Solution-**IV**™ Accounting
Accounts Receivable

Version 8.521

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1   Introduction

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, and 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 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

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Solution-IV Accounts Receivable Flowchart

Copyright © 2005 Thoroughbred Software International, Inc.
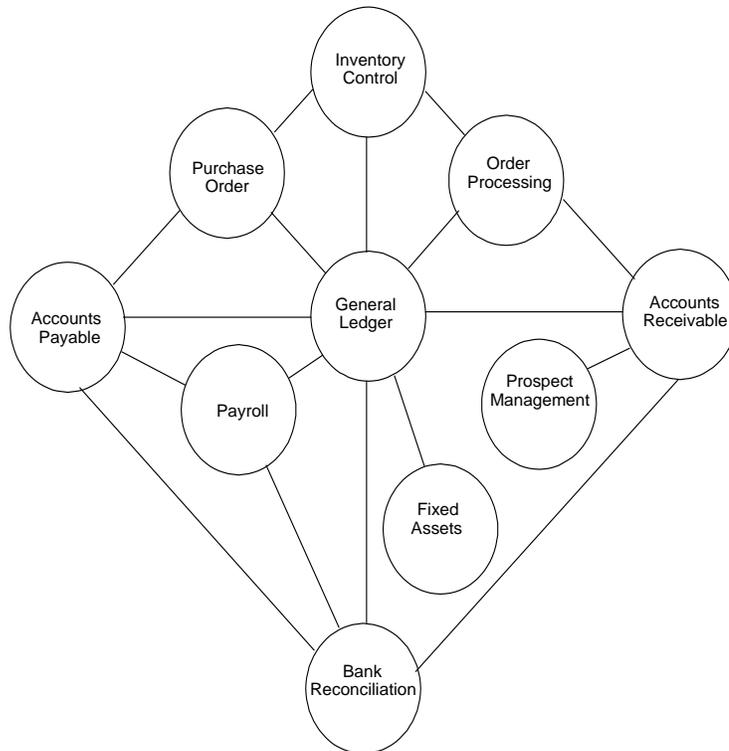
How to Make the Greatest use of this Manual

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 Monthly 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.

2   Accounts Receivable Menus

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

- ➢ Monthly 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 option **3**, Accounts Receivable Main Menu.

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.

Monthly 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 option **8,** Customer Maintenance Menu.
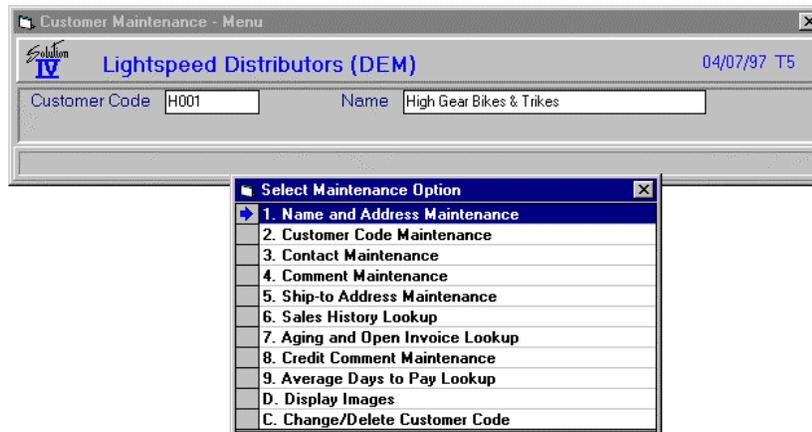
Customer Options

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.

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 option **10,** AR Code File Maintenance Menu.

```
Term: T5                  AR Code File Maintenance Menu          04/03/97
Menu: ARC                 Lightspeed Distributors (DEM)          12:24 PM

    Accounts Receivable Parameters
    1   AR Parameters Maintenance
    2   AR Parameters Listing


         Code File Maintenance                    Code File Listings
    3   Bank Code Maintenance            14   Bank Code Listing
    4   Billing Code Maintenance         15   Billing Code Listing
    5   Class Code Maintenance           16   Class Code Listing
    6   Credit Rating Maintenance        17   Credit Rating Listing
    7   Discount Code Maintenance        18   Discount Code Listing
    8   Dunning Message Maintenance      19   Dunning Message Listing
    9   Posting Code Maintenance         20   Posting Code Listing
   10   Sales Rep Maintenance            21   Sales Rep Listing
   11   Sales Tax Maintenance            22   Sales Tax Listing
   12   Shipping Method Maintenance      23   Shipping Method Listing
   13   Terms Code Maintenance           24   Terms Code Listing

   Selection: _
```

System Parameters

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 Income
Sales Tax Payable	Discounts Allowed
Deposits	
Write-offs Freight Income	

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.

Code File Listings

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 Listing

This report lists the terms entered in Terms Maintenance.

Monthly 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 option **13**, Monthly Reports Menu.
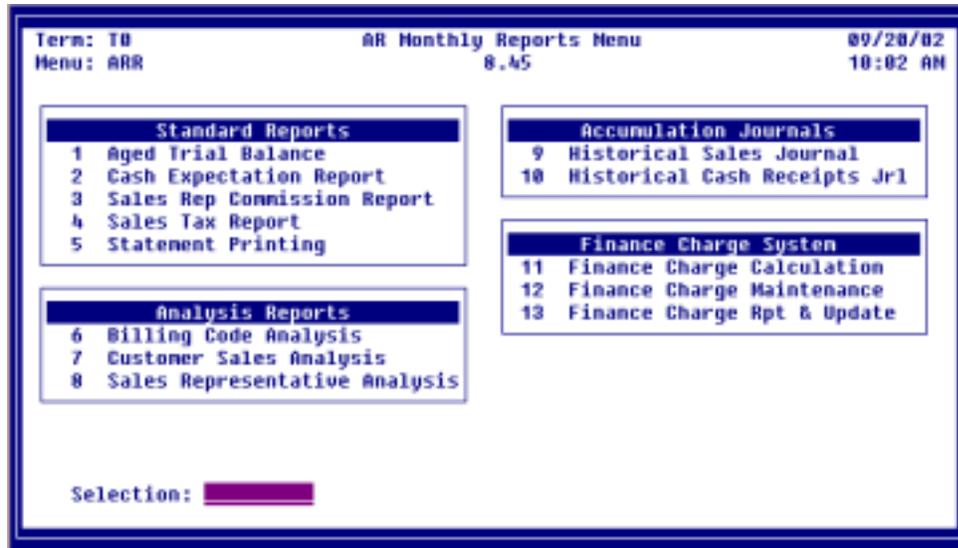
Standard Reports

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 Representative 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.

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.

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 Representative 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.

Accumulation Journals

Monthly 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.

Monthly 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.

Finance Charge System

Finance Charge Calculation

This option should be run after the aging report and before printing statements if you wish to utilize the finance charge feature. It calculates finance charges based on a percentage of the overdue balance or a fixed amount depending on what you set up in AR Parameters Maintenance.

Finance Charge Maintenance

This option allows you to modify the automatically calculated finance charges on a customer-by-customer basis.

Finance Charge Report & Update

This option prints an audit report showing the finance charge amounts for each customer. Once all of the charges are correct, the update posts the amounts to the customer and open invoice files.

3   Accounts Receivable Setup

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 option **1**, AR Parameters Maintenance.

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 to General Ledger by 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.

Accounts Receivable Setup

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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 9/30/02, it falls into the one-month column on 10/1/02. If you age by days and your first aging bucket is 30 days, the same invoice does not fall into that column until 10/31/02.

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:

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.

Display customer comments....
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.

Display credit comments....
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 option **2**, AR Parameters Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. You will then be returned automatically to the AR Code File Maintenance Menu.

```
03/31/00 09:19 AM           AR Parameters Listing                   Term: T7
                       Lightspeed Distributors (DEM)                 Page: 1
-------------------------------------------------------------------------------
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:   P - Posting Code

Reporting Information:
  Pay commissions on all invoices or paid invoices:   A - All invoices
  Number of days to retain paid invoices:              60
  Next invoice number:                                 10017

Aging Categories:
  Age by invoice or due date: I - Invoice date
  Age by day or month:        D - Day
  If days, age by: Current   30 Days   60 Days   90 Days  120 Days

Other Information:
  Save deleted invoices?        N
  Display cost in invoice entry? Y
  Pre-printed invoice forms?    Y - Pre-printed forms
  Pre-printed statement forms?  Y - Pre-printed forms

Finance Charge Information:
  Finance charge method:               P - Percent of balance
  Aging category to calculate finance charges:   1 - 30 days
  Include unpaid finance charges in calculations? N
  Default monthly finance charge rate:         1.50%
  Minimum balance for finance charge calculation:      .00
  Minimum finance charge:                              .00
  Include finance charges in customer balance?   Y

Inquiry Options:
  Access to customer comments in Customer Inquiry: C - Read & Write
  Access to credit comments in Customer Inquiry:  C - Read & Write
```

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 option **3**, Bank Code Maintenance.
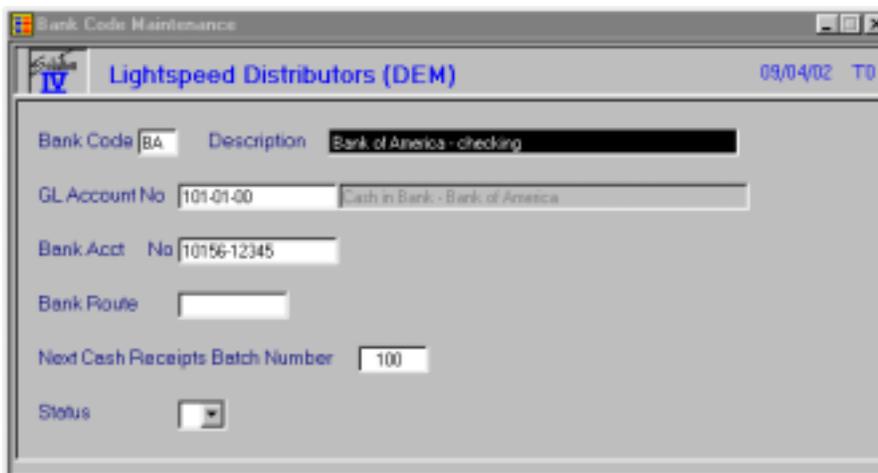
Description of Fields
Bank Code
Enter up to two alphanumeric characters for the bank code. The system uses this code to select the proper General Ledger cash or deposit account to use when entering cash receipts.

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.

Bank Route
Enter up to 10 characters for your bank route number.

Next cash receipts batch number
Enter the first cash receipts batch number that you want the system to automatically assign during OP Invoice posting.

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 option **14**, Bank Code Listing.

Sample Report
After selecting a printed or displayed listing, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 03:14 PM                 Bank Code Listing                    Term: T0
                          Lightspeed Distributors (DEM)                Page: 1
--------------------------------------------------------------------------------
Bank
Code  Description                           Account Code   Bank Account
--------------------------------------------------------------------------------
  BA  Bank of America - checking            101-01-00      10156-12345
  NJ  Central Jersey National Bank - checking  101-00-00   205-12345




2 Bank Codes Printed
```

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 option **4**, Billing Code Maintenance.

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 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 option **15**, Billing Code Listing.

Description of Fields
Price

Y   Prints the standard sales price of the billing codes.

N   Does not print prices.

Cost

Y   Prints your standard cost of the billing codes.

N   Does not print costs.

Options

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

N   Does not print the other options.

Sales

Y   Prints the sales and cost history information.

N   Does not print sales and cost history.

GL Accts

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.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:20 AM                    Billing Code Listing                              Term: T7
                                 Lightspeed Distributors (DEM)                          Page: 1
------------------------------------------------------------------------------------------------
 Billing          C                           U/M              Comm                   Override
 Code             O Description              Price     Cost    Rate   Tax Comm Disc   Desc  Cost
------------------------------------------------------------------------------------------------
  10S-SCH-26-BLU    Schwoosh 26" 10 speed blue    Each
                                             295.00   147.50    .00    Y    N    Y       N    N
                                                        Month to Date  Year to Date       Last Year
                                             Sales:           531.00      1,947.00        1,947.00
                                             Cost of Sales:   295.00      1,032.50        1,032.50
                                             Quantity:          2.00          7.00            7.00

                    Sales Account:     400-00-00    Sales - Bikes
                    Returns Account:   450-00-00    Returns - Bikes
                    Cost Account:
                    Inventory Account:

  10S-SCH-26-RED    Schwoosh 26" 10 speed red     Each
                                             295.00   147.50    .00    Y    Y    Y       N    N
                                                        Month to Date  Year to Date       Last Year
                                             Sales:           265.50      1,858.50        1,858.50
                                             Cost of Sales:   147.50      1,032.50        1,032.50
                                             Quantity:          1.00          7.00            7.00

                    Sales Account:     400-00-00    Sales - Bikes
                    Returns Account:   450-00-00    Returns - Bikes
                    Cost Account:
                    Inventory Account:

  3WH-RR-10-BLU     Rainbow Rascals Blue Tricycle   Each
                                              79.00    40.00    .00    Y    Y    Y       N    N
                                                        Month to Date  Year to Date       Last Year
                                             Sales:           316.00        829.50          829.50
                                             Cost of Sales:   160.00        440.00          440.00
                                             Quantity:          4.00         11.00           11.00

                    Sales Account:     401-00-00    Sales - Trikes
                    Returns Account:   451-00-00    Returns - Trikes
                    Cost Account:
                    Inventory Account:



3 Billing Codes Printed
```

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 option **5**, 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 option **16,** Class Code Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:20 AM              Class Code Listing              Term: T7
                        Lightspeed Distributors (DEM)          Page: 1
--------------------------------------------------------------------------------
Class
Code       Description
--------------------------------------------------------------------------------
  A        "A" Level Pricing
  B        "B" Level Pricing
  C        "C" Level Pricing
  RTL      Retail
  WHS      Wholesale




5 Class Codes Printed
```

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 option **6,** 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.

Base on balance greater than x days...
Orders can be restricted based on a combination of the outstanding balance and a set number of days since the invoice was due.

Example: If you enter 60 days and $1000.00, and the customer has $1200.00 over 60 days, you would not be able to enter the order. If he had $999.99 due 59 days ago, you would be allowed to enter the order.

Enter the number of days over which you wish to restrict order entry, and the associated balance.

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.

Base of balance of...
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.

Accounts Receivable Setup   **41**

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 option **17**, Credit Rating Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:20 AM            Credit Rating Listing              Term: T7
                      Lightspeed Distributors (DEM)              Page: 1
-------------------------------------------------------------------------------
Credit
Rating    Description
-------------------------------------------------------------------------------
  BAD     Bad Credit - COD Only

          Allow Order Entry under which circumstances:
            If over credit limit:  N - Do not allow entry
            If under credit limit: Y - No credit check
            The following terms are allowed:
              00

          Allow Invoice Entry under which circumstances:
            If over credit limit:  Y - No credit check
            If under credit limit: Y - No credit check
            The following terms are allowed:
              00


  GOOD    Good Credit

          Allow Order Entry under which circumstances:
            If over credit limit:  Y - No credit check
            If under credit limit: Y - No credit check
            Terms are not restricted

          Allow Invoice Entry under which circumstances:
            If over credit limit:  Y - No credit check
            If under credit limit: Y - No credit check
            Terms are not restricted


2 Credit Rating Codes Printed
```

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 option **7**, 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:

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 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 option **18,** Discount Code Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:20 AM            Discount Code Listing              Term: T7
                       Lightspeed Distributors (DEM)            Page: 1
-----------------------------------------------------------------------------
 Discount
 Code    Description                      Percentage
-----------------------------------------------------------------------------
 000000 No discount retail                    0.00 %
 000010 10% standard trade discount          10.00 %




2 Discount Codes Printed
```

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 option **8**, Dunning Message Maintenance.

Description of Fields
Statement Message
Enter up to two lines of 60 alphanumeric characters each, for each aging category. 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.

Dunning Message Listing

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 option **19** Dunning Message Listing.

Sample Report
After selecting a printed or displayed copy you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:21 AM           Dunning Message Listing                 Term: T7
                       Lightspeed Distributors (DEM)                 Page: 1
-----------------------------------------------------------------------------
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, Thanks!

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 your good reputation.

Over 120:  You no longer have available credit with our company.  To
           avoid court action, please pay the balance due immediately!!
```

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 option **9**, Posting Code Maintenance.

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
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 option **20**, Posting Code Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:21 AM            Posting Code Listing              Term: T7
                        Lightspeed Distributors (DEM)          Page: 1
--------------------------------------------------------------------------------
Posting
 Code    Description
--------------------------------------------------------------------------------
  CA     California
       Accounts Rec: 110-01-00        Accounts receivable - CA
      Sales Tax Pay: 210-00-00        Sales tax payable
           Deposits: 230-00-00        Deposits
        Freight Inc: 480-01-00        Freight income - CA
       Finance Chgs: 495-01-00        Finance charge income - CA
        Discs Allow: 490-01-00        Discounts to customers - CA
           Writeoffs: 550-01-00       Miscellaneous writeoffs - CA

       Post Sales and Costs to Department:
                             Location:   01


  NJ     New Jersey
       Accounts Rec: 110-00-00        Accounts receivable - NJ
      Sales Tax Pay: 210-00-00        Sales tax payable
           Deposits: 230-00-00        Deposits
        Freight Inc: 480-00-00        Freight income
       Finance Chgs: 495-00-00        Finance charge income
        Discs Allow: 490-00-00        Discounts to customers
           Writeoffs: 550-00-00       Miscellaneous writeoffs

       Post Sales and Costs to Department:
                             Location:   00




2 Posting Codes Printed
```

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 option **10,** Sales Rep Maintenance.

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.

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.

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).

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

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

Commission

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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 option **21**, Sales Rep Listing.

Description of Fields
Address/Phone
Y   Prints the address and phone number of the sales representative.

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

Commission Info
Y   Prints commission rate and sales history information.

N   Does not print commission rate and sales history information.

Print Selected Representatives
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 Representative
To Representative
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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:22 AM                        Sales Representative Listing                        Term: T7
                                         Lightspeed Distributors (DEM)                        Page: 1
----------------------------------------------------------------------------------------------------------------
Sales Representative                            Sales and
Code    Name                                    Commission     Month to Date     Year to Date     Last Year
----------------------------------------------------------------------------------------------------------------

  BILL  Bill Blaze                              Commission Rate:    7.00%
        19875 Rt. 1 North                       Commission Based on Net Invoice
        Cape May, NJ 07767
                                                Sales:             10,949.40        13,252.50          0.00
        619 555-8989    Ext:     FAX: 619 555-8998   Gross Profit:   5,175.30         6,217.40          0.00
        Class:
                                                Commission:           766.47           927.70          0.00


  HOUSE House Account                           Commission Rate:     .00%
                                                Commission Based on Net Invoice

                                                Sales:                316.00           652.50          0.00
              -        Ext:     FAX:         -  Gross Profit:         156.00           342.50          0.00
        Class:
                                                Commission:             0.00             0.00          0.00


  SALLY Sally Summers                           Commission Rate:   10.00%
        15 Beach Blvd.                          Commission Based on Net Invoice
        Huntington Beach, CA 92645
                                                Sales:              4,596.98         4,668.08          0.00
        714 555-3456    Ext:     FAX: 714 555-3457   Gross Profit:   2,026.98         2,058.08          0.00
        Class:
                                                Commission:           459.70           466.81          0.00




3 Sales Representatives Printed
```

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 option **11**, 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.

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.

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.

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 option **22,** Sales Tax Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:22 AM                          Sales Tax Listing                                   Term: T7
                                     Lightspeed Distributors (DEM)                              Page: 1
-----------------------------------------------------------------------------------------------------------
  Sales Tax                                        Freight    If Posting to GL by Sales Tax Code,
  Code    Description                       Rate   Taxable?   Sales Tax Payable Account
-----------------------------------------------------------------------------------------------------------
  CA      California                      7.250%     N

  CALA    California - LA County           .500%     N

  NJ      New Jersey                      8.000%     N

  OS      Out of State                     .000%     N




4 Sales Tax Codes Printed
```

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 option **12**, Shipping Method Maintenance.

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.

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 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 option **23**, Shipping Method Listing.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:22 AM          Shipping Method Listing              Term: T7
                         Lightspeed Distributors (DEM)          Page: 1
--------------------------------------------------------------------------------
Ship
Method   Description
--------------------------------------------------------------------------------
  CPU    Customer pick up
                  Weight                               + Amount
         Greater than   But not more than    Amount    per Pound
                             9999             .000          .000

  UPS-GR UPS - Ground
                  Weight                               + Amount
         Greater than   But not more than    Amount    per Pound
                             9999             .000          .000

  UPS-RD UPS - Red - Next Day
                  Weight                               + Amount
         Greater than   But not more than    Amount    per Pound
                             9999             .000          .000




3 Shipping Method Codes Printed
```

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 option **13**, Terms Maintenance.

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.

Number of Days before Invoice 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 proximo"
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

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.

Due "In x Days" or "On the xth proximo"

Enter one of the following:

I   The discounted invoice is due IN a specified number of days.

O   The discounted invoice is due ON a specific day of the month.

Discount Percentage

Enter the discount percentage being offered to the customer.

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

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 3/31/02 if purchased from November 2000 through January 2001.

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.

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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 option **24**, Terms Listing.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Code File Maintenance Menu.

```
03/31/00 09:22 AM                    Terms Listing                        Term: T7
                          Lightspeed Distributors (DEM)                    Page: 1
--------------------------------------------------------------------------------
Terms                                                              Disc Cutoff
Code      Description                        Due Days   Disc Days  Perc Date
--------------------------------------------------------------------------------
  00      C.O.D.                                  In           In   .00
  02      2% 10 Days, Net 30 Days             30 In        10 In   2.00
  30      Net 30 Days                         30 In           In    .00




3 Terms Codes Printed
```

4   Customer Maintenance

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

- ➢ 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 option **8**, Customer Maintenance. The system displays the screen and positions the cursor at the Customer Code prompt.
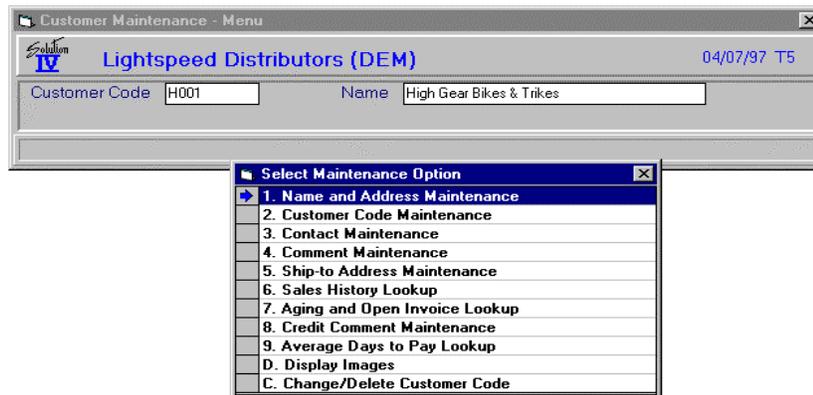
To perform any of the options in Customer Maintenance, you must first enter a customer code.

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:

CASH   Used only in cash receipts to record cash received to non-invoices, such as a refund from UPS.

DEFAULT If you create customer DEFAULT, all customers added thereafter will   have their fields set to however you define DEFAULT. This can save you time.

DELETED 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 option **1**, Name and Address Maintenance. If you entered a new customer code, you will enter this screen automatically.

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.

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.

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

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.

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.

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 option **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.

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

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

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.

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.

Inv Addr
Enter a valid "ship to" address code to which Order Processing invoices for this customer should be sent. If the address is the same as the main address for this customer, leave this field blank.

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.

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.

Prc 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.

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 option **3**, Customer Contact Maintenance.

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

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 **Fields-to-maintain Multi-record maintenance**
Type **R**

You will see a screen with the following options:

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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to Customer Contact Maintenance.

```
03/31/00 10:01 AM           Customer Contact Listing                 Term: T7
                         Lightspeed Distributors (DEM)               Page: 1
-------------------------------------------------------------------------------
Customer/
Contact        Name
-------------------------------------------------------------------------------
  H001         High Gear BIkes & Trikes

    SUSAN      Ms.  Susan H. Jones
               Aka:      Susie Jones
               Position: Sales Representative
               Address:  18743 Beekman Avenue
                         P.O. Box 387
                         Hillsborough, NJ 08876
               Phone:    201 555-9389
               FAX:      201 555-9393
```

Customer Maintenance

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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 option **4**, Customer Comment Maintenance.
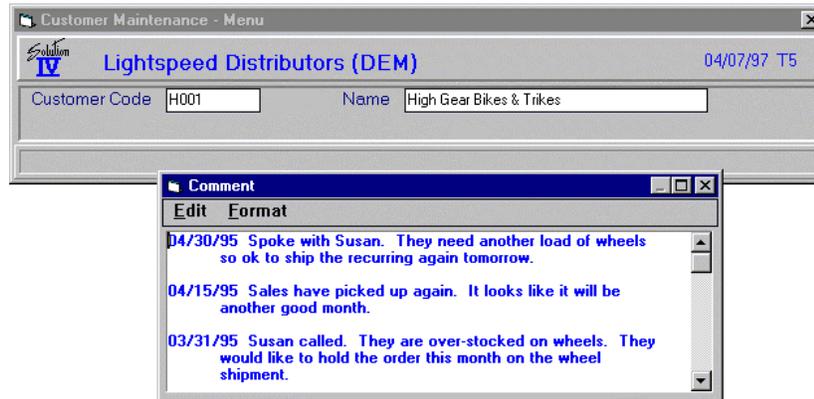
Description of Fields
Comment

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.

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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 option **5**, Customer Ship-to Address Maintenance.

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 redisplays 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

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 sale 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.

Def Warehouse
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.

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:

<u>**Report**</u> **Fields-to-maintain Multi-record maintenance**
Type **R**

You will see a screen with the following options:

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.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following.
When the report is finished you are returned automatically to Ship-to Address Maintenance.

```
03/31/00 10:02 AM       Customer Ship-to Address Listing            Term: T7
                         Lightspeed Distributors (DEM)               Page: 1
-------------------------------------------------------------------------------
Customer/    Name/
Ship-to      Address
-------------------------------------------------------------------------------
H001         High Gear BIkes & Trikes

    CO          High Gear Bikes & Trikes
                Address:   1122 Mountain Ave.
                           Bear Valley Shopping Center
                           Denver, CO 80237
                Phone:     303 555-8882
                FAX:       303 555-8828
                Sales Tax: OS      Out of State
                Sales Rep: SALLY   Sally Summers
                Ship Meth: UPS-GR  UPS - Ground
```

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 option **6**, Customer Sales History Lookup.

Description of Fields
Last Invoice
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
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 Chrg
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 Bal
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 option **7**, Aging and Open Invoice Lookup.

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 option **8**, Customer Credit Comment Maintenance.
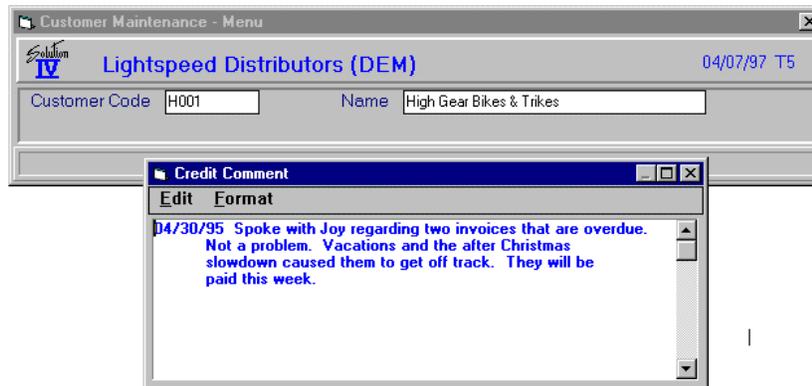
Description of Fields
Comment

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.

```
03/31/00 10:03 AM        Customer Average Days to Pay              Term: T7
                         Lightspeed Distributors (DEM)             Page: 1
--------------------------------------------------------------------------------
                 January  February March            April     May      June
Customer   Name  July     August   September        October   November December
--------------------------------------------------------------------------------

 H001      High Gear BIkes & Trikes
             2000    0.00      0.00     39.65      0.00      0.00      0.00
                     0.00      0.00      0.00      0.00      0.00      0.00

 RC0001    F.H. Kitchell
             2000    0.00      0.00     43.00      0.00      0.00      0.00
                     0.00      0.00      0.00      0.00      0.00      0.00
```

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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 Accounts Receivable Main Menu, select option **9**, Average Days to Pay Lookup.

Field Description
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.

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 option **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 option **9**, Customer Inquiry.

Description of Fields

Customer Code

Enter the code for the customer you wish to display. The customer's address and sales history is displayed on the screen. Remember: this information <u>cannot</u> be modified here.

Scanning Invoices

This prompt is displayed on the screen as it looks through the open invoice file and computes the aging buckets, which are displayed on the screen when it is finished.

Display: <u>Customer</u> Invoices Aging Text (comments) Report Graph

Customer

Returns to the customer code field and allows you to access another customer.

Invoices

Displays a view of the invoices for this customer from the open file and any cash receipts against these invoices.

If the customer has no invoices in the open invoice file, you will receive the following prompt:

No invoices found, RETURN to continue.

When you press **Enter** you will be returned to the display prompt above.

Text (comments)
Displays the prompt:

Display: <u>Regular</u> <u>comment</u>   Credit comment
R   Allows you to scan or edit the regular comment based on how you responded to the
            prompt in the parameters.

C   Allows you to scan or edit the credit comment based on how you responded to the
            prompt in the parameters.

Report
Prints a report with the customer code, invoice information and comments for this customer
only.

Exit the Screen
When you are done with Customer Inquiry, press **F4** at the customer code to return to the
Accounts Receivable Main Menu.

```
03/31/00 09:54 AM                Customer Inquiry                  Term: T7
Aging Date: 03/31/00      Lightspeed Distributors (DEM)            Page: 1


Customer Code: H001

Name:   High Gear BIkes & Trikes
Address: 1153 Valley Road                        Phone: 201 555-2700
        Shop Rite Plaza                          FAX:   201 555-2770
City:   Bedminster                               Telex:
State:  NJ  ZIP: 07787

Balance:       7,595.21   Credit Limit:          0.00   Fchgs:          0.00

Last Invoice: 0000000100-IN           Date: 02/20/00   Amount:      6,161.51
Last Check:   CK13282                 Date: 03/01/00   Amount:      1,033.23

Credit Rating: GOOD   Good Credit
Terms Code:    02    2% 10 Days, Net 30 Days
Sales Rep:     BILL   Bill Blaze
--------------------------------------------------------------------------------
      Current          30 Days        60 Days         90 Days        120 Days


--------------------------------------------------------------------------------
Invoice Number/   Inv/Pmt  Due     Disc        Invoice/Chk
 Check Refer      Date     Date    Due              Amount      Balance Due
----------------- -------- -------- -------- -------------- --------------
                                                        0.00

Customer Comment:
    04/30/98  Spoke with Susan.  They need another load of wheels
              so ok to ship the recurring again tomorrow.

    04/15/98  Sales have picked up again.  It looks like it will be
              another good month.

    03/31/98  Susan called.  They are over-stocked on wheels.  They
              would like to hold the order this month on the wheel
              shipment.

              Sales should pick up next month since racing season is
              starting.  Also, the weather should get better,
              allowing more people to ride their bikes.

    03/01/98  Susan called.  Sales are exceeding their wildest
              expectations so far this year.  Usually, sales are
              slow after Christmas, but not this year.



Customer Credit Comment:
    04/30/98  Spoke with Joy regarding two invoices that are overdue.
              Not a problem.  Vacations and the after Christmas
              slowdown caused them to get off track.  They will be
              paid this week.
```

5   Transaction Processing

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 option **1**, Invoice Entry.
(Invoice Entry actually 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.

Discount
Enter the amount of the trade discount to be applied to this invoice. The rate for this invoice may be overridden, but defaults to the rate associated with the discount code assigned to this customer.

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 for this invoice if necessary.

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.

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
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:

Description of Fields

Net Amount

This field contains the gross invoice amount as entered in the lines. You cannot modify this field.

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.

Transaction Processing **99**

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 <u>not</u> 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 option **4**, Invoice Printing.

Description of Fields

Print Selected Invoices?

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.

Sample Report

After selecting a printed or displayed copy, you will see invoices similar to the following. The sample uses a preprinted form, but you may print invoices on plain paper if desired. 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.

```
                                        1
                           Invoice      0000010015-IN
                                        03/01/00


                                H001




     Joy Applegate                      Joy Applegate
     High Gear BIkes & Trikes           High Gear BIkes & Trikes
     1153 Valley Road                   1153 Valley Road
     Shop Rite Plaza                    Shop Rite Plaza
     Bedminster, NJ    07787            Bedminster, NJ   07787




     Bill Blaze                         2% 10 Days, Net 30 Days
     UPS - Ground                       New Jersey


001 3WH-RR-10-RED                  Each
    Rainbow Rascals Red Tricycle            2.00        79.00       158.00
002 WHL-26X1-AL                    Roll
    26"x1" Aluminum Wheel                   4.00        59.00       236.00







                                                                   394.00
                                                                    39.40-

                                                                   354.60
                                                                     0.00
                                                                    28.37

                                                                   382.97
```

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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 option **5,** Daily Sales Journal.

Description of Fields
Enter Posting Date
Enter the date you wish to use when posting to the General Ledger.

Sample 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

Daily Sales Journal

```
03/31/00 09:56 AM                         Daily Sales Journal                              Term: T7
Posting Date: 03/31/00                 Lightspeed Distributors (DEM)                       Page: 1
----------------------------------------------------------------------------------------------------
             Customer/
Invoice      Inv Date Terms      Sales Tax     Taxable Sales    Non-tax Sales     Freight    Sales Tax  Invoice Total
----------------------------------------------------------------------------------------------------
0000010015-IN H001   High Gear BIkes & Trikes     354.60            0.00          0.00        28.37        382.97
             03/01/00 02-2% 10 Days, Ne NJ    : 8.000%

0000010016-IN JOE'S  Joe's Bike Town                0.00          796.50          0.00         0.00        796.50
             03/01/00 02-2% 10 Days, Ne NJ    : 8.000%

                                              --------        ----------      --------     ---------  ------------
                         Report Total:          354.60          796.50          0.00        28.37      1,179.47
```

Profit & Commission Report

```
03/31/00 09:56 AM                         Profit & Commission Journal                      Term: T7
Posting Date: 03/31/00                 Lightspeed Distributors (DEM)                       Page: 1
----------------------------------------------------------------------------------------------------
             Invoice  Sales Representative/        Commiss                            Subject to    Commission
Invoice      Date        Billing Code    GL Account  Rate    Net Sales  Gross Profit  Commission      Amount
----------------------------------------------------------------------------------------------------
----
0000010015-IN-03/01/00 BILL   Bill Blaze            7.00%
                        3WH-RR-10-RED  401-00-00              142.20        62.20        142.20          9.95
                        WHL-26X1-AL    409-00-00              212.40       116.40        212.40         14.87
                                                            -------------  -------------  -------------  -------------
                                                              354.60       178.60        354.60         24.82

0000010016-IN-03/01/00 BILL   Bill Blaze            7.00%
                        10S-SCH-26-BLU 400-00-00              796.50       354.00          0.00          0.00
                                                            -------------  -------------  -------------  -------------
                                                              796.50       354.00          0.00          0.00


                                                            -------------  -------------  -------------  -------------
                         Report Total:                      1,151.10       532.60        354.60         24.82
```

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Billing Code Report

```
03/31/00 09:56 AM                       Billing Code Summary Report                           Term: T7
Posting Date: 03/31/00              Lightspeed Distributors (DEM)                              Page: 1
---------------------------------------------------------------------------------------------------------
Billing Code        Description             Quantity Sold    Total Sales    Total Cost    Gross Profit  Profit %
---------------------------------------------------------------------------------------------------------
10S-SCH-26-BLU      Schwoosh 26" 10 speed blue     3.00         796.50         442.50         354.00   44.00 %
3WH-RR-10-RED       Rainbow Rascals Red Tricycle   2.00         142.24          80.00          62.24   44.00 %
WHL-26X1-AL         26"x1" Aluminum Wheel          4.00         212.36          96.00         116.36   55.00 %
                                             -------------- -------------- -------------- -------------- ------
                               Report Total:         9.00       1,151.10         618.50         532.60   46.00 %
```

General Ledger Account Summary

```
03/31/00 09:56 AM                        Daily Sales Journal (ARSJ)                           Term: T7
Posting Date: 03/31/00              General Ledger Account Summary                             Page: 1
                                     Lightspeed Distributors (DEM)
---------------------------------------------------------------------------------------------------------
Account Code                                                                    Debit           Credit
---------------------------------------------------------------------------------------------------------
110-00-00        Accounts receivable - NJ                                     1,179.47
210-00-00        Sales tax payable                                                               28.37
400-00-00        Sales - Bikes                                                                  796.50
401-00-00        Sales - Trikes                                                                 142.24
409-00-00        Sales - Accessories                                                            212.36
                                                                            -------------- --------------
                                                                              1,179.47        1,179.47
```

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 option **2**, 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.

Amount
Enter the exact amount of the deposit as it appears 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.

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.

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.

(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.

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:

Distribute by <u>Selected invoices</u> Date range Invoice range

S   Allows you to enter individual invoices to which to apply payments, match invoices, credit and debit memos, or prepayments. Continue with the regular instructions.

D or I   Allows you to apply this payment automatically to the selected range of dates or invoices.

Date or Invoice Ranges
    If you select **D** or **I,** you will see the following window on the screen

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.

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.

Selected Invoices
When the automatic date or invoice application is complete, you can edit them by selecting individual invoices and changing the applied amounts.

If you chose to distribute by selected invoices, continue here by entering the invoice numbers to which you want to apply cash.

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

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 enter a deposit, enter **DP** and skip to the heading **Entering Deposits** in this section.

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.

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.

Entering Deposits

To enter a deposit, enter **DP** for the invoice number and the following screen will be displayed:

Order Number
Enter the order number to which the deposit applies.

Deposit Req'd
This field contains the total deposit required on the specified order. It may not be accessed here.

Previous Dep
This field contains the total of any previous deposits made to this order. It may not be accessed here.

This Deposit
Enter the amount of this check you are applying to this order.

Paid by
Enter up to six characters to describe what type of payment you are entering.

Examples: CASH, VISA, MC, AMEX, CHK

Card Number
Enter up to 19 characters representing the credit card number used to make the deposit, if applicable.

Expire Date
Enter up to four characters for the expiration date on the credit card, if applicable.

Approval
Enter up to six characters for the approval code for this credit card, if applicable.

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 option **6**, Cash Receipts Journal.

Description of Fields
Enter Posting Date

Enter the date you wish to use when posting to the General Ledger.

Sample Reports

After selecting either a printed or displayed copy, you will see reports similar to the following.

```
03/31/00 09:57 AM                         Daily Cash Receipts Journal                              Term: T7
Posting Date: 03/31/00                    Lightspeed Distributors (DEM)                            Page: 1
--------------------------------------------------------------------------------------------------------
Customer Name/                          Chk Date
Code     Reference  Chk Date  Invoice/GL Acct Amt Applied  Disc Taken  Writeoff Amt Remaining Bal Credit AR Other Credit
--------------------------------------------------------------------------------------------------------
Bank: BA Bank of America - checking          Deposit Date: 03/01/00   Deposit Amount:       796.50


JOE'S    Joe's Bike Town
         CK#1132    03/01/00  0000010001-IN      796.50       0.00        0.00        0.00     796.50        0.00
                                           ------------- ------------- ---------- ----------- ---------- ---------
                             JOE'S    Total:      796.50       0.00        0.00        0.00     796.50        0.00

                                           ------------- ------------- ---------- ----------- ---------- ---------
                         Deposit Total:      796.50       0.00        0.00        0.00     796.50        0.00

                                           ------------- ------------- ---------- ----------- ---------- ---------
                         Bank BA Total:      796.50       0.00        0.00        0.00     796.50        0.00

                                           ------------- ------------- ---------- ----------- ---------- ---------
                          Report Total:      796.50       0.00        0.00        0.00     796.50        0.00
```

```
03/31/00 09:58 AM              Cash Receipts Journal (ARCJ)                            Term: T7
Posting Date: 03/31/00         General Ledger Account Summary                          Page: 1
                               Lightspeed Distributors (DEM)
-------------------------------------------------------------------------------------------
Account Code                                                           Debit          Credit
-------------------------------------------------------------------------------------------
101-01-00       Cash in bank - Bank of America                        796.50
110-00-00       Accounts receivable - NJ                                             796.50
                                                                 -------------- --------------
                                                                      796.50         796.50
```

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 option **3**, 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 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 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.

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, 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 P.O.
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.

Select Cycle
The select cycle is used to group similar recurring invoices. The purpose of the select cycle is to simplify the selection process.

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 option **7,** 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:

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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.

Sample Reports
After selecting a printed or displayed copy, you will see reports similar to the following.

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.

Recurring Invoice Register (Summary)

```
03/31/00 09:59 AM                          Recurring Invoice Register                              Term: T7
Selected: 03/31/00                         Lightspeed Distributors (DEM)                           Page: 1
-----------------------------------------------------------------------------------------------------------
              Bill to Description/      Num  Select
Customer  Ref Starting  Ending   Last   Bills Cycle  Taxable Sales Non-Tax Sales  Freight  Sales Tax  Total Invoice
-----------------------------------------------------------------------------------------------------------
H001      SO1
              01/01/00 12/31/00                 01       1,380.60         0.00     0.00     110.45      1,491.05

                                                       -----------     --------  ---------  --------  -----------
                                       Report Totals:     1,380.60         0.00     0.00     110.45      1,491.05
```

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Recurring Invoice Register (Detail)

```
Lightspeed Distributors                                    Page: 1
19 Schoolhouse Road
P.O. Box 6712                              Reference: SO1
Somerset, NJ                               Customer: H001
08876-6712                            Print Invoice: Y
                                         PO Number: P.O.00045
                                      Order Number: SO1

                                      Select Cycle: 01
                                      Start Billing: 01/01/00
                                      Stop Billing: 12/31/00
                                        Last Billed:
                                    Number of Bills:


Bill To:                          Ship To:
   High Gear BIkes & Trikes          High Gear BIkes & Trikes
   1153 Valley Road                  1153 Valley Road
   Shop Rite Plaza                   Shop Rite Plaza
   Bedminster, NJ                    Bedminster, NJ
   07787                            07787
   Attn: Joy Applegate              Attn: Joy Applegate

--------------------------------------------------------------------
Sales Rep: Bill Blaze              Terms: 2% 10 Days, Net 30 Days
Ship Via:  UPS - Ground            Tax:   New Jersey
--------------------------------------------------------------------
Line Code   Description                U/M C  T  D  G/L Account
                        Quantity          Price         Cost       Amount
--------------------------------------------------------------------
 1 10S-SCH-26-BLU
    Schwoosh 26" 10 speed blue      Each N  Y  Y  400-00-00
                         2.00      295.00      147.50       590.00

 2 10S-SCH-26-RED
    Schwoosh 26" 10 speed red       Each Y  Y  Y  400-00-00
                         2.00      295.00      147.50       590.00

 3 WHL-26X1-AL
    26"x1" Aluminum Wheel           Roll Y  Y  Y  409-00-00
                         6.00       59.00       24.00       354.00


                                       Extension:       1,534.00
                                       Discount:         153.40-
                                                     ---------------
                                       Sub-Total:       1,380.60
                                       Freight:             0.00
                                       Sales Tax:         110.45
                                                     ---------------
                                       Invoice Total:   1,491.05
Regular wheel shipment
```

6   Accounts Receivable Reports

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

♦ Sales Tax Report

♦ Statement Printing

> Analysis Reports

♦ Billing Code Analysis

♦ Customer Sales Analysis

♦ Sales Representative Analysis

> Accumulation Journals

♦ Monthly Sales Journal

♦ Monthly 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 Main Menu, select option **11**, 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.

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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When it is finished, you are returned automatically to the Accounts Receivable Main Menu.

```
03/31/00 09:23 AM                       Customer Masterfile Listing                          Term: T7
                                        Lightspeed Distributors (DEM)                         Page: 1
----------------------------------------------------------------------------------------------------
  H001  High Gear Bikes & Trikes
        1153 Valley Road
        Shop Rite Plaza
        Bedminster, NJ
        07787                            Truck Route:
        Joy Applegate                    Def Ship-to:
        201 555-2700                     Def Inv Address:
        FAX:   201 555-2770              Def Warehouse:

Credit Rating:      GOOD   Good Credit
Discount Code:      000010 10% standard trade discount   Send Statement?     Y   Open Item or Bal Fwd? O
Shipping Method: UPS-GR UPS - Ground                      Print Dunning Msgs? Y   Allow Contracts?      Y
Terms Code:      02    2% 10 Days, Net 30 Days            Statement Cycle:        Allow Backorders?     Y
Sales Rep:       BILL   Bill Blaze                        Finance Charges?    Y   Break Type:
Sales Tax Code:  NJ    New Jersey                         Rate:                   Price Level:
  Resale Number:                   Expires:               Alternate Sort: BIKES   Price Class:
Posting Code:    NJ    New Jersey                         Vendor Ref:    S4DEM    DUNS:
Class Code 1:    WHS                                      Credit Limit:         0 SIC Code:
                                                                                  PO required?          N


                                             Month to Date   Year to Date   Last Year
  Last Invoice:  0000000100-IN  02/20/00    6,161.51   Sales:    6,236.10      7,989.30       0.00
  Last Payment:  CK#3282        03/01/00    1,033.23   COGS:     2,946.60      3,900.10       0.00
  First Purchase Date:          01/04/00              GP%:          52.75         51.18
  Last Finance Charge Date:                           Cash Rec: 1,033.23      1,033.23       0.00
  Last Statement Date:                                Credits:      0.00          0.00       0.00
  Highest Balance Date & Amt:   03/03/00    2,466.93   F/C:         0.00          0.00       0.00
                                                      No. Inv:        2             6          0
                                                      No. F/C:        0             0          0


Comments:
  04/30/98  Spoke with Susan.  They need another load of wheels
            so ok to ship the recurring again tomorrow.

  04/15/98  Sales have picked up again.  It looks like it will be
            another good month.

  03/31/98  Susan called.  They are over-stocked on wheels.  They
            would like to hold the order this month on the wheel
            shipment.

            Sales should pick up next month since racing season is
            starting.  Also, the weather should get better,
            allowing more people to ride their bikes.

  03/01/98  Susan called.  Sales are exceeding their wildest
            expectations so far this year.  Usually, sales are
            slow after Christmas, but not this year.
```

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 Main Menu, select option **12**, Customer Mailing 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.

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.

Labels

After selecting a printed or displayed copy, the labels will be printed. You are then returned automatically to the Accounts Receivable Main Menu.

```
High Gear BIkes & Trikes          Joe's Bike Town
1153 Valley Road                  15 Olcott Square
Shop Rite Plaza                   Hillsborough, NJ 08876
Bedminster, NJ 07787              (201) 555-2060
(201) 555-2700


Mike's Toys                       F.H. Kitchell
1545 Newport Blvd.                333 Warren Avenue
Costa Mesa, CA 92626              Somerville, NJ 08876
(714) 555-6646                    (201) 555-9101


R. Rosenburg                      V. C. Hardison
15209 Deer Path Parkway           338 Grove Ave.
Westfield, NJ 07878               Middlesex, NJ 08765
(201) 555-8647                    (201) 555-0370


Spoke N' Wheel                    Toy Manufacturers of America
Custom Bike Shop                  1010 Avenue of the Americas
43 S. Main St.                    Hollywood, CA 91007
Bernardsville, NJ 07765           (213) 555-1010  Ext: 123
(201) 555-0030
```

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 05/31/02, 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 Monthly Reports Menu, select option **1**, Aged Trial Balance.

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.

Custs 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 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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00 09:24 AM                        Aged Trial Balance Report                          Term: T7
Aging Date: 03/31/00                   Lightspeed Distributors (DEM)                        Page: 1
                                         Sorted by Customer Code
                                          Aged by Invoice Date
-----------------------------------------------------------------------------------------------------
Cust      St Name        Due    Disc                                                            Days
   Invoice No.  Inv Date Date   Date   Orig Balance   Current    30 Days   60 Days  90 Days  120 Days Aged
-----------------------------------------------------------------------------------------------------

H001         High Gear Bikes & Trikes
  0000000100-IN 02/20/00 03/21/00 03/01/00   6,161.51              6,161.51                                 40
  0000010011-IN 02/27/00 03/28/00 03/08/00     860.22                860.22                                 33
  0000010012-IN 03/03/00 04/02/00 03/13/00     573.48     573.48                                            28
                                            ---------- ---------- ---------- -------- ---------- -----------
             Customer H001     Total:       7,595.21     573.48  7,021.73     0.00      0.00        0.00

JOE'S       Joe's Bike Town
  0000000101-IN 02/24/00 03/25/00 03/05/00   4,978.80              4,978.80                                 36
  0000010001-IN 01/11/00 02/10/00 01/21/00     796.50                        796.50                        80
  0000010007-IN 02/09/00 03/10/00 02/19/00     284.40                284.40                                 51
  0000010013-IN 03/05/00 04/04/00 03/15/00     265.50     265.50                                            26
                                            ---------- ---------- ---------- -------- ---------- -----------
             Customer JOE'S    Total:       6,325.20     265.50  5,263.20   796.50      0.00        0.00

M001        Mike's Toys
  0000000102-IN 02/27/00 03/28/00 03/08/00   4,596.97              4,596.97                                 33
                                            ---------- ---------- ---------- -------- ---------- -----------
             Customer M001     Total:       4,596.97       0.00  4,596.97     0.00      0.00        0.00

RC0001      F.H. Kitchell
  0000010008-IN 02/14/00 02/14/00             107.46                107.46                                 46
  0000010014-IN 03/05/00 03/05/00             341.28     341.28                                            26
                                            ---------- ---------- ---------- -------- ---------- -----------
             Customer RC0001   Total:         448.74     341.28    107.46     0.00      0.00        0.00

RC0002      R. Rosenburg
  0000010003-IN 01/22/00 01/22/00             170.64                        170.64                         69
  0000010010-IN 02/23/00 02/23/00             637.20                637.20                                 37
                                            ---------- ---------- ---------- -------- ---------- -----------
             Customer RC0002   Total:         807.84       0.00    637.20   170.64      0.00        0.00

RC0003      V. C. Hardison
  0000010004-IN 01/22/00 01/22/00              85.32                         85.32                         69
                                            ---------- ---------- ---------- -------- ---------- -----------
             Customer RC0003   Total:          85.32       0.00      0.00    85.32      0.00        0.00

TMA         Toy Manufacturers of America
  0000010005-IN 01/28/00 02/27/00              71.46                         71.46                         63
                                            ---------- ---------- ---------- -------- ---------- -----------
             Customer TMA      Total:          71.46       0.00      0.00    71.46      0.00        0.00


                                            ---------- ---------- ---------- -------- ---------- -----------
                   Report Total:           19,930.74   1,180.26 17,626.56 1,123.92      0.00        0.00
```

Accounts Receivable Reports

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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 Monthly Reports Menu, select option **2**, Cash Expectation Report.

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.

Enter Cash Requirements Date- 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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00 09:47 AM                        Cash Expectation Report                             Term: T7
Aging Date: 02/15/00                  Lightspeed Distributors (DEM)                          Page: 1
                                          Sorted by Customer Code
-----------------------------------------------------------------------------------------------------
              Due     Disc
     Inv Date Date    Date        Due by 03/16  Due by 04/15 Due by 05/15 Due Later  Disc Avail   Disc Missed Days
-----------------------------------------------------------------------------------------------------
H001        High Gear Bikes & Trikes
 0000000100-IN 02/20/00 03/21/00 03/01/00          6,047.41                            114.10
 0000010006-IN 02/05/00 03/06/00 02/15/00  4.25-                                         4.25
 0000010009-IN 02/19/00 03/20/00 02/29/00              4.27-                             4.27
 0000010011-IN 02/27/00 03/28/00 03/08/00            844.29                             15.93
 0000010012-IN 03/03/00 04/02/00 03/13/00            562.86                             10.62
                                -------------- --------   ----------  ------------ ---------- ---------- -----------
        H001    Total:      7,446.04   4.25-      7,450.29        0.00       0.00     149.17        0.00

JOE'S      Joe's Bike Town
 0000000101-IN 02/24/00 03/25/00 03/05/00          4,879.22                             99.58
 0000010001-IN 01/11/00 02/10/00 01/21/00 796.50                                                   15.93     5
 0000010007-IN 02/09/00 03/10/00 02/19/00 278.71                                        5.69
 0000010013-IN 03/05/00 04/04/00 03/15/00            260.19                             5.31
                                -------------- --------   ----------  ------------ ---------- ---------- -----------
        JOE'S   Total:      6,214.62 1,075.21      5,139.41        0.00       0.00     110.58       15.93

M001        Mike's Toys
 0000000102-IN 02/27/00 03/28/00 03/08/00          4,505.03                             91.94
                                -------------- --------   ----------  ------------ ---------- ---------- -----------
        M001    Total:      4,505.03    0.00      4,505.03        0.00       0.00      91.94        0.00

RC0001       F.H. Kitchell
 0000010008-IN 02/14/00 02/14/00 107.46                                                                       1
 0000010014-IN 03/05/00 03/05/00 341.28
                                -------------- --------   ----------  ------------ ---------- ---------- -----------
        RC0001  Total:        448.74  448.74        0.00        0.00       0.00       0.00        0.00

RC0002       R. Rosenburg
 0000010003-IN 01/22/00 01/22/00 170.64                                                                      24
 0000010010-IN 02/23/00 02/23/00 637.20
                                -------------- --------   ----------  ------------ ---------- ---------- -----------
        RC0002  Total:        807.84  807.84        0.00        0.00       0.00       0.00        0.00

RC0003       V. C. Hardison
 0000010004-IN 01/22/00 01/22/00  85.32                                                                      24
                                -------------- --------   ----------  ------------ ---------- ---------- -----------
        RC0003  Total:         85.32   85.32        0.00        0.00       0.00       0.00        0.00

TMA         Toy Manufacturers of America
 0000010005-IN 01/28/00 02/27/00  71.46
                                -------------- --------   ----------  ------------ ---------- ---------- -----------
        TMA     Total:         71.46   71.46        0.00        0.00       0.00       0.00        0.00


                                -------------- --------   ----------  ------------ ---------- ---------- -----------
        Report Total:     19,579.05 2,484.32     17,094.73        0.00       0.00     351.69       15.93
```

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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 Monthly Reports Menu, select option **3**, Sales Rep Commission Report

Description of Fields

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 Representatives?

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 Representative
To Representative

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.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00 09:48 AM                Sales Representative Commission Report                        Term: T7
                                     Lightspeed Distributors (DEM)                             Page: 1
---------------------------------------------------------------------------------------------------------
Customer
Code          Invoice       Inv Date    Paid Commission   Inv Amount  Gross Profit  Subj to Comm  Comm Basis  Comm Amount
---------------------------------------------------------------------------------------------------------

Sales Representative: BILL   Bill Blaze
H001       High Gear BIkes & Trikes
           0000000100-IN  02/20/00            7.000 %     6,161.51     3,053.50      5,705.10     5,705.10     399.36
           0000010000-IN  01/04/00 03/01/00   7.000 %       573.48         0.00          0.00         0.00       0.00
           0000010006-IN  02/05/00 03/01/00   7.000 %       229.39       116.40        212.40       212.40       0.00
           0000010009-IN  02/19/00 03/01/00   7.000 %       230.36        93.30        213.30       213.30       0.00
           0000010011-IN  02/27/00            7.000 %       860.22       354.00        796.50       796.50       0.00
           0000010012-IN  03/03/00            7.000 %       573.48         0.00          0.00         0.00       0.00
                                                          ------------  ------------  ----------   ------------  ----------
                          Customer H001     Totals:      8,628.44     3,617.20      6,927.30     6,927.30     399.36
JOE'S      Joe's Bike Town
           0000000101-IN  02/24/00            7.000 %     4,978.80     2,003.80      4,978.80     4,978.80     348.52
           0000010001-IN  01/11/00            7.000 %       796.50       354.00        796.50       796.50       0.00
           0000010007-IN  02/09/00            7.000 %       284.40       124.40        284.40       284.40       0.00
           0000010013-IN  03/05/00            7.000 %       265.50       118.00        265.50       265.50      18.59
                                                          ------------  ------------  ----------   ------------  ----------
                          Customer JOE'S    Totals:      6,325.20     2,600.20      6,325.20     6,325.20     367.11
                                                          ------------  ------------  ----------   ------------  ----------
                          Sales Rep BILL   Totals:     14,953.64     6,217.40     13,252.50    13,252.50     766.47


Sales Representative: HOUSE  House Account
RC0001     F.H. Kitchell
           0000010002-IN  01/18/00 03/01/00   0.000 %       318.60         0.00          0.00         0.00       0.00
           0000010008-IN  02/14/00            0.000 %       107.46        69.50         99.50        99.50       0.00
           0000010014-IN  03/05/00            0.000 %       341.28       156.00        316.00       316.00       0.00
                                                          ------------  ------------  ----------   ------------  ----------
                          Customer RC0001   Totals:        767.34       225.50        415.50       415.50       0.00
RC0002     R. Rosenburg
           0000010003-IN  01/22/00            0.000 %       170.64        78.00        158.00       158.00       0.00
           0000010010-IN  02/23/00            0.000 %       637.20         0.00          0.00         0.00       0.00
                                                          ------------  ------------  ----------   ------------  ----------
                          Customer RC0002   Totals:        807.84        78.00        158.00       158.00       0.00
RC0003     V. C. Hardison
           0000010004-IN  01/22/00            0.000 %        85.32        39.00         79.00        79.00       0.00
                                                          ------------  ------------  ----------   ------------  ----------
                          Customer RC0003   Totals:         85.32        39.00         79.00        79.00       0.00
                                                          ------------  ------------  ----------   ------------  ----------
                          Sales Rep HOUSE  Totals:      1,660.50       342.50        652.50       652.50       0.00


Sales Representative: SALLY  Sally Summers
M001       Mike's Toys
           0000000102-IN  02/27/00           10.000 %     4,596.97     2,026.98      4,596.98     4,596.98     459.70
                                                          ------------  ----------  ------------   ------------  ----------
                          Customer M001     Totals:      4,596.97     2,026.98      4,596.98     4,596.98     459.70
TMA        Toy Manufacturers of America
           0000010005-IN  01/28/00           10.000 %        71.46        31.10         71.10        71.10       0.00
                                                          ------------  ------------  ----------   ------------  ----------
                          Customer TMA      Totals:         71.46        31.10         71.10        71.10       0.00
                                                          ------------  ------------  ----------   ------------  ----------
                          Sales Rep SALLY  Totals:      4,668.43     2,058.08      4,668.08     4,668.08      59.70

                                                          ------------  ------------  ----------   ------------  ----------
                          Report Totals:  21,282.57     8,617.98     18,573.08    18,573.08     226.17




3 Sales Representatives Printed
```

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 Monthly Reports Menu, select option **4,** Sales Tax Report.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00 09:49 AM                          Sales Tax Report                                    Term: T7
                                     Lightspeed Distributors (DEM)                              Page: 1
------------------------------------------------------------------------------------------------------
                                   Freight  Tax                                             Calculated
Code     Description               Taxable  Rate    Taxable Sales    N-Tax Sales    Freight  Sales Tax
------------------------------------------------------------------------------------------------------
State:  California

CA       California                   N    7.250 %          0.00       4,596.98       0.00       0.00
                                                                                             --------------
                                                                       Calculated Total:         0.00
                                                                          Total Billed:          0.00
                                                                                             --------------
                                                                              Variance:          0.00


State:  California - LA County

CALA     California - LA County       N     .500 %          0.00           0.00        0.00       0.00
                                                                                             --------------
                                                                       Calculated Total:         0.00
                                                                          Total Billed:          0.00
                                                                                             --------------
                                                                              Variance:          0.00


State:  New Jersey

NJ       New Jersey                   N    8.000 %      6,552.10       5,244.30        0.00     524.17
                                                                                             --------------
                                                                       Calculated Total:       524.17
                                                                          Total Billed:        524.16
                                                                                             --------------
                                                                              Variance:          0.01


State:  Out of State

OS       Out of State                 N     .000 %          0.00           0.00        0.00       0.00
                                                                                             --------------
                                                                       Calculated Total:         0.00
                                                                          Total Billed:          0.00
                                                                                             --------------
                                                                              Variance:          0.00



Total for All States                                   6,552.10       9,841.28        0.00     524.17

                                                                   All States Total Billed:     524.16
                                                                                             --------------
                                                                              Variance:          0.01
```

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 Monthly Reports Menu, select option **5,** 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.

Print Selected Customers?

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?

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.

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.

Statement Messages

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.

Sample Statement

After selecting a printed or displayed copy, you will see statements similar to the following. When the statements are finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00

                                                  H001




         Joy Applegate                            BILL
         High Gear BIkes & Trikes      Bill Blaze
         1153 Valley Road
         Shop Rite Plaza
         Bedminster, NJ  07787




02/20/00  0000000100-IN            6,161.51                  6,161.51
01/04/00  0000010000-IN              573.48       573.48         0.00
03/01/00          Ck: CK#3282                     573.48
02/05/00  0000010006-IN              229.39       229.39         0.00
03/01/00          Ck: CK#3282                     229.39
02/19/00  0000010009-IN              230.36       230.36         0.00
03/01/00          Ck: CK#3282                     230.36
02/27/00  0000010011-IN              860.22                    860.22
03/03/00  0000010012-IN              573.48                    573.48
```

```
       Current      30 Days     60 Days     90 Days    120 Days   Total Due
       573.48      7,021.73        0.00        0.00        0.00   7,595.21

         Your account is overdue.  Please pay promptly.  If our
         statement and your payment have crossed in the mail, Thanks!
```

Solution-IV Accounting

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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 Monthly Reports Menu, select option **6,** Billing Code 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 billing code order and skips the next question.

Sort by 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?
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 Info?

Y   Prints month-to-date sales and profit information.

N   Does not print any month-to-date information.

Print Year-to-Date Info?

Y   Prints year-to-date sales and profit information.

N   Does not print any year-to-date information.

Print Last Year Info?

Y   Prints last year's sales and profit information.

N   Does not print any information from last year.

Sample Report

After selecting a printed or displayed copy, you will see a report similar to the one following.
When the report is finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00 09:50 AM                        Billing Code Analysis                              Term: T7
                                     Lightspeed Distributors (DEM)                          Page: 1
---------------------------------------------------------------------------------------------------
Billing Code/                          % of         Gross    % of    Quantity   Std Price/   Std Cost/
   Description                 Sales  Total        Profit  Profit        Sold  Average Price Average Cost
---------------------------------------------------------------------------------------------------
10S-SCH-26-BLU                                                                     295.00      147.50
   Schwoosh 26" 10 speed blue  MTD:   531.00 47.73  236.00 46.27        2.00      265.50      147.50
                               YTD: 1,947.00 37.16  914.50 37.35        7.00      278.14      147.50
                               LY:     0.00   .00    0.00   .00         0.00

10S-SCH-26-RED                                                                     295.00      147.50
   Schwoosh 26" 10 speed red   MTD:   265.50 23.87  118.00 23.14        1.00      265.50      147.50
                               YTD: 1,858.50 35.47  826.00 33.74        7.00      265.50      147.50
                               LY:     0.00   .00    0.00   .00         0.00

3WH-RR-10-BLU                                                                       79.00       40.00
   Rainbow Rascals Blue Tricycle MTD: 316.00 28.40  156.00 30.59        4.00       79.00       40.00
                               YTD:   829.50 15.83  389.50 15.91       11.00       75.41       40.00
                               LY:     0.00   .00    0.00   .00         0.00

3WH-RR-10-RED                                                                       79.00       40.00
   Rainbow Rascals Red Tricycle MTD:    0.00   .00    0.00   .00        0.00
                               YTD:   292.30  5.58  132.30  5.40        4.00       73.08       40.00
                               LY:     0.00   .00    0.00   .00         0.00

LABOR                                                                               50.00        0.00
   Assembly or other labor     MTD:     0.00   .00    0.00   .00        0.00
                               YTD:     0.00   .00    0.00   .00        0.00
                               LY:      0.00   .00    0.00   .00        0.00

TAPE-BLK                                                                             9.95        3.00
   Black Handlebar Tape        MTD:     0.00   .00    0.00   .00        0.00
                               YTD:    99.50  1.90   69.50  2.84       10.00        9.95        3.00
                               LY:      0.00   .00    0.00   .00        0.00

WHL-26X1-AL                                                                         59.00       24.00
   26"x1" Aluminum Wheel       MTD:     0.00   .00    0.00   .00        0.00
                               YTD:   212.40  4.05  116.40  4.75        4.00       53.10       24.00
                               LY:      0.00   .00    0.00   .00        0.00


         Report Total     ------------- ------ ------------- ------ ------------- ------------- -------------
                               MTD: 1,112.50 100.00  510.00 100.00        7.00      158.93       72.86
                               YTD: 5,239.20 100.00 2,448.20 100.00       43.00      121.84       56.93
                               LY:     0.00 100.00    0.00 100.00         0.
```

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 Monthly Reports Menu, select option **7,** Customer Sales Analysis.
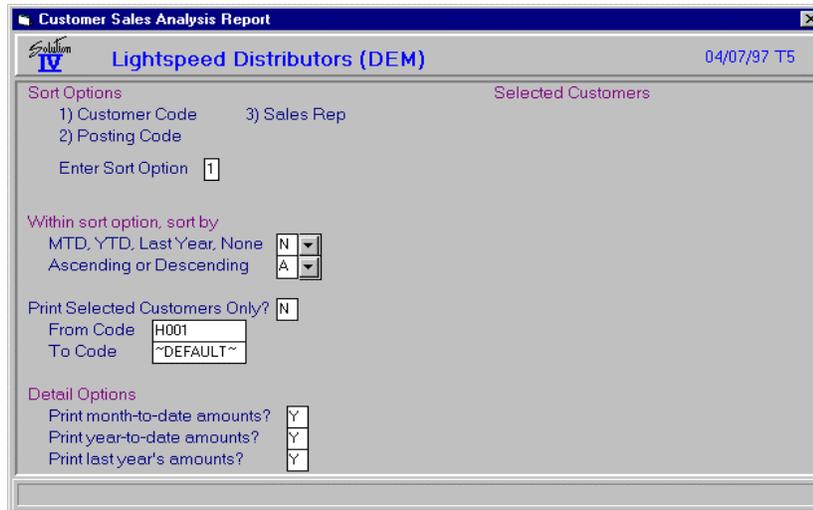
Description of Fields

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.

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 Info?
Y   Prints month-to-date sales, profit, and receipts information.

N   Does not print any month-to-date information.

Print Year-to-Date Info?
Y   Prints year-to-date sales, profit, and receipts information.

N   Does not print any year-to-date information.

Print Last Year Info?
Y   Prints last year's sales, profit, and receipts information.

N   Does not print any information from last year.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00 09:50 AM                     Customer Sales Analysis                                  Term: T7
                                  Lightspeed Distributors (DEM)                                 Page: 1
-------------------------------------------------------------------------------------------------------
Customer   Name/                           Credit Limit             % of       Gross   % of    Num     Average
Code       Last Invoice & Date  Sales Rep  Curr Balance     Sales   Total     Profit  Profit   Inv     Invoice
-------------------------------------------------------------------------------------------------------
H001       High Gear BIkes & Trikes             0.00
           0000000100-I  02/20/00  BILL     7,595.21  MTD:  6,236.10  38.04  3,289.50  43.32     2    3,118.05
                                                      YTD:  7,989.30  38.93  4,089.20  42.90     6    1,331.55
                                                      LY:       0.00    .00      0.00    .00     0
JOE'S      Joe's Bike Town                      0.00
           0000000101-I  02/24/00  BILL     6,325.20  MTD:  5,244.30  31.99  2,121.80  27.94     2    2,622.15
                                                      YTD:  6,325.20  30.82  2,600.20  27.28     4    1,581.30
                                                      LY:       0.00    .00      0.00    .00     0
M001       Mike's Toys                          0.00
           0000000102-I  02/27/00  SALLY    4,596.97  MTD:  4,596.97  28.04  2,026.97  26.69     1    4,596.97
                                                      YTD:  4,596.97  22.40  2,026.97  21.26     1    4,596.97
                                                      LY:       0.00    .00      0.00    .00     0
RC0001     F.H. Kitchell                        0.00
           0000010014-I  03/05/00  HOUSE      448.74  MTD:    316.00   1.93    156.00   2.05     1      316.00
                                                      YTD:    710.50   3.46    373.00   3.91     3      236.83
                                                      LY:       0.00    .00      0.00    .00     0
RC0002     R. Rosenburg                         0.00
           0000010010-I  02/23/00  HOUSE      807.84  MTD:      0.00    .00      0.00    .00     0
                                                      YTD:    748.00   3.65    373.00   3.91     2      374.00
                                                      LY:       0.00    .00      0.00    .00     0
RC0003     V. C. Hardison                    5,000.00
           0000010004-I  01/22/00  HOUSE       85.32  MTD:      0.00    .00      0.00    .00     0
                                                      YTD:     79.00    .38     39.00    .41     1       79.00
                                                      LY:       0.00    .00      0.00    .00     0
SNW        Spoke N' Wheel                       0.00
                                   BILL         0.00  MTD:      0.00    .00      0.00    .00     0
                                                      YTD:      0.00    .00      0.00    .00     0
                                                      LY:       0.00    .00      0.00    .00     0
TMA        Toy Manufacturers of America         0.00
           0000010005-I  01/28/00  SALLY       71.46  MTD:      0.00    .00      0.00    .00     0
                                                      YTD:     71.10    .35     31.10    .33     1       71.10
                                                      LY:       0.00    .00      0.00    .00     0

                                   Report Total:      ------------ ------ --------- ------ ----- ------------
                                                      MTD: 16,393.37 100.00 7,594.27 100.00    6    2,732.23
                                                      YTD: 20,520.07 100.00 9,532.47 100.00   18    1,140.00
                                                      LY:       0.00 100.00     0.00 100.00    0
```

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 Monthly Reports Menu, select option **8,** 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.

Sort by 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?
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 Info?
Y   Prints month-to-date sales, profit, and commission information.

N   Does not print any month-to-date information.

Print Year-to-Date Info?
Y   Prints year-to-date sales, profit, and commission information.

N   Does not print any year-to-date information.

Print Last Year Info?
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.

Sample Report
After selecting a printed or displayed copy, you will see a report similar to the following. When the report is finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00 09:51 AM                    Sales Representative Sales Analysis                    Term: T7
                                        Lightspeed Distributors (DEM)                        Page: 1
-------------------------------------------------------------------------------------------------------
Sales                           Std                  % of            Gross   % of                  Avg
Representative                  Commiss%       Sales Total          Profit Profit   Commissions  Comm%
-------------------------------------------------------------------------------------------------------
BILL   Bill Blaze                 7.00  MTD: 10,949.40 69.03      5,175.30  70.33       766.47    7.00
                                        YTD: 13,252.50 71.35      6,217.40  72.14       927.70    7.00
                                        LY:      0.00   .00           0.00    .00         0.00

HOUSE  House Account                .00  MTD:    316.00  1.99        156.00   2.12         0.00    0.00
                                        YTD:    652.50  3.51        342.50   3.97         0.00    0.00
                                        LY:      0.00   .00           0.00    .00         0.00

SALLY  Sally Summers             10.00  MTD:  4,596.98 28.98      2,026.98  27.55       459.70   10.00
                                        YTD:  4,668.08 25.13      2,058.08  23.88       466.81   10.00
                                        LY:      0.00   .00           0.00    .00         0.00


            Report Total:                   ------------- ------  ------------- ------  ------------- ------
                                        MTD: 15,862.38 100.00      7,358.28 100.00     1,226.17    7.73
                                        YTD: 18,573.08 100.00      8,617.98 100.00     1,394.51    7.51
                                        LY:      0.00 100.00          0.00 100.00         0.00
```

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 Monthly Reports Menu, select option **9**, 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 2002, enter 040102 for the starting date and 043002 for the ending date.

Sample Reports

After selecting a printed or displayed copy, you will see reports similar to the series following. When the reports are finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00 09:51 AM                        Historical Sales Journal                              Term: T7
                                      Lightspeed Distributors (DEM)                             Page: 1
                                           03/31/90 to 03/31/10
                                             Sort by Customer
-----------------------------------------------------------------------------------------------------------
Invoice        Inv Date Terms          Sales Tax        Taxable Sales Non-tax Sales  Freight  Sales Tax Invoice Total
-----------------------------------------------------------------------------------------------------------
Customer H001      High Gear Bikes & Trikes
0000010000-IN 01/04/00 02-2% 10 Days, Ne NJ   : 8.000         531.00          0.00     0.00      42.48        573.48
0000010006-IN 02/05/00 02-2% 10 Days, Ne NJ   : 8.000         212.40          0.00     0.00      16.99        229.39
0000010009-IN 02/19/00 02-2% 10 Days, Ne NJ   : 8.000         213.30          0.00     0.00      17.06        230.36
0000010011-IN 02/27/00 02-2% 10 Days, Ne NJ   : 8.000         796.50          0.00     0.00      63.72        860.22
0000010012-IN 03/03/00 02-2% 10 Days, Ne NJ   : 8.000         531.00          0.00     0.00      42.48        573.48
                                                       -------------- -------------- -------- ----------- --------------
               Customer H001     Totals:             2,284.20          0.00     0.00     182.73      2,466.93

Customer JOE'S     Joe's Bike Town
0000010001-IN 01/11/00 02-2% 10 Days, Ne NJ   : 8.000           0.00        796.50     0.00       0.00        796.50
0000010007-IN 02/09/00 02-2% 10 Days, Ne NJ   : 8.000           0.00        284.40     0.00       0.00        284.40
0000010013-IN 03/05/00 02-2% 10 Days, Ne NJ   : 8.000           0.00        265.50     0.00       0.00        265.50
                                                       -------------- -------------- -------- ----------- --------------
               Customer JOE'S    Totals:                 0.00      1,346.40     0.00       0.00      1,346.40

Customer RC0001    F.H. Kitchell
0000010002-IN 01/18/00 00-C.O.D.        NJ   : 8.000         295.00          0.00     0.00      23.60        318.60
0000010008-IN 02/14/00 00-C.O.D.        NJ   : 8.000          99.50          0.00     0.00       7.96        107.46
0000010014-IN 03/05/00 00-C.O.D.        NJ   : 8.000         316.00          0.00     0.00      25.28        341.28
                                                       -------------- -------------- -------- ----------- --------------
               Customer RC0001   Totals:               710.50          0.00     0.00      56.84        767.34

Customer RC0002    R. Rosenburg
0000010003-IN 01/22/00 00-C.O.D.        NJ   : 8.000         158.00          0.00     0.00      12.64        170.64
0000010010-IN 02/23/00 00-C.O.D.        NJ   : 8.000         590.00          0.00     0.00      47.20        637.20
                                                       -------------- -------------- -------- ----------- --------------
               Customer RC0002   Totals:               748.00          0.00     0.00      59.84        807.84

Customer RC0003    V. C. Hardison
0000010004-IN 01/22/00 00-C.O.D.        NJ   : 8.000          79.00          0.00     0.00       6.32         85.32
                                                       -------------- -------------- -------- ----------- --------------
               Customer RC0003   Totals:                79.00          0.00     0.00       6.32         85.32

Customer TMA       Toy Manufacturers of America
0000010005-IN 01/28/00 30-Net 30 Days    CALA :  .500          71.10          0.00     0.00       0.36         71.46
                                                       -------------- -------------- -------- ----------- --------------
               Customer TMA      Totals:                71.10          0.00     0.00       0.36         71.46

                                                       -------------- -------------- -------- ----------- --------------
                            Report Totals:           3,892.80      1,346.40     0.00     306.09      5,545.29
```

```
03/31/00 09:51 AM                   Profit & Commission Journal                       Term: T7
                                   Lightspeed Distributors (DEM)                      Page: 1
                                      03/31/90 to 03/31/10
                                        Sort by Customer
_____
            Invoice   Sales Rep/                 Commiss                    Subject to   Commission
Invoice      Date    Billing Code   GL Account    Rate     Net Sales  Gross Profit  Commission  Amount
Customer H001      High Gear BIkes & Trikes
0000010000-IN 01/04/00 BILL   Bill Blaze           7.00%
                      10S-SCH-26-BLU  400-00-00              531.00      236.00      0.00        0.00
                                                            531.00      236.00      0.00        0.00
0000010006-IN 02/05/00 BILL   Bill Blaze           7.00%
                      WHL-26X1-AL     409-00-00              212.40      116.40    212.40       14.87
                                                            212.40      116.40    212.40       14.87
0000010009-IN 02/19/00 BILL   Bill Blaze           7.00%
                      3WH-RR-10-RED   401-00-00              213.30       93.30    213.30       14.93
                                                            213.30       93.30    213.30       14.93
0000010011-IN 02/27/00 BILL   Bill Blaze           7.00%
                      10S-SCH-26-RED  400-00-00              796.50      354.00    796.50       55.76
                                                            796.50      354.00    796.50       55.76
0000010012-IN 03/03/00 BILL   Bill Blaze           7.00%
                      10S-SCH-26-BLU  400-00-00              531.00      236.00      0.00        0.00
                                                            531.00      236.00      0.00        0.00
                            Customer H001     Totals:     2,284.20    1,035.70  1,222.20       85.55
Customer JOE'S     Joe's Bike Town
0000010001-IN 01/11/00 BILL   Bill Blaze           7.00%
                      10S-SCH-26-RED  400-00-00              796.50      354.00    796.50       55.76
                                                            796.50      354.00    796.50       55.76
0000010007-IN 02/09/00 BILL   Bill Blaze           7.00%
                      3WH-RR-10-BLU   401-00-00              284.40      124.40    284.40       19.91
                                                            284.40      124.40    284.40       19.91
0000010013-IN 03/05/00 BILL   Bill Blaze           7.00%
                      10S-SCH-26-RED  400-00-00              265.50      118.00    265.50       18.59
                                                            265.50      118.00    265.50       18.59
                            Customer JOE'S    Totals:     1,346.40      596.40  1,346.40       94.25
Customer RC0001    F.H. Kitchell
0000010002-IN 01/18/00 HOUSE  House Account         .00%
                      10S-SCH-26-BLU  400-00-00              295.00      147.50      0.00        0.00
                                                            295.00      147.50      0.00        0.00
0000010008-IN 02/14/00 HOUSE  House Account         .00%
                      TAPE-BLK        409-00-00               99.50       69.50     99.50        0.00
                                                             99.50       69.50     99.50        0.00
0000010014-IN 03/05/00 HOUSE  House Account         .00%
                      3WH-RR-10-BLU   401-00-00              316.00      156.00    316.00        0.00
                                                            316.00      156.00    316.00        0.00
                            Customer RC0001   Totals:       710.50      373.00    415.50        0.00
Customer RC0002    R. Rosenburg
0000010003-IN 01/22/00 HOUSE  House Account         .00%
                      3WH-RR-10-BLU   401-00-00              158.00       78.00    158.00        0.00
                                                            158.00       78.00    158.00        0.00
0000010010-IN 02/23/00 HOUSE  House Account         .00%
                      10S-SCH-26-BLU  400-00-00              590.00      295.00      0.00        0.00
                                                            590.00      295.00      0.00        0.00
                            Customer RC0002   Totals:       748.00      373.00    158.00        0.00
Customer RC0003    V. C. Hardison
0000010004-IN 01/22/00 HOUSE  House Account         .00%
                      3WH-RR-10-RED   401-00-00               79.00       39.00     79.00        0.00
                                                             79.00       39.00     79.00        0.00
                            Customer RC0003   Totals:        79.00       39.00     79.00        0.00
Customer TMA       Toy Manufacturers of America
0000010005-IN 01/28/00 SALLY  Sally Summers       10.00%
                      3WH-RR-10-BLU   401-01-00               71.10       31.10     71.10        7.11
                                                             71.10       31.10     71.10        7.11
                            Customer TMA      Totals:        71.10       31.10     71.10        7.11
                                        Report Totals:    5,239.20    2,448.20  3,292.20      186.91
```

```
03/31/00 09:51 AM                    Billing Code Summary Report                        Term: T7
                                   Lightspeed Distributors (DEM)                         Page: 1
                                      03/31/90 to 03/31/10
---------------------------------------------------------------------------------------------------
Billing Code           Description          Quantity Sold   Total Sales   Total Cost   Gross Profit  Profit %
---------------------------------------------------------------------------------------------------
10S-SCH-26-BLU         Schwoosh 26" 10 speed blue    7.00      1,947.00     1,032.50        914.50    46.97 %
10S-SCH-26-RED         Schwoosh 26" 10 speed red     7.00      1,858.50     1,032.50        826.00    44.44 %
3WH-RR-10-BLU          Rainbow Rascals Blue Tricycle 11.00       829.50       440.00        389.50    46.96 %
3WH-RR-10-RED          Rainbow Rascals Red Tricycle   4.00       292.30       160.00        132.30    45.26 %
TAPE-BLK               Black Handlebar Tape          10.00        99.50        30.00         69.50    69.85 %
WHL-26X1-AL            26"x1" Aluminum Wheel          4.00       212.40        96.00        116.40    54.80 %
                                                  ----------  -------------  -------------  -------------  ------
                                                    43.00      5,239.20     2,791.00      2,448.20    46.73 %
```

```
03/31/00 09:51 AM              Monthly Sales Journal GL Account Summary                 Term: T7
                                   Lightspeed Distributors (DEM)                         Page: 1
                                      03/31/90 to 03/31/10
---------------------------------------------------------------------------------------------------
Account Code                                                        Debit           Credit
---------------------------------------------------------------------------------------------------
110-00-00              Accounts receivable - NJ                    5,473.83
110-01-00              Accounts receivable - CA                       71.46
210-00-00              Sales tax payable                                              306.09
400-00-00              Sales - Bikes                                                3,805.50
401-00-00              Sales - Trikes                                               1,050.70
401-01-00              Sales - Trikes - CA                                             71.10
409-00-00              Sales - Accessories                                            311.90
480-00-00              Freight income                                  0.00
480-01-00              Freight income - CA                              0.00
                                                                 --------------  --------------
                                                                    5,545.29        5,545.29
```

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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 Monthly Reports Menu, select option **10,** Historical Cash Receipts Journal.
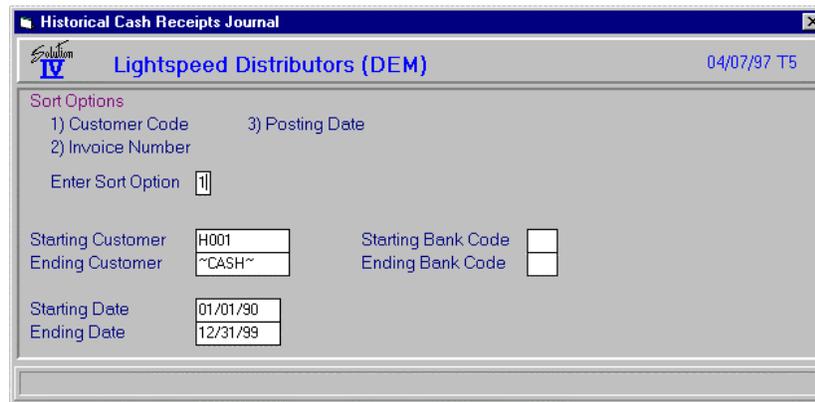
Description of Fields
Sort Options
1   Prints the report in customer code order. This provides a means for seeing how much cash you have received from each customer during a specified period.

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 2002, enter 040102 for the starting date and 043002 for the ending date.

Sample Reports
After selecting a printed or displayed copy, you will see reports similar to the following. When the report is finished, you are returned automatically to the Monthly Reports Menu.

```
03/31/00 09:53 AM                     Historical Cash Receipts Journal                       Term: T7
                                         Lightspeed Distributors (DEM)                       Page: 1
                                           From 03/31/90 to 03/31/10
--------------------------------------------------------------------------------------------------------
                      ------ Check ------ ------ Invoice ------   Distribution   Discount   Writeoff     Amount
Customer   Customer Name Reference   Date   Number         Date       Amount     Amount     Amount    Applied
--------------------------------------------------------------------------------------------------------
H001       High Gear BIkes & Trikes
                          CK#3282    03/01/00 0000010000-IN   01/04     573.48       0.00       0.00     573.48
                          CK#3282    03/01/00 0000010006-IN   02/05     229.39       0.00       0.00     229.39
                          CK#3282    03/01/00 0000010009-IN   02/19     230.36       0.00       0.00     230.36
                                                                    ---------- ---------- -------------- ----------
                                      Reference CK#3282   Total:     1,033.23       0.00       0.00   1,033.23


                                                                    ---------- ---------- -------------- ----------
                                      Customer H001       Total:     1,033.23       0.00       0.00   1,033.23
RC0001     F.H. Kitchell
                          CK#2371    03/01/00 0000010002-IN   01/18     318.60       0.00       0.00     318.60
                                                                    ---------- ---------- -------------- ----------
                                      Customer RC0001     Total:       318.60       0.00       0.00     318.60

                                                                    ---------- ---------- -------------- ----------
                                                  Report Total:     1,351.83       0.00       0.00   1,351.83
```

```
03/31/00 09:53 AM          Monthly Cash Receipts GL Account Summary            Term: T7
                               Lightspeed Distributors (DEM)                   Page: 1
                                  From 03/31/90 to 03/31/10
--------------------------------------------------------------------------------------------
Account Code                                                        Debit          Credit
--------------------------------------------------------------------------------------------
101-01-00       Cash in bank - Bank of America                    1,351.83
110-00-00       Accounts receivable - NJ                                          1,351.83
                                                               --------------  --------------
                                                                  1,351.83        1,351.83
```

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7   Period End Processing

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 Monthly Reports Menu, select option **11**, 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 Monthly Reports 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 the Monthly Reports Menu, select option **12**, Finance Charge Maintenance.

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 Monthly Reports 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 Monthly Reports Menu, select option **13,** Finance Charge Rpt & 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.

Sample Reports
After selecting a printed or displayed copy, you will see reports similar to the following.

```
03/31/00 10:04 AM                    Finance Charge Journal                              Term: T7
Posting Date: 03/31/00           Lightspeed Distributors (DEM)                           Page: 1
--------------------------------------------------------------------------------------------------
Customer                                     A/R Balance   Subj to F/C   Rate    F/C Amount
--------------------------------------------------------------------------------------------------
JOE'S     Joe's Bike Town                       1,346.40        796.50   1.50         11.95

RC0002    R. Rosenburg                            807.84        170.64   1.50          2.56

RC0003    V. C. Hardison                           85.32         85.32   1.50          1.28

TMA       Toy Manufacturers of America            71.46         71.46   1.50          1.07

                                            -------------  -------------      -------------
                                                2,311.02      1,123.92              16.86
```

```
03/31/00 10:04 AM                 Finance Charge Journal (ARFC)                    Term: T7
Posting Date: 03/31/00           General Ledger Account Summary                    Page: 1
                                  Lightspeed Distributors (DEM)
----------------------------------------------------------------------------------------------
Account Code                                                       Debit         Credit
----------------------------------------------------------------------------------------------
110-00-00        Accounts receivable - NJ                          15.79
110-01-00        Accounts receivable - CA                           1.07
495-00-00        Finance charge income                                            15.79
495-01-00        Finance charge income - CA                                        1.07
                                                              -------------  -------------
                                                                  16.86          16.86
```

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 Monthly Reports 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 option **14,** AR Period End Update.
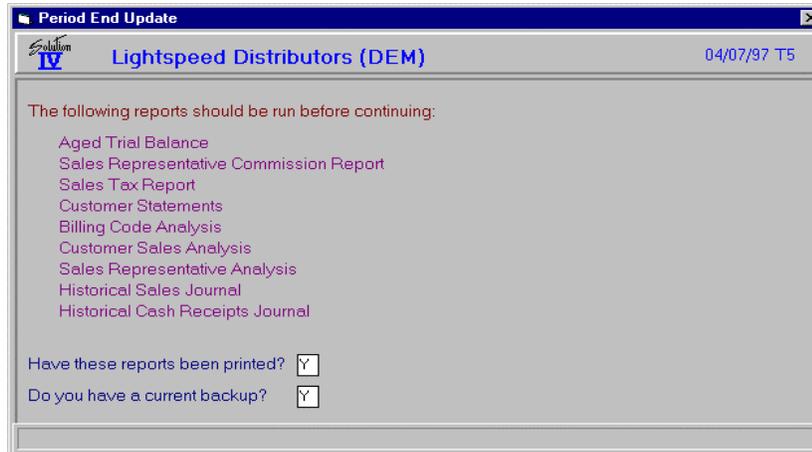
Description of Fields
Have these reports been printed?

> **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 <u>cannot</u> 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:
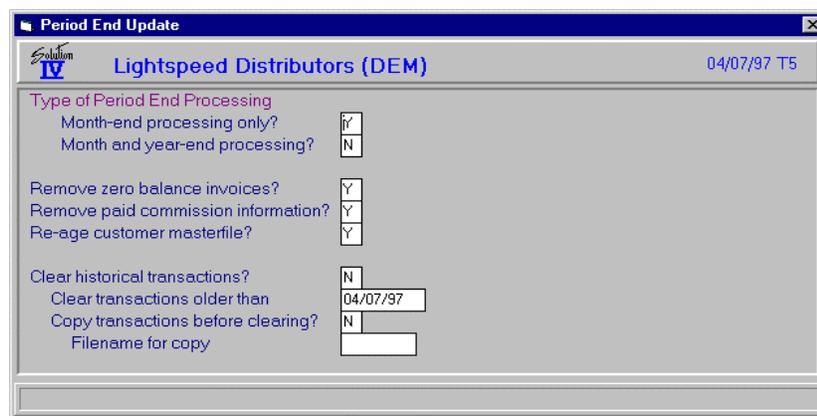
Full month-end processing?
Y   Runs full month end processing. The cursor skips to the "Clear historical transactions" question.

N   Skips to the next question.

Full year end and month 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.

Removes 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 zero balance temporary customers?
Zero-balance temporary customers are removed as part of full month-end processing, however, there may be times when you want to remove them mid-month.

Y   Removes zero-balance temporary customers who do not have any history.

N   Leaves the customer 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 03/01/90 forward, enter 030190.

Copy transactions before clear?
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.

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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 option **15**, Status Change Update.
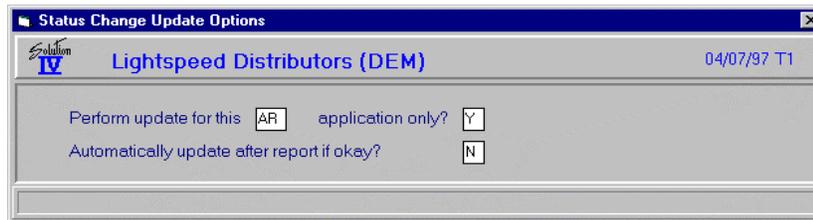
Steps in Status Change

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, 02may 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 steps three and four. 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 AR 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.

8 Appendices

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

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.

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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:

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.

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:

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.

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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:

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.

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.

B Understanding the Accounting Theory Behind Accounts Receivable

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.

C   What to do with all the Paper Generated

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

D   Glossary

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 x $35) + (10 x $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 x 30 or $1092.90, with a remaining inventory value of $36.43 x 5 or $182.15.

See Standard Cost, LIFO and FIFO.

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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 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: Assets = Liabilities + 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: Equity = Assets – Liabilities.

Expense

An expense is a cost incurred while operating a business.

Example: The electric bill is an expense of operating a retail store.

F

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 x $35) + (10 x $40) or $1275. If you sell 30 of them, the cost of sale will be computed as (25 x $35) + (5 x $40) or $1075, with a remaining inventory value of (5 x $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.

G

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.

Solution-IV Accounting

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: Gross Profit Percentage = (Total Sales – Total Cost of Sales) / 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: Income = Revenues-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.

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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 x $35) + (10 x $40) or $1275. If you sell 30 of them the cost of sale will be computed as (10 x $40) + (20 x $35) or $1100, with a remaining inventory value of (5 x $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: Current Ratio = Current Assets/Current Liabilities.

The Quick Ratio is the relationship of current assets less inventory to the current liabilities. It can be expressed as: Quick Ratio = (Current Assets - Inventory) / 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: Net Assets = Total Assets – 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 x $35) or $1225. If you sell 30 of them the cost will be computed as (30 x $35) or $1050 with a remaining inventory value of (5 x $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.