INFOR   Infor ERP FACTS

Accounts Receivable

Release 7.7

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ACCOUNTS RECEIVABLE

Preface

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

System Overview

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

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

Program Descriptions

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

References

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

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

Glossary of Terms

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

Sample Reports

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

Using Preprinted Forms in FACTS

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

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

- **AP –** check

- **AR** - statement, invoice, past due notice (dunning letter)

- **IC -** transfer ticket

- **JC** - estimate, invoice

- **PO** - purchase order

- **PR –** check

- **SO** - quote, pick ticket, invoices (2), counter sales slip, UPS shipping label and bill of lading.

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

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

- SO Document Print Control
- AP Check Print Control

- AR Statement Print Control
- JC Static Control

- AR Invoice Processing Control
-

- AR Dunning Letter Control

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

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

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CHAPTER 1

System Overview

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

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

Accounts Receivable is broken down into the following menus:

	Invoice Processing. Enables you to enter and manage individual customer invoices. Recurring Invoices. Enables you to enter and manage invoices for service contracts or maintenance agreements.
	Cash & Credit Application. Enables you to post cash and checks received and make adjustments to open receivables.
	Returned Checks Enables you to manage returned customer checks.
	Dunning Letters. Enables you to create past due notices and manage their distribution.
	Inquiries Enables you to quickly look up information about customers and AR invoices.
	Reports & Prints. Enables you to track and manage Accounts Receivable information.

	End of Period Enables you to close out Accounts Receivable each period.
	File Maintenances Enables you to set up and maintain records for customers, salespeople, tax tables and customer payment history, and set controls for statement prints, dunning letters, etc. The system also contains an additional maintenances sub-menu; the programs are Infrequent File Maintenances. These infrequent file maintenances (found on the Infrequent File Maintenances menu) are used mostly during installation.

Customers are entered through the Customer F/M program setting parameters which determine how the system is to process transactions for each customer. Customer information is stored and is available to be printed on a report or to be displayed on the screen by an inquiry program. Following are just a few of the flags set for each customer: **active/inactive** - determines whether any transactions may take place for the customer, i.e., sales orders and cash receipts, **on hold** - determines whether any sales transactions may take place for the customer while cash may be received, **PO required** - determines when selling to the customer if the user may skip the reference filed (where PO# is entered), **sales tax** - determines what tax jurisdiction the customer falls into and whether the tax rate is high, low or if the customer is exempt, **dunning letters** - determines whether the customer is eligible to receive dunning letters, if necessary, and **ledgercards** - determines whether to store ledgercards (each transaction affecting a customers account). Users can also set up a **credit limit** to be checked during order processing and invoicing and **grace period** indicating when the customer may be billed a service charge, if eligible. Customers are also assigned a **terms code** (determines invoice due dates, etc.), **salesperson/territory** (for reporting and commission purposes), **GL posting table** (for distributing transactions to GL) and **customer class** (for reporting and contract pricing purposes).

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

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

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

The open receivables file is updated automatically whenever the user invoices a customer through the Sales Orders, Job Cost and Accounts Receivable invoicing

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

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

The Cash & Credit Application subsystem is used to post all payments and discounts, make adjustments, and apply credit memos to customer's accounts. Users may also create on-account balances when necessary (prepayments). This subsystem allows multiple batches to be entered simultaneously with proper lockouts to avoid duplicate payments on the same invoice. When making a deposit, the user also has the ability to post miscellaneous cash from a customer or an outside source. The deposits entered are posted into a centralized banking system (see System Management's Banking system).

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

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

All Accounts Receivable reports have the option of printing in customer number, alpha, salesperson or customer class order. In addition to the order the user may choose the range to be printed. For example, the Aged Trial Balance may be printed in salesperson order. The user then enters the beginning and ending salesperson (may be the same, i.e., one salesman to print only) to print. In the example, the user may print an Aged Trial Balance for each salesman listing only the customer account belonging to each salesman.

Most AR reports also allow the user to print by branch. There is a wide variety of reports which print all available information stored in the Accounts Receivable system.

1. The Open Receivables Report prints a list of open documents, zero balance documents or both. The options are to print in summary (customer and their balance), detail (customer and information on each invoice for the customer), or detail with transactions (customer and invoice and all transactions against that invoice). Branches may also be selected.

2. The Aged Trial Balance prints a report of all open documents in aging columns as of a specified aging date. (Aging columns are determined by the user.) The report may be printed in summary (customer and balance), detail (customer and information on each invoice due by the customer), and detail with transactions (customer and invoice and all transactions against that invoice). Branches may also be selected.

3. The Sales History Report prints various sales history and/or gross margin information from the customer's history. The user may select MTD, YTD and/or PYR information and determine a minimum to print. Branches may also be selected.

4. The Salesperson/Territory Sales Report prints various sales history and/or gross margin information from the salesperson/territory's history. The user may select MTD YTD and/or PYR information and determine a minimum to print. Branches may also be selected.

5. The Payment History Report prints various payment history information from the customers' payment history in three accumulation periods. Branches may also be selected.

6. The Inactive Customer Listing prints a list of all customers who have been inactive as of a date that your specify. Sales history figures may be included in the report. This report will not update any files buy may be useful in allowing the user to delete inactive customers. Branches may also be selected.

7. The Customer Listing prints a report of general information on the customers. The customer listing will also print a report of sales information on the customers. The customer's address, phone number, contact information and/or message may print on either report. In addition to the standard sort order choice, the user may select a beginning and ending code to print (terms code, tax code, GL posting tables, geography code, statement code). Branches may also be selected.

8. The Customer Ledgercards Report prints a list of the transaction types chosen which have affected the customer's balance. Branches may also be selected.

9. The Label Print program prints up to 99 labels per customer and may be sorted by zip code. The user may choose to print for active or inactive customers and branches may also be selected.

10. The Rolodex Customer Card Print program prints up to 99 cards per customer and may be sorted alphabetically. The user may choose to

       print for inactive or inactive customers and branches may also be selected.

11. The Ship-to Report prints customers and all their different ship-to addresses. (The billing address is not included.) Temporary ship-to's may be printed and branches may also be selected.

12. The Ship-To Label Print program prints up to 99 labels per ship-to selected by the customer. Customer or contacts may be included.

13. The Customer Balancing Register is only run when the customer's balance does not agree with the open invoices for that customer (i.e., very unlikely - if there was a power failure in the middle of an update, etc.). The register prints all out-of-balance customers. The optional update will correct each customer's balance and the total AR balance.

14. The Customer Notes Print program prints the notes for any customers in the customer notes file. Branches may be selected.

15. The AR Code List prints a list of the various AR codes including customer classes, salespeople, regions, terms codes, tax codes, GL posting tables and adjustment codes.

The Accounts Receivable system provides an End-of-Period menu. This menu contains the program which should be run to close the module correctly and the end of each period. There is an end-of-period checklist provided later in this section instructing the user on the procedures used to close the AR module. Some programs are optional (calculating service charges, printing statements) where others are required (Register History Report etc.). The end-of-period menu programs provide the user with a complete audit trail of the AR balance.
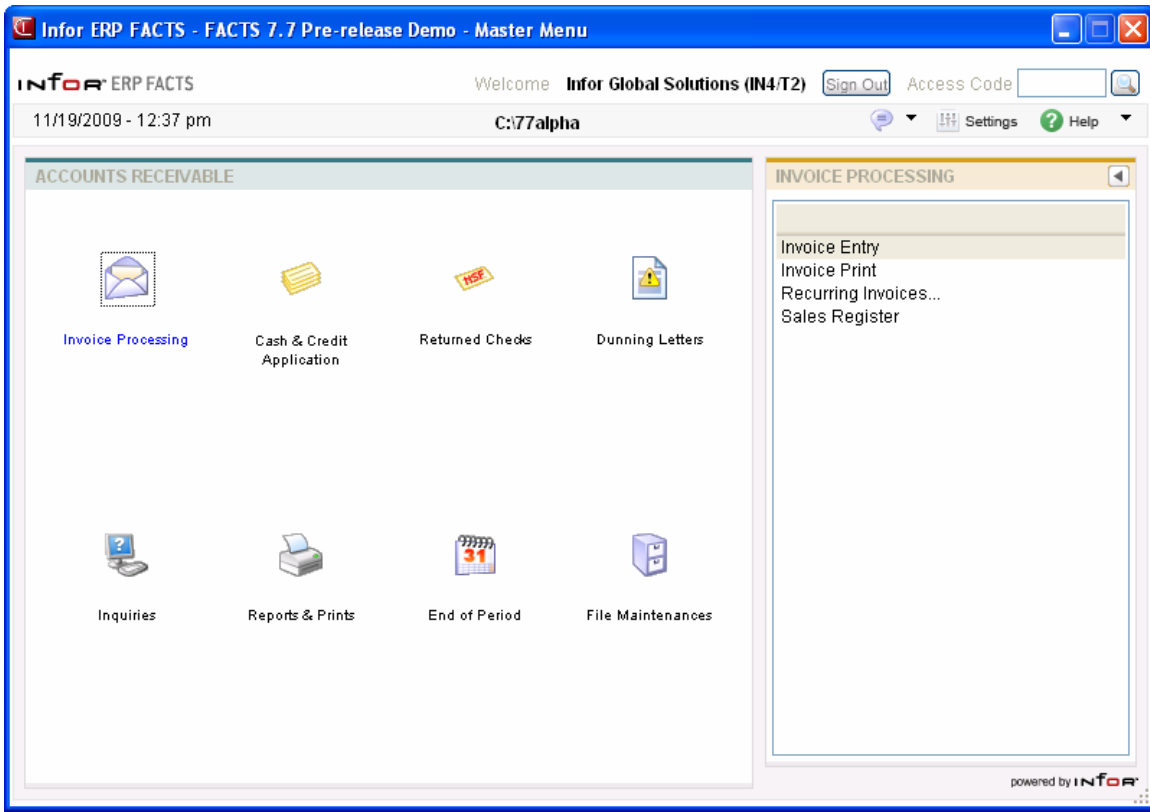
Accounts Receivable Flow Charts

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

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

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

Program

Register or report with optional update

Report

File
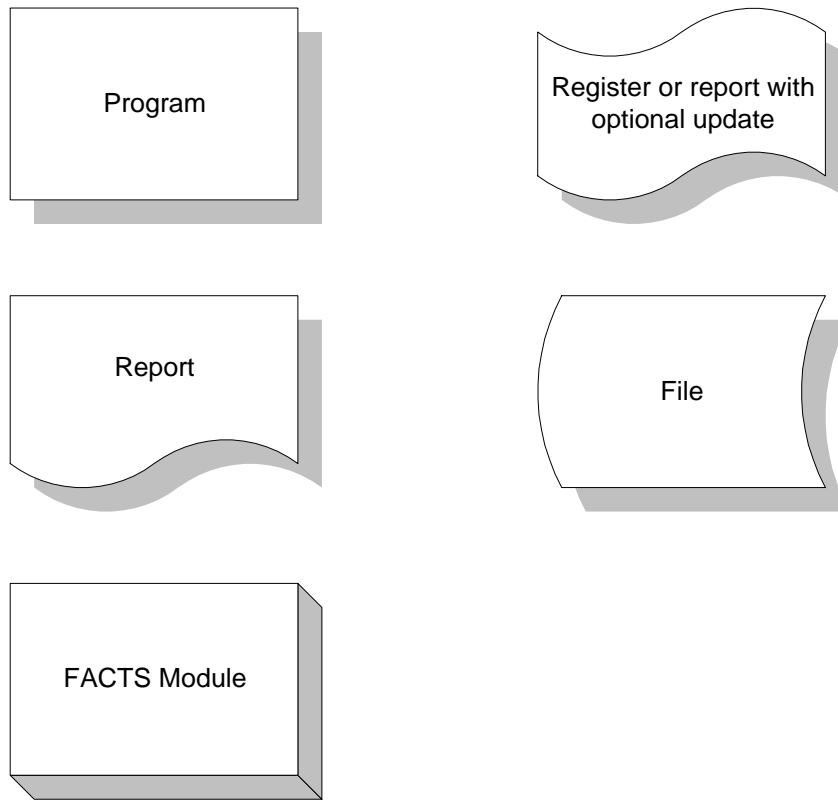
FACTS Module

Accounts Receivable Interaction
with Other FACTS Modules

```
           ┌──────────────┐              ┌──────────────┐
           │ JC           │              │ TF           │
           │ Job Cost     │              │ TeleFACTS    │
           └──────────────┘              └──────────────┘
                  ▲                              ▲
                  │                              │
                  └──────────────┬───────────────┘
                                 │
┌──────────────┐         ┌──────────────┐         ┌──────────────┐
│ SO           │◄───────►│ AR           │────────►│ SA           │
│ Sales Orders │         │ Accounts     │         │ Sales        │
│              │         │ Receivable   │         │ Analysis     │
└──────────────┘         └──────────────┘         └──────────────┘
                      ┌──────────┼──────────┐
                      │          │          │
                      ▼          ▼          ▼
              ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
              │ GL           │ │ PR           │ │ SM           │
              │ General Ledger│ │ Payroll      │ │ System       │
              │              │ │              │ │ Management   │
              └──────────────┘ └──────────────┘ └──────────────┘
```

Accounts Receivable Invoicing

```
Recurring          Recurring              Post Recurring      AR Invoice
Document    ──►    Document      ──►      Documents           Entry
Entry              File
                   (ARRECR)
                      │
                      ▼
                   Recurring
                   Document
                   Listing

                                         Invoice File
                                         (ARINVC)
                                              │
                              ┌───────────────┴───────────────┐
                              ▼                               ▼
                        Sales Register                   Invoice Print
                              │
          ┌───────────┬───────┴───────┬───────────────┐
          │           ▼               ▼               ▼
          │        Open           AR Invoice      Customer
          │        Document       Hold File       Master File
          │        File           (ARHOLD)        (ARCUST)
          │        (AROPEN)
          ▼           │            ▼               │
        Tax           │         GL Journal         │    Cust Ldgcrd
        Reporting     │         File                    File
        File          │         (GLJRNL)               (ARLEDG)
        (ARTAXR)
```

Cash and Credit Application

```
Cash Recpts &
Adjust Entry
        │
        ▼
Cash
Receipts
Batch File
(ARCS??)
        │
        ▼
Cash Rcpts &
Adj Register ──────────────►
```

```
                    Open Doc
                    File          ◄────  Document
                    (AROPEN)      ◄──    Change F/M

                    Bank
                    Ledgercard         Credit
                    File          ──── Application
                    (SMLEDG)           File
                                       (ARDIR?)
                    Doc
                    Transaction
                    File          ◄──
                    (ARTRAN)
                                       Auto Credit
                    Cust Ldgcrd        Application
                    File
                    (ARLEDG)

                    Cust Master
                    File
                    (ARCUST)

                    GL Journal
                    File
                    (GLJRNL)

                    Invoice File
                    (ARINVC)
```

Returned Checks

```
┌─────────────┐
│  Returned   │
│ Check Entry │
└─────────────┘
       │
       ▼
  Returned
  Check File
  (ARRTCK)
       │
       ▼
  Returned Ck ──────────────────►
  Register
```

Open Doc File (AROPEN)

Bank Ledgercard File (SMLEDG)

Cust Ldgcrd File (ARLEDG)

Cust Master File (ARCUST)

GL Journal File (GLJRNL)

Posting to General Ledger

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

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

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

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

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

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

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

GL TABLE   **RET**

DESCRIPTION   **RETAIL CUSTOMERS**

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

GL TABLE   **WSL**

DESCRIPTION   **WHOLESALE CUSTOMERS**

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

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

Cash Receipts & Adjustments Register

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

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

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

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

Service Charge Register

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

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

Returned Check Register

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

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

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

AR Sales Register

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

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

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

SO Daily Sales Register

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

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

Posting AR Sales to GL

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

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

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

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

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

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

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

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

Accounts Receivable

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

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

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

Sales

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

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

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

Tax

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

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

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

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

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

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

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

Standard Procedures

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

1)   Recommended Operating Procedures

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

2)   End-of-Period Checklist

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

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

3)   End-of-Period Checklist Explanation

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

Recommended Operating Procedures

Daily Procedures (or as needed)

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

Weekly Procedures (or as needed)

1. Print dunning letters

Period Procedures (or as needed)

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

Yearly Procedures

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

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

End-Of-Period Checklist –Accounts Receivable

Period ____ Year ____

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

End-Of-Period Checklist Explanation

1. **Complete all Invoicing.** If SO invoicing is used, print all invoices for the current period, release any unfinished routes (if used) and run/update SO Daily Sales Register. If AR invoicing is used, print all invoices (if used) and run/update AR Sales Register. All invoicing should be complete to ensure the AR balance is up to date when the period procedures begin.

2. **Post all Cash and Run Cash Receipts & Adjustments Register.** These steps must be complete to keep accurate payment history for each customer. If a current Cash Receipts & Adjustments Register is run after the period close, the payments are posted to the next period and the statements and service charges may be inaccurate.

3. **Print/update Service Charge Register.** If the user charges a service charge, this program prints a report of all service charges. After the report prints, it should be updated to post the service charges to customer accounts. All Service Charge Registers should be kept as an audit trail.

4-5. **Print Open Receivables Report and Aged Trial Balance (detail w/transactions).** These reports provide the user with a list of all transactions that have taken place against all documents including zero balance documents (paid down to zero). These documents and transactions will be removed by the Document Removal Register (#10). It is recommended that a hard copy of each report be saved for future reference.

6. **Run Customer Ledgercard print.** If customer ledgercards are used, this program provides the user with a list of all transactions that have occurred on customer accounts. These transactions will be removed by the Customer Ledgercard Removal (#11). It is recommended that a hard copy be saved for future reference.

7. **Print statements.** If the user sends statements, this program may be run when needed. The statement print does not update any data or alter customer balances. The Statement Print lists open receivables by customer.

8. **Print Sales Tax Register.** This report allows the user to obtain a report of sales tax which has accumulated through the SO Daily Sales Register and/or AR Sales Register in the current period. After the Sales Tax Register prints, the user should remove the records just printed to clear the file. If records are not removed they will appear on next period's register. All Sales Tax Registers should be kept as an audit trail.

9. **Print Register History Report.** This report allows the user to obtain a list of all registers: AR Sales, SO Daily Sales, Customer Balancing, Service Charge, Cash Receipts and Returned Check, which were run during the period and updated the AR balance. This report provides a trace of what transactions occurred to obtain the current AR balance. After the report prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. All Register History Reports should be kept as an audit trail.

10. **Print Document Removal Register.** This register allows the user to obtain a list of documents that have been paid down to zero in the current period. After the register prints, the user should remove the records just printed to clear the file. If records are not removed, they will appear on next period's register. During the removal of the records, the program also updates customer payment history and may update the paid documents history and paid document transaction history files (if paid document history is stored). All Document Removal Registers should be kept as an audit trail.

11. **Run Customer Ledgercard Removal.** If customer ledgercards are used, this program is run to remove ledgercard information. The user determines the cutoff date through which to remove ledgercard information.

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

CHAPTER 2

Invoice Processing

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

Invoices are entered into the system through Invoice Entry where the user may assign invoice numbers. Invoices are printed (optional) through the Invoice Print program. The invoices are not updated into the open documents file until the Sales Register is run and updated. If an invoice is incorrect on the register, the user can correct the invoice through the Invoice Entry and rerun the Sales Register. Invoices may then be reprinted through the Invoice Print program. When the Invoice Register is correct the user may update it.
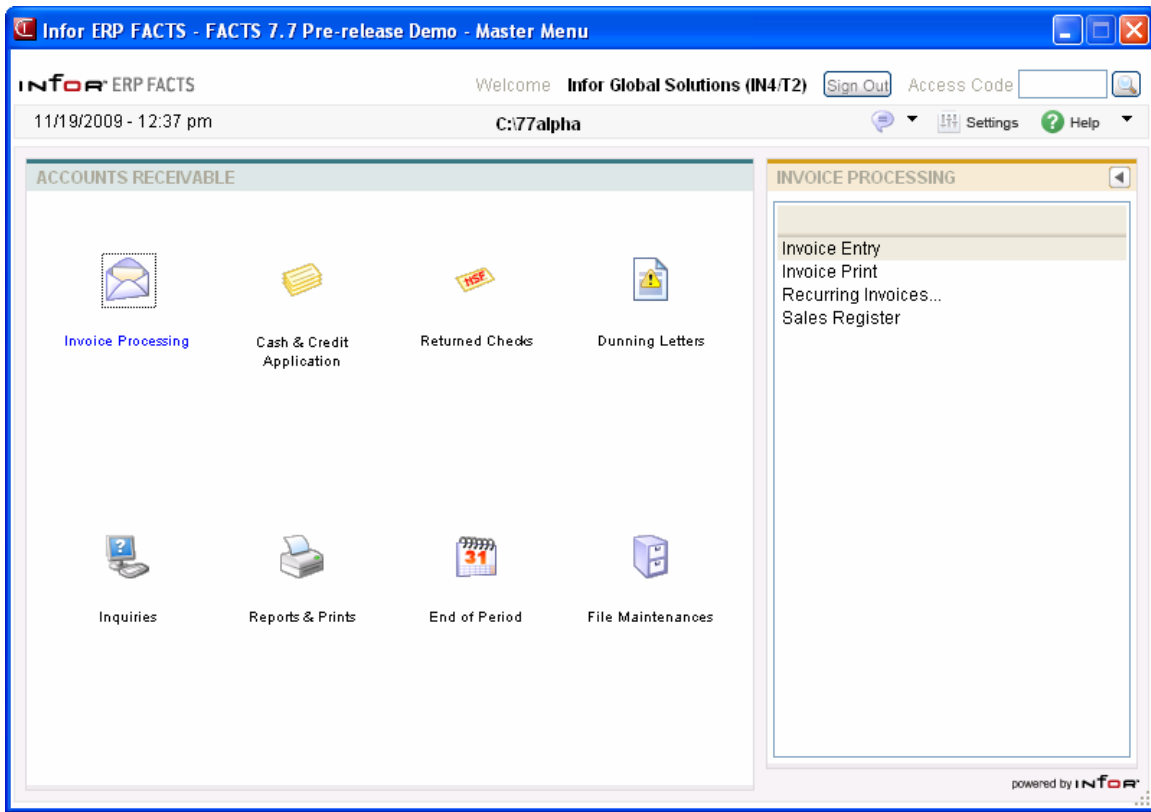
Invoice Entry (ARE110)

Function

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

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

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

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

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

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

Calculating Commissions

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

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

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

Processing Details

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

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

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

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

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

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

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

User Fields

The following fields are involved in entering an invoice:

1. Invoice Number

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

2. Customer Number

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

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

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

3. Ship-To

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

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

4. Invoice Date

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

5. Salesperson/Territory Code

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

6. Terms Code

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

7. Branch

Enter the branch number. The entry must be a valid branch. Pressing Enter (CR) defaults to the value already displayed, initially the branch assigned to the

customer. F2 allows a search (ref. 10). F3 automatically sets fields #7-8 to their
respective default values.

8. Department

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

9. Reference Number

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

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

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

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

10. Item Number

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

11. Description

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

12. Cost

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

13. Price

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

14. Tax

Through the **Charge tax** flag in the invoice processing control record, the user establishes whether tax is charged for each line-item. If **Y**, tax will be charged automatically or if **N**, no tax will be charged and this field is skipped. If **L**-line

by line or **O**-override, enter **Y** or **N** to determine whether tax should be charged on the line-item. Pressing Enter (CR) defaults to Y.

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

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

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

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

15. Memo

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

16. Invoice Discount

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

Percent

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

Dollar Amount

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

17. Freight

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

18. Tax Code

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

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

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

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

19. Print Invoice Now?

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

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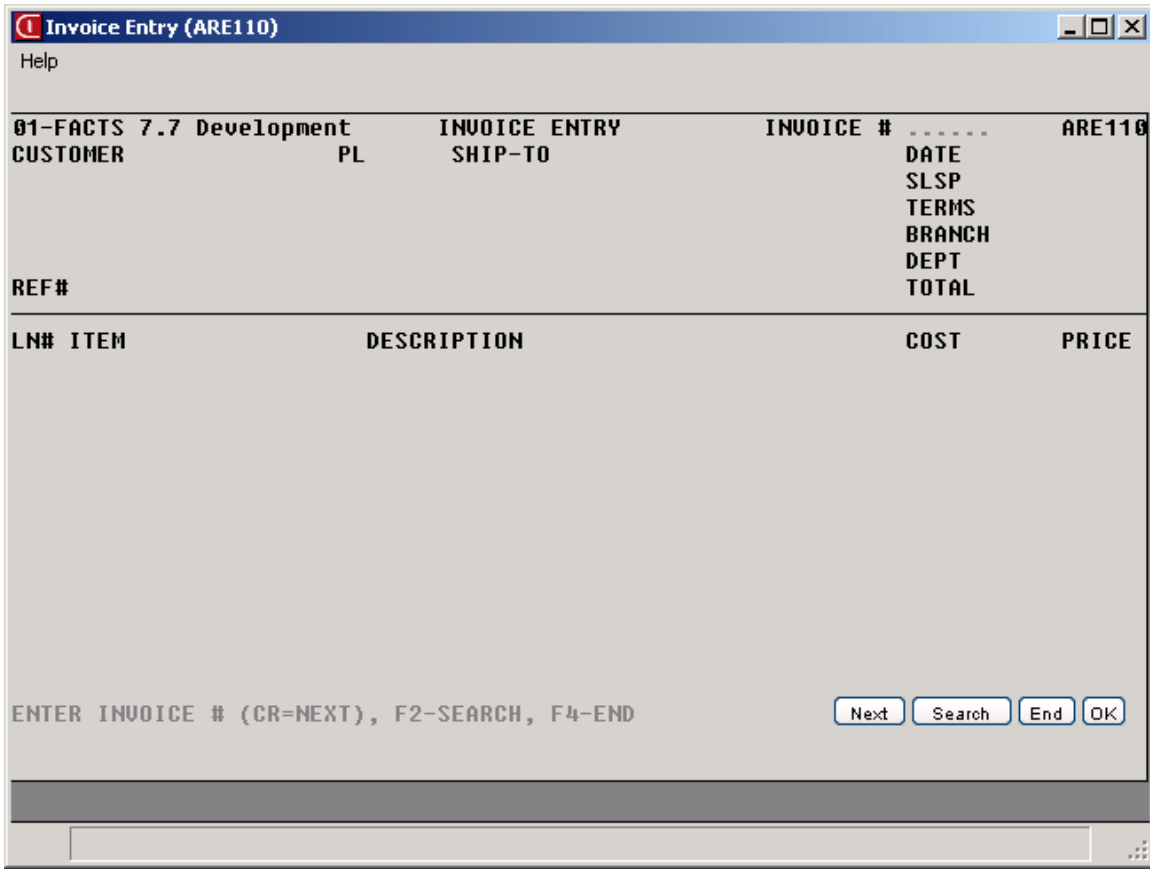
Customer Search Feature

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

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

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

How to enter AR invoice header information

1.   Access this program by choosing Accounts Receivable-->Invoice
     Processing-->Invoice Entry.

2.   In the Invoice field, enter the invoice number (1-999999) or press Enter
     (CR) to assign the next number on file. Make sure you use the auto assign
     feature when you enter a new invoice. NEXT displays in the invoice
     number prompt until you complete the header. The actual invoice number
     displays after you enter al of the header information. Press F2 to perform
     an invoice search. You can search by Document or Customer.

3.   Enter the customer number to indicate which customer should be
     invoiced. Press Enter (CR) to default to the customer used on the last
     invoice you entered. Press F2 to search all customer numbers in the
     system.

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

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

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

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

5.   Enter the invoice date. Press Enter (CR) to default to the system date.
     Press to F3 automatically set fields 4-8 to their respective default values.

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

7.   Enter the payment terms code. The entry must be a valid in the system.
     Press Enter (CR) to default to the value already displayed, which is the

terms code assigned to the customer. Press F2 to search. Press F3 to automatically set fields for steps 7-9 to their respective default values.

8. Enter the branch number. The entry must be a valid in the system. Press Enter (CR) to default to the value already displayed, which is the branch assigned to the customer. Press F2 to search. Press F3 to automatically set fields 7-8 to their respective default values.

9. Enter the GL department number. The number must be a valid in the system. Press Enter (CR) to default to the GL department assigned to the terminal. Press F2 to search. If you do not use departments, the system skips this field.

10. Enter the customer reference number if you have one. The reference number can be the customer's PO number or any alternate reference, up to 15 characters. The information is required if the PO required flag in the customer file is set to Y.

11. This concludes the header portion of the Invoice Entry program. At this time the invoice document number is automatically assigned and displayed. After the header record is created, all the header fields except #1-2 are accessible through the change header routine. If the invoice number and customer needs to be changed, you must delete and re-enter the invoice. Refer to the How to enter invoice line items procedure for step-by-step instructions.

How to enter AR invoice line items

1. Access this program by choosing Accounts Receivable-->Invoice Processing-->Invoice Entry.

2. For new invoices, enter the header information. Refer to the How to enter AR invoice header information procedure for details. For existing invoices, enter the invoice number and the system displays the header information for the invoice. At the prompt selection field, enter A to add line items.

3. The system assigns line numbers automatically, beginning with 001 and incrementing by one for each additional line-item up to 999. In the rare case where you enter 999 line-items on a single invoice, the program advances to the prompt-selection field and refuses further entries.

4. Enter the item number to be invoiced (up to 20 characters). If an item number does not exist, use this field to indicate the number of items sold, or create a memo line by entering M as the item number. The program assumes a memo line is to be entered and advances to the description field. Press F3 to advance to the prompt-selection field. Press F4 to remove the line and back up to the previous line number.

5. Enter the item description or memo (up to 30 characters). Memo lines skip the remaining fields in line-item section.

6. Enter the item's cost (+/-99999999.99). If the item number is used as the quantity, be sure to include the cost of all the items in this line number. If this field is not available, check the Enter cost flag in the Invoice Processing Control F/M. Make sure the flag is set to Y.

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

8. (Optional) At the Charge Tax prompt, enter Y or N to determine whether tax should be charged on the line-item. Press Enter (CR) to default to Y.

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

9. This is the end of the line-entry processing. The system updates the running total and displays it in the header. The line number is incremented by one, displayed, and the program returns to the item field for the next line-item entry.

10. Press F3 to end line-item entry, and the system advances to the prompt-selection field to allow you to select from a number of functions:

    #   -   Changes a line-item

    L   -   Lists line-items

A   -   Adds a line-item

D   -   Deletes the invoice

F2   -   Changes header

F3   -   Accesses the ending routine. Refer to the How to enter AP
invoice footer information procedure for step-by-step instructions.

How to enter AP invoice footer information

1. Access this program by choosing Accounts Receivable-->Invoice Processing-->Invoice Entry.

2. For new invoices, enter the header information. Refer to the How to enter AR invoice header information procedure for details. For existing invoices, enter the invoice number and the system displays the header information for the invoice.

3. Enter line items for the invoice; refer to the How to enter AR invoice line-items procedure for step-by step instructions. You cannot enter footer information for an invoice unless the invoice contains line items.

4. (Optional) In the Memo field, you can enter a memo depending on information in the Invoice Processing Control F/M. The maximum allowable length in the control record is 50 characters and a standard memo may be entered. The memo may include special instructions, goodwill messages, etc., and print on the bottom of the invoice. Press Enter (CR) to default to the displayed value, initially the standard memo. If no memo is needed, press the space bar before pressing Enter (CR).

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

    -OR-

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

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

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

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

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

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

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

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

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

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

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

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

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

Invoice Print (ARP110)

Function

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

The user has the option to:

- Print all invoice documents not yet printed.
- Reprint selected invoice documents.
- Select branch to print.
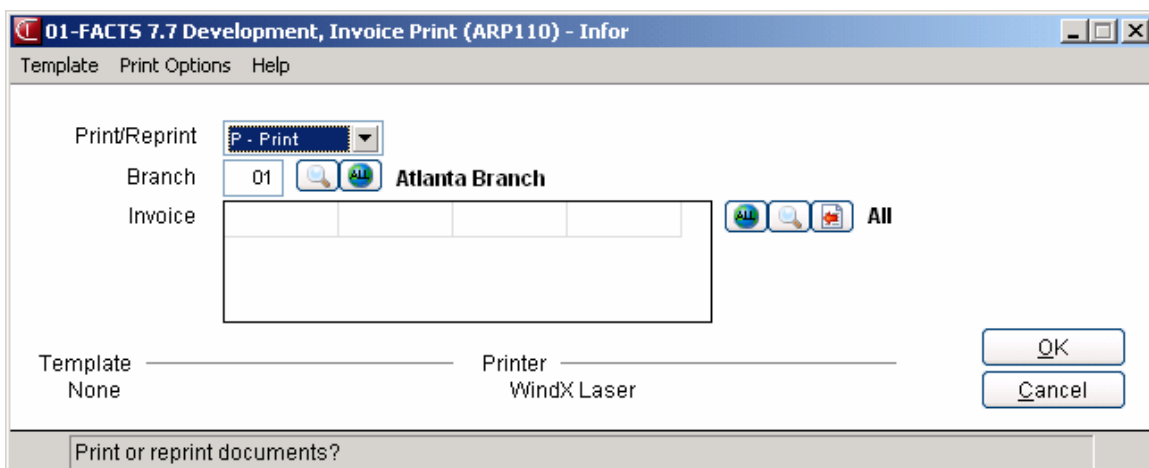
Flags set in the invoice processing control record determine if invoices are to be printed and what type of form is used. After invoices are printed, the Sales Register should be run and updated.

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

User Fields

The following fields are involved in printing invoices:

1. Enter whether documents are to be **P**rinted or **R**eprinted. The program defaults to Printed.

2. Enter the **branch** number to print. The entry must be valid in the system. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search.

3. Enter the **invoice** number or numbers to print or reprint. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search. Press **F3** or 📧 to delete the document in the previous cell.

Sales Register (ARR110)

Function

This program allows the user to:

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

Invoice register information includes the following:

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

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

User Fields

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

1. Enter the sales register **date**. Press Enter(CR) or ![calendar icon] to default to the system date. This displays the date and the current AR and GL periods. The period the sales register posts to in SA is the same as the period that it posts to in GL and is based on the register date that you enter here.

2. Enter the **branch** number to print. The entry must be valid in the system. Press **F1** or ![ALL icon] to default to ALL. Press **F2** or ![search icon] to search.

3. Select the scope of the information that should print. The choices are **S**ummary and **D**etail information. The program defaults to S-Summary.

4. Indicate whether this is the **correct** date and GL period for the Sales Register to post.

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

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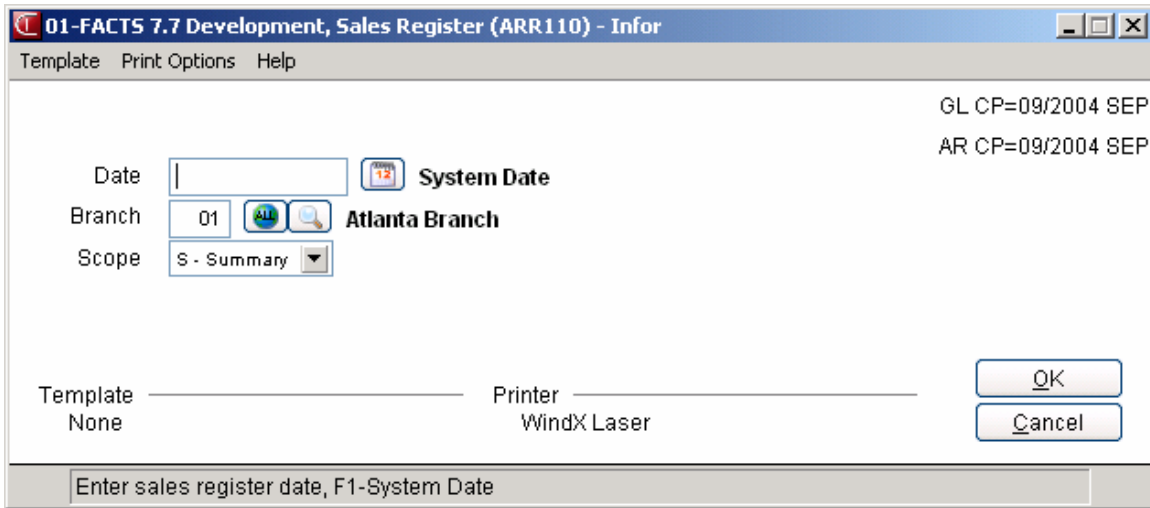
distribution. Verify the accuracy of the GL distribution, and when you are ready, proceed with the update.

Ü If you are not printing the GL distribution, the system displays this message:

Check register. OK to update?

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

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

How to print and update the Sales Register

1.   Access this program by choosing *Accounts Receivable*→*Invoice Processing*→*Sales Register.*

2.   In the Date field, enter the sales register date. Press Enter (CR) or to default to the system date. This displays the date and the current AR and GL periods. The period the sales register posts to in SA is the same as the period that it posts to in GL and is based on the register date that you enter here.

3.   In the Branch field, enter the **branch** number to print. The entry must be valid in the system. Press **F1** or select the icon to default to ALL. Press **F2** or the icon to search.

4.   Select the scope of the information that should print. The choices are **S**ummary and **D**etail information. The program defaults to S-Summary.

5.   Press OK.

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

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

        OR

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

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

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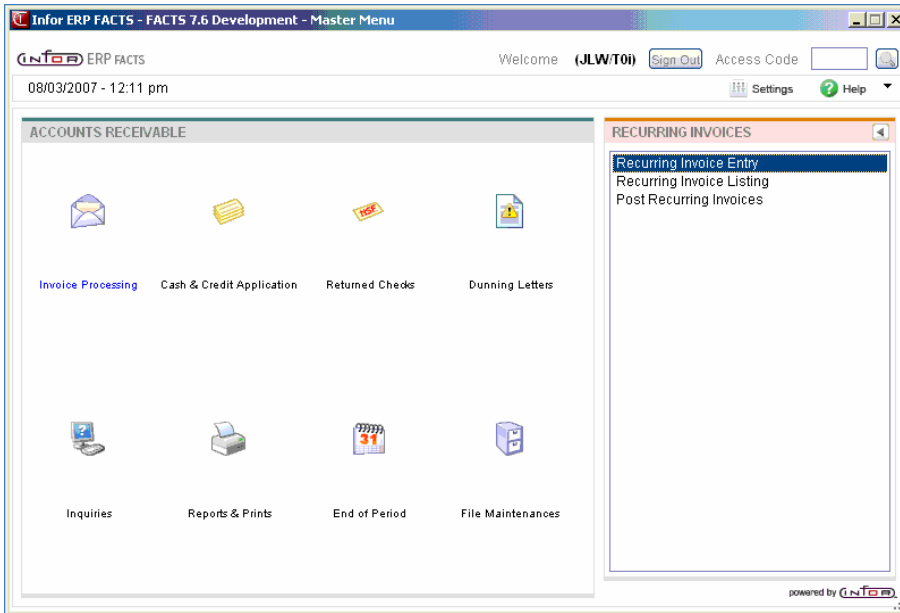
Recurring Invoice Entry

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

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

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

Recurring Invoice Entry (ARE130)

Function

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

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

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

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

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

User Fields

The following fields are involved in entering a recurring invoice:

1. Customer Number

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

2. Sequence Number

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

(CR) defaults to 01. Entry of an already existing sequence number for this
vendor displays all the information about this recurring invoice and advances
to the **prompt-selection field.**

3. Ship-To Number

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

4. Post Day

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

5. Cutoff (type)

Enter whether to base the cutoff (time when an invoice stops being a recurring
invoice) after a **D**ate, **N**umber of invoices, or **A**mount. Pressing Enter (CR)
initially defaults to D.

6. Cutoff

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

> **N - Number of postings -** Enter the cutoff number of postings (2-99).
>
> **D - Date** - Enter the cutoff month and year (MMYY).
>
> **A - Amount** - Enter the amount (0-9999999.99). If the amount is surpassed in the
> next posting, the invoice will not post.

7. Salesperson/Territory

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

8. Terms Code

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

9. Branch

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

10. Department

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

11. Months

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

12. Reference Number

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

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

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

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

13. Item Number

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

14. Description

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

15. Cost

Through the **Enter cost** flag in the invoice processing control record, the user
establishes whether cost is entered. Enter the cost of the item (0-9999999.99). If

the item number is used as the quantity, be sure to include the cost of all the items in this particular line number.

16. Price

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

17. Tax

Through the **Charge tax** flag in the invoice processing control record, the user may establish whether tax is charged for each line-item. If Y, tax will be charged automatically, or if N, no tax will be charged and this field is skipped. If **L**ine by line or **O**verride enter **Y** or **N** to determine whether tax should be charged on the line-item. Pressing Enter (CR) defaults to Y.

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

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

> **# -** Changes a line-item
>
> **L** - Lists line-items
>
> **A** - Adds a line-item
>
> **D** - Deletes the invoice
>
> **F2** - Changes header
>
> **F3** - Accesses the ending routine.

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

18. Memo

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

19. Invoice Discount

Through the **Discount** flag in the invoice processing control record, the user establishes invoice discounts based on either a percentage of the invoice total (merchandise amount) or a dollar amount subtracted from the merchandise

total. If the flag is set to N, no invoice discount is allowed and this field is skipped.

Percent

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

Dollar Amount

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

20. Freight

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

21. Tax Code

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

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

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

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

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

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ⬤ Recurring Invoice Entry (ARE130)                          _ □ ×        │
├─────────────────────────────────────────────────────────────────────────┤
│  Help                                                                     │
│                                                                           │
│ ┌───────────────────────────────────────────────────────────────────────┐│
│ │ 01-FACTS 7.7 Development      RECURRING  INVOICE  ENTRY        ARE130  ││
│ │ CUSTOMER ..........   SEQ     SHIP-TO              POST DAY           ││
│ │                                                   CUT                 ││
│ │                                                   SLSP                ││
│ │                                                   TERMS               ││
│ │                                                   BRANCH              ││
│ │ MONTHS                                            DEPT                ││
│ │ REF#                                                 TOTAL           ││
│ ├───────────────────────────────────────────────────────────────────────┤│
│ │ LN# ITEM              DESCRIPTION                 COST       PRICE    ││
│ │                                                                       ││
│ │                                                                       ││
│ │                                                                       ││
│ │                                                                       ││
│ │                                                                       ││
│ │                                                                       ││
│ │                                                                       ││
│ │                                                      ┌─────────┐      ││
│ │                                                      │ Search  │      ││
│ │ ENTER CUSTOMER, F2-SEARCH, F3-DOCUMENT SEARCH, F4-END  ┌──────────────┐ ┌─────┐┌────┐││
│ │                                                 │Document Search│ │ End ││ OK │││
│ │                                                                       ││
│ └───────────────────────────────────────────────────────────────────────┘│
│                                                                           │
│ ┌───────────────────────────────────────────────────────────────┐        │
│ │                                                               │        │
│ └───────────────────────────────────────────────────────────────┘        │
└─────────────────────────────────────────────────────────────────────────┘
```

Recurring Invoice Listing (ARR120)

Function

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

The user has the option to:

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

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

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

User Fields

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

1. Enter the beginning **customer number** to print. Press **F1** or ◀ to default to FIRST. Press **F2** or 🔍 to search.

2. Enter the ending **customer number** to print. Press **F1** or ▶ to default to LAST. Press **F2** or 🔍 to search.

3. Enter the **ending post date** to print within the current or next GL period and after the last date posted through. Press **F1** or ◀ to default to the system date.

4. Select each document **status** that you want to include on the report. Choose from **A**ll documents, documents that can be posted this **P**eriod, documents **C**ompleted this period, **E**xpired documents, or **U**nexpired documents. The program defaults to ALL.

5. Enter the **branch number** to list. The entry must be a valid branch. The program defaults to the branch assigned to the terminal. Press **F1** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

6. If you are printing a list of expired documents, indicate whether you want the system to **check listing** and remove these records.

7. Select **OK** or press **Enter** (**CR)** to remove the records from the system. Select **Cancel** to exit the program.

```
┌──────────────────────────────────────────────────────────────────────────────────┐
│ ⓒ 01-FACTS 7.7 Development, Recurring Invoice Listing (ARR120) - Infor    _ □ ✕ │
├──────────────────────────────────────────────────────────────────────────────────┤
│  Template   Print Options   Help                                                   │
│                                                                                    │
│     Recurring Documents Have Been Posted Through 09/10/2004.        CP=09/2004 SEP  │
│                                                                                    │
│     Beginning Customer  [              |]  [◄◄][🔍]  First                          │
│        Ending Customer  [              ]   [►►][🔍]  Last                           │
│            Post Date    [              ]   [📅]  System Date                        │
│            Status       [A - All            ▼]                                      │
│            Branch       [ 01 ] [🌐][🔍]  Atlanta Branch                             │
│                                                                                    │
│                                                                        ┌────────┐  │
│     Template ──────────────────────  Printer ──────────────────────   │   OK   │  │
│        None                              WindX Laser                   └────────┘  │
│                                                                        ┌────────┐  │
│                                                                        │ Cancel │  │
│                                                                        └────────┘  │
│   ┌────────────────────────────────────────────────────────────────┐              │
│   │ Enter beginning customer, F1-First, F2-Search                   │              │
│   └────────────────────────────────────────────────────────────────┘              │
└──────────────────────────────────────────────────────────────────────────────────┘
```

Post Recurring Invoices (ARU110)

Function

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

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

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

User Fields

The following fields are involved in posting recurring invoices:

1. Enter the date to **post through.** This date must be within the current or next GL period and after the last date through which recurring invoices were posted.

    Press **F1** or ◀ to default to the system date.

2. Indicate whether you have run a Recurring Invoice Listing. The program defaults to **N-Recurring Invoice Listing Has Not Been Run**.

Post Recurring Invoices (ARU110)

Help

```
01-FACTS 7.7 Development        POST RECURRING INVOICES                  ARU110
                                                                  CP=09/04 SEP

RECURRING INVOICES HAVE BEEN POSTED THROUGH 09/10/04.

POST THROUGH ...........

LISTING RUN
```

System Date

POST RECURRING INVOICES THROUGH WHAT DATE? (CR=SYSTEM DATE), F4-END   End   OK
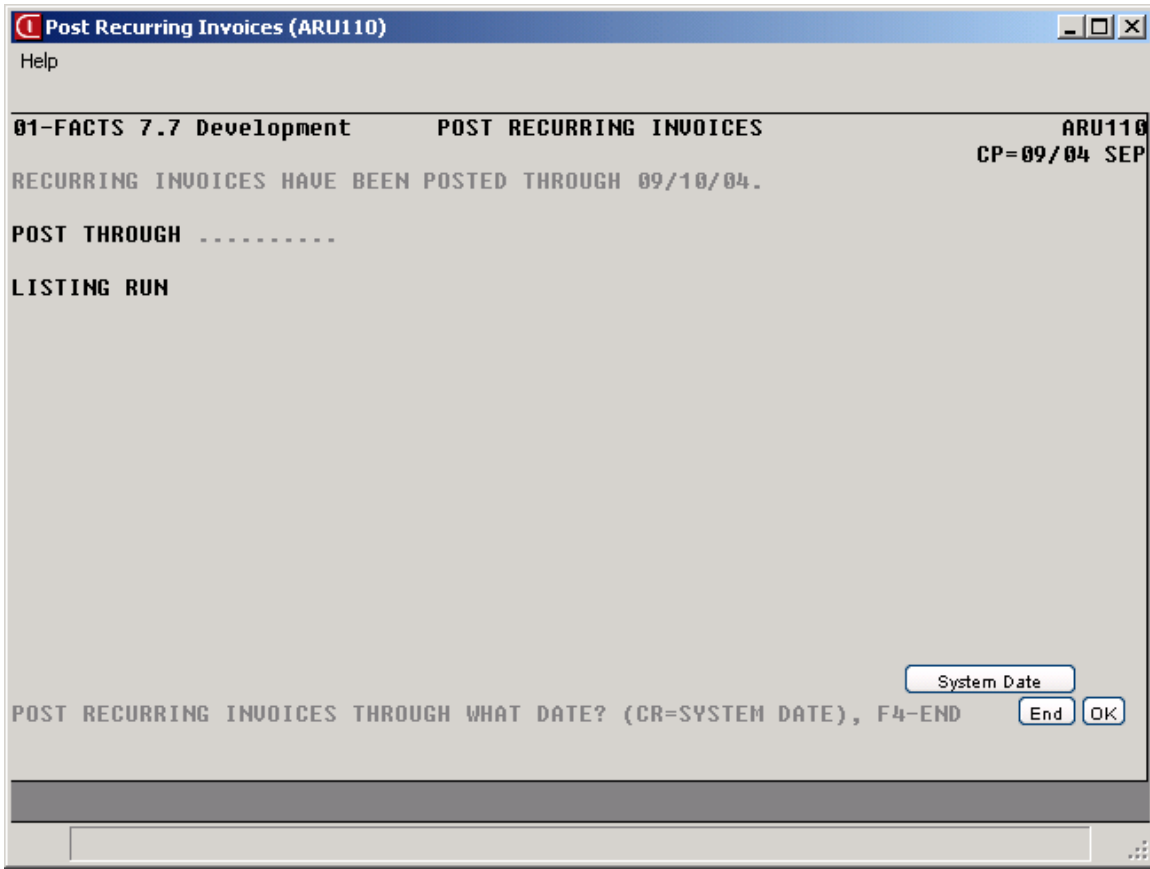
CHAPTER 4

Cash & Credit Application

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

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

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

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

The Automatic Credit Application Register will run through the open receivables file and print a list showing each customer with credit memos and listing invoices that the credit memos will apply against, beginning with the oldest invoice on file. The optional update will then apply the credit memos to the invoices in the open receivables file.
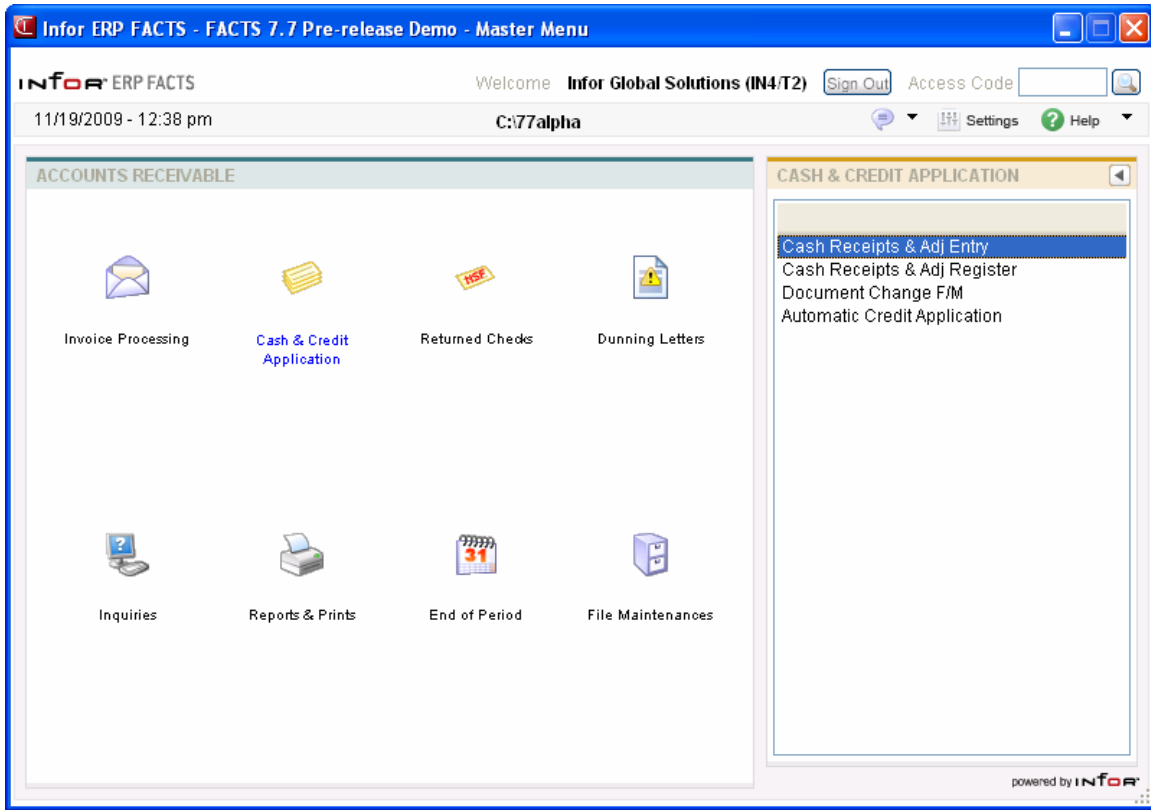
Cash Receipts & Adjustments Entry (ARE210)

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

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

Customer balances and document balances are not changed until the Cash Receipts & Adjustments Register is printed and updated.

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

Processing Notes

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

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

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

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

Credit Card Processing: This program allows entry and processing of customer payments by credit card. Once processed, the credit card payment cannot be deleted. If necessary, it can be voided which will process a void on that card number. A payment entered for credit card must be processed through the credit card processor before the batch will post on the Cash Receipts and Adjustments Register.

AR Lockbox and ACH Transactions

The Cash Receipts & Adjustment Entry (ARE210) program allows the import of an external payment file into the FACTS system. The program interprets the incoming data by using a payment map and creates PVX Import Payment and Remittance files of this information.

When you create a new cash receipts batch you can indicate that this is an electronic batch by using the 🗲 button beside the Batch field (or via the menu   option for accessing this same feature).

Selecting this button displays the New Electronic Batch (ARE210) program so you can enter batch information.

You can open an existing electronic batch just like any other batch by typing in the batch number in the batch field or using the Search button. If the selected electronic batch had not yet been imported into a cash receipts batch, FACTS displays the Batch Correction Entry (ARE210) screen, where you can enter all information needed for a cash receipts check that is not obtainable from the external payment file. All required information must be entered in Batch Correction Entry (ARE210) before the payments can be imported into a cash receipts batch. Once all check information is correct, the payment batch will be converted into a cash receipts batch and display in Cash Receipts & Adjustment Entry (ARE210).

After the imported lines from the external payment file are reviewed and corrected as needed in Batch Correction Entry (ARE210), FACTS returns you to the Cash Receipts & Adjustment Entry (ARE210) program. The Batch Total is automatically calculated from all of the check amounts imported and cannot be changed. If the map indicates that there is a batch summary record and the number of checks and total amount from this record does not match the calculated number of checks and batch total, FACTS displays a message indicating this.

Once in the cash receipts files, the only check header field that can be changed is the memo. All other fields will be disabled. The Type field will be set based on the map setting.

The program indicates if any checks are not fully distributed--use the Apply button to resolve these.

In an electronic batch, the only checks can be from the import file and must be processed together, so you cannot add or delete lines (the RED PLUS and X functionality is disabled) to electronic batches.

You can delete the entire batch. Upon deleting an entire electronic batch, FACTS displays a message that the electronic data was not imported and the external payment file will be restored from the encrypted archive file. All records for this batch will be removed from the PVX Import Files and the standard cash receipts files.

If you have already imported the batch records into the AR Cash Receipts Batch and later determine that one check is actually a payment for multiple customers or a check is to the wrong customer, you can use the menu option to allow that payment record to be sent back to the Batch Correction Entry program. If the payment had been applied, you must delete all the apply transactions before this option will be allowed. Once back in Batch Correction Entry, the customer number can be changed or the payment split. You have the options to save the payment in the correction screen or bring it back into the Cash Receipts Entry screen. If the payment is saved in Batch Correction Entry, FACTS redisplays Batch Correction Entry program when you enter the batch number again in Cash Receipts & Adjustment Entry. You must correct and re-import the payment back into Cash Receipts Entry before the remainder of the batch can be accessed.

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

Use the following fields to enter cash receipts and adjustments:

1. **Batch**

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

2. Batch Total

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

3. Distributed

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

4. Balance

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

5. Customer

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

Press **F2** or the 🔍 icon to search. Refer to the Customer Search topic for details about searching for customers.

Press **F3** or the second 👤 icon to enter miscellaneous cash for the customer number. Press **F4** to end and proceed to **field** #1.

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

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

6. Check #

Enter the **check number** (up to six characters). Press **F3**-Cash or the 👤 icon to assign a cash number from Cash Receipts Control F/M to identify this entry if posting cash. If you enter a check number already used for this customer in the current batch, the system displays a message the check number is already on file for this customer, and the program returns you to the Check # field so you can enter another check number.
Tabbing through this field (that is, entering a blank check number) indicates a credit/debit card transaction that is to go through the credit card processor.

7. Date

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

8. Type

Select the payment type for the transaction. You can select from: **C-Cash, 1-Check, 2-Credit Card, 3-Debit Card, A-AC**. If you leave the Check field blank, the Type defaults to 2-Credit Card or 3-Debit Card. Note: If credit card or debit card type is selected but a check number has been entered by the

user, this will not be considered a true credit card payment. The program will not do any credit card processing.

9. Amount

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

You can process the credit card immediately. If the transaction is successful:

- o The next receipt number will be assigned and other credit card information will be stored in the SMCCRT file
- o The credit card receipt will optionally print.
- o The "check number" in ARCSHH/L will be set to the receipt number.
- o The payment cannot be changed or deleted.

If the transaction fails or you elect to cancel the transaction, FACTS display a window where you can select to either continue without process the credit card or to cancel and go back to the memo field.

10. Memo

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

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

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

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

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

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

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

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

Process CC-- process the credit card immediately.

If the transaction is successful:

- The next receipt number will be assigned and other credit card information will be stored in the SMCCRT file.
- The credit card receipt will optionally print.
- The "check number" in ARCSHH/L will be set to the receipt number.
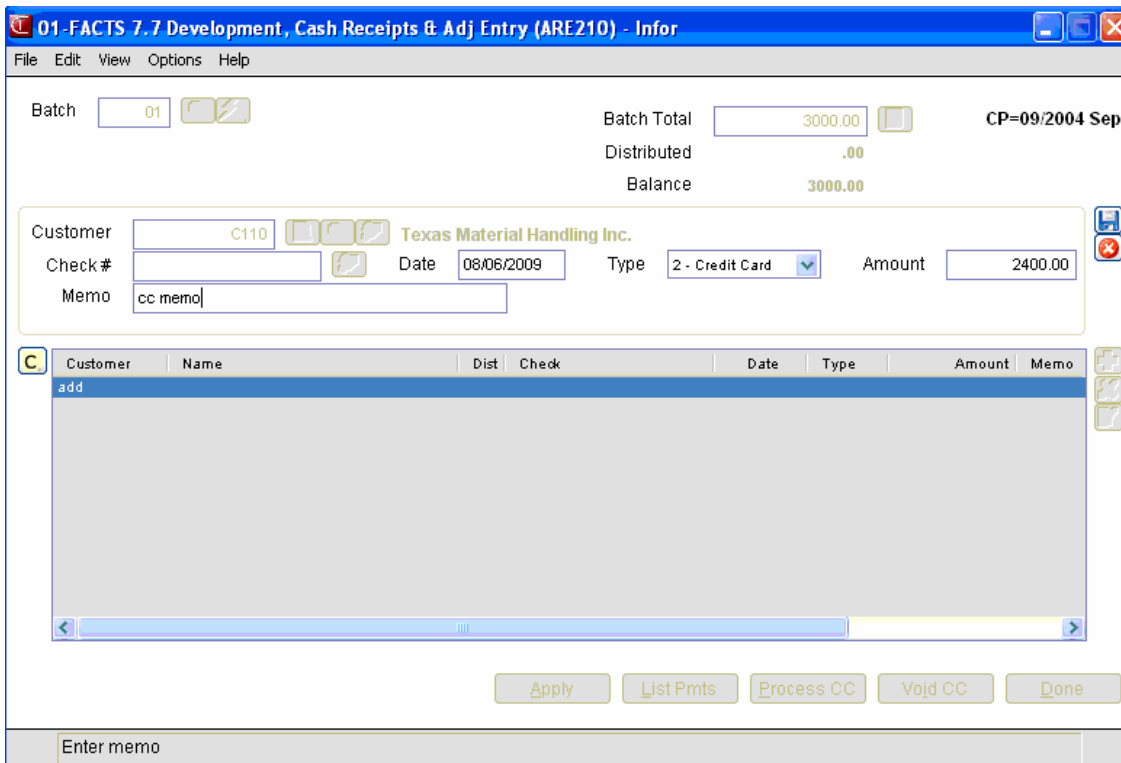- The payment cannot be changed or deleted.

Void CC--- Processes a void transaction to the credit card number. FACTS displays the credit card entry screen, defaulting the card number, expiration date and amount originally used. You will be able to change the card number and expiration date.

If the void transaction is successful:

- The next receipt number will be assigned and other CC information will be stored in the SMCCRT file. The "sale" receipt# will be written to the cc_void_receipt$ field of the void SMCCRT record.
  The credit card receipt will optionally print.
  The payment will retain the "sale" receipt# but the void receipt# will also be stored in the record.

- The payment amount will be changed to zero and the invoices that were flagged as paid will be cleared.

- The payment cannot be changed or deleted.

If the transaction fails: you will receive the standard credit card processing messages and the payment will remain processed.

Credit Card Transaction Notes:

As long as the credit card is not processed, the date, type, amount and memo can be changed on the payment line. The line can also be deleted.

Once the credit card has been processed, the payment cannot be changed or deleted, it can only be voided. However, the user may still go into the Apply Entry screen and change how the payment is applied to invoices.

If this screen is left with credit card payments not processed then the register will not run for that batch. The user will get a message but still be allowed to exit the batch.

The type column in the browser will additionally display the last 4 digits of the credit card number for true credit card payments.

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

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

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

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

Menu Bar Options

File

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

field.

Exit   Exits the program

Edit

Add Check   Enables you to add a check to the posting payments, discounts and adjustments
                to customer accounts or posting miscellaneous cash to general ledger accounts

Delete   Enables you to delete an entire check or miscellaneous cash transaction. All lines
Check   (GL numbers and amounts) are deleted and the check distributed amount
                updated.

Edit Check   Enables you to edit the Account numbers and amounts of a check or
                miscellaneous cash transaction. The date, check amount, and memo may be
                changed.

  View

List Payments   The list payments option from the menu bar will be disabled when the user is
                adding a new check or miscellaneous cash transaction (line) but is enabled
                when editing the line. The **Apply** button is excluded when the user is in line
                edit. The reasons are the same as above for the apply option.

Customer   Displays any notes entered in AR Customer Inquiry or Notes Entry SME710
Notes   for the selected customer. Refer to the Viewing/Entering Notes from Sales
                Order Programs topic for details. You cannot access the Customer Notes
                feature (View→Customer Notes) while you are working in the line-item
                portion of the screen. When you finish with line items, place the cursor in the
                header portion of the screen and then select View→Customer Notes.

  Options

Change   Allows you to change the batch amount after the batch header information has
Batch   been added. The system displays a dialog box containing the New Batch Total
Amount   and the Add To Batch prompts. Enter the amount to be added to the batch
                amount and press Enter or Tab to add the amount to the new batch total field.
                Press F4 to back out of the Add To prompt and access the New Batch Total field
                and enter a new batch total amount. Press OK to set the batch amount to the new
                value and recalculate the batch balance.

Apply   The **Apply** option from the menu bar will be disabled when the user is adding or
                editing a check or miscellaneous cash transaction (line).

Process   Processes the credit card immediately. If the transaction is successful:
Credit
Card   •   The next receipt number will be assigned and other credit card
                        information will be stored in the SMCCRT file

                •   The credit card receipt will optionally print.

- The "check number" in ARCSHH/L will be set to the receipt number.

- The payment cannot be changed or deleted.

Void
Credit
Card

Processes a void transaction to the credit card number. FACTS displays the credit card entry screen, defaulting the card number, expiration date and amount originally used. You will be able to change the card number and expiration date.

If the void transaction is successful:

- The next receipt number will be assigned and other CC information will be stored in the SMCCRT file. The "sale" receipt# will be written to the cc_void_receipt$ field of the void SMCCRT record.

- The credit card receipt will optionally print.

- The payment will retain the "sale" receipt# but the void receipt# will also be stored in the record.

- The payment amount will be changed to zero and the invoices that were flagged as paid will be cleared.

- The payment cannot be changed or deleted.

If the transaction fails: you will receive the standard credit card processing messages and the payment will remain processed.

How to enter cash receipts and adjustments

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

2.   Enter the **batch number** (up to four alphanumeric characters) in the Batch field. Press **F2** to search. To enter electronic batches, select [icon] . For existing batches, checks and miscellaneous cash transactions already applied to this batch are displayed in the browser in the lower portion of the screen.

3.   The **total amount** of the batch (0-99999999.99) in the Batch Total field. You can enter a new batch total or select the [icon] icon to access the Add to batch screen, where you can enter the amount to add to the batch total.

4.   In the **Distributed** field, the system displays the amount of all the checks and miscellaneous cash transactions that have been entered for the batch. In the Balance field, the system displays the batch total minus the distributed amount.

5.   You can:

Press the [icon] icon to add a line to the batch.

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

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

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

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

Process CC-- process the credit card immediately.

If the transaction is successful:

•   The next receipt number will be assigned and other credit card information will be stored in the SMCCRT file.

•   The credit card receipt will optionally print.

•   The "check number" in ARCSHH/L will be set to the receipt number.

•   The payment cannot be changed or deleted.

Void CC--- Processes a void transaction to the credit card number. FACTS displays the credit card entry screen, defaulting the card number, expiration date and amount originally used. You will be able to change the card number and expiration date.

If the void transaction is successful:

•   The next receipt number will be assigned and other CC information will be stored in the SMCCRT file. The "sale" receipt# will be written to the cc_void_receipt$ field of the void SMCCRT record.
The credit card receipt will optionally print.

The payment will retain the "sale" receipt# but the void receipt# will also be stored in the record.

- The payment amount will be changed to zero and the invoices that were flagged as paid will be cleared.

- The payment cannot be changed or deleted.

If the transaction fails: you will receive the standard credit card processing messages and the payment will remain processed.

Credit Card Transaction Notes:

As long as the credit card is not processed, the date, type, amount and memo can be changed on the payment line. The line can also be deleted.

Once the credit card has been processed, the payment cannot be changed or deleted, it can only be voided. However, the user may still go into the Apply Entry screen and change how the payment is applied to invoices.

If this screen is left with credit card payments not processed then the register will not run for that batch. The user will get a message but still be allowed to exit the batch.

The type column in the browser will additionally display the last 4 digits of the credit card number for true credit card payments.

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

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

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

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

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

How to enter new batches for cash receipts and adjustments

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

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

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

3.   Enter the **total amount** of the batch (0-99999999.99) in the Batch Total field.

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

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

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

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

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

6.   In the Date field, enter the check date. Press Enter (CR) to default to the system date.

7.   In the Amount field, enter the check amount or cash amount to be posted for this customer (+/- 9999999.99). Press Enter (CR) to default to 0.

8.   In the Memo field, enter any memo to identify or explain this transaction (up to 30 characters). The memo prints on the Cash Receipts & Adjustments Register.

9.   Press the icon to save your changes.

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

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

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

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

2. After you select the icon, complete the following:

   In the Customer field, you can:

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

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

   -OR-

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

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

4. In the Date field, enter the check date. Press Enter (CR) to default to the system date.

5. In the Type field, select the payment type for the transaction. You can select from: C-Cash, 1-Check, 2-Credit Card, 3-Debit Card, 4-EFT.

6. In the Amount field, enter the check amount or cash amount to be posted for this customer (+/-9999999.99). Press Enter (CR) to default to 0.

7. In the Memo field, enter any memo to identify or explain this transaction (up to 30 characters). The memo prints on the Cash Receipts & Adjustments Register.

8. Press the icon to save your changes.

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

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

New Electronic Batch (ARE210)

FACTS displays the New Electronic Batch (ARE210) screen when you are creating a new electronic cash receipts batch.

Processing a New Electronic Batch

When you have entered the Batch Number, Map and File Name, the program read through the external payment file with the map and create records in new PVX Import Files, filling in as much information from the external payment file as possible. The required information are the fields needed when entering transactions in Cash Receipts Entry. The payment fields are customer number, check number, deposit date and check amount. The remittance fields (if they are present) are invoice number and payment amount.

The external payment file is saved in the PVX Encrypted Archive File and then deleted from the directory.

Because the FACTS customer number is not likely to be included in the import file, you will initially match each check record from the import file to the customer it belongs to. The program will add these matches to the new customer cross reference file so, the next time, the customer can be matched automatically.

Any field that specifically comes in the external payment file is placed into the corresponding field of the PVX Import Files. If the customer number is not provided or is not a valid FACTS customer number, the program looks at the remittance information (if supplied) to tries to match first the invoice number and then the PO/reference number against an open FACTS invoice to obtain the customer number. Next, the program checks the cross reference file for the ABA routing number and account number. If a match is found in the file and also identifies the same customer as the remittance information, the corresponding customer number will be used. If no matches can be found, the customer number will be left blank and you must supply it.

Hierarchy for determining the customer number electronically:

- Customer number supplied
- Invoice number from remittance information
- PO/Reference number from remittance information
- ABA routing and account number from customer cross reference file

If the check number, deposit date and check amount are mapped but are not supplied in the external payment file or the data is deemed invalid, and you will receive a message identifying the bad record and all records for this batch will be removed from the PVX Import Files. Only data that is expected should be mapped.

Complete the following fields to enter the new electronic batch information. Note that these fields are not changeable after the batch is created.

1. Batch Number

Enter the batch number for the electronic batch.

2. Bank

Enter the bank for code for the batch. Press 🔍 or F2 to search.

3. Pmt Map Identifier Code

Enter the Payment Map Identifier code (created in Electronic Payment Mapping (ARF966)) for the electronic payment mapping file to be used with this batch. Press ICON or F2 to search.

4. External Payment File

Enter the full network path to the external payment file to be imported.

Batch Correction Entry (ARE210)

Use this program to view and correct any missing information from the external payment file for electronic batches. Batch Correction Entry (ARE210) displays automatically from Cash Receipts & Adjustment Entry (ARE210) program after the new PVX Import Files have been created. This screen displays all of the electronic payments for this electronic batch and fields that indicate how FACTS should apply those payments.

All payments must have a valid FACTS customer number, and a check number, check date and check amount. Any line with missing information must be corrected in this program before the batch can be processed.

There are cases where more than one customer can match an ABA routing number and account number. When a match like this is found and the customer number was not found by invoice or PO number, FACTS displays a window showing the customer numbers previously associated with this information, and you can select from one of these customer numbers or select a different one from the customer search.

There are cases where a single payment record from the external payment file is paying invoices for multiple FACTS customers. When this is the case, you can use the Split button. You will be prompted for customer numbers and amounts. The total of all splits must equal the total of the original payment. The check number and payment date are the same for all split payments. Once these are entered, the new payment records will display in the browser. Any remittance advice that may have been sent will be ignored, and the user will have to apply each payment in Cash Receipts Entry.

Each time a customer number is identified for a payment, a customer cross reference record will be added with the ABA routing and account number. The next time this routing and account number is used, the import will find the customer number.

Use the following field to complete batch correction entry for electronic batches:

Header fields on the screen will allow the user to indicate how the checks will be applied to invoices when they are brought into the cash receipts file.

1. Use Remittance Advice

Indicate whether to use remittance advice even if it is provided. This field will only display if remittance advice was included with any of the check records.

2. Auto Apply Amounts

Indicate whether FACTS is to auto apply any amounts remaining after remittance advice is used to apply the checks. If remittance advice is not to be used, it will apply to the entire check amount. This functions the same way as the Auto Apply feature on the Apply Payments Entry screen of Cash Receipts and Adjustments Entry.

3. Apply Order

Select the order to read the invoices when applying payments. You can select from:

Document number

Descending document number

Due date

Descending due date

4. Apply Credits

Indicate whether credit balance invoices that fall within the apply order should also be picked up and applied along with the check amount.

In the browser in the lower portion of the screen the following check information is displayed for each transaction line. To maintain data integrity any of these values that were imported from the external import file are considered locked and cannot be changed, with the exception of the customer number.

5. Customer number

The customer number for the line. Press F1 for an invoice search Invoice Search or F2 for a Customer Search

6. Customer Name

The customer name; this field is display-only.

7. Check number

The check number for the line; this field is display-only.

8. Payment date

The payment date for the check; this field is display-only.

9. Check amount

The transaction amount of the check; this field is display-only.

Note that when you edit a line, note that the remittance information (if supplied) is also displayed.

You can select from the following buttons:

Cancel to end the correction entry and return to the Batch Number field on the main Cash Receipts and Adjustments Entry screen. When this button is selected, FACTS displays a message indicating that the electronic data was not imported. The external payment file will be restored from the encrypted archive file and all records for this batch will be removed from the PVX Import Files.

Save to retain your batch corrections and return to the Batch Number field on the main Cash Receipts and Adjustments Entry screen. When this button is selected, FACTS displays a message that the batch corrections will be saved but the cash receipts records will not yet be created. Saving your electronic batch corrections allows you to correct some check information and then return to finish at a later time. But the cash receipts batch will not be created until all records are correct.

Done--When this button is selected, the Batch Correction Entry (ARE210) program verifies that all check records have all of the required information. If any required information is still missing, FACTS displays a message indicating this and returns you to the Cash Receipts and Adjustment Entry screen with the payments populated in the line browser and the amounts applied to invoices based on your selections.

Apply Payment Entry (ARE211)

Use *Apply Payment Entry* to distribute a check to the open Accounts Receivable documents that it is to pay. You can also create debit memos and put the remainder on the customer's account (creating an OA transaction). FACTS displays this program immediately after you add or edit a check on the Cash Receipts and Adjustments Entry line entry, or you can access this program by selecting the **Apply** option on the *Cash Receipts and Adjustments Entry* screen with a check transaction highlighted. You can also select the invoices that are being paid on a credit card and then upon exiting, optionally update the payment amount and process the credit card transaction.

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

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

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

Payment Option Functions

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

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

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

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

Entering a payment manually

Entering payment information

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

Entering a discount

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

Entering an adjustment

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

Entering a payment automatically

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

Posting on-account payments

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

In the OA Total field, the system maintains and displays the Total amount of all on account transactions created on this check. You can select from the following buttons: Use the **Remainder on Account** button if the remaining undistributed balance is less than the amount of the check, and FACTS creates an OA transaction for that amount. The system then prompts you for the branch to assign it to. If an OA transaction already exists, FACTS displays the current amount of the OA and icons that allow you to select either put the remainder on account or clear the account amount. If there is no amount left to add to the existing OA, the only option will be to clear the OA amount The OA amount will increase the distributed amount for the check If an OA has already been created, the system updates it with this new amount. Use the **Clear On Account Amount** button to delete the OA that was previously created in the cash receipts file. The system automatically creates an on-account document (negative) on the customer's account during the update portion of the Cash Receipts & Adj Register.

Entering debit memos

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

Applying credit memos or on-account documents to invoices

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

Paying invoices on credit cards

You can select the invoices that are being paid on the credit card and then upon exiting, optionally update the payment amount and process the credit card transaction. If the payment amount is zero and the type is credit or debit card, the **Pay** and **Auto Apply** features will pay the full amount of an invoice rather than only up to the payment amount remaining undistributed. This applies whether it is a true credit card payment or not. If a payment amount was entered, the **Pay** and **Auto Apply** features perform standard processing.
If the credit card has been processed, the date, type and amount fields will be disabled.
When you select the **Done** button to exit this screen and the true credit card has not been processed yet, a window will display with several options.
If the payment amount is zero, the Update Payment Amount dropbox options are

  o Do not update payment amount
  o Update payment amount with distributed amount
  o Update payment amount with distributed amount and process credit card

If the payment amount is not zero and the payment amount equals the distributed amount, FACTS displays the message the message: Process credit card (Y/N) If you select to process the credit card, FACTS displays the <u>credit card entry</u> screen.
If the transaction is successful:

  o The next receipt number will be assigned and other credit card information will be stored in the SMCCRT file
  o The credit card receipt will optionally print.

o   The "check number" in ARCSHH/L will be set to the receipt number.

The payment cannot be changed or deleted.
If the transaction fails, you will receive the standard credit card processing messages and the payment will remain un-processed.

Electronic Batch Processing

For electronic batches, all check header fields except memo are disabled. You can change the distribution of the check, even if payment advice was received in the external payment file.

You can click the View Remittance hypertext link to see the remittance advice that came from the import file.

Use the following fields to enter and apply checks:

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

1.   **Doc Type**

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

- Credits Only – only documents of type CM and OA

- Non-zero Documents Only – only documents with current amount <> 0 (Initial Default)

- All

2.   **Apply**

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

Options are:

- Applied Documents Only

- Not Applied Only

- All

3.   **Sort By**

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

- Document Number (Initial Default)

- Descending Document Number

- Due Date

- Descending Due Date

4.   **Customer Number**

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

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

5.   Check Number

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

6.   Date

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

7.   Amount

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

8.   Memo

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

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

9.   Check Amount

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

10.   Distributed Amount

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

11.   Balance

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

12.   OA Total

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

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

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

13.   Miscellaneous Cash Total

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

14.   Debit Memo Total

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

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

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

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

On the right side of the browser:

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

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

Line Level Prompts

15.   Payment

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

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

- F3 **Balance** – Subtracts the discount and adjustment amounts from the document amount and place that amount in this field

16.   Discount

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

17.   Adjustment

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

18.   Adjustment Code

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

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

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

You can select the invoices that are being paid on the credit card and then upon exiting, optionally update the payment amount and process the credit card transaction. If the payment amount is zero and the type is credit or debit card, the Pay feature will pay the full amount of an invoice rather than only up to the payment amount remaining undistributed. This applies whether it is a true credit card payment or not. If a payment amount was entered, the Pay features perform standard processing.

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

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

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

Field Prompts are:

1. Start At

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

2. Order (or direction) –

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

3. You can select from the following buttons:

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

OK--After you enter the prompts and select **OK**, the window closes and the Auto Apply

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

You can select the invoices that are being paid on the credit card and then upon exiting, optionally update the payment amount and process the credit card transaction. If the payment amount is zero and the type is credit or debit card, the Pay feature will pay the full amount of an invoice rather than only up to the payment amount remaining undistributed. This applies whether it is a true credit card payment or not. If a payment amount was entered, the Pay features perform standard processing.

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

You can select from:

Cancel to close the window and return with no changes.

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

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

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

When you select the **Done** button to exit this screen and the true credit card has not been processed yet, a window will display with several options.
If the payment amount is zero, the Update Payment Amount dropbox options are

o   Do not update payment amount
o   Update payment amount with distributed amount
o   Update payment amount with distributed amount and process credit card

If the payment amount is not zero and the payment amount equals the distributed amount, FACTS displays the message the message: Process credit card (Y/N) If you select to process the credit card, FACTS displays the credit card entry screen.
If the transaction is successful:

o   The next receipt number will be assigned and other credit card information will be stored in the SMCCRT file
o   The credit card receipt will optionally print.

    o   The "check number" in ARCSHH/L will be set to the receipt number.

Main Screen Hyperlinks

There are three main screen hyperlinks available:

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

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

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

View Remittance--Accesses the remittance advice for the associated line that came from the import file.

Navigation is not available from within these views.

Menu Options

The menu bar will contain the following options:

File

E**x**it	Exits the program

Edit

Delete (Unpay)	Zeros out the payment, discount and adjustment fields, highlight remains on the same line.
Edit Line	Allows you to modify the line level information and apply monies from the check to the individual documents. You can press the up or down arrow and move through line edit for the documents in the browser.
Find Invoice	The find invoice from the menu bar will allow the user to enter an invoice number and have the highlight reposition to the line for that record. The program will only search through the lines that are loaded in the browser. If the invoice number is not in the current browser, the user will receive a message "Not in current list". For example, if the user has the filters set to display unapplied credits only and then try to find a non-credit invoice, the find will fail and the user will receive a message

View

List Payments	List payments from the menu bar is the same as the list payments hyperlink on main entry screen
AR Detail	AR Detail is enabled when a document from open Accounts Receivable file is highlighted. This is the same as the AR Detail from the open docs view of AR Customer Inquiry.
View Invoice	View Invoice is enabled when you are highlighting a document from the AROPEN file that has a sales order document number and that doc/invoice is in the SOPINH file. This is the same as the View Invoice from the open docs view of AR Customer Inquiry. Navigation is not available from within these two views.
Customer Notes	Displays any notes entered in AR Customer Inquiry or Notes Entry SME710 for the selected customer. Refer to the Viewing/Entering Notes from Sales Order Programs topic for details.
AR **D**ocume nt Notes	Displays any notes entered in AR Document Inquiry for the selected document.

Options

Header	Allows you to change the filter and order fields, date, amount and memo. GUI users will use this to change more than one of the filter fields to avoid the browser reloading with each change.
Pay--	Allows you to highlight an invoice and pay the default amounts up to the remaining balance that is undistributed, even replacing an existing payment amount. It will then move to the next line in the browser. This is similar functionality to using the F2 pay button in the payment field when editing a line. The payment amount will increase the distributed amount for the check.
Pay/Edit--	Allows you to highlight an invoice and set the default amounts. It then takes you into main line entry to the **Payment** field where any amounts can be accepted or changed. When you finish the line, the system returns to the Apply Check Entry screen. If you press the Down Arrow key after getting into line edit from the **Pay/Edit** button, the system accesses normal line edit and no further defaulting occurs. The payment amount will increase the distributed amount for the check.
Miscellaneous Cash	Accesses Apply Miscellaneous Cash Entry (ARE212) program to allow you to select GL Accounts and the dollar amounts to post to each. The total miscellaneous cash amount will increase the distributed amount for the check. … Miscellaneous cash is only available from the menu bar.
Debit Memo	Accesses Debit Memo Entry (ARE213) to allow you to create debits back to the customer's account that are not related to any existing invoice. The total debit

memo amount decreases the distributed amount for the check.

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

List Selected   Displays the List Selected for Check screen containing the customer number and name along with a grid prompt to enter the desired document numbers. You can select F1 to clear and F2 to search buttons. If a list was already selected during this session, those documents automatically fill the grid field.

On Account   Creates an OA type transaction for the remaining undistributed dollars. The system prompts you for the branch to assign the transaction to. If an OA transaction already exists, FACTS displays the current amount of the OA and allows you to select either:
If the distributed balance is less than the amount of the check you can select the Remainder on Account button, and FACTS creates an OA transaction for that amount. The system then prompts you for the branch to assign it to. If an OA has already been created, select the Remainder on Account button and the system updates it with this new amount.

OR

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

User Pref

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

How to enter and apply payments

1. FACTS displays the program immediately after you add or edit a check on the Cash Receipts and Adjustments Entry line entry, or you can access this program by selecting the **Apply** option on the *Cash Receipts and Adjustments Entry* screen with a check transaction highlighted.

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

3. The system displays the **customer number** and name from the check information from the *Cash Receipts and Adjustments Entry* program. The system displays the **check date** from the Cash Receipts and Adjustments Entry program. You can modify this information.

4. The system displays the **amount** from the Cash Receipts and Adjustments Entry program.

    The system displays the **payment type** from the Cash Receipts and Adjustments Entry program. You can modify this field. Select the payment type for the transaction. You can select from: **C-Cash, 1-Check, 2-Credit Card, 3-Debit Card, A-ACH** If you leave the Check field blank, the options for the Type default to 2-Credit Card,3-Debit Card and A-ACH. Note: If credit card or debit card type is selected but a check number has been entered by the user, this will not be considered a true credit card payment. The program will not perform any credit card processing.

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

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

    Check Amount--The remaining check amount as payments are applied.

    Distributed Amount--The distributed amount as payments are applied.

    Balance--The batch balance as payments are applied.

    OA Total--The total amount of all on account transactions created on this check. If the distributed balance is less than the amount of the check you can select the **Remainder on Account** button, and FACTS creates an OA transaction for that amount. The system then prompts you for the branch to assign it to. If an OA has already been created, select the **Remainder on Account** button and the system updates it with this new amount. Select the **Clear On Account Amount** button to delete the OA that was previously created in the cash receipts file.

    Miscellaneous Cash Total--The total amount of all miscellaneous cash transactions created on this check.

    Debit Memo Total--The total amount of all debit memo transactions created on this check.

6. The line browser displays all open Accounts Receivable (AROPEN) documents for the customer and any payment, discount and adjustment information based on your selections for the **Doc Type**, **Sort By**, and **Apply** fields.

7. Highlight an open Accounts Receivable (AROPEN) document and you can select the following functions on the right side of the browser:

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

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

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

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

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

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

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

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

Field Prompts are:

1. Start At

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

2. Order (or direction) –

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

3. You can select from the following buttons:

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

OK--After you enter the prompts and select **OK**, the window closes and the Auto Apply process starts. The system highlights the first line to be processed and applies

a payment and discount using the same rules as in the current program. The system updates the line browser with the new payment information. Then, depending how you selected to run the Auto Apply, the next line to be processed is highlighted. If a document is in use when the auto apply is updating, the system allows you to select to retry the document, skip the document or cancel the remainder of the auto apply.

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

You can select from:

Cancel to close the window and return with no changes.

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

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

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

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

Miscellaneous Cash Entry (ARE212)

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

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

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

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

Use the following fields to enter and apply miscellaneous cash:

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

1.   **Customer Number**

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

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

2.   **Check Number**

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

3.   **Date**

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

4.   **Check Amount**

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

5.   Memo

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

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

6.   Check Amount

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

7.   Distributed Amount

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

8.   Balance

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

Line Level Prompts

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

9. GL Account Number

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

10. Description

The system displays the GL account description.

11. Amount

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

You have the following options for lines in the browser:

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

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

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

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

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

Menu Options

       File

E**x**it   Exits the program

      Edit

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

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

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

How to enter and apply Miscellaneous Cash

1.   FACTS displays the program immediately after you add or edit a miscellaneous cash entry on the Cash Receipts and Adjustments Entry line entry, or you can access this program by selecting the **Apply** option on the *Cash Receipts and Adjustments Entry* screen with a miscellaneous cash transaction highlighted.

2.   The system displays the **customer number** and name from the check information from the *Cash Receipts and Adjustments Entry* program. The system displays the **check date** from the Cash Receipts and Adjustments Entry program. You can modify this information.

3.   The system displays the miscellaneous cash **amount** from the Cash Receipts and Adjustments Entry program. The system displays the **memo** from the Cash Receipts and Adjustments Entry program. You can modify this information.

4.   In the upper right corner of the screen, the system maintains and displays the remaining cash amount, the distributed amount, and the batch balance as payments are applied.

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

.   In the GL Account Number field, enter the GL number(s) to expense; you can press **F2** to search. When a valid account has been entered, the system displays the GL account description.

7.   In the Amount field, enter the amount to expense. The system displays the remaining undistributed balance as the default. (Zero and negative amounts are allowed.)

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

9.   You have the following options for lines in the browser:

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

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

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

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

Debit Memo Entry (ARE213)

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

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

Use the following fields to enter and Debit Memos:

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

1. **Customer Number**

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

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

2. **Check Number**

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

3. **Date**

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

4. **Memo**

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

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

5. **Check Amount**

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

6. **Distributed Amount**

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

7. **Balance**

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

8.   Debit Memo Total

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

Line Level Prompts

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

9.   Debit Memo Number

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

10.   Amount

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

11.   Memo

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

12.   Branch

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

You have the following options for lines in the browser:

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

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

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

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

You have the following options for the Debit Memo Entry:

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

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

Menu Options

The menu bar will contain the following options:

File

E**x**it   Exits the program

Edit

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

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

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

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File   Edit   View   Help

Customer   C110   Texas Material Handling Inc.   Check Amount   1221.00
Check #   CS2345   Date   09/28/2004   Distributed   .00
Memo   Balance   1221.00
                                                                  Debit Memo Total   .00

Debit Memo #   Next   Amount   .00   Branch
Memo

C	DM #	Amount	Branch	Memo
	add			

List Pmts   Done

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

1.   FACTS displays the program when you select the Debit Memo option in the Apply Check Entry (ARE211) program.

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

3.   The system displays the **check number** and **check date** from the Cash Receipts and Adjustments Entry program. You cannot modify this information in this screen.

4.   The system displays the **memo** from the Apply Check Entry (ARE211) program. You cannot modify this information in this screen. .

5.   In the upper right corner of the screen, the system maintains and displays the check amount, the distributed amount, the undistributed check balance as payments are applied and the total amount of all debit memo transactions created on this check.

6.   The line browser displays any existing debit memos for this check distribution.

7.   For new debit memos select the ✚ icon to add new distribution information.   When you enter a new debit memo line, the program assigns it the next debit memo number from the Nonstatic Control record when you save the transaction.

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

8.   In the Amount field, enter the amount to expense. The system displays the remaining undistributed balance as the default. (Only positive amounts are allowed.)

9.   The system allows entry of a memo for the debit.

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

11.   Press the icon to save your changes or the icon to cancel the entry.

12.   You have the following options for lines in the browser:

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

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

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

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

14.   You can select following options for the Debit Memo Entry:

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

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

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

List Payments (ARE214)

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

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

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

Field Descriptions for List Payments:

The information on this screen is display-only.

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

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

You have the following options for the List Payments:

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

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

Close   Exits the screen.

Header Detail Screen

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

List Selected for Check Screen

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

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

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

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

Cash Receipts & Adj Register (ARR210)

Function

This program:

- Prints a listing of all payments, discounts and adjustments.

- Builds and prints a general ledger distribution, if desired.

- Prints a deposit ticket

- The optional update:

- Posts to general ledger.

- Updates the open documents file and the customer balance.

- Updates the company accounts receivable balance, clears the cash receipts & adjustments file, updates appropriate control records.

- Voided credit card payments will not update any data files.

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

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

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

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

Templates that store "current period" (or similar values like "system date") resolve to the "current period at the time the report is run" rather than what the "current period" was at the time the template was created. For example: If you save a template for the Cash Receipts & Adjustment Register and select "System Date" for the Cutoff Date field, when that template is selected to run again (either manually or via Job Stream) the current date is determined using

the FACTS system date when the register is run not the date when the template was created.

Recap information includes the following:

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

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

Electronic Batch Processing

When you access the Cash Receipts & Adjustment Register (ARR210) screen from the menu, FACTS displays a warning message identifying any electronic batches that are not complete, meaning that the batch still remains in the correction entry screen or the batch or checks are not fully distributed.

If you select to run the register for a single electronic batch, the bank code defaults to the bank code entered when the batch was created. If you change the bank code on this screen, FACTS displays a message warning that the bank indicated during the batch creating was different. This will not, however, prevent you from running the register and posting to a different bank.

If you select to run the register for all batches, any electronic batches that do not match the bank code selected for the register will not process.

Once a batch is updated, FACTS removes all records for that batch from the PVX Import payment and remittance Files.

User Fields

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

1. Batch

Enter the **batch** number to print. The entry must be a valid batch number. Press **F1** or the icon to default to ALL. If the batch number entered or if one of ALL batches are not in balance (i.e., distributed does not equal deposits), the optional update is not available.

2. Deposit Date

Enter the **deposit date**. The date entered must be within the current or next GL period and not prior to the current AR period. This date determines the posting period for GL. Press **F1** or the 📅 icon to default to the system date.

3. Deposit

Enter the **deposit number** (0-9999). You have the option to use part of the number on the deposit slip, the date, or any other number to identify this deposit. (This is a memo field.) Press **F1** or the 📄 icon to default to NEXT.

4. Bank

Enter the **bank ID code** of the bank for this deposit, and the system displays the bank name. The entry must be a valid bank code. Press **F2** or the 🔍 icon to search.

5. Cash Receipts Register Processing:

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

OK to print (next report)?

or OK to update? after all requested reports have printed.

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

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

How to run the Cash Receipts Register

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

2. Enter the **batch** number to print. The entry must be a valid batch number. Press **F1** or the icon to default to ALL. If the batch number entered or if one of ALL batches are not in balance (i.e., distributed does not equal deposits), the optional update is not available.

3. In the Date field, enter the deposit date. The date must be within the current or next GL period and not prior to the current AR period. Select the icon to default to the system date. This displays the date and whether the register will post to the current or next AR and GL periods.

4. In the Deposit field, enter the **deposit number** (0-9999). The entry must be valid in the system. Press **F1** or select the icon to default to ALL. Press **F2** or the icon to search. You have to option to use part of the number on the deposit slip, the date, or any other number to identify this deposit. (This is a memo field.) Press **F1** to default to NEXT.

5. In the Bank field, the **bank ID code** of the bank for which this deposit displays the bank name. The entry must be a valid bank code. Press **F1** to default to the first bank ID code on file. Press **F2** or the icon to search. You have to option to use part of the number on the deposit slip, the date, or any other number to identify this deposit. (This is a memo field.) Press **F1** to default to NEXT.

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

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

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

   OR

   For users printing the GL distribution, the following field is displayed:

   Check register. OK to print GL distribution?

   After printing the Cash Receipts Register, **verify the printout**. If there is a correction to be made, enter **N** to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter **YES** to continue. The program prints the GL distribution.

   For users not printing the GL distribution but printing the deposit ticket, the following field is displayed:

   Check register. OK to print deposit ticket?

   After printing the Cash Receipts Register, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter YES to continue. The program then prints the deposit ticket.

For users not printing the GL distribution or the deposit ticket, the following field is displayed:

Check register. OK to update?

After printing the Cash Receipts Register, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the register can be rerun. If everything is correct, enter YES to continue and no further printing takes place, the following fields are skipped and the program proceeds with the update.

For users printing the GL distribution and the deposit ticket, the following field is displayed:

Check GL distribution. OK to print deposit ticket?

After printing the GL distribution,, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the entire register process begins again. If everything is correct, enter YES to continue. The program then prints the deposit ticket.

For users printing the GL distribution but not printing the deposit ticket, the following field is displayed:

Check GL distribution. OK to update?

After printing the GL distribution, verify the printout. If there is a correction to be made, enter N to exit the program. After the correction is made, the entire register process begins again. If everything is correct, enter YES to continue and no further printing takes place, the following field is skipped and the program proceeds with the update.

For users printing the deposit ticket, the following field is displayed:

Check deposit ticket. OK to update?

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

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Document Change F/M (ARF210)

Function

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

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

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

User Fields

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

1. Enter the **customer number**. Press **F2** or 🔍 to search.

2. Enter the **document number**. The number entered must be a valid document (invoice) number. Press **F2** or 🔍 to search. Press **F3** displays the first document number on file for the customer. Select the **New** button to enter a new document.

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

The document now displays on screen. You can use the VCR buttons to the right of the screen to bring up the next document on file or enter the field fields to change. Enter (CR) allows the currently displayed value to remain the same.

The following information displays on the screen. It is reference-only information. You cannot edit it.

Transaction type	Current amount
Status	Last sequence number
Original amount	Register number
Original discount	Branch

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

2. Enter the **ship-to number** (up to 6 characters). The number entered is checked for the ship-to name that is displayed if the number is valid. Press **F2** or 🔍 to search.

3. Enter the **entry date**.

4. Enter the **due date**.

5. Enter the **discount due date**.

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

7. Enter the **memo** (up to 25 characters).

8. Select the **Disputed Invoice** checkbox to indicate the document is under dispute with the customer.

9. Enter the **Disputed Inv Memo** to serve as an explanation for the dispute.

10. Select the **Exclude from Credit Check** checkbox to indicate whether this disputed document is to be included or excluded from the customer's balance and past due total for purposes of the credit check in the sales order entry programs.

11. Select the **Exclude from Dunning Letter** checkbox to indicate whether this disputed document will be included or excluded on the Dunning Letter.

12. Select the **Save** button to save your entries, then select the **Exit** button to return to the main menu.

Automatic Credit Application Register (ARR220)

Function

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

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

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

User Fields

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

1. Order

Select the **order** in which to run the register. Options are customer (default), alpha, salesperson/territory or customer class.

2. Beginning

Select the **beginning order choice**. Press **F1** or ◀ to default to FIRST. Press **F2** or 🔍 to search for customers, salespeople or customer classes.

3. Ending

Select the **ending order choice**. Press **F1** or ▶ to default to LAST. Press **F2** or 🔍 to search for customers, salespeople or customer classes.

4. Cutoff

Enter the **cutoff date**, or the last due date to update. Due dates after the cutoff date will not be updated. Press **F1** or 🚫 to default to no cutoff.

5. Date

Enter the **transaction date** to use when applying credit. Press **F1** or 🗙 for due date. Press **F2** or 📅 for system date. Click **OK**.

6. Check register. OK to update?

Choose **OK**. Choose **Cancel** to abort the update.

How to run an Automatic Credit Application Register

1.   Access this program by choosing *Accounts Receivable*→*Cash & Credit Application*→*Automatic Credit Application Register.*

2.   Select the **order** in which to run the register. Options are customer (default), alpha, salesperson/territory or customer class.

3.   Select the **beginning order choice**. Press **F1** to default to FIRST. Press **F2** to search of customers, salespeople or customer classes. Press **F1** or select the 🌐 icon to default to ALL. Press **F2** or the 🔍 icon to search.

4.   Select the **ending order choice**. Press **F1** to default to LAST. Press **F2** to search of customers, salespeople or customer classes.

5.   Enter the **cutoff date**, or the last due date to update. Due dates after the cutoff date will not be updated. Press **F1** to default to no cutoff.

6.   Enter the **transaction date** to use when applying credit. Press **F1** or 📅 for due date. Press **F2** or 📅 for system date. Click **OK**. This displays the date and whether the register will post to the current or next AR and GL periods.

7.   Indicate whether this is the **correct** date and GL period for the Automatic Credit Application Register to post.

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

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

     OR

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

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

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

Infor ERP FACTS

CHAPTER 5

Returned Checks

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

Returned checks are entered through the Returned Check Entry program. However, checks are not updated to the open documents file until the Returned Check Register is run and updated. If a check is entered incorrectly, the user may choose not to update the register and go back into the entry program to make corrections. When the Returned Check Register is correct, the user may run the update.
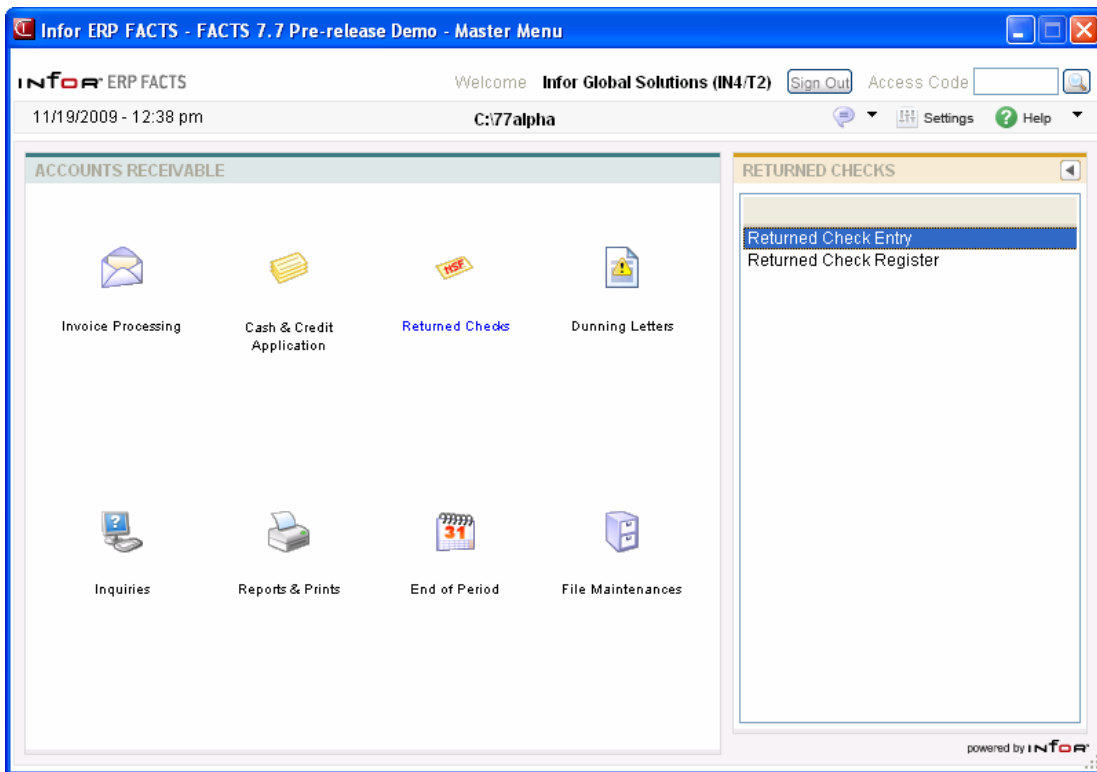
Returned Check Entry (ARF310)

Function

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

User Fields

The following fields are involved in entering a returned check:

1. Bank Code

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

2. Check Return

Indicate whether the check is being returned for the **1**-first or **2**-second time. Press Enter (CR) to default to 1.

3. Customer

Enter the **customer number** for the customer whose check is being returned. The customer name displays once the number is entered. The customer number must exist in the system. Press **F2** or 🔍 to search. Refer to the Customer Search topic for details about searching for customers.

4. Check

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

5. Date

Enter the date the check was written (**check date)**.

6. Return Date

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

7. Check Amount

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

8. Charge

Enter the amount of the **check charge** (.01- 99.99). Press Enter (CR) to default to the amount specified in the returned checks control record. The system skips this entry if the **Allow override** flag is set to N in the returned checks control record or if it is the first time the check has been returned.

9. Branch

Enter the **branch number**. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the customer. Press **F2** or 🔍 to search.

10. Memo

Enter the **memo** that you want to appear on the Returned Check Register (up to 40 characters).

How to enter a returned check

1.   Access this program by choosing Accounts Receivable→Returned Checks→Returned Checks Entry.

2.   In the Bank field, enter the **bank code** corresponding to where the check was deposited. The entry must be a valid bank code and displays the bank name. Press Enter (CR) to default to the first bank set in the company AR static control record. Press **F2** or to search.

3.   Indicate whether the check is being returned for the **1**-first or **2**-second time. Press Enter (CR) to default to 1.

4.   In the Customer # field, enter the **customer number** for the customer whose check is being returned. The customer name displays once the number is entered. The customer number must exist in the system. Press **F2** or to search.

5.   In the Check field, enter the **number** of the returned check (up to 6 characters).

6.   In the Date field, enter the date the check was written (**check date**).

7.   In the Return field, enter the date the check was returned (**return date**). Press **Enter (CR)** to default to the system date.

8.   In the Amount field, enter the **check amount** (.01-9999999.99).

9.   In the Charge field, enter the amount of the **check charge** (.01- 99.99). Press **Enter (CR)** to default to the amount specified in the returned checks control record. The system skips this entry if the **Allow override** flag is set to N in the returned checks control record or if it is the first time the check has been returned.

10. In the Branch field, enter the **branch number**. The entry must be a valid branch. Press **Enter (CR)** to default to the branch assigned to the customer. Press **F2** or to search.

11   In the Memo field, enter the **memo** that you want to appear on the Returned Check Register (up to 40 characters).

12. Save the record.

13. You can press the **New** button to create a new record or the **Exit** button to exit the program.

Returned Check Register (ARR310)

Function

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

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

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

User Fields

1. Deposit Date

Enter the **deposit date** into the bank. The date must be either in the current or next GL period and not prior to the current AR period. Press Enter (CR) or the 📅 icon to default to the system date.

2. Deposit Number

Enter the **deposit number** (0-9999). Press Enter (CR) or the 📄 icon to default to NEXT.

3. Bank

Enter the **bank** code. This indicates to which bank checks returned a second time should be redeposited. This bank code must exist in the system. Press Enter (CR) to default to the bank entered in the company AR Static Control F/M. Press **F2** or the 🔍 icon to search.

4. The system will process the information and then present one of the following messages:

If your system is set to print GL distributions, the following message appears:

Check register. OK to print GL distribution?

Check the register output to verify the information is accurate. If you find a mistake, select **Cancel** to exit the register and return to the entry program. If the output looks correct, select **OK** to continue.

Check GL distribution. OK to update?

After printing the distribution, **verify the printout**. If everything is correct, select **OK** to continue. The program proceeds with the update. If you need to make a correction, select **Cancel** to exit the program. After the correction is made, the entire register process begins again.

If your system *is not* set to print GL distributions, the following message appears.

5. **Check register. OK to update?**

Verify the register printout. If there is a correction to be made, select **Cancel** to exit the program. After the correction is made, the register can be rerun. If everything is correct, select **OK** to continue with the update.

How to print and update the Returned Check Register

1.   Access this program by choosing *Accounts Receivable-→ Returned Checks→Returned Checks Register.*

2.   In the Deposit Date field, enter the deposit date into the bank. The date must be either in the current or next GL period and not prior to the current AR period. Select the ◄ icon to default to the system date. This displays the date and whether the register will post to the current or next AR and GL periods.

3.   In the Deposit # field, enter the **deposit number** (0-9999). The entry must be valid in the system. Press **F1** or select the ◄ icon to default to NEXT.

4.   In the Bank field, the **bank ID code** of the bank for which this deposit displays the bank name. The entry must be a valid bank code. Press Enter (CR) default to the bank entered in the company AR Static Control F/M. Press **F2** or the 🔍 icon to search. This indicates to which bank checks returned a second time should be redeposited. This bank code must exist in the system.

5.   Press OK.

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

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

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

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

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

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

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

Infor ERP FACTS

CHAPTER 6

Dunning Letters

The dunning letter menu contains programs to utilize a complete past due notice system. Prior to using this menu the dunning letter parameters are set up in the Dunning Letter Control F/M program (during the system installation). Users may enter up to five standard dunning letters through the Dunning Letter Text F/M program. Each letter should include the salutation and closing if used. See the sample screen in the Dunning Letter Text F/M program for an example of a dunning letter. Each customer record contains a flag which determines if that customer is eligible for dunning letters and the number of the last dunning letter sent. Dunning letters may be processed at any time. When dunning letters are processed, the Dunning Letter Edit List should be printed for the user to verify which customers will receive dunning letters and which number letter they are to receive when dunning letters are next printed. The Dunning Letter Edit List contains an optional update which may automatically set the last dunning letter sent flag back to zero in a customer's file if that customer did not print on the Dunning Letter Edit List. Dunning letters are then printed through the Dunning Letter Print program based on the information on the edit list. Dunning letters may be printed on blank paper or on a preprinted form. At the end of the Dunning Letter Print program, there is an optional update which may update the last dunning letter sent flag in the customer's file to that of the dunning letter just printed.
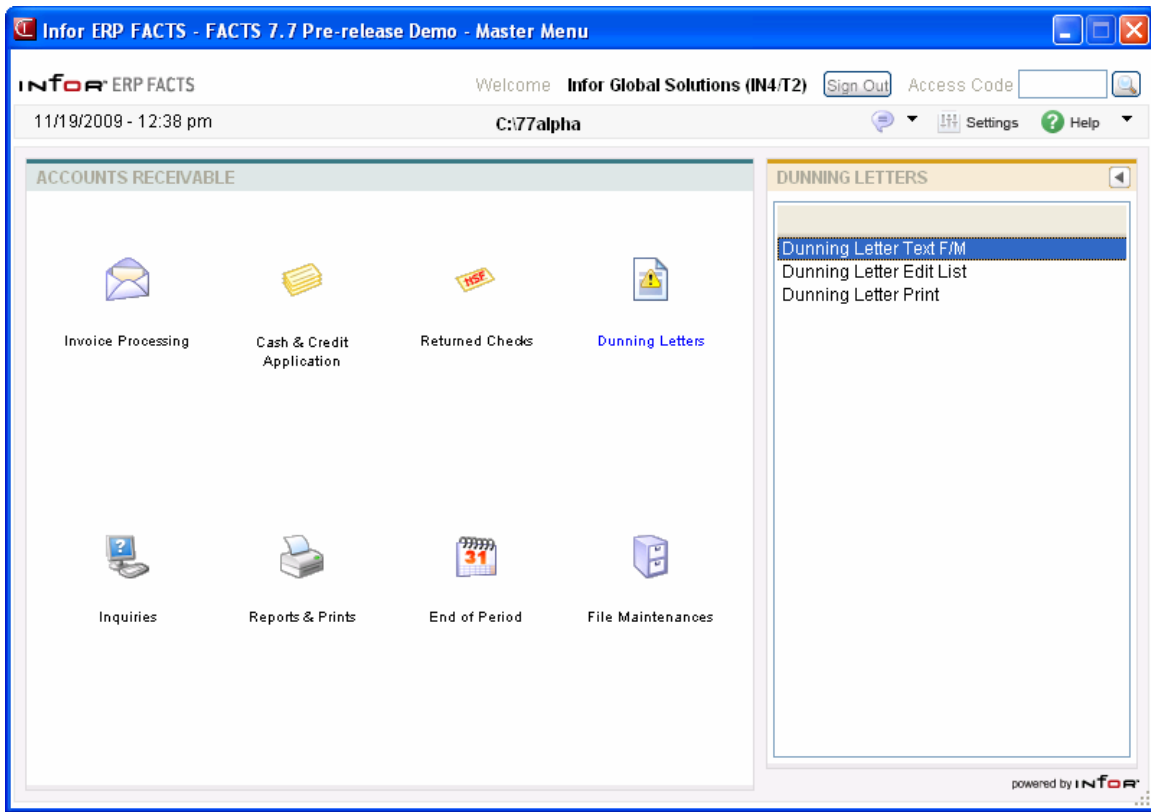
Dunning Letter Text F/M (ARF410)

Function

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

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

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

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

User Fields

Press **New** to create a dunning letter. To edit a dunning letter, enter the letter number or use the scroll (buttons

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

Letter

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

Text Lines

Enter for lines 1-14 the text of the line.

You can press:

 Save to save your work

 Exit to delete the record

Press to return to the AR menu.

01-FACTS 7.7 Development, Dunning Letter text F/M (ARF410) - Infor   _ □ X

Help

Letter #   1

OUR RECORDS INDICATE THAT YOUR ACCOUNT HAS BECOME PAST DUE.

PLEASE REMIT PAYMENT AT YOUR EARLIEST CONVENIENCE. IF YOU

HAVE ALREADY TAKEN CARE OF THIS MATTER, PLEASE DISREGARD

THIS NOTICE.

THANK YOU.

Save   **Delete**   **New**   **Exit**

Enter text for line

Dunning Letter Edit List (ARR410)

Function

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

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

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

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

User Fields

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

1. Select **order** in which to print the report, e.g., **C**ustomer, **A**lpha, **S**alesperson/territory, **K**-customer class or **Z**ip code order. Press Enter (CR) to default to C-Customer order.

2. Select the **beginning order choice** to print. For example, if K was selected in the previous field, select the beginning customer class to print. Press **F1** or to default to FIRST. Press **F2** or to search.

3. Select the **ending order choice** to print. For example, if K was selected in the first field, select the ending customer class to print. Press **F1** or to default to LAST. Press **F2** or to search.

4. Enter the **date** that will print on the dunning letters. Press **F1** or to default to the system date.

5. Indicate if the last dunning letter sent should be **reset** to 0 in the customer file if you are not printing a letter for this customer at this time. In other words, if customer is not selected for a dunning letter, should the system set the letter to 0 indicating their balance has been paid? Press Enter (CR) to default to unselected—not reset.

6. Select **OK** or press Enter (CR) to print the list.

Dunning Letter Print (ARP410)

Function

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

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

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

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

User Fields

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

1. Select the **order** in which to output the letters. The available options are **C**ustomer, **A**lpha, **S**alesperson/territory, **K**-customer class or **Z**ip code order. Press Enter (CR) to default to C-Customer.

2. Select the **beginning order choice** to print. For example, if K was selected in the previous field, select the beginning customer class to print. Press **F1** or ◀ to default to FIRST. Press **F2** or 🔍 to search.

3. Select the **ending order choice** to print. For example, if K was selected the first field, select the ending customer class to print. Press **F1** or ▶ to default to LAST.. Press **F2** or 🔍 to search.

4. Enter the **date** to print on the dunning letters. Press **F1** or ◀ to default to the system date.

5. **Check letters. OK to update customer file?** After the letters print, verify that that they output correctly. Select **OK** to proceed with the update (the system updates the customer file with the last dunning letter sent). If you need to make corrections, select **Cancel** to abort.

01-FACTS 7.7 Development, Dunning Letter Print (ARP410) - Infor

Template   Print Options   Help

Order   [C - Customer ▼]   Beginning [   ] [◀][🔍] First
                                 Ending   [   ] [▶][🔍] Last

Properties
    Dunning Letter Date   [   ] [📅] **System Date**

Template ——————————————   Printer ——————————————   [OK]
    None   WindX Laser   [Cancel]

Select print order?

Inquiries

The Accounts Receivable inquiries allow the user to display information on customers on the screen without affecting any data in any files and without locking any files. The Customer Inquiry displays various information for a customer and includes a search by contact. The information included is general, code, aging, open documents, detail documents, sales history, payment history, ship-to's, notes, sales orders, paid documents, ledgercards, and equipment. Notes are entered through this program. The Document Inquiry displays detail documents including all transactions.
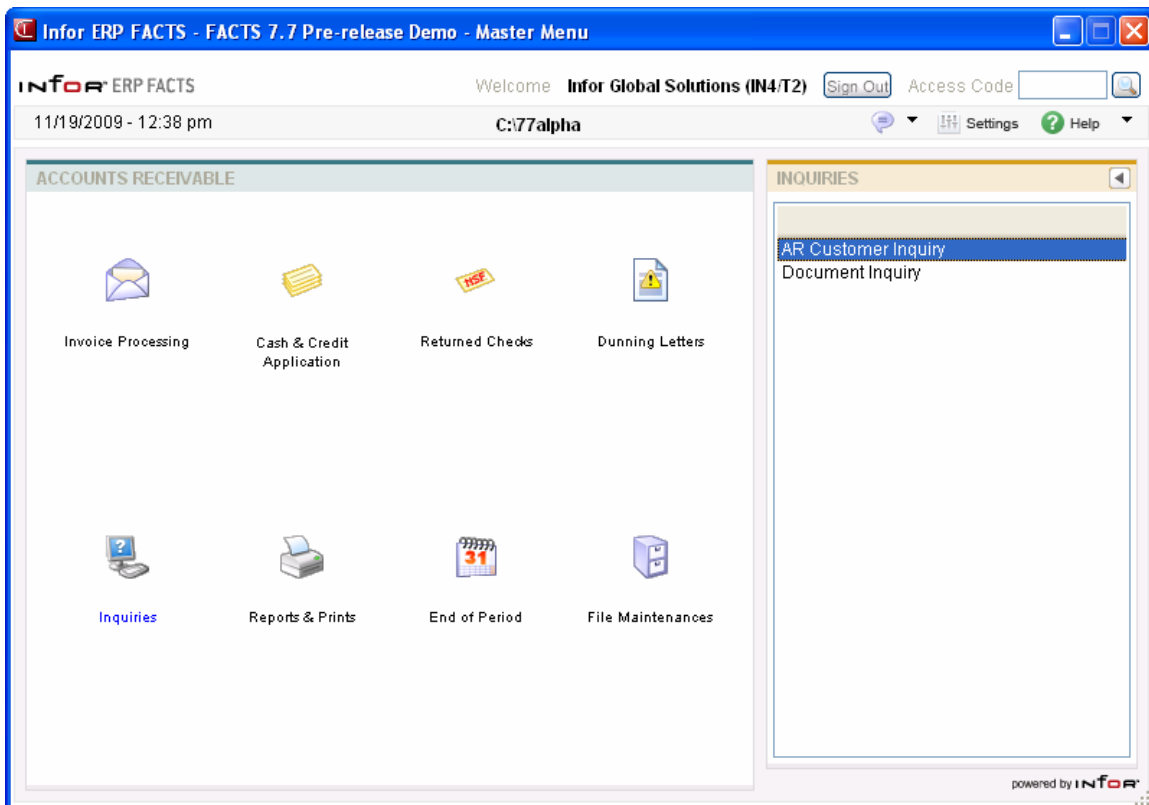
Customer Inquiry (ARI610)

Function

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

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

➲   For more information about inquiry features, such as Sync, filters and preferences, see **Using FACTS**.

Program Details

When you first access Customer Inquiry, the upper portion of the screen contains a Go to field, which is used locate specific customers. The Go to field is case sensitive. This means that if you enter c100 to lookup a customer number when someone entered it as C100, the customer record you are looking for will not appear in the browser.

You can select the ▽ (filters) icon if you want to limit the number of records that appear in the inquiry browser. You can also choose OptionsàFilter Values. When you use the Filter feature, the icon display changes to ▽. Use this display to note whether your inquiry is in filter mode.

You can use the Starts With field to enter the beginning characters for the customer code. If the Start From field in the lower portion of the screen, you can select to display documents by document number or reference number.

Sync Feature

Sync is a method of connecting the entry programs with information displayed in customer, item and vendor inquiries. It is a helpful feature because it enables you to get real-time information such as customer balances, vendor balances and warehouse quantities, while you are working in entry programs.

You can select the 🐞 icon to change or update the information displayed in this inquiry. When you use the Sync feature, the icon display changes to 🐞. Use this display to note whether your inquiry is in Sync mode.

Inquiries are synchronized on a per user basis. In other words, if you are signed on to FACTS in one window with one name and signed on in another window with another name, it will appear as if the Sync function is not working.

Refer to the Sync! topic for more details about using this feature.

To view customer information:

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

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

Select **filters** if you want to limit the number of records in the inquiry browser. Choose *Options→Filter Values*.

Use the up and down arrow keys, the vertical scroll bars on the screen, or the Page Down and Page Up keys to scroll through the displayed list of vendors.

2. Select a view.

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

View descriptions

General	Displays general customer information: customer's price class, customer's price level, commission %, off-invoice discount, ship via, UPS zone.
Payments	Displays payment history including last payment date and grace period. Information also includes both invoices and weighted dollars. Invoice Payment Statistics include he total number of invoices paid, the average number of days to pay, the dollars paid, and the weighted average days to pay are also displayed in accumulated periods. The accumulation of data into periods displays the "Last 03 Periods" , the "Last 06 Periods" and "Last 12 Periods" as the accumulation of data from the current period through the specified periods back from the current period.

Press the Detail button to access the Payment History Details for the customer. The screen displays a listing showing each period and the totals for that period and a running accumulation is also shown. The periods listed will be those periods entered in the GL NonStatic Control FM.

Customer Inquiry ARI610 Payment History Detail

 Displays additional payment history detail, group by period. Information includes number of invoices and dollars paid and disputed. The weighted and running number of average disputed invoice and regular invoice days and dollars to payment. Press the Detail button to display the Period History Detail Screen, for a listing showing each period and the totals for that period – a running accumulation is also shown. The periods listed will be those periods entered in the GL NonStatic Control FM.

Customer Inquiry ARI610 Period History Detail

Displays period history including last payment date and grace period. Information also includes both invoices and weighted dollars. The "Period" entry field on the right side of the screen allows display of any desired period (entry of period and year required) or display of all periods, in detail, for the customer. "All periods" will include display of next/current/and past periods' data.

Contacts   Displays phone numbers, contacts, email addresses, customer company website, and any message entered about the customer (on the Customer F/M Invoicing screen).

Aging   Displays aging buckets information as of the current date for balances due, over credit limit value as well as disputed invoice balance information for the selected customer. The total and current aging figures include all disputed invoice amounts. The 'Disputed' aging bucket figures include only the disputed invoices and indicate how much of each aging/total figure is under dispute.

Over Credit Limit Details

If a customer is over their credit limit, defined as the sum of the customer's open receivables minus any disputed invoices excluded from the credit check plus their open documents is greater than the credit limit set in Customer F/M, an additional line displays on the AR Customer Inquiry Aging View indicating this and showing what the credit limit is. The open documents total also displays on this view.

Sales   Displays the sales history including the account opening date, last sale date, highest balance date and highest balance. Information also includes sales, cost and gross margin percentage for month-to-date, year-to-date, and prior year.

Codes   Displays code information including customer class, salesperson/territory, terms code, tax code, tax rate, tax exempt number, geography code, general ledger posting table, statement code and branch.

Options   Shows how the following options are set for this customer: store payment history, store ledgercards, send dunning letters, require PO number, allow

<table>
<tr>
<td></td>
<td>backorders, store SO past sales, store past invoices, credit check option and credit check days.</td>
</tr>
<tr>
<td>**Orders**</td>
<td>Displays any open orders, invoices, counter sales and credit memos that are still in the SO system (not posted to AR). Each document number is displayed along with the type (O-open work order, B-backorder, I-invoice, C-credit memo, S-counter sale), status (E-work order entered, not printed, W-work order printed, C-confirmed invoice, I-invoice printed, R-invoice released, D-deleted sales order, V-void invoice), document origin, order priority, date, warehouse, ship-to number, name, salesperson, reference number and the document total.</td>
</tr>
<tr>
<td>**Open Documents**</td>
<td>Displays the open documents for the customer including the document number, type, ship-to number, register number, entry period, date entered, due date, the original amount and the current amount. If the open document was created from SO, the SO document number that the open document applies to is also displayed.

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

Changing document search order:

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

GL Posting Details

The AR Detail screen from the Open docs and Paid Doc History views contains the **GL Posting** button, which is enabled when the transaction highlighted in the browser is one that allows for drill back from the source document to the GL posting that was created by the register. If the GL posting records can be found, then the inquiry will display defaulting to showing transactions for this document only.

The **Check History** button on the Open Doc and Paid Doc History views allows you to view the check that created Debit Memos and OA transactions.

Getting more information on an open document:</td>
</tr>
</table>

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

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

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

Document Processing Notes

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

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

OR

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

Disputed Document Indicator

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

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

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

Ledgercards   Displays all ledgercard information for the selected customer.

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

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

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

Select the **View Doc** button at the bottom of the screen to display additional document detail information. The system checks to see if detail info exists for currently highlighted ledgercard line for its transaction type. For AR ledgercards there are 10 transaction types: B – Begin Balance, C – Cash Receipts, A – AR Sales Reg, O – SO Sales Reg, T – TS Invoice Reg, M – Credit Memo, S – Svc Charge Reg, R – Returned Check, X – Cust Balancing, s – SR Contract. Four of these types display additional document detail information. When you select View Doc , type C–

Cash Receipts displays the Check History view line detail (ARI650) screen, type A– AR Sales Register displays the Open or Paid Doc view line detail (ARI614/ARI691) screen, and transaction types O--SO Sales Register, and M– Credit Memo display SO Doc Inquiry (SOI620) in view-only Past Invoice mode. If no information exists the system displays a message indicating no information exists instead of the transaction detail screen. If a record for SO Doc Inquiry exists in Password & Security F/M, the user must have the security code and password on file in order to access these screens.

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

Changing document search order:

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

Getting more information on a paid document:

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

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

The Current AR transaction history window displays payment information for the invoice. Detail information on an open consists of the following: document number, type, branch (if used), register, memo, entry date, period, due date, discount due date, original amount and discount, current amount and

discount. Also displayed are the transactions that have taken place against the document including date, period, register number, payment, discount adjustment and memo.

GL Posting Details

The AR Detail screen from the Open docs and Paid Doc History views contains the **GL Posting** button, which is enabled when the transaction highlighted in the browser is one that allows for drill back from the source document to the GL posting that was created by the register. If the GL posting records can be found, then the inquiry will display defaulting to showing transactions for this document only.

The **Check History** button on the Open Doc and Paid Doc History views allows you to view the check that created Debit Memos and OA transactions.

Document Processing Notes

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

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

OR

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

Limitations: Open (AROPEN) or past documents

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

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

Getting more information on ship-to:

In the view area, select the line and 🔍 **Line Detail** button or double click the line in the browser.

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

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

(Optional)

Check History   Displays accounts receivable document information by check number. The number of periods check history is kept is dependent on the Check History setting on in AR Static F/M.

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

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

displayed with "MISC CSH" as the document number.

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

Document Processing Notes

In the Cash Receipts and Adjustment Entry program, enter check header information, such as check number and check amount for a specific customer. You can enter transactions on existing AROPEN records, create miscellaneous cash entries, or create on-account entries. The Cash Receipts and Adjustment Register will create records in the new check history files, ARCHKH and ARCHKL. If duplicate check numbers are entered, they are treated as separate check entries and new records are created. The new records are available from these files in the Check History view of AR Customer Inquiry.

Notes	Displays all notes recorded on this customer.
Rental	Displays equipment rental information used by the Equipment Rental module, including the rental history such as the account opening date, last rental date, highest balance date and highest balance. Information also includes rental, cost and gross margin percentage for month-to-date, year-to-date, and prior year.
	This is an optional, add-on module.
User-Defined	The data that appears on the User-Defined view of Customer Inquiry comes from the User-Defined view of Customer F/M (ARF910). Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined view displays user-defined fields entered the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields that can be entered on the User-Defined screen of Customer F/M (ARF910). There user-defined field must first be configured by a user that has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SMF410).
RM Contacts	Displays contact information from the optional Relationship Management module if it has been purchased for your FACTS system.
RM Profile	Displays profile information from the optional Relationship Management module if it has been purchased for your FACTS system

How to view customer information

1.   Open the Customer Inquiry program. You can access this program by selecting Accounts Receivable→Inquiries→Customer Inquiry.

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

Select whether to sort customer records by alpha lookup, customer number, contact, phone number or customer class. Select a sort order by choosing Sort by from the menu bar.

Select filters if you want to limit the number of records in the inquiry browser. You can also choose Options-->Filter Values.

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

3.   Select a view.

Choose a view from the View menu option or select a view from the view bar.

View descriptions

General   Displays general customer information: customer's price class, customer's price level, commission %, off-invoice discount, ship via, UPS zone.

Payments   Displays payment history including last payment date and grace period. Information also includes total number of invoices or dollars paid and the average days to pay past date for the three accumulation periods determined by the payment history control record.

Contacts   Displays phone numbers, contacts, email addresses, customer company website, and any message entered about the customer (on the Customer F/M Invoicing screen).

Aging   Displays aging information as of the current date for balances due and disputed document balances for the selected customer.

Over Credit Limit Details

If a customer is over their credit limit, defined as the sum of the customer's open receivables minus any disputed invoices excluded from the credit check plus their open documents is greater than the credit limit set in Customer F/M, an additional line displays on the AR Customer Inquiry Aging View indicating this and showing what the credit limit is. The open documents total also displays on this view.

Sales   Displays the sales history including the account opening date, last sale date, highest balance date and highest balance. Information also includes sales, cost and gross margin percentage for month-to-date, year-to-date, and prior year.

Codes   Displays code information including customer class, salesperson/territory, terms code, tax code, tax rate, tax exempt number, geography code, general ledger posting table, statement code and branch.

Options   Shows how the following options are set for this customer: store payment history, store ledgercards, send dunning letters, require PO number, allow backorders, store SO past sales, store past invoices, credit check option and credit check days.

Orders   Displays any open orders, invoices, counter sales and credit memos that are still in the SO system (not posted to AR). Each document number is displayed along with the type (O-open work order, B-backorder, I-invoice, C-credit memo, S-counter sale), status (E-work order entered, not printed, W-work order printed, C-confirmed invoice, I-invoice printed, R-invoice released, D-deleted sales order, V-void invoice), document origin, order priority, date, warehouse, ship-to number, name, salesperson, reference number and the document total.

Open Documents   Displays the open documents for the customer including the document number, type, ship-to number, register number, entry period, date entered, due date, the original amount and the current amount. If the open document was created from SO, the SO document number that the open document applies to is also displayed. Search open documents by document order and by reference number order. The view defaults to document number order. Changing document search order: Click on the Reference# column header to resort open documents by reference number. You may need to use the horizontal scroll bar to get to this column. Click on the Document column header to resort by document. (You can also click on any other column header to resort open documents.) Getting more information on an open document: In the view area, select the line and choose the Line Detail button or double click the line in the browser. Detail information on an open consists of the following: document number, disputed document indicator and memo, type, branch (if used), register, memo, entry date, period, due date, discount due date, original amount and discount, current amount and discount. Also displayed are the transactions which have taken place against the document including date, period, register number, payment, discount adjustment and memo.

Ledgercards Displays all ledgercard information for the selected customer. The inquiry lists ledgercards from newest to oldest by default. To view ledgercards oldest to newest: Click on the Date column header. (You can also click on any other column header to resort ledgercards.) In either order, select the beginning date to view. Information displayed includes entry date, debit amount, credit amount, balance, transaction (register) type, document number and register number of each ledgercard on file for this customer. Select the **View Doc**

button at the bottom of the screen to display additional document detail information.

Paid Doc History   Displays paid document history. Information displayed includes; document number, reference number, ship-to number, original amount, original discount amount, entry period, entry register number and removal register number.

The documents initially appear in document number order. Changing document search order: Click on the Reference# column header to resort open documents by reference number. You may need to use the horizontal scroll bar to get to this column. Click on the Document column header to resort by document. (You can also click on any other column header to resort open documents.) Getting more information on a paid document: In the view area, select the Line Detail button or double click the line in the browser. Detail information on transactions that have taken place against the document is displayed including date, period, register number, payment, discount amount, adjustment amount and memo. Enter another document number to detail or press Enter (CR) to detail the customer's next document.

Ship-to   Displays ship-to information, which includes the ship-to number, name, contact 1 and phone number. Getting more information on ship-to: In the view area, select the line and choose the Line Detail button or double click the line in the browser. Detail of a ship-to includes the following: ship-to number, name, address 1-3, phone 1-2, contact 1-2, salesperson/territory code and name, ship via, UPS zone, route, tax code and tax rate.

Check History   Displays accounts receivable document information by check number. The number of periods check history is kept is dependent on the Check History setting on in AR Static F/M.

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

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

MISC CSH" as the document number.

From the Check History - Line Detail window, if the highlighted document has not been deleted (through Document Removal Register or End of Period Update), indicated with a "Delet" status, you can click the Doc Detail button to

see the AR transactions for that document or the **SO Doc Inq** button to displays the Past Invoice window of SO Doc Inquiry. With regard to the AR transaction option, if the line has an "Open" status, the AR transactions display from the AROPEN/ARTRAN tables (as seen in the line detail window of the Open Docs view of AR Customer Inquiry). If the line has a "Past" status, the AR transactions display from the ARPDOC/ARPDTR tables (as seen in the line detail window of Paid Doc History view). This option is not be available for OA or misc cash lines. You only have the option to pull up SO Doc Inquiry if the document highlighted was created in SO rather than in AR Invoice Entry.

Document Processing Notes

In the Cash Receipts and Adjustment Entry program, enter check header information, such as check number and check amount for a specific customer. You can enter transactions on existing AROPEN records, create miscellaneous cash entries, or create on-account entries. The Cash Receipts and Adjustment Register will create records in the new check history files, ARCHKH and ARCHKL. If duplicate check numbers are entered, they are treated as separate check entries and new records are created. The new records are available from these files in the Check History view of AR Customer Inquiry.

Equipment   Displays equipment information used by the Service and Repair module. This is an optional, add-on module.

Rental   Displays equipment information used by the Equipment Rental module. This is an optional, add-on module.

Notes   Displays all notes recorded on this customer.

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

RM Contacts Displays contact information from the optional Relationship Management module if it has been purchased for your FACTS system.

RM Profile   Displays profile information from the optional Relationship Management module if it has been purchased for your FACTS system

Document Inquiry (ARI620)

Function

This program allows the user to display all pertinent information about any document in the open documents file.

Inquiry information may be displayed in document number order or in customer order. Information includes document number, type, register number, branch, memo, entry date and period, due date, discount due date, original amount and discount amount, current amount and discount amount, customer number, name, city, state and zip, ship-to number, name, city, state and zip, and all transaction information. The detailed transaction information includes transaction date, period, register number, payment amount, discount amount, adjustment amount and memo.

User Fields

The following fields are involved in displaying Document Inquiry information:

1. Enter document number

Enter the document number to be displayed. Only valid, open document numbers are accepted. Press Enter (CR) to default to the next document in numerical order. F2 brings up the next document for the currently displayed customer.
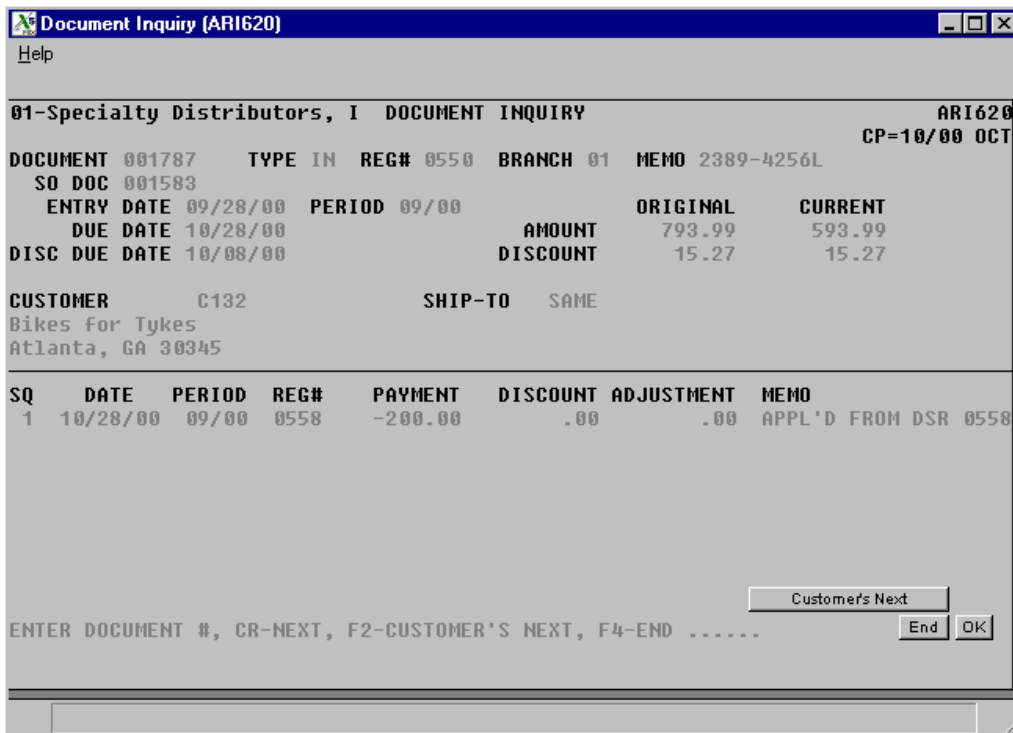
CHAPTER 8

Reports & Prints

All Accounts Receivable reports have the option of printing in customer number, alphabetic, salesperson/territory or customer class order. In addition to the order, the user may choose the range to print. For example, if the order chosen is customer number, the beginning and ending customer number is asked for.

1. The Open Receivables Report prints a list of open documents, zero balance documents or both. The options are to print in summary (customer and their balance), detail (customer and information on each invoice for the customer), or detail with transactions (customer and invoice and all transactions against that invoice). Branches may also be selected.

2. The Aged Trial Balance prints a report of all open documents in aging columns as of a specified aging date. (Aging columns are determined by the user.) The report may be printed in summary (customer and balance), detail (customer and information on each invoice due by the customer), and detail with transactions (customer and invoice and all transactions against that invoice). Branches may also be selected.

3. The Sales History Report prints various sales history and/or gross margin information from the customer's history. The user may select MTD, YTD and/or PYR information and determine a minimum to print. Branches may also be selected.

4. The Salesperson/Territory Sales Report prints various sales history and/or gross margin information from the salesperson/territory's history. The user may select MTD, YTD and/or PYR information and determine a minimum to print. Branches may also be selected.

5. The Payment History Report prints various payment history information from the customers' payment history in three accumulation periods. Branches may also be selected.

6. The Inactive Customer Listing prints a list of all customers who have been inactive as of a date that you specify. Sales history figures may be included in the report. This report will not update any files but may be

useful in allowing the user to delete inactive customers. Branches may also be selected.

7. The Customer Listing prints a report of general information, code information or sales information on the customers. The customer's address, phone number, contact information and/or message may print on either report. In addition to the standard sort order choice, the user may select a beginning and ending code to print (terms code, tax code, GL posting tables, geography code, statement code). Branches may also be selected.

8. The Customer Ledgercards Report prints a list of the transaction types chosen which have affected the customer's balance. Branches may also be selected.

9. The Label Print program prints up to 99 labels per customer and may be sorted by zip code. The user may choose to print for active or inactive customers and branches may also be selected.

10. The Rolodex Customer Card Print program prints up to 99 cards per customer and may be sorted alphabetically. The user may choose to print for active or inactive customers and branches may also be selected.

11. The Ship-To Report prints customers and all their different ship-to addresses. (The billing address is not included.) Temporary ship-to's may be printed and branches may also be selected.

12. The Ship-To Label Print program prints up to 99 labels per ship-to selected by the customer. Customer or contacts may be included.

13. The Customer Balancing Register is only run when the customer's balance does not agree with the open invoices for that customer (i.e., very unlikely - if there was a power failure in the middle of an update, etc.). The register prints all out-of-balance customers. The optional update will correct each customer's balance and the total AR balance.

14. The AR Code List prints a list of the various AR codes including customer classes, salespeople, regions, terms codes, tax codes, GL posting tables, adjustment codes, and customer price classes.
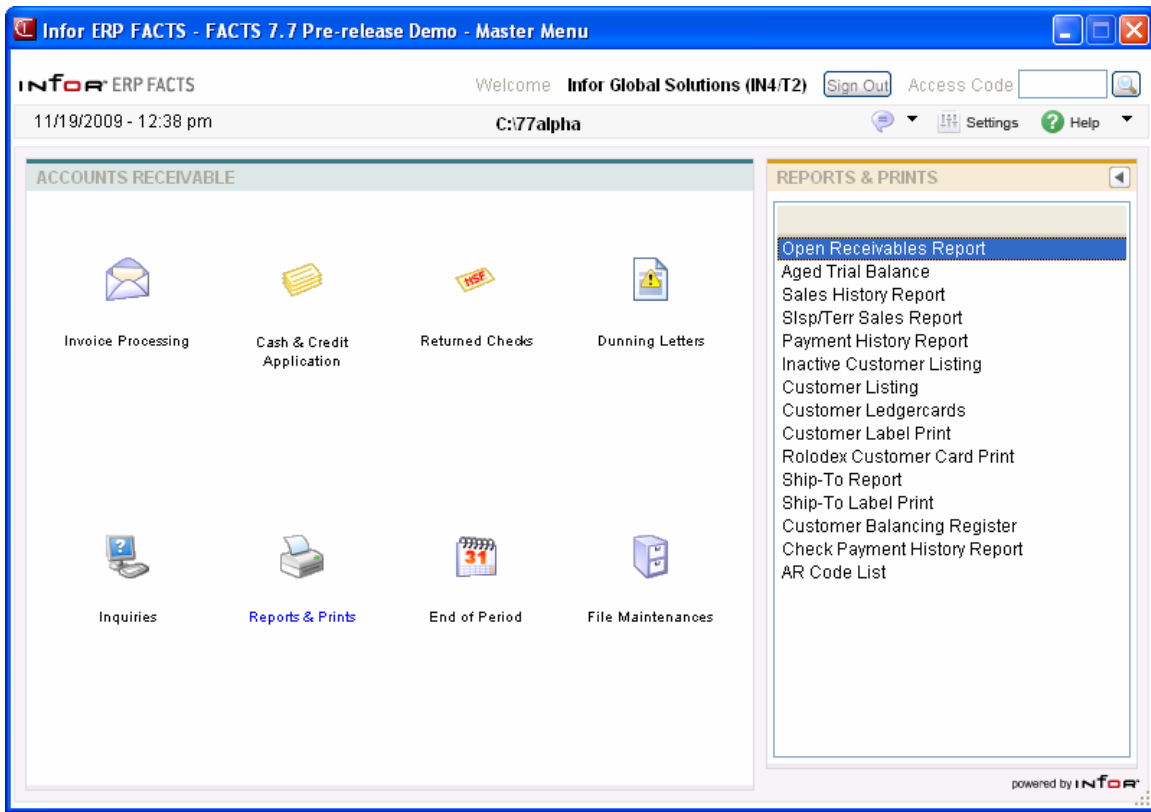
Open Receivables Report (ARR710)

Function

This program allows the user to print an Open Receivables Report from the information stored in the open documents file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Select the branch to print.
- Select the document type (on-account, invoices, service charge, credit memos and/or returned checks.
- Include all, open or zero balance documents.
- Print next period documents and transactions.
- Print summary, detail, or detail with transaction information.

Report information includes the following:

- ·Summary mode prints the indicator, *Over Credit Limit of [dollar value]*, when a customer is over their credit limit. The Over Credit Limit of [dollar value] indicator prints after or in the same position as the Returns Pending Credit indicator. The open documents balance also prints since it is included in the credit limit equation.

- ·Detail: All open documents for each customer. Printed information consists of document number, disputed invoice marker, over credit limit indicator, type, entry period, entry date, original amount, original discount amount, transaction total amount and current balance.

- Detail with transactions: Everything in the detail report plus the date, register number, payment amount, discount amount, and adjustment amount of each transaction of each document.

  Returns Pending Credit prints underneath the customer's name if there are open customer returns documents for the customer listed on the report.

The total number of customers listed is also included along with customer and report totals.

User Fields

The following fields are involved in printing the Open Receivables Report:

1. Select the **order** in to print the report. The options are Customer, Alpha, Salesperson/Territory and Customer Class (**K**).
2. Select the **beginning order choice** to print. For instance, if you set the report to print in Customer order, select the first customer that should appear. Press **F1** or
   to default to FIRST. Press **F2** or 🔍 to search by customers, salespeople and classes.

3. Select the **ending order choice** to print. For instance, if you set the report to print in Customer order, select the last customer that should appear. Press **F1** or ▶| to default to LAST. Press **F2** or 🔍 to search by customers, salespeople and classes.

4. Select which **branches** to include. The entry must be a valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

5. Enter, side by side, the **document types** to include on the report. The options are **OA**-on account, **IN**-invoices, **SC**-service charges, **CM**-credit memos, and/or **RC**-returned check document types. Press **F1** or 🌐 to default to ALL.

6. Enter whether to include **A**ll documents, **O**nly open documents or **Z**ero balance documents. The program defaults to ALL **balances**.

7. Include next period documents and transactions on the report by selecting the **Next Period** checkbox or omit them by not selecting **Next Period.** The program defaults to selected.

8. Indicate whether to check if the customer is over their credit limit by selecting the **Credit Limit Check** checkbox, or leave it unselected to skip the credit limit check.

9. Select the **Disputed Only** checkbox to run the report for disputed invoices only.

10. Select the report's **scope**. Enter **S**ummary, **D**etail or detail with **T**ransaction information. The program defaults to S.

11. Select **OK** or press **Enter (CR)** to run the report.

Aged Trial Balance (ARR715)

Function

This program allows the user to print an Aged Trial Balance from the information stored in the open documents file.

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

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Select branch to print.
- Select the aging date.
- Print next period documents and transactions.
- Print delinquents only.
- Print contact and phone information.
- Print year-to-date and prior year sales figures.
- Print summary, detail or detail with transaction information.

Report information includes the following:

- Summary: for each customer the customer number, name, last payment date, last sale date, customer balance and the total amount due in each aging column.

  In Summary mode, the "Over Credit Limit of " indicator, the credit limit, and the customer balance and transactions prints on the Aged Trial Balance Report when a new customer is encountered. The open documents balance is also included. If the report is printing over credit limit only, this will be indicated at the top of the first page.

  In Summary mode, the "Over Credit Limit of " indicator, the credit limit, and the customer balance and transactions prints on the Aged Trial Balance Report when a new customer is encountered. The open documents balance is also included. If the report is printing over credit limit only, this will be indicated at the top of the first page.

- Detail: all open documents for each customer. Printed information consists of document number, type, entry date, due date, current amount and amount in the appropriate aging column. Also included is a report total.
- Detail with transactions: everything in the detail report plus the original amount, transaction date, type and amount and customer total for all transactions.

> *Returns Pending Credit* prints underneath the customer's name if there are open customer returns documents for the customer listed on the report.

The total number of customers listed is also included along with customer and report totals.

FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). To access the FACTS Report Formatter, select Custom Report Layout→ Customize Report from the menu bar.

User Fields

1. Select the **order** in which to print the report. The options are **C**ustomer, **A**lpha, **S**alesperson/Territory and Customer Class (**K**).

2. Select the **Over Credit Limit Only** checkbox to run the report for customer that are over their credit limit only.

3. Select the **beginning order choice** to print. For instance, if you set the report to print in Customer order, select the first customer that should appear. Press **F1** or [icon] to default to FIRST. Press **F2** or [icon] to search of customers, salespeople and classes.

4. Select the **ending order choice** to print. For instance, if you set the report to print in Customer order, select the last customer that should appear. Press **F1** or [icon] to default to LAST. Press **F2** or [icon] to search of customers, salespeople and classes.

5. Select which **branches** to include. The entry must be a valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or [icon] to default to ALL. Press **F2** or [icon] to search.

6. Enter the date upon which **aging** will be based. Press **F1** or [icon] to default to the system date.

7. Indicate whether or not to include **Next Period** documents and transactions. The program defaults to selected.

8. Indicate whether or not to include **Delinquents Only** on the report. The program defaults to unselected.

9. If you selected the **Delinquents Only** checkbox, enter the number of days a document must be past due in order for it to appear on this report (0-999). The program defaults to 10.

10. Indicate whether to include **Credits** on the report. The program defaults to selected.

11. Select the **Disputed Only** checkbox to run the report for disputed invoices only.

12. Indicate whether to check if the customer is over their credit limit by selecting the **Credit Limit Check** prompt, or leave unselected to skip the credit limit check.

13. Enter whether to include **C**ontact information and/or **S**ales figures. The program defaults to NONE.

14. Select the document's scope. Options are **S**ummary, **D**etail or detail with **T**ransaction information. Press Enter (CR) to default to S.

15. Select **OK** or press Enter (CR) to run the report.

Sales History Report (ARR720)

Function

This program allows the user to print customer sales history using the information stored in the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Select branch(es) to print.
- Print month-to-date, year-to-date or prior year figures.
- Print sales, cost, gross margin and/or gross margin percent (%).
- Select the cutoff to print.

The information for this report is stored in the customer file. The information is updated by the SO Daily Sales Register and AR Sales Register updates.

Report information includes the following: customer number and name, sales, cost, gross margin and/or gross margin percent (%) for month-to-date, year-to-date and prior year. Report totals are included for each of these figures. The total number of customers printed is also included.

User Fields

The following fields are involved in printing the Sales History Report:

1. Select the **order** in which you would like the report to appear. The options are Customer, Alpha, Salesperson/Territory and Customer Class (**K**).

2. Select the **beginning order choice** to print. For instance, if you set the report to print in Customer order, select the first customer that should appear. Press **F1** or [icon] to default to FIRST. Press **F2** or [icon] to search of customers, salespeople and classes.

3. Select the **ending order choice** to print. For instance, if you set the report to print in Customer order, select the last customer that should appear. Press **F1** or [icon] to default to LAST. Press **F2** or [icon] to search of customers, salespeople and classes.

4. Select which **branches** to include. The entry must be a valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or [icon] to default to ALL. Press **F2** or [icon] to search.

5. Select the **time periods** to include: **M**onth-to-date, **Y**ear-to-date and/or **P**rior year. Press **F1** or [icon] to default to ALL.

6. Select the types of **figures** to include. The options are **S**ales, **C**ost, **G**ross margin and/or gross margin **P**ercent (%). Press **F1** or [icon] to default to ALL.

7. Indicate whether or not to use a cutoff based on the figures you selected. The default is **N**o cutoff. You can also cutoff customers **A**bove or **B**elow the figures

selected. If you indicate a cutoff, you also need to indicate the amount in the next field.

Note that if you do not select a cutoff, the report will include all sales figures for the selection you are printing. For example, if you set the report to print in customer order and select no cutoff, all zero balance customers (i.e., those never sold to) print on the report. The program defaults to unselected and skips to the end of the fields.

8. If you indicated a cutoff, enter the cutoff **amount**. The basis of the cutoff is the first *figure* and the type of *cutoff* you selected (above or below). For example, if the figures chosen were SCP, the cutoff was set to **B**elow and the amount was $500, then customers with sales figures below $500 (for the time period chosen) do not print.

    If you selected *No Cutoff*, the program skips this field.

9. Select **OK** or press Enter (CR) to run the report.

Slsp/Terr Sales Report (ARR725)

Function

This program allows the user to print a Salesperson/Territory Sales Report from the information stored in the salesperson/territory file.

The user has the option to:

- Select the print order - salesperson/territory or region.
- Select the beginning and ending order choice.
- Select branch to print.
- Print month-to-date, year-to-date or prior year figures.
- Print sales, cost, gross margin and/or gross margin percent (%).
- Select the cutoff to print.

The information for this report is stored in the salesperson/territory file. The information is updated by the SO Daily Sales Register and the AR Sales Register updates.

Report information includes the following: salesperson/territory, sales, cost, gross margin and/or gross margin percent (%) for month-to-date, year-to-date, and prior year. Report totals are included for each of these figures. The total number of salesperson/territories printed is also included.

User Fields

The following fields are involved in printing the Salesperson/Territory Report:

1. Enter the order in which to print the report information. Options are **S**alesperson/territory or **R**egion order. The program defaults to S.

2. Select the **beginning order choice** to print. For instance, if you set the report to print in Region order, select the first region that should appear. Press **F1** or to default to FIRST. Press **F2** or to search

3. Select the **ending order choice** to print. For instance, if you set the report to print in Region order, select the last region that should appear. Press **F1** or to default to LAST. Press **F2** or to search.

4. Select which **branches** to include. The entry must be a valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or to default to ALL. Press **F2** or to search.

5. Select the **time periods** to include: **M**onth-to-date, **Y**ear-to-date and/or **P**rior year. Press **F1** or to default to ALL.

6. Select the types of **figures** to include. The options are **S**ales, **C**ost, **G**ross margin and/or gross margin **P**ercent (%). Press **F1** or to default to ALL.

7. Select whether or not to use a cutoff based on the figures you selected. The default is **N**o cutoff. You can also cutoff customers **A**bove or **B**elow the figures selected. If you indicate a cutoff, you also need to indicate the amount in the next field.

Note that if you do not select a cutoff, the report will include all sales figures for the selection you are printing. For example, if you set the report to print in region order and select no cutoff, all zero balance regions (i.e., those in which no sales were made) print on the report. The defaults to N and skips to the end of the report fields.

8. If you indicated a cutoff, enter the cutoff **amount**. The basis of the cutoff is the first *figure* and the type of *cutoff* you selected (above or below). For example, if the figures chosen were SCP, the cutoff was set to **B**elow and the amount was $500, then regions with sales figures below $500 (for the time period chosen) do not print.

   If you selected *No Cutoff,* the program skips this field.

9. Select **OK** or press Enter (CR) to run the report.

Payment History Report (ARR730)

Function

This program allows the user to print a report of payment history using the information stored in the payment history file.

The payment history control record determines the format of information on the Payment History Report.

The Document Removal Register updates each customer's payment history and thereby makes information available for printing on this report. The report information may also be affected by using the customer's Payment History F/M.

Report information includes the following: customer number, customer name, customer class, salesperson/territory, last sale date, last payment date, date the account opened, current AR balance, and total dollars or invoices paid and average number of days over due date or invoice date for three accumulation periods. The total number of customers listed is also included.
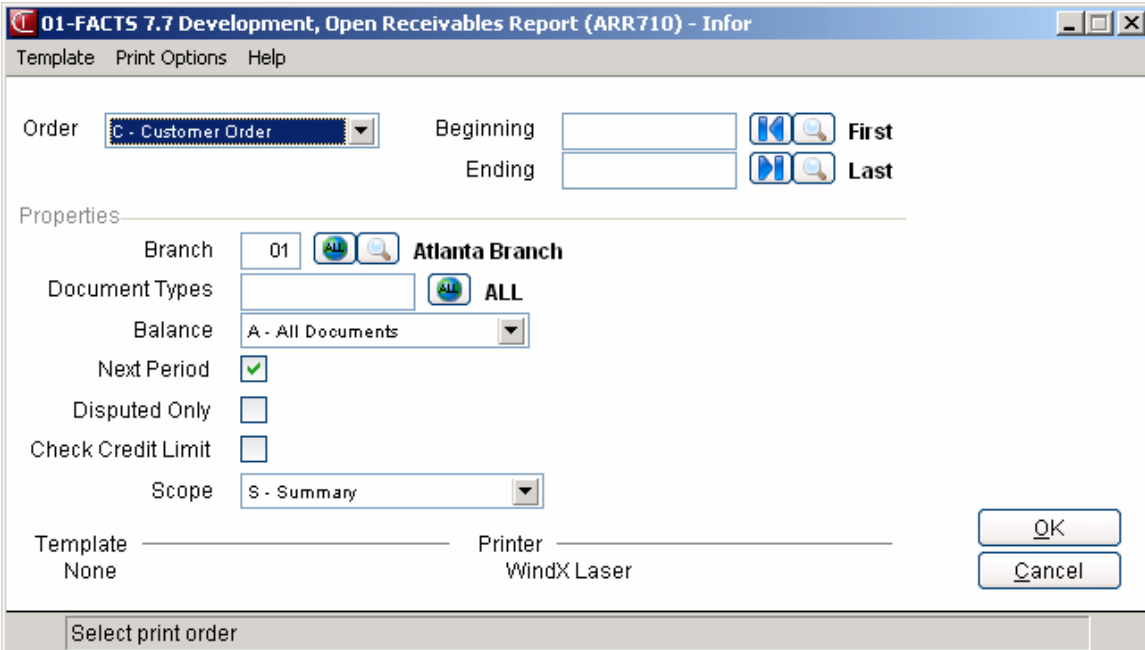
User Fields

The following fields are involved in printing the Payment History Report:

1. Enter the order in which to print the report information. Options are **C**ustomer, **A**lpha, **S**alesperson/territory and Customer Class (**K**) order. The program defaults to C.

2. Select the **beginning order choice** to print. For instance, if you set the report to print in Customer order, select the first customer that should appear. Press **F1** or to default to FIRST. Press **F2** or to search of customers, salespeople and classes.

3. Select the **ending order choice** to print. For instance, if you set the report to print in Customer order, select the last customer that should appear. Press **F1** or to default to LAST. Press **F2** or to search of customers, salespeople and classes.

4. Enter the **branch** or branches that you want to include. The branch or branches you enter must be valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or to default to ALL. Press **F2** or to search.

5. Select the **Scope** for the report. You can select from Summary for a cumulative period accumulation or Detail to print individual period information.

6. Select **OK** or press Enter (CR) to run the report.

Inactive Customer Listing (ARR735)

Function

This program allows the user to print a listing of customers who have been inactive (have not purchased any goods) since a specified date using information stored in the by customer file. This report can be used as a guideline for users to determine which customers are inactive and should be removed from the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order choice.
- Select branch(es) to print.
- Print year-to-date and prior year sales history.
- Select the cutoff (inactive) date.

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

Report information includes the following: customer number, customer name, customer class, salesperson/territory, last sale date, last payment date, date account was opened, date when highest AR balance occurred, highest AR balance, current balance, and year-to-date and prior year sales figures. The total number of inactive customers listed is also included.

User Fields

The following fields are involved in printing an Inactive Customer Listing:

1. Enter the order in which to print the report information. Options are **C**ustomer, **A**lpha, **S**alesperson/territory and Customer Class (**K**). The program defaults to C.

2. Select the **beginning order choice** to print. For instance, if you set the report to print in Customer order, select the first customer that should appear. Press **F1** or to default to FIRST. Press **F2** or to search of customers, salespeople and classes.

3. Select the **ending order choice** to print. For instance, if you set the report to print in Customer order, select the last customer that should appear. Press **F1** or to default to LAST. Press **F2** or to search of customers, salespeople and classes.

4. Enter the **branch** or branches that you want to include. The branch or branches you enter must be valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or to default to ALL. Press **F2** or to search.

5. Indicate whether or not to include year-to-date and prior year **sales history**. The program defaults to unselected.
6. Enter the last sale **cutoff date**. Customers with last activity dates prior to this date will be considered inactive. Press **F1** or 🗓 to default to the system date.
7. Select **OK** or press Enter (CR) to run the report.

Customer Listing (ARR740)

Function

This program allows the user to print a Customer Listing of general or sales information using the information stored in the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order choice.
- Select branch to print.
- Select a certain code to print (terms, tax, geography, GL posting table or statement).
- Select the beginning and ending code to print.
- Print general, sales or code information.
- Print address, phone, contact, and/or message information.
- Print active, inactive or all customers.
- Skip up to 9 lines between customers.

Report information includes the following:

- General: Customer number, name and address, phone numbers, contacts, message, alpha, commission %, invoice discount %, ship via, zone, price level, if backorders are allowed, if purchase order numbers are required, if payment history is stored, if SO past sales history is stored, if SO past invoice history is stored, if customer receives dunning letters, last dunning letter sent and if ledgercards are used.
- Sales: Customer number, name and address, phone numbers, contacts, message, ship-to, credit limit, current AR balance, last sale date, last payment date, date account opened, highest balance date, highest balance amount, if customer is on hold, last dunning letter date sent and number of dunning letters. An asterisk (*) indicates if customers are over their credit limit.
- Code: Customer number, name and address, phone numbers, contacts, message, customer class, salesperson/territory, terms code, tax code, rate and exempt number, GL posting table, branch, geography code and statement code.

The total number of customers listed is also included.

FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). For Customer Listing, you can select Template→Select from the menu bar to associate a system template with

multiple outputs to Notepad® or your report Viewer. To access the FACTS Report Formatter, select Custom Report Layout→ Customize Report from the menu bar.

User Fields

The following fields are involved in printing the Customer Listing:

1. Enter the order in which to print the report information. Options are **C**ustomer, **A**lpha, **S**alesperson/territory and Customer Class (**K**). The program defaults to C.

2. Select the **beginning order choice** to print. For instance, if you set the report to print in Alpha order, select the first alpha that should appear. Press **F1** or ![icon] to default to FIRST. Press **F2** or ![icon] to search of customers, salespeople and classes.

3. Select the **ending order choice** to print. For instance, if you set the report to print in Alpha order, select the last alpha that should appear. Press **F1** or ![icon] to default to LAST. Press **F2** or ![icon] to search of customers, salespeople and classes.

4. Enter the **branch** or branches that you want to include. The branch or branches you enter must be valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or ![icon] to default to ALL. Press **F2** or ![icon] to search.

5. Select a **code** to include (optional). The options are **T**erms code, ta**X** code, **GL** posting table, **G**eography or **S**tatement code. The program defaults to unselected**o code** range and skips to the **information** field.

6. If you chose a code, select the **beginning code** to print. For instance, if you chose to print the geography code, select the first geographical code that should appear on the report. Press **F1** or ![icon] to default to FIRST. If you selected *no code* in the previous prompt, this prompt becomes disabled. Press **F2** or ![icon] to search.

7. If you chose a code, select the **ending code** to print. For example, if you chose to print the geography code, select the last geographical code that should appear. Press **F1** or ![icon] to default to LAST. If you selected *no code* in the **code** field, this prompt becomes disabled. Press **F2** or ![icon] to search.

8. Select which customer **status** to print: **A**ctive, **I**nactive or All. The program defaults to ALL.

9. Select which type of **information** to print on the report: **G**eneral, **S**ales or **C**ode information. The program defaults to G.

10. Enter whether to **include A**ddress, **P**hone, **C**ontact, **N**otes, and/or **M**essage information on the report. The program defaults to NONE.

11. If you selected to include notes, select the Urgent option to print only urgent notes for the specified customers.

12. In the Category field, enter the specific categories of notes to print. You can select ![icon] to print all categories of notes or the ![icon] icon to search for categories.

    Tip: If you choose only the Notes option from the Include prompt, only customers that have notes in the specified Category will print. If the Notes option and any other option (such as Contact) are chosen, all customers will print.

13. If you chose to print notes you can do by dates, enter the **Beginning Date** and **Ending Date** to print by.

14. Select **OK** or press Enter (CR) to run the report.

Customer Ledgercards (ARR750)

Function

This program allows the user to print Customer Ledgercards. The user has the option to:

- Select the print order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order choice.
- Print a date range.
- Select the transaction types to print (beginning balance, Cash Receipts & Adjustments, AR Sales, SO Sales, credit memo, technical support invoices, service charge, returned check, customer balancing).

Report information includes the following: customer, name, date, transaction (register type), debit amount, credit amount, balance, document number and register number. The total number of customers listed is also included.

User Fields

The following fields are involved in printing the Customer Ledgercards:

1. Enter the order in which to print the report information. Options are **C**ustomer, **A**lpha, **S**alesperson/territory and Customer Class (**K**). The program defaults to C.

2. Select the **beginning order choice** to print. For instance, if you set the report to print in Alpha order, select the first alpha that should appear. Press **F1** or to default to FIRST. Press **F2** or to search of customers, salespeople and classes.

3. Select the **ending order choice** to print. For instance, if you set the report to print in Alpha order, select the last alpha that should appear. Press **F1** or to default to LAST. Press **F2** or to search of customers, salespeople and classes.

4. Enter the **branch** or branches that you want to include. The branch or branches you enter must be valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or to default to ALL. Press **F2** or to search.

5. Select the **date order**, that is **N**ewest date to oldest date or **O**ldest date to newest date. The program defaults to unselected.

6. Enter the **beginning ledgercard date** to print. Press **F1** or to default to FIRST.

7. Enter the **ending ledgercard date** to print. Press **F1** or to default to LAST.

8. Enter each of the transaction or register **types** that should appear on the report. The options are **B**eginning balance, **C**ash Receipts & Adjustments Register, **A**R Sales Register, S**O** Daily Sales Register (also includes ER Daily Rental Register), **T**S Invoice Register, **S**ervice Charge Register, **R**eturned Check Register or **X**-Customer Balancing Register transaction types. Press **F1** or to default to ALL.

9. Select **OK** or press Enter (CR) to run the report.

Customer Label Print (ARP710)

Function

This program allows the user to print labels by zip code from the information stored in the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Print the labels in zip code order.
- Print contact #1, contact #2 or customer number.
- Print up to 99 labels for each customer.
- Print active, inactive or all customers.
- Select branch to print.

Label information includes the following: customer name, address, city, state, zip code, and either contacts #1 or #2, or the customer number, or neither contact nor customer numbers. The program prints on 11-1/2 by 15 inch paper and prints four (4) labels across. For more information on the size of the labels, see the forms section of the Installation Guide.

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

User Fields

The following fields are involved in printing the labels:

1. Enter the order in which to print the report information. Options are **C**ustomer, **A**lpha, **S**alesperson/territory, Customer Class (**K**) and **Z**ip Code order. The program defaults to C.
2. Select the **beginning order choice** to print. For instance, if you set the report to print in Alpha order, select the first alpha that should appear. Press **F1** to default FIRST. Press **F2** or 🔍 to search of customers, salespeople and classes.
3. Select the **ending order choice** to print. For instance, if you set the report to print in Alpha order, select the last alpha that should appear. Press **F1** or ▶❙ to default to LAST. Press **F2** or 🔍 to search of customers, salespeople and classes.
4. Indicate whether or not you want the report sorted by Zip Code. The program defaults to unselected; if you selected Zip Code order in the first field, the program skips this field.
5. Indicate whether to print **C**ustomer code, contact **#1** or contact **#2** on all labels. The program defaults to NONE.
6. Enter the **number of labels** to print per customer (1-99). The program defaults to 1.
7. Indicate whether to print labels **A**ctive or **I**nactive or ALL customers. The program defaults to ALL.

8. Enter the **branch** number to print. The entry must be a valid branch. The program defaults to the branch assigned to the terminal in Terminal F/M. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search.

9. Select **OK** or press Enter (CR) to run the report.

Rolodex Customer Card Print (ARP720)

Function

This program allows the user to print customer Rolodex cards from the information stored in the customer file.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory, or customer class.
- Select the beginning and ending order choice.
- Select branch to print.
- Print by alpha (if print order other than alpha).
- Print up to 99 cards for each customer.
- Select status to print - active and/or inactive.

Rolodex card information includes the following: customer number, name, address, phone number, contact #1 and #2, customer class code, and salesperson/territory code. For information on the size of the forms, please see the forms section in the Installation Guide.

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

User Fields

The following fields are involved in printing the Rolodex cards:

1. Enter the **order** in which to print the report information. Options are **C**ustomer, **A**lpha, **S**alesperson/territory and Customer Class (**K**). The program defaults to C.

2. Select the **beginning order choice** to print. For instance, if you set the report to print in Customer order, select the first customer that should appear. Press **F1** or to default to FIRST. Press **F2** or to search of customers, salespeople and classes.

3. Select the **ending order choice** to print. For instance, if you set the report to print in Customer order, select the last customer that should appear. Press **F1** to default LAST. Press **F2** or to search of customers, salespeople and classes.

4. Enter the **branch** or branches that you want to include. The branch or branches you enter must be valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or to default to ALL. Press **F2** or to search.

5. If you selected an order other than **alpha** in the first field, leave unselected or **Y** to indicate whether to sort customers alphabetically within the print order. If tiy selected alpha in the first field, the program skips this field. The program defaults to unselected.

6. Enter the **number of cards** to print for each customer (1-99). The program defaults to 1.

7. Indicate the customer statuses that you want to include. The options are **A**ctive or
    Inactive customers on the report. The program defaults to ALL.

8. Select **OK** or press Enter (CR) to run the report.

Ship-To Report (ARR745)

Function

This program allows the user to print a report of customers with ship-to addresses in the AR ship-to file.

Information in this report is originally entered through the Ship-To F/M program. Temporary addresses are from the open documents in Sales Orders.

The user has the option to:

- Select the print order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order choice.
- Select branch to print.
- Print address, phone and/or contact information.
- Print temporary ship-to numbers.
- Skip up to 9 lines between customers.

Report information includes the following: customer number and name, customer class, salesperson/territory, and each corresponding ship-to number, customer name and address, phone #1, contacts, route, zone, salesperson/territory, tax code and rate and ship via. The total number of customers listed is also included.

FACTS Report Formatter and Multiple Output Options

This report has access to the FACTS Report Formatter and Multiple Output options. The Multiple Output option allows you to print to more than one output for each instance of a report. For example, a report can print to Excel, the viewer, and to a printer all in one print run. To access the multiple output feature simply choose the Multiple option from the Print Options screen. The FACTS Report Formatter allows users to expand reporting capabilities beyond defining a printer (in Printer F/M). To access the FACTS Report Formatter, select Custom Report Layout➔ Customize Report from the menu bar.

User Fields

The following fields are involved in printing the Ship-To Report:

1. Enter the **order** in which to print the report information. Options are **C**ustomer, **A**lpha, **S**alesperson/territory and Customer Class (**K**). The program defaults to C.
2. Select the **beginning order choice** to print. For instance, if you set the report to print in Customer order, select the first customer that should appear. Press **F1** or to default to FIRST. Press **F2** or to search of customers, salespeople and classes.
3. Select the **ending order choice** to print. For instance, if you set the report to print in Customer order, select the last customer that should appear. Press **F1** or to default to LAST. Press **F2** or to search of customers, salespeople and classes.

4. Enter the **branch** or branches that you want to include. The branch or branches you enter must be valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or 🔵 to default to ALL. Press **F2** or 🔍 to search of customers, salespeople and classes.

5. Select which type of **information** to print on the report: **A**ddress, **P**hone and/or Contact **information**. Press **F1** to default to NONE.

6. Indicate whether you want to include temporary ship-to addresses. The program defaults to unselected.

7. Enter the number of lines to **skip** between ship-to addresses on the report (0-9). The program defaults to 0.

8. Select **OK** or press Enter (CR) to run the report.

Customer Ship-To Label Print (ARP730)

Function

This program allows the user to print labels for ship-to addresses from the ship-to file.

The user has the option to:

- Select the customer number(s).
- Select the ship-to number(s).
- Print contact #1, contact #2, or customer number.
- Print up to 99 labels for each ship-to.

Label information includes the following: ship-to name, address, city, state, zip code and either contacts #1 or #2, or the customer number, or neither contact nor customer numbers. The program prints on 11-1/2 x 15 inch paper and prints four (4) labels across.

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

User Fields

The following fields are involved in printing customer ship-to labels:

1. Customer Number

Enter the customer number for whom ship-to labels should be printed. The entry must be a valid customer number.

2. Ship-To

Enter the ship-to number. The entry must be a valid ship-to number for the customer. Pressing Enter (CR) defaults to SAME.

After a valid ship-to number is entered, the program returns to the customer number field. The user may enter customer number and the program proceeds to the ship-to field #2. F2 ends entries of customer ship-to numbers. When the user selects F2, the remaining fields may be entered.

3. Contact/Customer Number

Enter whether to print on all labels **C**ustomer number, contact **#1** or contact **#2**. Pressing Enter (CR) defaults to NONE.

4. Number of Labels

Enter the number of labels to print per customer (1-99). Pressing Enter (CR) defaults to 1.

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Customer Balancing Register (ARR780)

Function

This program allows the user to print out-of-balance customers and update the balance in the customer file to equal the balance in the open documents file. (A register is printed of all customers whose balance is not equal to the total amount of their open documents.) The optional update will reset the customers balances and the company AR balance.

This program is used in the unlikely event of customers becoming out of balance. If the report is updated, the printout should be kept for future tracking of the AR balance. If an out of balance condition is corrected by this register, a manual General Ledger journal entry may be required.

Report information includes: customer number, customer name, new balance (the calculated sum of open documents), current balance and the difference.

User Fields

The following fields are involved in running the Customer Balancing Register:

1. Print Register

Indicate whether to print the Customer Balancing Register. Pressing Enter (CR) defaults to selected.

Upon completion of the Customer Balancing Register the user has the option of updating the customer files to balance with the open documents file.

2. OK to Update

Indicate whether to update the customer balances. Pressing OK defaults to unselected.
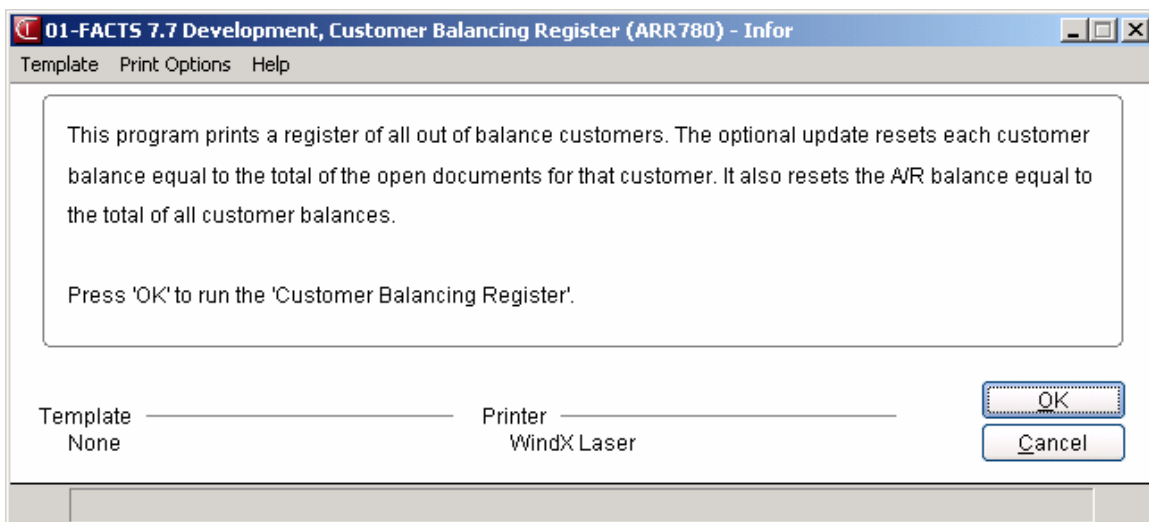
Check History Report (ARR760)

Use the Check Payment History Report to print accounts receivable document information by check number for the specified customers.   The report includes document status, original amount, document date, transaction date, and the payment, discount, and adjustment receipt register amounts.

Access this program by choosing Accounts Receivable→Reports & Prints→Check Payment History Report.

To print Check History:

1.   Enter the **customer number** for the check payment history. Press **F2** or the icon to search. Press **F1** or the icon to default to ALL.

2.   Select the print **Order**. You can select from C-check number or D-check date order.

3.   Enter the first check number or date that you want to appear on the listing. Press Enter (CR) or the icon to default to FIRST.

4.   Select the last check number or date that you want to appear on the listing. Press Enter (CR) or the icon to default to LAST.

5.   Press Enter (CR) to run the report.

AR Code List (ARR790)

Function

This program allows the user to print a listing of each of the following accounts receivable codes:

- Customer class
- Salesperson/territory
- Region
- Terms code
- Tax code
- General ledger posting table
- Adjustment code
- Customer price class

Each code above is entered into its own file maintenance program and most are used in the customer file. The adjustment code is used for Cash Receipts.

The user has the option to:

- Select the code to print.
- Select the beginning and ending code.

Report information includes each code and the information stored with the code. The total number of codes listed is also included.

User Fields

The following fields are involved in printing the AR Code List:

1. Enter the **number** corresponding to the type of code that you want to print (1-8).

2. Select the first code that you want to appear on the listing. Press **F1** or 🔵 to default to FIRST.

3. Select the last code that you want to appear on the listing. Press **F1** or 🔵 to default to LAST.

4. Press Enter (CR) to run the report.
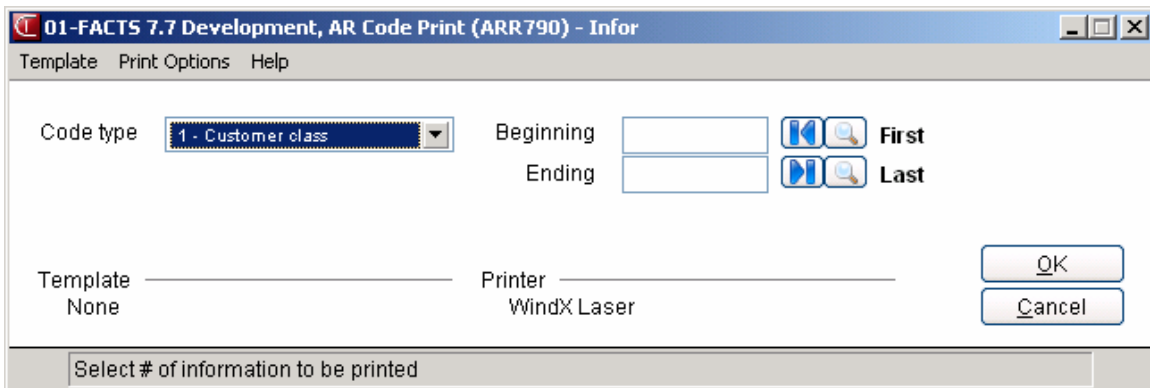
CHAPTER 9

End of Period

The end-of-period menu contains programs, which should be run at the end of each accounts receivable period to close it correctly.

The Service Charge Register (optional) will calculate service charges and post them to customer accounts. The Statement Print (optional) program will print statements for selected customers. The Sales Tax Register gives a list of each tax code including each invoice with the sales tax generated by that tax code. The Register History Report gives you a list of all registers run which updated the accounts receivable balance for the period. The Document Removal Register gives you a list of all zero balance documents (open receivables paid down to zero). All of the registers listed contain optional updates, which should be run to clear the files to start a new period. The Customer Ledgercard Removal program removes ledgercards by customer, salesperson/territory or customer class. The End-of-Period Update will close the current accounts receivable period by rolling period-to-date figures to zero and incrementing the current period by one.
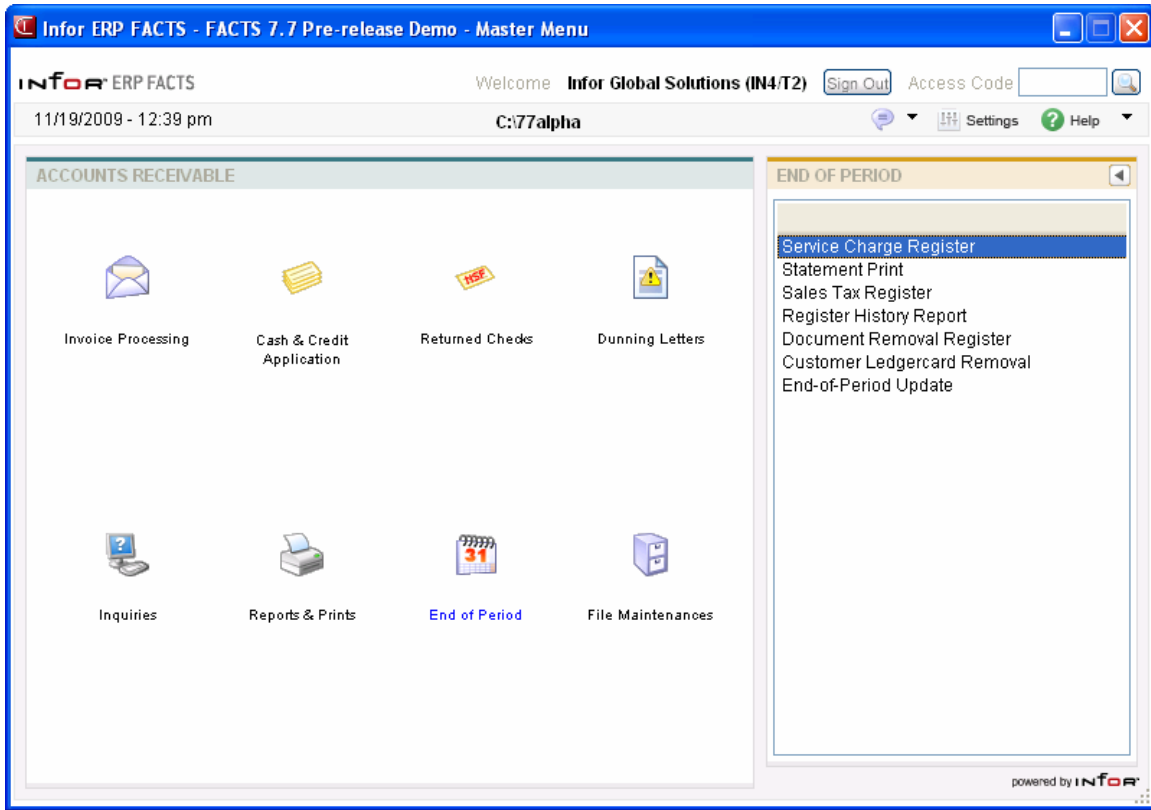
Service Charge Register (ARR810)

Function

This program allows the user to run a register to generate and print service charges based on the information in the service charge control record. The optional update posts the service charges to the customer accounts in the open documents file. A document is created and assigned SC and four digits (example SC0079).

It is suggested the register (if used) be printed as part of the end-of-period procedures.

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

Report information includes the following: customer number and name, and number of grace days allowed before charging service charges for that customer.

- Summary: For each customer, the total number of documents past due, the total original amount and current amount of all past due documents, and the total service charge.
- Detail: All open documents for each customer. Printed information consists of document number and type (**IN**-invoice, **CM**-credit memo, **OA**-on-account, **SC**-service charge, **RC**-returned check) entry date, due date, number of days past due, original and current amounts and the service charge.

On both the detail and summary version, there is a register total of all current amounts and service charges and the total number of customers listed is also included. An asterisk (*) beside the service charge indicates the charge is below the minimum and will not be charged. Depending on the flag in the company AR static control record, the user may obtain a general ledger distribution printout.

User Fields

The following fields are involved in running the Service Charge Register:

The user is given the date when the last Service Charge Register was run. This information is stored in the service charge control record.

1. Service Charge Date

Enter the **service charge date**. Valid dates are between the specified minimum and maximum number of days after the last register was updated and must be in the current or next GL period

and not prior to the current AR period. Press **F1** or 📅 to default to the system date. If you need to know the date on which the Service Charge Register was last run, refer to Service Charge Control F/M.

2. Scope

Select the **scope** of the report: **S**ummary or **D**etail. The program defaults to S.

3. Negative

Indicate whether or not you want to include negative documents when calculating service charges.

4. Check Register. OK to Print GL Distribution?

After printing the Service Charge Register, **verify the printout**. Users without the general ledger module are asked, **OK to update?** If everything is correct, select OK to continue. The program prints the GL distribution. If there is a correction to be made, select Cancel to exit the program. After the correction is made, the register can be run again.

If general ledger distribution is used, the distribution report is printed. Otherwise, no distribution report is printed, the following field is skipped and the program proceeds with the update.

5. Check GL Distribution. OK to Update?

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

Statement Print (ARP810)

Function

This program allows the user to print customer statements.

The user may print statements for any group of customers by utilizing statement codes. Each customer is assigned a statement code in the Customer F/M program. Then, the Statement Print program requires field of statement codes to print. Only customers with the chosen statement codes will have a statement printed.

The user has the option to:

- Select the print order (customer, alpha, salesperson/territory customer class or zip code).
- Select the beginning and ending order choice.
- Select branch to print.
- Enter the statement date.
- Enter the discount date.
- Choose statement codes to print.
- Print positive, negative and zero or all balances.
- Print a statement recap.
- Select a minimum number of aging days to include documents.
- Print documents by ship-to within customer.

Although statements may be printed at any time, it is suggested they be printed at the end of each period as part of the end-of-period procedures.

The statement print control record determines if a preprinted form is used, if a tear-off return portion of the statement is used, if zero balance documents are included on the statement and the number of message lines printed per statement.

Standard statement information includes the following: customer number, name and address and statement date. For each invoice, the following information is printed: date, invoice number, due date, original invoice amount, payment date, payment amount, payment type (**PY**-payment, **DS**-discount, **AJ**-adjustment), and current balance. Statement messages and an aging breakdown are also included. If the tear-off return portion is used, information includes customer number, invoice numbers and amounts. Documents may be sorted and printed by ship-to within customer.

The statement recap includes the last statement printing, the total statements printed and the total dollar amount due in each aging category for the statements printed.

Templates that store "system date" resolve to the "current system date at the time the report is run" rather than what the "current system date" was at the time the template was created. For example: If you save a template for the Statement Print and select "Current Date" for the Statement Date field, when that template is selected to run again (either manually or via Job Stream) the statement date is determined using the current date in the Company Periods &

Ending Dates F/M (GLF970) when the report is run not the current date when the template was created.

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

User Fields

The following fields are involved in printing statements:

1. Select the **order** in which to print the statement. The options are Customer, Alpha, Salesperson/Territory and Customer Class (**K**).

2. Select the **beginning order choice** to print. For instance, if you set the report to print in Customer order, select the first customer that should appear. Press **F1** or to default to FIRST. Press **F2** or to search of customers, salespeople and classes.

3. Select the **ending order choice** to print. For instance, if you set the report to print in Customer order, select the last customer that should appear. Press **F1** or to default to LAST. Press **F2** or to search of customers, salespeople and classes.

4. Select which **branches** to include. The entry must be a valid in the system. The program defaults to the branch assigned to the terminal. Press **F1** or to default to ALL. Press **F2** or to search.

5. Enter the **statement date**, which is used to determine document aging. Press **F1** or to default to the system date.

6. Enter the **discount date**, which is the cutoff date for early payment discounts. Invoices with discounts due before this date will not reflect the discount on the statement. Invoices whose discount is due after this date will reflect the discount in the amount due. Press **F1** or to default to the system date.

7. Enter up to 10 **statement codes** side by side. Press **F1** or to default to ALL. Statement codes can be assigned for each customer in Customer F/M.

8. Indicate the types of **balances** should appear on the report. Options are customers with a **P**ositive balance, a **N**egative or zero balance or **A**-all, indicating the statement should include all customers regardless of balance. The program defaults to P.

9. Indicate whether or you want to include a **statement recap**. The program defaults to unselected--no statement recap.

10. Enter the minimum number of **aging** days for documents to print (i.e., days past invoice or due date - based on which is used). The program defaults to 0.

11. Indicate whether you want to sort and print each customer's documents by ship-to address. The program defaults to unselected--not by ship-to address.

12. Select **OK** or press Enter (CR) to run the register.

Sales Tax Register (ARR820)

Function

This program allows the user to print, by tax code, a register of sales tax charges to all customers since the last register was updated. It prints according to options set in the sales tax control record. An optional update allows the user to remove the records printed on the register.

The SO Daily Sales Register, the JC Invoice Register, the AR Sales Register, the ER Daily Rental Register and the TS Invoice Register post information to the sales tax file.

It is suggested the report be printed and updated as part of the end-of-period procedures. To prevent file overflow, the records should be removed on a regular basis.

Report information includes the following:

- Summary: For each customer, the customer number, customer name, tax code, high % and low %, number of documents, merchandise amount, total taxable amount, total tax, state tax, county tax, and local tax.
- Detail: All open documents for each customer. Printed information consists of summary information plus each document date and number .
- Totals: Totals are listed for each city, state and local tax by high and low totals. Register totals are given and the total number of tax codes listed is also included.

An asterisk (*) indicates the tax was overridden during the invoicing program where the invoice was generated.

User Fields

The following fields are involved in running the Sales Tax Register:

1. Beginning Tax Code

Enter the **beginning tax code** to print. Press **F1** or ◀ to default to FIRST. Press **F2** or 🔍 to search.

2. Ending Tax Code

Enter the **ending tax code** to print. Press **F1** or ▶ to default to LAST. Press **F2** or 🔍 to search.

3. Beginning Sales Tax Date

Enter the **beginning sales tax date** to print. This is the first date of invoicing after the old tax records were removed from the system. Press **F1** or ◀ to default to FIRST.

4. Ending Sales Tax Date

Enter the **ending sales tax date** to print. Press **F1** or ▶ to default to LAST.

5. Branch

Enter the **branch** number to print. The entry must be a valid branch. CR defaults to the branch assigned to the terminal. Press **F1** or 🌐 to default to ALL. Press **F2** or 🔍 to search.

6. Scope

Select the **scope**. Indicate whether you want to the register to print **S**-summary or **D**-detail information. The program defaults to S.

7. Check register. OK to remove records just printed?

Select **OK** or **Cancel** to indicate whether to remove the records just printed on the Sales Tax Register.

Register History Report (ARR830)

Function

This program allows the user to print a report of all registers affecting the accounts receivable balance. This provides a trace of what transpired to obtain the current AR balance. The optional update will remove the records just printed through the current period without affecting any balance.

Registers that appear on this report include the SO Daily Sales Register, JC Invoice Register, ER Daily Rental Register, TS Invoice Register, AR Sales Register, Cash Receipts & Adjustments Register, Returned Check Register, and Service Charge Register. It is suggested the report be printed as part of the end-of-period procedures. To prevent file overflow, the records should be removed on a regular basis.

Report information for each register includes the following: AR trace number, register date, period, register number, type, beginning AR balance, dollar amount of register, discount amount, adjustment amount and ending AR balance. The total change for periods affected is listed and the total number of registers printed on the report is also included.

User Fields

The following fields are involved in printing the Register History Report:

1. Include Recap

Indicate whether to include a recap of the register types (SO Daily Sales Registers, ER Daily Rental Register, TS Invoice Register, AR Sales Registers, Cash Receipts & Adjustments Registers, Returned Check Registers and Service Charge Registers). Pressing Enter (CR) defaults to Selected.

2. Check Report. OK to Remove Records Through Current Period?

Indicate whether to remove the records just printed.

01-FACTS 7.7 Development, Register History Report (ARR830) - Infor

Template   Print Options   Help

CP=09/2004 SEP

This program prints a report of registers affecting the A/R balance. This allows A/R balance tracing as registers will print in the same order in which they changed the A/R balance. The optional update removes all history records preceding the first trace number for the next period.

Include Recap ☑

Template ————————————   Printer ————————————
   None   WindX Laser

OK

Cancel

Include recap by register type

Document Removal Register (ARR840)

Function

This program allows the user to print a report of all documents paid down to zero and optionally remove those records from the open documents file and the transaction file. The update also maintains the customer payment history file and writes documents removed to the paid documents file (if stored per the AR Static Control Record).

Prior to running this register, invoices are updated through the Daily Sales Register, JC Invoice Register or AR Sales Register and paid off in full and updated in the Cash Receipts & Adjustments Register.

The update portion of this program writes information to the payment history file.   Information is available to print on the Payment History Report. The update portion also writes open documents and their associated transactions to the paid documents and paid documents transactions file. Paid document information is then available for display in the Customer Inquiry - Paid Documents view.

It is suggested that this report be printed and updated as part of the end-of-period procedures. To prevent file overflow, the records should be removed on a regular basis.

Report information includes the following: customer number and name, document number, document type (**IN**-invoice, **CM**-credit memo, **OA**-on-account, **SC**-service charge, **RC**-returned check), entry period, entry date, and original amount. Also included under transactions are date of transaction, register number and payment, discount, and adjustment amounts. Finally, the current balance (zero) is printed. If an asterisk (*) appears, the original amount minus the transaction is not equal to the current balance. The total number of documents listed is also included.

User Fields

The following fields are involved in running the Document Removal Register:

1. **Branch**

   Enter the branch number. The entry must be a valid branch. The program defaults to the branch assigned to the terminal. Press **F1** or ⊕ the icon to default to ALL. Press **F2** or the 🔍 icon to search.

2. Select the **Print Disputed Invoices** checkbox to print and optionally remove zero balance disputed invoices.

3. **Check register. OK to update?**

   Check the register print out and select OK or Cancel to indicate whether to update the payment history file and remove the zero balance records the register just printed.

01-FACTS 7.7 Development, Document Removal Register (ARR840) - Infor

Template   Print Options   Help

CP=09/2004 SEP

This program prints a register of all zero balance documents. The optional update removes these documents from the system and updates the payment history file.

Branch   01   Atlanta Branch

Print Disputed Invoices

Template ———   Printer ———
   None   WindX Laser

OK

Cancel

Enter branch to print, F1-All, F2-Search

Customer Ledgercard Removal (ARU810)

Function

This program allows the user of the FACTS system to remove ledgercard transactions from the customer ledgercard file. It is suggested to print the ledgercards before running this program. The program can be run in customer, alpha, salesperson/territory or customer class order based on a transaction cutoff date. It is suggested to run this removal as part of the end-of-period procedures.

User Fields

The following fields are involved in running the Customer Ledgercard Removal program:

1. Order

Enter the order in which to print the report information. Options are **C**ustomer, **A**lpha, **S**alesperson/territory and Customer Class (**K**). The program defaults to C.

2. Beginning Order Choice

Select the **beginning order choice** to print. For instance, if you set the report to print in Alpha order, select the first alpha that should appear. Press **F1** or ◀| to default to FIRST. Press **F2** or 🔍 to search of customers, salespeople and classes.

3. Ending Order Choice

Select the **ending order choice** to print. For instance, if you set the report to print in Alpha order, select the last alpha that should appear. Press **F1** or |▶ to default to LAST. Press **F2** or 🔍 to search of customers, salespeople and classes.

4. Branch

Enter the **branch** or branches that you want to include. The branch or branches you enter must be valid in the system. Press Enter (CR) to default to the branch assigned to the terminal. Press **F3** to default to ALL. Press **F2** or 🔍 to search.

5. Cutoff Date

Enter the last transaction **cutoff date**. The program removes records up through this date. Press **F1** to default to the ending date of the last General Ledger period closed.

6. Keep

Enter the minimum number of ledgercards to **keep** (not remove) on file per customer regardless of the cutoff date (1-99). Press **F1** to default to NO MINIMUM.

Customer Ledgercard Removal (ARU810)

Help

01-FACTS 7.7 Development   CUSTOMER LEDGERCARD REMOVAL   ARU810

THIS PROGRAM WILL REMOVE CUSTOMER LEDGERCARDS BASED ON THE CRITERIA ENTERED.

ORDER .

BEGINNING

ENDING

BRANCH

CUTOFF DATE

KEEP

End   OK

REMOVE IN CUSTOMER, ALPHA, SLSP/TERR, OR CUSTOMER CLASS ORDER? (C/A/S/K), F4-END
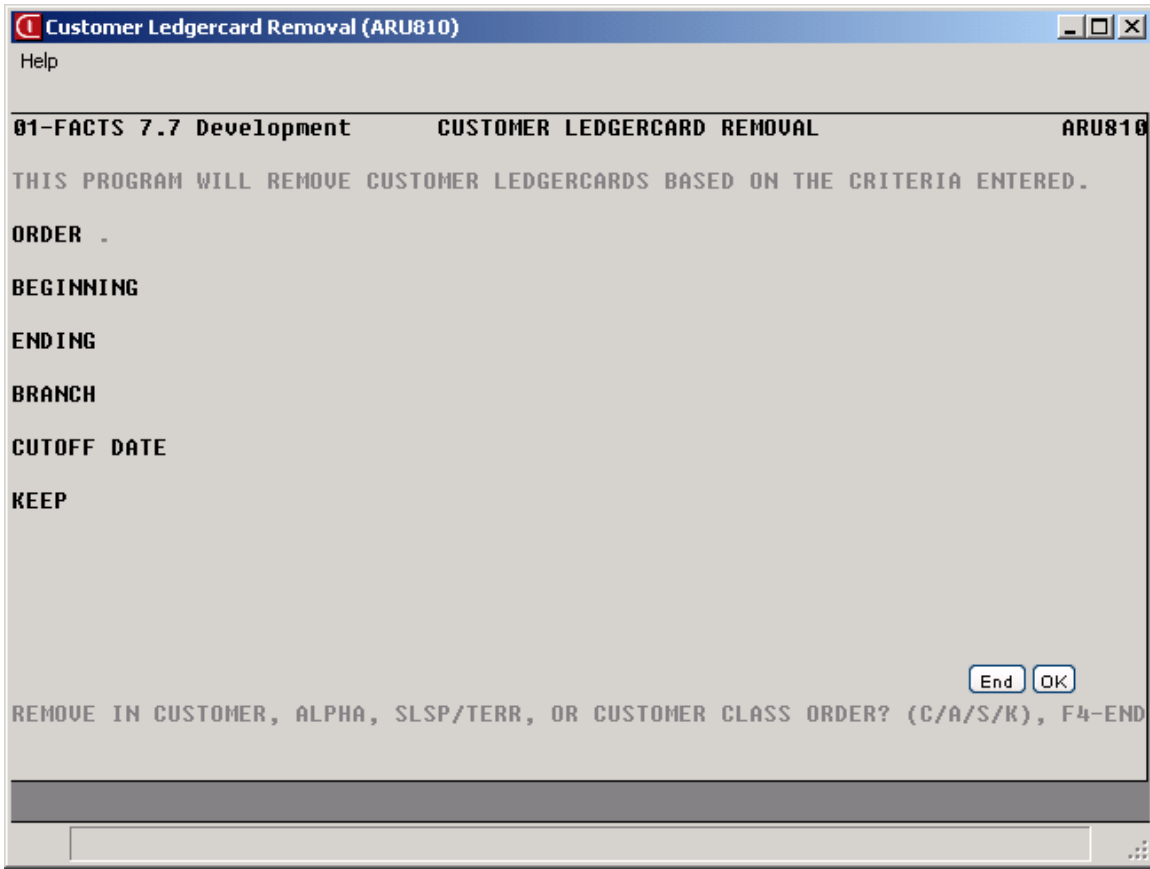
End-Of-Period Update (ARU890)

Function

This program allows the user to close the current accounts receivable period. The End-of-Period Update should be run at the end of each accounts receivable period.

This update allows the user to:

- Close out the current period in accounts receivable.
- Clear the period-to-date customer and salesperson/territory sales information.
- Roll year-to-date information to the prior year, if this is the end of the year.
- Roll payments history down one period, dropping the oldest period.
- Remove paid document history based on the number of periods stored.

Prior to running this update, the following programs should be printed and updated: Service Charge Register, Statement Print, Sales Tax Register, Register History Report, Document Removal Register and Customer Ledgercard Removal.

Note: The End of Period Update cannot be run if there are any cash receipts batches that have not been updated. The program reads through the possible cash receipts batch files to see if any batches are unposted and displays a message if all batches are not posted and returns to the main FACTS menu.

User Fields

The following fields are involved in using the End-of-Period update:

1. Closeout Period?

Indicate whether to proceed with closing the current accounts receivable period. Pressing Enter (CR) defaults to **Y**.

2. Have the Above End-of-Period Programs Been Run?

Indicate if the above reports have been run. This field is just a last check to make sure the user has run all the necessary reports before closing the period. Pressing Enter (CR) defaults to N and the program is terminated.

If the last AR period was closed less than 20 days before the system date, a message is displayed indicating the number of days since the last close. If the last AR period was closed more than 20 days before the system date, field #3 is skipped.

3. Are You Sure You Want To Close Out This Period?

Indicate whether to close the period. Pressing Enter (CR) defaults to N and the program is terminated.

End-of-Period Update (ARU890)

Help

01-Demo Company	END OF PERIOD UPDATE	ARU890

CP=09/02 SEP

THIS PROGRAM WILL CLOSE THE CURRENT AR PERIOD.
CURRENT PERIOD PAYMENT HISTORY FIGURES WILL BE ROLLED TO PRIOR PERIOD.

CLOSE OUT PERIOD Y

SERVICE CHARGE REGISTER
STATEMENT PRINT
SALES TAX REGISTER
REGISTER HISTORY REPORT
DOCUMENT REMOVAL REGISTER

HAVE THE ABOVE END-OF-PERIOD PROGRAMS BEEN RUN? (N/YES), F4-BACKUP |...
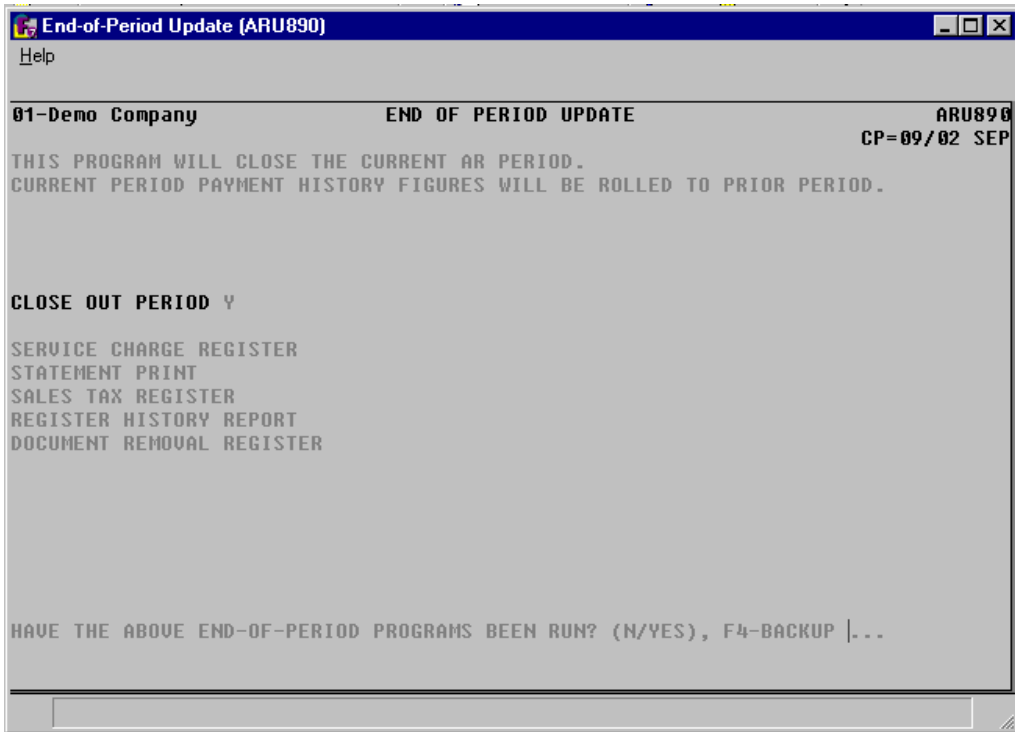
CHAPTER 11

Infrequent F/M

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system.

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M, which keeps track of the sales orders period and all the register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the sales orders system do not need to be maintained by the user and it is unlikely that they will be used.

Customer F/M (ARF910)

Function

This program allows the user to create and maintain records in the customer file. Each record contains a customer number and general information relevant to the customer. This file is the backbone of the Accounts Receivable System and is referenced by virtually all programs in the Accounts Receivable and Sales Orders Systems.

Customer numbers may be automatically assigned by the system. Before entering customers, the user must set up at least one customer class, customer price class, GL posting table, salesperson/territory, tax code, and terms code. Customers with open SO or AR documents, payment history and ship-to's may not be deleted. Also, customers may not be deleted in this program if they are defined in any other files in the system.

Users should set up at least one cash customer for all counter sale cash customers, if applicable. Users should also set up at least one false customer to be used to transfer sales history to when deleting a customer from the customer file. The system automatically prompts the user for the customer number to transfer to and transfers sales history to that false customer number in sales analysis.

User Fields

The following fields are involved in creating customer records:

Main Screen
1 Customer number

Enter the customer number (up to 10 characters). Press **F1** to assign the next available customer from the Nonstatic Contract F/M. The word NEXT is displayed until all fields are entered, then the actual number is displayed before the record is added to the file. Press **F2** or 🔍 to search.

2. Customer Name

Enter the customer name (up to 30 characters).

3. Address 1

Enter the customer address (up to 30 characters). If only one address line is needed, use the first.

4. Address 2

Enter the second line of the customer address if needed (up to 30 characters).

5. City

Enter the city name (up to 15 characters).

6. State

Enter the state name using the two-character designation provided by the post office.

7. Zip Code

Enter the zip code (up to 10 characters).

8. Address 3

Enter line three of the customer's address (up to 30 characters). Press Enter (CR) or to default to city, state and zip, entered from the previous fields. Address 3 may be used for international addresses. Address 3 will be used for all printouts, instead of city, state and zip.

9. Phone #1

Enter the phone number including area code, dashes and extension, if needed (up to 17 characters).

10. Phone #2

Enter the second phone number of the customer if needed (up to 17 characters).

11. Alpha

Enter the alphabetic sort key (up to 10 characters) to be used to sort customers alphabetically for printouts and searches. In most cases, the first 10 characters of the customer's last name will be a good sort key. If more than one customer has the same first 10 characters, you may wish to make the sort key unique. Press Enter (CR) to default to the first 10 characters of the customer name.

12. Contact #1

Enter the name of the person you work with at this customer's office (up to 25 characters). If only one contact is needed, use the first.

13. Email

Enter the email address for the person entered as contact #1 above.

14. Contact #2

Enter the name of another person you work with at this customer's office (up to 25 characters).

15. Email

Enter the email address for the person entered as contact #2 above.

16. Web Site

Enter the company's Internet address on the World Wide Web. You can select the button to access the company's Internet on the World Wide Web.

Press the **Corp Groups** button to access Corporate Groups for Selected Customer (ARE995.C) where you can seethe corporate groups the selected customer belongs to and to add or delete that customer from a corporate group.

Accounting Screen

1. Terms Code

Enter the terms code (up to 2 characters). The entry must be a valid terms code. Press Enter (CR) to default to the terms code of the customer just entered. Press **F2** or to search.

2. GL Table

Enter the GL posting table to which this customer belongs (up to 3 characters). The entry must be a valid GL posting table. This GL table determines how the customer is to post to the general ledger module. Press Enter (CR) to default to the General Ledger posting table of the customer just entered. Press **F2** or to search.

3. Tax Code

Enter the tax code that applies to this customer (up to 8 characters). The entry must be a valid tax code. Press Enter (CR) to default to the tax code of the customer just entered. Press **F2** or 🔍 to search. Click ◀ to select a default Tax Code for the customer.

4. Tax Rate

Enter whether the tax rate is H-high, L-low, or X-exempt status. Press Enter (CR) to default to H. If tax rate is not applicable, enter H for all customers.

5. Tax Exempt Number

Enter the tax-exempt number if applicable (up to 20 characters). This field is a memo field.

6. Credit Limit

Enter the credit limit, if applicable (0- 9999999). Press Enter (CR) to default to 0. The credit limit is used while in the sales orders system (see SO Static Control F/M and SO Entry Options F/M) and AR invoicing (see AR Static Control F/M).

7. Credit Check

Indicate the credit check preference for this customer. You can select from: **N**--not to acknowledge, M- to flash a message and continue, **R** to refuse entry of the document, **H**-to automatically place the SO document on hold (not applicable in AR Invoice Entry - will flash a message and continue), or **P-** to indicate the correct password must be entered to continue (see next field) in the occurrence where a customer fails the credit check. Press Enter (CR) to default to N.

8. Credit Check Days

Enter the maximum days past the aging date (as set in the **Age on Due/Invoice Date** field) before the credit check fails. The system initially displays the value entered in the Default Credit Check Days field of the Aging Control F/M (ARF962) program as the default when new customer records are created. Press Enter (CR) or 🚫 to default to None.

During AR Invoice Entry and SO Entry programs, the system will perform an aging on the customer entered. If the credit check days is, for example, 30 days past due date and the customer has any invoices over 30 days past due, then the customer fails the credit check.

9. Grace Period

Enter the number of days grace given to a customer before charging the service charge (0-999) when running the Service Charge Register. This grace period is added to the grace period for all customers as set in the service charge control record F/M. Press Enter (CR) to default to 0.

10. Active

Indicate whether the customer is active. If you do not select this checkbox, no sales processing is allowed for this customer (i.e., no sales orders may be processed) (checks may be entered). Press Enter (CR) to default to selected.

11. On Hold

Indicate if this customer is on hold. If you select this checkbox, no orders can be entered for the customer. Press Enter (CR) to default to unselected.

12. Use Ledgercards

Indicate whether to store ledgercards. Press Enter (CR) to default to unselected.

13. Dunning Letters

Indicate whether this customer is to receive dunning letters. Enter 0-5 to indicate the number of the last dunning letter sent; (e.g., the entry Y5 indicates that dunning letters are sent and the number of the last letter sent was 5.) Press Enter (CR) to default to 0.

14. Last Dun Sent

Enter the dunning letter number last sent to this customer. Dunning letters numbers represent different past due notices, which are set up in the Dunning Letter subsystem of this module.

15. Statement Code

Enter the statement code (1 character, N-never). Press Enter (CR) to default to 0. Entering N indicates this customer can never have a statement printed. If statements are printed once a month for all customers you may enter, for example, 1. When you print statements each month the Statement Print program will ask which statement codes to print. If you enter 1, all (eligible) customers with a statement code of 1 assigned in the customer file will have a statement printed. Another example would be if you send statements 4 times a month to 4 different types of customers. You might assign statement codes 1, 2, 3 and 4. Then during the month when you wanted to print statements for the specific types of customers you would enter either 1, 2, 3 or 4 in the Statement Print program.

Invoicing Screen

1. Price Level

If inventory prices are set up in price levels, enter the level for this customer (up to number of levels used: 0-6). Price levels are used to charge customers different prices. For example, you have two types of classes; wholesale and retail customers. This option would allow you to set two types of level pricing for wholesale - level 1 and retail - level 2. Press Enter (CR) to default to the price level of the customer just entered. If price levels are not used, enter zero.

2. Invoice Discount

The invoice discount is set in the SO static control record as either not used or a dollar amount or a percentage. If set as a percentage, enter the default invoice discount percent for this customer (.00-99.00). Press Enter (CR) to default to 0.

3. Commission %

Enter the commission percent for this customer (.00-99.00). If commissions are not calculated based on customer (set in the SM Company Control F/M), it will not be used. Press Enter (CR) or 🚫 to default to 0.

4. Message

Enter the message if needed (up to 20 characters). This message appears on the screen during sales order entry programs as a reminder and will not print anywhere for the customer to see.

5. Zone

Enter the UPS ship-to zone. This will be used to calculate UPS freight charges in Sales Orders.

6. Commercial/Resident

Enter whether a delivery to this customer is a **C**ommercial or **R**esidential UPS ground delivery. UPS charges different amounts for residential and commercial deliveries. Press Enter (CR) to default to commercial.

7. Route

Enter a route number for the customer, if routing is activated in the SO Static Control F/M. The program defaults to the first route on file. Press **F2** or 🔍 to search.

8. Ship-To

Enter the ship-to number for this customer (up to 5 characters). The program defaults to SAME, meaning the ship-to address is the same as the customer's billing address. Press **F2** or 🔍 to search.

9. Ship Via

Enter a Ship Via code that indicates which shipping method to use for this customer. Press **F2** or 🔍 to search. Ship Via codes are created and maintained in *Sales Orders* à*File Maintenances*àShip Via F/M.

Note: For any customer who will be placing orders on the web, the default ship via code entered in Customer F/M must be flagged as "**Allow on Web**" Ship Via F/M (SOF978). Failure to do this will cause the customer number not to be accepted on the web.

10. PO (Purchase Order) Required

Enter whether the customer purchase order number to be entered in the **Reference #** field in SO entry is required for billing. Options include: **N**o - Entry is not mandatory, **Y**es - Entry is mandatory in SO entry programs **except** Credit Memo Entry and Customer Returns, or **A**ll - Entry is mandatory in all SO entry programs including Credit Memo Entry and Customer Returns. Press Enter (CR) to default to N.

11. Allow Backorder

Indicate if this customer allows backorders. Press Enter (CR) to default to selected.

12. Store SO (Sales Orders) Sales

Indicate whether to store SO (customer/item combinations) sales history. Press Enter (CR) to default to unselected. Sales history is stored for the last three customer/item combinations. There is also a removal program that may be run any time to remove sales history.

13. Store Invoices

Indicate whether to store past invoice history. Press Enter (CR) to default to unselected. Invoice history stores the detail of all invoices in the SO module. There is a removal program which may be run any time to remove detailed invoice history.

14. Pymt Hist (Store Payment History)

Indicate whether to store payment history. Press Enter (CR) to default to unselected.

15. Pick Ticket Prices

Enter whether to include pricing information on the pick ticket for this customer. This flag will initially be set to ' ' (null) for all customers. Price, Pricing UM, and extension information will print below the description for each item on the pick ticket and the total of extensions will appear below the line item section if this flag is set to 'PET'. Press Enter (CR) or 🚫 to default to None.

16. Print Customer Item Numbers

Enter whether to include the customer item number on the quote, pick ticket and/or invoice/credit memo. Press **F2** or 🚫 to default to None.

17. Ship Complete

Enter the default ship complete status, or press **F4**-Backup to return to the preceding field.

Note: The Ship Complete field is a warehouse- and line-level designation. Refer to the Ship Complete Feature Overview topic for details.

You can select from the following options:

N Allow Partial--Indicates you want to allow the shipped quantity to be less than the ordered quantity for orders or Ship-to warehouses for this customer.

Y Ship Complete--Indicates you want to allow the quantity ordered must be the same as the quantity shipped on order line items or for Ship-to warehouses, all lines must ship complete for the specified customer.

B Balance Complete—Indicates you want to allow the quantity shipped to be less than the quantity ordered on the first shipment, but the backordered quantities must be shipped complete for orders or for Ship-to warehouses all lines can ship partial in the first shipment for this customer. Once an order line or warehouse is processed through the DSR, the line is changed to ship complete.

18. Order Priority

Enter the default order priority, or press **F4**-Backup to return to the preceding field. You can select from the following options:

N Normal—Indicates that orders for this customer have no special priority.

R Rush—Indicates that you want to advise the warehouse, via the pick ticket, that this customers orders are rush orders.

H Service Hold—Indicates that you want orders for this customer not to be shipped due to a non-credit-related reason.

19. Default Freight Method

Enter the default method to be used for this customer. You can select from: Quoted Freight or Calculated Freight

Note that Quoted freight is on the header of the order not on the warehouse level. If not all of the items from an order ship, the backorder's quoted freight will reflect the amount of the freight originally quoted minus the amount that was billed on the first invoice.

eStorefront B2C customers should be set up with the "default freight method" fields set to "Q" for Quoted freight.

20. Allow Method Change.

Indicate whether to allow the freight method (Quoted or Calculated freight to be changed during Order Entry (SEO210), Order Confirmation (SOE310), Direct Invoice Entry (SOE510), Credit Memo Entry (SOE330) and Counter Sale Entry (SOE510) programs.

The document freight method cannot be changed once the document has been run through the Daily Sales Register.

Sales History

1. Date Opened

Enter the date the account was opened for this customer. Press Enter (CR) to default to the date the customer was entered into the customer file.

2. (Date) Last Sale

Enter the date of the most recent invoice for this customer.

3. (Date) Highest Balance

Enter the date the most money was owed by this customer.

4. (Date) Last Payment

Enter the date of the most recent payment made by this customer.

5*. Balance Current

This field is skipped and maintained by the system.

6. Balance Highest

Enter the amount of the highest balance for this customer (+/-99999999.99). Press Enter (CR) to default to 0.

7. Month-to-Date

Enter the total amount of month-to-date sales (+/-99999999.99). Press Enter (CR) to default to 0. Enter the total amount of month-to-date sales cost (+/-99999999.99). Press Enter (CR) to default to 0.

8. Year-to-Date

Enter the total amount of year-to-date sales (+/-999999999.99). Press Enter (CR) to default to 0. Enter the total amount of year-to-date sales cost (+/-999999999.99). Press Enter (CR) to default to 0.

9. Prior Year

Enter the total amount of prior year sales (+/-999999999.99). Press Enter (CR) to default to 0. Enter the total amount of prior year sales cost (+/-999999999.99). Press Enter (CR) to default to 0.

Miscellaneous Screen

1. Customer Class

Enter the customer class (up to 3 characters). The class entered must be a valid customer class.

Press Enter (CR) to default to the class of the customer just entered. Press **F2** or 🔍 to search.

2. Customer Price Class

Enter the customer price class for this customer. This customer price class is used to group customers for use in contract pricing, costs and prices updates, and reporting purposes. Press **F2** or 🔍 to search.

3. Site Charge

If your system uses the Service & Repair module, use this field to establish the flat fee you want to charge this customer whenever a service technician visits the customer's site.

If you don't use Service & Repair, this field is not active.

4. Salesperson/Territory

Enter the salesperson/territory (up to 3 characters). The entry must be a valid salesperson/territory code. Press Enter (CR) to default to the salesperson/territory of the customer just entered. Press **F2** or 🔍 to search.

5. Assigned Date

Enter the date that the salesperson was assigned to this customer.

6. Lead Source

Enter the source from where the salesperson got the lead for this prospect. Press **F2** or 🔍 to search for valid sources, which are defined in the Lead Source F/M. This field is only valid if you have purchased TeleFACTS.

7. Geography Code

Enter the geographical location of this customer (up to 5 characters). Some of the AR reports will ask which geography code to print and will only print the code(s) you choose. Press Enter (CR) to default to the geography code of the customer just entered.

8. Branch

Enter the branch this customer belongs to. Most AR reports allow you to select the branch(es) to

print. The entry must be a valid branch. Press **F2** or 🔍 to search.

9.   **Label Code**

Enter this customer's label code to be sent to Radio Beacon in the "PH" record during the pick ticket print program for EWMS processing.

10. eStorefront Whse

Set the eStorefront warehouse for any customer who will be placing orders on eStorefront. Failure to do this will cause the customer number not to be accepted on the web. The current implementation of the eStorefront integration only allows orders to be placed on the web for the warehouse specified as the eStorefront warehouse for that customer.

Note that the warehouse you specify must have a ship via/warehouse combination set up in Ship Via F/M (SOF978) and the Ship Via FM record must have the **Allow on web** checkbox selected.

User-Defined Screen

Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined screen displays user-defined fields in the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields available to any user that has access to Customer F/M.

You will be able to configure these fields within the following constraints:
If the user has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SM**F4**10): Each field can be designated by a type--text, numeric, validated list, and date, as well as a label that can be edited in the F/M to create custom labels for each field. This allows the user to have a meaningful label other than "User Defined 1" and so on.

To configure user-defined fields:

1.   After you select the administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SM**F4**10).above, exit FACTS and log back in to allow this change to take effect.

2.   Access the desired file maintenance program: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).

3.   Access the User-Defined screen of the selected file maintenance.
     Select the Configure icon or press F1, and the system displays the User-Defined Field Characteristics Entry (SMC996) program, where you can enter up to five user-defined fields and the characteristics associated with the field.

01-FACTS 7.7 Development, Customer F/M (ARF910) - Infor

Notes   Help

Customer   C133   Western Supply Division Corp.

Main   **Accounting**   Invoicing   Sales History   Miscellaneous   User-Defined

Terms Code	02 🔍 **2% 10 Net 30**	Active ☑
GL Table	001 🔍 **Posting Table 001**	On Hold ☐
Tax Code	TX 🔍	Use Ledgercards ☐
Tax Rate	H - High ▼	Dunning Letters ☐
Exempt #		Last Dun Sent 0
Credit Limit	9999999	Statement Code 0
Credit Check	H - Place Document On Hold ▼	
Credit Check Days	🚫 **None**	
Grace Period	0	

Corp Groups   💾 Save   ✖ Delete   ➕ New   🚪 Exit

Enter terms code, F2-Search

01-FACTS 7.7 Development, Customer F/M (ARF910) - Infor

Notes   Help

Customer   C133   Western Supply Division Corp.

Main   Accounting   **Invoicing**   Sales History   Miscellaneous   User-Defined

Price Level	2	Allow Backorder ☑
Invoice Discount %	2.00	Store SO Sales ☑
Commission %	🚫 **No Priority**	Invoices ☑
Message	CHECK AR BALANCE	Payment History ☑
Ship Via	UPS 🔍 **United Parcel**	
UPS Zone	3	Pick Ticket Prices 🚫 **None**
Comm/Resident	B - Both ▼	Print Customer Item #'s QPI 🚫
Route	01M N/A	Order Priority N - Normal ▼
Ship-to	SAME 🔍	Ship Complete N - No ▼
PO Required	N - Purchase Order # Not Mandatory ▼	Def Freight Method Q - Quoted ▼
		Allow Method Change ☑

Corp Groups   💾 Save   ✖ Delete   ➕ New   🚪 Exit

Enter price level (0-5)

01-FACTS 7.7 Development, Customer F/M (ARF910) - Infor

Notes   Help

Customer   C133   Western Supply Division Corp.

Main   Accounting   Invoicing   Sales History   Miscellaneous   User-Defined

Date
Opened	03/20/2004	High Balance	04/23/2004
Last Sale	10/20/2004	Last Payment	09/30/2004

Balance
Current	31.27
Highest	592.19

	Sales	Cost
Month-To-Date	218.50	131.24
Year-To-Date	870.45	563.79
Prior Year	.00	.00

Corp Groups   Save   Delete   New   Exit

Enter date opened

01-FACTS 7.7 Development, Customer F/M (ARF910) - Infor

Notes   Help

Customer   C133   Western Supply Division Corp.

Main   Accounting   Invoicing   Sales History   Miscellaneous   User-Defined

Customer Class	SPC	**Special Customers**
Cust Price Class	SPC	**Special Customers**
Site Charge	.00	**N/A**
Slsp/Terr	40	**Daniel Simmons**
Assigned Date	03/20/2004	**N/A**
Lead Source		**N/A**
Geography Code		
Branch	01	**Atlanta Branch**
eStorefront Whse	04	**the 4th warehouse**

Corp Groups   Save   Delete   New   Exit

Enter customer class, F2-Search

Corporate Groups for Selected Customer (ARE995.C)

The Corporate Groups for Selected Customer (ARE995.C) program is available from within Customer F/M. It allows you to assign the customer that has been accessed in Customer F/M to one or more corporate groups.

Use the following fields to create or modify corporate groups:

1.   **Corporate Group ID**

    Enter the corporate group id code. Press F2 or to search.

The line browser will be loaded with all corporate group assigned to the selected customers. The browser will display the corporate group id code and description.   The same corporate group cannot be added more than once to a customer. You can add corporate groups to the selected customer by selecting the icon. To delete corporate groups from the customer, highlight the corporate group and select the icon.

Press to stop adding groups.

Press to save your changes.

Press **Done** to clear the browser and return to the Corporate Group ID field.
Press **Done** again to exit the program.
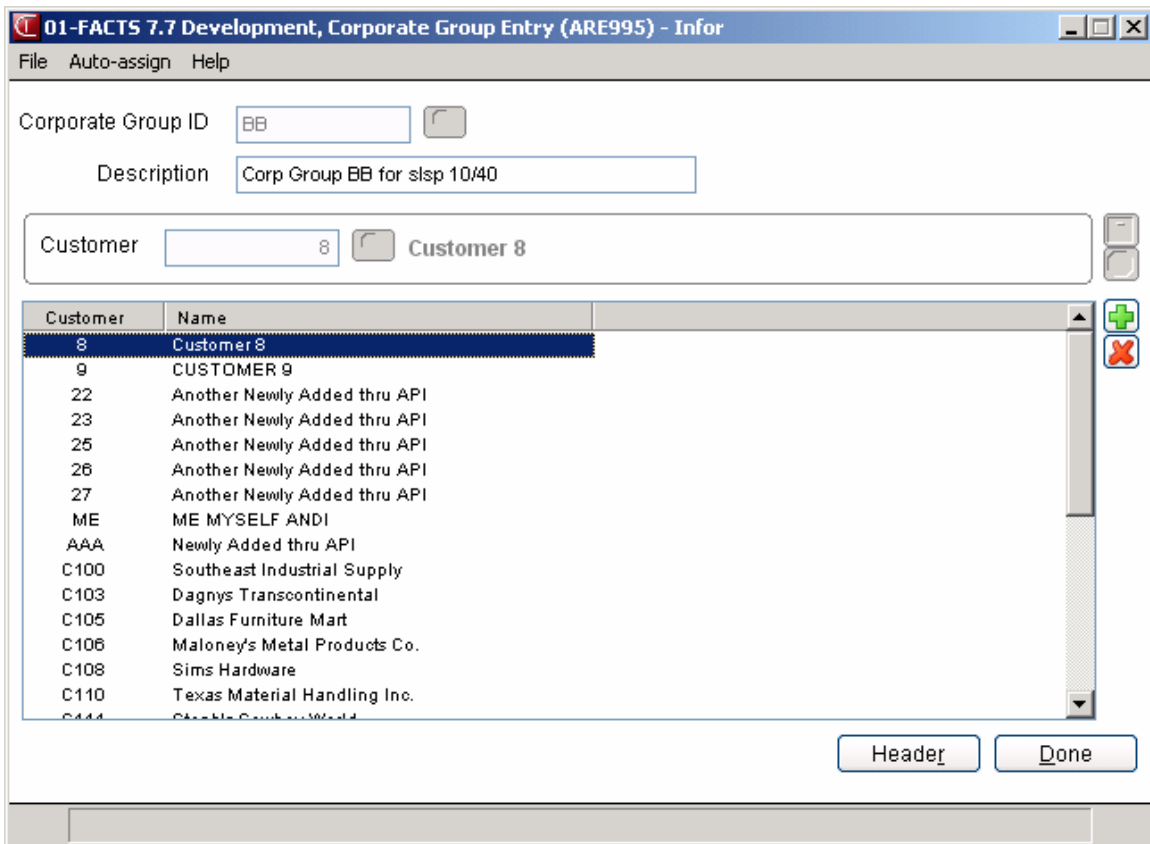
Ship-To F/M (ARF920)

Function

This program allows the user to create and maintain ship-to file information. Each record contains a customer number, ship-to number and general information relevant to the ship-to number. Before creating a ship-to record, a record must be set up for the customer in the customer file.

This program is used to set up ship-to addresses that are different from the customer's billing address. If the ship-to address is the same as the customer address, the user should not set up a ship-to customer number. Multiple ship-to numbers for a given customer may be set up.

The user determines the ship-to numbers. Ship-to numbers may be duplicated as long as the duplicate numbers are for different customers. For example: customer #100 may have ship-to numbers 1 and 2. Customer #200 may also have ship-to numbers 1 and 2. Ship-to numbers may be numeric as above or alpha. Example of alpha is as an abbreviation of the different cities in ship-to addresses - ATL-Atlanta warehouse and SAV-Savannah warehouse.

User Fields

The following fields are involved in creating ship-to file records:

Addressing screen

1. Customer Number

Enter the customer number for whom the ship-to number is to correspond. Press **F2** or 🔍 to search.

2. Ship-To Number

Enter the ship-to number (up to 5 characters). Press **F2** or 🔍 to search. The ship-to numbers are alphanumeric and user-definable. You can duplicate ship-to numbers as long as the duplicate numbers are assigned to different customers. For example: C100 may have ship-to numbers 1 and 2. C200 can also have ship-to numbers 1 and 2. Ship-to numbers don't have to be numbers. For example, you can create ship-to numbers such as ATL for a customer's Atlanta location or SAV for its Savannah location.

3. Name

Enter the ship-to customer name (up to 30 characters). Press Enter (CR) to default to the customer's name from the customer file.

4. Address 1

Enter the ship-to customer address (up to 30 characters). If only one line is needed, use the first.

5. Address 2

Enter the ship-to customer address (up to 30 characters).

6. City

Enter the city (up to 15 characters).

7. State

Enter the state name using the 2-character designation provided by the post office.

8. Zip Code

Enter the zip code (up to 10 characters)

9. Address 3

Enter line 3 of the customer's address (up to 30 characters). Press Enter (CR) to default to city, state and zip entered in from the previous fields. Address 3 may be used for international addresses. Address 3 will be used for all printouts, instead of city, state and zip.

10. Contact #1

Enter the name of the person you work with at this ship-to address (up to 25 characters).

11. Phone #1

Enter the phone number including area code, dashes and extension, if needed (up to 17 characters).

12. Email

Enter the email address for the person entered as contact #1 above.

13. Contact #2

Enter the name of another person you work with at this ship-to address (up to 25 characters).

14. Phone #2

Enter the second phone number of the customer if needed (up to 17 characters).

15. Email

Enter the email address for the person entered as contact #2 above.

Additional info screen

16. Slsp/Terr (Salesperson/Territory)

Enter the salesperson/territory (up to 3 characters). The entry must be a valid salesperson/territory. Press Enter (CR) to default to the salesperson/territory assigned to the customer in the customer file. This code will be the default salesperson in the sales order entry programs and the AR Invoice Entry program when this ship-to is used. Press **F2** or 🔍 to search.

17. Tax Code

Enter the tax code that applies to this customer (up to 8 characters). The entry must be a valid tax code. Press Enter (CR) to default to the tax code assigned to the customer in the customer file. This code will be the default in the order entry programs and AR Invoice Entry program when this ship-to is used. Press **F2** or 🔍 to search. Click ◀ to select a default Tax Code for ship-to record.

18. Tax Rate

Enter whether the tax rate is **H**igh, **L**ow, or e**X**empt status. Press Enter (CR) to default to the rate assigned to the customer in the customer file.

19. Ship Via

Enter a code to indicate which shipping method to use with the default customer (up to 15 characters). This code will be the default ship via in the sales order entry programs and AR Invoice Entry program when this ship-to is used. Ship Via codes are setup and maintained in the Ship Via F/M located in the Sales Orders File Maintenance menu. Press **F2** or 🔍 to search existing codes.

20. Zone

Enter the UPS ship-to zone. The prompt shows the zone as calculated from the zip code entered in field #8 and the zone assigned to the customer in the AR Customer F/M program. Press Enter (CR) to default to the calculated zone, or if there is not one, the entry from the Customer F/M program.

21. Commercial/Resident

Enter whether a delivery to this customer is a **C**ommercial or **R**esidential UPS ground delivery. UPS charges different amounts for residential and commercial deliveries. Press Enter (CR) to default to commercial.

22. Route

If routing is used (check the **Route** flag in the SO Static Control F/M), enter the customer's ship-to route number (up to 3 characters). Press Enter (CR) to default to the route assigned to the customer in the customer file. Press **F2** or 🔍 to search.

23. Site Charge

If your system uses the Service & Repair module, use this field to establish the flat fee you want to charge this customer whenever a service technician visits the customer's site.

If you don't use Service & Repair, this field is inactive.

24. Label Code

Enter the label code to be sent to Radio Beacon in the "PH" record during the pick ticket print program for EWMS processing.

25. Ship Complete

Enter the default ship complete status, or press **F4**-Backup to return to the preceding field. This field initially defaults from the customer record.

Note: The Ship Complete field is a warehouse- and line-level designation. Refer to the Ship Complete Feature Overview topic for details.

You can select from the following options:

N Allow Partial--Indicates you want to allow the shipped quantity to be less than the ordered quantity for Ship-to locations for this customer.

Y Ship Complete--Indicates you want to require that all lines must ship complete for the specified ship-to location for this customer.

B Balance Complete—Indicates you want to allow all lines to can ship partial in the first shipment for this customer. Once the ship-to location is processed through the DSR, the line is changed to ship complete.

26. Order Priority

Enter the default order priority, or press **F4**-Backup to return to the preceding field. This field initially defaults from the customer record. You can select from the following options:

N Normal—Indicates that orders for this customer have no special priority.

R Rush—Indicates that you want to advise the warehouse, via the pick ticket, that this customers orders are rush orders.

H Service Hold—Indicates that you want orders for this customer not to be shipped due to a non-credit-related reason.

26. eStorefront Whse

Set the eCommerce Storefront warehouse for any ship-to location that will be placing orders on eCommerce Storefront. Failure to do this will cause the ship-to number not to be accepted on the web.

User-Defined Screen

Many users have a few pieces of information about customers, vendors, and items that are unique to their business that they would like to enter into FACTS for reference purposes. The User-Defined screen displays user-defined fields in the major file maintenances and makes them available in FACTS Inquiry programs for information only. There are 5 user-defined fields available to any user that has access to Ship-To F/M.

You will be able to configure these fields within the following constraints:
If the user has administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SM**F4**10): Each field can be designated by a type--text, numeric, validated list, and date, as well as a label that can be edited in the F/M to create custom labels for each field. This allows the user to have a meaningful label other than "User Defined 1" and so on.

To configure user-defined fields:

1. After you select the administrator privileges for User-defined Fields setting on the Security tab of User Code F/M (SM**F4**10).above, exit FACTS and log back in to allow this change to take effect.

2. Access the desired file maintenance program: Item F/M (ICF910), Vendor F/M (APF910), Ship-To F/M (ARF920), or Customer F/M (ARF910).

3. Access the User-Defined screen of the selected file maintenance.

4. Select the Configure icon or press **F1**, and the system displays the User-Defined Field Characteristics Entry (SMC996) program, where you can enter up to five user-defined fields and the characteristics associated with the field.

Salesperson/Territory F/M (ARF935)

Function

This program allows the user to create and maintain the salesperson/territory file. Users establish their own set of valid salesperson/territory codes and their descriptions along with region and commission percentage.

The SO Daily Sales Register and AR Sales Register will update the month-to-date and year-to-date sales and cost information. Before entering salesperson/territories, the user must set up at least one valid region. Users should set up at least one false salesperson/territory code to be used to transfer sales history to when deleting a salesperson/territory from the salesperson/territory file. The system automatically prompts the user for the salesperson/territory code to transfer to and transfers sales history to that salesperson/territory in SA.

User Fields

The following fields are involved in creating a salesperson/territory record:

General Screen

1.* Salesperson/Territory

Enter salesperson/territory code (up to 3 characters). Press **F2** or 🔍 to search.

2. Salesperson/Territory Name

Enter the salesperson/territory name (up to 30 characters).

3. Region

Enter the region for this salesperson. The entry must be a valid region. Press **F2** or 🔍 to search.

4. Branch

Enter the branch code for this salesperson. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the terminal. The branch is used to sort salesman by branch on the Slsp/Terr Sales Report.

5. Commission %

Enter the commission percent the salesperson is paid (0-99.99). This percent is used to calculate commission amounts on invoices created if commissions are calculated based on the salesperson percentage (set in the SM company control record). Select ▶◀ to default to **No Priority**.

6. Max Calls A.M.

Enter the maximum A.M. calls that this salesperson can complete.

7. Max Calls P.M.

Enter the maximum P.M. calls that this salesperson can complete.

History Screen

1.* Salesperson/Territory

Enter salesperson/territory code (up to 3 characters). Press **F2** or 🔍 to search.

2. Month-to-Date

Enter month-to-date sales for this salesperson (+/- 99999999.00). Press Enter (CR) to default to 0.
Enter month-to-date cost for this salesperson (+/- 99999999.00). Press Enter (CR) to default to 0.

3. Year-to-Date

Enter year-to-date sales for this salesperson (+/- 99999999.00). Press Enter (CR) to default to 0.
Enter year-to-date cost for this salesperson (+/- 99999999.00). Press Enter (CR) to default to 0.
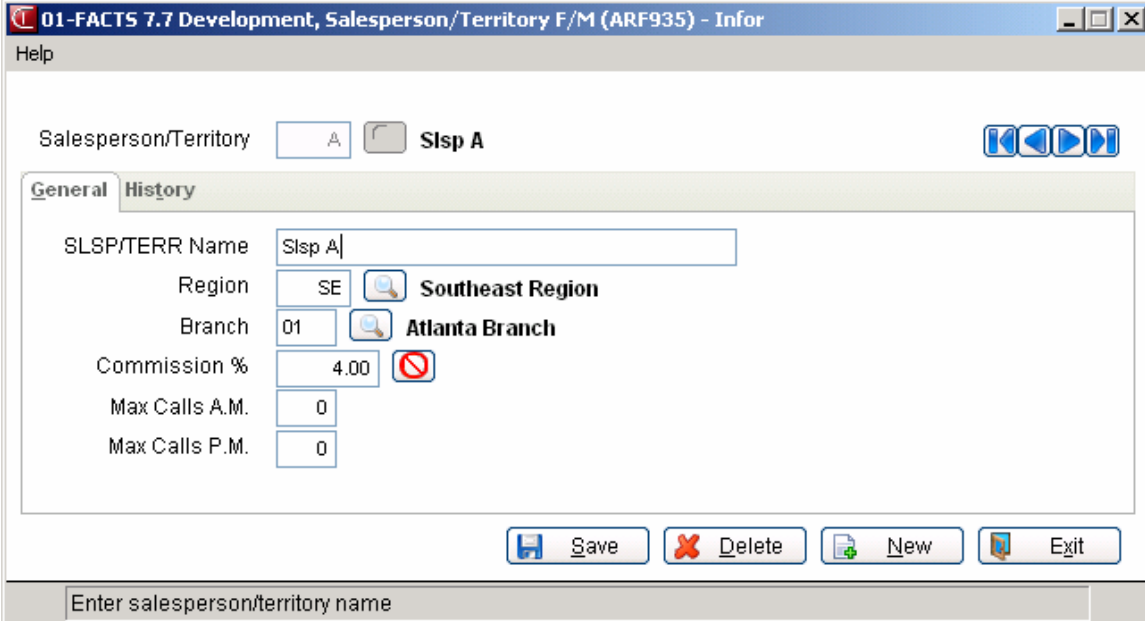
4. Prior Year

Enter prior year sales for this salesperson (+/- 99999999.00). Press Enter (CR) to default to 0. Enter
prior year cost for this salesperson (+/- 99999999.00). Press Enter (CR) to default to 0.

**5. SA History Exists For This Salesperson/Territory. Enter New Salesperson/Territory Code To
Store SA Records Under.**

Enter the SA salesperson/territory code set up to automatically transfer sales history information
to. The entry must be a valid salesperson/territory.

Tax Table F/M (ARF940)

Function

This program allows the user to create and maintain the tax code file. Users establish their own set of valid tax codes to be assigned to each customer. The tax code determines tax applied during invoicing.

A required tax code that all users must enter is NOTAX.

User Fields

The following fields are involved in creating a tax table:

1.* Tax Code

Enter the tax code (up to 8 characters). The two first characters apply to the state, the next three characters apply to the county and the last three characters apply to local. An example is GAFULATL meaning Georgia, Fulton County, City of Atlanta. One code must be set up for each tax district. If there are no taxes in a particular county or locality, simply leave the correct places blank in the tax code. An example is GA - for places in Georgia that are charged state tax only. For nontaxable customers, a tax code may be set up called NOTAX, RESALE and/or GOVEXP, etc.

Press **F2** or 🔍 to search.

2. State Name

Enter the state name (up to 15 characters).

Enter the high (or normal) tax percentage rate (0-99.999). Example: 3% tax = 3.000. Press Enter (CR) to default to 0.

Enter the low (if there is one) tax percentage rate (0-99.999). Example: 3% tax = 3.000. Press Enter (CR) to default to 0.

Enter the state tax G/L # to post to in GL. The entry must be a valid G/L #. Press **F2** or 🔍 to search.

3. County Name

Enter the county name (up to 15 characters).

Enter the high (or normal) tax percentage rate (0-99.999). Example: 3 % tax = 3.000. Press Enter (CR) to default to 0.

Enter the low (if there is one) tax percentage rate (0-99.999). Example: 3% tax = 3.000. Press Enter (CR) to default to 0.

Enter the county tax G/L # to post to in GL. The entry must be a valid G/L #. Press **F2** or 🔍 to search.

4. Local Name

Enter the local name (up to 15 characters).

Enter the high (or normal) tax percentage rate (0-99.999). Example: 3% tax = 3.000. Press Enter (CR) to default to 0.

Enter the low (if there is one) tax percentage rate (0-99.999). Example: 3% tax = 3.000. Press Enter (CR) to default to 0.

Enter the local tax G/L # to post to in GL. The entry must be a valid G/L #. Press **F2** or 🔍 to search.

5. Tax Freight

Indicate whether to charge tax on freight or not. The program defaults to **No**.

Default Tax Code Entry (ARE990)

The Default Tax Code Entry program is designed for two purposes: 1) to help the distributor manage which customers get which tax code; and 2) to allow the B2C order in eCommerce Storefront (where we only know the ship-to address) to be properly taxed.   (B2C functionality will be available in the GA Release of the eCommerce Storefront integration to FACTS).

To that end, this program allows the distributor to setup each State, and first indicate whether or not they should charge tax for orders delivered in that state.   Typically, if a distributor has a business presence in a state, they must charge tax on orders delivered to that state.

To better refine the default, the distributor can then setup full or partial Zip Codes within that state and indicate the Tax code to be used for customers with addresses in that Zip Code.   Partial zip codes may be entered.   For example, for Georgia, the distributor could enter a zip code of "303" and assign a default tax code.   They could then enter a zip code of 30302 and enter a different default tax code.   A customer in zip code 30311 would get the tax code assigned to "303" whereas customers in zip code 30302 would get the more specific tax code for that zip code.

The defaults setup in Default Tax Code Entry will not override actual tax codes entered in Customer F/M, Ship-To F/M, or Temporary Ship-To Entry in Order Entry.   But each of those programs has visibility of what the default is.

In order to facilitate rapid setup of the Default Tax Code data, there is a menu option "Tools/Populate".   Selecting this option will read through the existing data in Customer F/M and Ship-To F/M and establish the defaults from the known Tax Codes.   During the Populate function, customers and ship-tos that are tax exempt will be skipped, so the defaults are only populated with tax codes from customers and ship-tos that are actually charged tax.

  Also provided are additional menu options, "Tools/Customer Conflicts" and "Tools/Ship-To Conflicts" to help the distributor identify existing Tax Codes in Customer F/M and Ship-to F/M that do not match the defaults.   The user will be able to go directly to Customer F/M or Ship-To F/M in order to make any necessary changes.   Conflicts do not have to be resolved, and may in fact be appropriate.   This is simply a tool to help the distributor analyze their tax codes and how they are assigned to customers and ship-tos.

The following fields are involved in creating a new company:

1. State

Enter the (2-digit) company code. Press 🔍 to search or 📁 to access an existing state code.

2. Charge Tax

Indicate whether you charge tax in this state.

3.   **Default State Tax Code**

Enter the state tax code to use as the default. Press 🔍 to search or 📁 to access an existing tax code.

4. Zip Code

The full or partial zip code to associate with a default tax code. To refine the default you can setup full or partial Zip Codes within the state entered.

5. Tax Code

The Tax code to be used as the default for customers with addresses in that Zip Code. Press 🔍 to search or 📁 to access an existing tax code.

You can select from the following functions.

Select the 📝 icon to make changes for the zip code/tax code association.

Select the ➕ icon to add a new record.

Select the ❌ icon to delete the entire highlighted zip code/tax code record.

Select the 📥 button to add a line item above the highlighted item in the browser.

Press the 💾 icon to save your changes (when editing a line).

Press the **Header** button to modify the State, Charge Tax or Default Sate Tax Code information.

Corporate Group Entry (ARE995)

Use this program to create and maintain corporate groups and assign customers to the groups. The customers can be assigned individually using the line entry or auto-assigned by salesperson/territory. A customer can belong to more than one corporate group.

Whenever a new corporate group is created or the name is changed, the system adds a record to the SMCATL log file for the next update to the eStorefront database. This is for the CorporateGroup request. A record is also be added when a corporate group is deleted. This is for the CorporateGroupDelete request.

For more information how to use maintenances, refer to the following topics:

How to use file maintenance programs

More about the types of file maintenance programs

Access this program by choosing *Accounts Receivable*→*File Maintenances*→ *Corporate Group Entry.*

Use the following fields to set up corporate group information:

Use the following fields to set up corporate groups:

1.* Corporate Group ID

Enter the corporate group id code. Press **F2** or 🔍 to search.

2.* Description

Enter the description for the corporate id code.

The line browser will be loaded with all customers assigned to the selected corporate group. The browser will display the customer number and name. The same customer cannot be added more than once in a corporate group. You can add customers to the corporate group by selecting the ➕ icon. To delete customers from the group, highlight the customer and select the ❌ icon.

3. Customer Number

Enter the customer to be assigned to this corporate group. Press **F2** or 🔍 to search.

Tip: Use the Auto-assign by salesperson/territory option from the menu bar to enter a salesperson number and then add all customer records with that salesperson to the corporate group and ARCGRL file.

Press ❌ to stop adding groups.

Press 💾 to save your changes.

Press **Header** to access the Header Detail dialog box, where you can modify the corporate group description.

Press **Done** to clear the browser and return to the Corporate Group ID field. Press **Done** again to exit the program.

Tax Reporting F/M (ARF945)

Function

This program allows the user of the FACTS system to maintain sales tax reporting information in the sales tax file.

This file is used to print the Sales Tax Register. Records are updated to this file during the Daily Sales Register update and are removed during the update portion of the Sales Tax Register. This program is not initially set up by the users. Information is provided automatically from the Daily Sales Register. This program should only be used to correct the merchandise amount, taxable amount, entry date and total tax if there is a discrepancy.

User Fields

The following fields are involved in creating sales tax summary information:

1.* Tax Code

Enter the tax code. The code entered must be a valid tax code (up to 8 characters). Press **F2** or 🔍 to search.

2.* Tax Rate

Enter whether the tax rate is **H**-high, **L**-low or **X**-exempt. If the tax code does not use low tax rates, L is not an option. Press Enter (CR) to default to H. Press **F3** to display the first tax code record on file for the tax code entered in field #1.

3.* Customer Number

Enter the customer number. Press **F2** or 🔍 to search. Press **F3** to display the first tax code record on file for tax code and rate entered in fields #1-2.

4.* Document #

Enter the document number. Press **F3** to display the first tax code record on file for tax code, rate and customer entered in fields #1, #2 and #3.

5.* Continuation Number

Enter the document continuation number (1 digit). Press **F3** to display the first tax code record on file for tax code, rate, customer and document number entered in fields #1-4.

6. Entry Date

Enter the entry date. Press Enter (CR) to default to the system date.

7. Merchandise Amount

Enter the merchandise amount of the document (+/- 9999999.99). Press Enter (CR) to default to 0.

8. Taxable Amount

Enter the taxable amount of the document (+/-9999999.99). Press Enter (CR) to default to 0.

9. Total Tax

Enter the total tax of the document (+/-99999.99). Press Enter (CR) to default to 0.

10. Branch

Enter the branch number. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the terminal.

Transfer/Change Customer Codes (ARU910)

Function

This program allows the user to change specific information in the customer file for a range of customers.

The user has the option to change:

Customer Class	Ship Via	Zip Code
Salesperson/Territory	SO Sales History flag	Customer Price Class
Terms Code	SO Invoice History flag	Pick Ticket Prices
Tax Code	Commission %	Print Customer Item #'s
GL Posting Table	Allow Backorders	Credit Check
Geography Code	Invoice Discount %	Ship Complete
Price Level	Route	Order Priority
Statement Code	Zone	
Payment History flag	Ledgercards	
Credit Limit	Dunning Letters	

The user has the option to:

- Select the change order - customer, alpha, salesperson/territory or customer class.
- Select the beginning and ending order to change.
- Select the **change-from** field.
- Select the **change-to** field.

The fields above are all part of the information stored on each customer in the customer file. This program is especially useful for making changes to many customers without having to manually change each customer individually through the Customer F/M program.

Two examples for the use of this program are:

1.   For a user who decides to start storing payment history for a range of customers, who previously did not have payment history stored.

2.   For a user who decides to change the terms code for a range of customers.

All fields being changed must be valid fields. For example, if changing customer classes, all classes being changed to must be valid customer classes.

Changes made in this program do not affect transaction files or other modules.

User Fields

The following fields are involved in changing customer information:

1. Select Number

Enter the number of the field to be changed (1-22).

2. Order

Select the order in which the system should sort the records to be changed..

3. Beginning Order Choice

Select the beginning order choice.

4. Ending Order Choice

Select the ending order choice.

5. Change From

The answer to the first field (**Select Number**) is the field being changed; e.g., if customer class was selected, enter the customer class that is being changed. The entry must be valid for the field being changed. F3 defaults to ALL.

6. Change To

The answer to the first field (**Select Number**) is the field being changed; e.g., if customer class was selected, enter the customer class to change. F3 defaults to user selection. If F3 is selected, the program stops at every customer whose customer class is to be changed and requires field of the new customer class.

```
┌──────────────────────────────────────────────────────────────────────────┐
│ ① Transfer/Change Customer Codes (ARU910)                      _ □ ×       │
│ Help                                                                       │
├──────────────────────────────────────────────────────────────────────────┤
│ 01-FACTS 7.7 Development        TRANSFER/CHANGE CUSTOMER CODES    ARU910   │
│ THIS PROGRAM ALLOWS AUTOMATIC OR OPERATOR ASSISTED CHANGES OF SPECIFIC     │
│ INFORMATION IN THE CUSTOMER FILE FOR A RANGE OF CUSTOMERS.                 │
│ CHANGES DO NOT AFFECT TRANSACTION FILES OR OTHER MODULES.                  │
│                                                                            │
│  1 CUSTOMER CLASS                    17 ROUTE                              │
│  2 SALESPERSON/TERRITORY             18 ZONE                               │
│  3 TERMS CODE                        19 LEDGERCARDS                        │
│  4 TAX CODE                          20 DUNNING LETTERS                    │
│  5 GL POSTING TABLE                  21 ZIP CODE                           │
│  6 GEOGRAPHY CODE                    22 CUSTOMER PRICE CLASS               │
│  7 PRICE LEVEL                       23 PICK TICKET PRICES                 │
│  8 STATEMENT CODE                    24 PRINT CUST ITEM #'S FLAG           │
│  9 PAYMENT HISTORY FLAG              25 PO REQUIRED FLAG                    │
│ 10 CREDIT LIMIT                      26 CREDIT CHECK                       │
│ 11 SHIP VIA                          27 CREDIT CHECK DAYS                  │
│ 12 SO SALES HISTORY FLAG             28 SHIP COMPLETE                      │
│ 13 SO INVC HISTORY FLAG              29 ORDER PRIORITY                     │
│ 14 COMMISSION %                      30 ESTOREFRONT WHSE                   │
│ 15 ALLOW BACKORDERS                  31 DEFAULT FRT METHOD                 │
│ 16 INVOICE DISCOUNT %                32 ALLOW CHNG FRT METHOD              │
│                                                                            │
│ SELECT # OF INFORMATION TO BE CHANGED, F4-END ..          [End] [OK]       │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

Transfer/Change Ship-To Codes (ARU920)

Function

Use this program to change specific information in the ship-to file for a range of customer ship-to addresses.

You have the option to change:

Salesperson/Territory   ·

Zip Code

Tax Code   Ship Complete

Tax Rate

Order Priority

Ship Via

UPS Zone(and Commercial/Residential when applicable)

Route

The fields above are all part of the information stored on each ship-to location in the customer file. This program is especially useful for making changes to many customers without having to manually change each ship-to location individually through the Ship-To F/M program.

Two examples for the use of this program are:

1.   For a user who decides to modify the ship complete designation or the way to handle committing stock for sales orders for a range of ship-to locations.

2.   For a user who decides to change the UPS Zone for a range of ship-to locations.

All fields being changed must be valid fields. For example, if changing tax codes, all tax codes being changed to must be valid tax codes.

Changes made in this program do not affect transaction files or other modules.

Access this program by choosing Accounts Receivable→File Maintenances→Transfer/Charge Ship-To Codes.

User Fields

Use the following fields to change ship-to information:

1.   **Select Code Number**

Enter the number of the field to be changed (1-22).

2.   **Order**

Select the order in which the system should sort the records to be changed. Options are customer, alpha, salesperson/territory and customer class.

3.   Beginning Order Choice

Select the beginning order choice.

4.   Ending Order Choice

Select the ending order choice.

5.   Change From

The answer to the first field (Select Number) is the field being changed; e.g., if customer class was selected, enter the customer class that is being changed. The entry must be valid for the field being changed. Press F3 to default to ALL.

6.   Change To

The answer to the first field (Select Number) is the field being changed; e.g., if customer class was selected, enter the customer class to change. Press F3 to default to user selection. If F3 is selected, the program stops at every customer whose customer class is to be changed and requires field of the new customer class.

```
┌─────────────────────────────────────────────────────────────────────┐
│ Transfer/Change Ship-To Codes (ARU920)                    [_][□][X]   │
│ Help                                                                  │
│                                                                       │
│ 01-Specialty Distributors, I   TRANSFER/CHANGE SHIP-TO CODES   ARU920 │
│                                                                       │
│ THIS PROGRAM ALLOWS AUTOMATIC OR OPERATOR ASSISTED CHANGES OF SPECIFIC│
│ INFORMATION IN THE SHIP-TO FILE FOR A RANGE OF CUSTOMERS AND SHIP-TO'S.│
│ CHANGES DO NOT AFFECT TEMPORARY SHIP-TO'S, TRANSACTION FILES OR OTHER MODULES.│
│                                                                       │
│   1 SALESPERSON/TERRITORY                                             │
│   2 TAX CODE                                                          │
│   3 ROUTE                                                             │
│   4 ZONE                                                              │
│   5 ZIP CODE                                                          │
│   6 SHIP COMPLETE                                                     │
│   7 ORDER PRIORITY                                                    │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│ SELECT # OF INFORMATION TO BE CHANGED, F4-END ..                      │
│                                                                       │
│                                                                       │
│ [_____]│
└─────────────────────────────────────────────────────────────────────┘
```

Infrequent F/M

File maintenance programs allow the user to enter, change and delete data. These programs are used to enter the initial data required to set up the system.

The user can add, change and delete the records in a file. This is called maintaining the file. Some file maintenance programs may be used often where others are used less frequently. There is an Infrequent File Maintenances menu for the latter programs; most of these are used only one time during the initial set up of the system. However, the information in the infrequent file maintenances may be updated by the system. An example would be the Nonstatic Control F/M, which keeps track of the sales orders period and all the register trace numbers.

All files, once set up, are maintained and updated by the system. Most file maintenances in the sales orders system do not need to be maintained by the user and it is unlikely that they will be used.

Region F/M (ARF950)

Function

This program allows the user to create and maintain region codes. Users establish their own set of regions and descriptions for use in the salesperson/territory file. If salespeople are not divided into regions, enter one region, give it the description ALL REGIONS and assign all salespeople to that region.

Regions are assigned to salespeople for use in selected Sales Analysis reports which may be printed by salesperson/territory or by region.

User Fields
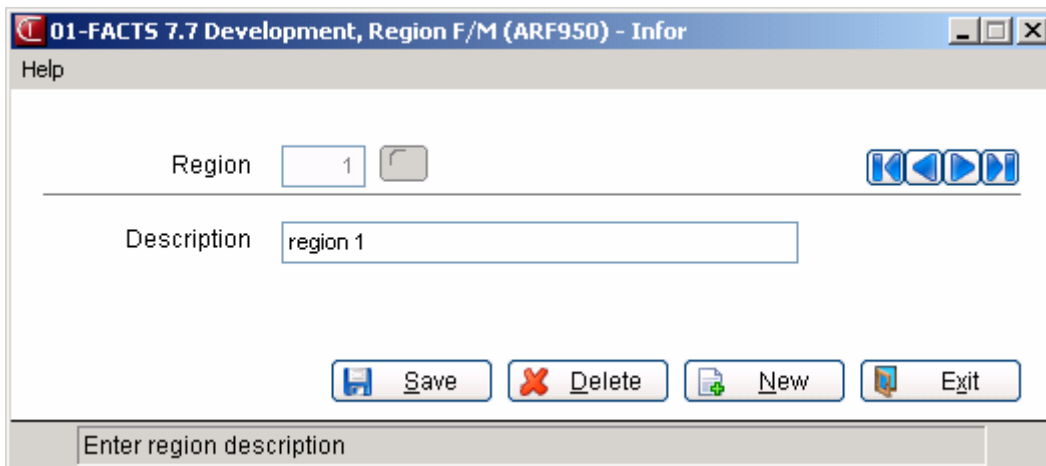
The following fields are involved in creating a region:

 1.* Region Code

Enter the up to 3 characters to create a region code. Click the search button orpress **F2** or 🔍 to search existing codes.

 2. Description

Enter up to 30 characters to create a description for the code. The description appears next to any region fields in the system and also prints on reports where regions are used.

Customer Class F/M (ARF952)

Function

This program allows the user to create and maintain the customer class records. Each customer is assigned a customer class (i.e., retail, wholesale, in state, out of state, etc.). These classes are determined by the user and are used in most AR reports to group customers. If the user chooses not to use customer classes, then one class must be entered and all customers are assigned to that class.

User Fields

The following fields are involved in creating a customer class:

1.* Customer Class

Enter the customer class code (up to 3 characters). Press **F2** or 🔍 to search.

2. Description

Enter the customer class description (up to 30 characters).

3. GL Table

Enter the default GL posting table in the Customer F/M program for customers assigned to this customer class. The entry must be a valid GL posting table. Press **F2** or 🔍 to search.
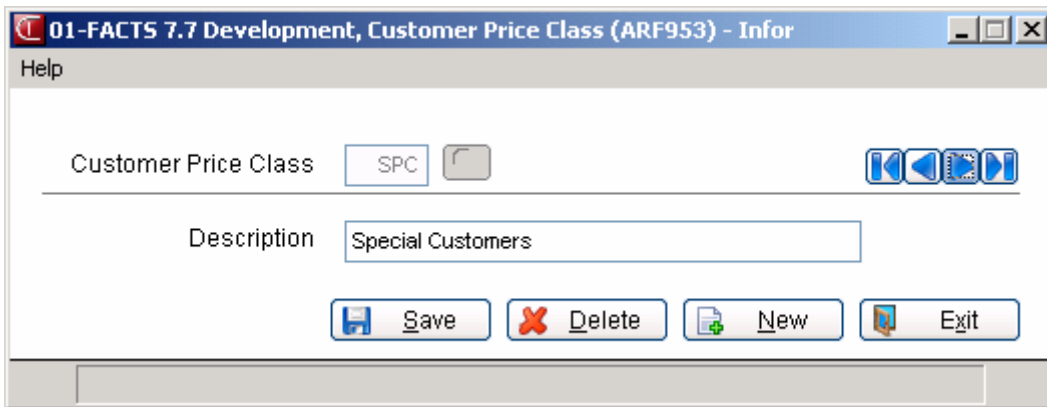
Customer Price Class F/M (ARF953)

Function

This program allows you to create and maintain customer price classes. Each new customer must be assigned a customer price class in the AR Customer F/M. These classes are user-defined. Customer price classes are used for setting up contract pricing in Sales Orders. For example, you can set up contract prices for a customer price class, indicating that each customer assigned to that price class is eligible for that contract price.

You must enter at least one customer price class. If you choose not to use customer price classing, assign this one code to all customer records.
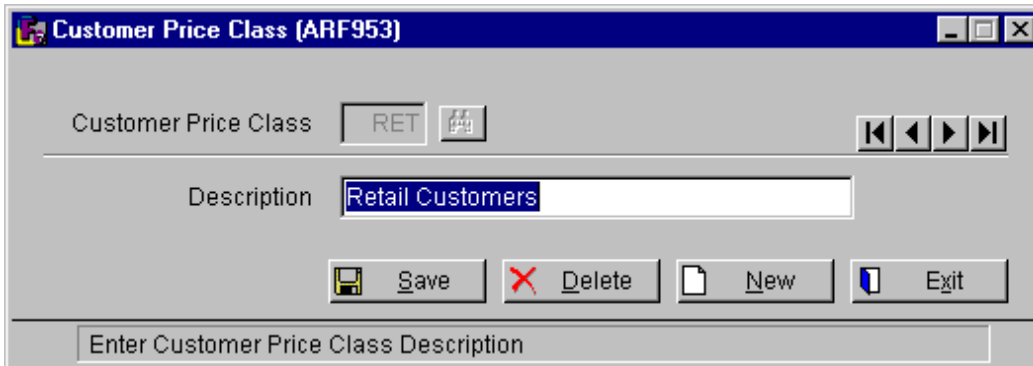
User Fields

1*. Customer Price Class

Enter the customer price class. Press **F2** or 🔍 to search. Press **F3** to default to the next record on file.

2. Description

Enter the customer price class description (up to 30 characters).

Terms Code F/M (ARF954)

Function

This program allows the user to create and maintain the terms codes. Users establish their own set of valid terms codes that are assigned to each customer as a default value in Sales Order Entry and AR invoice programs. The terms codes are used to determine due date, discount date and terms discount during the update portion of the SO Daily Sales Register, AR Sales Register and JC Invoice Register.

User Fields

The following fields are involved in creating a terms code:

1.* Terms Code

Enter the terms code (up to 2 characters). Press **F2** or 🔍 to search.

2. Terms Description

Enter the description of the terms code (up to 15 characters).

3.* Terms Type

Enter payment **D**ue on a certain date of the month, payment due in a set **N**umber of days, payment due on a **S**pecific date or **C**ash terms code (will not post to accounts receivable). Press Enter (CR) to initially default to D.

4. # of Payments

Enter the number of payments expected (1-12). Press Enter (CR) to default to 1. Example, if terms are Net 30, 60, 90 then three payments will be made.

5. Discount %

Enter the terms discount % if applicable (.00-99.99). Example, enter a 2% discount as 2.0. Press Enter (CR) to initially default to 0.

6. First Net Due Date

Enter either the day of the month or the number of days until due if D or N was selected for field #3. If S was selected, this field is skipped. Press Enter (CR) to initially default to 0.

7. First Discount Due Date

If a discount percent was entered in field #5, enter the day of the month or the number of days that will entitle the customer to a discount. If no discount percentage is entered, this field is skipped. Press Enter (CR) to initially default to 0. If S or C was selected in field #3, this field is skipped.

8. Cutoff Day Current Month

This field is only valid if D was entered in field #3. Enter the day (invoice date) before which the due date will still be due in the current month. If this is set to zero, the invoice will never be due in the current month. If this is set to 5, the due date will only be in the current month if the invoice date is the 1st - 4th of the month. For example, if the terms are 2% 10th Net 30th and anything invoiced after the 4th is due the next (following) month, the cutoff would be set to 5. If invoiced on September 4th the discount due date is September 10th and the net due is September 30th. If

invoiced on September 5th the discount due date is October 10th and the net due date is October 30th.

9. Cutoff Day Next Month

This field is only valid if D was entered in field #3. Enter the day (invoice date) before which the due date will be in the next month. If this is set to 25, the due date will only be in the next month if the invoice date is between the cutoff for the current month and the 25th of the month. For example, if the terms are 2% 10th Net 30th and anything invoiced after the 25th is due in two months, the cutoff would be set to 25. If invoiced on September 24th the discount due date is October 10th and the net due date is October 30th. If invoiced on September 25th the discount due date is November 10th and the net due date is November 30th.

10. Subsequent Due

Enter either the day of the month or number of days when subsequent payments are due (1-31). This field is used only for terms codes with multiple payments. Press Enter (CR) to initially default to 0. If 1 was entered in field #4, this field is skipped.

11. Subsequent Dscnt Due (Subsequent Discount Due)

Enter either the day of the month or number of days that will entitle the customer to a discount (1-31). This field is used only for terms codes with multiple payments. If 1 was entered in field #4, this field is skipped.

12. Specific Date Due

Enter the specific date on which payment is due if S was chosen in field #3. If S was not selected, this field is skipped.

13. Specific Dscnt Date (Specific Discount Date)

Enter the specific due date on or before which payment must be made to take a discount if S was selected in field #3. If S was not selected, field is skipped.

14. General Ledger #

If C was not selected in field #3, this field is skipped. Enter the cash GL account number when printing and updating the AR Register Sales and the SO Daily Sales Register. The number entered must be a valid GL number. Press **F2** or 🔍 to search. Press **F1** or 🚫 to default to BANK indicating that the GL number to post cash to is determined by the bank. The bank used is found in the branch record (Branch F/M) for the warehouse the invoice is issued from. If you do choose BANK, then the bank account balances are updated through the SO Daily Sales Register.

GL Posting Table F/M (ARF956)

Function

This program enables FACTS users to set up GL posting tables for different customer types so that transactions can be posted and tracked with greater detail.

Say you wanted to post services charges applied to retail customers to a different account than service charges applied to wholesale customers. To achieve that result, you would create a GL posting table for retail customers and another for wholesale customers in this file maintenance, each containing a different GL account number for service charges. Then in the AR to GL Posting Table, you would change the service charges basis flag to C-Customer. When the Service Charge Register is run, service charges will post to their respective accounts.

As noted above, the Accounts Receivable GL Posting Table works with the AR to GL and SO to GL Posting Tables to determine how transactions should post to the GL after the following registers have been printed:

- Cash Receipts & Adjustments Register – posts to accounts receivable GL number, discount GL number and adjustment GL number.
- Service Charge Register – posts to service charges GL number.
- Returned Check Register – posts to returned checks GL number.
- AR Sales Register – posts to Sales GL number.
- SO Daily Sales Register – posts to sales, misc. sales, inter-warehouse A/R, deposits and accounts receivable GL numbers.

The following charts illustrate the GL posting tables for retail and wholesale customers mentioned in the example above. Review the charts and then refer to the register distribution examples. The examples include all registers that use the Accounts Receivable GL posting tables.

GL TABLE	**RET**		
DESCRIPTION	**RETAIL CUSTOMERS**		
		GL #	DESCRIPTION
ACCOUNTS RECEIVABLE		**120-01-0**	**ACCOUNTS RECEIVABLE-RETAIL**
DISCOUNTS		**490-01-0**	**DISCOUNTS-RETAIL**
ADJUSTMENTS		**420-01-0**	**ADJUSTMENTS-RETAIL**
SERVICE CHARGES		**440-01-0**	**FINANCE CHARGES-RETAIL**
RETURNED CHECKS		**430-01-0**	**RETURNED CHECKS-RETAIL**
SALES		**410-01-0**	**SALES RETAIL**
MISC SALES		**450-01-0**	**MISC SALES-RETAIL**
INTERWHSE A/R		**130-01-0**	**INTER-WAREHOUSE-RETAIL**

DEPOSITS	650-01-0	DEPOSITS-RETAIL

GL TABLE   **WSL**

DESCRIPTION   **WHOLESALE CUSTOMERS**

	GL #	DESCRIPTION
ACCOUNTS RECEIVABLE	**125-01-0**	**ACCOUNTS RECEIVABLE-WSL**
DISCOUNTS	**495-01-0**	**DISCOUNTS-WSL**
ADJUSTMENTS	**425-01-0**	**ADJUSTMENTS-WSL**
SERVICE CHARGES	**445-01-0**	**FINANCE CHARGES-WSL**
RETURNED CHECKS	**435-01-0**	**RETURND CHECKS-WSL**
SALES	**415-01-0**	**SALES-WSL**
MISC SALES	**455-01-0**	**MISC SALES-WSL**
INTERWHSE A/R	**130-01-0**	**INTER-WAREHOUSE-WSL**
DEPOSITS	**655-01-0**	**DEPOSITS-WSL**

Cash Receipts & Adjustments Register

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

		Debit	Credit
*100-01-0	Cash in Bank	729.70	
120-01-0	Accounts Receivable-Retail		225.02
125-01-0	Accounts Receivable-Wholesale		510.00
420-01-0	Adjustments-Retail	.02	
495-01-0	Discounts-Wholesale	5.30	
		735.02	735.02

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

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

Service Charge Register

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

		Debit	Credit
120-01-0	Accounts Receivable-Retail	1.70	
125-01-0	Accounts Receivable-Wholesale	2.35	
440-01-0	Finance Charges-Retail		1.70
445-01-0	Finance Charges-Wholesale		2.35
		4.15	4.15

Returned Check Register

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

		Debit	Credit
*100-01-0	Cash in Bank		524.70
125-01-0	Accounts Receivable-Wholesale	539.70	
435-01-0	Returned Checks-Wholesale		15.00
		539.70	539.70

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

A/R Sales Register

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

		Debit	Credit
120-01-0	Accounts Receivable-Retail	240.00	
125-01-0	Accounts Receivable-Wholesale	320.00	
410-01-0	Sales-Retail		240.00
415-01-0	Sales-Wholesale		320.00
		560.00	560.00

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

SO Daily Sales Register

An invoice is entered for Williams Wholesale at $320; $300 for regular items, $20 for misc. items and $50 is received for other goods. No tax or freight is charged. The misc. sales GL number is only used if misc. sales are posted to the GL by the AR GL posting table as assigned in the SO to GL posting record. (See

the SO to GL Posting F/M.) The item sold must have the **Misc sales** flag set to Y (in the Item F/M) for the item to post to the misc. sales GL number rather than the sales GL number. Using the GL posting tables, the GL distribution is as follows:

		Debit	Credit
125-01-0	Accounts Receivable-Wholesale	320.00	
415-01-0	Sales-Wholesale		300.00
455-01-0	Misc Sales-Wholesale		20.00
100-01-0	Cash in Bank	50.00	
655-01-0	Deposits-Wholesale		50.00
		370.00	370.00

User Fields

In each of these prompts, you can press F2 or to perform a search for available GL numbers, or in the case of prompt #1, available GL posting table codes. All of the GL numbers entered in this table work with the AR to GL and/or SO to GL posting tables so that transactions post according to customer categories.

*. GL Posting Table

This prompt can be used to create a new GL posting table or edit an existing one. If you are creating a new table, enter a three-character code such as 001, SVC, etc., that FACTS can use to identify the table.

2. Description

The GL Posting Table description can be up to 30 characters long and appears on various registers run out of Accounts Receivable and Sales Orders.

3. Accts Receivable GL #

This is the GL number that Accounts Receivable post to when you run the SO Daily Sales register (when posting to Accounts Receivable by customer) or the Accounts Receivable Sales Register (when posting to Accounts Receivable by customer).

4. Discounts GL #

This is the GL number that discounts post to after the Cash Receipts & Adjustments Register prints when you set the Discounts Basis to C-Customer in the AR to GL Posting Table.

5. Adjustments GL #

When you set the basis for adjustments to C-Customer in the AR to GL Posting table, the Cash Receipts & Adjustments register will post to the number entered here, rather than the default GL number or the Adjustments GL number set up in the Adjustments Code F/M.

6. Service Charges GL #

If you've set the service charge basis to C-Customer in the AR to GL posting table, FACTS posts service charges to this GL number when you run the Service Charge Register, rather than the default GL number.

7. Returned Check Charges GL #

When the returned check charges Basis is set to C-Customer, FACTS posts these charges to this GL number after the Returned Check Register prints, rather than the default GL number.

8. Sales GL #

If the sales basis is set to C-Customer in the SO to GL Posting Table, the system posts to this GL number after the Daily Sales Register prints. The AR Sales register also uses this number if the sales Basis is set to C-Customer in the AR to GL Posting Table.

9. Misc Sales GL #

If the miscellaneous sales basis is set to C-Customer in the SO to GL Posting Table, the systems posts to this number when the SO Daily Sales Register is run. FACTS also posts to this GL number when the AR Sales Register is run if the misc. sales basis is set to C-Customer in the AR to GL Posting Table. (Miscellaneous sales represent the sale of items that are flagged as "Miscellaneous" in the IC Item F/M.)

10. Interwhse A/R GL#

If the basis is set to C-Customer in the SO to GL Posting Table *and* the shipping warehouse is set to get 100% credit for the sale (see Warehouse F/M in the Inventory Control module), the system posts to this GL number when SO Daily Sales Register is run.

11. Deposits

If the basis is set to C-Customer in the SO to GL Posting Table, the system posts to this GL number when the SO Daily Sales Register is run. Note that deposits represent a liability on your GL.

Customer Defaults F/M (ARF840)

Function

This program allows the user to set up default information for the following file maintenances:

- Prospect F/M
- AR Customer F/M

The fields defined here will be used as the default entries when adding prospects or customers. These fields can be changed when entering new prospects or customers.

Only one record can be set up in this program; the system automatically supplies it a customer number of **NEW**. The fields #2 - #13 should be left blank. The fields on the sales history screen should be left blank also.

User Fields

The following fields are involved in creating customer records:

1*. Customer #

The system supplies the customer number **NEW**.

2 - 13. THESE FIELDS SHOULD BE LEFT BLANK SINCE A DEFAULT VALUE WILL NOT BE NEEDED FOR THEM WHEN SETTING UP CUSTOMERS AND PROSPECTS

Accounting

1. Terms Code

Enter the terms code (up to 2 characters). The entry must be a valid terms code. Press Enter (CR) to default to the terms code of the customer just entered. Press **F2** or 🔍 to search.

2. GL Table

Enter the GL posting table to which a customer belongs (up to 3 characters). The entry must be a valid GL posting table. This GL table determines how the customer is to post to the GL module.

Press Enter (CR) to default to the GL posting table of the customer just entered. Press **F2** or 🔍 to search.

3. Tax Code

Enter the tax code that applies to this customer (up to 8 characters). The entry must be a valid tax code. Press Enter (CR) to default to the tax code of the customer just entered. Press **F2** or 🔍 to search.

4. Tax Rate

Enter whether the tax rate is **H**igh, **L**ow, or e**X**empt status. Press Enter (CR) to initially default to H. If tax rate is not applicable, enter **H** for all customers.

5. Tax Exempt Number

Enter the tax-exempt number if applicable (up to 20 characters). This field is a memo field.

6. Credit Limit

Enter the credit limit, if applicable (0- 9999999). Press Enter (CR) to default to 0. The credit limit is used while in the sales orders system (see SO Static Control F/M) and AR invoicing (see AR Static Control F/M).

7. Grace Period

Enter the number of days grace given to a customer before charging the service charge (0-999) when running the Service Charge Register. This grace period is added to the grace period for all customers as set in the service charge control record F/M. Press Enter (CR) to initially default to 0.

8. Active

Indicate whether a customer is active. If N is entered, no sales processing is allowed for this customer (i.e., no sales orders may be processed) (checks may be entered). Press Enter (CR) to initially default to selected.

9. On Hold

Indicate if this customer is on hold. If Y is entered, no orders can be entered for the customer. Press Enter (CR) to initially default to unselected.

10. Use Ledgercards

Indicate whether to store ledgercards. Press Enter (CR) to initially default to unselected.

11. Dunning Letters

Indicate whether a customer is to receive dunning letters. Enter 0-5 to indicate the number of the last dunning letter sent; (e.g., the entry Y5 indicates that dunning letters are sent and the number of the last letter sent was 5.) Press Enter (CR) to initially default to 0.

12. Last Dun Sent

13. Statement Code

Enter the statement code (1 character, **N**ever). Press Enter (CR) to initially default to 0. Entering N indicates this customer can never have a statement printed. This code is used in the AR Statement Print Program to specify which customers should have statements printed. Entering N indicates a customer can never have a statement printed. If all customers have statements printed at the same time, assign A (always) to all customers.

Invoicing Screen

1. Price Level

If inventory prices are set up in price levels, enter the level for this customer (up to number of levels used: 0-6). Price levels are used to charge customers different prices. For example, you have two types of classes; wholesale and retail customers. This option would allow you to set two types of level pricing for wholesale - level 1 and retail - level 2. If price levels are not used, enter zero.

2. Invoice Discount

The invoice discount is set in the SO static control record as either not used or a dollar amount or a percentage. If set as a percentage, enter the default invoice discount percent for this customer (.00-99.99). Press Enter (CR) to initially default to 0.

3. Commission %

Enter the commission percent for a customer (.00-99.99). If commissions are not calculated based on customer (set in the SM company control record), it will not be used. Press Enter (CR) to initially default to 0.

4. Message

Enter the message if needed (up to 20 characters). This message appears on the screen during sales order entry programs as a reminder and will not print anywhere for the customer to see.

5. UPS Zone

Enter the UPS ship-to zone. This will be used to calculate UPS freight charges in SO.

6. Commercial/Resident

Enter whether a delivery to a customer is a **C**ommercial or **R**esidential UPS ground delivery. UPS charges different amounts for residential and commercial deliveries. Press Enter (CR) to initially default to commercial.

7. Route

Enter a customer route number if routing is used (up to 3 characters) (set in the SO static control record). Press Enter (CR) to initially default to the first route on file. Press **F2** or 🔍 to search.

8. Ship-To

Enter the ship-to number for this customer (up to 5 characters). Press Enter (CR) to default to SAME, meaning the ship-to address is the same as the customer's billing address. Press **F2** or 🔍 to search.

9. Ship Via

Enter a Ship Via code that indicates which method of shipping should be used for the <u>default</u> customer. Press **F2** or 🔍 to search. Ship Via codes are setup and maintain in Sales Order ® File Maintenances ® Ship Via F/M.

10. PO (Purchase Order) Required

Enter **N** or **Y** to indicate whether the customer purchase order number to be entered in the **Reference #** field in SO entry is required for billing. Options:

> **N** - Entry is not mandatory. Press Enter (CR) to default to N.

> **Y** - Entry is mandatory **except** in Credit Memo Entry and Customer Returns

> **A** - Entry is mandatory in all SO entry programs including Credit Memo Entry and Customer Returns

11. Allow Backorder

Indicate if a customer allows backorders. Press Enter (CR) to initially default to selected.

12. Store SO (Sales Orders) Sales

Indicate whether to store SO (customer/item combinations) sales history. Press Enter (CR) to initially default to unselected. Sales history is stored for the last three customer/item combinations. There is also a removal program that may be run any time to remove sales history.

13. Store Invoices

Indicate whether to store past invoice history. Press Enter (CR) to initially default to unselected. Invoice history stores the detail of all invoices in the SO module. There is a removal program that may be run any time to remove detailed invoice history.

14. Pymt Hist (Store Payment History)

Indicate whether to store payment history. Press Enter (CR) to initially default to unselected.

15. Pick Ticket Prices

Enter whether to include pricing information on the pick ticket for this customer. Price, Pricing UM, and extension information will print below the description for each item on the pick ticket and the total of extensions will appear below the line item section if this flag is set to 'PET'.

16. Print Customer Item Numbers

Enter whether to include the customer item number on the quote, pick ticket and/or invoice/credit memo. Press **F2** to select "None."

Sales History

1. Date Opened

Enter the date the account was opened for this customer. Press Enter (CR) to default to the date the customer was entered into the customer file.

2. Date Last Sale

Enter the date of the most recent invoice for this customer.

3. Date High Balance

Enter the date the most money was owed by this customer.

4. Date Last Payment

Enter the date of the most recent payment made by this customer.

5.* Current Balance

This field is skipped and maintained by the system.

6. Highest Balance

Enter the amount of the highest balance for this customer (+/-99999999.99). Press Enter (CR) to default to 0.

7. Month-to-Date

Enter the total amount of month-to-date sales (+/-99999999.99). Press Enter (CR) to default to 0. Enter the total amount of month-to-date sales cost (+/-99999999.99). Press Enter (CR) to default to 0.

8. Year-to-Date

Enter the total amount of year-to-date sales (+/-999999999.99). Press Enter (CR) to default to 0. Enter the total amount of year-to-date sales cost (+/-999999999.99). Press Enter (CR) to default to 0.

9. Prior Year Sales and Cost

Enter the total amount of prior year sales (+/-999999999.99). Press Enter (CR) to default to 0. Enter the total amount of prior year sales cost (+/-999999999.99). Press Enter (CR) to default to 0.

Miscellaneous

1. Customer Class

Enter the customer class to which a customer would belong(up to 3 characters). Customer classes are a way of categorizing customers and is used for such purposes as reporting in Accounts Receivable and contract pricing in Sales Orders. Press **F2** or 🔍 to search.

2. Customer Price Class

Enter the customer price class for this customer. This price class is used to group customers for use in contract pricing, costs and prices updates, and reporting purposes. Press **F2** or 🔍 to search.

3. Site Charge

If your system uses the Service & Repair module, use this field to establish the flat fee you want to charge this customer whenever a service technician visits the customer's site.

If you don't use Service & Repair, this field is not active.

4. Salesperson/Territory

Enter the salesperson/territory (up to 3 characters). The entry must be a valid salesperson/territory code. Press Enter (CR) to default to the salesperson/territory of the customer just entered. Press **F2** or 🔍 to search.

5. Assigned Date

This field is disabled and intended for future use.

6. Lead Source

Enter the source from where the salesperson got the lead for this prospect. Press **F2** or 🔍 to search for valid sources, which are defined in the Lead Source F/M. This field is only valid if you have purchased TeleFACTS.

7. Geography Code

Enter a geographical location for this customer. This code can be up to 5 characters and is completely user-definable. Some of the AR reports will ask which geography code to print and will only print the code or codes you choose. Press Enter (CR) to default to the geography code of the customer just entered.

8. Branch

Enter the branch a customer belongs to. Most AR reports allow you to select the branch(es) to print.

The entry must be a valid branch. Press **F2** or 🔍 to search.

When all fields have been entered, enter **Y** or **N** to indicate whether to add the record and assign sales and invoicing defaults. Press Enter (CR) to default to Y.

Once a record is displayed on the main screen, you can access other information by pressing the highlighted letter of the display code needed. The entire display code is highlighted when the information relating to that code is displayed on the screen. You can use the following display codes:

> **M** - main
>
> **S** - sales history
>
> **I** - invoicing

Register History F/M (ARF958)

Function

This program allows the user to trace through all registers of the current period to see how the accounts receivable balance is affected by each register. When initially setting up the AR system, no records need to be entered here. The Register History Report provides a printout of these records, maintaining a complete audit trail of the AR balance.

For every register printed and updated that affects the accounts receivable balance, a record is created by the system. Information includes the following:

- AR Register Trace Number: As a register is updated the system assigns a trace number to it.
- Register Types Are: **C**ash receipts, **R**eturned checks, **J**C invoicing, **S**ervice charges, **I**nvoicing, **D**aily sales, **B**ad debts, **A**uto credit apply, **K**-customer balancing, **E**quipment rental invoicing, and **T**echnical support invoicing.
- Date: The date the register is updated.
- Period: The period the register is updated.
- Register: The number which is assigned to each register while it is run.
- Beginning AR Balance: The AR balance before the register was updated.
- Dollar Amount: The actual dollar amount of the register which affects the AR balance.
- Discount Amount: The discount amount (if applicable) on the register.
- Adjustment Amount: The adjustment amount (if applicable) on the register.
- Ending AR Balance: The AR balance after the register is updated. This balance becomes the beginning balance on the next AR register trace number.
- Deposit Number: The deposit number (if applicable) on the register.

User Fields

Initially, this program is not used. The system will maintain all records.

* AR Register Trace

Enter the AR register trace number (0-9999).

2. Register Type

Enter whether the register type is **C**ash receipts, **R**eturned checks, **J**C invoicing, **S**ervice charge, **I**nvoice, **D**aily sales, **B**ad debts (currently not used), **A**pply auto credit, **K**-customer balancing, **E**quipment rental invoicing, or **T**echnical support invoicing. Pressing Enter (CR) initially defaults to C.

3. Date

Enter the register date.

4. Period

Enter the register period (PPYY).

5. Register Number

Enter the register number (0-9999). Pressing Enter (CR) initially defaults to 0.

6. Beginning AR Balance

Enter the AR balance before the register was updated (+/- 99999999.99). Pressing Enter (CR) initially defaults to 0.

7. Dollar Amount

Enter the dollar amount of the register to update the AR balance (+/- 99999999.99). Pressing Enter (CR) initially defaults to 0.

8. Discount Amount

Enter the discount amount of the register to update the AR balance (+/- 99999999.99). Pressing Enter (CR) initially defaults to 0.

9. Adjustment Amount

Enter the adjustment amount of the register to update the AR balance (+/- 99999999.99). Pressing Enter (CR) initially defaults to 0.

10. Ending AR Balance

Enter the AR balance after the register has been updated (+/- 99999999.99). Pressing Enter (CR) initially defaults to 0.

11. Deposit Number

Enter the deposit number for **C**ash receipts registers only (0-9999). Pressing Enter (CR) initially defaults to 0.

01-FACTS 7.7 Development, Register History F/M (ARF958) – Infor	_ □ ×

Help

AR Register Trace #   0686

AR Register Type   S - Service Charges ▼
AR Register Date   08/31/2004
AR Register Period   11/2012   **NOV**
AR Register #   0035
Beginning AR Balance   107372.11
Dollar Amount   29.29
Discount Amount   .00
Adjustment Amount   .00
Ending AR Balance   107401.40
Deposit #   0000

[💾 Save]   [✖ Delete]   [📄 New]   [🚪 Exit]

Enter register type

Adjustment Code F/M (ARF960)

Function

This program allows the user to create and maintain the adjustment code records.

Users establish their own set of valid adjustment codes and their descriptions for use in the Cash Receipts & Adjustment Entry program.

Valid adjustment codes must be set up here prior to entering adjustments in the Cash Receipts & Adjustments Entry program. Each adjustment code has an assigned GL account number. In the AR to GL Posting F/M, the **Adjustments GL Post** flag determines whether adjustments post to GL based on the customer type (pulled from the AR GL posting table) or based on the adjustment type (pulled from the adjustment code). If the flag is set to **A**-adjustment, then the GL number assigned to the code is posted when entering an adjustment in the Cash Receipts & Adjustment Entry program.

User Fields

The following fields are involved in creating an adjustment code record:

1.* Adjustment Code

Enter the adjustment code (up to 2 characters).

2. Description

Enter the adjustment code description (up to 30 characters).

3. Adjustment GL #

Enter the GL account number for this adjustment code. The entry must be a valid GL number.

Press **F2** or to search.

Aging Control F/M (ARF962)

Function

This program allows the user to create and maintain aging information used to print the Aged Trial Balance and statement forms.

The information in this file is used to determine column headings, aging breaks, and the correct columns for open receivables.

User Fields

The following fields are involved in creating an aging control record:

1. Age On Due/Invoice Date

Enter whether aging is based on the **D**ue date or **I**nvoice date. Pressing Enter (CR) initially defaults to D.

2. Credits - Off Old/Aged/Current

Enter whether credit memos are to be subtracted from the **O**ldest invoice, to be **A**ged just like invoices, or to be treated as **C**urrent when printing the Aged Trial Balance and statement forms. Pressing Enter (CR) initially defaults to O.

3. Default Credit Check Days

Enter the default maximum days past the aging date (as set in the Age on Due/Invoice Date field) before the credit check fails. Enter 999 to default to 'None'. The system uses this value as the default when new customer records are created, either through the file maintenance programs or when converting a TeleFACTS prospect to a customer. Press to default to none.

4. Number Of Aging Columns

Enter the number of aging columns (1-5). Pressing Enter (CR) initially defaults to 5.

Days Past Date, Break 1 Through Break 5

Enter the maximum number of days past due or invoice date (whichever was entered in field #1) a document must be to fall into each aging column. Pressing Enter (CR) initially defaults to 0 for break 1, 30 for break 2, 60 for break 3, 90 for break 4, and 999 for break 5.

Column Heading Break 1 Through Break 5

Enter the column heading for each break to appear on the Aged Trial Balance (up to 11 characters). These break headings should correspond with the number of days past date breaks (fields #5-9). Pressing Enter (CR) initially defaults to current for break 1, 30 for break 2, 31-60 for break 3, 61-90 for break 4, over 90 for break 5.

An example of the days past date and column heading is if the first column heading is current, then it is based on due date; if it is zero days past the due

date, then it is a current document. If the maximum days past date is 30, then it
would fall in the column of 0-30 days past due, etc.

Electronic Payment Mapping (ARF966)

Use Electronic Payment Mapping to describe to FACTS how to interpret the content of an external payment file. This program allows you to define the type of external payment file and as necessary allows you to define map the fields used and their size, and the directory location of the external files.

Use the following fields to complete Electronic Payment Mapping:

Main View

1. Identifier Code

The code to identify the Electronic Payment Mapping file. (may be 10 characters)

2. Description

The description for this Electronic Payment Mapping file.

3. Map type

Indicate the map type for the file. You can select from the following formats:

NACHA standard CCD

NACHA standard CTX

comma delimited file

4. Payment Type

Indicate the map type for the file. You can select from the following payment types:

Check

EFT

ACH

For comma-delimited map files only, complete the following additional fields in the Comma Delimited section of the screen;

5. Quoted Fields

Indicate whether the fields in the comma-delimited file are surrounded in quote marks.

6. Implied Decimals (Y/N)

Indicate whether the dollar amount fields use implied decimals.

7. # of Implied Decimals

If you selected the Implied Decimals checkbox, enter the number of implied decimals.

8. # of Header Records to Skip

Indicate the number of header records to skip when reading the file, if your file contains header records.

9. Use Record Identifiers

Indicate whether the comma-delimited file uses record identifiers for checks and invoices. Note: A Record Identifier is a code in an external payment file that distinguishes one type of record from another. An example would be a payment record may have an identifier of "P" while a remittance record may have an identifier of "R". Record identifier fields are available on the Check Record, Invoice Record and Batch Record views of Electronic Payment Mapping.

10. Record ID field #

Enter the number of the field in the Electronic Payment Mapping files that contains the Record ID.

Check Record View

1. Check Record Identifier

If this Electronic Payment Mapping file uses record identifier numbers, enter the check record identifier number.

2. For each of fields listed below enter the corresponding field number to identify the location of each field listed:

Customer Number Field #

Customer Name Field #

Check Amount Field #

Check Number Field #

ABA Routing Number #

Account Number Field #

Deposit Date Field #

3. Deposit Date Format

Enter the format used for deposit dates, such as MMDDYY, MM-DD-YY or MM/DD/YY.

Invoice Record View

Complete the Invoice Record view if the Electronic Payment Mapping file contains invoice records

1. Remittance/Invoice Record Identifier

If this Electronic Payment Mapping file uses record identifier numbers and contains invoice information, enter the remittance/invoice record identifier number.

2. For each of fields listed below enter the corresponding field number to identify the location of each field listed:

Invoice Number Field #

Customer Name Field #

Payment Amount Field #

Discount Amount Field #

PO/Reference Number #

Note: In some instances the customer's PO number is sent with the remittance instead of the FACTS invoice number. This information may be entered in the same field. Because of this, the invoice number and PO/Reference number fields can have the same field number.

Batch Record View

1. Batch Summary Record ID

If this Electronic Payment Mapping file uses record identifier numbers, enter the Batch Summary record identifier number.

2. For each of fields listed below enter the corresponding field number to identify the location of each field listed:

Number of Checks Field #

Total Amount Field #

Cash Receipts Control F/M (ARF964)

Function

This program allows the user to create and maintain the cash receipts control record.

The user establishes the following guidelines for posting cash in the Cash Receipts & Adjustments Entry program:

- Whether credit memos and on-accounts are on the document list.
- Whether to print a deposit ticket after the Cash Receipts Register.
- The last cash check number.
- The last on-account document used.

User Fields

The following fields are involved in creating the cash receipts control record:

1. Deposit Ticket

Indicate whether to print a deposit ticket after printing the Cash Receipts & Adjustments Register. Pressing Enter (CR) initially defaults to selected.

2. Last Cash Check Number

Enter the cash check document number last used (0-9999). Initially, this is set to zero and is maintained by the system by the cash and credit application programs thereafter. Pressing Enter (CR) initially defaults to 0.

3. Last OA Document Number

Enter the on-account document number last used (0-9999). Initially, this is set to zero and is maintained by the system by the cash and credit application programs thereafter. Pressing Enter (CR) initially defaults to 0.

Statement Print Control F/M (ARF968)

Function

This program allows the user to create and maintain the statement print control record.

The user establishes the format for the statement print including:

- Preprinted form or stock paper.
- Whether or not a tear-off return portion is used on the statement.
- Whether zero-balance documents are printed.
- Number of message lines used.

This record must be entered prior to entering statement messages and printing statements.

User Fields

The following fields are involved in creating and maintaining the statement print control record:

1. Form Depth

Enter the statement form depth (number of lines) at 6 lines per inch (0-99) usually 42 (7-inch form and prints 19 documents minus number of message lines on last page of each statement), 51 (8 1/2-inch form and prints 28 documents minus number of message lines on last page of each statement), and 66 (11-inch form and prints 43 documents minus number of message lines on last page of each statement). Pressing Enter (CR) initially defaults to 42.

2. Use Preprinted Form

Indicate whether a preprinted form is used. Pressing Enter (CR) initially defaults to unselected.

> **Address**

Indicate whether to print your company name and address on the preprinted statement form. Pressing Enter (CR) initially defaults to unselected.

3. Print Aging Headings

Indicate whether to print aging headings on the statements. These headings are found on the bottom of each statement summarizing the total due for each aging column. The user may choose to have the system print the headings rather than having them preprinted on a form for different customers. For example, retail customers may have Net-30, terms thus aging headings may be current 30, 60, 90, etc., where wholesale customers may have Net-10 terms thus aging headings may be current 10, 20, 30, etc. Pressing Enter (CR) initially defaults to selected.

4. Use Tear-Off Return

Indicate whether a tear-off return section of the statement is used. Pressing
Enter (CR) initially defaults to unselected.

5. Zero Balance Documents

Indicate whether to print on the statement zero balance documents (documents in AR which have been paid and the balance is 0). Pressing Enter (CR) initially defaults to selected.

6. # Message Lines

Enter the number of message lines to be printed on each statement (0-3). Pressing Enter (CR) initially defaults to 0 indicating that messages are not used. If messages are used, the message that is printed on each statement is determined by the oldest document on that statement. For example, assume that you have five aging columns on your statement and the oldest document is in column three, then the message for break number three is printed.

7. Minimum Amount

Enter the amount below which positive balance statements will not print (0-9999.99). Pressing Enter (CR) initially defaults to 0.

8. Statement by Branch

Indicate which branch the system should use: the customer's default branch or the branch entered on documents. When you print statements for Branch 01, for example, this control tells the system whether to print.

Statement Messages F/M (ARF970)

Function

This program allows the user to create and maintain the statement message file. The user establishes messages to be printed on the statements depending on the aging information on each statement. The maximum number of lines entered in a message is determined in the statement print control record. Therefore, prior to entering messages, the statement print control record must be set up.

The Statement Print program utilizes the messages entered. The message that is printed on each statement is determined by the oldest document on that statement. For example, assume you have five aging columns on your statement and the oldest document is in column 3. The message for break number 3 is printed.

User Fields

The following fields are involved in creating and maintaining the statement message records:

* Break Number

Enter the aging break number for which the message is to be printed (1-5).

2. Message 1, 2, 3

Enter the message to be printed for the break number (up to 60 characters per line). The number of lines you are allowed to enter is determined by the statement print control record.

Returned Check Control F/M (ARF974)

Function

This program allows the user to create and maintain the returned check control record.

The user establishes the following options for returned checks:

- Returned check charge.
- Overriding the returned check charge.
- Days from returned check date to due date.
- Last returned check document number.

User Fields

The following fields are involved in creating the returned check control record:

* Returned Check Charge

Enter the dollar amount a customer is to be charged for having a returned check. (.00-99.99). Pressing Enter (CR) initially defaults to 0.

2. Allow Override

Indicate whether the user has the option to override the standard check charge during Returned Check Entry. Pressing Enter (CR) initially defaults to selected.

3. Days From RC To Due Date (Days From Returned Check To Due Date)

Enter the number of days from the returned check date to the due date of the new open item to be created by the Returned Check Register (+/-999). This number may be a negative, in which case the new open item will age as past due. Pressing Enter (CR) initially defaults to 0.

4. Last RC Document # (Last Returned Check Document Number)

Enter the last returned check number (0-9999). This document number is used to identify the new open item created during the Returned Check Register. The number is maintained by the system and should initially be set to 0.

Service Charge Control F/M (ARF976)

Function

This program allows the user to create and maintain the service charge control record.

The user establishes service charge information to be used for each customer in the case of late payment. The options include the following:

- Number of service charges per year.
- Charges based on either invoice or due date.
- How to apply credits to invoices for service charges.
- Whether to charge service charges on service charges.
- Minimum and maximum number of days between service charges.
- When service charges are due.
- When to start charging service charges.
- Annual % rate to charge.
- Minimum service charge that can be charged.
- Minimum amount due for a charge to be calculated.
- Date of last Service Charge Register.
- Last service charge document number used.

User Fields

The following fields are involved in creating the service charge control record:

1. # Service Charges/Year

Enter the number of service charges that are charged per year (0-99). Pressing Enter (CR) initially defaults to 0. If 0 is entered, the remaining fields are skipped.

2. Base On Due/Invoice Date

Enter whether service charges are based on **I**nvoice date or **D**ue date. Pressing Enter (CR) initially defaults to I.

3. Credits - Age/Include All

Enter whether to **A**-age or **I**-include all credit memos as current. This determines how credit memos are applied to receivables in terms of service charges. Age means to age credit memos so they apply to documents in their aged-time period (example: 60 - 90 days). The amount left outstanding is used as the basis of the service charge for that period. Include all credits means that all credits together are applied to all receivables and the amount left outstanding is used as the basis of the service charge as a total for all aged-time periods. Pressing Enter (CR) initially defaults to A.

4. Charge SC On Service Chgs (Service Charges)

Indicate whether to charge service charges on previous service charges. Pressing Enter (CR) initially defaults to selected.

5. Minimum Days Between SC (Service Charges)

Enter the minimum number of days between Service Charge Registers (0-999). Pressing Enter (CR) initially defaults to 0.

6. Maximum Days Between SC (Service Charges)

Enter the maximum number of days between Service Charge Registers (0-999). Pressing Enter (CR) initially defaults to 0.

7. Days From SC (Service Charges) To Due Date

Enter the number of days from the service charge date to the due date of the new service charge (0-99). Pressing Enter (CR) initially defaults to 0 indicating the service charge due date is the date the Service Charge Register is run.

8. Days Past Date To Charge SC (Service Charges)

Enter the number of days past the due date or invoice date (depending on entry in field #2) a document must be to receive a service charge (0-99). Pressing Enter (CR) defaults to 0 initially.

9. Annual % Rate

Enter the annual percentage rate to charge for the service charge (0- 99.99). The actual amount charged each time depends on this rate and the number of charges per year. Pressing Enter (CR) initially defaults to 0.

10. Minimum SC (Service Charges) To Bill

Enter the minimum dollar amount of a service charge to be billed (0-99.99). For example, if the user wants to charge a minimum of $.50 and the charge generated is to $.45, then $.50 would be charged if entered here. Pressing Enter (CR) initially defaults to 0.

11. Minimum Amt (Amount) To Charge SC (Service Charges)

Enter the minimum amount of receivables to be charged a service charge (0-99.99). For example, if the customer owes $2.00, a service charge may not be desired. Pressing Enter (CR) initially defaults to 0.

12. Date of Last SC (Service Charges) Register

Enter the date of the last Service Charge Register. This is maintained by the system and is set to the date service charges were last issued. This date must be no older than the maximum days between charges (field #6) from the date of your next service charge.

13. Last SC (Service Charges) Doc # (Document Number) Used

Enter the last service charge document number used. The number is maintained by the system. Pressing Enter (CR) initially defaults to 0. This document number is used to identify the new open item created by the Service Charge Register.

01-FACTS 7.7 Development, Service Charge Control F/M (ARF976) - Infor

Help

# Service Charges/Year	12
Base on Due/invoice Date	I - Invoice Date
Credits- Age/Include All	I - Include
Charge SC on Service Chgs	✔
Minimum Days Between SC's	20
Maximum Days Between SC's	40
Days From SC to Due Date	0
Days Past Date to Chrg SC	30
Annual % Rate	18.00 %
Minimum SC to Bill	1.00
Minimum Amt to Charge SC	50.00
Date of Last SC Register	09/30/2004
Last SC Doc # Used	0800

Save   Delete   New   Exit

Enter # service charges/year

Sales Tax Control F/M (ARF978)

Function

This program allows the user to create and maintain the sales tax control record.

The user establishes certain sales tax information that pertains to the Sales Tax Register. Options include the following:

- Whether to include no-tax invoices.
- Whether to include unpaid invoices.

This control record must be set up prior to running the Sales Tax Register.

User Fields

The following fields are involved in creating the sales tax control record:

1. Include no-tax invoices

Indicate whether to include documents with no tax on the Sales Tax Register. Pressing Enter (CR) initially defaults to unselected.

2. Include unpaid invoices

Indicate whether to include unpaid invoices on the Sales Tax Register. Pressing Enter (CR) initially defaults to selected.

01-FACTS 7.7 Development, Sales Tax Control F/M (ARF978) - I...

Help

Include No-tax Invoices ☑

Unpaid Invoices ☑

💾 Save   ✖ Delete   ▤ New   🚪 Exit

Include invoices with no tax?
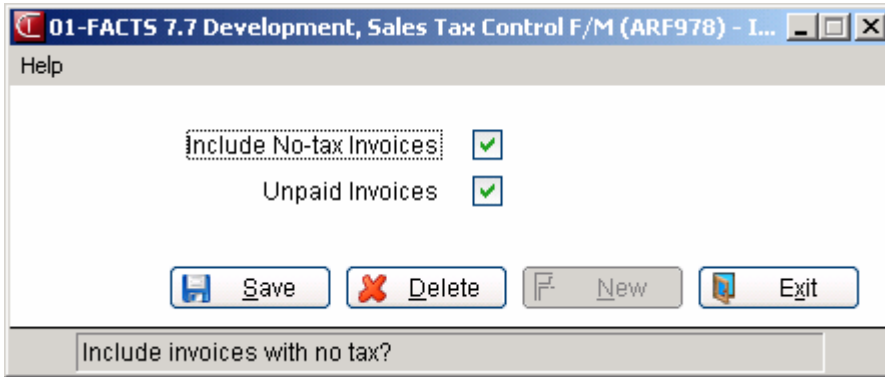
Dunning Letter Control F/M (ARF980)

Function

This program allows the user to create and maintain the dunning letter control record.

The user establishes the information used for sending out dunning letters. Options include the following:

- Number of different dunning letters.
- Whether to use a preprinted form.
- Whether to base letters on due date or invoice date.
- How to treat credit memos.
- Number of days past date for each letter.
- Number of days past date to include invoices.
- Continue printing last letter.
- Select minimum amount due to print letters.

This control record must be set up prior to running the Dunning Letter Text F/M, the Dunning Letter Edit List and the Dunning Letter Print.

User Fields

The following fields are involved in creating the dunning letter control record:

1. # Of Different Letters

Enter the number of different dunning letters (0-5). Pressing Enter (CR) initially defaults to 0. If 0 is entered, the remaining fields are skipped.

2. Use Preprinted Forms

Indicate whether to use preprinted forms. Pressing Enter (CR) initially defaults to unselected.

3. Base On Due/Invoice Date

Enter whether invoices listed in letters are considered past due based on **D**ue date or **I**nvoice date. Pressing Enter (CR) initially defaults to D.

4. Credit Memos - Subtract/Ignore

Enter whether to **S**ubtract out or **I**gnore credit memos for letters. Pressing Enter (CR) initially defaults to S.

5. Days Past Date To Begin Letters

Enter the number of days an invoice should be past the invoice or due date (depending on how letters are based in field #3) before the first dunning letter is sent out (0-999). Pressing Enter (CR) initially defaults to 90.

6. Days Past Date To Include Invcs (Invoices)

Enter the number of days an invoice should be past the invoice or due date (depending on how letters are based in field #3) to be included on the dunning letter (0-999). Pressing Enter (CR) initially defaults to 90.

7. Continue after last letter

Indicate whether to continue sending the last letter after it has been sent but the account has not been cleared. Pressing Enter (CR) initially defaults to unselected.

8. Min (Minimum) Amount Due To Send Letter

Enter the minimum amount a customer must owe before a dunning letter is sent (0-99999). Pressing Enter (CR) initially defaults to 100.

Invoice Processing Control F/M (ARF982)

Function

This program allows the user to create and maintain the invoice processing control record.

The user establishes the format for the Invoice Entry program including:

- Last invoice used.
- Invoice memo.
- Length of invoice.

AR invoice processing is often used to enter open balances just prior to first time processing. For loading balances, initially all flags should be set to N. Just prior to live processing, after all open balances have been updated to AR (i.e., Sales Register updated), if AR Invoicing is to be used, the flags may be reset to fit the user's needs.

This program also determines if:

- Tax is charged.
- Freight is charged.
- Discount is allowed.
- Preprinted form is used.
- Cost information tear-off is used.
- Cost is entered.
- SA is posted to.
- Invoice print is used.
- Department is used.

User Fields

The following fields are involved in creating the invoice processing control record:

1. Last Invoice # Used

This is maintained by the system and may be set to zero. Pressing Enter (CR) initially defaults to 0.

2. Charge Tax

Enter whether to **N**-not charge tax**, Y**-charge tax, **L**-charge tax by line or **O**-override tax by line and total. Pressing Enter (CR) initially defaults to N.

3. Charge Freight

Indicate whether to charge freight. Pressing Enter (CR) initially defaults to unselected.

4. Allow Discount

Enter whether to allow invoice discount by %-percentage, **$**-dollars or **N**-not allow. Pressing Enter (CR) initially defaults to %.

5. Enter Cost

Indicate whether cost is entered during Invoice Entry. Pressing Enter (CR) initially defaults to unselected.

6. Post to SA

Indicate whether to post invoices to Sales Analysis. Pressing Enter (CR) initially defaults to unselected.

7. Use Department

Indicate whether the department is entered during Invoice Entry. Pressing Enter (CR) initially defaults to unselected.

8. Use Invoice Print

Indicate whether to use the invoice print. Pressing Enter (CR) initially defaults to unselected. If unselected, skip to field #12.

9. Use Preprinted Form

If unselected was entered in field #8, this field is skipped. Indicate whether to use a preprinted invoice form. Pressing Enter (CR) initially defaults to unselected.

   Address

Indicate whether to print your company name, address and phone number on the preprinted invoice form. Pressing Enter (CR) initially defaults to unselected.

10. Use Cost Tearoff

If unselected was entered in field #8, this field is skipped. Indicate whether to print cost information on the tear-off section of the invoice. Pressing Enter (CR) initially defaults to unselected.

11. Invoice Form Depth

If N was entered in field #8, this field is skipped. Enter the depth (number of lines) of the invoice form at 6 lines per inch (29-99) usually 42 (7-inch form and prints 15 line-items per form), 51 (8 1/2-inch form and prints 24 line-items per form), or 66 (11-inch form and prints 39 line-items per form). Pressing Enter (CR) initially defaults to 66.

12. Invoice Standard Memo

Enter the standard memo to be printed on each invoice (up to 50 characters). During Invoice Entry, there is an opportunity to include this memo, delete it for a particular invoice, or type a new one for a particular invoice. Pressing Enter (CR) initially defaults to **Thank you for your order**.

01-FACTS 7.7 Development, Invoice Processing Control F/M (ARF982) - Infor

Help

Last Invoice # Used   000329   Enter Cost   ☑

Charge Tax   Y - Charge Tax   ▼   Post to SA   ☑

Charge Freight   ☑   Use Department   ☑

Allow Discount   % - Invoice Discount By Percent   ▼

┌─Invoice Print──┐
│   Invoice Print   ☑   │
│   │
│   Preprinted Form   ☐   Address   ☐   │
│   │
│   Cost Tear-Off   ☐   │
│   │
│   Form Depth   51   │
│   │
│   Standard Memo   Thank you for your order!   │
└───┘

💾 Save   ✖ Delete   ⊨ New   🚪 Exit

Enter last invoice # used

AR to GL Posting F/M (ARF984)

Function

This program allows the user to create and maintain the AR sales (AR Sales Register only) posting to GL control record.

This record contains information (such as journal and account numbers) which the system references in performing the automatic posting of AR Sales Register data to the GL in the AR Sales Register Update. All GL numbers entered must be valid GL numbers.

To create an AR to GL distribution table:

1. Begin by selecting the type of GL distribution, which determines how transactions processed by the AR Sales Register post into the Journal File in General Ledger (example: print only, print and post). See the **GL Distribution** field for options.

2. Then indicate to which General Ledger Journal file the distribution should post, such as Sales Journal.

3. Select a **basis**. The basis tells the system whether to use the default GL number set in this program, or GL numbers that exist in various GL Table file maintenances located in other modules.

   For instance, Accounts Receivable entry in this program give you the option of posting to the default GL number or the customer's GL number. If you look in the Customer F/M program, it contains a field in which you can assign an AR GL Table to each customer. By selecting the customer basis, you are telling FACTS that you want the AR Sales Register to post to the Accounts Receivable GL number associated with the table assigned to that customer — not to the GL number entered here in this program.

   In many cases, the other basis options — such as customer, tax code or adjustment code— enable you to create a much more accurate and detailed accounting system than you could be simply posting to default GL numbers.

4. Indicate whether you want the **department and/or branch numbers** embedded within the GL account number (if applicable). If you use departments and branches and select this option, the system looks at the department and branch number on the invoices and inserts this information into the GL number.

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

   If the **Department Position** flag in the Company Control F/M is 0, the department fields are disabled. If the **Branch Position** flag in the Company

Control F/M is 0, the branch fields are disabled. By default, these fields are deselected, or in character, set to N.

5.   Enter default GL numbers for each of the accounts listed in this program regardless of whether you intend to use the default basis or not. In some cases, the system can only post to a default GL entered in this program.

User Fields

The following fields are involved in creating the sales posting to GL control record:

Main Screen

1. GL Distribution

The AR sales system may post to GL automatically. The Sales Register may print a GL distribution and make a journal posting to GL during the update. Enter **0**, **1**, **2** or **3** to indicate how AR sales are tied in with GL. Press Enter (CR) to initially default to 0.

0 - no GL distribution is printed or posted.

1 - the GL distribution is printed (printing is in detail format) but not posted to GL.

2 - the GL distribution is printed (printing is in detail format) and posted to GL (posting includes the total amount posted to each account number).

2. GL Posting Journal - Sales (GL Journal Number To Post To)

Enter the GL journal number to post to when posting from the AR Sales Register. The entry must be a valid journal number. Press **F2** or 🔍 to search.

3. GL Posting Journal - Other

Enter the GL journal number to post to when posting from all AR registers (except AR Sales Register; see previous field). The entry must be a valid journal number. Press **F2** or 🔍 to search.

4. Accounts Receivable

Select the **basis** upon which to build distribution. The options are the **D**-default G/L number or **C**-customer GL posting table. Press Enter (CR) to initially default to D.

Accounts Receivable cannot post by department. Skip this field.

Indicate whether or not you want the **branch** number embedded in the Accounts Receivable GL number. Make sure the corresponding Branch flags in AR to GL and JC to GL Posting F/Ms are set same way. If the **Branch Position** flag in SM Company Control F/M is set to 0, this field is disabled.

Enter the **default General Ledger account number** for the Accounts Receivable account.Press **F2** or 🔍 to search. This is the account number the system uses when the basis is set to **D-**default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

5. Sales

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. Press Enter (CR) to initially default to D.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Sales Miscellaneous GL number. By default, these fields are deselected. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default **general ledger account number** for the Sales account.Press **F2** or to search. This is the account number the system uses when the basis is set to **D-**default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

6. Tax

Select the **basis** upon which to build distribution: the **D**-default G/L number, **T**-tax code GL posting table. Press Enter (CR) to initially default to D.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Sales Miscellaneous GL number. By default, these fields are deselected. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default general ledger account number for the Tax account.Press **F2** or to search. This is the account number the system uses when the basis is set to **D-**default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

7. Freight

Freight only posts to the Default GL number set in this program. The basis field is disabled. Continue to the branch and department flags.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Freight GL number. By default, these fields are deselected. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default general ledger account number for the Freight account.Press **F2** or to search.

8. Contra Cost of Sales

Contra Cost of Sales only posts to the Default GL number set in this program. The basis field is disabled. Continue to the branch and department flags.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Contra Cost of Sales GL number. By default, these fields are deselected. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default general ledger account number for the Contra Cost of Sales account.Press **F2** or to search.

9. Cost of Sales

Cost of Sales only posts to the Default GL number set in this program. The basis field is disabled. Continue to the branch and department flags.

Indicate whether or not you want the **department** and/or **branch** numbers embedded in the Cost of Sales GL number. By default, these fields are deselected. If the **Department Position** or **Branch Position** flags are set to 0 in SM Company Control F/M, these fields are disabled.

Enter the default general ledger account number for the Cost of Sales account.Press **F2** or to search.

Additional Accounts Screen

1. Discounts

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. Press Enter (CR) to initially default to D.

Indicate whether or not you want the **branch** numbers embedded in the Discounts GL number. You cannot departmentalize adjustments. By default, the branch field is deselected. If the **Branch Position** flag is set to 0 in SM Company Control F/M, this field is disabled.

Enter the default **general ledger account number** for the Discounts account.Press **F2** or 🔍 to search. This is the account number the system uses when the basis is set to **D-**default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

2. Adjustments

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. Press Enter (CR) to initially default to D.

Indicate whether or not you want the **branch** numbers embedded in the Adjustments GL number. You cannot departmentalize adjustments. By default, the branch field is deselected. If the **Branch Position** flag is set to 0 in SM Company Control F/M, this field is disabled.

Enter the default **general ledger account number** for the Adjustments account.Press **F2** or 🔍 to search. This is the account number the system uses when the basis is set to **D-**default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

3. Service Charges

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. Press Enter (CR) to initially default to D.

Indicate whether or not you want the **branch** numbers embedded in the Service Charges GL number. You cannot departmentalize adjustments. By default, the branch field is deselected. If the **Branch Position** flag is set to 0 in SM Company Control F/M, this field is disabled.

Enter the default **general ledger account number** for the Service Charges account.Press **F2** or 🔍 to search. This is the account number the system uses when the basis is set to **D-**default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

4. Returned Check Charges

Select the **basis** upon which to build distribution: the **D**-default G/L number or **C**-customer GL posting table. Press Enter (CR) to initially default to D.

Indicate whether or not you want the **branch** numbers embedded in the Returned Check Charges GL number. You cannot departmentalize adjustments. By default, the branch field is deselected. If the **Branch Position** flag is set to 0 in SM Company Control F/M, this field is disabled.

Enter the default **general ledger account number** for the Returned Check Charges account.Press **F2** or 🔍 to search. This is the account number the system uses when the basis is set to **D-**default. The default GL number *does not* change if you change the basis. It always refers to the default basis.

Technical Notes

FILES USED - GLMSTR, GLALPX

FILES UPDATED - SMCNTL

Static Control F/M (ARF988)

Function

This program allows the user to create and maintain the company AR Static Control Record. The AR Static Control Record is critical to the proper functioning of the AR system. The record contains information which the AR System references in performing various functions.

CAUTION! It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your local FACTS office.

User Fields

The following fields are involved in creating the company AR Static Control Record:

1. Bank

Enter the default bank code (2 characters). The entry must be a valid bank code. Press **F2** or 🔍 to search.

2. YTD (Year-To-Date) Roll Period

Enter the fiscal period when year-to-date sales figures in the customer file are rolled to the prior year. Press Enter (CR) to initially default to last period of year.

3. Use Ledgercards

Indicate whether to use customer ledgercards (i.e., store ledgercards for customers selected in the customer file). Press Enter (CR) to initially default to unselected.

4. Default Credit Check

Enter whether to **N**ot to acknowledge, flash a **M**essage and continue, **R**efuse entry of the document, automatically place the SO document on **H**old (not applicable in AR Invoice Entry - will flash a message and continue), or the correct **P**assword must be entered to continue (see next field) in the occurrence where a customer fails the credit check. Press Enter (CR) to default to N.

The credit check is based on: 1) the customer's credit limit in dollars (as set in the customer file) and 2) the credit limit check in days (as set in the aging control record). The credit check is used in AR invoicing and throughout the sales orders system.

The data in this field is used when new customer records are created, either through the file maintenance programs or when converting a TeleFACTS prospect to a customer.

5. Password

Enter the password to override the failed credit check in AR Invoice Entry and SO Entry programs (up to 8 characters). Press Enter (CR) to default to no password (blank).

6. Paid Document History Periods (0-99)

Enter the number of periods to retain document history. If 0 is entered, no document history will be retained. If 99 is entered, all document history will be retained. Press Enter (CR) to default to 12.

7.   **Check History**

Enter the number of periods to retain AR check history. Press **F1** or 🚫 is check history is not used.

In the Payment Accumulation History section of the screen, complete the following:

8. Use Due/Invoice Date

Enter whether payment history is stored based on Due date or the Invoice date. Press Enter (CR) to initially default to D.

9. Ignore Credits

Indicate whether to ignore credit memos (not update payment history with credit memos) when storing payment history. Press Enter (CR) to initially default to selected.

10. Ignore Disputed

Indicate whether to exclude disputed invoices from being included in the count of invoices, dollar amount of included invoices and the accumulations displayed – they will still be counted and amounts displayed in their own "disputed" columns. Press Enter (CR) to initially default to unselected.

11. First totals Through

Enter the first accumulation period to print on the Payment History Report and display for payment history in the Customer Inquiry. Each period should be two digits (example: 03). Each period includes all previous periods. For example, if 030609 is entered, the three columns of payment history on the Payment History Report are headed 3 (periods 1-3), 6 (periods 1-6), and 9 (periods 1-9). Period 1 is always the last period closed. Press Enter (CR) to initially default to 010203.

12. Second totals Through

Enter the second accumulation period to print on the Payment History Report and display for payment history in the Customer Inquiry. Each period should be two digits (example: 03). Each period includes all previous periods. For example, if 030609 is entered, the three columns of payment history on the Payment History Report are headed 3 (periods 1-3), 6 (periods 1-6), and 9 (periods 1-9). Period 1 is always the last period closed. Press Enter (CR) to initially default to 010203.

13. Third totals Through

Enter the third accumulation period to print on the Payment History Report and display for payment history in the Customer Inquiry. Each period should be two digits (example: 03). Each period includes all previous periods. For example, if 030609 is entered, the three columns of payment history on the Payment History Report are headed 3 (periods 1-3), 6 (periods 1-6), and 12 (periods 1-12). Period 1 is always the last period closed. Press Enter (CR) to initially default to 010203.

Nonstatic Control F/M (ARF990)

Function

This program allows the user to create and maintain the company AR nonstatic control record. The AR nonstatic control record is critical to the proper functioning of the AR system. The record contains information which the AR system references in performing various functions.

CAUTION! It is strongly advised that a password be used for this program. Changes should be made only with extreme caution and under the supervision of your local FACTS office.

User Fields

The following fields are involved in creating the company AR nonstatic control record:

1.* AR Balance

Upon installation this should be set to 0. It will be updated through normal processing. Press Enter (CR) to initially default to 0.

2. Current Period

Enter the current period or period when actual processing in AR will begin (PPYY). Press Enter (CR) to initially default to the current GL period.

3. Date Of Last EOP (End-Of-Period) Update

Enter the date of the last end-of-period update in accounts receivable. Press Enter (CR) to initially default to 010100.

4. Last Recurring Post Date

Enter the date of the last day recurring documents were posted. Press **F1** or or ⊘ to default to N/A (not applicable).

*5-13. Register Numbers

These numbers keep track of the last register number used and as a register is updated, the last number used is incremented by one. Upon installation these fields should be set to 0. These fields will automatically be updated through normal processing. Press Enter (CR) to initially default to 0.

14. Last Customer # Used

Enter the last customer number used when the system automatically increments customer numbers in the Customer F/M program (numeric only). Press Enter (CR) to initially default to blanks.

| 01-FACTS 7.7 Development, NonStatic Control F/M (ARF990) - Infor | _ □ × |

Help

Current AR

| Balance | 1144487.90 |
| Period | 09/2004 | **SEP** |

Last

Date of EOP Update	08/31/2004		Cust Balancing Reg #	0006
Recurring Post Date	09/10/2004	🚫	Invoice Entry Reg #	0336
Register Trace #	1092		Doc Removal Reg #	0045
Cash Receipts Reg #	0502		Sales Tax Reg #	0035
Auto Cred App Reg #	0079		Customer # Used	29
Returned Check Reg #	0125		Debit Memo # Used	0013
Service Charge Reg #	0037			

[💾 **Save**]　[✖ **Delete**]　[🗋 **New**]　[🚪 **Exit**]

Enter current accounts receivable balance

Rebuild AR Sort Files (ARU990)

Function

This program allows the user to rebuild sort files that may not be up to date with the rest of the system.

Sort files are used throughout the FACTS system to enable the user to report and retrieve information in an order other than the order in which the main file is stored. For example, the records of the Customer File are stored in customer number order. To access this file in alphabetical order requires a sort file that is stored by alpha lookup by customer number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild AR Sort Files Program should only be run under the supervision of your affiliate.

User Fields

The following fields are involved in rebuilding AR sort files:

1. ARCALX

Indicate whether to rebuild **ARCALX**. This file is the AR Customer By Alpha Sort File to the Customer File (ARCUST). This sort file is used in printing various AR reports which can be printed in alpha order. Pressing Enter (CR) defaults to unselected.

2. ARSLSX

Indicate whether to rebuild **ARSLSX**. This file is the AR Customer By Salesperson/Territory Sort File to the Customer File (ARCUST). This sort file is used in printing various AR reports which can be printed by salesperson/territory. Pressing Enter (CR) defaults to unselected.

3. ARCLSX

Indicate whether to rebuild **ARCLSX**. This file is the AR Customer By Customer Class Sort File to the Customer File (ARCUST). This sort file is used in printing of the various AR reports which can be printed by customer class. Pressing Enter (CR) defaults to unselected.

4. ARRGNX

Indicate whether to rebuild **ARRGNX.** This file is the AR Salesperson/Territory By Region Sort File to the Control File (SMCNTL). The sort file is used in the salesperson/territory sales reports for printing by region order. Pressing Enter (CR) defaults to unselected. Because the control file (SMCNTL) is used and locked while rebuilding this file, no one may be using any part of the system.

5. ARZIPX

Indicate whether to rebuild **ARZIPX**. This file is the AR Customer By Zip Code
Sort File to the Customer File (ARCUST). The sort file is used in the Customer
Label Print by zip code. Pressing Enter (CR) defaults to unselected.

6. ARCOPX

Indicate whether to rebuild **ARCOPX.** This file is the AR Customer By Open Document Sort File to the Open Documents File (AROPEN). The sort file is used in various open receivables reports where the open documents are listed. Pressing Enter (CR) defaults to unselected.

7. ARPHOX

Indicate whether to rebuild **ARPHOX.** This file is the AR Customer By Phone Number Sort File to the Customer File (ARCUST). This sort file is used in the search of customers by phone number whenever a search by customer is used. Pressing Enter (CR) defaults to unselected.

8. ARCSHX

Indicate whether to rebuild **ARCSHX**. This file is the Cash Receipts Check Number By Document Number Sort File to the Cash Receipts File. This sort file is used in the list checks and list payments options in the Cash Receipts & Adjustments Entry program. Pressing Enter (CR) defaults to unselected.

9. ARINVX

Indicate whether to rebuild **ARINVX**. This file is the AR Invoicing By Customer Number Sort File to the AR Invoicing File (ARINVC). This sort file is used to list AR invoices by customer in the Invoice Entry Program. Pressing Enter (CR) defaults to unselected.

10. ARCONX

Indicate whether to rebuild **ARCONX**. This file is the Customer By Customer Contact Sort File. This file is used during the contact search in the Customer Search Program. Pressing Enter (CR) defaults to N

Files will be rebuilt for all companies (ref. 5).

```
┌──────────────────────────────────────────────────────────────────────────┐
│ (T) Rebuild AR Sort Files (ARU990)                                _ □ ×   │
├──────────────────────────────────────────────────────────────────────────┤
│ Help                                                                       │
│ ┌────────────────────────────────────────────────────────────────────┐   │
│ │ 01-FACTS 7.7 Development        REBUILD AR SORT FILES        ARU990 │   │
│ │                                                                      │   │
│ │ ARCALX  .                                                            │   │
│ │ ARSLSX                                                               │   │
│ │ ARCLSX                                                               │   │
│ │ ARRGNX                                                               │   │
│ │ ARZIPX                                                               │   │
│ │ ARCOPX                                                               │   │
│ │ ARPHOX                                                               │   │
│ │ ARINUX                                                               │   │
│ │ ARCONX                                                               │   │
│ │                                                                      │   │
│ │                                                                      │   │
│ │                                                                      │   │
│ │                                                                      │   │
│ │                                                                      │   │
│ │ THIS PROGRAM IS NOT TO BE RUN WITHOUT SYSTEM MANAGER'S SUPERVISION! │   │
│ │                                                                      │   │
│ │ REBUILD CUSTOMER BY ALPHA X REFERENCE - ARCALX? (N/Y), F4-END  [N][Y][End][OK] │
│ └────────────────────────────────────────────────────────────────────┘   │
│ ┌────────────────────────────────────────────────────────────────┐ .:│  │
│ └────────────────────────────────────────────────────────────────┘      │
└──────────────────────────────────────────────────────────────────────────┘
```

Default Tax Code Entry (ARE990)

The Default Tax Code Entry program is designed for two purposes: 1) to help the distributor manage which customers get which tax code; and 2) to allow the B2C order in eCommerce Storefront (where we only know the ship-to address) to be properly taxed.   (B2C functionality will be available in the GA Release of the eCommerce Storefront integration to FACTS).

To that end, this program allows the distributor to setup each State, and first indicate whether or not they should charge tax for orders delivered in that state.   Typically, if a distributor has a business presence in a state, they must charge tax on orders delivered to that state.

To better refine the default, the distributor can then setup full or partial Zip Codes within that state and indicate the Tax code to be used for customers with addresses in that Zip Code.   Partial zip codes may be entered.   For example, for Georgia, the distributor could enter a zip code of "303" and assign a default tax code.   They could then enter a zip code of 30302 and enter a different default tax code.   A customer in zip code 30311 would get the tax code assigned to "303" whereas customers in zip code 30302 would get the more specific tax code for that zip code.

The defaults setup in Default Tax Code Entry will not override actual tax codes entered in Customer F/M, Ship-To F/M, or Temporary Ship-To Entry in Order Entry.   But each of those programs has visibility of what the default is.

In order to facilitate rapid setup of the Default Tax Code data, there is a menu option "Tools/Populate".   Selecting this option will read through the existing data in Customer F/M and Ship-To F/M and establish the defaults from the known Tax Codes.   During the Populate function, customers and ship-tos that are tax exempt will be skipped, so the defaults are only populated with tax codes from customers and ship-tos that are actually charged tax.

  Also provided are additional menu options, "Tools/Customer Conflicts" and "Tools/Ship-To Conflicts" to help the distributor identify existing Tax Codes in Customer F/M and Ship-to F/M that do not match the defaults.   The user will be able to go directly to Customer F/M or Ship-To F/M in order to make any necessary changes.   Conflicts do not have to be resolved, and may in fact be appropriate.   This is simply a tool to help the distributor analyze their tax codes and how they are assigned to customers and ship-tos.

The following fields are involved in creating a new company:

1. **State**

    Enter the (2-digit) company code. Press 🔍 to search or 📁 to access an existing state code.

2. **Charge Tax**

   Indicate whether you charge tax in this state.

   3.   **Default State Tax Code**

   Enter the state tax code to use as the default. Press 🔍 to search or 📁 to access an existing tax code.

4. **Zip Code**

   The full or partial zip code to associate with a default tax code. To refine the default you can setup full or partial Zip Codes within the state entered.

5. Tax Code

The Tax code to be used as the default for customers with addresses in that Zip Code. Press 🔍 to search or 📂 to access an existing tax code.

You can select from the following functions.

Select the 📝 icon to make changes for the zip code/tax code association.

Select the ➕ icon to add a new record.

Select the ❌ icon to delete the entire highlighted zip code/tax code record.

Select the 📥 button to add a line item above the highlighted item in the browser.

Press the 💾 icon to save your changes (when editing a line).

Press the **Header** button to modify the State, Charge Tax or Default Sate Tax Code information.

Appendix A: References

1. **ALIGNMENT** An alignment check is often desired to ensure that forms paper is correctly aligned in the printer. Enter **Y** or **N** to indicate whether to print an alignment. CR defaults to N and no alignment check is printed. If Y is entered, the alignment check prints immediately and the program returns to this input.

2. **CREDIT CHECK** The system performs a credit check on the customer which consists of two analyses. The first check is analyzing the customers credit limit (i.e., how high their outstanding AR balance may be as set by the user). The system checks the open AR balance along with all invoices in JC, SO, ER, TS and AR that have not yet updated to the AR open receivables file. If the customer is over its credit limit, the credit check is failed.

    The second check is aging the open AR invoices and comparing the aging to the **Credit check days** flag in the aging control record. If the customer has any invoices in AR which exceed the credit check number of days (past due or invoice date), then the credit check is failed.

    If the customer fails the credit check in either analysis, the system checks the company AR static control record for how to handle failed credit checks. When the message is displayed indicating the credit check has failed, F2 displays an aging for the customer.

3. **CUSTOMER NUMBER** The customer number's length is 10 characters. The number entered must be a valid customer number in the customer file.

4. **DATE** Dates will be displayed according to the format set in the Company Control Record. For viewing purposes, all dates will be displayed with a two digit year. For editing purposes, all dates will allow the entry and display of a four digit year. An entry date can be viewed in its entirety by using the left and right arrow keys or by using the HOME and END keys to scroll through the date field. The system will allow the full date or a partial date to be entered.

    Special dates that were previously displayed and stored as 01/01/00 and 12/31/99 will no longer be handled in the same manner.   Tag names such as NONE, ASAP, FIRST, LAST, etc. will now be used in place of "generic" dates.   These tag names will also be accepted as the valid input dates in some data entry prompts.

    If you are upgrading from FACTS 6.05 (or earlier) to FACTS 6.06 (or later), the dates previously stored in your system are converted for you behind the scenes. Dates that display as **/**/**

indicate that data is present for the field but the system does not know how to interpret the date. Contact your affiliate for support.

The Rule of 50: FACTS programs uses a "rule of 50" logic to expedite date processing. If the two digit year is greater than or equal to 50, the system will assume the date to be in the 1900s; if the two digit year is less than 50, the system will assume the date to be in the 2000s.

During data entry, if the system is unable to interpret the date entered, the date mask will be displayed in the prompt. If the system is able to interpret the date entered, the date will be displayed in the prompt. Dates prior to 01/01/1800 or after 12/31/2199 are not allowed during date entry.

FACTS programs contain 8-character and 10-character date fields. The date editing/entry display varies slightly depending on whether it is an 8-character or 10-character field. When editing a date, using the right arrow or the END key, will advance the cursor to the end of the date field and using the left arrow or the HOME key, will advance the cursor to the beginning of the date field.

	8-Character Date Field	**10-Character Date Field**
When entering a date in the 1900s (as defined by the 50-rule), the date will be displayed as follows:	**ORDERED** 0̲1/02/96<	**ORDERED** 0̲1/02/96 <
Use the right arrow key or the END key to display the full 4-digit year:	**ORDERED** /02/199̲6<	**ORDERED** 0̲1/02/1996<
A plus sign at the end of the date field indicates that the year is not in the default century.	**ORDERED** 0̲1/02/96+	**ORDERED** 0̲1/02/2096<

5. **END OF INPUTS** In all report and update programs, this is the last input prior to processing. This gives the user a chance to check all the information entered for accuracy. If something needs to be changed, press F4 to back up and change. Once everything is correct, press **CR** or type **YES** and the program will continue.

6. **ORDER** In various reports, the order choice may be selected. The options are by **C**-customer number, **A**-alpha sort, **S**-salesperson/territory and **K**-customer class. For example, the user may want to print in customer class order.

7. **BEGINNING ORDER CHOICE** Enter the beginning order choice to print; e.g., if customer class was selected above, the user selects the beginning customer class to print. CR defaults to FIRST.

8. **ENDING ORDER CHOICE** Enter the ending order choice to print; e.g., if customer class was selected above, the user selects the ending customer class to print. CR defaults to LAST.

9. **PROMPT-SELECTION INPUT**

    # - Changes a line-item. Line-items may be changed or deleted by entering the line number. During this change routine, F1 allows the currently displayed value to remain the same.

    L - Lists line-items. A limited number of line-items appear on the screen at any one time. The list function allows line-items to be redisplayed. The user selects the beginning line number to list.

    A - Adds a line-item. Line-items may be added as needed.

    D - Delete the document. The document may be deleted at any time. The header record and all line-item records are removed. The screen is then cleared and the program returns to the customer input to await further entries.

    F2 - Change header. Header information in the upper portion of the screen (except document number and customer number) may be changed as necessary. During this change routine, F1 allows the currently displayed value to remain the same.

    F3 - Access the ending routine. F3 proceeds to the ending routine.

10. **SEARCH** The search feature allows the user to search for various fields (example: salesperson/territory) when little or no information is known about them. The search displays at the bottom of the screen, a number of fields at a time. Enter a search key, continue to view the search fields, select the line number of one of the fields displayed, or return to the program input.

11. **SEARCH ON CUSTOMER NUMBER** This feature is useful in finding the customer number when only the customer name, contact name or phone number is known. After pressing F2, the Customer Search window displays. The system defaults to an alphabetical search. Press F2 again to switch to one of the other available search orders, i.e. Contact, Phone or Customer.

```
F2-CHANGE SEARCH ORDER: ALPHA, CONTACT, PHONE, CUSTOMER NUMBER
ENTER BEGINNING ALPHA, F1-SET RESTRICTIONS, F4-BACKUP ....................
ARROWS: UP=PREVIOUS, DOWN=NEXT, LEFT=PGUP, RIGHT=PGIN              TOP OF LINES
```

Search shortcuts. As shown in the graphic above, search orders and restrictions are represented by bold, underlined letters. If you combine these letters at the entry prompt with first several characters of the item you are searching for, followed by F1 or F2, you can reduce the number of steps it takes to switch search orders or set restrictions. For example, you can find customers with contacts named Ellis by entering **CK.Ellis** at the entry prompt and then press F1 or F2. Following are more examples of search shortcuts.

If you want to…	Then
Switch to an Phone Number search	Enter **P** *plus* **F2**
Switch to an Number search and begin your search at entries starting with	Enter **N.C310** *plus* **F2**
Switch to an Alpha search order and set a keyword restriction of ladder	Enter **AK.ladder** *plus* **F1** or **F2**

12. SYNC Sync is a method of connecting information entered in Sales Orders with information displayed in customer, item and vendor inquiries. It is a very useful tool if you are using any form of windowing because you can quickly switch from Sales Orders to the inquiries that have been connected. However, you can use Sync even if you have no windowing capability.

NOTE: Sync is used in inquiries to Sales Order Entry on a per user basis. This means that if you logged into FACTS in one window under one name and signed into another window under another name, it will appear as if the Sync function is not working.

Sync can be initiated or disabled by pressing F1 from the following screens:

- SO Customer Inquiry SOI610

- AP Vendor Inquiry API610

- AR Customer Inquiry ARI610

- IC Item Inquiry ICI610

While in Sync mode, the inquiry program will examine a file called SMUSED approximately every three seconds. This file contains the last customer number, item number and vendor number input in Sales Order Entry. If this number is different than the one currently being displayed in the inquiry, the inquiry will change its display to show information on this new customer, item or vendor.

APPENDIX B: Glossary of Terms

Adjustment Code   Adjustment codes are created and maintained through AR Adjustment Code F/M. Each adjustment code has an assigned general ledger account number.

Bank code Bank codes are created and maintained through SM Bank and Check System.

Batch number The number used to identify each deposit currently entered in the Cash Receipts & Adjustments Entry program. Through the use of batches, multiple users may enter deposits into the Cash Receipts & Adjustments Entry program simultaneously.

Branch Branch number is used throughout the FACTS system. Branches may be referred to as stores or profit centers, divisions within an organization. The system will default various branch prompts to the branch set up in System Management Terminal F/M for each user.   The posting tables for each module may be set up so that the branch number is automatically inserted into the General Ledger Account number when the system creates its journal entries. Inquiries and reports may be run by branch.

Commercial/Resident   UPS charges different shipping rates based upon whether the delivery is to a commercial or residential location. The prompt for Com/Res applies only for some delivery zones.

Continuation number The digit (0-9) attached to the end of each document (invoice) number in the open documents file. Invoices with a terms code indicating one payment are always assigned the continuation number zero. Each payment of an invoice, as indicated by the terms code, adds to the continuation numbers. Example: the terms code is called 03 with a description of Net 30, 60, 90 days. The invoice #1234 is broken down into three payments: the first is due in 30 days; the second is due in 60 days; and the third is due in 90 days. The system posts the following three invoices with three due dates to the open documents file in AR:

Invoice	Due Date in Number of Days
C	
1234-0	30
1234-1	60
1234-2	90

Customer class Customer classes are set up through the AR Customer Class F/M program. Customer classes are used as a way of categorizing customers. The length of the customer class is up to three characters (alphanumeric, user-defined). Each customer is assigned a customer class for reporting purposes in AR and contract pricing in SO.

Customer Price Class The customer price class is used to group customers for use in contract pricing, costs and prices updates, and reporting purposes.

Department GL departments are used to track revenues and expenses by division. The GL department is imbedded in the G/L number for posting purposes. General ledger financial reports may be printed by department.

Document number Documents numbers are uniquely assigned numbers, used throughout the FACTS system to track various invoices, sales orders, jobs, etc. These document numbers are updated by the various registers and become part of the historical data.

Dunning letters Past due notices sent to customers with delinquent accounts. The FACTS user may define up to five letters to be used. Customers are flagged as to whether they will receive dunning letters. The system keeps track of the last dunning letter sent to each customer.

G/L Number General Ledger account numbers are created/maintained through General Ledger Account F/M. General ledger numbers are used throughout the FACTS System to track every transaction which affects assets, liabilities, capital, revenues or expenses.

GL posting table GL posting tables are set up through the AR GL Posting Table F/M program. The length of the GL posting table is up to three characters (alphanumeric, user-defined). Each customer is assigned to a GL posting table for purposes of posting AR transactions to general ledger.

Geography code Geography code is a five-character (alphanumeric) demographic code assigned to each customer.   The FACTS user may specify a range of geography codes when selecting to print the Customer Listing. This code is optional and may be left blank. The most common use of this code is to break the customer base up according to geographic location: Northeast, Northwest, Central, Southeast, Southwest, etc.

Grace Period Grace period is the number of days grace given to a customer before charging a service charge.

Inactive Customer Customers are flagged as inactive when they have not purchased any goods within a specified date range. The Inactive Customer Listing may be printed in order to determine whether to leave these customers on file or purge them from the system.

Invoice Discount Invoice discounts can be based on either a percentage of the merchandise total or a dollar amount subtracted from the merchandise total.

Journal number   Journal numbers are used for separating journal entries in general ledger by type of entry (example: sales, payroll, receivables, etc.).   Each module when set up determines the journal number to post the transactions of that module to in general ledger.

Ledgercards Customer ledgercards provide a detailed history of every transaction for a customer (i.e., any invoices or credit memos billed, cash or checks received, service charges billed, returned checks). Each customer record can be flagged whether or not to store ledgercards. Ledgercard information is available for display through the Customer Inquiry and may be printed through the Customer Ledgercards print. Ledgercards may be removed through the Customer Ledgercard Removal program.

On Account On Account refers to a customer's credit balance. Throughout the various entry programs, the system allows the difference between a check amount and the distributed amount (or the amount applied to an open document) to be placed **on account** for the customer.

Recurring Invoice A recurring invoice is a repetitive charge over an interval of time. Service contracts or maintenance agreements are two examples of recurring invoices.   The FACTS system allows these charges to be entered into the system once, and FACTS posts the recurring invoice automatically.

Region   Regions are set up through the AR Region F/M. Regions may be referred to as vicinities or districts to which salespeople are assigned.

Route   The route code is used so that customers can be grouped by geographic location for efficient delivery purposes.

Salesperson/territory   Salesperson/territories are set up through the AR Salesperson/Territory F/M program. Salesperson/territories may be used for commission and reporting purposes. Each customer is assigned a salesperson/territory.

Sequence number Sequence numbers, used in Recurring Invoice Entry, allow up to 99 different invoices per customer. Each invoice is given a unique sequence number.

Ship-To Ship-To records are set up through Accounts Receivable Ship-To F/M. Invoices can be sent to the customer's address stored in the AR Customer File or to a different billing and shipping address.

Ship Via The carrier for the freight. The method of transportation for the purchase order.

Statement code The statement code is used to flag customer records for statement printing. The Statement Print program prompts for which statement codes to print.

Tax code   Tax codes are set up through the AR Tax Code F/M program. Tax codes determine the amount of tax to charge on an invoice. Tax codes may be up to eight alphanumeric characters, referring to state, county and locality. Each customer is assigned a tax code for reporting sales tax.

Tax rate Each tax code may be assigned up to three tax rates: **H**-high, **L**-low and **X**-exempt. Within the same tax code, different customers are eligible for different rates. When assigning tax codes to customers, the tax rate is also assigned. If a tax code has only one rate, use the high rate.

Terms code Terms codes are created and maintained through Account Payable Terms Code F/M and Accounts Receivable Terms Code F/M. Terms codes are used in calculating invoice due dates, and discount information.

UPS Zone The United Parcel Service zone based upon the zip code location of the prospect or customer.

APPENDIX C: SAMPLE REPORTS

ACCOUNTS RECEIVABLE

```
================================================================================
                              INVOICE                    REPRINT
                           DEMO COMPANY                  NO. 000244
                     69 SOUTH PEACHTREE STREET
                        ATLANTA, GA 30030                 Page 1
                          (404) 962-9900
                                                         09/27/09


         Bill-to:     C104               Ship-to:   SAME
         BARNES MACHINERY & EQUIPMENT    BARNES MACHINERY & EQUIPMENT
         18 SOUTH DIXON AVE              18 SOUTH DIXON AVE
         ATLANTA, GA 30302               ATLANTA, GA 30302

================================================================================
REFERENCE #     INVOICED  SLSP TERMS          TAX CODE  BR
--------------------------------------------------------------------------------
                09/27/09   20  1% 10TH NET 30  NOTAX     01
================================================================================
         ITEM DESCRIPTION                                     PRICE
================================================================================
         I999 SERVICE                                         18.95
              MACHINERY MAINTENANCE




================================================================================
 PLEASE DEDUCT        .19            AMOUNT      TAX   FREIGHT    TOTAL DUE
 IF PAID BY 11/10/09                ---------------------------------------
                                      18.95      .00      .00       18.95
                                    =======================================
 THANK YOU FOR YOUR ORDER
================================================================================
```

```
DATE: 03/22/09                              DEMO COMPANY                              ARR110 PAGE: 1
USER: SSI TEp                          SALES REGISTER# 0294                           TIME:  5:25 PM

REGISTER DATE 09/30/09

INVOICE   DATE  TC  S/T DEPT  CUSTOMER NAME                 AMOUNT   DISCOUNT      COST      TAX  FREIGHT      TOTAL
==================================================================================================================
 000244 09/27/09 01   20   1       C104 BARNES MACHINERY & EQUI    18.95        .00    12.13      .00      .00      18.95

LN#                 ITEM DESCRIPTION              TAX      COST      PRICE
001                 I999 SERVICE                   N      12.13      18.95
------------------------------------------------------------------------------------------------------------------
 000245 09/27/09 20   20   1       C109 SOUTHSIDE PLUMBING        115.00        .00    84.25     7.76      .00     122.76

LN#                 ITEM DESCRIPTION              TAX      COST      PRICE
001                 MAINT CRANE & HOIST MAINTENANCE Y      84.25     115.00
------------------------------------------------------------------------------------------------------------------
 000246 09/28/09 10   30   2       C116 PACKAGING SYSTEMS CORP.    62.00        .00    45.23     4.96      .00      66.96

LN#                 ITEM DESCRIPTION              TAX      COST      PRICE
001                 MAINT CONVEYOR SYSTEM MAINTENANCE Y    45.23      62.00
------------------------------------------------------------------------------------------------------------------
 000247 09/15/09 20   30   1       C112 CENTRAL VALLEY WATER CO    70.00        .00    50.22     2.80      .00      72.80

LN#                 ITEM DESCRIPTION              TAX      COST      PRICE
001                 MAINT TRUCK & LIFT MAINTENANCE  Y      50.22      70.00
------------------------------------------------------------------------------------------------------------------

                         INVOICES     AVERAGE ----------- -----------   ---------  --------  ------- -----------

                    REGISTER TOTAL:      4      70.37      265.95         .00    191.83    15.52      .00     281.47

                        CASH TOTAL:      0        .00        .00         .00       .00      .00      .00        .00
                          AR TOTAL:      4      70.37      265.95         .00    191.83    15.52      .00     281.47

TC=TERMS CODE ($=CASH, *=OVER CREDIT LIMIT), DEPT=DEPARTMENT

DOCUMENTS: 4                                                                          END OF REGISTER
```

FACTS AR   C-3

```
DATE: 03/22/09                            DEMO COMPANY                              ARR110 PAGE: 1
USER: SSI TEp                   SALES REGISTER GL DISTRIBUTION# 0294                TIME:  5:26 PM
GL PERIOD 09/09 SEP

G/L#      DESCRIPTION                     CUSTOMER NAME            INVOICE    DEBIT       CREDIT        NET
=====================================================================================================
120-01-0 ACCOUNTS RECEIVABLE             C104 BARNES MACHINERY & EQUIPMEN 000244    18.95
                                         C109 SOUTHSIDE PLUMBING          000245   122.76
                                         C112 CENTRAL VALLEY WATER COMPAN 000247    72.80
                                         C116 PACKAGING SYSTEMS CORP.     000246    66.96
                                                                         ----------- ----------- ----------
                                                      ACCOUNT TOTAL      281.47          .00      281.47

176-01-0 NONSTOCKED INVENTORY            C104 BARNES MACHINERY & EQUIPMEN 000244                 12.13
                                         C109 SOUTHSIDE PLUMBING          000245                 84.25
                                         C112 CENTRAL VALLEY WATER COMPAN 000247                 50.22
                                         C116 PACKAGING SYSTEMS CORP.     000246                 45.23
                                                                         ----------- ----------- ----------
                                                      ACCOUNT TOTAL         .00       191.83    (191.83)

330-01-0 SALES TAX PAYABLE               C109 SOUTHSIDE PLUMBING          000245                  7.76
                                         C112 CENTRAL VALLEY WATER COMPAN 000247                  2.80
                                         C116 PACKAGING SYSTEMS CORP.     000246                  4.96
                                                                         ----------- ----------- ----------
                                                      ACCOUNT TOTAL         .00        15.52     (15.52)

410-01-1 SALES                           C104 BARNES MACHINERY & EQUIPMEN 000244                 18.95
                                         C109 SOUTHSIDE PLUMBING          000245                115.00
                                         C112 CENTRAL VALLEY WATER COMPAN 000247                 70.00
                                                                         ----------- ----------- ----------
                                                      ACCOUNT TOTAL         .00       203.95    (203.95)

410-01-2 SALES                           C116 PACKAGING SYSTEMS CORP.     000246                 62.00
                                                                         ----------- ----------- ----------
                                                      ACCOUNT TOTAL         .00        62.00     (62.00)

530-01-1 COST OF GOODS SOLD              C104 BARNES MACHINERY & EQUIPMEN 000244    12.13
                                         C109 SOUTHSIDE PLUMBING          000245    84.25
                                         C112 CENTRAL VALLEY WATER COMPAN 000247    50.22
                                                                         ----------- ----------- ----------
                                                      ACCOUNT TOTAL      146.60          .00      146.60

530-01-2 COST OF GOODS SOLD              C116 PACKAGING SYSTEMS CORP.     000246    45.23
                                                                         ----------- ----------- ----------
                                                      ACCOUNT TOTAL       45.23          .00       45.23
                                                                         ----------- ----------- ----------
                                                      REPORT TOTAL       473.30       473.30         .00
ACCOUNTS: 7                                                             END OF GL DISTRIBUTION
```

```
DATE: 03/21/09                          DEMO COMPANY                          ARR120 PAGE: 1
USER: SSI TEp                    RECURRING INVOICE LISTING                     TIME:  3:23 PM

CUSTOMER FIRST TO LAST
ALL INVOICES, DATES 09/16/09-10/15/09
CURRENT PERIOD 09/09

                     -----------POSTEC-----------      INVOICE            POSTEC-TO-DATE
SQ    SHIP S/T TC TAX CODE DAY MONTHS                   AMOUNT CUTOFF------  #    TOTAL $ REF#             STS
================================================================================================================
Customer       C112 CENTRAL VALLEY WATER COMPANY

01    SAME  30 20 GA       15 010203040506070809101112     72.80 N  3       2      140.00 9234-B4          UPC

Customer       C114 S.E. EXTERMINATING COMPANY

01    SAME  40 20 TX       31 010203040506070809101112    106.00 A   1200.00 2     200.00 320-2091A44      UP

Customer       C115 SOUTHEASTERN SERVICE COMPANY

01    SAME  10 01 GA       31 010203040506070809101112    384.80 N  6       2      740.00 DC2343-201N      UP

SQ=SEQUENCE NUMBER, TC=TERMS CODE, CUTOFF BASIS: A=AMOUNT, D=DATE, N=NUMBER OF INVOICES
STATUS: U=UNEXPIRED, P=POST THIS PERIOD, C=COMPLETED THIS PERIOD, *=UNABLE TO POST, E=EXPIRED

INVOICES: 3                                                                    END OF REPORT
```

```
DATE: 08/03/09                          FACTS 7.4 Maintenance                    ARR210 PAGE: 1
USER: STK T57                      CASH RECEIPTS & ADJ REGISTER #0479            TIME: 11:35 AM

DEPOSIT DATE 09/01/09, #0663
BANK 01 First National Bank of Atlanta

          DATE                ORIGINAL  ENTRY     CURRENT   DUE   ------DISCOUNT-----                               AJ      NEW
  CHECK APPLIED DOCUMENT       AMOUNT    DATE      AMOUNT   DATE    AMOUNT    DATE    PAYMENT   DISCOUNT ADJUSTMENT CD    BALANCE
============================================================================================================================
Batch # 1234
Customer      C102 Roark Architectural, Inc.

     2 08/03/09 001659-0      1622.00 07/28/09   1622.00 08/30/09   16.22 08/10/09   100.00        .00        .00       1522.00
               DM0001-C           .00 08/03/09       .00 08/03/09     .00 08/03/09   -10.00                               10.00
                                                                                   ---------- ---------- ----------
               Check Amount:     90.00 Memo:                              CHECK TOTAL    90.00        .00        .00
                                                                                   ---------- ---------- ----------
          BATCH CHECK TOTAL:    90.00 CHECKS: 1                           BATCH TOTAL    90.00        .00        .00
                                                                                   ---------- ---------- ----------
          REPORT CHECK TOTAL:   90.00 CHECKS: 1                          REPORT TOTAL    90.00        .00        .00

RECAP:

  BEGINNING AR BALANCE   335709.58                    PAYMENTS         100.00
            -PAYMENTS       100.00        +ON ACCOUNTS CREATED            .00
            -DISCOUNTS        .00         -ON ACCOUNTS APPLIED            .00
           +ADJUSTMENTS       .00         -CREDIT MEMOS APPLIED           .00
      +DEBIT MEMOS CREATED   10.00        -DEBIT MEMOS CREATED          10.00
      -ON ACCOUNTS CREATED    .00                                   -----------
      +ON ACCOUNTS APPLIED    .00         CASH APPLIED TO AR          90.00
     +CREDIT MEMOS APPLIED    .00         +CUSTOMER MISC CASH           .00
                          -----------     +MISC CASH                    .00
        ENDING AR BALANCE  335619.58                                -----------
                                          DEPOSIT TOTAL             90.00

AJ CD: Adjustment Code

BATCHES: 1                                                                              END OF REGISTER
```

```
DATE: 03/22/09                                  DEMO COMPANY                              ARR210 PAGE: 1
USER: SSI TEp                     CASH RECEIPTS REGISTER GL DISTRIBUTION #0463            TIME:  5:28 PM

GL PERIOD 09/09 SEP

G/L#     DESCRIPTION                CUSTOMER NAME                    CHECK DOCUMENT      DEBIT        CREDIT         NET
==============================================================================================================
100-01-0 CASH                       C103 TAGGART TRANSCONTINENTAL    32785             100.00
                                    C106 MALONEY'S METAL PRODUCTS CO. 38467            4440.40
                                    C108 SIMS HARDWARE               73568             952.00
                                    C110 TEXAS MATERIAL HANDLING CO.  254976           3720.81
                                                                                    -----------  -----------  -----------
                                                                     ACCOUNT TOTAL    9213.21          .00      9213.21

120-02-0 ACCOUNTS RECEIVABLE        C103 TAGGART TRANSCONTINENTAL    32785 001718-0                   100.00
                                    C106 MALONEY'S METAL PRODUCTS CO. 38467 001527-0                 1915.10
                                                                     38467 001580-0                  907.10
                                                                     38467 001598-0                  979.02
                                                                     38467 001634-0                  639.18
                                    C108 SIMS HARDWARE               73568 001562-0                  952.15
                                    C110 TEXAS MATERIAL HANDLING CO.  254976 001582-0               1384.97
                                                                     254976 001593-0               1426.06
                                                                     254976 001617-0                909.78
                                                                                    -----------  -----------  -----------
                                                                     ACCOUNT TOTAL       .00       9213.36     (9213.36)

420-01-1 MISCELLANEOUS INCOME       C108 SIMS HARDWARE               73568 001562-0        .15
                                                                                    -----------  -----------  -----------
                                                                     ACCOUNT TOTAL       .15          .00          .15
                                                                                    -----------  -----------  -----------
                                                                     REPORT TOTAL     9213.36      9213.36          .00

ACCOUNTS: 3                                                                  END OF GL DISTRIBUTION
```

```
DATE: 03/22/09           DEMO COMPANY                    PAGE: 1
USER: SSI TEp            DEPOSIT TICKET          TIME:  5:28 PM

                        DEPOSIT # 0655

BANK 01 FIRST NATIONAL BANK OF ATLANTA
ACCOUNT #       01-947856-30A

  CHECK NAME                                      AMOUNT
=========================================================
Batch #01
 32785 TAGGART TRANSCONTINENTAL                   100.00
 38467 MALONEY'S METAL PRODUCTS CO.              4440.40
 73568 SIMS HARDWARE                              952.00
254976 TEXAS MATERIAL HANDLING CO.               3720.81
                                              ------------
CHECKS: 4                      BATCH TOTAL      9213.21
                                              ------------
CHECKS: 4                      DEPOSIT TOTAL    9213.21

BATCHES: 1                     END OF DEPOSIT TICKET
```

```
DATE: 11/01/09                        DEMO COMPANY                              ARR220 PAGE: 1
USER: SSI TYl           AUTOMATIC CREDIT APPLICATION REGISTER #0080             TIME:  3:55 PM

ALPHA FIRST TO LAST
NO CUTOFF
                                   ENTRY        OLD      AMOUNT     CREDIT        NEW
        CUSTOMER NAME           DOC#  DATE    BALANCE    APPLIED    APPLIED     BALANCE
      ==================================================================================
        C122 EQUIPMENT HANDLING SYSTEMS INC 001650  10/29/09   2302.32                -75.06    2227.26
                                OA2041  09/21/09    -75.06      75.06                   .00
                                                            ----------- -----------
                                             CUSTOMER TOTAL     75.06     -75.06

        C113 WESTERN CALIF. EQUIP. DIST.    001635  09/30/09    578.46               -182.70     395.76
                                001751  10/20/09   -182.70     182.70                   .00
                                                            ----------- -----------
                                             CUSTOMER TOTAL    182.70    -182.70
                                                            ----------- -----------
                                             REPORT TOTAL     257.76    -257.76

                                                                 END OF REGISTER
```

```
DATE: 11/01/09                          DEMO COMPANY                              ARR310 PAGE: 1
USER: SSI TYl                    RETURNED CHECK REGISTER #0123                    TIME:  3:56 PM

DEPOSIT DATE 10/15/09, #0655
BANK 01 FIRST NATIONAL BANK OF ATLANTA
                                  CHECK    RETURN        CHECK   RETURN
  CUSTOMER NAME                   CHECK    DATE    DATE          AMOUNT  CHARGE MEMO
=============================================================================================================
FIRST TIME RETURNS

    C100 SOUTHEASTERN INDUSTRIAL SUPPLY  20394 08/24/09 09/14/09    301.45     .00 UNSIGNED
    C109 SOUTHSIDE PLUMBING              26845 08/14/09 09/26/09    348.94     .00
                                                                ---------- ------
           * ADD TO DEPOSIT TOTAL *    FIRST RETURNS TOTAL         650.39     .00

SECOND TIME RETURNS

    C112 CENTRAL VALLEY WATER COMPANY   18594 08/03/09 09/26/09    439.82   20.00 INSUFFICIENT FUNDS
                                                                ---------- ------
                                      SECOND RETURNS TOTAL         439.82   20.00
                                                                ---------- ------
                                      REPORT TOTAL               1090.21   20.00

CHECKS: 3                                                                          END OF REGISTER
```

```
DATE: 03/22/09                            DEMO COMPANY                              ARR310 PAGE: 1
USER: SSI TZ5               RETURNED CHECK REGISTER GL DISTRIBUTION #0123           TIME:  3:44 PM

GL PERIOD 09/09 SEP

G/L#     DESCRIPTION                      CUSTOMER NAME               CHECK     DEBIT     CREDIT        NET
========================================================================================================
100-01-0 CASH                            C112 CENTRAL VALLEY WATER COMPANY  18594              439.82
                                                                       ----------- ----------- -----------
                                                        ACCOUNT TOTAL         .00      439.82    (439.82)

120-01-0 ACCOUNTS RECEIVABLE             C112 CENTRAL VALLEY WATER COMPANY  18594    459.82
                                                                       ----------- ----------- -----------
                                                        ACCOUNT TOTAL      459.82         .00     459.82

440-01-1 FINANCE CHARGES                 C112 CENTRAL VALLEY WATER COMPANY  18594               20.00
                                                                       ----------- ----------- -----------
                                                        ACCOUNT TOTAL         .00       20.00     (20.00)
                                                                       ----------- ----------- -----------
                                                        REPORT TOTAL      459.82      459.82         .00

ACCOUNTS:                                                               END OF GL DISTRIBUTION
```

```
DATE: 11/01/09                        DEMO COMPANY                        ARR410 PAGE: 1
USER: SSI TYl                     DUNNING LETTER EDIT LIST                 TIME:  3:58 PM

ALPHA FIRST TO LAST
LETTER DATE 11/01/09
                               CURRENT  ON   LAST    LAST     30 DAYS -----LETTER-----
  CUSTOMER NAME                BALANCE HOLD  SALE   PAYMENT   PAST DUE LAST  #DAYS NEXT
=================================================================================================
     C132 BIKES FOR TYKES       3665.73  N 09/27/09 09/21/09    956.12    0     0     1
     C111 COWBOY WORLD          2568.80  N 09/21/09 09/12/09   1187.09    0     0     1
     C101 DELUXE EQUIPMENT WAREHOUSE  7432.52  N 09/27/09 09/12/09    344.85    1    82     2
     C121 FLAGS, FLAGS, FLAGS, INC.  10447.93  N 09/27/09 09/12/09   4255.48    0     0     1
     C102 ROARK ARCHITECTURAL, INC.   2820.30  N 09/27/09 09/28/09   1622.00    0     0     1
     C108 SIMS HARDWARE         2845.68  N 09/27/09 08/10/09   1594.51    1     0     2
     C100 SOUTHEASTERN INDUSTRIAL SUPPLY  11378.03  N 09/27/09 09/07/09   5523.42    0     0     1
     C103 TAGGART TRANSCONTINENTAL    514.13  N 09/27/09 09/13/09    241.68    0     0     1
                               ----------                    ----------
               REPORT TOTAL    41673.12                      15725.15

# DAYS=NUMBER OF DAYS SINCE LAST DUN LETTER

CUSTOMERS: 8                                                     END OF REPORT
```

```
                              PAST DUE NOTICE

                    DEMO COMPANY                        PAGE  1
              69 SOUTH PEACHTREE STREET
                 ATLANTA, GA 30030
                  (404) 962-9900




         C132
      BIKES FOR TYKES
      5565 CLAIRMONT AVE.
      ATLANTA, GA 30345

                                              11/01/09


OUR RECORDS INDICATE THAT YOUR ACCOUNT HAS BECOME PAST DUE.

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

THANK YOU.




                   NOTICE OF PAST DUE ITEMS

      INVOICE #      DATE    DAYS PAST      AMOUNT

       001626      08/31/09     32          956.12




          TOTAL      TOTAL
         BALANCE   PAST DUE

         3665.73    956.12
```

ARR710 – Open Receivables Report – Summary (Disputed Invoice)

```
Date: 05/24/09                                FACTS 7.4 Maintenance                    ARR715 Page: 1
User: JLW T5d                               Aged Trial Balance - Summary               Time:  3:16 PM

Customer       C100 to      C118
Aging Date 05/24/09
Branch 01 Atlanta Branch
Disputed Invoices Only

                                   Last   Last
                                 Payment  Sale    Balance   CURRENT      1-30     31-60     61-90    OVER 90
============================================================================================================
     C100 Southeastern Industrial Supply 09/20/09 10/10/09   3676.15   3676.15      .00       .00       .00       .00
          *Returns Pending Credit* *Disputed Invoices*


============================================================================================================
                                 Report Total   3676.15   3676.15      .00       .00       .00       .00



Customer Count: 1                                                                          End of Report
```

ARR710 – Open Receivables Report – Detail (Disputed Invoice)

```
DATE: 07/17/09                                   DEMO COMPANY                           ARR710 PAGE: 1
USER: STK T0S                              OPEN RECEIVABLES REPORT                      TIME:  4:41 PM

CUSTOMER       C100 TO      C107
ALL DOCUMENTS
BRANCH 01

                                           ----ENTRY----- --------ORIGINAL------- TRANSACTION   CURRENT
     CUSTOMER NAME                 DOC# D TY  PD    DATE     AMOUNT  DISCOUNT       TOTAL       BALANCE
============================================================================================================
     C104 Barnes Machinery & Equipment  000244    IN 09/00 09/27/00    18.95      .19       .00        18.95
          *Returns Pending Credit*      001660    IN 09/00 09/29/00  1234.45    12.34       .00      1234.45
                                        001680    IN 09/00 09/28/00   239.15     2.39       .00       239.15
                                        001691 Y  IN 09/00 09/28/00  1716.10    17.16       .00      1716.10
          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                        001710    IN 09/00 09/28/00   710.90     7.11       .00       710.90
                                        001738    IN 09/00 09/28/00   475.20     4.75       .00       475.20
                                        001765    IN 09/00 09/28/00   202.00     2.02       .00       202.00
                                        001845    IN 09/00 09/11/00     4.95      .05       .00         4.95
                                        SC0782 Y  SC 09/00 10/27/00      .07      .00       .00          .07
          THIS IS THE MEMO LINE FOR THE DISPUTED INVOICE!!!!
                                                                                    -----------
                                                                   CUSTOMER TOTAL      4601.77

     C105 Dallas Furniture Mart         001991    IN 10/00 05/10/01   969.12      .00       .00       969.12
                                                                                    -----------
                                                                   CUSTOMER TOTAL       969.12

     C106 Maloney's Metal Products Co.  002073    IN 10/00 08/14/01     9.45      .10       .00         9.45
                                                                                    -----------
```

```
                                                         CUSTOMER TOTAL         9.45

    C107 Central Georgia Materials Co.  001599   IN 08/00 08/24/00     729.14    7.01       .00       729.14
                                        001661   IN 09/00 09/29/00     910.00    9.10       .00       910.00
                                        001732 Y IN 09/00 09/28/00     955.00    9.55       .00       955.00
              THIS IS THE MEMO LINE FOR THE DISPUTED INVOICE!!!!
                                        001771   IN 09/00 09/28/00     792.35    7.92       .00       792.35
                                        SC0769   SC 09/00 09/30/00      10.94     .00       .00        10.94
                                        SC0786   SC 09/00 10/27/00      10.94     .00       .00        10.94
                                                                                                  -----------
                                                         CUSTOMER TOTAL      3408.37
                                                                                                  -----------
                                                         REPORT TOTAL      271157.20


D=DISPUTED INVOICE, TY=DOCUMENT TYPE


CUSTOMERS: 4                                                             END OF REPORT
```

ARR710 – Open Receivables Report – Summary (Over Credit Limit)

```
DATE: 07/17/09            DEMO COMPANY              ARR710 PAGE: 1
USER: STK T0S             OPEN RECEIVABLES REPORT             TIME:  4:34 PM


CUSTOMER       C100 TO        C107
ALL DOCUMENTS
BRANCH 01


   CUSTOMER NAME                                     BALANCE
==================================================================================
    C100 Southeastern Industrial Supply          -999999999.99
         *Returns Pending Credit* *Disputed Invoices*
         *Over Credit Limit of 9999999.00*
         Open Documents:  99999999.99
    C101 Deluxe Equipment Warehouse..+              37829.70
    C102 Roark Architectural, Inc.                   6908.82
         *Disputed Invoices*
         *Over Credit Limit of 9999999.00*
         Open Documents:  99999999.99
    C103 Taggart Transcontinental                    1319.95
    C104 Barnes Machinery & Equipment                4601.77
         *Returns Pending Credit*
    C105 Dallas Furniture Mart                        969.12
    C106 Maloney's Metal Products Co.                   9.45
         *Over Credit Limit of 9999999.00*
         Open Documents:  99999999.99
    C107 Central Georgia Materials Co.              3408.37
                                                 -----------
                                   REPORT TOTAL   271157.20

CUSTOMERS: 8                                      END OF REPORT
```

ARR710 – Open Receivables Report – Detail (Over Credit Limit)

```
DATE: 07/17/09                          DEMO COMPANY                              ARR710 PAGE: 1
USER: STK T0S                       OPEN RECEIVABLES REPORT                       TIME:  4:41 PM

CUSTOMER     C100 TO      C107
ALL DOCUMENTS
BRANCH 01


                                      ----ENTRY----- --------ORIGINAL------- TRANSACTION    CURRENT
    CUSTOMER NAME                 DOC# D TY   PD    DATE    AMOUNT   DISCOUNT       TOTAL    BALANCE
 ==================================================================================================
    C104 Barnes Machinery & Equipment  000244    IN 09/00 09/27/00     18.95       .19        .00       18.95
         *Returns Pending Credit*      001660    IN 09/00 09/29/00   1234.45     12.34        .00     1234.45
                                       001680    IN 09/00 09/28/00    239.15      2.39        .00      239.15
                                       001691  * IN 09/00 09/28/00   1716.10     17.16        .00     1716.10
                                       001710    IN 09/00 09/28/00    710.90      7.11        .00      710.90
                                       001738    IN 09/00 09/28/00    475.20      4.75        .00      475.20
                                       001765    IN 09/00 09/28/00    202.00      2.02        .00      202.00
                                       001845    IN 09/00 09/11/00      4.95       .05        .00        4.95
                                       SC0782  * SC 09/00 10/27/00       .07       .00        .00         .07
                                                                                                   -----------
                                                                              CUSTOMER TOTAL      4601.77

    C105 Dallas Furniture Mart         001991    IN 10/00 05/10/01    969.12       .00        .00      969.12
         *Returns Pending Credit*
         *Over Credit Limit of 9999999.00*                                                         -----------
         Open Documents:  99999999.99                                         CUSTOMER TOTAL       969.12

    C106 Maloney's Metal Products Co.  002073    IN 10/00 08/14/01      9.45       .10        .00        9.45
                                                                                                   -----------
                                                                              CUSTOMER TOTAL         9.45

    C107 Central Georgia Materials Co. 001599    IN 08/00 08/24/00    729.14      7.01        .00      729.14
                                       001661    IN 09/00 09/29/00    910.00      9.10        .00      910.00
                                       001732  * IN 09/00 09/28/00    955.00      9.55        .00      955.00
                                       001771    IN 09/00 09/28/00    792.35      7.92        .00      792.35
                                       SC0769    SC 09/00 09/30/00     10.94       .00        .00       10.94
                                       SC0786    SC 09/00 10/27/00     10.94       .00        .00       10.94
                                                                                                   -----------
                                                                              CUSTOMER TOTAL      3408.37
                                                                                                   -----------
                                                                                REPORT TOTAL    271157.20

 D=DISPUTED INVOICE, TY=DOCUMENT TYPE


 CUSTOMERS: 4                                                                         END OF REPORT
```

Aged Trial Balance – Summary

```
Date: 05/24/09                          FACTS 7.4 Maintenance                 ARR715 Page: 1
User: JLW T5d                         Aged Trial Balance - Summary            Time:  2:40 PM

Customer First to Last
Aging Date 05/24/09
Branch 01 Atlanta Branch


                               Last   Last
Customer Name                  Payment Sale    Balance    CURRENT     1-30     31-60     61-90     OVER 90
====================================================================================================================
    C100 Southeastern Industrial Supply 09/20/09 10/10/09   82408.73   12561.52   658.31      .00   4000.43   65188.47
         *Returns Pending Credit* *Disputed Invoices*

    C101 Deluxe Equipment Warehouse   09/20/09 09/30/09   34898.27   11858.03      .00      .00      .00   23040.24
         *Returns Pending Credit*

    C102 Roark Architectural, Inc.    09/28/09 09/27/09    7053.32    6765.32      .00      .00   288.00       .00
         *Returns Pending Credit*

    C103 Taggart Transcontinental     09/13/09 09/27/09   46948.81     333.76      .00      .00      .00   46615.05
         *Disputed Invoices*

    C104 Barnes Machinery & Equipment 09/07/09 09/27/09   15575.77    4601.77      .00      .00  10974.00      .00
         *Returns Pending Credit*

    C105 Dallas Furniture Mart        09/21/09 09/27/09   10050.67       .00      .00      .00      .00   10050.67

    C107 Central Georgia Materials Co. 09/28/09 09/27/09    3408.37    3408.37      .00      .00      .00       .00

    C109 Southside Plumbing           09/12/09 09/27/09    5973.51    5973.51      .00      .00      .00       .00

    C110 Texas Material Handling Co.  09/28/09 09/27/09     348.13     165.00      .00    18.13   165.00       .00

    C112 Central Valley Water Company 09/14/09 09/27/09    5383.81    5383.81      .00      .00      .00       .00

    C113 Western Calif. Equip. Dist.  09/28/09 09/27/09    4851.20    4851.20      .00      .00      .00       .00
         *Returns Pending Credit*

    C115 Southeastern Service Company 09/28/09 09/07/09     745.55     745.55      .00      .00      .00       .00

    C116 Packaging Systems Corp.      09/28/09 09/27/09    2413.38    2413.38      .00      .00      .00       .00

    C117 Linda's Flower Shop          09/19/09 09/27/09    3592.42    3592.42      .00      .00      .00       .00

    C118 Peachtree Printing Supply    09/28/09 09/30/09    5709.85    5709.85      .00      .00      .00       .00

    C119 Bradley Manufacturing Co.    09/28/09 09/30/09    6548.90    6548.90      .00      .00      .00       .00

    C120 Porsche Pieces, Inc.         09/28/09 09/27/09    3912.01    3912.01      .00      .00      .00       .00

    C122 Equipment Handling Systems Inc 09/28/09 09/30/09  4069.69    4069.69      .00      .00      .00       .00
```

```
C123 Georgia Print Machines, Inc.    09/28/09 09/30/09    2424.89    2424.89        .00        .00        .00        .00

C124 East Coast Tool Company         09/13/09 09/27/09    1937.75    1872.00        .00        .00        .00      65.75

C125 Discount Industrial Warehouse   09/28/09 09/30/09    3698.24    3698.24        .00        .00        .00        .00

C127 Johnson Medical Supply Dist.    09/28/09 09/27/09    2197.35    2197.35        .00        .00        .00        .00

C128 Miller's Office Equipment Co.   09/28/09 09/30/09    1305.31    1305.31        .00        .00        .00        .00
```

Aged Trial Balance – Summary (Disputed Invoice)

Date: 05/24/09	FACTS 7.4 Maintenance	ARR715 Page: 1
User: JLW T5d	Aged Trial Balance - Summary	Time: 3:22 PM

Customer First to Last
Aging Date 05/24/09
Branch 01 Atlanta Branch
Disputed Invoices Only

Customer Name	Last Payment	Last Sale	Balance	CURRENT	1-30	31-60	61-90	OVER 90
==
C100 Southeastern Industrial Supply	09/20/09	10/10/09	3676.15	3676.15	.00	.00	.00	.00
Returns Pending Credit *Disputed Invoices*

==

	Report Total	3676.15	3676.15	.00	.00	.00	.00

Customer Count: 1   End of Report

Aged Trial Balance – Detail (Disputed Invoice)

```
DATE: 07/17/09                                DEMO COMPANY                                 ARR715 PAGE: 1
USER: STK T0S                              AGED TRIAL BALANCE                              TIME:  1:23 PM

CUSTOMER       C104 TO       C107
AGING DATE 07/17/09
BRANCH 01 Atlanta Branch
                                   LAST                  ENTRY    DUE
  CUSTOMER NAME                   PAYMENT    DOC# D TY    DATE    DATE     CURRENT     1-30     31-60    61-90    OVER 90
=========================================================================================================================
    C104 Barnes Machinery & Equipm 09/07/00 000244    IN 09/27/00 11/30                                              18.95
```

```
        *Returns Pending Credit*          001660   IN 09/29/00 10/30                                                    1234.45
                                          001680   IN 09/28/00 09/30                                                     239.15
                                          001691 Y IN 09/28/00 09/30                                                    1716.10
        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                          001710   IN 09/28/00 09/30                                                     710.90
                                          001738   IN 09/28/00 09/30                                                     475.20
                                          001765   IN 09/28/00 11/30                                                     202.00
                                          001845   IN 09/11/00 10/30                                                       4.95
                                          SC0782 Y SC 10/27/00 10/27                                                        .07
        THIS IS THE MEMO LINE FOR THE DISPUTED INVOICE!!!!
                                        ----------- ----------- ----------- ----------- ----------- ----------- -----------
                                        CUSTOMER TOTAL     4601.77         .00         .00         .00         .00     4601.77

C105 Dallas Furniture Mart     05/28/09 001991   IN 05/10/01 06/09                                                      969.12
                                        ----------- ----------- ----------- ----------- ----------- ----------- -----------
                                        CUSTOMER TOTAL      969.12         .00         .00         .00         .00      969.12

C106 Maloney's Metal Products  08/17/00 002073   IN 08/14/01 09/30                                                        9.45
                                        ----------- ----------- ----------- ----------- ----------- ----------- -----------
                                        CUSTOMER TOTAL        9.45         .00         .00         .00         .00        9.45

C107 Central Georgia Materials 09/28/00 001599   IN 08/24/00 09/30                                                      729.14
                                          001661   IN 09/29/00 10/30                                                     910.00
                                          001732 Y IN 09/28/00 09/30                                                     955.00
        THIS IS THE MEMO LINE FOR THE DISPUTED INVOICE!!!!
                                          001771   IN 09/28/00 11/30                                                     792.35
                                          SC0769   SC 09/30/00 09/30                                                      10.94
                                          SC0786   SC 10/27/00 10/27                                                      10.94
                                        ----------- ----------- ----------- ----------- ----------- ----------- -----------
                                        CUSTOMER TOTAL     3408.37         .00         .00         .00         .00     3408.37
                                        ----------- ----------- ----------- ----------- ----------- ----------- -----------
                                        REPORT   TOTAL   271157.20     3525.50     4448.73       49.88         .00   263133.09

D=DISPUTED INVOICE, TY=DOCUMENT TYPE

Customers: 4                                                                                          End of Report
```

Aged Trial Balance – Summary (Over Credit Limit)

```
Date: 05/24/09                            FACTS 7.4 Maintenance              ARR715 Page: 1
User: JLW T5d                            Aged Trial Balance - Summary        Time:  3:31 PM

Customer      C100 to       C125
Aging Date 05/24/09
Branch 01 Atlanta Branch
Only Customers Over Credit Limit

                             Last  Last
                             Payment Sale   Balance   CURRENT    1-30     31-60     61-90    OVER 90
  Customer Name
================================================================================================
    C102 Roark Architectural, Inc.   09/28/09 09/27/09   7053.32   6765.32     .00      .00     288.00       .00
         *Returns Pending Credit*
         Over Credit Limit of 6000.00 by 6784.78
         Open Documents: 5731.46


================================================================================================
                             Report Total    7053.32   6765.32     .00      .00     288.00       .00
```

Customer Count: 1   End of Report

Aged Trial Balance – Detail (Over Credit Limit)

```
Date: 05/24/09                            FACTS 7.4 Maintenance              ARR715 Page: 1
User: JLW T5d                            Aged Trial Balance - Detail         Time:  3:33 PM

Customer      C100 to       C130
Aging Date 05/24/09, Excluding Next Period
Branch 01 Atlanta Branch
Only Customers Over Credit Limit

                        Last             Entry   Due
                        Payment  Doc# D TY Date   Date   CURRENT    1-30     31-60     61-90    OVER 90
  Customer Name
================================================================================================
    C102 Roark Architectural, Inc. 09/28/09  Cust Total:   7053.32   6765.32     .00      .00     288.00       .00
         *Returns Pending Credit*
         Over Credit Limit of 6000.00 by 6784.78
         Open Documents: 5731.46
                                001659   IN 07/28/09 08/30   1622.00
                                001764   IN 09/28/09 11/30   1198.30
                                001854   IN 08/27/09 10/30    944.40
                                001860   IN 09/09/09 10/30   3081.40
                                001935   IN 12/29/03 02/29                                204.00
                                001938   IN 01/03/09 02/29                                 84.00
                                001947   CM 01/09/09 01/09   -204.00
                                SC0766   SC 09/30/09 09/30     38.50
                                SC0780   SC 10/27/09 10/27     84.72


================================================================================================
```

```
                                        Report Total     7053.32     6765.32         .00         .00      288.00         .00
```

Customer Count: 1
D=Disputed Invoice, TY=Document Type   End of Report

```
DATE: 04/10/09                      DEMO COMPANY                      ARR720 PAGE: 1
USER: SSI TGx                   SALES HISTORY REPORT                  TIME:  1:58 PM

CUSTOMER       C100 TO      C105
BRANCH 01 ATLANTA BRANCH

  CUSTOMER NAME                 LAST SALE     SALES        COST GROSS MARGIN   G.M.%
===================================================================================
    C100 SOUTHEASTERN INDUSTRIAL SUPPLY 09/27/09   11236.64     8386.94     2849.70   25.4% MTD
                                                   68944.18    49925.01    19019.17   27.6% YTD
                                                   73224.42    52242.61    20981.81   28.7% PYR

    C101 DELUXE EQUIPMENT WAREHOUSE    09/27/09    7522.89     5114.40     2408.49   32.0% MTD
                                                   68212.65    43020.87    25191.78   36.9% YTD
                                                   63715.30    40872.79    22842.51   35.9% PYR

    C102 ROARK ARCHITECTURAL, INC.     09/27/09    7178.61     5253.57     1925.04   26.8% MTD
                                                   52474.81    37745.88    14728.93   28.1% YTD
                                                   55256.56    39640.28    15616.28   28.3% PYR

    C104 BARNES MACHINERY & EQUIPMENT  09/27/09    4577.80     3529.50     1048.30   22.9% MTD
                                                   45697.85    34585.03    11112.82   24.3% YTD
                                                   60880.27    46893.51    13986.76   23.0% PYR
                                                 ----------  ----------  ----------   -----
                             REPORT TOTAL         30515.94    22284.41     8231.53   27.0% MTD
                                                235329.49   165276.79    70052.70   29.8% YTD
                                                253076.55   179649.19    73427.36   29.0% PYR

CUSTOMERS: 4                                                      END OF REPORT
```

```
DATE: 04/10/09                 DEMO COMPANY                 ARR725 PAGE: 1
USER: SSI TGx          SALESPERSON/TERRITORY SALES REPORT    TIME:  1:59 PM


SLSP/TERR FIRST TO LAST
BRANCH 01 ATLANTA BRANCH

S/T NAME                          SALES        COST GROSS MARGIN    G.M.%
========================================================================
 10 RONALD PATTON               22716.65    15267.72      7448.93   32.8% MTD
                               166170.95   112104.26     54066.69   32.5% YTD
                               201990.51   136054.91     65935.60   32.6% PYR


 20 GREGORY BILLINGS            22247.42    15170.90      7076.52   31.8% MTD
                               220503.27   148710.04     71793.23   32.6% YTD
                               298891.37   206702.43     92188.94   30.8% PYR


 30 SALLY FURNESS               54290.42    36781.30     17509.12   32.3% MTD
                               475984.01   313465.32    162518.69   34.1% YTD
                               582948.16   385431.38    197516.78   33.9% PYR


EDI EDI TRANSMISSION DEFAULT SLSP   .00         .00          .00     .0% MTD
                                    .00         .00          .00     .0% YTD
                                    .00         .00          .00     .0% PYR
                               ----------  ----------   ----------  -----
             REPORT TOTAL       99254.49    67219.92     32034.57   32.3% MTD
                               862658.23   574279.62    288378.61   33.4% YTD
                              1083830.04   728188.72    355641.32   32.8% PYR

SALESPERSON/TERRITORIES: 4                             END OF REPORT
```

```
DATE: 11/01/09                              DEMO COMPANY                              ARR730 PAGE: 1
USER: SSI TYl                        PAYMENT HISTORY REPORT                           TIME:  4:07 PM

ALPHA FIRST TO LAST

                                                          --LAST 03 PDS- --LAST 06 PDS- --LAST 12 PDS-
                                 LAST    LAST    DATE     CURRENT   TOTAL  AVG  TOTAL  AVG  TOTAL  AVG
     CUSTOMER NAME      CLASS S/T SALE   PAYMENT  OPENED   BALANCE INVOICES DAYS INVOICES DAYS INVOICES DAYS
==============================================================================================================
     C131 AUTOMATION SYSTEMS SUPPLY CO. WSL 40 09/27/09 08/10/09 09/11/09 10732.86   18  -13    32  -13    64  -12
     C104 BARNES MACHINERY & EQUIPMENT  WSL 20 09/27/09 09/07/09 05/22/09  4596.75   27   -8    40   -3    68    3
     C119 BRADLEY MANUFACTURING CO.     WSL 30 09/28/09 09/28/09 03/25/09  7006.12   16    7    28    4    51    2
     C107 CENTRAL GEORGIA MATERIALS CO. WSL 20 09/27/09 09/28/09 06/07/09  3386.49   24   -9    36   -9    60  -12
     C105 DALLAS FURNITURE MART         WSL 40 09/27/09 09/21/09 02/18/09  8712.27   28   -6    49   -8    92   -7
     C101 DELUXE EQUIPMENT WAREHOUSE    WSL 50 09/27/09 09/12/09 06/30/09  7432.52   34   -3    52   -4    85   -2
     C125 DISCOUNT INDUSTRIAL WAREHOUSE WSL 20 09/27/09 09/28/09 12/05/09  2635.22   19    0    25    4    42    6
     C124 EAST COAST TOOL COMPANY       WSL 30 09/27/09 09/13/09 07/30/09  1872.00   18   14    27   20    48   21
     C122 EQUIPMENT HANDLING SYSTEMS IN WSL 30 09/27/09 09/28/09 08/21/09  4883.36   19   -5    30   -7    50  -10
     C123 GEORGIA PRINT MACHINES, INC.  WSL 10 09/27/09 09/28/09 08/23/09  3116.14   18  -22    28  -17    48  -15
     C127 JOHNSON MEDICAL SUPPLY DIST.  WSL 30 09/27/09 09/28/09 09/22/09  2197.35   25   17    31   16    51   21
     C106 MALONEY'S METAL PRODUCTS CO.  WSL 40 09/27/09 08/17/09 11/09/09 18981.18   26  -10    48   -9    97  -12
     C128 MILLER'S OFFICE EQUIPMENT CO. WSL 30 09/21/09 09/28/09 11/09/09  1050.07   16    8    24    4    47    2
     C118 PEACHTREE PRINTING SUPPLY     WSL 20 09/28/09 09/28/09 07/09/09  5499.60   19  -14    32  -10    57  -12
     C120 PORSCHE PIECES, INC.          WSL 30 09/27/09 09/28/09 02/26/09  3723.40   13    3    22    3    40   10
     C102 ROARK ARCHITECTURAL, INC.     WSL 50 09/27/09 09/28/09 06/25/09  2820.30   24  -12    39  -14    65  -12
     C100 SOUTHEASTERN INDUSTRIAL SUPPL WSL 50 09/27/09 09/07/09 06/15/09 11378.03   25   -5    42   -1    73    1
     C110 TEXAS MATERIAL HANDLING CO.   WSL 40 09/27/09 08/10/09 06/10/09 13736.00   21   -6    38   -2    79    0
     C113 WESTERN CALIF. EQUIP. DIST.   WSL 10 09/27/09 09/28/09 06/22/09  4845.26   26   -7    36  -11    59  -15
     C129 WINCHESTER BUSINESS MACHINES  WSL 10 09/27/09 09/28/09 12/05/09  2207.10   23    9    32    2    55   -2
     C130 WORD PROCESSING SYSTEMS CORP. WSL 20 09/27/09 09/28/09 03/10/09  1565.10   18   41    26   56    44   75

AVG DAYS=AVERAGE DAYS TO PAY PAST DUE DATE

CUSTOMERS: 21                                                                           END OF REPORT
```

```
DATE: 11/01/09                                      DEMO COMPANY                                      ARR735 PAGE: 1
USER: SSI TYl                                  INACTIVE CUSTOMER LISTING                              TIME:  4:08 PM

ALPHA FIRST TO LAST
CUTOFF 11/01/09
                                                LAST     LAST     DATE    ---HIGHEST BALANCE--    CURRENT ---------SALES---------
     CUSTOMER NAME                  CLASS S/T   SALE    PAYMENT   OPENED    DATE      AMOUNT      BALANCE       YTD        PYR
===================================================================================================================================
     C131 AUTOMATION SYSTEMS SUPPLY CO  WSL 40 09/27/09 08/10/09 09/11/09 06/11/09   11127.38    10732.86    51474.45    64856.62
     C104 BARNES MACHINERY & EQUIPMENT  WSL 20 09/27/09 09/07/09 05/22/09 04/17/09    7942.65     4596.75    45716.80    60880.27
     C132 BIKES FOR TYKES               RET 30 09/27/09 09/21/09 05/30/09 03/19/09    5448.19     3665.73    32356.70    39683.31
     C119 BRADLEY MANUFACTURING CO.     WSL 30 09/28/09 09/28/09 03/25/09 06/20/09   16576.06     7006.12    59046.50    58989.71
ZZZZZZZCASH CASH                        RET 10 09/27/09    / /    12/09/09    / /                               653.50
     C107 CENTRAL GEORGIA MATERIALS CO  WSL 20 09/27/09 09/28/09 06/07/09 05/31/09    8799.43     3386.49    38172.60    49053.32
     C112 CENTRAL VALLEY WATER COMPANY  RET 30 09/27/09 09/14/09 10/03/09 01/11/09    6054.04     5383.81    40805.59    52374.72
     C111 COWBOY WORLD                  RET 40 09/21/09 09/12/09 10/03/09 09/14/09    3548.45     2568.80    15049.10    18252.68
     C105 DALLAS FURNITURE MART         WSL 40 09/27/09 09/21/09 02/18/09 02/03/09    9886.82     8712.27    59972.95    63239.43
     C101 DELUXE EQUIPMENT WAREHOUSE    WSL 50 09/27/09 09/12/09 06/30/09 09/07/09   11543.53     7432.52    68212.65    63715.30
     C125 DISCOUNT INDUSTRIAL WAREHOUS  WSL 20 09/27/09 09/28/09 12/05/09 03/09/09    6648.62     2635.22    24328.60    47206.87
     C124 EAST COAST TOOL COMPANY       WSL 30 09/27/09 09/13/09 07/30/09 05/09/09    6870.27     1872.00    27638.00    45094.00
     C122 EQUIPMENT HANDLING SYSTEMS I  WSL 30 09/27/09 09/28/09 08/21/09 04/05/09    5574.79     4883.36    43987.92    51047.70
     C121 FLAGS, FLAGS, FLAGS, INC.     WSL 40 09/27/09 09/12/09 03/10/09 09/27/09   10447.93    10447.93    57868.45    75829.20
     C123 GEORGIA PRINT MACHINES, INC.  WSL 10 09/27/09 09/28/09 08/23/09 06/30/09    6278.13     3116.14    29123.60    38522.19
     C127 JOHNSON MEDICAL SUPPLY DIST.  WSL 30 09/27/09 09/28/09 09/22/09 03/29/09    7435.56     2197.35    21766.50    31353.58
     C117 LINDA'S FLOWER SHOP           RET 30 09/27/09 09/19/09 03/22/09 01/15/09    8245.33     3592.42    36051.45    47339.85
     C106 MALONEY'S METAL PRODUCTS CO.  WSL 40 09/27/09 08/17/09 11/09/09 03/11/09   19856.61    18981.18    81209.05    97938.62
     C128 MILLER'S OFFICE EQUIPMENT CO  WSL 30 09/21/09 09/28/09 11/09/09 12/11/09    6139.30     1050.07    27157.30    45060.83
     C116 PACKAGING SYSTEMS CORP.       RET 30 09/27/09 09/28/09 11/09/09 10/11/09    5938.28     2411.48    35426.15    50641.88
     C118 PEACHTREE PRINTING SUPPLY     WSL 20 09/28/09 09/28/09 07/09/09 05/14/09    7330.34     5499.60    43751.27    50597.49
     C120 PORSCHE PIECES, INC.          WSL 30 09/27/09 09/28/09 02/26/09 02/27/09    5400.35     3723.40    28945.20    42397.78
     C102 ROARK ARCHITECTURAL, INC.     WSL 50 09/27/09 09/28/09 06/25/09 07/03/09    9286.26     2820.30    52474.81    55256.56
     C114 S.E. EXTERMINATING COMPANY    RET 40 09/27/09 09/20/09 09/05/09 07/03/09    3030.66     1872.28    14873.95    17990.35
     C108 SIMS HARDWARE                 RET 40 09/27/09 08/10/09 03/20/09 11/29/09    2918.24     2845.68    14681.10    17346.21
     C100 SOUTHEASTERN INDUSTRIAL SUPP  WSL 50 09/27/09 09/07/09 06/15/09 09/27/09   11378.03    11378.03    68944.18    73224.42
     C115 SOUTHEASTERN SERVICE COMPANY  SPC 10 09/07/09 09/28/09 01/20/09 07/05/09    1047.09      740.00     1376.60
     C109 SOUTHSIDE PLUMBING            RET 20 09/27/09 09/12/09 04/20/09 02/19/09    8994.29     5973.51    44010.85    54275.98
     C103 TAGGART TRANSCONTINENTAL      RET 40 09/27/09 09/13/09 03/10/88 12/10/09    2897.10      514.13    14023.78    17652.46
     C110 TEXAS MATERIAL HANDLING CO.   WSL 40 09/27/09 08/10/09 06/10/09 06/28/09   13782.53    13736.00    72010.10    87935.52
     C113 WESTERN CALIF. EQUIP. DIST.   WSL 10 09/27/09 09/28/09 06/22/09 04/11/09    6746.93     4845.26    37250.05    50783.54
     C133 WESTERN SUPPLY DIVISION CORP  SPC 40 09/07/09 09/28/09 03/20/09 04/23/09     592.19         .00      748.95
     C129 WINCHESTER BUSINESS MACHINES  WSL 10 09/27/09 09/28/09 12/05/09 04/09/09    6318.27     2207.10    25458.95    39461.26
     C130 WORD PROCESSING SYSTEMS CORP  WSL 20 09/27/09 09/28/09 03/10/09 08/03/09    8498.31     1565.10    24657.10    36880.57

INACTIVE CUSTOMERS: 34                                                                                          END OF REPORT
```

```
DATE: 11/01/09                            DEMO COMPANY                        ARR740 PAGE: 1
USER: SSI TY1                      CUSTOMER LISTING - GENERAL INFO            TIME:  4:09 PM

ALPHA FIRST TO LAST
                                                                      P B  P P  S S  D L  L
                                                                      R K  O Y  O O  U A  E
                                            INVC                      C O  R M     N S  D
  CUSTOMER NAME                ALPHA       COMM% DISC% SHIP VIA     ZONE L R  Q T  S I  L T  G
=================================================================================================
     C131 AUTOMATION SYSTEMS SUPPLY CO.  AUTOMATION   NP   .00% FED EX P2       3 Y  N Y  Y Y  N 0  N
          234 LBJ FREEWAY
          BLDG # 4
          DALLAS, TX 75332
          214-890-8792
          JOE PHILLIPS

     C104 BARNES MACHINERY & EQUIPMENT   BARNES MAC   NP   .00% UPS        2C  4 Y  N Y  Y Y  N 0  N
          18 SOUTH DIXON AVE
          ATLANTA, GA 30302
          404-223-0934
          JAMES WILSON

     C132 BIKES FOR TYKES               BIKES FOR    NP   .00% UPS        2C  0 Y  N N  N N  Y 0  N
          5565 CLAIRMONT AVE.
          ATLANTA, GA 30345
          404-322-0955
          PAT ROBINSON

     C119 BRADLEY MANUFACTURING CO.     BRADLEY MA   NP   .00% UPS        2C  4 Y  N Y  Y Y  N 0  N
          4163 LEES MILL ROAD
          ATLANTA, GA 30301
          404-983-0223
          LEN GOZA
          MARY PETERSON

     C107 CENTRAL GEORGIA MATERIALS CO. CENTRAL GA   NP   .00% UPS        2C  3 Y  N Y  Y Y  N 0  N
          11984 I-20 E
          DOUGLASVILLE, GA 30302
          404-889-3422
          STEVE CHARTER
          CALL WHEN SHIPPED

COMM%=STANDARD COMMISSION PERCENTAGE (NP=NO PRIORITY), INVC DISC%=INVOICE DISCOUNT PERCENTAGE,
ZONE: C=COMMERCIAL, R=RESIDENTIAL, PRCL=PRICE LEVEL, BKOR=ALLOW BACKORDERS, PORQ=PO REQUIRED,
PYMT=STORE PAYMENT HISTORY, SO S=STORE SO SALES HISTORY, SO I=STORE SO INVOICE HISTORY,
DUNL=SEND DUNNING LETTERS, LAST=LAST DUNNING LETTER SENT, LEDG=USE LEDGERCARDS

CUSTOMERS: 5                                                                 END OF REPORT
```

```
DATE: 03/22/09                          DEMO COMPANY                              ARR740 PAGE: 1
USER: SSI TEp                     CUSTOMER LISTING - CODE INFO                    TIME:  5:36 PM
ALPHA FIRST TO LAST
BRANCH 02
ACTIVE CUSTOMERS ONLY
                                                  ----------TAX----------  GL      GEOG
  CUSTOMER NAME                      CLASS S/T TERMS CODE     RT EXEMPT#    TABLE BRANCH CODE STMT
================================================================================================
      C131 AUTOMATION SYSTEMS SUPPLY CO.   WSL  40   01 NOTAX    X 234109781234  001    02        0
           234 LBJ FREEWAY
           BLDG # 4
           DALLAS, TX 75332

      C111 COWBOY WORLD                    RET  40   10 TX       H              001    02        0
           11345 IH-10
           SAN ANTONIO, TX 75012

      C105 DALLAS FURNITURE MART           WSL  40   30 NOTAX    X 102389710234  001    02        0
           21 NORTH CENTRAL AVE.
           SUITE 231
           FORT WORTH, TX 75543

      C121 FLAGS, FLAGS, FLAGS, INC.       WSL  40   30 NOTAX    X 213049723049  001    02        0
           3271 LBJ FREEWAY
           DALLAS, TX 75233

      C106 MALONEY'S METAL PRODUCTS CO.    WSL  40   01 NOTAX    X 120398477123  001    02        0
           2928 HWY 64 SOUTH
           DALLAS, TX 75223

      C114 S.E. EXTERMINATING COMPANY      RET  40   20 TX       H              001    02        0
           2099 LIDDELL DRIVE
           DALLAS, TX 75324

      C108 SIMS HARDWARE                   RET  40   01 TX       H              001    02        0
           45092 EAST 15TH AVE.
           DALLAS, TX 75245

      C103 TAGGART TRANSCONTINENTAL        RET  40   10 TX       H              001    02        0
           4920 OLD DIXIE ROAD
           WACO, TX 75220

      C110 TEXAS MATERIAL HANDLING CO.     WSL  40   01 NOTAX    X 120398471203  001    02        0
           1130 ROCHELLE DRIVE S.W.
           DALLAS, TX 75224

RT=TAX RATE, GEOG=GEOGRAPHY, STMT=STATEMENT CODE
CUSTOMERS: 9                                                                    END OF REPORT
```

```
DATE: 11/01/09                              DEMO COMPANY                           ARR740 PAGE: 1
USER: SSI TYl                        CUSTOMER LISTING - SALES INFO                 TIME:  4:12 PM

ALPHA FIRST TO LAST
TERMS CODE FIRST TO LAST
                                     CREDIT           LAST   LAST    DATE   ---HIGHEST BALANCE--  -LAST DUN-
    CUSTOMER NAME             SHIP-TO LIMIT   BALANCE  SALE   PAYMENT OPENED DATE        AMOUNT HLD  DATE  #
==========================================================================================================
     C131 AUTOMATION SYSTEMS SUPPLY CO.   SAME  15000   10732.86  09/27/09 08/10/09 09/11/09 06/11/09    11127.38  N
          234 LBJ FREEWAY
          BLDG # 4
          DALLAS, TX 75332
          214-890-8792
          JOE PHILLIPS


     C104 BARNES MACHINERY & EQUIPMENT    SAME  15000    4596.75  09/27/09 09/07/09 05/22/09 04/17/09     7942.65  N
          18 SOUTH DIXON AVE
          ATLANTA, GA 30302
          404-223-0934
          JAMES WILSON


     C132 BIKES FOR TYKES                 SAME   3500    3665.73* 09/27/09 09/21/09 05/30/09 03/19/09     5448.19* N
          5565 CLAIRMONT AVE.
          ATLANTA, GA 30345
          404-322-0955
          PAT ROBINSON


     C119 BRADLEY MANUFACTURING CO.       SAME  10000    7006.12  09/28/09 09/28/09 03/25/09 06/20/09    16576.06* N
          4163 LEES MILL ROAD
          ATLANTA, GA 30301
          404-983-0223
          LEN GOZA
          MARY PETERSON


     C107 CENTRAL GEORGIA MATERIALS CO.   SAME  10000    3386.49  09/27/09 09/28/09 06/07/09 05/31/09     8799.43  N
          11984 I-20 E
          DOUGLASVILLE, GA 30302
          404-889-3422
          STEVE CHARTER
          CALL WHEN SHIPPED

HLD=ON HOLD, *=OVER CREDIT LIMIT

CUSTOMERS: 05                                                                             END OF REPORT
```

```
DATE: 03/21/09                                  DEMO COMPANY                            ARR745 PAGE: 1
USER: SSI TYl                                  SHIP-TO REPORT                           TIME:  7:23 PM

ALPHA FIRST TO LAST
BRANCH 02

  CUSTOMER NAME                      CLASS S/T SHIP-TO NAME                  ROUTE ZONE S/T TAX CODE RT SHIP VIA
====================================================================================================================
    C131 AUTOMATION SYSTEMS SUPPLY CO.  WSL  40   S131 COMPUTER OFFICE SUPPLIES         2C  30 NOTAX      X UPS
         234 LBJ FREEWAY                               233 S. MAIN STREET
         BLDG # 4                                      ATLANTA, GA 30303
         DALLAS, TX 75332                              404-332-9332
         214-890-8792                                  ROBERT MATTHEWS
         JOE PHILLIPS                                  DANIEL WADE

    C111 COWBOY WORLD                   RET  40   S111 COWBOY WORLD                     5C  40 TX         H UPS
         11345 IH-10                                   22909 WEST SAHARA BLVD.
         SAN ANTONIO, TX 75012                         DALLAS, TX 75223
         512-345-9854                                  214-788-4471
         JOHN DARNELL                                  BOB GRAYSON
         MARKEL TAYLOR                                 ELEANOR WESTON

    C121 FLAGS, FLAGS, FLAGS, INC.      WSL  40   S121 FLAGS, FLAGS, FLAGS, INC.        5C  40 NOTAX      X UPS BLUE
         3271 LBJ FREEWAY                              23 IH-10 EXIT 49
         DALLAS, TX 75233                              SAN ANTONIO, TX 75032
         214-458-0943                                  512-887-8833
         THADDEUS HUBBARD                              JERRY MADDEN
                                                       LOIS PYLE

    C103 TAGGART TRANSCONTINENTAL       RET  40   S103 TAGGART TRANSCONTINENTAL         5C  40 TX         H UPS
         4920 OLD DIXIE ROAD                           987 SOUTH PLAINS INDUSTRIAL PK
         WACO, TX 75220                                DALLAS, TX 75334
         214-890-8498                                  214-335-9843
         DAGNEY TAGGART                                JOE PENDELTON
         EDDIE WILERS                                  HANK JOHNSTON


ZONE: C=COMMERCIAL, R=RESIDENTIAL, RT=TAX RATE

CUSTOMERS: 4                                                                            END OF REPORT
```

```
DATE: 03/21/09                              DEMO COMPANY                              ARR750 PAGE: 1
USER: SSI TYl                           CUSTOMER LEDGERCARDS                          TIME:  7:23 PM

ALPHA FIRST TO LAST
DATE FIRST TO LAST
BRANCH 02

   CUSTOMER NAME                    DATE   TRANSACTION      DEBIT    CREDIT     BALANCE DOCUMENT REG#
========================================================================================================
      C105 DALLAS FURNITURE MART    08/03/09 SO SALES REG    973.35             -3631.51  001508 0530
                                    08/10/09 SO SALES REG   1009.65             -2621.86  001521 0531
                                    08/17/09 SO SALES REG    971.28             -1650.58  001555 0532
                                    08/17/09 SO SALES REG    904.71              -745.87  001573 0532
                                    08/24/09 SO SALES REG    654.34               -91.53  001592 0533
                                    08/24/09 SO SALES REG    756.42               664.89  001604 0533
                                    08/31/09 SO SALES REG    745.87              1410.76  001616 0534
                                    09/07/09 SO SALES REG    698.40              2109.16  001647 0535
                                    09/07/09 SO SALES REG   2751.60              4860.76  001666 0535
                                    09/14/09 SO SALES REG   1001.80              5862.56  001685 0536
                                    09/14/09 SO SALES REG   1322.55              7185.11  001703 0536
                                    09/21/09 CASH RECEIPTS            -654.34    6530.77  001592 0461
                                    09/21/09 SO SALES REG    607.10              7137.87  001719 0537
                                    09/21/09 SO SALES REG    483.70              7621.57  001739 0537
                                    09/27/09 SO SALES REG     34.55              7656.12  001756 0538
                                    09/27/09 SO SALES REG    534.40              8190.52  001760 0538
                                    09/27/09 SO SALES REG    521.75              8712.27  001778 0538

      C106 MALONEY'S METAL PRODUCTS CO. 08/10/09 SO SALES REG 1915.10           1915.10  001527 0531
                                    08/10/09 SO SALES REG   1973.08              3888.18  001538 0531
                                    08/17/09 SO SALES REG   1293.68              5181.86  001561 0532
                                    08/17/09 SO SALES REG    907.10              6088.96  001580 0532
                                    08/24/09 SO SALES REG    979.02              7067.98  001598 0533
                                    08/24/09 SO SALES REG    865.28              7933.26  001610 0533
                                    08/31/09 SO SALES REG    902.11              8835.37  001622 0534
                                    08/31/09 SO SALES REG    639.18              9474.55  001634 0534
                                    09/07/09 SO SALES REG   1047.90             10522.45  001655 0535
                                    09/07/09 SO SALES REG   3283.03             13805.48  001671 0535
                                    09/14/09 SO SALES REG   1039.50             14844.98  001692 0536
                                    09/14/09 SO SALES REG   1548.60             16393.58  001711 0536
                                    09/21/09 SO SALES REG    851.50             17245.08  001725 0537
                                    09/21/09 SO SALES REG    956.85             18201.93  001745 0537
                                    09/27/09 SO SALES REG    779.25             18981.18  001766 0538

   CUSTOMERS: 2                                                                 END OF REPORT
```

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AUTOMATION SYSTEMS SUPPLY CO.    COWBOY WORLD                 DALLAS FURNITURE MART        FLAGS, FLAGS, FLAGS, INC.
ATTN: JOE PHILLIPS               ATTN: JOHN DARNELL           ATTN: TIM MCCOY              ATTN: THADDEUS HUBBARD
234 LBJ FREEWAY                  11345 IH-10                  21 NORTH CENTRAL AVE.        3271 LBJ FREEWAY
BLDG # 4                         SAN ANTONIO, TX 75012        SUITE 231                    DALLAS, TX 75233
DALLAS, TX 75332                                              FORT WORTH, TX 75543

MALONEY'S METAL PRODUCTS CO.     S.E. EXTERMINATING COMPANY   SIMS HARDWARE                TAGGART TRANSCONTINENTAL
ATTN: JERRY BALES                ATTN: JAMES GRAYSON          ATTN: JEFF WARNER            ATTN: DAGNEY TAGGART
2928 HWY 64 SOUTH                2099 LIDDELL DRIVE           45092 EAST 15TH AVE.         4920 OLD DIXIE ROAD
DALLAS, TX 75223                 DALLAS, TX 75324             DALLAS, TX 75245             WACO, TX 75220


TEXAS MATERIAL HANDLING CO.
ATTN: DOUG MILLER
1130 ROCHELLE DRIVE S.W.
DALLAS, TX 75224
```

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AUTOMATION SYSTEMS SUPPLY C       C131   COWBOY WORLD                        C111

                    214-890-8792                           512-345-9854
234 LBJ FREEWAY                          11345 IH-10
BLDG # 4                                 SAN ANTONIO, TX 75012
DALLAS, TX 75332

JOE PHILLIPS                             JOHN DARNELL
                                         MARKEL TAYLOR
class: WSL              s/t:  40         class: RET              s/t:  40



DALLAS FURNITURE MART             C105   FLAGS, FLAGS, FLAGS, INC.        C121

                    214-890-9832                           214-458-0943
21 NORTH CENTRAL AVE.                    3271 LBJ FREEWAY
SUITE 231                                DALLAS, TX 75233
FORT WORTH, TX 75543

TIM MCCOY                                THADDEUS HUBBARD

class: WSL              s/t:  40         class: WSL              s/t:  40



MALONEY'S METAL PRODUCTS CO       C106   S.E. EXTERMINATING COMPANY        C114

                    214-947-0345                           214-984-0438
2928 HWY 64 SOUTH                        2099 LIDDELL DRIVE
DALLAS, TX 75223                         DALLAS, TX 75324


JERRY BALES                              JAMES GRAYSON
                                         MARGARET WILLIAMS
class: WSL              s/t:  40         class: RET              s/t:  40



SIMS HARDWARE                     C108   TAGGART TRANSCONTINENTAL          C103

                    214-458-0943                           214-890-8498
45092 EAST 15TH AVE.                     4920 OLD DIXIE ROAD
DALLAS, TX 75245                         WACO, TX 75220


JEFF WARNER                              DAGNEY TAGGART
                                         EDDIE WILERS
class: RET              s/t:  40         class: RET              s/t:  40
```

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C131
AUTOMATION SYSTEMS SUPPLY CO.
234 LBJ FREEWAY
BLDG # 4
DALLAS, TX 75332
```

```
DATE: 03/21/09                   DEMO COMPANY                    ARR810 PAGE: 1
USER: SSI TYl              SERVICE CHARGE REGISTER# 0036         TIME:  7:26 PM


SERVICE CHARGE DATE 09/30/09
                                DAYS  #   ---------AMOUNT--------     SERVICE
  CUSTOMER NAME                 GRACE DOCS   ORIGINAL    CURRENT      CHARGE
===============================================================================
      C100 SOUTHEASTERN INDUSTRIAL SUPPLY  10   1    1847.27    1847.27      27.71
      C101 DELUXE EQUIPMENT WAREHOUSE       0   2     344.85     344.85       5.17
      C102 ROARK ARCHITECTURAL, INC.        0   1    1622.00    1622.00      24.33
      C105 DALLAS FURNITURE MART            0   1     756.42     756.42      11.35
      C106 MALONEY'S METAL PRODUCTS CO.     0   6    7933.26    7933.26     119.02
      C107 CENTRAL GEORGIA MATERIALS CO.    0   1     729.14     729.14      10.94
      C108 SIMS HARDWARE                    0   1     952.15     952.15      14.28
      C110 TEXAS MATERIAL HANDLING CO.      0   3    4811.86    4811.86      72.17
      C111 COWBOY WORLD                     0   1     552.68     552.68       8.29
      C118 PEACHTREE PRINTING SUPPLY        0   1     809.33     809.33      12.14
      C121 FLAGS, FLAGS, FLAGS, INC.        0   1    1350.76    1350.76      20.26
      C123 GEORGIA PRINT MACHINES, INC.     0   1      49.92      49.92        .75*
      C131 AUTOMATION SYSTEMS SUPPLY CO.    0   3    3904.14    3904.14      58.57
                                                   ----------- -----------
                                    REGISTER TOTAL   25663.78      384.23

*=BELOW MINIMUM FOR SERVICE CHARGE

CUSTOMERS: 13                                           END OF REGISTER
```

```
DATE: 03/21/09                         DEMO COMPANY                         ARR810 PAGE: 1
USER: SSI TYl                SVC CHG REGISTER GL DISTRIBUTION# 0036         TIME:  7:26 PM

GL PERIOD 09/09 SEP

G/L#    DESCRIPTION                CUSTOMER NAME                DEBIT      CREDIT         NET
=========================================================================================
120-01-0 ACCOUNTS RECEIVABLE       C100 SOUTHEASTERN INDUSTRIAL SUPPLY   27.71
                                   C101 DELUXE EQUIPMENT WAREHOUSE        5.17
                                   C102 ROARK ARCHITECTURAL, INC.       24.33
                                   C107 CENTRAL GEORGIA MATERIALS CO.   10.94
                                   C118 PEACHTREE PRINTING SUPPLY       12.14
                                                                 ----------- ----------- -----------
                                        ACCOUNT TOTAL           80.29         .00       80.29


120-02-0 ACCOUNTS RECEIVABLE       C105 DALLAS FURNITURE MART           11.35
                                   C106 MALONEY'S METAL PRODUCTS CO.   119.02
                                   C108 SIMS HARDWARE                   14.28
                                   C110 TEXAS MATERIAL HANDLING CO.     72.17
                                   C111 COWBOY WORLD                     8.29
                                   C121 FLAGS, FLAGS, FLAGS, INC.       20.26
                                   C131 AUTOMATION SYSTEMS SUPPLY CO.   58.57
                                                                 ----------- ----------- -----------
                                        ACCOUNT TOTAL          303.94         .00      303.94

440-01-1 FINANCE CHARGES           C100 SOUTHEASTERN INDUSTRIAL SUPPLY             27.71
                                   C101 DELUXE EQUIPMENT WAREHOUSE                  5.17
                                   C102 ROARK ARCHITECTURAL, INC.                 24.33
                                   C105 DALLAS FURNITURE MART                      11.35
                                   C106 MALONEY'S METAL PRODUCTS CO.             119.02
                                   C107 CENTRAL GEORGIA MATERIALS CO.             10.94
                                   C108 SIMS HARDWARE                             14.28
                                   C110 TEXAS MATERIAL HANDLING CO.               72.17
                                   C111 COWBOY WORLD                               8.29
                                   C118 PEACHTREE PRINTING SUPPLY                 12.14
                                   C121 FLAGS, FLAGS, FLAGS, INC.                 20.26
                                   C131 AUTOMATION SYSTEMS SUPPLY CO.             58.57
                                                                 ----------- ----------- -----------
                                        ACCOUNT TOTAL            .00      384.23     (384.23)
                                                                 ----------- ----------- -----------
                                        REPORT TOTAL         384.23      384.23         .00

ACCOUNTS: 3                                              END OF GL DISTRIBUTION
```

```
!============================================================================!
!                              STATEMENT                                     !
!                                                                            !
!                    6.7 Development                                         !
!                    69 South Peachtree Street              PAGE: 1  !
!                    Atlanta, GA 30030                                       !
!                                                     DATE: 03/19/09  !
!                                                                            !
!                                                                            !
!TO:          C102                                                           !
!        Roark Architectural, Inc.                                           !
!        12471 Carson Blve.                                                  !
!        Acworth, GA 30063                                                   !
!                                                                            !
!============================================================================!
!  DATE  !INVOICE!DUE DATE!    AMOUNT!PYMT DTE!PYMT AMOUNT!TP!   BALANCE!
!============================================================================!
!07/28/01! 001659!08/30/01!   1622.00!        !        ! !   1622.00!
!09/28/01! 001682!09/30/01!    111.75!09/28/01!    111.75!PY!       .00!
!09/28/01! 001684!09/30/01!   1302.00!09/28/01!   1302.00!PY!       .00!
!09/28/01! 001709!09/30/01!   1614.10!09/28/01!   1614.10!PY!       .00!
!09/28/01! 001744!09/30/01!   1263.50!09/28/01!   1263.50!PY!       .00!
!09/20/01! 001752!09/30/01!     66.96!09/28/01!     66.96!PY!       .00!
!09/28/01! 001764!11/30/01!   1198.30!        !        ! !   1198.30!
!08/27/01! 001854!10/30/01!    944.40!        !        ! !    944.40!
!09/09/01! 001860!10/30/01!   3081.40!        !        ! !   3081.40!
!        !       !        !          !        !        ! !          !
!        !       !        !          !        !        ! !          !
!        !       !        !          !        !        ! !          !
!        !       !        !          !        !        ! !          !
!        !       !        !          !        !        ! !          !
!============================================================!          !
! Your account is well PAST DUE; please remit your payment.  !          !
!                                                            !          !
!                                                            !          !
!                                                            !          !
!============================================================!          !
!    Current!      1-30!      31-60!      61-90!   Over 90!   TOTAL DUE!
!----------------------------------------------------------------------------!
!       .00!       .00!        .00!        .00!   6846.10!    6846.10!
!============================================================================!
!============================================================================!
```

```
DATE: 03/21/09                            DEMO COMPANY                        ARR820 PAGE: 1
USER: SSI TYl                        SALES TAX REGISTER #0036                 TIME:  7:28 PM

TAX CODE FIRST TO LAST
DATE 09/01/09 TO 09/30/09
                                                    TAXABLE     TOTAL     STATE    COUNTY     LOCAL
                               #DOCS MERCHANDISE      AMOUNT       TAX       TAX       TAX       TAX
==================================================================================================

CA-CALIFORNIA       3.000%
CAR-CARSON          2.250%
LOS-LOS ANGELES     1.500%
                       HIGH TOTAL    5     5557.55     5557.55    415.96    184.88    138.65     92.43
                                     ----- ----------- ----------- --------- --------- --------- ---------
                LOS LOCAL TOTAL      5     5557.55     5557.55    415.96    184.88    138.65     92.43
                                     ----- ----------- ----------- --------- --------- --------- ---------
               CAR COUNTY TOTAL      5     5557.55     5557.55    415.96    184.88    138.65     92.43
                                     ----- ----------- ----------- --------- --------- --------- ---------
                 CA STATE TOTAL      5     5557.55     5557.55    415.96    184.88    138.65     92.43

GA-GEORGIA          4.000%
  -NO COUNTY TAX
  -NO LOCAL TAX
                       HIGH TOTAL   18    19529.12    19529.12    781.17    781.17       .00       .00
                     EXEMPT TOTAL    1       66.96         .00       .00       .00       .00       .00
                                     ----- ----------- ----------- --------- --------- --------- ---------
                 GA STATE TOTAL     19    19596.08    19529.12    781.17    781.17       .00       .00

NO-                 0.000%
TAX-                0.000%
  -NO LOCAL TAX
                     EXEMPT TOTAL  104    97879.79         .00       .00       .00       .00       .00
                                     ----- ----------- ----------- --------- --------- --------- ---------
                TAX COUNTY TOTAL  104    97879.79         .00       .00       .00       .00       .00
                                     ----- ----------- ----------- --------- --------- --------- ---------
                 NO STATE TOTAL  104    97879.79         .00       .00       .00       .00       .00

OH-OHIO             7.000%
CUY-CUYATTOGA       1.000%
CLE-CLEVELAND       0.000%
                       HIGH TOTAL    4     3979.80     3979.80    318.39    278.59     39.80       .00
                                     ----- ----------- ----------- --------- --------- --------- ---------
                CLE LOCAL TOTAL      4     3979.80     3979.80    318.39    278.59     39.80       .00
                                     ----- ----------- ----------- --------- --------- --------- ---------
               CUY COUNTY TOTAL      4     3979.80     3979.80    318.39    278.59     39.80       .00
                                     ----- ----------- ----------- --------- --------- --------- ---------
                 OH STATE TOTAL      4     3979.80     3979.80    318.39    278.59     39.80       .00
```

```
DATE: 03/22/09                        DEMO COMPANY                              ARR830 PAGE: 1
USER: SSI TZ5                     REGISTER HISTORY REPORT                        TIME:  3:34 PM

 AR                                        BEGINNING     DOLLAR                              ENDING
TRACE#   DATE    PD  REG# TYPE            AR BALANCE     AMOUNT  DISCOUNTS ADJUSTMENTS   AR BALANCE
==================================================================================================
 0686 08/31/09 08/09 0035 SERVICE CHARGES  107372.11      29.29       .00        .00    107401.40
 0687 09/07/09 09/09 0535 DAILY SALES       107401.40   39679.19       .00        .00    147080.59
 0688 09/07/09 09/09 0293 INVOICING         147080.59     541.47       .00        .00    147622.06
 0689 09/07/09 09/09 0122 RETURNED CHECKS   147622.06     150.18       .00        .00    147772.24
 0690 09/07/09 09/09 0458 CASH RECEIPTS     147772.24  -22349.04    122.42        .00    125300.78
 0691 09/14/09 09/09 0536 DAILY SALES       125300.78   39540.20       .00        .00    164840.98
 0692 09/14/09 09/09 0459 CASH RECEIPTS     164840.98  -15238.86      3.43        .00    149598.69
 0693 09/21/09 09/09 0460 CASH RECEIPTS     149598.69  -14175.97       .00        .00    135422.72
 0694 09/21/09 09/09 0461 CASH RECEIPTS     135422.72   -1167.91       .00        .00    134254.81
 0695 09/21/09 09/09 0537 DAILY SALES       134254.81   31084.26       .00        .00    165339.07
 0696 09/28/09 09/09 0462 CASH RECEIPTS     165339.07  -30788.04       .00        .00    134551.03
 0697 09/27/09 09/09 0538 DAILY SALES       134551.03   24626.15       .00        .00    159177.18
 0698 09/28/09 09/09 0293 JOB COST INVOICING 159177.18    3007.04       .00        .00    162184.22
 0699 09/30/09 09/09 0539 DAILY SALES       162184.22     796.07       .00        .00    162980.29
 0700 09/30/09 09/09 0540 DAILY SALES       162980.29        .00       .00        .00    162980.29
 0701 09/30/09 09/09 0541 DAILY SALES       162980.29        .00       .00        .00    162980.29
 0702 09/30/09 09/09 0542 DAILY SALES       162980.29        .00       .00        .00    162980.29
 0703 09/30/09 09/09 0543 DAILY SALES       162980.29        .00       .00        .00    162980.29
 0704 09/30/09 09/09 0544 DAILY SALES       162980.29    4478.43       .00        .00    167458.72
 0705 09/30/09 09/09 0545 DAILY SALES       167458.72       2.08       .00        .00    167460.80
 0706 09/30/09 09/09 0546 DAILY SALES       167460.80       2.08       .00        .00    167462.88
 0707 09/30/09 09/09 0547 DAILY SALES       167462.88       2.08       .00        .00    167464.96
 0708 09/28/09 09/09 0548 DAILY SALES       167464.96    6677.88       .00        .00    174142.84
 0709 09/28/09 09/09 0549 DAILY SALES       174142.84     363.02       .00        .00    174505.86
 0710 09/28/09 09/09 0550 DAILY SALES       174505.86     348.62       .00        .00    174854.48
 0711 09/28/09 09/09 0551 DAILY SALES       174854.48     345.02       .00        .00    175199.50
 0712 09/15/09 09/09 0294 INVOICING         175199.50     208.67       .00        .00    175408.17

                                     PERIOD  ----------  ----------  ----------           CHANGE
                              TOTAL   08/09       29.29         .00         .00            29.29

                                     PERIOD  ----------  ----------  ----------           CHANGE
                              TOTAL   09/09    68132.62      125.85         .00         68006.77

REGISTERS RUN: 27                                                               END OF REPORT
```

```
DATE: 03/22/09                    DEMO COMPANY                     ARR830 PAGE: 2
USER: SSI TZ5                 REGISTER HISTORY RECAP               TIME:  3:34 PM

REGISTER TYPE        # REGS  DOLLAR AMOUNT    DISCOUNTS    ADJUSTMENTS   TOTAL CHANGE
====================================================================================
CASH RECEIPTS          5      -83719.82        125.85          .00       -83845.67
INVOICING              2         750.14           .00          .00          750.14
RETURNED CHECKS        1         150.18           .00          .00          150.18
SERVICE CHARGES        1          29.29           .00          .00           29.29
DAILY SALES           17      147945.08           .00          .00       147945.08
JOB COST INVOICING     1        3007.04           .00          .00         3007.04
                      ------  -------------   ------------  ------------  ------------
            TOTAL     27       68161.91        125.85          .00        68036.06

                                                            END OF RECAP
```

```
DATE: 09/28/09                          DEMO COMPANY                           ARR840 PAGE: 1
USER: STK T0S                   DOCUMENT REMOVAL REGISTER #0039                 TIME:  6:49 AM

BRANCH 01
INCLUDE DISPUTED INVOICES
                                ----ENTRY-----   ORIGINAL ---------------TRANSACTIONS--------------   CURRENT
  CUSTOMER NAME              DOC# D TY  PD   DATE   AMOUNT DATE REG#   PAYMENT  DISCOUNT ADJUSTMENT    BALANCE
  ==========================================================================================================
ZZZZZZCASH CASH             002163 Y IN 10/00 07/23/01   499.13 05/29 0706    499.13      .00       .00      .00
                            002164   IN 10/00 05/29/09   488.63 05/29 0707    488.63      .00       .00      .00

D=DISPUTED INVOICE, TY=DOCUMENT TYPE

DOCUMENTS: 2                                                                   END OF REGISTER
```

```
DATE: 02/09/03                         Specialty Distributors, Inc.                      ARR760 PAGE: 1
USER: GUI T5m                          CHECK PAYMENT HISTORY REPORT                      TIME: 10:49 AM

ALL CUSTOMERS
CHECK NUMBER FIRST TO LAST

  CUSTOMER NAME              DOCUMENT STAT    ORIG AMT  DOC DATE  CURRENT AMT TRANS DATE    PAYMENT     DISCOUNT    ADJUSTMENT
===============================================================================================================================
      C101 Deluxe Equipment Warehouse..+

        Check #     112 on 03/09/2002 for $50.00 on register 0466.  check 112 for C101 for $50

                            001702-0 OPEN    1873.74 09/28/2000    1853.74 10/15/2000      10.00        .00         .00
                            001784-0 OPEN    1090.88 09/28/2000    1075.88 10/15/2000      15.00        .00         .00
                            001936-0 OPEN    1187.74 07/17/2000    1162.74 10/15/2000      15.00        .00         .00
                            001988-0 OPEN    1066.49 03/19/2001    1051.49 10/15/2000      10.00        .00         .00

        Check #     113 on 03/05/2002 for $40.00 on register 0466.  check 113 from C101 for $40

                            001731-0 OPEN     570.57 09/28/2000     565.57 10/15/2000       5.00        .00         .00
                            001758-0 OPEN      33.49 09/28/2000      28.49 10/15/2000       5.00        .00         .00
                            002013-0 OPEN    4750.00 07/03/2001    4690.00 10/15/2000      10.00        .00         .00
                            002015-0 OPEN      85.50 07/03/2001      70.50 10/15/2000      15.00        .00         .00
                            002053-0 OPEN      89.18 07/16/2001      84.18 10/15/2000       5.00        .00         .00

        Check #    5555 on 01/01/2002 for $10.00 on register 0467.  FIRST OF FIVE

                            001731-0 OPEN     570.57 09/28/2000     560.57 10/15/2000       5.00        .00         .00
                            001759-0 OPEN    1378.45 09/28/2000    1373.45 10/15/2000       5.00        .00         .00

        Check #    6666 on 02/09/2002 for $10.00 on register 0467.  SECOND OF FIVE

                            001759-0 OPEN    1378.45 09/28/2000    1368.45 10/15/2000       5.00        .00         .00
                            MISC CSH OPEN                                   10/15/2000       5.00

        Check #    7777 on 03/12/2002 for $10.00 on register 0467.  3RD OF 5
                            001670-0 OPEN    2140.54 09/29/2000    2139.54 10/15/2000       1.00        .00         .00
                            001681-0 OPEN     136.80 07/28/2000     135.80 10/15/2000       1.00        .00         .00
                            001702-0 OPEN    1873.74 09/28/2000    1852.74 10/15/2000       1.00        .00         .00
                            001731-0 OPEN     570.57 09/28/2000     559.57 10/15/2000       1.00        .00         .00
                            001759-0 OPEN    1378.45 09/28/2000    1367.45 10/15/2000       1.00        .00         .00
                            001784-0 OPEN    1090.88 09/28/2000    1074.88 10/15/2000       1.00        .00         .00
                            001844-0 OPEN    7452.46 09/08/2000    7436.46 10/15/2000       1.00        .00         .00
                            OA2058-0 OPEN      -3.00 10/15/2000      -3.00 10/15/2000       3.00        .00         .00

        Check #    8888 on 04/08/2002 for $10.00 on register 0467.  FOURTH OF 5

                            001943-0 OPEN      80.90 09/01/2000      75.90 10/15/2000       5.00        .00         .00
                            001988-0 OPEN    1066.49 03/19/2001    1046.49 10/15/2000       5.00        .00         .00

        Check #    9999 on 02/05/2002 for $10.00 on register 0467.  LAST ONE

                            001759-0 OPEN    1378.45 09/28/2000    1365.45 10/15/2000       2.00        .00         .00
                            001784-0 OPEN    1090.88 09/28/2000    1071.88 10/15/2000       3.00        .00         .00
                            001844-0 OPEN    7452.46 09/08/2000    7435.46 10/15/2000       1.00        .00         .00
                            OA2059-0 OPEN      -4.00 10/15/2000      -4.00 10/15/2000       4.00        .00         .00

        Check # CS2312 on 03/09/2002 for $20.00 on register 0466.
```

```
                        MISC CSH OPEN                        10/15/2000        20.00
```