

# Solution-IV™ Accounts Receivable



*Version 8.53P*

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Published by:  
Thoroughbred Software International, Inc.  
285 Davidson Ave., Suite 302  
Somerset, New Jersey 08873-4153

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Document Number: AAR8.53PMO1

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# 1 Introduction

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This chapter explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Accounts Receivable features.

The Accounts Receivable and System Integration Flowcharts show how your Accounts Receivable module operates and how it relates to the overall accounting system.

## **Thoroughbred Solutions**

Thoroughbred Software develops and internationally markets software products for small through Fortune 500 sized businesses. Thoroughbred products are true multi-user solutions and are installed at thousands of worldwide sites.

Solving everyday accounting problems has never been a simple task. Thoroughbred Solution-IV Accounting modules are 4GL-based providing the quality and versatility you need to bring your business accounting needs into and through the new millennium. Thoroughbred software is always at the forefront of our industry's rapidly changing technology. Thoroughbred Solution-IV Accounting sets the pace for 4GL-based applications and is a result of more than 25 years of application development and design experience. This product was built using one of the most powerful 4GL-application development environments available today – Thoroughbred OPENworkshop.

OPENworkshop provides a comprehensive set of productivity tools designed to be easy to understand and use. Solution-IV Accounting is built on top of this robust development platform which provides the perfect foundation for construction of a feature rich solution to your accounting problems. The Thoroughbred OPENworkshop development environment makes it easy and practical to customize complex applications.

Thoroughbred Solution-IV Accounting is a completely integrated accounting solution. Each module provides a seamless integration and sharing of common data with each of the other modules.

## **Thoroughbred Solution-IV Accounting: Accounts Receivable**

The Solution-IV Accounts Receivable module is designed to help you manage your customer base and incoming cash flow. Your sales and profit information, and cash receipts are organized into reports that show you what you are selling, how profitable it is, who owes you money, and which sales representatives are making the sales. All of this can be done while saving time and increasing accuracy over doing it manually.

Integrating Solution-IV Accounts Receivable with the Solution-IV General Ledger module can save you even more time by automatically posting directly to the appropriate accounts, thereby eliminating duplicate entries and reducing errors on your financial statements.

Accounts Receivable allows you to enter customer invoices and cash receipts. Invoices and statements may be printed, if desired. You can choose whether to have customers on an open item or balance forward basis. The Aged Trial Balance and Cash Expectation reports give you the control required to make timely collection calls and anticipate incoming cash flow.

The reports and customer sales information are as current as the last update, allowing you to determine easily and quickly each customer's status.

## Accounts Receivable Features

The Thoroughbred Solution-IV Accounts Receivable module is a flexible and complete package for invoicing your customers and tracking your receivables. It is designed to help you manage your customer base and therefore your overall cash flow. The following is a list of highlights and features available in Solution-IV Accounts Receivable.

- A smooth interface with the Solution-IV General Ledger is provided.
- Customer sales history is tracked including such items as last invoice and payment information. It also tracks the number and amount of sales and cash receipts month-to-date, year-to-date, and all of last year.
- Invoice entry handles either manual or automatic invoice numbers. Invoices, credit memos, debit memos, and adjustments are all entered in the same place. Invoices may be printed either on plain white paper or custom invoice forms
- Recurring invoices such as service contracts and contract shipments may be entered once, then processed automatically as required.
- Customers may be processed on either an open item or balance forward basis
- Customer statements may be printed and may optionally include both dunning messages and standard statement messages
- A finance charge sub-system is provided to process past due accounts
- Commissions for sales representatives are tracked based on either all invoices or only paid invoices, and either based on the net invoice or gross profit amount
- Multiple bank accounts may be used for depositing cash receipts
- An Aged Trial Balance may be printed on demand with various sort options. It may optionally include invoice comments, credit comments, and payment history.

Other reports include:

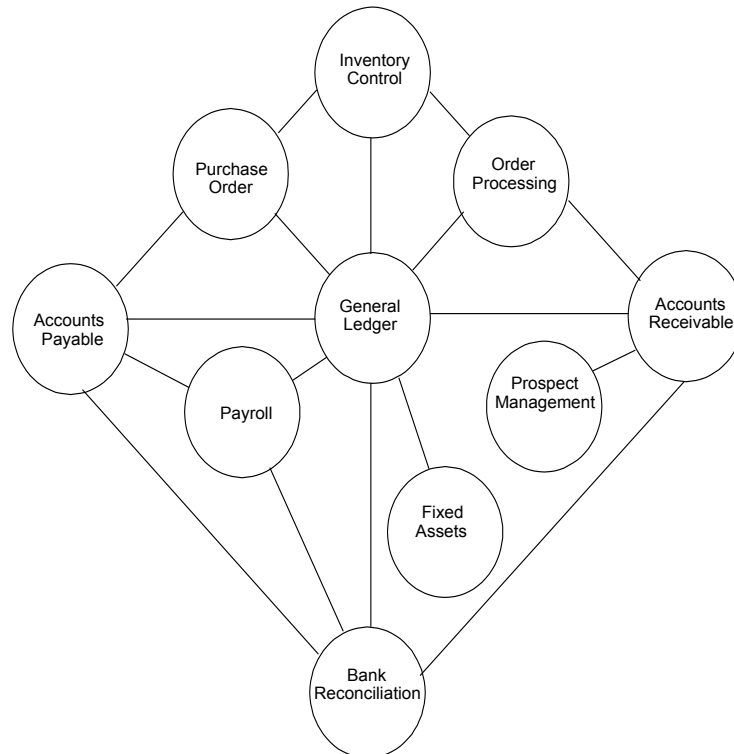
- ◆ Cash Expectations Report to help determine when you will be receiving cash, taking into account discounts, if desired.
- ◆ Sales Tax Report to help you fill out your governmental sales tax returns.
- ◆ Analysis Reports showing sales and profit information by customer, sales representative, and billing code.
- ◆ Accumulation Journals showing invoices and cash receipts over a wide range of dates.
- ◆ Customer Listing is a list of your customers with a wide range of sort and detail options.
- ◆ Customer Labels to print mailing labels, if desired.

All of the preceding features are standard to the Solution-IV Accounts Receivable package. You can customize the system to meet your needs by setting the parameters for such items as what aging categories you use, whether or not you use finance charges, and how you want to post to General Ledger. This is done without making any changes to the programs themselves. If additional modifications are required, Solution-IV is a 4GL-based package that makes customization easy and practical. For additional information, contact your Thoroughbred dealer.

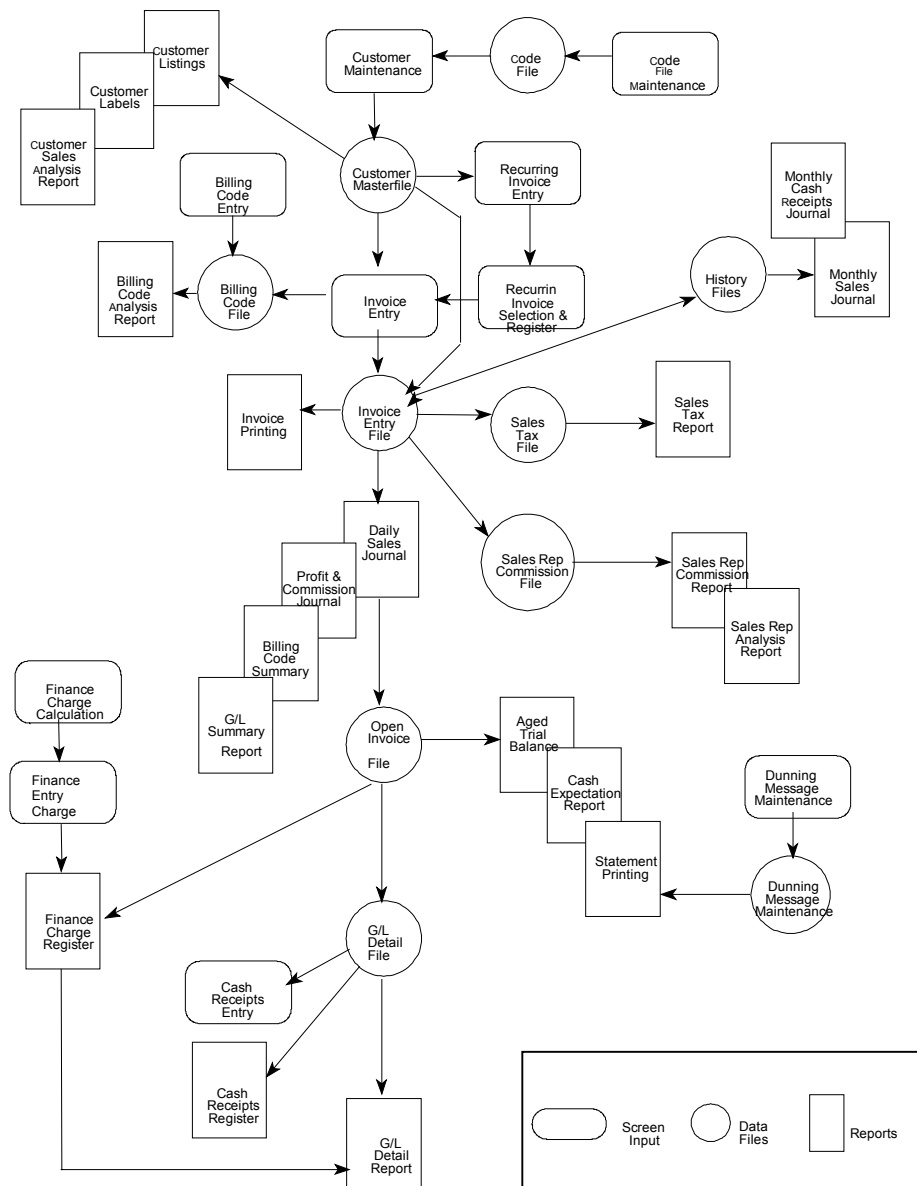
## Thoroughbred Solution-IV Accounting Flowchart

The following System Integration Flowchart diagrams how the various Solution-IV Accounting modules relate to one another.

The Solution-IV Accounts Receivable Flowchart on the following page shows how the various components of Accounts Receivable are related



# Solution-IV Accounts Receivable Flowchart



## **How to Make the Greatest use of this Manual**

### ***Introduction***

With this manual we have created reference material that is easy to read, yet contains all of the information needed to set up and run the Thoroughbred Solution-IV Accounts Receivable system.

This manual introduces you to the capabilities of Solution-IV Accounts Receivable, gives you ideas to help you get started with the initial setup, provides complete processing instructions, and also serves as a reference guide once you are up and running.

### ***Suggested Steps***

In order to make the greatest use of this manual and to provide the easiest transition to your new system, we suggest you complete the following before actually entering your own data into the system.

- **Know how your computer works.** Users who are familiar with the functions of their computer will have an easier time using the system.
- **Read, or at least browse, the entire manual.** Become familiar with the options and capabilities before starting to use the software.
- **Install the system.** Make sure both the programs and demonstration data have been installed on your computer so you can begin looking at the system.
- **Use the demonstration data.** Demonstration data has been provided to allow you to get a look and feel of the operations of the system and reports without using your company's information.
- **Begin using the system.** Use this manual to begin entering and/or converting your information into the Solution-IV Accounting system.
- **Keep the manual handy.** Once you are up and running, you will find the manual helpful as a reference guide. A complete Table of Contents has been provided for your assistance.

## How this Manual is Organized

This manual has been organized to take you through normal Accounts Receivable activity. As a supplement to the day-to-day procedures we have included a brief explanation of accounting theory, an extensive glossary of accounting terms, and several helpful setup ideas and design hints.

### **Chapter 1**

**Introduction**-Explains how the manual is organized and how the manual should be used. It also provides you with an overall view of the Solution-IV Accounts Receivable features. The Accounts Receivable and System Integration flowcharts show how your Accounts Receivable module operates and how it relates to the overall accounting system.

### **Chapter 2**

**Accounts Receivable Menus**-Describes the options available on the Accounts Receivable Main Menu, Customer Maintenance Menu, Code File Maintenance Menu, and Reports Menu.

### **Chapter 3**

**Accounts Receivable Setup**-Explains how to get started with your Accounts Receivable system. This chapter contains all of the options on the Code File Maintenance Menu.

### **Chapter 4**

**Customer Maintenance**-Explains how to use Customer Maintenance to maintain detailed records for each of your customers. Once in Customer Maintenance you can choose from 9 different options to inquire about, maintain information, or change codes for a selected customer.

### **Chapter 5**

**Transaction Processing**-Explains how to enter invoices, cash receipts, and recurring invoices. You will spend the bulk of your time in this section.

### **Chapter 6**

**Accounts Receivable Reports**-Explains how to execute the Accounts Receivable reports.

### **Chapter 7**

**Period End Processing**-Describes the options available during period end processing. They include Finance Charge Processing, Period End Update, and Status Change Update.

### **Glossary**

**Glossary**-Provides a list of terms used in the Solution-IV manuals.

### **Appendices**

**Appendices**-Contain supplemental information which is helpful to the understanding of Solution-IV Accounts Receivable. System conversion is also detailed in the Appendices. Any errors that you may encounter while using the system are also listed and explained in the appendix.

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## 2 Accounts Receivable Menus

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Thoroughbred Solution-IV Accounts Receivable uses options that can be selected from the following menus:

- Accounts Receivable Main Menu
- Customer Maintenance Menu
- Code File Maintenance Menu
- Accounts Receivable Reports Menu

This section gives an overview of each of the individual menu options. A detailed explanation of how to use each option appears in later chapters.

## Accounts Receivable Main Menu

### Introduction

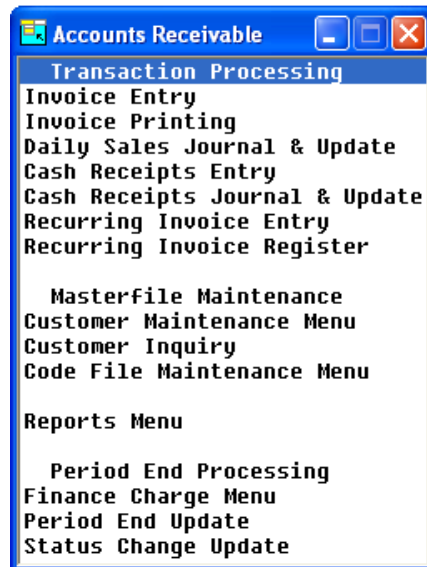
The Thoroughbred Solution-IV Accounts Receivable application is designed to manage your overall cash flow by helping you with invoicing and collections.

With Solution-IV Accounts Receivable you may print invoices, calculate finance charges, and print statements. Customer aging reports and sales history are as current as the last update and allow you to determine quickly and easily the status of each customer.

You will probably be spending the bulk of your time using the options that are found on the Accounts Receivable Main Menu. Transaction processing, customer maintenance, and period end processing are found here along with links to the other Accounts Receivable menus.

### How to Execute

From the Accounting System Master Menu, select **Accounts Receivable**.



## Transaction Entry

### Invoice Entry

This option is used to prepare customer invoices. All invoices, credit memos, debit memos and adjustments are entered here. The majority of your time in the Accounts Receivable application is spent in Invoice Entry.

### Cash Receipts Entry

This option is used to record payments against customer balances. Prepayments are also entered here, along with matching credit and debit memos to outstanding invoices.

### Recurring Invoice Entry

This option is used to maintain a file of invoices that changes little from billing cycle to billing cycle (e.g. rent and service contracts).

## Transaction Reports & Updates

### ***Invoice Printing***

This option prints invoices from the actual information entered in Invoice Entry.

### ***Daily Sales Journals***

This option is a series of audit reports followed by an update. The journals are printed and then checked to verify the validity of the information entered during Invoice Entry. If everything is correct, the update posts the invoice information to the permanent customer, sales history, sales representative and commission files, and the General Ledger files.

### ***Cash Receipts Journal***

This option is an audit report and update. You can print the journal to check the information entered during Cash Receipts Entry. If everything is correct, the update reduces the customer's balance and posts the cash receipts information to the permanent Accounts Receivable and General Ledger files.

### ***Recurring Invoice Register***

This option allows you to select the desired recurring invoices. The register prints to let you verify the invoice selection. The update adds the selected recurring invoices to the invoice entry file where they may be modified or otherwise treated as regular invoices.

## Masterfile Maintenance

### ***Customer Maintenance***

This option is used to maintain detailed records for each of your customers.

For more information, see the Customer Maintenance Menu section of this chapter.

### ***Customer Inquiry***

This option is used to view and/or print basic information about a customer, one customer at a time. The displayed information includes name, sales history, and open invoices. Information cannot be modified in Customer Inquiry.

### ***Code File Maintenance Menu***

This option displays the Code File Maintenance Menu, which is used to maintain the Accounts Receivable parameters and all of the code files (e.g., sales representative codes, term codes, and sales tax codes).

These codes must be set up before entering anything else in the system because Customer Maintenance and Invoice Entry use the code files.

## Reports

### **Customer Masterfile Listing**

This option lists the customer information as entered in Customer Maintenance. You may choose from a wide variety of sort and print options.

### **Customer Label Printing**

This option is used to print address labels based on the information in the customer masterfile.

### **Reports Menu**

This option gives you access to the menu that contains monthly reports.

## Period End Processing

### **Period End Update**

This option should be run at the end of each accounting period after all invoices and deposits have been entered for the period and after all the monthly reports have been run.

- Period End Processing does the following:
- Removes all zero balance invoices from the open invoice file that are older than the date specified in Parameters Maintenance.
- Removes temporary customers (customer type = T) with a zero balance.
- Removes paid commission information.
- Zeros out all month-to-date buckets throughout the Accounts Receivable system, such as in the sales representative files and sales tax files.
- Transfers the year-to-date buckets to the last year buckets and zeros out all year-to-date buckets if you are running year-end processing.

### **Status Change Update**

The Status Change Update processes those customers and/or codes whose status you have flagged as to be changed or deleted. Before the update is initiated, a report is printed allowing you to determine the validity of the requested changes.

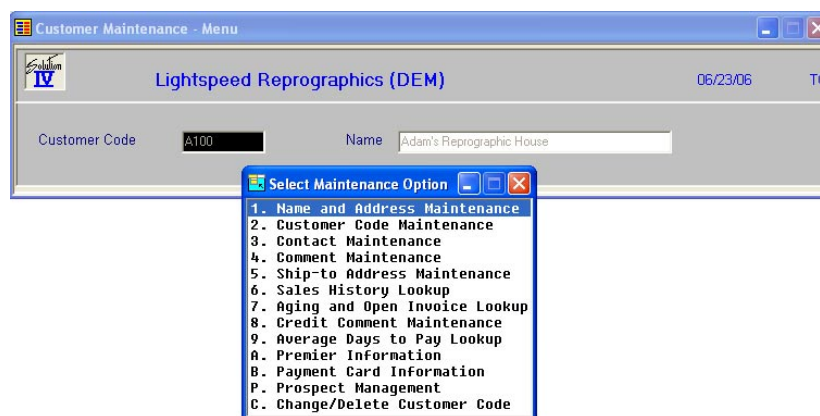
## Customer Maintenance Menu

### Introduction

From this menu you can maintain detailed records for each of your customers. This information includes name and address, customer codes, contacts, comments, ship-to addresses, sales history, and credit comments.

### How to Execute

From the Accounts Receivable Main Menu, select **Customer Maintenance Menu**.



## Customer Options

### Name and Address Maintenance

This option allows you to maintain the customer's name, address, telephone number, alternate sort, and Dun & Bradstreet numbers.

### Customer Code Maintenance

This option allows you to maintain information such as terms code, sales tax information, and statement printing requirements.

### Contact Maintenance

This option allows you to maintain any number of contacts for each customer. Each contact may have a different name, address, telephone number, and FAX number.

### Comment Maintenance

This is a text field where you may maintain notes on telephone conversations or any other information. It is in a free-form format.

### Ship-to Address Maintenance

This option allows you to maintain any number of ship-to addresses for each customer. Each ship-to address may have its own sales representative and sales tax code as well.

### Sales History Lookup

This option contains a variety of sales history information including date of first purchase; date and amount of last purchase; last payment date and amount; and sales, cost of sales, and profit information for the month and year.

***Aging and Open Invoice Lookup***

This option allows you to see the customer's balance and aging information, current as of the last update. You can also view the invoices in the open invoice file along with the associated payments.

***Credit Comment Maintenance***

This option is a free-form text field designed to allow you to enter credit comments. These comments may be printed on the aging report, if desired.

***Average Days to Pay***

This option allows you to see the average number of days this customer took to pay his bills during each month of a given year.

***Premier Information***

This option allows you to enter ARC Premier Account information.

***Payment Card Information***

This option allows you to enter payment card information for this customer that will be used in the POS portion of Order/Invoice Entry.

***Prospect Management***

This option allows you to access the Prospect Management System. From this option, you maintain general prospect information such as name, address, and phone numbers, all of the user-defined fields, alternate contacts, text and tasks as well as print the various reports.

***Change/Delete Customer Code***

This option allows you to change, delete, inactivate, or reactivate the customer. Changes and deletions do not take effect until the Status Change Update is run.

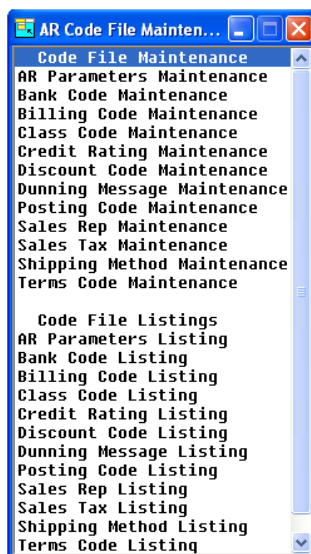
## Code File Maintenance Menu

### **Introduction**

This menu gives you access to the AR Parameters and code files. These codes must be set up before entering anything else in the system, since Customer Maintenance and Invoice Entry use the code files.

### **How to Execute**

From the Accounts Receivable Main Menu, select **Code File Maintenance Menu**.



## System Parameters

### **AR Parameters Maintenance**

This option allows you to customize the Accounts Receivable package to meet the specific needs of your company. Here you are able to state when you pay commissions, what your aging categories are, how to handle finance charges, and whether or not you want to post to General Ledger.

### **AR Parameters Listing**

This report shows what was entered in AR Parameters Maintenance.

## Code File Maintenance

### **Bank Code Maintenance**

This option is used by all Solution-IV applications to maintain a central banking source for all checking and/or deposit accounts. You can set up as many bank codes as required, having at least one code for each bank account from which you write a check or to which you make a deposit. Each bank code may be tied to a separate General Ledger cash account code.

**Billing Code Maintenance**

Billing codes are used to identify your company's products or services when you are not using the Thoroughbred Solution-IV Inventory package. The billing codes are used during Accounts Receivable Invoice Entry and are printed on the invoices. Use the billing codes to do sales analysis. The code contains the standard price, cost and General Ledger account codes.

**Class Code Maintenance**

Class codes allow you to organize both customers and sales representatives into different groups. For example, class codes may be used to distinguish different types of customers or territories. Many of the reports may be sorted using the class code.

**Credit Rating Maintenance**

Credit ratings are used to determine when orders and invoices may be entered for each customer. The credit rating plays a much larger role with Solution-IV Order Processing.

**Discount Code Maintenance**

Discount codes are used in the customer masterfile instead of entering the customer's standard discount rate directly. In this way, if you change your standard discount rate, you need only change it in Discount Code Maintenance, rather than in each customer's file.

**Dunning Message**

Dunning messages are printed on customer statements. You can decide if you want dunning messages to be printed on the statements for each customer. A different message may be entered for each aging category. The message that prints on the statement corresponds with the oldest invoice for that customer.

**Posting Code Maintenance**

Posting codes are used to determine which General Ledger accounts each of the following is posted:

Accounts Receivable	Finance Charge
Sales Tax Payable	Surcharges
Deposits	Discounts Allowed
Freight Income	Writeoffs

Each location, division, or profit center may have its own posting code. Each customer is assigned to a posting code.

**Sales Representative Maintenance**

Sales representative codes are used to record name, address, and commission information for each sales representative. Each customer is assigned to a sales representative. Use sales representative codes to do simple sales analysis.

**Sales Tax Maintenance**

Sales tax codes should be entered for each state, county, and locality for which you need to report sales and sales tax collected. Sales information for taxable sales, non-taxable sales, and sales tax billed is updated automatically from the Sales Journal Update.

**Shipping Method Maintenance**

Shipping method codes are used in Accounts Receivable to print a description of the shipping method used on the invoice.

With Solution-IV Order Processing, shipping methods are used to help you determine the actual shipping cost on a specific invoice based on the total weight.

**Terms Maintenance**

Terms codes are entered for each of the different terms offered to your customers. A terms code is entered for each customer and may be overridden in invoice entry.

<b>Code File Listings</b>
---------------------------

**Bank Code Listing**

This report lists the bank codes entered in Bank Code Maintenance.

**Billing Code Listing**

This report will list the billing codes entered in Billing Code Maintenance. It may be printed for all or a range of billing codes with an option to print all information about each billing code or just the code and description.

**Class Code Listing**

This report lists the class codes entered in Class Code Maintenance.

**Credit Rating Listing**

This report lists the credit rating codes entered in Credit Rating Maintenance.

**Discount Code Listing**

This report lists the discount codes and associated rates entered in Discount Code Maintenance.

**Dunning Message Listing**

This report lists the dunning messages entered in Dunning Message Maintenance.

**Posting Code Listing**

This report lists the posting codes and their associated account codes entered in Posting Code Maintenance.

**Sales Representative Listing**

This report may be printed for all or a range of sales representatives with several different print options (e.g. just name and address, code information, and/or sales history information).

**Sales Tax Listing**

This report lists the sales tax codes entered in Sales Tax Maintenance.

**Shipping Method Listing**

This report lists the shipping methods entered in Shipping Method Maintenance.

**Terms Code Listing**

This report lists the terms entered in Terms Maintenance.

## Accounts Receivable Reports Menu

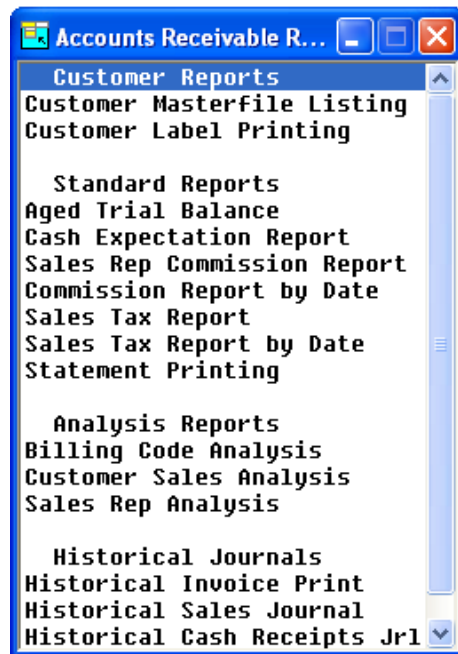
### Introduction

This menu gives you access to the monthly reports.

All of the reports on this menu can be printed at any time. All reports are current as of the last update.

### How to Execute

From the Accounts Receivable Main Menu, select **Reports Menu**.



## Customer Reports

### Customer Masterfile Listing

This is a listing of the customer information as found in Customer Maintenance. You may choose from a variety of sort and print options.

### Customer Label Printing

This function is used to print labels using information from the Customer Masterfile.

## Standard Reports

### Aged Trial Balance

The Aged Trial Balance or aging report provides a detailed list of customer invoices with the remaining invoice balances printed in the appropriate aging column. You are able to select the level of detail you want to see on the report and also the range of customers.

**Cash Expectation Report**

This report is similar to the Aged Trial Balance, but is designed to help you anticipate the date by which invoices are to be paid, allowing you to budget your own outgoing cash flow better. The aging categories may be changed each time the report is printed and you can decide whether or not to assume that discounts are to be taken.

**Sales Rep Commission Report**

This report shows the commissions earned and payable this month for each sales representative. It is important to note that the figures in the report are cleared during period end processing and assumes that the amounts in the commissions payable column are paid each month since they are not carried forward.

The report uses the Accounts Receivable parameters to determine whether to pay commissions on paid invoices or all invoices. Information by sales representative determines how commission is paid, based either on net sales or gross profit.

**Commission Report by Date**

This report shows the commissions earned and payable for a specific date range for each sales representative. The figures in this report are gathered from the OP history files and the amounts will not reflect deleted history.

**Sales Tax Report**

This report is useful for filling out your governmental sales tax returns. Taxable and non-taxable sales for each sales tax code are printed along with the sales tax billed and any variance from what should have been billed. Like the sales representative commissions, these figures are cleared during period end processing.

**Sales Tax Report by Date**

This sales tax report is based on a user input date range and is calculated by gathering data from the Order Processing history files.

**Statement Printing**

Statements provide your customers with a summary of their purchase activity for the month, a list of outstanding invoices, and the balance due. Dunning messages can be printed on the statements.

**Analysis Reports****Billing Code Analysis**

This report prints the month-to-date, year-to-date, and last-year sales and profit information for each billing code. Because the report may be sorted by month-to-date, year-to-date, or last-year sales, the report provides a means for determining which items provide your highest sales volumes.

**Customer Sales Analysis**

This report prints the month-to-date, year-to-date, and last-year sales and profit information for each customer. Because the report may be sorted by month-to-date, year-to-date, or last-year sales, the report provides a means for determining which customers provide your highest sales volumes.

**Sales Rep Analysis**

This report prints the month-to-date, year-to-date, and last-year sales, profit and commission information for each sales representative. Because the report can be sorted by month-to-date, year-to-date, or last-year sales, the report provides a means for determining which sales representatives provide the highest sales volumes.

<b>Historical Journals</b>
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**Historical Invoice Print**

This program prints invoices from the information posted to the Accounts Receivable invoice history file.

**Historical Sales Journal**

These reports are similar to the sales journals printed after each batch of invoices are entered, except that they print for a range of dates, customers, and/or invoices. If printed monthly, the reports are a recreation of the entire month's sales.

**Historical Cash Receipts Journal**

This report prints all of the deposits entered into the system for a specified range of dates, customers, or bank codes. If printed monthly, the report is a recreation of all the cash receipts journals entered during the month, sorted by bank code and deposit date.

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# **3      Accounts Receivable Setup**

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This chapter explains how to design and set up your Accounts Receivable

It also explains how to perform code file maintenance setup ideas that should help you decide what information you need to gather and how you should enter it into your new system.

You will want to modify these ideas to fit your particular company.

## AR Parameters Maintenance

### Introduction

The parameters allow you to customize the Accounts Receivable package to meet the specific needs of your company. Here you may state how you pay commissions, what your aging categories are, how to handle finance charges, and whether or not you want to post to General Ledger.

**Note:** The parameters must be set up before entering anything else into the system.

### How to Execute

From the Code File Maintenance Menu, select **AR Parameters Maintenance**.

The screenshot shows the 'AR Parameters Maintenance' window for 'Lightspeed Reprographics (DEM)' dated 02/11/05. The window is divided into several sections with various input fields and checkboxes:

- Posting Information:**
  - Post distributions to General Ledger? ☒ Y
  - Post sales using GL Account from posting code? ☒ Y
  - Post cost of sales and inventory to General Ledger? ☐ N
  - Post sales tax by posting code or sales tax code
- Reporting Information:**
  - Pay commissions on all invoices or paid invoices
  - Number of days to retain paid invoices
  - Next invoice number
- Aging Categories:**
  - Age by invoice or due date
  - Age by day or month
  - If days, age by Current  Days  Days  Days  Days
- Other Information:**
  - Save deleted invoices?
  - Display cost in invoice entry? ☒ Y
  - Pre-printed invoice forms?
  - Pre-printed statement forms?

### Description of Fields

#### Post distributions to General Ledger?

You may choose not to make any posting to General Ledger from Accounts Receivable. This normally would not be the case, except when you are initially entering invoices into the system.

- Y** Posts invoices and checks to General Ledger during the sales journal, cash receipts, and finance charge updates.
- N** Makes no postings outside the Accounts Receivable system.

#### Post sales using GL Account from posting code?

- Y** Allows you to post your sales to different General Ledger accounts based on the customer's posting code.
- N** Posts to the exact accounts set up in Billing Code Maintenance.

**Post cost of sales and inventory to General Ledger?**

- Y** Debits the cost of sales and credits inventory for each item sold. You should only do this if you do not have a separate inventory system.
- N** Does not post the cost of sales and inventory to the General Ledger.

**Post sales tax by posting code or sales tax code**

- P** Uses the account entered in Posting Code Maintenance when posting to the sales tax payable account in General Ledger.
- S** Uses the account entered in Sales Tax Code Maintenance when posting to the sales tax payable account in General Ledger.

**Pay commissions on all invoices or paid invoices**

You have the option of paying commissions when the invoice is sent or waiting until the invoice is paid as follows:

- A** Indicates that commissions are payable at the time the invoice is entered into the system.
- P** Indicates that commissions are payable only after the invoice has been paid.

**Number of days to retain paid invoices**

Enter the number of days you wish to keep paid invoices in the system. This feature allows you to keep a number of invoices on file so you can see payment history on the aging report and on-line in Customer Masterfile Maintenance and/or Inquiry.

Period end processing clears all invoices that have been paid for at least the number of days you enter here.

*Examples:*

- ◆ If you enter 100 here, all invoices that were paid 100 or more days ago are cleared during period end processing.
- ◆ If you enter 0, all paid invoices are cleared from the file during period end processing.
- ◆ If you enter 999, invoices are never cleared from the file during period end processing.

**Next invoice number**

Enter the next number you would like to use for the invoice number here. This is accessed by pressing, **F8** for the invoice number during Invoice Entry.

**Age by invoice or due date**

On your Aged Trial Balance you have the option of aging by the invoice date or the invoice due date as follows:

- I** Ages by the invoice date.
- D** Ages by the invoice due date.

**Age by day or month**

You may choose to print your aging report by day or by month. Aging by days is the most common approach. Enter the days by which to age in the next field as follows:

**D** Ages by days.

**M** Ages by month.

If you age by month, please note that if an invoice is dated 9/30/05, it falls into the one-month column on 10/1/05. If you age by days and your first aging bucket is 30 days, the same invoice does not fall into that column until 10/31/05.

**If days, age by**

Enter the number of days you wish to have as aging buckets. The default is 30, 60, 90, and 120, but you may enter any numbers you like, as long as the numbers increase with each bucket.

**Save deleted invoices?**

You have the option of saving invoices that you entered in Invoice Entry and deleted before the update. This option is useful if you are using automatic invoice numbering and do not want any gaps on your Sales Journal.

**Y** Saves deleted invoices for printing on the sales journals.

**N** Does not save deleted invoices.

**Display cost in invoice entry?**

This feature prevents the display of an item's cost during Invoice Entry. This is important if you wanted to prevent the entry operator from seeing the cost of an item.

**Y** Displays the cost.

**N** Does not display the cost.

**Pre-printed invoice forms?**

Invoices may be printed on plain white paper, logo paper, or on pre-printed forms as follows:

**Y** Prints invoices on pre-printed forms. It does not print your company name or any headings. Forms may be ordered using the forms brochure provided with this manual.

**N** The system automatically prints all headings needed to print invoices on plain paper, including your company name and address.

**L** Logo paper has your company name and address information preprinted on the form. The system will still print all other headings as if you were using plain paper.

**Pre-printed statement forms?**

Statements may also be printed on plain white paper, logo paper, or on pre-printed forms as follows:

**Y** Prints statements on pre-printed forms. It does not print your company name or any headings. Forms may be ordered using the Forms brochure provided with this manual.

- N** The system automatically prints all headings needed to print statements on plain paper, including your company name and address.
- L** Logo paper has your company name and address information preprinted on the form. The system will still print all other headings as if you were using plain paper.

When you have finished answering all questions on the screen, the following screen will automatically be displayed:

AR Parameters Maintenance - 2

**Lightspeed Reprographics (DEM)** 02/11/05 TA

**Finance Charge Information**

Finance charge method: **N**

Aging category to calculate finance charges: [dropdown]

Include unpaid finance charges in calculation? [checkbox]

Default monthly finance charge rate: .00 %

Minimum balance for finance charge calculation: .00

Minimum finance charge: .00

Include finance charges in customer balance? **N**

**Inquiry Options**

Access to customer comments in Customer Inquiry: [dropdown]

Access to credit comments in Customer Inquiry: [dropdown]

#### Finance charge method

There are three methods of calculating finance charges as follows:

- F** Finance charges are a fixed dollar amount no matter how much the customer owes.
- P** Finance charges are a percentage of the outstanding balance past due.
- N** The finance charge system is not used.

#### Aging category to calculate finance charges

Enter **A**, **1**, **2**, **3**, or **4** to indicate which aging category you consider invoices to be overdue enough to warrant a finance charge. If your aging categories are 30, 60, 90, 120 and you enter a **2** here, the finance charge is based on the sum of the invoices falling into the 60, 90, and 120 buckets. If you enter **A**, finance charges will be calculated based on the sum of all invoices.

#### Include unpaid finance charges in calculation?

- Y** Compounds finance charges.
- N** Bases finance charges only on invoices, credit memos and debit memos. Outstanding finance charges are not included.

#### Default monthly finance charge rate

Enter the default finance charge rate or amount. Please note that for customers being charged this rate, you should not make an entry in their customer masterfile. That way if you change your standard finance charge rate, you do not need to change it for all customers, only those with a special rate.

*Example:* If you charge 1.5% per month, enter 1.50.

**Minimum balance for finance charge calculation**

In order to calculate a finance charge, the customer's overdue balance must be at least this amount.

**Note:** If you enter 0 here, a finance charge will be calculated even if the overdue amount is \$0.01.

**Minimum finance charge**

If you chose to calculate finance charges based on a percentage of the outstanding balance, enter the smallest amount you want to charge.

*Example:* If the system calculates a finance charge of \$1.87 and the minimum you have here is \$2.50, the customer will receive a finance charge of \$2.50.

If you are using a fixed charge, enter the standard finance charge amount.

**Include finance charges in customer balance?**

This parameter determines whether or not finance charges will be included in any customer display.

- Y** Show finance charges.
- N** Do not show finance charges.

**Note:** Finance charges are always shown on statements.

**Access to customer comments in Customer Inquiry**

This field controls what access the operator has to the customer comments while in Customer Inquiry as follows:

- C** Allows the operator to read and change or add to the customer comments.
- I** Allows the operator only to read the customer comments.
- N** Does not give the operator any access to the customer comments while in Customer Inquiry.

**Access to credit comments in Customer Inquiry**

This field controls what access the operator has to the credit comments while in Customer Inquiry as follows:

- C** Allows the operator to read and change or add to the credit comments.
- I** Allows the operator only to read the credit comments.
- N** Does not give the operator any access to the credit comments while in Customer Inquiry.

**Exit the Screen**

When you are finished, you are automatically returned to the AR Code File Maintenance Menu.

## AR Parameters Listing

### Introduction

This report shows the information entered in AR Parameters Maintenance.

### How to Execute

From the Code File Maintenance Menu select **AR Parameters Listing**.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the AR Code File Maintenance Menu.

## Bank Code Maintenance

### Introduction

All Solution-IV applications use this function to define different bank accounts. A different bank code must be set up for each checking or deposit account you use. Accounts Payable, Payroll, and Accounts Receivable all have access to the same bank codes. The results tie together in General Ledger and Bank Reconciliation.

### How to Execute

From the Code File Maintenance Menu, select **Bank Code Maintenance**.

### Description of Fields

#### Bank Code

Enter up to two alphanumeric characters for the bank code. The system uses this code to select the proper General Ledger cash or deposit account to use when entering cash receipts.

*Example:* BA—Bank of America - checking  
AX—America Express - deposit account

#### Description

Enter up to 40 alphanumeric characters to describe the bank code.

#### GL Account No

Enter the General Ledger account code to which this bank code should post. Each bank code should post to a unique General Ledger account code.

**Bank Acct. No**

Enter up to 15 alphanumeric characters for your bank account number. This field is optional and for internal use only.

**Status**

The status field is used to hold the current status of every masterfile record as follows:

- **Active**            The field is blank. This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**        This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**        This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**        This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished maintaining bank codes, press **F4** from the bank code field to return to the AR Code File Maintenance Menu.

## Bank Code Listing

**Introduction**

This report lists the bank codes entered in Bank Code Maintenance.

You should print the Bank Code Listing whenever you make any changes or additions to the bank codes to check for accuracy. You should then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Bank Code Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Billing Code Maintenance

### Introduction

Billing codes are used to identify your company's products or services when you are not using Thoroughbred Solution-IV Inventory Control. The billing codes are used during Accounts Receivable Invoice Entry and are printed on the invoices. Simple sales analysis is done by billing code. The code contains the standard price, cost and General Ledger account codes.

The billing codes are not true substitutes for inventory items, nor does the system have many of the features of a full inventory control system. For example, no quantities-on-hand are kept and only standard cost is computed (instead of LIFO, FIFO, etc.).

### How to Execute

From the Code File Maintenance Menu, select **Billing Code Maintenance**.

	Month to Date	Year to Date	Last Year
Sales	109.45	208.95	0.00
Cost of Sales	33.00	63.00	0.00
Quantity Sold	11.00	21.00	0.00

### Description of Fields

#### Billing Code

Enter up to 22 alphanumeric characters for the billing code. Billing codes may be thought of as inventory items or other items or services that you sell. You should put a lot of thought into a system for defining your billing codes.

*Example:* SUN-26-10S-RED = Red Sunshine, 26 inch, 10 speed bike

#### Description

Enter up to 35 alphanumeric characters to describe the billing code.

#### Comment Only Code?

**Y** The system does not ask for any quantities, prices, etc. in Invoice Entry. These are useful for standard comments or messages that you may use during invoicing.

**N** Assumes this is a regular, salable item with a price associated with it.

**Override Description?**

- Y** Allows you to change the billing code description during Invoice Entry.
- N** Does not allow you to change the description.

**Calculate Commissions?**

Do you normally pay commissions on this item? No matter what your answer, if necessary, it may be overridden in Invoice Entry.

- Y** Calculates commissions on this item.
- N** Does not automatically calculate commissions on this item.

**Calculate Discount?**

Do you normally allow a trade discount when you sell this item? You may override your answer in Invoice Entry.

- Y** Calculates a trade discount on this item. The default trade discount rate is in the customer file, but may be overridden on the Invoice Entry summary screen.
- N** Does not calculate a trade discount on this item.

**Calculate Sales Tax?**

Do you normally charge sales tax on this item? You may override your answer in Invoice Entry.

**Note:** If the customer has a resale number, sales tax is not calculated on the entire invoice, no matter what you enter here.

- Y** Calculates sales tax on this item.
- N** Does not calculate sales tax on this item. A typical example of a non-taxable item is labor.

**Unit of Measure**

Enter up to four alphanumeric characters representing the unit of measure for this billing code.

*Examples:* Each or Hrs or Case or Lbs

**Sales Account****Returns Account****Cost of Sales Account****Inventory Account**

Enter the various General Ledger account codes to which you wish to post when you sell this billing code.

You must enter a valid General Ledger account code in each of these fields.

If this particular billing code is not an inventory item (such as labor), you can either enter the same account for cost of sales and inventory or be sure to enter a standard cost of 0.00 - either way, no posting to cost of sales or inventory will result.

If you want to post your sales, returns, and cost of sales by posting code, enter a valid General Ledger account here and then enter the location or department in Posting Code Maintenance. The details of this substitution are explained in Posting Code Maintenance.

### **Standard Price**

Enter the standard sales price of this item. This price may be overridden in Invoice Entry.

### **Standard Cost**

Enter your standard cost for this item. This figure is used when calculating the gross profit for both sales analysis and commission, so it should be as accurate as possible. If the next field contains a Y, this cost may be overridden during Invoice Entry.

### **Override Standard Cost?**

**Y** Allows you to change the cost of the billing code during Invoice Entry.

**N** Always uses the cost of the item entered above.

### **Status**

The status field is used to hold the current status of every masterfile record as follows:

- Active** This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

### **Sales**

These fields contain the dollar amount of sales for this billing code month-to-date, year-to-date, and last year.

### **Cost of Sales**

These fields contain the cost of sales which has been calculated for this billing code month-to-date, year-to-date, and last year.

### **Quantity Sold**

These fields contain the quantity sold of this billing code month-to-date, year-to-date, and last year.

### **Exit the Screen**

When you are finished maintaining billing codes, press **F4** from the billing code field to return to the Code File Maintenance Menu.

## Billing Code Listing

### Introduction

This report will list the billing codes entered in Billing Code Maintenance. It can be printed for all or a range of billing codes and with varying amounts of detail.

Print the Billing Code Listing whenever you make any additions or changes to the billing codes to check for accuracy. You should then file the listing as part of your permanent records.

### How to Execute

From the Code File Maintenance Menu, select **Billing Code Listing**.

The screenshot shows a software window titled "Billing Code Listing" for "Lightspeed Reprographics (DEM)". The window contains a "Detail Options" section with five checkboxes, all of which are checked (Y): "Print standard prices?", "Print standard costs?", "Print misc options?", "Print sales amounts?", and "Print GL accounts?". Below this is a checkbox for "Print Selected Billing Codes?" which is unchecked (N). At the bottom, there are two text input fields: "From Code" containing "BW811SS" and "To Code" containing "TKS". The window's title bar includes standard minimize, maximize, and close buttons. The window title itself is "Lightspeed Reprographics (DEM)" and the top right corner shows the date "02/11/05" and the user "TA".

### Description of Fields

#### Print standard prices?

**Y** Prints the standard sales price of the billing codes.

**N** Does not print prices.

#### Print standard costs?

**Y** Prints your standard cost of the billing codes.

**N** Does not print costs.

#### Print misc options?

**Y** Prints the miscellaneous options such as override information, commission information, and unit of measure.

**N** Does not print the other options.

**Print sales amounts?**

- Y** Prints the sales and cost history information.
- N** Does not print sales and cost history.

**Print GL accounts?**

- Y** Prints the General Ledger accounts on the report.
- N** Does not print the General Ledger accounts.

**Print Selected Billing Codes?**

- Y** Allows you to select individual billing codes to print.
- N** Allows you to enter a range of billing codes.

If you enter **N**, the system prompts:

**From Code**  
**To Code**

Enter the first and last billing codes you wish to print. Press **Enter** twice to select the first and last billing codes in the system.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Class Code Maintenance

**Introduction**

Class codes allow you to organize customers into different groups to distinguish different types of customers or territories, or to make any grouping that you want. You are allowed several different types of class codes, because each customer may have two different class codes.

**How to Execute**

From the Code File Maintenance Menu, select **Class Code Maintenance**.

**Description of Fields****Class Code**

Enter up to six alphanumeric characters for the class code.

*Example:* RETAIL — Retail/Cash Customer

**Description**

Enter up to 35 alphanumeric characters to describe the class code.

**Status**

The status field is used to hold the current status of every masterfile record as follows:

- Active**            This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**        This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**        This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**        This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished, press **F4** from the class code field to return to the Code File Maintenance Menu.

**Class Code Listing****Introduction**

This report lists the class codes as they were entered in Class Code Maintenance. Print the Class Code Listing whenever you make any additions or changes to the class codes to check for accuracy. You should then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Class Code Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Credit Rating Maintenance

### Introduction

Credit ratings are used to determine when orders and invoices may be entered for each customer.

### How to Execute

From the Code File Maintenance Menu, select **Credit Rating Maintenance**.

### Description of Fields

#### Credit Rating Code

Enter up to six alphanumeric characters for the credit rating code.

*Example:* GOOD = Good customer

#### Desc

Enter up to 35 alphanumeric characters to describe the credit rating code.

#### Allow Order Entry under which circumstances

The Order Entry fields are applicable only if you are using the Solution-IV Order Processing module.

##### If over credit limit?

**Y** Allows entry of new orders even if the customer is over his or her credit limit.

**N** Does not allow entry if the customer is over his or her credit limit.

##### If under credit limit?

**Y** Allows entry of new orders if the customer is under his or her credit limit.

**N** Does not allow order entry even if the customer is under his or her credit limit.

**Allow or restrict terms?**

Use of the Allow or Restrict Terms feature enables you to force a customer to utilize certain terms, such as C.O.D. only.

- A** Allows entry of new orders only if the terms code for this order is included in the next field.
- R** Restricts entry of new orders if the terms code for this order is included in the next field.

Press **Enter** to indicate no restrictions based on terms code.

**Terms**

Enter up to 15 individual terms codes to be allowed or restricted if the customer uses this credit rating code.

**Restrict if balance is x or more in or past aging category**

Orders and invoices can be restricted based on a combination of the outstanding balance and the aging category in which the invoices are now due.

*Example:* If you enter \$1000 and aging category 2 (60 days), if the customer has a total of \$1200 due in the 2, 3, & 4(60, 90, and 120 days) categories, you would not be able to enter the order/invoice. If they have \$999 due 59 days ago, the order/invoice will be allowed to be entered.

Enter the balance over which the customer will not be able to enter an order/invoice when using this credit rating code.

**Allow Invoice Entry under which circumstances**

The following fields work with both the Solution-IV Accounts Receivable and Order Processing modules. If you enter invoices into the system only after a product has shipped, you will want to be very liberal here since the restrictions placed would not be logical if the customer has already received the goods or services.

**If over credit limit?**

- Y** Allows entry of invoices even if the customer is over his credit limit.
- N** Does not allow Invoice Entry if the customer is over the credit limit.

**If under credit limit?**

- Y** Allows Invoice Entry if the customer is under his credit limit. This is usually Y unless you are going to allow or restrict by terms code.
- N** Does not allow Invoice Entry even if the customer is under his credit limit.

**Allow or restrict terms?**

- A** Allows entry only if the terms code for this invoice is included in the next field
- R** Restricts entry if the terms code for this invoice is included in the next field.

Press **Enter** to indicate no restrictions based on terms code.

**Terms**

Enter up to 15 individual terms codes to be allowed or restricted if the customer uses this credit rating code.

**Restrict if balance is x or more in or past aging category**

This field works the same as for orders described on the previous page.

**Status**

The status field is used to hold the current status of every masterfile record as follows:

- Active** This record may be used anywhere, anytime. This is the normal case.
- I - Inactive** This record may be used by those records already using it, but may not be added to new records.
- D - Deleted** This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished, press **F4** from the credit rating code field to return to the Code File Maintenance Menu.

**Credit Rating Listing****Introduction**

This report lists the credit rating codes as entered in Credit Rating Maintenance. You should print the Credit Rating Listing whenever you make any additions or changes to the codes to check for accuracy and then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Credit Rating Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Discount Code Maintenance

### Introduction

Discount codes are used in the customer masterfile instead of entering the customer's standard discount rate directly. In this way, if you change your standard discount rate, you need only change it here, rather than in each customer file.

### How to Execute

From the Code File Maintenance Menu, select **Discount Code Maintenance**.

### Description of Fields

#### Discount Code

Enter up to six alphanumeric characters for the discount code.

*Example:* 10 for a 10% discount STNDRD for a standard 10% discount

#### Description

Enter up to 35 alphanumeric characters for the description of the discount code.

#### Percentage

Enter the discount rate associated with this discount code. This rate may be overridden in Invoice Entry, for that invoice only.

*Example:* 10.00 for a 10% discount

#### Status

The status field is used to hold the current status of every masterfile record as follows:

- |                     |   |
|---------------------|---|
| <b>Active</b>       | This record may be used anywhere, anytime. This is the normal case.   |
| <b>I - Inactive</b> | This record may be used by those records already using it, but may not be added to new records.   |
| <b>D - Deleted</b>  | This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.  |
| <b>C - Changed</b>  | This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well. |

### Exit the Screen

When you are finished, press **F4** from the discount code field to return to the Code File Maintenance Menu.

## Discount Code Listing

### Introduction

This report lists the discount codes and associated rates entered in Discount Code Maintenance. You should print the Discount Code Listing whenever you make any additions or changes to the discount codes to check for accuracy. You should then file the listing as part of your permanent records.

### How to Execute

From the Code File Maintenance Menu, select **Discount Code Listing**.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Dunning Message Maintenance

### Introduction

Dunning messages are printed on customer statements. A different message may be entered for each aging category. The message that prints on the statement corresponds with the oldest invoice for that customer. You can decide if the dunning messages are printed on the statements for each customer.

### How to Execute

From the Code File Maintenance Menu, select **Dunning Message Maintenance**.

Oldest Inv	Dunning Message
Current	Thank you for paying promptly!
Over 30	Your account is overdue. Please pay promptly. If our statement and your payment have crossed in the mail, Tanks!
Over 60	Your account is really overdue. Please pay promptly before your credit rating is affected. Thank you!
Over 90	Your Credit rating with our company is about to be seriously affected. Please pay promptly to keep you good reputation.
Over 120	You no longer have available credit with our company. To avoid court action, please pay the balance due immediately!!

**Description of Fields**

**Dunning Message**

Enter up to two lines of 60 alphanumeric characters each, for each aging category. Dunning messages may be printed at the bottom of customer statements. The message that prints changes based on which aging category the oldest invoice falls into. The wording of the messages normally gets stronger with each aging category.

**Exit the Screen**

Once the dunning messages are correct, you are returned automatically to the Code File Maintenance Menu.

<b>Dunning Message Listing</b>
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**Introduction**

This report lists the messages as they were entered in Dunning Message Maintenance. Print the Dunning Message Listing whenever you make any changes to the dunning messages to check for accuracy and then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Dunning Message Listing**.

**Report**

After selecting a printed or displayed copy you will be automatically to the Code File Maintenance Menu.

## Posting Code Maintenance

### Introduction

Posting codes are used to determine to which General Ledger accounts each of the following is posted: Accounts Receivable, Sales Tax Payable, Customer Deposits, Freight Income, Finance Charge Income, and Discounts Allowed

Each customer is assigned to a posting code. You can have as many posting codes as required for your particular needs, but you must set up at least one.

### How to Execute

From the Code File Maintenance Menu, select **Posting Code Maintenance**.

The screenshot shows the 'AR Posting Code Maintenance' window. The title bar reads 'AR Posting Code Maintenance'. The window content has a header with 'Lightspeed Reprographics (DEM)', the date '06/28/06', and the user 'T8'. Below the header, there are two main input fields: 'Posting Code' and 'Description'. Underneath, there are several sections of accounts with corresponding input fields:

- Asset Accounts**: Accounts Receivable
- Liability Accounts**: Sales Tax Payable, Deposits
- Income Accounts**: Freight Income, Finance Charges, Surcharges
- Cost of Sales Accounts**: Discounts Allowed, Writeoffs

At the bottom, there are fields for 'Post Sales and Cost to Department', 'Location', and a 'Status' dropdown menu.

### Description of Fields

#### Posting Code

Enter up to six alphanumeric characters for the posting code.

*Example:* WEST = Western Region Customers

#### Description

Enter up to 35 alphanumeric characters to describe the posting code.

#### Accounts Receivable

#### Sales Tax Payable

#### Deposits

#### Freight Income

#### Surcharges

#### Finance Charges

#### Discounts Allowed

#### Writeoffs

These accounts are standard accounts that are posted to automatically from the sales journal update, cash receipts update, and finance charge update. Each invoice is assigned to a posting code and the appropriate account is selected, based on what is entered here. You must be sure to enter a valid General Ledger account code for each field.

**Post Sales and Cost to Department/Location**

The standard sales and cost of sales accounts are actually entered in Billing Code Maintenance, however an entry to either of these fields causes sales and cost of sales to be broken down even further as follows:

If the sales account in the billing code is 400-00 and you enter 01 for location, invoices assigned to this posting code would actually post to 400-01. You can break down your sales significantly by using this feature, so it is worth spending some time planning your design.

**Status**

The status field is used to hold the current status of every masterfile record as follows:

- Active**            This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**        This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**        This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**        This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished, press **F4** from the posting code field to return to the Code File Maintenance Menu.

## Posting Code Listing

**Introduction**

This report shows the posting codes and their associated General Ledger account codes entered in Posting Code Maintenance. You should print the Posting Code Listing whenever you make any additions or changes to the posting codes to check for accuracy. You should then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Posting Code Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Sales Rep Maintenance

### Introduction

Sales representative codes are used to record name, address, and commission information for each sales representative. Each customer is assigned to a sales representative. Simple sales analysis is also done by sales representative

### How to Execute

From the Code File Maintenance Menu, select **Sales Rep Maintenance**.

	Month to Date	Year to Date	Last Year
Commissionable Sales	945,244.56	947,547.66	0.00
Commissionable Profit	708,006.40	709,048.50	0.00
Net Commission Amount	66,167.13	66,328.36	0.00

### Description of Fields

#### Sales Rep Code

Enter up to six alphanumeric characters for the sales representative code. Each sales representative should have his or her own code. You should also set up a "house account."

*Example:* JNE for John Nathaniel Elkinson

#### Name

Enter up to 35 alphanumeric characters for the sales representative's name.

#### Address

Enter up to two lines of 35 alphanumeric characters each for the sales representative's street address and/or P.O. Box.

#### City

Enter up to 25 alphanumeric characters for the city.

#### State

Enter up to two alphanumeric characters for the state abbreviation.

**ZIP Code**

Enter up to ten alphanumeric characters for the ZIP code. If you want any punctuation, you must enter it yourself.

*Example:* 08875-1234or08875

**Country**

Enter up to two alphanumeric characters for the country code, if desired.

**Phone**

Enter up to ten digits for the sales representative's phone number. Do not add any punctuation, the system will add it automatically.

*Example:* 8005551234 is redisplayed as 800 555-1234.

**Ext**

Enter up to five alphanumeric characters for the sales representative's extension, if applicable.

**FAX**

Enter up to 18 alphanumeric characters for the sales representative's FAX number. If you want any punctuation, you must add it yourself.

**Class Code**

Enter up to six alphanumeric characters for the class code. The class code is optional.

**Standard Commission**

Enter the sales representative's standard commission rate. This rate may be overridden in Invoice Entry.

**Calculate Commission on Net Invoice or Gross Profit?**

Enter one of the following:

- N**      Calculates commissions based on the net sale (total sales subject to commission less any trade discounts).
- G**      Calculates commissions based on the gross profit (total sales subject to commission less any trade discounts less cost of sales subject to commission).

**Special Table?**

- N**      Do not apply special table commissions for item codes that are marked for special table.
- Y**      Apply special table commissions.

**Status**

The status field is used to hold the current status of every masterfile record as follows:

- Active**      This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**      This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**      This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.

**C – Changed** This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

#### **Commissionable Sales**

These fields contain net sales for this sales representative by month-to-date, year-to-date, and all of last year.

#### **Commissionable Profit**

These fields contain the gross profit for this sales representative by month-to-date, year-to-date, and all of last year.

#### **Net Commission Amount**

These fields contain the commissions payable to the sales representative month-to-date, year-to-date and all of last year.

#### **Exit the Screen**

When you are finished, press **F4** from the sales rep code field to return to the Code File Maintenance Menu.

## **Sales Rep Listing**

#### **Introduction**

This report lists the sales representatives entered in Sales Rep Maintenance. It can be printed for all or a range of sales representatives with several different print options (e.g., name and address, code information, and/or sales history information). To check for accuracy, print the Sales Rep Listing whenever you make any additions or changes to the sales representative codes. You should then file the listing as part of your permanent records.

#### **How to Execute**

From the Code File Maintenance Menu, select **Sales Rep Listing**.

**Description of Fields**

**Print Address & Phone?**

**Y** Prints the address and phone number of the sales representative.

**N** Prints the sales representative's code and name only.

**Print Commission Info?**

**Y** Prints commission rate and sales history information.

**N** Does not print commission rate and sales history information.

**Print Selected Sales Reps?**

**Y** Allows you to select individual sales representatives to print.

**N** Allows you to enter a range of sales representatives.

If you enter **N**, the system prompts:

**From Sales Rep**

**To Sales Rep**

Enter the first and last sales representatives for whom you wish to print the report. Press

**Enter** twice to select the first and last sales representatives in the system.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Sales Tax Maintenance

### Introduction

Sales tax codes should be entered for each state, county and locality for which you need to report sales and sales tax collected. Sales information for taxable sales, non-taxable sales, and sales tax billed is updated automatically from the invoices. You may post each sales tax code to a different General Ledger account code

Since each invoice must have a sales tax code, it is also useful to define a code for customers in states for which you have no reporting requirements.

### How to Execute

From the Code File Maintenance Menu, select **Sales Tax Maintenance**.

### Description of Fields

#### Sales Tax Code

Enter up to six alphanumeric characters for the sales tax code.

*Examples:* CA            California  
                  BART       California in the BART District  
                  OS          Out of State

#### Description

Enter up to 35 alphanumeric characters to describe the sales tax code.

#### Freight Taxable?

Under some conditions in some states freight is taxable. If freight is taxable sometimes, but not others, you will need to define more than one sales tax code for the same state.

**Y**        Calculates sales tax on taxable sales plus freight.

**N**        Calculates sales tax on taxable sales only.

**GL Account**

You have the option of posting sales tax to the General Ledger by posting code or sales tax code by setting the flag in the AR Parameters Maintenance. If you will post by posting code, this field will be skipped and multiple sales tax codes may post to the same account code

If you are posting sales tax to the General Ledger by sales tax code, enter a valid General Ledger account code here.

**Tax Percent**

Enter the sales tax percent for this code.

**Note:** If you are at the county or local level, enter the rate for that level, not the rate for that level plus the state amount.

*Examples:* CA            California 6%  
                  BART       California in the BART district.5%

**Added Tax Codes**

Enter up to eight additional tax codes that must be added to this sales tax code in order to calculate the total tax.

*Example:* If you were entering the tax code BART, for the California/BART district tax, you would have entered only .5 percent above. Now enter the sales tax code for California (in this example - CA) and 6.00 percent displays automatically. When complete, the total sales tax for the California/BART district is calculated to be 6.500 percent.

**Status**

The status field is used to hold the current status of every masterfile record as follows:

- **Active**      This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**      This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**      This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**      This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

**Exit the Screen**

When you are finished, press **F4** from the sales tax code to return to the Code File Maintenance Menu.

## Sales Tax Listing

### Introduction

This report lists the sales tax codes entered in Sales Tax Maintenance. You should print the Sales Tax Listing whenever you make any additions or changes to the sales tax codes to check for accuracy. You should then file the listing as part of your permanent records.

### How to Execute

From the Code File Maintenance Menu, select **Sales Tax Listing**.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Shipping Method Maintenance

### Introduction

Shipping method codes are used in Accounts Receivable to print a description of the shipping method used on the invoice.

If you are planning not to use Solution-IV Order Processing, it is not necessary to enter values in the Shipping Amount Table only the Shipping Method and Description are needed.

With Order Processing, shipping methods are used for the description and also to help you estimate the actual shipping costs on a specific invoice, based on the total weight

### How to Execute

From the Code File Maintenance Menu, select **Shipping Method Maintenance**.

Shipping Method Maintenance

**Solution IV** Lightspeed Reprographics (DEM) 06/28/06 T8

Shipping Method: TRUCK Description: Our Truck

Weight greater than	But not more than	Amount	+ per lb
	9999	.000	.000
		.000	.000
		.000	.000
		.000	.000
		.000	.000
		.000	.000
		.000	.000
		.000	.000
		.000	.000
		.000	.000
		.000	.000

Surch %: 0 Status: [dropdown]

**Description of Fields****Shipping Method**

Enter up to six alphanumeric characters for the shipping method.

*Example:* FEDX1 = Federal Express— Priority One

**Description**

Enter up to 35 alphanumeric characters to describe the shipping method.

**Shipping Amount Table**

If you are planning not to use Order Processing, it is not necessary to enter values in the Shipping Amount Table.

Each line in the Shipping Amount Table contains the following four fields. When you complete one line of the table, the cursor moves to the beginning of the next line.

To exit the table, press **Enter** or enter **9999**, at the "But not more than" field. After you enter the values for this line, the cursor will move to the Status field.

**Weight greater than**

The values in this field are calculated automatically by the system; you cannot enter anything in this column. The first value in this column is zero and the subsequent values are based on the value entered into the "But not more than" field.

**But not more than**

Enter the highest weight allowed for this category of weight. To exit the table, press **Enter** or enter **9999**, at this field. After you complete the remaining fields in this line, the cursor will move to the Status field.

**Amount**

Enter the lowest amount payable for this weight category.

**+ Amount per pound**

Enter the amount charged per pound for this weight category over and above the base amount.

**Surch %**

Enter the percentage of surcharge to apply to orders/invoices when this shipping method is used.

**Status**

The status field is used to hold the current status of every masterfile record as follows:

- |                     |   |
|---------------------|---|
| <b>- Active</b>     | This record may be used anywhere, anytime. This is the normal case.   |
| <b>I - Inactive</b> | This record may be used by those records already using it, but may not be added to new records.   |
| <b>D - Deleted</b>  | This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.  |
| <b>C - Changed</b>  | This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well. |

**Exit the Screen**

When you are finished, press **F4** from the shipping method field to return to the Code File Maintenance Menu.

## Shipping Method Listing

**Introduction**

This report lists the shipping method codes as entered in Shipping Method Maintenance. You should print the Shipping Method Listing whenever you make any additions or changes to the shipping method codes to check for accuracy. You should then file the listing as part of your permanent records.

**How to Execute**

From the Code File Maintenance Menu, select **Shipping Method Listing**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

## Terms Maintenance

**Introduction**

Terms codes are entered for each of the different terms offered to your customers. A terms code is entered for each customer and may be overridden in Invoice Entry.

The terms code determines the invoice due date, discount due date, and discount amount for each invoice. During invoice processing, the invoice due date, discount due date, and discount amounts are automatically calculated.

**How to Execute**

From the Code File Maintenance Menu, select **Terms Maintenance**.

AR Terms Code Maintenance

Lightspeed Reprographics (DEM) 02/11/05 TA

Terms Code: 30 Description: Net 30 Days

Invoice Terms

Due ""In x days"" or ""On the xth"" or ""Cash only""

Number of days before invoice is due OR Day of month due 30

Discount Terms

Due ""In x days"" or ""On the xth""

Number of days discount is allowed OR Day of month due

Discount percentage .00 %

Specific invoice due date [REDACTED]

Status [REDACTED]

**Description of Fields****Terms Code**

Enter up to two alphanumeric characters for the terms code.

*Example:* 02 might be the code for "2% 10 days, Net 30 days"

**Description**

Enter up to 35 alphanumeric characters to describe the terms code.

**Due "in x days" or "On the xth" or "Cash only"**

Invoices can be specified as being due in a certain number of days, on a specified day in the following month, or cash only as follows:

- I**      The invoice will be due in a specified number of days.
- O**      The invoice will be due on a specified day of the next month.
- C**      The invoice must be paid in cash.

**Number of days before invoice is due or day of month due**

Enter the number of days before the invoice is due; if the terms specify the invoice is going to be due "on the xth," enter the day of the month.

*Hint:* If the terms are "due on the last day of the month", enter 31 here. The system will then calculate the appropriate due date based on the number of days in the month.

*Examples:* If the terms are 2% 10 Days, Net 30, enter 30. If the terms are Due on the 10th, enter 10.

**Due "In x days" or "On the xth"**

Enter one of the following:

- I**      The invoice is due IN a specified number of days.
- O**      The invoice is due ON a specific day of the month or due on the last day of the month.

**Number of days discount is allowed or day of month due**

Enter the number of days before the discounted invoice is due; if the discount terms are going to be "on the xth," enter the day of the month. If discount terms are not offered, press **Enter**.

*Examples:* If the terms are 2% 10 Days, Net 30, enter 10. If the terms are 1% on the 15th, Net 30, enter 15.

**Discount percentage**

Enter the discount percentage being offered to the customer.

*Example:* If the terms are "2% 10 Days, Net 30," enter 2.00

**Specified invoice due date**

Use of this field allows you to set a specified due date for a group of invoices. This is especially useful in a seasonal business where an entire batch of invoices might not be due until 3/31/05 if purchased from November 2003 through January 2004.

Enter the date invoices using this terms code will be due. If this date is blank, the due date will be determined by the terms entered above.

### **Status**

The status field is used to hold the current status of every masterfile record as follows:

- Active**            This record may be used anywhere, anytime. This is the normal case.
- I - Inactive**       This record may be used by those records already using it, but may not be added to new records.
- D - Deleted**       This record is scheduled for deletion by the Status Change Update. In order to delete a record, it must not be in use anywhere in Solution-IV.
- C - Changed**       This record is scheduled to be changed to a new code or combined with an existing code by the Status Change Update. If changing anything with history associated with it, the history is transferred as well.

### **Exit the Screen**

When you are finished, press **F4** from the terms code field to return to the Code File Maintenance Menu.

## **Terms Listing**

### **Introduction**

This report lists the terms entered in Terms Code Maintenance. Print the Terms Listing whenever you make any additions or changes to the terms codes to check for accuracy. You should then file the listing as part of your permanent records.

### **How to Execute**

From the Code File Maintenance Menu, select **Terms Listing**.

### **Report**

After selecting a printed or displayed copy, you will be returned automatically to the Code File Maintenance Menu.

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# 4 Customer Maintenance

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This chapter describes the options that are available from the Customer Maintenance Menu. Customer Maintenance options include:

- Name and Address Maintenance
- Customer Code Maintenance
- Contact Maintenance
- Comment Maintenance
- Ship-to Address Maintenance
- Sales History Lookup
- Aging and Open Invoice Lookup
- Credit Comment Maintenance
- Average Days to Pay Lookup
- Premier Information
- Payment Card Information
- Prospect Management
- Change/Delete Customer Code

This chapter also details how to use Customer Inquiry to look at selected customer data. Only comments may be modified in Customer Inquiry.

## How to Design Customer Codes

### **Introduction**

The Solution-IV Accounts Receivable module allows you to assign up to ten alphanumeric characters for the customer code.

Since customer codes are used to identify all Accounts Receivable transactions, it is important that you use a consistent method for identifying customers. Use numbers, letters or a combination of both. We strongly recommend that you do not use special characters such as ( ~ ) or ( ^ ).

Your design of the customer code will affect how you "call up" information on your customers and how the customers are organized. For example, when printing any report in Accounts Receivable, customers appear alphabetically by customer code on the report.

The following is a list of three suggested types of numbering methods:

### **Numbers Only**

The numbers-only method is the fastest method when using the numeric keypad. It is best suited for companies with a large number of customers.

Using the numbers-only method, the system automatically right-justifies the number and fills the spaces to the left with zeros. To access the customer, you do not need to enter the leading zeros, only the number itself.

*Example:* If you enter 101 the system displays 0000000101.

The system automatically adds the zeros to keep customers in numerical order, otherwise you might end up with the customers printing as follows:

1,10,100,101,11,110,111,12,2,20,200

### **Numbers and Letters**

This combination method allows customer codes to be assigned easily, and groups customers by the first letter in their name. You may want to use the first few characters of the customer name followed by a four-digit number or code. This method is well suited for large and small companies alike.

*Example:* A0010 or AC001

### **Letters Only**

This method allows simple identification of the customer by looking at the name. You may want to use some form of the customer's name, or abbreviate the customer's name. This method is practical only if you have a small number of customers, because the more customers you have the harder it is to assign a unique customer code. The advantage of this method is that it may be easier to identify a customer using only the code.

*Example:* ACME

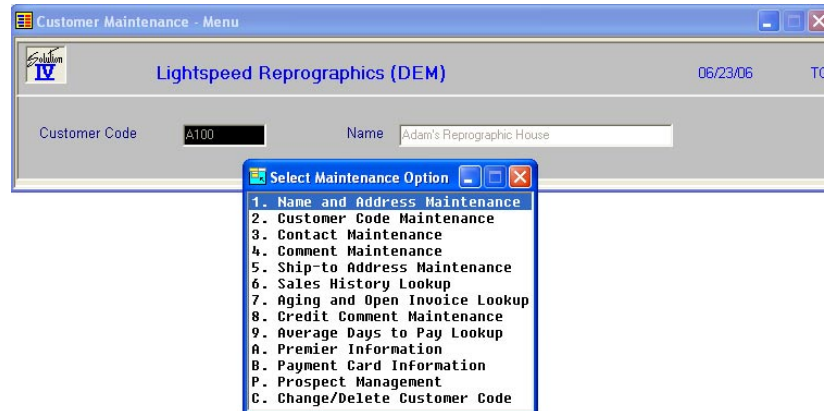
## Customer Maintenance

### Introduction

This function is used to maintain detailed records for each of your customers.

### How to Execute

From the Accounts Receivable Main Menu, select **Customer Maintenance**. The system displays the screen and positions the cursor at the Customer Code prompt.



To perform any of the options in Customer Maintenance, you must first enter a customer code.

### Description of Fields

#### Customer Code

Enter up to ten alphanumeric characters for the customer code you wish to maintain. To add a new customer, enter a new customer code, and the system automatically takes you through the first two maintenance options: Name and Address, and Customer Code Maintenance.

The following customer codes are reserved as follows:

<b>CASH</b>	Used only in cash receipts to record cash received to non-invoices, such as a refund from UPS.
<b>DEFAULT</b>	If you create customer DEFAULT, all customers added thereafter will have their fields set to however you define DEFAULT. This can save you time.
<b>DELETED</b>	Reserved for invoices that have been deleted, but the parameters indicate that you want to save deleted invoices.

## Name and Address Maintenance

### Introduction

This option allows you to maintain the customer's name, main address, telephone number, and a few other pieces of information that will rarely change.

### How to Execute

From the Customer Maintenance screen, select **1. Name and Address Maintenance**. If you entered a new customer code, you will enter this screen automatically.

The screenshot shows a software window titled "Customer Maintenance - Name & Address" for "Lightspeed Reprographics (DEM)". The window contains various input fields for customer information. The "Customer Code" is "H001" and the "Name" is "High Mountain Engineering". The "Address" is split into two lines: "1153 Valley Road" and "Shop Rite Plaza". The "City" is "Bedminster", "State" is "NJ", and "ZIP Code" is "07787". The "Contact" is "Joy Applegate", "Phone" is empty, "Ext" is empty, "Telex" is empty, "FAX" is "732-560-1534", and "Email" is "jim@tbred.com". There are also checkboxes for "DUNS", "SIC Code", "Alt Sort", "Vendor Ref", "PO Req'd", "Bill Cycle", "Order print pref", and "Invoice print pref". On the right side, there are dropdown menus for "Print Statements?", "Print Dunning Messages?", "Statement Cycle", "Print Invoices?", "Calculate Finance Charges?", "Override Fin Chrg Rate", and "Open Item or Balance Fwd".

### Description of Fields

#### Name

Enter up to 35 alphanumeric characters for the customer name.

#### Address

Enter up to two lines of 35 alphanumeric characters each for the customer's street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

This address, along with the city, state, and ZIP code fields, is used for the bill-to address on invoices and the statement address.

#### City

Enter up to 25 alphanumeric characters for the city.

#### State

Enter up to two alphanumeric characters for the state abbreviation.

#### ZIP Code

Enter up to ten alphanumeric characters for the ZIP code. If you want any punctuation in this field, you must enter it yourself.

*Example:* 08765-1234or08765

**Country**

Enter up to two alphanumeric characters for the country abbreviation, if desired. You will probably only use this field for international customers.

**Contact**

Enter up to 20 alphanumeric characters for the main contact at this customer. Additional contacts may be entered in Contact Maintenance.

**Phone**

Enter up to ten digits for the customer's main phone number. Do not add any punctuation, because the system will add it automatically. Additional phone numbers may be entered in Contact Maintenance and Ship-to Address Maintenance.

*Example:* 8005551234 is re-displayed as 800 555-1234.

**Ext**

Enter up to five alphanumeric characters for the extension of your main contact at this customer.

**Telex**

Enter up to 18 alphanumeric characters for the telex number of this customer. If you want punctuation, you must enter it yourself.

*Example:* 910-3808-394

**FAX**

Enter up to 18 alphanumeric characters for the FAX number of the main contact. More FAX numbers may be entered in Contact Maintenance and Ship-to Maintenance. If you want the FAX number to have punctuation, you must enter it yourself.

*Example:* (732) 560-1594

**Email**

Enter up to 60 characters for the customer email address.

**DUNS**

Enter up to ten alphanumeric characters for the Dun & Bradstreet number or another credit code if desired.

**SIC Code**

Enter up to 12 alphanumeric characters, with punctuation, for the SIC code, also from Dun & Bradstreet. This code is assigned to describe the type of business.

**Alternate Sort**

Enter up to ten alphanumeric characters for use as an alternate sort for this customer. Several reports may be printed using the alternate sort.

**Vendor Ref**

Enter up to ten alphanumeric characters for the vendor reference. This is how the customer refers to you and is for your reference only.

**PO Required?**

This flag indicates whether or not a Purchase Order number is required from this customer when he places a sales order.

**Y** Customer is required to give you a purchase order number.

**N** Customer does not utilize purchase order numbers.

**Def – Default Purchase Order Number**

Enter up to 15 characters for this customer's default PO number.

**Bill Cycle**

Enter up to 2 characters to designate the project billing cycle. Project invoices may be printed using selected billing cycles. In this manner you could group customer who you wish to send invoices weekly and those to whom you send invoices monthly using cycles W and M, for example.

**Retail Inv – Retail Invoices?**

This flag is used to indicate whether or not a retail invoice will be printed for this customer in Order Processing. A retail invoice is a copy of a regular invoice that uses the suggested retail price on each line.

**Y** Retail invoices may be printed.

**N** Retail invoices may not be printed.

**Order Print Pref – Order delivery preference?**

You may enter the customer's preference for the receiving of orders from you.

**P** Hard Copy

**E** E-mail as .tif

**A** Email as Adobe

**F** Fax

**Invoice Print Pref**

You may enter the customer's preference for the receiving of invoices from you.

**P** Hard Copy

**E** E-mail as .tif

**A** Email as Adobe

**F** Fax

**Print Statements?**

**Y** Prints statements for this customer.

**N** Does not print statements for this customer.

**Print Dunning Msgs?**

You will only get to this field if you want statements for this customer.

- Y** Prints the appropriate dunning message at the bottom of the statement.
- N** Does not print dunning messages on statements to this customer.

**Statement Cycle**

You will only get to this field if you want statements for this customer. Enter up to two alphanumeric characters to designate the statement cycle. Statements may be printed using selected statement cycles.

In this manner you could group those customers who you wish to send statements weekly and those to whom you send statements monthly using cycles WK and MO, respectively.

**Print Invoices?**

This option is used to indicate whether or not to print invoices when printing statements. This will only be used when using FormsCreator to print statements and invoices.

- N** Do not print invoices when printing statements.
- A** Print all invoices for this customer when printing statements.
- O** Print only open invoices for this customer when printing statements.

**Calc Finance Charges?**

- Y** Calculates finance charges for this customer during the automatic finance charge calculation.
- N** Does not calculate finance charges for this customer.

**Override Finance Charge Rate**

If you wish to use the default finance charge rate entered in AR Parameter Maintenance, leave this field blank or zero, otherwise enter one of the following:

- The percentage you wish to charge (if finance charges are calculated as a percentage of the balance).
- The fixed amount you wish to charge (if finance charges are defined as a fixed amount).

**Open Item or Bal Fwrd**

- O** All open invoices show on statements and on the aging report.
- B** Only invoices in the current month show on statements and the aging report.

**Exit the Screen**

If you are adding a new customer, you will automatically be placed in the Customer Code Maintenance screen.

When you are finished maintaining names and addresses, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

## Customer Code Maintenance

### Introduction

This option allows you to maintain information such as terms code, sales tax information, statement printing requirements, sorts, etc.

### How to Execute

From the Customer Maintenance screen, select **2.Customer Code Maintenance**. If you are adding a new customer, you will automatically come to this screen after finishing the Name and Address Maintenance screen.

The screenshot shows a software window titled "Customer Maintenance - Codes" for "Lightspeed Reprographics (DEM)". The window contains a form with the following fields and values:

- Customer Code: A100
- Name: Adam's Reprographic House
- Credit Limit: 0
- Resale Number: (blank)
- Expire Date: (blank)
- Def Ship-to: (blank)
- Truck Route: (blank)
- Min Inv Amt: .00
- Credit Rating: GOOD
- Discount Code: 000000
- Shipping Method: TRUCK
- Terms Code: 30
- Sales Rep Code: HOUSE
- Sales Tax Code: NJ
- Posting Code: 000010
- Class 1: (blank)
- Class 2: (blank)
- Allow Contracts?: Y
- Allow Backorders?: Y
- Allow Alt Items?: Y
- Def Inv Address: (blank)
- Def Warehouse: (blank)
- Display Reg Comm?: N
- Break Type: (dropdown)
- Price Level: (dropdown)
- Price Class: (blank)
- Product Min?: N
- Project Req?: N
- Deposit Req?: N

### Description of Fields

#### Credit Limit

Enter the amount of the customer's credit limit. This field and the credit rating determine whether Order and Invoice Entry are allowed for this customer. If the customer has no credit limit, leave this field blank.

#### Resale #

Enter up to 20 characters for the customer's resale number. If the customer has a resale number, no sales tax is charged. The resale number also may be entered or removed during Invoice Entry for a particular invoice.

#### Expire Date

Enter the date this resale number expires. If this is not applicable for your state, leave the field blank. If the number has expired, a warning is displayed during Order or Invoice Entry.

#### Def Ship-to

Enter a valid "ship to" address code to which product is usually shipped to this customer.

#### Truck Route

Enter up to six characters for standard truck route to be used when shipping orders to this customer. This field is used to pre-fill the truck route field in Order Entry.

**Min Inv Amt**

Enter the minimum invoice amount for this customer. If you enter zero, the OP Parameter minimum invoice amount will be applied to this customer. If you have an OP Parameter minimum invoice amount but do not want this customer to have a minimum invoice amount, enter .01 here.

**Allow Contracts?**

This field is only used if using Solution-IV Order Processing.

**Y** Allows contracts.

**N** Does not allow contracts.

**Allow Backorders?**

This field is only used if using Solution-IV Order Processing.

**Y** Allows backorders.

**N** Does not allow backorders.

**Allow Alternate Items?**

This field is only used if using Solution-IV Order Processing.

**Y** Allows an alternate item to be substituted if the original item is out of stock.

**N** Does not allow entry of alternate items.

**Def Inv Addr**

Enter a valid "ship to" address code for the address to which the invoice should be sent. This is useful if the invoice and the statement go to different locations. If they go to the same place, this field may be left blank and both will be sent to the "bill to" address.

**Def Warehouse**

If you are using Solution-IV Order Processing and normally ship to this customer from a specific warehouse, enter that warehouse code here. You also have the option of entering different warehouses on each ship-to address for this customer, if applicable.

If both of these fields are left blank, the items will ship from either the default warehouse for your company, or the standard warehouse for the item being shipped, if applicable.

**Display Reg Comm**

This flag is used to determine whether to display regular comments when selecting or changing a customer code on an OP quote, order, invoice, or AR invoice.

**Y** Display customer's regular comment

**N** Don't display customer's regular comment

**Break Type**

The break type is used with Order Processing to determine which level to use in the price break when pricing an item as follows:

**Blank** Uses the standard level.

**A** Use the customer price level entered in the next field.

**B** Uses the price level entered in the next field to determine the minimum price level.

**C** Uses the price level entered in the next field to determine the maximum price level.

**Price Level**

Enter blank or 0-9 to determine the customer's price level in the price break file. It is used in conjunction with the break type, above.

**Price Class**

Enter a valid class code to be used as the customer price class when determining which price break to use in Order Processing. See the Order Processing manual for more information on price breaks.

**Product Min?**

This flag is used to indicate whether or not a product minimum charge will be applied for this customer's orders and invoices.

**Y** The product minimum charge will be applied.

**N** The product minimum charge will not be applied.

**Project Req'd?**

This flag is used to indicate whether or not a project code must be assigned to this customer's orders and invoices.

**Y** Project is required.

**N** Project is not required.

**Deposit Req'd?**

You may require a deposit to be received for OP orders for this customer.

**Y** A deposit is required.

**N** A deposit is not required.

**Credit Rating**

Enter a valid credit rating code. The credit rating code is used by Accounts Receivable Invoice Entry to determine whether Invoice Entry is allowed and by Solution-IV Order Processing to determine whether or not an order or an invoice may be entered.

**Discount Code**

Enter a valid discount code. Discount codes are used to set the trade discount percentage for each customer. Entering codes instead of rates makes changing the standard percentage rate easier by eliminating individual customer file maintenance.

**Shipping Method**

Enter a valid shipping method. Shipping methods are used mainly in Solution-IV Order Processing but must be set up here for the descriptions to print on the invoices, even if you are only using Accounts Receivable.

**Terms Code**

Enter valid terms code. It is used to determine the invoice due date, the discount due date, and the discount amount during Invoice Entry

**Sales Rep Code**

Enter a valid sales representative code for the sales representative responsible for this customer.

**Sales Tax Code**

Enter a valid sales tax code. The sales tax code is used to calculate the sales tax in Invoice Entry.

**Posting Code**

Enter a valid posting code. Posting codes are used to define various standard accounts such as accounts receivable and sales tax payable in the General Ledger.

**Class 1****Class 2**

Enter one or two valid class codes. Class codes are used as a means of classifying your customers.

***Exit the Screen***

When you are finished maintaining customer code information, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

## Contact Maintenance

### Introduction

This option allows you to maintain any number of contacts for each customer. Each contact may have a different name, address, telephone number, and FAX number.

These contacts are entered for your own reference.

### How to Execute

From the Customer Maintenance screen, select **3. Contact Maintenance**.

Customer Maintenance - Contacts

Lightspeed Reprographics (DEM) 02/11/05 TA

Customer Code H001 Name High Mountain Engineering

Contact Code SUSAN

Common Name Susie Jones

Full Name Susan H. Jones

Title Ms.

Position Sales Representative

Address 18743 Beekman Avenue  
P.O. Box 387

City Hillsborough

State NJ ZIP Code 08876 Country

Phone 201 555-9389 Ext

FAX 201 555-9393

Telex

Email

### Description of Fields

#### Contact Code

Enter up to six alphanumeric characters for the contact code.

*Example:* SHJ = Susan H. Jones

#### Common Name

Enter up to 35 characters for the name that you normally use when talking to this contact. This is the line where a nickname would be appropriate.

*Example:* Susie Jones

#### Full Name

Enter up to 25 characters of the formal first name of this contact. You should not use nicknames here.

*Example:* Susan H. Jones

#### Middle Initial:

Enter the middle initial of the contact, followed by a period, if desired.

*Example:* H.

**Last Name:**

Enter up to 30 characters for the last name of this contact.

Example: Jones

**Title**

Enter up to four alphanumeric characters for the title of this contact.

*Examples:* Mr., Mrs., Dr., or Miss

**Position**

Enter up to 30 alphanumeric characters describing the position this contact holds in his or her company.

*Examples:* President or Sales Representative

**Address**

Enter up to two lines of 35 alphanumeric characters each for the contact's street address and/or P.O. Box. Do not enter the city, state or ZIP code information on either of these lines.

**City**

Enter up to 25 alphanumeric characters for the city.

**State**

Enter up to two alphanumeric characters for the state abbreviation.

**ZIP Code**

Enter up to ten alphanumeric characters for the ZIP code. If you want punctuation, you must add it yourself.

*Example:* 08875-1234or08875

**Country**

Enter up to two alphanumeric characters for the country abbreviation, if desired.

**Phone**

Enter up to ten digits for the telephone number of this contact. Do not add any punctuation.

*Example:* 8005551234 is redisplayed as 800 555-1234.

**Ext**

Enter up to five alphanumeric characters for the extension where this contact may usually be found.

**FAX**

Enter up to 18 alphanumeric characters for the FAX number of this contact, if any. If you want any punctuation, you must enter it yourself.

*Example:* (732) 560-1594

**Telex**

Enter up to 18 alphanumeric characters for the telex number of this contact, if any. If you want any punctuation, you must enter it yourself.

*Example:* 910-3808-394

**Email**

Enter up to 60 characters for the customer contact's email address.

**Exit the Screen**

When you are finished maintaining customer contacts, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen. You may also print the Customer Contact Listing as described in the following section.

**Customer Contact Listing**

If you want to print a listing of your contacts, press **F9** from the customer code field and you will see the following prompt:

**Report Multi-record inquiry**

Select **Report**.

You will see a screen with the following options:

**Print Address/Phone**

You have the option of printing the report with just names or all of the contact information.

**Y** Prints all the information found in Customer Contact Maintenance on the report.

**N** Just prints customer, contact and description.

**Print Selected Customers?**

**Y** Allows you to select individual customers whose contacts you wish to see on the report.

**N** Allows you to enter a range of customers.

If you enter **N**, the system prompts:

**From Customer****To Customer**

Enter the first and last customer codes in the range that you wish to print, or press **Enter** twice to print all customers.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to Customer Contact Maintenance.

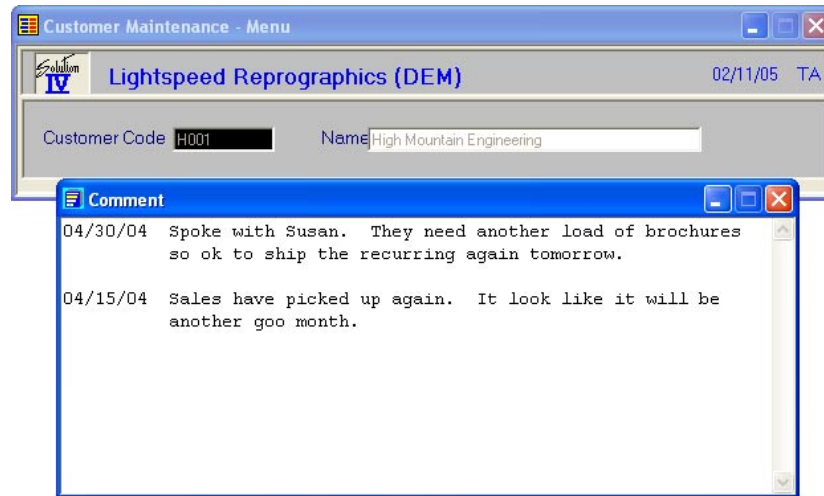
## Comment Maintenance

### Introduction

This option is a text field where you may maintain notes on telephone conversations or any other information. It is in a free-form format.

### How to Execute

From the Customer Maintenance screen, select **4. Comment Maintenance**.



### Description of Fields

#### Comment

Use the standard text editing keys for your specific terminal to add lines to the text field (e.g., Line Insert, Line Delete, Character Insert, Character Delete, Page Up, Page Down).

**Note:** If you use the comment field to record phone conversations or other dated notes, we suggest that you put the most recent notes at the top by using **Line Insert**.

When you have completed your comments, press **F4** and you will receive the following prompt:

#### Save text (Y/N)?

**Y** Saves any changes or additions to the comment.

**N** Allows you to leave the comment in the form it was in when started.

### Exit the Screen

When you are finished maintaining customer comments, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

## Ship-to Address Maintenance

### Introduction

This option allows you to maintain any number of ship-to addresses for each customer. Each ship-to address may have its own sales representative code and sales tax code. Ship-to address may be printed on invoices and labels.

### How to Execute

From the Customer Maintenance screen, select **5. Customer Ship-to Address Maintenance**.

The screenshot shows a software window titled "Customer Maintenance - Ship-to Addresses". The window has a header bar with the company name "Lightspeed Reprographics (DEM)", the date "06/28/06", and the user "TB". The main area contains a form with various fields for customer information. The fields are organized into two columns. The left column includes "Customer Code" (A100), "Ship-to Code" (1235A), "Name" (Adam's Reprographic House), "Address" (100 Main Street), "City" (Anytown), "State" (MO), "ZIP Code" (54555), "Country", "Contact" (Adam), "Phone" (800 555-3233), "Ext", "FAX", "Email", "Sales Tax Code" (NJ), "Sales Rep Code" (HOUSE), "Shipping Meth" (TRUCK), "Default Whse", "Price Class", "Customer Pickup?", and "Truck Route". The right column includes "Name" (Adam's Reprographic House), "Address" (100 Main Street), "City" (Anytown), "State" (MO), "ZIP Code" (54555), "Country", "Contact" (Adam), "Phone" (800 555-3233), "Ext", "FAX", "Email", "Sales Tax Code" (NJ), "Sales Rep Code" (HOUSE), "Shipping Meth" (TRUCK), "Default Whse", "Price Class", "Customer Pickup?", and "Truck Route".

### Description of Fields

#### Ship-to Code

Enter up to six alphanumeric characters for the ship-to code.

#### Name

Enter up to 35 alphanumeric characters for the name of the customer at this address. The name and remaining fields on this screen default to the customer's main name and address. This will save you time because you only need to change the lines that are different.

#### Address

Enter up to two lines of 35 alphanumeric characters each for the customer's street address and/or P.O. Box number. Do not enter the city, state or ZIP code information on either of these lines.

#### City

Enter up to 25 alphanumeric characters for the city.

#### State

Enter up to two alphanumeric characters for the state abbreviation.

**ZIP Code**

Enter up to ten alphanumeric characters for the ZIP code. If you want punctuation in the ZIP code, you need to enter it yourself.

*Example:* 08875 or 08875-1234

**Country**

Enter up to two alphanumeric characters for the country abbreviation, if desired.

**Contact**

Enter up to 20 alphanumeric characters for the name of the contact at this location.

**Phone**

Enter up to ten digits for the phone number at this location, if any. Do not enter any punctuation, because it will be added automatically by the system.

*Example:* 8005551234 redisplay as 800 555-1234.

**Ext**

Enter up to five alphanumeric characters for the extension of the contact at this location.

**FAX**

Enter up to 18 alphanumeric characters for the FAX number at this location. If you want punctuation you must enter it yourself.

*Example:* (732) 560-1594

**Email**

Enter up to 60 characters for the customer's ship-to email address.

**Sales Tax Code**

Enter the sales tax code for this location. This is the sales tax code that is used by the Invoice Entry program. Each ship-to address can have its own sales tax code.

**Sales Rep Code**

Enter the sales representative code for the sales representative responsible for this location. This is the sales representative that is used by the Invoice Entry program. Each ship-to address can have its own sales representative but defaults to the sales representative code entered in Customer Code Maintenance.

**Shipping Meth**

Enter a valid shipping method representing the shipping method normally used when shipping to this address.

**Default Whse**

If you are using Solution-IV Order Processing and normally ship to this customer ship-to address from a specific warehouse, enter that warehouse code here.

**Price Class**

This field is used in Order Processing in conjunction with the item price class to determine which price break to use when pricing items.

The Item Price Class plus the Customer Price Class together make up the key to the Price Break file.

**Customer Pickup?**

You have the option of indicating that this is a customer pickup ship to code. If that is the case, in order or invoice entry the store code will be used to gather any override codes that have been selected. If this is not a pickup ship to code then the store code will not be used for gathering override codes with one exception being the posting code.

**Y** This is a pickup ship to code. Use the store code overrides.

**N** This is not a pickup ship to code.

**Truck Route**

Enter the standard truck route to be used when this customer's orders are shipped. This field is used to pre-fill the truck route field in Order Entry.

**Exit the Screen**

When you are finished maintaining ship-to addresses, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen. You may also print the Ship-to Address Listing as described in the following section.

**Ship-to Address Listing**

If you want to print a listing of your ship-to addresses, press **F9** from the customer code field and you will see the following prompt:

**Report Multi-record inquiry**

Select **Report**

You will see a screen with the following options:

**Print Address/Phone**

You have the option of printing the report with just names or all of the ship-to information.

**Y** Prints all the information found in ship-to address maintenance on the report.

**N** Just prints customer, ship-to address and description.

**Print Selected Customers?**

**Y** Allows you to select individual customers whose ship-to addresses you wish to see on the report.

**N** Allows you to enter a range of customers.

If you enter **N**, the system prompts:

**From Customer  
To Customer**

Enter the first and last customer codes in the range that you wish to print, or press **Enter** twice to print all customers.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to Ship-to Address Maintenance.

## Sales History Lookup

### Introduction

This option contains a variety of sales history information including date of first purchase, date and amount of last purchase, last payment date and amount, and sales, cost of sales, and profit information for the month and year.

### How to Execute

From the Customer Maintenance screen, select **6. Sales History Lookup**.

The screenshot shows a software window titled "Customer Maintenance - Sales History" for "Lightspeed Reprographics (DEM)". The window displays the following information:

Customer Code: H001      Name: High Mountain Engineering      Date: 02/11/05      TA

Last Invoice Num	0000050200-IN	Date	11/02/04	Amount	996.30
Last Payment Ref	ZDF	Date	06/30/04	Amount	12.50
Date of 1st Purchase	04/04/01				
Date of Last Fin Charge		Outstanding Fin Charges	.00		
Date of Highest Balance	11/02/04	Highest A/R Balance	360418.63		
Date of Last Statement	02/03/05	Current Balance	360418.63		

	Month to Date	Year to Date	Last Year
Sales	343574.71	345327.91	.00
Cost of Sales	56924.46	57877.96	.00
Gross Profit %	82.93 %	82.74 %	0.00 %
Cash Received	1712.73	1712.73	.00
Credits	10095.00-	10095.00-	.00
Finance Charges	.00	.00	.00
Number of Invoices	58	62	
Number of Fin Chrgs	0		

### Description of Fields

#### Last Invoice Num

This field contains the last invoice number entered for this customer. It is not necessary to enter a number here. The system automatically enters the number during the sales journal update.

#### Date

This field contains the date of the last invoice entered for this customer. It is not necessary to enter a date here. The system automatically enters the date during the sales journal update.

#### Amount

This field contains the last invoice amount for this customer. It is not necessary to enter an amount here. The system automatically enters the amount during the sales journal update.

#### Last Payment Ref

This field contains the last check or payment reference for this customer. It is not necessary to enter a check number here. The system automatically enters the number during the cash receipts update.

#### Date

This field contains the date of the last cash receipt entered for this customer. It is not necessary to enter a date here. The system automatically enters the date during the cash receipts update.

**Amount**

This field contains the amount of the last cash receipt entered for this customer. It is not necessary to enter the amount here. The system automatically enters an amount during the cash receipts update.

**Date of 1st Purchase**

Enter the date this customer first made a purchase from you. This field is optional and is for your reference only. If you do not enter a date, the system automatically inserts the date of the first invoice entered for this customer after you start using Solution-IV Accounts Receivable.

**Date of Last Fin Charge**

This field contains the date of the most recent finance charge to this customer. You can enter this date from your other records when you enter the customer, or let the system automatically insert a date here during the finance charge update.

**Outstanding Fin Charges**

This field contains the total amount due for finance charges to this customer. This field will automatically be updated by the system.

**Date of Highest Balance**

This field contains the date your customer reached his highest balance (lifetime). You can enter a date here, however the system automatically inserts a date each time the customer's balance reaches a new high.

**Highest A/R Balance**

This field contains the amount of the customer's highest balance (lifetime). You can enter an amount here, however the system automatically inserts the amount each time the customer reaches a new high.

**Date of Last Statement**

This field contains the date on which the most recent statement was printed for this customer. You can enter this date from your other records when you enter the customer, however the system automatically inserts the date during statement printing.

**Current Balance**

This field contains the current total balance due by this customer. It is recomputed based on the contents of the open invoice file. You cannot enter anything into this field.

**Sales**

These fields contain the customer's net sales month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates them during the sales journal update.

**Cost of Sales**

These fields contain the customer's cost of sales (as calculated by using the cost for each billing code) month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates these fields during the sales journal update.

**Cash Received**

These fields contain the amounts received from this customer month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates them during the cash receipts update.

**Credits**

These fields contain the amounts credited to this customer month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates them during the sales journal update.

**Finance Charges**

These fields contain the finance charges billed to this customer month-to-date, year-to-date, and all of last year. You can override these amounts. However, the system automatically updates them during the finance charge update.

**Number of Invoices**

These fields contain the number of invoices entered for this customer month-to-date, year-to-date, and all of last year. You can override these numbers however, the system automatically updates them during the sales journal update.

**Number of Fin Chrgs**

These fields contain the number of finance charges billed to this customer month-to-date, year-to-date, and all of last year. You can override these numbers. However, the system automatically updates them during the finance charge update.

**Exit the Screen**

When you are finished maintaining purchase history press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

## Aging and Open Invoice Lookup

**Introduction**

This option allows you to see the customer's balance and aging information current to the last update. You can also view the invoices in the Open Invoice file along with the associated payments.

**How to Execute**

From the Customer Maintenance screen, select **7. Aging and Open Invoice Lookup**.

The screenshot shows a software window titled "Customer Maintenance - Aging" for "Lightspeed Reprographics (DEM)" dated 02/11/05. The Customer Code is H001 and the Name is High Mountain Engineering. The Balance is 360,418.63, Fin Chg is 0.00, and Deposits are 0.00. Below these are tabs for Current, 1 Month, 2 Months, 3 Months, and 4 Months, with values 0.00, 4,536.00, 6,564.83, 2,262.60, and 347,055.20 respectively.

An "AR Invoice View" window is overlaid, showing a table of invoices:

Invoice Number/ Payment Ref	Inv/Pmt Date	Due Date	Disc Date	Inv/Check Amount	Balance Due
0000000100-IN	07/22/04	07/23/04		127.04	114.54
Chk: ZDF	06/30/04			12.50	
0000000103-IN	08/18/03	09/17/03		5005.80	5005.80
0000001239-PP	04/14/04	04/14/04		.00	100.00
Chk: TESTPP	04/14/04			100.00	
0000010000-IN	04/04/01	05/04/01	04/14/01	573.48	.00
Chk: CK#3282	06/01/01			573.48	
0000010006-IN	05/05/01	06/04/01	05/15/01	229.39	.00

**Open Item Customers**

After entering the customer code, you will see the message: **Scanning invoices**. The system is looking through the open invoice file for this customer's invoices and calculating the aging buckets and current balance. When done, the aging buckets will be displayed, along with a view containing all invoices and payments with the current balance of each invoice. You can scroll through this view using **Up Arrow**, **Down Arrow**, **F2**, **Page Up**, and **Page Down**.

**Balance Forward Customers**

After entering the customer code, you will receive the following prompt:

**Display All transactions Current transactions**

- A** Shows every invoice and payment in the system, even if not in the current month.
- C** Shows a balance forward amount and the invoices and payments for the current month only.

After you make your selection, you will see the message: **Scanning invoices**. The screen then operates the same as with Open Item Customers.

**Exit the Screen**

When you are finished with this screen, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

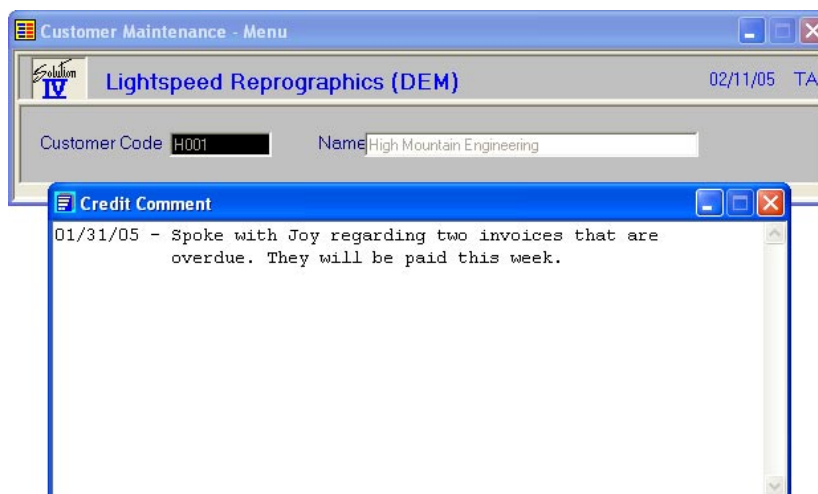
## Credit Comment Maintenance

**Introduction**

This option is a free-form text field designed to allow you to enter credit comments. These comments may be printed on the aging report, if desired

**How to Execute**

From the Customer Maintenance screen, select **8. Credit Comment Maintenance**.



**Description of Fields****Comment**

Use the standard text editing keys for your specific terminal to add lines to the text field (e.g., Line Insert, Line Delete, Character Insert, Character Delete, Page Up, Page Down).

**Note:** If you use the credit comment to record telephone conversations or other correspondence, we suggest you put the most recent contact at the top by using **Line Insert**.

When you have completed your comments, press **F4** and you will receive the following prompt:

**Save text (Y/N)?**

**Y** Saves any changes or additions to the comment.

**N** Allows you to leave the comment in the form it was in when started.

**Exit the Screen**

When you are finished maintaining credit comments, press **F4** from the customer code field to return to the Customer Maintenance screen, or press **F8** to select another screen.

## Average Days to Pay Lookup

**Introduction**

This selection display the average days a customer took to pay their invoices, summarized by month.

**How to Execute**

From the Customer Maintenance screen, select **9. Average Days to Pay Lookup**.

**Description of Fields****Customer Code**

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

**Year of Lookup**

This field contains the year that the average days to pay information is being kept.

The information for the requested year is displayed. The system prompts:

**End of Display, <RETURN> to continue.**

Pressing **Enter** returns you to the Customer Code field.

## Premier Information

**Introduction**

This selection allows you to enter Premier Account information.

**How to Execute**

From the Customer Maintenance screen, select **A. Premier Information**.

**Description of Fields****Customer Code**

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

**Customer ID**

Enter up to 10 alphanumeric characters for the Premier Customer ID for this customer.

**Customer Location**

Enter up to 10 characters for the Premier Customer Location for this customer. Enter up to

**Member Number**

Enter up to 10 characters for the Premier Member Number for this customer.

**Print Invoices?**

You have the option of allowing or not allowing invoices to be printed for this Premier Customer.

**Y** Allow printing of invoices

**N** Do not allow printing of invoices.

The system will prompt, **Add this record?**

**Y** Will add the record.

**N** Will not add the record.

You will then be returned to the Customer Maintenance Menu.

## Payment Card Information

### Introduction

This option allows you to enter payment card information for this customer that will be used in the POS portion of Order/Invoice Entry.

### How to Execute

From the Customer Maintenance screen, select **B. Payment Card Information**.

The screenshot shows a software window titled "Customer Maintenance - Card" with a sub-header "Lightspeed Reprographics (DEM)". The window contains several input fields: "Customer Code" with the value "A100", "Name" with "Adam's Reprographic House", "Payment Code" with a black square icon, "Desc" (empty), "Credit Card Number" (empty), "Expiration (MM/YY)" (empty), "Service Code" (empty), "Address" (empty), and "ZIP Code" (empty). The window also displays the date "06/23/06" and the user initials "TG".

### Description of Fields

#### Customer Code

Enter up to 10 alphanumeric characters for the customer code. The customer code will be used throughout the system when referring to a particular customer.

#### Payment Code

Enter the payment code associated with the type of payment used.

#### Credit Card Number

Enter the customer's credit card number that will be used when this payment code is used.

#### Expiration (MMYY)

Enter the expiration date for this credit card in the form MM/YY.

#### Service Code

Enter the customer's credit card service code.

#### Address

Enter the street address that is associated with this credit card.

#### ZIP Code

Enter the ZIP Code that is associated with this credit card.

The system will prompt, **Add this record?**

**Y** Will add the record.

**N** Will not add the record.

You will then be returned to the Customer Maintenance Menu.

## Prospect Management

### Introduction

Use this function to access the Prospect Management System. This function allows you to maintain all necessary information about a prospect as well as print the various reports. From this option, you maintain general prospect information such as name, address, and phone numbers, all of the user-defined fields, alternate contacts, text and tasks.

### How to Execute

From the Customer Maintenance screen select **P. Prospect Management**.

**Note:** Please refer to the Prospect Management Manual for more information.

## Change or Delete Customer Code

### Introduction

Use this function for the same purpose as the status field on the code files. Solution-IV Accounts Receivable uses the status to eliminate the problems caused by some systems when deleting customers that have current activity. It also allows you to change customer codes or to mark a customer as inactive (allowing no further invoices to be posted).

### How to Execute

From the Customer Maintenance screen, select **C. Change/ Delete Customer Code**.

### Description of Fields

Do you want to Delete Change Inactivate Re-activate

Enter one of the following: **D, C, I, or R**

#### Delete

**Delete this record?** Yes No

**Y** Marks the customer for deletion. During the Status Change Update, the customer is deleted only if it has a current balance of zero no open invoices, and no history. If you do not think a customer can be deleted, use change instead. You may, for example, change the code to ZZZDELETED.

**N** Does not mark this customer for deletion and returns the cursor to the customer code field.

**Note:** While the deletion does not actually occur until the Status Change Update is performed, a customer with a status of **D** cannot have any new invoices entered.

**Change****Enter the Customer Code to change this Customer Code to:**

Enter the new customer code. This customer code may or may not already exist in the file. If it does not exist, all references to the old customer code are changed to the new code. If the new customer code already exists, the information for the old code is combined with the new. These changes take effect during the Status Change Update.

**Inactivate**

The customer is marked with a status of **I**. This means that you no longer want to do business with this customer. Current invoices can be paid, but new ones cannot be entered. The inactive status takes place immediately.

**Reactivate**

This option changes the status to blank, or active. Select this option to reactivate an inactive status at any time. To reactivate a delete or change status, you must select this option before the Status Change Update is performed.

**Exit the Screen**

After you have modified the status for a customer, the cursor returns to the selection prompt on the Customer Maintenance screen.

## Customer Inquiry

**Introduction**

Use this function to view and/or print basic information about a customer, one customer at a time. This information includes name and address, some purchase history, and detailed invoices and cash receipts. The same information may be found in Customer Maintenance.

Customer Inquiry is a separate option on the menu for security reasons. No information can be modified in Customer Inquiry; it can only be displayed on the screen or printed to the printer.

**How to Execute**

From the Accounts Receivable Main Menu, select **Customer Inquiry**.

The screenshot shows a software window titled "Customer Inquiry" for "Lightspeed Reprographics (DEM)". The window displays the following information:

- Customer Code:** A100
- Name:** Adam's Reprographic House
- Address:** 100 Main Street
- City:** Anytown
- State:** MD
- ZIP:** 54555
- Country:** (empty)
- Phone:** 800 555-3233
- FAX:** (empty)
- Email:** (empty)
- Sales Rep:** HOUSE
- Order No:** (empty)
- Cust PO No:** (empty)
- Invoice No:** (empty)

A dropdown menu is open, showing the following options:

- AR Summary
- AR Detail
- AR/OP Invoice History
- Open Orders
- Customer Contacts
- Customer Ship-to
- Contracts** (highlighted)
- Item Purchase History
- Reprint Invoices
- Report
- Customer Regular Comments
- Customer Credit Comments
- Avg Days to Pay

**Description of Fields****Customer Code**

Enter the code for the customer you wish to display. After entering the customer code, the Customer Inquiry menu will display.

**From the Customer Inquiry Menu****AR Summary**

This option displays a summary of this customer's Accounts Receivable information, including current aging information

**AR Detail**

This option displays a view of this customer's invoices. You have the option of viewing all, only open or only paid invoices.

**AR/OP Invoice History**

This option displays a view of this customer's historical invoices.

**Open Orders**

This option displays a view of this customer's open orders.

**Customer Contacts**

This option displays a view of the customer's contact records. You then have the ability to view each contact record in detail.

**Customer Ship-to**

This option displays a view of this customer's ship-to records. You then have the ability to view each ship-to record in detail.

**Contracts**

This option displays a view of this customer's contract records. You then have the ability to view each contract in detail.

**Item Purchase History**

This option displays a view of this customer's purchase history sorted by item code.

**Reprint Invoices**

This option allows you to reprint this customer's invoices using the historical invoice files.

**Report**

This option produces a summary report of all of this customer's masterfile information.

**Customer Regular Comment**

This option displays this customer's regular comment.

**Customer Credit Comment**

This option displays this customer's credit comment.

**Avg Days to Pay**

This option displays a view of this customer's average days to pay information by year.

**Exit the Screen**

When you are done with Customer Inquiry, press **F4** twice to return to the Accounts Receivable Main Menu.

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# 5 Transaction Processing

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This chapter explains how to perform the following:

- Invoice Entry, Sales Journal, and Update
- Cash Receipts Entry, Register, and Update
- Recurring Invoice Entry, Register, and Update

You will be spending the bulk of your time in this section of the manual because this is the core of the Solution-IV Accounts Receivable system.

## Invoice Entry

### **Introduction**

This option is used to prepare customer invoices. All invoices, credit memos, debit memos, and adjustments are entered here. The majority of your time in the Accounts Receivable application will probably be spent in Invoice Entry.

Invoices, adjustments, credit memos, and debit memos are all very similar - that is why they can all be entered through the same option on the menu. The following explains their differences and how to handle them in Invoice Entry.

### **Invoices**

Invoices are the bills you send to your customers requesting payment for goods and/or services. Follow the instructions in this section to enter a regular invoice.

### **Adjustments**

An adjustment is usually used to correct an invoice when a credit memo would be inappropriate. You can only adjust invoices that were previously updated using the Sales Journal Update and that are still in the open invoice file (you can see the invoice on the Aged Trial Balance).

When you enter the invoice number, date, and customer code for an invoice you want to adjust, you will receive the following prompt:

#### **Invoice already exists for \$xxx.xx. Adjust?**

- Y** Allows you to enter an invoice adjustment.
- N** Assumes you entered an incorrect invoice number and returns to the invoice number field allowing you to enter a different invoice number.

With an adjustment, the header but not the lines of the original invoice is displayed. Enter new lines to correct the old.

#### *Example:*

If you originally entered 1 widget and it should have been 10, enter 9. If you originally entered 10 widgets and it should have been 1, enter 9

You can make corrections to freight and sales tax in the same manner on the Summary, or totals, screen.

### **Credit Memos**

Credit memos are used to acknowledge a return or otherwise credit a customer's account.

Enter a credit memo just as you would an invoice. Enter all amounts as positive numbers; the system will automatically convert them to credits during the Sales Journal Update.

### **Debit Memos**

Debit memos are positive adjustments to a customer's account. They differ from an invoice or adjustment only in the way they are shown on the Aged Trial Balance and statements. Enter a debit memo into Invoice Entry the same way you would enter an invoice.

### How to Execute

From the Accounts Receivable Main Menu, select **Invoice Entry**. (Invoice Entry consists of three separate screens. Each screen follows the previous one automatically.)

### Header Screen

The first screen is called the Header. It contains the invoice number, date, customer and other information that is generally printed in the top portion (header) of the invoice.

You will see a screen similar to the following:

### Description of Fields

#### Invoice Number

Enter a unique ten-digit number for the invoice number or press **F8** to get the next invoice number from the Parameters file.

If you are entering a credit memo, follow the number with -CM.

*Example:* 123-CM

If you are entering a debit memo, follow the number with -DM.

*Example:* 123-DM

#### Invoice Date

Enter the date of the invoice. This date is important because the due date and discount date calculations are based on the date entered here.

#### Bill to

Enter up to ten alphanumeric characters for the code of the customer to be billed. The customer code must exist in the customer Masterfile. If this is a new or temporary customer, you must set them up before continuing.

**Ship to**

Enter the ship-to address code for this customer. The code will default to "SAME" with the same name and address as the bill-to. You can either enter a ship-to address code or enter a different name and address.

**Post Code**

Enter the posting code for this invoice.

**Ship Method**

Enter the shipping method for this invoice.

**Terms Code**

Enter the terms code for this invoice.

**Sales Rep**

Enter the sales representative code for the sales representative who will receive credit for this sale.

**Sales Tax**

Enter the sales tax code for this invoice.

**Resale Num**

Enter the customer's resale number. If the customer has a resale number, no sales tax is charged. The resale number may be entered or removed during Invoice Entry.

**Comm**

Enter up to 35 alphanumeric characters as a comment for the invoice. This comment may be printed on the invoice and on the Aged Trial Balance.

**Discount Perc**

Enter the overall customer discount rate to be applied to this invoice.

*Example:* If the customer is to receive a 10% discount off the entire invoice, enter 10.00.

**Apply to Inv**

You will only get to this field if you are entering a credit memo or debit memo. If you know which invoice number to which you want this credit/debit memo applied, enter that number here. During the Sales Journal Update, they will be matched saving you the effort in cash receipts.

**Print Invoice?**

**Y** Prints an invoice during invoice printing.

**N** Does not print an invoice during invoice printing. (It assumes the invoice was handwritten or previously printed.)

**Cust P.O.**

Enter up to ten alphanumeric characters for the customer's purchase order number. This field is only for reference only and printing on the invoice.

**Order No.**

Enter up to ten alphanumeric characters as a reference to your internal sales order number. This field is for reference only and is not mandatory. It does not tie to the sales order system.

### Lines Screen

When you are done with the Header, a Lines screen will appear, similar to the following:

Line	Code	U/M	CTD	Quantity	Description & GL Account	Price	Cost	Amount
1	BW811SS				Black & White - 8.5 x 11 - 1 Side			
		Roll	Y Y Y		450-00-00			
				.00		9.95	3.00	0.00
2	CC811				Color Copies - 8.5 x 11			
		Roll	Y Y Y		450-00-00			
				.00		59.00	24.00	0.00
3	DZ20BLUE				Diazo 20# Blue			
		Each	N Y Y		450-00-00			
				.00		295.00	147.50	0.00

### Line

This is where you will enter the Lines (body) of the invoice.

**Enter** If the line exists, **Enter** modifies it. If the line is blank, **Enter** adds one.

**Line #** Goes to that line. If you enter a line that is greater than the total number of lines, it goes to the last line.

**Up arrow** Goes to the next line above.

**Down arrow** Goes to the next line below.

**Page-up** Goes to the previous screen.

**Page-down** Goes to the next screen.

**Line Delete** Deletes that line and moves all lines below up.

**Line Insert** Inserts a line at that spot and moves all lines below down.

### Description of Fields

#### Line

Enter the line number to which you wish to go, or press **Enter**.

#### Code

Enter the billing code representing the item you want to appear on the invoice.

The remaining fields (up to the quantity field) will appear automatically, defaulting to what was entered in Billing Code Maintenance. In order to get to these fields, you will need to press the **up arrow** key when you are on the quantity field.

**Description**

If you stated in Billing Code Maintenance that you are allowed to override the description, you may change the description here.

**U/M (Unit of Measure)**

The unit of measure as found in the billing code is displayed here.

**C (Commissions)**

This field indicates whether or not this line is subject to commissions.

**Y**      Commissions will be calculated.

**N**      This line will not be included in the amount subject to commissions.

**T (Taxable)**

This field indicates whether or not this item is subject to sales tax. Please note that if there is a resale number on this invoice, no sales tax will be calculated.

**Y**      This item will be included in taxable sales.

**N**      This item is not taxable.

**D (Discountable)**

This field indicates whether or not this line is subject to the trade discount.

**Y**      This line will be added into the amount subject to discount.

**N**      This line is not discountable.

**General Ledger Account**

This is the sales account used by this billing code. It is usually not overridden.

**Quantity**

Enter the quantity sold of this item.

**Price**

Enter the unit price for which you sold this item. It will default to the standard price entered in Billing Code Maintenance.

**Cost**

The cost of the item may or may not be changed based on your response in Billing Code Maintenance. If the cost flag in AR Parameters Maintenance is set to **N** you will not be able to see the cost of the item here.

**Amount**

This is the extended amount of this line (Quantity times Price). You cannot override this field.

## Summary

The final screen in Invoice Entry is the Summary or totals screen. This is where the trade discount, commissions, freight, and sales tax are entered. The screen is similar to the following:

**Invoice Entry - Totals**

**Lightspeed Reprographics (DEM)** 02/11/05 TA

Invoice Num: 0000020000-CM Date: 02/10/05 Apply to: 0000050092-IN

Bill to: H001 Ship to: SAME  
 Name: High Mountain Engineering High Mountain Engineering

Amount Subject to Discount: .00  
 Discount Rate & Amount: .00 % .00

Amount Subject to Commission: .00  
 Commission Rate & Amount: 7.00 % .00

Net Taxable Sales: .00  
 Net Non-taxable Sales: .00  
 Freight: 0.  
 Sales Tax Code: NJ .00

Total Invoice: .00

## Description of Fields

### Amount Subject to Discount

This field contains the sum of all of the lines that are subject to a trade discount. You cannot modify this field.

### Discount Rate

This is the same as the discount rate entered on the header screen. It is displayed here for your reference and may be overridden.

### Discount Amount

This is the calculated trade discount for this invoice (Amount Subject to Discount multiplied by the Discount Rate). You can change this field if desired. If you change the amount, the rate will change as well.

### Amount Subject to Commission

This field contains the sum of all of the lines that are subject to commissions. It will either be the sum of the net amounts or the sum of the gross profit amounts depending on how commissions have been set up for this sales representative. You cannot modify this field.

### Commission Rate

This field contains the commission rate for the sales representative indicated on the invoice header. You can change the rate, if desired.

### Commission Amount

This is the commission payable on this invoice. You can override this amount, if desired. If you change the amount, the rate will change as well.

**Net Taxable Sales**

This field contains the sum of all the items subject to sales tax less any trade discounts associated with those lines. If there is a resale number on this invoice, this field will always be zero. You cannot override this field.

**Net Non-taxable Sales**

This field contains the sum of all the items not subject to sales tax less any trade discounts associated with those lines. If there is a resale number on this invoice, this field will contain the net sales amount (Net Amount minus Discount Amount). You cannot override this field.

**Freight**

Enter the freight amount for this invoice.

**Sales Tax**

This field contains the computed sales tax amount for this invoice (net taxable sales plus freight, if required, multiplied by the sales tax rate).

**Note:** You can override this field, but it is not recommended. It will cause a variance to appear on your sales tax report. Before changing the sales tax amount, check to see if the following are correct:

The correct sales tax code was entered on the invoice header

The taxable flags are correct on the lines.

A resale number has been entered or deleted as required.

If the above are correct, and an improper sales tax amount was actually charged to the customer, override the sales tax amount. You may wish to issue a debit memo or credit memo to the customer to correct the discrepancy.

**Total Invoice**

This field contains the total invoice amount. It is Net Taxable Sales plus Net Non-taxable Sales plus Freight plus Sales Tax.

**Exit the Screen**

When you are finished entering invoices, press **F4** from the invoice number field to return to the Accounts Receivable Main Menu. You may now want to proceed to Invoice Printing.

## Invoice Printing

### Introduction

This option prints invoices from the information entered in Invoice Entry. If an invoice does not print, make sure that the Print Invoice field is set to **Y** for that invoice.

### How to Execute

From the Accounts Receivable Main Menu, select **Invoice Printing**.

### Description of Fields

#### Print Selected Invoices Only?

**Y** Allows you to select up to ten individual invoices to print.

**N** Allows you to enter a range of invoices.

If you enter **N**, the system prompts:

#### From Invoice

#### To Invoice

Enter the first and last invoices you wish to print. Press **Enter** twice to select the first and last invoices in the system.

#### Override Customer Preference?

When using FormsCreator you have the option of overriding the output of the Report.

**N** Do not override the customer preference.

**P** Print the output.

**E** Email the output.

**A** Email the output as Adobe format.

**F** Fax the output.

**Print Options**

Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

*Example:* You may enter PF and print the customers that prefer hard copy or Fax copy of the report. The E-mail customers would be skipped

**P**      Hard copy

**E**      Email

**F**      Fax

**Report**

Select a printed or displayed copy. When the invoices are finished, you are returned automatically to the Accounts Receivable Main Menu. When finished, you may wish to proceed to the Daily Sales Journal.

## Daily Sales Journal and Update

**Introduction**

This option is a series of four reports and an update. Print the journal to check the information entered during Invoice Entry. If everything is correct, you may then run the update which posts the invoice information to the permanent customer files, sales history file, the sales representative and commission files, open invoice file, and the General Ledger files.

**How to Execute**

From the Accounts Receivable Main Menu, select **Daily Sales Journal**.

**Description of Fields****Enter Posting Date**

Enter the date you wish to use when posting to the General Ledger.

**Reports**

The Daily Sales Journal is really a sequence of the following four reports:

- Daily Sales Journal
- Profit and Commission Report
- Billing Code Report
- General Ledger Account Summary

**Sales Journal Update**

After all the reports have printed, you will be asked if you want to continue with the update. The update posts the invoices to the permanent Accounts Receivable and General Ledger files and then clears the invoice entry file.

**Important:** Verify that the invoices were entered correctly before answering YES to the update question. You may easily make corrections to invoices in the invoice entry file until you complete the update.

**Note:** The sales journals are an important part of your audit trail and must be kept with your permanent accounting files.

### Exit the Screen

When the update is finished, you are returned automatically to the Accounts Receivable Main Menu.

## Cash Receipts Entry

### Introduction

This option is used to record payments against customer accounts. Prepayments are also entered here, along with matching credit memos and debit memos to outstanding invoices. Miscellaneous cash received may also be entered here and posted to the appropriate revenue account(s). If you are using Solution-IV Order Processing, you will also use this option to record the receipt of a deposit.

### How to Execute

From the Accounts Receivable Main Menu, select **Cash Receipts Entry**.

### Description of Fields

#### Bank Code

Enter the bank code representing the bank account to which you wish to make this deposit.

#### Deposit Date

Enter the date of the deposit. This date should match the date on your deposit slip.

#### Batch

Enter the deposit batch number. This batch number is used to delineate deposits made on the same day. It is automatically assigned during the OP Sales Journal Update from the bank code next batch field.

#### Amount

Enter the exact amount of the deposit as it appears on your deposit slip.

**Cust**

Enter the customer code for the customer from who you received this payment. If this is a miscellaneous payment (such as a refund check), enter CASH. You are prompted for a name after entering the check reference.

If you are finished with this deposit, press **F4** from this field to return to the bank code field.

**(Customer Name)**

If you entered a valid customer code, the customer's name is displayed here and cannot be modified. If you entered customer code "CASH," enter up to 35 characters describing from which customer the cash was received.

**Ref**

Enter up to ten alphanumeric characters to be used as the check reference. Usually the actual check number or bank number is used. If that is not available, or if the payment is other than a check, use any characters you find acceptable and trackable.

**Date**

Enter the date from the customer's check. This date will be used to determine if the customer is still eligible for the terms discount. Press **Enter** to use the deposit date entered above.

**Amt**

Enter the amount of this check or other payment. If you are just matching invoices, credit memos, and debit memos, enter 0.

**Customer=CASH**

Skip to the heading "GL Distribution" in this section.

**Balance Forward**

If the customer entered above is a balance forward customer, you will not have access to the rest of the fields described here. The system will automatically take the amount received and apply it to the oldest balance first.

**Open Item**

If the customer entered above is an open item customer, you will receive the following prompt:

**Invoice**

Enter the invoice number to which you wish to apply cash or match up in the following format:

Invoices	1234567890 or 1234567890-IN
Credit memos	1234567890-CM
Debit memos	1234567890-DM
Prepayments	1234567890-PP
GL Account	GL (then you will distribute it)
Pick invoices	PK (a view will appear)
Automatic Ranges	Press <b>F9</b> (see Automatic Ranges in this section)

If you want to distribute cash to a miscellaneous GL account, enter **GL**. The rest of the fields will be skipped. Skip to the heading **GL Distribution** in this section.

If you want to distribute cash to a Pick Invoice, enter **PK**. A view will display.

If you want to match invoices to credit memos or prepayments, see the heading **Matching Credit Memos and Prepayments** in this section.

When you are finished with this check, press **F4** to return to the customer code field.

**Invoice Date & Discount Date**

The invoice date and discount date (if applicable) will automatically be displayed for this invoice. The dates are displayed only and may not be modified.

**Remaining Amt**

Any remaining invoice (top line) and discount amounts (lower line) will be displayed. If the check date is after the discount due date, the remaining discount amount will display 0. These fields are displayed only and may not be modified.

**Applied Here (Invoice)**

Enter the amount of this check to be applied to this invoice. The invoice balance will be reduced by the amount entered here plus the amount entered in "Discount Applied Here."

*Example:* If the invoice balance is \$100, and you enter \$75 for "Invoice Applied Here," the ending balance will be \$25.

**Applied Here (Discount)**

Enter the discount amount the customer is taking with this payment.

*Example:* If the invoice balance is \$100, and you enter \$75 for "Invoice Applied Here" and \$10 for "Discount Applied Here," the ending balance will be \$15.

**Write-off**

Enter the amount of this invoice you wish to write-off using the write-off account entered in the posting code.

*Example:* If the invoice balance is \$100, and you enter \$75 for "Invoice Applied Here", \$10 for "Discount Applied Here", and \$15 for "Write-off", the balance will be \$0.

**Balance**

This field displays the invoice balance after this check. The balance field may be different from the balance shown in the view if there are other payments in this batch. You may not modify this field.

**Automatic Ranges**

If you pressed **F9** from the Invoice field for a date range or range of invoices the following screen will appear:

The screenshot shows two overlapping windows from the 'Evolution IV' software. The top window is 'Cash Receipts Entry - Header' for 'Lightspeed Reprographics (DEM)' on 02/14/05. It contains fields for Bank Code (BA), Operating Bank, Acct (101-00-00), Deposit Date (02/14/05), Amount (50.00), Dist (950.00), Batch (0000000158), Cust (H001), High Mountain Engineering, A/R (360,418.63), Ref (CK #1133), Date (02/14/05), and Amt (1000.00). Below these are fields for Invoice, Date, Remaining Amt, Applied Here, and Writeoff/Bal, with values for Inv, Disc, and their respective amounts. The bottom window is 'Cash Receipts Entry - Automatic Ranges' with a title bar 'Invoice Range Entry'. It has a dropdown for 'Date or invoice range' set to 'D'. Fields include Starting Date (02/14/95), Ending Date (02/14/15), Starting Invoice (0000000000-AA), and Ending Invoice (9999999999-ZZ). There are also checkboxes for 'Include credit memos in payment?' (N), 'Include pre-payments in payment?' (N), 'Include discounts past available?' (N), and 'Use distribution amount only?' (Y).

**Date or invoice range**

You may apply cash either by date or invoice number range as follows:

- D** Allows you to enter a range of dates within which to apply the cash.
- I** Allows you to enter a range of invoice numbers within which to apply the cash.

If you selected **D**, you will be asked to enter a range of dates. Cash will be applied starting with the oldest invoice in the range until the cash runs out or the last date in the range is met, whichever comes first.

If you selected **I**, you will be asked to enter a range of invoice numbers. Cash will be applied starting with the first invoice in the range until the cash runs out or the last invoice number in the range is met, whichever comes first.

**Starting Date****Ending Date**

Enter the first and last dates to which you wish to automatically apply cash. Press **Enter** twice to start applying cash to the oldest invoice, and continue until there is no more cash to apply.

**Include credit memos in payment?**

With either **D** or **I** you may choose to include credit memos as part of the payment. The system will start applying cash to the oldest or first invoice in the range, and then start applying the credit memos until the balance is less than or equal to 0.

- Y** Includes credit memos in payment.
- N** Will not affect credit memos in the automatic application of cash.

**Include pre-payments in payment?**

This function works the same as credit memos above, except it uses invoices with a type of "PP."

**Y** Will apply cash first, and then if the customer's balance within the range is still greater than zero, it will start applying prepayments in the range.

**N** Will not automatically apply prepayments.

**Include discounts past available?**

You are allowed to automatically apply discounts for invoices that are not discountable because the available discount date has passed.

**Y** Take all discounts regardless of the discount available date.

**N** Obey the discount available date rule and only take the discount if the date has not passed.

**Use distribution amount only?**

You have the option of processing invoices by using only the amount still available for distribution or by the entire date/invoice range.

**Y** Processing will stop when the distribution amount available is used.

**N** Processing will not stop when the distribution amount is used. All invoices in the date/invoice range will be processed.

**GL Distribution**

You will only get to this section if you enter **CASH** for the customer code or **GL** for the invoice number.

**Line**

Press **Enter** or enter other line control.

**Account**

Enter a valid General Ledger account code to which to distribute this cash. You will most likely enter a sales-type account. Do not enter your Accounts Receivable account.

**Description**

The description of the account is displayed.

**Amount**

Enter the amount of the distribution to apply to this General Ledger account code.

**Matching Credit Memos and Prepayments**

If a customer has previously made an on-account payment (a prepayment), or had a credit memo that did not have an "apply-to" invoice when the credit memo was issued, you can match these to specific invoices or debit memos using Cash Receipts Entry.

Enter the customer code as usual. Since you probably won't actually have a new check, enter anything for the reference (i.e.: MATCH) and \$0.00 for the check amount. Enter the first credit memo or prepayment you wish to apply to one or more invoices by entering the credit memo or prepayment number as follows:

Credit Memo: 12345-CM  
Prepayment: 67890-PP

Enter the amount of the credit memo or prepayment that you wish to apply as a negative number in the Applied Here field (i.e.: -100.00). You may do this for as many credit memos and/or prepayments as required. Then enter the invoice or debit memo to apply this to as follows:

Invoice: 12345  
Debit Memo: 12345-DM

Enter the applicable amount in the applied here field or press **Enter** to accept the amount displayed. Repeat for as many invoices as required.

This matching process may occur in a batch by itself or as part of a regular deposit.

### Exit the Screen

When you are finished entering cash receipts, press **F4** from the bank code field to return to the Accounts Receivable Main Menu. You should now proceed to the Cash Receipts Journal and Update.

## Cash Receipts Journal and Update

### Introduction

This option is an audit report and an update. Print the journal to check the information entered during cash receipts entry. If everything is correct, you may then run the update, which reduces the customer's balance and posts the cash receipts information to the permanent customer files, sales history file, open invoice files, and the General Ledger files.

### How to Execute

From the Accounts Receivable Main Menu, select **Cash Receipts Journal & Update**.

The screenshot shows two overlapping windows from a software application. The top window, titled 'Enter Posting Date Screen', has a header bar with 'Solution IV' and 'Lightspeed Reprographics (DEM)' on the left, and '02/14/05 TE' on the right. Below the header, there is a text field containing 'Cash Receipts Journal'. At the bottom, there is a label 'Enter Posting Date' followed by a text field containing '02/14/05'. The bottom window, titled 'Cash Receipts Date Range', also has a header bar. It contains four input fields: 'From Date' with value '021405', 'To Date' with value '02/14/05', 'From Batch' which is empty, and 'To Batch' which contains a pattern of diagonal lines. Both windows have standard Windows-style window controls (minimize, maximize, close) in the top right corner.

**Description of Fields**

**Enter Posting Date**

Enter the date you wish to use when posting to the General Ledger.

**From Date**

**To Date**

If you are printing this report for a range of dates, enter the starting and ending dates.

**From Batch**

**To Batch**

If you are printing this report for a range of batch numbers, enter the starting and ending batch number.

**Reports**

Select either a printed or displayed copy.

**Cash Receipts Update**

After the Cash Receipts Journal and GL Summary have been printed to the printer, you will be asked if you want to continue with the update. The update posts the cash receipts to the permanent Accounts Receivable and General Ledger files, and then clears the cash receipts entry file.

**Important:** Verify that the cash receipts were entered correctly before answering YES to the update question. You can easily make corrections to the cash receipts until you perform the update.

**Note:** The Cash Receipts Journal is an important part of your audit trail and must be kept with your permanent accounting files.

**Exit the Screen**

When the update is finished, you are returned automatically to the Accounts Receivable Main Menu.

## Recurring Invoice Entry

### Introduction

This option is used to maintain a file of invoices that change little from billing cycle to billing cycle. Examples of recurring invoices include service contracts and rents.

Once a recurring invoice has been set up, it can be selected as necessary and put into the invoice entry file. It can be modified there, if necessary, before updating to the permanent files.

### How to Execute

From the Accounts Receivable Main Menu, select **Recurring Invoice Entry**.

### Description of Fields

#### Bill to

Enter the customer code to be billed.

#### Recurring Reference

Enter the reference number for this recurring invoice. This is a permanent number that stays with the invoice even when it is updated to the open invoice file. For example, a sales order number or a contract number might be used as a recurring reference number.

#### Ship to

Enter the ship-to address code for this customer. The code will default to "SAME" with the same name and address as the bill-to. You can either enter a ship-to address code or remove it and enter a different name and address.

#### Discount

Enter the amount of the trade discount to be applied to this invoice.

*Example:* 10.00 %

The following fields default to the codes entered in customer maintenance for this customer. Normally they will not change but may be overridden if necessary.

**Post Code**

Enter the posting code for this invoice.

**Ship Meth**

Enter the shipping method for this invoice.

**Terms Code**

Enter the terms code for this invoice.

**Sales Rep**

Enter the sales representative code for the sales representative who will receive credit for this sale.

**Sales Tax**

Enter the sales tax code for this invoice.

**Resale No**

Enter up to 20 alphanumeric characters for the customer's resale number. If the customer has a resale number, no sales tax is charged. The resale number may be entered or removed during Invoice Entry. If you entered a resale number in customer maintenance, it will be displayed here.

**Comment**

Enter up to 35 alphanumeric characters as a comment for the invoice. This comment may be printed on the invoice and on the Aged Trial Balance, if desired.

**Print Invoice?**

**Y** Prints an invoice during Invoice Printing.

**N** Does not print an invoice during Invoice Printing. It assumes the invoice was handwritten, previously printed, or you have no need to send the customer an actual invoice.

**Cust PO**

Enter up to ten alphanumeric characters for the customer's purchase order number. This field is for reference only and prints on the invoice.

**Order No**

Enter up to ten alphanumeric characters as a reference to your internal sales order number. This field is for reference only and prints on the invoice. It does not tie to the sales order system.

**Cycle**

The cycle is used to group similar recurring invoices.

*Example:* If you have a group of invoices that you process on the 1st of each month, you may want to use cycle 01. For those you bill on the 15th, use cycle 15. If you are not planning on using cycles, you may leave this field blank.

**Per Year**

Enter the number of times this invoice is to be processed each year.

**Start Billing**

Enter the date that you wish to start invoicing this customer. This feature allows you to enter your recurring invoices before the date you actually wish to start billing the customer.

**Stop Billing**

Enter the last possible date for invoicing this customer. If the selection date is after this date, the invoice will not be selected by the recurring invoice selection process.

**Last Billed**

This field contains the date on which the recurring invoice was last selected and updated to the invoice entry file.

**Number of Bills**

This field contains the number of times this invoice was updated to the invoice entry file.

***Lines and Summary***

Once this screen is complete, the program will proceed to the Lines and Summary screens exactly as in Invoice Entry. Refer to those pages for instructions.

***Exit the Screen***

When you are finished, press **F4** from the "Bill-to" field to return to the Accounts Receivable Main Menu.

## Recurring Invoice Register and Update

### Introduction

This option allows you to select the desired recurring invoices and print the register to verify the selection. The update then adds the selected recurring invoices to the invoice entry file where they may be modified or otherwise treated as regular invoices.

### How to Execute

From the Accounts Receivable Main Menu, select **Recurring Invoice Register**.

### Description of Fields

#### Invoice posting date

This field contains the date the invoices will be posted to the invoice entry file.

#### Print but not select all Invoices?

**Y** Prints all invoices in the recurring invoice entry file without regard to start and end dates or cycles. This is to enable you to see what is in the recurring invoice entry file. This will not update to the invoice entry file.

**N** Allows you to make a selection of recurring invoices which may be updated to the invoice entry file.

#### Print summary or detail?

**S** Prints a summary report only. This report will not show the invoice detail.

**D** Prints the invoice detail on the report.

#### Print Selected Invoices Only?

**Y** Allows you to select up to eight individual recurring invoices to update to the invoice entry file.

**N** Continues with the next prompt.

**Print Selected Customers Only?**

**Y** Allows you to select up to seven individual customer codes to print.

**N** Allows you to select a range of customer codes.

If you enter **N**, the system prompts:

**Starting Customer****Ending Customer**

Enter the first and last customer codes in the range that you wish to select. Press **Enter** twice to select the first and last customer codes in the system.

**Print Selected Cycles Only?**

**Y** Allows you to select up to three specific cycles to print. Only those recurring invoices with one of the three specific cycles are selected.

**N** Allows you to select a range of cycles.

**Selection Cycles**

If you entered **Y** to "Print Selected Cycles," the system allows you to enter up to Three individual cycles. If you wish to select cycle "blank," it must be the first selected cycle.

If you entered **N** to "Print Selected Cycles," the system prompts:

**Starting Cycle****Ending Cycle**

Enter the first and last cycles you wish to select. Press **Enter** twice to select the first and last cycles in the system.

**Reports**

Select a printed or displayed copy.

**Update**

Check the report to make sure that your selection is accurate. If so, you can update the selection to the invoice entry file.

The recurring invoices will be assigned an invoice number using the "Next Invoice Number" found in AR Parameters Maintenance.

**Exit the Screen**

When the update is finished, you are returned automatically to the Accounts Receivable Main Menu. You may now wish to proceed with checking the invoices using either Invoice Entry or Invoice Printing.

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# 6 Accounts Receivable Reports

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This chapter explains how to print the Accounts Receivable reports. The following reports are included:

- Customer Masterfile Listing
- Customer Label Printing
- Standard Reports
  - ◆ Aged Trial Balance
  - ◆ Cash Expectation Report
  - ◆ Sales Representative Commission Report
  - ◆ Commission Report By Date
  - ◆ Sales Tax Report
  - ◆ Sales Tax Report By Date
  - ◆ Statement Printing
- Analysis Reports
  - ◆ Billing Code Analysis
  - ◆ Customer Sales Analysis
  - ◆ Sales Representative Analysis
- Historical Journals
  - ◆ Historical Invoice Print
  - ◆ Historical Sales Journal
  - ◆ Historical Cash Receipts Journal

## Customer Masterfile Listing

### Introduction

This option lists the customer information found in Customer Maintenance. You may choose from a wide selection of sort and print options.

### How to Execute

From the Accounts Receivable Reports Menu, select **Customer Masterfile Listing**.

### Description of Fields

#### Enter Sort Option

Enter the option number for the order in which you wish the customer listing to print. The options are as follows:

- 1     **Customer Code:** Prints all, selected, or a range of customer codes, in customer code order.
- 2     **Customer Name:** Prints all or a range of customers sorted in customer name order.
- 3     **Alt Sort Field:** Prints all or a range of alternate sorts in alternate sort/customer code order.
- 4     **ZIP Code:** Prints all or a selected range of ZIP codes, in ZIP code/customer code order.
- 5     **Sales Rep:** Prints all customers falling into the selected range of sales representatives in sales representative code/customer code order.
- 6     **Posting Code:** Prints all customers falling into the selected range of posting codes, in posting code/customer code order.
- 7     **Sales Rep (Customer Name):** Prints all customers or a range of customers sorted by Sales Rep in customer name order.

**Print Selected Customers Only?**

You will only receive this prompt if you are sorting the report in customer code order.

**Y** Allows you to select individual customers to print.

**N** Allows you to enter a range of whatever sort option you selected.

If you entered **N** to **Print Selected Customers Only** or you are not sorting by customer code the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes you wish to print. Press **Enter** twice to select the first and last customer codes in the system.

**Print Customer Address?**

**Y** Prints the address and phone number on the listing.

**N** Only prints the customer code and name.

**Print Code Information?**

**Y** Prints assorted information such as terms, sales representative, and sorts.

**N** Does not print the "code file" information.

**Print Comments?**

**Y** Prints the contents of the comment text file.

**N** Does not print the contents of the comment text file.

**Print Sales History?**

**Y** Prints dates and amounts found on the sales history screen such as highest balance, sales, and cash receipts by month-to-date, year-to-date and last-year.

**N** Does not print dates and amounts found on the sales history screen.

**Current, Inactive, Deleted or All**

You may print this report for current (active) records, inactive records, records marked for deletion or all records:

**C** Report only on the current records.

**I** Report only on the records marked as inactive.

**D** Report only on the records marked as deleted.

**A** Report on all records.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Main Menu.

## Customer Label Printing

### Introduction

This option is used to print labels using information from the customer masterfile. The label size is 1-7/16 inches by 4 inches.

### How to Execute

From the Accounts Receivable Reports Menu, select **Customer Label Printing**.

### Description of Fields

#### Enter Sort Option

Enter the option number for the order in which you wish the labels to print. The options are as follows:

- 1 Customer Code:** Prints all, selected, or a range of customer codes in customer code order.
- 2 Customer Name:** Prints all or a range of customer names, in customer name order.
- 3 Alt Sort Field:** Prints all or a range of alternate sorts in alternate sort/customer code order.
- 4 ZIP Code:** Prints all or a range of ZIP codes, in ZIP code/customer code order. This option is great for taking advantage of bulk postage rates when doing large mailings.
- 5 Posting Code:** Prints all, selected, or a range of posting codes in posting code order.

#### Print Selected Customers Only?

You will only receive this prompt if you are printing the labels sorted in customer code order.

- Y** Allows you to select individual customers to print.
- N** Allows you to select a range of customers or other sort option.

If you select **N**, or you are not sorting by customer code, the system prompts:

**From Code  
To Code**

Enter the first and last codes for which you want to print a label. Press **Enter** twice to select the first and last codes in the system.

**Print Phone Number?**

The labels always print customer name and address. In addition, you have the option of printing telephone numbers.

- Y** Prints phone numbers on mailing labels.
- N** Does not print phone numbers on mailing labels.

**Print 1 or 2 Up Labels**

- 1** Prints only one column of labels as follows:

Customer A  
Customer B  
Customer C  
Customer D

- 2** Prints two columns of labels as follows:

Customer A	Customer B
Customer C	Customer D

**Use address from Customer, Other Contact or Ship-to**

You may print labels using any of the three possible addresses as follows:

- C** Uses the address from the main customer file.
- O** Uses addresses from the customer contact file. You will always print all contacts within the selected range of customers.
- S** Uses address from the customer ship-to address file. You will always print all the "ship-to" within the selected range of customers.

**Current, Inactive, Deleted or All**

- C** Report only on the current records.
- I** Report only on the records marked as inactive.
- D** Report only on the records marked as deleted.
- A** Report on all records.

**Labels**

After selecting a printed or displayed copy, the labels will be printed. You are then returned automatically to the Accounts Receivable Main Menu.

## Aged Trial Balance

### Introduction

The Aged Trial Balance or "aging" report provides a detailed list of customer invoices with the remaining invoice balances printing in the appropriate aging column. You may select the level of detail you want to see on the report. You may also select what date you wish to have as the cutoff date for the report by typing DATE at the menu before executing the report. For example, if you enter 05/31/05, the report will not show any invoices or credit memos for June.

This report may be printed at any time but should be printed with all details as part of period end processing.

### How to Execute

From the Accounts Receivable Reports Menu, select **Aged Trial Balance**.

The screenshot shows the 'Aged Trial Balance Report' window. At the top, it says 'Lightspeed Reprographics (DEM)' and '06/26/06'. Below this, there are 'Sort Options' with a list: 1) Customer Code, 2) Posting Code, 3) Sales Rep, 4) Class Code 1, 5) Class Code 2, and 6) Customer Name. There is a 'Print Selected Customers Only?' checkbox with 'N' selected. Below that are 'From Code' (A100) and 'To Code' (~DEFAULT~). There is a 'Selected Customers' field. Below these is 'Enter Sort Option' with a dropdown menu showing '1'. At the bottom, there are 'Detail Options' with several checkboxes: 'Print open, paid or all' (O), 'Print payment history?' (N), 'Print invoice comment?' (N), 'Customers over aging category' (A), 'Print phone and contact?' (N), 'Print summary only?' (N), 'Print credit comments?' (N), and 'Print Inv by date or project?' (N).

### Description of Fields

#### Enter Sort Option

Enter the option number for the order in which you wish the aging report to print. The options are as follows:

- 1 Customer Code:** Prints all, selected, or a range of customers in customer code order with a report total at the end.
- 2 Posting Code:** Prints all customers falling into the selected range of posting codes in posting code/customer code order with a total for each posting code and a report total at the end.
- 3 Sales Rep:** Prints all customers whose sales representatives fall into the selected range of sales representatives in sales representative code/customer code order with a total for each sales representative and a report total at the end.
- 4/5 Class Code:** Prints all customers falling into the selected range of class codes in class code/customer code order.

**6 Customer Name:** Prints all or a range of customer names, in customer name order.

**Print open, paid or all?**

**O** Prints only those invoices with a remaining balance. Invoices with a zero balance do not appear. This is the standard option.

**P** Prints only those invoices that have any payment applied to them.

**A** Prints all invoices in the open invoice file. This option could get very lengthy.

**Print payment history?**

**Y** Prints each payment posted to each invoice.

**N** Prints only the balance for each invoice.

**Print invoice comment?**

**Y** Prints the invoice comment as entered in Invoice Entry.

**N** Does not print the invoice comment.

**Customers over aging category**

You may choose not to print all customers, but rather print the report for only those customers whose oldest invoice falls into the aging category selected.

**A** Prints the report for all customers in the selected range.

**1/2/3/4** Only includes those customers on the report who have at least one invoice falling into the aging category selected or older. However, it prints all invoices for that customer.

**Print phone and contact?**

**Y** Prints the customer's main telephone number and contact on the report.

**N** Does not print the name and telephone number.

**Print summary only?**

**Y** Prints one line per customer, containing the totals for each aging category printed in the appropriate column.

**N** Prints the invoice detail.

**Print credit comment?**

**Y** Prints the credit comment text field for each customer.

**N** Does not print the credit comment.

**Print Inv by date or project?**

**D** Prints invoices for each customer in date sequence.

**P** Prints invoices for each customer in project sequence.

**N** Prints invoices for each customer in invoice number sequence.

**Print Selected Customers Only?**

You are asked this question only if you are sorting by customer code.

**Y** Allows you to select individual customers to print.

**N** Allows you to enter a range of customers or other sort option.

If you enter **N**, or are not printing in customer code order, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes you wish to print on the report. Press **Enter** twice to select the first and last codes in the system.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

## Cash Expectation Report

**Introduction**

This report is similar to the Aged Trial Balance but is designed to help you anticipate the date by which invoices are to be paid, allowing you to budget your own outgoing cash flow better. The aging categories may be changed each time the report is printed and you may determine whether or not to assume that discounts are to be taken.

**How to Execute**

From the Accounts Receivable Reports Menu, select **Cash Expectation Report**.

**Cash Expectation Report**

**Lightspeed Reprographics (DEM)** 02/14/05 TE

Sort Options  
1) Customer Code 2) Posting Code

Enter Sort Option **1**

Print Selected Customers Only? **N**

From Code   
To Code

Detail Options  
Assume Discounts Taken? **N**  
Print Phone and Contact? **N**  
Print Summary Only? **N**

Cash Expectation Dates  
1  2  3

**Description of Fields****Enter Sort Option**

Enter the option number for the order in which you wish the Cash Expectation Report to print. The options are as follows:

- 1 Customer Code:** Prints all, selected, or a range of customers in customer code order with a report total at the end.
- 2 Posting Code:** Prints all customers falling into the selected range of posting codes in posting code/customer code order with a total for each posting code and a report total at the end.

**Print Selected Customers Only?**

You are asked this question only if you are sorting by customer code.

- Y** Allows you to select individual customers to print.
- N** Allows you to enter a range of customers or other sort option.

If you enter **N**, or are not printing in customer code order, the system prompts:

**From Sort Option****To Sort Option**

Enter the first and last codes you wish to print on the report. Press **Enter** twice to select the first and last codes in the system.

**Assume Discounts Taken?**

- Y** Assumes customers will be taking discounts when paying.
- N** Assumes customers will not be taking discounts.

**Print Phone and Contact?**

- Y** Prints the customer's main telephone number and contact on the report.
- N** Does not print the contact name and telephone number.

**Print Summary Only?**

- Y** Prints one line per customer, containing the totals for each aging category printed in the appropriate column.
- N** Prints the invoice detail.

**Cash Expectation Dates - Period 1/2/3**

Three dates may be entered indicating dates by which you anticipate receiving checks. The system automatically calculates dates based on the terminal date and the aging categories entered in AR Parameters Maintenance, but you are encouraged to change these dates as needed.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

## Sales Representative Commission Report

### Introduction

This report shows the commission's payable for each sales representative. It is important to note that the figures on the report are cleared during period end processing; the amounts in the commission's payable column are not carried forward.

The report uses the Accounts Receivable parameters to determine whether to pay commissions on paid invoices or all invoices. Information by sales representatives determines whether commissions are paid based on net sales or gross profit.

### How to Execute

From the Accounts Receivable Reports Menu, select **Sales Rep Commission Report**.

The screenshot shows a software window titled "Sales Rep Commission Report". The window has a header bar with the company name "Lightspeed Reprographics (DEM)" and the date "02/14/05". Below the header, there are two main sections: "Report Selections" and "Selected Sales Representatives". In the "Report Selections" section, there are four options: "Print Profit Information?" with a "Y" button, "Print Selected Sales Reps?" with an "N" button, "From Sales Rep" with a "BILL" button, and "To Sales Rep" with a "SALLY" button. The "Selected Sales Representatives" section is currently empty.

### Description of Fields

#### Print Profit Information?

You have the option of printing profit information on the commission report, regardless of whether you pay commissions based on net sales or gross profit.

**Y** Prints profit information.

**N** Does not print profit information.

#### Print Selected Sales Reps?

**Y** Allows you to select individual sales representatives to print.

**N** Allows you to select a range of sales representatives.

If you enter **N**, the system prompts:

**From Sales Rep****To Sales Rep**

Enter the first and last sales representatives you wish to print on the report. Press **Enter** twice to select the first and last sales representatives in the system.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

## Commission Report By Date

**Introduction**

The Sales Rep Commission Report shows the commissions earned and payable for a specific date range for each sales representative. It is important to note that the figures in the report are gathered from the Order Processing history files and that the amounts will not reflect deleted history.

**How to Execute**

From the Accounts Receivable Reports Menu, select **Commission Report By Date**.

**Description of Fields****Starting Date****Ending Date**

If you are printing this report for a range of dates enter the starting and ending dates.

**Print summary only?**

You have the option of printing a shorter report, without detail, as follows:

- Y** Prints only one line per customer, with the totals for each aging category printing in the appropriate column.
- N** Prints invoice detail on the report.

**Enter Sort Option**

Enter the option number for the order in which you wish the Commission Report By Date Report to print. The options are as follows:

- 1 Sales Rep:** Prints all, selected, or a range of customers in sales rep order.
- 2 Sales Rep + Customer:** Prints all selected, or range of customers in sales rep by customer order.

Many reports can be printed in various sort sequences. Enter the appropriate sort sequence for this report based on the sort sequence list on the above.

**Print Selected Sales Reps?**

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

**From Sales Rep  
To Sales Rep**

If you are printing this report for a range of sales reps, enter the starting and ending sales rep code.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

**Sales Tax Report****Introduction**

This report is useful for filling out your monthly sales tax returns. Taxable and non-taxable sales, for each sales tax code, are printed along with the sales tax billed and any variance from what should have been billed.

**Note:** If the variance is very small, it may also be due to rounding errors. You need only be concerned about the variance amount if it is significant.

**How to Execute**

From the Accounts Receivable Reports Menu, select **Sales Tax Report**.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

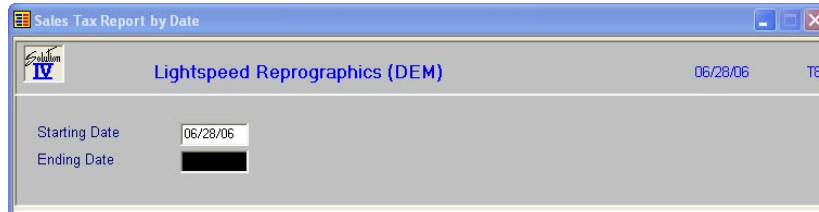
## Sales Tax Report By Date

### Introduction

The sales tax report is based upon a user input date range and is calculated by gathering data from the Order Processing history files.

### How to Execute

From the Accounts Receivable Reports Menu, select **Sales Tax By Date**.



### Description of Fields

#### Starting Date

If you are printing this report for a range of dates, enter the starting date.

#### Ending Date

If you are printing this report for a range of dates, enter the ending date.

### Report

After selecting a printed or displayed copy, you will be returned automatically to the Reports Menu.

## Statement Printing

### Introduction

Statements provide your customers with a summary of their purchase activity for the month, a list of outstanding invoices, and total balance due. Dunning messages may be printed on the statements if desired.

If you charge finance charges, you should run the Finance Charge Calculation and Update before printing statements.

### How to Execute

From the Accounts Receivable Reports Menu, select **Statement Printing**.

### Description of Fields

#### Enter Sort Option

Enter the option number for the Statement Printing sort you wish to use. The options are the following:

- 1 **Customer Code:** Prints the statements in customer code order.
- 2 **ZIP Code:** Prints statements in ZIP code order. If you have a large quantity of statements to print, you may be able to take advantage of lower postage rates using this sort.
3. **Customer Name:** Prints statements in customer name order.

#### Print Selected Customers Only?

You will only receive this prompt if you are sorting in customer code order.

- Y** Allows you to select individual customers for whom to print statements.
- N** Allows you to enter a range of customers or ZIP codes.

If you entered **N** or selected to print in ZIP code order, the system prompts:

#### **From Sort Option**

#### **To Sort Option**

Enter the first and last codes for which you wish to print statements. Press **Enter** twice to select the first and last codes in the system.

Each customer has a statement cycle in the customer masterfile. If you have selected all or a range of customers, you may choose to print only those customers in the range who have a certain statement cycle or fall into a given range of statement cycles.

#### **Print Selected Cycles Only?**

**Y** Allows you to enter up to three specific statement cycles to print. You can then enter the selected cycles. If you want to select statement cycle **blank**, it must be the first cycle in the list.

**N** Allows you to select a range of cycles.

If you enter **N**, the system prompts:

#### **Starting Cycle**

#### **Ending Cycle**

Enter the first and last statement cycles you wish to print. Press **Enter** twice to select the first and last cycles in the system.

#### **Override Customer Preferences?**

When using FormsCreator you have the option of overriding the output of the report.

**N** Do not override the customer preference.

**P** Print the output.

**E** Email the output.

**A** Email the output in Adobe format.

**F** Fax the output.

#### **Print Options**

Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

**P** Hardcopy

**E** Email

**F** Fax

#### **Statement Date**

Enter the date you wish to appear on the statements. The aging buckets are based on this date, which is usually the last day of the month. The system defaults to the terminal date.

**Aging Category**

You may reduce the number of statements printed by choosing to print statements only for those customers who have a balance in the aging category.

**A** Prints statements for all customers in the range.

**1/2/3/4** Only those customers who have at least one invoice falling into the selected aging category or older will receive a statement.

**Minimum Balance**

Enter the minimum balance due before you wish to print a statement.

*Example:* When the minimum balance entered here is \$10:

- ◆ If Customer A has a balance due of \$10, a statement is printed.
- ◆ If Customer B has a balance due of \$9, a statement is not printed.

**Print Credit Balance?**

**Y** Prints a statement even if the balance due is negative.

**N** Does not print a statement if the balance due is less than zero.

**Print Zero Balance Invoices?**

**Y** Prints zero balance invoices.

**N** Does not print invoices that have a balance of zero.

**Print Invoices by Date or Project?**

**D** Prints invoices for each customer in date sequence.

**P** Prints invoices for each customer in project sequence.

**N** Prints invoices for each customer in invoice number sequence.

**FormsCreator Printer**

Enter the override printer to use when printing these statements.

**Message**

Enter up to three lines of 60 alphanumeric characters each. The statement message prints on all invoices and is in addition to the dunning messages.

**Statement**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

## Billing Code Analysis

### Introduction

This report prints the month-to-date, year-to-date, and last-year sales and profit information for each billing code. The report provides a means for determining which items provide the highest sales volumes by allowing you to rank the report by month-to-date, year-to-date, or last-year sales.

### How to Execute

From the Accounts Receivable Reports Menu, select **Billing Code Analysis**.

**Billing Code Analysis Report**

Lightspeed Reprographics (DEM) 02/14/05 TE

**Sort Options**

MTD, YTD, Last Year, None

Ascending or descending

Print Selected Billing Codes Only?

From Code BW811SS

To Code TKS

**Detail Options**

Print month-to-date amounts?

Print year-to-date amounts?

Print last year's amounts?

### Description of Fields

#### Sort by M-T-D, Y-T-D, Last Yr, None

You have the option of sorting the report as follows:

- M** Sorts the report with either highest or lowest month-to-date sales first.
- Y** Sorts the report with either highest or lowest year-to-date sales first.
- L** Sorts the report with either highest or lowest last-year sales first.
- N** Sorts the report in billing code order and skips the next question.

#### Ascending or descending?

If you chose **M**, **Y**, or **L** in the above question, you may choose to sort the report with either the highest sales or lowest sales first, as follows:

- A** Prints the report with those billing codes having the lowest sales figures first.
- D** Prints the report with those billing codes having the highest sales figures first.

**Print Selected Billing Codes Only?**

You have the option of printing either selected or a range of billing codes on the report.

**Y** Allows you to select individual billing codes.

**N** Allows you to enter a range of billing codes.

If you entered **N**, the system prompts:

**From Code  
To Code**

Enter the first and last billing codes you wish to print on the report. Press **Enter** twice to select the first and last billing codes in the system.

**Print month-to-date amounts?**

**Y** Prints month-to-date sales and profit information.

**N** Does not print any month-to-date information.

**Print year-to-date amounts?**

**Y** Prints year-to-date sales and profit information.

**N** Does not print any year-to-date information.

**Print last year's amounts?**

**Y** Prints last year's sales and profit information.

**N** Does not print any information from last year.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

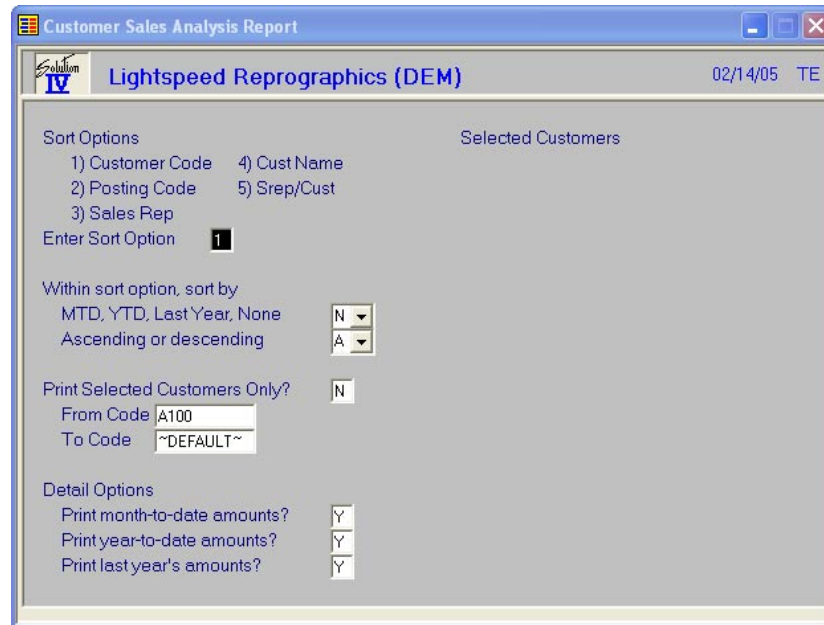
## Customer Sales Analysis

### Introduction

This report prints the month-to-date, year-to-date, and last-year sales and profit information for each customer. The report provides a means for determining which customers provide the highest sales volumes by allowing you to rank the report by month-to-date, year-to-date, or last-year sales.

### How to Execute

From the Accounts Receivable Reports Menu, select **Customer Sales Analysis**.



### Description of Fields

#### Enter Sort Option

Enter the option number for the order in which you wish to print the report.

- 1 Customer Code:** Prints all, selected, or a range of customers in customer code order with a report total at the end.
- 2 Posting Code:** Prints the report in posting code/customer code order with totals for each posting code and then a report total at the end.
- 3 Sales Rep:** Prints the report in sales representative code/customer code order with totals for each sales representative and then a report total at the end.
- 4 Cust Name:** Prints the report in customer name order with totals for each customer and then a report total at the end.
- 5 Srep/Cust:** Prints the report in sales representative code/customer name order with totals for each sales representative and then a report total at the end.

**Within sort option, sort by M-T-D, Y-T-D, Last Yr, None**

You have the option of printing the report ranked by sales amount. If you selected to sort by posting code or sales representative code, the sales ranking is within the selected sort option. Your options here are as follows:

- M** Sorts the report with either highest or lowest month-to-date sales first.
- Y** Sorts the report with either highest or lowest year-to-date sales first.
- L** Sorts the report with either highest or lowest last-year sales first.
- N** Sorts the report in the order selected and skips the next question.

**Ascending or descending**

If you chose **M**, **Y**, or **L** in the above question, you may choose to sort the report with either the highest sales or lowest sales first, as follows:

- A** Prints the report with those customers having the lowest sales figures first.
- D** Prints the report with those customers having the highest sales figures first.

**Print Selected Customers Only?**

You are asked this question only if you are printing the report sorted by customer code.

- Y** Allows you to select individual customer codes.
- N** Allows you to enter a range of customer codes.

If you entered **N**, the system prompts:

**From Sort Option  
To Sort Option**

Enter the first and last codes you wish to print on the report. Press **Enter** twice to select the first and last codes in the system.

**Print month-to-date amounts?**

- Y** Prints month-to-date sales, profit, and receipts information.
- N** Does not print any month-to-date information.

**Print year-to-date amounts?**

- Y** Prints year-to-date sales, profit, and receipts information.
- N** Does not print any year-to-date information.

**Print last year's amounts?**

- Y** Prints last year's sales, profit, and receipts information.
- N** Does not print any information from last year.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

## Sales Representative Analysis Report

### Introduction

This report prints the month-to-date, year-to-date, and last-year sales, profit, and commission information for each sales representative. The report provides a means for determining which sales representatives provide the highest sales volumes by allowing you to rank the report by month-to-date, year-to-date, or last-year sales.

### How to Execute

From the Accounts Receivable Reports Menu, select **Sales Representative Analysis**.

### Description of Fields

#### Sort by M-T-D, Y-T-D, Last Yr, None

You have the option of sorting the report as follows:

- M** Sorts the report with either highest or lowest month-to-date sales first.
- Y** Sorts the report with either highest or lowest year-to-date sales first.
- L** Sorts the report with either highest or lowest last-year sales first.
- N** Sorts the report in sales representative code order and skips the next question.

#### Ascending or descending

If you chose **M**, **Y**, or **L** in the above question, you may choose to sort the report with either the highest sales or lowest sales first, as follows:

- A** Prints the report with those sales representatives having the lowest sales figures first.
- D** Prints the report with those sales representatives having the highest sales figures first.

**Print Selected Sales Reps Only?**

You have the option of printing either selected or a range of sales representatives on the report.

**Y** Allow you to select individual sales representatives.

**N** Allows you to enter a range of sales representatives.

If you entered **N**, the system prompts:

**From Sales Rep****To Sales Rep**

Enter the first and last sales representatives you wish to print on the report. Press **Enter** twice to select the first and last sales representatives in the system.

**Print month-to-date amounts?**

**Y** Prints month-to-date sales, profit, and commission information.

**N** Does not print any month-to-date information.

**Print year-to-date amounts?**

**Y** Prints year-to-date sales, profit, and commission information.

**N** Does not print any year-to-date information.

**Print last year's amounts?**

**Y** Prints last year's sales, profit, and commission information.

**N** Does not print any information from last year.

**Print new page per sales rep?**

If you are planning on giving a copy of this report to each of your sales representatives, you will want to start each sales representative on a new page.

**Y** Each sales representative starts on a new page. The report total is also printed on a new page so that the last sales representative does not see sales, profit, and commission information for the entire company.

**N** Each sales representative will not necessarily start on a new page.

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

## Historical Invoice Print

### Introduction

This option prints invoices from the information posted to the Accounts Receivable invoice history fields.

### How to Execute

From the Accounts Receivable Reports Menu, select **Historical Invoice Print**.

The screenshot shows a Windows-style dialog box titled "Invoice Printing". The window has a title bar with standard minimize, maximize, and close buttons. Below the title bar is a header area with a logo on the left, the text "Lightspeed Reprographics (DEM)" in the center, and the date "02/24/05" and "TD" on the right. The main area of the dialog contains several controls: a label "Print Selected Invoices Only?" followed by a button labeled "N"; two text input fields labeled "From Invoice" and "To Invoice" containing the values "0000000100-IN" and "0000010005-IN" respectively; a label "Override Customer Preference?" followed by a dropdown menu showing "N"; and a label "Print options" followed by a text input field containing "PEF".

### Description of Fields

#### Print Selected Invoice Only?

If you have chosen to print the report sorted in its primary sort order, you have the option of entering specific codes or a range of codes to include on the report as follows:

- Y** Displays a view and allows you to select individual records to print on the report.
- N** Allows you to enter a range of records to print.

#### From Invoice To Invoice

If you are printing this report for a range of invoices, enter the starting and ending invoice numbers.

#### Override Customer Preference?

When using FormsCreator you have the option of overriding the output of the report.

- N** Do not override the customer preference.
- P** Print the output.
- E** Email the output.
- A** Email the output Adobe format.
- F** Fax the output.

**Print options**

Enter the preferences that you wish to print. This reflects back upon the customer's desired delivery method for this report. You may enter up to three different preferences.

*Example:* You may enter PF and print the customers that prefer hard copy or Fax copy of the report. The Email customers would be skipped.

**P**      Hardcopy

**E**      Email

**F**      Fax

**Report**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

## Historical Sales Journal

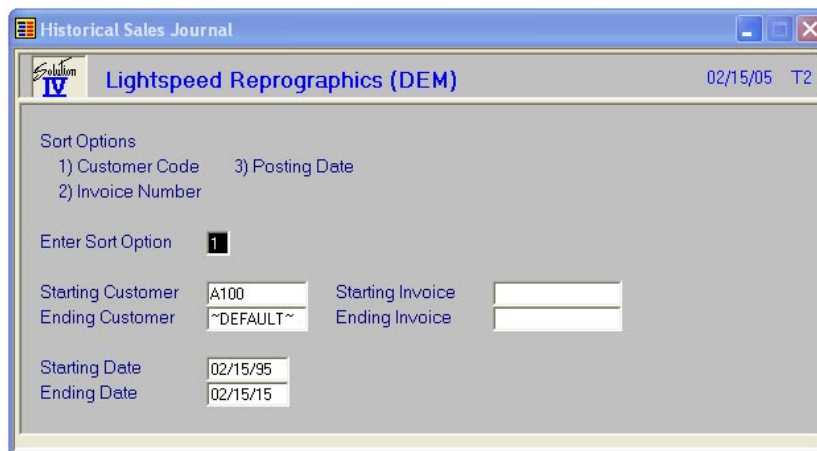
**Introduction**

This report prints all of the invoices within the given ranges. If printed monthly, the report is essentially a combination of all sales journals for the month.

**Note:** Since this report uses the history files instead of the open invoice file, you should be able to print the report for an entire year. However, it can only print information that is in the history file, so it can only print the report as old as the history maintained.

**How to Execute**

From the Accounts Receivable Reports Menu, select **Historical Sales Journal**.


**Description of Fields****Sort Options**

- 1**      Prints the report in customer code order. This provides a means for seeing how much a customer has purchased from you during a specified period.
- 2**      Prints the report in invoice number order. This provides a means for compiling your sales journals for a month or other range of dates.

- 3 Prints the report in posting date order. This provides a means for seeing how much a customer has purchased from during a specific date range.

**Starting Customer****Ending Customer**

If you choose to print the report in customer order, you may select the range of customers to print. The system defaults to all customers.

Enter the first and last customers you wish to print on the report. Press **Enter** twice to select the first through last customers in the system.

**Starting Invoice****Ending Invoice**

If you choose to print the report in invoice number order, you may select the range of invoices to print. The system defaults to all invoices.

Enter the first and last invoices you wish to print on the report. Press **Enter** twice to select the first through last invoices in the system.

**Starting Date****Ending Date**

You may print the report for any range of dates so long as the invoices still exist in the history files. The system defaults to all dates.

Enter the first and last dates you wish to print on the report. Press **Enter** twice to select the first through last dates in the system.

*Example:* If you want to print sales for April of 2004, enter 040104 for the starting date and 043004 for the ending date.

**Reports**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

## Historical Cash Receipts Journal

### Introduction

This report prints all of the cash receipts within the given ranges. If printed monthly, the report is essentially a combination of all cash receipts journals for the month.

**Note:** Since this report uses the history files instead of the open invoice file, you should be able to print the report for an entire year. However, it can only print information that is in the history file, so it can only print the report as old as the history maintained.

### How to Execute

From the Accounts Receivable Reports Menu, select **Historical Cash Receipts Journal**.

### Description of Fields

#### Sort Options

- 1** Prints the report in customer code order. This provides a means for seeing how much cash you have received from each customer during a specified period.
- 2** Prints the report in bank code/deposit date order. This provides a means for compiling your cash receipts for a month or other range of dates.
- 3** Prints the report in posting date order.

#### Starting Customer

#### Ending Customer

If you choose to print the report in customer order, you may select the range of customers to print. The system defaults to all customers.

Enter the first and last customers you wish to print on the report. Press **Enter** twice to select the first through last customers in the system.

#### Starting Bank Code

#### Ending Bank Code

If you choose to print the report in bank code order, you may select the range of bank codes to print. The system defaults to all bank codes.

Enter the first and last bank codes you wish to print on the report. Press **Enter** twice to select the first through last bank codes in the system.

**Starting Date****Ending Date**

You may print the report for any range of dates so long as the cash receipts still exist in the history files. The system defaults to all dates.

Enter the first and last dates you wish to print on the report. Press **Enter** twice to select the first and last dates in the system.

*Example:* If you want to print cash receipts for April of 2004, enter 040104 for the starting date and 043004 for the ending date.

**Reports**

After selecting a printed or displayed copy, you will be returned automatically to the Accounts Receivable Reports Menu.

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# 7

## Period End Processing

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This chapter explains the options available during Period End Processing. They include:

- Finance Charge System
- Period End Update
- Status Change Update

Each of these functions is usually executed only once each month, after all invoices and cash receipts have been entered for the current month and before any entries are made for the next month.

## Finance Charge Calculation

### **Introduction**

If you wish to utilize the finance charge functions, this option should be run before printing statements. It calculates finance charges based on what you have set up in the AR Parameters Maintenance or any overrides you may have entered in the customer masterfile.

The finance charges are calculated automatically here and then may be modified on a customer-by-customer basis using Finance Charge Maintenance.

Before executing this function, enter **DATE** from any Solution-IV menu. You will see the following prompt:

#### **Enter Terminal Date (MMDDYY):**

Enter the date you wish to use when determining whether or not to calculate a finance charge for each customer.

### **How to Execute**

From the Finance Charge Menu, select **Finance Charge Calculation**.

### **Description of Fields**

No further input is required for this function. The following message will be displayed on the screen as the system scans the open invoice file:

**Now processing: <customer code>**

### **Exit the Screen**

When the calculation is complete, the Finance Charge Journal is automatically executed. You may continue with the journal, or press **F4** to return to the Accounts Receivable Main Menu.

## Finance Charge Maintenance

### Introduction

This option allows you to modify the automatically calculated finance charges on a customer-by-customer basis.

### How to Execute

From Finance Charge Menu, select **Finance Charge Maintenance**.

The screenshot shows a software window titled "Finance Charge Maintenance" for "Lightspeed Reprographics (DEM)". The window contains the following fields and values:

Field	Value
Customer Code	H001
Name	High Mountain Engineering
Total Balance Due	360,418.63
Amount Subject to Finance Charge	.00
Finance Charge Rate	.00 %
Finance Charge Amount	0
Aging Information	
Current	0.00
Month 1	0.00
Month 2	0.00
Month 3	0.00
Month 4	0.00

### Description of Fields

#### Customer Code

Enter the customer for whom you wish to add, delete, or change the finance charge amount.

#### Finance Charge Amount

Enter the finance charge amount you wish to charge this customer on this statement. The amount defaults to the amount calculated during the Finance Charge Calculation. Other information such as total balance due and the aging buckets are displayed on the screen to help you determine an appropriate finance charge amount.

### Exit the Screen

When you are finished, press **F4** from the customer code field to return to the Accounts Receivable Main Menu.

## Finance Charge Report and Update

### **Introduction**

This option prints a report showing the finance charge amounts for each customer. It is an audit report and should be kept with the rest of your accounting records. Once all the charges are correct, the update posts the amounts to the customer balances and they can then be shown on the statements.

### **How to Execute**

From the Finance Charge Menu, select **Finance Charge Register & Update**.

### **Description of Fields**

#### **Enter Posting Date**

Enter the posting date for which you wish to run the report and update. This is the date that will be used when posting the finance charges to General Ledger and the permanent Accounts Receivable files.

### **Reports**

Select a printed or displayed copy.

### **Update**

After the Finance Charge Journal has been printed to the printer, you will be asked if you want to continue with the update. The update posts the finance charges to the permanent Accounts Receivable and General Ledger files.

**Important:** Verify that the finance charges were calculated correctly before answering YES to the update question. You can easily make corrections using Finance Charge Entry before you complete the update.

**Note:** The Finance Charge Journal is an important part of your audit trail and must be kept with your permanent accounting files.

### **Exit the Screen**

When the update is complete, or if you choose not to run the update, you are returned automatically to the Accounts Receivable Main Menu.

## Period End Update

### Introduction

This function should be run at the end of each accounting period after all invoices and cash receipts have been entered for the period and after all reports have been printed. It should be run before anything is entered for the following month.

The Period End Update does the following:

- Removes zero balance invoices from the open invoice file that are older than the specifications set in AR Parameters Maintenance.
- Removes temporary customers (customer type = T) whose balance is zero and who do not have any history.
- Zeros out all month-to-date buckets throughout the Accounts Receivable system, such as in the customer and sales representative masterfiles.
- Re-ages the buckets in the customer masterfile so that the aging buckets are correct as of the date of the Period End Update.
- Transfers the year-to-date buckets to the last-year buckets and zeros out all year-to-date buckets if running year-end processing.

### How to Execute

From the Accounts Receivable Main Menu, select **Period End Update**.



**Description of Fields****Have these reports been printed?**

**Important:** Print all but the monthly journals before running the Period End Update. Information that prints on these reports is deleted during the update and cannot be recreated except by restoring backups.

The monthly journals print using the history files and only must be printed before clearing historical transactions.

- Y** All required reports have been printed so that information that prints on them may be cleared.
- N** If these reports have not been printed, the system terminates the update and returns to the Accounts Receivable Main Menu.

**Do you have a current backup?**

See the Solution-IV Utilities manual for information on backups.

- Y** You have a current backup.
- N** If you do not have a current backup, the system terminates the update and returns to the Accounts Receivable Main Menu.

If you answer **Y** to the questions above, you will see a screen similar to the following:

**Period End Update**

**Lightspeed Reprographics (DEM)** 02/15/05 T2

Type of Period End Processing

Month-end processing only? ☒ Y

Month and year-end processing? ☐ N

Remove zero balance invoices? ☐ Y

Remove paid commission information? ☐ Y

Re-age customer masterfile? ☐ Y

Clear historical transactions? ☐ N

Clear transactions older than 02/15/05

Copy transactions before clearing? ☐ N

Filename for copy

**Month-end processing only?**

- Y** Runs full month end processing. The cursor skips to the "Clear historical transactions" question.
- N** Skips to the next question.

**Month and year-end processing?**

Year-end does everything month-end does plus maintains the year-to-date and last-year buckets.

- Y** Runs year-end processing. The cursor skips to the "Clear historical transactions" question.
- N** Skips to the next question.

**Remove zero balance invoices?**

Zero-balance invoices are cleared as part of full month-end processing, however, there may be times when you want to remove them mid-month. This may happen if there is not enough space on the disk to expand the file when it gets full.

- Y** Removes zero-balance invoices from the open invoice file.
- N** Leaves the open invoice file intact.

**Remove paid commission information?**

Commissions are cleared during month end. However, you can use this option if you need to clear them mid-month.

- Y** Clears the commission file.
- N** Leaves commissions intact.

**Re-age customer masterfile?**

During the course of a month, the aging buckets in the customer masterfile may become incorrect. You may have noticed that it recalculates them each time they are displayed on the screen in such places as Customer Inquiry and Finance Charge Maintenance. It is not really necessary to run this function unless you have a custom report on your system that is dependent on these buckets to be accurate.

- Y** Scans the open invoice file and corrects the aging buckets in the customer masterfile.
- N** Leaves the aging buckets as they are.

**Clear historical transactions?**

Every transaction in the system is saved in a combination of historical transaction files. This is done so events can be recreated if necessary. These transaction files however, can become very large. Therefore, this option allows you to clear these files periodically.

- Y** Allow you to remove records from the history files.
- N** Skips the remaining questions.

**Clear transactions older than**

Enter the oldest date for which you wish to maintain historical information.

*Example:* If you want to keep history from 03/01/05 forward, enter 030105.

**Copy transactions before clearing?**

This feature copies transactions to be deleted to a separate file before deleting them from the main history files. This feature allows you to create a file of deleted history records that you can then back up before erasing from the hard disk.

**Y** Copies deleted transactions to a separate file.

**N** Removes the transactions without copying. The next question is skipped.

**Filename for copy**

Enter up to seven characters for the file name to which you wish to copy the transactions. A number, 1, 2, or 3, is added to the end of the file name, corresponding to one of the three Accounts Receivable history files.

*Example:* If you enter the filename ARHIST, the system creates the following files: ARHIST1, ARHIST2, and ARHIST3.

**Exit the Screen**

When the Period End Update is complete, you are returned automatically to the Accounts Receivable Main Menu.

## Status Change Update

**Introduction**

The Status Change Update takes all of the customer masterfile and code file entries that you have marked to change or delete, verifies their validity, and then makes the change. A report is printed prior to the update showing what is to be changed or deleted, and you then have the option of continuing the update or not.

**Important:** This is a powerful function which may result in codes or customers being deleted or irreversibly combined with others. Make sure you have current backups before continuing.

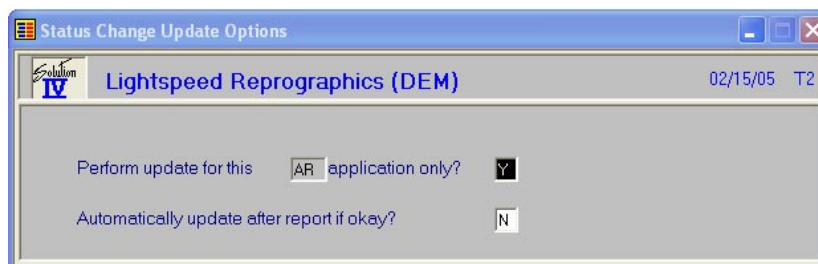
**Before you Start**

Before you start the Status Change Update, you must do the following:

- ◆ Make a current backup, this is for your own protection.
- ◆ Make sure that the invoice entry, cash receipts, and finance charge files have been updated.
- ◆ Make sure no one else is using Solution-IV.

**How to Execute**

From the Accounts Receivable Main Menu, select **Status Change Update**.

**Description of Fields****Perform update for this xx application only?**

You have the option of performing the status change update process for just the module in which you have selected the process for or for all modules.

**Y** Perform the update for just this module.

**N** Perform the update for all modules.

**Automatically update after report if okay?**

You have the option of performing the status change update without having to respond to a prompt after the preprocess report has been run. The update will only run if the preprocess did not run into any significant problems.

**Y** Automatically continue with the update after the report is printed.

**N** Wait for the user to respond to the continue question.

**Steps in Status Change**

The Status Change Update works as follows:

Makes sure the entry files are empty and that no one else is using the Solution-IV Accounting System.

Builds a list of all the records that are marked to be changed or deleted (Status C or D).

Once the list is built, it checks all of the records to be deleted and makes sure that they are not being used anywhere. Example: If you are deleting Terms Code 02, 02 may not be used by any customers in Customer Maintenance or on any open invoices.

Records that are marked to be changed are checked to insure that the "change to" is not going to be changed to something else and is not going to be deleted.

A report is printed showing the changes to be made and any conflicts found in the steps listed above. If there are any conflicts, the remaining steps are skipped and you are returned to the Accounts Receivable Main Menu.

If there are no conflicts, the system prompts:

**Are you sure you want to continue the update?**

**Y**      Completes the status changes as indicated on the report in the following order.

**N**      Does not run the update and returns to the Accounts Receivable Main Menu.

The requested changes are performed.

The requested deletes are performed.

The history files are marked if anything was changed. There are multiple flags in each history record in each of the history files-one for each element that could be changed. They are normally blank. If the element has been changed, the associated flag is set to "C."

***Exit the Screen***

When the Status Change Update is complete, you are returned automatically to the Accounts Receivable Main Menu.

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# 8 Appendices

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The following pages contain supplemental information that is helpful to the understanding of Solution-IV Accounts Receivable

- A. Accounts Receivable Messages
- B. Understanding the Accounting Theory Behind Accounts Receivable
- C. What to do with all the Paper Generated
- D. Glossary

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# **A**      **Accounts Receivable Messages**

---

Most messages that you encounter are described in the appropriate chapters of this manual, where the operation that you are performing is documented.

This appendix contains additional messages that may be displayed during the normal processing of your system. These messages are not explained in the body of the manual because in most cases they are displayed infrequently. The messages are grouped by the operation being performed:

- Cash Receipts
- Credit Rating Maintenance
- Customer Maintenance
- Finance Charge System
- Invoice Entry
- Period End Processing
- Recurring Invoice Entry
- Recurring Invoice Journal
- Sales Journal
- Sales Tax Maintenance
- Terms Code Maintenance

## Messages

### Cash Receipts

#### Are you sure you want to clear the cash receipts? Yes No

This is a hidden option that allows you to clear the cash receipts entry file. You may want to do this if your cash receipts file gets messed up due to a power failure or other catastrophe. This option fixes the payments today field in the cash receipts file and allows you to start over.

**Y** Deletes all of the cash receipts entries currently in the cash receipts entry file.

**N** Leaves the cash receipts file in its current state.

#### Customer x not allowed.

The Solution-IV Accounts Receivable system has reserved several customer codes for special purposes. They are as follows:

**CASH** Reserved for miscellaneous cash receipts.

**DELETED** Reserved for deleted invoices in Invoice Entry.

**DEFAULT** Reserved for the default customer code. You can enter it only in Customer Maintenance to set up and maintain the default customer code. You cannot enter invoices or cash receipts for this customer.

#### Distribution out of balance. Delete check Change check amt

##### F4-More changes

The sum of the invoices paid by this check does not match the check amount originally entered.

**D** Delete the entire check.

**C** Change the check amount to be the same as the sum of the invoices entered against it.

**F4** Allows you to add, change, or delete invoices for this check in an attempt to make the distribution balance go to zero.

#### Distribution out of balance. Delete deposit Change dep amt

##### F4-More changes

The sum of the checks entered for this cash receipt does not match the deposit amount originally entered.

**D** Delete the entire deposit.

**C** Change the deposit amount to be the same as the sum of the checks entered into this batch.

**F4** Allows you to add, change, or delete checks in this batch in an attempt to make the distribution balance go to zero.

**Credit Rating Maintenance****Duplicate terms code.**

You have already entered this terms code in the list of allowed or restricted terms for this credit rating code. It must be deleted before continuing.

**Customer Maintenance****Customer x not allowed.**

The Solution-IV Accounts Receivable system has reserved several customer codes for special purposes. They are as follows:

<b>CASH</b>	Reserved for miscellaneous cash receipts.
<b>DELETED</b>	Reserved for deleted invoices in Invoice Entry.
<b>DEFAULT</b>	Reserved for the default customer code. You can enter it only in Customer Maintenance to set up and maintain the default customer code. You cannot enter invoices or cash receipts for this customer.

**Finance Charge System****No finance charges applicable to customers.**

Automatic finance charge calculation has determined that no customers exist that should be charged a finance charge based on the information you have entered in AR Parameter Maintenance.

**Invoice Entry****Billing code DEFAULT not allowed.**

The billing code 'DEFAULT' may only be used in Billing Code Maintenance. It is used to copy standard information to each new billing code added.

**Credit limit exceeded.**

The credit limit established for this customer has been exceeded. This is a warning message. You can still use this customer in Accounts Receivable Invoice Entry.

**Credit rating x does not allow terms code y.**

The credit rating for this customer includes a restricted or allowed list of terms codes for Invoice Entry. This message provides you with a warning that the combination of this credit rating code and this terms code are not allowed per your definition of this credit rating code. You can still use this combination for Invoice Entry.

**Customer x not allowed.**

The Solution-IV Accounts Receivable system has reserved several customer codes for special purposes. They are as follows:

<b>CASH</b>	Reserved for miscellaneous cash receipts.
<b>DELETED</b>	Reserved for deleted invoices in Invoice Entry.
<b>DEFAULT</b>	Reserved for the default customer code. You can enter it only in Customer Maintenance to set up and maintain the default customer code. You cannot enter invoices or cash receipts for this customer

**Warning! Resale number has expired.**

This customer's resale number has expired. This message is a warning. You can still process this invoice using this resale number. You may also want to delete the resale number from this invoice and charge sales tax until you can confirm that the resale number has been renewed.

**Period End Processing****File x already exists.**

The backup file that you have chosen to use already exists. You must enter a new name for the backup file or remove the old backup file.

**Recurring Invoice Entry****Billing code DEFAULT not allowed.**

The billing code 'DEFAULT' may only be used in Billing Code Maintenance. It is used to copy standard information to each new billing code added.

**Customer x not allowed.**

The Solution-IV Accounts Receivable system has reserved several customer codes for special purposes. They are as follows:

<b>CASH</b>	Reserved for miscellaneous cash receipts.
<b>DELETED</b>	Reserved for deleted invoices in Invoice Entry.
<b>DEFAULT</b>	Reserved for the default customer code. You can enter it only in Customer Maintenance to set up and maintain the default customer code. You cannot enter invoices or cash receipts for this customer.

**Recurring Invoice Journal****Print: Detail Summary**

You may print the recurring journal in detail or summary format as follows:

- D** Prints something that looks like an invoice for each recurring invoice in the file.
- S** Prints one group of lines for each recurring invoice in a report-like format.

**Update selected recurring invoices to invoice entry file? Yes No**

In order to update the selected recurring invoices to the permanent Accounts Receivable open invoice and customer files and the General Ledger files, you must first update them to the invoice entry file. They may be deleted or edited from the invoice entry file. If you do not perform the update, the selection will be lost, and you will need to select recurring invoices again.

- Y** Add the selected recurring invoices to the invoice entry file.
- N** Do not add the recurring invoices to the file.

**Sales Journal****WARNING! Invoices not printed. Continue? Yes No**

You will receive this warning if you have not printed invoices prior to printing the sales journals. The system allows this to happen, but don't forget that the invoice entry file is cleared after the Sales Journal Update, so you will not easily be able to print your invoices later.

- Y** Continues the sales journal printing and update.
- N** Exits the sales journal program. You may now print the invoices and then follow with the sales journals.

**Sales Tax Maintenance****Duplicate sales tax code.**

You have already entered this sales tax code as an additional sales tax jurisdiction for this primary sales tax code. It must be deleted before continuing.

**Terms Code Maintenance****Invalid day for proximo terms.**

You must enter a valid number from 1 to 31 inclusive for proximo terms. Obviously a terms of Due on the 50th is not valid. The system does compensate when the date entered here is 30 or 31 and the actual month has fewer days, such as February.

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# B Understanding the Accounting Theory Behind Accounts Receivable

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You can use the Solution-IV Accounts Receivable package without understanding accounting, but you may find the following concepts helpful in understanding what the system is doing.

## **Definition**

Accounts Receivable is the component of accounting that gives you the information you need to manage your customer base. Accounts Receivable tracks your sales and cash receipts, thereby helping you to manage your incoming cash flow. Reporting is also provided, giving you a picture of what it is you are actually selling. If you have General Ledger, the Accounts Receivable package sends information there to help give you a complete picture of the financial condition of your company.

## **Accounting Components**

Every company's financial picture is made up of the following basic elements:

- **Assets-** anything of value that the company owns.  
*Examples:* cash, accounts receivable, inventory, property.
- **Liabilities-** anything that the company owes to someone else.  
*Examples:* accounts payable, notes payable
- **Equity-** what the company is worth.  
*Examples:* owner's equity, capital stock, retained earnings
- **Revenue-** income or earnings.  
*Examples:* sales revenue, interest income
- **Expenses-** the cost of doing business.  
*Examples:* cost of sales, payroll expense, supplies

Your accounts receivables are part of your assets. They represent that part of your revenue that you are recognizing now, even though the customer who made the purchase will not actually pay for it until later.

When you are working with the Accounts Receivable module, you will also be working with your cash accounts (also assets) in order to receive payments, and with revenue accounts to actually record the sales.

**Cash vs. Accrual**

There are two acceptable ways of keeping your accounting records.

- Under an accrual method of accounting, revenue is recorded into the General Ledger whenever you make a sale, not when you actually receive payment. Operating under an accrual basis, you are better able to match revenue to expenses, giving a better picture of the actual profitability of your company. Most companies operate under an accrual basis.
- If you operate under a cash basis, you do not actually record the revenue in the General Ledger until the payment is received. The Solution-IV Accounts Receivable package does not make postings in this manner. If you need to operate on a cash basis, your accountant can help you reverse your postings at the end of each month, to give you an accurate picture of your company's financial condition under a cash basis. You will still be able to use the Accounts Receivable package to determine which customers owe you money.

**Debits & Credits**

Debits and credits seem to cause the most confusion to those just learning accounting. In the simplest of terms, every account has a debit side and a credit side. If total debits are more than total credits, the account has a debit balance; if total credits are more than total debits, the account has a credit balance. Each account has a normal debit or credit balance. The following table demonstrates what happens with each basic component.

Account Type	Normal Balance	Debits	Credits
Asset	Debit	Increase Balance	Decrease Balance
Liability	Credit	Decrease Balance	Increase Balance
Equity	Credit	Decrease Balance	Increase Balance
Revenue	Credit	Decrease Balance	Increase Balance
Expense	Debit	Increase Balance	Decrease Balance

**Pluses & Minuses**

A lot of people like to think of debits and credits as pluses and minuses, but that causes a lot of confusion. In general, in the General Ledger, debits are entered as positive numbers and credits are entered as negative numbers. This may be confusing because revenue is a credit account (see the above table) which means the amounts to it are usually negative numbers. We have tried to eliminate this confusion in the Accounts Receivable package by doing the debits and credits (pluses and minuses) for you.

While in Solution-IV Accounts Receivable, you will have to enter very few negative numbers. The only time you will need to enter negatives is when you are entering adjustments to existing invoices or when reversing an existing payment. Even when you enter credit memos, the system takes care of converting it to negatives for you. When in invoice entry and cash receipts, enter the amounts as positive numbers and the system will automatically do the conversion to negative numbers if required.

**Postings**

The basis of double entry accounting, which Solution-IV uses, requires that every entry be composed of two entries a debit and a credit. The chart at the end of this section shows the actual postings made by Accounts Receivable to General Ledger.

**Subsidiary Ledger**

A subsidiary ledger is a supporting ledger consisting of a group of similar accounts, the total of which is in agreement with a controlling account in the General Ledger. The purpose behind a subsidiary ledger is to keep unnecessary detail out of the General Ledger.

In Accounts Receivable, the Aged Trial Balance can be considered a subsidiary ledger because it contains the details of which customers owe you money. The report total should match the Accounts Receivable account(s) in the General Ledger. The supporting documents for the Aged Trial Balance (Sales Journals, Cash Receipts Journal, and Finance Charge Journal) are also considered subsidiary ledgers because they can be used to recreate the Aged Trial Balance.

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# C

## What to do with all the Paper Generated

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It may seem to you that Solution-IV Accounts Receivable uses a lot of paper. Not only does it have the ability to print the many reports you use on a daily basis, but it forces you to print certain reports before continuing with updates. You may wonder why and what you are supposed to do with all of it.

### **WHY?**

The entire line of the Solution-IV Accounting System has been designed to comply with the Generally Accepted Accounting Principles (GAAP). This is a technical term that covers too much to fully explain here there are entire courses which do not even fully cover the topic. In general, they are broad concepts and detailed practices including all conventions, rules, and procedures that together make up accepted accounting practice at any given time. They have become generally accepted by agreement, over time, and unfortunately, are not necessarily logical.

All the paper generated by the Solution-IV Accounts Receivable system is to comply with GAAP. One of the principles of GAAP is that you must be able to provide an audit trail or sufficient backing for every entry in the General Ledger. The Sales Journals, Cash Receipts Journal, and Finance Charge Report provide this necessary audit trail.

### **What you Need to Keep**

In general, you will need to keep the final copy of each of the following reports. The final copy is the one printed just before you run the update. If you printed the report several times, you can tell the final copy by looking at the date and time the report was printed. It is important that you keep only the final copy and throw all of the earlier ones away.

The reports that you **MUST** keep are:

- Sales Journals (all four of them)
- Cash Receipts Journals
- Finance Charge Reports

You will also want to keep the final copies of the reports you print before running the Period End Update. In general, these reports consist of the following:

- Aged Trial Balance
- Sales Rep Commission Report
- Sales Tax Report
- Billing Code Analysis
- Customer Sales Analysis
- Sales Representative Analysis
- Monthly Sales Journal
- Monthly Cash Receipts Journal

## How to Organize Saved Reports

Everyone has a system for filing or organizing all of the reports printed. The following are just a few ideas. You must determine the one that works best for you and modify it to your specific needs.

### **Binders**

If your company is relatively small and is printing only a few reports each month, standard three-ring binders may be the best method for you. You should have at least four binders, one of each of the following:

- Sales Journals
- Cash Receipts Journals
- Finance Charge Report, if necessary
- Monthly Reports

You will want to put dividers in the binders, separating the reports by month.

### **Data Binders**

If your company is a little larger, computer data binders may work better for you because they hold more information and do not require the extra time required to tear off the feed strips and punch the holes you use them to hold the reports in the binders. You will want to have binders for each of the registers, plus one for each report for a total of 11 binders. You may want to keep additional binders for copies of invoices and statements. We highly recommend that you purchase dividers specially made for data binders because the binders can get very thick. Please note that a disadvantage of data binders is that as they get full, they are rather cumbersome, and it may be difficult to take pages out if necessary.

**Filing Cabinet**

If your company generates too many reports to make three-ring binders practical, and you do not like data binders, your best bet will be to use file folders and your filing cabinet. You should use a separate folder for each type of report for each month. In other words, you would have a folder labeled, Sales Journals, January, etc. If you print many reports, and need to make copies of them from time to time, this will be the easiest system for you. Be sure to keep the reports in date order in the file folder.

**A Closing Note**

Try not to let the filing of all these reports get ahead of you. It may seem tedious now, but in the event of a system problem, or an accounting or IRS audit, you will find these reports invaluable in proving what exactly happened in the system. With proper filing, corrections become easier to make and audits take less time, saving you both time and money.

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# D Glossary

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## **1099 Reporting**

1099 reporting is the filing of a 1099 tax form with the federal government. This is a report of all payments made to individual vendor of more than an amount specified by the government in a calendar year.

## **A**

### **Account or Account Code**

An account is the basic component of a formal accounting system. It records all additions and deductions and shows balances of assets, liabilities, owners' equity, revenues and expenses.

There are two types of accounts: debit and credit. Asset and expense accounts are usually debit accounts. Liability, equity and revenue accounts are usually credit accounts.

### **Accounting**

The process of recording, organizing, reporting and interpreting the financial data of a business.

### **Accounting Period**

An accounting period is an interval of time for which a financial statement is prepared. In most businesses, each month is a separate accounting period.

Solution-IV allows you to store data for as many as 26 accounting periods (2 full years).

### **Accounting System**

An accounting system is a method for interpreting the financial performance of a business. It includes the raw data, procedures and equipment needed to make this analysis.

## **Accounts Payable**

Accounts payable is a record of money owed and payments made by a business to creditors. It is a current liability showing the actual dollar amount owed to creditors.

## **Accounts Receivable**

Accounts receivable is a record of money owed and payments made to a business by customers. It is a current asset showing the actual dollar amount owed by customers.

## **Accrual Basis**

Accrual basis accounting records revenues and expenses for the current accounting period even though payments will not be received or paid until a later accounting period. This is to be distinguished from cash basis.

Most companies operate on the accrual basis.

See Accrued Asset and Accrued Liability.

## **Accrued Asset**

An accrued asset is a revenue that is recorded when it is earned, not when a payment is received. The revenue then appears on financial statements for the period in which it is earned. (It may also be called an accrued income.)

*Example:* If you sell a camera for \$295 on credit, this transaction is immediately recognized as revenue and recorded in accounts receivable (even though cash has not yet been received).

**Accrued Liability**

An accrued liability is an expense recorded when it is incurred, not when a payment is made. The expense then appears on financial statements for the period in which it is incurred. (It may also be called an accrued expense).

*Example:* If you purchase on credit 5 dictionaries at \$24.95 each, the \$124.75 transaction is immediately recognized as an expense even though cash has not been paid.

**Accumulated Depreciation**

Accumulated depreciation is the sum of all recorded depreciation for a particular asset (or group of assets) since the date of acquisition.

**Activity**

Activity is the continuous completing of transactions. This activity, whether an expense or a revenue, changes the account balance.

The Solution-IV General Ledger allows you to see the activity of each account for a given accounting period.

**Adjusting Entry**

An adjusting entry is a general journal entry that corrects an account or brings that account up to date.

These entries are usually made at the end of an accounting period, but may be made whenever it is considered appropriate.

**Aging Period**

The aging period is an interval of time following a sale or a purchase that defines a revenue or expense as outstanding. The length of this period is different for each company.

*Example:* A loan company may want a listing of payments that are 2 weeks late.

**Allowance for Bad Debts**

Allowance for bad debts is an asset account that offsets uncollectible revenue. The amount is usually estimated as a percentage of accounts receivable, based on previous experience with unpaid accounts.

**Alphanumeric**

Alphanumeric describes a combination of letters and/or numbers.

*Example:* L48, 56SJ, E913S, 1234, and ASTVLS are alphanumeric.

**Amortization**

Amortization is the writing-off of the cost of an intangible asset over its economic life. It is usually used with leasehold improvements, organization costs, or goodwill.

**Asset**

An asset is anything that is owned by a business and has a monetary value.

*Example:* Buildings, fixtures, equipment, supplies and cash are assets.

**Audit Report**

An audit report verifies the accuracy of information entered into the computer. An audit report must be printed before updating the permanent files.

**Audit Trail**

An audit trail is a detailed record of accounting activity. It is a means of examining transactions from the time they are entered into a journal until they are printed in the financial statements.

**Average Cost Method**

The average cost method is a system of inventory costing. The value of inventory is determined by averaging the cost of goods in stock with goods recently received.

*Example:* 25 bicycle pedals purchased by you for resale at a cost of \$35 each remain in inventory. You purchase 10 more at \$40. Your inventory is now valued at  $(25 \times \$35) + (10 \times \$40)$  or a total of \$1275 or \$36.43 each. If you sell 30 of them, the cost of the sale will be computed as  $\$36.43 \times 30$  or \$1092.90, with a remaining inventory value of  $\$36.43 \times 5$  or \$182.15.

See Standard Cost, LIFO and FIFO.

**B****Back Order**

A back order is a request for items that are currently out of stock. As soon as they become available they are shipped to the customer.

**Backup**

A backup is a copy of computer files on a portable medium (such as a floppy diskette or tape cartridge). Should the computer files be corrupted or destroyed the backup can be used to replace the data.

Backups should be made at regular intervals.

**Bad Debt**

A bad debt is a revenue that is partially or completely uncollectible. It becomes an expense when it is established that the customer will not pay the obligation and it is not practical to enforce payment.

**Balance**

A balance is the difference between total debits and total credits of an account at a given time. An individual account is said to have a debit balance if debits are greater than credits, a credit balance if credits are greater than debits, or a zero balance if debits equal credits.

**Balance Forward**

Balance forward is a technique used in accounts receivable summarizing all transaction activity at the end of an accounting period. The balance is then carried forward to the next accounting period.

See Open Item.

**Balance Sheet**

A balance sheet is a financial statement summarizing the financial status of a business at a specific time. It is a detailed presentation of the assets, liabilities and owner's equity as in the fundamental accounting equation:  $\text{Assets} = \text{Liabilities} + \text{Equity}$ .

**Bank Reconciliation**

A bank reconciliation compares the bank statement to the depositor's records. Differences should be analyzed and explained by deposits in transit, checks outstanding, bank charges, and errors.

**Bucket**

A bucket is a field on the screen or in a file where data is displayed or stored. Often it is a field that does not allow user input such as the data in a specific aging category.

**Budget**

A budget is a financial plan or goal for a specific period of time. It can be used to compare with actual results.

**C****Capital**

In accounting, capital is too general to be used by itself. In most cases it means the ownership of the assets of a business by the proprietor(s).

See Equity.

**Cash Basis**

Cash basis accounting records revenue only when a payment is received and records an expense only when a payment is made. The payments are recorded on financial statements for the period in which they are made.

Very small businesses usually operate on a cash basis.

*Example:* When the sale of a product or a service is made, the transaction is not recorded until cash is received. This is to be distinguished from accrual basis.

**Cash Discount**

A cash discount is the amount deducted from a customer's bill when a prompt payment of that invoice is made.

**Character**

A character is a symbol, letter, or number.

**Chart of Accounts**

The chart of accounts is a table of contents for the General Ledger. It lists the accounts systematically with assets followed by liabilities, capital, revenue, cost of sales and expenses.

**Check Register**

A check register is a listing of check numbers and invoices paid. It is available when computer checks are generated, hand-written checks are entered, or as a summary at the end of the period.

**Company**

A company is an organization with its own separate assets, liabilities and equity. It may, however, be a division, branch office, department or subsidiary of a single organization. Solution-IV separates all files by company. In Solution-IV a company may also be referred to as a business or an entity.

**Compressed Printing**

Compressed printing is a feature available on some 80-character printers. It allows reports formatted for a 132-character column width to be printed on an 8-inch by 11-inch page.

**Credit**

A credit decreases an asset or an expense account and increases a liability, equity, or revenue account. It is entered on the right side of a ledger account.

**Credit Balance**

See Balance.

**Credit Limit**

A credit limit is the maximum dollar amount in merchandise a customer may receive prior to payment. Once this amount is reached, the customer must make a payment before receiving additional merchandise.

**Credit Memo**

A credit memo is a document notifying a customer that his account has been credited. It is usually a result of a return. A credit memo reduces accounts receivable.

**Current Asset**

A current asset is expected to be converted into cash or depleted in one year or less.

**Current Liability**

Also called short term liability. See Liability.

**Current Liquidity Ratio**

See Liquidity Ratios.

**Current Ratio**

See Liquidity Ratios.

**Cursor**

The cursor is a character on a computer terminal screen which marks the place where typed characters are entered.

**D****Data File**

See File.

**Debit**

A debit increases an asset or an expense account and decreases a liability, equity, or revenue account. It is entered on the left side of the ledger account.

**Debit Balance**

See balance.

**Depreciation**

Depreciation is the decrease in value of a fixed asset over a period of time. The loss of value is caused by wear or obsolescence.

**Direct Labor**

Direct labor is the labor cost to convert raw materials into finished goods.

**Discount Due Date**

The discount due date is the last day a payment may be made to receive a cash discount. After this date the full price must be paid.

**Diskette**

A diskette, computer storage media, is made of flexible plastic rather than rigid metal. It is a portable medium and can be easily stored.

**Due Date**

The due date is the date on which payment must be made.

**Dunning Message**

Dunning messages are messages that may be printed on a customer statement. The messages usually are different, depending on how late the customer's oldest invoice is.

*Example:* Your account is past due please pay promptly. Thank you!

**E****Economic Life**

The economic life of a fixed asset is the time during which it is usable. When it must be replaced, its economic life is over.

**Equity**

Equity is the investment in a business by the owner. It can be expressed as:  $\text{Equity} = \text{Assets} - \text{Liabilities}$ .

**Expense**

An expense is a cost incurred while operating a business.

*Example:* The electric bill is an expense of operating a retail store.

<b>F</b>
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**FIFO**

FIFO (an abbreviation for first-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced first are used or sold first. This keeps the value of all items in stock at the latest price to be paid for them.

In inflationary times, costing by FIFO increases both the gross margin and the stated value of remaining inventory.

*Example:* 25 bicycle pedals purchased by your company for resale at a cost of \$35 each remain in inventory. You purchase 10 more at a cost of \$40. Your inventory is now valued at  $(25 \times \$35) + (10 \times \$40)$  or \$1275. If you sell 30 of them, the cost of sale will be computed as  $(25 \times \$35) + (5 \times \$40)$  or \$1075, with a remaining inventory value of  $(5 \times \$40)$  or \$200.

See LIFO, Standard Cost and Average Cost.

**Field**

A field is the place on the computer terminal screen where a single item of data is entered.

*Example:* In a customer masterfile record, the customer name is typed in the customer name field and the customer address is typed in the customer address field.

See Key.

**File**

A computer file is a collection of related records stored under a unique name. Data files contain accounting information such as journal entries and account balances. Program files contain instructions used by the computer.

**Financial Statement**

A financial statement is a report of the financial status of a business. It can be a balance sheet, profit and loss statement, or any other presentation of financial data.

**Fiscal Year**

The fiscal year is an accounting period that does not necessarily follow the calendar year. It might consist of 12 months, 13 periods of 28 days each or 4-4-5 weeks (each 13 weeks equaling 1/4 year).

**Fixed Asset**

A fixed asset is a physical item having a useful life of one year or more. It is also referred to as property, plant, equipment, or plant assets.

*Example:* A copy machine is a fixed asset.

**Floppy Disk**

See Diskette.

**Function**

A function is an operation that performs a job.

<b>G</b>
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**GAAP**

See Generally Accepted Accounting Principles.

**General Ledger**

The General Ledger summarizes all business transactions, grouping them by account code. Financial statements are prepared from this information.

**Generally Accepted Accounting Principles (GAAP)**

Generally Accepted Accounting Principles provide guidelines for conventions, rules, and procedures currently considered acceptable accounting practice.

**Goodwill**

Goodwill is an intangible asset whose dollar value is derived from the management skills and reputation of a business. It represents the potential earning power of a business beyond the current market value of its assets. Goodwill is usually recognized only at the time a business is sold.

**Gross Profit**

Gross profit is the difference between the selling price and the cost of the items being sold. It does not recognize other expenses such as rent, telephone, or utilities.

**Gross Profit Percentage**

Gross profit percentage shows the relationship of gross profit to sales. It can be expressed as:  $\text{Gross Profit Percentage} = (\text{Total Sales} - \text{Total Cost of Sales}) / \text{Total Sales}$ .

**H****Hard Disk**

The hard disk is computer storage media made of rigid material and is either fixed or removable. It has greater storage capacity and handles data faster than diskettes.

**Hardware**

Hardware is a general term referring to the computer and its associated equipment.

**I****Income**

Income is the excess of revenues over expenses. It may be expressed as:  $\text{Income} = \text{Revenues} - \text{Expenses}$ .

**Income Statement**

An income statement is a report that balances total revenues and total expenses over a period of time. A positive balance is a profit, while a negative balance is a loss. It is also called a profit and loss statement or a statement of operations.

**Intangible Asset**

An intangible asset is a long term asset without physical substance.

*Examples:* Copyrights, franchises, patents, trademarks, and goodwill are intangible assets.

**Integration**

Integration is the bringing of separate parts together. It can be used to describe the transferring of data from one system to another or the entering of data into the system once and having it transferred to all related files.

*Example:* Accounts Payable is integrated with General Ledger. Entries to Accounts Payable which are relevant to General Ledger are automatically transferred to General Ledger.

**Interactive System**

An interactive system does not allow the user to enter invalid data.

*Example:* Solution-IV is an interactive system and does not accept the entry of a company code that has not yet been created.

**Interest**

Interest is the amount of money paid for the use of money over time.

**Inventory**

An inventory is the stock owned by a business at any given time. It can be finished goods held for direct sale or component parts used in manufacturing for future sale.

**Inventory Costing**

Inventory costing is the method of determining the value of items in inventory.

See LIFO, FIFO, Average Cost, and Standard Cost.

**Invoice**

An invoice is a complete list of goods or services delivered to the buyer by the seller. It also shows quantity, price, shipping charges, terms, and other costs or discounts.

**J****Journal Entry**

A journal entry is the primary means of entering financial data into the General Ledger. The sum of the debits and credits in a journal entry must always equal zero.

*Example:* The journal entry for the purchase of \$250 of office supplies (paid in cash) would consist of a \$250 credit to cash and a \$250 debit to office supplies expense.

**K****Key**

A key is a specialized field (see Field). Since the system uses the characters entered in this field to access records in a specific file, the key entry must be unique.

*Example:* In Solution-IV Customer Maintenance Masterfile, the customer code is the key field.

**L****LIFO**

LIFO (an abbreviation for last-in, first-out) is a method of assigning cost to inventory. Those items acquired or produced last are used or sold first. This keeps the value of all items in stock at the earliest price paid for them.

In inflationary times costing inventory by LIFO reduces both the gross margin and the stated value of remaining inventory.

*Example:* 25 bicycle pedals purchased by you for resale at a cost of \$35 each remain in inventory. You purchase 10 more at a cost of \$40. Your inventory is now valued at  $(25 \times \$35) + (10 \times \$40)$  or \$1275. If you sell 30 of them the cost of sale will be computed as  $(10 \times \$40) + (20 \times \$35)$  or \$1100, with a remaining inventory value of  $(5 \times \$35)$  or \$175.

See FIFO, Standard Cost and Average Cost.

**Labor Burden**

Labor burden is the expense incurred for workers in addition to their actual wages.

*Example:* The employer's share of FICA (Social Security), federal and state unemployment insurance tax, workers' compensation insurance premiums, and employer-paid union contributions are part of the labor burden.

**Leasehold Improvement**

A leasehold improvement is a fixed asset purchased by the lessee for a rented property. Usually it may not be removed from the property when the lease expires.

*Example:* The installation of new fixtures and walls are leasehold improvements.

**Leverage Ratios**

Leverage ratios indicate how much the business is encumbered by its liabilities. It is the relationship of liabilities to assets and of debt to equity.

**Liability**

A liability is the amount of money due creditors.

**Types of liabilities:**

1. Current(or short term)-full payment is due in 1 year or less.

2. Long term-full payment is not expected for over 1 year.

**Liquidity Ratios**

Liquidity ratios indicate how much of the assets are easily available.

The Current Ratio is the relationship of current assets to current liabilities. It can be expressed as:  $\text{Current Ratio} = \text{Current Assets} / \text{Current Liabilities}$ .

The Quick Ratio is the relationship of current assets less inventory to the current liabilities. It can be expressed as:  $\text{Quick Ratio} = (\text{Current Assets} - \text{Inventory}) / \text{Current Liabilities}$ .

**List Price**

A list price is a published price subject to customer discounts.

**Long Term Liability**

See Liability.

**M****MTD**

MTD is an abbreviation for month-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, customers, or vendors) so far this month.

**Masterfile**

A masterfile is a computer file containing all related data elements for a specific record.

**Multi-Company Accounting**

See Multi-Company Environment.

**Multi-Company Environment**

A multi-company environment allows the user to maintain separate sets of records for different businesses. Solution-IV is a multi-company environment system. It is also called multi-company accounting.

**Multi-User Accounting System**

A multi-user system allows more than one user to access a specific program from different terminals at the same time. All users can access the same files (except when a file has been security protected).

**N****Net Asset**

The net asset is the total stockholders' equity. It can be expressed as:  $\text{Net Assets} = \text{Total Assets} - \text{Total Liabilities}$ .

**Net Income**

See Net Profit.

**Net Profit**

The net profit results when income exceeds costs and expenses. A Net Loss occurs when costs and expenses exceed income.

**O****Open Item**

Open item accounting is the accounts receivable procedure which tracks each transaction in the customer record. Statements for open item customers show all invoices that are not fully paid regardless of the period in which they originated.

See Balance Forward.

**Operating Expense**

An operating expense includes marketing and administrative expenses. It is all expenses other than the cost of goods, cost of labor, interest, and income tax.

**Operator Code**

The operator code is an identifier from 1 to 3 characters long that must be entered to gain access to the system or to a function.

**Overhead**

Overhead is an expense not directly related to a specific job. These expenses occur whether or not a specific job is under way.

*Example:* Wages to office personnel, office supplies, rent, and utilities are overhead.

**Overhead Burden**

Overhead burden is all overhead expenses except for labor that can be applied to the cost of producing goods or services.

**Overhead Rate**

An overhead rate applies a predetermined rate to a contract or job to cover overhead burden. It is usually based on labor hours or direct material dollars.

**Overtime**

Overtime is the number of hours of work done beyond regular hours. These records are kept for payroll purposes.

*Example:* Overtime might be anything over 8 hours a day or 40 hours a week.

**P****Paid-in Capital**

Paid-in capital is the amount of money invested as equity when a business is started.

**Parameter**

A parameter is a format definition. When setting up Solution-IV, the system may be customized by setting parameters such as the length of the account size, the position of the location segment and the position of the department segment.

**Perpetual Inventory Method**

The perpetual inventory method is a continuous count of merchandise. The inventory count is updated at the time of a purchase or a sale.

**Physical Inventory**

A physical inventory is a list of merchandise on hand, determined by an actual count.

**Profit Center**

A profit center is a part of a business generating its own income and incurring its own expenses. It is separated from the rest of the business for accounting purposes. A conceptual division (rather than a physical department) of a company may also be a profit center.

*Example:* One store in a chain of stores may be designated a profit center.

**Profitability Ratios**

The profitability ratio is the relationship of the net profit to the size of the business. It may be expressed as:

Net Profit Margin = Net Profit / Total Sales

Return on Assets = Net Profit / Total Assets

Return on Equity = Net Profit / Total Equity

Earnings per Share = Net Profit / Total Shares of Stock

**Program File**

See File.

**Purchase Order**

A purchase order is a document requesting a vendor to ship a specified quantity of merchandise.

**Q****Quantity Pricing**

Quantity pricing is a system that provides a lower price when larger quantities are ordered.

*Example:* 10 bicycle tires may be ordered at \$9.95 each, while 100 bicycle tires may be ordered at \$9.45 each.

**Quick Ratio**

See Liquidity Ratios.

**R****Range**

A range is a group defined by two specific end points.

*Examples:* The number 2 is within the range of numbers from 1 to 10. The letter G is outside the range of all letters from A to C.

**Ratio Analysis**

A ratio analysis is a financial report assessing the performance of a business. It analyzes the activity in terms of leverage ratios, liquidity ratios, and profitability ratios for a business over a specific period of time.

**Record**

A record is related data stored in a computer file.

*Example:* Information for each company (company name, address, telephone number, federal ID number and applications used) is a single record in the Company Masterfile.

**Recurring Entry**

A recurring entry is a fixed journal entry that occurs on a regular basis.

*Example:* Rent, loan payments, and flat rate utility fees may be recurring entries.

**Reorder Amount**

The reorder amount is the minimum quantity of stock allowed in inventory. When that number is reached, an order is placed to replenish the stock.

*Example:* If the reorder amount for handlebars is 25, an order will not be placed until the inventory reaches 25 handlebars.

**Reorder Level**

See Reorder Amount.

**Retainage**

Retainage is an amount of money withheld from payment until an entire job (or a specified portion of the job) is completed. It is most often used in construction.

**Retained Earnings**

Retained earnings are profits reinvested in the business as stockholder equity. It is also the accumulated profits, minus any losses or dividends, of a company from its creation.

**Reversing Entry**

A reversing entry cancels a previous entry. A credit is used to cancel a debit and a debit is used to cancel a credit.

**S****Sales Allowance**

The sales allowance is a reduction of the previously agreed upon selling price.

**Sales Returns**

A sales return is a product returned by the customer. When merchandise is returned, a debit must be made to the sales return and allowances account, and a credit to Accounts Receivable.

**Security**

Security is a system safeguard against unauthorized entry.

**Short Term Liability**

Also called current liability. See Liability.

**Source Document**

A source document is the original transaction record. It is used to enter data into the computer file.

*Example:* The vendor invoice is a source document which contains information such as the vendor invoice number, the invoice date, terms, discount, and sales tax which is entered into the computer files.

**Standard Cost Method**

The standard cost method is a system of inventory costing. It uses a predetermined amount for a specific item to value the inventory and establish the sales price.

See LIFO, FIFO and Average Cost methods.

*Example:* The standard cost of your bicycle pedals is predetermined to be \$35. 25 pedals remain in inventory at a cost of \$35 each. You purchase 10 more at \$40 each. Your inventory value will be calculated at  $(35 \times \$35)$  or \$1225. If you sell 30 of them the cost will be computed as  $(30 \times \$35)$  or \$1050 with a remaining inventory value of  $(5 \times \$35)$  or \$175.

**T****Terms**

Terms are the conditions of payment agreed to by the customer and are included on the invoice. Discount terms are often used to encourage prompt payment.

*Example:* Terms of payment such as 2/10 net 30 (a 2% discount is allowed if payment is made within 10 days), might be offered to encourage prompt payment.

**Trade Discount**

A trade discount is a reduction from the list price.

**Transaction**

A transaction is an event that affects the financial position of a business.

*Example:* The purchase of 2 bicycle pumps @ \$7.50 each is a transaction requiring the following journal entries: a \$15 debit to inventory and a \$15 credit to cash.

**Trial Balance**

The trial balance is a report showing the balance of each account in the General Ledger. The total credits must always equal the total debits in the General Ledger.

**Two-Step Billing**

In a two-step billing procedure the first step is to enter the customer order and the second step is to prepare the invoice for that order. The invoice is not prepared until the ordered items are shipped.

**V****Variance**

A variance is the difference between an actual amount and an estimated amount. It can be shown as an amount (e.g., \$1000 over) or as a percentage (e.g. -2%).

*Example:* If \$500 is budgeted for office supplies and \$450 is spent, the variance is \$50 under (or -10%).

**Voucher**

A voucher is a document that legitimizes an invoice and authorizes payment. Solution-IV Accounts Payable allows the entry of records using either the vendor's invoice number or your company's voucher number.

**W****W-2 Form**

A W-2 form is a statement of an employee's total earnings received and total taxes paid during the calendar year. The IRS requires that a W-2 be prepared for and distributed to each employee.

**W-4 Form**

The W-4 is a form completed by the employee informing the company of the amount of income tax that should be withheld from that employee's wages. The form is provided by the IRS and is also called the Employee's Withholding Exemption Certificate.

**Working Capital**

Working capital is the amount of capital in current use in the operation of a business. It can be expressed as: Working Capital = Current Assets – Current Liabilities.

**Write-Off**

See Amortization.

**Y****YTD**

YTD is an abbreviation for year-to-date. In Solution-IV it usually refers to the activity of an account (such as General Ledger account codes, Customers, or Vendors) so far this fiscal year.