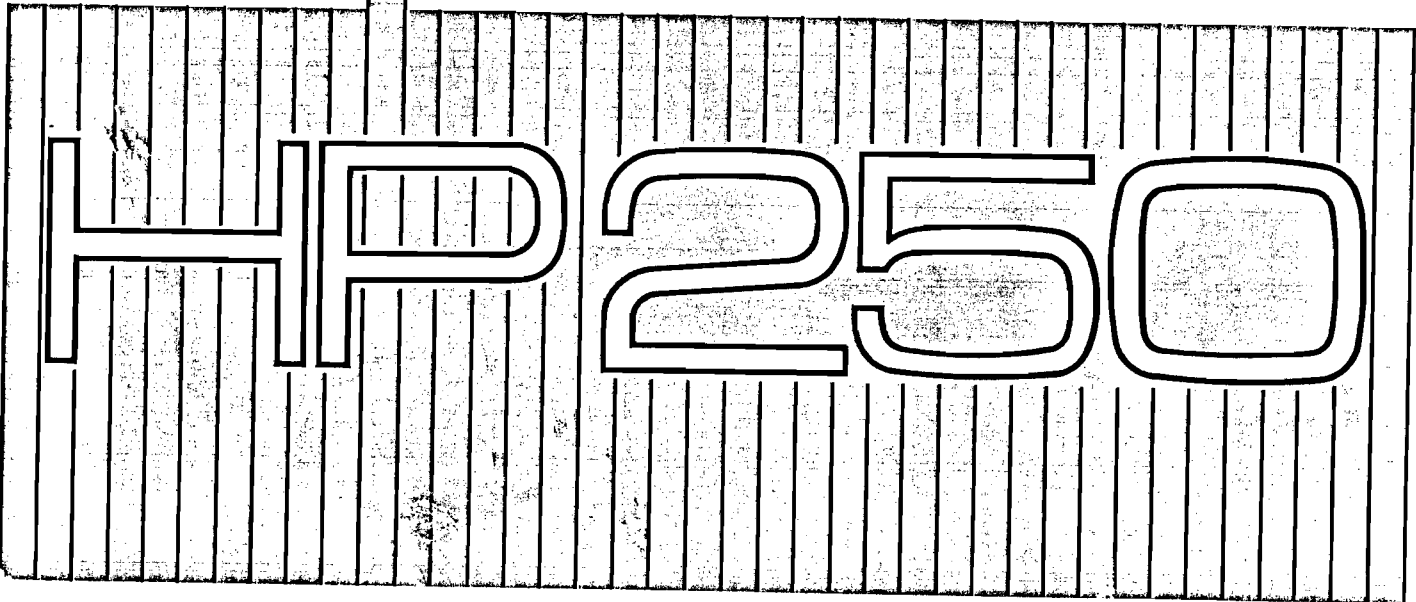
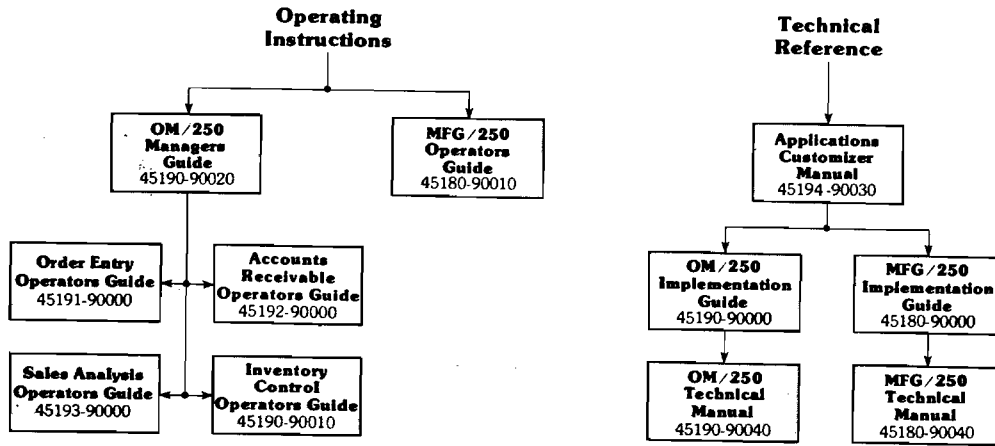


OM/250
Accounts Receivable
Operators Guide

The HP 250 logo is presented within a rectangular frame filled with vertical hatching. The letters 'HP' are in a bold, sans-serif font, and the number '250' is in a larger, stylized, outlined font.

HP 250



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OM/250

ACCOUNTS RECEIVABLE
OPERATORS GUIDE

Manual Part No. 45192-90000



Hewlett-Packard

19447 Pruneridge Ave., Cupertino, California 95014 U.S.A.

PRINTING HISTORY

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The manual printing date and part number indicate its current edition. The printing date changes when a new edition is printed. (Minor corrections and updates which are incorporated at reprint do not cause the date to change.) The manual part number changes when extensive technical changes are incorporated.

March 1980 ... FIRST EDITION

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PREFACE

The OM/250 Accounts Receivable module provides an easy and sensible approach to Accounts Receivable. It assumes that the operator is knowledgeable of general business practices, but has no expertise in computers or programmable calculators. Before continuing, the following questions are answered:

- o What is the OM/250 Accounts Receivable Module?
- o What can OM/250 Accounts Receivable do for you?
- o What's in this manual?

WHAT IS THE OM/250 ACCOUNTS RECEIVABLE MODULE?

Accounts Receivable module maintains up-to-date information on outstanding balances owed by your customers and the length of time it has been owed. This data is critical for the business wishing to do an effective job of managing its working capital.

WHAT CAN OM/250 ACCOUNTS RECEIVABLE DO FOR YOU?

The Accounts Receivable module contains:

- o An invoicing capability.
- o The ability to produce balance forward or open item statements.
- o An Ageing Report function.
- o The capability to enter credit memos.
- o Application of a cash receipt to an open invoice.
- o Multiple accumulation of tax information for taxable and non-taxable sales.
- o Customer history.
- o Contract pricing*.
- o Multiple ship-to addresses per customer.
- o The creating of transactions for General Ledger posting.
- o The ability to handle over-the-counter sales.

WHAT'S IN THIS MANUAL?

This manual steps you through the daily, monthly, and yearly procedures needed to operate your OM/250 Accounts Receivable software. It is recommended that you read the System Operator's Guide and this manual before using OM/250 Accounts Receivable.

* Not Applicable for a Dual Flexible disc system.

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Accounts Receivable Processing

1

Getting Started

This chapter is the first step in using your OM/250 Accounts Receivable Module. With Accounts Receivable, you can keep a variety of information pertaining to each of your customers including Bill-to and Ship-to Addresses, Tax Location Information, Contract Purchasing Agreements*, and History Information. You can also enter New Invoices, mark or clear Open Invoices as contested, issue Credit Memos, and perform Cash Activities such as Cash Receipts. Tax Summary Information is also available, and you can use this information to determine sales tax withheld for a variety of cities. To enter the Accounts Receivable module:

1. Place the disc labeled HP250 in one of your disc drives and close drive door.
2. Type RUN "HP250,HP250" and press
3. Accept system date or enter new date through ENTER NEW DATE softkey.

*Not applicable to Dual Flexible disc systems.

4. If the following message appears, press the CONTINUE softkey.

"WARNING: POSSIBLE DATA BASE INTEGRITY PROBLEM."

This leads you through a disc entry cycle of AR/OE, AR1, AR2, IC1, SA and SA1 checking data integrity of each disc. If the check fails--return to your back-up discs. Refer to Manager's Guide for further information.

5. Enter your password.
6. Press the Accounts Receivable softkey as seen below:

Please select a function.

ACCTS-RECEIVABL	ORDER ENTRY	INVENTORY CONTROL	SALES ANALYSIS			BACK UP	EXIT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

↑

Note that not all passwords have access to all functions, and that in conversion mode, some functions are not available. Refer to the Implementation Guide.

The Main Menu provides access to the seven Accounts Receivable functional areas, which are discussed in depth throughout the remainder of this manual. These functional areas are:

1. Customers Includes customer file maintenance, reports, Ship-to addresses, tax locations and contracts.
2. New Invoices Permits maintenance of New Invoices independent of Order Entry.
3. Open Invoices Allows you to write off or mark as contested any existing Open Invoices.
4. Credit Memos Used to enter Credit Memos for open or closed invoices.
5. Cash Activity Includes entering and assigning Cash Receipts, Unassigned Credit and the generation of refund checks.

- | | |
|--------------------|----------------------------------------------------------------------------------------|
| 6. GL Transactions | Produce a General Ledger Transaction Report. |
| 7. Post | Produces credit and cash journals, updates to GL transaction file and prints invoices. |

A variety of reports are available within each of the above areas, as well.

Job Cycles

The recommended order of your daily Accounts Receivable processing is:

- 1) Add Invoices
- 2) Enter Cash Activity
- 3) Issue Credit Memos
- 4) Post
- 5) Mail Invoices
- 6) Run desired daily reports

When Order Management requests you begin Accounts Receivable Month-end processing, you should:

- 1) Run the Monthly Tax Report
- 2) Run "Month-end" from the Control Module prior to running Customer Statements
- 3) Modify/Delete Tax Locations as necessary
- 4) Run desired Month-end Reports

Finally, when Order Management requests you to perform a Year-end, you should run the "Year-end" from the Control Module.

Customers

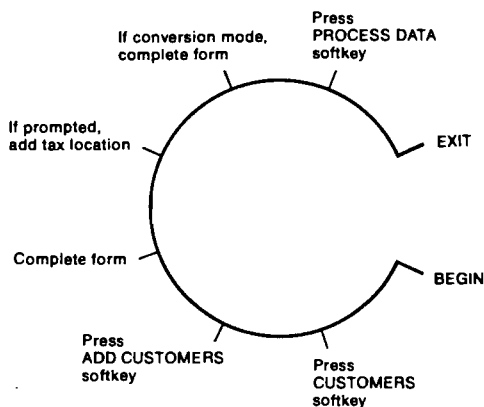
The CUSTOMER softkey allows you to perform all necessary maintenance on your customer file including adding, modifying, and deleting customers, printing customer reports, and maintaining Ship-to addresses and tax locations.

Add, Modify, and Delete Customers

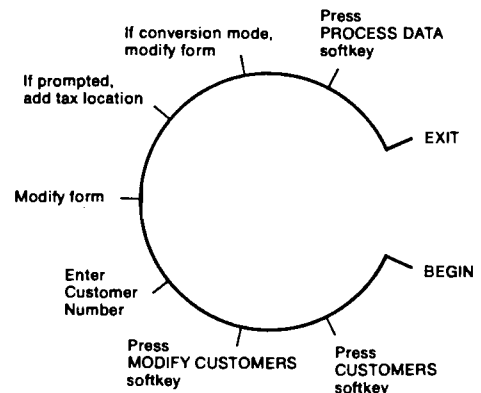
Order Management maintains a complete record of each of your customers, including such information as name, address, and telephone number, as well as balance due and other information important to your business. This information is available to Order Entry and Sales Analysis when they are integrated with Accounts Receivable, and assures that your customer information is kept valid.

Before Accounts Receivable can perform any operations for a customer, information must be added to the data base for that customer. To add a customer, tax information for that customer's city and state must be stored in the tax file. If necessary, you are permitted to add the tax information as you add the customer: Order Management will prompt you for the tax information when required.

When customer information, such as billing address or telephone number, must be changed, use the "MODIFY CUSTOMERS" softkey. Notice that "key" fields (for example, the customer number) may not be changed. To modify these fields, you must delete the customer and re-enter the customer using the ADD CUSTOMER softkey.

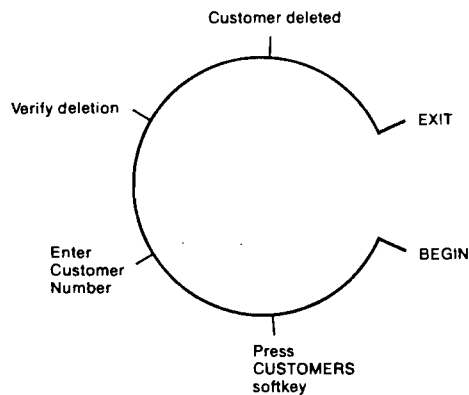


ADD CUSTOMER CYCLE



MODIFY CUSTOMER CYCLE

To delete a customer from your records, use the DELETE CUSTOMERS softkey. An active customer may not, of course, be deleted. Order Management considers a customer active if there are any new or open invoices; any credit memos, cash activities, or unassigned credit; or, if Order Entry is integrated, if there are any orders in the system for that customer. When a customer is deleted, any Ship-to addresses and/or statement lines for that customer will also be deleted.



DELETE CUSTOMER CYCLE

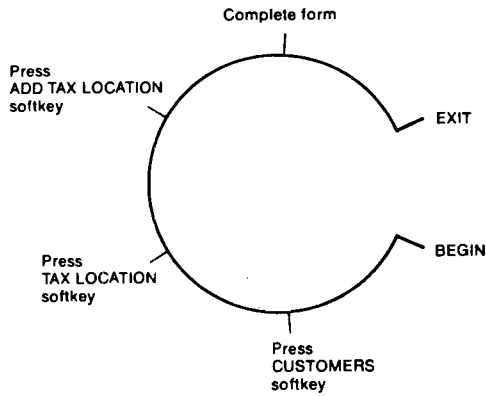
Tax Locations

Accounts Receivable permits three unique tax rates for each City/State combination: City tax, State tax and a user-defined, other tax rate. For purposes of tax records, each city/state combination has its own three tax rates. In many areas of Accounts Receivable, if a specific City/State combination doesn't exist, you will be prompted to enter the necessary tax location and rates.

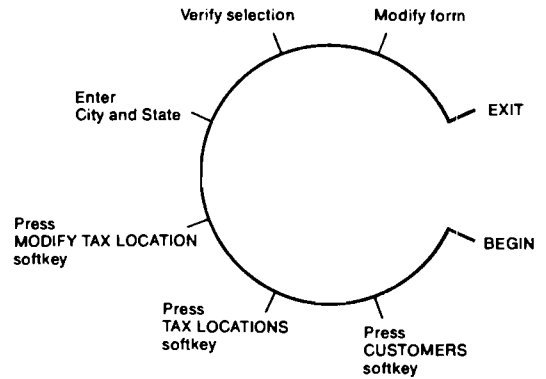
When a tax location is to be modified, care must be taken that no transaction is affected. If a tax location is modified and an invoice or other transaction using that location is in the system, you will be warned that these transactions will be affected and given an opportunity to exit without modifying the location.

Posting these transactions before you modify the tax rates will avoid the application of a new tax when old tax rates should be used. Please note that issuing a Credit Memo with a new tax rate against an open invoice run under the old tax rate may require a manual General Ledger Adjustment.

1-6 Processing



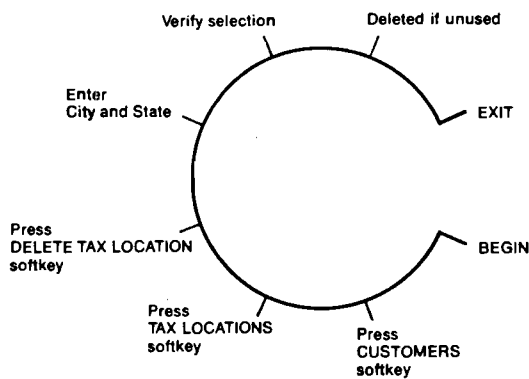
ADD TAX LOCATION



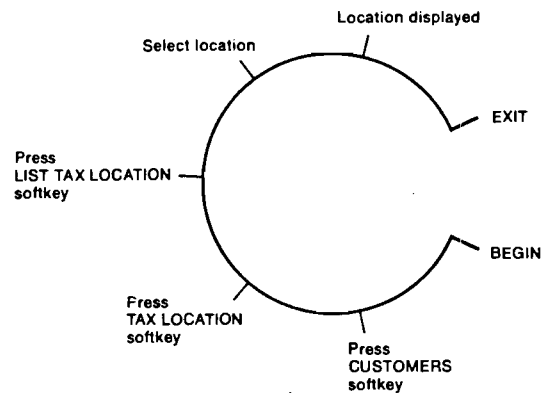
MODIFY TAX LOCATION

Active tax locations are those City/State combinations that are in use by any transaction within Accounts Receivable, and may not be deleted until that transaction is closed out of Order Management.

When a tax location is to be deleted, a check is made to verify that no Accounts Receivable transactions (i.e., a new invoice) require the tax location. If none are found, the tax location will be deleted. This should be done only after Month-end processing, at which time monthly totals are cleared.



DELETE TAX LOCATION

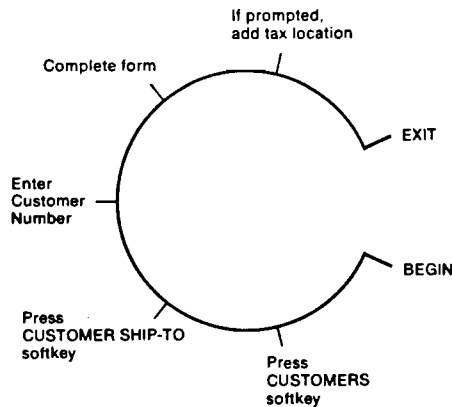


LIST TAX LOCATION

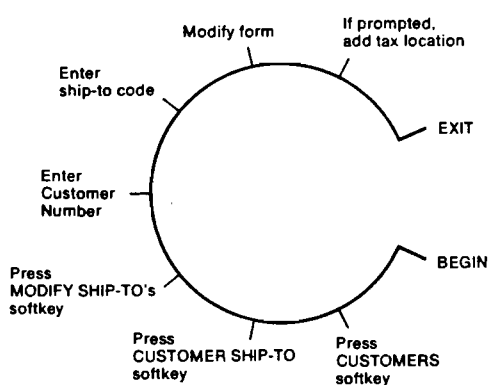
Customer Ship-To Addresses

Order Management permits you to maintain alternate addresses, called Ship-to addresses, for any of your customers. Once a customer exists in your data base, additional Ship-to addresses may be added, modified, deleted, and listed. In all cases, invoices will be mailed to the principle, or Bill-to, address. Ship-to addresses are accessed via the customer number, and are available to Order Entry if it is integrated. Tax rates for a given invoice will be based on the tax location of the Ship-to address used.

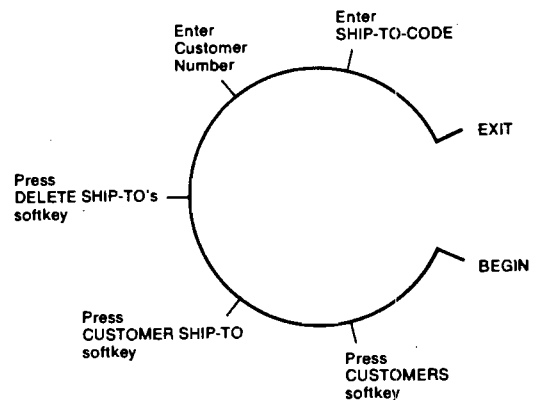
Tax locations must be defined for Ship-to addresses as in ADD CUSTOMERS and, as there, you are prompted for the tax information if necessary.



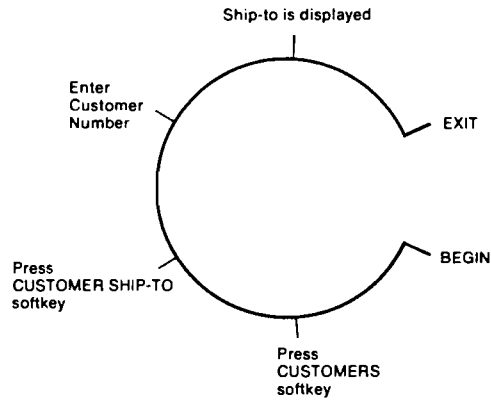
ADD SHIP-TO



MODIFY SHIP-TO



DELETE SHIP-TO

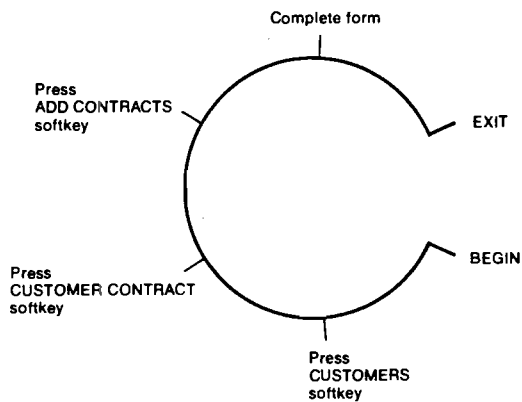


SHIP TO CRT LIST

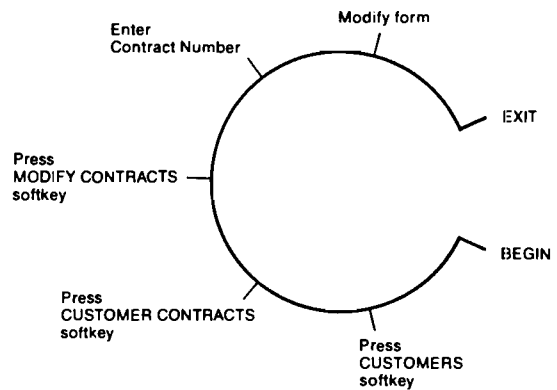
Accounts Receivable also gives you the ability to list a given Ship-to code on the CRT screen by customer.

Contract Maintenance*

Contract information can be stored for any customer. Included in this information are such items as contract expiration date, the quantity commitment and quantity sold to date. This information is updated by Order Entry and can be listed interactively on the CRT screen or by using the Contract Report described in Chapter 2. Contract pricing is used only by Order Entry, if integrated.

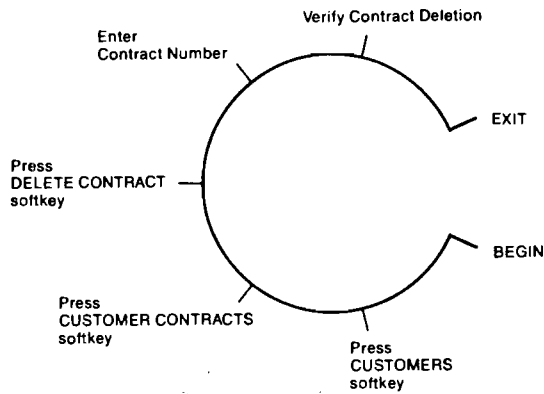


ADD CONTRACT

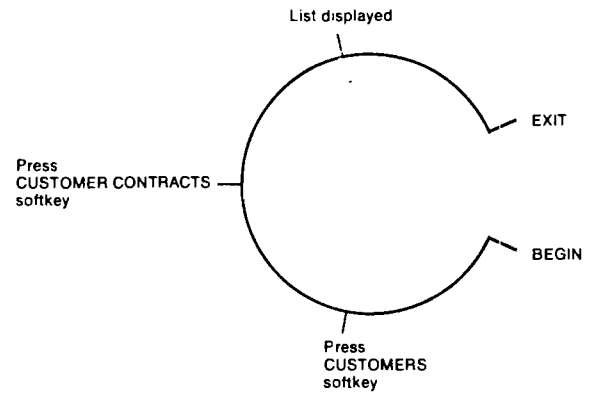


MODIFY CONTRACT

*Not applicable for Dual Flexible disc systems.



DELETED CONTRACT



CONTRACT CRT LIST

Invoices

New Invoices can be entered into Accounts Receivable in two ways: either from Order Entry when an order is released (as a credit sale if Order Entry is integrated), or directly into Accounts Receivable as a New Invoice (for example, a cash sale).

A new invoice entered through Accounts Receivable may be modified or deleted. However, once a New Invoice is posted to General Ledger, it becomes an Open Invoice, and the invoice amount may be modified only by issuing a Credit Memo. New invoices generated by Order Entry may not be modified within Accounts Receivable.

When New Invoices are posted, tax information is accumulated for city, state and "other" taxing authorities. Non-taxable sales are accumulated into each of four categories based on tax category indicated on each line item of an invoice.

To specify a line item as taxable, enter a 0 (zero) in the tax field when adding an invoice and the tax rate will be calculated using the appropriate City/State tax rates. Four non-taxable categories (1 through 4) are provided, which may be externally defined by the user as desired (for example, government sales, church organizations, etc.). The summarized month-to-date taxable and non-taxable amounts are available through the Tax Report which should be run monthly.

New Invoices

Within Accounts Receivable, New Invoices may be added, modified, deleted, and listed.

A new invoice consists of three parts, each of which must be entered when adding an invoice: the header, containing the customer information; the line items specifying part numbers and quantities; and the trailer, containing information on special charges and the calculated invoice total.

When adding an invoice with Inventory Control integrated, the item number and quantity are checked against the Quantity On Hand stored in the main warehouse. Note that back-orders are handled through Order Entry, not through Accounts Receivable.

Container charges, surcharges and Federal Excise Tax are entered and displayed per line item.

State and local taxes are calculated by summing unit price plus surcharge, called the Bill Amount, multiplying by quantity, and then multiplying the taxable Bill Amounts by the appropriate tax rate. That is:

$$\text{Total Tax} = \text{Tax Rate} \times \sum (\text{Bill Amount} \times \text{Quantity})$$

Each state and local tax is rounded to the nearest cent for each line item before adding. Trade discounts are calculated by multiplying Bill Amount for all items ordered by a trade discount percentage. Trade discounts are allowed only if the Bill Amount equals or exceeds the specified minimum trade amount for the trade discount code used. Container charges, service charges, etc., are not included in this computation.

Two Special Charges, definable in the Accounts Receivable control file, may be added to the total invoice amount. If Order Entry is integrated, the General Ledger account titles and numbers defined for these two Special Charges by the Accounts Receivable Control File must be the same General Ledger Accounts to be used for the two Special Charges in Order Entry. For example, if a "Small Order Charge" is used within Accounts Receivable, one of the two Special Charge accounts must be defined as such within Order Entry.

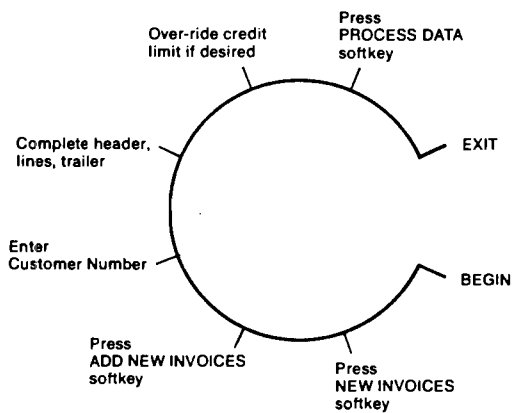
If the invoice is a cash sale, press the "CASH SALE" softkey while entering the invoice trailer: the invoice will be noted as paid immediately, with any applicable Cash Discount given immediately upon posting.

If the sale is a credit sale, the new balance is checked against the customer's credit limit, and if about to be exceeded, an appropriate warning is displayed on the console.

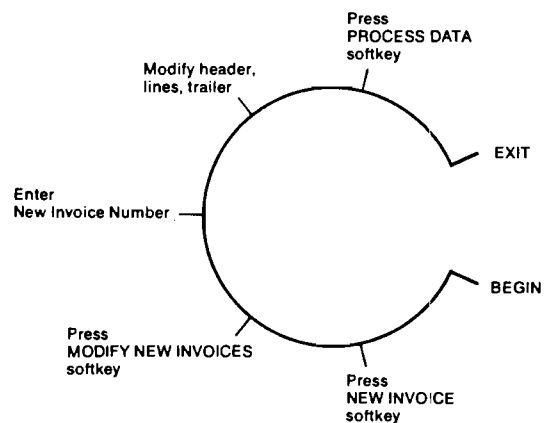
When Inventory Control is integrated, transactions are immediately sent affecting the Inventory Quantity On Hand when the invoice is entered. However, note that Sales Analysis transactions are not sent until posting.

Notice that exiting from "ADD NEW INVOICES" before completely processing an invoice will automatically delete the invoice. However, the RESELECT INVOICE softkey clears the current invoice, returns to the new invoice header, and permits the user to restart the current invoice. Press the appropriate softkey to continue from header to line item and from line item to invoice summary.

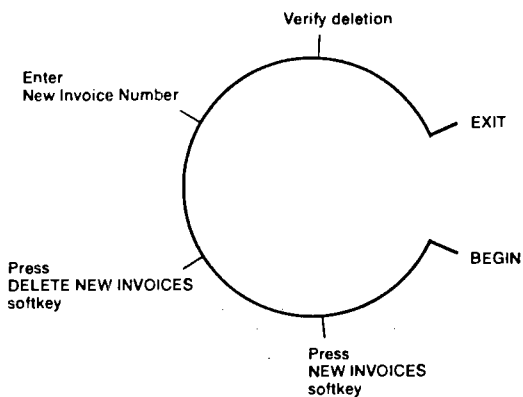
When modifying a New Invoice, the procedure is the same as when adding a New Invoice.



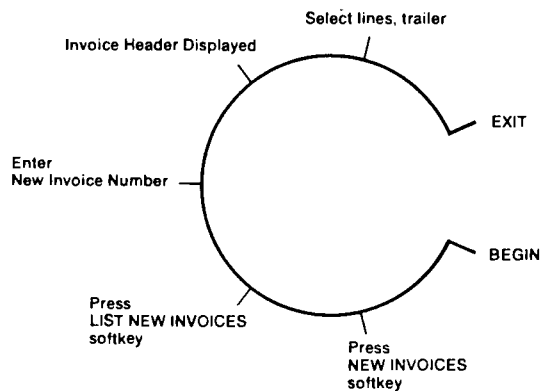
ADD NEW INVOICE



MODIFY NEW INVOICE



DELETE NEW INVOICE



LIST NEW INVOICE

Open Invoices

Once an invoice is posted, it becomes an "Open Invoice", which can be marked as contested, paid partially or in full, or written off.

When a customer disputes one or more line items on an invoice, the entire invoice may be marked as contested. No interest charges will be accumulated on such a contested invoice in keeping with Federal Truth in Lending Regulations. Once settled, any applicable finance charges must be manually calculated and posted to General Ledger.

When an invoice has been partially paid, it will appear on the Partial Payment Report. Single Open Invoice and Open Invoice Register softkeys provide a listing of all open invoices, or of a specified range of invoices.

Write Offs

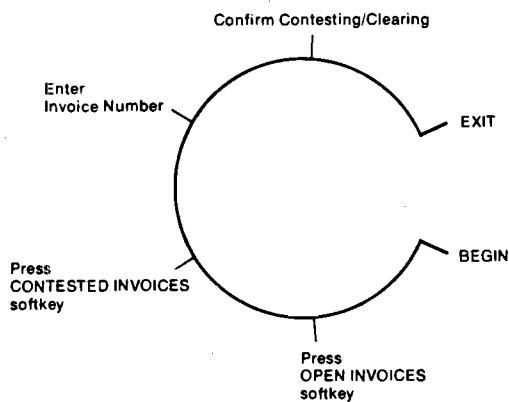
When it is necessary to write off one or more invoices for a customer, this softkey permits you to write off specific invoice totals or a customer's entire balance. When this is done, your General Ledger Bad Debt Allowance Account is debited and the Accounts Receivable Account is credited for the specified amount.

The customer may optionally be flagged as a bad debt risk for any future transactions. If Order Entry is integrated, any order for this customer will produce a warning to the operator, although the order nonetheless may be entered and a 'risk' balance carried.

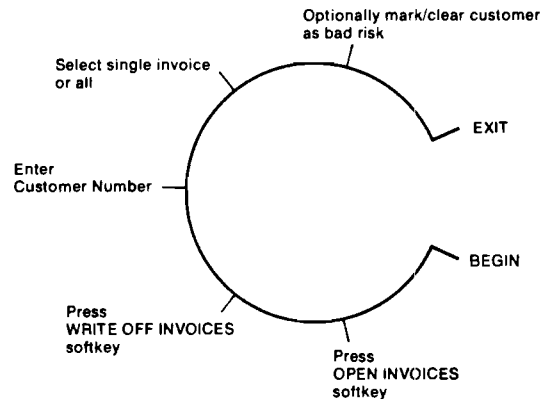
To reinstate a customer's account, enter the write-off sequence again. The balance will not be affected, but the customer will no longer be marked as having a bad debt.

When a customer is reinstated, a manual General Ledger transaction may be required. The adjustments may include:

Cash Received	XXX
GL Bad Debt Account	XXX



CONTEST OPEN INVOICE



WRITE OFF OPEN INVOICE

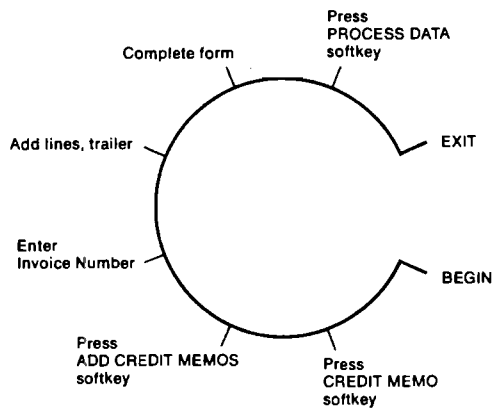
Credit Memos

Occasionally you will need to issue Credit Memos to a customer, for example when an item is returned for credit or when you wish to reduce the selling price. When such a memo is to be issued, press the CREDIT MEMO softkey from the main Accounts Receivable Menu.

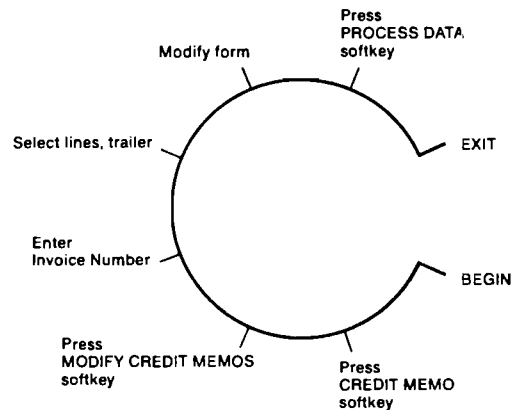
Credit Memos may be applied to Open Invoices or to already closed invoices, but not to New Invoices. Use the Modify New Invoice softkey rather than issue a Credit Memo for these invoices, or apply the Credit Memo after posting. When a Credit Memo is to be applied to an existing Open Invoice, that invoice number provides Accounts Receivable with the original invoice summary information. When a Credit Memo is to apply to a closed invoice, hence one unknown to Accounts Receivable, the user is asked whether the amount should be noted as an Unassigned Credit (see Cash Activity).

Credit Memo dollar amounts should match or be less than corresponding values on the invoice, if open. If a credit memo completely zeros an Open Invoice, the invoice will be closed.

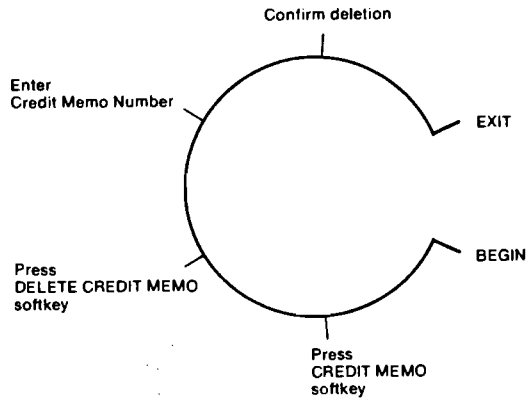
Credit Memos may be added into the system at any time, although existing credit memos may be modified and/or deleted only until the next Accounts Receivable posting. The credit will be applied to the customer's account only after posting. Each Credit Memo may be applied to only one invoice.



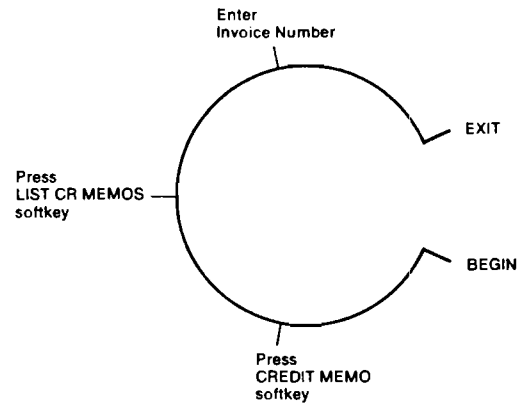
ADD CREDIT MEMO



MODIFY CREDIT MEMO



DELETED CREDIT MEMO



LIST CREDIT MEMO

Cash Activity



When you receive payment from your customers with outstanding balances, you should apply the payment by pressing the CASH ACTIVITY softkey on the Main Accounts Receivable Menu.

Cash Activity items may be added at any time, but as with credit memos, may only be modified and/or deleted until the next Accounts Receivable posting. The transactions will be reflected on customer accounts only after posting.

Unlike Credit Memos, Cash Activities such as receipts may be applied to more than one invoice.

When you add a Cash Activity, you must specify whether the activity is a Cash Receipt, or whether you want to apply or refund any Unassigned Credit the customer may have.

In the first two cases, Cash Receipts and applying Unassigned Credit, you will be prompted for the amount received, and which invoice or range of invoices to which the credit should be applied. At this point, you have three options:

- 1) To apply the receipt to a single invoice, specify that invoice number in the FROM field and leave the TO field blank.

- 2) To apply the credit to a range of invoices, enter the lowest numbered invoice in the FROM field and the highest numbered invoice in the TO field. This will apply the credit to all unpaid Open Invoices in that range.
- 3) To apply the credit to all Open Invoices, starting at the oldest, simply leave both the FROM and TO fields blank. Accounts Receivable will apply the amount received to all invoices until the amount to be credited is exhausted, or until all invoices are paid. If the credit applied exceeds the sum of all Open Invoices, any excess will become Unassigned Credit.

If Apply Unassigned Credit items cannot be applied, no net changes will result.

All of these cash activities will be applied to a customer's account at posting. If more than one activity exists for a given customer, the activities are applied in the order defined above, i.e.,

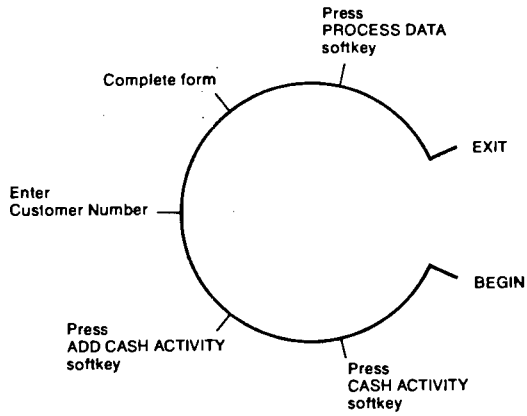
- 1) Single invoice credits
- 2) Range of invoices credits
- 3) Oldest to newest

In no case will any invoice be over-credited because of two or more cash activities that may be applicable to the invoice.

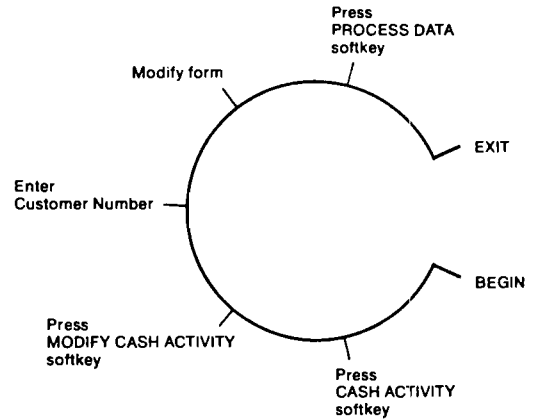
Note that cash applied to Open Invoices may trigger a cash discount, if applicable, in which case the invoice will be closed, that is completely paid.

Refund Checks

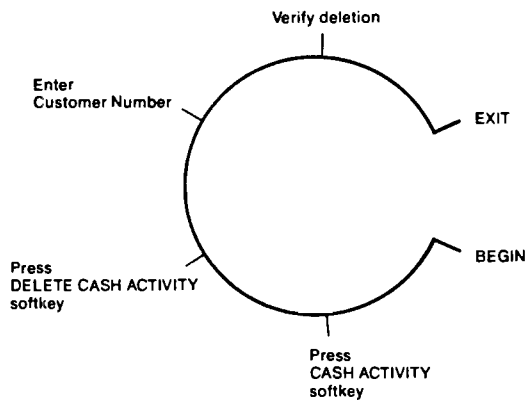
When you issue a manual refund check to a customer, use the REFUND UC (refund Unassigned Credit) softkey within Cash Activity. In this case, the FROM and TO fields should be left blank.



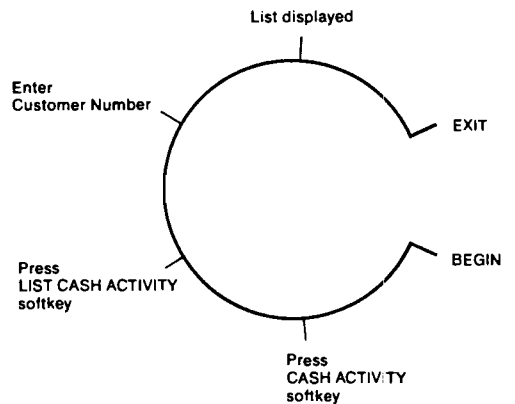
ADD CASH ACTIVITY



MODIFY CASH ACTIVITY



DELETE CASH ACTIVITY



LIST CASH ACTIVITY

Accounts Receivable Posting

Order Management accumulates all activities within Accounts Receivable without posting them immediately to customer accounts to facilitate the entry of data into the system. Periodically, you will want to transfer these transactions to the master files: the POST function performs this transfer.

During the posting, transactions are moved to the master files and to General Ledger in the following order:

1. Credit Sale New Invoices
2. Cash Sale New Invoices
3. Credit Memos
4. Cash Activity (Receipts, apply or refund Unassigned Credit)

Furthermore, New Invoices are posted and become Open Invoices during the updates to the customer and statement data bases. Invoices are printed during Post, and Accounts Receivable will request you to load the printer with pre-printed invoice forms if you've chosen to use printed forms.

Four additional reports, or journals, may be printed during posting. These are:

1. Credit Sale New Invoice Journal (SJ)
2. Cash Sale New Invoice Journal (CS)
3. Credit Memo Journal (CM)
4. Cash Activity Journal (CA)

Each journal will include a General Ledger consolidation by account number. On Invoices and Credit Memos, line items for items in inventory (if integrated) are broken down by Sales Account Number.

Each journal will have a journal reference number as seen below. This number is posted to General Ledger with all transactions.

SJ	07	14	1	001
^	^	^	^	^
Journal	Month	Date	User ID	Sequence
Reference				Number

The User ID refers to the HP250 console which performed the post. The three digit sequence number will be incremented if more than one posting is done on a particular date.

Each invoice printed will contain a unique identification code on the third line, up to 24 characters long, ending in column 82: the last digits are encoded as follows:

2	-	4/5	(3)
^		^	^
Post Sequence		Invoice	Page Number
Number		Sequence	on current
		Number	Invoice

Note that finance charges accrue only during Month-end processing, not at time of posting.

Tax Report

The monthly tax report indicates all state and local taxes collected by tax location codes, and may be printed for any or all entities. This report contains the total amount of taxable sales dollars, city tax, state tax and other tax. In addition, non-taxable sales dollars are reported for all four non-taxable categories.

This report should be run before the end of month function as all tax amounts will be re-set to zero after month-end. Tax locations may be safely deleted at that time.

Remember that taxes are rounded to the nearest cent when computed for each taxable line item. Hence total taxable sales for a given location and entity, multiplied by that location's tax rates, may not equal the actual taxes collected.

Month-End/Year-End Processing

The Control Module controls Month-end and Year-end by a date check, and the HP250 program will prompt you when a monthly or yearly update is necessary.

Month-End Processing

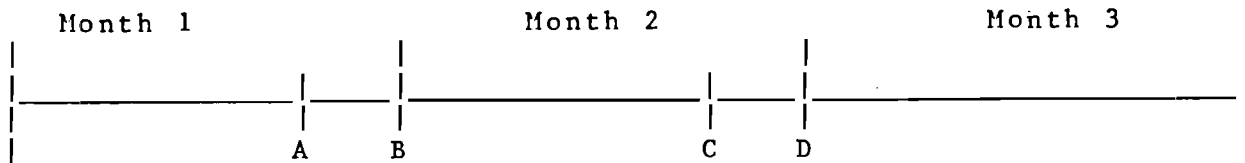
The Month-end process, involving four steps:

1. Verifies that a Tax Report has been printed.
2. Calculates the finance charge on each Open Invoice (see below). The total finance charge is posted to General Ledger, the customer account, and the statement data base. A report is printed showing calculations involved.
3. Resets all tax information to zero.
4. Transfers month-to-date sales from customer files to customer history.

Finance Charge Calculation

There is a grace period allowed during which interest will not be calculated: this grace period is defined by the System Manager at system start-up. When Month-end processing is done, any invoice still within its grace period or marked as contested will not accrue a finance charge. If an invoice has aged beyond the grace period and it is uncontested, a finance charge may have been computed.

The amount on which a finance charge is calculated is the original invoice amount less all payments to date less any Unassigned Credit the customer may have. This amount, multiplied by the daily finance charge (annual rate/365), is then multiplied by either the number of days between month-ends or the number of days an open invoice is overdue, whichever is smaller. Note that the Unassigned Credit is subtracted but not applied; applying must be done with the Apply Unassigned Credit function within Cash Activity.



For example, an invoice entered at point A enjoys a grace period until point C, that is, no finance charge is calculated. When a Month-end is done for month 1 at point B, no finance charge is calculated on the invoice. At point C, the invoice becomes due, and is overdue at point D, when Month-end is done for month 2. Hence, a finance charge will be calculated based on the number of days between C and D.

Year-End Processing

The Year-end process involving two steps:

1. Transfer the last 12 monthly sales totals to customer yearly history.
2. Resets all year-to-date information in the customer files to zero.

General Ledger Transaction Report

When you want to produce a General Ledger Transaction Report, you may obtain the report by using the GL TRANS REPORT softkey in Accounts Receivable.

All General Ledger transactions outstanding for Accounts Receivable are shown, along with consolidated amounts for each account number.

If General Ledger is not integrated, you may choose to erase all Accounts Receivable transactions after printing.

The next chapter describes reports generated by Accounts Receivable.

2

This chapter describes the reports available within Accounts Receivable in general terms, and describes how to obtain each report.

Many of the reports include a special customization feature whereby you can specify not only what information you want to see, but also how it is to be sorted and which printer should receive the output.

When you begin a report, you will be shown the current or default state of many options. You may accept the defaults, or you may change several options before continuing. Some of these options include:

- SELECT PRINTER - Selects an alternate printer if there is more than one defined on the HP/250.
- RESTART REPORT - Continue the report from a specified page. For example, if the printer jams or runs out of paper, you may select to restart the report rather than reprint all of it.
- MODIFY SEL/SORT- Permits you to modify both the range of the report (i.e., invoice numbers 1 through 50 rather than all) as well as the sort criteria (i.e., customer name rather than customer number) on many reports. When available, your selections augment the default criteria.

ENTIRE COMPANY/ENTITY NUMBER -

Specifies whether the report should include all existing entities (ENTIRE COMPANY) or one specific entity or division. Only the manager password permits the entire company option.

As each report is being printed, the EXIT softkey can be used to halt printing of the report and return to the menu.

Customer Reports

Within the CUSTOMER menu, several reports are available by pressing the CUSTOMER REPORTS softkey. These reports are:

1. Single Customer Report
2. Customer Report
3. Customer Account Status
4. Customer Ranking
5. Customer Over Credit
6. Customer Ageing
7. Customer Statements
8. Customer Labels
9. Past Due Letters
10. Unassigned Credit
11. Customer History

ACCOUNTS RECEIVABLE							Date: 06/22/79
CUSTOMER REPORTS							
1.	SINGLE CUSTOMER REPORT						
2.	CUSTOMER REPORT						
3.	ACCOUNT STATUS (display only)						
4.	RANKING REPORT						
5.	OVER CREDIT REPORT						
6.	AGEING REPORT						
7.	STATEMENTS						
8.	LABELS						
9.	PAST DUE LETTERS						
10.	UNASSIGNED CREDIT REPORT						
11.	HISTORY REPORT (display only)						
Please enter the desired report number from the above table.							
-							
						EXIT	

1. Single Customer Report

This report lists specific information concerning a specific customer or range of customers, including a year to date summary of taxes and special charges.

DEMONSTRATION COMPANY SINGLE CUSTOMER REPORT				Report: AR 001 Date: 06/22/79
Customer Number:	124	Entity Number:	1000	
Customer Name and Address:		Trade Discount Code:	0	Balance Outstanding:
	ACNL HARDWARE 1625 S. WAYNE DALLAS, TX 75223	Customer Class:	D2	Unassigned Credit:
		Statement Type:	BALANCE FORWARD	Number of Open Invoices:
Number of Ship To's:	1	Partial Shipment:	N	Net Bal Last Statement:
Telephone Number:	214-225-4467	Back Order:	Y	Date of Last Payment:
Salesperson Number:	1	Credit Terms:	2/10 NET 30	MTD Sales:
Sales Region:	1	Credit Limit:	50,000.00	YTD Sales:
Resale License Number:	e548	Date of credit change:	11/30/78	YTD Container Charge
				YTD Freight Charge:
				YTD Service Charge:
				YTD Handling Charge:
				YTD Packing Charge:
				YTD City Tax:
				YTD State Tax:
				YTD Trans Tax:
				Non-Taxable #1:
				Non-Taxable #2:
				Non-Taxable #3:
				Non-Taxable #4:
				YTD Finance Charge:

2. Customer Report

This report lists summary information for all customers selected. The report may be sorted either by customer name or by customer number.

DEMONSTRATION COMPANY CUSTOMER REPORT											Report: AR 002	
CUSTOMERS SORTED BY CUSTOMER NUMBER											Date: 06/22/79	
ENTY NO	CUST NUMBER	CUSTOMER NAME AND ADDRESS	HAD RISK	TELEPHONE NUMBER	SALES- PERSON	PART SHIP	CRED TERMS	CUST CLSS	CRED LIM CHANGE	CREDIT LIMIT	BALANCE OUTSTANDING	
			NO	RESALE LICENSE NO	SALES REGION	BACK ORDR	TRADE DISC	STMT TYPE	LAST PAYMENT	NET BALANCE LAST STMT	UNASSIGNED CREDIT AMT	
											NET BALANCE	
1000	124	ACME HARDWARE 1625 S. WAYNE DALLAS, TX 75223	NO 0	214-225-4687 6548	1	YES	1	D2	11/30/78	50,000.00	0.00	
					1	YES	0	BF	06/30/79	0.00	0.00	
	127	N.Y. SUPPLY COMPANY 1211 COLUMBUS AVENUE LONG ISLAND, NY 10553	NO 0	516-225-8797 135	3	YES	0	D1	06/22/79	20,000.00	149,881.74	
					2	YES	1	BF	07/10/79	148,670.18	1,211.56	
											148,670.18	
	290	EXPERT MANUFACTURING COMPANY 2927 GRAND AVENUE OMAHA, NE 68111	NO 1	402-422-4496 978	3	NO	0	00	11/30/78	1,500.00	12.28	
					2	YES	0	BF	07/10/79	12.28	0.00	
											12.28	
	430	BROWN'S WHOLESALE 315 N. PIERCE SAN FRANCISCO, CA 94117	NO 1	415-922-9384 115863-5	4	NO	0	D1	11/30/78	5,000.00	336.38	
					1	NO	1	BF	07/10/79	314.97	21.41	
											314.97	
	950	JEWEL HARDWARE COMPANY 4024 CENTRAL AVENUE CHICAGO, IL 60630	NO 1	312-358-4589 541-2558	3	YES	0	D2	06/22/79	2,500.00	14.00	
					2	YES	0	BF	07/10/79	14.00	0.00	
											14.00	
	1030	SPOKANE CONSTRUCTION 148 SPRINGFIELD AVENUE SPOKANE, WA 99202	NO 1	509-325-4566 3214-2	5	YES	1	D5	06/22/79	3,000.00	12.70	
					1	NO	1	BF	07/10/79	12.70	0.00	
											12.70	
	1040	DC HARDWARE SUPPLY 1110 S. HILL WASHINGTON, DC 20035	NO 1	202-658-9821 FG3241	1	NO	1	D4	11/30/78	3,000.00	320.40	
					3	YES	0	BF	11/30/78	248.37	72.03	
											248.37	
	1145	ELONCRAFT MANUFACTURING 802 CHESTER AVENUE CLEVELAND, OH 44114	NO 1	216-654-2315 5241-6	3	YES	0	D3	11/30/78	25,000.00	265.74	
					3	YES	0	BF	06/30/79	265.74	0.00	
											265.74	
	1230	JOHNSON'S HARDWARE CO 411 MORGAN AVENUE BILLINGS, MT 59101	NO 2	406-654-6549 11-25	1	YES	1	D2	06/22/79	2,500.00	3,840.64	
					2	NO	1	BF	11/30/78	3,840.64	0.00	
											3,840.64	
*** REPORT TOTALS ***										Customers: 9	112,500.00	154,683.88
											153,378.88	1,305.00
												153,378.88

3. Customer Account Status

This report to the CRT provides summary information for a specific single customer. You are prompted for customer number, and the system displays the customer name and several relevant fields.

All open invoices are listed, along with the current balances on each. If there are more invoices than can be displayed on the screen, press the 'More Invoices' softkey to continue.

ACCOUNTS RECEIVABLE CUSTOMER ACCOUNT STATUS				Date: 06/22/79		
Customer Number:	127	Entity:	1000	<u>Invoice</u>	<u>Date</u>	<u>Balance Due</u>
				25	12/29/78	583.01
N.Y. SUPPLY COMPANY				31	02/14/79	2,223.62
1211 COLUMBUS AVENUE				34	03/16/79	613.04
LONG ISLAND, NY 10553				37	04/16/79	1,896.88
				38	04/16/79	2,277.12
Date of Last Payment:	06/22/79			41	05/01/79	1,424.28
MTD Sales:	11,894.67			42	06/01/79	344.14
YTD Sales:	150,386.23			46	06/22/79	11,343.93
Credit Limit:	20,000.00					
Net Bal Last Stmt:	10,398.43					
Balance Outstanding:	20,706.02					
Unassigned Credit:	0.00					
NET BALANCE:	20,706.02					
Please enter the Customer Number.						
-						
						EXIT

4. Customer Ranking Report

This report lists customer information ranked by year-to-date sales dollars.

DEMONSTRATION COMPANY CUSTOMER RANKING REPORT										Report: AR 004
										Date: 06/22/79
CUSTOMERS SORTED BY YEAR TO DATE SALES, GREATEST FIRST										
RANK	CUST NUMBER	CUSTOMER NAME	ENTITY NUMBER	CUST CLSS	YEAR TO DATE SALES	YEAR TO DATE FINANCE CHG	CURRENT NET BALANCE	CREDIT LIMIT	NO INV	LAST PAYMENT
1	127	N.Y. SUPPLY COMPANY	1000	D1	150,179.63	376.18	148,670.18	20,000.00	8	07/10/79
2	124	ACME HARDWARE	1000	D2	15,096.10	0.00	0.00	50,000.00	0	06/30/79
3	950	JEWEL HARDWARE COMPANY	1000	D2	3,740.78	.93	14.00	2,500.00	1	07/10/79
4	1030	SPDKANE CONSTRUCTION	1000	D5	3,708.61	0.00	12.79	3,000.00	1	07/10/79
5	1230	JOHNSON'S HARDWARE CO	1000	D2	3,449.97	10.71	3,840.64	2,500.00	2	11/30/78
6	430	BROWN'S WHOLESALE	1000	D1	2,050.33	0.00	314.97	5,000.00	1	07/10/79
7	1145	ELONCRAFT MANUFACTURING	1000	D3	1,682.99	0.00	265.74	25,000.00	1	06/30/79
8	1040	DC HARDWARE SUPPLY	1000	D4	320.40	0.00	248.37	3,000.00	1	11/30/78
9	290	EXPERT MANUFACTURING COMPANY	1000	00	66.47	0.00	12.28	1,500.00	1	07/10/79
*** REPORT TOTALS ***					180,295.28	387.82	153,378.88	112,500.00		

5. Customer Over Credit Report

This report shows all customers currently over their credit limit, and may be sorted either by customer name or customer number. It may be printed for a specific customer or for a range of customers.

You may elect to use gross balance or net balance in computing over credit status. Gross balance reflects the sum of all open invoices for a customer, while net balance reflects gross balance less any unassigned credit.

DEMONSTRATION COMPANY									
CUSTOMER OVER CREDIT REPORT									
Report: AR 005									
Date: 06/22/79									
CUSTOMERS SORTED BY CUSTOMER NUMBER; BASED ON BALANCE OUTSTANDING									
ENTY NO	CUST NUMBER	CUSTOMER NAME AND ADDRESS	CREDIT LIMIT	BALANCE OUTSTANDING	UNASSIGNED CREDIT AMT	AMOUNT OVER CREDIT LIMIT	LAST PAYMENT	SALES- PERSON	TELEPHONE NUMBER
1000	127	N.Y. SUPPLY COMPANY 1211 COLUMBUS AVENUE LONG ISLAND, NY 10553	20,000.00	149,881.74	1,211.56	129,881.74	07/10/79	3	516-225-8797
	1230	JOHNSON'S HARDWARE CO 411 MORGAN AVENUE BILLINGS, MT 59101	2,500.00	3,840.64	0.00	1,340.64	11/30/78	1	406-654-6549
*** REPORT TOTALS ***			Customers: 2	22,500.00	153,722.38	1,211.56	131,222.38		

7. Customer Statements


This report produces customer statements and should be run whenever statements are desired. Statements can be produced for all customers, or only active customers (customers with either a non-zero balance, or activity to print, or both). Open Item customer statements list all open invoices for any previous balance as well as all current account activity. Balance forward customer statements show only previous balance, account activity since the previous statement, and a new balance.

Any unassigned credit will be indicated on the statement.

The report may be printed on either blank paper or pre-printed forms.

A message may be added at the bottom of each statement.

Note that the new net balance shown as the result of all activity is the current net balance less unassigned credit.

		STATEMENT			<table border="1"> <tr> <td>Period Ending</td> <td>Customer No.</td> <td>Entity No.</td> </tr> <tr> <td>06/22/79</td> <td>124</td> <td>1000</td> </tr> </table>	Period Ending	Customer No.	Entity No.	06/22/79	124	1000
Period Ending	Customer No.	Entity No.									
06/22/79	124	1000									
<p>Bill To:</p> <p>ACME HARDWARE 1625 S. WAYNE DALLAS, TX 75223</p>											
Reference Date	Invoice No.	Type of Transaction	Amount Invoiced	Amount Received	Balance						
06/22/79	47	Invoice	2,164.58		2,164.58						
		CURRENT NET BALANCE includes			21,068.91						
		BALANCE OUTSTANDING UNASSIGNED CREDIT			21,068.91 0.00						

8. Customer Labels

This report simply provides a set of printed labels that may be used for mass mailing to customers or for filecard storage. Labels may be sorted by customer zip code, customer name, or customer number.

Each time the labels are printed, four optional fields may be included: customer number, entity number, telephone number, and salesperson number.

A test label may be printed as necessary to align the label forms.

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Test Label

```
N.Y. SUPPLY COMPANY  
1211 COLUMBUS AVENUE  
LONG ISLAND, NY 10553
```

Actual Label

9. Past Due Letters

This report produces a form letter which may be sent to any or all customers with uncontested outstanding invoices past due.

The due date is based on the default finance charge grace period. Only invoices overdue for more than the specified number of days will be included. For example, an invoice due on July 14 will only be included on a letter printed on July 19 if you specify five days or less overdue. The letter indicates how many days were allowed.

In addition, you may modify the salutation, the person to contact, and three lines at the close of the letter.

Note that under some conditions relating to data base size and configuration, it may not be possible to run letters sorted by customer name. In this case, you should print letters by customer number.

DEMONSTRATION COMPANY						
June 22, 1979						
N.Y. SUPPLY COMPANY 1211 COLUMBUS AVENUE LONG ISLAND, NY 10553						
Dear Sir:						
Our records indicate the following invoices are at least 30 days past due. Your attention to these would be appreciated. If there are any questions please contact Harold Smith at 408-555-1212						
INV NUMBER	DATE BILLED	DATE DUE	AMOUNT PAID TO DATE	AMT DUE FROM ORIGINAL BAL	AMT DUE FROM FINANCE CHGS	NET BALANCE DUE
25	12/29/78	01/27/79	0.00	2,420.89	34.54	2,455.43
34	03/16/79	04/14/79	0.00	784.13	12.04	796.17
38	04/16/79	05/15/79	0.00	3,174.46	45.44	3,219.90
			0.00	6,379.48	92.02	6,471.50
Your current Balance Outstanding:						149,881.74
Your current Unassigned Credit:						1,211.56
(Cannot be applied unless you so specify)						
Yours truly,						
Ebenezer Scrooge Owner						

10. Unassigned Credit Report

This report shows all customers with unassigned credit on account, as well as providing a summary of the average invoice amount for all open invoices the customer may have.

DEMONSTRATION COMPANY UNASSIGNED CREDIT REPORT								Report: AR 010 Date: 06/22/79	
CUSTOMERS WITH UNASSIGNED CREDIT, GREATEST FIRST									
ENTITY NUMBER	CUST NUMBER	CUSTOMER NAME	UNASSIGNED CREDIT AMT	BALANCE OUTSTANDING	NO INV	AVERAGE OPEN INVOICE	CREDIT LIMIT	NET BALANCE LAST STMT	LAST PAYMENT
1000	127	N.Y. SUPPLY COMPANY	1,211.56	149,881.74	8	18,735.22	20,000.00	148,670.18	07/10/79
	1040	DC HARDWARE SUPPLY	72.83	320.40	1	320.40	3,000.00	248.37	11/30/78
	430	BROWN'S WHOLESALE	21.41	336.38	1	336.38	5,000.00	314.97	07/10/79
*** REPORT TOTALS ***			1,305.00	150,538.52	10	50,179.51		149,233.52	

11. Customer History Report

This report to the CRT provides history information from the Accounts Receivable customer history file. Data for a given customer may be displayed numerically or graphically. Please be certain to note the scaling used with graphic reporting.

ACCOUNTS RECEIVABLE CUSTOMER HISTORY REPORT		Date: 06/22/79
Customer Number: 124		
Customer Name: ACME HARDWARE		
<u>Year</u>	<u>Yearly Sales</u>	
1974	231,657.24	
1975	252,212.38	
1976	314,234.89	
1977	304,181.16	
1978	458,234.90	
<u>Year</u>	<u>Month</u>	<u>Monthly Sales</u>
1978	June	35,286.33
1978	July	32,680.74
1978	August	42,224.16
1978	September	22,677.69
1978	October	14,070.67
1978	November	52,312.48
1978	December	44,256.07
1979	January	12,255.14
1979	February	31,312.67
1979	March	20,690.07
1979	April	39,257.19
1979	May	13,559.48
Please enter the Customer Number.		
NOTE: monthly periods end on day 30; yearly periods end in December.		
SHOW GRAPH		EXIT

Ship-To Report

This function provides a listing of all customers with Ship-To addresses that differ from the Bill-To address. Each customer entry includes Bill-To and Ship-To addresses. It is accessed via the CUSTOMER SHIP TO'S softkey within the CUSTOMER menu.

		DEMONSTRATION COMPANY		Report: AR 022	
		SHIP TO REPORT		Date: 06/22/79	
SHIP TO'S SORTED BY CUSTOMER NUMBER					
ENTY	CUSTNO	CUSTOMER NAME / ADDRESS	CODE	SHIP TO NAME / ADDRESS	
1000	124	ACNE HARDWARE 1625 S. WAYNE DALLAS, TX 75223		1 ACE HARDWARE 4889 S. VERNON AMARILLO, TX 79102	
1000	290	EXPERT MANUFACTURING COMPANY 2927 GRAND AVENUE OMAHA, NE 68111		1 EXPERT MANUFACTURING COMPANY 123 MARSHALL AVENUE LINCOLN, NE 68510	
1000	1030	SPOKANE CONSTRUCTION 148 SPRINGFIELD AVENUE SPOKANE, WA 99202		1 LOS ANGELES CONSTRUCTION 125 S. UNION AVENUE LOS ANGELES, CA 90026	

Tax Location Report

This report, accessed via the TAX LOCATIONS softkey in the CUSTOMER menu, provides a master list of all current tax locations and rates.

DEMONSTRATION COMPANY TAX LOCATION REPORT						Report: AR 031 Date: 06/22/79
TAX LOCATIONS AND RATES SORTED BY STATE, CITY						
STATE	CITY	LOC NO	CITY RATE	STATE RATE	TRANS RATE	TOTAL HTD TAX
CA	LOS ANGELES	78	3.00%	2.00%	1.00%	0.00
	SAN FRANCISCO	52	3.00%	2.00%	1.00%	0.00
DC	WASHINGTON	93	3.00%	2.00%	0.00%	0.00
IL	CHICAGO	92	3.00%	2.00%	0.00%	0.00
LA	NEW ORLEANS	2	0.75%	1.20%	1.00%	0.00
MT	BILLINGS	79	2.00%	2.00%	0.50%	0.00
NE	LINCOLN	96	3.00%	3.00%	0.00%	0.00
	OMAHA	46	3.00%	2.00%	0.00%	0.00
NY	LONG ISLAND	91	4.00%	2.00%	1.00%	0.00
OH	CLEVELAND	94	4.00%	2.00%	0.00%	0.00
TX	AMARILLO	95	3.00%	2.00%	1.00%	0.00
	DALLAS	84	3.00%	2.00%	0.50%	0.00
WA	SPOKANE	23	3.00%	2.00%	0.00%	0.00
*** REPORT TOTALS ***			Total Locations: 13			0.00

Tax Report

This is the monthly tax report which provides a breakdown of sales taxes collected by tax location. This report must be run prior to Month-end processing, which will reset all tax amounts to zero.

Refer to the Tax Locations section on page 1-5.

DEMONSTRATION COMPANY TAX REPORT											Report: AR 032
MONTH TO DATE TAX INFORMATION SORTED BY STATE, CITY											Date: 06/22/79
STATE	CITY	ENTITY	TAXABLE	CITY TAX	STATE TAX	TRANS TAX	NON TAX 1	NON TAX 2	NON TAX 3	NON TAX 4	
MT	BILLINGS	1000	-50.00	-1.00	-1.00	-.25	0.00	0.00	0.00	0.00	0.00
NY	LONG ISLAND	1000	180.00	7.20	3.60	1.80	0.00	0.00	0.00	0.00	0.00
TX	AMARILLO	1000	1,935.36	58.06	38.71	19.35	262.11	10.50	0.00	0.00	0.00
*** REPORT TOTALS ***			2,065.36	64.26	41.31	20.90	262.11	10.50	0.00	0.00	0.00
MTD Total Taxes:						126.47	MTD Total Non-Taxable:				272.61

Single New Invoice Report

This report produces a detailed summary of all information on a specific invoice for one customer or for a range of customers.

DEMONSTRATION COMPANY SINGLE NEW INVOICE REPORT				Report: AR 051 Date: 06/22/79
Invoice Number:	48	Entity Number:	1000	
Customer Number:	127	Order Number:	1293	Salesperson Number: 3
Customer Name and Address:	Ship To Name and Address:		Credit Card Code: NONE	
N.Y. SUPPLY COMPANY 1211 COLUMBUS AVENUE LONG ISLAND, NY 10553		N.Y. SUPPLY COMPANY 1211 COLUMBUS AVENUE LONG ISLAND, NY 10553		
Order Date:	06/22/79	Invoice Type:	AR Credit Sale	
Requested Delivery Date:	06/22/79	Customer PO Number:	127788	
Ship Date:	06/22/79	Credit Terms:	NONE	

ITEM NUMBER	DESCRIPTION	PC	QTY	UM	UNIT COST	UNIT PRICE	SURCHARGE	CONTAINER	EXCISE TAX	TC	GL	ACCT
0003CH575	PC BOARD HEAT SINK	03	10	EA	6.500	18.000	0.00	2.00	0.00	0	4300	00

	Line Item Total:	182.00
	Total Tax:	12.60
	Freight Charge:	5.50
	Service Charge:	1.00
	Handling Charge:	3.50
	Packing Charge:	2.00
	Trade Discount:	0.00

	NEW INVOICE TOTAL:	206.60
	Amount Prepaid:	0.00

	NET AMOUNT DUE:	206.60

New Invoice Register

This report provides summary information on all new invoices, and provides a cumulative new invoice total.

NEW INVOICES SORTED BY INVOICE NUMBER											DEMONSTRATION COMPANY NEW INVOICE REGISTER		Report: AR 052 Date: 06/22/79	
ENTY	INV NO	CUSTNO	TYPE	ORD NO	ORD DATE	SALEP	ITEM NUMBER	QTY	UM	UNIT PR	LINE TOTAL	INVOICE AMT	AMT PREPAID	
1000	47	124	OE Credit	1292	06/22/79	S1	0004DRG	20	GR	92.160	1,992.96			
							0002CH	50	FT	.110	10.50	2,164.58	0.00	
1000	48	127	AR Credit	1293	06/22/79	3	0003CH575	10	EA	18.000	182.00	206.60	0.00	
*** REPORT TOTALS ***														
				New Invoices: 2		New Invoice Lines: 3					2,185.46	2,371.18	0.00	

Single Open Invoice Report

This report displays all information pertaining to one invoice or to a range of invoices.

DEMONSTRATION COMPANY SINGLE OPEN INVOICE REPORT				Report: AR 061 Date: 06/22/79
Invoice Number:	25	Entity Number:	1000	
Customer Number:	127	Order Number:	1264	Salesperson Number: 3
Customer Name and Address:	Ship To Name and Address:		Credit Card Code:	NONE
N.Y. SUPPLY COMPANY 1211 COLUMBUS AVENUE LONG ISLAND, NY 10553		N.Y. SUPPLY COMPANY 1211 COLUMBUS AVENUE LONG ISLAND, NY 10553		
Order Date:	12/29/78	Total Extended Cost:	475.46	Total Extended Price: 1,812.55
Requested Delivery Date:	12/29/78			Total Surcharge: 504.80
Ship Date:	12/29/78			Total Container Charge: 25.16
Invoice Date:	12/29/78			Total Excise Tax: 0.00
				Total Tax: 30.10
				Freight Charge: 72.25
				Service Charge: 0.00
				Handling Charge: 0.00
				Packing Charge: 0.00
				Trade Discount: 23.17

		Amount Prepaid:	0.00	ORIGINAL INVOICE AMOUNT: 2,420.89
				Finance Charge to date: 34.54
				Paid to date: 0.00

Age of invoice (days):	176	Credit Terms:	NONE	NET AMOUNT DUE: 2,455.43
				Potential Cash Discount: 0.00

				NEEDED TO CLOSE INVOICE: 2,455.43

Open Invoice Register

This report provides summary information on all specified open invoices.

DEMONSTRATION COMPANY OPEN INVOICE REGISTER										Report: AR 062 Date: 06/22/79
OPEN INVOICES SORTED BY CUSTOMER NUMBER FROM 127 TO 99999										
ENTY NO	INV NUMBER	CUST NUMBER	CUSTOMER NAME	INVOICE DATE	SALES- PERSON	TOTAL EXTD PRICE	INVOICE AMT LESS FIN CHG	FINANCE CHG TO DATE	AMOUNT PAID TO DATE	AMOUNT DUE
1000	25	127	N.Y. SUPPLY COMPANY	12/29/78	0	1,714.00	1,714.00	80.57	1,211.56	583.01
	31	127	N.Y. SUPPLY COMPANY	02/14/79	0	2,163.00	2,163.00	60.62	0.00	2,223.62
	34	127	N.Y. SUPPLY COMPANY	03/16/79	0	601.00	601.00	12.04	0.00	613.04
	37	127	N.Y. SUPPLY COMPANY	04/16/79	0	1,876.00	1,876.00	20.88	0.00	1,896.88
	38	127	N.Y. SUPPLY COMPANY	04/16/79	0	2,254.00	2,254.00	23.12	0.00	2,277.12
	41	127	N.Y. SUPPLY COMPANY	05/01/79	0	1,424.28	1,424.28	0.00	0.00	1,424.28
	42	127	N.Y. SUPPLY COMPANY	06/01/79	0	344.14	344.14	0.00	0.00	344.14
	46	127	N.Y. SUPPLY COMPANY	06/22/79	0	11,343.93	11,343.93	0.00	0.00	11,343.93
			Open Invoices: B			21,720.35	21,720.35	197.23	1,211.56	20,706.02
	113	290	EXPERT MANUFACTURING CO	05/30/79	3	11.70	12.28	0.00	0.00	12.28
	110	430	BROWN'S WHOLESALE	05/30/79	4	319.98	336.38	0.00	0.00	336.38
	54	950	JEWEL HARDWARE COMPANY	06/04/79	3	0.00	14.00	0.00	0.00	14.00
	55	1030	SPOKANE CONSTRUCTION	06/04/79	5	10.00	12.70	0.00	0.00	12.70
	104	1040	DC HARDWARE SUPPLY	05/30/79	1	320.00	320.40	0.00	0.00	320.40

Partial Payment Report

This report lists all partially paid Open Invoices. You may select to sort by customer number or invoice number, and either a range of invoice numbers or all invoices may be printed.

DEMONSTRATION COMPANY										Report: AR 063	
PARTIAL PAYMENT REPORT										Date: 06/22/79	
PARTIALLY PAID OPEN INVOICES SORTED BY INVOICE NUMBER											
ENTY NO	INV NUMBER	CUST NUMBER	CUSTOMER NAME	INVOICE DATE	LAST PAYMENT	TOTAL EXTD PRICE	INVOICE AMT LESS FIN CHG	FINANCE CHG TO DATE	AMOUNT PAID TO DATE	AMOUNT DUE	
1000	25	127	N.Y. SUPPLY COMPANY	12/29/78	06/22/79	1,803.55	2,118.60	34.54	1,000.00	1,153.14	
*** REPORT TOTALS ***						Open Invoices: 1	1,803.55	2,118.60	34.54	1,000.00	1,153.14

Print Credit Memos

This report should be run to obtain copies of Credit Memos within the system. These are forms, suitable for mailing, printed on blank paper.

CREDIT MEMO										
DEMONSTRATION COMPANY										
N.Y. SUPPLY COMPANY					DATE PRINTED: 06/22/79					
1211 COLUMBUS AVENUE					DATE OF CR MEMO: 06/22/79					
LONG ISLAND, NY 10553					INVOICE NUMBER: 25					

CUST NO	SALESPN	INVOICE	STATUS	TAX RATE	CITY	STATE				
127	3	OPEN			LONG ISLAND, NY					

ITEM NUMBER	PC	TC	QTY	UM	UNIT PR	BURCHRG	CTR	CHG	EXCISE	LINE TOTAL
0004DRG	04	0	10	EA	.90	250.00	25.16	0.00		284.16

TOTAL FROM LINES										284.16
TOTAL TAXES										18.13
FREIGHT CHARGE										0.00
SERVICE CHARGE										0.00
HANDLING CHARGE										0.00
PACKING CHARGE										0.00
FINANCE CHARGE										0.00
TRADE DISCOUNT										0.00
CASH DISCOUNT										0.00
* TOTAL CREDIT *										302.29

Credit Memo Register

This is a summary report on all Credit Memos currently in the system.

DEMONSTRATION COMPANY												Report: AR 072		
CREDIT MEMO REGISTER												Date: 06/22/79		
CREDIT MEMOS SORTED BY INVOICE NUMBER														
ENTY	INVOICE	CUST NO	TYPE	SALEP	ITEM NUMBER	PC	QTY	UM	UN COST	UNIT PR	LINE TOTAL	CR MEMO AMT		
----	-----	-----	-----	-----	-----	---	----	---	-----	-----	-----	-----		
1000	44	1230	Open Invoice	1	0004DRG	04	50	EA	.300	1.000	50.00	52.75		
*** REPORT TOTALS ***											50.00	52.75		
				Credit Memos: 1		Credit Memo Lines: 1								

Cash Activity Register

This report lists all cash activity items entered since the last Accounts Receivable Posting. Note that you may select any combination of the three activity types: cash receipts, application of unassigned credit, and refund of unassigned credit.

DEMONSTRATION COMPANY CASH ACTIVITY REGISTER											Report: AR 002
											Date: 06/22/79
CASH ACTIVITY SORTED BY CUSTOMER, DATE, TYPE; TYPES INCLUDED: RECEIPT											
ENTY NO	CUST NUMBER	CUSTOMER NAME	BALANCE OUTSTANDING	UNASSIGNED CREDIT	LAST PAYMENT	ACTIVITY DATE	TYPE	FROM INVOICE	TO INVOICE	AMOUNT	
1000	127	N.Y. SUPPLY COMPANY	22,086.50	1,211.56	06/22/79	06/22/79	RECEIPT	18	18	168.92	
1000	950	JEWEL HARDWARE COMPANY	14.00	0.00	06/22/79	06/22/79	RECEIPT	23	23	450.36	
							RECEIPT	26	26	793.24	
** CUSTOMER TOTALS **							RECEIPT	(total: 2)		1,243.60	
*** REPORT TOTALS ***							RECEIPT	(total: 3)		1,412.52	

General Ledger Transaction Report

This is a report of all General Ledger Transactions, and should be retained for manual posting to your General Ledger. Refer to the General Ledger Report description on page 1-21.

DEMONSTRATION COMPANY							Report: AR 052	
AR - GL TRANSACTION REPORT							Date: 06/22/79	
GL TRANSACTIONS SORTED BY ACCOUNT NUMBER, DATE								
ENTITY NUMBER	ACCOUNT NUMBER	TRANSACTION DATE	DEBIT AMOUNT	CREDIT AMOUNT	DESCRIPTION	JOURNAL REFERENCE	CONSOLIDATED DEBIT AMOUNT	CONSOLIDATED CREDIT AMOUNT
1000	1000.00	06/22/79	1,412.52		AR POST CASH ACT'Y - RECEIPT	CA06221001	1,412.52	
	1100.00	06/22/79	2,371.18		AR POST CREDIT SALE NEW INVOIC	SJ06221001		
				52.75	AR POST CREDIT MEMOS	CM06221001		
				1,412.52	AR POST CASH ACT'Y - RECEIPT	CA06221001	2,371.18	1,465.27
	4300.00	06/22/79		180.00	AR POST CREDIT SALE NEW INVOIC	SJ06221001		180.00
	4400.00	06/22/79		1,843.20	AR POST CREDIT SALE NEW INVOIC	SJ06221001		1,843.20
			50.00		AR POST CREDIT MEMOS	CM06221001	50.00	
*** REPORT TOTALS ***			3,836.45	3,836.45			3,836.45	3,836.45

This chapter provides operating suggestions in a question/answer format for the common problems or errors that may occur during Accounts Receivable operation.

How do I delete an Open Invoice?

Issue a Credit Memo for the invoice amount, with each dollar value matching the invoice. Once posted, General Ledger will 'think' the Invoice never existed.

I entered the wrong tax rates; how do I modify them?

Press the Modify Tax Locations softkey. If the tax location to be modified is currently in use (for example, on a new invoice or Credit Memo not posted) you are warned that these entries will be affected by modification. These entries should be posted BEFORE modification to avoid the application of a new tax rate when the old rate is appropriate.

I just posted a new invoice and the invoice was wrong. How can I adjust?

Issue a Credit Memo for the entire amount as above. A new invoice may be re-entered and posted to reinstate this invoice correctly. Or, if the invoice amount is to be reduced, simply issue a Credit Memo.

3-2 Operating Hints

I started adding line items on an invoice and ran out of room. How do I complete this invoice?

This means your transaction file is full. Press the Exit softkey, deleting the invoice in process. Do a post and add the invoice again.

I received a customer payment but don't know how to apply it. What should I do with the receipt?

You have two choices: (1) Press "Enter" when recording the cash receipt and it will be applied to the earliest invoice(s). (2) Enter a nonexistent invoice number or an invoice number that doesn't exist for this customer and it will become an unassigned credit that may later be applied. In the latter case, the receipt is posted to the customer's General Ledger account but not to a specific invoice(s).

How do I reinstate a customer whose account was written off?

Follow the procedures for Write-offs on page 1-12.

How do I clear a customer's account when they took an undeserved discount?

This amount (difference between billed and paid) can be adjusted by entering a Credit Memo or by making a manual adjustment to your General Ledger.

Or, write-off the invoice after posting the receipts to General Ledger.

Why wasn't my cash receipt applied to the invoice(s) I wanted? It went (partially or totally) into unassigned credit for the customer.

Cash receipts (and applications of unassigned credit) are applied to invoices according to a precise order of priorities. The Cash Activity Journal printed during Post serves as a detailed record of the way in which all cash activity was handled.

A customer was written-off and later reinstated. Even though I cleared him as a bad risk, his open invoices did not return. Why not?

Open invoices are deleted as soon as they are written-off. There is no way to bring them back later except by creating new invoices.

Why did my Credit Memo fail to completely undo the open invoice? Part of the dollar amount of the Credit Memo went into unassigned credit.

Each dollar value on a Credit Memo is compared with the corresponding value on the Open Invoice. Any excess on the Credit Memo is 'clipped' and put into unassigned credit. Hence Credit Memos should match the open invoice field by field (or as desired). Note that total Credit Memo amounts for each dollar field are sent to General Ledger (with no comparison to the Open Invoice, if any).

I initiated an AR Post, but had to do a forced backup. Later, no invoice or customer totals had been altered. What happened?

If Post in any module forces you to do a backup first, you must return to the posting afterwards and start it again.

How do I check my cash drawer or cash account?

Accounts Receivable handles three types of transactions which affect the Cash Account: cash sale new invoices, cash receipts, and refunds of unassigned credit. You may either run the New Invoice Register and the Cash Activity Register (for Receipts or Refunds only) before posting, or refer to the Cash Sale New Invoice and Cash Activity journals after posting.

Why can't I create a balance for a customer independent of an invoice?

The Order Management system requires that each customer's gross balance exactly equal the sum of the amounts due on all his open invoices, for complete auditability. You may create open invoices (via new invoices) as desired in order to affect customer balances.

Why does a customer's statement show a different new net balance (after all activity) than current net balance (based on balance outstanding and unassigned credit)?

This can occur in two different ways:

- (1) Upon completing conversion mode, statements should be run once to set up the statement data base for open item customers (if any). This set of statements will not balance.
- (2) If a customer statement type is altered, his next statement may not balance. This is self-correcting -- the next time that statements are run, there should be no error.

On the Tax Report, why doesn't (Taxable) times (Tax Rate) equal the actual (State/City/Other Tax)?

Remember that taxes are computed-per-line items and rounded off to the nearest cent before adding. This introduces a small apparent error of no real consequence.

Why does Amount Prepaid on a New Invoice not get carried over to Amount Paid on an Open Invoice?

The Amount Prepaid from Order Entry is for your information only on orders and does not represent actual dollars. A Cash Receipt or Apply Unassigned Credit Cash Activity Item must be applied to an Open Invoice to increase the Amount Paid.

Why is an Open Invoice one day old the same day it was created?

An Open Invoice created 1/1 with a five-day discount period is no longer allowed a cash discount on 1/6 (it is six days old). If the Finance Charge Grace Period is 30 days, it is subject to finance charges on 1/31 (now 31 days old).

3-6 Operating Hints

What are the differences between using a Credit Memo, Write-off, and Cash Receipt to close out an Open Invoice?

Credit Memos act exactly in reverse of New Invoices, except that excess dollars go into unassigned credit. If a Credit Memo matches an Open Invoice precisely, it would appear after Post as if the Open Invoice had never existed (from the point of view of customer and General Ledger records). Write-off and Cash Receipt, however, just credit the AR account (and the customer's balance) and debit either Allow for Bad Debts or Cash, respectively.

If a contested invoice is decided in my favor, how do I go back and add the finance charges not accumulated?

When the customer pays of the invoice, apply only the current Amount Due as a Cash Receipt against the invoice, and then make a manual GL adjustment (debit Cash, credit Finance Charge) for the remainder.

Why am I allowed only one Credit Memo per Open Invoice?

This is because the Credit Memo number is the same as the Open Invoice number, which reduces the number of numbers to keep track of. This should not cause any real problem -- just combine all activity against an Open Invoice on one Credit Memo.

How do I create a Credit Memo against a closed invoice, or if there never was an Open Invoice?

In the first case, use the original Open Invoice number. In the second case, either generate a Cash Receipt (if you are merely attempting to credit the customer's account) or choose a special, nonexistent invoice number for the Credit Memo. In either case, the Credit Memo Total will go into unassigned credit.

Why wasn't the customer's Date of Last Payment updated when an Open Invoice was closed?

Only a Cash Receipt (for any amount, even zero dollars) will update this date. Credit Memos and Apply Unassigned Credit items do not affect the Date of Last Payment.

Why is the Date of Last Payment blank on the Partial Payment Report?

The date is blank for new customers until their first payment. The partially paid Open Invoice was entered in conversion mode.

Why won't Add Cash Activity allow me to put in my Apply (or Refund) Unassigned Credit item?

The total unassigned credit to be applied or refunded for a single customer across all current Cash Activity items may not exceed his actual unassigned credit.

When Post was completed, not all activity in the system had been posted. Why not?

There are two possibilities:

- (1) Some activity belongs to a different system entity. Only one entity is posted at a time.
- (2) Post terminated early due to overflow of some transaction file. Check the journals printed during posting to determine if this was the case. Activity not yet posted may be re-posted at a later time, after corrective steps are taken.

The system allowed me to begin Post but all four journals said that no activity was posted. How could this happen?

Apparently there is no activity for the current system entity but there is some for another entity. The Post process has no easy way to determine this in advance.

4

This chapter explains all the fields used in the Accounts Receivable module. These fields are listed in alphabetical order and are described in the following terms:

Description - A brief definition of this field.

Field Type - The field may be either alphanumeric (A) or numeric (N). An alphanumeric field can contain both letters and numbers. A numeric field may be any of the following six types:

- 1) Integer - any negative or positive whole number less than 32768.
- 2) Short (whole short) - Any six digit number up to 999999.
- 3) Precision (precision short) - any number up to six digits with a decimal in any position (XXXXX.X, XXXX.XX, etc.)
- 4) Round (roundable short) - the same as precision except that if the field contains seven digits from a calculation, it will be rounded back to six digits. For example, if you are finding per unit cost from a total order cost of 10,000 with 30 ordered, the result is 333.3333. This would then be rounded to 333.333.
- 5) Real - any number up to 12 digits with a decimal in any position (XXXXXXXXXX.X, XXXXXXX.XXXXX, XXXXXXXXXXX.XXX, etc.)
- 6) % - any number up to three digits with a decimal in any position up to 327%. If there are more than three digits to the right of the decimal, then the third digit will be rounded.

Field Length - This is the number of characters allowed in an alphanumeric field.

Uppercased by System - This refers to the system's automatically shifting all input to upper case letters.

Entry Allowed by Operator - This designates whether the operator may enter data in this field or the field is only for system output.

If Entry Allowed by Operator, Blank Input Allowed? - This designates whether or not a blank input is allowed or if input is required for further processing.

Default Value If Blank Input - If the field is not completed, then this default value is used by the software.

Edit Allowed After Initial Start-up - This designates whether or not the field may be altered after the value is initially set.

A

ACTIVITY DATE

Description: The date a cash activity item was entered into the system.

Field Type: A

Field Length: 8

Uppercased by System: No

Entry Allowed by Operator: No

Restrictions: Current date entered by system.

A

AMOUNT PAID

Description: This is the total amount which a customer has paid on invoice.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No, except in conversion mode.

Restrictions: Non-negative; must be less than Invoice amount unless both are zero.

AMOUNT RECEIVED

Description: The amount of a cash receipt.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

AMOUNT TO APPLY

Description: Amount of Unassigned Credit to apply to invoice(s).

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Restrictions: Total to apply and refund cannot exceed customer Unassigned Credit.

A

AMOUNT TO REFUND

Description: Amount of Unassigned Credit to refund.
Field Type: N
Field Length: Real , 12
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? No
Restrictions: Cannot be zero.

B

BACKORDER

Description: The indicator showing a customer's acceptance of backordered items.
Field Type: A
Field Length: 2
Uppercased by System: Yes
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? No
Edit Allowed After Initial Start-up: Yes
Restrictions: (Y) yes or (N) no

B

BALANCE FORWARD FLAG

Description: When this flag is set, it indicates that statements only show activities (i.e., invoices, credit memos, cash receipts, etc.) which have occurred since the last month end. Older activity is consolidated into the previous balance due listed on the statement.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Is BLANK input allowed? Yes

Default Value if BLANK Input: Not balance forward

Edit Allowed After Initial Start-Up: Yes

BALANCE OUTSTANDING

Description: Gross balance due on customer's account. (Sum of amounts due on all invoices)

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Restrictions: Non-negative

BILL AMOUNT

Description: Total extended price plus surcharge on an invoice. Used to compute taxes and discounts.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Restrictions: Non-negative

CHECK NUMBER

Description: The check number which was written for a refund.
Field Type: N
Field Length: Whole , 6
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes => 0

CITY

Description: Part of a Ship-To or Bill-To address.
Field Type: A
Field Length: 14
Uppercased by System: Yes
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? No
Edit Allowed after Initial Start-Up? Yes

CONTESTED CODE

Description: Indicates a contested invoice.
Field Type: N
Field Length: True or False
Entry Allowed by Operator: Yes
Restrictions: Entered through a softkey.

C

CONTRACT ITEMS

Description: The quantity of items for which a contract is valid.

Field Type: N

Field Length: Whole , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-up: Yes

Restrictions: 0 - 999999

CONTRACT NUMBER

Description: A unique identifier for a customer contract.

Field Type: N

Field Length: Whole , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: No

CREDIT MEMO TOTAL

Description: The total net amount of a Credit Memo to apply towards a customer's account.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Edit Allowed After Initial Start-Up: No

Restrictions: Non-negative

CREDIT CARD CODE

Description: A two character field for user entry of the type of credit card used.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-Up: Yes



CREDIT LIMIT

Description: The amount of credit a customer is allowed before a warning is given.

Field Type: N

Field Length: Whole , 12

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Non-negative

C

CREDIT TERMS CODE

Description: A code used to retrieve credit terms from a table contained in the AR control file.

Field Type: N

Field Length: Integer , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Default Value if BLANK Input: 0 (None)

Edit Allowed After Initial Start-Up: Yes

Restrictions: Must be zero or refer to a defined code (1-15).

CUSTOMER NAME

Description: A string identifier for customer.

Field Type: A

Field Length: 30

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Uppercased by System: No

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-Up: Yes

C

CUSTOMER NUMBER

Description: A numeric identifier for customer.
Field Type: N
Field Length: Whole , 6
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? No
Edit Allowed After Initial Start-Up: No
Restrictions: Must be a positive number, 1 - 999999.

E

EXPIRATION DATE

Description: The date after which a contract is void.
Field Type: A
Field Length: 8
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? No
Edit Allowed After Initial Start-Up: Yes
Restrictions: Must be in MM/DD/YY format.

E

EXTENDED COST

Description: The total cost associated with items on an invoice.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Edit Allowed After Initial Start-Up: No

Restrictions: Non-negative; two digits to right of decimal.

F

FINANCE CHARGE

Description: The accumulated finance charge amount on an invoice.

Field Type: N

Field Length: Precision , 6

Entry Allowed by Operator: No--except in conversion mode-
ADD/MOD Open Invoice.

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: In conversion mode only-
Modify Open Invoice.

Restrictions: Non-negative; two digits to right of decimal.

F

FREIGHT CHARGE

Description: The amount of freight charge on an invoice.
Field Type: N
Field Length: Precision , 6
Entry Allowed by Operator: Yes
Is BLANK Input Allowed? Yes
Default Value if BLANK Input: 0
Edit Allowed After Initial Start-Up: Yes
Restrictions: Non-negative; two digits to right of decimal.

I

INVOICE AMOUNT

Description: The original invoice amount before any payment was applied.
Field Type: N
Field Length: Real , 12
Entry Allowed by Operator: No
Edit Allowed After Initial Start-Up: No
Restrictions: Non-negative; two digits to right of decimal.

I

ITEM NUMBER

Description: A unique identifier for an item in inventory.

Field Type: A

Field Length: 18

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: Yes*

Additional Notes:

* By ADD/DEL item from invoice.

N

NUMBER TO DATE

Description: The number of units applied to this contract.

Field Type: N

Field Length: Whole , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Non-negative

ORDER DATE

Description: The date an order was placed in the system.

Field Type: A

Field Length: 8

Uppercased by System: No

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-Up: Yes

Restrictions: Must be in MM/DD/YY format.

PARTIAL SHIPMENT

Description: An indicator showing a customer's acceptance of partial shipments.

Field Type: A

Field Length: 2

Uppercased by System: Yes

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: Yes

Restrictions: (Y) yes or (N) no

R

REFUND AMOUNT

Description: The amount of a cash refund.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Restrictions: Non-negative

S

SERVICE CHARGE

Description: The amount of service charge on an invoice.

Field Type: N

Field Length: Precision , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Non-negative, two digits to right of decimal.

SHIP DATE

Description: The date goods were shipped.

Field Type: A

Field Length: 8

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-Up: Yes

Restrictions: Must be in MM/DD/YY format.

SHIP-TO CODE

Description: An indicator used internally to retrieve an alternate Ship-To address.

Field Type: N

Field Length: Integer , 6

Entry Allowed by Operator: Yes, when called up.

Restrictions: Unique for customer.

SHIP-TO NAME

Description: The name on an alternate Ship-To address.

Field Type: A

Field Length: 30

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: Blank

Edit Allowed After Initial Start-Up: Yes

S

SPECIAL CHARGES

Description: The amount of user defined charges for an invoice.

Field Type: N

Field Length: Precision , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Non-negative; two decimal places.

SURCHARGE

Description: Additional charge per item.

Field Type: N

Field Length: Precision , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Non-negative; two decimal places.

TAX AMOUNT

Description: The total amount of tax calculated for an invoice.

Field Type: N

Field Length: Precision , 6

Entry Allowed by Operator: No

Restrictions: Non-negative; two decimal places. Rounded to nearest cent for each taxable line item before addition.

TAX CATEGORY

Description: A field used to indicate the taxable status of an item.

Field Type: N

Field Length: Integer , 1

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? No

Edit Allowed After Initial Start-Up: Yes

Restrictions:

Value: 0 - Taxable
1 -
2 - Non-taxable categories
3 -
4 -

T

TAX RATE

Description: One of the three tax rates associated with a tax location.

Field Type: N

Field Length: integer , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Must be less than 100%

Additional Notes: If modified then possible erroneous answer for credit memo if invoice was calculated with old rates.

TRADE DISCOUNT CODE

Description: A code used to retrieve trade discount terms from a table contained in AR control file.

Field Type: N

Field Length: integer , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0 (none)

Edit Allowed After Initial Start-Up: Yes

Restrictions: Must be zero (none) or a defined code (1-10).

UNASSIGNED AMOUNT

Description: The total amount received which has not been applied to a customer's account.

Field Type: N

Field Length: Real , 12

Entry Allowed by Operator: No

Restrictions: Non-negative

UNIT SELLING PRICE

Description: The price on a line item.

Field Type: N

Field Length: Precision , 6

Entry Allowed by Operator: Yes

Is BLANK Input Allowed? Yes

Default Value if BLANK Input: 0

Edit Allowed After Initial Start-Up: Yes

Restrictions: Non-negative; three decimal places.