete icon. To delete an entire miscellaneous cash transaction, all lines (GL numbers and amounts) must be deleted and the check distributed amount updated.
 -  **E-Edit--** To edit the GL account numbers and amounts of a miscellaneous cash transaction highlight the line in the browser and press the Edit icon.

10. When you have completed the miscellaneous cash distribution, press the **Done** button. The system returns you to the Cash Receipts & Adjustments Entry (ARE210) program where you can apply the distribution or enter more cash receipts and adjustments.

Debit Memo Entry (ARE213)

Use *Debit Memo Entry* to create debits to the customer's account. The debit or charge back is not tied to any of the customer's other invoices. You can access this screen by selecting the Debit Memo option from on Cash Receipts & Adjustments Entry (ARE210), when you have an open Accounts Receivable document selected in the browser


The header information displayed is from the check that you are currently working on. The header information is display-only. The system maintains the total check amount, amount distributed and balance as transactions are added. The total debit memo amount decreases the distributed amount for the check.

Use the following inputs to enter and Debit Memos:

FACTS displays the check transaction and invoice information from Apply Check Entry (ARE211).

1. Customer Number

The system displays the **Customer number** from the Apply Check Entry (ARE211) program.

Select the  icon to access Note Entry (SME710) for the customer specified in the program.

2. Check Number

The system displays the check number from the Apply Check Entry (ARE211) program.

3. Date

The system displays the **date** from the Cash Apply Check Entry (ARE211) program.

4. Memo

The system displays the **memo** from the Apply Check Entry (ARE211) program. The memo prints on the Cash Receipts & Adjustments Register.

In the upper right corner of the screen, the system maintains and displays the following:

5. Check Amount

The system maintains and displays remaining cash amount as payments are applied.

6. Distributed Amount

The system maintains and displays the distributed amount as payments are applied.


7. Balance

The system maintains and displays the undistributed check balance as payments are applied.


8. Debit Memo Total

The system displays the total amount of all debit memo transactions created on this check.

Line Level Prompts

The line browser displays any existing debit memos for the customer. For new debit memos select the  icon to add new distribution information. When you enter a new debit memo line is entered, the program assigns it the next debit memo number from the AR Nonstatic Control record when you save the transaction.

9. Debit Memo Number

Debit memo numbers are assigned by the system when you create a new record. To modify an existing debit memo, highlight it in the line item browser and select the  icon.

10. Amount

Enter the amount to expense. The system displays the remaining undistributed balance as the default. (Only positive amounts are allowed.)


11. Memo


The system displays the **memo** from the Cash Receipts and Adjustments Entry program. The system converts this memo into a document note when the AROPEN record is created from the Cash Receipts Register.


12. Branch



Enter the branch. Press F2 to search. The system displays the last branch entered from either debit memo entry or OA entry as the default. The system skips this field if your system is not set to use branches in the GL number and there is a branch record set up to default to. The system uses the branch entered here in the GL Distribution when setting the GL AR Account #

You have the following options for lines in the browser:

 **Add-** to add a new debit memo. The system assigns a debit memo number when you create a new record. Then enter the amount, branch and memo.

 **Delete** - To delete a debit memo, highlight the line in the browser and press the Delete icon.

 **E-Edit--** To edit debit memo information, highlight the line in the browser and press the Edit icon. You can modify the amount, branch and memo for the transaction.

Press the  icon to save your debit memo line information. You can continue to add more debit memos and distribution amounts or press the  icon to complete the transaction.

You have the following options for the Debit Memo Entry:

Done --Ends debit memo entry and returns you to Cash Receipts & Adjustments Entry (ARE210) program. Press **Done** when you complete the distribution of the debit memo entry. When you exit this program, the total of the debit memos entered decrease the distributed amount of the check.

List Pmts --Accesses **List Payments (ARE214)**, which lists all of the invoices, debit memos, miscellaneous cash and on-accounts made with the currently displayed check. Information listed includes invoice or debit memo number, GL Number (for misc cash only), GL Description (for misc cash only) or Memo (for debit memos only), payment, discount, and adjustment amount.

Menu Options

The menu bar will contain the following options:

File

Exit Exits the program

Edit

Add Line Enables you to add a debit memo transaction to the posting payments, discounts and adjustments to customer accounts or posting miscellaneous cash to general ledger accounts.

Delete Line Enables you to delete an entire debit memo transaction. All lines (Branch and amounts) are deleted and the check distributed amount updated.

Edit Line Enables you to edit the branch and amount of a debit memo transaction. The memo may also be changed.

01-FACTS 7.5 Development, Debit Memo Entry - Batch 12 (ARE213)

File Edit View Help

Customer C110 Texas Material Handling Co. Check Amount 1000.00
 Check # 09090 Date 09/13/2004 Distributed -600.00
 Memo Balance 1600.00
 Debit Memo Total 600.00

Debit Memo # Next Amount 200 Branch 02
 Memo

DM #	Amount	Branch	Memo
DM0012	600.00	02	
add			

List Pmts Done

Enter payment amount, F4-End

Cash Receipts & Adj Entry (ARE210)

Help

01-FACTS 7.5 Development Debit Memo Entry - Batch 10 ARE213

Customer C100 Southeastern Industrial Su Check Amount 500.00
 Check # 1100 Date 10/06/2004 Distributed -193.80
 Memo 1ST CHECK IN BATCH Balance 693.80
 Debit Memo Total .00


Debit Memo # Next Amount .00 Branch 01
 Memo


Notes: CUST



DM #	Amount	Branch	Memo
add			


List Pmts
 CR-Add line, F3-Done, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line



How to create, delete, or modify debits memos (not tied to invoices)

1. FACTS displays the program when you select the Debit Memo option in the Apply Check Entry (ARE211) program.
2. The system displays the **customer number** and name from the check information from the *Cash Receipts and Adjustments Entry* program.
3. The system displays the **check number** and **check date** from the Cash Receipts and Adjustments Entry program. You cannot modify this information in this screen.
4. The system displays the **memo** from the Apply Check Entry (ARE211) program. You cannot modify this information in this screen. .
5. In the upper right corner of the screen, the system maintains and displays the check amount, the distributed amount, the undistributed check balance as payments are applied and the total amount of all debit memo transactions created on this check.
6. The line browser displays any existing debit memos for this check distribution.
7. For new debit memos select the  icon to add new distribution information. When you enter a new debit memo line, the program assigns it the next debit memo number from the Nonstatic Control record when you save the transaction.

To modify an existing debit memo, highlight it in the line item browser and select the  icon.

8. In the Amount input, enter the amount to expense. The system displays the remaining undistributed balance as the default. (Only positive amounts are allowed.)
9. The system allows entry of a memo for the debit.
10. In the Branch input, enter the branch. Press F2 to search. The system displays the last branch entered from either debit memo entry or OA entry as the default. The system skips this field if your system is not set to use branches in the GL number and there is a branch record set up to default to. The system uses the branch entered here in the GL Distribution when setting the GL AR Account #
11. Press the icon to save your changes or the icon to cancel the entry.
12. You have the following options for lines in the browser:
 -  **Add-** to add a new debit memo. The system assigns a debit memo number when you create a new record. Then enter the amount, branch and memo.
 -  **Delete** - To delete a debit memo, highlight the line in the browser and press the Delete icon.

 **E-Edit**-- To edit debit memo information, highlight the line in the browser and press the Edit icon. You can modify the amount, branch and memo for the transaction.

13. Press the  icon to save your debit memo line information. You can continue to add more debit memos and distribution amounts or press the  icon to complete the transaction.
14. You can select following options for the Debit Memo Entry:

Done --Ends debit memo entry and returns you to Apply Check Entry (ARE211) program. Press **Done** when you complete the distribution of the debit memo entry. When you exit this program, the total of the debit memos entered decrease the distributed amount of the check.

List Pmts --Accesses **List Payments (ARE214)**, which lists all of the invoices, debit memos, miscellaneous cash and on-accounts made with the currently displayed check. Information listed includes invoice or debit memo number, payment, discount, and adjustment amount.

15. When you have completed the debit memo entry, press the **Done** button. The system returns you to the Apply Check Entry (ARE211) program where you can apply the distribution.

List Payments (ARE214)

Use *List Payments (ARE214)* to display all invoices, miscellaneous cash, on accounts and debit memos that the selected check has been applied to. Information includes customer number and name, check number, check date, check amount and memo.

FACTS displays this screen when you select the List Pmts function from the Cash Receipts and Adjustments entry programs.

Line reference notes for AR documents are also available when a line is highlighted.

Input Descriptions for List Payments:

The information on this screen is display-only.

In the upper portion of the screen, the Customer Number and name, Check Number, Check Date, Check or Cash Amount, Memo, Distributed Amount, Balance information displays from the selected check or miscellaneous cash entry highlighted the in Cash Receipts and Adjustments entry program from which List Payments was accessed.

In the browser in the lower portion of the screen, the system displays all invoices, miscellaneous cash, on accounts and debit memos that the selected check has been applied to. Browser information includes the Invoice Number, GL Number (for misc cash only), GL Description (for misc cash only) or Memo (for debit memos only), Payment Amount, Discount Amount, Adjustment Amount, and Adjustment Code.

You have the following options for the List Payments:

AR Detail View--AR Detail is enabled when a document from open Accounts Receivable file is highlighted. This is the AR Detail from the [Open Docs view of AR Customer Inquiry](#).

View Invoice--View Invoice is enabled when you are highlighting a document from the AROPEN file that has a sales order document number and that doc/invoice is in the SOPINH file. This is the same as the View Invoice from the [Open Docs view of AR Customer Inquiry](#).

Close Exits the screen.

01-FACTS 7.5 Development, List Payments - Batch 10 (ARE214)

Help

Customer **C110** Texas Material Handling Co. Check Amount **8000.00**
 Check # **12345** Check Date **09/09/2004** Distributed **4766.46**
 Memo **CHECK 2** Balance **3233.54**

Invoice #	GL #	Description / Memo	Payment	Discount	Adjustment	Cd
001545-0			1981.95	18.88	.00	
001582-0			1371.90	13.07	.00	
001593-0			1412.61	13.45	.00	

AR Detail View Invoice Close

Cash Receipts & Adj Entry (ARE210)

Help

01-FACTS 7.5 Development List Payments - Batch 10 ARE214

Customer **C100** Southeastern Industrial Supply Check Amount **500.00**
 Check # **1100** Check Date **10/06/200** Distributed **500.00**
 Memo **1ST CHECK IN BATCH** Balance **.00**

Invoice	GL #	Description / Memo	Payment	Discount	Adjustment	Cd
000247-0			-193.80	3.80	.00	
001665-0			693.80	.00	.00	

AR Detail
 F3-Close
 Arrows: Up=Prev, Down=Next, Left/Right=Lines, PgUp, PgDn, Home, End First line

Header Detail Screen

Use the Header Detail screen to change the Filters that determine which open AR documents display for payment in Apply Check Entry (ARE211), and date, amount and memo for the check. Use this screen to change more than one of the filter fields to avoid the browser reloading with each change or to modify the check amount date, or memo. Press the Save button to save your changes and exit the screen.

Header Detail

Main

Filters

Doc Type N - Non-Zero Only

Apply A - All

Sort by 1 - Doc Number

Check

Customer C100 Southeastern Industrial Supply

Check # 1100

Date 10/06/2004 Amount 500.00

Memo 1ST CHECK IN BATCH




Save

Enter the document type to display (C/N/A)

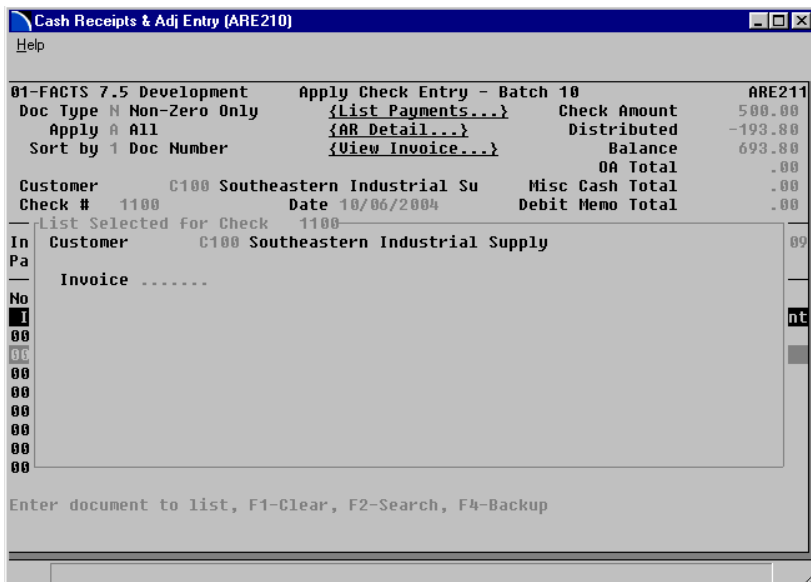
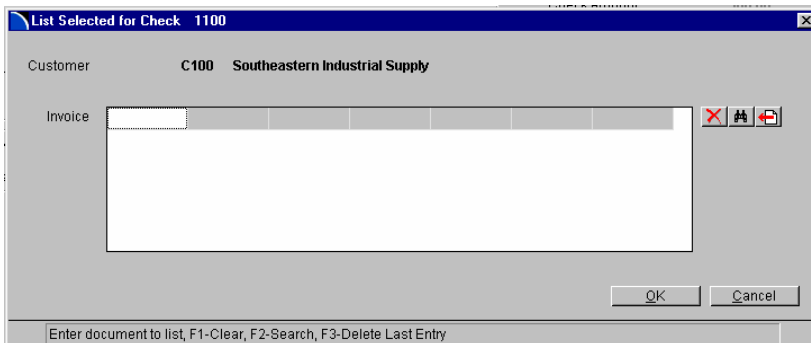
List Selected for Check Screen

Use the List Selected for Check screen to enter open AR document numbers that you want to display in Apply Check Entry (ARE211). The List Selected for Check screen displays the customer number and name for the check you are distributing, along with a grid prompt to enter the documents that you want to displays in Apply Check Entry (ARE211) for processing.

If a list was already selected during this session, those documents automatically fill the grid field.

You can select  to clear the documents in the grid,  to search for open AR documents to select for payment, and  to delete the last entry.

After you select the documents you want, press the **OK** button to return to the Apply Check Entry (ARE211) with the browser populated with your selected documents.



Cash Receipts & Adj Register (ARR210)

Function

This program:

- Prints a listing of all payments, discounts and adjustments.
- Builds and prints a general ledger distribution, if desired.
- Prints a deposit ticket

The optional update:

- Posts to general ledger.
- Updates the open documents file and the customer balance.
- Updates the company accounts receivable balance, clears the cash receipts & adjustments file, updates appropriate control records.

This register should be printed, checked and updated following each [Cash Receipts & Adjustment Entry](#). Most users do this on a daily basis per deposit.

You do not have to exit the Cash Receipts & Adjustment Entry program to print and/or update batches. As long as a batch is not in use by another user, it can be run through the register. However, the system updates only fully distributed batches.

When you select to run all batches through the Cash Receipts Register, the system checks the batches and any that are in use or out of balance cause the message "The following batches are out of balance or in use and will be skipped XXX " to be displayed when you select the OK button. Then, when the register prints, these batches are not printed.

Register information for each entry includes the following: batch number, customer number and name, check number, date applied, document number, original document amount, entry date, current document amount, due date, discount amount, and discount due date. Transaction information includes payment amount, discount amount, adjustment amount, adjustment code, new document balance, check amount and memo. Depending on a flag in the company AR static control record, the user may obtain a general ledger distribution. Batch total, report total and total number of checks for each is also included.

Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for the Cash Receipts & Adjustment Register and select "System Date" for the Cutoff Date input, when that template is selected to run again (either manually or via Job Stream) the current date is determined using the FACTS system date when the register is run not the date when the template was created.

Recap information includes the following:

Beginning AR balance	Payments
- Payments	+ On-accounts created
- Discounts	- On-accounts applied
+ Adjustments	- Credit memos applied
+Debit memos created	-Debit memos created
- On-accounts created	Cash applied to AR
+ On-accounts applied	+ Customer misc. cash
+ On-accounts applied	+ Misc. cash

If the **Deposit ticket** flag is set to Y in the cash receipts control record, a deposit ticket will print after the Cash Receipts Register. The deposit ticket prints the following: batch number, bank, account number, check number, customer name, and check amount. The deposit total and total number of checks and batches listed are also included.

User Inputs

The following inputs are involved in printing the Cash Receipts Register:

1. Batch

Enter the batch number to print. The entry must be a valid batch number. CR defaults to ALL. If the batch number entered or if one of ALL batches are not in balance (i.e., distributed does not equal deposits), the optional update is not available.

2. Date

Enter the deposit date (ref.4). The date entered must be within the current or next GL period and not prior to the current AR period. This date determines the posting period for GL. CR defaults to the system date.

3. Deposit Number

Enter the deposit number (0-9999). The user may elect to use part of the number on the deposit slip, the date, or any other number to identify this deposit. (This is a memo field.) CR defaults to NEXT.

4. Bank

Enter the bank ID code of the bank for this deposit which displays the bank name. The entry must be a valid bank code. CR defaults to the first bank ID code on file.

5. Cash Receipts Register Processing:

The Cash Receipts Register output consists of a register printout, an optional printout of deposit ticket and an optional printout of the GL distribution. After each output report, the system will prompt with:

OK to print (next report)?

or

OK to update? after all requested reports have printed.

Select **YES** to continue to the next step. Select **NO** at any prompt to stop processing. Corrections can then be made and the register can be rerun.

After selecting **YES** to the prompt "OK to update?", no further printing is done and the program proceeds with the update. The register can not be rerun after you have reached this step.

Technical Notes

Processing proceeds by reading through the cash receipts & adjustments file (ARCS??) created during Cash Receipts & Adjustment Entry. Each check applied against an open item is printed. On-account documents and miscellaneous cash applications are also printed. If general ledger is used, the general ledger distribution file (SMGLD?) is built. Finally, the AR recap is printed.

The update portion of the program proceeds to update the current amount stored in the open documents file (AROPEN) of each invoice according to the payment information printed. A record of each transaction is written to the transaction file (ARTRAN). Any on-accounts created are written to the open documents file and its corresponding sort file (ARCOPX). Once posted, the cash receipts record is removed from the cash receipts & adjustments file and the corresponding sort file (ARCHSX). Next, the customer's balance and the last payment date are updated and stored in the customer file (ARCUST). If ledgers are stored for the customer, the transactions are written to the AR ledgercard file (ARLEDG). The cash receipts control record, the company AR nonstatic control record (ARCNT07) and the register history file are updated. Finally, the bank ledgercard file (SMLEDG) is updated along with bank balance.

The GL journal update posts a journal entry to the journal file (GLJRNL) according to the information on the GL distribution report. The appropriate sort file (GLJRNX) is maintained. The journal entry may be in summary or detail form depending on the information in the company static control record. The summary form posts the total amount distributed to each account number. The detailed form shows each check, document number and amount for each account.

FILES USED - GLMSTR

FILES UPDATED - SMCNTL, ARCS??, ARCUST, AROPEN, SMGLD?, ARTRAN, ARCSHX, ARCOPX, ARLEDG, SMLEDG, GLJRNL, GLJRNX

01-FACTS 7.5 Development. Cash Receipts & Adj Register (ARR210)

Template Print Options Help

AR CP=09/2004 SEP
GL CP=09/2004 SEP

Batch All

Deposit Date System Date 10/11/2004 GL Period 10/2004

Deposit # Next

Bank First National Bank of Atlanta

Template _____ Printer _____

None WindX Laser

OK
Cancel

Enter batch number, F1-All, F2-Search

Cash Receipts & Adj Register (ARR210)

Help

01-Demo Company Cash Receipts & Adj Register ARR210
CP=09/2002 SEP

Batch All

Deposit Date System Date 06/12/2002 GL Period 09/2002






Deposit # Next

Bank 02 Dallas Federal Bank

- Template _____ - Printer _____
None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

How to run the Cash Receipts Register

1. Access this program by choosing Accounts Receivable-->Cash & Credit Application-->Cash Receipts & Adjustments Register.
2. Enter the batch number to print. The entry must be a valid batch number. Press F1 or  the icon to default to ALL. If the batch number entered or if one of ALL batches are not in balance (i.e., distributed does not equal deposits), the optional update is not available.
3. In the Date input, enter the deposit date. The date must be within the current or next GL period and not prior to the current AR period. Select the  icon to default to the system date. This displays the date and whether the register will post to the current or next AR and GL periods.
4. In the Deposit input, enter the deposit number (0-9999). The entry must be valid in the system. Press F1 or select the  icon to default to ALL. Press F2 or the  icon to search. You have to option to use part of the number on the deposit slip, the date, or any other number to identify this deposit. (This is a memo field.) Press F1 to default to NEXT.
5. In the Bank input, the bank ID code of the bank for which this deposit displays the bank name. The entry must be a valid bank code. Press F1 to default to the first bank ID code on file. Press F2 or the  icon to search. You have to option to use part of the number on the deposit slip, the date, or any other number to identify this deposit. (This is a memo field.) Press F1 to default to NEXT.
6. Enter Y or N to indicate whether this is the correct date and GL period for the Sales Register to post.

The system builds the GL distribution while it prints the Cash Receipts Register. The parameters established in the AR Sales to GL Posting F/M program and AR GL posting tables affect how the system builds the distribution.

7. Check register.

The Cash Receipts Register output consists of a register printout, an optional printout of deposit ticket and an optional printout of the GL distribution. After each output report, the system will prompt with:

OK to print (next report)?

or

OK to update? after all requested reports have printed.

Select **YES** to continue to the next step. Select **NO** at any prompt to stop processing. Corrections can then be made and the register can be rerun.

After selecting **YES** to the prompt "OK to update?", no further printing is done and the program proceeds with the update. The register can not be rerun after you have reached this step.

Document Change F/M (ARF210)

Function

This program allows the user to change the following information about a document in the open documents file:

- Current discount
- Ship-to number
- Entry date
- Due date
- Discount due date
- Entry period
- Memo

The fields above may be changed without affecting the amount of the document. In order to make amount changes to the document, the user must use the Cash Receipts & Adjustments Entry program and Register.

User Inputs

The following inputs are involved in making a change to a document in the open documents file:

***. Customer Number**

Enter the customer number (ref. 3). F2 allows a search (ref. 11).

***. Document Number**

Enter the document number. The number entered must be a valid document (invoice) number. F3 displays the first document number on file for the customer.

***. Continuation Number**

Enter the continuation number. A continuation number is provided for invoices with terms codes of multiple payments. For example, if an invoice terms code is set up for payment on 30, 60, 90 days, the system would apply continuation numbers (125-0, 125-1 and 125-2). If the invoice is on file, the document is displayed. F3 displays the first continuation number on file for the customer and document.

The document is displayed on the screen. Use the VCR buttons at the right on the screen or, in character, press CR to bring up the next document on file or enter line numbers to change the following fields. CR allows the currently displayed value to remain the same.

***. Last Sequence #**

This field is display only.

***. Register #**

This field is display only.

***. Branch**

This field is display only.

***. Transaction Type**

This field is display only.

***. Status**

This field is display only.

***. Original Amount**

This field is display only.

***. Original Cost**

This field is display only.

***. Original Discount**

This field is display only.

***. Current Amount**

This field is display only.

10. Current Discount

Enter the current discount (-9999999.99 up to the invoice amount).

11. Ship-To Number

Enter the ship-to number (up to 6 characters). The number entered is checked for the ship-to name which is displayed if the number is valid. F2 allows a search (ref. 10).

12. Entry Date

Enter the entry date (ref.4).

13. Due Date

Enter the due date (ref.4).

14. Discount Due Date

Enter the discount due date (ref.4).

15. Entry Period

Enter the period in which the document was entered (PPYY).

16. Memo

Enter the memo (up to 25 characters).

Technical Notes

When a field is changed, the value is updated immediately in the open documents file (AROPEN). No registers need to be run.

FILES USED - SMCNTL, ARCPX, ARCUST, ARCALX, ARSHIP, ARPHOX

FILES UPDATED - AROPEN

01-Specialty Distributors, Inc.. Document Change F/M (ARF210)

Notes Help

Customer **BARRINGTON FARMS**

Document #

Continuation #

Current Discount Transaction Type

Ship-to #

Entry Date Status

Due Date Original Amount

Discount Due Date Original Cost

Entry Period Original Discount

Memo Current Amount

Disputed Invoice Last Sequence #

Disputed Inv Memo Register #

Exclude from Credit Check Exclude from Dunning Letter Branch **Atlanta Bra**

Enter current discount

Document Change F/M (ARF210)

Help

01-Specialty Distributors, InDocument Change F/M ARF210

```

*. Customer          8 BARRINGTON FARMS
*. Document #       002060
*. Continuation #   0
*. Transaction Type IN
*. Status
*. Original Amount   58.90
*. Original Cost     3.23
*. Original Discount .59
*. Current Amount    58.90
10. Current Discount .59
11. Ship-to #       SAME
12. Entry Date      06/07/2001
13. Due Date        07/30/2001
14. Discount Due Date 07/10/2001
15. Entry Period    12/1990
16. Memo            VERBAL TOM
17. Disputed Invoice Y
18. Disputed Inv Memo
    
```

19. Exclude from Credit Check Y

20. Exclude from Dunning Letter N

*. Last Sequence # 0

*. Register # 0649

*. Branch 01 Atlanta B

Line to Change (F2-Cont), D-Delete, F10-Menu, F4-Backup |..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Automatic Credit Application Register (ARR220)

Function

This program allows the user to automatically apply credit memos and on-account documents to the oldest invoices in the open documents file. This program automatically reads through each customer's invoices and if there are any credit memos and on-accounts, they are applied (beginning with the oldest invoice) to the invoices which have due dates that fall before the cutoff date.

The register is printed displaying how the credit memos and on-accounts will be applied. Nothing is updated until the user updates the register after printing.

Register information includes the following: customer number, name, document number, entry date, old balance, amount applied, credit applied and new balance. Customer and report totals are also included.

User Inputs

The following inputs are involved in printing and updating the Automatic Credit Application Register:

1. Order

Select the order to print (ref. 6).

2. Beginning Order Choice

Select the beginning order choice (ref. 7).

3. Ending Order Choice

Select the ending order choice (ref. 8).

4. Cutoff Date

Enter the last due date to update (ref.4). Due dates after the cutoff date will not be updated. CR defaults to no cutoff.

5. Check Register. OK to Update?

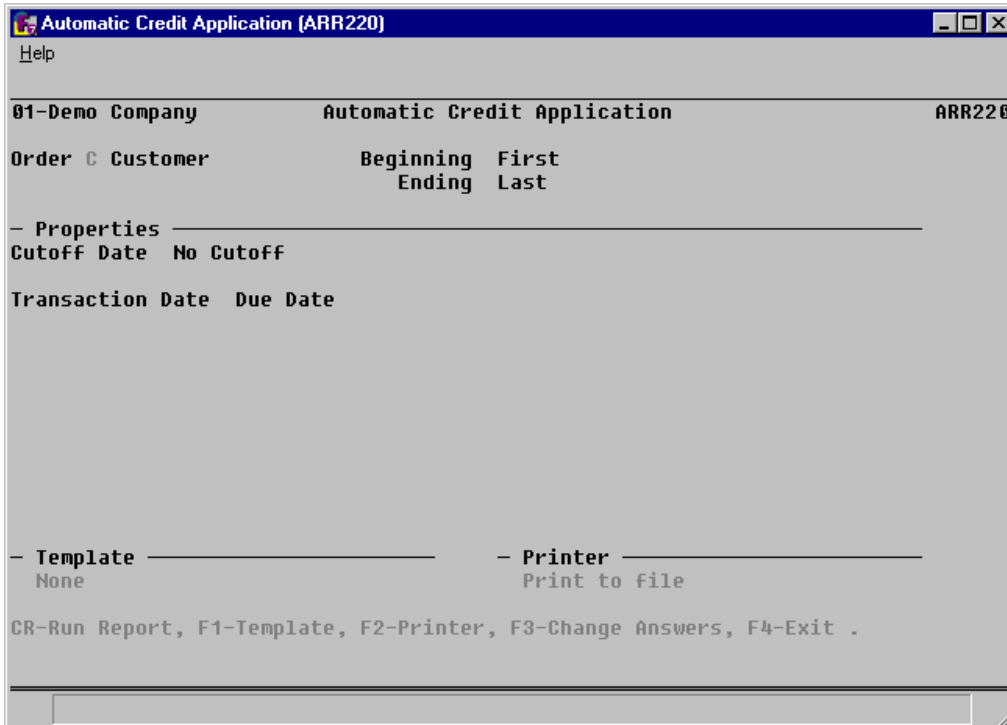
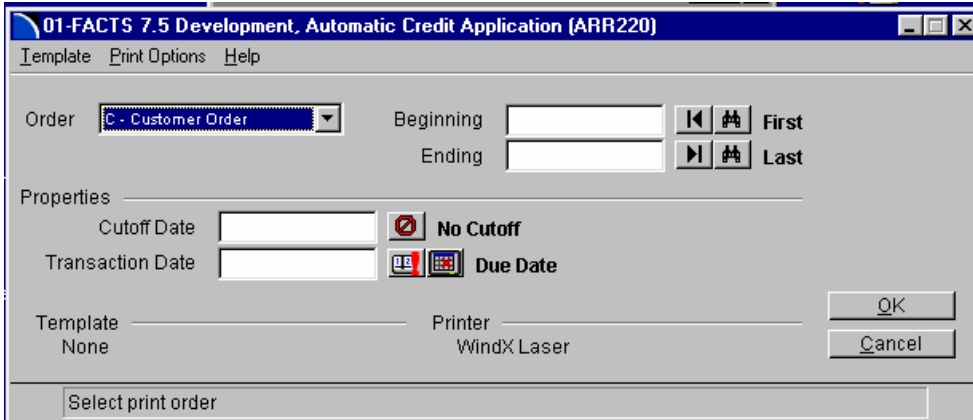
Select **OK** or enter **Y** to update the system. Select **CANCAL** or enter **N** to abort the update.

Technical Notes




Printing of the Automatic Credit Application Register proceeds by reading through the open documents file (AROPEN) to determine which credits will be applied to the open invoices.

FILES USED - SMCNTL, ARCUST, ARCALX, ARSLSX, ARCLSX, ARDIR#

FILES UPDATED - ARTRAN, AROPEN



How to run an Automatic Credit Application Register

1. Access this program by choosing Accounts Receivable-->Cash & Credit Application-->Automatic Credit Application Register.
2. Select the order in which to run the register. Options are customer (default), alpha, salesperson/territory or customer class.
3. Select the beginning order choice. Press F1 to default to FIRST. Press F2 to search of customers, salespeople or customer classes. Press F1 or select the  icon to default to ALL. Press F2 or the  icon to search.
4. Select the ending order choice. Press F1 to default to LAST. Press F2 to search of customers, salespeople or customer classes.
5. Enter the cutoff date, or the last due date to update. Due dates after the cutoff date will not be updated. Press F1 to default to no cutoff.
6. Enter the transaction date to use when applying credit. Press F1 for due date. Press F2 for system date. Click OK. The entry must be within the current or next GL period and not prior to the current AR period. Select the  icon to default to the system date. This displays the date and whether the register will post to the current or next AR and GL periods.
7. Enter Y or N to indicate whether this is the correct date and GL period for the Automatic Credit Application Register to post.

The system builds the GL distribution while it prints the Sales Register. The parameters established in the AR Sales to GL Posting F/M program and AR GL posting tables affect how the system builds the distribution.

8. Check register. OK to print GL distribution? After printing the Automatic Credit Application Register, verify the printout. If you need to make a correction, enter N to exit the program. You can rerun the register after you make the correction. If everything is correct, enter YES to continue. The program prints the GL distribution. Verify the accuracy of the GL distribution, and when you are ready, proceed with the update.

OR

If you are not printing the GL distribution, the system displays this message: Check register. OK to update?

After printing the Automatic Credit Application Register, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter YES to continue. The program will not print a GL distribution; it skips the following input and proceeds with the update.

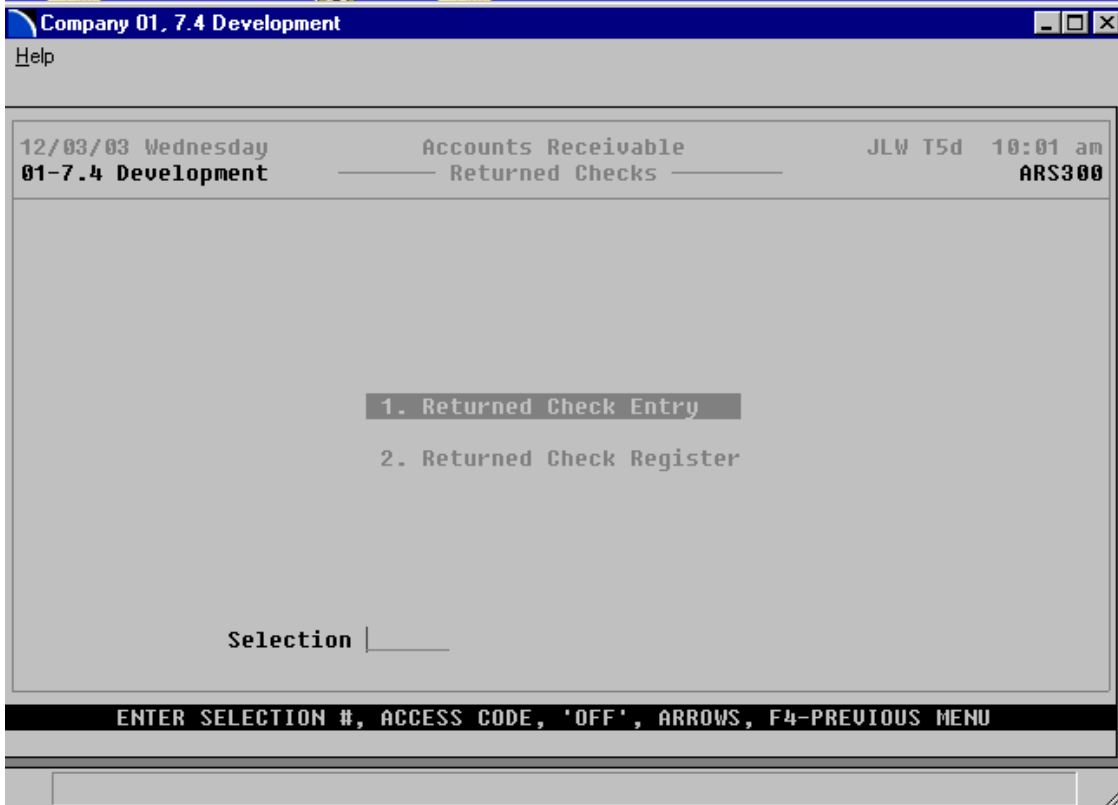
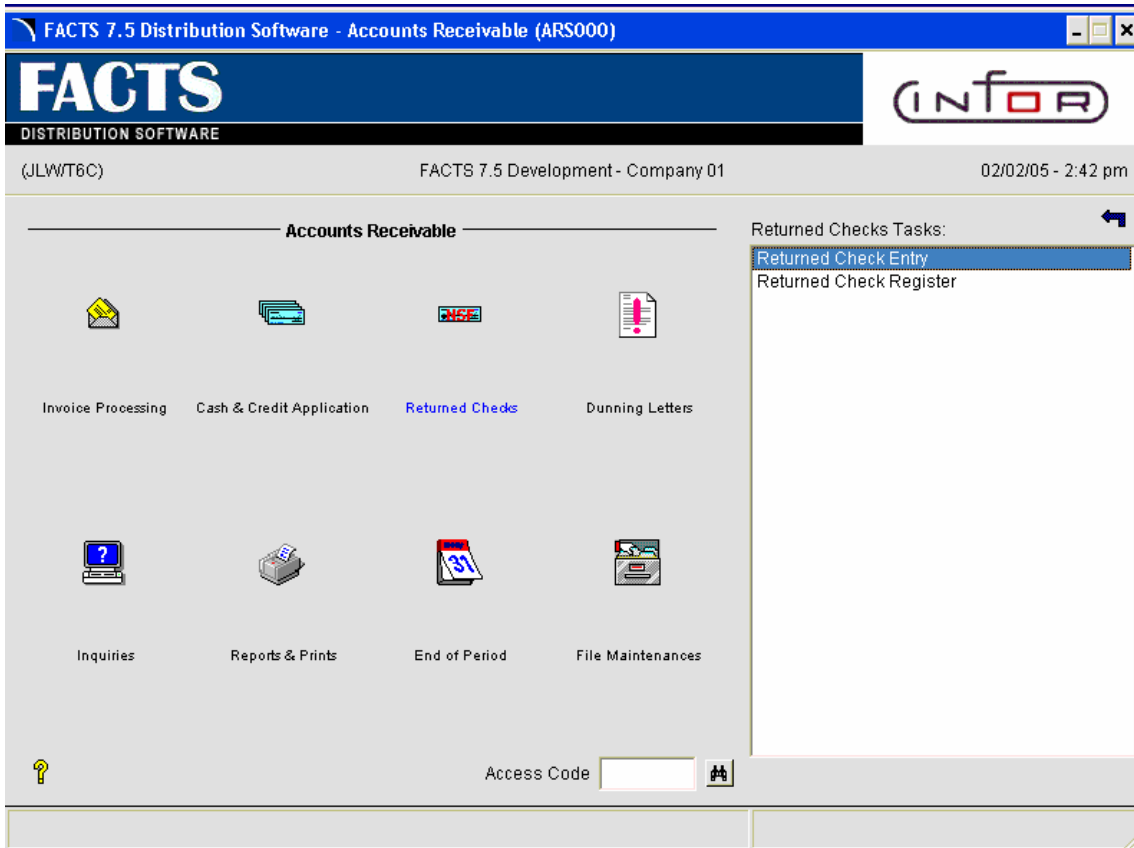
Check GL distribution. OK to update? After printing the distribution, verify the printout. If everything is correct, enter YES to continue. The program proceeds with the update. If there is a correction to be made, enter N to exit the program. After the correction is made, the entire register process begins again. The program runs the register first, then prints the GL distribution, and then updates if you tell it to do so.

CHAPTER 5

Returned Checks

Returned checks may be entered into the system in one of two ways: 1) as a first-time return which will produce an audit trail through the register but not update any files or 2) as a second-time return which will produce an audit trail and put a document for the amount of the check and returned check charge back into the customer's open account.

Returned checks are entered through the Returned Check Entry program. However, checks are not updated to the open documents file until the Returned Check Register is run and updated. If a check is entered incorrectly, the user may choose not to update the register and go back into the entry program to make corrections. When the Returned Check Register is correct, the user may run the update.



Returned Check Entry (ARF310)

Function

This program allows the user to enter returned checks into the returned check file. Checks may be entered as first or second time returns. On first time returns, the check prints on the Returned Check Register as an audit trail but does not go back into the open documents file. On second time returns, a charge may be added to the invoice which is going back into the open documents file. The Returned Check Register should be run after entering checks. The optional update should be run to update the second time returned checks to the open documents file. When a returned check updates to the open documents file, a document beginning with RC and four digits (example: RC0015) is created.

User Inputs

The following inputs are involved in entering a returned check:

1. Bank Code

Enter the bank code where the check was deposited. The entry must be a valid bank code and displays the bank name. Press Enter (CR) to default to the bank assigned to the branch in Terminal F/M. F2 allows a search (ref. 10).

2. Check Return

Enter whether the check is being returned for the 1-first or 2-second time. CR defaults to 1.

3. Customer

Enter the number of the customer whose check is being returned. The entry must be a valid customer number and displays the customer name. F2 allows a search (ref. 10).

4. Check

Enter the number of the returned check (up to 6 characters).

5. Check Date

Enter the date of the check (ref. 4).

6. Return Date

Enter the date the check was returned (ref.4). CR defaults to the system date.

7. Check Amount

Enter the amount of the check (.01-9999999.99).

8. Check Charge

This entry is skipped if the **Allow override** flag is set to N in the returned checks control record or if it is a first time returned check. Enter the amount of

the check charge (.01- 99.99). CR defaults to the amount specified in the returned checks control record.

9. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the customer.

10. Memo

Enter the memo to appear on the Returned Check Register (up to 40 characters).

Technical Notes

FILES USED - SMCNTL, ARCUST, ARCALX, ARPHOX

FILES UPDATED - ARRTCK

01-Demo Company, Returned Check Entry (ARF310)

Help

Bank Code: 01 First National Bank of Atlanta

Check Return #: 1 - First Return

Customer #: C100 Southeastern Industrial Supply

Check #: 20394

Date: 08/24/2002

Return Date: 09/14/2002

Check Amount: 301.45

Charge: .00

Branch: 01 Atlanta Branch

Memo: UNSIGNED

Save Delete New Exit

Enter check amount

Returned Check Entry (ARF310)

Help

01-Demo Company **Returned Check Entry** **ARF310**

*. Bank Code 01 First National Bank of Atlanta

*. Check Return # 1

*. Customer # C100 Southeastern Industrial Supply

*. Check # 20394

5. Date 08/24/2002

6. Return Date 09/14/2002

7. Check Amount 301.45

8. Charge .00

9. Branch 01 Atlanta Branch

10. Memo UNSIGNED

Line to Change (F2-Cont), D-Delete, F4-Backup ..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

How to enter a returned check

1. Access this program by choosing Accounts Receivable-->Returned Checks->Returned Checks Entry.
2. In the Bank input, enter the bank code corresponding to where the check was deposited. The entry must be a valid bank code and displays the bank name. Press Enter (CR) to default to the first bank set in the company AR static control record. Press F2 to search.
3. Indicate whether the check is being returned for the 1-first or 2-second time. Press Enter (CR) to default to 1.
4. In the Customer # input, enter the customer number for the customer whose check is being returned. The customer name displays once the number is entered. The customer number must exist in the system. Press F2 to search.
5. In the Check input, enter the number of the returned check (up to 6 characters).
6. In the Date input, enter the date the check was written (check date).
7. In the Return input, enter the date the check was returned (return date). Press Enter (CR) to default to the system date.
8. In the Amount input, enter the check amount (.01-9999999.99).
9. In the Charge input, enter the amount of the check charge (.01- 99.99). Press Enter (CR) to default to the amount specified in the returned checks control record. The system skips this entry if the Allow override flag is set to N in the returned checks control record or if it is the first time the check has been returned.
10. In the Branch input, enter the branch number. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the customer.
11. In the Memo input, enter the memo that you want to appear on the Returned Check Register (up to 40 characters).
12. Save the record.
13. You can press the New icon to create a new record or the Exit button to exit the program.

Returned Check Register (ARR310)

Function

This program allows the user to print a register of all returned checks entered in the Returned Check Entry program since the last register was run.

The optional update, for second time returned checks, posts to general ledger, creates new open documents, and updates customer balances. A check entered as a first time return is not posted to the open documents file and is expected to be re-deposited.

Report information includes the following: customer number, customer name, check number, check date, return date, check amount, return charge, and memo for first and second returns. A report total is given along with number of returned checks listed. Depending on the flag in the company AR static control record, the user may obtain a general ledger distribution printout.

User Inputs

1. Deposit Date

Enter the date of deposit into the bank (ref.4). The date must be either in the current or next GL period and not prior to the current AR period. CR defaults to the system date.

2. Deposit Number

Enter the deposit number (0-9999). CR defaults to 0.

3. Bank

Enter the bank where the second time returned checks are to be redeposited. The entry must be a valid bank code. CR defaults to the bank set in the company AR static control record.

4a. Check Register. OK to Print GL Distribution?

For users not printing the GL distribution, the following input is displayed:

4b. Check Register. OK to Update?

After printing the Returned Check Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue and no distribution will be printed, the following input (#6) is skipped and the program proceeds with the update.

5. Check GL Distribution. OK to Update?

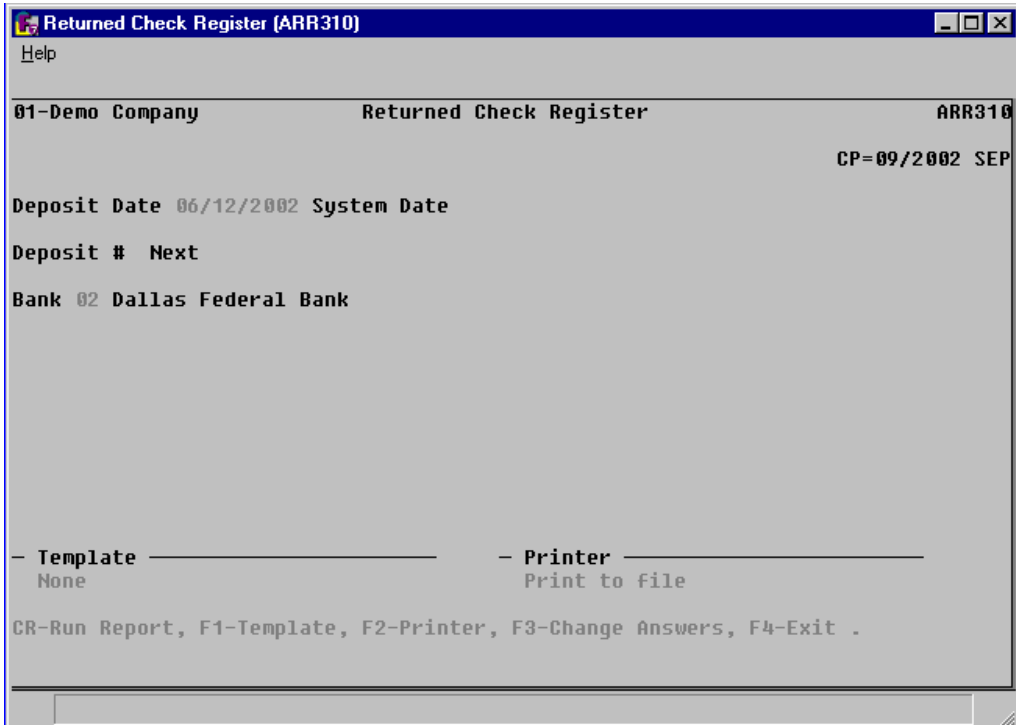
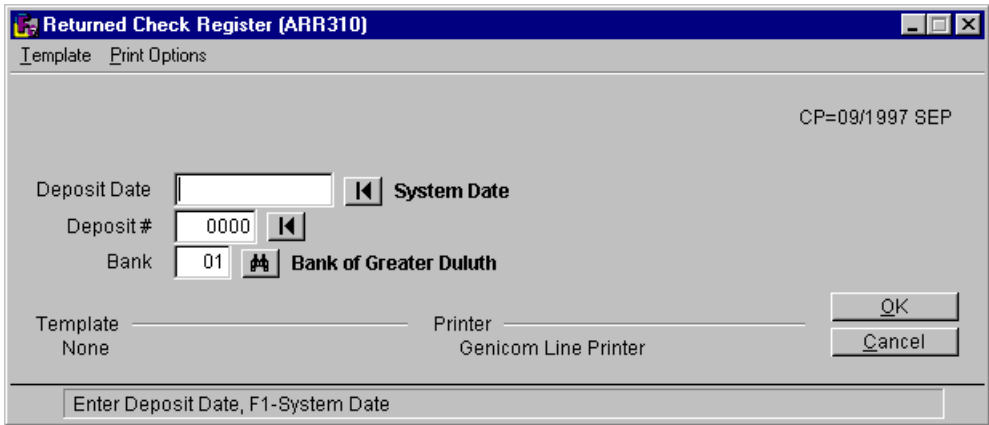
After printing the distribution, **verify the printout**. If everything is correct, enter **YES** to continue. The program proceeds with the update. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the entire register process begins again.

Technical Notes




Printing proceeds by reading through the returned checks file (ARRTCK) and uses the customer file (ARCUST) to read the customer name. Upon completion of printing, if the GL distribution is chosen, printing proceeds by reading through the general ledger distribution file (SMGLD?). When updating, the system removes the records from the returned checks file and updates the customer file (ARCUST), open documents file (AROPEN) and its associated sort file (ARCOPX), the customer ledgercards file (ARLEDG), the bank ledgercards file (SMLEDG), the AR register history file (SMCNTL) and the bank balance. The general ledger journal file (GLJRNL) and the general ledger sort file (GLJRNX) are also updated.

FILES USED - GLMSTR

FILES UPDATED - SMCNTL, ARRTCK, ARCUST, AROPEN, SMGLDS, ARCOPX, ARLEDG, SMLED?, GLJRNL, GLJRNX



How to print and update the Returned Check Register

1. Access this program by choosing Accounts Receivable--> Returned Checks-->Returned Checks Register.
2. In the Deposit Date input, enter the deposit date into the bank. The date must be either in the current or next GL period and not prior to the current AR period. Select the  icon to default to the system date. This displays the date and whether the register will post to the current or next AR and GL periods.
3. In the Deposit # input, enter the deposit number (0-9999). The entry must be valid in the system. Press F1 or select the  icon to default to NEXT.
4. In the Bank input, the bank ID code of the bank for which this deposit displays the bank name. The entry must be a valid bank code. Press Enter (CR) default to the bank entered in the company AR Static Control F/M. Press F2 or the  icon to search. This indicates to which bank checks returned a second time should be re-deposited. This bank code must exist in the system.
5. Press OK.

The system builds the GL distribution while it prints the Sales Register. The parameters established in the AR Sales to GL Posting F/M program and AR GL posting tables affect how the system builds the distribution.

When the system completes the register, it displays the message: End of Report. Press OK to continue.

6. Check register. OK to print GL distribution? After printing the Returned Check Register, verify the printout. If you need to make a correction, enter N to exit the program. You can rerun the register after you make the correction. If everything is correct, enter YES to continue. The program prints the GL distribution. Verify the accuracy of the GL distribution, and when you are ready, proceed with the update.

OR

When the system completes the distribution, it displays the message: Distribution complete. Press OK to continue.

If you are not printing the GL distribution, the system displays this message: Check register. OK to update?

After printing the Returned Check Register, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter YES to continue. The program will not print a GL distribution, it skips the following input and proceeds with the update.

7. Check GL distribution. OK to update? After printing the distribution, verify the printout. If everything is correct, enter YES to continue. The program proceeds with the update. If there is a correction to be made, enter N to exit the program. After the correction is made, the entire

register process begins again. The program runs the register first, then prints the GL distribution, and then updates if you tell it to do so.

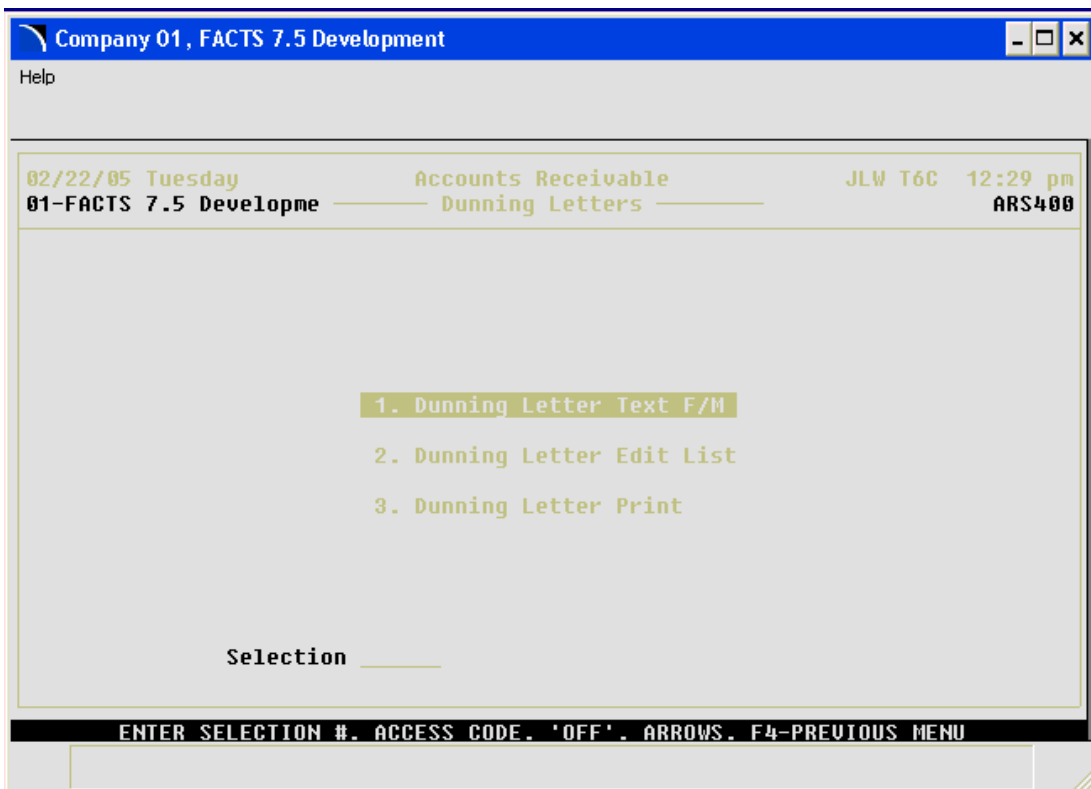
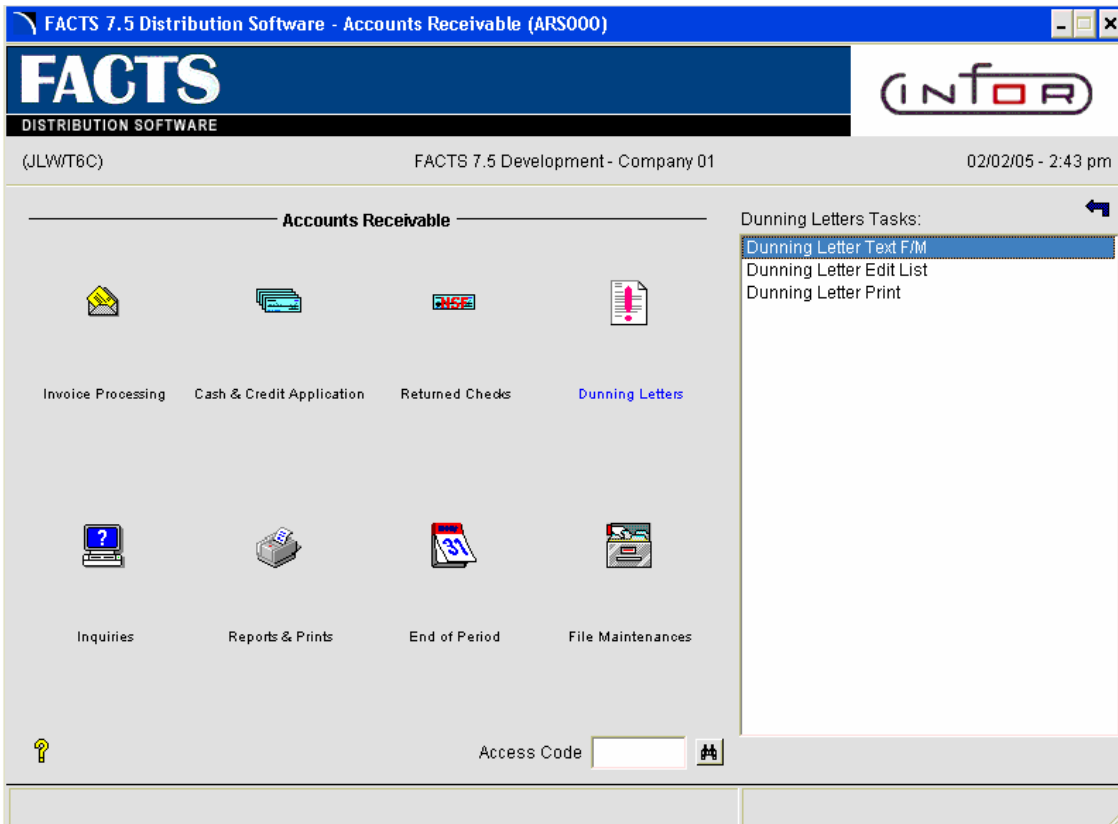
Returned Checks

Accounts Receivable—7.50

CHAPTER 6

Dunning Letters

The dunning letter menu contains programs to utilize a complete past due notice system. Prior to using this menu the dunning letter parameters are set up in the Dunning Letter Control F/M program (during the system installation). Users may enter up to five standard dunning letters through the Dunning Letter Text F/M program. Each letter should include the salutation and closing if used. See the sample screen in the Dunning Letter Text F/M program for an example of a dunning letter. Each customer record contains a flag which determines if that customer is eligible for dunning letters and the number of the last dunning letter sent. Dunning letters may be processed at any time. When dunning letters are processed, the Dunning Letter Edit List should be printed for the user to verify which customers will receive dunning letters and which number letter they are to receive when dunning letters are next printed. The Dunning Letter Edit List contains an optional update which may automatically set the last dunning letter sent flag back to zero in a customer's file if that customer did not print on the Dunning Letter Edit List. Dunning letters are then printed through the Dunning Letter Print program based on the information on the edit list. Dunning letters may be printed on blank paper or on a preprinted form. At the end of the Dunning Letter Print program, there is an optional update which may update the last dunning letter sent flag in the customer's file to that of the dunning letter just printed.



Dunning Letter Text F/M (ARF410)

Function

This program allows the user to enter up to five dunning letters (past due notices) to be sent to customers at the user's discretion including the salutation and up to 14 lines at 70 characters per line.

The use of the dunning letter system is optional. The number of different letters (maximum of 5) used is determined by the dunning letter control record.

Dunning letters may be printed using the Dunning Letter Print program and an edit list of who and which letters will be sent may be printed prior to printing letters.

Please refer to sample screen (next page) for an example of a dunning letter.

User Inputs

The following inputs are involved in creating a dunning letter text record:

Letter

Enter the dunning letter number (1-5). If three was set up in the dunning letter control record as number of dunning letters, then a maximum of three may be entered, etc. (1-3).

Text Lines

Enter for lines 1-14 the text of the line. F3 ends text of the letter.

Technical Notes

FILES USED - SMCNTL

FILES UPDATED - ARDUNL

Dunning Letter text F/M (ARF410)

Letter #

OUR RECORDS INDICATE THAT YOUR ACCOUNT HAS BECOME PAST DUE

PLEASE REMIT PAYMENT AT YOUR EARLIEST CONVENIENCE. IF YOU
HAVE ALREADY TAKEN CARE OF THIS MATTER, PLEASE DISREGARD
THIS NOTICE.

THANK YOU.

Save Delete New Exit

Enter Text for Line

Dunning Letter Text F/M (ARF410)

Help

01-FACTS 7.5 Development Dunning Letter text F/M ARF410

Letter # 1

LN TEXT

1. OUR RECORDS INDICATE THAT YOUR ACCOUNT HAS BECOME PAST DUE.
- 2.
3. PLEASE REMIT PAYMENT AT YOUR EARLIEST CONVENIENCE. IF YOU
4. HAVE ALREADY TAKEN CARE OF THIS MATTER, PLEASE DISREGARD
5. THIS NOTICE.
- 6.
7. THANK YOU.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Enter Line #, D-Delete, F10-Menu, F4-Backup ..
Arrows: Up-Prev Rec, Dn-Next, Paup-First, Poda-Last

Dunning Letter Edit List (ARR410)

Function

This program allows the user to print an edit list of customers receiving dunning letters and general information about the customer.

This report gives the user the opportunity to see which customers will have dunning letters printed based on the parameters they choose without actually printing the letters. This gives the user the option of excluding a customer from having a letter print.

The number of different letters (maximum of 5) used is determined by the dunning letter control record. The body of the letter is entered in the Dunning Letter Text F/M. Dunning letters may be printed using the Dunning Letter Print program.

Report information includes the following: customer number and name, current balance, hold status, last sale date, last payment date, amount past due, last letter sent, number of days since the last letter was sent and next letter to print. The total number of customers and dunning letters listed is also included.

User Inputs

The following inputs are involved in printing the Dunning Letter Edit List.

1. Order

Select whether to print in Customer, Alpha, Salesperson/territory, K-customer class or Zip code order. CR defaults to C.

2. Beginning Order Choice

Select the beginning order choice to print; e.g., if K was selected in input #1, the user selects the beginning customer class to print. CR defaults to FIRST.

3. Ending Order Choice

Select the ending order choice to print; e.g., if K was selected in input #1, the user selects the ending customer class to print. CR defaults to LAST.

4. Dunning Letter Date

Enter the date that will print on the dunning letters (ref.4). CR defaults to the system date.

5. Reset

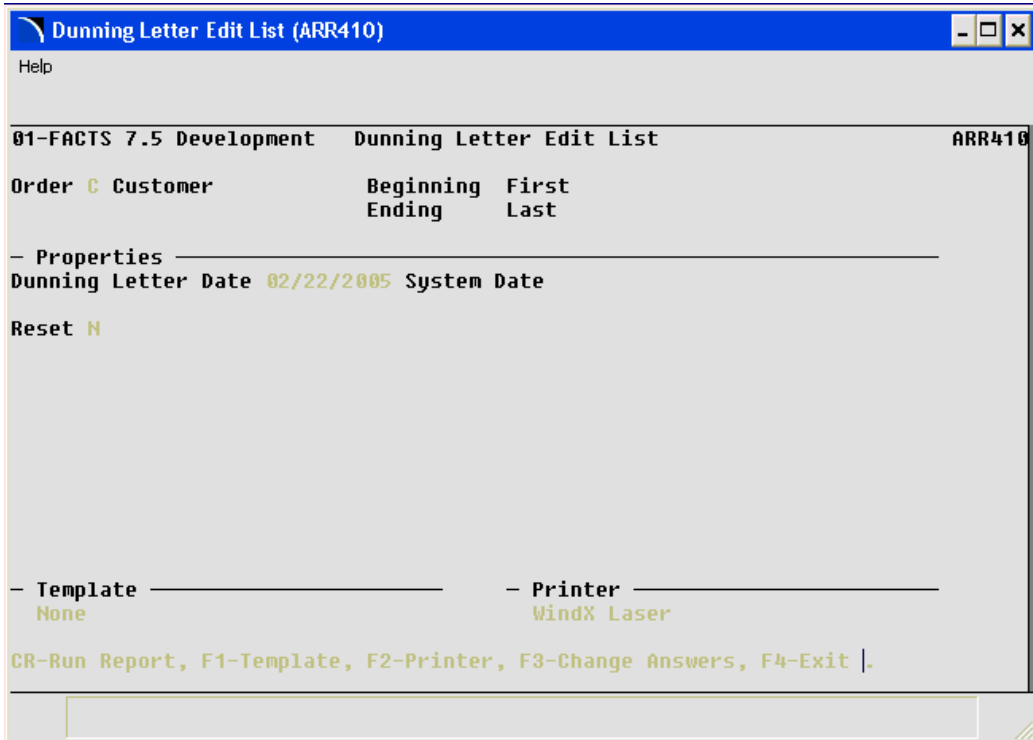
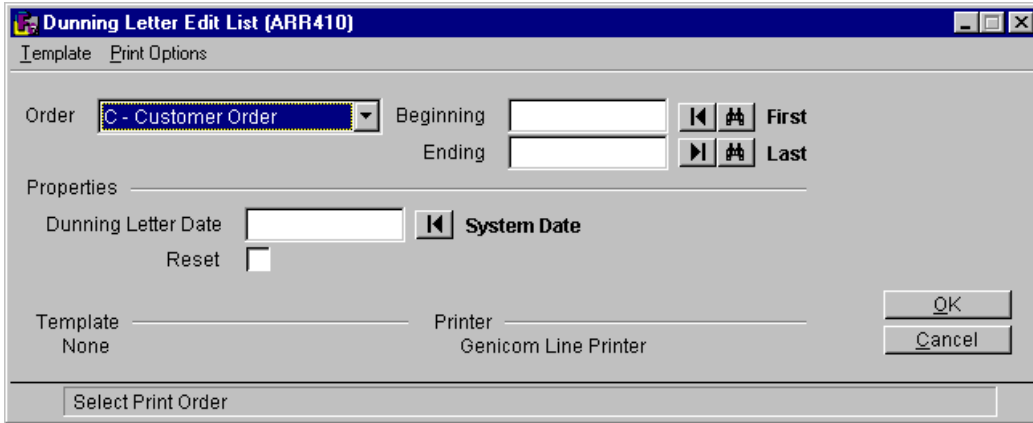
Enter N or Y to indicate if the last dunning letter sent should be reset to 0 in the customer file if not dunning this time (i.e., if customer is not selected for a dunning letter, should the system set the letter to 0 indicating their balance has been paid). CR defaults to N.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX), customer class (ARCLSX), or zip code (ARZIPX). The open documents file (AROPEN) is then checked for information that meets all criteria entered. If resetting dunning letter numbers, the customer file is updated.

FILES USED - SMCNTL, ARCALX, ARSLSX, ARCLSX, ARZIPX, AROPEN

FILES UPDATED - ARCUST



Dunning Letter Print (ARP410)

Function

This program allows the user to print dunning letters based on the dunning letter text file.

Letter information includes the following: company name and address, (for non-preprinted forms only) customer number, name and address, body of letter, past due items including invoice number, invoice date, days past and amount of each invoice. A total balance and a total past due are also included.

The number of different letters (maximum of 5) used is determined by the dunning letter control record. The body of the letter is entered in the Dunning Letter Text F/M. A Dunning Letter Edit List may be printed prior to printing letters. The dunning letter form is standard 8-1/2 x 11 inch paper. Please refer to the forms section of the Installation Manual.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

User Inputs

The following inputs are involved in executing the Dunning Letter print program:

1. Order

Select whether to print in Customer, Alpha, Salesperson/territory, K-customer class or Zip code order. CR defaults to C.

2. Beginning Order Choice

Select the beginning order choice to print; e.g., if K was selected in 1, the user selects the beginning customer class to print. CR defaults to FIRST.

3. Ending Order Choice

Select the ending order choice to print; e.g., if K was selected in 1, the user selects the ending customer class to print. CR defaults to LAST.

4. Dunning Letter Date

Enter the date to print on the dunning letters (ref.4). CR defaults to the system date.

5. Check Letters. OK to Update Customer File

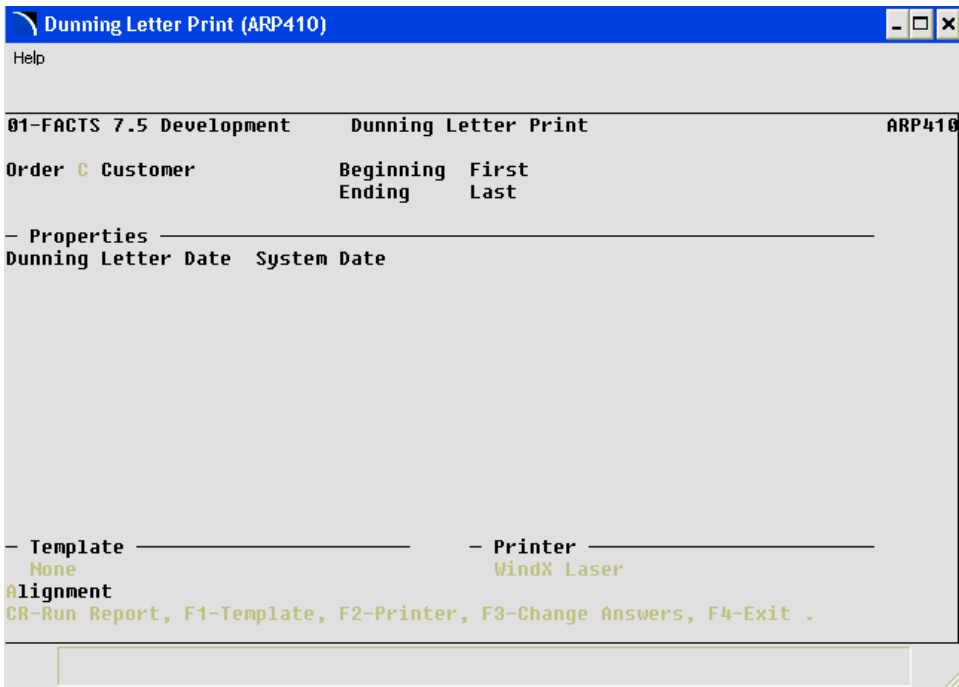
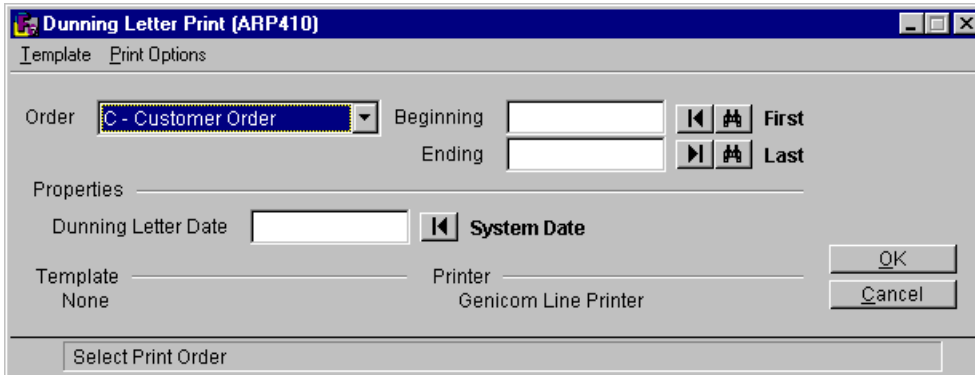
After the letters print, verify that they output correctly. Select **OK** or enter **Y** to proceed with the update (the system updates the customer file with the last dunning letter sent.) If you need to make corrections, select **CANCEL** or enter **N** to abort.

Technical Notes

Printing proceeds by reading through the selected file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX), customer class (ARCLSX), or zip code (ARZIPX). The open documents file (AROPEN) is then checked for information that meets all criteria entered. If the optional update is run, **last dunning letter** sent is updated in the customer file.

FILES USED - SMCNTL, ARCALX, ARSLSX, ARCLSX, ARZIPX, AROPEN, ARDUNL

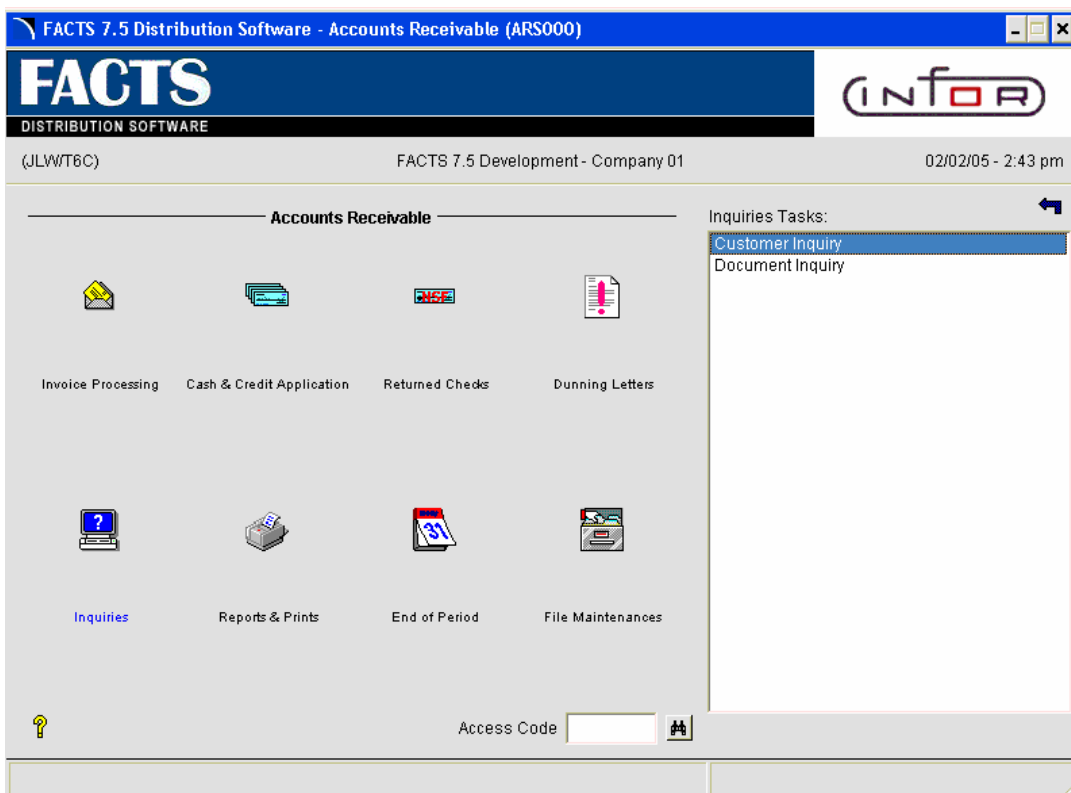
FILES UPDATED - ARCUST

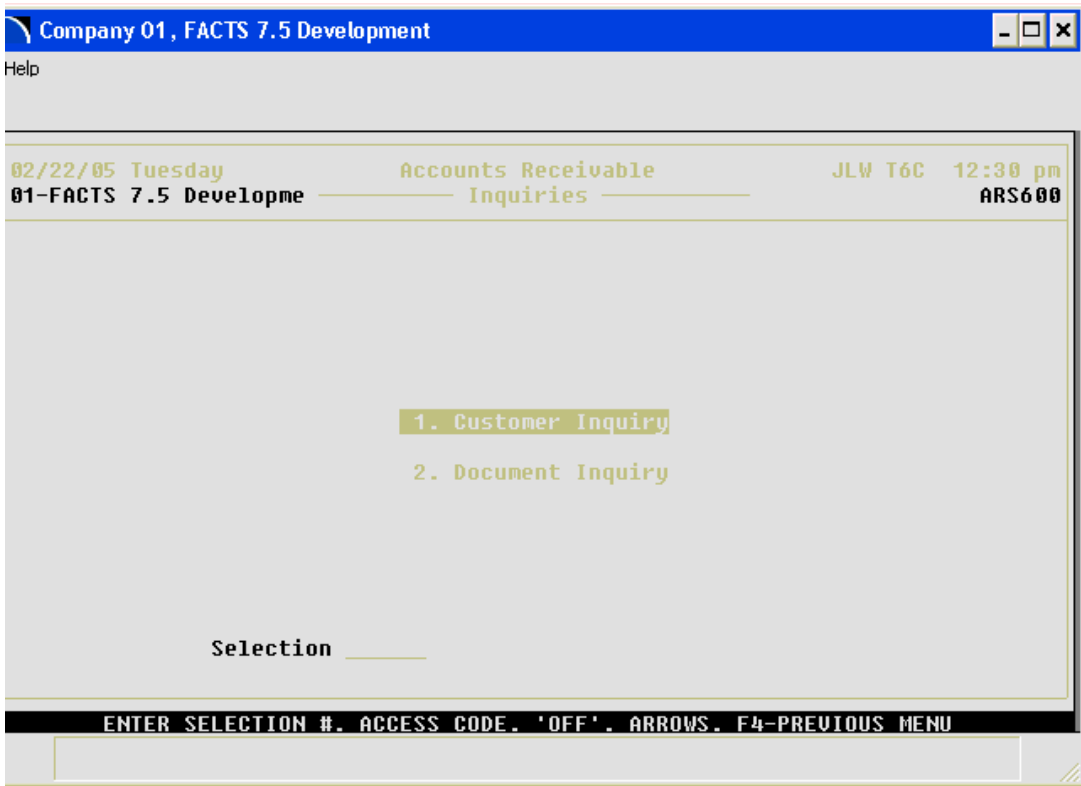


CHAPTER 7

Inquiries

The Accounts Receivable inquiries allow the user to display information on customers on the screen without affecting any data in any files and without locking any files. The Customer Inquiry displays various information for a customer and includes a search by contact. The information included is general, code, aging, open documents, detail documents, sales history, payment history, ship-to's, notes, sales orders, paid documents, ledgercards, and equipment. Notes are entered through this program. The Document Inquiry displays detail documents including all transactions.





Customer Inquiry (ARI610)

Function

Use this inquiry to display the following information about any customer:

- | | |
|---|--|
| <input type="checkbox"/> General information | <input type="checkbox"/> Orders |
| <input type="checkbox"/> Payment history | <input type="checkbox"/> Open Docs |
| <input type="checkbox"/> Contacts | <input type="checkbox"/> Ledgercards |
| <input type="checkbox"/> Aging | <input type="checkbox"/> Paid Documents |
| <input type="checkbox"/> Sales history | <input type="checkbox"/> Ship-to information |
| <input type="checkbox"/> Codes set in customer file | <input type="checkbox"/> Equipment (for Service & Repair) |
| <input type="checkbox"/> Options set in customer file | <input type="checkbox"/> Notes (entered through this program) |
| <input type="checkbox"/> Rental | <input type="checkbox"/> Check History |
| <input type="checkbox"/> User-Defined | |

➤ For more information about inquiry features, such as Sync, filters and preferences, see [Using FACTS](#).

To view customer information:

1. Enter the customer for which you want to view information.

Select whether to sort customer records by alpha lookup, customer number, contact, phone number or customer class. In GUI, select a sort order by choosing *Sort by* from the menu bar. In character, press F2.

Select **filters** if you want to limit the number of records in the inquiry browser. In GUI, choose *Options* → *Filter Values*. In character, press F1.

Use the up and down arrow keys or the Page Down and Page Up keys to scroll through the displayed list of vendors. (Graphical users can also use the vertical scroll bar.)

2. Select a view.

In graphical: Choose a view from the *View* menu option or select a view from the **view bar**.

In character: Use the right and left arrow keys to select a view from the **view bar**.

View descriptions

General	Displays general customer information: customer's price class, customer's price level, commission %, off-invoice discount, ship via, UPS zone.
Payments	Displays payment history including last payment date and grace period. Information also includes total number of invoices or dollars paid and the average days to pay past date for the three accumulation periods determined by the payment history control record.

- Contacts** Displays phone numbers, contacts, email addresses, customer company website, and any message entered about the customer (on the Customer F/M Invoicing screen).
- Aging** Displays aging buckets information as of the current date for balances due, over credit limit value as well as disputed invoice balance information for the selected customer. The total and current aging figures include all disputed invoice amounts. The 'Disputed' aging bucket figures include only the disputed invoices and indicate how much of each aging/total figure is under dispute.
- Over Credit Limit Details
- If a customer is over their credit limit, defined as the sum of the customer's open receivables minus any disputed invoices excluded from the credit check plus their open documents is greater than the credit limit set in Customer F/M, an additional line displays on the AR Customer Inquiry Aging View indicating this and showing what the credit limit is. The open documents total also displays on this view.
- Sales** Displays the sales history including the account opening date, last sale date, highest balance date and highest balance. Information also includes sales, cost and gross margin percentage for month-to-date, year-to-date, and prior year.
- Codes** Displays code information including customer class, salesperson/territory, terms code, tax code, tax rate, tax exempt number, geography code, general ledger posting table, statement code and branch.
- Options** Shows how the following options are set for this customer: store payment history, store ledgers, send dunning letters, require PO number, allow backorders, store SO past sales, store past invoices, credit check option and credit check days.
- Orders** Displays any open orders, invoices, counter sales and credit memos that are still in the SO system (not posted to AR). Each document number is displayed along with the type (O-open work order, B-backorder, I-invoice, C-credit memo, S-counter sale), status (E-work order entered, not printed, W-work order printed, C-confirmed invoice, I-invoice printed, R-invoice released, D-deleted sales order, V-void invoice), date, warehouse, ship-to number, name, salesperson, reference number and the document total.

Open Documents

Displays the open documents for the customer including the document number, type, ship-to number, register number, entry period, date entered, due date, the original amount and the current amount. If the open document was created from SO, the SO document number that the open document applies to is also displayed.

Search open documents by document order and by reference number order. The view defaults to document number order.

Changing document search order:

Click on the Reference# column header to resort open documents by reference number. You may need to use the horizontal scroll bar to get to this column. Click on the Document column header to resort by document. (You can also click on any other column header to resort open documents.)

Getting more information on an open document:

In the view area, you can select the line and choose the View Invoice button to access the SO Document Inquiry screen in Past Invoice mode or the AR Detail button to display the current transaction history window.

The Past Invoice window allows you to see the line items billed out on the invoice.

The Current AR transaction history window displays payment information for the invoice. Detail information on an open consists of the following: document number, type, branch (if used), register, memo, entry date, period, due date, discount due date, original amount and discount, current amount and discount. Also displayed are the transactions that have taken place against the document including date, period, register number, payment, discount adjustment and memo.

Document Processing Notes

Access to SO Doc Inquiry (in Past Invoice Mode) is available for documents that have been created through the following processes:

Create an order created through various methods in the Order Entry suite. Confirm the order; the system

creates an invoice (document number), and print. When you run the Daily Sales Register, the system creates an AROPEN record for that document. At this point, the document can be seen in the Open Docs view of AR Customer Inquiry. The AROPEN record contains the SO document number if a document exists. If the AROPEN record for the document contains an SO document number, access to SO Doc Inquiry from this view is possible.

OR

Make a payment on the invoice either in SO payment entry or AR Cash Receipts & Adj Entry. If the document has been paid completely and you run the Cash Receipts & Adjustment Register, the system creates a ARPDOC record for that document. The ARPDOC record contains the SO document number. Now the document can be seen in the Paid Docs History view of AR Customer Inquiry. If the ARPDOC record for the document contains an SO document number, access to SO Doc Inquiry from this view is possible.

Disputed Document Indicator

The SO Doc Inquiry in view-only Past Invoice mode and the AR Document detail window (ARI614) also provided an indicator for disputed documents.

If any of the corresponding open invoice records in AROPEN are disputed, the text **"*Disputed Invoice*"** and memo are displayed in the upper portion of the SO Doc Inquiry screen and under the line containing the document number on the AR Document Detail window. For example, if you have an open invoice with split terms and only one of the terms is in dispute, the drill to SO Doc Inquiry will display the disputed indicator for both continuation lines. The disputed memo (50 characters for GUI and 43 characters for CUI) is the first encountered memo for that invoice (first disputed continuation).

Limitations: Open (AROPEN) or past documents entered in ARE110 and created from AR Invoicing or past invoices not present in the invoice history file (ARPDOC) do not have the ability to drill into the SO Document Inquiry. The View Invoice button is disabled for those documents. If your system does not store Past Invoices in SO Static F/M, the View Invoice button does not display on the screen.

Ledgercards

Displays all ledgercard information for the selected

customer.

The inquiry lists ledgercards from newest to oldest by default. To view ledgercards oldest to newest:

Graphical users: Click on the **Date** column header. (You can also click on any other column header to resort ledgercards.)

Character users: Press **F3-Bottom** and enter **O**.

In either order, select the beginning date to view. Information displayed includes entry date, debit amount, credit amount, balance, transaction (register) type, document number and register number of each ledgercard on file for this customer.

Select the **View Doc** button(GUI Users) at the bottom of the screen to display additional document detail information. CUI Users: Press Enter to display additional document detail information for currently highlighted ledgercard line for its transaction type, if detail info exists. The system checks to see if detail info exists for currently highlighted ledgercard line for its transaction type. For AR ledgercards there are 10 transaction types: B - Begin Balance, C - Cash Receipts, A - AR Sales Reg, O - SO Sales Reg, T - TS Invoice Reg, M - Credit Memo, S - Svc Charge Reg, R - Returned Check, X - Cust Balancing, s - SR Contract. Four of these types display additional document detail information. When you select View Doc, type C- Cash Receipts displays the Check History view line detail (ARI650) screen, type A- AR Sales Register displays the Open or Paid Doc view line detail (ARI614/ARI691) screen, and transaction types O--SO Sales Register, and M- Credit Memo display SO Doc Inquiry (SOI620) in view-only Past Invoice mode. If no information exists the system displays a message indicating no information exists instead of the transaction detail screen. If a record for SO Doc Inquiry exists in Password & Security F/M, the user must have the security code and password on file in order to access these screens.

Paid Doc History

Displays paid document history. Information displayed includes; document number, reference number, ship-to number, original amount, original discount amount, entry period, entry register number and removal register number. The documents initially appear in document number order.

Changing document search order:

Graphical users: Click on the **Reference#** column header to resort open documents by reference number. You may need to use the horizontal scroll bar to get to this column. Click on the **Document** column header to resort by document. (You can also click on any other column header to resort open documents.) Click on the **Document** column header to resort by document. (You can also click on any other column header to resort open documents.) Click on **Date** to resort by descending document order (the default sort order).

Character users: Enter **R** at the selection prompt to search by resort by reference number. Enter **DA** to resort by entry date. Enter **D** to resort by document number.

Getting more information on a paid document:

In the view area, you can select the line and choose the **View Invoice** button to access the **SO Document Inquiry** screen in **Past Invoice** mode or the **AR Detail** button to display the current transaction history window.

The **Past Invoice** window allows you to see the line items billed out on the invoice.

The **Current AR** transaction history window displays payment information for the invoice. Detail information on an open consists of the following: document number, type, branch (if used), register, memo, entry date, period, due date, discount due date, original amount and discount, current amount and discount. Also displayed are the transactions that have taken place against the document including date, period, register number, payment, discount adjustment and memo.

Document Processing Notes

Access to **SO Doc Inquiry** (in **Past Invoice Mode**) is available for documents that have been created through the following processes:

Create an order created through various methods in the **Order Entry** suite. Confirm the order; the system creates an invoice (document number), and print. When you run the **Daily Sales Register**, the system creates an **AROPEN** record for that document. At this point, the document can be seen in the **Open Docs** view of **AR Customer Inquiry**. The **AROPEN** record

contain the SO document number if a document exists. If the AROPEN record for the document contains an SO document number, access to SO Doc Inquiry from this view is possible.

OR

Make a payment on the invoice either in SO payment entry or AR Cash Receipts & Adj Entry. If the document has been paid completely and you run the Cash Receipts & Adjustment Register, the system creates a ARPDOC record for that document. The ARPDOC record contain the SO document number. Now the document can be seen in the Paid Docs History view of AR Customer Inquiry. If the ARPDOC record for the document contains an SO document number, access to SO Doc Inquiry from this view is possible.

Limitations: Open (AROPEN) or past documents entered in ARE110 and created from AR Invoicing or past invoices not present in the invoice history file (ARPDOC) do not have the ability to drill into the SO Document Inquiry. The View Invoice button is disabled for those documents. If your system does not store Past Invoices in SO Static F/M, the View Invoice button does not display on the screen.

Ship-to Displays ship-to information, which includes the ship-to number, name, contact 1 and phone number.

Getting more information on ship-to:

Graphical users: In the view area, select the line and choose the **Line Detail** button or double click the icon at the beginning of that line.

Character users: Press **F3-Bottom**, highlight the line and press CR.

Detail of a ship-to includes the following: ship-to number, name, address 1-3, phone 1-2, contact 1-2, salesperson/territory code and name, ship via, UPS zone, route, tax code and tax rate, as well as any user defined fields entered on the User Defined tab of Ship-To F/M (ARF920).

Equipment Displays equipment information used by the (optional) Service and Repair module.

(Optional)

Check History Displays accounts receivable document information by check number. The number of periods check history is

kept is dependent on the Check History setting on in AR Static F/M.

The Check History view displays check numbers for the highlighted customer along with the check date, check amount, and check memo. You can sort the information by descending check number, ascending check number, or by check date (newest to oldest), with descending check number being the default sort order. Since duplicate check numbers can appear, lines appear first in check number order then date order or by date order then descending check number order depending on the sort order selected.

You can also select the Line Detail button to access Check History - Line Detail window on each check line to display the payments and transactions made under that check entry. Lines are displayed in document and document continuation order. For payments on an invoice, the document number is the invoice number. In AR, the OA number preceded by "OA" acts as the document number. Miscellaneous cash lines are displayed with "MISC CSH" as the document number.

From the Check History - Line Detail window, if the highlighted document has not been deleted (through Document Removal Register or End of Period Update), indicated with a "Delet" status, you can click the Doc Detail button to see the AR transactions for that document or the SO Doc Inq button to displays the Past Invoice window of SO Doc Inquiry. With regard to the AR transaction option, if the line has an "Open" status, the AR transactions display from the AROPEN/ARTRAN tables (as seen in the line detail window of the Open Docs view of AR Customer Inquiry). If the line has a "Past" status, the AR transactions display from the ARPDOR/ARPDTR tables (as seen in the line detail window of Paid Doc History view). This option is not be available for OA or misc cash lines. You only have the option to pull up SO Doc Inquiry if the document highlighted was created in SO rather than in AR Invoice Entry.

Document Processing Notes

In the Cash Receipts and Adjustment Entry program, enter check header information, such as check number and check amount for a specific customer. You can enter transactions on existing AROPEN records, create miscellaneous cash entries, or create on-account entries. The Cash Receipts and Adjustment Register will create records in the new check history files, ARCHKH and ARCHKL. If duplicate check numbers

are entered, they are treated as separate check entries and new records are created. The new records are available from these files in the Check History view of AR Customer Inquiry.

Notes Displays all notes recorded on this customer.

Rental Displays equipment rental information used by the Equipment Rental module, including the rental history such as the account opening date, last rental date, highest balance date and highest balance. Information also includes rental, cost and gross margin percentage for month-to-date, year-to-date, and prior year.

This is an optional, add-on module.

User-Defined The data that appears on the User-Defined view of Customer Inquiry comes from the User-Defined view of Customer F/M (ARF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Customer F/M (ARF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

Technical Notes

Information displayed is accessed from the following files:

FILES USED - SMCNTL, ARCUST, AROPEN, ARLEDG, ARPAYS, ARTAXT, ARTRAN, ARSHIP, ARTAXT, ARCALX, ARPHOX, ARLEDG, SORDER, SOCSTX, ARPDO, ARPDTR, ARNOTE, SREQPT, ICMAS, APVEND, SRMODL

FILES UPDATED - ARNOTE

01-Specialty Distributors, Inc., AR Customer Inquiry - Alpha Order (ARI610)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name
CASH	ZZZZZCASH		00000	CASH
CENTRAL GA	C107		30302	Central Georgia Materials Co.
CENTRAL VA	C112		30092	Central Valley Water Company

Codes Contacts **General** Ledgercards Open Docs Options

Customer	C112	Alpha	CENTRAL VA
Cust Name	Central Valley Water Company	Cust Class	RET Retail Customers
Address 1	9833 Beaver Ruin Road	Price Class	RET Retail Customers
Address 2		Price Level	0
Address 3	Norcross, GA 30092	Commission	No Priority
Credit Limit	10000.00	Inv Discount	.00 %
Current Balance	5843.63	Ship Via	UPS
		UPS Zone	2C

Exit

Enter beginning alpha to go to

AR Customer Inquiry (ARI610)

Help

01-Demo Company AR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Zip Code	Name	City, State
AUTOMATION	C131	75332	Automation Systems Supply Co.	Dallas, TX
BARNES MAC	C104	30302	Barnes Machinery & Equipment	Atlanta, GA
BIKES FOR	C132	30345	Bikes for Tykes	Atlanta, GA

Go To Filters Off Sync Off

<- Codes Contacts Equipment **General** ->

Customer	C131	Alpha	AUTOMATION
Cust Name	Automation Systems Supply Co.	Cust Class	WSL Wholesale
Address 1	234 LBJ Freeway	Price Class	WSL Wholesale
Address 2	2 Bldg # 4	Price Level	3
Address 3	3 Dallas, TX 75332	Commission	No Priority
Credit Limit	15000.00	Inv Discount	.00 %
Current Balance	12611.46	Ship Via	FED EX P2
		UPS Zone	B

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End First Line

AR Customer Inquiry - Customer Order (ARI610)

Options View Sort By

Go To Starts with

Customer	Name	City, State	Zip Code
C105	Dallas Furniture Mart	Fort Worth, TX	75543
C106	Maloney's Metal Products Co.	Dallas, TX	75223
C107	Central Georgia Materials Co.	Douglasville, GA	30302
C108	Sims Hardware	Dallas, TX	75245

General Payment Contacts Aging Sales Codes

Payment History

	Total # Invoices Paid	Average Days To Pay Past Due Date	Last Sale Date	Last Payment Date	Grace Period
Last 01 Periods	15	-6	09/27/1997	09/21/1997	0
Last 02 Periods	22	-5			
Last 03 Periods	29	-6			

Sync Exit

Enter beginning customer to go to

AR Customer Inquiry (ARI610)

Help

01-Demo Company AR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Zip Code	Name	City, State
AUTOMATION	C131	75332	Automation Systems Supply Co.	Dallas, TX
BARNES MAC	C104	30302	Barnes Machinery & Equipment	Atlanta, GA
BIKES FOR	C132	30345	Bikes for Tykes	Atlanta, GA

Go To Filters Off Sync Off

Options Orders Paid Doc History Payment

Payment History

	Total # Invoices Paid	Average Days To Pay Past Due Date	Last Sale Date	Last Payment Date	Grace Period
Last 03 Periods	32	-10	09/27/2002	09/07/2002	0
Last 06 Periods	45	-5			
Last 12 Periods	73	1			

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

AR Customer Inquiry - Customer Order (ARI610)

Options View Sort By Help

Go To Starts with

Customer	Name	City, State	Zip Code
ROX	Roxanne		
bb2	Another BB customer	Atlanta, GA	30303
C100	Southeastern Industrial Supply	Atlanta, GA	30244-18

Aging Codes **Contacts** General Ledgercards Open Docs

Contact 1 James Dawg Phone 770-8929623
 E-mail idawg@aol.com
Contact 2 John Schroedor Phone 404-332-9987 FAX#
 E-mail johnboy@att.net
 Web Site www.homedepot.com
 Message Excellent Customer

Exit

Enter beginning customer to go to

AR Customer Inquiry (ARI610)

Help

01-Demo Company AR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Zip Code	Name	City, State
CENTRAL VA	C112	30092	Central Valley Water Company	Norcross, GA
COWBOY WOR	C111	75012	Cowboy World	San Antonio, T
DALLAS FUR	C105	75543	Dallas Furniture Mart	Fort Worth, TX

Go To Filters Off Sync Off

<- **Contacts** Equipment General Ledgercards ->

Contact 1 Tim McCoy Phone 214-890-9832
 E-mail
Contact 2 Phone
 E-mail
 Web Site
 Message

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AR Customer Inquiry - Customer Order (ARI610)

Options View Sort By Export Print Help

Go To Starts with

Customer	Name	Notes	City, State	Zip
C119	Bradley Manufacturing Co.		Atlanta, GA	30
C120	Porsche Pieces, Inc.		Atlanta, GA	30
C121	Flags, Flags, Flags, Inc.		Dallas, TX	75

Aging Open Docs Notes Check History Codes Contacts

Aging as of 01/29/03

Total:	8745.82	Open Docs:	1770.52
Disputed:	.00		
CURRENT	1-30	31-60	61-90
.00	.00	.00	.00
Disputed:	.00	.00	.00
Over Credit Limit of:	10000.00		

Exit

Enter beginning customer to go to

AR Customer Inquiry (ARI610)

Help

01-Specialty Distributors, InAR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Notes	Zip Code	Name	City, St
AUTOMATION	C131		75332	Automation Systems Supply Co.	Dallas,
Another BB	bb2		30303	Another BB customer	Atlanta,
B & B's Re	B & B's		30303	B & B's Retail Shoppe	Alpharet

Go To Filters Off Sync Off

Aging Check History Codes Contacts ->

Aging as of 01/22/03

Total:	12611.46			
Disputed:	.00			
CURRENT	1-30	31-60	61-90	OVER 90
.00	.00	.00	.00	12611.46
Disputed:	.00	.00	.00	.00

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu |.....
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AR Customer Inquiry - Alpha Order (ARI610)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name	
CENTRAL GA	C107		30302	Central Georgia Materials Co.	D
CENTRAL VA	C112		30092	Central Valley Water Company	N
COWBOY WOR	C111		75012	Cowboy World	S

Options Orders Paid Doc History Payment Sales Ship-To

Account Opened 10/03/1995 Highest Balance 3548.45
 Last Sale 09/30/2000 Occurred on 09/14/2000

	Month-to-Date	Year-to-Date	Prior Year
Sales:	2233.50	15380.60	18252.68
Cost:	1356.85	9303.57	11018.37
G.M.%:	39.25%	39.51%	39.63%

Exit

Enter beginning alpha to go to

AR Customer Inquiry (ARI610)

Help

01-Demo Company AR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Zip Code	Name	City, State
DALLAS FUR	C105	75543	Dallas Furniture Mart	Fort Worth, TX
DELUXE EQU	C101	30301	Deluxe Equipemnt Warehouse	Douglasville,
DISCOUNT I	C125	30343	Discount Industrial Warehouse	Atlanta, GA

Go To Filters Off Sync Off

<- Paid Doc History Payment Sales Ship-To

Account Opened 06/30/1997 Highest Balance 16793.00
 Last Sale 09/30/2002 Occurred on 03/02/2002

	Month-to-Date	Year-to-Date	Prior Year
Sales:	12812.15	72757.09	63715.30
Cost:	8196.38	46102.41	40872.79
G.M.%:	36.03%	36.64%	35.85%

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AR Customer Inquiry - Alpha Order (ARI610)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name
CASH	ZZZZZZCASH		00000	CASH
CENTRAL GA	C107		30302	Central Georgia Materials Co. D
CENTRAL VA	C112		30092	Central Valley Water Company N

Check History Codes Contacts General Ledgercards Open Docs

Customer Class RET Retail Customers Geography Code
 Sisp/Terr 30 Sally Furness Statement Code 0
 Terms Code 20 Net 20
 Branch 01 Atlanta Branch
 GL Posting Table 001 Posting Table 001
 Tax Rate H Tax Exempt#
 Tax Code GA GEORGIA

Exit

Enter beginning alpha to go to

AR Customer Inquiry (ARI610)

Help

01-Demo Company AR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Zip Code	Name	City, State
CENTRAL VA	C112	30092	Central Valley Water Company	Norcross, GA
COWBOY WOR	C111	75012	Cowboy World	San Antonio, TX
DALLAS FUR	C105	75543	Dallas Furniture Mart	Fort Worth, TX

Go To Filters Off Sync Off

<- Codes Contacts Equipment General ->

Customer Class WSL Wholesale Customer Geography Code
 Sisp/Terr 40 Daniel Simmons Statement Code 0
 Terms Code 30 Net 30
 Branch 02 Dallas Branch
 GL Posting Table 001 Posting Table 001
 Tax Rate X Tax Exempt # 102389710234
 Tax Code NOTAX

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AR Customer Inquiry - Alpha Order (ARI610)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name
CASH	ZZZZZCASH		00000	CASH
CENTRAL GA	C107		30302	Central Georgia Materials Co.
CENTRAL VA	C112		30092	Central Valley Water Company

Codes Contacts General Ledgercards Open Docs Options

Payments **No** PO Required **No**
 Ledgercards **No** Allow Backorder **Yes**
 Past Sales **No** Receive Dun Letters **Yes**
 Past Invoices **No** Credit Check **Require password**
 Credit Check Days **None**

Exit

Enter beginning alpha to go to

AR Customer Inquiry (ARI610)

Help

01-Demo Company AR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Zip Code	Name	City, State
AUTOMATION	C131	75332	Automation Systems Supply Co.	Dallas, TX
BARNES MAC	C104	30302	Barnes Machinery & Equipment	Atlanta, GA
BIKES FOR	C132	30345	Bikes for Tykes	Atlanta, GA

Go To Filters Off Sync Off

General Ledgercards Open Docs Options

Payments Yes PO Required No
 Ledgercards No Allow Backorder Yes
 Past Sales Yes Receive Dun Letters No
 Past Invoices Yes Credit Check Place document on hold

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu |.....
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End First Line

01-Specialty Distributors, Inc., AR Customer Inquiry - Alpha Order (AR1610)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name	
CENTRAL GA	C107		30302	Central Georgia Materials Co.	D
CENTRAL VA	C112		30092	Central Valley Water Company	N
COWBOY WOR	C111		75012	Cowboy World	S

Payment History

	Total # Invoices Paid	Average Days To Pay Past Due Date	Last Sale Date	Last Payment Date	Grace Period
Last 03 Periods	0	0	09/30/2000	09/12/2000	0
Last 06 Periods	0	0			
Last 12 Periods	0	0			

Enter beginning alpha to go to

AR Customer Inquiry (AR1610)

Help

01-Specialty Distributors, InAR Customer Inquiry - Alpha Order AR1610

Alpha	Customer	Notes	Zip Code	Name	City, St
B & B's Wa	B&B's		30010-5566	B & B's Watering Hole	Clearwat
BARNES MAC	C104		30302	Barnes Machinery & Equipment	Atlanta,
BARRINGTON	8		14115	BARRINGTON FARMS	GASPORT,

Go To Filters Off
Sync Off

Payment History

	Total # Invoices Paid	Average Days To Pay Past Due Date	Last Sale Date	Last Payment Date	Grace Period
Last 03 Periods	32	-10	10/15/2000	09/07/2000	0
Last 06 Periods	45	-5			
Last 12 Periods	73	1			

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AR Customer Inquiry - Alpha Order (AR1610)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name	
CENTRAL GA	C107		30302	Central Georgia Materials Co.	D
CENTRAL VA	C112		30092	Central Valley Water Company	N
COWBOY WOR	C111		75012	Cowboy World	S

Contacts General Ledgercards Open Docs Options Orders

Doc#	T	E	F	S	Date	WH	Ship	Name	Sls	Reference#
001959	O	W			06/02/2000	01	SAME	Not on file	40	
002610	O	W			07/16/2001	02	S111	Cowboy World	40	1

Start From Document

Enter beginning alpha to go to

AR Customer Inquiry (AR1610)

Help

01-Specialty Distributors, InAR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Notes	Zip Code	Name	City, St
AUTOMATION	C131		75332	Automation Systems Supply Co.	Dallas,
Another BB	bb2		30303	Another BB customer	Atlanta,
B & B's Re	B & B's		30303	B & B's Retail Shoppe	Alpharet

Go To Filters Off Sync Off

<- Ledgercards Open Docs Options Orders ->

Doc#	T	S	P	SC	Date	WH	Ship	Name	Sls	Reference#
003156	O	*			06/07/2002	01	SAME	Not on file	40	

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F3-View, F4-End, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc.. AR Customer Inquiry - Alpha Order (ARIG10)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name
CASH	ZZZZZZCASH		00000	CASH
CENTRAL GA	C107		30302	Central Georgia Materials Co. D
CENTRAL VA	C112		30092	Central Valley Water Company N

Codes Contacts General Ledgercards Open Docs Options

Document	T	D	Due	Original	Current	Entered	Period	S
001698-0	IN		10/18/2000	1421.89	1421.89	09/28/2000	2000/09	
001737-0	IN		10/18/2000	2408.90	2408.90	09/28/2000	2000/09	
001773-0	IN		10/18/2000	1553.02	1553.02	09/28/2000	2000/09	
RC0087-0	RC		10/03/2000	459.82	459.82	10/03/2000	2000/10	

Start From

View Invoice AR Detail Exit

Enter beginning alpha to go to

AR Customer Inquiry (ARIG10)

Help

01-Specialty Distributors, InAR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Notes	Zip Code	Name	City, St
AUTOMATION	C131		75332	Automation Systems Supply Co.	Dallas,
Another BB	bb2		30303	Another BB customer	Atlanta,
B & B's Re	B & B's		30303	B & B's Retail Shoppe	Alpharet

Go To Filters Off Sync Off

<- Contacts General Ledgercards Open Docs ->

Document	T	D	Due	Original	Current	Entered	Period	Ship-To
001536-0	IN		09/30/2000	1075.90	1075.90	08/08/2000	08/2000	SAME
001571-0	IN		09/30/2000	1337.77	1337.77	08/17/2000	08/2000	SAME
001602-0	IN		09/30/2000	1490.47	1490.47	08/24/2000	08/2000	SAME
001632-0	IN		09/30/2000	1267.12	1267.12	08/31/2000	08/2000	SAME
001652-0	IN		10/30/2000	1686.25	1686.25	09/29/2000	09/2000	SAME
001695-0	IN		09/30/2000	533.70	533.70	09/28/2000	09/2000	SAME
001708-0	IN		09/30/2000	1444.95	1444.95	09/28/2000	09/2000	SAME
001736-0	IN		09/30/2000	911.10	911.10	09/28/2000	09/2000	SAME

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F3-View, F4-End, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AP Vendor Inquiry - Vendor # Order (API610)

Options View Sort By Export Print Help

Go To Starts with

Vendor	Vendor Name	City, State	Alpha
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL

Activity Codes Contacts General **Ledgercards** Open Docs

Date	Debit	Credit	Balance	Transaction	Doc
03/10/2003		632.00	10129028.40	Check Register	
03/07/2003		20.00	10128396.40	Doc Entry Reg	23452342
03/07/2003		50.00	10128376.40	Doc Entry Reg	345242
02/17/2003		882.25	10128326.40	Doc Entry Reg	
02/17/2003		1.00	10127444.15	Doc Entry Reg	435234
02/13/2003		1000.00	10127443.15	Doc Entry Reg	1456
02/07/2003		4555.06	10126443.15	Doc Entry Reg	124566

Start From View Doc Exit

Enter characters vendor # must start with

Vendor Inquiry (API610)

Help

01-Specialty Distributors, InAP Vendor Inquiry - Vendor # Order API610

Vendor	Vendor Name	City, State	Alpha	Cont
U100	General Industrial Mfg.....+	Atlanta, GA	GENERAL	IN ROGE
U101	Industrial Supply Distributors	Atlanta, GA	INDUSTRIAL	Jon
U102	S.E. Industrial Prod. & Equip.	Atlanta, GA	S.E. INDUS	Jerr

Go To Starts With Filters Off Sync Off

<- Codes Contacts General **Ledgercards** ->

Date	Debit	Credit	Balance	Transaction	Doc #	Reg
03/10/2003		632.00	10129028.40	Check Register	17	036
03/07/2003		20.00	10128396.40	Doc Entry Reg	2345234234	154
03/07/2003		50.00	10128376.40	Doc Entry Reg	34524234	154
02/17/2003		882.25	10128326.40	Doc Entry Reg	12	154
02/17/2003		1.00	10127444.15	Doc Entry Reg	43523453	154
02/13/2003		1000.00	10127443.15	Doc Entry Reg	145645	154
02/07/2003		4555.06	10126443.15	Doc Entry Reg	12456677	154
02/07/2003		327.71	10121888.09	Doc Entry Reg	SDFASDL	154

Enter beginning: Newest to Oldest, Oldest to Newest
 CR-View Doc, F1-Reload, F3-Header, F4-End
 Arrows: Up=Prev, Down=Next, Left/Right=Scroll, PgUp, PgDn, Home, End First Line

01-Specialty Distributors, Inc., AR Customer Inquiry - Alpha Order (ARI610)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name
CENTRAL GA	C107		30302	Central Georgia Materials Co.
CENTRAL VA	C112		30092	Central Valley Water Company
COWBOY WOR	C111		75012	Cowboy World

General Ledgercards Open Docs Options Orders Paid Doc History

Document	Reference#	Ship-To	Orig Amt	Orig Disc	Entr Pd	Re...	Rmv
001522-0		SAME	614.27	.00	2000/08	0531	0
001623-0		SAME	67.84	.00	2000/08	0534	0
001640-0		SAME	592.75	.00	2000/08	0534	0

Start From Document

View Invoice AR Detail Exit

Enter beginning alpha to go to

AR Customer Inquiry (ARI610)

Help

01-Demo Company AR Customer Inquiry - Alpha Order ARI610

Alpha	Customer	Zip Code	Name	City, State
AUTOMATION	C131	75332	Automation Systems Supply Co.	Dallas, TX
BARNES MAC	C104	30302	Barnes Machinery & Equipment	Atlanta, GA
BIKES FOR	C132	30345	Bikes for Tykes	Atlanta, GA

Go To Filters Off Sync Off

Options Orders Paid Doc History Payment

Document	Reference#	Ship-To	Orig Amt	Orig Disc	Entr Pd	Reg#	Rmv1	Reg
001531-0		SAME	763.05	7.34	09/2012	0531	0036	
001567-0		SAME	739.18	7.11	09/2012	0532	0036	
001586-0		SAME	768.14	7.39	09/2012	0533	0036	
001609-0		SAME	1122.89	10.80	09/2012	0533	0036	
001627-0		SAME	913.64	8.79	09/2012	0534	0036	

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F3-View, F4-End, F10-Menu
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End

01-Specialty Distributors, Inc., AR Customer Inquiry - Alpha Order (AR1610)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name	
CENTRAL GA	C107		30302	Central Georgia Materials Co.	D
CENTRAL VA	C112		30092	Central Valley Water Company	N
COWBOY WOR	C111		75012	Cowboy World	S

Orders Paid Doc History Payment Sales **Ship-To** Notes

Ship-To	Name	Contact	Phone
S111	Cowboy World	Bob Grayson	214-788-4471
SS111	Cowboy World	Bob Grayson	214-788-4471

Start From # Pg Back Forward

Line Detail Exit

Enter beginning alpha to go to

AR Customer Inquiry (AR1610)

Help

01-Demo Company AR Customer Inquiry - Alpha Order **AR1610**

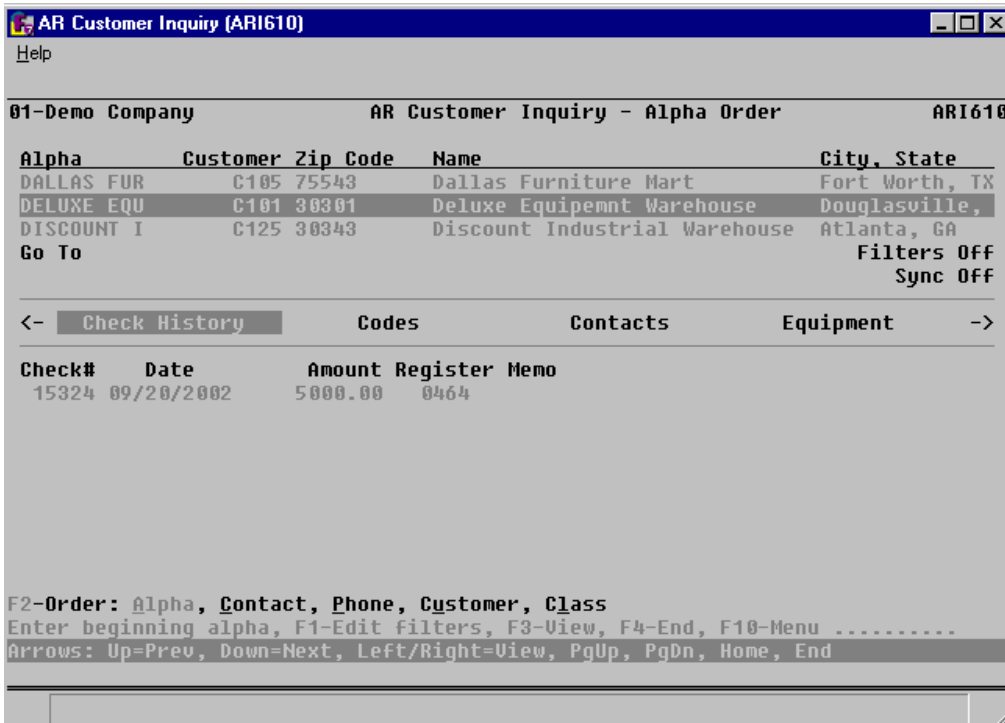
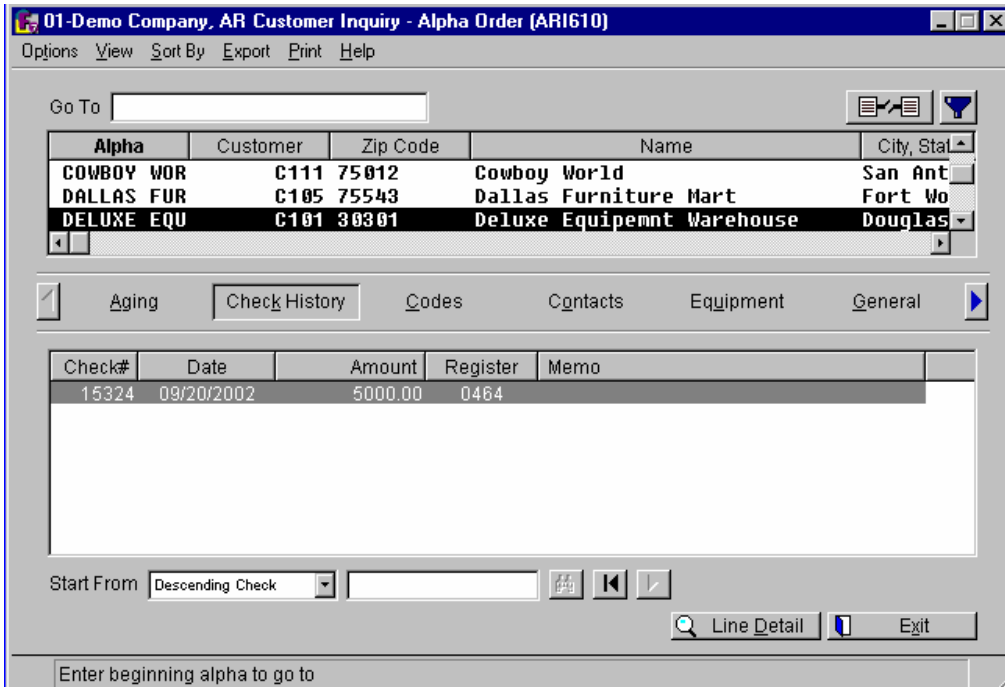
Alpha	Customer	Zip Code	Name	City, State
DALLAS FUR	C105	75543	Dallas Furniture Mart	Fort Worth, TX
DELUXE EQU	C101	30301	Deluxe Equipemnt Warehouse	Douglasville,
DISCOUNT I	C125	30343	Discount Industrial Warehouse	Atlanta, GA

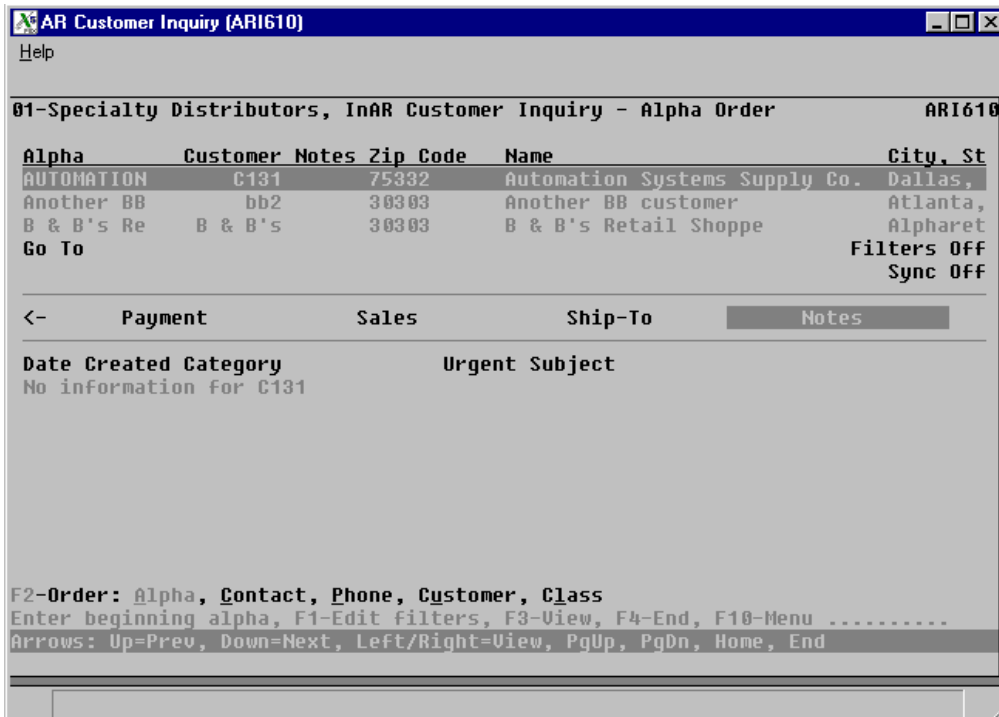
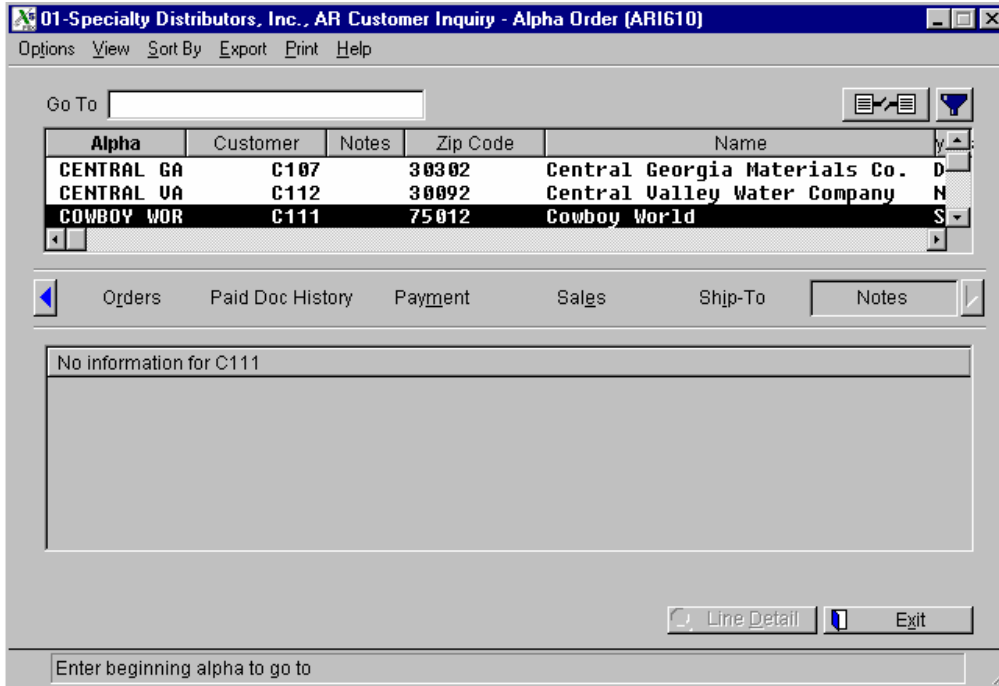
Go To Filters Off
Sync Off

<- Paid Doc History Payment Sales **Ship-To**

Ship-To	Name	Contact	Phone	E
S101	Deluxe Equipment Warehouse	Chris Roberts	404-991-9844	

F2-Order: Alpha, Contact, Phone, Customer, Class
 Enter beginning alpha, F1-Edit filters, F3-View, F4-End, F10-Menu |.....
 Arrows: Up=Prev, Down=Next, Left/Right=View, PgUp, PgDn, Home, End





01-7.4 Development, AR Customer Inquiry - Alpha Order (ARIG10)

Options View Sort By Export Print Help

Go To

Alpha	Customer	Notes	Zip Code	Name
AUTOMATION	C131		75332	Automation Systems Supply Co. D
BARNES MAC	C104		30302	Barnes Machinery & Equipment A
BIKES FOR	C132		30345	Bikes for Tykes A

Payment 1 Sales 2 Ship-To Notes 3 RM Contacts Z-User Def

Association
Last Credit Letter
No. of Locations
Favorite Color
Class Info

Exit

Enter beginning alpha to go to

Vendor Inquiry (APIG10)

Help

01-7.4 Development AP Vendor Inquiry - Alpha Order API610

Alpha	Vendor	Vendor Name	City, State	Vend
ATLANTA CR	V113	Atlanta Crane & Hoists	Doraville, GA	
ATLANTA GA	V111	Atlanta Gas Company	Atlanta, GA	
D'ANCONIA	V117	D'Anconia Copper and Electric	Stone Mountain, GA	

Go To Filters Off Sync Off

<- Payment Hist Notes RM Contacts Z-User Def

F2-Order: Alpha, Contact, Vendor #
Enter beginning alpha, F1-Edit filters, F4-End, F10-Menu |.....
Up=Prv,Down=Nxt,Lft/Rght=View,Ctl-Lft/Rght=Cols,PgUp,PgDn,Home,End First Line

How to view customer information

1. Open the Customer Inquiry program. You can access this program by selecting Accounts Receivable→Inquiries→Customer Inquiry.
2. Enter the customer for which you want to view information.

Select whether to sort customer records by alpha lookup, customer number, contact, phone number or customer class. Select a sort order by choosing Sort by from the menu bar.

Select filters if you want to limit the number of records in the inquiry browser. You can also choose Options-->Filter Values.

Use the up and down arrow keys or the Page Down and Page Up keys to scroll through the displayed list of vendors. (You can also use the vertical scroll bar.)

3. Select a view.

Choose a view from the View menu option or select a view from the view bar.

View descriptions

General Displays general customer information: customer's price class, customer's price level, commission %, off-invoice discount, ship via, UPS zone.

Payments Displays payment history including last payment date and grace period. Information also includes total number of invoices or dollars paid and the average days to pay past date for the three accumulation periods determined by the payment history control record.

Contacts Displays phone numbers, contacts, email addresses, customer company website, and any message entered about the customer (on the Customer F/M Invoicing screen).

Aging Displays aging information as of the current date for balances due and disputed document balances for the selected customer.

Over Credit Limit Details

If a customer is over their credit limit, defined as the sum of the customer's open receivables minus any disputed invoices excluded from the credit check plus their open documents is greater than the credit limit set in Customer F/M, an additional line displays on the AR Customer Inquiry Aging View indicating this and showing what the credit limit is. The open documents total also displays on this view.

Sales Displays the sales history including the account opening date, last sale date, highest balance date and highest balance. Information also includes sales, cost and gross margin percentage for month-to-date, year-to-date, and prior year.

Codes Displays code information including customer class, salesperson/territory, terms code, tax code, tax rate, tax exempt number, geography code, general ledger posting table, statement code and branch.

Options Shows how the following options are set for this customer: store payment history, store ledgercards, send dunning letters, require PO number, allow backorders, store SO past sales, store past invoices, credit check option and credit check days.

Orders Displays any open orders, invoices, counter sales and credit memos that are still in the SO system (not posted to AR). Each document number is displayed along with the type (O-open work order, B-backorder, I-invoice, C-credit memo, S-counter sale), status (E-work order entered, not printed, W-work order printed, C-confirmed invoice, I-invoice printed, R-invoice released, D-deleted sales order, V-void invoice), date, warehouse, ship-to number, name, salesperson, reference number and the document total.

Open Documents Displays the open documents for the customer including the document number, type, ship-to number, register number, entry period, date entered, due date, the original amount and the current amount. If the open document was created from SO, the SO document number that the open document applies to is also displayed. Search open documents by document order and by reference number order. The view defaults to document number order. Changing document search order: Click on the Reference# column header to resort open documents by reference number. You may need to use the horizontal scroll bar to get to this column. Click on the Document column header to resort by document. (You can also click on any other column header to resort open documents.) Getting more information on an open document: In the view area, select the line and choose the Line Detail button or double click the line in the browser. Detail information on an open consists of the following: document number, disputed document indicator and memo, type, branch (if used), register, memo, entry date, period, due date, discount due date, original amount and discount, current amount and discount. Also displayed are the transactions which have taken place against the document including date, period, register number, payment, discount adjustment and memo.

Ledgercards Displays all ledgercard information for the selected customer. The inquiry lists ledgercards from newest to oldest by default. To view ledgercards oldest to newest: Click on the Date column header. (You can also click on any other column header to resort ledgercards.) In either order, select the beginning date to view. Information displayed includes entry date, debit amount, credit amount, balance, transaction (register) type, document number and register number of each ledgercard on file for this customer. Select the **View Doc**

button (GUI Users) at the bottom of the screen to display additional document detail information. CUI Users: Press Enter to select the View Doc option.

Paid Doc History Displays paid document history. Information displayed includes; document number, reference number, ship-to number, original amount, original discount amount, entry period, entry register number and removal register number.

The documents initially appear in document number order. Changing document search order: Click on the Reference# column header to resort open documents by reference number. You may need to use the horizontal scroll bar to get to this column. Click on the Document column header to resort by document. (You can also click on any other column header to resort open documents.) Getting more information on a paid document: In the view area, select the Line Detail button or double click the line in the browser. Detail information on transactions that have taken place against the document is displayed including date, period, register number, payment, discount amount, adjustment amount and memo. Enter another document number to detail or press Enter (CR) to detail the customer's next document.

Ship-to Displays ship-to information, which includes the ship-to number, name, contact 1 and phone number. Getting more information on ship-to: In the view area, select the line and choose the Line Detail button or double click the line in the browser. Detail of a ship-to includes the following: ship-to number, name, address 1-3, phone 1-2, contact 1-2, salesperson/territory code and name, ship via, UPS zone, route, tax code and tax rate.

Check History Displays accounts receivable document information by check number. The number of periods check history is kept is dependent on the Check History setting on in AR Static F/M.

The Check History view displays check numbers for the highlighted customer along with the check date, check amount, and check memo. You can sort the information by descending check number, ascending check number, or by check date (newest to oldest), with descending check number being the default sort order. Since duplicate check numbers can appear, lines appear first in check number order then date order or by date order then descending check number order depending on the sort order selected.

You can also select the Line Detail button to access Check History - Line Detail window on each check line to display the payments and transactions made under that check entry. Lines are displayed in document and document continuation order. For payments on an invoice, the document number is the invoice number. In AR, the OA number preceded by "OA" acts as the document number. Miscellaneous cash lines are displayed with "

MISC CSH" as the document number.

From the Check History - Line Detail window, if the highlighted document has not been deleted (through Document Removal Register or End of Period Update), indicated with a "Delet" status, you can click the Doc Detail button to

see the AR transactions for that document or the SO Doc Inq button to displays the Past Invoice window of SO Doc Inquiry. With regard to the AR transaction option, if the line has an “Open” status, the AR transactions display from the AROPEN/ARTRAN tables (as seen in the line detail window of the Open Docs view of AR Customer Inquiry). If the line has a “Past” status, the AR transactions display from the ARPDOC/ARPDTR tables (as seen in the line detail window of Paid Doc History view). This option is not be available for OA or misc cash lines. You only have the option to pull up SO Doc Inquiry if the document highlighted was created in SO rather than in AR Invoice Entry.

Document Processing Notes

In the Cash Receipts and Adjustment Entry program, enter check header information, such as check number and check amount for a specific customer. You can enter transactions on existing AROPEN records, create miscellaneous cash entries, or create on-account entries. The Cash Receipts and Adjustment Register will create records in the new check history files, ARCHKH and ARCHKL. If duplicate check numbers are entered, they are treated as separate check entries and new records are created. The new records are available from these files in the Check History view of AR Customer Inquiry.

Equipment Displays equipment information used by the Service and Repair module. This is an optional, add-on module.

Rental Displays equipment information used by the Equipment Rental module. This is an optional, add-on module.

Notes Displays all notes recorded on this customer.

User-Defined The data that appears on the User-Defined view of Customer Inquiry comes from the User-Defined view of Customer F/M (ARF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Customer F/M (ARF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).

Document Inquiry (ARI620)

Function

This program allows the user to display all pertinent information about any document in the open documents file.

Inquiry information may be displayed in document number order or in customer order. Information includes document number, type, register number, branch, memo, entry date and period, due date, discount due date, original amount and discount amount, current amount and discount amount, customer number, name, city, state and zip, ship-to number, name, city, state and zip, and all transaction information. The detailed transaction information includes transaction date, period, register number, payment amount, discount amount, adjustment amount and memo.

User Inputs

The following inputs are involved in displaying Document Inquiry information:

1. Enter document number

Enter the document number to be displayed. Only valid, open document numbers are accepted. CR defaults to the next document in numerical order. F2 brings up the next document for the currently displayed customer.

Technical Notes

The program obtains transaction information against the document from the transaction file (ARTRAN).

FILES USED - SMCNTL, ARCO PX, ARO PEN, ARTRAN, ARCU ST, ARSHIP

FILES UPDATED - NONE

Document Inquiry (ARI620)

Help

01-Specialty Distributors, I DOCUMENT INQUIRY ARI620
CP=10/00 OCT

DOCUMENT 001787 TYPE IN REG# 0550 BRANCH 01 MEMO 2389-4256L
SO DOC 001583
ENTRY DATE 09/28/00 PERIOD 09/00 ORIGINAL CURRENT
DUE DATE 10/28/00 AMOUNT 793.99 593.99
DISC DUE DATE 10/08/00 DISCOUNT 15.27 15.27

CUSTOMER C132 SHIP-TO SAME
Bikes for Tykes
Atlanta, GA 30345

SQ	DATE	PERIOD	REG#	PAYMENT	DISCOUNT	ADJUSTMENT	MEMO
1	10/28/00	09/00	0558	-200.00	.00	.00	APPL'D FROM DSR 0558

ENTER DOCUMENT #, CR-NEXT, F2-CUSTOMER'S NEXT, F4-END

Customer's Next

CHAPTER 8

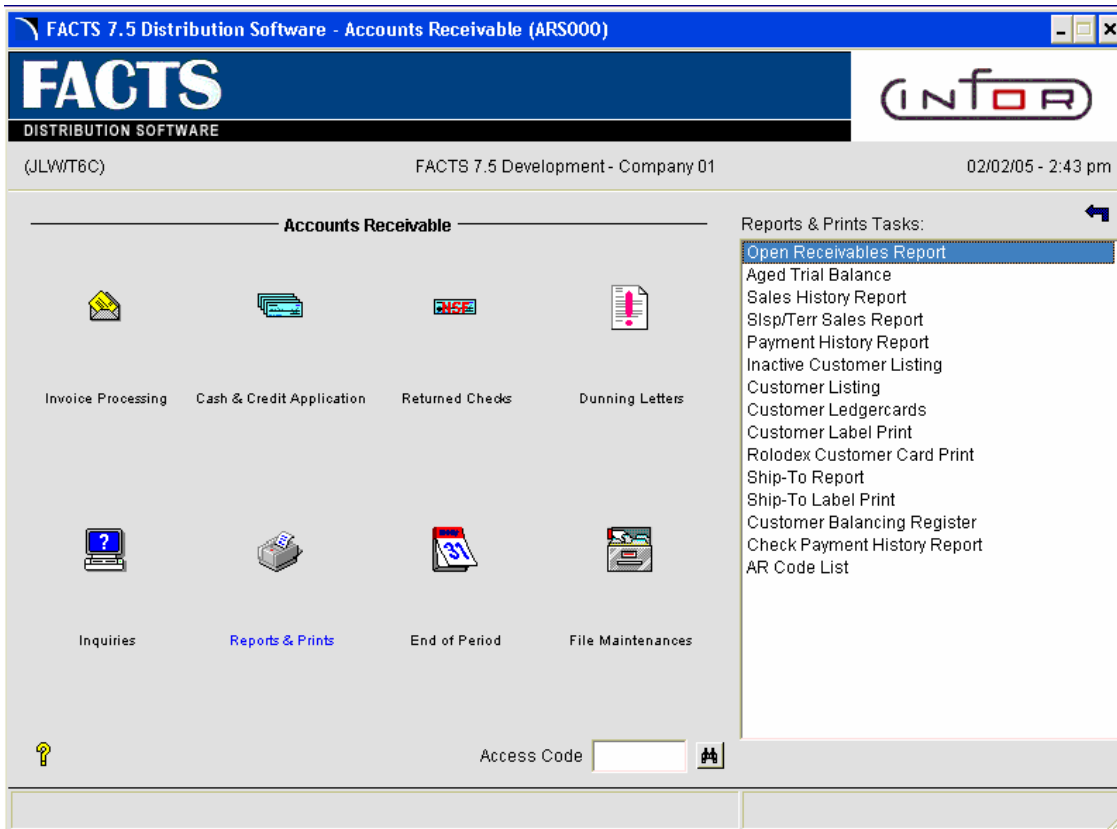
Reports & Prints

All Accounts Receivable reports have the option of printing in customer number, alphabetic, salesperson/territory or customer class order. In addition to the order, the user may choose the range to print. For example, if the order chosen is customer number, the beginning and ending customer number is asked for.

1. The Open Receivables Report prints a list of open documents, zero balance documents or both. The options are to print in summary (customer and their balance), detail (customer and information on each invoice for the customer), or detail with transactions (customer and invoice and all transactions against that invoice). Branches may also be selected.
2. The Aged Trial Balance prints a report of all open documents in aging columns as of a specified aging date. (Aging columns are determined by the user.) The report may be printed in summary (customer and balance), detail (customer and information on each invoice due by the customer), and detail with transactions (customer and invoice and all transactions against that invoice). Branches may also be selected.
3. The Sales History Report prints various sales history and/or gross margin information from the customer's history. The user may select MTD, YTD and/or PYR information and determine a minimum to print. Branches may also be selected.
4. The Salesperson/Territory Sales Report prints various sales history and/or gross margin information from the salesperson/territory's history. The user may select MTD, YTD and/or PYR information and determine a minimum to print. Branches may also be selected.
5. The Payment History Report prints various payment history information from the customers' payment history in three accumulation periods. Branches may also be selected.
6. The Inactive Customer Listing prints a list of all customers who have been inactive as of a date that you specify. Sales history figures may be included in the report. This report will not update any files but may be

useful in allowing the user to delete inactive customers. Branches may also be selected.

7. The Customer Listing prints a report of general information, code information or sales information on the customers. The customer's address, phone number, contact information and/or message may print on either report. In addition to the standard sort order choice, the user may select a beginning and ending code to print (terms code, tax code, GL posting tables, geography code, statement code). Branches may also be selected.
8. The Customer Ledgercards Report prints a list of the transaction types chosen which have affected the customer's balance. Branches may also be selected.
9. The Label Print program prints up to 99 labels per customer and may be sorted by zip code. The user may choose to print for active or inactive customers and branches may also be selected.
10. The Rolodex Customer Card Print program prints up to 99 cards per customer and may be sorted alphabetically. The user may choose to print for active or inactive customers and branches may also be selected.
11. The Ship-To Report prints customers and all their different ship-to addresses. (The billing address is not included.) Temporary ship-to's may be printed and branches may also be selected.
12. The Ship-To Label Print program prints up to 99 labels per ship-to selected by the customer. Customer or contacts may be included.
13. The Customer Balancing Register is only run when the customer's balance does not agree with the open invoices for that customer (i.e., very unlikely - if there was a power failure in the middle of an update, etc.). The register prints all out-of-balance customers. The optional update will correct each customer's balance and the total AR balance.
14. The AR Code List prints a list of the various AR codes including customer classes, salespeople, regions, terms codes, tax codes, GL posting tables, adjustment codes, and customer price classes.



Open Receivables Report (ARR710)

Function

This program allows the user to print an Open Receivables Report from the information stored in the open documents file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Select the branch to print.
- Select the document type (on-account, invoices, service charge, credit memos and/or returned checks).
- Include all, open or zero balance documents.
- Print next period documents and transactions.
- Print summary, detail, or detail with transaction information.

Report information includes the following:

- Summary mode prints the indicator, *Over Credit Limit of [dollar value]*, when a customer is over their credit limit. The Over Credit Limit of [dollar value] indicator prints after or in the same position as the Returns Pending Credit indicator. The open documents balance also prints since it is included in the credit limit equation.
- Detail: All open documents for each customer. Printed information consists of document number, disputed invoice marker, over credit limit indicator, type, entry period, entry date, original amount, original discount amount, transaction total amount and current balance.
- Detail with transactions: Everything in the detail report plus the date, register number, payment amount, discount amount, and adjustment amount of each transaction of each document.

Returns Pending Credit prints underneath the customer's name if there are open customer returns documents for the customer listed on the report.

The total number of customers listed is also included along with customer and report totals.

User Inputs

The following inputs are involved in printing the Open Receivables Report:

1. Order

Select the order the report is to print (ref. 6).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

3. Ending Order Choice

Select the ending order choice to print (ref. 8).

4. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F2 defaults to ALL.

5. Document Types

Enter, side by side, whether to include **OA**-on account, **IN**-invoices, **SC**-service charges, **CM**-credit memos, and/or **RC**-returned check document types. CR defaults to ALL.

6. Balance

Enter whether to include **All** documents, **Only open** documents or **Zero balance** documents. CR defaults to ALL.

7. Next Period

Enter **Y** or **N** to indicate whether next period documents and transactions should be included. CR defaults to **Y**.

8. Credit Limit Check

Indicate whether to check if the customer is over their credit limit by entering **Y** at the Credit Limit Check prompt, or enter **N** to skip the credit limit check.

9. Scope

Enter whether to print **Summary**, **Detail** or detail with **Transaction information**. CR defaults to **S**.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCLCX), salesperson/territory (ARSLSX), or customer class (ARCLSX). The open documents file (AROPEN) is then checked for documents that meet all criteria entered. If transactions are included, the transactions file (ARTRAN) is checked.

FILES USED - SMCNTL, ARCUST, ARCALX, AROPEN, ARTRAN, ARCLSX, ARSLSX

FILES UPDATED - NONE

01-Specialty Distributors, Inc., Open Receivables Report (ARR710)

Template Print Options Help

Order Beginning
 Ending

Properties

Branch Atlanta Branch

Document Types

Balance

Next Period

Disputed Only

Scope

Template Printer

Open Receivables Report (ARR710)

Help

01-Specialty Distributors, Open Receivables Report ARR710

Order C Beginning First
Ending Last

— Properties —

Branch 01 Atlanta Branch

Document Types ALL

Balance A All Documents

Next Period Y

Disputed Only N

Scope S Summary

— Template — Printer —

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Aged Trial Balance (ARR715)

Function

This program allows the user to print an Aged Trial Balance from the information stored in the open documents file.

Templates that store “current period” (or similar values like “system date”) resolve to the “current period at the time the report is run” rather than what the “current period” was at the time the template was created. For example: If you save a template for the Aged Trial Balance Report and select “System Date” for the Cutoff Date input, when that template is selected to run again (either manually or via Job Stream) the current date is determined using the FACTS system date when the report is run not the date when the template was created.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Select branch to print.
- Select the aging date.
- Print next period documents and transactions.
- Print delinquents only.
- Print contact and phone information.
- Print year-to-date and prior year sales figures.
- Print summary, detail or detail with transaction information.

Report information includes the following:

- Summary: for each customer the customer number, name, last payment date, last sale date, customer balance and the total amount due in each aging column.

In Summary mode, the "Over Credit Limit of " indicator, the credit limit, and the customer balance and transactions prints on the Aged Trial Balance Report when a new customer is encountered. The open documents balance is also included. If the report is printing over credit limit only, this will be indicated at the top of the first page.

In Summary mode, the "Over Credit Limit of " indicator, the credit limit, and the customer balance and transactions prints on the Aged Trial Balance Report when a new customer is encountered. The open documents balance is also included. If the report is printing over credit limit only, this will be indicated at the top of the first page.

- Detail: all open documents for each customer. Printed information consists of document number, type, entry date, due date, current amount and amount in the appropriate aging column. Also included is a report total.
- Detail with transactions: everything in the detail report plus the original amount, transaction date, type and amount and customer total for all transactions.

Returns Pending Credit prints underneath the customer's name if there are open customer returns documents for the customer listed on the report.

The total number of customers listed is also included along with customer and report totals.

FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). To access the FACTS Report Formatter, select Custom Report Layout → Customize Report from the menu bar.

GUI/CUI Users: The FACTS Report Formatter is only available in Graphical mode. However, Character system users can access the Multiple Output option and custom templates and outputs that have been created by graphical users. However, if the template specifies an output that a character user cannot access, like Excel, the report will not run properly.

User Inputs

1. Order

Select the order the report is to print (ref. 6).

2. Over Credit Limit Only

Enter **Y** or **N** to indicate whether to run the report for only for customers that are over their credit limit.

3. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

4. Ending Order Choice

Select the ending order choice to print (ref. 8).

5. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

6. Aging date

Enter the date upon which aging will be based (ref. 4). CR defaults to the system date.

7. Next Period

Enter **Y** or **N** to indicate whether to include next period documents and transactions. CR defaults to **Y**.

8. Delinquents Only

Enter **Y** or **N** to indicate whether to include delinquents only on the report. CR defaults to **N**. If **N** is entered, skip input #8.

9. Days Delinquent

If **N** was entered in input #7 (delinquents only), this input is skipped. Enter the number of days past due a document must be to appear on this report (0-999). CR defaults to 0.

10. Info

Enter whether to include Contact information and/or Sales figures. CR defaults to **NONE**.

11. Disputed Only

Enter **Y** or **N** to indicate whether to run the report for disputed invoices only.

12. Credit Limit Check

Enter **Y** or **N** to indicate whether to check if the customer is over their credit limit. Enter **N** to skip the credit limit check.

13. Scope

Enter whether to print Summary, Detail or detail with Transaction information. CR defaults to **S**.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX), or customer class (ARCLSX). The open documents file (AROPEN) is then checked for documents that meet all criteria entered.

FILES USED - SMCNTL, ARCUST, ARCALX, AROPEN, ARTRAN, ARCLSX, ARSLSX

FILES UPDATED - NONE

01-FACTS 7.4 Maintenance, Aged Trial Balance (ARR715)

Help

Order **C - Customer Order** Beginning **First**
 Over Credit Limit Only Ending **Last**

Properties

Branch **01** **Atlanta Branch**
 Aging Date **System Date**
 Next Period
 Delinquents Only Days Delinquent **10** Credits
 Disputed Only
 Check Credit Limit
 Include **- None**
 Scope **S - Summary**

Template Printer Layout
 None WindX Laser Standard

OK
 Cancel

Select print order

Aged Trial Balance (ARR715)

Help

01-FACTS 7.4 Maintenance Aged Trial Balance ARR715

Order **C** Beginning First
 Over Credit Limit Only **N** Ending Last

— Properties —

Branch **01 Atlanta Branch**

Aging Date System Date

Next Period **Y**

Delinquents Only **N** Days Delinquent **10** Credits **Y**

Disputed Only **N** Check Credit Limit **N**

Include **Nothing**

Scope **S Summary**

— Template — — Printer — — Layout —
 None WindX Laser Standard

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Sales History Report (ARR720)

Function

This program allows the user to print customer sales history using the information stored in the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Select branch(es) to print.
- Print month-to-date, year-to-date or prior year figures.
- Print sales, cost, gross margin and/or gross margin percent (%).
- Select the cutoff to print.

The information for this report is stored in the customer file. The information is updated by the SO Daily Sales Register and AR Sales Register updates.

Report information includes the following: customer number and name, sales, cost, gross margin and/or gross margin percent (%) for month-to-date, year-to-date and prior year. Report totals are included for each of these figures. The total number of customers printed is also included.

User Inputs

The following inputs are involved in printing the Sales History Report:

1. Order

Select the order the report is to print (ref. 6).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

3. Ending Order Choice

Select the ending order choice to print (ref. 8).

4. Branch

Enter the branch to print. The entry must be a valid branch code. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

5. Time Period

Enter Month-to-date, Year-to-date and/or Prior year as figures to print. CR defaults to all.

6. Figures

Enter Sales, Cost, Gross margin and/or gross margin Percent (%) as figures to print. CR defaults to ALL.

7. Cutoff

Enter whether there is **No** cutoff or customers **Above** or **Below** a cutoff should be excluded. The cutoff is based on the first letter selected in the figures input #6. For example, if SCP were the figures entered then the cutoff could be based on an amount above or below a Sales figure. It is important that the user is aware that if no cutoff is selected, the report will include all sales figures for the selection being printed. For example, if customers are being printed and no cutoff is set, all zero balance customers (i.e., those never sold to) print on the report. CR defaults to N and skips to input #9.

8. Amount

If N was entered in input #7 this input is skipped. The basis of the cutoff is the first figure entered above and the type of cutoff that has been determined. The user now enters the cutoff amount. For example, if the figures chosen were SCP and the cutoff was set to **Below** and the amount was \$500, then customers with sales figures below \$500 (for the time period chosen) do not print.

Technical Notes

Printing proceeds by reading through the selected file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX) or customer class (ARCLSX). The customer file is then checked for customers that meet all criteria entered.

FILES USED - SMCNTL, ARCUST, ARCALX, ARCLSX, ARSLSX

FILES UPDATED - NONE

Sales History Report (ARR720)

Template Print Options

Order **C - Customer Order** Beginning
 Ending

Properties

Branch **Atlanta Branch**

Time Period **All**

Figures **All**

Cutoff

Amount

Template _____ Printer _____
 None Genicom Line Printer

Select Print Order

Sales History Report (ARR720)

Help

01-FACTS 7.5 Development Sales History Report ARR720

Order **C** Customer Beginning First
 Ending Last

— Properties —

Branch **01** Atlanta Branch

Time Period **MYP** All

Figures **SCGP** All

Cutoff **N**

Amount

— Template _____ — Printer _____
 None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

SlsP/Terr Sales Report (ARR725)

Function

This program allows the user to print a Salesperson/Territory Sales Report from the information stored in the salesperson/territory file.

The user has the option to:

- Select the print order - salesperson/territory or region.
- Select the beginning and ending order choice.
- Select branch to print.
- Print month-to-date, year-to-date or prior year figures.
- Print sales, cost, gross margin and/or gross margin percent (%).
- Select the cutoff to print.

The information for this report is stored in the salesperson/territory file. The information is updated by the SO Daily Sales Register and the AR Sales Register updates.

Report information includes the following: salesperson/territory, sales, cost, gross margin and/or gross margin percent (%) for month-to-date, year-to-date, and prior year. Report totals are included for each of these figures. The total number of salesperson/territories printed is also included.

User Inputs

The following inputs are involved in printing the Salesperson/Territory Report:

1. Order

Enter whether to print in Salesperson/territory or Region order. CR defaults to S.

2. Beginning Order Choice

Select the beginning order choice to print. CR defaults to FIRST.

3. Ending Order Choice

Select the ending order choice to print. CR defaults to LAST.

4. Branch

Enter the branch to print. The entry must be a valid branch code. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

5. Time Period

Enter Month-to-date, Year-to-date and/or Prior year as figures to print. CR defaults to ALL.

6. Figures

Enter Sales, Cost, Gross margin and/or gross margin Percent (%) as figures to print. CR defaults to all.

7. Cutoff

Enter whether there is **No** cutoff or customers **Above** or **Below** a cutoff should be excluded. The cutoff is based on the first letter selected in the figures input #6. For example, if SCP were the figures entered then the cutoff would be based on an amount above or below a **Sales** figure. It is important that the user is aware that if no cutoff is selected, the report will include all sales figures for the selection being printed. For example, if salesperson/territories are being printed and no cutoff is set, all zero balance salesperson/territories (i.e., those never having made a sale) print on the report. CR defaults to N.

8. Amount

The basis of the cutoff is the first figure entered above and the type of cutoff that has been determined. The user now enters the cutoff amount. For example, if the figures chosen were SCP and the cutoff was set to **Below** and the amount was \$500, then salesperson/territories with sales figures below \$500 (for the time period chosen) do not print.

Technical Notes

Printing proceeds by reading through the salesperson/territory by region file (ARRGNX). The salesperson file is then checked for salesperson/territories which meet all criteria entered.

FILES USED - SMCNTL, ARRGNX

FILES UPDATED - NONE

Sisp/Terr Sales Report (ARR725)

Template Print Options

Order **S - Sisp/Terr Order** Beginning First
 Ending Last

Properties

Branch Atlanta Branch

Time Period All

Figures All

Cutoff

Amount

Template _____ Printer _____

None Genicom Line Printer

Select Print Order

Sisp/Terr Sales Report (ARR725)

Help

01-FACTS 7.5 Development Sisp/Terr Sales Report ARR725

Order S Sisp/Terr Beginning First
Ending Last

— Properties —

Branch 01 Atlanta Branch

Time Period MYP All

Figures SCGP All

Cutoff N

Amount

— Template _____ — Printer _____

None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

Payment History Report (ARR730)

Function

This program allows the user to print a report of payment history using the information stored in the payment history file.

The payment history control record determines the format of information on the Payment History Report.

The Document Removal Register updates each customer's payment history and thereby makes information available for printing on this report. The report information may also be affected by using the customer's Payment History F/M.

Report information includes the following: customer number, customer name, customer class, salesperson/territory, last sale date, last payment date, date the account opened, current AR balance, and total dollars or invoices paid and average number of days over due date or invoice date for three accumulation periods. The total number of customers listed is also included.

User Inputs

The following inputs are involved in printing the Payment History Report:

1. Order

Select the order the report is to print (ref. 6).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

3. Ending Order Choice

Select the ending order choice to print (ref. 8).

4. Branch

Enter the branch to print. The entry must be a valid branch code. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX) or customer class (ARCLSX). The payment history file (ARPAYS) is then checked for information that meets all criteria entered.

FILES USED - SMCNTL, ARCUST, ARCALX, ARPAYS, ARCLSX, ARSLSX

FILES UPDATED - NONE

Payment History Report (ARR730)

Template Print Options

Order: **C - Customer Order** Beginning: Ending: First Last

Properties

Branch: **01 Atlanta Branch**

Template: None Printer: Genicom Line Printer

OK Cancel

Select Print Order

Payment History Report (ARR730)

Help

01-FACTS 7.5 Development Payment History Report ARR730

Order **C** Customer Beginning First
Ending Last

— Properties —

Branch **01** Atlanta Branch

— Template — — Printer —

None WindX Laser

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

Inactive Customer Listing (ARR735)

Function

This program allows the user to print a listing of customers who have been inactive (have not purchased any goods) since a specified date using information stored in the by customer file. This report can be used as a guideline for users to determine which customers are inactive and should be removed from the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order choice.
- Select branch(es) to print.
- Print year-to-date and prior year sales history.
- Select the cutoff (inactive) date.

Templates that store “current period” (or similar values like “system date”) resolve to the “current period at the time the report is run” rather than what the “current period” was at the time the template was created. For example: If you save a template for the Inactive Customer Listing and select “System Date” for the Cutoff Date input, when that template is selected to run again (either manually or via Job Stream) the current date is determined using the FACTS system date when the listing is run not the date when the template was created.

Report information includes the following: customer number, customer name, customer class, salesperson/territory, last sale date, last payment date, date account was opened, date when highest AR balance occurred, highest AR balance, current balance, and year-to-date and prior year sales figures. The total number of inactive customers listed is also included.

User Inputs

The following inputs are involved in printing an Inactive Customer Listing:

1. Order

Select the order the report is to print (ref. 6).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

3. Ending Order Choice

Select the ending order choice to print (ref. 8).

4. Branch

Enter the branch to print. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

5. Sales History

Enter **N** or **Y** to indicate whether to include year-to-date and prior year sales history. CR defaults to **N**.

6. Cutoff Date

Enter the last sale cutoff date. Customers with last activity dates prior to this date will be considered inactive. CR defaults to the system date.

Technical Notes

Printing proceeds by reading through the selected file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX) or customer class (ARCLSX). The sales history is then checked for customers that meet all criteria entered.

FILES USED - SMCNTL, ARCUST, ARCALX, ARSLSX, ARCLSX

FILES UPDATED - NONE

Inactive Customer Listing (ARR735)

Template Print Options

Order **C - Customer Order** Beginning First
 Ending Last

Properties

Branch Atlanta Branch

Sales History

Cutoff Date System Date

Template _____ Printer _____

None Genicom Line Printer

Select Print Order

Inactive Customer Listing (ARR735)

Help

01-Demo Company Inactive Customer Listing **ARR735**

Order **C** Customer Beginning First
 Ending Last

- Properties _____

Branch **01** Atlanta Branch

Sales History **N**

Cutoff Date System Date

- Template _____ - Printer _____

None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Customer Listing (ARR740)

Function

This program allows the user to print a Customer Listing of general or sales information using the information stored in the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order choice.
- Select branch to print.
- Select a certain code to print (terms, tax, geography, GL posting table or statement).
- Select the beginning and ending code to print.
- Print general, sales or code information.
- Print address, phone, contact, and/or message information.
- Print active, inactive or all customers.
- Skip up to 9 lines between customers.

Report information includes the following:

- **General:** Customer number, name and address, phone numbers, contacts, message, alpha, commission %, invoice discount %, ship via, zone, price level, if backorders are allowed, if purchase order numbers are required, if payment history is stored, if SO past sales history is stored, if SO past invoice history is stored, if customer receives dunning letters, last dunning letter sent and if ledgercards are used.
- **Sales:** Customer number, name and address, phone numbers, contacts, message, ship-to, credit limit, current AR balance, last sale date, last payment date, date account opened, highest balance date, highest balance amount, if customer is on hold, last dunning letter date sent and number of dunning letters. An asterisk (*) indicates if customers are over their credit limit.
- **Code:** Customer number, name and address, phone numbers, contacts, message, customer class, salesperson/territory, terms code, tax code, rate and exempt number, GL posting table, branch, geography code and statement code.

The total number of customers listed is also included.

FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). For Customer Listing, you can select Template→Select from the menu bar to associate a system template with

multiple outputs to Notepad® or your report Viewer. To access the FACTS Report Formatter, select Custom Report Layout→ Customize Report from the menu bar.

GUI/CUI Users: The FACTS Report Formatter is only available in Graphical mode. However, Character system users can access the Multiple Output option and custom templates and outputs that have been created by graphical users. However, if the template specifies an output that a character user cannot access, like Excel, the report will not run properly.

User Inputs

The following inputs are involved in printing the Customer Listing:

1. Order

Select the order the report is to print (ref. 6).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

3. Ending Order Choice

Select the ending order choice to print (ref. 8).

4. Branch

Enter the branch number to print. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

5. Code

Enter whether to print Terms code, taX code, GL posting table, Geography or Statement code as the code to print in a range. CR defaults to no code range and skips to input #8.

6. Beginning Code

If no code was entered in input #5, this input is skipped. Select the beginning code to print; e.g., if geography was chosen above, the user selects the beginning geographical code to print. CR defaults to FIRST.

7. Ending Code

If no code was entered in input #5, this input is skipped. Select the ending code to print; e.g., if geography was chosen above, the user selects the ending geographical code to print. CR defaults to LAST.

8. Status

Enter whether to **include** Address, Phone, Contact, Notes, and/or Message information on the report. The program defaults to NONE Enter whether to print Active or Inactive customers on the report. CR defaults to ALL.

9. Information

Enter whether to print General, Sales or Code information. CR defaults to G.

10. Include

Enter whether to print Address, Phone, Contact, Notes and/or Message information on the report. CR defaults to NONE.

11. Urgent

If you selected to include notes, select the Urgent option to print only urgent notes for the specified customers.

12. Category

In the Category input, enter the specific categories of notes to print. You can select {bmct all.shg} to print all categories of notes or the {bmct find.shg} icon to search for categories.

Tip: If you choose only the Notes option from the Include prompt, only customers that have notes in the specified Category will print. If the Notes option and any other option (such as Contact) are chosen, all customers will print.

13. Beginning Date

If you chose to print notes you can do by dates, enter the beginning date to print by.

14. Ending Date

If you chose to print notes you can do by dates, enter the ending date to print by.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX), or customer class (ARCLSX). The customer file (ARCUST) is then checked for customers that meet all criteria entered.

FILES USED - SMCNTL, ARCUST, ARCALX, ARCLSX, ARSLSX

FILES UPDATED - NONE

01-FACTS 7.4 Maintenance, Customer Listing (ARR740)

Help

Order: **C - Customer Order** Beginning: [] First: []
 Ending: [] Last: []

Properties

Branch: **01 Atlanta Branch**

Code: **- No Code Range** Beginning: [] First: []
 Ending: [] Last: []

Status: **- All Customers**

Info: **G - General**

Include: [] **None**

Notes

Urgent: Beginning Date: [] First: []
 Category: [] All: [] Ending Date: [] Last: []

Template: [] Printer: **WindX Laser** Layout: **Standard**

OK Cancel

Select print order

Customer Listing (ARR740)

Help

01-FACTS 7.4 Maintenance Customer Listing ARR740

Order: **C Customer** Beginning First
 Ending Last

— Properties —

Branch: **01 Atlanta Branch**

Code: **No Code Range** Beginning First
 Ending Last

Status: **All Customers**

Info: **G General**

Include: **None**

— Notes —

Urgent: **N** Beginning Da First
 Category: **All** Ending Date Last

— Template — — Printer — — Layout —
 None WindX Laser Standard

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit |.

Customer Ledgercards (ARR750)

Function

This program allows the user to print Customer Ledgercards. The user has the option to:

- Select the print order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order choice.
- Print a date range.
- Select the transaction types to print (beginning balance, Cash Receipts & Adjustments, AR Sales, SO Sales, credit memo, technical support invoices, service charge, returned check, customer balancing).

Report information includes the following: customer, name, date, transaction (register type), debit amount, credit amount, balance, document number and register number. The total number of customers listed is also included.

User Inputs

The following inputs are involved in printing the Customer Ledgercards:

1. Order

Select the order the report is to print (ref. 6).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

3. Ending Order Choice

Select the ending order choice to print (ref. 8).

4. Branch

Enter the branch number to print. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

5. Date Order

Enter date order in which to print: Newest date to oldest date or Oldest date to newest date. CR defaults to N.

6. Beginning Date

Enter the beginning ledgercard date to print (ref.4). CR defaults to FIRST.

7. Ending Date

Enter the ending ledgercard date to print (ref.4). CR defaults to LAST.

8. Type

Enter whether to print **B**eginning balance, **C**ash Receipts & **A**ddjustments Register, **C**redit **M**emo, **A**R Sales Register, **S**O Daily Sales Register (also includes

ER Daily Rental Register), TS Invoice Register, Service Charge Register, Returned Check Register or X-Customer Balancing Register transaction types. CR defaults to ALL.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX), or customer class (ARCLSX). The ledgercard file (ARLEDG) is then checked for ledgercards that meet all criteria entered.

FILES USED - SMCNTL, ARLEDG, ARCUST, ARCALX, ARSLSX, ARCLSX

FILES UPDATED - NONE

Customer Ledgers (ARR750)

Template Print Options

Order **C - Customer** Beginning
 Ending

Properties

Branch

Date Order **N - Newest to Oldest**

Beg Date
 End Date

Type

B-Beg Balance, C-Cash Receipts Reg, A-AR Sales Reg,
 O-SO Sales Reg, T-TS Invoice Reg, S-Svc Charge Reg,
 R-Returned Check, X-Customer Balancing, s-SR Contract

Template Printer

Print In Customer, Alpha, Slsp/Terr, or Customer Class Order? (C/A/S/K)

Customer Ledgers (ARR750)

Help

01-FACTS 7.5 Development Customer Ledgers ARR750

Order **C** Customer Beginning First
 Ending Last

— Properties —

Branch **01** Atlanta Branch

Date Order **N** Newest to Oldest

Beginning Date **Newest**

Ending Date **Oldest**

Type **All**

— Template — — Printer —

None **WindX Laser**

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Customer Label Print (ARP710)

Function

This program allows the user to print labels by zip code from the information stored in the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Print the labels in zip code order.
- Print contact #1, contact #2 or customer number.
- Print up to 99 labels for each customer.
- Print active, inactive or all customers.
- Select branch to print.

Label information includes the following: customer name, address, city, state, zip code, and either contacts #1 or #2, or the customer number, or neither contact nor customer numbers. The program prints on 11-1/2 by 15 inch paper and prints four (4) labels across. For more information on the size of the labels, see the forms section of the Installation Guide.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

User Inputs

The following inputs are involved in printing the labels:

1. Order

Select the order the labels are to print (including Zip code order) (ref. 6).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

3. Ending Order Choice

Select the ending order choice to print (ref. 8).

4. Zip Code Sort

If Z was entered in input #1, this input is skipped. Enter **N** or **Y** to indicate whether to sort the customers by zip code. CR defaults to N.

5. Contact/Customer Number

Enter whether to print on all labels Customer number, contact #1 or contact #2. CR defaults to NONE.

6. Number of Labels

Enter the number of labels to print per customer (1-99). CR defaults to 1.

7. Status

Enter whether to print **Active** or **Inactive** customers. CR defaults to ALL.

8. Branch

Enter the branch number to print. The entry must be a valid branch. CR defaults to the branch assigned to the terminal in Terminal F/M. F3 defaults to ALL.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX), or customer class (ARCLSX) or zip code (ARZIPX). The customer file is then checked for the information needed to print labels. If sorted by zip code, the program creates a temporary sort file (SMSRT?) which sorts the zip codes into correct order.

FILES USED - SMCNTL, ARCUST, ARCALX, ARSLSX, ARCLSX

FILES UPDATED - SMSRT?

Customer Label Print (ARP710)

Template Print Options

Order **C - Customer Order** Beginning
 Ending

Properties

Zip Code Sort

Customer/Contact **- None**

Labels **1**

Status **- All Customers**

Branch

Template **None** Printer **Genicom Line Printer**

Select Print Order

Customer Label Print (ARP710)

Help

01-FACTS 7.5 Development Customer Label Print ARP710

Order **C Customer** Beginning First
Ending Last

— Properties —

Zip Code Sort **N**

Customer/Contact **None**

Labels **1**

Status **All Customers**

Branch **01 Atlanta Branch**

— Template — — Printer —

None WindX Laser

Alignment

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Rolodex Customer Card Print (ARP720)

Function

This program allows the user to print customer Rolodex cards from the information stored in the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Select branch to print.
- Print by alpha (if print order other than alpha).
- Print up to 99 cards for each customer.
- Select status to print - active and/or inactive.

Rolodex card information includes the following: customer number, name, address, phone number, contact #1 and #2, customer class code, and salesperson/territory code. For information on the size of the forms, please see the forms section in the Installation Guide.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

User Inputs

The following inputs are involved in printing the Rolodex cards:

1. Order

Select the order the cards are to print (ref. 6).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

3. Ending Order Choice

Select the ending order choice to print (ref. 8).

4. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

5. Alpha Sort

If the order choice (input #1) was not alpha, enter **N** or **Y** to indicate whether to sort customers alphabetically within the print order. If input #1 was alpha, this input is skipped. CR defaults to N.

6. Number of Cards

Enter the number of cards to print for each customer (1-99). CR defaults to 1.

7. Status

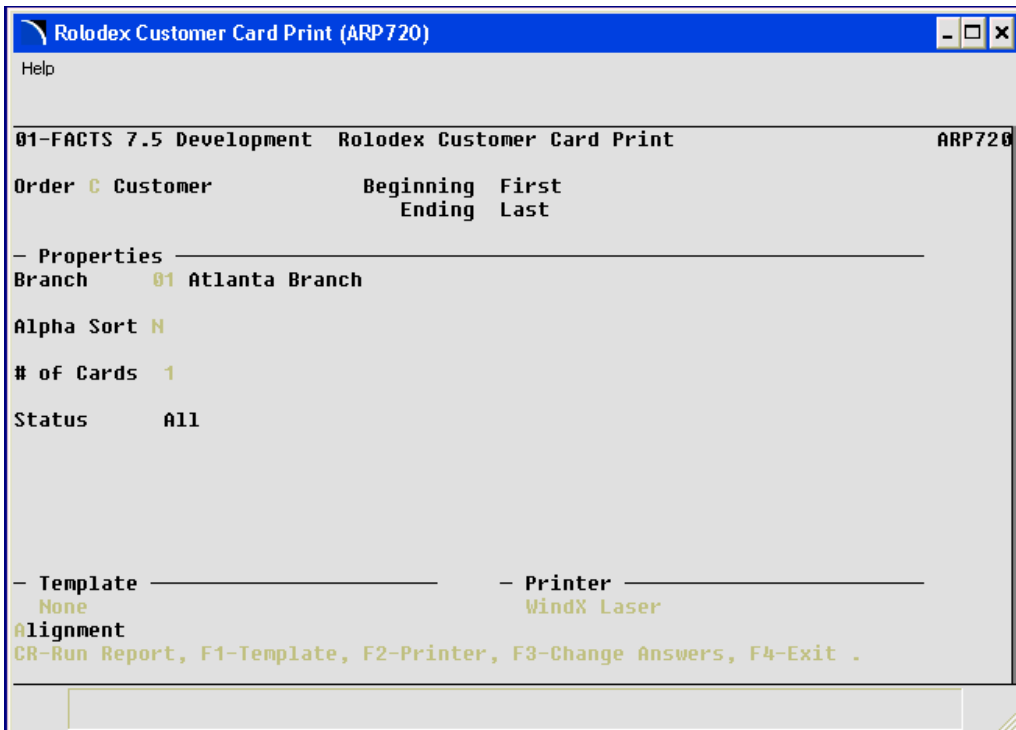
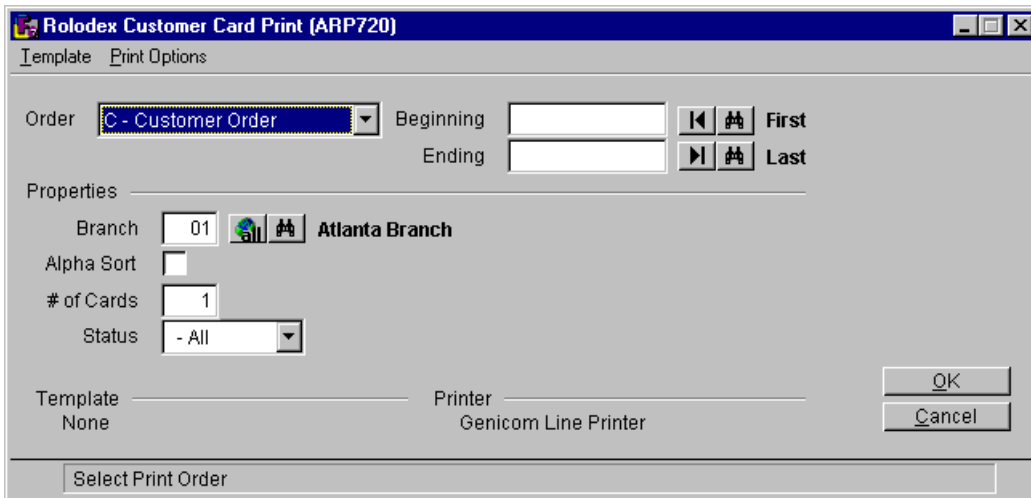
Enter whether to print Active or Inactive customers on the report. CR defaults to ALL.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX), or customer class (ARCLSX). The customer file is then checked for all customers meeting criteria entered. If sorted by alpha, a temporary sort (SMSRT?) file is built.

FILES USED - SMCNTL, ARCUST, ARCALX, ARSLSX, ARCLSX

FILES UPDATED - SMSRT?



Ship-To Report (ARR745)

Function

This program allows the user to print a report of customers with ship-to addresses in the AR ship-to file.

Information in this report is originally entered through the Ship-To F/M program. Temporary addresses are from the open documents in Sales Orders.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order choice.
- Select branch to print.
- Print address, phone and/or contact information.
- Print temporary ship-to numbers.
- Skip up to 9 lines between customers.

Report information includes the following: customer number and name, customer class, salesperson/territory, and each corresponding ship-to number, customer name and address, phone #1, contacts, route, zone, salesperson/territory, tax code and rate and ship via. The total number of customers listed is also included.

FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). To access the FACTS Report Formatter, select Custom Report Layout → Customize Report from the menu bar.

GUI/CUI Users: The FACTS Report Formatter is only available in Graphical mode. However, Character system users can access the Multiple Output option and custom templates and outputs that have been created by graphical users. However, if the template specifies an output that a character user cannot access, like Excel, the report will not run properly.

User Inputs

The following inputs are involved in printing the Ship-To Report:

1. Order

Select the order the report is to print (ref. 6).

2. Beginning Order Choice

Select the beginning order choice to print (ref. 7).

3. Ending Order Choice

Select the ending order choice to print (ref. 8).

4. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

5. Information

Enter whether to print Address, Phone and/or Contact information. CR defaults to NONE.

6. Temporary

Enter Y or N to indicate whether to include temporary ship-to addresses. CR defaults to N.

7. Skip

Enter the number of lines to skip between ship-to's on the report (0-9). CR defaults to 0.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX), or customer class (ARCLSX). The customer ship-to file (ARSHIP) is checked for customers that meet all criteria entered.

FILES USED - SMCNTL, ARCUST, ARCALX, ARSHIP, ARCLSX, ARSLSX

FILES UPDATED - NONE

Ship-To Report (ARR745)

Help

01-FACTS 7.5 Development Ship-To Report ARR745

Order **C** Customer Beginning First
 Ending Last

- Properties -

Branch **01** Atlanta Branch

Info **None**

Temporary **N**

- Template - - Printer - - Layout -

None WindX Laser Standard

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Customer Ship-To Label Print (ARP730)

Function

This program allows the user to print labels for ship-to addresses from the ship-to file.

The user has the option to:

- Select the customer number(s).
- Select the ship-to number(s).
- Print contact #1, contact #2, or customer number.
- Print up to 99 labels for each ship-to.

Label information includes the following: ship-to name, address, city, state, zip code and either contacts #1 or #2, or the customer number, or neither contact nor customer numbers. The program prints on 11-1/2 x 15 inch paper and prints four (4) labels across.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

User Inputs

The following inputs are involved in printing customer ship-to labels:

1. Customer Number

Enter the customer number for whom ship-to labels should be printed. The entry must be a valid customer number (ref. 3).

2. Ship-To

Enter the ship-to number. The entry must be a valid ship-to number for the customer. CR defaults to SAME.

After a valid ship-to number is entered, the program returns to the customer number input. The user may enter customer number and the program proceeds to the ship-to input #2. F2 ends entries of customer ship-to numbers. When the user selects F2, the remaining fields may be entered.

3. Contact/Customer Number

Enter whether to print on all labels Customer number, contact #1 or contact #2. CR defaults to NONE.

4. Number of Labels

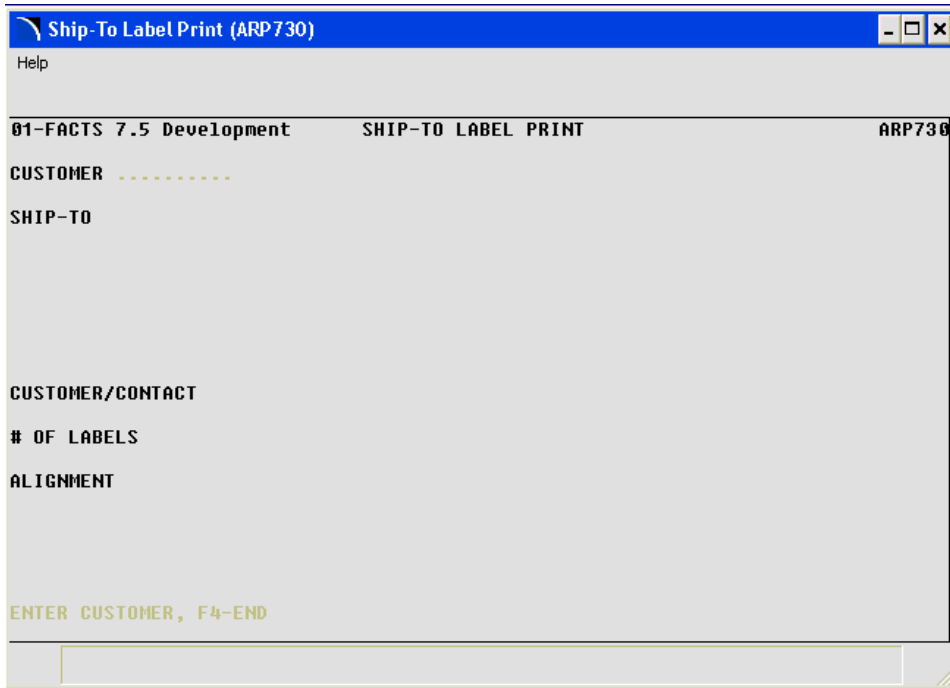
Enter the number of labels to print per customer (1-99). CR defaults to 1.

Technical Notes

Printing proceeds by reading through the ship-to file (ARSHIP) checking for the information needed to print labels.

FILES USED - SMCNTL, ARCUST, ARSHIP

FILES UPDATED - NONE



Customer Balancing Register (ARR780)

Function

This program allows the user to print out-of-balance customers and update the balance in the customer file to equal the balance in the open documents file. (A register is printed of all customers whose balance is not equal to the total amount of their open documents.) The optional update will reset the customers balances and the company AR balance.

This program is used in the unlikely event of customers becoming out of balance. If the report is updated, the printout should be kept for future tracking of the AR balance. If an out of balance condition is corrected by this register, a manual General Ledger journal entry may be required.

Report information includes: customer number, customer name, new balance (the calculated sum of open documents), current balance and the difference.

User Inputs

The following inputs are involved in running the Customer Balancing Register:

1. Print Register

Enter **Y** or **N** to indicate whether to print the Customer Balancing Register. CR defaults to **Y**.

Upon completion of the Customer Balancing Register the user has the option of updating the customer files to balance with the open documents file.

2. OK to Update

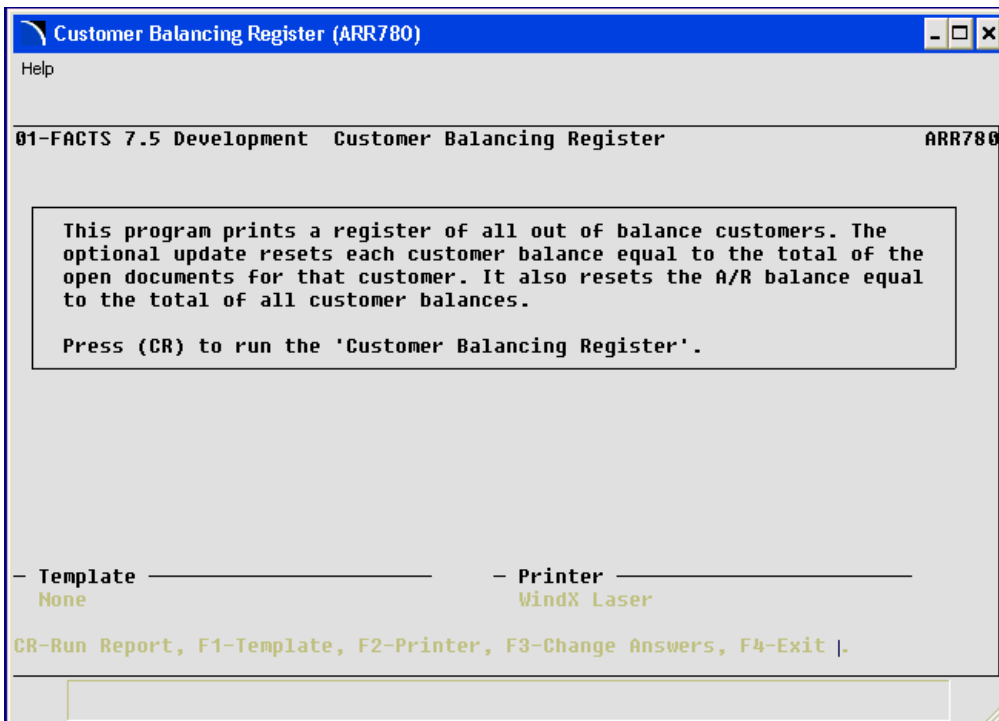
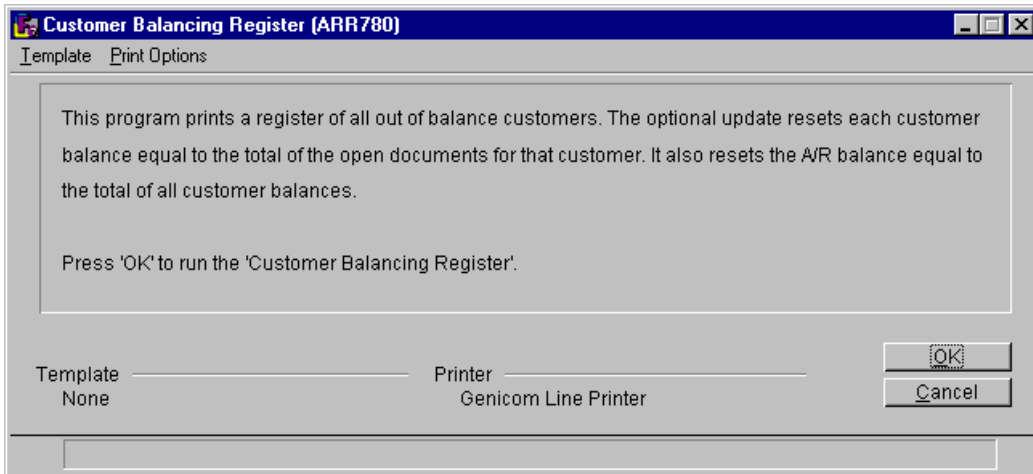
Enter **N** or **Y** to indicate whether to update the customer balances. CR defaults to **N**.

Technical Notes

Printing proceeds by reading through the customer file (ARCUST) and checking the customer balance against the total amount of his documents in the open document file (AROPEN). Any out-of-balance customers are printed along with the old and new company AR balance. The update portion of the program resets the customers balances and the company AR balance, writes a record to the register history file and updates the register trace number and the customer balancing register number. If ledgercards are used, the AR ledgercard file (ARLEDG) is written to.

FILES USED - AROPEN

FILES UPDATED - SMCNTL, ARCUST, ARLEDG







Check History Report (ARR760)

Use the Check Payment History Report to print accounts receivable document information by check number for the specified customers. The report includes document status, original amount, document date, transaction date, and the payment, discount, and adjustment receipt register amounts.

Access this program by choosing Accounts Receivable→Reports & Prints→Check Payment History Report.

To print Check History:

1. Enter the customer number for the check payment history. Press F2 or the  icon to search. Press F1 or  the icon to default to ALL.
2. Select the print Order. You can select from C-check number or D-check date order.
3. Enter the first check number or date that you want to appear on the listing. Press Enter (CR) or the  icon to default to FIRST.
4. Select the last check number or date that you want to appear on the listing. Press Enter (CR) or the  icon to default to LAST.
5. Press Enter (CR) to run the report.

01-Specialty Distributors, Inc., Check Payment History Report (ARR760)

Template Print Options Help

Customer All

Order C - Check number

Beginning First

Ending Last

Template _____ Printer _____

None Windows Print Service

OK Cancel

Check Payment History Report (ARR760)

Help

01-Specialty Distributor Check Payment History Report ARR760

Customer All

Order C Check number

Beginning First

Ending Last

— Template _____ — Printer _____

None Windows Print Service

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

AR Code List (ARR790)

Function

This program allows the user to print a listing of each of the following accounts receivable codes:

- Customer class
- Salesperson/territory
- Region
- Terms code
- Tax code
- General ledger posting table
- Adjustment code
- Customer price class

Each code above is entered into its own file maintenance program and most are used in the customer file. The adjustment code is used for Cash Receipts.

The user has the option to:

- Select the code to print.
- Select the beginning and ending code.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.

User Inputs

The following inputs are involved in printing the AR Code List:

1. Select Number

Enter the number of the code to print (1-8).

2. Beginning Order Choice

Select the beginning order choice to print the code selected. CR defaults to FIRST.

3. Ending Order Choice

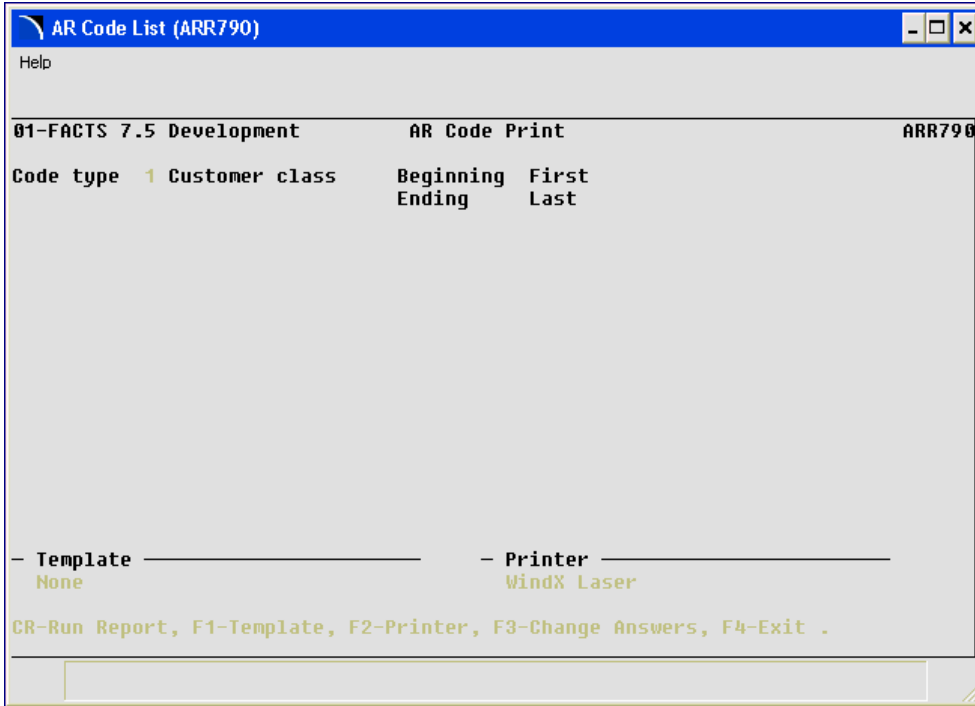
Select the ending order choice to print of the code selected. CR defaults to LAST.

Technical Notes

Printing proceeds by reading through the control file (SMCNTL) for the codes that meet all criteria entered.

FILES USED - SMCNTL, ARTAXT, GLMSTR

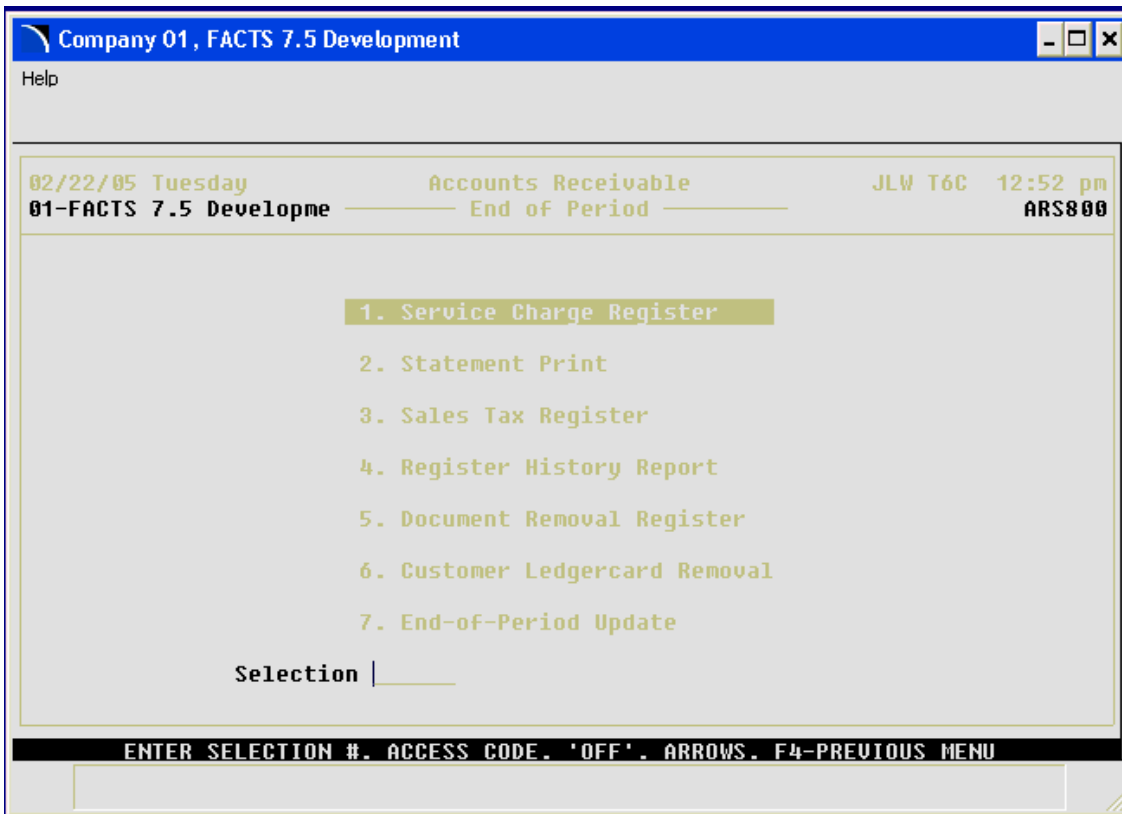
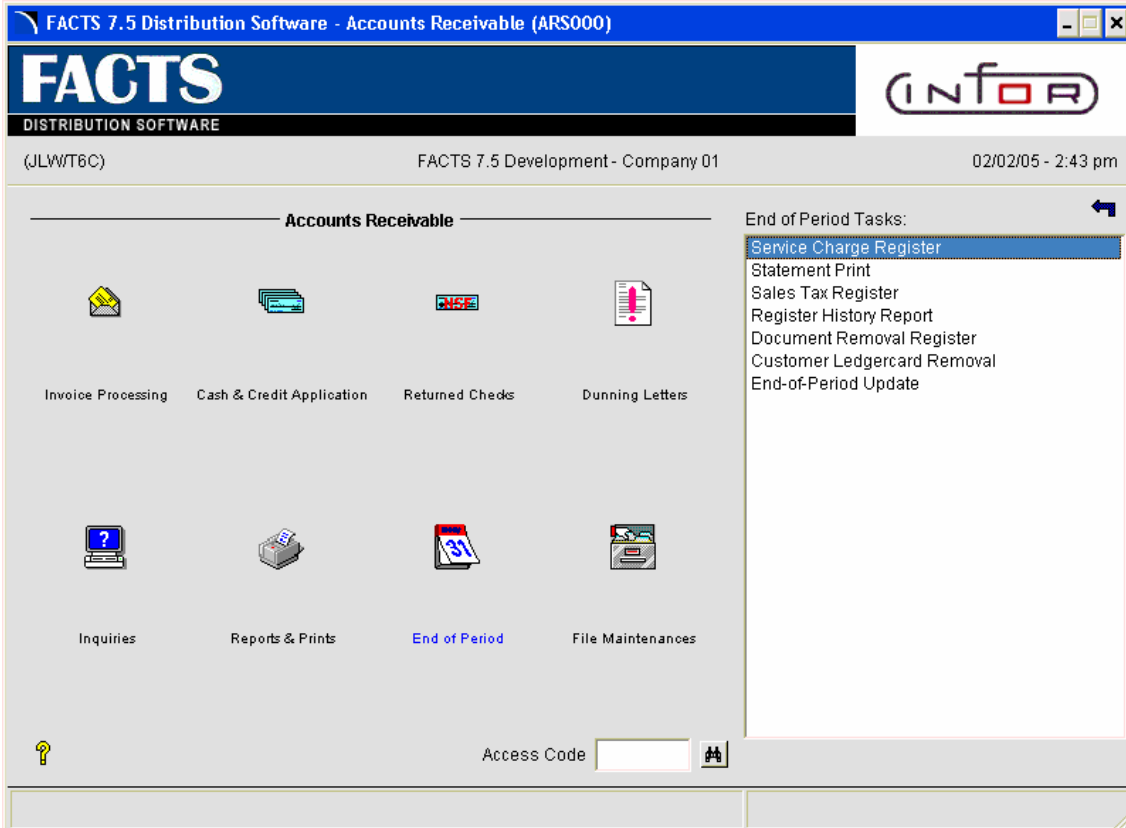
FILES UPDATED - NONE



End of Period

The end-of-period menu contains programs, which should be run at the end of each accounts receivable period to close it correctly.

The Service Charge Register (optional) will calculate service charges and post them to customer accounts. The Statement Print (optional) program will print statements for selected customers. The Sales Tax Register gives a list of each tax code including each invoice with the sales tax generated by that tax code. The Register History Report gives you a list of all registers run which updated the accounts receivable balance for the period. The Document Removal Register gives you a list of all zero balance documents (open receivables paid down to zero). All of the registers listed contain optional updates, which should be run to clear the files to start a new period. The Customer Ledgercard Removal program removes ledgercards by customer, salesperson/territory or customer class. The End-of-Period Update will close the current accounts receivable period by rolling period-to-date figures to zero and incrementing the current period by one.



Service Charge Register (ARR810)

Function

This program allows the user to run a register to generate and print service charges based on the information in the service charge control record. The optional update posts the service charges to the customer accounts in the open documents file. A document is created and assigned SC and four digits (example SC0079).

It is suggested the register (if used) be printed as part of the end-of-period procedures.

Templates that store “current period” (or similar values like “system date”) resolve to the “current period at the time the report is run” rather than what the “current period” was at the time the template was created. For example: If you save a template for the Service Charge Register and select “System Date” for the Service Charge Date input, when that template is selected to run again (either manually or via Job Stream) the current date is determined using the FACTS system date when the register is run not the date when the template was created.

Report information includes the following: customer number and name, and number of grace days allowed before charging service charges for that customer.

- Summary: For each customer, the total number of documents past due, the total original amount and current amount of all past due documents, and the total service charge.
- Detail: All open documents for each customer. Printed information consists of document number and type (**IN**-invoice, **CM**-credit memo, **OA**-on-account, **SC**-service charge, **RC**-returned check) entry date, due date, number of days past due, original and current amounts and the service charge.

On both the detail and summary version, there is a register total of all current amounts and service charges and the total number of customers listed is also included. An asterisk (*) beside the service charge indicates the charge is below the minimum and will not be charged. Depending on the flag in the company AR static control record, the user may obtain a general ledger distribution printout.

User Inputs

The following inputs are involved in running the Service Charge Register:

The user is given the date when the last Service Charge Register was run. This information is stored in the service charge control record.

1. Service Charge Date

Enter the date to be stored with the service charge (ref.4). Valid dates are between the specified minimum and maximum number of days after the last

register was updated and must be in the current or next GL period and not prior to the current AR period. CR defaults to the system date.

2. Scope

Enter whether to print register **Summary** or **Detail** information. CR defaults to **S**.

The general ledger distribution is built during the printing of the Service Charge Register according to the AR GL posting tables.

3. Negative

Indicate whether or not you want to include negative documents when calculating service charges.

4. Check Register. OK to Print GL Distribution?

After printing the Service Charge Register, **verify the printout**. Users without the general ledger module are asked, **OK to update?** If everything is correct, enter **YES** to continue. The program prints the GL distribution. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be run again.

If general ledger distribution is used, the distribution report is printed. Otherwise, no distribution report is printed, the following input is skipped and the program proceeds with the update.

5. Check GL Distribution. OK to Update?

After printing the distribution, **verify the printout**. If everything is correct enter **YES** to continue. The program proceeds with the update. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the entire register process begins again. The register is run first. The optional GL distribution is printed, followed by the optional update.

Technical Notes

Printing proceeds by reading through the open documents file (AROPEN) for documents which are subject to service charges and then through the service charge control record for criteria to be met for printing. Upon completion of printing, if GL distribution is chosen, printing proceeds by reading through the general ledger distribution file (SMGLD?). When updating, the system proceeds by reading the service charge file (SMSRT?) to update the open documents file, customer file and the distribution file to update the general ledger file (GLJRNL), and the general ledger sort file (GLJRNX).

FILES USED - GLMSTR

FILES UPDATED - SMCNTL, AROPEN, SMSRT?, ARCUST, SMGLD?, GLJRNL, GLJRNL, GLJRNX, ARCPX

Service Charge Register (ARR810) [] [] [X]

Template Print Options Help

Last Service Charge Register run 09/01/1997 CP=10/1997 SEP

Service Charge Date [] [] [X] System Date

Scope [v]

Negative

Template _____ Printer _____

None Genicom Line Printer

[OK] [Cancel]

Service Charge Register (ARR810) [] [] [X]

Help

01-Demo Company Service Charge Register ARR810

Last Service Charge Register run 10/27/2002 CP=09/2002 SEP

Service Charge Date System Date 06/12/2002

Scope S

Negative Y

— Template _____ — Printer _____

None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Statement Print (ARP810)

Function

This program allows the user to print customer statements.

The user may print statements for any group of customers by utilizing statement codes. Each customer is assigned a statement code in the Customer F/M program. Then, the Statement Print program requires input of statement codes to print. Only customers with the chosen statement codes will have a statement printed.

The user has the option to:

- Select the print order (customer, alpha, salesperson/territory customer class or zip code).
- Select the beginning and ending order choice.
- Select branch to print.
- Enter the statement date.
- Enter the discount date.
- Choose statement codes to print.
- Print positive, negative and zero or all balances.
- Print a statement recap.
- Select a minimum number of aging days to include documents.
- Print documents by ship-to within customer.

Although statements may be printed at any time, it is suggested they be printed at the end of each period as part of the end-of-period procedures.

The statement print control record determines if a preprinted form is used, if a tear-off return portion of the statement is used, if zero balance documents are included on the statement and the number of message lines printed per statement.

Standard statement information includes the following: customer number, name and address and statement date. For each invoice, the following information is printed: date, invoice number, due date, original invoice amount, payment date, payment amount, payment type (**PY**-payment, **DS**-discount, **AJ**-adjustment), and current balance. Statement messages and an aging breakdown are also included. If the tear-off return portion is used, information includes customer number, invoice numbers and amounts. Documents may be sorted and printed by ship-to within customer.

The statement recap includes the last statement printing, the total statements printed and the total dollar amount due in each aging category for the statements printed.

Templates that store "system date" resolve to the "current system date at the time the report is run" rather than what the "current system date" was at the time the template was created. For example: If you save a template for the Statement Print and select "Current Date" for the Statement Date input, when that template is selected to run again (either manually or via Job Stream) the statement date is determined using the current date in the Company Periods &

Ending Dates F/M (GLF970) when the report is run not the current date when the template was created.

To print an alignment (or test page) in graphical mode, select *Print Options* → *Alignment* from the menu bar. In character mode, enter **A** at the selection prompt and press return.

User Inputs

The following inputs are involved in printing statements:

1. Order

Select the order in which the statements are to print. Options are by Customer number, **A**-alpha, Salesperson/territory, **K**-customer class or Zip code. CR defaults to C.

2. Beginning Order Choice

Select the beginning order choice to print; e.g., if C was selected above, the user selects the beginning customer class to print. CR defaults to FIRST.

3. Ending Order Choice

Select the ending order choice to print; e.g., if C was selected above, the user selects the ending customer class to print. CR defaults to LAST.

4. Branch

Enter the branch number to print statements. The entry must be a valid branch number. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

5. Statement Date

Enter the date to be used as the statement date determining the aging of documents (ref.4). CR defaults to the system date.

6. Discount Date

Enter the discount cutoff date (ref.4). Invoices with discounts due before this date will not reflect the discount on the statement. Invoices whose discount is due after this date will reflect the discount in the amount due. F1 indicates not applicable and discounts are ignored. CR defaults to the system date.

7. Statement Codes

Enter up to 10 statement codes side by side to print. CR defaults to ALL.

8. Balances

Indicate whether customers with a **P**ositive balance, a **N**egative or zero balance, or **A**-all customers should have statements printed. CR defaults to P.

9. Include recap

Enter **Y** or **N** to indicate whether to include the statement recap. CR defaults to N.

10. Aging

Enter the minimum number of aging days for documents to print (i.e., days past invoice or due date - based on which is used). CR defaults to 0.

11. Ship-To Sort

Enter **N** or **Y** to indicate whether to sort and print documents within customer by ship-to. CR defaults to N.

Technical Notes

Printing proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX), customer class (ARCLSX) or zip code (ARZIPX). The customer file is then checked for correct statement codes and balances. The open documents file (AROPEN) and transaction file (ARTRAN) are referenced to print the invoice information.

FILES USED - SMCNTL, ARCUST, AROPEN, ARTRAN, ARZIPX, ARCALX, ARSLSX, ARCLSX

FILES UPDATED - NONE

Statement Print (ARP810)

Template Print Options

Order: **C - Customer Order** Beginning: [] Ending: [] **First** **Last**

Properties

Branch: **01** **Atlanta Branch**

Statement Date: [] **System Date**

Discount Date: [] **System Date**

Statement Codes: [] **ALL**

Balances: **P - Positive**

Include Recap: Aging: **0** Ship-To Sort:

Template: **None** Printer: **Genicom Line Printer**

OK Cancel

Select Print Order

Statement Print (ARP810)

Help

01-Demo Company Statement Print **ARP810**
CP=09/2002 SEP

Order **C Customer** Beginning **First**
 Ending **Last**

— Properties —

Branch **01 Atlanta Branch**

Statement Date **System Date**

Discount Date **System Date**

Statement Codes **All**

Balances **P**

Include Recap **N** Aging **0** Ship-To Sort **N**

— Template — — Printer —
 None Print to file

Alignment
 CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Sales Tax Register (ARR820)

Function

This program allows the user to print, by tax code, a register of sales tax charges to all customers since the last register was updated. It prints according to options set in the sales tax control record. An optional update allows the user to remove the records printed on the register.

The SO Daily Sales Register, the JC Invoice Register, the AR Sales Register, the ER Daily Rental Register and the TS Invoice Register post information to the sales tax file.

It is suggested the report be printed and updated as part of the end-of-period procedures. To prevent file overflow, the records should be removed on a regular basis.

Report information includes the following:

- **Summary:** For each customer, the customer number, customer name, tax code, high % and low %, number of documents, merchandise amount, total taxable amount, total tax, state tax, county tax, and local tax.
- **Detail:** All open documents for each customer. Printed information consists of summary information plus each document date and number.
- **Totals:** Totals are listed for each city, state and local tax by high and low totals. Register totals are given and the total number of tax codes listed is also included.

An asterisk (*) indicates the tax was overridden during the invoicing program where the invoice was generated.

User Inputs

The following inputs are involved in running the Sales Tax Register:

1. Beginning Tax Code

Enter the beginning tax code to print. CR defaults to FIRST.

2. Ending Tax Code

Enter the ending tax code to print. CR defaults to LAST.

3. Beginning Date

Enter the beginning sales tax date to print (ref.4). CR defaults to FIRST. The first date would be the first date of invoicing after the old tax records were removed.

4. Ending Date

Enter the ending sales tax date to print (ref.4). CR defaults to LAST.

5. Branch

Enter the branch number to print. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

6. Scope

Enter whether to print register **S**-summary or **D**-detail information. CR defaults to S.

7. Check Register. OK to Remove Records Just Printed?

Enter **YES** or **N** to indicate whether to remove the records just printed on the Sales Tax Register.

Technical Notes

Printing proceeds by reading through the sales tax reporting file (ARTAXR) to find and print all records which meet the entered criteria. Upon completion of printing, if the optional update is run, the system removes all printed records contained in the file.

FILES USED - ARTAXT, ARCUST, AROPEN

FILES UPDATED - SMCNTL, ARTAXR

Sales Tax Register (ARR820) [] [] [X]

Template Print Options CP=10/1997 SEP

Beginning Tax Code [] [] CALIFORNIA CARSON LOS ANGELES

Ending Tax Code [] [] TEXAS TARRANT FORTH WORTH

Beginning Date [] [] First

Ending Date [] [] Last

Branch [] [] Atlanta Branch

Scope []

Template _____ Printer _____

None Genicom Line Printer

Sales Tax Register (ARR820) [] [] [X]

Help

01-Demo Company **Sales Tax Register** **ARR820**

CP=09/2002 SEP

Beginning Tax Code First

Ending Tax Code Last

Beginning Date First

Ending Date Last

Branch 01 Atlanta Branch

Scope S Summary

- Template _____ - Printer _____

None Print to file

CR-Run Report, F1-Template, F2-Printer, F3-Change Answers, F4-Exit .

Register History Report (ARR830)

Function

This program allows the user to print a report of all registers affecting the accounts receivable balance. This provides a trace of what transpired to obtain the current AR balance. The optional update will remove the records just printed through the current period without affecting any balance.

Registers that appear on this report include the SO Daily Sales Register, JC Invoice Register, ER Daily Rental Register, TS Invoice Register, AR Sales Register, Cash Receipts & Adjustments Register, Returned Check Register, and Service Charge Register. It is suggested the report be printed as part of the end-of-period procedures. To prevent file overflow, the records should be removed on a regular basis.

Report information for each register includes the following: AR trace number, register date, period, register number, type, beginning AR balance, dollar amount of register, discount amount, adjustment amount and ending AR balance. The total change for periods affected is listed and the total number of registers printed on the report is also included.

User Inputs

The following inputs are involved in printing the Register History Report:

1. Include Recap

Enter **Y** or **N** to indicate whether to include a recap of the register types (SO Daily Sales Registers, ER Daily Rental Register, TS Invoice Register, AR Sales Registers, Cash Receipts & Adjustments Registers, Returned Check Registers and Service Charge Registers). CR defaults to **Y**.

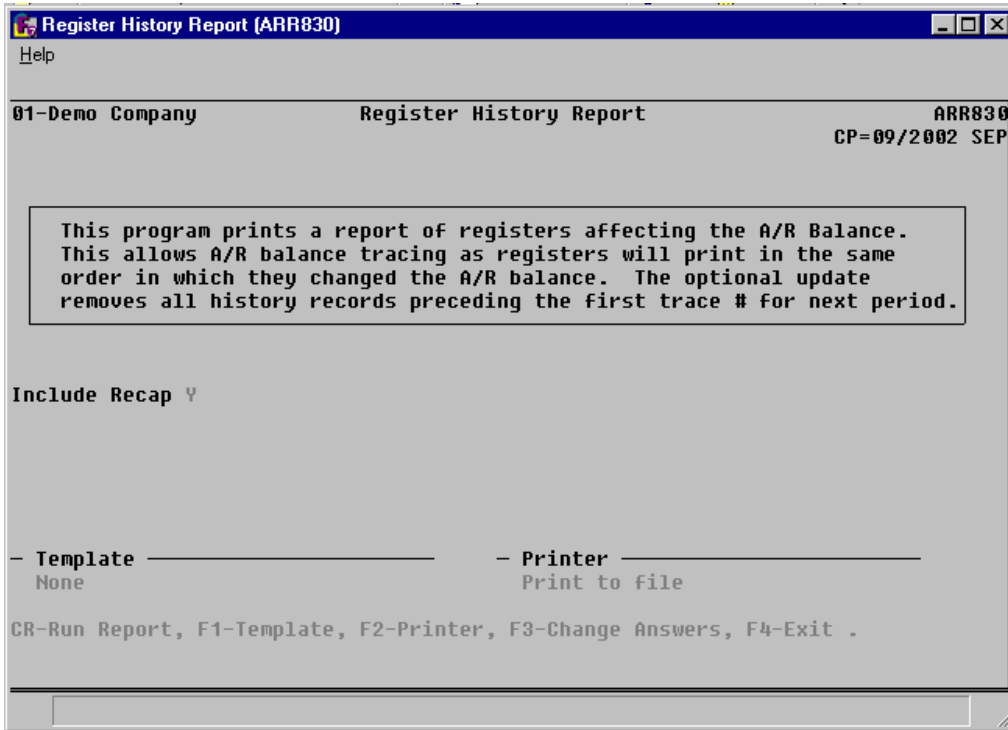
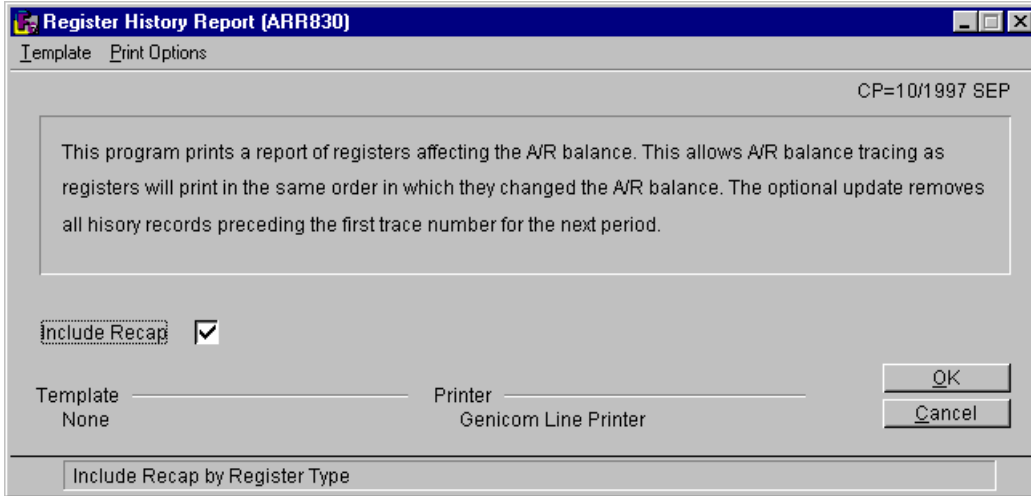
2. Check Report. OK to Remove Records Through Current Period?

Enter **YES** or **N** to indicate whether to remove the records just printed.

Technical Notes

Printing proceeds by reading through the register history records of the control file (SMCNTL). Information prints in order of effect by register trace number. The optional update removes the records from the file.

FILES UPDATED - SMCNTL



Document Removal Register (ARR840)

Function

This program allows the user to print a report of all documents paid down to zero and optionally remove those records from the open documents file and the transaction file. The update also maintains the customer payment history file and writes documents removed to the paid documents file (if stored per the AR Static Control Record).

Prior to running this register, invoices are updated through the Daily Sales Register, JC Invoice Register or AR Sales Register and paid off in full and updated in the Cash Receipts & Adjustments Register.

The update portion of this program writes information to the payment history file. Information is available to print on the Payment History Report. The update portion also writes open documents and their associated transactions to the paid documents and paid documents transactions file. Paid document information is then available for display in the Customer Inquiry - Paid Documents view.

It is suggested that this report be printed and updated as part of the end-of-period procedures. To prevent file overflow, the records should be removed on a regular basis.

Report information includes the following: customer number and name, document number, document type (**IN**-invoice, **CM**-credit memo, **OA**-on-account, **SC**-service charge, **RC**-returned check), entry period, entry date, and original amount. Also included under transactions are date of transaction, register number and payment, discount, and adjustment amounts. Finally, the current balance (zero) is printed. If an asterisk (*) appears, the original amount minus the transaction is not equal to the current balance. The total number of documents listed is also included.

User Inputs

The following inputs are involved in running the Document Removal Register:

1. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

2. Print Register

Enter Y or N to indicate whether to print the Document Removal Register. CR defaults to Y.

3. Check Register. OK to Update?

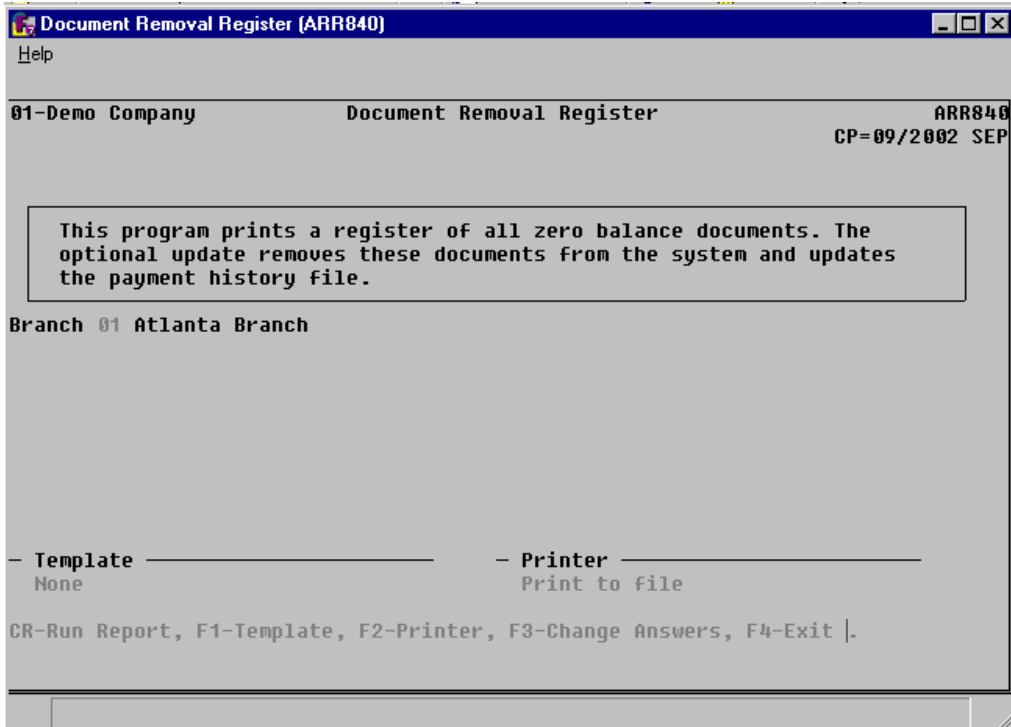
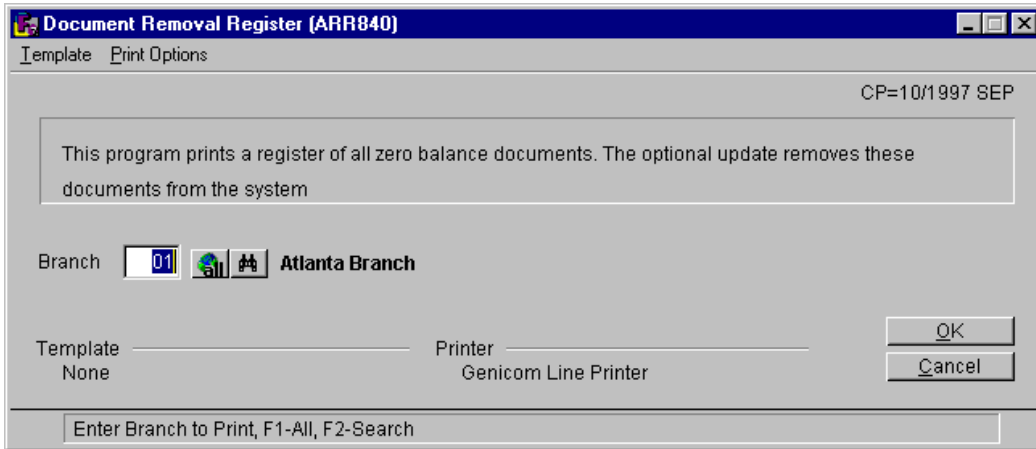
Enter YES or N to indicate whether to update the payment history file and remove records just printed.

Technical Notes

Printing proceeds by reading through the open documents file (AROPEN). Documents with balances not equal to zero are skipped. The update portion removes records from the transaction file (ARTRAN), the open documents file and its associated sort file (ARCOPX). The payment history file (ARPAYS) is then updated along with the paid documents file (ARPDOD) and the paid documents transaction file (ARPDTR) if paid document history is maintained.

FILES USED - ARCUST

FILES UPDATED - SMCNTL, AROPEN, ARTRAN, ARPAYS, ARCOPX, ARPDOD, ARPDTR



Customer Ledgercard Removal (ARU810)

Function

This program allows the user of the FACTS system to remove ledgercard transactions from the customer ledgercard file. It is suggested to print the ledgercards before running this program. The program can be run in customer, alpha, salesperson/territory or customer class order based on a transaction cutoff date. It is suggested to run this removal as part of the end-of-period procedures.

User Inputs

The following inputs are involved in running the Customer Ledgercard Removal program:

1. Order

Select the order the transactions are to be removed (ref. 6).

2. Beginning Order Choice

Enter the beginning order choice to remove (ref. 7).

3. Ending Order Choice

Enter the ending order choice to remove (ref. 8).

4. Branch

Enter the branch number to remove ledgercard transactions. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. F3 defaults to ALL.

5. Cutoff Date

Enter the last transaction cutoff date (ref.4). Records will be removed through this date. CR defaults to the ending date of the last general ledger period closed.

6. Keep

Enter the minimum number of ledgercards to keep (not remove) on file per customer regardless of the cutoff date (1-99). CR defaults to NO MINIMUM.

Technical Notes

Updating proceeds by reading through the chosen file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX) or customer class (ARCLSX). The customer ledgercard file (ARLEDG) is then checked for all records meeting criteria entered.

FILES USED - SMCNTL, ARCUST, ARCALX, ARSLSX, ARCLSX

FILES UPDATED - ARLEDG

Customer Ledgercard Removal (ARU810) [] [] [X]

Template Print Options CP=10/1997 SEP

Last Service Charge Register run 05/28/1999

Order **C - Customer Order** Beginning First
 Ending Last

Properties

Branch **Atlanta Branch**

Cutoff Date Last GL Period End Date

Keep **No Minimum**

Template _____ Printer _____
 None Viewer

Select Print Order

Customer Ledgercard Removal (ARU810) [] [] [X]

Help

01-Demo Company **CUSTOMER LEDGERCARD REMOVAL** **ARU810**

THIS PROGRAM WILL REMOVE CUSTOMER LEDGERCARDS BASED ON THE CRITERIA ENTERED.

ORDER C

BEGINNING CUSTOMER FIRST

ENDING CUSTOMER LAST

BRANCH 01 Atlanta Branch

CUTOFF DATE LAST GL PERIOD ENDING DATE 08/31/02

KEEP NO MINIMUM

END OF INPUTS. ENTER 'YES' TO CONTINUE, F4-BACKUP |...

End-Of-Period Update (ARU890)

Function

This program allows the user to close the current accounts receivable period. The End-of-Period Update should be run at the end of each accounts receivable period.

This update allows the user to:

- Close out the current period in accounts receivable.
- Clear the period-to-date customer and salesperson/territory sales information.
- Roll year-to-date information to the prior year, if this is the end of the year.
- Roll payments history down one period, dropping the oldest period.
- Remove paid document history based on the number of periods stored.

Prior to running this update, the following programs should be printed and updated: Service Charge Register, Statement Print, Sales Tax Register, Register History Report, Document Removal Register and Customer Ledgercard Removal.

Note: The End of Period Update cannot be run if there are any cash receipts batches that have not been updated. The program reads through the possible cash receipts batch files to see if any batches are unposted and displays a message if all batches are not posted and returns to the main FACTS menu.

User Inputs

The following inputs are involved in using the End-of-Period update:

1. Closeout Period?

Enter **Y** or **N** to indicate whether to proceed with closing the current accounts receivable period. CR defaults to **Y**.

2. Have the Above End-of-Period Programs Been Run?

Enter **N** or **YES** to indicate if the above reports have been run. This input is just a last check to make sure the user has run all the necessary reports before closing the period. CR defaults to **N** and the program is terminated.

If the last AR period was closed less than 20 days before the system date, a message is displayed indicating the number of days since the last close. If the last AR period was closed more than 20 days before the system date, input #3 is skipped.

3. Are You Sure You Want To Close Out This Period?

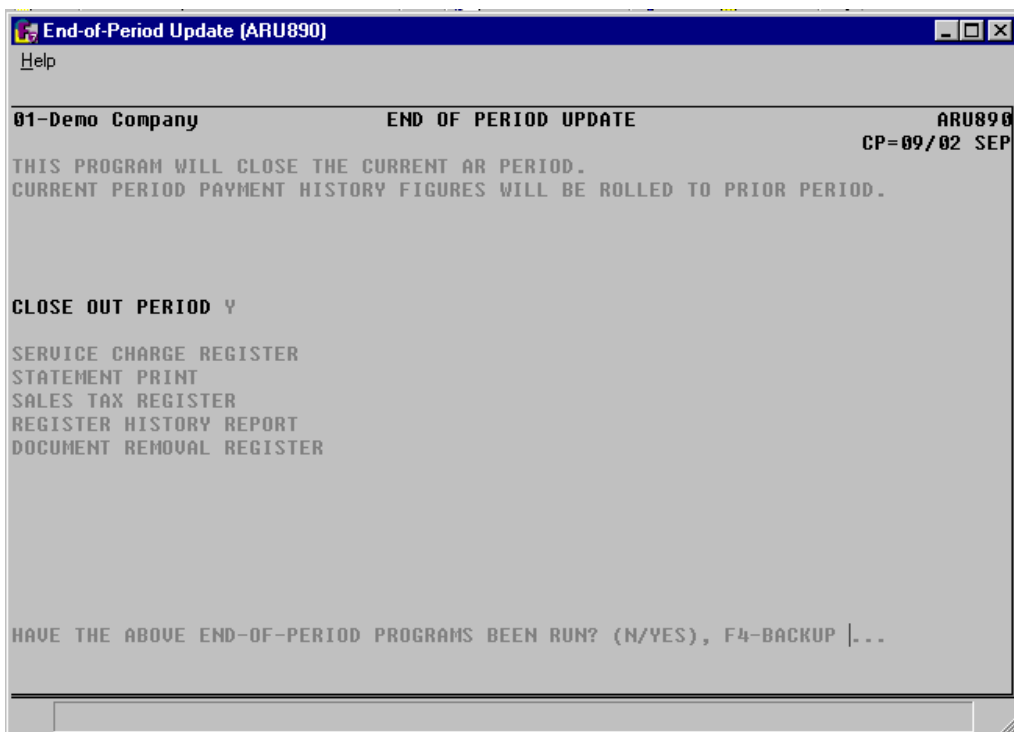
Enter **N** or **YES** to indicate whether to close the period. CR defaults to **N** and the program is terminated.

Technical Notes

The system checks to make sure the last Sales Register (ARINVC) and Cash Receipts & Adjustments Register (ARCS??) have been run. Month-to-date sales and cost figures in the salesperson/territory records are set to zero (SMCNTL). If it is year-end, year-to-date figures are rolled into the prior year. Month-to-date sales figures in the customer file (ARCUST) are set to zero. If it is year-end, year-to-date figures are rolled into the prior year. Next, the customer payment history figures in the payment history file (ARPAYS) are rolled to the prior period, dropping the oldest period. Next, the paid documents and transactions are removed from the paid documents history file (ARPDRC) and the paid document transaction history file (ARPDTR). Paid document removal is based on the number of periods paid documents are stored (set in the AR Static Control Record). Finally, the current AR period is increased by one period.

FILES USED - ARINVC

FILES UPDATED - SMCNTL, ARCUST, ARPAYS, ARPDRC, ARPDTR



CHAPTER 10

File Maintenances

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system.

The user can add, change and delete the records in a file. Some file maintenance programs may be used often (example - customer file) where others are used infrequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial setup of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M which keeps track of the accounts receivable balance, period and all the register trace numbers. All files once set up are maintained and updated on the system, but some files may require additional maintenance by the user even after the system is up and running; they are, for example, customers, ship-to addresses, salesperson/territories and tax codes.

FACTS 7.5 Distribution Software - Accounts Receivable (ARS000)
- □ ×


FACTS


DISTRIBUTION SOFTWARE


INFOR


(JLWT6C)
FACTS 7.5 Development - Company 01
02/02/05 - 2:44 pm


Accounts Receivable



 Invoice Processing



 Cash & Credit Application



 Returned Checks


 Dunning Letters


 Inquiries


 Reports & Prints


 End of Period


File Maintenances

Access Code

Company 01, FACTS 7.5 Development
- □ ×

Help

02/22/05 Tuesday
Accounts Receivable
JLW T6C 12:52 pm

01-FACTS 7.5 Developme
File Maintenances
ARS900

1. Customer F/M
2. Ship-To F/M
3. Payment History F/M
4. Salesperson/Territory F/M
5. Tax Table F/M
6. Tax Reporting F/M
7. Transfer/Change Customer Codes
8. Transfer/Change Ship-To Codes
9. Infrequent File Maintenances

Selection _____

ENTER SELECTION #. ACCESS CODE. 'OFF'. ARROWS. F4-PREVIOUS MENU

Customer F/M (ARF910)

Function

This program allows the user to create and maintain records in the customer file. Each record contains a customer number and general information relevant to the customer. This file is the backbone of the Accounts Receivable System and is referenced by virtually all programs in the Accounts Receivable and Sales Orders Systems.

Customer numbers may be automatically assigned by the system. Before entering customers, the user must set up at least one customer class, customer price class, GL posting table, salesperson/territory, tax code, and terms code. Customers with open SO or AR documents, payment history and ship-to's may not be deleted. Also, customers may not be deleted in this program if they are defined in any other files in the system.

Users should set up at least one cash customer for all counter sale cash customers, if applicable. Users should also set up at least one false customer to be used to transfer sales history to when deleting a customer from the customer file. The system automatically prompts the user for the customer number to transfer to and transfers sales history to that false customer number in sales analysis.

User Inputs

The following inputs are involved in creating customer records:

Main Screen

*** Customer #**

Enter the customer number (up to 10 characters) (ref. 3). F1 assigns the next available customer from the nonstatic control record. The word NEXT is displayed until all inputs are entered, then the actual number is displayed before the record is added to the file. F2 allows a search (ref. 11).

2. Customer Name

Enter the customer name (up to 30 characters).

3. Address 1

Enter the customer address (up to 30 characters). If only one address line is needed, use the first.

4. Address 2

Enter the second line of the customer address if needed (up to 30 characters).

5. City

Enter the city name (up to 15 characters).

6. State

Enter the state name using the 2-character designation provided by the post office.

7. Zip Code

Enter the zip code (up to 10 characters).

8. Address 3

Enter line three of the customer's address (up to 30 characters). CR defaults to city, state and zip, entered from the previous inputs. Address 3 may be used for international addresses. Address 3 will be used for all printouts, instead of city, state and zip.

9. Alpha

Enter the alphabetic sort key (up to 10 characters) to be used to sort customers alphabetically for printouts and searches. In most cases, the first 10 characters of the customer's last name will be a good sort key. If more than one customer has the same first 10 characters, you may wish to make the sort key unique. CR defaults to the first 10 characters of the customer name.

10. Contact #1

Enter the name of the person you work with at this customer's office (up to 25 characters). If only one contact is needed, use the first.

11. Phone #1

Enter the phone number including area code, dashes and extension, if needed (up to 17 characters).

12. Email

Enter the email address for the person entered as contact #1 above.

13. Contact #2

Enter the name of another person you work with at this customer's office (up to 25 characters).

14. Phone #2

Enter the second phone number of the customer if needed (up to 17 characters).

15. Email

Enter the email address for the person entered as contact #2 above.

16. Web Site

Enter the company's Internet address on the World Wide Web. You can select the **WWW** button to access the company's Internet on the World Wide Web.

Accounting Screen

1* Customer # (displays at the top of the screen)

2. Terms Code

Enter the terms code (up to 2 characters). The entry must be a valid terms code. CR defaults to the terms code of the customer just entered. F2 allows a search (ref. 10).

3. GL Table

Enter the GL posting table to which this customer belongs (up to 3 characters). The entry must be a valid GL posting table. This GL table determines how the customer is to post to the general ledger module. CR defaults to the general ledger posting table of the customer just entered. F2 allows a search (ref. 10).

4. Tax Code

Enter the tax code which applies to this customer (up to 8 characters). The entry must be a valid tax code. CR defaults to the tax code of the customer just entered. F2 allows a search (ref. 10).

5. Tax Rate

Enter whether the tax rate is H-high, L-low, or X-exempt status. CR defaults to H. If tax rate is not applicable, enter H for all customers.

6. Tax Exempt Number

Enter the tax exempt number if applicable (up to 20 characters). This input is a memo field.

7. Credit Limit

Enter the credit limit, if applicable (0- 9999999). CR defaults to 0. The credit limit is used while in the sales orders system (see SO Static Control F/M) and AR invoicing (see AR Static Control F/M).

8. Credit Check Days

Enter the maximum days past the aging date (as set in the Age on Due/Invoice Date input) before the credit check fails. Enter **999** to default to 'None'. The system initially displays the value entered in the Default Credit Check Days input of the Aging Control F/M (ARF962) program as the default when new customer records are created.

During AR Invoice Entry and SO Entry programs, the system will perform an aging on the customer entered. If the credit check days is, for example, 30 days past due date and the customer has any invoices over 30 days past due, then the customer fails the credit check.

9. Grace Period

Enter the number of days grace given to a customer before charging the service charge (0-999) when running the Service Charge Register. This grace period is added to the grace period for all customers as set in the service charge control record F/M. CR defaults to 0.

10. Active

Enter **Y** or **N** to indicate whether the customer is active. If **N** is entered, no sales processing is allowed for this customer (i.e., no sales orders may be processed) (checks may be entered). CR defaults to **Y**.

11. On Hold

Enter **N** or **Y** to indicate if this customer is on hold. If **Y** is entered, no orders can be entered for the customer. CR defaults to **N**.

12. Use Ledgercards

Enter **N** or **Y** to indicate whether to store ledgercards. CR defaults to **N**.

13. Dunning Letters

Enter **N** or **Y** to indicate whether this customer is to receive dunning letters. Enter 0-5 to indicate the number of the last dunning letter sent; (e.g., the entry **Y5** indicates that dunning letters are sent and the number of the last letter sent was 5.) CR defaults to 0.

14. Last Dun Sent

Enter the dunning letter number last sent to this customer. Dunning letters numbers represent different past due notices, which are set up in the Dunning Letter subsystem of this module.

15. Statement Code

Enter the statement code (1 character, N-never). CR defaults to 0. Entering **N** indicates this customer can never have a statement printed. If statements are printed once a month for all customers you may enter, for example, 1. When you print statements each month the Statement Print program will ask which statement codes to print. If you enter 1, all (eligible) customers with a statement code of 1 assigned in the customer file will have a statement printed. Another example would be if you send statements 4 times a month to 4 different types of customers. You might assign statement codes 1, 2, 3 and 4. Then during the month when you wanted to print statements for the specific types of customers you would enter either 1, 2, 3 or 4 in the Statement Print program.

Invoicing**1* Customer # (displays at the top of the screen)****2. Price Level**

If inventory prices are set up in price levels, enter the level for this customer (up to number of levels used: 0-6). Price levels are used to charge customers different prices. For example, you have two types of classes; wholesale and retail customers. This option would allow you to set two types of level pricing for wholesale - level 1 and retail - level 2. CR defaults to the price level of the customer just entered. If price levels are not used, enter zero.

3. Invoice Discount

The invoice discount is set in the SO static control record as either not used or a dollar amount or a percentage. If set as a percentage, enter the default invoice discount percent for this customer (.00-99.00). CR defaults to 0.

4. Commission %

Enter the commission percent for this customer (.00-99.00). If commissions are not calculated based on customer (set in the SM company control record), it will not be used. CR defaults to 0.

5. Message

Enter the message if needed (up to 20 characters). This message appears on the screen during sales order entry programs as a reminder to the user and will not print anywhere for the customer to see.

6. Zone

Enter the UPS ship-to zone. This will be used to calculate UPS freight charges in SO.

7. Commercial/Resident

Enter whether a delivery to this customer is a Commercial or Residential UPS ground delivery. UPS charges different amounts for residential and commercial deliveries. CR defaults to commercial. This input is skipped and not applicable if the zone entered in the previous input is greater than 8. Commercial and residential charges only apply to ground zones 8 or less.

8. Route

Enter the customer route number if routing is used (up to 3 characters) (set in the SO static control record). CR defaults to the first route on file. F2 allows a search (ref. 10).

9. Ship-To

Enter the ship-to number for this customer (up to 5 characters). CR defaults to SAME, meaning the ship-to address is the same as the customer's billing address. F2 allows a search (ref. 10).

10. Ship Via

Enter a Ship Via code that indicates which shipping method to use for this customer. Press F2 to search. Ship Via codes are setup and maintained in *Sales Orders* → *File Maintenances* → *Ship Via F/M*.

11. PO (Purchase Order) Required

Enter whether the customer purchase order number to be entered in the **Reference #** input in SO entry is required for billing. Options include: **No** - Entry is not mandatory, **Yes** - Entry is mandatory in SO entry programs **except** Credit Memo Entry and Customer Returns, or **All** - Entry is mandatory in all SO entry programs including Credit Memo Entry and Customer Returns. CR defaults to N.

12. Allow Backorder

Enter **Y** or **N** to indicate if this customer allows backorders. CR defaults to **Y**.

13. Store SO (Sales Orders) Sales

Enter **N** or **Y** to indicate whether to store SO (customer/item combinations) sales history. CR defaults to **N**. Sales history is stored for the last three customer/item combinations. There is also a removal program which may be run any time to remove sales history.

14. Store Invoices

Enter **N** or **Y** to indicate whether to store past invoice history. CR defaults to **N**. Invoice history stores the detail of all invoices in the SO module. There is a removal program which may be run any time to remove detailed invoice history.

15. Pymt Hist (Store Payment History)

Enter **N** or **Y** to indicate whether to store payment history. CR defaults to **N**.

16. Pick Ticket Prices

Enter whether to include pricing information on the pick ticket for this customer. This flag will initially be set to ' ' (null) for all customers. Price, Pricing UM, and extension information will print below the description for each item on the pick ticket and the total of extensions will appear below the line item section if this flag is set to 'PET'.

17. Print Customer Item Numbers

Enter whether to include the customer item number on the quote, pick ticket and/or invoice/credit memo. Press F2 to select "None."

18. Ship Complete

Enter the default ship complete status, or press F4-Backup to return to the preceding input.

Note: The Ship Complete input is a warehouse- and line-level designation.

You can select from the following options:

N Allow Partial--Indicates you want to allow the shipped quantity to be less than the ordered quantity for orders or Ship-to warehouses for this customer.

Y Ship Complete--Indicates you want to allow the quantity ordered must be the same as the quantity shipped on order line items or for Ship-to warehouses, all lines must ship complete for the specified customer.

B Balance Complete—Indicates you want to allow the quantity shipped to be less than the quantity ordered on the first shipment, but the backordered quantities must be shipped complete for orders or for Ship-to warehouses all lines can ship partial in the first shipment for this customer. Once an order line or warehouse is processed through the DSR, the line is changed to ship complete.

19. Order Priority

Enter the default order priority, or press F4-Backup to return to the preceding input. You can select from the following options:

N Normal—Indicates that orders for this customer have no special priority.

R Rush—Indicates that you want to advise the warehouse, via the pick ticket, that this customer's orders are rush orders.

H Service Hold—Indicates that you want orders for this customer not to be shipped due to a non-credit-related reason.

Sales History*** Customer #****2. Date Opened**

Enter the date the account was opened for this customer (ref.4). CR defaults to the date the customer was entered into the customer file.

3. (Date) Last Sale

Enter the date of the most recent invoice for this customer (ref.4).

4. (Date) Highest Balance

Enter the date the most money was owed by this customer (ref.4).

5. (Date) Last Payment

Enter the date of the most recent payment made by this customer (ref.4).

***6. Balance Current**

This field is skipped and maintained by the system.

7. Balance Highest

Enter the amount of the highest balance for this customer (+/-99999999.99). CR defaults to 0.

8. Month-to-Date

Enter the total amount of month-to-date sales (+/-99999999.99). CR defaults to 0. Enter the total amount of month-to-date sales cost (+/-99999999.99). CR defaults to 0.

9. Year-to-Date

Enter the total amount of year-to-date sales (+/-99999999.99). CR defaults to 0. Enter the total amount of year-to-date sales cost (+/-99999999.99). CR defaults to 0.

10. Prior Year

Enter the total amount of prior year sales (+/-999999999.99). CR defaults to 0.
Enter the total amount of prior year sales cost (+/-999999999.99). CR defaults to 0.

Miscellaneous

1* Customer # (displays at the top of the screen)

2. Customer Class

Enter the customer class (up to 3 characters). The class entered must be a valid customer class. CR defaults to the class of the customer just entered. F2 allows a search (ref. 10).

3. Customer Price Class

Enter the customer price class for this customer. This customer price class is used to group customers for use in contract pricing, costs and prices updates, and reporting purposes. F2 allows a search (ref. 10).

4. Site Charge

If your system uses the Service & Repair module, use this input to establish the flat fee you want to charge this customer whenever a service technician visits the customer's site.

If you don't use Service & Repair, this input is not active.

5. Salesperson/Territory

Enter the salesperson/territory (up to 3 characters). The entry must be a valid salesperson/territory code. CR defaults to the salesperson/territory of the customer just entered. F2 allows a search (ref. 10).

6. Assigned Date

Enter the date that the salesperson was assigned to this customer.

7. Lead Source

Enter the source from where the salesperson got the lead for this prospect. Press F2 to search for valid sources, which are defined in the Lead Source F/M. This field is only valid if you have purchased TeleFACTS.

8. Geography Code

Enter the geographical location of this customer (up to 5 characters). Some of the AR reports will ask which geography code to print and will only print the code(s) you choose. CR defaults to the geography code of the customer just entered.

9. Branch

Enter the branch this customer belongs to. Most AR reports allow the user to select the branch(es) to print. The entry must be a valid branch. F2 allows a search (ref. 10).

User-Defined Screen

Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined screen displays user-defined fields in the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields available to any user that has access to Item F/M.

You will be able to configure these fields within the following constraints:

If the user has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410): Each field can be designated by a type--text, numeric, validated list, and date, as well as a label that can be edited in the F/M to create custom labels for each field. This allows the user to have a meaningful label other than "User Defined 1" and so on.

To configure user-defined fields:

1. After you select the administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410), above, exit FACTS and log back in to allow this change to take effect.
2. Access the desired file maintenance program: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).
3. Access the User-Defined screen of the selected file maintenance.
4. Select the Configure icon or press F1, and the system displays the User-Defined Field Characteristics Entry (SMC996) program, where you can enter up to five user-defined fields and the characteristics associated with the field.

When all inputs have been entered, enter **Y** or **N** to indicate whether to add the record and assign sales and invoicing defaults. CR defaults to Y.

The following input is involved in **deleting customer records**:

1. SA History Exists For This Customer. Enter New Customer To Store SA Records Under.

Enter the SA customer number set up to automatically transfer sales history information to. The entry must be a valid customer number.

Technical Notes

When adding a record to the customer file, the following files are written to: customer file (ARCUST), customer by alpha sort file (ARCALX), customer by salesperson/territory sort file (ARSLSX), customer by customer class sort file (ARCLSX), customer by zip code sort file (ARZIPX) and customer by phone number sort file (ARPHOX). When a record is deleted, the program will not allow the record to be deleted if there is any information in the following files: AR open documents (AROPEN), sales orders by customer (SOCSTX), payment history (ARPAYS), ship-to addresses (ARSHIP), AR invoices (ARINVX), ER rental customer file (ERCUST) or TS customer file (TSCUST). When a customer is deleted, all original files written to have a record removed plus the following files have record(s) removed for the customer being deleted: AR ledgercards file (ARLEDG) and AR notes file (ARNOTE). All sales analysis information is moved from the customer being deleted to the customer being transferred to in the following SA files: (SACUST), (SACIMY), (SACIMX), (SACSIC), (SACSIX), (SACUIT) and (SACUIX).

FILES USED - ARTAXT, AROPEN, ARPAYS, ARSHIP, ARIN VX, EC850D, SOCSTX

FILES UPDATED - SMCNTL, ARCUST, ARCALX, ARSLSX, ARCLSX, ARZIPX, ARPHOX, ARLEDG, ARNOTE, SACUST, SACIMY, SACIMX, SACSIC, SACSIX, SACUIT, SACUIX

01-7.4 Development, Customer F/M (ARF910)

Notes Help

Customer C100 Southeastern Industrial Supply

Main Accounting Invoicing Sales History Miscellaneous User-Defined

Name Southeastern Industrial Supply

Address 1 12490 South Peachtree Street

Address 2

City Atlanta State GA Zip Code 30348

Address 3 Atlanta, GA 30348

Alpha SOUTHEASTE

Contact Information

Contact 1 Phone 7708929623

E-mail

Contact 2 John Schroeder ARF910:ALL:71 404-332-9987 FAX#

E-mail

Web Site

Save Delete New Exit

Enter e-mail address 1

Customer F/M (ARF910)

Help

01-7.4 Development Customer F/M ARF910

*. Customer C100 Southeastern Industrial Supply

2. Name Southeastern Industrial Supply

3. Address 1 12490 South Peachtree Street

4. Address 2

5. City Atlanta

6. State GA

7. Zip Code 30348

8. Address 3 Atlanta, GA 30348

9. Alpha SOUTHEASTE

- Contact Information -

10. Contact 1 11. Phone 7708929623

12. E-mail

13. Contact 2 John Schroeder 14. Phone 404-332-9987 FAX#

15. E-mail

16. Web Site

Main, Accounting, Invoicing, Sales History, Miscellaneous, User-Defined

Enter Line #, D-Delete, F10-Menu, F4-Backup |.

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-7.4 Development, Customer F/M (ARF910)

Notes Help

Customer **Southeastern Industrial Supply**

Main Accounting Invoicing Sales History Miscellaneous User-Defined

Terms Code **2% 10 Net 30** Active

GL Table **Posting Table 001** On Hold

Tax Code Use Ledgercards

Tax Rate Dunning Letters

Exempt # Last Dun Sent

Credit Limit Statement Code

Credit Check

Credit Check Days None

Grace Period

Save Delete New Exit

Is customer on hold?

Customer F/M (ARF910)

Help

01-7.4 Development Customer F/M ARF910

*. Customer C100 Southeastern Industrial Supply

2. Terms Code 02 2% 10 Net 30

3. GL Table 001 Posting Table 001

4. Tax Code NOTAX

5. Tax Rate X

6. Exempt # 904651097562

7. Credit Limit 5000000

8. Credit Check H

9. Credit Chk Days None

10. Grace Period 10

11. Active Y

12. On Hold N

13. Use Ledgercards Y

14. Dunning Letters Y

15. Last Dun Sent 0

16. Statement Code 0

Main, Accounting, Invoicing, Sales History, Miscellaneous, User-Defined

Enter Line #, D-Delete, F10-Menu, F4-Backup ..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-7.4 Development, Customer F/M (ARF910)

Notes Help

Customer **Southeastern Industrial Supply**

Main	Accounting	Invoicing	Sales History	Miscellaneous	User-Defined
------	------------	-----------	---------------	---------------	--------------

Price Level Allow Backorder

Invoice Discount % Store SO Sales

Commission % Invoices

Message Payment History

Ship Via

UPS Zone Pick Ticket Prices

Comm/Resident Print Customer Item #'s

Route Order Priority

Ship-to **Southeastern Industrial** Ship Complete

PO Required

Store payment history for this customer?

Customer F/M (ARF910)

Help

01-7.4 Development Customer F/M ARF910

```

* Customer          C100 Southeastern Industrial Supply
2. Price Level      0
3. Invoice Discount % 5.00
4. Commission %    .00
5. Message          VERY GOOD CUSTOMER
6. Ship Via         UPS BLUE
7. UPS Zone         2
8. Comm/Resident    C
9. Route            N/A
10. Ship-to         S100 Southeastern Industrial Supply
11. PO Required     N
12. Allow Backorder Y
13. Store SO Sales  Y
14. Invoices        Y
15. Pmyt History    Y
16. Pick Ticket Prices EPT
17. Print Cust Item #'s QI
18. Order Priority  N
19. Ship Complete  N
    
```

Main, Accounting, Invoicing, Sales History, Miscellaneous, User-Defined
 Enter Line #, D-Delete, F10-Menu, F4-Backup ..
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-7.4 Development, Customer F/M (ARF910)

Notes Help

Customer **Southeastern Industrial Supply**

Main Accounting Invoicing Sales History Miscellaneous User-Defined

Date _____ Balance _____

Opened	<input type="text" value="06/15/1999"/>	High Balance	<input type="text" value="09/20/2004"/>	Current	<input type="text" value="10542.54"/>
Last Sale	<input type="text" value="10/10/2004"/>	Last Payment	<input type="text" value="09/20/2004"/>	Highest	<input type="text" value="24403.52"/>

	Sales _____	Cost _____
Month-To-Date	<input type="text" value="65467.50"/>	<input type="text" value="51879.03"/>
Year-To-Date	<input type="text" value="123175.96"/>	<input type="text" value="93417.13"/>
Prior Year	<input type="text" value="73224.42"/>	<input type="text" value="52242.61"/>

Enter date of last payment

Customer F/M (ARF910)

Help

01-7.4 Development Customer F/M ARF910

```

* Customer      C100 Southeastern Industrial Supply
- Date _____
2. Opened      06/15/1999
3. Last Sale   10/10/2004
4. High Balance 09/20/2004
5. Last Payment 09/20/2004
- Balance _____
* Current      10542.54
7. Highest     24403.52
- Sales _____    - Cost _____
8. Month-To-Date 65467.50      51879.03
9. Year-To-Date  123175.96     93417.13
10. Prior Year   73224.42      52242.61
    
```

Main, Accounting, Invoicing, Sales History, Miscellaneous, User-Defined
 Enter Line #, D-Delete, F10-Menu, F4-Backup |.
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-7.4 Development, Customer F/M (ARF910)

Notes Help

Customer **Southeastern Industrial Supply**

Main Accounting Invoicing Sales History Miscellaneous User-Defined

Customer Class **Wholesale Customer**

Cust Price Class **Wholesale Customers**

Site Charge **N/A**

Slsp/Terr **Ronald Patton**

Assigned Date

Lead Source **Not on File**

Geography Code

Branch **Atlanta Branch**

Enter branch, F2-Search

Customer F/M (ARF910)

Help

01-7.4 Development **Customer F/M** **ARF910**

*. Customer C100 Southeastern Industrial Supply

2. Customer Class WSL Wholesale Customer

3. Cust Price Class WSL Wholesale Customers

4. Site Charge N/A

5. Slsp/Terr 10 Ronald Patton

6. Assigned Date 06/15/1999

7. Lead Source Not on File

8. Geography Code LOCAL

9. Branch 01 Atlanta Branch

Main, Accounting, Invoicing, Sales History, Miscellaneous, User-Defined

Enter Line #, D-Delete, F10-Menu, F4-Backup .

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-7.4 Development, Customer F/M (ARF910)

Notes Help

Customer **Southeastern Industrial Supply**

Main Accounting Invoicing Sales History Miscellaneous User-Defined

Association

Last Credit Letter

No. of Locations

Favorite Color

Class Info

enter jess' preference

Customer F/M (ARF910)

Help

01-7.4 Development Customer F/M ARF910

*. Customer C100 Southeastern Industrial Supply

3. Last Credit Letter 02/23/2003

4. No. of Locations 7.0
Orange Field 4 Not Configured

Main, Accounting, Invoicing, Sales History, Miscellaneous, User-Defined
Enter Line #, D-Delete, F10-Menu, F4-Backup .
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Ship-To F/M (ARF920)

Function

This program allows the user to create and maintain ship-to file information. Each record contains a customer number, ship-to number and general information relevant to the ship-to number. Before creating a ship-to record, a record must be set up for the customer in the customer file.

This program is used to set up ship-to addresses that are different from the customer's billing address. If the ship-to address is the same as the customer address, the user should not set up a ship-to customer number. Multiple ship-to numbers for a given customer may be set up.

The user determines the ship-to numbers. Ship-to numbers may be duplicated as long as the duplicate numbers are for different customers. For example: customer #100 may have ship-to numbers 1 and 2. Customer #200 may also have ship-to numbers 1 and 2. Ship-to numbers may be numeric as above or alpha. Example of alpha is as an abbreviation of the different cities in ship-to addresses - ATL-Atlanta warehouse and SAV-Savannah warehouse.

User Inputs

The following inputs are involved in creating ship-to file records:

1. Customer Number

Enter the customer number for whom the ship-to number is to correspond. F2 allows a search (ref. 11).

2. Ship-To Number

Enter the ship-to number (up to 5 characters). F2 allows a search (ref. 10).

3. Name

Enter the ship-to customer name (up to 30 characters). CR defaults to the customer's name from the customer file.

4. Address 1

Enter the ship-to customer address (up to 30 characters). If only one line is needed, use the first.

5. Address 2

Enter the ship-to customer address (up to 30 characters).

6. City

Enter the city (up to 15 characters).

7. State

Enter the state name using the 2-character designation provided by the post office.

8. Zip Code

Enter the zip code (up to 10 characters)

9. Address 3

Enter line 3 of the customer's address (up to 30 characters). CR defaults to city, state and zip entered in from the previous inputs. Address 3 may be used for international addresses. Address 3 will be used for all printouts, instead of city, state and zip.

10. Contact #1

Enter the name of the person you work with at this ship-to address (up to 25 characters).

11. Phone #1

Enter the phone number including area code, dashes and extension, if needed (up to 17 characters).

12. Email

Enter the email address for the person entered as contact #1 above.

13. Contact #2

Enter the name of another person you work with at this ship-to address (up to 25 characters).

13. Phone #2

Enter the second phone number of the customer if needed (up to 17 characters).

15. Email

Enter the email address for the person entered as contact #1 above.

16. Sisp/Terr (Salesperson/Territory)

Enter the salesperson/territory (up to 3 characters). The entry must be a valid salesperson/territory. CR defaults to the salesperson/territory assigned to the customer in the customer file. This code will be the default salesperson in the sales order entry programs and the AR Invoice Entry program when this ship-to is used. F2 allows a search (ref. 10).

17. Tax Code

Enter the tax code that applies to this customer (up to 8 characters). The entry must be a valid tax code. CR defaults to the tax code assigned to the customer in the customer file. This code will be the default in the order entry programs and AR Invoice Entry program when this ship-to is used. F2 allows a search (ref. 10).

18. Tax Rate

Enter whether the tax rate is **H**igh, **L**ow, or **e**Xempt status. CR defaults to the rate assigned to the customer in the customer file.

19. Ship Via

Enter a code to indicate which shipping method to use with the default customer (up to 15 characters). This code will be the default ship via in the sales order entry programs and AR Invoice Entry program when this ship-to is used. Ship Via codes are setup and maintained in the Ship Via F/M located in the Sales Orders File Maintenance menu. Press F2 to search existing codes.

20. Zone

Enter the UPS ship-to zone. The prompt shows the zone as calculated from the zip code entered in input #8 and the zone assigned to the customer in the AR Customer F/M program. CR defaults to the calculated zone, or if there is not one, the entry from the Customer F/M program.

21. Commercial/Resident

Enter whether a delivery to this customer is a Commercial or Residential UPS ground delivery. UPS charges different amounts for residential and commercial deliveries. CR defaults to commercial. This input is skipped and not applicable if the zone entered in the previous input is greater than 8. Commercial and residential charges only apply to ground zones 8 or less.

22. Route

If routing is used (set in the SO static control record), enter the customer's ship-to route number (up to 3 characters). CR defaults to the route assigned to the customer in the customer file. F2 allows a search (ref. 10).

23. Site Charge

If your system uses the Service & Repair module, use this input to establish the flat fee you want to charge this customer whenever a service technician visits the customer's site.

If you don't use Service & Repair, this input is not active.

24 Ship Complete

Enter the default ship complete status, or press F4-Backup to return to the preceding input. This input initially defaults from the customer record.

Note: The Ship Complete input is a warehouse- and line-level designation.

You can select from the following options:

N Allow Partial--Indicates you want to allow the shipped quantity to be less than the ordered quantity for Ship-to locations for this customer.

Y Ship Complete--Indicates you want to require that all lines must ship complete for the specified ship-to location for this customer.

B Balance Complete--Indicates you want to allow all lines to can ship partial in the first shipment for this customer. Once the ship-to location is processed through the DSR, the line is changed to ship complete.

25. Order Priority

Enter the default order priority, or press F4-Backup to return to the preceding input. This input initially defaults from the customer record. You can select from the following options:

N Normal – Indicates that orders for this customer have no special priority.

R Rush – Indicates that you want to advise the warehouse, via the pick ticket, that this customer's orders are rush orders.

H Service Hold – Indicates that you want orders for this customer not to be shipped due to a non-credit-related reason.

User-Defined Screen

Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined screen displays user-defined fields in the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields available to any user that has access to Item F/M.

You will be able to configure these fields within the following constraints:

If the user has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410): Each field can be designated by a type--text, numeric, validated list, and date, as well as a label that can be edited in the F/M to create custom labels for each field. This allows the user to have a meaningful label other than "User Defined 1" and so on.

Technical Notes

FILES USED - SMCNTL, ARCUST, ARTAXT, ARCALX, ARPFOX, ARINVC, SORDER

FILES UPDATED - ARSHIP

01-7.4 Development, Ship-To F/M (ARF920)

Help

Customer C100 **Southeastern Industrial Supply** [Navigation Buttons]

Ship-to S100

Addressing	Additional Info	User-Defined
Name Southeastern Industrial Supply		
Address 1 1145-A Fulton Industrial Park		
Address 2		
City Atlanta	State GA	Zip Code 30223
Address 3 Atlanta, GA 30223		
Contact Information		
Contact 1 James McDaniel	Phone 404-964-0922	
E-mail		
Contact 2	Phone	
E-mail		

[Save] [Delete] [New] [Exit]

Enter e-mail address 2

Ship-To F/M (ARF920)

Help

01-7.4 Development Ship-To F/M ARF920

```

*. Customer      C100 Southeastern Industrial Supply
*. Ship-to      S100
3. Name         Southeastern Industrial Supply
4. Address 1   1145-A Fulton Industrial Park
5.             2
6. City        Atlanta
7. State       GA
8. Zip Code    30223
9. Address 3   Atlanta, GA 30223
- Contact Information
10. Contact 1  James McDaniel           11. Phone  404-964-0922
12. E-mail
13. Contact 2
14. Phone
15. E-mail

Addressing, Additional Info, User-Defined
Enter Line #, D-Delete, F10-Menu, F4-Backup |.
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last
    
```


01-7.4 Development, Ship-To F/M (ARF920)

Help

Customer Southeastern Industrial Supply

Ship-to

Addressing	Additional Info	User-Defined
SLSP/TERR <input type="text" value="30"/> Sally Furness		
Tax Code <input type="text" value="NOTAX"/>		
Rate <input type="text" value="X - Exempt"/>		
Ship Via <input type="text" value="UPS"/>		
UPS Zone <input type="text" value="2"/>		
Com/Res <input type="text" value="C - Commercial"/>		
Route <input type="text" value="01M"/>		
Site Charge <input type="text" value=".00"/>		
Order Priority <input type="text" value="N - Normal"/>		
Ship Complete <input type="text" value="Y - Yes"/>		

Save Delete New Exit

Enter ship via, F2-Search

Ship-To F/M (ARF920)

Help

01-7.4 Development Ship-To F/M ARF920

```

* Customer      C100 Southeastern Industrial Supply
* Ship-to      S100
3. SLSP/TERR   40 Daniel Simmons
4. Tax Code    NOTAX
5. Rate        X Exempt
6. Ship Via    UPS
7. UPS Zone    2
8. Com/Res     C
9. Route       01M
10. Site Charge .00
11. Order Priority N
12. Ship Complete Y
    
```

Addressing, Additional Info, User-Defined

Enter Line #, D-Delete, F10-Menu, F4-Backup ..

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

01-7.4 Development, Ship-To F/M (ARF920)

Help

Customer C100 Southeastern Industrial Supply

Ship-to S100

Addressing Additional Info User-Defined

Save Delete New Exit

Ship-To F/M (ARF920)

Help

01-7.4 Development Ship-To F/M ARF920

*. Customer C100 Southeastern Industrial Supply

*. Ship-to S100

Field 1 Not Configured

Field 2 Not Configured

Field 3 Not Configured

Field 4 Not Configured

Field 5 Not Configured

Addressing, Additional Info, User-Defined

Enter Line #, D-Delete, F10-Menu, F4-Backup |

Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Payment History F/M (ARF930)

Function

This program allows the user to create and maintain the payment history file. The user may elect to gather past payment history on some or all customers. Records will not be stored here unless the payment history flag in the Customer F/M is set to Y.

It must be set up in the Payment History Control F/M as to the type of payment history being stored before records may be entered here.

There are two types of payment history: average and weighted average. The first, average, stores for each period the total number of days (past the invoice or due date depending on how it is set in the payment history control record) to pay all invoices and the total number of invoices that were paid during the period. The second, weighted average, stores for each period the total number of days (# of days past to pay an invoice X the dollar amount of the invoice) and the total dollars paid.

These records are used to print the Payment History Report and to display payment history in the Customer Inquiry.

User Inputs

The following inputs are involved in creating a payment history record:

1. Customer Number

Enter the customer number (ref. 3).

The following inputs are used if the payment history control record is set to store **A**-average days outstanding:

2. Total Days (Current Period)

Enter the total days to pay all invoices for the current period (+/-99999). CR defaults to 0.

3. Total Invoices (Current Period)

Enter the total invoices paid for the current period (0-999). CR defaults to 0.

4. Prior Period(s)

Enter the total days and total invoices, as the inputs above instruct, for the number of prior periods being stored as set in the payment history control record. CR defaults to 0.

The following inputs are used when the payment history control record is set to **Weighted average** days outstanding:

2. Total \$ Days (Current Period)

Enter the total dollar days for all invoices paid for the current period (+/-9999999). CR defaults to 0.

3. Total Dollars (Current Period)

Enter the total dollars paid for all invoices for the current period (+/-9999999). CR initially defaults to 0.

4. Prior Period(s)

Enter the total \$ days and total dollars, as the inputs above instruct, for the number of prior periods stored as set in the payment history control record.

Technical Notes

FILES USED - SMCNTL, ARCUST, ARCALX, ARPHOX

FILES UPDATED - ARPAYS

01-Demo Company. Payment History F/M (ARF930)

Help

Customer **Southeastern Industrial Supply**

	Total Days	Total Invoices		Total Days	Total Invoices
Curr Pd 09/2002 Sep	-23	1	Prior Pd 03/2002 Mar	20	5
Last Pd 08/2002 Aug	-98	14	Prior Pd 02/2002 Feb	23	6
Prior Pd 07/2002 Jul	-20	5	Prior Pd 01/2002 Jan	29	5
Prior Pd 06/2002 Jun	-4	6	Prior Pd 12/2001 Dec	8	3
Prior Pd 05/2002 May	28	6	Prior Pd 11/2001 Nov	20	6
Prior Pd 04/2002 Apr	34	6	Prior Pd 10/2001 Oct	37	6
			Oldest Pd 09/2001 Sep	24	5

Save Delete New Exit

Enter total days past due date for prior period 11/2001 NOV

Payment History F/M (ARF930)

Help

01-Demo Company Payment History F/M ARF930

*. Customer C100 Southeastern Industrial Supply

	Total Days	Total Invoices
1. Curr Pd 09/2002 Sep	-23	1
2. Last Pd 08/2002 Aug	-98	14
3. Prior Pd 07/2002 Jul	-20	5
4. Prior Pd 06/2002 Jun	-4	6
5. Prior Pd 05/2002 May	28	6
6. Prior Pd 04/2002 Apr	34	6
7. Prior Pd 03/2002 Mar	20	5
8. Prior Pd 02/2002 Feb	23	6
9. Prior Pd 01/2002 Jan	29	5
10. Prior Pd 12/2001 Dec	8	3
11. Prior Pd 11/2001 Nov	20	6
12. Prior Pd 10/2001 Oct	37	6
13. Oldest Pd 09/2001 Sep	24	5

Line to Change (F2-Cont), D-Delete, F4-Backup |..
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Salesperson/Territory F/M (ARF935)

Function

This program allows the user to create and maintain the salesperson/territory file. Users establish their own set of valid salesperson/territory codes and their descriptions along with region and commission percentage.

The SO Daily Sales Register and AR Sales Register will update the month-to-date and year-to-date sales and cost information. Before entering salesperson/territories, the user must set up at least one valid region. Users should set up at least one false salesperson/territory code to be used to transfer sales history to when deleting a salesperson/territory from the salesperson/territory file. The system automatically prompts the user for the salesperson/territory code to transfer to and transfers sales history to that salesperson/territory in SA.

User Inputs

The following inputs are involved in creating a salesperson/territory record:

General Screen

***. Salesperson/Territory**

Enter salesperson/territory code (up to 3 characters). F2 allows a search (ref. 10).

2. Salesperson/Territory Name

Enter the salesperson/territory name (up to 30 characters).

3. Region

Enter the region for this salesperson. The entry must be a valid region. F2 allows a search (ref. 10).

4. Branch

Enter the branch code for this salesperson. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. The branch is used to sort salesman by branch on the Slsp/Terr Sales Report.

5. Commission %

Enter the commission percent the salesperson is paid (0-99.99). This percent is used to calculate commission amounts on invoices created if commissions are calculated based on the salesperson percentage (set in the SM company control record).

6. Max Calls A.M.

Enter the maximum A.M. calls that this salesperson can complete.

7. Max Calls P.M.

Enter the maximum P.M. calls that this salesperson can complete.

The following input is involved in deleting salesperson/territory records:

History Screen

***. Salesperson/Territory**

Enter salesperson/territory code (up to 3 characters). F2 allows a search (ref.

2. Month-to-Date

Enter month-to-date sales for this salesperson (+/- 99999999.00). CR defaults to 0. Enter month-to-date cost for this salesperson (+/- 99999999.00). CR defaults to 0.

3. Year-to-Date

Enter year-to-date sales for this salesperson (+/- 99999999.00). CR defaults to 0. Enter year-to-date cost for this salesperson (+/- 99999999.00). CR defaults to 0.

4. Prior Year

Enter prior year sales for this salesperson (+/- 99999999.00). CR defaults to 0. Enter prior year cost for this salesperson (+/- 99999999.00). CR defaults to 0.

1. SA History Exists For This Salesperson/Territory. Enter New Salesperson/Territory Code To Store SA Records Under.

Enter the SA salesperson/territory code set up to automatically transfer sales history information to. The entry must be a valid salesperson/territory.

Technical Notes

When adding a record to the salesperson/territory file, a record is written to the control file (SMCNTL) for the salesperson/territory and a record is written to the salesperson/territory by region sort file (ARRGNX). When a record is deleted, all sales analysis information is moved from the salesperson/territory being deleted to the salesperson/territory being transferred to in the following SA files: (SASLSP), (SASTIC), (SASTIX), (SACOMM), and (SASLSP).

FILES UPDATED - SMCNTL, ARRGNX, SASLSP, SASTIC, SASTIX, SACOMM

Salesperson/Territory F/M (ARF935)

Salesperson/Territory: 10 **Ronnie Someone**

General | History

SLSP/TERR Name: **Ronnie Someone**

Region: SW **Southwest Region**

Branch: 01 **Atlanta Branch**

Commission %: **No Priority**

Max Calls A.M.: 1

Max Calls P.M.: 9

Save Delete New Exit

Enter Salesperson/Territory Name

Salesperson/Territory F/M (ARF935)

Help

01-FACTS 7.5 Development Salesperson/Territory F/M ARF935

*. Salesperson/Territory 10 Ronald Patton

2. SLSP/TERR Name Ronald Patton

3. Region SE Southeast Region

4. Branch 01 Atlanta Branch

5. Commission % 1.00

6. Max Calls A.M. 10

7. Max Calls P.M. 20

General, History

Enter Line #, D-Delete, F10-Menu, F4-Backup |

Arrows: Up-Prev Rec. Dn-Next. Poup-First. Podn-Last

Tax Table F/M (ARF940)

Function

This program allows the user to create and maintain the tax code file. Users establish their own set of valid tax codes to be assigned to each customer. The tax code determines tax applied during invoicing.

A required tax code that all users must enter is NOTAX.

User Inputs

The following inputs are involved in creating a tax table:

* Tax Code

Enter the tax code (up to 8 characters). The two first characters apply to the state, the next three characters apply to the county and the last three characters apply to local. An example is GAFULATL meaning Georgia, Fulton County, City of Atlanta. One code must be set up for each tax district. If there are no taxes in a particular county or locality, simply leave the correct places blank in the tax code. An example is GA - for places in Georgia that are charged state tax only. For nontaxable customers, a tax code may be set up called NOTAX, RESALE and/or GOVEXP, etc. F2 allows a search (ref. 10).

2. State Name

Enter the state name (up to 15 characters).

Enter the high (or normal) tax percentage rate (0-99.999). Example: 3% tax = 3.000. CR defaults to 0.

Enter the low (if there is one) tax percentage rate (0-99.999). Example: 3% tax = 3.000. CR defaults to 0.

Enter the state tax G/L # to post to in GL. The entry must be a valid G/L #. F2 allows a search (ref. 10).

3. County Name

Enter the county name (up to 15 characters).

Enter the high (or normal) tax percentage rate (0-99.999). Example: 3 % tax = 3.000. CR defaults to 0.

Enter the low (if there is one) tax percentage rate (0-99.999). Example: 3% tax = 3.000. CR defaults to 0.

Enter the county tax G/L # to post to in GL. The entry must be a valid G/L #. F2 allows a search (ref. 10).

4. Local Name

Enter the local name (up to 15 characters).

Enter the high (or normal) tax percentage rate (0-99.999). Example: 3% tax = 3.000. CR defaults to 0.

Enter the low (if there is one) tax percentage rate (0-99.999). Example: 3% tax = 3.000. CR defaults to 0.

Enter the local tax G/L # to post to in GL. The entry must be a valid G/L #. F2 allows a search (ref. 10).

5. Tax Freight

Enter Y or N to indicate whether to charge tax on freight. CR defaults to N.

Technical Notes

FILES USED - SMCNTL, GLMSTR, GLALPX

FILES UPDATED - ARTAXT

Tax Code: CACARLOS

		Tax Rate			
Name	High (%)	Low (%)	G/L#		Description
State: CALIFORNIA	3.000	0.000	330010		Sales Tax Payable
County: CARSON	2.250	0.000	330010		Sales Tax Payable
Local: LOS ANGELES	1.500	0.000	330010		Sales Tax Payable

Tax Freight:

Buttons: Save, Delete, New, Exit

Enter State Name for CA

01-FACTS 7.5 Development Tax Table F/M ARF940

*. Tax Code CACARLOS

Name	High (%)	Low (%)	G/L#	Description
2. State CALIFORNIA	3.000	0.000	330-01-0	Sales Tax P
3. County CARSON	2.250	0.000	330-01-0	Sales Tax P
4. Local LOS ANGELES	1.500	0.000	330-01-0	Sales Tax P

5. Tax Freight Y

Enter Line #, D-Delete, F10-Menu, F4-Backup |
 Arrows: Up-Prev Rec, Dn-Next, Poup-First, Podn-Last

Tax Reporting F/M (ARF945)

Function

This program allows the user of the FACTS system to maintain sales tax reporting information in the sales tax file.

This file is used to print the Sales Tax Register. Records are updated to this file during the Daily Sales Register update and are removed during the update portion of the Sales Tax Register. This program is not initially set up by the users. Information is provided automatically from the Daily Sales Register. This program should only be used to correct the merchandise amount, taxable amount, entry date and total tax if there is a discrepancy.

User Inputs

The following inputs are involved in creating sales tax summary information:

*1. Tax Code

Enter the tax code. The code entered must be a valid tax code (up to 8 characters). F2 allows a search (ref. 10).

*2. Tax Rate

Enter whether the tax rate is **H**-high, **L**-low or **X**-exempt. If the tax code does not use low tax rates, L is not an option. CR defaults to H. F3 displays the first tax code record on file for the tax code entered in input #1.

*3. Customer Number

Enter the customer number. F2 allows a search. F3 displays the first tax code record on file for tax code and rate entered in inputs #1-2 (ref. 11).

*4. Document

Enter the document number. F3 displays the first tax code record on file for tax code, rate and customer entered in inputs #1, #2 and #3.

*5. Continuation Number

Enter the document continuation number (1 digit). F3 displays the first tax code record on file for tax code, rate, customer and document number entered in inputs #1-4.

6. Entry Date

Enter the entry date (ref.4). CR defaults to the system date.

7. Merchandise Amount

Enter the merchandise amount of the document (+/- 9999999.99). CR defaults to 0.

8. Taxable Amount

Enter the taxable amount of the document (+/-9999999.99). CR defaults to 0.

9. Total Tax

Enter the total tax of the document (+/-99999.99). CR defaults to 0.

10. Branch

Enter the branch number. The entry must be a valid branch. CR defaults to the branch assigned to the terminal.

Technical Notes

FILES USED - SMCNTL, ARTAXT, ARCUST, ARCALX, ARPHOX

FILES UPDATED - ARTAXR

Tax Reporting F/M (ARF945)

Tax Code: CACARLOS
 Rate: H - High Tax Rate
 Customer: 8 Not on File
 Document #: 002128
 Continuation #: 0

Entry Date: 10/30/1998
 Merchandise Amt: .00
 Taxable Amount: .00
 Total Tax: 1.00
 Branch: 01 Atlanta Branch

Save Delete New Exit

Enter Entry Date

Tax Reporting F/M (ARF945)

Help

01-FACTS 7.5 Development Tax Reporting F/M ARF945

```

*. Tax Code      CACARLOS
*. Rate         H
*. Customer      C100 Southeastern Industrial Supply
*. Document #    002060
*. Continuation # 0
6. Entry Date    06/18/2004
7. Merchandise Amt .00
8. Taxable Amount .00
9. Total Tax     .00
10. Branch       01 Atlanta Branch
    
```

Enter Line #, D-Delete, F10-Menu, F4-Backup |..
 Arrows: Up-Prev Rec, Dn-Next, Poup-First, Podn-Last

Transfer/Change Customer Codes (ARU910)

Function

This program allows the user to change specific information in the customer file for a range of customers.

The user has the option to change:

Customer Class	Ship Via	Zip Code
Salesperson/Territory	SO Sales History flag	Customer Price Class
Terms Code	SO Invoice History flag	Pick Ticket Prices
Tax Code	Commission %	Print Customer Item #'s
GL Posting Table	Allow Backorders	Credit Check
Geography Code	Invoice Discount %	Ship Complete
Price Level	Route	Order Priority
Statement Code	Zone	
Payment History flag	Ledgercards	
Credit Limit	Dunning Letters	

The user has the option to:

- Select the change order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order to change.
- Select the **change-from** field.
- Select the **change-to** field.

The fields above are all part of the information stored on each customer in the customer file. This program is especially useful for making changes to many customers without having to manually change each customer individually through the Customer F/M program.

Two examples for the use of this program are:

1. For a user who decides to start storing payment history for a range of customers who previously did not have payment history stored.
2. For a user who decides to change the terms code for a range of customers.

All fields being changed must be valid fields. For example, if changing customer classes, all classes being changed to must be valid customer classes.

Changes made in this program do not affect transaction files or other modules.

User Inputs

The following inputs are involved in changing customer information:

1. Select Number

Enter the number of the field to be changed (1-22).

2. Order

Select the order in which the system should sort the records to be changed. (ref. 6).

3. Beginning Order Choice

Select the beginning order choice (ref. 7).

4. Ending Order Choice

Select the ending order choice (ref. 8).

5. Change From

The answer to the first input (**Select Number**) is the field being changed; e.g., if customer class was selected, enter the customer class that is being changed. The entry must be valid for the field being changed. F3 defaults to ALL.

6. Change To

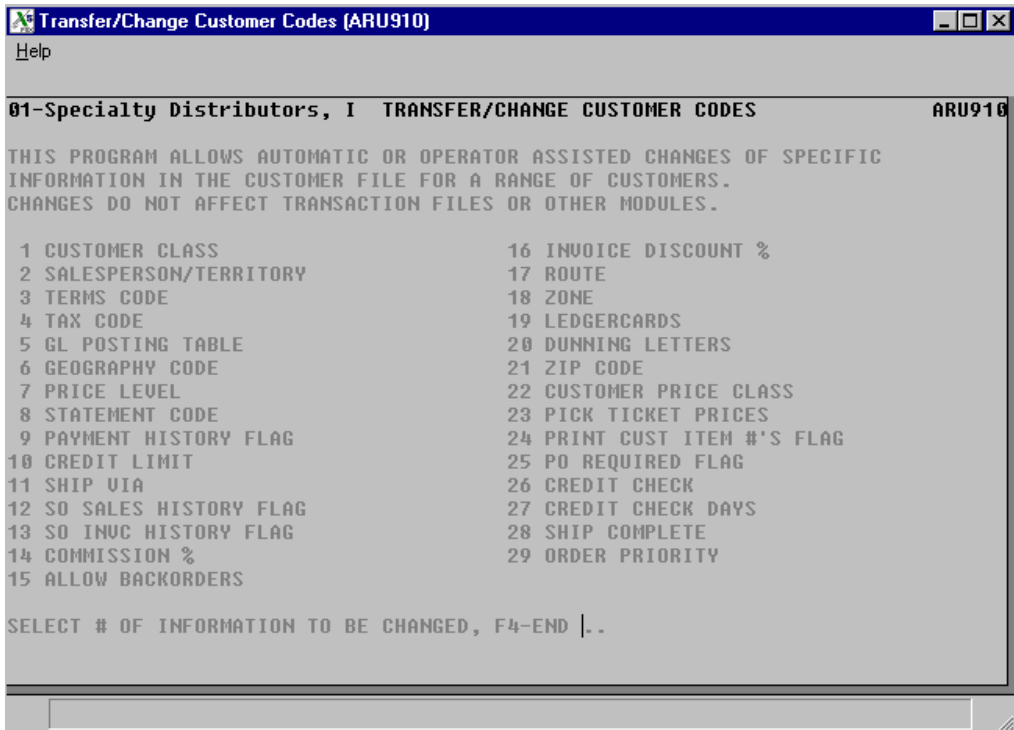
The answer to the first input (**Select Number**) is the field being changed; e.g., if customer class was selected, enter the customer class to change. F3 defaults to user selection. If F3 is selected, the program stops at every customer whose customer class is to be changed and requires input of the new customer class.

Technical Notes

Processing proceeds by reading through the selected file - customer (ARCUST), alpha (ARCALX), salesperson/territory (ARSLSX) or customer class (ARCLSX). The customer file (ARCUST) is then checked for information that meets all criteria entered.

FILES USED - SMCNTL, ARCALX, ARTAXT

FILES UPDATED - ARCUST, ARSLSX, ARCLSX



Transfer/Change Ship-To Codes (ARU920)

Function

Use this program to change specific information in the ship-to file for a range of customer ship-to addresses.

You have the option to change:

Salesperson/Territory

Zip Code

Tax Code Ship Complete

Tax Rate

Order Priority

Ship Via

UPS Zone(and Commercial/Residential when applicable)

Route

The fields above are all part of the information stored on each ship-to location in the customer file. This program is especially useful for making changes to many customers without having to manually change each ship-to location individually through the Ship-To F/M program.

Two examples for the use of this program are:

1. For a user who decides to modify the ship complete designation or the way to handle committing stock for sales orders for a range of ship-to locations.
2. For a user who decides to change the UPS Zone for a range of ship-to locations.

All fields being changed must be valid fields. For example, if changing tax codes, all tax codes being changed to must be valid tax codes.

Changes made in this program do not affect transaction files or other modules.

Access this program by choosing Accounts Receivable→File Maintenances→Transfer/Charge Ship-To Codes.

User Inputs

Use the following inputs to change ship-to information:

1. Select Code Number

Enter the number of the field to be changed (1-22).

2. Order

Select the order in which the system should sort the records to be changed. Options are customer, alpha, salesperson/territory and customer class.

3. Beginning Order Choice

Select the beginning order choice.

4. Ending Order Choice

Select the ending order choice.

5. Change From

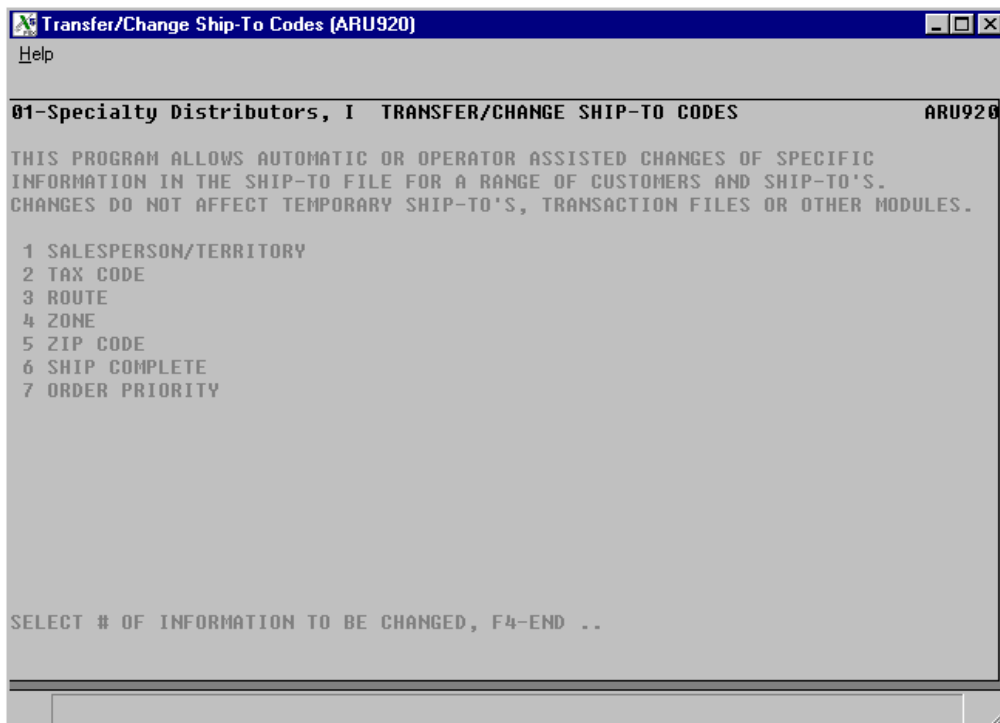
The answer to the first input (Select Number) is the field being changed; e.g., if customer class was selected, enter the customer class that is being changed.

The entry must be valid for the field being changed. Press F3 to default to ALL.

6. Change To

The answer to the first input (Select Number) is the field being changed; e.g., if customer class was selected, enter the customer class to change. Press F3 to default to user selection. If F3 is selected, the program stops at every customer

whose customer class is to be changed and requires input of the new customer class.



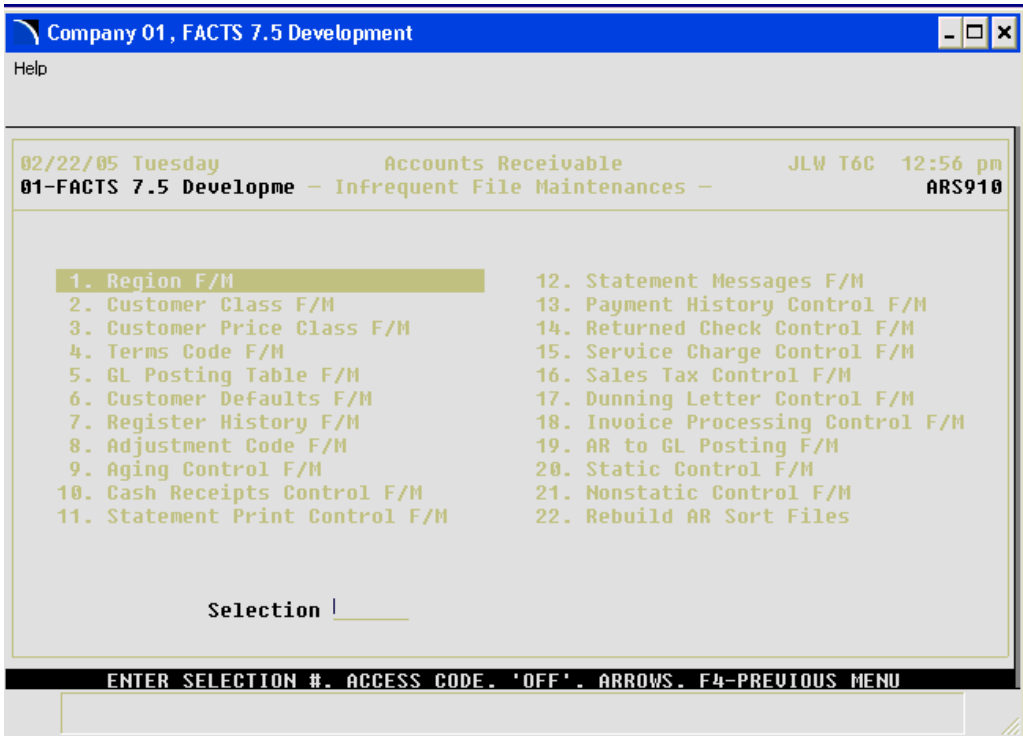
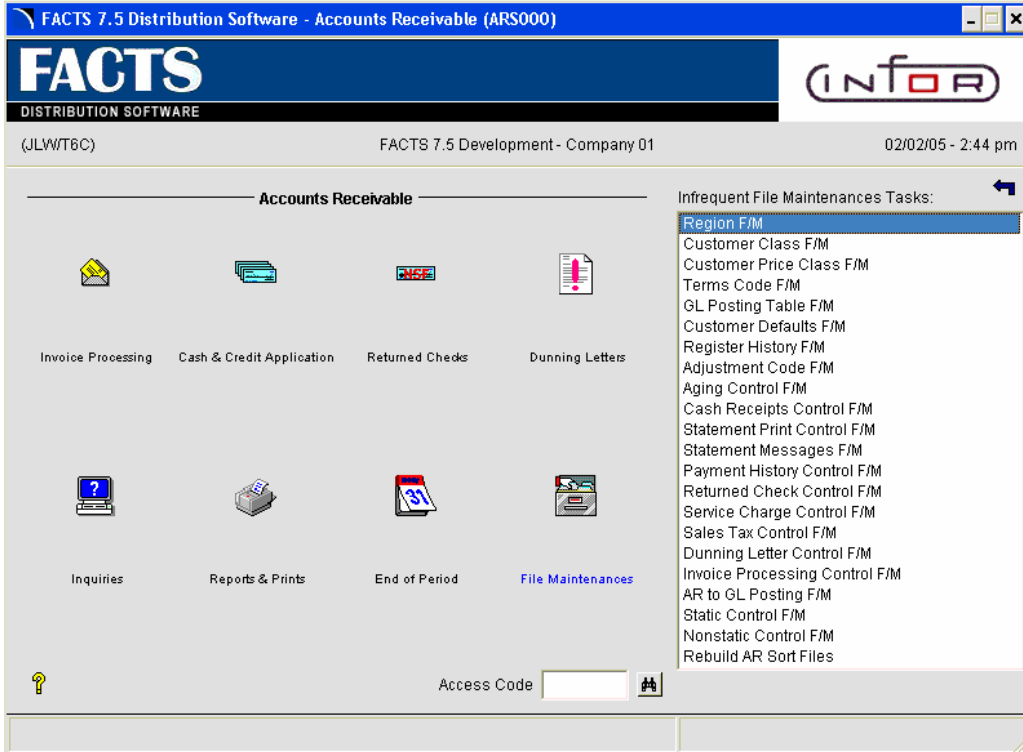
CHAPTER 11

Infrequent F/M

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system.

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M, which keeps track of the sales orders period and all the register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the sales orders system do not need to be maintained by the user and it is unlikely that they will be used.



Region F/M (ARF950)

Function

This program allows the user to create and maintain region codes. Users establish their own set of regions and descriptions for use in the salesperson/territory file. If salespeople are not divided into regions, enter one region, give it the description ALL REGIONS and assign all salespeople to that region.

Regions are assigned to salespeople for use in selected Sales Analysis reports which may be printed by salesperson/territory or by region.

User Inputs

The following inputs are involved in creating a region:

* **Region Code**

Enter the region code (up to 3 characters). Click the search button or press F2 to search existing codes.

2. Description


Enter the region code description (up to 30 characters).

Technical Notes





FILES USED - ARRGNX

FILES UPDATED - SMCNTL

Region F/M (ARF950)

Region 

Description

 Save  Delete  New  Exit

Enter Region Description

Region F/M (ARF950)

Help

01-FACTS 7.5 Development Region F/M ARF950

*. Region SE
2. Description Southeast Region

Enter Line #, D-Delete, F10-Menu, F4-Backup |
Arrows: Up-Prev Rec. Dn-Next. Poup-First. Padn-Last

Customer Class F/M (ARF952)

Function

This program allows the user to create and maintain the customer class records. Each customer is assigned a customer class (i.e., retail, wholesale, in state, out of state, etc.). These classes are determined by the user and are used in most AR reports to group customers. If the user chooses not to use customer classes, then one class must be entered and all customers are assigned to that class.

User Inputs

The following inputs are involved in creating a customer class:

*** Customer Class**

Enter the customer class code (up to 3 characters). F2 allows a search (ref. 10).

2. Description

Enter the customer class description (up to 30 characters).

3. GL Table

Choose a GL posting table for this customer class. Press F2 or click the search button to search existing GL tables. The GL table is created in GL Posting Table F/M. These posting tables are also assigned to individual customers in Customer F/M.

Technical Notes

FILES USED - ARCLSX

FILES UPDATED - SMCNTL

Customer Class F/M (ARF952)

Customer Class: RET

Description: Retail Customers

GL Table: 002 Retail Customers

Buttons: Save, Delete, New, Exit

Enter Customer Class Description

Customer Class F/M (ARF952)

Help

01-FACTS 7.5 Development Customer Class F/M ARF952

*. Customer Class RET
2. Description Retail Customers
3. GL Table 002 Table 002

Enter Line #, D-Delete, F10-Menu, F4-Backup |
Arrows: Up-Prev Rec, Dn-Next, Paup-First, Padn-Last

Customer Price Class F/M (ARF953)

Function

This program allows you to create and maintain customer price classes. Each new customer must be assigned a customer price class in the AR Customer F/M. These classes are user-defined. Customer price classes are used for setting up contract pricing in Sales Orders. For example, you can set up contract prices for a customer price class, indicating that each customer assigned to that price class is eligible for that contract price.

You must enter at least one customer price class. If you choose not to use customer price classing, assign this one code to all customer records.

User Inputs

*. Customer Price Class

Enter the customer price class. F2 allows a search (ref. 10). F3 defaults to the next record on file.

2. Description

Enter the customer price class description (up to 30 characters).

Technical Notes

FILES UPDATED - SMCNTL

Customer Price Class (ARF953)

Customer Price Class: RET

Description: Retail Customers

Buttons: Save, Delete, New, Exit

Enter Customer Price Class Description

Customer Price Class F/M (ARF953)

Help

01-FACTS 7.5 Development Customer Price Class ARF953

*. Customer Price Class RET
2. Description Retail Customers

Enter Line #, D-Delete, F10-Menu, F4-Backup .
Arrows: Up-Prev Rec, Dn-Next, Poup-First, Podn-Last

Terms Code F/M (ARF954)

Function

This program allows the user to create and maintain the terms codes. Users establish their own set of valid terms codes that are assigned to each customer as a default value in Sales Order Entry and AR invoice programs. The terms codes are used to determine due date, discount date and terms discount during the update portion of the SO Daily Sales Register, AR Sales Register and JC Invoice Register.

User Inputs

The following inputs are involved in creating a terms code:

*** Terms Code**

Enter the terms code (up to 2 characters). F2 allows a search (ref. 10).

2. Terms Description

Enter the description of the terms code (up to 15 characters).

*** Terms Type**

Enter payment **Due** on a certain date of the month, payment due in a set **Number of days**, payment due on a **Specific date** or **Cash terms code** (will not post to accounts receivable). CR initially defaults to D.

4. # of Payments

Enter the number of payments expected (1-12). CR defaults to 1. Example, if terms are Net 30, 60, 90 then three payments will be made.

5. Discount %

Enter the terms discount % if applicable (.00-99.99). Example, enter a 2% discount as 2.0. CR initially defaults to 0.

6. First Net Due Date

Enter either the day of the month or the number of days until due if D or N was selected for input #3. If S was selected, this input is skipped. CR initially defaults to 0.

7. First Discount Due Date

If a discount percent was entered in input #5, enter the day of the month or the number of days that will entitle the customer to a discount. If no discount percentage is entered, this input is skipped. CR initially defaults to 0. If S or C was selected in input #3, this input is skipped.

8. Cutoff Day Current Month

This input is only valid if D was entered in input #3. Enter the day (invoice date) before which the due date will still be due in the current month. If this is set to zero, the invoice will never be due in the current month. If this is set to 5, the due date will only be in the current month if the invoice date is the 1st - 4th of the month. For example, if the terms are 2% 10th Net 30th and anything invoiced after the 4th is due the next (following) month, the cutoff would be set to 5. If invoiced on September 4th the discount due date is September 10th and the net due is September 30th. If invoiced on September 5th the discount due date is October 10th and the net due date is October 30th.

9. Cutoff Day Next Month

This input is only valid if D was entered in input #3. Enter the day (invoice date) before which the due date will be in the next month. If this is set to 25, the due date will only be in the next month if the invoice date is between the cutoff for the current month and the 25th of the month. For example, if the terms are 2% 10th Net 30th and anything invoiced after the 25th is due in two months, the cutoff would be set to 25. If invoiced on September 24th the discount due date is October 10th and the net due date is October 30th. If invoiced on September 25th the discount due date is November 10th and the net due date is November 30th.

10. Subsequent Due

Enter either the day of the month or number of days when subsequent payments are due (1-31). This field is used only for terms codes with multiple payments. CR initially defaults to 0. If 1 was entered in input #4, this input is skipped.

11. Subsequent Dscnt Due (Subsequent Discount Due)

Enter either the day of the month or number of days that will entitle the customer to a discount (1-31). This field is used only for terms codes with multiple payments. If 1 was entered in input #4, this input is skipped.

12. Specific Date Due

Enter the specific date on which payment is due if S was chosen in input #3 (ref.4). If S was not selected, this input is skipped.

13. Specific Dscnt Date (Specific Discount Date)

Enter the specific due date on or before which payment must be made to take a discount if S was selected in input #3 (ref.4). If S was not selected, input is skipped.

14. General Ledger

If C was not selected in input #3, this input is skipped. Enter the cash GL account number when printing and updating the AR Register Sales and the SO Daily Sales Register. The number entered must be a valid GL number. F2 allows a search (ref. 10). F1 defaults to BANK indicating that the GL number to post cash to is determined by the bank. The bank used is found in the branch record (Branch F/M) for the warehouse the invoice is issued from. If you do

choose BANK, then the bank account balances are updated through the SO Daily Sales Register.

Technical Notes

The due date is calculated in called program SMC035. The cutoff day is set in line 2130 (same for AP).

FILES UPDATED - SMCNTL

The screenshot shows a software window titled "Terms Code F/M (ARF954)". The window contains the following fields and controls:

- Terms Code: 01 (with a refresh icon) 1% 10th Net 30 (with navigation arrows)
- Terms Description: 1% 10th Net 30
- Terms Type: D - A/R Based on Day of Month (dropdown menu)
- # of Payments: 1
- Discount %: 1.00 %
- First Net Due: 30
- Discount Due: 10
- Cutoff Day Current Month: 3
- Cutoff Day Next Month: 25
- Subsequent Due: 30
- Discount Due: 15
- Specific Date Due: (empty field)
- Discount Date: (empty field)
- General Ledger #: 0000 (with refresh and print icons)

At the bottom of the window, there are four buttons: Save, Delete, New, and Exit. Below the buttons is a text input field containing "Enter First Discount Due".

Terms Code F/M (ARF954)

Help

01-FACTS 7.5 Development	Terms Code F/M	ARF954
*. Terms Code	01 1% 10th Net 30	
2. Terms Description	1% 10th Net 30	
*. Terms Type	D A/R Based on Day of Month	
4. # of Payments	1	
5. Discount %	1.00 %	
6. First Net Due	30	
7. Discount Due	10	
8. Cutoff Day Current Month	3	
9. Next Month	25	
10. Subsequent Due	0	
11. Dscnt Due	0	
12. Specific Date Due		
13. Dscnt Date		
14. Cash GL #	000-00 0 Not on File	

Enter Line #, D-Delete, F10-Menu, F4-Backup |..

Arrows: Up-Prev Rec. Dn-Next. Poup-First. Podn-Last

GL Posting Table F/M (ARF956)

Function

This program enables FACTS users to set up GL posting tables for different customer types so that transactions can be posted and tracked with greater detail.

Say you wanted to post services charges applied to retail customers to a different account than service charges applied to wholesale customers. To achieve that result, you would create a GL posting table for retail customers and another for wholesale customers in this file maintenance, each containing a different GL account number for service charges. Then in the AR to GL Posting Table, you would change the service charges basis flag to C-Customer. When the Service Charge Register is run, service charges will post to their respective accounts.

As noted above, the Accounts Receivable GL Posting Table works with the AR to GL and SO to GL Posting Tables to determine how transactions should post to the GL after the following registers have been printed:

- Cash Receipts & Adjustments Register - posts to accounts receivable GL number, discount GL number and adjustment GL number.
- Service Charge Register - posts to service charges GL number.
- Returned Check Register - posts to returned checks GL number.
- AR Sales Register - posts to Sales GL number.
- SO Daily Sales Register - posts to sales, misc. sales, inter-warehouse A/R, deposits and accounts receivable GL numbers.

The following charts illustrate the GL posting tables for retail and wholesale customers mentioned in the example above. Review the charts and then refer to the register distribution examples. The examples include all registers that use the Accounts Receivable GL posting tables.

GL TABLE	RET	DESCRIPTION
		RETAIL CUSTOMERS
		GL # DESCRIPTION
ACCOUNTS RECEIVABLE	120-01-0	ACCOUNTS RECEIVABLE-RETAIL
DISCOUNTS	490-01-0	DISCOUNTS-RETAIL
ADJUSTMENTS	420-01-0	ADJUSTMENTS-RETAIL
SERVICE CHARGES	440-01-0	FINANCE CHARGES-RETAIL
RETURNED CHECKS	430-01-0	RETURNED CHECKS-RETAIL
SALES	410-01-0	SALES RETAIL
MISC SALES	450-01-0	MISC SALES-RETAIL
INTERWHSE A/R	130-01-0	INTER-WAREHOUSE-RETAIL

DEPOSITS	650-01-0	DEPOSITS-RETAIL
----------	----------	-----------------

GL TABLE	WSL		
DESCRIPTION	WHOLESALE CUSTOMERS		
		GL #	DESCRIPTION
ACCOUNTS RECEIVABLE		125-01-0	ACCOUNTS RECEIVABLE-WSL
DISCOUNTS		495-01-0	DISCOUNTS-WSL
ADJUSTMENTS		425-01-0	ADJUSTMENTS-WSL
SERVICE CHARGES		445-01-0	FINANCE CHARGES-WSL
RETURNED CHECKS		435-01-0	RETURNED CHECKS-WSL
SALES		415-01-0	SALES-WSL
MISC SALES		455-01-0	MISC SALES-WSL
INTERWHSE A/R		130-01-0	INTER-WAREHOUSE-WSL
DEPOSITS		655-01-0	DEPOSITS-WSL

Cash Receipts & Adjustments Register

Williams Wholesale makes a payment of \$504.70 and takes a discount of \$5.30. Reeves Retail makes a payment of \$225.00 for a \$225.02 invoice leaving a balance of \$.02. The user adjusts the balance down to zero. Using the GL posting tables, the GL distribution is as follows:

	<u>Debit</u>	<u>Credit</u>
*100-01-0 Cash in Bank	729.70	
120-01-0 Accounts Receivable-Retail		225.02
125-01-0 Accounts Receivable-Wholesale		510.00
420-01-0 Adjustments-Retail	.02	
495-01-0 Discounts-Wholesale	<u>5.30</u>	
	735.02	<u>735.02</u>

* indicates a GL number not pulled from the AR GL posting table. It is pulled from the bank making the deposit.

Adjustments may be posted to the GL by the adjustments GL number assigned to the GL posting table or by the adjustment code. See the Adjustment Code F/M and AR to GL Posting Table F/M for more information.

Service Charge Register

Williams Wholesale (owes) is charged a \$2.35 service charge and Reeves Retail (owes) is charged a \$1.70 service charge. Using the GL posting tables, the distribution is as follows:

	<u>Debit</u>	<u>Credit</u>
120-01-0 Accounts Receivable-Retail	1.70	
125-01-0 Accounts Receivable-Wholesale	2.35	
440-01-0 Finance Charges-Retail		1.70
445-01-0 Finance Charges-Wholesale		<u>2.35</u>
	<u>4.15</u>	<u>4.15</u>

Returned Check Register

A returned check is entered for Williams Wholesale for \$524.70 and a \$15 returned check fee is charged. Using the GL posting tables, the GL distribution is as follows:

	<u>Debit</u>	<u>Credit</u>
*100-01-0 Cash in Bank		524.70
125-01-0 Accounts Receivable-Wholesale	539.70	
435-01-0 Returned Checks-Wholesale		<u>15.00</u>
	<u>539.70</u>	<u>539.70</u>

* indicates a GL number not pulled from the AR GL posting table. It is pulled from the bank entering the returned check.

A/R Sales Register

Invoices are entered for Williams Wholesale for \$320 and Reeves Retail for \$240. No tax or freight is charged. Using the GL posting tables, the GL distribution is as follows:

	<u>Debit</u>	<u>Credit</u>
120-01-0 Accounts Receivable-Retail	240.00	
125-01-0 Accounts Receivable-Wholesale	320.00	
410-01-0 Sales-Retail		240.00
415-01-0 Sales-Wholesale		<u>320.00</u>
	<u>560.00</u>	<u>560.00</u>

Sales may be posted to the GL by the sales GL number assigned in the AR to GL posting record. See the AR to GL Posting F/M for more information.

SO Daily Sales Register

An invoice is entered for Williams Wholesale at \$320; \$300 for regular items, \$20 for misc. items and \$50 is received for other goods. No tax or freight is charged. The misc. sales GL number is only used if misc. sales are posted to the GL by the AR GL posting table as assigned in the SO to GL posting record. (See

the SO to GL Posting F/M.) The item sold must have the **Misc sales** flag set to Y (in the Item F/M) for the item to post to the misc. sales GL number rather than the sales GL number. Using the GL posting tables, the GL distribution is as follows:

	<u>Debit</u>	<u>Credit</u>
125-01-0 Accounts Receivable-Wholesale	320.00	
415-01-0 Sales-Wholesale		300.00
455-01-0 Misc Sales-Wholesale		20.00
100-01-0 Cash in Bank	50.00	
655-01-0 Deposits-Wholesale		<u>50.00</u>
	<u>370.00</u>	<u>370.00</u>

User Inputs

In each of these prompts, you can press F2 to perform a search for available GL numbers, or in the case of prompt #1, available GL posting table codes. All of the GL numbers entered in this table work with the AR to GL and/or SO to GL posting tables so that transactions post according to customer categories.

*. GL Posting Table

This prompt can be used to create a new GL posting table or edit an existing one. If you are creating a new table, enter a three-character code such as 001, SVC, etc., that FACTS can use to identify the table.

2. Description

The GL Posting Table description can be up to 30 characters long and appears on various registers run out of Accounts Receivable and Sales Orders.

3. Accts Receivable GL

This is the GL number that Accounts Receivable post to when you run the SO Daily Sales register (when posting to Accounts Receivable by customer) or the Accounts Receivable Sales Register (when posting to Accounts Receivable by customer).

4. Discounts GL

This is the GL number that discounts post to after the Cash Receipts & Adjustments Register prints when you set the Discounts Basis to C-Customer in the AR to GL Posting Table.

5. Adjustments GL

When you set the basis for adjustments to C-Customer in the AR to GL Posting table, the Cash Receipts & Adjustments register will post to the number entered here, rather than the default GL number or the Adjustments GL number set up in the Adjustments Code F/M.

6. Service Charges GL

If you've set the service charge basis to C-Customer in the AR to GL posting table, FACTS posts service charges to this GL number when you run the Service Charge Register, rather than the default GL number.

7. Returned Check Charges GL #

When the returned check charges Basis is set to C-Customer, FACTS posts these charges to this GL number after the Returned Check Register prints, rather than the default GL number.

8. Sales GL #

If the sales basis is set to C-Customer in the SO to GL Posting Table, the system posts to this GL number after the Daily Sales Register prints. The AR Sales register also uses this number if the sales Basis is set to C-Customer in the AR to GL Posting Table.

9. Misc Sales GL #

If the miscellaneous sales basis is set to C-Customer in the SO to GL Posting Table, the systems posts to this number when the SO Daily Sales Register is run. FACTS also posts to this GL number when the AR Sales Register is run if the misc. sales basis is set to C-Customer in the AR to GL Posting Table. (Miscellaneous sales represent the sale of items that are flagged as "Miscellaneous" in the IC Item F/M.)

10. Interwhse A/R GL#

If the basis is set to C-Customer in the SO to GL Posting Table *and* the shipping warehouse is set to get 100% credit for the sale (see Warehouse F/M in the Inventory Control module), the system posts to this GL number when SO Daily Sales Register is run.

11. Deposits

If the basis is set to C-Customer in the SO to GL Posting Table, the system posts to this GL number when the SO Daily Sales Register is run. Note that deposits represent a liability on your GL.

Technical Notes

FILES USED - GLMSTR, GLALPX, ARCUST

FILES UPDATED - SMCNTL

GL Posting Table F/M (ARF956)

GL Table: 001

Description: Primary Customers

	GL#	Description
Accounts Receivable	120-01-0	Accounts Receivable
Discounts	660-01-1	Discounts Given
Adjustments	660-01-1	Discounts Given
Service Charges	440-01-1	Finance Charges
Returned Check Chgs	440-01-1	Finance Charges
Sales	410-01-1	Sales
Misc Sales	420-01-1	Miscellaneous Income
Interwhse A/R	121-01-0	Interwarehouse Accts Rec.
Deposits	650-02-2	Bank Charges

Buttons: Save, Delete, New, Exit

Enter GL Posting Table Description

GL Posting Table F/M (ARF956)

Help

01-FACTS 7.5 Development GL Posting Table F/M ARF956

*. GL Table 001

2. Description Posting Table 001

	GL#	Description
3. Accounts Receivable	120-01-0	Accounts Receivable
4. Discounts	660-01-1	Discounts Given
5. Adjustments	660-01-1	Discounts Given
6. Service Charges	440-01-1	Finance Charges
7. Returned Check Chgs	440-01-1	Finance Charges
8. Sales	410-01-1	Sales
9. Misc Sales	420-01-1	Miscellaneous Income
10. Interwhse A/R	121-01-0	Interwarehouse Accts Rec.
11. Deposits	190-01-0	Deposits

Enter Line #, D-Delete, F10-Menu, F4-Backup |..

Arrows: Up-Prev Rec. Dn-Next. Poup-First. Podn-Last

Customer Defaults F/M (ARF840)

Function

This program allows the user to set up default information for the following file maintenances:

- Prospect F/M
- AR Customer F/M

The fields defined here will be used as the default entries when adding prospects or customers. These fields can be changed when entering new prospects or customers.

Only one record can be set up in this program; the system automatically supplies it a customer number of **NEW**. The fields #2 - #13 should be left blank. The fields on the sales history screen should be left blank also.

User Inputs

The following inputs are involved in creating customer records:

Main Screen

***. Customer #**

The system supplies the customer number **NEW**.

2 - 13. THESE FIELDS SHOULD BE LEFT BLANK SINCE A DEFAULT VALUE WILL NOT BE NEEDED FOR THEM WHEN SETTING UP CUSTOMERS AND PROSPECTS

Accounting

2. Terms Code

Enter the terms code (up to 2 characters). The entry must be a valid terms code. CR defaults to the terms code of the customer just entered. F2 allows a search (ref. 10).

3. GL Table

Enter the GL posting table to which a customer belongs (up to 3 characters). The entry must be a valid GL posting table. This GL table determines how the customer is to post to the GL module. CR defaults to the GL posting table of the customer just entered. F2 allows a search (ref. 10).

4. Tax Code

Enter the tax code which applies to this customer (up to 8 characters). The entry must be a valid tax code. CR defaults to the tax code of the customer just entered. F2 allows a search (ref. 10).

5. Tax Rate

Enter whether the tax rate is **H**igh, **L**ow, or **eX**empt status. CR initially defaults to **H**. If tax rate is not applicable, enter **H** for all customers.

6. Tax Exempt Number

Enter the tax exempt number if applicable (up to 20 characters). This input is a memo field.

7. Credit Limit

Enter the credit limit, if applicable (0- 9999999). CR defaults to 0. The credit limit is used while in the sales orders system (see SO Static Control F/M) and AR invoicing (see AR Static Control F/M).

8. Grace Period

Enter the number of days grace given to a customer before charging the service charge (0-999) when running the Service Charge Register. This grace period is added to the grace period for all customers as set in the service charge control record F/M. CR initially defaults to 0.

9. Active

Enter **Y** or **N** to indicate whether a customer is active. If **N** is entered, no sales processing is allowed for this customer (i.e., no sales orders may be processed) (checks may be entered). CR initially defaults to **Y**.

10. On Hold

Enter **N** or **Y** to indicate if this customer is on hold. If **Y** is entered, no orders can be entered for the customer. CR initially defaults to **N**.

11. Use Ledgerscards

Enter **N** or **Y** to indicate whether to store ledgerscards. CR initially defaults to **N**.

12. Dunning Letters

Enter **N** or **Y** to indicate whether a customer is to receive dunning letters. Enter 0-5 to indicate the number of the last dunning letter sent; (e.g., the entry **Y5** indicates that dunning letters are sent and the number of the last letter sent was 5.) CR initially defaults to 0.

13. Last Dun Sent

Enter 0-5 to indicate the number of the last dunning letter sent; (e.g., the entry **Y5** indicates that dunning letters are sent and the number of the last letter sent was 5.) CR initially defaults to 0.

14. Statement Code

Enter the statement code (1 character, **Never**). CR initially defaults to 0. Entering **N** indicates this customer can never have a statement printed. This code is used in the AR Statement Print Program to specify which customers should have statements printed. Entering **N** indicates a customer can never have a statement printed. If all customers have statements printed at the same time, assign **A** (always) to all customers.

Invoicing Screen**2. Price Level**

If inventory prices are set up in price levels, enter the level for this customer (up to number of levels used: 0-6). Price levels are used to charge customers different prices. For example, you have two types of classes; wholesale and retail customers. This option would allow you to set two types of level pricing for wholesale - level 1 and retail - level 2. If price levels are not used, enter zero.

3. Invoice Discount

The invoice discount is set in the SO static control record as either not used or a dollar amount or a percentage. If set as a percentage, enter the default invoice discount percent for this customer (.00-99.99). CR initially defaults to 0.

4. Commission %

Enter the commission percent for a customer (.00-99.99). If commissions are not calculated based on customer (set in the SM company control record), it will not be used. CR initially defaults to 0.

5. Message

Enter the message if needed (up to 20 characters). This message appears on the screen during sales order entry programs as a reminder to the user and will not print anywhere for the customer to see.

6. UPS Zone

Enter the UPS ship-to zone. This will be used to calculate UPS freight charges in SO.

7. Commercial/Resident

Enter whether a delivery to a customer is a **Commercial** or **Residential** UPS ground delivery. UPS charges different amounts for residential and commercial deliveries. CR initially defaults to commercial. This input is skipped and not applicable if the zone entered in the previous input is greater than 8. Commercial and residential charges only apply to ground zones 8 or less.

8. Route

Enter a customer route number if routing is used (up to 3 characters) (set in the SO static control record). CR initially defaults to the first route on file. F2 allows a search (ref. 10).

9. Ship-To

Enter the ship-to number for this customer (up to 5 characters). CR defaults to SAME, meaning the ship-to address is the same as the customer's billing address. F2 allows a search (ref. 10).

10. Ship Via

Enter a Ship Via code that indicates which method of shipping should be used for the default customer. Press F2 to search. Ship Via codes are setup and maintain in Sales Order → File Maintenances → Ship Via F/M.

11. PO (Purchase Order) Required

Enter **N** or **Y** to indicate whether the customer purchase order number to be entered in the **Reference #** input in SO entry is required for billing. Options:

- N** - Entry is not mandatory. CR defaults to N.
- Y** - Entry is mandatory **except** in Credit Memo Entry and Customer Returns
- A** - Entry is mandatory in all SO entry programs including Credit Memo Entry and Customer Returns

12. Allow Backorder

Enter **Y** or **N** to indicate if a customer allows backorders. CR initially defaults to **Y**.

13. Store SO (Sales Orders) Sales

Enter **N** or **Y** to indicate whether to store SO (customer/item combinations) sales history. CR initially defaults to **N**. Sales history is stored for the last three customer/item combinations. There is also a removal program which may be run any time to remove sales history.

14. Store Invoices

Enter **N** or **Y** to indicate whether to store past invoice history. CR initially defaults to **N**. Invoice history stores the detail of all invoices in the SO module. There is a removal program which may be run any time to remove detailed invoice history.

15. Pymt Hist (Store Payment History)

Enter **N** or **Y** to indicate whether to store payment history. CR initially defaults to **N**.

16. Pick Ticket Prices

Enter whether to include pricing information on the pick ticket for this customer. Price, Pricing UM, and extension information will print below the description for each item on the pick ticket and the total of extensions will appear below the line item section if this flag is set to 'PET'.

17. Print Customer Item Numbers

Enter whether to include the customer item number on the quote, pick ticket and/or invoice/credit memo. Press F2 to select "None."

Sales History

2. Date Opened

Enter the date the account was opened for this customer (ref.4). CR defaults to the date the customer was entered into the customer file.

3. Date Last Sale

Enter the date of the most recent invoice for this customer (ref.4).

4. Date High Balance

Enter the date the most money was owed by this customer (ref.4).

5. Date Last Payment

Enter the date of the most recent payment made by this customer (ref.4).

***6. Current Balance**

This field is skipped and maintained by the system.

7. Highest Balance

Enter the amount of the highest balance for this customer (+/-99999999.99). CR defaults to 0.

8. Month-to-Date

Enter the total amount of month-to-date sales (+/-99999999.99). CR defaults to 0. Enter the total amount of month-to-date sales cost (+/-99999999.99). CR defaults to 0.

9. Year-to-Date

Enter the total amount of year-to-date sales (+/-999999999.99). CR defaults to 0. Enter the total amount of year-to-date sales cost (+/-999999999.99). CR defaults to 0.

10. Prior Year Sales and Cost2. Date Opened

Enter the total amount of prior year sales (+/-999999999.99). CR defaults to 0. Enter the total amount of prior year sales cost (+/-999999999.99). CR defaults to 0.

Miscellaneous**2. Customer Class**

Enter the customer class to which a customer would belong (up to 3 characters). Customer classes are a way of categorizing customers and is used for such purposes as reporting in Accounts Receivable and contract pricing in Sales Orders. F2 allows a search (ref #10).

3. Customer Price Class

Enter the customer price class for this customer. This price class is used to group customers for use in contract pricing, costs and prices updates, and reporting purposes. F2 allows a search.

4. Site Charge

If your system uses the Service & Repair module, use this input to establish the flat fee you want to charge this customer whenever a service technician visits the customer's site.

If you don't use Service & Repair, this input is not active.

5. Salesperson/Territory

Enter the salesperson/territory (up to 3 characters). The entry must be a valid salesperson/territory code. CR defaults to the salesperson/territory of the customer just entered. F2 allows a search (ref. 10).

6. Assigned Date

This field should be left blank since a default value will not be needed for it when setting up customers and prospects.

7. Lead Source

Enter the source from where the salesperson got the lead for this prospect. Press F2 to search for valid sources, which are defined in the Lead Source F/M. This field is only valid if you have purchased TeleFACTS.

8. Geography Code

Enter the geographical location of this customer (up to 5 characters). Some of the AR reports will ask which geography code to print and will only print the code(s) you choose. CR defaults to the geography code of the customer just entered.

9. Branch

Enter the branch a customer belongs to. Most AR reports allow the user to select the branch(es) to print. The entry must be a valid branch. F2 allows a search (ref. 10).

When all inputs have been entered, enter **Y** or **N** to indicate whether to add the record and assign sales and invoicing defaults. CR defaults to Y.

Once a record is displayed on the main screen, the user may access other information by pressing the highlighted letter of the display code needed. The entire display code is highlighted when the information relating to that code is displayed on the screen. the following display codes may be used:

- M** - main
- S** - sales history
- I** - invoicing

NOTE: These fields should be left blank since they do not apply to a default customer number. Refer to the section titled Customer F/M (ARF910) in this manual for its proper use.

Technical Notes

FILES UPDATED - ARDEFT

Customer Defaults F/M (ARF840)

Main | Accounting | Invoicing | Sales History | Miscellaneous

Name: DEFAULT

Address 1: This is the cust default addr

Address 2: []

City: [] State: [] Zip Code: []

Address 3: []

Phone # 1: []

Phone # 2: []

Contact 1: RONALD PATTON

Contact 2: []

Alpha: DEFAULT

Save | Delete | New | Exit

Enter Customer Name

Customer Defaults F/M (ARF840)

Help

01-Demo Company Customer Defaults F/M ARF840

2. Name DEFAULT

3. Address 1

4. Address 2

5. City

6. State

7. Zip Code

8. Address 3

9. Phone # 1

10. Phone # 2

11. Contact 1

12. Contact 2

13. Alpha DEFAULT

Main, Accounting, Invoicing, Sales History, Miscellaneous
 Line to Change (F2-Cont), D-Delete, F4-End ..

Customer Defaults F/M (ARF840)

Main Accounting Invoicing Sales History Miscellaneous

Terms Code 01 1% 10th Net 30 Active

GL Table 001 Primary Customers On Hold

Tax Code CACARLOS Use Ledgercards

Tax Rate H - High Dunning Letters

Exempt # Last Dun Sent 0

Credit Limit 0 Statement Code 0

Grace Period 0

Save Delete New Exit

Customer Defaults F/M (ARF840)

Help

01-Demo Company Customer Defaults F/M ARF840

2. Terms Code 01 1% 10th Net 30

3. GL Table 001 Posting Table 001

4. Tax Code CACARLOS

5. Tax Rate H

6. Exempt #

7. Credit Limit 0

8. Grace Period 0

9. Active Y

10. On Hold N

11. Use Ledgercards N

12. Dunning Letters N

13. Last Dun Sent 0

14. Statement Code 0

Main, Accounting, Invoicing, Sales History, Miscellaneous
 Line to Change (F2-Cont), D-Delete, F4-End |..

Customer Defaults F/M (ARF840)

Main Accounting **Invoicing** Sales History Miscellaneous

Price Level Allow Backorder

Invoice Discount % Store SO Sales

Commission % **No Priority** Invoices

Message Payment History

UPS Zone Pick Ticket Prices None

Commercial/Resident Print Customer Item #'s None

Route **Route 01, Mondays**

Ship-to **Not On File**

Ship Via **Not On File**

PO Required

Customer Defaults F/M (ARF840)

Help

01-Demo Company Customer Defaults F/M ARF840

2. Price Level 0

3. Invoice Discount % .00

4. Commission % No Priority

5. Message

6. Ship Via UPS United Parcel

7. UPS Zone 2

8. Commercial/Resident C

9. Route N/A

10. Ship-to SAME

11. PO Required Y

12. Allow Backorder Y

13. Store SO Sales N

14. Invoices N

15. Pnyht History N

16. Pick Ticket Prices PET

17. Print Cust Item #'s QPI

Main, Accounting, Invoicing, Sales History, Miscellaneous
Line to Change (F2-Cont), D-Delete, F4-End |..

01-Demo Company, Customer Defaults F/M (ARF840)

Help

Main Accounting Invoicing Sales History Miscellaneous

Date _____ Balance _____

Opened 04/24/2003 High Balance _____ Current .00

Last Sale _____ Last Payment _____ Highest .00

Month-To-Date Sales _____ Cost _____

Year-To-Date _____ .00 _____ .00

Prior Year _____ .00 _____ .00

Save Delete New Exit

Enter date of highest balance

Customer Defaults F/M (ARF840)

Help

01-Demo Company Customer Defaults F/M ARF840

1. Date _____

2. Opened 04/24/2003

3. Last Sale

4. High Balance

5. Last Payment

6. Balance _____

*. Current

7. Highest

8. Month-To-Date - Sales _____ - Cost _____

9. Year-To-Date

10. Prior Year

Main, Accounting, Invoicing, Sales History, Miscellaneous

Line to Change (F2-Cont), D-Delete, F4-End ..

Customer Defaults F/M (ARF840)

Main Accounting Invoicing Sales History **Miscellaneous**

Customer Class RET Retail Customers

Cust Price Class RET Retail Customers

Site Charge .00 N/A

Slsp/Terr 10 Ronnie Someone

Assigned Date N/A

Lead Source 10 N/A

Geography Code

Branch 01 Atlanta Branch

Save Delete New Exit

Customer Defaults F/M (ARF840)

Help

01-Demo Company Customer Defaults F/M ARF840

2. Customer Class RET Retail Customers

3. Cust Price Class RET Retail Customers

4. Site Charge .00 N/A

5. Slsp/Terr 10 Ronald Patton

6. Assigned Date N/A

7. Lead Source N/A

8. Geography Code

9. Branch 01 Atlanta Branch

Main, Accounting, Invoicing, Sales History, Miscellaneous
 Line to Change (F2-Cont), D-Delete, F4-End .

Register History F/M (ARF958)

Function

This program allows the user to trace through all registers of the current period to see how the accounts receivable balance is affected by each register. When initially setting up the AR system, no records need to be entered here. The Register History Report provides a printout of these records, maintaining a complete audit trail of the AR balance.

For every register printed and updated that affects the accounts receivable balance, a record is created by the system. Information includes the following:

- **AR Register Trace Number:** As a register is updated the system assigns a trace number to it.
- **Register Types Are:** Cash receipts, Returned checks, JC invoicing, Service charges, Invoicing, Daily sales, Bad debts, Auto credit apply, K-customer balancing, Equipment rental invoicing, and Technical support invoicing.
- **Date:** The date the register is updated.
- **Period:** The period the register is updated.
- **Register:** The number which is assigned to each register while it is run.
- **Beginning AR Balance:** The AR balance before the register was updated.
- **Dollar Amount:** The actual dollar amount of the register which affects the AR balance.
- **Discount Amount:** The discount amount (if applicable) on the register.
- **Adjustment Amount:** The adjustment amount (if applicable) on the register.
- **Ending AR Balance:** The AR balance after the register is updated. This balance becomes the beginning balance on the next AR register trace number.
- **Deposit Number:** The deposit number (if applicable) on the register.

User Inputs

Initially, this program is not used. The system will maintain all records.

* AR Register Trace

Enter the AR register trace number (0-9999).

2. Register Type

Enter whether the register type is Cash receipts, Returned checks, JC invoicing, Service charge, Invoice, Daily sales, Bad debts (currently not used), Apply auto credit, K-customer balancing, Equipment rental invoicing, or Technical support invoicing. CR initially defaults to C.

3. Date

Enter the register date (ref.4).

4. Period

Enter the register period (PPYY).

5. Register Number

Enter the register number (0-9999). CR initially defaults to 0.

6. Beginning AR Balance

Enter the AR balance before the register was updated (+/- 99999999.99). CR initially defaults to 0.

7. Dollar Amount

Enter the dollar amount of the register to update the AR balance (+/- 99999999.99). CR initially defaults to 0.

8. Discount Amount

Enter the discount amount of the register to update the AR balance (+/- 99999999.99). CR initially defaults to 0.

9. Adjustment Amount

Enter the adjustment amount of the register to update the AR balance (+/- 99999999.99). CR initially defaults to 0.

10. Ending AR Balance

Enter the AR balance after the register has been updated (+/- 99999999.99). CR initially defaults to 0.

11. Deposit Number

Enter the deposit number for Cash receipts registers only (0-9999). CR initially defaults to 0.

Technical Notes

FILES UPDATED - SMCNTL

Register History F/M (ARF958)

AR Register Trace # ⏪ ⏩

AR Register Type **C - Cash Receipts** Save

AR Register Date Delete

AR Register Period **AUG** New

AR Register # Exit

Beginning AR Balance

Dollar Amount

Discount Amount

Adjustment Amount

Ending AR Balance

Deposit #

Enter Register Type (C/R/J/S//D/B/A/K/E/T)

Register History F/M (ARF958)

Help

01-Demo Company Register History F/M ARF958

*. AR Register Trace #	0686
2. Type	S
3. Date	08/31/2002
4. Period	09/2012 SEP
5. #	0035
6. Beginning AR Balance	107372.11
7. Dollar Amount	29.29
8. Discount Amount	.00
9. Adjustment Amount	.00
10. Ending AR Balance	107401.40
11. Deposit #	

Line to Change (F2-Cont), D-Delete, F4-Backup ..
 Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Adjustment Code F/M (ARF960)

Function

This program allows the user to create and maintain the adjustment code records.

Users establish their own set of valid adjustment codes and their descriptions for use in the Cash Receipts & Adjustment Entry program.

Valid adjustment codes must be set up here prior to entering adjustments in the Cash Receipts & Adjustments Entry program. Each adjustment code has an assigned GL account number. In the AR to GL Posting F/M, the **Adjustments GL Post** flag determines whether adjustments post to GL based on the customer type (pulled from the AR GL posting table) or based on the adjustment type (pulled from the adjustment code). If the flag is set to **A**-adjustment, then the GL number assigned to the code is posted when entering an adjustment in the Cash Receipts & Adjustment Entry program.

User Inputs

The following inputs are involved in creating an adjustment code record:

* **Adjustment Code**

Enter the adjustment code (up to 2 characters).

2. Description

Enter the adjustment code description (up to 30 characters).

3. Adjustment GL #

Enter the GL account number for this adjustment code. The entry must be a valid GL number. F2 allows a search (ref. 10).

Technical Notes

FILES USED - GLMSTR, GLALPX

FILES UPDATED - SMCNTL

Adjustment Code F/M (ARF960)

Adjustment Code

Description

Adjustment G/L# **401(k) Employer Expense**

Enter Adjustment Code Description

Adjustment Code F/M (ARF960)

Help

01-Demo Company	Adjustment Code F/M	ARF960
*. Adjustment Code	MC	
2. Description	Miscellaneous Adjustment	
3. Adjustment G/L#	420-01-1	Miscellaneous Income

Line to Change (F2-Cont), D-Delete, F4-Backup .
Arrows: Up-Prev Rec, Dn-Next, Pgup-First, Pgdn-Last

Aging Control F/M (ARF962)

Function

This program allows the user to create and maintain aging information used to print the Aged Trial Balance and statement forms.

The information in this file is used to determine column headings, aging breaks, and the correct columns for open receivables.

User Inputs

The following inputs are involved in creating an aging control record:

1. Age On Due/Invoice Date

Enter whether aging is based on the **Due** date or **Invoice** date. CR initially defaults to D.

2. Credits - Off Old/Aged/Current

Enter whether credit memos are to be subtracted from the **Oldest** invoice, to be **Aged** just like invoices, or to be treated as **Current** when printing the Aged Trial Balance and statement forms. CR initially defaults to O.

3. Default Credit Check Days

Enter the default maximum days past the aging date (as set in the Age on Due/ Invoice Date input) before the credit check fails. Enter 999 to default to 'None'. The system uses this value as the default when new customer records are created, either through the file maintenance programs or when converting a TeleFACTS prospect to a customer.

4. Number Of Aging Columns

Enter the number of aging columns (1-5). CR initially defaults to 5.

Days Past Date, Break 1 Through Break 5

Enter the maximum number of days past due or invoice date (whichever was entered in input #1) a document must be to fall into each aging column. CR initially defaults to 0 for break 1, 30 for break 2, 60 for break 3, 90 for break 4, and 999 for break 5.

Column Heading Break 1 Through Break 5

Enter the column heading for each break to appear on the Aged Trial Balance (up to 11 characters). These break headings should correspond with the number of days past date breaks (inputs #5-9). CR initially defaults to current for break 1, 30 for break 2, 31-60 for break 3, 61-90 for break 4, over 90 for break 5.

An example of the days past date and column heading is if the first column heading is current, then it is based on due date; if it is zero days past the due date, then it is a current document. If the maximum days past date is 30, then it would fall in the column of 0-30 days past due, etc.

Technical Notes

FILES UPDATED - SMCNTL

The screenshot shows a window titled "Aging Control F/M (ARF962)". It contains the following configuration options:

- Age On Due/Invoice Date: **D - Due Date** (dropdown)
- Credits- Off Old/Age/Curr: **O - Off Oldest Invoice** (dropdown)
- Credit Check Days: **None** (checkbox)
- # Of Aging Columns: **5** (text input)
- Days Past (table):

Column 1	<input type="text" value="0"/>
Column 2	<input type="text" value="30"/>
Column 3	<input type="text" value="60"/>
Column 4	<input type="text" value="90"/>
Column 5	<input type="text" value="120"/>
- Column Header (table):

<input type="text" value="CURRENT"/>
<input type="text" value="1-30"/>
<input type="text" value="31-60"/>
<input type="text" value="61-90"/>
<input type="text" value="OVER 90"/>

Buttons: **Save**, **Delete**, **New**, **Exit**

Status bar: Age on Due or Invoice Date? (D/I)

Cash Receipts Control F/M (ARF964)

Function

This program allows the user to create and maintain the cash receipts control record.

The user establishes the following guidelines for posting cash in the Cash Receipts & Adjustments Entry program:

- Whether credit memos and on-accounts are on the document list.
- Whether to print a deposit ticket after the Cash Receipts Register.
- The last cash check number.
- The last on-account document used.

User Inputs

The following inputs are involved in creating the cash receipts control record:

1. Deposit Ticket

Enter Y or N to indicate whether to print a deposit ticket after printing the Cash Receipts & Adjustments Register. CR initially defaults to Y.

2. Last Cash Check Number

Enter the cash check document number last used (0-9999). Initially, this is set to zero and is maintained by the system by the cash and credit application programs thereafter. CR initially defaults to 0.

3. Last OA Document Number

Enter the on-account document number last used (0-9999). Initially, this is set to zero and is maintained by the system by the cash and credit application programs thereafter. CR initially defaults to 0.

Technical Notes

FILES UPDATED - SMCNTL

01-FACTS 7.5 Development, Cash Receipts Control ...

Help

Deposit Ticket

Last Cash Check # 2329

Last On-Acct Doc # 2081

Save Delete New Exit

Print deposit ticket after cash receipts register?

Cash Receipts Control F/M (ARF964)

Help

01-FACTS 7.5 Development Cash Receipts Control F/M ARF964

1. Deposit Ticket Y

2. Last Cash Check # 2332

3. On-Acct Doc # 2083

Enter Line #, D-Delete, F10-Menu, F4-End |.

Statement Print Control F/M (ARF968)

Function

This program allows the user to create and maintain the statement print control record.

The user establishes the format for the statement print including:

- Preprinted form or stock paper.
- Whether or not a tear-off return portion is used on the statement.
- Whether zero-balance documents are printed.
- Number of message lines used.

This record must be entered prior to entering statement messages and printing statements.

User Inputs

The following inputs are involved in creating and maintaining the statement print control record:

1. Form Depth

Enter the statement form depth (number of lines) at 6 lines per inch (0-99) usually 42 (7-inch form and prints 19 documents minus number of message lines on last page of each statement), 51 (8 1/2-inch form and prints 28 documents minus number of message lines on last page of each statement), and 66 (11-inch form and prints 43 documents minus number of message lines on last page of each statement). CR initially defaults to 42.

2. Use Preprinted Form

Enter N or Y to indicate whether a preprinted form is used. CR initially defaults to N.

Address

Enter Y or N to indicate whether to print your company name and address on the preprinted statement form. CR initially defaults to N.

3. Print Aging Headings

Enter N or Y to indicate whether to print aging headings on the statements. These headings are found on the bottom of each statement summarizing the total due for each aging column. The user may choose to have the system print the headings rather than having them preprinted on a form for different customers. For example, retail customers may have Net-30, terms thus aging headings may be current 30, 60, 90, etc., where wholesale customers may have Net-10 terms thus aging headings may be current 10, 20, 30, etc. CR initially defaults to Y.

4. Use Tear-Off Return

Enter **N** or **Y** to indicate whether a tear-off return section of the statement is used. CR initially defaults to **N**.

5. Zero Balance Documents

Enter **Y** or **N** to indicate whether to print on the statement zero balance documents (documents in AR which have been paid and the balance is 0). CR initially defaults to **Y**.

6. # Message Lines

Enter the number of message lines to be printed on each statement (0-3). CR initially defaults to 0 indicating that messages are not used. If messages are used, the message that is printed on each statement is determined by the oldest document on that statement. For example, assume that you have five aging columns on your statement and the oldest document is in column three, then the message for break number three is printed.

7. Minimum Amount

Enter the amount below which positive balance statements will not print (0-9999.99). CR initially defaults to 0.

8. Statement by Branch

Indicate which branch the system should use: the customer's default branch or the branch entered on documents. When you print statements for Branch 01, for example, this control tells the system whether to print.

Technical Notes

FILES UPDATED - SMCNTL

Statement Print Control F/M (ARF968)

Form Depth

Use Preprinted Form

Address

Print Aging Headngs

Use Tear-off Return

Zero Balance Docs

Message Lines

Minimum Amount

Statement By Branch

Save Delete New Exit

Enter Statement Form Depth at 6 Lines/inch (usually 42, 51 or 66)

Statement Print Control F/M (ARF968)

Help

01-FACTS 7.5 Development Statement Print Control F/M ARF968

1. Form Depth 42

2. Use Preprinted Form N Address N

3. Print Aging Headings Y

4. Use Tear-off Return N

5. Zero Balance Docs Y

6. # Message Lines 3

7. Minimum Amount .00

8. Statement By Branch C

Enter Line #, D-Delete, F10-Menu, F4-End |.

Statement Messages F/M (ARF970)

Function

This program allows the user to create and maintain the statement message file. The user establishes messages to be printed on the statements depending on the aging information on each statement. The maximum number of lines entered in a message is determined in the statement print control record. Therefore, prior to entering messages, the statement print control record must be set up.

The Statement Print program utilizes the messages entered. The message that is printed on each statement is determined by the oldest document on that statement. For example, assume you have five aging columns on your statement and the oldest document is in column 3. The message for break number 3 is printed.

User Inputs

The following inputs are involved in creating and maintaining the statement message records:

* **Break Number**

Enter the aging break number for which the message is to be printed (1-5).

2. Message 1, 2, 3

Enter the message to be printed for the break number (up to 60 characters per line). The number of lines you are allowed to enter is determined by the statement print control record.

Technical Notes

FILES UPDATED - SMCNTL

Statement Messages F/M (ARF970)

Break # ⏪ ⏩

Message 1

Message 2

Message 3

Enter Message Line 1

Statement Messages F/M (ARF970)

Help

01-FACTS 7.5 Development Statement Messages F/M ARF970

*. Break # 1
2. Message 1 We appreciate your business?
3. Message 2
4. Message 3

Enter Line #, D-Delete, F10-Menu, F4-Backup .
Arrows: Up-Prev Rec. Dn-Next, Paup-First, Padn-Last

Payment History Control F/M (ARF972)

Function

This program allows the user to create and maintain the payment history control record.

The user establishes how payment history is to be stored including:

- Average or weighted days outstanding.
- Based on due or invoice date.
- Using credit memos.
- Number of prior periods stored.

Average - Based on number of invoices

$$\begin{array}{r}
 \$10.00 \quad 5 \text{ days to pay} \\
 \$100.00 \quad \underline{15} \text{ days to pay} \\
 2 \text{ invoices} \quad 20 \text{ days} \\
 20 / 2 = \text{Average \# of days to pay} = 10
 \end{array}$$

Weighted - Based on number of dollars

$$\begin{array}{r}
 \$10.00 \quad \times 5 \text{ days to pay} = \quad \quad \quad \$50.00 \\
 \underline{\$110.00} \quad \times 15 \text{ days to pay} = \quad \quad \quad \underline{\$1500.00} \\
 \$110.00 \quad \quad \quad \quad \quad \quad \quad \quad \quad \quad \quad \quad \$1550.00 \\
 \text{Total Dollars} \quad \quad \quad \quad \quad \quad \quad \quad \quad \quad \quad \quad \text{Total Dollar Days} \\
 \$1550 / 110 = \text{Average \# of days to pay} = 14.09
 \end{array}$$

This control record must be set up prior to entering payment history for customers or running the Document Removal Register. Payment history is updated by the zero balance documents (paid off) removed by the Document Removal Register.

User Inputs

The following inputs are involved in creating the payment history control record:

*** Prior Periods Stored**

Enter the number of prior periods to be stored (0, 3 to the number of periods in a year). An entry of 0 indicates not used and the remaining inputs are skipped. CR defaults to the number of periods in a year.

***2 Average/Weighted**

Enter whether days outstanding are to be stored by **Average** or **Weighted** average. Average means the number of days outstanding for payment history is based on the total number of invoices paid. Weighted average means the average number of days outstanding for payment history is based on the total number of dollars paid. CR defaults to A.

3. Use Due/Invoice Date

Enter whether payment history is stored based on **Due** date or the **Invoice** date. CR initially defaults to D.

4. Ignore Credits

Enter **Y** or **N** to indicate whether to ignore credit memos (not update payment history with credit memos) when storing payment history. CR initially defaults to Y.

5. Accumulation Periods

Enter three accumulation periods to print on the Payment History Report and display for payment history in the Customer Inquiry. Each period should be two digits (example: 03). Each period includes all previous periods. For example, if **030609** is entered, the three columns of payment history on the Payment History Report are headed 3 (periods 1-3), 6 (periods 1-6), and 9 (periods 1-9). Period 1 is always the last period closed. CR initially defaults to 010203.

Technical Notes

FILES UPDATED - SMCNTL

Payment History Control F/M (ARF972)

Prior Periods Stored:

Average/Weighted:

Use Due/Invoice Date:

Ignore Credits:

Accumulation Periods:

Enter Number of Past Periods to Store Payment History (0=Not Used)

Payment History Control F/M (ARF972)

Help

01-FACTS 7.5 Development Payment History Control F/M ARF972

1. Prior Periods Stored 12

2. Average/Weighted A

3. Use Due/Invoice Date D

4. Ignore Credits Y

5. Accumulation Periods 030612

Enter Line #, D-Delete, F10-Menu, F4-End .

Returned Check Control F/M (ARF974)

Function

This program allows the user to create and maintain the returned check control record.

The user establishes the following options for returned checks:

- Returned check charge.
- Overriding the returned check charge.
- Days from returned check date to due date.
- Last returned check document number.

User Inputs

The following inputs are involved in creating the returned check control record:

* Returned Check Charge

Enter the dollar amount a customer is to be charged for having a returned check. (.00-99.99). CR initially defaults to 0.

2. Allow Override

Enter Y or N to indicate whether the user has the option to override the standard check charge during Returned Check Entry. CR initially defaults to Y.

3. Days From RC To Due Date (Days From Returned Check To Due Date)

Enter the number of days from the returned check date to the due date of the new open item to be created by the Returned Check Register (+/-999). This number may be a negative, in which case the new open item will age as past due. CR initially defaults to 0.

4. Last RC Document # (Last Returned Check Document Number)

Enter the last returned check number (0-9999). This document number is used to identify the new open item created during the Returned Check Register. The number is maintained by the system and should initially be set to 0.

Technical Notes

FILES UPDATED - SMCNTL

Returned Check Control F/M (ARF974)

Returned Check Charge

Allow Override

Days from RC to Due Date

Last RC Document #

Save Delete New Exit

Enter Returned Check Charge

Returned Check Control F/M (ARF974)

Help

01-FACTS 7.5 Development Returned Check Control F/M ARF974

1. Returned Check Charge	20.00
2. Allow Override	Y
3. Days from RC to Due Date	0
4. Last RC Document #	0086

Enter Line #, D-Delete, F10-Menu, F4-End ,.

Service Charge Control F/M (ARF976)

Function

This program allows the user to create and maintain the service charge control record.

The user establishes service charge information to be used for each customer in the case of late payment. The options include the following:

- Number of service charges per year.
- Charges based on either invoice or due date.
- How to apply credits to invoices for service charges.
- Whether to charge service charges on service charges.
- Minimum and maximum number of days between service charges.
- When service charges are due.
- When to start charging service charges.
- Annual % rate to charge.
- Minimum service charge that can be charged.
- Minimum amount due for a charge to be calculated.
- Date of last Service Charge Register.
- Last service charge document number used.

User Inputs

The following inputs are involved in creating the service charge control record:

1. # Service Charges/Year

Enter the number of service charges that are charged per year (0-99). CR initially defaults to 0. If 0 is entered, the remaining inputs are skipped.

2. Base On Due/Invoice Date

Enter whether service charges are based on **I**nvoice date or **D**ue date. CR initially defaults to I.

3. Credits - Age/Include All

Enter whether to **A**-age or **I**-include all credit memos as current. This determines how credit memos are applied to receivables in terms of service charges. Age means to age credit memos so they apply to documents in their aged-time period (example: 60 - 90 days). The amount left outstanding is used as the basis of the service charge for that period. Include all credits means that all credits together are applied to all receivables and the amount left outstanding is used as the basis of the service charge as a total for all aged-time periods. CR initially defaults to A.

4. Charge SC On Service Chgs (Service Charges)

Enter **Y** or **N** to indicate whether to charge service charges on previous service charges. CR initially defaults to Y.

5. Minimum Days Between SC (Service Charges)

Enter the minimum number of days between Service Charge Registers (0-999). CR initially defaults to 0.

6. Maximum Days Between SC (Service Charges)

Enter the maximum number of days between Service Charge Registers (0-999). CR initially defaults to 0.

7. Days From SC (Service Charges) To Due Date

Enter the number of days from the service charge date to the due date of the new service charge (0-99). CR initially defaults to 0 indicating the service charge due date is the date the Service Charge Register is run.

8. Days Past Date To Charge SC (Service Charges)

Enter the number of days past the due date or invoice date (depending on entry in input #2) a document must be to receive a service charge (0-99). CR defaults to 0 initially.

9. Annual % Rate

Enter the annual percentage rate to charge for the service charge (0- 99.99). The actual amount charged each time depends on this rate and the number of charges per year. CR initially defaults to 0.

10. Minimum SC (Service Charges) To Bill

Enter the minimum dollar amount of a service charge to be billed (0-99.99). For example, if the user wants to charge a minimum of \$.50 and the charge generated is to \$.45, then \$.50 would be charged if entered here. CR initially defaults to 0.

11. Minimum Amt (Amount) To Charge SC (Service Charges)

Enter the minimum amount of receivables to be charged a service charge (0-99.99). For example, if the customer owes \$2.00, a service charge may not be desired. CR initially defaults to 0.

12. Date of Last SC (Service Charges) Register

Enter the date of the last Service Charge Register (ref.4). This is maintained by the system and is set to the date service charges were last issued. This date must be no older than the maximum days between charges (input #6) from the date of your next service charge.

13. Last SC (Service Charges) Doc # (Document Number) Used

Enter the last service charge document number used. The number is maintained by the system. CR initially defaults to 0. This document number is used to identify the new open item created by the Service Charge Register.

Technical Notes

FILES UPDATED - SMCNTL

Service Charge Control F/M (ARF976)

Service Charges/Year:

Base on Due/invoice Date:

Credits- Age/Include All:

Charge SC on Service Chgs:

Minimum Days Between SC's:

Maximum Days Between SC's:

Days From SC to Due Date:

Days Past Date to Chrg SC:

Annual % Rate: %

Minimum SC to Bill:

Minimum Amt to Charge SC:

Date of Last SC Register:

Last SC Doc # Used:

Buttons: Save, Delete, New, Exit

Enter # Service Charges/Year

Service Charge Control F/M (ARF976)

Help

01-FACTS 7.5 Development Service Charge Control F/M ARF976

*. # Service Charges/Year	12
2. Base on Due/invoice Date	I
3. Credits- Age/Include All	I
4. Charge SC on Service Chgs	Y
5. Minimum Days Between SC's	20
6. Maximum Days Between SC's	40
7. Days From SC to Due Date	0
8. Past Date to Chrg SC	30
9. Annual % Rate	18.00 %
10. Minimum SC to Bill	1.00
11. Amt to Charge SC	50.00
12. Date of Last SC Register	09/30/2004
13. Last SC Doc # Used	0000

Enter Line #, D-Delete, F10-Menu, F4-End ..

Sales Tax Control F/M (ARF978)

Function

This program allows the user to create and maintain the sales tax control record.

The user establishes certain sales tax information that pertains to the Sales Tax Register. Options include the following:

- Whether to include no-tax invoices.
- Whether to include unpaid invoices.

This control record must be set up prior to running the Sales Tax Register.

User Inputs

The following inputs are involved in creating the sales tax control record:

1. Include no-tax invoices

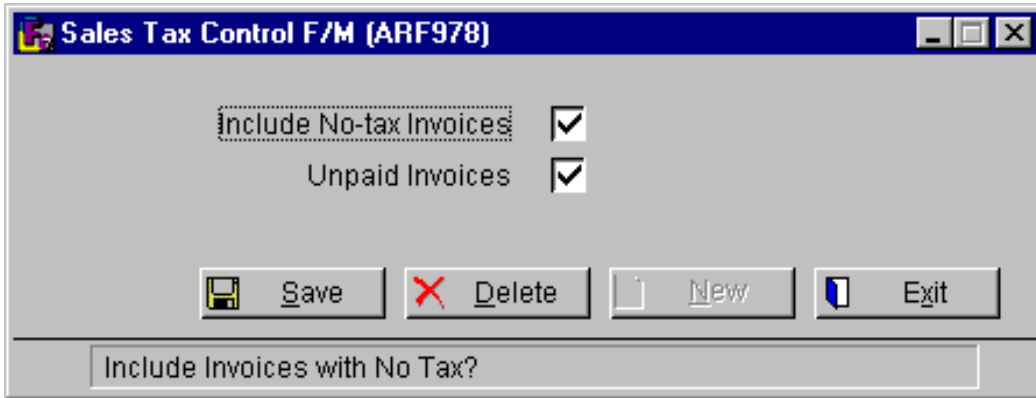
Enter **N** or **Y** to indicate whether to include documents with no tax on the Sales Tax Register. CR initially defaults to N.

2. Include unpaid invoices

Enter **Y** or **N** to indicate whether to include unpaid invoices on the Sales Tax Register. CR initially defaults to Y.

Technical Notes





FILES UPDATED - SMCNTL



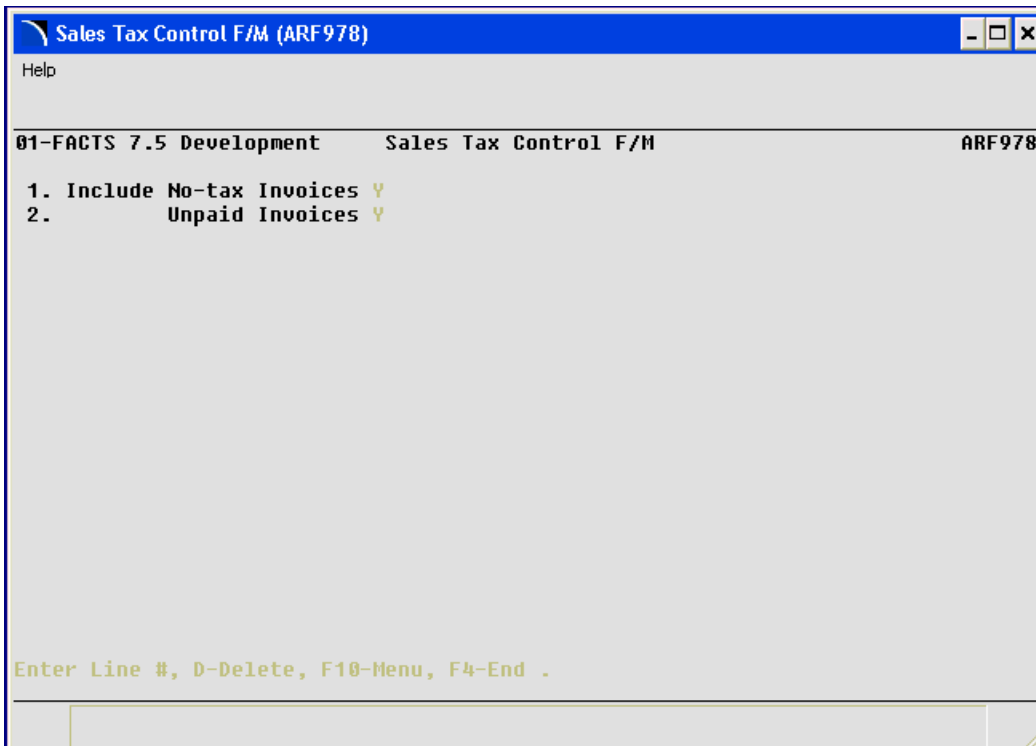
Sales Tax Control F/M (ARF978)

Include No-tax Invoices

Unpaid Invoices

 Save  Delete  New  Exit

Include Invoices with No Tax? _____



Sales Tax Control F/M (ARF978)

Help

01-FACTS 7.5 Development Sales Tax Control F/M ARF978

1. Include No-tax Invoices Y

2. Unpaid Invoices Y

Enter Line #, D-Delete, F10-Menu, F4-End .

Dunning Letter Control F/M (ARF980)

Function

This program allows the user to create and maintain the dunning letter control record.

The user establishes the information used for sending out dunning letters. Options include the following:

- Number of different dunning letters.
- Whether to use a preprinted form.
- Whether to base letters on due date or invoice date.
- How to treat credit memos.
- Number of days past date for each letter.
- Number of days past date to include invoices.
- Continue printing last letter.
- Select minimum amount due to print letters.

This control record must be set up prior to running the Dunning Letter Text F/M, the Dunning Letter Edit List and the Dunning Letter Print.

User Inputs

The following inputs are involved in creating the dunning letter control record:

1. # Of Different Letters

Enter the number of different dunning letters (0-5). CR initially defaults to 0. If 0 is entered, the remaining inputs are skipped.

2. Use Preprinted Forms

Enter N or Y to indicate whether to use preprinted forms. CR initially defaults to N.

3. Base On Due/Invoice Date

Enter whether invoices listed in letters are considered past due based on Due date or Invoice date. CR initially defaults to D.

4. Credit Memos - Subtract/Ignore

Enter whether to Subtract out or Ignore credit memos for letters. CR initially defaults to S.

5. Days Past Date To Begin Letters

Enter the number of days an invoice should be past the invoice or due date (depending on how letters are based in input #3) before the first dunning letter is sent out (0-999). CR initially defaults to 90.

6. Days Past Date To Include Invcs (Invoices)

Enter the number of days an invoice should be past the invoice or due date (depending on how letters are based in input #3) to be included on the dunning letter (0-999). CR initially defaults to 90.

7. Continue after last letter

Enter **N** or **Y** to indicate whether to continue sending the last letter after it has been sent but the account has not been cleared. CR initially defaults to N.

8. Min (Minimum) Amount Due To Send Letter

Enter the minimum amount a customer must owe before a dunning letter is sent (0-99999). CR initially defaults to 100.

Technical Notes

FILES UPDATED - SMCNTL

Dunning Letter control F/M (ARF980)

of Different Letters

Use Preprinted Forms

Base on Due/Invoice Date

Credit Memos- Subtract/Ignore

Days Past Date to Begin Letters

Include Invc

Continue After Last Letter

Min. Amount Due to Send Letter

Save Delete New Exit

Enter # of Different Letters (0-5, 0=Not Used)

Dunning Letter Control F/M (ARF980)

Help

01-FACTS 7.5 Development		Dunning Letter control F/M	ARF980
1.	# of Different Letters	5	
2.	Use Preprinted Forms	N	
3.	Base on Due/Invoice Date	D	
4.	Credit Memos- Subtract/Ignore	S	
5.	Days Past Date to Begin Letters	1	
6.	Include Invc	1	
7.	Continue After Last Letter	N	
8.	Min. Amount Due to Send Letter	1	

Enter Line #, D-Delete, F10-Menu, F4-End |

Invoice Processing Control F/M (ARF982)

Function

This program allows the user to create and maintain the invoice processing control record.

The user establishes the format for the Invoice Entry program including:

- Last invoice used.
- Invoice memo.
- Length of invoice.

AR invoice processing is often used to enter open balances just prior to first time processing. For loading balances, initially all flags should be set to N. Just prior to live processing, after all open balances have been updated to AR (i.e., Sales Register updated), if AR Invoicing is to be used, the flags may be reset to fit the user's needs.

This program also determines if:

- Tax is charged.
- Freight is charged.
- Discount is allowed.
- Preprinted form is used.
- Cost information tear-off is used.
- Cost is entered.
- SA is posted to.
- Invoice print is used.
- Department is used.

User Inputs

The following inputs are involved in creating the invoice processing control record:

1. Last Invoice # Used

This is maintained by the system and may be set to zero. CR initially defaults to 0.

2. Charge Tax

Enter whether to **N**-not charge tax, **Y**-charge tax, **L**-charge tax by line or **O**-override tax by line and total. CR initially defaults to N.

3. Charge Freight

Enter **N** or **Y** to indicate whether to charge freight. CR initially defaults to N.

4. Allow Discount

Enter whether to allow invoice discount by **%**-percentage, **\$**-dollars or **N**-not allow. CR initially defaults to **%**.

5. Enter Cost

Enter **N** or **Y** to indicate whether cost is entered during Invoice Entry. CR initially defaults to **N**.

6. Post to SA

Enter **N** or **Y** to indicate whether to post invoices to Sales Analysis. CR initially defaults to **N**.

7. Use Department

Enter **N** or **Y** to indicate whether the department is entered during Invoice Entry. CR initially defaults to **N**.

8. Use Invoice Print

Enter **N** or **Y** to indicate whether to use the invoice print. CR initially defaults to **N**. If **N** is entered, skip to input #12.

9. Use Preprinted Form

If **N** was entered in input #8, this input is skipped. Enter **N** or **Y** to indicate whether to use a preprinted invoice form. CR initially defaults to **N**.

Address

Enter **Y** or **N** to indicate whether to print your company name, address and phone number on the preprinted invoice form. CR initially defaults to **N**.

10. Use Cost Tearoff

If **N** was entered in input #8, this input is skipped. Enter **N** or **Y** to indicate whether to print cost information on the tear-off section of the invoice. CR initially defaults to **N**.

11. Invoice Form Depth

If **N** was entered in input #8, this input is skipped. Enter the depth (number of lines) of the invoice form at 6 lines per inch (29-99) usually 42 (7-inch form and prints 15 line-items per form), 51 (8 1/2-inch form and prints 24 line-items per form), or 66 (11-inch form and prints 39 line-items per form). CR initially defaults to 66.

12. Invoice Standard Memo

Enter the standard memo to be printed on each invoice (up to 50 characters). During Invoice Entry, there is an opportunity to include this memo, delete it for a particular invoice, or type a new one for a particular invoice. CR initially defaults to **Thank you for your order**.

Technical Notes

FILES UPDATED - SMCNTL

Invoice Processing Control F/M (ARF982)

Last Invoice # Used Enter Cost

Charge Tax Post to SA

Charge Freight Use Department

Allow Discount

Invoice Print

Invoice Print

Preprinted Form Address

Cost Tear-Off

Form Depth

Standard Memo

Enter Last Invoice # Used

Invoice Processing Control F/M (ARF982)

Help

01-FACTS 7.5 Development Invoice Processing Control F/M ARF982

1. Last Invoice # Used 000290

2. Charge Tax Y

3. Freight Y

4. Allow Discount %

5. Enter Cost Y

6. Post to SA Y

7. Use Department Y

----- Invoice Print -----

8. Invoice Print Y

9. Preprinted Form N Address N

10. Cost Tear-Off N

11. Form Depth 51

12. Standard Memo Thank you for your order!

Enter Line #, D-Delete, F10-Menu, F4-End ..

AR to GL Posting F/M (ARF984)

Function

This program allows the user to create and maintain the AR sales (AR Sales Register only) posting to GL control record.

This record contains information (such as journal and account numbers) which the system references in performing the automatic posting of AR Sales Register data to the GL in the AR Sales Register Update. All GL numbers entered must be valid GL numbers.

To create an AR to GL distribution table:

1. Begin by selecting the type of GL distribution, which determines how transactions processed by the AR Sales Register post into the Journal File in General Ledger (example: summary, detail). See the **GL Distribution** input for options.
2. Then indicate to which General Ledger Journal file the distribution should post, such as Sales Journal.
3. Select a **basis**. The basis tells the system whether to use the default GL number set in this program, or GL numbers that exist in various GL Table file maintenances located in other modules.

For instance, Accounts Receivable entry in this program give you the option of posting to the default GL number or the customer's GL number. If you look in the Customer F/M program, it contains a field in which you can assign an AR GL Table to each customer. By selecting the customer basis, you are telling FACTS that you want the AR Sales Register to post to the Accounts Receivable GL number associated with the table assigned to that customer — not to the GL number entered here in this program.

In many cases, the other basis options — such as customer, tax code or adjustment code — enable you to create a much more accurate and detailed accounting system than you could be simply posting to default GL numbers.

4. Indicate whether you want the **department and/or branch numbers** embedded within the GL account number (if applicable). If you use departments and branches and select this option, the system looks at the department and branch number on the invoices and inserts this information into the GL number.

For example, if the G/L number to post is **415-00-00** (department is fourth and fifth digits, branch is sixth and seventh digits), the department is 01 and the branch is 02, then the system posts to **415-01-02**. The system inserts the department and/or branch in the proper place within the GL account number.

If the **Department Position** flag in the Company Control F/M is 0, the department inputs are disabled. If the **Branch Position** flag in the

Company Control F/M is 0, the branch inputs are disabled. By default, these inputs are deselected, or in character, set to N.

5. Enter default GL numbers for each of the accounts listed in this program regardless of whether you intend to use the default basis or not. In some cases, the system can only post to a default GL entered in this program.

User Inputs

The following inputs are involved in creating the sales posting to GL control record:

Main Screen

1. GL Distribution

The AR sales system may post to GL automatically. The Sales Register may print a GL distribution and make a journal posting to GL during the update. Enter 0, 1, 2 or 3 to indicate how AR sales are tied in with GL. CR initially defaults to 0.

- 0 - no GL distribution is printed or posted.
- 1 - the GL distribution is printed (printing is in detail format) but not posted to GL.
- 2 - the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number).
- 3 - the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

2. GL Posting Journal - Sales (GL Journal Number To Post To)

Enter the GL journal number to post to when posting from the AR Sales Register. The entry must be a valid journal number. F2 allows a search (ref. 10).

3. GL Posting Journal - Other

Enter the GL journal number to post to when posting from all AR registers (except AR Sales Register; see previous input). The entry must be a valid journal number. F2 allows a search (ref. 10).

4. Accounts Receivable

Select the **basis** upon which to build distribution. The options are the **D**-default G/L number or **C**-customer GL posting table. CR initially defaults to D.

Accounts Receivable cannot post by department. Skip this input.

Indicate whether or not you want the **branch** number embedded in the Accounts Receivable GL number. Make sure the corresponding Branch flags in AR to GL and JC to GL Posting F/Ms are set same way. If the **Branch Position** flag in SM Company Control F/M is set to 0, this input is disabled.

Enter the **default General Ledger account number** for the Accounts Receivable account. F2 allows a search. This is the account number the system uses when the basis is set to **D**-default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

5. Sales

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. CR initially defaults to D.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Sales Miscellaneous GL number. By default, these inputs are deselected, or in character, set to N. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these inputs are disabled.

Enter the default **general ledger account number** for the Sales account. F2 allows a search. This is the account number the system uses when the basis is set to **D**-default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

6. Tax

Select the **basis** upon which to build distribution: the **D**-default G/L number, **T**-tax code GL posting table. CR initially defaults to D.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Sales Miscellaneous GL number. By default, these inputs are deselected, or in character, set to N. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these inputs are disabled.

Enter the default general ledger account number for the Tax account. F2 allows a search. This is the account number the system uses when the basis is set to **D**-default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

7. Freight

Freight only posts to the Default GL number set in this program. The basis field is disabled. Continue to the branch and department flags.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Freight GL number. By default, these inputs are deselected, or in character, set to N. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these inputs are disabled.

Enter the default general ledger account number for the Freight account. F2 allows a search.

8. Contra Cost of Sales

Contra Cost of Sales only posts to the Default GL number set in this program. The basis field is disabled. Continue to the branch and department flags.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Contra Cost of Sales GL number. By default, these inputs are deselected, or in character, set to N. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these inputs are disabled.

Enter the default general ledger account number for the Contra Cost of Sales account. F2 allows a search.

9. Cost of Sales

Cost of Sales only posts to the Default GL number set in this program. The basis field is disabled. Continue to the branch and department flags.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Cost of Sales GL number. By default, these inputs are deselected, or in character, set to N. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these inputs are disabled.

Enter the default general ledger account number for the Cost of Sales account. F2 allows a search.

Additional Accounts Screen

1. Discounts

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. CR initially defaults to D.

Indicate whether or not you want the **branch** numbers embedded in the Discounts GL number. You cannot departmentalize adjustments. By default, the branch input is deselected, or in character, set to N. If the **Branch Position** flag is set to 0 in SM Company Control F/M, this input is disabled.

Enter the default **general ledger account number** for the Discounts account. F2 allows a search. This is the account number the system uses when the basis is set to **D**-default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

2. Adjustments

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. CR initially defaults to D.

Indicate whether or not you want the **branch** numbers embedded in the Adjustments GL number. You cannot departmentalize adjustments. By default, the branch input is deselected, or in character, set to N. If the **Branch Position** flag is set to 0 in SM Company Control F/M, this input is disabled.

Enter the default **general ledger account number** for the Adjustments account. F2 allows a search. This is the account number the system uses when the basis is set to **D**-default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

3. Service Charges

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. CR initially defaults to D.

Indicate whether or not you want the **branch** numbers embedded in the Service Charges GL number. You cannot departmentalize adjustments. By default, the branch input is deselected, or in character, set to N. If the **Branch Position** flag is set to 0 in SM Company Control F/M, this input is disabled.

Enter the default **general ledger account number** for the Service Charges account. F2 allows a search. This is the account number the system uses when the basis is set to **D**-default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

4. Returned Check Charges

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. CR initially defaults to D.

Indicate whether or not you want the **branch** numbers embedded in the Returned Check Charges GL number. You cannot departmentalize adjustments. By default, the branch input is deselected, or in character, set to N. If the **Branch Position** flag is set to 0 in SM Company Control F/M, this input is disabled.

Enter the default **general ledger account number** for the Returned Check Charges account. F2 allows a search. This is the account number the system uses when the basis is set to **D**-default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

Technical Notes

FILES USED - GLMSTR, GLALPX

FILES UPDATED - SMCNTL

AR To GL Posting F/M (ARF984)

Main | Additional Accounts

GL Distribution: **2 - Print & Post Summary**

Posting Journal Sales: 3000 **Receivables**

Posting Journal Other: 3000 **Receivables**

	Basis	Dept	Branch	GL #	
Accounts Receivable	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	120010	Accounts Receivable
Sales	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	410011	Sales
Tax	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	330010	Sales Tax Payable
Freight	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	640011	Freight
Contra Cost of Sales	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	176010	Nonstocked Inventory
Cost of Sales	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	530011	Cost of Goods Sold

Save | Delete | New | Exit

AR Distribution To GL (0=Not Used, 1=Print Only, 2=Print Post Summary, 3=Print Post Detail)

AR to GL Posting F/M (ARF984)

Help

01-FACTS 7.5 Development AR To GL Posting F/M ARF984

1. GL Distribution 2

2. Posting Journal Sales 3000 Receivables

3. Posting Journal Other 3000 Receivables

	Basis	Dept	Brch	GL #	
4. Accounts Receivable	D	N	N	120-01-0	Accounts Receivable
5. Sales	D	Y	Y	410-01-1	Sales
6. Tax	D	N	Y	330-01-0	Sales Tax Payable
7. Freight	D	Y	Y	640-01-1	Freight
8. Contra Cost of Sales	D	N	Y	176-01-0	Nonstocked Inventory
9. Cost of Sales	D	Y	Y	530-01-1	Cost of Goods Sold

Main, Additional Accounts
Enter Line #, D-Delete, F10-Menu, F4-End |

Static Control F/M (ARF988)

Function

This program allows the user to create and maintain the company AR Static Control Record. The AR Static Control Record is critical to the proper functioning of the AR system. The record contains information which the AR System references in performing various functions.

CAUTION! It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your local FACTS office.

User Inputs

The following inputs are involved in creating the company AR Static Control Record:

1. Bank

Enter the default bank code (2 characters). The entry must be a valid bank code. F2 allows a search (ref. 10).

2. YTD (Year-To-Date) Roll Period

Enter the fiscal period when year-to-date sales figures in the customer file are rolled to the prior year. CR initially defaults to last period of year.

3. Use Ledgerscards

Enter N or Y to indicate whether to use customer ledgerscards (i.e., store ledgerscards for customers selected in the customer file). CR initially defaults to N.

4. Default Credit Check

Enter whether to Not to acknowledge, flash a Message and continue, Refuse entry of the document, automatically place the SO document on Hold (not applicable in AR Invoice Entry - will flash a message and continue), or the correct Password must be entered to continue (see next input) in the occurrence where a customer fails the credit check. Press Enter (CR) to default to N.

The credit check is based on: 1) the customer's credit limit in dollars (as set in the customer file) and 2) the credit limit check in days (as set in the aging control record). The credit check is used in AR invoicing and throughout the sales orders system.

The data in this field is used when new customer records are created, either through the file maintenance programs or when converting a TeleFACTS prospect to a customer.

5. Password

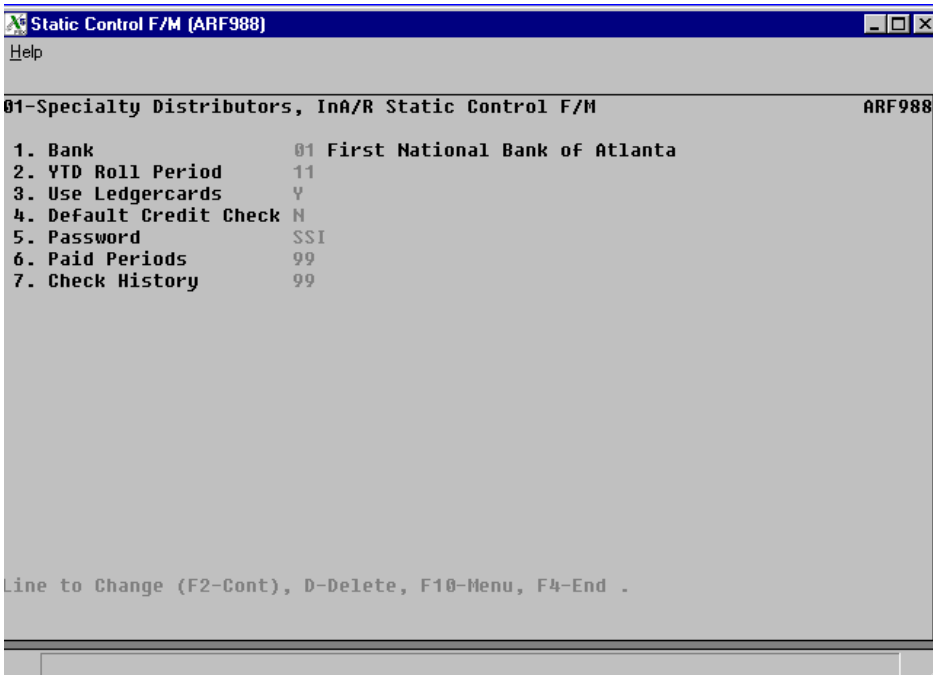
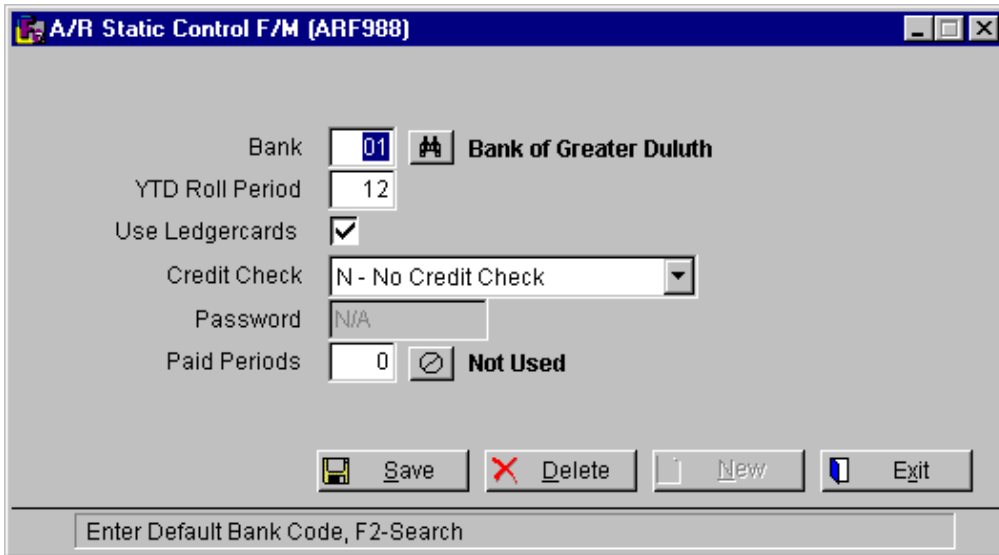
If N, M, R or H were entered in input #6, this input is skipped and set to N/A (not applicable) automatically. Enter the password to override the failed credit check in AR Invoice Entry and SO Entry programs (up to 8 characters). CR defaults to no password (blank).

6. Paid Document History Periods (0-99)

Enter the number of periods to retain document history. If 0 is entered, no document history will be retained. If 99 is entered, all document history will be retained. CR defaults to 12.

Technical Notes

FILES UPDATED - SMCNTL



Nonstatic Control F/M (ARF990)

Function

This program allows the user to create and maintain the company AR nonstatic control record. The AR nonstatic control record is critical to the proper functioning of the AR system. The record contains information which the AR system references in performing various functions.

CAUTION! It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your local FACTS office.

User Inputs

The following inputs are involved in creating the company AR nonstatic control record:

*1. AR Balance

Upon installation this should be set to 0. It will be updated through normal processing. CR initially defaults to 0.

2. Current Period

Enter the current period or period when actual processing in AR will begin (PPYY). CR initially defaults to the current GL period.

3. Date Of Last EOP (End-Of-Period) Update

Enter the date of the last end-of-period update in accounts receivable (ref.4). CR initially defaults to 010100.

4. Last Recurring Post Date

Enter the date of the last day recurring documents were posted (ref.4). CR and F1 default to N/A (not applicable).

*5-13. Register Numbers

These numbers keep track of the last register number used and as a register is updated, the last number used is incremented by one. Upon installation these fields should be set to 0. These fields will automatically be updated through normal processing. CR initially defaults to 0.

14. Last Customer # Used

Enter the last customer number used when the system automatically increments customer numbers in the Customer F/M program (numeric only). CR initially defaults to blanks.

15. Last Debit Memo Doc

The number to automatically assign when you select to create a debit memo or charge back from within the Cash Receipts & Adjustments Entry (ARE210) program.

* indicates that changing the field after initial installation may have serious repercussions. Please refer to your local FACTS office before any changes are made.

Technical Notes

FILES UPDATED - SMCNTL

01-FACTS 7.5 Development, NonStatic Control F/M (ARF990)

Help

Current AR

Balance

Period SEP

Last

Date of EOP Update	<input type="text" value="08/31/2004"/>	Cust Balancing Reg #	<input type="text" value="0006"/>
Recurring Post Date	<input type="text" value="09/10/2004"/> <input type="checkbox"/>	Invoice Entry Reg #	<input type="text" value="0302"/>
Register Trace #	<input type="text" value="0835"/>	Doc Removal Reg #	<input type="text" value="0045"/>
Cash Receipts Reg #	<input type="text" value="0486"/>	Sales Tax Reg #	<input type="text" value="0035"/>
Auto Cred App Reg #	<input type="text" value="0079"/>	Customer # Used	<input type="text" value="10"/>
Returned Check Reg #	<input type="text" value="0122"/>	Debit Memo # Used	<input type="text" value="0008"/>
Service Charge Reg #	<input type="text" value="0037"/>		

Save Delete New Exit

Enter current accounts receivable balance

Nonstatic Control F/M (ARF990)

Help

01-FACTS 7.5 Development NonStatic Control F/M ARF990

Current AR

1. Balance 335258.13

2. Period 09/2004 SEP

Last

3. Date of EOP Update 08/31/2004

4. Recurring Post Date 09/10/2004

5. Register Trace # 0835

6. Cash Receipts Reg # 0486

7. Auto Cred App Reg # 0079

8. Returned Check Reg # 0122

9. Service Charge Reg # 0037

10. Cust Balancing Reg # 0006

11. Invoice Entry Reg # 0302

12. Doc Removal Reg # 0045

13. Sales Tax Reg # 0035

14. Customer # Used 10

15. Debit Memo # Used 0008

Enter Line #, D-Delete, F10-Menu, F4-End |..

Rebuild AR Sort Files (ARU990)

Function

This program allows the user to rebuild sort files that may not be up to date with the rest of the system.

Sort files are used throughout the FACTS system to enable the user to report and retrieve information in an order other than the order in which the main file is stored. For example, the records of the Customer File are stored in customer number order. To access this file in alphabetical order requires a sort file that is stored by alpha lookup by customer number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild AR Sort Files Program should only be run under the supervision of your affiliate.

User Inputs

The following inputs are involved in rebuilding AR sort files:

1. ARCALX

Enter **N** or **Y** to indicate whether to rebuild **ARCALX**. This file is the AR Customer By Alpha Sort File to the Customer File (ARCUST). This sort file is used in printing various AR reports which can be printed in alpha order. CR defaults to N.

2. ARSLSX

Enter **N** or **Y** to indicate whether to rebuild **ARSLSX**. This file is the AR Customer By Salesperson/Territory Sort File to the Customer File (ARCUST). This sort file is used in printing various AR reports which can be printed by salesperson/territory. CR defaults to N.

3. ARCLSX

Enter **N** or **Y** to indicate whether to rebuild **ARCLSX**. This file is the AR Customer By Customer Class Sort File to the Customer File (ARCUST). This sort file is used in printing of the various AR reports which can be printed by customer class. CR defaults to N.

4. ARRGNX

Enter **N** or **Y** to indicate whether to rebuild **ARRGNX**. This file is the AR Salesperson/Territory By Region Sort File to the Control File (SMCNTL). The sort file is used in the salesperson/territory sales reports for printing by region order. CR defaults to N. Because the control file (SMCNTL) is used and locked while rebuilding this file, no one may be using any part of the system.

5. ARZIPX

Enter **N** or **Y** to indicate whether to rebuild **ARZIPX**. This file is the AR Customer By Zip Code Sort File to the Customer File (ARCUST). The sort file is used in the Customer Label Print by zip code. CR defaults to N.

6. ARCOPX

Enter **N** or **Y** to indicate whether to rebuild **ARCOPX**. This file is the AR Customer By Open Document Sort File to the Open Documents File (AROPEN). The sort file is used in various open receivables reports where the open documents are listed. CR defaults to N.

7. ARPHOX

Enter **N** or **Y** to indicate whether to rebuild **ARPHOX**. This file is the AR Customer By Phone Number Sort File to the Customer File (ARCUST). This sort file is used in the search of customers by phone number whenever a search by customer is used. CR defaults to N.

8. ARCSHX

Enter **N** or **Y** to indicate whether to rebuild **ARCSHX**. This file is the Cash Receipts Check Number By Document Number Sort File to the Cash Receipts File. This sort file is used in the list checks and list payments options in the Cash Receipts & Adjustments Entry program. CR defaults to N.

9. ARIN VX

Enter **N** or **Y** to indicate whether to rebuild **ARIN VX**. This file is the AR Invoicing By Customer Number Sort File to the AR Invoicing File (ARINVC). This sort file is used to list AR invoices by customer in the Invoice Entry Program. CR defaults to N.

10. ARCONX

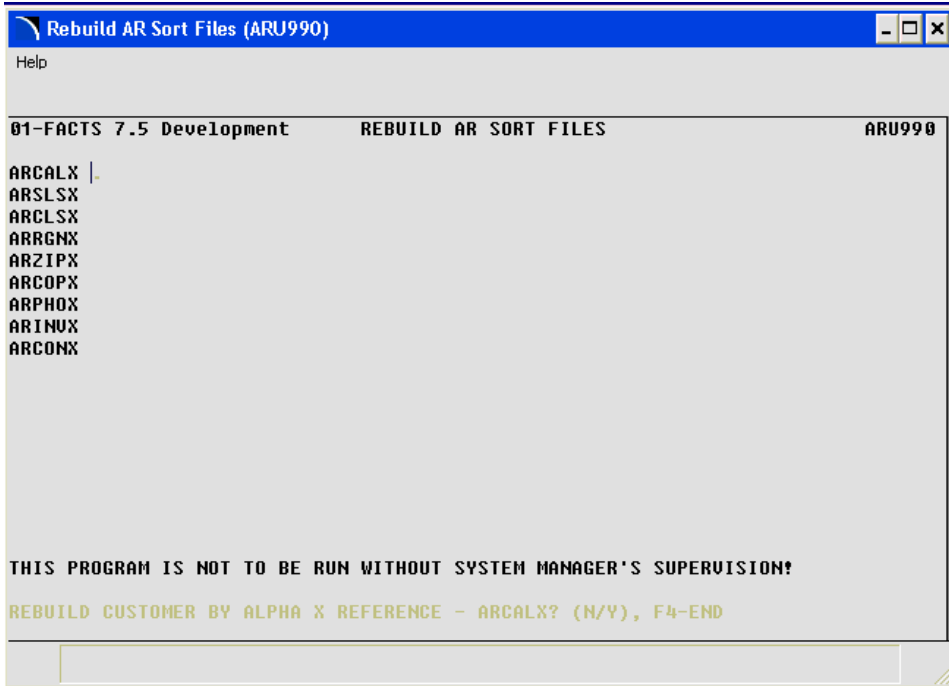
Enter **N** or **Y** to indicate whether to rebuild **ARCONX**. This file is the Customer By Customer Contact Sort File. This file is used during the contact search in the Customer Search Program. CR defaults to N

Files will be rebuilt for all companies (ref. 5).

Technical Notes

FILES USED - SMCNTL, ARCUST, AROPEX, ARCS??, ARINVC

FILES UPDATED - ARCALX, ARSLX, ARCLX, ARRGX, ARZIPX, ARCOPX, ARPHOX, ARCSHX, ARIN VX



Appendix A: References

1. **ALIGNMENT** An alignment check is often desired to ensure that forms paper is correctly aligned in the printer. Enter **Y** or **N** to indicate whether to print an alignment. CR defaults to **N** and no alignment check is printed. If **Y** is entered, the alignment check prints immediately and the program returns to this input.
2. **CREDIT CHECK** The system performs a credit check on the customer which consists of two analyses. The first check is analyzing the customers credit limit (i.e., how high their outstanding AR balance may be as set by the user). The system checks the open AR balance along with all invoices in JC, SO, ER, TS and AR that have not yet updated to the AR open receivables file. If the customer is over its credit limit, the credit check is failed.

The second check is aging the open AR invoices and comparing the aging to the **Credit check days** flag in the aging control record. If the customer has any invoices in AR which exceed the credit check number of days (past due or invoice date), then the credit check is failed.

If the customer fails the credit check in either analysis, the system checks the company AR static control record for how to handle failed credit checks. When the message is displayed indicating the credit check has failed, F2 displays an aging for the customer.

3. **CUSTOMER NUMBER** The customer number's length is 10 characters. The number entered must be a valid customer number in the customer file.
4. **DATE** Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two digit year. For editing purposes, all dates will allow the entry and display of a four digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered.

Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner. Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of "generic" dates. These tag names will also be accepted as the valid input dates in some data entry prompts.

If you are upgrading from FACTS 6.05 (or earlier) to FACTS 6.06 (or later), the dates previously stored in your system are converted for you behind the scenes. Dates that display as **/**/**

indicate that data is present for the field but the system does not know how to interpret the date. Contact your affiliate for support.

The Rule of 50: FACTS programs uses a “rule of 50” logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 are not allowed during date entry.

FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

	8-Character Date Field	10-Character Date Field
When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	ORDERED 01/02/96<	ORDERED 01/02/96 <
Use the right arrow key or the END key to display the full 4-digit year:	ORDERED /02/1996<	ORDERED 01/02/1996<
A plus sign at the end of the date field indicates that the year is not in the default century.	ORDERED 01/02/96+	ORDERED 01/02/2096<

- 5. END OF INPUTS** In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all the information entered for accuracy. If something needs to be changed, press F4 to back up and change. Once everything is correct, press CR or type YES and the program will continue.
- 6. ORDER** In various reports, the order choice may be selected. The options are by C-customer number, A-alpha sort, S-salesperson/territory and K-customer class. For example, the user may want to print in customer class order.

7. **BEGINNING ORDER CHOICE** Enter the beginning order choice to print; e.g., if customer class was selected above, the user selects the beginning customer class to print. CR defaults to FIRST.

8. **ENDING ORDER CHOICE** Enter the ending order choice to print; e.g., if customer class was selected above, the user selects the ending customer class to print. CR defaults to LAST.

9. **PROMPT-SELECTION INPUT**
 - # - **Changes a line-item.** Line-items may be changed or deleted by entering the line number. During this change routine, F1 allows the currently displayed value to remain the same.

 - L - **Lists line-items.** A limited number of line-items appear on the screen at any one time. The list function allows line-items to be redisplayed. The user selects the beginning line number to list.

 - A - **Adds a line-item.** Line-items may be added as needed.

 - D - **Delete the document.** The document may be deleted at any time. The header record and all line-item records are removed. The screen is then cleared and the program returns to the customer input to await further entries.

 - F2 - **Change header.** Header information in the upper portion of the screen (except document number and customer number) may be changed as necessary. During this change routine, F1 allows the currently displayed value to remain the same.

 - F3 - **Access the ending routine.** F3 proceeds to the ending routine.

10. **SEARCH** The search feature allows the user to search for various fields (example: salesperson/territory) when little or no information is known about them. The search displays at the bottom of the screen, a number of fields at a time. Enter a search key, continue to view the search fields, select the line number of one of the fields displayed, or return to the program input.

11. **SEARCH ON CUSTOMER NUMBER** This feature is useful in finding the customer number when only the customer name, contact name or phone number is known. After pressing F2, the Customer Search window displays. The system defaults to an alphabetical search. Press F2 again to switch to one of the other available search orders, i.e. Contact, Phone or Customer.

F2-CHANGE SEARCH ORDER: <u>ALPHA</u>, <u>C</u>ONTACT, <u>P</u>HONE, <u>C</u>USTOMER <u>N</u>UMBER ENTER BEGINNING <u>ALPHA</u>, <u>F1</u>-SET RESTRICTIONS, <u>F4</u>-BACKUP ARROWS: <u>UP</u>=PREVIOUS, <u>DOWN</u>=NEXT, <u>LEFT</u>=PGUP, <u>RIGHT</u>=PGDN TOP OF LINES
--

Search shortcuts. As shown in the graphic above, search orders and restrictions are represented by bold, underlined letters. If you combine these letters at the entry prompt with first several characters of the item you are searching for, followed by F1 or F2, you can reduce the number of steps it takes to switch search orders or set restrictions. For example, you can find customers with contacts named Ellis by entering **CK.Ellis** at the entry prompt and then press F1 or F2. Following are more examples of search shortcuts.

If you want to...	Then
Switch to an Phone Number search	Enter P plus F2
Switch to an Number search and begin your search at entries starting with	Enter N.C310 plus F2
Switch to an Alpha search order and set a keyword restriction of ladder	Enter AK.ladder plus F1 or F2

- 12. SYNC** Sync is a method of connecting information entered in Sales Orders with information displayed in customer, item and vendor inquiries. It is a very useful tool if you are using any form of windowing because you can quickly switch from Sales Orders to the inquiries that have been connected. However, you can use Sync even if you have no windowing capability.

NOTE: Sync is used in inquiries to Sales Order Entry on a per user basis. This means that if you logged into FACTS in one window under one name and signed into another window under another name, it will appear as if the Sync function is not working.

Sync can be initiated or disabled by pressing F1 from the following screens:

- SO Customer Inquiry SOI610
- AP Vendor Inquiry API610
- AR Customer Inquiry ARI610
- IC Item Inquiry ICI610

While in Sync mode, the inquiry program will examine a file called SMUSED approximately every three seconds. This file contains the last customer number, item number and vendor number input in Sales Order Entry. If this number is different than the one currently being displayed in the inquiry, the inquiry will change its display to show information on this new customer, item or vendor.

APPENDIX B: Glossary of Terms

Adjustment Code Adjustment codes are created and maintained through AR Adjustment Code F/M. Each adjustment code has an assigned general ledger account number.

Bank code Bank codes are created and maintained through SM Bank and Check System.

Batch number The number used to identify each deposit currently entered in the Cash Receipts & Adjustments Entry program. Through the use of batches, multiple users may enter deposits into the Cash Receipts & Adjustments Entry program simultaneously.

Branch Branch number is used throughout the FACTS system. Branches may be referred to as stores or profit centers, divisions within an organization. The system will default various branch prompts to the branch set up in System Management Terminal F/M for each user. The posting tables for each module may be set up so that the branch number is automatically inserted into the General Ledger Account number when the system creates its journal entries. Inquiries and reports may be run by branch.

Commercial/Resident UPS charges different shipping rates based upon whether the delivery is to a commercial or residential location. The prompt for Com/Res applies only for some delivery zones.

Continuation number The digit (0-9) attached to the end of each document (invoice) number in the open documents file. Invoices with a terms code indicating one payment are always assigned the continuation number zero. Each payment of an invoice, as indicated by the terms code, adds to the continuation numbers. Example: the terms code is called 03 with a description of Net 30, 60, 90 days. The invoice #1234 is broken down into three payments: the first is due in 30 days; the second is due in 60 days; and the third is due in 90 days. The system posts the following three invoices with three due dates to the open documents file in AR:

<u>Invoice</u>	<u>Due Date in Number of Days</u>
C	
1234-0	30
1234-1	60
1234-2	90

Customer class Customer classes are set up through the AR Customer Class F/M program. Customer classes are used as a way of categorizing customers. The length of the customer class is up to three characters (alphanumeric, user-defined). Each customer is assigned a customer class for reporting purposes in AR and contract pricing in SO.

Customer Price Class The customer price class is used to group customers for use in contract pricing, costs and prices updates, and reporting purposes.

Department GL departments are used to track revenues and expenses by division. The GL department is imbedded in the G/L number for posting purposes. General ledger financial reports may be printed by department.

Document number Documents numbers are uniquely assigned numbers, used throughout the FACTS system to track various invoices, sales orders, jobs, etc. These document numbers are updated by the various registers and become part of the historical data.

Dunning letters Past due notices sent to customers with delinquent accounts. The FACTS user may define up to five letters to be used. Customers are flagged as to whether they will receive dunning letters. The system keeps track of the last dunning letter sent to each customer.

G/L Number General Ledger account numbers are created/maintained through General Ledger Account F/M. General ledger numbers are used throughout the FACTS System to track every transaction which affects assets, liabilities, capital, revenues or expenses.

GL posting table GL posting tables are set up through the AR GL Posting Table F/M program. The length of the GL posting table is up to three characters (alphanumeric, user-defined). Each customer is assigned to a GL posting table for purposes of posting AR transactions to general ledger.

Geography code Geography code is a five-character (alphanumeric) demographic code assigned to each customer. The FACTS user may specify a range of geography codes when selecting to print the Customer Listing. This code is optional and may be left blank. The most common use of this code is to break the customer base up according to geographic location: Northeast, Northwest, Central, Southeast, Southwest, etc.

Grace Period Grace period is the number of days grace given to a customer before charging a service charge.

Inactive Customer Customers are flagged as inactive when they have not purchased any goods within a specified date range. The Inactive Customer Listing may be printed in order to determine whether to leave these customers on file or purge them from the system.

Invoice Discount Invoice discounts can be based on either a percentage of the merchandise total or a dollar amount subtracted from the merchandise total.

Journal number Journal numbers are used for separating journal entries in general ledger by type of entry (example: sales, payroll, receivables, etc.). Each module when set up determines the journal number to post the transactions of that module to in general ledger.

Ledgercards Customer ledgercards provide a detailed history of every transaction for a customer (i.e., any invoices or credit memos billed, cash or checks received, service charges billed, returned checks). Each customer record can be flagged whether or not to store ledgercards. Ledgercard information is available for display through the Customer Inquiry and may be printed through the Customer Ledgercards print. Ledgercards may be removed through the Customer Ledgercard Removal program.

On Account On Account refers to a customer's credit balance. Throughout the various entry programs, the system allows the difference between a check amount and the distributed amount (or the amount applied to an open document) to be placed **on account** for the customer.

Recurring Invoice A recurring invoice is a repetitive charge over an interval of time. Service contracts or maintenance agreements are two examples of recurring invoices. The FACTS system allows these charges to be entered into the system once, and FACTS posts the recurring invoice automatically.

Region Regions are set up through the AR Region F/M. Regions may be referred to as vicinities or districts to which salespeople are assigned.

Route The route code is used so that customers can be grouped by geographic location for efficient delivery purposes.

Salesperson/territory Salesperson/territories are set up through the AR Salesperson/Territory F/M program. Salesperson/territories may be used for commission and reporting purposes. Each customer is assigned a salesperson/territory.

Sequence number Sequence numbers, used in Recurring Invoice Entry, allow up to 99 different invoices per customer. Each invoice is given a unique sequence number.

Ship-To Ship-To records are set up through Accounts Receivable Ship-To F/M. Invoices can be sent to the customer's address stored in the AR Customer File or to a different billing and shipping address.

Ship Via The carrier for the freight. The method of transportation for the purchase order.

Statement code The statement code is used to flag customer records for statement printing. The Statement Print program prompts for which statement codes to print.

Tax code Tax codes are set up through the AR Tax Code F/M program. Tax codes determine the amount of tax to charge on an invoice. Tax codes may be up to eight alphanumeric characters, referring to state, county and locality. Each customer is assigned a tax code for reporting sales tax.

Tax rate Each tax code may be assigned up to three tax rates: **H**-high, **L**-low and **X**-exempt. Within the same tax code, different customers are eligible for different rates. When assigning tax codes to customers, the tax rate is also assigned. If a tax code has only one rate, use the high rate.

Terms code Terms codes are created and maintained through Account Payable Terms Code F/M and Accounts Receivable Terms Code F/M. Terms codes are used in calculating invoice due dates, and discount information.

UPS Zone The United Parcel Service zone based upon the zip code location of the prospect or customer.

APPENDIX C: SAMPLE REPORTS

ACCOUNTS RECEIVABLE

PROGRAM	NAME	PAGE
ARP110	SAMPLE INVOICE	C-2
ARR110	SALES REGISTER	C-3
ARR112	SALES REGISTER GL DISTRIBUTION	C-4
ARR120	RECURRING INVOICE LISTING	C-5
ARR210	CASH RECEIPTS & ADJUSTMENT REGISTER	C-6
ARR212	CASH RECEIPTS REGISTER GL DISTRIBUTION	C-7
ARR213	DEPOSIT TICKET	C-8
ARR220	AUTOMATIC CREDIT APPLICATION REGISTER	C-9
ARR310	RETURNED CHECK REGISTER	C-10
ARR312	RETURNED CHECK REGISTER GL DISTRIBUTION	C-11
ARR410	DUNNING LETTER EDIT LIST	C-12
ARP410	PAST DUE NOTICE - DUNNING LETTER	C-13
ARR710	OPEN RECEIVABLES REPORT	C-14-19
ARR715	AGED TRIAL BALANCE	C-17-20
ARR720	SALES HISTORY REPORT	C-21
ARR725	SALESPERSON/TERRITORY SALES REPORT	C-22
ARR730	PAYMENT HISTORY REPORT	C-23
ARR735	INACTIVE CUSTOMER LISTING	C-24
ARR740	CUSTOMER LIST - GENERAL INFORMATION	C-25
ARR740	CUSTOMER LIST - CODE INFORMATION	C-26
ARR740	CUSTOMER LIST - SALES INFORMATION	C-27
ARR745	SHIP-TO REPORT	C-28
ARR750	CUSTOMER LEDGER CARDS	C-29
ARP710	CUSTOMER LABEL PRINT	C-30
ARP720	ROLODEX CUSTOMER CARD PRINT	C-31
ARP730	SHIP-TO LABEL PRINT	C-32
ARR810	SERVICE CHARGE REGISTER	C-33
ARR812	SERVICE CHARGE REGISTER GL DISTRIBUTION	C-34
ARP810	SAMPLE STATEMENT	C-35
ARR820	SALES TAX REGISTER	C-36
ARR830	REGISTER HISTORY REPORT	C-37
ARR830	REGISTER HISTORY RECAP	C-38
ARR840	DOCUMENT REMOVAL REGISTER	C-39
ARR760	CHECK PAYMENT HISTORY REPORT	C-40

```

=====
                INVOICE                                REPRINT
                DEMO COMPANY                          NO. 000244
        69 SOUTH PEACHTREE STREET
                ATLANTA, GA 30030                    Page 1
                (404) 962-9900                        09/27/02
    
```

```

Bill-to:      C104                Ship-to:  SAME
BARNES MACHINERY & EQUIPMENT    BARNES MACHINERY & EQUIPMENT
18 SOUTH DIXON AVE              18 SOUTH DIXON AVE
ATLANTA, GA 30302              ATLANTA, GA 30302
    
```

```

=====
REFERENCE #    INVOICED  SLSP TERMS          TAX CODE  BR
-----
          09/27/02    20  1% 10TH NET 30  NOTAX    01
=====
ITEM DESCRIPTION                                PRICE
-----
          I999 SERVICE                                18.95
          MACHINERY MAINTENANCE
    
```

```

=====
PLEASE DEDUCT      .19                AMOUNT    TAX  FREIGHT    TOTAL DUE
IF PAID BY 11/10/02  -----
                    18.95          .00      .00          18.95
=====
    
```

THANK YOU FOR YOUR ORDER

DATE: 03/22/02
 USER: SSI TEp

DEMO COMPANY
 SALES REGISTER# 0294

ARR110 PAGE: 1
 TIME: 5:25 PM

REGISTER DATE 09/30/02

INVOICE	DATE	TC	S/T	DEPT	CUSTOMER NAME	AMOUNT	DISCOUNT	COST	TAX	FREIGHT	TOTAL
000244	09/27/02	01	20	1	C104 BARNES MACHINERY & EQUI	18.95	.00	12.13	.00	.00	18.95
LN#					ITEM DESCRIPTION	TAX		COST		PRICE	
001					I999 SERVICE	N		12.13		18.95	
000245	09/27/02	20	20	1	C109 SOUTHSIDE PLUMBING	115.00	.00	84.25	7.76	.00	122.76
LN#					ITEM DESCRIPTION	TAX		COST		PRICE	
001					MAINT CRANE & HOIST MAINTENANCE	Y		84.25		115.00	
000246	09/28/02	10	30	2	C116 PACKAGING SYSTEMS CORP.	62.00	.00	45.23	4.96	.00	66.96
LN#					ITEM DESCRIPTION	TAX		COST		PRICE	
001					MAINT CONVEYOR SYSTEM MAINTENANCE	Y		45.23		62.00	
000247	09/15/02	20	30	1	C112 CENTRAL VALLEY WATER CO	70.00	.00	50.22	2.80	.00	72.80
LN#					ITEM DESCRIPTION	TAX		COST		PRICE	
001					MAINT TRUCK & LIFT MAINTENANCE	Y		50.22		70.00	

	INVOICES	AVERAGE							
REGISTER TOTAL:	4	70.37	265.95	.00	191.83	15.52	.00	281.47	
CASH TOTAL:	0	.00	.00	.00	.00	.00	.00	.00	
AR TOTAL:	4	70.37	265.95	.00	191.83	15.52	.00	281.47	

TC=TERMS CODE (\$=CASH, *=OVER CREDIT LIMIT), DEPT=DEPARTMENT

DOCUMENTS: 4

END OF REGISTER

Accounts Receivable—7.50

DATE: 03/22/02
 USER: SSI TEp
 GL PERIOD 09/02 SEP

DEMO COMPANY
 SALES REGISTER GL DISTRIBUTION# 0294

ARR110 PAGE: 1
 TIME: 5:26 PM

G/L#	DESCRIPTION	CUSTOMER NAME	INVOICE	DEBIT	CREDIT	NET
120-01-0	ACCOUNTS RECEIVABLE	C104 BARNES MACHINERY & EQUIPMEN	000244	18.95		
		C109 SOUTHSIDE PLUMBING	000245	122.76		
		C112 CENTRAL VALLEY WATER COMPAN	000247	72.80		
		C116 PACKAGING SYSTEMS CORP.	000246	66.96		
		ACCOUNT TOTAL		281.47	.00	281.47
176-01-0	NONSTOCKED INVENTORY	C104 BARNES MACHINERY & EQUIPMEN	000244		12.13	
		C109 SOUTHSIDE PLUMBING	000245		84.25	
		C112 CENTRAL VALLEY WATER COMPAN	000247		50.22	
		C116 PACKAGING SYSTEMS CORP.	000246		45.23	
		ACCOUNT TOTAL		.00	191.83	(191.83)
330-01-0	SALES TAX PAYABLE	C109 SOUTHSIDE PLUMBING	000245		7.76	
		C112 CENTRAL VALLEY WATER COMPAN	000247		2.80	
		C116 PACKAGING SYSTEMS CORP.	000246		4.96	
		ACCOUNT TOTAL		.00	15.52	(15.52)
410-01-1	SALES	C104 BARNES MACHINERY & EQUIPMEN	000244		18.95	
		C109 SOUTHSIDE PLUMBING	000245		115.00	
		C112 CENTRAL VALLEY WATER COMPAN	000247		70.00	
		ACCOUNT TOTAL		.00	203.95	(203.95)
410-01-2	SALES	C116 PACKAGING SYSTEMS CORP.	000246		62.00	
		ACCOUNT TOTAL		.00	62.00	(62.00)
530-01-1	COST OF GOODS SOLD	C104 BARNES MACHINERY & EQUIPMEN	000244	12.13		
		C109 SOUTHSIDE PLUMBING	000245	84.25		
		C112 CENTRAL VALLEY WATER COMPAN	000247	50.22		
		ACCOUNT TOTAL		146.60	.00	146.60
530-01-2	COST OF GOODS SOLD	C116 PACKAGING SYSTEMS CORP.	000246	45.23		
		ACCOUNT TOTAL		45.23	.00	45.23
		REPORT TOTAL		473.30	473.30	.00

ACCOUNTS: 7

END OF GL DISTRIBUTION

Accounts Receivable—7.50

DATE: 03/21/02
 USER: SSI TEp

DEMO COMPANY
 RECURRING INVOICE LISTING

ARR120 PAGE: 1
 TIME: 3:23 PM

CUSTOMER FIRST TO LAST
 ALL INVOICES, DATES 09/16/02-10/15/02
 CURRENT PERIOD 09/02

SQ	SHIP	S/T	TC	TAX	CODE	DAY	MONTHS	-----POSTEC-----	INVOICE	AMOUNT	CUTOFF-----	#	POSTEC-TO-DATE	TOTAL \$	REF#	STS
Customer C112 CENTRAL VALLEY WATER COMPANY																
01	SAME	30	20	GA		15	010203040506070809101112		72.80	N	3	2	140.00	9234-B4		UPC
Customer C114 S.E. EXTERMINATING COMPANY																
01	SAME	40	20	TX		31	010203040506070809101112		106.00	A	1200.00	2	200.00	320-2091A44		UP
Customer C115 SOUTHEASTERN SERVICE COMPANY																
01	SAME	10	01	GA		31	010203040506070809101112		384.80	N	6	2	740.00	DC2343-201N		UP

SQ=SEQUENCE NUMBER, TC=TERMS CODE, CUTOFF BASIS: A=AMOUNT, D=DATE, N=NUMBER OF INVOICES
 STATUS: U=UNEXPIRED, P=POST THIS PERIOD, C=COMPLETED THIS PERIOD, *=UNABLE TO POST, E=EXPIRED

INVOICES: 3

END OF REPORT

Accounts Receivable—7.50

DATE: 08/03/04
 USER: STK T57

FACTS 7.4 Maintenance
 CASH RECEIPTS & ADJ REGISTER #0479

ARR210 PAGE: 1
 TIME: 11:35 AM

DEPOSIT DATE 09/01/04, #0663
 BANK 01 First National Bank of Atlanta

CHECK	DATE APPLIED	DOCUMENT	ORIGINAL AMOUNT	ENTRY DATE	CURRENT AMOUNT	DUE DATE	DISCOUNT AMOUNT	DISCOUNT DATE	PAYMENT	DISCOUNT	ADJUSTMENT	AJ CD	NEW BALANCE
Batch # 1234													
Customer C102 Roark Architectural, Inc.													
2	08/03/04	001659-0	1622.00	07/28/04	1622.00	08/30/04	16.22	08/10/04	100.00	.00	.00		1522.00
		DM0001-C	.00	08/03/04	.00	08/03/04	.00	08/03/04	-10.00				10.00
		Check Amount:	90.00	Memo:				CHECK TOTAL	90.00	.00	.00		
		BATCH CHECK TOTAL:	90.00	CHECKS: 1				BATCH TOTAL	90.00	.00	.00		
		REPORT CHECK TOTAL:	90.00	CHECKS: 1				REPORT TOTAL	90.00	.00	.00		

RECAP:

BEGINNING AR BALANCE	335709.58	PAYMENTS	100.00
-PAYMENTS	100.00	+ON ACCOUNTS CREATED	.00
-DISCOUNTS	.00	-ON ACCOUNTS APPLIED	.00
+ADJUSTMENTS	.00	-CREDIT MEMOS APPLIED	.00
+DEBIT MEMOS CREATED	10.00	-DEBIT MEMOS CREATED	10.00
-ON ACCOUNTS CREATED	.00		
+ON ACCOUNTS APPLIED	.00	CASH APPLIED TO AR	90.00
+CREDIT MEMOS APPLIED	.00	+CUSTOMER MISC CASH	.00
		+MISC CASH	.00
ENDING AR BALANCE	335619.58	DEPOSIT TOTAL	90.00

AJ CD: Adjustment Code

BATCHES: 1

END OF REGISTER

Accounts Receivable—7.50

DATE: 03/22/02
 USER: SSI TEp

DEMO COMPANY
 CASH RECEIPTS REGISTER GL DISTRIBUTION #0463

ARR210 PAGE: 1
 TIME: 5:28 PM

GL PERIOD 09/02 SEP

G/L#	DESCRIPTION	CUSTOMER NAME	CHECK DOCUMENT	DEBIT	CREDIT	NET
100-01-0	CASH	C103 TAGGART TRANSCONTINENTAL	32785	100.00		
		C106 MALONEY'S METAL PRODUCTS CO.	38467	4440.40		
		C108 SIMS HARDWARE	73568	952.00		
		C110 TEXAS MATERIAL HANDLING CO.	254976	3720.81		
			ACCOUNT TOTAL	9213.21	.00	9213.21
120-02-0	ACCOUNTS RECEIVABLE	C103 TAGGART TRANSCONTINENTAL	32785 001718-0		100.00	
		C106 MALONEY'S METAL PRODUCTS CO.	38467 001527-0		1915.10	
			38467 001580-0		907.10	
			38467 001598-0		979.02	
			38467 001634-0		639.18	
		C108 SIMS HARDWARE	73568 001562-0		952.15	
		C110 TEXAS MATERIAL HANDLING CO.	254976 001582-0		1384.97	
			254976 001593-0		1426.06	
			254976 001617-0		909.78	
			ACCOUNT TOTAL	.00	9213.36	(9213.36)
420-01-1	MISCELLANEOUS INCOME	C108 SIMS HARDWARE	73568 001562-0	.15		
			ACCOUNT TOTAL	.15	.00	.15
			REPORT TOTAL	9213.36	9213.36	.00

ACCOUNTS: 3

END OF GL DISTRIBUTION

Accounts Receivable—7.50

DATE: 03/22/02 DEMO COMPANY PAGE: 1
USER: SSI TEp DEPOSIT TICKET TIME: 5:28 PM

DEPOSIT # 0655

BANK 01 FIRST NATIONAL BANK OF ATLANTA
ACCOUNT # 01-947856-30A

CHECK NAME	AMOUNT
=====	=====
Batch #01	
32785 TAGGART TRANSCONTINENTAL	100.00
38467 MALONEY'S METAL PRODUCTS CO.	4440.40
73568 SIMS HARDWARE	952.00
254976 TEXAS MATERIAL HANDLING CO.	3720.81

CHECKS: 4	BATCH TOTAL 9213.21

CHECKS: 4	DEPOSIT TOTAL 9213.21

BATCHES: 1	END OF DEPOSIT TICKET

Accounts Receivable—7.50

DATE: 11/01/02
 USER: SSI TY1

DEMO COMPANY
 AUTOMATIC CREDIT APPLICATION REGISTER #0080

ARR220 PAGE: 1
 TIME: 3:55 PM

ALPHA FIRST TO LAST
 NO CUTOFF

CUSTOMER NAME	DOC#	ENTRY DATE	OLD BALANCE	AMOUNT APPLIED	CREDIT APPLIED	NEW BALANCE
C122 EQUIPMENT HANDLING SYSTEMS INC	001650	10/29/02	2302.32			2227.26
	OA2041	09/21/02	-75.06	75.06	-75.06	.00
				-----	-----	
			CUSTOMER TOTAL	75.06	-75.06	
C113 WESTERN CALIF. EQUIP. DIST.	001635	09/30/02	578.46			395.76
	001751	10/20/02	-182.70	182.70	-182.70	.00
				-----	-----	
			CUSTOMER TOTAL	182.70	-182.70	
				-----	-----	
			REPORT TOTAL	257.76	-257.76	

END OF REGISTER

Accounts Receivable—7.50

DATE: 11/01/02
 USER: SSI TY1

DEMO COMPANY
 RETURNED CHECK REGISTER #0123

ARR310 PAGE: 1
 TIME: 3:56 PM

DEPOSIT DATE 10/15/02, #0655
 BANK 01 FIRST NATIONAL BANK OF ATLANTA

CUSTOMER NAME	CHECK	CHECK DATE	RETURN DATE	CHECK AMOUNT	RETURN CHARGE	MEMO
=====						
FIRST TIME RETURNS						
C100 SOUTHEASTERN INDUSTRIAL SUPPLY	20394	08/24/02	09/14/02	301.45	.00	UNSIGNED
C109 SOUTHSIDE PLUMBING	26845	08/14/02	09/26/02	348.94	.00	
				-----	-----	
* ADD TO DEPOSIT TOTAL *		FIRST RETURNS TOTAL		650.39	.00	
SECOND TIME RETURNS						
C112 CENTRAL VALLEY WATER COMPANY	18594	08/03/02	09/26/02	439.82	20.00	INSUFFICIENT FUNDS
		SECOND RETURNS TOTAL		-----	-----	
				439.82	20.00	
		REPORT TOTAL		-----	-----	
				1090.21	20.00	

CHECKS: 3

END OF REGISTER

Accounts Receivable—7.50

DATE: 03/22/02
 USER: SSI TZ5

DEMO COMPANY
 RETURNED CHECK REGISTER GL DISTRIBUTION #0123

ARR310 PAGE: 1
 TIME: 3:44 PM

GL PERIOD 09/02 SEP

G/L#	DESCRIPTION	CUSTOMER NAME	CHECK	DEBIT	CREDIT	NET
100-01-0	CASH	C112 CENTRAL VALLEY WATER COMPANY	18594		439.82	
			ACCOUNT TOTAL	.00	439.82	(439.82)
120-01-0	ACCOUNTS RECEIVABLE	C112 CENTRAL VALLEY WATER COMPANY	18594	459.82		
			ACCOUNT TOTAL	459.82	.00	459.82
440-01-1	FINANCE CHARGES	C112 CENTRAL VALLEY WATER COMPANY	18594		20.00	
			ACCOUNT TOTAL	.00	20.00	(20.00)
			REPORT TOTAL	459.82	459.82	.00

ACCOUNTS:

END OF GL DISTRIBUTION

Accounts Receivable—7.50

DATE: 11/01/02
 USER: SSI TY1

DEMO COMPANY
 DUNNING LETTER EDIT LIST

ARR410 PAGE: 1
 TIME: 3:58 PM

ALPHA FIRST TO LAST
 LETTER DATE 11/01/02

CUSTOMER NAME	CURRENT BALANCE	ON HOLD	LAST SALE	LAST PAYMENT	30 DAYS PAST DUE	-----LETTER----- LAST #DAYS NEXT
C132 BIKES FOR TYKES	3665.73	N	09/27/02	09/21/02	956.12	0 0 1
C111 COWBOY WORLD	2568.80	N	09/21/02	09/12/02	1187.09	0 0 1
C101 DELUXE EQUIPMENT WAREHOUSE	7432.52	N	09/27/02	09/12/02	344.85	1 82 2
C121 FLAGS, FLAGS, FLAGS, INC.	10447.93	N	09/27/02	09/12/02	4255.48	0 0 1
C102 ROARK ARCHITECTURAL, INC.	2820.30	N	09/27/02	09/28/02	1622.00	0 0 1
C108 SIMS HARDWARE	2845.68	N	09/27/02	08/10/02	1594.51	1 0 2
C100 SOUTHEASTERN INDUSTRIAL SUPPLY	11378.03	N	09/27/02	09/07/02	5523.42	0 0 1
C103 TAGGART TRANSCONTINENTAL	514.13	N	09/27/02	09/13/02	241.68	0 0 1
REPORT TOTAL	41673.12				15725.15	

DAYS=NUMBER OF DAYS SINCE LAST DUN LETTER

CUSTOMERS: 8

END OF REPORT

PAST DUE NOTICE

DEMO COMPANY
69 SOUTH PEACHTREE STREET
ATLANTA, GA 30030
(404) 962-9900

PAGE 1

C132
BIKES FOR TYKES
5565 CLAIRMONT AVE.
ATLANTA, GA 30345

11/01/02

OUR RECORDS INDICATE THAT YOUR ACCOUNT HAS BECOME PAST DUE.

PLEASE REMIT PAYMENT AT YOUR EARLIEST CONVENIENCE. IF YOU
HAVE ALREADY TAKEN CARE OF THIS MATTER, PLEASE DISREGARD
THIS NOTICE.

THANK YOU.

NOTICE OF PAST DUE ITEMS

INVOICE #	DATE	DAYS PAST	AMOUNT
001626	08/31/02	32	956.12

TOTAL BALANCE	TOTAL PAST DUE
3665.73	956.12

ARR710 – Open Receivables Report – Summary (Disputed Invoice)

Date: 05/24/04
 User: JLW T5d

FACTS 7.4 Maintenance
 Aged Trial Balance - Summary

ARR715 Page: 1
 Time: 3:16 PM

Customer C100 to C118
 Aging Date 05/24/04
 Branch 01 Atlanta Branch
 Disputed Invoices Only

Customer Name	Last Payment	Last Sale	Balance	CURRENT	1-30	31-60	61-90	OVER 90
C100 Southeastern Industrial Supply	09/20/04	10/10/04	3676.15	3676.15	.00	.00	.00	.00
Returns Pending Credit *Disputed Invoices*								
Report Total			3676.15	3676.15	.00	.00	.00	.00

Customer Count: 1

End of Report

ARR710 – Open Receivables Report – Detail (Disputed Invoice)

DATE: 07/17/02
 USER: STK TOS

DEMO COMPANY
 OPEN RECEIVABLES REPORT

ARR710 PAGE: 1
 TIME: 4:41 PM

CUSTOMER C100 TO C107
 ALL DOCUMENTS
 BRANCH 01

CUSTOMER NAME	DOC#	D	TY	PD	DATE	AMOUNT	DISCOUNT	TRANSACTION TOTAL	CURRENT BALANCE
C104 Barnes Machinery & Equipment	000244		IN	09/00	09/27/00	18.95	.19	.00	18.95
Returns Pending Credit									
	001660		IN	09/00	09/29/00	1234.45	12.34	.00	1234.45
	001680		IN	09/00	09/28/00	239.15	2.39	.00	239.15
	001691	Y	IN	09/00	09/28/00	1716.10	17.16	.00	1716.10
XX									
	001710		IN	09/00	09/28/00	710.90	7.11	.00	710.90
	001738		IN	09/00	09/28/00	475.20	4.75	.00	475.20
	001765		IN	09/00	09/28/00	202.00	2.02	.00	202.00
	001845		IN	09/00	09/11/00	4.95	.05	.00	4.95
	SC0782	Y	SC	09/00	10/27/00	.07	.00	.00	.07
THIS IS THE MEMO LINE FOR THE DISPUTED INVOICE!!!!									
CUSTOMER TOTAL									4601.77
C105 Dallas Furniture Mart	001991		IN	10/00	05/10/01	969.12	.00	.00	969.12
CUSTOMER TOTAL									969.12
C106 Maloney's Metal Products Co.	002073		IN	10/00	08/14/01	9.45	.10	.00	9.45

						CUSTOMER TOTAL	9.45
C107	Central Georgia Materials Co.	001599	IN 08/00 08/24/00	729.14	7.01	.00	729.14
		001661	IN 09/00 09/29/00	910.00	9.10	.00	910.00
		001732	Y IN 09/00 09/28/00	955.00	9.55	.00	955.00
	THIS IS THE MEMO LINE FOR THE DISPUTED INVOICE!!!!						
		001771	IN 09/00 09/28/00	792.35	7.92	.00	792.35
		SC0769	SC 09/00 09/30/00	10.94	.00	.00	10.94
		SC0786	SC 09/00 10/27/00	10.94	.00	.00	10.94

					CUSTOMER TOTAL		3408.37

					REPORT TOTAL		271157.20

D=DISPUTED INVOICE, TY=DOCUMENT TYPE

CUSTOMERS: 4

END OF REPORT

ARR710 – Open Receivables Report – Summary (Over Credit Limit)

DATE: 07/17/02 DEMO COMPANY ARR710 PAGE: 1
 USER: STK TOS OPEN RECEIVABLES REPORT TIME: 4:34 PM

CUSTOMER C100 TO C107
 ALL DOCUMENTS
 BRANCH 01

CUSTOMER NAME	BALANCE
=====	=====
C100 Southeastern Industrial Supply	-99999999.99
Returns Pending Credit *Disputed Invoices*	
Over Credit Limit of 9999999.00	
Open Documents: 99999999.99	
C101 Deluxe Equipment Warehouse..+	37829.70
C102 Roark Architectural, Inc.	6908.82
Disputed Invoices	
Over Credit Limit of 9999999.00	
Open Documents: 99999999.99	
C103 Taggart Transcontinental	1319.95
C104 Barnes Machinery & Equipment	4601.77
Returns Pending Credit	
C105 Dallas Furniture Mart	969.12
C106 Maloney's Metal Products Co.	9.45
Over Credit Limit of 9999999.00	
Open Documents: 99999999.99	
C107 Central Georgia Materials Co.	3408.37

REPORT TOTAL	271157.20

CUSTOMERS: 8

END OF REPORT

ARR710 – Open Receivables Report – Detail (Over Credit Limit)

DATE: 07/17/02
 USER: STK TOS

DEMO COMPANY
 OPEN RECEIVABLES REPORT

ARR710 PAGE: 1
 TIME: 4:41 PM

CUSTOMER C100 TO C107
 ALL DOCUMENTS
 BRANCH 01

CUSTOMER NAME	DOC#	D	TY	PD	DATE	AMOUNT	DISCOUNT	TRANSACTION TOTAL	CURRENT BALANCE
C104 Barnes Machinery & Equipment	000244		IN	09/00	09/27/00	18.95	.19	.00	18.95
Returns Pending Credit	001660		IN	09/00	09/29/00	1234.45	12.34	.00	1234.45
	001680		IN	09/00	09/28/00	239.15	2.39	.00	239.15
	001691 *		IN	09/00	09/28/00	1716.10	17.16	.00	1716.10
	001710		IN	09/00	09/28/00	710.90	7.11	.00	710.90
	001738		IN	09/00	09/28/00	475.20	4.75	.00	475.20
	001765		IN	09/00	09/28/00	202.00	2.02	.00	202.00
	001845		IN	09/00	09/11/00	4.95	.05	.00	4.95
	SC0782 *		SC	09/00	10/27/00	.07	.00	.00	.07
								CUSTOMER TOTAL	4601.77
C105 Dallas Furniture Mart	001991		IN	10/00	05/10/01	969.12	.00	.00	969.12
Returns Pending Credit									
Over Credit Limit of 9999999.00									
Open Documents: 99999999.99									
								CUSTOMER TOTAL	969.12
C106 Maloney's Metal Products Co.	002073		IN	10/00	08/14/01	9.45	.10	.00	9.45
								CUSTOMER TOTAL	9.45
C107 Central Georgia Materials Co.	001599		IN	08/00	08/24/00	729.14	7.01	.00	729.14
	001661		IN	09/00	09/29/00	910.00	9.10	.00	910.00
	001732 *		IN	09/00	09/28/00	955.00	9.55	.00	955.00
	001771		IN	09/00	09/28/00	792.35	7.92	.00	792.35
	SC0769		SC	09/00	09/30/00	10.94	.00	.00	10.94
	SC0786		SC	09/00	10/27/00	10.94	.00	.00	10.94
								CUSTOMER TOTAL	3408.37
								REPORT TOTAL	271157.20

D=DISPUTED INVOICE, TY=DOCUMENT TYPE

CUSTOMERS: 4

END OF REPORT

Aged Trial Balance – Summary

Date: 05/24/04
 User: JLW T5d

FACTS 7.4 Maintenance
 Aged Trial Balance - Summary

ARR715 Page: 1
 Time: 2:40 PM

Customer First to Last
 Aging Date 05/24/04
 Branch 01 Atlanta Branch

Customer Name	Last Payment	Last Sale	Balance	CURRENT	1-30	31-60	61-90	OVER 90
C100 Southeastern Industrial Supply *Returns Pending Credit* *Disputed Invoices*	09/20/04	10/10/04	82408.73	12561.52	658.31	.00	4000.43	65188.47
C101 Deluxe Equipment Warehouse *Returns Pending Credit*	09/20/04	09/30/04	34898.27	11858.03	.00	.00	.00	23040.24
C102 Roark Architectural, Inc. *Returns Pending Credit*	09/28/04	09/27/04	7053.32	6765.32	.00	.00	288.00	.00
C103 Taggart Transcontinental *Disputed Invoices*	09/13/04	09/27/04	46948.81	333.76	.00	.00	.00	46615.05
C104 Barnes Machinery & Equipment *Returns Pending Credit*	09/07/04	09/27/04	15575.77	4601.77	.00	.00	10974.00	.00
C105 Dallas Furniture Mart	09/21/04	09/27/04	10050.67	.00	.00	.00	.00	10050.67
C107 Central Georgia Materials Co.	09/28/04	09/27/04	3408.37	3408.37	.00	.00	.00	.00
C109 Southside Plumbing	09/12/04	09/27/04	5973.51	5973.51	.00	.00	.00	.00
C110 Texas Material Handling Co.	09/28/04	09/27/04	348.13	165.00	.00	18.13	165.00	.00
C112 Central Valley Water Company	09/14/04	09/27/04	5383.81	5383.81	.00	.00	.00	.00
C113 Western Calif. Equip. Dist. *Returns Pending Credit*	09/28/04	09/27/04	4851.20	4851.20	.00	.00	.00	.00
C115 Southeastern Service Company	09/28/04	09/07/04	745.55	745.55	.00	.00	.00	.00
C116 Packaging Systems Corp.	09/28/04	09/27/04	2413.38	2413.38	.00	.00	.00	.00
C117 Linda's Flower Shop	09/19/04	09/27/04	3592.42	3592.42	.00	.00	.00	.00
C118 Peachtree Printing Supply	09/28/04	09/30/04	5709.85	5709.85	.00	.00	.00	.00
C119 Bradley Manufacturing Co.	09/28/04	09/30/04	6548.90	6548.90	.00	.00	.00	.00
C120 Porsche Pieces, Inc.	09/28/04	09/27/04	3912.01	3912.01	.00	.00	.00	.00
C122 Equipment Handling Systems Inc	09/28/04	09/30/04	4069.69	4069.69	.00	.00	.00	.00

Accounts Receivable—7.50

Sample Reports

C123 Georgia Print Machines, Inc.	09/28/04	09/30/04	2424.89	2424.89	.00	.00	.00	.00
C124 East Coast Tool Company	09/13/04	09/27/04	1937.75	1872.00	.00	.00	.00	65.75
C125 Discount Industrial Warehouse	09/28/04	09/30/04	3698.24	3698.24	.00	.00	.00	.00
C127 Johnson Medical Supply Dist.	09/28/04	09/27/04	2197.35	2197.35	.00	.00	.00	.00
C128 Miller's Office Equipment Co.	09/28/04	09/30/04	1305.31	1305.31	.00	.00	.00	.00

Aged Trial Balance – Summary (Disputed Invoice)

Date: 05/24/04
User: JLW T5d

FACTS 7.4 Maintenance
Aged Trial Balance - Summary

ARR715 Page: 1
Time: 3:22 PM

Customer First to Last
Aging Date 05/24/04
Branch 01 Atlanta Branch
Disputed Invoices Only

Customer Name	Last Payment	Last Sale	Balance	CURRENT	1-30	31-60	61-90	OVER 90
C100 Southeastern Industrial Supply	09/20/04	10/10/04	3676.15	3676.15	.00	.00	.00	.00
Returns Pending Credit *Disputed Invoices*								
Report Total			3676.15	3676.15	.00	.00	.00	.00

Customer Count: 1

End of Report

Aged Trial Balance – Detail (Disputed Invoice)

DATE: 07/17/02
USER: STK T0S

DEMO COMPANY
AGED TRIAL BALANCE

ARR715 PAGE: 1
TIME: 1:23 PM

CUSTOMER C104 TO C107
AGING DATE 07/17/02
BRANCH 01 Atlanta Branch

CUSTOMER NAME	LAST PAYMENT	DOC#	D	TY	ENTRY DATE	DUE DATE	CURRENT	1-30	31-60	61-90	OVER 90
C104 Barnes Machinery & Equipm	09/07/00	000244		IN	09/27/00	11/30					18.95

Returns Pending Credit	001660	IN	09/29/00	10/30					1234.45
	001680	IN	09/28/00	09/30					239.15
	001691	Y	IN	09/28/00	09/30				1716.10
XX									
	001710	IN	09/28/00	09/30					710.90
	001738	IN	09/28/00	09/30					475.20
	001765	IN	09/28/00	11/30					202.00
	001845	IN	09/11/00	10/30					4.95
	SC0782	Y	SC	10/27/00	10/27				.07
THIS IS THE MEMO LINE FOR THE DISPUTED INVOICE!!!!									
	CUSTOMER TOTAL		4601.77		.00	.00	.00	.00	4601.77
C105 Dallas Furniture Mart	05/28/02	001991	IN	05/10/01	06/09				969.12
	CUSTOMER TOTAL		969.12		.00	.00	.00	.00	969.12
C106 Maloney's Metal Products	08/17/00	002073	IN	08/14/01	09/30				9.45
	CUSTOMER TOTAL		9.45		.00	.00	.00	.00	9.45
C107 Central Georgia Materials	09/28/00	001599	IN	08/24/00	09/30				729.14
		001661	IN	09/29/00	10/30				910.00
		001732	Y	IN	09/28/00	09/30			955.00
THIS IS THE MEMO LINE FOR THE DISPUTED INVOICE!!!!									
		001771	IN	09/28/00	11/30				792.35
		SC0769	SC	09/30/00	09/30				10.94
		SC0786	SC	10/27/00	10/27				10.94
	CUSTOMER TOTAL		3408.37		.00	.00	.00	.00	3408.37
	REPORT TOTAL		271157.20		3525.50	4448.73	49.88	.00	263133.09

D=DISPUTED INVOICE, TY=DOCUMENT TYPE

Customers: 4

End of Report

Aged Trial Balance – Summary (Over Credit Limit)

Date: 05/24/04
 User: JLW T5d

FACTS 7.4 Maintenance
 Aged Trial Balance - Summary

ARR715 Page: 1
 Time: 3:31 PM

Customer C100 to C125
 Aging Date 05/24/04
 Branch 01 Atlanta Branch
 Only Customers Over Credit Limit

Customer Name	Last Payment	Last Sale	Balance	CURRENT	1-30	31-60	61-90	OVER 90
C102 Roark Architectural, Inc. *Returns Pending Credit* Over Credit Limit of 6000.00 by 6784.78 Open Documents: 5731.46	09/28/04	09/27/04	7053.32	6765.32	.00	.00	288.00	.00
Report Total			7053.32	6765.32	.00	.00	288.00	.00

Customer Count: 1

End of Report

Aged Trial Balance – Detail (Over Credit Limit)

Date: 05/24/04
 User: JLW T5d

FACTS 7.4 Maintenance
 Aged Trial Balance - Detail

ARR715 Page: 1
 Time: 3:33 PM

Customer C100 to C130
 Aging Date 05/24/04, Excluding Next Period
 Branch 01 Atlanta Branch
 Only Customers Over Credit Limit

Customer Name	Last Payment	Doc#	D TY	Entry Date	Due Date	CURRENT	1-30	31-60	61-90	OVER 90	
C102 Roark Architectural, Inc. *Returns Pending Credit* Over Credit Limit of 6000.00 by 6784.78 Open Documents: 5731.46	09/28/04	Cust Total:				7053.32	6765.32	.00	.00	288.00	.00
		001659	IN	07/28/04	08/30	1622.00					
		001764	IN	09/28/04	11/30	1198.30					
		001854	IN	08/27/04	10/30	944.40					
		001860	IN	09/09/04	10/30	3081.40					
		001935	IN	12/29/03	02/29				204.00		
		001938	IN	01/03/04	02/29				84.00		
		001947	CM	01/06/04	01/06	-204.00					
		SC0766	SC	09/30/04	09/30	38.50					
		SC0780	SC	10/27/04	10/27	84.72					

Accounts Receivable—7.50

Sample Reports

Report Total	7053.32	6765.32	.00	.00	288.00	.00
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Customer Count: 1
D=Disputed Invoice, TY=Document Type

End of Report

Accounts Receivable—7.50

DATE: 04/10/02
 USER: SSI TGx

DEMO COMPANY
 SALES HISTORY REPORT

ARR720 PAGE: 1
 TIME: 1:58 PM

CUSTOMER C100 TO C105
 BRANCH 01 ATLANTA BRANCH

CUSTOMER NAME	LAST SALE	SALES	COST	GROSS MARGIN	G.M. %
C100 SOUTHEASTERN INDUSTRIAL SUPPLY	09/27/02	11236.64	8386.94	2849.70	25.4% MTD
		68944.18	49925.01	19019.17	27.6% YTD
		73224.42	52242.61	20981.81	28.7% PYR
C101 DELUXE EQUIPMENT WAREHOUSE	09/27/02	7522.89	5114.40	2408.49	32.0% MTD
		68212.65	43020.87	25191.78	36.9% YTD
		63715.30	40872.79	22842.51	35.9% PYR
C102 ROARK ARCHITECTURAL, INC.	09/27/02	7178.61	5253.57	1925.04	26.8% MTD
		52474.81	37745.88	14728.93	28.1% YTD
		55256.56	39640.28	15616.28	28.3% PYR
C104 BARNES MACHINERY & EQUIPMENT	09/27/02	4577.80	3529.50	1048.30	22.9% MTD
		45697.85	34585.03	11112.82	24.3% YTD
		60880.27	46893.51	13986.76	23.0% PYR
REPORT TOTAL		30515.94	22284.41	8231.53	27.0% MTD
		235329.49	165276.79	70052.70	29.8% YTD
		253076.55	179649.19	73427.36	29.0% PYR

CUSTOMERS: 4

END OF REPORT

Accounts Receivable—7.50

DATE: 04/10/02 DEMO COMPANY ARR725 PAGE: 1
 USER: SSI TGx SALESPERSON/TERRITORY SALES REPORT TIME: 1:59 PM

SLSP/TERR FIRST TO LAST
 BRANCH 01 ATLANTA BRANCH

S/T NAME	SALES	COST	GROSS MARGIN	G.M. %
10 RONALD PATTON	22716.65	15267.72	7448.93	32.8% MTD
	166170.95	112104.26	54066.69	32.5% YTD
	201990.51	136054.91	65935.60	32.6% PYR
20 GREGORY BILLINGS	22247.42	15170.90	7076.52	31.8% MTD
	220503.27	148710.04	71793.23	32.6% YTD
	298891.37	206702.43	92188.94	30.8% PYR
30 SALLY FURNESS	54290.42	36781.30	17509.12	32.3% MTD
	475984.01	313465.32	162518.69	34.1% YTD
	582948.16	385431.38	197516.78	33.9% PYR
EDI EDI TRANSMISSION DEFAULT SLSP	.00	.00	.00	.0% MTD
	.00	.00	.00	.0% YTD
	.00	.00	.00	.0% PYR
REPORT TOTAL	99254.49	67219.92	32034.57	32.3% MTD
	862658.23	574279.62	288378.61	33.4% YTD
	1083830.04	728188.72	355641.32	32.8% PYR

SALESPERSON/TERRITORIES: 4

END OF REPORT

Accounts Receivable—7.50

Sample Reports

DATE: 11/01/02
 USER: SSI TY1

DEMO COMPANY
 PAYMENT HISTORY REPORT

ARR730 PAGE: 1
 TIME: 4:07 PM

ALPHA FIRST TO LAST

CUSTOMER NAME	CLASS	S/T	LAST SALE	LAST PAYMENT	DATE OPENED	CURRENT BALANCE	--LAST 03 PDS-		--LAST 06 PDS-		--LAST 12 PDS-	
							TOTAL INVOICES	AVG DAYS	TOTAL INVOICES	AVG DAYS	TOTAL INVOICES	AVG DAYS
C131 AUTOMATION SYSTEMS SUPPLY CO.	WSL	40	09/27/02	08/10/02	09/11/02	10732.86	18	-13	32	-13	64	-12
C104 BARNES MACHINERY & EQUIPMENT	WSL	20	09/27/02	09/07/02	05/22/02	4596.75	27	-8	40	-3	68	3
C119 BRADLEY MANUFACTURING CO.	WSL	30	09/28/02	09/28/02	03/25/02	7006.12	16	7	28	4	51	2
C107 CENTRAL GEORGIA MATERIALS CO.	WSL	20	09/27/02	09/28/02	06/07/02	3386.49	24	-9	36	-9	60	-12
C105 DALLAS FURNITURE MART	WSL	40	09/27/02	09/21/02	02/18/02	8712.27	28	-6	49	-8	92	-7
C101 DELUXE EQUIPMENT WAREHOUSE	WSL	50	09/27/02	09/12/02	06/30/02	7432.52	34	-3	52	-4	85	-2
C125 DISCOUNT INDUSTRIAL WAREHOUSE	WSL	20	09/27/02	09/28/02	12/05/02	2635.22	19	0	25	4	42	6
C124 EAST COAST TOOL COMPANY	WSL	30	09/27/02	09/13/02	07/30/02	1872.00	18	14	27	20	48	21
C122 EQUIPMENT HANDLING SYSTEMS IN	WSL	30	09/27/02	09/28/02	08/21/02	4883.36	19	-5	30	-7	50	-10
C123 GEORGIA PRINT MACHINES, INC.	WSL	10	09/27/02	09/28/02	08/23/02	3116.14	18	-22	28	-17	48	-15
C127 JOHNSON MEDICAL SUPPLY DIST.	WSL	30	09/27/02	09/28/02	09/22/02	2197.35	25	17	31	16	51	21
C106 MALONEY'S METAL PRODUCTS CO.	WSL	40	09/27/02	08/17/02	11/09/02	18981.18	26	-10	48	-9	97	-12
C128 MILLER'S OFFICE EQUIPMENT CO.	WSL	30	09/21/02	09/28/02	11/09/02	1050.07	16	8	24	4	47	2
C118 PEACHTREE PRINTING SUPPLY	WSL	20	09/28/02	09/28/02	07/09/02	5499.60	19	-14	32	-10	57	-12
C120 PORSCHE PIECES, INC.	WSL	30	09/27/02	09/28/02	02/26/02	3723.40	13	3	22	3	40	10
C102 ROARK ARCHITECTURAL, INC.	WSL	50	09/27/02	09/28/02	06/25/02	2820.30	24	-12	39	-14	65	-12
C100 SOUTHEASTERN INDUSTRIAL SUPPL	WSL	50	09/27/02	09/07/02	06/15/02	11378.03	25	-5	42	-1	73	1
C110 TEXAS MATERIAL HANDLING CO.	WSL	40	09/27/02	08/10/02	06/10/02	13736.00	21	-6	38	-2	79	0
C113 WESTERN CALIF. EQUIP. DIST.	WSL	10	09/27/02	09/28/02	06/22/02	4845.26	26	-7	36	-11	59	-15
C129 WINCHESTER BUSINESS MACHINES	WSL	10	09/27/02	09/28/02	12/05/02	2207.10	23	9	32	2	55	-2
C130 WORD PROCESSING SYSTEMS CORP.	WSL	20	09/27/02	09/28/02	03/10/02	1565.10	18	41	26	56	44	75

AVG DAYS=AVERAGE DAYS TO PAY PAST DUE DATE

CUSTOMERS: 21

END OF REPORT

Accounts Receivable—7.50

Sample Reports

DATE: 11/01/02
 USER: SSI TY1

DEMO COMPANY
 INACTIVE CUSTOMER LISTING

ARR735 PAGE: 1
 TIME: 4:08 PM

ALPHA FIRST TO LAST
 CUTOFF 11/01/02

CUSTOMER NAME	CLASS	S/T	LAST SALE	LAST PAYMENT	DATE OPENED	---HIGHEST DATE	BALANCE-- AMOUNT	CURRENT BALANCE	-----SALES----- YTD	-----PYR
C131 AUTOMATION SYSTEMS SUPPLY CO	WSL	40	09/27/02	08/10/02	09/11/02	06/11/02	11127.38	10732.86	51474.45	64856.62
C104 BARNES MACHINERY & EQUIPMENT	WSL	20	09/27/02	09/07/02	05/22/02	04/17/02	7942.65	4596.75	45716.80	60880.27
C132 BIKES FOR TYKES	RET	30	09/27/02	09/21/02	05/30/02	03/19/02	5448.19	3665.73	32356.70	39683.31
C119 BRADLEY MANUFACTURING CO.	WSL	30	09/28/02	09/28/02	03/25/02	06/20/02	16576.06	7006.12	59046.50	58989.71
ZZZZZZCASH CASH	RET	10	09/27/02	/ /	12/06/02	/ /			653.50	
C107 CENTRAL GEORGIA MATERIALS CO	WSL	20	09/27/02	09/28/02	06/07/02	05/31/02	8799.43	3386.49	38172.60	49053.32
C112 CENTRAL VALLEY WATER COMPANY	RET	30	09/27/02	09/14/02	10/03/02	01/11/02	6054.04	5383.81	40805.59	52374.72
C111 COWBOY WORLD	RET	40	09/21/02	09/12/02	10/03/02	09/14/02	3548.45	2568.80	15049.10	18252.68
C105 DALLAS FURNITURE MART	WSL	40	09/27/02	09/21/02	02/18/02	02/03/02	9886.82	8712.27	59972.95	63239.43
C101 DELUXE EQUIPMENT WAREHOUSE	WSL	50	09/27/02	09/12/02	06/30/02	09/07/02	11543.53	7432.52	68212.65	63715.30
C125 DISCOUNT INDUSTRIAL WAREHOU	WSL	20	09/27/02	09/28/02	12/05/02	03/06/02	6648.62	2635.22	24328.60	47206.87
C124 EAST COAST TOOL COMPANY	WSL	30	09/27/02	09/13/02	07/30/02	05/04/02	6870.27	1872.00	27638.00	45094.00
C122 EQUIPMENT HANDLING SYSTEMS I	WSL	30	09/27/02	09/28/02	08/21/02	04/05/02	5574.79	4883.36	43987.92	51047.70
C121 FLAGS, FLAGS, FLAGS, INC.	WSL	40	09/27/02	09/12/02	03/10/02	09/27/02	10447.93	10447.93	57868.45	75829.20
C123 GEORGIA PRINT MACHINES, INC.	WSL	10	09/27/02	09/28/02	08/23/02	06/30/02	6278.13	3116.14	29123.60	38522.19
C127 JOHNSON MEDICAL SUPPLY DIST.	WSL	30	09/27/02	09/28/02	09/22/02	03/29/02	7435.56	2197.35	21766.50	31353.58
C117 LINDA'S FLOWER SHOP	RET	30	09/27/02	09/19/02	03/22/02	01/15/02	8245.33	3592.42	36051.45	47339.85
C106 MALONEY'S METAL PRODUCTS CO.	WSL	40	09/27/02	08/17/02	11/09/02	03/11/02	19856.61	18981.18	81209.05	97938.62
C128 MILLER'S OFFICE EQUIPMENT CO	WSL	30	09/21/02	09/28/02	11/09/02	12/11/02	6139.30	1050.07	27157.30	45060.83
C116 PACKAGING SYSTEMS CORP.	RET	30	09/27/02	09/28/02	11/04/02	10/11/02	5938.28	2411.48	35426.15	50641.88
C118 PEACHTREE PRINTING SUPPLY	WSL	20	09/28/02	09/28/02	07/09/02	05/14/02	7330.34	5499.60	43751.27	50597.49
C120 PORSCHE PIECES, INC.	WSL	30	09/27/02	09/28/02	02/26/02	02/27/02	5400.35	3723.40	28945.20	42397.78
C102 ROARK ARCHITECTURAL, INC.	WSL	50	09/27/02	09/28/02	06/25/02	07/03/02	9286.26	2820.30	52474.81	55256.56
C114 S.E. EXTERMINATING COMPANY	RET	40	09/27/02	09/20/02	09/05/02	07/03/02	3030.66	1872.28	14873.95	17990.35
C108 SIMS HARDWARE	RET	40	09/27/02	08/10/02	03/20/02	11/29/02	2918.24	2845.68	14681.10	17346.21
C100 SOUTHEASTERN INDUSTRIAL SUPP	WSL	50	09/27/02	09/07/02	06/15/02	09/27/02	11378.03	11378.03	68944.18	73224.42
C115 SOUTHEASTERN SERVICE COMPANY	SPC	10	09/07/02	09/28/02	01/20/02	07/05/02	1047.09	740.00	1376.60	
C109 SOUTHSIDE PLUMBING	RET	20	09/27/02	09/12/02	04/20/02	02/19/02	8994.29	5973.51	44010.85	54275.98
C103 TAGGART TRANSCONTINENTAL	RET	40	09/27/02	09/13/02	03/10/88	12/10/02	2897.10	514.13	14023.78	17652.46
C110 TEXAS MATERIAL HANDLING CO.	WSL	40	09/27/02	08/10/02	06/10/02	06/28/02	13782.53	13736.00	72010.10	87935.52
C113 WESTERN CALIF. EQUIP. DIST.	WSL	10	09/27/02	09/28/02	06/22/02	04/11/02	6746.93	4845.26	37250.05	50783.54
C133 WESTERN SUPPLY DIVISION CORP	SPC	40	09/07/02	09/28/02	03/20/02	04/23/02	592.19	.00	748.95	
C129 WINCHESTER BUSINESS MACHINES	WSL	10	09/27/02	09/28/02	12/05/02	04/02/02	6318.27	2207.10	25458.95	39461.26
C130 WORD PROCESSING SYSTEMS CORP	WSL	20	09/27/02	09/28/02	03/10/02	08/03/02	8498.31	1565.10	24657.10	36880.57

INACTIVE CUSTOMERS: 34

END OF REPORT

Accounts Receivable—7.50

DATE: 11/01/02
 USER: SSI TYL

DEMO COMPANY
 CUSTOMER LISTING - GENERAL INFO

ARR740 PAGE: 1
 TIME: 4:09 PM

ALPHA FIRST TO LAST

CUSTOMER NAME	ALPHA	COMM%	INVC DISC%	SHIP VIA	ZONE	P	B	P	P	S	S	D	L	L
						R	K	O	Y	O	O	U	A	E
=====						C	O	R	M			N	S	D
=====						L	R	Q	T	S	I	L	T	G
C131 AUTOMATION SYSTEMS SUPPLY CO. 234 LBJ FREEWAY BLDG # 4 DALLAS, TX 75332 214-890-8792 JOE PHILLIPS	AUTOMATION	NP	.00%	FED EX P2		3	Y	N	Y	Y	Y	N	O	N
C104 BARNES MACHINERY & EQUIPMENT 18 SOUTH DIXON AVE ATLANTA, GA 30302 404-223-0934 JAMES WILSON	BARNES MAC	NP	.00%	UPS	2C	4	Y	N	Y	Y	Y	N	O	N
C132 BIKES FOR TYKES 5565 CLAIRMONT AVE. ATLANTA, GA 30345 404-322-0955 PAT ROBINSON	BIKES FOR	NP	.00%	UPS	2C	0	Y	N	N	N	N	Y	O	N
C119 BRADLEY MANUFACTURING CO. 4163 LEES MILL ROAD ATLANTA, GA 30301 404-983-0223 LEN GOZA MARY PETERSON	BRADLEY MA	NP	.00%	UPS	2C	4	Y	N	Y	Y	Y	N	O	N
C107 CENTRAL GEORGIA MATERIALS CO. 11984 I-20 E DOUGLASVILLE, GA 30302 404-889-3422 STEVE CHARTER CALL WHEN SHIPPED	CENTRAL GA	NP	.00%	UPS	2C	3	Y	N	Y	Y	Y	N	O	N

COMM%=STANDARD COMMISSION PERCENTAGE (NP=NO PRIORITY), INVC DISC%=INVOICE DISCOUNT PERCENTAGE,
 ZONE: C=COMMERCIAL, R=RESIDENTIAL, PRCL=PRICE LEVEL, BKOR=ALLOW BACKORDERS, PORQ=PO REQUIRED,
 PYMT=STORE PAYMENT HISTORY, SO S=STORE SO SALES HISTORY, SO I=STORE SO INVOICE HISTORY,
 DUNL=SEND DUNNING LETTERS, LAST=LAST DUNNING LETTER SENT, LEDG=USE LEDGERCARDS

CUSTOMERS: 5

END OF REPORT

Accounts Receivable—7.50

DATE: 03/22/02
 USER: SSI TEp
 ALPHA FIRST TO LAST
 BRANCH 02
 ACTIVE CUSTOMERS ONLY

DEMO COMPANY
 CUSTOMER LISTING - CODE INFO

ARR740 PAGE: 1
 TIME: 5:36 PM

CUSTOMER NAME	CLASS	S/T	TERMS	CODE	RT	EXEMPT#	GL TABLE	BRANCH	GEOG CODE	STMT
C131 AUTOMATION SYSTEMS SUPPLY CO. 234 LBJ FREEWAY BLDG # 4 DALLAS, TX 75332	WSL	40	01	NOTAX	X	234109781234	001	02		0
C111 COWBOY WORLD 11345 IH-10 SAN ANTONIO, TX 75012	RET	40	10	TX	H		001	02		0
C105 DALLAS FURNITURE MART 21 NORTH CENTRAL AVE. SUITE 231 FORT WORTH, TX 75543	WSL	40	30	NOTAX	X	102389710234	001	02		0
C121 FLAGS, FLAGS, FLAGS, INC. 3271 LBJ FREEWAY DALLAS, TX 75233	WSL	40	30	NOTAX	X	213049723049	001	02		0
C106 MALONEY'S METAL PRODUCTS CO. 2928 HWY 64 SOUTH DALLAS, TX 75223	WSL	40	01	NOTAX	X	120398477123	001	02		0
C114 S.E. EXTERMINATING COMPANY 2099 LIDDELL DRIVE DALLAS, TX 75324	RET	40	20	TX	H		001	02		0
C108 SIMS HARDWARE 45092 EAST 15TH AVE. DALLAS, TX 75245	RET	40	01	TX	H		001	02		0
C103 TAGGART TRANSCONTINENTAL 4920 OLD DIXIE ROAD WACO, TX 75220	RET	40	10	TX	H		001	02		0
C110 TEXAS MATERIAL HANDLING CO. 1130 ROCHELLE DRIVE S.W. DALLAS, TX 75224	WSL	40	01	NOTAX	X	120398471203	001	02		0

RT=TAX RATE, GEOG=GEOGRAPHY, STMT=STATEMENT CODE
 CUSTOMERS: 9

END OF REPORT

Accounts Receivable—7.50

DATE: 11/01/02
 USER: SSI TY1

DEMO COMPANY
 CUSTOMER LISTING - SALES INFO

ARR740 PAGE: 1
 TIME: 4:12 PM

ALPHA FIRST TO LAST
 TERMS CODE FIRST TO LAST

CUSTOMER NAME	SHIP-TO	CREDIT LIMIT	BALANCE	LAST SALE	LAST PAYMENT	DATE OPENED	---HIGHEST DATE	BALANCE-- AMOUNT	HLD	-LAST DUN- DATE	#
C131 AUTOMATION SYSTEMS SUPPLY CO. 234 LBJ FREEWAY BLDG # 4 DALLAS, TX 75332 214-890-8792 JOE PHILLIPS	SAME	15000	10732.86	09/27/02	08/10/02	09/11/02	06/11/02	11127.38	N		
C104 BARNES MACHINERY & EQUIPMENT 18 SOUTH DIXON AVE ATLANTA, GA 30302 404-223-0934 JAMES WILSON	SAME	15000	4596.75	09/27/02	09/07/02	05/22/02	04/17/02	7942.65	N		
C132 BIKES FOR TYKES 5565 CLAIRMONT AVE. ATLANTA, GA 30345 404-322-0955 PAT ROBINSON	SAME	3500	3665.73*	09/27/02	09/21/02	05/30/02	03/19/02	5448.19*	N		
C119 BRADLEY MANUFACTURING CO. 4163 LEES MILL ROAD ATLANTA, GA 30301 404-983-0223 LEN GOZA MARY PETERSON	SAME	10000	7006.12	09/28/02	09/28/02	03/25/02	06/20/02	16576.06*	N		
C107 CENTRAL GEORGIA MATERIALS CO. 11984 I-20 E DOUGLASVILLE, GA 30302 404-889-3422 STEVE CHARTER CALL WHEN SHIPPED	SAME	10000	3386.49	09/27/02	09/28/02	06/07/02	05/31/02	8799.43	N		

HLD=ON HOLD, *=OVER CREDIT LIMIT

CUSTOMERS: 05

END OF REPORT

Accounts Receivable—7.50

Sample Reports

DATE: 03/21/02
 USER: SSI TYL

DEMO COMPANY
 SHIP-TO REPORT

ARR745 PAGE: 1
 TIME: 7:23 PM

ALPHA FIRST TO LAST
 BRANCH 02

CUSTOMER NAME	CLASS	S/T	SHIP-TO	NAME	ROUTE	ZONE	S/T	TAX CODE	RT	SHIP VIA
C131 AUTOMATION SYSTEMS SUPPLY CO. 234 LBJ FREEWAY BLDG # 4 DALLAS, TX 75332 214-890-8792 JOE PHILLIPS	WSL	40	S131	COMPUTER OFFICE SUPPLIES 233 S. MAIN STREET ATLANTA, GA 30303 404-332-9332 ROBERT MATTHEWS DANIEL WADE		2C	30	NOTAX	X	UPS
C111 COWBOY WORLD 11345 IH-10 SAN ANTONIO, TX 75012 512-345-9854 JOHN DARNELL MARKEL TAYLOR	RET	40	S111	COWBOY WORLD 22909 WEST SAHARA BLVD. DALLAS, TX 75223 214-788-4471 BOB GRAYSON ELEANOR WESTON		5C	40	TX	H	UPS
C121 FLAGS, FLAGS, FLAGS, INC. 3271 LBJ FREEWAY DALLAS, TX 75233 214-458-0943 THADDEUS HUBBARD	WSL	40	S121	FLAGS, FLAGS, FLAGS, INC. 23 IH-10 EXIT 49 SAN ANTONIO, TX 75032 512-887-8833 JERRY MADDEN LOIS PYLE		5C	40	NOTAX	X	UPS BLUE
C103 TAGGART TRANSCONTINENTAL 4920 OLD DIXIE ROAD WACO, TX 75220 214-890-8498 DAGNEY TAGGART EDDIE WILERS	RET	40	S103	TAGGART TRANSCONTINENTAL 987 SOUTH PLAINS INDUSTRIAL PK DALLAS, TX 75334 214-335-9843 JOE PENDELTON HANK JOHNSTON		5C	40	TX	H	UPS

ZONE: C=COMMERCIAL, R=RESIDENTIAL, RT=TAX RATE

CUSTOMERS: 4

END OF REPORT

Accounts Receivable—7.50

Sample Reports

DATE: 03/21/02
 USER: SSI TY1

DEMO COMPANY
 CUSTOMER LEDGERCARDS

ARR750 PAGE: 1
 TIME: 7:23 PM

ALPHA FIRST TO LAST
 DATE FIRST TO LAST
 BRANCH 02

CUSTOMER NAME	DATE	TRANSACTION	DEBIT	CREDIT	BALANCE	DOCUMENT	REG#	
C105 DALLAS FURNITURE MART	08/03/02	SO SALES REG	973.35		-3631.51	001508	0530	
	08/10/02	SO SALES REG	1009.65		-2621.86	001521	0531	
	08/17/02	SO SALES REG	971.28		-1650.58	001555	0532	
	08/17/02	SO SALES REG	904.71		-745.87	001573	0532	
	08/24/02	SO SALES REG	654.34		-91.53	001592	0533	
	08/24/02	SO SALES REG	756.42		664.89	001604	0533	
	08/31/02	SO SALES REG	745.87		1410.76	001616	0534	
	09/07/02	SO SALES REG	698.40		2109.16	001647	0535	
	09/07/02	SO SALES REG	2751.60		4860.76	001666	0535	
	09/14/02	SO SALES REG	1001.80		5862.56	001685	0536	
	09/14/02	SO SALES REG	1322.55		7185.11	001703	0536	
	09/21/02	CASH RECEIPTS			-654.34	6530.77	001592	0461
	09/21/02	SO SALES REG	607.10		7137.87	001719	0537	
	09/21/02	SO SALES REG	483.70		7621.57	001739	0537	
	09/27/02	SO SALES REG	34.55		7656.12	001756	0538	
	09/27/02	SO SALES REG	534.40		8190.52	001760	0538	
	09/27/02	SO SALES REG	521.75		8712.27	001778	0538	
	C106 MALONEY'S METAL PRODUCTS CO.	08/10/02	SO SALES REG	1915.10		1915.10	001527	0531
		08/10/02	SO SALES REG	1973.08		3888.18	001538	0531
08/17/02		SO SALES REG	1293.68		5181.86	001561	0532	
08/17/02		SO SALES REG	907.10		6088.96	001580	0532	
08/24/02		SO SALES REG	979.02		7067.98	001598	0533	
08/24/02		SO SALES REG	865.28		7933.26	001610	0533	
08/31/02		SO SALES REG	902.11		8835.37	001622	0534	
08/31/02		SO SALES REG	639.18		9474.55	001634	0534	
09/07/02		SO SALES REG	1047.90		10522.45	001655	0535	
09/07/02		SO SALES REG	3283.03		13805.48	001671	0535	
09/14/02		SO SALES REG	1039.50		14844.98	001692	0536	
09/14/02		SO SALES REG	1548.60		16393.58	001711	0536	
09/21/02		SO SALES REG	851.50		17245.08	001725	0537	
09/21/02		SO SALES REG	956.85		18201.93	001745	0537	
09/27/02		SO SALES REG	779.25		18981.18	001766	0538	

CUSTOMERS: 2

END OF REPORT

Accounts Receivable—7.50

Sample Reports

AUTOMATION SYSTEMS SUPPLY CO.
ATTN: JOE PHILLIPS
234 LBJ FREEWAY
BLDG # 4
DALLAS, TX 75332

MALONEY'S METAL PRODUCTS CO.
ATTN: JERRY BALES
2928 HWY 64 SOUTH
DALLAS, TX 75223

TEXAS MATERIAL HANDLING CO.
ATTN: DOUG MILLER
1130 ROCHELLE DRIVE S.W.
DALLAS, TX 75224

COWBOY WORLD
ATTN: JOHN DARNELL
11345 IH-10
SAN ANTONIO, TX 75012

S.E. EXTERMINATING COMPANY
ATTN: JAMES GRAYSON
2099 LIDDELL DRIVE
DALLAS, TX 75324

DALLAS FURNITURE MART
ATTN: TIM MCCOY
21 NORTH CENTRAL AVE.
SUITE 231
FORT WORTH, TX 75543

SIMS HARDWARE
ATTN: JEFF WARNER
45092 EAST 15TH AVE.
DALLAS, TX 75245

FLAGS, FLAGS, FLAGS, INC.
ATTN: THADDEUS HUBBARD
3271 LBJ FREEWAY
DALLAS, TX 75233

TAGGART TRANSCONTINENTAL
ATTN: DAGNEY TAGGART
4920 OLD DIXIE ROAD
WACO, TX 75220

AUTOMATION SYSTEMS SUPPLY C	C131	COWBOY WORLD	C111
214-890-8792		512-345-9854	
234 LBJ FREEWAY BLDG # 4 DALLAS, TX 75332		11345 IH-10 SAN ANTONIO, TX 75012	
JOE PHILLIPS		JOHN DARNELL MARKELE TAYLOR	
class: WSL	s/t: 40	class: RET	s/t: 40
DALLAS FURNITURE MART	C105	FLAGS, FLAGS, FLAGS, INC.	C121
214-890-9832		214-458-0943	
21 NORTH CENTRAL AVE. SUITE 231 FORT WORTH, TX 75543		3271 LBJ FREEWAY DALLAS, TX 75233	
TIM MCCOY		THADDEUS HUBBARD	
class: WSL	s/t: 40	class: WSL	s/t: 40
MALONEY'S METAL PRODUCTS CO	C106	S.E. EXTERMINATING COMPANY	C114
214-947-0345		214-984-0438	
2928 HWY 64 SOUTH DALLAS, TX 75223		2099 LIDDELL DRIVE DALLAS, TX 75324	
JERRY BALES		JAMES GRAYSON MARGARET WILLIAMS	
class: WSL	s/t: 40	class: RET	s/t: 40
SIMS HARDWARE	C108	TAGGART TRANSCONTINENTAL	C103
214-458-0943		214-890-8498	
45092 EAST 15TH AVE. DALLAS, TX 75245		4920 OLD DIXIE ROAD WACO, TX 75220	
JEFF WARNER		DAGNEY TAGGART EDDIE WILERS	
class: RET	s/t: 40	class: RET	s/t: 40

Accounts Receivable—7.50

Sample Reports

C131
AUTOMATION SYSTEMS SUPPLY CO.
234 LBJ FREEWAY
BLDG # 4
DALLAS, TX 75332

Accounts Receivable—7.50

DATE: 03/21/02 DEMO COMPANY ARR810 PAGE: 1
 USER: SSI TY1 SERVICE CHARGE REGISTER# 0036 TIME: 7:26 PM

SERVICE CHARGE DATE 09/30/02

CUSTOMER NAME	DAYS #		-----AMOUNT-----		SERVICE CHARGE
	GRACE	DOCS	ORIGINAL	CURRENT	
C100 SOUTHEASTERN INDUSTRIAL SUPPLY	10	1	1847.27	1847.27	27.71
C101 DELUXE EQUIPMENT WAREHOUSE	0	2	344.85	344.85	5.17
C102 ROARK ARCHITECTURAL, INC.	0	1	1622.00	1622.00	24.33
C105 DALLAS FURNITURE MART	0	1	756.42	756.42	11.35
C106 MALONEY'S METAL PRODUCTS CO.	0	6	7933.26	7933.26	119.02
C107 CENTRAL GEORGIA MATERIALS CO.	0	1	729.14	729.14	10.94
C108 SIMS HARDWARE	0	1	952.15	952.15	14.28
C110 TEXAS MATERIAL HANDLING CO.	0	3	4811.86	4811.86	72.17
C111 COWBOY WORLD	0	1	552.68	552.68	8.29
C118 PEACHTREE PRINTING SUPPLY	0	1	809.33	809.33	12.14
C121 FLAGS, FLAGS, FLAGS, INC.	0	1	1350.76	1350.76	20.26
C123 GEORGIA PRINT MACHINES, INC.	0	1	49.92	49.92	.75*
C131 AUTOMATION SYSTEMS SUPPLY CO.	0	3	3904.14	3904.14	58.57
REGISTER TOTAL			25663.78		384.23

*=BELOW MINIMUM FOR SERVICE CHARGE

CUSTOMERS: 13

END OF REGISTER

Accounts Receivable—7.50

DATE: 03/21/02
 USER: SSI TYL

DEMO COMPANY
 SVC CHG REGISTER GL DISTRIBUTION# 0036

ARR810 PAGE: 1
 TIME: 7:26 PM

GL PERIOD 09/02 SEP

G/L#	DESCRIPTION	CUSTOMER NAME	DEBIT	CREDIT	NET
120-01-0	ACCOUNTS RECEIVABLE	C100 SOUTHEASTERN INDUSTRIAL SUPPLY	27.71		
		C101 DELUXE EQUIPMENT WAREHOUSE	5.17		
		C102 ROARK ARCHITECTURAL, INC.	24.33		
		C107 CENTRAL GEORGIA MATERIALS CO.	10.94		
		C118 PEACHTREE PRINTING SUPPLY	12.14		
		ACCOUNT TOTAL	80.29	.00	80.29
120-02-0	ACCOUNTS RECEIVABLE	C105 DALLAS FURNITURE MART	11.35		
		C106 MALONEY'S METAL PRODUCTS CO.	119.02		
		C108 SIMS HARDWARE	14.28		
		C110 TEXAS MATERIAL HANDLING CO.	72.17		
		C111 COWBOY WORLD	8.29		
		C121 FLAGS, FLAGS, FLAGS, INC.	20.26		
		C131 AUTOMATION SYSTEMS SUPPLY CO.	58.57		
		ACCOUNT TOTAL	303.94	.00	303.94
440-01-1	FINANCE CHARGES	C100 SOUTHEASTERN INDUSTRIAL SUPPLY		27.71	
		C101 DELUXE EQUIPMENT WAREHOUSE		5.17	
		C102 ROARK ARCHITECTURAL, INC.		24.33	
		C105 DALLAS FURNITURE MART		11.35	
		C106 MALONEY'S METAL PRODUCTS CO.		119.02	
		C107 CENTRAL GEORGIA MATERIALS CO.		10.94	
		C108 SIMS HARDWARE		14.28	
		C110 TEXAS MATERIAL HANDLING CO.		72.17	
		C111 COWBOY WORLD		8.29	
		C118 PEACHTREE PRINTING SUPPLY		12.14	
		C121 FLAGS, FLAGS, FLAGS, INC.		20.26	
		C131 AUTOMATION SYSTEMS SUPPLY CO.		58.57	
		ACCOUNT TOTAL	.00	384.23	(384.23)
		REPORT TOTAL	384.23	384.23	.00

ACCOUNTS: 3

END OF GL DISTRIBUTION

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=====
!                               STATEMENT                               !
!                               !                                       !
!                               6.7 Development                             !
!                               69 South Peachtree Street                 !
!                               Atlanta, GA 30030                         !
!                               PAGE: 1                                     !
!                               DATE: 03/19/02                             !
!                               !                                       !
!                               !                                       !
!TO:                               C102                                  !
!                               Roark Architectural, Inc.                 !
!                               12471 Carson Blve.                       !
!                               Acworth, GA 30063                         !
!                               !                                       !
!                               !                                       !
=====
!  DATE  !INVOICE!DUE DATE!      AMOUNT!PYMT DTE!PYMT AMOUNT!TP!    BALANCE!
!=====
!07/28/01! 001659!08/30/01!    1622.00!      !      !      !    1622.00!
!09/28/01! 001682!09/30/01!     111.75!09/28/01!    111.75!PY!      .00!
!09/28/01! 001684!09/30/01!    1302.00!09/28/01!    1302.00!PY!      .00!
!09/28/01! 001709!09/30/01!    1614.10!09/28/01!    1614.10!PY!      .00!
!09/28/01! 001744!09/30/01!    1263.50!09/28/01!    1263.50!PY!      .00!
!09/20/01! 001752!09/30/01!     66.96!09/28/01!     66.96!PY!      .00!
!09/28/01! 001764!11/30/01!    1198.30!      !      !    1198.30!
!08/27/01! 001854!10/30/01!     944.40!      !      !     944.40!
!09/09/01! 001860!10/30/01!    3081.40!      !      !    3081.40!
!      !      !      !      !      !      !      !
!      !      !      !      !      !      !      !
!      !      !      !      !      !      !      !
!      !      !      !      !      !      !      !
!      !      !      !      !      !      !      !
!=====
! Your account is well PAST DUE; please remit your payment.      !
!      !      !      !      !      !      !      !
!      !      !      !      !      !      !      !
!      !      !      !      !      !      !      !
!=====
!      Current!      1-30!      31-60!      61-90!      Over 90!      TOTAL DUE!
!-----
!      .00!      .00!      .00!      .00!      6846.10!      6846.10!
!=====

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Accounts Receivable—7.50

DATE: 03/21/02
 USER: SSI TY1

DEMO COMPANY
 SALES TAX REGISTER #0036

ARR820 PAGE: 1
 TIME: 7:28 PM

TAX CODE FIRST TO LAST
 DATE 09/01/02 TO 09/30/02

		#DOCS	MERCHANDISE	TAXABLE AMOUNT	TOTAL TAX	STATE TAX	COUNTY TAX	LOCAL TAX
CA-CALIFORNIA	3.000%							
CAR-CARSON	2.250%							
LOS-LOS ANGELES	1.500%							
	HIGH TOTAL	5	5557.55	5557.55	415.96	184.88	138.65	92.43
	LOS LOCAL TOTAL	5	5557.55	5557.55	415.96	184.88	138.65	92.43
	CAR COUNTY TOTAL	5	5557.55	5557.55	415.96	184.88	138.65	92.43
	CA STATE TOTAL	5	5557.55	5557.55	415.96	184.88	138.65	92.43
GA-GEORGIA	4.000%							
	-NO COUNTY TAX							
	-NO LOCAL TAX							
	HIGH TOTAL	18	19529.12	19529.12	781.17	781.17	.00	.00
	EXEMPT TOTAL	1	66.96	.00	.00	.00	.00	.00
	GA STATE TOTAL	19	19596.08	19529.12	781.17	781.17	.00	.00
NO-	0.000%							
TAX-	0.000%							
	-NO LOCAL TAX							
	EXEMPT TOTAL	104	97879.79	.00	.00	.00	.00	.00
	TAX COUNTY TOTAL	104	97879.79	.00	.00	.00	.00	.00
	NO STATE TOTAL	104	97879.79	.00	.00	.00	.00	.00
OH-OHIO	7.000%							
CUY-CUYATTTOGA	1.000%							
CLE-CLEVELAND	0.000%							
	HIGH TOTAL	4	3979.80	3979.80	318.39	278.59	39.80	.00
	CLE LOCAL TOTAL	4	3979.80	3979.80	318.39	278.59	39.80	.00
	CUY COUNTY TOTAL	4	3979.80	3979.80	318.39	278.59	39.80	.00
	OH STATE TOTAL	4	3979.80	3979.80	318.39	278.59	39.80	.00

Accounts Receivable—7.50

DATE: 03/22/02
 USER: SSI TZ5

DEMO COMPANY
 REGISTER HISTORY REPORT

ARR830 PAGE: 1
 TIME: 3:34 PM

AR TRACE#	DATE	PD	REG#	TYPE	BEGINNING AR BALANCE	DOLLAR AMOUNT	DISCOUNTS	ADJUSTMENTS	ENDING AR BALANCE
0686	08/31/02	08/02	0035	SERVICE CHARGES	107372.11	29.29	.00	.00	107401.40
0687	09/07/02	09/02	0535	DAILY SALES	107401.40	39679.19	.00	.00	147080.59
0688	09/07/02	09/02	0293	INVOICING	147080.59	541.47	.00	.00	147622.06
0689	09/07/02	09/02	0122	RETURNED CHECKS	147622.06	150.18	.00	.00	147772.24
0690	09/07/02	09/02	0458	CASH RECEIPTS	147772.24	-22349.04	122.42	.00	125300.78
0691	09/14/02	09/02	0536	DAILY SALES	125300.78	39540.20	.00	.00	164840.98
0692	09/14/02	09/02	0459	CASH RECEIPTS	164840.98	-15238.86	3.43	.00	149598.69
0693	09/21/02	09/02	0460	CASH RECEIPTS	149598.69	-14175.97	.00	.00	135422.72
0694	09/21/02	09/02	0461	CASH RECEIPTS	135422.72	-1167.91	.00	.00	134254.81
0695	09/21/02	09/02	0537	DAILY SALES	134254.81	31084.26	.00	.00	165339.07
0696	09/28/02	09/02	0462	CASH RECEIPTS	165339.07	-30788.04	.00	.00	134551.03
0697	09/27/02	09/02	0538	DAILY SALES	134551.03	24626.15	.00	.00	159177.18
0698	09/28/02	09/02	0293	JOB COST INVOICING	159177.18	3007.04	.00	.00	162184.22
0699	09/30/02	09/02	0539	DAILY SALES	162184.22	796.07	.00	.00	162980.29
0700	09/30/02	09/02	0540	DAILY SALES	162980.29	.00	.00	.00	162980.29
0701	09/30/02	09/02	0541	DAILY SALES	162980.29	.00	.00	.00	162980.29
0702	09/30/02	09/02	0542	DAILY SALES	162980.29	.00	.00	.00	162980.29
0703	09/30/02	09/02	0543	DAILY SALES	162980.29	.00	.00	.00	162980.29
0704	09/30/02	09/02	0544	DAILY SALES	162980.29	4478.43	.00	.00	167458.72
0705	09/30/02	09/02	0545	DAILY SALES	167458.72	2.08	.00	.00	167460.80
0706	09/30/02	09/02	0546	DAILY SALES	167460.80	2.08	.00	.00	167462.88
0707	09/30/02	09/02	0547	DAILY SALES	167462.88	2.08	.00	.00	167464.96
0708	09/28/02	09/02	0548	DAILY SALES	167464.96	6677.88	.00	.00	174142.84
0709	09/28/02	09/02	0549	DAILY SALES	174142.84	363.02	.00	.00	174505.86
0710	09/28/02	09/02	0550	DAILY SALES	174505.86	348.62	.00	.00	174854.48
0711	09/28/02	09/02	0551	DAILY SALES	174854.48	345.02	.00	.00	175199.50
0712	09/15/02	09/02	0294	INVOICING	175199.50	208.67	.00	.00	175408.17
					PERIOD	-----	-----	-----	CHANGE
TOTAL					08/02	29.29	.00	.00	29.29
					PERIOD	-----	-----	-----	CHANGE
TOTAL					09/02	68132.62	125.85	.00	68006.77

REGISTERS RUN: 27

END OF REPORT

Accounts Receivable—7.50

DATE: 03/22/02 DEMO COMPANY ARR830 PAGE: 2
USER: SSI TZ5 REGISTER HISTORY RECAP TIME: 3:34 PM

REGISTER TYPE	# REGS	DOLLAR AMOUNT	DISCOUNTS	ADJUSTMENTS	TOTAL CHANGE
CASH RECEIPTS	5	-83719.82	125.85	.00	-83845.67
INVOICING	2	750.14	.00	.00	750.14
RETURNED CHECKS	1	150.18	.00	.00	150.18
SERVICE CHARGES	1	29.29	.00	.00	29.29
DAILY SALES	17	147945.08	.00	.00	147945.08
JOB COST INVOICING	1	3007.04	.00	.00	3007.04
TOTAL	27	68161.91	125.85	.00	68036.06

END OF RECAP

DATE: 09/28/02
 USER: STK T0S

DEMO COMPANY
 DOCUMENT REMOVAL REGISTER #0039

ARR840 PAGE: 1
 TIME: 6:49 AM

BRANCH 01
 INCLUDE DISPUTED INVOICES

CUSTOMER NAME	DOC#	D	TY	----ENTRY----		ORIGINAL	-----TRANSACTIONS-----				CURRENT	
				PD	DATE	AMOUNT	DATE	REG#	PAYMENT	DISCOUNT	ADJUSTMENT	BALANCE
ZZZZZCASH CASH	002163	Y	IN	10/00	07/23/01	499.13	05/29	0706	499.13	.00	.00	.00
	002164		IN	10/00	05/29/02	488.63	05/29	0707	488.63	.00	.00	.00

D=DISPUTED INVOICE, TY=DOCUMENT TYPE

DOCUMENTS: 2

END OF REGISTER

DATE: 02/04/03
 USER: GUI T5m

Specialty Distributors, Inc.
 CHECK PAYMENT HISTORY REPORT

ARR760 PAGE: 1
 TIME: 10:49 AM

ALL CUSTOMERS
 CHECK NUMBER FIRST TO LAST

CUSTOMER NAME	DOCUMENT STAT	ORIG AMT	DOC DATE	CURRENT AMT	TRANS DATE	PAYMENT	DISCOUNT	ADJUSTMENT
=====								
C101 Deluxe Equipment Warehouse..+								
Check #	112 on 03/04/2002 for \$50.00 on register 0466. check 112 for C101 for \$50							
	001702-0 OPEN	1873.74	09/28/2000	1853.74	10/15/2000	10.00	.00	.00
	001784-0 OPEN	1090.88	09/28/2000	1075.88	10/15/2000	15.00	.00	.00
	001936-0 OPEN	1187.74	07/17/2000	1162.74	10/15/2000	15.00	.00	.00
	001988-0 OPEN	1066.49	03/19/2001	1051.49	10/15/2000	10.00	.00	.00
Check #	113 on 03/05/2002 for \$40.00 on register 0466. check 113 from C101 for \$40							
	001731-0 OPEN	570.57	09/28/2000	565.57	10/15/2000	5.00	.00	.00
	001758-0 OPEN	33.49	09/28/2000	28.49	10/15/2000	5.00	.00	.00
	002013-0 OPEN	4750.00	07/03/2001	4690.00	10/15/2000	10.00	.00	.00
	002015-0 OPEN	85.50	07/03/2001	70.50	10/15/2000	15.00	.00	.00
	002053-0 OPEN	89.18	07/16/2001	84.18	10/15/2000	5.00	.00	.00
Check #	5555 on 01/01/2002 for \$10.00 on register 0467. FIRST OF FIVE							
	001731-0 OPEN	570.57	09/28/2000	560.57	10/15/2000	5.00	.00	.00
	001759-0 OPEN	1378.45	09/28/2000	1373.45	10/15/2000	5.00	.00	.00
Check #	6666 on 02/04/2002 for \$10.00 on register 0467. SECOND OF FIVE							
	001759-0 OPEN	1378.45	09/28/2000	1368.45	10/15/2000	5.00	.00	.00
	MISC CSH OPEN				10/15/2000	5.00		
Check #	7777 on 03/12/2002 for \$10.00 on register 0467. 3RD OF 5							
	001670-0 OPEN	2140.54	09/29/2000	2139.54	10/15/2000	1.00	.00	.00
	001681-0 OPEN	136.80	07/28/2000	135.80	10/15/2000	1.00	.00	.00
	001702-0 OPEN	1873.74	09/28/2000	1852.74	10/15/2000	1.00	.00	.00
	001731-0 OPEN	570.57	09/28/2000	559.57	10/15/2000	1.00	.00	.00
	001759-0 OPEN	1378.45	09/28/2000	1367.45	10/15/2000	1.00	.00	.00
	001784-0 OPEN	1090.88	09/28/2000	1074.88	10/15/2000	1.00	.00	.00
	001844-0 OPEN	7452.46	09/08/2000	7436.46	10/15/2000	1.00	.00	.00
	OA2058-0 OPEN	-3.00	10/15/2000	-3.00	10/15/2000	3.00	.00	.00
Check #	8888 on 04/08/2002 for \$10.00 on register 0467. FOURTH OF 5							
	001943-0 OPEN	80.90	09/01/2000	75.90	10/15/2000	5.00	.00	.00
	001988-0 OPEN	1066.49	03/19/2001	1046.49	10/15/2000	5.00	.00	.00
Check #	9999 on 02/05/2002 for \$10.00 on register 0467. LAST ONE							
	001759-0 OPEN	1378.45	09/28/2000	1365.45	10/15/2000	2.00	.00	.00
	001784-0 OPEN	1090.88	09/28/2000	1071.88	10/15/2000	3.00	.00	.00
	001844-0 OPEN	7452.46	09/08/2000	7435.46	10/15/2000	1.00	.00	.00
	OA2059-0 OPEN	-4.00	10/15/2000	-4.00	10/15/2000	4.00	.00	.00
Check #	CS2312 on 03/04/2002 for \$20.00 on register 0466.							

MISC CSH OPEN

10/15/2000

20.00