Overview 1

Package Overview 1
How To Use This Manual 1
Global Utilities Setup 1
A General Explanation Of Accounts Receivable 1
A/R Menu Bar Selections and Definitions 4
Processing 6
A/R Accounting Considerations 8
Startup 13
Application Overview 13
Setup Procedure 13
Processing Procedures 15
Daily Processing 15
Weekly Processing 15
Period End Processing 16
Year End Processing 17
A/R Main Menu 19
Application Overview 19

Maintenance 23

Customer File Maintenance 23
Application Overview 23
Run Instructions 25
Salesman File Maintenance 47
Application Overview 47
Run Instructions 48
Elliott V7.3 Salesman Security 52
A/R Open Item File Maintenance 59
Application Overview 59
Run Instructions 61
A/R Account File Maintenance 65
Application Overview 65
Run Instructions 66
Ship Via Code File Maintenance 69
Application Overview 69
Run Instructions 69
Terms Code File Maintenance 74
Application Overview 74
Run Instructions 74
Tax Code File Maintenance 78
Application Overview 78
Run Instructions 78
Job Code File Maintenance 82
Application Overview 82
Run Instructions 82
Service File Maintenance 85
Application Overview 85
Run Instructions 86
Customer Type File Maintenance 92
Application Overview 92

Run Instructions 92
Carrier File Maintenance 94
Application Overview 94
Run Instructions 94
Carrier Mode Maintenance 96
Application Overview 96
Run Instructions 96
Freight Rate File Maintenance 100
Application Overview 100
Run Instructions 100
Freight Zone File Maintenance 102
Application Overview 102
Run Instructions 103
State Table File Maintenance 104
Application Overview 104
Run Instructions 104
County Tax Code File Maintenance 106
Application Overview 106
Run Instructions 106
Payment Source File 108
Application Overview 108
Run Instructions 108
Global Setup 108

Inquiry 111

Customer Account Inquiry 111
Application Overview 111
Run Instructions 111
Customer File Inquiry 115
Application Overview 115
Run Instructions 115
Customer Account Summary Inquiry 117
Application Overview 117
Run Instructions 117
Adjustment Auditing Inquiry 121
Application Overview 121
Run Instructions 121

Processing 123

Sales & CR/DR Memo Processing 123
Application Overview 123
Run Instructions 124
Recurring Sales Processing 131
Application Overview 131
Run Instructions 131
Cash Receipts Processing 139
Application Overview 139
Cash Receipt Import (Details & Summary) 141
Run Instructions 143
Service Invoice Processing 156
Application Overview 156
Run Instructions 157
Finance Charges Processing 166
Application Overview 166
Run Instructions 167

Post Sales & CR/DR Memo Transactions 170
Application Overview 170
Run Instructions 170
Post Recurring Sales Transactions 172
Application Overview 172
Run Instructions 172
Post Cash Receipts 174
Application Overview 174
Run Instructions 174
Post Service Invoices 176
Application Overview 176
Run Instructions 176
Post Finance Charges 178
Application Overview 178
Run Instructions 178
Re-Apply CR/DR Memos 180
Application Overview 180
Run Instructions 180
Purge Closed Open Items 184
Application Overview 184
Run Instructions 185
Clear A/R Accumulators 188
Application Overview 188
Run Instructions 188
Set Customer Account Balances 190
Application Overview 190
Run Instructions 190
Age Customer Accounts 192
Application Overview 192
Run Instructions 192
Print Statements 194
Application Overview 194
Run Instructions 195
Print Service Invoices 200
Application Overview 200
Run Instructions 201
Customer Mail Merge 204
Application Overview 204
Run Instructions 204
Credit Card Transacting Handling 214
Application Overview 214
Run Instructions 214

Reports 219

Aging Reports 219
Application Overview 219
Run Instructions 220
Commission Due Reports 227
Application Overview 227
Setup Before Using Commission Due Reports 227
Using Commission Due by Invoice 228
Using Commission Due By Cash Receipts 235
A/R Distribution To G/L Report 243
Application Overview 243
Run Instructions 244

Sales Analysis Report 247
Application Overview 247
Run Instructions 247
Job Analysis Report 255
Application Overview 255
Run Instructions 255
Cash Projection Report 259
Application Overview 259
Run Instructions 259
Adjustment Auditing Report 263
Application Overview 263
Run Instructions 263
Sales Tax Liability Report 265
Application Overview 265
Run Instructions 265
A/R History Report 269
Application Overview 269
Run Instructions 269
Credit Card Log Report 271
Run Instructions 271

Utilities Setup 274

A/R Setup 274
Application Overview 274
Run Instructions 275
Invoice Form Setup 284
Application Overview 284
Run Instructions 287
Print Spooled Reports 306
Application Overview 306
Run Instructions 306
Export D&B Customer File 308
Application Overview 308
Run Instructions 308
Customers and Contacts Import Utility 310
Introduction 310
Editing Your Spreadsheet 310
Spreadsheet Columns 310
Spreadsheet Rows 311
Identifying Duplicate Customers in Your Spreadsheet 311
Columns Details 312
Importing The Data 315
Adding A Batch 315

A/R Global Setup 317

A/R Global Control 317
Sales Tax Code Auto Assign By Zip Code 317
Default Non-Taxable Tax Code 318
Customer Generic Search With City & State 319
Use Tax Exempt Expiration Date 319
City, State and Zip Code Lookup 319
Automatic Fill-In Of City And State 320
Use Customer Number Sequencer 321
Starting Customer Number 321
Apply Cash For Invoice Not In A/R Open File 321

Calculate Commission Due By Cash Receipt 321
A/R Bill-To Customer 323
Application Overview 323
Run Instructions 323
A/R Sales Tax Audit Trail 327
Application Overview 327
Run Instructions 327

Overview

Package Overview

How To Use This Manual

When most people receive a new product they want to use it right away. Unfortunately, this is not quite possible when dealing with computer hardware and software. This manual is intended to serve as a reference guide in describing the functionality and the application of the **Accounts Receivable** package.

The first few sections of this manual are intended to introduce the user to the **Accounts Receivable (A/R)** system and help get started. The latter sections are for reference when the user has specific questions about each of the **Accounts Receivable** applications. These applications are described later in this section under **A/R Menu Bar Selections and Definitions**.

It is suggested that the user first read the **System Manager** manual. The **Package Overview** section of this manual gives an overview of the **Accounts Receivable** package. The **General Operator Instructions** in the **System Manager** manual explains how to enter and edit data and the use of special keys on the keyboard. The **Startup** section gives step-by-step instructions on how to load the programs, create the data files, and enter the initial data. The **Processing Procedures** section gives direction in daily, period and year ending procedures.

The user should then scan each of the **A/R** sections to understand how each of the **A/R** applications work. A very basic description of these applications is also contained under the heading **A/R Menu Bar Selections and Definitions,** which is part of this **Package Overview**.

Data Load Sheets are included in this manual under many of the applications. These sheets may be used to manually fill out the data that must be entered at the computer. They may be helpful in easing data entry.

Sample screens and reports are also included under each of the appropriate **A/R** applications. These are a guide to show the user the types of screens and reports that may be obtained from the system.

Global Utilities Setup

There are many **"Pick and Choose"** features that can improve your productivity and Customer Service. The user should review these and also the features available in the Customer Processing manual

A General Explanation Of Accounts Receivable

It can be very beneficial to you to have some understanding of the basic terms and concepts that will be used throughout the rest of this manual. Even if you have already had a great deal of experience with **Accounts Receivable** packages, it will be helpful to you to read through this general discussion of **A/R** to get an idea of how this package has put the basic accounting principles to use.

Accounts Receivable

A simple, plain English, definition for Accounts Receivable might be a record of money owed your company by its customers for goods or services the customer has received but has not yet paid for. Since the amount of money owed a company by its customers can be quite large, it is very important that the company have a way of keeping accurate records of it.

One company, which was using a manual **Accounts Receivable** package, bought a computerized **A/R** package and within the first **week** of using the software over $20,000 of **lost** Accounts Receivable was found and put on the books. The secretaries in charge of logging the amounts the customer owed had been so overloaded that they had not been able to keep up with the work and had taken to putting invoices in their drawers for later handling, which were then forgotten. When the president did some housekeeping to be sure that everything was on the computer, he found these invoices (some of which were up to six months old), sent out statements covering them and shortly afterwards collected the majority of the $20,000. Within two months of using the computer, he had nearly paid for his entire computer system.

Even though no one can promise that you'll find $20,000 of lost **Accounts Receivable** when you install your **A/R** package, an accurate record of customer invoices and payments, along with timely billings, will generate a lot of income that would otherwise slip through your fingers.

There are three **main** functions that an **Accounts Receivable** package must perform: **1**) it must record the invoices generated by customer sales, **2**) it must have some means of processing customer payments, and **3**) it must be able to produce a statement to send the customer which details the activity which has occurred on his account and tells him how much he owes you. There are many other lesser functions that you might find you want to use once you have these three doing their job, but these are the three most important things that an **Accounts Receivable** package must be able to do for you.

Before we begin to talk about how these functions are handled in this **Accounts Receivable** package, let us define a few more terms and concepts.

The General Ledger Interface

The word **interface** means the place where two separate spaces, objects or packages come together and interact. The term is used to designate the way in which the **Accounts Receivable** package (which is primarily dedicated to handling the accounts of your customers) interacts with the **General Ledger** package (which is mainly concerned with the production of your company's Financial Statements).

Since **Accounts Receivable** activity is a very important part of a Financial Statement, it would be to your benefit if there were some way of transferring relevant data directly from the **A/R** package to **General Ledger**. Otherwise, you would have to proceed with a lengthy project of manual ledger entries every time you wanted to obtain a Financial Statement.

Even though the **A/R** package is oriented mainly toward the recording of purchases and payments made by your customers, it allows you some means to specify how a transaction is to be recorded in the **General Ledger**. Each transaction of this kind is recorded in a separate file, called the **A/R Distribution to G/L** file, and these distributions to **G/L** can be transferred to **Elliott's General Ledger** package any time you choose.

The most usual means these programs employ for recording **G/L** transactions is to allow you to enter the number of the **General Ledger** account in which the transaction is to be recorded, along with the amount to be recorded in that account. An **account** is comparable to a page in a ledger book on which you will record all of a certain type of transaction. For example, if you have to keep a record of the Sales Tax that is charged with each sale, you would record every payment of a Sales Tax in the **Sales Tax Account**. When you have to report the amount of Sales Tax which you have collected and now have to pay, you can go to that one account and see how much is in it.

This same principle applies to all aspects of the accounting done in this package. If a sale is made, the program allows you to specify which sales account to record the transaction. When a payment is made,

you can specify which cash account will increase.

At the end of a period, or whenever you want to print Financial Statements, you can transfer these transactions to the **General Ledger** package without any need for manual ledger entries.

Let us now proceed to cover some of the main functions of the **Accounts Receivable** package.

Sales Transaction Processing

One of the functions mentioned above that an **A/R** package must be able to perform is the recording of purchases made by your customers. This is done by way of the **Sales & CR/DR Memo Processing** application. **Recurring Transaction Processing** is also supported by **A/R**.

This is basically a very straightforward set of programs that allows you to enter all of the information contained on the invoice of your customers' sales. After you have entered the invoice number, the date of the transaction and the amount of the sale, the program allows you the option of specifying which **G/L** account or accounts you want to record the transaction in. If you only have one sales account, one freight account, etc., you do not have to enter these **G/L** distributions every time you enter a transaction. One of the earlier programs in the package allows you to specify that this is the case and the **Sales & CR/DR Memo Processing** programs handle the posting to **General Ledger** accordingly.

During the entry of sales transactions, you can also enter salesman commissions and cost of sales information. Later on, you can produce a **Commissions Due Report,** which will show you what commissions are due to each of your salesmen and what sales generated each commission amount. You will also be able to print several **Sales Analysis Reports,** which will show how profitable your sales activities are.

Customer Order Processing

If you are using only **Elliott's Accounts Receivable** package to keep track of all of the transactions of all of your customers, you may find that a **great** deal of data entry is needed to record every invoice.

However, many companies can obtain great benefit from using **Elliott's Customer Order Processing** package, along with **Accounts Receivable**. The **Customer Order Processing** package allows you (among other capabilities) to fully process a customer's order from initial receipt of the order through to its final billing, including the printing of an invoice to send to the customer. Several other benefits are obtainable from using the **Customer Order Processing** package in conjunction with **A/R.** These are best reviewed in the COP manual.

Service Invoice Processing

This application can be used to produce service type invoices. This is a simple service entry process that can print an invoice to be sent to your customer.

Cash Receipts Processing

Now that we have covered how the package records customer purchases, we should talk about the next important function of an **Accounts Receivable** package: the processing of customer payments.

This **A/R** package has a very versatile **Cash Receipts Processing** application. It will allow you to enter all relevant information about checks received from your customers and allow you to specify which unpaid transactions on the customer's account are to be paid.

Again, the programs which handle **Cash Receipts Processing** will allow you to specify which **General Ledger** accounts are to be affected by the payments.

Service Invoice Setup And Printing

This application can be used to define custom service invoices. The user can define both the size of the invoice as well as what information is printed on the invoice.

Statement Printing

Once all of the sales and cash receipts transactions are recorded in the customer's account, you will now want to send the customer a statement which details all of the activity which has occurred since his last statement and tells him how much he owes you. Programs are provided that allow you to do this.

All forms necessary for this package may be purchased through the Forms Division of **NETcellent System, Inc.** at very reasonable prices.

A/R Menu Bar Selections and Definitions

There are many **Accounts Receivable** functions that can be performed by this **A/R** package.

Maintenance

Customer File

Allows entry of the basic information about every customer you do business with. Almost every major application in the **A/R** package uses the **Customer File** to ensure that processing of a customer is handled according to the specifications for that customer.

Salesman File

Allows you to define all the salespeople you employ. Information in this file is updated and used by other programs.

A/R Open Item File

Allows you to begin using your **A/R** system by entering all customer open items that are outstanding at the present time. The **Set Customer Account Balances** application may then be run to **Set Customer Balances**.

A/R Account File

Allows you to designate which **G/L** Accounts may be used with the **A/R** package.

Ship Via Code File

Allows you to build a table of Maintenance codes designating your usual methods for shipping purchased goods to a customer.

Terms Code File

Allows you to build a table of usual payment terms for payment on a customer's account. This table is used to expedite entry of data for each customer.

Tax Code File

Allows you to build a table of tax codes with their percent tax. This table is used to expedite entry of data for each customer and allow easy modifications when tax laws change.

Job Code File

Allows the user to specify allowable job numbers.

Service File

Allows the user to define Service Oriented Codes for use in **Service Invoice Processing**.

Customer Type File

Used for bar coding purposes

Freight Calculation Files

Used to manually or auto calculate freight charges

Credit Card Source

Inquiry

Customer Account Inquiry

Allows you to view all the transactions in a customer's account, current and historical data.

Customer File Inquiry

Allows you to view customer file records without being able to change the information.

Customer Account Summary

Adjustment Auditing Inquiry

Processing

Sales & CR/DR Memo Processing

Allows you to record transactions that have occurred. It is used to enter **all A/R** activity with your customers except payments.

Recurring Sales Processing

Allows you to enter invoices that occur on a regular basis.

Cash Receipts Processing

Allows you to enter payments from any of your customers and apply those payments to the customer's account.

Service Invoice Processing

Allows you to enter service invoices using the service codes you defined in the **Service File Maintenance** application.

Finance Charges Processing

Allows you to automatically calculate finance charges for customers that are allowed automatic charge calculations.

Post Sales & CR/DR Memo Transactions

Allows you to post all transactions that have been previously created in **Sales & CR/DR Memo Processing** into the **A/R Open Item File**.

Post Recurring Sales Transactions

Allows you to post all transactions that were previously created in **Recurring Sales Processing** into the sales transaction file.

Post Cash Receipts

Allows you to post all transactions previously created in **Cash Receipts Processing** into the **A/R Open Item File**.

Post Service Invoices

Allows you to post all transactions that were previously created and printed in **Service Invoice Processing** into the **A/R Open Item File**.

Post Finance Charges

Allows you to post all transactions that were previously created in **Finance Charges Processing** into the **A/R Open Item File**.

Re-Apply CR/DR Memos

Allows you to apply a credit memo, debit memo or unapplied payment to a single or multiple invoices.

Purge Closed Open Items

Allows you to remove all transactions which have been fully paid off. This will help control file space.

Clear A/R Accumulators

Allows you to selectively reset period-to-date and year-to-date sales accumulators for each salesman, tax code, customer and service code. It also allows you to reset the customer high balance accumulator. These accumulators are primarily used to produce the **Sales Analysis Reports** and graph **A/R** information.

Set Customer Account Balances

Allows you to start your **A/R** system by setting account balances for each customer.

Age Customer Accounts

Allows you to set the aging period amounts in your **Customer** file without having to run statements. Also updates the last aging date in the **Customer** file.

Print Statements

Allows you to print statements which list customer activity and which tell them how much they owe you.

Print Service Invoices

Allows you to print the **Service Invoices**.

Customer Mail Merge

Credit Card Transaction Handling

Reports

Aging Reports

Allows you to print a report telling you how much the customer owes you, and how **old** these owed amounts are.

Commission Due Reports

Allows you to print a report detailing all of the commissions that are due to each salesperson.

A/R Distribution to G/L Report

Allows the user to print a report showing the distribution to G/L Accounts. The report is in three sections: **1**) Income, **2**) Cash Receipts, **3**) Net Change to A/R.

Sales Analysis Reports

Allows you to print six reports:

1) Sales Analysis by customer

2) Sales Analysis by customer type
3) Sales Analysis by sales volume
4) Sales Analysis by salesman
5) Sales Analysis by state
6) Sales Analysis by territory

Job Analysis Report

Allows you to print a report that will show all **PR** expenses, **A/P** expenses, and **A/R** billed against a job and compares these to budgeted job figures.

Cash Projection Report

Allows you to print a report that will show projected cash receipts based on the customer's average days to pay their open invoices.

Auditing Adjustment Report

Sales Tax Liability Report

A/R History Report

Credit Card Log Report

Util setup

A/R Setup

Allows you to **tailor** the **Accounts Receivable** package to the way you do accounting in your company.

Invoice Form Setup

Allows you to customize a form layout so invoices can be printed on a form designed by you. You can control both the size of the invoice as well as what information is printed on the invoice. Also allows you to use a predefined continuous or laser form layout as a template.

Print Spooled Reports

Allows you to print reports that were previously spooled to a disk file in the **A/R** package.

A/R Accounting Considerations

Sales

Posting to **A/R** valid **General Ledger** accounts occurs as follows:

1. The total invoice amount is automatically posted as a debit to the **A/R** account associated with the customer in the Customer Record.

2. Sale Amount - If multiple sales accounts **are not** maintained in the package, all sales are posted as credits to the sales accounts entered in **A/R Setup**.

If multiple sales accounts are maintained in the package, the operator must distribute sales manually. The sales are posted as credits to the individual accounts.

3. Miscellaneous Charges Amount - if multiple miscellaneous charges accounts are not maintained in the package, all miscellaneous charges are posted as credits to the miscellaneous charges account in the **Ship Via Code** file.

If multiple accounts for miscellaneous charges are maintained in the package, the operator must distribute these amounts manually. The miscellaneous charges will be posted as credits to the individual accounts.

4. Sales Tax Account - Sales tax is automatically credited to the **G/L** account which corresponds to the Sales Tax Code in the **Customer** file. (See the **Tax Code File Maintenance** instructions for further details). Sales tax cannot be manually distributed.

5. Freight Amount - If multiple freight accounts are not maintained in the package, all freight is credited to the freight account in the **Ship Via Code** file.

If multiple freight accounts are maintained in the package, the operator must distribute these freight charges manually. The charges are posted as credits to the individual accounts.

Cash Receipts

When cash receipts are entered, the following occurs during posting:

1. Cash - If only one cash account is used, all cash is automatically posted as a debit to the cash account entered in **A/R Setup**.

If multiple cash accounts are maintained in the package, the cash account is entered by the operator before any receipts are entered. All cash transactions entered will be posted as debits to that cash account.

Cash receipts should be grouped by cash account. It is advisable to enter cash by bank deposit. The checks will already be grouped by proper account at this time.

2. **A/R** Credit - All credits are made to the **A/R** account associated with each customer in the Customer record.

3. Discounts - All discounts taken are automatically posted as a debit to the discount account entered in **A/R Setup**.

4. Allowances - Any allowances are posted as a debit to the allowance account entered at the time of the cash receipt.

Finance Charges

Finance charge calculations are made on the entire **A/R** open balance of the customer. All finance

charges will be debited to the **A/R** account associated with each customer in the Customer record. The credit will be made to the finance charges account entered in **A/R Setup**.

Past finance charges are not included in the debit balance upon which new finance charges are calculated.

Posting To General Ledger Files

Transactions are posted to the **General Ledger** files from four applications:

Post Sales & CR/DR Memo Transaction Processing
Post Cash Receipts Processing
Post Service Invoice Processing
Post Finance Charges Processing

All transactions are posted with the document date (from **Sales Entry**) or the check date (from **Cash Receipts Entry**).

Overlapping periods are not a problem since the package will segregate transactions by date on the **Accounts Receivable Distribution to General Ledger Report** and in the **Accounts Receivable to General Ledger** interface.

When closing an accounting period, all new invoices and cash received for the period should be entered before interfacing to the **General Ledger**. Obtain an **Accounts Receivable Distribution to General Ledger Report** as of the last day of the accounting period. When interfacing to the **General Ledger**, use the same date as a cut-off date.

The **Accounts Receivable Distribution to General Ledger Report** will detail the **General Ledger** entries for the period. There are five sections on the report:

Income Section - This section will detail all entries from the **Sales Entry** program. This includes all sales distribution, freight, tax, miscellaneous charges, etc. It would show a characteristically credit balance for the period.

Cash Receipts Section - This section will detail all entries from the **Cash Receipts Entry** program. This includes cash, discounts, allowances, etc. It would show a characteristically debit balance.

Net Change to A/R - Only the balance from both the New Sales Debits to **A/R** and Cash Entry Credits to **A/R** is reflected.

The information contained on the **Accounts Receivable Distribution to General Ledger Report** may be verified against the Sales Journals, Service Journals, and Cash Receipts Journals for the period.

Aging Of Documents

The user determines whether the aging date for a document is to be its document date or its due date. There is a flag for this in **A/R Setup**.

For **A/R Open Item File** customers, payments and credit memos are applied to the earliest debit (invoice, debit memo, balance forward or finance charge) to which they apply. If none are found, they apply to the earliest document of any type whose apply-to number matches the credit's apply-to number. Debit memos are likewise applied to the earliest debit to which they apply, and finding none, to the earliest document of any type whose apply-to number matches the debit's apply-to number.

Invoices, finance charges and balances forward customarily apply to themselves, but if their apply-to number is changed to some other document they will be aged according to the aging date of the earliest document with that apply-to number.

Hence, for Open Item customers, documents are aged by the aging date of the documents to which they apply. If they cannot be applied, they are aged by their own aging date.

For **Balance Forward** customers, credit memos and payments are applied to the earliest debits on file for purposes of aging. Those debits (or credits) that remain are aged by their own aging dates.

Job Numbers

Jobs are particular projects, activities, or contracts. The purpose for setting up a job is to allow tracking of expenses associated with it in order to determine its cost. Each job for which expenses will be tracked is given a number. When each new sales transaction is entered into the system, the amount can be distributed to one or more jobs. Then, after sales transactions have been posted, a job analysis report can be printed which will itemize all expenses and amounts billed to each job and compare them to the budgeted amounts for each job.

This Page Intentionally Blank

Startup

Application Overview

Before proceeding with this section, you must have already created all directories and loaded the **Elliott** Programs. This is a fairly automated process. For further Instructions, please refer to the installation section of the **System Manager** manual.

Setup Procedure

In order to begin using the **Accounts Receivable** system, the following steps must be completed after creating the data files.

1. The **A/R** control data must be entered through the **A/R Setup** application in the **Util_setup** pull down window.

2. The valid **A/R** accounts must be entered through the **A/R Account File Maintenance** application in the **Maintenance** window.

3. Enter the data for the following applications in any order:

   - Ship Via Code File Maintenance
   - Terms Code File Maintenance
   - Tax Code File Maintenance
   - Job Code File Maintenance
   - Service File Maintenance

4. Enter the data for each salesperson using the **Salesman File Maintenance** application in the **Maintenance** window.

5. Enter the data for each customer using the **Customer File Maintenance** application in the **Maintenance** window.

6. All outstanding open items and balance forward transactions must be entered to bring the system up to date with your books. These starting transactions are entered using the **A/R Open Item File** application in the **Maintenance** window.

7. The customer account balances must now be set to agree with the transactions entered under item 6 above. This is done by using the **Set Customer Account Balance** application in the **Processing** window.

The above steps will load the system with the necessary information to process the next month's transactions. Many more reports and capabilities may be used through experience with the system and familiarity with this manual.

This Page Intentionally Blank

Processing Procedures

Daily Processing

In performing this checklist, complete each step before moving on to the next step.

- ☐ *Step 1* Enter invoices, credit and/or debit memos for customers
  - Select Sales & CR/DR Memo Processing - Add application
- ☐ *Step 2* Verify the transaction entries by printing an edit list
  - Select Sales & CR/DR Memo Processing - List application
- ☐ *Step 3* Post the transactions
  - Select Post Sales & CR/DR Memos Transactions - Post application
- ☐ *Step 4* Print the open invoice worksheet to aid in applying cash to open invoices
  - Select Cash Receipts Processing - Open Invoice Worksheet application
- ☐ *Step 5* Enter customer payments
  - Select Cash Receipts Processing - Add application
- ☐ *Step 6* Verify the transactions by printing an edit list
  - Select Cash Receipts Processing - Edit List application
- ☐ *Step 7* Post the payments
  - Select Post Cash Receipts - Post application
- ☐ *Step 8* Record service invoice transactions
  - Select Service Invoice Trx Processing - Add application
- ☐ *Step 9* Verify the service invoices before you print by generating an edit list
  - Select Service Invoice Trx Processing - List application
- ☐ *Step 10* Print the service invoices on laser forms or continuous forms
  - Select Print Service Invoices - Print application
- ☐ *Step 11* Post the service invoices
  - Select Post Service Invoices - Post application

Weekly Processing

- ☐ *Step 1* Print statements for customers that are marked with a statement frequency of weekly
  - Select Print Statements - Print application

Period End Processing

In performing this checklist, complete each step before moving on to the next step.

☐ *Step 1* Perform Daily Processing Checklist (Detailed in its entirety on the proceeding page - *Step 1 through Step 11*)

- All reports should be spooled to disk to allow for backup retention

☐ *Step 2* Verify and post all recurring A/R transactions
- Select Recurring Sales Processing - Add application
- Select Post Recurring Sales Transactions - Post application

☐ *Step 3* Make any changes to the recurring transactions and then post transactions
- Select Sales CR/DR Memo Processing - Change application
- Select Post Sales CR/DR Memo Transactions - Post application

☐ *Step 4* Verify, print and post all service recurring invoices
- Select Service Invoice Processing - Recurring Invoices application
- Select Print Service Invoices - Print application
- Select Post Service Invoices - Post application

☐ *Step 5* Determine status of customers by printing an aging report
- Select **Aging Reports - Print** application

☐ *Step 6* *(optional)* Re-apply open payments and credit and/or debit memos to invoices
- Select Re-Apply CR/DR Memos - Re-Apply application

☐ *Step 7* *(optional)* Calculate finance charges
- Select Finance Charges Processing - Calculate application

☐ *Step 8* *(optional)* Print an edit list to verify charges
- Select Finance Charges Processing - List application

☐ *Step 9* *(optional)* Post the finance charges
- Select Post Finance Charges - Post application

☐ *Step 10* Print customer statements to show their activity for the period
- Select Print Statements - Print application

☐ *Step 11* Print an end of the period aging report of the customer statuses
- Select **Aging Reports - Print** application

☐ *Step 12* Print a sales tax report for the period
- Select Tax Code File Maintenance - List application

☐ *Step 13* Show all distributions that have occurred for the period
- Select A/R Distribution to G/L Report - Print application

Note: If you are using **Elliott's General Ledger** package, do not select the purge option. Perform the purge option during the **Interface from Other Packages** application in **General Ledger**.

☐ *Step 14* *(optional)* Print the Commission Due Reports
- Select Commission Due Reports - Print application

- *Step 15 (optional)* Run Sales Analysis Reports
  - Select Sales Analysis Reports - Print application

- *Step 16 (optional)* Print the Job Analysis Report
  - Select Job Analysis Report - Print application

- *Step 17 (optional)* Determine what revenue may be anticipated during the next period
  - Select Cash Projection Report - Print application

- *Step 18* Perform a backup
  - Make a period end backup of your ENTIRE Macola system to keep for auditing purposes. Label and date this backup "***Period ___/___/___ End Backup***"

- *Step 19* Clear A/R Accumulators for the period
  - Select Clear A/R Accumulators - Clear application

Note: This step clears the period to date accumulators in the **Customer**, **Salesman**, **Tax Code**, and **Service** files. If **Elliot's Customer Order Processing** is installed, this step would be completed in the **COP** package, in the **Clear I/M and A/R Accumulators** application.

- *Step 20* Perform a backup
  - Make a backup of the data files. Label and date this backup "***Beginning Of Period ___/___/___ Backup***"

Year End Processing

In performing this checklist, complete each step before moving on to the next step.

- *Step 1* Perform Period End Processing Checklist (Detailed in its entirety on the proceeding page *Step 1 through Step 20*)
  - Save the backup labeled "***Period End Backup***" with your other period end backups
    - Backup labeled "***Beginning Of Period Backup***" from Step 20 is *optional* for Year End Checklist

- *Step 2 (optional)* Run sales analysis reports
  - Select Sales Analysis Reports - Print application

- *Step 3* Perform a backup
  - Make a final year-end backup and keep for auditing purposes. Label this backup "***Final Year 20___ End Backup***"

- *Step 4* Clear Year to Date Accumulators
  - Select Clear A/R Accumulators - Clear application

Note: This step clears the year to date accumulators in the **Customer**, **Salesman**, **Tax Code** and **Service** files. If **Elliott's Customer Order Processing** is installed, this step would be completed in the **COP** package, in the **Clear I/M and A/R Accumulators** application.

- *Step 5* Perform a backup
  - Make a beginning of the year backup and label it "***Beginning Of The Year 20___ Backup***"

This Page Intentionally Blank

A/R Main Menu

Application Overview

This application presents the menu of **Accounts Receivable** applications that are available to the user. The menu consists of six pull down windows.

The **Maintenance** window contains applications to maintain the **A/R** package.

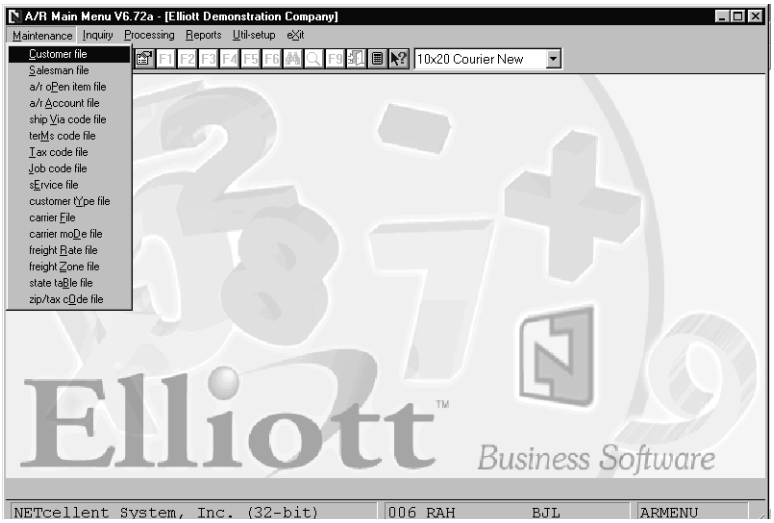
The **Inquiry** window allows you to view customer account and file information without the ability to change any record.

The **Processing** window is where most of your activity will take place. Entering transactions and posting/updating this information to other files.

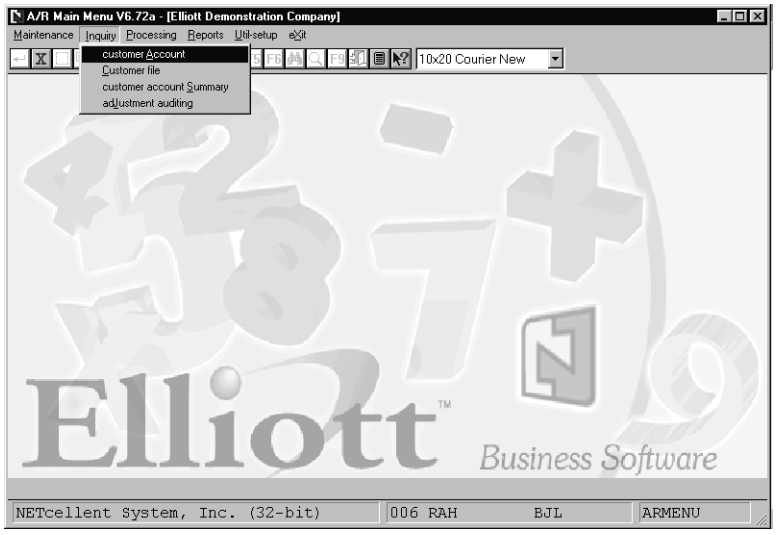
The **Reports** window presents a wide selection of management and analysis reports that will assist you in making company decisions.

The **Util_setup** window accesses files that need to be set up in order to tailor the software to meet your company's needs.

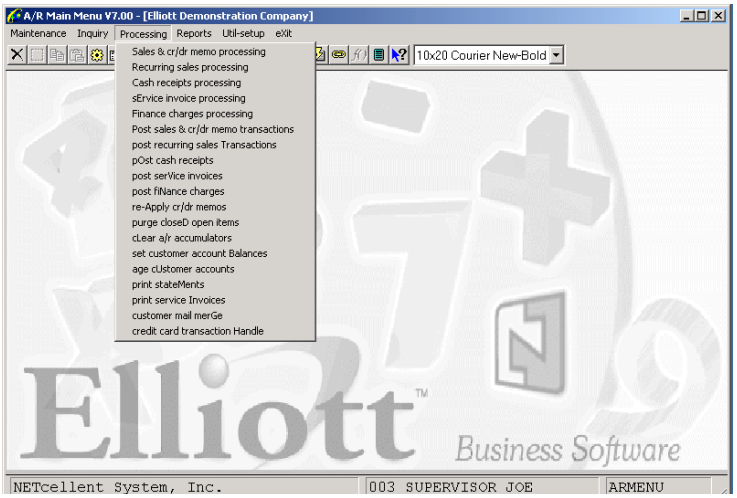
After the application has been run to completion, the **A/R** menu bar will display once again and allow entry of another application.



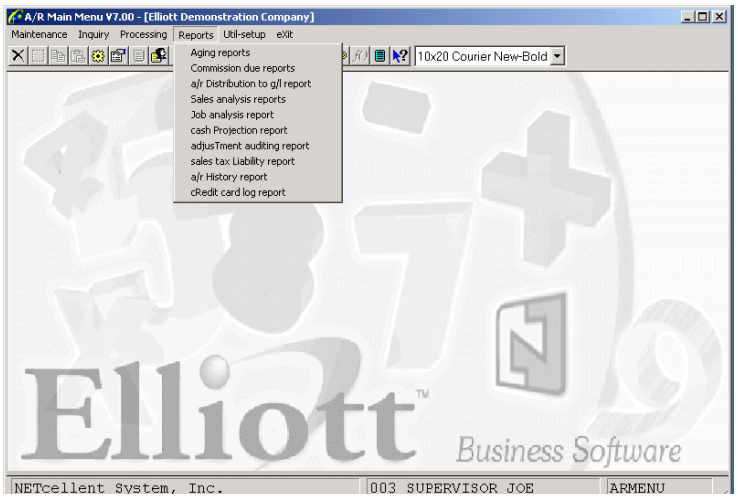
A/R Maintenance Pull Down Window



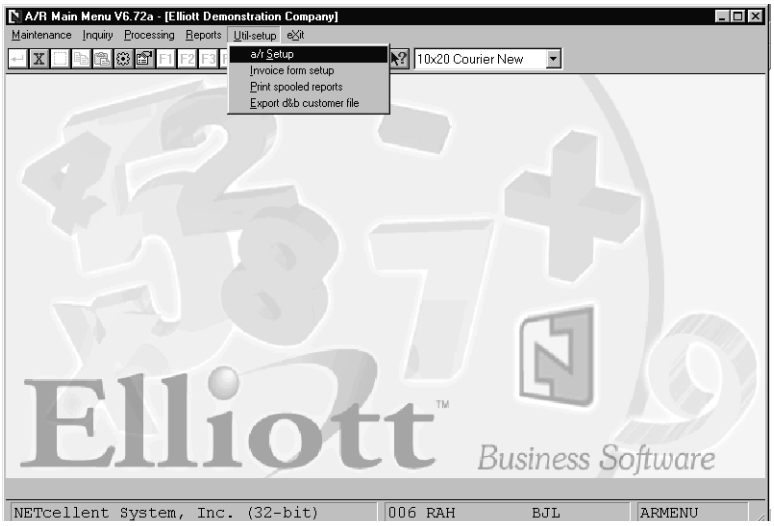
A/R Inquiry Pull Down Window



A/R Processing Pull Down Window



A/R Reports Pull Down Window



A/R Util Setup Pull Down Window

(This Page Intentionally Blank)

Maintenance

Customer File Maintenance

Application Overview

The **Customer File** is a **very** important file. It stores the basic information about **every** customer you do business with.

Almost every major application in the **A/R** package uses the **Customer** file to ensure that processing done relating to a customer is handled according to the specifications for that customer.

The **Customer Order Processing** package also will refer to this same **Customer** file for information about the customer during the entry of orders. As you can see, this is a very widely used and a very important file.

Probably the best way to explain what **Customer File Maintenance** does is to cover briefly the main information that is entered for each customer, and go over how that information is used.

The first pieces of information that you will enter for a customer are the customer number, name and address. Whenever you enter a customer number during **Accounts Receivable** processing, the program will look up the customer record and display the customer's name and any other information that is pertinent. In this way, you can ensure that you are actually processing the right customer.

If during the entry of transactions for a customer, you do not know the **number** of the customer, the program will allow you to enter some portion of the customer's sort name, and then find for you all of the customers whose sort names match what you entered. For this reason, you should think for a few minutes about how you are going to enter customer sort names. For example, are you going to put the last name first? If the customer's name is Fran Smith, the operator who is entering the customer's transaction may expect to be able to enter **Smith** and have the program find the customer for him. If the customer's sort name was entered with the first name first, the program will not find a match between **Smith** and the customer's first name, **Fran**. Try to enter customer sort names in a way that will allow them to be found as easily as possible during data entry.

Defaults

Several of the fields that are entered during **Customer File Maintenance** are values that will later be used as **defaults** by other programs in the package. By a default, we mean this: whenever you don't make an overriding entry, the package will use the value from the Customer record, by **default**. For example, during **Sales & CR/DR Memo Processing**, you will have to enter the number of the salesperson responsible for the sale. Unless you say otherwise, the program will use as the default the number of the salesperson that you entered into the Customer record. Some of the other fields that are default values for the customer are the Location code, Ship Via method and order discount percent. These fields are used by other programs in either **Accounts Receivable** or **Customer Order Processing** as default values. You will always be able to override default values. They are there to make data entry more convenient for you.

Miscellaneous Customers

There may be times when you will receive an order from a customer with whom you do not expect to do

business again, and you do not want to have the customer in the **Customer** file. You can handle this situation through the use of **Miscellaneous Customers**. A miscellaneous customer is one whose customer number begins with an asterisk **(*)**. When you enter any sort of transaction for such a customer, the program will allow you to **enter** the customer's name, instead of obtaining the name from the **Customer** file. You should add a record, by way of **Customer File Maintenance**, for any miscellaneous customer numbers that you anticipate using. Data entry programs **will** still verify that the customer number you enter is contained in the **Customer** file, even if the customer number you have entered is for a miscellaneous customer.

Accounting Methods

One of the things you must specify about each customer is the method of accounting that is to be used. The two methods of accounting that this **Accounts Receivable** package will handle are Balance Forward accounting and Open Item accounting.

When we speak of an **open item** here, we mean a transaction on the customer's account that has not been fully settled yet. For example, the customer made a purchase from you in the sum of $500, but has not yet paid you for it. The record of this transaction is called an **open item**. All of these transactions are stored in a file called the **A/R Open Item** file. Aside from the **Customer** file, the **A/R Open Item** file is the other very important file in **A/R**.

When a customer uses the Balance Forward method of accounting, he does not pay off individual open items every time he sends you a payment. The money that is sent to you just goes onto the customer's account, and pays off the earliest open items outstanding. The way banks handle credit cards is very similar to this. When you send them a payment, it does not pay off the open item generated as the result of your purchasing a fishing pole last month. The payment just goes onto your account and reduces the amount you owe the bank. The **A/R** package **does** keep sufficient detail of the transactions for a Balance Forward customer that you can tell at any time how **old** the customer's account is. That is, how long transactions have remained on the customer's account unpaid. So there is no need for you to worry about losing any important detail if you decide to use Balance Forward for any of your customers.

In Open Item accounting, on the other hand, when the customer sends you a payment, he usually indicates which open items he is paying. Some customers will insist that their account be handled on an Open Item basis, since they foresee the possibility of disputes on certain items and they do not want any of their payments to apply to those disputed items.

The **Accounts Receivable** package will allow you to have customers on file who use either Balance Forward accounting or Open Item accounting. You may change a customer's accounting method at any time without difficulty. However, if you switch a customer from Balance Forward to Open Item and wish past payments to be correctly applied to open items, you will need to change the apply-to numbers of the invoices, credit memos and debit memos using the **Re-Apply CR/DR Memos** application and then re-apply the payments through **Cash Receipts Processing**.

Sales Figures

All the applications which process transactions that affect the customer's account also update some sales figures that are stored in the Customer record. These stored sales figures can be used later to produce any of several **Sales Analysis Reports**.

Customer Notes

By selecting **Notes** from the **Customer File Maintenance** menu bar, you can define any additional requirements for each customer record on file. The benefit of this feature is apparent when you need special information that isn't present in any other file maintenance application. The **Notes** function displays a window that enables entry of the customer's number. You can enter up to 5 lines, 30 characters each, of additional comments plus one date and 1 amount field. This option must be setup in the **A/R Setup** application from the **Util_setup** pull down window.

Numeric List

You may print a list of customers by customer number order with the customer's comment lines.

Alpha List

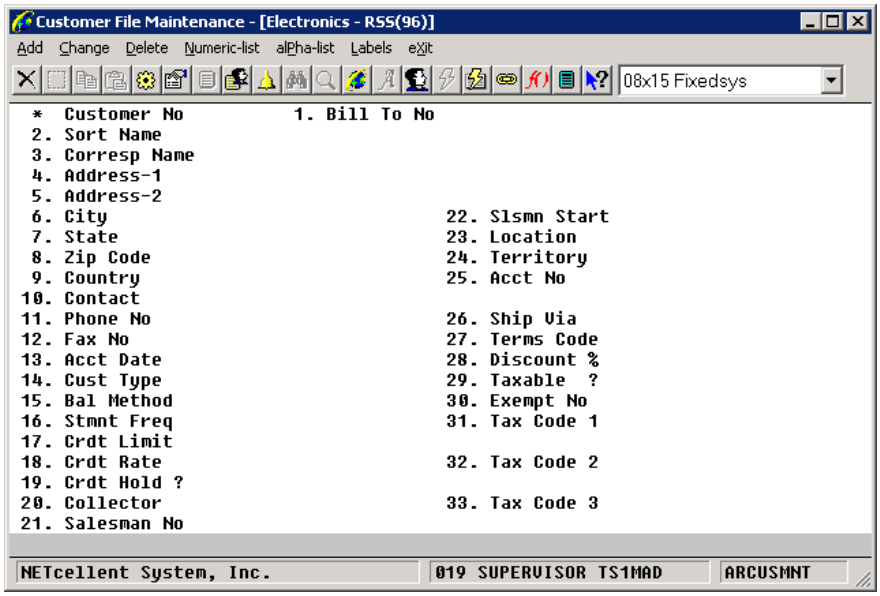
You may print a list of customers by customer name order.

Print Customer Mailing Labels

This feature allows the user to print mailing labels from the customer file. The labels may be printed in numeric, customer name, zip code, salesman number or collector order. The label size is determined by the label code. The default label code is set in **A/R Setup**. To define the label size, use the **Label Code Setup** application. Please refer to the **Systems Manager** manual for Run Instructions for **Label Code Setup**.

Run Instructions

Select **Customer File** from the pull down **A/R Maintenance** window. The following screen will then be displayed:



Customer File Maintenance Screen 1 of 3

The following options are available:

* Add new customers
* Change existing customers
* Delete existing customers
* Print the Numeric Order Customer Listing
* Print the Alpha Order Customer Listing
* Print Customer Mailing Labels

To return to the menu bar, press the **ALT** or **F10** key. To leave this application, press **ESC** or **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

First Screen

Name	Type and Description
*. Customer No	6 alphanumeric characters. Enter the customer number. Even though the customer number is alphanumeric, you can enter purely numeric digits if you wish. A miscellaneous customer number that will be used for miscellaneous customers may be set up by entering an asterisk (*) as the first character of the customer number. Press the F7 key in change or delete mode for customer search by number. Press the F8 key in change or delete mode for customer search by sort name.
1. Bill-To	Applicable if you are using A/R Bill-To feature. See Global Utilities for additional information.
2. Sort Name	30 alphanumeric characters. Lower case letters are allowed. Enter the customer's name. It is suggested that you enter the main company or the customer's last name as the first part of the customer name so that the customer will appear on the Alphabetical Customer List in the proper order. Also, entering the customer name in this fashion will make it easier for data entry operators to retrieve the customer by way of their name. See the Application Overview for details on how this is done.
3. Corresp Name	30 alphanumeric characters. Lower case letters are allowed. Enter the customer's correspondence name. This name is used for correspondence with the customer on Invoices, Statements, Mailing Labels, etc.
4. Address-1	30 alphanumeric characters. Lower case letters are allowed. Enter the first line of the customer's address.
5. Address-2	30 alphanumeric characters. Lower case letters are allowed. Enter the second line (if there is one) of the customer's address.
6. City	15 alphanumeric characters. Lower case letters are allowed. Enter the name of the customer's city.
7. State	2 alphanumeric characters. Enter the customer's state.
8. Zip Code	10 alphanumeric characters. Enter the customer's zip code.

Name	Type and Description
9. Country	10 alphanumeric characters. Enter the name (or abbreviation) of the customer's country.
10. Contact	20 alphanumeric characters. Lower case letters are allowed. Enter the name of the primary contact person when transacting business with this company.
11. Phone No	12 alphanumeric characters. Enter the customer's phone number. Twelve characters are provided so that you can enter hyphens into the number if you wish. For example, 614-382-5999.
13. Acct Date	A date in the standard date format. Enter the date when the customer was added to A/R. This field is for reference only.
14. Cust Type	5 alphanumeric characters. The value that you enter here is up to you. You can define any system of customer types that you wish. A Sales Analysis Report by Customer Type can be printed later, using this field. Several pricing, discount and commission calculations can be governed by the value of this field, if you decide to utilize it in that way. You can even decide to leave the field unused in all cases, if you would like.
15. Bal Method	1 alphanumeric character. Enter either O to signify that the customer uses Open Item accounting, or B to indicate Balance Forward accounting. These two accounting methods are described in the Application Overview for this application.
16. Stmnt Freq	1 alphanumeric character. Enter a code to indicate how frequently the customer is to receive a statement. This field can have one of the following values: N = No Statement D = Discretionary W = Weekly S = Semi-Monthly M = Monthly Q = Quarterly When you print statements, you will enter the frequency codes of the customers for which you wish to print statements. Statements will be printed only for the customers having a Statement Frequency code matching one of the entered codes.
17. Crdt Limit	9 numeric digits (999,999,999). Enter the customer's credit limit or 999999999 to mean an unlimited credit limit. The word Unlimited will be displayed.
18. Crdt Rate	4 alphanumeric characters. You can set up your own system of credit ratings if you wish. The A/R package does not do anything with this field at this time.
19. Crdt Hold ?	Y or N.

Name	Type and Description
	Enter the customer's credit status. If this is answered Y, the system will display a warning message when doing Sales & CR/DR Memo Processing and will not allow COP Order Entry.
20. Collector	3 alphanumeric characters. Enter the initials of the collector responsible for collection of this customer's account. Aging reports may be printed for an individual collector's customers.
21. Salesman No	3 alphanumeric characters. Enter the number of the salesperson who usually works on this customer's account. The salesperson number that you enter here will be the default salesperson during sales transaction processing and during the entry of customer orders in the Customer Order Processing package. The salesperson number that you enter will be looked up in the Salesman file and the salesperson's name will be displayed. If the salesperson number entered is not on file in the Salesman file, an error message will be displayed and the program will request that you enter another salesperson number. The entry of a valid salesperson number is required for this field. Press the F7 key to search for Salesman.
22. Slsmn Start	A date in the standard date format. Enter the date when the salesman was added to this customer record. This field is for reference only.
23. Location	2 alphanumeric characters. Enter the location from which the customer's orders will be filled. This field is used in Customer Order Processing in conjunction with Inventory Management. Let us say that you have several branches or outlets for your products that are widely separated in distance, perhaps even in different states. When orders come in from a customer, they will usually be filled from only one of those outlets. For example, if you have two locations from which an item can be sold, one in Los Angeles and one in New York, and the customer is located in New York, his order is going to be filled from your New York location. During the entry of the customer's order, whenever some stock item is being ordered, the program will verify that the item is actually stocked at the customer's ordering location, and that there is sufficient stock of the item at that location to fill the order. The codes you use to designate your various locations can be defined by you in any way you wish.
24. Territory	2 alphanumeric characters. Enter the territory where the customer is located. You can define the codes you use to designate these territories in any way you wish. A Sales Analysis by Territory Report can later be obtained which uses this field.
25. Acct No	An account number in the standard account number format. This field defaults to the default A/R account in A/R Setup. If you have specified in A/R Setup that you have multiple A/R accounts, you will be asked to enter the account number of the A/R account in which all transactions for this customer will be recorded. Pressing the F7 key will allow you to search for the account by number. Pressing the F8 key will allow you to search for the account by description.

Name	Type and Description
	If you specified that you do not have multiple A/R accounts, you will be forced to take the default.
26. Ship Via	2 alphanumeric characters. Enter the code of the Ship Via method most frequently used for shipping to this customer. The description of the code will be displayed next to the code. This Ship Via Code must have been entered previously by way of Ship Via Code File Maintenance. If the code is not on file, an error message will be displayed and you will be asked to enter another Ship Via code. This Ship Via Code is used as the default shipping method during the entry of orders in the Customer Order Processing package. Press the F7 key to search for Ship Via codes.
27. Terms Code	2 alphanumeric characters. Enter the code of the Terms applicable to this customer. This Terms code must have been entered previously by way of Terms Code File Maintenance. The description of the Terms code will be displayed beside the code. If the code is not on file, an error message will be displayed and you will be asked to enter another Terms code. This Terms code is used in various places in the A/R package to calculate what discount is due a customer based on his date of payment. Press the F7 key to search for Terms Code.
28. Discount %	5 numeric digits with 2 decimal places (999.99). Enter the discount percent the customer usually receives on goods he purchases from you. This discount percent can be up to 999.99%.
29. Taxable ?	Y or N. Answer whether the customer is taxable or not.
30. Exempt No	15 alphanumeric characters. If the customer is non-taxable, enter the customer's tax exempt number. For example, 12-345678. This field is used for reference only. You may make an entry if you wish, but none is required.
31. Tax Code 1	3 alphanumeric characters. Enter the Tax Code that designates how the customer is taxed. This Tax Code must have been entered previously by way of Tax Code File Maintenance. The description of the Tax Code will be displayed beneath the code. If the Tax Code entered is not on file, an error message will be displayed and you will be asked to enter another Tax Code. You must enter a valid Tax Code here even though the customer may be non-taxable. Create a non-taxable sales tax code in Tax Code File Maintenance for non-taxable customers. Press the F7 key to search for Tax Code.
32. Tax Code 2	3 alphanumeric characters. Enter the next Tax Code that designates how the customer is taxed. This is in addition to Tax Code 1. The description of the Tax Code will be displayed beneath the code. If the Tax Code entered is not on file, an error message will be displayed and you will be asked to enter another Tax Code.

Name	Type and Description
	Press the F7 key to search for Tax Code. You may make an entry if you wish, but none is required.
33. Tax Code 3	3 alphanumeric characters. Enter the next Tax Code that designates how the customer is taxed. This is in addition to Tax Codes 1 and 2. The description of the Tax Code will be displayed beneath the code. If the Tax Code entered is not on file, an error message will be displayed and you will be asked to enter another Tax Code. Press the F7 key to search for Tax Code. If Tax Code 2 is not blank, you may make an entry if you wish, but none is required. If Tax Code 2 is blank, no entry will be allowed.

Second Screen

Name	Type and Description
34. Comments	2 lines of 30 characters. Enter comments for this customer. These comments are displayed during Sales and CR/DR Memo Processing and Order Entry in the Customer Order Processing package.
35. Ups Zone	2 alphanumeric characters. Enter the customer's UPS zone. This field is used for reference only.
36. Invoice Form	2 alphanumeric characters. Enter a valid invoice form. This will be the default value used to print invoices for the customer.
37. ABC Class	1 alphanumeric character; A, B, C or blank. Enter a valid value, including blank.
38. Frt Col/Prepaid	1 alphanumeric character; C, P or blank. Enter a valid value. This will be the default value for the Freight Collect/Prepaid field when a COP order is entered for this customer.
39. Shipping Time	3 numeric digitis. Enter the number of days it takes to deliver your product to the customer.
40. Days Deliv Early OK	3 numeric digits. Enter the numbers of days the customer allows for product to be delivered early.
41. Finance Charge?	Y or N The answer you enter for this question will determine whether the customer will have finance charges automatically calculated on over due amounts when the Finance Charges Processing application is run.
42. Substitute Items ?	Y or N. Answer whether the customer allows substitute items or not. An answer of N will cause a warning message to be displayed during Order Entry in the Customer Order Processing Package if a substitute item is

Name	Type and Description
	selected. This field defaults to Y.
43. Backorders OK?	Y or N. Answer whether the customer allows backorders or not. An answer of N will cause a warning message to be displayed during Order Entry in the Customer Order Processing Package if an item is partially or fully backordered. This field defaults to Y.
44. Partial Ship OK?	Y or N. Answer whether the customer allows partial shipments or not. An answer of N will cause a warning message to be displayed during Order Entry in the Customer Order Processing Package if all line items are not selected for billing. This field defaults to Y.
45. Dunning Letters?	Y or N. Answer whether the customer will receive dunning letters or not. This field is used for reference only. This field defaults to N.
46. Print Immed Ack.	Y or N. Answer whether you want Elliott to print an immediate order acknowledgement for the customer. This field defaults to blank.
47. Transfer Cust	Y or N. Answer whether the customer is a transfer customer. For more information, refer to the section titled Transfer Customer. This field defaults to blank.
48. Transfer To-Loc	2 alphanumeric characters. If this is a transfer customer, enter the location to be used with this customer. Enter a valid location code.
49. Transit Days	2 numeric digits. If this is a transfer customer, enter the number of days it takes to transfer the product to the destination location.
50. User Defined Field 1	30 alphanumeric characters. This was originally note field one.
51. User Defined Field 2	30 alphanumeric characters. This was originally note field two.
52. User Defined Field 3	30 alphanumeric characters. This was originally note field three.
53. User Defined Field 4	30 alphanumeric characters. This was originally note field four.
54. User Defined Field 5	30 alphanumeric characters.

Name	Type and Description
	This was originally note field five.
55. User Defined Date Field	A date in the standard date format. This was originally note field six.
56. User Defined Amount Field	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This was originally note field seven.

Third Screen

Display Only Fields

The following fields only appear in the change mode.

Name	Type and Description
57. Sales Ptd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the amount of the customer's purchases so far this period.
58. Sales Ytd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the amount of the customer's purchases so far this year.
59. Sales Last Yr	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the amount of the customer's purchases last year.
60. Sales Year Bf LY	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the amount of the customer's purchases the year before last.
61. Cost Ptd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the total cost of the goods sold to the customer so far this period.
62. Cost Ytd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the total cost of the goods sold to the customer so far this year.
63. Cost Last Yr	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the total cost of the goods sold to the customer last year.
64. Acct Bal	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the customer's account balance as of the time of entry. If you do not wish to enter the customer's account balance, you can proceed to enter all of the customer's open items by way of the A/R Open Item File application, and then run Set Customer Account Balance. Set Customer Account Balance will read through all of the customer's outstanding transactions, totaling

Name	Type and Description
	them, and then will set this field equal to the resulting figure.
65. Highest Bal	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This field is the highest account balance that the customer has had from the time this field was cleared in Clear A/R Accumulators.
66. Disc Given Ytd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the amount of discount given to this customer so far this year.
67. Last Sale Date	A date in the standard date format. This is the date of the last sale made to this customer.
68. Last Sale Amt	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). This is the amount of the last sale made to this customer.
69. Last Paymt Date	A date in the standard date format. This is the date of the last payment made by this customer.
70. Last Paymt Amt	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the amount of the last payment made by this customer.
71. Invoices Ytd	6 numeric digits (999,999). This is the number of invoices for the customer so far this year.
72. Invoices Last Yr	6 numeric digits (999,999). This is the number of invoices for the customer last year.
73. Invoices Pd Ytd	6 numeric digits (999,999). This is the number of invoices the customer has paid so far this year.
74. Avg Days Pay Ytd	5 numeric digits (99,999). This is the average number of days it took this customer to fully pay an invoice so far this year. This is based on the invoice date and check receipt date.
75. Avg Days Pay Last Yr	5 numeric digits (99,999). This is the average number of days it took this customer to fully pay an invoice last year.
76. Opn Ord Pick/Inv Amt	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the total amount of orders that have had a picking ticket printed or an invoice printed, but has not yet been posted. This amount can be included in credit checking.
77. Last Aging Date	A date in the standard date format. This is the date that statements were last aged for this customer. This date is used in calculating aged amounts for selections 58, 59, 60, and 61.
78. Age Amt Current	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the aged amount in period 1 as of the last statement age date for this customer. The description is taken from the description of period 1 in A/R Setup. e.g., Age Amt Current.
79. Age Amt 31-60 Days	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-).

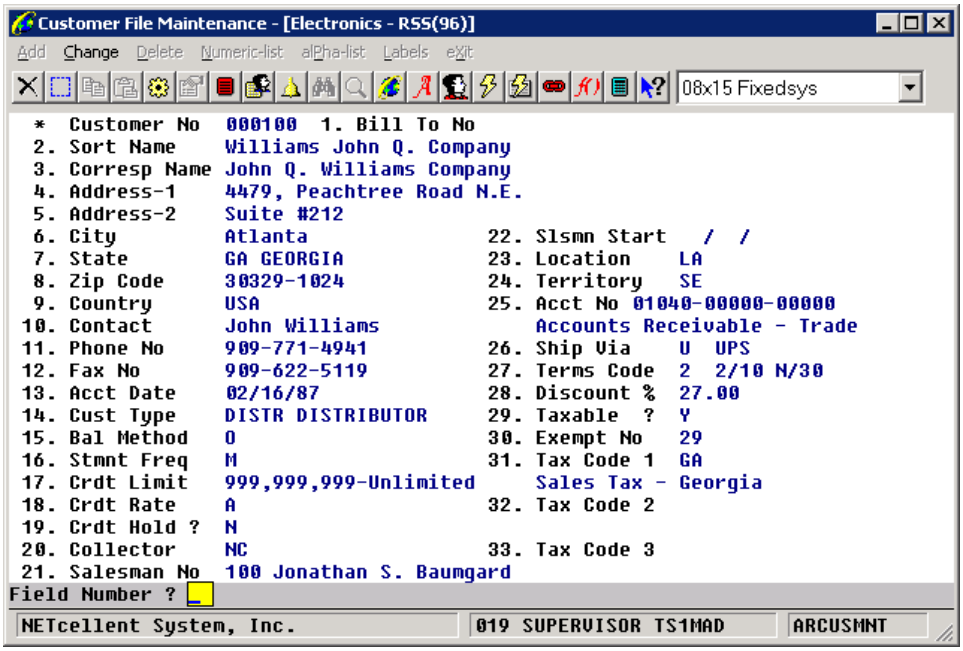
Name	Type and Description
	This is the aged amount in period 2 as of the last statement age date for this customer. The description is taken from the description of period 2 in A/R Setup. e.g., Age Amt 31 to 60 Days.
80. Age Amt 61-90 Days	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the aged amount in period 3 as of the last statement age date for this customer. The description is taken from the description of period 3 in A/R Setup. e.g., Age Amt 61 to 90 Days.
81. Age Amt Over 90 Days	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). This is the aged amount in period 4 as of the last statement age date for this customer. The description is taken from the description of period 4 in A/R Setup. e.g., Age Amt Over 90 Days.

The fields entered on screen 3 of **Customer File Maintenance** are updated every time Sales or Cash Receipts transactions are processed. They can be cleared to zero by way of the **Clear A/R Accumulators** application in processing. For this reason, the operator will ordinarily **not** be able to change these fields in change mode.

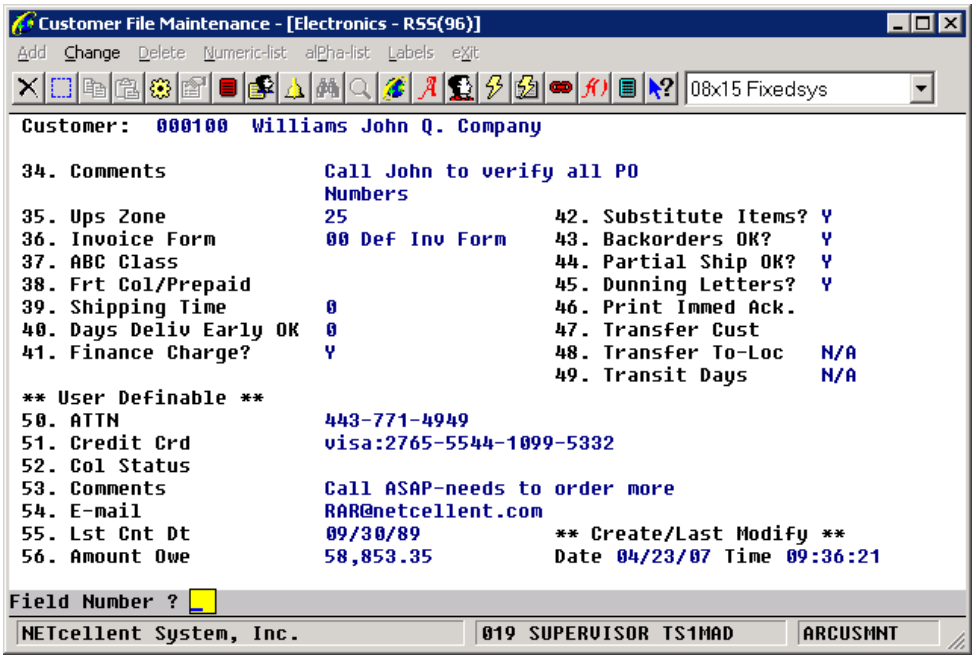
When a change is attempted to these fields, the following message will be displayed.

Changes To These Fields Not Allowed Press "RETURN"

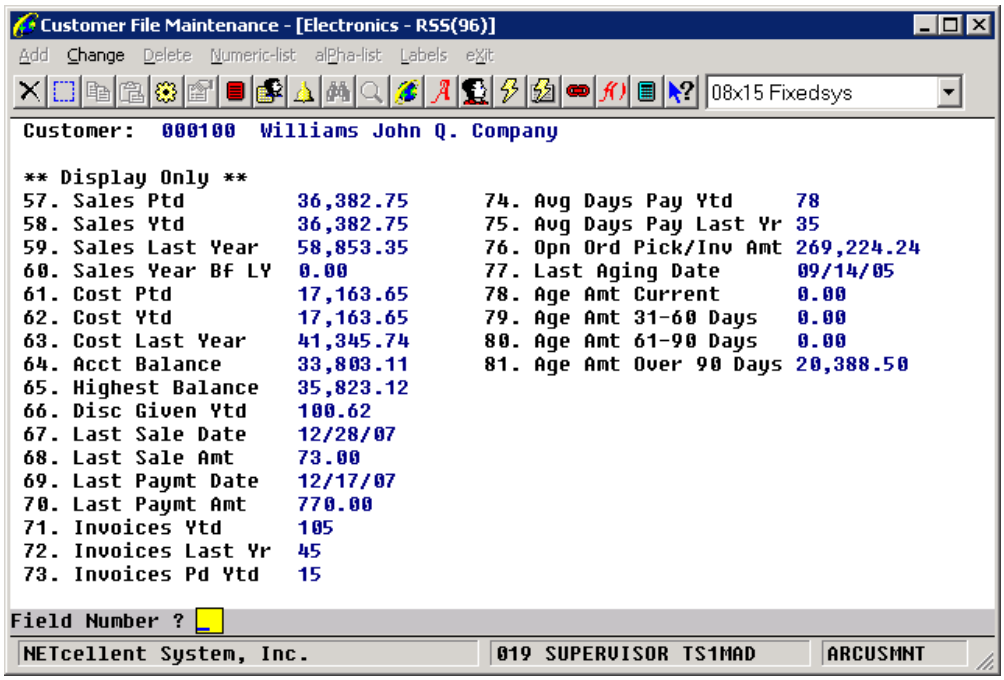
However, if you do find it necessary to make corrections to data that was entered in error, there is a way to do it. In response to the "**Field Number?**" question, press **Control-O** to overwrite the value. You will then be able to make changes to these fields in the same way that any other fields are changed, if change protected fields in **A/R Setup** is **Y**.



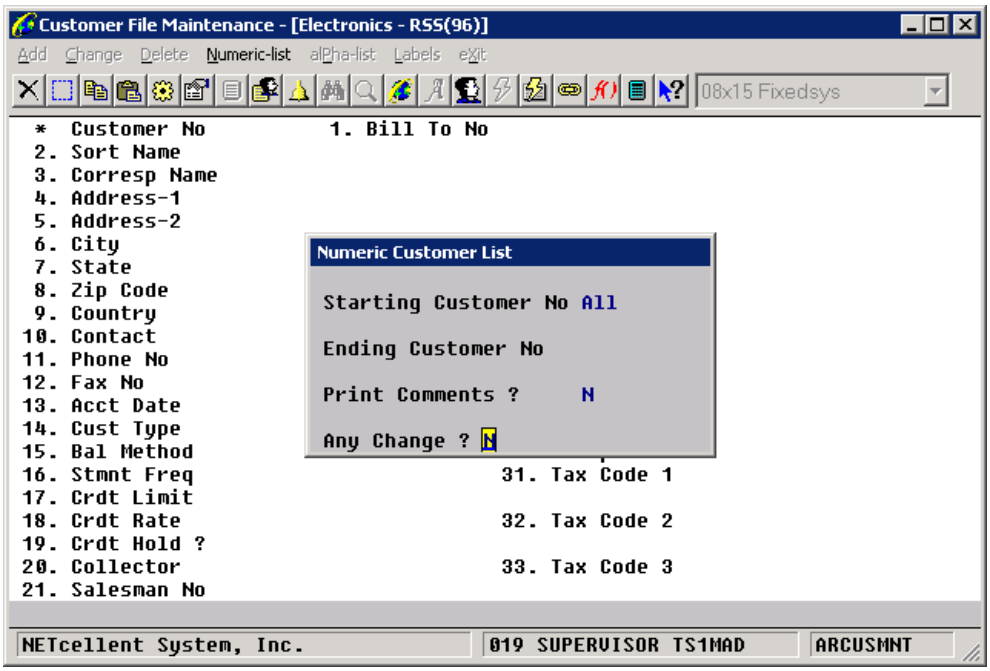
Customer File Maintenance (Screen #1)



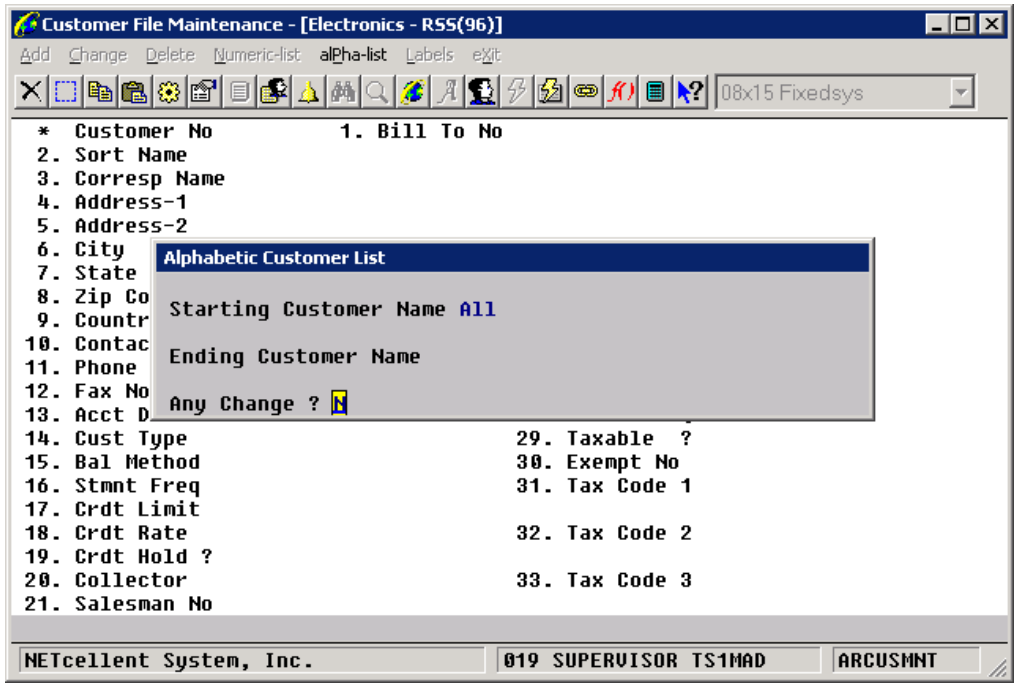
Customer File Maintenance (Screen # 2)



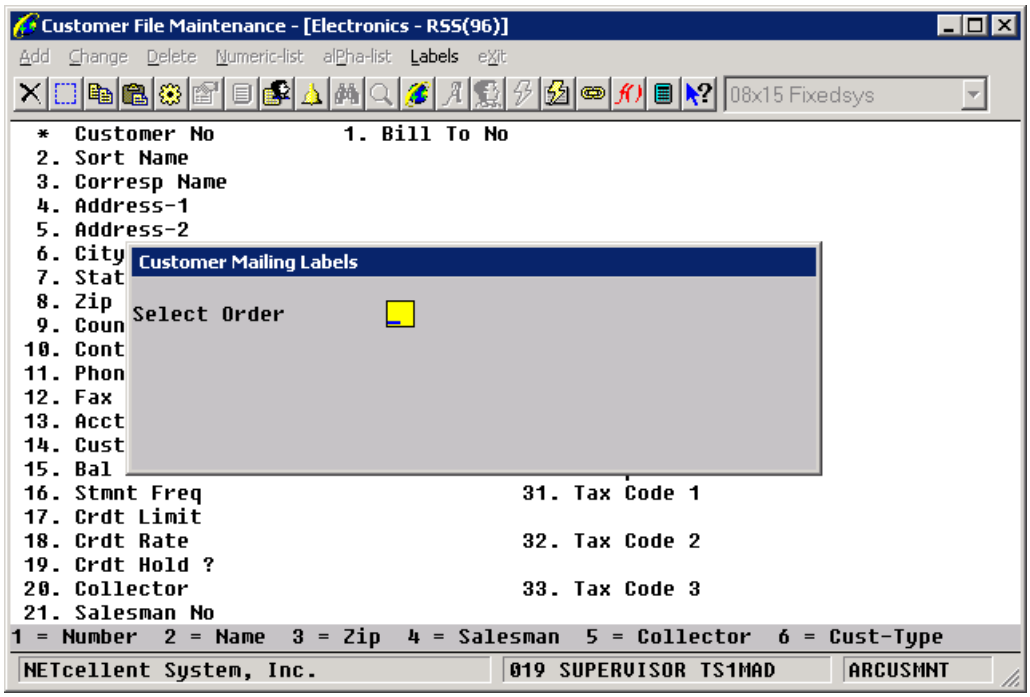
Customer File Maintenance (Screen # 3)



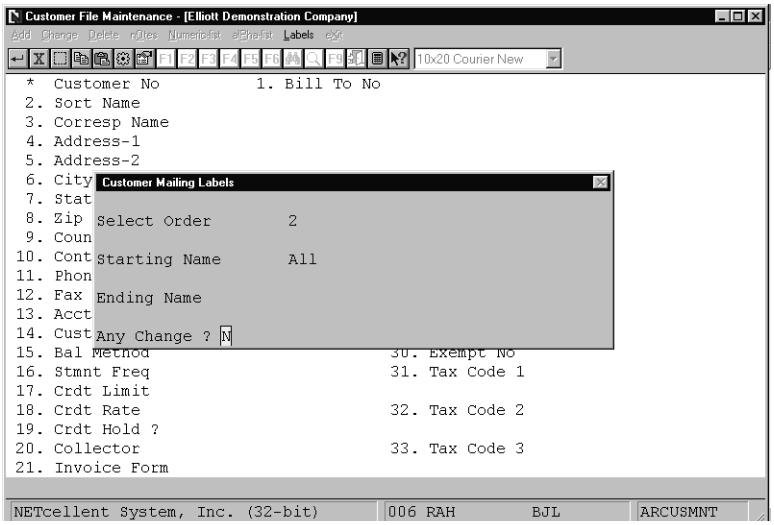
Numeric Customer List – Menu Option



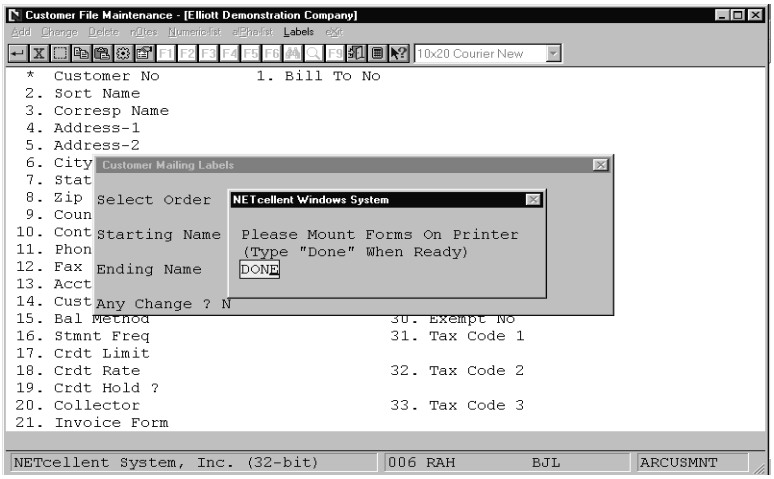
Alphabetic Customer List – Menu Option



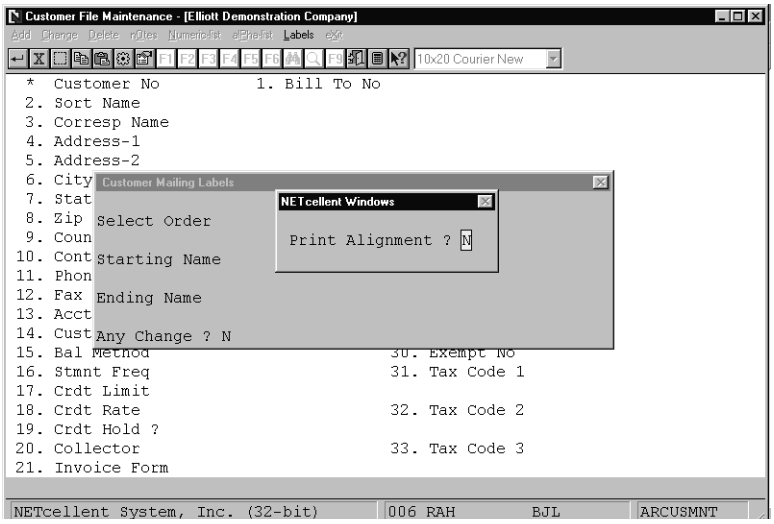
Customer Mailing Labels (Screen #1) – Menu Option



Customer Mailing Labels (Screen #2)

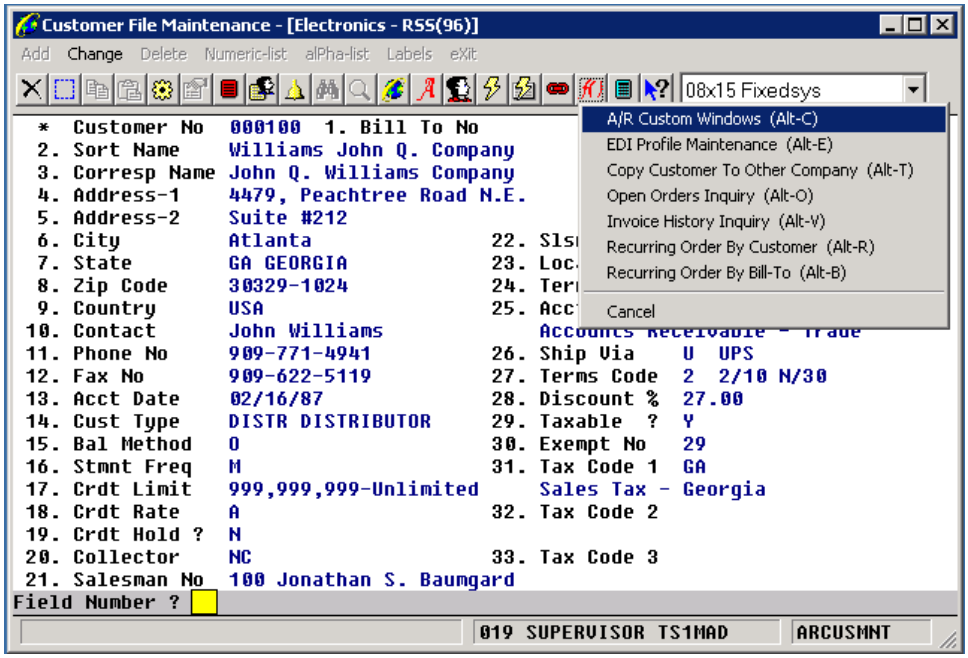


Customer Mailing Labels (Screen #3)



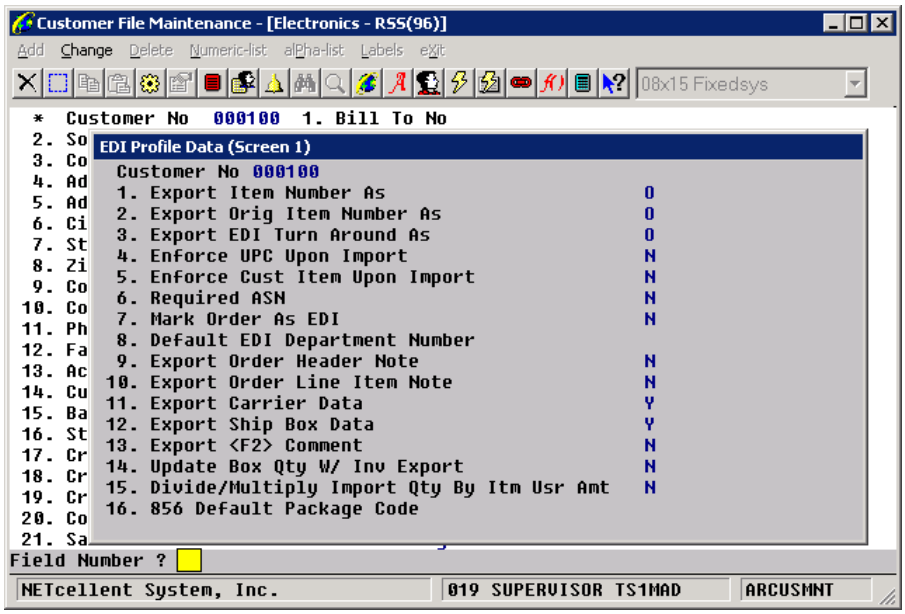
Customer Mailing Labels (Screen #4)

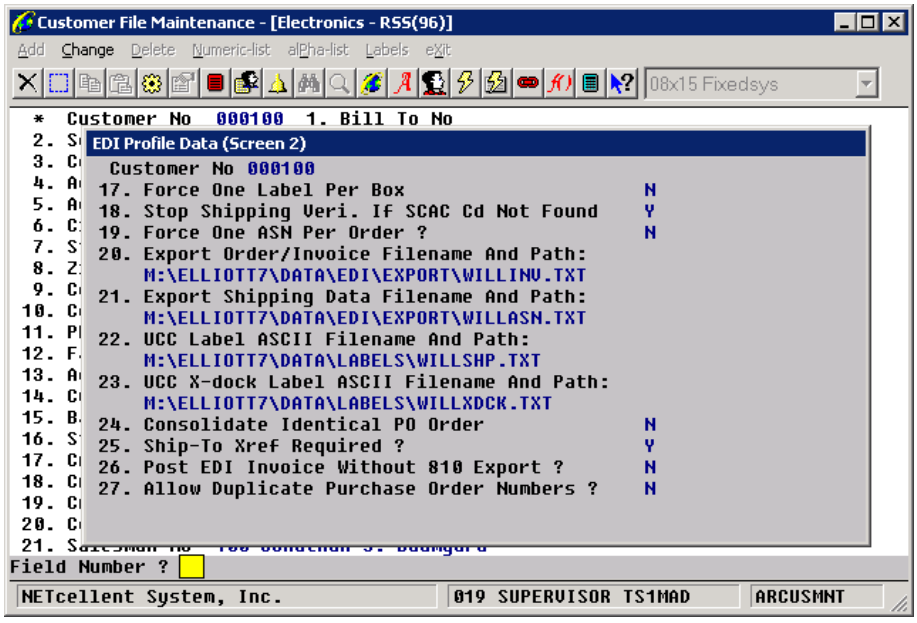
Customer Special Functions



Customer Special Functions Menu

EDI Profile Maintenance





Entry Field Descriptions

First Screen

Name	Type and Description
1. Export Item Number As	1 alphanumeric character; O, I, U, C or S.

Name	Type and Description
	Enter the value that represents the field you want to use for the item number during the Sales Order/Invoice Export. O = original value used in the import of the order, I = item number, U = UPC code, C = customer item number and S = style number, if the Style Enhancement is turned on. This field defaults to O.
2. Export Orig Item Number As	1 alphanumeric character; O, I, U, C or S. Enter the value that represents the field you want to use for the original item number during the Sales Order/Invoice Export. O = original value used in the import of the order, I = item number, U = UPC code, C = customer item number and S = style number, if the Style Enhancement is turned on. This field defaults to O.
3. Export EDI Turn Around As	1 alphanumeric character; O, I, U, C or S. Enter the value that represents the field you want to use for the EDI Turn Around field during the Sales Order/Invoice Export. O = original value used in the import of the order, I = item number, U = UPC code, C = customer item number and S = style number, if the Style Enhancement is turned on. This field defaults to O.
4. Enforce UPC Upon Import	Y or N. Answer whether the customer requires the items imported to have a UPC code or not. An answer of Y will cause a warning message to be displayed during Sales Order Import in the Customer Order Processing Package if the item imported does not have a UPC code in Elliott. This field defaults to N.
5. Enforce Cust Item Upon Import	Y or N. Answer whether the customer requires the items imported to have a Customer Item Number or not. An answer of Y will cause a warning message to be displayed during Sales Order Import in the Customer Order Processing Package if the item imported does not have a Customer Item in Elliott. This field defaults to N.
6. Required ASN	Y or N. Answer whether the customer requires an Advanced Shipping Notice or not. An answer of Y will cause a warning message to be printed on the Sales Journal when COP invoices are posted if the Shipping Data has not been exported and the invoice will not post. This field defaults to N.
7. Mark Order As EDI	Y or N. Answer whether orders manually entered for the customer should be flagged as an EDI order or not. An answer of Y will mark each manually entered order as EDI and may require the invoice and shipping information to be exported before the invoice will post. This field defaults to N.

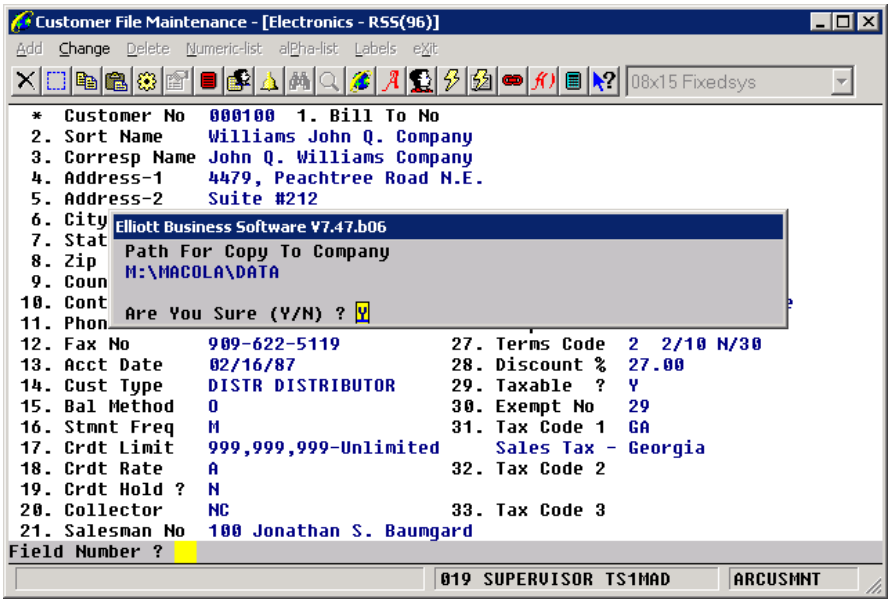
Name	Type and Description
8. Default EDI Department Number	6 alphanumeric characters. The value entered here will become the department number if left blank from the import file during Sales Order Import. This field defaults to blank.
9. Export Order Header Note	Y or N. Answer whether the customer requires the order header note to be exported during the Sales Order/Invoice Export or not. The value here will be the default value on the export screen. This field defaults to N.
10. Export Order Line Item Note	Y or N. Answer whether the customer requires the order line item note to be exported during the Sales Order/Invoice Export or not. The value here will be the default value on the export screen. This field defaults to N.
11. Export Carrier Data	Y or N. Answer whether you want the carrier data to be exported for the order during the Sales Order/Invoice Export or not. This field defaults to Y.
12. Export Ship Box Data	Y or N. Answer whether you want the box data to be exported for the order during the Sales Order/Invoice Export or not. This field defaults to Y.
13. Export <F2> Comment	Y or N. Answer whether you want the F2 Comments to be exported for the order during the Sales Order/Invoice Export or not. This field defaults to N.
14. Update Box Qty W/Inv Export	Y or N. Answer whether you want the box quantity to be updated during the Sales Order/Invoice Export or not. This field defaults to N.
15. Divide/Multiply Import Qty By Itm Usr Amt	1 alphanumeric character; D, M or N. Enter the value that represents how you want the quantities ordered and shipped to be handled during the Sales Order Import. The reverse will be performed in the Sales Order/Invoice Export. D = divided the import quantity by the Item User Amount, M = multiply the import quantity by the Item User Amount and N = do not convert the import quanityt. This field defaults to N.
16. 856 Default Package Code	5 alphanumeric characters. The value entered here will become the default package code during the Ship Data Export. The data can come from the system's Package Code file, but entry is not validated against it. This field defaults to blank.

Second Screen

Name	Type and Description
17. Force One Label Per Box	Y or N. Answer whether you want Elliott to produce a label record for each box defined in Shipping Verification during the Sales Order/Invoice Export or not. This field defaults to N.
18. Stop Shipping Veri. If SCAC Cd Not Found	Y or N. Answer whether you want Elliott to prevent the user from performing Shipping Verification if the Ship Via on the order is missing the SCAC Code or not. Usually the SCAC Code is required on the Advanced Ship Notice (ASN, 856). This field defaults to N.
19. Force One ASN Per Order ?	Y or N. Answer whether you want Elliott to break each order into a separate ASN shipment during Ship Data Export or not. This can be done manually by exporting each order one at a time, but this flag allows for a range of orders to be exported and will break each one into a shipment. This field defaults to N.
20. Export Order/Invoice Filename And Path:	50 alphanumeric characters. The value entered here will override the global setup filename and path during the Sales Order/Invoice Export, if this customer is the only one selected. This value will display on the screen before the export takes place. This field defaults to blank.
21. Export Shipping Data Filename and Path:	50 alphanumeric characters. The value entered here will override the global setup filename and path during the Shipping Data Export, if this customer is selected. This field defaults to blank.
22. UCC Label ASCII Filename And Path:	50 alphanumeric characters. The value entered here will override the Shipping Verification global setup filename and path. This ASCII file can be used by other software, such as BarTender, to print UCC labels. This field defaults to blank.
23. UCC X-dock Label ASCII Filename And Path:	50 alphanumeric characters. The value entered here will override the Shipping Verification global setup filename and path for cross-dock orders. This ASCII file can be used by other software, such as BarTender, to print UCC labels. A cross-dock order must have a value for the Store Number on the order. This field defaults to blank.
24. Consolidate Identical PO Order	Y or N. Answer whether you want orders from the customer with duplicate PO numbers, Ship-To numbers and Ship Via codes to be consolidated. This overrides the value in the Global Setup. This field defaults to N.

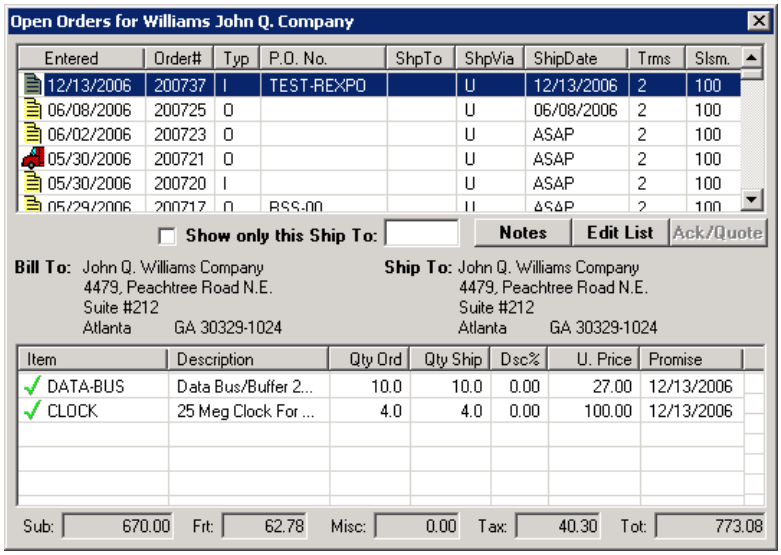
Name	Type and Description
25. Ship-To Xref Required ?	Y or N. Answer whether the Ship-To cross reference is required for the Ship-To on the order. Some customers require this on their EDI documents. This field defaults to N.
26. Post EDI Invoice Without 810 Export ?	Y or N. Answer whether you want the invoice to post without first exporting the invoice (810) information or not. This field defaults to N.
27. Allow Duplicate Purchase Order Numbers ?	Y or N. Answer whether you want to allow duplicate purchase order numbers for the customer or not. This field defaults to N.

Copy Customer To Other Company

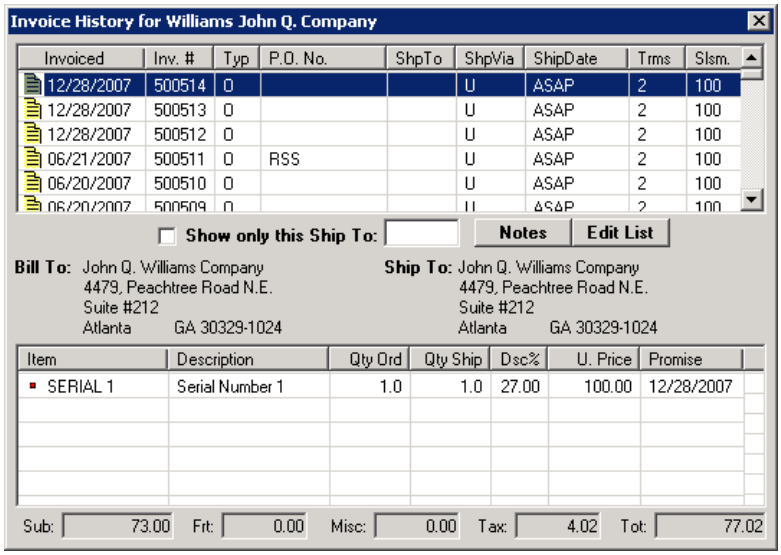


This feature allows you to copy one customer from one Elliott company to another. This is to allow the address, phone number or other setup value changes in one central company to apply to other secondary companies. It will override the customer if it already exists in the target company and will copy new or changed eContacts, Notes, Attributes and Links for the customer.

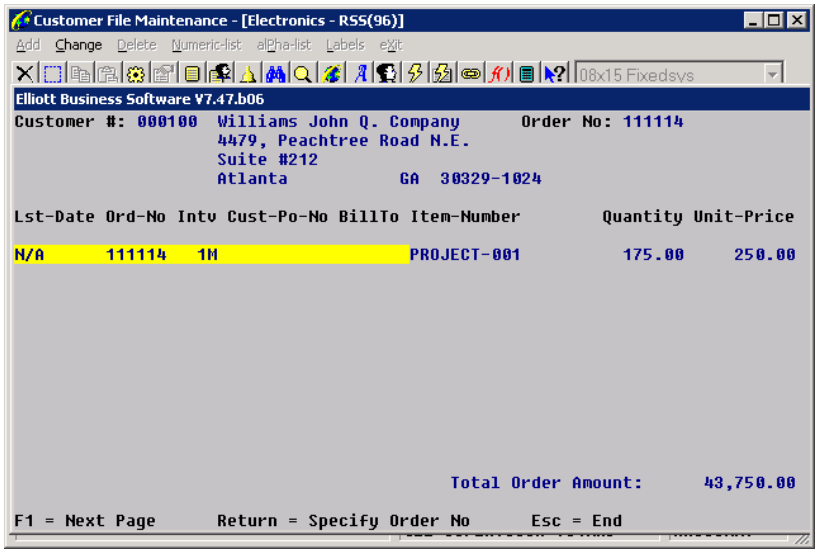
Open Orders Inquiry



Invoice History Inquiry



Recurring Order By Customer



Salesman File Maintenance

Application Overview

You will use the **Salesman File** to keep a file of all of the salespersons you employ. There are many places in the **Accounts Receivable** package where this file is very useful. Here are a few of them.

When sales transactions are processed, the amount of the commission to be paid to the salesperson is recorded in the **Commissions Due** file. Later on, you can print the **Commissions Due Report** which details what commissions are due each salesperson. To make this type of reporting possible, it is necessary for you to enter during **Sales & CR/DR Memo Processing** the number of the salesperson responsible for the sale. The Salesman record will then be obtained from the **Salesman** file and the salesperson's name will be displayed so you can ensure that you have entered the correct salesperson number.

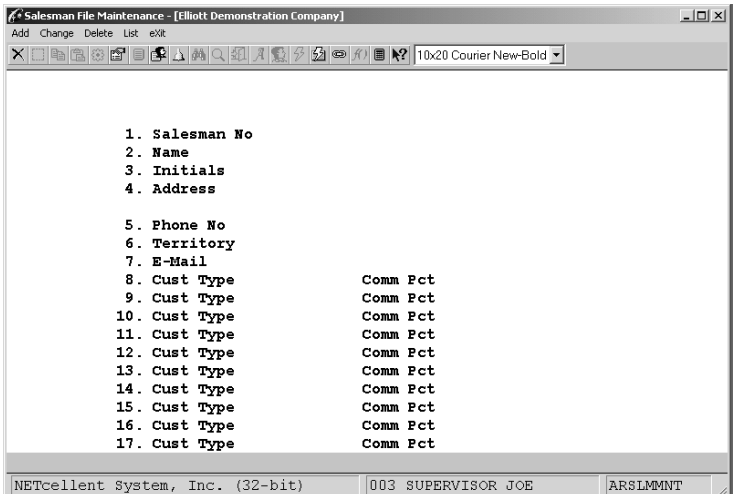
The **Salesman** file will also be used in the **Customer Order Processing** package. When customer orders are entered, you also enter the number of the salesperson responsible for the sale. The **Customer Order Processing** programs can calculate the commission due the salesperson, using the table of customer types and commission percents that you enter as part of the data for each salesperson. This is done by looking through the table for a customer type which matches the type of the customer whose order you are processing. If a matching customer type is found, the corresponding commission percent is used to calculate the amount of commission the salesperson is to receive. This information is then passed from the **Customer Order Processing** package to the **Accounts Receivable** package. **Customer Order Processing** has the ability to calculate commission by item based on data in **Customer Order Processing Setup** and the **Inventory Maintenance Item** file.

The amount of sales that the salesperson is responsible for is stored in each Salesman record, so that the Sales Analysis by Salesman Report can be produced. This report will allow you to see what percentage of total sales is being contributed by each salesperson.

When you are entering customers into Elliott, you will be requested to enter the number of the salesperson most usually associated with each customer. This entry will be the **default** salesperson used by other applications. That is, when other programs ask you to enter a salesperson number, those programs will **know** who the usual salesman is and will be able to show you that salesperson number and allow you to select it easily. You will also be able to enter some other salesperson number in place of the **default** salesperson number, if you should wish.

Run Instructions

Select **Salesman File** from the pull down **A/R Maintenance** window. The following screen will then be displayed:



Maintenance Entry Screen

The following options are available:

* Add new salesmen
* Change existing salesmen
* Delete existing salesmen
* Print a salesman listing with commission percentages and YTD, PTD figures

To return to the menu bar, press the **ALT** or **F10** key. To leave this application, press **ESC** or **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

First Screen

Name	Type and Description
1. Salesman No	3 alphanumeric characters. Enter the number you want to represent the salesperson. This salesperson number can contain alphanumeric characters as well as purely numeric digits. For example, you might make your salesperson numbers something easy to remember, like Bob or Jan. Or, you might use the salesperson's initials as the salesperson's number. On the other hand, you might just want to use numeric salesperson numbers like 100 or 250. In the change or delete mode, press the F7 key to search by the salesman number.
2. Name	30 alphanumeric characters. Lower case letters are allowed. Enter the salesperson's name.
3. Initials	3 alphanumeric characters. Enter the salesperson's initials.
4. Address	30 alphanumeric characters. Lower case letters are allowed. Two lines of 30 alphanumeric characters are allowed for entry of the salesperson's address.
5. Phone No	12 alphanumeric characters. Enter the salesperson's phone number. Twelve characters are provided so that you can enter hyphens into the number if you wish. For example, 614-382-5999.
6. Territory	30 alphanumeric characters. Lower case letters are allowed. Enter the territory that the salesperson is responsible for.
7. E-Mail	Enter an e-mail address, if applicable.

Neither the salesperson's initials nor his territory are used by any programs in the **Accounts Receivable** package at this time, but if you want to put them to some use they will be available to you in the file. These fields do appear on the Salesman File List for your reference.

The next several fields on the screen are a table of customer types and commission percentages. These fields are used in the **Customer Order Processing** package to calculate the amount of commission that is due a salesperson as the result of a sale. The programs look through this table of customer types for a matching customer type of the customer whose order is being processed. If a matching type is found, the corresponding commission percent is used to calculate the commission amount. You will still be given the opportunity to override this commission percentage and enter some other value, if you should desire to do so.

Name	Type and Description
8. – 17. Cust Type	5 alphanumeric characters. Enter the customer type to be used in calculating a salesperson's commission as explained above. Any blank customer types that you enter will be removed from the table of customer types before the record is stored in the Salesman file. So, if you are changing a Salesman record and want to remove an entry from the table of customer types, just change the customer type to blank.
Comm Pct	5 numeric digits with 3 decimal places (99.999). Enter the commission percent, which corresponds to the customer type on the left, to be used in calculating the commission amount as explained above.

Second Screen

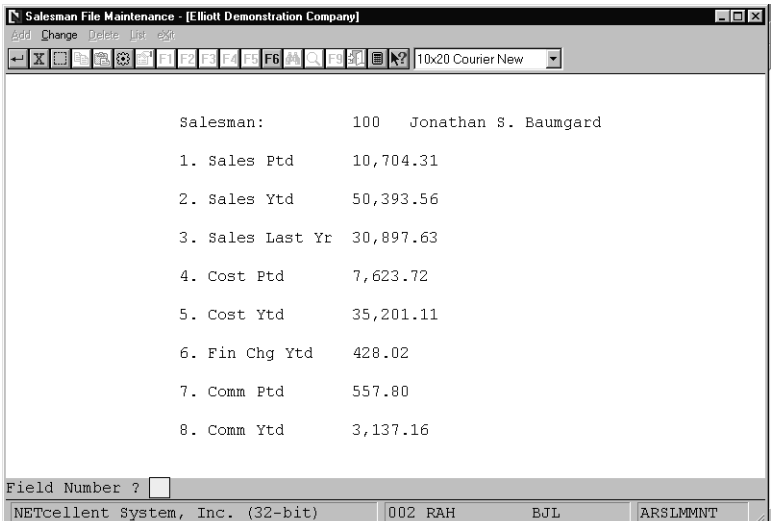
Name	Type and Description
1. Sales Ptd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the amount of the salesperson's sales so far this period.
2. Sales Ytd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the amount of the salesperson's sales so far this year.
3. Sales Last Yr	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the amount of the salesperson's sales for last year.
4. Cost Ptd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the cost of the sales the salesperson has made so far this period.
5. Cost Ytd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the cost of the sales the salesperson has made so far this year.
6. Fin Chg Ytd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the amount of finance charges the salesperson has incurred so far this year.
7. Comm Ptd	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). Enter the amount of commissions the salesperson has earned so far this period.

Name	Type and Description
8. Comm Ytd	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). Enter the amount of commissions the salesperson has earned so far this year.

The fields entered on screen 2 of **Salesman File Maintenance** are updated every time sales transactions are processed. They can be cleared to zero using the **Clear A/R Accumulators** application. For this reason, the operator will ordinarily **not** be able to change these fields in change mode. When these fields are displayed, this message will also be displayed.

Changes To These Fields Not Allowed Press "Return"

However, if you do find it necessary to make corrections to data that was entered in error, there is a way to do it. When the above message is displayed, press **Control-O** to overwrite the value. You will then be able to make changes to these fields in the same way as any other fields are changed, provided you have answered the change protected fields question in **A/R Setup** as **Y**.

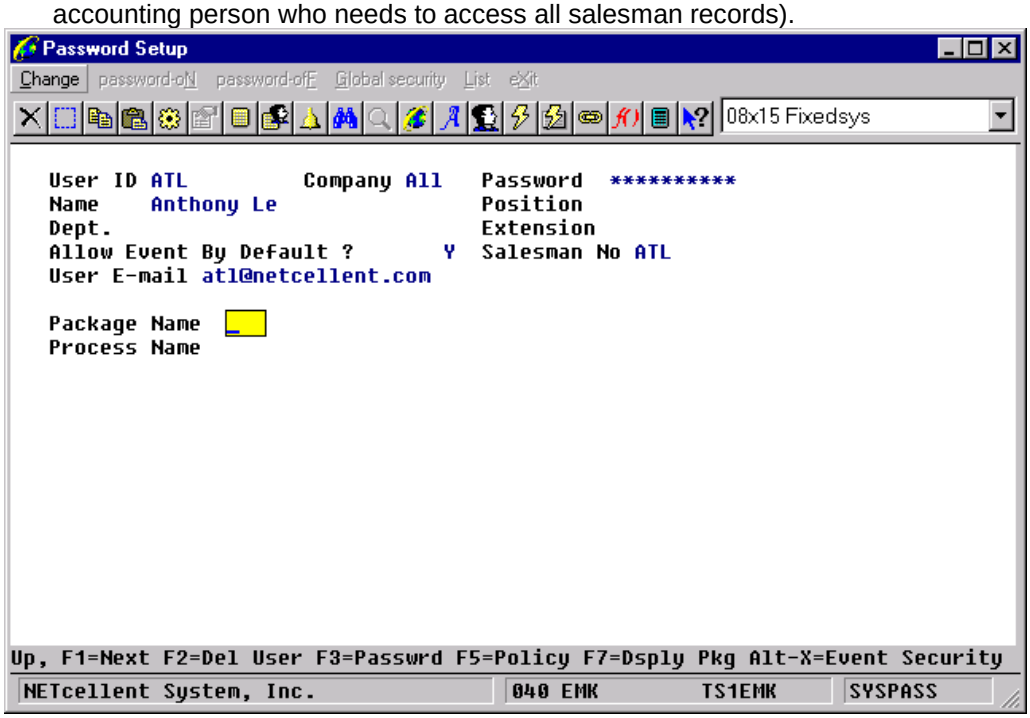


Salesman File Maintenance – Screen 2

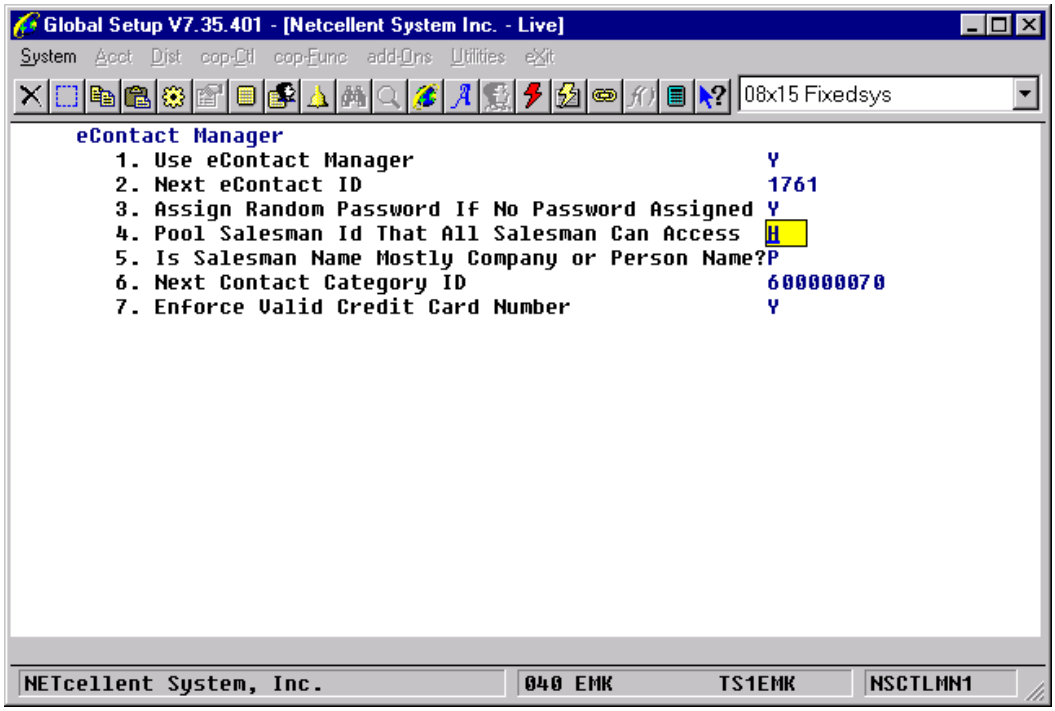
Elliott V7.3 Salesman Security

To enable Salesman Security in Elliott, you need to perform the following setup:

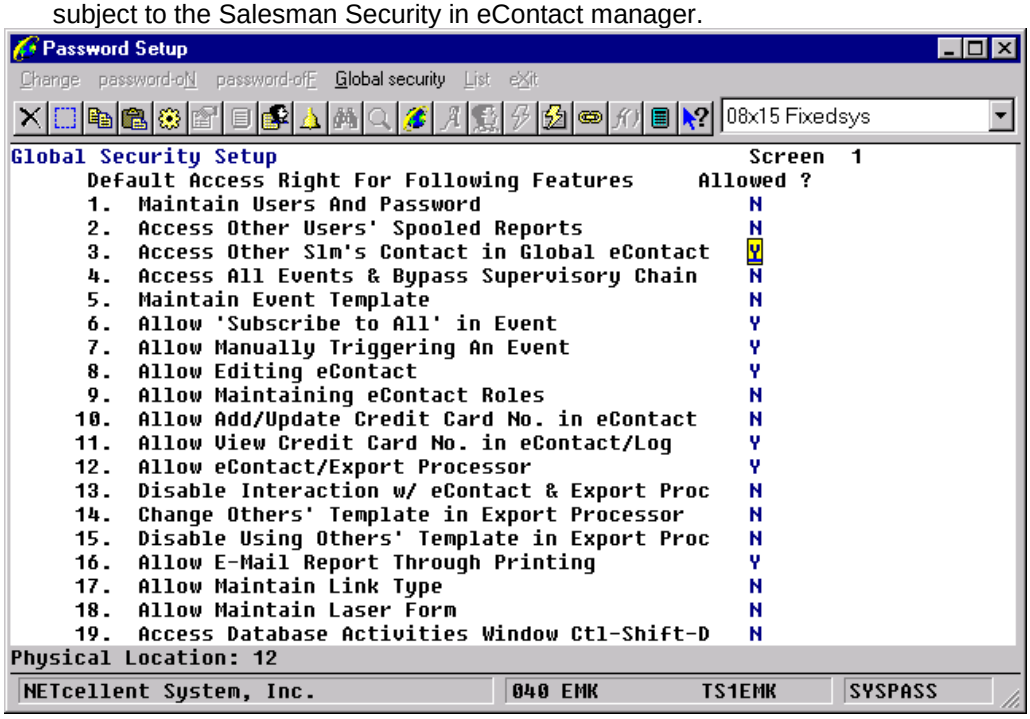
1. Identify the user as a salesman in Password Setup for that user. If you leave the Salesman No blank, then it implies this person is not subject to salesman security. (For example, this maybe an accounting person who needs to access all salesman records).



2. Determine whether there should be house account that all Salesmen can access in Global Setup for eContact Manager. A house account is usually a customer that doesn't have a specific salesman and any salesman can go after the house account. As of this writing (05/12/05), the house account logic only applies to eContact Manager, eContact Processor and Export Processor. We plan to apply the House Account logic to A/R and COP as well.



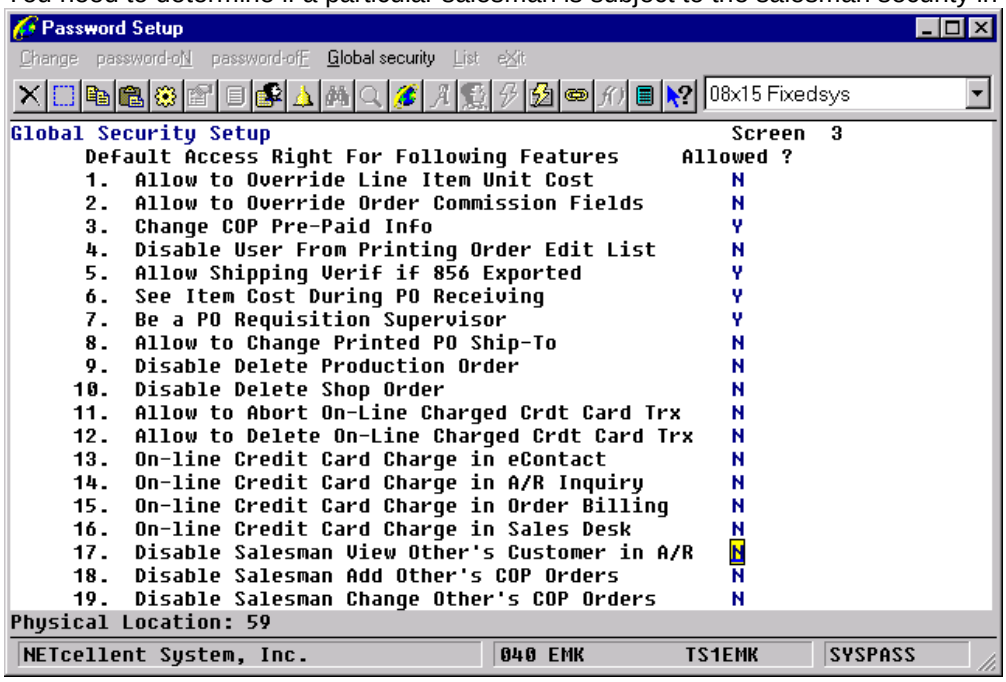
3. The following flag is for Global eContact Manager. You need to determine if a particular salesman is subject to the Salesman Security in eContact manager.



4. The following flag “Disable Salesman View Other’s Customer in A/R” is used for
   - A/R Customer File Maintenance
   - A/R Customer File Inquiry
   - A/R Account Inquiry
   - A/R Summary Account Inquiry
   - eContact Processor (AR Files & Ship to)

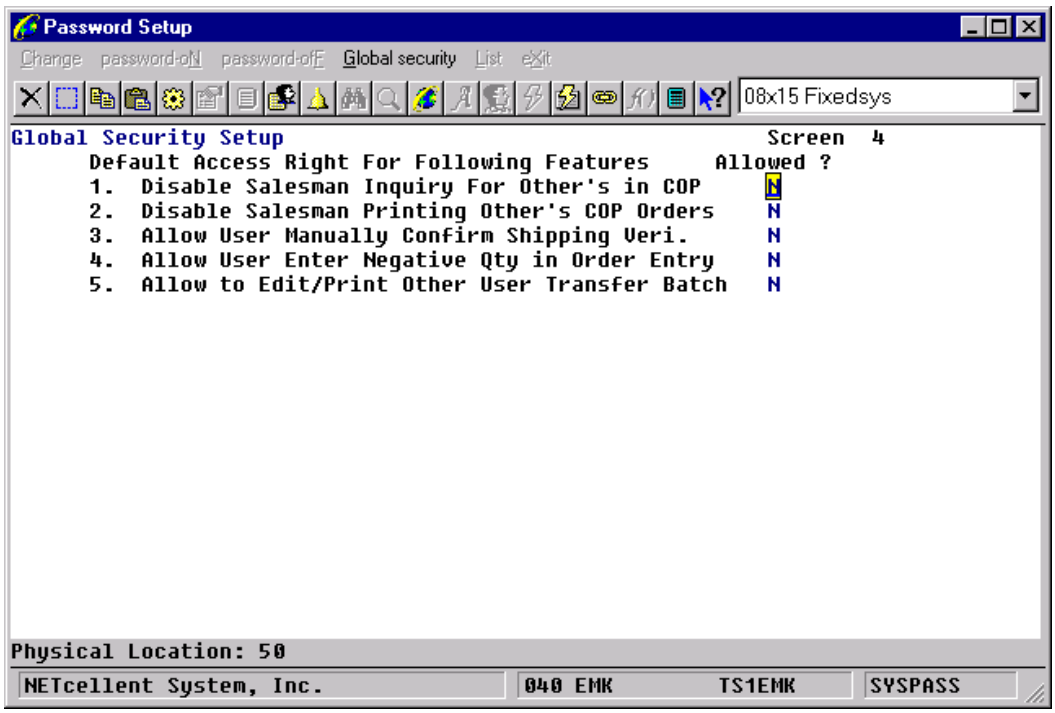
- Export Processor (AR Files & Ship to)

You need to determine if a particular salesman is subject to the salesman security in the above areas.



5. The following flag “Disable Salesman Inquiry For Other’s in COP” is used in
   - COP Order Inquiry
   - COP Invoice History Inquiry
   - COP Stock Status Inquiry
   - COP Recurring Order Inquiry
   - COP Freight Calculation Inquiry
   - eContact Processor
   - Export Processor (COP Files, except Ship-To).

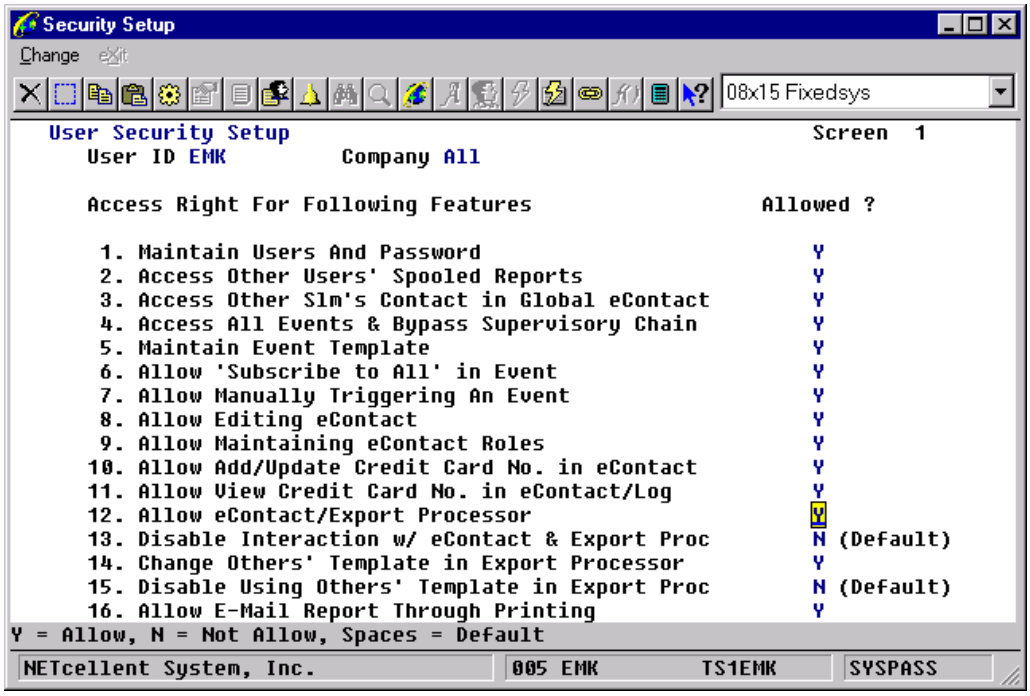
You need to determine whether the salesman is subject to salesman security in the above areas.



6. You also want to limit the activities that a salesman can do in Elliott. The following are areas in Elliott that salesman security is implemented:
   - A/R Customer File Maintenance
   - A/R Customer Inquiry
   - A/R Customer Account Inquiry
   - A/R Summary Account Inquiry
   - COP Order Inquiry
   - COP Invoice History Inquiry
   - COP Recurring Order Inquiry
   - COP Stock Status Inquiry
   - COP Freight Calculation Inquiry
   - COP Order Entry
   - COP Sales Desk (Add Other's Orders, No Control on Change Quote)
   - COP Order Edit List (VA,46)
   - COP Order Acknowledgement/Email (not Laser Form) (VA,46)
   - COP Order Quote/Email (not Laser Form) (VA,46)
   - COP Open Order by Salesman (VA,46)
   - eContact Manager
   - eContact Processor
   - Export Processor

We suggest you restrict the Salesman beyond these menu items. For example, if you wish to let Salesmen print reports for their own customers, you do not want to give them the "Order Status Reports" menu item since there is no salesman security in that area. Instead, you might consider giving your salesmen access to "Export Processor" where salesman security is implemented.

The following flags determine whether the user can use eContact/Export Processor



There is a separate flag for "Disable Interaction w/ eContact & Export Proc" because you may want certain people to use the "eContact/Export Processor" in batch mode without allowing them to use the interaction mode, where they can access more information.

Before you decide a user's security for eContact, customers and sales orders, you should consider the following factors:

- Is this user a salesman? Do you want to limit this user to access only those eContacts that he/she is a salesman?
- Do you have a house account? Do you allow house account information to be accessed by all salesmen if the previous answer is "yes."
- Will this user use Global eContact? Global eContact is like a Rolodex where you can have a list of contacts with information for their phone number, email, fax number, etc. Do you want this user to see all Contact information in Global eContact or would you like to limit the salesman to see only his/her contacts in Global eContact?
- Do you want to let this user view eContact information only without the ability to edit it?
- Do you want to let this user add and edit credit cards or view the credit card number? Typically, you may allow collecting of credit card information, but once the credit card is collected you do not want users to see the credit card number for security reasons.
- Do you allow this user to access eContact/Export Processor? eContact/Export Processor is like a report writer where the user can access a lot of information in the Elliott system. You may consider giving the user access to pre-written reports without the ability to change it. This lowers the security concern. If you wish to implement this, then you will give users access to eContact/Export Processor, but disable the "Interaction" with eContact/Export Processor.
- If you decide to give users the ability to Interact with eContact/Export Processor, you need to decide whether this user use and view other people's templates or not. If a user is allowed to Interact with eContact/Export processor, even though they may be prevented from using other's templates, they can still create new templates or change their own template criteria.
- Once you allow a user to "Interact" with eContact/Export Processor, you should consider the Elliott menu security. For example, if you allow this user to access customer file maintenance, then they can access all information in the Customer Category. Another example is if you allow this user to access order entry, then this user will be able to access all information in the Order

Category. This may be subject to the Salesman Security, depending on how you set the following flags:
    - Disable Salesman from Viewing Other's Customer in A/R
    - Disable Salesman from Inquiring Other's in COP
- If this user is a supervisor (IT) and develops a template (pre-written report) for other users, you need to give this user the ability to change the template for other users.
- The following areas in Elliott are also related to Salesman Security. It shows how the security is controlled:
    - A/R Customer File Maintenance
        - Elliott Menu Security
        - Global Security: "Disable Salesman from Viewing Other Customers in A/R".
        - Global Security: "Disable Change Customer"
        - Global Security: "Disable Delete Customer"
        - Global Security: "Disable Print Customer List/Label"
    - A/R Customer Inquiry
        - Elliott Menu Security
        - Global Security "Disable Salesman from Viewing Other Customers in A/R"
    - A/R Customer Account Inquiry
        - Elliott Menu Security
        - Global Security: "Disable Salesman from Viewing Other Customers in A/R".
    - A/R Summary Account Inquiry
        - Elliott Menu Security
        - Global Security: "Disable Salesman from Viewing Other Customers in A/R".
    - COP Order Inquiry
        - Elliott Menu Security
        - Global Security: "Disable Salesman Inquiry for Other's in COP"
    - COP Invoice History Inquiry
        - Elliott Menu Security
        - Global Security: "Disable Salesman Inquiry for Other's in COP"
    - COP Recurring Order Inquiry
        - Elliott Menu Security
        - Global Security: "Disable Salesman Inquiry for Other's in COP"
    - COP Stock Status Inquiry
        - Elliott Menu Security
        - Global Security: "Disable Salesman Inquiry for Other's in COP"
    - COP Freight Calculation Inquiry
        - Elliott Menu Security
        - Global Security: "Disable Salesman Inquiry for Other's in COP"
    - COP Order Entry
        - Elliott Menu Security
        - Global Security: "Disable User from Adding Orders in Order Entry"
        - Global Security: "Create Credit Memo in Order Entry"
        - Global Security: "Create COP Credit Memo from Invoice History"
        - Global Security: "Allow User Enter Negative Qty in Order Entry"
        - Global Security: "Change COP Orders After Pick Ticket Printed"
        - Global Security: "Allow to Delete COP Orders"
        - Global Security: "Allow to Override Terms in Order Entry"
        - Global Security: "Allow to Override Salesman in Order Entry"
        - Global Security: "Allow to Override Disc Pct in Order Entry"
        - Global Security: "Allow to Override Line Item Unit Cost"
        - Global Security: "Allow to Override Order Commission Field"
        - Global Security: "Change COP Pre-Paid Info"
        - Global Security: "Disable User from Printing Order Edit List"
        - Global Security: "Disable Salesman Add Other's COP Orders".
        - Global Security: "Disable Salesman Change Other's COP Orders".
        - Global Security: "Disable Salesman Printing Other's COP Orders".

This Page Intentionally Blank

A/R Open Item File Maintenance

Application Overview

The **A/R Open Item File** is the file where all transactions that occur between you and your customers are stored. As such, it is a very important file. Any time you want to know how much a customer owes you or how **old** an account is, the programs will refer to this file to find out.

Initial setup of the **Accounts Receivable** package will require entering all open items that are outstanding at the present time with your customers. The **A/R Open Item File** application is where you will do this data entry. This may be a considerable amount of data entry, but is necessary to set your customers' balance and provide some detail on the customers' statements.

When you finish entering the initial contents of the **A/R Open Item File**, you can then run the **Set Customer Account Balance** application. This application will read through all transactions for each customer, totaling them up as it goes. It will then set the Account Balance field in the customer's record to this total. This is a handy way to ensure that the customer's account balance as stored in his Customer record actually agrees with the contents of his account.

You should also be aware that the transactions you enter into a customer's account will **not** be posted to any **Sales** or **Accounts Receivable** account in the **General Ledger**, to any salesman in the salesman file, to any record in the commissions due file, or to any file other than the **A/R Open Item File**. If you are also using the **General Ledger** package, you will have to make manual entries into these accounts that correspond to the **Sales** and **Accounts Receivable** figures entered here.

Once you have entered into the **A/R Open Item File** its initial contents, you will probably never use this application again. From that time on, all sales transactions will be entered by way of the **Sales Processing** application and all payments will be entered through **Cash Receipts** processing.

These transaction applications will automatically record the amounts that are to be posted to **General Ledger**. You will no longer have to make manual entries to **G/L** once you start using **Sales and Cash Receipts** processing.

What does an open item mean? It is a record of some transaction in the customer's account that has not yet been fully paid off. For example, if a customer made a purchase from you in the amount of $500 the record of this transaction in the **A/R Open Item File** is called an **open item**.

Even when the open item is fully paid off, it still remains on file until you decide it is time to remove it. Elliott does not automatically remove every open item that is paid off from the **Open Item File**. The invoice and all payments that have been applied to it are kept on file. Otherwise, the statements that you send to customers would not properly reflect all the business activity that has transpired. When you have printed statements and are convinced that they are accurate, then run the **Purge Closed Open Items File** application to remove all fully paid open items.

Document Types

There are six different types of transactions that can be stored in the **A/R Open Item File**. When you are entering data during **A/R Open Item File Load**, one of the fields you will have to enter is the open item type. The six types of open items are:

I = Invoice. This is the record of a regular sale. The $500 purchase your customer made from your company would be recorded by way of an invoice.

P = Payment. A payment transaction is the record of a payment made by the customer on their account. If the customer sent you $300 toward the $500 he owes you, the record of the $300 payment would become a payment transaction.

C = Credit Memo. A Credit Memo is a transaction recording some sort of credit you are giving the customer, usually because some of the goods sold were found to be unsatisfactory upon receipt. Perhaps some of the goods were damaged or found not to be exactly what was ordered. In this case, you would give the customer credit against the amount of the original invoice by entering a Credit Memo.

D = Debit Memo. A Debit Memo is a transaction recording some sort of an additional charge that is to be added to the customer's account. For example, let us say that the price of the sale was negotiated with the customer based on a certain shipping method, which later on turned out not to be fast enough, and a faster (and more expensive) method of shipping was used. You could charge the customer for this additional expense by entering a Debit Memo, which will add to the amount the customer owes you for the sale.

F = Finance Charge. A Finance Charge is an amount the customer owes you because he has open items on his account, which are too long overdue.

B = Balance Forward. This type of transaction is not one that you will deal with very often, especially after you have entered the initial contents of the **A/R Open Item File**. The purpose of this type of transaction is to allow you to enter a single amount that the customer owes as of a certain date, without having to enter all the detail that comprises that amount. For example, when you are first loading the **A/R Open Item File**, you may not want to enter **every** outstanding open item for every customer. Instead, you could enter just one Balance Forward transaction for the total amount of what the customer owes you at that time.

Note: This should only be used for Balance Forward Customers.

Apply-To Numbers

If a customer uses Open Item accounting, he will usually designate which open items he is paying when he sends a payment for his account.

In other words, he **applies** cash to particular open items. The way Elliott keeps track of this is by storing in the payment transaction the invoice number of the sale transaction that is being paid.

The invoice number that is being stored in the payment transaction is called its **apply-to number**. Then, Elliott can determine that a payment was made on a certain invoice by looking at the Apply-To Number field of the payment.

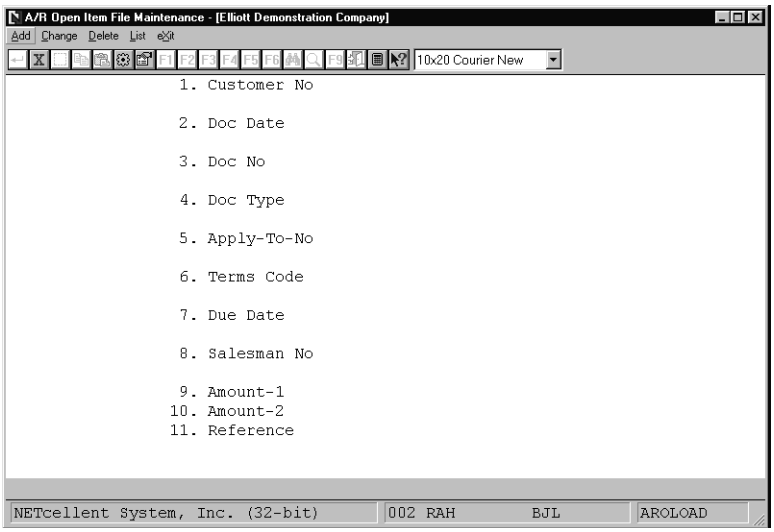
Also, Credit Memos and Debit Memos usually **apply** to an invoice. Be sure that you enter the correct apply-to number when you enter Credit Memos and Debit Memos.

For Invoices and Balance Forward transactions, the program will automatically set the apply-to number equal to the document number. You will be allowed to change this assigned apply-to number, but there is no reason to do so.

One important thing to keep in mind is that if the customer uses Balance Forward accounting, then he does **not** apply cash payments to particular invoices. For this reason, the concept of apply-to numbers is not pertinent to a Balance Forward customer. Elliott will automatically set the apply-to number for all transactions for a Balance Forward customer to zero. You will be allowed to change this apply-to number if you wish, but there is no reason to do so.

Run Instructions

Select **Open Item File** from the pull down **A/R Maintenance** window. The following screen will then be displayed:



A/R Open Item File Maintenance Entry Screen

The following options are available:

* Add initial open items
* Change initial open items
* Delete initial open items
* Print an open item edit listing

To return to the menu bar, press the **ALT** or **F10** key. To leave this application, press **ESC** or **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Customer No	6 alphanumeric characters. Enter the customer number. This customer number can contain alphanumeric characters as well as purely numeric digits. The customer's name will be displayed automatically. After the entry of the first customer number, this Customer No field will default to the last customer entered. This is done to speed up data entry when you are entering a series of open items for the same customer. Press the F7 key for customer search by number. Press the F8 key for customer search by name.
2. Doc Date	A date in the standard date format. Enter the date of the document. Default is system date.
3. Doc No	6 numeric digits (999999). Enter the document number.
4. Doc Type	1 alphanumeric character. Enter one of the following characters to designate what type of transaction this is: I = Invoice P = Payment C = Credit Memo D = Debit Memo F = Finance Charge B = Balance Forward The default for the document type is I for Invoice.
5. Apply-To-No	6 numeric digits (999999). If this transaction is a payment, credit memo or debit memo, enter the number of the invoice to which the transaction applies. Otherwise, the program will automatically assign the apply-to number.
6. Terms Code	2 alphanumeric characters. Enter the terms code for this open item. This field defaults to the Terms Code for this customer in the Customer File. Press the F7 key to search for a code.
7. Due Date	A date in the standard date format. Enter the due date. This field defaults to a calculated due date which is based on the document date and the customer's terms.
8. Salesman No	3 alphanumeric characters. Enter the salesman for this open item. This field defaults to the Salesman No for this customer in the Customer File. Press the F7 key to search for a code.
9. Amount-1	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). The meaning of this Amount-1 field and the next field called Amount-2 will vary depending on what type of transaction you are entering as follows:

Name	Type and Description
	If you are entering an Invoice, Credit Memo or Debit Memo, Amount-1 will be the amount of the sale minus any sales tax, freight charges or miscellaneous charges. Enter for Amount-2 the total of any sales tax, freight charges or miscellaneous charges. If the transaction is a Payment, Amount-1 will be the amount of cash being applied to the customer's account. Enter for Amount-2 the amount of any discount you are giving the customer along with the amount of cash being applied. If the transaction is a Finance Charge, Amount-1 will be the amount of the finance charge and Amount-2 will automatically be skipped. It does not have any pertinence for a Finance Charge. If this is a Balance Forward transaction, enter into Amount-1 the customer's account balance. Again, the system will skip the Amount-2 field.
10. Amount-2	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). See Amount-1 above for an explanation of what to enter for this field, depending on what type of transaction you are entering.
11. Reference	30 alphanumeric characters. Lower case letters are allowed. What you enter here for the Reference field is entirely up to you. Usually the field is used to record some brief explanation of the transaction or to make some comment about it. The default reference consists of a brief description of the transactions. For example, if you enter an invoice and you press the return key for the reference, the program will insert a default of: CUST# XXXXXX INV# 999999

```
Date filled out __________ by __________  ADD  CHANGE  DELETE

                    A/R OPEN ITEM FILE LOAD SHEET

 1.  Customer No     _ _ _ _ _ _

 2.  Doc Date        _ _ / _ _ / _ _

 3.  Document No     _ _ _ _ _ _

 4.  Doc Type        _       I = Invoice        F = Finance Charge
                             C = Credit Memo    P = Payment
                             D = Debit Memo     B = Balance Forward

 5.  Apply-to No     _ _ _ _ _ _

 6.  Terms Code      _ _

 7.  Due Date        _ _ / _ _ / _ _

 8.  Salesman No     _ _ _

 9.  Amount 1        $_ , _ _ _ , _ _ _ . _ _

10.  Amount 2        $_ _ , _ _ _ . _ _

11.  Reference       _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Date entered __________ by _______  Date verified __________ by _______
```

A/R Open Item File List For Customer 100

```
Run Date: Sep 25, 2001 -  1:21am         Elliott Demonstration Company                                                    Page    1

                                  A / R   O P E N   I T E M   F I L E   E D I T   L I S T

Document Types:  I = Invoice  P = Payment  C = Cr Memo  D = Dr Memo  F = Fin Chg  B = Bal Fwd

Note: Amount-1 Is Sale Amount On Doc Types I, C, D & B  -  Cash Receipt Amount On Doc Type P  -  Finance Charge On Type F.
      Amount-2 Is Other Charges On Doc Types I, C & D  -  Discount Allowed On Doc Type P  -  Not Defined For Type F & B.

Doc-No     Doc     Doc  Apply    Due       Amount-1      Amount-2       Document    Reference                    Slmn Terms
           Date    Typ  To-No    Date                                    Total

Customer:  000100  Williams John Q. Company

  1002  02/06/89  D      887  03/08/89        77.26         4.64          81.90   DEBIT MEMO                    400 2/10 N/30
  1000  02/14/89  I     1000  03/16/89       902.75        93.17         995.92   INVOICE                       400 2/10 N/30
  1001  03/21/89  I     1001  04/20/89     1,122.78        97.37       1,220.15   INVOICE                       400 2/10 N/30
  1005  05/11/89  I     1005  06/10/89     1,524.78       255.86       1,780.64   Order # W3808                 400 2/10 N/30
  1004  05/26/89  I     1004  06/25/89     1,385.69       231.14       1,616.83   Order # W3983                 400 2/10 N/30
  1003  06/09/89  I     1003  07/09/89     1,823.77       109.43       1,933.20   Order # 3866                  400 2/10 N/30
  2000  06/11/89  I     2000  07/11/89     1,527.05       250.98       1,778.03   Order # W4517                 400 2/10 N/30
  2001  06/22/89  I     2001  07/22/89     1,256.87       192.07       1,448.94   Order # W5638                 400 2/10 N/30
  2002  06/23/89  I     2002  07/23/89       329.12        71.11         400.23   Order per Letter of 6/17/87   400 2/10 N/30
796003  06/30/89  F   786003  06/30/89        28.47          .00          28.47   FINANCE CHARGE                400  *N/A*
  3001  07/11/89  C     2000  07/11/89        59.26CR       7.16CR        66.42CR CREDIT MEMO                   400  *N/A*
  6553  07/15/89  P     1000  07/15/89       995.92CR        .00         995.92CR PAYMENT: CHECK NO   6553             *N/A*
  6553  07/15/89  P     1001  07/15/89     1,220.15CR        .00       1,220.15CR PAYMENT: CHECK NO   6553       400  *N/A*
  6553  07/15/89  P     1003  07/15/89     1,933.20CR        .00       1,933.20CR PAYMENT: CHECK NO   6553       400  *N/A*
  6553  07/15/89  P     1004  07/15/89     1,616.83CR        .00       1,616.83CR PAYMENT: CHECK NO   6553       400  *N/A*
  6553  07/15/89  P     1005  07/15/89       733.90CR        .00         733.90CR PAYMENT: CHECK NO   6553       400  *N/A*
  3000  07/17/89  I     3000  08/16/89     2,130.85       412.15       2,543.00   Order # W7601                 400 2/10 N/30
797013  07/31/89  F   787013  07/31/89        79.44          .00          79.44   FINANCE CHARGE                400  *N/A*
 12093  08/15/89  P     1005  08/15/89     1,046.74CR        .00       1,046.74CR PAYMENT: CHECK NO  12093       400  *N/A*
 12093  08/15/89  P     2000  08/15/89     1,153.26CR        .00       1,153.26CR PAYMENT: CHECK NO  12093       400  *N/A*
  3016  09/09/89  I     3016  10/09/89     1,520.23       122.22       1,642.45   Po# HG87987     Our Ord#  1017 400 2/10 N/30
 20011  10/20/89  I    20011  11/19/89       874.22       234.40       1,108.62   Order # W7723                 400 2/10 N/30
  3011  02/18/92  I     3011  03/20/92     1,606.00        96.36       1,702.36   Po#             Our Ord#  1004 400 2/10 N/30
  3012  03/13/92  I     3012  04/12/92        24.04         1.44          25.48   Po#             Our Ord#  1013 400 2/10 N/30
  3014  03/13/92  I     3014  04/12/92        15.95          .96          16.91   Po#             Our Ord#  1015 400 2/10 N/30

                   Customer Totals:       7,470.01     2,166.14       9,636.15

                    Grand Totals:         7,470.01     2,166.14       9,636.15
```

A/R Account File Maintenance

Application Overview

There are many places throughout the **Accounts Receivable** package where you will need to enter a **General Ledger** account number to designate where some transaction amount is to be recorded. To reduce the number of data entry mistakes, when a user enters an account number it is checked against the **A/R Account File** to verify that it is a valid account. If the account is not on file, you will be informed of this and allowed to enter another account number.

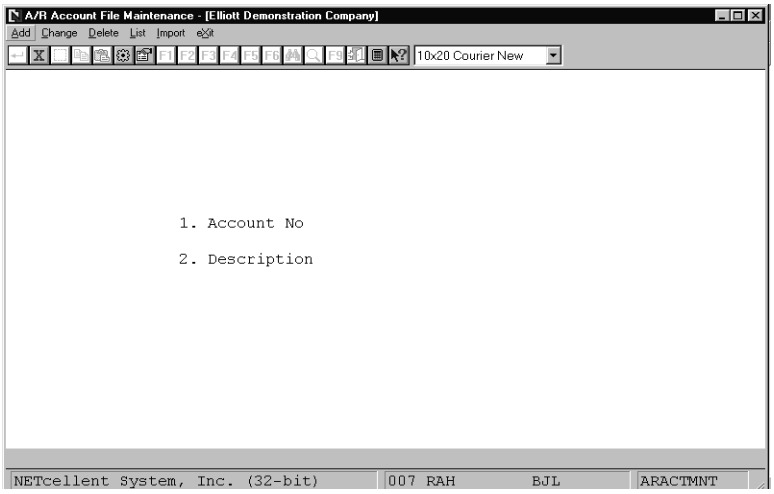
In all of the examples that are given here, an account number with 5 characters in the main account number, 5 characters in the profit center number and 5 characters in the department number is assumed. However, you may have defined your **G/L** account number to be of some different format. Entry of the account number throughout Elliott will conform to the format that you have established in the **Company Setup**.

This is basically a very simple application. All you have to enter is the numbers of all of the accounts you expect to use during **A/R** processing along with their descriptions.

The **Import** application will allow a range of accounts from the **General Ledger Chart of Accounts** file to be imported into the **Accounts Receivable Account** file. This selection is only if the **Elliott General Ledger** package is installed.

Run Instructions

Select **A/R Account File** from the pull down **A/R** Maintenance window. The following screen will then be displayed:



A/R Account File Maintenance Entry Screen

The following options are available:

* Add new A/R accounts
* Change A/R accounts
* Delete A/R accounts
* Print a listing of account numbers and descriptions
* Import accounts from G/L

To return to the menu bar, press the **ALT** or **F10** key. To leave this application, press **ESC** or **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Account No	An account number in the standard account number format. Enter the number of the account. The account number format is specified here as XXXXX-XXXXX-XXXXX, that is, an account number with 5 characters in the main account number, 5 characters in the profit center and 5 characters in the department number. If in Company Setup you specified a different format of your G/L account number, Elliott will know to reformat the entry field accordingly. Enter the characters of the main account number and press RETURN. The hyphen (-) will be displayed automatically between the main account number and the entry field for the profit center and department number. Then enter the characters of the profit center and department number and press RETURN again. In the change or delete mode, press the F7 key to search for an account number or press the F8 key to search for an account by description.
2. Description	30 alphanumeric characters. Enter the description of the General Ledger account exactly as you want it to appear on data entry screens and on Accounts Receivable reports.

Import Accounts From G/L

Name	Type and Description
1. Starting Account No	An account number in the standard account number format. This question and the next one (Ending Account No) allow you to specify a range of accounts to be imported from the G/L Account file. If you press RETURN for the entry of the Starting Account No, the field will default to All accounts, and the entry of the Ending Account No will be skipped.
2. Ending Account No	An account number in the standard account number format. If you press RETURN for the entry of the Ending Account No, the field will default to the same value as entered for the Starting Account No.

This Page Intentionally Blank

Ship Via Code File Maintenance

Application Overview

When you are setting up your **Customer** file, you will be asked to enter for each customer a **Ship Via Code**. This code will designate the usual method that you use for shipping purchased goods to this customer. For example, some usual Ship Via methods and codes that you might use to represent them are:

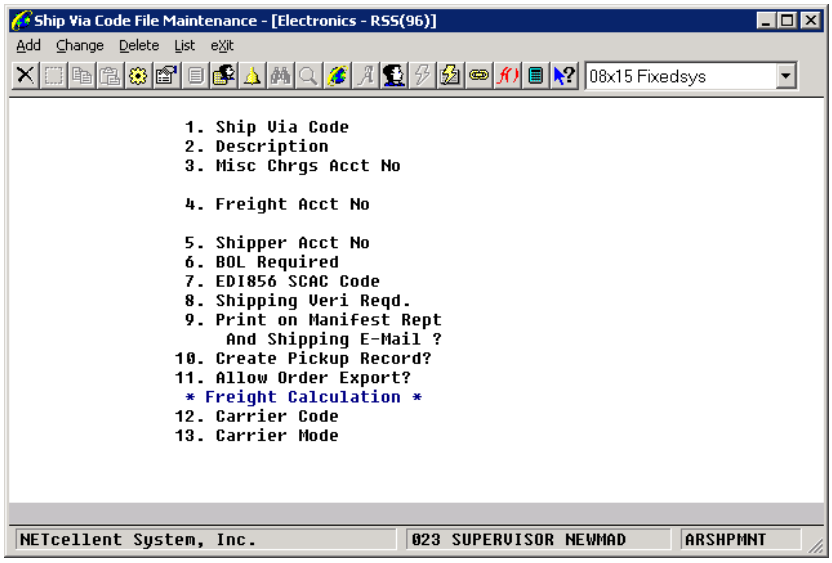
U	UPS
T	Truck
F	Federal Express
R	Railway
A	Air Freight

Then, since you have associated one of these shipping methods with each customer during entry of customer orders in the **Customer Order Processing** package, the program will **know** what the usual means of shipping to the customer is.

It is a good idea for you to define **all** of the most frequent methods that you use for shipping to your customers. For example, if you use several trucking firms to deliver your goods, you will probably want to define a Ship Via code for each firm. This will make it possible for you to be as accurate as possible later on during the entry of orders.

Run Instructions

Select **Ship Via Code File** from the pull down **A/R Maintenance** window. The following screen will then be displayed:



Ship Via Code File Maintenance Entry Screen

The following options are available:

* Add new Ship Via Codes
* Change existing Ship Via Codes
* Delete existing Ship Via Codes
* Print a listing of Ship Via Codes and their descriptions

To return to the menu bar, press the **ALT** or **F10** key. To leave this application, press **ESC** or **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Ship Via Code	2 alphanumeric characters. Enter the code you want to use to represent the Ship Via method. For example, you might want to enter T to represent Truck. In the change or delete mode press the F7 key for search for a code.
2. Description	15 alphanumeric characters. Enter the description of the Ship Via method. This description will be displayed any time the entry of a Ship Via code is requested so that you can be sure that you have entered the correct code.
3. Misc Chrgs Acct No	An account number in the standard account number format. Enter the default miscellaneous charges account number. The account number you enter here will be used as the default miscellaneous charges account number when Sales Transactions are entered.
4. Freight Acct No	An account number in the standard account number format. Enter the default freight account number. The account number you enter here will be used as the default freight charges account number when Sales Transactions are entered.
5. Shipper Acct No	See COP Bill of Lading Application.
6. BOL Required	See COP Bill of Lading Application.
7. EDI856 SCAC Code	4 alphanumeric characters. Enter the Standard Carrier Alpha Code (SCAC) you want associated with this Ship Via. The carrier should be able to provide this code to you.
8. Shipping Veri Reqd.	Y or N. Answer whether Shipping Verification is required before the invoice with this Ship Via is allowed to post or not. Once an invoice is posted, Shipping Verification can not be performed, so answering Y to this field will keep the order open and warn the user that verification has not been performed. This field defaults to blank.

Name	Type and Description
9. Print on Manifest Rept And Shipping E-Mail ?	Y or N. Answer whether orders with this Ship Via should print on the Manifest Report and be included in the Shipping Email or not. You may not want this Ship Via to appear on those if it is picked up by the customer or delivered the same day. This field defaults to N.
10. Create Pickup Record?	Y or N. Answer whether orders with this Ship Via should create a Pickup Record or not. If Y, the user will be prompted for a customer number. This field defaults to blank.
11. Allow Order Export?	Y or N. Answer whether orders with this Ship Via should be allowed to be exported or not. This field defaults to blank.
* Freight Calculation *	
12. Carrier Code	Enter Carrier Code, only applicable if using Freight Calculation Feature.
13. Carrier Mode	Enter Carrier Mode, only applicable if using Freight Calculation Feature.

Date filled out _____ by _____ ADD CHANGE DELETE

SHIP VIA CODE FILE MAINTENANCE LOAD SHEET

1. Ship Via Code _ _
2. Description _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3. Misc Chrgs Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _
4. Freight Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

****

1. Ship Via Code _ _
2. Description _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3. Misc Chrgs Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _
4. Freight Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

****

1. Ship Via Code _ _
2. Description _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3. Misc Chrgs Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _
4. Freight Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

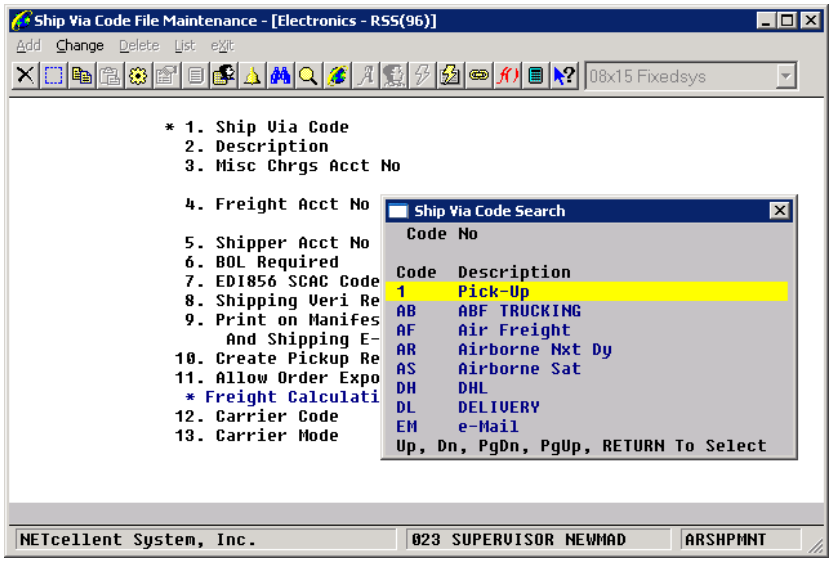
****

1. Ship Via Code _ _
2. Description _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3. Misc Chrgs Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _
4. Freight Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

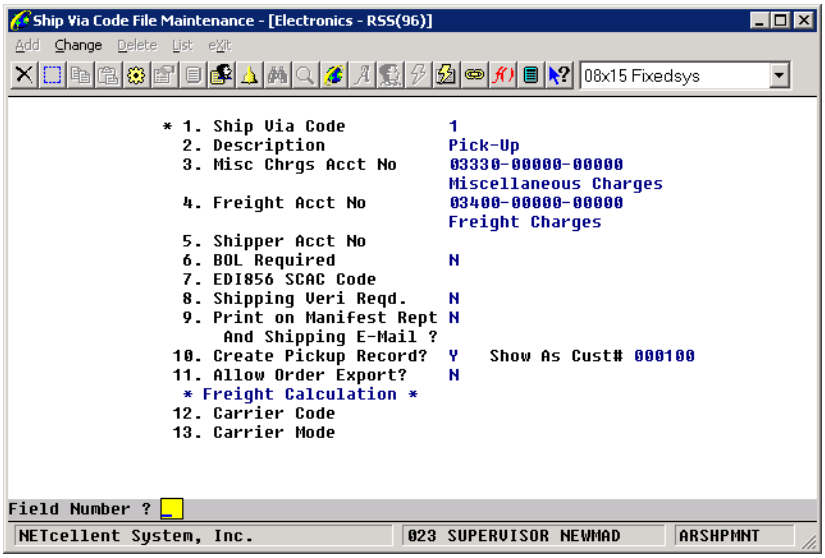
****

1. Ship Via Code _ _
2. Description _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3. Misc Chrgs Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _
4. Freight Acct No _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

Date entered _____ by _____ Date verified _____ by _____



Ship Via Code Search



Ship Via Code File Maintenance

Terms Code File Maintenance

Application Overview

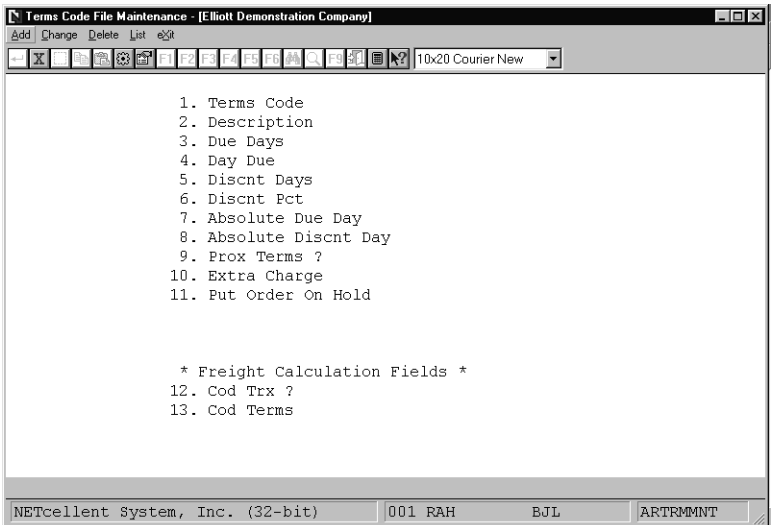
When you are setting up your **Customer** file, you will be asked to enter for each Customer a **Terms Code**. This code will designate the usual payment terms you have given this customer for payment on his account. For example, you may have arranged with a customer to have a 5% discount on purchases if they are paid for within 15 days.

Later on when you have received money from the customer and are using it to pay the outstanding transactions on his account, Elliott will use this Terms Code information to determine whether the customer has any discount due on the transaction. The valid discount is then displayed for your information and you can either allow that discount or enter some other discount, as you please. But it will be helpful to you in most cases to have the program calculate any discount that is valid, and show you the amount of it.

Elliott supports **Prox Terms**, as well as, **Absolute Day**, Extra Charges, and Put Order On Hold By Terms Code. These are detailed in the Field entry Descriptions.

Run Instructions

Select **Terms Code File** from the pull down **A/R Maintenance** window. The following screen will then be displayed:



Terms Code File Maintenance Entry Screen

The following options are available:

* Add new Term Codes
* Change existing Term Codes
* Delete Term Codes
* Print a Listing of customer term codes and their descriptions

Entry Field Descriptions

Name	Type and Description
1. Terms Code	2 alphanumeric characters. Enter the characters that you want to use to represent the Terms Code. In the change or delete mode, press the F7 key to search for code.
2. Description	15 alphanumeric characters. Enter the description of the Terms Code. This description will be displayed whenever the entry of a Terms Code is requested so that you will know whether you have entered the correct code. As an example, you might enter 5/15 Net 30 as the description of Terms Code 1. This would indicate that the customer can obtain a 5% discount if paid within 15 days, and that the net amount of the account is due within 30 days.
3. Due Days	3 numeric digits (999). Enter the number of days after which the customer's account can be considered overdue. This date is not used during the calculation of Finance Charges Processing, since there is a separate entry made in A/R Setup regarding the number of days an account must be past due to accumulate finance charges. But there are many places in the package where a Due Date will be calculated from the date of the purchase, and this calculation is done using the number of days entered here.
4. Day Due	2 numeric digits (99). Enter the number of the day of the month on which the customer's account can be considered overdue. This date is not used during the calculation of Finance Charges Processing, since there is a separate entry made in A/R Setup regarding the number of days an account must be past due to accumulate finance charges. But there are many places in the package where a Due Date will be calculated from the date of the purchase, and this calculation is done using the day entered here and incrementing the month. This field can only be entered if the Due Days field is zero.
5. Discnt Days	3 numeric digits (999). Enter the number of days from the time of the purchase in which the customer must pay in order to obtain a valid discount.
6. Discnt Pct	4 numeric digits with 2 decimal places (99.99). Enter the percent of discount the customer is to receive if he pays within the number of discount days entered.
7. Absolute Day	Enter a calendar date to set up an Absolute Day. This is a specific due day regardless of the invoice date. An Absolute Day of 09/01/00 means that everything is due 09/01/00 regardless of when it was purchased (invoiced). When using Absolute Day terms, Fields 3 and 4 must be set to 0.
8. Absolute Discnt Day	If you offer a terms discount for Absolute Day terms, enter a Discount date, (Field 5, Discnt Days, must be set to 0).

Name	Type and Description
10. Prox Terms	A Prox Terms is similar to terms like "Due on 10th". However, with Prox Term if your purchase is after the 25th of the month, (Prox cut-off date), then you get one more month. The intention of Prox Term is to give customers a longer period to pay and encourage sales at the month end. Field "4. Day Due" defines the day of the month when Prox Term is due. Select Y to set up a Prox Term. You must set field "3. Due Days" to 0 and Field "4. Day Due" not as 0 to set up Prox Term. After you select "Y" you will be prompted for a Month End Cut-off date.

Example:

Invoice Date	Terms: Due on 10th	Terms: Prox 10th
5/25/00	Due 6/10/00	Due 6/10/00
5/26/00	Due 6/10/00	Due 7/10/00

Field Entry Descriptions - Continued

Name	Type and Description
10. Extra Charge	This allows you to add a dollar amount or percent of the invoice to the Miscellaneous Charges in COP billing screen or Sales Desk. This is usually used for COD charges, Shipping and Handling amounts, Processing fees, Credit Card surcharge, etc. This Extra charge only applies to the specific Terms Code, (Field 1). Select "A" for Amount, "P" for Percent or "N" for None. When entering "A" or "P", the system will ask for an amount or percent.
11. Put Order On Hold	All orders with the Terms Code where this field is flagged "Y" will be put on hold, provided credit check feature is enable. You can use this feature, for example, for Pre-Paids or credit card terms to let credit manager process the payment or credit card charge before releasing the order for shipment.
* Freight Calculation Fields *	* Used By the COP "Print COD Tags" feature if enabled
12. COd Trx	Y or N If yes, the Print COD Tags feature will use the COD Terms payment defined in Field 13.
13. COD Terms	1, 2, or 3 1 = Cash Only 2 = Certified Check 3 = Company check

Date filled out _____ by _____ ADD CHANGE DELETE

TERMS CODE FILE MAINTENANCE LOAD SHEET

1. Terms Code _ _
2. Description _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3. Due Days _ _ _
4. Day Due _ _
5. Discount Days _ _ _
6. Discount % _ _ . _ _ %

* * * * * * * * * * *

1. Terms Code _ _
2. Description _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3. Due Days _ _ _
4. Day Due _ _
5. Discount Days _ _ _
6. Discount % _ _ . _ _ %

* * * * * * * * * * *

1. Terms Code _ _
2. Description _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3. Due Days _ _ _
4. Day Due _ _
5. Discount Days _ _ _
6. Discount % _ _ . _ _ %

* * * * * * * * * * *

Date entered _____ by _____ Date verified _____ by _____

Tax Code File Maintenance

Application Overview

When you are setting up your **Customer** file, you will be asked to enter a **Tax Code** for each customer who is taxable. This tax code will designate what sales or other tax is to be charged when he purchases goods from you. For example, if you do business in California, there is a 6% sales tax on most items sold.

You should define here all of the taxing methods that you plan to use with any of your customers so that you will be able to associate a Tax code with each customer who is to be taxed.

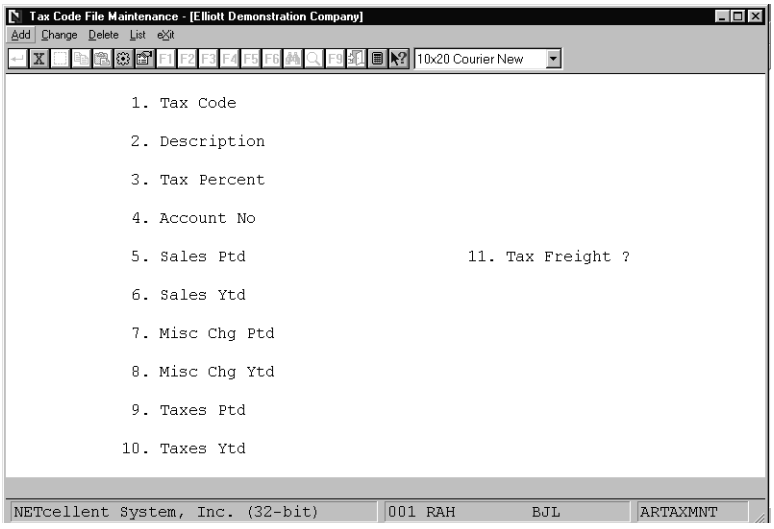
When you are entering Sales transactions by way of **Sales & CR/DR Memo Processing**, or when you enter customer orders in **Customer Order Processing**, the amount of any sales tax to be charged will be calculated automatically using the tax percentage entered. You will, however, be able to override this calculated amount and enter the tax amount manually if you should desire to do so.

The amount of sales and miscellaneous charges associated with each tax code is stored in each tax code record. These fields may be cleared by the **Clear A/R Accumulators** application.

A tax code must be created for non-taxable sales since a tax code is required for all sales transactions.

Run Instructions

Select **Tax Code File** from the pull down **A/R Maintenance** window. The following screen will then be displayed:



Tax Code File Maintenance

The following options are available:

* Add new tax codes
* Change existing tax codes
* Delete existing tax codes
* Print a Listing of tax codes, their descriptions and YTD, PTD figures

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Tax Code	3 alphanumeric characters. Enter the code you want to represent the tax code. For example, if you were entering a tax code for the California sales tax, you might enter CAL here as the tax code. In the change or delete mode, press the F7 key to search the for code.
2. Description	30 alphanumeric characters. Enter the description of the tax code. This description will be displayed any time the entry of a tax code is requested so that you will be able to see that you have entered the correct tax code.
3. Tax Percent	6 numeric digits with 4 decimal places (99.9999). Enter the percentage of tax to be charged.
4. Account No	An account number in the standard account number format. Enter the number of the account where all tax amounts calculated for this tax code are to be recorded. The account number you enter here must exist in the A/R Account File. Otherwise, an error message will be displayed, and the program will request that you enter another account number. The description of the account number will be displayed for you to verify that the correct account number has been entered. Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description.
5. Sales Ptd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the total amount of sales for this tax code, so far this period.
6. Sales Ytd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the total amount of sales for this tax code, so far this year.
7. Misc Chg Ptd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the total amount of miscellaneous charges for this tax code, so far this period.
8. Misc Chg Ytd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the total amount of miscellaneous charges for this tax code, so far this year.
9. Taxes Ptd	11 numeric digits with 2 decimal places and an optional minus sign

Name	Type and Description
	(999,999,999.99-). Enter the total amount of taxes calculated for this tax code, so far this period.
10. Taxes Ytd	11 numeric digits with 2 decimal places and an optional minus sign (999,999,999.99-). Enter the total amount of taxes calculated for this tax code, so far this year.
11. Tax Freight ?	Y or N. Enter a Y if freight charges are to be included in the tax calculation for this tax code.

Item numbers **5** through **10** are updated each time sales transactions are processed. They can be set to zero by the **Clear A/R Accumulators** application. For this reason, the operator will ordinarily **not** be able to change the fields in the change mode.

However, if you do find it necessary to make corrections to data that was entered in error, there is a way to do it. In response to the Field Number question, press the **F6** key. You will then be able to make changes to these fields if the change-protected fields in **A/R Setup** is **Y**.

Load Sheet

Date filled out _____ by _____ ADD CHANGE DELETE

TAX CODE FILE MAINTENANCE LOAD SHEET

1. Tax Code _ _ _
2. Description _ _ _

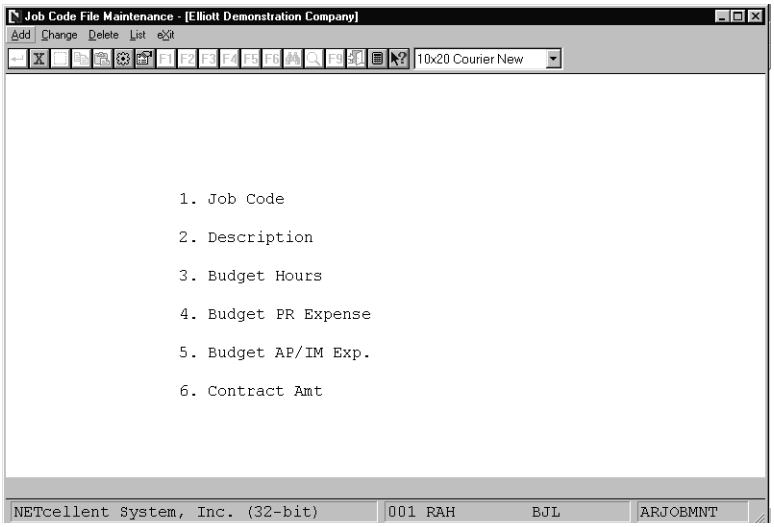
Job Code File Maintenance

Application Overview

A job is a particular project or activity for which you are tracking expenses and billings. This file is used to keep track of all of the valid job numbers being used and their associated budgets. When new **A/R** transactions are entered into the system, the invoice amounts can be distributed among any of the jobs, which have been entered into the **Job Code File**.

Run Instructions

Select **Job Code File** from the pull down **A/R Maintenance** window. The following screen will then be displayed:



Job Code File Maintenance Entry Screen

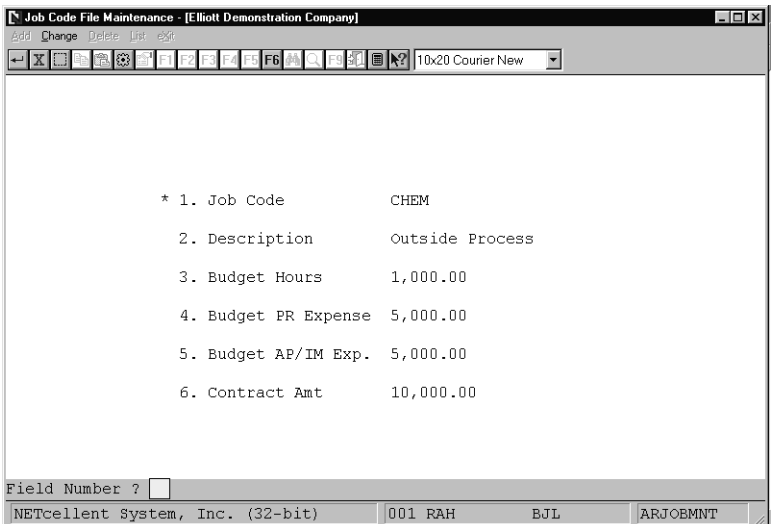
The following options are available:

* Add job codes
* Change existing job codes
* Delete existing job codes
* Print a Listing of job codes, their descriptions and budgeted expenses

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Job Code	6 alphanumeric characters. Enter the code that you would like to assign to the job being entered. In the change or delete mode, press the F7 key to search for code.
2. Description	30 alphanumeric characters. Enter a description of the job, which will make it clear to the operator at a glance whether or not he has entered the correct code.
3. Budget Hours	8 numeric digits with 2 decimal place and optional minus sign (999,999.99-). Enter the number of hours that are budgeted for this job.
4. Budget PR Expense	11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-). Enter the amount of Payroll expenses that are budgeted for this job.
5. Budget AP Expense	11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-). Enter the amount of Accounts Payable expenses that are budgeted for this job.
6. Contract Amt	11 numeric digits with 2 decimal places and optional minus sign (999,999,999.99-). Enter the total contract amount for this job.



Job Code File Maintenance Screen

Run Date: Sep 25, 2001 - 4:05am Elliott Demonstration Company Page 1

J O B C O D E L I S T

Job #	Description	Budgeted Hours	Budgeted PR Expenses	Budgeted AP/IM Expenses	Contract Amount
100	Main Assembly T-Tops	.00	.00	.00	.00
CHEM	Outside Process	1,000.00	5,000.00	5,000.00	10,000.00
CPU-SX	Personal Computer 386/SX	50.00	1,300.00	1,200.00	2,200.00
METL-A	Metal Parts and Finishes	40.00	40.00	40.00	40.00
PC-10A	Production Order (PC-10A)	.00	.00	.00	.00
PC-386	PC-386 Personnel Computer	.00	.00	.00	.00
PC100	Personal Computer (PC100)	.00	.00	.00	.00
7 Job Codes On File		1,090.00	6,340.00	6,240.00	12,240.00

Service File Maintenance

Application Overview

The **Service File** is part of a larger process that enables your company to track the efficiency and profitability of its billable services. This represents an important benefit to your respective operational departments as they allocate, plan, or monitor resources.

The **Service File** application includes fifteen variable fields of information that define each service. These are subsequently referenced by the **Service Invoice Processing** and **Print Service Invoice** applications.

The first pieces of information entered are the **service number** and **description**. Whenever a service number is entered during **Service Invoice Processing**, the program refers to the service record you entered here, displaying it's name, and other pertinent information. The program requires a service number for each line item on the Invoice. This number will then designate the **service** type that was entered in the **Service File** application.

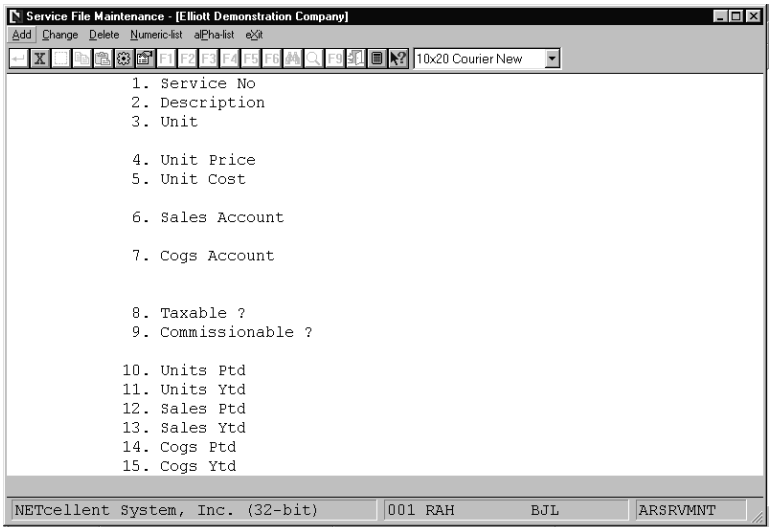
The program also permits you to obtain a numerical or alphanumerical listing of all service records on file. This is particularly useful when you want to change or delete a given service, and don't remember it's number.

The remaining fields specify variable conditions under which a given service is sold. They are used extensively in the **Service Invoice Processing**. For example, the **unit** field requires an entry that represents a measure of time, such as, an hour, day, month, or year. The **unit price** field then reflects the price of this delineated unit. In the **Service Invoice Processing** program this information is employed to calculate the total price of all line item services.

As you begin to set up this file, please remember to define **all** of your company's most frequently used services. This might include Consulting, Support, Training, Installation, or any other Non-Inventory Items.

Run Instructions

Select **Service File** from the pull down **A/R Maintenance** window. The following screen will then be displayed:



Service File Maintenance Entry Screen

The following options are available:

* Add new service codes
* Change existing service codes
* Delete existing service codes
* Print a Listing of service codes, their descriptions, unit, unit price and cost, account numbers, and PTD and YTD totals.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Service No	15 alphanumeric characters. Enter the code you want to use to represent the service provided. For example, you might want to enter Support to represent Software Support. In the change or delete mode press the F7 key for search for code.
2. Description	30 alphanumeric characters. Enter the description of the service number. This description will be displayed any time the entry of a service number is requested, so that you can be sure that you have entered the correct code.
3. Unit	4 alphanumeric characters. Enter the type of units associated with this service number. For example, Hour might be used for a support agreement service number.
4. Unit Price	10 numeric digits with 4 decimals places (999,999.9999-). Enter the base amount that will be multiplied against a quantity in the Service Invoice Processing application.
5. Unit Cost	10 numeric digits with 4 decimals places (999,999.9999-). Enter your cost for one unit of the service. For example if the service is sold in hour, enter you cost for one hour of the service.
6. Sales Account	Standard account format. Enter the General Ledger Sales Account associated with this service number. Pressing the F7 or F8 key will allow you to search by account number or account description respectively.
7. Cogs Account	Standard account format. Enter the General Ledger or A/R account number that reflects your cost of the goods sold. Pressing the F7 or F8 key will allow you to search by account number or account description.
8. Taxable ?	Y or N. If you enter a Y, tax will be calculated for this Service Number, otherwise, no tax will be calculated.
9. Commissionable ?	Y or N. If you enter a Y, commission will be calculated from the salesman file, by customer type. If you enter a N, no commission will be calculated.
10. Units Ptd	9 numeric digits (9,999,999.99-). The total number of service units sold this period to date.
11. Units Ytd	9 numeric digits (9,999.999.99-). The total number of service units sold this year to date.
12. Sales Ptd	9 numeric digits (9,999,999.99-). The total sales for this service during the current period to date.

Name	Type and Description
13. Sales Ytd	9 numeric digits (9,999.999.99-). The total sales for this service during the current year to date.
14. Cogs Ptd	9 numeric digits (9,999.999.99-). The total Cost Of Goods for this service during the current period to date.
15. Cogs Ytd	9 numeric digits (9,999.999.99-). The total Cost Of Goods for this service for the current year to date.

Service File entry fields begin with item number 10 and will update **Service Invoice Processing**. They can be cleared to zero when running the **Clear A/R Accumulators** application. For this reason, the operator will ordinarily **not** be able to change these fields in change mode. When a change is attempted to these fields, the following message will be displayed.

Changes To These Fields Not Allowed Press "RETURN"

However, if you do find it necessary to make corrections to data that was entered in error, there is a way to do it. In response to the **Field Number ?** question, press the **F6** key. You will then be able to make changes to these fields in the same way that any other fields are changed, if change protected fields in **A/R Setup** is **Y**.

Date filled out _____ by _____ ADD CHANGE DELETE
COMPANY # _ _ _ _ _

SERVICE FILE MAINTENANCE LOAD SHEET

1) Service No _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

2) Description _

3) Unit _ _ _ _

4) Unit Price _ _ _ , _ _ _ . _ _ _ _

5) Unit Cost _ _ _ , _ _ _ . _ _ _ _

6) Sales Account Number _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

7) Cogs Account _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _

8) Taxable Y = Yes _
N = No _

9) Commissionable Y = Yes _
N = No _

10) Units PTD _ , _ _ _ , _ _ _ . _ _

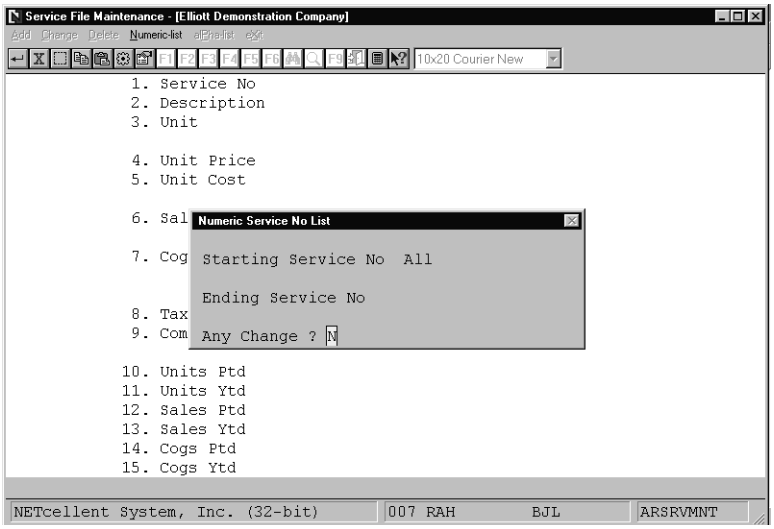
11) Units YTD _ , _ _ _ , _ _ _ . _ _

12) Sales PTD _ , _ _ _ , _ _ _ . _ _

13) Sales YTD _ , _ _ _ , _ _ _ . _ _

14) Cogs PTD _ , _ _ _ , _ _ _ . _ _

15) Cogs YTD _ , _ _ _ , _ _ _ . _ _



Numeric Service No List

Run Date: Sep 25, 2001 - 4:09am Elliott Demonstration Company Page 1

S E R V I C E F I L E N U M B E R P R I N T - O U T

Range: All Services

Service No	Description	U/M	Unit Price / Unit Cost	Sales Account / Cogs Account	Tax / Comm	Units Ptd / Ytd	Sales Ptd / Ytd	Cogs Ptd / Ytd
CONSULT	Consulting Services	Hour	50.0000	03100-00000-00000	Y	0.00	0.00	0.00
			18.7500	04000-00000-00000	Y	0.00	0.00	0.00
DESIGN	System Analysis	Hour	45.0000	03100-00000-00000	Y	0.00	0.00	0.00
			12.0000	04000-00000-00000	Y	0.00	0.00	0.00
PROGRAM	Programming Services	Hour	75.0000	03100-00000-00000	Y	0.00	0.00	0.00
			23.0000	04000-00000-00000	Y	0.00	0.00	0.00

3 Services Printed

This Page Intentionally Blank

Customer Type File Maintenance

Application Overview

The purpose of this program is to classify customers by type for pricing, commission, reporting and analysis purposes, and for sorting as needed.

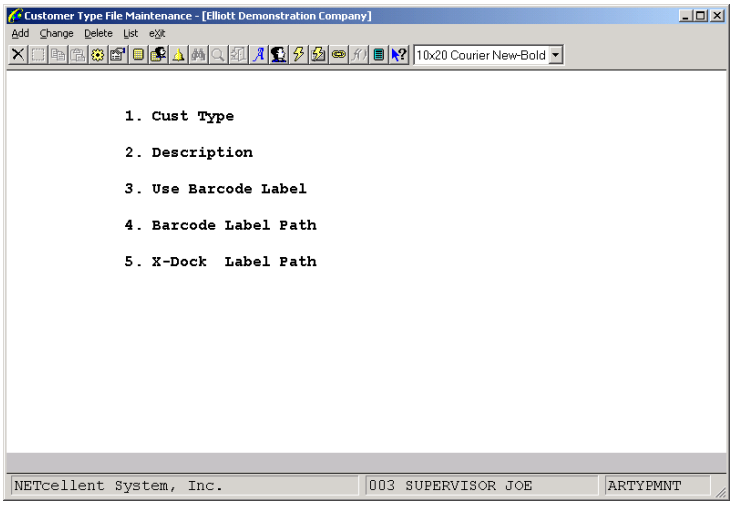
If you enabled COP shipping label in Global Setup -> System -> Barcode Printing Setup -> Enable COP Shipping Label Printing Function, then you can decide whether you wish to produce different label design by customer type. If "Different Shipping Label by Customer Type" flag is set to "Y", then you will be prompted for field 3 – 5.

X-Dock (Cross Dock) Label is supported through Elliott Shipping Verification add-on function. X-Doc is defined as an sales order with "Store Number" entered assuming "Store/Department Number for Sales Order header is turned on. This feature is provided because often the Cross Dock label design and requirement is different than non Cross Dock label.

The "Use Barcode Label" flag determine whether the label for this customer type will be printed out through the normal way (when this flag is set to "N"), or printed out through CSV file interface (when this flag is set to "Y").

Run Instructions

Customer Type File Maintenance can be accessed from **A/R Maintenance**

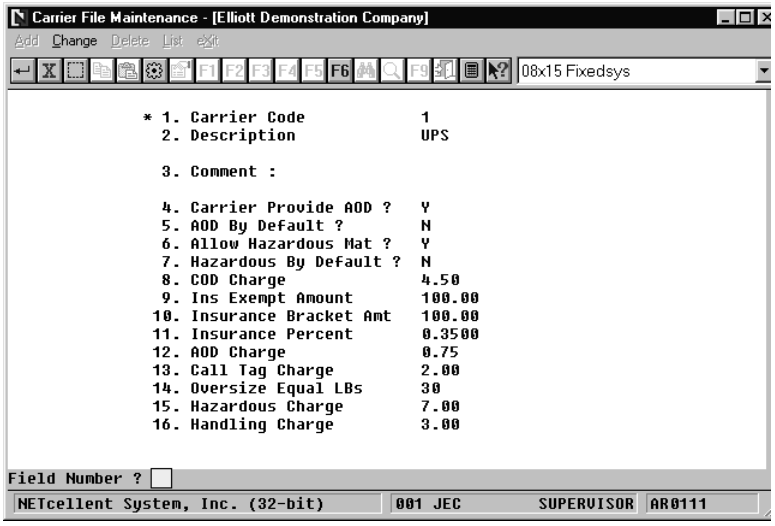


This Page Intentionally Blank

Carrier File Maintenance

Application Overview

This is one of four files required for processing freight calculation in Customer Order Processing. They are part of Accounts Receivable Maintenance due to their relationship with A/R Customers and Ship Via Codes.



Predefined Carrier File for UPS

Run Instructions

Entry Field Descriptions

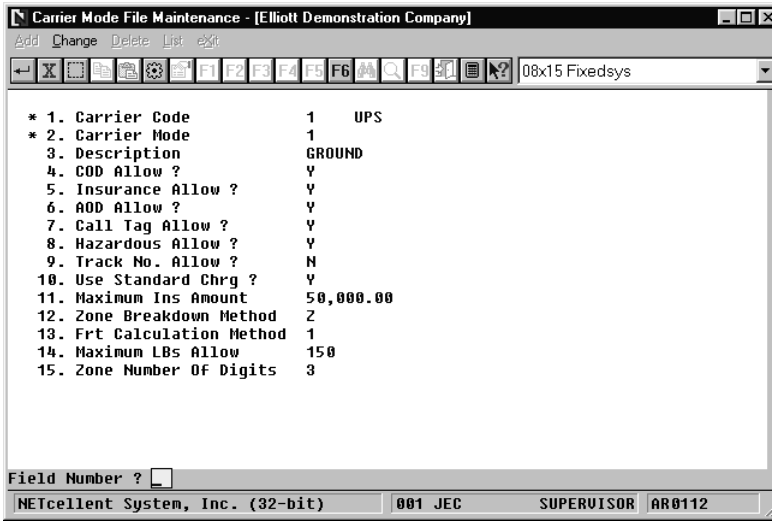
NAME	TYPE AND DESCRIPTION
1. Carrier Code	3 alphanumeric characters
2. Description	15 alphanumeric characters
3. Comment	Optional entry: 2 lines, 30 alphanumeric characters/line.
4. Carrier Provides AOD	Select "Y" if carrier provides "Acknowledgement on Delivery". If not provided, select "N".
5. AOD By Default	Can only be "Y" when the above is "Y". If above is "N", then this field will default to N/A. This is default only and "Y" can be overridden at freight calculation screen.
6. Allow Hazardous Material	Select "Y" if carrier allows hazardous material, otherwise select "N".
7. Hazardous By Default	Can only be "Y" when the above is "Y". If above is "N", then this field will default to N/A. This is a value default only and can be overridden in the

	freight calculation screen.
8. COD Charge	6 digit numeric field with 2 decimal places Enter the carrier COD charge per package.
9. Insurance Exempt Amount	7 digit numeric field with 2 decimal places Enter the amount of insurance provided by the carrier for each package without an additional charge.
10. Insurance Bracket Amount	
11. Insurance Percent	6 digit numeric field with 4 decimal places Enter the rate charged by the carrier for a package that exceeds the insurance exempt amount.
12. AOD Charge	6 digit numeric field with 2 decimal places Enter the amount the carrier charges per package when you use their AOD service.
13. Call Tag Charge	6 digit numeric field with 2 decimal places Enter the amount the carrier charges per package when you use their Call Tag service.
14. Oversize Equal Lbs.	4 digit numeric field Enter the weight break point used by the carrier to charge for oversized packages.
15. Hazardous Charge	6 digit numeric field with 2 decimal places Enter the amount charged by the carrier for a hazardous package.
16. Handling Charge	6 digit numeric field with 2 decimal places Enter the shipper handling charge per charge. This is an extra charge added by the shipper and not the carrier.

Carrier Mode Maintenance

Application Overview

This is one of four files required for processing freight calculation in Customer Order Processing. They are part of Accounts Receivable Maintenance due to their relationship with A/R Customers and Ship Via Codes.



Predefined UPS Carrier Mode File for UPS Ground

The user should print the Carrier Mode File to review all the predefined Carrier Modes Available. This file is accessed from the **A/R Maintenance** pull down menu.

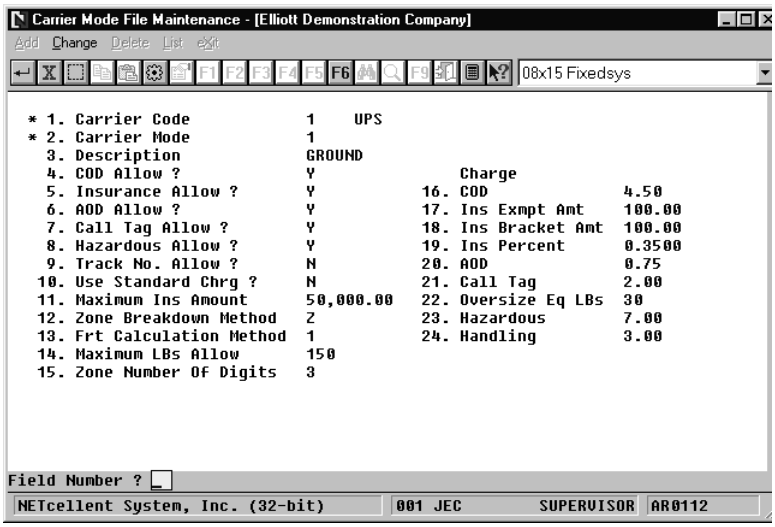
Run Instructions

Entry Field Descriptions – Carrier Mode File

NAME	TYPE AND DESCRIPTION
1. Carrier Code	3 alphanumeric characters Enter the carrier code to define a mode for
2. Carrier Mode	1 alphanumeric character Enter the method of shipment for this carrier
3. Description	16 alphanumeric characters Enter the carrier mode description

4. COD Allow	If carrier provides COD service for this carrier mode, select “Y”; otherwise, enter “N”
5. Insurance Allow	If carrier provides insurance with a declared amount exceeding the insurance exempt amount for this carrier mode, select “Y”; otherwise, select “N”.
6. AOD Allow	If carrier provides AOD service for this carrier mode, select “Y”; otherwise, select “N”. Note: If this carrier does not provide AOD as setup in the carrier file, this field will default to N/A.
7. Call Tag Allow	If carrier provides Call Tag service for this carrier mode, select “Y”; otherwise, select “N”
8. Hazardous Allow	If carrier allows hazardous material for this carrier mode, select “Y”; otherwise, select “N”.
9. Track No. Allow	If carrier provides tracking numbers for this carrier mode, select “Y”; otherwise, select “N”.
10. Use Standard Charge	Since it is more likely the carrier will keep all the service charges consistent for all the modes, most of the time “Y” will be entered here. However, if there is a situation in which the carrier provides special rates for certain methods of shipment, then N will be entered. When ‘N” is entered, the Carrier Mode File Maintenance screen will display additional information, which is basically all the charges set up earlier in Carrier File Maintenance. The user can enter new data or modify the standard charge to match with that specific change, (see figure at end of this table).
11. Maximum Insurance Amount	8 digit alphanumeric field with 2 decimal places Enter the maximum amount of insurance the carrier, for this carrier mode, will provide if they lose your package.
12. Zone Breakdown Method	1 digit alphanumeric field Select from one of the following dividing zone options for this carrier and carrier mode: S = By State C = By City Z = By Zip Code N = By Nation X = No Zone Most of the time, dividing zones will be based on the "Zip code"; U.S. Postal Service and RPS have used this technique. UPS, on the other hand, uses "Zip Code" for "Ground" service, and "State" for "Air" service. Federal Express uses both "State" and "Nation". The above options definitely give users more flexibility when dealing with various carriers that use different zone breakdown methods.

13. Freight Calculation Method	1 character alphanumeric field Select from one of the following Calculation Methods: 1 = Based on Rate Table 2 = Rate per Pound 3 = Combination of Rate Table and Rate per Pound Option 1 is based on the rate table setup in the Freight Rate File. Options 2 and 3 provide users with more flexibility when dealing with various carriers. For example, with those carriers that charge customers by the Freight Rate Table like UPS, RPS, Federal Express, and U.S. Postal Service, you can pick option 1; but, if certain carriers have the freight rates based on some formula, then option 2 is the right choice. Option 3 is picked when the carrier uses both methods. For example, Federal Express International uses this option.
14. Maximum Pounds Allowed	3 character numeric field Enter the maximum number of pounds allowed by this carrier and carrier mode.
15. Zone Number of Digits	



Carrier Code File Maintenance Screen When “Use Standard Chrg” = “N”

This Page Intentionally Blank

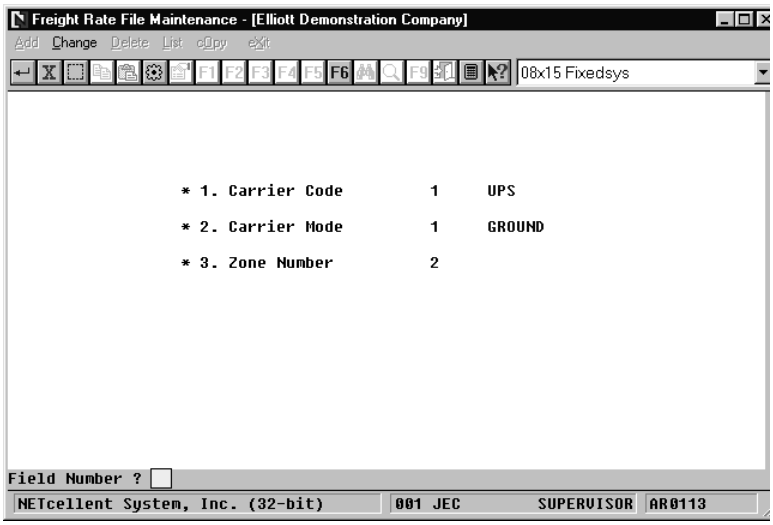
Freight Rate File Maintenance

Application Overview

This is one of four files required for processing freight calculation in Customer Order Processing. They are part of Accounts Receivable Maintenance due to their relationship with A/R Customers and Ship Via Codes.

This predefined file contains all the freight rate tables for UPS, RPS, Federal Express, and U.S. Postal Service. The user may print this file out for review of the rate tables for the predefined Carriers. This file can be accessed from the **A/R Maintenance** pulldown menu.

Note: The Freight Rate List Report is approximately 180 pages.



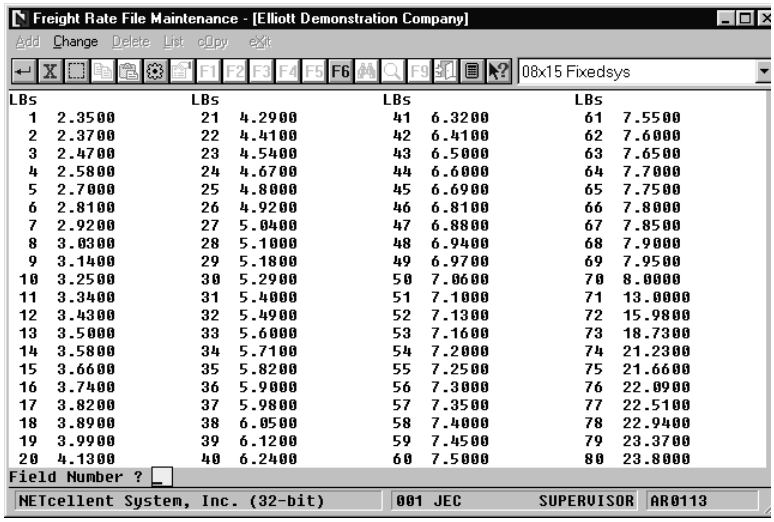
A/R Freight Rate File Maintenance Screen

Run Instructions

Entry Field Description

NAME	TYPE AND DESCRIPTION
1. Carrier Code	3 alphanumeric characters Enter the carrier code
2. Carrier Mode	1 alphanumeric character Enter the carrier mode. Carrier mode is the method of shipment for this carrier.
3. Zone Number	2 alpha numeric characters Enter the zone number. Zone numbers are defined by

	carriers to represent different locations. Different carriers might have different ways of defining zones; therefore, it is not necessary that the zone for a particular area be the same for different carriers. For each carrier, zone numbers might vary from mode to mode.



LBs		LBs		LBs		LBs	
1	2.3500	21	4.2900	41	6.3200	61	7.5500
2	2.3700	22	4.4100	42	6.4100	62	7.6000
3	2.4700	23	4.5400	43	6.5000	63	7.6500
4	2.5800	24	4.6700	44	6.6000	64	7.7000
5	2.7000	25	4.8000	45	6.6900	65	7.7500
6	2.8100	26	4.9200	46	6.8100	66	7.8000
7	2.9200	27	5.0400	47	6.8800	67	7.8500
8	3.0300	28	5.1000	48	6.9400	68	7.9000
9	3.1400	29	5.1800	49	6.9700	69	7.9500
10	3.2500	30	5.2900	50	7.0600	70	8.0000
11	3.3400	31	5.4000	51	7.1000	71	13.0000
12	3.4300	32	5.4900	52	7.1300	72	15.9800
13	3.5000	33	5.6000	53	7.1600	73	18.7300
14	3.5800	34	5.7100	54	7.2000	74	21.2300
15	3.6600	35	5.8200	55	7.2500	75	21.6600
16	3.7400	36	5.9000	56	7.3000	76	22.0900
17	3.8200	37	5.9800	57	7.3500	77	22.5100
18	3.8900	38	6.0500	58	7.4000	78	22.9400
19	3.9900	39	6.1200	59	7.4500	79	23.3700
20	4.1300	40	6.2400	60	7.5000	80	23.8000

Predefined Freight Rate Table for UPS, Ground, Zone 2.

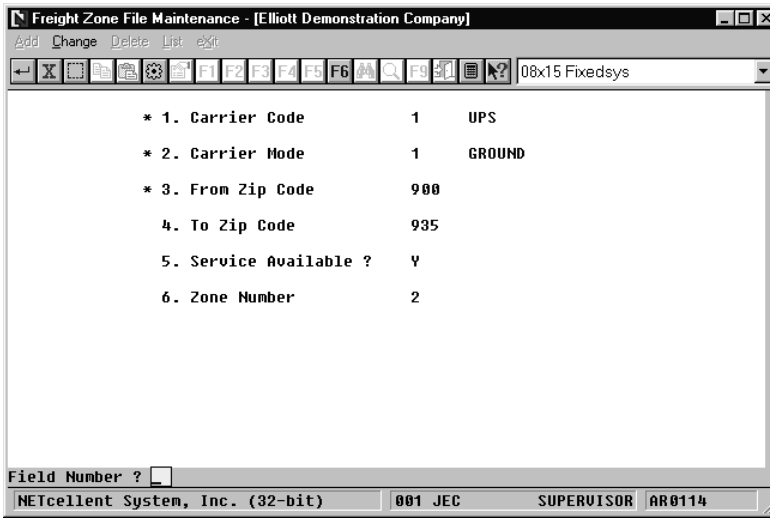
Freight Zone File Maintenance

Application Overview

This is one of four files required for processing freight calculation in Customer Order Processing. They are part of Accounts Receivable Maintenance due to their relationship with A/R Customers and Ship Via Codes.

Freight Zone File Maintenance allows users to set up a Freight Zone File that contains all the information about locations associated with zone numbers for all the modes of the carriers.

This is a predefined file containing zip codes, 91001 to 91899, associated with zone numbers for all the modes of UPS, RPS, Federal Express, and U.S. Postal Service. It also includes a check flag to verify at what zip codes the service is available for each mode of the carrier. If you are not in this area, most of the setup should meet suit your needs. However, you should print an edit list, and change the necessary portions to meet your specifications.



Freight Zone File Maintenance Setup Screen

Run Instructions

Entry Field Description

NAME	TYPE AND DESCRIPTION
1. Carrier Code	Enter Carrier Code
2. Carrier Mode	Enter Carrier Mode This is the method of shipment for this carrier
3. From	Enter the starting zip code or state, etc. for this zone number (1 to 3 characters). After carrier code and carrier mode are entered in fields 1 and 2, the description of zone break-down method is retrieved from Carrier Mode File and displayed in this field. If the zone method description is Zip Code, then you enter the starting zip code. Similarly, if description is State, then you enter the starting state.
4. To	Enter the ending zip code or state, etc. for this zone number (1 to 3 characters). After carrier code and carrier mode are entered in fields 1 and 2, the description of zone break-down method is retrieved from Carrier Mode File and displayed in this field. If the zone method description is Zip Code, then you enter the ending zip code. Similarly, if description is State, then you enter the ending state.
5. Service Available	If this combination of carrier and carrier mode provides services within the "To and From" range, enter "Y"; otherwise, select "N".
6. Zone Number	Enter the zone number defined by the carrier that represents your location. This must be a valid zone number created in the Freight Rate File Maintenance for each mode of the carriers.

REMINDER: After you have added and reviewed the four predefined files, **you must update the A/R Ship Via Codes** for the Carrier Code and Carrier Mode before you begin using the Freight Calculation feature in COP Order Entry or COP Inquiry.

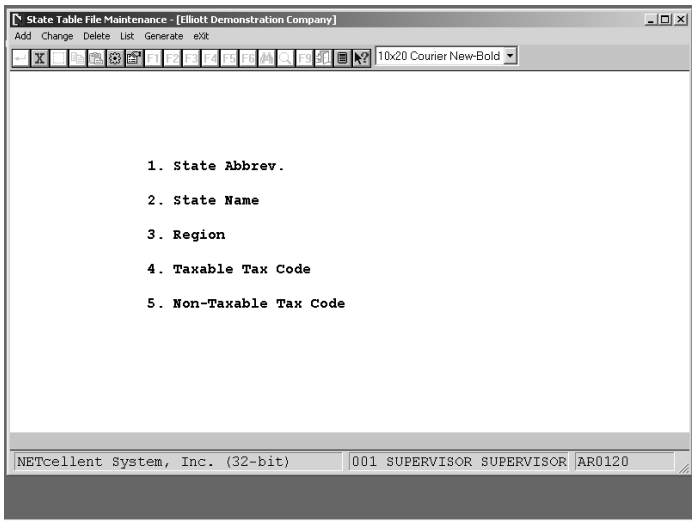
State Table File Maintenance

Application Overview

The purpose of this program is ensure correct state abbreviations for address and shipping accuracy. For example, is Alaska AL or AK? Is Montana MO or MT?

Run Instructions

The system comes with a pre-defined table of all 50 states and their abbreviations. All you need to do is click the Generate menu button and the system updates **Fields 1 and 2** for all state abbreviations and name.



Field 3: Optional sort field for sales reports and custom reports using Crystal Report Writer.

Field 4: Default Tax Code for that State

Field 5: Default Non-Taxable Tax Code

NOTE Fields 4 and 5 are used the ZIP Tax Code Program to **auto-assign** up tax codes by ZIP Code.

This Page Intentionally Blank

County Tax Code File Maintenance

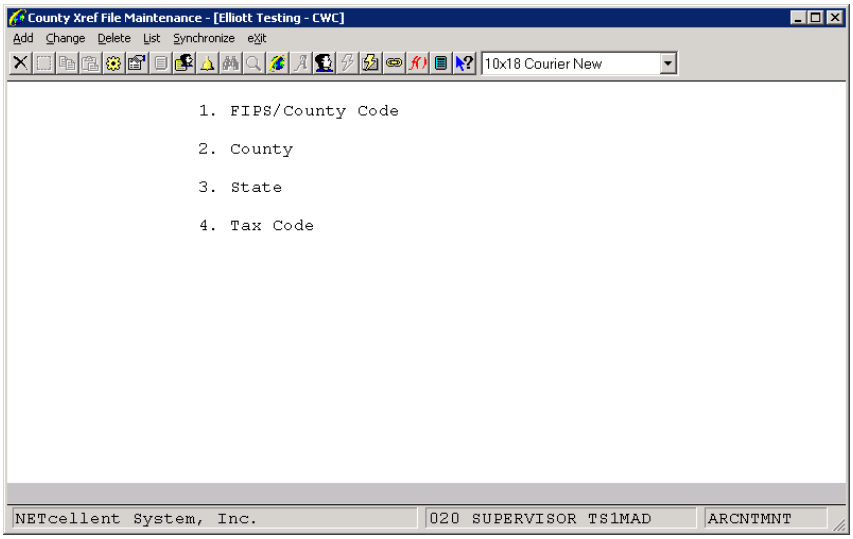
Application Overview

This feature allows you to **automatically assign** sales tax codes during Customer File Maintenance, and COP Ship-to File Maintenance. The Tax Code Fields are set up to accommodate additional taxing jurisdictions such as county, city, or other local taxing jurisdiction.

Run Instructions

This must be enabled in A/R Global Setup prior to using/.

A/R Main Menu → Maintenance → Cnty Tax Code File



County Tax Code File

Field Entry Descriptions

Name	Type and Description
1. FIPS/County Code	A 5 digit number corresponding to the FIPS (Federal Information Processing Standars) Code.
2. County	A 25 character alphanumeric that contains the name of the county.
3. State	A 2 character alphanumeric code that represents each state. This code is verified against the State File.
4. Tax Code	A 3 character alphanumeric code that represents the tax code. This code is verified against the Tax

	Code File.

Using County Tax Code File

During COP Ship-to file maintenance and customer file maintenance, if the taxable flag is “N”, then the default tax code for this record will come from the Non-Taxable-Tax-Code in the state table. There will only be one tax code for this record.

If the taxable flag is “Y”, then the first tax code for this record will come from the Taxable-Tax-Code in the state table. The system will then attempt to go to the zip tax code file to look up by zip code to find out if there should be another two tax codes. If there are two other tax codes found in the zip tax code table, it will put in the second and third tax code fields.

In change mode, even if there is no change to the record, the system will still try to check if the tax code matches with the state and zip code entered. If not, the system will prompt with a message to update with the new tax code.

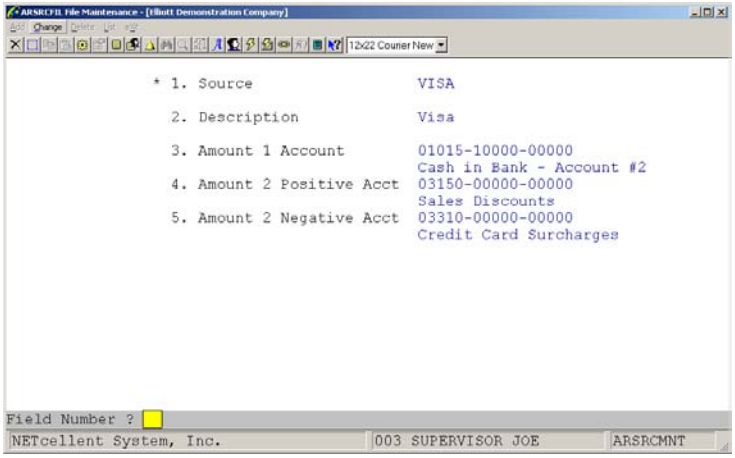
Payment Source File

Application Overview

This feature allows you to assign G/L accounts for various payment codes used in Elliott and the Elliott Shopping Cart. Additionally, you can set up and post to accounts for credit card surcharges and discounts given for special circumstances, i.e. buy now and I will give you an extra 10% off.

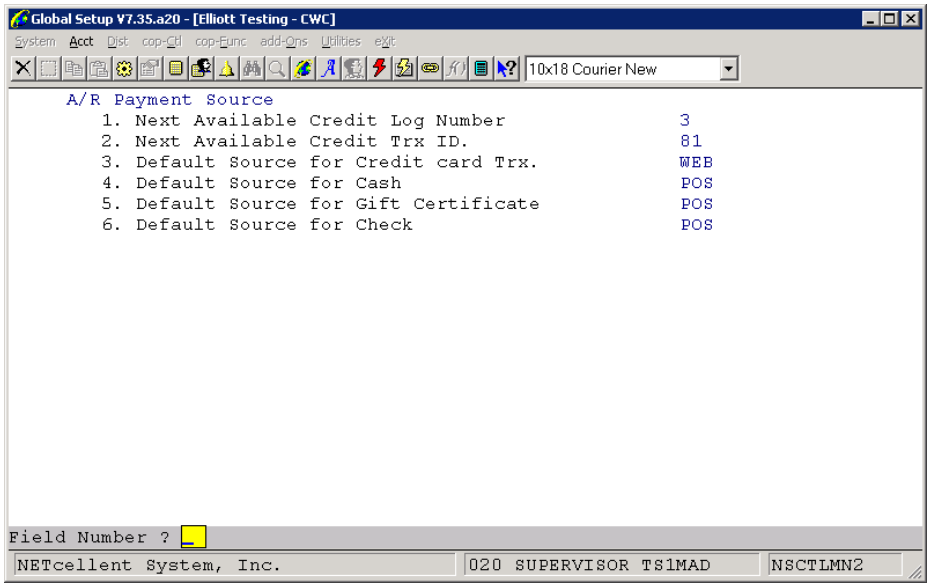
Run Instructions

AR Main Menu → Maintenance → Payment Source File

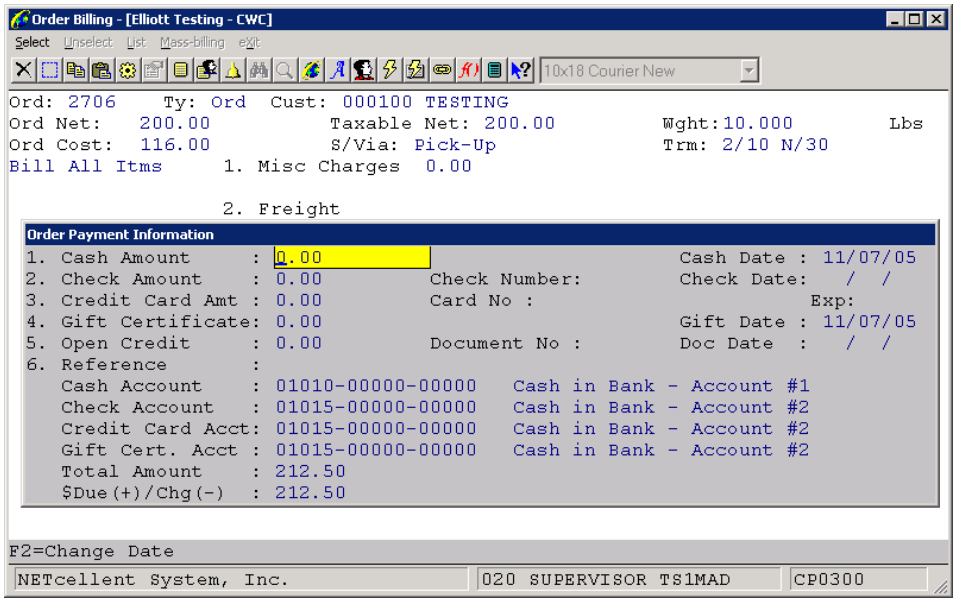


Global Setup

Main Menu → Util-setup → Global setup → Acct → A/R Payment Source File



This allows defaults to be established for each payment source. The user will be prompted for each payment source defined in the COP Payment window.



COP Payment window

This Page Intentionally Blank

Inquiry

Customer Account Inquiry

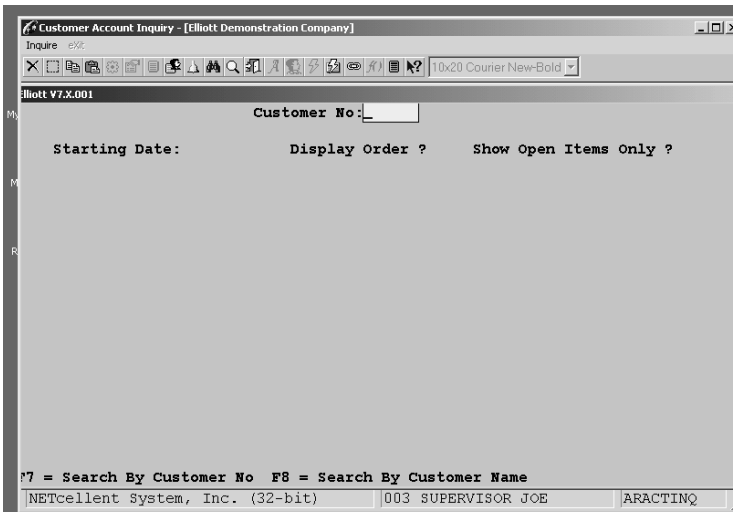
Application Overview

This feature Customer Account gives you a quick and easy procedure to display a customer's account by both **Open Item** and previously purged records in the **Open Item History File**. Inquiry views include customer information, credit history, document detail, and Multi Apply-To applied payments and credit memos.

Run Instructions

Open Item Inquiry

From the pull down **A/R Inquiry** window, Select **Customer Account,** and then **Open Item Inquiry** selected from the sub-menu. The following screen will then be displayed:

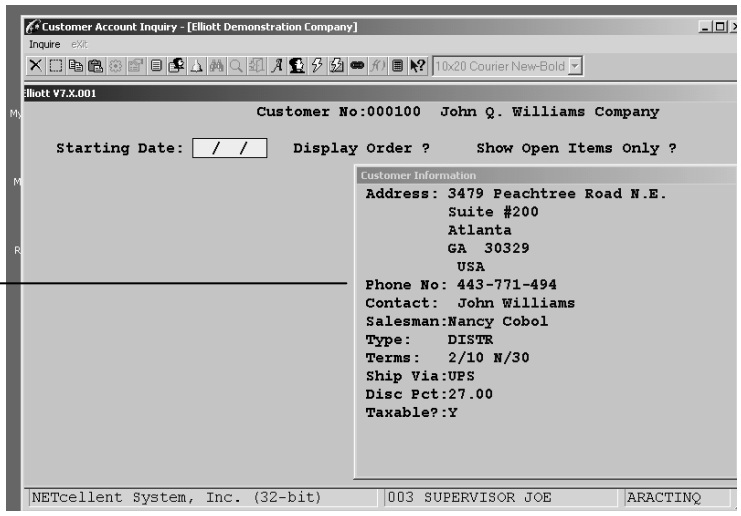


Customer Account Inquiry Entry Screen

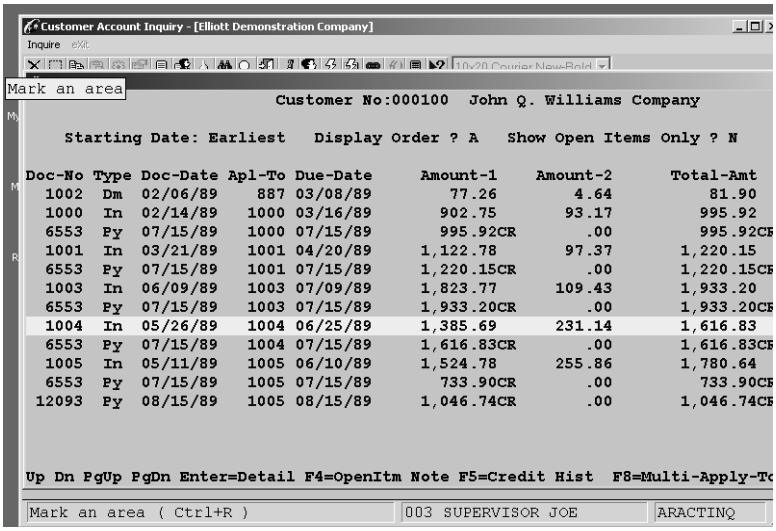
Entry Field Descriptions

Name	Type and Description
Customer No:	6 alphanumeric characters. Enter the customer account number that is the subject of your inquiry. Pressing the F7 or F8 key will allow you to search by account number or account

Name	Type and Description
	description.
Starting Date:	A standard date in the standard date format. Enter the beginning date of the inquiry. If you enter the RETURN key, this field will default to display the earliest account information on file for this customer.
Display Order ?	A or D. If you enter A, the report displays it's resulting account information in Apply To Order. If you enter D, the report displays its resulting account information in Date order.
Show Open Items Only ?	Y or N. If you enter Y, the report displays open item transactions only. If you enter N, the report displays All transactions on file for this customer.



After you enter the Customer Number, a general Customer Information window pops up. Complete Fields 2 – 4 and to see Open Item Inquiry, (screen on next page).



Customer Open Item Inquiry

Additional View Keys:

<enter> = View document detail

F4 = View Open Item Notes associated with document

F5 = View Credit History

F8 = View Multi-Apply To, (Payment or CR Memo to multi documents)

This Page Intentionally Blank

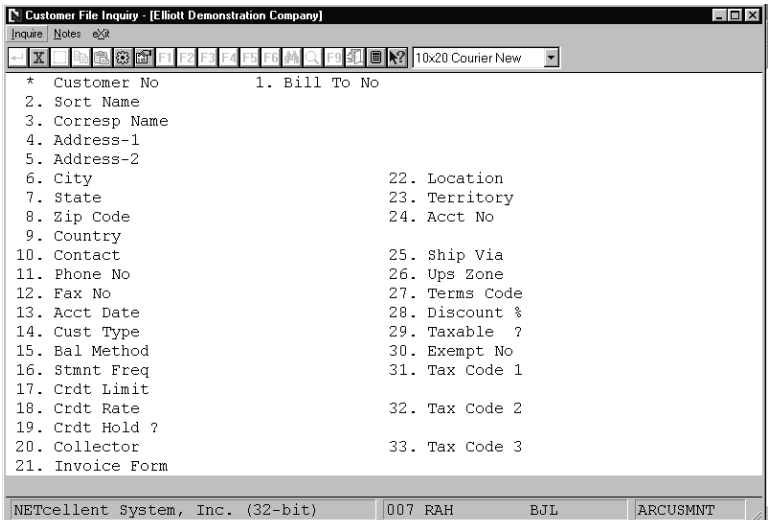
Customer File Inquiry

Application Overview

The **Customer File** application enables you to examine the information, and notes that were previously entered into **Customer File Maintenance**. This is considered as a read only function for inquiry purposes only.

Run Instructions

Select **Customer File** from the pull down **A/R Inquiry** window. The following screen will then be displayed:

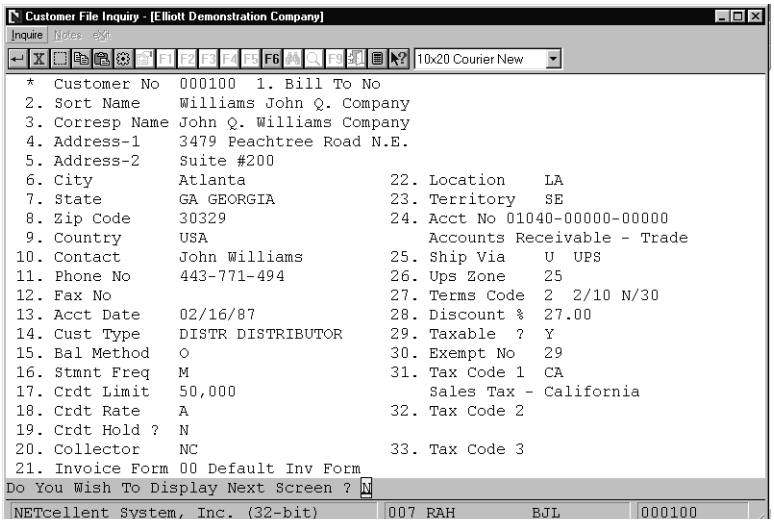


Customer File Inquiry Entry Screen

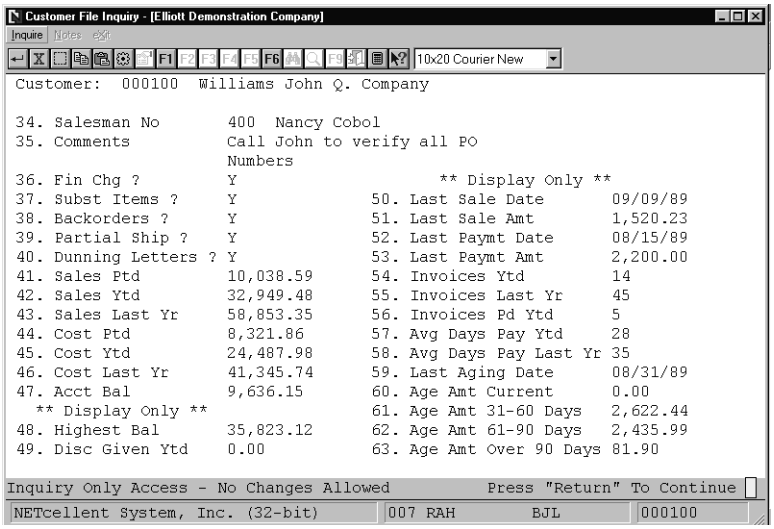
The following option is available:

* View, without the ability to change basic customer information such as address, customer type, tax codes, PTD and YTD figures

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.



Customer File Inquiry (Screen #1)



Customer File Inquiry (Screen #2)

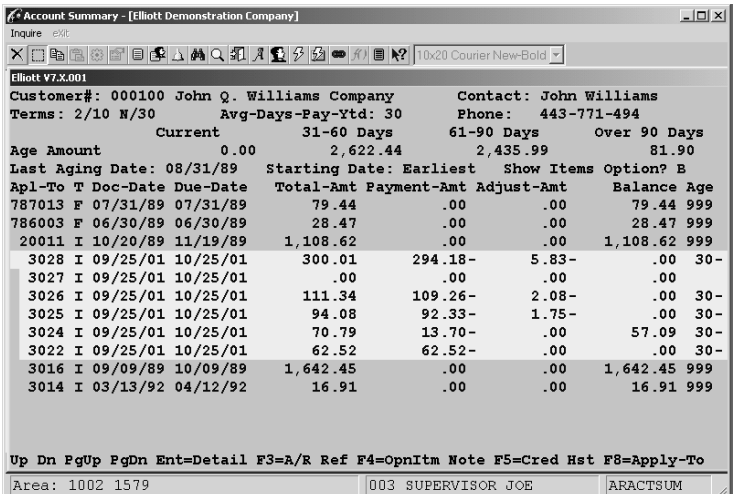
Customer Account Summary Inquiry

Application Overview

This feature provides a fast and effective way to view a customer's account. The main idea is to list all transactions with the same **Apply-To** number together in sequence so that the user can easily view what invoices have been fully paid, still open, or partially paid with the remaining balance displayed. In addition, the **Age field** displays the payment history of how early or late an invoice payment was made. This can be useful credit information for spotting payment trends.

Run Instructions

Account Summary Inquiry screen can be accessed from **A/R Inquiry**. Select Open Item or Item History (previously purged records).



This is the Account Summary Open Item Inquiry Screen.

In the above screen, Invoices 3028, 3027, 3026, 3025, 3024, and 3024, which were paid by Check 101, are listed together for easier viewing.

Note: The sequence for sorting is by the reverse sequence of Apply-To number. The exception to this rule is *open credits, which* should be displayed first even though the Apply-To is 0.

Inquiry Entry Field Descriptions

1. **Starting Date**

   Enter the starting date (mm/dd/yy) or press the **Enter** key for all transactions. Document Dates before this starting date will not be displayed.

2. **Show Items Option?**

   Enter B, O, or P.
   B = Both
   O = Open Items Only
   P = Paid Items Only

3. **Apply-To**

   This is usually the invoice number; however, it can be 0 for those open payments or charge-back number. It can be a finance charge document number as well.

4. **Doc-Type**

   Document type is usually "I" (invoice); however, it can be "P" (open payment), "D" (debit memo), or "F" (finance charge).

5. **Doc-Date**

   Document date usually refers to invoice date.

6. **Due-Date**

   Due date usually refers to invoice due date.

7. **Total-Amt**

   Total amount usually refers to total invoice amount (amount-1 & amount-2 in Customer Account Inquiry).

8. **Payment-Amount**

   This is the total payment amount received for this Apply-To (Excluding any discount, or allowance type of adjustment.)

9. **Adjust-Amount**

   This is total payment amount-2 in credit memo, and/or debit memo for this Apply-To. If it is a debit amount, then it will be displayed in a negative.

10. **Balance-Amount**

    This is equal to Total-Amount - Payment-Amount - Adjust-Amount.

11. Age

If an invoice has been paid, the Age is the Due-Date subtracted from the payment date. If payment was made before the Due-Date, then Age will be negative. If payment was made after the Due-Date, then Age will be positive.

If the invoice Due-Date has passed, Age will be the number of days past the due date. If the invoice is still current, (not past due), there is no Age display

This Page Intentionally Blank

Adjustment Auditing Inquiry

Application Overview

The Adjustment Auditing Inquiry is an auditing tool for **adjustment transactions in Re-Apply processing**. This is a necessary auditing tool since Re-Apply adjustments to posted documents are done on a **real time basis without posting**. This auditing tool is also available in report format, see Reports section for Adjustment Auditing Report.

Run Instructions

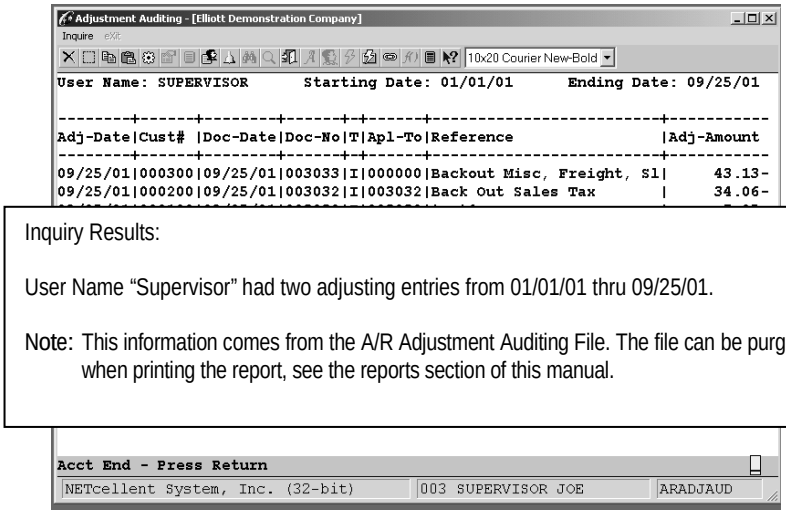
A/R Menu → Inquiry → Adjustment Auditing Inquiry

Inquiry Selection Criteria

User Name: User that you wish to see

Starting Date: Starting Date Range For Inquiry

Ending Date: Ending Date Range For Inquiry



Inquiry Results:

User Name "Supervisor" had two adjusting entries from 01/01/01 thru 09/25/01.

Note: This information comes from the A/R Adjustment Auditing File. The file can be purged when printing the report, see the reports section of this manual.

Inquiry Display Fields

Adj. Date	=	Adjustment Date
Cust #	=	Customer Number
Doc-Date	=	Original Document Date
Doc-No.	=	Original Document Number
Apl-to	=	Document the adjustment was applied to
Reference	=	Reason for adjustment
Adj-Amount	=	Adjustment Amount

This Page Intentionally Blank

Processing

Sales & CR/DR Memo Processing

Application Overview

Sales & CR/DR Memo Processing is an application that you will use very often. You will use it whenever you want to record in your **Accounts Receivable** new transactions that have occurred. For example, if a customer has made a recent purchase from you, you would use this application to enter the data from the invoice. The transaction would then become part of the customer's account, and you could make collections on it.

If you will not be using **Elliott's Customer Order Processing** package, you will in fact be entering **all Accounts Receivable** activity with your customers except payments by way of this application. So it is a pretty important application.

If you **will** be using **Elliott's Customer Order Processing** package, it will not be necessary for you to manually enter the sales transactions that come about as the result of orders that have been invoiced. The **Customer Order Processing** programs will automatically create sales transactions here in the **Accounts Receivable** package as part of their processing.

You can enter four types of transactions by way of **Sales & CR/DR Memo Processing**. The main transaction type that you will be entering is an **invoice**. This will probably make up more than 90% of all the transactions processed here. But you can also enter **credit memos**, **debit memos** and **finance charge** transactions here.

A **credit memo** is a transaction recording some sort of credit you are giving the customer, other than a payment, usually because some of the goods sold were found to be unsatisfactory upon receipt. Perhaps some of the goods were damaged or found not to be exactly what was ordered. In this case, you would give the customer credit against the amount of the original invoice by entering a credit memo.

A **debit memo** is a transaction recording some sort of an additional charge that is to be added to the customer's account. For example, let us say that the price of the sale was negotiated with the customer based on a certain shipping method, which later on turned out not to be fast enough, and so another faster (and more expensive) method of shipping was used. You could charge the customer for this additional expense by entering a debit memo, which will add to the amount the customer, owes you for the sale.

A **finance charge** is an amount the customer owes you because he has open items on his account, which are too long overdue. There is a separate application in **A/R**, which will automatically calculate the amount of finance charge a customer owes, but if you want to manually enter finance charges, you can do so here.

Transaction File

The sales transactions you enter here eventually end up being recorded in the **A/R Open Item File**. But since this is such an important file, it is a good idea not to have a lot of different people entering data into it, and changing and deleting data that is already in it. For this reason, a **transaction file** approach to sales transaction processing has been used.

The invoices you enter by way of this application do not go directly into the **A/R Open Item File**. Instead, they go into a temporary **Sales Transaction** file. When you have finished entering all your current

invoices, you can get a printout of what has been entered and look it over. If corrections need to be made, they can be made before the transactions become permanent. If everything is the way it should be, then these temporary transactions are transferred, or **posted**, to the permanent **A/R Open Item File**. At the same time, a report is produced that shows you exactly what was transferred to the permanent files. You can keep this report as your permanent record of the transactions processed.

When this **posting** occurs, other files are updated in addition to the **A/R Open Item File**. The **Customer File** is updated to reflect the fact that the customer's account balance has changed. The fields that store the amount of sales for the customer so far this period and so far this year are also updated. These same fields are updated for the salesperson responsible for the sale, so that you can later obtain reports analyzing what percent of sales came from each customer and salesperson.

The distributions to **General Ledger** that you entered during data entry are also recorded in the **A/R Distribution to G/L File**. At a later time, these distributions can be transferred to **Elliott's General Ledger** package for use in preparing your company's Financial Statements.

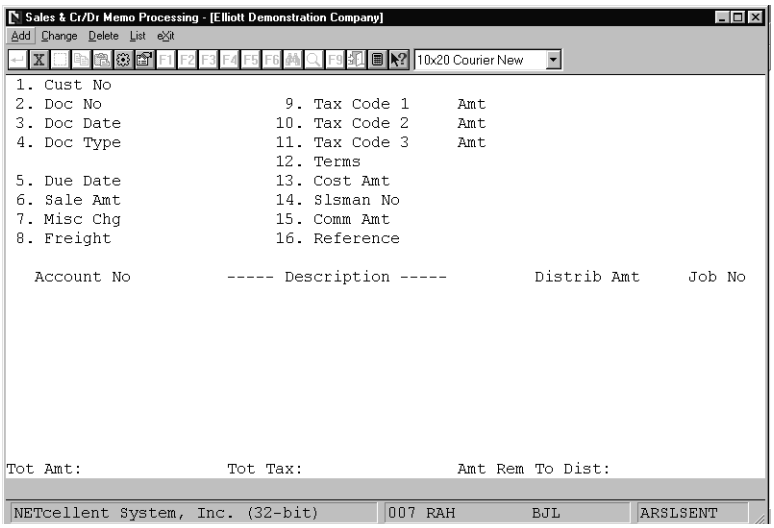
Customer Order Processing

If you will be using **Elliott's Customer Order Processing** package to keep track of customer orders, and to send invoices to the customers, then you will save yourself a lot of the manual work that is involved in entering a large number of sales transactions.

In **Customer Order Processing**, once you send the customer an invoice for the goods that you have shipped to him, the programs will automatically create the correct open items in the **A/R Open Item File**. The programs will also automatically generate the necessary distributions indicating how the sale amounts will be recorded in **G/L**. The **Customer File**, **Salesman File** and **Commissions Due** file are also directly updated by the **Customer Order Processing** package. **Elliott's Accounts Receivable** and **Customer Order Processing** packages were designed to work together.

Run Instructions

Select **Sales & CR/DR Memo Processing** from the pull down **A/R Processing** window. The following screen will then be displayed:



Sales & CR/DR Memo Processing Entry Screen

The following options are available:

* Add invoices, credit memos, debit memos or finance charges and their G/L distributions to a customer's account
* Make changes to the transactions entered
* Delete transactions entered
* Print to screen, the transactions with amounts, taxes, commissions and G/L distributions

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Cust No	6 alphanumeric characters. Enter the customer number. Even though this customer number is alphanumeric, you can enter purely numeric digits if you wish. After you enter the customer number, the program will display the customer's name, terms, accounting method and comments about the customer. If you enter the number of a miscellaneous customer, the program will request that you enter the customer's name. A miscellaneous customer number is one, which begins with an asterisk (*). The usual reason that you would be using a miscellaneous customer number would be that you have a transaction that you want to process for a customer that you do not ordinarily do business with, and who you do not want to add to your Customer file. If you would like more information about miscellaneous customers, refer to the instructions for Customer File Maintenance. Press the F7 key for customer search by number or press the F8 key for customer search by name.
2. Doc No	6 numeric digits (999999). Enter the document number. In most cases this is the number of the invoice that records the transaction.
Doc No (continued)	In the add mode, press the F1 key for automatic assignment of the next document number. The manual entry of a document number will not affect the automatic assignment of numbers. Only automatic document number assignment through the F1 key will cause it to be incremented. In change mode, the F1 key can be used to get the next document on file for this customer.
3. Doc Date	A date is the standard date format. The system date will be displayed upon entering the screen.
4. Doc Type	1 alphanumeric character. Enter the document type. You can enter one of these four document types here: I = Invoice C = Credit Memo D = Debit Memo F = Finance Charge Default is I.
Apply-To-No	6 numeric digits (999999).

Name	Type and Description
	If the transaction being entered is either a credit memo or a debit memo, and if the customer uses Open Item accounting, you will be asked to enter the number of the document to which this transaction applies. For example, let us say that you had previously entered an invoice for customer number 10. The invoice number of this transaction was number 1100. The customer later wrote to you to tell you that a portion of the order was damaged enroute, and he would like credit for that portion of the order. Now you are entering the credit memo that will record this credit. This credit memo applies to invoice number 1100. So you would enter 1100 for this Apply-To-No field. This will have the effect of reducing the amount the customer owes you for invoice number 1100.
5. Due Date	A date in the standard date format. Enter the date after which the document can be considered overdue, if it has not been paid off by then. If the transaction is an invoice or a finance charge and you press the RETURN key for the date, the program will use the customer's terms to calculate and display the date when the document will be due based on the document date. If the transaction is a credit memo or a debit memo, pressing the RETURN key here will default the due date to the document date.
6. Sale Amt	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). Enter the amount of the actual sale not counting any sales tax or other charges. If the transaction is a finance charge, you will automatically drop to the Reference field.
7. Misc Chg	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). Enter the amount of any miscellaneous charges, such as special handling or packaging charges for which the customer is expected to pay.
8. Freight	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99-). Enter the amount of any freight charges the customer is to pay.
9. Tax Code 1	3 alphanumeric characters. Enter the tax code that designates how this sale is to be taxed. If the tax code entered is not on file, an error message will be displayed, and you will be asked to enter another tax code. Press the RETURN key to accept the default tax code 1 for this customer.
Tax Code 1 (continued)	You must enter a valid tax code here whether the customer is taxable or not. Enter a tax code in Tax Code File Maintenance for non-taxable customers. This code will allow you to accumulate total non-taxable sales. Press the F7 key to search for tax code.
Amt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). The amount of sales tax will be calculated by the program and displayed. The calculation is based on tax code 1. The tax is computed on the total of the sale amount and the miscellaneous charges. You can accept the computed sales tax by just pressing the RETURN key to go on to the next field, or you can enter a different sales tax by just typing over the displayed sales tax.

Name	Type and Description
10. Tax Code 2	3 alphanumeric characters. Enter the tax code that designates how this sale is to be taxed. If the tax code entered is not on file, an error message will be displayed, and you will be asked to enter another tax code. Press the RETURN key to accept the default tax code 2 for this customer. You may make an entry if you wish, but none is required. Press the F7 key to search for Tax Code.
Amt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). The amount of sales tax will be calculated by the program and displayed. The calculation is based on tax code 2. The tax is computed on the total of the sale amount and the miscellaneous charges. You can accept the computed sales tax by just pressing the RETURN key to go on to the next field, or you can enter a different sales tax by just typing over the displayed sales tax.
11. Tax Code 3	3 alphanumeric characters. Enter the tax code that designates how this sale is to be taxed. If the tax code entered is not on file, an error message will be displayed, and you will be asked to enter another tax code.
Tax Code 3	Press the RETURN key to accept the default tax code 3 for this customer. Press the F7 key to search for tax code. You may make an entry if you wish, but none is required.
Amt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). The amount of sales tax will be calculated by the program and displayed. The calculation is based on tax code 3. The tax is computed on the total of the sale amount and the miscellaneous charges. You can accept the computed sales tax by just pressing the RETURN key to go on to the next field, or you can enter a different sales tax by just typing over the displayed sales tax. After all of the tax codes and amounts required are entered, the total amount of tax will be automatically displayed.
12. Terms	2 alphanumeric characters. Enter the code of the terms for this sale. The description of the terms code will display beside the code. Press RETURN and the terms will default to the customer's terms code. Press the F7 key to search for terms code.
13. Cost Amt	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99). Enter the cost of the goods sold to the customer on the order. It is important that you enter accurate cost of goods sold figures here if you want to be able to produce meaningful Sales Analysis Reports later on.
14. Salesman No	3 alphanumeric characters. Enter the number of the salesperson responsible for the sale. A salesperson number must be entered here. After you enter the salesperson number, the salesperson's name will be automatically displayed.
Salesman No	If you press the RETURN key for the salesperson number, it will default to the salesperson number of the salesperson who usually works on this customer's account.

Name	Type and Description
	This salesperson number is obtained from the customer record. Press the F7 key to search for Salesman.
15. Comm Amt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). The commission will be automatically calculated from the salesman file or you may enter the amount of commission the salesperson is to be paid as a result of the sale.
16. Reference	30 alphanumeric characters. Enter a brief description of the transaction or some comments about it. What you enter in this field is entirely up to you. The default reference consists of a brief description of the transaction type. For example, if the transaction is an invoice and you press the RETURN key for the reference, the program will insert a default of: Cust# XXXXXX Inv# 999999

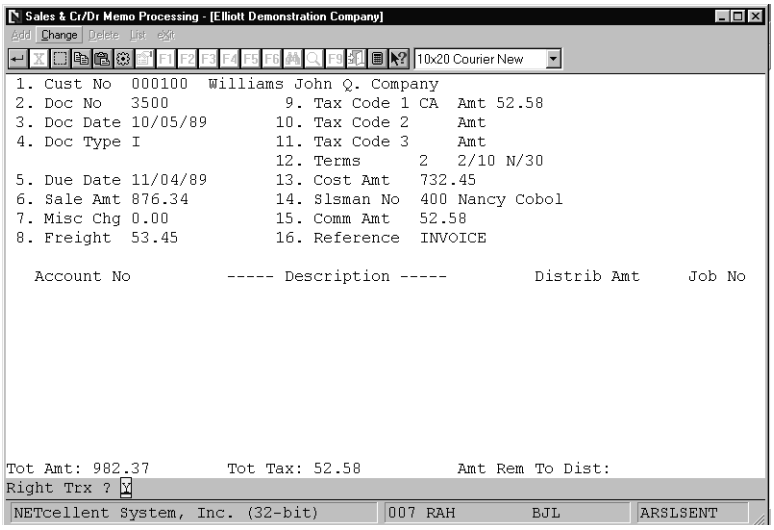
The bottom half of the screen displays the distribution table. This table will only be used if you have specified in **A/R Setup** that you want to distribute either the Sale amount, the Miscellaneous Charges amount and/or the Freight amount. If any of these Setup flags are set to **Y**, and there is a non-zero value entered in the corresponding field in this application, you will be required to distribute the appropriate amounts to **G/L** accounts. You will not be allowed to exit the table until the Amount Remaining To Distribute field at the bottom of the screen equals zero.

Distribution Fields

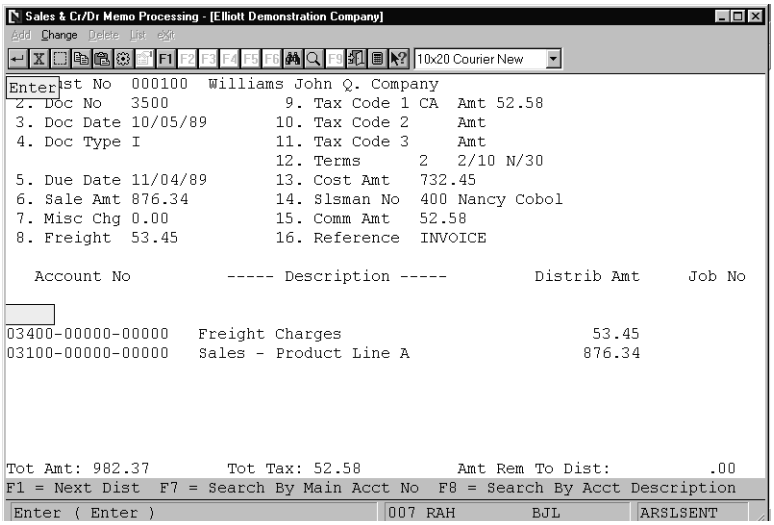
Name	Type and Description
Account No	An account number in the standard account number format. Enter the number of the account to which you wish to make a distribution. The description of the account will be displayed beside the account number. Pressing the F1 key here in add mode will cause automatic distribution to the default accounts. Pressing the F7 key will allow you to search for the account by number or pressing the F8 key will allow you to search for the account by description. In change mode, the F1 key will bring up each distribution in sequential order.
Amount	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-) Enter the amount of the distribution.
Job No	6 alphanumeric characters. Enter the job number that this amount is to be distributed to. This field will only be accessible if job numbers are in use. If job numbers are in use, this field will be validated unless it is left blank. Press the F7 key to search for Job Code.

If you want to change a distribution that has been added, enter the account number of the distribution. The distribution will then be displayed, and you can then change its amount or its job number. If you want to delete a distribution that was added incorrectly, change the amount of the distribution to zero. It will then be deleted from the file. If you want to **add** a distribution that was not added in add mode, enter the account number that you want to distribute to. The program will tell you that the distribution is not on file, and will ask you if you want to add it. If you say yes, you will be allowed to add the distribution.

```
Date filled out _________________ by _____________ ADD  CHANGE  DELETE

              SALES AND CR/DR MEMO PROCESSING FILE LOAD SHEET

 1.  Customer No     _ _ _ _ _ _
 2.  Document No     _ _ _ _ _ _
 3.  Document Date   _ _ / _ _ / _ _
 4.  Document Type   I = Invoice          C = Credit Memo
                     D = Debit Memo       F = Finance Charge
 5.  Due Date        _ _ / _ _ / _ _
 6.  Sale Amount     $_ , _ _ _ , _ _ _ . _ _
 7.  Misc Charges    $_ _ _ , _ _ _ . _ _
 8.  Freight         $_ _ , _ _ _ . _ _
 9.  Tax Code 1      _ _ _   Amount  $_ _ _ , _ _ _ . _ _
10.  Tax Code 2      _ _ _   Amount  $_ _ _ , _ _ _ . _ _
11.  Tax Code 3      _ _ _   Amount  $_ _ _ , _ _ _ . _ _
12.  Terms           _ _
13.  Cost Amount     $_ , _ _ _ , _ _ _ . _ _
14.  Salesman No     _ _ _
15.  Commission      $_ _ _ , _ _ _ . _ _
16.  Reference       _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                     _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _


        * * * DISTRIBUTION * * *

      Account #                                        Amount                Job No
_ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _   $_ , _ _ _ , _ _ _ . _ _   _ _ _ _ _ _
_ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _   $_ , _ _ _ , _ _ _ . _ _   _ _ _ _ _ _
_ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _   $_ , _ _ _ , _ _ _ . _ _   _ _ _ _ _ _
_ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _   $_ , _ _ _ , _ _ _ . _ _   _ _ _ _ _ _
_ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _   $_ , _ _ _ , _ _ _ . _ _   _ _ _ _ _ _
_ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _   $_ , _ _ _ , _ _ _ . _ _   _ _ _ _ _ _
_ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _   $_ , _ _ _ , _ _ _ . _ _   _ _ _ _ _ _
_ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _   $_ , _ _ _ , _ _ _ . _ _   _ _ _ _ _ _

Date entered _________ by _______  Date verified ________ by _________
```



Sales & CR/DR Memo Processing



Sales & CR/DR Memo Processing (Distributions)

Recurring Sales Processing

Application Overview

In addition to normal **A/R** activity, most companies have several receivables, which are issued on a regular basis.

Recurring sales can recur in two different ways. Either they are issued on a specific day of the month (possibly every two or every three months) or they are issued every so many days (possibly every 14 days or every 30 days). These two types of recurrence are type **M** for **monthly** and type **N** for **number of days**.

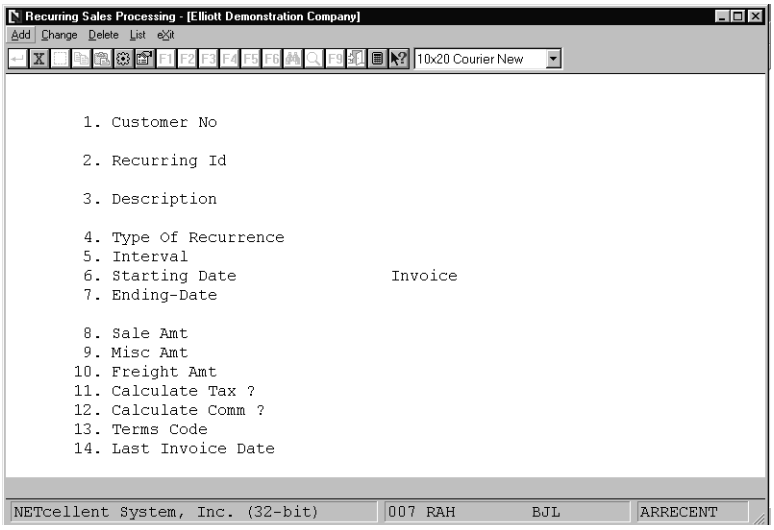
Each recurring invoice has a starting date and an ending date. The starting date is the date the first invoice is issued. The ending date is the date of the last invoice. In some cases, there will be a certain number of invoices at one amount and then more invoices at another amount. Two recurring invoices could be set up with consecutive date ranges to handle the change in invoice amount automatically.

Once the **Recurring Sales** file is set up, all that remains to be done is to post the recurring invoices to the **A/R Transaction** file on a regular basis. These transactions are, in turn, posted to the **A/R Open Item File**, the same as the transactions entered through **Sales & CR/DR Memo Processing**.

Even if recurring invoices are not posted to the **Sales & CR/DR Memo Processing** file frequently enough, invoices will not be skipped by the application. The recurring invoices posting program will create automatically as many sales transactions as needed to bring the invoices up to date.

Run Instructions

Select **Recurring Sales Processing** from the pull down **A/R Processing** window. The following screen will then be displayed:



Recurring Sales Processing Entry Screen

The following options are available:

* Add sales invoices that are issued on a regular basis
* Make changes to the recurring transactions entered
* Delete transactions entered
* Print to screen, the recurring invoices presenting invoice amounts, descriptions, recurring ID code, and **G/L** distributions

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Customer No	6 alphanumeric characters. Enter the customer number of the customer to whom the invoice will be issued. The customer's name will be displayed automatically. If you do not know the customer number of the customer you want, press the F7 key for customer search by number or press the F8 key for customer search by name.
2. Recurring Id	4 alphanumeric characters. This field defines the recurring invoices for a customer. It is used to define one of several recurring invoices for a customer. The default recurring ID is 1, so if you only have one recurring invoices for a customer, use this default. Pressing the F1 key will bring up the next recurring invoice for this customer, in change and delete mode.
3. Description	30 alphanumeric characters. Enter a description of the recurring invoice. For example, a recurring invoice might have a description: Membership Dues.
4. Type Of Recurrence	1 alphanumeric character. The valid values for this field are: M = Monthly invoice N = Number of days between invoices If the invoice will always be issued on a certain day of the month, even if there will be more than one month between invoices, enter M. If the invoice is issued every specified number of days (such as once every 30 days), then enter N. There is no default for this field. Once entered this field it can not be changed.
5. Interval	3 numeric digits (999).

Name	Type and Description
	If M was entered above, enter the number of months between each invoice. If the invoice is issued every month, enter 1. If the invoice is issued every other month, enter 2. If N was entered above, enter the number of days between invoices. If the invoice is issued every week, enter 7. If the invoice is issued every other week, enter 14. The default for this field is one (1).
6. Starting Date	Enter a date in the standard date format. Enter the date that the first invoice is to be issued. If this is a type M recurring invoice, invoices will always be issued on the same day of the month as this date. When this field has been entered, a description of when the invoice is issued will be displayed on the screen. Take a look at this description to ensure that the data entered is correct. This field defaults to the system date. If this date is changed, the last invoice date will be set to zero.
7. Ending-Date	Enter a date in the standard date format. Enter the date that the last invoice is to be made or the date after which no invoices should be made. This date need not fall exactly on an invoice date.
8. Sale Amt	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). Enter the sale amount.
9. Misc Amt	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99). Enter the miscellaneous charges for each invoice.
10. Freight Amt	7 numeric digits with 2 decimal places and an optional minus sign (99,999.99). Enter the freight amount for each invoice.
11. Calculate Tax?	Y or N. Enter whether tax should be calculated on this invoice or not. If the customer is taxable, this field defaults to Y. Otherwise it defaults to N.
12. Calculate Comm ?	Y or N. Enter whether commission should be calculated on this invoice or not. This field defaults to Y.
13. Terms Code	2 alphanumeric characters. Enter the terms code to be used with this recurring invoice. If you do not know the terms code, press F7 to search the terms code table.
14. Last Invoice Date	A date in the standard date format. This field will be used by the package to keep track of the last invoice that was posted from this recurring invoice. This field should be left blank when a new recurring invoice is entered in the add mode. If for some reason, you wish to have the recurring invoice posting program skip

Name	Type and Description
	an invoice or two, this can be done by setting this date to the date of the last invoice which should be skipped. This would cause the system to think that invoices had already been created up to this date, so it would skip them. If this date is changed, the starting date will be updated to a date one interval following this date.

Distribution Screen

The customer name and number and the description of the recurring invoice being entered or changed is displayed on this screen automatically.

Name	Type and Description
Account No	An account number in the standard account number format. Enter the account to which the expense distribution will be made when the recurring invoice is posted to the Sales Transaction file. The description of the account will be displayed. In add mode, the F1 key may be used to automatically distribute the amounts to the A/R Setup defaults. Pressing the F7 key will allow you to search for the account by number. Pressing the F8 key will allow you to search for the account by name.
Amount	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). Enter the amount, which is to be distributed to the account. The total of all distribution amounts must be exactly the amount of the recurring invoice. The amount remaining to distribute is displayed at the bottom of the screen and will be automatically updated after each distribution is entered. You will not be allowed to leave this screen until the amount remaining to distribute is zero.

Print Recurring Invoices List

Name	Type and Description
Starting Customer No	6 alphanumeric characters. Enter the beginning of the customer number range, which you wish to print on the report. This field defaults to All.
Ending Customer No	6 alphanumeric characters. This field is not entered if All was selected above. Enter the end of the customer number range, which you wish to print on the report. This field defaults to the starting customer number to facilitate printing the recurring invoices for a single customer.

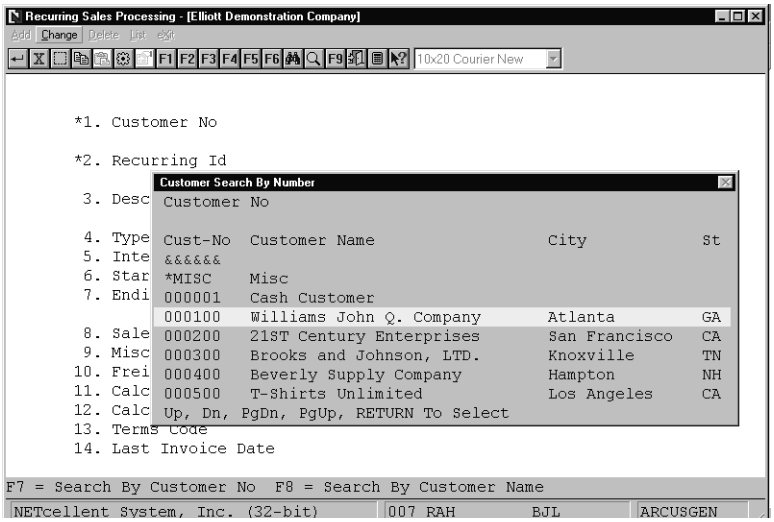
Date filled out _____ by _____ ADD CHANGE DELETE

RECURRING INVOICE PROCESSING FILE LOAD SHEET

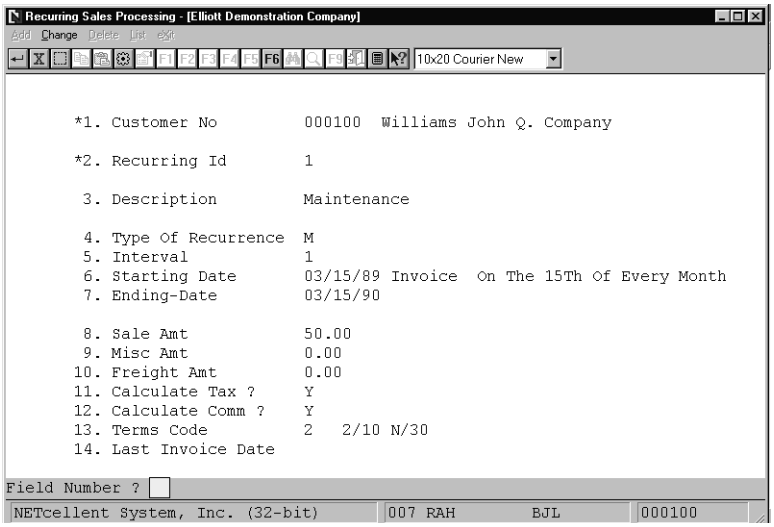
1) Customer No _ _ _ _ _ _
2) Recurring ID _ _ _ _
3) Description _
4) Type of Recurrence _ M = Monthly, N = Number of Days
5) Interval _ _ _
6) Starting Date _ _ / _ _ / _ _
7) Ending Date _ _ / _ _ / _ _
8) Sale Amount _ , _ _ _, _ _ _ . _ _
9) Misc Amount _ _ _, _ _ _ . _ _
10) Freight Amount _ _, _ _ _ . _ _
11) Calculate Tax Y=Yes N=No
12) Calculate Comm Y=Yes N=No
13) Terms Code _ _
14) Last Invoice Date _ _ / _ _ / _ _

Recurring Invoice Distributions

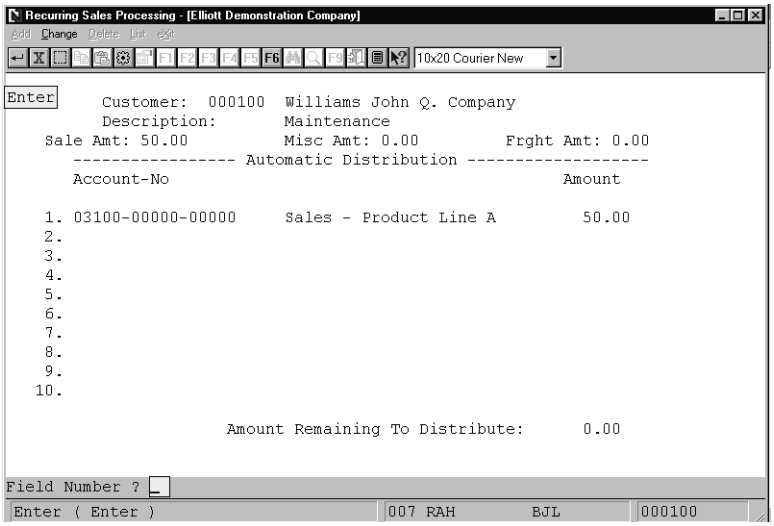
	Account No	Amount
1.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _
2.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _
3.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _
4.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _
5.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _
6.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _
7.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _
8.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _
9.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _
10.	_ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _	_ , _ _ _ , _ _ _ . _ _



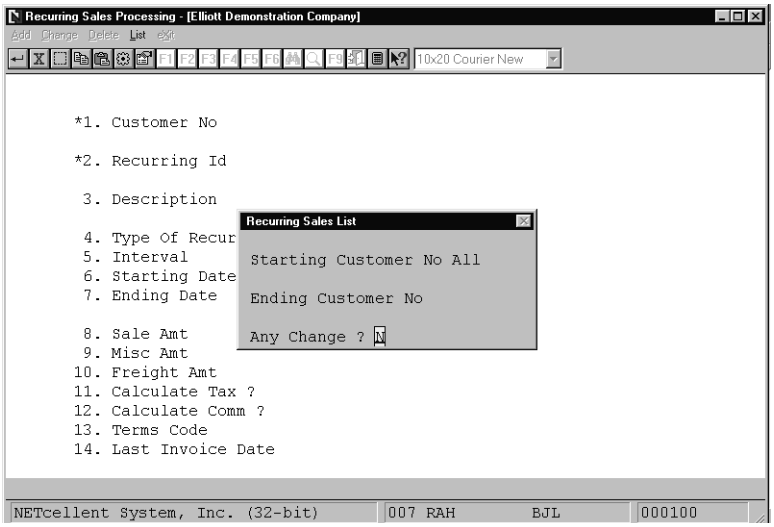
Customer Search By Number



Recurring Sales Processing (Screen #1)



Recurring Sales Processing (Screen #2)



Recurring Sales List

Recurring Sales List

Run Date: Sep 25, 2001 - 11:09pm Elliott Demonstration Company Page 1

R E C U R R I N G S A L E S L I S T

Printed For All Customers

Cust No	Name / Rec-Id	Description / When-Inv	Start-Date / End-Date	Invoice-Amt / Last-Inv-Date	Misc-Amt / Terms	Frght-Amt	Tax? / Comm?
000100	Williams John Q. Company	Maintenance	03/15/89	50.00	.00	.00	Y
	1	Inv On The 15Th Of Every Month	03/15/90		2/10 N/30		Y
		Account-No: 03100-00000-00000 Description: Sales - Product Line A Amount: 50.00					
		Membership Dues	03/15/89	120.00	.00	.00	N
	2	Inv On The 15Th Of Every Month	04/15/90		2/10 N/30		N
		Account-No: 03100-00000-00000 Description: Sales - Product Line A Amount: 120.00					
000200	21ST Century Enterprises	Maintenance	03/15/89	65.00	.00	.00	Y
	1	Inv On The 15Th Of Every Month	03/15/90	06/15/89	3/15 N/30		Y
		Account-No: 03100-00000-00000 Description: Sales - Product Line A Amount: 65.00					
000300	Brooks and Johnson, LTD.	Maintenance	03/15/89	55.00	.00	.00	Y
	1	Inv On The 15Th Of Every Month	03/15/89	06/15/89	2/10 Due 15th		Y
		Account-No: 03100-10000-00000 Description: Sales - Product Line B Amount: 55.00					
000400	Beverly Supply Company	Maintenance	03/15/89	50.00	.00	.00	Y
	1	Inv On The 15Th Of Every Month	03/15/90	06/15/89	2/10 N/30		Y
		Account-No: 03100-00000-00000 Description: Sales - Product Line A Amount: 50.00					

5 Recurring Invoices On File

Cash Receipts Processing

Application Overview

Cash Receipts Processing is an application that you will use quite often. You will use it whenever you have received payments from any of your customers and want to apply those payments to the customer's account.

A few important concepts that you should understand will be covered here, before the explanation of **Cash Receipts Processing**, even though some of them have been covered before.

Account Methods - Open Item And Balance Forward Processing

When we speak of an **Open Item** here, we mean a transaction on the customer's account that has not been fully settled yet. For example, the customer made a purchase from you in the sum of $500, but he has not yet paid you for it. The record of this transaction is called an **open item**. All of these transactions are stored in a file called the **A/R Open Item File**.

When a customer uses the Balance Forward method of accounting, he does not pay off individual open items every time he sends you a payment. The money that he sends you just goes onto his account, and pays off the earliest open items outstanding. The way banks handle credit cards is very much like this. When you send them a payment, it does not pay off the particular open item generated as the result of some purchases you have previously made. The payment just goes onto your account, and reduces the amount that you owe the bank.

In Open Item accounting, on the other hand, when the customer sends you a payment, he usually indicates which open items he is paying. Some customers will insist that their account be handled on an Open item basis, since they anticipate the possibility of disputes on certain items, and they do not want any of their payments to apply to those disputed items.

When you receive a payment from a customer, the accounting method that you have specified for him will determine how you enter the Cash Receipts transaction. If the customer is a Balance Forward customer, all you have to enter is the date of the check, its check number and its amount.

If the customer is an Open Item customer, on the other hand, you have to enter additionally which open items to apply the payment to. However, if you elect to do so, you can have the program automatically apply the payment to the oldest open items on the customer's account.

A/R Cash vs. Non-A/R Cash

When the term **A/R Cash** is used here it refers to cash that is being applied to a customer's account. The account of this cash will reduce the total amount your customer owes you. Since this amount is applied toward the total amount owed you by the customer, in other words it applies toward the total amount of your **Accounts Receivable**; this payment is called **A/R Cash**.

Occasionally, you will receive a payment that does not affect the total of your **Accounts Receivable**, and is not applied to a customer's account to reduce the amount he owes you. For example, if you were to sell some used desks or other office equipment and if you received a cash payment for them, the amount of this cash is not **A/R** cash. It does not apply to the account of one of your customers to pay off open items for which he owes you payment. But you would still want to record the fact that the cash had been received.

Apply-To Numbers

As was said above, if a customer uses Open Item accounting, when he sends in payment on his account, he usually designates which open items he is paying with the check. In other words, he **applies** cash to particular open items.

The way the programs keep track of this is by storing in the payment transaction the invoice number of the sale transaction that is being paid. The invoice number that is stored in the payment transaction is called its **apply-to number**.

When you are applying cash to the account of an Open Item customer, the program will ask you to enter the **apply-to number** of the payment. In other words, enter the invoice number of the sale transaction that you want to apply the cash to.

Open Credit

Open Credit is some amount of cash that you put on an Open Item customer's account that is not applied to any specific open items. For example, if a customer sent you a payment that was too large, and there was still cash left over after paying off all of his outstanding open items, you would place the remainder of the payment on the customer's account as Open Credit. This Open Credit could later be applied to open items when the customer makes future purchases.

The way you enter Open Credit on account is to enter a zero apply-to number, or just press **RETURN** for the Apply-To Number Entry field, when you are applying the cash to the customer's open items. The program will then display *****Open Credit On Account***** and allow you to enter the amount to put on account as Open Credit.

Enter a new Cash Receipts transaction for the customer, using the same check number as the original check received from the customer and today's date. Enter the amount of the check as **zero**. Then proceed to apply this check to the customer's account. First of all, bring up the amount of open credit on the customer's account by entering zero for the apply-to number. For example, let us say that the customer has $1,000 on account of Open Credit that you now want to apply to purchases that he has made. When you enter zero for the apply-to number, the program will show you that the customer has

$1,000 of Open Credit. For the Amt. Paid field, enter -1,000 dollars. This will cancel out the Open Credit, and display that you now have $1,000 to apply to other items. Then just proceed to apply this $1,000 in the usual way.

Discounts And Allowances

Quite frequently, when a customer sends in payment on his account, he also claims some sort of a discount on those items. You, of course, have to determine whether that discount is valid or not, and whether you are going to allow it. Usually this decision is fairly straightforward: did the customer send in payment early enough to qualify for the discount? When you apply cash to an Open Item customer's account, as you bring up each unpaid open item for payment, the program will calculate and display the amount of any valid discount. This valid discount is calculated based on how many days the customer has to make payment before he loses the discount, and what the percent of discount is that he is entitled to. This calculation is for your information. You can enter any amount of discount that you want to give the customer, or no discount at all. You are not constrained to enter the calculated amount.

Occasionally, you may want to give the customer some additional credit on his account other than the amount of the payment or a discount. For example, upon receipt of the goods ordered, the customer finds that their quality is not as high as he expected, but instead of returning the shipment, he says he'll take them as they are if you'll negotiate a slightly lower price with him. So you agree to take a certain amount off the amount of the original invoice, at the time that you are entering the payment for it. This additional amount of credit is called an **allowance**.

Whether the customer uses Balance Forward or Open Item accounting, you will be given the opportunity to enter, along with each Cash transaction, the amount of any discount and any allowance that you want to give the customer.

Multiple Cash Accounts

It is not uncommon for a business to have more than one bank account in which it deposits the cash it receives.
If you specified in **A/R Setup** that you have more than one Cash account, the program will ask you, when you begin to add new Cash Receipts transactions, in which Cash account you are going to deposit these receipts. Enter the **G/L** account number of the account, and then enter all of the Cash transactions that are to be processed for that Cash account. You can then end off on the processing for that Cash account and go on to enter the transactions for the next Cash account.

Open Invoice Worksheet

It can be very helpful to you to have at hand a list of all the open items on a customer's account and how much he owes on them before you actually begin entering Cash Receipts.

There is a report called the Open Invoice Worksheet that will allow you to print, for whichever customers you choose, a list of the open items for each customer, how much is currently on each open item, and the amount of discount still valid on the item. Beside each item, a space is left for you to enter how much cash you want to apply to that item. The data entry of the transactions can be very rapid once you sit down with this report at hand.

Cash Receipt Import (Details & Summary)

We support two types of CSV formats for Cash Receipt Import: Detail and Summary.

Detail Cash Receipt CSV Format: Detail means the CSV file contains the check and apply-to invoice information. In Detail format, the customer number field is optional since the system can reference it based on the apply-to invoice number. If the customer number is provided, it will be used for cross checking to ensure data integrity. The Detail CSV Format can be used for, but not limited to, the following type of scenarios:

(1) **Lock Box**: The customer payments are sent to a lock box and your bank will perform a cash receipt on your behalf and send you the data in electronic format.
(2) **High Volume Customer**: A high volume customer, like Wal-Mart, may pay a thousand invoices with one check and the check and invoice information is available in a spreadsheet.

Summary Cash Receipt CSV Format: Summary means the CSV file only has the check information, without the apply-to invoice. The Customer Number must be provided in the CSV file. The Summary CSV Format can be used for, but not limited to:

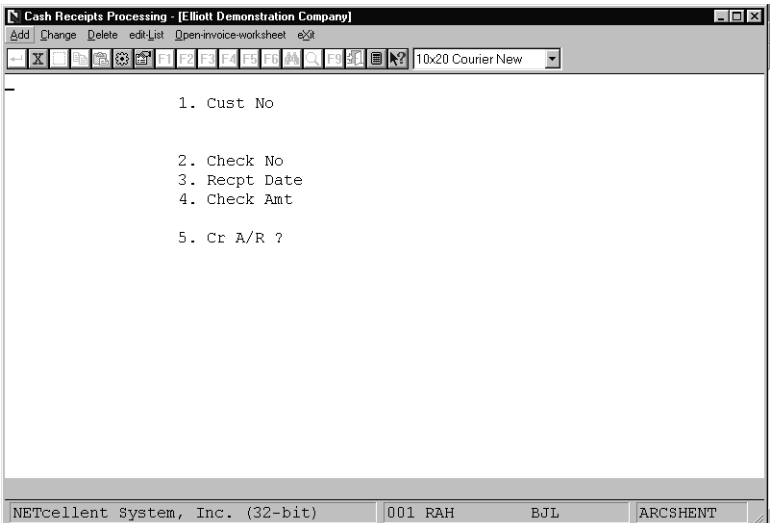
Self Scanning Checks and Clearing: Many banks have begun providing high volume, premium customers with an in-house scanner and OCR software for scanning checks. The checks clear much faster than the conventional way of depositing checks into the bank. The scanning OCR system can usually provide CSV data to speed up the Elliott Cash Receipt Import.

Since the summary CSV file does not contain all necessary information for a cash receipt, the import is to speed up the cash receipt data entry, not to totally automate it. The user will still need to perform the cash application.

As part of the Cash Receipt Import improvement, Elliott V7.4 now supports batch ID and cash receipt transactions can be printed and posted by batch ID.

Run Instructions

Select **Cash Receipts Processing** from the pull down **A/R Processing** window. The following screen will then be displayed:



Cash Receipts Processing Entry Screen

The following options are available:

* Add payments received from your open item and balance forward customers
* Make changes to the cash transactions entered
* Delete transactions entered
* Print to screen, the payments entered by customer, by check number, showing the amounts to be applied to the various invoices or to their balance forward account
* Print a worksheet to help in dispersing the payments to the customers open invoices due

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Cust No	6 alphanumeric characters. Enter the number of the customer whose payment you are processing. The customer's balance method and terms will then be displayed. Press the F7 key for customer search by number. Press the F8 key for customer search by name.
2. Check No	6 numeric digits. Enter the number of the customer's check.
3. Recpt Date	A date in the standard date format. Enter the date you received the check. This is the date that will be used in calculating whether the customer's payment was made in time for him to receive a valid discount. In some cases, you may want to enter the date printed on the customer's check, or the date of the postmark on the letter. The choice of which date you enter here is up to you, and is governed by your own internal policy on discounts. This field defaults to the system date.
4. Check Amt	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). Enter the actual amount of the check, not counting any discount or allowance you plan to give the customer.
5. Cr A/R?	Y or N. Enter whether the payment is to be credited to A/R or to some other account. If you are unsure what this means, refer to the section of the Application Overview for Cash Receipts Processing titled, A/R Cash vs Non-A/R Cash.

Non-A/R Cash Receipts - Balance Forward Or Open Item Customers

Name	Type and Description
6. Cr Acct No	An account number in the standard account number format. Enter the number of the account in which this Cash Receipt is to be recorded instead of the A/R account. Pressing the F7 key will allow you to search for the account by number. Pressing the F8 key will allow you to search for the account by description.
7. Reference	30 alphanumeric characters. You can enter anything here in this reference field that you choose. For example, you might want to enter some brief description of the transaction or some comments about it for your future reference.

A/R Cash Receipts - Balance Forward Customers

Name	Type and Description
6. Discount	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). Enter the amount of any discount that you are giving the customer along with his payment.
7. Allowance	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-). Enter the amount of any additional allowance that you are giving the customer along with his payment. If you enter an allowance amount, you must also enter the account number in which the amount of the allowance is to be recorded.
Account No	An account number in the standard account number format. Enter the number of the account in which the amount of the allowance is to be recorded. The description of the account will be displayed next to the account number. Pressing the F7 key will allow you to search for the account by number. Pressing the F8 key will allow you to search for the account by description.
8. Reference	30 alphanumeric characters. Enter a brief description. If you pressed the F1 key above at apply-to number, the customer number and check number will be displayed.

Automatically Apply A/R Cash Receipts

Name	Type and Description
Do You Wish To Automatically Apply This Check?	Y or N. If you answer Y to the automatically apply this check question, the program will attempt to fully pay the lowest apply-to number with a non-zero balance for this customer. The program will fully pay as many non-zero apply-to numbers as possible. If the check amount is greater than the remaining balance of non-zero apply-to numbers, then the program will place the balance of the check as an open credit on account for this customer.

A/R Cash Receipts - Open Item Customers

Name	Type and Description
Apply-To	6 numeric digits (999999). There are several possible types of entries that you can make for the apply-to number. You can enter the six-digit number of the invoice to which you wish to apply some portion of the customer's payment.
Apply-To (continued)	The program will then look in the customer's account to find out how much the customer still owes on that invoice and whether he has any discount still valid on it. All of this basic information about the invoice will then be displayed, and you can enter the amount that you want to apply to the invoice. You can press the F1 key. If you press F1, the program will look in the customer's account for the next lowest apply to number that has not been fully paid (next after the one you were last looking at, or the first one in the customer's account if you have not looked at any yet). All of the same basic information about the invoice that was mentioned above will be displayed for your information, and if you want to apply part of the check to this invoice, you will be allowed to. When you reach the end of the open items for the customer, that is, you have looked at all of the unpaid transactions on the customer's account, the program will let you know that this has happened. Then if you press F1 again, the program will start over again, with the first of the customer's transactions that is still unpaid, if there are any. You can press the F3 key. If you press F3, the program will display a range of invoices starting with the lowest apply to number that has not been fully paid. The program will then prompt you to enter the range of apply to numbers you wish to apply the check to. The program will then automatically calculate the amount to be paid and any discount to be taken. The program will attempt to pay off the balance owed on the documents selected completely if there is sufficient cash remaining to do so. If the amount remaining to be applied plus the valid discount allowable add up to at least the current balance owed on the document, the program will take the discounts and pay off the balances. If the amount remaining plus any valid discount is less than the balance of the open items, the entire amount remaining will be applied to the last open item, but since the balance cannot be paid entirely, no discount will be taken for that open item. You can enter zero for the apply-to number, or just press RETURN. When you enter a zero apply-to number, this means that you want to either apply cash to a Balance Forward record that exists in the customer's account, or you just want to put some amount of the check on the customer's account as an unapplied Open Credit. If a Balance Forward record exists in the customer's account, its balance will be displayed in the same way that invoices are displayed. If you are placing the cash on account as Open Credit, the program will display, ***Open Credit On Account***, and allow you to enter the amount of the check to apply as Open Credit.
Apply-To (continued)	When you have fully applied the check amount to the open items on the customer's account, press the ESC key, and the program will return to the Customer No field above in preparation for the entry of another Cash Receipts transaction. The program will not let you end off on the application of cash until the entire amount of the check has been applied to the customer's account.
6. Amt Paid	9 numeric digits with 2 decimal places and an optional minus sign (9,999,999.99-). Enter the amount of the check that you want to apply to this transaction, not counting any discount or allowance that you plan to give the customer.

Name	Type and Description
	If you wish, you may press the F1 key for the Amt Paid field, and the program will automatically calculate the amount to be paid and any discount to be taken. The program will attempt to pay off the balance owing on the document completely if there is sufficient cash remaining to do so. If the amount remaining to be applied plus the valid discount allowable add up to at least the current balance owing on the document, the program will take the discount and pay off the balance. If the amount remaining plus any valid discount is less than the balance on the open item, the entire amount remaining will be applied to the open item, but since the balance cannot be paid entirely, no discount will be taken.
7. Discount	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-) Enter the amount of discount that you are giving the customer along with his payment.
8. Allowance	8 numeric digits with 2 decimal places and an optional minus sign (999,999.99-) Enter the amount of any additional allowance you are giving the customer.
Account No	An account number in the standard account number format. Enter the number of the account to which the allowance amount is to be posted or press RETURN to default to the allowance account in A/R Setup. You must enter a valid account number here if you entered an allowance amount. If you did not enter any allowance amount, this entry field will be skipped.
Account No (continued)	Pressing the F7 key will allow you to search for an account by number or pressing the F8 key will allow you to search for the account by description.
9. Reference	30 alphanumeric characters. Enter whatever brief reference you want to place here. If you pressed the F1 key for the Amt Paid field above, the program will fill in a brief default description of the transaction.

Print Open Invoice Worksheet

Name	Type and Description
Starting Customer No Ending Customer No	6 alphanumeric characters. Enter the number or numbers of the customers for whom cash has been received and for whom you wish a worksheet of open items detailing item balances and valid discounts. If you press RETURN for the first entry of a customer number, the program will default the field to All customers, and the worksheet will detail the state of the accounts of all of your customers.
Cash Receipt Date	A date in the standard date format. Enter the date the check was received from the customer. If you wish, you may enter the date printed on the customer's check or the date of the postmark on the letter received from the customer. The date you enter here will be the date the program will use to determine whether any discount is still valid on each of the open items on the customer's account. If you specified above that the worksheet is to be printed for All customers, this Cash Receipt Date will be used for calculating the discounts for all customers.

Date filled out _____ by _____ ADD CHANGE DELETE

CASH RECEIPTS PROCESSING FILE LOAD SHEET

* * * NON-A/R CASH OR BALANCE FORWARD CUSTOMERS * * *

1. Customer No _ _ _ _ _ _
2. Check No _ _ _ _ _ _
3. Receipt Date _ _ / _ _ / _ _
4. Amount Paid $ _ , _ _ _ , _ _ _ . _ _ (Net Cash)
5. CR A/R? (RETURN) = Yes N = No

Non-A/R_Cash_Customers(if #5 is No)

6. Account Number _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _
7. Reference _ _ _ _ _ _ _ _ _

Date filled out _____ by _____ ADD CHANGE DELETE
Page 1 of 3

CASH RECEIPTS PROCESSING FILE LOAD SHEET
* * * OPEN ITEM CUSTOMERS * * *

1. Customer No _ _ _ _ _ _

2. Check No _ _ _ _ _ _

3. Receipt Date _ _ / _ _ / _ _

4. Check Amount $_ , _ _ _ , _ _ _ . _ _ (Gross Amount)

5. CR A/R (RETURN) = Yes (Note: Non-A/R Cash cannot be applied against open items)

Do You Wish to Automatically Apply This Check? (RETURN) = No

* * * APPLY AGAINST OPEN ITEMS * * *

Open items are displayed as follows:

Apply-to	Type	Doc-Date	Due-Date	Orig-Amt	Balance	Valid Disc
XXXXXX	XXXX	XX/XX/XX	XX/XX/XX	XXX,XXX.XX	XXX,XXX.XX	XXX,XXX.XX

Press F1 key for Apply-to Document # to display the next unpaid open item on file.

Press F2 key for Apply-to Document # to display the next cash application you already entered.

Press F3 key for Apply-to Document #'s to display a range of unpaid open items on file.

* *

Apply-to No _ _ _ _ _ _

6. Amount Paid $ _ , _ _ _ , _ _ _ . _ _ or F1 key

7. Discount $ _ _ _ , _ _ _ . _ _ (RETURN) = 0

8. Allowance $ _ _ _ , _ _ _ . _ _ (RETURN) = 0

Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _
(necessary if an amount is entered for line 8)

9. Reference _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

F1 = Payment: Check No. 999999 or
Open Credit on Account if Apply-to No = 0

```
Date filled out __________ by __________     ADD     CHANGE     DELETE
Page 2 of 3

      * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

     Apply-to No      _ _ _ _ _ _

 6.  Amount Paid      $ _ , _ _ _ , _ _ _ . _ _ or F1 key

 7.  Discount         $ _ _ _ , _ _ _ . _ _   (RETURN) = 0

 8.  Allowance        $ _ _ _ , _ _ _ . _ _   (RETURN) = 0

     Account #        _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _ _
                      (necessary if an amount is entered for line 8)

 9.  Reference        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                      F1 = Payment:  Check No. 999999 or
                      Open Credit on Account if Apply-to No = 0

      * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * * *

     Apply-to No      _ _ _ _ _ _

 6.  Amount Paid      $ _ , _ _ _ , _ _ _ . _ _ or F1 key

 7.  Discount         $ _ _ _ , _ _ _ . _ _   (RETURN) = 0

 8.  Allowance        $ _ _ _ , _ _ _ . _ _   (RETURN) = 0

     Account #        _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ _ _
                      (necessary if an amount is entered for line 8)

 9.  Reference        _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                      F1 = Payment:  Check No. 999999 or
                      Open Credit on Account if Apply-to No = 0




Date entered            by          Date verified       by
```

Page 3 of 3

Apply-to No _ _ _ _ _ _

6. Amount Paid $ _ , _ _ _ , _ _ _ . _ _ or F1 key

7. Discount $ _ _ _ , _ _ _ . _ _ (RETURN) = 0

8. Allowance $ _ _ _ , _ _ _ . _ _ (RETURN) = 0

Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _
(necessary if an amount is entered for line 8)

9. Reference _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
F1 = Payment: Check No. 999999 or
Open Credit on Account if Apply-to No = 0

* *

Apply-to No _ _ _ _ _ _

6. Amount Paid $ _ , _ _ _ , _ _ _ . _ _ or F1 key

7. Discount $ _ _ _ , _ _ _ . _ _ (RETURN) = 0

8. Allowance $ _ _ _ , _ _ _ . _ _ (RETURN) = 0

Account # _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _ - _ _ _ _ _ _ _ _
(necessary if an amount is entered for line 8)

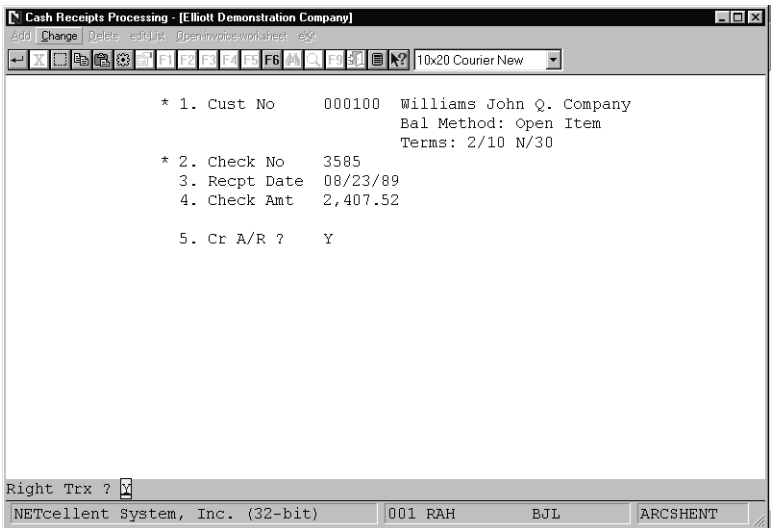
9. Reference _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
F1 = Payment: Check No. 999999 or
Open Credit on Account if Apply-to No = 0

Date entered _____ by _____ Date verified _____ by _____

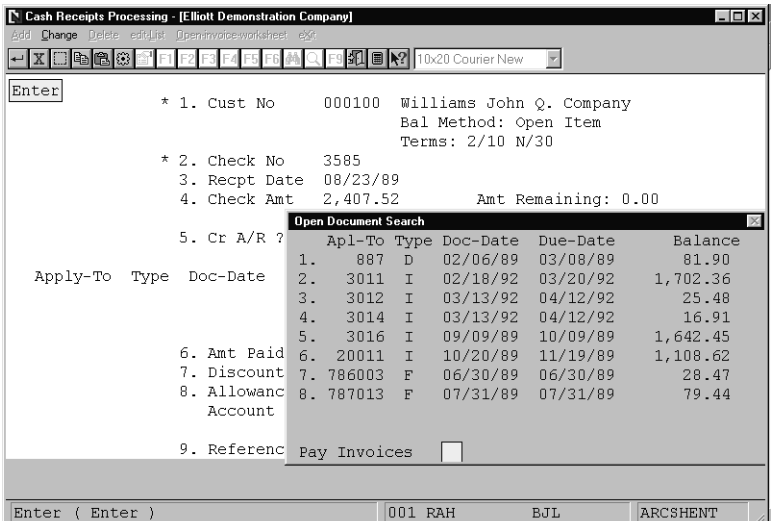
* * DISTRIBUTION * * *

Account #	Amount	Job No
_____-_____-_____	$_,___,___.__	_____
_____-_____-_____	$_,___,___.__	_____
_____-_____-_____	$_,___,___.__	_____
_____-_____-_____	$_,___,___.__	_____
_____-_____-_____	$_,___,___.__	_____
_____-_____-_____	$_,___,___.__	_____
_____-_____-_____	$_,___,___.__	_____
_____-_____-_____	$_,___,___.__	_____

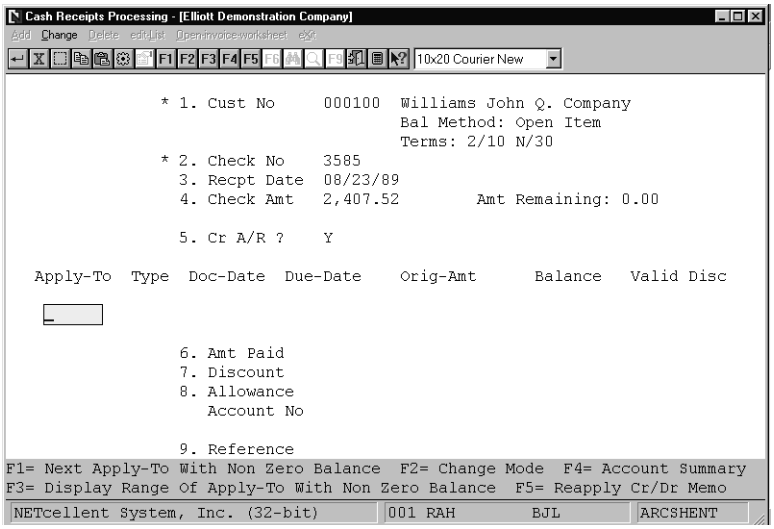
Date entered _____ by _____ Date verified _____ by _____



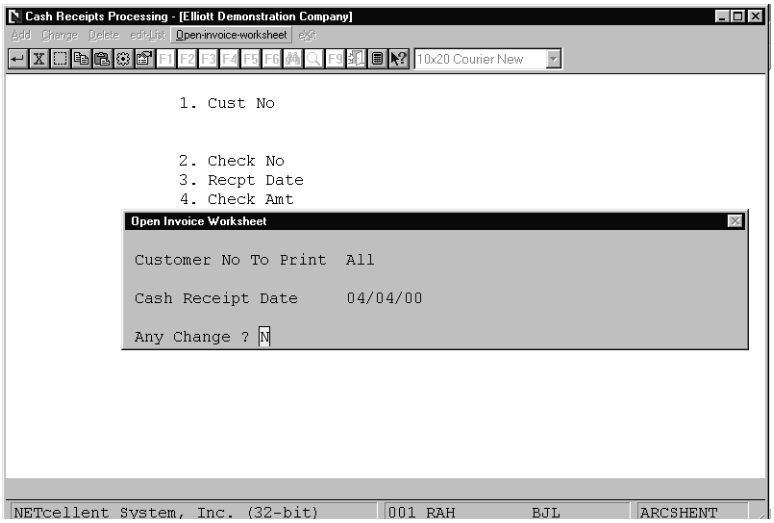
Cash Receipts Processing (Screen #1)



Open Document Search (Screen #2)



Cash Receipts Processing (Screen #3)



Open Invoice Worksheet

This Page Intentionally Blank

Service Invoice Processing

Application Overview

Service Invoice Processing is an application that you will use very often if you wish to generate customer invoices from Accounts Receivable. The invoices printed in this application must be designed using the **Invoice Form Setup**.

You can enter four types of transactions in this application. The four transaction types are **invoice, recurring invoice, credit memo** and **quote**. Invoice or recurring invoice type transactions will make up the majority of the transactions processed in this application. The transactions are entered using a simple one-screen entry system. The screen appears in the form of an invoice to make it easy to see the items on the invoice as well as the invoice total. A maximum of 99 service numbers can be entered per invoice. Additional invoice comments can be included on the invoice by entering a blank service number and entering the comments in the service description column. In order to expedite the service entry process, customers that are not on file may be added during the entry of service invoice transactions. If the customer entered is on file then a window will appear displaying important information about the customer. This window will disappear when service line items are being entered.

An **invoice** or **recurring invoice** type transaction is used to charge or bill a customer's account for services rendered. If the service is rendered on a regular schedule then a recurring invoice type transaction may be used to bill the service. The recurring invoice can occur every month or at a certain number of days interval.

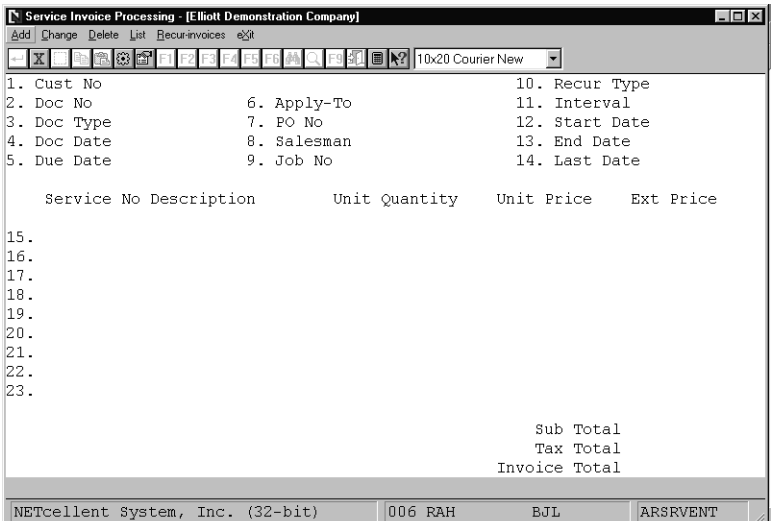
A **credit memo** type transaction is used to credit your customer's account with a transaction other than a payment.

A **quote** type transaction is used in order to produce a printed quotation of the proposed services to your customer. If your customer decides to accept your quote then the quote type transaction may be changed to an invoice type transaction to be billed. If your customer decides not to accept your quote then the transaction can be deleted.

Note: In some cases upon leaving the service number and description columns, the service number or description may be truncated. The service number or description will be exploded to its original size when the arrow key or field number selection is positioned at the appropriate column.

Run Instructions

Select **Service Invoice Processing** from the pull down **A/R Processing** window. The following screen will then be displayed:



Service Invoice Processing Entry Screen

The following options are available:

* Select the desired mode from the **Service Invoice Processing** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Invoice Header

Name	Type and Description
1. Cust No	6 alphanumeric characters. Enter the customer number. If the customer number is not on file it may be added by answering Y to the Add Customer? prompt. When a valid customer number is entered this field displays the corresponding customer name. In addition, a window appears that displays the customer's address, phone number and other information. F7 search by customer number or F8 search by customer name.
2. Doc No	6 numeric characters. Enter the document number or press F1 for the next sequential number.

Name	Type and Description
3. Doc Type	1 alphanumeric character. Enter one of the following to delineate a type of service transaction. I = Invoice C = Credit Memo Q = Quote R = Recurring Invoice
4. Doc Date	A date in the standard date format. You can specify a given date or press return to default to the present date.
5. Due Date	A date in the standard date format. You can specify a given due date or press return to default to the terms specified in Customer File Maintenance. In this case, the system will automatically calculate the Due Date.
6. Apply-To	6 numeric characters. If the document type equals C for credit memo then you may apply this service transaction to another invoice. Simply enter the invoice number that is to be credited. You can also apply the transaction without specifying an invoice number. This occurs when you press return. The field will display a zero, and apply the transaction to the customer's account.
7. PO No	10 alphanumeric characters. Enter the purchase order number here.
8. Salesman	3 alphanumeric characters. This field defaults to the salesman that is assigned to this account. You may change this entry, or enter F7 to search for salesman. This is a required field entry.
9. Job No	6 alphanumeric characters. Enter the job number that applies to this transaction. Press F7 to search for Job number.
10. Recur Type	1 alphanumeric character. If this service was defined as a Recurring Type (R) in field 3. Doc Type the following information can be entered. The Valid Values Are: M = Monthly Invoice N = Number Of Days Between Invoices If the invoice will always be issued on a certain day of the month, even if there will be more than one month between invoices, enter M.

Recur Type (continued)	If the invoice is issued every specified number of days (such as once every 30 days), then enter N. There is no default for this field.
11. Interval	3 numeric characters. If M was entered above, enter the number of months between each invoice. If the invoice is issued every month enter 1. If the invoice is issued every other month, enter 2. If N was entered above, enter the number of days between invoices. If the invoice is issued every week, enter 7. If the invoice is issued every other week, enter 14. There is no default for this field.
12. Start Date	Enter a date in the standard date format. Enter the date that the first service invoice is to be issued. If this is a type M recurring invoice,all service invoices will always be issued on the same day of the month as this date. This field defaults to today's date. If this date is changed, the last invoice date will be set to zero.
13. End Date	Enter a date in the standard date format. Enter the date that the last service invoice is to be made or the date after which no invoices should be made. This date need not exactly fall on an invoice date.
14. Last Date	Enter a date in the standard date format. This field is used by the system to keep track of the last service invoice that was posted from this recurring invoice. This field should be left blank when a new recurring service invoice is entered in add mode.
14. Last Date (continued)	If, for some reason, you wish to have the recurring invoice posting program skip a service invoice or two, this can be done by setting this date to the date of the last invoice which should be skipped. This would cause the system to think that invoices had already been created up to this date, so it would skip them.

Line Item Entry Fields

Name	Type and Description
Service No	15 alphanumeric characters. Enter the service number that you had previously entered in Service File Maintenance. Pressing the RETURN key after entering the service number the description will be displayed. F7 search by service number or F8 search by service description. You may also delete a line item by pressing the F1 key from this field.
Description	29 alphanumeric characters. When a valid service number is entered, the system displays the corresponding Service Name in this field.
Unit	4 alphanumeric characters.

Name	Type and Description
	Defines the unit of measurement by which a given service is provided or sold. This field defaults to the setting previously defined in Service File Maintenance. For example if service no 1: programming consulting, is sold by the hour the unit field will automatically default to the hour designation. However you can change this to meet the special requirements of a given transaction. For example, if the default hour designation does not fit the requirements of this transaction, it can be changed to day.
Quantity	A standard quantity format. Enter the number of units provided or sold. Defaults to 1.
Unit Price	10 numeric digits with 4 decimal positions and an optional minus sign (999,999.9999-). The unit price entered in Service File Maintenance for this service number will be automatically displayed. You may change this default for this particular line item.
Ext Price	9 numeric digits with 2 decimal positions and an optional minus sign (9,999,999.99-). Automatically calculated from quantity and unit price.

Date filled out _____ by _____ ADD CHANGE DELETE
Page 1 Of 2

A/R SERVICE INVOICE PROCESSING LOAD SHEET

1. Cust No _ _ _ _ _ _
2. Document No _ _ _ _ _ _
3. Doc Type _ I = Invoice R = Recurring Invoice
C = Credit Memo
Q = Quote
4. Doc Date _ _ / _ _ / _ _
5. Due Date _ _ / _ _ / _ _
6. Apply To _ _ _ _ _ _
7. PO No _ _ _ _ _ _ _ _ _ _
8. Salesman _ _ _
9. Job No _ _ _ _ _ _

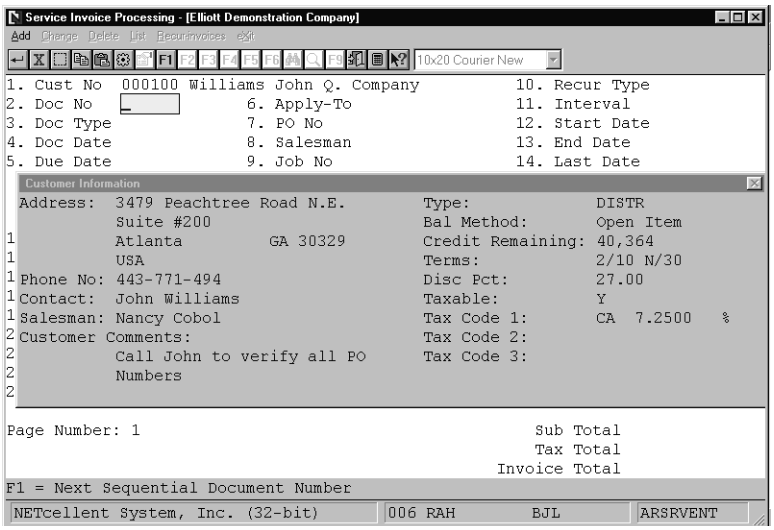
If R is entered in #3, the following fields apply.

10. Recur Type _ M = Monthly Invoices
N = Number Of Days Between Invoices
11. Interval _ _ _
12. Start Date _ _ / _ _ / _ _
13. End Date _ _ / _ _ / _ _
14. Last Date _ _ / _ _ / _ _

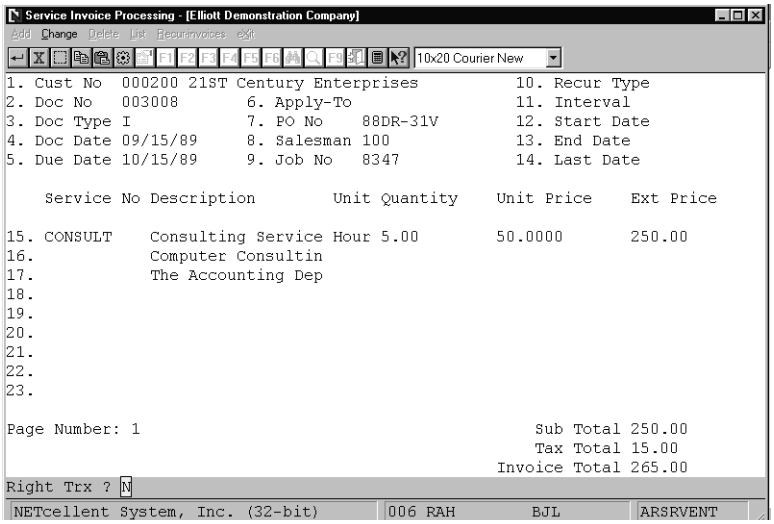
Date filled out _____ by _____ ADD CHANGE DELETE
Page 2 Of 2

A/R SERVICE INVOICE PROCESSING LOAD SHEET

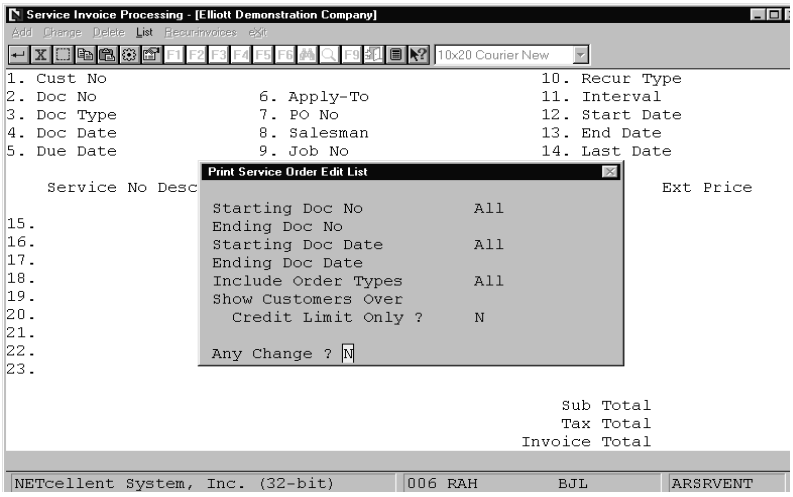
	Service No	Description	Unit	Quantity	Unit Price
15.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
16.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
17.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
18.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
19.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
20.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
21.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
22.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
23.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
24.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
25.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
26.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
27.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
28.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
29.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
30.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
31.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _
32.	_ _ _ _ _ _	_ _	_ _ _ _	_ _ _ , _ _ _ . _ _	_ _ _ , _ _ _ . _ _ _ _



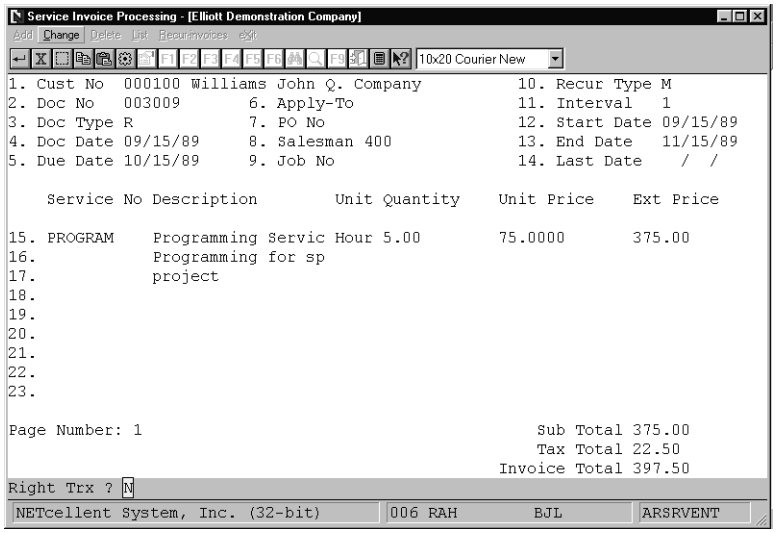
Service Invoice Processing –Customer Information



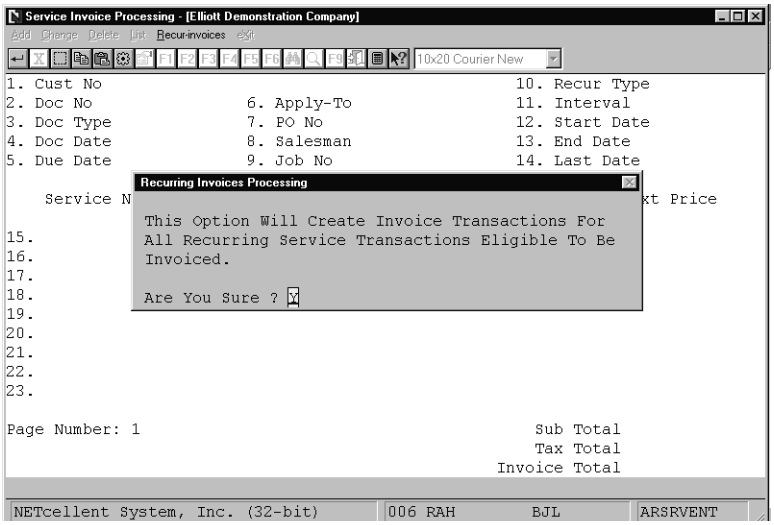
Customer Invoice Processing



Print Service Order Edit List



Recurring Invoice Processing



Recurring Invoice Processing

Finance Charges Processing

Application Overview

A finance charge is an amount the customer is charged when open items on his account have become too long overdue. This application allows you to calculate finance charges and to charge them to your customers' accounts. If you usually calculate finance charges manually, you do not have to use this application. Instead you can enter your manually computed finance charges by way of the **Sales & CR/DR Memo Processing** application.

Several of the entries you made during **A/R Setup** have some relevance to **Finance Charges Processing**. For example, **A/R Setup** allowed you to specify how overdue the items on a customer's account must be before they are subject to finance charges. You may want to refer to the explanation of these fields in the **Application Overview** and **Run Instructions** for **A/R Setup**. However, most of these points will be covered here as well.

Finance charges are calculated by this program in the following way:

1. For the purpose of this explanation, let us assume that you have specified that the customer can be charged a finance charge on items that are more than 60 days old. The program goes through all of the open items on a customer's account, looking for those invoices which are older than 60 days. The total of these invoices is accumulated. While this is occurring, the program adds up to the total of all credits to the customer's account, whether the credit is from credit memos or from payments.

2. If the total of the credits is larger than the total of the overdue amount, then no finance charge is calculated.

3. On the other hand, if the total overdue amount is greater than the total of credits on the customer's account, then a finance charge is calculated on the difference between these two amounts. For example, if the total of overdue amounts was $4,500 and the total of credits and payments was only $1,500, a finance charge is going to be calculated on the overdue $3,000.

4. In **A/R Setup**, you specified up to two levels of finance charge percentages. Let us take an example here: finance charges are calculated at 1.5% on amounts up to $1,000, and at 1% on amounts over $1,000. Using these sample figures, the finance charge on the overdue $3,000 would be calculated like this:

   $1,000 x 1.5% = 15

   (3,000 - 1,000) x 1% = 20

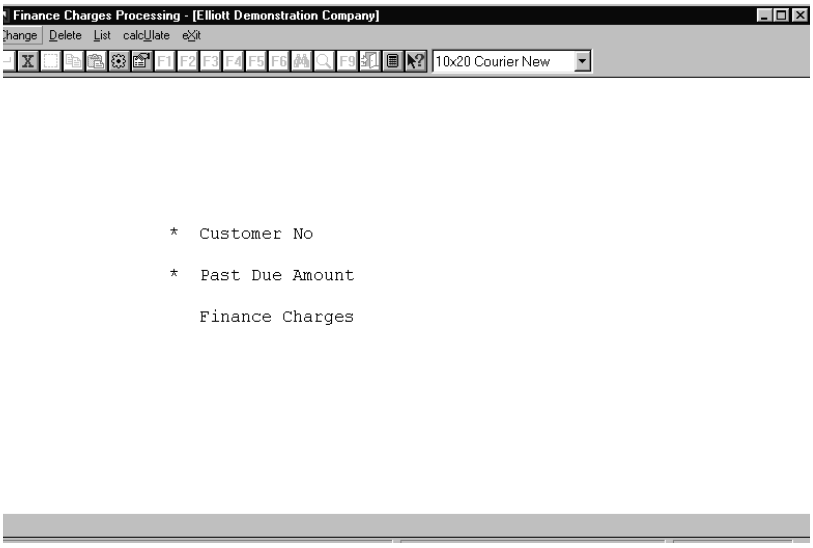
   Total finance charge = 15 + 20 = $35

Most of the figures that are used during this calculation are up to you to specify. You may want to review the entries made during **A/R Setup** to be sure that they actually match the way you want to calculate your finance charges.

Not all customers will necessarily have a finance charge automatically calculated for them. During **Customer File Maintenance**, you specified whether each customer was subject to this automatic calculation. You can omit certain customers from this calculation, and compute their finance charge amounts by hand. Some of your customers may even be exempt altogether.

Run Instructions

Select **Finance Charges Processing** from the pull down **A/R Processing** window. The following screen will then be displayed:



Finance Charges Processing Screen

The following options are available:

* Allows you to change calculated finance charges
* Delete calculated finance charges made against a customer before they are posted
* Print the finance charges made against a customer before they are posted to the customer's account
* Calculate finance charges

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

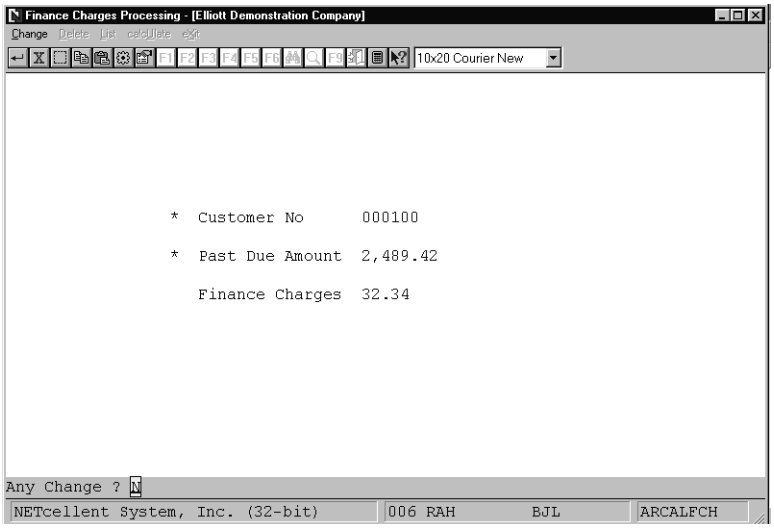
Change/Delete

Name	Type and Description
Customer No	6 alphanumeric characters. Enter the customer number whose finance charge you want to change or delete. The past due amount that was calculated for this customer will then be displayed. Press the F7 key for customer search by number or press the F8 key for customer search by name.
Past Due Amount	Display Only.
Finance Charges	9 numeric digits with 2 decimal places (9,999,999.99).

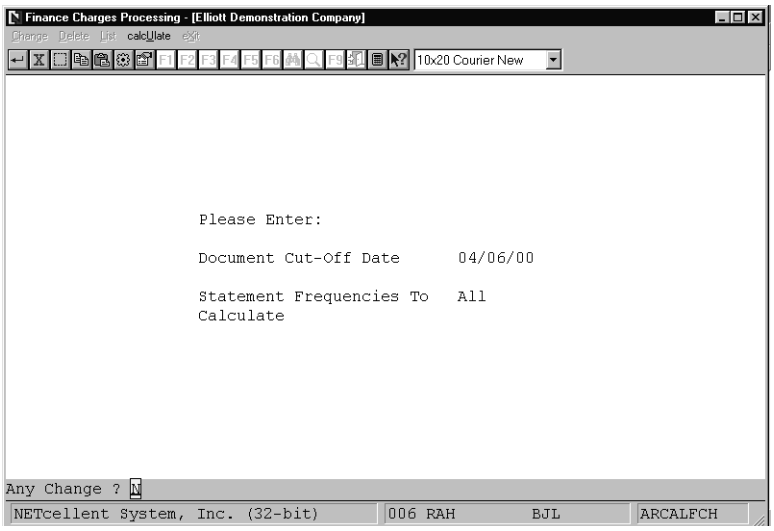
Name	Type and Description
	Enter the finance charge amount you want to charge the customer, if it is different from the amount calculated by the program.

Calculate

Name	Type and Description
Document Cut-off Date	A date in the standard date format. This is the date that will be used to determine how old a document is.
Statement Frequencies To Calculate	1 alphanumeric character. Enter the statement frequency code for the customers whom you wish to calculate finance charges on. If you press RETURN the field will default to **All** statement frequencies.
Statement Frequencies To Calculate (continued)	This field can have any of the following values: W = Weekly S = Semi-Monthly M = Monthly Q = Quarterly D = Discretionary N = No Statement



Finance Charge Processing



Finance Charges Processing (Calculate)

Post Sales & CR/DR Memo Transactions

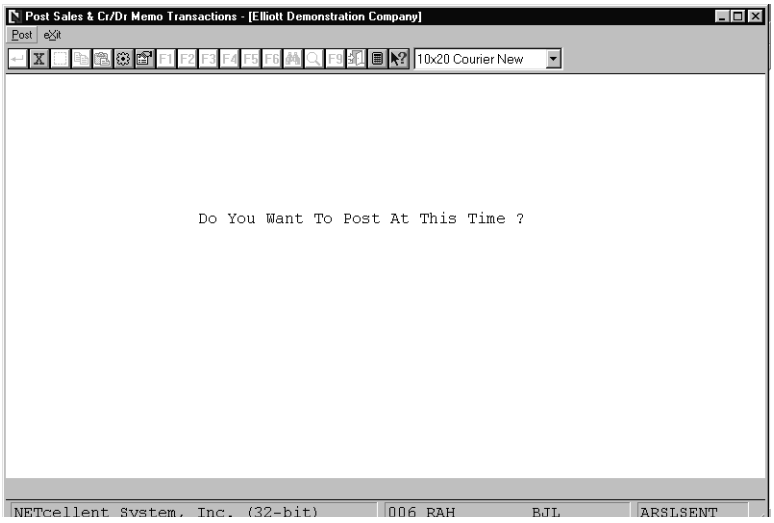
Application Overview

Post Sales & CR/DR Memo Transactions transfers all transactions that have been previously created in **Sales & CR/DR Memo Processing** into the **A/R Open Item File**. In addition it sends this information to the **Customer File**, **Salesman File** and **A/R Distribution To G/L** file. Consequently the result of posting serves to automatically adjust the balance that a given customer owes your business. It also affects the period to date sales, and other related variables recorded in the customer and salesman files.

When you perform a posting, the system prints a journal of all transactions that were posted.

Run Instructions

Select Post Sales & CR/DR Memo Transactions from the pull down A/R Processing window.
The following screen will then be displayed:



Post Sales Cr/Dr Memo Transactions Entry Screen

The following option is available:

*Post Sales & CR/Dr memo transactions

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time?	Y or N. Enter Y to post or N to decline.

Post Sales Cr/Dr Memo Transactions

Post Recurring Sales Transactions

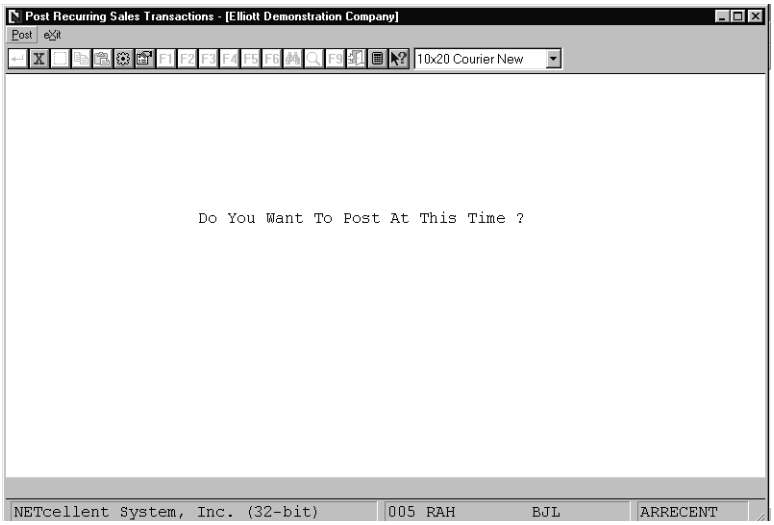
Application Overview

The **Post Recurring Sales Transactions** application transfers all transactions that were previously created in **Recurring Sales Processing** into the sales transaction file. You may then edit these transactions via **Sales & CR/DR Memo Processing** application under the **A/R Processing** pull down window. After verifying the transactions, you may post using the **Post Sales & CR/DR Memo Transactions** under the **A/R Processing** pull down window.

When you perform a posting, the system prints a journal of all transactions that were posted.

Run Instructions

Select **Post Recurring Sales Transactions** from the pull down **A/R Processing** window. The following screen will then be displayed:



Post Recurring Sales Transactions Entry Screen

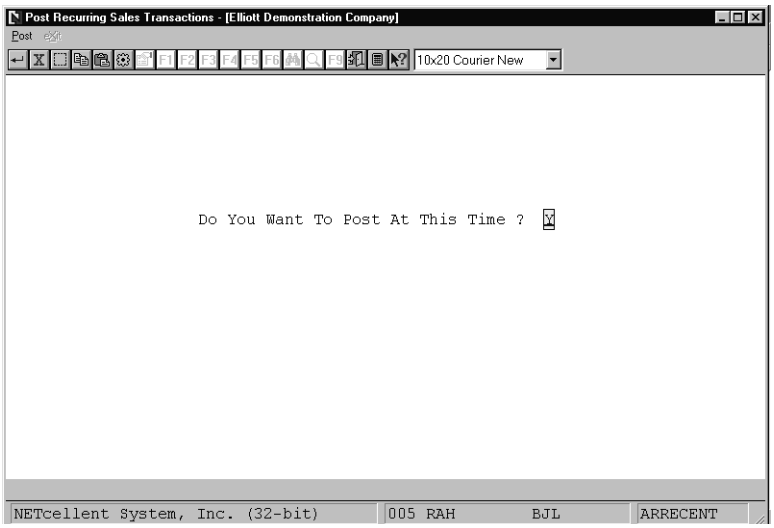
The following option is available:

* Post recurring sales transactions

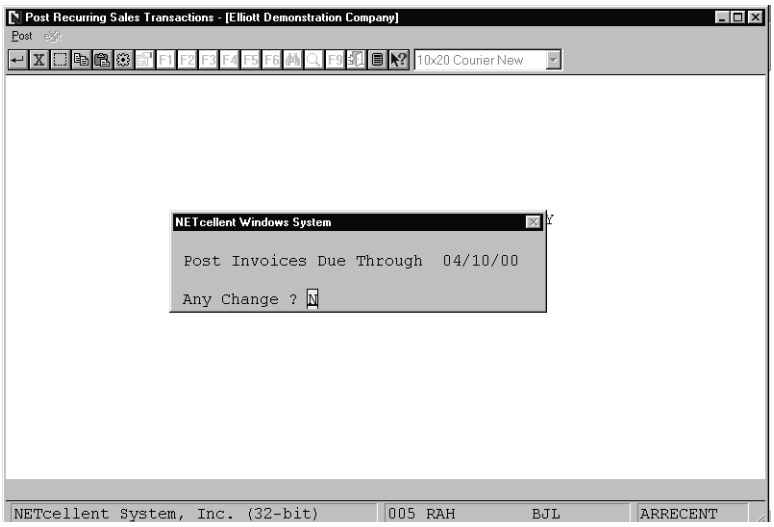
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	Y or N. Enter Y to post recurring Sales transactions or N to decline.



Post Recurring Sales Transactions



Post Cash Receipts

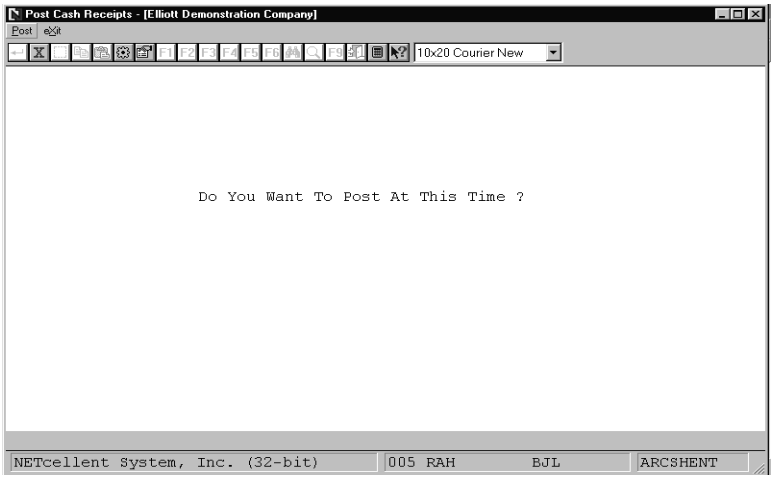
Application Overview

Post Cash Receipts transfers all transactions previously created in **Cash Receipts Processing** into the **A/R Open Item File**. In addition it sends this information to the **Customer File**, **Salesman File**, and the **A/R Distribution To G/L** file. Consequently the result of posting serves to automatically adjust the balance that a given customer owes your business.

When you perform a posting, the system prints a journal of all transactions that were posted.

Run Instructions

Select **Post Cash Receipts** from the pull down **A/R Processing** window. The following screen will then be displayed:



Post Cash Receipts Entry Screen

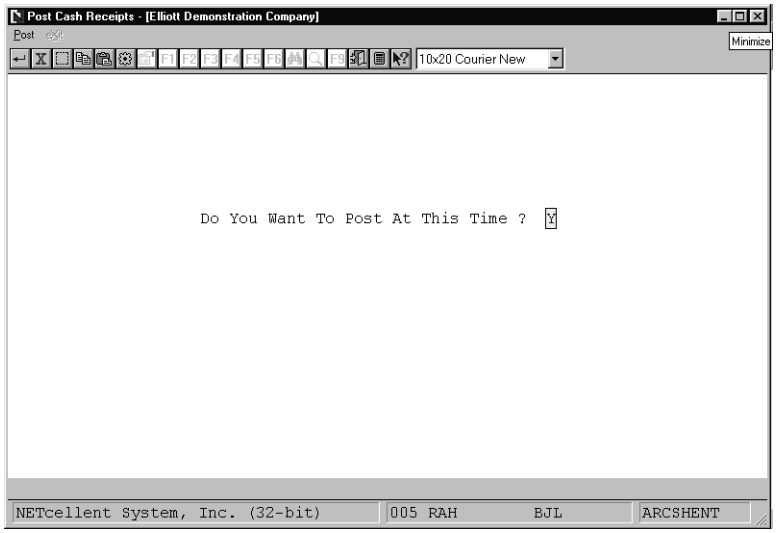
The following option is available:

* Post cash receipts

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	Y or N. Enter Y to post or N to decline.



Post Cash Receipts

Post Service Invoices

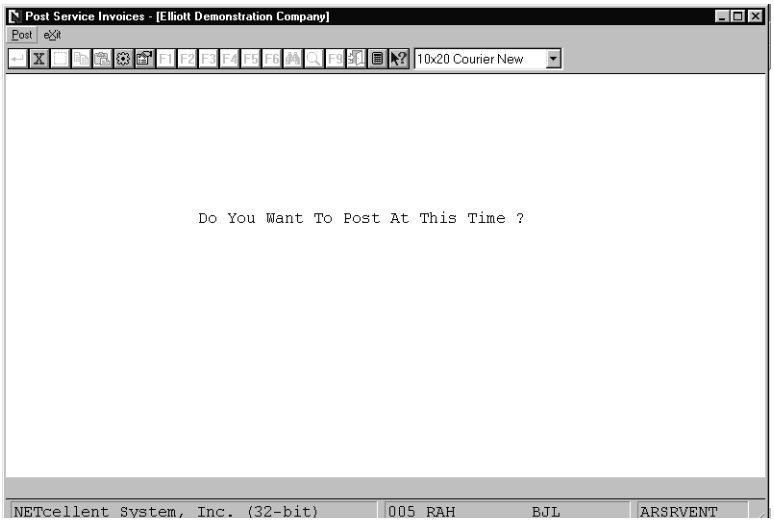
Application Overview

The **Post Service Invoices** application transfers all transactions that were previously created in **Service Invoice Processing** into the **A/R Open Item File**. In addition, it sends this information to the **Customer File, Salesman File, A/R Distribution To G/L** file, and the **Service File**. Consequently the result of posting serves to automatically adjust the balance that a given customer owes your business for services rendered, period to date sales, and other related variables recorded in the customer, salesman, distribution and service invoice files.

When you perform a posting, the system prints a journal of all service transactions that were posted.

Run Instructions

Select **Post Service Invoices** from the pull down **A/R Processing** window. The following screen will then be displayed:



Post Service Invoices Entry Screen

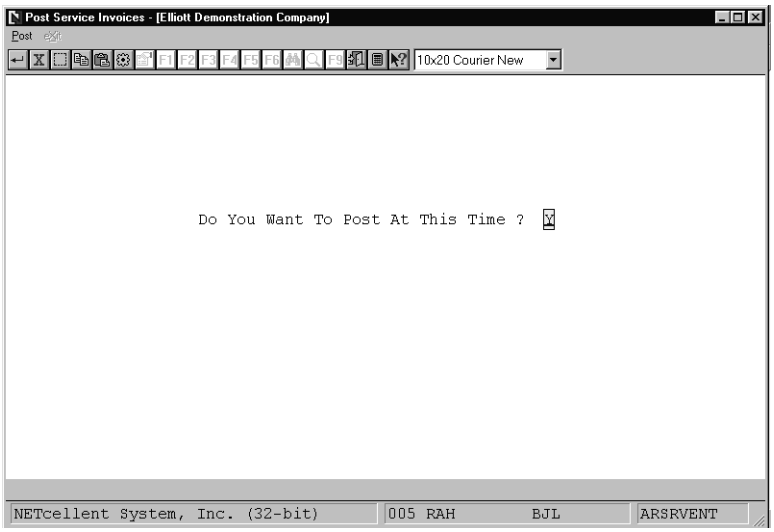
The following option is available:

* Post service invoices

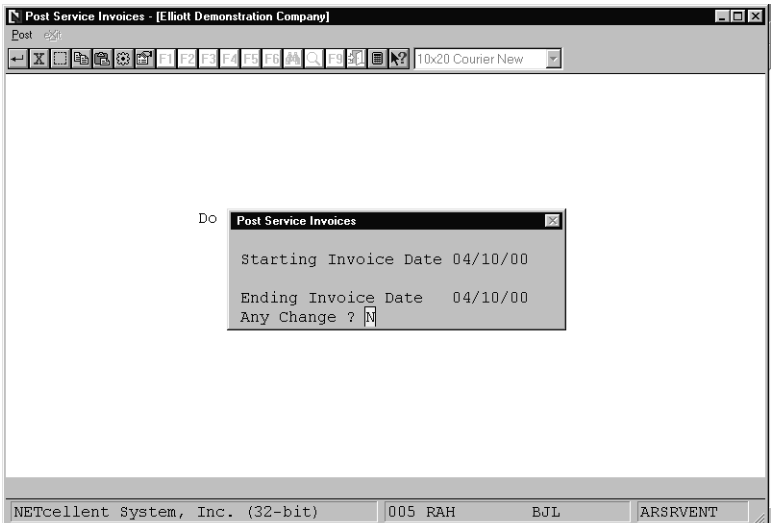
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time ?	Y or N. Enter Y to post or N to decline.



Post Service Invoices



Post Finance Charges

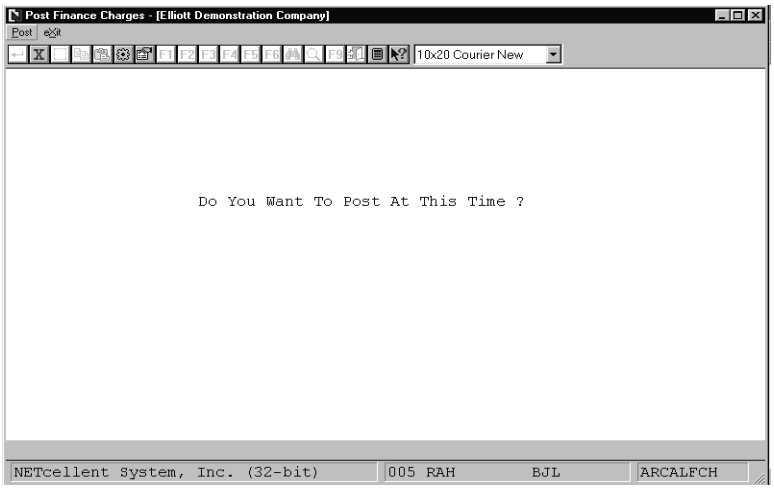
Application Overview

The **Post Finance Charges** application transfers all transactions that were previously created in **Finance Charges Processing** into the **A/R Open Item File**. In addition it sends this information to the **Customer File Maintenance**, **Salesman File Maintenance**, and **A/R Distribution To G/L** file applications. Consequently the result of posting serves to automatically adjust the balance that a given customer owes your business. It also affects the cost of sales, and other related variables recorded in the customer and salesman files.

When you perform a posting, the system prints a journal of all transactions that were posted.

Run Instructions

Select **Post Finance Charges** from the pull down **A/R Processing** window. The following screen will then be displayed:



Post Finance Charges Entry Screen

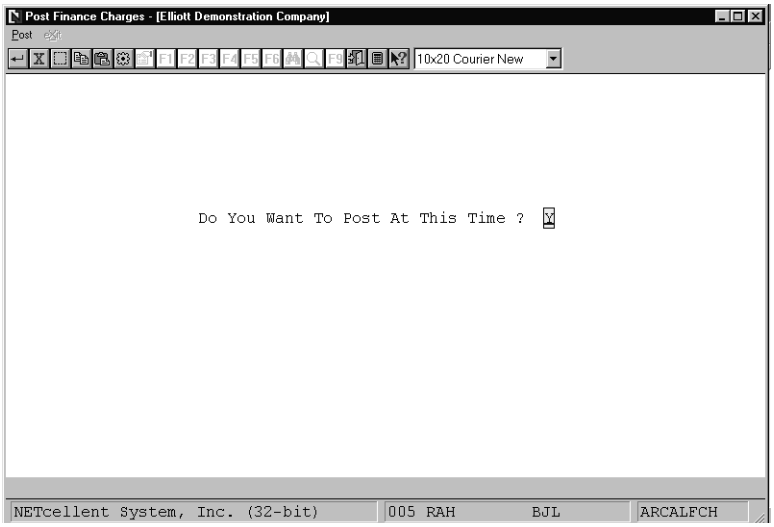
The following option is available:

* Post finance charges

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
Do You Want To Post At This Time?	Y or N. Enter Y to post or N to decline.



Post Finance Charges

Re-Apply CR/DR Memos

Application Overview

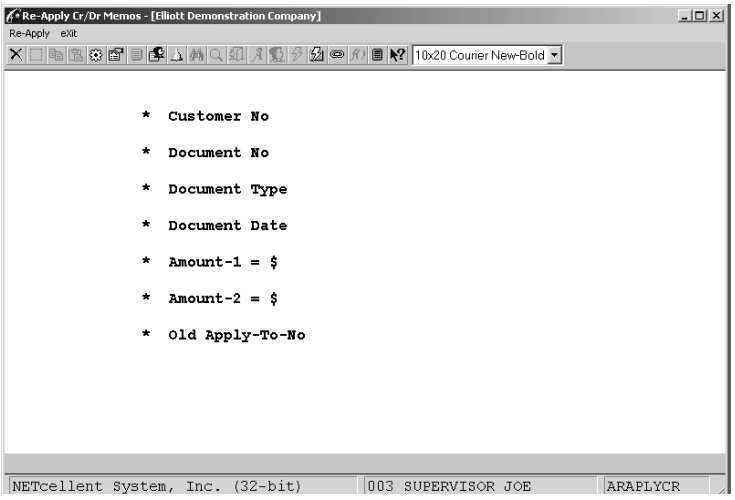
Using the **Re-Apply CR/DR Memos** application, you can apply a credit memo, debit memo, unapplied payment, or "Quick Adjustment" to an invoice. This application allows you to apply one credit memo or payment to several different invoices.

It is a very easy and fast application to use in the situation where you have open credit on a customer's account and you want to apply that entire amount to one or several invoices, or where a credit or debit memo was issued to the customer's account, but it was not applied to any invoice, or to the wrong invoice. The **"Quick Adjustment"** feature is useful because it can replace the Credit/Debit Memo process when there is an insignificant amount involved, such as overpayment or underpayment by a few cents.

The next time you print the **A/R Aging Report**, the credit or debit memo or unapplied payment will appear in the same aging period as the invoice that it now applies to. If the amount of the credit equals the amount still owing on the invoice, both will be cleared from the file the next time the **A/R Open Item** file is purged.

Run Instructions

Select **Re-Apply CR/DR Memos** from the pull down **A/R Processing** window. The following screen will then be displayed:



Re-Apply CR./DR Memos Entry Screen

NOTE: The Re-Apply function is not applicable to Balance Forward Type customers, only Open Item Balance Method customers.

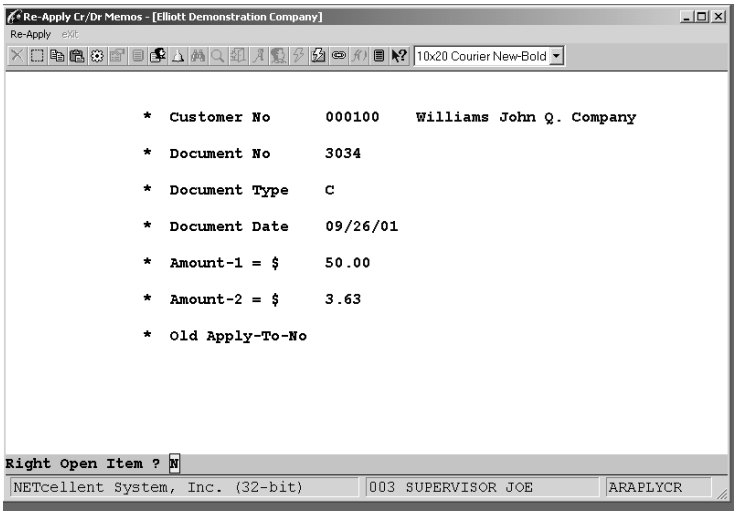
The following options are available:

* Select the desired mode from **Re-Apply CR/DR Memos** menu bar
* Re-Apply cr/dr memos

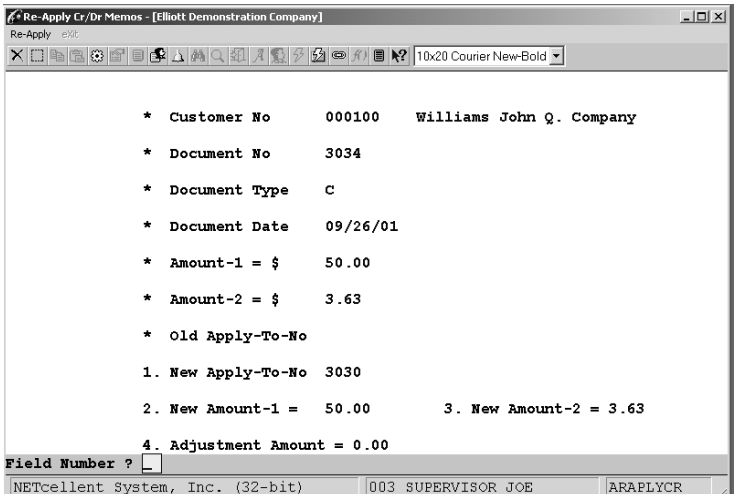
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
* Customer No	Enter the customer number. Press the F7 key for customer search by number or press the F8 key for customer search by name.
* Document No	6 numeric digits (999999). Enter the number of the document, which you wish, to re-apply.
1. New Apply-To No	6 numeric digits (999999). Enter the number of the invoice to which you want the credit or debit memo or payment that is displayed to now apply.
2. New Amount-1	9 numeric digits with 2 decimal places (9,999,999.99). Enter the portion of Amount-1 you wish to reapply to this apply to no.
3. New Amount-2	9 numeric digits with 2 decimal places (9,999,999.99). Enter the portion of Amount-2 you wish to reapply to this apply-to no.
4. Adjustment Amount	This is a "Quick Adjustment" with a positive or negative value. The amount entered here will update New Amount 2 of the New Apply-To document



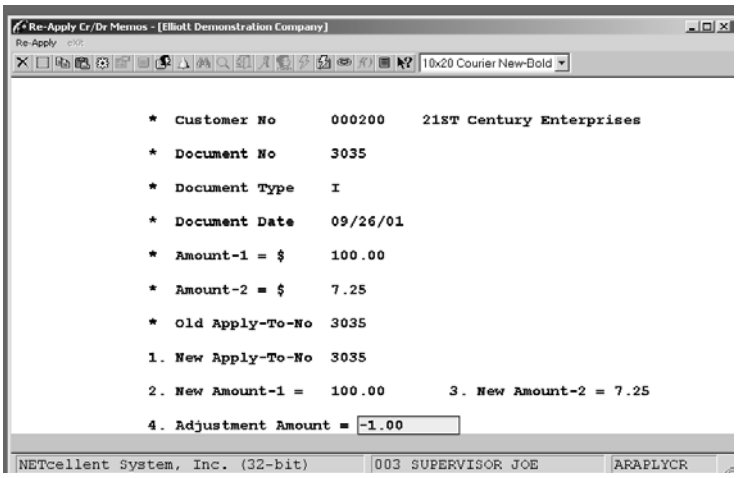
Open Credit Memo To Re-Apply



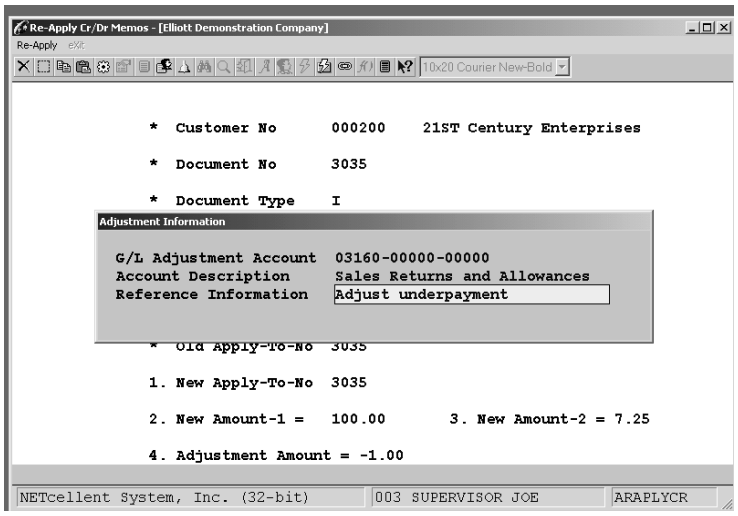
Open Credit Memo Applied to New Apply-To-No 3030

NOTE: The Re-Apply function is **real time**; as you complete the transaction, the records are updated.

Quick Adjustment



Scenario: Customer underpaid invoice by $1.00. The above figure displays the adjustment amount, Field 4, required to zero out the invoice rather than do a credit memo or leave the invoice open.



After pressing <enter> in Field 4, popup window appears with required entry. These fields must be completed or the system will not let you out of the window.

Purge Closed Open Items

Application Overview

Periodically, you will want to remove from the **A/R Open Item File** all transactions, which have been fully paid off. Otherwise, the file could become **very** large over a period of time. This application will accomplish this function for you.

When you purge the A/R Open Item File, **the system writes the purge information to the History Item File,** which holds all your purged records. Inquires, reports, and a purge function are available for this file as well.

Since this application **does** remove detail from the **A/R Open Item File**, you should not run it until you have printed statements for the period. Otherwise, much of the activity, which has occurred during the period, may not appear on the statements.

You may select which customer's accounts will be purged in the same way you selected which customers were to have statements printed. You can enter up to five Statement Frequency codes, and a starting and ending range of customers. Only those customers who have a Statement Frequency code matching one of the codes you entered and who fall within the range specified will have their account purged.

You will also enter a cut-off date for the purge. Any items in a customer's account dated after this cut-off date will not be considered at all during the purge. They will remain on file. For example, let us assume you want to purge the file through the end of June, even though you are currently mid-way through July. The program will not look at payments, which have occurred toward a customer's open items if they occurred after the end of June, even if they fully paid off one or more open items. This is done in this fashion so that the detail of customer payments during the month of July will remain intact for the next printing of statements.

Only customers that have transactions purged will be printed in the purge journal.

Purged Data

Any data purged is moved to the **A/R History Item File** and is available for viewing and reporting. This file can also be purged by a cut-off date and any purging of this file removes that data from you system.

How the Purge Works

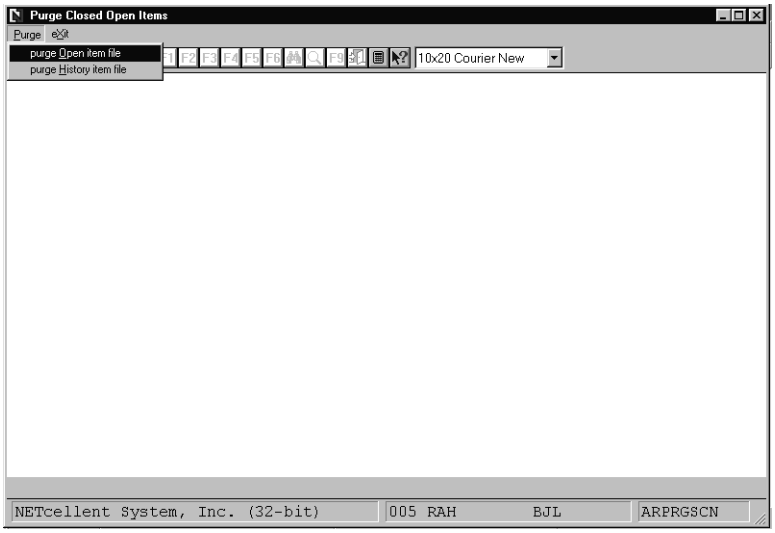
When an Open Item customer's account is purged, the program looks at each invoice to determine if its current balance is zero, meaning that it has been fully paid. If its balance is zero, then the invoice and all payments, credit memos and debit memos, which apply to the invoice, will be deleted from the file. Any open items whose current balance owing is not zero will be left on file.

When a Balance Forward customer's account is purged, the program totals up all credits on the customer’s account, and apply those credits to the oldest debits on the account. Every invoice, or other debit, which can be paid off by the total credit amount is deleted from the file. All open items, which could not be fully paid off, remain on file.

Run Instructions

A/R Processing Menu → Purge Closed Open Items → Purge

The following screen will displayed where you can select the **Open Item File** or **History Item File**



Purge Closed Open Items Entry Screen

The following option is available:

* Allows you to remove transactions, which have been fully paid off
* This application does remove detail from the **A/R Open Item File** and should not be run until after statements for the period have been printed

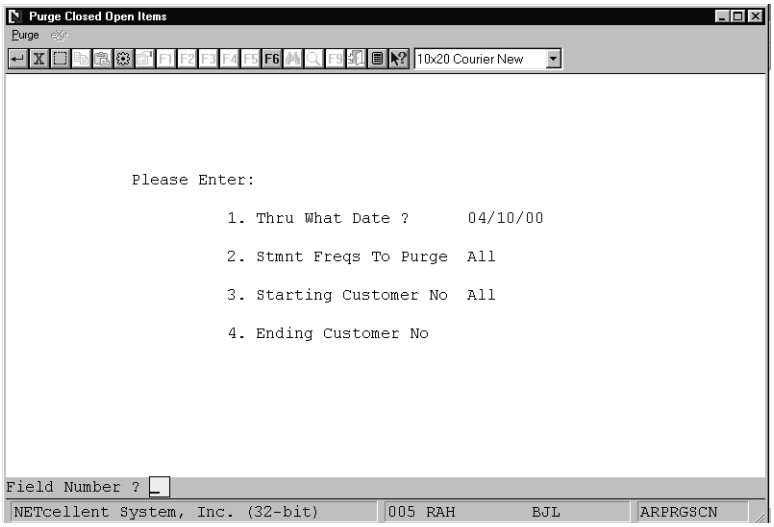
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

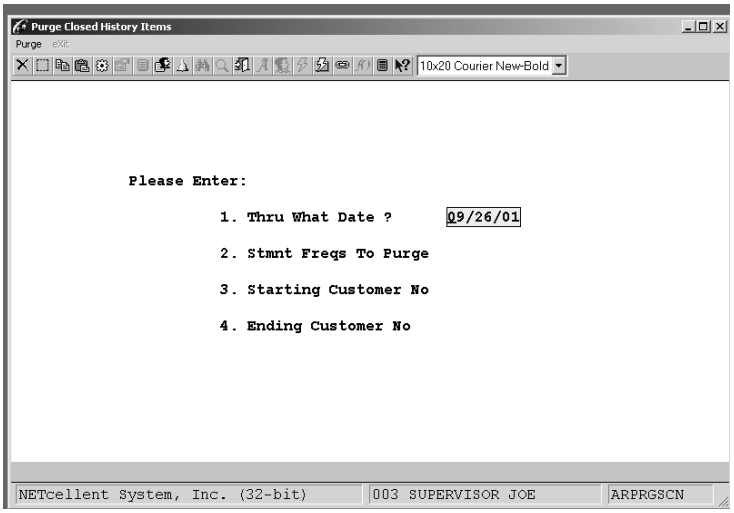
Name	Type and Description
1. Thru What Date ?	A date in the standard date format. No documents past this date will be considered during the purge. This field defaults to the system date.
2. Stmnt Freqs to Purge	Five entries of 1 alphanumeric character. Only those customers having a statement frequency matching one of the frequencies you enter here, and whose customer number also falls within the range you will enter below, will have their account purged. If you press RETURN for the entry of the first entry of a statement frequency, it will default to **All** statement frequencies. These are the valid values which can be entered for these fields:

Name	Type and Description
	D = Discretionary W = Weekly S = Semi-monthly M = Monthly Q = Quarterly N = No Statement
3. Starting Customer No	6 alphanumeric characters. Enter the number of the starting customer to be purged. If you press RETURN for this entry, it will default to **All** customers.
4. Ending Customer No	6 alphanumeric characters. Enter the number of the ending customer to be purged. If you press RETURN for this entry, it will default to the starting customer entry. In other words, only the customer specified by the starting customer number will be purged.

Purge Closed Open Items Screen:



Purge Closed History Items Screen



Clear A/R Accumulators

Application Overview

In the customer record for each of your customers are four accumulator fields which store the period-to-date **(PTD)** and year-to-date **(YTD)** sales, and cost of sales figures for that customer. These fields are primarily used to produce the Sales Analysis reports. Also a figure is kept that reflects the highest balance for the customer since the field was last cleared.

In the salesman record for each of your salesmen are six accumulator fields, which store the period-to-date **(PTD)** and year-to-date **(YTD)** sales, cost of sales, finance charge on sales, and commission figures for that salesman. These fields are primarily used to produce the Sales Analysis by Salesman Report.

In the tax record are six accumulator fields, which store the period-to-date **(PTD)** and year-to-date **(YTD)** sales, miscellaneous charge on sales, and tax on sales figures for that tax code.

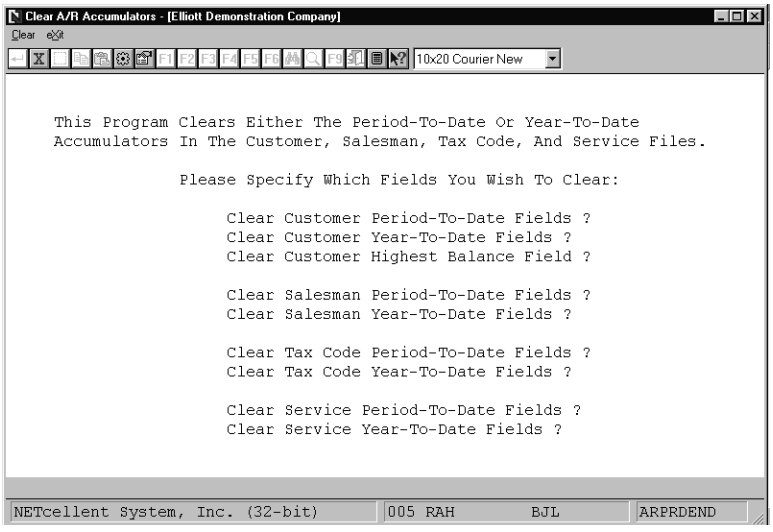
In the service record are six accumulator fields, which store period-to-date **(PTD)** and year-to-date **(YTD)** units, sales and cost of goods figures for that service code.

In order to keep these fields accurate for any given period, it is necessary to clear them at the end of each period. The sales figures will begin to accumulate for the current period. The same principle applies to the **YTD** fields.

The **Clear A/R Accumulators** application allows you to clear either the **PTD** fields, the **YTD** fields or both for all of your customers, salesmen and tax codes. Since the fields which you specify will be cleared by this program, you should be sure that you have run any Sales Analysis or Tax Code Reports that you will require before you clear them.

Run Instructions

Select **Clear A/R Accumulators** from the pull down **A/R Processing** window. The following screen will then be displayed:

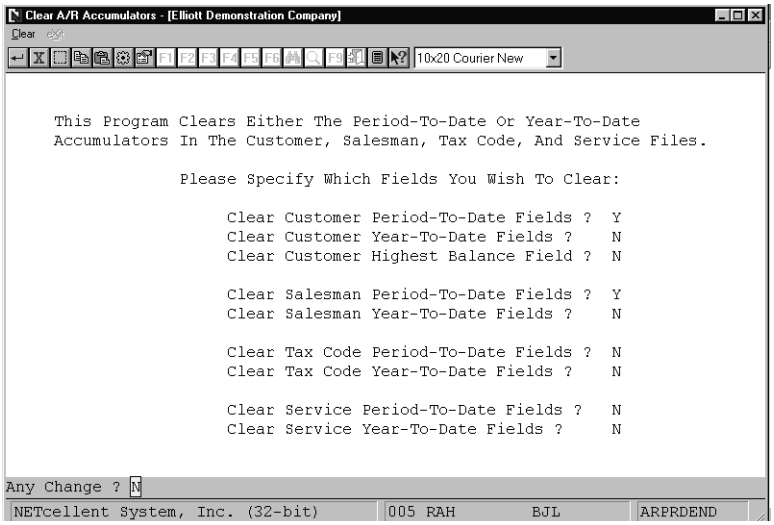


Clear A/R Accumulators Entry Screen

The following option is available:

* Allows you to remove PTD and YTD figures that are stored in the customer, salesman, tax code and service files
* This application does remove detail and the Sales Analysis or Tax code Reports should be run **before** you clear the figures

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.



Clear A/R Accumulators

Set Customer Account Balances

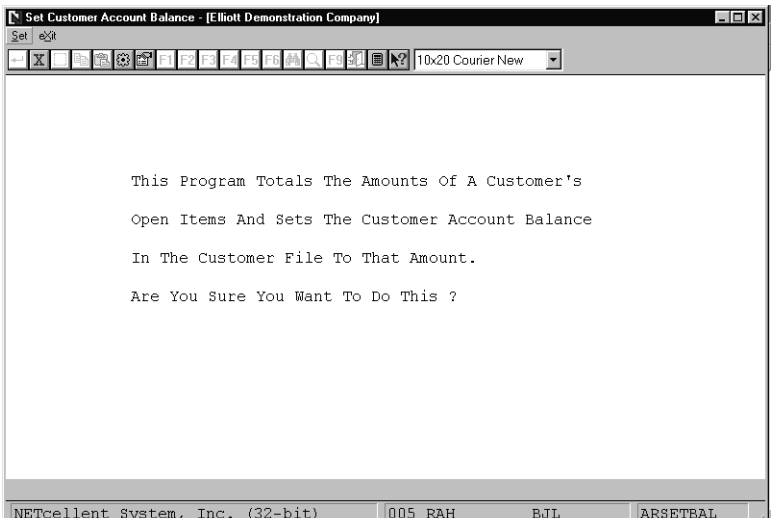
Application Overview

Part of bringing the **Accounts Receivable** package up to its full capability when you first receive it is the process of loading the **A/R Open Item File** with the initial contents of your customers' accounts. When that is done, you run this application to set each customer's account balance field in this customer record to the total of his open items. From that time on, the programs, which add transactions to the customer's account, will update this account, balance in the customer record so that it will always be accurate.

Thus, the **Set Customer Account Balances** program will probably only have to be run once. But if you are ever unsure whether the account balance stored in a customer's record is actually correct, you can run this program again. It will not do any harm if you run it more than once.

Run Instructions

Select **Set Customer Account Balances** from the pull down **A/R Processing** window. The following screen will then be displayed:

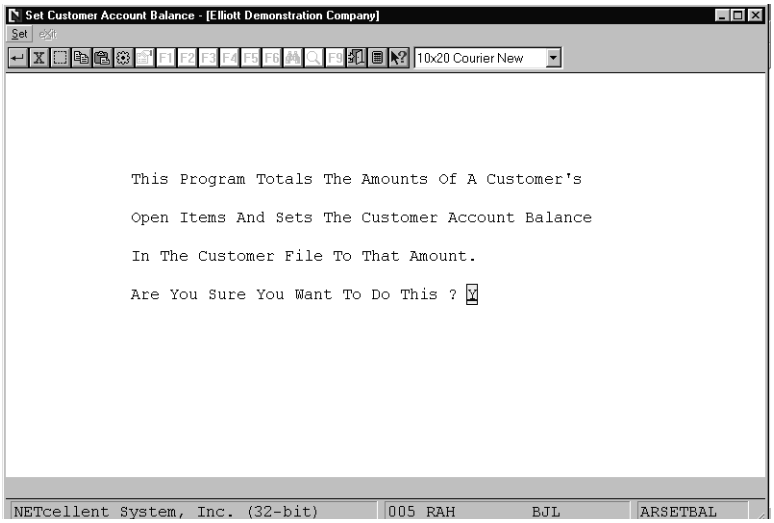


Set Customer Account Balances Entry Screen

The following option is available:

* Allows you to set the customer balance field in the customer file according to the total of open items (invoices, payments etc.)

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.
Screens



Set Customer Account Balances

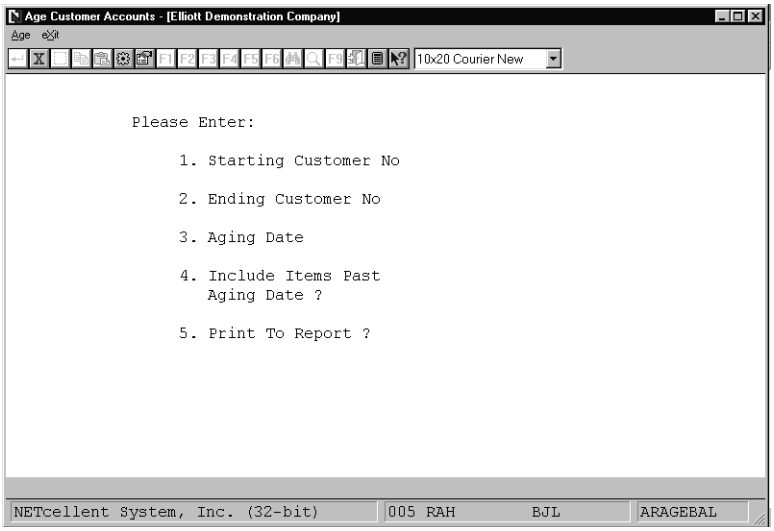
Age Customer Accounts

Application Overview

In the Customer file there are four fields that store the age amounts for period-1, period-2, period-3, and period-4 for each customer as of the last age date. The primary use of these fields is for display during **Customer Account Inquiry** or for use with the **Report Writer**. In order to keep these fields current, it is necessary to age customer accounts periodically. These fields are updated through **Print Statements** (if print aged totals is **Y**), or by running this application. Because statements are usually only run once in a period, these age amounts may not be current. This application can be run as many times as needed to keep these age amounts current between statement periods.

Run Instructions

Select **Age Customer Accounts** from the pull down **A/R Processing** window. The following screen will then be displayed:



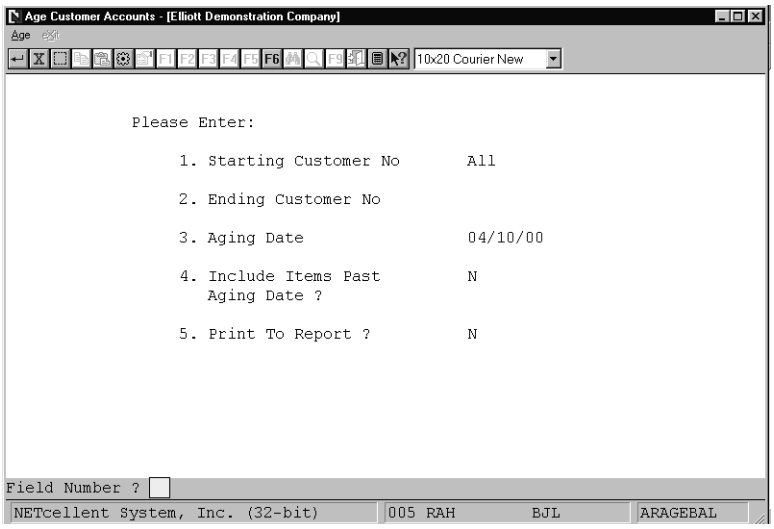
Age Customer Accounts Entry Screen

The following option is available: Allows you to age the customers open items primarily for display during customer account inquiry

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Customer No	6 alphanumeric characters. Enter the beginning of the range of customer numbers you want to age account balances for. If you press RETURN the system will default to **All** customers.
2. Ending Customer No	6 alphanumeric characters. Enter the ending of the range of customer numbers you want to age account balances for. If you press RETURN the system will default to **All** customers.
3. Aging Date	A date in the standard date format. Enter the date to be used for calculating the age of the customer account balances. This date will also be the date that appears as the last statement aging date in the customer file. This field defaults to the system date.
4. Include Items Past Aging Date ?	Y or N. If you answer N to this question, no open items whose date is after the aging date will be included in the age balances. On the other hand, if you answer Y here, all items will still be aged as of the aging date, but all open items on a customer's account will be included. Any items not yet due will appear in aging period one.



Age Customer Accounts

Print Statements

Application Overview

A statement is a document that you produce periodically to send to the customer, which details all the billing period's activity on the customer's account. Statements are usually produced on pre-printed forms, which fold to fit into a windowed envelope with the customer's name and address showing. Elliott Business Forms Department of NETcellent System, Incorporated can supply you with these forms in a wide range of colors at very competitive prices.

When you select the Print Statements application, the program will display a screen asking you for some further information, such as a specification of which customers are to be included in the printing and the period the statements are to cover. After you enter this information, you should mount statement forms on your printer. Printing will proceed from that point.

The statement for an Open Item customer will contain all detail of the open items on the customer's account up through the ending date of the statement period. For a Balance Forward customer, a single line will be printed which summarizes all the detail on the customer's account up to the starting date of the statement period, followed by all further details of customer transactions up to the ending date of the statement period.

Selection of Customers

For this program, you will specify which customers are to have statements printed. This is done by entering up to five statement frequency codes. Previously, during Customer File Maintenance, you assigned a statement frequency code to each customer, specifying how frequently he was to receive a statement. The statement-printing program will print a statement for every customer whose statement frequency code matches one of the statement frequency codes you entered, and who falls within the range of customers you specified.

Regarding Purging the A/R Open Item File

The Purge Closed Open Item application, when run, will remove from the A/R Open Item file all of those A/R open items for the customers you designate, which have been fully paid. For historical purposes, the purged data is moved to the A/r History Item file where if can be viewed or printed.

When you send a statement to a customer, he will usually want to see all the activity that has occurred on his account since the last statement he received. For this reason, you should be sure that you print statements and send them to your customers before you purge the A/R Open Item file.

Printing of the Company Name

One of the questions asked during A/R Setup **was** Print Company Name On Statement?**.**

There are some companies, known usually as Service Bureaus, which handle all accounting for more than one company. A Service Bureau might handle the entirety of a company's Accounts Receivable, for example. Such a company might want to use just one set of statement forms for all companies it keeps records for. Then, when it prints statements to send to the company's customers, it will print the name of the company in a space left deliberately blank at the top of the statement form for that purpose.

Many other companies, however, might have the name of their company printed at the top of their statement forms. In this case, they would not want the program to print the company name over the top of this pre-printed name.

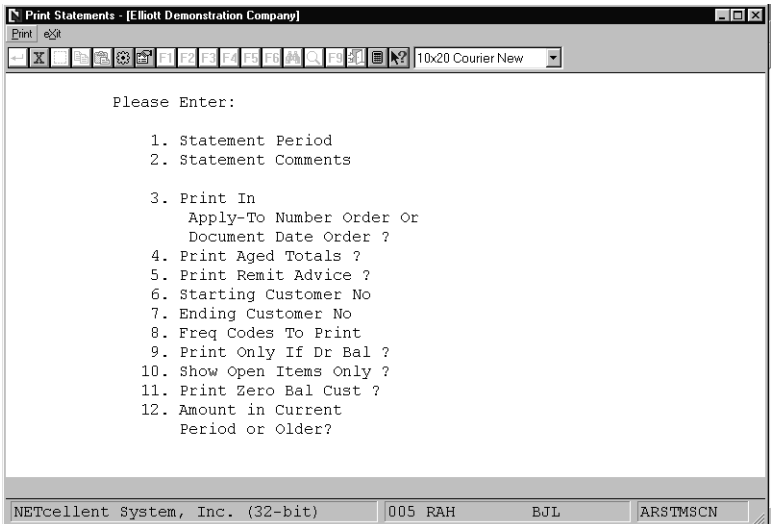
The answer to the above question in A/R Setup will determine what the program does in this case. You might want to check your answer to this question, to be sure the statements are printed the way you want them.

Printing On Laser Forms

Statements may be printed on either standard (continuous) forms or laser forms. This option is set in the Print On Laser Forms? field (#48) of the A/R Setup application. If that field is set to S or B, statements will automatically be set to print on laser forms. For more information, refer to the description for field #48 in the A/R Setup section of this manual.

Run Instructions

Select Print Statements from the pull down A/R Processing window. The following screen will then be displayed:



Print Statements Entry Screen

The following options are available:

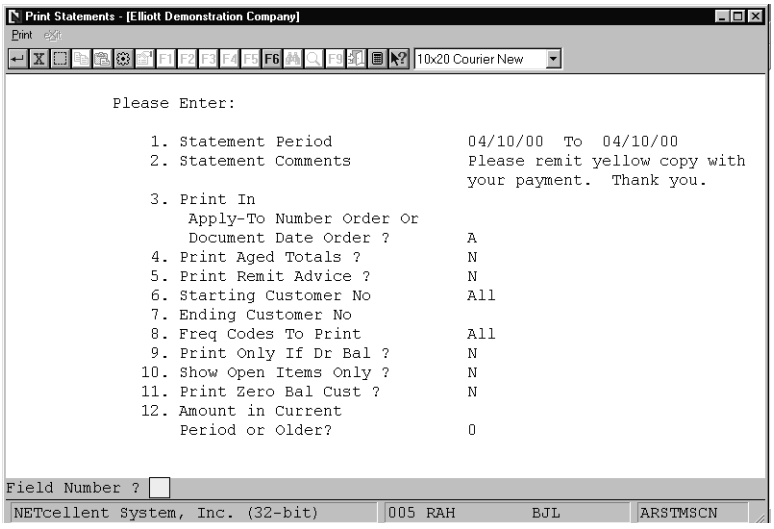
* Print Statements on pre-printed forms
* Statements may be printed by customer, by frequency showing all detail to the customers account

To return to the menu bar, press the ESC or F10 key. To leave this application, press X for EXIT when positioned at the menu bar.

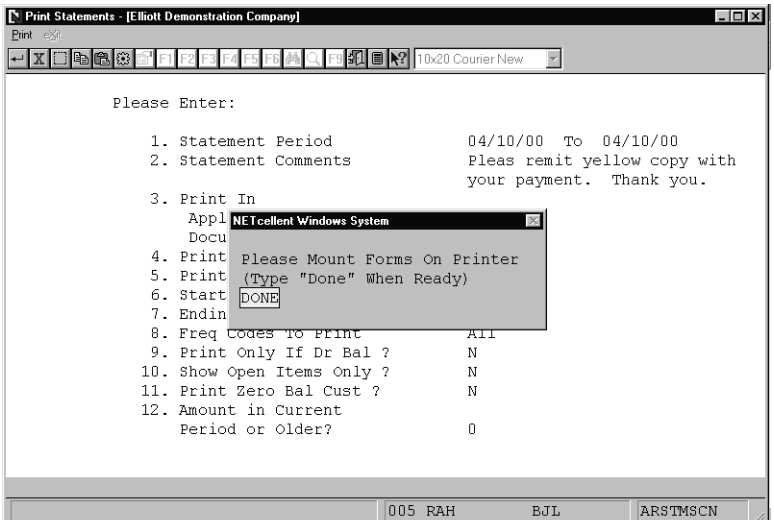
Entry Field Descriptions

Name	Type and Description
1. Statement Period	Two entries of a date in the standard date format. Enter the starting and ending dates of the statement period. For Balance Forward customers, all activity on the account prior to the starting statement date will be printed as a single total line on the statement, followed by the rest of the detail on the customer's account up through the end of the statement period. For Open Item customers, all open items in the account will be printed up through the ending date of the statement period.
2. Statement Comments	Two entries of 30 alphanumeric characters. The comments that you enter here will print at the bottom of each statement printed. This can be very handy if you want to announce a sale or to make known some special piece of news to all of your customers. If you leave these comments empty, no comments will print on the statements.
3. Print In Apply-To Number Order or Document Date Order ?	1 alphanumeric character. This question is asking whether you want the detail of the statements to be printed in apply-to number order or in document date order. Enter A to specify apply-to number order, or D to specify document date order. If the items are printed in apply-to number order, each invoice will be immediately followed by those payments, credit memos, etc. that apply to it. Otherwise, the statements will be printed in document date order, without any reference to the apply-to number of the document.
4. Print Aged Totals ?	Y or N. If you answer Y to this, the totals of the customer's account will be broken down into the same four aging periods which appear on the A/R Aging Report, and printed in a box at the bottom of the statement. If you answer Y to this field then the aging period fields in the Customer file will be updated with the aged total amounts printed at the bottom of the statement.
5. Print Remit Advice ?	Y or N. Many statement forms have a right-hand portion, which is detachable which the customer sends in with his payment. This portion of the statement is called a Remittance Advice. Answer Y to this question if you wish to print the Remittance Advice.
6. Starting Customer No	6 alphanumeric characters. Enter the beginning of the range of customer numbers you want to print statements for. If you press RETURN for this field, it will default to All customers.
7. Ending Customer No	6 alphanumeric characters. Enter the end of the range of customers you want to print statements for. If you press RETURN for this entry it will default to the entry you made for the starting customer number. In other words, only the customer specified by the starting customer number will receive a statement.
8. Freq Codes to Print	Five entries of 1 alphanumeric character. Enter the statement frequencies of the customers for whom you want to print statements. Only customers having a statement frequency matching one of the

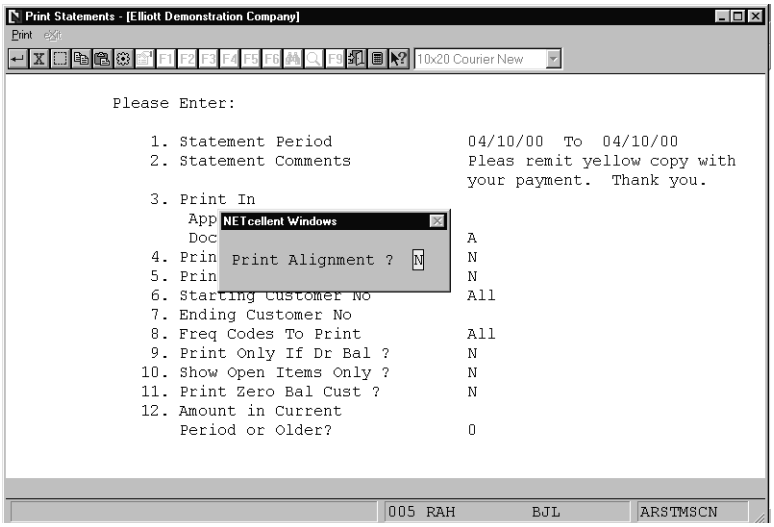
Name	Type and Description
	codes you enter will have a statement printed. The allowable entries for this field are: D = Discretionary W = Weekly S = Semi-Monthly M = Monthly Q = Quarterly If you press RETURN without an entry for this field, it will default to All frequency codes.
9. Print Only If Dr Bal ?	Y or N.
Print Only If Dr Bal ?	If you answer Y to this, statements will be printed only for customers with a balance greater than zero. If you answer N, those with balances less than zero will be included.
10. Show Open Items Only ?	Y or N. If you answer Y to this, only invoices that have not been paid will be reported on the statement, otherwise all transactions for the date range will be printed.
11. Print Zero Bal Cust ?	Y or N. If Yes, then statements for customers with zero balances will be printed.



Print Statements (Screen #1)



Print Statements (Screen #2)



Print Statements (Screen #3)

Sample Statement

John Q. Williams Company
3479 Peachtree Road N.E.
Suite #200
Atlanta, GA 30329
USA

10/16/92 000100

1002	02/06/89	D	DEBIT MEMO		81.90	81.90
3502	11/02/89	D	DEBIT MEMO		84.33	166.23
1000	02/14/89	I	INVOICE		995.92	1,162.15
6553	07/15/89	P	PAYMENT: CHECK NO	6553	995.92CR	166.23
1001	03/21/89	I	INVOICE		1,220.15	1,386.38
6553	07/15/89	P	PAYMENT: CHECK NO	6553	1,220.15CR	166.23
1003	06/09/89	I	Order # 3866		1,933.20	2,099.43
6553	07/15/89	P	PAYMENT: CHECK NO	6553	1,933.20CR	166.23
1004	05/26/89	I	Order # W3983		1,616.83	1,783.06
6553	07/15/89	P	PAYMENT: CHECK NO	6553	1,616.83CR	166.23
1005	05/11/89	I	Order # W3808		1,780.64	1,946.87
6553	07/15/89	P	PAYMENT: CHECK NO	6553	733.90CR	1,212.97
12093	08/15/89	P	PAYMENT: CHECK NO	12093	1,046.74CR	166.23
2000	06/11/89	I	Order # W4517		1,778.03	1,944.26
12093	08/15/89	P	PAYMENT: CHECK NO	12093	1,153.26CR	791.00
3585	08/23/89	P	PAYMENT: CHECK NO	3585	558.35CR	232.65
2001	06/22/89	I	Order # W5638		1,448.94	1,681.59
3585	08/23/89	P	PAYMENT: CHECK NO	3585	1,448.94CR	232.65
2002	06/23/89	I	Order per Letter of 6/17/87		400.23	632.88

Print Service Invoices

Application Overview

The **Print Service Invoices** application produces service invoices that reflect the activity you previously entered into **Service Invoice Processing**. These are usually generated on pre-printed forms. But you can also print them on any form that is defined in the **Invoice Form Setup** application.

Elliott Business Forms Department of **NETcellent System, Incorporated** can supply Invoice forms in a wide range of colors at very competitive prices.

When you select **Print Service Invoices**, an input screen requests further information, such as the range of invoice numbers to be printed, the corresponding invoice date, as well as any special comments that you want to print.

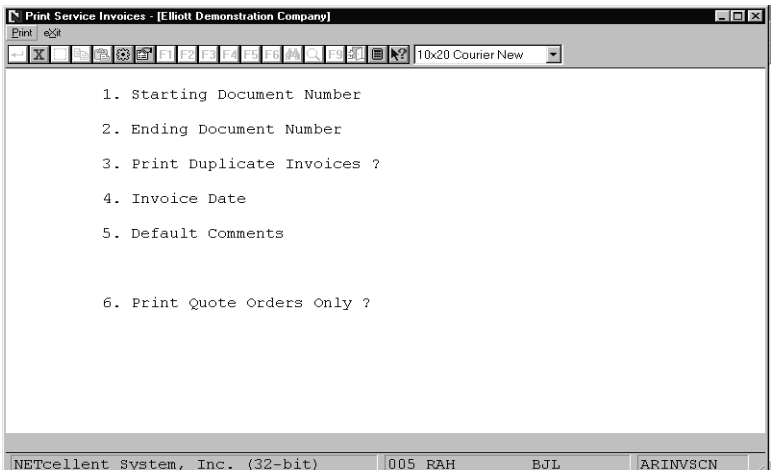
Printing On Laser Forms

Invoices may be printed on either standard (continuous) forms or laser forms. To use the default laser form layout, select the **Laser** option under **Reset** in the **Invoice Form Setup** application. Make sure the **Default Invoice Form** field (#37) in **A/R Setup** is set to 99. For more information on invoice formats see the **Invoice Form Setup** section of this manual.

To actually set the system to print on laser forms, set the **Print On Laser Forms?** field #48 in the **A/R Setup** application to **I** or **B**. For more information, refer to the description for field #48 in the **A/R Setup** section of this manual.

Run Instructions

Select **Print Service Invoices** from the pull down **A/R Processing** window. The following screen will then be displayed:



Print Service Invoices Entry Screen

The following option is available:

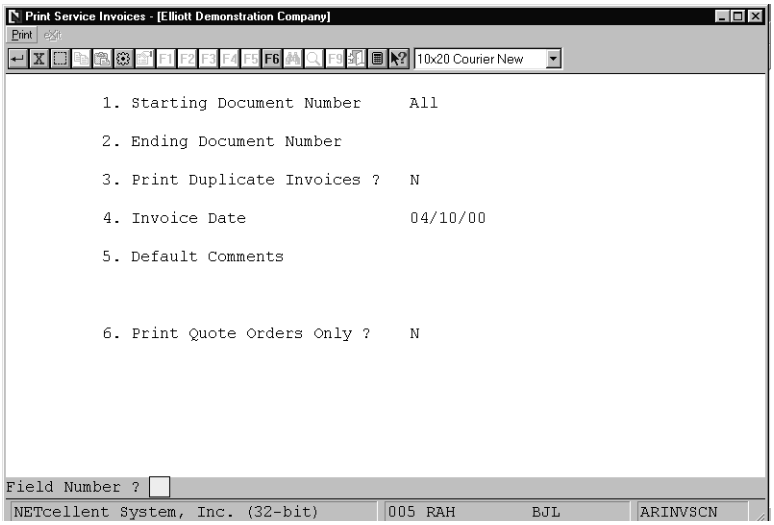
* Print invoice forms

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

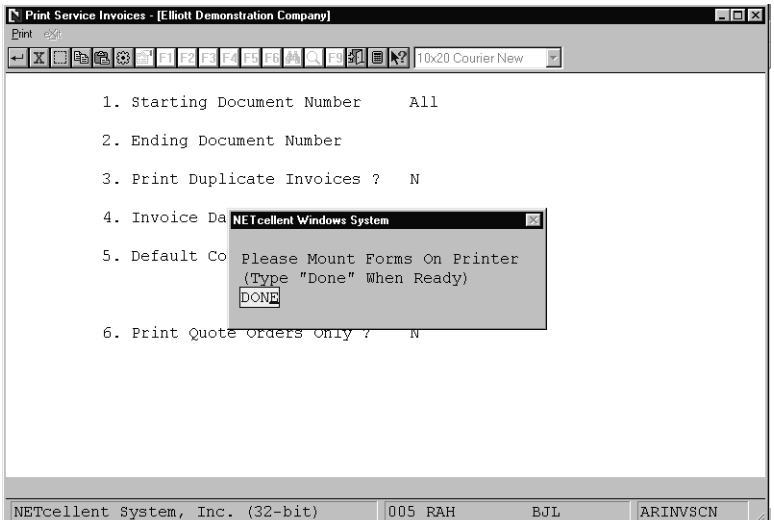
Entry Field Descriptions

Name	Type and Description
1. Starting Document Number	6 alphanumeric characters. Enter the first document number within the range you wish to print. To select all orders, press RETURN.
2. Ending Document Number	6 alphanumeric characters. Enter the last document number within the range you wish to print. Press RETURN to default to the starting document number's entry.
3. Print Duplicate Invoices ?	Y or N. If Y is entered you may re-print the range of Unposted service invoices again. This field defaults to N.
4. Invoice Date	A date in the standard date format. This is the date that a given service was performed, or any date that is specified as the invoice. The system defaults to today's date.
5. Default Comments	3 lines of 35 characters each.

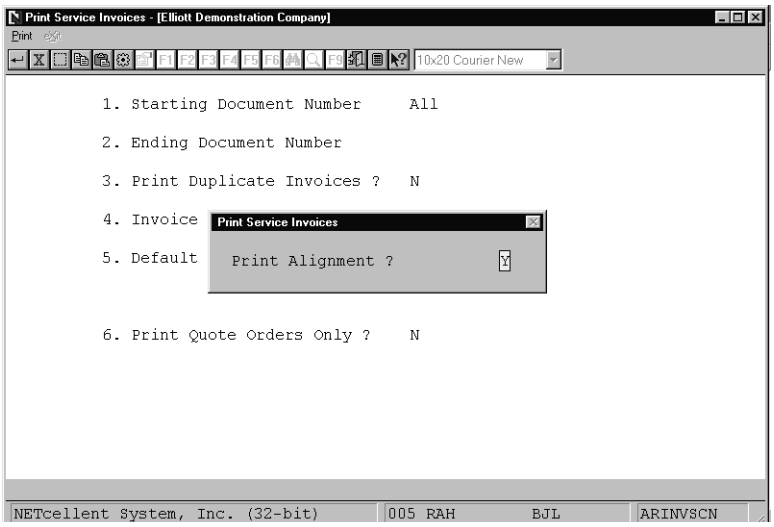
Name	Type and Description
	You may enter any additional comments here.
6. Print Quote Orders Only ?	Y or N. If Y is entered, only those service invoices with a document type of Q (Quote) will be printed. This field defaults to N.



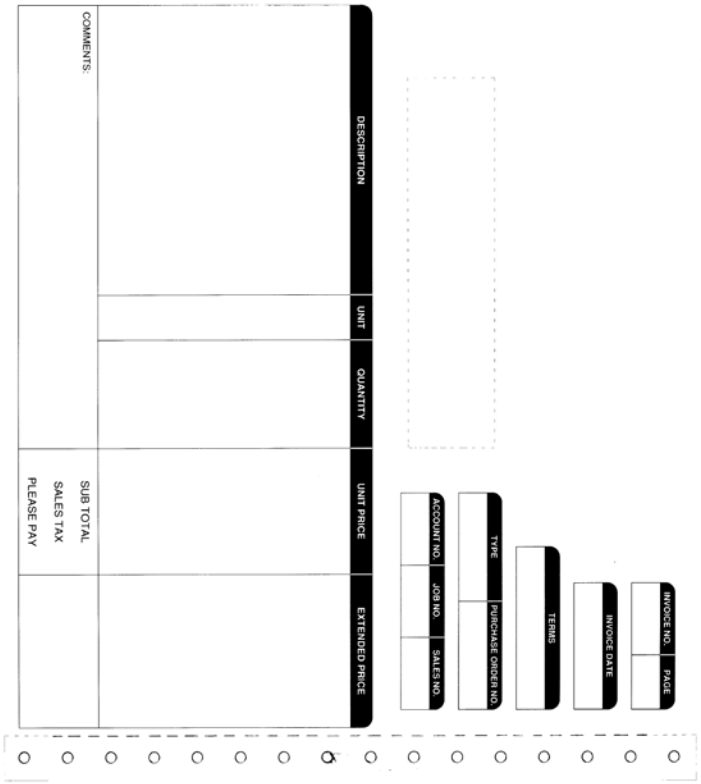
Print Service Invoices (Screen #1)



Print Service Invoices (Screen #2)



Print Service Invoices (Screen #3)



Sample Invoice

Customer Mail Merge

Application Overview

This enhancement is a remarkable media which enables users to achieve writing the following correspondence in ELLIOTT: **dunning letters**, prospect follow-up letters **(contact management)**, customer evaluation letters for returned merchandise and sales, thank you letters, **event notification and invitation**, and **labels**, etc. The most advantageous feature of this enhancement over word processors in the market is the availability of ELLIOTT's Customer database. By using this enhancement, users can avoid lengthy procedures for preparing many types of correspondence. And also users can enjoy the easy use of this enhancement by forgetting about generating a customer list and learning complicated mail merge theory in any word processor.

Run Instructions

The user can locate this function by selecting A/R → Util_Setup → Customer Mail Merge. This enhancement basically is divided into two portions: Letter Header and Letter Body. We will discuss each component in these two portions. Following the explanation of this enhancement, scenario examples will be given. For the rest of documentation, the framework is as follows:

The Letter Header Screen

The Letter Body Screen

Special symbols

Scenario Examples for criteria table

Other Unique Functionality

The Letter Header Screen

1. Letter Code

   This field allows alphanumeric data entry with eight spaces.

2. Description

   This field is the Letter Code Description that lets the user enter alphanumeric data entry up to 30 characters.

3. Criteria Table

   This enhancement allows the user to enter up to 10 conditions, which will restrict the number of output. The relation among these 10 possible conditions is AND by default. Fundamentally, the user needs to construct a comparison statement for each condition. The statement consists of three components: Field Name, Operator and Comparison-Value. Each of these elements will be discussed in the next three paragraphs. The user can take a look at Figure 38.1 to get an idea of what the Criteria Table is all about.

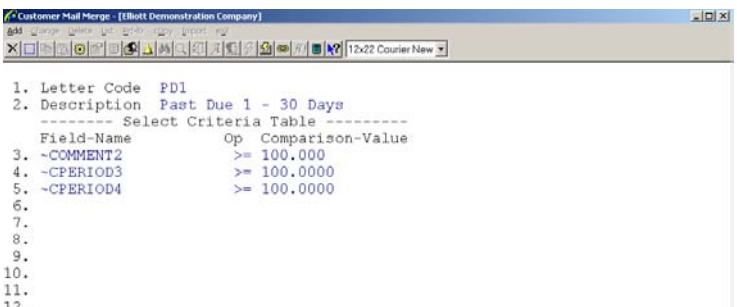


Figure 38.1 In this screen, four conditions have been set up in the Criteria Table, which restricts the dunning letters to be printed for customers who have outstanding balances past due at least 30 days--greater than and equal to $100.00 for 30-60 days, less than $100.00 for 60-90 days, and less than $100.00 for more than 90 days, and also the customers who have been designated to receive a dunning letter if a payment is past due.

TIPS: Before constructing a Criteria Table, we suggest the user work on a scratch paper for all the conditions first. This way will help the user verify if the conditions set up in the Criteria Table logically make sense. Another issue we would like to remind the user of is that if he/she creates two codes at the same time for the same purpose (for example, dunning letter), the conditions in the Criteria Table have to be mutually exclusive.

a. Field Name (Operand)

This is the operand left to the operator. The user can utilize all the fields in the Customer file plus some special fields added to this enhancement. The special fields will be described in the next paragraph. A Fields Name Search window is available to the user as indicated in Figure 38.2. The key to access the search window, as usual, is F7.

An important piece of information that the user is required to pay attention to is if he/she would like to use Customer Aged Amt in distinct periods as operands, he/she must execute Age Customer Accounts under A/R Processing in order to get an accurate aged amount in each period.

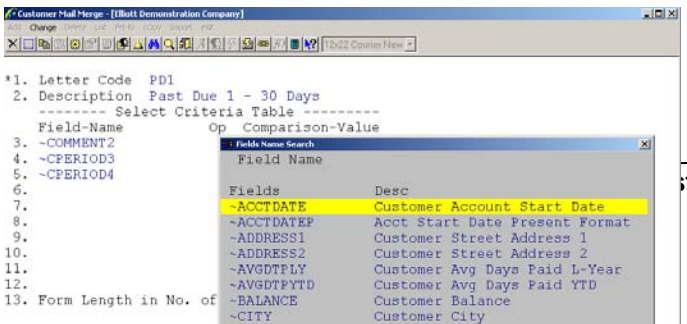


Figure 38.2 A Fields Name Search window can be accessed by pressing the **F7** key in the Field-Name field.

a.1 Special Fields
~FNAME-- Customer Contact First Name

This is the first word in the Customer Contact field. The user has to implement a way of entering the Contact person's name, which is first name and then last name in order to print the first name right. This is usually used for salutations.

~SY-ACTDT-- System Date minus Account Date

This field is typically used to print letters for prospects that were contacted a certain number of days ago. It indicates how many days have passed since the first contact with a particular prospect.

~SY-LPDT-- System Date minus Last Payment Date

This field can be used to print letters for those who have not made a payment for a certain amount of time. It indicates how many days between the System Date and the Last Payment Date have passed.

~SY-LSDT-- System Date minus Last Sales Date

This field can be used to contact customers who have not made any purchases for quite a long time. There can be customers that made purchases before, but have stopped the vendor-buyer relationship for various reasons. The user can re-pick up these customers by writing a promotion letter to encourage them to come back. This field indicates how many days between the System Date and the Last Sales Date have passed.

~SY-NOTEDT-- System Date minus Note Date

The user may sometimes may put a date in the Customer Note Date field for special purposes. ~SY-NOTE indicates how many days between the System Date and the Note Date has passed.

~SYSDATE-- System Date

ELLIOTT will use the date from the computer's internal clock if this field is selected. This is a typical field for the user to indicate what date this letter is printed.

~SYSTIME-- System Time

ELLIOTT will use the time from the computer's internal clock if this field is selected. This is a typical field for the user to indicate what time this letter is printed.

b. Op-- Arithmetic Operators

The available arithmetic operators are listed as follows:

Operator Type	Description
=	Equal to
!=	Not equal to
>	Greater than
>=	Greater than or Equal to
<	Less than
<=	Less than or Equal to

c. Comparison-Value (Operand)

The Comparison-Value can be either numeric or alphanumeric data, depending on the data type of corresponding compared Field-Name. For example, in Figure 38.1, Customer Balance Amt in Period 2, ~CPERIOD2, is a numeric field, so the Comparison-Value is structured as a numeric operand, 100 in this case.

4. Form Length in No. of Lines

The Form Length refers to the size of the printing material. The data entered here should convert to the number of lines beforehand. For instance, if the label length is three inches, the number of lines will be 18, for six lines can be printed in each inch zone. In Figure 38.3, we specified 66 lines will be printed, which eventually implies 11" paper will be used for printing.

The Letter Body Screen

The screen following the Letter Header screen is a working area where the user constructs the letter. The body screen consists of 60 lines where the user can put the letter content, including sending and returned addresses, salutations, and the main body of the letter. The operation is very straightforward-- PICK 'N DROP.

Step 1: Pick a field by utilizing the field search window.
Step 2: Drop the selected field in any place of the working area.

For the field name operands, when the system prints the letter, it will grab the data associating with each field name rather than what the user types in the body. A sample letter is attached at the end of this documentation. The user may refer to the sample to get this enhancement's implementation idea.

Figure 38.3 and Figure 38.4 show examples that the user can PICK 'N DROP. The user can easily distinguish a field from a literal because a field name begins with tilde ("~") rather than an alphabet.

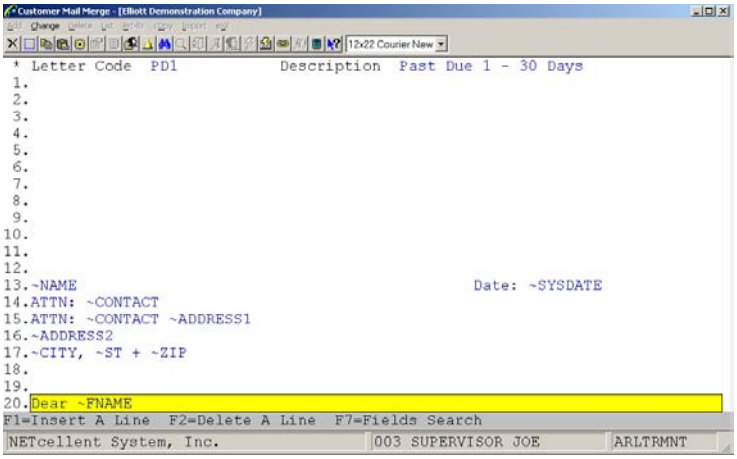


Figure 38.3 First screen of the letter body. The user can put the fields in any place of the screen. Note that blank lines from 1 to 10 are left for the letterhead. In line 17, a "+" sign is followed ~ST. The user may refer to the SPECIAL SYMBOLS section.

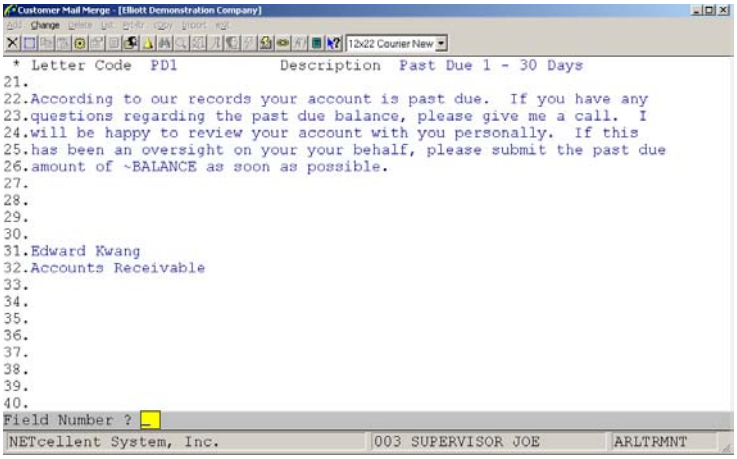


Figure 38.4 The second screen of the letter body. The user can put the fields as part of the letter content as well, such as variable ~BALANCE in line 14. When the system prints the letter, the actual amount of balance will show in the letter instead of the literal, ~BALANCE.

SPECIAL SYMBOLS

There are several symbols that can be used in conjunction with fields in the Letter Body portion. They are described as below:

1. Colon Sign (:)--

The user does not have to worry about where to put a ":" in the salutations area due to the fact that the length of customer names varies. A ":" will be printed immediately following a field name variable if the user types ~Field Name:. For instance, Isabelle's salutations will be printed as "Dear Isabelle:" according to line 20 in our illustration Figure 38.3.

2. Comma Sign (,)--

The user does not have to worry about where to put a "," for the City due to the fact that the length of customer city names varies. A "," will be printed immediately following a field name variable if the user types ~Field Name:. For instance, city name Checamonga will be printed as "Checamonga," according to "~CITY," entry in line 17 of our illustration in Figure 38.3.

3. Plus Sign (+)--

This sign is used for concatenation purposes between two fields. For example, if users would like to print both customer Address1 and Address2 in the same line, they should enter "~Address1+ ~Address2".

Other symbols, such as ".", "%", "!", "(", ")", "/", "\", "?", ";", "<", ">", "=", "*", also have a concatenation effect when they immediately follow field name operands. The only difference between the Plus Sign and other special symbols is that the Plus Sign will not be printed, but others will be, including Comma and Colon.

Attention: All signs listed above should be used immediately after the field name operands. The user should not use any other special symbols following the field name operands, or the system will not be able to recognize field names.

Scenario Examples For Criteria Table

This section lists some scenario examples. If users fully understand all these examples, they can challenge themselves by setting up more complicated conditions to achieve the goal of generating different types of letters.

1. Send dunning letters to those who have a more serious outstanding balance with at least $5,000 past due in period 3 and less than $1,000 in period 4, and have been assigned to receive notice by dunning letters.

Field-Name	OP	Comparison-Value
~CPERIOD3	>=	5000
~CPERIOD4	<	1000
~DUNNFLAG	=	Y

2. Send dunning letters to those who have a total past due amount in periods 2, 3 and 4 exceeding $10,000.00.

Field-Name	OP	Comparison-Value
~CPERIOD234	>=	10000

3. Send a follow-up letter to PRPCT type of customer that we have contacted falling in a range between 30 and 60 days since the first contact.

Field-Name	OP	Comparison-Value
~TYPE	=	PRPCT
~SY-ACTDT	>=	30
~SY-ACTDT	<=	60

4. Send a follow-up letter to DEALR types of customers that have made a purchase exceeding $1,000.00 last year and have not purchased for at least 90 days since the last sales date.

Field-Name	OP	Comparison-Value
~TYPE	=	DEALR
~SY-LSDT	>	90
~SLSLY	>=	1000

Print Customer labels.

The ability to print customer Labels based upon selection criteria is another advantage to this program.

To setup label format, the user has to enter the number of lines for a Form Length. Each inch can accommodate six lines. Therefore, if the user has three-inch labels, he/she will have to enter 18 for the Form Length in No. of Lines field in the Letter Header screen.

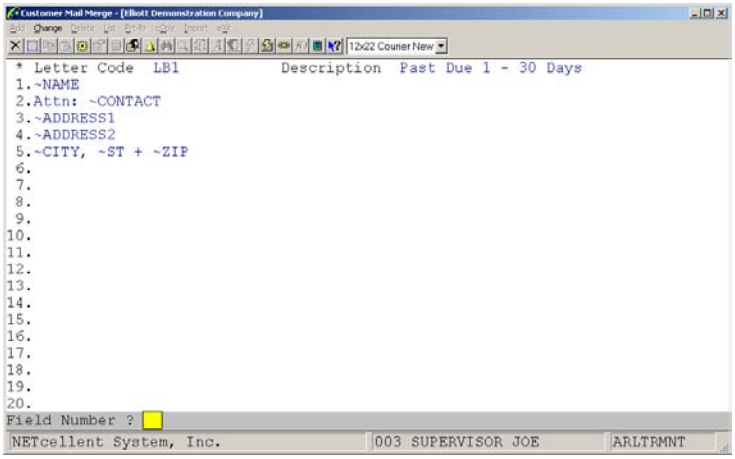


Figure 38.5 shows where to put the fields to print labels.

Other Unique Functionality

1. Prt-Ltr-- Print Letters

To print letters with mail merge, the user can utilize the Prt_ltr option located on the menu bar. Following the selection, the system will pop up the printing window, asking for the type of letter identified by the Letter Code, as well as the Customer No. It is similar to any of Elliott's printing windows. Figure 38.6 illustrates the printing screen of letters.

2. Copy-- Copy One Letter Code to Another Letter Code

The main goal that Copy function is trying to achieve is saving the user's time to re-create a letter that has a similar format and criteria. The user can employ this function to copy one Letter Code to another. Figure 38.7 exhibits the Copy function window. Once the user specifies the source

and destination for letter codes, the setup in the Letter Header and the content in the Letter Body will be duplicated in the new Letter Code.

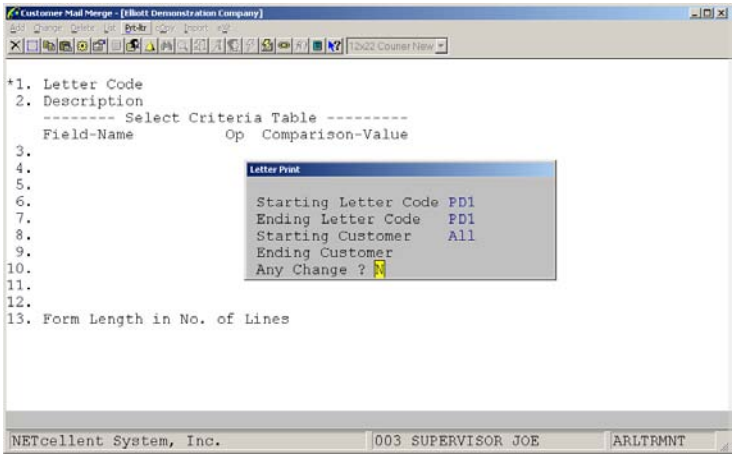


Figure 38.6 Letter's printing screen.

Copy Function

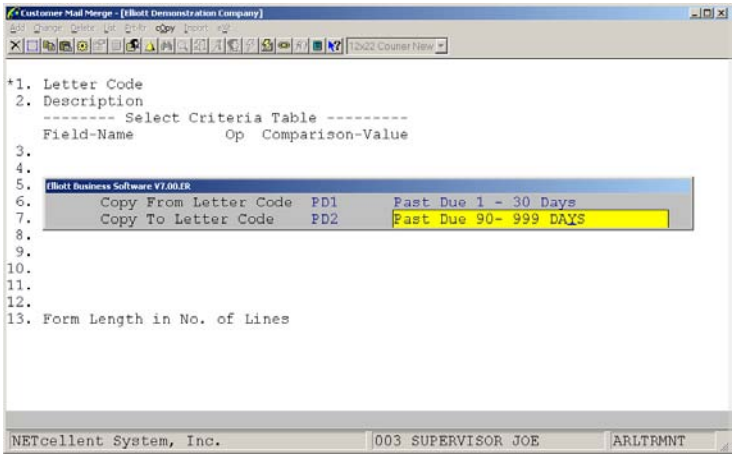


Figure 38.7 Letter Code Copy function requires the user to enter source (from) and destination (to) letter codes. Upon specifying the Copy-To Letter Code, the system will move the cursor to the description field for entry.

This Page Intentionally Blank

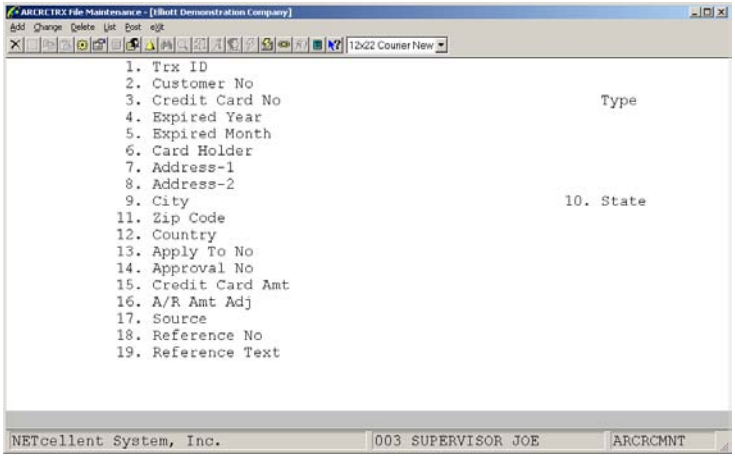
Credit Card Transacting Handling

Application Overview

This application allows you to process credit card payments as a cash receipts function with postings and distributions as determined by the Credit Card Source File, (AR Maintenance).

Run Instructions

AR Main Menu → Processing → Credit Card Transaction Handling



Credit Card Entry Screen

Standard Options Available

- Add
- Change
- Delete
- List
- Post

Key Field Entry Descriptions

Field 3 Must be Valid Credit Card Number

Field 13 Invoice that the payment is being applied to. May be left blank if pre-payment or customer deposit.

Field 14 Approval should be obtained before posting payment to customer account.

Field 15 Total amount being charged to credit card

Field 16 Adjustments for surcharge (negative amt) or for Sales Discounts (Positive Amt).

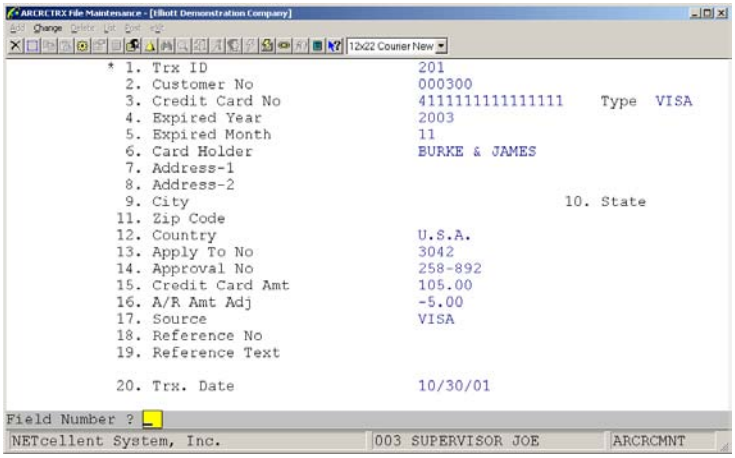
Field 15 + Field 16 must equal the invoice amount.

Field 17 Must be valid source setup in Credit Card Source File maintenance

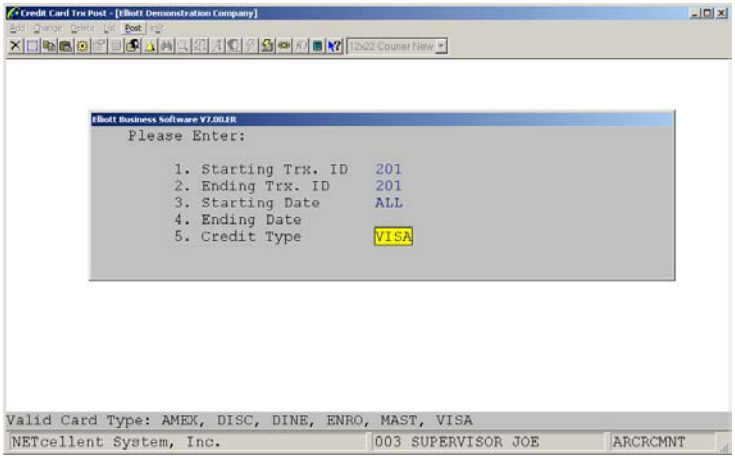
Field 18 For internal tracking if needed

Field 19 Describes field 18

Field 20 Select “Y” when invoice has not been posted, for deposit or prepayment.



Credit Card Payment Entered



Posting Function

```
Run  Date:  Oct  30,  2001  -  10:40pm                    Elliott  Demonstration  Company
Page    1

               C R E D I T   T R X .    P O S T E D   L I S T

   Trx-ID Cust-No Credit-No Type Exp-YY Exp-MM  Post-Date  Apply-To   Credit-Amt       Amt-
Adj

      201 000300    X--X1111 VISA    2003       11    10/30/01        3042          105.00
5.00-
Transfer Done!
```

Posting Journal

This Page Intentionally Blank

The Page Intentionally Blank

Reports

Aging Reports

Application Overview

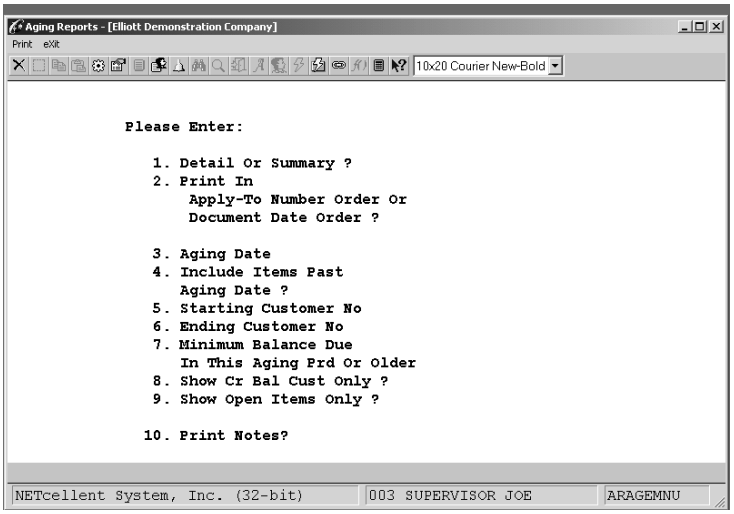
The **Aging Reports** are reports that can tell you a great deal about the state of a customer's account. It will tell you how much the customer owes you, and how **old** these owed amounts are.

In **A/R Setup**, you entered the length of the four aging periods to be used for aging your customer's accounts. For example, you may have decided to age a customer's account into these four periods: Current (less than 30 days old), 31-60 Days, 61-90 Days, and Over 90 Days. The program which prints the Aging Report will ask you to enter the date you want to base the aging calculations on, and then will proceed to calculate which of these four periods each open item on the customer's account belongs in, and report that to you, along with totals owed in each of the four periods.

The **Aging Report** can be printed in either a summarized format or a detailed format. If you elect to print the summarized format, only the total amount the customer currently owes, and a breakdown of this amount by period, will be reported. The detailed format prints this same summary information but then also lists each open item currently on the customer's account.

Run Instructions

Select **Aging Reports** from the pull down **A/R Reports** window. The following screen will then be displayed:



Aging Reports Entry Screen

The following print options are available:

* Print by customer number order, customer name order or in collector order

Entry Field Descriptions

Report By Customer Number

Name	Type and Description
1. Detail or Summary ?	1 alphanumeric character. Enter either D to print the report in detail format, or S to print the report in summary format. Defaults to S.
2. Print In Apply-To Number Order or Document Date Order ?	1 alphanumeric character. Enter A to specify apply-to number order, or D to specify document date order. If the items are printed in apply-to number order, each invoice will be immediately followed by those payments, credit memos, etc. that apply to it. Otherwise, the report will be printed in document date order, without any reference to the apply-to number of the document.
Show Doc Age Detail?	Y or N. Enter whether you want to show aged detail on the aging report or not. If you answer Y to this question, the report will place each open item with a non-zero balance into the correct aging period. This option will appear only if the Aging Report is printed in detail and printed in apply-to order.
3. Aging Date	A date in the standard date format. Enter the date to be used for calculating the age of the open items. For example, if you want to know how old a customer's account was as of the end of December 1989, enter 12/31/89 for the aging date. A document on the customer's account that is dated 11/15/89 would then be more than 30 days old, and would appear in the second aging period, if we use the periods as we defined them above. Defaults to system date.
4. Include Items Past Aging Date?	Y or N. If you answer N to this question, no open items will appear on the report whose date is after the aging date. On the other hand, if you answer Y here, all items will still be aged as of the aging date, but all open items on a customer's account will be printed (assuming you specified you want to print the report in detail format above). Any items not yet due will appear in aging period one.
5. Starting Customer No	6 alphanumeric characters. This question and the next one (Ending Customer No) allow you to specify a range of customers to print on the Aging Report. If you press RETURN for the entry of the Starting Customer No, the field will default to All customers, and the entry of the Ending Customer No will be skipped.
6. Ending Customer No.	6 alphanumeric characters. This question and the next one (Ending Customer No) allow you to specify a range of customers to print on the Aging Report. If you press RETURN for the entry of the ending Customer No, the field will

	default to the same value as entered fr the Starting customer No. In other words, only the customer specified by Starting customer No. will appear on the report.
In This Aging Prd Or Older (continued)	If a number from 2 to 4 is entered, only those customers who have had the amount due for the specified aging period or longer will appear on the report. For example, if $200 is specified for this field only those customers who have at least $200 due from the third or fourth aging period will appear on the report. If 1 had been specified as the aging period then more customers would appear on the report because customers who had at least $200 due in any aging period would appear on the report. If you are trying to find those customers who have the most amount of money which has been overdue for the longest period of time, then this field is used, otherwise just specify 1. When 1 is entered, All is displayed to remind you that all aging periods will be used.
8. Show Cr Bal Cust Only ?	Y or N. The option to print customer's with credit balances only.
9. Show Open Items Only ?	Y or N. If you answer Y to this, only invoices that have not been paid will be reported, otherwise, all transactions for the selected customer range will be printed.
10. Print Notes	Y = Report will print notes attached to customer record in File Maintenance and any other notes specified in Notes Type default values.

Report By Customer Name

Name	Type and Description
1. Detail or Summary ?	1 alphanumeric character. Enter either D to print the report in detail format, or S to print the report in summary format. Defaults to S.
2. Print In Apply-To Number Order Or Document Date Order	1 alphanumeric character. Enter A to specify apply-to number order, or D to specify document date order. If the items are printed in apply-to number order, each invoice will be immediately followed by those payments, credit memos, etc. that apply to it. Otherwise, the report will be printed in document date order, without any reference to the apply-to number of the document.
Show Doc Age Detail ?	Y or N. Enter whether you want to show aged detail on the aging report or not. If you answer Y to this question, the report will place each open item with a non-zero balance into the correct aging period. This option will appear only if the Aging Report is printed in detail and printed in apply-to order.
3. Aging Date	A date in the standard date format. Enter the date to be used for calculating the age of the open items. For example, if you want to know how old a customer's account was as of the end of December 1989, enter 12/31/89 for the aging date. A document on the customer's account that is dated 11/15/89 would then be more than 30 days old, and would appear in the second aging period, if we use the periods as we defined them above.

Name	Type and Description
	Defaults to system date.
4. Include Items Past Aging Date ?	Y or N. If you answer N to this question, no open items will appear on the report whose date is after the aging date. On the other hand, if you answer Y here, all items will still be aged as of the aging date, but **all** open items on a customer's account will be printed (assuming you specified you want to print the report in detail format above). Any items not yet due will appear in aging period one.
5. Starting Customer No	30 alphanumeric characters. This question and the next one (Ending Customer Name) allow you to specify a range of customers to print on the Aging Report. If you press RETURN for the entry of the Starting Customer Name, the field will default to **All** customers, and the entry of the ending customer name will be skipped.
6. Ending Customer No	30 alphanumeric characters. If you press RETURN for the entry of the ending customer name, the field will default to the same value as entered for the Starting Customer Name. In other words, only the customer specified by Starting Customer Name will appear on the report.
7. Minimum Balance Due	9 numeric digits (999,999,999). This question allows you to specify the minimum balance a customer must have in the specified aging periods (see below) in order to appear on the report. If you press RETURN, the entry will default to **All**, meaning a minimum balance of zero dollars and entry of this aging period or older will be skipped.
In This Aging Prd Or Older ?	1 numeric character from 1 to 4. This field defaults to 1, which means that any customer who owes at least the specified amount due will appear on the report. If a number from 2 to 4 is entered, only those customers who have had the amount due for the specified aging period or longer will appear on the report. For example, if $200 is specified for this field only those customers who have at least $200 due from the third or fourth aging period will appear on the report. If 1 had been specified as the aging period then more customers would appear on the report because customers who had at least $200 due in any aging period would appear on the report. If you are trying to find those customers who have the most amount of money, which has been overdue for the longest period of time, then this field is used, otherwise just specify 1. When 1 is entered, **All** is displayed to remind you that all aging periods will be used.
8. Show Cr Bal Cust Only ?	Y or N. The option to print customers with credit balances only.
9. Show Open Items Only ?	Y or N. If you answer Y to this, only invoices that have not been paid will be reported, otherwise, all transactions for the selected customer range will be printed.
10. Print Notes	Y = Report will print notes attached to customer record in File Maintenance and any other notes specified in Notes Type default values.

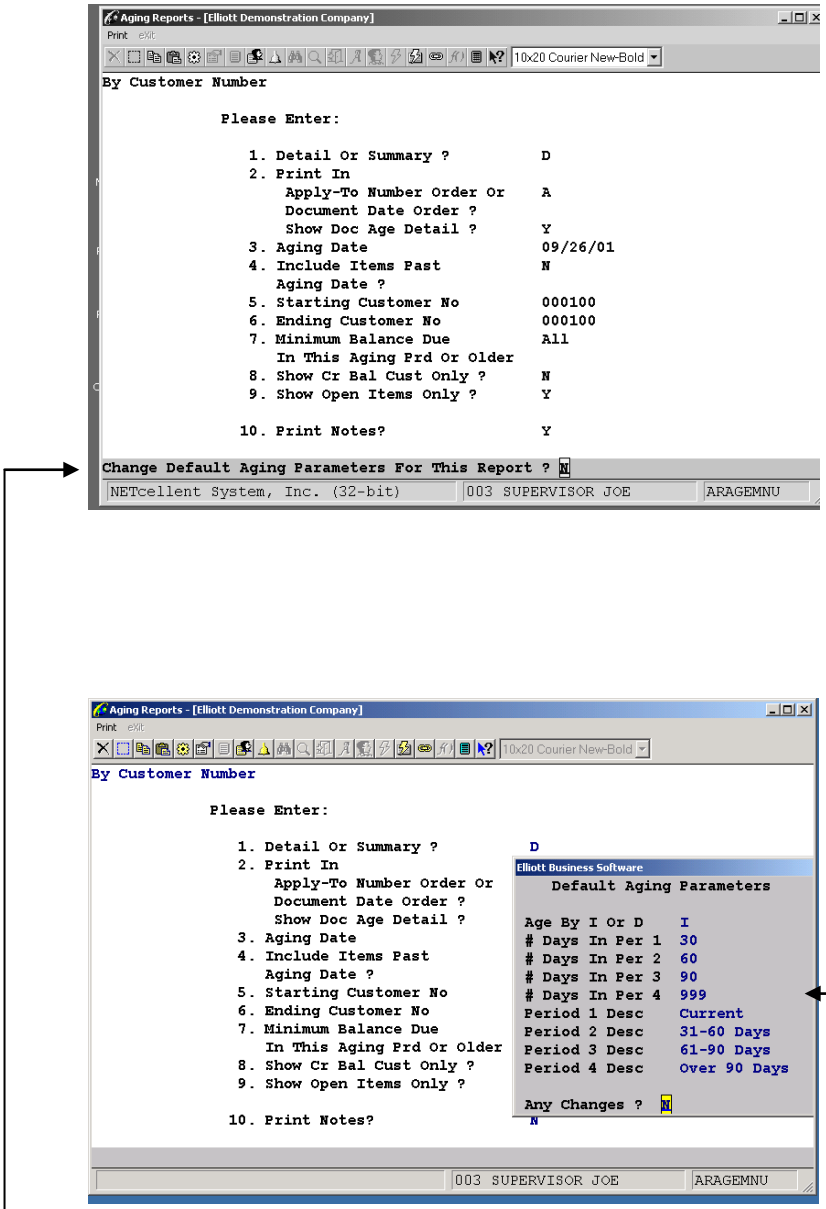
Report By Collector

Name	Type and Description

Name	Type and Description
1 .Detail Or Summary ?	1 alphanumeric character. Enter either D to print the report in detail format, or S to print the report in summary format. Defaults to S.
2. Print In Apply-To Number Order Or Document Date Order	1 alphanumeric character. Enter A to specify apply-to number order, or D to specify document date order. If the items are printed in apply-to number order, each invoice will be immediately followed by those payments, credit memos, etc. that apply to it. Otherwise, the report will be printed in document date order, without any reference to the apply-to number of the document.
Show Doc Age Detail ?	Y or N. Enter whether you want to show aged detail on the aging report or not. If you answer Y to this question, the report will place each open item with a non-zero balance into the correct aging period. This option will appear only if the Aging Report is printed in detail and printed in apply-to order.
3. Aging Date	A date in the standard date format. Enter the date to be used for calculating the age of the open items. For example, if you want to know how old a customer's account was as of the end of December 1989, enter 12/31/89 for the aging date. A document on the customer's account that is dated 11/15/89 would then be more than 30 days old, and would appear in the second aging period, if we use the periods as we defined them above. Defaults to system date. Y or N Enter whether you want to show aged detail n the aging report or not. If you answer BYB, the report will place each open item with a non-zero balance into the correct againg period (bucket). This option will appear only if the Aging Report is printed in detail and printed in Apply-To Order.
4. Include Items Past Aging Date ?	Y or N. If you answer N to this question, no open items will appear on the report whose date is after the aging date. On the other hand, if you answer Y here, all items will still be aged as of the aging date, but all open items on a customer's account will be printed (assuming you specified you want to print the report in detail format above). Any items not yet due will appear in aging period one.
5. Starting Collector	3 alphanumeric characters. This question and the next one (Ending Collector) allow you to specify a range of collectors to print on the Aging Report. If you press RETURN for the entry of the starting collector, the field will default to All collectors and the entry of the ending collector will be skipped.
6. Ending Collector	3 alphanumeric characters. If you press RETURN for the entry of the ending collector, the field will default to

Name	Type and Description
	the same value as entered for the starting collector. In other words, only the collector specified by starting collector will appear on the report.
7. Minimum Balance Due	9 numeric digits (999,999,999). This question allows you to specify the minimum balance a customer must have in the specified aging periods (see below) in order to appear on the report. If you press RETURN, the entry will default to All, meaning a minimum balance of zero dollars and entry of this aging period or older will be skipped.
In This Aging Prd Or Older	1 numeric character from 1 to 4. This field defaults to 1 which means that any customer who owes at least the specified amount due will appear on the report.
In This Aging Prd Or Older	If a number from 2 to 4 is entered, only those customers who have had the amount due for the specified aging period or longer will appear on the report. For example, if $200 is specified for this field only those customers who have at least $200 due from the third or fourth aging period will appear on the report. If 1 had been specified as the aging period then more customers would appear on the report because customers who had at least $200 due in any aging period would appear on the report. If you are trying to find those customers who have the most amount of money which has been overdue for the longest period of time, then this field is used, otherwise just specify 1. When 1 is entered, All is displayed to remind you that all aging periods will be used.
8. Show Cr Bal Cust Only ?	Y or N. The option to print customers with credit balances only.
9. Show Open Items Only ?	Y or N. If you answer Y to this, only invoices that have not been paid will be reported, otherwise, all transaction for the selected customer range will be printed.
10. Print Separate Page	Y or N. If you answer Y, then each collector will print on separate pages, otherwise it will print one collector after the other on the same page.
11. Print Notes	Y = Report will print notes attached to customer record in File Maintenance and any other notes specified in Notes Type default values.

Aging Report Selections



Commission Due Reports

Application Overview

Commission Due Reports are designed to reflect the commission amounts the various salesmen have earned. The Commission Due Report details all of the commissions that are due to each salesperson, along with information about which customer, invoice, date and sales amount that generated the commission. The Commission Due Reports may be run based on invoices or cash receipts.

If you choose to run the report based on invoices, all commission due and credit memo for the period selected will appear on the report. Credit memo is served as a deduction item for the commission due if any adjustment need to take place. Credit memo processed without commission amount will not deduct commission on commission due report.

For commission by cash receipt, the process is more complicated. (1) Users can not use Balance Forward method during setting up of customer. (2) Users must make sure all cash receipt for the pay period of commission has been posted. (3) Users should not purge A/R open item for commission pay period. Commission by cash receipt relies on the payment and credit memo in A/R open item file. Purging them before running commission due by cash receipt report will result in losing of information. (4) Users must run commission calculation first, at least one time for each pay period, before you run commission due by cash receipt report. The calculation process will verify A/R Open Item file and determines the commission due amount for each invoice. It will also consolidate credit memo into the adjustment amount field of commission due record. Commission due by cash receipt report does not perform any calculation, it simply print the report based on the data in commission due records that were updated through calculation process.

For various reasons, users may need to change commission information once the invoice is posted. Elliott Business Software provide maintenance routine to commission due file to satisfy the needs for changing commission after posting.

Setup Before Using Commission Due Reports

If you pay your salesman commission based on cash receipt, it is possible to pay partial commission if you receive partial payment for the invoice. On the other hand, you may decide only pay your salesman commission when the full payment amount is received for the invoice. You need to determine whether to pay partial commission or not during calculation of commission due by cash receipt. However, you should setup the default value first before using commission due reports.

See the Global Setup at the end of this manual to setup the default flag.

Using Commission Due Reports by Invoice & Cash Receipts

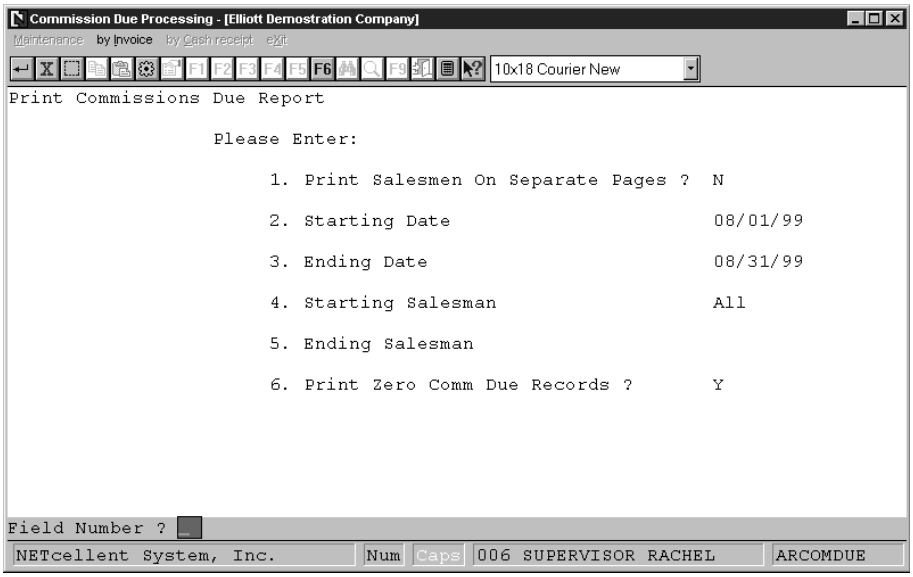
Before using commission due report, you must have invoice posted with commission amount. In the example of this documentation, there are two invoices that were processed through customer order processing. To see the commission amounts due to the salesman for these two orders we will print a commission due by invoice report.

Using Commission Due by Invoice

Commission Due by Invoice is a relative simply process. Invoice or Credit Memo with commission amount will be posted to commission due file. Credit Memo is served as a deduction item to commission due. The records in the date range selected will be printed on the commission due report. Once the commission due report is printed, to prevent the same information from showing up in the next period, you should post commission records so it will move to history file.

To print a commission due by invoice report, you should take the following steps:

Accounting
Accounts Receivable
Reports
Commission due reports
By Invoice
Commission due by invoice Report



The above shows the selection criteria for printing a commission due by invoice report.

Print Salesmen on Separate Pages?

If you answer “Y” to this question, your salesman will be printed on separate pages. This is useful if you want to give your salesman a copy of their report. If you do not need to give commission due report to your salesman, you may answer “N” to this question and reduce the length of the report.

1. Starting Date

   Most companies pay commission with a fixed schedule (i.e. monthly). Enter the beginning period date for this report. This maybe the beginning of the month if you calculate commissions on a monthly basis. You may enter an earliest date for this field (i.e. 01/01/31 which is equivalent to 01/01/1931) if you think there may be some back dated transaction that was not paid during the last period. If you press enter you will print information for all dates. Unless you are printing the commission due report during the month end process and you know that there's no new invoices posted for the new period, you are advised not to chose "All" for date range.

2. Ending Date

   Enter the ending period date for this report. This may be the end of the month if you calculate commissions on a monthly basis. If you pressed enter to print all for the starting date you will not be prompted to enter an ending date.

3. Starting Salesman
   Enter the starting salesman you wish to print. You can press enter to print all salesman.

4. Ending Salesman
   Enter the ending salesman you wish to print. If you pressed enter for the previous question you will not be prompted to enter an ending salesman.

5. Print Zero Comm Due Records?
   If you answer "Y" for this question, system will print zero commission due invoices. If you answer "N", then system will not print zero commission due records. Default is "Y".

```
Run    Date:    Sep       8,    1999    -       2:23pm                                Elliott    Demonstration    Company
Page    1

                                                          C O M M I S S I O N S   D U E   R E P O R T

For Documents Dated 08/01/99 Thru 08/31/99
For All Salesmen
Document Types:  I = Invoice     C = Cr Memo     D = Dr Memo

Slsmn  Name                                        Cust     Name                                      Doc-# Doc    Doc
Comm-Amt     Sale-Amt
  #                                                                                                                  #
Type         Date             Due

 300   Emmett J. Kelley                          700000  Elliott Business Software         3114  I  08/10/99        99.50
995.00

                                                                                                          Customer Total:
                                                                                                 99.50           995.00

                                                                                          Salesman Total:        99.50
                                                                                                                 995.00

 400    Nancy Cobol                                    700000   Elliott Business Software           3113   I   08/05/99
50.00           500.00

                                                                                          Customer Total:        50.00
                                                                                                                 500.00

                                                                                          Salesman Total:        50.00
                                                                                                                 500.00


 2 Salesmen To Be Paid Commissions                        Grand Total:       149.50      1,495.00
```

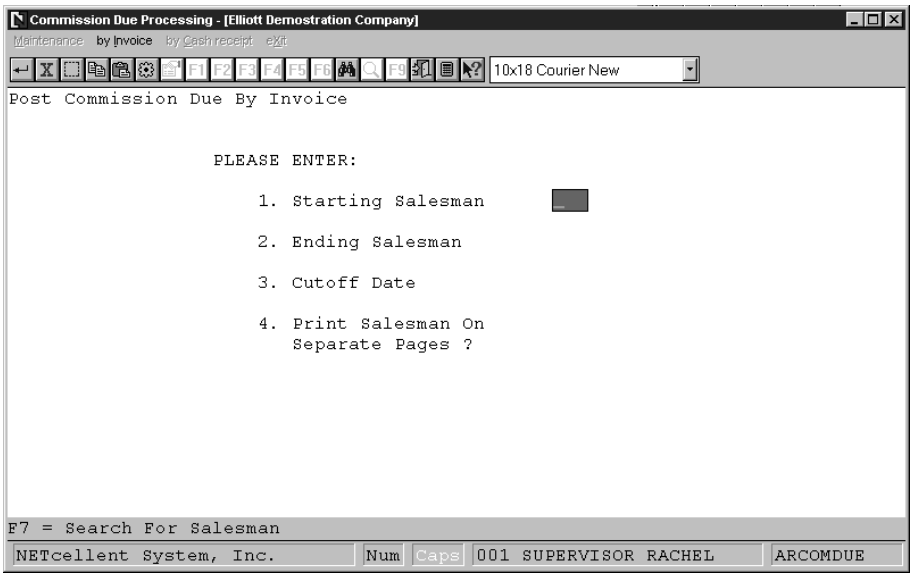
The above shows a sample commission due report by invoice which displays the commission amounts for the two orders that were created.

Post Commission Due by Invoice

After you have printed a report for all of your salesmen for the period you should post by selecting “post commission due by invoice” from the “by invoice” menu. The purpose of posting is to move the records from the commission due file (ARCOMDUE) to history so that the next time you print the commission due reports you will not have the same records printed again. If you do not post then the records will still be printed on the report and you may pay the same commission twice.

To Post Commission Due by Invoice select:

1. Accounting
2. Accounts Receivable
3. Reports
4. Commission due reports
5. by Invoice
6. Post commission due by invoice



The above shows the selection criteria for posting commission due by invoice.

1. Starting Salesman
   This field allows you to only post for particular salesman by entering the starting salesmen or you can press enter to post all salesmen. You may want to post only portion of your salesman commission due records if some are paid by invoice and some are paid by cash receipt. If they are all paid by invoice, you should hit enter for “All”.

2. Ending Salesman
   You can enter the ending salesmen to be posted, or if you pressed enter to post all salesmen in the previous field you will not be prompted to enter an ending salesmen.

3. Cutoff Date
   Enter the date that to post through. If your period were monthly you would enter the month end date. The commission due records that’s on or before the cutoff date will be move to history. Make sure you enter this date correctly. An incorrect cutoff date will result in either (1) you leave some

commission due records in this period to show up in the next period (pay twice); (2) you purge some of the record in the next period and under pay your salesman in the next period.

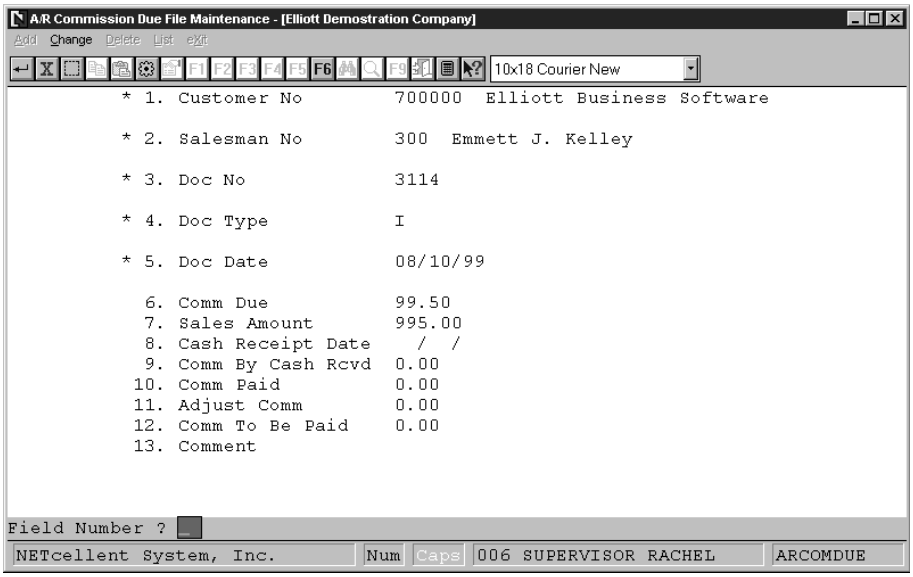
4. Print Salesman On Separate Pages?
   When you post a report is also created. If you answer "Y" to this question the information will be printed a different pages for each salesmen. If you answer "N" to this question your report may contain more than one salesman on a page. You may use this posting report as your finalized commission due by invoice report. If you need to give this report to your salesman, you may want to answer "Y" to this question.

Commission Due Maintenance

Commission due records are created during posting of COP invoices, A/R service invoices, or A/R sales credit or debit transactions. Commission due records are purged and move to history upon posting of commission due records. There are various different reasons that why users wish to maintain commission due records. This includes correcting posting mistakes, adding manual process records, advancing commission, or deferring commission. Commission due maintenance function allow users to add, change, delete and print edit list of the records in commission due file.

The following are steps to access commission due maintenance function:

1. Accounting
2. accounts Receivable
3. Reports
4. Commission due reports
5. Maintenance
6. Maintenance commission due record



The above shows the maintenance area for your commission records. This record shows the information such as the commission due and the sales amount from the first record in the commission due report in the previous figure.

From the maintenance area you can add, change, and delete records from the Commission Due file (ARCOMDUE). The following are a brief description of each field:

1. Customer No
   Required field - enter the customer number for the record you wish to access or add.

2. Salesman No
   Required field - enter the salesman number for the record you wish to access or add.

3. Doc No
   Required field - enter the document number for the record you wish to access or add. This field can be the invoice or credit memo number.

4. Doc Type
   Required field - "I" stand for Invoice and "C" stand for Credit memos. "I" and "C" are the main document types in commission due file, even though it can also be "D" – Debit memo, "F" – Finance Charge or "P" for payment.

5. Doc Date
   Required field - enter the document date for the record you wish to access or add. For example, if this is an "I" type of record, then this will be the invoice date.

6. Comm Due
   This is the commission amount that was posted through COP or AR. You may change it if necessary (i.e. to correct posting error).

7. Sales Amount
   This is the sales amount of the invoice or credit memo that was posted through COP or AR. You may change it if necessary.

The following fields do not apply to Commission Due by Invoice process. You only need to be concerned with the following fields if you are using Commission Due by Cash Receipt process.

8. Cash receipt date
   This field is updated during calculation of commission due by cash receipt. System put the last cash receipt date for the invoice into this field. During the printing of commission due by cash receipt report, the records with this field in the date range will be printed on the report. Commission Due by Cash Receipt print out records by "Cash Receipt Date", not by "Document Date". Under normal circumstance, you should not change this field and always let system update this field for you.

9. Comm by Cash Rcvd
   This field is updated during calculation of commission due by cash receipt. If you pay commission only if payment is fully received, then this field either contains zero, or the value of field 6. If you pay partial commission, and partial payment is received for this invoice, then this is the portion of commission that you should pay based on the partial payment you receive. Under normal circumstance, you should not change this field and always let system calculate it for you.

10. Comm Paid
    This is the commission that has already paid to the salesman for this invoice. This field is updated during posting of commission due by cash receipt. Field 12 is moved to this field when partial commission is paid. This field is not important if you do not pay partial commission. Under normal circumstance, you should not change this field.

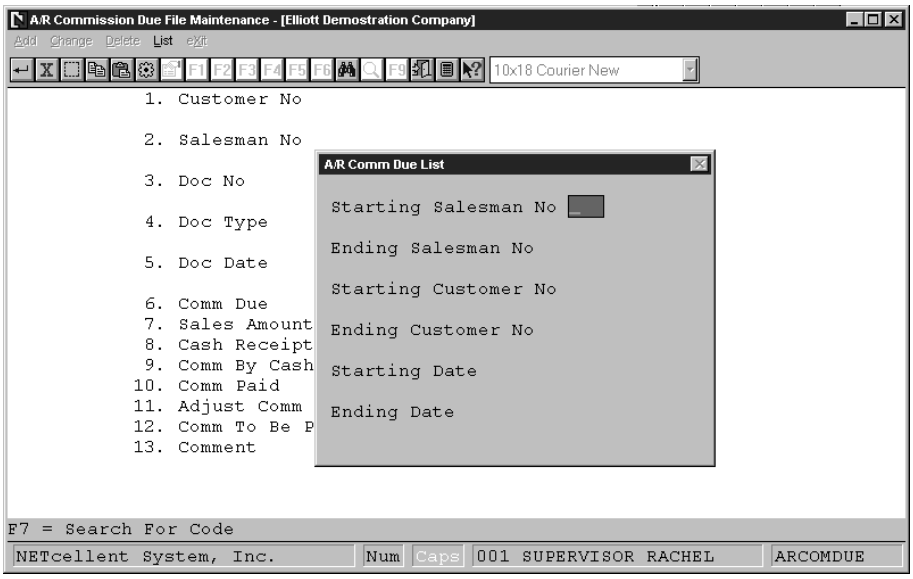
11. Adjust Comm
    This field is updated during calculation of commission due by cash receipt. All credit memo for the invoices (that exist in commission due file) will be consolidated and accumulate to this field. You may

also manually update this field (it is better to do so before calculation so field 12 will come out correctly). You may adjust commission amount up or down by entering a positive or negative amount. It is a good idea to document the reason in field 13 if you manually update this field.

12. Comm to be Paid
    This is also a calculated field. This value of this field should equal to field 9 – field 10 + field 11. However, it is possible to change this field after calculation. For example, you may decide to advance a salesman commission on an invoice even though the payment has not been received yet. You may also decide to defer a salesman commission for this period by changing the field to zero after calculation. During the next period calculation, system will pick up this record again for calculation again. You need to watch out not to purge A/R open item if you do this.

13. Comment
    A comment as to why you adjusted this record can be entered here.

An edit list can also be printed to view all of the records in the commission due file (ARCOMDUE). The list allows you to enter a starting and ending salesman, a starting and ending customer and a starting and ending date as shown in Figure 2C.15.



The above shows the selection criteria for printing a list from the ARCOMDUE file.

The following report, next page, was printed after creating and posting two credit memos from customer order processing. For salesman 300, Emmett J. Kelley, a credit memo was created because the customer returned a damaged item. In this example we do not want to affect the salesman's commission amount since the return was beyond his control. To not reverse the commission, in the order billing screen the commission percent needs to be changed to 0. For salesman 400, Nancy Cobol, a credit memo was also created. In this example the commission percent in order entry was not changed, therefore the commission amount is reversed so the salesman will not receive any commission for this order.

```
Run Date: Sep  8, 1999 -  3:07pm         Elliott Demonstration Company                                                    Page
1

                                        C O M M I S S I O N S   D U E   R E P O R T

For Documents Dated 08/01/99 Thru 08/31/99
For All Salesmen
Document Types:  I = Invoice     C = Cr Memo     D = Dr Memo

Slsmn  Name                               Cust    Name                                      Doc-# Doc   Doc          Comm-Amt
Sale-Amt
  #                                                        #                                                              Type
Date               Due

 300    Emmett J. Kelley                   700000  Elliott Business Software               3114   I   08/10/99          99.50
995.00                                                                                  3116  C  08/20/99          .00          995.00CR

                                                                                                                      Customer
Total:      99.50               .00

                                                                                                          Salesman      Total:
99.50              .00

 400    Nancy Cobol                        700000  Elliott Business Software               3113   I   08/05/99          50.00
500.00                                                                                                 3118  C  08/11/99     50.00CR
                                                                                                                        500.00CR

                                                                                                                Customer      Total:
.00             .00

                                                                                                  Salesman  Total:                .00
.00

  2 Salesmen To Be Paid Commissions                                                                     Grand Total:          99.50
.00
```

The above shows a sample commission due report by invoice which displays the information for the two credit memos that were created. These two credit memo records can also be displayed in the maintenance section

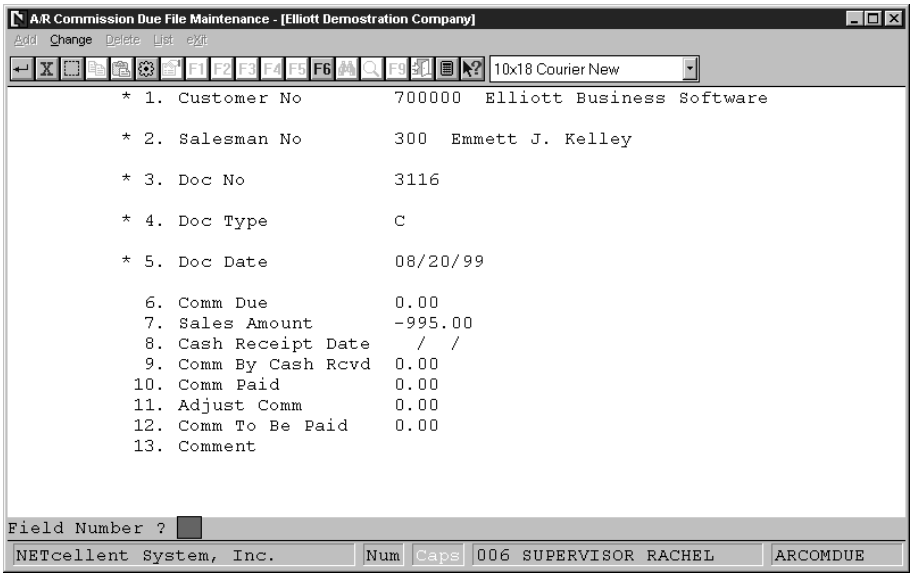


Figure 2C.17. *shows the maintenance record for a credit memo. In this example the salesman will not receive a negative commission, as shown in field 6, Comm Due is 0.*

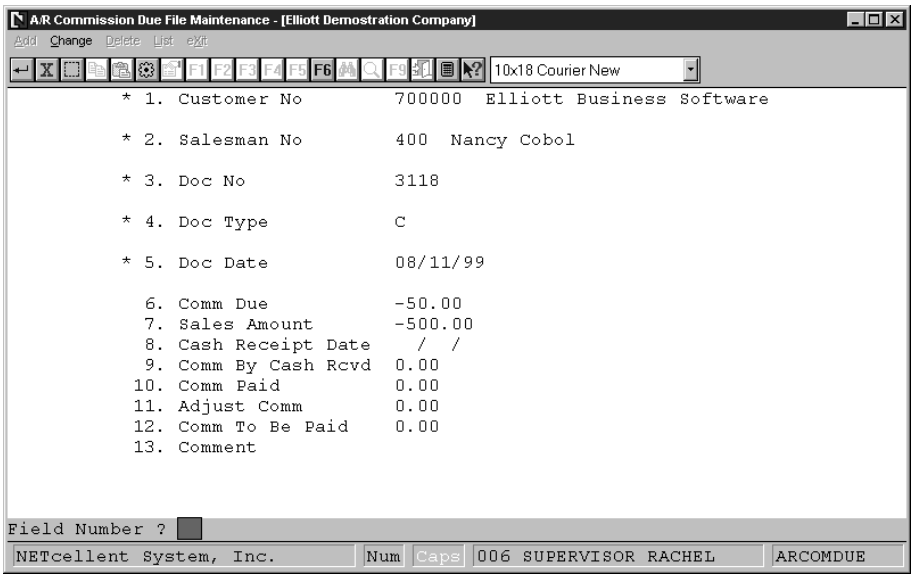


Figure 2C.18. *shows the maintenance record for a credit memo. In this example the salesman will receive a negative commission, as shown in field 6, Comm Due is –50.00.*

Using Commission Due By Cash Receipts

Before calculating commissions by cash receipts you must have invoices with commission due amount and you must post all cash receipt for the commission period. In this example there has been one invoice that was posted through customer order processing. This creates a record that can be accessed in the

maintenance section (Figure 2C.20). After creating a cash receipt for this invoice a calculation is performed and the record can again be viewed in maintenance (Figure 2C.22). Then next step, to view the commission amounts due to the salesman for this invoice, is to print a commission due by cash receipt report as shown in Figure 2C.23 and Figure 2C.24. The last step is to post the commission due by cash receipts (Figure 2C.28).

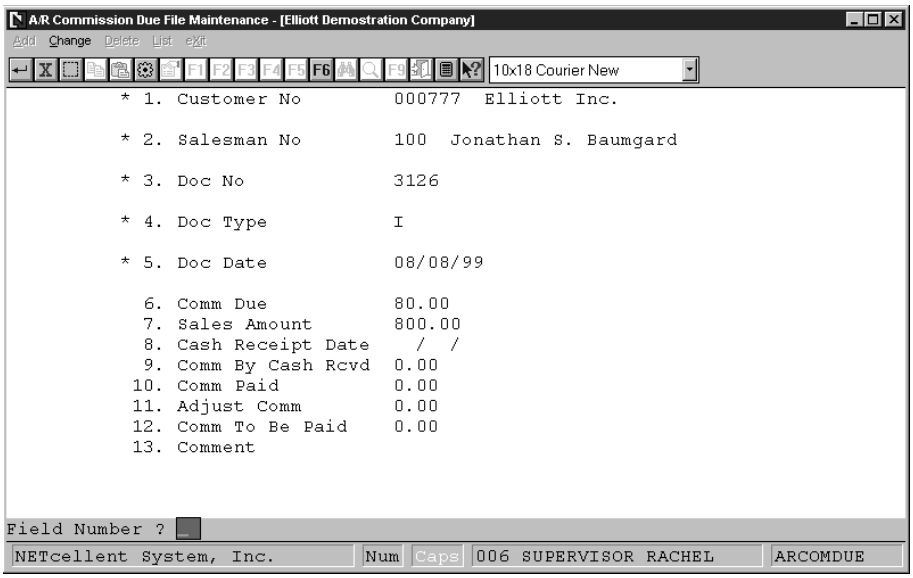


Figure 2C.20. *shows the maintenance area for your commission records. This record shows the information such as the commission due and the sales amount for the order that was billed and posted from customer order processing.*

As you can see the filed 8 through 12 are currently blank and require calculation to update. However, before you calculate commission due by cash receipt, you should make sure that all cash receipt transactions has been posted for the commission period. You should also make sure not to purge any A/R open item records for the commission period. Then you can run “Calculate commission due by cash receipt” process.

To use calculate the commission due by cash receipts, select:

1. Accounting
2. Accounts Receivable
3. Reports
4. Commission due reports
5. By Cash Receipt
6. Calculate to commission due by cash receipt

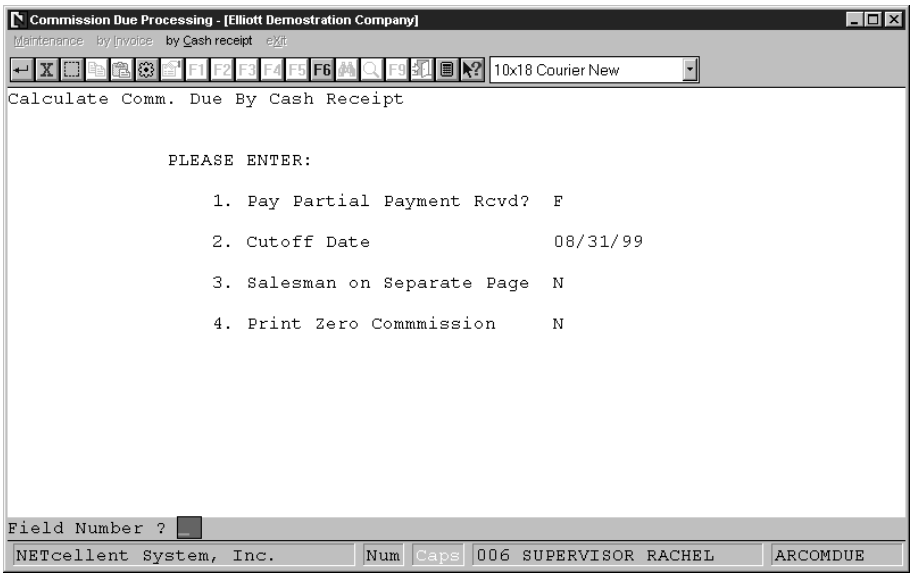


Figure 2C.21. *shows the selection criteria for calculating commission due by cash receipt.*

1. Pay Partial Payment Rcvd?
   If you set this flag to “P” then partial payments (cash received) in A/R Open Item file will be included in the calculation. If you set this flag to “F” then only full payments will be included in the calculation. In Figure 2C.11 we set the default for this flag.

2. Cutoff Date
   Enter the cutoff date for this calculation. This may be the end of the month if you calculate commissions on a monthly basis. System does not ask for starting date and therefore, it is very important that you have posted the last period commission due records and they won’t be included again this time.

3. Salesman on Separate Page
   If you answer “Y” to this question, your salesman will be printed on separate pages. This is useful if you want to give your salesman a copy of their report. If you do not need to give commission due report to your salesman, you may answer “N” to this question and reduce the length of the report.

4. Print Zero Commission
   If you answer “Y” for this question, system will print commission due record even though the commission to be paid for the invoice is zero. If you answer “N”, then system will not print these records. To answer “Y” or “N” depends on whether you wish to see, or show your salesman, all their outstanding commission records. The default value is “N”.

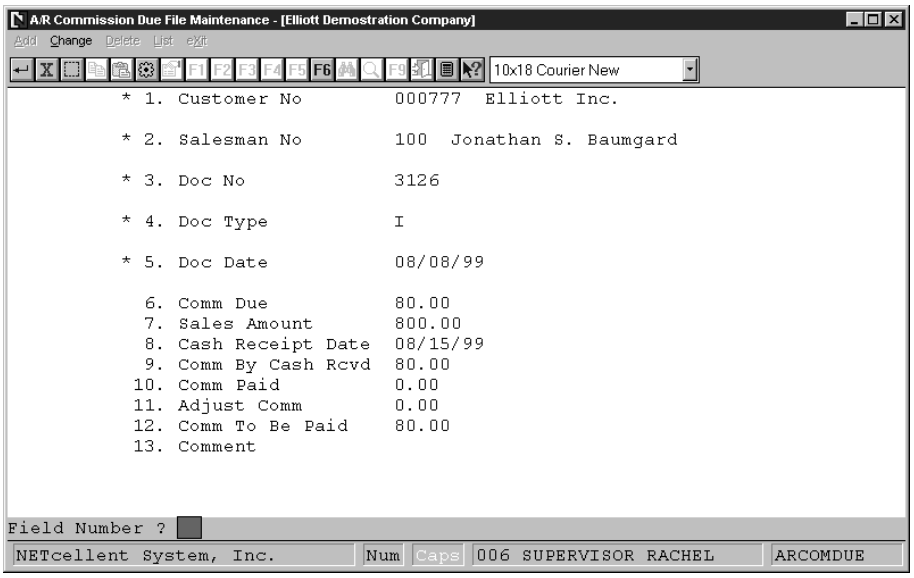


Figure 2C.22. *shows the maintenance area for your commission records. This record shows the information after the calculation has been processed. Fields 8, 9 and 12 have been populated with the commission information.*

Above record show the result after calculation. The calculation process will print a complete commission due by cash receipt report for all salesmen. If this report is satisfactory, then you do not have to print commission due by cash receipt report. On the other hand, commission due by cash receipt report allows you to print by individual salesman.

If you need to, you may print the commission due by cash receipt report by selecting:

1. Accounting
2. Accounts Receivable
3. Reports
4. Commission due reports
5. By Cash Receipt
6. Commission due by cash receipt Report

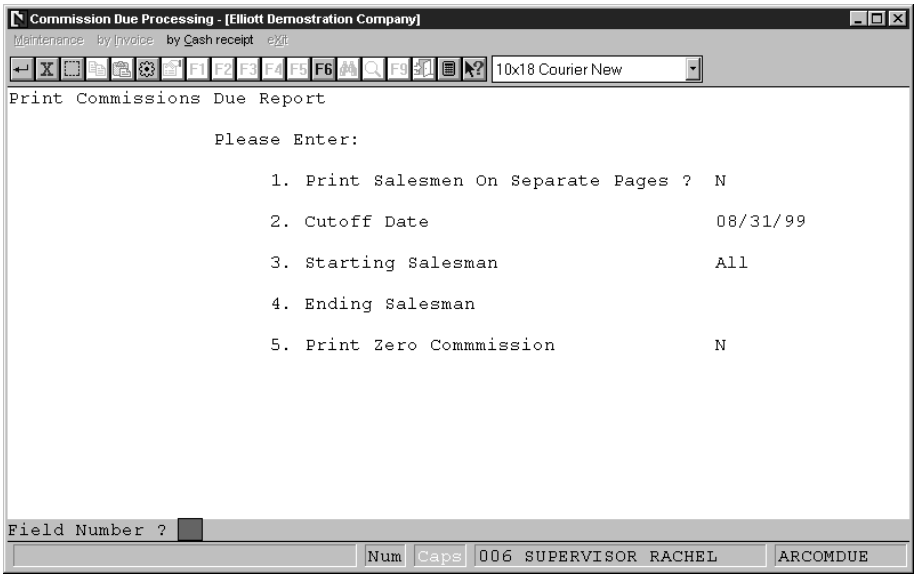


Figure 2C.23. *shows the selection criteria for printing the commission due by cash receipt report.*

1. Print Salesman On Separate Pages?
   If you answer "Y" to this question, your salesman will be printed on separate pages. This is useful if you want to give your salesman a copy of their report. If you do not need to give commission due report to your salesman, you may answer "N" to this question and reduce the length of the report.

2. Cutoff Date
   Enter the cutoff date for this calculation. This maybe the end of the month if you calculate commissions on a monthly basis. The default is the current date. Your starting date for this report will be the day of your last posting.

3. Starting Salesman
   This field allows you to print a report for only a particular salesman by entering the starting salesmen number or you can press enter to print all salesmen.

4. Ending Salesman
   You can enter the ending salesmen you wish to print the report for or if you pressed enter to print a report for all salesmen in the previous field you will not be prompted to enter an ending salesmen.

5. Print Zero Commission
   If you answer "Y" for this question, system will print commission due record even though the commission to be paid for the invoice is zero. If you answer "N", then system will not print these records. To answer "Y" or "N" depends on whether you wish to see, or show your salesman, all their outstanding commission records. The default value is "N".

```
Run Date: Sep  9, 1999 - 11:55am                    Elliott                    Demonstration                    Company
             Page    1

                                        C O M M I S S I O N S   D U E   R E P O R T

Cutoff Date 08/31/99
For All Salesmen

   T Inv-No Inv-Date Cash-Rcv    Sales-Amt    Comm-Amt  Comm-Cash-Rcv   Adj-Comm-Amt   Prev-Amt-Paid   Amt-To-Be-Paid  Cust-PO-No

Salesman:    100    Jonathan S. Bau
   Customer: 000777 Elliott Inc.
   I    3126 08/08/99 08/15/99           800.00                  80.00                  80.00                        0.00
0.00                  80.00

   Customer Total:                          800.00                  80.00                  80.00                        0.00
0.00                  80.00

Salesman Total   :                          800.00                  80.00                  80.00                        0.00
0.00                  80.00


Grand Total      :                          800.00                  80.00                  80.00                        0.00
0.00                  80.00
```

Figure 2C.24. *shows a sample commission due report by invoice which displays the commission amount for the order that was created.*

How Credit Memo Is Processed In Commission Due by Cash Receipt?

To give you a better understanding, we are giving the following example: A credit memo has been processed through customer order processing. Before calculating the commission due by cash receipts, the maintenance record can be displayed. Figure 2C.25 show the credit memo.

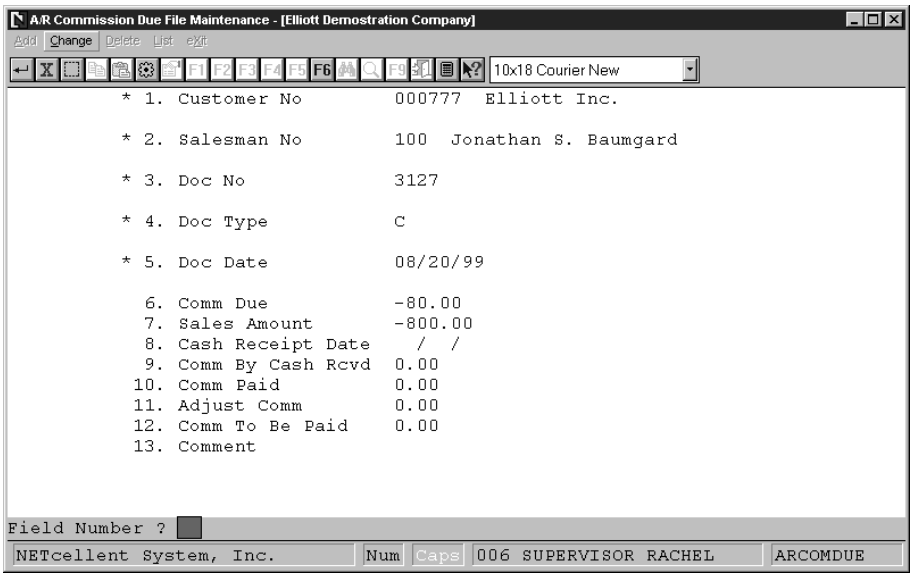


Figure 2C.25. *shows the maintenance record for a credit memo. In this example the salesman will receive a negative commission, as shown in field 6, Comm Due is –80.00.*

During the calculation of commission due by cash receipt, system will consolidate the credit memo with invoice into one record. This, of course, is assuming that this is not an open credit and system found the apply-to invoice through A/R Open Item file. Viewing the maintenance record shows that the records have been consolidated (Figure 2C.26).

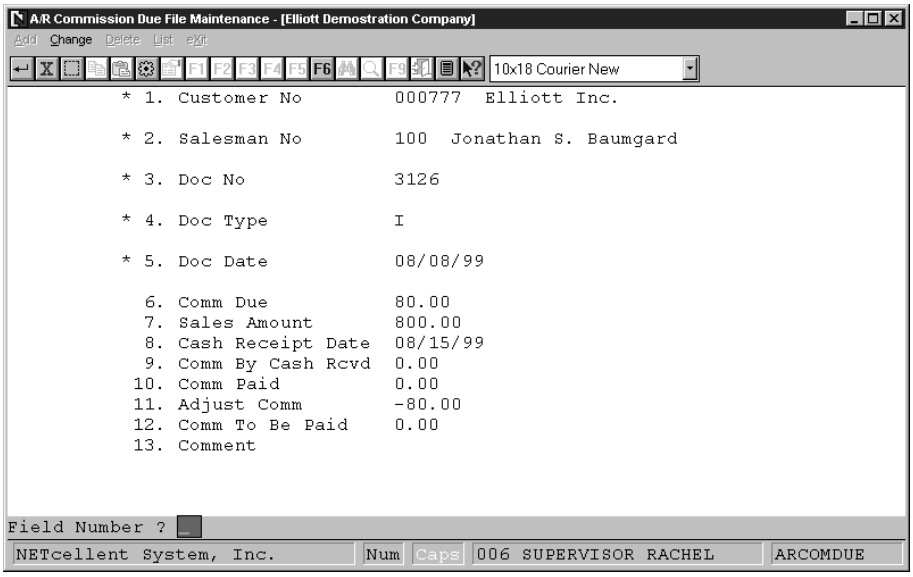


Figure 2C.26. *shows the maintenance record for a the consolidation of the invoice and credit memo. Field 11 shows the adjustment amount forthe return or credit memo. Field 12 now shows the commission to be paid is 0.*

Now that the calculation has been processed a report can be printed to show the commission amount with the credit memos factored in.

After you have printed a report for all of your salesmen for the period you should post by selecting “post commission due by cash receipt” from the “by cash receipt” menu. The purpose of posting is to move the records from the ARCOMDUE file so that the next time you print the commission due reports you will not have the same records printed again. If you do not post then the records will still be printed on the report

and you may pay the same commission twice.

To Post Commission Due by Cash Receipt select:

1. Accounting
2. accounts Receivable
3. Reports
4. Commission due reports
5. by Cash Receipt
6. Post commission due by cash receipt

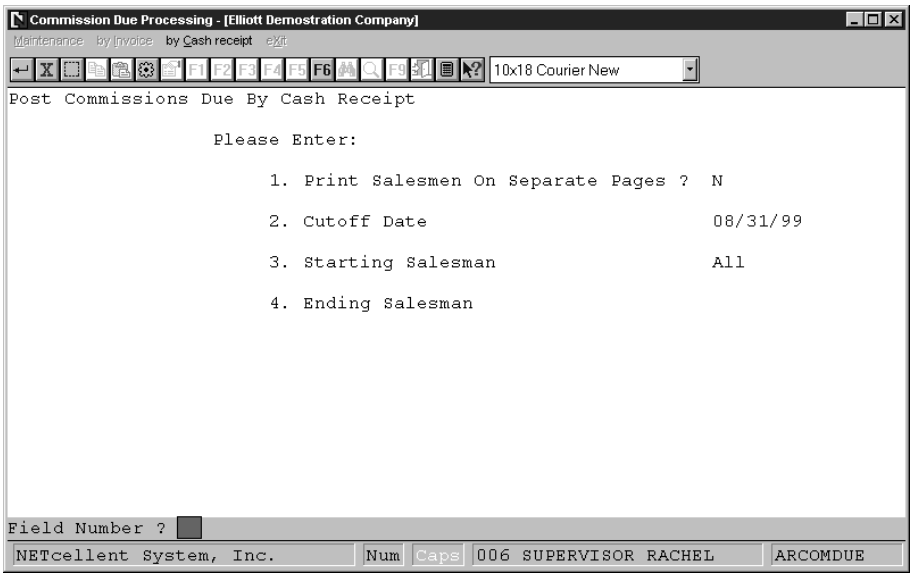


Figure 2C.28. *shows the selection criteria for posting the commissions due by cash receipt.*

1. Print Salesmen On Separate Pages?
   When you post a report is also created. If you answer "Y" to this question the information will be printed a different pages for each salesmen. If you answer "N" to this question your report may contain more than one salesman on a page. You may use this posting report as your finalized commission due by cash receipt report. If you need to give this report to your salesman, you may want to answer "Y" to this question.

2. Cutoff Date
   Enter the date that you would like to post through. If your period is monthly you would enter the month end date. You should post through the same date as your calculation process. If not, you may leave records in commission due file and show up in your next period.

3. Starting Salesman
   This field allows you to only post for particular salesman by entering the starting salesmen or you can press enter to post all salesmen. You may want to post portion of the salesman (instead of ALL) if some salesman will be paid with partial commission while some other won't. You will have to go through two different calculations and two different posting in that case.

4. Ending Salesman
   You can enter the ending salesmen you wish to post or if you pressed enter to post all salesmen in the previous field you will not be prompted to enter an ending salesmen.

A/R Distribution To G/L Report

Application Overview

Whenever Sales, Cash Receipts, or Finance Charge transactions are posted to the **A/R** files, postings are also made to the **A/R Distribution to G/L** file. These are records of the postings to be made to the various **General Ledger** accounts.

If you are using **Elliott's General Ledger** package, you can transfer these **Accounts Receivable** postings to **General Ledger** on demand for use in preparing your company's Financial Statements.

Sections Of The Report

There are five sections to the **A/R Distribution to G/L Report**, the Income section, the Cash Receipts section, the Net Change to **A/R** section, the Cost of Goods Sold section and the Inventory Section. Whenever a transaction is posted in the **Accounts Receivable** package, another second transaction is also posted to keep **General Ledger** in balance. For example, every time a sales transaction is posted which increases an income account, a second transaction will also be posted which increases either a cash account (if the purchase was paid for in cash), or an **A/R** account (if the transaction went onto a customer's account for later collection). When a payment is received, typically these two transactions would be generated; one transaction recording the increase to the Cash Account, and one transaction recording the decrease in **A/R**. When an inventory item is sold (using **Customer Order Processing**), typically these two transactions would be generated; one transaction recording the increase to the Cost of Goods Sold Account, and one transaction recording the decrease in Inventory Asset Account. The **A/R Distribution to G/L Report** prints these five types of transactions in separate sections for easier reference. The **Income** section of the report will contain postings, which came from these sources:

Sales Distributions
Freight Charges
Miscellaneous Charges
Sales Tax
Finance Charges

The **Cash Receipts** section contains postings which came from these sources:

Cash
Discounts
Allowances
Non-A/R Cash Accounts Credited

The **A/R Net Change** section of the report shows every change to the total amount of the company's **A/R**.

Detail or Summary Formats

You can print the **A/R Distribution to G/L Report** in either a detailed or a summary format. If you print the report in detailed format, all distributions which have occurred during the period you select will be printed, with detail concerning the source of the transaction, such a the customer number, document number and type of transaction which generated the posting.

If you select the summary format, on the other hand all postings to **G/L** for the same date for an account will be summarized and printed on one line of the report.

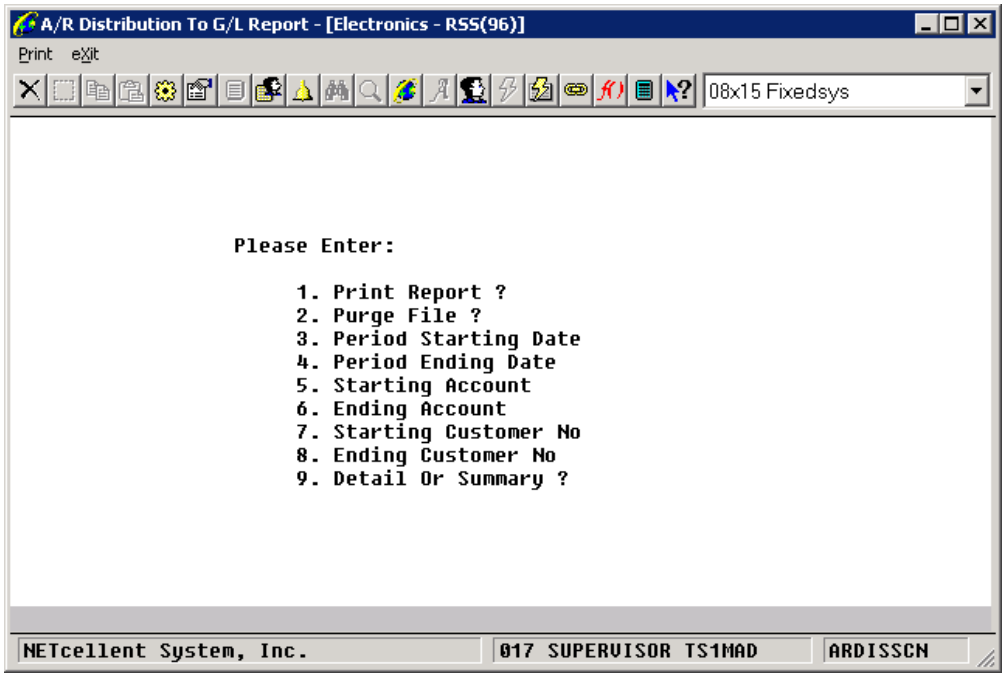
Purging the File

Once you have printed the **A/R Distribution to G/L Report** and you are satisfied that it is accurate, you can then purge the **A/R Distribution** file of the transactions, which appeared on the report. Purging the file periodically will prevent it from growing extremely large.

If you are using **Elliott's General Ledger** package, however, and if you plan to transfer these **A/R** postings to **G/L**, **do not** purge the **A/R Distribution** file. If you do, you will not be able to transfer the postings to **G/L**.

Run Instructions

Select **A/R Distribution to G/L Report** from the pull down **A/R Reports** window. The following screen will then be displayed:



A/R Distribution to G/L Report Entry Screen

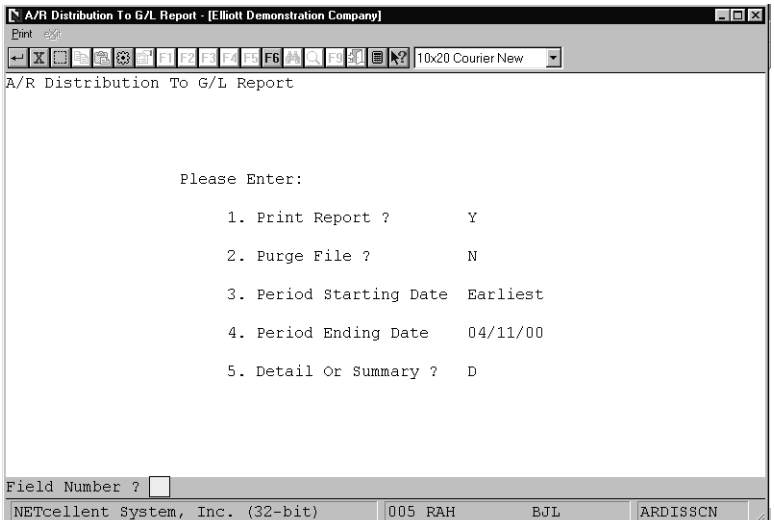
The following options are available:

* Print to screen, the general ledger distributions for a given date range in detail or summary
* Purge the distribution file only after interfacing to **G/L**

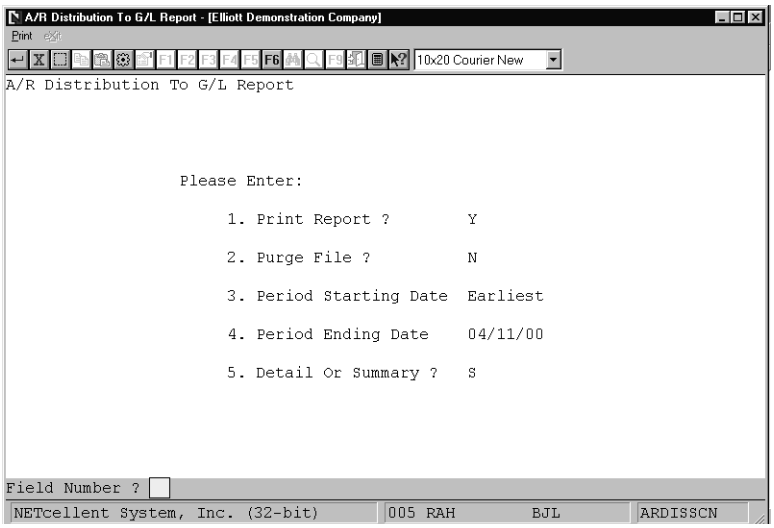
To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Print Report ?	Y or N. If you answer Y then the report will be generated, otherwise it will not. Default is Y.
2. Purge File ?	Y or N. Do not purge if you wish to interface with the General Ledger package. Default is N.
3. Period Starting Date	A date in the standard date format. Enter the beginning date of the period for which you want to print the report. Default to system date. If you press RETURN for this entry, it will default to All, and all distributions on file will be printed.
4. Period Ending Date	A date in the standard date format. Enter the ending date of the period for which you want to print the report. Default to system date. If you press RETURN for this date, it will default to the starting date entry. In other words, only distributions dated with the starting date will appear on the report.
5. Starting Account	An account in the standard account number format. Enter the starting account in the range you want to include in your report, or press RETURN to default to All accounts.
6. Ending Account	An account in the standard account number format. Enter the ending account in the range you want to include in your report, or press RETURN to default to the same account as you previously entered in the starting account field. If RETURN was entered in the starting account, this field will be skipped.
7. Starting Customer No	6 alphanumeric characters. Enter the starting customer number, in the range that you want to plot. If you press RETURN for the entry of the starting customer, the field will default to All customers, and the ending customer will be skipped.
8. Ending Customer No	6 alphanumeric characters. Enter the ending customer number, in the range that you want to plot.
9. Detail Or Summary ?	1 alphanumeric character. Enter D if you want the report to show the full detail of every transaction, which generated a posting to G/L. If you answer S, every transaction which occurred on a single date for an account will be summarized and will print on one line. Default to D.



A/R Distribution To G/L Report (Detail)



A/R Distribution To G/L Report (Summary)

Sales Analysis Report

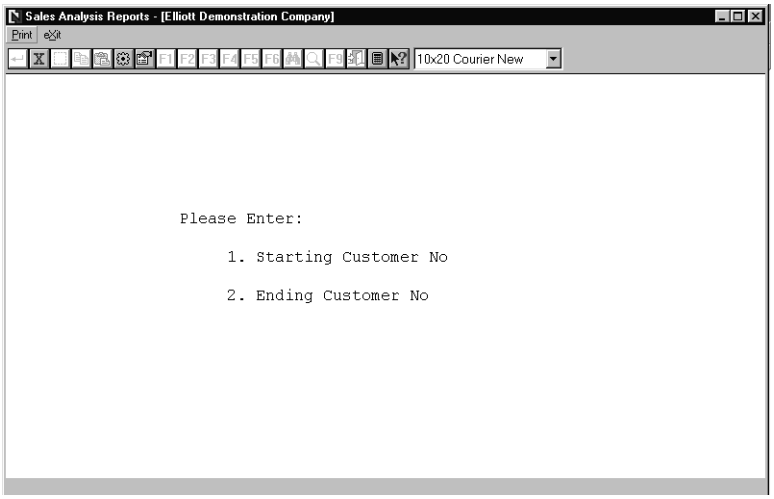
Application Overview

There are six Sales Analysis reports, which you can obtain. They are the Sales Analysis by Customer Report, Sales Analysis by Customer Type, Sales Analysis by Sales Volume Report, Sales Analysis by Salesman Report, Sales Analysis by State Report and the Sales Analysis by Territory Report.

Each of these reports draws the information it prints from the **Customer** file, except the Sales Analysis by Salesman Report, which takes its information from the **Salesman** file. The Sales PTD and YTD and Cost PTD and YTD fields from the **Customer** file and the **Salesman** file are used to report the sales figures for each customer, customer type, salesperson, etc., along with profit and percent of total profit figures.

Run Instructions

Select **Sales Analysis Reports** from the pull down **A/R Reports** window. The following screen will then be displayed:



Sales Analysis Reports Entry Screen

The following options are available:

* Print to screen, the following analysis reports:
* By customer, by customer type, by sales volume, by salesman, by state, by territory
* Cost, sales and percentages are displayed

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

By Customer Number

Name	Type and Description
1. Starting Customer No	6 alphanumeric characters. Enter a beginning customer number in the range that you want to print. If you press RETURN for this entry, it will default to All, and all customers on file will be printed.
2. Ending Customer No	6 alphanumeric characters. Enter the ending customer number in the range that you want to print.

By Customer Type

Name	Type and Description
1. Starting Customer Type	5 alphanumeric characters. Enter a beginning customer type in the range that you want to print. If you press RETURN for this entry, it will default to All, and all customer types on file will be printed.
2. Ending Customer Type	5 alphanumeric characters. Enter the ending customer number in the range that you want to print.
3. Do You Want To Print Each Type On A Separate Page ?	Y or N. If you enter Y each customer type specified in the previous field will be printed on a separate page. If you enter N each customer type specified in the previous field will be printed on the same page. This field defaults to N.

Sales Analysis by Sales Volume

Name	Type and Description
1. Period-To-Date Or Year-To-Date ?	1 alphanumeric character. Enter either a P (Period-to-Date) or Y (Year-to-Date). The Sales Analysis Report by sales volume is printed in order from the customer with the highest sales volume to the customer with the lowest sales volume. Your entry here will determine whether the report uses the PTD or the YTD sales volume figures when it places the customers in order for printing. Default to P.
2. Sales Volume Cut-Off Level	8 numeric digits (99,999,999). Enter the sales volume cut-off amount. Any customer with a sales volume below the amount you enter here will not appear on the report. If you press RETURN, it will default to All customers.
3. No of Customers to Print	4 numeric digits (9,999). Enter the number of customers to appear on the report. For example, if you enter

Name	Type and Description
	50 here, the report will print only the 50 customers with the largest sales volumes. If you press RETURN, it will default to All customers.

By Salesman

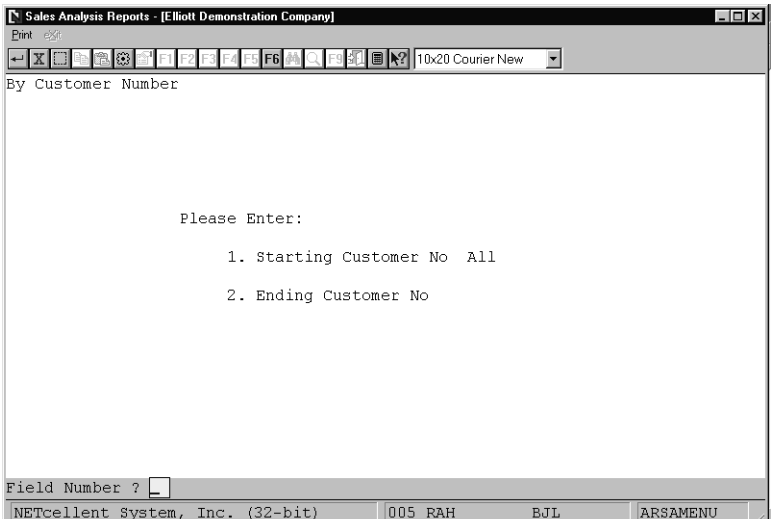
Name	Type and Description
1. Starting Salesman No	3 alphanumeric characters. Enter a beginning salesman number in the range that you want to print. If you press RETURN for this entry, it will default to All, and all salesmen on file will be printed.
2. Ending Salesman No	3 alphanumeric characters. Enter the ending salesman number in the range that you want to print.

By State

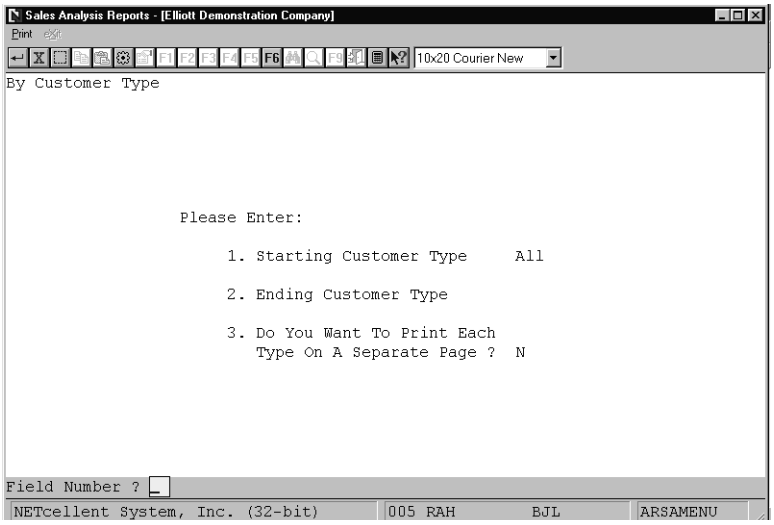
Name	Type and Description
1. Starting State	2 alphanumeric characters. Enter a beginning state in the range that you want to print. If you press RETURN for this entry, it will default to All, and all states on file will be printed.
2. Ending State	2 alphanumeric characters. Enter the ending state in the range that you want to print.
3. Do You Want To Print Each State On A Separate Page ?	Y or N. If you enter Y each state specified in the previous field will be printed on a separate page. If you enter N each state specified in the previous field will be printed on the same page. This field defaults to N.

By Territory

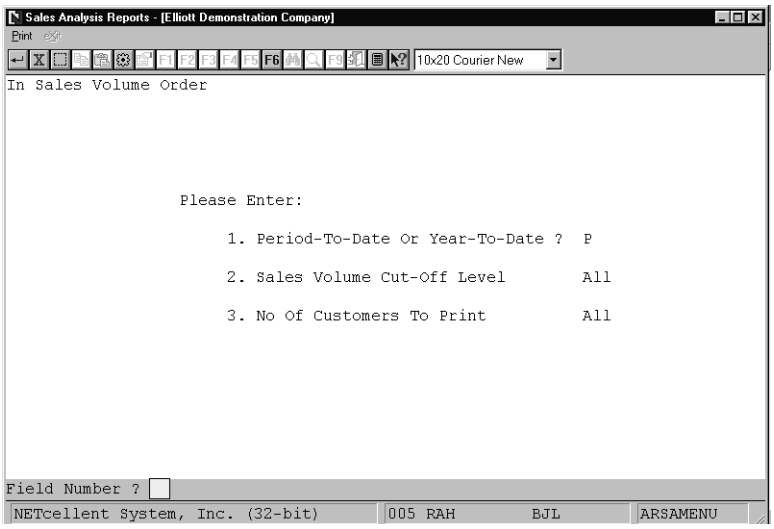
Name	Type and Description
1. Starting Territory	2 alphanumeric characters. Enter a beginning territory range that you want to print. If you press RETURN for this entry, it will default to All, and all territories on file will be printed.
2. Ending Territory	2 alphanumeric characters. Enter the ending territory in the range that you want to print.
Do You Want To Print Each Territory On A Separate Page ?	Y or N. If you enter Y each territory specified in the previous field will be printed on a separate page. If you enter N each territory specified in the previous field will be printed on the same page. This field defaults to N.



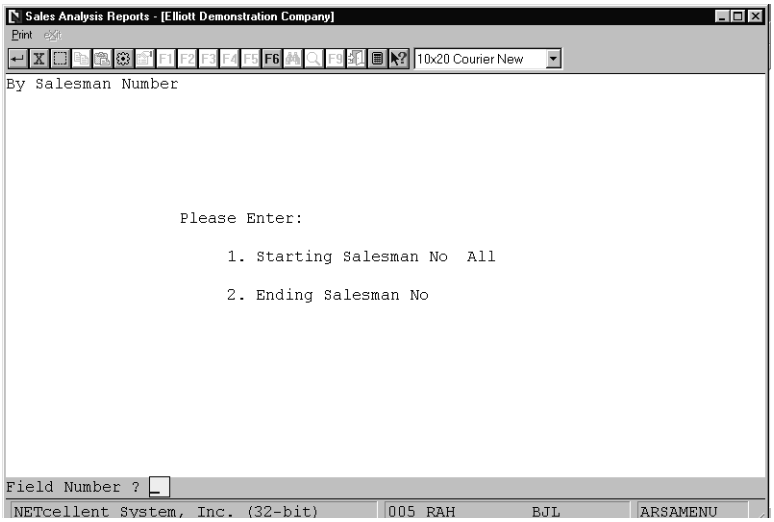
Sales Analysis Report By Customer Number



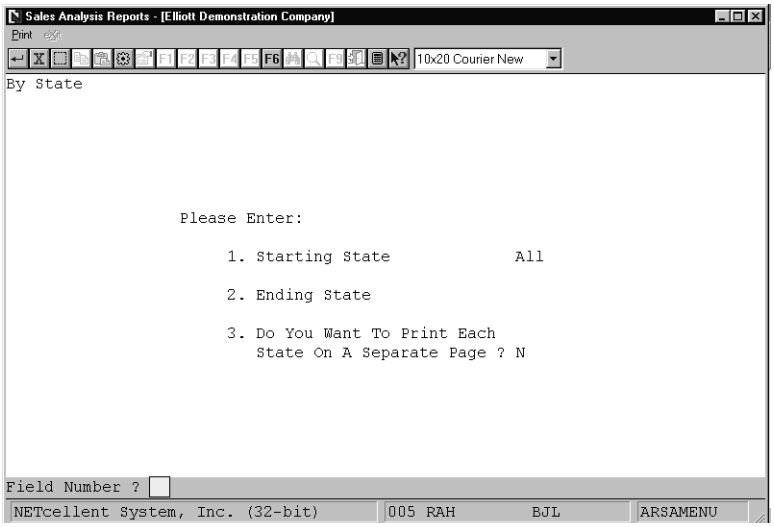
Sales Analysis Report By Customer Type



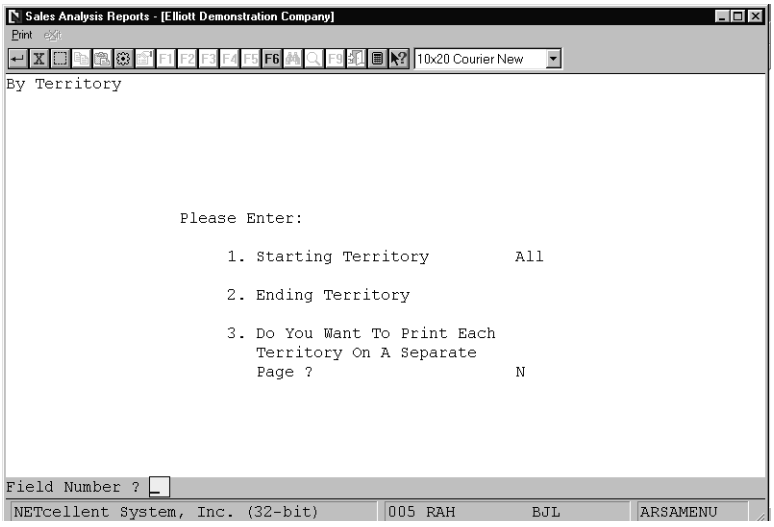
Sales Analysis Reports In Sales Volume Order



Sales Analysis Reports By Salesman Number



Sales Analysis Reports By State



Sales Analysis Reports By Territory

This Page Intentionally Blank

Job Analysis Report

Application Overview

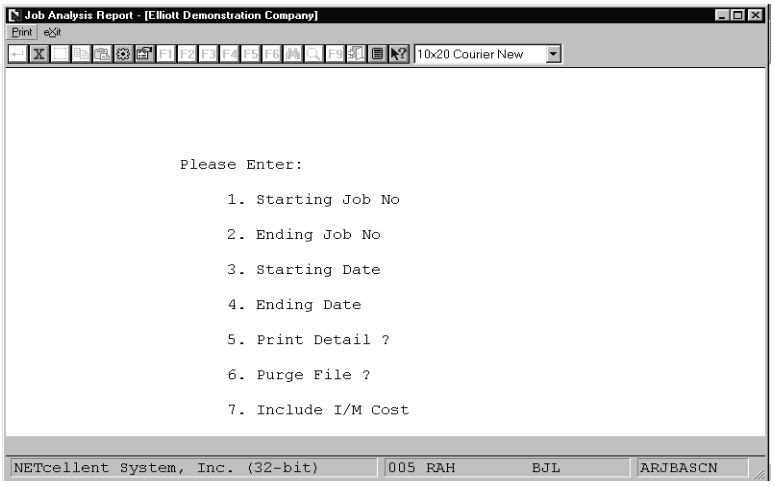
A job is a particular project or activity for which expenses are being tracked or sales are being billed to. When a sales transaction is entered into the **Accounts Receivable** package, the sales transaction amount can be distributed among the appropriate jobs. These distributions are posted to the **Job History** file and printed on this report.

The report shows the total **Accounts Payable** and **Payroll** expenses incurred by each different job, the total **Accounts Receivable** billed to each different job, and if the report is printed in detail format, it will further break down the expenses and sales by accounts, showing detail of the expense and sales distributions.
If the **Payroll** or **Accounts Payable** packages are being used, they will also contribute distributions to the report.

Actual billings from **A/R** and Expenses from **A/P** and **PR** are accumulated on this report and compared against the budgets in the **Job Code** file.

Run Instructions

Select **Job Analysis Report** from the pull down **A/R Reports** window. The following screen will then be displayed:



Job Analysis Report Entry Screen

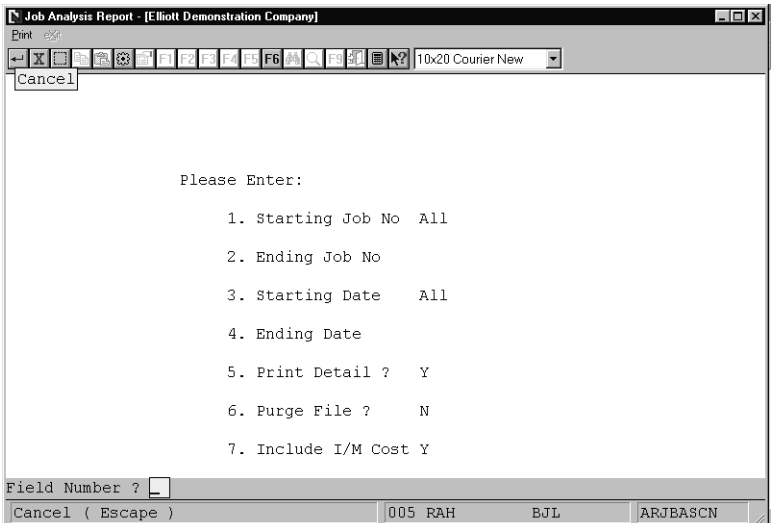
The following options are available:

* Print to screen, jobs for a given date range
* Purge the file
* Reports may be in detail or summary of budgeted amounts, and expenses by Payroll, by Account Payable and by Sales

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Job No	6 alphanumeric characters. Enter the first job to appear on the report. If you press RETURN for this field, it will default to All jobs.
2. Ending Job No	6 alphanumeric characters. Enter the last job to appear on the report. This field defaults to the starting job number to make it easy to print the report for a single job.
3. Starting Date	A date in the standard date format. Enter the beginning date of the period for which the report is to be printed. If you press RETURN for this entry, it will default to All dates.
4. Ending Date	A date in the standard date format. Enter the ending date of the period for which the report is to be printed. This field defaults to the starting date to make it easy to print the report for a single date.
5. Print Detail ?	Y or N. Enter whether you want the report to print in detail format or not. If you answer N the report will print in summary format, and will not show detailed distributions. This field defaults to Y.
6. Purge File ?	Y or N. If you select Y to this option it will delete all transactions within the date and job range, otherwise you can leave the detail in the file.



Job Analysis Report

This Page Intentionally Blank

Cash Projection Report

Application Overview

The **Cash Projection Report** graph application facilitates **Elliott** reporting features by plotting the anticipated future revenue outlook of your organization. It processes information obtained from the **A/R Open Item File**, and creates a report that projects the amount each customer account will contribute to the overall projection within a given period of time. This resource can provide a powerful visual representation of important business variables such as the comparative amount of anticipated future gross receipts generated by your most valued customers. It can also be used as a tool to set organizational goals, and plan future resources.

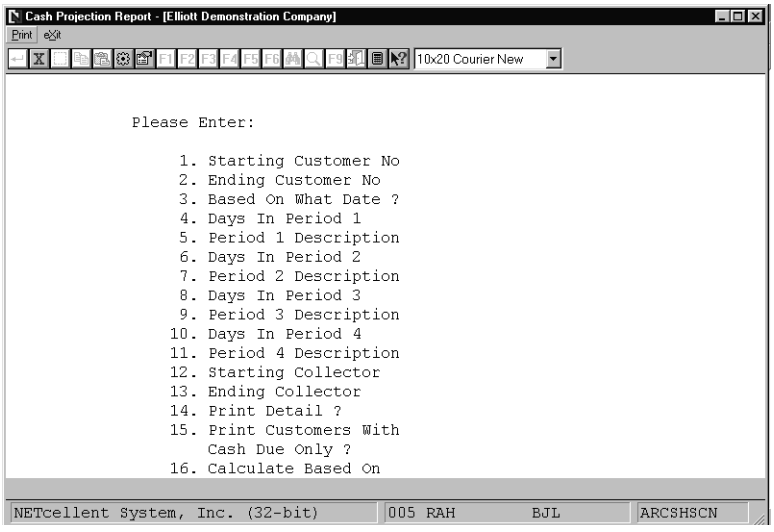
You can create a report that projects cash receipts generated in any combination of the following variables.

A range of customers
Projected cash receipts to be generated by a specified date.
A Period of time that you define.
Projected cash receipts based on the current amounts generated in a given period, Year to date or both of these variables.

You may also choose to calculate the Projected Revenue based on the invoices' due dates or the customers average number of days to pay during the current year. If one or more of your customers have a tendency to pay early or late, basing the report on average days to pay can provide a more realistic picture of when to expect cash receipts.

Run Instructions

Select **Cash Projection Report** from the pull down **A/R Reports** window. The following screen will then be displayed:



Cash Projection Report Entry Screen

After entering the required information another window will display the following options.

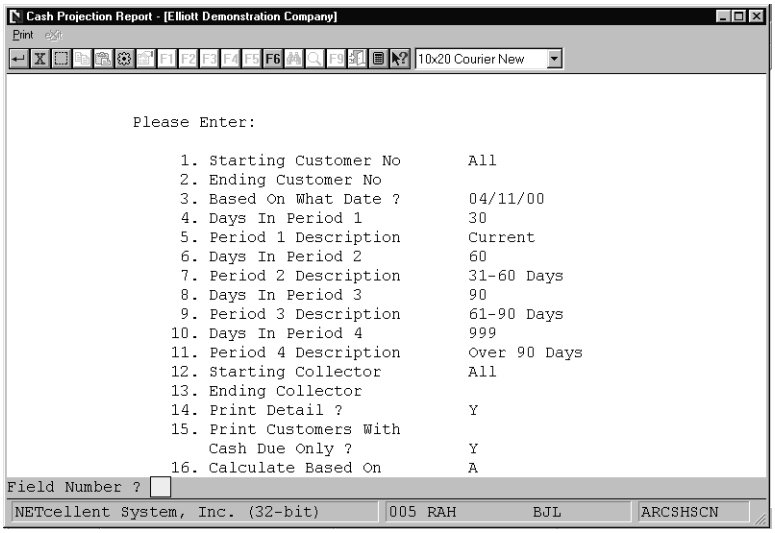
* Print the cash projection report by customer, by collector, based on a certain date, in detail or summary with cash due from customers or all customers.

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

Name	Type and Description
1. Starting Customer No	6 alphanumeric characters. Enter the starting customer number, in the range that you want to plot. If you press RETURN for the entry of the starting customer, the field will default to All customers, and the ending customer will be skipped.
2. Ending Customer No	6 alphanumeric characters. Enter the ending customer number in the range you want to plot.
3. Based On What Date ?	A date In the standard date format. Enter the future date that you want to forecast projected cash receipts. This field automatically defaults to the present date.
4. Days In Period 1	3 numeric characters. This field automatically defaults to the predefined settings in your A/R Setup. For the purpose of this graph you can enter a different number of days to be considered in Period 1.
5. Period 1 Description	8 alphanumeric characters. This field automatically defaults to the predefined settings in your A/R Setup. You may substitute this with the description entered here. This information will appear when the resulting graph is printed.
6. Days In Period 2	3 numeric characters. This field automatically defaults to the predefined settings in your A/R Setup. For the purpose of this graph you can enter a different number of days to be considered in Period 2.
7. Period 2 Description	8 alphanumeric characters. This field automatically defaults to the predefined settings in your A/R Setup. You may substitute this with the description entered here. This information will appear when the resulting graph is printed.
8. Days In Period 3	3 numeric characters. This field automatically defaults to the predefined settings in your A/R Setup. For the purpose of this graph you can enter a different number of days to be

Name	Type and Description
	considered in Period 3.
9. Period 3 Description	8 alphanumeric characters. This field automatically defaults to the predefined settings in your A/R Setup. You may substitute this with the description entered here. This information will appear when the resulting graph is printed.
10. Days In Period 4	3 numeric characters. This field automatically defaults to the predefined settings in your A/R Setup. For the purpose of this graph you can enter a different number of days to be considered in Period 4.
11. Period 4 Description	8 alphanumeric characters. This field automatically defaults to the predefined settings in your A/R Setup. You may substitute this with the description entered here. This information will appear when the resulting graph is printed.
12. Starting Collector	3 alphanumeric characters. Enter the starting collector number, in the range that you want to plot. If you press RETURN for the entry of the starting collector, the field will default to All collectors and the ending collector will be skipped.
13. Ending Collector	1 alphabetic character. Enter the ending customer number in the range you want to plot.
14. Print Detail ?	Y or N. Enter Y to see all customer detail, otherwise a summary will print.
15. Print Customers With Cash Due Only ?	Y or N. Enter Y to see only the customers that have open invoices that are expected to be paid.
16. Calculate Based on ?	1 alphabetic character. Valid entries are: A = Customer Average Days To Pay B = Document Due Date Enter A to calculate projected revenue based on each customer's average days to pay during the current year. If customers tend to pay their bills early or late, this option can provide a more realistic idea of when to expect cash receipts. Enter B to calculate projected revenue based on the due date for each document in the Open Item file. This field defaults to A.


Cash Projection Report - [Elliott Demonstration Company]
Print
10x20 Courier New
Please Enter:
1. Starting Customer No All
2. Ending Customer No
3. Based On What Date ? 04/11/00
4. Days In Period 1 30
5. Period 1 Description Current
6. Days In Period 2 60
7. Period 2 Description 31-60 Days
8. Days In Period 3 90
9. Period 3 Description 61-90 Days
10. Days In Period 4 999
11. Period 4 Description Over 90 Days
12. Starting Collector All
13. Ending Collector
14. Print Detail ? Y
15. Print Customers With Cash Due Only ? Y
16. Calculate Based On A
Field Number ?
NETcellent System, Inc. (32-bit)
005 RAH
BJL
ARCSHSCN

Adjustment Auditing Report

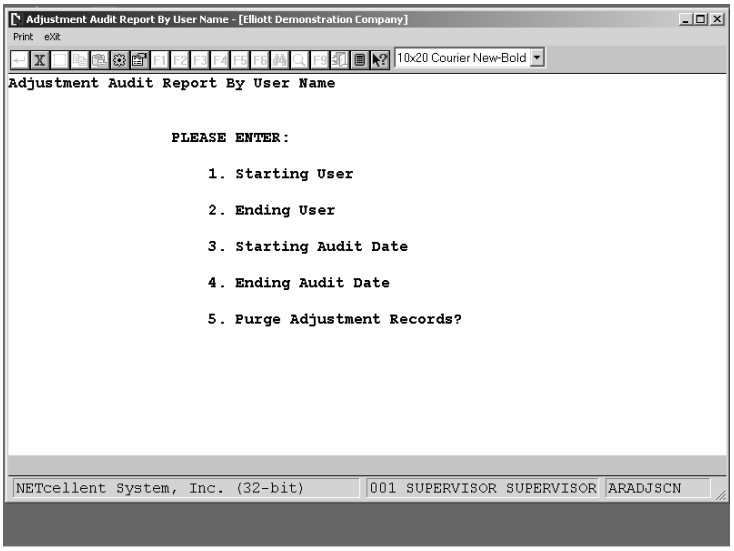
Application Overview

With the Adjustment Auditing enhancement, any adjustment made for a transaction is done on a real time basis without the posting. It is important to have an auditing tool to track why the adjustment takes place.

The Adjustment Auditing Inquiry and Reporting features of the enhancement serve as the auditing tools to allow user inquiries about what changes have been made to the Cr./Dr. memos at any desired time by utilizing the Adjustment Auditing Inquiry and Reporting

Run Instructions

From the **A/R Menu** select **Reports** and then **Adjustment Auditing Report**



Note: If would be best to select “N” to Purge Adjustment Records until unresolved issues have been clarified.

This Page Intentionally Blank

Sales Tax Liability Report

Application Overview

Sales Tax Liability Reports are a function of the A/R Sales Tax Audit Trail feature. The purpose of this feature is to give a detailed tracking for sales tax so that complete auditing information can be available (especially for state auditing). This feature enables users to create Sales Tax Liability Reports for each tax code based on invoices or cash receipts. It also gives users the choice for printing a report for fully paid invoices only. If the user is tired of paying sales tax for which the invoice has not been paid off or paid in full, or if the user would like to be able to track down the exact sales tax amount based on fully-paid invoices, this feature will serve as a remarkable vehicle for business.

Run Instructions

To run these reports, the A/R Sales Tax Audit Trail feature must be enabled, see Utilities Set Setup – A/R Sales Tax Audit Trail .

In order to get a glance of how much sales tax the user needs to pay to each state, county, and city, two reports are available to the user. One is Sales Tax Liability By Invoice, and the other is Sales Tax Liability By Cash Receipts. They both can be accessed by going through A/R → Reports → Sales Tax Liability Report. **Figure 2D.2** and **Figure 2D.3** display the print screens of each kind.

The report by invoice is asking the user to enter starting and ending Invoice Dates versus Cash Receipts Dates in the report by cash receipts. The report by cash receipt has an additional field - 8. “Print Full-Receipt Invoice Only?”. **Figure 2D.3** displays the Sales Tax Liability Report by Cash Receipts. The “Receipt-Amt” and “Adj-Tax-Amt” columns will only display if the report is by Cash Receipts. As you can see, the report by Invoice does not contain these two columns **(Figure 2D.4).**

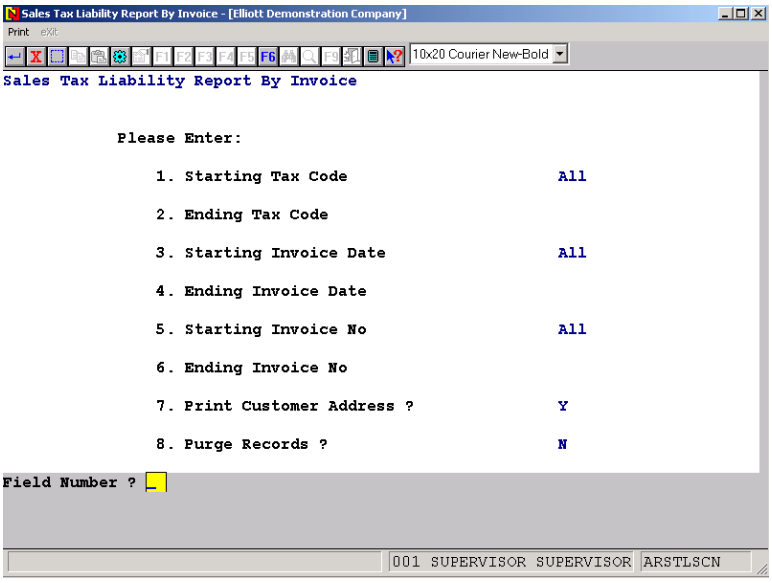


Figure 2D.2. Printing screen for Sales Tax Liability Report by Invoice.

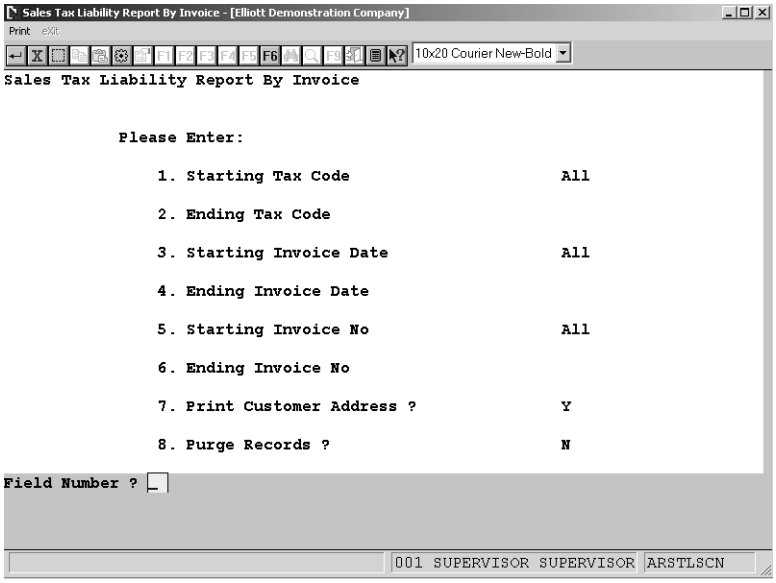


Figure 2D.3 Printing screen for Sales Tax Liability Report by Cash Receipts.

S A L E S T A X L I A B I L I T Y R E P O R T

Ship-To-Name Ship-To-Address1 Ship-To-Address2 City St
Zip-Code
All Tax Codes
All Invoices
Date Range: From 12/01/97 To 12/31/98

Tax Code / Inv-No	Cus-No	Inv-Date	Nontaxable-Amt	Taxable-Amt	Tax-Rt	Tax-Amt	Sales-Amt	Freight-Amt	Misc-Amt	Invoice-Amt
AX										
118163	100001	03/27/98	0.00	5,440.00	1.0000	53.90	5,390.00	50.00	0.00	5,884.68
Subtotal :			0.00	5,440.00		53.90	5,390.00	50.00	0.00	5,884.68
AZ										
118163	100001	03/27/98	0.00	5,440.00	7.2500	390.78	5,390.00	50.00	0.00	5,884.68
Subtotal :			0.00	5,440.00		390.78	5,390.00	50.00	0.00	5,884.68
CA										
118156	594208	02/23/98	0.00	100.00	7.2550	7.26	100.00	0.00	0.00	107.26
118161	594208	02/26/98	0.00	1,950.73	7.2550	141.53	1,950.73	0.00	0.00	2,092.26
118162	594208	03/11/98	0.00	400.00	7.2550	29.02	400.00	0.00	0.00	429.02
Subtotal :			0.00	2,450.73		177.81	2,450.73	0.00	0.00	2,628.54
LA										
118155	123456	02/10/98	0.00	200.00	1.0000	2.00	200.00	0.00	0.00	202.00
Subtotal :			0.00	200.00		2.00	200.00	0.00	0.00	202.00
NO										
117604	111111	12/31/97	500.00	0.00	0.0000	0.00	500.00	0.00	0.00	500.00
117606	111111	01/07/98	1,024.00	0.00	0.0000	0.00	1,000.00	12.00	12.00	1,024.00
117607	123456	01/07/98	2,044.00	0.00	0.0000	0.00	2,000.00	20.00	24.00	2,044.00
117608	111111	01/07/98	5,000.00	0.00	0.0000	0.00	5,000.00	0.00	0.00	5,000.00
Subtotal :			8,568.00	0.00		0.00	8,500.00	32.00	36.00	8,568.00
Grand Total :			8,568.00	13,530.73		624.49	21,930.73	132.00	36.00	23,167.90

Figure 2D.4 shows a sample of a Sales Tax Liability Report.

This Page Intentionally Blank

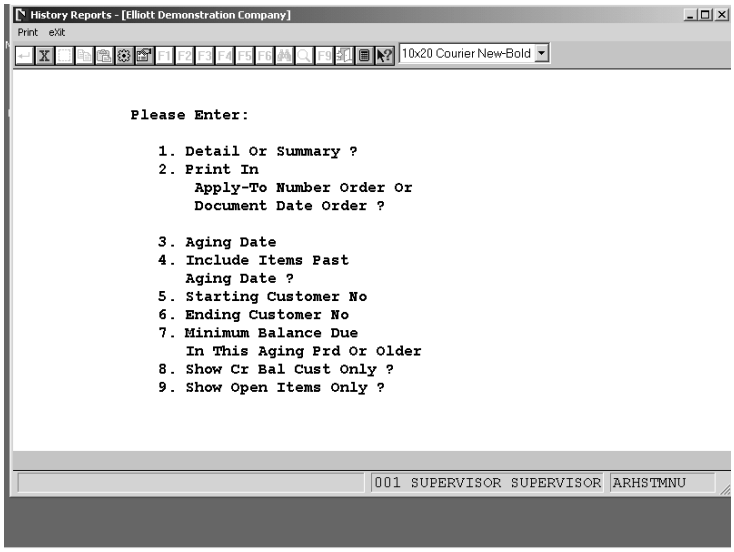
A/R History Report

Application Overview

This purpose of this report is to reprint historical A/R Open Item data that has been purged. Standard Elliott has been enhanced so that when you purge the A/R Open Item file, all data goes to an A/R History file. It is from this file that the History Report is generated from.

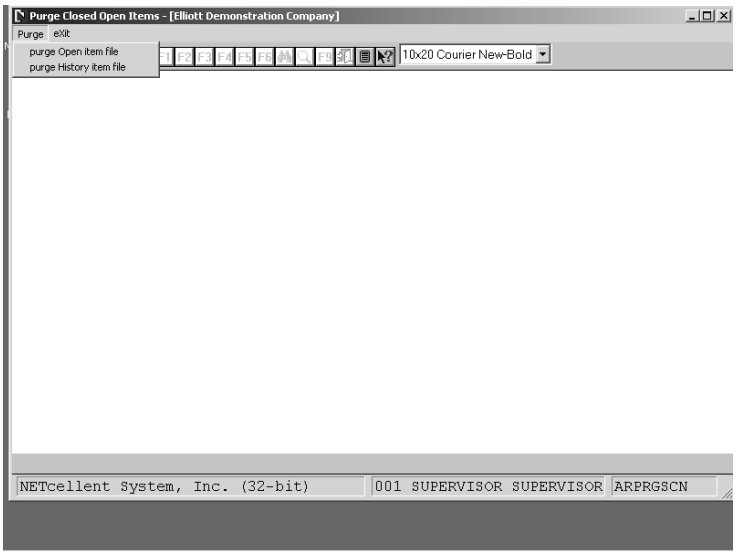
Run Instructions

From the **A/R Main Menu** select **Reports** – **A/R History Report**

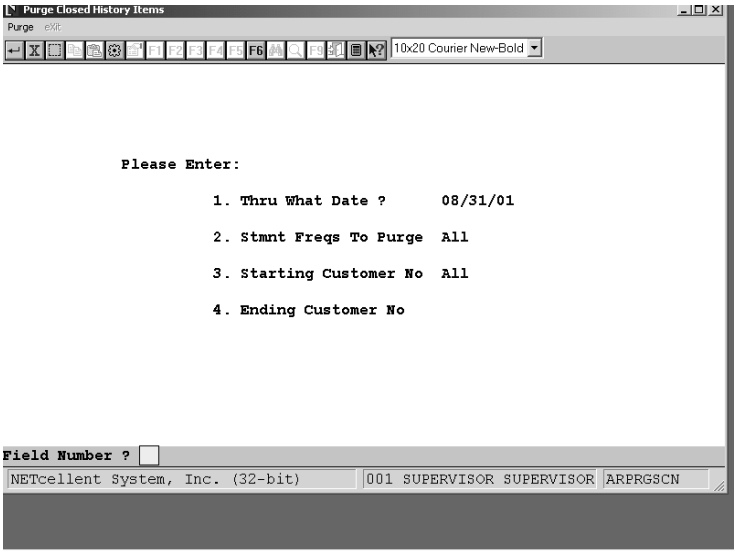


A/R History Report – Selection Criteria

When you no longer need access to historical data from this file, you may purge it by a selection of user-defined criteria. To purge this file, A/R Main Menu → Processing → Purge Closed Open Items → A/R History File. See next page for examples



Select A/RHistory File



Define Purge Selection Criteria

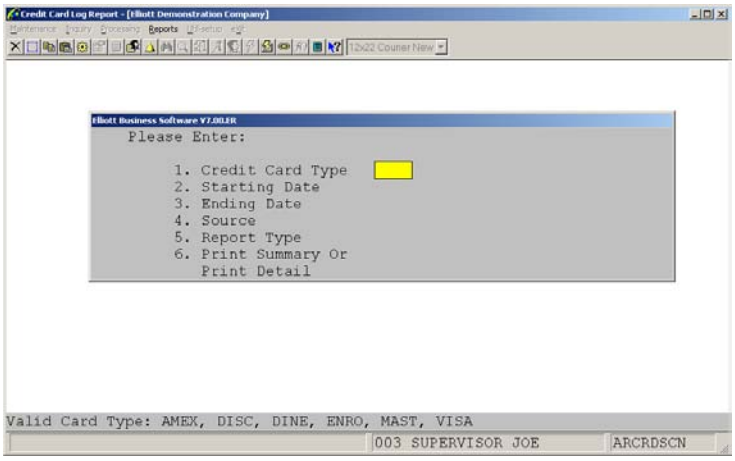
Credit Card Log Report

Application Overview

This report shows all activity for credit card payments processed. With a wide range of selection criteria offered, it can also be used as an auditing tool to reconcile credit card statements.

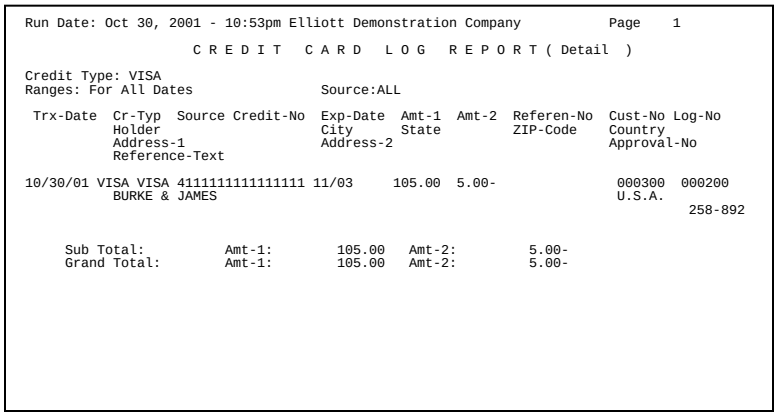
Run Instructions

AR Main Menu → Reports → Credit Card Log



Key Field Entry Descriptions

Field 1	User can enter any combination of card types for the report or press < Enter > for all.
Field 4	Credit Card Source ID
Field 5	Report Type by 1.) Card type or 2.) By Date



```
Run Date: Oct 30, 2001 - 10:53pm Elliott Demonstration Company           Page    1

                    C R E D I T   C A R D   L O G   R E P O R T ( Detail  )

Credit Type: VISA
Ranges: For All Dates                Source:ALL

 Trx-Date  Cr-Typ  Source Credit-No  Exp-Date  Amt-1  Amt-2  Referen-No  Cust-No Log-No
           Holder                   City      State         ZIP-Code    Country
           Address-1                Address-2                           Approval-No
           Reference-Text

10/30/01 VISA VISA 4111111111111111 11/03     105.00  5.00-               000300  000200
           BURKE & JAMES                                                  U.S.A.
                                                                                  258-892


     Sub Total:          Amt-1:        105.00   Amt-2:         5.00-
     Grand Total:        Amt-1:        105.00   Amt-2:         5.00-
```

Credit Card Log Report

This Page Intentionally Blank

Utilities Setup

A/R Setup

Application Overview

A/R Setup is not an application that you will be running very often. In this application, you will answer some questions that **tailor** the **Accounts Receivable** package to the way you do accounting in your company.

For example, some companies like to determine how old a customer's account is by referring to the original date of the sale, whereas others like to give customers more leeway by aging their accounts from the **due date** of the sale, instead of the sale. Through this application, you will be able to enter data of this sort. Also, you will answer some questions about how you calculate Finance Charges on overdue accounts.

The programs that do these various kinds of processing will alter the way they proceed to conform with the way that you have said you want it to be done.

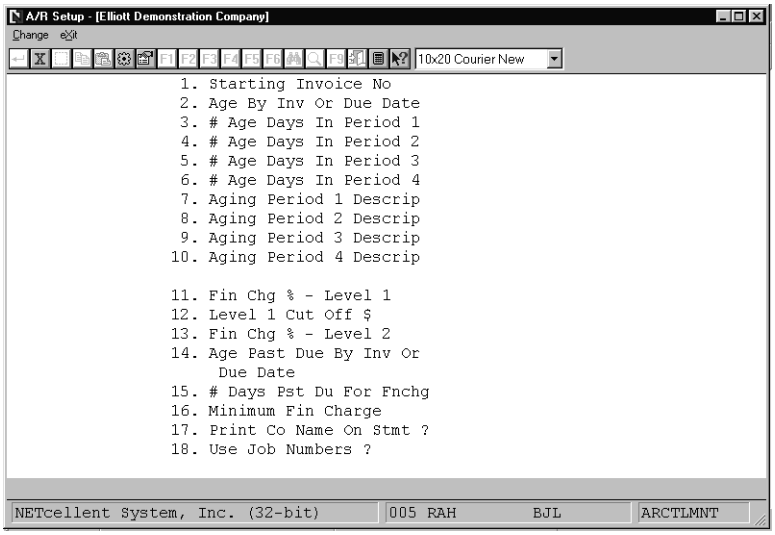
The second screen of **A/R Setup** deals with the numbers of the accounts where you expect to be recording certain types of transaction amounts in your **General Ledger**.

A large amount of flexibility in the posting of these amounts is permitted here. For example, there is one question asking, **Distribute Sales ?**. Perhaps you have more than one area of your company that generates sales. In this case you would probably want to keep a record of what income each area generated. So you would answer **Y** to this question. However, if you want to record all income from sales in just one Sales account, you would answer **N** to the **Distribute Sales ?** question. Similar questions are asked about other distribution amounts.

The last screen of **A/R Setup** also lets you determine whether customer statements and/or invoices will be printed on laser forms. It also allows you to include or exclude **PR** and **A/P** data on the **Job Analysis Report**.

Run Instructions

Select **A/R Setup** from the pull down **A/R Util_setup** window. The following screen will then be displayed:



A/R Setup Entry Screen

The following options are available:

* Select the desired mode from the **A/R Setup** menu bar
* Enter the data requested on the screen

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

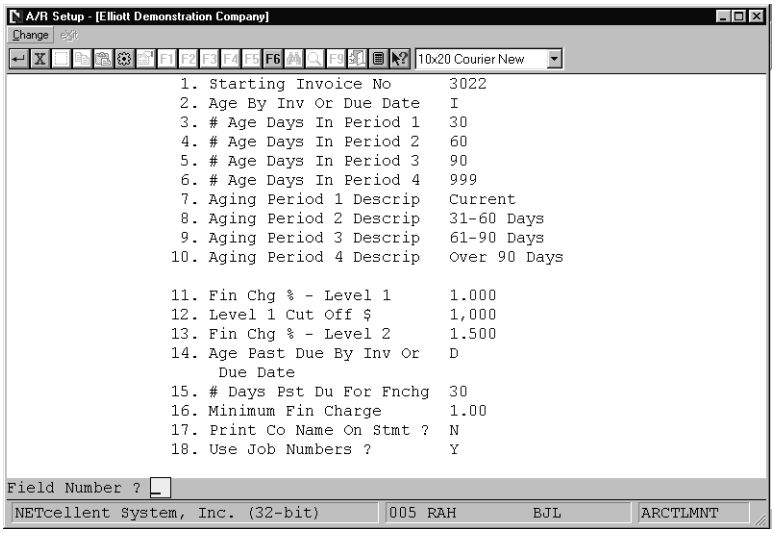
1. Starting Invoice No	6 numeric digits (999999). Enter the first document number, which will be assigned during entry of sales transactions or during printing of invoices if the COP package is in use. This field will be incremented when the F1 key is pressed for the document number in Sales & CR/DR Memo Processing or each time an invoice is printed in Customer Order Processing.
2. Age By Inv Or Due Date	1 alphanumeric character. The letter entered here determines whether the A/R open items will be aged from the date of the invoice or from the date when payment is due. Enter the letter I for aging by invoice date. Enter D for aging by due date.
2. Age By Inv Or Due Date	1 alphanumeric character. The letter entered here determines whether the A/R open items will be aged from the date of the invoice or from the date when payment is due. Enter the letter I for aging by invoice date. Enter D for aging by due date.
3. # Age Days In Period 1	3 numeric digits (999). Enter the number of days in the first aging period, which is the current or net due period. Entries of from 1 to 999 days are allowed. Suggested entry would be 30 days.
4. # Age Days In Period 2	3 numeric digits (999). Enter the upper limit in days of the second aging period (first past due period). Entries of from 1 to 999 days are allowed. Suggested entry would be 60 days.
5. # Age Days In Period 3	3 numeric digits (999). Enter the upper limit in days of the third aging period (second past due period). Entries of from 1 to 999 days are allowed. Suggested entry would be 90 days.
6. # Age Days In Period 4	3 numeric digits (999). Enter the upper limit in days of the fourth aging period (third and last past due period). Entries of from 1 to 999 days are allowed. It is recommended that 999 be entered here to ensure that all documents older than those in Period 3 are covered in this period.
7. Aging Period 1 Descrip	12 alphanumeric characters.
Aging Period 1 Descrip (continued)	For each of the items 7 through 10 on the screen, enter a brief description for that aging period. Each description may be up to 12 characters long, containing letters and/or numbers. These descriptions will be printed on aging reports to characterize A/R open items.
8. Aging Period 2 Descrip	12 alphanumeric characters. See field #7.
9. Aging Period 3 Descrip	12 alphanumeric characters. See field #7.
10. Aging Period 4 Descrip	12 alphanumeric characters. See field #7.
11. Fin Chg % - Level 1	5 numeric digits with 3 decimal places (99.999). If two levels of finance charges exist, this entry is the finance charge percentage on amounts up to a cut-off level (level 1). For example, if finance charges are

	computed at 1.5% on amounts up to $800 and 1% on the amount exceeding $800, the finance charge percentage for level 1 would be 1.5. Entries from .001 to 99.999 are allowed. If the company has only one finance charge percentage, you enter it here and skip over items 11 and 12 on the screen (by pressing RETURN for those items).
13. Fin Chg % - Level 2	5 numeric digits with 3 decimal places (99.999). Enter a value here only if the company charges a different finance charge percentage for past due amounts that exceed the level 1 cut off value. If the company uses a single finance charge percentage for all past due amounts, press RETURN to skip over this item. Entries from .001 to 99.999 are allowed.
14. Age Past Due By Inv Or Due Date	1 alphanumeric character. The value you enter here determines whether the age of overdue amounts will be determined by the date of the invoice or the date payment was due, for the purpose of computing finance charges. Enter the letter I for aging by invoice date. Enter D for aging by due date.
15. # Days Pst Du For Fnchg	3 numeric digits (999). Enter the value of the maximum number of days an open item may be past due before finance charges will be calculated and added to it. Values from 1 to 999 are allowed.
16. Minimum Fin Charge	4 numeric digits with 2 decimal places (99.99). The value entered here is the minimum finance charge that will be charged to a customer with a past due account, regardless of the amount past due. Values from 0.01 to 99.99 may be entered.
17. Print Co Name On Stmt ?	Y or N. If you answer Y (for yes), the company's name and address that is stored in the Company file will be printed by the computer on the customer statements. If you answer N (for no), the company's name and address will not be printed on the customer statements. Note that, if statements have been pre-printed with the company's name and address, you should answer N to this question.
18. Use Job Numbers ?	Y or N. If you wish to use job numbers in the A/R package, enter Y. The Job Analysis Report application will be enabled and records will be posted to the Job History file. If you would prefer not to use job numbers in the Accounts Receivable package, enter N. The Job Analysis Report application will be disabled, and records will not be posted to the Job History file.
19. Multiple A/R Accts ?	Y or N. You may want to keep track of different types of Accounts Receivable, such as the Accounts Receivable generated from sales on the east coast and the Accounts Receivable generated from west coast sales. If you do want to keep separate A/R accounts, answer Y here.
20. Default Acct Rec Acct No	An account number in the standard account number format. Enter the default Accounts Receivable account number. If you have not specified that you are using multiple A/R accounts, all Accounts Receivable amounts will be posted to this default account.
21. Distribute Sales ?	Y or N. Answer Y if sales transactions are to be distributed to various account numbers when they are entered. Answer N if sales transactions are not to be distributed to different sales accounts. If you answer N, all sales transactions will be posted to the default sales account

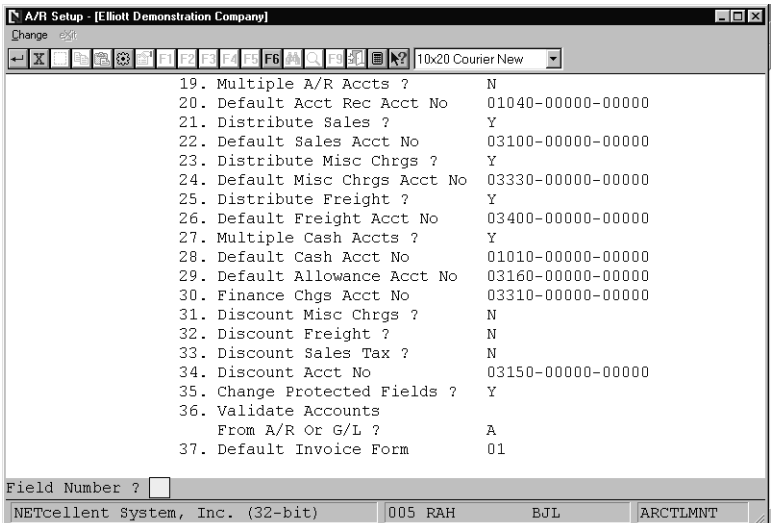
	number entered for the next item of this screen. This field may not be accessed if there are unposted transactions in the Sales Transaction file.
23. Distribute Misc Chrgs ?	Y or N. Answer Y if miscellaneous charges are to be distributed to various miscellaneous charges account numbers when sales transactions are entered. Answer N if miscellaneous charges are not to be distributed. If you answer N, all miscellaneous charges entered will be posted to the default miscellaneous charges account number entered for the next item of this screen.
Distribute Misc Chrgs ? (continued)	This field may not be accessed if there are unposted transactions in the Sales Transaction file.
24. Default Misc Chrgs Acct No	An account number in the standard account number format. This is the default miscellaneous charges account that is used in Ship Via Code File Maintenance.
25. Distribute Freight ?	Y or N. Answer Y if freight charges are to be distributed to various freight charges account numbers when sales transactions are entered. Answer N if freight charges are not to be distributed. If you answer N, all freight charges entered will be posted to the default freight account number entered in the Ship Via Code File Maintenance application. This field may not be accessed if there are unposted transactions in the Sales Transaction file.
26. Default Freight Acct No	An account number in the standard account number format. This is the default freight account that is used in Ship Via Code File Maintenance.
27. Multiple Cash Accts ?	Y or N. Answer Y if cash receipts are to be distributed to more than one cash account. Answer N if all cash receipts are to be posted to the default cash account number specified in the next item of this screen.
28. Default Cash Acct No	An account number in the standard account number format. Enter the default cash account number.
29. Default Allowance Acct No	An account number in the standard account number format. Enter the allowance account number. An allowance is some amount of additional discount that you are giving to your customer for some purpose. The account number you enter here will be the default allowance account number in those applications where you are asked to enter an allowance account number.
30. Finance Chgs Acct No	An account number in the standard account number format. Enter the account number of the finance charges account. All finance charge amounts will be posted to this finance charge account.
31. Discount Misc Chrgs ?	Y or N. Enter whether miscellaneous charges are subject to discounts or not.
32. Discount Freight ?	Y or N. Enter whether freight is subject to discounts or not.
33. Discount Sales Tax ?	Y or N. Enter whether sales tax is subject to discounts or not.
34. Discount Acct No	An account number in the standard account number format.

	Enter the account number of the discount account used in the package. All discounts taken on sales transactions throughout the A/R package will be posted to this discount account.
35. Change Protected Fields ?	Y or N. Enter whether you are going to allow changes to the protected fields using the F6 key or not. This answer will affect the ability to make changes to selected fields on the second screen of Customer File Maintenance and Salesman File Maintenance and the first screen of Tax Code File Maintenance.
37. Default Invoice Form	2 numeric characters. Enter a valid Invoice form number that was previously defined in the Invoice Form Setup application to be used by default when printing customer invoices.
38. Customer Note Literal 1	10 alphanumeric characters. This field serves to label the first literal description line of the Notes field information. You may enter any expression that suits your needs.
39. Customer Note Literal 2	10 alphanumeric characters. This field serves to label the second literal description line of the Notes field information. You may enter any expression that suits your needs.
40. Customer Note Literal 3	10 alphanumeric characters. This field serves to label the third literal description line of the Notes field information. You may enter any expression that suits your needs.
41. Customer Note Literal 4	10 alphanumeric characters. This field serves to label the fourth literal description line of the Notes field information. You may enter any expression that suits your needs.
42. Customer Note Literal 5	10 alphanumeric characters. This field serves to label the fifth literal description line of the Notes field information. You may enter any expression that suits your needs.
43. Customer Date Literal	10 alphanumeric characters. This field serves to label the literal description line of the date field information. You may enter any expression that suits your needs.
44. Customer Amount Literal	10 alphanumeric characters. This field serves to label the literal description line of the amount field information. You may enter any amount that suits your needs.

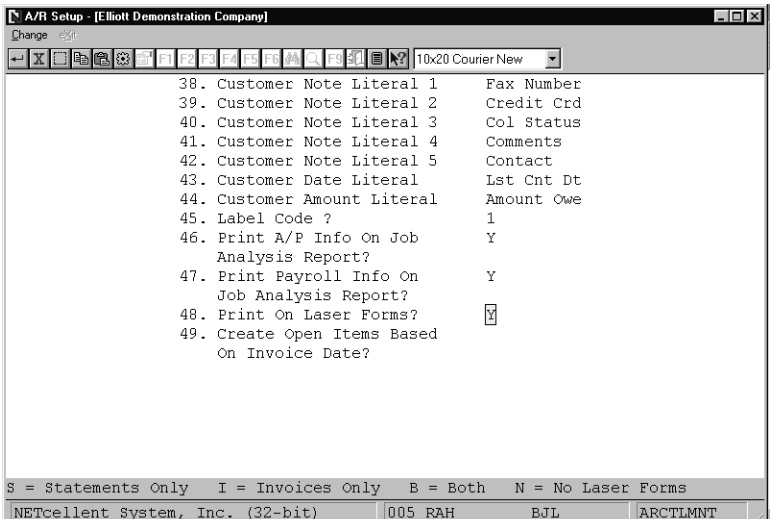
46. Print A/P Info On Job Analysis Report?	Y or N. If you answer Y, Job History file information generated from Accounts Payable will be printed on the Job Analysis Report. If you answer N, Job History file information generated from Accounts Payable will not be printed on the Job Analysis Report.
47. Print Payroll Info On Job Analysis Report?	Y or N. If you answer Y, Job History file information generated from Payroll will be printed on the Job Analysis Report. If you answer N, Job History file information generated from Payroll will not be printed on the Job Analysis Report.
48. Print On Laser Forms?	1 alphanumeric character. Valid entries are: S = Statements only I = Invoices only B = Both N = No laser forms. Enter S to print only customer statements on laser forms. For more information on this, see Print Statements under the Processing section of this manual. Enter I to print only service invoices on laser forms. For more information on this, see Invoice Form Setup under the Utilities section of this manual. Enter B to print both statements and invoices on laser forms. Enter N to not use laser forms. If I or B are selected, you should also change A/R Setup field #37 (Default Invoice Form) to 99. See the Invoice Form Setup application section of this manual for more information.



A/R Setup Screen 1



A/R Setup (Screen #2)



A/R Setup Screen 3

This Page Intentionally Blank

Invoice Form Setup

Application Overview

We are constantly striving to develop flexible and compatible business applications. The **Invoice Form Setup** application enhances this objective, by combining **Elliott's** standard Invoice form definitions, with a procedure that customizes form layout so invoices can be printed on any form designed by your art department or acquired through your forms vendor. This application also permits maintenance of up to 99 definitions that serve various invoicing requirements.

The **Invoice Form Setup** application is loaded with our standard continuous and laser invoice form definitions. You may use them in conjunction with **Elliott** or as a template in designing a new definition. The continuous form No. 112 template is predefined as form number 01 in the form layout file. The laser form template is predefined as form number 99 in the form layout file. To use these predefined forms when printing invoices, select **Reset** from this application's menu bar and choose either **Standard** or **Laser** depending on which type of form you are printing on. After resetting the standard or laser form number to the default **Elliott** layout, make sure that form number is entered in the **Default Invoice Form** field (#37) in the **A/R Setup** application. You must also make sure that **A/R Setup** field #48 (Print On Laser Forms) is set correctly. For more information on these fields, refer to the **A/R Setup** section of this manual.

For more information on printing service invoices, see **Print Service Invoices** under the **Processing** section of this manual.

Invoice Form Setup Terms	
Term	Definition
Layout	Refers to the layout definitions entered through the Change function of this application.
Form	Considered the same as a layout.
C.P.I.F	Refers to your Custom Printed Invoice Form.

However if you decide to use some other preprinted form, or design your own, **Invoice Form Setup** provides the following options.

Change	Enables you to change the settings of any format layout definition on file. You will find that editing an existing layout requires far less effort than designing, a new one from scratch.
Copy	Used to copy the form definition into the current layout. After this is copied it can be modified further. As mentioned above, the Invoice Form Setup application provides our standard invoice form definition. The settings in this layout are intended to be employed as a default when defining any custom form layout. By using this option you will Copy the provided Elliott layout and then Change it's settings to match the requirements of your company's C.P.I.F.
Delete	Deletes form layout definitions.
Form List	Provides both a summary and detailed listing of any form layout definition on file.
Print Sample	Prints a sample of any invoice form on file. This option is useful to checking your work on the C.P.I.F after defining a new C.P.I.F layout.
Reset Form	The Standard option resets the form number 01 to the default Elliott standard service invoice form layout No. 112. The Laser option resets form number 99 to the default Elliott laser service invoice format. These options are particularly useful if you make a mistake, and want to restore the default form layout.
Print Grid	Enables you to print a layout grid. You can specify the number of lines, and columns to be printed. This can be considered as a primary resource when defining new layout definitions. The layout grid can help you to establish the appropriate line length and column width of each field you want to print.

Before you begin to design a custom form layout consider the following questions.

1. Which Fields Are To Be Printed?

   This refers to the **Data** or **Literal** field information printed on your invoice form.

   The first type, **Data fields** are those that display resulting output information from the program. They print only the actual data that will appear in a given field. For example, if the field is named "Company Name", and the data in the field is "Jones Inc.", you are selecting to print that field information, and not the "Company Name" title.

   Some additional examples include, the Invoice Number, Invoice Date, Sold To Company Name, Sold To Company Address 1, Sold To Company Address 2, Sold To Company City, State, and Zip Code, Quantity Ordered, Order Date, Unit Price, Net Price, and other field variables.

   In contrast, **Literal Fields** enable you to print special text messages, such as:

   TO ORDER CALL 1-800-468-0834
   THANK YOU FOR YOUR ORDER
   MERRY CHRISTMAS & HAPPY NEW YEAR

   If you plan to use **Elliott's** default form definition as a template please note that its **Data** and **Literal** field definitions are preset to match the requirements of our form. Consequently, you will need to change these settings, and determine which fields must be printed or eliminated from your form.

2. What Is The Physical Length And Width Of Your Form?

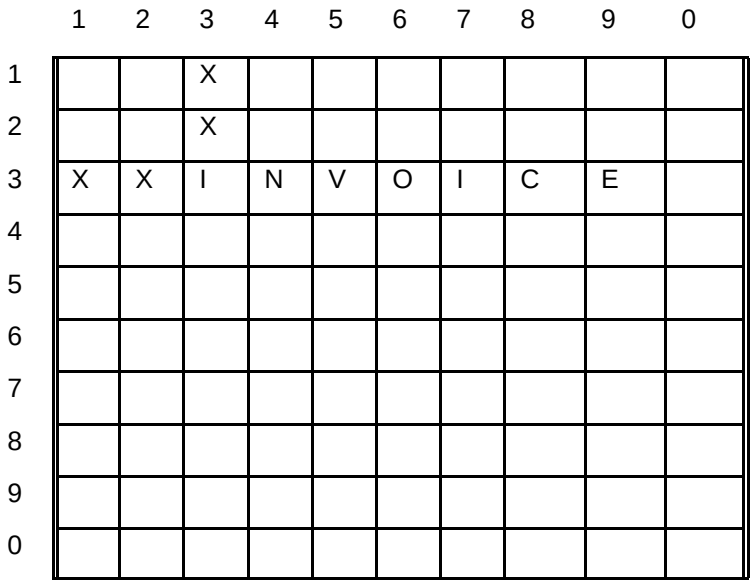
   You need to know the physical line length and column width of the invoice form. Is it 45 lines long and 80 columns wide?...or some other dimension. By using the **Print Grid** application, print a layout grid on your preprinted form. Then mark the appropriate line length and column width of each field you want to print. This may require several invoice forms until the proper dimensions are determined.

3. What is the Vertical Line And Horizontal Column Position Of Each Field To Be Printed?

   This refers to the starting physical line, column, and ending column location position of each printed field. The **Print Grid** function is your road map in designing a new invoice form. It labels vertical lines and horizontal columns "1234567890."

   As illustrated, you can coordinate a given physical location field position, by matching the numbered vertical lines with their corresponding column position. In this example the **Starting** Vertical Line, and Horizontal column location positions are equal to 3 and 3.

   The **Ending** Vertical Line, and Horizontal column location positions are 3 and 9.



4. What Is The Starting And Ending Location Of Line Items?

   There are eleven input screens in this program. The first requires you to designate the beginning and ending vertical line settings for line item fields.
   This becomes the virtual starting point that directs your printer to a physical location where line item literal or data information is printed.

   In every subsequent related Line Item input screen, you specify only the relevant Line Item position of a given entry field.

5. How Many Lines Of Information Are To Be Printed For Each Line Item?

   You need to specify the amount of line item information to be printed for each transaction.

6. How Many Characters Are To Be Printed In Each Field?

   Each data field prints a predetermined number of characters. For example the **Customer Name** Data field will print 30 alphanumeric characters.

   This rule has the same significance when defining a Literal Field. For example, if you want to print **MERRY CHRISTMAS & HAPPY NEW YEAR** at a given location position, the literal field must support at least 27 characters. If only 20 characters were supported, the printed message would appear as:

   MERRY CHRISTMAS & HA

How To Define A Custom Invoice Form

1. Load the **C.P.I.F.** in your printer.

2. Use **Print Grid** to print lines on the **C.P.I.F.** for field and literal placements.

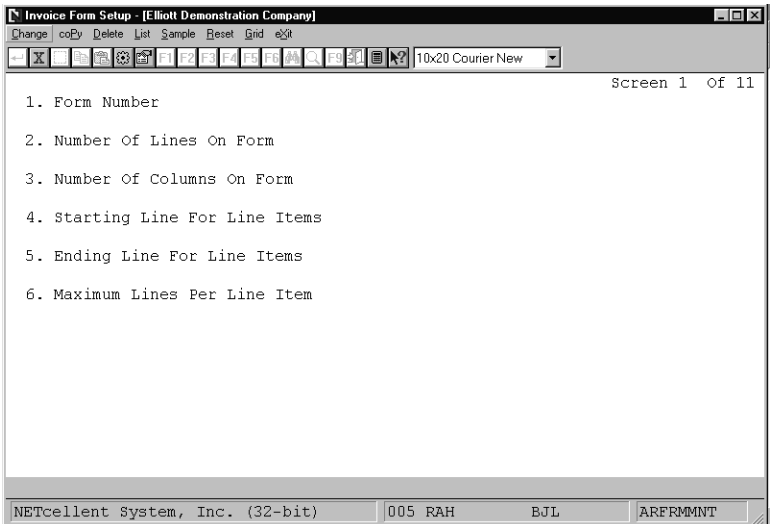
3. Mark settings on the **C.P.I.F.** that define field and literal placements.

4. Go into **Change** and enter the new definitions & save your work.

5. Print the new layout on your **C.P.I.F.**

Run Instructions

Select **Invoice Form Setup** from the pull down **A/R Util_setup** window. The following screen will then be displayed:



Invoice Form Setup Entry Screen

The following options are available:

* Change the form definition
* Copy the form definition
* Delete a form definition
* Print a detail or Summary Report listing all forms on file
* Print a sample of the form you are defining
* Reset the application to the default form definition
* Print a grid

To return to the menu bar, press the **ESC** or **F10** key. To leave this application, press **X** for **EXIT** when positioned at the menu bar.

Entry Field Descriptions

First Screen

The following tables/load sheets provide the default settings for a **Elliott** standard **C.P.I.F**. They are intended to help in the customization of your layout. Copy the following pages for every new layout you wish to define.

Name	Type	Description	Default Setting	New Setting
1. Form Number	2 numeric characters.	Enter the form number you wish to change.		
2. Number Of Lines On Form	3 numeric characters from 1 to 999.	Enter the total number of lines on the form.	66	
3. Number Of Columns On Form	3 numeric characters from 1 to 132.	Enter the total number of horizontal columns on the form.	80	
4. Starting Line For Line Items	3 numeric characters that cannot exceed the total number of lines on the form.	Enter the location position where you wish to start printing line items.	26	
5. Ending Line For Line Items	1 numeric character. This number of lines cannot exceed the remaining number of lines on the form.	Enter the number of lines that separate each line item.	55	
6. Maximum Lines Per Line Item	3 numeric characters. This number of lines cannot exceed the remaining number of lines on the form.	Enter the number of lines that separate each line item.	2	

Screens 2-11

Name	Type and Description
7. Company Name	Literal or data entry permitted. Print company name.
8. Company Address 1	Literal or data entry permitted. Print the first line of company address.
9. Company Address 2	Literal or data entry permitted. Print the second line of company address.
10. Company City, State, Zip	Literal or data entry permitted. Print company city, state, and zip code.
11. Company Phone Number	Literal or data entry permitted. Print company phone number.
12. Invoice Number	Literal or data entry permitted. Print an invoice number.
13. Page Number	Literal or data entry permitted. Print the current page number.
14. Bill To Name	Literal or data entry permitted.

Name	Type and Description
	Print the name of company to be billed.
15. Bill To Address 1	Literal or data entry permitted. Print the first address line of company to be billed.
16. Bill To Address 2	Literal or data entry permitted. Print the second address line of company to be billed.
17. Bill To City, State, Zip	Literal or data entry permitted. Print the second address line of company to be billed.
18. Bill To Country	Literal or data entry permitted. Print the country of the party to be billed.
19. Invoice Date	Literal or data entry permitted. Print the date that the transaction was invoiced.
20. Order Date	Literal or data entry permitted. Print the date that the customer's order was placed.
21. Customer Number	Literal or data entry permitted. Prints the customer's account number.
22. Salesman	Literal or data entry permitted. Prints the salesman's number.
23. Purchase Order Number	Literal or data entry permitted. Prints the buyer's purchase order number.
24. Job Number	Literal or data entry permitted. Prints the job number relating to this transaction.
25. Quantity Ordered	Literal or data entry permitted. Prints the number of items ordered.
26. Service Number	Literal or data entry permitted. Prints the service number of this transaction.
27. Unit Price	Literal or data entry permitted. Prints the unit price of this item.
28. Unit	Literal or data entry permitted. Prints the quantity of units sold.
29. Net Price	Literal or data entry permitted. Prints the net price of all quantities ordered with respect to this line item.
30. Service Description	Literal or data entry permitted. Prints a description of the service provided with respect to this line item.
31. Sale Amount	Literal or data entry permitted. Prints a subtotal amount that reflects the price of all line items. But will not include miscellaneous charges, freight, or sales tax.
32. Sales Tax	Literal or data entry permitted. Prints the sales tax due for this transaction.
33. Total	Literal or data entry permitted.

Name	Type and Description
	Prints the grand total amount due.
34. Comment Line 1	Literal or data entry permitted. Prints the first comment line.
35. Comment Line 2	Literal or data entry permitted. Prints the second comment line.
36. Comment Line 3	Literal or data entry permitted. Prints the third comment line.
37. Terms	Literal or data entry permitted. Print the terms for this customer.
38. Credit Memo Apply To No	Literal or data entry permitted. Prints the credit memo apply to number associated with this transaction.
39. Tax Code 1 Description	Literal or data entry permitted. Enter description for Tax Code 1.
40. Tax Code 1 Amount	Literal or data entry permitted. This is the amount associated with Tax Code 1.
41. Tax Code 2 Description	Literal or data entry permitted. Enter description for Tax Code 2.
42. Tax Code 2 Amount	Literal or data entry permitted. This is the amount associated with Tax Code 2.
43. Tax Code 3 Description	Literal or data entry permitted. Enter description for Tax Code 3.
44. Tax Code 3 Amount	Literal or data entry permitted. This is the amount associated with Tax Code 3.
45. Customer Note 1	Literal or data entry permitted. This is the note field that may be defined in A/R Setup.
46. Customer Note 2	Literal or data entry permitted. This is the note field that may be defined in A/R Setup.
47. Customer Note 3	Literal or data entry permitted. This is the note field that may be defined in A/R Setup.
48. Customer Note 4	Literal or data entry permitted. This is the note field that may be defined in A/R Setup.
49. Customer Note 5	Literal or data entry permitted. This is the note field that may be defined in A/R Setup.
50. Invoice Heading	Literal field entry. Enter any header text in this field.
51. Credit Memo Heading	Literal field entry. You enter any header text in this field.
52. Quote Heading	Literal field entry. You enter any header text in this field.
53. Duplicate Form Message	Literal field entry.

Name	Type and Description
	Prints *Duplicate* whenever a duplicate form is encountered.
54. User Defined Line 1	Literal field entry. This is an extra line for adding additional text.
55. User Defined Line 2	Literal field entry. This is an extra line for adding additional text.
56. User Defined Line 3	Literal field entry. This is an extra line for adding additional text.
57. User Defined Line 4	Literal field entry. This is an extra line for adding additional text.
58. User Defined Line 5	Literal field entry. This is an extra line for adding additional text.
59. User Defined Line 6	Literal field entry. This is an extra line for adding additional text.
60. User Defined Line 7	Literal field entry. This is an extra line for adding additional text.
61. User Defined Line 8	Literal field entry. This is an extra line for adding additional text.
62. User Defined Line 9	Literal field entry. This is an extra line for adding additional text.
63. User Defined Line 10	Literal field entry. This is an extra line for adding additional text.
64. User Defined Line 11	Literal field entry. This is an extra line for adding additional text.
65. User Defined Line 12	Literal field entry. This is an extra line for adding additional text.
66. User Defined Line 13	Literal field entry. This is an extra line for adding additional text.

Copy Form

Name	Type and Description
Enter Form Number To Copy From	2 numeric digits. Enter the form number you wish to copy.
Enter Form Number To Copy To	2 numeric digits. Enter the new form number.

Form List

Name	Type and Description
Starting Form No	2 numeric digits. Enter the starting form number, or press RETURN for All.

Name	Type and Description
Ending Form No	Enter the ending form number.
Print Detail/Summary	1 alphabetic character. Enter D for detail or S for summary.

Sample

This function allows you to print a sample of any of the service invoice form definitions on file. This can be used to check your work when changing a form definition.

Name	Type And Description
Sample Form No	2 numeric digits. Enter the number of the service invoice form definition that you wish to print. The form number may not be 00.

Reset

This function allows you to reset a form number to the default **Elliott** standard (i.e. continuous) or laser form definition. The **Standard** option will reset form number 01 to the default standard form definition. The **Laser** option will reset form number 99 to the default **Elliott** laser form definition.

Standard

Name	Type And Description
Are You Sure?	Y or N. Enter Y to reset form number 01 to the default standard **Elliott** service invoice form definition.

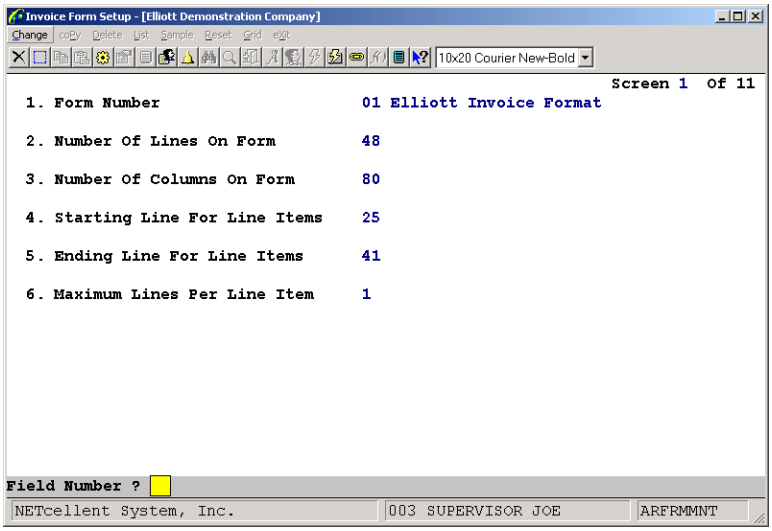
Laser

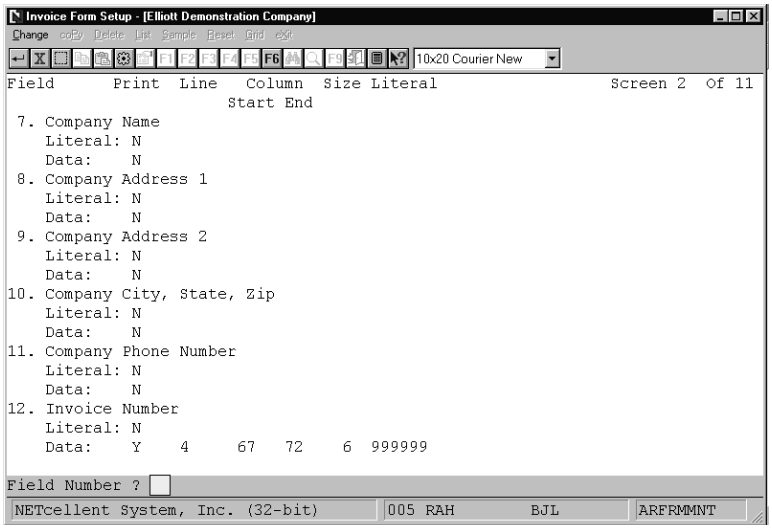
Name	Type And Description
Are You Sure?	Y or N. Enter Y to reset form number 99 to the default laser **Elliott** service invoice form definition.

Grid

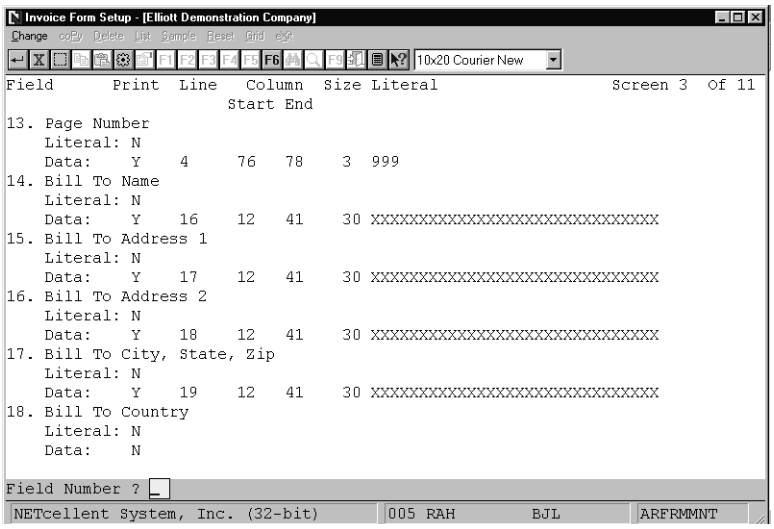
Name	Type and Description
Enter Number Of Lines On The Form	2 numeric digits. Enter the number of lines to print on the form.
Enter Number Of Columns On The Form	2 numeric digits. Enter the number of columns.

Enter Interval To Mark Lines	2 numeric digits. This will mark a horizontal line on the grid for every interval.
Enter Interval To Mark Columns	2 numeric digits. This will mark a vertical line on the grid for every interval.

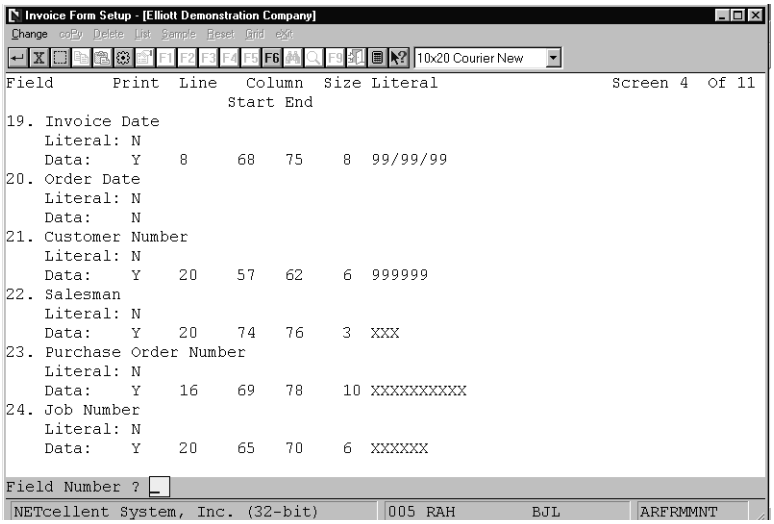




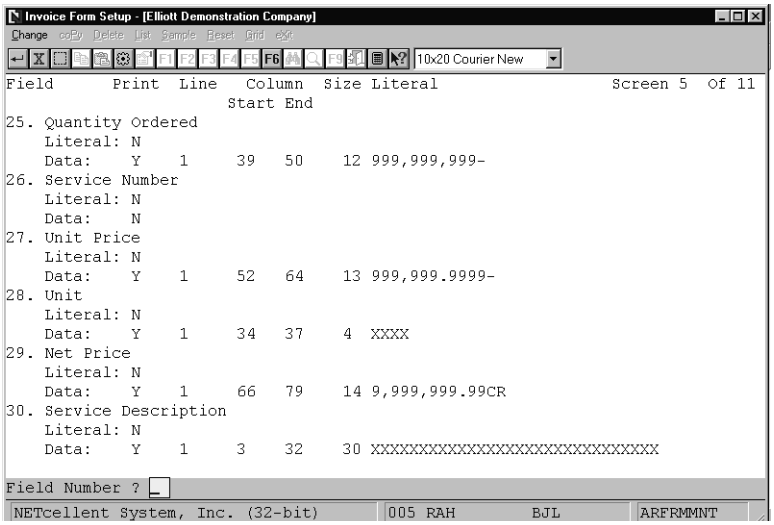
Invoice Form Setup (Screen #2)



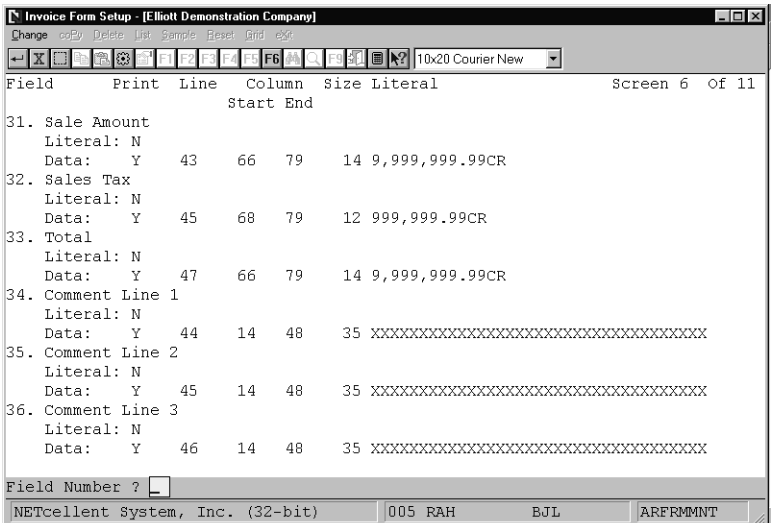
Invoice Form Setup (Screen #3)



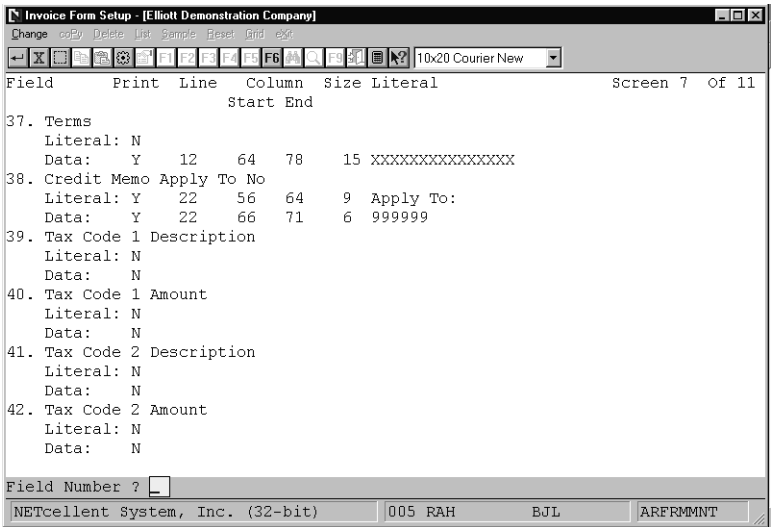
Invoice Form Setup (Screen #4)



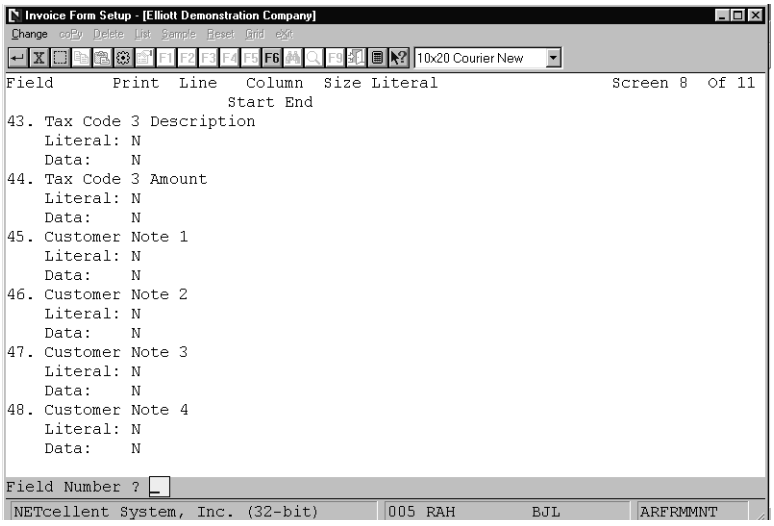
Invoice Form Setup (Screen #5)



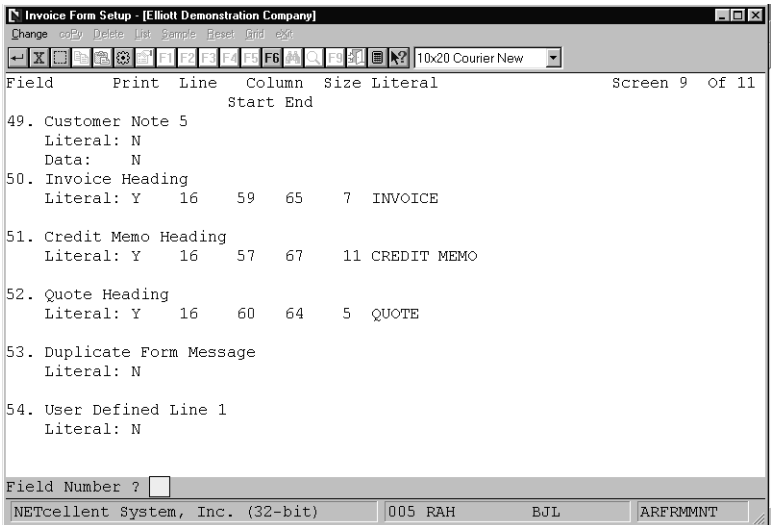
Invoice Form Setup (Screen #6)



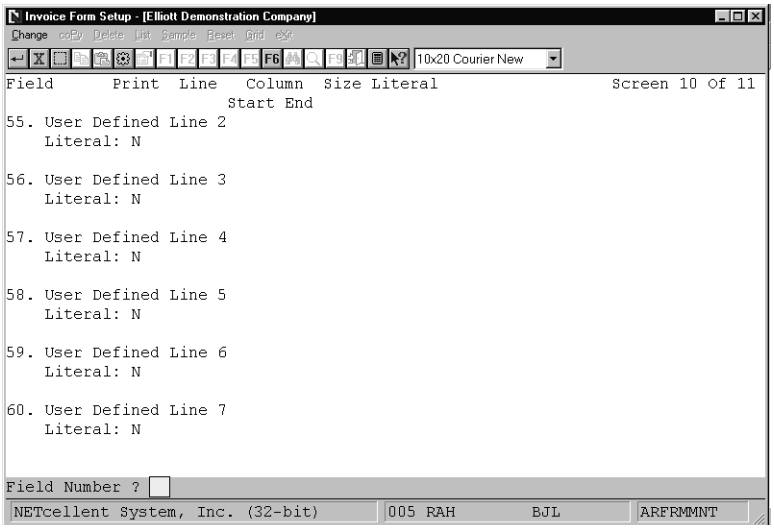
Invoice Form Setup (Screen #7)



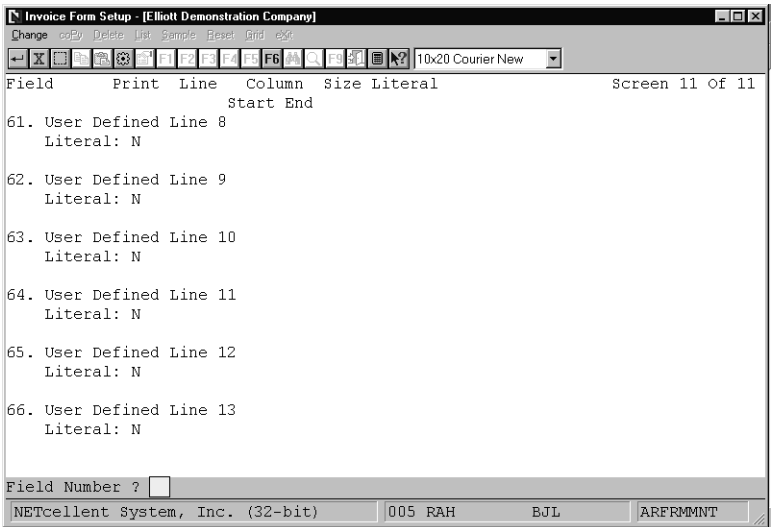
Invoice Form Setup (Screen #8)



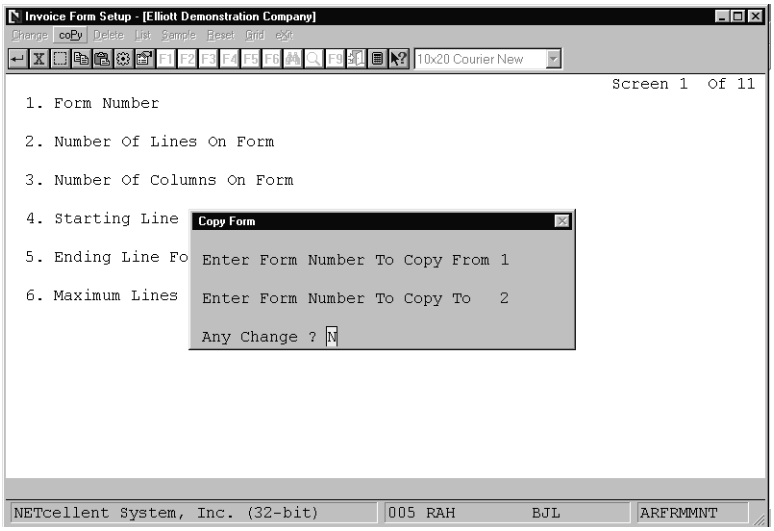
Invoice Setup Screen (Screen #9)



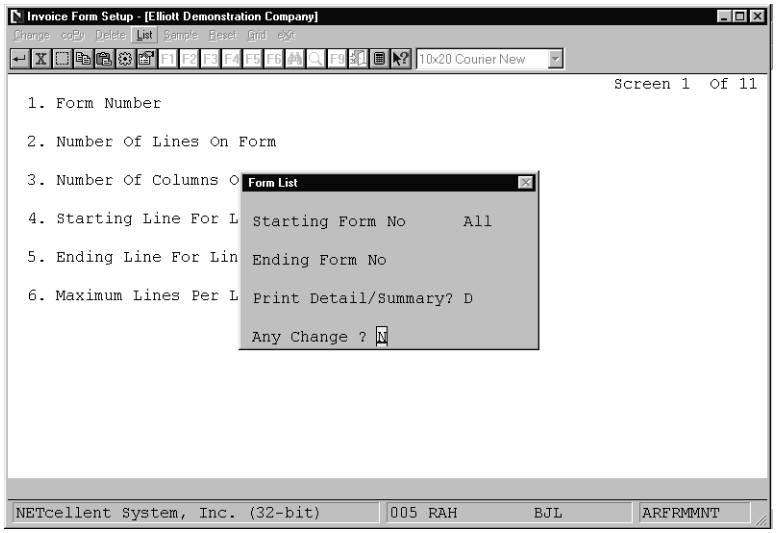
Invoice Setup Screen (Screen #10)



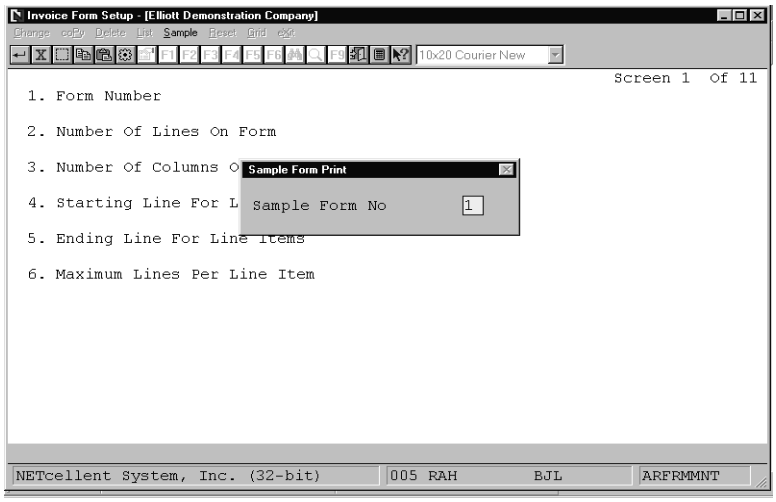
Invoice Form Setup (Screen #11)



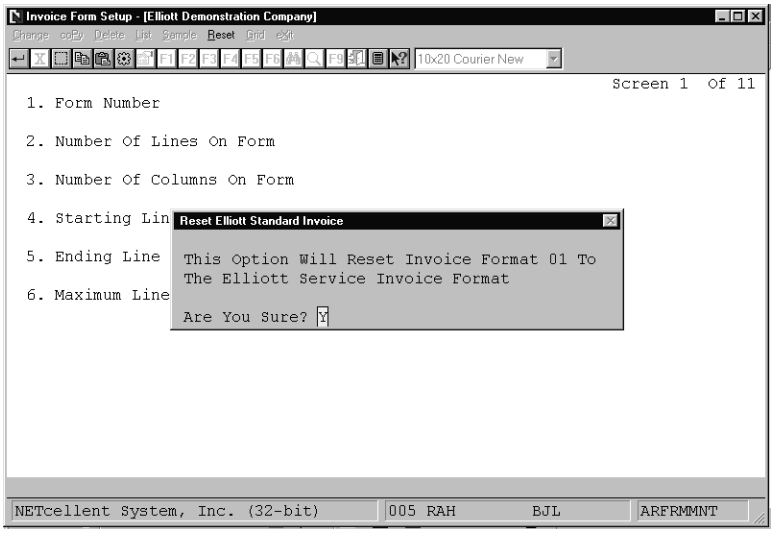
Invoice (Copy Form)



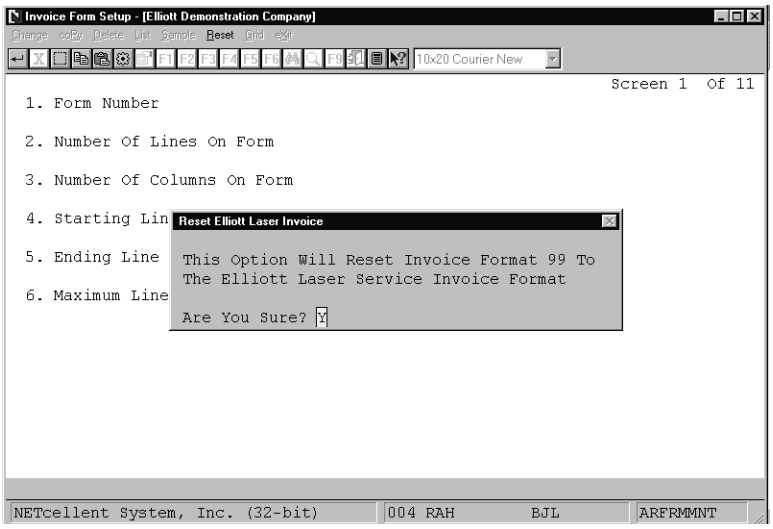
Invoice Form Setup (Form List)



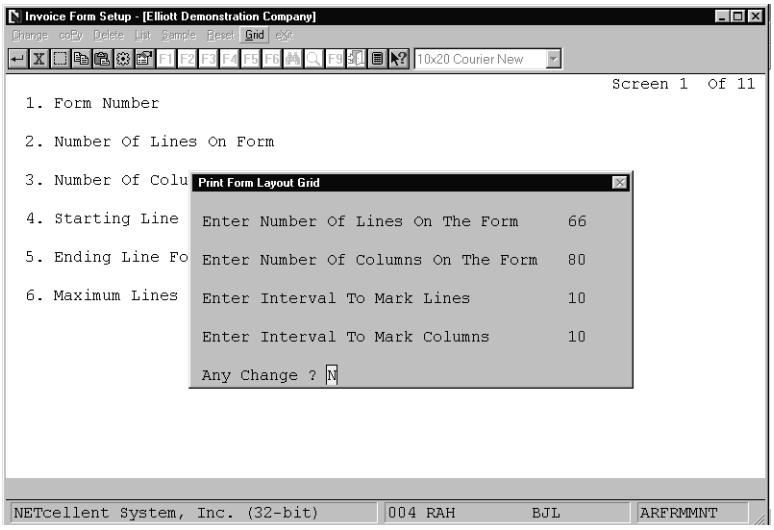
Sample Form Print



Reset Form To Elliott Standard Definition



Reset Form To Elliott Laser Definition



Form List

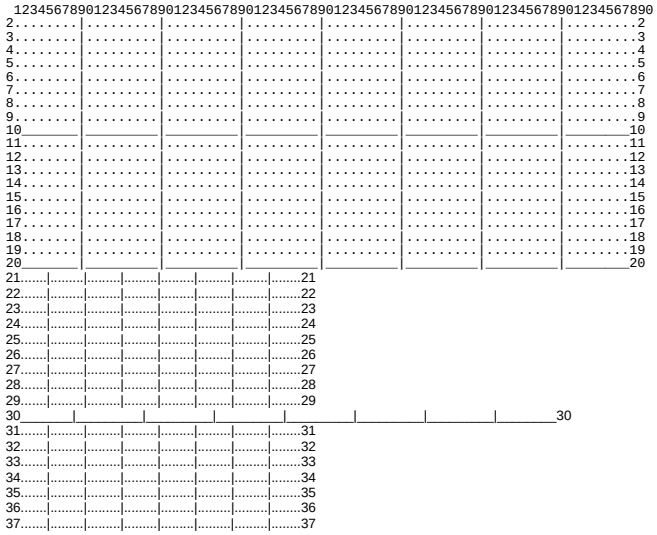
F O R M L I S T

		Literal				Data			
Field No	Field Name	Print	Line	Col	End-Col	Text	Print	Line	Col	End-Col
1	Form No		1			Elliott Service Invoice Format				
2	Number Of Lines		48							
3	Number Of Columns		80							
4	Starting Item Line		25							
5	Ending Item Line		41							
6	Lines Per Item		1							
7	Company Name	N					N			
8	Company Address 1	N					N			
9	Company Address 2	N					N			
10	Company City, State, Zip	N					N			
11	Company Phone Number	N					N			
12	Invoice Number	N					Y	4	67	72
13	Page Number	N					Y	4	76	78
14	Bill To Name	N					Y	16	12	41
15	Bill To Address 1	N					Y	17	12	41
16	Bill To Address 2	N					Y	18	12	41
17	Bill To City, State, Zip	N					Y	19	12	41
18	Bill To Country	N					N			
19	Invoice Date	N					Y	8	68	75
20	Order Date	N					N			
21	Customer Number	N					Y	20	57	62
22	Salesman	N					Y	20	74	76
23	Purchase Order Number	N					Y	16	69	78
24	Job Number	N					Y	20	65	70
25	Quantity Ordered	N					Y	1	39	50
26	Service Number	N					N			
27	Unit Price	N				Print Grid For Your C.P.I.F.	Y	1	52	64
28	Unit	N					Y	1	34	37
29	Net Price	N					Y	1	66	79

F O R M L I S T

Form No	Field Name	Literal Print	Literal Line	Literal Col	Literal End-Col	Literal Text	Data Print	Data Line	Data Col	Data End-Col
30	Service Description	N					Y	1	3	32
31	Sale Amount	N					Y	43	66	79
32	Sales Tax	N					Y	45	68	79
33	Total	N					Y	47	66	79
34	Comment Line 1	N					Y	44	14	48
35	Comment Line 2	N					Y	45	14	48
36	Comment Line 3	N					Y	46	14	48
37	Terms	N					Y	12	64	78
38	Credit Memo Apply To No	Y	22	56	64	Apply To:	Y	22	66	71
39	Tax Code 1 Description	N					N			
40	Tax Code 1 Amount	N					N			
41	Tax Code 2 Description	N					N			
42	Tax Code 2 Amount	N					N			
43	Tax Code 3 Description	N					N			
44	Tax Code 3 Amount	N					N			
45	Customer Note 1	N					N			
46	Customer Note 2	N					N			
47	Customer Note 3	N					N			
48	Customer Note 4	N					N			
49	Customer Note 5	N					N			
50	Invoice Heading	Y	16	59	65	INVOICE				
51	Credit Memo Heading	Y	16	57	67	CREDIT MEMO				
52	Quote Heading	Y	16	60	64	QUOTE				
53	Duplicate Form Message	N								
54	User Defined Line 1	N								
55	User Defined Line 2	N								
56	User Defined Line 3	N								
57	User Defined Line 4	N								
58	User Defined Line 5	N								
59	User Defined Line 6	N								

```
S A M P L E   I N V O I C E   F O R M

                                                        999999   999

                                                         99/99/99

                                                     XXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                      INVOICE   XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                                  999999  XXXXXX   XXX
                                                Apply To: 999999

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX 999,999,999- 999,999.9999- 9,999,999.99CR

                                                                   9,999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX                            999,999.99CR
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                                                   9,999,999.99CR
```



REPORTS--GRID

This Page Intentionally Blank

Print Spooled Reports

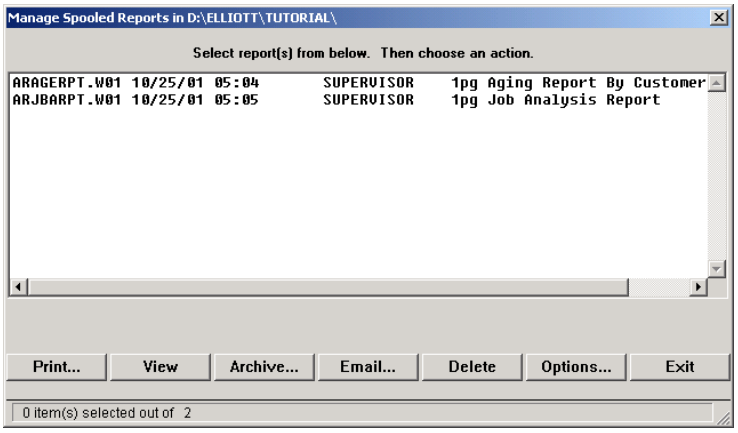
Application Overview

Spooling reports to disk has many advantages including being able to continue processing even when the printer is busy or not functioning. The Print Spooled Reports application allows you to print a spooled report as many times as needed. If the user wants to print several copies of the report, it is much faster to spool one copy of the report and print it several times. Also, when the program writes a report to the disk, it executes much faster than the time it would take for it to write the report directly to a local printer.

You should not delete a spooled report unless it has been printed correctly or if you are positive that a hard copy is not needed. If you neglect to delete spooled reports from the disk for a lengthy period of time, the disk could become very full. The maximum number of spooled reports is 400.

Run Instructions

Select Print Spooled Reports from the pull down A/R Util-Setup menu. The following screen will display all reports you have spooled, (printed to disk).



Print Spooled Reports Print Screen

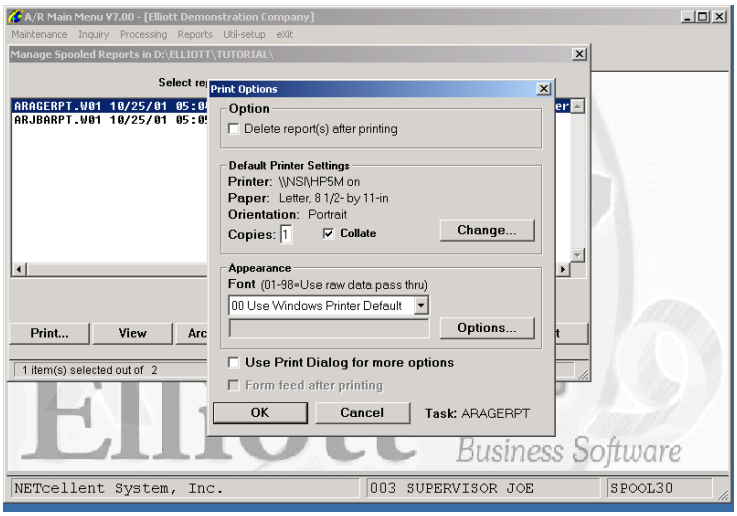
The following options are available:

- The screen displays the reports, which have been spooled and are available for printing. The program will allow you to specify which reports you want to print, (highlight report and hit Ctrl Enter). Along with the names of the reports, the program will display the date and time the report was started, and the station number from which the report was printed. If this selection is run from the G/L menu then only reports spooled to disk from A/R will be displayed.

- Select the desired mode from the lower **Print Spooled Reports** menu bar

Note: You can only select one report for viewing from this window.
E-mail will take you to your default e-mail program.

- **Select Print takes you to the window shown below:**



Option: Delete Reports after printing

Change: Change default printer
Specify number of copies and Collate

Options: Use Window Printer Default fonts or change to predefined font styles

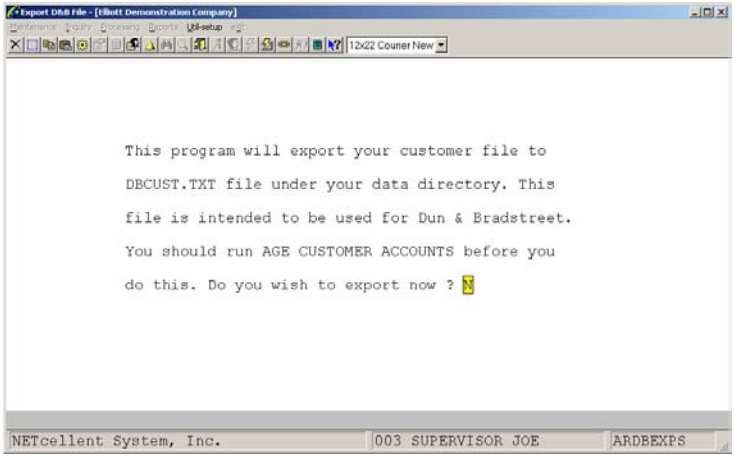
Export D&B Customer File

Application Overview

The program exports your A/R Customer File to a Text file for submission to Dunn & Bradstreet.

Run Instructions

A/R Main Menu → Util-Setup → Export D&B File



Run Date: Oct 30, 2001 - 11:22pm Elliott Demonstration Company Page 1

EXPORTED DB CUSTOMER FILE LAYOUT (DBCUST.TXT)

Field Name	Length	Position	Comment
DB-CUST-CUSTOMER-NO	20	1 - 20	1ST 6 DIGITS, ALPHA NUMERICAL
DB-CUST-CUSTOMER-NAME	25	21 - 45	ALPHA NUMERICAL
DB-CUST-CUSTOMER-ADDRESS-1	25	46 - 70	ALPHA NUMERICAL
DB-CUST-CUSTOMER-ADDRESS-2	25	71 - 95	ALPHA NUMERICAL
DB-CUST-CUSTOMER-ADDRESS-3	25	96 - 120	CITY, STATE ZIPCODE
DB-CUST-CUSTOMER-ADDRESS-4	25	121 - 145	COUNTRY
DB-CUST-TELEPHONE-NUMBER	16	146 - 161	1ST 12 DIGITS, ALPHA NUMERICAL
DB-CUST-TERMS-DESCRIPTION	13	162 - 174	MACOLA'S LENGTH IS 15 DIGITS
DB-CUST-PAYMENT-EXPERIENCE	13	175 - 187	CUSTOMER-NOTE-5
DB-CUST-DAYS-SLOW	3	188 - 190	AVG-DAYS-PAY-YTD - TERMS
DB-CUST-DATE-OF-LAST-INVOICE	8	191 - 198	YYMMDD
DB-CUST-HIGH-CREDIT-DATE	8	199 - 206	BLANK, NOT AVAILABLE IN MACOLA
DB-CUST-AVERAGE-DAYS-TO-PAY	4	207 - 210	AVG-DAYS-PAY-YTD
DB-CUST-HIGH-CREDIT	10	211 - 220	NUMERICAL, NO DECIMAL
DB-CUST-AGING-CATEGORY-1	10	221 - 230	Current NO DECIMAL
DB-CUST-AGING-CATEGORY-2	10	231 - 240	31-60 Days NO DECIMAL
DB-CUST-AGING-CATEGORY-3	10	241 - 250	61-90 Days NO DECIMAL
DB-CUST-AGING-CATEGORY-4	10	251 - 260	Over 90 Days NO DECIMAL
DB-CUST-AGING-CATEGORY-5	10	261 - 270	ZEROS, NOT AVAILABLE IN MACOLA
DB-CUST-AGING-CATEGORY-6	10	271 - 280	ZEROS, NOT AVAILABLE IN MACOLA

This file is in LINE SEQUENTIAL ASCII format
Record Length: 280

Total Export Count: 22

Exported Layout Format

Customers and Contacts Import Utility

Introduction

The purpose of this utility is to allow prospect and customer data to be imported into the Elliott Customer database. In this document, we are going to use the word “customer” and “prospect” interchangeably. Elliott’s approach to the prospect database is to save the prospect record as a customer record and differentiate it from a regular customer by using the customer type field.

This utility can be used under the following scenarios:

- When you want to import a prospect database from other CRM packages, like ACT or Goldmine.
- When you want to convert from other ERP software packages to Elliott.
- When you obtain a list of prospects from a leads database provider.
- When you collect a list of prospects when attending a trade show.

The main objective of this import utility is to prevent duplicate records (customers or contacts) from being imported while making the process as easy to use as possible. The import file needs to be in a CSV format (Coma Separated) which can be easily edited by a spreadsheet program.

When you obtain a list of prospects, you can usually open the list by using a spreadsheet program. We suggest you save the list in the spreadsheet native format for easy editing in the future. Then you can manipulate the columns sequence to be compatible with this import utility. Once all necessary editing in the spreadsheet is completed, you can save the spreadsheet in a CSV format and submit it to Elliott for importing.

The import process is broken down into Pre-Interface and Interface. Pre-Interface will show you the result of importing the CSV file without actually importing. You should check for any warnings and errors during the Pre-Interface stage, correct the data in your spreadsheet and save it to a CSV again for another Pre-Interface. Repeat this process until the result is satisfactory, at which moment you will then perform the Interface to actually put prospective customers or contacts into the Elliott database.

Editing Your Spreadsheet

Most of the time, you should be able to obtain your prospect data in a spreadsheet format. Even if the data is not in a spreadsheet format, the spreadsheet program should be flexible enough to open your data in another format (like ODBC, Access, Dbase, DIF, Fixed Length ASCII, etc.). Once the spreadsheet program has opened your data, you can save the spreadsheet in its native format for easy editing in the future. In this document, we are going to assume that you are using Microsoft Excel, even though you should be able to use other spreadsheet programs to perform the same function as well.

Spreadsheet Columns

The spreadsheet columns represent the various different fields that you are going to import into the Elliott Customers and Contacts database. The Elliott Customers & Contacts Import Utility assumes Columns A – O as the following:

- Column A: Customer Number
- Column B: Company Name
- Column C: Address 1
- Column D: Address 2
- Column E: City
- Column F: State
- Column G: Postal Code

- Column H: Country
- Column I: Telephone Number
- Column J: Phone Extension
- Column K: Fax Number
- Column L: Mobile Phone Number
- Column M: Contact Name
- Column N: Position
- Column O: E-mail Address

These columns are fixed and if your list does not match this format, you must manipulate your spreadsheet by using copy and paste to match the columns. If your list does not contain a particular required column, then simply create an empty column at the right position. You may have additional columns which require mapping to Elliott fields, like Salesman, Customer Type, Comments 1 & 2, Notes, Attributes, Links, etc. If additional columns are provided but not mapped, those columns will simply be ignored in the import process. You can have up to a maximum of 256 columns in your spreadsheet.

Spreadsheet Rows

Each spreadsheet row represents a customer and contact that you are going to import into Elliott. Each customer and contact should have one row. If you have two contacts for the same customer, then you should have two rows of data with the customer portion of the data identical.

The spreadsheet, by default, should have a header row. The column name of the header row is not important and you may name it anything you like since it is for your reference only. Do not leave a blank row between the first row of data and the header row. That is to say, the first row of data should start at row number 2. You can have as many rows as your spreadsheet program allows you. In Excel, you can have up to a maximum of 65,536 rows.

Identifying Duplicate Customers in Your Spreadsheet

When importing the CSV file into the Elliott customer and contact database, the import utility will check for and warn you of duplicate customers and contacts by comparing each record with the existing customers and contacts in Elliott. However, the import utility will not be able to warn you if the duplication is inside the CSV file itself. For example, if you have the following two records in your CSV file:

, ABC Company, 1234 Main Street,, Small Ville, CA, 91789, John Smith
, ABC Company, 1234 Main Street,, Small Ville, CA, 91789, Mary White

These two records obviously represent the same customer with two different contacts. If you do not specify in your spreadsheet that they are the same customer, then they will be imported as two different customer records.

Since most likely you wish to import them as one customer record with two contacts attached to the same customer, you will need specific instructions in the customer number column so the import utility will know these two rows are the same customer and only create one customer record upon importing. You may use the following few formats to specify duplicate customer records:

Scenario 1:

, ABC Company, 1234 Main St,, Small Ville, CA, 91789, John Smith
X, ABC Company, 1234 Main St,, Small Ville, CA, 91789, Mary White

You leave the first record in the first column (customer number) blank. This implies a customer number will be sequentially assigned. The import utility will add the customer as well as the contact. You enter 'X' in the 2nd record first column to indicate this is a repeating customer record of the previous record. The Elliott import utility will not add the customer record, but will still add the contact record and attach it to the previous customer record.

Scenario 2:

A, ABC Company, 1234 Main St,, Small Ville, CA, 91789, John Smith
X, ABC Company, 1234 Main St,, Small Ville, CA, 91789, Mary White

This is identical to scenario 1. The 'A' in the first record means "Add" and it is the same if you leave the first column blank. You may put an "A" in the first record customer number column for it is visually easier to identify a group of identical customer records.

Scenario 3:

100, ABC Company, 1234 Main St,, Small Ville, CA, 91789, John Smith
X , ABC Company, 1234 Main St,, Small Ville, CA, 91789, Mary White

This indicates "ABC Company" either already exists in Elliott (if customer 100 is found in the Elliott customer database) or customer number 100 does not exist yet and you wish to assign the specific customer number 100 for "ABC Company." If customer 100 exists in Elliott, the system assumes you wish to use the data (address, phone, etc.) in the CSV file to update the Elliott customer record. The "X" in the second row indicates that the second row is the same customer as the previous row and do not add or update the customer with the 2nd row. The contact, Mary White, will be added (if not duplicated) to customer 100.

Normally, you can find if ABC Company already exists in Elliott by running the Pre-Interface function. The system will warn you that ABC Company is probably the same as the customer number 100 that already exists in Elliott. You will then need to make a judgment if the warning is valid. If it is same customer that exists in Elliott, you will then put '100' into the customer number column in the CSV file to indicate that you agree this record is the same and the import utility will not create a new customer record.

Scenario 4:

X 100, ABC Company, 1234 Main St,, Small Ville, CA, 91789, John Smith
X , ABC Company, 1234 Main St,, Small Ville, CA, 91789, Mary White

This is similar to scenario 3 and implies that customer number 100 already exists in Elliott. 'X 100' implies that you agree that 'ABC Company' is the same as the Elliott customer number '100' and you do not wish to update customer '100.'

The only difference between Scenario 3 and 4 is scenario 3 will update the Elliott customer data from the spreadsheet data (assuming the spreadsheet has the latest data) and scenario 4 will not update the Elliott customer data (assuming the Elliott data is more current).

Columns Details

The following are detailed explanations of each column for your reference:

Column A (Customer Number)

It is possible for you to perform the following operations to the Elliott customer database upon importing the CSV file. This is done by the data you put into the Customer Number column:

1. Adding a customer (let Elliott sequentially assign the customer number)
2. Adding a customer (you pre-assign the customer number)
3. Update a customer (with a new address, phone number, etc.)
4. Do not update the customer (i.e. add or update contacts without updating the customer)

If you are importing a list of new customers into Elliott, then you should leave the customer number column blank, which directs the import utility to assign new customer numbers sequentially. This is operation 1.

Alternatively, you can assign customer numbers in this column and the system will use the customer number you assigned when importing into Elliott, as long as the customer number does not exist already in the Elliott database. It is very important that you assign a unique customer number for each row and the customer number does not exist in Elliott yet. Otherwise, an erroneous import will take place. This is operation 2.

During the pre-interface function, Elliott will attempt to check for duplicate customers by comparing the customer name and postal code with records in the Elliott Customer File. If Elliott detects a potential duplicate customer, it will give you a warning on the pre-interface report. It is your responsibility to identify if they are the same customer. If it is the same customer and you wish to take the spreadsheet data (address, phone number, etc.) to update the Elliott customer record, then you will specify the Elliott customer number in this column. When the Elliott import utility detects that the customer number exists, it will assume you wish to perform an update and not add a new customer record. You do not have to specify leading zeroes in your spreadsheet for Elliott's customer number. This is operation 3.

Similar to operation 3, but you do not wish to update the Elliott customer's data because you feel the Elliott customer's data is more accurate than the spreadsheet data. Then, you will put something in this column like 'X 100' where 'X' directs the import utility to not update the Elliott customer record and '100' indicates that you agree that this is the same record as customer number 100.

Column B (Company Name)
The information in this column will be used to check against the Elliott customer's sort name for duplication. If Elliott is to add this record into the customer database, the name you specify here will be used to update both the customer sort name and corresponding name.

The import utility will take the first word from this column and look up all Elliott customer's names (sort name) starting with the same first word for comparison (case insensitive comparison). If Elliott detects the first two words in company name are the same, then Elliott will give a rating of strong match (2 points). If it detects only the first word in the company name are the same, then Elliott will give a rating of weak match (1 point). If the first word does not match, then Elliott will skip this record since it is not likely a duplicate customer record.

If Elliott detects a strong or weak match in the name field, then it will proceed to check the postal code (zip code). If the postal code has a 5-digit match, then it is considered a strong match (2 points). If the postal code has a first 3-digit match, then is considered a weak match (1 point).

Elliott will warn the user in the pre-interface report that a potential duplicate customer is found if there are a total of 3 or 4 matching points. The following is an illustration of the possible combinations:

Name Match	Points	Postal Code Match	Points	Total Points	Result
2 Words	2	5 Digits	2	4	Give Warning
2 Words	2	3 Digits	1	3	Give Warning
1 Word	1	5 Digits	2	3	Give Warning
1 Word	1	3 Digits	1	2	No Warning
2 Words	2	No Match	0	2	No Warning
0 Word	0	No attempt to match	?	<=2	No Warming

Column C (Address 1)
If the import program is flagged to update or add to the customer file, then the information here will be written to the first address line of the customer record. The only restriction, as with all the fields, is that you **refrain from using a quote (") and comma (,) together**. The import program uses the quote and comma (",) and comma and quote (,") as delimiters, so having them in your data will trigger the import program to advance to the next field. This will split the field containing the quote and comma into two fields and the rest of the fields in the record will be off, giving an incorrect import for the record.

Column D (Address 2)
If the import program is flagged to update or add to the customer file, then the information here will be written to the second address line of the customer record.

Column E (City)

If the import program is flagged to update or add to the customer file, then the information here will be written to the city field of the customer record.

Column F (State)
If the import program is flagged to update or add to the customer file, then the information here will be written to the state field of the customer record. The state abbreviation must be present in the State Table File. You can maintain this table in A/R under Maintenance and State Table File.

Column G (Postal Code)
If the import program is flagged to update or add to the customer file, then the information here will be written to the postal code field of the customer record.

Column H (Country)
If the import program is flagged to update or add to the customer file, then the information here will be written to the country field of the customer record.

Column I (Telephone Number)
If the import program is flagged to update or add to the customer file, then the information here will be written to the telephone number field of the customer record. This number will also be written to the telephone number field of the contact record in eContacts. Elliott will attempt to re-format the telephone number into a 999-999-9999 format. If this is a foreign telephone number that is longer than 10 digits, then Elliott will not re-format it. If the telephone number is longer than 12 digits, then truncation will take place and Elliott will give a warning message.

Column J (Phone Extension)
This number will be written to the phone extension field of the contact record in eContacts.

Column K (Fax Number)
If the import program is flagged to update or add to the customer file, then the information here will be written to the fax number field of the customer record. This number will also be written to the fax number field of the contact record in eContacts. Similar to Telephone Number, Elliott will attempt to re-format Fax Number.

Column L (Mobile Phone Number)
This number will be written to the mobile phone number field of the contact record in eContacts.

Column M (Contact Name)
If the import program is flagged to update or add to the customer file, then the information here will be written to the contact field of the customer record. This name will also be written to the name field of the contact record in eContacts. Contact Name is also used to identify if a duplicate contact exists for the same customer. This is especially important if the duplicate contact does not have an email address to identify duplication.

Column N (Position)
This text will be written to the position field of the contact record in eContacts.

Column O (E-mail Address)
This text will be written to the email field of the contact record in eContacts. This is an important field to identify duplicate contacts. Since Elliott will enforce the email address to be unique in the contact database, then Elliott will import any contact database you provide without any duplicate contact information.

Importing The Data

From the Accounts Receivable's Util-setup menu, we have added customer/eContact import. A batch ID must be assigned to each import process. This allows you to import multiple files at the same time. This menu allows you to add, change, delete and list the batches. Also, you can get a list of the CSV layout, perform a pre-interface and interface the CSV to the Customer File and eContact File.

Adding A Batch

There are 9 parameters that can be given to each batch:

1. **Batch ID**
   Each batch must have a unique batch ID. This can be up to 6 characters in length.

2. **Description**
   A 30 character description can be given to each batch.

3. **Interface File Path and Name**
   Specify the full path and file name where the CSV file is located.

4. **CSV File Contains Header Row?**
   If your CSV import file contains a header row, then answer "Y" here.

5. **Default Customer Type**
   You can specify a customer type and a list is available by pressing F7. If you leave this blank, then it will use the customer type in the Default Customer, &&&&&&. If the Default Customer does not exist, then the customer type field will be left blank.

6. **Default Salesman No**
   You can specify a salesman number and a list is available by pressing F7. If you leave this blank, then it will use the salesman number in the Default Customer, &&&&&&. If the Default Customer does not exist, then you will receive a warning. If left in this condition, you will receive a warning when attempting to import the batch. Either specify a default salesman number or create the Default Customer which will supply the salesman number.

7. **Comments 1 & 2**
   You can specify what is to be filled in for comments 1 and 2. If you leave these blank, then it will use the comments in the Default Customer. If the Default Customer does not exist, then the import will leave these fields blank.

8. **Delete File After Interface?**
   If the interface is successful and this flag is set to "Y", then the import file will be deleted.

9. **Delete Batch After Interface?**
   If the interface is successful and this flag is set to "Y", then the batch will be deleted.

An edit list can be printed for each batch to insure the parameters set are correct.

The Layout menu has two options. The first option will display the required columns for the import file and the second option will print. The print option will prompt you for starting and ending batch IDs. If you have three batches on file and you specify all batches, then three layouts will be printed. Although the layouts will be the same for each printout, each one will print the parameters of each batch (ID, description, file name and path, etc.).

We strongly suggest you review the pre-interface before performing the interface. This review will assist you with importing clean data.

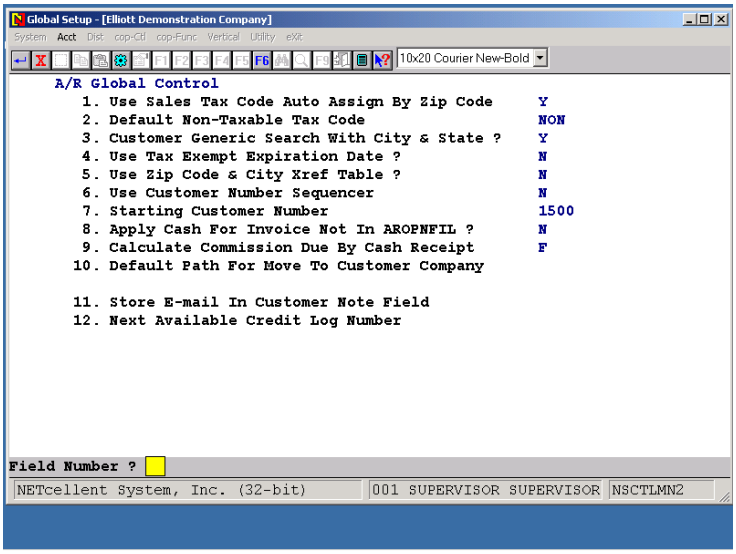
Before an import can be performed, the Customer Number Sequencer must be turned on. This can be found in the Global Setup under Acct, A/R Global Control and field number 6, Use Customer Number Sequencer.

The state abbreviation should be present in the State Table File. You can maintain this table in A/R under Maintenance and State Table File. If the abbreviation does not exist, then the import will present a warning, but will let you import the record.

A/R Global Setup

A/R Global Control

Elliott Main Menu → Util setup → Global setup → Acct → a/R global control



Sales Tax Code Auto Assign By Zip Code

This feature allows you to automatically assign sales tax codes during Customer File Maintenance, and Ship-to file maintenance. We have added a new file, Zip Tax Code File, for county, city, and local tax jurisdiction. We have also added two fields in the existing state table file: STATE-TAXABLE-TAX-CODE AND STATE-NON-TAXABLE-TAX-CODE.

During COP Ship-to file maintenance and customer file maintenance, if the taxable flag is “N”, then the default tax code for this record will come from the State-Non-Taxable-Tax-Code in the state table. There will only be one tax code for this record. However, if the taxable flag is “Y”, then the first tax code for this record will come from the State-Taxable-Tax-Code in the state table. The system will then attempt to go to the zip tax code file to look up by zip code to find out if there should be another two tax codes. If there are two other tax codes found in the zip tax code table, it will put in the second and third tax code fields. In change mode, even if there is no change to the record, the system will still try to check if the tax code matches with the state and zip code entered. If not, the system will prompt with a message to update with the new tax code.

Field 1. Answer “Y” to enable this feature.

Default Non-Taxable Tax Code

Field 2: Answer “Y” if you wish to enable this function.

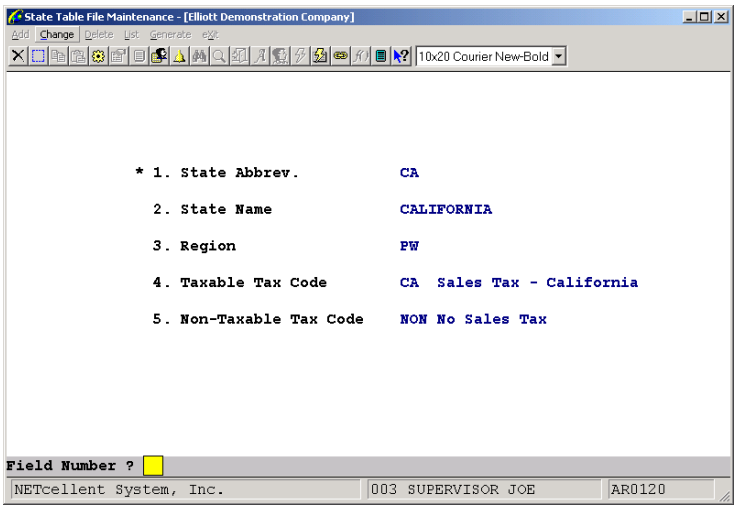


Figure 2C.2 shows the State Table File with the two new fields: Taxable Tax Code, and Non-Taxable Tax Code.

Customer Generic Search With City & State

Field 3. Answer "Y" to enable this feature.

This feature offers users the ability to do a generic customer search with the city and state being displayed. In the original generic customer search, only the customer numbers and customer names were displayed. With this feature, **Customer's City and State will also be displayed**. Users who have customers belonging to a chain or with the same name will find this useful.

This feature gives users the flexibility of having many customers with the same name without having to worry about remembering the customers' numbers. This makes it simple when a customer calls in to check if an invoice has been paid. The user does not need to know the customer's number. All that is needed is the customer's name. The user can then ask where the customer is located in order to identify the correct customer.

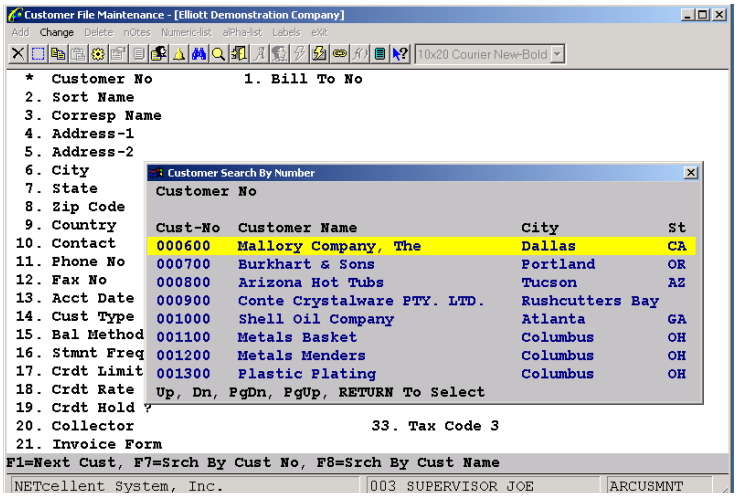


Figure 2C.5. You can differentiate among customer names by city and state.

Use Tax Exempt Expiration Date

This function allows you to create a tax-exempt record and define and expiration date for the tax exemption.

Field 4. Answer "Y" under enhancement setup if you wish to use this function.

.

City, State and Zip Code Lookup

This feature serves as a quick lookup for a city, state and zip code in the Customer File Maintenance, and Ship-to File Maintenance. The initial motive behind this feature is to let the system automatically fill the City and State information after the Zip Code uniquely identifies a location. Later, we expanded the capability of performing different types of lookups based on the information availability.

Field 5. Answer "Y" to use this function.

Basic Information Needed For Lookup

No matter what type of lookup the user plans to perform, he/she always has to provide some information for the system as a lookup base. The following table lists this piece of information for each type of lookup.

Lookup Type	Basic Parameter(s)
City	Zip Code
State	State Name
Zip Code	City

Automatic Fill-In Of City And State

From time to time, the user may encounter a situation where he/she has a hard time understanding the city name that the customer addresses on the phone. When this kind of embarrassment occurs, the user may simply obtain the customer's zip code to let the computer automatically fill in the City and State information. Although a zip code cannot always uniquely identify a city, a pop-up window with the closest answers will be available and visible to the user.

In Figure 2C.8, we use the Customer File as an example to perform this nice and convenient feature. We can bypass the entry of City and State to enter Zip Code, then press **ENTER,** and the corresponding information will automatically be filled in.

If the zip code entered cannot uniquely identify a location, pressing F7 in the ZIP code field will popup the City Search By Zip Code Window listing the ZIP Codes closest to your search. The user may verify with the customer to ensure the right entries.

Another situation the user may run into is that after the City and State fields are automatically filled in, he/she finds out the zip code is incorrect. Before the user can correct the zip code, he/she has to clear the City and State fields first so that when the new zip code is entered, the system will update those two fields with the right information accordingly.

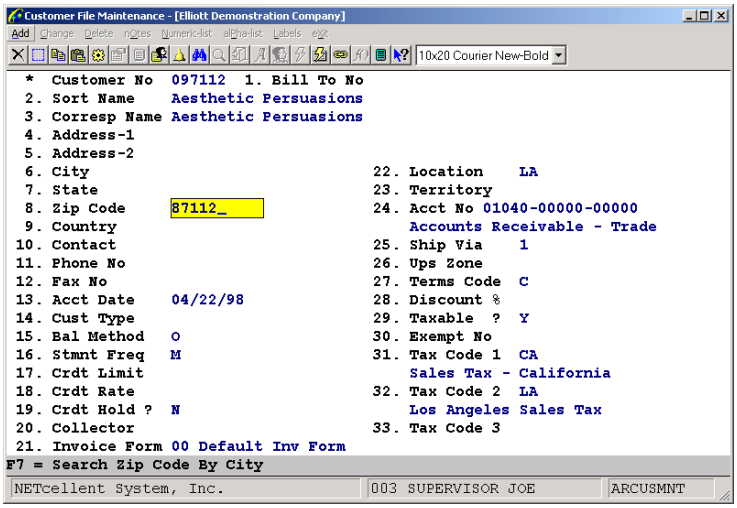


Figure 2C.8 You have to enter a value to the Zip Code field to have the system fill in the City and State information.

Use Customer Number Sequencer

This function allows you to use a counter to determine the next available customer number. This is useful when you are entering a new customer record, and you do not remember the last customer number used.

Field 6. Answer "Y" to this question if you wish to use this feature.

Starting Customer Number

You will need to define the starting customer number. This is the counter which will track the next available customer number.

Field 7. Enter starting customer number.

Apply Cash For Invoice Not In A/R Open File

This is a useful function when you want to enter and post a cash receipt and apply the cash to an invoice that has not been posted or created yet.

Field 8. Answer "Y" to enable this function.

Calculate Commission Due By Cash Receipt

If you pay commissions on a cash receipt basis, this feature gives you the option of paying commissions based on fully paid invoices or as partial payments are received.

Field 9. Select **"F"** for fully paid or **"P"** for partially paid.

If you set this flag to "P" then the default will be to include partial payments from A/R Open Item file when you calculate the commission.

If you set this flag to "F" then the default will be to include only fully paid invoices when you calculate commissions.

Whether your default is "P" or "F", you have another chance when you run the Sales Commissions Due Report to decide during the calculation process. This flag simply serves as a default value for calculation.

This Page Intentionally Blank

A/R Bill-To Customer

Application Overview

This feature is designed accommodate multi-location customers where their headquarters takes care of all the Accounts Payable for it's chain stores or branches. Purchase orders can be executed from the headquarters or from any of the stores, but the billing goes to the headquarters' office.

In this feature, the headquarters and all stores/branches are each treated as an individual customer account. One purpose of implementing this feature is to track sales and sales commission by store, (customer). Also, all collections and cash receipts processing are done by the headquarters' account.

In Customer Order Processing, **it is much easier to find an order by store (customer) rather than by headquarters** when providing customer service.

To set up Standard Elliott to handle this type of customer, you will need to **create customer accounts** for the headquarters and all its store branches. For each of the store branches, the headquarters' account number will be assigned in the Bill-To field.

Run Instructions

Goto: **Elliott Main Menu → Util Setup → Global Setup → Acct → A/R Bill To Customer**

Enabling A/R Bill-To Customer

Standard Elliott main menu → Util_setup → Global setup → Acct → a/r Bill to customer

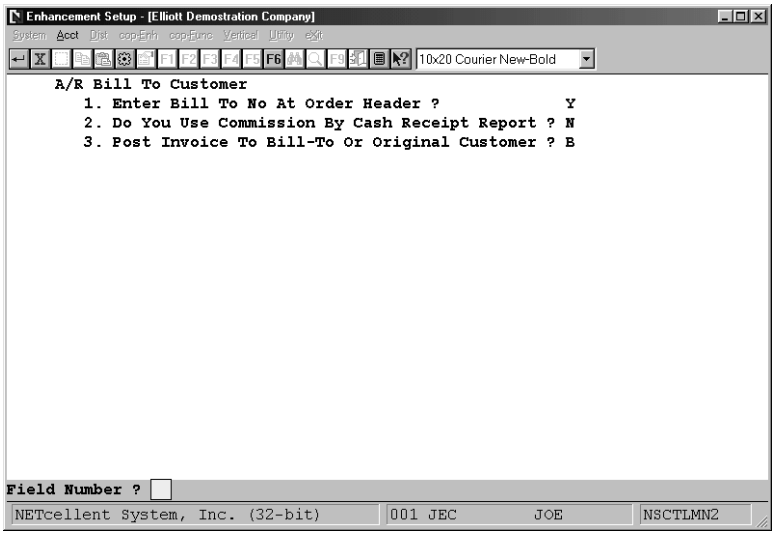


Figure 1B.1 shows the setup screen for this feature.

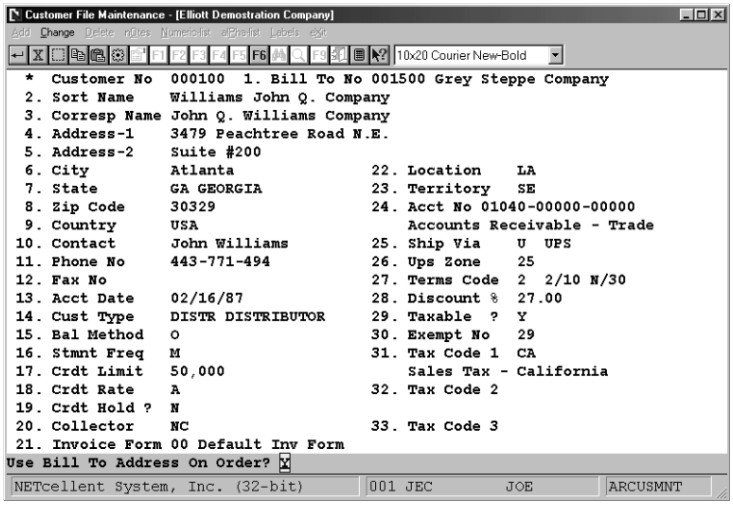


Figure 1B.2. Users have the option of having the bill-to address display on the order.

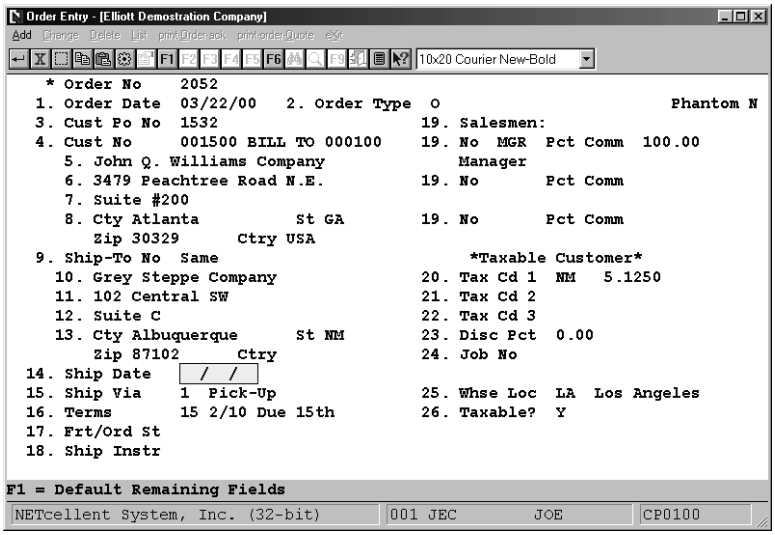


Figure 1B.3 This Order Entry screen is a sample Purchase Order of Grey Steppe Consulting, which is a branch of John Q. Williams (headquarters). In field #4, the order is billed to the headquarters, while in field #9, the order is shipped to the branch store's address.

Field 2. Do You Use Commission By Cash Receipt Report?

If you are using Commission by Cash Receipt Report, answer “Y.” The importance of this flag is to determine which customer number will be posted to the commissions due file: the Bill-To Customer number or the Original Customer number.

By default, the system uses the original customer number. If you use Commission Due By Cash Receipt with the Bill-To option, the receivable record is stored under the Bill-To Customer and the commission due must be stored under the Bill-To Customer as well. If the commission due is stored under the original customer number, then the commission due calculation will not be able to math the payment received in the A/R Open Item file.

This Page Intentionally Blank

A/R Sales Tax Audit Trail

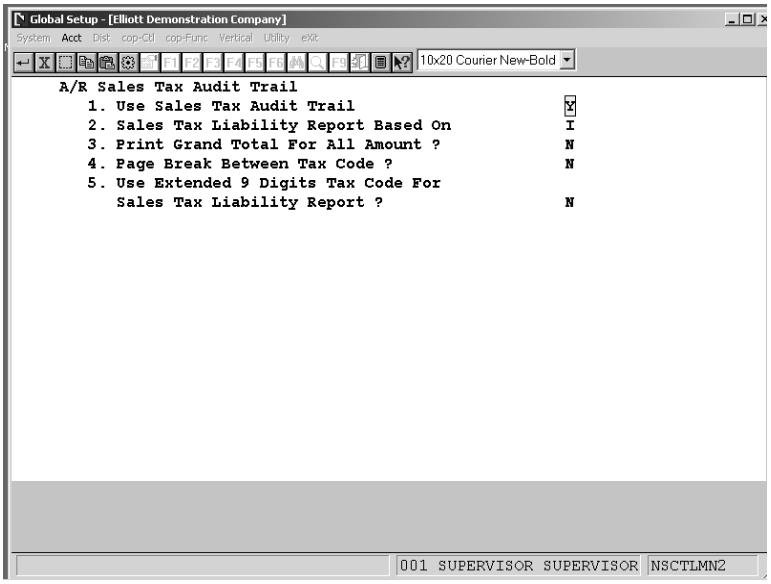
Application Overview

The purpose of this feature is to give a detailed tracking for sales tax so that complete auditing information can be available (especially for state auditing). This feature enables users to create Sales Tax Liability Reports for each tax code based on invoices or cash receipts. It also gives users the choice for printing a report for fully paid invoices only. If the user is tired of paying sales tax for which the invoice has not been paid off or paid in full, or if the user would like to be able to track down the exact sales tax amount based on fully-paid invoices, this feature will serve as a remarkable vehicle for business.

Run Instructions

Goto: Elliott Main Menu → Util Setup → Global Setup → Acct → a/r Sales tax audit trail

Enabling Sales Tax Audit Trail



1. Use Sales Tax Audit Trail?

This is a yes-or-no question for updating the Sales Tax Liability file (refer to Figure 2D.1). If the user answers “Y” to this question, the system will create the sales tax information record in the Sales Tax File during Posting Invoices to A/R.

2. Sales Tax Liability Report Based On

The Sales Tax Liability may be initially set up to run based on “I” - Invoice or “C” - Cash Receipt. If you answer “I”, the sales tax will be based on all invoices regardless of any payments made by the customer against the invoice(s). If you answer “C”, the sales tax will be based on the actual receipt of payment

from customer against the invoice(s). *Note: Once your choice of method has been selected, it cannot be changed. Doing so may cause unpredictable results!*

3. Print Grand Total For All Amounts?

   If you want the Sales Tax Liability Report to print a grand total of all taxed amounts, answer "Y" to this question. If you don't, answer "N" to this question.

4. Page Break Between Tax Code?

   If you answer "Y" to this question, the system will perform page breaks when printing the Sales Tax Liability Report.

5. Use Extended 9 Digits Tax Code For Sales Tax Liability Report?

   This is an optional field. Some companies need the ability to use a 9 digit tax code. If you answer "Y" to this question, you will be able to see a 9 digit tax code on the report.

How Does This Feature Work?

Eventually, there is a work file associated with the Sales Tax Audit Trail feature. This work file will get updated during four processes, which are 1) Post Sales & Cr/Dr Memo Transaction, 2) Post Invoice to A/R if COP module is used, 3) Re-apply Cr/Dr Memo, and 4) Post Cash Receipts. We will discuss what happens to this work file during these four processes in the following paragraphs.

1 and 2. Post Sales & Cr/Dr Memo Transaction and Post COP Invoice to A/R

Upon the posting of invoices, STANDARD ELLIOTT will create Sales Tax Liability records. Each record consists of 18 fields, which can be found in the attached sample report. All the fields except Cash Receipt Date (Csh-Date), Receipt-Amt, Adjust-Amt, and Adj-Tax-Amt will be written with the data from the invoice. At this stage, multiple records may be created for one invoice due to the possible multi-tax codes.

If a credit memo was entered in COP Order Entry, STANDARD ELLIOTT will write the information to the Sales Tax Liability file in the field of Adjust-Amount and Adj-Tax-Amt upon posting.

If the Apply-to field is blank or Apply-to is not found, the Sales Tax Liability records will not be updated.

3 and 4. Re-apply Cr/Dr Memo and Post Cash Receipts

Upon the posting of Cash Receipts Processing, STANDARD ELLIOTT will update the fields of Csh-Date and Receipt-Amt based on the cash receipts information. If the Re-apply function was executed, STANDARD ELLIOTT will write the total of New Amount-1 and New Amount-2 to the Adjust-Amount field.

If the Apply-to field is blank or Apply-to is not found, the Sales Tax Liability records will not be updated.

Sales Tax Liability Reports

In order to get a glance of how much sales tax the user needs to pay to each state, county, and city, two reports are available to the user. One is Sales Tax Liability By Invoice, and the other is Sales Tax Liability By Cash Receipts. They both can be accessed by going through A/R → Reports → Ar Enh Report → Sales Tax Liability Report. **Figure 2D.2** and **Figure 2D.3** display the print screens of each kind.

The report by invoice is asking the user to enter starting and ending Invoice Dates versus Cash Receipts Dates in the report by cash receipts. The report by cash receipt has an additional field - 8. "Print Full-Receipt Invoice Only?". **Figure 2D.3** displays the Sales Tax Liability Report by Cash Receipts. The "Receipt-Amt" and "Adj-Tax-Amt" columns will only display if the report is by Cash Receipts. As you can

see, the report by Invoice does not contain these two columns **(Figure 2D.4).**

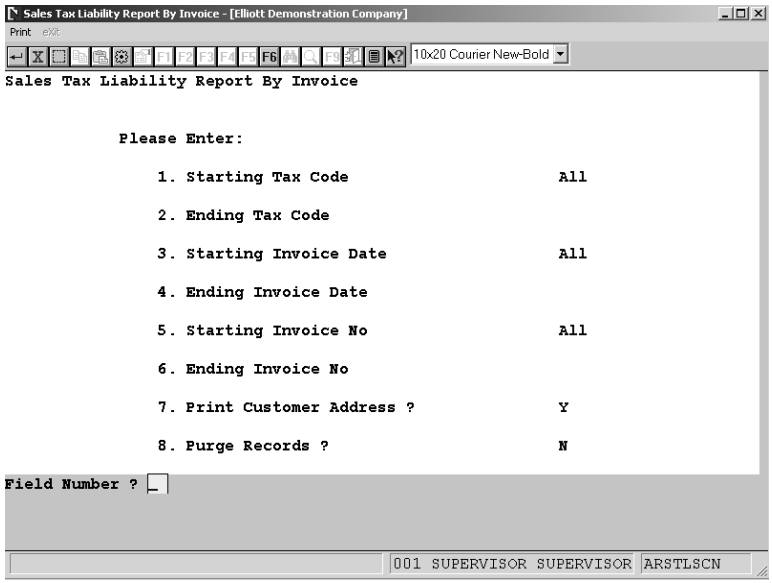


Figure 2D.2. Sales Tax Liability Report by Invoice.

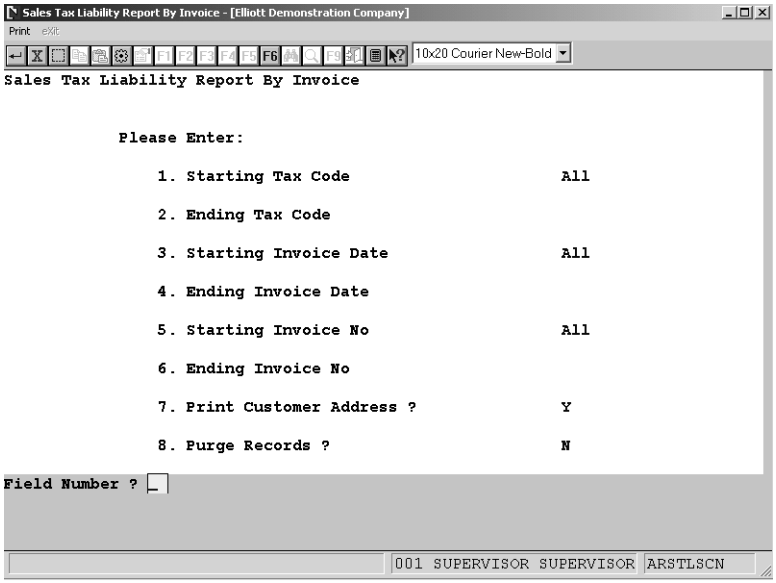
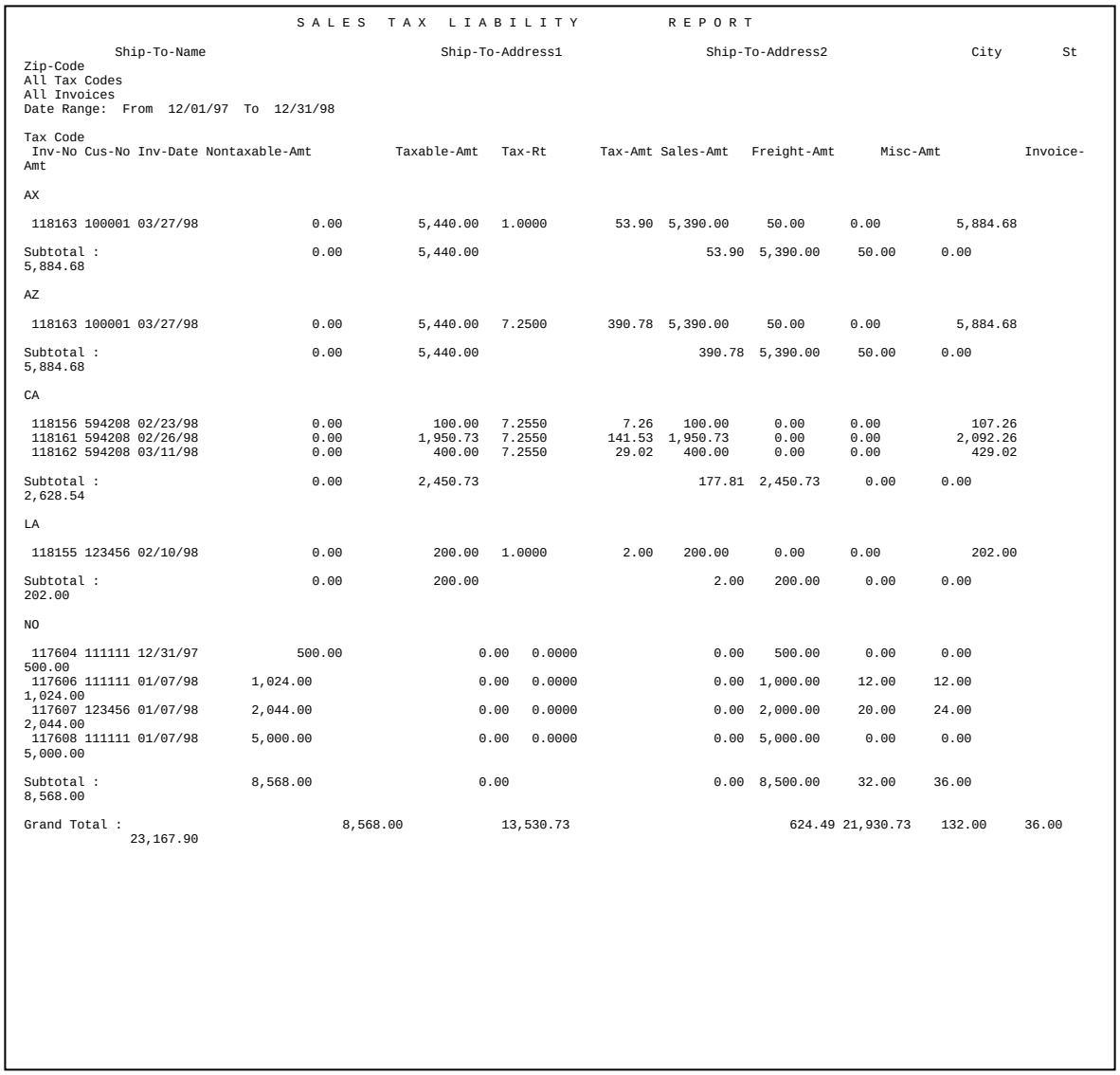


Figure 2D.3 Sales Tax Liability Report by Cash Receipts.



S A L E S T A X L I A B I L I T Y R E P O R T

Ship-To-Name Ship-To-Address1 Ship-To-Address2 City St Zip-Code
All Tax Codes
All Invoices
Date Range: From 12/01/97 To 12/31/98

Tax Code / Inv-No	Cus-No	Inv-Date	Nontaxable-Amt	Taxable-Amt	Tax-Rt	Tax-Amt	Sales-Amt	Freight-Amt	Misc-Amt	Invoice-Amt
AX										
118163	100001	03/27/98	0.00	5,440.00	1.0000	53.90	5,390.00	50.00	0.00	5,884.68
Subtotal :			0.00	5,440.00		53.90	5,390.00	50.00	0.00	5,884.68
AZ										
118163	100001	03/27/98	0.00	5,440.00	7.2500	390.78	5,390.00	50.00	0.00	5,884.68
Subtotal :			0.00	5,440.00		390.78	5,390.00	50.00	0.00	5,884.68
CA										
118156	594208	02/23/98	0.00	100.00	7.2550	7.26	100.00	0.00	0.00	107.26
118161	594208	02/26/98	0.00	1,950.73	7.2550	141.53	1,950.73	0.00	0.00	2,092.26
118162	594208	03/11/98	0.00	400.00	7.2550	29.02	400.00	0.00	0.00	429.02
Subtotal :			0.00	2,450.73		177.81	2,450.73	0.00	0.00	2,628.54
LA										
118155	123456	02/10/98	0.00	200.00	1.0000	2.00	200.00	0.00	0.00	202.00
Subtotal :			0.00	200.00		2.00	200.00	0.00	0.00	202.00
NO										
117604	111111	12/31/97	500.00	0.00	0.0000	0.00	500.00	0.00	0.00	500.00
117606	111111	01/07/98	1,024.00	0.00	0.0000	0.00	1,000.00	12.00	12.00	1,024.00
117607	123456	01/07/98	2,044.00	0.00	0.0000	0.00	2,000.00	20.00	24.00	2,044.00
117608	111111	01/07/98	5,000.00	0.00	0.0000	0.00	5,000.00	0.00	0.00	5,000.00
Subtotal :			8,568.00	0.00		0.00	8,500.00	32.00	36.00	8,568.00
Grand Total :			8,568.00	13,530.73		624.49	21,930.73	132.00	36.00	23,167.90

Figure 2D.4 shows a sample of a Sales Tax Liability Report.