



Infor Distribution FACTS 7.8.0 Accounts Receivable Users Guide

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About this guide

This guide describes workflow, concepts and procedures for using the Infor Distribution FACTS Accounts Payable Module.

Intended audience

This guide is for FACTS end users, managers, in-house analysts, and trainers who require an understanding of the product and how to use it.

Related documents

You can find the documents in the product documentation section of InforXtreme, as described in "Contacting Infor" on page 7.

For information about other Infor Distribution FACTS modules or basic usage information, see the other users guides in the Infor Distribution FACTS PDF Library. Access these documents from the bookmarks of this document: FACTSDocNavigation.pdf.

Contacting Infor

If you have questions about Infor products, go to InforXtreme Online Support at <http://www.inforxtreme.com>.

If we update this document after the product release, we will post the new version on InforXtreme. We recommend that you check this Web site periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Overview

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Accounts Receivable Overview

The Infor Distribution FACTS Accounts Receivable module maintains accurate file information, provides complete audit trails and optionally posts to General Ledger. Interaction with General Ledger is automatic and great flexibility is available through the use of GL posting tables.

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 fields promote both operator efficiency and comfort in using the system.

Accounts Receivable is divided 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.

Posting AR to General Ledger

Transactions from Accounts Receivable may automatically post to General Ledger. Through the GL Distribution flag set in the AR to GL Posting F/M, you determine 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, you determine which GL journal (where in the general ledger journal file) to post transactions from Accounts Receivable for all AR transactions except sales (if at all).

The Accounts Receivable transactions that 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 that determines the correct GL account numbers to post to when posting a transaction to general ledger for that customer. The posting tables determine the general ledger 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 G/L #, discount G/L # and adjustment G/L #.

Service Charge Register distributes to service charges G/L #.

Returned Check Register distributes to returned checks G/L #.

AR Sales Register may distribute to Sales G/L #.

SO Daily Sales Register may distribute to sales, misc. sales, inter-warehouse A/R, deposits, and accounts receivable G/L #s.

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 general ledger, we will set up two GL posting tables; one to assign to retail customers and one to assign to wholesale customers.

*. GL TABLE RET

2. DESCRIPTION RETAIL CUSTOMERS

	G/L #	DESCRIPTION
3. ACCOUNTS RECEIVABLE	120-01-01	ACCOUNTS RECEIVABLE-RETAIL
4. DISCOUNTS	490-01-01	DISCOUNTS-RETAIL
5. ADJUSTMENTS	420-01-01	ADJUSTMENTS-RETAIL
6. SERVICE CHARGES	440-01-01	FINANCE CHARGES-RETAIL
7. RETURNED CHECKS	430-01-01	RETURNED CHECKS-RETAIL
8. SALES	410-01-01	SALES RETAIL
9. MISC SALES	450-01-01	MISC SALES-RETAIL
10. INTERWHSE A/R	130-01-01	INTER-WAREHOUSE-RETAIL
11. DEPOSITS	650-01-01	DEPOSITS-RETAIL

*. GL TABLE WSL

2. DESCRIPTION WHOLESALE CUSTOMERS

	G/L #	DESCRIPTION
3. ACCOUNTS RECEIVABLE	125-01-01	ACCOUNTS RECEIVABLE-WSL
4. DISCOUNTS	495-01-01	DISCOUNTS- WSL
5. ADJUSTMENTS	425-01-01	ADJUSTMENTS- WSL
6. SERVICE CHARGES	445-01-01	FINANCE CHARGES- WSL
7. RETURNED CHECKS	435-01-01	RETURNED CHECKS- WSL
8. SALES	415-01-01	SALES- WSL

- 9. MISC SALES 455-01-01 MISC SALES- WSL
- 10. INTERWHSE A/R 135-01-01 INTER-WAREHOUSE-WSL
- 11. 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. You adjust the balance down to zero. Using the GL posting tables, the GL distribution prints as follows:

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

* indicates G/L # is not pulled from the AR GL posting table. It is pulled from the bank making the deposit.

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

Service Charge Register

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

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

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

* indicates G/L # is not pulled from the AR GL posting table. It is pulled from the bank entering the returned check.

AR Sales Register

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

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

410-01-01 Sales-Retail		240.00
415-01-01 Sales-Wholesale	_____	<u>320.00</u>
	560.00	560.00

Sales may be posted to the general ledger by the sales G/L # assigned in the AR Sales to GL Posting F/M.

SO Daily Sales Register

An invoice is entered for Williams Wholesale at \$320; \$300 is for regular items and \$20 is for misc. items and a \$50 deposit is received for other goods. No tax or freight is charged. The misc. sales G/L # is only used if misc. sales are posted to the general ledger 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 G/L #. Using the GL posting tables, the GL distribution prints as follows:

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

Posting AR Sales to General Ledger

The AR Sales to GL Posting F/M program sets up information that the system references when it automatically posts AR sales transactions to General Ledger. AR sales are posted to GL by the AR Sales Register.

You set 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, you set the GL posting journal flag to determine which GL journal (where in the general ledger journal file) to post transactions from Accounts Receivable for all AR transactions except sales (if at all).

There are standard entries made to general ledger when posting sales. For example, when something is sold, one debits the accounts receivable account and credits the sales account. You 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 you imbed 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 # 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. You have a choice of always posting to the default accounts receivable G/L # (from this record) or posting to the accounts receivable G/L # assigned in the customer's GL posting table. The system may always post to one AR G/L # 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 G/L #. 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. You have a choice of always posting to the default sales G/L # (from this record) or posting to the sales G/L # assigned in the customer's GL posting table. The system may always post to one sales G/L # 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 G/L #.

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. You have a choice of always posting to the default sales tax G/L # (from this record) or posting to the sales tax G/L # assigned to each tax code in the Tax Tables F/M. The system may always post sales tax to one sales tax G/L # 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 G/L #.

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 G/L # (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.

Chapter 2 Program Work Flows & Concepts

2

Accounts Receivable Work Flow & Program Concepts

Invoice Processing Work Flow Concepts

Use the Invoice Entry (ARE110) program to enter and correct customer invoices and credit memos in the Accounts Receivable system without using the Sales Orders or Inventory packages. The Invoice Entry screen consists of two sections. The upper portion of the screen is called the header, where you enter the customer, invoice date, etc. The lower portion is called the line-item entry section, where you enter items, pricing information, etc. At any time, you have the option of changing or deleting the invoice as well as adding and removing line items. Deleted invoices are not 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.

You can print invoices in 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. You have the option to: print an alignment check (or a test check); print all invoice documents not yet printed; reprint selected invoice documents, and select the branch to print. Flags set in the Invoice Processing Control F/M determine whether or not invoices can be printed and on what type of form. After the system prints invoices, it updates and runs the Sales Register.

AR Sales Register (ARR110) Use the AR Sales Register to update system and customer balances. To ensure accuracy you can print and reprint the Sales Register without updating the system. You can choose to update when you are confident the invoices are correct. Use the AR Sales Register 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, and update the sales analysis holding file according to the sales information.

Program Concept Details

Invoice Entry (ARE110) program

A number of additional features are available in the Invoice Entry program. You can search for existing customers or add new customer records to the AR Customer File. You can enter invoice discounts, freight charges, GL departments, costing and pricing information and memos. Applicable taxes may also be computed and charged.

Calculating Commissions Processing Details

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.

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 %.

Customer Credit Check Processing

This program does all the calculations and gives the appropriate messages for customer credit check. This routine is called from various entry programs and only the results are returned.

The system performs a customer credit check for each customer during Invoice Entry if the number of Credit Check Days entered on the Accounting tab of Customer F/M is less than 999. The Credit hold option for a customer is based on the Credit Check prompt on the Accounting view of Customer Maintenance. The current balance figure use for processing comes from the customer's existing balance in AR Customer F/M.

The password for the credit check override resides in the AR Static Control F/M.

The credit check routine also checks the Disputed Invoice setting in AR Document Change F/M for each open AR document record. If it finds a disputed invoice record, the credit check processing checks the invoice's Exclude from Credit Check setting in AR Document Change F/M to determine if the disputed invoice is to be considered in the credit check past due processing. Documents marked as excluded from credit checking are skipped from the total amount past due. All invoices total into the customer's balance and aging figures. Any disputed invoices that are excluded from the credit check are accumulated into a new total. The check for over credit limit is calculated as the customer's balance minus disputed invoices not to be included plus document totals. Then, if the customer is past due, the excluded total displays on the optional Customer Aging window that displays in AR Invoice Entry and Sales Orders Entry programs: Quote Entry, Sales Order Entry, Direct Invoice Entry, Counter Sale Entry, Credit Memo Entry, Customer Returns Entry, and Blanket Sales Order Release Register and Post Recurring Documents.

Customer Aging Window

Customer aging information includes the customer name and number, credit limit, aging as of date, balances for aging columns set in AR Aging Control F/M, balance, aging open documents totals, amount excluded from credit check processing and a "Disputed Invoices" indicator (based on the Disputed Invoice setting in AR Document Change F/M).

AR Sales Register (ARR110)

Use the AR Sales Register to update system and customer balances. To ensure accuracy you can print and reprint the Sales Register without updating the system. You can choose to update when you are confident the invoices are correct. 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.

During the AR Sales Register update, FACTS updates the bank transaction system only for invoices with cash type terms codes (C,1-4) that have the cash GL# set to "BANK". Any non-cash terms codes or cash terms codes that are set up with a specific cash GL number will update GL and will not update the bank balance or transfer over to the bank reconciliation system.

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 setting for the flag in the AR sales posting to GL record, you can obtain a general ledger distribution printout.

Recurring Invoice Entry Subsystem (ARS110) Workflow Concepts

As with regular invoicing, you enter the customer number and item number, etc. on all recurring invoices. You can also make changes to the invoices in the Recurring Invoice Entry (ARE130) program. You can 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. 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 topic for processing details.

A list of recurring invoices may be printed at any time through the Recurring Invoice Listing. The program lets you designate which type of recurring invoices (expired, unexpired, etc.) to output. This list can help you verify proper entry, project future expiration, project a specific period's posting and verify proper amounts for the current period. Report information includes: 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, status and number of invoices listed.

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. 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 topic for processing details. 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. o GL record, you can obtain a general ledger distribution printout.

Cash & Credit Application Work Flow Concepts

Use the Cash & Credit Application sub module to post cash and checks that you receive and make adjustments to Open Receivables. This sub module enables you 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 post miscellaneous cash paid by a customer or no specific customer.

By using batch amounts and distributed amounts, you can make sure the system distributes all money correctly.

Use the Cash Receipts & Adjustments Entry program to post payments, discounts and adjustments to customer accounts and miscellaneous cash to GL 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. The Cash Receipts & Adjustment Entry (ARE210) program also allows the import of an external payment file into the FACTS system for AR Lockbox and ACH transactions. 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. In Cash Receipts and Adjustment Entry, no two users may pay the same document at the same moment. 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.

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, you can choose not to update the register and go back into the entry program to make corrections. When the Cash Receipts & Adjustment Register is correct, you can update it.

Use the Document Change F/M change dates on invoices running the register. You can 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 and Memo. These fields may be changed without affecting the amount of the document. In order to make amount changes to the document, you must use the Cash Receipts & Adjustments Entry program and Register.

Use the Automatic Credit Application Register to 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 applies the credit memos to the invoices in the open receivables 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 with due

dates that fall before the cutoff date. If the program encounters customer invoices that are marked as 'disputed invoices' in AR Document Change F/M, it does not include those invoices for processing. The register is printed displaying how the credit memos and on-accounts will be applied. Nothing is updated until you update 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.

Program Concept Details

Cash Receipts & Adjustments Entry (ARE210)

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, 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 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 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 Electronic Batch 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 has 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.

Cash Receipts and Adjustment Entry for electronic batches can also process miscellaneous cash payments as well as customer account payments. When a line is highlighted in Batch Correction Entry, the "Misc Cash" button will assign the customer number with Miscellaneous Cash. Any remittance advice will be ignored when importing. Once the batch is imported into Cash Receipts Entry, you can apply the account number to this payment for proper GL handling.

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 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 redisplay 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.

Cash Receipts & Adjustment Register (ARR210)

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

Processing Details

The Cash Receipts & Adjustment Register debits the cash account of the bank for each transaction running through the register. If the bank designated on the register uses the deposit system, the Cash Receipts & Adjustment Register debits the new cash clearing account of the bank for each check instead. The Cash Receipts & Adjustment Register creates records in the indirect transaction files instead. There is one header record created in the SMITRH file for a register run and then each check transaction will create a record in the line file (SMITRL). If the bank does not use the deposit system or is set to auto create the deposit, the indirect transactions are used to create a deposit transaction in the new bank transaction files (SMTRNH/SMTRNL). The only exception to this is if the bank uses the deposit system and is set to auto create the deposit but the total of all the checks (deposit amount) is less than or equal to zero. In this case, the deposit is not created.

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.

If a credit card payment or credit is entered but not processed, the batch will not run through the update. These will be added to the message that the user gets if "all" batches is selected.

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, you can obtain a general ledger distribution. The report also includes information on batch total, report total and total number of checks for both batch and report.

Debit memo transactions are reported along with the other transactions that are applied to a check. The information shows the payment amount as a negative of the amount that was entered. This indicates that the debit memo actually reduces the payments amount. The totals on the debit memo amount print in the summary portion at the bottom to reflect the new AR balance and the deposit total.

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 & Adjustments Register and select "System Date" for the 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.

If the payment is by credit card, the last 4 digits of the credit card number will print next to the type. If the payment is voided, the receipt number of the void will print.

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.

Deposit Ticket Archiving

In FACTS, you can view the Deposit Ticket printed at AR Cash Receipts & Adjustment Register through any Archived Register button in AR for a Cash Receipts & Adjustment Register - each register that produces a Deposit Ticket has a link to that corresponding Archived Deposit Ticket (in the same fashion each register is linked to its GL distribution).

The Deposit Ticket archived in AR at the time of the AR Cash Receipts & Adjustment Register update is not printable/viewable from FACTS when in the SM Banking module. The AR Deposit Ticket and the SM Banking Deposit Ticket are not linked/related.

You can view the SM Banking Deposit Ticket, once one is printed/archived, from FACTS from 3 different locations. These options will be disabled for lines which have not had a

Deposit Ticket printed/archived. If UnForm Document Archiving is not used then these options will not be present. The shortcut character key in all cases is the letter "h".

The Bank Reconciliation, Bank Inquiry, and Bank Transaction Listing programs allow you to view the deposit ticket using the Menu option "View" - "Archived Deposit Ticket", or using the button "Archived Dep", or right-click on the line that has a Deposit Ticket number and select "Archived Deposit Ticket".

Returned Checks Subsystem Work Flow Concepts

This sub module enables you to handle returned customer checks in an efficient manner.

The Returned Checks menu includes the following programs:

The Returned Check Entry program, which is used to enter returned checks into FACTS.

The Returned Check Register, which is used to print a register of all returned checks.

There are two ways to enter a returned check into the system:

- 1 As a first-time return, which produces an audit trail through the register but does not update the customer's open account.
- 2 As a second- time return, which produces an audit trail and places a document for the check amount and returned check charge back into the customer's open account.

To enter and update returned check into the system:

- 1 First, create a record of a returned check in the Returned Check Entry program. 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 that is going back into the open documents file.
- 2 Next, run the Returned Check Register to review all the returned checks entered. Running the register simply outputs a list of returned checks so that you can verify accuracy. If you enter a check incorrectly, you can choose not to update the register so you can return to the entry program and make corrections. The register does not update the Open Documents file with returned checks until you tell it to do so.
- 3 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. When you are ready, run the optional update in the Returned Check Register and this will update the system.

AR Inquiries Work Flow Concepts

The Customer Inquiry displays various information about 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. You can also enter notes through this program.

The Document Inquiry displays detail documents including all transactions.

Reports Work Flow Concepts

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.

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. 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 and select "System Date" for the aging 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.

Aged Trial Balance Report information includes the different information in different formats. The report also includes the total number of customers listed, as well as the customer and report totals. The available formats are:

- 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 *Disputed Invoices* indicator prints on the Aged Trial Balance Report when a customer has any disputed invoices on file, unless the report is to only print disputed invoices, then the indicator is not needed. If the report is printing disputed invoices 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, disputed invoice marker, 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 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. The SO Daily Sales Register

and AR Sales Register update the information used in this report. Report information includes: customer number and name, sales, cost, gross margin and/or gross margin percent (%) for month-to-date, year-to-date and prior year & total number of customers listed on the report. Report totals are included for each of these figures.

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. The information for this report is stored in the system's salesperson/territory file, and it is updated by the SO Daily Sales Register and the AR Sales Register updates. Template settings and printer options are available in this program. Report information includes: salesperson/territory, sales, cost, total, salesperson/territories that appear on the report, gross margin and/or gross margin percent (%) for month-to-date, year-to-date, and prior year, including totals on each of these figures.

The Payment History Report prints various payment history information from the customers' payment history in three accumulation periods. Branches may also be selected. The Static Control F/M determines how information formats in these types of reports. The Document Removal Register updates each customer's payment history and makes information available for printing on this report. The report information may also be affected by using the customer's Payment History F/M.

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. 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. This is a good housecleaning tool, since it enables you to determine which customer files can be deleted from Customer F/M.

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. 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.

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

The Customer 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. Customer labels print on 11-1/2 by 15 inch paper and prints four (3) labels across. Ask your Affiliate for information on form sizes.

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. Rolodex card information includes: customer number, customer name, address, phone number, customer number (optional), Contact 1 or 2 (optional).

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. Information in this report is originally entered through the Ship-To F/M program. Temporary addresses are derived from the open documents in Sales Orders.

The Ship-To Label Print program prints up to 99 labels per ship-to selected by the customer. Customer or contacts may be included. The program prints on 11-1/2 x 15-inch paper and prints four (4) labels across. Label information includes: ship-to name, address, city, state and Zip Code, phone number, Customer number (optional), and Contact 1 or 2 (optional).

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. The Customer Balancing Register allows you to print a report of all out-of-balance customer accounts. This program also updates the balance in the customer file to equal the balance in the Open Documents file. The program prints a register of all customers whose balance is not equal to the total amount of their open documents. An optional update resets the customer balances and the company AR balance. Once you update this report, keep the printout so you can track the AR balance in the future. If the register corrects an out-of-balance condition, you may need to make a manual General Ledger journal entry.

The Customer Notes Print program prints the notes for any customers in the customer notes file. Branches may be selected. Report information includes: customer number, customer name, new balance (sum of open documents), current balance, difference between the two balances.

The Check Payment History Report program prints 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.

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. Each code above is entered into its own file maintenance program

and most are used in the customer file. The adjustment code appears in Cash Receipts. Report information includes each code and the information stored with the code. The total number of codes listed is also included.

Accounts Receivable End of Period Workflow Concepts

The Service Charge Register (optional) will calculate service charges and post them to customer accounts. The Service Charge Register is a recommended part of the end-of-period procedures. Use it to generate and print service charges based on the information in the service charge control record. The register's optional update posts the service charges to the customer accounts in the open documents file. The system then creates and assigns SC and four digits to the document (example SC0079).

The Statement Print (optional) program will print statements for selected customers. You can print statements for any group of customers by using statement codes, which are assigned to each customer in the Customer F/M program. The Statement Print program requires field of statement codes to print. Only customers with the chosen statement codes will have a statement printed. Although statements may be printed at any time, it is recommended that you print them at the end of each period as part of the end-of-period procedures.

The Sales Tax Register gives a list of each tax code including each invoice with the sales tax generated by that tax code. Options set in the Sales Tax Control F/M affect how this register prints. 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 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

The Register History Report gives you a list of all registers run which updated the accounts receivable balance for the period. This provides a trace of what transpired to obtain the current AR balance. The optional update removes 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, 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.

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 that should be run to clear the files to start a new period. The update also maintains the customer payment history file and writes documents removed to the paid documents file if set to do so in AR Static Control FM. Prior to running this register, invoices are updated through the SO 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. If there are any cash receipts batches that have not been updated, the system displays the

message "Cash Receipts batches have not been posted. Some documents may not be removed.", and the program continues on without removing any AROPEN documents in a cash receipts batch that has not been updated. 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.

The Customer Ledgercard Removal program removes ledgercards by customer, salesperson/territory or customer class. The program can be run in customer, alpha, salesperson/territory or customer class order based on a transaction cutoff date. This program is a recommended part of the end-of-period procedures.

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. The End-of-Period Update should be run at the end of each Accounts Receivable period. Note: The End of Period Update cannot be run if there are any cash receipts batches that have not been updated. The program read 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. This update enables you 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 and remove paid document history based on the number of periods stored. Before you run this update, make sure the following has already been printed and updated: Service Charge Register, Statement Print, Sales Tax Register, Register History Report, Document Removal Register, and Customer Ledgercard Removal.

Program Concept Details

Service Charge Register (ARR810)

The Service Charge register can automatically update the General Ledger. To activate this feature, make sure the GL Distribution control in the AR to GL Posting F/M is set to 2 (summary) or 3 (detail). You can also set the GL distribution control to 1 so that FACTS prints the GL distribution without updating the General Ledger. Set it to 0 if you don't want it to print or update to the GL distribution at all.

The register uses the AR GL posting tables to build the GL distribution.

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, the report includes 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.

File Maintenances Work Flow & Program Concepts

Customer F/M (ARF910) is used 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, you 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. If you use Counter Sales in Sales Orders, set up at least one cash customer for all Counter Sale cash customers. In addition, create 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 you for the customer number to transfer to and transfers sales history to that false customer number in sales analysis.

Ship-To F/M (ARF920) is used to enter an unlimited number of ship-to addresses for each customer. You can enter an unlimited number of ship-to addresses for each customer. Note: If a customer's ship-to address is the same as the customer address, you don't have to set up a record in this program. The customer must be set up in Customer F/M before you can create ship-to records. Each ship-to record contains a customer number, ship-to number and general information relevant to the ship-to number.

Payment History F/M (ARF930) is used to create and maintain the payment history file so the system can gather past payment history on some or all customers. These records are used to print the Payment History Report and to display payment history in the Customer Inquiry. Records will not be stored here unless the Payment History flag in the Customer F/M is set to selected. It must be set up in the Payment History Control F/M as to the type of payment history being stored before records may be entered here.

There are two types of payment history: average and weighted average.

1. Average stores for each period the total number of days (past the invoice or due date depending on how it is set in the payment history control record) to pay all invoices and the total number of invoices that were paid during the period.
2. Weighted average stores for each period the total number of days (# of days past to pay an invoice X the dollar amount of the invoice) and the total dollars paid.

Salesperson/Territory F/M (ARF935) is used to create and maintain information on each salesperson and their territory. You can establish your 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 you can create salesperson/territories, you must set up at least one region in Region F/M (located on the AR Infrequent File Maintenance menu). In addition, set up at least one false salesperson/territory code to which the system can transfer sales history if you need to delete a salesperson/territory record.

Use Corporate Group Entry (ARE995) 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.

The Default Tax Code Entry (ARE990) 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 eStorefront (where we only know the ship-to address) to be properly taxed. (B2C functionality will be available in the GA Release of the eStorefront 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.

Tax Table F/M (ARF940) is used to create and maintain the tax code file. You establish your company's own set of valid tax codes to be assigned to each customer. The tax code determines tax applied during invoicing. You must enter the required tax code, NOTAX.

Tax Reporting F/M (ARF945) is used 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. 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.

Transfer/Change Customer Codes (ARU910) is used to change specific information in the customer file for a range of customers. These fields 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.

Transfer/Change Ship To Codes (ARU920) is used to change specific information in the customer file for a range of customer ship-to addresses. These fields 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.

AR Infrequent File Maintenance Work Flow & Program Concepts:

Region F/M (ARF950) is used to create/maintain region codes. Region codes are used in the Salesperson/Territory F/M program to assign territories to salespeople. These codes are also used in selected Sales Analysis reports to sort information. You can establish your own set of regions and descriptions. If your company doesn't assign salespeople to territories, create one region code, name it ALL REGIONS and assign all salespeople to that region.

Customer Class F/M (ARF952) is used to enter/maintain customer class codes, such as retail, wholesale, in state, out of state, etc. These codes can be assigned to each customer and can be used in most AR report to help sort or filter customer information. Customer Classes can also help you set up a more detailed accounting system. You can create AR GL

tables based on customer classes to track sales according to each class. If you choose not to use customer classes, then create one class and assign it to all customers in Customer F/M.

Customer Price Class F/M (ARF953) is used to enter/maintain customer price class records. The program allows you to create and maintain customer price class records. 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. If you choose not to use customer price classes, then one class must be entered and all customers are assigned to that class.

Terms Code F/M (ARF954) is used to enter/maintain the terms code file. You establish your company's own set of valid terms codes to be 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.

GL Posting Table F/M (ARF956) is used to set up GL posting tables for different customer types, so that transactions can be posted and tracked with greater detail. For example, if 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.

Customer Defaults F/M (ARF840) is used to set up default information when adding prospects or customers. 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 remaining fields #2 - #13 should be left blank. The fields on the sales history screen should be left blank also.

Register History F/M (ARF958) is used 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 AR Register Trace Number: As a register is updated the system assigns a trace number to it and Register Type. Register Types are: Cash receipts, Returned checks, JC invoicing, Service charges, Invoicing, Daily sales, Bad debts, Auto credit apply, K-customer balancing, Equipment rental invoicing, and Technical support invoicing.

Adjustment Code F/M (ARF960) is used to enter/maintain adjustment code records. You establish your 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.

Aging Control F/M (ARF962) is used to enter/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.

Cash Receipts Control F/M (ARF964) is used to set controls for posting cash in the Cash Receipts & Adjustments Entry program. You can specify: 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, and the last on-account document used.

Electronic Payment Mapping (ARF966) is used to maintain electronic map files used to map files for importing external payments in the Cash Receipts & Adjustment Entry program. 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.

- Statement Print Control F/M (ARF968) is used to set printing parameters for AR statements. You can specify: preprinted form or stock paper, whether or not a tear-off return portion is used on the statement, whether zero-balance documents are printed and number of message lines used. This record must be entered prior to entering statement messages and printing statements.

Statement Messages F/M (ARF970) is used to create and maintain statement messages. You establish the 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 F/M. Therefore, prior to entering messages, the statement print control record must be set up.

These messages appear on the Statement Print program. The message that prints 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.

Payment History Control F/M (ARF972) is used to create and maintain the payment history control record. This control record must be set up prior to entering payment history for customers or running the Document Removal Register. Payment history is updated by the zero balance documents (paid off) removed by the Document Removal Register.

Establish how payment history is to be stored including:

- Average or weighted days outstanding.
- Based on due or invoice date.
- Using credit memos.
- Number of prior periods stored.

Average - Based on number of invoices

\$10.00 5 days to pay

\$100.00 15 days to pay

2 invoices 20 days

$20 / 2 = \text{Average \# of days to pay} = 10$

Weighted - Based on number of dollars

$\$10.00 \times 5 \text{ days to pay} = \50.00

$\$110.00 \times 15 \text{ days to pay} = \1500.00

\$110.00 \$1550.00

Total Dollars Total Dollar Days

$\$1550 / 110 = \text{Average \# of days to pay} = 14.09$

Returned Check Control F/M (ARF974) is used to create and maintain the returned check control record. Establish 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.

Service Charge Control F/M (ARF976) is used to create and maintain the service charge control record. Establish service charge information to be used for each customer in the case of late payment. This control record must be set up prior to running the Sales Tax Register. 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.

Sales Tax Control F/M (ARF978) is used to create and maintain the sales tax control record. This control record must be set up prior to running the Sales Tax Register to establish 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.

Dunning Letter Control F/M (ARF980) is used to create and maintain the dunning letter control record. 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. 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.

Invoice Processing Control F/M (ARF982) is used to create and maintain the invoice processing control record. Establish the format for the Invoice Entry program including: Last invoice used, Invoice memo, and 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, you can reset the flags to fit your 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

AR to GL Posting F/M (ARF984) is used 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 when it posts AR Sales Register data to

the GL in the AR Sales Register Update. All GL numbers entered must be valid GL numbers. You set up the GL distribution, i.e., how the distribution is to post into the journal file in GL (example: print only, print and post). In addition to the GL distribution, set up where in the journal file in GL the distribution is to post, i.e., the sales journal.

There are standard entries made to GL when posting sales. For example, when something is sold, one debits the AR account and credits the sales account. You 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 you a choice 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 you imbed 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 GL 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.

Finally, a default GL account number is set up. Even if the default is not to be used, it must be entered.

Accounts Receivable, Discounts, Service Charges, Returned Check Charges

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

Department - determines if the system should insert the department in the GL number. None of these accounts may be departmentalized.

Branch - determines if the system should insert the branch in the GL number. 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. You have 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. You have 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 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.

Adjustments

Basis - determines where the adjustments number comes from. You have a choice of always posting to the default adjustments GL number (from this record), the adjustments GL number assigned to each adjustment code in the Adjustment Code F/M, or the adjustments GL number assigned in the customer's GL posting table. The system can always post adjustments to one sales tax GL number, or if adjustments are posted based on the customer type (example: retail or wholesale), then adjustments are posted to GL based on the AR GL posting tables. If adjustments are posted based on the adjustment type (example: sales tax or freight), then adjustments are posted to GL based on the adjustment code. Press Enter (CR) to initially default to A.

CAUTION! We strongly advise administrators to password-protect the Static Control F/M (ARF988) and Nonstatic Control F/M (ARF990) programs. Changes should be made only with extreme caution and under the supervision of your local FACTS office.

Static Control F/M (ARF988) is used to create settings and controls that are critical to how the AR system functions.

Nonstatic Control F/M (ARF990) is used to display information that the AR system references and updates as performs various functions.

Rebuild AR Sort Files (ARU990) is used 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 so you can 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. **DO NOT** run this program without the approval of your Affiliate.

Accounts Receivable Procedures

Recommended Operating Procedures for AR

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

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)

Invoice Processing Procedures

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.

The AR Invoice Processing Menu contains the following programs:

Invoice Entry (ARE110) Use this program to enter and correct customer invoices and credit memos in the Accounts Receivable system without using the Sales Orders or Inventory packages.

Invoice Print (ARP110) Use this program to print, and if necessary, reprint invoices and credit memos entered through the Invoice Entry program.

AR Sales Register (ARR110) Use the AR Sales Register to update system and customer balances. To ensure accuracy you can print and reprint the Sales Register without updating the system. You can choose to update when you are confident the invoices are correct

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 all of the header information. Press F2 to perform an invoice search. You can search by Document or Customer.
- 3 Enter the customer number to indicate which customer should be invoiced. Press Enter (CR) to default to the customer used on the last invoice you entered. Press F2 to search all customer numbers in the system.

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

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

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

This displays the ship-to number, name, address, and the salesperson/territory. Press Enter (CR) to default to the assigned ship-to number (i.e., normal ship-to in the customer file). Enter SAME to assign the customer name and address. Press F2 to search existing ship-to addresses. Press F3 to enter a temporary ship-to name and address for this invoice. You can press S to display the Show Address window to view header address information for the customer.

- 5 Enter the invoice date. Press Enter (CR) to default to the system date. Press 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 need 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 (+/-99999999.99). 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:
 - 11 # - Changes a line-item
 - 12 L - Lists line-items
 - 13 A - Adds a line-item
 - 14 D - Deletes the invoice
 - 15 F2 - Changes header

- 16 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, and 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.

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 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 to default to ALL. Press F2 to search.
- 4** Select the scope of the information that should print. The choices are Summary and Detail information. The program defaults to S-Summary.
- 5** Press OK.
- 6** The system builds the GL distribution while it prints the Sales Register. The parameters established in the AR Sales to GL Posting F/M program and AR GL posting tables affect how the system builds the distribution.
- 7** Check register. OK to print GL distribution? After printing the Sales Register, verify the printout. If you need to make a correction, 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?

- 8** 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.
- 9** 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 Subsystem (ARS110) Procedures

Use this sub module to send any recurring invoices, such as service contracts or maintenance agreements. Recurring Invoice Entry allows you to create the invoice one time so that FACTS can 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 stops at a predetermined time.

As with regular invoicing, you enter the customer number and item number, etc. on all recurring invoices. Make changes to the invoices in the Recurring Invoice Entry (ARE130) program. The Recurring Invoice Listing (ARR120) program lets you designate which type of recurring invoices (expired, unexpired, etc.) to output.

Run the Post Recurring Invoices (ARU110) program to update any recurring invoices. Keep in mind that this program does not post invoices directly into the Open Documents file. Instead it posts into the Invoice Entry file, which the system uses to print the Sales Register. This approach provides you with an audit trail of all entered invoices that update the Open Documents file and the Accounts Receivable balance.

How to enter recurring invoice header information

- 1 Access this program by choosing Accounts Receivable-->Invoice Processing-->Recurring Invoices-->Recurring Invoice Entry.
- 2 Enter the customer number where the invoice is to be sent for payment. Press F2 to perform customer search. Press F3 to perform a document search of recurring documents already on file. The system 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. You can press S to display the Show Address window to view header address information for the customer.
- 3 Enter the sequence number (00-99). This enables you to enter up to 99 different recurring invoices per customer. For example, if there are two recurring documents for the same customer, you can set up a service contract as sequence 01 and a rental agreement as sequence 02. Each time you refer to an invoice, you can use the sequence number. Press Enter (CR) to default to 01. If you enter a sequence number for this customer that already exists, the program displays all the information about this recurring invoice and advances to the prompt-selection field.
- 4 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. 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 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.
- 5 Enter post day, which is 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 was 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. Press Enter (CR) to initially default to 31.
 - 6 Enter the type of cutoff you want to use. Your options are Date, Number of invoices, or Amount. Press Enter (CR) to initially default to D. Cutoff indicates when the system should stop generating the invoice.
 - 7 Enter the cutoff. The cutoff type you chose in the previous field determines what kind of information you need to enter in this field. If you chose:
 - 8 N - Number of postings - Enter the cutoff number of postings (2-99).
 - 9 D - Date - Enter the cutoff month and year (MMYY).
 - 10 A - Amount - Enter the amount (0-9999999.99). If the amount is surpassed in the next posting, the invoice will not post.
 - 11 Enter the salesperson/territory code for this ship-to customer number to indicate who sold the contract, service agreement or recurring merchandise. The entry must be a valid salesperson/territory. Press Enter (CR) to default to the value already displayed, initially the salesperson/territory code assigned to the ship-to number. Press F2 to search. Press F3 to automatically set fields #7-10 to their respective default values.
 - 12 Enter the payment terms code to indicate type of payment, discounts and due dates. The entry must be a valid terms code. Press Enter (CR) to default to the value already displayed, initially the terms code assigned to the customer number. Press F2 to search. Press F3 to automatically set fields #8-10 to their respective default values.
 - 13 Enter the branch to which this document is tied. The entry must be a valid branch. Press Enter (CR) to default to the value already displayed, initially the branch assigned to the customer number. Press F2 to search. Press F3 to automatically set fields #9-10 to their respective default values.
 - 14 (Optional) Enter the GL department number, if you use departments. The entry must be a valid department number. Press Enter (CR) to default to the department number assigned to the terminal. Press F2 to search. If departments are not used, this field is skipped.
 - 15 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. Press Enter (CR) to default to ALL and displays every month of the calendar year.
 - 16 (Optional) Enter the customer reference number if applicable, i.e., customer's PO number, contact name, salesperson name. You can enter up to 15 characters. If the PO required flag in this customer's record is switched on, this field becomes mandatory.
 - 17 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. Refer to the How to enter recurring invoice line items procedure for step-by-step instructions.

How to enter recurring invoice line items

- 1 Access this program by choosing Accounts Receivable-->Invoice Processing-->Recurring Invoices-->Recurring Invoice Entry.
- 2 For new recurring invoices, enter the header information. Refer to the How to enter recurring 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 999 line-items have been entered on a single invoice, the program advances to the prompt-selection field and refuses further entries.
- 4 Enter an 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. You can 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.
- 5 Enter the item description or memo (up to 30 characters). Memo lines skip the remaining fields of the line-item portion.
- 6 In the Cost field, enter the item's cost of the item (0-9999999.99) if the Enter cost flag in the Invoice Processing Control F/M, is selected. If the item number is used as the quantity, be sure to include the cost of all the items in this particular line number.
- 7 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.
- 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 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.
- 10 Press F3 to end line-item entry and go to the prompt-selection field, which allows you 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. Refer to the How to enter recurring invoice footer information procedure for step-by-step instructions.

How to enter recurring invoice footer information

- 1 Access this program by choosing Accounts Receivable-->Invoice Processing-->Recurring Invoices-->Recurring Invoice Entry.
- 2 For new recurring invoices, enter the header information. Refer to the How to enter recurring 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 recurring invoice line-items procedure for step-by step instructions. You cannot enter footer information for an invoice unless the invoice contains line items.
- 4 The system displays ending routine information 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.
- 5 Enter a memo up to 50 characters long.
Standard memos can be entered in the Invoice Processing Control F/M. The memo may include special instructions, goodwill messages, etc. and prints on the bottom of the invoice. Press Enter (CR) to default to the displayed value, initially the standard memo. If no memo is needed, you can press the space bar before pressing Enter (CR).
- 6 (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.

If the Discount flag in the Invoice Processing Control F/M is selected, you can enter a discount for this customer on the invoice total (merchandise amount) or a dollar amount subtracted from the merchandise total. If the flag is not selected, the system will not let you enter a discount.

- 7 (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. If the Charge freight flag is set to N, the system will not let you enter freight on the invoice. If the flag is selected, enter the freight amount (0-9999.99). Press Enter (CR) to default to 0.

- 8** (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 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, and city) is calculated and displayed.

- 9** (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.

- 10** 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.

Cash & Credit Application Procedures

Use the Cash & Credit Application sub module to post cash and checks that you receive and make adjustments to Open Receivables. This sub module enables you 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 post miscellaneous cash paid by a customer or no specific customer.

By using batch amounts and distributed amounts, you can make sure the system distributes all money correctly.

The Cash & Credit Application menu includes the following programs:

Use the Cash Receipts & Adjustments Entry program to post payments, discounts and adjustments to customer accounts. You can also use this program to post miscellaneous cash to GL accounts.

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, you can choose not to update the register and go back into the entry program to make corrections. When the Cash Receipts & Adjustment Register is correct, you can update it.

Use the Document Change F/M change dates on invoices running the register.

Use the Automatic Credit Application Register to 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 applies the credit memos to the invoices in the open receivables file.

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.
- 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 (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).
- 5 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 Add to access the Customer field.) Refer to the Customer

Search topic for details about searching for customers.

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

Press **F1** 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

- 6 In the Check # field, enter the check number (up to six characters). Press **F3-Cash** 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.
- 7 In the Date field, enter the check date. Press Enter (CR) to default to the system date. Press F4 to back up to the Check # field.
- 8 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.
- 9 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.
- 10 Save your changes.
- 11 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.
- 12 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 access the Add to batch screen, where you can enter the new amount or add to the batch total.
- 2 After you select Add, complete the following:
- 3 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, Add to access the Customer field.) Refer to the Customer Search topic for details about

searching for customers.

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

-OR-

Press **F1** 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

- 4 In the Check # field, enter the check number (up to six characters). Press **F3-Cash** 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.
- 5 In the Date field, enter the check date. Press Enter (CR) to default to the system date.
- 6 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.
- 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 Save your changes.
- 10 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.
- 11 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 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. 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 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:
add a line to the batch.

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

Select the C 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 Payment Entry (ARE211) or Miscellaneous Cash Entry (ARE212) payment program as appropriate.

Done Pressing **Done** or **F4** completes entry of the check by updating the distributed amount of the batch, clearing the screen and returning to the Batch 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 delete the check or miscellaneous cash entry.

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

- 1 FACTS displays the program immediately after you add or edit a payment 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 **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.

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.

- 6 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.

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

Select the Notes 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 Save. 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 The Auto Apply function 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. 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 to display 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 to complete the process. If the check is not fully distributed, the system displays a message and then allows you to exit the entry.

- 8 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.

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.
- 4 The system displays the miscellaneous cash **amount** from the Apply Check Entry (ARE211) program. The system displays the **memo** from the Apply Check Entry (ARE211) program. You can modify this information. .
- 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 Add to add new distribution information. When you enter a new debit memo line, the program assigns it the next debit memo number from the AR Nonstatic Control record when you save the transaction.

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

- 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 In the Memo field, the system allows you to enter 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 Save your changes or the icon to cancel the entry.
- 12 You have the following options for lines in the browser:

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 a debit memo, highlight the line in the browser and press the Delete icon.

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 Save your debit memo line information. You can continue to add more debit memos and distribution amounts or press Stop 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.

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 Add icon to add new distribution information.
 - 6 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 Save your distribution line information. You can continue to add more miscellaneous cash GL accounts numbers and distribution amounts or press Stop to complete the transaction.
 - 9 You have the following options for lines in the browser:

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:

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 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. 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. 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.
- 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?

- 8 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.
- 9 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.

- 10 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.

- 11 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.

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

13 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.

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 to default to ALL.
- 4 Select the **ending order choice**. Press **F1** to default to LAST. Press **F2** to search of customers, salespeople or customer classes.
- 5 Enter the **cutoff date**, or the last due date to update. Due dates after the cutoff date will not be updated. Press **F1** to default to no cutoff.

- 6 Enter the **transaction date** to use when applying credit. Press **F1** for due date. Press **F2** for system date. Click **OK**. 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.
- 8 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.
- 9 **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

- 10 If you are not printing the GL distribution, the system displays this message: **Check register. OK to update?**
- 11 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.
- 12 **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.

Returned Checks Subsystem Procedures

This sub module enables you to handle returned customer checks in an efficient manner.

To enter and update returned checks into the system (Overview)

- 1 First, create a record of a returned check in the Returned Check Entry program. 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 that is going back into the open documents file.
- 2 Next, run the Returned Check Register to review all the returned checks enters. Running the register simply outputs a list of returned checks so that you can verify accuracy. If

- you enter a check incorrectly, you can choose not to update the register so you can return to the entry program and make corrections. The register does not update the Open Documents file with returned checks until you tell it to do so.
- 3 When you are ready, run the optional update in the Returned Check Register and this will update the system.

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.
- 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.
- 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.
- 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.

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. 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.
- 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. This indicates to which bank checks returned a second time should be re-deposited. This bank code must exist in the system.
- 5 Press OK.
- 6 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.

- 7 **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.

- 8 If you are not printing the GL distribution, the system displays this message: **Check register. OK to update?**
- 9 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.
- 10 **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.

Dunning Letters Subsystem Procedures

The Dunning Letters sub module contains programs that enable you to build a complete past due notice system.

The dunning letter parameters should have been set up in the Dunning Letter Control F/M during installation.

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.

Each customer record contains a flag that determines if that customer is eligible for dunning letters and the number of the last dunning letter sent. You can process dunning letters may at any time. When you do, print the Dunning Letter Edit List to verify which customers will receive them and which number letter they are to receive during the next dunning letter batch print.

The Dunning Letter Edit List contains an optional update, in which you can 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. The system then prints dunning letters 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 that may update the last dunning letter sent flag in the customer's file to that of the dunning letter just printed.

Creating dunning letters

- 1 Access this program by choosing *Accounts Payable>Dunning Letters>Dunning Letter Text F/M* (AR F410).
- 2 Enter the dunning letter number (1-5). The maximum number depends on how many dunning letters you set up in Dunning Letter F/M during installation and implementation.
- 3 Enter each line of text that should appear on the dunning letter specified.
- 4 Press F3 or the Save button to end entering the text of the letter. To exit without saving your changes press Exit.

Printing a Dunning Letter Edit List

- 1 Access this program by choosing *Accounts Payable>Dunning Letters>Dunning Letter Edit List* (ARR410).
- 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 to default to FIRST..
- 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 to default to LAST.
- 4 Enter the date that will print on the dunning letters. Press F1 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

Printing dunning letters

- 1 Access this program by choosing *Accounts Payable>Dunning Letters>Dunning Letter Print (ARP410)*.
- 2 Select the order in which to output the letters. The available options are Customer, Alpha, Salesperson/territory, K-customer class or Zip code order. Press Enter (CR) to default to C-Customer.
- 3 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 to default to FIRST.
- 4 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 to default to LAST.
- 5 Enter the date to print on the dunning letters. Press F1 to default to the system date.
- 6 Check letters. OK to update customer file? After the letters print, verify 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.

AR Inquiries Procedures

Use inquiries to display information on customers on the screen without affecting any data in any files and without locking any files.

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.
Sales	Displays the sales history including the account opening date, last sale date, highest balance date and highest balance. Information also includes sales, cost and gross margin percentage for month-to-date, year-to-date, and prior year.
Codes	Displays code information including customer class, salesperson/territory, terms code, tax code, tax rate, tax exempt number, geography code, general ledger posting table, statement code and branch.
Options	Shows how the following options are set for this customer: store payment history, store ledgers, send dunning letters, require PO number, allow backorders, store SO past sales, store past invoices, credit check option and credit check days.
Orders	Displays any open orders, invoices, counter sales and credit memos that are still in the SO system (not posted to AR). Each document number is displayed along with the type (O-open work order, B-backorder, I-invoice, C-credit memo, S-counter sale), status (E-work order entered, not printed, W-work order printed, C-confirmed invoice, I-invoice printed, R-invoice released, D-deleted sales order, V-void invoice), document origin, 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 as well as user defined field from the User-Defined tab of Ship-To F/M (ARF920).

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. In the browser in the lower portion of the screen the system displays the date the note was created, note category, urgent note indicator, and subject. You can double click a note line in the browser to display the View Note screen, which lists the note subject and text, note type, category, date created, and date edited.

You can access the Notes Entry (SME710) program from the Options-->1 Customer Note Entry to enter or modify notes for the specified customer.

User-Defined

The data that appears on the User-Defined view of Item Inquiry comes from the User-Defined view of Item F/M (ICF910). 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 Item F/M (ICF910). 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).

AR Reports & Prints Procedures

All Accounts Receivable reports give you 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.

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.

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.

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.

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.

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

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.

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.

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

The Customer 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.

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.

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.

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

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.

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

The Check Payment History Report program prints accounts receivable document information by check number for the specified customers.

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.

Setting up an Aged Trial Balance report

- 1 Select the order in which to print the report. The options are Customer, Alpha, Salesperson/Territory and Customer Class (K).
- 2 Select the Over Credit Limit Only checkbox to run the report for customers 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 to default to FIRST. Press F2 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 to default to LAST. Press F2 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 to default to ALL. Press F2 to search.
- 6 Enter the date upon which aging will be based. Press F1 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 Contact information and/or Sales figures. The program defaults to NONE.
- 14 Select the document's scope. Options are Summary, Detail or detail with Transaction information. Press Enter (CR) to default to S.
- 15 Select OK or press Enter (CR) to run the report.

Printing a Customer Ledgercard Report

- 1 First press F3 to access report fields.
- 2 Enter the order in which to print the report information. Options are Customer, Alpha, Salesperson/territory and Customer Class (K). The program defaults to C.
- 3 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 to FIRST. Press F2 or 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 Alpha order, select the last alpha that should appear. Press F1 default to LAST. Press F2 to search of customers, salespeople and classes.
- 5 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 to default to ALL. Press F2 to search.
- 6 Select the date order, which is Newest date to oldest date or Oldest date to newest date. The program defaults to unselected.
- 7 Enter the beginning ledgercard date to print. Press F1 to default to FIRST.
- 8 Enter the ending ledgercard date to print. Press F1 to default to LAST.
- 9 Enter each of the transaction or register types that should appear on the report. The options are Beginning balance, Cash Receipts & Adjustments Register, AR Sales Register, SO Daily Sales Register (also includes ER Daily Rental Register), TS Invoice Register, Service Charge Register, Returned Check Register or X-Customer Balancing Register transaction types. Press F1 to default to ALL.
- 10 Select OK or press Enter (CR) to run the report.

Printing a Ship-to Report

- 1 Enter the order in which to print the report information. Options are Customer, Alpha, Salesperson/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 to default to FIRST. Press F2 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 to LAST. Press F2 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 to default to ALL. Press F2 to search of customers, salespeople and classes.
- 5 Select which type of information to print on the report: Address, Phone 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.

Printing Customer Notes

- 1 Enter the order in which to print the report information. Options are Customer, Alpha, Salesperson/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 to default to FIRST. Press F2 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 to LAST. Press F2 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. F3 defaults to ALL. Press F2 to search.
- 5 Indicate whether you want the program to start a new page for each customer listed. The program defaults to unselected.
- 6 Select OK or press Enter (CR) to run the report.

Accounts Receivable End of Period Procedures

The end-of-period menu contains programs that 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 that 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.

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

AR 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 you charge 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 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 a list of all transactions that have occurred on customer accounts. These transactions will be removed by the Customer Ledgercard Removal. It is recommended that a hard copy be saved for future reference.
7. **Print statements.** If you send 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 provides a listing 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, you 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 lists 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 lists documents that have been paid down to zero in the current period. After the register prints, you 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. You determine the cutoff date through which the system removes 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.

Running the Customer Balancing Register

- 1 Indicate whether you want to print the register. Press Enter (CR) to default to selected.
- 2 When the Customer Balancing Register finishes running, you have the option of updating the customer files to balance with the open documents file.
- 3 Indicate whether you want the program to update customer balances. Press Enter (CR) to default to unselected.
- 4 Select OK or press Enter (CR) to run the report.

How to run the Sales Tax Register

- 1 Access this program by choosing Accounts Receivable-->End of Period-->Sales Tax Register.

- 2 Enter the **beginning tax code** to print.
- 3 Enter the **ending tax code** to print.
- 4 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.
- 5 Enter the **ending sales tax date** to print.
- 6 Enter the **branch** number to print. The entry must be a valid branch. Press Enter (CR) to default to the branch assigned to the terminal.
- 7 Select the **scope**. Indicate whether you want the register to print **S**-summary or **D**-detail information. The program defaults to S.
- 8 Select **OK** or press Enter (CR) to run the report.
- 9 **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.

How to run the Service Charge Register

- 1 Access this program by choosing Accounts Receivable-->End of Period-->Service Charge Register.
- 2 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. Select **F1** 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.
- 3 Select the **scope** of the report: **Summary** or **Detail**. The program defaults to S.
- 4 At the Negative field, indicate whether or not you want to include negative documents when calculating service charges.
- 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.

- 6 **Check register. OK to print GL distribution?** After printing the Service Charge 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. 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. Verify the accuracy of the GL distribution, and when you are ready, proceed with the update.

OR

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

- 8 After printing the Service Charge 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.
- 9 **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 run the Customer Ledgercard Removal program

- 1 Access this program by choosing Accounts Receivable-->End of Period-->Customer Ledgercard Removal.
- 2 Enter the order in which to print the report information. Options are **Customer**, **Alpha**, **Salesperson/territory** and **Customer Class (K)**. The program defaults to C.
- 3 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 to FIRST.
- 4 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 to default to LAST.
- 5 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.
- 6 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.
- 7 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.
- 8 Enter YES to continue with the removal process.
- 9 The system displays processing info in the lower portion of the screen and displays a message about the records removed when processing is complete.
- 10 Press OK or **F4** to exit the program

How to run the Document Removal Register

- 1 Access this program by choosing *Accounts Receivable-->End of Period-->Document Removal Register*.
- 2 Enter the **branch** number. The entry must be a valid branch. The program defaults to the branch assigned to the terminal.

- 3 Select the **Print Disputed Invoices** checkbox to print and optionally remove zero balance disputed invoices.
- 4 Select **OK** or press Enter (CR) to run the register.
- 5 **Check register. OK to update?** Check the register printout and select **OK** or **Cancel** to indicate whether to update the payment history file and remove the zero balance records the register just printed.

How to run the End-of-Period update

- 1 Access this program by choosing *Accounts Receivable-->End of Period-->End-Of-Period Update*.
- 2 **Closeout period?** Verify that you want to close the current Accounts Receivable period by selecting this field.
- 3 **Have the above End-of-Period programs been run?** This field is a last check to verify that ran all the necessary reports before closing this period. Check the box to indicate **Yes**. This field defaults to N and the program terminates if you select OK.
- 4 (Optional) If you closed the last AR period less than 20 days before the system date, the program displays a message indicating the number of days since the last close and the next field appears.
Are you sure you want to close out this period? Check the box to re-verify that you are ready to close this period.
- 5 If you do not wish to close the period, click Cancel in the lower right corner of the screen. (If the last AR period was closed more than 20 days before the system date, this field does not appear.)
- 6 Select OK to run the update.